



Town of Billerica

Proposed Operating Budget Fiscal Year 2020



John Curran, Town Manager
Kimberly Conway, Chair of the Board of Selectmen
Dave Gagliardi, Chair of the Finance Committee



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Town of Billerica



Operating Budget Fiscal Year 2020
Capital Improvement Program Fiscal Year 2020

Town Manager

John Curran

Board of Selectmen

Chairman, Kim Conway
Vice Chairman, Andrew Deslaurier
Secretary, Ed Giroux
Michael Rosa
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Finance Committee

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Vice Chairmain, Doug Meagher
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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 *JCC*
DATE: December 5, 2018
SUBJECT: Fiscal Year 2020 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 7, 2019. Therefore, the budget must be submitted to Finance Committee before March 8, 2019. Accordingly, the budget will be ratified by the Board of Selectmen at the last regular meeting before this date – February 25th. The department head budget requests are due by December 28, 2018.

Budget Process

The Fiscal Year 2020 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 October totaled \$1.912 billion, which is \$27 million or 1.5% above the monthly benchmark, and \$86 million or 4.7% more than the actual collections in October 2017.

For the fiscal year-to-date through October, revenue collections totaled \$8.876 billion, \$350 million or 4.1% more than the year-to-date benchmark and \$695 million or 8.5% more than the same fiscal year-to-date period in 2017.

October’s results were consistent with expectations for steady, moderate growth. Revenues are ahead of benchmark mainly because of strong estate tax collections in both the monthly and year-to-date periods.”¹

There is no reason to anticipate anything other than a positive outlook for the next fiscal year. All town tax collections and receipts are strong and the five year average of new growth is strongest it has been in twenty years at \$2.6 million. This is 14% higher than any year in the last 20 years.

The only caution to express is that these revenues are needed to sustain the significant level of debt service the Town is incurring over the next several years.

Three Collective Bargaining Agreements (CBAs), which expired on June 30th 2016, remain unsettled. This office is working to incorporate both Police Unions and the Fire Fighters Union within this budget process. Some free cash remains from the fall town meeting to be used for anticipated retroactive pay. Five contracts have been settled to date however these contracts are all expiring on June 30, 2019. Accordingly, all eight unions will be open for renegotiation this January. As always, do not include any numbers in personnel budgets for unsettled contracts. All of these union contracts will be major contributors to the budget this year.

The other potential major contributor to the budget this year could be the “Shawsheen Assessment”, which is not yet known. The Town’s retirement contribution is expected to increase significantly. 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 FY2019 goals of the Board of Selectmen. This budget may include the addition of a zoning enforcement position as per the goals of the Board of Selectmen.

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

¹ Massachusetts Department of Revenue Press Release dated November 5, 2018.

- 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 2020 Financial Outlook

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 a AA+ by S&P –

“The Aa2 rating reflects the town's sizeable tax base with above average wealth and income levels, healthy financial position and manageable pension liability. The rating also incorporates a substantial increase in the debt burden which, taking into account the current issuance, is elevated for the rating category. – Moody's

The town's strong fiscal management bolsters the stable financial position and helps mitigate the increased debt burden.” As noted by Moody's, The Town issued a significant note within the last two years for \$90 million for its' new high school however the Town's strong financial management enabled it to receive an elevated rating in spite of its' outstanding debt of \$159.6 million.

Revenue

The Town has an excess levy capacity of \$16 million. 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. Homeowner's often seek a preapproved 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 – \$2.7 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 7.46% as an average in the last five years. Last year's levy grew by \$8.8 million.

In addition the Town Receives local aid (state monies) and local receipts (town fees, building, excise, etc.). Local Aid is stable but it does not grow significantly. The state has not increased this funding significantly since 2013. Historically the state reduces local aid in a down economy. Consequently, Billerica uses the same number every year and 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 \$12 million and another \$4.8 million and \$5 million that fund the water and sewer enterprise funds respectively. Local receipts on average have increased 5.5% 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 Comprehensive Wastewater Management Plan which includes expanding the sewer collection system for the last 25% of the Town.

The future outlook for revenue expectations is very positive. EMD Sorono is investing \$70 million in a state-of-the-art research and development facility and they are forecasting the creation of over 50 new jobs. Clear Motion is moving into building that has been vacant over 10 years. They are investing \$10 Million into the site and 195 jobs are moving into Billerica with an expectation of 300 over several years.

There are several new multifamily housing units in various stages of development. Alpine Village is nearly complete with 178 units – 117 are occupied, Aspen Village is completing the fourth building of the first phase and has just completed the foundation on four new buildings of phase two. The developer has completed 144 of the 384 units. Broadstone Development has received a special permit for the construction of 212 units expected to commence in the spring of 2019. Hawthorne Senior Living is permitted to build 151 units and is scheduled to open in the fall of 2019.

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

Costs and Investments

Costs

The strong revenue picture positions the Town well to handle many of the projected costs and investments ahead for the Town. The operating costs have several big drivers. Pension costs are on payment schedule to be fully vested by 2035. Each year the projected increase for pension costs is 6% out to 2024 and then the increase will dissipate out to 2035.

The OPEB liability for the Town was as high as \$272 million. It is currently at \$215 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 2020 budget the Town has appropriated \$1,322,500. The meals tax revenue is over \$500,000 annually.

The Health Insurance has increased 2.98% on average in the last five years. According to the Massachusetts Division of Insurance, the average health plan will increase by 4.27% next year. The Town continues to remain competitive

All Town labor contracts have for the most part settled for 2% annually and this trend is expected to continue into the near future.

Investments

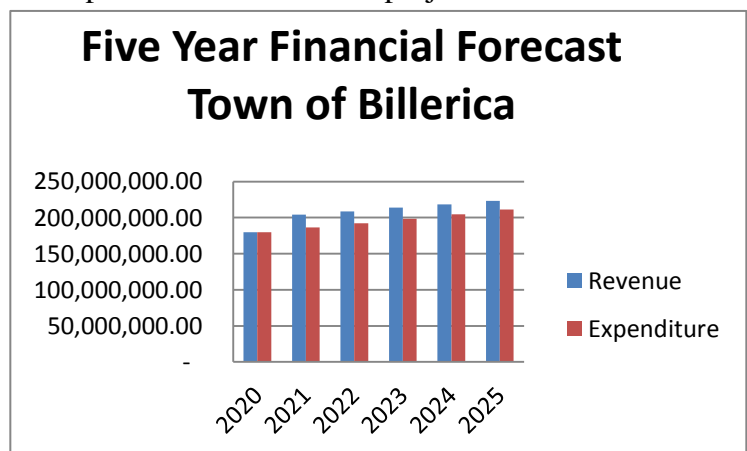
Long Term Investments include the continued commitment to the new Billerica Memorial High School. The Town has issued \$90 million in debt and will issue an additional \$10 million when the project is complete. The Town has also issued debt for the ongoing sewer expansion program. All of these debt costs 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 Town is engaged in a design study of the Engine 3 station house to see what would be needed to rehabilitate the facility. This is potentially a \$10 million cost. Additionally the Town is studying the potential for a new Public works facility – this is a potential \$30 million project.

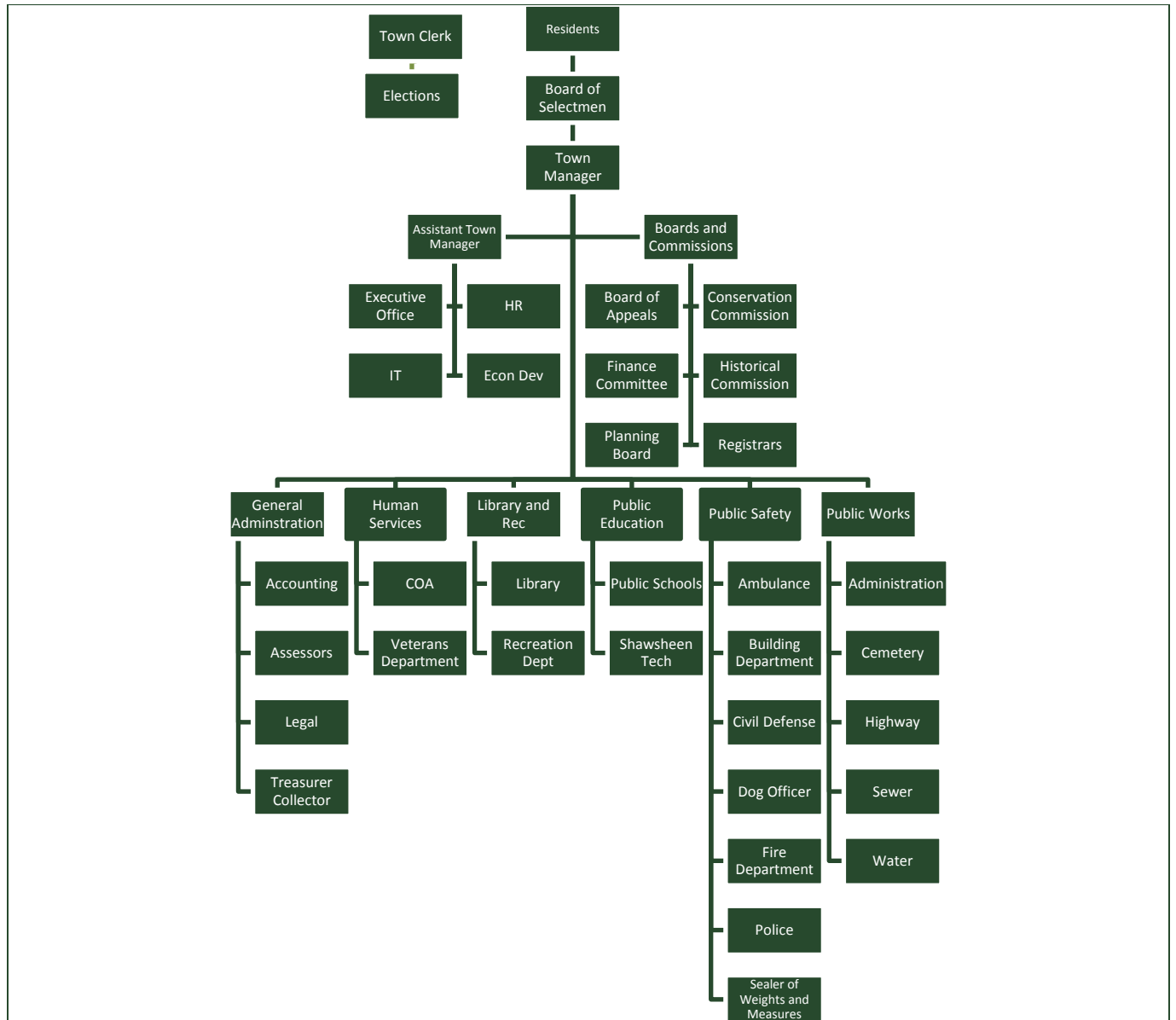
The Town appropriates \$1 million annually for capital and infrastructure projects around Town. Additionally the Town receives approximately \$1.2 million in Chapter 90 funds from the state for roadway improvements.

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 45 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 is the second year the Town Manager and the Board of Selectmen wanted to create a budget document that is more user friendly than in years past. 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. We hope that you enjoy the new layout, 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 **Board of Selectmen**. 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 FY20 (Approval 2018 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

School Superintendent must provide TM with ratified School Budget
BOS must ratify prior to Fincom Deadline

March

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: 41,888

Form of Government:
Town Manager, Board of
Selectmen, Representative
Town Meeting

Town Manager: John C.
Curran

School Structure: K-12

FY2019 Average Tax Bill:
\$5,110.27

**FY2019 Average Single
Family Home Value:**
379,100

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 six elementary schools, two middle schools, and one high school. The Town is also proud to announce that we have broken ground on a new High School that will service generations for years to come.

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 Parexel. Both of these companies are on the cutting edge of 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 16 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.

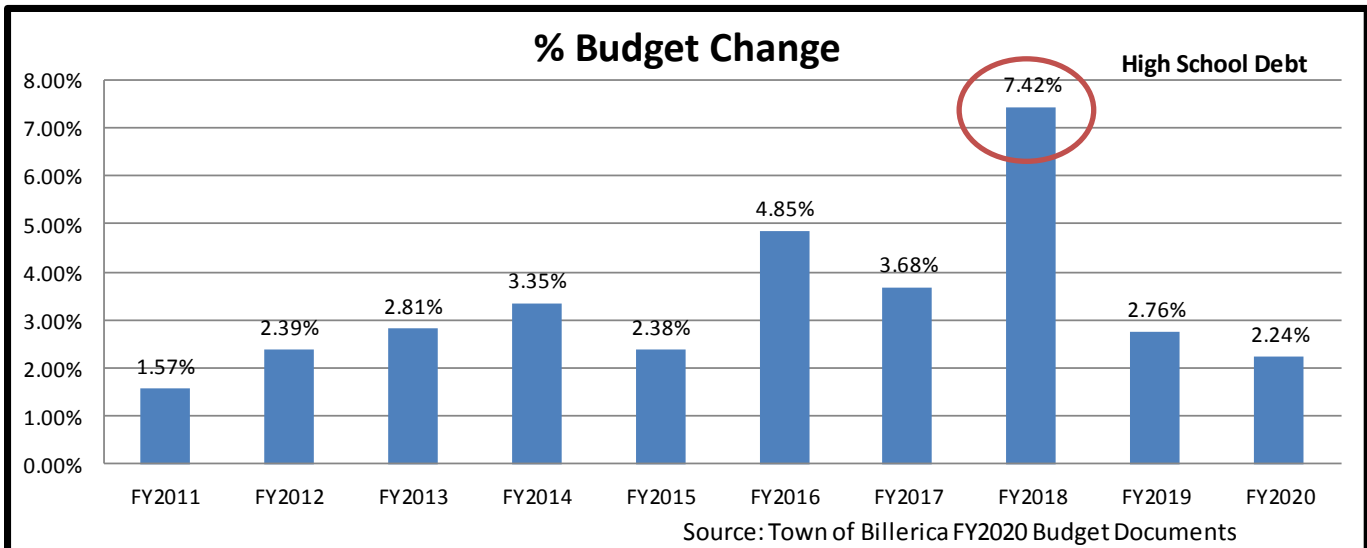
The Town of Billerica is currently an exciting place to be. Future development, a new high school, and many other exciting opportunities are on the horizon.

Section 2: Budget Overview

Fiscal Year 2020 Budget Summary

Fiscal Year 2020 Budget Summary

Department	FY2018 BUDGET	FY2019 BUDGET	FY2020 BUDGET	\$ INC/DEC	% INC/DEC
General Government	\$ 5,091,894	\$ 5,505,266	\$ 5,591,695	\$ 86,429	1.57%
Public Safety	18,764,189	18,890,202	19,808,285	918,083	4.86%
Public Works	7,792,330	8,147,893	8,375,556	227,663	2.79%
Library and Recreation	1,932,609	2,078,090	2,049,503	(28,587)	-1.38%
Human Services	1,033,072	925,295	937,161	11,866	1.28%
Total Town Departments	34,614,094	35,546,746	36,762,200	1,215,454	3.42%
Billerica Public Education	61,423,060	62,510,708	65,258,421	2,747,713	4.40%
Shawsheen Technical	10,579,268	10,917,388	10,257,388	(660,000)	-6.05%
Total Education	\$ 72,002,328	\$ 73,428,096	\$ 75,515,809	\$ 2,087,713	2.84%
Town/School Shared Costs	39,600,881	41,660,195	41,657,250	(2,945)	-0.01%
TOTAL	\$ 146,217,303	\$ 150,635,037	\$ 153,935,259	\$ 3,300,222	2.19%
Water Enterprise Fund Budget	\$ 5,986,425	\$ 6,188,894	\$ 6,276,034	\$ 87,140	1.41%
Wastewater Enterprise Fund Budget	\$ 8,509,004	\$ 8,327,388	\$ 8,641,118	313,730	3.77%
Total Budgets	\$ 160,712,732	\$ 165,151,318	\$ 168,852,410	\$ 3,701,092	2.24%



Financial Recap FY20

TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2020 FALL					Page 1
	FINAL BUDGET FY16	FINAL BUDGET FY17	FINAL BUDGET FY18	FINAL BUDGET FY19	FINAL BUDGET FY20
<i>USES OF FUNDING (AMOUNTS TO BE RAISED):</i>					
APPROPRIATIONS:					
GENERAL FUND BUDGET (Includes all TM R&A)	120,579,082.40	126,059,929.00	135,428,992.00	139,125,590.00	142,013,742.65
School Contracts Budget Amendment					
Water Enterprise Budget	6,186,493.00	6,033,655.51	5,986,507.83	6,188,893.61	6,292,513.99
Water Enterprise Capital Budget	305,518.00				
Wastewater Enterprise Budget	8,032,795.00	7,696,146.04	8,459,132.00	8,327,388.00	8,641,118.00
TRANSFER	301,747.00				
Spring Article 4 FF Contract Overlay	300,000.00				
Spring Article 12 Overlay	150,000.00				
Spring Article 10 Water Conservation Rebates	75,000.00				
Fall STM ARTICLE 13, Debt Stabilization	1,800,000.00				
Fall STM ARTICLE 14, School Capital	700,000.00				
Fall STM ARTICLE 16, Storm Water Capital	500,000.00				
Fall STM ARTICLE 17, Yankee Doodle Bikepath	190,000.00				
Fall STM ARTICLE 19, Town Capital	701,000.00				
Fall STM ARTICLE 20, OPEB	500,000.00				
Fall STM ARTICLE 21, Snow and Sand Deficit	600,000.00				
Fall STM ARTICLE 23, Assessors Consultant	89,000.00				
Fall STM ARTICLE					
Fall STM ARTICLE					
Fall STM ARTICLE					
Fall STM ARTICLE 13, Free Cash to Debt Stabilization		1,800,000.00			
Fall STM ARTICLE 14, Town Capital Budget		1,048,000.00			
Fall STM ARTICLE 15, School Capital Budget		500,000.00			
Fall STM ARTICLE 16, Purchase Ambulance and Retrofit Garage		425,000.00			
Fall STM ARTICLE 17, Fire Station Feasibility Study		100,000.00			
Fall STM ARTICLE 18, Town Vehicles Fuel Facility		1,500,000.00			
Fall STM ARTICLE 19, Yankee Doodle Bikepath		450,000.00			
Fall STM ARTICLE 20, Aquatic Treatment of Nuttings Lake		35,000.00			
Fall STM ARTICLE 22, Water Mains Replacement		500,000.00			
Spring 2017 ATM, Article 3, Budget Transfer			100,000.00		
Spring 2017 ATM, Article 4, SEIU Contract (\$48,000 in budget)					
Spring 2017 ATM, Article 5, EMT and Paramedics Contract			26,500.00		
Spring 2017 ATM, Article 6, IUPE Contract			35,000.00		
Spring 2017 ATM, Article 13, By-Law Employees COLA			47,500.00		
Spring 2017 ATM, Article 20, Overlay Fund to Debt Stabilization			1,200,623.00		
Spring 2017 ATM, Article 21, Overlay to Fund Town Capital			504,000.00		
Fall 2017 STM, Article 8, IAFF Dispatchers (\$17,150 in budget)			6,625.00		
Fall 2017 STM Article 14, Town Capital Budget			2,919,000.00		
Fall 2017 STM, Article 15, School Capital Budget			1,000,000.00		
Fall 2017 STM, Article 16, WWTP Bob Cat			50,000.00		
Fall 2017 STM, Article 18, Hydrants and Gates			200,000.00		
Fall 2017 STM, Article 23, Free Cash to Debt Stabilization			1,800,000.00		
Fall 2018 STM, Article 3, CBA School Admin Raise and Appropriate					
Spring 2018 STM, Article 17, Debt Stabilization Overlay Surplus				55,264.87	
Spring 2018 STM, Article 19, Water RE Pump At Intake				41,000.00	
Spring 2018 STM, Article 20, I/I Manholes				50,000.00	
Spring 2018 STM, Article 21, Street Survey Overlay Surplus				50,000.00	
Spring 2018 STM, Article 22, Assessors Consulting Overlay Surplus				50,000.00	
Spring 2018 STM, Article 23, Assessors Revalue Consulting Overlay Surplus				132,000.00	
Spring 2018 STM, Article 24, Reallocate various articles				242,384.00	
Spring 2018 STM, Article 25, Ambulance Free Cash				250,000.00	
Spring 2018 STM, Article 31, Carter Ave Overlay Surplus				286,000.00	
Spring 2018 STM, Article 6 BMEA Contract Free Cash				137,453.00	
Spring 2018 STM, Article 6 BMEA Contract Water RE				82,917.00	
Spring 2018 STM, Article 6 BMEA Contract Wastewater RE				49,872.00	
Spring 2018 STM, Article 6 BMEA Contract Water and Wastewater Raise and Appropriate (general budget levy)				218,804.00	
Fall 2018 STM, Article 3, CBA School Admin Raise and Appropriate \$57,387 (in budget above)					
Fall 2018 STM, Article 8, Fund NEPBA Civilian Dispatch 24,904 through Free Cash				24,904.00	
Fall 2018 STM, Article 8, Fund NEPBA Civilian Dispatch \$24,543 through Raise and Appropriate (in budget above)					
Fall 2018 STM, Article 12, Free Cash to Debt Stabilization				1,300,000.00	
Fall 2018 STM Article 14, Town Capital Water RE				975,000.00	
Fall 2018 STM Article 14, Town Capital Watewater RE				525,000.00	
Fall 2018 STM Article 14, Town Capital Free Cash				50,000.00	
Fall 2018 STM Article 15, School Capital				1,400,000.00	
Fall 2018 STM Article 16, Sewer Covers I/I				50,000.00	
Fall 2018 STM Article 17, Whipple and Andover				400,000.00	
Fall 2018 STM Article 18, Frost Street Phase II				500,000.00	
Fall 2018 STM Article 25, CPA Artice				1,605,141.00	
Fall 2018 STM Article 29, Sewer Hook Up Loan Program				200,000.00	
Teacher's Contract					800,000.00
CPA Budget Article			700,000.00	900,000.00	900,000.00
TOTAL APPROPRIATIONS	141,010,635.40	146,147,730.55	158,463,879.83	163,717,611.48	158,647,374.65
OTHER LOCAL EXPENDITURES / DEFICITS:					
TAX TITLE PURPOSES		25,000.00	25,000.00	50,000.00	50,000.00
CHARTER SCHOOL ASSESSMENT					
SCHOOL CHOICE					
COUNTY RETIREMENT	9,204,554.00	9,826,635.00	10,788,311.00	11,509,447.00	11,921,516.00
DEBT & INTEREST		167,000.00			
FINAL JUDGMENTS		60,000.00	60,000.00	60,000.00	60,000.00
OVERLAY DEFICITS					
CHERRY SHEET OFFSETS	60,000.00	45,930.00	47,593.00	50,131.00	50,131.00
REVENUE DEFICIT	46,409.00				
SNOW / ICE DEFICIT	589,103.00	376,878.00	903,739.00	939,585.00	600,000.00
PROJECTED SNOW / ICE REIMBURSEMENT					
OVERLAY RESERVE	2,809,476.36	3,190,508.64	2,796,504.85	3,125,621.55	3,125,621.55
OTHER - MEDICARE/UNEMPLOYMENT					
OTHER - UNFORESEEN CHARGES/ASSESSMENTS				46,592.00	
TOTAL OTHER LOCAL EXPENDITURES	12,709,542.36	13,691,951.64	14,621,147.85	15,781,376.55	15,807,268.55
STATE AND COUNTY CHARGES	5,873,560.00	5,591,126.00	5,258,306.00	5,219,905.00	5,403,227.00
TOTAL USES OF FUNDING	159,593,737.76	165,430,808.19	178,343,333.68	184,718,893.03	179,857,870.20

	FINAL BUDGET FY16	FINAL BUDGET FY17	FINAL BUDGET FY18	FINAL BUDGET FY19	FINAL BUDGET FY20
<i>SOURCES OF FUNDING:</i>					
AMEND PY NEW GROWTH		321,328.00	28,203.00	279,327.00	
PROPERTY TAXES 2 1/2 LEVY LIMIT	114,615,719.00	120,397,154.00	126,107,679.00	132,428,590.00	138,304,396.00
NEW GROWTH	2,523,591.00	2,606,525.00	2,811,618.00	2,502,528.00	750,000.00
AMEND PY NEW GROWTH					
TOTAL PROPERTY TAXES	117,139,310.00	123,003,679.00	128,919,297.00	134,931,118.00	139,054,396.00
ADD CPA					
ADD DEBT EXCLUSION	1,867,362.50	1,742,363.00	6,412,498.00	6,655,532.23	5,734,781.73
DOR ROUNDING					
LESS EXCESS LEVY CAPACITY	-9,242,752.00	-9,972,702.00	-12,693,601.00	-16,559,324.45	-15,749,385.00
WATER LEVY	1,986,493.00	1,758,655.51	1,586,507.83	1,388,893.61	1,492,513.99
SEWER LEVY	4,257,795.00	3,921,146.04	4,259,132.00	3,327,388.00	3,641,118.00
GENERAL FUND LEVY	103,519,632.50	109,093,538.45	116,792,554.17	120,311,044.17	123,906,160.74
TOTAL PROPERTY TAXES - ADJUSTED	109,763,920.50	114,773,340.00	122,638,194.00	125,027,325.78	129,039,792.73

SOURCES OF FUNDING (cont):

STATE ESTIMATED REVENUES:

CHAPTER 70 - SCHOOL AID	18,620,584.00	18,904,494.00	19,055,514.00	19,202,874.00	19,300,194.00
CHARTER TUITION ASSESSMENT REIMBURSEME	381,146.00	190,893.00	142,880.00	131,271.00	130,120.00
SCHOOL LUNCH - OFFSET					
LOTTERY	5,368,038.00	5,598,864.00	5,817,220.00	6,020,823.00	6,183,385.00
VETERANS' BENEFITS	473,696.00	386,332.00	333,206.00	302,335.00	305,950.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOU	234,621.00	233,585.00	247,065.00	237,951.00	248,042.00
STATE OWNED LAND	102,465.00	101,246.00	101,149.00	126,590.00	137,082.00
PUBLIC LIBRARIES - OFFSET	46,409.00	45,930.00	47,593.00	50,131.00	50,649.00
TOTAL STATE ESTIMATED REVENUES	25,226,959.00	25,461,344.00	25,744,627.00	26,071,975.00	26,355,422.00

LOCAL ESTIMATED REVENUES:

MOTOR VEHICLE EXCISE	5,400,000.00	5,800,000.00	5,900,000.00	6,300,000.00	6,300,000.00
OTHER EXCISES (HOTEL/MOTEL)	925,000.00	925,000.00	1,500,000.00	1,500,000.00	1,500,000.00
PENALTIES & INTEREST	350,000.00	350,000.00	350,000.00	350,000.00	350,000.00
P.I.L.O.T.	38,000.00	38,000.00	38,000.00	40,000.00	40,000.00
CHARGES FOR SERVICES - WATER					
CHARGES FOR SERVICES - SEWER					
FEES (Includes Ambulance Receipts)	2,050,000.00	2,000,000.00	2,050,000.00	2,500,000.00	2,500,000.00
DEPARTMENTAL REVENUE-LIBRARY	9,000.00	9,000.00	9,000.00	9,000.00	9,000.00
DEPARTMENTAL REVENUE-CEMETERY	110,000.00	125,000.00	110,000.00	110,000.00	110,000.00
OTHER DEPARTMENTAL REVENUE	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
LICENSES & PERMITS	675,000.00	660,000.00	675,000.00	675,000.00	675,000.00
FINES & FORFEITS	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
INTEREST EARNINGS	200,000.00	200,000.00	200,000.00	225,000.00	225,000.00
MISC. STATE AND OTHER REVENUE	200,000.00	150,000.00	150,000.00	125,000.00	125,000.00
NON RECURRING REVENUE		25,000.00			
TOTAL LOCAL ESTIMATED REVENUES	10,332,000.00	10,657,000.00	11,357,000.00	12,209,000.00	12,209,000.00

	FINAL BUDGET FY16	FINAL BUDGET FY17	FINAL BUDGET FY18	FINAL BUDGET FY19	FINAL BUDGET FY19
ENTERPRISE REVENUE					
CHARGES FOR SERVICES - WATER	4,200,000.00	4,275,000.00	4,400,000.00	4,800,000.00	4,800,000.00
CHARGES FOR SERVICES - WATER BACKFLOW	305,518.00				
CHARGES FOR SERVICES - NEW REVENUE					
CHARGES FOR SERVICES - SEWER	3,775,000.00	3,775,000.00	4,200,000.00	5,000,000.00	5,000,000.00
TOTAL ENTERPRISE REVENUES	8,280,518.00	8,050,000.00	8,600,000.00	9,800,000.00	9,800,000.00
OTHER AVAILABLE FUNDS:					
CPA REVENUE			700,000.00	900,000.00	900,000.00
CPA Appropriation				1,605,141.00	
WASTE WATER PLANT EXPANSION FUND		375,000.00			
WASTE WATER INFLOW / INFIL. FUND		140,000.00		100,000.00	
WATER CONSERVATION FUND	75,000.00				
PREVIOUS WARRANT ARTICLES					
SALE OF LOTS & GRAVES TRUST					
DEBT STABILIZATION APPROPRIATION			1,400,000.00	1,625,000.00	1,425,000.00
FREE CASH	5,080,000.00	3,981,914.00	5,719,000.00	3,874,904.00	
FREE CASH May				387,453.00	
WATER ENTERPRISE RETAINED EARNINGS		782,000.00	200,000.00	1,098,917.00	
WASTEWATER ENTERPRISE RETAINED EARNINGS		1,079,086.00	50,000.00	1,074,872.00	
OVERLAY SURPLUS	450,000.00		1,704,623.00	573,264.87	
RINK REVOLVING FUND	83,594.00	131,125.00	129,890.00	128,656.00	128,656.00
Reauthorization of Old Articles DPW Trucks				242,384.00	
LAND FUND					
MISC. REVENUE FUNDS					
BUDGET TRANSFERS	301,747.00		100,000.00		
CHAPTER 90 - HIGHWAY					
TOTAL OTHER AVAILABLE FUNDS	5,990,341.00	6,489,125.00	10,003,513.00	11,610,591.87	2,453,656.00
TOTAL SOURCES OF FUNDING	159,593,738.50	165,430,809.00	178,343,334.00	184,718,892.65	179,857,870.73
<i>PROJECTED SURPLUS (DEFICIT)</i>	<i>0.74</i>	<i>0.81</i>	<i>0.32</i>	<i>(0.38)</i>	<i>0.53</i>

Financial Recap FY20

TOWN OF BILLERICA FINANCIAL RECAP FISCAL YEAR 2020 FALL Summary Table

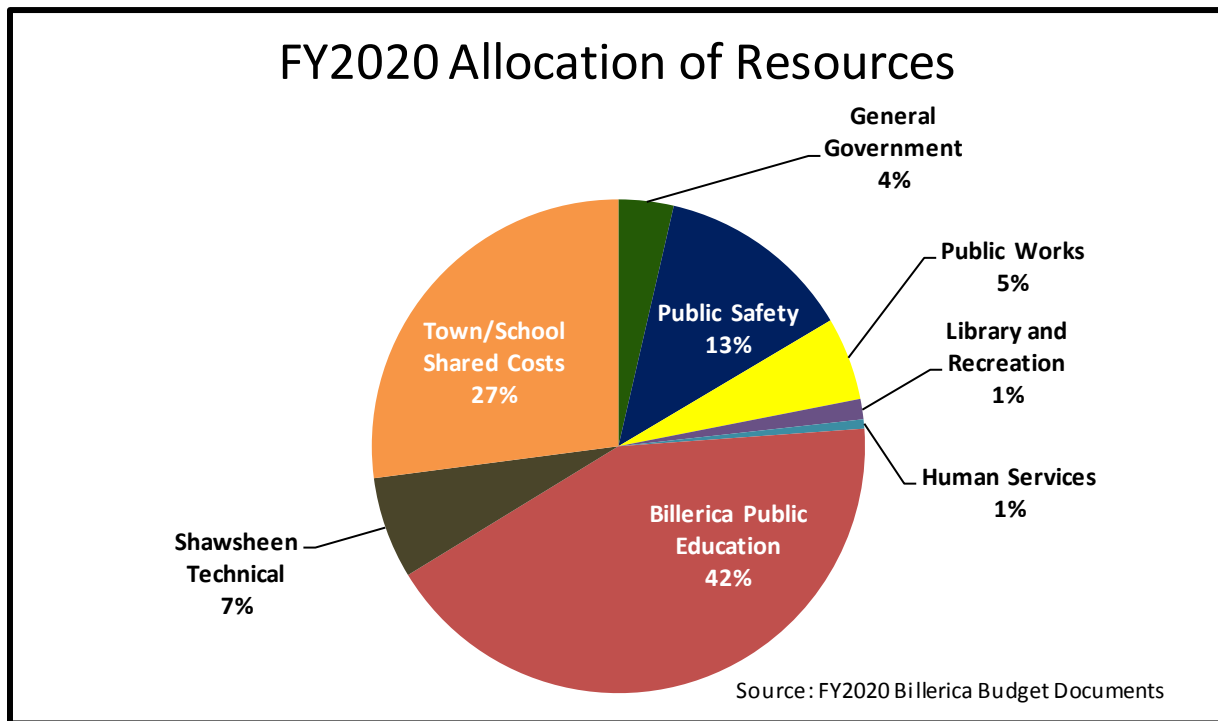
Uses of Funding

FY2020 Budget	\$ 153,935,259.00
Water Enterprise Budget	6,292,514.00
Wastewater Enterprise Budget	8,641,118.00
Snow and Ice Deficit Projection	600,000.00
Overlay Appropriation	3,125,622.00
State and County Assessments	5,403,227.00
Free Cash Warrant Articles	800,000.00
CPA Appropriation	900,000.00
Other Funded Items	100,131.00
Final Judgements	60,000.00
Total FY2020 Uses of Funding	\$ 179,857,871.00

Sources of Funding

Total Property Taxes	\$ 129,039,793.00
Local Aid	26,355,422.00
Local Receipts	12,209,000.00
Water Enterprise Receipts	4,800,000.00
Wastewater Enterprise Receipts	5,000,000.00
CPA Revenue	900,000.00
Miscellaneous Funds	1,425,000.00
Rink Revolving Fund	128,656.00
Total FY2020 Sources of Funding	\$ 179,857,871.00
Difference	\$ -

Allocation of Resources FY20



Budget Detail

Town of Billerica Budget Detail FY2020 Page 1		BUDGETED FY2016	EXPENDED FY2016	BUDGETED FY2017	EXPENDED FY2017	BUDGETED FY2018	EXPENDED FY2018	BUDGETED FY2019	DEPT REQ FY2020	TOWN MGR FY2020	FIN COM FY2020	Budget Change	% Change
122 - Board of Selectmen													
5110	Personnel	78,038	77,755	74,438	74,438	74,438	72,978	76,225	78,737	78,737	78,737	2,512	3.30%
5190	Contractual Obligations	4,000	3,500	4,000	4,000	4,000	3,898	4,000	4,000	4,000	4,000	-	0.00%
5400	Supplies & Expenses	1,000	1,000	8,000	8,000	8,000	5,937	8,000	8,000	8,000	8,000	-	0.00%
5200	Contract Services/Leases	8,360	7,389	1,500	900	1,500	1,400	1,500	1,500	1,500	1,500	-	0.00%
7044	Assessments and Dues	11,301	11,301	23,545	18,569	23,545	23,545	23,545	23,545	23,545	23,545	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		102,699	100,945	111,483	105,907	111,483	107,758	113,270	115,782	115,782	115,782	2,512	2.22%
123 - Town Manager													
5110	Personnel	496,681	496,681	509,293	511,626	520,830	533,830	562,733	592,694	592,694	592,694	29,961	5.32%
5120	Permanent Part Time	51,548	51,392	52,410	51,754	53,306	53,306	55,047	57,038	57,038	57,038	1,991	3.62%
5130	Overtime	-	-	-	-	-	-	-	-	-	-	-	-
5190	Contractual Obligations	\$8,570	\$8,153	\$30,903	\$26,783	\$11,370	\$11,370	\$8,260	\$8,260	\$8,260	\$8,260	\$0	0.00%
5400	Supplies & Expenses	28,400	32,388	28,400	24,968	28,400	28,243	38,400	28,400	28,400	28,400	(10,000)	-26.04%
5200	Contract Services/Leases	23,000	1,400	28,000	8,174	28,000	-	28,000	25,000	25,000	25,000	(3,000)	-10.71%
7037	Comm. Plan/Proj./Tech. Asst.	5,000	5,000	5,000	3,158	5,000	2,649	5,000	5,000	5,000	5,000	-	0.00%
7050	Pensions	475	475	475	475	475	475	475	475	475	475	-	0.00%
7051	Emp. Medical Exams	85,000	69,906	85,000	85,000	85,000	84,107	85,000	85,000	85,000	85,000	-	0.00%
7053	Prof. Training/Development	22,500	2,506	15,500	5,059	15,500	9,423	15,500	15,500	15,500	15,500	-	0.00%
7061	Pr. Town Rep./TM Handouts	15,000	11,606	15,000	13,268	15,000	-	15,000	10,000	10,000	10,000	(5,000)	-33.33%
7064	Contract Retro	-	-	-	-	15,000	15,000	-	-	-	-	-	0.00%
7094	Assessment Center	-	-	-	-	16,000	15,227	14,000	-	-	-	(14,000)	-100.00%
7095	Substance Abuse Program	-	-	-	-	20,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		736,174	679,507	769,981	730,265	813,881	773,630	847,415	847,366	847,366	847,366	(49)	-0.01%
125 - Systems Admin.													
5110	Personnel	87,150	87,150	88,432	88,432	98,061	97,999	104,346	108,507	108,507	108,507	4,161	3.99%
5190	Contractual Obligations	-	-	-	-	783	783	783	783	783	783	-	0.00%
5400	Supplies & Expenses	20,000	8,827	10,000	8,130	10,000	9,993	10,000	25,000	25,000	25,000	15,000	150.00%
5200	Contract Services/Leases	389,084	386,129	398,584	389,218	400,004	385,728	392,754	421,300	421,300	421,300	28,546	7.27%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		496,234	482,107	497,016	485,780	508,848	494,503	507,883	555,590	555,590	555,590	47,707	9.39%
129 - Cable Advisory Committee													
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	-
5400	Supplies & Expenses	-	-	-	-	-	5,000	5,000	5,000	5,000	5,000	-	-
TOTAL						-	5,000	5,000	5,000	5,000	5,000	-	100.00%
131 - Finance Committee													
5120	Permanent Part Time	1,000	1,000	1,000	-	1,000	834	1,000	1,000	1,000	1,000	-	0.00%
5400	Supplies & Expenses	-	-	-	-	-	-	-	-	-	-	-	-
5200	Contract Services/Leases	1,600	433	1,600	1,082	1,600	1,197	1,600	1,600	1,600	1,600	-	0.00%
7063	Reserve Fund	84,520	-	84,520	-	84,520	-	84,520	84,520	84,520	84,520	-	0.00%
TOTAL		87,120	1,433	87,120	1,082	87,120	2,031	87,120	87,120	87,120	87,120	-	0.00%
135 - Town Accountant													
5110	Personnel	217,679	217,679	217,679	217,679	217,679	225,912	231,316	231,316	231,316	231,316	-	0.00%
5190	Contractual Obligations	8,464	7,805	8,464	8,405	8,464	8,464	9,264	10,010	10,010	10,010	746	8.05%
5400	Supplies & Expenses	1,500	1,500	1,500	1,454	1,500	1,497	1,500	1,500	1,500	1,500	-	0.00%
5200	Contract Services/Leases	500	500	500	489	500	500	500	500	500	500	-	0.00%
7062	Town Audit	58,000	58,000	58,000	58,000	58,000	58,000	60,000	60,000	60,000	60,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		286,143	285,484	286,143	286,026	286,143	294,373	302,580	303,326	303,326	303,326	746	0.25%
141 - Assessor													
5110	Personnel	373,670	373,670	391,085	384,535	434,933	410,180	452,386	459,988	459,988	459,988	7,602	1.68%
5120	Permanent Part Time	3,000	3,000	3,000	3,000	3,000	2,970	3,000	3,000	3,000	3,000	-	0.00%
5190	Contractual Obligations	8,843	5,379	10,624	10,624	11,453	11,453	16,453	16,453	16,453	16,453	-	0.00%
5400	Supplies & Expenses	3,250	2,717	3,250	2,949	3,250	2,810	3,250	3,250	3,250	3,250	-	0.00%
5200	Contract Services/Leases	35,750	30,439	35,750	30,026	35,750	30,222	35,750	39,500	39,500	39,500	3,750	10.49%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		424,513	415,205	443,709	431,134	488,386	457,635	510,839	522,191	522,191	522,191	11,352	2.22%
145 - Treasurer/Collector													
5110	Personnel	478,453	474,589	474,931	471,306	498,552	480,295	506,688	499,566	499,566	499,566	(7,122)	-1.41%
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	10,448	9,360	13,047	10,947	14,697	14,697	15,411	15,911	15,911	15,911	500	3.24%
5400	Supplies & Expenses	49,635	42,875	54,152	52,854	54,152	48,539	54,152	54,152	54,152	54,152	-	0.00%
5200	Contract Services/Leases	92,554	82,474	92,554	77,551	92,554	91,062	92,554	92,554	92,554	92,554	-	0.00%
5235	Tax Revenue Collection	50,000	41,722	50,000	74,741	75,000	67,316	50,000	50,000	50,000	50,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		701,499	671,429	705,093	707,808	755,364	722,318	739,214	732,592	732,592	732,592	(6,622)	-0.90%
161 - Town Clerk													
5110	Personnel	256,771	256,771	258,526	254,261	269,223	255,343	267,103	266,349	266,349	266,349	(754)	-0.28%
5190	Contractual Obligations	11,627	11,621	11,627	11,627	12,168	9,800	12,000	12,000	12,000	12,000	-	0.00%
5400	Supplies & Expenses	1,360	1,133	1,385	1,369	1,385	1,385	1,400	1,400	1,400	1,400	-	0.00%
5200	Contract Services/Leases	1,350	1,006	1,675	628	1,725	483	1,495	1,495	1,495	1,495	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL		271,108	270,531	273,213	267,885	284,501	267,011	281,998	2				

Budget Detail

Town of Billerica Budget Detail			BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TOWN MGR	FIN COM	Budget	%
FY2019 Page 2			FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020	Change	Change
192 - Town Hall														
5110	Personnel	-	-	-	-	-	-	-	37,791	37,791	37,791	37,791	-	
5190	Contractual Obligations	-	-	-	-	-	-	-	-	-	-	-	-	
5400	Postage	100,858	103,491	120,000	120,000	120,000	119,968	120,000	120,000	120,000	120,000	120,000	-	0.00%
5400	Custodial Supplies	4,000	3,609	4,000	2,807	4,000	3,718	4,000	4,000	4,000	4,000	4,000	-	0.00%
5400	Supplies & Expenses	25,000	7,375	25,000	25,000	25,000	24,685	25,000	25,000	25,000	25,000	25,000	-	0.00%
7059	Cleaning Services	-	-	-	-	-	-	-	-	-	-	-	-	
5256	Utilities	174,500	168,618	159,500	159,500	159,500	158,958	159,500	159,500	159,500	159,500	159,500	-	0.00%
7058	Building Maintenance	161,000	168,618	161,000	161,000	161,000	155,466	186,000	186,000	186,000	186,000	186,000	-	0.00%
7055	Telephone	110,000	90,885	90,000	88,220	90,000	88,905	90,000	90,000	90,000	90,000	90,000	-	0.00%
7065	Abandoned Buildings	3,000	6,508	5,500	4,586	5,500	741	5,500	30,000	30,000	30,000	30,000	24,500	445.45%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL			578,358	549,104	565,000	561,113	565,000	552,441	590,000	652,291	652,291	652,291	62,291	10.56%
691 - Historical Commission														
5400	Supplies & Expenses	50	10	50	50	50	50	50	50	50	50	50	-	0.00%
5200	Contract Services/Leases	250	250	250	250	250	250	250	250	250	250	250	-	0.00%
TOTAL			300	260	300	300	300	300	300	300	300	300	-	0.00%
910 - Town Systemwide														
7080	Town Retirements	75,000	75,000	75,000	175,000	155,000	155,000	125,000	125,000	125,000	125,000	125,000	-	0.00%
xxxx	Town Settlements					-	-	11,000	-	-	-	-	(11,000)	
7095	Streetlights	242,500	242,407	227,500	227,500	227,500	209,346	227,500	227,500	227,500	227,500	227,500	-	0.00%
7096	Legal	195,000	193,020	195,000	259,033	235,000	228,366	245,000	245,000	245,000	245,000	245,000	-	0.00%
7097	Town Fuel					-	-	305,000	305,000	305,000	305,000	305,000	-	0.00%
TOTAL			512,500	510,427	497,500	661,533	617,500	592,712	913,500	902,500	902,500	902,500	(11,000)	-1.20%
TOTAL GENERAL GOVERNMENT			4,774,969	4,517,141	4,823,002	4,842,773	5,091,894	4,801,625	5,505,266	5,591,695	5,591,695	5,591,695	86,429	1.57%
210 - Police Department														
5110	Personnel	5,036,996	4,981,429	5,044,597	4,972,360	5,182,010	5,083,380	5,251,786	5,502,277	5,502,277	5,502,277	5,502,277	250,491	4.77%
5120	Permanent Part Time	-	-	-	-	-	-	5,000	5,000	5,000	5,000	5,000	-	
5130	Overtime	630,000	633,246	660,000	686,031	660,000	660,000	676,500	720,000	720,000	720,000	720,000	43,500	6.43%
5190	Contractual Obligations	1,582,454	1,575,848	1,559,957	1,559,957	1,564,696	1,503,629	1,630,265	1,608,486	1,608,486	1,608,486	1,608,486	(21,779)	-1.34%
5400	Supplies & Expenses	409,000	376,560	428,750	387,207	403,750	412,336	284,350	287,350	287,350	287,350	287,350	3,000	1.06%
5256	Utilities	-	-	-	-	-	-	-	-	-	-	-	-	
5200	Contract Services/Leases	128,600	126,744	158,600	151,837	158,600	148,009	170,100	174,100	174,100	174,100	174,100	4,000	2.35%
5800	Capital Outlay	111,000	111,000	158,000	152,089	197,500	110,026	176,300	185,600	185,600	185,600	185,600	9,300	5.28%
TOTAL			7,898,050	7,804,828	8,009,904	7,909,481	8,166,556	7,917,380	8,194,301	8,482,813	8,482,813	8,482,813	288,512	3.52%
220 - Fire Department														
5110	Personnel	5,340,564	5,340,564	5,469,817	5,406,524	5,581,765	5,495,586	5,599,627	6,068,576	6,068,576	6,068,576	6,068,576	468,949	8.37%
5120	Permanent Part Time	40,390	38,815	41,111	39,546	41,111	41,111	46,865	44,857	44,857	44,857	44,857	(2,008)	-4.28%
5130	Overtime	655,000	655,000	655,000	715,000	655,000	655,000	655,000	740,000	740,000	740,000	740,000	85,000	12.98%
5190	Contractual Obligations	1,011,479	975,628	1,028,827	1,028,827	1,032,932	1,032,932	1,034,811	1,105,654	1,105,654	1,105,654	1,105,654	70,843	6.85%
5400	Supplies & Expenses	382,900	378,267	395,300	377,071	414,785	403,144	316,045	312,310	312,310	312,310	312,310	(3,735)	-1.18%
5200	Contract Services/Leases	134,253	133,770	146,553	143,390	148,748	147,796	159,186	160,881	160,881	160,881	160,881	1,695	1.06%
5256	Utilities	84,500	66,992	84,500	84,500	84,500	85,297	84,500	84,500	84,500	84,500	84,500	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL			7,649,086	7,589,036	7,821,108	7,794,858	7,958,841	7,860,866	7,896,034	8,516,778	8,516,778	8,516,778	620,744	7.86%
231 - Ambulance														
5110	Personnel	833,271	830,196	937,610	909,686	977,807	977,807	1,022,485	1,021,253	1,021,253	1,021,253	1,021,253	(1,232)	-0.12%
5120	Permanent Part Time	10,000	10,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	-	0.00%
5130	Overtime	180,000	179,821	187,500	197,956	195,000	195,000	207,000	222,000	222,000	222,000	222,000	15,000	7.25%
5190	Contractual Obligations	120,572	120,572	137,354	134,583	141,380	141,380	191,045	173,901	173,901	173,901	173,901	(17,144)	-8.97%
5400	Supplies & Expenses	106,650	101,238	111,400	106,132	111,400	108,958	111,400	112,200	112,200	112,200	112,200	800	0.72%
5200	Contract Services/Leases	107,300	100,953	108,000	102,066	112,000	109,572	112,000	112,000	112,000	112,000	112,000	-	0.00%
5800	Capital Outlay	-	-	12,000	10,390	-	-	-	-	-	-	-	-	
TOTAL			1,357,793	1,342,780	1,508,864	1,475,812	1,552,587	1,547,717	1,658,929	1,656,353	1,656,353	1,656,353	(2,576)	-0.16%
241 - Building Department														
5110	Personnel	345,809	345,145	347,483	347,483	519,612	519,612	537,585	546,221	546,221	546,221	546,221	8,636	1.61%
5120	Permanent Part Time	105,854	105,854	108,429	108,429	-	-	-	-	-	-	-	-	0.00%
5130	Overtime	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	-	0.00%
5190	Contractual Obligations	35,183	31,170	36,383	36,383	36,508	35,003	45,440	47,340	47,340	47,340	47,340	1,900	4.18%
5400	Supplies & Expenses	6,600	5,381	6,600	5,808	6,600	6,239	6,600	6,600	6,600	6,600	6,600	-	0.00%
5200	Contract Services/Leases	4,375	4,301	4,375	2,807	4,375	2,805	14,375	14,375	14,375	14,375	14,375	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	
TOTAL			507,821	501,852	513,270	510,910	577,095	573,659	614,000	624,536	624,536	624,536	10,536	1.72%
244 - Sealer Weights and Measures														
5120	Permanent Part Time												-	
5400	Supplies &amp													

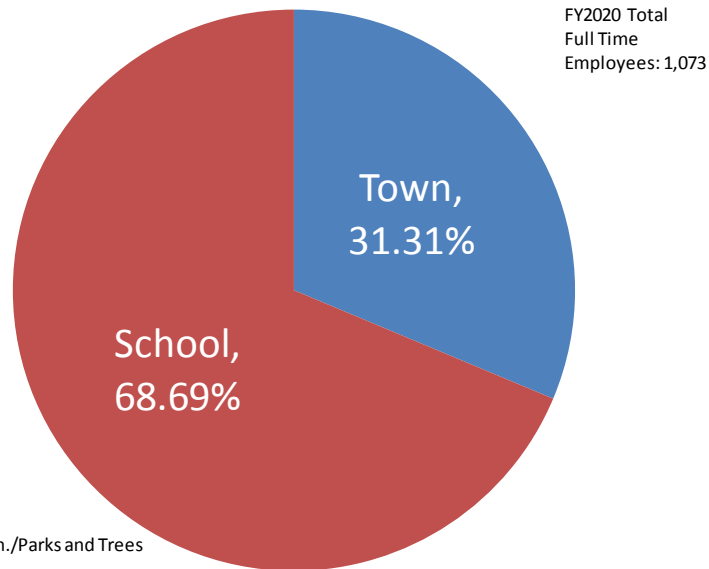
Budget Detail

Town of Billerica Budget Detail FY2019 Page 3			BUDGETED FY2016	EXPENDED FY2016	BUDGETED FY2017	EXPENDED FY2017	BUDGETED FY2018	EXPENDED FY2018	BUDGETED FY2019	DEPT REQ FY2020	TOWN MGR FY2020	FIN COM FY2020	Budget Change	% Change
410 - Engineering														
5110	Personnel	428,423	428,423	499,528	439,398	519,847	519,847	557,457	581,615	581,615	581,615	581,615	24,158	4.33%
5130	Overtime	20,000	17,014	20,000	12,841	20,000	7,904	21,400	21,400	21,400	21,400	21,400	-	0.00%
5190	Contractual Obligations	12,500	11,390	12,550	12,550	12,850	12,200	15,500	14,100	14,100	14,100	14,100	(1,400)	-9.03%
5400	Supplies & Expenses	7,000	4,960	7,000	3,905	8,000	6,404	8,000	8,000	8,000	8,000	8,000	-	0.00%
5200	Contract Services/Leases	22,750	18,159	28,450	25,965	130,928	58,330	130,928	99,228	99,228	99,228	99,228	(31,700)	-24.21%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			490,673	479,946	567,528	494,659	691,625	604,685	733,285	724,343	724,343	724,343	(8,942)	-1.22%
421 - Public Works Administration														
5110	Personnel	697,492	697,492	748,293	737,146	772,667	769,397	639,642	655,052	655,052	655,052	655,052	15,411	2.41%
5120	Permanent Part Time	191,165	166,234	160,198	135,099	161,000	91,096	195,000	262,080	262,080	262,080	262,080	67,080	34.40%
5130	Overtime	-	-	-	-	4,400	4,385	-	-	-	-	-	-	-
5190	Contractual Obligations	43,313	33,356	26,626	26,626	30,252	30,252	32,028	32,354	32,354	32,354	32,354	326	1.02%
5400	Supplies & Expenses	19,900	14,429	27,400	21,424	24,700	23,310	3,000	3,000	3,000	3,000	3,000	-	0.00%
5200	Contract Services/Leases	17,900	15,395	20,775	20,618	21,775	19,120	16,850	16,850	16,850	16,850	16,850	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			969,770	926,906	983,292	940,913	1,014,794	937,560	886,520	969,336	969,336	969,336	82,817	9.34%
422 - Highway Department														
5110	Personnel	873,351	837,594	885,685	863,918	900,134	873,968	976,063	962,479	962,479	962,479	962,479	(13,584)	-1.39%
5130	Overtime Regular	58,751	57,587	66,100	49,173	66,100	48,568	70,727	70,727	70,727	70,727	70,727	-	0.00%
5150	Temporary/Seasonal	-	-	-	-	-	-	-	-	-	-	-	-	-
5190	Contractual Obligations	28,400	25,851	27,950	21,490	28,250	19,498	28,250	28,550	28,550	28,550	28,550	300	1.06%
5400	Supplies & Expenses	519,577	413,336	534,326	353,127	552,326	426,541	413,100	443,100	413,100	413,100	413,100	-	0.00%
5200	Contract Services/Leases	291,843	211,584	322,293	278,165	322,293	300,923	322,293	322,293	322,293	322,293	322,293	-	0.00%
5256	Utilities	29,250	29,216	29,250	29,250	29,250	19,120	29,250	29,250	29,250	29,250	29,250	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			1,801,172	1,575,167	1,865,604	1,595,122	1,898,353	1,688,618	1,839,683	1,856,399	1,826,399	1,826,399	(13,284)	-0.72%
423 - Snow and Ice														
5131	Snow Overtime	70,000	100,646	70,000	170,322	70,000	193,826	70,000	70,000	70,000	70,000	70,000	-	0.00%
5278	Snow and Sand Expenses	350,000	696,232	350,000	1,153,416	350,000	1,165,758	350,000	350,000	350,000	350,000	350,000	-	0.00%
TOTAL			420,000	796,878	420,000	1,323,738	420,000	1,359,584	420,000	420,000	420,000	420,000	-	0.00%
433 - Solid Waste														
5285	Solid Waste	2,981,876	2,960,068	2,924,848	2,842,908	2,892,440	2,693,147	2,979,589	3,086,921	3,086,921	3,086,921	3,086,921	107,331	3.60%
TOTAL			2,981,876	2,960,068	2,924,848	2,842,908	2,892,440	2,693,147	2,979,589	3,086,921	3,086,921	3,086,921	107,331	3.60%
491 - Parks/Trees														
5110	Personnel	-	-	-	-	-	-	480,372	484,925	484,925	484,925	484,925	4,553	-
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
5130	Overtime	-	-	-	-	-	-	97,370	97,370	97,370	97,370	97,370	-	-
5190	Contractual Obligations	-	-	-	-	-	-	17,124	17,124	17,124	17,124	17,124	-	-
5400	Supplies & Expenses	-	-	-	-	-	-	94,025	67,925	67,925	67,925	67,925	(26,100)	-
7093	Mosquito Control	-	-	-	-	-	-	15,000	15,000	15,000	15,000	15,000	-	-
5200	Contract Services/Leases	-	-	-	-	-	-	67,830	125,830	125,830	125,830	125,830	58,000	-
5256	Utilities	-	-	-	-	-	-	7,500	7,500	7,500	7,500	7,500	-	-
5800	Capital Outlay	-	-	-	-	-	-	100,000	120,000	120,000	120,000	120,000	20,000	-
TOTAL			-	-	-	-	-	879,221	935,674	935,674	935,674	935,674	56,453	-
491 - Cemetery														
5110	Personnel	-	-	-	-	-	-	284,459	287,747	287,747	287,747	287,747	3,288	-
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	-	-
5130	Overtime	-	-	-	-	-	-	55,640	55,640	55,640	55,640	55,640	-	-
5190	Contractual Obligations	-	-	-	-	-	-	10,296	10,296	10,296	10,296	10,296	-	-
5400	Supplies & Expenses	-	-	-	-	-	-	36,500	36,500	36,500	36,500	36,500	-	-
7093	Mosquito Control	-	-	-	-	-	-	-	-	-	-	-	-	-
5200	Contract Services/Leases	-	-	-	-	-	-	20,450	20,450	20,450	20,450	20,450	-	-
5256	Utilities	-	-	-	-	-	-	2,250	2,250	2,250	2,250	2,250	-	-
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
5800	Perpetual Care	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			-	-	-	-	-	409,595	412,883	412,883	412,883	412,883	3,288	-
491 - Cemetery Parks/Trees														
5110	Personnel	460,337	457,950	465,851	462,404	499,094	489,705	-	-	-	-	-	-	0.00%
5120	Permanent Part Time	-	-	-	-	-	-	-	-	-	-	-	-	0.00%
5130	Overtime	90,000	90,000	91,000	89,316	91,000	91,000	-	-	-	-	-	-	0.00%
5190	Contractual Obligations	17,424	14,917	16,974	16,974	17,274	14,367	-	-	-	-	-	-	0.00%
5400	Supplies & Expenses	69,050	68,864	73,050	72,915	73,050	73,020	-	-	-	-	-	-	0.00%
7093	Mosquito Control	15,000	11,490	15,000	11,760	15,000	10,140	-	-	-	-	-	-	0.00%
5200	Contract Services/Leases	62,180	60,307	65,630	64,340	65,630	61,870	-	-	-	-	-	-	0.00%
5256	Utilities	14,070	11,088	14,070	14,070	14,070	10,898	-	-	-	-	-	-	0.00%
5800	Capital Outlay	-	-	-	-	100,000	99,050	-	-	-	-	-	-	0.00%
5800	Perpetual Care	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			728,061	714,616	741,575	731,779	875,118	850,050	-	-	-	-	-	#DIV/0!
TOTAL PUBLIC WORKS			7,391,551	7,453,582	7,502,847	7,929,118	7,792,330	8,133,644	8,147,893	8,405,556	8,375,556	8,375,556	227,663	2.79%
300 - Billerica Public Schools														
5166	Professional Salaries	46,370,259	46,370,259	48,070,259	48,070,259	49,850,259	49,850,259	50,784,651	53,532,364	53,532,364	53,532,364	53,532,364	2,747,713	5.41%
5170	Clerical Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
5180	Other Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-
5466	Supplies & Expenses	1,796,017	1,796,017	1,798,617	1,798,617	1,797,817	1,797,817	1,755,573	1,755,573	1,755,573	1,755,573	1,755,573	-	0.00%
5266	Contract Services/Leases	8,146,040	8,146,040	8,146,040	8,146,040	8,146,040	8,146,040	8,308,961	8,308,961	8,308,961	8,308,961	8,308,961	-	0.00%
5267	Utilities	1,351,592	1,351,592	1,351,592	1,351,592	1,351,592	1,351,592	1,378,624	1,378,624	1,378,624	1,378,624	1,378,624	-	0.00%
5866	Capital Outlay	277,352	277,352	277,352	277,352	277,352	277,352	282,899	282,899	282,899	282,899	282,899	-	0.00%
TOTAL			57,941,260	57,941,260	59,643,860	59,643,860	61,423,060	61,423,060	62,510,708	65,258,421	65,258,421	65,258,421	2,747,713	4.40%
310 - Shawsheen Technical School														
5300	Operating Costs	9,225,999	9,225,999	10,122,691	10,122,691	10,579,268	10,579,268	10,917,388	10,257,388	10,257,388	10,257,388	10,257,388	(660,000)	-6.05%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL			9,225,999	9,225,999	10,122,691	10,122,691								

Budget Detail

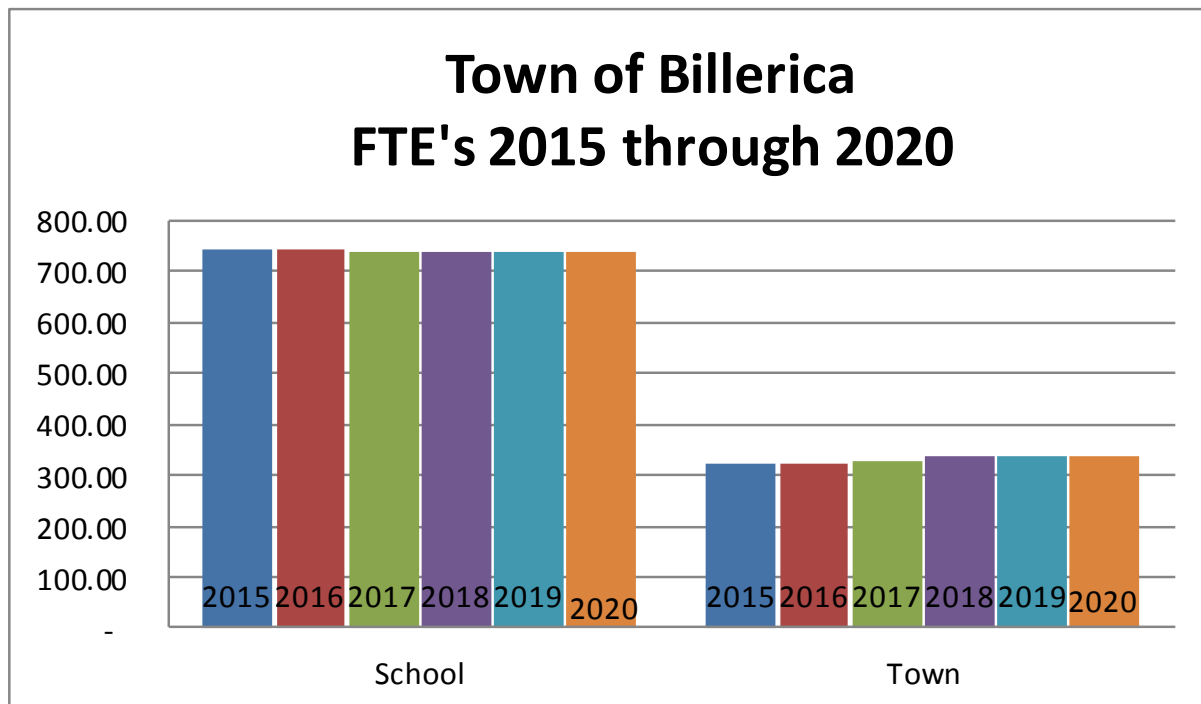
Town of Billerica Budget Detail FY2019 Page 4		BUDGETED FY2016	EXPENDED FY2016	BUDGETED FY2017	EXPENDED FY2017	BUDGETED FY2018	EXPENDED FY2018	BUDGETED FY2019	DEPT REQ FY2020	TOWN MGR FY2020	FIN COM FY2020	Budget Change	% Change
610 - Public Library												-	
5110	Personnel	651,386	650,551	659,032	659,032	723,460	753,461	798,305	734,295	734,295	734,295	(64,009)	-8.02%
5120	Permanent Part Time	431,081	404,942	439,388	439,388	364,422	360,578	389,708	394,066	394,066	394,066	4,358	1.12%
5190	Contractual Obligations	29,029	25,850	30,369	30,369	29,437	29,437	30,481	30,481	30,481	30,481	-	0.00%
5400	Supplies & Expenses	201,000	201,000	203,350	203,230	210,350	210,350	214,057	214,057	214,057	214,057	-	0.00%
5200	Contract Services/Leases	63,995	63,276	72,712	71,265	74,031	73,362	80,567	80,567	80,567	80,567	-	0.00%
7059	Cleaning Service	18,528	18,480	18,528	18,528	20,100	20,099	20,100	20,100	20,100	20,100	-	0.00%
5256	Utilities	76,800	76,682	76,800	76,800	76,800	76,800	76,800	76,800	76,800	76,800	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL		1,471,819	1,440,780	1,500,179	1,498,612	1,498,601	1,524,087	1,610,018	1,550,367	1,550,367	1,550,367	(59,651)	-3.70%
630 - Recreation Department												-	
5110	Personnel	204,277	204,277	204,277	204,277	212,383	212,383	257,642	262,443	262,443	262,443	4,801	1.86%
5120	Permanent Part Time	102,285	108,828	114,016	123,743	116,218	116,218	103,441	107,641	107,641	107,641	4,200	4.06%
5190	Contractual Obligations	6,543	-	9,727	14,046	9,627	9,627	7,300	8,432	8,432	8,432	1,132	15.51%
5400	Supplies & Expenses	12,080	11,420	14,080	14,046	14,080	13,114	15,950	14,080	14,080	14,080	(1,870)	-11.72%
5200	Contract Services/Leases	41,500	40,293	49,500	49,500	49,500	47,798	51,540	60,340	60,340	60,340	8,800	17.07%
5256	Utilities	10,000	8,808	10,000	10,000	10,000	14,899	10,000	10,000	10,000	10,000	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL		376,685	373,626	401,601	415,612	411,808	414,039	445,872	462,936	462,936	462,936	17,064	3.83%
91070 - Civic Events/Organizations												-	
7067	VFW-P, DAV, VFW-S	600	400	600	600	600	600	600	600	600	600	-	0.00%
7068	Memorial Day/Homcoming	9,000	7,214	9,000	8,802	9,000	8,392	9,000	9,000	9,000	9,000	-	0.00%
7097	Family First Night	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	0.00%
7098	350th Celebration	-	-	-	-	-	-	-	-	-	-	-	
7076	Middlesex Canal	1,500	2,442	1,500	1,296	1,500	19	1,500	1,500	1,500	1,500	-	0.00%
7077	Beautification	1,000	834	1,000	1,000	1,000	1,000	1,000	15,000	15,000	15,000	14,000	1400.00%
7084	Scholarship Account	5,100	6,100	6,100	6,100	5,100	5,100	5,100	5,100	5,100	5,100	-	0.00%
TOTAL		22,200	21,990	23,200	22,798	22,200	20,111	22,200	36,200	36,200	36,200	14,000	63.06%
TOTAL LIBRARY & RECREATION		1,870,704	1,836,396	1,924,980	1,937,022	1,932,609	1,958,237	2,078,090	2,049,503	2,049,503	2,049,503	(28,587)	-1.38%
543 - Veterans Services												-	
5110	Personnel	126,086	126,086	126,086	126,087	131,062	130,678	133,804	133,804	133,804	133,804	-	0.00%
5190	Contractual Obligations	9,034	8,917	9,034	8,434	9,334	8,934	9,334	9,534	9,534	9,534	200	2.14%
5400	Supplies & Expenses	4,710	4,710	4,710	2,766	4,710	3,177	4,710	4,710	4,710	4,710	-	0.00%
5200	Contract Services/Leases	1,285	1,277	1,285	1,285	1,385	473	1,385	1,385	1,385	1,385	-	0.00%
5280	Veterans Benefits	560,000	516,454	560,000	409,629	560,000	360,033	430,000	430,000	430,000	430,000	-	0.00%
TOTAL		701,115	657,444	701,115	548,201	706,491	503,295	579,233	579,433	579,433	579,433	200	0.03%
541 - Council on Aging												-	
5110	Personnel	198,215	198,215	200,061	195,182	201,058	201,058	216,310	211,769	211,769	211,769	(4,540)	-2.10%
5120	Permanent Part Time	16,566	16,081	17,017	17,017	17,017	17,017	18,727	22,734	22,734	22,734	4,007	21.40%
5190	Contractual Obligations	5,074	5,074	3,192	3,192	4,081	4,081	6,600	6,600	6,600	6,600	-	0.00%
5400	Supplies & Expenses	39,315	38,258	37,270	36,677	37,270	37,274	37,270	42,270	42,270	42,270	5,000	13.42%
5200	Contract Services/Leases	28,676	28,261	34,465	34,445	34,465	34,502	34,465	41,665	41,665	41,665	7,200	20.89%
5256	Utilities	37,690	37,659	32,690	32,690	32,690	35,861	32,690	32,690	32,690	32,690	-	0.00%
5800	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	
TOTAL		325,537	323,549	324,695	319,202	326,581	329,793	346,062	357,728	357,728	357,728	11,666	3.37%
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		1,026,652	980,993	1,025,810	867,403	1,033,072	833,088	925,295	937,161	937,161	937,161	11,866	1.28%
710 - Capital												-	
7150	Equipment	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	-	0.00%
7140	Contracts	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	-	0.00%
TOTAL		1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	-	0.00%
710 - Debt and Interest												-	
7150	Debt Principal - Town	531,923	522,792	526,539	511,539	453,846	453,846	170,000	165,000	165,000	165,000	(5,000)	-2.94%
7140	Debt Principal - School	650,000	650,000	650,000	650,000	650,000	650,000	500,000	490,000	490,000	490,000	(10,000)	-2.00%
7550	Debt Interest - Town	86,389	86,389	70,863	70,765	53,764	53,764	43,150	36,850	36,850	36,850	(6,300)	-14.60%
7160	Debt Interest - School	217,369	216,543	196,644	187,223	166,900	168,900	140,351	124,250	124,250	124,250	(16,101)	-11.47%
7580	New Debt - Town Interest	-	-	-	-	-	-	-	-	-	-	-	
7130	Temporary Borrowing - Town	245,000	134,167	245,000	198,282	412,000	307,375	420,000	420,000	420,000	420,000	-	0.00%
7170	High School Exclusion - Principal	-	-	-	-	2,400,000	2,400,000	1,800,000	2,000,000	2,000,000	2,000,000	200,000	11.11%
7170	High School Exclusion - Interest	-	-	-	-	2,454,182	2,454,182	3,339,219	3,249,219	3,249,219	3,249,219	(90,000)	-2.70%
75XP	Parker Debt Exclusion - Principal	1,500,000</											

FTE Analysis

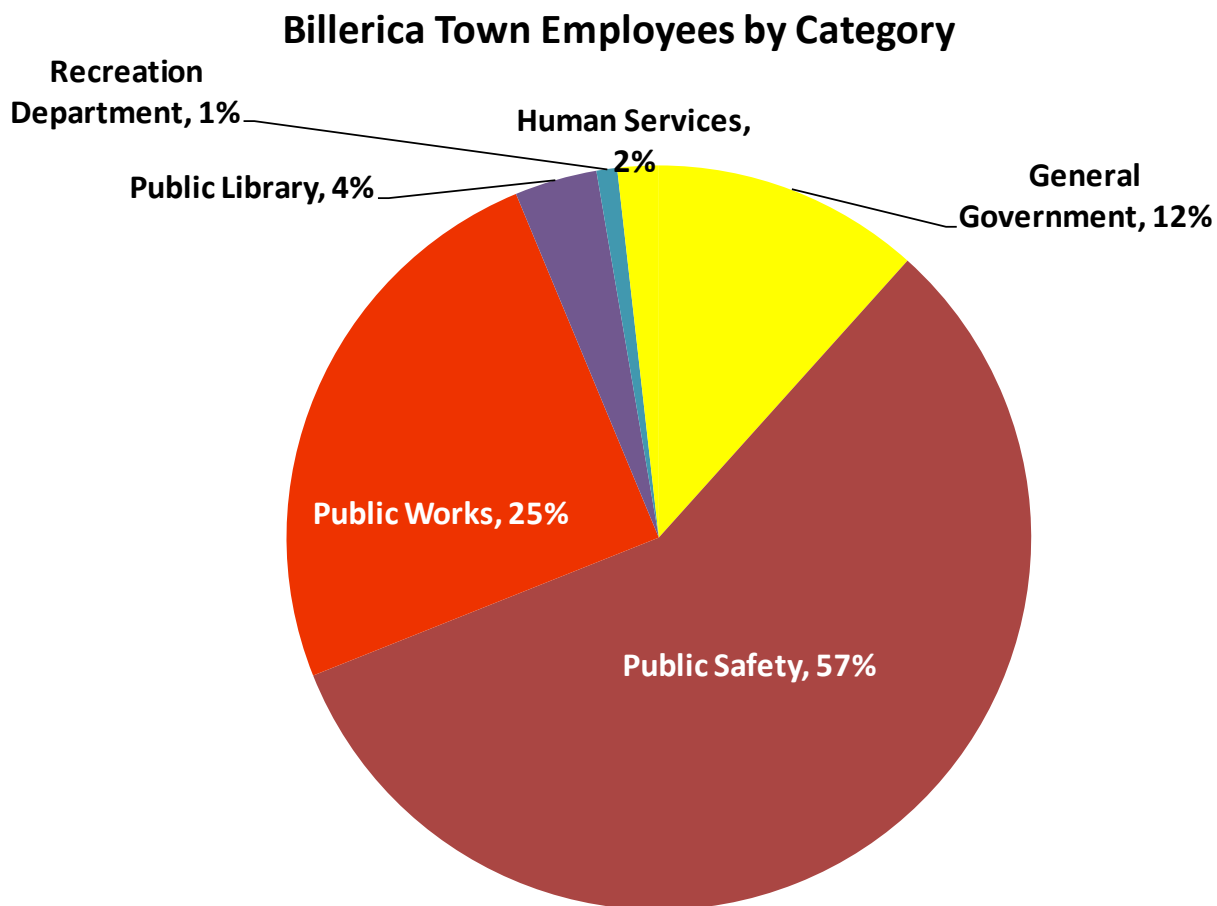


2 Maintenance Craftsman - Recreation./Parks and Trees
 1 Working Foreman - Parks and Trees
 1 HMEO - Parks and Trees
 (2) Associate Assessors

Source: FY2020 Billerica Budget Documents



FTE Analysis

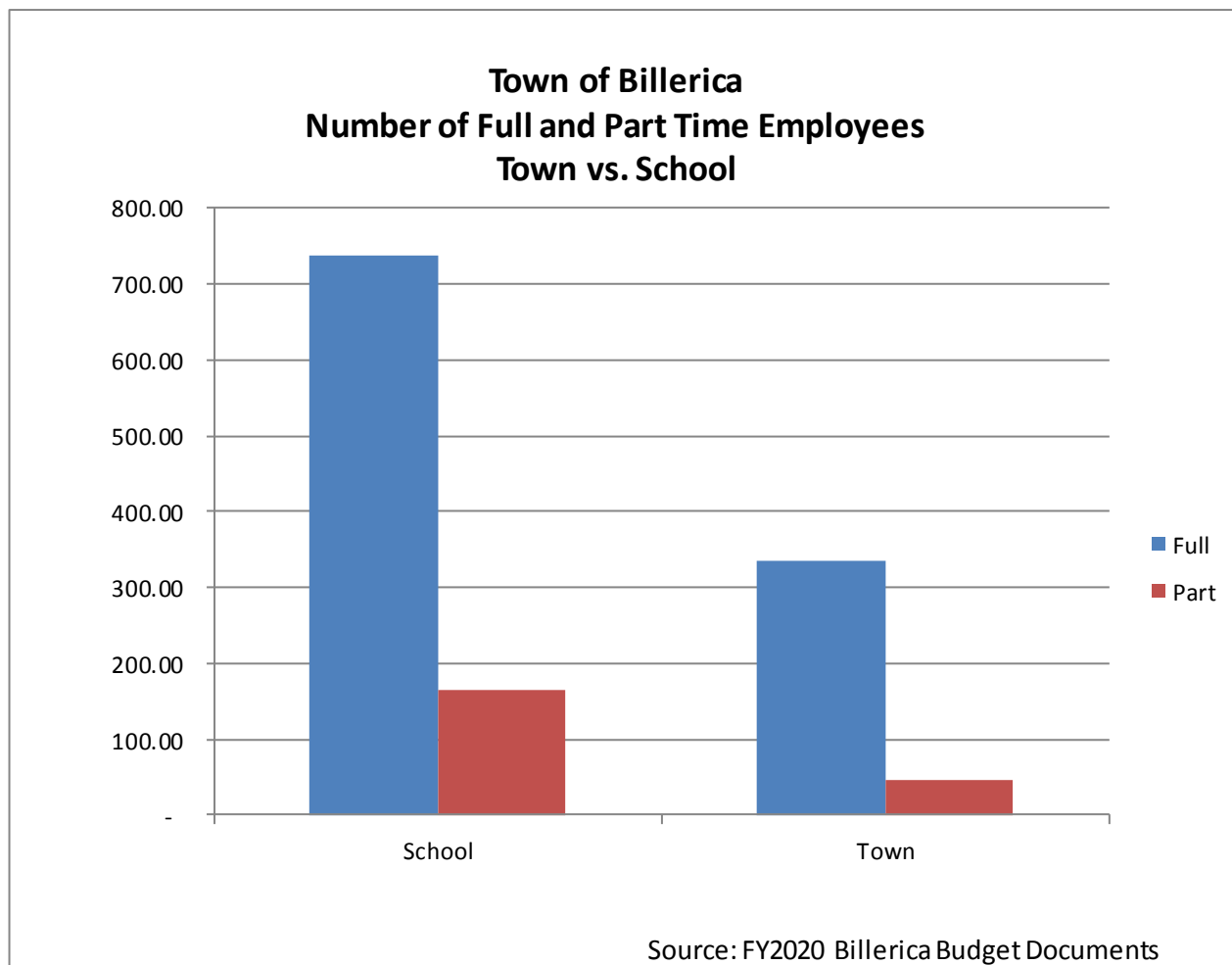


Source: FY2020 Billerica Budget Documents

**Billerica Town Employees by Category
Fiscal Year 2019**

	FTEs	Percentage
General Government	37	12%
Public Safety	192	57%
Public Works	85	25%
Public Library	12	4%
Recreation Department	4	1%
Human Services	6	2%
Total	336	100%

FTE Analysis



Town of Billerica Number of Employees

	School	Town	Total
Full	737.00	336.00	1,073.00
Part	166.00	46.00	212.00
Total	903.00	382.00	1,285.00

FTE Analysis

Town of Billerica Number of FTEs

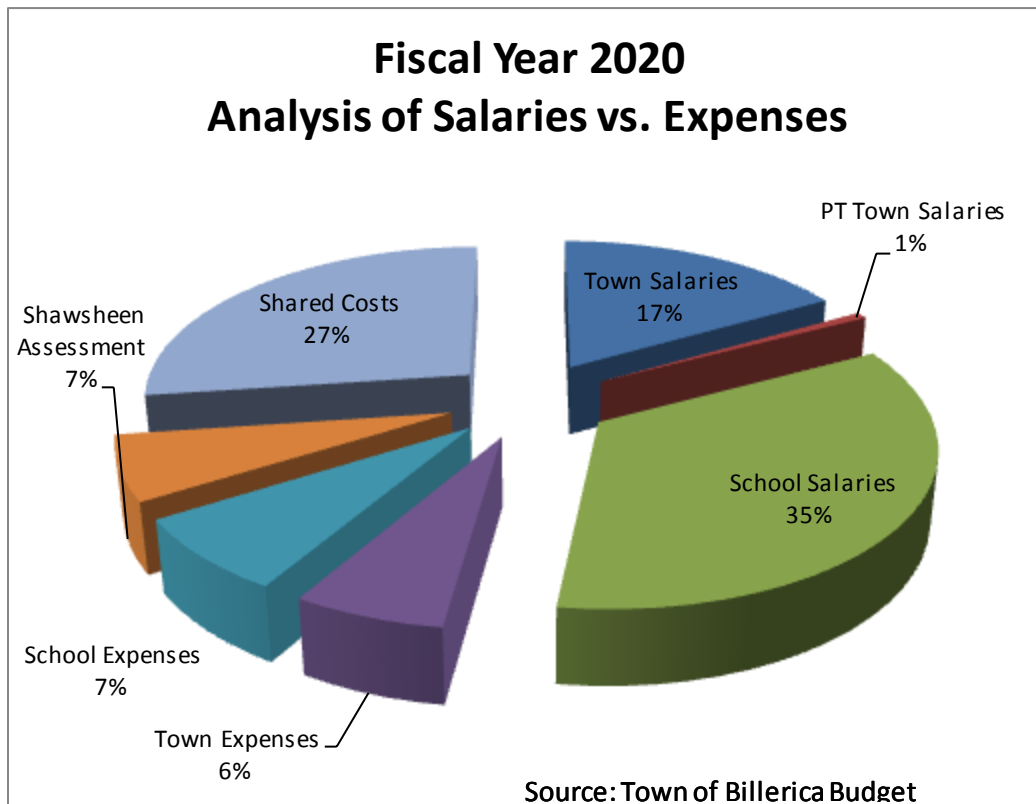
	School	Town	Total
2015	741.00	322.00	1,063.00
2016	741.00	322.00	1,063.00
2017	737.00	329.50	1,066.50
2018	737.00	335.00	1,072.00
2019	737.00	336.00	1,073.00
2020	737.00	336.00	1,073.00

FY20 Budget Summary By Cost Center

FISCAL YEAR 2020 BUDGET SUMMARY BY COST CENTER

		FY2018 BUDGET	FY2019 BUDGET	FY2020 BUDGET	\$ INC/DEC	% INC/DEC	% Budget
Personnel							
5110	Personnel	19,094,438	19,737,527	20,505,591	768,064	3.89%	13.32%
5120	Permanent Part Time	898,163	978,181	1,036,185	58,004	5.93%	0.67%
5132	Flushing Program	-	-	-	-	0.00%	0.00%
5150	Temporary/Seasonal	-	-	-	-	0.00%	0.00%
5130	Overtime	1,726,647	1,819,548	1,964,125	144,577	7.95%	1.28%
5131	Snow Overtime	70,000	70,000	70,000	-	0.00%	0.05%
5190	Contractual Obligations	3,059,359	3,186,775	3,224,136	37,361	1.17%	2.09%
xxxx	Contract Settlements	-	11,000	-	(11,000)	-100.00%	0.00%
5166	School Salaries	49,850,259	50,784,651	53,532,364	2,747,713	5.41%	34.78%
	Total Salaries	74,698,865	76,587,682	80,332,401	3,744,719	4.89%	52.19%
Expenses							
5200	Contract Services/Leases	1,745,453	1,820,668	1,895,877	75,209	4.13%	1.23%
5400	Supplies & Expenses	2,146,945	1,848,326	1,835,436	(12,890)	-0.70%	1.19%
5256	Utilities	413,810	409,490	409,490	-	0.00%	0.27%
****	Other Expenses	707,320	967,322	986,818	19,496	2.02%	0.64%
5800	Capital Outlay	297,500	276,300	305,600	29,300	10.60%	0.20%
5278	Snow and Sand Expenses	350,000	350,000	350,000	-	0.00%	0.23%
5280	Veterans Benefits	560,000	430,000	430,000	-	0.00%	0.28%
5285	Solid Waste	2,892,440	2,979,589	3,086,921	107,332	3.60%	2.01%
7095	Streetlights	247,500	247,500	247,500	-	0.00%	0.16%
7096	Legal	235,000	245,000	245,000	-	0.00%	0.16%
	Total Town Expenses	9,595,968	9,574,195	9,792,642	218,447	2.28%	6.36%
School Expenses							
5266	School Contract Services/Leases	8,146,040	8,308,961	8,308,961	0	0.00%	5.40%
5267	School Utilities	1,351,592	1,378,624	1,378,624	0	0.00%	0.90%
5466	School Supplies & Expenses	1,797,817	1,755,573	1,755,573	(0)	0.00%	1.14%
5866	School Capital Outlay	277,352	282,899	282,899	(0)	0.00%	0.18%
5300	Shawsheen Assessment	10,579,268	10,917,388	10,257,388	(660,000)	-6.05%	6.66%
	Total School Expenses	22,152,069	22,643,445	21,983,445	(660,000)	-2.91%	14.28%
Shared Costs							
7010	Bldg/Auto/Liab Insurance	1,020,000	1,020,000	1,120,000	100,000	Shared Costs	0.73%
7012	Health Insurance	15,526,640	16,237,027	16,314,027	77,000	0.47%	10.60%
7051	Emp. Medical Exams	85,000	85,000	85,000	-	0.00%	0.06%
7052	County Retirement Assessment/OPEB	11,788,311	12,659,447	13,244,016	584,569	4.62%	8.60%
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%	0.74%
7020	Workers' Compensation	866,000	866,000	866,000	-	0.00%	0.56%
7030	Unemployment Comp.	100,000	100,000	100,000	-	0.00%	0.06%
7130	Temporary Borrowing - Town	412,000	420,000	420,000	-	0.00%	0.27%
7140	Debt Principal/ST	1,150,000	1,000,000	990,000	(10,000)	-1.00%	0.64%
7150	Debt Principal - Town	953,846	670,000	665,000	(5,000)	-0.75%	0.43%
7160	Debt Interest - School	166,900	140,351	124,250	(16,101)	-11.47%	0.08%
7170	New Debt - School Interest	4,854,183	5,139,219	5,249,219	110,000	100.00%	3.41%
7180	New Debt - Town Principal	-	-	-	-	100.00%	0.00%
7550	Debt Interest - Town	53,764	43,150	36,850	(6,300)	-14.60%	0.02%
7570	New Debt - School Principal	-	-	-	-	100.00%	0.00%
7580	New Debt - Town Interest	-	-	-	-	100.00%	0.00%
75XP	Parker Debt Exclusion Principal	1,250,000	1,250,000	320,000	(930,000)	-74.40%	0.21%
75XI	Parker Debt Exclusion Interest	265,563	215,563	165,563	(50,000)	-23.19%	0.11%
75XO	Debt Stabilization Appropriation	60,434	766,198	909,086	142,888	18.65%	0.59%
	Total Shared Costs	39,770,401	41,829,715	41,826,771	(2,944)	-0.01%	27.17%
Total Budget							
		\$ 146,217,303	\$ 150,635,037	\$ 153,935,259	\$ 3,300,221	2.19%	

Analysis of Salaries vs. Expenses



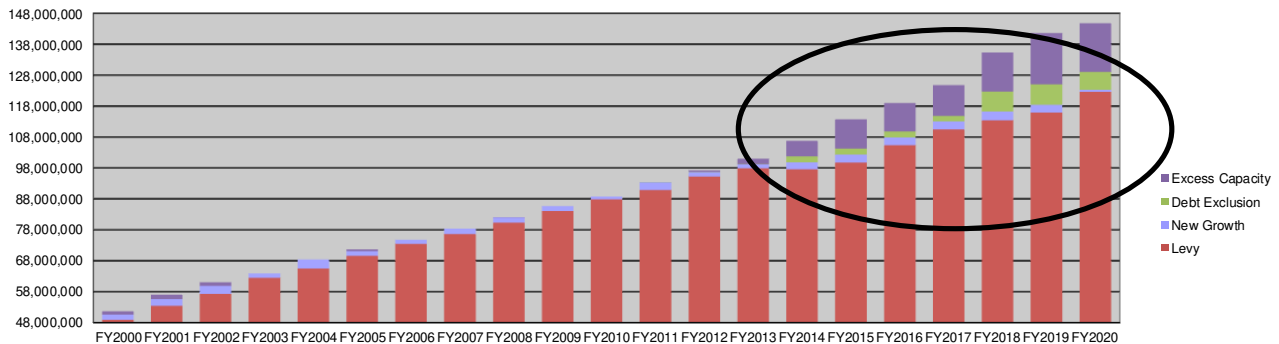
**Town of Billerica
Fiscal Year 2020**

Analysis of Salaries vs. Expenses

Town Salaries	\$	25,763,852	16.74%
PT Town Salaries		1,036,185	0.67%
School Salaries		53,532,364	34.78%
Total Salaries		80,332,401	52.19%
Town Expenses		9,792,642	6.36%
School Expenses		11,726,057	7.62%
Shawsheen Assessment		10,257,388	6.66%
Shared Costs		41,826,771	27.17%
Total Expenses		73,602,858	47.81%
Total Budget	\$	153,935,259	100.00%

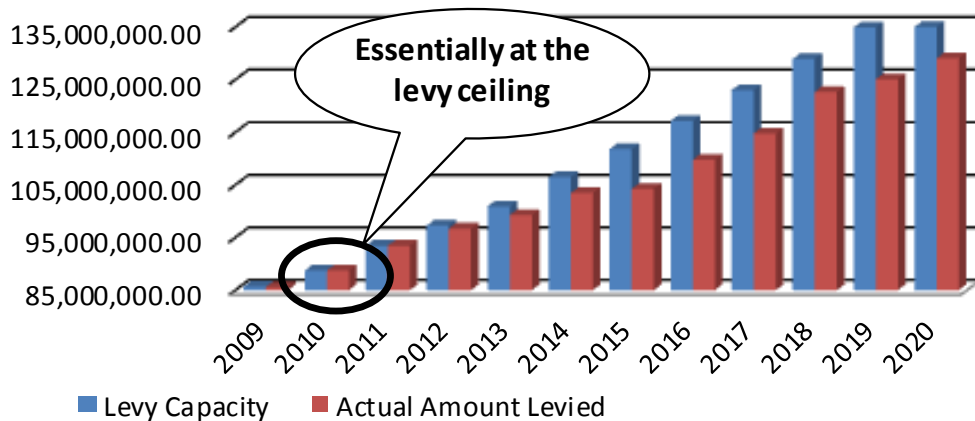
Levy Analysis

Town of Billerica Historic Levy Analysis



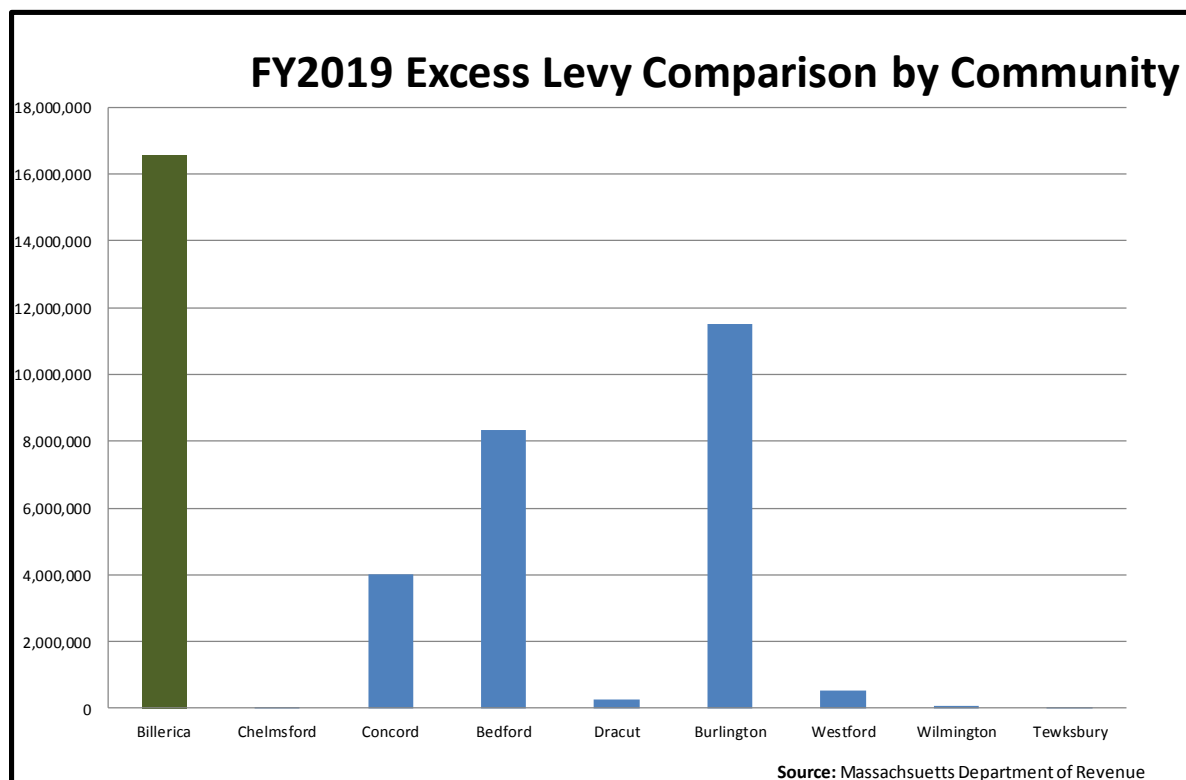
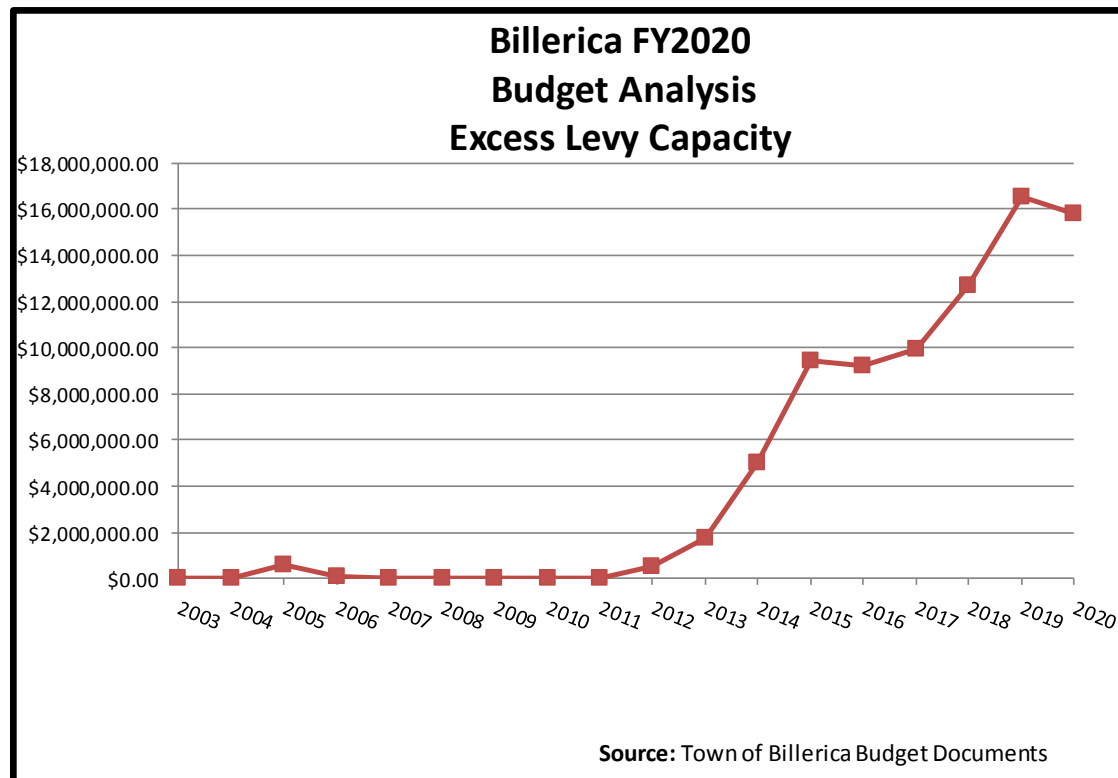
Source: Town of Billerica Budget Documents

Billerica FY2020 Budget Analysis Excess levy Capacity

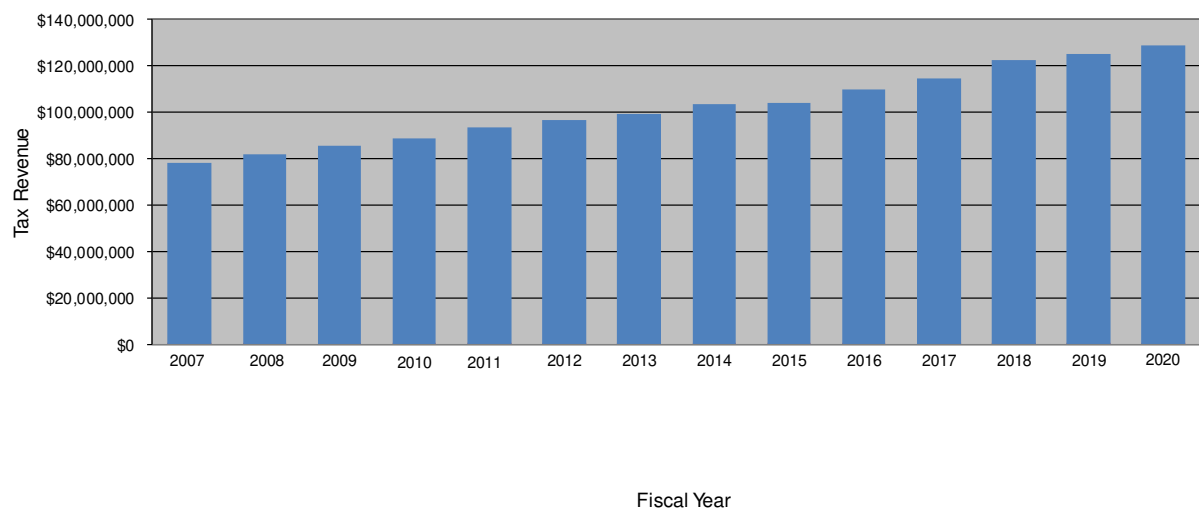
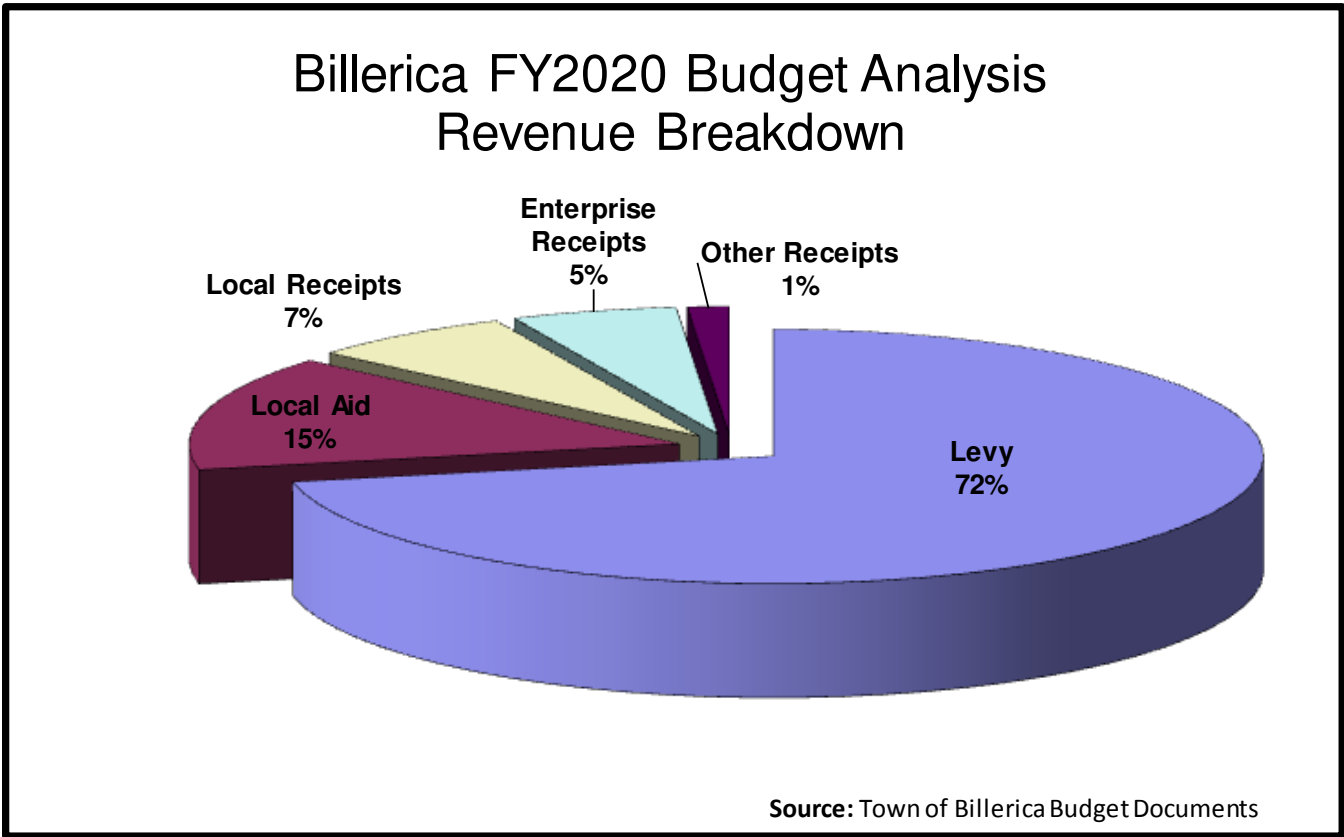


