



FY24 PROPOSED BUDGET

Prepared for the ATM Warrant.
Last updated 05.15.2023

Revenue Calculation Sheet

FY23 - Budget

FY24- EST

PROPERTY TAX LEVY		
Prior Year Levy Limit	10,952,598	11,322,451
Amended Growth	-	-
2 1/2 % Increase	273,815	283,061
New Growth	96,038	75,000
Capital - Excluded	130,000	-
Baypath Excluded	63,576	61,374
Road Exclusion Fund	115,970	118,870
Debt Service Override - School	\$ 218,945	220,647
Debt Service Override - Municipal	569,326	507,233
Unused Levy Limit	7,014	
Less overlay	(44,443)	(53,579)
LEVY TOTAL	\$ 12,382,839	\$ 12,535,057

STATE AID		
Unrestricted Governmental Aid	626,844	636,874
State Owned Land	126,108	140,022
Veteran's Benefits Reimbursement	7,822	6,792
Vet. Blind, SSP Elderly	11,518	11,170
Chapter 70	-	-
Misc State Revenue	-	-
Public Library Offset	12,461	13,220
Subtract out Public Library Offset	(12,461)	(13,220)
Reduce by State Assessments	(44,517)	(44,794)
CHERRY SHEET TOTAL	\$ 727,775	\$ 750,064

LOCAL RECEIPTS REVENUE		
Other Taxes & Excise	730,000	733,000
Penalties and Interest on Taxes	19,000	20,000
PILOTS	46,062	47,214
Charges for Services - Trash Fees	362,245	409,506
Fees	48,500	48,500
Rentals	3,800	4,000
Cemeteries	15,000	15,000
Other Dept Revenue (WRSD Maint.)	20,968	23,163
Building Permits	30,000	25,000
Other Licenses & Permits	45,700	46,350
Fines & Forfeits	14,000	14,000
Investment Income	4,000	8,000
Miscellaneous (Recurring)	7,305	6,794
Miscellaneous (Non-recurring)	-	-
TOTAL LOCAL SOURCE REVENUE	\$ 1,346,580	\$ 1,400,527

Additional Funds (Voted Articles)		
Indirect Costs Water	-	-
Stabilization Transfer- Capital	46,000	18,816
Stabilization Transfer- Operating	-	86,179
Stabilization Transfer - OPEB	-	-
Transfer from Cemetery Sale of Lots	-	-
Transfer from Title V Fund	-	-
Transfer from DPW Roof Fund	-	-
Transfer from Ambulance Receipts	310,000	400,000
Free Cash	689,855	564,511
Additional Funds	\$ 1,045,855	\$ 1,069,506

TOTAL REVENUE	\$ 15,503,050	\$ 15,755,153
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Last Updated: 5/15/2023 10:01 AM

% Change from Prior

2.71%

1.63%

BUDGET SUMMARY

Account Department	FY23	FY24	FY24
	Actual Budget	Requests	Recommended
1114 MODERATOR	-	-	-
1122 SELECT BOARD	98,432	98,964	89,243
1123 TOWN ADMINISTRATOR	132,700	136,425	122,075
1124 MUNICIPAL ASSISTANT	20,374	-	-
1129 LAND USE COORDINATOR	40,242	41,182	38,776
1131 FINANCE COMMITTEE	275	285	170
1132 RESERVE FUND	40,000	40,000	40,000
1135 TOWN ACCOUNTANT	32,767	33,547	33,547
1141 ASSESSORS	80,121	82,234	82,799
1145 TREASURER/COLLECTOR	83,500	97,449	97,449
1151 LEGAL SERVICES	23,000	25,500	23,500
1155 MUN INFO SERVICES (IT)	93,564	96,749	99,636
1161 TOWN CLERK	53,067	68,035	67,535
1162 ELECTIONS	19,600	25,015	18,279
1163 REGISTRARS	3,850	-	-
1171 CONSERVATION COMMISSION	7,933	7,933	8,332
1177 REGIONAL PLANNING	1,506	1,544	1,544
1183 HISTORICAL DISTRICT COM	200	200	-
1192 PUBLIC BUILDING MAINTENANCE	32,245	81,370	79,370
1193 TOWN INSURANCE	210,800	214,589	214,589
1196 TOWN REPORTS	1,150	1,150	1,150
1199 TOWN CLOCK	450	500	500
1210 POLICE DEPARTMENT	1,134,597	1,228,141	1,213,781
1215 REGIONAL DISPATCH	8,000	77,190	76,550
1220 FIRE DEPARTMENT	444,048	1,279,015	1,221,144
1232 EMERGENCY MANAGEMENT SERVICES	759,800	-	-
1241 BUILDING DEPARTMENT	34,793	48,080	47,938
1243 PLUMBING INSPECTOR	4,000	-	-
1245 WIRING INSPECTOR	6,140	-	-
1250 PUBLIC SAFETY COMPLEX	47,250	-	-
1291 EMERGENCY MANAGEMENT	-	-	-
1292 ANIMAL CONTROL OFFICER	11,863	17,127	17,127
1295 TREE WARDEN	8,257	18,833	7,675
1300 WACHUSETT ASSESSMENTS	7,177,576	7,477,459	7,477,459
1310 VOCATIONAL SCHOOL ASSESSMENT	438,277	498,964	498,964
1312 NORFOLK REGIONAL ASSESSMENT	-	-	-
1421 DEPARTMENT OF PUBLIC WORKS	761,192	836,755	787,772
1423 SNOW & ICE	200,000	201,000	201,000
1424 STREET LIGHTS	17,711	18,393	18,393
1443 WASTE COLLECTION	408,983	435,312	409,506
1491 CEMETERY COMMISSION	24,335	6,650	6,650
1510 BOARD OF HEALTH	4,126	19,064	18,926
1515 SANITATION ENGINEER	13,274	-	-
1519 INSPECTOR OF ANIMALS	2,164	-	-
1541 COUNCIL ON AGING	69,039	70,419	70,195
1543 VETERANS AGENT	10,737	11,237	11,237
1610 LIBRARY	198,657	207,210	202,806
1630 RECREATION	29,615	31,259	31,140
1691 HISTORICAL COMMISSION	400	400	400
1710 EXCLUDED DEBT- PRINCIPAL	427,800	382,800	382,800
1709 DEBT - BORROWING COST	3,000	4,000	-
1711 EXCLUDED INTEREST-LONG TERM DEBT	141,527	124,433	124,433
1715 NON-EXCLUDED DEBT- PRINCIPAL	94,910	88,200	88,200
1716 NON-EXCLUDED INTEREST-LONG TERM DE	14,236	11,449	11,449
1752 DEBT- SHORT TERM INTEREST	1,700	2,500	2,500
1910 EMPLOYEE BENEFITS	770,527	733,450	691,989
1911 RETIREMENT ASSESSMENT	701,576	787,040	787,040
1915 CENTRAL PURCHASING	182,650	185,800	190,800
	15,128,536	15,854,851	15,616,367
Increase From Prior Year			3.22%
TOWN MEETING ARTICLES/PROJECTS	302,972	138,786	138,786
TOTAL EXPENSES	15,431,508	15,993,637	15,755,153
Current Revenues expected	15,503,050	15,670,564	15,755,153
DIFFERENCE	71,542.50	(323,072.81)	(0)

FY24

Expense Details

Department	Line	Description	FY23 Actual Budget	FY24 Requests	FY24 Recommended
1122 SELECT BOARD	5101	Committee Compensation (3)	6,114	6,114	-
	5103	Exec Assistant Wages	60,986	62,511	62,504
	5200	Purchased Services	10,441	6,839	3,839
	5400	Supplies	600	600	500
	5700	Other Expenses	20,291	3,500	3,000
	5701	Annual Town Audit		18,000	18,000
	5702	MMA Dues		1,400	1,400
		TOTAL	98,432	98,964	89,243
1123 TOWN ADMINISTRATOR	5102	Town Admin Salary	130,000	130,000	116,150
	5200	Purchased Services	1,100	2,925	2,925
	5201	Car Allowance	1,500	3,500	3,000
	5400	Supplies	100	-	-
		TOTAL	132,700	136,425	122,075
1124 MUNICIPAL ASSISTANT	5103	Assistant Wages	20,374	-	-
		TOTAL	20,374	-	-
1129 LAND USE COORDINATOR	5102	Land Use Coordinator Wages	37,599	38,539	37,826
	5200	Purchased Services	2,040	2,040	700
	5400	Supplies	603	603	250
		TOTAL	40,242	41,182	38,776
1131 FINANCE COMMITTEE	5200	Purchased Services	260	270	170
	5400	Supplies	15	15	-
		TOTAL	275	285	170
1132 RESERVE FUND	5700	Reserve Fund	40,000	40,000	40,000
		TOTAL	40,000	40,000	40,000
1135 TOWN ACCOUNTANT	5102	Accountant Salary	30,992	31,772	31,772
	5200	Purchased Services	1,375	1,375	1,375
	5400	Supplies	400	400	400
		TOTAL	32,767	33,547	33,547

FY24

Expense Details

	Department	Line	Description	FY23	FY24	FY24
				Actual Budget	Requests	Recommended
1141 ASSESSORS		5101	Committee Compensation (3)	5,532	5,532	5,532
		5102	Admin Assessor Wages	45,054	46,180	46,178
		5200	Purchased Services	3,460	4,260	4,260
		5400	Supplies	500	500	500
		5700	Other Expenses	25,575	25,762	26,329
		TOTAL		80,121	82,234	82,799
1145 TREASURER/COLLECTOR		5101	Treasurer/Collector Salary	66,875	68,999	68,999
		5103	Assistant Treasurer/Collector Wages	-	11,850	11,850
		5200	Purchased Services	15,500	15,300	15,300
		5400	Supplies	1,125	1,300	1,300
		TOTAL		83,500	97,449	97,449
1151 LEGAL SERVICES		5200	Legal Services	15,000	17,500	15,500
		5201	Tax Title Legal Fees- (60 S50B)	8,000	8,000	8,000
		TOTAL		23,000	25,500	23,500
1155 MUN INFO SERVICES (IT)		5103	Compensation	25,000	26,773	-
		5200	Purchased Services	62,564	65,776	66,336
		5201	IT Consultant		-	30,000
		5800	Equipment (hardware)	6,000	4,200	3,300
		TOTAL		93,564	96,749	99,636
1161 TOWN CLERK		5101	Town Clerk Salary	49,587	50,835	50,835
		5103	Assistant Town Clerk		12,000	11,500
		5102	Town Clerk Stipends	90	1,840	1,840
		5200	Purchased Services	1,340	1,985	1,985
		5400	Supplies	1,600	1,375	1,375
		5702	Other Expenses	450	-	-
		TOTAL		53,067	68,035	67,535

FY24

Expense Details

	Department	Line	Description	FY23	FY24	FY24
				Actual Budget	Requests	Recommended
1162 ELECTIONS		5102	Board Registrars Compensation (3)	-	1,700	1,650
		5103	Election Teller Wages	7,000	5,800	5,854
		5200	Purchased Services	10,000	8,125	8,125
		5400	Supplies	2,600	3,390	2,650
		5800	Equipment		6,000	-
		TOTAL		19,600	\$ 25,015	18,279
1163 REGISTRARS		5102	Committee Compensation (3)	1,700	-	-
		5103	Clerk Stipend	250	-	-
		5104	Census Taker Stipend	500	-	-
		5200	Purchased Services	900	-	-
		5400	Supplies	500	-	-
		TOTAL		3,850	-	-
1171 CONSERVATION COMMISSION		5102	Con Com Agent Wages	5,762	5,762	6,161
		5103	Clerk Stipend	711	711	711
		5200	Purchased Services	1,210	1,210	1,210
		5700	Conferences	250	250	250
		TOTAL		7,933	7,933	8,332
1177 REGIONAL PLANNING		5700	Assessment	1,506	1,544	1,544
		TOTAL		1,506	1,544	1,544
1183 HISTORICAL DISTRICT COM		5400	Supplies	200	200	-
		TOTAL		200	200	-
1192 PUBLIC BUILDING MAINTENANCE		5103	Property Custodian Wages	10,400	18,775	18,775
		5200	Purchased Services - Town Hall/COA	18,645	18,645	16,645
		5201	Purchased Services - PSB Complex	-	37,250	37,250
		5400	Property Supplies	3,200	6,700	6,700
		TOTAL		32,245	81,370	79,370
1193 TOWN INSURANCE		5200	General Liability	210,800	88,820	88,820
		5201	Injured on Duty		89,880	89,880
		5202	Worker's Comp		25,889	25,889
		5203	Deductible		10,000	10,000
		TOTAL		210,800	\$ 214,589	\$ 214,589

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Expense Details

Department	Line	Description	FY23 Actual Budget	FY24 Requests	FY24 Recommended
1196 TOWN REPORTS	5200	Purchased Services	1,150	1,150	1,150
		TOTAL	1,150	1,150	1,150
1199 TOWN CLOCK	5200	Purchased Services	450	500	500
		TOTAL	450	500	500
1210 POLICE DEPARTMENT	5102	Police Chief Salary	100,836	129,826	129,828
	5105	LT Salary	-	103,757	105,232
	5104	Admin Assistant Wages	-	56,160	56,160
	5106	PT Window Help Wages		7,784	-
	5103	Employee Wages	925,123	788,476	780,423
	5200	Purchased Services	48,338	49,003	49,003
	5400	Supplies	58,650	59,650	59,650
	5702	Dues	1,650	1,650	1,650
		Cruiser Lease	-	31,835	31,835
		TOTAL	1,134,597	1,228,141	1,213,781
1215 REGIONAL DISPATCH	5200	Purchased Services	8,000	7,000	7,000
	5700	Regional Assessment	-	70,190	69,550
		TOTAL	8,000	77,190	76,550
1220 FIRE DEPARTMENT	5102	Fire Chief Salary	128,849	133,796	133,796
	5105	Admin Assistant Wages	-	18,487	18,416
	5104	Fire Employees Wages	233,599	175,332	175,332
	5103	EMS Employees Wages	-	773,000	755,000
	5201	Purchased Services - EMS	-	42,300	31,000
	5200	Purchased Services - Fire	52,600	52,600	43,600
	5400	Supplies	-	29,500	21,000
	5700	Equipment	29,000	29,000	18,000
	5800	Lease	0	25,000	25,000
		TOTAL	444,048	1,279,015	1,221,144
1232 EMERGENCY MANAGEMENT SERVICES	5103	EMS Employees Wages	663,000		
	5200	Purchased Services	67,300		
	5400	Supplies	29,500		
		TOTAL	759,800	-	-

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Expense Details

Department	Line	Description	FY23 Actual Budget	FY24 Requests	FY24 Recommended
1241 BUILDING DEPARTMENT	5102	Building Com Wages	30,968	36,905	36,763
	5103	Local Inspector Wages	3,500	1,000	1,000
	5102	Wiring Inspector Wages	-	3,850	3,850
	5103	Plumbing/Gas Wages	-	6,000	6,000
	5200	Purchased Services	325	325	325
	TOTAL		34,793	48,080	47,938
1243 PLUMBING INSPECTOR	5103	Plumbing Inspector Wages	4,000	-	-
	TOTAL		4,000	-	-
1245 WIRING INSPECTOR	5102	Wiring Inspector Wages	5,740	-	-
	5103	Assistant Wiring Insepctor Wages	400	-	-
	TOTAL		6,140	-	-
1250 PUBLIC SAFETY COMPLEX	5200	Purchased Services	42,750	-	-
	5400	Supplies	4,500	-	-
	TOTAL		47,250	-	-
1292 ANIMAL CONTROL OFFICER	5102	ACO Wages	8,946	-	-
	5200	Purchased Services	2,742	17,127	17,127
	5400	Supplies	175	-	-
	TOTAL		11,863	17,127	17,127
1295 TREE WARDEN	5101	Tree Warden Compensation	1,508	1,508	1,000
	5200	Purchased Services	5,699	16,275	6,475
	5400	Supplies	50	50	-
	5700	Trees	1,000	1,000	200
	TOTAL		8,257	18,833	7,675
1300 WACHUSETT ASSESSMENTS	5700	WRSD Assessment	6,951,964	7,256,812	7,256,812
		WRSD Debt - Excluded	225,612	220,647	220,647
	TOTAL		7,177,576	7,477,459	7,477,459
1310 VOCATIONAL SCHOOL ASSESSMENT	5300	Voc School Assessment	374,701	437,590	437,590
		Vocational Debt - Excluded	63576	61,374	61,374
	TOTAL		438,277	498,964	498,964

FY24

Expense Details

Department	Line	Description	FY23 Actual Budget	FY24 Requests	FY24 Recommended
1421 DEPARTMENT OF PUBLIC WORKS	5102	DPW Director Salary	81,023	89,900	89,900
		Admin Assistant Wages	-	26,344	26,344
	5103	Employee Wages	458,343	447,285	445,802
	5200	Purchased Services	176,402	190,602	173,102
	5400	Supplies	31,700	36,300	36,300
	5401	MS4 Permit Work	-	36,800	6,800
	5801	Equipment Leases	13,724	9,524	9,524
		TOTAL	761,192	836,755	787,772
1423 SNOW & ICE	5130	Overtime Wages	53,950	54,000	54,000
	5200	Purchased Services	-	10,000	10,000
	5400	Salt & Sand	140,000	130,000	130,000
	5800	Equipment	6,050	7,000	7,000
		TOTAL	200,000	201,000	201,000
1424 STREET LIGHTS	5200	Electricity	17,711	18,393	18,393
		TOTAL	17,711	18,393	18,393
1443 WASTE COLLECTION	5200	Purchased Services	408,983	435,312	409,506
		TOTAL	408,983	435,312	409,506
1491 CEMETERY COMMISSION	5101	Superintendent Salary	3,447	-	-
	5102	Wages	14,238	-	-
	5200	Purchased Services	1,750	1,750	1,750
	5400	Supplies	4,900	4,900	4,900
		TOTAL	24,335	6,650	6,650
1510 BOARD OF HEALTH	5101	Committee Compensation (3)	438	438	438
	5102	Stipend - Inspector Animals	-	2,164	2,164
	5103	Compensation- Sanitation Engineer	-	13,274	13,274
	5200	Purchased Services	3,500	3,000	3,000
	5400	Supplies	188	188	50
		TOTAL	4,126	19,064	18,926
1515 SANITATION ENGINEER	5102	Compensation	13,274	-	-
		TOTAL	13,274	-	-

FY24

Expense Details

Department	Line	Description	FY23 Actual Budget	FY24 Requests	FY24 Recommended
1519 INSPECTOR OF ANIMALS	5102 Salary		2,164	-	-
	TOTAL		2,164	-	-
1541 COUNCIL ON AGING	5102 Director Salary		28,294	41,593	41,434
	5103 Van Drivers Wages		22,040	17,036	16,971
	5104 Office Assistant Wages		6,915	-	-
	5200 Purchased Services		5,700	5,200	5,200
	5400 Supplies		4,900	4,900	4,900
	5700 Other Expenses		1,190	1,690	1,690
	TOTAL		69,039	\$ 70,419	70,195
1543 VETERANS AGENT	5101 Veteran's Agent Compensation		1,137	1,137	1,137
	5200 Purchased Services		100	100	100
	5700 Benefits		9,500	10,000	10,000
	TOTAL		10,737	11,237	11,237
1610 LIBRARY	5102 Library Director Salary		52,907	54,445	55,601
	5104 Children's Librarian		45,263	46,570	46,392
	5103 Employee Wages		45,254	41,452	39,743
	5106 Custodian Wages			8,024	7,994
	5200 Purchased Services		13,617	12,803	10,818
	5400 Supplies		2,900	3,075	2,710
	5401 Library Materials and Supplies		38,716	40,841	39,548
	5700 Equipment		-	-	-
			198,657	\$ 207,210	\$ 202,806
1630 RECREATION	5102 Recreation Director Salary		29,615	31,259	31,140
	5200 Purchased Services		-	-	-
	5400 Supplies		-	-	-
	TOTAL		29,615	31,259	31,140
1691 HISTORICAL COMMISSION	5200 Purchased Services		400	400	400
	TOTAL		400	400	400

