

**FY2021 Financial Model
Town of Boxborough**

	FY22 Proposed Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21
Summary of Expenditures					
Town Government	\$ 1,388,230	\$ 1,269,080	\$	119,150	9.39%
Protection	\$ 3,250,115	\$ 3,153,555	\$	96,435	3.06%
Public Works	\$ 1,263,090	\$ 1,214,365	\$	48,725	4.01%
Health Services	\$ 176,935	\$ 185,155	\$	(8,220)	-4.44%
Culture & Recreation	\$ 485,820	\$ 442,035	\$	43,785	9.91%
Subtotal - Town Government	\$ 6,564,190	\$ 6,264,190	\$	300,000	4.79%
A/B Regional School	\$ 12,676,080	\$ 12,123,120	\$	552,960	4.56%
Vocational/Technical Schools	\$ 381,255	\$ 423,320	\$	(42,065)	-9.94%
Subtotal - Education	\$ 13,057,335	\$ 12,546,440	\$	510,895	4.07%
Debt Service	\$ 1,094,495	\$ 959,185	\$	135,310	14.11%
Employee Benefits	\$ 2,313,280	\$ 2,213,190	\$	100,090	4.52%
Reserve Fund	\$ 150,000	\$ 150,000	\$	-	0.00%
Subtotal - Other	\$ 3,557,775	\$ 3,322,375	\$	235,400	7.09%
Total Budget	\$ 23,179,300	\$ 22,133,005	\$	1,046,295	4.73%
ATM Warrant Articles (R&A)	\$ 127,280	\$ 14,425	included above		
ATM Warrant Articles	\$ 3,111,398	\$ 904,873	\$	2,206,525	243.85%
STM Warrant Articles -May	\$ 7,000		\$	7,000	
STM Warrant Articles -Dec		\$ 176,286	\$	(176,286)	
ATM Warrant Articles -CPC	\$ 353,050	\$ 188,550	\$	164,500	87.24%
Overlay Reserve (known after tax rate setting)	\$ 320,000	\$ 325,241	\$	(5,241)	-1.61%
Total Budget, Articles, Overlay	\$ 27,098,028	\$ 23,727,955	\$	3,242,793	13.67%

**FY2021 Financial Model
Town of Boxborough**

	FY22 Proposed Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21
Sources of Funds				
Estimated State Aid	\$ 290,365	\$ 287,572	\$ 2,793	0.97%
State Aid (Cherry Sheet Assessments)	\$ (81,686)	\$ (85,001)	\$ 3,315	-3.90%
State Aid (Chapter 70)	\$ 25,888	\$ 25,618	\$ 270	1.05%
Total Estimated State Aid	\$ 234,567	\$ 228,189	\$ 6,378	2.80%
Estimated Local Receipts	\$ 1,550,000	\$ 1,500,000	\$ 50,000	3.33%
Total State Aid and Local Revenue	\$ 1,784,567	\$ 1,728,189	\$ 56,378	3.26%
Prior Year Levy Limit	\$ 22,718,755	\$ 21,990,284	\$ 728,471	3.31%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 567,969	\$ 548,966	\$ 19,003	3.46%
Tax Rate	\$ 17.17	\$ (31,650)	\$ 31,650	16.72
New Growth (estimate determined by Town Policy Makers)	\$ 15,000,000	\$ 211,155	\$ 12,628,899	21.97%
Current Year Levy Limit	\$ 23,544,274	\$ 22,718,755	\$ 825,519	3.63%
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Exempt Debt Service (Net of State Reimbursement)	\$ 970,628	\$ 970,628	\$ 0	0.00%
Maximum Allowable Levy	\$ 24,514,901	\$ 23,689,383	\$ 825,519	3.48%
Total Available Funds	\$ 26,299,468	\$ 25,417,572	\$ 881,897	3.47%
Total Funds Required to meet Total Expenses (excess capacity)	\$ 798,559	\$ (1,689,617)	\$ 2,488,176	-147.26%