Source: Town of Billerica Budget Documents

Levy Analysis



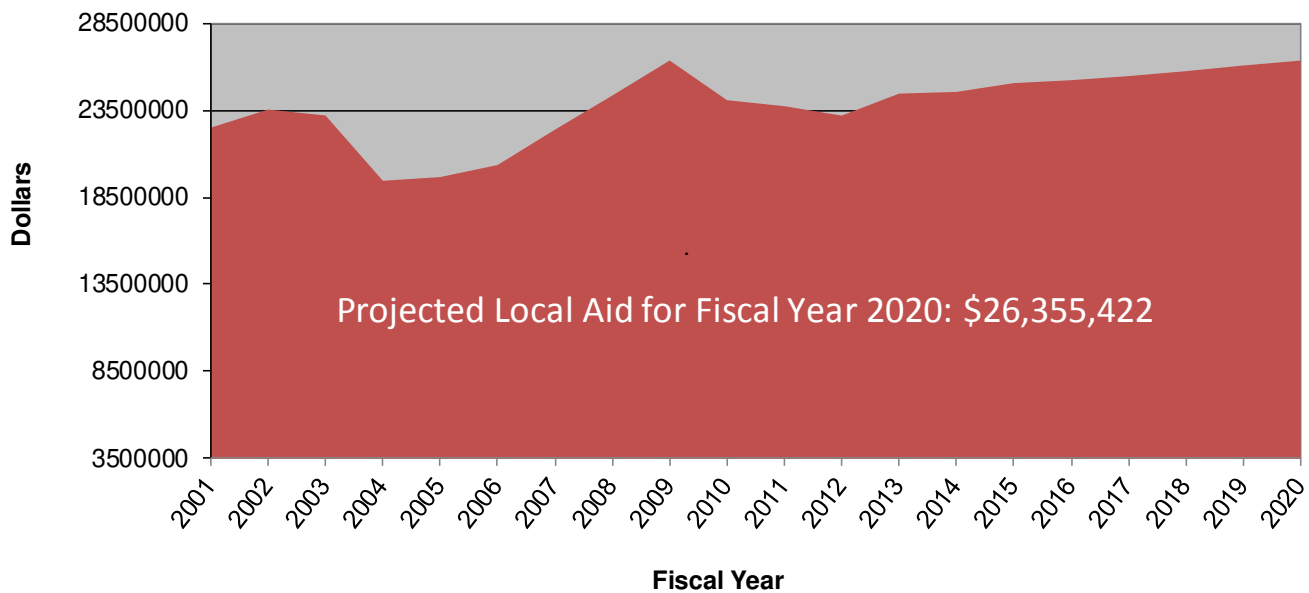
Revenue Sources and Trends



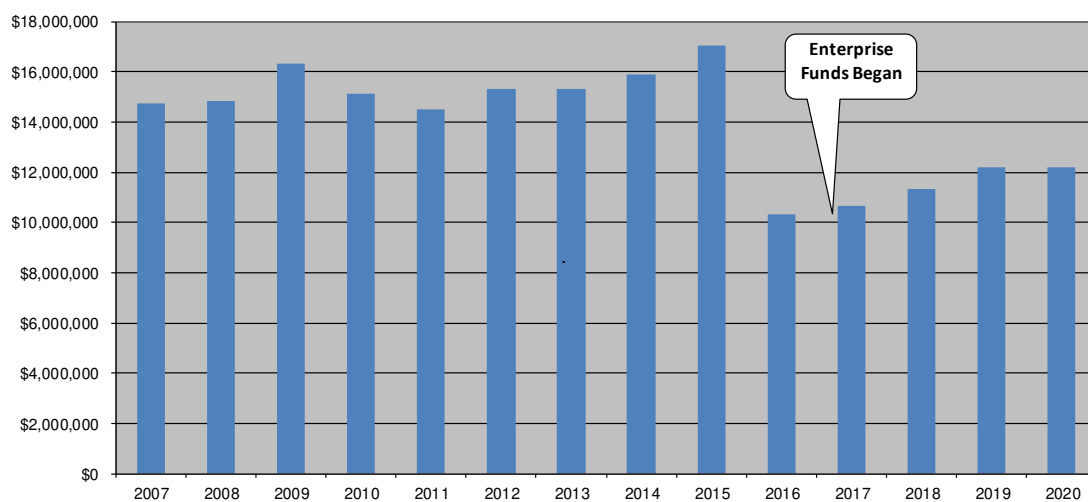
Total Projected FY2020 Tax Revenues: \$128,996,647

Revenue Sources and Trends

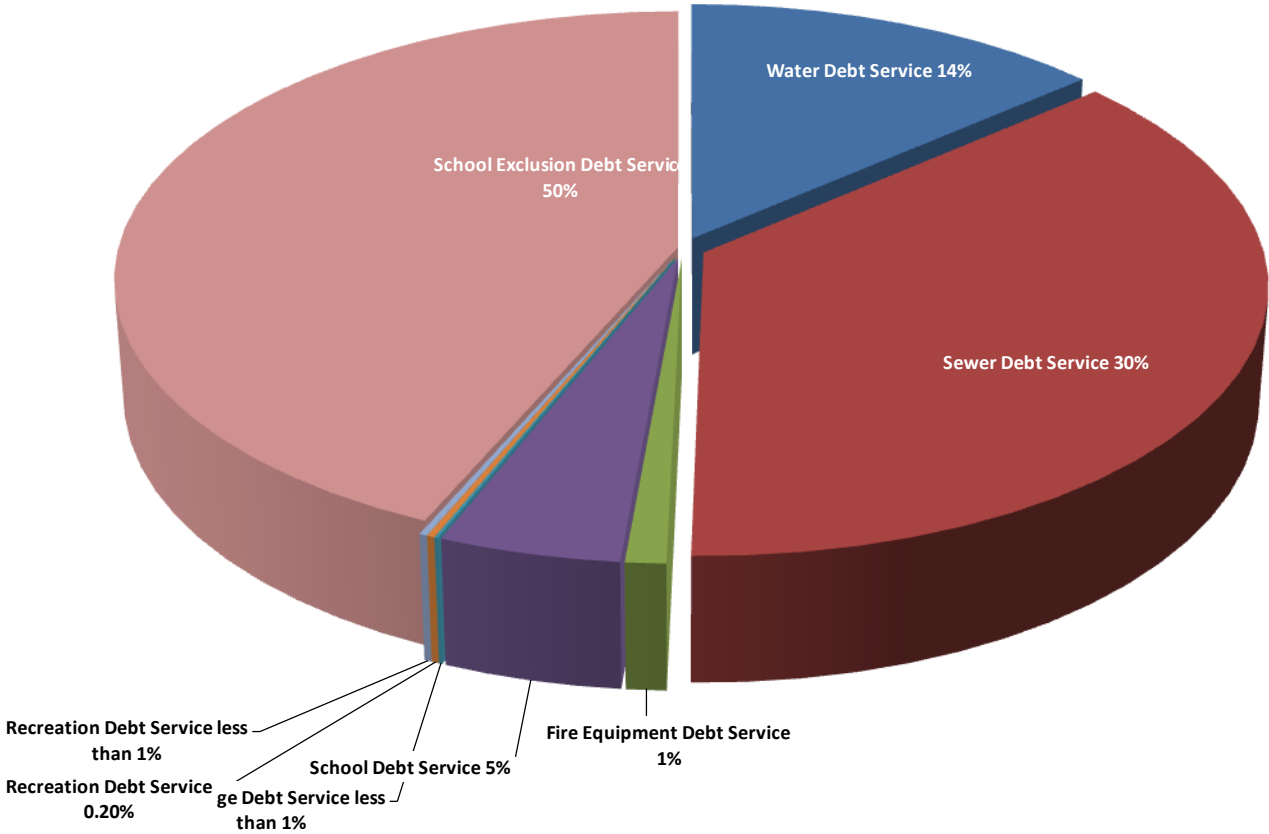
Local Aid



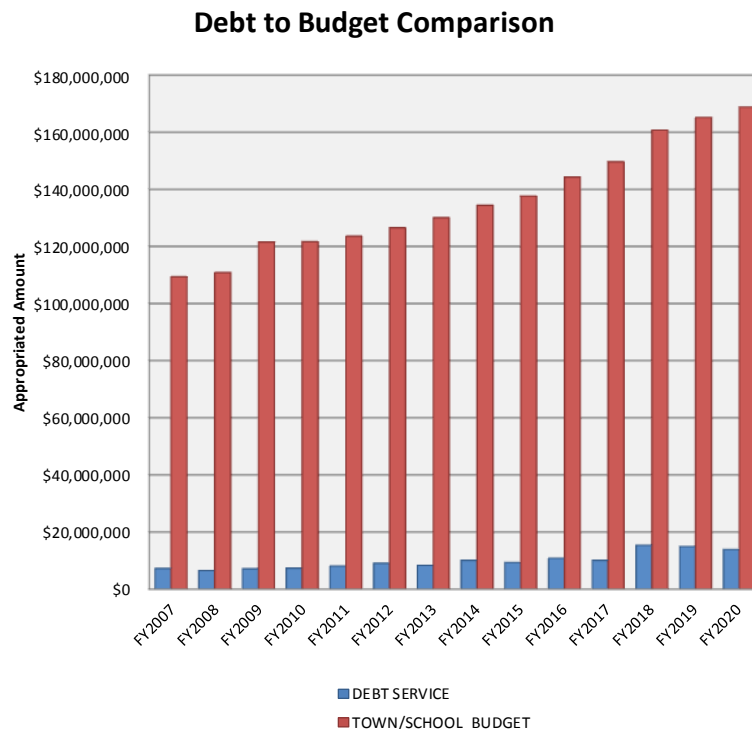
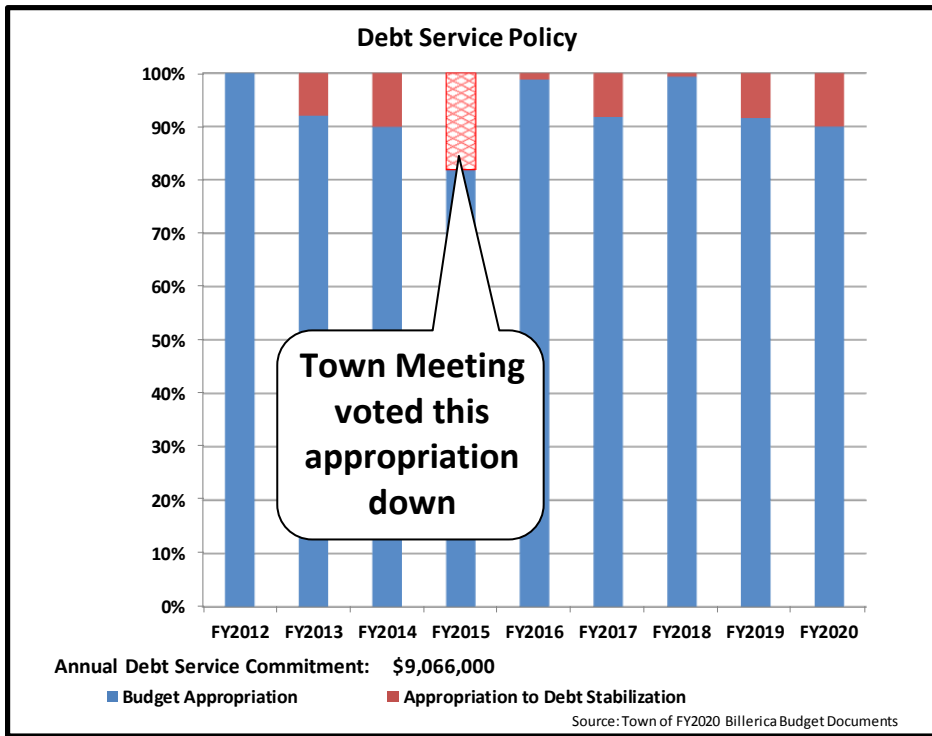
Local Receipt



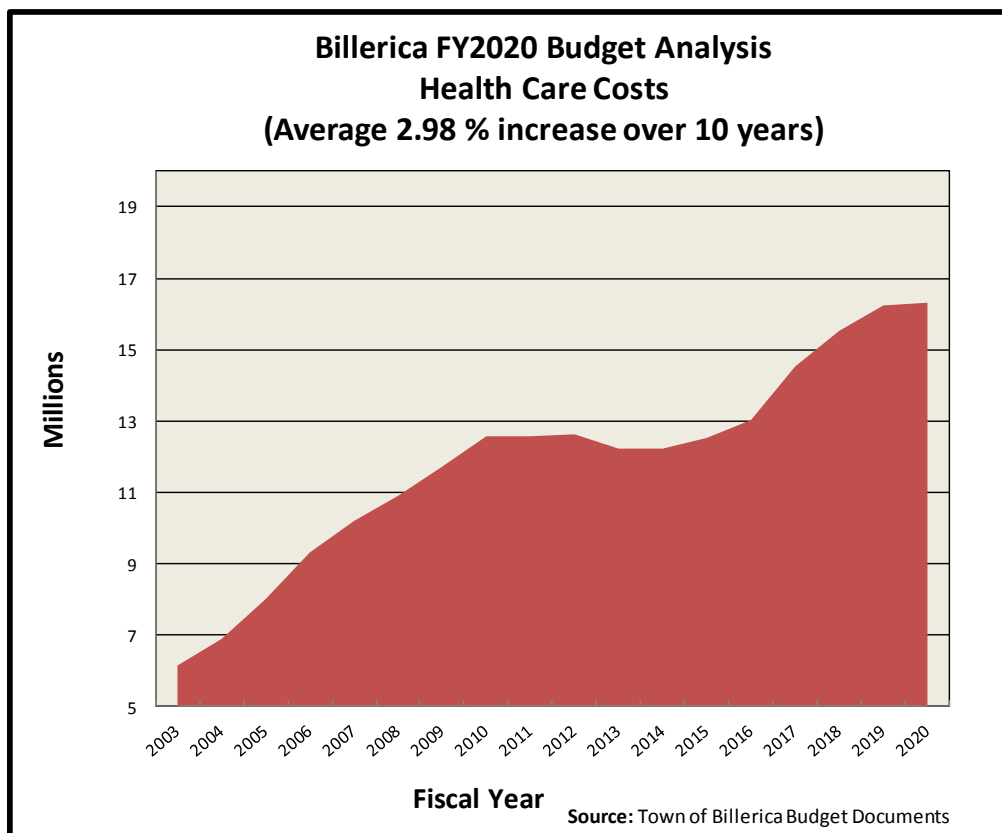
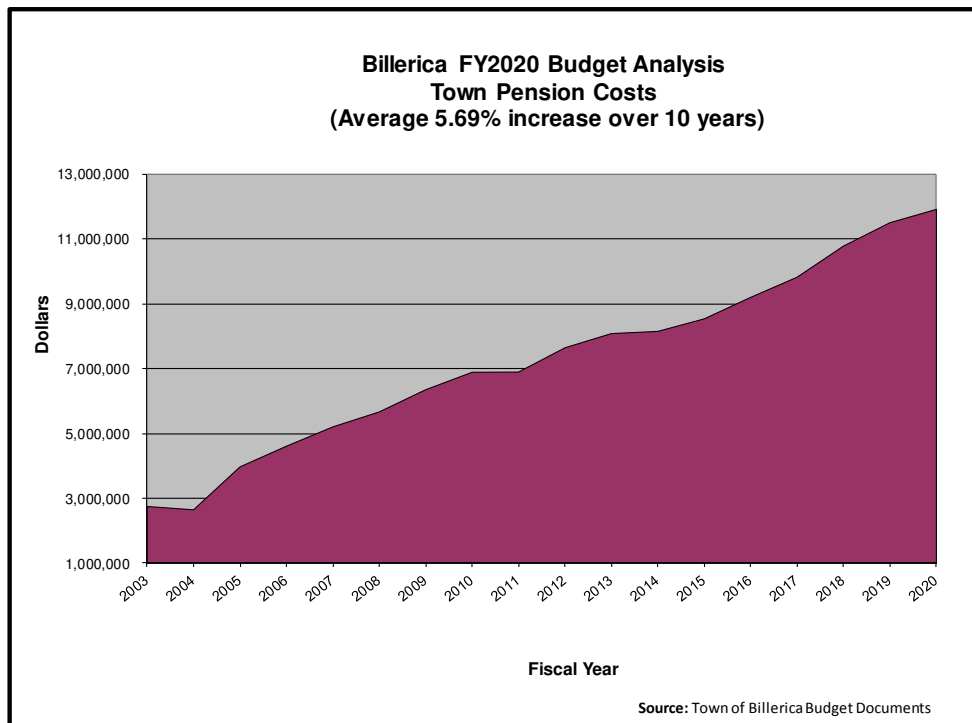
Debt Service



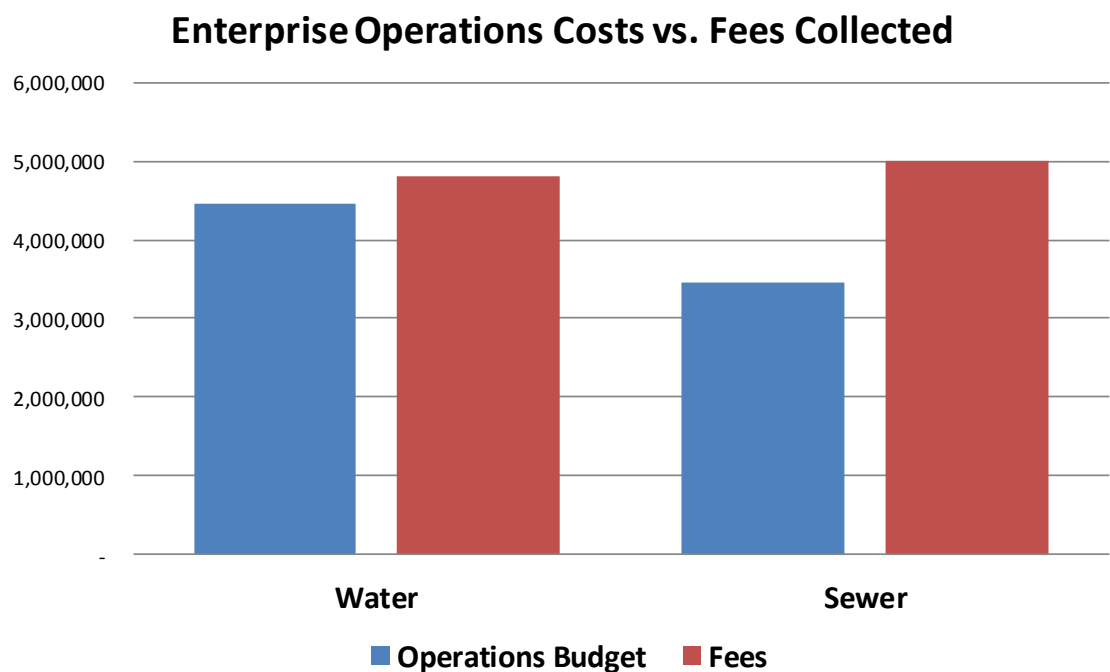
Debt Service



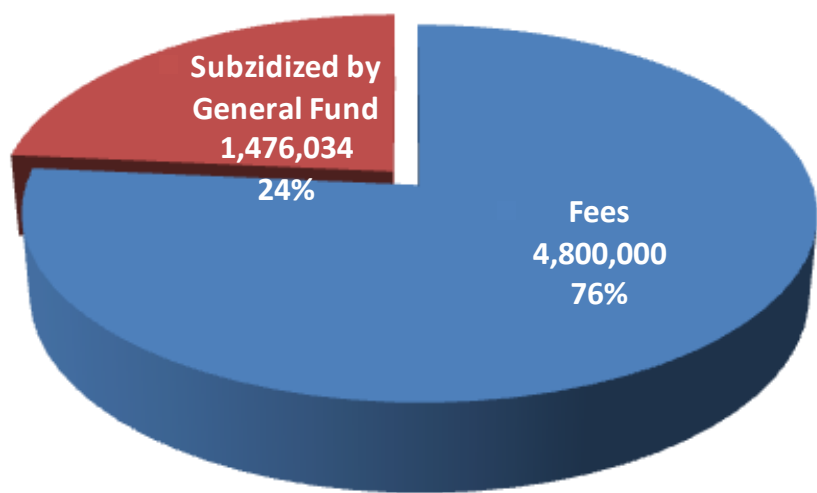
Pension / Health Care



Enterprise Accounts

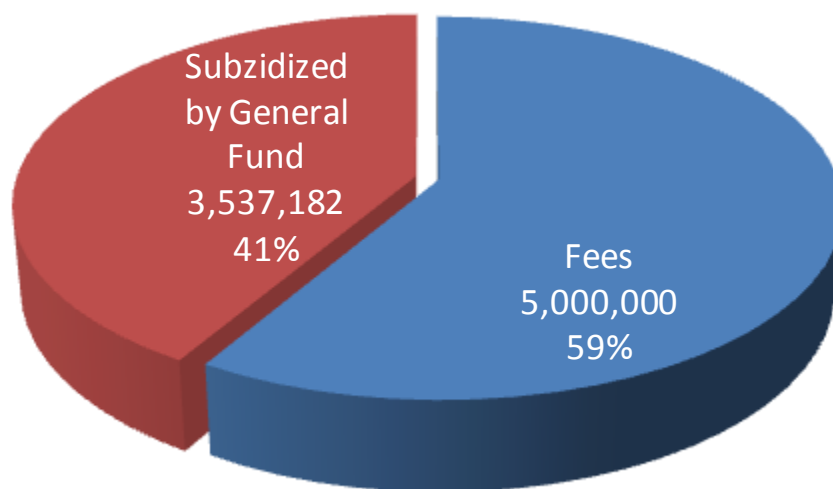


Sewer Enterprise Revenues



Enterprise Accounts

Water Enterprise Revenues



Town of Billerica Water and Sewer Budget Analysis Fiscal Year 2020

	Water	Sewer
Operations Budget	4,446,252	3,446,149
Debt Service	1,829,782	5,091,033
Total Costs	6,276,034	8,537,182
Fees	4,800,000	5,000,000
Subsidized by General Fund	1,476,034	3,537,182
Total Revenues	6,276,034	8,537,182

Five Year Forecast

TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

	<u>Proposed BUDGET FY20</u>	<u>PROJECTED BUDGET FY21</u>	<u>PROJECTED BUDGET FY22</u>	<u>PROJECTED BUDGET FY23</u>	<u>PROJECTED BUDGET FY24</u>	<u>PROJECTED BUDGET FY25</u>
USES OF FUNDING (AMOUNTS TO BE RAISED):						
APPROPRIATIONS:						
GENERAL FUND BUDGET (Includes all TM R&A)	142,813,742.65	146,741,120.58	150,776,501.39	154,922,855.18	159,183,233.70	163,560,772.62
WATER ENTERPRISE	6,292,513.99	6,418,364.27	6,546,731.56	6,677,666.19	6,811,219.51	6,947,443.91
WASTE WATER ENTERPRISE	8,641,118.00	9,713,940.36	9,908,219.17	10,106,383.55	10,308,511.22	10,514,681.45
CPA APPROPRIATION	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00
TOTAL APPROPRIATIONS	158,647,374.65	163,773,425.21	168,131,452.12	172,606,904.92	177,202,964.43	181,922,897.98
OTHER LOCAL EXPENDITURES / DEFICITS:						
TAX TITLE PURPOSES	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
COUNTY RETIREMENT	11,921,516.00	13,220,961.24	14,662,046.02	16,260,209.04	18,032,571.82	19,998,122.15
FINAL JUDGMENTS	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
CHERRY SHEET OFFSETS	50,131.00	50,131.00	50,131.00	50,131.00	50,131.00	50,131.00
SNOW / ICE DEFICIT	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00	600,000.00
OVERLAY RESERVE	3,125,621.55	3,125,621.55	3,125,621.55	3,125,621.55	3,125,621.55	3,125,621.55
TOTAL OTHER LOCAL EXPENDITURES	15,807,268.55	17,106,713.79	18,547,798.57	20,145,961.59	21,918,324.37	23,883,874.70
STATE AND COUNTY CHARGES	5,403,227.00	5,430,243.14	5,457,394.35	5,484,681.32	5,512,104.73	5,539,665.25
TOTAL USES OF FUNDING	179,857,870.20	186,310,382.14	192,136,645.04	198,237,547.83	204,633,393.53	211,346,437.93

SOURCES OF FUNDING:

PROPERTY TAXES 2 1/2 LEVY LIMIT	138,304,396.00	142,530,755.90	146,862,774.80	151,303,094.17	155,854,421.52	160,519,532.06
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	139,054,396.00	143,280,755.90	147,612,774.80	152,053,094.17	156,604,421.52	161,269,532.06
ADD DEBT EXCLUSION HS PRINCIPAL	2,000,000.12	1,630,000.00	1,710,000.00	1,795,000.00	1,885,000.00	1,980,000.00
ADD DEBT EXCLUSION HS INTEREST	3,249,219.11	3,149,219.00	3,067,719.00	2,982,219.00	2,892,469.00	2,798,219.00
ADD DEBT EXCLUSION PARKER PRINCIPAL	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00
ADD DEBT EXCLUSION PARKER INTEREST	165,562.50	152,762.50	136,762.50	123,962.50	107,962.50	101,563.00
ADD DEBT EXCLUSION HS PRINCIPAL		475,000.00	400,000.00	675,000.00	180,000.00	175,000.00
ADD DEBT EXCLUSION HS INTEREST		363,750.00	345,937.50	330,937.50	305,625.00	298,875.00
LESS EXCESS LEVY CAPACITY	-15,749,385.00					
TOTAL PROPERTY TAXES - ADJUSTED	129,039,792.73	149,371,487.40	153,593,193.80	158,280,213.17	162,295,478.02	166,943,189.06

TOWN OF BILLERICA FIVE YEAR FINANCIAL FORECAST

	<u>Proposed BUDGET FY19</u>	<u>PROJECTED BUDGET FY20</u>	<u>PROJECTED BUDGET FY21</u>	<u>PROJECTED BUDGET FY22</u>	<u>PROJECTED BUDGET FY23</u>	<u>PROJECTED BUDGET FY24</u>
SOURCES OF FUNDING (cont):						
STATE ESTIMATED REVENUES:						
CHAPTER 70 - SCHOOL AID	19,300,194.00	19,300,194.00	19,300,194.00	19,300,194.00	19,300,194.00	19,300,194.00
CHARTER TUITION ASSESSMENT REIMBURSEMENT	130,120.00	130,120.00	130,120.00	130,120.00	130,120.00	130,120.00
LOTTERY	6,183,385.00	6,183,385.00	6,183,385.00	6,183,385.00	6,183,385.00	6,183,385.00
VETERANS' BENEFITS	305,950.00	305,950.00	305,950.00	305,950.00	305,950.00	305,950.00
EXEMPTIONS - VETS, BLIND & SURVIVING SPOUSE	248,042.00	248,042.00	248,042.00	248,042.00	248,042.00	248,042.00
ELDERLY EXEMPTIONS	0.00	0.00	0.00	0.00	0.00	0.00
STATE OWNED LAND	137,082.00	137,082.00	137,082.00	137,082.00	137,082.00	137,082.00
PUBLIC LIBRARIES - OFFSET	50,649.00	50,649.00	50,649.00	50,649.00	50,649.00	50,649.00
TOTAL STATE ESTIMATED REVENUES	26,355,422.00	26,355,422.00	26,355,422.00	26,355,422.00	26,355,422.00	26,355,422.00
LOCAL ESTIMATED REVENUES:						
MOTOR VEHICLE EXCISE	6,300,000.00	6,363,000.00	6,426,630.00	6,490,896.30	6,555,805.26	6,621,363.32
OTHER EXCISES (HOTEL/MOTEL)	1,500,000.00	1,515,000.00	1,530,150.00	1,545,451.50	1,560,906.02	1,576,515.08
PENALTIES & INTEREST	350,000.00	353,500.00	357,035.00	360,605.35	364,211.40	367,853.52
P.I.L.O.T.	40,000.00	40,400.00	40,804.00	41,212.04	41,624.16	42,040.40
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	9,000.00	9,090.00	9,180.90	9,272.71	9,365.44	9,459.09
DEPARTMENTAL REVENUE-CEMETERY	110,000.00	111,100.00	112,211.00	113,333.11	114,466.44	115,611.11
OTHER DEPARTMENTAL REVENUE	250,000.00	252,500.00	255,025.00	257,575.25	260,151.00	262,752.51
LICENSES & PERMITS	675,000.00	681,750.00	688,567.50	695,453.18	702,407.71	709,431.78
FINES & FORFEITS	125,000.00	126,250.00	127,512.50	128,787.63	130,075.50	131,376.26
INTEREST EARNINGS	225,000.00	227,250.00	229,522.50	231,817.73	234,135.90	236,477.26
MISC. STATE AND OTHER REVENUE	125,000.00	126,250.00	127,512.50	128,787.63	130,075.50	131,376.26
NON RECURRING REVENUE						
TOTAL LOCAL ESTIMATED REVENUES	12,209,000.00	12,331,090.00	12,454,400.90	12,578,944.91	12,704,734.36	12,831,781.70
ENTERPRISE REVENUE						
CHARGES FOR SERVICES - WATER	4,800,000.00	4,944,000.00	5,092,320.00	5,245,089.60	5,402,442.29	5,564,515.56
CHARGES FOR SERVICES - SEWER	5,000,000.00	5,100,000.00	5,102,000.00	5,224,040.00	5,348,520.80	5,475,491.22
TOTAL ENTERPRISE REVENUE	9,800,000.00	10,044,000.00	11,194,320.00	11,469,129.60	11,750,963.09	12,040,006.77
OTHER AVAILABLE FUNDS:						
CPA REVENUE	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00	900,000.00
DEBT STABILIZATION	1,425,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00	3,000,000.00
WATER ENTERPRISE RETAINED EARNINGS		800,000.00	800,000.00	800,000.00	800,000.00	800,000.00
WASTEWATER ENTERPRISE RETAINED EARNINGS		1,200,000.00	1,200,000.00	1,200,000.00	1,200,000.00	1,200,000.00
RINK REVOLVING FUND	128,656.00	128,656.00	128,656.00	128,656.00	128,656.00	128,656.00
MISC. REVENUE FUNDS		50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
TOTAL OTHER AVAILABLE FUNDS	2,453,656.00	6,078,656.00	6,078,656.00	6,078,656.00	6,078,656.00	6,078,656.00
TOTAL SOURCES OF FUNDING	179,857,870.73	204,180,655.40	209,675,992.70	214,762,365.68	219,185,253.47	224,249,055.53
PROJECTED SURPLUS (DEFICIT)	0.53	17,870,273.26	17,539,347.66	16,524,817.85	14,551,859.93	12,902,617.61

Budget Changes

FY2020 Budget Changes Summary

Major or Notable Budget Changes

Department	Reason	Change	
122 - Board of Selectmen	Contractual Obligations	\$ 2,512	0.00%
192 - Town Hall	Increase for 3 PT Cleaner positions at \$38,000 and a \$24,500 increase to abandon buildings for Vining.	62,291	0.04%
210 - Police Department	Contractual Obligations	288,512	0.19%
220 - Fire Department	Contractual Obligations	620,744	0.41%
123 - Town Manager	Increases due to contractual obligations and decrease due to furniture and	(49)	0.00%
125 - Systems Admin.	Fiber Upgrade - \$11,000 and Server Upgrade \$20,000 and Contractual	47,707	0.03%
162 - Elections Department	Less Elections this year	(28,335)	-0.02%
141 - Assessor	New Software Docusign (\$3,750) and Contract Obligations	11,352	0.01%
171 - Conservation Commission	\$5,000 increase for signage and education and drop due to new hire at lower	3,440	0.00%
421 - Public Works Admin	Contractual Obligations and Seasonal Help increase due to increase in	82,817	0.05%
410 - Engineering	Reduction in consultant services due to reduced need for stormwater permit	(8,942)	-0.01%
433 - Solid Waste	Solid Waste Contract Increase	107,331	0.07%
491 - Parks and Trees	Reorganization	56,453	0.04%
Total Town Major Changes		\$ 1,243,321	0.83%

Minor/Contractual Changes

Department	Change	
Town Minor/Contractual Changes	\$ (27,867)	-0.02%
Total Town Changes	\$ 1,215,454	0.81%

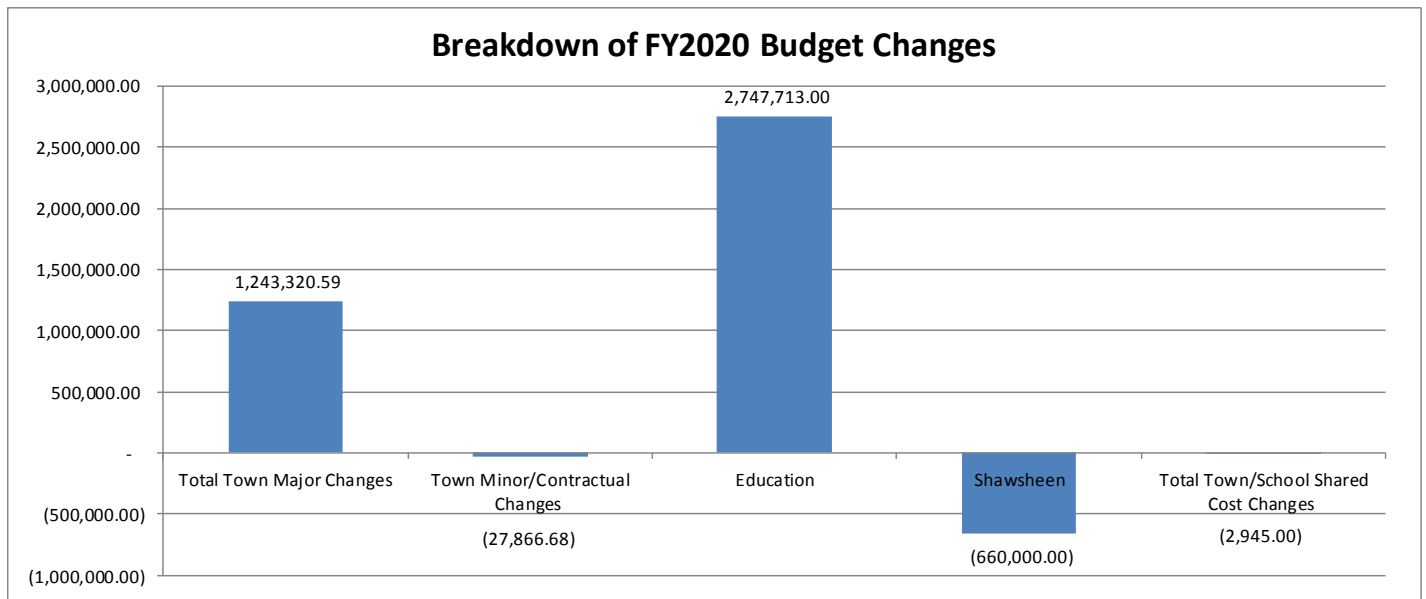
Education Changes

Education	\$ 2,747,713	1.82%
Shawsheen	(660,000)	-0.44%
Total Education Changes	\$ 2,087,713	1.39%

Town/School Shared Cost Changes

	Change	
Liability Insurance	100,000	
Health Care	\$ 77,000	0.05%
Debt	(764,514)	-0.51%
Medicare	-	0.00%
Retirement	412,069	0.27%
OPEB	172,500	0.11%
Total Town/School Shared Cost Changes	\$ (2,945)	0.00%
Total Budget Changes	\$ 3,300,222	2.19%

Budget Changes



Section 3:

General Administration

Accounting

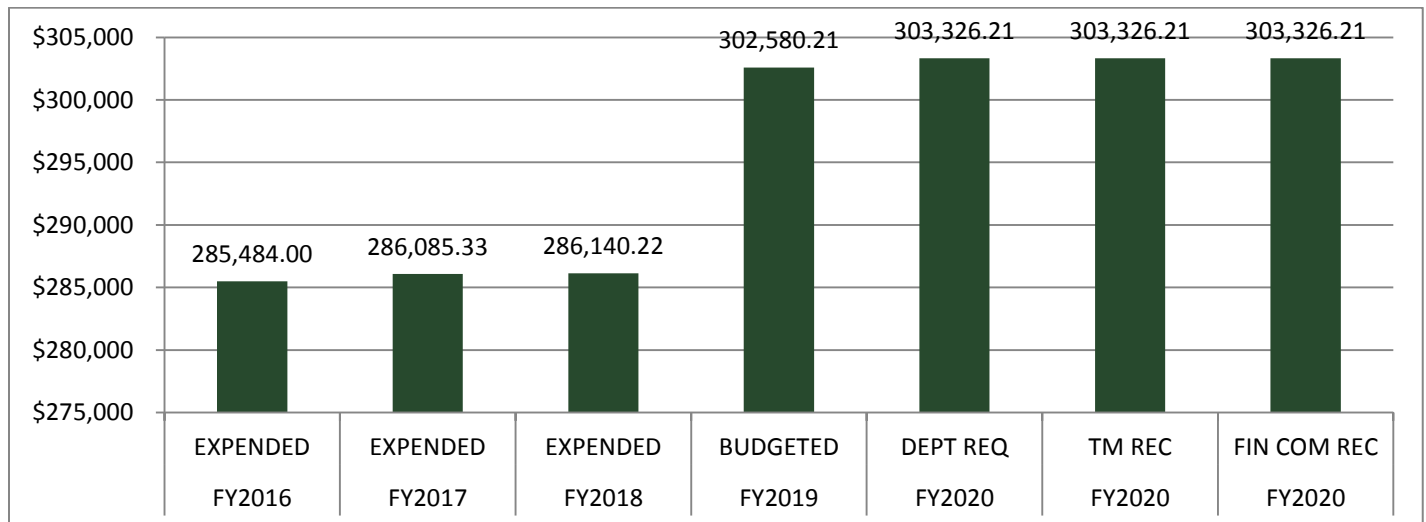
Department Explanation

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

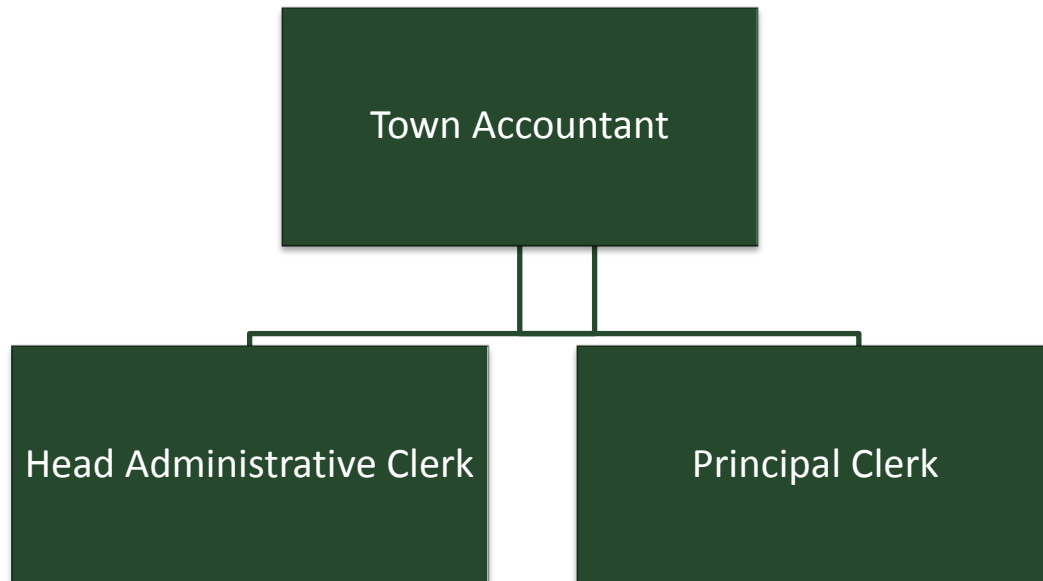
The Accounting Department budget will remain constant over the last fiscal year. The only changes will be contractual increases due to longevity. The differences due to these changes are \$746 which represents a 0.25% increase over last fiscal year. The bump from FY18 to FY19 represented a small increase in the audit cost and contractual salary obligations.

Total Budget



Accounting

Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Town Accountant	1.0	1.0	1.0
Head Administrative Clerk	1.0	1.0	1.0
Principal Clerk	1.0	1.0	1.0

ACCOUNTING

Personnel Services

Full Time	\$ 217,679	\$ 217,679	\$ 217,679	\$ 217,679	\$ 226,079	\$ 225,912	\$ 231,316	\$ 231,316	\$ 231,316	\$ 231,316
Part Time/Seasonal										
Overtime										
Contractual Obligations	\$ 8,464	\$ 7,805	\$ 8,464	\$ 8,405	\$ 8,464	\$ 8,464	\$ 9,264	\$ 10,010	\$ 10,010	\$ 10,010
Total	\$ 226,143	\$ 225,484	\$ 226,143	\$ 226,143	\$ 234,543	\$ 226,143	\$ 240,580	\$ 241,326	\$ 241,326	\$ 241,326

Expenses

Supplies and Expenses	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,454	\$ 1,500	\$ 1,497	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Contract Services/Leases	\$ 500	\$ 500	\$ 500	\$ 489	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Town Audit	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Capital Outlay										

Total Expenses

TOTAL BUDGET

%Change

Dept Req FY2019 FY2020 TM Rec FY2020 Fin Com Rec. FY2020

Difference \$ 746.00 % 0.25%

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

Accounting

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Picardi, Virginia	Head Administrative Clerk	7	4/1/2001	\$ 62,192.36	\$ 1,000.00	\$ 2,700.00	\$ 65,892.36
Folta, Jill	Principal Clerk	7	12/18/2000	\$ 50,741.24	\$ 1,000.00	\$ 2,700.00	\$ 54,441.24
Watson, Paul	Town Accountant	9	9/11/2000	\$ 118,382.60	\$ -	\$ 2,610.00	\$ 120,992.60
DEPARTMENT TOTAL				\$ 231,316.21	\$ 2,000	\$ 8,010	\$ 241,326.21

Total Full time	\$ 231,316.21
Total Contract	\$ 10,010.00
Total	\$ 241,326.21

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Picardi, Virginia	Head Administrative Clerk	7	4/1/2001	\$ 62,192.36	\$ 1,000.00	\$ 2,700.00	\$ 65,892.36
Folta, Jill	Principal Clerk	7	12/18/2000	\$ 50,741.24	\$ 1,000.00	\$ 2,700.00	\$ 54,441.24
Watson, Paul	Town Accountant	9	9/11/2000	\$ 118,382.60	\$ -	\$ 2,610.00	\$ 120,992.60
DEPARTMENT TOTAL				\$ 231,316.21	\$ 2,000.00	\$ 8,010.00	\$ 241,326.21

Total Full time	\$ 231,316.21
Total Contract	\$ 10,010.00
Total	\$ 241,326.21

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2019 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Picardi, Virginia	Head Administrative Clerk	7	4/1/2001	\$ 62,192.36	\$ 1,000.00	\$ 2,327.00	\$ 65,519.36
Folta, Jill	Principal Clerk	7	12/18/2000	\$ 50,741.24	\$ 1,000.00	\$ 2,327.00	\$ 54,068.24
Watson, Paul	Town Accountant	9	9/11/2000	\$ 118,382.60	\$ -	\$ 2,610.00	\$ 120,992.60
DEPARTMENT TOTAL				\$ 231,316.21	\$ 2,000.00	\$ 7,264.00	\$ 240,580.21

Total Full time	\$ 231,316.21
Total Contract	\$ 9,264.00
Total	\$ 240,580.21

DESCRIPTION/DETAIL

ACCOUNTING

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FNCOMREC
\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,454	\$ 1,500	\$ 1,497	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Department Town Mgr. Fin Com

Supplies and Expenses

Provides for general office supplies including storage of records.

General Office Supply Allocation

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

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FNCOMREC
\$ 500	\$ 500	\$ 500	\$ 489	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500

Department Town Mgr. Fin Com

Contract Services/Leases

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

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

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FNCOMREC
\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 58,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000

Town Audit

Provides for annual audit.

Department Town Mgr. Fin Com
 \$ 60,000 \$ 60,000 \$ 60,000
 \$ 60,000 \$ 60,000 \$ 60,000
 Total Town Audit \$ 60,000 \$ 60,000 \$ 60,000

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.

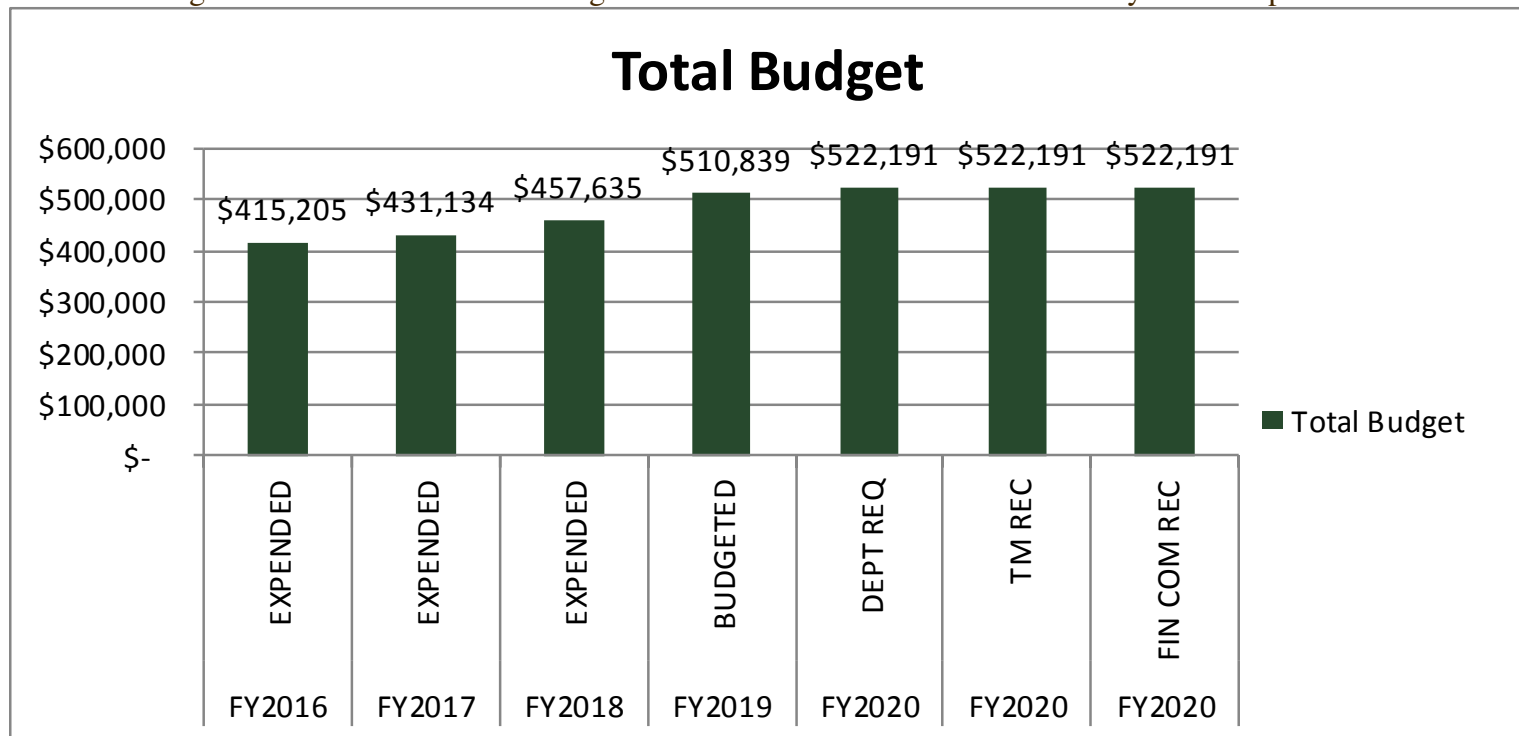
The Assessing Department is also responsible for the administration of motor vehicle excise tax bill abatements and exemptions.

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.

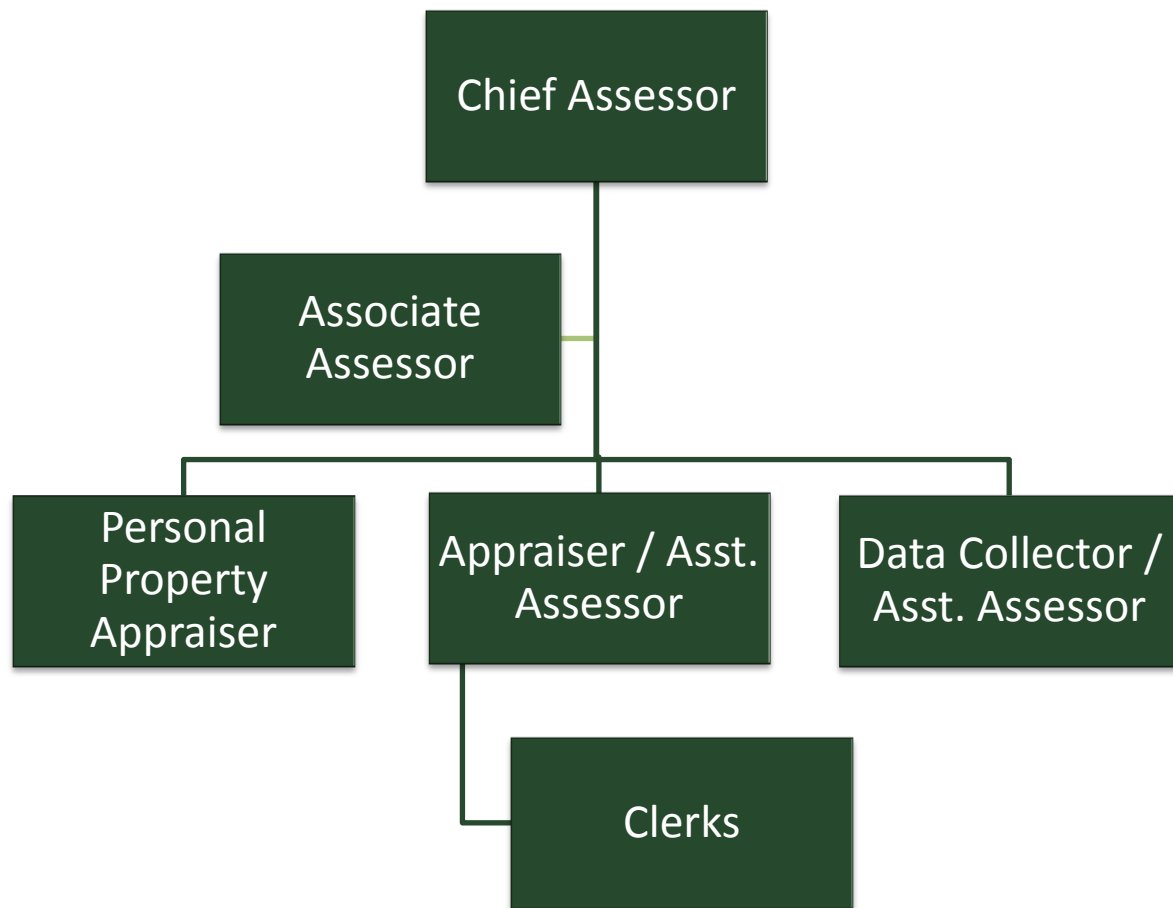
Budget Narrative

The Assessing Department will see a small increase in their budget of \$11,352.09 this year due to contractual obligations and expenses. Contract Services / Leases increased by \$3,750 due to the purchase of a new software called DocuSign. This will allow online fillings for certain forms and increase efficiency in the Department.



Assessors

Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Chief Assessor	1	1	1
Associate Assessor	2	2	2
Appraiser / Asst. Assessor	1	1	1
Data Collector / Asst. Assessor	1	1	1
Principal Clerk	2	2	2
Senior Clerk	1	1	1
Personal Property Appraiser	1	1	1

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	FY15	FY16	FY17	FY18	FY19
Levy Percentage	56.5245%	55.5960%	54.6281%	54.7088%	56.3919%
Valuation	4,197,191,891	4,315,444,301	4,449,517,736	4,727,807,694	5,230,220,910
Tax Rate	\$14.04	\$14.14	\$14.09	\$14.19	\$13.48

Commercial	FY15	FY16	FY17	FY18	FY19
Levy Percentage	9.3891%	9.6479%	10.3899%	10.2898%	10.119%
Valuation	299,621,723	318,810,014	356,639,136	375,058,155	402,801,185
Tax Rate	\$32.67	\$33.22	\$33.44	\$33.65	\$31.41

Industrial	FY15	FY16	FY17	FY18	FY19
Levy Percentage	25.8189%	26.1807%	26.5620%	27.4403%	26.5838%
Valuation	823,931,899	865,117,927	911,747,709	1,000,180,902	1,058,199,642
Tax Rate	\$32.67	\$33.22	\$33.44	\$33.65	\$31.41

Personal Property	FY15	FY16	FY17	FY18	FY19
Levy Percentage	8.2675%	8.5754%	8.4200%	7.5611%	6.9053%
Valuation	263,832,900	283,367,000	289,018,500	275,596,100	274,877,800
Tax Rate	\$32.67	\$33.22	\$33.44	\$33.65	\$31.41

ASSESSOR

Personnel Services

Full Time	\$ 373,670	\$ 373,670	\$ 391,085	\$ 384,535	\$ 434,933	\$ 410,180	\$ 452,386	\$ 459,988	\$ 459,988	\$ 459,988
Part Time/Seasonal	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,970	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Overtime										
Contractual Obligations	\$ 8,843	\$ 5,379	\$ 10,624	\$ 10,624	\$ 11,453	\$ 11,453	\$ 16,453	\$ 16,453	\$ 16,453	\$ 16,453
Total	\$ 385,513	\$ 382,049	\$ 404,709	\$ 398,159	\$ 449,386	\$ 424,603	\$ 471,839	\$ 479,441	\$ 479,441	\$ 479,441

Expenses

Supplies and Expenses	\$ 3,250	\$ 2,717	\$ 3,250	\$ 2,949	\$ 3,250	\$ 2,810	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250
Contract Services/Leases	\$ 35,750	\$ 30,439	\$ 35,750	\$ 30,026	\$ 35,750	\$ 30,222	\$ 35,750	\$ 39,500	\$ 39,500	\$ 39,500
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 39,000	\$ 33,156	\$ 39,000	\$ 32,975	\$ 39,000	\$ 33,032	\$ 39,000	\$ 42,750	\$ 42,750	\$ 42,750

TOTAL BUDGET

	\$ 424,513	\$ 415,205	\$ 443,709	\$ 431,134	\$ 488,386	\$ 457,635	\$ 510,839	\$ 522,191	\$ 522,191	\$ 522,191

FY2019		FY2020		FY2020		FY2020		FY2020		FY2020	
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE	FTE

Principal Clerk	2	2	2	2	2	2	2	2	2	2	2
Senior Clerk	1	1	1	1	1	1	1	1	1	1	1
Appraiser/Asst. Assessor	1	1	1	1	1	1	1	1	1	1	1
Chief Assessor	1	1	1	1	1	1	1	1	1	1	1
Personal Property Appraiser	1	1	1	1	1	1	1	1	1	1	1
Data Collector/Asst. Assessor	1	1	1	1	1	1	1	1	1	1	1
Total Staffing	7	7	7	7	7	7	7	7	7	7	7

FY2019		FY2020		FY2020		FY2020		FY2020		FY2020	
Position	PTE	PTE	PTE	PTE	PTE	PTE	PTE	PTE	PTE	PTE	PTE
Associate Assessor	2	2	2	2	2	2	2	2	2	2	2

Assessors

ASSESSORS DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
Richard Scanlon	Principal Assessor	9	8/9/1993	\$ 118,382.60	\$ -	\$ -	\$ 3,393.00	\$ 121,775.60
Maureen Ray	Principal Clerk	1	7/1/2018	\$ 40,722.16	\$ 1,000.00	\$ -	\$ 1,900.00	\$ 43,622.16
Kellie Schiavo	Senior Clerk	1/2	8/28/2017	\$ 39,875.95	\$ 1,000.00	\$ -	\$ -	\$ 39,875.95
Liesl Catanzaro	Principal Clerk	2/3	10/28/2013	\$ 46,118.28	\$ 1,000.00	\$ -	\$ 1,200.00	\$ 47,118.28
Ken DerBoghossian	Appraiser/Asst. Assessor	5	9/19/2005	\$ 78,153.83	\$ 500.00	\$ 250.00	\$ 2,100.00	\$ 81,003.83
Chad Theriault	Personal Property Appr.	6/7	10/17/2011	\$ 78,471.51	\$ 500.00	\$ 250.00	\$ 783.00	\$ 80,004.51
Cyndi Sorensen	Data Collector/Asst. Assr.	7/8	10/2/2006	\$ 58,263.48	\$ 500.00	\$ 250.00	\$ 1,827.00	\$ 59,013.48
Matos, Kathy	Associate Assessor			\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
Speidel John B	Associate Assessor			\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,500.00
DEPARTMENT TOTAL:				\$ 462,987.83	\$ 4,500.00	\$ 750.00	\$ 11,203.00	\$ 475,413.83

Total Full Time	\$ 459,987.83
Total Part Time	\$ 3,000.00
Total Contract	\$ 16,453.00
Total	\$ 479,440.83

ASSESSORS DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
Richard Scanlon	Principal Assessor	9	8/9/1993	\$ 118,382.60			\$ 3,393.00	\$ 121,775.60
Maureen Ray	Principal Clerk	1/2	2/12/2018	\$ 40,722.16	\$ 1,000.00		\$ 1,900.00	\$ 43,622.16
Kellie Schiavo	Senior Clerk	1/2	7/3/2018	\$ 39,875.95	\$ 1,000.00		\$ -	\$ 40,875.95
Liesl Catanzaro	Principal Clerk	4/5	10/28/2013	\$ 46,118.28	\$ 1,000.00		\$ 1,200.00	\$ 48,318.28
Ken DerBoghossian	Appraiser/Asst. Assessor	5	9/19/2005	\$ 78,153.83	\$ 500.00	\$ 250.00	\$ 2,100.00	\$ 81,003.83
Chad Theriault	Personal Property Appr.	7/8	10/17/2011	\$ 78,471.51	\$ 500.00	\$ 250.00	\$ 783.00	\$ 80,004.51
Cyndi Sorensen	Data Collector/Asst. Assr.	8/9	10/2/2006	\$ 58,263.48	\$ 500.00	\$ 250.00	\$ 1,827.00	\$ 60,840.48
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				\$ 462,987.83	\$ 4,500.00	\$ 750.00	\$ 11,203.00	\$ 479,440.83

Total Full Time	\$ 459,987.83
Total Part Time	\$ 3,000.00
Total Contract	\$ 16,453.00
Total	\$ 479,440.83

ASSESSORS DEPARTMENT SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	BPAA CONTR.OBLIG.	LONGEVITY	TOTAL SALARY BENEFIT
Scanlon, Richard	Principal Assessor	9	8/9/1993	\$ 118,382.60			\$ 3,393.00	\$ 121,775.60
Collins, Laurie	Principal Clerk	4	12/14/2015	\$ 41,459.80	\$ 1,000.00			\$ 42,459.80
Vacant Clerk	Senior Clerk			\$ 39,640.94	\$ 1,000.00		\$ 1,900.00	\$ 42,540.94
Catanzaro, Liesl	Principal Clerk	4	10/28/2013	\$ 42,830.82	\$ 1,000.00		\$ 1,200.00	\$ 45,030.82
DerBoghossian, Ken	Appraiser/Asst. Assessor	7	9/19/2005	\$ 78,153.83	\$ 500.00	\$ 250.00	\$ 2,100.00	\$ 81,003.83
Theriault, Chad	Personal Property Appr.	6	10/17/2011	\$ 75,465.47	\$ 500.00	\$ 250.00	\$ 783.00	\$ 76,998.47
Sorensen, Cyndi	Data Collector/Asst. Assr.	6	10/2/2006	\$ 56,452.27	\$ 500.00	\$ 250.00	\$ 1,827.00	\$ 59,029.27
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				\$ 455,385.73	\$ 4,500.00	\$ 750.00	\$ 11,203.00	\$ 471,838.73

Total Full Time	\$ 452,385.73
Total Part Time	\$ 3,000.00
Total Contract	\$ 16,453.00
Total	\$ 471,838.73

DESCRIPTION/DETAIL

ASSESSORS

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REG	TM REG	FIN COM REG
\$ 3,250	\$ 2,717	\$ 3,250	\$ 2,949	\$ 3,250	\$ 2,810	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250

Supplies and Expenses

5410 Publications & Books

NE RE Journal Subscription
Coles Information Services - PP
Appraisal Institute Valuation Insight & Perspectives
Appraisal Journal
NADA Blue Books
general office supply allocation

\$ 150	\$ 150	\$ 400	\$ 400	\$ 75	\$ 75	\$ 75	\$ 75	\$ 600	\$ 600

Department Town Mgr. Fin Com.

5512 Recording of Deeds

Copies of Deeds & Plans from North Middlesex Registry of Deeds

\$ 275	\$ 275								

5526 Car Allowance

Mileage allowance for Assessors to use their own vehicles for field work on the Town's behalf

\$ 1,600	\$ 1,600								

Total Supplies & Expenses

\$ 3,250	\$ 3,250								

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REG	TM REG	FIN COM REG
\$ 35,750	\$ 30,439	\$ 35,750	\$ 30,026	\$ 35,750	\$ 30,222	\$ 35,750	\$ 39,500	\$ 39,500	\$ 39,500

Department Town Mgr. Fin Com.

Contract Services/Leases

5200 Mapping

Annual Update of Assessors Maps & Abutters List Software
Blue-Line Printing of Assessors Maps

\$ 400	\$ 400								

5212 Forms

State Forms for abatements, exemptions, Forms of List for Personal Property, Patriot PRCs & I & E Forms

\$ 400	\$ 400								

5216 Bdg of Deeds/Cont Books

Binding of Tax Commitment Books

\$ 200	\$ 200								

5220 Professional

Appraisals & Consulting in Defense of Values at the Appellate Tax Board
Patriot Software Licensing Fee & Assessors Website Support & Maintenance
DocuSign Software Fee to Allow On Line Filings of I & Es and PP FOLs

\$ 15,000	\$ 15,000								
\$ 16,300	\$ 16,300								
\$ 3,900	\$ 3,900								

5224 Fees & Memberships

Middlesex County Assessors Assoc.
Mass Assoc of Assessing Officers
Northeast Reg Assoc of Assessing Officers
Intl Assoc of Assessing Officers
Mass Chapter of IAAO
Misc Conferences/Seminars/Meetings/Workshops - MAAO/IAAO

\$ 100	\$ 100								
\$ 400	\$ 400								
\$ 50	\$ 50								
\$ 500	\$ 500								
\$ 50	\$ 50								
\$ 2,000	\$ 2,000								

Total Contract Services

\$ 39,500	\$ 39,500								

Board of Appeals

Department Explanation

It shall be the duty of the Board of Appeals to grant certain special permits and variances to the Zoning Bylaws under M.G.L, Chapter 40A and the Town’s Zoning Bylaws. The Board also hears appeals of decisions issued by the Building Inspector.

Budget Narrative

The Board of Appeals budget remained stable in FY19. The only increase was due to contractual obligations.

Programs and Services

The Office of the Zoning Board of Appeals works with applicants to advise them on the process and about the Zoning Bylaws. Once an application is brought to the office the Head Clerk will file with the correct departments, agencies, and boards. The application will then go in front of the Zoning Board of Appeals

Cases	2016	2017	2018
	94	87	83



Board of Appeals

BOARD OF APPEALS

Personnel Services

Full Time	\$ 52,441	\$ 52,441	\$ 52,441	\$ 52,441	\$ 54,441	\$ 54,350	\$ 55,651	\$ 55,651	\$ 55,651	\$ 55,651
Part Time/Seasonal	\$ -		\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 3,529	\$ 3,529	\$ 3,529	\$ 2,411	\$ 3,529	\$ 3,010	\$ 3,529	\$ 3,529	\$ 3,529	\$ 3,529
Contractual Obligations	\$ 4,734	\$ 4,502	\$ 4,734	\$ 41,354	\$ 4,734	\$ 4,434	\$ 5,134	\$ 5,334	\$ 5,334	\$ 5,334
Total	\$ 60,704	\$ 60,472	\$ 60,704	\$ 60,704	\$ 62,704	\$ 61,794	\$ 64,314	\$ 64,514	\$ 64,514	\$ 64,514

Expenses

Supplies and Expenses	\$ 752	\$ 406	\$ 752	\$ 699	\$ 752	\$ 703	\$ 752	\$ 752	\$ 752	\$ 752
Contract Services/Leases	\$ 80	\$ -	\$ 80	\$ -	\$ 80	\$ -	\$ 80	\$ 80	\$ 80	\$ 80
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 832	\$ 406	\$ 832	\$ 699	\$ 832	\$ 703	\$ 832	\$ 832	\$ 832	\$ 832
TOTAL BUDGET	\$ 61,536	\$ 60,878	\$ 61,536	\$ 61,403	\$ 63,536	\$ 62,497	\$ 65,146	\$ 65,346	\$ 65,346	\$ 65,346

Dept. Req. TM Rec. Fin Com Rec.

FY2019 FY2020 FY2020 FY2020

Difference \$ 200.00

% 0.31%

Position	FTE	FTE	FTE	FTE
Head Clerk	1	1	1	1
Total Staffing	1	1	1	1

Board of Appeals

BOARD OF APPEALS SALARY INFORMATION 2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jane Nolan	Head Clerk	10	7/1/1981	\$ 55,650.59	\$ 1,000.00	\$ 4,334.00	\$ 60,984.59
DEPARTMENT TOTAL				\$ 55,651	\$ 1,000	\$ 4,334	\$ 60,985

Total Full time	\$ 55,651
Total Part time	\$ -
Overtime	\$ 3,529.00
Total Contract	\$ 5,334.00
Total	\$ 64,514

BOARD OF APPEALS SALARY INFORMATION 2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jane Nolan	Head Clerk	10	7/1/1981	\$ 55,650.59	\$ 1,000.00	\$ 4,334.00	\$ 60,984.59
DEPARTMENT TOTAL				\$ 55,650.59	\$ 1,000.00	\$ 4,334.00	\$ 60,984.59

Total Full time	\$ 55,650.59
Total Part time	\$ -
Overtime	\$ 3,529.00
Total Contract	\$ 5,334.00
Total	\$ 64,513.59

BOARD OF APPEALS SALARY INFORMATION 2019 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jane Nolan	Head Clerk	10	7/1/1981	\$ 55,650.59	\$ 1,000.00	\$ 4,134.00	\$ 60,784.59
DEPARTMENT TOTAL				\$ 55,651	\$ 1,000	\$ 4,134	\$ 60,785

Total Full time	\$ 55,651
Total Part time	\$ -
Overtime	\$ 3,529.00
Total Contract	\$ 5,134.00
Total	\$ 64,314

Town of Billerica

Fiscal Year 2020

62

Supplies and ExpensesContract Services/Leases

Fees & Membership	\$	80	80	\$	80
Total Contract Services/Leases	\$	80	\$	80	\$

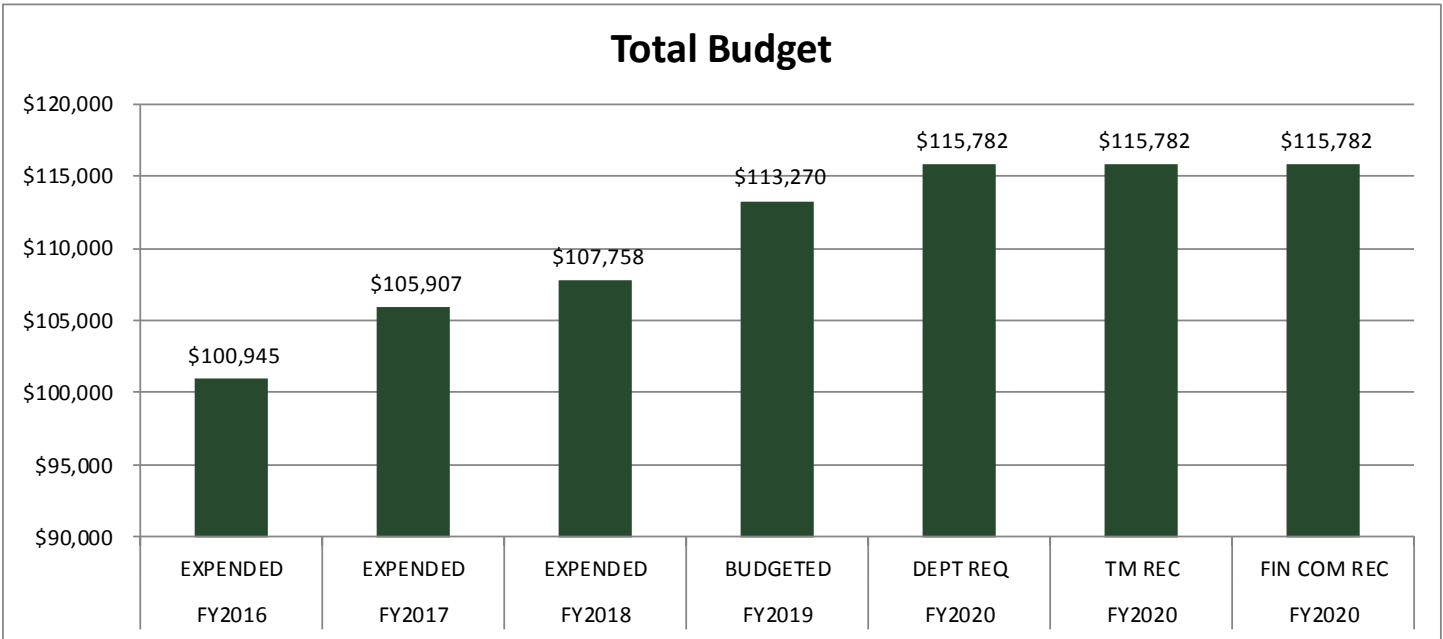
Board of Selectmen

Department Explanation

The Billerica Board of Selectmen 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 Board of Selectmen budget will remain stable. Chairman Conway has redirected her salary to go towards Robotics in the Public Education budget. The Board continues to provide incredible guidance and direction for the future of the Town. Their budget consists of office supplies, salaries, and association dues.



Board of Selectmen

Programs and Services

The Billerica Board of Selectmen 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.

Recent Accomplishments



The Board of Selectmen has accomplished many of their goals that they had set in the previous year. They have protected the taxpayers, expanded our economic development efforts, became a green community, accepted multiple streets at Town Meeting, acquired a lower aggregate energy rate, continued to deliver on the expansion of sewer, protected conservation areas, and increased sidewalk mileage. This is only a small sample of some of the large scale items that they have done. What can't be quantified is the personal phone calls, emails, and conversations they have day in and out to make Billerica a great community to live in!



Apply For a Board of Committee

Board of Selectmen



**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: _____

BOARD OF SELECTMEN

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
Total	\$ 63,135	\$ 63,135	\$ 63,135	\$ 63,135	\$ 63,135	\$ 72,978	\$ 63,122	\$ 65,635	\$ 65,635	\$ 65,635
	\$ 14,902	\$ 14,620	\$ 11,302	\$ 11,303	\$ 13,102		\$ 13,102	\$ 13,102	\$ 13,102	\$ 13,102
	\$ 4,000	\$ 3,500	\$ 4,000	\$ 4,000	\$ 4,000	\$ 3,898	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
	\$ 82,038	\$ 81,255	\$ 78,438	\$ 78,438	\$ 80,238	\$ 76,876	\$ 80,225	\$ 82,737	\$ 82,737	\$ 82,737

Expenses

Supplies and Expenses
Contract Services/Leases
Assessments & Dues
Capital Outlay

Supplies and Expenses	\$ 1,000	\$ 1,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 5,937	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Contract Services/Leases	\$ 8,360	\$ 7,389	\$ 1,500	\$ 900	\$ 1,500	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Assessments & Dues	\$ 11,301	\$ 11,301	\$ 23,545	\$ 18,569	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 20,661	\$ 19,690	\$ 33,045	\$ 27,469	\$ 33,045	\$ 30,882	\$ 33,045	\$ 33,045	\$ 33,045	\$ 33,045	\$ 33,045

TOTAL BUDGET

	\$ 102,699	\$ 100,945	\$ 111,483	\$ 105,907	\$ 113,283	\$ 107,758	\$ 113,270	\$ 115,782	\$ 115,782	\$ 115,782

Dep. Req FY2020 TM Rec. FY2020 Fin Com Rec. FY2020 Difference PY \$ 2,512.36 % 2.22%

Position	FTE	FTE	FTE	FTE
Conf. Exec. Assist	1	1	1	1
Total Staffing	1	1	1	1

Board of Selectmen

BOARD OF SELECTMEN SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Susan Aker	Conf. Exec. Assist	9	9/1/1997	\$ 65,634.71	\$ 500.00	\$ 3,500.00	\$ 69,634.71
Kim Conway	Chairman	0	4/5/2014	\$ -	\$ -	\$ -	\$ -
Andrew Deslaurier	Vice Chairman	0	4/5/2009	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Ed Giroux	Secretary	0	4/5/2017	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
George Simolaris	Selectman	0	4/5/2014	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
Mike Rosa	Selectman	0	4/5/2017	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
				\$ -	\$ -	\$ -	\$ -
Susan Aker	Recording Clerk			\$ 5,702.40	\$ -	\$ -	\$ 5,702.40
Persons, Sundry	TM Tellers						
DEPARTMENT TOTAL				\$ 78,537.11	\$ 500.00	\$ 3,500.00	\$ 82,537.11

Total Full Time	\$ 65,634.71
Total Part Time	\$ 12,902.40
Total Contract	\$ 4,000.00
Total	\$ 82,537.11

BOARD OF SELECTMEN SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Susan Aker	Conf. Exec. Assist	9	9/1/1997	\$ 65,634.71	\$ 500.00	\$ 3,500.00	\$ 69,634.71
Kim Conway	Chairman		4/5/2014				\$ -
Andrew Deslaurier	Vice Chairman		4/5/2009	\$ 1,800.00			\$ 1,800.00
Ed Giroux	Secretary		4/5/2017	\$ 1,800.00			\$ 1,800.00
George Simolaris	Selectman		4/5/2014	\$ 1,800.00			\$ 1,800.00
Mike Rosa	Selectman		4/5/2017	\$ 1,800.00			\$ 1,800.00
							\$ -
Sue Aker	Recording Clerk			\$ 5,702.40			\$ 5,702.40
Persons, Sundry							\$ -
DEPARTMENT TOTAL				\$ 78,537.11	\$ 500.00	\$ 3,500.00	\$ 82,537.11

0

Total Full Time	\$ 65,634.71
Total Part Time	\$ 12,902.40
Total Contract	\$ 4,000.00
Total	\$ 82,537.11

BOARD OF SELECTMEN SALARY INFORMATION FY2019 TOWN RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Susan Aker	Conf. Exec. Assist	9	9/1/1997	\$63,122.35	\$ 500.00	\$ 3,500.00	\$ 67,122.35
Andrew Deslaurier	Chairman		4/5/2009				
Ed Giroux	Vice Chairman		4/5/2014	\$ 1,800.00			\$ 1,800.00
Kim Conway	Secretary		4/5/2016	\$ 2,000.00			\$ 2,000.00
George Simolaris	Selectman		4/5/2013	\$ 1,800.00			\$ 1,800.00
Mike Rosa	Selectman		4/5/2014	\$ 1,800.00			\$ 1,800.00
Susan Aker	Recording Clerk			\$ 5,702.40			\$ 5,702.40
Persons, Sundry	TM Tellers						\$ -
DEPARTMENT TOTAL				\$76,224.75	\$ 500.00	\$ 3,500.00	\$ 80,224.75

Total Full Time	\$63,122.35
Total Part Time	\$ 13,102.40
Total Contract	\$ 4,000.00
Total	\$ 80,224.75

DESCRIPTION/DETAIL

BOARD OF SELECTMEN

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REQ	FN COM/REC
\$ 1,000	\$ 1,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 5,937	\$ 8,000	\$ 8,000	\$ 8,000

Department Town Mgr. Fin Com

Supplies and Expenses

Sundry items (binders, paper, tapes for recorder, pens, etc.)
Copies of Mass. General Laws (Mandatory)
Town Meeting & BOS various items

Travel In-State

Travel In-State
Total Supplies & Expenses

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REQ	FN COM/REC
\$ 8,360	\$ 7,389	\$ 1,500	\$ 900	\$ 1,500	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Department Town Mgr. Fin Com

Contract Services/Leases

Police details at Town Meeting

TM Details				
\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
\$ -	\$ -	\$ -	\$ -	\$ -
Total Contract Services/Leases	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REQ	FN COM/REC
\$ 11,301	\$ 11,301	\$ 23,545	\$ 18,569	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545

Department Town Mgr. Fin Com

Assessment & Dues

NMCOG Assessment
Middlesex 3
Mass Municipal Association

Total NMCOG Assessment	\$ 23,545	\$ 23,545	\$ 23,545	\$ 23,545

Cable

Budget Narrative

The Cable budget will see a small increase due to legal and ascertainment cost for new contracts.

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2019 DEPT REQ	FY2019 TM REC	FY2019 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	\$ 500	\$ 500
Contract Services/Leases							\$ 4,500	\$ -	\$ 4,500	\$ 4,500	\$ 4,500
Utilities											
Capital Outlay											
Total Expenses							\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
TOTAL BUDGET							\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000



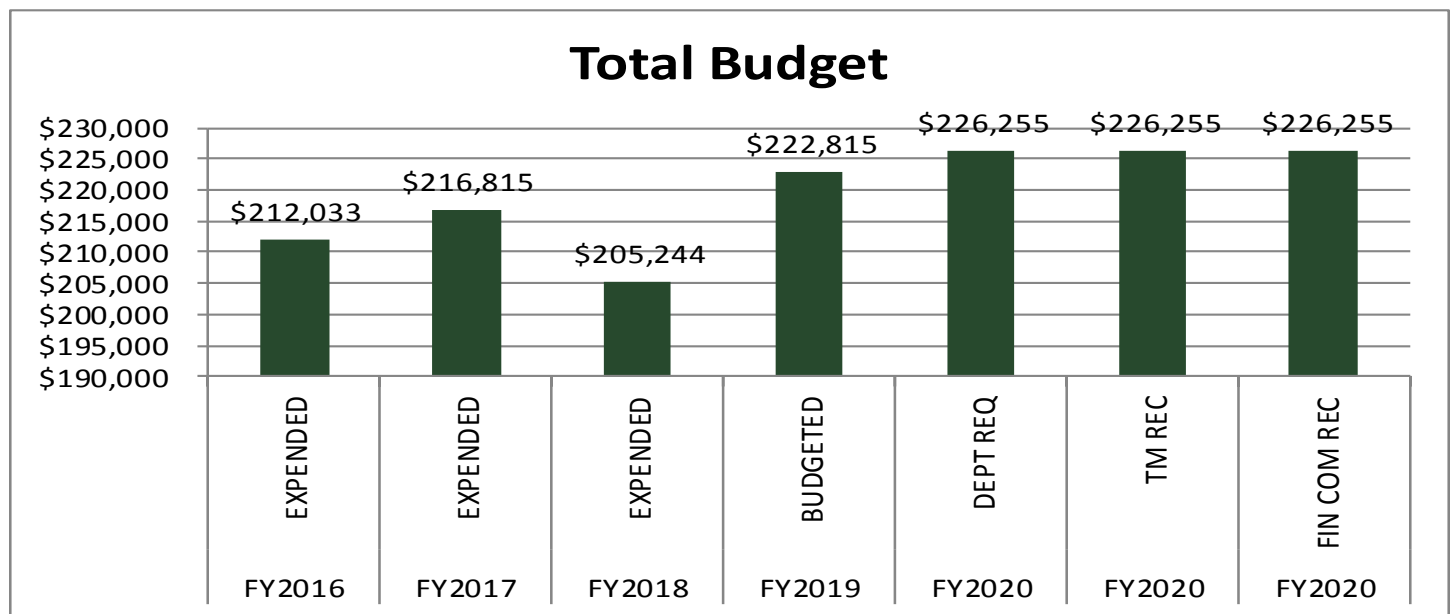
Conservation Commission

Department Explanation

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

Budget Narrative

The Conservation Budget in total will be going up only \$3,440 this year. The salaries will be dropping slightly due to new employees but the expenses will be going up \$5,000. This will mostly be attributed to a new item for signage and education .



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

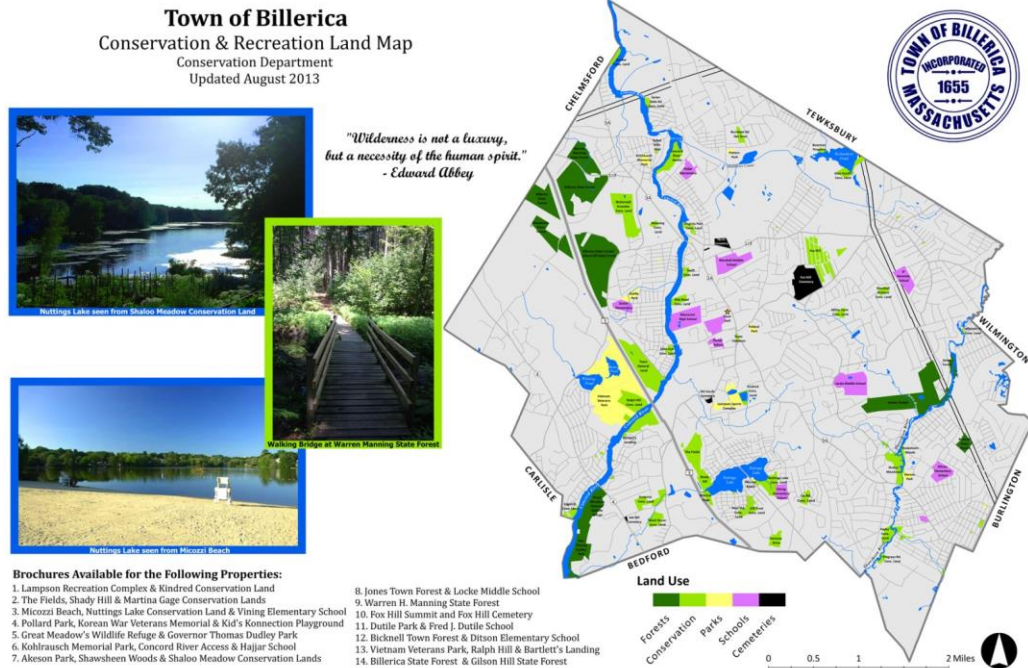
Conservation Commission

the Billerica Conservation Commission (i.e., town-owned conservation lands and conservation restrictions and easements).

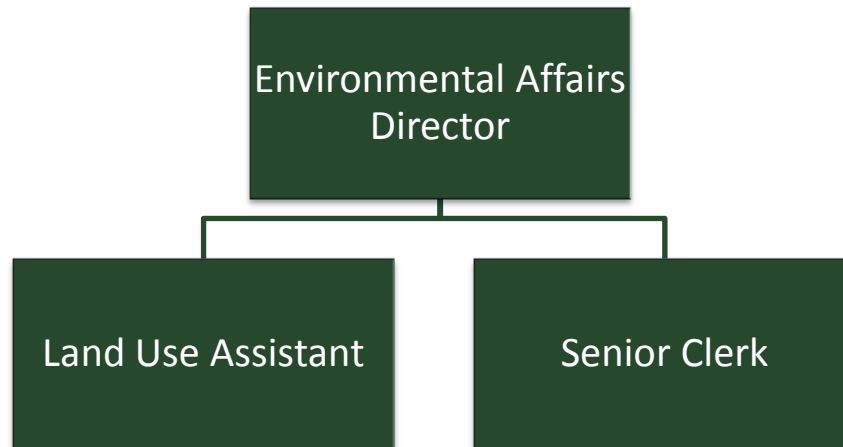
Typical day-to-day activities of Department staff include: technical review of wetland applications pursuant to the state and local wetland laws and subsequent technical guidance to the Commission; issuance of wetland permits; building application and occupancy permit reviews and related site inspections; coordination with various Town bodies/departments including the 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.

The Conservation Department also 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) are managed with beaver trapping and dam breaching.

Conservation Commission



Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Environmental Affairs Director	1.0	1.0	1.0
Land Use Assistant	1.0	1.0	1.0
Senior Clerk	1.0	1.0	1.0

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

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
	\$ 182,447	\$ 182,447	\$ 184,520	\$ 184,520	\$ 194,511	\$ 185,432	\$ 190,618	\$ 186,445	\$ 186,445	\$ 186,445
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 2,803	\$ 2,678	\$ 2,803	\$ 2,415	\$ 2,803	\$ 2,496	\$ 1,567	\$ 2,644	\$ 2,644	\$ 2,644
	\$ 11,104	\$ 10,571	\$ 12,647	\$ 10,848	\$ 14,297	\$ 14,297	\$ 13,330	\$ 14,866	\$ 14,866	\$ 14,866
	\$ 196,354	\$ 195,696	\$ 199,970	\$ 199,970	\$ 211,611	\$ 202,225	\$ 205,515	\$ 203,955	\$ 203,955	\$ 203,955
	\$ 900	\$ 860	\$ 900	\$ 845	\$ 1,000	\$ 801	\$ 1,000	\$ 4,500	\$ 4,500	\$ 4,500
	\$ 1,300	\$ 1,258	\$ 1,300	\$ 1,167	\$ 1,300	\$ 803	\$ 1,300	\$ 2,800	\$ 2,800	\$ 2,800
	\$ 15,000	\$ 14,219	\$ 15,000	\$ 14,834	\$ 15,000	\$ 1,415	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 17,200	\$ 16,337	\$ 17,200	\$ 16,845	\$ 17,300	\$ 3,019	\$ 17,300	\$ 22,300	\$ 22,300	\$ 22,300
	\$ 213,554	\$ 212,033	\$ 217,170	\$ 216,815	\$ 228,911	\$ 205,244	\$ 222,815	\$ 226,255	\$ 226,255	\$ 226,255

Dep. Req. TM Rec. Fin Com Rec.
FY2019 FY2020 FY2020 FY2020

Difference PY \$ 3,440
% PY 1.54%

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

Conservation Commission

CONSERVATION COMMISSION SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
Isabel Tourkantonis	Environmental Affairs Director	5	12/2/2013	\$ 90,112.34	\$ 500.00	\$ 1,650.00	\$ 5,808.00	\$ 98,070.34
Michael Devito	Land Use Assistant	1/2	8/27/2018	\$ 54,156.72	\$ 500.00	\$ -	\$ 5,808.00	\$ 60,464.72
Elizabeth Ellis	Senior Clerk	3/4	1/30/2017	\$ 42,176.29	\$ 600.00	\$ -	\$ -	\$ 42,776.29
Overtime for meetings	Senior Clerk			\$ 2,644.00	\$ -	\$ -	\$ -	\$ 2,644.00
DEPARTMENT TOTAL				\$ 189,089.34	\$ 1,600.00	\$ 1,650.00	\$ 11,616.00	\$ 203,955.34

Total Full time \$186,445.34
 Total Part time \$0.00
 Total Overtime \$2,644.00
 Total Contract \$14,866.00
 Total **\$203,955.34**

CONSERVATION COMMISSION SALARY INFORMATION 2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
			1/17/2012					
Isabel Tourkantonis	Environmental Affairs Director	5	12/2/2013	\$ 90,112.34	\$ 500.00	\$ 1,650.00	\$ 5,808.00	\$ 98,070.34
Michael Devito	Land Use Assistant	1/2	8/27/2018	\$ 54,156.72	\$ 500.00		\$ 5,808.00	\$ 60,464.72
Elizabeth Ellis	Senior Clerk	3/4	1/30/2017	\$ 42,176.29	\$ 600.00			\$ 42,776.29
Overtime for meetings	Senior Clerk			\$ 2,644.00				\$ 2,644.00
DEPARTMENT TOTAL				\$ 189,089.34	\$ 1,600.00	\$ 1,650.00	\$ 11,616.00	\$ 203,955.34

Total Full time \$186,445.34
 Total Part time \$0.00
 Total Overtime \$2,644.00
 Total Contract \$14,866.00
 Total **\$203,955.34**

CONSERVATION COMMISSION SALARY INFORMATION FY2019 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	MILEAGE	TOTAL SALARY BENEFIT
Isabel Tourkantonis	Environmental Affairs Dir	5	12/2/2013	\$ 90,112.11	500.00	1,650.00	5,040.00	\$ 97,302.11
Katherine Durand	Land Use Assistant	5	4/7/2014	\$ 61,893.12	500.00	-	5,040.00	\$ 67,433.12
TBD	Senior Clerk	1/2	TBD	\$ 38,612.76	600.00	-		\$ 39,212.76
Overtime for meetings	Senior Clerk	0	0	\$ 1,567.20	-	-	-	\$ 1,567.20
DEPARTMENT TOTAL				\$ 192,185.20	\$ 1,600.00	\$ 1,650.00	\$ 10,080.00	\$ 205,515.20

Total Full time \$190,618.00
 Total Part time \$0.00
 Total Overtime \$1,567.20
 Total Contract \$13,330.00
 Total **\$205,515.20**

Conservation Commission

DESCRIPTION/DETAIL

CONSERVATION COMMISSION

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 900.00	\$ 860.26	\$ 900.00	\$ 844.55	\$ 1,000.00	\$ 801.00	\$ 1,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00

Supplies and Expenses

See also description narrative (attached)
I. Publications/Books
Total = \$100.00

II. Office Supplies

Total = \$1000.00
Signage and Education

Total Supplies and Expenses - \$1100.00

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,300.00	\$ 1,258.08	\$ 1,300.00	\$ 1,167.19	\$ 1,300.00	\$ 803.00	\$ 1,300.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00
					Total	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	

Contract Services/Leases

Memberships: Society of Wetlands Scientist (2), Membership for NEMWA

Licenses: Professional Wetland Scientist Certification

SUASCO and OARS Fees

Milage:

Clothing 2 people at \$450 per SEU Contract

Sick Leave Incentive:

Total Contract Services/Leases

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 15,000.00	\$ 14,218.50	\$ 15,000.00	\$ 14,833.75	\$ 15,000.00	\$ 1,415.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
					Total	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	

Beaver Control

Total Beaver Control

Department	Town Mgr.	Fin Com
\$ 15,000.00	\$ 15,000.00	
\$ -		
\$ 15,000.00	\$ 15,000.00	\$ 15,000.00

Department	Town Mgr.	Fin Com
\$ 300.00	\$ 300.00	\$ 300.00
\$ 100.00	\$ 100.00	\$ 100.00
\$ 1,500.00	\$ 1,500.00	\$ 1,500.00

Department	Town Mgr.	Fin Com
\$ 900.00	\$ 900.00	\$ 900.00
\$ 900.00	\$ 900.00	\$ 900.00

Department	Town Mgr.	Fin Com
\$ 2,800.00	\$ 2,800.00	\$ 2,800.00

Elections

Department Explanation

This account is used to budget for the next fiscal year's elections. In FY20 the Town will hold a local, statewide primary, and a statewide general election. Any cost that is related to an election is placed in this budget.

Elections in FY20 will take place on the below dates:

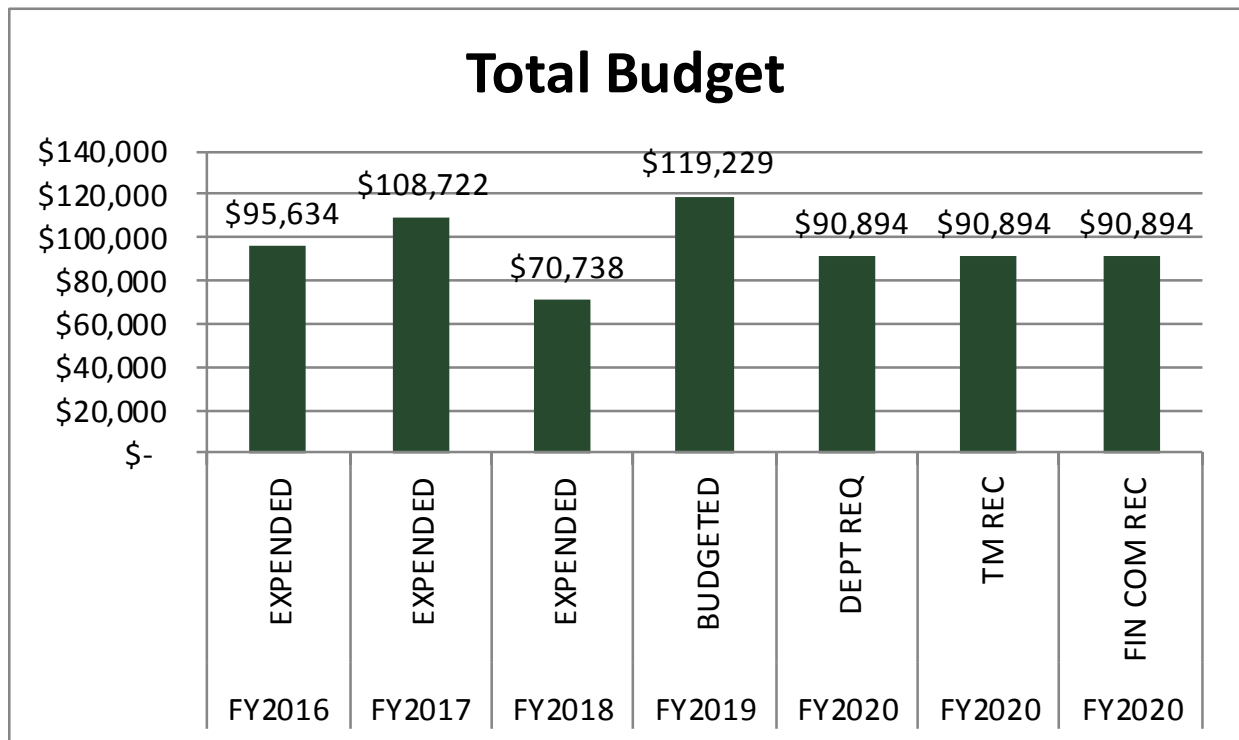
State Presidential Primary – March 3, 2020

Town Election - April 4, 2020

Budget Narrative

The Elections account will be lower than past years due to the number of elections that will be held. The Elections budget will drop 23.76% or \$(28,334.44) lower then last years number of \$119,229.

A large part of the budget 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.