FY24

Expense Details

Department	Line	Description	FY23	FY24	FY24
			Actual Budget	Requests	Recommended
1710 EXCLUDED DEBT- PRINCIPAL	5713	Public Safety Complex	356,800	356,800	356,800
	5714	PCS Green Repairs	-	-	-
	5716	Amb & Dump Truck	45,000	-	-
	5717	DPW Backhoe	26,000	26,000	26,000
	TOTAL		427,800	382,800	382,800
1711 EXCLUDED INTEREST-LONG TERM DEB	5713	Public Safety Complex	139,550	56,875	56,875
	5714	PCS Green Repairs	-	67,064	67,064
	5716	Amb & Dump Truck	495	-	-
	5717	DPW Backhoe	1,482	494	494
	TOTAL		141,527	124,433	124,433
1715 NON-EXCLUDED DEBT- PRINCIPAL	5705	School Windows	6,000	6,000	6,000
	5709	DPW Doors & Windows	2,200	2,200	2,200
	5715	Fire Breathing Apparatuses	-	-	-
	5718	DPW Truck & Paving	45,000	45,000	45,000
	5719	DPW Freightliner Truck	41,710	35,000	35,000
	5765	Title V Betterment	-	-	-
TOTAL			94,910	88,200	88,200
1716 NON-EXCLUDED INTEREST-LONG TERM	5705	School Windows	1,065	803	803
	5709	DPW Doors & Windows	493	396	396
	5715	Fire Breathing Apparatuses	-	-	-
	5718	DPW Truck & Paving	4,613	3,600	3,600
	5719	DPW Freightliner Truck	8,065	6,650	6,650
TOTAL			14,236	11,449	11,449
1752 DEBT- SHORT TERM INTEREST	5715	Short Term Interest	1,700	2,500	2,500
	TOTAL		1,700	2,500	2,500
1709 DEBT - BORROWING COST	5200	Short Term Interest	3,000	4,000	-
	TOTAL		3,000	4,000	-

FY24

Expense Details

	Department	Line	Description	FY23 Actual Budget	FY24 Requests	FY24 Recommended
1910 EMPLOYEE BENEFITS		5206	Town Share Medicare	50,000	50,000	50,000
		5208	Health Insurance Premiums	718,827	569,528	528,067
			Reitree Health Insurance Premiums	-	112,422	112,422
		5209	Life Insurance Premiums	1,700	1,500	1,500
		5211	Insurance Deductions for Premiums	-	-	-
			TOTAL	770,527	733,450	691,989
1911 RETIREMENT ASSESSMENT		5210	Retirement Assessment	701,576	787,040	787,040
			TOTAL	701,576	787,040	787,040
1915 CENTRAL PURCHASING		5812	Heating Oil	49,400	55,300	55,300
		5813	Postage	10,000	7,500	7,500
		5814	Telephone	13,500	11,000	11,000
		5815	Electricity	67,750	68,000	68,000
		5816	Diesel	42,000	44,000	49,000
			TOTAL	182,650	185,800	190,800
TOWN MEETING ARTICLES - PROJECTS						
				1,000	1,100	1,100
GREENWAYS Article						
SCHOOL	5804	PSC Security Cameras STM23 A1	50,000	-	-	
RECREATION	5801	Tivnan Field Lights (ATM 2022)	80,000	-	-	
PUBLIC BUILDING MAINTENANCE	5806	Town Building Phones ATM 23 A5	27,500	-	-	
POLICE DEPARTMENT	5801	Police Cruisers	29,500	-	-	
DPW DEPARTMENT	5860	Road Surfacing (Sep. Article)	115,972	118,870	118,870	
DPW DEPARTMENT		Lawn Mower ATM 24 A3		4,666	4,666	
DPW DEPARTMENT		Ditcher Head Attachment ATM 24 A4		14,150	14,150	
				302,972	138,786	138,786

122 Select Board

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Select Board Compensation	6,114	6,114	-		(6,114)	-100.00%
5103	Executive Assistant Wages	60,986	62,511	62,504		1,518	2.49%
5200	Purchased Services	10,441	6,839	3,839		(6,602)	-63.23%
5400	Supplies	600	600	500		(100)	-16.67%
5700	Other Expenses	20,291	3,500	3,000		(17,291)	-85.22%
5701	Annual Town Audit	-	17,000	18,000		-	
5702	MMA Dues	-	1,400	1,400		1,400	
		\$ 98,432	\$ 97,964	\$ 89,243	\$ -	\$ (9,189)	-9.34%

NOTES

Moved MMA Dues to its own line, as benefits entire Town. Also Trash billing to trash department.

4/5 - reduced budget by \$700

4/19 - Reduced budget by \$2.8k from printer. Removed SB compensation. Increased Audit. All after discussion with Fin Com.

4/25 - Fin Com Advised to return the SB stipend to the line.

5/9 -SB voted to remove their salary line for FY24

122

Select Board

5101 Select Board Compensation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Select Board Compensation	Select Board annual pay (x3)	6,114	6,114	-	(6,114)
		<u>\$ 6,114</u>	<u>\$ 6,114</u>	<u>\$ -</u>	<u>\$ (6,114)</u>

NOTES

5/9 -SB voted to remove their salary line for FY24

122

Select Board

5103 Executive Assistant Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Executive Assistant	40 hrs (D9- \$30.05)	60,986	62,511	62,504	1,518
		<u>\$ 60,986</u>	<u>\$ 62,511</u>	<u>\$ 62,504</u>	<u>\$ 1,518</u>

NOTES

Previously a D8.

updated 3/7/23 to 52 weeks to reflect leap year and 260 days

122

Select Board**5200 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Adobe DC	<i>Annual Subscription to convert and amend docs</i>	-	135	135	135
Advertsing	<i>Used for procurement, hearings, petitions</i>	300	500	300	-
Constable Postings	<i>ATM and STM Warrant Posting</i>	50	50	50	-
Meter Rental	<i>Postage machine Rental- Contract up 10/2/2023(est 2%)</i>	1,150	1,175	1,175	25
Photocopier- Lease	<i>Contract up 11/30/23 (est 2%)</i>	1,600	4,800	2,000	400
Code Red	<i>Town's Share for cost - Move to IT</i>	1,461	-	-	(1,461)
Amazon	<i>Annual Subscription for Town (free shipping)</i>	-	179	179	179
Trash Billing	<i>PMLP Charge to do the billing - MOVE to Trash Dept</i>	5,880	-	-	(5,880)
		\$ 10,441	\$ 6,839	\$ 3,839	\$ (6,602)

NOTES

Move Code Red cost to IT. Increase photocopier for outright purchase of better machine instead of 3 year lease and return of property. Move trash billing to waste collection department.

4/5 - changed adverising to \$300

122

Select Board

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Office Supplies	<i>For SB and TA. Ink, paper, writing, folders, etc</i>	600	600	500	(100)
		<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ 500</u>	<u>\$ (100)</u>

NOTES

4/5 - reduced office supplies to \$500

122

Select Board**5700 Other Expenses**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Annual Audit	<i>Cost for the Town's Annual Audit- Move to own line</i>	15,500	-	-	(15,500)
Earthday	<i>Regional Cost for shared expenses</i>	2,891	3,000	3,000	109
Memorial Day Celebration	<i>Flowers at Town Hall</i>	500	500	-	(500)
Dues MMA	<i>Moved to 5702.</i>	1,400	-	-	(1,400)
		\$ 20,291	\$ 3,500	\$ 3,000	\$ (17,291)

NOTES

Move MMA Dues to own line. Moved Audit to own line.

4/5 - removed flowers for memorial day

122

Select Board**5701 Annual Town Audit**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Annual Audit	<i>Town Wide Audit- Moved to own line</i>	-	17,000	18,000	-
		<u>\$ -</u>	<u>\$ 17,000</u>	<u>\$ 18,000</u>	<u>\$ -</u>

NOTES

Expect costs to be higher, unknown if will be same or different firm. Best practice is to change every 3 years.

122

Select Board**5702 MMA Dues**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
MMA Dues	<i>Dues for the Town to be part of MMA</i>	-	1,400	1,400	-
					-
		\$ -	\$ 1,400	\$ 1,400	\$ -

NOTES

Originally part of other expenses, broke out separate.

Department - Select Board
Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Donna Parsons	Executive Assistant	Full-Time	D8	29.32	40	\$ 60,986	D9	30.05	40	\$ 62,504
Julia Pingitore	SB Member, Chair					\$ 2,318				\$ 2,318
Kirk Huehls	SB Member					\$ 1,898				\$ 1,898
Carol Riches	SB Member					\$ 1,898				\$ 1,898

Number of Weeks - 52

123 Town Administrator

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Town Administrator Salary	130,000	116,150	116,150		(13,850)	-10.65%
5200	Purchased Services	1,100	2,925	2,925		1,825	165.91%
5201	Car Allowance	1,500	3,000	3,000		1,500	100.00%
5400	Supplies	100	-	-		(100)	-100.00%
		\$ 132,700	\$ 122,075	\$ 122,075	\$ -	\$ (10,625)	-8.01%

NOTES

3/29 - Updated Car allowance number to 3000 to reflect accurate contract

123

Town Administrator

5102 Town Administrator Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Town Administrator	<i>Personnel Contract</i>	130,000	115,000	115,000	(15,000)
	<i>Personnel Contract - Possible 1% if meet goals</i>		1,150	1,150	(150)
		\$ 130,000	\$ 116,150	\$ 116,150	\$ (15,150)

NOTES

123

Town Administrator**5200 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Meetings		500	-	-	(500)
Cell Phone	<i>Town Issued Cell Phone</i>	600	600	600	-
MMA Annual Meeting	<i>Hotel (2 nights), mileage, parking, conference (\$300)</i>	-	900	900	900
MMHR Annual Meeting	<i>Hotel, mileage, parking, conference (\$250)</i>		575	575	575
MMHR Labor Relations	<i>Training & Mileage</i>		300	300	300
STAM Membership	<i>\$50 per year</i>		50	50	50
STAM Meetings	<i>(\$10 x 5 meetings) and annual (\$50) and mileage (\$100)</i>		200	200	200
MCPPO Training	<i>Annual Procurement Cont. Edu</i>	-	300	300	300
			-	-	-
		\$ 1,100	\$ 2,925	\$ 2,925	\$ 1,825

NOTES*Still pending contract negotiations.*

123

Town Administrator

5201 Car Allowance

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Car Allowance	<i>Car allowance for in town travels</i>	1,500	3,000	3,000	1,500
		<u>\$ 1,500</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 1,500</u>

NOTES

Does not include mileage out of town. Part of TA contract.

123 Town Administrator

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Supplies		100	-	-	(100)
					-
					-
					-
		<u>\$ 100</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (100)</u>

NOTES
Not needed.

Department - Town Administrator
Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Heather Munroe	Town Administrator	Full-Time (Contract)	H		40	\$ 100,000	H		40	\$ 115,000

Number of Weeks - 52

129 Land Use Coordinator

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	Land Use Coordinator Wages	37,599	38,539	37,826		227	0.60%
5200	Purchased Services	2,040	2,040	700		(1,340)	-65.69%
5400	Supplies	603	603	250		(353)	-58.54%
		\$ 40,242	\$ 41,182	\$ 38,776	\$ -	\$ (1,466)	-3.64%

NOTES

4/3 - No updates

1/9 - Met with Sheryl to discuss needs for the office. We reviewed that this office also handles planning and zba expenses. Reviewed what actual needs are and adjusted numbers accordingly.

129

Land Use Coordinator

0100-1421-5102-0000 Land Use Coordinator Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Land Use Coordinator	<i>C(11) - \$27.45/hour at 26.5 hours per week</i>	37,599	38,539	37,826	227
		<u>\$ 37,599</u>	<u>\$ 38,539</u>	<u>\$ 37,826</u>	<u>\$ 227</u>

NOTES

Sheryl works in the office 24 hours per week and 2.5 hours reserved for meetings weekly. Also reduced wages to account for FY24 pay at 26.5 hours per week x 52.2 for precise calculations. The 2.5 hours xtra each week for meetings should cover any additional hours year round. update salary on 3/7/23 to reflect 52 weeks

129

Land Use Coordinator**0100-1421-5200-0000 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Meetings/Education		74	74	-	(74)
Advertising	<i>Legal Ads (plan for 3 on Boards behalf)</i>	1,242	1,242	300	(942)
Training	<i>Not used</i>	664	664	-	(664)
Dues	<i>Not used</i>	60	60	-	(60)
Planning Board Training				200	200
ZBA Training				200	200
				-	-
				-	-
				-	-
		<u>\$ 2,040</u>	<u>\$ 2,040</u>	<u>\$ 700</u>	<u>\$ (1,340)</u>

NOTES

Reviewed all expenses and needs with Sheryl. Reduced from prior numbers to actual needs. Advertising is usually passed on directly to applicants, but occasionally Board's need to hold a hearing outside of applicant based hearings.

Land Use Coordinator

0100-1421-5400-0000 Supplies

[illegible]

NOTES

In FY22, only spent \$143 in these lines. Year to date for FY23 is very low.

DEPARTMENT - Land Use

Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hrs/wk</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Lombardi, Sheyrl	Principal Assessor	Part-Time (B)	C10	26.78	26.5	\$ 37,045	C11	27.45	26.5	\$ 37,826

131 Finance Committee

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Purchased Services	260	270	170		(90)	-34.62%
5400	Supplies	15	15	-		(15)	-100.00%
		\$ 275	\$ 285	\$ 170	\$ -	\$ (105)	-38.18%

NOTES

4/25 - Adjusted numbers based on original request

5/10 - Revised numbers per chair

132 Reserve Fund

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5700	Reserve Fund	40,000	40,000	40,000		-	0.00%
		\$ 40,000	\$ 40,000	\$ 40,000	\$ -	\$ -	0.00%

NOTES

135 Town Accountant

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	Town Accountant Salary	30,992	31,772	31,772		780	2.52%
5200	Purchased Services	1,375	1,375	1,375		-	0.00%
5400	Supplies	400	400	400		-	0.00%
		\$ 32,767	\$ 33,547	\$ 33,547	\$ -	\$ 780	2.38%

NOTES

52 weeks this fiscal year.

135

Town Accountant

0100-1421-5102-0000 Town Accountant Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Town Accountant Salary	20 Hours; (E4) - 30.55	30,992	31,772	31,772	780
		<u>\$ 30,992</u>	<u>\$ 31,772</u>	<u>\$ 31,772</u>	<u>\$ 780</u>

NOTES

Step increase from E3 to E4 . 3/7/23 updated to 52 weeks for calcualtion

135

Town Accountant

0100-1421-5200-0000 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Training	<i>The Abrahams Group (x2)</i>	1,000	1,000	1,000	-
Annual Conference	<i>March UMASS Conference</i>	375	375	375	-
				-	-
		<u>\$ 1,375</u>	<u>\$ 1,375</u>	<u>\$ 1,375</u>	<u>\$ -</u>

NOTES

135

Town Accountant

0100-1421-5400-0000 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Office Supplies	<i>Ink, paper, label,s folders, etc</i>	400	400	400	-
					-
					-
		<u>\$ 400</u>	<u>\$ 400</u>	<u>\$ 400</u>	<u>\$ -</u>

NOTES

DEPARTMENT - Accountant

Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hrs/wk</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Kennedy, Larissa	Accountant	Full-Time	E3	29.80	20	\$ 30,992	E4	30.55	20	\$ 31,772
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -

Number of Weeks - 52

141 Assessors

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	Committee Compensation	5,532	5,532	5,532		-	0.00%
5103	Administrative Assessor Wages	45,054	46,178	46,178		1,124	2.49%
5200	Purchased Services	3,460	4,260	4,260		800	23.12%
5400	Supplies	500	500	500		-	0.00%
5700	Other Expenses	25,575	25,762	26,329		754	2.95%
		\$ 80,121	\$ 82,232	\$ 82,799	\$ -	\$ 2,678	3.34%

NOTES

4/24 - Stipends added back

4/19 - remove stipends

4/3 - Met with Kateri to review numbers. While willing to adjust down on trainings, trainings are needed to assist her with skill and knowledge needed to help the Town collect as much revenue as possible under new growth and other assessments. To date, still waiting on VIsion to confirm numbers on new contract, estimated numbers are 3% increase over last year.

1/9 - Met with Kateri to review budget. BOA still needs to review and approve. Discussed including enough funds for 2 training courses and annual conference in budget. Wages bit higher than 2.5% as last year's calculation was slighly lower than where it should have been.

Increase mostly attributed to additional training costs for \$600/class times two, annual conference, and anticipated increase in certification. If certification reduced, annual cost will be reduced.

141

Assessors

0100-1421-5102-0000 Committee Compensation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Committee Salary	3 Elected Members (\$1844 each)	5,532	5,532	5,532	-
					-
		\$ 5,532	\$ 5,532	\$ 5,532	\$ -

NOTES

4/19 - Remove stipends by fin com

4/25 - Stipends added back by fin com

141

Assessors

0100-1421-5103-0000 Administrative Assessor Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Admin Assessor	<i>E(7) at 27 hr/week</i>	45,054	46,178	46,178	1,124
		<u>\$ 45,054</u>	<u>\$ 46,178</u>	<u>\$ 46,178</u>	<u>\$ 1,124</u>

NOTES

E(7) - \$32.89 per hour. update salary 3/7/23 to reflect 52 weeks

141

Assessors**0100-1421-5200-0000 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Data Processing		500	-	-	(500)
Training	<i>\$600 per course, 2 a year</i>	300	1,200	1,200	900
Meetings		300	300	300	-
Copies of Deeds/Plans	<i>Combine deeds/plans in one line</i>	25	60	60	35
Copies of Plans		35	-	-	(35)
Dues	<i>MAAO - \$225; WCAA - \$75</i>	300	300	300	-
Geo. Info Service (GIS)		2,000	852	852	(1,148)
Annual Conference	<i>Annual Conference - Fee and Hotel Stay (\$200)</i>	-	700	700	700
Appraisal Services	<i>Expert for ATB, Property appraisals, etc.</i>	-	500	500	500
MLS	<i>Real Estate Listings - Annualy</i>	-	348	348	348
		\$ 3,460	\$ 4,260	\$ 4,260	\$ 800

NOTES

We currently already pay for MLS out of funds currently. Changed funding data processing, we were not sure what this was intended for, to funding appraisal services.

Assessors

0100-1421-5400-0000 Supplies

[illegible]

NOTES

Assessors

0100-1421-5700-0000 Other Expenses

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Software	Vision Software Cloud Hosting Cost	2,675	2,862	2,862	187
504 Utility Appraisals	Personal Property Appraisals required by State Law	4,000	4,000	4,000	-
Certification		18,900	18,900	19,467	567
Assessor Software	Vision Software				-
					-
					-
					-
		\$ 25,575	\$ 25,762	\$ 26,329	\$ 754

NOTES

Cloud cost is actual contract cost for FY24.

Expect an increase in cost to software/certification for FY24.

All personal property needs to be reassessed for FY27.