**FY2021 Financial Model
Town of Boxborough**

	FY22 Proposed Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21
For Tax Rate Calculation				
Operating Budget	\$ 23,179,300	\$ 22,133,005	\$ 1,046,295	4.73%
ATM Warrant Articles Within 2 1/2	\$ 3,238,678	\$ 904,873	\$ 2,333,805	257.92%
STM Warrant Articles Within 2 1/2 -May	\$ 7,000	\$ -	\$ -	
STM Warrant Articles Within 2 1/2 -Dec	\$ -	\$ 176,286	\$ (169,286)	
ATM Warrant Articles -CPC	\$ 353,050	\$ 188,550	\$ 164,500	87.24%
Overlay Reserve - raised on tax recap	\$ 320,000	\$ 325,241	\$ (5,241)	-1.61%
Other Deficit Funds - raised on tax recap	\$ -	\$ -	\$ -	
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)	\$ (300,000)	\$ -	\$ (300,000)	
Available Funds - Free Cash (Warrant Articles)	\$ (340,000)	\$ (552,600)	\$ 212,600	-38.47%
Available Funds - Free Cash (Warrant Articles-STM)-Dec	\$ (7,000)	\$ (176,286)	\$ 169,286	-96.03%
Available Funds - Cable Funds (RRA)	\$ (95,500)	\$ (81,700)	\$ (13,800)	16.89%
Available Funds - Stabilization	\$ -	\$ (270,000)	\$ 270,000	-100.00%
Available Funds - CPA Funds	\$ (353,050)	\$ (188,550)	\$ (164,500)	87.24%
Available Funds - Transfer Unexpended Prior Year Articles	\$ -	\$ -	\$ -	
Available Funds - TNC	\$ (898)	\$ (573)	\$ (325)	56.67%
Available Funds - Sale of Lots	\$ -	\$ -	\$ -	
To be Borrowed	\$ (2,675,000)	\$ -	\$ (2,675,000)	
State Aid (Cherry Sheets - Assessments)	\$ (234,567)	\$ (228,189)	\$ (6,378)	2.80%
Local Receipts	\$ (1,550,000)	\$ (1,500,000)	\$ (50,000)	3.33%
(Estimated) Amount to be Raised by Tax Levy	\$ 21,542,013	\$ 20,730,057	\$ 811,956	3.92%
Total Valuation (Assessor sets tax rate)	\$ 1,222,341,692	\$ 1,207,341,692	\$ 15,000,000	1.24%
Estimated tax rate	\$ 17.62	\$ 17.17	\$ 0.45	2.64%
Average Single Family Assessment FY20 Valuation	\$ 617,781	\$ 617,781		
Average Single Family Tax Bill at Proposed Rate	\$ 10,888	\$ 10,607	\$ 280.50	

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
114 Total Salary	0	0	0	100.0%	0	0	0
114 Total Other	75	65	10	15.4%	20	65	59
114 Total Moderator	75	65	10	15.4%	20	65	59
119 Total Salary	0	0	0	0.0%	0	0	0
119 Total Other	120	170	(50)	-29.4%	57	170	149
119 Total Town Constable	120	170	(50)	-29.4%	57	170	149
122 Total Salary	0	0	0	100.0%	0	2,000	1,600
122 Total Other	2,615	2,640	(25)	-0.9%	1,352	2,885	8,324
122 Total Select Board	2,615	2,640	(25)	-0.9%	1,352	4,885	9,924
123 Total Salary	215,020	192,230	22,790	11.9%	91,994	192,150	159,390
123 Total Other	5,330	5,080	250	4.9%	3,222	4,515	3,449
123 Total Town Administrator	220,350	197,310	23,040	11.7%	95,216	196,665	162,839
131 Total Salary	0	0	0	0.0%	0	3,000	0
131 Total Other	375	375	0	0.0%	180	375	187
131 Total Town Finance Comm	375	375	0	0.0%	180	3,375	187
135 Total Salary	90,230	87,215	3,015	3.5%	52,103	79,005	77,792
135 Total Other	38,300	35,640	2,660	7.5%	34,211	37,335	35,830
135 Total Accountant	128,530	122,855	5,675	4.6%	86,314	116,340	113,622
141 Total Salary	85,230	82,215	3,015	3.7%	49,006	80,005	78,792
141 Total Other	16,015	13,290	2,725	20.5%	8,750	13,860	18,315
141 Total Assessor	101,245	95,505	5,740	6.0%	57,756	93,865	97,107

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
145 Total Salary	77,310	74,575	2,735	3.7%	44,580	71,575	71,465
145 Total Other	27,740	29,940	(2,200)	-7.3%	11,439	25,990	19,588
145 Total Treasurer/Collector	105,050	104,515	535	0.5%	56,019	97,565	91,053
151 Total Salary	0	0	0	0.0%	0	0	0
151 Total Other	78,400	78,400	0	0.0%	34,055	87,600	70,736
151 Total Legal	78,400	78,400	0	0.0%	34,055	87,600	70,736
152 Total Salary	0	0	0	0.0%	0	0	0
152 Total Other	345	345	0	0.0%	225	320	225
152 Total Personnel Board	345	345	0	0.0%	225	320	225
156 Total Salary	7,500	7,500	0	0.0%	7,500	5,000	5,000
156 Total Other	242,920	184,500	58,420	31.7%	104,012	151,210	145,645
156 Total Technology	250,420	192,000	58,420	30.4%	111,512	156,210	150,645
161 Total Salary	54,410	52,500	1,910	3.6%	31,493	50,690	49,958
161 Total Other	1,945	1,705	240	14.1%	766	1,830	1,023
161 Total Town Clerk	56,355	54,205	2,150	4.0%	32,259	52,520	50,980
162 Total Salary	2,975	8,845	(5,870)	-66.4%	5,569	7,280	8,744
162 Total Other	7,495	9,355	(1,860)	-19.9%	7,822	7,560	13,646
162 Total Elect. & Registr.	10,470	18,200	(7,730)	-42.5%	13,391	14,840	22,389