Votes in Town Election	2016	2017	2018
	6,457	3,739	2,000

Elections

ELECTIONS

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

[illegible]Total

\$ 57,418	\$ 45,499	\$ 57,418	\$ 57,418	\$ 42,780	\$ 42,195	\$ 61,994	\$ 39,826	\$ 39,826	\$ 39,826

Expenses

Supplies and Expenses
Contract Services/Leases
Utilities
Capital Outlay

[illegible]Total Expenses

\$ 54,550	\$ 50,135	\$ 56,826	\$ 51,304	\$ 30,399	\$ 28,543	\$ 57,235	\$ 51,068	\$ 51,068	\$ 51,068

TOTAL BUDGET

\$ 111,968	\$ 95,634	\$ 114,244	\$ 108,722	\$ 73,179	\$ 70,738	\$ 119,229	\$ 90,894	\$ 90,894	\$ 90,894

Difference	\$ (28,334.44)
%	-23.76%

Elections

ELECTIONS DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	Number	Hourly Rate Calendar 2018	Hourly Rate Calendar 201	BASE SALARY	TOTAL SALARY BENEFIT
2 Elections	Wardens - (11)	11	\$14.06	\$14.06	4,949.12	4,949.12
2 Elections	Clerks - (11)	11	\$14.06	\$14.06	4,949.12	4,949.12
2 Elections	Deputy Wardens - (11)	11	\$11.67	\$12.75	4,488.00	4,488.00
2 Elections	Deputy Clerks - (11)	11	\$11.67	\$12.75	4,488.00	4,488.00
2 Elections	Inspectors -(22)	22	\$11.67	\$12.75	8,976.00	8,976.00
2 Elections	Deputy Inspectors (22)	22	\$11.67	\$12.75	8,976.00	8,976.00
2 Elections	Clerks (Town Hall)	Per Contract- \$1,500 per Election			-	3,000.00
1 Early Voting	Wardenss - (11)	11	\$11.67	\$14.06	12,759.45	12,759.45
1 Early Voting	Clerkss - (11)	11	\$14.06	\$14.06	12,759.45	12,759.45
Early Voting Personne	Clerks -Town Clerks Office	2	\$0.00	\$31.75	-	762.00
Grant Reimbursement						(26,280.90)
DEPARTMENT TOTAL					\$ 62,345.14	\$ 39,826.24

FY20 has 2 Elections
 State (Presidential)Primary - March 3, 2020
 Town Election - April 4, 2020

ELECTIONS DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT RECOMMENEDATION

NAME	POSITION	Number	Hourly Rate Calendar 2018	Hourly Rate Calendar 2020	BASE SALARY	TOTAL SALARY BENEFIT
2 Elections	Wardens - (11)	11	14.06	14.06	\$ 4,949.12	\$ 4,949.12
2 Elections	Clerks - (11)	11	14.06	14.06	\$ 4,949.12	\$ 4,949.12
2 Elections	Deputy Wardens - (11)	11	11.67	12.75	\$ 4,488.00	\$ 4,488.00
2 Elections	Deputy Clerks - (11)	11	11.67	12.75	\$ 4,488.00	\$ 4,488.00
2 Elections	Inspectors -(22)	22	11.67	12.75	\$ 8,976.00	\$ 8,976.00
2 Elections	Deputy Inspectors (22)	22	11.67	12.75	\$ 8,976.00	\$ 8,976.00
2 Elections	Clerks (Town Hall)	Per Contract- \$1,500 per Election			\$ -	\$ 3,000.00
1 Early Voting	Wardenss - (11)	11	11.67	14.06	\$ 12,759.45	\$ 12,759.45
1 Early Voting	Clerkss - (11)	11	14.06	14.06	\$ 12,759.45	\$ 12,759.45
Early Voting Personne	Clerks -Town Clerks Office	2		31.75		\$ 762.00
Grant Reimbursement						\$ (26,280.90)
DEPARTMENT TOTAL					\$ 62,345.14	\$ 39,826.24

FY20 has 2 Elections
 State (Presidential)Primary - March 3, 2020
 Town Election - April 4, 2020

Elections

ELECTIONS DEPARTMENT SALARY INFORMATION FY2019 TOWN BUDGETED

NAME	POSITION	Number	Hourly Rate Calendar 2018	Hourly Rate Calendar 2019	BASE SALARY	TOTAL SALARY BENEFIT
3 Elections	Wardens - (11)	11	14.06	14.06	\$ 7,423.68	\$ 7,423.68
3 Elections	Clerks - (11)	11	14.06	14.06	\$ 7,423.68	\$ 7,423.68
3 Elections	Deputy Wardens - (11)	11	11.67	11.67	\$ 6,161.76	\$ 6,161.76
3 Elections	Deputy Clerks - (11)	11	11.67	11.67	\$ 6,161.76	\$ 6,161.76
3 Elections	Inspectors -(22)	22	11.67	11.67	\$ 12,323.52	\$ 12,323.52
3 Elections	Deputy Inspectors (22)	22	11.67	11.67	\$ 12,323.52	\$ 12,323.52
3 Elections	Clerks (Town Hall)		Per Contract- \$1,500 per Electio		\$4,500.00	\$ 4,500.00
1 Early Voting	Clerks - (12)	12	11.67	11.67	\$1,120	\$ 1,120.32
1 Early Voting	Clerks - (10)	10	14.06	14.06	\$422	\$ 4,218.00
	Wardens - (3)	3	14.06	14.06	\$ 337.44	\$ 337.44
DEPARTMENT TOTAL					\$ 58,197.48	\$ 61,993.68

FY19 has 3 Elections

State Primary - September 18, 2018

State Election - November 6, 2018

Town Election - April 6, 2019

Elections

DESCRIPTION/DETAIL

ELECTIONS

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 3,630.00	\$ 1,439.67	\$ 3,630.00	\$ 1,750.47	\$ 1,315.00	\$ 1,200.00	\$ 3,695.00	\$ 2,610.00	\$ 2,610.00	\$ 2,610.00

Supplies and Expenses

						Department	Town Mgr.	Fin Com
Food for Election Workers	Elections	Precincts	Rate					
Each Precinct is allocated \$40.00 per election.								
11 Precincts x \$40.00 x 3 Election	2	11	\$ 40.00	\$ 880.00		\$ 880.00	\$ 880.00	\$ 880.00
Town Hall x \$40.00 x 2 Election	2	1	\$ 40.00	\$ 80.00		\$ 80.00	\$ 80.00	\$ 80.00
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, batteries for Accuvote Units (@\$35.00),								
Auto Mark								
ink cartridges,	2		\$ 800.00	\$ 1,600.00		\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Advertising - Town Election & Ballot Position	1		\$ 50.00	\$ 50.00		\$ 50.00	\$ 50.00	\$ 50.00
						\$ 2,610.00	\$ 2,610.00	\$ 2,610.00

FY2016	FY2016	FY2017	FY2017			FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED			BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 50,920.00	\$ 48,695.43	\$ 53,196.00	\$ 49,553.83	\$ 29,084.00	\$ 27,343.00	\$ 53,540.00	\$48,458.00	\$ 48,458.00	\$ 48,458.00

Contract Services/Leases

Fiscal Year 2020 has 2 Elections
Town Election - April 4, 2020
State (Presidential) Primary -March 3, 2020

Police Detail for Elections					
	6 Officers x 16 hrs. x \$55/hr. x 2 Elections = \$10,560				
	5 Officers x 10 hrs. x \$55/hr. x 2 Election = \$5,500.00				
	2 Officers x 4 hrs. x \$75/hr. x 2 Election = \$1,200				
		<u>\$17,260.00</u>			
Custodians for Elections			✓	\$17,260.00	✓ \$17,260.00 ✓ \$17,260.00
	6 Custodians x 17 hrs. x \$37/hr. x2 Election =7,548	<u>\$7,548</u>			
			✓	\$	7,548.00 ✓\$ 7,548.00 ✓\$ 7,548.00
Professional Services					
Town Election - April 4, 2020					
	Accuvote Coding including chips for individual scanners, ballots, ballot printing, absentee ballots, instructions, Gems upload,	\$ 9,000.00			
	Computer program for Touch Screen Marking Machines	\$ 5,000.00	✓	\$ 9,000.00	✓\$ 9,000.00 ✓\$ 9,000.00
Presidential Primary - March 3, 2020				\$ 5,000.00	✓\$ 5,000.00 ✓\$ 5,000.00
	Accuvote Coding and GEMs Upload	\$2,500.00			
	Aaccuvote Rental (2) machines@1,400.00	\$ 2,800.00		\$ 2,500.00	✓\$ 2,500.00 ✓\$ 2,500.00
				\$ 2,800.00	✓\$ 2,800.00 ✓\$ 2,800.00
Maintenance Contract					
	12 Accuvote Machines x \$250/machine	\$ 3,000.00		\$ 3,000.00	✓\$ 3,000.00 ✓\$ 3,000.00
	6 Touch Screen Marking Machines x \$225/machine	\$ 1,350.00		\$ 1,350.00	✓\$ 1,350.00 ✓\$ 1,350.00
			✓	\$	48,458.00 ✓\$ 48,458.00 ✓\$ 48,458.00
		<i>Total Contract Services</i>			

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

82

Finance Committee

FINANCE COMMITTEE SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
	Recording Clerk			\$ 1,000.00	\$ 1,000.00
DEPARTMENT TOTAL				\$ 1,000.00	\$ 1,000.00

FINANCE COMMITTEE SALARY INFORMATION 2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
	Recording Clerk			\$ 1,000.00	\$ 1,000.00
DEPARTMENT TOTAL				\$ 1,000.00	\$ 1,000.00

FINANCE COMMITTEE SALARY INFORMATION FY2019 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	TOTAL SALARY BENEFIT
	Recording Clerk			\$ 1,000.00	\$ 1,000.00
DEPARTMENT TOTAL				\$ 1,000.00	\$ 1,000.00

Finance Committee

DESCRIPTION/DETAIL

FINANCE COMMITTEE

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	FIN COM REC	FIN COM REC
						\$ -	\$ -	\$ -	\$ -

Department Town Mgr. Fin Com

Supplies and Expenses

\$ -

Legal Notices

\$ -

Meetings/Hearings

\$ - \$ - \$ -

Contract Services/Leases

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	FIN COM REC	FIN COM REC
\$ 1,600	\$ 433	\$ 1,600	\$ 1,082	\$ 1,600	\$ 1,197	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600

Department Town Mgr. Fin Com

Printing

350 Copies of Budget/Warrant Recommendation \$ 1,600 \$ 1,600 \$ 1,600

Fees & Memberships

\$ 326

Association of Finance

\$ 1,194

Committee MMA Application

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

Reserve Fund

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	FIN COM REC	FIN COM REC
\$ 84,520		\$ 84,520		\$ 84,520		\$ 84,520	\$ 84,520	\$ 84,520	\$ 84,520

Department Town Mgr. Fin Com

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

Historical Commission

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 Board of Selectmen 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.

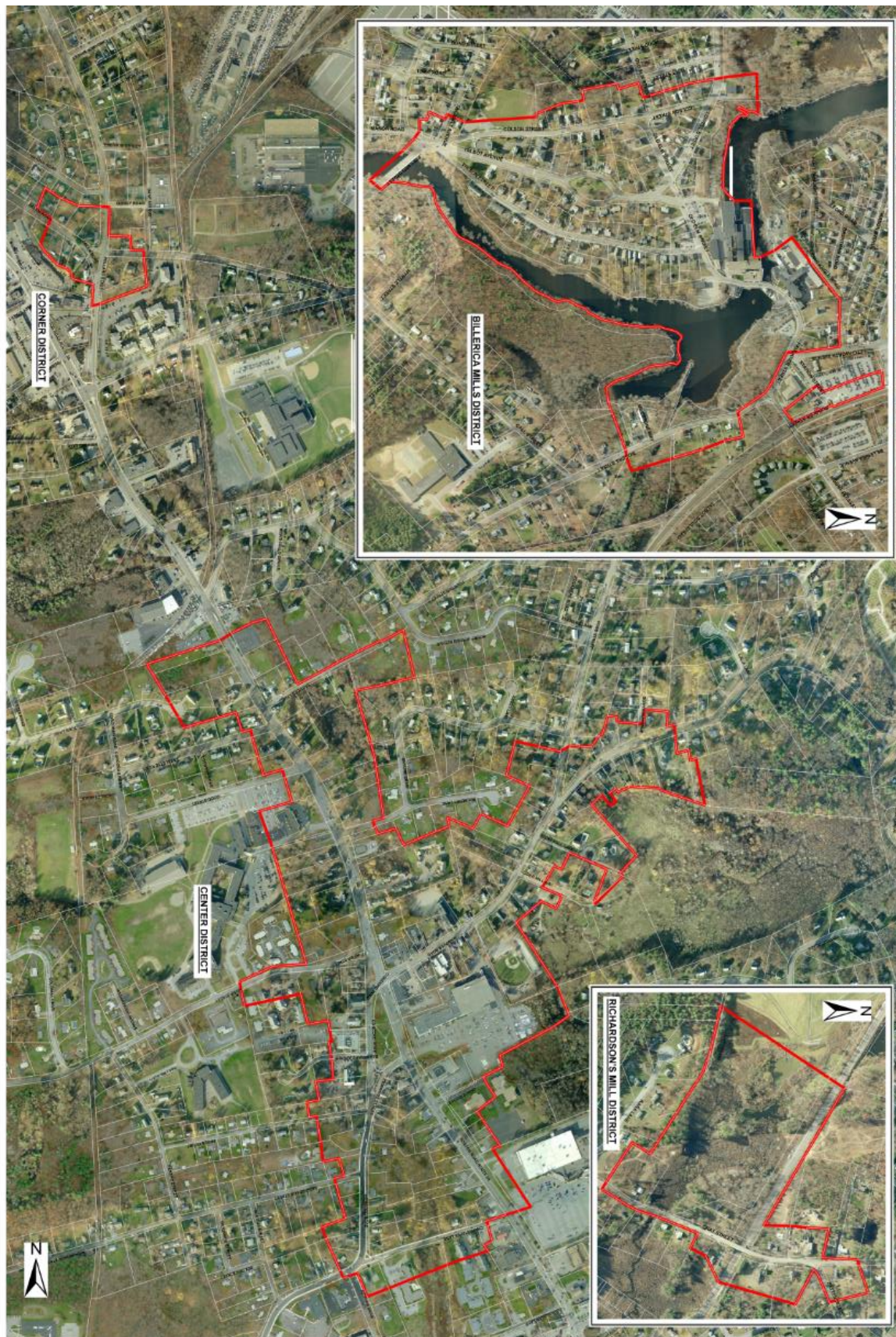




HISTORIC DISTRICTS

SCALE 1 inch = 200 feet

0 150 300 600 900 1,200 Feet



Historical Commission

Budget Detail

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 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	\$ 10	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
Contract Services/Leases	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250
Utilities										
Capital Outlay										
Total Expenses	\$ 300	\$ 260	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
TOTAL BUDGET	\$ 300	\$ 260	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300

DESCRIPTION/DETAIL

HISTORICAL COMMISSION									
FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 50	\$ 10	\$ 50		\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50

<i>Supplies and Expenses</i>	Department	Town Mgr.	Fin Com
	\$ 50	\$ 50	\$ 50
Total	\$ 50	\$ 50	\$ 50

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 250	\$ 250	\$ 250		\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250

<i>Contract Services/Leases</i>	Department	Town Mgr.	Fin Com
	\$ 250	\$ 250	\$ 250
Total	\$ 250	\$ 250	\$ 250

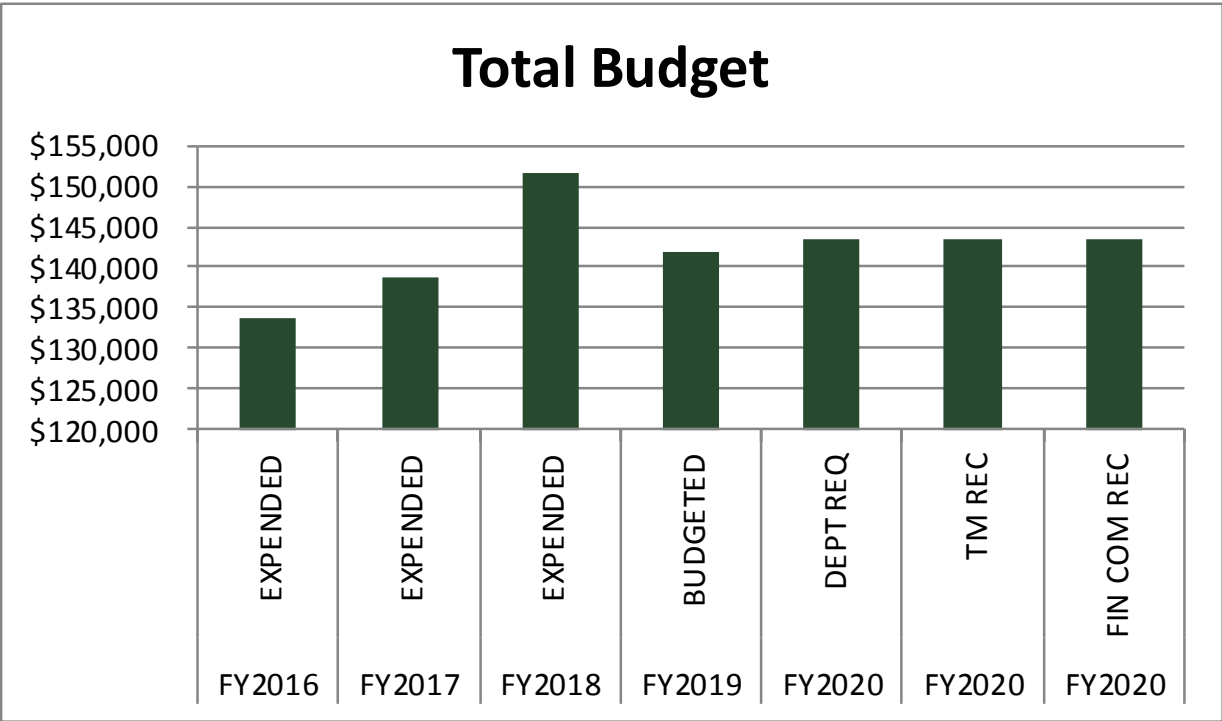
Planning Board

Department Explanation

The Town of Billerica’s Planning Department is responsible for the review and permitting of new construction and/or alterations to any non-residential structures over 5,000 square feet subdivisions, and manages long range land use planning.

Budget Narrative

The Town of Billerica’s Planning Department budget this year will increase \$1,772.33. Everything will stay the same in the budget besides a small contractual increases.



Programs and Services

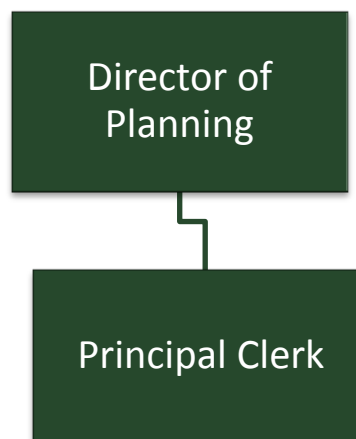
The Planning Department provides multiple different services and programs. The Planning Director and the Board review all applications and manage the rules and regulations of the process. The Department will also do compliance inspections for special permits and subdivisions. The Planning Board will take action on the items below:

- Approval Not Required Determinations
- Preliminary Subdivision Plans
- B-2 Plans (Minor Subdivisions)
- Definitive Subdivision Plans

Planning Board

Special Permits
Site Plan Special Permits
Wireless Communications Special Permits
Zoning By-Law Rezoning Petitions
Rezoning Recommendations for Town Meeting

Organizational Chart



Position	FY 2017 Actual	FY2018 Actual	FY2019 Budgeted
Director of Planning	1.0	1.0	1.0
Principal Clerk	1.0	1.0	1.0

Planning Board

PLANNING BOARD

Personnel Services

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
Full Time	\$ 132,729	\$ 129,985	\$ 132,729	\$ 132,729	\$ 126,902	\$ 126,902	\$ 134,424	\$ 136,196	\$ 136,196	\$ 136,196
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 386	\$ 3,315	\$ -	\$ -	\$ -
Overtime	\$ 3,315	\$ -	\$ 3,315	\$ -	\$ 3,315	\$ 21,203	\$ 1,000	\$ 3,315	\$ 3,315	\$ 3,315
Contractual Obligations	\$ 1,543	\$ 1,543	\$ 1,543	\$ 1,543	\$ 21,543	\$ 21,203	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 137,587	\$ 131,528	\$ 137,587	\$ 137,587	\$ 151,760	\$ 148,491	\$ 138,739	\$ 140,511	\$ 140,511	\$ 140,511

Expenses

Supplies and Expenses	\$ 1,500	\$ 845	\$ 1,500	\$ 299	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Contract Services/Leases	\$ 1,500	\$ 1,413	\$ 1,500	\$ 780	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 3,000	\$ 2,259	\$ 3,000	\$ 1,079	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000

TOTAL BUDGET

	\$ 140,587	\$ 133,786	\$ 140,587	\$ 138,667	\$ 154,760	\$ 151,491	\$ 141,739	\$ 143,511	\$ 143,511	\$ 143,511

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

PY Difference \$ 1,772.33
% 1.25%

Position	FY2019 FTE	FY2020 FTE	FY2020 FTE	FY2020 FTE
Director of Planning	1	1	1	1
Principal Clerk	1	1	1	1
Total Staffing	2	2	2	2

Planning Board

PLANNING BOARD SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Reilly	Director of Planning	5	9/14/2015	\$ 90,112.11	0	0	\$ 90,112.11
Mary Ann Schaffer	Principal Clerk	4/5	12/19/2016	\$ 46,083.72	\$ 1,000.00	\$ -	\$ 47,083.72
							\$ -
DEPARTMENT TOTAL				\$ 136,195.83	\$ 1,000.00	\$ -	\$ 137,195.83

Total Full time	\$	136,195.83
Total Part time	\$	-
Overtime	\$	3,315.00
Total Contract	\$	1,000.00
Total	\$	140,510.83

PLANNING BOARD SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE BUY OUT	LONGEVITY	TOTAL SALARY BENEFIT
Chris Reilly	Director of Planning	5	9/14/2015	\$ 90,112.11			\$ 90,112.11
Mary Ann Schaffer	Principal Clerk	4/5	12/19/2016	\$ 46,083.72	\$ 1,000.00		\$ 47,083.72
DEPARTMENT TOTAL				\$ 136,195.83	\$ 1,000.00	\$ -	\$ 137,195.83

Total Full time	\$	136,195.83
Total Part time	\$	-
Overtime	\$	3,315.00
Total Contract	\$	1,000.00
Total	\$	140,510.83

PLANNING BOARD SALARY INFORMATION FY2019 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE BUY OUT	LONGEVITY	TOTAL SALARY BENEFIT
Chris Reilly	Director of Planning	5	9/14/2015	\$ 90,112.11			\$ 90,112.11
Mary Ann Schaffer	Principal Clerk	3/4	12/19/2016	\$ 44,311.39	\$ 1,000.00		\$ 45,311.39
DEPARTMENT TOTAL				\$ 134,423.50	\$ 1,000.00	\$ -	\$ 135,423.50

Total Full time	\$	134,423.50
Total Part time	\$	-
Overtime	\$	3,315.00
Total Contract	\$	1,000.00
Total	\$	138,738.50

Planning Board

DESCRIPTION/DETAIL

PLANNING BOARD

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TTL REQ	FN COM REC
\$ 1,500	\$ 845	\$ 1,500	\$ 299	\$ 1,500	\$ 1,500	\$ 1,500	\$ 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.	\$ 500	\$ 600	\$ 600.00
PHOTOGRAPHIC PAPER TO PRINT IMAGES FOR HEARINGS, MEETINGS, ETC. DURING PRESENTATIONS	\$ 50	\$ 200.00	\$ 200.00
FOR LEGAL NOTICES ASSOCIATED WITH AMENDMENTS TO THE RULES AND REGULATIONS AND ZONING BY LAWS	\$ 50	\$ 100.00	\$ 100.00
	\$ 310	\$ 600.00	\$ 600.00
Total Supplies & Expenses	\$ 1,500.00	\$ 1,500.00	\$ 1,500

Contract Services/Leases

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TTL REQ	FN COM REC
\$ 1,500	\$ 1,413	\$ 1,500	\$ 780	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

	Department	Town Mgr.	Fin Com
5214 PRINTIT PRINTING OF THE SUBDIVISION RULES AND REGULATIONS	\$ 100	\$ 200.00	\$ 200.00
5262 MAPS ZONING MAP UPDATE TWICE A YEAR AND ASSESSORS MAP PURCHASE	\$ 210	\$ 200.00	\$ 200.00
5225 MEMB MEMBERSHIP DUES FOR MASS. FED OF PLANNING BOARDS AND MASS ASSOC. OF PLANNING DIRECTORS AND PLANNING CONFERENCE FEES.	\$ 200	\$ 800.00	\$ 800.00
5370 IN STA MILEAGE FOR SITE VISTS, INSPECTIONS RECORDING AND TITLE WORK AT MNDRO	\$ 200	\$ 300.00	\$ 300.00
	\$ 1,500.00	\$ 1,500.00	\$ 1,500

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 due to census cost and steps in salary. It includes supplies mandated by the state for the census, salaries, and applications for dog licenses. It will also include the cost to bind the resident list, repairs to any equipment, and voter list upkeep.

Statistics

Registered Voters

Precinct	FY15	FY16	FY17	FY18	FY19
Precinct 1	2557	2546	2923	2979	
Precinct 2	2400	2419	2695	2702	
Precinct 3	2300	2340	2612	2000	
Precinct 4	1949	1976	2221	2221	
Precinct 5	2517	2505	2726	2702	
Precinct 6	1929	1981	2199	2236	
Precinct 7	2193	2238	2589	2563	
Precinct 8	2505	2554	2795	2780	
Precinct 9	2275	2308	2557	2531	
Precinct 10	2335	2385	2606	2575	
Precinct 11	2162	2203	2483	2490	
Total	25112	25455	28406	28385	

REGISTRARS

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FINCOM REC
<i>Personal Services</i>										
Full Time	\$ 35,931	\$ 35,931	\$ 37,288	\$ 31,863	\$ 37,288	\$ 33,967	\$ 40,938	\$ 42,507	\$ 42,507	\$ 42,507
Part Time/Seasonal	\$ 3,020	\$ 3,020	\$ 3,020	\$ 1,510	\$ 3,020	\$ 3,020	\$ 3,205	\$ 3,205	\$ 3,205	\$ 3,205
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total	\$ 39,551	\$ 39,551	\$ 40,907	\$ 40,907	\$ 40,907	\$ 37,587	\$ 45,143	\$ 46,712	\$ 46,712	\$ 46,712

<i>Expenses</i>										
Supplies and Expenses	\$ 8,525	\$ 8,827	\$ 9,225	\$ 6,086	\$ 9,225	\$ 1,545	\$ 9,225	\$ 10,825	\$ 10,825	\$ 10,825
Contract Services/Leases	\$ 2,600	\$ -	\$ 2,775	\$ -	\$ 2,850	\$ 2,811	\$ 2,850	\$ 2,850	\$ 2,850	\$ 2,850
Utilities										
Capital Outlay										
Total Expenses	\$ 11,125	\$ 8,827	\$ 12,000	\$ 6,086	\$ 12,075	\$ 4,356	\$ 12,075	\$ 13,675	\$ 13,675	\$ 13,675
TOTAL BUDGET	\$ 50,676	\$ 48,378	\$ 52,907	\$ 46,993	\$ 52,982	\$ 41,943	\$ 57,218	\$ 60,387	\$ 60,387	\$ 60,387

Position	FY2019		FY2020		FY2020		FY2020		FY2020		Difference %
	FTE		FTE		FTE		FTE		FTE		
Senior Clerk	1		1		1		1		1		3.169 5.54%
Senior Clerk	0		0		0		0		0		
Total Staffing	1		1		1		1		1		

REGISTRARS DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Vacant	Senior Clerk		Vacant				
Lori A.Blake	Senior Clerk	2/3	12/4/2017	40,798.72	1,000.00		41,798.72
Shirley Schult	Town Clk-BD. Mem.			1,708.16			1,708.16
Bd. of Registrars	Members -3			3,204.93			3,204.93
Overtime	Overtime						
							\$ -
DEPARTMENT TOTAL				\$ 45,711.81	\$ 1,000.00	\$ -	\$ 46,711.81

Total Full Time \$ 42,506.88
 Total Part Time \$ 3,204.93
 Total Overtime \$ -
 Contract Oblig. \$ 1,000.00
 Total Contract \$ 46,711.81

REGISTRARS DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Vacant	Senior Clerk	0	Vacant	-	-	-	-
Lori A.Blake	Senior Clerk	2/3	12/04/17	40,798.72	1,000.00	-	41,798.72
Shirley Schult	Town Clk-BD. Mem.	0		1,708.16	-	-	1,708.16
Bd. of Registrars	Members -3	0		3,204.93	-	-	3,204.93
Overtime	Overtime	0		-	-	-	-
							\$ -
DEPARTMENT TOTAL				\$ 45,711.81	\$ 1,000.00	\$ -	\$ 46,711.81

Total Full Time \$ 42,506.88
 Total Part Time \$ 3,204.93
 Total Overtime \$ -
 Contract Oblig. \$ 1,000.00
 Total Contract \$ 46,711.81

REGISTRARS DEPARTMENT SALARY INFORMATION FY2019 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Vacant	Senior Clerk	0	Vacant	-	-	-	-
Lori A.Blake	Senior Clerk	1/2	12/04/17	39,229.67	1,000.00	-	40,229.67
Shirley Schult	Town Clk-BD. Mem.	0		1,708.16	-	-	1,708.16
Bd. of Registrars	Members -3	0		3,204.93	-	-	3,204.93
Overtime	Overtime	0		-	-	-	-
							\$ -
DEPARTMENT TOTAL				\$ 44,142.76	\$ 1,000.00	\$ -	\$ 45,142.76

Total Full Time \$ 40,937.83
 Total Part Time \$ 3,204.93
 Total Overtime \$ -
 Contract Oblig. \$ 1,000.00
 Total Contract \$ 45,142.76

DESCRIPTION/DETAIL

REGISTRARS

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REQ	FIN COM REQ
\$ 8,525.00	\$ 8,826.59	\$ 9,225.00	\$ 6,086.00	\$ 9,225.00	\$ 1,545.00	\$ 9,225.00	\$ 10,825.00	\$ 10,825.00	\$ 10,825.00

Supplies and Expenses

Office Supplies such as pens, pencils, calendar pads, envelopes, legal pads, typewriter ribbons, computer supplies, mailing labels	\$ 450.00								
File Cabinet-6 Drawer-double + Freight	\$ 1,450.00								

As per Gen. Laws, Chapter 51, an Annual Census shall be conducted each January.

Approx. 17,500 Census mailings to include the following:

Instruction sheets

#10 Window envelopes

#9 Pre-addressed Return Envelopes

17,500 Census forms including printing & folding

17,500 Dog License Applications

Census Follow-up - second mailings

Conversion of Census information from State Computer to Census mailers

Voter Drop Notice Reply Cards

Second mailings

Total Census Cost

\$12,750

30% of Census costs to be paid by School Dept.
70% of Census costs to be paid by Town

\$ -
\$ -
\$8,925.00

Total Supplies & Expenses

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REQ	FIN COM REQ
\$ 2,600.00	\$ -	\$ 2,775.00	\$ -	\$ 2,850.00	\$ 2,811.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00

Contract Services/Leases

	Department	Town Mgr.	Fin Com
Printing - Resident Listing Books (Mandated by State Law)			
Bookbinding - Permanent binding of Street List (Mandated by State Law)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Advertising - MGL, Chap. 51, Sect. 6 - 31) Voter Registration Session-1 Election	\$ 125.00	\$ 125.00	\$ 125.00
Repairs to equipment - computer, FlatScanners and/or printer	\$ 100.00	\$ 100.00	\$ 100.00
Printing Voter Registration Forms & File Cards-Voter Maintenance	\$ 125.00	\$ 125.00	\$ 125.00
TOTAL	\$ 2,850.00	\$ 2,850.00	\$ 2,850.00

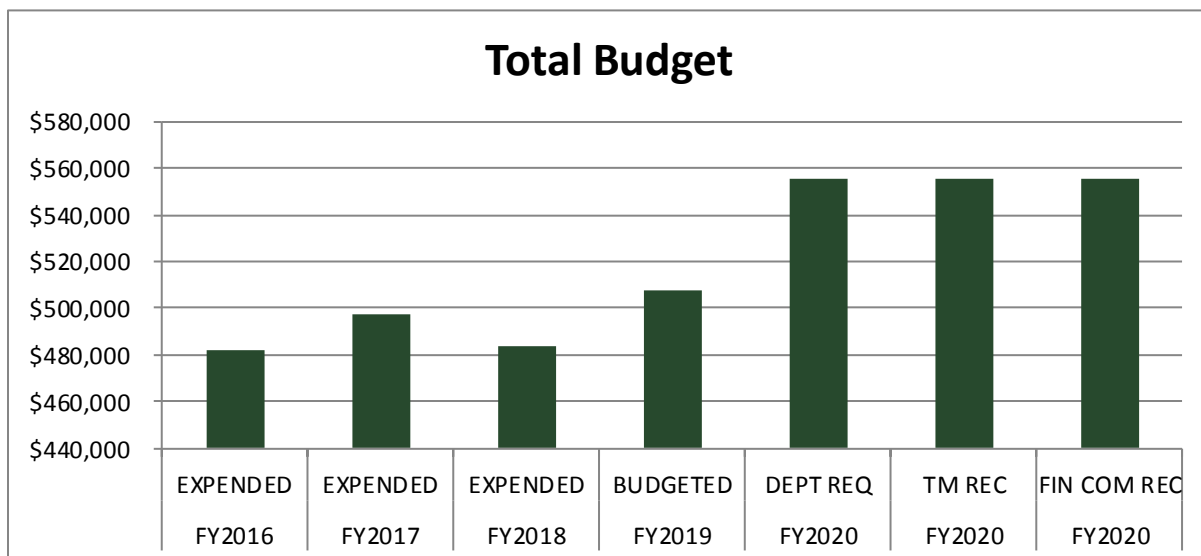
Systems Administration

Department Explanation

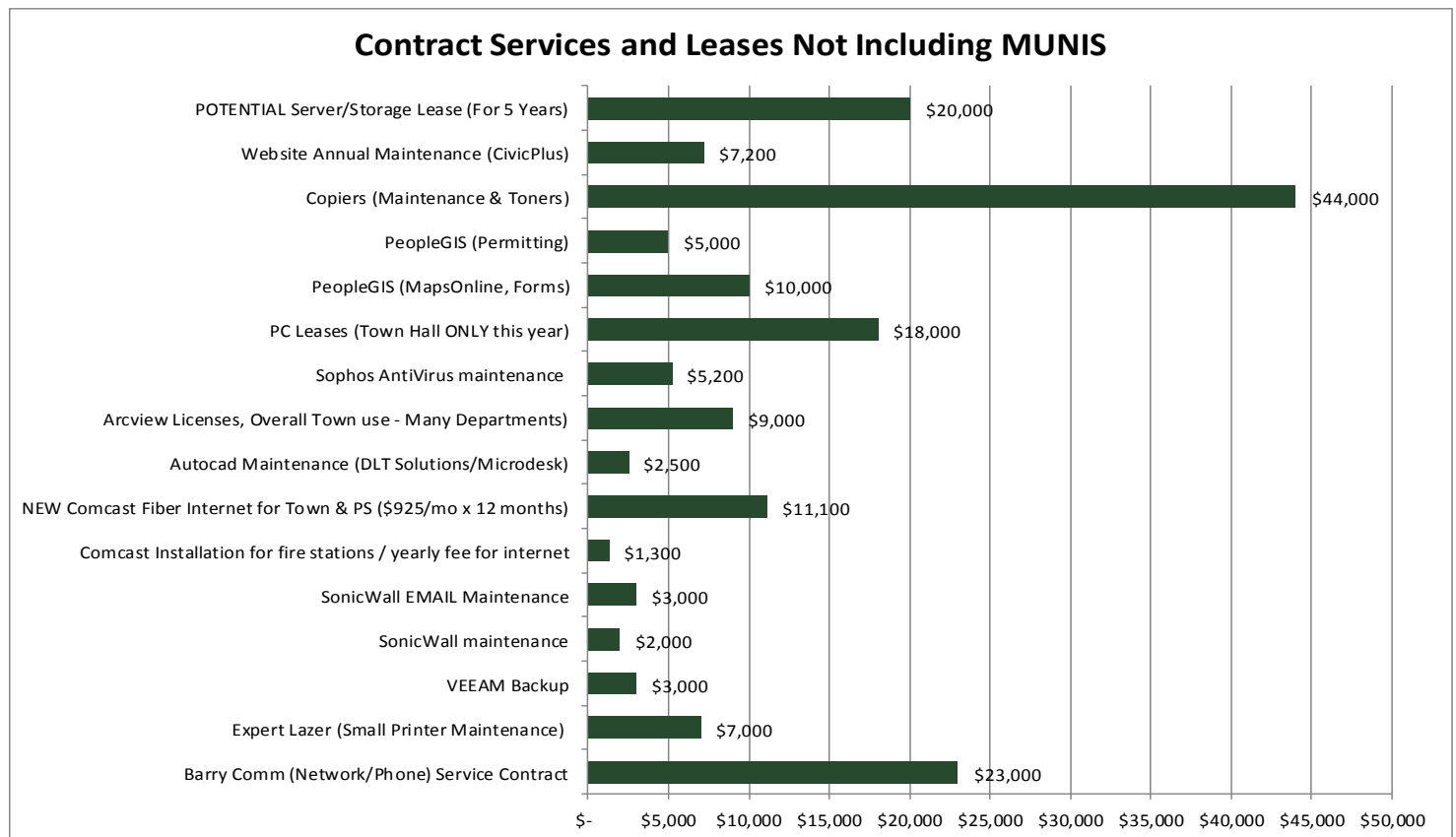
Systems Administration has become an increasingly important part of municipal government. Knowledge of networks, hardware, operating systems, and software programs has become a necessary part of running a municipality. Systems Administration also facilitates any upgrades to our technological capabilities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

Budget Narrative

The Systems Administration budget has increased \$47,707 over the past fiscal year. This budget increase is mainly because of two needed items. These items included the ongoing bill for an upgrade to the fiber internet for the Town and the Police Station that cost a total of \$11,100. The Town will also budget money for the cost of server storage upgrade at a cost of around \$20,000. The Town within the next year or two will need more storage space so this will allow us to safely purchase the equipment needed without creating a space issue.



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.

Systems Administration

SYSTEMS ADMIN

Personnel Services

Full Time	\$ 87,150	\$ 87,150	\$ 88,432	\$ 88,432	\$ 98,061	\$ 97,999	\$ 104,346	\$ 108,507	\$ 108,507
Part Time/Seasonal									
Overtime									
Contractual Obligations	\$ -		\$ -		\$ 783	\$ 783	\$ 783	\$ 783	\$ 783
Total	\$ 87,150	\$ 87,150	\$ 88,432	\$ 88,432	\$ 98,844	\$ 88,432	\$ 105,129	\$ 109,290	\$ 109,290

Expenses

Supplies and Expenses	\$ 20,000	\$ 8,827	\$ 10,000	\$ 8,130	\$ 10,000	\$ 9,993	\$ 10,000	\$ 25,000	\$ 25,000
Contract Services/Leases	\$ 389,084	\$ 386,129	\$ 398,584	\$ 389,218	\$ 400,004	\$ 385,728	\$ 392,754	\$ 421,300	\$ 421,300
Utilities									
Capital Outlay			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 409,084	\$ 394,957	\$ 408,584	\$ 408,584	\$ 410,004	\$ 395,721	\$ 402,754	\$ 446,300	\$ 446,300

TOTAL BUDGET

	\$ 496,234	\$ 482,107	\$ 497,016	\$ 497,016	\$ 508,848	\$ 484,153	\$ 507,883	\$ 555,590	\$ 555,590

	FY2019	Dep Req FY2020	TM Rec. FY2020	Fin Com Rec. FY2020					
Position	FTE	FTE	FTE	FTE					
MIS Director	1	1	1	1					
Total Staffing	1	1	1	1					

Difference PY \$ 47,707.29
% PY 9.39%

Systems Administration

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2020 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	\$ 108,506.94	\$ -	\$ 783.00	\$ 109,289.94
							\$ -
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 108,506.94	\$ -	\$ 783.00	\$ 109,289.94

Total Full Time:	\$ 108,506.94
Total Contract:	\$ 783.00
Total	\$ 109,289.94

SYSTEMS ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Bartlett	MIS Director	9	2/20/2012	\$ 108,506.94		\$ 783.00	\$ 109,289.94
							\$ -
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 108,506.94	\$ -	\$ 783.00	\$ 109,289.94

Total Full Time:	\$ 108,506.94
Total Contract:	\$ 783.00
Total	\$ 109,289.94

SALARY INFORMATION FY2019 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Chris Bartlett	MIS Director	7	2/20/2012	\$ 104,345.65	\$ -	\$ 783.00	\$ 105,128.65
							\$ -
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 104,345.65	\$ -	\$ 783.00	\$ 105,128.65

Total Full Time:	\$ 104,345.65
Total Contract:	\$ 783.00
Total	\$ 105,128.65

Systems Administration

DESCRIPTION/DETAIL

SYSTEMS ADMIN

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 20,000	\$ 8,827	\$ 10,000	\$ 8,130	\$ 10,000	\$ 9,993	\$ 10,000	\$ 25,000	\$ 25,000	\$ 25,000

Supplies and Expenses

Emergencies, maintenance differences

Licenses - Software

Office / Computer Supplies for System Admin and other departments

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 389,084	\$ 386,129	\$ 398,584	\$ 389,218	\$ 400,004	\$ 385,728	\$ 392,754	\$ 421,300	\$ 421,300	\$ 421,300

Department	Town Mgr.	Fin Com
\$ 15,000	\$ 15,000	\$ 15,000
\$ 10,000	\$ 10,000	\$ 10,000
\$ 25,000	\$ 25,000	\$ 25,000

Contract Services/Leases

Barry Comm (Network/Phone) Service Contract

Expert Lazer (Small Printer Maintenance)

VEEAM Backup

SonicWall maintenance

Munis Maintenance Support ASP software

~~Setright (Town Clerk dog program) and dog tags (FINAL YEAR)~~

Comcast Installation for fire stations / yearly fee for internet

NEW Comcast Fiber Internet for Town & PS (\$925/mo x 12 months)

Autocad Maintenance (DI) 0

Arctview Licenses, Overall Town use - Many Departments)

Sophos AntiVirus maintenance

PC Leases (Town Hall ONLY this year)

PeopleGIS (MapsOnline, Forms)

PeopleGIS (Permitting)

Copiers (Maintenance & Toners)

Website Annual Maintenance (CivicPlus)

POTENTIAL Server/Storage Lease (For 5 Years)

Total Contract Services/Leases

Change	8546	\$ 421,300	\$ 421,300	\$ 421,300

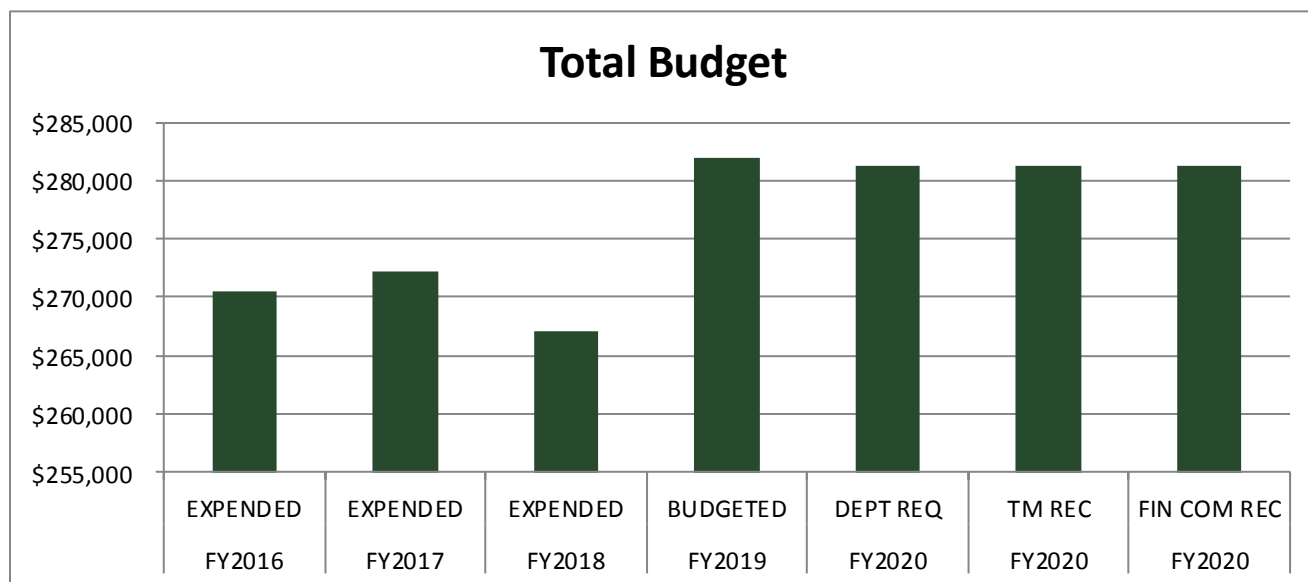
Town Clerk

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 slight decrease this year due to new employees coming in at a lower step. The budget will decrease \$753.81 over last fiscal year.



Programs and Services

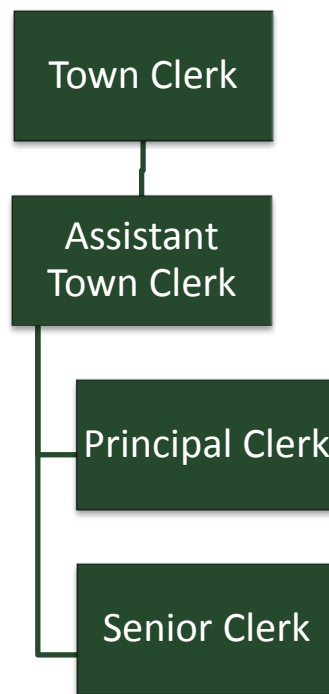
The Town Clerk provides service to the residents in multiple ways. All vital records including birth, marriage, and death certificates can be purchased in the Clerk's office. You must also register your dog with the Town Clerk. The Town Clerk is also the Public Access Officer and the Burial Agent for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

Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Town Clerk	1.0	1.0	1.0
Assistant Town Clerk	1.0	1.0	1.0
Principal Clerk	1.0	1.0	1.0
Senior Clerk	1.0	1.0	1.0

Statistics

	FY15	FY16	FY17	FY18
Births	443	461	431	419
Marriages	167	136	154	143
Deaths	351	345	415	377
Dog Licenses	2517	2751	2751	2638
Total Fees Collected	\$71,430.60	\$74,136.00	\$74,552.60	\$78,826.20

Town of Billerica

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

\$ 256,771	\$ 256,771	\$ 258,526	\$ 254,261	\$ 269,223	\$ 255,343	\$ 267,103	\$ 266,349	\$ 266,349	\$ 266,349
\$ 11,627	\$ 11,621	\$ 11,627	\$ 11,627	\$ 12,168	\$ 9,800	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
\$ 268,398	\$ 268,392	\$ 270,153	\$ 270,153	\$ 281,391	\$ 265,143	\$ 279,103	\$ 278,349	\$ 278,349	\$ 278,349

Supplies and Expenses
Contract Services/Leases
Utilities
Capital Outlay

[illegible]

TOTAL BUDGET

\$ 271,108	\$ 270,531	\$ 273,213	\$ 272,150	\$ 284,501	\$ 267,011	\$ 281,998	\$ 281,244	\$ 281,244	\$ 281,244

	FY2019	FY2020	DEPT REQ FY2020	TM REC FY2020	FIN COM REC FY2020	Difference %	\$
Senior Clerk	1	1	1	1	1		
Principal Clerk	1	1	1	1	1		
Asst Town Clerk	1	1	1	1	1		
Town Clerk	1	1	1	1	1		
Total Staffing	4	4	4	4	4	-0.27%	(753.81)

Town Clerk

TOWN CLERK SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE		TOTAL SALARY	
					INCENTIVE	LONGEVITY	BENEFIT	
Kimberly Smith	Senior Clerk	1/2	1/30/2017	\$ 39,787.82	\$ 1,000.00	\$ -	\$ 40,787.82	
Stephanie Odell	Principal Clerk	7	7/21/2008	\$ 50,741.24	\$ 1,000.00	\$ 1,900.00	\$ 53,641.24	
Ryan, Margaret	Asst Town Clerk	7	1/29/1979	\$ 67,313.16	\$ 500.00	\$ 3,800.00	\$ 71,613.16	
Schult, Shirley	Town Clerk*		12/19/1972	\$ 108,506.94	\$ -	\$ 3,800.00	\$ 112,306.94	
							\$ -	
DEPARTMENT TOTAL				\$ 266,349.17	\$ 2,500.00	\$ 9,500.00	\$ 278,349.17	

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

Total Full time	\$ 266,349.17
Total Contract	\$ 12,000.00
Total	\$ 278,349.17

TOWN CLERK SALARY INFORMATION FY2019 PERSONNEL

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE		TOTAL SALARY	
					INCENTIVE	LONGEVITY	BENEFIT	
Elizabeth Ells	Senior Clerk	2/3	1/30/2017	\$ 40,542.09	\$ 1,000		\$ 41,542.09	
Stephanie Odell	Principal Clerk	7	7/21/2008	\$ 50,741.01	\$ 1,000	\$ 1,900	\$ 53,641.01	
Ryan, Margaret	Asst Town Clerk	7	1/29/1979	\$ 67,312.94	\$ 500	\$ 3,800	\$ 71,612.94	
Schult, Shirley	Town Clerk*		12/19/1972	\$ 108,507.10		\$ 3,800	\$ 112,307.10	
							\$ -	
DEPARTMENT TOTAL				\$ 267,103.14	\$ 2,500.00	\$ 9,500.00	\$ 279,103.14	

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

Total Full time	\$ 267,103.14
Total Contract	\$ 12,000.00
Total	\$ 279,103.14

TOWN CLERK SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE		TOTAL SALARY	
					INCENTIVE	LONGEVITY	BENEFIT	
Kimberly Smith	Senior Clerk	1/2	1/30/2017	\$ 39,787.82	\$ 1,000		\$ 40,787.82	
Stephanie Odell	Principal Clerk	7	7/21/2008	\$ 50,741.24	\$ 1,000	\$ 1,900	\$ 53,641.24	
Ryan, Margaret	Asst Town Clerk	7	1/29/1979	\$ 67,313.16	\$ 500	\$ 3,800	\$ 71,613.16	
Schult, Shirley	Town Clerk*		12/19/1972	\$ 108,507.10		\$ 3,800	\$ 112,307.10	
DEPARTMENT TOTAL				\$ 266,349.33	\$ 2,500.00	\$ 9,500.00	\$ 278,349.33	

*Town Clerk since 2/1/1991

Total Full time	\$ 266,349.33
Total Contract	\$ 12,000.00
Total	\$ 278,349.33

DESCRIPTION/DETAIL

TOWN CLERK

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN COM REC
\$ 1,360	\$ 1,133	\$ 1,385	\$ 1,369	\$ 1,385	\$ 1,385	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400

Supplies and Expenses
General Office Supplies
Town Meeting Record Book
Dues:
IMC
MA Town Clerks Assoc.
NE Town Clerks/ Assoc.
Middlesex Town Clerks' Assoc.

Department	Town Mgr.	Fin Com
675	675	675.00
150	150	150.00
300	300	300.00
200	200	200.00
40	40	40
35	35	35
\$ 1,400.00	\$ 1,400.00	\$ 1,400.00

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN COM REC
\$ 1,350	\$ 1,006	\$ 1,675	\$ 628	\$ 1,725	\$ 483	\$ 1,495	\$ 1,495	\$ 1,495	\$ 1,495

Contract Services/Leases

Maintenance Agreements - Time Clock
Bookbinding - Vital Records Book (Mandated by Law)
Bookbinding - Town Report (Mandated)
Printing of Zoning By-Law Books
Acid-Free Paper-(For Vital Records)
Pages for Vital Records Book
Advertising - (Ballot Position Drawing)

Department	Town Mgr.	Fin Com
\$270	\$270	\$270
\$275	\$275	\$275
\$100	\$100	\$100
\$500	\$500	\$500
\$100	\$100	\$100
\$125	\$125	\$125
\$125	\$125	\$125
\$ 1,495	\$ 1,495	\$ 1,495

Town Manager

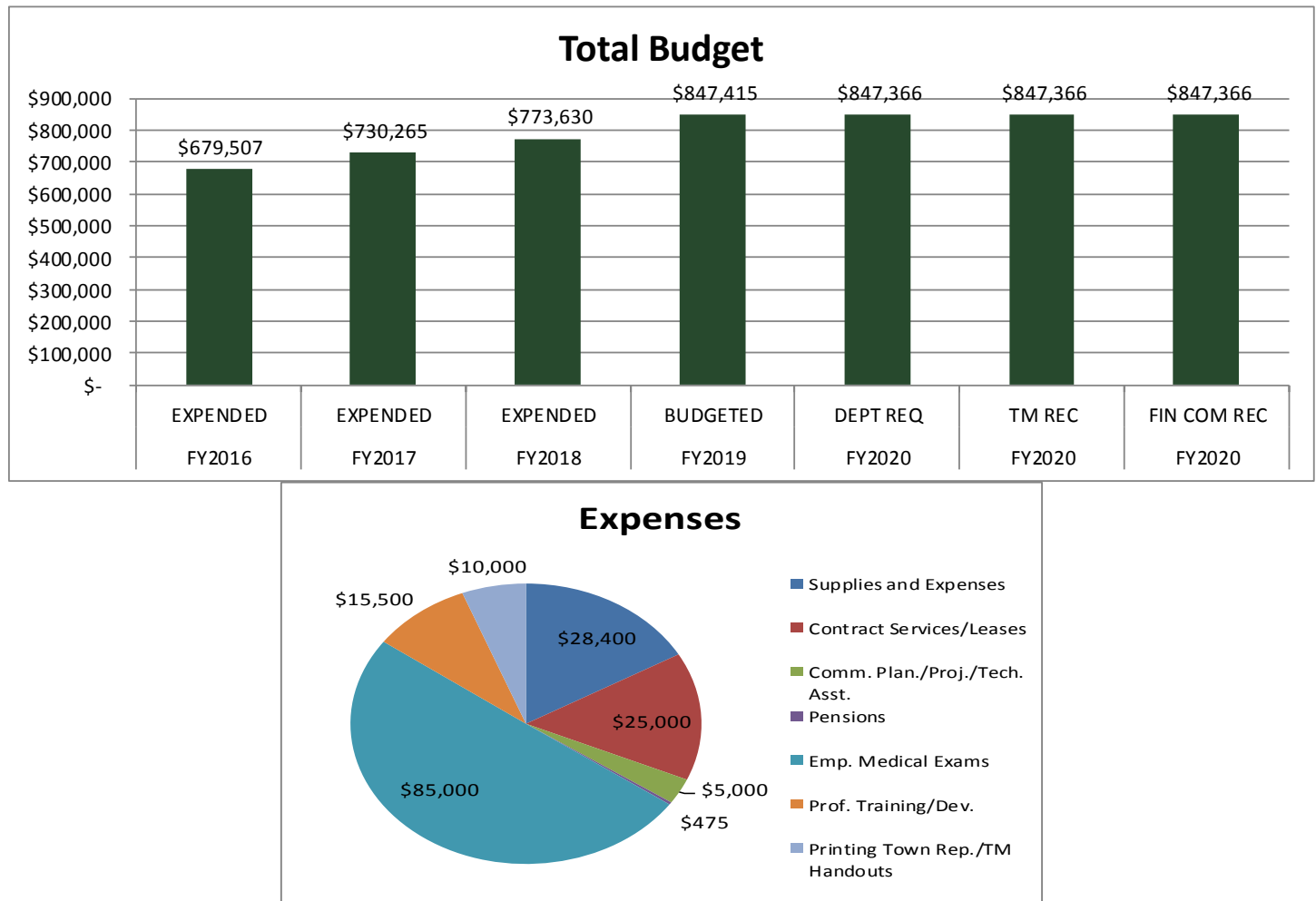
Department Explanation

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 Building Maintenance employee, the Substance Abuse Director, and the Economic Development Director. The Town Manager's direct staff includes the Assistant Town Manager, a Management Analyst, and two Clerks who help carry out the day to day operations and long range plans of the Selectmen.

Budget Narrative

The Town Managers budget this year will see a slight decrease. The office will be reducing the supplies and expense account by \$10,000. This office will also be reducing the training budget by \$5,000. This budget will also see t



Town Manager

Programs and Services

Town Managers Office

- Provide constituent services to the community
- Plan and produce a long term vision for Billerica
- Communicate initiatives to the residents of Billerica
- Carry out the directives of the Board of Selectmen and Town Meeting
- Oversee multi-departmental projects
- Administer the day to day functions of the Town

Economic Development Coordinator

- Liaison to the business and commercial community
- Foster relationships that will bring new partners to Town of Billerica
- Present possible zoning changes that will lead to new economic development
- Work with the residents to secure business that will fit the nature of the Town.

Substance Abuse Coordinator

- BOO Program – Billerica Opiate Outreach: The Substance Abuse Coordinator in conjunction with the Police Department will follow up with anybody revived with Narcan to offer them services to aid them in their recovery.
- BARP – Billerica Adolescent Recovery Program: This program helps give anybody under the age of 20 who is struggling with addiction a second chance. Including recovery services and education to help them secure a job.
- Sticker Shock Program – Work with local liquor stores to place stickers on alcoholic beverages to educate buyers on the repercussion of buying alcohol for minors.
- Narcan Trainings once a month at Town Hall

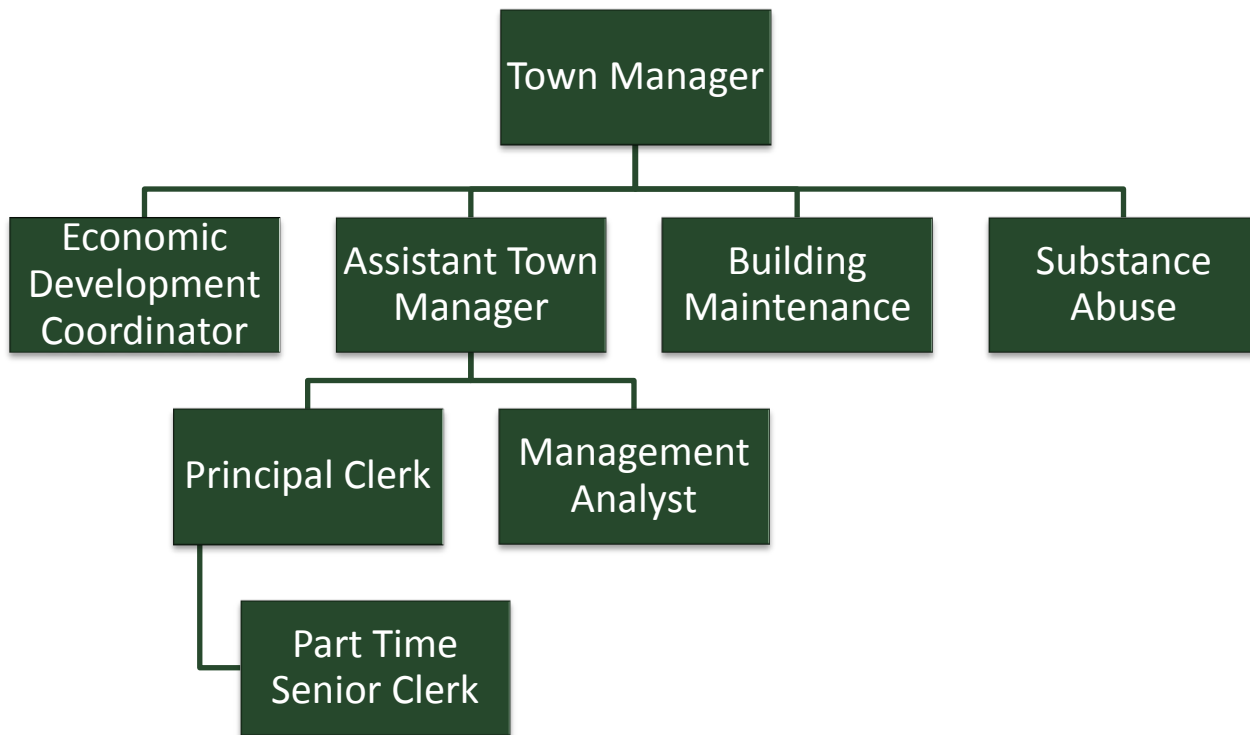


Building Maintenance

- Provide preventive maintenance to Town Hall
- Keep Town Hall in excellent condition for the residents of Billerica
- Set up and break down for all events in Town Hall.

Town Manager

Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Town Manager	1.0	1.0	1.0
Assistant Town Manager	1.0	1.0	1.0
Confidential Secretary	1.0	1.0	1.0
Part Time Senior Clerk	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0
Building Maintenance	1.0	1.0	1.0
Economic Development Director	1.0	1.0	1.0
Substance Abuse Coordinator	1.0	1.0	1.0
Principal Clerk	1.0	0.0	0.0

Town Manager

FY 2020 Trends

Town Manager

The Town will continue to provide the best services possible to the residents of Billerica. Please refer to the goals section for some things that we will be looking to complete in the future. Our five main goals for this year will include pro-active economic development, improving efficiency of organization, infrastructure improvements, maximize fiscal efficiencies and fiscal strength, and improving communication and customer service. The Town hopes that the FY 20 budget will go a long way in completing many of the goals listed.

Economic Development

The Town has made great strides this year in terms on economic development. The Billerica administration will continue to focus its efforts on the brining the best and highest possible uses to all sites. The Town will preserve open space and promote smart growth strategies as it sees fit throughout the year. A continued focus will be on promoting our current and future PUD sites to developers and filling empty commercial spaces. As always The Town will be looking to bring in restaurants and food establishments within the borders of Billerica. The Town looks forward to its continued growth and welcoming residents to our brand new high school!



Substance Abuse Coordinator

The Town will continue to work with the residents of Billerica who are struggling with substance abuse. The Substance Abuse Coordinator is going to continue to apply for grants and seek funding to aid residents in their recovery. Please reach out if you are in need of help (978) 671-0943.

TOWN MANAGER

Personnel Services

Full Time	\$ 496,681	\$ 496,681	\$ 509,293	\$ 511,626	\$ 520,830	\$ 533,830	\$ 562,733	\$ 592,694	\$ 592,694	\$ 592,694
Part Time/Seasonal	\$ 51,548	\$ 51,392	\$ 52,410	\$ 51,754	\$ 53,306	\$ 53,306	\$ 55,047	\$ 57,038	\$ 57,038	\$ 57,038
Overtime							\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 8,570	\$ 8,153	\$ 30,903	\$ 26,783	\$ 11,370	\$ 11,370	\$ 8,260	\$ 8,260	\$ 8,260	\$ 8,260
Total	\$ 556,799	\$ 556,226	\$ 592,606	\$ 590,163	\$ 585,507	\$ 598,506	\$ 626,040	\$ 657,991	\$ 657,991	\$ 657,991

Expenses

Supplies and Expenses	\$ 28,400	\$ 32,388	\$ 28,400	\$ 24,968	\$ 28,400	\$ 28,243	\$ 38,400	\$ 28,400	\$ 28,400	\$ 28,400
Contract Services/Leases	\$ 23,000	\$ 1,400	\$ 28,000	\$ 8,174	\$ 28,000	\$ -	\$ 28,000	\$ 25,000	\$ 25,000	\$ 25,000
Comm. Plan./Proj./Tech. Asst.	\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,158	\$ 5,000	\$ 2,549	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Pensions	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475
Emp. Medical Exams	\$ 85,000	\$ 69,906	\$ 85,000	\$ 85,000	\$ 85,000	\$ 84,107	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Prof. Training/Dev.	\$ 22,500	\$ 2,506	\$ 15,500	\$ 5,059	\$ 15,500	\$ 9,423	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500
Printing Town Rep./TM Handouts	\$ 15,000	\$ 11,606	\$ 15,000	\$ 13,268	\$ 15,000	\$ -	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000
Contract Retro	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Assessment Center	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Substance Abuse Program	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses

\$ 179,375	\$ 123,281	\$ 177,375	\$ 140,102	\$ 228,375	\$ 175,124	\$ 221,375	\$ 189,375	\$ 189,375	\$ 189,375	\$ 189,375

TOTAL BUDGET

\$ 736,174	\$ 679,507	\$ 769,981	\$ 730,265	\$ 813,882	\$ 773,630	\$ 847,415	\$ 847,366	\$ 847,366	\$ 847,366	\$ 847,366

FTE

Position	FY2019		Dep Req FY2020		TM. Rec. FY2020		Fin Com Rec. FY2020		Difference PY \$ %	
	FTE		FTE		FTE		FTE			
Town Manager	1		1		1		1			
Assistant Town Manager	1		1		1		1			
Confidential Secretary	1		1		1		1			
Principal Clerk	1		0		0		0			
Economic Development Director	1		1		1		1			
Bldg Maintenance	1		1		1		1			
Management Analyst	0		1		1		1			
Total Staffing	6		6		6		6			

PTE

Position	FY2019		Dep Req FY2020		TM. Rec. FY2020		Fin Com Rec. FY2020		Difference PY \$ %	
	PTE		PTE		PTE		PTE			
Part Time Senior Clerk	0.5		0.5		0.5		0.5			
Substance Abuse Coordinator	0.5		0.5		0.5		0.5			
Total Staffing	1		1		1		1			

Town Manager

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR ALLOWANCE	RETIREMENT LONGEVITY	TOTAL SALARY BENEFIT
John Curran	Town Manager		1/4/2010	\$ 181,296	\$ -	\$ 4,000	\$ -	\$ 185,296.00
Cathleen O'Dea	Assistant Town Manager	9	8/2/2010	\$ 108,507	\$ -	\$ -	\$ -	\$ 108,506.94
Susan Michelini	Confidential Secretary	9	11/27/2000	\$ 67,313	\$ -	\$ -	\$ 2,610	\$ 69,923.16
Clancy Main	Management Analyst	3/4	5/1/2017	\$ 86,423	\$ -	\$ -	\$ -	\$ 86,423.13
Kristina Bernard	P/T Senior Clerk	7/8	8/29/2012	\$ 25,047	\$ 250	\$ -	\$ -	\$ 25,296.78
Mike Higgins	Substance Abuse Coordinator	0	9/6/2014	\$ 31,991	\$ -	\$ -	\$ -	\$ 31,991.03
Rob Anderson	Economic Development Director	4/5	5/4/2015	\$ 97,175	\$ -	\$ -	\$ -	\$ 97,175.14
Bob Sallesse	Bldg Maintenance Craftsman	4/5	7/24/2016	\$ 51,979	\$ 600	\$ 800	\$ -	\$ 53,379.13
DEPARTMENT TOTAL				\$ 649,731.31	\$ 850.00	\$ 4,800.00	\$ 2,610.00	\$ 657,991.31

Town Manager Salary includes \$4,000 Car Allowance

Total Full time	\$ 592,693.50
Total Part Time	\$ 57,037.81
Overtime	\$ -
Total Contract	\$ 8,260.00
Total	\$ 657,991.31

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR ALLOWANCE	RETIREMENT LONGEVITY	TOTAL SALARY BENEFIT
John Curran	Town Manager		1/4/2010	\$ 181,296		\$ 4,000.00		\$ 185,296.00
Cathleen O'Dea	Assistant Town Manager	9	8/2/2010	\$ 108,507				\$ 108,506.94
Susan Michelini	Confidential Secretary	9	11/27/2000	\$ 67,313			\$ 2,610.00	\$ 69,923.16
Clancy Main	Management Analyst	3/4	5/1/2017	\$ 86,423				\$ 86,423.13
Kristina Bernard	P/T Senior Clerk	8/9	8/29/2012	\$ 25,047	\$ 250.00			\$ 25,296.78
Mike Higgins	Substance Abuse Coordinator		9/6/2014	\$ 31,991				\$ 31,991.03
Rob Anderson	Community Development Director		5/4/2015	\$ 97,175				\$ 97,175.14
								\$ -
Bob Sallesse	Bldg Maintenance Craftsman	4/5	7/24/2016	\$ 51,979	\$ 600.00	\$ 800.00		\$ 53,379.13
DEPARTMENT TOTAL				\$ 649,731.31	\$ 850.00	\$ 4,800.00	\$ 2,610.00	\$ 657,991.31

Town Manager Salary includes \$4,000 Car Allowance

Total Full time	\$ 592,693.50
Total Part Time	\$ 57,037.81
Overtime	\$ -
Total Contract	\$ 8,260.00
Total	\$ 657,991.31

Town Manager

TOWN MANAGER DEPARTMENT SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	CLOTHING/CAR ALLOWANCE	RETIREMENT LONGEVITY*	TOTAL SALARY BENEFIT
John Curran	Town Manager		1/4/2010	\$ 174,323		\$ 4,000.00		\$ 178,323.00
Cathleen O'Dea	Assistant Town Manager	9	8/2/2010	\$ 108,507				\$ 108,506.94
Susan Michelini	Confidential Secretary	9	11/27/2000	\$ 67,313			\$ 2,610.00	\$ 69,923.16
Clancy Main	Management Analyst	2/3	5/1/2017	\$ 70,794				\$ 70,794.18
Kristina Bernard	P/T Senior Clerk	8/9	8/29/2012	\$ 25,047	\$ 250.00			\$ 25,296.78
Mike Higgins	Substance Abuse Coordinator		9/6/2014	\$ 30,000				\$ 30,000.00
Rob Anderson	Community Development Director		5/4/2015	\$ 93,450				\$ 93,449.68
Bob Saltese	Bldg Maintenance Craftsman	4/5	7/24/2016	\$ 48,346	\$ 600.00	\$ 800.00		\$ 49,746.02
								\$ -
DEPARTMENT TOTAL				\$ 617,779.77	\$ 850.00	\$ 4,800.00	\$ 2,610.00	\$ 626,039.77

Town Manager Salary includes \$4,000 Car Allowance

Total Full time	\$ 562,732.99
Total Part Time	\$ 55,046.79
Overtime	
Total Contract	\$ 8,260.00
Total	\$ 626,039.77

Town Manager

DESCRIPTION/DETAIL

TOWN MANAGER

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 28,400	\$ 32,388	\$ 28,400	\$ 24,968	\$ 28,400	\$ 28,243	\$ 38,400	\$ 28,400	\$ 28,400	\$ 28,400

Supplies and Expenses

Department Town Mgr. Fin Com

\$ 28,400 \$ 28,400 \$ 28,400
\$ - \$ - \$ -
\$ 28,400 \$ 28,400 \$ 28,400

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 23,000	\$ 1,400	\$ 28,000	\$ 8,174	\$ 28,000	\$ -	\$ 28,000	\$ 25,000	\$ 25,000	\$ 25,000

Contract Services/Leases

Performance Management Program/Technical and Professional Assistance

Department Town Mgr. Fin Com

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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,158	\$ 5,000	\$ 2,649	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000

Community Planning/Projects/Technical Asst.

Community Project Technical Assistance

Department Town Mgr. Fin Com

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

Total Community Planning/Projects/Technical Asst.

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475

Pensions

This funds benefits to Widows of certain former employees

Total Connell/Strunk/Husson Pensions

Department Town Mgr. Fin Com

\$ 475 \$ 475 \$ 475

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 85,000	\$ 69,906	\$ 85,000	\$ 85,000	\$ 85,000	\$ 84,107	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000

Employee Medical Exams

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

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

Department Town Mgr. Fin Com

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

Total Employee Medical Exams

Town Manager

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 22,500	\$ 2,506	\$ 15,500	\$ 5,059	\$ 15,500	\$ 9,423	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500

Professional Training/Development

This funds Training and Development for Town employees.

Department	Town Mgr.	Fin Com
\$ 15,500	\$ 15,500	\$ 15,500
\$ 15,500	\$ 15,500	\$ 15,500

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 15,000	\$ 11,606	\$ 15,000	\$ 13,268	\$ 15,000	\$ -	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000

Printing Town Report and Town Meeting Book

This Account funds the printing of the Annual Report and the Booklet and Handouts for Town Meeting.

Department	Town Mgr.	Fin Com
\$ 10,000	\$ 10,000	\$ 10,000
\$ 10,000	\$ 10,000	\$ 10,000

Total Printing Town Report and Town Meeting Book

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ -				\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -

Contract Retro

SEIU Union FY2017

Department	Town Mgr.	Fin Com
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Total Uniform

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ -		\$ -		\$ 16,000	\$ 15,227	\$ 14,000	\$ -	\$ -	\$ -

Assessment Center

Department	Town Mgr.	Fin Com
\$ -	\$ -	\$ -

Total Assessment Center

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ -						\$ -	\$ -	\$ -	\$ -

Capital Outlay

Department	Town Mgr.	Fin Com
\$ -	\$ -	\$ -

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ -				\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00

Substance Abuse Prevention Program

Committee
BAP

Department	Town Mgr.	Fin Com
\$ 15,000	\$ 15,000	\$ 15,000
\$ 5,000	\$ 5,000	\$ 5,000
\$ 20,000	\$ 20,000	\$ 20,000

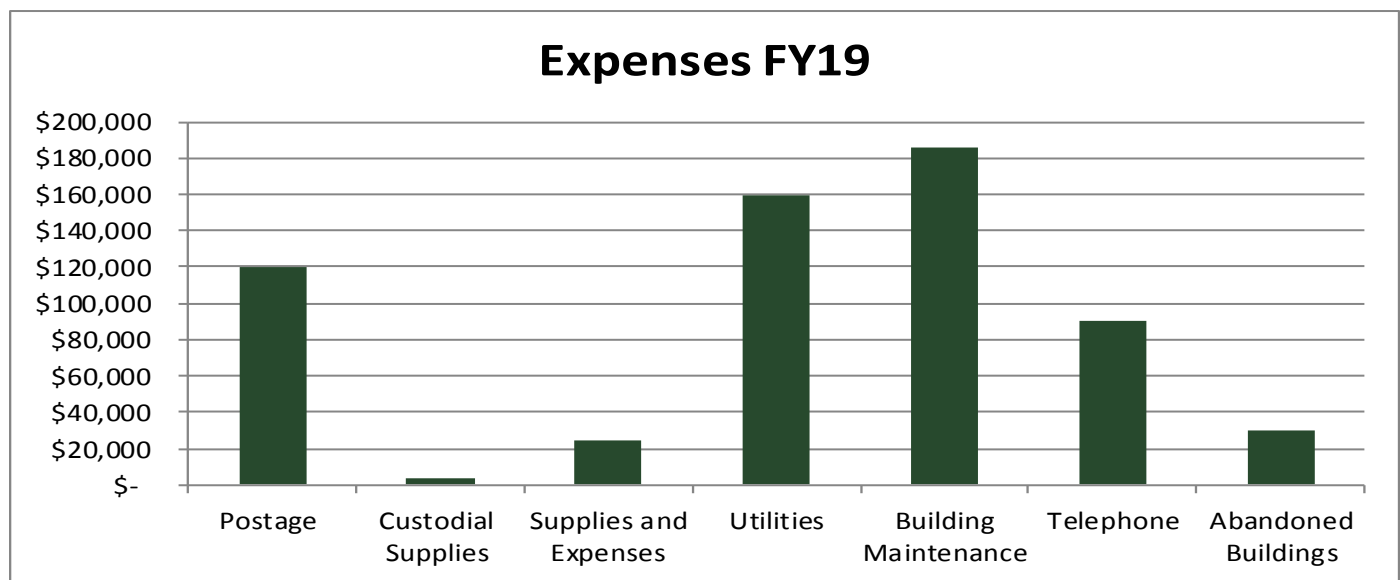
Town Hall

Budget Explanation

This budget consists of items that keep Town Hall in good working condition.

Budget Narrative

The Town Hall budget this year will increase \$62,291 due to the abandoned buildings line item increasing and the personnel line. The Town will be taking responsibility for the Vining School from the School Department this fiscal year. The Town will also be hiring three part time custodians for municipal buildings. This budget also is where utilities, postage, and other miscellaneous supplies are drawn from.



Town System Wide

Budget Explanation

This budget consists of items that are used by multiple Town Departments. This section now includes Town Fuel. This expense was previously split between departments.

Budget Detail

	FY2016 BUDGETED	FY2016 EXPENDED	FY17 BUDGETED	FY17 EXPENDED	FY18 BUDGETED	FY18 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ.	FY2020 TM REC	FY2020 FIN COM REC
TOWN SYSTEMWIDE ACCOUNTS										
7080 TOWN RETIREMENTS	\$ 75,000	\$ 75,000	\$ 75,000	\$ 175,000	\$ 155,000	\$ 155,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
XXXX UNION SETTLEMENT							\$ 11,000			
7095 STREETLIGHTS	\$ 242,500	\$ 242,407	\$ 227,500	\$ 227,500	\$ 227,500	\$ 209,346	\$ 227,500	\$ 227,500	\$ 227,500	\$ 227,500
7096 LEGAL	\$ 195,000	\$ 193,020	\$ 195,000	\$ 259,033	\$ 235,000	\$ 228,366	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000
7097 TOWN FUEL					\$ -	\$ -	\$ 305,000	\$ 305,000	\$ 305,000	\$ 305,000
TOTAL BUDGET	\$ 512,500	\$ 510,427	\$ 497,500	\$ 661,533	\$ 617,500	\$ 592,712	\$ 913,500	\$ 902,500	\$ 902,500	\$ 902,500

Difference PY \$ (11,000.00)
% -1.20%



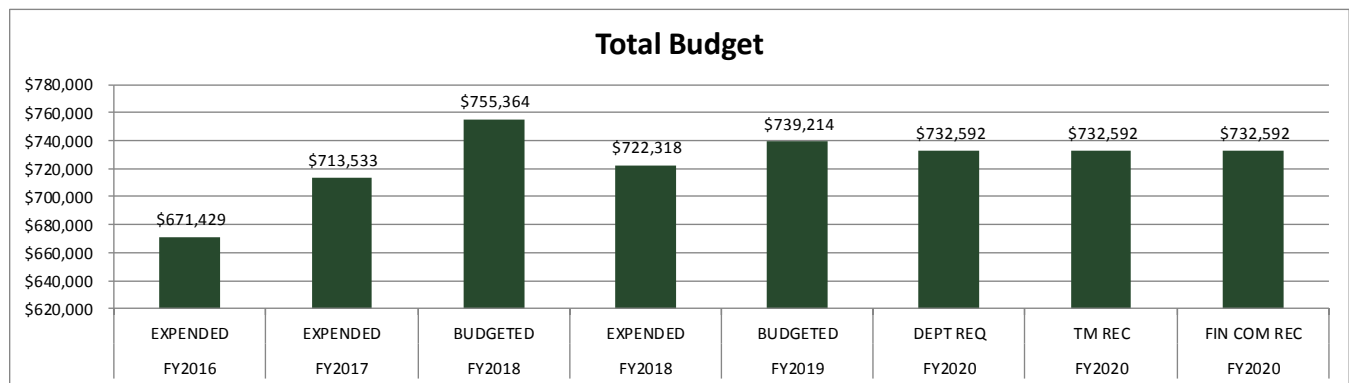
Treasurer / Collector

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 slightly this year. This is due to new employees coming in at a lower step then previous employees.



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.

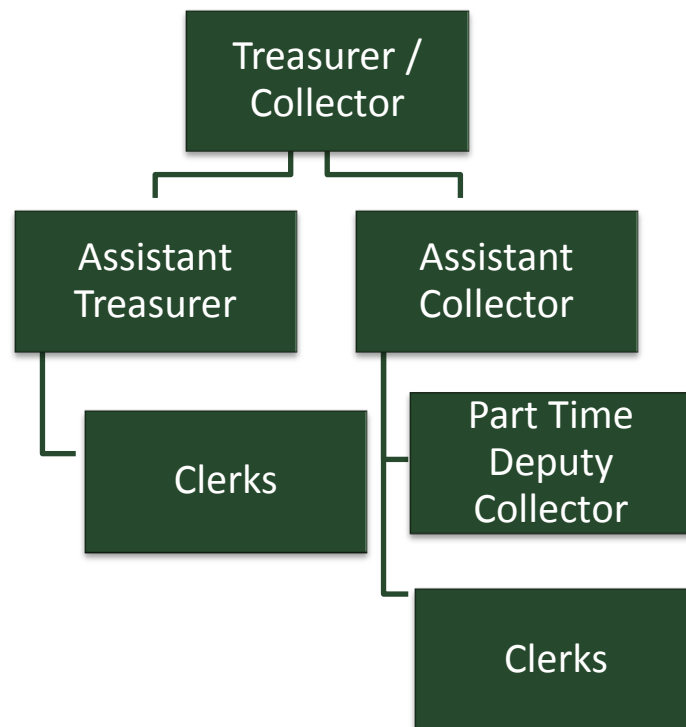
The Treasurer/Collector's Office will meet its statutory duties of maximizing Town revenues and paying the Town's obligation while providing the highest level of customer service possible, while safeguarding all public assets. This office has continued to offer additional office hours to accommodate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

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.

Treasurer / Collector

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	FY2019 Actual	FY2020 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

Treasurer / Collector

TREASURER/COLLECTOR

Personnel Services

Full Time	\$ 478,453	\$ 474,589	\$ 474,931	\$ 471,306	\$ 498,552	\$ 480,295	\$ 506,688	\$ 499,566	\$ 499,566	\$ 499,566
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	\$ 10,448	\$ 9,360	\$ 13,047	\$ 10,947	\$ 14,697	\$ 14,697	\$ 15,411	\$ 15,911	\$ 15,911	\$ 15,911

Total	\$ 509,310	\$ 504,358	\$ 508,387	\$ 508,387	\$ 533,658	\$ 515,401	\$ 542,508	\$ 535,886	\$ 535,886	\$ 535,886

Expenses

Supplies and Expenses	\$ 49,635	\$ 42,875	\$ 54,152	\$ 52,854	\$ 54,152	\$ 48,539	\$ 54,152	\$ 54,152	\$ 54,152	\$ 54,152
Contract Services/Leases	\$ 92,554	\$ 82,474	\$ 92,554	\$ 77,551	\$ 92,554	\$ 91,062	\$ 92,554	\$ 92,554	\$ 92,554	\$ 92,554
Tax Revenue Collection	\$ 50,000	\$ 41,722	\$ 50,000	\$ 74,741	\$ 75,000	\$ 67,316	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses	\$ 192,189	\$ 167,071	\$ 196,706	\$ 205,146	\$ 221,706	\$ 206,917	\$ 196,706	\$ 196,706	\$ 196,706	\$ 196,706

TOTAL BUDGET

	\$ 701,499	\$ 671,429	\$ 705,093	\$ 713,533	\$ 755,364	\$ 722,318	\$ 739,214	\$ 732,592	\$ 732,592	\$ 732,592

		Dep. Req FY2020	TM Rec. FY2020	Fin Com Rec FY2020						

Difference PY \$ (6,622.16)
% PY -0.90%

Position	FTE	FTE	FTE	FTE						
Treasurer/Collector	1	1	1	1	1	1	1	1	1	1
Assistant Treasurer	1	1	1	1	1	1	1	1	1	1
Administrative Head Clerk	1	1	1	1	1	1	1	1	1	1
Head Clerk	0	0	0	0	0	0	0	0	0	0
Principal Clerk	3	3	3	3	3	3	3	3	3	3
Senior Clerk	1	1	1	1	1	1	1	1	1	1
Water meter reader/repair	0	0	0	0	0	0	0	0	0	0
Deputy Collector										
Total Staffing	8	8	8	8	8	8	8	8	8	8

Position	FTE	Dep. Req FY2020	TM Rec. FY2020	Fin Com Rec FY2020
Deputy Collector	1.5	1.5	1.5	1.5

Treasurer / Collector

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	Clothing/ Licenses	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	\$ 108,506.94	\$ -	\$ -	\$ 1,827.00	\$ 110,333.94
Russo, Elaine	Assistant Collector	5	9/22/2008	\$ 78,153.83	\$ 500.00	\$ -	\$ 2,100.00	\$ 80,753.83
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	\$ 62,192.36	\$ 600.00	\$ -	\$ 4,434.00	\$ 67,226.36
Paolucci, Valerie	Principal Clerk	1/2	3/12/2018	\$ 40,599.23	\$ 600.00	\$ -	\$ -	\$ 41,199.23
Olivia Canario	Principal Clerk	2/3	3/12/2018	\$ 42,223.50	\$ 600.00	\$ -	\$ -	\$ 42,823.50
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 50,741.24	\$ 600.00	\$ -	\$ 1,900.00	\$ 53,241.24
TBD	Senior Clerk	1/2	2/1/2019	\$ 38,994.66	\$ 600.00	\$ -	\$ -	\$ 39,594.66
Joseph D'Angelo	Assistant Treasurer	5	12/1/2014	\$ 78,153.83	\$ 500.00	\$ -	\$ 1,650.00	\$ 80,303.83
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
Gass, Edward	Deputy Collector		12/3/2000	\$ 10,204.68	\$ -	\$ -	\$ -	\$ 10,204.68
Krouchune, Russell	Deputy Collector		9/1/2006	\$ 5,102.34	\$ -	\$ -	\$ -	\$ 5,102.34
Mount, James	Deputy Collector		9/1/2006	\$ 5,102.34	\$ -	\$ -	\$ -	\$ 5,102.34
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -
DEPARTMENT TOTAL				\$ 519,974.95	\$ 4,000	\$ -	\$ 11,911	\$ 535,885.95

Total Full Time	\$ 499,565.59
Total Part Time	\$ 20,409
Overtime	\$ -
Total Contract	\$ 15,911
Total Salaries	\$ 535,885.95

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	Clothing/ Licenses	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	\$ 108,506.94			\$ 1,827.00	\$ 110,333.94
Russo, Elaine	Assistant Collector	5	9/22/2008	\$ 78,153.83	\$ 500.00		\$ 2,100.00	\$ 80,753.83
McKenna, Carole	Administrative Head Clerk	7	8/28/1965	\$ 62,192.36	\$ 600.00		\$ 4,434.00	\$ 67,226.36
Paolucci, Valerie	Principal Clerk	1/2	3/12/2018	\$ 40,599.23	\$ 600.00		\$ -	\$ 41,199.23
Olivia Canario	Principal Clerk	2/3	3/12/2018	\$ 42,223.50	\$ 600.00			\$ 42,823.50
Theresa Bourgeois	Principal Clerk	7	4/17/2007	\$ 50,741.24	\$ 600.00		\$ 1,900.00	\$ 53,241.24
TBD	Senior Clerk	1/2	2/1/2019	\$ 38,994.66	\$ 600.00			\$ 39,594.66
Joseph D'Angelo	Assistant Treasurer	5	12/1/2014	\$ 78,153.83	\$ 500.00		\$ 1,650.00	\$ 80,303.83
								\$ -
								\$ -
Gass, Edward	Deputy Collector		12/3/2000	\$ 10,204.68				\$ 10,204.68
Krouchune, Russell	Deputy Collector		9/1/2006	\$ 5,102.34				\$ 5,102.34
Mount, James	Deputy Collector		9/1/2006	\$ 5,102.34				\$ 5,102.34
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
DEPARTMENT TOTAL				\$ 519,974.95	\$ 4,000	\$ -	\$ 11,911	\$ 535,885.95

Total Full Time	\$ 499,565.59
Total Part Time	\$ 20,409
Overtime	\$ -
Total Contract	\$ 15,911
Total Salaries	\$ 535,885.95

Treasurer / Collector

TREASURER/COLLECTOR DEPARTMENT SALARY INFORMATION FY2019 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	Clothing/ Licenses	LONGEVITY	TOTAL SALARY BENEFIT
Clark, John	Treasurer/Collector	9	1/8/2007	\$ 108,506.94			\$ 1,827.00	110,333.94
								-
Russo, Elaine	Assistant Collector	5	9/22/2008	\$ 78,153.83	\$ 500.00		\$ 1,650.00	80,303.83
McKenna, Carole	Administrative Head Clerk	10	8/28/1965	\$ 62,192.36	\$ 600.00		\$ 4,134.00	66,926.36
Salemme, Denise	Principal Clerk	10	1/2/2005	\$ 50,741.24	\$ 600.00		\$ 1,900.00	53,241.24
Mary Ann Schaffer	Principal Clerk	5/6		\$ 40,783.63	\$ 600.00			41,383.63
Theresa Bourgeois	Principal Clerk	10	4/17/2007	\$ 50,741.24	\$ 600.00		\$ 1,900.00	53,241.24
Kate Pendleton	Senior Clerk	8/9	11/7/2011	\$ 38,994.66	\$ 600.00			39,594.66
Joseph D'Angelo	Assistant Treasurer	4/5	10/1/2014	\$ 76,573.84	\$ 500.00			77,073.84
								-
								-
Gass, Edward	Deputy Collector		12/3/2000	\$ 10,204.68				10,204.68
Krouchune, Russell	Deputy Collector		9/1/2006	\$ 5,102.34				5,102.34
Mount, James	Deputy Collector		9/1/2006	\$ 5,102.34				5,102.34
								-
Meter Reader	Seasonal							-
Meter Reader	Overtime							-
								-
								-
								-
DEPARTMENT TOTAL				527,097.11	4,000.00	-	11,411.00	542,508.11
							Total Full Time	506,687.75
							Total Part Time	20,409.36
							Overtime	-
							Total Contract	15,411.00
							Total Salaries	\$ 542,508.11

Treasurer / Collector

DESCRIPTION/DETAIL

TREASURER/COLLECTOR

Supplies and Expenses

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 49,635	\$ 48,600	\$ 49,635	\$ 42,875	\$ 54,152	\$ 52,854	\$ 54,152	\$ 48,539	\$ 54,152	\$ 54,152	\$ 54,152	\$ 54,152

												Department	Town Mgr.	Fin Com
Checks										Amount				
20,000.00										0.065				
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														
Ribbons for printers high speed dot matrix 1 box per quarter at \$88.54												\$ 300.00	\$ 300.00	\$ 300.00
Computer Paper														
60 boxes at \$75.00												\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
15 boxes at \$140												\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
Expensed Tax & Water/Sewer Billing supplies for FY2015														
	Amount	Cost per Bill												
Water Bills	45,000	\$0.085	\$3,825	7/20/2014				17,500 1st qtr tax bills		\$ 6,860.00				
Water Demand Bills	5,000	\$0.085	\$425	8/30/2014				August wtr bills		\$ 3,365.00				
Water Envelopes	55,000	\$0.085	\$4,675	9/10/2014				Envelopes (coll)		\$ 269.00				
Water Return Envelopes	45,000	\$0.085	\$3,825	10/31/2014				Envelopes (coll)		\$ 2,136.00				
		\$0.085		12/1/2014				17,500 2nd qtr tax bills		\$ 4,839.00				
Tax Bills	65,000	\$0.085	\$5,525	12/29/2014				Dec wtr bills		\$ 3,395.00				
Tax Demand Bills	5,000	\$0.085	\$425	12/31/2014				15K inserts tx bills (i.c.)		\$ 905.00				
Tax Envelopes	75,000	\$0.085	\$6,375	1/25/2015				17,500 3rd qtr tax bills		\$ 5,664.00				
Tax Return Envelopes	60,000	\$0.085	\$5,100	1/31/2015				re / pp bills inhouse		\$ 637.00				
		\$0.085		2/25/2015				38K inserts excise (i.c.)		\$ 2,212.00				
Excise Tax Bills	60,000	\$0.085	\$5,100	3/1/2015				envelopes (wtr bill)		\$ 720.00				
Excise Tax Demand Bills	25,000	\$0.085	\$2,125	3/1/2015				post cards (wtr bill)		\$ 688.00				
Excise Tax Envelopes	65,000	\$0.085	\$5,525	3/10/2015				excise bills		\$ 10,288.00				
ExciseTax Return Envelope	60,000	\$0.085	\$5,100	3/25/2015				Envelopes (dmd / coll)		\$ 1,887.00				
Total	565,000			3/25/2015				13K inserts wtr bills (i.c.)		\$ 877.00				
			\$ 48,025.00							\$ 44,742.00		\$ 44,742.00	\$ 44,742.00	\$ 44,742.00
Total Supplies & Expenses												\$ 54,152.00	\$ 54,152.00	\$ 54,152.00

Contract Services/Leases

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC	FY2016 EXPENDED	FY2017 BUDGETED
\$ 92,554	\$ 86,661	\$ 92,554	\$ 82,474	\$ 92,554	\$ 77,551	\$ 92,554	\$ 91,062	\$ 92,554	\$ 92,554	\$ 92,554	\$ 92,554	\$ 82,473.68	\$ 92,554.00

												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												\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
Checks & envelopes												\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
PO Box rental												\$ 961.00	\$ 961.00	\$ 961.00
Rental/Maintenance on PitneyBows 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												\$ 92,554.00	\$ 92,554.00	\$ 92,554.00

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 50,000	\$ 50,000	\$ 50,000	\$ 41,722	\$ 50,000	\$ 74,741	\$ 50,000	\$ 67,316	\$ 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

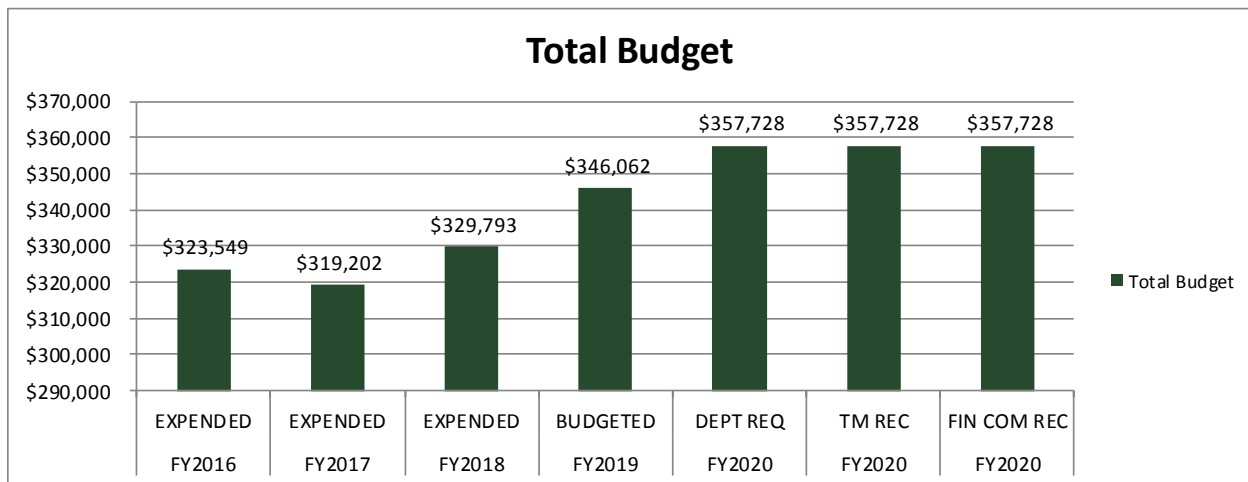
Council on Aging

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 \$11,666.75 A large part of this increase will be for a licensed social worker who will work with COA staff on these issues.



Programs and Services & Accomplishments

FY2018 and FY19 has been another successful year for the Billerica Council on Aging (BCOA) as we pursued additional opportunities to lead in the “aging in place” revolution, locally and regionally. Our principal goal is to be actively engaged and aligned with community systems to ensure that Billerica seniors can age well at home. We are earnest about ensuring that they can all live healthy, engaged lives in the homes they love, and, when home is not an option, in our community.



Council on Aging



Funding from the town, revenues from our Respite program, funding from the Lowell Regional Transit Authority (LRTA), EOEI Formula Grant, and the Friends of the COA as well as support from local business and community partners has enabled us to accomplish valued community impact last fiscal year, as follows. Critical to the everyday performance of the BCOA is the contribution of hundreds of volunteers who provide fifty one percent (51%) of our labor capacity so that we can service an average of 143 patrons daily which on certain weekdays can reach as many as 181 patrons.

Accomplishments in FY2018

Each department has much to celebrate as accomplishments in FY2018.

Health and Wellness Programs

The Respite program, established in 2001, serviced 60 clients during this period using 13 Respite Companions. We developed a brand new program flyer to increase our private pay client base of Billerica residents 60 years and older and disabled adults 50 years and older living with a senior caregiver. The Senior and Veterans Property Tax Work-Off programs engaged (103) participants, (88) seniors and fifteen (15) veterans, for a total of 8,330 hours. At the BCOA we benefited from these volunteers in virtually every department, but most significantly in the Kitchen, Front Desk and Fitness Room functions. We offered a flu vaccination clinic to 150 patrons in conjunction with the Billerica Board of Health. On September 13th Bonnie Courtemanche launched the Memory Café at the Billerica Public Library with the Outreach Librarian. The Café is a critical component of the Dementia Free Billerica Movement.

The Fitness Room also acquired a SCI-FIT Latitude Stability Trainer for the Fitness Room that aids in fall prevention.

Life Quality Activities and Volunteer Management

Increasing our range of activities and events is key to attracting a wider range of patrons, many of whom are younger seniors wanting to align themselves with a Center free of the stigma and trappings of a place for old people. Key for us is advancing engagement, reducing social isolation, fostering friendships and new relationships, educating our patrons on life enhancing services and tools, helping caregivers deal with stress, fostering intergenerational relationships and aligning with the Dementia Free Billerica Movement.

Some of our unique events in FY2018 were a 4-part Fire Safety Series in conjunction with the Fire Department who are among our strongest community partners, a Chinese New Year Lunch and Movie for forty (40) patrons, our first ever Holiday Bazaar featuring crafts from twenty-five (25) small business owners, a Martin Luther King Jr. Lunch for over twenty (20) patrons followed by a screening of the movie “Selma”, our 13th annual



Council on Aging

Open House, an Encore program on ‘Thinking Beyond The Money’ for new retirees, the 12th annual Senior of the Year event with the Friends of the BCOA, and a Holi and Henna Celebration. After pausing for a year, we redesigned our Talent Show to include producers of art, ceramics, knitting and quilting items, to name a few. We were active participants in the town’s National Night Out against crime and the family filled Yankee Doodle Weekend honoring Thomas Ditson.

In FY2018 Recreation programs saw 11,668 attendees by 922 patrons. Bingo saw a decline in FY2018 to 2,010 because many participants are aging out. We acquired a new Bingo system which hopefully will attract more players to this highly social weekly event. Three over-subscribed events are the Cabot Holiday Luncheon, the Veterans Appreciation Breakfast and the Volunteer Recognition Luncheon, where the existing Senior Center cannot accommodate the demand. In December 2017, the waiting list for the Cabot Holiday event was over 40 patrons. The Veterans Appreciation Breakfast held at the BCOA turned away some 25 persons due to limited space. The Volunteer Recognition event was moved to a larger venue in September 2017 for much higher costs to host close to 300 volunteers and supporters.

Nutritional Programs

We have been able to expand the number of congregate meal to patrons by offering special holiday and ethnic themed luncheons; often pairing locally prepared or outside food items with food provide by Elder Services of Merrimack Valley. Looking across 2 years, in FY2016 traditional Congregate Lunches were 2,934 served to 149 clients while in FY2018 the numbers were 2,515 meals served to 379 clients. Also in FY2016 we served 375 special meals to 375 clients compared to FY2018 with 692 meals served to 689 clients.



The most significant increase however comes from the very popular Friday Breakfast program started in March of 2017. In FY2018, Friday Breakfast was served for 40 weeks which resulted in 1,225 meals served to 238 clients. This event has truly attracted new, younger faces to the Center, provided a time to catch up with old friends for many and utilize added capacity from a new stove, refrigeration and freezer, all of high grade and commercial sizing.