DEPARTMENT - Assessors

Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hrs/wk</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Clute, Kateri	Principal Assessor	Full-Time	E6	32.09	27	\$ 45,054	E7	32.89	27	\$ 46,178
Clute, Kateri	Board Assessor	Stipend				\$ 1,844				\$ 1,844
Malone, Deirdre	Board Assessor	Stipend				\$ 1,844				\$ 1,844
Huard, Dori	Chair Board Assessor	Stipend				\$ 1,844				\$ 1,844

Number of Weeks - 52

145 Treasurer/Collector

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Treasurer/Collector Salary	66,875	68,999	68,999		2,124	3.18%
5103	Assistant Treasurer/Collector Wage	-	11,850	11,850		11,850	
5200	Purchased Services	15,500	15,300	15,300		(200)	-1.29%
5400	Supplies	1,125	1,300	1,300		175	15.56%
		\$ 83,500	\$ 97,449	\$ 97,449	\$ -	\$ 13,949	16.71%

NOTES

True increase is 2.83% when you account for the municipal assistant position being divided and added 50% into this department. Wage increases are a bit above 2.5% as person was currently scored inbetween two steps on the wage and class chart.

145

Treasurer/Collector

5101 Treasurer/Collector Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Treasurer/Collector	30 Hours per week (E19 - \$44.23)	66,875	68,999	68,999	2,124
		<u>\$ 66,875</u>	<u>\$ 68,999</u>	<u>\$ 68,999</u>	<u>\$ 2,124</u>

NOTES

FY23 - \$42.87, which was between Step E17 (42.10) and Step E18 (43.15). Next step would be E19 - 44.23. updated 3/7/23 to reflect 52 weeks

145

Treasurer/Collector**5103 Assistant Treasurer/Collector Wages**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	Assistant Town Treasurer/Co B6 (\$21.09) x 8 hours per week, extra for coverage	-	11,850	11,850	11,850
					-
		<u>\$ -</u>	<u>\$ 11,850</u>	<u>\$ 11,850</u>	<u>\$ 11,850</u>

NOTES

Currently B6 (21.09) for 8 hours an average per week, with extra for coverage. Originally Municipal Assistant position broken into this and Assistant Town Clerk.

48 Weeks @ 8 hours - 384 Hours

4 Weeks @ 30 hours - 120 Hours (Vacation Coverage)

3 Weeks @ 8 hours - 24 Hours (Training coverage)

4 Weeks @ 8 hours - 32 Hours (Work load needs)

560 hours a year, or 10.7 hours per week (\$11,810).

145

Treasurer/Collector**5200 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Payroll	<i>Harpers - Pay per payroll</i>	4,400	4,400	4,400	-
Dues/Meetings	<i>Mileage, Amherst Conference, parking, others</i>	400	400	400	-
Bank Charges	<i>ACH Fees (just in case)</i>	300	100	100	(200)
First Southwest Audit	<i>Contining disclosure debt</i>	3,200	3,400	3,400	200
Printing RE & MV Bills		5,600	5,800	5,800	200
Advertising	<i>Tax Title</i>	600	200	200	(400)
OPEB Reporting	<i>Mandatory</i>	1,000	1,000	1,000	-
		-			-
		\$ 15,500	\$ 15,300	\$ 15,300	\$ (200)

NOTES

145

Treasurer/Collector

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
General Office Supplies	<i>Ink, paper, demand notices, envelopes</i>	625	1,300	1,300	675
Postage		500	-	-	(500)
		<u>\$ 1,125</u>	<u>\$ 1,300</u>	<u>\$ 1,300</u>	<u>\$ 175</u>

NOTES

Postage line not used.

[illegible]

151 Legal Services

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Town Counsel	15,000	17,500	15,500		500	3.33%
5201	Tax Title Legal Expense	8,000	8,000	8,000		-	0.00%
		\$ 23,000	\$ 25,500	\$ 23,500	\$ -	\$ 500	2.17%

NOTES

Increase in expected costs for Legal for CBA agreement in FY24. May want to consider creating tax title revolving fund and removing this expense from the General Fund.

4/5 - Reduced to \$15.5k

151 Legal Services

0100-1421-5200-0000 Town Counsel

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Town Counsel	<i>Add \$2.5k for CBA Negotiations with Police during FY24</i>	15,000	17,500	15,500	500
				-	-
		<u>\$ 15,000</u>	<u>\$ 17,500</u>	<u>\$ 15,500</u>	<u>\$ 500</u>

NOTES

Collective Bargaining with PD will happen during FY24. Adding additional legal expenses to have Town Counsel aid in reviewing and making recommendations for the contract.

4/5 - Reduced to \$15.5k

151 Legal Services

0100-1421-5201-0000 Tax Title Legal Expense

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Tax Title Legal Expense	<i>MGL Ch 60 S 50B</i>	8,000	8,000	8,000	-
					-
					-
		<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ -</u>

NOTES

May want to consider in making this a revolving fund. <https://malegislature.gov/Laws/GeneralLaws/PartI/TitleIX/Chapter60/Section15B>

155 Municipal Information Service (IT)

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5103	IT Director Wages	25,000	26,773	-		(25,000)	-100.00%
5200	Purchased Services	62,564	65,776	66,336		3,772	6.03%
5201	IT Consultant			30,000		30,000	#DIV/0!
5800	Equipment	6,000	4,200	3,300		(2,700)	-45.00%
		\$ 93,564	\$ 96,750	\$ 99,636	\$ -	\$ 6,072	6.49%

NOTES

Transition from IT director to consultant services in early 2023.

4/5 - Updated to current no IT manager, IT consultant plan

155

Municipal Information Service (IT)

5103 IT Director Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
IT Director Wages	(E25) - 51.29 x 10 hours/week	25,000	26,773	-	(25,000)
		<u>\$ 25,000</u>	<u>\$ 26,773</u>	<u>\$ -</u>	<u>\$ (25,000)</u>

NOTES

Person left in Fy23.

Municipal Information Service (IT)**5200 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Additional Tech Support	<i>moved to IT consultant line</i>	6,900	2,400	-	(6,900)
Town's Website	<i>Civic Plus - more from Droople to next platform (K incre</i>	2,100	2,677	2,677	577
Host Website	<i>Go Daddy, Annual Fee (Sept)</i>	-	99	99	99
Town's Accounting Software	<i>VADAR Annual Maintenance - transition to cloud</i>	10,764	11,302	14,262	3,498
ESRI ArcView Software	<i>Assessor's Software</i>	800	800	800	-
Permit Software	<i>View Permit Annual Fee</i>	15,000	15,000	15,000	-
Reverse 911	<i>Code Red Annual Contract (moved from SB)</i>	-	1,461	1,461	1,461
Rabidou Consulting	<i>Broke down into each piece we contract for</i>	27,000	-	-	(27,000)
Acronis Backup Cloud Service	<i>Monthly Cost (\$400/month)</i>	-	4,800	4,800	4,800
Office 365 Standard	<i>63 Users (\$12.50/month/user)</i>	-	9,450	9,450	9,450
Office 365 Business	<i>7 Users (\$6/month/user)</i>	-	504	504	504
	<i>We use Rabidou Consulting Services software</i>				
Remote Monitoring	<i>58 seats (\$10/month/seat)</i>	-	6,960	6,960	6,960
Sophos - Email Adv	<i>Email Advanced -69 Seats -\$4.80/seat/month</i>	-	3,974	3,974	3,974
Sophos - Endpoint	<i>Intercept X Endpoint -58 Seats - \$5.85/seat/month</i>	-	4,072	4,072	4,072
Sophos - Server	<i>Essentials for Servers - 2 seats - \$10.86/seat/month</i>	-	261	261	261
Sophos - Firewall XG 105 St	<i>Firewall Std 2 seats - \$13.44/seat/month</i>	-	323	323	323
Sophos - Firewall XG 230 SI	<i>Firewall 1 seat -\$141.17/seat/month</i>	-	1,694	1,694	1,694
		\$ 62,564	\$ 65,776	\$ 66,336	\$ 3,772

NOTES

The cost to redo our website redesign is \$5,500. May want to consider if additional funding available. Waiting on contract for Town website and vadar to confirm expirations and cost for contracts for FY24.

Would like to add view permit to unlimited accounts and add parks rec and other departments.

Code Red relocated here and added all pieces of the cost.

155

Municipal Information Service (IT)

5201 IT Consultant

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
IT Consultant	<i>Combined compensation and additional support</i>	-		30,000	
		\$ -	\$ -	\$ 30,000	\$ -

NOTES

\$100 per hour x 25 hours per month

155

Municipal Information Services (IT)**5800 Equipment**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Upgrade/Replace	<i>Town Hall Computers - Assessor</i>	6,000	3,200	1,600	(4,400)
Upgrade/Replace Monitors	<i>5 Monitors and Cables</i>	-	500	500	500
Misc	<i>Mice, Keyboards, cables, etc</i>	-	500	500	500
Replace COA Firewall	<i>End of service life</i>			700	700
		\$ 6,000	\$ 4,200	\$ 3,300	\$ (2,700)

NOTES

Should consider moving all departments here and creating Town Wide replacement schedule.

4/5 - changed town hall computers to 1, and added \$700 firewall replacement for COA

Department - IT
Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Michael Savasta	IT Director	Part-Time (NB)	E25	50.05	10	\$ 26,026		0	0	\$ -

Actual budgeted for FY23 was \$25,000

161 Town Clerk

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Town Clerk Salary	49,587	50,835	50,835		1,248	2.52%
5102	Town Clerk Stipends	90	1,840	1,840		1,750	1944.44%
5103	Assistant Town Clerk Wages	-	12,000	11,500		11,500	#DIV/0!
5200	Purchased Services	1,340	1,985	1,985		645	48.13%
5400	Supplies	1,600	1,600	1,375		(225)	-14.06%
5702	Other Expenses	450	450	-		(450)	-100.00%
		\$ 53,067	\$ 68,710	\$ 67,535	\$ -	\$ 14,468	27.26%

NOTES

4/26 - Confirmed with Laurie that the assistant position can be 11500

4/3 - Met with Laurie. No changes

Met with Laurie. Moved all stipends to Town Clerk Stipends Line. Certified Mass Municipal Clerk Stipend is new. Municipal Assistant budget was previously in its own line, and now it will be in Town Clerk and Town Treasurer as Assistant. When you combine the Elections and Town Clerk budgets together, the change for FY24 is about a 12% increase, however, if you remove the municipal assistant piece which came from its own department and account for the \$2000 increase from 50%

161

Town Clerk

5101 Town Clerk Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Town Clerk	32 Hours - (E4) -\$30.55/hour	49,587	50,835	50,835	1,248
		<u>\$ 49,587</u>	<u>\$ 50,835</u>	<u>\$ 50,835</u>	<u>\$ 1,248</u>

NOTES

Currently about E3 - \$29.80, increase to E4. update 3/7/23 to reflect 52 weeks

161

Town Clerk**5102 Town Clerk Stipends**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Record Keeping Stipend		90	90	90	-
Census Taker Stipend		-	500	500	500
Clerk Certification Stipend	<i>Certified Mass Municipal Clerk Stipend</i>	-	1,000	1,000	1,000
Clerk Stipend	<i>Registrar clerk stipend - moved from registrar line</i>	-	250	250	250
		<u>\$ 90</u>	<u>\$ 1,840</u>	<u>\$ 1,840</u>	<u>\$ 1,750</u>

NOTES

Moved all of Town Clerk Stipends from various departments into one line. Clerk Certification stipend was voted at last Town Meeting but no funding was allocated for FY23, will still need to make whole.

161

Town Clerk**5103 Assistant Town Clerk Wages**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Assistant Town Clerk Wages B7 (\$21.62) x 8 hours per week, extra for coverage		-	12,000	11,500	11,500
					-
		<u>\$ -</u>	<u>\$ 12,000</u>	<u>\$ 11,500</u>	<u>\$ 11,500</u>

NOTES

This was formally Municipal Assistant - now broken into two positions (Assistant Town Clerk and Assistant Treas/Coll)

Assistant will cover for Laurie for the following breakdown:

3 Weeks of vaca- xtra 16hr/week (48)- \$1,038

Conferences 6 days - 3 hrs/day (18) - \$173

4 days mentor training - 2 hrs/day (8) - \$173

Elections Local -11 hrs/day (11) - \$238

Election State - 15 hrs/day (15) - \$324

Balance xtra busy times - 40 hours - can adjust down with budget needs (totals \$864)

161

Town Clerk**5200 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Conferences	<i>3 - Includes lunch (Devons, Plymouth, and Springfield)</i>	1,065	1,145	1,145	80
Mentoring Classes	<i>4 Training sessions - \$15 each & mileage</i>	240	280	280	40
MTCA Dues		35	35	35	-
WCCTCA Dues	<i>New membership for local connections/programs</i>	-	25	25	25
Dog Program	<i>City Hall Systems - now charging</i>	-	500	500	500
					-
		\$ 1,340	\$ 1,985	\$ 1,985	\$ 645

NOTES

Mentoring Classes - Last year - Millbury, franklin, lynnfield, holliston.

Conferences - Plymouth - only conference also includes hotel. All conferences include mileage.

161

Town Clerk

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
General Office Supplies	<i>Envelopes, labels, ink, vital paper, etc.</i>	850	850	850	-
Dog Tags	<i>Cost licenses (FY22 was 200)</i>	250	250	225	(25)
Record Storage	<i>Vital Records Books and sleeves</i>	500	500	300	(200)
		<u>\$ 1,600</u>	<u>\$ 1,600</u>	<u>\$ 1,375</u>	<u>\$ (225)</u>

NOTES

58,650

161

Town Clerk

5700 Other Expenses

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Misc.		450	450	-	(450)
					-
		<u>\$ 450</u>	<u>\$ 450</u>	<u>\$ -</u>	<u>\$ (450)</u>

NOTES

There is general supplies and then we can always go to the reserve fund for unanticipated expenditures.

DEPARTMENT - Town Clerk

Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hrs/wk</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Becker, Laurie	Town Clerk	Full-Time	E3	29.80	32	\$ 49,587	E4	30.55	32	\$ 50,835
Lipper, Hannah	Assistant Town Clerk	Part-Time (NB)	B6	21.09	8	\$ 8,807	B7	21.62	8	\$ 8,994

162 Elections

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	Board of Registrars Compensation	1,700	1,700	1,650		(50)	
5103	Election Worker Wages	7,000	5,800	5,854		(1,146)	-16%
5200	Purchased Services	10,000	8,125	8,125		(1,875)	-19%
5400	Supplies	4,000	3,390	2,650		(1,350)	-34%
5800	Equipment	-	6,000	-		- -	
		\$ 22,700	\$ 25,015	\$ 18,279	\$ -	\$ (4,421)	-19%

NOTES

4-3 - Met with Laurie. We had already reduced numbers down to bare minimums needed. No change. Merged Elections and Registrars Budgets into one department since they are all elections. Moved Clerk Stipend and Census Taker stipend to Town Clerk Stipends line in the Town Clerk Budget.

4/19 - Removed Registrars compensation by Fin Com

5/3 - Updated dept to reflect possible special election for debt exclusion election for mack truck (\$5,963)

5/12 - Removed extra election as removed Mack Truck article from the warrant.

162**Elections****5102 Board of Registrars Compensation**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
BOR Compensation	<i>\$550 each registrar</i>	1,700	1,700	1,650	(50)
		<u>\$ 1,700</u>	<u>\$ 1,700</u>	<u>\$ 1,650</u>	<u>\$ (50)</u>

NOTES

Added \$50 in case registrar was unable to make Town Meeting. That should be filled under election wages and budgeted there. This line is for annual pay for position.

5103 Election Worker Wages

Line Item	Description		FY23 Bud	FY24 REQ	FY24 REC	DIFF
Local Election		May-24	1,260	2,000	2,338	1,078
Special Election	Potential special for debt exclusion		-	-	-	-
State Primary		Mar-24	1,690	2,300	3,470	1,780
State Election	There is no State Election in FY24		1,890	-	-	(1,890)
Town meeting Coverage	In case Registrar member unavailable - 3 hrs		-	-	47	47
Early Voting	Rolled into specific election breakdown		2,160	1,500	-	(2,160)
			\$ 7,000	\$ 5,800	\$ 5,854	\$ (1,146)

NOTES

Election workers will be increased to \$15.53 per hour (A1). Clerk is \$0.50 more an hour than Teller and the Warden is \$1.00 more an hour than the Teller.

LOCAL ELECTION

Type Worker	Quantity	Hourly Wage	Hours	TOTAL COST
Teller**	5	15.53	14.5	1,126
Clerk*	1	16.03	21.0	337
Warden*	1	16.53	21.0	347
Closer (end of night)	2	15.53	2.0	62
Early Voting Assistance	1	15.53	10.0	155
EV Processors	2	15.53	10.0	311
				\$ 2,338

**Training Hours Included 3 hours for election Training (2 people trained per fullday)

* Hours Included 4 hours for election training, 2 hours for setup

STATE PRIMARY/ELECTION

Type Worker	Quantity	Hourly Wage	Hours	TOTAL COST
Teller**	5	15.53	17.0	1,320
Clerk*	1	16.03	25.0	401
Warden*	1	16.53	25.0	413
Closer	4	15.53	4.0	248
Break Coverage	2	15.53	4.0	124
Early Voting Assistance	1	15.53	10.0	155
EV Processors	4	15.53	13.0	808
				\$ 3,470

**Training Hours Included 3 hours for election Training (2 people trained per fullday)

*Training Hours Included 4 hours for election

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Maintenace Voting Machine	<i>DS200 - We have 1</i>	300	300	300	-
Maintenace Poll Pads	<i>Annual Agreement is \$300/each</i>	-	600	600	600
Local Election (May 2024)	<i>Ballots, Coding Machine Card & Police Detail</i>	3,800	3,625	3,625	(175)
Special Election	<i>Special Election Debt Exclusion</i>	-	-	-	-
State Primary (Mar 2024)	<i>Coding Machine Card (ONLY) & Police Detail</i>	3,400	3,600	3,600	200
State Election		2,500	-		(2,500)
Misc.		-	-		-
		<u>\$ 10,000</u>	<u>\$ 8,125</u>	<u>\$ 8,125</u>	<u>\$ (1,875)</u>

NOTES

Police Detail is approx. \$450 per 8 hours. Local Election requires less than 2 shifts and State/Primary, often goes beyond (higher cost). Cost to program the cards is approx. \$1876 (round to \$1900).

LOCAL ELECTION

<u>Expense</u>	<u>Quantity</u>	<u>Cost</u>
Constable		25
Police Detail	Budget for 16 hrs (\$450/8 hour shift)	900
Coding	Program coding for Voting Machine Card	2000
Ballots		700
		<u>3625</u>

STATE PRIMARY/ELECTION

<u>Expense</u>	<u>Quantity</u>	<u>Cost</u>
Constable		25
Police Detail	Budget for 16 hrs (\$450/12 hour shift) -last 4 half	1575
Coding	Program coding for Voting Machine Card	2000
Ballots		0
		<u>3600</u>

162

Elections**5400 Supplies**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Street Listing/Census Mailing	<i>Enevelopes, paper, postcards (moved from 5200)</i>	900	990	950	50
General Office Supplies	<i>Voter index cards, 3 hole paper, books, State Printer Ink</i>	500	500	500	-
Local Election Supplies	<i>Automark Ink, Election Seals, Stamp Write Ins, etc.</i>	700	700	600	(100)
State Primary Supplies	<i>Automark Ink, Election Seals, Stamp Write Ins, etc.</i>	700	700	600	(100)
State/Federal Primary Supplies		700	-	-	(700)
Misc.		500	500	-	(500)
		\$ 4,000	\$ 3,390	\$ 2,650	\$ (1,350)

NOTES

Town Clerk purchases current FY Census materials in prior year to have them. Combined Elections and Registrars Supplies

162 Elections

0100-1421-5800-0000 Equipment

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Backup Voting Machine		-	6,000	-	(6,000)
					-
		\$ -	\$ 6,000	\$ -	\$ (6,000)

NOTES

Not in the budget for FY24.