Outreach and Community Transportation

Fire Safety: Outreach has continued to partner successfully with the Billerica Fire Department and American Red Cross on home fire safety with about 20 home visits monthly. The actual program has expanded beyond just checking smoke alarms to other important household hazards such as fall risk and substance abuse control. There were also 7 sessions at the BCOA focused on falls and fire prevention in FY2018. In October 2017 the partnership launched an expansion of their Senior SAFE Program to include installation of hard-wired alarms, beyond battery-operated ones. Senior SAFE is a grant program funded by the state Department of Fire Services to help reduce fires in older adults’ homes.

Council on Aging

Other Home Visits: New Transportation clients require a home visit by Outreach staff to assess their ability to safely use the BCOA van transportation. This new demand plus the existing home safety program has Outreach staff doing between 15 and 20 home visits per week.

Lunch Arouns: Another successful Outreach program has been the Lunch Arouns launched in 2016. The event enables homebound seniors to get out for a nice inexpensive meal with others. The program not only attracts homebound seniors but also a large number of seniors looking for social networking. In FY2018 Lunch arouns served 437 lunches to 339 patrons

Community Transportation

A THIRD van, leased from the LRTA, went into operation in December with no added funding for operations from them. In FY2018 we delivered 7,531 trips to 257 customers, representing a thirty-four percent (34%) growth over FY17. In addition, some 360 patrons were taken to special destinations including out of town shopping, lunches and visits to attractions of local interest in the greater Boston area, New Hampshire and Maine.

In FY2018 we gave 1,020 rides to medical facilities using volunteer drivers. Sixty-five and one-half (65.5%) of theses rides were to locations in Burlington; Lahey Hospital facilities, DaVita Dialysis and other medical providers. Our mileage reimbursement costs to these volunteer drivers in FY2018 was \$9,640, a sum we are about to discuss with the healthcare providers to help to reimburse to allow us to continue to get their patients to their facilities.



Systems and Administration

In FY2018 we undertook 4 areas of improvement to increase the functionality, productivity and general appeal of the Center. The lighting throughout the building was upgraded to energy efficient LED which also increased the safety and positive ambience of the building. We installed new commercial appliances, including a stove, refrigerator and freezer to allow the Nutritional department to offer more meals and increase variety. A generator connection was installed to allow us to provide services during power outages and finally we upgraded our audio visual technology to allow all seniors to participate in programs, including those with visual and hearing impairments. We also installed a state of the art Bingo system. These changes are all intended to increase the value of the Center to community seniors as a place to meet new friends, gain support, engage in a range of activities, reduce feelings of loneliness and isolation, increase their health and wellness and acquire new knowledge on vital aging topics and life tips.

Intergenerational Programs

We are delighted to be joining forces with the Billerica Public Library, Billerica Recreation Department, Lions Club and Boys and Girls Club as a start, to power relationships among mixed generations for many benefits to all.

Council on Aging

Each year we host 2 ice-cream socials funded by community partners, that bring older adults and younger members of their families to the senior center for fun and sharing. For many years running our “Yesterday and Today” Program with Middle School age children and seniors sharing their stories over weeks in the summer has been a huge success.

On a more individual level, from September 2017 to June 2018 Ashleigh Lawless and Kayley Mace spent their 12.45 PM to 1.45 PM Billerica High School Block with us each Wednesday and Friday. Their energy and excitement to help with a range of clerical and administrative tasks was welcomed. On Saturdays we had Shawsheen Tech students Brooke Morrissey and Andreas



Gonzales who came in to help with our movie hour and more. Ryhan Mortuza, another High Schooler spent an entire summer supporting our busy front desk. Hayle Marciano, in her early twenties, has been a valued Nutritional Dept. Volunteer for over a year.

We will keep building projects and programs with community partners so that Billerica can stand out as a town where people of all ages can grow up and grow old with maximum independence, safety and well-being.

OTHER

Professional Development

Bonnie Courtemanche and Jeanne Teehan completed the online Behavioral Health & Aging Certificate through the EOEA through Boston University's (BU) Cader (Center for Aging and Disability Education and Research).

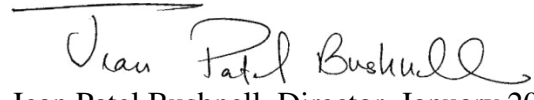
Using the EOEA Formula Grant we were able to advance the skills of our staff through educational opportunities so that they can better handle the growth in seniors at the center and declines in health and wellness of many members now needing a wider range of supports to remain in their own homes. Case management has become a significant part of what we do in helping families navigate the fragmented system of health and community supports.

Local and Regional Recognition

- At the invitation of Shirley Chao PhD, Director of Nutrition, EOEA, the Director delivered a session named *Optimizing Aging in Place through Our Collective Efforts*, to over 25 attendees at the MA COA Elderly Nutrition forum.
- MCOA, working with Bonnie Courtemanche, adopted our Respite Companion Training Program and tools as the foundation of their state-wide Respite Program.
- Jeanne Teehan represented Billerica at the 2017 Remembering When Scholarship Conference, as part of the training team, in November, in Nashville, Tennessee.
- In February, Dementia Friendly MA, Regional Meeting was attended by the Director and Bonnie Courtemanche to better support communities. We shared lessons learned, challenges, opportunities and resources being leveraged to becoming dementia friendly.

Council on Aging

- The Director is the Co-Chair of the Billerica Dementia Friendly Leadership Team, a leading member of the Billerica Health and Wellness Fair and First Vice Chair of the Billerica Lions.


Jean Patel Bushnell, Director, January 2019



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	\$ 198,215	\$ 198,215	\$ 200,061	\$ 195,182	\$ 201,058	\$ 201,058	\$ 216,310	\$ 211,769	\$ 211,769	\$ 211,769
Part Time/Seasonal	\$ 16,566	\$ 16,081	\$ 17,017	\$ 17,017	\$ 17,017	\$ 17,017	\$ 18,727	\$ 22,734	\$ 22,734	\$ 22,734
Overtime	\$ 5,074	\$ 5,074	\$ 3,192	\$ 3,192	\$ 4,081	\$ 4,081	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600
Contractual Obligations										
Total	\$ 219,856	\$ 219,370	\$ 220,270	\$ 215,391	\$ 222,156	\$ 222,156	\$ 241,637	\$ 241,103	\$ 241,103	\$ 241,103

Expenses

Supplies and Expenses	\$ 39,315	\$ 38,258	\$ 37,270	\$ 36,677	\$ 37,270	\$ 37,274	\$ 37,270	\$ 42,270	\$ 42,270	\$ 42,270
Contract Services/Leases	\$ 28,676	\$ 28,261	\$ 34,465	\$ 34,445	\$ 34,465	\$ 34,502	\$ 34,465	\$ 41,665	\$ 41,665	\$ 41,665
Utilities	\$ 37,690	\$ 37,659	\$ 32,690	\$ 32,690	\$ 32,690	\$ 35,861	\$ 32,690	\$ 32,690	\$ 32,690	\$ 32,690
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total	\$ 105,681	\$ 104,178	\$ 104,425	\$ 103,812	\$ 104,425	\$ 107,637	\$ 104,425	\$ 116,625	\$ 116,625	\$ 116,625

TOTAL BUDGET

\$ 325,537	\$ 323,549	\$ 324,695	\$ 319,202	\$ 326,581	\$ 329,793	\$ 346,062	\$ 357,728	\$ 357,728	\$ 357,728	\$ 357,728

Position	FY2019		FY2020		TM Rec. FY2020		Fin Com Rec. FY2020		Difference PY	% PY
	FTE		FTE		FTE		FTE			
COA Director	1		1		1		1			
Senior Clerk	1		1		1		1			
C/A Program Coordinator	1		1		1		1			
C/A Senior Supervisor	1		1		1		1			
Senior Aide										
2-Sat Opening Activity Asst. (COA)										
Total Staffing	4.00		4.00		4.00		4.00			

* Grant or fee funded by LRTA

Position	FY2019		FY2020		TM Rec. FY2020		Fin Com Rec. FY2020		Difference PY	% PY
	PTE		PTE		PTE		PTE			
Senior Aide	0.82		0		0		0			
2-Sat Opening Activity Asst. (COA)	0.26		0.26		0.26		0.26			
Health & Comm Program Coord*	1		1		1		1			
2-COA Program Assistant*	0.56		0.5		0.5		0.5			
2-Outreach Associate	0.5		1		1		1			
2-Program Associates*	0		1.12		1.12		1.12			
1-Activity Assistant (COA)*	0.85		0.43		0.43		0.43			
4-Van Drivers*	1.5		1.75		1.75		1.75			
Transportation Coordinator (COA)*	0.8		0.8		0.8		0.8			
	\$ 6.29		\$ 6.86		\$ 6.86		\$ 6.86			

* Grant or fee funded by LRTA

Council on Aging

COUNCIL ON AGING SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Patel Bushnell	COA Director, FT	5	4/6/16	\$ 78,153.83	\$ 500.00	\$ -	\$ 78,653.83
Patricia Zapert	Senior Clerk, FT	7	4/23/12	\$ 48,514.95	\$ 1,000.00	\$ 1,200.00	\$ 50,714.95
Jeanne Teehan	C/A Program Coordinator, FT	7	7/16/07	\$ 52,778.28	\$ 1,000.00	\$ 1,900.00	\$ 55,678.28
Vacant	C/A Senior Supervisor, FT	1	1/0/00	\$ 32,322.35	\$ 1,000.00	\$ -	\$ 33,322.35
Karen Cusack-Bouvier	Outreach Associate, PT	1	6/13/16	\$ 16,622.92	\$ -	\$ -	\$ 16,622.92
Carol Wood	Activity Assistant (COA), PT	3/4	11/4/13	\$ 1,557.99	\$ -	\$ -	\$ 1,557.99
Louise Boyce	Activity Assistant (COA), PT	3/4	11/4/13	\$ 1,557.99	\$ -	\$ -	\$ 1,557.99
Mary Caprio	Activity Assistant (COA), PT	1/2	12/3/18	\$ 2,994.98	\$ -	\$ -	\$ 2,994.98
Bonnie Courtemanche	Health & Comm. Prog. Coord., FT	6/7	3/16/15	RESPIRE	\$ -	\$ -	\$ -
Rifat Ahmed	COA Program Assistant, PT	1/2	9/9/18	RESPIRE	\$ -	\$ -	\$ -
Pamela Gillespie	Outreach Associate, PT	6/7	5/28/13	GRANT	\$ -	\$ -	\$ -
Janice Jablonski	Program Associate, PT	1/2	10/2/08	GRANT	\$ -	\$ -	\$ -
Donna Robinson	Activity Assistant (COA), PT	1/2	9/24/18	GRANT	\$ -	\$ -	\$ -
Melissa Paolicelli	Program Associate, PT	2/3	7/26/11	GRANT	\$ -	\$ -	\$ -
John Pellegrino	Transportation Coord.(COA), PT	-	6/2/14	TRANSP. GRANT	\$ -	\$ -	\$ -
William Collins	Van Driver, PT	-	12/28/16	TRANSP. GRANT	\$ -	\$ -	\$ -
David Gagliardi	Van Driver, PT	-	5/15/17	TRANSP. GRANT	\$ -	\$ -	\$ -
Charles McCoy	Van Driver, PT	-	11/14/16	TRANSP. GRANT	\$ -	\$ -	\$ -
Warren Wingard	Van Driver, PT	-	8/25/14	TRANSP. GRANT	\$ -	\$ -	\$ -
\$ -	\$ -	-	1/0/00	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	-	1/0/00	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	-	1/0/00	\$ -	\$ -	\$ -	\$ -
DEPARTMENT TOTAL				234,503.27	3,500.00	3,100.00	241,103.27

Total Full time \$ 211,769.41
 Total Part time \$ 22,733.86
 Total Contract \$ 6,600.00
 Total \$ 241,103.27

COUNCIL ON AGING SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Jean Patel Bushnell	COA Director, FT	5	4/6/2016	\$ 78,153.83	\$ 500.00		\$ 78,653.83
Patricia Zapert	Senior Clerk, FT	7	4/23/2012	\$ 48,514.95	\$ 1,000.00	\$ 1,200.00	\$ 50,714.95
Jeanne Teehan	C/A Program Coordinator, FT	7	7/16/2007	\$ 52,778.28	\$ 1,000.00	\$ 1,900.00	\$ 55,678.28
Vacant	C/A Senior Supervisor, FT	1		\$ 32,322.35	\$ 1,000.00		\$ 33,322.35
Karen Cusack-Bouvier	Outreach Associate, PT	1	6/13/2016	\$ 16,622.92			\$ 16,622.92
Carol Wood	Activity Assistant (COA), PT	3/4	11/4/2013	\$ 1,557.99			\$ 1,557.99
Louise Boyce	Activity Assistant (COA), PT	3/4	11/4/2013	\$ 1,557.99			\$ 1,557.99
Mary Caprio	Activity Assistant (COA), PT	1/2	12/3/2018	\$ 2,994.98			\$ 2,994.98
Bonnie Courtemanche	Health & Comm. Prog. Coord., FT	6/7	3/16/2015	RESPIRE			\$ -
Rifat Ahmed	COA Program Assistant, PT	1/2	9/9/2018	RESPIRE			\$ -
Pamela Gillespie	Outreach Associate, PT	6/7	5/28/2013	GRANT			\$ -
Janice Jablonski	Program Associate, PT	1/2	10/2/2008	GRANT			\$ -
Donna Robinson	Activity Assistant (COA), PT	1/2	9/24/2018	GRANT			\$ -
Melissa Paolicelli	Program Associate, PT	2/3	7/26/2011	GRANT			\$ -
John Pellegrino	Transportation Coord.(COA), PT	0	6/2/2014	TRANSP. GRANT			\$ -
William Collins	Van Driver, PT	0	12/28/2016	TRANSP. GRANT			\$ -
David Gagliardi	Van Driver, PT	0	5/15/2017	TRANSP. GRANT			\$ -
Charles McCoy	Van Driver, PT	0	11/14/2016	TRANSP. GRANT			\$ -
Warren Wingard	Van Driver, PT	0	8/25/2014	TRANSP. GRANT			\$ -
							\$ -
							\$ -
DEPARTMENT TOTAL				234,503.27	3,500.00	3,100.00	241,103.27

Total Full time \$ 211,769.41
 Total Part time \$ 22,733.86
 Total Contract \$ 6,600.00
 Total \$ 241,103.27

COUNCIL ON AGING

	BUDGETED	EXPANDED	BUDGETED	EXPANDED	BUDGETED	DEPT REQ.	TML REC.	FINCOMREC.
FY 2016	FY2016	FY2017	FY2017	FY2018	FY2019	FY2020	FY2020	
\$ 39,315	\$ 38,288	\$ 37,270	\$ 36,677	\$ 37,270	\$ 37,274	\$ 37,270	\$ 42,270	\$ 42,270

Supplies and Expenses

OFFICE SUPPLIES: WB Mason (\$6,300), Printing (\$500), Miscellaneous (\$330)
 FILING: Outreach, Home Visits, Meetings, Conferences (\$1,200)
 BUILDING SUPPLIES: Durkin (\$6,000), Donahue Box (\$4,500), O'Connor Hwy. (\$800), Water (\$1,000), Rain Pest (\$950), Standard Elec. (\$500), Chestnrd Lock (\$220), Misc. (\$550)
 KITCHEN MAINTENANCE: Action King, CIGS (\$830), Chestnrd Pressure Wash (\$200), MaterFire (\$150)
 DUES: MCOA (\$1,700), Mass Asst of Other Americans (\$300), Mass Aging (\$80)
 BUILDING MAINTENANCE: United Elevator (\$2,500), Ocean Glass (\$1,000), In & Out Auto Doors (\$1,000), ENE Systems (\$2,100), LE Morgan Roofing (\$1 Up \$5000 Building Maint.
 Carpet Cleaning (\$500), Lundmark Plumbing (\$1,200), Ingatation System (\$250), Miscellaneous (\$310)

Total Supplies & Expenses

	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REQ	FIN/COM/REC
	\$ 28,676	\$ 28,261	\$ 34,665	\$ 34,445	\$ 34,465	\$ 34,502	\$ 34,465	\$ 41,665	\$ 41,665	\$ 41,665

Department	Town Mgr.	Fin Com.
\$ 7,130	\$ 7,130	\$ 7,130
\$ 1,200	\$ 1,200	\$ 1,200
\$ 14,220	\$ 14,220	\$ 14,220
\$ 1,180	\$ 1,180	\$ 1,180
\$ 2,080	\$ 2,080	\$ 2,080
\$ 16,460	\$ 16,460	\$ 16,460
\$ 42,270	\$ 42,270	\$ 42,270

Contract Services/Leases

5200	MAINTENANCE: Custodian (\$21,905)
5200	BUILDING SECURITY: American Alarm (\$1,000), ASG Security (\$200), Life Support Systems - AED (\$400)
5200	EQUIPMENT MAINTENANCE: Precision Fitness (\$800), Kilm Repair (\$300)
5200	PROFESSIONAL LICENSES / CONTRACTS: Stanford Univ - Chronic Disease Training License (\$260), My Senior Center - Xerus Solutions, (\$1,000), Reiki Consultant for License of Social Worker

Total Contract Services and Leases

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	BUDGETED	BUDGETED	BUDGETED	DEFERRED	IM.PEC.	FIN.COMREC.
FY2016	\$ 37,690	\$ 37,659	\$ 32,690	\$ 32,690	\$ 35,651	\$ 32,690	\$ 32,690

Utilities

Electric	Nationalgrid-Supplier,	Select Energy
Gas	Nationalgrid-Supplier,	
Electric		
Gas	US Solar LLC, Direct Energy	

Total Utilities

Department	Town Mgr.	Fin Com
\$ 23,000	\$ 23,000	\$ 23,000
\$ 8,690	\$ 8,690	\$ 8,690
\$ 1,000	\$ 1,000	\$ 1,000
\$ 32,690	\$ 32,690	\$ 32,690

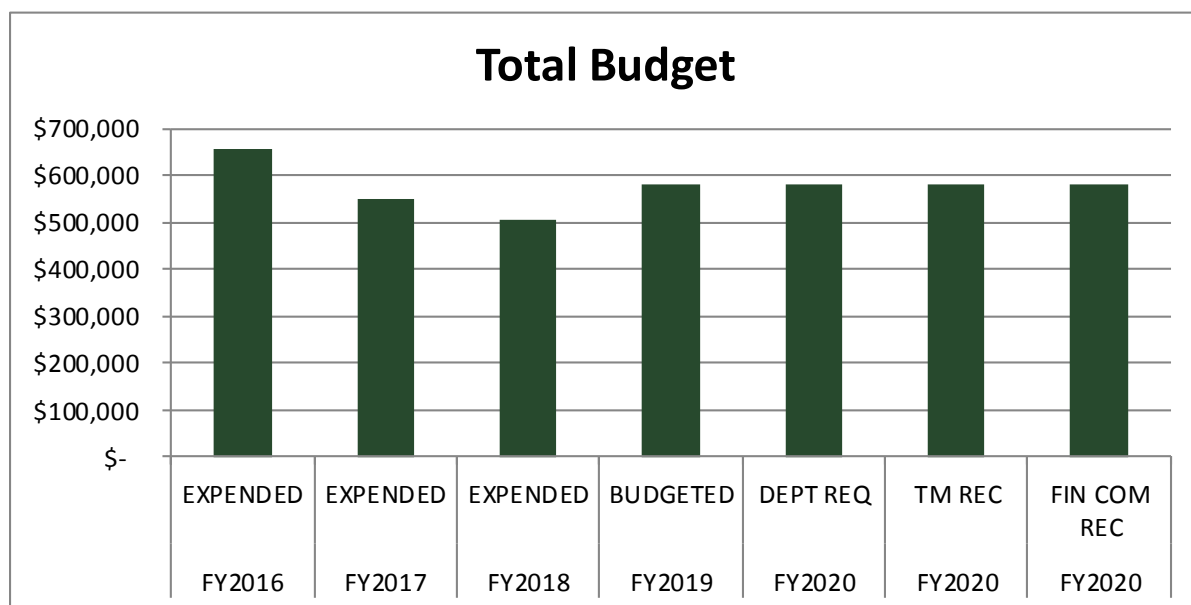
Veterans Department

Mission Statement

The Billerica Veterans Department serves the Town's veterans under Massachusetts General Law, Chapter 115. The Department advocates and advises veterans on benefits they are entitled to including employment, educational opportunities, medical care, and other benefits.

Budget Narrative

This year the budget will stay close to the same with only a \$200 increase for longevity.



Programs and Services

The Veteran's Department over the past year has continued their service to the men and women who have fought for their country. They will continue to advocate at every level and fight for the benefits the Veterans deserve. This year the

The department will continue to purchase new flags to proudly be displayed in the Common, Talbot Oval, and other places around town including the cemetery. Veterans Department will continue to provide food stamp intake, social security counseling, and VA Benefits guidance to residents. They also provide emergency fuel assistance to residents in need. The Town will also continue to fund 25% of Veterans benefits with the other 75% reimbursed by the state.



Veterans Department

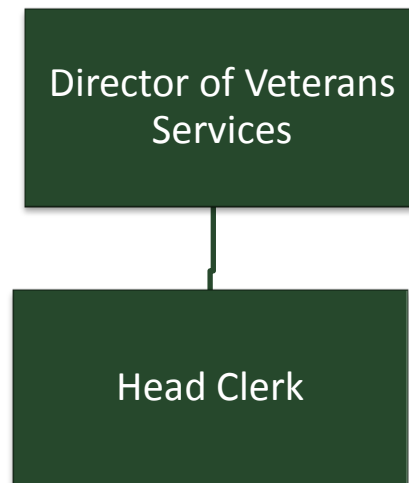


Veterans Department

Statistics

	FY15	FY16	FY17	FY18	FY19
Active Cases	60	50	49	34	
Emergency Fuel Assistance	\$57,685.00	\$59,500.00	\$46,008.00	\$27,328.00	
Emergency Fuel Assistance Applications	83	70	55	56	

Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Director of Veterans Services	1.0	1.0	1.0
Head Clerk	1.0	1.0	1.0

Veterans Department

FY 2020 Goals

The Veterans Department will continue to serve the residents, but plans to do more outreach in the upcoming year. They have seen decreased numbers and believe that many Veterans see the Department as a handout. The Department will work to change the perception in the upcoming year.

In FY20 they also would like to reach more women and widowed wives of veterans. Many wives and widows don't know the benefits that are available to them. The Town Manager's Office will be helping them create a one page summary of benefits available and releasing it through social media and the website.

If you know a Veteran who needs services please have them contact the Department at (978) 671 – 0969!



Veterans Department

VETERANS

Personnel Services

Full Time	\$ 126,086	\$ 126,086	\$ 126,086	\$ 126,087	\$ 131,062	\$ 130,678	\$ 133,804	\$ 133,804	\$ 133,804	\$ 133,804
Part Time/Seasonal										
Overtime	\$ 9,034	\$ 8,917	\$ 9,034	\$ 8,434	\$ 9,334	\$ 8,934	\$ 9,334	\$ 9,534	\$ 9,534	\$ 9,534
Contractual Obligations										
Total	\$ 135,120	\$ 135,003	\$ 135,120	\$ 134,521	\$ 140,396	\$ 139,612	\$ 143,138	\$ 143,338	\$ 143,338	\$ 143,338

Expenses

Supplies and Expenses	\$ 4,710	\$ 4,710	\$ 4,710	\$ 2,766	\$ 4,710	\$ 3,177	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710
Contract Services/Leases	\$ 1,285	\$ 1,277	\$ 1,285	\$ 1,285	\$ 1,385	\$ 473	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385
Utilities										
Capital Outlay										
Veterans Benefits	\$ 560,000	\$ 516,454	\$ 560,000	\$ 409,629	\$ 560,000	\$ 360,033	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000
Total Expenses	\$ 565,995	\$ 522,441	\$ 565,995	\$ 413,680	\$ 566,095	\$ 363,683	\$ 436,095	\$ 436,095	\$ 436,095	\$ 436,095

TOTAL BUDGET

	\$ 701,115	\$ 657,444	\$ 701,115	\$ 548,201	\$ 706,491	\$ 503,295	\$ 579,233	\$ 579,433	\$ 579,433	\$ 579,433

Dep. Req. FY2020 TM. Rec. FY2020 Fin Com. Rec. FY2020

Position	FTE	FTE	FTE	FTE						
Director	1	1	1	1	1					
Head Clerk	1	1	1	1	1					
Total Staffing	2	2	2	2	2					

Difference PY \$ 200.00

% PY 0.03%

Veterans Department

VETERANS DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Buffum, Kenneth	Director	7th	2-May-78	\$78,153.83	\$500.00	\$4,100.00	\$82,753.83
O'Rourke, Marie	Administrative Asst.	10th	8/24/1981	\$55,650.59	\$600.00	\$4,334.00	\$60,584.59
DEPARTMENT TOTAL				\$ 133,804.42	\$ 1,100.00	\$ 8,434.00	\$ 143,338.42

Total Full time \$ 133,804.42
Total Contract \$ 9,534.00
Total \$ 143,338.42

VETERANS DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Buffum, Kenneth	Director	7th	2-May-78	\$ 78,153.83	\$500.00	\$4,100.00	\$82,753.83
O'Rourke, Marie	Administrative Asst.	10th	8/24/1981	\$ 55,650.59	\$600.00	\$4,334.00	\$60,584.59
DEPARTMENT TOTAL				\$ 133,804.42	\$ 1,100.00	\$ 8,434.00	\$ 143,338.42

Total Full time \$ 133,804.42
Total Contract \$ 9,534.00
Total \$ 143,338.42

VETERANS DEPARTMENT SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Buffum, Kenneth	Director	7th	2-May-78	\$78,153.83	\$500.00	\$4,100.00	\$ 82,753.83
O'Rourke, Marie	Administrative Asst.	10th	8/24/1981	\$55,650.59	\$600.00	\$4,134.00	\$ 60,384.59
							\$0.00
DEPARTMENT TOTAL				\$133,804.42	\$1,100.00	\$8,234.00	\$ 143,138.42

Total Full time \$ 133,804.42
Total Contract \$ 9,334.00
Total \$ 143,138.42

Veterans Department

DESCRIPTION DETAIL

VETERANS

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 4,710	\$ 4,710	\$ 4,710	\$ 2,766	\$ 4,710	\$ 3,177	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710

Department Town Mgr. Fin Com

Supplies and Expenses

5 sets of 4x6 Flags, consisting of 5 American, 5 State and 5 POW/MIA flags - \$600.00	\$ 600	\$ 600	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810
3 12/18 flags for center & talbot oval									
2 15/12 flags Talbot Oval									
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	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Total Supplies and Expenses:	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710	\$ 4,710

5280 Veterans Benefits

This is the projected amount of benefits for veterans/widows.	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000	\$ 430,000
This department is reimbursed by the Commonwealth at the rate of 75% for benefits extended on behalf of qualified Veterans/widows and dependents.									

Veterans' Benefits

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 1,285	\$ 1,277	\$ 1,285	\$ 1,285	\$ 1,385	\$ 473	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385

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									
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	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385
meetings with the Commissioner of Veterans' Services and other State meetings.									
5226 Car Allowance	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385	\$ 1,385

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.

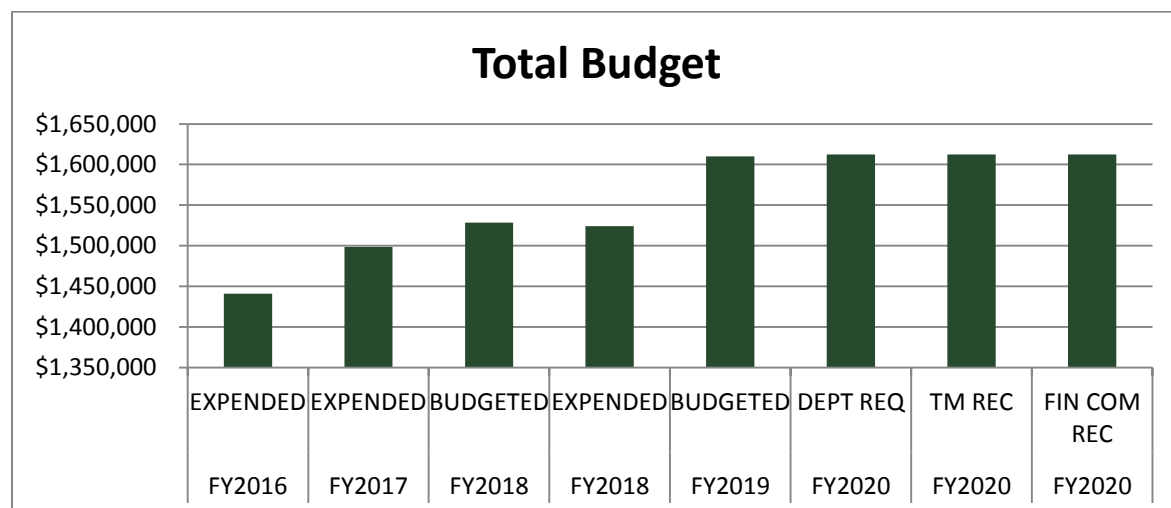
Once upon a time, a public library was a collection of books. But it was really never only that. The mission of a public library is to allow whole community access to knowledge, information, literature and cultural participation. Every single day the Billerica Public Library aims to provide something 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. In FY18 BPL served over 30,607 library card holders and welcomed over 166,798 visitors thru their doors! During this time 30,888 reference transactions (questions) were handled.

Budget Narrative

The library budget will be going up \$2,430.28 this year which is a slight increase of only .015% compared to last year's budget. This is mainly due to a \$1,800 increase in cleaning services.



Library

Programs and Services

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 in 2018, 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.

In 2018, 16,342 of our community members attended our programs. 331 of those programs were designated for children and attendance was numbered at a whopping 11,990. From baby story times, to Discovery Science Series for elementary age students, to fantastic craft programs for teens to award winning author visits such as Michael Hingston, survivor of the 911 attacks we offer something for everyone. We really are all about **You**.

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

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.

Library

You are part of a
sharing community.



You received 34,339
interlibrary loan books
from other libraries.

Your outreach
librarian made
256 deliveries to
homebound
individuals.



Your librarians
know their
stuff.



You got 30,888 questions answered.

You & your
neighbors
walked
through our
door 166,798
times.



You love to **read.**



You checked out
158,554 books

YOU BELONG

@ your library

Billerica Public Library
www.billericalibrary.org



You liked our 140
specialty items so much
that you borrowed
them 2,411 times.

You were one of
16,342 people who
attended our
programs.

You are not
done **learning.**



41,601
wireless
sessions
were
provided
to you.



You used our
public
computers
48,412 times

You are
connected.

You live
for **music.**

898 of you
attended 14
children's
musical
programs

You want
your children's
minds to **grow.**



11,990 people
attended 331
children's
programs.

You are one of
30,607 library
cardholders.



You like
Volunteering with us.

2,035 volunteer hours



BILLERICA
PUBLIC LIBRARY

2018 ANNUAL REPORT

PUBLIC LIBRARY

Personnel Services

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

Total

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ.	FY2020 TM REC.	FY2020 FIN COM REC.									
\$	651,386	\$	650,551	\$	659,032	\$	659,032	\$	753,461	\$	753,461	\$	798,305	\$	783,174	\$	783,174	\$	783,174
\$	431,081	\$	404,942	\$	439,388	\$	439,388	\$	364,422	\$	360,578	\$	389,708	\$	405,859	\$	405,859	\$	405,859
\$	29,029	\$	25,850	\$	30,369	\$	30,369	\$	29,437	\$	29,437	\$	30,481	\$	29,203	\$	29,203	\$	29,203
\$	1,111,496	\$	1,081,343	\$	1,128,789	\$	1,128,789	\$	1,147,320	\$	1,143,476	\$	1,218,494	\$	1,218,236	\$	1,218,236	\$	1,218,236

Expenses

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

Total Expenses

TOTAL BUDGET

\$	360,323	\$	359,438	\$	371,390	\$	369,823	\$	381,281	\$	380,611	\$	391,524	\$	394,212	\$	394,212	\$	394,212
\$	1,471,819	\$	1,440,780	\$	1,500,179	\$	1,498,612	\$	1,528,601	\$	1,524,087	\$	1,610,018	\$	1,612,448	\$	1,612,448	\$	1,612,448

Dept. Req.

TM Rec.

Fin Com Rec.

FY2019

FY2020

FY2020

FY2020

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 II	2	2	2	2
Librarian Associate	0	0	0	0
Library Asst I III	2	2	2	2
Building Mince Craftsman	1	1	1	1
Total Staffing	12	12	12	12

13%

Needed from Friends

0.15%

Dept. Req.

TM Rec.

Fin Com Rec.

FY2019

FY2020

FY2020

FY2020

Position	PTE	PTE	PTE	PTE
Librarian II	0.6667	0.6667	0.6667	0.6667
Librarian II	0.5067	0.5067	0.5067	0.5067
Librarian II	0.6667	0.6667	0.6667	0.6667
Librarian II	0.8000	0.8000	0.8000	0.8000
Librarian II	0.9867	0.9867	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	0.6267	0.6267	0.6267	0.6267
Librarian III				
Librarian III				
Total Staffing	6.39	6.39	6.39	6.39

LIBRARY DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Hagman, Janet	Director	5	11/3/1986	\$ 100,136.01	\$ -	\$ 4,100.00	104,236
St. Germain, Joseph	Asst. Director	1/2	9/14/2000	\$ 76,333.94	\$ -		76,334
Gadbois, Lisa	Librarian I	9	4/17/1998	\$ 80,513.30	\$ -	\$ 3,393.00	83,906
Lomison, Sharon	Librarian I	9	10/24/2014	\$ 80,513.30	\$ -	\$ -	80,513
Nauqti, Abhar	Librarian I	9	8/13/2012	\$ 80,513.30	\$ -	\$ -	80,513
Paquin, Michelle	Librarian II	9	10/7/1996	\$ 63,389.16	\$ -	\$ 3,393.00	66,782
TBD	Librarian III	1/2	3/1/2019	\$ 47,045.00	\$ -	\$ -	47,045
Fowler, Diane	Librarian III	9	4/3/2000	\$ 58,388.75	\$ -	\$ 3,393.00	61,782
Watson, Jan	Librarian III	9	3/6/2000	\$ 58,388.75	\$ -	\$ 3,393.00	61,782
Pustizzi, Matthew	Library Asst. III	9	3/24/2008	\$ 42,214.45	\$ -	\$ 1,827.00	44,041
Zahora, Rebecca	Library Asst. III	4/5	1/5/2016	\$ 35,444.43	\$ -	\$ -	35,444
Rudy, Kevin	Building Mtnce Crafts	9	11/9/2011	\$ 60,293.61	\$ -	\$ 783.00	61,077
PART-TIME							
Botte, Lisa (26.5 hrs.)	Librarian I	6/7	7/1/1993	\$ 51,539.29	\$ -	\$ 2,409.03	53,948
Bou-Nassif, Margeda (34 hrs.)	Library Asst. III	9	9/6/2005	\$ 38,274.43	\$ -	\$ 1,662.57	39,937
Buck, Rhonda (20 hrs.)	Library Asst. III	1/2	9/12/2018	\$ 17,011.56	\$ -		17,012
Burlamachi, Dorothy (10 hrs)	Library Asst. III	6/7	5/27/2016	\$ 10,056.45			10,056
DePiero, Marion (12.5 hrs)	Library Asst. III	1/2	8/28/2018	\$ 10,663.51			10,664
Dobi, Ellen (20 hrs.)	Librarian II	9	1/7/2012	\$ 33,807.55	\$ -	\$ -	33,808
Hagel, Shannon (20 hrs.)	Library Asst. III	9	5/3/2011	\$ 22,514.37	\$ -	\$ 414.99	22,929
Haggerty, Cindi (25 hrs.)	Librarian II	3/4	1/13/2017	\$ 34,058.33	\$ -	\$ -	34,058
Meagher, Kathleen (23.5 hrs.)	Librarian III	9	9/16/1996	\$ 36,590.28	\$ -	\$ 2,137.59	38,728
Persson, Laura (30 hrs.)	Librarian II	3/4	7/11/2016	\$ 27,782.10	\$ -	\$ -	27,782
Woodbury, Sandra (33 hrs)	Librarian II	9	7/5/2005	\$ 55,782.46	\$ -	\$ 2,296.80	58,079
Shelvers (65 hrs.)	\$ -	0	1/0/1900	\$ 37,000.00	\$ -	\$ -	37,000
Substitute and Casual - Weeks	\$ -	0	1/0/1900	\$ 30,779.00	\$ -	\$ -	30,779
\$ -	\$ -	0	1/0/1900	\$ -	\$ -	\$ -	
\$ -	\$ -	0	1/0/1900	\$ -	\$ -	\$ -	
							0
DEPARTMENT TOTAL				\$ 1,189,033.34	\$ -	\$ 29,202.98	\$1,218,236

\$ (1,047.19)

\$ (500.00)	Total Full time	783,174.00
	Total Part Time	405,859.34
	Total Contract	29,202.98
	Total	\$ 1,218,236.32

LIBRARY DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Hagman, Janet	Director	5	11/3/1986	\$ 100,136.01		\$ 4,100.00	104,236
St. Germain, Joseph	Asst. Director	1/2	9/14/2000	\$ 76,333.94		\$ -	76,334
Gadbois, Lisa	Librarian I	9	4/17/1998	\$ 80,513.30	0.00	\$ 3,393.00	83,906
Lomison, Sharon	Librarian I	9	10/24/2014	\$ 80,513.30	0.00	\$ -	80,513
Nauqti, Abhar	Librarian I	9	8/13/2012	\$ 80,513.30	0.00	\$ -	80,513
TBD	Librarian II	1/2	3/1/2019	\$ 47,045.00	0.00	-	47,045
Paquin, Michelle	Librarian II	9	10/7/1996	\$ 63,389.16	0.00	\$ 3,393.00	66,782
Fowler, Diane	Librarian III	9	4/3/2000	\$ 58,388.75	0.00	\$ 3,393.00	61,782
Watson, Jan	Librarian III	9	3/6/2000	\$ 58,388.75	0.00	\$ 3,393.00	61,782
Pustizzi, Matthew	Library Asst. III	9	3/24/2008	\$ 42,214.45	0.00	\$ 1,827.00	44,041
Zahora, Rebecca	Library Asst. III	4/5	1/5/2016	\$ 35,444.43		\$ -	35,444
Rudy, Kevin	Building Mtnc Crafts	9	11/9/2011	\$ 60,293.61	0.00	\$ 783.00	61,077
PART-TIME							
Botte, Lisa (26.5 hrs.)	Librarian I	6/7	7/1/1993	\$ 51,539.29	0.00	\$ 2,409.03	53,948
Bou-Nassif, Margeda (34 hrs.)	Library Asst. III	9	9/6/2005	\$ 38,274.43	0.00	\$ 1,662.57	39,937
Buck, Rhonda (20 hrs.)	Library Asst. III	6/7	9/12/2018	\$ 17,011.56	0.00	\$ -	17,012
Burlamachi, Dorothy (10 hrs)	Library Asst. III	6/7	5/27/2016	\$ 10,056.45	0.00		10,056
DePierro, Marion (12.5 hrs)	Library Asst. III	1/2	8/28/2018	\$ 10,663.51	0.00		10,664
Dobi, Ellen (20 hrs.)	Librarian II	9	1/7/2012	\$ 33,807.55	0.00	\$ -	33,808
Hagel, Shannon (20 hrs.)	Library Asst. III	9	5/3/2011	\$ 22,514.37	0.00	\$ 414.99	22,929
Haggerty, Cindi (25 hrs.)	Librarian II	3/4	1/13/2017	\$ 34,058.33		\$ -	34,058
Meagher, Kathleen (23.5 hrs.)	Librarian III	9	9/16/1996	\$ 36,590.28	0.00	\$ 2,137.59	38,728
Persson, Laura (30 hrs.)	Librarian II	3/4	7/11/2016	\$ 27,782.10	0.00	\$ -	27,782
Woodbury, Sandra (33 hrs)	Librarian II	9	7/5/2005	\$ 55,782.46	0.00	\$ 2,296.80	58,079
Shelvers (65 hrs.)				37,000		\$ -	37,000
Substitute and Casual - Weekend, Sick & Vac. Coverage				30,779		\$ -	30,779
						\$ -	
						\$ -	
DEPARTMENT TOTAL				\$ 1,189,033.34	0.00	29,202.98	\$1,218,236

Total Full time	783,174.00
Total Part Time	405,859.34
Total Contract	29,202.98
Total	\$ 1,218,236.32

LIBRARY DEPARTMENT SALARY INFORMATION FY2019 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
FULL-TIME							
Hagman, Janet	Director	5	11/3/1986	100,136		4,100.00	104,236
McClay, Gregory	Asst. Director	5	9/14/2000	90,112		2,800.00	92,912
Gadbois, Lisa	Librarian I	9	4/17/1998	80,513	0.00	2,610.00	83,123
Lomison, Sharon	Librarian I	8/9	10/24/2014	79,568	0.00	0.00	79,568
Naught, Abhar	Librarian I	9	8/13/2012	80,513	0.00	0.00	80,513
Paquin, Michelle	Librarian II	9	10/7/1996	63,389	0.00	3,393.00	66,782
St. Germain, Joseph	Librarian II	4/5	6/22/2016	52,205		0.00	52,205
Fowler, Diane	Librarian III	9	4/3/2000	58,389	0.00	2,610.00	60,999
Watson, Jan	Librarian III	8/9	3/6/2000	56,891	0.00	2,610.00	59,501
Pustizzi, Matthew	Library Asst. III	9	3/24/2008	42,214	0.00	1,827.00	44,041
Zahora, Rebecca	Library Asst. III	3/4	1/5/2016	34,093		0.00	34,093
Rudy, Kevin	Building Mtnce Crafts	9	10/7/2011	60,281	0.00	783.00	61,064
PART-TIME							
Botte, Lisa (25 hrs.)	Librarian II	9	7/1/1993	42,259	0.00	2,273.31	44,533
Bou-Nassif, Margeda (34 hrs.)	Library Asst. III	9	9/6/2005	38,274	0.00	1,662.57	39,937
Conatser, Christine (20 hrs)	Library Asst. III	9	7/1/1997	22,514	0.00	1,798.29	24,313
Dobi, Ellen (19 hrs.)	Librarian II	8/9	1/7/2012	31,481	0.00	0.00	31,481
Hagel, Shannon (20 hrs.)	Library Asst. III	8/9	5/3/2011	21,806	0.00	414.99	22,221
Haggerty, Cindi (25 hrs.)	Librarian II	2/3	3/3/2017	32,585		0.00	32,585
Meagher, Kathleen (23.5 hrs.)	Librarian III	9	9/16/1996	36,590	0.00	2,137.59	38,728
Persson, Laura (20 hrs.)	Librarian II	2/3	7/11/2016	17,815	0.00	0.00	17,815
Romano, Pamela (30 hrs)	Library Asst. III	4/5	6/2/2015	27,891	0.00	0.00	27,891
Woodbury, Sandra (30 hrs)	Librarian II	9	7/5/2005	50,711	0.00	1,461.60	52,173
Shelvers (65 hrs.)				37,000		0.00	37,000
Substitute and Casual - Weekend, Sick & Vac. Coverage				30,779		0.00	30,779
0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0
							0
DEPARTMENT TOTAL				\$ 1,188,012.69	\$ -	\$ 30,481.35	\$1,218,494

\$	(500.00)	Total Full time	798,304.52
		Total Part Time	389,708.17
		Total Contract	30,481.35
		Total	\$ 1,218,494.04

Library

DESCRIPTION/DETAIL

PUBLIC LIBRARY

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 201,000	\$ 201,000	\$ 203,350	\$ 203,230	\$ 210,350	\$ 210,350	\$ 214,057	\$ 214,551	\$ 214,551	\$ 214,551

Department Town Mgr. Fin Com

Supplies and Expenses

<i>Computer equipment & accessories</i>	Maintaining and replacing 70 public and staff computers on a rotating basis, plus numerous printers and other accessories	Prior Year \$ 10,200	\$ 10,404	\$ 10,404	\$ 10,404
<i>Total from Book and Publications</i>		\$ 180,357	\$ 180,177	\$ 180,177	\$ 180,177
<i>Operating Materials</i>	Barcode labels; security cases; book jacket covers; video boxes; fibre attaching tape; book tape; pressure sensitive spine labels; microfiche reader/printer cartridges; plastic library cards; printer cartridges	\$ 12,000	\$ 12,240	\$ 12,240	\$ 12,240
<i>Custodial Supplies</i>	Provision for toilet paper, paper towels, hand soap, cleaning products, ice melt \$6000	\$ 8,000	\$ 8,160	\$ 8,160	\$ 8,160
<i>Electrical Supplies</i>	Provision for light bulbs and other electrical supplies - \$2000	\$ 2,000	\$ 2,040	\$ 2,040	\$ 2,040
<i>Plumbing Supplies</i>	Provision for plumbing supplies for 6 bathrooms and two kitchen facilities - \$1500.	\$ 1,500	\$ 1,530	\$ 1,530	\$ 1,530
<i>Total Supplies & Expenses</i>		\$ 214,057	\$ 214,551	\$ 214,551	\$ 214,551

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 63,995	\$ 63,276	\$ 72,712	\$ 71,265	\$ 74,031	\$ 73,362	\$ 80,567	\$ 80,961	\$ 80,961	\$ 80,961

Department Town Mgr. Fin Com

Contract Services/Leases

Annual membership and shared maintenance costs for central site and peripheral equipment, as well as, central site staffing as a participant in the Merrimack Valley Library Consortium	\$62,327	\$62,327	\$62,327
Provision for 9 Trustees' Membership in the Mass. Library Trustees Assoc., Membership for the Director in the American Library Assoc. Membership for the Director and Asst. Director in the Mass. and New England Library Association	\$ 755	\$ 755	\$ 755
HVAC service contract	\$ 5,000	\$ 5,000	\$ 5,000
Automatic door maintenance	\$ 600	\$ 600	\$ 600
Provision for the advertising of job postings and bid announcements	\$ 100	\$ 100	\$ 100
Provision for irrigation system turn on and winterizing	\$ 350	\$ 350	\$ 350
Copy machine maintenance	\$ 1,700	\$ 1,700	\$ 1,700
Provision for maintenance and repair of various mechanical, plumbing and electrical systems and numerous pieces of audiovisual and electronic equipment.	\$ 9,000	\$ 9,000	\$ 9,000
Central station connection for burglar alarm	\$ 400	\$ 400	\$ 400
Allowance for use of personal vehicle to attend meetings around the state.	\$729	\$729	\$729
Total Contract Services	\$ 80,961	\$ 80,961	\$ 80,961

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 18,528	\$ 18,480	\$ 18,528	\$ 18,528	\$ 20,100	\$ 20,099	\$ 20,100	\$ 21,900	\$ 21,900	\$ 21,900

Total Cleaning Service

Department Town Mgr. Fin Com

Professional Cleaning Service for after hours cleaning			
Total Cleaning Service	\$21,900	\$21,900	\$21,900
	\$ 21,900	\$ 21,900	\$ 21,900

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 76,800	\$ 76,682	\$ 76,800	\$ 76,800	\$ 76,800	\$ 76,800	\$ 76,800	\$ 76,800	\$ 76,800	\$ 76,800

Department Town Mgr. Fin Com

Utilities

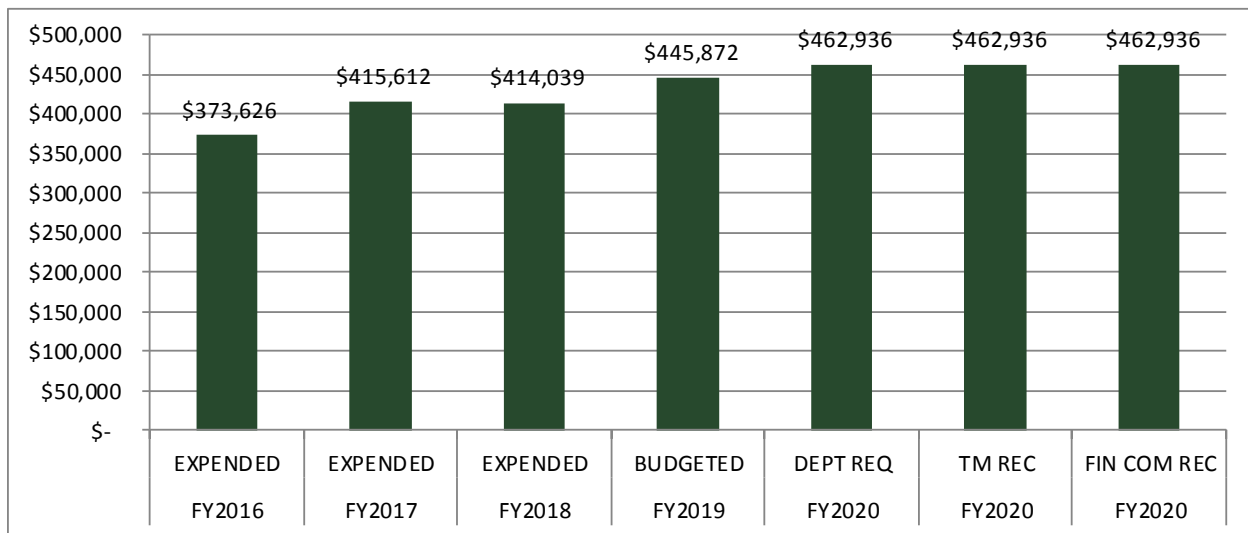
Provision for gas heat - 35,000 sq ft. building			
Provision for electricity - \$59,000.			
Provision for dedicated telephone in elevator per ADA regulations			
Total Utilities	\$ 76,800	\$ 76,800	\$ 76,800

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

The Recreation Department will see an increase in the budget of \$17,063.40 This increase is partially due to additional seasonal workers, cost of port-a-potties, and professional services.



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. This past year we have launched an entirely new website and registration platform. We believe not only does it provide our residents with a more intuitive and user-friendly experience, but it is much more aesthetically pleasing as well.

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

Recreation

FY 2019 Accomplishments

- Hiring of Program Coordinator, Brian Leary. Brian brings a lot of energy and enthusiasm to his role, ensuring we are staying ahead of the curve and offering high quality programs that our residents deserve.
- Hiring of Maintenance Coordinator, Anthony Amato. Anthony takes great pride in ensuring all of our local parks and playgrounds are clean and free of rubbish. He also plays a key role in various improvement projects.
- Launched an entirely new website (www.BillericaRec.com), complete with a totally revamped registration software system. We believe this new intuitive design will provide our residents a much more appealing and user-friendly experience.
- Gained ability to process credit cards for all of our services, both online and in the office. This has made for a much more convenient form of payment to our participants, and has become the primary source of payment for our registrants.



Recreation

- Successfully held numerous special events, including “Haunting of Manning Park” (with an estimated 600+ attendees), “Breakfast With Santa” (revamped this event to be held at the Marriott to raving reviews), “Billerica Family New Year” (with an estimated attendance of over 700), as well as our “Santa Calling” program (with over 200 children participating).



Recreation

BILLERICA RECREATION DEPARTMENT
 248 BOSTON ROAD * BILLERICA, MA 01821
 978-671-0921 * FAX 978-671-0927 * www.town.billerica.ma.us
 Email: billericarecreation@town.billerica.ma.us
REGISTRATION FORM

Household Contact Information	Adult/Parent/Guardian: First and Last Name			
	Address			
	Town		State	Zip Code
	Home Phone	Work Phone	Cell Phone	E-mail
	Secondary Adult/Parent/Guardian: First and Last Name			
	Address			
	Town		State	Zip Code
	Home Phone	Work Phone	Cell Phone	E-mail

Emergency Contact: In case we can not reach you at the numbers listed above, please call:

Name _____ Phone Number _____

Program Participant Name*	Sex	Date of Birth	School	Grade	Program Name	Session #	Fee
<i>*If participant is a child under age 18, please indicated current school and grade along with birthdate.</i>						Total	

Special instructions, allergies and/or information that an instructor needs to be aware of: _____

This is to certify that the above registered individual has my permission to participate in the program indicated above being conducted by the Billerica Recreation Department or its agents. I hold harmless any member of the Recreation Department or its agents from any and all injuries that might be sustained by the participant during the program. Further, this verifies that the participant is up to date with his/her immunizations and is able to participate in all activities. In the event of injury, I grant permission to provide/acquire medical care or assistance. By registering for a program, I give Billerica Recreation permission to take and publish photos of me or my dependent participating in these programs. Pictures and names may be used for promotion of programs offered by the Billerica Recreation Department. (If you do not wish to be photographed, a written statement must be received with this registration.)

Signature of Adult/Parent/Guardian _____ Date _____

Date _____ Fee Paid _____ Check _____ Cash _____ Balance _____ RCVD by _____

Recreation

RECREATION

Personnel Services

5110 Full Time	\$ 204,277	\$ 204,277	\$ 204,277	\$ 204,277	\$ 212,383	\$ 212,383	\$ 257,642	\$ 262,443	\$ 262,443	\$ 262,443
5120 Part Time/Permanent	\$ 43,285	\$ 102,285	\$ 45,016	\$ 114,016	\$ 47,218	\$ 116,218	\$ 50,741	\$ 49,941	\$ 49,941	\$ 49,941
5150 Part Time /Seasonal	\$ 59,000	\$ 6,543	\$ 69,000	\$ 9,727	\$ 69,000		\$ 52,700	\$ 57,700	\$ 57,700	\$ 57,700
Overtime				\$						
5190 Contractual Obligations	\$ 6,543		\$ 9,727	\$ 14,046	\$ 9,627	\$ 9,627	\$ 7,300	\$ 8,432	\$ 8,432	\$ 8,432

Total	\$ 313,105	\$ 313,105	\$ 328,021	\$ 342,066	\$ 338,228	\$ 338,228	\$ 368,382	\$ 378,516	\$ 378,516	\$ 378,516

Expenses

Supplies and Expenses	\$ 12,080	\$ 11,420	\$ 14,080	\$ 14,046	\$ 14,080	\$ 13,114	\$ 15,950	\$ 14,080	\$ 14,080	\$ 14,080
Contract Services/Leases	\$ 41,500	\$ 40,293	\$ 49,500	\$ 49,500	\$ 49,500	\$ 47,798	\$ 51,540	\$ 60,340	\$ 60,340	\$ 60,340
Warrant Articles										
Utilities	\$ 10,000	\$ 8,808	\$ 10,000	\$ 10,000	\$ 10,000	\$ 14,899	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital Outlay										

Total Expenses	\$ 63,580	\$ 60,521	\$ 73,580	\$ 73,546	\$ 73,580	\$ 75,811	\$ 77,490	\$ 84,420	\$ 84,420	\$ 84,420

TOTAL BUDGET	\$ 376,685	\$ 373,626	\$ 401,601	\$ 415,612	\$ 411,808	\$ 414,039	\$ 445,872	\$ 462,936	\$ 462,936	\$ 462,936

Dep. Req. TM Rec. Fin Com Rec. Difference P.Y \$ 17,063.40 % 3.83%

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

Position	PTE	PTE	PTE	PTE	PTE	Dep. Req.	TM Rec.	Fin Com Rec.
Program Coordinator	0.7	0.7	0.7	0.7	0.7			
Total Staffing	0.7	0.7	0.7	0.7	0.7			

Recreation

DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Clothing	Meals	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time									
David Grubb	Director, Recreation	5	8/7/2017	\$ 90,112.11			\$ 500.00	\$ -	\$ 90,612.11
Cheryl Donna Hansen	Assistant Director	5	10/16/2006	\$ 78,153.83			\$ 500.00	\$ 2,100.00	\$ 80,753.83
Lori Boucher	Senior Clerk	7	9/25/2000	\$ 48,514.95			\$ 1,000.00	\$ 2,700.00	\$ 52,214.95
Tony Amato	Maintenance Man	1/2	7/16/2018	\$ 45,661.99	\$ 800.00	\$ 332.00	\$ -	\$ -	\$ 46,793.99
Part Time									
Brian Leary	Program Coordinator	1/2	7/31/2018	\$ 49,940.69			\$ 500.00	\$ -	\$ 50,440.69
Part Time - Seasonal									
	Lifeguards			\$ 41,000.00			\$ -	\$ -	\$ 41,000.00
	Neighborhood Parks			\$ 16,700.00			\$ -	\$ -	\$ 16,700.00
DEPARTMENT TOTAL									
				\$ 370,083.58	\$ 800.00	\$ 332.00	\$ 2,500.00	\$ 4,800.00	\$ 378,515.58

Total Full Time \$ 262,442.89
 Total Part Time \$ 49,940.69
 Total Seasonal \$ 57,700.00
 Total Contract \$ 8,432.00
 Total \$ 378,515.58

DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Clothing	Meals	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time									
David Grubb	Director, Recreation	5	8/7/2017	\$ 90,112.11			\$ 500.00		\$ 90,612.11
Cheryl Donna Hansen	Assistant Director	5	10/16/2006	\$ 78,153.83			\$ 500.00	\$ 2,100.00	\$ 80,753.83
Lori Boucher	Senior Clerk	7	9/25/2000	\$ 48,514.95			\$ 1,000.00	\$ 2,700.00	\$ 52,214.95
Tony Amato	Maintenance Man	1/2	7/16/2018	\$ 45,661.99	\$ 800.00	\$ 332.00			\$ 46,793.99
Part Time									
Brian Leary	Program Coordinator	1/2	7/31/2018	\$ 49,940.69			\$ 500.00		\$ 50,440.69
Part Time - Seasonal									
	Lifeguards			\$ 41,000.00					\$ 41,000.00
	Neighborhood Parks			\$ 16,700.00					\$ 16,700.00
DEPARTMENT TOTAL									
				\$ 370,083.58	\$ 800.00	\$ 332.00	\$ 2,500.00	\$ 4,800.00	\$ 378,515.58

Total Full Time \$ 262,442.89
 Total Part Time \$ 49,940.69
 Total Seasonal \$ 57,700.00
 Total Contract \$ 8,432.00
 Total \$ 378,515.58

DEPARTMENT SALARY INFORMATION FY2019 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Clothing	Meals	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Full Time									
David Grubb	Director, Recreation	2	8/7/2017	89,697.78			500.00		\$ 90,197.78
Cheryl Donna Hansen	Assistant Director	5	10/16/2006	78,153.83			500.00	2,100.00	\$ 80,753.83
Lori Boucher	Senior Clerk	7		48,514.95			1,000.00	2,700.00	\$ 52,214.95
TBD	Playgrounds and Park Maintenance Coordinator		9/25/2000	41,275.00					\$ 41,275.00
Part Time									
Dan Jacobs	Program Coordinator	2	3/6/2017	50,740.62			500.00		\$ 51,240.62
Part Time - Seasonal									
	Lifeguards			\$ 41,000.00					\$ 41,000.00
	Neighborhood Parks			\$ 11,700.00					\$ 11,700.00
DEPARTMENT TOTAL									
				\$ 361,082.18	\$ -	\$ -	\$ 2,500.00	\$ 4,800.00	\$ 368,382.18

Total Full Time \$ 257,641.56
 Total Part Time \$ 50,740.62
 Total PT-Seasonal \$ 52,700.00
 Total Contract \$ 7,300.00
 Total \$ 368,382.18

Recreation

DESCRIPTION/DETAIL

RECREATION

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN.COM REC
\$ 12,080	\$ 11,420	\$ 14,080	\$ 14,046	\$ 14,080	\$ 13,114	\$ 15,950	\$ 14,080	\$ 14,080	\$ 14,080

Department Town Mgr. Fin Com

Supplies and Expenses

Legal Notices

Placement of legal notices in Newspaper

Postage

Recreation program flyers and/or special event flyers mailed.

House of Correction Work Crew of eight men and a supervisor to provide various maintenance work at facilities.

We have them scheduled at least 6 weeks throughout the year and, as host site, required to provide food for crew.

Meals

House of Correction Work Crew of eight men and a supervisor to provide various maintenance work at facilities.

We have them scheduled at least 6 weeks throughout the year and, as host site, required to provide food for crew.

Uniform & Equipment

To purchase clothing and equipment required for field visits and programs needed to run

programs. Park

Recreation Materials

Travel on recreation business. Attendance at conference and workshops.

Attendance at State and National Recreation and Park Association Conferences.

Professional Development

General office supply allocation

General office supply allocation

Office Supplies

General office supply allocation

General office supply allocation

Total Supplies & Expenses

14,080 \$ 14,080 \$ 14,080

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN.COM REC
\$ 41,500	\$ 40,293	\$ 49,500	\$ 49,500	\$ 49,500	\$ 47,798	\$ 51,540	\$ 60,340	\$ 60,340	\$ 60,340

Department Town Mgr. Fin Com

Contract Services

Recreation brochure, program flyers and/or special event flyers printed.

Recreation brochure, program flyers and/or special event flyers printed.

Printing

Recreation brochure, program flyers and/or special event flyers printed.

Recreation brochure, program flyers and/or special event flyers printed.

Professional Services

Professional Ser (algae treatment at Nuttings lake, park safety inspection repairs/installations, water testing, alarm system, facility cleaning services, landscape, Constant Contact, MyRec Registration Software Annual Fee, facility repairs, etc..)

Fees and Memberships

Membership in professional organizations (NRP,MRPA,Community Alliance)

Membership in professional organizations (NRP,MRPA,Community Alliance)

Rentals & Leases

Port-a-Potties

Equipment Rental

Equipment & Maintenance

Purchase of equipment and repair of recreational equipment and sites. (examples: playground equipment, water playground, and fences)

Purchase of equipment and repair of recreational equipment and sites. (examples: playground equipment, water playground, and fences)

Total Contract Services

60,340 \$ 60,340 \$ 60,340

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FN.COM REC
\$ 10,000	\$ 8,808	\$ 10,000	\$ 10,000	\$ 10,000	\$ 14,899	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

Department Town Mgr. Fin Com

Utilities

Electric, gas and telephone service

Electric, gas and telephone service

Total Utilities

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

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, and the Beautification Committee.

Budget Narrative

This budget will see an increase in the beautification line for the Town Center ArtScape banners.



Billerica Board of Selectmen and the Town Manager at the annual Memorial Day Parade

Town Civic Events

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ.	FY2020 TM REC	FY2020 FIN COM REC
Town Civic Events/Organizations										
7067 VFW-P, DAV, VFW-S	\$ 600	\$ 400	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600
7068 MEMORIAL DAY/HOMECOMING	\$ 9,000	\$ 7,214	\$ 9,000	\$ 8,802	\$ 9,000	\$ 8,392	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
7097FAMILY NEW YEARS EVE	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
7076 MIDDLESEX CANAL	\$ 1,500	\$ 2,442	\$ 1,500	\$ 1,296	\$ 1,500	\$ 19	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
7077 BEAUTIFICATION	\$ 1,000	\$ 834	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 15,000	\$ 15,000	\$ 15,000
7084 SCHOLARSHIP FOUNDATION	\$ 5,100	\$ 6,100	\$ 6,100	\$ 6,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
TOTAL BUDGET	\$ 22,200	\$ 21,990	\$ 23,200	\$ 22,798	\$ 22,200	\$ 20,111	\$ 22,200	\$ 36,200	\$ 36,200	\$ 36,200



Section 6: Public Education

Public Education



PUBLIC EDUCATION

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
<i>Personnel Services</i>										
Personnel	\$ 46,370,259	\$ 46,370,259	\$ 48,070,259	\$ 48,070,259	\$ 49,850,259	\$ 49,850,259	\$ 50,784,651	\$ 53,532,364	\$ 53,532,364	\$ 53,532,364
Overtime										
Total Personnel	\$ 46,370,259	\$ 46,370,259	\$ 48,070,259	\$ 48,070,259	\$ 49,850,259	\$ 49,850,259	\$ 50,784,651	\$ 53,532,364	\$ 53,532,364	\$ 53,532,364
<i>Expenses</i>										
Supplies and Expenses	\$ 1,796,017	\$ 1,796,017	\$ 1,798,617	\$ 1,798,617	\$ 1,797,817	\$ 1,797,817	\$ 1,755,573	\$ 1,755,573	\$ 1,755,573	\$ 1,755,573
Contract Services/Leases	\$ 8,146,040	\$ 8,146,040	\$ 8,146,040	\$ 8,146,040	\$ 8,146,040	\$ 8,146,040	\$ 8,308,961	\$ 8,308,961	\$ 8,308,961	\$ 8,308,961
Utilities	\$ 1,351,592	\$ 1,351,592	\$ 1,351,592	\$ 1,351,592	\$ 1,351,592	\$ 1,351,592	\$ 1,378,624	\$ 1,378,624	\$ 1,378,624	\$ 1,378,624
Capital Outlay	\$ 277,352	\$ 277,352	\$ 277,352	\$ 277,352	\$ 277,352	\$ 277,352	\$ 282,899	\$ 282,899	\$ 282,899	\$ 282,899
Total Expenses	\$ 11,571,001	\$ 11,571,001	\$ 11,573,601	\$ 11,573,601	\$ 11,572,801	\$ 11,572,801	\$ 11,726,057	\$ 11,726,057	\$ 11,726,057	\$ 11,726,057
TOTAL BUDGET	\$ 57,941,260	\$ 57,941,260	\$ 59,643,860	\$ 59,643,860	\$ 61,423,060	\$ 61,423,060	\$ 62,510,708	\$ 65,258,421	\$ 65,258,421	\$ 65,258,421

Difference \$ 2,747,713.00

Percentage 4.40%



Public Education



SHAWSHEEN TECHNICAL HIGH SCHOOL

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
<i>Personnel Services</i>										
Personnel			\$ -							
Overtime			\$ -							
Total Personnel			\$ -					\$ -	\$ -	
<i>Expenses</i>										
Supplies and Expenses			\$ -							
Contract Services/Leases			\$ -							
Utilities			\$ -							
Operating Costs	\$ 9,225,999	\$ 9,225,999	\$ 10,122,691	\$ 10,122,691	\$ 10,579,268	\$ 10,579,268	\$ 10,917,388	\$ 10,257,388	\$ 10,257,388	\$ 10,257,388
Capital Outlay	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -
Total Expenses	\$ 9,225,999	\$ 9,225,999	\$ 10,122,691	\$ 10,122,691	\$ 10,579,268	\$ 10,579,268	\$ 10,917,388	\$ 10,257,388	\$ 10,257,388	\$ 10,257,388
TOTAL BUDGET	\$ 9,225,999	\$ 9,225,999	\$ 10,122,691	\$ 10,122,691	\$ 10,579,268	\$ 10,579,268	\$ 10,917,388	\$ 10,257,388	\$ 10,257,388	\$ 10,257,388



Section 7: Public Safety



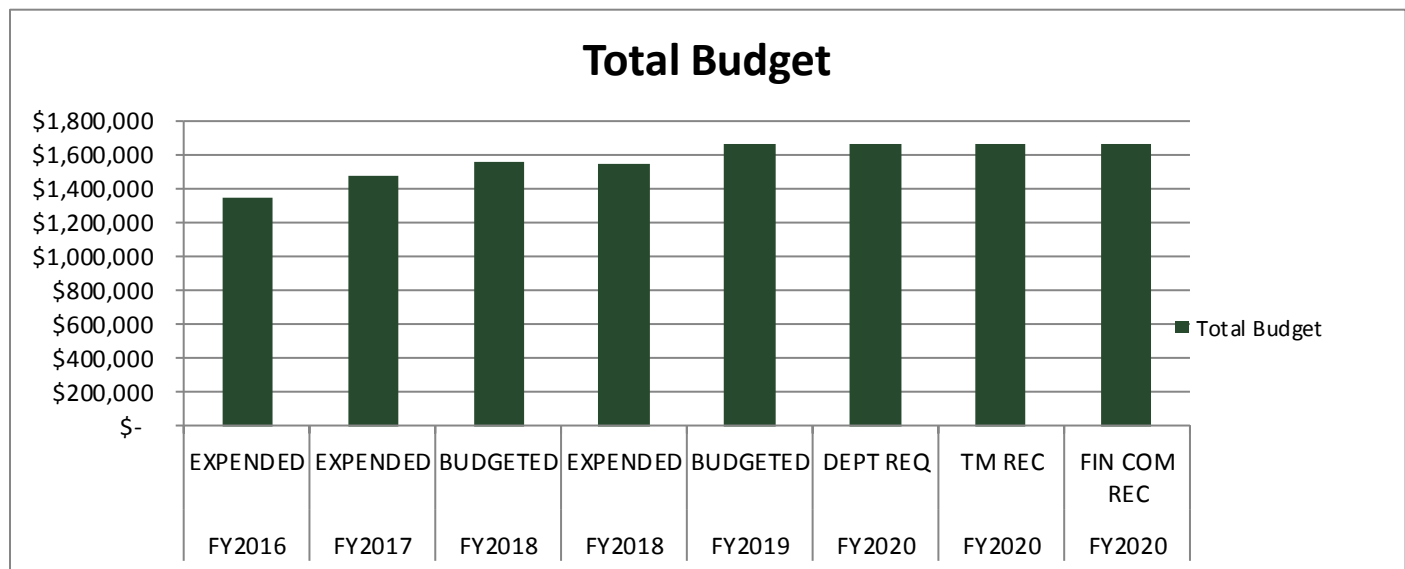
Ambulance

Department Explanation

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

Budget Narrative

In FY20 the ambulance Budget will see a drop off because of a \$25,000 buyout that was included in last year's budget. Overtime will be increasing slightly to keep up with call volume and wages.



Programs and Services

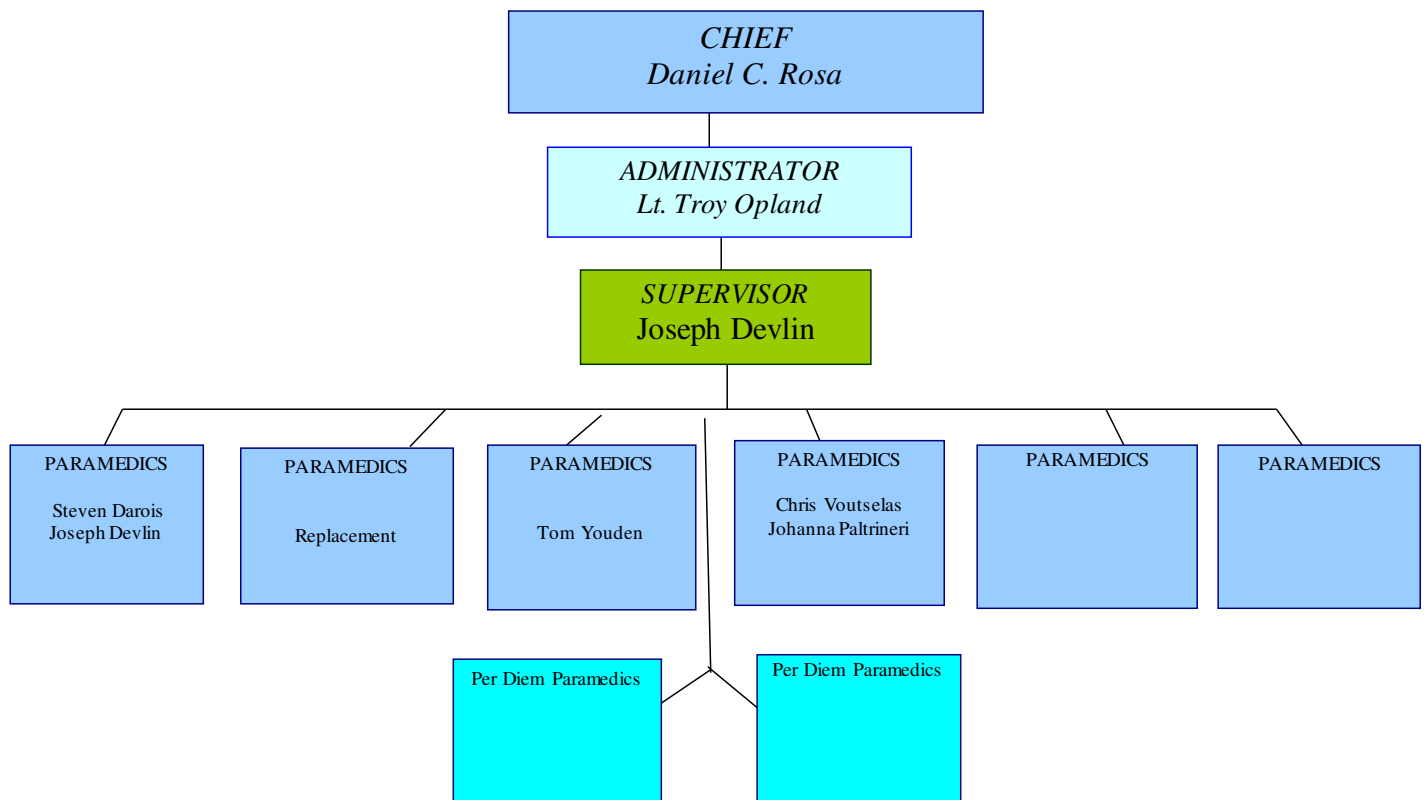
The Ambulance department can provide Advanced Life Support to Billerica residents 24 hours a day, 365 days a year. The Department outsources their billing to a private vendor and has an incredible relationship with Lahey Clinic. The Department is dedicated to continuing education and professional development.

Statistics

	FY15	FY16	FY17	FY18	FY19
Medical Assistance Calls	3,255	3,472	3,826	3886	
Transports	2,378	2,506	2,698	1824	
Collections	\$1,809,231	\$1,861,915		\$2,270,006	

Ambulance

Organizational chart for the Billerica Ambulance Department



AMBULANCE	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC

Personnel Services										
Full Time	\$ 833,271	\$ 830,196	\$ 937,610	\$ 909,686	\$ 977,807	\$ 977,807	\$ 1,022,485	\$ 1,021,253	\$ 1,021,253	\$ 1,021,253
Part Time/Seasonal	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Overtime	\$ 180,000	\$ 179,821	\$ 187,500	\$ 197,966	\$ 195,000	\$ 195,000	\$ 207,000	\$ 222,000	\$ 222,000	\$ 222,000
Contractual Obligations	\$ 120,572	\$ 120,572	\$ 137,354	\$ 134,583	\$ 141,380	\$ 141,380	\$ 191,045	\$ 173,901	\$ 173,901	\$ 173,901
Total	\$ 1,143,843	\$ 1,140,589	\$ 1,277,464	\$ 1,257,224	\$ 1,329,187	\$ 1,329,187	\$ 1,435,529	\$ 1,432,153	\$ 1,432,153	\$ 1,432,153

Expenses										
Supplies and Expenses	\$ 106,650	\$ 101,238	\$ 111,400	\$ 106,132	\$ 111,400	\$ 108,958	\$ 111,400	\$ 112,200	\$ 112,200	\$ 112,200
Contract Services/Leases	\$ 107,300	\$ 100,953	\$ 108,000	\$ 102,066	\$ 112,000	\$ 109,572	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000
Utilities	\$ -	\$ -	\$ 12,000	\$ 10,390	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 213,950	\$ 202,191	\$ 231,400	\$ 218,588	\$ 223,400	\$ 218,530	\$ 223,400	\$ 224,200	\$ 224,200	\$ 224,200
TOTAL BUDGET	\$ 1,357,793	\$ 1,342,780	\$ 1,508,864	\$ 1,475,812	\$ 1,552,587	\$ 1,547,717	\$ 1,656,929	\$ 1,656,353	\$ 1,656,353	\$ 1,656,353

Position	FY2019	Dep. Req.	TM. Rec.	Fin Com Rec.		
	FTE	FTE	FTE	FTE		
EMT-Supervisor	1	1	1	1		
EMT-P	15	15	15	15		
PER DIEM						
Total Staffing	16	16	16	16		

\$ (2,575.77)
-0.16%

Ambulance

AMBULANCE DEPARTMENT SALARY INFORMATION FY2020 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	\$ 82,218.13	\$ 626.40	\$ 1,845.00	\$ 3,357.24	\$ 5,650.20	\$ 93,696.97
Belanger, Jason	EMT-P	3	1/3/2016	\$ 61,907.63	\$ 626.40	\$ 525.00	\$ 2,527.90	\$ 4,316.19	\$ 69,903.12
Branchaud, Robert	EMT-P	3	1/20/2016	\$ 61,907.63	\$ 626.40	\$ 1,845.00	\$ 2,527.90	\$ 4,316.19	\$ 71,223.12
Mueller, Timothy	EMT-P	3	2/18/2017	\$ 61,907.63	\$ 626.40	\$ 3,080.00	\$ 2,527.90	\$ 4,316.19	\$ 72,458.12
Nichols, Catherine	EMT-P	3	2/17/2017	\$ 61,907.63	\$ 2,192.40	\$ 3,250.00	\$ 2,527.90	\$ 4,316.19	\$ 74,194.12
Noel, Michael	EMT-P	4	3/13/2013	\$ 63,297.72	\$ 626.40	\$ 2,775.00	\$ 2,584.65	\$ 4,407.48	\$ 73,691.25
Nuttoli, Enrico	EMT-P	5/6	11/26/2004	\$ 65,335.46	\$ 626.40	\$ 3,525.00	\$ 2,667.87	\$ 4,547.18	\$ 76,701.91
O'Brien, Robert	EMT-P	5/6	11/23/2004	\$ 65,360.20	\$ 3,758.40	\$ 3,250.00	\$ 2,668.07	\$ 4,547.18	\$ 79,583.85
Powers, Scott	EMT-P	4	6/27/2013	\$ 63,297.72	\$ 3,758.40	\$ 7,000.00	\$ 2,584.65	\$ 4,407.48	\$ 81,048.25
Shircliff, Leigh	EMT-P	3	1/3/2016	\$ 61,907.63	\$ 626.40	\$ 1,000.00	\$ 2,527.90	\$ 4,316.19	\$ 70,378.12
Silvia, Shaun	EMT-P	3	10/3/2015	\$ 61,907.63	\$ 626.40	\$ 3,250.00	\$ 2,527.90	\$ 4,316.19	\$ 72,628.12
Thompson, Nickolas	EMT-P	2/3	7/2/2017	\$ 61,907.63	\$ 626.40	\$ 1,000.00	\$ 2,527.43	\$ 4,316.19	\$ 70,377.65
Trudel, Rebecca	EMT-P	3	6/26/2016	\$ 61,907.63	\$ 626.40	\$ 5,025.00	\$ 2,527.90	\$ 4,316.19	\$ 74,403.12
Voutselas, Christopher	EMT-P	4	12/9/2011	\$ 63,297.72	\$ 626.40	\$ 525.00	\$ 2,584.65	\$ 4,407.48	\$ 71,441.25
Youden, Thomas	EMT-P	4/5	10/11/2009	\$ 64,224.07	\$ 626.40	\$ 525.00	\$ 2,621.89	\$ 4,476.77	\$ 72,474.13
Replacement	EMT-P	2	7/1/2019	\$ 58,960.42	\$ 626.40	\$ 4,833.33	\$ 2,407.55	\$ 4,122.61	\$ 70,950.31
0				-				-	-
DEPARTMENT TOTAL				\$ 1,021,252.51	\$ 17,852.40	\$ 43,253.33	\$ 41,699.30	\$ 71,095.90	\$ 1,195,153.44

Total Full time	\$ 1,021,252.51
Total Part time	\$ 15,000.00
Overtime	\$ 222,000.00
Total Contract	\$ 173,900.93
Total	\$ 1,432,153.44

AMBULANCE DEPARTMENT SALARY INFORMATION FY2020 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	\$ 82,218.13	\$ 626.40	\$ 1,845.00	\$ 3,357.24	\$ 5,650.20	\$ 93,696.97
Belanger, Jason	EMT-P	3	1/3/2016	\$ 61,907.63	\$ 626.40	\$ 525.00	\$ 2,527.90	\$ 4,316.19	\$ 69,903.12
Branchaud, Robert	EMT-P	3	1/20/2016	\$ 61,907.63	\$ 626.40	\$ 1,845.00	\$ 2,527.90	\$ 4,316.19	\$ 71,223.12
Mueller, Timothy	EMT-P	3	2/18/2017	\$ 61,907.63	\$ 626.40	\$ 3,080.00	\$ 2,527.90	\$ 4,316.19	\$ 72,458.12
Nichols, Catherine	EMT-P	3	2/17/2017	\$ 61,907.63	\$ 2,192.40	\$ 3,250.00	\$ 2,527.90	\$ 4,316.19	\$ 74,194.12
Noel, Michael	EMT-P	4	3/13/2013	\$ 63,297.72	\$ 626.40	\$ 2,775.00	\$ 2,584.65	\$ 4,407.48	\$ 73,691.25
Nuttoli, Enrico	EMT-P	5/6	11/26/2004	\$ 65,335.46	\$ 626.40	\$ 3,525.00	\$ 2,667.87	\$ 4,547.18	\$ 76,701.91
O'Brien, Robert	EMT-P	5/6	11/23/2004	\$ 65,360.20	\$ 3,758.40	\$ 3,250.00	\$ 2,668.07	\$ 4,547.18	\$ 79,583.85
Powers, Scott	EMT-P	4	6/27/2013	\$ 63,297.72	\$ 3,758.40	\$ 7,000.00	\$ 2,584.65	\$ 4,407.48	\$ 81,048.25
Shircliff, Leigh	EMT-P	3	1/3/2016	\$ 61,907.63	\$ 626.40	\$ 1,000.00	\$ 2,527.90	\$ 4,316.19	\$ 70,378.12
Silvia, Shaun	EMT-P	3	10/3/2015	\$ 61,907.63	\$ 626.40	\$ 3,250.00	\$ 2,527.90	\$ 4,316.19	\$ 72,628.12
Thompson, Nickolas	EMT-P	2/3	7/2/2017	\$ 61,907.63	\$ 626.40	\$ 1,000.00	\$ 2,527.43	\$ 4,316.19	\$ 70,377.65
Trudel, Rebecca	EMT-P	3	6/26/2016	\$ 61,907.63	\$ 626.40	\$ 5,025.00	\$ 2,527.90	\$ 4,316.19	\$ 74,403.12
Voutselas, Christopher	EMT-P	4	12/9/2011	\$ 63,297.72	\$ 626.40	\$ 525.00	\$ 2,584.65	\$ 4,407.48	\$ 71,441.25
Youden, Thomas	EMT-P	4/5	10/11/2009	\$ 64,224.07	\$ 626.40	\$ 525.00	\$ 2,621.89	\$ 4,476.77	\$ 72,474.13
Replacement	EMT-P	2	7/1/2019	\$ 58,960.42	\$ 626.40	\$ 4,833.33	\$ 2,407.55	\$ 4,122.61	\$ 70,950.31
								\$	-
DEPARTMENT TOTAL				\$ 1,021,252.51	\$ 17,852.40	\$ 43,253.33	\$ 41,699.30	\$ 71,095.90	\$ 1,195,153.44

Total Full time	\$ 1,021,252.51
Total Part time	\$ 15,000.00
Overtime	\$ 222,000.00
Total Contract	\$ 173,900.93
Total	\$ 1,432,153.44

Ambulance

AMBULANCE DEPARTMENT SALARY INFORMATION FY2019 DEPARTMENT 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	St.#7-#8	10/28/1993	\$ 81,693.34	\$ 626.40	\$ 1,495.00	\$ 3,335.80	\$ 5,623.74	\$ 92,774.28
Belanger, Jason	EMT-P	St. #3	1/3/2016	\$ 61,907.63	\$ 626.40	\$ -	\$ 2,527.90	\$ 4,316.19	\$ 69,378.12
Branchaud, Robert	EMT-P	St. #3	1/20/2016	\$ 61,907.63	\$ 626.40	\$ 1,495.00	\$ 2,527.90	\$ 4,316.19	\$ 70,873.12
Darois, Stephen	EMT-P	St.#9	2/18/1987	\$ 69,885.88	\$ 626.40	\$ 975.00	\$ 2,853.67	\$ 4,840.20	\$ 79,181.15
Mueller, Timothy	EMT-P	St.#2-#3	2/18/2017	\$ 60,044.45	\$ 626.40	\$ 2,730.00	\$ 2,451.81	\$ 4,171.00	\$ 70,023.66
Nichols, Catherine	EMT-P	St. #2-#3	2/17/2017	\$ 60,044.45	\$ 626.40	\$ 2,900.00	\$ 2,451.81	\$ 4,171.00	\$ 70,193.66
Noel, Michael	EMT-P	St. #4	3/13/2013	\$ 63,297.72	\$ 626.40	\$ 2,900.00	\$ 2,584.65	\$ 4,407.48	\$ 73,816.25
Nuttoli, Enrico	EMT-P	St.#5	11/26/2004	\$ 64,563.57	\$ 626.40	\$ 3,000.00	\$ 2,636.34	\$ 4,490.63	\$ 75,316.94
O'Brien, Robert	EMT-P	St.#5	11/23/2004	\$ 64,563.57	\$ 3,758.40	\$ 2,900.00	\$ 2,636.34	\$ 4,490.63	\$ 78,348.94
Powers, Scott	EMT-P	St.#4	6/27/2013	\$ 63,297.72	\$ 2,192.40	\$ 6,650.00	\$ 2,584.65	\$ 4,407.48	\$ 79,132.25
Shircliff, Leigh	EMT-P	St. #3	1/3/2016	\$ 61,907.63	\$ 626.40	\$ 650.00	\$ 2,527.90	\$ 4,316.19	\$ 70,028.12
Silvia, Shaun	EMT-P	St.#3	10/3/2015	\$ 61,907.63	\$ 626.40	\$ 2,900.00	\$ 2,527.90	\$ 4,316.19	\$ 72,278.12
Thompson, Nickolas	EMT-P	St. #1-#2	7/2/2017	\$ 58,960.42	\$ 626.40	\$ 650.00	\$ 2,407.55	\$ 4,122.61	\$ 66,766.98
Trudel, Rebecca	EMT-P	St. #3	6/26/2016	\$ 61,907.63	\$ 626.40	\$ 5,025.00	\$ 2,527.90	\$ 4,316.19	\$ 74,403.12
Voutselas, Christopher	EMT-P	St.#4	12/9/2011	\$ 63,297.72	\$ 626.40	\$ 525.00	\$ 2,584.65	\$ 4,407.48	\$ 71,441.25
Youden, Thomas	EMT-P	St.#4	10/11/2009	\$ 63,297.72	\$ 3,758.40	\$ 525.00	\$ 2,584.65	\$ 4,407.48	\$ 74,573.25
Retirement Buyout								\$ 25,000.00	\$ 25,000.00
DEPARTMENT TOTAL				\$ 1,022,484.71	\$ 17,852.40	\$ 35,320.00	\$ 41,751.42	\$ 96,120.68	\$ 1,213,529.21
									Total Full time
									\$ 1,022,484.71
									Total Part time
									\$ 15,000
									Overtime
									\$ 207,000
									Total Contract
									\$ 191,044.50
									Total
									\$ 1,435,529.21

Ambulance

DESROPTION DETAIL

AMBULANCE

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN.COM REC
\$ 106,650	\$ 101,238	\$ 111,400	\$ 106,132	\$ 111,400	\$ 108,958	\$ 111,400	\$ 112,200	\$ 112,200	\$ 112,200

Department Town Mgr. Fin Com

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.

23120-5426

Includes cost various supplies and oxygen, cost for mandated medications; training equipment, including simulators and mannikins to aid in maintaining skill proficiency.

23120-5429

Vehicle repair and maintenance for two frontline ambulances and one back-up.

23120-5440

Purchase of vehicle safety equipment and personal protective gear.

23120-5444

Uniforms @ \$950/man for 16 Medics and per diems plus \$800 start-up or replacement costs.

23120-54

General office supply allocation

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TM REC	FIN.COM REC
\$ 107,300	\$ 100,953	\$ 108,000	\$ 102,066	\$ 112,000	\$ 109,572	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000

Contract Services/Leases

23130-5214

New England Medical Billing

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-burserment (1,500)

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.

23130-5236

Maintenance fee for electronic reporting system \$5000
CyberCom contract \$900
Radio equipment not available thru contract \$800
Lie pack 12 maintenance agreement \$5000

Department	Town Mgr.	Fin Com
\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
\$ 16,000.00	\$ 16,000.00	\$ 16,000.00
\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
\$ 12,500.00	\$ 12,500.00	\$ 12,500.00
\$ 112,000	\$ 112,000	\$ 112,000

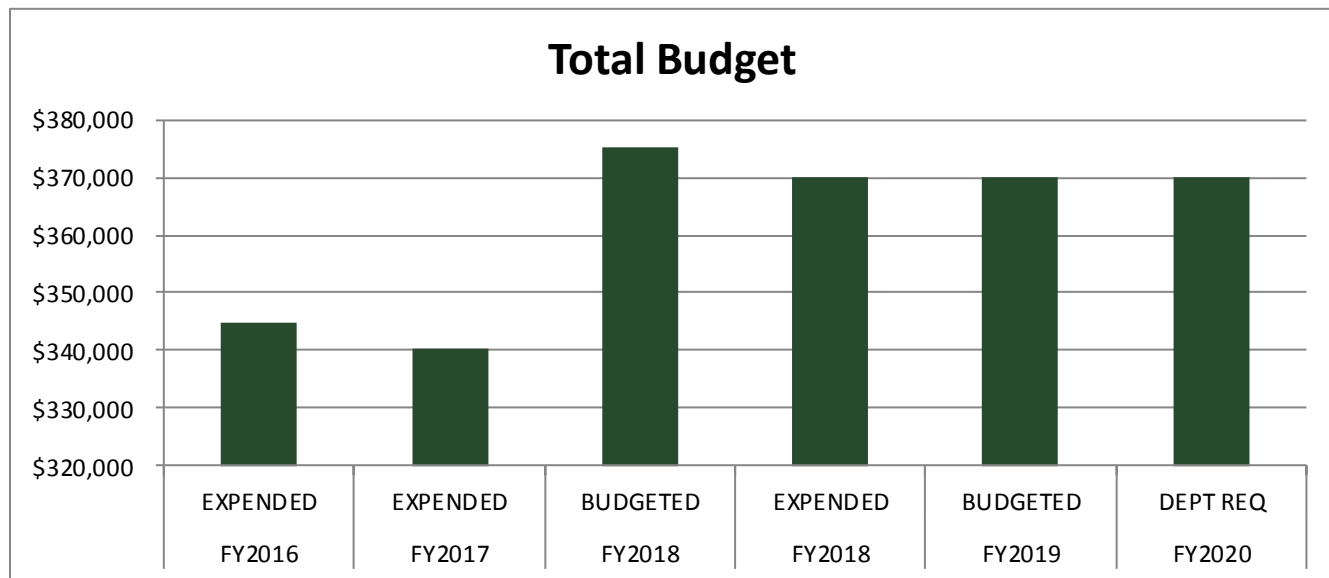
Board of Health

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 remains similar to last. It has a small drop off due to a retirement and a new employee coming in at a lower step. The budget was reduced by \$5,007.46.



Programs and Services

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.

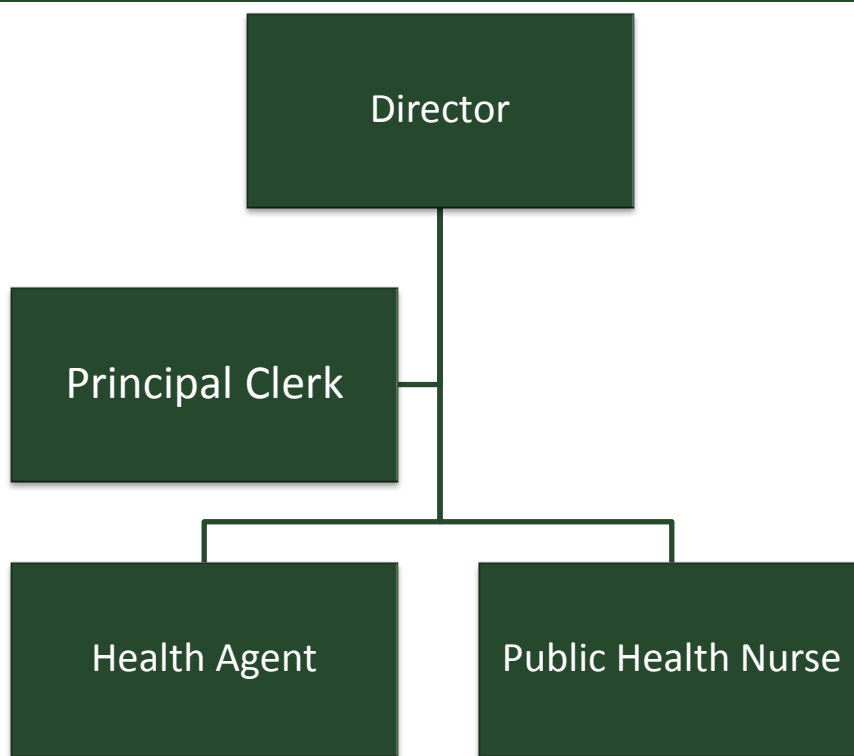
Board of Health

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.

Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Director	1.0	1.0	1.0
Health Agent	2.0	2.0	2.0
Public Health Nurse	0.5	0.5	0.5
Principal Clerk	1.0	1.0	1.0

Statistics

Board of Health

	FY15	FY16	FY17	FY18	FY19
Building Permit Reviews	1687	1819	1586	1614	
Complaints Investigations	225	205	207	206	
Food Service Permits	205	218	215	196	
Food Service Inspections	669	691	639	649	
Septic System Permit – New Construction	8	5	13	8	
Septic System Permit – Repair / Upgrade	28	24	20	26	



Town of Billerica

[illegible]

Full Time
Part Time/Seasonal
Overtime
Contractual Obligations

Total

Supplies and Expenses
Contract Services/Leases
Utilities
Capital Outlay

Total Expenses

Difference P Y \$	(5,007.46)
%	-1.33%

Total Staffing

Health Nurse P/T

Board of Health

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	FT BASE SALARY	PT BASE SALARY	CAR ALLOWANCE	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Richard Berube	Director	5	7/17/1995	\$ 106,466.01	\$ -	\$ 5,808.00	\$ 500.00	\$ 3,300.00	\$ 116,074.01
Phavy Pheng	Health Agent	5	7/8/2002	\$ 67,533.83	\$ -	\$ 5,808.00	\$ 500.00	\$ 2,800.00	\$ 76,641.83
Joanne White	Prin/Rec Clerk	7	8/14/2002	\$ 50,741.24	\$ -	\$ -	\$ 1,000.00	\$ 2,700.00	\$ 54,441.24
Shelagh Collins	Health Agent	1/2	2/11/2019	\$ 58,172.80	\$ -	\$ 5,808.00	\$ 500.00	\$ -	\$ 64,480.80
Christine West	P. H. Nurse I	7	5/12/2003	\$ -	\$ 37,936.34	\$ 3,432.00	\$ 267.00	\$ 1,493.33	\$ 43,128.67
0	0	0	1/0/1900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPARTMENT TOTAL				\$ 282,913.88	\$ 37,936.34	\$ 20,856.00	\$ 2,767.00	\$ 10,293.33	\$ 354,766.55

Total Full Time	\$ 282,913.88
Total Part Time	\$ 37,936.34
Total Overtime	\$ 3,500.00
Total Contract	\$ 33,916.33
Total Salaries	\$ 358,266.55

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	FT BASE SALARY	PT BASE SALARY	CAR ALLOWANCE	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Richard Berube	Director	5	7/17/1995	\$ 106,466.01	\$ -	\$ 5,808.00	\$ 500	\$ 3,300	\$ 116,074.01
Phavy Pheng	Health Agent	5	7/8/2002	\$ 67,533.83	\$ -	\$ 5,808.00	\$ 500	\$ 2,800	\$ 76,641.83
Joanne White	Prin/Rec Clerk	7	8/14/2002	\$ 50,741.24	\$ -	\$ -	\$ 1,000	\$ 2,700	\$ 54,441.24
Shelagh Collins	Health Agent	1/2	2/11/2019	\$ 58,172.80	\$ -	\$ 5,808.00	\$ 500	\$ -	\$ 64,480.80
Christine West	P. H. Nurse I	7	5/12/2003	\$ -	\$ 37,936.34	\$ 3,432.00	\$ 267	\$ 1,493	\$ 43,128.67
									\$ -
DEPARTMENT TOTAL				\$ 282,913.88	\$ 37,936.34	\$ 20,856.00	\$ 2,767.00	\$ 10,293.33	\$ 354,766.55

Total Full Time	\$ 282,913.88
Total Part Time	\$ 37,936.34
Total Overtime	\$ 3,500.00
Total Contract	\$ 33,916.33
Total Salaries	\$ 358,266.55

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2019 BUDGET

NAME	POSITION	STEP	ANN. DATE	FT BASE SALARY	PT BASE SALARY	CAR ALLOWANCE	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Richard Berube	Director	5	7/17/1995	\$ 100,135.78	\$ -	\$ 5,808.00	\$ 500	\$ 3,300	\$ 109,743.78
Phavy Pheng	Health Agent	5	7/8/2002	\$ 67,533.75	\$ -	\$ 5,808.00	\$ 500	\$ 2,800	\$ 76,641.75
Joanne White	Prin/Rec Clerk	10	8/14/2002	\$ 50,741.01	\$ -	\$ -	\$ 1,000	\$ 2,700	\$ 54,441.01
Gary Courtemanche	Health Agent	5	2/21/2011	\$ 67,533.75	\$ -	\$ 5,808.00	\$ 500	\$ 1,650	\$ 75,491.75
Christine West	P. H. Nurse I	7	5/12/2003	\$ -	\$ 38,263.39	\$ 3,432.00	\$ 267	\$ 1,493	\$ 43,455.72
\$ -	\$ -	0	1/0/1900	\$ -	\$ -	0	0	0	\$ -
									\$ -
DEPARTMENT TOTAL				\$ 285,944.29	\$ 38,263.39	\$ 20,856.00	\$ 2,767.00	\$ 11,943.33	\$ 359,774.01

Total Full Time	\$ 285,944.29
Total Part Time	\$ 38,263.39
Total Overtime	\$ 3,500.00
Total Contract	\$ 35,566.33
Total Salaries	\$ 363,274.01

Town of Billerica

[illegible]

Building Department

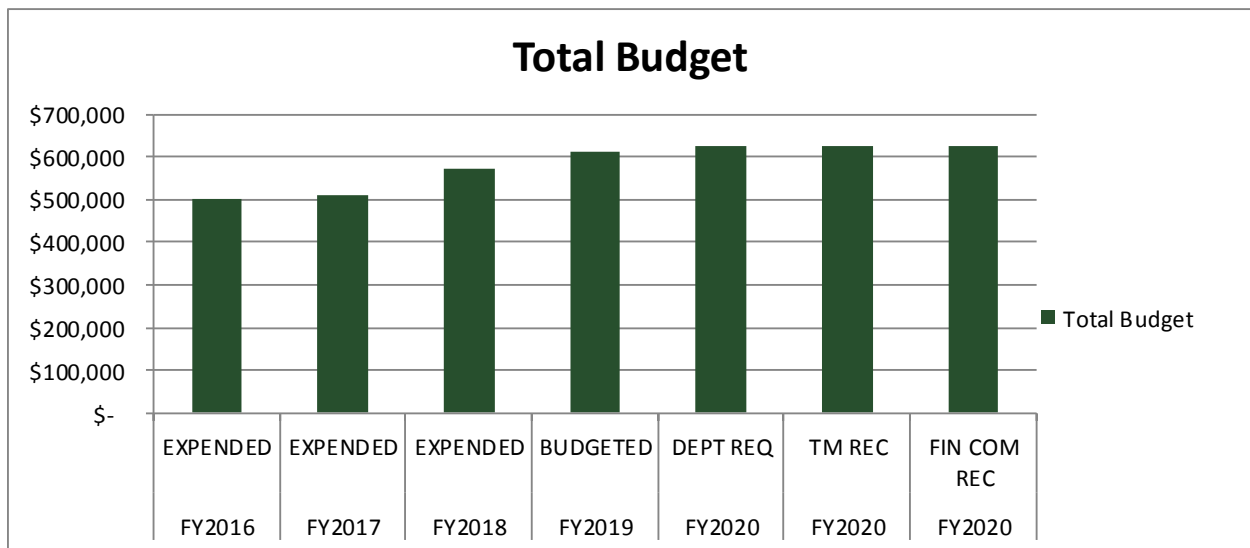
Department Explanation

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.

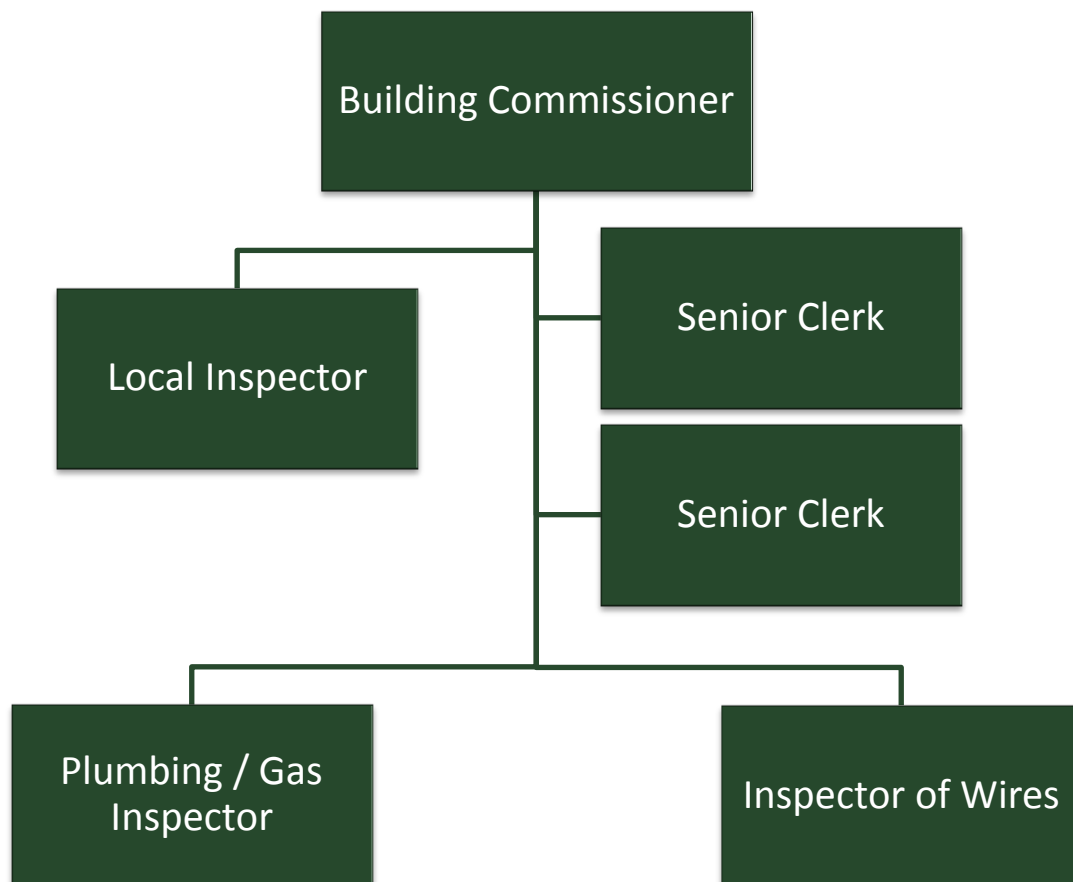
Budget Narrative

In FY20 the Billerica Building Department will see a small increase of \$10,536 this year. This increase is mostly due to contractual obligations and step increases.



Building Department

Organizational Chart



Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Building Commissioner	1.0	1.0	1.0
Local Inspector	1.0	2.0	2.0
Senior Clerk	2.0	2.0	2.0
Plumbing / Gas Inspector	1.0	1.0	1.0
Inspector of Wires	1.0	1.0	1.0

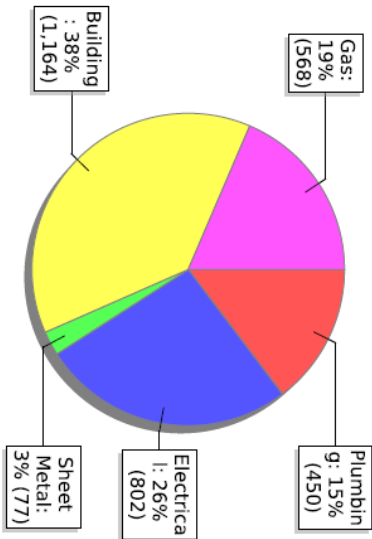


Billerica, MA Massachusetts Permits Summary (by Application Date)

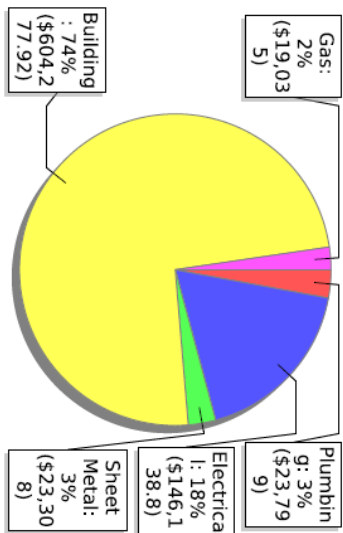
Date Range: 07/01/2018 - 06/30/2019

	# of Permits	Cost of Projects	Base Fees	CO Fees	Amend.	Insp. Fees	Other Fees	Total Fees
Plumbing	450	\$7,930	\$23,799	\$0	\$0	\$0	\$0	\$23,799
Electrical	802	\$6,128,519	\$146,089	\$0	\$0	\$0	\$50	\$146,139
Sheet Metal	77	\$2,190,456	\$23,308	\$0	\$0	\$0	\$0	\$23,308
Building	1,164	\$69,016,910	\$603,728	\$550	\$0	\$75	\$75	\$604,278
Gas	568	\$19,545	\$19,035	\$0	\$0	\$75	\$0	\$19,035
Totals	3,061	\$77,363,360	\$815,957	\$550	\$0	\$150	\$125	\$816,657

Number of Permits



Fees



Building Department

BUILDING

Personnel Services

Full Time	\$ 345,809	\$ 345,145	\$ 347,483	\$ 347,483	\$ 519,612	\$ 519,612	\$ 537,585	\$ 546,221	\$ 546,221	\$ 546,221	\$ 546,221
Part Time/Seasonal	\$ 105,854	\$ 105,854	\$ 108,429	\$ 108,429	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Contractual Obligations	\$ 35,183	\$ 31,170	\$ 36,383	\$ 36,383	\$ 36,383	\$ 36,508	\$ 35,003	\$ 45,440	\$ 47,340	\$ 47,340	\$ 47,340
Total	\$ 496,846	\$ 492,169	\$ 502,295	\$ 502,295	\$ 502,295	\$ 566,120	\$ 564,615	\$ 593,025	\$ 603,561	\$ 603,561	\$ 603,561

Expenses

Supplies and Expenses	\$ 6,600	\$ 5,381	\$ 6,600	\$ 5,808	\$ 6,600	\$ 6,239	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600
Contract Services/Leases	\$ 4,375	\$ 4,301	\$ 4,375	\$ 2,807	\$ 4,375	\$ 2,805	\$ 14,375	\$ 14,375	\$ 14,375	\$ 14,375	\$ 14,375
Warrant Articles											
Utilities											
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 10,975	\$ 9,682	\$ 10,975	\$ 8,615	\$ 10,975	\$ 9,044	\$ 20,975	\$ 20,975	\$ 20,975	\$ 20,975	\$ 20,975
TOTAL BUDGET	\$ 507,821	\$ 501,852	\$ 513,270	\$ 510,910	\$ 577,095	\$ 573,659	\$ 614,000	\$ 624,536	\$ 624,536	\$ 624,536	\$ 624,536

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

Difference PY \$ 10,536.23
% 1.72%

Position	FY2019 FTE	FY2020 FTE	FY2020 FTE	FY2020 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
Senior Clerk	2	2	2	2
Total Staffing	7	7	7	7

Building Department

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	Mileage	TOTAL SALARY BENEFIT
Mark LaLumiere	Inspector of Buildings	5	21-Sep-10	100,136.01	500.00	1,650.00	5,808.00	\$ 108,094.01
Daniel Vitale	Inspector of Wires	5	7-Nov-05	90,112.11	500.00	2,100.00	5,808.00	\$ 98,520.11
Edward Sullivan	Plumbing & Gas Inspector	4/5	17-Sep-12	89,200.57	500.00	1,650.00	5,808.00	\$ 97,158.57
David A. Lenzie	Local Inspector	5	31-Oct-94	90,112.11	500.00	3,300.00	5,808.00	\$ 99,720.11
Christopher Guerrieo	Local Inspector	2/3	30-May-17	79,630.41	500.00	-	5,808.00	\$ 85,938.41
Stephanie Vitale	Senior Clerk	7	1-Jul-95	48,514.95	1,000.00	3,200.00	-	\$ 52,714.95
Denise Salemmme	Senior Clerk	7	28-Nov-05	48,514.95	1,000.00	1,900.00	-	\$ 51,414.95
DEPARTMENT TOTAL				\$ 546,221.12	\$ 4,500.00	\$ 13,800.00	\$ 29,040.00	\$ 593,561.12

Total Full Time	\$ 546,221.12
Total Part Time	\$ -
Total Overtime	\$ 10,000.00
Total Contract	\$ 47,340.00
Total	\$ 603,561.12

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	Mileage	TOTAL SALARY BENEFIT
Mark LaLumiere	Inspector of Buildings	5	21-Sep-10	\$ 100,136.01	\$ 500.00	\$ 1,650.00	\$ 5,808.00	\$ 108,094.01
Daniel Vitale	Inspector of Wires	5	7-Nov-05	\$ 90,112.11	\$ 500.00	\$ 2,100.00	\$ 5,808.00	\$ 98,520.11
Edward Sullivan	Plumbing & Gas Inspector	4(5)	17-Sep-12	\$ 89,200.57	\$ 500.00	\$ 1,650.00	\$ 5,808.00	\$ 97,158.57
David A. Lenzie	Local Inspector	5	31-Oct-94	\$ 90,112.11	\$ 500.00	\$ 3,300.00	\$ 5,808.00	\$ 99,720.11
Christopher Guerrieo	Local Inspector	3(2)	30-May-17	\$ 79,630.41	\$ 500.00		\$ 5,808.00	\$ 85,938.41
Stephanie Vitale	Senior Clerk	7	1-Jul-95	\$ 48,514.95	\$ 1,000.00	\$ 3,200.00		\$ 52,714.95
Denise Salemmme	Senior Clerk	7	28-Nov-05	\$ 48,514.95	\$ 1,000.00	\$ 1,900.00		\$ 51,414.95
DEPARTMENT TOTAL				\$ 546,221.12	\$ 4,500.00	\$ 13,800.00	\$ 29,040.00	\$ 593,561.12

Total Full Time	\$ 546,221.12
Total Part Time	\$ -
Total Overtime	\$ 10,000.00
Total Contract	\$ 47,340.00
Total	\$ 603,561.12

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2019 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	Mileage	TOTAL SALARY BENEFIT
Mark LaLumiere	Inspector of Buildings	5	21-Sep-10	\$ 100,136.01	\$ 500.00	\$ 1,650.00	5,808.00	\$ 108,094.01
Daniel Vitale	Inspector of Wires	5	7-Nov-05	\$ 90,112.11	\$ 500.00	\$ 2,100.00	5,808.00	\$ 98,520.11
Edward Sullivan	Plumbing & Gas Inspector	3/4	17-Sep-12	\$ 89,283.64	\$ 500.00	\$ 1,650.00	5,808.00	\$ 97,241.64
David A. Lenzie	Local Inspector	5	31-Oct-94	\$ 90,112.11	\$ 500.00	\$ 3,300.00	5,808.00	\$ 99,720.11
TBD	Local Inspector	1		\$ 76,614.32	\$ 500.00		5,808.00	\$ 82,922.32
Stephanie Vitale	Senior Clerk	10	1-Jul-95	\$ 48,515.20	\$ 1,000.00	\$ 3,200.00		\$ 52,715.20
Kristen Benjamin	Senior Clerk	6 (5)	2-Sep-14	\$ 42,811.51	\$ 1,000.00			\$ 43,811.51
DEPARTMENT TOTAL				\$ 537,584.89	\$ 4,500.00	\$ 11,900.00	\$ 29,040.00	\$ 583,024.89

Total Full Time	\$ 537,584.89
Total Part Time	
Total Overtime	\$ 10,000.00
Total Contract	\$ 45,440.00
Total	\$ 593,024.89

Building Department

DESCRIPTION DETAIL

BUILDING DEPARTMENT

	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TIM REC	FIN.COM REC
	\$ 6,600	\$ 5,381	\$ 6,600	\$ 5,808	\$ 6,600	\$ 6,239	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600

Supplies and Expenses

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

Office Supplies General Office Supply Allocation

Hardware General hardware and specialized tools & equipment

Protective Clothing To purchase protective clothing and equipment.

Total Supplies & Expenses

	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REC	TIM REC	FIN.COM REC
	\$ 4,375	\$ 4,301	\$ 4,375	\$ 2,807	\$ 4,375	\$ 2,805	\$ 14,375	\$ 14,375	\$ 14,375	\$ 14,375

Department Town Mgr. Fin Com

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

\$ 2,600 \$ 2,600 \$ 2,600

\$ 750 \$ 750 \$ 750

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

\$ 6,600 \$ 6,600 \$ 6,600

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

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

Rental/Lease Ongoing Conversion -- files scanned and electronically hosted on the web

Car Allowance

Total Contract Services

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

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

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

\$ 29,040 \$ 29,040 \$ 29,040

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. To enhance the overall mass care sheltering capabilities I have also written a Regional Sheltering Plan which I entered into with the Towns of Wilmington and Tewksbury. By using a regional approach we can increase our response by sharing resources and manpower. We have also incorporated a Regional Medical Needs Sheltering Plan which would open a shelter at the Tewksbury State Hospital for individuals with needs greater than a general population shelter can provide.

Billerica EMA goal for 2018-2019 is to establish a functional Debris Management Plan. A debris collection strategy establishes a systematic approach for the efficient removal of debris so that the Town of Billerica can recover quickly after a natural disaster. Having a FEMA accepted plan in place can expedite not only the process but can enhance the Federal procedure for applying for financial disaster reimbursement.

Budget Narrative

The Emergency Management Services budget will remain the same in FY20.



Town of Billerica

[illegible][illegible]

Personnel Services

Total	\$ 11,562	\$ 11,562	\$ 11,562	\$ 11,562	\$ 11,562	\$ 11,562	\$ 12,581	\$ 12,581	\$ 12,581	\$ 12,581

Expenses

[illegible]

Capital Outlay

Total Expenses	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,256	\$ 13,400	\$ 13,400	\$ 13,400	\$ 13,400

TOTAL BUDGET

\$ 24,962	\$ 24,962	\$ 24,962	\$ 24,962	\$ 24,818	\$ 25,981	\$ 25,981	\$ 25,981	\$ 25,981

	FY2019	Dep. Req. FY2020	TM. Rec. FY2020	Fin Com Rec. FY2020	Difference PY \$	%
Position	PTE	PTE	PTE	PTE		
Director	1	1	1	1		
Total Staffing	1	1	1	1		

Emergency Management

CIVIL DEFENSE DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	LONGEVITY	TOTAL SALARY BENEFIT	FIN COM RECOMM.
William Laurendeau	Director			12,581.44			12,581.44
DEPARTMENT TOTAL				\$ 12,581.44	\$ -	\$ -	\$ 12,581.44

CIVIL DEFENSE DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	LONGEVITY	TOTAL SALARY BENEFIT
William Laurendeau	Director			12,581.44		12,581.44
DEPARTMENT TOTAL				\$ 12,581.44	\$ -	\$ 12,581.44

CIVIL DEFENSE DEPARTMENT SALARY INFORMATION FY2019 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	LONGEVITY	TOTAL SALARY BENEFIT	FIN COM RECOMM.
William Laurendeau	William Laurendeau	Director		\$ 12,581.44			\$ 12,581.44
DEPARTMENT TOTAL				\$ 12,581.44	\$ -	\$ -	\$ 12,581.44

Emergency Management

CIVIL DEFENSE												
DESCRIPTION/DETAIL												
FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020	FY2020		
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FN COM REC		Department	
\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000		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												
FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020			
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FN COM REC		Department	
\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,256	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400		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

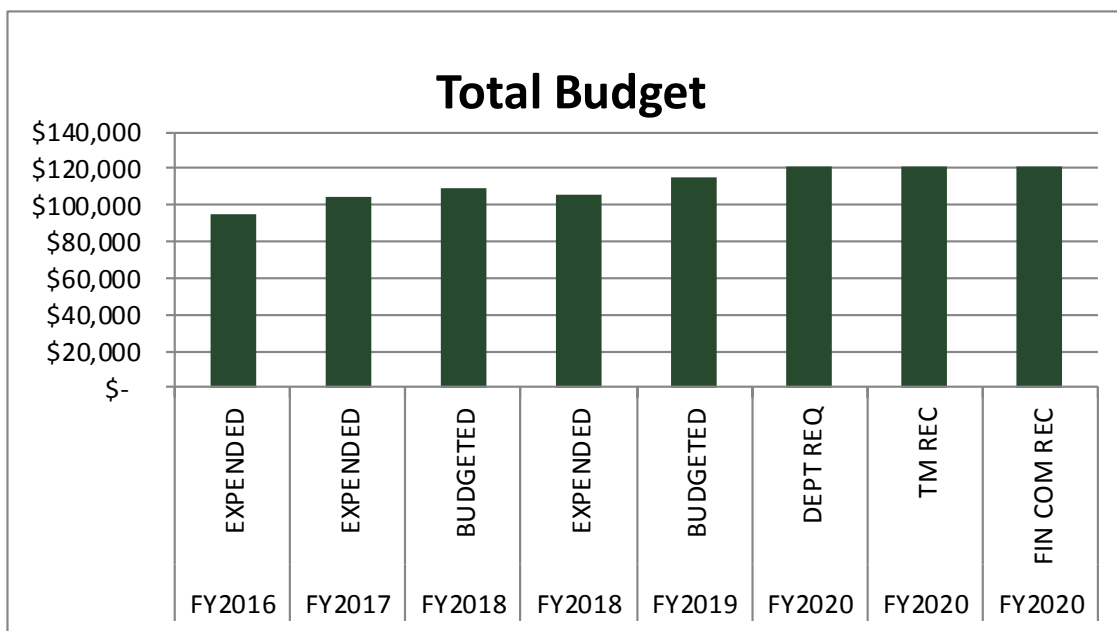
The Animal Control Division goal is to provide safety to both animals and people in the Town of Billerica. Our goal is achieved through educating the public, enforcing state and local laws and resolving issues in a timely manner while promoting the care and well-being of all. This division also services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

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 salaries. The supplies & expenses and contract services/ leases also slightly increased. 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	\$ 50,807	\$ 50,807	\$ 52,839	\$ 52,800	\$ 54,912	\$ 53,856	\$ 61,040	\$ 61,893	\$ 61,893	\$ 61,893
Part Time/Seasonal	\$ 22,099	\$ 22,099	\$ 22,687	\$ 22,687	\$ 22,688	\$ 21,775	\$ 21,522	\$ 22,393	\$ 22,393	\$ 22,393
Overtime	\$ 10,000	\$ 9,994	\$ 12,000	\$ 12,000	\$ 12,000	\$ 11,389	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Contractual Obligations	\$ 1,740	\$ 1,650	\$ 2,700	\$ 2,300	\$ 2,600	\$ 2,100	\$ 700	\$ 2,350	\$ 2,350	\$ 2,350
Total	\$ 84,646	\$ 84,550	\$ 90,227	\$ 89,787	\$ 92,200	\$ 89,120	\$ 97,262	\$ 100,636	\$ 100,636	\$ 100,636

Expenses

Supplies and Expenses	\$ 4,500	\$ 3,981	\$ 5,500	\$ 4,127	\$ 5,500	\$ 5,481	\$ 5,500	\$ 6,500	\$ 6,500	\$ 6,500
Contract Services/Leases	\$ 4,500	\$ 4,500	\$ 5,000	\$ 4,347	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,500	\$ 6,500	\$ 6,500
Utilities	\$ 6,000	\$ 2,360	\$ 7,000	\$ 6,418	\$ 7,000	\$ 6,580	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses

TOTAL BUDGET	\$ 99,646	\$ 95,391	\$ 107,727	\$ 104,679	\$ 109,700	\$ 106,181	\$ 114,762	\$ 120,636	\$ 120,636	\$ 120,636

Dep. Req. TM. Rec. Fin Com Rec.
FY2019 FY2020 FY2020 FY2020

Difference PY \$ 5,874
% PY 5.12%

Position	FTE	FTE	FTE	FTE
Animal Control Officer	1	2	2	2
A/C Part Time	0.5	0.5	0.5	0.5
Total Staffing	1.5	2.5	2.5	2.5

Animal Control

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 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	61,893.43	-	1,650.00	\$ 63,543.43
Chmiel, Ashley	Asst. Animal Cont Off	2/3	9/20/2017	-	300.00	-	\$ 300.00
Smith, Casey	P/T Asst. Animal Contr	2/3	9/13/2017	22,392.81	400.00	-	\$ 22,792.81
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
							\$ -
DEPARTMENT TOTAL				\$ 84,286.24	\$ 700.00	\$ 1,650.00	\$ 86,636.24

Total Full Time \$ 61,893.43
Total Part Time \$ 22,392.81
Total Contract \$ 2,350.00
Overtime \$ 14,000.00
Total \$ 100,636.24

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2020 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	\$ 61,893.43	\$ -	\$ 1,650.00	\$ 63,543.43
Chmiel, Ashley	Asst. Animal Cont Off	2/3	9/20/2017	\$ -	\$ 300.00		\$ 300.00
Smith, Casey	P/T Asst. Animal Control	2/3	9/13/2017	\$ 22,392.81	\$ 400.00		\$ 22,792.81
DEPARTMENT TOTAL				\$ 84,286.24	\$ 700.00	\$ 1,650.00	\$ 86,636.24

Total Full Time \$ 61,893.43
Total Part Time \$ 22,392.81
Total Contract \$ 2,350.00
Overtime \$ 14,000.00
Total \$ 100,636.24

ACCOUNTING DEPARTMENT SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Gualtieri, Christine	Animal Control Officer	Step #5-#6	10/14/2013	61,040.19	500		\$ 61,540.19
Chmiel, Ashley	Asst. Animal Cont Off	Step #1-#2	9/13/2017	-			\$ -
Smith, Casey	P/T Asst. Animal Contr	Step #1-#2	9/13/2017	\$ 21,521.96	\$ 200.00		\$ 21,721.96
DEPARTMENT TOTAL				\$ 82,562.15	\$ 700.00	\$ -	\$ 83,262.15

Total Full Time \$ 61,040.19
Total Part Time \$ 21,521.96
Total Contract \$ 700.00
Overtime \$ 14,000.00
Total \$ 83,262.15

DOG OFFICER

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	T/M REC	FIN/COM REC
\$ 4,500	\$ 3,981	\$ 5,500	\$ 4,127	\$ 5,500	\$ 5,481	\$ 5,500	\$ 6,500	\$ 6,500	\$ 6,500

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

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	T/M REC	FIN/COM REC
\$ 4,500	\$ 4,500	\$ 5,000	\$ 4,347	\$ 5,000	\$ 5,000	\$ 5,000	\$ 6,500	\$ 6,500	\$ 6,500

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

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	T/M REC	FIN/COM REC
\$ 6,000	\$ 2,360	\$ 7,000	\$ 6,418	\$ 7,000	\$ 6,580	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000

Utilities									
Dog Pound									\$ 7,000
Electricity									\$ 7,000
Heat/Fuel									\$ 7,000
Total Utilities									\$ 7,000



Fire Department

Department Explanation

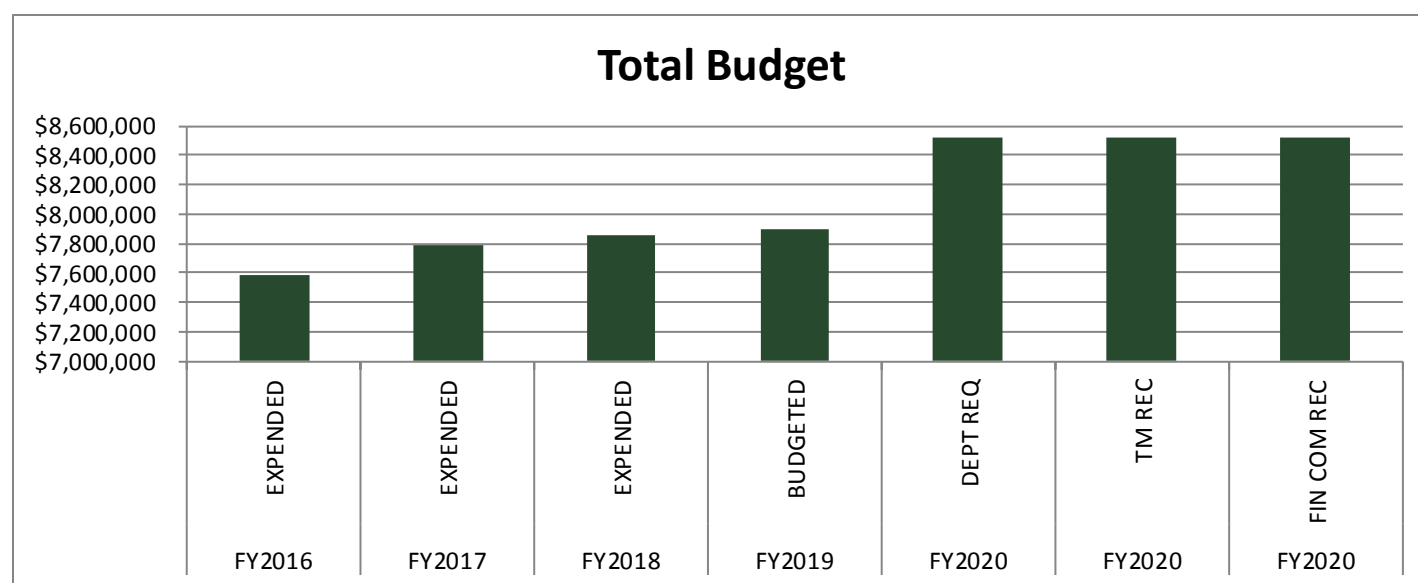
The Fire Department provides a range of services designed to protect lives and property from the adverse effects of disasters, fires, sudden medical emergencies or exposure to dangerous conditions.

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 FY20 the Billerica Fire Department will see a large increase of \$620,744 this year due to contractual obligations. The Fire Dept. contract was settled after a three years of negotiations. This caused a larger increase than a normal year.



Programs and Services

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.

Fire Department

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



Recent Accomplishments & Stastics

The Billerica Fire Department is pleased to submit our Annual Budget Report. Our 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 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 Billerica Fire Department responded to 7430 incidents during the fiscal year 2018.

The responses break down as follows:

Response Type:	# of Responses
Animal Control	13
Assist Public	93
Bomb Threat	4
Box Alarm	279
Box Service	205
Brush Fire	39

Building Fire	36
Burning Complaint	55
Burn Permits Issued	1556
Carbon Monoxide	146
Code Enforcement	11
Dumpster Fire	1

Fire Department

Electrical Problem	9
Elevator Emergency	8
Fire Alarm Activation	251
Fire Drill - Other	6
Fire Drill - School	35
Gas Leak	4
Hazardous Materials	16
House Lockout	46
Hydrant Inspection / Shoveling	28
Illegal Burning	45
Investigations	260
Medical Emergency Call	3399

Mutual Aid (Given or Received)	55
Odor of Gas	90
Public Relations	14
Rescue	6
Residential Alarm	71
Special Incident	15
Vehicle Accident	248
Vehicle Fire	27
Vehicle Lockout	179
Water Problem	43
Wires Arcing	137

Total Runs:	7,430

TRAINING ACTIVITY DURING FISCAL YEAR 2018

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

Fire/Rescue Training

- Pump operations and Hydraulics 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
- Boat refresher
- Vehicle Stabilization & Extrication
- Compressor SCBA filling review
- Lifting for Rescue
- Power tools & hand tools review
- Portable Hydraulic Jaws
- Solar Farm orientation (Pond St)
- Dive Rescue training
- Rapid Intervention Team
- Forcible Entry
- Firefighter Safety – Injuries & Fatalities
- Emergency Scene Safety - Electrical
- Salvage & Overhaul procedures

Medical Training

- Blood Stoppers
- Tactical Emergency Casualty Care
- NCCR curriculum
- Carbon Monoxide Poisoning
- First Responder training
- Carfentanil Exposure
- Sepsis & Sepsis Shock
- Diabetes & Medical Review
- CPR & Narcan Refresher

Driver Training

- Driver Training Simulator (MIIA)
- Driver Training review

Officer and Administrative Training

- Incident Command System 100,200,700
- Incident Command System 400,700
- Fire Officer I
- Fire Officer II
- Fire Officer III

Fire Department

- Fire Instructor I
- Fire Prevention Officer – Basic
- New & Senior Officer training
- Fire Prevention Officer I
- Fire Alarm Systems
- Basic & Advanced Fire Investigation
- Crowd Manager training
- Hot Works requirements training
- Active Shooter Drill
- Ethics refresher
- Fire Prevention Review
- Sexual Harassment Training

Hazardous Materials Training

- HAZMAT Technician Operations Level
- Above the line/Below the line

- Class B Firefighting Foam
- Operation of radiological monitoring equipment (Lantheus)
- Radiological hazards review (Lantheus)
- Hazardous Materials Response : Operations
- Explosives & Clandestine labs
- Combustible & Flammable Liquids - online
- HAZMAT Decon

Building Tours

- Tewksbury LNG Plant
- Verizon, Sullivan Rd
- School Fire & ALICE drills
- Lantheus HAZMAT drill

The Training Division would like to thank all Billerica Town Departments, the School Department and the Billerica Emergency Management Agency 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 ladders
- 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

GRANTS RECEIVED

The following equipment and training was received through grants and/or reimbursement to the Town:

- SAFE Grant (\$5,407)
- Senior SAFE Grant (\$2,813)
- Center Station Compressor (\$56,9000)

Fire Department

- Used Fitness Equipment - FLIR

FIRE PREVENTION BUREAU

PLANS REVIEW

Building plans and Projects	2031
Planning Board Projects	15
Zoning Board Projects	75
Fire Protection/Detection Testing Reports Reviewed	172

PERMITS ISSUED

Open Air Burning	1556	Hot Work/Welding	64
Tank Transport Vehicle (two year permit)	3	Propane (Install & Storage)	84
Aboveground/Underground tanks (new)	49	Oil Burner	58
Building Radio Amplifier	2	Certificate of Occupancy-Residential	159
Blasting	5	Certificate of Occupancy-Commercial	94
Cannon and Mortar	1	Sprinkler System	109
Carbon Monoxide Alarm Systems (comm.)	0	Fire Suppression Systems	8
Carbon Monoxide Alarm Systems (res.)	159	Tank Removals	65
Certificate of Compliance	691	Haz-Mat Fire Code Permits	334
Fire Alarm Systems	204	Industrial Ovens	16
Fire Works	1	Black Powder	4

Total Permits Issued 3,666

RECORDS REQUEST

Public Records Requests and Insurance Notices	106
Continuing Education/Training Classes	113

INSPECTIONS/RE-INSPECTIONS

Annual/Quarterly	45	Fireworks/First Light Sweep	2
Aboveground/Underground Tanks	28	Hot Work 'Fixed Location'	32
Flammable/Combustible Storage	334	Fire Alarm Systems	101
Fire Drills	48	Sprinkler Systems-Rough	0
Alcohol/Life Safety	28	Sprinkler Systems-Final	31
Certificate of Compliance-Smoke Detector	691	Suppression Systems	3
Certificate of Compliance-CO Detector	691	Building Radio Amplifier	1
Black Powders	1	Carbon Monoxide Alarm Systems	159
Ovens and Furnaces	16	Certificate of Occupancy-Commercial	46
Oil Burners	37	Certificate of Occupancy-Residential	71
Propane	33	Tank Transport Trucks	3
Tank Removal	8		

Total Inspections 2,409

INVESTIGATIONS

Fire Cause and Origin	63
Code Enforcement	180
Code Enforcement-Violations	159

Fees Collected \$55,600.00

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 FY18.

Public School Activities – S.A.F.E. Coordinator Lt Larkin visited nearly every classroom from K-2nd Grades in the Billerica Public Schools to teach key fire safety behaviors from age appropriate lesson plans developed by the Massachusetts Public Fire & Safety Education Task Force. Topics included: understanding and practicing stop, drop & roll, matches and lighter safety, understanding smoke alarms, firefighter's as community helpers, home escape plans, 911, firefighter in gear and basic kitchen safety. Firefighters also participated in several field days to reinforce behaviors taught in the classroom. The activities involved having students practice: Stop, Drop and Roll, crawling low below smoke and working as a team to stay safe.

The S.A.F.E. program continued its' CPR/AED program for all 6th grade students in town. In conjunction with the Billerica PD and town paramedics, Firefighters went into the middle schools and taught CPR/AED to the students during their health periods. The goal of the program is to certify almost 400 students a year through the American Heart Association.

Outside of the public school system the S.A.F.E. program reached approximately 1,000 additional children through preschool visits, girls/boy scouts, station tours and the Billerica Recreation Department camps. S.A.F.E. also taught fire safety to about 500 children in the District 6 S.A.F.E. house during Yankee Doodle weekend.

Middlesex Sheriff Department Youth Public Safety Camp - in conjunction with the Police Department and the Town Paramedics we hosted one Community Day for the Billerica campers. The campers were given tours of the fire station, police station, Paramedic Unit and participated in other firefighting related activities.



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's also 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.

S.A.F.E. program was in attendance at nearly 50 events ranging from fire safety instruction to students and Billerica community events which included some of the following:

- Billerica High Career Day
- Billerica Health and Wellness Fair
- Senior Cook-out w/ COA
- Public Fire & Life Safety Educators
- Conference
- Billerica Recreation Department summer camps

Billerica S.A.F.E. program also helped with holiday Public Service Announcements for BATV.

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



Senior SAFE coordinator Captain Bill Paskiewicz in conjunction with the Billerica Council on Aging and the American Red Cross followed guidelines from the Department of Fire Services Curriculum Guide Book, NFPA ‘Remember When’ program and the ‘Come Grow Old with Me’ conference material to deliver safety talks to elderly residents. They were able to reach and educate a segment of the population that is considered ‘at risk’.

Senior SAFE partners hosted ‘Town Hall’ style meetings with the elderly residents at different locations where discussions were about fire and life safety behaviors, such as:

- 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 numbers were properly visible for incident response.

Fire Department



The program was able to reach over 500 seniors and performed 24 home visits. Installation of 49 smoke detectors, 36 carbon monoxide detectors and 14 house numbers was accomplished. This was possible with units donated by the American Red Cross and through donations from Lantheus Medical Imaging and O'Connor Hardware.

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

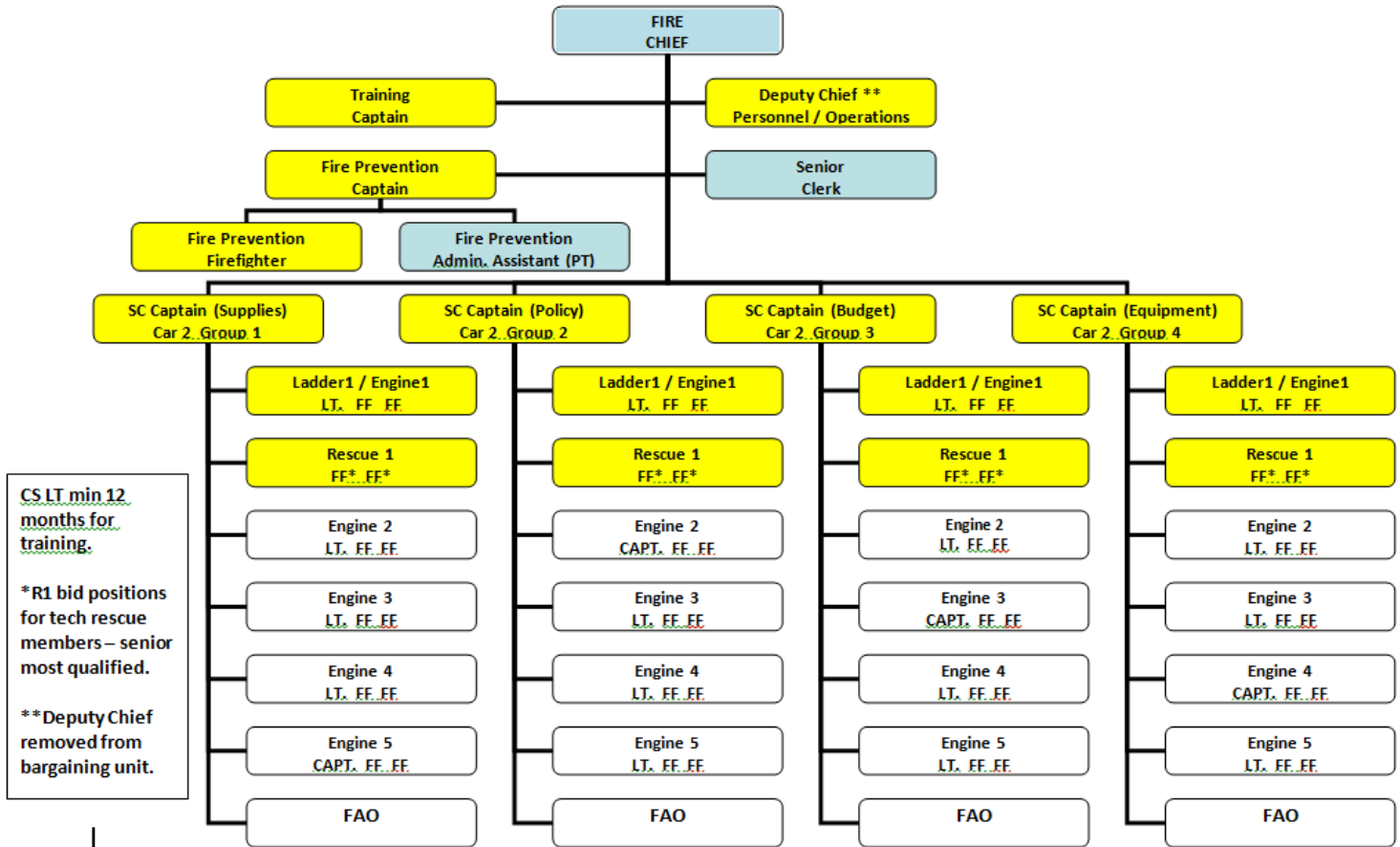
Respectfully submitted,
Robert Cole, Fire Chief

Fire Department

BILLERICA FIRE DEPARTMENT

ORGANIZATION CHART

Billerica Fire Department
Proposed Organization Chart



Fire Department

FIRE DEPARTMENT

Personnel Services

Full Time	5,340,564	5,340,564	5,469,817	5,406,524	5,581,765	5,495,586	5,599,627	6,068,576	6,068,576	6,068,576
Part Time/Seasonal	40,390	38,815	41,111	39,546	41,111	41,111	46,865	44,857	44,857	44,857
Overtime	655,000	655,000	655,000	715,000	655,000	655,000	655,000	740,000	740,000	740,000
Contractual Obligations	1,011,479	975,628	1,028,827	1,028,827	1,032,932	1,032,932	1,034,811	1,105,654	1,105,654	1,105,654
Total	7,047,433	7,010,007	7,194,755	7,189,697	7,310,808	7,224,629	7,336,303	7,959,087	7,959,087	7,959,087

Expenses

Supplies and Expenses	382,900	378,267	395,300	377,071	414,785	403,144	316,045	312,310	312,310	312,310
Contract Services/Leases	134,253	133,770	146,553	143,390	146,748	147,796	159,186	160,881	160,881	160,881
Utilities	84,500	66,992	84,500	84,500	84,500	85,297	84,500	84,500	84,500	84,500
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Expenses	601,653	579,029	626,353	604,961	646,033	636,237	559,731	557,691	557,691	557,691

TOTAL BUDGET	7,649,086	7,589,036	7,821,108	7,794,658	7,958,841	7,860,866	7,896,034	8,516,778	8,516,778	8,516,778

FIRE DEPARTMENT

Position	FY2019 FTE	Dep. Req. FY2020 FTE	TM. Rec. FY2020 FTE	Fin Com Rec. FY2020 FTE	Difference FY %	620,744 7.86%
Fire Chief	1	1	1	1		
Deputy Chiefs	2	2	2	2		
Captains	8	9	9	9		
Lieutenants	13	16	16	16		
Firefighters	53	49	49	49		
Fire Alarm Operators	4	4	4	4		
Administrative Head Clerk	1	1	1	1		
Total Staffing	82	82	82	82		

Position	FY2019 PTE	Dep. Req. FY2020 PTE	TM. Rec. FY2020 PTE	Fin Com Rec. FY2020 PTE
Fire Alarm Operators	0.5	0.5	0.5	0.5
Administrative Head Clerk	0.5	0.5	0.5	0.5
Total Staffing	1	1	1	1

Fire Department

FIRE DEPARTMENT
SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	RETIREMENT INCENTIVE	SICK BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENEFIT
Robert Cole	Fire Chief	25 Yr.	1/23/1995	155,792.00	0	-	-	-	-	-	-	155,792.00
Thomas Ferraro	Deputy Chief	30 Yr.	5/5/1985	111,007.69	0	400.00	5,000.00	-	2,693.00	6,400.00	-	125,500.69
Stephen Kennedy	Deputy Chief	15 Yr.	4/8/2001	105,203.63	0	275.00	6,000.00	-	2,693.00	6,075.00	-	120,246.63
John Martell	Captain	30 Yr.	5/12/1985	96,789.79	0	400.00	5,000.00	4,575.00	-	5,575.00	-	112,339.79
Erik Szymanski	Captain	20 Yr.	11/26/1998	94,244.47	0	400.00	6,000.00	4,675.00	1,500.00	5,775.00	-	112,594.47
Steven Jenkins	Captain	30 Yr.	5/18/1987	99,983.85	0	400.00	6,000.00	4,675.00	500.00	5,775.00	-	117,333.85
Daniel LeClerc	Captain	25 Yr.	7/18/1993	99,983.85	0	500.00	5,000.00	4,675.00	500.00	5,775.00	-	116,433.85
William Paskiewicz	Captain	25 Yr.	7/18/1993	99,983.85	0	400.00	5,000.00	4,400.00	1,500.00	5,450.00	-	116,733.85
Joseph Bradley	Captain	20 Yr.	6/15/1997	94,244.47	0	275.00	5,000.00	4,400.00	1,500.00	5,450.00	-	110,869.47
Matthew Battcock	Captain	20 Yr.	11/27/1998	91,233.76	0	-	5,000.00	4,275.00	500.00	5,275.00	-	106,283.76
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	97,071.80	0	500.00	5,000.00	4,550.00	1,500.00	5,600.00	-	114,221.80
Mark Fredrickson	Captain	30 Yr.	9/6/1987	97,071.80	0	275.00	1,740.00	4,550.00	500.00	5,600.00	-	109,736.80
Thomas Joyce	Lieutenant	30 Yr.	5/12/1985	84,724.53	0	-	5,000.00	4,000.00	500.00	4,900.00	-	99,124.53
James Miner	Lieutenant	25 Yr.	7/18/1993	84,724.53	0	500.00	6,000.00	4,000.00	500.00	4,900.00	-	100,624.53
Paul Wood	Lieutenant	30 Yr.	5/22/1988	84,724.53	0	275.00	6,000.00	4,000.00	500.00	4,900.00	-	100,399.53
David Forziati	Lieutenant	20 Yr.	6/14/1997	82,256.82	0	400.00	1,440.00	4,210.00	1,500.00	4,750.00	-	94,556.82
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	82,256.82	0	275.00	5,000.00	3,850.00	-	4,750.00	-	96,131.82
David Mahoney	Lieutenant	Captain	4/4/2001	79,939.64	0	275.00	1,680.00	3,750.00	500.00	4,625.00	-	90,769.64
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	76,371.93	0	400.00	6,000.00	3,600.00	500.00	4,400.00	-	91,271.93
Jason Smith	Lieutenant	15 Yr. **	2/5/2006	79,939.64	0	400.00	5,000.00	3,750.00	500.00	4,625.00	-	94,214.64
William King	Lieutenant	15 Yr.	3/5/1999	79,939.64	0	400.00	5,000.00	3,750.00	500.00	4,625.00	-	94,214.64
David Feyler	Lieutenant	25 Yr. **	10/1/2012	84,724.53	0	-	5,000.00	4,000.00	500.00	4,900.00	-	99,124.53
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	79,629.06	0	-	6,000.00	3,668.00	500.00	4,475.00	-	94,272.06
Thomas Larkin	Lieutenant	15 Yr.	4/5/2001	79,939.64	0	500.00	5,000.00	3,750.00	1,000.00	4,625.00	-	94,814.64
Robert Tedford	Firefighter	25 Yr.	7/18/1993	84,724.53	0	275.00	5,000.00	4,000.00	-	4,900.00	-	98,899.53
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	72,883.94	0	500.00	5,000.00	3,425.00	13,340.00	4,200.00	-	99,348.94
Phillip Tammaro	Firefighter	25 Yr.	7/18/1993	84,724.53	0	-	5,000.00	4,000.00	-	4,900.00	-	98,624.53
Lawrence Bavis	Firefighter	25 Yr.	7/18/1993	84,724.53	0	275.00	2,220.00	4,000.00	-	4,900.00	-	96,119.53
John McLaughlin	Firefighter	25 Yr.	7/25/1993	84,724.53	0	400.00	5,000.00	4,000.00	500.00	4,900.00	-	99,524.53
James Harries	Firefighter	25 Yr.	10/31/1994	74,358.48	0	275.00	7,000.00	3,525.00	500.00	4,350.00	-	90,008.48
John Spinosa	Firefighter	20 Yr.	10/28/1995	70,761.10	0	400.00	2,220.00	3,325.00	6,460.00	4,100.00	-	87,266.10
Matthew Famolare	Firefighter	20 Yr.	10/29/1995	74,012.84	0	400.00	5,000.00	3,475.00	500.00	4,300.00	-	87,687.84
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	72,883.95	0	-	-	3,425.00	-	4,225.00	-	80,533.95
Shawn Cantrell	Firefighter	20 Yr.	1/3/1998	72,883.95	0	-	3,660.00	3,425.00	500.00	4,225.00	-	84,693.95
Paul Dunton	Firefighter	20 Yr.	1/4/1998	72,883.95	0	-	6,000.00	3,425.00	-	4,225.00	-	86,533.95
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	72,883.95	0	400.00	5,000.00	3,425.00	500.00	4,225.00	-	86,433.95
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	72,883.95	0	500.00	5,000.00	3,425.00	500.00	4,225.00	-	86,533.95
Marc Annese	Firefighter	20 Yr.	6/25/2000	68,354.65	0	275.00	2,100.00	3,300.00	-	4,100.00	-	78,129.65
Gary daSilva	Firefighter	15 Yr.	4/3/2001	68,554.03	0	400.00	5,000.00	3,225.00	500.00	3,975.00	-	81,654.03
Justin Bates	Firefighter	15 Yr.	4/7/2001	66,364.02	0	500.00	2,580.00	3,150.00	4,886.00	3,850.00	-	81,330.02
Mark Goodwin	Firefighter	15 Yr.	9/23/2001	68,554.03	0	500.00	1,140.00	3,225.00	500.00	3,975.00	-	77,894.03
Joseph Duggan	Firefighter	20 Yr. **	12/19/2004	71,599.50	0	275.00	2,700.00	3,350.00	1,000.00	4,100.00	-	83,024.50
Joseph Keane	Firefighter	15 Yr.	2/26/2005	67,314.29	0	275.00	5,000.00	3,225.00	500.00	4,000.00	-	80,314.29
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	65,163.89	0	500.00	-	3,125.00	500.00	3,850.00	-	73,138.89
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	70,311.42	0	400.00	1,440.00	3,275.00	1,500.00	4,025.00	-	80,951.42
Patrick Corbett	Firefighter	10 Yr.	4/4/2007	66,650.67	0	500.00	2,520.00	3,150.00	-	3,875.00	-	76,695.67
Daniel Barilla	Firefighter	10 Yr.	4/22/2007	66,650.67	0	275.00	5,000.00	3,150.00	500.00	3,875.00	-	79,450.67
John Conway	Firefighter	10 Yr.	9/7/2007	66,650.67	0	-	2,760.00	3,150.00	500.00	3,875.00	-	76,935.67
Keith McDonald	Firefighter	10 Yr.	9/8/2007	66,650.67	0	275.00	2,400.00	3,150.00	-	3,875.00	-	76,350.67
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	64,521.46	0	-	-	3,050.00	-	3,750.00	-	71,321.46
Richard Gutierrez	Firefighter	10 Yr.	7/5/2008	66,650.67	0	400.00	2,400.00	3,150.00	-	3,875.00	-	76,475.67
Andrew Avant	Firefighter	10 Yr.	7/6/2008	66,650.67	0	400.00	5,000.00	3,150.00	500.00	3,875.00	-	79,575.67
Michael Iannelli	Firefighter	10 Yr.	5/29/2010	65,100.67	0	400.00	5,000.00	3,050.00	500.00	3,775.00	-	77,825.67
David Reinold	Firefighter	10 Yr.	5/30/2010	63,020.98	0	400.00	-	2,950.00	-	3,675.00	-	70,045.98
Charles Rivanis	Firefighter	10 Yr. **	7/10/2011	67,683.02	0	400.00	1,320.00	3,175.00	500.00	3,925.00	-	77,003.02
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	62,854.97	0	275.00	3,240.00	2,950.00	500.00	3,650.00	-	73,469.97
Michael Ricci	Firefighter	5 Yr.	9/5/2011	64,929.18	0	275.00	1,680.00	3,050.00	500.00	3,775.00	-	74,209.18
Stephen Morrison	Firefighter	5 Yr.	1/8/2012	64,929.18	0	500.00	6,000.00	3,050.00	500.00	3,775.00	-	78,754.18
Stephen Burgoyne	Firefighter	5 Yr.	7/13/2013	64,929.18	0	400.00	6,000.00	3,050.00	500.00	3,775.00	-	78,654.18
Christopher Roberts	Firefighter	5 Yr.	7/14/2013	64,929.18	0	500.00	5,000.00	3,050.00	500.00	3,775.00	-	77,754.18
Josophe Venezia	Firefighter	5 Yr.	7/15/2013	64,929.18	0	-	1,800.00	3,050.00	500.00	3,775.00	-	74,054.18
William Connors	Firefighter	10 Yr. **	11/29/2013	64,521.46	0	400.00	-	3,050.00	500.00	3,750.00	-	72,221.46
James Elder	Firefighter	5 Yr.	11/30/2013	64,929.18	0	-	5,000.00	3,050.00	-	3,775.00	-	76,754.18
David Marks	Firefighter	5 Yr.	12/1/2013	64,929.18	0	-	3,240.00	3,050.00	500.00	3,775.00	-	75,494.18
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	64,929.18	0	400.00	5,000.00	2,950.00	500.00	3,650.00	-	77,429.18
David Evans	Firefighter	St. 5	9/2/2014	64,758.44	0	-	1,320.00	3,050.00	500.00	3,750.00	-	73,378.44
Brett Fredrickson	Firefighter	St. 4	11/6/2015	63,091.01	0	500.00	3,840.00	2,975.00	500.00	3,650.00	-	74,556.01
Frank Rao	Firefighter	St. 4	11/7/2015	63,091.01	0	400.00	6,000.00	2,975.00	500.00	3,650.00	-	76,616.01
Luke Riberio	Firefighter	St. 4	11/8/2015	63,091.01	0	400.00	6,000.00	2,975.00	-	3,650.00	-	76,116.01
James Sullivan	Firefighter	10 Yr. **	12/14/2015	66,650.67	0	500.00	-	3,200.00	-	3,850.00	-	74,200.67
Michael Sargent	Firefighter	10 Yr. **	12/19/2016	66,650.67	0	400.00	6,000.00	3,150.00	500.00	3,850.00	-	80,550.67
Ryan Arensbach	Firefighter	St. 3	5/23/2017	59,396.35	0	400.00	2,880.00	2,850.00	-	3,500.00	-	69,026.35
Timothy Copson	Firefighter	St. 3	5/22/2017	59,396.35	0	500.00	600.00	2,850.00	-	3,500.00	-	66,846.35
Sean O'Neill	Firefighter	St. 2	1/2/2018	57,983.01	0	500.00	3,660.00	2,750.00	-	3,375.00	-	68,268.01
Joseph Ferri	Firefighter	St. 2	1/3/2018	57,983.01	0	500.00	2,160.00	2,750.00	-	3,375.00	-	66,768.01
Kenneth Murmane	Firefighter	St. 2	1/4/2018	57,983.01	0	500.00	600.00	2,750.00	-	3,375.00	-	65,208.01
John Corbett	Firefighter	St. 1	9/5/2018	56,473.69	0	400.00	2,160.00	2,700.00	-	3,300.00	-	65,033.69
Maureen Dunton	Head Administrator	Step 10	3/2/1981	62,192.36	0	600.00	-	-	-	-	4,334.00	67,126.36
Ellen O'Connor	PT Secretary	Step 4	11/17/2014	21,007.74	0	-	-	-	-	-	-	21,007.74
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	50,208.83	0	-	-	2,184.00	-	2,360.00	2,800.00	57,552.83
John Pellegrino	Dispatcher	Step 7	1/4/2002	50,208.83	0	-	-	2,184.00	-	2,360.00	2,800.00	57,552.83
Diane Deloge	Dispatcher	Step 7	5/12/2002	50,208.83	0	300.00	-	-	1,000.00	2,360.00	2,800.00	56,668.83
Christina Winitzer	Dispatcher	Step 5	6/12/2013	48,836.08	0	500.00	-	1,664.00	-	2,275.00	1,083.00	54,358.08
William Egan	PT Dispatcher	Step 7	4/17/2011	23,849.19	0	400.00	-	1,092.00	-	2,350.00	1,083.00	28,774.19
	0				0	0	0	0	-	-	0	-
SUPER HOLIDAY	0	0	0	0	0	0	0	0	-	45,500.00	0	45,500.00
DETAIL COMP.	0	0	0	0	0	0	0	0	36,750.00	-	0	36,750.00
OUT OF GRADE	0	0	0	0	0	0	0	0	30,500.00	-	0	30,500.00
												-
DEPARTMENT TOTAL				\$6,113,432.48	0.00	\$ 26,400.00	\$ 286,500.00	\$263,377.00	\$ 129,822.00	\$ 384,655.00	\$ 14,900.00	\$ 7,219,086.48

Fire Department

FIRE DEPARTMENT
SALARY INFORMATION FY2020 DEPARTMENT REQUEST

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	RETIREMENT INCENTIVE	SICK BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENEFT
Robert Cole	Fire Chief	25 Yr.	1/23/1995	\$ 155,792.00	0.00							\$ 155,792.00
Thomas Ferraro	Deputy Chief	30 Yr.	5/5/1985	\$ 111,007.69	0.00	\$ 400.00	\$ 5,000.00	\$ -	\$ 2,693.00	\$ 6,400.00		\$ 125,500.69
Stephen Kennedy	Deputy Chief	15 Yr.	4/8/2001	\$ 105,203.63	0.00	\$ 275.00	\$ 6,000.00	\$ -	\$ 2,693.00	\$ 6,075.00		\$ 120,246.63
John Martell	Captain	30 Yr.	5/12/1985	\$ 96,789.79	0.00	\$ 400.00	\$ 5,000.00	\$ 4,575.00	\$ -	\$ 5,575.00		\$ 112,339.79
Erik Szymanski	Captain	20 Yr.	11/26/1998	\$ 94,244.47	0.00	\$ 400.00	\$ 6,000.00	\$ 4,675.00	\$ 1,500.00	\$ 5,775.00		\$ 112,594.47
Steven Jenkins	Captain	30 Yr.	5/18/1987	\$ 99,983.85	0.00	\$ 400.00	\$ 6,000.00	\$ 4,675.00	\$ 500.00	\$ 5,775.00		\$ 117,333.85
Daniel LeClerc	Captain	25 Yr.	7/18/1993	\$ 99,983.85	0.00	\$ 500.00	\$ 5,000.00	\$ 4,675.00	\$ 500.00	\$ 5,775.00		\$ 116,433.85
William Paskiewicz	Captain	25 Yr.	7/18/1993	\$ 99,983.85	0.00	\$ 400.00	\$ 5,000.00	\$ 4,400.00	\$ 1,500.00	\$ 5,450.00		\$ 116,733.85
Joseph Bradley	Captain	20 Yr.	6/15/1997	\$ 94,244.47	0.00	\$ 275.00	\$ 5,000.00	\$ 4,400.00	\$ 1,500.00	\$ 5,450.00		\$ 110,869.47
Matthew Battcock	Captain	20 Yr.	11/27/1998	\$ 91,233.76	0.00	-	\$ 5,000.00	\$ 4,275.00	\$ 500.00	\$ 5,275.00		\$ 106,283.76
Joseph Bukoiemski	Captain	25 Yr.	7/25/1998	\$ 97,071.80	0.00	\$ 500.00	\$ 5,000.00	\$ 4,550.00	\$ 1,500.00	\$ 5,600.00		\$ 114,221.80
Mark Fredrickson	Captain	30 Yr.	9/6/1987	\$ 97,071.80	0.00	\$ 275.00	\$ 1,740.00	\$ 4,550.00	\$ 500.00	\$ 5,600.00		\$ 109,736.80
Thomas Joyce	Lieutenant	30 Yr.	5/12/1985	\$ 84,724.53	0.00	-	\$ 5,000.00	\$ 4,000.00	\$ 500.00	\$ 4,900.00		\$ 99,124.53
James Miner	Lieutenant	25 Yr.	7/18/1993	\$ 84,724.53	0.00	\$ 500.00	\$ 6,000.00	\$ 4,000.00	\$ 500.00	\$ 4,900.00		\$ 100,624.53
Paul Wood	Lieutenant	30 Yr.	5/22/1988	\$ 84,724.53	0.00	\$ 275.00	\$ 6,000.00	\$ 4,000.00	\$ 500.00	\$ 4,900.00		\$ 100,399.53
David Forziati	Lieutenant	20 Yr.	6/14/1997	\$ 82,256.82	0.00	\$ 400.00	\$ 1,440.00	\$ 4,210.00	\$ 1,500.00	\$ 4,750.00		\$ 94,556.82
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	\$ 82,256.82	0.00	\$ 275.00	\$ 5,000.00	\$ 3,850.00	\$ -	\$ 4,750.00		\$ 96,131.82
David Mahoney	Lieutenant	Captain	4/4/2001	\$ 79,939.64	0.00	\$ 275.00	\$ 1,680.00	\$ 3,750.00	\$ 500.00	\$ 4,625.00		\$ 90,769.64
Joseph Brangwynne	Lieutenant	10 Yr.	5/28/2010	\$ 76,371.93	0.00	\$ 400.00	\$ 6,000.00	\$ 3,600.00	\$ 500.00	\$ 4,400.00		\$ 91,271.93
Jason Smith	Lieutenant	15 Yr. **	2/5/2006	\$ 79,939.64	0.00	\$ 400.00	\$ 5,000.00	\$ 3,750.00	\$ 500.00	\$ 4,625.00		\$ 94,214.64
William King	Lieutenant	15 Yr.	3/5/1999	\$ 79,939.64	0.00	\$ 400.00	\$ 5,000.00	\$ 3,750.00	\$ 500.00	\$ 4,625.00		\$ 94,214.64
David Feyler	Lieutenant	25 Yr. **	10/1/2012	\$ 84,724.53	0.00	-	\$ 5,000.00	\$ 4,000.00	\$ 500.00	\$ 4,900.00		\$ 99,124.53
Jeff Strunk	Lieutenant	20 Yr. **	5/27/2010	\$ 79,629.06	0.00	-	\$ 6,000.00	\$ 3,668.00	\$ 500.00	\$ 4,475.00		\$ 94,272.06
Thomas Larkin	Lieutenant	15 Yr.	4/5/2001	\$ 79,939.64	0.00	\$ 500.00	\$ 5,000.00	\$ 3,750.00	\$ 1,000.00	\$ 4,625.00		\$ 94,814.64
Robert Tedford	Firefighter	25 Yr.	7/18/1993	\$ 84,724.53	0.00	\$ 275.00	\$ 5,000.00	\$ 4,000.00	\$ -	\$ 4,900.00		\$ 98,899.53
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	\$ 72,883.94	0.00	\$ 500.00	\$ 5,000.00	\$ 3,425.00	\$ 13,340.00	\$ 4,200.00		\$ 99,348.94
Phillip Tammaro	Firefighter	25 Yr.	7/18/1993	\$ 84,724.53	0.00	-	\$ 5,000.00	\$ 4,000.00	\$ -	\$ 4,900.00		\$ 98,624.53
Lawrence Bavis	Firefighter	25 Yr.	7/18/1993	\$ 84,724.53	0.00	\$ 275.00	\$ 2,220.00	\$ 4,000.00	\$ -	\$ 4,900.00		\$ 96,119.53
John McLaughlin	Firefighter	25 Yr.	7/25/1993	\$ 84,724.53	0.00	\$ 400.00	\$ 5,000.00	\$ 4,000.00	\$ 500.00	\$ 4,900.00		\$ 99,524.53
James Harries	Firefighter	25 Yr.	10/31/1994	\$ 74,358.48	0.00	\$ 275.00	\$ 7,000.00	\$ 3,525.00	\$ 500.00	\$ 4,350.00		\$ 90,008.48
John Spinos	Firefighter	20 Yr.	10/28/1995	\$ 70,761.10	0.00	\$ 400.00	\$ 2,220.00	\$ 3,325.00	\$ 6,460.00	\$ 4,100.00		\$ 87,266.10
Matthew Famolare	Firefighter	20 Yr.	10/29/1995	\$ 74,012.84	0.00	\$ 400.00	\$ 5,000.00	\$ 3,475.00	\$ 500.00	\$ 4,300.00		\$ 87,687.84
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	\$ 72,883.95	0.00	-	\$ -	\$ 3,425.00	\$ -	\$ 4,225.00		\$ 80,533.95
Shawn Cantrell	Firefighter	20 Yr.	1/3/1998	\$ 72,883.95	0.00	\$ -	\$ 3,660.00	\$ 3,425.00	\$ 500.00	\$ 4,225.00		\$ 84,693.95
Paul Dunton	Firefighter	20 Yr.	1/4/1998	\$ 72,883.95	0.00	\$ -	\$ 6,000.00	\$ 3,425.00	\$ -	\$ 4,225.00		\$ 86,533.95
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	\$ 72,883.95	0.00	\$ 400.00	\$ 5,000.00	\$ 3,425.00	\$ 500.00	\$ 4,225.00		\$ 86,433.95
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	\$ 72,883.95	0.00	\$ 500.00	\$ 5,000.00	\$ 3,425.00	\$ 500.00	\$ 4,225.00		\$ 86,533.95
Marc Annese	Firefighter	20 Yr.	6/25/2000	\$ 68,354.65	0.00	\$ 275.00	\$ 2,100.00	\$ 3,300.00	\$ -	\$ 4,100.00		\$ 78,129.65
Gary daSilva	Firefighter	15 Yr.	4/3/2001	\$ 68,554.03	0.00	\$ 400.00	\$ 5,000.00	\$ 3,225.00	\$ 500.00	\$ 3,975.00		\$ 81,654.03
Justin Bates	Firefighter	15 Yr.	4/7/2001	\$ 66,364.02	0.00	\$ 500.00	\$ 2,580.00	\$ 3,150.00	\$ 4,886.00	\$ 3,850.00		\$ 81,330.02
Mark Goodwin	Firefighter	15 Yr.	9/23/2001	\$ 68,554.03	0.00	\$ 500.00	\$ 1,140.00	\$ 3,225.00	\$ 500.00	\$ 3,975.00		\$ 77,894.03
Joseph Duggan	Firefighter	20 Yr. **	12/19/2004	\$ 71,599.50	0.00	\$ 275.00	\$ 2,700.00	\$ 3,350.00	\$ 1,000.00	\$ 4,100.00		\$ 83,024.50
Joseph Keane	Firefighter	15 Yr.	2/26/2005	\$ 67,314.29	0.00	\$ 275.00	\$ 5,000.00	\$ 3,225.00	\$ 500.00	\$ 4,000.00		\$ 80,314.29
Shawn O'Connor	Firefighter	15 Yr.	2/27/2005	\$ 65,163.89	0.00	\$ 500.00	\$ -	\$ 3,125.00	\$ 500.00	\$ 3,850.00		\$ 73,138.89
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	\$ 70,311.42	0.00	\$ 400.00	\$ 1,440.00	\$ 3,275.00	\$ 1,500.00	\$ 4,025.00		\$ 80,951.42
Patrick Corbett	Firefighter	10 Yr.	4/4/2007	\$ 66,650.67	0.00	\$ 500.00	\$ 2,520.00	\$ 3,150.00	\$ -	\$ 3,875.00		\$ 76,695.67
Daniel Barilla	Firefighter	10 Yr.	4/22/2007	\$ 66,650.67	0.00	\$ 275.00	\$ 5,000.00	\$ 3,150.00	\$ 500.00	\$ 3,875.00		\$ 79,450.67
John Conway	Firefighter	10 Yr.	9/7/2007	\$ 66,650.67	0.00	-	\$ 2,760.00	\$ 3,150.00	\$ 500.00	\$ 3,875.00		\$ 76,935.67
Keith McDonald	Firefighter	10 Yr.	9/8/2007	\$ 66,650.67	0.00	\$ 275.00	\$ 2,400.00	\$ 3,150.00	\$ -	\$ 3,875.00		\$ 76,350.67
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	\$ 64,521.46	0.00	\$ -	\$ -	\$ 3,050.00	\$ -	\$ 3,750.00		\$ 71,321.46
Richard Gutierrez	Firefighter	10 Yr.	7/5/2008	\$ 66,650.67	0.00	\$ 400.00	\$ 2,400.00	\$ 3,150.00	\$ -	\$ 3,875.00		\$ 76,475.67
Andrew Avant	Firefighter	10 Yr.	7/6/2008	\$ 66,650.67	0.00	\$ 400.00	\$ 5,000.00	\$ 3,150.00	\$ 500.00	\$ 3,875.00		\$ 79,575.67
Michael Iannelli	Firefighter	10 Yr.	5/29/2010	\$ 65,100.67	0.00	\$ 400.00	\$ 5,000.00	\$ 3,050.00	\$ 500.00	\$ 3,775.00		\$ 77,825.67
David Reinold	Firefighter	10 Yr.	5/30/2010	\$ 63,020.98	0.00	\$ 400.00	\$ -	\$ 2,950.00	\$ -	\$ 3,675.00		\$ 70,045.98
Charles Rivanis	Firefighter	10 Yr. **	7/10/2011	\$ 67,683.02	0.00	\$ 400.00	\$ 1,320.00	\$ 3,175.00	\$ 500.00	\$ 3,925.00		\$ 77,003.02
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	\$ 62,854.97	0.00	\$ 275.00	\$ 3,240.00	\$ 2,950.00	\$ 500.00	\$ 3,650.00		\$ 73,469.97
Michael Ricci	Firefighter	5 Yr.	9/5/2011	\$ 64,929.18	0.00	\$ 275.00	\$ 1,680.00	\$ 3,050.00	\$ 500.00	\$ 3,775.00		\$ 74,209.18
Stephen Morrison	Firefighter	5 Yr.	1/8/2012	\$ 64,929.18	0.00	\$ 500.00	\$ 6,000.00	\$ 3,050.00	\$ 500.00	\$ 3,775.00		\$ 78,754.18
Stephen Burgoyne	Firefighter	5 Yr.	7/13/2013	\$ 64,929.18	0.00	\$ 400.00	\$ 6,000.00	\$ 3,050.00	\$ 500.00	\$ 3,775.00		\$ 78,654.18
Christopher Roberts	Firefighter	5 Yr.	7/14/2013	\$ 64,929.18	0.00	\$ 500.00	\$ 5,000.00	\$ 3,050.00	\$ 500.00	\$ 3,775.00		\$ 77,754.18
Josephe Venezia	Firefighter	5 Yr.	7/15/2013	\$ 64,929.18	0.00	-	\$ 1,800.00	\$ 3,050.00	\$ 500.00	\$ 3,775.00		\$ 74,054.18
William Conners	Firefighter	10 Yr. **	11/29/2013	\$ 64,521.46	0.00	\$ 400.00	\$ -	\$ 3,050.00	\$ 500.00	\$ 3,750.00		\$ 72,221.46
James Elder	Firefighter	5 Yr.	11/30/2013	\$ 64,929.18	0.00	-	\$ 5,000.00	\$ 3,050.00	\$ -	\$ 3,775.00		\$ 76,754.18
David Marks	Firefighter	5 Yr.	12/1/2013	\$ 64,929.18	0.00	-	\$ 3,240.00	\$ 3,050.00	\$ 500.00	\$ 3,775.00		\$ 75,494.18
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	\$ 64,929.18	0.00	\$ 400.00	\$ 5,000.00	\$ 2,950.00	\$ 500.00	\$ 3,650.00		\$ 77,429.18
David Evans	Firefighter	St. 5	9/2/2014	\$ 64,758.44	0.00	-	\$ 1,320.00	\$ 3,050.00	\$ 500.00	\$ 3,750.00		\$ 73,378.44
Brett Fredrickson	Firefighter	St. 4	11/6/2015	\$ 63,091.01	0.00	\$ 500.00	\$ 3,840.00	\$ 2,975.00	\$ 500.00	\$ 3,650.00		\$ 74,556.01
Frank Rao	Firefighter	St. 4	11/7/2015	\$ 63,091.01	0.00	\$ 400.00	\$ 6,000.00	\$ 2,975.00	\$ 500.00	\$ 3,650.00		\$ 76,616.01
Luke Riberio	Firefighter	St. 4	11/8/2015	\$ 63,091.01	0.00	\$ 400.00	\$ 6,000.00	\$ 2,975.00	\$ -	\$ 3,650.00		\$ 76,116.01
James Sullivan	Firefighter	10 Yr. **	12/14/2015	\$ 66,650.67	0.00	\$ 500.00	\$ -	\$ 3,200.00	\$ -	\$ 3,850.00		\$ 74,200.67
Michael Sargent	Firefighter	10 Yr. **	12/19/2016	\$ 66,650.67	0.00	\$ 400.00	\$ 6,000.00	\$ 3,150.00	\$ 500.00	\$ 3,850.00		\$ 80,550.67
Ryan Arensbach	Firefighter	St. 3	5/23/2017	\$ 59,396.35	0.00	\$ 400.00	\$ 2,880.00	\$ 2,850.00	\$ -	\$ 3,500.00		\$ 69,026.35
Timothy Copson	Firefighter	St. 3	5/22/2017	\$ 59,396.35	0.00	\$ 500.00	\$ 600.00	\$ 2,850.00	\$ -	\$ 3,500.00		\$ 66,846.35
Sean O'Neill	Firefighter	St. 2	1/2/2018	\$ 57,983.01	0.00	\$ 500.00	\$ 3,660.00	\$ 2,750.00	\$ -	\$ 3,375.00		\$ 68,268.01
Joseph Ferri	Firefighter	St. 2	1/3/2018	\$ 57,983.01		\$ 500.00	\$ 2,160.00	\$ 2,750.00	\$ -	\$ 3,375.00		\$ 66,768.01
Kenneth Murnane	Firefighter	St. 2	1/4/2018	\$ 57,983.01		\$ 500.00	\$ 600.00	\$ 2,750.00	\$ -	\$ 3,375.00		\$ 65,208.01
John Corbett	Firefighter	St. 1	9/5/2018	\$ 56,473.69		\$ 400.00	\$ 2,160.00	\$ 2,700.00	\$ -	\$ 3,300.00		\$ 65,033.69
Maureen Dunton	Head Administrator	Step 10	3/2/1981	\$ 62,192.36	0.00	\$ 600.00	\$ -	\$ -			\$ 4,334.00	\$ 67,126.36
Ellen O'Connor	PT Secretary	Step 4	11/17/2014	\$ 21,007.74	0.00		\$ -	\$ -			\$ -	\$ 21,007.74
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	\$ 50,208.83	0.00	\$ -	\$ -	\$ 2,184.00		\$ 2,360.00	\$ 2,800.00	\$ 57,552.83
John Pellegrino	Dispatcher	Step 7	1/4/2002	\$ 50,208.83	0.00	\$ -	\$ -	\$ 2,184.00	\$ -	\$ 2,360.00	\$ 2,800.00	\$ 57,552.83
Diane Deloge	Dispatcher	Step 7	5/12/2002	\$ 50,208.83	0.00	\$ 300.00	\$ -	\$ -	\$ 1,000.00	\$ 2,360.00	\$ 2,800.00	\$ 56,668.83
Christina Winitzer	Dispatcher	Step 5	6/12/2013	\$ 48,836.08	0.00	\$ 500.00	\$ -	\$ 1,664.00	\$ -	\$ 2,275.00	\$ 1,083.00	\$ 54,358.08
William Egan	PT Dispatcher	Step 7	4/17/2011									

Fire Department

FIRE DEPARTMENT
SALARY INFORMATION FY2019 BUDGET

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	RETIREMENT INCENTIVE	SICK BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY	TOTAL SALARY BENEFIT
	Fire Chief			140,000.00	0							\$ 140,000.00
Thomas Ferraro	Deputy Chief	30 Yr.	5/5/1985	104,604.89	0	500.00	5,000.00		2,693.00	6,166.55		\$ 118,964.44
Robert Cole	Deputy Chief	20 Yr.	1/23/1995	99,135.50	0	500.00	6,000.00		2,693.00	5,852.21		\$ 114,180.71
John Martell	Captain	30 Yr.	5/12/1985	88,550.60	0	400.00	5,000.00	4,476.00	-	5,089.11		\$ 103,515.71
Erik Szymanski	Captain	20 Yr.	11/26/1998	85,704.06	0	400.00	6,000.00	4,210.00	1,500.00	4,950.00		\$ 102,764.06
Steven Jenkins	Captain	30 Yr.	5/18/1987	91,472.85	0	500.00	6,000.00	4,421.00	500.00	5,257.06		\$ 108,150.91
Daniel LeClerc	Captain	25 Yr.	7/18/1993	88,720.47	0	500.00	5,000.00	4,309.00	500.00	5,150.00		\$ 104,179.47
William Paskiewicz	Captain	25 Yr.	7/18/1993	88,720.47	0	500.00	5,000.00	4,309.00	1,500.00	5,150.00		\$ 105,179.47
Joseph Bradley	Captain	20 Yr.	6/15/1997	86,512.76	0	-	5,000.00	4,210.00	1,500.00	4,972.00		\$ 102,194.76
Stephen Kennedy	Captain	15 Yr.	4/8/2001	84,502.55	0	275.00	6,000.00	4,100.00	500.00	4,220.00		\$ 99,597.55
Matthew Battcock	Captain	20 Yr.	11/27/1998	85,704.06	0	400.00	5,000.00	4,100.00	500.00	4,975.00		\$ 100,679.06
Mark Fredrickson	Lieutenant	30 Yr.	9/6/1987	79,837.56	0	400.00	1,740.00	3,868.00	500.00	4,665.33		\$ 91,010.89
Thomas Joyce	Lieutenant	30 Yr.	5/12/1985	79,837.56	0	-	5,000.00	3,868.00	500.00	4,665.33		\$ 93,870.89
James Miner	Lieutenant	25 Yr.	7/18/1993	77,429.08	0	500.00	6,000.00	3,761.00	500.00	4,500.00		\$ 92,690.08
Paul Wood	Lieutenant	30 Yr.	5/22/1988	79,837.56	0	-	6,000.00	3,868.00	500.00	4,625.00		\$ 94,830.56
Joseph Bukoieski	Lieutenant	25 Yr.	7/25/1998	77,387.24	0	500.00	5,000.00	-	3,693.00	4,500.00		\$ 91,080.24
David Forziati	Lieutenant	20 Yr.	6/14/1997	75,329.11	0	500.00	1,440.00	4,210.00	1,500.00	4,972.00		\$ 87,951.11
Robert McIntyre	Lieutenant	20 Yr.	1/2/1998	75,329.11	0	400.00	5,000.00	3,668.00	-	4,380.00		\$ 88,777.11
David Mahoney	Lieutenant	15 Yr.	4/4/2001	73,428.08	0	275.00	1,680.00	3,668.00	500.00	4,220.00		\$ 83,771.08
Joseph Brangwynne	Lieutenant	5 Yr.	5/28/2010	70,870.21	0	400.00	6,000.00	3,568.00	500.00	4,073.00		\$ 85,411.21
Jason Smith	Lieutenant	15 Yr. **	2/5/2006	71,805.27	0	400.00	5,000.00	3,436.00	500.00	4,220.00		\$ 85,361.27
William King	Lieutenant	15 Yr.	3/5/1999	73,428.08	0	400.00	5,000.00	3,668.00	500.00	4,270.00		\$ 87,266.08
David Feyler	Lieutenant	25 Yr. **	10/1/2012	77,512.74	0	400.00	5,000.00	3,668.00	500.00	4,500.00		\$ 91,580.74
Jeff Strunk	Lieutenant	15 Yr. **	5/27/2010	71,082.43	0	400.00	6,000.00	3,668.00	500.00	4,135.00		\$ 85,785.43
Robert Tedford	Firefighter	25 Yr.	7/18/1993	66,600.17	0	400.00	5,000.00	3,236.00	-	3,875.00		\$ 79,111.17
Thomas Maloney	Firefighter	25 Yr.	7/18/1993	66,600.17	0	500.00	5,000.00	3,236.00	13,320.00	4,455.16		\$ 93,111.33
Phillip Tammaro	Firefighter	25 Yr.	7/18/1993	66,600.17	0	275.00	5,000.00	3,236.00	-	3,875.00		\$ 78,986.17
Lawrence Bavis	Firefighter	25 Yr.	7/18/1993	66,600.17	0	-	2,220.00	3,236.00	-	3,875.00		\$ 75,931.17
John McLaughlin	Firefighter	25 Yr.	7/25/1998	66,560.32	0	275.00	5,000.00	3,236.00	500.00	3,875.00		\$ 79,446.32
James Harries	Firefighter	20 Yr.	10/31/1994	64,599.72	0	275.00	7,000.00	3,236.00	500.00	3,875.00		\$ 79,485.72
John Spinosa	Firefighter	20 Yr.	10/28/1995	64,599.72	0	275.00	2,220.00	3,236.00	6,460.00	4,008.26		\$ 80,798.98
Matthew Famolare	Firefighter	20 Yr.	10/29/1995	65,600.34	0	400.00	5,000.00	3,236.00	500.00	3,770.13		\$ 78,506.47
Joshua Gillis	Firefighter	20 Yr.	6/13/1997	64,599.72	0	275.00	-	3,236.00	-	3,715.88		\$ 71,826.60
Shawn Cantrell	Firefighter	20 Yr.	1/3/1998	64,599.72	0	500.00	3,660.00	3,236.00	500.00	3,760.00		\$ 76,255.72
Paul Dunton	Firefighter	20 Yr.	1/4/1998	64,599.72	0	-	6,000.00	3,236.00	-	3,760.00		\$ 77,595.72
Erik Ciampa	Firefighter	20 Yr.	11/28/1998	63,878.25	0	500.00	5,000.00	3,149.00	500.00	3,609.56		\$ 76,636.81
Paul Dinsmore	Firefighter	20 Yr.	11/29/1998	63,878.25	0	-	5,000.00	3,149.00	500.00	3,609.56		\$ 76,136.81
Marc Annese	Firefighter	15 Yr.	6/25/2000	60,799.86	0	400.00	2,100.00	2,994.00	-	3,609.56		\$ 69,903.42
Gary daSilva	Firefighter	15 Yr.	4/3/2001	62,806.34	0	400.00	5,000.00	3,149.00	500.00	3,609.56		\$ 75,464.90
Thomas Larkin	Firefighter	15 Yr.	4/5/2001	62,806.34	0	500.00	5,000.00	3,149.00	1,000.00	3,609.56		\$ 76,064.90
Justin Bates	Firefighter	15 Yr.	4/7/2001	60,799.86	0	400.00	2,580.00	-	2,693.00	3,519.97		\$ 69,992.83
Mark Goodwin	Firefighter	15 Yr.	9/23/2001	62,806.34	0	400.00	1,140.00	3,149.00	500.00	3,688.13		\$ 71,683.47
Joseph Duggan	Firefighter	15 Yr. **	12/19/2004	63,779.11	0	400.00	2,700.00	3,149.00	1,000.00	3,665.47		\$ 74,693.57
Joseph Keane	Firefighter	10 Yr.	2/26/2005	61,184.18	0	400.00	5,000.00	3,024.00	500.00	3,516.33		\$ 73,624.52
Shawn O'Connor	Firefighter	10 Yr.	2/27/2005	59,229.44	0	500.00	-	2,948.00	500.00	3,403.99		\$ 66,581.43
Charles McDevitt	Firefighter	15 Yr. **	11/14/2006	63,779.11	0	275.00	1,440.00	3,077.00	1,500.00	3,731.01		\$ 73,802.12
Patrick Corbett	Firefighter	10 Yr.	4/4/2007	61,184.18	0	-	2,520.00	3,024.00	-	3,576.25		\$ 70,304.43
Daniel Barilla	Firefighter	10 Yr.	4/22/2007	61,184.18	0	500.00	5,000.00	3,024.00	500.00	3,573.17		\$ 73,781.35
John Conway	Firefighter	10 Yr.	9/7/2007	61,184.18	0	400.00	2,760.00	3,024.00	500.00	3,550.00		\$ 71,418.18
Keith McDonald	Firefighter	10 Yr.	9/8/2007	61,184.18	0	275.00	2,580.00	3,024.00	-	3,550.00		\$ 70,613.18
Kevin O'Brien	Firefighter	10 Yr.	9/9/2007	59,229.44	0	275.00	-	2,948.00	-	3,550.00		\$ 66,002.44
Richard Gutierrez	Firefighter	10 Yr.	7/5/2008	61,166.30	0	275.00	2,400.00	3,024.00	-	3,507.08		\$ 70,372.38
Andrew Avant	Firefighter	10 Yr.	7/6/2008	61,166.30	0	400.00	5,000.00	3,024.00	500.00	3,507.08		\$ 73,597.38
Michael Iannelli	Firefighter	5 Yr.	5/29/2010	60,250.66	0	400.00	5,000.00	3,024.00	500.00	3,462.68		\$ 72,637.34
David Reinold	Firefighter	5 Yr.	5/30/2010	58,325.95	0	-	-	3,024.00	-	3,352.07		\$ 64,702.02
Charles Rivas	Firefighter	10 Yr. **	7/10/2011	62,131.74	0	275.00	1,320.00	3,077.00	500.00	3,669.75		\$ 70,973.49
Robert Fitzmaurice	Firefighter	5 Yr.	9/4/2011	58,325.95	0	275.00	3,240.00	2,848.00	500.00	3,442.32		\$ 68,631.27
Michael Ricci	Firefighter	5 Yr.	9/5/2011	60,250.66	0	500.00	1,680.00	2,898.00	500.00	3,552.62		\$ 69,381.28
Stephen Morrison	Firefighter	5 Yr.	1/8/2012	60,250.66	0	-	6,000.00	2,898.00	500.00	3,552.62		\$ 73,201.28
Stephen Burgoyne	Firefighter	5 Yr.	7/13/2013	60,231.21	0	275.00	6,000.00	2,850.00	500.00	3,500.00		\$ 73,356.21
Christopher Roberts	Firefighter	5 Yr.	7/14/2013	60,231.21	0	275.00	5,000.00	2,850.00	500.00	3,500.00		\$ 72,356.21
Josephe Venezia	Firefighter	5 Yr.	7/15/2013	60,231.21	0	500.00	1,800.00	2,850.00	500.00	3,500.00		\$ 69,381.21
William Conners	Firefighter	10 Yr. **	11/29/2013	59,229.44	0	-	-	2,850.00	500.00	3,403.99		\$ 65,983.43
James Elder	Firefighter	5 Yr.	11/30/2013	59,842.12	0	275.00	3,660.00	2,800.00	-	3,480.00		\$ 70,057.12
David Marks	Firefighter	5 Yr.	12/1/2013	59,842.12	0	500.00	3,240.00	2,800.00	500.00	3,480.00		\$ 70,362.12
Jon Reinecker	Firefighter	5 Yr.	12/2/2013	57,930.37	0	500.00	6,000.00	2,750.00	500.00	3,480.00		\$ 71,160.37
David Evans	Firefighter	St. 4	9/2/2014	58,735.31	0	400.00	1,320.00	2,750.00	500.00	3,400.00		\$ 67,105.31
Brett Fredrickson	Firefighter	St. 3	11/6/2015	55,326.82	0	400.00	960.00	2,750.00	500.00	3,200.00		\$ 63,136.82
Frank Rao	Firefighter	St. 3	11/7/2015	55,326.82	0	500.00	5,000.00	2,750.00	-	3,200.00		\$ 66,776.82
Luke Riberio	Firefighter	St. 3	11/8/2015	55,326.82	0	500.00	5,000.00	2,750.00	-	3,200.00		\$ 66,776.82
James Sullivan	Firefighter	10 Yr. **	12/14/2015	61,184.18	0	400.00	-	3,024.00	-	3,591.67		\$ 68,199.85
Michael Sargent	Firefighter	St. 10 **	12/19/2016	60,754.98	0	400.00	6,000.00	2,850.00	500.00	3,462.68		\$ 73,967.66
Ryan Arensbach	Firefighter	St. 2	5/23/2017	52,406.88	0	500.00	600.00	2,750.00	-	3,050.00		\$ 59,306.88
Timothy Copson	Firefighter	St. 2	5/22/2017	52,406.88	0	500.00	600.00	2,750.00	-	3,050.00		\$ 59,306.88
Sean O'Neill	Firefighter	St. 1	1/2/2018	50,289.74		500.00	600.00	2,750.00		2,890.21		\$ 57,029.95
Joseph Ferri	Firefighter	St. 1	1/3/2018	50,289.74		500.00	600.00	2,750.00		2,890.21		\$ 57,029.95
Kenneth Murnane	Firefighter	St. 1	1/4/2018	50,289.74		500.00	600.00	2,750.00		2,890.21		\$ 57,029.95
Maureen Dunton	Head Administrator	Step 10	3/2/1981	61,954.04	0	600.00	-	-	-	-	4,134.00	\$ 66,688.04
Ellen O'Connor	PT Secretary	Step 4	11/17/2014	22,388.20	0		-	-			-	\$ 22,388.20
Marykathryn Hazel	Dispatcher	Step 7	12/8/2001	52,719.33	0	-	-	2,184.00		2,360.00	2,800.00	\$ 60,063.33
John Pellegrino	Dispatcher	Step 7	1/4/2002	52,719.33	0	-	-	2,184.00	-	2,360.00	2,800.00	\$ 60,063.33
Diane Deloge	Dispatcher	Step 7	5/12/2002	52,719.33	0	300.00	-	-	1,000.00	2,360.00	2,800.00	\$ 59,179.33
Christina Winitzer	Dispatcher	Step 5	6/12/2013	49,755.56	0	400.00	-	1,664.00	-	2,230.00	1,083.00	\$ 55,132.56
William Egan	PT Dispatcher	Step 7	4/17/2011	24,476.83	0	400.00	-	1,092.00	-	2,063.63	1,083.00	\$ 29,115.46
REORG				90000	0	0	0	0				\$ 90,000.00
SUPER HOLIDAY				0	0	0	0	0		41,200.00		\$ 41,200.00
DETAIL COMP.				0	0	0	0	0	32,000.00	-		\$ 32,000.00
OUT OF GRADE									27,100.00			\$ 27,100.00
												\$ -
DEPARTMENT TOTAL				\$ 5,646,491.84	0.00	\$ 28,600.00	\$ 278,400.00	\$ 241,946.00	\$ 121,652.00	\$ 349,512.97	\$ 14,700.00	\$ 6,681,302.81

Total Full time \$ 5,599,626.81
Total Part Time \$ 46

Fire Department

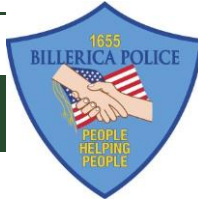
DESCRIPTION/DETAIL

FIRE DEPARTMENT

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
\$ 382,900	\$ 378,267	\$ 395,300	\$ 377,071	\$ 414,785	\$ 403,144	\$ 316,045	\$ 312,310	\$ 312,310	\$ 312,310

	Department	Town Mgr.	Fin Com
Used to purchase standards and laws which are updated ann \$ 600.00	\$ 1,400	\$ 1,400	\$ 1,400
Books for New Hires (4 per year) \$ 800.00			
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	+1000	\$ 11,000	\$ 11,000
Electrical Supplies	\$ 2,000	\$ 2,000	\$ 2,000
Plumbing Supplies	+1000	\$ 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, resuscitators and other life support equipment.	Narcan + \$600	\$ 11,000	\$ 11,000
Filling and repair of portable fire extinguishers. Hydrostatic testing of tanks and extinguishers.	\$ 4,500	\$ 4,500	\$ 4,500
Toner, parts and maintenance of department computers 8300	(reallocation of expense catgory) - Forms +1,800	16,200	\$ 16,200
Sonic Wall, Email and backup services and licenses \$ 7,900.00			
General office supply allocation	\$ 4,000.00	+500	\$ 4,000

Police



Department Explanation

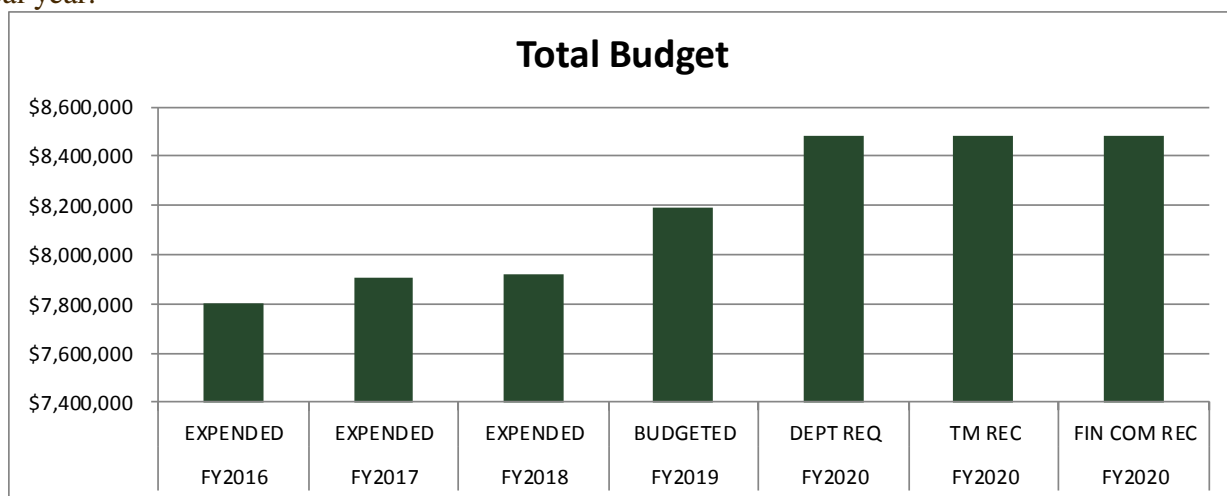
The Billerica Police Department is committed to the Community Policing Concept. To this end, the members of this department are dedicated to working harmoniously with other Town agencies and with the citizens of the Town of Billerica to create a safe and secure community environment and to help maintain 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

The Police Department budget will increase this year by only \$3,202. The small increase is due to the fuel line item being removed from expenses account. The fuel line item for Police, Fire, and DPW can now be found in the Town System-wide Account section. In the Police Department budget 19 employees will have a step increase. The Town is also budgeting \$69,000 for retirement buyouts. They also have 2 grant funded employees this fiscal year.



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 Departments 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.

Statistics

	FY15	FY16	FY17	FY18	FY19
Calls for Service	30,079	34,397	35,069	34,571	
Arrests	346	320	312	297	
Traffic Citations	4,164	6,095	5,652	5,202	
911 Calls Received	7,136	7,308	8,157	6,720	

Recent Accomplishments

The Billerica Police Department is pleased to submit their budget report for the 2020. This Department has continued to serve the Town of Billerica with traditional police services as well as providing a wide array of other services. The Police Department continued to address quality of life issues such as speeding motorists in residential areas, property crimes, including vandalism and burglaries, thefts from vehicles, graffiti and noise complaints, as well as putting a focus on pedestrian issues. The Police Department has expanded the town’s Animal Control function with the addition of a part time ACO in addition to two full time employees and a full service animal shelter facility, this function has expanded quality and level of service to town residents.

We have had continued success with our Community Policing Programs, including a School Resource Officer at Shawsheen Valley as well as the Valley Collaborative as an addition to the program. PAL (Police Athletic League) continues to work with the Recreation Department. We have stepped up Handicap Parking enforcement at the request of the Town of Billerica Handicapped Commission. In partnership with the Billerica School Department, all the public safety agencies in town have continued implementation of enhanced lockdown program in our schools. We have continued to reach out to the community using Social Media such as Twitter and Next Door.

Traffic safety has continued to be an area of great concern to residents and is a quality of life issue. In response, we have continued to provide specialized enforcement in key areas throughout the Town. In cooperation with The Governors Highway Safety Bureau we have participated in the Nationwide Click It or Ticket campaign and

Police

You Drink You Drive You Lose programs again this year. The Department has continued to provide National Highway Safety Traffic Administration certified child car seat installations. We are committed to focusing enforcement efforts on pedestrian issues including crosswalk enforcement and speed enforcement in various neighborhoods throughout town. We have also worked through the Board of Selectmen and the Engineering Department to implement new thickly settled speed limits throughout town.

We have worked hard to maintain the quality and level of service that our residents have come to expect. We will continue to explore ways to maintain quality service and provide value to the residents that we proudly serve.