171 Con Com

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5100	Conservation Agent Wages	5,762	5,762	6,161			
5103	Clerk Stipend	711	711	711			
5200	Purchased Services	1,210	1,210	1,210		-	0.00%
5700	Regional Assessment	250	250	250		-	0.00%
		\$ 7,933	\$ 7,933	\$ 8,332	\$ -	\$ -	0.00%

NOTES

Recommend higher amount to cover wages at 16 hours per month.

171

Con Com

5100 Conservation Agent Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Con Com Agent Wages	<i>Douglas Dillon (E6) , 16 hours per month</i>	5,762	5,762	6,161	399
					-
					-
					-
					-
					-
				-	-
				-	-
		<u>\$ 5,762</u>	<u>\$ 5,762</u>	<u>\$ 6,161</u>	<u>\$ 399</u>

NOTES

Currently E5 (31.31)

171

Con Com

5103 Clerk Stipend

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Clerk Stipend		711	711	711	-
				-	-
		<u>\$ 711</u>	<u>\$ 711</u>	<u>\$ 711</u>	<u>\$ -</u>

NOTES

171

Con Com

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
MACC Dues		800	800	800	
Advertising		410	410	410	
				-	-
		<u>\$ 1,210</u>	<u>\$ 1,210</u>	<u>\$ 1,210</u>	<u>\$ -</u>

NOTES

171

Con Com

5700 Conferences

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Conferences		250	250	250	-
					-
					-
		<u>\$ 250</u>	<u>\$ 250</u>	<u>\$ 250</u>	<u>\$ -</u>

NOTES

DEPARTMENT - Con Com
Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hrs/wk</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Dillon, Douglas	Con Com Agent	Part-Time (NB)	E5	31.31	3.68	\$ 6,012	E6	32.09	3.692	\$ 6,161

177 Regional Planning

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5700	CMRPC Planning Hours	1,506	1,544	1,544		38	2.50%
		\$ 1,506	\$ 1,544	\$ 1,544	\$ -	\$ 38	2.50%

NOTES

This is the annual assessment for CMRPC and comes with a set number of planning hours for our use. The cost is set annually and cannot increase by more than 2.5%, we budgeted at that amount. This amount provides the Town with 12 hours of planning work from CMRPC annually.

183 Historic District Commission

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5400	Stationary/Photo Process	150	150	-		(150)	-100.00%
		\$ 150	\$ 150	\$ -	\$ -	\$ (150)	-100.00%

NOTES

Prior request for FY23 for 150, assume the same for FY24.

192 Public Building Maintenance

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5103	Custodian Wages	10,400	18,775	18,775		8,375	80.53%
5200	Purchased Services - Town Hall/COA	18,645	18,645	16,645		(2,000)	-10.73%
5201	Purchased Services - PSB	42,750	37,250	37,250		(5,500)	-12.87%
5400	Supplies	3,200	6,700	6,700		3,500	109.38%
		\$ 74,995	\$ 81,370	\$ 79,370	\$ -	\$ 4,375	5.83%

NOTES

Combined Public Building Maintenance with PSB Maintenance into one department. Moved Custodian forward into FY24 and added funds from previous cleaning company to line.

192 Public Building Maintenance

5200 Purchased Services - Town Hall/COA

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Repairs	<i>Town Building Repairs</i>	15,000	15,000	13,000	(2,000)
Other	<i>Fire Extinguisher/First Aid</i>	1,100	1,100	1,100	
Pest Control		1,200	1,200	1,200	
COA Alarm Monitoring	<i>Knights</i>	400	400	400	
TH Alarm Monitoring	<i>Town Hall</i>	600	600	600	
Generator Maintenance	<i>Annual check</i>	345	345	345	
					-
		<u>\$ 18,645</u>	<u>\$ 18,645</u>	<u>\$ 16,645</u>	<u>\$ (2,000)</u>

NOTES

Reduced repairs cost with added hours for custodial/maintenance person coverage.

192

Public Building Maintenance**5201 Purchased Services - Public Safety Building Expenses**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Vehicle Exhaust Removal Service		2,500	2,500	2,500	-
Sprinkler System Inspection/Monitor		1,750	1,750	1,750	-
Fire Alarm Inspections		1,200	1,200	1,200	-
Fire Extinguisher Inspections		1,500	1,500	1,500	-
Generator Inspection		900	900	900	-
HVAC service/Repair		12,000	12,000	12,000	-
HVAC maintenance		3,000	3,000	3,000	-
Holding Tank Pumping		2,300	2,300	2,300	-
Elevator Maintenance/Certification		3,500	3,500	3,500	-
Custodial Services		4,600	-	-	(4,600)
Building Repairs		5,900	5,000	5,000	(900)
Cable and Phones		3,600	3,600	3,600	-
		<u>\$ 42,750</u>	<u>\$ 37,250</u>	<u>\$ 37,250</u>	<u>\$ (5,500)</u>

NOTES

Reduced repairs cost with added hours for custodial/maintenance person coverage.

192 Public Building Maintenance

5103 Custodian Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Custodian Wages	<i>A(6) - \$18.93/hour x 19 hours/week for PSB, COA, TH</i>	10,400	18,775	18,775	8,375
		<u>\$ 10,400</u>	<u>\$ 18,775</u>	<u>\$ 18,775</u>	<u>\$ 8,375</u>

NOTES

Combining funds for custodian wages for TH/COA and monies put aside for custodial services from PSB. Adding ~4k xtra to increase hours to 19/week and allow for maintenance as well.

COA - 2 Hours/Week

Town Hall -4 hours/week

PSB - 8 hours/week

5 hours mainteance COA, TH, PSB

192 Public Building Maintenace

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Flags	<i>Town Common x 2xs per year</i>	700	700	700	-
Custodial Supplies	<i>Paper Towels, toliet paper, cleaning products, etc</i>	2,500	2,000	2,000	(500)
Lights		-	500	500	500
PSC			3,500	3,500	
		<u>\$ 3,200</u>	<u>\$ 6,700</u>	<u>\$ 6,700</u>	<u>\$ -</u>

NOTES

Should we be adding in supplies for PSB here?

DEPARTMENT - Public Building Maintenance
Employee Wages

[illegible]

193 Town Insurance

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	General Liability	88,800	88,820	88,820		20	0.02%
5201	IOD	89,000	89,880	89,880		880	0.99%
5202	Worker's Comp	31,000	25,889	25,889		(5,111)	-16.49%
5203	Deductible	2,000	10,000	10,000		8,000	-
		\$ 210,800	\$ 214,589	\$ 214,589	\$ -	\$ 3,789	1.8%

NOTES

We had a few high insurance claims over the past couple of years which have increased our experience points and mods. The total estimated is still slightly less than the 15% increase estimated for FY23. This should be enough to cover our expenses. The different areas of insurance are also broken down for better clarity.

5200 General Liability

<u>Line Item</u>	<u>Description</u>		<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Property		10%	14,806	16,287	16,287	1,481
General Liability	<i>\$8554 was actual in FY23, add 6%</i>		16,631	9,067	9,067	(7,564)
Cyber	<i>Included</i>		-	-	-	-
Boiler & Machinery		10%	1,048	1,153	1,153	105
Automobile		5%	15,361	16,129	16,129	768
Inland Marine		5%	10,167	10,675	10,675	508
Umbrella Liability		5%	5,049	5,301	5,301	252
Law Enforcement		7%	13,620	14,573	14,573	953
Bonds	<i>Bonds for Treasurer/Ass. Tres, Town Clerk, Ass. TC</i>		1,800	1,800	1,800	-
Public Officials		5%	10,318	10,834	10,834	516
Mid year changes	<i>Assessed additional mid year with changes</i>		-	3,000	3,000	3,000
			\$ 88,800	\$ 88,820	\$ 88,820	\$ 20

NOTES

These are estimates only at this time. Property insurance is higher due to an incident a few years ago and this will stay on our Mods for a few more years.

193

Town Insurance

5201 IOD

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Fire Fighters	<i>IOD - Actual FY23 - \$29,687</i>	32,000	31,171	31,171	(829)
Police	<i>IOD- Actual FY23 - \$55,913</i>	57,000	58,709	58,709	1,709
					-
		\$ 89,000	\$ 89,880	\$ 89,880	\$ 880

NOTES

Est. 5% increase per MIIA

196

Insurance Premiums

5202 Worker's Comp

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Worker's Comp Insurance	<i>Actual was 24,656 add 2.5%</i>	31,000	25,889	25,889	(5,111)
					-
					-
		<u>\$ 31,000</u>	<u>\$ 25,889</u>	<u>\$ 25,889</u>	<u>\$ (5,111)</u>

NOTES

Estimated numbers as of 1.20.23.

196

Insurance Premiums

5203 Deductible

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Deductible	<i>In case we need to pay on a claim</i>	2,000	10,000	10,000	8,000
					-
					-
		<u>\$ 2,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 8,000</u>

NOTES

Some areas have a \$10k deductible, while others have a \$500 deductible

196 Town Reports

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Purchased Services	1,150	1,150	1,150		-	0.00%
		\$ 1,150	\$ 1,150	\$ 1,150	\$ -	\$ -	0.00%

NOTES

Town Report (approx 100) - \$450

Town Warrant (approx 100) (x 2 - ATM, STM) - \$700

199 Town Clock

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Purchased Services	450	500	500		50	11.11%
		\$ 450	\$ 500	\$ 500	\$ -	\$ 50	11.11%

NOTES

This covers the cost of the person to come out 2 x's per year at the time change to adjust the clock (\$190 each time) and extra in case any basic maintenance needs to be done.

POLICE

210 Police

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	Police Chief Salary	100,836	129,828	129,828		28,992	28.75%
5103	Police Officer Wages	925,123	780,423	780,423		(144,700)	-15.64%
5104	Admin Assistant Wages	-	56,160	56,160		56,160	-
5105	Lieutenant Salary	-	105,232	105,232		105,232	-
5106	Part-Time Window Help Wages	-	7,784	-		-	-
5200	Purchased Services	48,338	49,003	49,003		665	1.38%
5400	Supplies	58,650	59,650	59,650		1,000	1.71%
5702	Police Dues	1,650	1,650	1,650		-	0.00%
5800	Lease	-	31,835	31,835		31,835	#DIV/0!
		\$ 1,134,597	\$ 1,221,565	\$ 1,213,781	\$ -	\$ 79,184	6.98%

NOTES

Met with Mark 1/5/23. Moved LT, Admin, and part-time window help into their own lines. Chief and Lt also have edu incentive rolled into their salary lines, which accounts for the increase shown in Chief Salary. Created a separate line item for the Lease for the police cruiser. Also, increased the amount to the actual cost. We may wish to return to TM to revise past article to be the correct cost.

4/5 - Met with Mark, adjusted police officer wages to cover body camera cost, reduced by \$6.5k from OT. Removed cost for weekend window help. Total \$10,415 reduction

210 Police

0100-1421-5123-0000 Police Chief Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Police Chief	<i>Contract</i>	100,836	103,862	103,862	3,026
Edu Incentive	<i>Quinn Bill - 25%</i>	-	-	25,966	25,966
		\$ 100,836	\$ 103,862	\$ 129,828	\$ 28,992

NOTES

***Personnel contract is \$143,320.32 and 25% Quinn bill. Balance of contract paid for by AMC. Moved Edu incentive to Police Chief salary line. Moved Quinn bill from edu incentive line.*

210 Police**0100-1421-5103-0000 Police Officer Wages**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
LT	<i>Moved to own line</i>	82,894	-	-	(82,894)
Sergeants		218,320	234,775	234,775	16,455
Full Time Officers	<i>Added unfilled position at Start pay for FY24</i>	182,973	189,236	189,236	6,263
Detective		141,776	151,506	151,506	9,730
Overtime	<i>Includes hoiday, court time, training, vaca, and buyback</i>	110,097	113,597	113,597	3,500
Specialized Training		14,955	14,955	14,955	-
Night Differential	<i>\$1.25 x 2 ppl x 365 x 8 Hours</i>	11,648	7,300	7,300	(4,348)
Shift Differential	<i>\$1 x 2 ppl x 365 x 8 Hours</i>	7,280	5,840	5,840	(1,440)
Career Incentive	<i>\$86,270 for all currently on roster, not include unfilled</i>	90,112	63,214	63,214	(26,898)
Body Worn Cameras	<i>Increase from 9600 to trade for mandatory wear</i>	6,000	-	-	(6,000)
Admin Assistant	<i>Moved to own line</i>	54,226	-	-	(54,226)
PT Window Help	<i>Moved to own line</i>	4,842	-	-	(4,842)
		\$ 925,123	\$ 780,423	\$ 780,423	\$ (144,700)

NOTES

*Moved LT and Admin to their own lines. Should move PT Window help to PSB maintenance.
Left career incentive stagnant, as unsure if will fill the position.*

4/5 - Reduce Overtime by \$6.5k

EDU Incentive

Thorpe	25%	\$	18,343.08
Recos	3500	\$	3,500.00
Dugan	10%	\$	7,337.23
Keller	0	\$	-
Silvestri	25%	\$	19,533.24
Larkham	5500	\$	5,500.00
Sturgis	5500	\$	5,500.00
New hire	3500	\$	3,500.00
		\$	63,213.55

210 Police

0100-1421-5104-0000 Admin Assistant Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Admin Assistant	B16 (\$27/hour) at 40 hours per week	-	56,160	56,160	56,160
		<u>\$ -</u>	<u>\$ 56,160</u>	<u>\$ 56,160</u>	<u>\$ 56,160</u>

NOTES

Previously in between steps and part of the compensation general. Moved from Comp Line.

210 Police

0100-1421-5104-0000 Lieutenant Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Lieutenant	<i>MOU</i>	-	87,693	87,693	87,693
Edu Incentive		20% -	-	17,539	17,539
		<u>\$ -</u>	<u>\$ 87,693</u>	<u>\$ 105,232</u>	<u>\$ 105,232</u>

NOTES

\$122,649.12 is the full amount for his personnel contract. AMC picks up part of the contract cost. Moved Edu incentive and salary from comp line. Edu was increased by MOU by SB in 2023 for FY24 in exchange for not paying OT, and a savings was recognized.

210 Police

0100-1421-5106-0000 Part-Time Window Help Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Part/Time Window Help	<i>Requesting 8 hours for both Sat and Sun</i>	-	14,826	-	-
		<u>\$ -</u>	<u>\$ 14,826</u>	<u>\$ -</u>	<u>\$ -</u>

NOTES

Moved from compensation line \$4,842 last year. Recommendation is to set this at 8 hours at current pay of person doing the work (\$18.64 B1) updated 3/7/23 to reflect 52 weeks

4/5 - Eliminate Window help

210 Police**0100-1421-5200-0000 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
General		818	818	818	-
Cruiser Maintenance	<i>Reduce by additional offset of Cruiser Lease</i>	12,760	10,425	10,425	(2,335)
Phones	<i>Stipends</i>	6,000	4,500	4,500	(1,500)
Radio Maintenance		2,500	2,500	2,500	-
Copier/CJIS		2,400	2,400	2,400	-
Trainer Services	<i>Conference/Outside consultant</i>	14,500	16,000	16,000	1,500
Network (Dispatch)	<i>IMC Partial</i>	9,360	9,360	9,360	-
Body Cam Maintenance		-	3,000	3,000	3,000
		\$ 48,338	\$ 49,003	\$ 49,003	\$ 665

NOTES

Originally, lease was underfunded and offset cost was raised in cruiser maintenance line.

210 Police**0100-1421-5400-0000 Supplies**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
General		400	400	400	-
Gasoline	<i>688 Gal/mo @\$3.50</i>	28,900	28,900	28,900	-
Clothing/Gear/Vests		12,000	12,000	12,000	-
Cruiser equip/parts		1,600	1,600	1,600	-
Office Supplies		2,250	2,250	2,250	-
Training Equip	<i>Taser Lease /Amo/Bow Wrap</i>	11,900	12,900	12,900	1,000
Booking Room Supplies		1,600	1,600	1,600	-
		\$ 58,650	\$ 59,650	\$ 59,650	\$ 1,000

NOTES

Gas is coming out higher than calculated.

58,650

POLICE

210 Police**0100-1421-5702-0000 Police Dues**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Police Dues	<i>Mass Cheifs, FBI</i>	1,650	1,650	1,650	-
					-
		<u>\$ 1,650</u>	<u>\$ 1,650</u>	<u>\$ 1,650</u>	<u>\$ -</u>

NOTES

210 Police**0100-1421-5800-0000 Lease**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Cruiser		-	31,835	31,835	31,835
		-	-	-	-
		<u>\$ -</u>	<u>\$ 31,835</u>	<u>\$ 31,835</u>	<u>\$ 31,835</u>

NOTES

Move Lease to own line and go back to TM to revote correct amount. In FY23, \$29,500 was paid as a separate article. In FY24, the cost of the lease was added to the police budget.

DEPARTMENT - Best Department Ever

Employee Wages

Employee Name	Job Title	Position Type	FY23					FY24				
			Grade/Step	Town	AMC	# Hrs/wk	TOTAL	Grade/Step	Town	AMC	# Hours	TOTAL
				Wage	Wage				Wage	Wage		
Savasta, Mark	Chief of Police	Full-Time (Contract)	G	\$ 48.29	\$ 17.83	40	\$ 138,059	G	\$ 49.93	\$ 18.97	Salary	\$ 143,320.32
Bibeau, Guy	Lieutenant	Full-Time (Contract)	F	\$ 39.70	\$ 16.80	40	\$ 117,972	F	\$ 42.16	\$ 17.39	Salary	\$ 123,878.80
Thorpe, Forrest	Sergeant	Full-Time (Union)	3	\$ 32.89	\$ 6.81	40	\$ 82,894	3	\$ 35.14	\$ 7.02	2088	\$ 88,030.08
Recos, William	Sergeant	Full-Time (Union)	3	\$ 39.70	\$ -	40	\$ 82,894	3	\$ 42.16	\$ -	2088	\$ 88,030.08
Dugan, James	Sergeant	Full-Time (Union)	2	\$ 32.89	\$ 4.60	40	\$ 78,279	2	\$ 35.14	\$ 7.02	2088	\$ 88,030.08
Keller, David	Detective	Full-Time (Union)	**	\$ 32.88	\$ 2.14	40	\$ 73,122	**	\$ 35.14	\$ 2.28	2088	\$ 78,132.96
Silvestri, Jason	Detective	Full-Time (Union)	**	\$ 35.02	\$ -	40	\$ 73,122	**	\$ 37.42	\$ -	2088	\$ 78,132.96
Santiago, Edward	Police Officer	Full-Time (Union)	3	\$ -	\$ 30.87	40	\$ 64,457	4	\$ -	\$ 35.14	2088	\$ 73,372.32
Vacant (4/1/23)	Police Officer	Full-Time (Union)	4	\$ 32.89	\$ -	40	\$ 68,674	4	\$ -	\$ -	0	\$ -
Vacant (2/15/2023)	Police Officer	Full-Time (Union)	3	\$ -	\$ 30.87	40	\$ 64,457	3	\$ -	\$ -	0	\$ -
Moisio, Jacob	Police Officer	Full-Time (Union)	2	\$ -	\$ 29.21	40	\$ 60,990	3	\$ -	\$ 33.06	2088	\$ 69,029.28
Vacant (4/1/23)	Police Officer	Full-Time (Union)	2	\$ 29.21	\$ -	40	\$ 60,990	1	\$ -	\$ -	0	\$ -
Havey, Dylan	Police Officer	Full-Time (Union)	1	\$ -	\$ 27.55	40	\$ 57,524	1	\$ -	\$ 29.64	2088	\$ 61,888.32
Larkham	Police Officer	Full-Time (Union)						2	\$ 31.35	\$ -	2088	\$ 65,458.80
Riley	Police Officer	Full-Time (Union)						1		\$ 29.64	2088	\$ 61,888.32
Sturgis	Police Officer	Full-Time (Union)						1	\$ 29.64	\$ -	2088	\$ 61,888.32
New hire	Police Officer	Full-Time (Union)						1	\$ 29.64	\$ -	2088	\$ 61,888.32
Ryan, Eva	Administrative Asst.	Full-Time	B	\$ 25.97	\$ 7.85	40	\$ 70,616	B	\$ 27.00	\$ 8.36	2080	\$ 73,548.80
Tasca, Jeffrey	Window help	Part-Time (NB)		\$ 17.30	\$ -	8	\$ 7,224		\$ 17.73		0	\$ -
Davis, Shawn	Public Safety Officer	Full-Time		\$ -	\$ 27.97	40	\$ 58,401		\$ -	\$ 28.67	2088	\$ 59,861.39
Warren, David	Public Safety Officer	Full-Time		\$ -	\$ 23.19	40	\$ 48,421		\$ -	\$ 23.77	2088	\$ 49,631.24
Belliveau, Mark	Public Safety Officer	Part-Time (NB)		\$ -	\$ 19.48	8	\$ 8,135		\$ -	\$ 19.97	416	\$ 8,306.27
Jovan, John	Public Safety Officer	Part-Time (NB)		\$ -	\$ 19.48	8	\$ 8,135		\$ -	\$ 19.97	416	\$ 8,306.27
McMillan, Scott	Public Safety Officer	Part-Time (NB)		\$ -	\$ 19.48	8	\$ 8,135		\$ -	\$ 19.97	416	\$ 8,306.27
Seymour, Matthew	Public Safety Officer	Part-Time (NB)		\$ -	\$ 19.48	8	\$ 8,135		\$ -	\$ 19.97	416	\$ 8,306.27

Number of Weeks - 52

** Detectives are 6.5% above highest patrolman step

* Based on 2.5% increase

Sergeants
Detectives
FT Officers
Admin
Window
PSO's

215 Regional Dispatch

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Purchased Services	8,000	7,000	7,000		(1,000)	-12.50%
5700	Regional Assessment	-	70,190	69,550		69,550	
		\$ 8,000	\$ 77,190	\$ 76,550	\$ -	\$ 68,550	856.88%

NOTES

In FY24, we will be responsible for 50% of the actual costs for dispatch services. Our responsibility will increase to 75% in FY25 and 100% in FY26. The purchased services line is for the annual contract with phoenix in the event we need to have work on the fiber line that connects us to dispatch.

4/5 - updated assessment number

215 Regional Dispatch

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Phoenix	<i>Annual Contract to handle Dispatch Fiber line issues</i>	8,000	7,000	7,000	(1,000)
					-
					-
					-
					-
					-
				-	-
				-	-
		<u>\$ 8,000</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ (1,000)</u>

NOTES

\$6500 per year and then hourly fee based on any issues that may arise

215

Regional Dispatch**5700 Regional Assessment**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
WRECC Assessment	<i>Annual Assessment</i>	-	70,190	69,550	69,550
					-
					-
		<u>\$ -</u>	<u>\$ 70,190</u>	<u>\$ 69,550</u>	<u>\$ 69,550</u>

NOTES

In FY23, the cost for Wachusett Regional Dispatch Communications Center to provide the Town of Paxton dispatch services was \$113k. The entire cost was covered by the State's Development Grant. With a 5% increase estimate, the Town's share will be around \$60k. In FY24, the Development Grant will only cover 50%, in FY25, the Grant will cover 25%, and in FY26, the Town will be responsible for 100%.

Our anticipated total cost for FY24 is \$140,380.50, 50% of this would be the Town's responsibility.

3/20 - updated assessment 3/20

220 Fire/EMS

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5100	Fire Chief	128,849	133,796	133,796		4,947	3.84%
5103	Full Time (EMS) Wages	663,000	773,000	755,000		92,000	13.88%
5104	Per Diem/On Call Wages	233,500	175,332	175,332		(58,168)	
5105	Admin Assistant	-	18,487	18,416		18,416	#DIV/0!
5200	Purchased Services - Fire	52,600	52,600	43,600		(9,000)	-17.11%
5201	Purchased Services - EMS	42,300	42,300	31,000		(5,000)	-11.82%
5400	Supplies	29,500	29,500	21,000		(8,500)	-28.81%
5700	Equipment	29,000	29,000	18,000		(11,000)	-37.93%
5800	Lease	25,000	25,000	25,000		-	0.00%
		\$ 1,203,749	\$ 1,279,015	\$ 1,221,144	\$ -	\$ 23,695	1.97%

NOTES

4/4 - Cheif updated figures to reduce down to bare minimum. This will be cutting all categories close and will increase odds of having to come back to the reserve fund for transfers if large pieces of equipment break. This is a reduction of just \$57,871

Change in Staff/52 weeks/ Adjusted Purchased Services/vehicle and equipment maintenance reduced to 15,000 a piece/radio repair eliminated/ambulance contract- medical billing reduced/medical supplies reduced/turnout gear, fire suppression supplies/radios and pagers reduced.

220

Fire/EMS

5102 Fire Chief

<u>Line Item</u>		<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Fire Chief		<i>Contract</i>	121,600	126,547	126,547	4,947
		<i>Emergency Management Stipend</i>	7,249	7,249	7,249	-
			<u>\$ 128,849</u>	<u>\$ 133,796</u>	<u>\$ 133,796</u>	<u>\$ 4,947</u>

NOTES

220

Fire/EMS

5105 Full Time (EMS) Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Full-Time EMS Employees		663,000	773,000	755,000	92,000
		\$ 663,000	\$ 773,000	\$ 755,000	\$ 92,000

NOTES

Remove Admin Ass't from this line, and Fire Inspector

220**Fire/EMS****5104****Fire Wages**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Deputy Chief Stipend	<i>x1 (\$2200)</i>	3,090	3,090	2,200	(890)
Captain Stipend	<i>x 2 (1965 each)</i>	5,150	5,150	5,150	-
LT Stipend	<i>x 4 (1132 each)</i>	8,240	8,240	8,240	-
Officer On Call Stipend	<i>\$150 per weekend x 52 weekends a year</i>	-	7,800	7,800	7,800
Deputy Chief hourly		20,600	21,115	21,115	515
Captains Houly		20,653	21,115	21,115	462
LT Hourly		26,780	27,450	27,450	669
Firefighter 1 Hourly		50,454	51,715	51,715	1,261
Firefighter 2 Hourly		32,960	33,784	33,784	824
Training Stipend	<i>85% attendance rate trainings = \$122 stipend</i>	3,673	3,673	3,673	-
		\$ 171,600	\$ 175,332	\$ 175,332	\$ 10,642

Notes

220

Fire/EMS

0100-1421-5103-0000

Admin Assistant

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Fire Admin	<i>Admin Assistant - B1 (\$18.64) x 19 hours</i>	12,000	18,487	18,416	6,416
		<u>\$ 12,000</u>	<u>\$ 18,487</u>	<u>\$ 18,416</u>	<u>\$ 6,416</u>

NOTES

220**Fire/EMS****5200****Purchased Services - Fire**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Cell telephones/data	<i>Data and phones</i>	3,500	3,500	3,500	-
Radio Repair	<i>Nobs, Mics, Antennas, Programming, etc.</i>	1,500	1,500	-	(1,500)
Vehicle Maintenance	<i>PMs, parts</i>	21,000	21,000	17,500	(3,500)
Training	<i>Outside consultant</i>	2,600	2,600	2,600	-
Equipment Maintenance	<i>Hose testing, Aerial and Ground Ladder Testing, etc</i>	18,000	18,000	15,000	(3,000)
Dues	<i>FCAM, IAFC, IAEM, IAAI</i>	2,000	2,000	2,000	-
Software Service Contract	<i>IMC partial & EMS software</i>	3,000	3,000	3,000	-
Admin Supplies	<i>Moved to Supplies</i>	1,000	1,000	-	(1,000)
		-			-
		\$ 52,600	\$ 52,600	\$ 43,600	\$ (9,000)

NOTES

220

Fire/EMS

5201 Purchased Services -EMS

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Ambulance Contracts	<i>Medical Billing Company</i>	25,000	30,000	20,000	(5,000)
Ambulance Licenses	<i>EMS, Controlled Substances License, EMS Software , Medical Control and Pharmacy Agreement</i>	11,000	12,300	11,000	-
		\$ 36,000	\$ 42,300	\$ 31,000	\$ (5,000)

NOTES

220 Fire/EMS

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Fuel		3,000	6,000	3,000	-
Medical Supplies	<i>Bandages, Splints, Electrodes, Defib Pads, Glucometer Strips, Oxygen, Oxygen Masks, etc.</i>	13,000	16,000	10,500	(2,500)
Basic Uniforms	<i>Uniforms for full time employees</i>	6,500	6,500	6,500	-
Admin Supplies	<i>Moved from purchased services line- Office Supplies</i>	-	1,000	1,000	1,000
					-
					-
					-
		<u>\$ 22,500</u>	<u>\$ 29,500</u>	<u>\$ 21,000</u>	<u>\$ (1,500)</u>

NOTES

Gas is coming out higher than calculated.

220

Fire/EMS

5700 Equipment

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Turnout Gear and PPE	<i>6 Sets of protective clothing and 1 annual Professional Washing/NFPA damage and repair assessment</i>	24,000	24,000	15,000	(9,000)
Fire Suppression Supplies	<i>Hose, nozzle, fittings</i>	2,000	2,000	1,000	(1,000)
Radios/Pagers	<i>Lost, damaged, or out of date pagers- up to 6, or 1 Portable Radio</i>	3,000	3,000	2,000	(1,000)
		\$ 29,000	\$ 29,000	\$ 18,000	\$ (11,000)

NOTES

220

Fire/EMS

5800 Lease

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
A2 Lease		-	25,000	25,000	25,000
		-	-	-	-
		\$ -	\$ 25,000	\$ 25,000	\$ 25,000

NOTES

A2 - \$25k a year from the town with Holden Hospital balance (\$33k year). 2019. Lease goes until 2029.

**Department - Fire
Employee Wages**

Employee Name	Job Title	Position Type	FY23				FY24			
			Grade/Step	Wage	# Hrs/wk	TOTAL	Grade/Step	Wage	# Hours	TOTAL
Andexler, Nicholas	FF 2/Paramedic	Part-Time (NB)	D 11	\$31.46	5	\$8,211.06	D 12	\$32.25	5	\$8,417.25
Benoit, Michael	Deputy/FF/EMT	Part-Time (NB)	E 2	\$28.98	12	\$18,153.07	E 3	\$29.70	12	\$18,604.08
Conte, Peter	Captain/FF/EMT	Part-Time (NB)	D 1	\$23.20	12	\$14,532.48	D 1	\$23.78	12	\$14,895.79
Daly, Morgan	Recruit	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
Doughty, Richard	FF 1	Part-Time (NB)	A 4	\$16.24	3	\$2,572.94	A 4	\$16.65	3	\$2,607.39
Ertel, Nicholas	FF (EMT?)	Part-Time (NB)	B 1	\$15.45	3	\$2,419.47	B 1	\$15.84	3	\$2,480.54
Fernandez, Jamie	FF	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
Flynn, Nolan	FF 2	Part-Time (NB)	B 1	\$17.55	6	\$5,496.66	B 1	\$17.99	6	\$5,634.47
Avellino, Joseph	FF/Paramedic/EMT	Full-Time (Union)		\$30.30	48	\$75,919.68		\$31.21	48	\$78,199.78
Gaudet, Cindy	FF/Paramedic/EMT	Full-Time (Union)		\$32.14	48	\$80,529.98		\$34.42	48	\$86,242.75
Jano, Ryan	FF/Paramedic/EMT	Full-Time (Union)		\$26.94	48	\$67,500.86		\$27.75	48	\$69,530.40
McGinn, Richard	FF/Paramedic/EMT	Full-Time (Union)		\$36.15	48	\$90,577.44		\$38.73	48	\$97,041.89
Mead, Shawn	FF/EMT/Mechanic	Full-Time (Union)		\$33.15	48	\$83,060.64		\$34.14	48	\$85,541.18
Olson, Jeffrey	LT/Inspector/FF/EMT	Full-Time (Union)		\$31.87	48	\$79,853.47		\$32.83	48	\$82,258.85
Pingitore, Michael	Chief	Full-Time (Contract)		\$58.23	40	\$121,584.24		\$60.67	40	\$126,678.96
Putnam, Michael	FF/EMT	Full-Time (Union)		\$23.28	48	\$58,330.37		\$23.98	48	\$60,084.29
Savage, Thomas	Lt/FF/EMT	Full-Time (Union)		\$26.71	48	\$66,924.58		\$28.61	48	\$71,685.22
Stevens, Meghan	FF/EMT	Full-Time (Union)		\$25.68	48	\$64,343.81		\$26.45	48	\$66,273.12
Gambino, Nick	Recruit	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
Goodsell, Emily	FF	Part-Time (NB)	A 1	\$15.00	6	\$4,698.00	A 1	\$15.38	6	\$4,817.02
Hanson, Jonathan	Paramedic	Part-Time (NB)	D 11	\$31.46	3	\$4,926.64	D 12	\$32.25	3	\$5,050.35
Hansson, James	Lt/FF	Part-Time (NB)	C 1	\$21.45	9	\$10,077.21	C 2	\$21.99	9	\$10,330.90
Hansson, Matthew	FF 1/EMT	Part-Time (NB)	B 1	\$16.63	9	\$7,812.77	B 1	\$17.05	3	\$8,008.09
Howe, Alexandria	Paramedic	Part-Time (NB)	D 5	\$27.50	3	\$4,306.50	D 7	\$28.19	3	\$4,414.55
Howe, Josh	Paramedic	Part-Time (NB)	D 5	\$27.50	3	\$4,306.50	D 7	\$28.19	3	\$4,414.55
Killelea, Brian	FF 1	Part-Time (NB)	A 2	\$15.77	3	\$2,469.58	A 2	\$16.16	3	\$2,530.66
King, Katie	FF 1 (EMT?)	Part-Time (NB)	A 4	\$16.63	3	\$2,604.26	A 4	\$17.05	3	\$2,670.03
Kirungi, Joram	FF 1	Part-Time (NB)	A 4	\$16.63	3	\$2,604.26	A 4	\$17.05	3	\$2,670.03
Lane, Mason	Recruit	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
LaBaire, Joseph	FF (EMT?)	Part-Time (NB)	A 2	\$15.45	3	\$2,419.47	A 2	\$15.84	3	\$2,480.54
Leask, Juliette	FF	Part-Time (NB)	A 2	\$15.45	3	\$2,419.47	A 2	\$15.84	3	\$2,480.54
Lilja, Peter	Recruit	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
O'Rourke, Kevin	FF/EMT	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
Putnam, Jason	FF	Part-Time (NB)	B 1	\$16.76	3	\$2,624.62	B 1	\$17.18	3	\$2,690.39
Richards, Gary	Captain/FF 2	Part-Time (NB)	D 1	\$22.72	6	\$7,115.90	D 1	\$23.29	6	\$7,294.43
Sandor, Tyler	FF	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
Stevens, Jeff	FF	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
Stratton, Peter	FF	Part-Time (NB)	A 1	\$15.00	3	\$2,349.00	A 1	\$15.38	3	\$2,408.51
Swan, Alex	FF 1	Part-Time (NB)	B 1	\$16.24	9	\$7,629.55	B 1	\$16.65	9	\$7,820.29
Walton, John	FF 2/Paramedic	Part-Time (NB)	D 11	\$31.46	3	\$4,926.64	D 12	\$32.25	3	\$5,050.35
Ryan, Eva	Fire Admin Asst.	Stipend		\$7,490.62		\$7,490.62		\$0.00		\$7,677.89
Tasca, Jeff	Fire Admin Asst.	Part-Time (NB)	A 4	\$17.31	19	\$17,168.06	B 4	\$18.64	19	\$19,915.34

Number of Weeks - 52.2

\$956,751.80

\$998,168.48

241 Building Department

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	Building Commissioner Wages	30,968	36,763	36,763		5,795	18.71%
5103	Local Building Inspector Wages	3,500	1,000	1,000		(2,500)	-71.43%
5104	Plumbing/Gas Inspector Wages	4,000	3,850	3,850		(150)	-3.75%
5105	Electrical Inspector Wages	6,140	6,000	6,000		(260)	-4.23%
5200	Purchased Services	325	325	325		-	0.00%
		\$ 44,933	\$ 47,938	\$ 47,938	\$ -	\$ 2,885	6.42%

NOTES

4/3 - No changes

Gas/Plumbing and Electrical inspectors will be under the Building Department and under the BC.

The BC line went up as we hired a new employee and allow for step increases with each additional certification closer to becoming a certified Building Commissioner. The local inspector wages went down as we have changed our operations and only use this position in the absence of the BC.

All inspectors but the BC are at a rate of \$50 per inspection and not paid by hourly, as such they are not on the wage and comp chart. We will try to make inspectors fees part of a revised revolving fund bylaw piece and these expenses will go away for FY25.

241

Building Department

5102 Building Commissioner Wages

<u>5103</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	Building Commissioner Wag 19 hours at E12 (37.21)	30,968	36,763	36,763	5,795
		\$ 30,968	\$ 36,763	\$ 36,763	\$ 5,795

NOTES

BC was hired at E8. With the successful passage of each test, he is eligible to increase a step up to E12, which is all possible before the end of the next fiscal year. To budget enough, we should budget at 19 hours/weeek at the highest rate of \$37.21/hour.

241 Building Department

5103 Local Building Inspector Wages

<u>5103</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Local Building Inspector	<i>Flat inspection rate of \$50/inspection x 20/year</i>	3,500	1,000	1,000	2,500
		<u>\$ 3,500</u>	<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 2,500</u>
					-

NOTES

With a building commissioner hired by hour, we only use local to cover absences of bc and only need so many per year. We are working with all inspectors to set a flat rate per inspection of approx. \$50/inspection.

241 Building Department

5104 Plumbing/Gas Inspector Wages

<u>5103</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Plumbing Inspector Wages	<i>70 inspections at \$50 flat per</i>	4,000	3,850	3,850	(150)
					-
		\$ 4,000	\$ 3,850	\$ 3,850	\$ (150)

NOTES

Moved from own department and under BOH control to Building Department. In FY23 there were 22 inspections as of end of December and in FY22 there were 53. Goal is to not need to use this line moving forward and approve a revolving fund bylaw.

241

Building Department

5105 Electrical Inspector Wages

<u>5103</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Electrical Inspector Wages	<i>120 Inspections at \$50 per inspection</i>	5,740	6,000	6,000	(260)
Wires Assistant		400			
					-
		<u>\$ 6,140</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ (260)</u>

NOTES

Combined Electrical inspection and assistant into one line. Paid per inspection which changed from biannually split into two payments. FY22 there were 116 permits and in FY23 as of Dec 2022, there were 41. Rounded up to 120. Goal is still to try to convert over to revolving fund.