POLICE DEPARTMENT

Personal Services

Full Time	\$ 5,036,996	\$ 4,981,429	\$ 5,044,597	\$ 4,972,360	\$ 5,191,010	\$ 5,083,380	\$ 5,251,786	\$ 5,502,277	\$ 5,502,277	\$ 5,502,277	\$ 5,502,277
Part Time Seasonal	\$ 630,000	\$ 633,246	\$ 660,000	\$ 686,031	\$ 660,000	\$ 660,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Overtime	\$ 1,582,454	\$ 1,575,848	\$ 1,559,957	\$ 1,559,957	\$ 1,564,696	\$ 1,503,629	\$ 1,630,265	\$ 1,608,486	\$ 1,608,486	\$ 1,608,486	\$ 1,608,486
Contractual Obligations											
Total	\$ 7,249,450	\$ 7,190,523	\$ 7,284,554	\$ 7,218,348	\$ 7,415,706	\$ 7,247,009	\$ 7,563,551	\$ 7,835,763	\$ 7,835,763	\$ 7,835,763	\$ 7,835,763

Expenses

Supplies and Expenses	\$ 409,000	\$ 376,560	\$ 428,750	\$ 387,207	\$ 403,750	\$ 412,336	\$ 284,350	\$ 287,350	\$ 287,350	\$ 287,350	\$ 287,350
Contract Services/Leases	\$ 128,600	\$ 126,744	\$ 158,600	\$ 151,837	\$ 158,600	\$ 148,009	\$ 170,100	\$ 174,100	\$ 174,100	\$ 174,100	\$ 174,100
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 111,000	\$ 111,000	\$ 158,000	\$ 152,089	\$ 197,500	\$ 110,026	\$ 176,300	\$ 185,600	\$ 185,600	\$ 185,600	\$ 185,600
Total Expenses	\$ 648,600	\$ 614,304	\$ 745,350	\$ 691,133	\$ 759,850	\$ 670,371	\$ 630,750	\$ 647,050	\$ 647,050	\$ 647,050	\$ 647,050
TOTAL BUDGET	\$ 7,898,050	\$ 7,804,828	\$ 8,009,904	\$ 7,909,481	\$ 8,175,556	\$ 7,917,380	\$ 8,194,301	\$ 8,482,813	\$ 8,482,813	\$ 8,482,813	\$ 8,482,813

POLICE DEPARTMENT

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
Patchmen	48	48	48	48
Bldg. Maint Craftsman	1	1	1	1
Clerks/Tech	4	4	4	4
Civilian Dispatchers	10	10	10	10
Total Staffing	83	83	83	83

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

Difference PY \$ 288,512
% 3.52%

POLICE DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION												
	NAME	POSITION	STEP	ANN. DATE	BASE SALARY	Sick/EMT/Desk BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY RETIREMENT	TOTAL SALARY BENEFIT
1	Rosa, Daniel	Chief	St. #9	6/5/1988	\$ 168,684.92	\$ -	\$ 51,659.55	\$ -	\$ -	\$ -	\$ 3,513.58	\$ 223,858
2	Frost, Roy	Asst. Chief	St.#8	11/1/1997	\$ 93,903.34	\$ 1,500.00	\$ 26,997.21	\$ 1,079.89	\$ 14,085.50	\$ 8,057.82	\$ -	\$ 145,624
3	Balboni, Ronald	Lt./ Div Com	St.#10	3/13/1988	\$ 98,657.19	\$ 1,500.00	\$ 33,148.82	\$ 2,651.92	\$ 11,838.86	\$ 8,555.49	\$ -	\$ 156,352
4	Opland, Troy	Lt./Cmdr	St.#10	6/5/1988	\$ 98,657.19	\$ 2,900.00	\$ 33,148.82	\$ 2,651.92	\$ 11,838.86	\$ 8,555.49	\$ -	\$ 157,752
5	O'Mahony, Edward V.	Lieutenant	St.#8-#9	1/22/1995	\$ 94,946.71	\$ -	\$ 23,736.68	\$ 5,696.80	\$ -	\$ 7,088.06	\$ -	\$ 131,468
6	Roche, Gerald B.	Lieutenant/Insp.	St.#10	4/2/1987	\$ 98,657.19	\$ 1,500.00	\$ 10,178.92	\$ 1,017.90	\$ 3,132.00	\$ 6,734.97	\$ -	\$ 121,221
7	Katz, Gregory	Lt./Tech Serv	St.#8	7/16/1995	\$ 93,903.34	\$ 1,500.00	\$ 24,258.83	\$ 970.35	\$ 3,132.00	\$ 7,270.92	\$ -	\$ 131,035
8	Colley, Sean	Lieutenant/FTS	St.#8	3/1/1997	\$ 93,903.34	\$ -	\$ 23,745.83	\$ -	\$ 1,080.00	\$ 7,045.92	\$ -	\$ 125,775
9	Conway, Martin E	Lieutenant	St. #10	3/13/1988	\$ 98,657.19	\$ 1,500.00	\$ 29,597.16	\$ 7,892.58	\$ -	\$ 7,670.95	\$ -	\$ 145,318
10	Elmore, Steven	Sergeant	St.#10	3/26/1987	\$ 85,258.36	\$ 1,400.00	\$ 25,577.51	\$ 2,557.75	\$ -	\$ 6,669.85	\$ -	\$ 121,463
11	Gualtieri, Mark	Sergeant/RRT	St.-#9	3/13/1994	\$ 83,178.89	\$ 2,900.00	\$ 21,577.72	\$ 2,589.33	\$ 3,132.00	\$ 6,500.48	\$ -	\$ 119,878
12	Beloin, Robert	Sgt./Proc	St.#8	8/11/1996	\$ 81,150.13	\$ 2,900.00	\$ 21,070.53	\$ 1,685.64	\$ 3,132.00	\$ 6,354.75	\$ -	\$ 116,293
13	Zarro, John	Sergeant/Rcrds	St.#8	1/8/1995	\$ 82,129.53	\$ 2,900.00	\$ 20,532.38	\$ 2,463.89	\$ -	\$ 6,178.34	\$ -	\$ 114,204
14	Mirasolo, Francis	Sgt./Insp.	St.#9	3/25/1994	\$ 83,178.89	\$ 1,400.00	\$ 21,577.72	\$ 5,178.65	\$ 3,132.00	\$ 6,500.49	\$ -	\$ 120,968
15	West, William G.	Sergeant	St.-#9	10/28/1993	\$ 83,178.89	\$ 2,900.00	\$ 21,064.72	\$ -	\$ 1,080.00	\$ 6,275.49	\$ -	\$ 114,499
16	Grogan, Craig	Lt./Tng. Off.	St.-#10	7/1/1988	\$ 98,657.19	\$ 1,500.00	\$ 30,536.76	\$ 7,125.24	\$ 3,132.00	\$ 7,904.97	\$ -	\$ 148,856
17	Harring, John	Sergeant	St.#8	9/4/1996	\$ 81,150.13	\$ 2,800.00	\$ 20,557.53	\$ 5,756.11	\$ 1,080.00	\$ 6,129.77	\$ -	\$ 117,474
18	Magnan, Glen	Sergeant	St.#7	6/10/2002	\$ 79,170.86	\$ 1,400.00	\$ 19,792.72	\$ 6,333.67	\$ -	\$ 5,987.57	\$ -	\$ 112,685
19	Conners, Tara	Sergeant/SRO	St.#7	9/1/1999	\$ 80,846.80	\$ -	\$ 20,994.70	\$ 1,259.22	\$ 3,132.00	\$ 6,342.90	\$ -	\$ 112,576
20	Nestor, Richard	Ptl./Insp.	St.#10	3/13/1988	\$ 72,417.81	\$ 1,500.00	\$ -	\$ 2,266.49	\$ 3,132.00	\$ 4,641.94	\$ -	\$ 83,958
21	Smith, Joseph	Ptl./Car Seat Tech	St.#8-#9	7/11/1994	\$ 70,618.51	\$ 2,400.00	\$ 18,437.63	\$ 2,212.52	\$ 3,132.00	\$ 5,590.24	\$ -	\$ 102,391
22	Richter, Kenneth	Patrolman	St.#8	12/5/1995	\$ 68,928.31	\$ 1,000.00	\$ 13,785.66	\$ 2,067.85	\$ -	\$ 5,053.68	\$ -	\$ 90,836
23	Davidson, Robert	Patrolman	St.#8	1/9/1996	\$ 68,928.31	\$ -	\$ -	\$ 5,514.26	\$ -	\$ 4,261.40	\$ -	\$ 78,704
24	West, Brian V.	Patrolman/SRO	St.#8-#9	12/2/1994	\$ 69,925.26	\$ -	\$ 18,264.32	\$ 1,095.96	\$ 3,132.00	\$ 5,538.67	\$ -	\$ 97,956
25	O'Leary, Daniel	Ptl./Insp.	St.#8	3/2/1997	\$ 68,928.31	\$ 750.00	\$ 17,232.08	\$ -	\$ -	\$ 5,251.76	\$ -	\$ 92,162
26	DeVito, Andrew	Ptl./Insp.	St.#8	7/27/1997	\$ 68,928.31	\$ -	\$ 14,412.06	\$ 2,161.81	\$ 3,132.00	\$ 5,269.70	\$ -	\$ 93,904
27	Glavin, Michelle	Patrolman	St.#8	7/28/1997	\$ 68,928.31	\$ -	\$ 18,015.08	\$ 2,594.18	\$ 3,132.00	\$ 5,476.77	\$ -	\$ 98,146
28	Tsoukalas, Mark	Ptl./K-9	St.#8	6/21/1999	\$ 68,928.31	\$ -	\$ 14,412.06	\$ 2,161.81	\$ 3,132.00	\$ 5,269.70	\$ -	\$ 93,904
29	Bailey, Mark	Patrolman	St.#7-#8	6/5/2000	\$ 67,382.40	\$ -	\$ 6,738.24	\$ -	\$ -	\$ 4,551.26	\$ -	\$ 78,672
30	Cogswell, Stephen	Patrolman	St.#7	6/4/2001	\$ 67,247.13	\$ 1,400.00	\$ 16,811.78	\$ 4,034.83	\$ -	\$ 5,130.98	\$ -	\$ 94,625
31	Brady, Paul	Ptl./Taser	St.#7	6/4/2001	\$ 67,247.13	\$ -	\$ 14,075.83	\$ 2,111.37	\$ 3,132.00	\$ 5,153.74	\$ -	\$ 91,720
32	Henckler, Michael	Patrolman	St.#7	6/4/2001	\$ 67,247.13	\$ 1,500.00	\$ 13,449.43	\$ 5,379.77	\$ -	\$ 4,937.74	\$ -	\$ 92,514
33	McKenna, Timothy	Ptl./CJIS Admin/Insp.	St.#7	1/12/2003	\$ 67,247.13	\$ 1,000.00	\$ -	\$ 2,111.37	\$ 3,132.00	\$ 4,344.78	\$ -	\$ 77,835
34	Avant, Richard	Patrolman /Car Seat Tech	St.#7	2/19/2002	\$ 67,247.13	\$ 750.00	\$ 14,075.83	\$ 844.55	\$ 3,132.00	\$ 5,153.74	\$ -	\$ 91,203
35	Eidens, Dwayne	Patrolman	St.#6	8/1/2005	\$ 65,606.96	\$ 1,000.00	\$ 16,401.74	\$ 2,361.85	\$ 3,132.00	\$ 5,013.15	\$ -	\$ 93,516
36	Nieves, Pedro	Patrolman	St.#6-#7	4/4/2005	\$ 66,021.72	\$ -	\$ -	\$ -	\$ -	\$ 4,086.23	\$ -	\$ 70,108
37	Osgood, Ivonne	Ptl./COA Liason	St.#6-#7	4/4/2005	\$ 66,021.72	\$ -	\$ 13,830.74	\$ 1,036.93	\$ 3,132.00	\$ 5,059.48	\$ -	\$ 89,081
38	Peterson, Edward	Patrolman/Insp	St.#6	4/10/2006	\$ 65,606.96	\$ 750.00	\$ -	\$ -	\$ 3,132.00	\$ 4,250.52	\$ -	\$ 73,739
39	Rayne, Francis	Patrolman	St.#6	4/10/2006	\$ 65,606.96	\$ 1,400.00	\$ 6,560.70	\$ 1,968.21	\$ -	\$ 4,447.57	\$ -	\$ 79,983
40	Fontana, Anthony	Patrolman	St.#5	8/23/2010	\$ 62,745.60	\$ -	\$ 9,881.64	\$ 1,976.33	\$ 3,132.00	\$ 4,653.97	\$ -	\$ 82,390
41	Peloquin, Scott	Patrolman	St.-#8	2/1/1998	\$ 68,928.31	\$ -	\$ 13,785.66	\$ 2,067.85	\$ -	\$ 5,053.68	\$ -	\$ 89,836
42	Heffernan, Robert	Patrolman /Insp.	St.#7	4/9/2001	\$ 67,247.13	\$ 750.00	\$ 14,075.83	\$ -	\$ 3,132.00	\$ 5,153.74	\$ -	\$ 90,359
43	Taylor, Ian	Patrolman /Insp.	St.#7	5/12/2003	\$ 67,247.13	\$ -	\$ -	\$ 2,111.37	\$ 3,132.00	\$ 4,344.78	\$ -	\$ 76,835
44	Slaney, John	Patrolman	St.#8	5/19/1997	\$ 68,928.31	\$ -	\$ 13,785.66	\$ 2,067.85	\$ 3,132.00	\$ 5,053.68	\$ -	\$ 92,968
45	Philbrook, Christopher	Patrolman	St.#5	9/16/2013	\$ 62,745.60	\$ -	\$ -	\$ 1,882.37	\$ -	\$ 3,906.06	\$ -	\$ 68,534
46	O'Brien, Patrick	Patrolman	St.-#5	3/10/2014	\$ 62,745.60	\$ 750.00	\$ -	\$ 1,882.37	\$ 2,106.00	\$ 3,906.06	\$ -	\$ 71,390
47	Heffernan, Sarah	Patrolman	St.-#5	3/10/2014	\$ 62,745.60	\$ -	\$ 6,274.56	\$ 1,882.37	\$ -	\$ 3,906.06	\$ -	\$ 74,809
48	Magliozzi, Rocco	Patrolman	St.-#5	3/10/2014	\$ 62,745.60	\$ -	\$ 6,587.76	\$ 1,976.33	\$ 3,132.00	\$ 4,086.06	\$ -	\$ 78,528
49	Rymill, Aldred	Patrolman	St.-#5	2/3/2014	\$ 62,745.60	\$ -	\$ -	\$ 5,019.65	\$ -	\$ 3,906.06	\$ -	\$ 71,671
50	Koles, Ryan	Patrolman/FTO	St.#5	4/17/2012	\$ 62,745.60	\$ -	\$ 6,485.16	\$ 1,945.55	\$ 2,106.00	\$ 3,996.06	\$ -	\$ 77,278
51	Simmons, Robert	Patrolman	St.#5	5/21/2012	\$ 62,745.60	\$ 1,000.00	\$ 6,587.76	\$ 988.16	\$ 3,132.00	\$ 4,086.06	\$ -	\$ 78,540
52	Trischitta, Brian	Patrolman	St.#4-#5	9/8/2014	\$ 62,201.75	\$ 750.00	\$ 9,330.26	\$ 1,866.05	\$ -	\$ 3,875.85	\$ -	\$ 78,024
53	Ynostroza, Gilbert	Patrolman	St.#4-#5	9/8/2014	\$ 62,201.75	\$ 750.00	\$ 6,220.17	\$ 1,866.05	\$ -	\$ 3,965.85	\$ -	\$ 75,004
54	Landry, Nathan	Sergeant	St.#5	1/14/2013	\$ 73,871.16	\$ 2,400.00	\$ 7,387.12	\$ 5,909.69	\$ -	\$ 4,545.47	\$ -	\$ 94,113
55	Norman, Jarrad	Patrolman	St.#5	3/11/2013	\$ 62,745.60	\$ -	\$ 6,274.56	\$ 3,764.74	\$ -	\$ 3,906.06	\$ -	\$ 76,691
56	Bandouveres, Cory	Patrolman	St.-#4	9/9/2015	\$ 59,591.24	\$ -	\$ 5,959.12	\$ 3,575.47	\$ 2,106.00	\$ 3,724.79	\$ -	\$ 74,957
57	Mendez, Raphael	Patrolman	St.#5	9/4/2012	\$ 62,745.60	\$ 1,000.00	\$ -	\$ 3,764.74	\$ -	\$ 3,906.06	\$ -	\$ 71,416
58	Agcaoili, John	Patrolman	St.#3-#4	9/12/2016	\$ 59,160.69	\$ -	\$ 5,916.07	\$ 4,732.86	\$ -	\$ 3,703.26	\$ -	\$ 73,513
59	Huff, Thomas	Patrolman	St.#3-#4	9/12/2016	\$ 59,160.69	\$ 750.00	\$ -	\$ 4,732.86	\$ -	\$ 3,703.26	\$ -	\$ 68,347
60	Allen, Alexander	Patrolman	St.#2-#3	10/30/2017	\$ 56,640.09	\$ 2,400.00	\$ 5,664.01	\$ 4,531.21	\$ -	\$ 3,564.58	\$ -	\$ 72,800
61	Dougherty, Sean	Patrolman	St.#2-#3	10/30/2017	\$ 56,640.09	\$ 1,000.00	\$ 5,664.01	\$ 4,531.21	\$ -	\$ 3,564.58	\$ -	\$ 71,400
62	O'Loughlin, Phil	Patrolman	St.#6	1/16/2008	\$ 65,606.96	\$ 750.00	\$ 6,560.70	\$ 5,248.56	\$ -	\$ 4,070.52	\$ -	\$ 82,237
63	Riberio, Leo	Patrolman	St.#2-#3	10/30/2017	\$ 56,640.09	\$ 1,000.00	\$ -	\$ 4,531.21	\$ -	\$ 3,564.58	\$ -	\$ 65,736
64	Replacement	Patrolman	St.#1-#2	5/6/2019	\$ 53,829.13	\$ -	\$ 5,382.91	\$ 1,614.87	\$ -	\$ 3,197.19	\$ -	\$ 64,024
65	Replacement	Patrolman	St.#1-#2	5/6/2019	\$ 53,829.13	\$ -	\$ 5,382.91	\$ 1,614.87	\$ -	\$ 3,197.19	\$ -	\$ 64,024
66	Replacement	Patrolman	St.#1-#2	5/6/2019	\$ 54,864.48	\$ -	\$ 5,486.45	\$ 1,645.93	\$ -	\$ 3,197.19	\$ -	\$ 65,194
67	Replacement/SRO	Patrolman	0	1/0/1900	Funded by Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
68	Replacement/SRO	Patrolman	0	1/0/1900	Funded by Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
69	Manzi, John	Bldg.Maint.Cr.II	St.#6-#7	11/16/2015	\$ 54,995.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,996
70	Ouano, Beverly	Head Clerk	St.#10	10/19/1998	\$ 55,650.59	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ 59,851
71	Higgins, Nancy	Head Clerk	St.#10	12/6/1993	\$ 55,650.59	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,900.00	\$ 60,551
72	Patriquin, Elizabeth	Head Clerk	St.#10	3/4/1996	\$ 55,650.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ 58,851
73	O'Connor, Diane	Principal Clerk	St.#10	9/3/2003	\$ 50,741.24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	\$ 53,441
74	Hancock, Donald	Civilian Dispatcher	St.#7	7/7/2000	\$ 50,208.57	\$ 600.00	\$ -	\$ 2,088.00	\$ 626.40	\$ 2,608.44	\$ 3,000.00	\$ 59,131
75	Leung, Matthew	Civilian Dispatcher	St.#7	10/1/2007	\$ 50,208.57	\$ 400.00	\$ -	\$ 2,610.00	\$ 2,192.40	\$ 2,608.44	\$ 1,800.00	\$ 59,819
76	Smith, Robin	Civilian Dispatcher	St.#5-#6	1/5/2015	\$ 48,038.99	\$ 400.00	\$ -	\$ -	\$ 626.40	\$ 2,497.69	\$ -	\$ 51,563
77	Lamarre, Maureen	Civilian Dispatcher	St.#5-#6	4/27/2015	\$ 47,603.95	\$ -	\$ -	\$ -	\$ 2,192.40	\$ 2,486.81	\$ -	\$ 52,283
78	Cangiamila, John	Civilian Dispatcher	St.#3	10/30/2017	\$ 42,520.03	\$ -	\$ -	\$ 2,088.00	\$ 626.40	\$ 2,254.94	\$ -	\$ 47,489
79	Schultz, Cynthia	Civilian Dispatcher	St.#3	10/30/2017	\$ 42,520.03	\$ 400.00	\$ -	\$ -	\$ 626.40	\$ 2,254.94	\$ -	\$ 45,801
80	Ferraro, Joesph	Civilian Dispatcher	St.#3	1/22/2018	\$ 42,520.03	\$ 300.00	\$ -	\$ 2,610.00	\$ 626.40	\$ 2,254.94	\$ -	\$ 48,311
81	Face, Zachary	Civilian Dispatcher	St.#3	11/26/2018	\$ 42,520.03	\$ 301.25	\$ -	\$ 2,088.00	\$ 626.40	\$ 2,254.94	\$ -	\$ 47,791
82	Replacement	Civilian Dispatcher	St.#3	7/1/2019	\$ 42,520.03	\$ -	\$ -	\$ 2,610.00	\$ 626.40	\$ 2,254.94	\$ -	\$ 48,011
83	Replacement	Civilian Dispatcher	Funded by	1/0/1900	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
84	Accomando, Robert	Per Diem Dispatcher	St.#4	9/19/2017	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
	0	0	0	1/0/1900	0	-	-	-	-	-	-	\$ -
	DEPARTMENT TOTAL				\$ 5,502,276.98	\$ 61,651.25	\$ 848,949.61	\$ 188,659.15	\$ 134,390.82	\$ 353,522.06	\$ 21,313.58	\$ 7,110,763.45

POLICE DEPARTMENT
SALARY INFORMATION FY2020 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
1	Rosa, Daniel	Chief	St. #9	06/05/88	168,684.92	-	51,659.55	-	-	-	3,513.58	223,858.05
2	Frost, Roy	Asst. Chief	St.#8	11/01/97	93,903.34	1,500.00	26,997.21	1,079.89	14,085.50	8,057.82	-	145,623.76
3	Balboni, Ronald	Lt./ Div Com	St.#10	03/13/88	98,657.19	1,500.00	33,148.82	2,651.92	11,838.86	8,555.49	-	156,352.28
4	Opland, Troy	Lt./Cmdr	St.#10	06/05/88	98,657.19	2,900.00	33,148.82	2,651.92	11,838.86	8,555.49	-	157,752.28
5	O'Mahony, Edward V	Lieutenant	St.#8-#9	01/22/95	94,946.71	-	23,736.68	5,696.80	-	7,088.06	-	131,468.25
6	Roche, Gerald B.	Lieutenant/Insp.	St.#10	04/02/87	98,657.19	1,500.00	10,178.92	1,017.90	3,132.00	6,734.97	-	121,220.98
7	Katz, Gregory	Lt./Tech Serv	St.#8	07/16/95	93,903.34	1,500.00	24,258.83	970.35	3,132.00	7,270.92	-	131,035.44
8	Coffey, Sean	Lieutenant/FTS	St.#8	03/01/97	93,903.34	-	23,745.83		1,080.00	7,045.92	-	125,775.09
9	Conway, Martin E	Lieutenant	St. #10	03/13/88	98,657.19	1,500.00	29,597.16	7,892.58	-	7,670.95	-	145,317.88
10	Elmore, Steven	Sergeant	St.#10	03/26/87	85,258.36	1,400.00	25,577.51	2,557.75	-	6,669.85	-	121,463.47
11	Gualtieri, Mark	Sergeant/RRT	St.-#9	03/13/94	83,178.89	2,900.00	21,577.72	2,589.33	3,132.00	6,500.48	-	119,878.41
12	Beloin, Robert	Sgt./Proc	St.#8	08/11/96	81,150.13	2,900.00	21,070.53	1,685.64	3,132.00	6,354.75	-	116,293.06
13	Zarro, John	Sergeant/Rcrds	St.#8	01/08/95	82,129.53	2,900.00	20,532.38	2,463.89	-	6,178.34	-	114,204.14
14	Mirasolo, Francis	Sgt./Insp.	St.#9	03/25/94	83,178.89	1,400.00	21,577.72	5,178.65	3,132.00	6,500.49	-	120,967.75
15	West, William G.	Sergeant	St.-#9	10/28/93	83,178.89	2,900.00	21,064.72		1,080.00	6,275.49	-	114,499.10
16	Grogan, Craig	Lt./Tng. Off.	St.-#10	07/01/88	98,657.19	1,500.00	30,536.76	7,125.24	3,132.00	7,904.97	-	148,856.17
17	Harring, John	Sergeant	St.#8	09/04/96	81,150.13	2,800.00	20,557.53	5,756.11	1,080.00	6,129.77	-	117,473.55
18	Magnan, Glen	Sergeant	St.#7	06/10/02	79,170.86	1,400.00	19,792.72	6,333.67	-	5,987.57	-	112,684.82
19	Connors, Tara	Sergeant/SRO	St.#7	09/01/99	80,846.80	-	20,994.70	1,259.22	3,132.00	6,342.90	-	112,575.62
20	Nestor, Richard	Ptl./Insp.	St.#10	03/13/88	72,417.81	1,500.00	-	2,266.49	3,132.00	4,641.94	-	83,958.24
21	Smith, Joseph	Ptl./Car Seat Tech	St.#8-#9	07/11/94	70,618.51	2,400.00	18,437.63	2,212.52	3,132.00	5,590.24	-	102,390.89
22	Richter, Kenneth	Patrolman	St.#8	12/05/95	68,928.31	1,000.00	13,785.66	2,067.85	-	5,053.68	-	90,835.50
23	Davidson, Robert	Patrolman	St.#8	01/09/96	68,928.31	-	-	5,514.26	-	4,261.40	-	78,703.97
24	West, Brian V.	Patrolman/SRO	St.#8-#9	12/02/94	69,925.26	-	18,264.32	1,095.96	3,132.00	5,538.67	-	97,956.21
25	O'Leary, Daniel	Ptl./Insp.	St.#8	03/02/97	68,928.31	750.00	17,232.08	-	-	5,251.76	-	92,162.15
26	DeVito, Andrew	Ptl./Insp.	St.#8	07/27/97	68,928.31	-	14,412.06	2,161.81	3,132.00	5,269.70	-	93,903.88
27	Glavin, Michelle	Patrolman	St.#8	07/28/97	68,928.31	-	18,015.08	2,594.18	3,132.00	5,476.77	-	98,146.34
28	Tsoukalas, Mark	Ptl./K-9	St.#8	06/21/99	68,928.31		14,412.06	2,161.81	3,132.00	5,269.70	-	93,903.88
29	Bailey, Mark	Patrolman	St.#7-#8	06/05/00	67,382.40	-	6,738.24	-	-	4,551.26	-	78,671.90
30	Cogswell, Stephen	Patrolman	St.#7	06/04/01	67,247.13	1,400.00	16,811.78	4,034.83		5,130.98	-	94,624.72
31	Brady, Paul	Ptl./Taser	St.#7	06/04/01	67,247.13	-	14,075.83	2,111.37	3,132.00	5,153.74	-	91,720.07
32	Henckler, Michael	Patrolman	St.#7	06/04/01	67,247.13	1,500.00	13,449.43	5,379.77	-	4,937.74	-	92,514.07
33	McKenna, Timothy	Ptl./CJIS Admin/Insp.	St.#7	01/12/03	67,247.13	1,000.00	-	2,111.37	3,132.00	4,344.78	-	77,835.29
34	Avant, Richard	Patrolman /Car Seat T	St.#7	02/19/02	67,247.13	750.00	14,075.83	844.55	3,132.00	5,153.74	-	91,203.25
35	Eidens, Dwayne	Patrolman	St.#6	08/01/05	65,606.96	1,000.00	16,401.74	2,361.85	3,132.00	5,013.15	-	93,515.70
36	Nieves, Pedro	Patrolman	St.#6-#7	04/04/05	66,021.72	-	-	-	-	4,086.23	-	70,107.95
37	Osgood, Ivonne	Ptl./COA Liason	St.#6-#7	04/04/05	66,021.72	-	13,830.74	1,036.93	3,132.00	5,059.48	-	89,080.87
38	Peterson, Edward	Patrolman/Insp	St.#6	04/10/06	65,606.96	750.00	-	-	3,132.00	4,250.52	-	73,739.48
39	Rayne, Francis	Patrolman	St.#6	04/10/06	65,606.96	1,400.00	6,560.70	1,968.21	-	4,447.57	-	79,983.44
40	Fontana, Anthony	Patrolman	St.#5	08/23/10	62,745.60	-	9,881.64	1,976.33	3,132.00	4,653.97	-	82,389.54
41	Pelouquin, Scott	Patrolman	St.-#8	02/01/98	68,928.31	-	13,785.66	2,067.85	-	5,053.68	-	89,835.50
42	Heffernan, Robert	Patrolman /Insp.	St.#7	04/09/01	67,247.13	750.00	14,075.83		3,132.00	5,153.74	-	90,358.70
43	Taylor, Ian	Patrolman /Insp.	St.#7	05/12/03	67,247.13	-	-	2,111.37	3,132.00	4,344.78	-	76,835.29
44	Slaney, John	Patrolman	St. #8	05/19/97	68,928.31	-	13,785.66	2,067.85	3,132.00	5,053.68	-	92,967.50
45	Philbrook, Christophe	Patrolman	St. #5	09/16/13	62,745.60	-	-	1,882.37	-	3,906.06	-	68,534.03
46	O'Brien, Patrick	Patrolman	St.-#5	03/10/14	62,745.60	750.00	-	1,882.37	2,106.00	3,906.06	-	71,390.03
47	Heffernan, Sarah	Patrolman	St.-#5	03/10/14	62,745.60	-	6,274.56	1,882.37	-	3,906.06	-	74,808.59
48	Magliozzi, Rocco	Patrolman	St.-#5	03/10/14	62,745.60	-	6,587.76	1,976.33	3,132.00	4,086.06	-	78,527.75
49	Rymill, Aldred	Patrolman	St.-#5	02/03/14	62,745.60	-	-	5,019.65	-	3,906.06	-	71,671.31
50	Koles, Ryan	Patrolman/FTO	St. #5	04/17/12	62,745.60	-	6,485.16	1,945.55	2,106.00	3,996.06	-	77,278.37
51	Simmons, Robert	Patrolman	St. #5	05/21/12	62,745.60	1,000.00	6,587.76	988.16	3,132.00	4,086.06	-	78,539.58
52	Trischitta, Brian	Patrolman	St. #4-#5	09/08/14	62,201.75	750.00	9,330.26	1,866.05	-	3,875.85	-	78,023.91
53	Ynostroza, Gilbert	Patrolman	St. #4-#5	09/08/14	62,201.75	750.00	6,220.17	1,866.05		3,965.85	-	75,003.82
54	Landry, Nathan	Sergeant	St. #5	01/14/13	73,871.16	2,400.00	7,387.12	5,909.69	-	4,545.47	-	94,113.44
55	Norman, Jarrad	Patrolman	St. #5	03/11/13	62,745.60	-	6,274.56	3,764.74	-	3,906.06	-	76,690.96
56	Bandouveres, Cory	Patrolman	St.-#4	09/09/15	59,591.24	-	5,959.12	3,575.47	2,106.00	3,724.79	-	74,956.62
57	Mendez, Raphael	Patrolman	St. #5	09/04/12	62,745.60	1,000.00	-	3,764.74	-	3,906.06	-	71,416.40
58	Agcaolli, John	Patrolman	St. #3-#4	09/12/16	59,160.69	-	5,916.07	4,732.86	-	3,703.26	-	73,512.88
59	Huff, Thomas	Patrolman	St. #3-#4	09/12/16	59,160.69	750.00	-	4,732.86	-	3,703.26	-	68,346.81
60	Allen, Alexander	Patrolman	St. #2-#3	10/30/17	56,640.09	2,400.00	5,664.01	4,531.21	-	3,564.58	-	72,799.89
61	Dougherty, Sean	Patrolman	St. #2-#3	10/30/17	56,640.09	1,000.00	5,664.01	4,531.21	-	3,564.58	-	71,399.89
62	O'Loughlin, Phil	Patrolman	St. #6	01/16/08	65,606.96	750.00	6,560.70	5,248.56	-	4,070.52	-	82,236.74
63	Riberio, Leo	Patrolman	St. #2-#3	10/30/17	56,640.09	1,000.00	-	4,531.21	-	3,564.58	-	65,735.88
64	Replacement	Patrolman	St. #1-#2	05/06/19	53,829.13	-	5,382.91	1,614.87	-	3,197.19	-	64,024.10
65	Replacement	Patrolman	St. #1-#2	05/06/19	53,829.13	-	5,382.91	1,614.87	-	3,197.19	-	64,024.10
66	Replacement	Patrolman	St. #1-#2	05/06/19	54,864.48	-	5,486.45	1,645.93	-	3,197.19	-	65,194.05
67	Replacement/SRO	Patrolman			Funded by Grant							
68	Replacement/SRO	Patrolman			Funded by Grant							
69	Manzi, John	Bldg.Maint.Cr.II	St.#6-#7	11/16/15	54,995.70	-	-	-	-	-	-	54,995.70
70	Ouano, Beverly	Head Clerk	St.#10	10/19/98	55,650.59	1,000.00	-	-	-	-	3,200.00	59,850.59
71	Higgins, Nancy	Head Clerk	St.#10	12/06/93	55,650.59	1,000.00	-	-	-	-	3,900.00	60,550.59
72	Patriquin, Elizabeth	Head Clerk	St.#10	03/04/96	55,650.59	-	-	-	-	-	3,200.00	58,850.59
73	O'Connor, Diane	Principal Clerk	St.#10	09/03/03	50,741.24	-	-	-	-	-	2,700.00	53,441.24
74	Hancock, Donald	Civilian Dispatcher	St.#7	07/07/00	50,208.57	600.00	-	2,088.00	626.40	2,608.44	3,000.00	59,131.41
75	Leung, Matthew	Civilian Dispatcher	St.#7	10/01/07	50,208.57	400.00	-	2,610.00	2,192.40	2,608.44	1,800.00	59,819.41
76	Smith, Robin	Civilian Dispatcher	St. #5-#6	01/05/15	48,038.99	400.00	-	-	626.40	2,497.69	-	51,563.08
77	Lamarre, Maureen	Civilian Dispatcher	St. #5-#6	04/27/15	47,603.95	-	-	-	2,192.40	2,486.81	-	52,283.16
78	Cangiamila, John	Civilian Dispatcher	St. #3	10/30/17	42,520.03	-	-	2,088.00	626.40	2,254.94	-	47,489.37
79	Schultz, Cynthia	Civilian Dispatcher	St. #3	10/30/17	42,520.03	400.00	-	-	626.40	2,254.94	-	45,801.37
80	Ferraro, Joesph	Civilian Dispatcher	St. #3	01/22/18	42,520.03	300.00	-	2,610.00	626.40	2,254.94	-	48,311.37
81	Face, Zachary	Civilian Dispatcher	St. #3	11/26/18	42,520.03	301.25	-	2,088.00	626.40	2,254.94	-	47,790.62
82	Replacement	Civilian Dispatcher	St. #3	07/01/19	42,520.03	-	-	2,610.00	626.40	2,254.94	-	48,011.37
	Replacement	Civilian Dispatcher	Funded by Grant		5,000.00							5,000.00
	Accomando, Robert	Per Diem Dispatcher	St. #4	09/19/17	5,000.00							5,000.00
	DEPARTMENT TOTAL				\$ 5,502,276.98	\$ 61,651.25	\$ 848,949.61	\$ 188,659.15	\$ 134,390.82	\$ 353,522.06	\$ 21,313.58	\$ 7,110,763.45

One Civilian Dispatcher is grant funded.

Total Full time	\$ 5,502,276.98
PT/Seasonal	\$ 5,000.00
Overtime	\$ 720,000.00
Total Contract	\$ 1,608,486.00
Total Salary	\$ 7,835,763.00
	7421555

POLICE DEPARTMENT SALARY INFORMATION FY2019 BUDGETED													
	NAME	POSITION	STEP	ANN. DATE	BASE SALARY	LAST YEAR STEP	Sick/EMT/Desk BONUS	EDUC PAY	SHIFT DIFF	SPEC PAY	HOLIDAY PAY	LONGEVITY RETIREMENT	TOTAL SALARY BENEFIT
1	Rosa, Daniel	Chief	St. #9	06/05/88	\$ 168,684.82	\$ -	\$ -	\$ 51,655.48	\$ -	\$ -	\$ -	\$ 3,500.12	\$ 223,840.42
2	Frost, Roy	Asst. Chief	St.#8	11/01/97	\$ 88,487.35	\$ -	\$ 1,500.00	\$ 25,440.11	\$ 1,017.60	\$ 13,273.10	\$ 7,610.37	\$ -	\$ 137,328.53
3	Balboni, Ronald	Lt./ Div Com	St.#10	03/13/88	\$ 92,966.63	\$ -	\$ 1,500.00	\$ 31,236.79	\$ 2,498.95	\$ 11,156.00	\$ 8,079.30	\$ -	\$ 147,437.67
4	Opland, Troy	Lt./Cmdr	St.#10	06/05/88	\$ 92,966.63	\$ -	\$ 2,900.00	\$ 31,236.79	\$ 2,498.95	\$ 11,156.00	\$ 8,079.30	\$ -	\$ 148,837.67
5	Rohnstock, Rich	Lieutenant	St.#10	03/30/86	\$ 92,966.63	\$ -	\$ -	\$ 27,889.99		\$ -	\$ 7,245.79	\$ -	\$ 128,102.41
6	O'Mahony, Edwa	Lieutenant	St.#8	01/22/95	\$ 88,486.83	\$ -	\$ -	\$ 22,121.71	\$ 5,309.21	\$ -	\$ 6,656.82	\$ -	\$ 122,574.57
7	Roche, Gerald B	Lieutenant/lr	St.#10	04/02/87	\$ 92,966.63	\$ -	\$ 1,500.00	\$ 9,609.86	\$ 960.99	\$ 3,132.00	\$ 6,375.21	\$ -	\$ 114,544.69
8	Katz, Gregory	Lt./Tech Ser	St.#8	07/16/95	\$ 88,486.83	\$ -	\$ 1,500.00	\$ 22,904.71	\$ 916.19	\$ 3,132.00	\$ 6,881.85	\$ -	\$ 123,821.58
9	Coffey, Sean	Lieutenant/F	St.#8	03/01/97	\$ 88,486.83	\$ -	\$ -	\$ 22,391.71	\$ 6,269.68	\$ 1,080.00	\$ 6,656.84	\$ -	\$ 124,885.06
10	Conway, Martin	Lieutenant	St. #10	03/13/88	\$ 92,966.63	\$ -	\$ 1,500.00	\$ 27,889.99	\$ 7,437.33	\$ -	\$ 7,245.79	\$ -	\$ 137,039.74
11	Elmore, Steven	Sergeant	St.#10	03/26/87	\$ 80,341.02	\$ -	\$ 1,400.00	\$ 24,102.31	\$ 2,410.23	\$ -	\$ 6,302.47	\$ -	\$ 114,556.03
12	Gualtieri, Mark	Sergeant/RF	St.#8-#9	03/13/94	\$ 77,048.10	\$ -	\$ 1,400.00	\$ 20,045.03	\$ 2,405.40	\$ 3,132.00	\$ 6,041.41	\$ -	\$ 110,071.94
13	Beloin, Robert	Sgt./Proc	St.#8	08/11/96	\$ 76,469.35	\$ -	\$ 2,900.00	\$ 19,900.34	\$ 1,592.03	\$ 3,132.00	\$ 6,018.50	\$ -	\$ 110,012.22
14	Zarro, John	Sergeant/Rc	St.#8	01/08/95	\$ 76,469.35	\$ -	\$ 2,900.00	\$ 19,900.34	\$ 2,388.04	\$ 3,132.00	\$ 6,018.50	\$ -	\$ 110,808.23
15	Mirasolo, Franci	Sgt./Insp.	St#8-#9	03/25/94	\$ 76,989.49	\$ -	\$ 1,400.00	\$ 20,030.37	\$ 4,807.29	\$ 3,132.00	\$ 6,041.39	\$ -	\$ 112,400.54
16	West, William G	Sergeant	St.#8-#9	10/28/93	\$ 77,758.72	\$ -	\$ 2,900.00	\$ 19,709.68		\$ 1,080.00	\$ 5,896.50	\$ -	\$ 107,344.90
17	Grogan, Craig	Sgt./Tng. Of	St.#9-#10	07/01/88	\$ 80,288.46	\$ -	\$ 2,900.00	\$ 25,026.14	\$ -	\$ 3,132.00	\$ 6,524.29	\$ -	\$ 117,870.89
18	Harring, John	Sergeant	St.#8	09/04/96	\$ 76,469.35	\$ -	\$ 2,800.00	\$ 19,387.34	\$ 6,203.95	\$ 1,080.00	\$ 5,793.51	\$ -	\$ 111,734.15
19	Magnan, Glen	Sergeant	St.#7	6/10/02	\$ 74,604.24	\$ -	\$ 1,400.00	\$ 18,651.06	\$ 5,222.30	\$ -	\$ 5,659.52	\$ -	\$ 105,537.12
20	Conners, Tara	Sergeant/SF	St.#7	01/12/03	\$ 74,604.24	\$ -	\$ -	\$ 19,434.06	\$ 1,166.04	\$ 3,132.00	\$ 5,884.50	\$ -	\$ 104,220.84
21	Nestor, Richard	Ptl./Insp.	St.#10	03/13/88	\$ 68,241.06	\$ -	\$ 1,500.00	\$ -	\$ 2,141.19	\$ 3,132.00	\$ 4,401.90	\$ -	\$ 79,416.15
22	MacEachern, Dc	Ptl./K-9	St.#8	10/06/93	\$ 64,952.46	\$ -	\$ 1,500.00	\$ 13,616.89	\$ 2,042.53	\$ 3,132.00	\$ 4,995.48	\$ -	\$ 90,239.37
23	Smith, Joseph	Ptl./Car Sea	St.#8	07/11/94	\$ 64,952.46	\$ -	\$ 2,400.00	\$ 17,021.12	\$ 4,085.07	\$ 3,132.00	\$ 5,191.13	\$ -	\$ 96,781.77
24	Parker, Scott A.	Ptl./FTO/Car	St.#8	01/16/95	\$ 64,952.46	\$ -	\$ 1,500.00	\$ 17,021.12	\$ 1,634.03	\$ 3,132.00	\$ 5,191.13	\$ -	\$ 93,430.74
25	Richter, Kenneth	Patrolman	St.#8	12/05/95	\$ 64,952.46	\$ -	\$ -	\$ 12,990.49	\$ 1,948.57	\$ -	\$ 4,779.49	\$ -	\$ 84,671.02
26	Davidson, Rober	Patrolman	St.#8	01/09/96	\$ 64,952.46	\$ -	\$ -	\$ -	\$ 5,196.20	\$ -	\$ 4,032.91	\$ -	\$ 74,181.57
27	West, Brian V.	Patrolman/S	St.#8	12/02/94	\$ 64,952.46	\$ -	\$ 750.00	\$ 17,021.12	\$ 1,021.28	\$ 3,132.00	\$ 5,191.13	\$ -	\$ 92,067.99
28	O'Leary, Daniel	Ptl./Insp.	St.#8	03/02/97	\$ 64,952.46	\$ -	\$ 1,000.00	\$ 17,021.12	\$ 2,042.53	\$ 3,132.00	\$ 5,191.13	\$ -	\$ 93,339.24
29	DeVito, Andrew	Ptl./Insp.	St.#8	07/27/97	\$ 64,952.46	\$ -	\$ -	\$ 13,616.89	\$ 4,085.07	\$ 3,132.00	\$ 4,995.48	\$ -	\$ 90,781.90
30	Glavin, Michelle	Patrolman	St.#8	07/28/97	\$ 64,952.46	\$ -	\$ 1,000.00	\$ 17,021.12	\$ 2,451.04	\$ 3,132.00	\$ 5,191.13	\$ -	\$ 93,747.75
31	Tsoukalas, Mark	Ptl./K-9	St.#7-#8	06/21/99	\$ 63,411.19	\$ -		\$ 13,308.64	\$ 1,996.30	\$ 3,132.00	\$ 4,886.26	\$ -	\$ 86,734.38
32	Bailey, Mark	Patrolman	St.#7	06/05/00	\$ 63,368.71	\$ -	\$ -	\$ 6,336.87	\$ -	\$ -	\$ 4,306.07	\$ -	\$ 74,011.65
33	Cogswell, Steph	Patrolman	St.#7	06/04/01	\$ 63,368.71	\$ -	\$ 1,400.00	\$ 15,842.18	\$ 3,802.12		\$ 4,852.34	\$ -	\$ 89,265.35
34	Brady, Paul	Ptl./Taser	St.#7	06/04/01	\$ 63,368.71	\$ -	\$ -	\$ 13,300.14	\$ 1,995.02	\$ 3,132.00	\$ 4,886.26	\$ -	\$ 86,682.13
35	Henckler, Micha	Patrolman	St. #7	06/04/01	\$ 63,368.71	\$ -	\$ 1,000.00	\$ 12,673.74	\$ 5,069.50	\$ -	\$ 4,670.24	\$ -	\$ 86,782.19
36	McKenna, Timot	Ptl./CJIS Ad	St.#7	01/12/03	\$ 63,368.71	\$ -	\$ -	\$ -	\$ 3,958.72	\$ 2,610.00	\$ 4,091.88	\$ -	\$ 74,029.31
37	Avant, Richard	Patrolman /C	St.#7	02/19/02	\$ 63,368.71	\$ -	\$ 1,000.00	\$ 13,300.14	\$ -	\$ 3,132.00	\$ 4,886.26	\$ -	\$ 85,687.11
38	Eldens, Wayne	Patrolman	St.#6	08/01/05	\$ 61,823.07	\$ -	\$ -	\$ 15,455.77	\$ 1,854.69	\$ -	\$ 4,741.31	\$ -	\$ 83,874.84
39	Nieves, Pedro	Patrolman	St.#6	04/04/05	\$ 61,823.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,853.04	\$ -	\$ 65,676.11
40	Osgood, Ivonne	Ptl./COA Lia	St.#6	04/04/05	\$ 61,823.07	\$ -	\$ -	\$ 12,991.01	\$ 974.33	\$ 3,132.00	\$ 4,779.67	\$ -	\$ 83,700.08
41	Peterson, Edwa	Patrolman/In	St.#6	04/10/06	\$ 61,823.07	\$ -	\$ -	\$ -	\$ 1,948.65	\$ 3,132.00	\$ 4,033.06	\$ -	\$ 70,936.78
42	Rayne, Francis	Patrolman	St.#6	04/10/06	\$ 61,823.07	\$ -	\$ 1,400.00	\$ 6,182.31	\$ 1,854.69	\$ -	\$ 4,208.36	\$ -	\$ 75,468.43
43	Fontana, Antho	Patrolman	St #5	08/23/10	\$ 59,126.42	\$ -	\$ -	\$ 8,868.96	\$ 1,773.79	\$ -	\$ 4,207.79	\$ -	\$ 73,976.96
44	Peloquin, Scott	Patrolman	St. #8	02/01/98	\$ 64,952.46	\$ -	\$ -	\$ 12,990.49	\$ 1,948.57	\$ -	\$ 4,779.49	\$ -	\$ 84,671.01
45	Heffernan, Robe	Patrolman /F	St.#7	04/09/01	\$ 63,368.71	\$ -	\$ -	\$ 13,094.94	\$ 1,964.24	\$ 2,106.00	\$ 4,778.26	\$ -	\$ 85,312.15
46	Taylor, Ian	Patrolman	St.#7	05/12/03	\$ 63,368.71	\$ -	\$ -	\$ -	\$ 1,995.02	\$ 3,132.00	\$ 4,121.88	\$ -	\$ 72,617.61
47	Slaney, John	Patrolman	St. #8	05/19/97	\$ 64,952.46	\$ -	\$ -	\$ 12,990.49	\$ 1,948.57	\$ -	\$ 4,779.49	\$ -	\$ 84,671.01
48	Philbrook, Christ	Patrolman	St. #4-#5	09/16/13	\$ 58,500.08	\$ -	\$ -	\$ -	\$ 1,755.00	\$ -	\$ 3,669.61	\$ -	\$ 63,924.69
49	O'Brien, Patrick	Patrolman	St. #4-#5	03/10/14	\$ 57,076.58	\$ -	\$ 750.00	\$ -	\$ 1,712.30	\$ -	\$ 3,555.73	\$ -	\$ 63,094.61
50	Croke, Sarah	Patrolman	St. #4-#5	03/10/14	\$ 57,076.58	\$ -	\$ -	\$ 5,707.66	\$ 1,712.30	\$ -	\$ 3,555.73	\$ -	\$ 68,052.27
51	Magliozzi, Rocco	Patrolman	St. #4-#5	03/10/14	\$ 57,076.58	\$ -	\$ -	\$ 5,707.66	\$ 1,712.30	\$ -	\$ 3,555.73	\$ -	\$ 68,052.27
52	Rymill, Aldred	Patrolman	St. #4-#5	02/03/14	\$ 57,281.56	\$ -	\$ -	\$ -	\$ 4,582.52	\$ -	\$ 3,569.96	\$ -	\$ 65,434.04
53	Koles, Ryan	Patrolman/F	St. #5	04/17/12	\$ 59,126.42	\$ -	\$ -	\$ 6,123.24	\$ 4,898.59	\$ 2,106.00	\$ 3,788.08	\$ -	\$ 76,042.34
54	Simmons, Robe	Patrolman	St. #5	05/21/12	\$ 59,126.42	\$ -	\$ 1,000.00	\$ 6,225.84	\$ 933.88	\$ 3,132.00	\$ 3,878.08	\$ -	\$ 74,296.22
55	Trischitta, Brian	Patrolman	St. #4	09/08/14	\$ 56,154.15	\$ -	\$ 1,000.00	\$ 8,423.12	\$ 3,369.25	\$ -	\$ 3,527.26	\$ -	\$ 72,473.78
56	Ynostroza, Gilbe	Patrolman	St. #4	09/08/14	\$ 56,154.15	\$ -	\$ 750.00	\$ 5,615.42	\$ 3,369.25	\$ -	\$ 3,527.26	\$ -	\$ 69,416.08
57	Landry, Nathan	Patrolman	St. #5	01/14/13	\$ 59,126.42	\$ -	\$ -	\$ 5,912.64	\$ 4,730.11	\$ -	\$ 3,698.08	\$ -	\$ 73,467.25
58	Norman, Jarrad	Patrolman	St. #5	03/11/13	\$ 59,126.42	\$ -	\$ -	\$ 5,912.64	\$ 4,730.11	\$ -	\$ 3,698.08	\$ -	\$ 73,467.25
59	Bandouveres, Cd	Patrolman	St. #3-#4	09/09/15	\$ 55,748.45	\$ -	\$ 1,000.00	\$ -	\$ 4,459.88	\$ -	\$ 3,506.97	\$ -	\$ 64,715.30
60	Mendez, Raphael	Patrolman	St. #5	09/09/15	\$ 59,126.42	\$ -	\$ -	\$ -	\$ 4,730.11	\$ -	\$ 3,698.08	\$ -	\$ 67,554.61
61	Agcaoili, John	Patrolman	St. #2-#3	09/12/16	\$ 53,630.69	\$ -	\$ 1,000.00	\$ 5,363.07	\$ 4,290.46	\$ -	\$ 3,386.04	\$ -	\$ 67,670.26
62	Huff, Thomas	Patrolman	St. #2-#3	09/12/16	\$ 53,630.69	\$ -	\$ 1,000.00	\$ -	\$ 1,608.92	\$ -	\$ 3,386.04	\$ -	\$ 59,625.65
63	Allen, Alexander	Patrolman	St. #1-#2	10/30/17	\$ 51,354.73	\$ -	\$ 2,075.00	\$ 5,135.47	\$ 1,540.64	\$ -	\$ 3,260.38	\$ -	\$ 63,366.22
64	Dougherty, Sear	Patrolman	St. #1-#2	10/30/17	\$ 51,354.73	\$ -	\$ 675.00	\$ 5,135.47	\$ 1,540.64	\$ -	\$ 3,260.38	\$ -	\$ 61,966.22
65	O'Loughlin, Phil	Patrolman	St. #6	01/16/08	\$ 61,823.07	\$ -	\$ 1,000.00	\$ 6,182.31	\$ 1,854.69	\$ -	\$ 3,853.04	\$ -	\$ 74,713.11
	Riberio, Leo	Patrolman	St. #1-#2	10/30/17	\$ 51,354.73	\$ -	\$ 675.00	\$ -	\$ 1,540.64	\$ -	\$ 3,260.38	\$ -	\$ 56,830.75
	Replacement/SF	Patrolman			Funded by Grant								\$ -
	Replacement/SF	Patrolman			Funded by Grant								\$ -
	Manzi, John	Bldg.Maint.C	St.#5-#6	11/16/15	\$ 51,828.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,828.48
	Ouano, Beverly	Head Clerk	St.#10	10/19/98	\$ 55,650.42	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ 59,850.42
	Higgins, Nancy	Head Clerk	St.#10	12/06/93	\$ 55,650.42	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,900.00	\$ 60,550.42
	Patriquin, Elizab	Head Clerk	St.#10	03/04/96	\$ 55,650.42	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 3,200.00	\$ 59,250.42
	O'Connor, Diane	Principal Cle	St.#10	01/23/06	\$ 50,741.01	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 2,700.00	\$ 53,841.01
	Accomando, Rol	Civilian Disp	St.#7	05/24/98	\$ 51,446.57	\$ -	\$ 300.00	\$ -	\$ -	\$ 626.40	\$ 2,411.93	\$ -	\$ 54,784.90
	Hancock, Donal	Civilian Disp	St.#7	07/07/00	\$ 47,312.51	\$ -	\$ 900.00	\$ -	\$ 2,088.00	\$ 626.40	\$ 2,475.29	\$ 2,500.00	\$ 55,902.20
	Leung, Matthew	Civilian Disp	St.#7	10/01/07	\$ 47,312.51	\$ -	\$ 300.00	\$ -	\$ 2,610.00	\$ 2,192.40	\$ 2,475.29	\$ 1,800.00	\$ 56,690.20
	Murphy, Kathlee	Civilian Disp	St. #6	05/21/12	\$ 45,934.43	\$ -	\$ -	\$ -	\$ -	\$ 626.40	\$ 2,411.93	\$ 783.00	\$ 49,755.76
	Smith, Robin	Civilian Disp	St. #4-#5	01/05/15	\$ 43,075.43	\$ -	\$ 400.00	\$ -	\$ -	\$ 626.40	\$ 2,260.24	\$ -	\$ 46,362.07
	Lamarre, Mauree	Civilian Disp	St. #4-#5	04/27/15	\$ 42,173.07	\$ -	\$ -	\$ -	\$ 2,088.00	\$ 626.40	\$ 2,226.43	\$ -	\$ 47,113.90
	Williams, Shern	Civilian Disp	St. #4	5/28/2017	\$ 41,654.56	\$ -	\$ -	\$ -	\$ 2,088.00	\$ 626.40	\$ 2,215.15	\$ -	\$ 46,584.11
	Cangiamila, Joh	Civilian Disp	St. #3	10/30/17	\$ 40,067.68	\$ -	\$ 337.08	\$ -	\$ 2,610.00	\$ 626.40	\$ 2,142.19	\$ -	\$

POLICE DEPARTMENT

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 409,000	\$ 376,560	\$ 428,750	\$ 387,207	\$ 403,750	\$ 412,336	\$ 284,350	\$ 287,350	\$ 287,350	\$ 287,350

		Change from FY2018	Department	Town Mgr.	Fin Com
Supplies and Expenses 5400	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		\$ 1,000	\$ 1,000	1,000
	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.		\$ 7,500	\$ 7,500	7,500
	C.S. - PAL/Other Youth and School Safety Activities; materials and supplies Watch Program and bicycle program, and repairs and replacements as needed.		\$ 2,000	\$ 2,000	2,000
	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		\$ 24,500	\$ 24,500	24,500
	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		\$ 15,000	\$ 15,000	15,000
	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.		\$ 22,000	\$ 22,000	22,000
	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.		\$ 74,500	\$ 74,500	74,500
	Office Supplies/Equipment/Printing: Postage fees and lease of photo copier for Records Department ; breathalyzer maintenance; Chiefs office expenses and supplies.		\$ 9,000	\$ 9,000	9,000
	Uniforms: Estimated cost for 68 officers and 10 dispatchers, including emergency replacement and cleaning allowance per contractual agreement.		\$ 103,000	\$ 103,000	103,000
Supplies and Expenses (Continued)					
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.		\$ 9,600	\$ 9,600	9,600	
general office supply allocation		\$ 3,000	\$ 3,000	3,000	
Fuel Cost		\$ -	\$ -	-	
		\$ 287,350	\$ 287,350	287,350	

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 128,600	\$ 126,744	\$ 158,600	\$ 151,837	\$ 158,600	\$ 148,009	\$ 170,100	\$ 174,100	\$ 174,100	\$ 174,100

		Change from FY2018	Department	Town Mgr.	Fin Com
Contract Services/Leases 5200	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.		\$ 40,000	\$ 40,000	40,000
	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.		\$ 4,000	\$ 4,000	4,000
	Estimated cost for advertising various Capital Outlay items, miscellaneous equipment or personnel replacements, auctions, 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.		\$ 16,800	\$ 16,800	16,800
	Equipment Maintenance Contracts: Including In-House Computer System through ARMS, Recording equipment through Acom, Communications Equipment through Motorola/Cybercom, Portable Radios, console, mobile sets, repeater system, Identix System, AED units, hand held , Baracuda/Sonicwall security services and warranty,		72,000	72,000	72,000
	BAPERN-NEMLEC Regional Communication System Microwave Link, yearly assessment. Satellite repeater land line expenses.		\$ 8,650	\$ 8,650	8,650
	Estimated cost of teletype 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		\$ 20,000	\$ 20,000	20,000
	Total Contract Services		174,100	174,100	174,100

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
						\$ -	\$ -	\$ -	\$ -

Utilities	ALEXANDER ROAD; Keyspan, Electric, and alarm system	Department	Town Mgr.	Fin Com

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 111,000	\$ 111,000	\$ 158,000	\$ 152,089	\$ 197,500	\$ 110,026	\$ 176,300	\$ 185,600	\$ 185,600	\$ 185,600

Capital Outlay 5800	Cost for purchase of 4 Replacement Police Cruisers, Brand not yet determined(4 @ 44,000.), per specifications, fully equipped. \$,158,000	Department	Town Mgr.	Fin Com
	Lifepack AED's (4)	9,600	9,600	9,600

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.

Budget Narrative

The contract for the Sealers of Weight and Measures will remain the same during the next fiscal year.

	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	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	\$ 10,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Utilities										
Capital Outlay										
Total Expenses	\$ 10,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
TOTAL BUDGET	\$ 10,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000

Section 8: Public Work

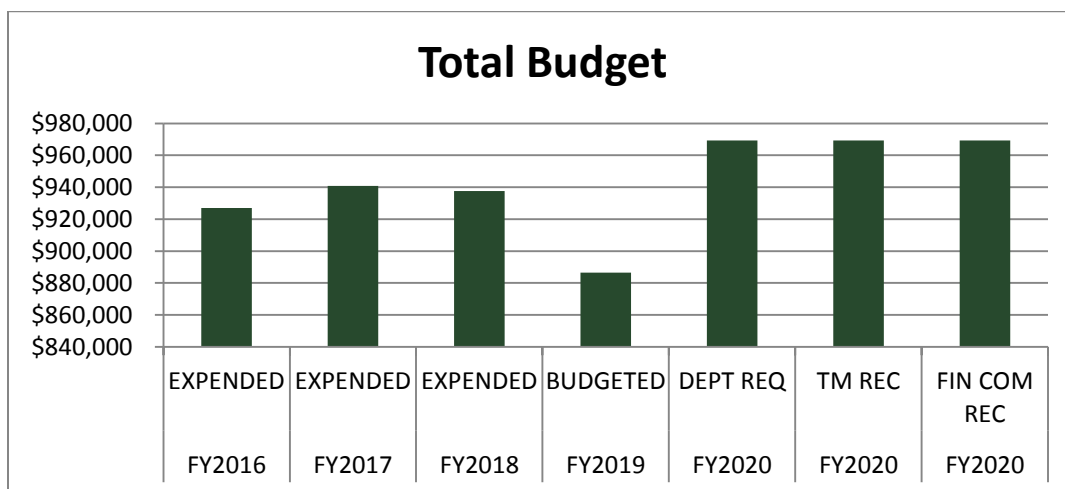
Administration

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

The Administration Division budget this year will see an increase of \$82,816.52. This increase is due to contractual obligations for the DPW Director and an increased line item for part time seasonal help impacted by the increase in the minimum wage.



Programs and Services

The Public Works Administration Office manages all divisions of the Department of Public Works, and is directly responsible for the following items:

Recycling and Trash Collection:

The Town's Residential Recycling and Trash Collection is under the authority of Public Works Administration. Collection is five days a week, Monday through Friday, except during holiday weeks. The administration works closely with Waste Management to ensure that residents trash and recycling is picked up in a timely manner.

Street Opening Permits:

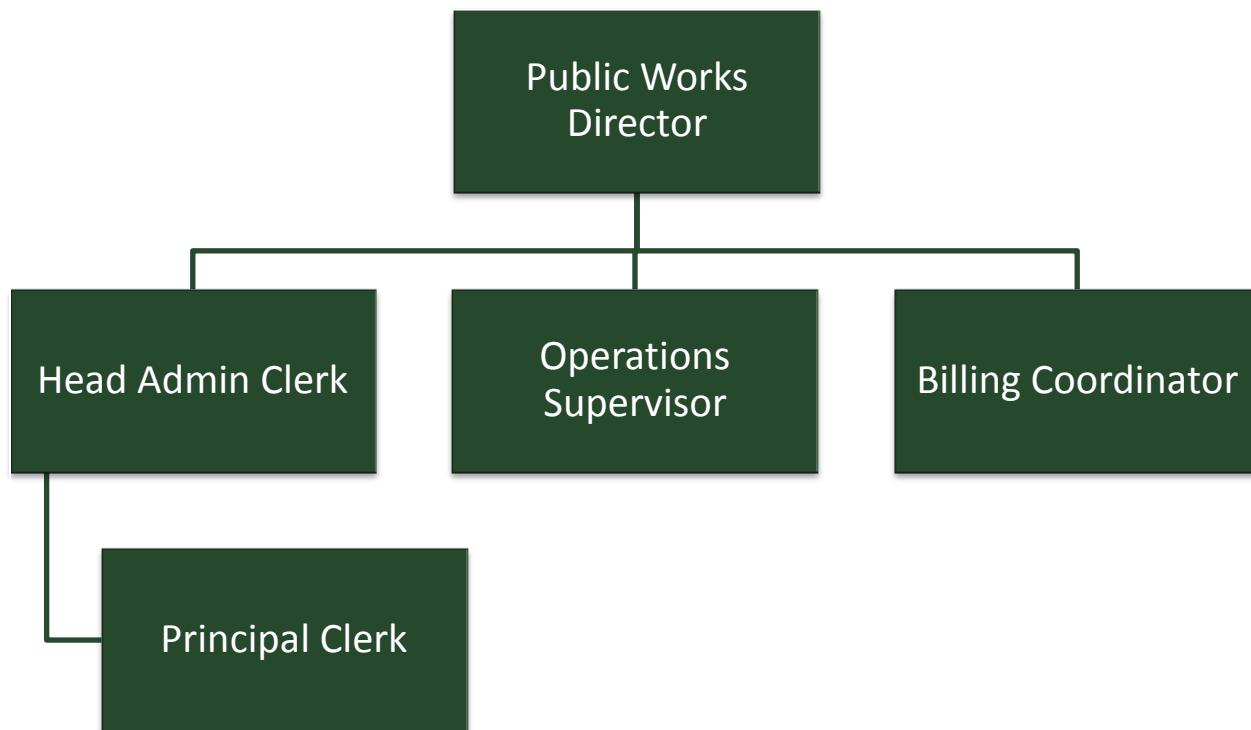
The Public Works Administration Office administers the Street Opening Permit process, including issuing permits and inspection of construction relating to Street Opening Permits, requiring inspection of all work done on Town roads by developers, contractors and homeowners, ensuring proper materials and methods are used in all work.

Administration

Occupancy Permits:

The Administration division will verify to ensure that all aspects of the project are in order, all requirements have been met, and billing is up to date.

Organizational Chart



Administration

DPW ADMINISTRATION

Personnel Services

Full Time	\$ 697,492	\$ 697,492	\$ 748,293	\$ 737,146	\$ 772,667	\$ 769,397	\$ 639,642	\$ 655,052	\$ 655,052	\$ 655,052
Part Time/Seasonal	\$ 191,165	\$ 166,234	\$ 160,198	\$ 135,089	\$ 161,000	\$ 91,096	\$ 195,000	\$ 262,080	\$ 262,080	\$ 262,080
Overtime	\$ -	\$ -	\$ -	\$ -	\$ 4,400	\$ 4,385	\$ -	\$ -	\$ -	\$ -
Contractual Obligations	\$ 43,313	\$ 33,356	\$ 26,626	\$ 26,626	\$ 30,252	\$ 30,252	\$ 32,028	\$ 32,354	\$ 32,354	\$ 32,354
Total	\$ 931,970	\$ 897,082	\$ 935,117	\$ 898,871	\$ 966,319	\$ 895,130	\$ 866,670	\$ 949,486	\$ 949,486	\$ 949,486

Expenses

Supplies and Expenses	\$ 19,900	\$ 14,429	\$ 27,400	\$ 21,424	\$ 24,700	\$ 23,310	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Contract Services/Leases	\$ 17,900	\$ 15,395	\$ 20,775	\$ 20,618	\$ 21,775	\$ 19,120	\$ 16,850	\$ 16,850	\$ 16,850	\$ 16,850
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Expenses

	\$ 37,800	\$ 29,824	\$ 48,175	\$ 42,042	\$ 46,475	\$ 42,430	\$ 19,850	\$ 19,850	\$ 19,850	\$ 19,850
TOTAL BUDGET	\$ 969,770	\$ 926,906	\$ 983,292	\$ 940,913	\$ 1,014,794	\$ 937,560	\$ 886,520	\$ 969,336	\$ 969,336	\$ 969,336

Difference PY \$ 82,816.52
% PY 9.34%

Position	FY2019		FY2020		FY2020		FY2020	
	FTE	PTE	FTE	PTE	FTE	PTE	FTE	PTE
Director	1		1		1		1	
Operations Supervisor	1		1		1		1	
Head Admin Clerk	1		1		1		1	
Principal Clerk	5		5		5		5	
Senior Clerk	0		0		0		0	
Recycle/Solid Waste Coord	0		0		0		0	
Meter Readers								
Billing Coordinator	1		1		1		1	
Part Time/Seasonal								
Total Staffing	9		9		9		9	

Position	FY2019		FY2020		FY2020		FY2020	
	FTE	PTE	FTE	PTE	FTE	PTE	FTE	PTE
Part Time/Seasonal	9		9		9		9	
Total Staffing	9		9		9		9	

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING/ LICENSES	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Alkhatib, Abdul	DPW Director	9	10/24/2005	133,972.38	-	-	1,827.00	\$ 135,799.38
Robertson, Stephen	Operations Supervisor	7	6/14/1999	100,136.01	-	500.00	2,800.00	\$ 103,436.01
Grant, Brenda	Head Admin Clerk	10	6/26/1989	62,192.36	-	1,000.00	4,434.00	\$ 67,626.36
Crandall, Patricia	Principal Clerk	10	1/22/2006	50,741.24	-	1,000.00	1,900.00	\$ 53,641.24
McKenna, Mary Fiona	Principal Clerk	10	5/28/1996	50,741.24	-	1,000.00	3,200.00	\$ 54,941.24
McCoy, Donna	Principal Clerk	10	9/3/1997	50,741.24	-	1,000.00	3,200.00	\$ 54,941.24
Rafferty, Mary Ann	Principal Clerk	10	1/16/2001	50,741.24	-	1,000.00	2,700.00	\$ 54,441.24
Sullivan, Jennifer	Principal Clerk	10	12/4/2006	55,650.59	-	1,000.00	1,900.00	\$ 58,550.59
Dunn, Judy	Billing Coordinator	7	8/11/1997	100,135.78	-	500.00	3,393.00	\$ 104,028.78
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	Seasonal Employees			262,080.00	-	-	-	\$ 262,080.00
DEPARTMENT TOTAL				\$ 917,132.09	\$ -	\$ 7,000.00	\$ 25,354.00	\$ 949,486.09

Total Full Time	\$	655,052.09
Total Seasonal	\$	262,080.00
Total Overtime		
Total Contract	\$	32,354.00
Total	\$	949,486.09

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING License incen	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Alkhatib, Abdul	DPW Director	9	10/24/2005	\$133,972.38	\$ -	\$ -	\$ 1,827.00	\$ 135,799.38
Robertson, Stephen	Operations Supervisor	7	6/14/1999	\$100,136.01	\$ -	\$ 500.00	\$ 2,800.00	\$ 103,436.01
Grant, Brenda	Head Admin Clerk	10	6/26/1989	\$ 62,192.36	\$ -	\$ 1,000.00	\$ 4,434.00	\$ 67,626.36
Crandall, Patricia	Principal Clerk	10	1/22/2006	\$ 50,741.24	\$ -	\$ 1,000.00	\$ 1,900.00	\$ 53,641.24
McKenna, Mary Fiona	Principal Clerk	10	5/28/1996	\$ 50,741.24	\$ -	\$ 1,000.00	\$ 3,200.00	\$ 54,941.24
McCoy, Donna	Principal Clerk	10	9/3/1997	\$ 50,741.24	\$ -	\$ 1,000.00	\$ 3,200.00	\$ 54,941.24
Rafferty, Mary Ann	Principal Clerk	10	1/16/2001	\$ 50,741.24	\$ -	\$ 1,000.00	\$ 2,700.00	\$ 54,441.24
Sullivan, Jennifer	Principal Clerk	10	12/4/2006	\$ 55,650.59	\$ -	\$ 1,000.00	\$ 1,900.00	\$ 58,550.59
Dunn, Judy	Billing Coordinator	7	8/11/1997	\$ 100,135.78	\$ -	\$ 500.00	\$ 3,393.00	\$ 104,028.78
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	Seasonal Employees			\$ 262,080.00				\$ 262,080.00
DEPARTMENT TOTAL				\$ 917,132.09	\$ -	\$ 7,000.00	\$ 25,354.00	\$ 949,486.09

Total Full Time	\$ 655,052.09
Total Part Time/Seasonal	\$ 262,080.00
Total Overtime	
Total Contract	\$ 32,354.00
Total	\$ 949,486.09

Administration

DPW ADMINISTRATION DEPARTMENT SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	LONGEVITY	TOTAL SALARY BENEFIT
Alkhatib, Abdul	DPW Director	9	10/24/2005	\$126,389.25	\$ -	\$ -	\$ 1,827.00	\$ 128,216.25
Robertson, Stephen	Operations Supervisor	7	6/14/1999	\$100,135.78	\$ -	\$ 500.00	\$ 2,800.00	\$ 103,435.78
Grant, Brenda	Head Admin Clerk	10	6/26/1989	\$ 62,192.12	\$ -	\$ 1,000.00	\$ 4,108.00	\$ 67,300.12
Crandall, Patricia	Principal Clerk	10	1/22/2006	\$ 50,741.01	\$ -	\$ 1,000.00	\$ 1,900.00	\$ 53,641.01
McKenna, Mary Fiona	Principal Clerk	10	5/28/1996	\$ 50,741.01	\$ -	\$ 1,000.00	\$ 3,200.00	\$ 54,941.01
McCoy, Donna	Principal Clerk	10	9/3/1997	\$ 50,741.01	\$ -	\$ 1,000.00	\$ 3,200.00	\$ 54,941.01
Rafferty, Mary Ann	Principal Clerk	10	1/16/2001	\$ 50,741.01		\$ 1,000.00	\$ 2,700.00	\$ 54,441.01
Sullivan, Jennifer	Principal Clerk	10	12/4/2006	\$ 50,741.01	\$ -	\$ 1,000.00	\$ 1,900.00	\$ 53,641.01
Dunn, Judy	Billing Coordinator	7	8/11/1997	\$ 97,219.37		\$ 500.00	\$ 3,393.00	\$ 101,112.37
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
	Seasonal Employees			\$ 195,000.00				\$ 195,000.00
DEPARTMENT TOTAL				\$ 834,641.57	\$ -	\$ 7,000.00	\$ 25,028.00	\$ 866,669.57

6 Part time 20 hours per week X 36 Weeks	\$ 41,328.00		
3 Part time 40 hours per week X 48 weeks	\$ 66,124.80	Total Full Time	\$ 639,641.57
4 Part time 40 hours per week X 26 Weeks	\$ 35,817.60	Total Seasonal	\$ 195,000.00
2 Part time 40 hours per week X 16 Weeks	\$ 14,694.40	Total Overtime	
2 Part time 40 hours per week X 8 Weeks	\$ 7,347.20	Total Contract	\$ 32,028.00
4 Part time 40 hours per week X 16 Weeks	\$ 29,388.80	Total	\$ 866,669.57
	\$ 194,700.80		

Town of Billerica

DESCRIPTION/DETAIL

FY18	Department	Town Mgr.	Fin Com

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

1

FY17	Department	Town Mgr.	Fin Com

Increase \$1,000

\$ 20,775

Cemetery

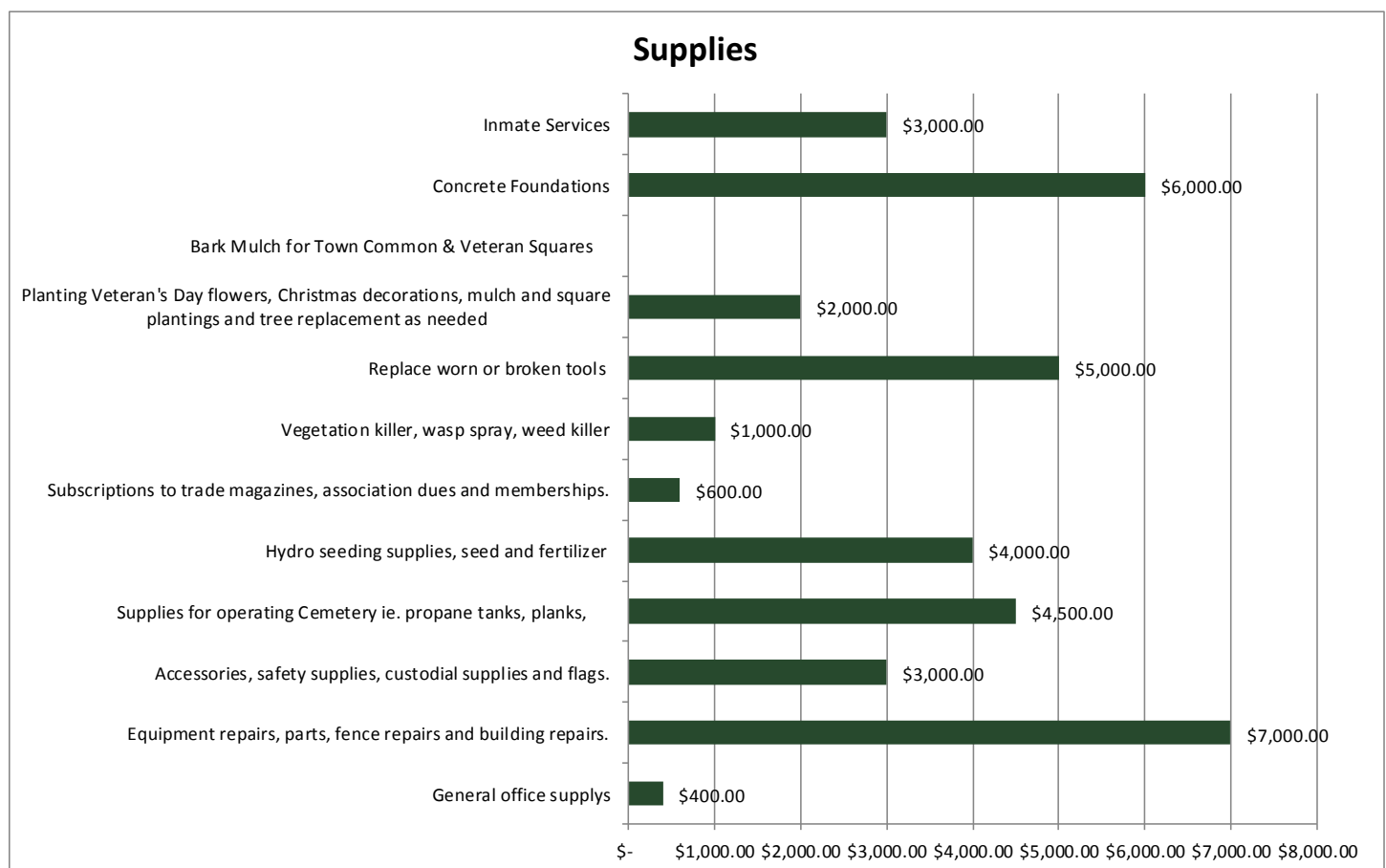
Department Explanation

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.

Last fiscal year marks a change for the Cemetery Department. In previous years it was combined with the Parks and Tree's Department. In FY19 it was split into two separate departments to allow for higher quality services and specialization.

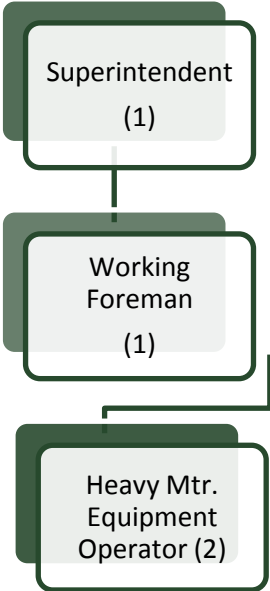
Budget Narrative

The Cemetery Department budget consists of a Superintendent, a Working Foreman, and two Heavy Equipment Operators. They will continue to budget for office supplies and landscaping materials as needed. The budget will increase slightly due to step increases.



Cemetery

Organizational Chart



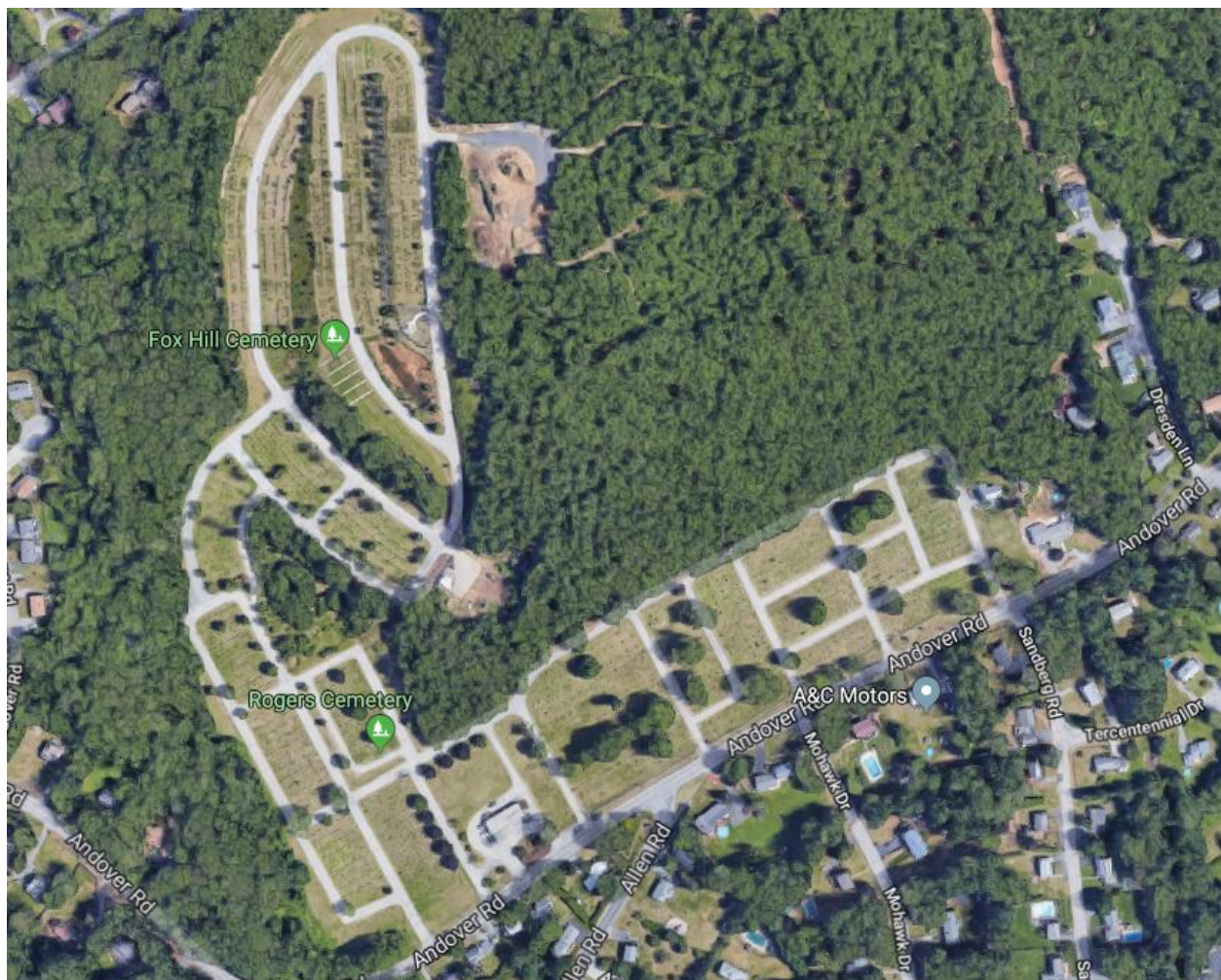
Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Superintendent	1.0	1.0	1.0
Working Foreman	1.0	1.0	1.0
Heavy Motor Equipment Operator	5.0	2.0	2.0
Maintenance Craftsman	1.0	0.0	0.0



Cemetery

Statistics

	FY15	FY16	FY17	FY18	FY19
Burials	193	156	185	155	
Revenue Generated	\$236,160	\$255,419	\$217,132	\$249,050	



Overview of Fox Hill Cemetery

Cemetery

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
CEMETERY						
<i>Personnel Services</i>						
Full Time			\$ 284,459	\$ 287,747	\$ 287,747	\$ 287,747
Part Time/Seasonal			\$ -	\$ -	\$ -	\$ -
Overtime			\$ 55,640	\$ 55,640	\$ 55,640	\$ 55,640
Contractual Obligations			\$ 10,296	\$ 10,296	\$ 10,296	\$ 10,296
Perpetual Care Intrest Trans.						\$ -
Total			\$ 337,501	\$ 353,683	\$ 353,683	\$ 353,683
<i>Expenses</i>						
Supplies and Expenses			\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500
Mosquito Control			\$ -	\$ -	\$ -	\$ -
Contract Services/Leases			\$ 20,450	\$ 20,450	\$ 20,450	\$ 20,450
Utilities			\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250
Capital Outlay						\$ -
Total Expenses			\$ 59,200	\$ 59,200	\$ 59,200	\$ 59,200
TOTAL BUDGET			\$ 396,701	\$ 412,883	\$ 412,883	\$ 412,883

	FY2019	Dep. Req. FY2020	TM Rec FY2020	Fin Com Rec FY2020
Position	FTE	FTE	FTE	FTE
Superintendent	1	1	1	1
Working Foremen	1	1	1	1
Heavy Mtr. Equip. Oper.	1	1	1	1
Heavy Mtr. Equip. Oper.	1	1	1	1
Seasonal*	0	0	0	0
TOTAL STAFF	4	4	4	4

Cemetery

CEMETERY DIVISION SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Crotty, Everett	Superintendent	7	5/24/1982	\$ 100,136.01	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 4,100.00	\$ 104,736.01
McLaughlin, Stephen	Working Foreman	9	8/12/1986	\$ 73,102.04	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 74,984.04
Jillson, Ian	Heavy Mtr. Equip. Oper.	6	11/13/2000	\$ 57,254.28	\$ 800.00	\$ 50.00	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 59,186.28
VACANT	Heavy Mtr. Equip. Oper.	4	3/13/2008	\$ 57,254.28	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 59,136.28
DEPARTMENT TOTAL				\$ 287,746.61	\$ 2,400.00	\$ 50.00	\$ -	\$ 2,300.00	\$ 996.00	\$ 450.00	\$ 4,100	\$ 298,042.61

Total Full Time \$ 287,747.00
Total Overtime \$ 55,640.00
Total Contract \$ 10,296.00
Total \$ 353,683.00

CEMETERY DIVISION SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	LONGEVITY	TOTAL SALARY BENEFIT
Crotty, Everett	Superintendent	7	5/24/1982	\$ 100,136.01	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 4,100	\$ 104,736.01
McLaughlin, Stephen	Working Foreman	9	8/12/1986	\$ 73,102.04	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 74,984.04
Jillson, Ian	Heavy Mtr. Equip. Oper.	6	11/13/2000	\$ 57,254.28	\$ 800.00	\$ 50.00	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 59,186.28
VACANT	Heavy Mtr. Equip. Oper.	6	3/13/2008	\$ 57,254.28	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 59,136.28
DEPARTMENT TOTAL				\$ 287,746.61	\$ 2,400.00	\$ 50.00	\$ -	\$ 2,300.00	\$ 996.00	\$ 450.00	\$ 4,100	\$ 298,042.61

* 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 \$ 287,747.00
Total Overtime \$ 55,640.00
Total Contract \$ 10,296.00
Total \$ 353,683.00

CEMETERY DIVISION SALARY INFORMATION FY2019 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	WATER CERT.	SICK LEAVE INCENTIVE	MEALS	PESTICIDE	ONGEVIT	TOTAL SALARY BENEFIT
	Superintendent	7	5/24/1982	\$100,135.78	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 4,100	\$ 104,735.78
	Working Foreman	9	8/12/1986	\$ 66,342.53	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 68,224.53
	Heavy Mtr. Equip. Oper.	6	11/13/2000	\$ 52,543.25	\$ 800.00	\$ 50.00	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 54,475.25
	Heavy Mtr. Equip. Oper.	6	3/13/2008	\$ 52,543.25	\$ 800.00	\$ -	\$ -	\$ 600.00	\$ 332.00	\$ 150.00	\$ -	\$ 54,425.25
	Contract Settlement Article 6 STM2018			\$ 12,894.00								\$ 12,894.00
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DEPARTMENT TOTAL				\$284,458.82	\$ 2,400.00	\$ 50.00	\$ -	\$ 2,300.00	\$ 996.00	\$ 450.00	\$ 4,100	\$ 294,754.82

* 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 \$ 284,459.00
Total Seasonal \$ -
Total Overtime \$ 55,640.00
Total Contract \$ 10,296.00
Total \$ 350,395.00

Cemetery

DESCRIPTION DETAIL

CEMETERY

Supplies and Expenses

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
		\$ 36,500	\$ 36,500	\$ 36,500	\$ 36,500

	Department	Town Mgr.	Fin Com
General office supplies	\$ 400.00	\$ 400.00	\$ 400.00
Equipment repairs, parts, fence repairs and building repairs.	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Accessories, safety supplies, custodial supplies and flags.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Supplies for operating Cemetery ie. propane tanks, planks,	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Hydro seeding supplies, seed and fertilizer	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Subscriptions to trade magazines, association dues and memberships.	\$ 600.00	\$ 600.00	\$ 600.00
Vegetation killer, wasp spray, weed killer	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Replace worn or broken tools	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Planting Veteran's Day flowers, Christmas decorations, mulch and square plantings and tree replacement as needed	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Bark Mulch for Town Common & Veteran Squares			
Concrete Foundations	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Inmate Services	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Frost Removers - not needed to purchase this year	\$ -	\$ -	\$ -
<i>Total Supplies and Expenses</i>	\$ 36,500.00	\$ 36,500.00	\$ 36,500.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
		\$ 20,450	\$ 20,450	\$ 20,450	\$ 20,450

Contract Services

	Department	Town Mgr.	Fin Com
Outside Services - Irrigation / Deep Tine Areation, Hydroseeding -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Uniforms -	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Maintenance contracts-	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
CHS Consulting -Cemetery	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Clothing Allowance per SEIU	\$ 450.00	\$ 450.00	\$ 450.00
<i>Total Contract Services</i>	\$ 20,450.00	\$ 20,450.00	\$ 20,450.00

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
		\$ 2,250	\$ 2,250	\$ 2,250	\$ 2,250

Utilities

	Department	Town Mgr.	Fin Com
Electricity for Cemetery Garage, Office & Outside Lights	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Fuel/ Heat for Cemetery Garge & Office	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00
Electricity for Alexander Road			
Fuel/Heat for Alexander Road			
<i>Total Utilities</i>	\$ 2,250.00	\$ 2,250.00	\$ 2,250.00

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

The Engineering Department will see a small decrease of 1.22% this year due to decreased need for stormwater consulting services.

Programs and Services

Managing Project Conception to Completion

The Engineering Division manages many projects from conception to completion including initial concepts and estimates, survey, design, environmental permitting, bid document development, bid review and award, abutter notification, and construction supervision. The construction supervision aspect of these projects includes overseeing the contractor for conformance to plans and specifications, quantifying work performed for payment, and interacting with area residents to answer any questions and concerns.



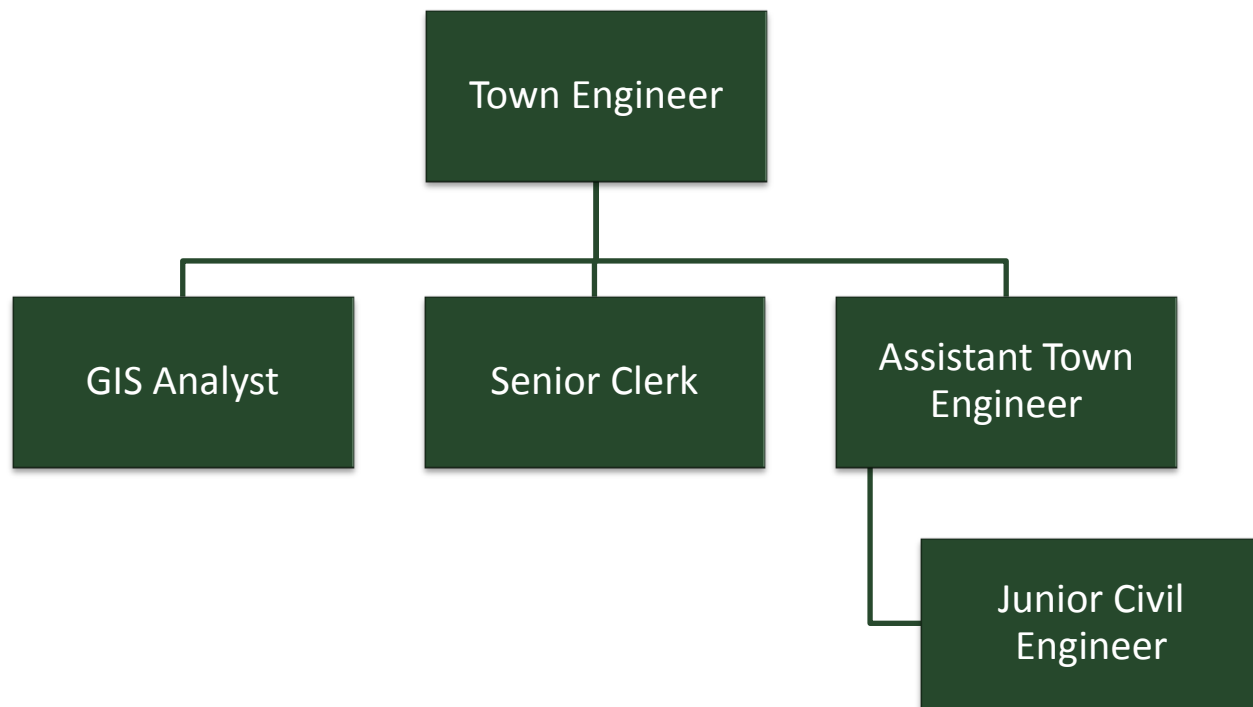
Administering Consultants and Contractors

Additionally, the Town hires engineering consultants for certain larger capital projects. The Engineering Division works closely with consultants from project conception to completion, providing input, review, and assistance throughout the project's development.

The Engineering Division provides assistance and inspections to various Private Contractors, when those projects will connect to Town infrastructure.

Engineering

Organizational Chart

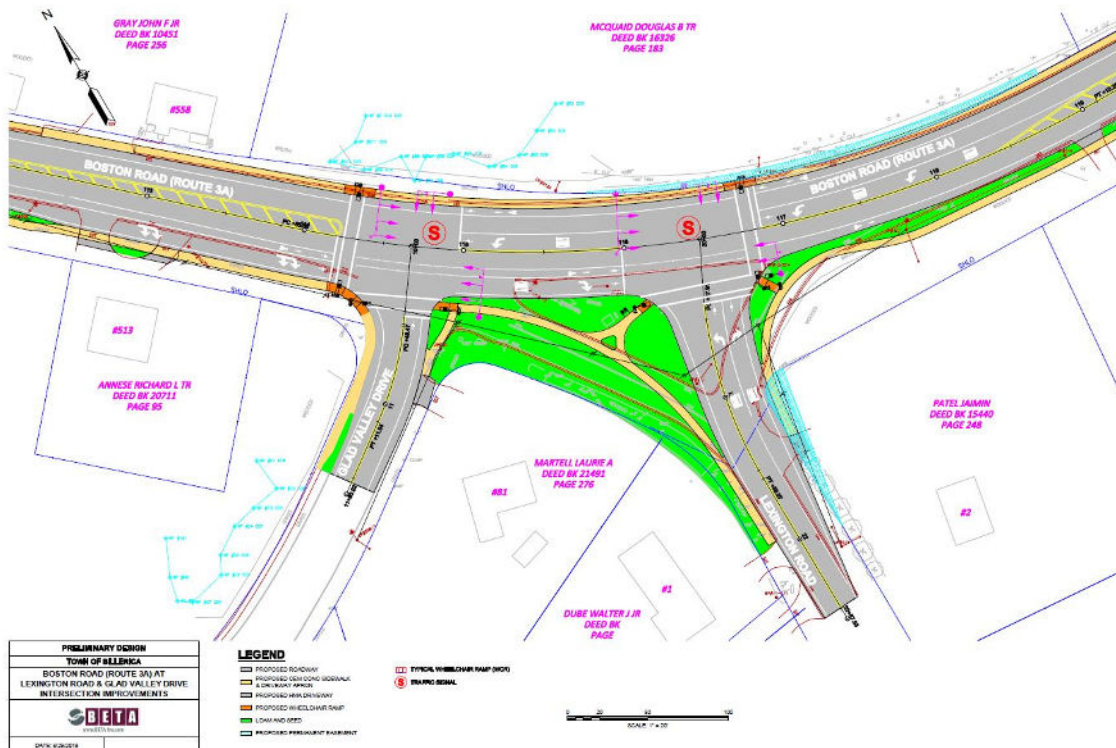


Position	FY 2018 Actual	FY2019 Actual	FY2020 Budgeted
Town Engineer	1.0	1.0	1.0
Assistant Town Engineer	1.0	1.0	1.0
GIS Analyst	1.0	1.0	1.0
Jr. Civil Engineer	3.0	4.0	4.0
Senior Clerk	0.0	1.0	1.0

Engineering

Recent Accomplishments

The Engineering Department has been busy over the course of the past year. The Massworks Project on Boston Road has been completed, multiple roads have been accepted at Town Meeting, Conceptual Design for Lexington and Glad Valley, and the other half of Boston Road has been designed. Take a look at some of the photos below!



ENGINEERING DIVISION

Personnel Services

Full Time	\$ 428,423	\$ 428,423	\$ 499,528	\$ 439,398	\$ 519,847	\$ 519,847	\$ 567,457	\$ 581,615	\$ 581,615	\$ 581,615
Part Time/Seasonal	\$ 20,000	\$ 17,014	\$ 20,000	\$ 12,841	\$ 20,000	\$ 7,904	\$ 21,400	\$ 21,400	\$ 21,400	\$ 21,400
Overtime	\$ 12,500	\$ 11,390	\$ 12,550	\$ 12,550	\$ 12,850	\$ 12,200	\$ 15,500	\$ 14,100	\$ 14,100	\$ 14,100
Contractual Obligations										
Total	\$ 460,923	\$ 456,827	\$ 532,078	\$ 464,789	\$ 552,697	\$ 539,951	\$ 594,357	\$ 617,115	\$ 617,115	\$ 617,115

Expenses

Supplies and Expenses	\$ 7,000	\$ 4,960	\$ 7,000	\$ 3,905	\$ 8,000	\$ 6,404	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Contract Services/Leases	\$ 22,750	\$ 18,159	\$ 28,450	\$ 25,965	\$ 130,928	\$ 58,330	\$ 130,928	\$ 99,228	\$ 99,228	\$ 99,228
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 29,750	\$ 23,119	\$ 35,450	\$ 29,870	\$ 138,928	\$ 64,734	\$ 138,928	\$ 107,228	\$ 107,228	\$ 107,228

TOTAL BUDGET

	\$ 490,673	\$ 479,946	\$ 567,528	\$ 494,659	\$ 691,625	\$ 604,685	\$ 733,285	\$ 724,343	\$ 724,343	\$ 724,343

	FY2019	FY2020	Dep. Req. FY2020	TM. Rec. FY2020	Fin Com Rec. FY2020					
Position	FTE	FTE	FTE	FTE	FTE					
Town Engineer	1	1	1	1	1					
Assistant Town Engineer	1	1	1	1	1					
Jr. Civil Engineer	4	4	4	4	4					
GIS Analyst	1	1	1	1	1					
Total Staffing	7	7	7	7	7					

Difference PY (8,942.21)

% PY -1.22%

Engineering

ACCOUNTING DIVISION SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	LICENSE & INCENTIVES	LONGEVITY	TOTAL SALARY BENEFIT
Conway, Kelley	Town Engineer	7	1/30/2006	\$ 109,275.14	\$ -	\$ 500.00	\$ -	\$ 2,100.00	\$ 111,875.14
Doyle, Derek	Jr. Civil Engineer	4/5	11/5/2007	\$ 70,809.79	\$ 800.00	\$ 600.00	\$ 1,250.00	\$ -	\$ 73,459.79
Fernandes, Antonio	Jr. Civil Engineer	5	8/4/2005	\$ 70,809.79	\$ 800.00	\$ 600.00	\$ -	\$ -	\$ 72,209.79
Noguera, Pablo	Jr. Civil Engineer	9	11/21/1983	\$ 77,398.23	\$ 800.00	\$ 600.00	\$ -	\$ -	\$ 78,798.23
Grant, Kyle	GIS Analyst	4	11/18/2013	\$ 89,240.60	\$ -	\$ -	\$ -	\$ -	\$ 89,240.60
Chew, Heather	Assistant Town Engineer	1	10/30/2013	\$ 95,334.04	\$ -	\$ 500.00	\$ -	\$ 1,650.00	\$ 97,484.04
Guiliano, Joe	Jr. Civil Engineer	4	6/26/2017	\$ 68,747.37	\$ 800.00	\$ 600.00	\$ 2,500.00	\$ -	\$ 72,647.37
DEPARTMENT TOTAL				\$ 581,614.96	\$ 3,200.00	\$ 3,400.00	\$ 3,750.00	\$ 3,750.00	\$ 595,714.96

Total Full Time \$ 581,614.96
Total Overtime \$ 21,400.00
Total Contract \$ 14,100.00
Total \$ 617,114.96

ACCOUNTING DIVISION SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	LICENSE & INCENTIVES	LONGEVITY	TOTAL SALARY BENEFIT
Conway, Kelley	Town Engineer	7	1/30/2006	\$ 109,275.14		\$ 500.00		\$ 2,100.00	\$ 111,875.14
Doyle, Derek	Jr. Civil Engineer	4/5	11/5/2007	\$ 70,809.79	\$ 800.00	\$ 600.00	\$ 1,250.00		\$ 73,459.79
Fernandes, Antonio	Jr. Civil Engineer	5	8/4/2005	\$ 70,809.79	\$ 800.00	\$ 600.00			\$ 72,209.79
Noguera, Pablo	Jr. Civil Engineer	9	11/21/1983	\$ 77,398.23	\$ 800.00	\$ 600.00			\$ 78,798.23
Grant, Kyle	GIS Analyst	4	11/18/2013	\$ 89,240.60					\$ 89,240.60
Chew, Heather	Assistant Town Engineer	1	10/30/2013	\$ 95,334.04		\$ 500.00		\$ 1,650.00	\$ 97,484.04
Guiliano, Joe	Jr. Civil Engineer	4	6/26/2017	\$ 68,747.37	\$ 800.00	\$ 600.00	\$ 2,500.00		\$ 72,647.37
DEPARTMENT TOTAL				\$ 581,614.96	\$ 3,200.00	\$ 3,400.00	\$ 3,750.00	\$ 3,750.00	\$ 595,714.96

Total Full Time \$ 581,614.96
Total Overtime \$ 21,400.00
Total Contract \$ 14,100.00
Total \$ 617,114.96

SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	LICENSE & INCENTIVES	LONGEVITY	TOTAL SALARY BENEFIT
Conway, Kelley	Town Engineer	7	1/30/2006	\$ 109,275.14		\$ 500.00		\$ 2,100.00	\$ 111,875.14
Doyle, Derek	Jr. Civil Engineer	4/5	11/5/2007	\$ 64,819.66	\$ 800.00	\$ 600.00	\$ 1,250.00		\$ 67,469.66
Fernandes, Antonio	Jr. Civil Engineer	5	8/4/2005	\$ 64,819.66	\$ 800.00	\$ 600.00			\$ 66,219.66
Noguera, Pablo	Jr. Civil Engineer	9	11/21/1983	\$ 69,677.84	\$ 800.00	\$ 600.00			\$ 71,077.84
Grant, Kyle	GIS Analyst	4	11/18/2013	\$ 64,385.65	\$ 800.00	\$ 600.00			\$ 65,785.65
Chew, Heather	Assistant Town Engineer	1	10/30/2013	\$ 91,667.35		\$ 500.00		\$ 1,650.00	\$ 93,817.35
Guiliano, Joe	Jr. Civil Engineer	4	6/26/2017	\$ 63,686.88	\$ 800.00	\$ 600.00	\$ 2,500.00		\$ 67,586.88
Contract Settlement Article 6 STM 2018				\$ 29,125.00					\$ 29,125.00
DEPARTMENT TOTAL				\$ 557,457.17	\$ 4,000.00	\$ 4,000.00	\$ 3,750.00	\$ 3,750.00	\$ 572,957.17

Total Full Time \$ 557,457.17
Total Overtime \$ 21,400.00
Total Contract \$ 15,500.00
Total \$ 594,357.17

ENGINEERING DIVISION

DESCRIPTION/DETAIL

	FY2015	FY2015	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	EXPANDED	BUDGETED	EXPANDED	BUDGETED	EXPANDED	BUDGETED	EXPANDED	BUDGETED	DEFY RECD	TM RECD	FIN COM RECD	
\$ 7,000	\$ 6,308	\$ 7,000	\$ 4,960	\$ 7,000	\$ 3,905	\$ 8,000	\$ 6,404	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	

Supplies and Expenses

This account covers miscellaneous office supplies and field equipment, note pads, pencils, fieldbooks, toner, paper & ink for the large-scale copier & plotter. FedEx mailings and newspaper ad costs are also included under this item.	\$	8,000	\$	8,000

FY 18	Department	Town Mgr.	Fin Com
\$ 8,000.00	\$ 8,000	\$ 8,000	\$ 8,000
\$ 8,000.00	\$ 8,000	\$ 8,000	\$ 8,000

Contract Services/Leases

[illegible]

Minimum contractual items for licenses, training or seminars and memberships under BMEA contract,	\$ 9,550	\$ 9,550	\$ 9,550	\$ 9,550

NMCOG Services +4,800

Vehicle maintenance not covered under Highway Division

Pictometry Flyover for the Town

(Year three of three years)	\$ 4,478.00	\$ 4,478.00	\$ 4,478.00	\$ 4,478.00

	2019	2020	2021	2022
Misc engineering and Stormwater MS4 consultant services and surveying sen Stormwater Permit Year Two	\$ 113,000	\$ 81,300	\$ 81,300	\$ 81,300

Account	Debit	Credit
Clothing Allowance	900	
SEIU		900

Total Contract Services	\$ 130,928.00	\$ 99,228	\$ 99,228	\$ 99,228

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 a small increase of 0.74% due to step increases.

Programs and Services

Road Maintenance

The maintenance of the roadways includes:

- Patching of failing areas of pavement
- Filling of potholes
- Replacing damaged pavement and berms
- Grading of gravel roads
- Crack-sealing roads to extend pavement life
- Patching of trenches from water breaks and town drainage work
- Sweeping sand and debris from roadways
- Repair of guard rails
- Responding to resident concerns over various situations



Maintaining Drainage Systems

Our maintenance of the drainage systems includes:

- Rebuilding of deteriorating catch basins
- Placing new catch basins
- Installing new drainage pipe at problem areas throughout the town
- Cleaning of existing catch basins
- Flushing out various problem drainage systems

Public Safety

Another important aspect of work performed by the Highway Division is the maintenance of town signs, roadway striping, and street signal lights. This includes:

Highway

- Replacing damaged or missing signs
- Installing new signs
- Repainting of crosswalks, stop lines, and road centerlines
- Maintaining and repairing town signal lights

These items are extremely important in order to maintain a high level of public safety. The Highway Division also administers the town's waste-oil recycling and hazardous material disposal programs.

Motor Equipment Repair

The Motor Equipment Repair section of the Highway Division maintains the Department of Public Works' fleet of vehicles, performing maintenance and repair of town cars, trucks, plows, sanders, and heavy equipment.



The Highway Division installed over 200 thermoplastic crosswalks last spring/summer.

HIGHWAY												
Personnel Services												
	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020		
	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
Full Time	\$ 873,351	\$ 837,594	\$ 885,685	\$ 863,918	\$ 900,134	\$ 873,968	\$ 976,063	\$ 962,479	\$ 962,479			
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Overtime	\$ 58,751	\$ 57,587	\$ 66,100	\$ 49,173	\$ 66,100	\$ 48,568	\$ 70,727	\$ 70,727	\$ 70,727			
Contractual Obligations	\$ 28,400	\$ 25,851	\$ 27,950	\$ 21,490	\$ 28,250	\$ 19,498	\$ 28,250	\$ 28,550	\$ 28,550			
Snow Overtime	\$ 70,000	\$ 100,646	\$ 70,000	\$ 170,322	\$ 70,000	\$ 193,826	\$ 70,000	\$ 70,000	\$ 70,000			
Total	\$ 1,030,502	\$ 1,021,678	\$ 1,049,735	\$ 1,104,902	\$ 1,064,484	\$ 1,135,860	\$ 1,145,040	\$ 1,131,756	\$ 1,131,756			
Expenses												
Supplies and Expenses	\$ 519,577	\$ 413,336	\$ 534,326	\$ 383,127	\$ 562,326	\$ 426,541	\$ 413,100	\$ 443,100	\$ 413,100			
Contract Services/Leases	\$ 291,843	\$ 211,584	\$ 322,293	\$ 278,165	\$ 322,293	\$ 300,923	\$ 322,293	\$ 322,293	\$ 322,293			
Utilities	\$ 29,250	\$ 29,216	\$ 29,250	\$ 29,250	\$ 29,250	\$ 19,120	\$ 29,250	\$ 29,250	\$ 29,250			
Capital Outlay												
Snow & Sand	\$ 350,000	\$ 696,232	\$ 350,000	\$ 1,153,416	\$ 350,000	\$ 1,165,758	\$ 350,000	\$ 350,000	\$ 350,000			
Total Expenses	\$ 1,190,670	\$ 1,350,368	\$ 1,235,869	\$ 1,813,958	\$ 1,253,869	\$ 1,912,342	\$ 1,114,643	\$ 1,144,643	\$ 1,114,643			
TOTAL BUDGET	\$ 2,221,172	\$ 2,372,045	\$ 2,285,604	\$ 2,918,861	\$ 2,318,353	\$ 3,048,202	\$ 2,259,663	\$ 2,276,399	\$ 2,246,399			
	FY2019	Dep. Req. FY2020	TM. Rec. FY2020	Fin Com Rec. FY2020								
Position	FTE	FTE	FTE	FTE								
Superintendent	1	1	1	1								
Working Foreman	3	3	3	3								
SWEO	1	1	1	1								
MER	2	2	2	2								
H-MEO	9	9	9	9								
MEO	0	0	0	0								
Seasonal/Part Time	0	0										
Total Staffing	16	16	16	16								
Difference PY										16,716.32		
% PY										0.74%		

**ACCOUNTING DIVISION
SALARY INFORMATION FY2020 TOWN MANAGER RECOMMENDATION**

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Superintendent	4/5	6/27/2000	100,136.01	-	500.00	-	200.00	3,100.00	\$ 103,936.01
Diorio, Mark Allen	Equipment	6	9/12/2000	57,254.28	800.00	600.00	-	200.00	-	\$ 58,854.28
Collins, Matthew	Repairman (MER)	4	11/3/2011	57,189.26	800.00	600.00	250.00	200.00	-	\$ 59,039.26
Baker, Frederick	HMEO	4/5	10/9/2008	55,586.68	800.00	600.00	-	200.00	-	\$ 57,186.68
Hynes, Robert	Working Foreman	6	2/1/1999	70,263.40	800.00	600.00	-	200.00	-	\$ 71,863.40
Caira, Benjamin	Special Mechanical Equipment Operator	5	1/14/2008	62,504.03	800.00	600.00	-	200.00	-	\$ 64,104.03
Govertsen, Matthew	HMEO	1/2	9/24/2018	49,952.40	800.00	600.00	250.00	200.00	-	\$ 51,802.40
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	73,102.04	800.00	600.00	-	200.00	-	\$ 74,702.04
O'Connell, Christopher	HMEO	4	1/12/2012	53,967.65	800.00	600.00	-	200.00	-	\$ 55,567.65
Vacant	HMEO	1	4/25/2011	48,471.05	800.00	600.00	-	200.00	-	\$ 50,071.05
Chestnut, Craig	Working Foreman	4	7/19/2012	64,931.37	800.00	600.00	250.00	200.00	-	\$ 66,781.37
Valente, Charles	HMEO	3/4	9/5/2013	53,967.65	800.00	600.00	-	200.00	-	\$ 55,567.65
Wing, Matthew	MER	3/4	9/19/2013	57,189.26	800.00	600.00	-	200.00	-	\$ 58,789.26
Pierce, Derek	HMEO	6	11/8/2001	57,254.28	800.00	600.00	-	200.00	-	\$ 58,854.28
Michilini, James	(MM)	1/2	5/25/2017	45,122.82	800.00	600.00	-	200.00	-	\$ 46,722.82
Morris, John	HMEO	5	9/6/1988	55,586.68	800.00	600.00	-	200.00	-	\$ 57,186.68
										\$ -
DEPARTMENT TOTAL				\$ 962,478.85	\$ 12,000.00	\$ 9,500.00	\$ 750.00	\$ 3,200.00	\$ 3,100.00	\$ 991,028.85

Total Full Time	\$ 962,478.85
Total Overtime	\$ 70,727.00
Total Contract	\$ 28,550.00
Total Snow Overtime	\$ 70,000.00
Total	\$ 1,131,755.85

ACCOUNTING DIVISION SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Superintendent	4/5	6/27/2000	\$ 100,136.01	\$ -	\$ 500.00	\$ -	\$ 200.00	\$ 3,100.00	\$ 103,936.01
Diorio, Mark Allen	Heavy Mechanical Equipment Operator(HMEO)	6	9/12/2000	\$ 57,254.28	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 58,854.28
Collins, Matthew	Mechanical Equipment Repairman (MER)	4	11/3/2011	\$ 57,189.26	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 59,039.26
Baker, Frederick	HMEO	4/5	10/9/2008	\$ 55,586.68	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 57,186.68
Hynes, Robert	Working Foreman	6	2/1/1999	\$ 70,263.40	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 71,863.40
Caira, Benjamin	Special Mechanical Equipment Operator (SMEO)	5	1/14/2008	\$ 62,504.03	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 64,104.03
Govertsen, Matthew	HMEO	1/2	9/24/2018	\$ 49,952.40	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 51,802.40
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	\$ 73,102.04	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 74,702.04
O'Connell, Christopher	HMEO	4	1/12/2012	\$ 53,967.65	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 55,567.65
Vacant	HMEO	1	4/25/2011	\$ 48,471.05	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 50,071.05
Chestnut, Craig	Working Foreman	4	7/19/2012	\$ 64,931.37	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 66,781.37
Valente, Charles	HMEO	3/4	9/5/2013	\$ 53,967.65	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 55,567.65
Wing, Matthew	MER	3/4	9/19/2013	\$ 57,189.26	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 58,789.26
Pierce, Derek	HMEO	6	11/8/2001	\$ 57,254.28	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 58,854.28
Michilini, James	Maintenance Man (MM)	1/2	5/25/2017	\$ 45,122.82	\$ 800.00	\$ 600.00		\$ 200.00		\$ 46,722.82
Morris, John	HMEO	5	9/6/1988	\$ 55,586.68	\$ 800.00	\$ 600.00		\$ 200.00		\$ 57,186.68
										\$ -
DEPARTMENT TOTAL				\$ 962,478.85	\$ 12,000.00	\$ 9,500.00	\$ 750.00	\$ 3,200.00	\$ 3,100.00	\$ 991,028.85

Total Full Time \$ 962,478.85
 Total Overtime \$ 70,727.00
 Total Contract \$ 28,550.00
 Total Snow Overtime \$ 70,000.00
 Total \$ 1,131,755.85

ACCOUNTING DIVISION SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	SICK LEAVE INCENTIVE	TOOL INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Ed Tierney	Superintendent	4/5	6/27/2000	\$ 94,492.79	\$ -	\$ 500.00	\$ -	\$ 200.00	\$ 2,800.00	\$ 97,992.79
Diorio, Mark Allen	Heavy Mechanical Equipment Operator(HMEO)	6	9/12/2000	\$ 52,543.25	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 54,143.25
Collins, Matthew	Mechanical Equipment Repairman (MER)	4	11/3/2011	\$ 53,112.64	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 54,962.64
Baker, Frederick	HMEO	4/5	10/9/2008	\$ 50,994.24	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 52,594.24
Hynes, Robert	Working Foreman	6	2/1/1999	\$ 63,208.44	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 64,808.44
Caira, Benjamin	Special Mechanical Equipment Operator (SMEO)	5	1/14/2008	\$ 57,442.24	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 59,042.24
McLaughlin, Stephen	MER	6	1/25/2001	\$ 55,489.96	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 57,339.96
O'Loughlin, Wayne	Working Foreman	9	11/10/1986	\$ 66,342.53	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 67,942.53
O'Connell, Christopher	HMEO	4	1/12/2012	\$ 50,165.26	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 51,765.26
Hancock, Steven	HMEO	4	4/25/2011	\$ 50,165.26	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 51,765.26
Chestnut, Craig	Working Foreman	4	7/19/2012	\$ 60,251.83	\$ 800.00	\$ 600.00	\$ 250.00	\$ 200.00		\$ 62,101.83
Valente, Charles	HMEO	3/4	9/5/2013	\$ 50,028.79	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 51,628.79
Wing, Matthew	HMEO	3/4	9/19/2013	\$ 52,543.25	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 54,143.25
Pierce, Derek	HMEO	6	11/8/2001	\$ 52,543.25	\$ 800.00	\$ 600.00	\$ -	\$ 200.00		\$ 54,143.25
Caira, Kevin	Maintenance Man (MM)	2/3	5/25/2017	\$ 43,091.83	\$ 800.00	\$ 600.00		\$ 200.00		\$ 44,691.83
Crusco, David	HMEO	8/9	9/6/1988	\$ 55,421.95	\$ 800.00	\$ 600.00		\$ 200.00		\$ 57,021.95
Contract Settlement Article 6 STM2018				\$ 68,225.00						\$ 68,225.00
										\$ -
DEPARTMENT TOTAL				\$ 976,062.53	\$ 12,000.00	\$ 9,500.00	\$ 750.00	\$ 3,200.00	\$ 2,800.00	\$ 1,004,312.53

Total Full Time \$ 976,062.53
 Total Seasonal/Temp
 Total Overtime \$ 70,727.00
 Total Contract \$ 28,250.00
 Total Snow Overtime \$ 70,000.00
 Total \$ 1,145,039.53

Highway

DESCRIPTION/DETAIL

HIGHWAY

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 519,577	\$ 413,336	\$ 534,326	\$ 353,127	\$ 552,326	\$ 426,541	\$ 413,100	\$ 443,100	\$413,100	\$ 413,100

Supplies and Expenses

	FY19	Department	Town Mgr.	Fin Com
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.	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
The cost of bituminous (increase \$10,000)	\$ 110,000	\$ 120,000	\$ 120,000	\$ 120,000
The Highway Division costs of materials and equipment for maintenance and repair of town roads, drainage system				
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.	\$ 110,600	\$ 110,600	\$ 110,600	\$ 110,600
Emergency maintenance of unaccepted roads	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
House of Correction Inmate Services meals	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Snow Removal Parts and Supplies	\$ 15,000	\$ 45,000	\$ 15,000	\$ 15,000
	\$ 388,100	\$ 443,100	\$ 413,100	\$ 413,100

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 291,843	\$ 211,584	\$ 322,293	\$ 278,165	\$ 322,293	\$ 300,923	\$ 322,293	\$ 322,293	\$322,293	\$ 322,293

Contract Services/Leases

	FY19	Department	Town Mgr.	Fin Com
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	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Catch Basin cleaning contract	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Police Detail costs	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
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	\$ 121,843	\$ 121,843	\$ 121,843	\$ 121,843
Thermo linestriping	\$ -	\$ -	\$ -	\$ -
Clothing Allowance per SEIU	\$ 450	\$ 450	\$ 450	\$ 450
	\$ 322,293	\$ 322,293	\$ 322,293	\$ 322,293

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 29,250	\$ 29,216	\$ 29,250	\$ 29,250	\$ 29,250	\$ 19,120	\$ 29,250	\$ 29,250	\$ 29,250	\$ 29,250

Utilities

	FY19	Department	Town Mgr.	Fin Com
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.	\$ 29,250	\$ 29,250	\$ 29,250	\$ 29,250
	\$ 29,250	\$ 29,250	\$ 29,250	\$ 29,250

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 350,000	\$ 696,232	\$ 350,000	\$ 1,153,416	\$ 350,000		\$ 350,000	\$ 350,000	\$350,000	\$ 350,000

Snow and Ice Operations:

	FY19	Department	Town Mgr.	Fin Com
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).	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000

Parks and Trees

Department Explanation

The Parks and Tree's Department is a newly formed division 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 FY20 the Parks Department will see a \$56,453 increase. This increase will be mainly due to an addition in the capital outlay line item. An increase will also be seen in for weed killer. Also money was taken from the supplies and expense account and transferred to the contract service account for irrigation services plus an additional \$2,000.

Programs and Services / Goals

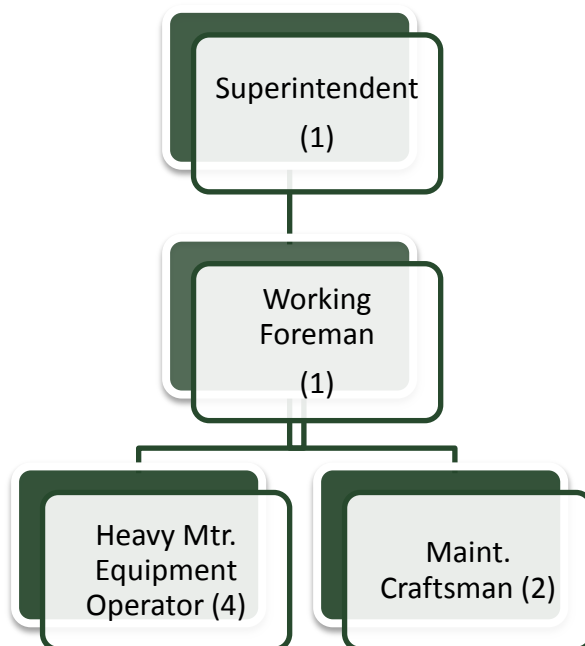
Under the new Department a turf management program will be implemented based on the needs outlined by School Athletics, Recreation and Billerica Youth Organizations.

- Cutting grass at regulation fields several times a week during season play.
- Maintaining grass at regulation fields at 1 inch.
- Spring and fall treatment programs.
- Irrigation of all regulation fields.
- Spring restorations of 13 infields as well as seasonal maintenance of infields.
- Installation, upgrade and maintenance of irrigation systems.
- Capital improvements to accessory structures - repairing fences, painting benches, and other capital jobs.
- Maintenance of equipment.



Parks and Trees

Organizational Chart



Parks and Trees

PARKS & TREES

Personnel Services

Full Time					\$	480,372	\$	484,925	\$	484,925	\$	484,925
Part Time/Seasonal					\$	-	\$	-	\$	-	\$	-
Overtime					\$	97,370	\$	97,370	\$	97,370	\$	97,370
Contractual Obligations					\$	17,124	\$	17,124	\$	17,124	\$	17,124
Perpetual Care Interest Trans.					\$	-	\$	-	\$	-	\$	-
Total					\$	594,866	\$	599,419	\$	599,419	\$	599,419

Expenses

Supplies and Expenses					\$	94,025	\$	67,925	\$	67,925	\$	67,925
Mosquito Control					\$	15,000	\$	15,000	\$	15,000	\$	15,000
Contract Services/Leases					\$	67,830	\$	125,830	\$	125,830	\$	125,830
Utilities					\$	7,500	\$	7,500	\$	7,500	\$	7,500
Capital Outlay					\$	100,000	\$	120,000	\$	120,000	\$	120,000

Total Expenses

					\$	284,355	\$	336,255	\$	336,255	\$	336,255

TOTAL BUDGET

					\$	-	\$	-		\$	879,221	\$	935,674	\$	935,674	\$	935,674

Position	FY2019 FTE	Dep. Req. FY2020 FTE	TM Rec FY2020 FTE	Fin Com Rec FY2020 FTE	Difference PY \$				%			
Superintendent	1	1	1	1								
Working Foremen	1	1	1	1								
Heavy Mtr. Equip. Oper.	4	4	4	4								
Maintenance Craftsman	2	2	2	2								
TOTAL STAFF	8	8	8	8								

Difference PY \$ 56,453

% PY 6.42%

[illegible]

Total Full Time	\$	484,925.00
Total Seasonal		
Total Overtime	\$	97,370.00
Total Contract	\$	17,124.00
Total	\$	599,419.00

[illegible]

Total Full Time	\$ 484,925.00
Total Seasonal	
Total Overtime	\$ 97,370.00
Total Contract	\$ 17,124.00
Total	\$ 599,419.00

Town of Billerica

246

Total Full Time	\$ 480,372.00		
Total Seasonal		Budget Amendment:	\$ -
Total Overtime	\$ 97,370.00		
Total Contract	\$ 17,124.00		
Total	\$ 594,866.00		

Parks and Trees

PARKS & TREES

Supplies and Expenses

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
			\$ 94,025	\$ 67,925	\$ 67,925	\$ 67,925
			FY19	Department	Town Mgr.	Fin Com
general office supply allocation			\$ 725	\$ 725	\$ 725	\$ 725
Landscaping and playing field materials			\$ 3,100	\$ 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	\$ 5,500.00	\$ 5,500.00	\$ 5,500.00
Hydro seeding supplies, seed and fertilizer			\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Subscriptions to trade magazines, association dues and memberships.			\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Vegetation killer, wasp spray, weed killer			\$ 3,000	\$ 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 tree replacement as needed			\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Annual Maintenance of Irrigation systems			\$ 20,000	\$ -	\$ -	\$ -
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			\$ 10,000	\$ -	\$ -	\$ -
<i>Total Supplies and Expenses</i>			\$ 94,025	\$ 67,925.00	\$ 67,925.00	\$ 67,925.00

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
			\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
			FY18	Department	Town Mgr.	Fin Com

Mosquito Control

To Purchase Larvicide Briquettes to treat Catch Basins			\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Ariel Spraying, Board of Health						
<i>Total Mosquito Control</i>			\$ 15,000	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
			\$ 67,830	\$ 125,830	\$ 125,830	\$ 125,830
			FY19	Department	Town Mgr.	Fin Com

Contract Services

Police Details			\$ 23,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Outside Services - Irrigation / Deep Tine Areation, Hydroseeding -			\$ 7,000.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
Uniforms -			\$ 4,880.00	\$ 4,880.00	\$ 4,880.00	\$ 4,880.00
Maintenance contracts-			\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Crane Rental			\$ 22,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Consulting Services			\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
Clothing Allowance per SEIU			\$ 450.00	\$ 450.00	\$ 450.00	\$ 450.00
<i>Total Contract Services</i>			\$ 67,830.00	\$ 125,830.00	\$ 125,830.00	\$ 125,830.00

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
			\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
			FY19	Department	Town Mgr.	Fin Com

Utilities

Electricity for Cemetery Garage, Office & Outside Lights			\$ -	\$ -	\$ -	\$ -
Fuel/ Heat for Cemetery Garge & Office			\$ -	\$ -	\$ -	\$ -
Electricity for Alexander Road and Office Trailer			\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Fuel/Heat for Alexander Road and Office Trailer			\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
			\$ -	\$ -	\$ -	\$ -
			\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00

	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
			\$ 100,000	\$ 120,000	\$ 120,000	\$ 120,000
			Department	Town Mgr.	Fin Com	

Capital Outlay

Quantity	Lease Purchase	Value			
1	16' enclosed cap mower	\$ 40,000			
1	16' enclosed cap mower	40,000			
		\$ 80,000			

increase\$20K

Solid Waste

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT. REQ.	FY2020 TM REC	FY2020 FIN COM REC
SOLID WASTE										
5285 SOLID WASTE	\$ 2,981,876	\$ 2,960,068	\$ 2,924,848	\$ 2,842,908	\$ 2,892,440	\$ 2,693,147	\$ 2,979,589	\$ 3,086,921	\$ 3,086,921	\$ 3,086,921
TOTAL BUDGET	\$ 2,981,876	\$ 2,960,068	\$ 2,924,848	\$ 2,842,908	\$ 2,892,440	\$ 2,693,147	\$ 2,979,589	\$ 3,086,921	\$ 3,086,921	\$ 3,086,921

3.60%

RECYCLE/RECICLE

THANK YOU FOR RECYCLING THESE:

GRACIAS POR RECICLAR ESTOS:

 **Cans**
Latas



Food and Beverage Cans
empty and rinse
vacíe y enjuague

 **Glass**
Vidrio



Bottles and Jars
empty and rinse
vacíe y enjuague

 **Plastic Containers**
Contenedores de Plástico



Kitchen, Laundry, Bath
empty and replace cap
vacíe y reemplaze la tapa

 **Paper & Cardboard**
Papel y Cartón



Mixed Paper, Newspaper, Magazines, Cardboard
emptied and flattened
vacíe y aplaste

NO!



Do Not Bag Recyclables
No Garbage
No coloque artículos
reciclables dentro de bolsas.



No Plastic Bags
or Plastic Wrap
No tire bolsas plásticas
o envoltura plástica



No Food or Liquid
No tire comida,
ni líquidos



No Clothing or Linens
No tire ropa, ni sábanas



No Tangles (no hoses, wires,
chains, or electronics)
No tire objetos que se
puedan enredar

NO PLASTIC BAGS IN THE RECYCLING CART



**DO NOT
BAG
Recyclables**

Collecting recyclables in a bag? Empty the
contents into the cart.



Return plastic bags to retailers.

Section 9: Debt / Shared Cost

Debt

DEBT SERVICE

	FY2015	FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
7130 TOWN - SHORT TERM	\$ 145,417.00	\$ 245,000.00	\$ 134,167.00	\$ 245,000.00	\$ 198,282.00	\$ 412,000.00	\$ 307,375.00	\$ 420,000.00	\$ 420,000.00	\$ 420,000.00	\$ 420,000.00
7140 SCHOOL - SHORT TERM											
7150 TOWN - PRINCIPAL	\$ 4,786,762.00	\$ 531,923.00	\$ 522,792.00	\$ 526,539.00	\$ 511,539.00	\$ 453,846.00	\$ 453,846.00	\$ 170,000.00	\$ 165,000.00	\$ 165,000.00	\$ 165,000.00
7160 SCHOOL - PRINCIPAL	\$ 655,000.00	\$ 650,000.00	\$ 650,000.00	\$ 650,000.00	\$ 650,000.00	\$ 650,000.00	\$ 650,000.00	\$ 500,000.00	\$ 490,000.00	\$ 490,000.00	\$ 490,000.00
7550 TOWN - INTEREST LONG TERM	\$ 1,303,787.00	\$ 86,389.00	\$ 86,389.00	\$ 70,963.00	EXPENDED	\$ 53,763.94	\$ 53,764.00	\$ 43,150.00	\$ 36,850.00	\$ 36,850.00	\$ 36,850.00
7560 SCHOOL - INTEREST LONG TERM	\$ 244,868.00	\$ 217,369.00	\$ 216,543.00	\$ 196,644.00	\$ 187,223.00	\$ 166,900.00	\$ 168,900.00	\$ 140,350.67	\$ 124,250.00	\$ 124,250.00	\$ 124,250.00
7180 TOWN - PRINCIPAL (NEW)											
7190 SCHOOL - PRINCIPAL (NEW)											
7580 TOWN - INTEREST LONG TERM (NEW)											
7170 HIGH SCHOOL EXEMPT PRINCIPAL						\$ 2,400,000.00	\$ 2,400,000.00	\$ 1,800,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
7150 HIGH SCHOOL EXEMPT INTEREST						\$ 2,454,182.37	\$ 2,454,182.00	\$ 3,339,219.00	\$ 3,249,219.00	\$ 3,249,219.00	\$ 3,249,219.00
PARKER SCHOOL EXEMPT PRINCIPAL	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,420,000.00	\$ 1,420,000.00	\$ 1,250,000.00	\$ 1,250,000.00	\$ 1,250,000.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00
PARKER SCHOOL EXEMPT INTEREST	\$ 412,363.00	\$ 367,362.50	\$ 367,362.00	\$ 322,363.00	\$ 322,362.00	\$ 285,562.50	\$ 285,562.00	\$ 215,562.50	\$ 165,562.50	\$ 165,562.50	\$ 165,562.50
DEBT STABILIZATION APPROPRIATION				\$ 735,000.00	\$ 735,000.00	\$ 60,434.29	\$ 786,198.10	\$ 909,085.41	\$ 909,085.41	\$ 909,085.41	\$ 909,085.41
TOTAL	\$ 9,048,197.00	\$ 3,598,043.50	\$ 3,477,253.00	\$ 4,166,409.00	\$ 4,024,406.00	\$ 8,166,689.10	\$ 8,003,629.00	\$ 8,644,480.27	\$ 7,879,966.91	\$ 7,879,966.91	\$ 7,879,966.91

General Fund Debt less Exclusions:

\$ 1,689,046.00

\$ 1,736,509.94

Amount Committed to Annual Debt Service	\$ 9,066,289										
FY2012 Appropriation:	9,066,289										
Debt Stabilization Appropriation:	0										
FY2012 Debt Service Commitment:	9,066,289										
FY2013 Appropriation:	8,341,701										
Debt Stabilization Appropriation:	724,588										
FY2013 Debt Service Commitment:	9,066,289										
FY2014 Appropriation:	8,153,971										
Debt Stabilization Appropriation:	912,318										
FY2014 Debt Service Commitment: AK36	9,066,289										
FY2015 Appropriation:	7,424,616										
Debt Stabilization Appropriation:	1,641,673										
FY2015 Debt Service Commitment:	9,066,289										
FY2016 Appropriation:	8,953,492										
Debt Stabilization Appropriation:	112,797										
FY2016 Debt Service Commitment:	9,066,289										
FY2017 Appropriation:	8,320,993										
Debt Stabilization Appropriation:	745,296										
FY2017 Debt Service Commitment:	9,066,289										
FY2018 Appropriation:	9,005,566										
Debt Stabilization Appropriation:	60,434										
FY2018 Debt Service Commitment:	9,066,000										
FY2019 Appropriation:	8,299,802										
Debt Stabilization Appropriation:	786,198										
FY2019 Debt Service Commitment:	9,086,000										
FY2020 Appropriation:	8,156,915										
Debt Stabilization Appropriation:	909,085										
FY2020 Debt Service Commitment:	9,066,000										

Total Debt Service:

\$ 15,375,310.58

\$ 14,904,583.40

\$ 13,891,696.09

TOWN / SCHOOL SHARED ACCOUNTS											
	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ.	FY2020 TM REC.	FY2020 FIN COM REC.	
7010 TOWN BLDG. INSURANCE	\$ 1,020,000	\$ 1,019,724	\$ 1,020,000	\$ 1,020,000	\$ 1,020,000	\$ 912,727	\$ 1,020,000	\$ 1,120,000	\$ 1,120,000	\$ 1,120,000	
7011 SCHOOL BLDG INSURANCE											
7012 TOWN HEALTH INSURANCE	\$ 13,026,640	\$ 13,026,640	\$ 14,526,640	\$ 14,526,640	\$ 15,526,640	\$ 15,526,640	\$ 16,237,027	\$ 16,314,027	\$ 16,314,027	\$ 16,314,027	
7013 SCHOOL HEALTH INSURANCE											
7020 TOWN WORKERS COMP	\$ 716,000	\$ 855,700	\$ 866,000	\$ 865,417	\$ 866,000	\$ 843,995	\$ 866,000	\$ 866,000	\$ 866,000	\$ 866,000	
7021 SCHOOL WORKERS COMP											
7030 TOWN UNEMPLOYED COMP	\$ 100,000	\$ 26,300	\$ 100,000	\$ 57,408	\$ 100,000	\$ 56,454	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
7031 SCHOOL UNEMPLOYED COMP											
7042 TOWN MEDICARE	\$ 993,500	\$ 1,027,500	\$ 993,500	\$ 993,500	\$ 1,133,240	\$ 1,110,675	\$ 1,133,240	\$ 1,133,240	\$ 1,133,240	\$ 1,133,240	
7043 SCHOOL MEDICARE											
7052 COUNTY RETIREMENT ASSESSMENT	\$ 9,204,554	\$ 9,204,554	\$ 9,826,635	\$ 9,826,635	\$ 10,788,311	\$ 10,788,311	\$ 11,509,447	\$ 11,921,516	\$ 11,921,516	\$ 11,921,516	
7052 OPEB TRUST CONTRIBUTION	\$ -		\$ -		\$ 1,000,000	\$ 1,000,000	\$ 1,150,000	\$ 1,322,500	\$ 1,322,500	\$ 1,322,500	
TOTAL BUDGET	\$ 25,060,694	\$ 25,160,418	\$ 27,332,775	\$ 27,289,599	\$ 30,434,191	\$ 30,238,802	\$ 32,015,714	\$ 32,777,283	\$ 32,777,283	\$ 32,777,283	

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 an increase of 1.41 % this fiscal year. The increase mainly comes from supplies to repair paving damage from water main breaks, plumbing services, and for a vector truck.

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 boilers or any process connected to the plumbing that heats liquids or gases.

Water

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	\$ 1,255,396	\$ 1,198,376	\$ 1,247,829	\$ 1,189,092	\$ 1,335,286	\$ 1,318,727	\$ 1,378,353	\$ 1,414,017	\$ 1,414,017	\$ 1,414,017
Part Time	\$ 92,628	\$ 92,273	\$ 93,487	\$ 93,293	\$ 53,429	\$ 53,429	\$ 53,429	\$ 59,433	\$ 59,433	\$ 59,433
Seasonal	-	-	-	-	-	-	-	-	-	-
Flushing/Inspection	\$ 159,450	\$ 158,104	\$ 159,450	\$ 150,399	\$ 159,450	\$ 159,450	\$ 159,450	\$ 159,450	\$ 159,450	\$ 159,450
Overtime	\$ 297,000	\$ 296,922	\$ 297,000	\$ 282,543	\$ 297,000	\$ 297,000	\$ 297,000	\$ 297,000	\$ 297,000	\$ 297,000
Contractual Obligations	\$ 56,959	\$ 42,184	\$ 66,009	\$ 56,454	\$ 65,209	\$ 65,209	\$ 100,689	\$ 63,641	\$ 63,641	\$ 63,641

Total	\$ 1,861,434	\$ 1,787,860	\$ 1,863,776	\$ 1,771,781	\$ 1,910,374	\$ 1,893,815	\$ 1,988,921	\$ 1,993,541	\$ 1,993,541	\$ 1,993,541

Expenses

Supplies and Expenses	\$ 983,109	\$ 922,296	\$ 1,008,570	\$ 960,527	\$ 1,032,206	\$ 984,211	\$ 1,141,806	\$ 1,131,506	\$ 1,131,506	\$ 1,131,506
Contract Services/Leases	\$ 402,655	\$ 349,982	\$ 482,555	\$ 426,860	\$ 528,305	\$ 496,620	\$ 535,905	\$ 644,205	\$ 644,205	\$ 644,205
Utilities	\$ 593,000	\$ 592,450	\$ 593,000	\$ 593,000	\$ 593,000	\$ 593,000	\$ 593,000	\$ 594,000	\$ 594,000	\$ 594,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Reserve	\$ 83,000	-	-	-	-	-	\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000

Total Expenses	\$ 2,061,764	\$ 1,864,727	\$ 2,064,125	\$ 1,980,387	\$ 2,153,511	\$ 2,073,831	\$ 2,353,711	\$ 2,452,711	\$ 2,452,711	\$ 2,452,711

Debt Service

Short - Term Interest	\$ 25,000	\$ 2,452	\$ 25,000	\$ 20,190	\$ 25,000	\$ 23,730	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Long - Term Principal	\$ 1,839,585	\$ 1,675,212	\$ 1,675,177	\$ 1,690,176	\$ 1,620,751	\$ 1,620,750	\$ 1,617,826	\$ 1,642,626	\$ 1,642,626	\$ 1,642,626
Long - Term Interest	\$ 398,710	\$ 368,691	\$ 322,578	\$ 288,360	\$ 276,789	\$ 248,389	\$ 203,436	\$ 162,156	\$ 162,156	\$ 162,156

Total Debt Service	\$ 2,263,295	\$ 2,046,355	\$ 2,022,755	\$ 1,998,726	\$ 1,922,540	\$ 1,892,869	\$ 1,846,262	\$ 1,829,782	\$ 1,829,782	\$ 1,829,782

TOTAL BUDGET

	\$ 6,186,493	\$ 5,698,942	\$ 5,950,656	\$ 5,750,894	\$ 5,986,425	\$ 5,860,515	\$ 6,188,894	\$ 6,276,034	\$ 6,276,034	\$ 6,276,034

	FY2019	Dep. Rec FY2020	TM Rec. FY2020	Fin Com Rec. FY2020						

Position	FTE	FTE	FTE	FTE						
Superintendent	1	1	1	1	1					
Asst Superintendent	1	1	1	1	1					
Chemist	1	1	1	1	1					
Distribution Supervisor	1	1	1	1	1					
Head Backflow Tester	1	1	1	1	1					
Working Foreman	1	1	1	1	1					
Filter Operator	7	7	7	7	7					
SCADA Operator	1	1	1	1	1					
M & O Specialist	1	1	1	1	1					
H.M.E.O.	3	3	3	3	3					
Water, Mach. Maint. Man	1	1	1	1	1					
Building Maint. Craftsman	1	1	1	1	1					
Maintenance Man	1	1	1	1	1					
Meter Readers	1	3	3	3	3					
Total Staffing	21	24	24	24	24					

Difference PY \$ 87,139.90
% PY 1.41%

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	SEWER CERT	WATER CERT	SHIFT DIFF.	SICK LEAVE INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
MCGOVERN, John	Superintendent	7	9/8/1981	\$ 100,136.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ 4,100.00	\$ 104,636.01
Richard Raworth	Chemist	4	7/1/2014	\$ 75,431.98	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 77,731.98
TBD	Chemist			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MCLAUGHLIN, Ed	Supervisor	8	11/8/1990	\$ 82,937.03	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ 980.00	\$ -	\$ 85,117.03
Crusco, Dave	HME0	9	9/6/1988	\$ 60,758.70	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 980.00	\$ -	\$ 63,138.70
BOULE, Robert	Head Tester	7	2/20/1996	\$ 69,269.34	\$ 800.00	\$ -	\$ -	\$ 300.00	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 71,869.34
MCNIEL, David	Filter Operator	4/5	1/10/2008	\$ 58,827.45	\$ 800.00	\$ -	\$ -	\$ 450.00	\$ 2,080.00	\$ 600.00	\$ 900.00	\$ -	\$ 63,657.45
Russo, John	SCADA Operator	4/5	5/1/2008	\$ 67,732.65	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 70,032.65
GOULD, Alan	Filter Operator	5/6	1/30/2003	\$ 60,592.27	\$ 800.00	\$ -	\$ -	\$ 50.00	\$ 2,340.00	\$ 200.00	\$ 900.00	\$ -	\$ 64,882.27
GARABEDIAN, Gerard	Assistant Superint.	9	4/15/1985	\$ 84,975.57	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 900.00	\$ -	\$ 86,875.57
MCINERNEY, John	Filter Operator	7	1/9/1995	\$ 62,400.84	\$ 800.00	\$ 150.00	\$ 225.00	\$ 350.00	\$ 988.00	\$ 400.00	\$ 900.00	\$ -	\$ 66,213.84
KALMES, Patrick	Filter Operator	3	3/24/2014	\$ 57,114.03	\$ 800.00	\$ -	\$ -	\$ -	\$ 3,692.00	\$ 600.00	\$ 900.00	\$ -	\$ 63,106.03
DOONAVAN, James	Filter Operator	4/5	1/22/2008	\$ 58,827.45	\$ 800.00	\$ -	\$ -	\$ -	\$ 416.00	\$ 500.00	\$ 900.00	\$ -	\$ 61,443.45
Crotty, Britni	Filter Operator	3/4	4/14/2015	\$ 55,807.43	\$ 800.00	\$ -	\$ -	\$ 200.00	\$ -	\$ 500.00	\$ 900.00	\$ -	\$ 58,207.43
Haines Jr, Micheal	Water HME0	1/2	1/30/2017	\$ 52,781.89	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 55,081.89
ROGERS, Kenneth	Water Maint. Craftsman	4	2/3/2011	\$ 53,050.10	\$ 800.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 980.00	\$ -	\$ 55,480.10
ZECHNER, Chris	Working Foreman	6	5/27/1999	\$ 70,263.40	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 72,563.40
DANEHY, Alan	W.M.M.M.	8	10/22/1988	\$ 58,519.96	\$ 800.00	\$ 150.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 60,969.96
LEWIS, Robert	M&O Specialist	9	11/8/1983	\$ 73,102.04	\$ 800.00	\$ -	\$ -	\$ -	\$ 1,144.00	\$ 200.00	\$ 900.00	\$ -	\$ 76,146.04
SENNETT, Walter	Build Maint. Crfst	8	1/5/1989	\$ 58,519.96	\$ 800.00	\$ -	\$ -	\$ -	\$ 416.00	\$ -	\$ 900.00	\$ -	\$ 60,635.96
LUCIANO, Joseph	MM	2/3	2/18/2016	\$ 47,558.34	\$ 800.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ 48,558.34
CAPODILUPO, Carolyn	Lab Tech - PT	9	9/2/1986	\$ 59,433.05	\$ 800.00	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ 100.00	\$ -	\$ 60,733.05
Vacant	Meter Reader/Repair			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gould, Riley	Meter Reader/Repair	2/3	10/20/2016	\$ 51,926.36	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 54,226.36
Manetta, William	Meter Reader/Repair	4	11/19/2012	\$ 53,484.15	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ 55,784.15
												\$ -	\$ -
												\$ -	\$ -
DEPARTMENT TOTAL				\$ 1,473,449.99	\$ 17,600.00	\$ 350.00	\$ 225.00	\$ 1,950.00	\$ 11,076.00	\$ 10,000.00	\$ 18,340.00	\$ 4,100.00	\$ 1,537,090.99

ACCOUNTING DIVISION
SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

Total Full Time	\$ 1,414,016.94
Total Part Time	\$ 59,433.05
Seasonal	
Flushing OT	\$ 159,450.00
Total Overtime	\$ 297,000.00
Total Contract	\$ 63,641.00
Total	\$ 1,993,540.99

ACCOUNTING DIVISION SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/ HOIST	SEWER CERT	WATER CERT	DIFF. SHIFT	SICK LEAVE INCENTIVE	MEALS	BUYBACK	LONGEVITY	TOTAL SALARY BENEFIT
MCGOVERN, John	Superintendent	7	9/8/1981	\$ 100,136.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ 4,100.00	\$ 104,636.01
SULLIVAN, John	Chemist	9	10/24/1985	\$ 29,134.20	\$ 800.00	\$ 150.00	\$ 150.00	\$ 300.00	\$ -	\$ 600.00	\$ 900.00	\$ 32,047.75	\$ -	\$ 64,081.95
tbcd	Chemist	5	10/24/1985	\$ 69,803.13	\$ 800.00				\$ -	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 72,103.13
MCLAUGHLIN, Ed	Supervisor	8	11/8/1990	\$ 74,278.11	\$ 800.00	\$ -	\$ -		\$ -	\$ 400.00	\$ 980.00	\$ -	\$ -	\$ 76,458.11
PETERSON, Dave	HMEO	6	4/13/2006	\$ 53,450.55	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 980.00	\$ -	\$ -	\$ 55,830.55
BOULE, Robert	Head Tester	7	2/20/1996	\$ 62,641.23	\$ 800.00	\$ -	\$ -	\$ 300.00	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 65,241.23
MCNIEL, David	Filter Operator	4/5	1/10/2008	\$ 54,175.99	\$ 800.00	\$ -	\$ -	\$ 450.00	\$ 2,080.00	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 59,005.99
Russo, John	SCADA Operator	4/5	5/1/2008	\$ 61,371.42	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 63,671.42
GOULD, Alan	Filter Operator	5/6	1/30/2003	\$ 55,420.79	\$ 800.00	\$ -	\$ -	\$ 50.00	\$ 2,340.00	\$ 200.00	\$ 900.00	\$ -	\$ -	\$ 59,710.79
GARABEDIAN, Gerard	Assistant Superint.	9	4/15/1985	\$ 76,084.09	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 900.00	\$ -	\$ -	\$ 77,984.09
MCINERNEY, John	Filter Operator	7	1/9/1995	\$ 56,328.75	\$ 800.00	\$ 150.00	\$ 225.00	\$ 350.00	\$ 988.00	\$ 400.00	\$ 900.00	\$ -	\$ -	\$ 60,141.75
KALMES, Patrick	Filter Operator	3	3/24/2014	\$ 52,467.49	\$ 800.00	\$ -	\$ -	\$ -	\$ 3,692.00	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 58,459.49
DONOVAN, James	Filter Operator	4/5	1/22/2008	\$ 54,175.99	\$ 800.00	\$ -	\$ -	\$ -	\$ 416.00	\$ 500.00	\$ 900.00	\$ -	\$ -	\$ 56,791.99
RAWORTH, Richard	Filter Operator	3	7/1/2014	\$ 52,252.25	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 900.00	\$ -	\$ -	\$ 54,452.25
Haines Jr, Micheal	Water HMEO	1/2	1/3/2017	\$ 48,468.59	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 50,769.59
ROGERS, Kenneth	Water HMEO	4	2/3/2011	\$ 50,529.78	\$ 800.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 980.00	\$ -	\$ -	\$ 52,959.78
ZECHNER, Chris	Working Foreman	6	5/27/1999	\$ 62,892.27	\$ 800.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 65,192.27
DANEHY, Alan	W. M.M.M.	8	10/22/1988	\$ 53,394.36	\$ 800.00	\$ 150.00	\$ -	\$ -	\$ -	\$ 600.00	\$ 900.00	\$ -	\$ -	\$ 55,844.36
LEWIS, Robert	M&O Specialist	9	11/8/1983	\$ 66,342.53	\$ 800.00	\$ -	\$ -	\$ -	\$ 1,144.00	\$ 200.00	\$ 900.00	\$ -	\$ -	\$ 69,386.53
SENNETT, Walter	Build Maint. Crfts	8	1/5/1989	\$ 53,192.59	\$ 800.00	\$ -	\$ -	\$ -	\$ 416.00	\$ -	\$ 900.00	\$ -	\$ -	\$ 55,308.59
LUCIANO, Joseph	MM	2/3	2/18/2016	\$ 44,815.29	\$ 800.00	\$ -	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,815.29
CAPODILUPO, Carolyn	Lab Tech - PT	9	9/2/1986	\$ 53,428.80	\$ 800.00	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ 54,728.80
Crotty, Britni	Meter Reader/Repair	3	4/14/2015	\$ 48,931.24	\$ 800.00					\$ 600.00	\$ 900.00			\$ 51,231.24
Gould, Riley	Meter Reader/Repair	2/3	10/20/2016	\$ 48,342.31	\$ 800.00					\$ 600.00	\$ 900.00			\$ 50,642.31
Manetta, William	Meter Reader/Repair	4	11/19/2012	\$ 49,723.11	\$ 800.00					\$ 600.00	\$ 900.00			\$ 52,023.11
													\$ -	\$ -
														\$ -
														\$ -
														\$ -
														\$ -
DEPARTMENT TOTAL				\$ 1,431,781.86	\$ 19,200.00	\$ 500.00	\$ 375.00	\$ 2,050.00	\$ 11,076.00	\$ 11,200.00	\$ 20,140.00	\$ 32,047.75	\$ 4,100.00	\$ 1,532,470.61

Total Full Time: \$ 1,378,353.06
 Total Part Time \$ 53,428.80
 Seasonal
 Flushing OT \$ 159,450.00
 Total Overtime \$ 297,000.00
 Total Contract: \$ 100,688.75
 Total \$ 1,988,920.61

ACCOUNTING DIVISION

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
	\$ 983,109	\$ 922,296	\$ 1,008,570	\$ 960,527	\$ 1,032,206	\$ 984,211	\$ 1,141,806	\$ 1,131,506	\$ 1,131,506	\$ 1,131,506

These calculations are estimated quantities, based on chemical consumption over the last five years.

			Department	Town Mgr.	Fin Com		
Supplies and Expenses	Chemicals: Process Chemicals	FY2019	Increase/ (Decrease)	FY2020			
	Alum - 429.3 tons x \$380 / dry ton=	\$ 145,709		\$145,709	\$ 145,709		
	Aqueous Ammonia - 37,740 lbs. of solution x 0.26/ lb=	\$ 9,774		\$9,774	\$ 9,774		
	Caustic Soda (Soduim Hydroxide) - 757,540 lbs. x \$0.1827/lb. =	\$ 157,675		\$157,675	\$ 157,675		
	Sodium Hypochlorite - 50,338 gals = 503,380 lbs of liquid x \$0.0700 / lb.=	\$ 31,924	\$18,414	\$50,338	\$ 50,338		
	Hydroflourosilic Acid - 74,663 lbs x \$0.33 / lb.=	\$ 21,503		\$21,503	\$ 21,503		
	Granular Activated Carbon - 214,400 lbs x \$1.80 / lb.=.	\$ 249,000		\$249,000	\$ 249,000		
	Liquid Oxygen - 138,332 ccf x \$0.44 / ccf	\$ 54,205		\$54,205	\$ 54,205		
	Conservation Handouts	\$ -	\$5,000	\$5,000	\$ 5,000		
	Ammonia Scrubbers - (base) hydrated zeolite \$147/cf x 8cf=	\$ 1,550		\$1,550	\$ 1,550		
	Phosphoric acid impregnated coal (catalyst) \$153.20 x 22cf=	\$ 3,400		\$3,400	\$ 3,400		
	Catalyst for the ozone distruct units 360 lbs x \$17.29 / lb.=	\$ 6,350		\$6,350	\$ 6,350		
	Laboratory reagents and monitoring equipment	\$ 28,700		\$28,700	\$ 28,700		
	Treatment works materials for maintnace & general repair (hardware and cleaning)	\$ 64,600	\$11,400	\$76,000	\$ 76,000		
	Synthetic lubricant for flocculators (1 drum=50gals)	\$ 2,500		\$2,500	\$ 2,500		
	Eight inch stainless steel pipe (40ft lengths) for ozone system	\$ 5,000		\$5,000	\$ 5,000		
	Replacement Flouride pump	\$ 2,600		\$2,600	\$ 2,600		
	Replacement of ozone gas valves (roto torque valves)	\$ 3,900		\$3,900	\$ 3,900		
	Rapid Mx Motor	\$ 6,000	-\$6,000	\$0	\$ -		
	Distribution system materials for maintenance and repair -	\$ 66,604	\$6,396	\$73,000	\$ 73,000		
	Fuel for the two standby generators - fuel for maintenance operation of generator only	\$ 3,100		\$3,100	\$ 3,100		
	Electric and wiring materials	\$ 17,000		\$17,000	\$ 17,000		
	General office supply	\$ 5,000		\$5,000	\$ 5,000		
	Truck supplies	\$ 4,500		\$4,500	\$ 4,500		
	Hydrants	\$ 6,600		\$6,600	\$ 6,600		
	Hydrant installation supplies- blocking, wedges, gland kits	\$ 5,000		\$5,000	\$ 5,000		
	Road Repair Supplies	\$ 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		
	Water Main Pipe 8" DI pipe	\$ 58,400		\$58,400	\$ 58,400		
	Valves for Water Mains	\$ 3,500		\$3,500	\$ 3,500		
	pneumatic band saw (blades)	\$ 6,000	-\$4,500	\$1,500	\$ 1,500		
	Building foundation 2 of 3 drain pump \$2,315 \$112 Shipping	\$ 2,427		\$2,427	\$ 2,427		
	Second Sewer Injection pump \$5558	\$ 4,450	-\$4,450	\$0	\$ -		
	Replacement Water Softnr for Chemical Feed Water	\$ 8,000	-\$8,000	\$0	\$ -		
	Replacement of 6" Backflow Device for Protected Water Line	\$ 3,900	-\$3,900	\$0	\$ -		
	Replacement of 12" Check Valve Highlift Pump incl. \$400 shipping	\$ 17,700	-\$17,700	\$0	\$ -		
	Replacement of two Scada Workstations	\$ 1,400	-\$1,400	\$0	\$ -		
	Replacement of three HVAC actuators at \$280ea.	\$ 800	\$40	\$840	\$ 840		
	Replace one of three Raw Water VFD units.	\$ 25,000	-\$25,000	\$0	\$ -		
	Replacement of the 1999 LeRoi Air Compressor for outside water			\$25,000	\$ 25,000		
Repacement of the trailer used to move the trench boxes	\$ 13,000	-\$13,000	\$0	\$ -			
Impeller for the Backwash Return Pump	\$ 3,200	-\$3,200	\$0	\$ -			
Motorized dolly to be used with the Emergency Pumps	\$ 3,000	-\$3,000	\$0	\$ -			
Replacement of Rapid Mixer Gear Box	\$ 7,000	-\$7,000	\$0	\$ -			
Residual Building Sump pump	\$ 1,000	\$600	\$1,600	\$ 1,600			
Backwash Water Return Pump (spare)	\$ -	\$20,000	\$20,000	\$ 20,000			
Water Meters - 5/8", 3/4", and 1" (transferred from Administration)	\$ 17,000		\$17,000	\$ 17,000			
Manual auto reader for the Badger Meters (transferred from Administration)	\$ 8,600		\$8,600	\$ 8,600			
Total Supplies & Expenses			\$ 1,141,806.00	\$ (35,300.00)	\$ 1,131,506.00	\$ 1,131,506.00	\$ 1,131,506.00

ACCOUNTING DIVISION

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
	\$ 402,655	\$ 349,982	\$ 462,555	\$ 426,860	\$ 528,305	\$ 496,620	\$ 535,905	\$ 644,205	\$ 644,205	\$ 644,205

Contract Services/Leases

	FY 2019	Increase/ (Decrease)	FY 2020		
Annual Consumer Confidences	\$ 4,000		\$ 4,000	\$ 4,000	\$ 4,000
Water Restriction Notification (postcards, newspaper, signs)	\$ 7,000		\$ 7,000	\$ 7,000	\$ 7,000
Leak detection to meet a requirement of our river withdrawal permit	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000
State water assessment fee	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000
Repairs and maintenance of control system equipment	\$ 25,000		\$ 25,000	\$ 25,000	\$ 25,000
Repair of plant machinery and equipment	\$ 35,000		\$ 35,000	\$ 35,000	\$ 35,000
Laboratory services for current testing	\$ 24,800		\$ 24,800	\$ 24,800	\$ 24,800
Laboratory service for new regulations (E.Coli and Cryptosporidium)	\$ 16,000		\$ 16,000	\$ 16,000	\$ 16,000
Rental of uniforms and B & M (PanAm) easements:	\$ 10,760		\$ 10,760	\$ 10,760	\$ 10,760
Training and memberships Increase \$2,700 for 3 Meter Readers (trans from Admin)	\$ 11,900		\$ 11,900	\$ 11,900	\$ 11,900
Police details	\$ 65,000		\$ 65,000	\$ 65,000	\$ 65,000
Maintenance Contract for increase \$1,500 for Water Meter Reader uniforms	\$ 8,400		\$ 8,400	\$ 8,400	\$ 8,400
WTP maintenance contracts for high voltage system	\$ 40,995		\$ 40,995	\$ 40,995	\$ 40,995
WTP Maintenance contract for the compressor that supplies pneumatic system	\$ 1,260		\$ 1,260	\$ 1,260	\$ 1,260
Repair of paving damage from water main breaks	\$ 36,280	\$ 45,000	\$ 81,280	\$ 81,280	\$ 81,280
WTP annual service contract for the Simplex Fire Control System a	\$ 14,500		\$ 14,500	\$ 14,500	\$ 14,500
Professional Engineering Services for unexpected water treatment problems	\$ 25,000	\$ 10,000	\$ 35,000	\$ 35,000	\$ 35,000
Maintenance Agreement for Variable Frequency Drives (VFD)	\$ 13,500		\$ 13,500	\$ 13,500	\$ 13,500
Vector Truck - Used to excavate at hydrants near gas lines and buried cable	\$ 61,000	\$ 29,000	\$ 90,000	\$ 90,000	\$ 90,000
Welding Services- Ozone System and Miscellaneous	\$ 5,000		\$ 5,000	\$ 5,000	\$ 5,000
Annual Water Rate Study	\$ 7,500		\$ 7,500	\$ 7,500	\$ 7,500
Mobile connection fee for two laptops used by the Distribution Crew in field 2 x \$40/mont x 12	\$ 960		\$ 960	\$ 960	\$ 960
Backflow control device testing by a contractor	\$ 60,000		\$ 60,000	\$ 60,000	\$ 60,000
Inspection of the 7.5 MG and 1MG standpipes	\$ 8,200	\$ (4,100)	\$ 4,100	\$ 4,100	\$ 4,100
Clothing Allowance per SEIU for John McGovern	\$ 450		\$ 450	\$ 450	\$ 450
Maintenance of pneumatic and hydraulic valve treatment and raw water main	\$ 20,000		\$ 20,000	\$ 20,000	\$ 20,000
Repair of surveillance cameras	\$ -	\$ 1,900	\$ 1,900	\$ 1,900	\$ 1,900
Laboratory Equipment Calabration and Repair	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Plumbing Services	\$ -	\$ 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
Invensys- Water Meter Software Support	\$ 1,500	-	\$ 1,500	\$ 1,500	\$ 1,500
Holding power poles by utility while hydrants are changed out	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
			\$ 644,205	\$ 644,205	\$ 644,205

ACCOUNTING DIVISION

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
	\$ 593,000	\$ 592,450	\$ 593,000	\$ 593,000	\$ 593,000	\$ 593,000	\$ 593,000	\$ 594,000	\$ 594,000	\$ 594,000

Utilities

ELECTRICITY

Water Treatment Plant

This funds the power supplied to the WTP on Treble Cove Road and includes both the production and deliver charge for the power. (Combined with the item directly below this request is a reduction.)

FY 2018

Increase/
Decrease

FY 2019

Constellation New Energy

Included in above

Water Intake Works

This account funds the delivery of power to the Intake Sturcture at 250 Boston Road.

Constellation New Energy Intake

This funds the cost of manufacturing the power that is supplied to the Water Intake.

Garage @ the WTP 270 Treble Cove Road

This funds power to the garage.

7.5 MG Standpipe

This funds power supplied to the control building at the large standpipe.

Fox Hill Booster Station

This funds power to the booster lift station for Fox Hill

NATURAL GAS

Water Treatment Plant New

The Natural Gas consumption history at the New WTP is short.

PROPANE

Garage @ 270 Treble Cove Rd.

Propane for the Water Maintenance Garage. The requested appropriation

Total Utilities

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 Fiscal 20 will be going up 12.80% this year. This increase is largely due to sludge hauling and chemical price increase. More details can be found in the description detail section.

Programs and Services

Wastewater Collection System

Wastewater from homes, commercial establishments, and industries flow to the public wastewater collection system. The collection system is a series of pipes that carry wastewater to the plant. In some locations, pump stations must pump the wastewater up the pipe to a location where it can then flow by gravity. The Town of Billerica has over 100 miles of sewer collection system.

Primary Treatment

Once the wastewater reaches the plant, solid material is allowed to settle out in large tanks. This is known as primary treatment. The water flows to the next series of tanks while the solids are pumped to solids holding tanks.

Bacteria

In the next series of tanks, bacteria is used to convert dissolved biological material to carbon dioxide, water, and more settle-able material. Air is added to these tanks for the bacteria while the dissolved material in the wastewater is food for the bacteria. The water continues on to another set of tanks while the solids are pumped to the holding tanks.

Removing Ammonia & Phosphorus

Chemicals are used to remove ammonia and phosphorus to protect the quality of the water in the Concord River. Ammonia and phosphorus are nutrients which allow algae to grow in the river using up the oxygen that fish need to survive.

Wastewater

The solids removed from the wastewater are dewatered and transported from the site by a contractor, for disposal.

Additional Information

The Billerica Wastewater Plant has the capacity to treat 5.4 million gallons of wastewater a day. About 60% of Billerica's residents are connected to the sewer collection system



Drone flyover of the Wastewater Plant

Wastewater

Wastewater Enterprise Budget

	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
Personnel Services										
Full Time	\$ 1,037,299	\$ 981,583	\$ 1,029,582	\$ 948,445	\$ 1,089,889	\$ 1,014,793	\$ 1,003,527	\$ 1,097,355	\$ 1,097,355	\$ 1,097,355
Part Time/Seasonal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overtime	\$ 90,000	\$ 108,898	\$ 95,000	\$ 107,221	\$ 95,000	\$ 95,000	\$ 123,992	\$ 135,000	\$ 135,000	\$ 135,000
Contractual Obligations	\$ 50,380	\$ 36,411	\$ 49,205	\$ 64,129	\$ 70,480	\$ 53,225	\$ 52,180	\$ 51,280	\$ 51,280	\$ 51,280

Total

	\$ 1,177,679	\$ 1,126,892	\$ 1,173,787	\$ 1,119,795	\$ 1,255,339	\$ 1,163,018	\$ 1,179,699	\$ 1,283,635	\$ 1,283,635	\$ 1,283,635

Expenses

Supplies and Expenses	\$ 574,600	\$ 507,044	\$ 566,600	\$ 551,155	\$ 580,200	\$ 535,043	\$ 611,200	\$ 764,200	\$ 764,200	\$ 764,200
Contract Services/Leases	\$ 823,500	\$ 739,698	\$ 828,950	\$ 904,052	\$ 828,950	\$ 777,925	\$ 858,450	\$ 1,004,250	\$ 1,004,250	\$ 1,004,250
Utilities	\$ 414,500	\$ 383,257	\$ 414,500	\$ 414,500	\$ 415,000	\$ 413,408	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000
Capital Outlay										
Reserve	\$ 83,000		\$ 83,000		\$ 83,000		\$ 83,000	\$ 83,000	\$ 83,000	\$ 83,000

Total Expenses

	\$ 1,895,600	\$ 1,629,999	\$ 1,893,050	\$ 1,869,707	\$ 1,907,150	\$ 1,726,376	\$ 1,967,650	\$ 2,266,450	\$ 2,266,450	\$ 2,266,450

Debt Service

Short - Term Interest	\$ 150,000	\$ 150,000	\$ 150,000	\$ 69,513	\$ 245,873	\$ 144,308	\$ 245,000	\$ 245,000	\$ 245,000	\$ 245,000
Long - Term Principal	\$ 3,842,436	\$ 3,685,439	\$ 3,539,778	\$ 3,532,670	\$ 4,012,006	\$ 4,011,090	\$ 3,869,322	\$ 3,876,159	\$ 3,876,159	\$ 3,876,159
Long - Term Interest	\$ 967,080	\$ 1,012,127	\$ 930,031	\$ 936,674	\$ 1,088,637	\$ 1,085,909	\$ 1,065,717	\$ 969,874	\$ 969,874	\$ 969,874
Total Debt Service	\$ 4,959,516	\$ 4,847,566	\$ 4,619,809	\$ 4,538,857	\$ 5,346,516	\$ 5,241,307	\$ 5,180,039	\$ 5,091,033	\$ 5,091,033	\$ 5,091,033

TOTAL BUDGET

	\$ 8,032,795	\$ 7,604,457	\$ 7,686,646	\$ 7,528,360	\$ 8,509,004	\$ 8,130,701	\$ 8,327,388	\$ 8,641,118	\$ 8,641,118	\$ 8,641,118

Dep. Req

TM. Rec

Difference less debt service

\$ 402,736.57

%

12.80%

Position	FY2019 FTE	FY2020 FTE	FY2020 FTE	FY2020 FTE
Superintendent	1	1	1	1
Grade V Operator	0	0	0	0
Supervisor	2	2	2	2
IPP Technician	1	1	1	1
Tra Pitt Oper	6	6	6	6
O&M Technician	2	2	2	2
Sewer Plant Repairman	1	1	1	1
SSMC	0	0	0	0
Maintenance Man	1	0	0	0
HWEO	0	1	1	1
Swr. Equipment Repairman	3	3	3	3
Seasonal Part-time	0	0	0	0
Total Staffing	17	17	17	17

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SEWER CERT.	WATER CERT.	ON CALL	SICK LEAVE INCENTIVE	MEALS	LONGEVITY	TOTAL SALARY BENEFIT
Jeffrey Kalmes	Superintendent	5	10/14/1986	100,136.01	-	-	-	-	-	500	-	4,100	\$ 104,736.01
Michael McCaughey	Collection Supe	5	3/10/2008	77,742.12	800	-	150	-	-	600	150	-	\$ 79,442.12
Banda, David/Sheehan	Treatment Plan	1/2	2/11/2018	52,072.81	800	-	-	-	-	600	150	-	\$ 53,622.81
Cupic, Dragan	Treatment Plan	1/2	12/3/2018	52,464.24	800	-	-	-	-	600	150	-	\$ 54,014.24
Frost, Donald	Treatment O&M	9	9/6/1982	80,313.85	800	250	450	750	-	600	150	-	\$ 83,313.85
Garabedian, David	Supervisor	9	5/26/1988	84,975.34	800	100	300	600	-	500	150	-	\$ 87,425.34
April Munro	Trt Plnt Oper	2/3	7/17/2017	55,344.65	800	-	-	-	-	-	150	-	\$ 56,294.65
Sirmopoulos, Chris	Trt Plnt Oper	5/6	5/12/2005	59,070.60	800	-	100	-	-	400	150	-	\$ 60,520.60
Richards, Kenneth	Trt Plnt Oper	5	1/2/2008	58,827.18	800	-	25	-	-	500	150	-	\$ 60,302.18
Powderly, Robert	Swr Plnt Reprmr	8	1/28/1993	63,039.91	800	100	150	-	-	300	150	-	\$ 64,539.91
Diaz, Martin	Collection O&M	5	9/2/2008	73,477.22	800	150	225	-	-	400	150	-	\$ 75,202.22
Evans, Nicholas	Trt Plnt Oper	3	1/11/2016	55,450.26	800	-	-	-	-	600	150	-	\$ 57,000.26
Rafeal Vega	Collection Repr	2/3	10/26/2017	54,798.96	800	100	-	-	-	600	150	-	\$ 56,448.96
William Powderly	Collection Repa	2/3	11/27/2017	54,595.43	800	-	-	-	-	600	150	-	\$ 56,145.43
Bruce Morriseau	ITT Tech	3	7/6/2015	68,336.79	800	-	-	-	-	400	150	-	\$ 69,686.79
McCusker, John	Swr Eqpt. Rep	3/4	11/3/2014	56,646.79	800	250	-	-	-	500	-	-	\$ 58,196.79
Spencer, Jeffrey	HIMEO	1/2	9/6/2018	50,062.94	800	-	-	-	-	-	-	-	\$ 50,862.94
Vacant/Spencer	MM	0	7/1/2018	-	-	-	-	-	-	-	-	-	\$ -
On Call				-	-	-	-	-	20,880	-	-	-	\$ 20,880.00
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
DEPARTMENT TOTAL				\$ 1,097,355.12	\$ 12,800.00	\$ 950.00	\$ 1,400.00	\$ 1,350.00	\$20,880.00	\$ 7,700.00	\$ 2,100.00	\$ 4,100.00	\$ 1,148,635.12

WASTEWATER DIVISION
SALARY INFORMATION FY2020 DEPARTMENT REQUESTED

[illegible]

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Wastewater

WASTEWATER DIVISION SALARY INFORMATION FY2019 BUDGETED

NAME	POSITION	STEP	ANN. DATE	BASE SALARY	CLOTHING	CDL/HOIST	SEWER CERT.	WATER CERT.	SHIFT DIFF.	SICK LEAVE INCENTIVE	MEALS	RET. BUY BACK	TOTAL SALARY BENEFIT
Jeffrey Kalmes	Superintendent	9	10/14/1986	100,135.78	-	-	-	-	-	500.00	-	4,100.00	\$ 104,735.78
Michael McCaughey	Collection Super	4	3/10/2008	70,976.49	800.00	-	150.00	-	-	600.00	150.00	-	\$ 72,676.49
Michael Conant	Treatment Plant C	2/3	5/4/2017	50,602.61	800.00	150.00	325.00	150.00	-	600.00	150.00	-	\$ 52,777.61
													\$ -
Frost, Donald	Treatment O&M T	9	9/6/1982	71,363.50	800.00	250.00	450.00	750.00	-	600.00	150.00	-	\$ 74,363.50
Garabedian, David	Treatment O&M T	9	5/26/1988	76,084.09	800.00	100.00	300.00	600.00	-	500.00	150.00	-	\$ 78,534.09
April Munro	Trt Plnt Oper	1/2	7/17/2017	50,175.95	800.00	-	-	-	-	-	150.00	-	\$ 51,125.95
Sirmopoulos, Chris	Trt Plnt Oper	5	5/12/2005	54,175.83	800.00	-	100.00	-	-	400.00	150.00	-	\$ 55,625.83
Richards, Kenneth	Trt Plnt Oper	5	1/2/2008	54,175.83	800.00	-	25.00	-	-	500.00	150.00	-	\$ 55,650.83
Powderly, Robert	Swr Plnt Reprmn	8	1/28/1993	57,455.55	800.00	100.00	150.00	-	-	300.00	150.00	-	\$ 58,955.55
Sheehan, John	Trt Plnt Oper	5	1/12/2006	54,175.83	800.00	-	275.00	-	-	600.00	150.00	-	\$ 56,000.83
Diaz, Martin	Swr Eqpt. Reprmn	4	9/2/2008	67,066.30	800.00	150.00	225.00	-	-	400.00	150.00	-	\$ 68,791.30
Evans, Nicholas	Trt Plnt Oper	2/3	1/11/2016	52,252.02	800.00	-	-	-	-	600.00	150.00	-	\$ 53,802.02
Rafeal Vega	Maint. Man	1/2	10/26/2017	42,583.75	800.00	100.00	-	-	-	600.00	150.00	-	\$ 44,233.75
William Powderly	Collection Repair	1/2	11/27/2017	49,475.11	800.00	-	-	-	-	600.00	150.00	-	\$ 51,025.11
Bruce Morrisseau	Trt Plnt Oper	2/3	7/6/2015	52,252.02	800.00	-	-	-	-	400.00	150.00	-	\$ 53,602.02
McCusker, John	Swr Eqpt. Repair	3	11/3/2014	52,252.02	800.00	250.00	-	-	-	500.00	-	-	\$ 53,802.02
Vacant	Swr Eqpt Repair	1	7/1/2017	48,324.28	800.00	-	-	-	-	-	-	-	\$ 49,124.28
On Call									20,880.00			-	\$ 20,880.00
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -

DEPARTMENT TOTAL \$ 1,003,526.95 \$ 12,800.00 \$ 1,100.00 \$ 2,000.00 \$ 1,500.00 \$ 20,880.00 \$ 7,700.00 \$ 2,100.00 \$ 4,100.00 \$ 1,055,706.95

Total Full Time \$ 1,003,526.95
Total Seasonal \$ -
Total Overtime \$ 123,991.60
Total Contract \$ 52,180.00
Total \$ 1,179,698.55

Wastewater

Wastewater Division

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 574,600	\$ 507,044	\$ 566,600	\$ 551,155	\$ 580,200	\$ 535,043	\$ 611,200	\$ 764,200	\$ 764,200	\$ 764,200

Supplies and Expenses

Publications	Misc. technical publications				increase \$1,000				
Office Supplies	Daily operation of the facility and offices								
Lab Supplies	Lab supplies for regulatory and process sampling and testing				increase \$24,000				
Custodial	Cleaning and janitorial supplies								
Building Supp.	Equipment at plant, pumping stations, collection system								
Emergency	Stocking existing first aid cabinets at various locations				increase \$ 1,000				
Welding	Misc. welding supplies for division								
Vehicle	Supplies for the Jet Truck, Repair Truck, TV truck								
Hardware	Upkeep and repairs of plant, pumping stations				increase \$1,000				
Chemicals	Chemicals								

	fy18 Req	fy 19 Req	fy 20 Req	FY19 Increase
Alum	\$70,000	\$74,000	\$90,000	\$16,000
Bioxide	\$180,000	\$180,000	\$205,000	\$25,000
Polymer	\$60,000	\$60,000	\$72,000	\$12,000
Caustic Soda	\$110,000	\$113,000	\$170,000	\$57,000
Sodium Hypochlorite	\$19,000	\$18,000	\$19,000	\$1,000
Sodium Bisulfite	\$10,000	\$11,000	\$13,000	\$2,000
Sodium Aluminate	\$36,000	\$35,000	\$41,000	\$6,000
Magnetite	\$5,000	\$4,000	\$6,000	\$2,000
Total chemicals	\$490,000	\$495,000	\$616,000	\$121,000

Tools	Machine shop tools, Jet/Vacuum and TV truck, assorted hand tools								
Electrical	Small electrical parts, replacement of inefficient light bulbs								
Plumbing	Plumbing supplies for the Treatment Plant and pumping stations								
Safety	Safety equipment and PPE-boots, gloves, raingear, reflective vests, etc.; fire extinguisher maintenance				increase \$1,000				
Rental	Uniform rental								
Training	Required to maintain operator licenses				increase \$ 2,000				
Diesel Fuel	Emergency generators at plant and pump stations; trucks, loaders, screener.								
Oil and Grease	Preventative maintenance on equipment and at pumping stations				increase \$ 2,000				

Total Supplies and Expenses \$ 611,200.00 \$ 764,200 \$ 764,200 \$ 764,200

Wastewater Division

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 823,500	\$ 739,698	\$ 828,950	\$ 904,052	\$ 828,950	\$ 777,925	\$ 858,450	\$ 1,004,250	\$ 1,004,250	\$ 1,004,250

Contract Services/Leases

Professional	On call professional services				increase \$10,000				
Industrial Sampling									
Memberships	Wastewater and water license renewals and exam fees/ Professional Development				increase \$ 2000				
Rentals	Specialty equipment for emergencies								
Emergency Sewer Repair	Sewer breaks & blockages, 2-4/year, includes Police Detail								
Equipment Repair	Maintenance, repair and replacement				increase \$43000				
Grit and Screenings	Grit and Screenings disposal; pump station wet well cleaning				increase \$5,000				
Solids hauling	Sludge hauling				increase \$85,815				
	Clothing allowance reimbursement per SEIU								

Total Contract Services/Leases \$ 858,450 \$ 1,004,250.00 \$ 1,004,250 \$ 1,004,250

FY2016	FY2016	FY2017	FY2017	FY2018	FY2018	FY2019	FY2020	FY2020	FY2020
BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	EXPENDED	BUDGETED	DEPT REQ	TM REC	FIN COM REC
\$ 414,500	\$ 383,257	\$ 414,500	\$ 414,500	\$ 415,000	\$ 413,408	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000

Utilities

Electricity	For plant and pump stations								
Fuel/Heat	For plant and pump stations								
Telephone	Plant telephone; pump station alarms								

Total Utilities \$ 415,000.00 \$415,000.00 \$415,000.00 \$415,000.00

Section 12

Debt Schedules

The debt schedules in this Section are the most current and up to date schedules.

Actual Debt Service as of October 1, 2017
Summary

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	Total
General Fund - Town Debt																					
Net Outstanding Principal Long-Term	170,000	165,000	170,000	115,000	100,000	100,000	100,000	100,000	100,000	100,000	-	-	-	-	-	-	-	-	-	-	2,732,308
Net Outstanding Interest Long-Term	43,150	36,850	30,650	23,550	19,250	14,250	12,250	10,000	6,000	3,000	-	-	-	-	-	-	-	-	-	-	409,967
	213,150	201,850	200,650	138,550	119,250	114,250	112,250	110,000	106,000	103,000	-	-	-	-	-	-	-	-	-	-	3,142,275
General Fund - School Debt																					
Net Outstanding Principal Long-Term	500,000	490,000	480,000	475,000	475,000	410,000	405,000	190,000	185,000	185,000	145,000	145,000	145,000	35,000	35,000	-	-	-	-	-	6,120,000
Net Outstanding Interest Long-Term	140,350	124,250	106,775	89,331	72,294	57,756	47,300	38,763	31,963	25,313	19,263	13,675	6,088	2,275	1,138	-	-	-	-	-	1,320,210
	640,350	614,250	586,775	564,331	547,294	467,756	452,300	228,763	216,963	210,313	164,263	158,675	153,088	37,275	36,138	-	-	-	-	-	7,440,210
Enterprise Fund - Sewer Debt																					
Net Outstanding Principal Long-Term	3,869,322	3,876,159	3,428,455	3,446,222	3,454,470	3,133,206	3,142,444	2,917,194	2,942,465	2,883,270	2,909,618	2,896,525	2,638,998	1,947,903	1,965,074	1,917,615	1,935,539	860,941	879,652	-	60,712,050
Net Outstanding Interest Long-Term	1,065,717	969,874	880,024	797,490	715,407	640,178	574,334	510,999	447,292	385,223	323,701	263,231	208,919	164,261	131,368	98,126	66,648	34,812	17,593	-	11,020,323
	4,935,039	4,846,033	4,308,479	4,243,712	4,169,877	3,773,384	3,716,778	3,427,993	3,389,757	3,268,492	3,233,319	3,099,756	2,847,916	2,112,165	2,096,443	2,015,741	2,002,187	895,753	897,245	-	71,732,373
Enterprise Fund - Water Debt																					
Net Outstanding Principal Long-Term	1,617,826	1,642,626	1,604,729	1,635,783	1,576,874	1,587,853	456,466	225,000	225,000	215,000	25,000	25,000	-	-	-	-	-	-	-	-	15,793,303
Net Outstanding Interest Long-Term	203,436	162,156	120,166	79,775	46,155	34,213	26,547	19,281	12,281	5,431	1,566	525	-	-	-	-	-	-	-	-	1,569,906
	1,821,263	1,804,782	1,724,895	1,715,558	1,623,028	1,622,066	483,013	244,281	237,281	220,431	26,566	25,525	-	-	-	-	-	-	-	-	17,363,210
Short-Term Debt																					
General Fund	420,000	420,000	420,000	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	245,000	245,000	245,000	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
	690,000	690,000	690,000	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	6,157,148	6,173,785	5,683,185	5,672,005	5,606,343	5,231,060	4,103,910	3,432,194	3,452,465	3,383,270	3,079,618	3,006,525	2,783,998	1,982,903	2,000,074	1,917,615	1,935,539	860,941	879,652	-	85,357,661
Net Outstanding Interest Long-Term	1,452,654	1,293,130	1,137,614	990,146	853,106	746,396	660,431	578,443	497,536	418,966	344,529	277,431	217,006	166,536	132,506	98,126	66,648	34,812	17,593	-	14,320,406
Short-Term Interest	690,000	690,000	690,000	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	-
	8,299,802	8,156,915	7,510,799	7,082,151	6,879,449	6,397,456	5,184,341	4,430,637	4,370,001	4,222,236	3,844,147	3,703,956	3,421,004	2,569,440	2,552,580	2,435,741	2,422,187	1,315,753	1,317,245	420,000	99,678,068
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	9,066,000	9,066,000	9,066,000
Debt Stabilization Transfer	766,198	909,085	1,555,201	1,983,849	2,186,551	2,668,544	3,881,659	4,635,363	4,695,959	4,843,764	5,221,853	5,362,044	5,644,996	6,496,560	6,513,420	6,630,259	6,643,813	7,750,247	7,748,755	8,646,000	
General Fund - Exempted Debt																					
Net Outstanding Principal Long-Term	3,050,000	2,320,000	1,950,000	2,030,000	2,115,000	2,205,000	2,300,000	2,400,000	2,560,000	2,665,000	2,780,000	2,855,000	2,930,000	3,055,000	3,135,000	2,845,000	2,930,000	3,030,000	3,125,000	3,230,000	10,285,000
Net Outstanding Interest Long-Term	3,554,781	3,414,781	3,301,981	3,204,481	3,106,181	3,000,431	2,899,781	2,793,581	2,676,781	2,556,281	2,430,531	2,347,131	2,261,481	2,121,543	2,028,956	1,933,969	1,845,063	1,749,838	1,651,363	1,549,800	2,385,663
	6,604,781	5,734,781	5,251,981	5,234,481	5,221,181	5,205,431	5,199,781	5,193,581	5,236,781	5,221,281	5,210,531	5,202,131	5,191,481	5,176,543	5,163,956	4,778,969	4,775,063	4,779,838	4,776,363	4,779,800	12,670,663

Actual Debt Service as of October 1, 2017
General Fund - Town Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
2-May-13	Surface Drain May-01 / Art # 10 / \$200,000	\$ 84,000 GOB - Refunded	Principal Interest	10,000 2,150	10,000 1,850	10,000 1,550	10,000 1,200	5,000 800	10,000 500	10,000 200	0 0	0 0	0 0	0 0	0 0	0 0	65,000 8,250
2-May-13	Surface Drain May-00 / Art # 11 / \$100,000	\$ 44,000 GOB - Refunded	Principal Interest	5,000 1,175	5,000 1,025	5,000 875	5,000 700	5,000 500	5,000 300	5,000 100	0 100	0 0	0 0	0 0	0 0	0 0	35,000 4,675
2-May-13	Building Remolding - Fire Headquarters May-00 / Art # 11 / \$120,000	\$ 50,000 GOB - Refunded	Principal Interest	5,000 975	5,000 825	5,000 675	5,000 500	5,000 300	5,000 100	0 0	0 0	0 0	0 0	0 0	0 0	0 0	30,000 3,375
2-May-13	Recreational Facility - Lampson May-00 / Art # 11 / \$100,000	\$ 30,000 GOB - Refunded	Principal Interest	5,000 225	5,000 75	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	10,000 300
2-May-13	Recreational Facility - Viet Nam Park May-00 / Art # 11 / \$185,000	\$ 50,000 GOB - Refunded	Principal Interest	10,000 450	10,000 150	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	20,000 600
15-Mar-08	Stormwater - Michael Road May-06 / Art # 24 / \$1,500,000	\$ 500,000 GOB	Principal Interest	55,000 3,988	55,000 2,063	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	110,000 6,050
1-Nov-09	Stormwater - Michael Road May-06 / Art # 24 / \$1,500,000	\$ 1,000,000 GOB	Principal Interest	125,000 9,688	125,000 5,938	125,000 2,031	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	375,000 17,656
1-May-09	Building Remolding - Library May-96 / Art # / \$3,500,000	Principal GOB - Refunded Interest	166,923 11,489	161,539 7,188	158,846 2,383	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	487,308 21,061
15-May-11	Recreation - Tennis Courts Oct-08 / Art # 21 / \$258,000	\$ 258,000 GOB	Principal Interest	25,000 4,500	25,000 3,750	25,000 3,000	25,000 2,250	25,000 1,500	25,000 750	0 0	0 0	0 0	0 0	0 0	0 0	0 0	150,000 15,750
15-May-11	Building Remodeling - Town Hall May-08 / Art # 20 / \$1,000,000	\$ 250,000 GOB	Principal Interest	25,000 4,500	25,000 3,750	25,000 3,000	25,000 2,250	25,000 1,500	25,000 750	0 0	0 0	0 0	0 0	0 0	0 0	0 0	150,000 15,750
2-May-13	Fire Trucks - Ladder Truck May-11 / Art # 27 / \$1,500,000	\$ 1,500,000 GOB	Principal Interest	100,000 47,250	100,000 44,250	100,000 40,250	100,000 36,250	100,000 32,250	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	1,300,000 316,500
Net Outstanding Principal Long-Term				531,923	526,539	453,846	170,000	165,000	170,000	115,000	100,000	100,000	100,000	100,000	100,000	100,000	2,732,308
Net Outstanding Interest Long-Term				86,389	70,863	53,764	43,150	36,850	30,650	23,550	19,250	14,250	12,250	10,000	6,000	3,000	409,967

Debt Schedules

Actual Debt Service as of October 1, 2017
General Fund - School Debt

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
2-May-13	Ditson School May-98 / Art #1 / \$18,000,000	\$ 2,160,000	Principal	220,000	220,000	220,000	215,000	215,000	215,000	215,000	215,000	215,000	210,000	0	0	0	0	0	0	0	0	0	2,160,000
		GOB - Refunded	Interest	68,263	61,663	55,063	47,463	38,863	30,263	21,663	13,063	6,613	2,231	0	0	0	0	0	0	0	0	0	345,144
6-Dec-16	Ditson School May-98 / Art #1 / \$18,000,000	\$ 210,000	Principal				45,000	45,000	40,000	40,000	40,000	0	0	0	0	0	0	0	0	0	0	0	210,000
		GOB - Refunded	Interest				5,525	4,175	2,900	1,750	600	0	0	0	0	0	0	0	0	0	0	0	14,950
15-Mar-08	Ditson School May-98 / Art #1 / \$18,000,000	\$ 646,000	Principal	45,000	45,000	40,000																	
		GOB - Refunded	Interest	13,163	7,438																		
2-May-13	Rink - School - Refunded 12/02 Oct-00 / Art # 39 / \$500,000 Auth	\$ 234,000	Principal	25,000	25,000	25,000	25,000	25,000	20,000	20,000	20,000	0	0	0	0	0	0	0	0	0	0	0	185,000
		GOB - Refunded	Interest	6,275	5,525	4,775	2,200	2,900	2,000	1,200	400	0	0	0	0	0	0	0	0	0	0	0	25,275
6-Dec-16	School Building Remolding Oct-05 / Art # 15 / \$1,000,000	\$ 465,000	Principal	50,000	50,000	55,000	55,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	40,000	0	0	0	0	0	0	605,000
		GOB - Refunded	Interest	25,294	16,861	15,763	12,863	11,213	9,713	8,419	7,125	5,775	4,425	3,075	1,800	600	0	0	0	0	0	0	122,924
15-Mar-08	School Technology May-07 / Art # 33 / \$1,700,000	\$ 1,430,000	Principal	140,000	140,000	140,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	420,000
		GOB	Interest	15,750	10,850	5,600	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32,200
15-Mar-08	School Technology May-07 / Art # 33 / \$1,700,000	\$ 100,000	Principal	10,000	10,000	10,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30,000
		GOB	Interest	1,124	775	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,299
15-May-11	Building Remodeling - Schools May-08 / Art # 24 / \$1,553,000	\$ 1,453,000	Principal	75,000	75,000	75,000	75,000	75,000	75,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	0	0	0	1,150,000
		GOB	Interest	39,925	37,675	35,425	33,175	30,925	28,675	26,425	24,238	21,963	19,513	16,975	14,350	11,550	8,750	5,863	2,975	0	0	0	358,400
15-May-11	Building Remodeling - Schools May-09 / Art # 15 / \$871,628	\$ 871,000	Principal	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	0	0	0	690,000
		GOB	Interest	23,875	22,525	21,175	19,825	18,475	17,125	15,775	14,369	12,906	11,331	9,700	8,200	6,600	5,000	3,350	1,700	0	0	0	211,931
2-May-13	Building Remodeling (Rink) - Schools Oct-11 / Art # 16 / \$750,000 Auth	\$ 750,000	Principal	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	0	670,000
		GOB	Interest	23,700	22,500	20,900	19,300	17,700	16,100	14,100	12,500	10,500	9,800	9,013	7,613	6,563	5,513	4,463	3,413	2,275	1,138	0	207,088
Net Outstanding Principal Long-Term				605,000	605,000	610,000	500,000	490,000	480,000	475,000	475,000	410,000	405,000	190,000	185,000	185,000	145,000	145,000	145,000	35,000	35,000	0	6,120,000
Net Outstanding Interest Long-Term				204,205	178,374	159,100	140,350	124,250	106,775	89,331	72,294	57,756	47,300	38,763	31,963	25,313	19,263	13,675	8,088	2,275	1,138	0	1,320,210
				809,205	783,374	769,100	640,350	614,250	586,775	564,331	547,294	467,756	452,300	228,763	216,963	210,313	164,263	158,675	153,088	37,275	36,138	0	7,440,210

Debt Schedules

Actual Debt Service as of October 1, 2017																																				
General Fund - Exempted Debt																																				
Date of Issue	Purpose / Date of Note	Issued	Type of Payment	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	Total
2-May-13	Pulver School Construction Oct-09 / Apr-13 / 533,607 / 436,444	\$ 13,285,000	Principal	1,500,000	1,420,000	1,250,000	1,250,000	320,000	320,000	320,000	320,000	320,000	320,000	320,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000	0	0	0	0	0	0	0	0	0	0	0	0	10,285,000	
				367,363	322,363	265,563	255,563	165,563	152,763	135,663	123,963	107,963	101,563	94,363	81,563	70,133	59,063	47,813	36,563	24,375	12,388	0	0	0	0	0	0	0	0	0	0	0	0	2,385,663		
				1,867,363	1,742,363	1,515,563	1,465,563	485,563	427,763	456,763	443,963	427,963	421,563	414,363	456,563	443,313	434,063	422,813	411,563	399,375	387,388	0	0	0	0	0	0	0	0	0	0	0	0	0	12,670,663	
12-May-17	Higgs School Construction Feb-2016 / Apr-18 / \$175,997,289 Auth	85,310,000	Principal	-	-	2,400,000	1,800,000	2,000,000	1,610,000	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	2,845,000	2,930,000	3,030,000	3,125,000	3,230,000	3,355,000	3,490,000	3,630,000	3,775,000	3,925,000	4,085,000	4,245,000	4,415,000	4,595,000	85,310,000
				-	-	2,654,182	3,339,219	3,249,219	3,149,219	3,067,719	2,987,219	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	1,931,369	1,845,965	1,749,368	1,651,363	1,549,800	1,420,000	1,286,400	1,146,800	1,001,600	850,600	693,600	530,200	360,400	183,800	56,925,545
				-	-	4,854,182	5,139,219	5,249,219	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	4,776,769	4,775,369	4,775,065	4,775,565	4,775,800	4,775,600	4,776,800	4,775,600	4,776,800	4,775,600	4,775,800	4,775,600	4,775,800	4,775,600	4,775,800	144,235,545	
Net Outstanding Principal Long-Term				1,500,000	1,420,000	3,650,000	3,050,000	2,320,000	1,950,000	2,020,000	2,115,000	2,205,000	2,300,000	2,400,000	2,560,000	2,665,000	2,780,000	2,855,000	2,930,000	3,055,000	3,135,000	2,845,000	2,930,000	3,030,000	3,125,000	3,230,000	3,355,000	3,490,000	3,630,000	3,775,000	3,925,000	4,085,000	4,245,000	4,415,000	4,595,000	95,595,000
Net Outstanding Interest Long-Term				367,363	322,363	3,722,363	6,369,745	6,604,781	5,734,781	5,251,981	5,234,481	5,221,181	5,205,431	5,199,781	5,193,581	5,236,781	5,221,281	5,210,531	5,202,131	5,191,481	5,176,543	5,163,556	4,778,969	4,775,063	4,779,838	4,776,363	4,779,800	4,775,600	4,776,400	4,778,800	4,776,800	4,775,600	4,778,600	4,775,400	4,778,800	156,907,207

Debt Schedules

Actual Debt Service as of October 1, 2017 Sewer Enterprise Fund

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	Total
1-May-09	Sewer Bonds - Contracts Oct-96 / \$3,000,000	\$	2,925,000 Principal GOB - Refunded Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	140,000 1,575
1-May-09	Sewer Bonds - Contracts Oct-96 / \$3,000,000	\$	2,925,000 Principal GOB - Refunded Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	365,000 10,181
1-May-09	Sewer Bonds - Contracts Oct-96 / \$3,000,000	\$	2,925,000 Principal GOB - Refunded Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	417,692 18,052
9-Aug-05	Sewer Bonds - Contracts May-97 & May-99 / \$9,500,000	\$	5,235,000 Principal GOB - Refunded Interest	465,000 27,008	460,000 8,970	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,375,000 228,443
2-May-13	Sewer - Contract 32 River Pines May-00 / Art #11 / \$7,500,000	\$	1,639,000 Principal GOB - Refunded Interest	160,000 28,600	160,000 22,200	160,000 15,800	160,000 9,400	155,000 3,100	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,295,000 196,850
1-Feb-03	Sewer - Contract 32 River Pines May-00 / Art #11 / \$7,500,000	\$	1,857,000 Principal GOB - Refunded Interest	185,000 32,300	180,000 25,000	180,000 17,800	180,000 10,600	175,000 3,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,465,000 222,475
2-May-13	Sewer - Contract 32B River Pines II May-02 / Art #9 / \$5,500,000 Auth	\$	2,834,000 Principal GOB - Refunded Interest	280,000 45,413	275,000 38,838	275,000 30,588	270,000 22,413	265,000 14,388	255,000 7,863	250,000 2,656	-	-	-	-	-	-	-	-	-	-	-	-	-	2,755,000 332,094
1-Nov-09	Sewer Bonds - Contract 36 May-06 / Art #24 / \$6,500,000	\$	6,000,000 Principal GOB Interest	300,000 132,150	300,000 122,025	300,000 110,775	300,000 98,775	300,000 86,775	300,000 74,775	300,000 62,775	300,000 50,775	300,000 38,775	300,000 26,775	300,000 14,588	200,000 4,200	-	-	-	-	-	-	-	-	4,400,000 1,276,613
1-Nov-09	Sewer Bonds - Tertiary Treatment May-07 / Art #32 / \$9,000,000	\$	620,000 Principal GOB Interest	35,000 11,875	35,000 10,694	25,000 9,581	25,000 8,581	25,000 7,581	25,000 6,581	25,000 5,581	25,000 4,581	25,000 3,581	25,000 2,581	25,000 1,566	25,000 525	-	-	-	-	-	-	-	-	425,000 115,584
6-Jun-12	Sewer Bonds - Tertiary Treatment May-07 / Art #32 / \$9,000,000	\$	8,909,952 Principal CW-07-21 Interest	439,056 127,827	447,909 118,733	456,941 109,456	466,154 99,991	475,553 90,335	485,142 80,484	494,924 70,434	504,903 60,180	515,083 49,720	525,468 39,048	536,063 28,161	546,872 17,054	557,898 5,722	-	-	-	-	-	-	-	7,717,750 1,329,584
15-May-11	Sewer - Brown and Rodgers Pump May-08 / Art #21 / \$3,000,000	\$	3,000,000 Principal GOB Interest	150,000 70,125	150,000 65,625	150,000 61,125	150,000 56,625	150,000 51,938	150,000 47,063	150,000 41,813	150,000 36,375	150,000 30,750	150,000 24,750	150,000 18,750	150,000 12,563	150,000 6,375	-	-	-	-	-	-	-	2,400,000 761,250
2-May-13	Wastewater Treatment Oct-08 / Art #24 / \$3,289,000 Auth	\$	700,000 Principal GOB Interest	35,000 18,200	35,000 16,800	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	-	-	-	-	-	630,000 199,238
1-Jul-15	Sewer Bonds - Pump Stations Oct-10 / Art #22 / \$3,700,000 Auth	\$	1,515,186 Principal CW-10-24 Interest	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1-Jul-15	Sewer Bonds - Pump Stations Oct-10 / Art #22 / \$3,700,000 Auth	\$	1,422,038 Principal CW-10-24 Reamor Interest	74,844 25,758	74,844 24,243	74,844 22,728	74,844 21,213	74,844 19,697	74,844 18,182	74,844 16,667	74,844 15,152	74,844 13,637	74,844 12,121	74,844 10,606	74,844 9,091	74,844 7,576	74,844 6,061	74,844 4,549	74,844 3,030	74,844 1,515	-	-	-	1,422,038 261,391
1-Jul-15	Sewer Treatment Plant Oct-11 / Art #22 / \$7,500,000 Auth	\$	6,892,829 Principal CW-12-18A Interest	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	6,892,829
1-Jul-15	Sewer Bond - Contract 34B Oct-11 / Art #22 / \$9,000,000 Auth	\$	9,000,000 Principal CW-12-08 Interest	450,000 153,000	450,000 144,000	450,000 135,000	450,000 126,000	450,000 117,000	450,000 108,000	450,000 99,000	450,000 90,000	450,000 81,000	450,000 72,000	450,000 63,000	450,000 54,000	450,000 45,000	450,000 36,000	450,000 27,000	450,000 18,000	450,000 9,000	-	-	-	9,000,000 1,894,000
1-Jul-15	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000 Author	\$	4,486,535 Principal CW-12-18 Interest	223,427 75,965	223,427 71,497	223,427 67,028	223,427 62,560	223,427 58,091	223,427 53,622	223,427 49,154	223,427 44,685	223,427 40,217	223,427 35,748	223,427 31,280	223,427 26,811	223,427 22,343	223,427 17,874	223,427 13,406	223,427 8,937	223,427 4,469	-	-	-	4,468,535 940,378
15-Jul-17	Sewer - Pump Stations May-12 / Art #20 / \$5,586,000 Author	\$	160,182 Principal CW-12-18B Interest	6,620 3,074	6,764 2,942	6,911 2,806	7,061 2,668	7,215 2,527	7,372 2,383	7,532 2,235	7,696 2,085	7,863 1,931	8,034 1,773	8,208 1,613	8,387 1,449	8,569 1,281	8,755 1,109	8,946 934	9,140 755	9,339 573	9,542 386	9,749 195	-	160,182 35,139
2-May-13	Sewer Bonds - Contract 34B Oct-11 / Art #22 / \$9,000,000 Auth	\$	357,000 Principal GOB Interest	20,000 9,000	20,000 8,200	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	-	-	-	-	-	315,000 94,138
2-May-13	Sewer Bonds - Pump Stations Oct-10 / Art #22 / \$3,700,000 Auth	\$	355,000 Principal GOB Interest	20,000 9,000	20,000 8,200	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	-	-	-	-	-	315,000 94,138
9-Dec-16	Sewer Design - Artea 2 & 8 Oct-13 / Art24 / \$900,000 Auth	\$	882,000 Principal GOB Interest	90,000 22,125	90,000 19,425	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	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000	882,000 135,193
15-Jul-17	Sewer Bonds - Critical Needs Oct-13 / Art30 / \$4,966,600 Auth	\$	4,568,100 Principal CW-14-20 Interest	188,800 87,666	192,904 83,890	197,096 80,032	201,380 76,090	205,757 72,063	210,228 67,948	214,797 63,743	219,466 59,447	224,236 55,058	229,109 50,573	234,088 45,991	239,176 41,309	244,374 36,526	249,685 31,638	255,112 26,644	260,656 21,542	266,321 16,329	272,109 11,003	278,023 5,560	-	4,568,100 1,002,082
15-Jul-17	Sewer Bonds - Area 2 & 8 May14 / Art20 / \$14,000,000 Auth	\$	9,724,962 Principal CW-14-21 Interest	401,934 186,632	410,670 178,593	419,595 170,379	428,714 161,988	438,032 153,413	447,552 144,653	457,279 135,702	467,217 126,556	477,371 117,212	487,746 107,664	498,347 97,909	509,178 87,942	520,244 77,759	531,551 67,354	543,104 56,723	554,907 45,861	566,967 34,763	579,290 23,423	591,880 11,838	-	9,724,962 2,133,318
Net Outstanding Principal Long-Term				3,869,322	3,876,159	3,428,455	3,446,222	3,133,206	3,142,444	2,917,194	2,942,465	2,883,270	2,836,525	2,909,618	2,638,998	2,638,998	1,947,903	1,965,074	1,917,615	1,935,539	860,941	879,652	-	60,712,050
Net Outstanding Interest Long-Term				1,065,717	969,874	880,024	797,490	715,407	640,178	574,334	510,399	447,292	385,223	323,701	263,231	208,919	164,261	131,368	98,126	66,648	34,812	17,593	-	11,020,323
Short-Term Interest				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Debt Service				4,935,039	4,846,033	4,308,479	4,243,712	4,169,877	3,773,384	3,716,778	3,427,593	3,389,757	3,268,492	3,233,319	3,099,756	2,847,916	2,112,165	2,056,443	2,015,741	2,002,187	895,753	897,245	-	71,732,373

Actual Debt Service as of October 1, 2017
Water Enterprise Fund

Date of Issue	Purpose / Date of Vote	Issued	Type of Payment	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
26-Oct-06	Water Treatment Facility Oct-98 / Art # 9 / \$250,000.000 & May-01 / Art # 14 / \$7,000.000	DW-03-03	Principal Interest	156,464 31,645	155,518 27,981	160,836 24,078	166,124 20,212	171,518 16,203	172,258 12,133	177,447 7,947	181,717 4,017	185,679 0	185,913 0	0 0	0 0	0 0	0 0	0 0	0 0	1,713,474 144,216
16-Dec-07	Water Treatment Facility Oct-98 / Art # 9 / \$250,000.000 & May-01 / Art # 14 / \$7,000.000	DW-03-03	Principal Interest	20,552 0	20,552 0	20,552 0	20,552 0	20,552 0	20,552 0	20,552 0	20,553 0	20,553 0	20,553 0	0 0	0 0	0 0	0 0	0 0	0 0	205,523 0
1-Nov-03	Water Treatment Facility Oct-98 / Art # 9 / \$250,000.000 & May-01 / Art # 14 / \$7,000.000	DW-00-22A	Principal Interest	75,261 12,970	73,348 11,183	76,070 9,337	78,875 7,434	82,258 5,533	85,388 3,573	88,468 1,575	85,866 0	88,674 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	734,208 51,603
1-Nov-03	Water Treatment Facility Oct-98 / Art # 9 / \$250,000.000 & May-01 / Art # 14 / \$7,000.000	DW-00-22B	Principal Interest	385,522 67,727	395,673 58,165	403,472 48,416	411,948 38,468	423,553 28,632	433,924 18,576	449,090 8,337	455,542 0	459,099 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	3,817,821 268,321
1-Feb-07	Water Treatment Facility Oct-98 / Art # 9 / \$250,000.000 & May-01 / Art # 14 / \$7,000.000	DW-01-01	Principal Interest	303,053 53,368	310,308 45,861	315,745 38,219	326,660 30,348	335,023 22,579	342,424 14,652	354,666 6,572	358,989 0	359,993 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	3,006,862 211,599
1-Nov-03	Water Treatment Facility Oct-98 / Art # 9 / \$250,000.000 & May-01 / Art # 14 / \$7,000.000	DW-02-18	Principal Interest	179,367 31,794	184,777 27,325	189,075 22,758	193,669 18,087	199,721 13,459	205,184 8,720	210,561 3,920	214,207 0	213,855 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	1,790,415 126,063
2-May-13	Water Treatment Facility Oct-98 / Art # 9 / \$25,000.000	GOB - Refunded	Principal Interest	70,000 15,650	70,000 13,550	70,000 11,450	65,000 9,100	65,000 6,500	65,000 3,900	65,000 1,300	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	470,000 61,450
2-May-13	Water Treatment May-01 / Art # 14 / \$7,000.000	GOB - Refunded	Principal Interest	25,000 5,719	25,000 5,219	25,000 4,719	25,000 4,250	25,000 3,656	25,000 2,906	25,000 2,156	25,000 1,406	25,000 781	25,000 266	0 0	0 0	0 0	0 0	0 0	0 0	250,000 31,078
2-May-13	Water Bonds - Distribution May-01 / Art # 10 / \$240,000 Auth	GOB - Refunded	Principal Interest	15,000 2,425	10,000 2,050	10,000 1,750	10,000 1,400	10,000 1,000	10,000 600	10,000 200	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	75,000 9,425
9-Dec-16	Water Treatment Facility Jun-02 / Art # 1 / \$3,387,135	GOB - Refunded	Principal Interest	100,000 55,125	100,000 10,871	102,500 34,675	110,000 28,988	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	0 0	0 0	0 0	1,332,500 251,102
15-May-11	Water Treatment Facility Jun-02 / Art # 1 / \$3,387,135	GOB	Principal Interest	15,000 2,100	15,000 1,650	10,000 1,200	10,000 900	10,000 600	10,000 300	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	70,000 6,750
15-Mar-08	Water - Tower Farm Tank May-06 / Art # 23 / \$1,542,000	GOB	Principal Interest	95,000 7,488	95,000 4,163	15,000 600	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	205,000 12,250
9-Dec-16	Water Bonds - Distribution May-06 / Art # 24 / \$2,500,000	GOB - Refunded	Principal Interest	100,000 55,125	100,000 10,871	102,500 34,675	110,000 28,988	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	0 0	0 0	0 0	1,332,500 251,102
1-Nov-09	Water Bonds - Distribution May-06 / Art # 24 / \$2,500,000	GOB	Principal Interest	25,000 13,706	25,000 12,956	25,000 12,175	25,000 11,362	25,000 10,519	25,000 9,581	25,000 8,581	25,000 7,581	25,000 6,581	25,000 5,581	25,000 4,581	25,000 3,581	25,000 2,581	25,000 1,566	25,000 525	0 0	375,000 111,459
1-Nov-09	Water - Consent Decree May-06 / Art # 23 / \$1,542,000	GOB	Principal Interest	30,000 2,325	30,000 1,425	30,000 488	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	90,000 4,238
15-May-11	Water - Crosby Hill Tank Oct-08 / Art # 20 / \$685,000	GOB	Principal Interest	65,000 9,750	65,000 7,800	65,000 5,850	65,000 3,900	65,000 1,950	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	325,000 29,250
Net Outstanding Principal Long-Term				1,660,218	1,675,177	1,620,751	1,617,826	1,642,626	1,604,729	1,635,783	1,576,874	1,587,853	456,466	225,000	225,000	215,000	25,000	25,000	0	15,793,303
Net Outstanding Interest Long-Term				366,917	241,070	250,389	203,436	162,156	120,166	79,775	46,155	34,213	26,547	19,281	12,281	5,431	1,566	525	0	1,569,906
Short-Term Interest																				
Total Debt Service				2,027,134	1,916,246	1,871,140	1,821,263	1,804,782	1,724,895	1,715,558	1,623,028	1,622,066	483,013	244,281	237,281	220,431	26,566	25,525	0	17,363,210

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 BOS/ 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.