DEPARTMENT - Building Dept
Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hrs/wk</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Carl, Dave	Building Commissioner	Part-Time (NB)	E9	33.71	19	\$ 33,434	E12	37.21	19	\$ 36,763
						\$ -				\$ -

292 ACO

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	ACO Compensation	8,946	-	-		-	0.00%
5200	Purchased Services/Regional Assessment	2,742	17,127	17,127		14,385	-
5400	Supplies	175	-	-		(175)	-100.00%
		\$ 11,863	\$ 17,127	\$ 17,127	\$ -	\$ 5,264	44.37%

NOTES

In FY23, our longtime ACO retired and we switched directions to a regional service, using Rutland.

215

Regional Dispatch**5200 Purchased Services/Regional Assessment**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Purchased Services	<i>Vehicle Maintenance and cell phone, etc</i>	2,742	-	-	(2,742)
Regional Assessment	<i>Rutland Regional Animal Control</i>	-	17,127	17,127	17,127
				-	-
		<u>\$ 2,742</u>	<u>\$ 17,127</u>	<u>\$ 17,127</u>	<u>\$ 14,385</u>

NOTES

ACO retired in FY23. We transitioned to a regional service. The cost for the service for the full year is expected, if we paid in full, to be around \$16,889. Our assessment for next year is estimated at \$17,127. Rounded up a few hundred in case it ends up higher.

215 Regional Dispatch

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Supplies		175	-	-	(175)
					-
					-
		<u>\$ 175</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (175)</u>

NOTES

No longer needed as this positon is regional.

295 Tree Warden

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Tree Warden Compensation	1,508	1,508	1,000		(508)	-33.69%
5200	Purchased Services	5,699	16,275	6,475		776	-
5400	Supplies	50	50	-		(50)	-100.00%
5700	Tree Planting	1,000	1,000	200		(800)	-80.00%
		\$ 8,257	\$ 18,833	\$ 7,675	\$ -	\$ (582)	-7.05%

NOTES

Kept costs overall level funded. Reduced trees and supplies as those lines were not in use and increased purchased services to cover the cost of more tree work.

4/5 - Revised.

295

Tree Warden**5101 Tree Warden Compensation**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Tree Warden	<i>Compensation</i>	1,508	1,508	1,000	(508)
		-	-	-	-
					-
					-
					-
					-
				-	-
				-	-
		<u>\$ 1,508</u>	<u>\$ 1,508</u>	<u>\$ 1,000</u>	<u>\$ (508)</u>

NOTES

Level Funded. Change of position , reduce stipend to \$1000

Tree Warden

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Tree Clearing		5,000	15,000	5,500	500
Dues	<i>Mass Tree Warden Association</i>	75	75	75	-
Police Details	<i>2 8-hour shifts (\$450 ech)</i>	624	1,200	900	276
				-	-
		\$ 5,699	\$ 16,275	\$ 6,475	\$ 776

NOTES

295 Tree Warden

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Supplies		50	-	-	(50)
					-
					-
		<u>\$ 50</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (50)</u>

NOTES

Not used.

295 Tree Warden

5700 Planting Trees

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Planting Trees		1,000	1,000	200	(800)
		-			-
		-			-
		<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ 200</u>	<u>\$ (800)</u>

NOTES

Line item not really ever used. Reduce and add funds to tree work.

421 DPW

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5100	DPW Director Salary	81,023	86,582	89,900		8,877	10.96%
5104	DPW Compensation	458,343	477,994	445,802		(12,541)	-2.74%
5103	DPW Admin	20,769	25,076	26,344		5,575	26.84%
5200	Purchased Services	180,602	190,602	173,102		(7,500)	-4.15%
5400	Supplies	31,700	36,300	36,300		4,600	14.51%
5401	MS4 Permits	-	36,800	6,800		6,800	-
5800	Equipment	13,724	9,524	9,524		(4,200)	-30.60%
		\$ 786,161	\$ 862,878	\$ 787,772	\$ -	\$ 1,611	0.20%

NOTES

1/5/23 - Met with Travis. Reviewed FY23 numbers to date. He will return FY24 numbers to me next week. Need to review personnel to see where total numbers will fall. Relocate total costs for Tiffany and Travis to these accounts.

1/31 - Received revised numbers. Need to discuss with Travis.

2/3 - Notated on budget and wages and returned to Travis. Would like to hold on sending until can review Admin job description and scoring and contract negotiations with Travis to be completed by end of February.

2/22 - Reviewed revisions.

3/7 - Revised DPW Director line to include paid out vaca buy back 80 hours. Revised Admin line to include 80 hours annual OT.

4/5 - Reduced endorsement allocation amount slightly and reduced garage repairs. Reduced by \$18,098

4/27- ARPA to cover \$30k of FY24 MS4 project line

DPW

421

DPW

5102 DPW Director Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
DPW Director	Contract	81,023	86,582	86,582	5,559
	Two Week Vacation Buyback (67%)	-	3,318	3,318	3,318
		<u>\$ 81,023</u>	<u>\$ 89,900</u>	<u>\$ 89,900</u>	<u>\$ 8,877</u>

NOTES

***Revise to full contract cost in one place. Move from cemetery to Highway (DPW director previously had portion of the 67% in Cemetery Budget, as result number last year shows lower than actual. Actual contract cost. Contract is not yet negotiated with the SB, should be done mid-Feb. Past years increases were 2.5% and split of pay was 67% Town and 33% Water. Using a 2.5% increase over last year, could increase.*

Two week vacation buyback, as in FY24-FY26 contract includes two week buyback. Added this to the budget to account for paying it out. The total annual 2 week buyback would be \$4,951, General Fund covers 67% and 33% is covered by the Water Commission.

DPW

421

DPW

5103 Compensation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>
Foreman		68,876	73,352	70,935
Heavy Equip Operator II	<i>x1</i>	-	64,206	63,951
Heavy Equip Operator I	<i>x2</i>	-	131,169	123,927
Light Equip Operator I	<i>Now 2, only 1 in FY23</i>	47,965	106,781	93,163
Heavy Equip Opeartors (I &II)	<i>FY23- 4 total, reduced to 3, now split out</i>	236,239	-	-
Mechanic	<i>Will be going out Active Duty ~Oct 2023</i>	7,788	61,617	52,957
Temporary Mechanic	<i>Request for replacement while Mechanic is Active Duty</i>	65,125	-	-
Admin Assistant	<i>Move to own line</i>	22,350	-	-
Highway Overtime	<i>Now - Mostly Cemetery Burials</i>	10,000	10,000	10,000
Summer Help	<i>2 people at 9 weeks during summer</i>		5,311	5,311
Step Increases	<i>Related to Endorsements</i>		25,558	25,558
		\$ 458,343	\$ 477,994	\$ 445,802

NOTES

In FY23, budgeted for mechanic accrued time when individual was on unpaid leave and funded temporary mechanic piece. Hired full time regular mechanic after mechanic separated in the Town in the summer of 2022 at a lower rate, as newer employee.

DPW

<u>DIFF</u>
2,059
63,951
123,927
45,198
(236,239)
45,169
(22,350)
-
\$ 21,715

past

DPW

421

DPW

0100-1421-5103-0000 Admin Assistant

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
DPW Admin	<i>Admin Assistant (22.71 -B9)</i>	20,769	22,350	23,618	2,849
DPW Admin	<i>Overtime - rate of \$34.07</i>		2,726	2,726	2,726
		<u>\$ 20,769</u>	<u>\$ 25,076</u>	<u>\$ 26,344</u>	<u>\$ 5,575</u>

NOTES

***Revise to combine cemetery, dpw, and highway.*

OT added for hourly employee. Calculation is based on 7 winter months of weekend payroll time of 4 hours per payroll period, 14 times a year, totalling 56 hours a year. In addition, there are 12 cemetery commission meetings a year, with a OT of 2 hours for each, totalling 24 hours per year. In total, that is 80 hours per year at time and a half.

DPW

421

DPW

0100-1421-5200-0000 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>
Equipment Maintenance	<i>All repairs</i>	80,402	80,402	80,402
Garage	<i>Building maintenace/work bld</i>	45,000	67,500	50,000
Safety Training	<i>Avg. \$150/person, 10 people. Ideal would be 6 classes/year</i>	1,000	1,500	1,500
Police Detail	<i>\$500/8 hr day. Provides 20 days. Really need 40</i>	10,000	10,000	10,000
Line Painting	<i>Cost much higher than past year</i>	14,000	25,000	25,000
Guardrail RR	<i>Need 30-80k just for one project, hand digging</i>	-	-	-
Licenses	<i>CDLs, hositing, etc. renewals for all employees</i>	2,000	2,000	2,000
Rental Equipment	<i>Rental equipment</i>	4,200	4,200	4,200
Stormwater	<i>Make it's own departmental line</i>	24,000	-	-
		\$ 180,602	\$ 190,602	\$ 173,102

NOTES

4/5 - Reduced garage to \$50k in hopes of earmark getting traction to cover some of needed repairs for building maintenance. \$17,500.

Travis stated need for additional money for the police details. When we do projects through Ch 90 we account for the costs there, but otherwise since we need de work, it is a min of \$500 per day per an 8 hour shift. We also discussed the significant importance of stormwater and the need for this to be budgeted in its own l include the cost of drain/pipe cleaning.

Add in rental equipment.

DPW

<u>DIFF</u>
-
5,000
500
-
11,000
-
-
-
(24,000)
<u>\$ (7,500)</u>

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DPW

421

DPW

0100-1421-5400-0000 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Signs & Posts	<i>Items being stolen more than normal- \$200 per sign/post</i>	2,400	3,500	3,500	1,100
Sand, Stone & Gravel		6,300	6,300	6,300	-
Asphalt & Tar	<i>Cost is super high</i>	6,000	12,000	12,000	6,000
Cold Patch	<i>Looking at alternatives, double cost</i>	2,500	3,000	3,000	500
Drain Pipe/Catch Basins	<i>Should be in MS4 Stormwater Line</i>	8,000	-	-	(8,000)
Gasoline	<i>For small equipment</i>	500	500	500	-
Safety Supplies	<i>Stock cabinet, gloves, clean eye wash station</i>	6,000	6,000	6,000	-
Equipment & Materials			5,000	5,000	
		\$ 31,700	\$ 36,300	\$ 36,300	\$ (400)

NOTES

We may wish to consider reducing the cost of asphalt/tar and cold patch and pay for increasing costs from Town's Road repairs amount.

DPW

421

DPW

0100-1421-5401-0000 MS4 Stormwater

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>
Stormwater	Street sweeping, catch basin cleaning, disposal, software	-	28,800	28,800
Drain Pipe/Catch Basins	Replacements/rebuildings		8,000	8,000
	ARPA Offset for FY24			(30,000)
		<u>\$ -</u>	<u>\$ 36,800</u>	<u>\$ 6,800</u>

NOTES

Create new line item for MS4 to track separately. Moved costs for drain pipe/catch basins to this line. Also added additional costs for Stormwater management continued increase of unfunded state mandates.

On April 26, 2023, the SB voted to reallocate \$30k of ARPA funds to the current MS4 project line in order to reduce the Town's budget line for MS4 by \$30k. This to be added back into the budget for FY25.

DPW

<u>DIFF</u>
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-
(30,000)
<u>\$ (30,000)</u>

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DPW

421

DPW

0100-1421-5800-0000 Lease

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
F350 Lease		9,524	9,524	9,524	-
Rental Equipment	<i>Move to purchased services line</i>	4,200	-	-	(4,200)
		<u>\$ 13,724</u>	<u>\$ 9,524</u>	<u>\$ 9,524</u>	<u>\$ (4,200)</u>

NOTES

Used to include both the lease and the rental equipment. Move rental equipment to the Purchased Services line.

Department - DPW
Employee Wages

			FY23				FY24				Capacity for increase				
<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	<u>Grade/Step</u>	<u>Wage</u>	<u>Hours</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>		General Fund			
Travis Thibault	Director of Public Works	Full-Time (Contract)	Grade F	\$ 126,075.00	40.00	\$ 126,075	Grade F	129,226.88		\$ 129,227				67%	\$ 86,582
Tiffany Sidhom	Administrative Assistant	Full-Time	B-8	22.16	40	\$ 46,093	B-9	22.71	40	\$ 47,237				50%	\$ 23,618
Gary Richards	Highway Working Foreman	Full-Time (Union)	Step 10	33.11	40	\$ 68,869	Step 10	34.10	40	\$ 70,935	\$	35.13	\$ 2,416.58		\$ 70,935
Christopher Ross	Heavy Equipment Operator II	Full-Time (Union)	Step 8	29.85	40	\$ 62,088	Step 8	30.75	40	\$ 63,951					\$ 63,951
Roni Huard	Heavy Equipment Operator I	Full-Time (Union)	Step 9	29.35	40	\$ 61,048	Step 9	30.23	40	\$ 62,879					\$ 62,879
Mark Flanigan	Heavy Equipment Operator I	Full-Time (Union)	Step 8	28.50	40	\$ 59,280	Step 8	29.35	40	\$ 61,048	\$	34.07	\$ 10,090.16		\$ 61,048
Andrew Benoit	Light Equipment Operator	Full-Time (Union)	Step 6	22.38	40	\$ 46,550	Step 6	23.06	40	\$ 47,965					\$ 47,965
Tristan Colonese	Light Equipment Operator	Full-Time (Union)	Step 3	20.48	40	\$ 42,598	Step 4	21.73	40	\$ 45,198	\$	23.75	\$ 4,391.60		\$ 45,198
Royal Standish	Mechanic	Full-Time (Union)	Step 3	24.00	40	\$ 49,920	Step 4	25.46	40	\$ 52,957	\$	29.51	\$ 8,660.08		\$ 52,957
vacant	Summer Help	Part-Time (NB)					A-1	15.53	19	\$ 2,656					\$ 2,656
vacant	Summer Help	Part-Time (B)					A-1	15.53	19.00	\$ 2,656					\$ 2,656
												Subtotal Non Union			\$ 110,200
												Subtotal Union			\$ 404,933
												Overtime			\$ 15,000
												Step Increases Endorsements			\$ 25,558
Number of Weeks - 52															
												Total Allocated for FY24			\$ 555,692

421 Highway

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5100	DPW Director Salary	81,023	86,582	89,900		8,877	10.96%
5104	DPW Compensation	458,343	477,994	445,802		(12,541)	-2.74%
5103	DPW Admin	20,769	25,076	26,344		5,575	26.84%
5200	Purchased Services	180,602	190,602	173,102		(7,500)	-4.15%
5400	Supplies	31,700	36,300	36,300		4,600	14.51%
5401	MS4 Permits	-	36,800	36,800		36,800	-
5800	Equipment	13,724	9,524	9,524		(4,200)	-30.60%
		\$ 786,161	\$ 862,878	\$ 817,772	\$ -	\$ 31,611	4.02%

NOTES

1/5/23 - Met with Travis. Reviewed FY23 numbers to date. He will return FY24 numbers to me next week. Need to review personnel to see where total numbers will fall. Relocate total costs for Tiffany and Travis to these accounts.

1/31 - Received revised numbers. Need to discuss with Travis.

2/3 - Notated on budget and wages and returned to Travis. Would like to hold on sending until can review Admin job description and scoring and contract negotiations with Travis to be completed by end of February.

2/22 - Reviewed revisions.

3/7 - Revised DPW Director line to include paid out vaca buy back 80 hours. Revised Admin line to include 80 hours annual OT.

4/5 - Reduced endorsement allocation amount slightly and reduced garage repairs. Reduced by \$18,098

HIGHWAY

421

Highway

5102 DPW Director Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
DPW Director	Contract	81,023	86,582	86,582	5,559
	Two Week Vacation Buyback (67%)	-	3,318	3,318	3,318
		<u>\$ 81,023</u>	<u>\$ 89,900</u>	<u>\$ 89,900</u>	<u>\$ 8,877</u>

NOTES

***Revise to full contract cost in one place. Move from cemetery to Highway (DPW director previously had portion of the 67% in Cemetery Budget, as result number last year shows lower than actual. Actual contract cost. Contract is not yet negotiated with the SB, should be done mid-Feb. Past years increases were 2.5% and split of pay was 67% Town and 33% Water. Using a 2.5% increase over last year, could increase.*

Two week vacation buyback, as in FY24-FY26 contract includes two week buyback. Added this to the budget to account for paying it out. The total annual 2 week buyback would be \$4,951, General Fund covers 67% and 33% is covered by the Water Commission.

HIGHWAY

421

Highway

5103 Compensation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Foreman		68,876	73,352	70,935	2,059
Heavy Equip Operator II	<i>x1</i>	-	64,206	63,951	63,951
Heavy Equip Operator I	<i>x2</i>	-	131,169	123,927	123,927
Light Equip Operator I	<i>Now 2, only 1 in FY23</i>	47,965	106,781	93,163	45,198
Heavy Equip Opeartors (I &II)	<i>FY23- 4 total, reduced to 3, now split out</i>	236,239	-	-	(236,239)
Mechanic	<i>Will be going out Active Duty ~Oct 2023</i>	7,788	61,617	52,957	45,169
Temporary Mechanic	<i>Request for replacement while Mechanic is Active Duty</i>	65,125	-	-	
Admin Assistant	<i>Move to own line</i>	22,350	-	-	(22,350)
Highway Overtime	<i>Now - Mostly Cemetery Burials</i>	10,000	10,000	10,000	-
Summer Help	<i>2 people at 9 weeks during summer</i>		5,311	5,311	
Step Increases	<i>Related to Endorsements</i>		25,558	25,558	
		<u>\$ 458,343</u>	<u>\$ 477,994</u>	<u>\$ 445,802</u>	<u>\$ 21,715</u>

NOTES

In FY23, budgeted for mechanic accrued time when individual was on unpaid leave and funded temporary mechanic piece. Hired full time regular mechanic after past mechanic separated in the Town in the summer of 2022 at a lower rate, as newer employee.

HIGHWAY

421

Highway

0100-1421-5103-0000 Admin Assistant

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
DPW Admin	<i>Admin Assistant (22.71 -B9)</i>	20,769	22,350	23,618	2,849
DPW Admin	<i>Overtime - rate of \$34.07</i>		2,726	2,726	2,726
		<u>\$ 20,769</u>	<u>\$ 25,076</u>	<u>\$ 26,344</u>	<u>\$ 5,575</u>

NOTES

***Revise to combine cemetery, dpw, and highway.*

OT added for hourly employee. Calculation is based on 7 winter months of weekend payroll time of 4 hours per payroll period, 14 times a year, totalling 56 hours a year. In addition, there are 12 cemetery commission meetings a year, with a OT of 2 hours for each, totalling 24 hours per year. In total, that is 80 hours per year at time and a half.

HIGHWAY

421 Highway

0100-1421-5200-0000 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Equipment Maintenance	<i>All repairs</i>	80,402	80,402	80,402	-
Garage	<i>Building maintenace/work bld</i>	45,000	67,500	50,000	5,000
Safety Training	<i>Avg. \$150/person, 10 people. Ideal would be 6 classes/year</i>	1,000	1,500	1,500	500
Police Detail	<i>\$500/8 hr day. Provides 20 days. Really need 40</i>	10,000	10,000	10,000	-
Line Painting	<i>Cost much higher than past year</i>	14,000	25,000	25,000	11,000
Guardrail RR	<i>Need 30-80k just for one project, hand digging</i>	-	-	-	-
Licenses	<i>CDLs, hositing, etc. renewals for all employees</i>	2,000	2,000	2,000	-
Rental Equipment	<i>Rental equipment</i>	4,200	4,200	4,200	-
Stormwater	<i>Make it's own departmental line</i>	24,000	-	-	(24,000)
		\$ 180,602	\$ 190,602	\$ 173,102	\$ (7,500)

NOTES

4/5 - Reduced garage to \$50k in hopes of earmark getting traction to cover some of needed repairs for building maintenance. \$17,500.

Travis stated need for additional money for the police details. When we do projects through Ch 90 we account for the costs there, but otherwise since we need details for all work, it is a min of \$500 per day per an 8 hour shift. We also discussed the significant importance of stormwater and the need for this to be budgeted in its own line, to include the cost of drain/pipe cleaning.

Add in rental equipment.

HIGHWAY

421

Highway

0100-1421-5400-0000

Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Signs & Posts	<i>Items being stolen more than normal- \$200 per sign/post</i>	2,400	3,500	3,500	1,100
Sand, Stone & Gravel		6,300	6,300	6,300	-
Asphalt & Tar	<i>Cost is super high</i>	6,000	12,000	12,000	6,000
Cold Patch	<i>Looking at alternatives, double cost</i>	2,500	3,000	3,000	500
Drain Pipe/Catch Basins	<i>Should be in MS4 Stormwater Line</i>	8,000	-	-	(8,000)
Gasoline	<i>For small equipment</i>	500	500	500	-
Safety Supplies	<i>Stock cabinet, gloves, clean eye wash station</i>	6,000	6,000	6,000	-
Equipment & Materials			5,000	5,000	
		\$ 31,700	\$ 36,300	\$ 36,300	\$ (400)

NOTES

We may wish to consider reducing the cost of asphalt/tar and cold patch and pay for increasing costs from Town's Road repairs amount.

HIGHWAY

421 Highway

0100-1421-5401-0000 MS4 Stormwater

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Stormwater	<i>Street sweeping, catch basin cleaning, disposal, software</i>	-	28,800	28,800	-
Drain Pipe/Catch Basins	<i>Replacements/rebuildings</i>		8,000	8,000	-
					-
		<u>\$ -</u>	<u>\$ 36,800</u>	<u>\$ 36,800</u>	<u>\$ -</u>

NOTES

Create new line item for MS4 to track separately. Moved costs for drain pipe/catch basins to this line. Also added additional costs for Stormwater management with the continued increase of unfunded state mandates.

HIGHWAY

421

Highway

0100-1421-5800-0000

Lease

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
F350 Lease		9,524	9,524	9,524	-
Rental Equipment	<i>Move to purchased services line</i>	4,200	-	-	(4,200)
		<u>\$ 13,724</u>	<u>\$ 9,524</u>	<u>\$ 9,524</u>	<u>\$ (4,200)</u>

NOTES

Used to include both the lease and the rental equipment. Move rental equipment to the Purchased Services line.

**Department - Highway
Employee Wages**

			FY23				FY24				Capacity for	
Employee Name	Job Title	Position Type	Grade/Step	Wage	Hours	TOTAL	Grade/Step	Wage	# Hours	TOTAL	increase	
												General Fund
Travis Thibault	Director of Public Works	Full-Time (Contract)	Grade F	\$ 126,075.00	40.00	\$ 126,075	Grade F	129,226.88		\$ 129,227		67% \$ 86,582
Tiffany Sidhom	Administrative Assistant	Full-Time	B-8	22.16	40	\$ 46,093	B-9	22.71	40	\$ 47,237		50% \$ 23,618
Gary Richards	Highway Working Foreman	Full-Time (Union)	Step 10	33.11	40	\$ 68,869	Step 10	34.10	40	\$ 70,935	\$ 35.13 \$ 2,416.58	\$ 70,935
Christopher Ross	Heavy Equipment Operator II	Full-Time (Union)	Step 8	29.85	40	\$ 62,088	Step 8	30.75	40	\$ 63,951		\$ 63,951
Roni Huard	Heavy Equipment Operator I	Full-Time (Union)	Step 9	29.35	40	\$ 61,048	Step 9	30.23	40	\$ 62,879		\$ 62,879
Mark Flanigan	Heavy Equipment Operator I	Full-Time (Union)	Step 8	28.50	40	\$ 59,280	Step 8	29.35	40	\$ 61,048	\$ 34.07 \$ 10,090.16	\$ 61,048
Andrew Benoit	Light Equipment Operator	Full-Time (Union)	Step 6	22.38	40	\$ 46,550	Step 6	23.06	40	\$ 47,965		\$ 47,965
Tristan Colonese	Light Equipment Operator	Full-Time (Union)	Step 3	20.48	40	\$ 42,598	Step 4	21.73	40	\$ 45,198	\$ 23.75 \$ 4,391.60	\$ 45,198
Royal Standish	Mechanic	Full-Time (Union)	Step 3	24.00	40	\$ 49,920	Step 4	25.46	40	\$ 52,957	\$ 29.51 \$ 8,660.08	\$ 52,957
vacant	Summer Help	Part-Time (NB)					A-1	15.53	19	\$ 2,656		\$ 2,656
vacant	Summer Help	Part-Time (B)					A-1	15.53	19.00	\$ 2,656		\$ 2,656
											Subtotal Non Union \$ 110,200	
											Subtotal Union \$ 404,933	
											Overtime \$ 15,000	
											Step Increases Endorsements \$ 25,558	
Number of Weeks - 52			129226.875				34.07				Total Allocated for FY24 \$ 555,692	

423 Snow & Ice

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5130	Overtime Wages	53,950	53,950	54,000		50	0.09%
5200	Purchased Services	-	-	10,000		10,000	-
5400	Supplies	140,000	140,000	130,000		(10,000)	-7.14%
5800	Equipment	6,050	7,000	7,000		950	15.70%
		\$ 200,000	\$ 200,950	\$ 201,000	\$ -	\$ 1,000	\$ 0

NOTES

Only budget we are able to deficeit spend. Increased by \$1k for the fiscal year and added a purchased services line and reduced supplies. Increased OT wages marginally.

215 Regional Dispatch

5130 Overtime Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Overtime Wages	<i>OT to cover for afterhours snow & ice removal</i>	53,950	53,950	54,000	50
					-
					-
					-
					-
					-
				-	-
				-	-
		<u>\$ 53,950</u>	<u>\$ 53,950</u>	<u>\$ 54,000</u>	<u>\$ 50</u>

NOTES

423 Snow & Ice

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Contracted Services	<i>Additional help with snow/debris removal</i>	-	-	10,000	10,000
					-
					-
					-
					-
					-
				-	-
				-	-
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

NOTES

Adding this line to have it for next year in case this becomes a need during other storms.

423 Snow & Ice

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Sand & Salt	<i>Sand, salt, and materials</i>	140,000	140,000	130,000	(10,000)
					-
					-
		<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 130,000</u>	<u>\$ (10,000)</u>

NOTES

Reduced to add purchased services line.

423 Snow & Ice

5800 Equipment

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Snow Plow Blades	<i>Matching cost for snow blades in salt reduction grant</i>	6,050	7,000	7,000	950
					-
					-
		<u>\$ 6,050</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>	<u>\$ 950</u>

NOTES

New blades cost about \$7k each, and we can continually apply for the salt reduction grant annually to cover 50% of the blade cost.

424 Street Lights

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Purchased Services	17,722	18,393	18,393		671	3.79%
		\$ 17,722	\$ 18,393	\$ 18,393	\$ -	\$ 671	3.79%

NOTES

Cost for street lights are pre-calculated by PMLP.

443 Waste Collection

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Purchased Services	404,183	423,237	409,506		5,323	1.32%
		\$ 404,183	\$ 423,237	\$ 409,506	\$ -	\$ 5,323	1.32%

NOTES

Moved trash billing services into this department so all costs related to this service are together. Will offset estimated costs with same for estimated revenue and adjust both once we receive numbers.

443

Waste Collection**5200 Purchased Services**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Waste Collection Company		274,623.00	288,354	274,623	-
Supplemental Waste Collection	<i>Pine Acres Neighborhood</i>	960.00	1,008	1,008	48
Recycling Calendar		1,100.00	-	-	(1,100)
Waste Disposal	<i>Contract with Wheelbrator (Exp -12.31.2027)</i>	127,500	133,875	133,875	6,375
Trash Billing	<i>Currently by PMLP (Moved from SB lines)</i>	-	5,880	5,880	5,880
				-	-
		\$ 404,183	\$ 423,237	\$ 409,506	\$ 5,323

NOTES

Unknown costs as we have not completed RFP process. Will mirror image total cost of revenues for a wash.

BOH to approve RFP next week and hope to have wrapped up before warrant closes on 3/27.

Will pay for recycling calendar from SMRP grant received annually.

491 Cemetery

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	DPW Superintendent Salary	3,447	-	-		(3,447)	-100.00%
5102	DPW Employees	14,238	-	-		(14,238)	-100.00%
5200	Purchased Services	1,750	1,750	1,750		-	0.00%
5400	Supplies	4,900	4,900	4,900		-	0.00%
		\$ 24,335	\$ 6,650	\$ 6,650	\$ -	\$ (17,685)	-72.67%

NOTES

Moved wage lines to Highway department budget. All other lines are Level funded.

491

Cemetery

5101 DPW Superintendent Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
DPW Director	<i>Moved to Highway Budget</i>	3,447			(3,447)
		<u>\$ 3,447</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (3,447)</u>

NOTES

491

Cemetery

5102 DPW Employees

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
DPW Employees	<i>Moved to Highway Dept</i>	14,238			(14,238)
					-
					-
					-
		<u>\$ 14,238</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (14,238)</u>

NOTES

This included Overtime, Admin Assistant wages, and summer help

491

Cemetery

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Equipment Maintenance		1,500	1,500	1,500	-
Water Usage		250	250	250	-
					-
		<u>\$ 1,750</u>	<u>\$ 1,750</u>	<u>\$ 1,750</u>	<u>\$ -</u>

NOTES

491

Cemetery

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Gasoline	<i>For equipment</i>	1,500	1,500	1,500	-
Cemetery Mainteance	<i>lime, fertilizer, seed, cement, sand</i>	3,400	3,400	3,400	-
				-	-
		<u>\$ 4,900</u>	<u>\$ 4,900</u>	<u>\$ 4,900</u>	<u>\$ -</u>

NOTES

510 Board of Health

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Committee Compensation	438	438	438		-	0.00%
5102	Inspector of Animals Compensation	2,164	2,164	2,164		-	0.00%
5103	Sanitation Engineer Compensation	12,887	13,274	13,274		387	3.00%
5200	Purchased Services	3,500	3,000	3,000		(500)	-14.29%
5400	Supplies	188	50	50		(138)	-73.40%
		\$ 19,177	\$ 18,926	\$ 18,926	\$ -	\$ (251)	-1.31%

NOTES

Combined BOH, Inspector of Animals and Sanitation Engineer into one department. Removed plumbing inspector and placed under building department.

510**Board of Health****5101 Committee Compensation**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
BOH Compensation	<i>3 member Board (\$146 each)</i>	438	438	438	-
		<u>\$ 438</u>	<u>\$ 438</u>	<u>\$ 438</u>	<u>\$ -</u>

NOTES*Level Fund*

510

Board of Health

5102 Inspector of Animals Compensation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Animal Inspector	<i>Annual Compensation</i>	2,101	2,164	2,164	63
		<u>\$ 2,101</u>	<u>\$ 2,164</u>	<u>\$ 2,164</u>	<u>\$ 63</u>

NOTES

Moved from own department line to BOH.

510

Board of Health

5103 Sanitation Engineer Compensation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Sanitation Engineer	<i>Annual Compensation</i>	12,887	13,274	13,274	387
		<u>\$ 12,887</u>	<u>\$ 13,274</u>	<u>\$ 13,274</u>	<u>\$ 387</u>

NOTES

Moved from own Department to BOH.

Board of Health

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Dues/Mandatory	<i>Plumbing Inspection- Moved to Bld Dept</i>	500	-	-	(500)
Beaver Removal	<i>on Town Property</i>	3,000	3,000	3,000	-
					-
					-
					-
					-
					-
		\$ 3,500	\$ 3,000	\$ 3,000	\$ (500)

NOTES

Plumbing matters moved to Bld department.

510 Board of Health

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
General Office Supplies		188	188	50	(138)
		<u>\$ 188</u>	<u>\$ 188</u>	<u>\$ 50</u>	<u>\$ (138)</u>

NOTES

Land Use Coordinator services BOH and Land Use and Building. Supplies should mostly be covered.

541 COA

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	COA Director Wages	28,294	41,434	41,434		13,140	46.44%
5103	Van Drivers Wages	22,040	16,971	16,971		(5,069)	-23.00%
5104	Program/Office Assistant Wages	6,915	-	-		(6,915)	-
5200	Purchased Services	5,700	5,200	5,200.00		(500)	-8.77%
5400	Supplies	4,900	4,900	4,900.00		-	0.00%
5700	Other Expenses	1,190	1,690	1,690.00		500	42.02%
		\$ 69,039	\$ 70,194	\$ 70,195	\$ -	\$ 1,156	1.67%

NOTES

*Met with Cindy a number of times to review the budget. Worked to move things around so that funding exists to have her serve, as advertised, for 30 hours per week.
updated 3/7/23 to 52 weeks*

541 COA

5102 COA Director Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
COA Director	30 Hours/week (D4) - \$26.56/hour	28,294	41,434	41,434	13,140
		<u>\$ 28,294</u>	<u>\$ 41,434</u>	<u>\$ 41,434</u>	<u>\$ 13,140</u>

NOTES

Currently the COA Director's line is improperly budgeted and she has to take part of her salary from the General Fund and part from the EOE grant, even with both, she is not able to actually currently be paid for 30 hours per week, as the previous budgets have stated. updated 3/7/23 to 52 weeks

541

COA

5103 Van Drivers Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Van Drivers	<i>3 Drivers at A2 (15.92 hour) x 20.5 hrs/week total</i>	22,040	16,971	16,971	(5,069)
					-
					-
					-
					-
		<u>\$ 22,040</u>	<u>\$ 16,971</u>	<u>\$ 16,971</u>	<u>\$ (5,069)</u>

NOTES

Reduced amount to actual estimate of need. If need more, can use EOEAF funds for difference.

541

COA

5104 Program/Office Assistant Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIF</u>
Office Assistant	<i>A(1) - \$15.53/hour for 10 hours per week</i>	6,915	-	-	(6,915)
					-
		<u>\$ 6,915</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (6,915)</u>

NOTES

Now funded out of EOE grant.

541

COA

520 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIF</u>
Meals	<i>Worcester Senior Services</i>	2,000	2,000	2,000	-
Hanidcap Accessible Van		500	-	-	(500)
Mainteance Repairs		200	200	200	-
Event Speakers		1,000	1,000	1,000	-
Senior Programs		2,000	2,000	2,000	-
					-
		<u>\$ 5,700</u>	<u>\$ 5,200</u>	<u>\$ 5,200</u>	<u>\$ (500)</u>

NOTES

541

COA

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIF</u>
Postage	<i>Senior News Letter</i>	3,400	3,400		
Office/Event Supplies		1,500	1,500		
		<u>\$ 4,900</u>	<u>\$ 4,900</u>	<u>\$ -</u>	<u>\$ -</u>

NOTES

58,650

541

COA

5700 Police Dues

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIF</u>
Professional Services		400	900	900	-
My Senior Center	<i>Annual contract for online database/software</i>	790	790	790	-
		<u>\$ 1,190</u>	<u>\$ 1,690</u>	<u>\$ 1,690</u>	<u>\$ -</u>

NOTES

Department - Council on Aging
Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
										\$ -
Cindy Love	Director/Outreach	Full-Time	D/3	25.93	21	\$ 28,425	D/4	26.56	30	\$ 41,434.00
			EOEA	25.93	7.5	\$ 10,152				\$ -
Dolores Rauschl	Program Assistant	Part-Time (NB)		14.68	9	\$ 6,897	A/1	15.53	10	\$ -
										\$ -
Donald Berthel	Van Driver	Part-Time (NB)		15.64	27	\$ 21,635	A/2	15.92	20.5	\$ 16,791.00
Kenneth Carlson	Van Driver	Part-Time (NB)								
Francis LaFlash	Van Driver	Part-Time (NB)				\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -
						\$ -				\$ -

Number of Weeks - 52

543 Veterans Agent

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Veterans Agent Compensation	1,137	1,137	1,137		-	0.00%
5200	Purchased Services	100	100	100		-	0.00%
5700	Benefits	9,500	10,000	10,000		500	5.26%
		\$ 10,737	\$ 11,237	\$ 11,237	\$ -	\$ -	0.00%

NOTES

Anticipated increase in expenses. LF Compensation.

543

Veterans Agent

5101 Veterans Agent Compensation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Veterans Agent		1,137	1,137	1,137	-
				-	-
				-	-
		<u>\$ 1,137</u>	<u>\$ 1,137</u>	<u>\$ 1,137</u>	<u>\$ -</u>

NOTES

Level fund.

543

Veterans Agent

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Unknown		100	100	100	-
					-
					-
		<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ 100</u>	<u>\$ -</u>

NOTES

543

Veterans Agent

5700 Benefits

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Veteran's Benefits	<i>Estimate</i>	9,500	10,000	10,000	500
					-
					-
		<u>\$ 9,500</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 500</u>

NOTES

Town is reimbursed at rate of 75% for benefits that come back to the Town on the Cherry Sheet around 12-18 months after the expenditure when the next fiscal year lines up. Expenses vary month to month. To date we currently have and have only had one veteran.

610 Library

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5102	Library Director Salary	52,907	54,445	55,601		2,694	5.09%
5104	Children's Librarian Wages	45,263	46,570	46,392		1,129 -	
5105	Employee Wages	45,254	41,297	39,743		(5,511)	-12.18%
5106	Custodian Wages	-	8,024	7,994		7,994 -	
5200	Purchased Services	13,617	12,803	10,818		(2,799)	-20.56%
5400	Supplies	41,616	3,075	2,710		(38,906)	-93.49%
5401	Library Books & Materials	-	40,841	39,548		39,548 -	
5700	Equipment	-	-	-		- -	
		\$ 198,657	\$ 207,055	\$ 202,806	\$ -	\$ 4,149	2.09%

NOTES

Met with Pam to review budget. We divided up the Page/Circulation folks into employee wages from the custodian wages. We removed library books and supplies into its own line so we can better monitor to make sure it is 19.5% of the entire budget.

Library Books & Materials

Must \geq 19.5% entire budget dept \$ 39,547.20

2.5% more than less 3 years average

		3 Year Total	Average	2.5% More
FY21	\$ 196,723.00	\$ 589,637.40	\$ 196,545.80	\$ 201,459.45
FY22	\$ 194,257.00			
FY23	\$ 198,657.40			

610

Library

5102

Library Director Salary

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIF</u>
Library Director	<i>E4 (\$30.55) x 35 hours/week</i>	52,907	54,445	55,601	2,694
		-	-	-	-
		<u>\$ 52,907</u>	<u>\$ 54,445</u>	<u>\$ 55,601</u>	<u>\$ 2,694</u>

NOTES

Currently around E2 which is \$29.07 (currently paid 29.05). Increased to E4 by the Library Trustees.

610

Library

5104 Children's Librarian Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Children's Librarian	<i>C8 (25.49) 35 hours per week</i>	45,263	46,570	46,392	1,129
		<u>\$ 45,263</u>	<u>\$ 46,570</u>	<u>\$ 46,392</u>	<u>\$ 1,129</u>

NOTES

Currently approx. C7 (24.87), actual pay is 24.84.