Most years the Town staff is able to check most goals off the list. A few goals that have lagged from prior years, like permit ally, are currently under construction at this moment. The five goals that would like to continue their improvement are Improve Efficiency of Organization, Maximize Fiscal Efficiencies and Fiscal Strength, Pro Active Economic and Community Development, Improve Communication and Customer Service, and Improve Infrastructure. I hope as you read through the budget narratives you will notice multiple objectives that have already been already started on!

** These goals were produced in September of 2018. They have not been updated with current five months of progress.

Goal 1: Improve Efficiency of Organization

OBJECTIVES & ACTION STEPS	START DATE	BACKGROUND	PARTY RESPONSIBLE	BUDGET	COMMENTS	Schedule	STATUS
OBJECTIVE 1.1: Combine Building/ZBA/Conservation and accompanying Clerical Support.							
TASK 1.1.1 - Capital Improvements to ground floor	07/01/2018	Design completed last year.	TM/Building Commissioner	\$ 75,000.00	Quotes being solicited as of September 2018. Masonry cuts to start November	Work Schedule to be complete June 30, 2019.	Progressing
TASK 1.1.2 - Move Conservation Department to Ground Floor	01/01/2019	Looking to bring Departments to same area.	TM/Building Commissioner	n/a	This reorg cannot take place until capital work is complete.	Reorg to be done before June 30, 2019.	Not Started
TASK 1.1.3 - Reorganize building and Conservation clerical staff	07/01/2017	Efficiencies of staffing/cross training.	TM/Building Commissioner	n/a	This reorg cannot take place until capital work is complete.	Reorg to be done before June 30, 2019.	Not Started
TASK 1.1.4 - Retrofit Old Conservation Office for Planning and Economic Development	01/01/2019	Conservation will move downstairs.	TM/Building Commissioner	n/a	This reorg cannot take place until capital work is complete.	Reorg to be done before June 30, 2019.	Not Started
TASK 1.1.5 - Retrofit Entrances for Permitting and ADA needs	03/01/2019		TM/Building Commissioner	n/a	This reorg cannot take place until capital work is complete.	Reorg to be done before June 30, 2019.	Not Started
OBJECTIVE 1.2: OBJECTIVE 1.2: Start Department Efficiency and Effectiveness Program.							
TASK 1.2.1 - Initiate first audit with Veterans Services Department.	01/01/2019	Efficiencies of staffing/cross training.	Town Manager	TBD	Focus on services provided.	This fiscal Year.	Not Started
TASK 1.2.2 - Implement Fire Department Organization	01/01/2019	The Town has been trying for three years to implement a reorganization for succession planning and to improve management culture. In this time there have been 9 incidents of insubordination and conduct unbecoming among officers alone.	TM/Fire Chief	\$ 180,000.00	This is dependent on Union cooperation. There is a critical vote of the union body on 9/21/2018.	Reorg would start in January of 2019.	Not Started
TASK 1.2.3 - Purchase new reporting software for Fire Department CAD system	01/01/2019	The current system was purchased in 2002.	TM/Fire Chief	\$ 60,000.00	This is a goal of the Fire Department.	Fall TM Warrant	Not Started
TASK 1.2.4 - Master Box Radio Conversion - 1st phase	01/01/2019	Establishing Radio Tower Infrastructure	TM/Fire Chief	\$ 150,000.00	This is a goal of the Fire Department.	Fall TM Warrant	Not Started
TASK 1.2.5 - Mission Statement Fire Department	01/01/2019	Bring in Facilitator to help with process.	TM/Fire Chief	\$ 2,500.00	This is one of the assessment recommendations.	This fiscal Year.	Not Started
OBJECTIVE 1.3: OBJECTIVE 1.3: Complete centralization of all grounds maintenance.							
TASK 1.3.1 - Integrate all Town facilities into Maintenance Schedules	07/01/2018	David Grubb, John Magliozzi and Mike Haines are working collaboratively to accomplish this goal.	TM/Parks and Recreation	n/a	Two year process	1/1/2019	Progressing
TASK 1.3.2 - Implement Training for staff	07/01/2018	Full rollout on January 1, 2019	TM/Parks	n/a	Two year process	1/1/2019	Progressing
TASK 1.3.3 - Purchase bobcat and new mower	07/01/2018	Capital Purchases	TM/Parks	\$ 100,000.00	Two year process	1/1/2019	Not Started
TASK 1.3.4 - Retrofit Alexander Road Building	07/01/2018	This retrofit is approximately 50% complete.	TM/Parks	\$ 70,000.00	Two year process	1/1/2019	Progressing
OBJECTIVE 1.4: OBJECTIVE 1.4: Implement Adult Use Marijuana Law.							
TASK 1.4.1 - Conduct Work Sessions with BOS to establish Draft Documents.	07/01/2017	Work Product and Work Session done on July 9, 2018	TM/Clancy Main	n/a	Moratorium expires 1/1/2019	1/1/2019	10/31/2019
TASK 1.4.2 - Implement New Adult Use Overlay District.	07/01/2017	This process has been ongoing. It has involved the Police, BOH and TM Office. New district is same as medical marijuana district.	TM/Police Chief	n/a	Moratorium expires 1/1/2019	1/1/2019	10/31/2019
TASK 1.4.3 - Implement New Adult Use Zoning By-law.	07/01/2017	This process has been ongoing. It has involved the Police, BOH and TM Office. New district is same as medical marijuana bylaw with modifications.	TM/Police Chief	n/a	Moratorium expires 1/1/2019	1/1/2019	10/31/2019
TASK 1.4.4 - Implement Adult Use Marijuana Rules and Regulations.	07/01/2017	This process has been ongoing. It has involved the Police, BOH and TM Office. New district is same as medical marijuana regulations with modifications.	TM/Police Chief	n/a	Moratorium expires 1/1/2019	1/1/2019	10/31/2019
TASK 1.4.5 - Establish Host Agreement Process	07/01/2017	Used template from other communities.	Town Manager	n/a	Moratorium expires 1/1/2019	1/1/2019	10/31/2019
TASK 1.4.6 - Pass 3% Adult Use	07/01/2017	Standard across the State	Town Manager	n/a	Moratorium expires 1/1/2019	1/1/2019	10/31/2019
OBJECTIVE 1.5: Information Technology Initiatives							
TASK 1.4.1 - Update Servers	07/01/2017	Department Goals	TM/IT Director	n/a		6/30/2019	Not Started
TASK 1.4.2 - Help Desk Ticket System	07/01/2017	Department Goals	TM/IT Director	n/a		6/30/2019	Not Started
TASK 1.4.3 - Software update	07/01/2017	Department Goals	TM/IT Director	n/a		6/30/2019	Not Started
TASK 1.4.4 - Roll Out new PCs Town Hall	07/01/2017	Department Goals	TM/IT Director	n/a		6/30/2019	Not Started
OBJECTIVE 1.6: Vining Reuse Discussion							
TASK 1.6.6 - Chair establish Reuse Committee	01/01/2019		TM/BOS chair			1/1/2019	Not Started

Goal 2: Maximize Fiscal Efficiencies and Fiscal Strength

OBJECTIVES & ACTION STEPS		START DATE	BACKGROUND	PARTY RESPONSIBLE	BUDGET	COMMENTS	Schedule	STATUS
OBJECTIVE 2.1: Establish new budget format with goals and vision.								
TASK 2.1.1 - Expand Budget Policies to qualify for award		07/01/2018		Town Manager/Mngmnt Analyst	n/a	Clancy Main will work on this enhancement.	May 2019	Not Started
OBJECTIVE 2.2: Control Budget Costs.								
TASK 2.2.1 - Initiate first audit with Veterans Services Department.		05/02/2019	Efficiencies of staffing/cross traing.	Town Manager	TBD		6/30/2019	Not Started
TASK 2.2.2 - Town Side Budget growth restricted to 2.0%.		05/02/2019					5/2/2019	Not Started
TASK 2.2.3 - Become a Green Community		01/01/2019					1/1/2019	Not Started
TASK 2.2.4 - Apply for \$250,000 Green Communities Grant		10/31/2018						Not Started
TASK 2.2.5 - Begin spending GC Grant		01/01/2019						Not Started
TASK 2.2.6 - In-house Printing Initiatives								
TASK 2.2.7 - Apply for FEMA Grant				TM/Fire Chief				
OBJECTIVE 2.3: Continue to grow debt stabilization funds.								
TASK 2.3.1 - Continue to grow debt stabilization funds.		10/02/2018	This is necessary to determine what revenue is coming in and how to reallocate these resources.	Town Manager	\$ 1,800,000.00	\$500,000 from Wastewater R.E. and \$1.3 million from Free Cash.	October 2019	10/02/2019
TASK 2.3.2 - Appropriate Overlay Surplus to Sabilization.		05/02/2019	If necessary.	Town Manager	TBD		5/2/2019	Not Started
TASK 2.3.3 - Appropriate levied funds to debt stabilization according to policy.		05/02/2019	If necessary.	Town Manager	TBD		5/2/2019	Not Started
OBJECTIVE 2.4: Re-evaluate Debt Capacity and Policy based on Capital Planning Needs.								
TASK 3.4.1 - Internal Analysis of debt versus Capital Needs		07/01/2018	The Town has worked under the same debt policy for a number of years that has funded school and Utility investments. It is time to reevaluate for other future needs (Schools, DPW, Fire and COA	TM/Department Heads	n/a		6/30/2019	Not Started
TASK 3.4.2 - Workshop Discussion with BOS		01/01/2019	Collaborate with decision makers	TM/BOS	n/a		01/01/2019	Not Started
TASK 3.4.3 - Decide next steps on Policy.		03/01/2019	Codify	Town Manager/BOS	n/a		03/01/2019	Not Started

Goal 3: Pro-Active Economic and Community Development

OBJECTIVES & ACTION STEPS	START DATE	BACKGROUND	PARTY RESPONSIBLE	BUDGET	COMMENTS	Schedule	STATUS
OBJECTIVE 3.1: Improve Permit Process.							
TASK 3.1.1 - Maintain the monthly permitting update meetings.	07/01/2018		TW/Economic Director	n/a			Progressing
TASK 3.1.2 - Review Stormwater permitting process and make recommendations to BOS	07/01/2018		Town Manager/PB Director	n/a			Not Started
TASK 3.1.3 - Review Peer Review Processes and make recommendations	07/01/2018		Town Manager/PB Director	n/a			Not Started
TASK 3.1.4 - Request funding to Perform Zoning Audit	10/01/2018		Town Manager/PB Director	\$ 50,000.00		Complete November 2018	
TASK 3.1.5 - Perform Zoning Audit	11/30/2018					Complete June 2019	
TASK 3.1.6 - Revise Dimensional Zoning to improve streamline permitting.	11/30/2018					Complete November 2018	
OBJECTIVE 3.2: Complete Master Plan							
TASK 3.2.2 - Plan Adopted by BOS.	07/01/2018		Town Manager/PB Director	n/a	To be presented to the BOS by PB Director.	September of 2018	Progressing
TASK 3.2.3 - Plan presented to Town Meeting	07/01/2018		Town Manager/PB Director	n/a	To be presented to the TM by PB Director.	October of 2018	Progressing
TASK 3.2.4 - Submit a copy to the State	07/01/2018		Town Manager/PB Director	n/a	Will be done after TM	December of 2018	Progressing
OBJECTIVE 3.3: Develop Public Nuisance Property Strategy.							
TASK 3.3.1 - Establish new policy/bylaw to address public nuisance properties.	07/01/2017	This is necessary to determine what revenue is coming in and how to reallocate these resources.	TW/Building/BOH	n/a		07/01/2018	
TASK 3.3.2 - Begin process with three identified properties in Pinehurst.	07/01/2017		TW/Building/BOH				
TASK 3.3.3 - Establish Code Enforcement officer in Building department in FY2020 Budget	07/01/2017		Town Manager/Building				
OBJECTIVE 3.4: Improve Public Relations/Image							
TASK 3.3.1 - Introduce Hanging Flowers to Street Lamps in Center.	07/01/2018	Done	TW/Parks	n/a			Done
TASK 3.3.2 - Introduce Artscape Banner Project in Center.	09/15/2018	Done	TM/School Supt.				Done
TASK 3.3.3 - Introduce trash pick-up and landscape maintenance program along linear park in center.	07/01/2018	Done	TW/Recreation				Done
TASK 3.3.4 - Ribbon cutting for Linear Park in Center.	09/15/2018	Done	Town Manager				Done
OBJECTIVE 3.4: Develop a Housing Strategy							
TASK 3.4.1 - Reestablish the Housing Trust Committee	07/01/2018	This is the municipal entity that would take on this objective.	TW/BOS			6/30/2019	Not Started
TASK 3.4.2 - Appropriate Funds for a study of Comprehensive Housing Strategy.	07/01/2018	CPC funding is the most likely source for this appropriation.	TM/HTC/CPC	\$ 20,000.00		6/30/2019	Not Started
TASK 3.4.3 - Identify Housing needs and constituencies (Seniors, workforce, affordable, downsized, etc.).	07/01/2018	This objective is driven by a desire to assess senior housing needs and develop strategy to make more housing available to this constituency. Other constituencies include workforce housing and affordable housing.	TW/HTC			6/30/2019	Not Started
TASK 3.4.4 - Investigate first time loan give-back program for affordable housing.	07/01/2018	It appears that affordable buyers cannot qualify due to lack of down payment funding.	TW/HTC			6/30/2019	Not Started
TASK 3.4.5 - Assess Structural Integrity of Dilton and Financial implications of various reuse options	04/30/2019		TM			6/30/2019	Not Started
OBJECTIVE 3.5: Expand opportunities for amenities and Live, Work, Play Development							
TASK 3.4.1 - Explore Redevelopment of the Shoppes of Billerica (Mall)	07/01/2018		TW/Economic Dev Dir.			6/30/2019	Not Started
TASK 3.4.2 - Present Mixed Use PUD for Technology Park Drive to TM	10/02/2018		TW/Economic Dev Dir.			October of 2018	Started
TASK 3.4.4 - Explore Redevelopment of 250 Boston Road (DPW)	07/01/2018		TW/Economic Dev Dir.		Rob Anderson to draft RFQ	6/30/2019	
OBJECTIVE 3.6: Open Space Initiatives							
TASK 3.4.1 - Pursue open space and Recreation in Work, Live and Play Developments.	07/01/2018		TW/Economic Dev Dir.			07/01/2018	Started
TASK 3.4.2 - Continuation of acquisition of open space land donations.	07/01/2018		TM/Cons Com Dir			07/01/2018	Not Started
TASK 3.4.3 - Finalize Carter Ave Purchase	07/01/2018		TM/Cons Com Dir			07/01/2018	Done
TASK 3.4.4 - Explore Boat Launch at Carter Ave with Wildlife and Fisheries	12/31/2018		TM/Cons Com Dir			12/31/2018	Started
OBJECTIVE 3.7: Become Bioready Community Platnum Status							
TASK 3.7.1 - Work with BOH to achieve status	07/01/2018		TW/Economic Dev Dir.			06/30/2019	Started

Goal 4: Improve Communication and Customer Service

OBJECTIVES & ACTION STEPS	START DATE	BACKGROUND	PARTY RESPONSIBLE	BUDGET	COMMENTS	Schedule	STATUS
OBJECTIVE 4.1: Improve Communication with Constituents							
TASK 4.1.1 - Continue Neighborhood Meetings.	07/01/2018		TM/Building Commissioner			6/30/2019	Progressing
TASK 4.1.3 - Increase facebook likes to 3,500	07/01/2018		Town Manager/Mgmt Anlyst	n/a		6/30/2019	Not Started
TASK 4.1.4 - Explore new Social Media Venues	07/01/2018		Town Manager/Mgmt Anlyst			6/30/2019	Not Started
TASK 4.1.5 - Digital Public Notice Kiosks	07/01/2018		Town Manager/Mgmt Anlyst			6/30/2019	Not Started
TASK 4.1.9 - Redesign Annual Report.	07/01/2018		Town Manager/Mgmt Anlyst			6/30/2019	Not Started
TASK 4.1.9 - Create Town-wide Events Calendar	07/01/2018		TM/Ciancy Main			6/30/2019	Not Started
OBJECTIVE 4.2: Improve Communication with Town Meeting Representatives							
TASK 4.2.1 - Meet with new Town meeting Members.	07/01/2018	Efficiencies of staffing/cross training.	Town Manager	TBD			Not Started
OBJECTIVE 4.3: Codify Diversity Goals by 2020							
TASK 4.3.1 - Explore Diversity through Workshop	07/01/2018		TM	n/a			

Goal 5: Improve Infrastructure

OBJECTIVES & ACTION STEPS	START DATE	BACKGROUND	PARTY RESPONSIBLE	BUDGET	COMMENTS	Schedule	STATUS
OBJECTIVE 5.1: Complete Allen Road Project. (Phase I and II)							
TASK 5.1.1 - Complete Phase I.	07/01/2016	(Phase I) This project has been ongoing since the 1990s. Construction started in October of 2016. The scope of the project included installation of dry sewer, water line and reclaiming and rebuilding Allen Road from Webb Brook Road to Boston Road. This also included the installation of sidewalks and retaining walls.	TM/DPW Engineering	\$ 6,688,616.00	Work that remains is the finish coat of pavement. Sewer will become active when Sewer Needs Area 4 is complete. Needs Area 4 is currently in design.	Work Schedule to be complete October 31, 2018.	Progressing/ On Schedule
TASK 5.1.2 - Complete Water and Drainage Work (Phase II).	04/01/2018	(Phase II) Redesign intersection of Boston and Allen Road, add traffic signal, installation of sidewalks. New water main and drainage infrastructure.	TM/DPW Engineering	\$ 2,534,270.00	Water work and drainage work in ongoing. Binder coat to be done this fiscal year.	Completion date for phase II is April 2020. Binder, water and drainage work will be completed this fiscal year.	Progressing/ On Schedule
TASK 5.1.3 - Relocate poles (Phase II)	04/01/2018	Phase II	TM/DPW Engineering	n/a	To be completed this year	Completion date for phase II is April 2020. Binder, water and drainage work will be completed this fiscal year.	Progressing/ On Schedule
TASK 5.1.4 - Install traffic signal (Phase II)	07/01/2019	Phase II	TM/DPW Engineering		TBD FY2020	April 2020	Progressing/ On Schedule
TASK 5.1.5 - Install sidewalks and reconfigure intersection (Phase II)	07/01/2019	Phase II	TM/DPW Engineering		TBD FY2020	April 2020	Progressing/ On Schedule
TASK 5.1.6 - Finish Coat of Paving. (Phase II)	07/01/2019	Phase II	TM/DPW Engineering			April 2020	Progressing/ On Schedule
OBJECTIVE 5.2: Complete Massworks Project							
TASK 5.2.1 - Complete Punch List	07/01/2018	The scope of this project was Boston Road from Tower Farm Road to Cummings Street. It included sinking utilities, installing sidewalks, reclaiming road, new pavement, new traffic signals, decorative street lighting and significant streetscape work.	TM/DPW Engineering	\$ 7,000,000.00	Original completion date was June of 2018. The project schedule is extended for 2 months.	Sep-18	Progressing
TASK 5.2.3 - Complete Customer Tie-Ins.	07/01/2018	See above	TM/DPW Engineering	See above.	See above.	Sep-18	09/01/2018
TASK 5.2.4 - Removal of Overhead Wires.	07/01/2018	See above	TM/DPW Engineering	See above.	See above.	Sep-18	09/01/2018
TASK 5.2.5 - Pole Removal and Patching.	07/01/2018	See above	TM/DPW Engineering	See above.	See above.	Sep-18	09/01/2018
OBJECTIVE 5.3: Begin Middlesex Turnpike Project							
TASK 5.3.1 - Begin Construction.	08/01/2017	The project includes the length of the Middlesex Turnpike from Pearl Road to the Bedford Town Line and into Bedford. It includes widening the road from two lanes to four lanes. It also includes significant intersection work at Lexington Road and Boston Road and Manning Road and Boston Road. It also includes sidewalk work on wetland mitigation.	TM/DPW Engineering	\$ 34,475,000.00	This year tree clearing and grubbing and easterly road widening is expected to be completed as well as environmental mitigation.	This is a five year project.	06/30/2023
TASK 5.3.2 - Work on widening the easterly side of the roadway.	Spring 2018	See above	TM/DPW Engineering	See above.	See above.	Completion expected this fiscal year	06/30/2019
TASK 5.3.3 - Complete environmental work on Town-owned Cabot Land and Republic Road parcel.	Spring 2018	See above	TM/DPW Engineering	See above.	See above.	Completion expected this fiscal year	06/30/2019
TASK 5.3.4 - Work on the center roadway.	04/01/2020	See above	TM/DPW Engineering	See above.	See above.	Work Scheduled for future	09/01/2020
TASK 5.3.5 - Work on widening the westerly roadway.	07/01/2020	See above	TM/DPW Engineering	See above.	See above.	Work Scheduled for future	07/30/2021
TASK 5.3.6 - Work on center islands and sidewalks	09/01/2022	See above	TM/DPW Engineering	See above.	See above.	Work Scheduled for future	12/31/2022
OBJECTIVE 5.4: Complete Needs Area 2 and 8 (Contract 35)							
TASK 5.4.1 - Finish Coat on Robert and Celtic Finish Coat.	07/01/2018		TM/DPW Engineering	\$ 9,000,000.00		Completion expected this summer.	09/01/2018
TASK 5.4.2 - Finish Punch List	07/01/2018		TM/DPW Engineering	See Above		Completion expected this summer.	09/01/2018
OBJECTIVE 5.5: Progress on Design Phases of various Initiatives.							
TASK 5.5.1 - Boston Road North - submit 25% Design to Mass DOT	07/01/2018	The project scope includes Boston Road from outside the Town Center to Royd Street. It includes installing sidewalks, reclaiming road, new pavement, new traffic signals, decorative street lighting and significant streetscape work. It also may include water and sewer work as well.	TM/DPW Engineering	\$ 356,000.00	This will be presented to the BOS in the August 2018 meeting.	September 2018	Progressing
TASK 5.5.2 - Yankee Doodle Bike Path - submit 75% Design.	07/01/2018	The Town is applying for \$375,000 through the CPC to get to 75%.	TM/DPW Engineering	\$ 375,000.00	This includes a public hearing process in order to submit the 75% design.	Fall of 2019	Progressing
TASK 5.5.3 - Lexington Road/Glad Valley Intersection Improvements	07/01/2018	Money appropriated by TM for this project in Fall of 2017.	TM/DPW Engineering	\$ 200,000.00	The Town will achieve 25% design on this project within the fiscal year.	June of 2019	Progressing
TASK 5.5.4 - Whipple Road/Andover Road Intersection Improvements	07/01/2018	Money appropriated by TM for this project in Fall of 2017.	TM/DPW Engineering	\$ 410,000.00	This fall easements will be requested at fall Town meeting as well as construction funding (\$350,000).	December of 2019	Progressing
TASK 5.5.5 - Sewer Needs Area 4 and 6 Design	07/01/2017	Money appropriated by TM for this project in Fall of 2017.	TM/DPW Engineering	\$ 2,100,000.00	Design expected to be completed by December of 2018. Construct Bond Authorization to be requested in the Spring.	December of 2019	Progressing
TASK 5.5.6 - Engine 3 - Assessment Study	01/01/2019	Assessing current site versus alternative site based on current conditions	TM/Fire Chief				
TASK 5.5.7 - Engine 2 - Floor Assessment Study (Engineering)	01/01/2019	Assessing current site with emphasis on floor for mechanics bay.	TM/Fire Chief				

OBJECTIVE 5.6: Begin Sewer Needs Area Three.							
TASK 5.6.1 - Begin Construction.	09/01/2018	Sewer needs Area 3 is many of the collector streets off of Pond Street. It is 6.25 miles of sewer and 2.7 miles of water main and 1 mile of sidewalk and it includes a sewer pump station. It will serve 262 properties. It required 11 easements.	TM/DPW Engineering	\$ 14,000,000.00	This is a 2-year project expected to be completed in 2020	Fall of 2020	Progressing
OBJECTIVE 5.5: Update Roadway Management Plan and Include Sidewalk Master Plan							
TASK 5.5.1 - Appropriate Money to conduct study	07/01/2018	Update current Roadway Management Plan. Develop a sidewalk plan that prioritizes installation and maintenance of sidewalks throughout town that considers priority on the basis of school access, commuter transit access and public safety and walkability.	TM/DPW Engineering	\$ 25,000.00	Capital funding source.	11/1/2018	
TASK 5.5.2 - Conduct Study	11/01/2018	See above.	TM/DPW Engineering	See above.	Contract through BETA	6/30/2019	
OBJECTIVE 5.5: Qualify as Complete Streets Program							
TASK 5.5.1 - Develop Complete Streets Prioritization Plan	Spring 2018	The BOS adopted a "Complete Streets" Policy in March of 2017. The prioritization plan is Tier II of the Program. It includes a list of priority projects that qualify under the Complete Streets program. This includes all infrastructure projects that meet the multi modal philosophy of the program.	TM/DPW Engineering	\$ 35,900.00	Work being done by BETA	Aug-18	Progressing
TASK 5.5.2 - Submit a project to be funded	01/01/2019	Apply for grant through program.	TM/DPW Engineering	Up to \$400,000	Based on Prioritization List	6/30/2019	
OBJECTIVE 5.5: Substantial Completion of new high school							
TASK 5.5.1 - Open Preschool wing	07/01/2018		TM/Recreation Director	n/a			
TASK 5.5.2 - Substantial Completion of new high school phase I	07/01/2017		TM/Recreation Director				
OBJECTIVE 5.5: Various Town Hall Projects							
TASK 5.5.1 - Renovate Buck Auditorium Ceiling	07/01/2018	This is necessary to determine what revenue is coming in and how to reallocate these resources.	TM/Recreation Director	n/a			
TASK 5.5.2 - Town Manager's Office	07/01/2017		TM/Recreation Director				
TASK 5.5.3 - Second Floor Hallway	07/01/2017		Town Manager				
TASK 5.5.4 - Room 210 Roor	07/01/2017		TM/Town Meeting	\$ 7,000.00			
OBJECTIVE 5.5: CPC Funding Initiatives							
TASK 5.5.1 - Howe School 100% Design Funding	10/02/2019	CPC Appropriation	TM/BOS	\$ 420,000.00		10/02/2019	Not Started
TASK 5.5.2 - Procurement Howe Design RFP	12/01/2018		TM				
TASK 5.5.3 - Design Howe Shell	07/01/2017		Town Manager		70% Complete by 6/30/2019	6/30/2019	09/30/2019
TASK 5.5.4 - PHR Design Funding	10/02/2019		Town Manager/Recreation	\$ 433,000.00		10/02/2019	
TASK 5.5.5 - PHR DESIGN Procurement	12/01/2018		Town Manager/Recreation			6/30/2019	
TASK 5.5.6 - Design PHR	12/01/2018		Town Manager/Recreation			6/30/2019	
TASK 5.5.7 - Yankee Doodle Bike Path - submit 75% Design.			TM	\$ 367,000.00		6/30/2019	
TASK 5.5.8 -							
OBJECTIVE 5.6: Street Acceptance							
TASK 5.6.1 - Accept 14 streets	10/02/2019	Town Meeting Action	TM/BOS	\$ 420,000.00		06/30/2019	Not Started
OBJECTIVE 5.7: DPW Study							
TASK 5.5.7.1 - Continue with Weston and Sampson Study	10/02/2019		TM/BOS			06/30/2019	Not Started

Section 14: Capital

Capital Plan Narrative

FY2020 Revenue Summary

Tax Levy	\$ 129,039,792.73	72%
Local Aid	26,355,422.00	15%
Local Receipts	12,209,000.00	7%
Enterprise Receipts	9,800,000.00	5%
Other Revenue Resources	2,453,656.00	1%
Total Projected Revenue	\$ 179,857,870.73	100%

Table 1

tax levy and 12% from local receipts. 15% of the town revenue comes from state aid. The total FY2020 annual budget including Enterprise Budgets is approximately \$169 Million. Annual Debt Service is \$13.9 Million. This represents just above 8% of the annual budget – DOR Guidelines recommend 10 % or lower.

Debt Stabilization Policy

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 will appropriate \$1.425 million 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

Revenue Capacity

The Town has a Revenue Capacity of approximately \$195 Million annually. The Town projects a revenue need of \$180 Million. This results in an excess levy capacity of approximately \$15 million – \$1 million greater than two years ago. 72% of the town's revenue capacity is generated by the

History of Debt Stabilization

Date	Source	Article	Appropriation
10/4/2011	Free Cash	23	1,373,593
6/30/2012	Interest		10,339
10/2/2012	Levy	12	724,588
10/2/2012	Free Cash	23	1,289,321
6/30/2013	Interest		80,692
10/1/2013	Levy	16	908,817
10/1/2013	Free Cash	31	753,836
6/30/2014	Interest		72,634
10/7/2014	Free Cash	20	1,102,100
10/7/2014	Overlay Surplus	18	2,720,172
6/30/2015	Interest		175,327
10/6/2015	Free Cash	13	1,800,000
6/30/2016	Interest		311,248
10/4/2016	Levy	12	735,000
10/4/2016	Free Cash	13	731,856
10/4/2016	WW RE	13	1,068,144
5/1/2017	Overlay Surplus	20	1,200,623
6/30/2017	Interest		481,609
11/21/2017	W/D	12	(1,400,000)
11/21/2017	Free Cash	23	1,800,000
11/21/2017	Levy	11	60,434
11/21/2017	Interest		72,667
Subtotal:			\$ 16,073,001

Total **\$ 16,073,001**

Date		Article	Appropriation
5/1/2018	Levy	3	766,198
10/2/2018	W/D	xx	(1,625,000)
10/2/2018	Free Cash	xx	1,800,000

2018-2019 Appropriations **\$ 941,198**

Projected Balance Fall 2018 **\$ 18,814,199**

Table 2

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

Capital Plan Narrative

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

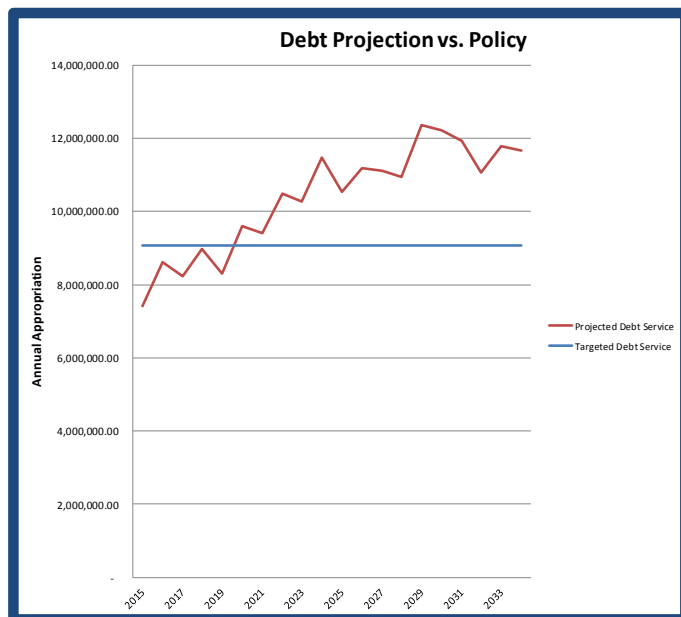
Town of Billerica Debt Stabilization Fund Schedule							
Fiscal Year	Beginning Balance	Interest	Appropriations		Draw Down		Ending Balance
			Levy	Free Cash	Wastewater	HS Debt Exclusion	
2016	9,094,440	173,191	0	1,800,000	0		11,067,631
2017	11,447,593	341,697	823,277	3,000,000	0		15,612,567
2018	15,612,567		60,434	1,800,000	0	-1,400,000	16,073,001
2019	16,073,001	305,387	766,198	1,800,000	0	-1,625,000	17,319,586
2020	17,319,586	329,072	0	1,800,000	-534,555	-1,425,000	17,489,104
2021	17,489,104	332,293	0	1,800,000	-334,062	-1,125,000	18,162,334
2022	18,162,334	345,084	0	1,800,000	-1,426,876	-1,000,000	17,880,543
2023	17,880,543	339,730	0	1,800,000	-1,216,214	-1,250,000	17,554,060
2024	17,554,060	333,527	0	1,800,000	-2,401,297	-725,000	16,561,290
2025	16,561,290	314,665	0	1,800,000	-1,466,306	-700,000	16,509,648
2026	16,509,648	313,683	0	1,800,000	-2,115,505	-1,000,000	15,507,827
2027	15,507,827	294,649	0	1,800,000	-2,046,909	-800,000	14,755,567
2028	14,755,567	280,356	0	1,800,000	-1,891,184	-900,000	14,044,739
2029	14,044,739	266,850	0	1,800,000	-3,307,548	-775,000	12,029,041
2030	12,029,041	228,552	0	1,800,000	-3,159,397	-775,000	10,123,196
2031	10,123,196	192,341	0	1,800,000	-2,868,484	-925,000	8,322,052
2032	8,322,052	158,119	0	1,800,000	-2,008,960	-900,000	7,371,211
2033	7,371,211	140,053	0	1,800,000	-2,716,345	-950,000	5,644,919
2034	5,644,919	107,253	0	1,800,000	-2,591,546	-525,000	4,435,627
2035	4,435,627	84,277	0	1,800,000	-2,570,032	-500,000	3,249,872
2036	3,249,872	61,748	0	1,800,000	0	-475,000	4,636,620
2037	4,636,620	88,096	0	1,800,000	0	-400,000	6,124,715
2038	6,124,715	116,370	0	1,800,000	0	-400,000	7,641,085
2039	7,641,085	145,181	0	1,800,000	0	-400,000	9,186,266
2040	9,186,266	174,539	0	1,800,000	0		11,160,805
Totals		5,466,712	1,649,909	55,847,593	-32,655,218	-18,975,000	

Table 3

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).

Capital Plan Narrative



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 \$1 million or more is appropriated for Short Term Capital. Long Term Capital needs are handled through debt service as outlined in the Debt Service Policy. New School projects are handled through debt exclusions and have no impact on the operating budget.

There are four components to the Capital Plan; the Short Term Plan, the Long Term Plan, the school plan and the Roadway Management Plan. The Short Term, School and Roadway Management Plans are attached and provide much greater detail. The High School is the biggest capital need in the School Plan. 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 25 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 Town's public sewer system covers 85% of the community, up from 70% in 2004. The wastewater collection system is comprised of 190 miles of sewer ranging from 8 inch to 45 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 1,24 Billion gallons of wastewater in 2016 and the average daily flow at the plant was approximately 3.4 MGD, a significant increase (>2 MGD) from 2002 levels. There are twenty-five (25) pumping stations located throughout town.

Capital Plan Narrative

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:

- Contract 34B – 5.53 miles of sewer and 1.5 miles of water infrastructure. 285 homes to be serviced was completed in the fall of 2016.
- Salem Road Infrastructure – 2,600’ sewer, 2,800’ water and 1,000’ drain. Sidewalk and signal. Completion date of June 2017.
- Rangeway Road (Aspen Apartments) – Private sewer extension. 18 properties to be serviced. Was completed in November 2016 with final paving in 2017.

Sewer contract 36 for \$14 million has been designed for the Route 129/Andover Road area and will be funded for construction in Spring 2017. The Town spends \$20-25 million every two years on sewer expansion projects. The completion date is anticipated to be 2035 after spending an additional \$140 million. The Town actively uses an Enterprise Fund to plan for the expansion of the sewer system. Several other areas to be addressed include the High School area and Middlesex Corporate Park. While the treatment plant is fully built out, Waterline Industries just completed a \$4 million contract for Phase 2 renovations at the plant, which included the rehabilitation of primary clarifiers and aeration tanks, the installation of a second Fournier Press and replacement of a sludge conveyor, primary sludge pumps and supporting electrical equipment and piping.

Public Water Supply Infrastructure

The Concord River is the sole source of drinking water for the Town of Billerica, with public water available to the entire Town. The first Water Treatment Plant was built in 1955 with a capacity of 3.5 million gallons per day (MGD) with expansion capacity up to 7 MGD. By 1967 the plant was expanded to its intended maximum capacity. With more extensive growth in Billerica, the plant’s capacity was increased to 14 MGD in 1976. Due to problems with the existing water treatment plant, the Town broke ground in 2003 on a new \$25 million water treatment plant located off Treble Cove Road, with a capacity of 14 million gallons per day (gpd). The new water treatment plant was in response to numerous problems with deferred maintenance. 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.

The Town has MassDEP approval to withdraw 5.34 million gpd on an annual average. The town’s annual water consumption in FY 15 was approximately 1.784 billion gallons, with an average of 4.89 gallons of water used per day. The highest daily pumping occurred on 7/27/2016 when 9.53 million gallons were produced. The water treatment plant has benefited from assistance from National Grid through the installation of 57 Variable Frequency Drives (VFD) through ICS Corporation at a cost of \$95,000 by National Grid. The installation of these VFDs has resulted in an annual electricity savings of \$45,000 per year. Major water projects in the community have included the following:

Capital Plan Narrative

The following Streets had new water main installation under Contract 35:

- **Agawam Circle Allen Road to cul-de-sac 330 lf 6 inch DIP**
- **Allen Road Agawam Circle to Allen Road Ext. 448 lf 8 inch DIP**
- **Alton Street Baldwin Road to cul-de-sac 420 lf 8 inch DIP**
- **Boynton Lane Andover Road to dead end 440 lf 8 inch DIP**
- **Marlyn Road Pond Street to cul-de-sac 1731 lf 10 inch DIP**
- **Pondover Road Andover Road to Pond Street 1952 lf 8 inch DIP**
- **Rosa Circle Pondover Road to cul-de-sac 202 lf 8 inch DIP**
- **Sandberg Road Andover Road to Tercentennial Drive 297 lf 10 inch DIP**
- **Sandberg Road Tercentennial Drive to Arakelian Drive 664 lf 8 inch DIP**
- **Tercentennial Drive Sandberg Road to Kenrick Ave 1051 lf 10 inch DIP**

Capital Plan

Town of Billerica - Five Year Capital Plan FY20 to FY24

Department	Project	Funding Source	FY20	FY21	FY22	FY23	FY24
	John Deere Side Shift Backhoe Loader	Budget/Free Cash	120,000				
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		38,000			
	F250 Pick up with Plow, replacement	Budget/Free Cash	68,000				
	F250 Pick up with Plow, replacement	Budget/Free Cash					
	F150 with a plow to replace	Budget/Free Cash					
	F150 with a plow to replace	Budget/Free Cash					
	Agent Orange Memorial	Budget/Free Cash					
	Locke Baseball Field Access Project	Budget					
	Dutile Field Project	Budget	150,000				
	Kennedy Field Project	Budget		150,000			
	Hajjar School Softball Field (school)	Budget			150000		
	PHR Complex	Budget				150000	
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		30,000				
	Repair of Sewer Manhole	I/I Funds	50,000	50,000			
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	50,000	50,000			
	Hydrants and Valves	Budget	250,000	250,000	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					
	ReplaceBackhoe W-40	Budget		120,000			
	Bobcat for Water Distribution	Budget					
DPW - Highway	Street sweeper		225,000				
	Front End Loader Replacement	Budget/Free Cash	150,000				
	Back up Generator	Budget/Free Cash					
	Asphalt Roller	Budget/Free Cash	50,000				
	F250 Pick up with Plow, replacement for H-2	Budget/Free Cash					
	F250 Pick up with Plow, replacement for H-3	Budget/Free Cash					
	5 Ton Dump Truck W/sander & Plow, Replacement	Budget/Free Cash					
	5 Ton Dump Truck W/sander & Plow, Replacement for H38	Budget/Free Cash					
	Backhoe, replacement	Budget/Free Cash		150,000			
	5 Ton Dump Truck W/sander & Plow	Budget/Free Cash					
	F250 with Plow	Budget/Free Cash		70,000			
Police	Computer Server Replacement	Lease					
	Portable Radios and Communications	Art. 28, STM 2010					
	Portable Radios and Communications	Budget			225,000		
	Police Radio System-Upgrade to Digital, Replace Repeaters and Recievers/Strategic						
	Public Safety Technology Plan	Budget/Warrant Article		235,000.00		450,000.00	
	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 access and security system	Budget					
	Upgrade Mobile Computer System	911 Grant	10,000	10,000	10,000	10,000	10,000
	1st Floor Renovations Floor and Ceiling, etc	Budget					
	Lobby and Front Entrance Renovations	Budget	70,000				
	ExteriorDoors and Entrance Ways	Budget					
	Expand capacity to townwide fiber network	Budget			35,000		
	Replace Ambulance	Art. XX, Free Cash, FTM 2016					
	Ambulance Bay Lower Floor Clearance	Budget					
	Alexander Road Building Repairs	Budget	35000				
	Add fiber security connectionsVVP, Kolraush, Town Center , etc. - Expansion of Fiber Network	Budget	50,000	50,000			
	Upgrade Security camera in cell block	Budget					
	Replacement of Cell Door locks	Budget					
	Crosswalk Safety Systems	Budget		30,000			
	Acquire four Radar Sign Boards	Budget		30,000			
	Air Conditioning Ventilation Cleaning	Budget	25000				
	Communication Center/Combined Dispatch	Budget					
	Replacement of Department Firearms	Budget/Free Cash		55,000			
	Awning replacements			35,000			
	Physiometrics Life Pack and Lucas Device		42,000				
	UST Removal and Replace	Free Cash					
Fire Department	One Ton 4WD Pick Up W/Plow Service 2	Budget					
	One Ton 4WD Pick Up W/Plow Service 1	Budget					
	Replace 1996 Crown Victoria	Budget					
	Replace 2011 Ford Taurus/w Explorer	Budget	45000				
	Replace 2009 Ford Taurus w/ Explorer	Budget					
	Replace 2002 Ford Explorer	Budget					
Technology	Desk Top Computer upgrade	Budget					
	Upgrade Phone System and Network Infrastructure	Budget					
	E-Mail Server Upgrades	Budget					
	Printer and other non computer upgrades	Budget					
Recreation	Micozzi Beach Paddle Boats	Budget					
	Vining School	Budget	150,000				
	Manning Park Splash Pad Upgrades	Budget	20,000				
	New Signage for Rec Facilities	Budget					
	Fence Repairs	Budget					
	Disc Golf Course	CPA Funds					
	ADA Compliance Updates	Budget					
	Security	Budget	15,000				
	15 Passenger ADA Compliant Bus	Budget	60,000				
	Paving Parking Lots	Budget		50,000			
	Nutting Lake Assessment	Budget					
Town Hall	Point Exterior (four Phases)/Windows	Free Cash					
	Town Hall Renovations	Budget					
	Town Hall Site Work	Budget	200,000				
	Voting Machines	Budget			100,000		
	Copier Replacement Townhall Wide	Reserves					
Building Department	Hand held inspection inspection computers, Computer and screen for customer service counter	Budget					
		Budget					
Council on Aging	Replace Carpeting 1st and 2nd Floors	Budget					
	Workspace redesign to increase privacy for case management				40,000		
	Building Alarm and Cameras			15,000			
	Replacement of First Floor Windows - West Side of Building and NE Corner.	Budget	65,000				
Library	Computer Replacement (10)	Budget					
	bn	Budget					
	HVAC Upgrade	Budget		65,000			
	Grinder Pump	Budget	7,500				
	Parking Lot Lights	Budget			20,000		
	Concord Road, Main Entrance and Staff Stairway and Lighting						
	Boiler Repair						
	Elevator						
	Elevator technology upgrade	Budget		4,000			
	Vehicle for inspectors						
Projected Total Town Expense			2,297,500	1,857,000	1,140,000	1,170,000	#####
Funded through FY2019 Budget			\$500,000	\$500,000	\$500,000	\$500,000	\$500,000
Funded through FY2018 Certified Free Cash Estimate			\$565,000	\$769,000	\$105,000	\$0	\$0
Projected Outstanding Requests			1,232,500	588,000	535,000	670,000	70,000

Capital Plan

Town of Billerica - Long Term Capital Plan FY19 to FY23									
Department	Project	Funding Source	TM Action	FY20	FY21	FY22	FY23	FY24	
DPW- Administration	Design New DPW Facility	Bond		1,600,000					
	Construct New Highway Facility	Bond							30,000,000
DPW - Cemetery, Parks and Trees Division	Cemetery Expansion	Bond							
	Fox Hill Cemetery Nich Wall	Sale of Lots and Graves							
DPW - Wastewater	Facility Improvements Co Mag	Bond	Art 32, ATM 2007						
	Pump Station CIP Phase 3 Improvements Design	Fall 2018 TM, Art. 14	TBD						
	Sewer System Expansion Needs Area and Salem Road Downstream								
	Sewer Improvements Design	Bond	TBD	10,150,000					
	Sewer System Expansion Needs Area 3 (36) Construction	Bond	Art. 23, ATM, 2017						
	Sewer System Expansion Needs Area 4 and 6 Design (Contract 37,38)	Bond	TBD						
	Sewer System Expansion Needs Area 4 and 6 (Contract 37,38)	Bond	TBD						
	WWTF CIP Phase 3 Improvements	Bond	TBD		7,239,000				
	Sewer System Expansion Needs Area 7 Design (Contract 39)	Bond	TBD	1,250,000					
	Sewer System Expansion Needs Area 9 Design (Contract 40)	Bond	TBD		1,250,000				
	Sewer System Expansion Needs Area 7 (Contract 39)	Bond	TBD			12,100,000			
	Sewer System Expansion Needs Area 9 (Contract 40)	Bond	TBD				12,550,000		
	Concord River Interceptor Improvements	Bond	TBD						
	Pump Station CIP Phase 4	Grant	TBD		1,311,800				
DPW - Engineering - Highway	Roadway Management	Chapter 90/Budget	TBD	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	
	Sidewalk Construction & Rehab	Chapter 90/Budget	TBD						
	MTP Concord to Manning	Chapter 90/Budget	TBD			1,600,000			
	Bikepath Design and Takings	Budget	TBD			1,000,000			
	Allen Road Improvements	Bond Authorization	Art. 19, ATM, 2014						
	Roger Street Roadway and Sidewalk Improvements	Chapter 90/Budget	N/A						
	Drainage Improvements, Frost Street	Free Cash	Article 18, FTM 2018						
DPW - Highway	Car/Truck Wash	Bond	TBD			1,000,000			
DPW - Engineering - Sewer	Allen Road Water Improvement and Dry Sewer	Bond	Article 19, STM 2014						
DPW - Water	Water Main Program	Free Cash	TBD						
	Water main Replacement Allen Rd	Bond	Article 26, ATM 2017						
	Frost Street Drainage and Water main Replacement	Bond/Fees	TBD						
	WTP Residuals Processing Facility		TBD						
	WTP Ozone Improvements Design	Fall 2018 TM, Art. 14	TBD						
	WTP Ozone Improvements	Bond	TBD	9,086,750					
	Water Meter replacement - Town Wide	Bond/Fees	Article 25, ATM 2017						
Police	Upgrade Police Radio System	Bonding	TBD						
Fire Department	Fire Pumper - Engine 2	Bonding	TBD						
	Fire Pumper - Engine 3	Bonding	TBD		625000				
	Fire Pumper - Engine 5	Bonding	TBD				625,000		
	Replace 1999 Freightliner Heavy Rescue		TBD	700,000					
	Brush Truck		TBD						
	Pinehurst Station		TBD				300,000	10,000,000	
Recreation	Micozzi Beach Facility Design	Bond	TBD						
	Peggy Hannon-Rizza Recreation Complex Phase Two	Bond	TBD						
	Hajjar School Softball Field (school)	Bond	TBD						
	Peggy Hannon-Rizza Recreation Complex Phase Three	Bond	TBD						
	Peggy Hannon-Rizza Recreation Complex Phase Four Design	Appropriation	CPA Fund						
	Environmental Center	Bond	TBD						
	Kohlrausch Park Facility, preschool structure, restroom and storage facility	Reserves	TBD						
	Yankee Doodle Bike Path 75% Design	Appropriation	CPA Fund						
	Recreation Facility Roof Replacement	Reserves	TBD						
	Recreation Facility Window Replacement	Reserves	TBD						
	Marshall Middle School Sports Complex Lights for Softball and Baseball Fields	Bond	TBD						
	Design and Build 2 Nieghborhood Parks	Reserves	TBD						
Town Hall	Replace Roof	Bond	TBD						
Council on Aging	Generator for Entire Building	Reserves	TBD						
	Rubber and Copper Roof Replacement	Reserves	TBD						
Library	Exterior Maintenance/Coupala	Reserves	TBD						
	Roof Replacement			135,000					
Town Manager	Town Center Traffic Roadway Improvements	Reserves	TBD						
	Howe School	Appropriation	CPA Fund	5,000,000					
	Codification of Town Bylaws and Policies	Reserves	TBD						
Total Town				\$29,421,750	\$11,925,800	\$17,200,000	\$14,975,000	\$41,500,000	
Water and Sewer Funded				\$20,486,750	\$9,800,800	\$12,100,000	\$12,550,000	\$0	
Town less W&S				\$8,935,000	\$2,125,000	\$5,100,000	\$2,425,000	\$41,500,000	
Total Town Departments				29,421,750	11,925,800	17,200,000	14,975,000	41,500,000	

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
TOTA	287,300	\$127,163,400		2284			\$83,163,600	\$ 31,625,100	\$12,374,700				

Capital Plan



Table 4-18: Summary of Final Recommended Plan

Recommendation	Priority	Estimated Project Cost (\$2009)	Description
Sewer Modeling	1	\$200,000	Purchase and populate dynamic sewer modeling software
Pump Station Improvement Program	1	\$12,068,800	Upgrade, bypass, and/or replace existing pump stations
Infiltration/Inflow	1	\$300,000 ⁽¹⁾ \$100,000/year ⁽²⁾	Conduct I/I Analysis and Continue I/I Evaluation and Rehabilitation Program
Upgrade Letchworth Avenue WWTF	1	\$24,630,000	Plant improvements to address existing and future flows and loads, and upgrade facilities
Shawsheen River Interceptor Sewer Monitoring	1	\$0	Monitor sewer sections for debris buildup and clean as required
Septage Management Plan	1	\$0 ⁽³⁾	Establish for areas where on-site systems to remain and for Needs Areas until sewer becomes available
Replace Richardson Street PS Upstream Sewer	2	\$2,250,000	Replace existing sewer in easement upstream of Richardson St. PS
Downstream System Improvements	3	\$14,947,200	Improvements needed for connecting Needs Areas to existing system
Concord River Interceptor Sewer Improvements	3	\$6,600,000	Improvements to the Concord River Interceptor for future conditions
Sewer System Expansion	4	\$192,600,000	Expansion of sewer system to Needs Areas

(1) I/I Analysis

(2) I/I Evaluation and Rehabilitation Program

(3) To be funded by homeowners and with loans from the DEP Community Septic Betterment Loan Program

Finally, Priority 4 is sewer system expansion to serve the Needs Areas. Sewer system modeling and improvements to existing systems need to be completed prior to extending sewers. If there is a desire to extend sewers to a Needs Area and no improvements to downstream systems are required based on the modeling, the extension could proceed as long as there is no impact on pumping stations, and the additional flow can be accepted at the WWTF.

Table 4-12 summarizes the Final Recommended Plan and includes the description of work planned, priority, proposed year for implementation and associated costs. The Final Recommended Plan for sewer system expansion is shown in Table 4-13. Needs Area 18 was completed in 2008 as Sewer Contract 34A. The expansion is scheduled to start in year 2 with Contract 34B and continue through the planning period as shown in Table 4-13 and Figure 4-1. This schedule coordinates with the 1999 Sewer Master Plan,

Capital Plan



availability of funding and attempts to not only coordinate sewer construction with other work on-going in Town, but efforts at minimizing construction related impacts to the Town.

Once the CWMP is completed and all appropriate regulatory, federal, state and local agencies have approved the final recommended plan, construction contracts can be finalized and the work started.

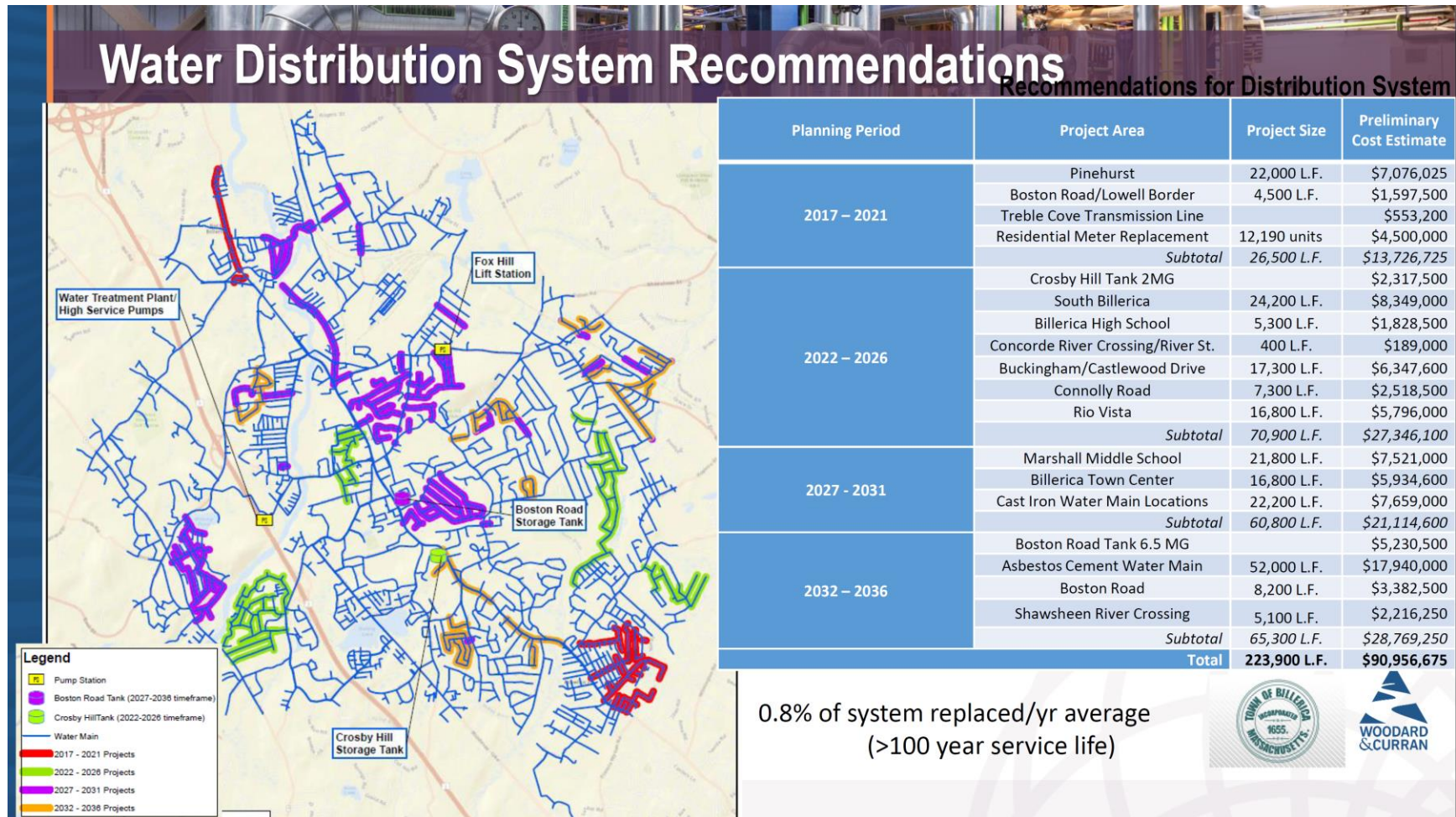
Capital Plan



Table 4-19: Final Recommended Plan Implementation Cost

Item	Description	Year												
		1	2	3	4	5	6	7	8	9	10	13	16	Total
1	Sewer Modeling	\$200,000												\$200,000
2	I/I Analysis	\$300,000												\$300,000
3	I/I Investigation & Rehab. Program	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$300,000	\$300,000	\$500,000	\$2,000,000
	Pump Station Improvement Program													
4	Phase 1	\$5,514,100												\$5,514,100
5	Phase 2			\$3,999,000										\$3,999,000
6	Phase 3					\$1,243,900								\$1,243,900
7	Phase 4										\$1,311,800			\$1,311,800
8	Richardson St. Upstream Sewer		\$2,250,000											\$2,250,000
9	WWTF Improvements		\$7,510,000	\$7,015,000		\$3,752,000		\$4,995,000		\$1,358,000				\$24,630,000
10	Downstream Sewer Improvements				\$5,491,200						\$9,456,000			\$14,947,200
11	Concord River Interceptor Improvements				\$975,000						\$5,625,000			\$6,600,000
	Subtotal	\$6,114,100	\$9,860,000	\$11,114,000	\$6,566,200	\$5,095,900	\$100,000	\$5,095,000	\$100,000	\$1,458,000	\$16,692,800	\$300,000	\$500,000	\$62,996,000
12	Sewer System Expansion			\$9,000,000	\$8,900,000	\$8,900,000	\$10,150,000	\$10,150,000	\$8,150,000	\$8,150,000	\$35,400,000	\$54,600,000	\$39,200,000	\$192,600,000
	Total	\$6,114,100	\$9,860,000	\$20,114,000	\$15,466,200	\$13,995,900	\$10,250,000	\$15,245,000	\$8,250,000	\$9,608,000	\$52,092,800	\$54,900,000	\$39,700,000	\$255,596,000
	Cumulative Total	\$6,114,100	\$15,974,100	\$36,088,100	\$51,554,300	\$65,550,200	\$75,800,200	\$91,045,200	\$99,295,200	\$108,903,200	\$160,996,000	\$215,896,000	\$255,596,000	
	(1) Program to be developed by I/I Analysis and supported with funds from the Town's developer I/I mitigation fund													

Capital Plan



Capital Plan

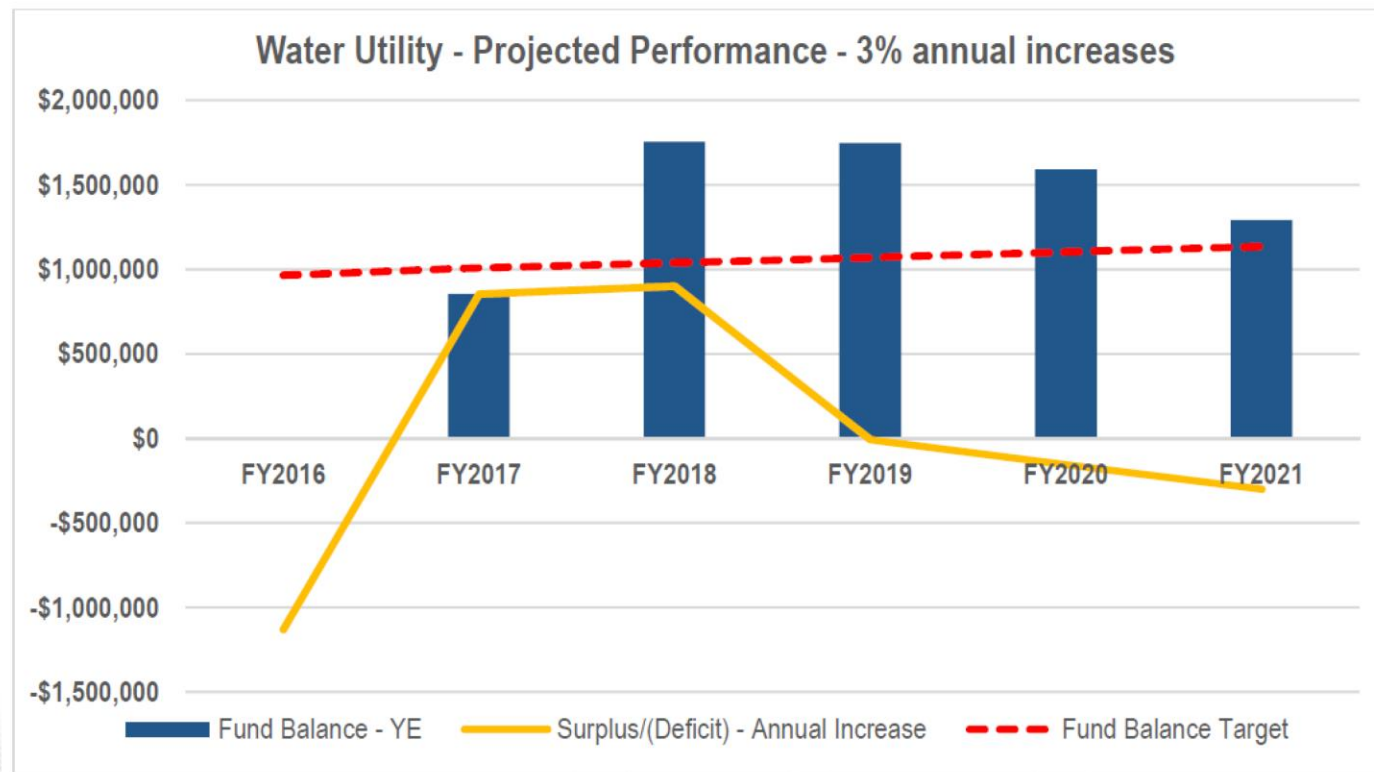
20-Year Capital Improvement Plan – Summary



Project	Preliminary Cost Estimate				Subtotal
	Years 2017-2021	Years 2022-2026	Years 2027-2031	Years 2032-2036	
Raw Water PS Elec Building HVAC Eval	\$5,000				\$5,000
Raw Water Transmission Main Assessment	\$75,000				\$75,000
Raw Water Pump Replacement	\$250,000				\$250,000
Raw Water Supply Redundancy		\$5,448,000			\$5,448,000
WTP Process Optimization	\$100,000				\$100,000
Chemical Storage Tanks	\$272,000				\$272,000
Filtered Water Chemical Injection	\$480,000				\$480,000
Ozone System Relocation and Replacement	\$8,353,000				\$8,353,000
Equipment Replacement		\$5,167,500	\$5,167,500	\$837,000	\$11,172,000
Finished Water Pump VFD Replacement	\$405,000				\$405,000
Power Quality Study	\$13,000				\$13,000
Active Harmonic Replacement System	\$120,000				\$120,000
NETA Equipment Testing	\$110,500				\$110,500
Lighting Upgrades	\$247,500				\$247,500
Electrical Safety Program	\$97,500				\$97,500
PLC Hardware Upgrade		\$150,000			\$150,000
SCADA Server/Thin Client Architecture		\$275,000			\$275,000
HMI Software Upgrade	\$125,000				\$125,000
Automated Reporting Software Upgrade	\$80,000				\$80,000
SCADA Disaster Recovery Process & Training	\$115,000				\$115,000
Structural Recommendations	\$991,000				\$991,000
Internal structural inspection of concrete tanks	\$25,000				\$25,000
HVAC Air Balance Study	\$4,800				\$4,800
HVAC Improvements to perimeter offices	\$120,000				\$120,000
HVAC Humidity Control	\$100,000				\$100,000
HVAC VAV System	\$100,000				\$100,000
WTP SUBTOTAL	\$12,189,300	\$11,040,500	\$5,167,500	\$837,000	\$29,234,300
Residential Meter Replacement	\$4,500,000				\$4,500,000
Crosby Hill Tank Replacement		\$2,317,500			\$2,317,500
Boston Road Tank Replacement				\$5,230,500	\$5,230,500
Pipe Replacement	\$9,226,725	\$25,028,600	\$21,114,600	\$23,538,750	\$78,908,675
Total	\$25,916,025	\$38,386,600	\$26,282,100	\$29,606,250	\$120,190,975

Capital Plan

Water Fund Balance – 3% Annual Increases



Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2018					
DESIGN PROJECTS					
Chapter 90 & Local Funds	BOSTON RD NORTH RECONSTRUCTION PRELIMINARY DESIGN	BOSTON RD	RIVER ST	FLOYD ST	\$356,000.00
Local Funds	LEXINGTON RD/GLAD VALLEY INTERSECTION IMPROVEMENTS	LEXINGTON RD-01	GLAD VALLEY DR	BOSTON RD	\$200,000.00
Local Funds	WHIPPLE ROAD/ANDOVER ROAD INTERSECTION DESIGN	ANDOVER ROAD	AT WHIPPLE ROAD		\$60,000.00
Chapter 90	ROADWAY MANAGEMENT - EASEMENTS	COOK ST BALDWIN RD	AT PINES RD KIMBROUGH RD	MARGARET LN	\$1,000.00 \$5,000.00
Local Funds	SEWER CONTRACT 36 (NEEDS AREA 3) DESIGN	NEEDS AREA 3			\$1,307,500.00
	FROST STREET DRAINAGE DESIGN CONTRACT 2	FROST ST	TOWER FARM RD	PRATT ST	\$25,000.00
Local Funds	YANKEE DOODLE BIKE PATH 25%/75% DESIGN	TOWN WIDE			\$449,500.00
Eng. Operational Budget	STORMWATER MANAGEMENT YR 1 /2	TOWN WIDE			\$163,000.00
MassDOT	COMPLETE STREETS PRIORITIZATION PLAN DEVELOPMENT	TOWN WIDE			\$35,900.00
Inflow / Infiltration Acct	INFLOW/INFILTRATION REHABILITATION CONTRACT 2	TOWN WIDE			\$75,000.00
Sewer	SEWER CONTRACT 37/38 (NEEDS AREA 4 & 6) DESIGN	NEEDS AREA 4 & 6			\$2,100,000.00

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Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost	
CONSTRUCTION PROJECTS						
Local Funds	BOSTON RD SOUTH TRANSFER OF OH TO UG AND POLE REMOVALS	BOSTON RD	CUMMINGS ST	TOWER FARM RD	\$250,000.00	
					Subtotal:	\$250,000.00
Chapter 90	ROADWAY MANAGEMENT	BALDWIN RD-06	KIMBROUGH RD	WESTMINSTER RD	\$51,911.00	
		BALDWIN RD-07	WESTMINSTER RD	BISCAYNE DR	\$151,084.00	
		BALDWIN RD-08	BISCAYNE DR	KENSINGTON DR	\$84,494.00	
		BALDWIN RD-09	KENSINGTON DR	CASTLEWOOD DR	\$26,761.00	
		BALDWIN RD-10	CASTLEWOOD DR	ROBIN HOOD LN	\$36,809.00	
		BALDWIN RD-11	ROBIN HOOD LN	LITTLE JOHN DR	\$54,452.00	
		BALDWIN RD-12	LITTLE JOHN DR	MARGARET LN	\$26,187.00	
		BRIDGE ST	TREBLE COVE RD	BOSTON RD		
		COOK ST	AT PINES RD		\$4,000.00	
		PURCELL DR-01	TUFTS LN	CUL DE SAC	\$103,730.00	
		PURCELL DR-02	PURCELL DR	CUL DE SAC	\$26,088.00	
		PURCELL DR-03	PURCELL DR	CUL DE SAC	\$53,082.00	
		TUFTS LN-01	BOSTON RD	PURCELL DR	\$80,739.00	
		TUFTS LN-02	PURCELL DR	DEAD END	\$12,625.00	
					Subtotal:	\$711,962.00
School	ROADWAY MANAGEMENT	LOCKE SCHOOL PAVING			\$25,000.00	
					Subtotal:	\$25,000.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00	
Chapter 90	TOWN-WIDE PATCHING	TOWN WIDE			\$50,000.00	
Sewer	SEWER CONTRACT 36 (NEEDS AREA 3) CONSTRUCTION YR 1	NEEDS AREA 3			\$14,000,000.00	
I/I	INFLOW/INFILTRATION REHABILITATION CONTRACT 2 CONSTRUCTION	TOWN WIDE			\$100,000.00	
Local Funds	FROST STREET DRAINAGE CONSTRUCTION	FROST ST	TOWER FARM RD	PRATT ST	\$440,000.00	
	LOCKE SCHOOL FIELD IMPROVEMENTS	LOCKE SCHOOL			\$325,000.00	

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Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost	
Private	ALPINE ST SEWER (PART OF NEEDS AREA 13) CONSTRUCTION	ALPINE ST-01 ALPINE ST-02 TWINS PINES AVE	BOSTON RD TWINE PINES AVE ALPINE ST	TWIN PINES AVE CHELMSFORD TL CUL DE SAC	\$925,000.00 \$0.00 \$0.00	
					Subtotal:	\$925,000.00
Private	LOWELL STREET SIDEWALK CONSTRUCTION	LOWELL ST-01 LOWELL ST-02 LOWELL ST-03 LOWELL ST-04 LOWELL ST-05	OLD ELM ST COLSON ST HOLT ST NUSSEY TER FRANKLIN ST	COLSON ST HOLT ST NUSSEY TER FRANKLIN ST BOSTON RD	\$350,000.00 \$0.00 \$0.00 \$0.00 \$0.00	
					Subtotal:	\$350,000.00
State TIP	ALLEN ROAD RECONSTRUCTION YR 3	ALLEN RD MARSHBROOK RD-02	WEBB BROOK RD ALLEN RD	BOSTON RD DEVONSHIRE DR	\$6,688,616.00	
					Subtotal:	\$6,688,616.00
State TIP	BOSTON RD IMPROVEMENTS AT ALLEN RD YR 1	BOSTON RD	TREMLETT RD	SHAWSHEEN RIVER	\$2,600,000.00	
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 1	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00	
					Total:	\$66,293,478.00

Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2019					
DESIGN PROJECTS					
Chapter 90	BOSTON RD NORTH RECONSTRUCTION FINAL DESIGN	BOSTON RD	RIVER ST	FLOYD ST	\$625,000.00
Other	STORMWATER MANAGEMENT	TOWN WIDE			\$125,000.00
Sewer	SEWER CONTRACT 39/40 (NEEDS AREA 7 & 9) DESIGN	NEEDS AREA 7 & 9			\$2,500,000.00
Other	YANKEE DOODLE BIKE PATH EASEMENTS	TOWN WIDE			\$250,000.00
Other	YANKEE DOODLE BIKE PATH FINAL DESIGN	TOWN WIDE			\$600,000.00
I/I	INFLOW/INFILTRATION REHABILITATION CONTRACT 3	CLEANING & CCTV	CONCORD & SHAWSEEN INTERCEPTORS		\$40,000.00
CONSTRUCTION PROJECTS					
Sewer	SEWER CONTRACT 36 (NEEDS AREA 3) CONSTRUCTION YR 2	NEEDS AREA 3			\$14,000,000.00
Sewer	SEWER CONTRACT 37/38 (NEEDS AREA 4 & 6) CONSTRUCTION YR 1	NEEDS AREA 4 & 6			\$21,000,000.00
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			\$1,000,000.00
		BOSTON RD SIDEWALK	ALPINE ST	LOWELL ST	\$30,000.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00
	WHIPPLE ROAD/ANDOVER ROAD INTERSECTION CONSTRUCTION	ANDOVER ROAD	AT WHIPPLE ROAD		\$300,000.00
	LEXINGTON RD/GLAD VALLEY INTERSECTION CONSTRUCTION	LEXINGTON RD-01	GLAD VALLEY DR	BOSTON RD	\$1,000,000.00
Board of Appeals					\$150,000.00
					Subtotal: \$1,150,000.00

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Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
I/I	INFLOW/INFILTRATION REHABILITATION CONTRACT 3	CLEANING & CCTV	CONCORD & SHAWSHEEN INTERCEPTORS		\$250,000.00
Private	RANGEWAY RD PAVING - HAWTHORNE	RANGEWAY RD	NASHUA RD	STERLING RD	\$250,000.00
State TIP	BOSTON RD IMPROVEMENTS AT ALLEN RD YR 2	BOSTON RD	TREMLET RD	SHAWSHEEN RIVER	\$2,600,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 2	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00
	SIDEWALK EXTENSION AT REPUBLIC ROAD CONSTRUCTION	TREBLE COVE RD-13	WTP DRIVEWAY	REPUBLIC RD	\$149,013.00
	EXPANSION OF FOX HILL CEMETERY CONSTRUCTION	FOX HILL CEMETERY			\$2,100,000.00
	CALL ST PAVING & SIDEWALK	CALL ST-01	POLLARD ST	MYRTLE ST	\$79,928.00
		CALL ST-02	MYRTLE ST	SCHOOL DRWAY	\$198,873.00
		CALL ST-03	SCHOOL DRWAY	ROGERS ST	\$66,582.00
	ROGERS ST PAVING & SIDEWALK	PLACEHOLDER			
	POLLARD ST PAVING & SIDEWALK	PLACEHOLDER			
Subtotal:					\$345,383.00
Total:					\$82,364,396.00

Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
2020					
DESIGN PROJECTS					
Other	STORMWATER MANAGEMENT	TOWN WIDE			\$60,000.00
CONSTRUCTION PROJECTS					
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			\$1,000,000.00
Other	ROADWAY MANAGEMENT	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
				Subtotal:	\$1,729,409.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00
	HOC SEWER PLANT DEMOLITION	OLD HOC SEWER PLANT			\$150,000.00
Sewer	SEWER CONTRACT 37/38 (NEEDS AREA 4 & 6) CONSTRUCTION YR 2	NEEDS AREA 4 & 6			\$21,000,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 3	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00
State TIP	BOSTON RD IMPROVEMENTS AT ALLEN RD YR 3	BOSTON RD	TREMLETT RD	SHAWSHOEN RIVER	\$2,600,000.00

2/14/2018

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Capital Plan

Town of Billerica, DPW Engineering Division Roadway Management Program Capital Plan

FUNDING	PROJECT	ROAD	FROM	TO	Total Cost
State TIP	BOSTON RD NORTH CONSTRUCTION	BOSTON RD	RIVER ST	FLOYD ST	\$6,000,000.00
					Total: \$67,589,409.00
2021					
DESIGN PROJECTS					
Other	STORMWATER MANAGEMENT	TOWN WIDE			\$60,000.00
CONSTRUCTION PROJECTS					
Chapter 90	ROADWAY MANAGEMENT	TOWN WIDE			\$1,000,000.00
		ALLEN RD-10	SHANE LN	BALDWIN RD	\$110,616.00
		ALLEN RD-11	BALDWIN RD	WHITTIER RD	\$56,364.00
		ALLEN RD-12	WHITTIER RD	HANDEL RD	\$27,071.00
		ALLEN RD-13	HANDEL RD	DUBY DR	\$31,509.00
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 4	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00
	MANNING RD SIDEWALK EXT/PAVING	MANNING RD	MIDDLESEX TPK	LEXINGTON RD	\$150,000.00
State TIP	YANKEE DOODLE BIKE PATH CONSTRUCTION	TOWN WIDE			\$6,210,000.00
					Total: \$42,695,560.00

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
Chapter 90	TOWN-WIDE CRACK SEALING	TOWN WIDE			\$50,000.00
State TIP	MIDDLESEX TURNPIKE CONSTRUCTION YR 5	MIDDLESEX TPK	PEARL RD	TOWN LINE	\$35,000,000.00
Total:					\$36,110,000.00

Capital Plan

Billerica Public School District
Billerica, Massachusetts

Capital Improvement Cost Estimate Summary

All Schools

15 August 2012

Page 1 of 1

Rank: 1=Immediate Concern 2=Requires Attention in Short Term 3=Will require ongoing maintenance but can wait												
Evaluation Criteria	Memorial HS	Hallenborg Ice Rink	Marshall MS	Locke MS	Ditson ES	Dutile ES	Hajjar ES	Kennedy ES	Vining ES	TOTAL	RANK	YEAR TO BE COMPLETED
1. Health, Safety & Welfare	\$50,902,028	\$480,069	\$6,675,839	\$3,640,754	\$94,070	\$555,345	\$3,035,437	\$2,239,720	\$1,534,628	\$69,157,890	x	xxxx
2. Code Compliance (not indicated previously)	\$14,760	\$18,450	\$103,800	\$48,092	\$0	\$340,532	\$96,420	\$29,520	\$29,520	\$681,094	x	xxxx
3. Functional Use of Building (address space use issues- educational impact)	\$12,068,858	\$2,462,718	\$955,544	\$2,109,278	\$474,981	\$2,485,845	\$2,714,009	\$2,384,250	\$5,481,852	\$31,137,335	x	xxxx
						*		*	*			
4. Handicap Accessibility	\$7,038,635	\$768,053	\$3,487,580	\$2,781,610	\$22,459	\$1,407,420	\$1,152,035	\$613,518	\$571,987	\$17,843,297	x	xxxx
5. Maintenance-Extending the Life of the Building	\$10,242,694	\$1,076,685	\$12,392,704	\$10,737,492	\$916,956	\$5,021,100	\$3,754,816	\$5,336,012	\$3,322,047	\$52,800,506	x	xxxx
6. Energy Efficiency-Energy and Water Saving	\$22,906,157	\$1,018,358	\$3,290,355	\$1,226,925	\$196,247	\$1,810,611	\$4,198,243	\$2,754,210	\$1,357,201	\$38,758,307	x	xxxx
7. Hazardous Materials	\$2,100,000	\$130,000	\$2,100,000	\$1,100,000	\$0	\$750,000	\$925,000	\$995,000	\$835,000	\$8,935,000	x	xxxx
TOTAL	\$105,273,132	\$5,954,333	\$29,005,822	\$21,644,151	\$1,704,713	\$12,370,853	\$15,875,960	\$14,352,230	\$13,132,235	\$219,313,429		
RANK	x	x	x	x	x	x	x	x	x			
YEAR TO BE COMPLETED	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx			
Overview Commentary:												
Note:												
1. The numbers noted are based on a number of assumptions, particularly Hazardous Materials abatement. When a renovation project with a specific scope of work is planned, testing of those materials planned to be touched should be conducted, and a more detailed estimate should be performed prior to targeting a budget for that project.												
2. Estimates shown above are intended to be "Project Costs", and include GC OH & P, Soft Costs and Contingencies												
3. * indicates the cost of replacing existing modulars is included												

DORÉ AND WHITTIER ARCHITECTS, INC.

Capital Plan

PRELIMINARY Estimated Project Costs Summary										10/12/2012			
Comprehensive Facilities Assessment & Master Plan Study													
Billerica, Massachusetts													
The following is a summary of Estimated Project Costs developed for the Billerica Public Schools Comprehensive Facilities Assessment & Master Plan Study. The options developed are conceptual in nature and therefore the estimated project costs are intended to provide a preliminary order of magnitude view at the potential project costs. Project costs consist of estimated site and building construction costs, design and construction contingencies, phasing, soft costs to cover the values of the design team, owner's project manager, investigative services, etc and fixtures, furniture and technology costs. The project costs presented are in current 2012 dollars and may need to be adjusted for inflation depending on future construction timeframes.													
Options:		Grades	Scope	Pop.	Estimated Costs	Comments							
Option 1: Repair													
Billerica High School		9 thru 12	CIP Only	1400	\$ 105,273,000	includes PK							
Locke Middle School		6 thru 8	CIP Only	621	\$ 21,644,000								
Marshall Middle School		6 thru 8	CIP Only	729	\$ 29,006,000								
Ditson Elementary School		K thru 5	CIP Only	655	\$ 1,705,000								
Dutile Elementary School		K thru 5	CIP Only	262	\$ 12,371,000								
Hajjar Elementary School		K thru 5	CIP Only	479	\$ 15,876,000								
Kennedy Elementary School		K thru 5	CIP Only	409	\$ 14,352,000								
Parker Elementary School		K thru 5	No Work	500	\$ -								
Vining Elementary School		K thru 5	CIP Only	195	\$ 13,132,000								
				5250									
Hallenborg Hockey Rink					\$ 5,954,000								
Option 2: Redistrict							Option 2A: Redistrict II						
Billerica High School		9 thru 12	Renovations	1400	\$ 169,260,000	includes PK	Billerica High School		9 thru 12	New	1400	\$ 132,031,000	includes PK
Locke Middle School		6 thru 8	CIP Only	594	\$ 21,644,000		Locke Middle School		6 thru 8	Add/Renov	594	\$ 54,999,000	
Marshall Middle School		6 thru 8	CIP/Renov	756	\$ 30,369,000		Marshall Middle School		6 thru 8	Add/Renov	756	\$ 62,228,000	
Ditson Elementary School		K thru 5	CIP Only	612	\$ 1,705,000		Ditson Elementary School		K thru 5	CIP Only	612	\$ 1,705,000	
Dutile Elementary School		K thru 5	Renovations	262	\$ 16,486,000		Dutile Elementary School		K thru 5	Renovations	262	\$ 16,486,000	
Hajjar Elementary School		K thru 5	Add/Renov	631	\$ 35,828,000		Hajjar Elementary School		K thru 5	Add/Renov	631	\$ 35,828,000	
Kennedy Elementary School		K thru 5	Renovations	300	\$ 20,625,000		Kennedy Elementary School		K thru 5	Renovations	300	\$ 20,625,000	
Parker Elementary School		K thru 5	No Work	500	\$ -		Parker Elementary School		K thru 5	No Work	500	\$ -	
Vining Elementary School		K thru 5	Renovations	195	\$ 14,329,000		Vining Elementary School		K thru 5	Add/Renov	195	\$ 20,349,000	
				5250							5250		
Hallenborg Hockey Rink					\$ 5,954,000		Hallenborg Hockey Rink					\$ 5,954,000	

Capital Plan

Option 3: Reduce										Option 3: Reduce									
Billerica High School		9 thru 12	Renovations	1400	\$	169,260,000	includes PK			Billerica High School		9 thru 12	New	1400	\$	132,031,000	includes PK		
Locke Middle School		6 thru 8	CIP	594	\$	21,644,000				Locke Middle School		6 thru 8	CIP	594	\$	21,644,000			
Marshall Middle School		6 thru 8	CIP/Renov	756	\$	30,369,000				Marshall Middle School		6 thru 8	CIP/Renov	756	\$	30,369,000			
Ditson Elementary School		K thru 5	CIP Only	612	\$	1,705,000				Ditson Elementary School		K thru 5	CIP Only	612	\$	1,705,000			
Dutile Elementary School		K thru 5	Renovations	262	\$	16,486,000				Dutile Elementary School		K thru 5	Renovations	262	\$	16,486,000			
Hajjar Elementary School		K thru 5	Add/Renov	631	\$	35,828,000				Hajjar Elementary School		K thru 5	Add/Renov	631	\$	35,828,000			
Kennedy Elementary School		K thru 5	Add/Renov	495	\$	38,362,000				Kennedy Elementary School		K thru 5	Add/Renov	495	\$	38,362,000			
Parker Elementary School		K thru 5	No Work	500	\$	-				Parker Elementary School		K thru 5	No Work	500	\$	-			
Vining Elementary School		K thru 5	Closed	0	\$	-				Vining Elementary School		K thru 5	Closed	0	\$	-			
				5250										5250					
Hallenborg Hockey Rink					\$	5,954,000				Hallenborg Hockey Rink					\$	5,954,000			
Option 4: Reconfigure										Option 4: Reconfigure									
Billerica High School		8-9/10-12	Add/Renov	1850	\$	178,087,000	includes PK			Billerica High School		8-9/10-12	New	1850	\$	160,740,000	includes PK		
Locke Middle School		5 thru 7	CIP	579	\$	21,644,000				Locke Middle School		5 thru 7	CIP	579	\$	21,644,000			
Marshall Middle School		5 thru 7	CIP/Renov	737	\$	30,369,000				Marshall Middle School		5 thru 7	CIP/Renov	737	\$	30,369,000			
Ditson Elementary School		K thru 4	CIP	590	\$	1,705,000				Ditson Elementary School		K thru 4	CIP	590	\$	1,705,000			
Dutile Elementary School		K thru 4	Renovations	262	\$	16,486,000				Dutile Elementary School		K thru 4	Renovations	262	\$	16,486,000			
Hajjar Elementary School		K thru 4	Renovations	433	\$	26,257,000				Hajjar Elementary School		K thru 4	Renovations	433	\$	26,257,000			
Kennedy Elementary School		K thru 4	Add/Renov	300	\$	20,625,000				Kennedy Elementary School		K thru 4	Add/Renov	300	\$	20,625,000			
Parker Elementary School		K thru 4	No Work	500	\$	-				Parker Elementary School		K thru 4	No Work	500	\$	-			
Vining Elementary School		K thru 4	Closed	0	\$	-				Vining Elementary School		K thru 4	Closed	0	\$	-			
				5251										5251					
Hallenborg Hockey Rink					\$	5,954,000				Hallenborg Hockey Rink					\$	5,954,000			
Option 5: Relocate (New HS built on Locke MS site)										Option 5: Relocate (New HS built on Locke MS site)									
Billerica High School		8-9/10-12	New	1850	\$	161,347,000	Locke MS site			Billerica High School		8-9/10-12	New	1850	\$	161,347,000	Locke MS site		
Locke Middle School		5 thru 7	Add/Renov	594	\$	79,634,000	Renov exist HS			Locke Middle School		5 thru 7	New	594	\$	48,187,000	New at Vining		
Marshall Middle School		5 thru 7	CIP/Renov	722	\$	30,369,000				Marshall Middle School		5 thru 7	CIP/Renov	722	\$	30,369,000			
Ditson Elementary School		K thru 4	CIP	590	\$	1,705,000				Ditson Elementary School		K thru 4	CIP	590	\$	1,705,000			
Dutile Elementary School		K thru 4	Renovations	262	\$	16,486,000				Dutile Elementary School		K thru 4	Renovations	262	\$	16,486,000			
Hajjar Elementary School		K thru 4	Renovations	433	\$	26,257,000				Hajjar Elementary School		K thru 4	Renovations	433	\$	26,257,000			
Kennedy Elementary School		K thru 4	Renovations	300	\$	20,625,000				Kennedy Elementary School		K thru 4	Renovations	300	\$	20,625,000			
Parker Elementary School		K thru 4	No Work	500	\$	-				Parker Elementary School		K thru 4	No Work	500	\$	-			
Vining Elementary School		K thru 4	Closed	0	\$	-				Vining Elementary School		K thru 4	Closed	0	\$	-			
				5251										5251					
Hallenborg Hockey Rink					\$	5,954,000				Hallenborg Hockey Rink					\$	5,954,000			

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 revenues.

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 September 1, 2018

Check back in the Town Meeting booklet for updated 2019 reserve balances.

Free Cash General Fund	\$5,390,953
Retained Earnings Water	\$2,308,016
Retained Earnings Sewer	\$2,071,672
Stabilization (Town)	\$4,601,167
Stabilization (School)	\$710,776
Stabilization (Debt)	\$15,944,244
Land Funds	\$529,603
Sale of Lots	\$260,527
Sewer Expansion	\$1,260,425
Inflow & Infiltration	\$254,859
Water Conservation	\$480,640
OPEB Trust	\$2,665,913

Section 17: Billerica At A Glance

DLS At A Glance Report for Billerica

Socioeconomic	
County	MIDDLESEX
School Structure	K-12
Form of Government	MEETING
2015 Population	42,683
2016 Labor Force	23,105
2016 Unemployment Rate	2.50
2015 DOR Income Per Capita	35,888
2009 Housing Units per Sq Mile	566.33
2013 Road Miles	227.23
Population)	144,663
Number of Registered Vehicles (2014)	42,592
2012 Number of Registered Voters	26,216

Bond Ratings	
Moody's Bond Ratings as of December 2017*	Aa2
Standard and Poor's Bond Ratings as of December 2017*	AA+

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2018 Estimated Cherry Sheet Aid	
Education Aid	19,198,394
General Government	6,546,233
Total Receipts	25,744,627
Total Assessments	5,258,306
Net State Aid	20,486,321

Fiscal Year 2019 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	5,230,220,910	70,503,378	13.48
Open Space	0	0	0
Commercial	402,801,185	12,651,985	31.41
Industrial	1,058,199,642	33,238,051	31.41
Personal Property	274,877,800	8,633,912	31.41
Total	6,966,099,537	125,027,326	

Fiscal Year 2019 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	125,027,326	67.69
State Aid	26,071,975	14.11
Local Receipts	26,687,930	14.45
Other Available	6,931,662	3.75
Total	184,718,892	

Fiscal Year 2019 Proposition 2 1/2 Levy Capacity	
New Growth	2,502,528
Override	
Debt Exclusion	6,655,532
Levy Limit	141,586,650
Excess Capacity	16,559,324
Ceiling	174,152,488
Override Capacity	39,221,370

Other Available Funds		
FY2019 Free Cash	FY2017 Stabilization Fund	FY2019 Overlay Reserve
5,390,953	21,390,581	3,125,622

Fiscal Year 2019 Average Single Family Tax Bill**	
Number of Single Family Parcels	10,858
Assessed Value of Single Family	395,216
Average Single Family Tax Bill	5,328
State Average Family Tax Bill	
Fiscal Year 2015	5,214
Fiscal Year 2016	5,418
Fiscal Year 2017	5,616

Billerica issues tax bills on a Quarterly basis

**For the communities granting the residential exemptions, DLS does not collect enough information to calculate an average single family tax bill. In FY2017, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Provincetown, Somerset, Somerville, Tisbury, Waltham and Watertown. Therefore, the average single family tax bill information in this report will be blank.

Fiscal Year 2017 Schedule A - Actual Revenues and Expenditures						
	General Fund	Revenue	Projects	Funds	Revenue	Funds
Revenues	153,592,063	11,152,169	15,080,986	9,002,240	6,124,325	194,951,783
Expenditures	127,910,236	9,770,991			18,374,957	156,056,184
Police	7,904,301	0	0	0	0	7,904,301
Fire	7,786,214	0	0	0	0	7,786,214
Education	70,903,930	6,602,183		0	0	77,506,113
Public Works	8,159,561	150,510			0	8,310,071
Debt Service	3,360,172					3,360,172
Health Ins	1,168,500				16,032,319	17,200,819
Pension	9,826,635				0	9,826,635
All Other	18,800,923	3,018,298	0	0	2,342,638	24,161,859

Total Revenues and Expenditures per Capita						
	General Fund	Revenue	Projects	Funds	Revenue	Funds
Revenues	3,598.4	261.3	353.3	210.9	143.5	4,567.4
Expenditures	2,996.7	228.9	0.0	0.0	430.5	3,656.2

This data only represents the revenues and expenditures occurring in these funds and does not reflect and transfers to or from other funds. Therefore, this data should not be used to calculate an ending fund balance.