610

Library

5103 Employee Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Circulation Clerk I	<i>A8 (18.47) x 25 hours (Step and merit increase)</i>	22,750	24,103	24,011	1,261
Circulation Clerk II	<i>A7 (18.02) x 9 hours</i>	8,190	8,466	\$8,433	243
Circ Assistant Subs	<i>A1 (15.92) x 40 hours per year</i>	-	621	826	826
Pages	<i>A1 (15.92) x 8.5 hours per week</i>	6,572	8,107	6,473	(99)
Custodian	<i>A15 (21.96) x 7 hours per week</i>	7,742	-	-	(7,742)
					-
		<u>\$ 45,254</u>	<u>\$ 41,297</u>	<u>\$ 39,743</u>	<u>\$ (5,511)</u>

NOTES

Circ Clerk I- currently approx A6 (17.58) currently making 17.50 per hour. Step increase and additonal step increase for merit-based raise.

Circ Assistant Subs - \$15.53 per hour. Three current people. Total hours per year is 50. A1 is already increase substantial over current hourly pay.

Pages - currently are paid \$13.90 per hour, under A1. Moving to A1 (\$15.53/hour) by 5 different pages totaling 10 hours a week.

Custodian - moved to own line

610

Library

5106 Custodian Wages

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Custodian	A15 (21.96) x 7 hours per week	\$ -	\$ 8,024	\$ 7,994	\$ 7,994
		<u>\$ -</u>	<u>\$ 8,024</u>	<u>\$ 7,994</u>	<u>\$ 7,994</u>

NOTES

Moved to own line.

Custodian -currently makes \$21.27 per hour, slightly under A14 (21.42), increase to A15 (21.96). Budget in FY23 was \$7,742

610

Library

5200 Purchased Services

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
CWMARS	w/internet	5,500	5,625	5,625	125
Domain Renewal	Website domain renewal Sept 2023	-	50	-	-
Telephone	Verizon bill only \$23/27/month	390	390	390	-
Travel	Mileage/training travel reimbursement	107	110	-	(107)
Computer repairs/wifi		600	-	-	(600)
maintenance	Broken down below for next year	6,240	-	-	(6,240)
Elevator - Mainteance Contract	Annual Maintenance Contract 2xs /year		1,000	1,000	1,000
Elevator - Inspection Cert	Annual Inspection by State		200	200	200
Elevator - Inspection	Vendor		900	900	900
Building Security	Knight Contract		300	300	300
Air Conditioner Service	Annual Service		498	498	498
Boiler Annual Service	2 boilers - RJ McDonald		500	500	500
Fire Alarm Monitoring	Knight Inc. - 4 bills/year	780	780	780	-
Annual Fire Alarm Inspection	Kinght		300	300	300
Annual Fire Extinguisher Insp	Impact Fire Services		325	325	325
Chimney Inspection			250	-	-
Chimney Sweep			600	-	-
Interior Building Cleaning	Deep Clean building		375	-	-
Gutter Cleaning	annual 1x year		600	-	-
					-
		<u>\$ 13,617</u>	<u>\$ 12,803</u>	<u>\$ 10,818</u>	<u>\$ (2,799)</u>

NOTES

Library

5400 Supplies

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
General Office Supplies	<i>Paper, ink, copies, etc</i>	2,500	2,575	2,575	75
Building Supplies	<i>exit signs, cleaning supplies</i>	400	500	135	(265)
Materials		38,716	-	-	(38,716)
					-
					-
					-
					-
		\$ 41,616	\$ 3,075	\$ 2,710	\$ (38,906)

NOTES

Moved *materials to own line item, for Library Books and Materials.

610

Library

5401 Library Books & Materials

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Library Books & Materials	<i>Moved from supplies to own line</i>	-	40,841	39,548	(1,293)
					-
		\$ -	\$ 40,841	\$ 39,548	\$ (1,293)

NOTES

Moved to its own line.

610

Library

5700 Equipment

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Computers		-	-	-	-
		-	-	-	-
		\$ -	\$ -	\$ -	\$ -

NOTES

Not currently needed.

Department - Library										
Employee Wages										
Weekly			FY23				FY24			
Employee Name	Job Title	Position Type	Grade/Step	Wage	# Hrs/wk	Annual	Grade/Step	Wage	# Hrs/wk	Annual
Pam Chenevert	Director	Full-Time	E2	29.05	35	\$ 52,871	E4	30.55	35	\$55,601
Kristin Steinmetz	Youth Services Librarian	Full-Time	C/7	24.84	35	\$ 45,209	C8	25.49	35	\$46,392
Sarah Stewart	Circ Clerk II	Part-Time (B)	A6	17.50	25	\$ 22,750	A8	18.47	25	\$24,011
Jamie Galvin	Circ Clerk I	Part-Time (NB)	A6	17.50	9	\$ 8,190	A7	18.02	9	\$8,433
Circulaion Subs (3 total covering all hours)						\$ -				
Fiona Halloran	Circ Assistant - Sub	Part-Time (NB)	A1	15.53	2	\$ 1,615	A2	15.92	1	\$827
Marilyn Powlovich	Circ Assistant - Sub	Part-Time (NB)				\$ -				
Ashley Stewart	Circ Assistant - Sub	Part-Time (NB)				\$ -				
Pages						\$ -				
Alexander Chenevert	Lead Page	Part-Time (NB)	n/a	13.90	2.5	\$ 1,807	A1	15.53	2.5	\$2,019
Nate Dziewietzen	Page	Part-Time (NB)	n/a	13.90	2.5	\$ 1,807	A1	15.53	2.5	\$2,019
Charlotte Putney	Page	Part-Time (NB)	n/a	13.90	2.5	\$ 1,807	A1	15.53	2.5	\$2,019
Ryan Sanolucito	Page	Part-Time (NB)	n/a	13.90	2.5	\$ 1,807	A1	15.53	2.5	\$463
Brenden Lee	Page Sub.	Part-Time (NB)	n/a	13.90		\$ -	A1	15.53	0	\$0
						\$ -				
Arnold Childs	Custodian	Part-Time (NB)	n/a	7	21.27	\$ 7,742	A15	21.96	7	\$7,993
*INCREASES DUE TO FY24 PAY MATRIX										
***Clerk I/Clerk II alternate Saturdays										
A1 puts pages on. chart										
Page shifts - 5 per week total - Tuesday through Saturday										
Each page has 1 shift and they each work 1 Saturday per month (except holiday weekends)										
A14 would get custodian on the step chart, A15 would be a 2.5 increase										
SUBS										
Subs paid through circ budget when circ is out; need budget to still to cover paid sick/vacation for full-time staff - \$777										
updated wages on 3/7/23 to 52 weeks										

630 Recreation

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5100	Recreation Director	29,615	31,259	31,140			
		\$ 29,615	\$ 31,259	\$ 31,140	\$ -	\$ -	0.00%

NOTES

Kathy works 33 hours per week. The revolving fund covers 11 hours and the general fund covers 22 hours. The director will be a D(5) at \$27.22 per hour for 22 hours in the Town's budget for FY24.

Department - Recreation Employee Wages

<u>Employee Name</u>	<u>Job Title</u>	<u>Position Type</u>	FY23				FY24			
			<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>	<u>Grade/Step</u>	<u>Wage</u>	<u># Hours</u>	<u>TOTAL</u>
Kathy Card	Rec Director	Full-Time	D(4)	26.66	22	\$ 30,499	D(5)	27.22	22	\$ 31,140

Number of Weeks - 52

Full cost of wages are listed here. 11 Hours, or 33.5% of the wages are covered by the recreation revolving fund.

709 Debt - Borrowing Cost

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5200	Short Term Interest	3,000	4,000	-	-		
		\$ 3,000	\$ 4,000	\$ -	\$ -	\$ -	0.00%

NOTES

5/12/2023 - Removed Mack Truck article, so financing funds no longer necessary.

710 Excluded Principal

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5713	Public Safety Complex	356,800	356,800	356,800		-	0.00%
5716	Truck/Ambulance	45,000	-	-		(45,000)	
5717	DPW Backhoe	26,000	26,000	26,000		-	0.00%
		\$ 427,800	\$ 382,800	\$ 382,800	\$ -	\$ (45,000)	-10.52%

NOTES

This is the Town's debt service principal that is excluded. In other words, the Town has held TM and Ballot votes for each of these debts.

710

Excluded Principal

5713 Public Safety Complex

<u>Line Item</u>		<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
USDA		<i>Long Term Loan</i>	50,000	50,000	50,000	-
Conventional		<i>Long Term Loan</i>	306,800	306,800	306,800	-
			<u>\$ 356,800</u>	<u>\$ 356,800</u>	<u>\$ 356,800</u>	<u>\$ -</u>

NOTES

710

Excluded Principal

5716 Truck/Ambulance

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	State House Note 3660000	45,000	-	-	(45,000)
				-	-
		\$ 45,000	\$ -	\$ -	\$ (45,000)

NOTES

710 Excluded Principal

5717 DPW Backhoe

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>May-18</i>	26,000	26,000	26,000	-
				-	-
		<u>\$ 26,000</u>	<u>\$ 26,000</u>	<u>\$ 26,000</u>	<u>\$ -</u>

NOTES

711 Non-Excluded Debt - Principal

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5705	School Windows	6,000	6,000	6,000		-	0.00%
5709	DPW Building Renovation	2,200	2,200	2,200		-	
5718	DPW Truck & Paving	45,000	45,000	45,000		-	0.00%
5719	DPW Freightliner Truck	41,710	35,000	35,000		(6,710)	
		\$ 94,910	\$ 88,200	\$ 88,200	\$ -	\$ -	0.00%

NOTES

This debt is funded within the Town's General Fund Budget

711 Non-Excluded Principal

5705 School Windows

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>School Windows</i>	6,000	6,000	6,000	
		<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ -</u>

NOTES

711 Non-Excluded Principal

5709 DPW Building Renovation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>DPW Doors & Windows</i>	2,200	2,200	2,200	-
				-	-
		<u>\$ 2,200</u>	<u>\$ 2,200</u>	<u>\$ 2,200</u>	<u>\$ -</u>

NOTES

711 Non-Excluded Principal

5718 DPW Truck & Paving

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>DPW Truck & Sneior/PCS Paving (Feb 2011)</i>	45,000	45,000	45,000	-
				-	-
		<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ -</u>

NOTES

711 Non-Excluded Principal

5719 DPW Freightliner Truck

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>Mar-22</i>	41,710	35,000	35,000	(6,710)
				-	-
		<u>\$ 41,710</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	<u>\$ (6,710)</u>

NOTES

715 Excluded Interest

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5713	Public Safety Complex	139,550	123,939	123,939		(15,611)	-11.19%
5716	Truck/Ambulance	495	-	-		(495)	
5717	DPW Backhoe	1,482	494	494		(988)	-66.67%
		\$ 141,527	\$ 124,433	\$ 124,433	\$ -	\$ (17,094)	-12.08%

NOTES

This is the Town's debt service principal that is excluded. In other words, the Town has held TM and Ballot votes for each of these debts.

715

Excluded Interest**5713 Public Safety Complex**

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
USDA	<i>Long Term Loan</i>	59,063	56,875	56,875	(2,188)
Conventional	<i>Long Term Loan</i>	80,487	67,064	67,064	(13,423)
		\$ 139,550	\$ 123,939	\$ 123,939	\$ (15,611)

NOTES

715 Excluded Interest

5716 Truck/Ambulance

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>State House Note 3660000</i>	495	-	-	(495)
				-	-
		<u>\$ 495</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (495)</u>

NOTES

715 Excluded Interest

5717 DPW Backhoe

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>May-18</i>	1,482	494	494	(988)
				-	-
		<u>\$ 1,482</u>	<u>\$ 494</u>	<u>\$ 494</u>	<u>\$ (988)</u>

NOTES

716 Non-Excluded Debt - Interest

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5705	School Windows	1,065	803	803		(262)	-24.60%
5709	DPW Building Renovation	493	396	396		(97)	
5718	DPW Truck & Paving	4,613	3,600	3,600		(1,013)	-21.96%
5719	DPW Freightliner Truck	8,065	6,650	6,650		(1,415)	
		\$ 14,236	\$ 11,449	\$ 11,449	\$ -	\$ (1,372)	-9.64%

NOTES

This debt is funded within the Town's General Fund Budget

716 Non-Excluded Debt - Interest

5705 School Windows

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>School Windows</i>	1,065	803	803	
		<u>\$ 1,065</u>	<u>\$ 803</u>	<u>\$ 803</u>	<u>\$ -</u>

NOTES

716 Non-Excluded Debt - Interest

5709 DPW Building Renovation

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>DPW Doors & Windows</i>	493	396	396	(97)
				-	-
		<u>\$ 493</u>	<u>\$ 396</u>	<u>\$ 396</u>	<u>\$ (97)</u>

NOTES

716 Non-Excluded Debt - Interest

5718 DPW Truck & Paving

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>DPW Truck & Sneior/PCS Paving (Feb 2011)</i>	4,613	3,600	3,600	(1,013)
				-	-
		<u>\$ 4,613</u>	<u>\$ 3,600</u>	<u>\$ 3,600</u>	<u>\$ (1,013)</u>

NOTES

716 Non-Excluded Debt - Interest

5719 DPW Freightliner Truck

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
	<i>Mar-22</i>	8,065	6,650	6,650	(1,415)
				-	-
		<u>\$ 8,065</u>	<u>\$ 6,650</u>	<u>\$ 6,650</u>	<u>\$ (1,415)</u>

NOTES

752 Debt - Borrowing Cost

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5715	Short Term Interest	1,700	2,500	2,500	2,500		
		\$ 1,700	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	0.00%

NOTES

910 Employee Benefits

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5101	Employee Health Insurance	718,827	573,528	528,067		(190,760)	-26.54%
5200	Retiree Health Insurance	-	112,422	112,422		112,422	#DIV/0!
5400	Life Insurance	1,700	1,500	1,500		(200)	-11.76%
5702	Medicare	50,000	50,000	50,000		-	0.00%
		\$ 770,527	\$ 737,450	\$ 691,989	\$ -	\$ (78,538)	-10.19%

NOTES

910

Employee Benefits

5208 Employee Health Insurance

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
FY23 Number	Included retirees	718,827.0			(718,827)
80/20 Family	12 @\$22,465		269,580	269,580	269,580
80/20 Individual	2 @ \$8446		16,892	16,892	16,892
75/25 Family	5 @ 21,061		147,427	105,305	105,305
75/25 Individual	2 @ 7918		7,918	15,836	15,836
70/20 Family	3 @ 19,657		78,628	58,971	58,971
70/20 Individual	3 @ 7,390		22,170	22,170	22,170
Offset by other departement	2 odd numbers		24,913	24,913	24,913
Opt Out	7200 @ 2		6,000	14,400	14,400
		<u>\$ 718,827</u>	<u>\$ 573,528</u>	<u>\$ 528,067</u>	<u>\$ 528,067</u>

NOTES

Includes 1 just in case, family 75/25 plan (highest plan - used for CBA members).

Opt out includes one family plan and one retiree.

910

Employee Benefits

5211 Retiree Health Insurance

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
Family plan	3 @ 60%		50,657	50,657	
Other	15 @ 2,832		43,913	43,913	
Direct Pay Retirees			10,580	10,580	
Out of state			7,272	7,272	
					-
		\$ -	\$ 112,422	\$ 112,422	\$ -

NOTES

910 Employee Benefits

5209 Life Insurance

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
		\$ -	\$ -	\$ -	\$ -

NOTES

58,650

910 Employee Benefits

5211 Medicare

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
		\$ -	\$ -	\$ -	\$ -

NOTES

911 Worcester County Retirement

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5210	Assessment	701,576	800,810	787,040		85,464	12.18%
		\$ 701,576	\$ 800,810	\$ 787,040	\$ -	\$ 85,464	12.18%

NOTES

WCRRS sends a total assessment for the Town (Light, Water, Anna Maria, and all others) and then breaks down the assessment by group. The original assessment is if paid over time, as opposed to a savings with an upfront payment in July.

	FY22	FY23	FY24	Change
Paxton Share (All others)	642,115	701,576	787,040	12.2%
Light Dept	197,716	217,606	219,005	0.6%
Water Dept	5,091	5,581	13,029	133.5%
Anna Maria College	69,278	74,866	55,460	-25.9%
TOTAL Assessment	\$ 914,200	\$ 999,629	\$ 1,074,534	7.5%

915 Central Purchasing

#	Account	FY23	FY24 REQ	FY24 REC	FY24 FINAL	DIF	%
5812	Heating Oil	49,400	54,158	55,300		5,900	11.94%
5813	Postage	10,000	7,500	7,500		(2,500)	-25.00%
5814	Telephones	13,500	11,000	11,000		(2,500)	-18.52%
5815	Electricity	67,750	68,000	68,000		250	0.37%
5816	Diesel	42,000	44,000	49,000		7,000	16.67%
		\$ 182,650	\$ 184,658	\$ 190,800	\$ -	\$ 8,150	4.46%

NOTES

Diesel increased per request of Fin Com at 4/19

915

Central Purchasing

5812 Heating Oil

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
1192	<i>Town Hall - 816 gallons</i>	3,300	2,921	3,300	-
1421	<i>DPW - 1560 gallons</i>	6,800	5,585	6,300	(500)
1250	<i>Public Safety Building - 8,285 gallons</i>	26,600	29,660	28,000	1,400
1610	<i>Library -2,268 gallons</i>	6,900	8,119	9,200	2,300
1541	<i>COA -2,199 gallons</i>	5,800	7,872	8,500	2,700
		\$ 49,400	\$ 54,158	\$ 55,300	\$ 5,900

NOTES

Used FY23 Rates with FY22 annual quantities, as it was a more normal year with temperatures. Current rate is \$3.58

915

Central Purchasing

5813 Postage

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
1122 <i>SelectBoard</i>		10,000	-	-	(10,000)
<i>Town Wide</i>		-	7,500	7,500	7,500
					-
		<u>\$ 10,000</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>\$ (2,500)</u>

NOTES

Used current calculations to estimate.

915 Central Purchasing

5814 Telephones

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
1122	Select Board (DPW, Library, COA, Town Hall)	5,000	4,500	4,500	(500)
1220	Public Safety Building	8,500	6,500	6,500	(2,000)
		-			
		<u>\$ 13,500</u>	<u>\$ 11,000</u>	<u>\$ 11,000</u>	<u>\$ (2,500)</u>

NOTES

1122 Line will convert from paying a phone bill to paying an monthly fee per VOIP line. Costs calculated on actuals.

915 Central Purchasing

5815 Electricity

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>	<u>DIFF</u>
1122	<i>Town Hall</i>	3,200	3,000	3,000	(200)
	<i>Water Department Pole</i>	1,200	1,100	1,100	(100)
1421	<i>DPW</i>	8,700	7,500	7,500	(1,200)
1199	<i>Town Clock</i>	150	200	200	50
1250	<i>Public Safety Building</i>	46,000	48,000	48,000	2,000
1610	<i>Library</i>	4,500	4,500	4,500	-
1541	<i>COA</i>	4,000	3,700	3,700	(300)
		<u>\$ 67,750</u>	<u>\$ 68,000</u>	<u>\$ 68,000</u>	<u>\$ 250</u>

NOTES

2.5% Increase based on actuals

915 Central Purchasing

5816 Diesel

<u>Line Item</u>	<u>Description</u>	<u>FY23 Bud</u>	<u>FY24 REQ</u>	<u>FY24 REC</u>		<u>DIFF</u>
1421	<i>DPW - Town Wide Diesel</i>	42,000	44,000	49,000	#	7,000
		<u>\$ 42,000</u>	<u>\$ 44,000</u>	<u>\$ 49,000</u>		<u>\$ 7,000</u>

NOTES

FY22 we used a 16,035 gallons. We based the original number on current rates of \$4.32, rates are now at \$4.61 as of 4/5