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual	
171 Total Salary	0	0	0	0.0%	0	0	0	
171 Total Other	1,600	1,600	0	0.0%	707	2,150	819	
171 Total Conservation Comm	1,600	1,600	0	0.0%	707	2,150	819	
174 Total Salary	74,450	71,785	0	2,665	3.71%	42,516	80,980	48,499
174 Total Other	3,875	4,300	0	-425	-9.88%	9,019	3,830	2,120
174 Total Town Planner	78,325	76,085	0	2,240	2.94%	51,534	84,810	50,619
175 Total Salary	5,075	3,075	2,000	65.0%	1,792	3,545	2,202	
175 Total Other	5,425	1,200	4,225	352.1%	0	1,200	9,675	
175 Total Planning Board	10,500	4,275	6,225	145.6%	1,792	4,745	11,877	
176 Total Salary	1,280	0	1,280	100.0%	0	3,000	0	
176 Total Other	635	135	500	370.4%	0	225	58	
176 Total ZBA	1,915	135	1,780	1318.5%	0	3,225	58	
179 Total Salary	0	0	0	0.0%	0	0	0	
179 Total Other	100	100	0	0.0%	0	200	52	
179 Total Ag Comm	100	100	0	0.0%	0	200	52	
182 Total Salary	0	0	0	0.0%	0	0	0	
182 Total Other	3,500	3,500	0	0.0%	0	0	0	
182 Total Economic Development	3,500	3,500	0	0.0%	0	0	0	
192 Total Salary	226,565	210,065	16,500	7.9%	109,573	212,660	188,013	
192 Total Other	50,510	48,630	1,880	3.9%	16,916	47,655	46,637	
192 Total Town Hall	277,075	258,695	18,380	7.1%	126,489	260,315	234,650	

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
196 Total Salary	0	0	0	0.0%	0	0	0
196 Total Other	58,015	57,605	410	0.7%	23,318	52,865	49,336
196 Total Facilities	58,015	57,605	410	0.7%	23,318	52,865	49,336
199 Total Salary	0	0	0	0.0%	0	0	0
199 Total Other	1,250	500	750	150.0%	500	500	224
199 Total Sustainability Comm	1,250	500	750	150.0%	500	500	224
Total Salaries - Town Government	840,045	790,005	50,040	6.3%	436,125	790,890	691,455
Total Other - Town Government	546,585	479,075	67,510	14.1%	256,571	442,340	426,094
Total Town Government	1,386,630	1,269,080	117,550	9.3%	692,696	1,233,230	1,117,549
	1,386,630	1,269,080	117,550	9.3%	692,696	1,233,230	1,117,549

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
210 Total Salary	1,349,040	1,342,810	6,230	0.5%	845,007	1,210,305	1,294,810
210 Total Other	212,915	209,415	3,500	1.7%	159,746	190,295	200,460
210 Total Police	1,561,955	1,552,225	9,730	0.6%	1,004,753	1,400,600	1,495,270
215 Total Salary	349,360	340,070	9,290	2.7%	168,095	317,570	302,681
215 Total Other	61,425	54,425	7,000	12.9%	33,094	54,425	57,454
215 Total Dispatch	410,785	394,495	16,290	4.1%	201,189	371,995	360,135
220 Total Salary	1,002,975	950,555	52,295	5.5%	522,031	879,350	781,870
220 Total Other	150,370	136,010	14,360	10.6%	69,567	117,870	124,800
220 Total Fire	1,153,345	1,086,565	66,655	6.1%	591,598	997,220	906,670
241 Total Salary	87,270	84,255	3,015	3.6%	48,103	82,020	77,970
241 Total Other	13,975	14,960	(985)	-6.6%	6,233	13,755	6,885
241 Total Building Insp	101,245	99,215	2,030	2.0%	54,336	95,775	84,855
292 Total Salary	17,290	16,670	620	3.7%	9,254	16,405	15,145
292 Total Other	5,495	4,385	1,110	25.3%	1,421	4,385	1,353
292 Total ACO	22,785	21,055	1,730	8.2%	10,674	20,790	16,498
299 Total Salary	0	0	0	0.0%	0	45	45
299 Total Other	0	0	0	0.0%	0	0	0
299 Total Field Driver	0	0	0	0.0%	0	45	45
Total Salaries - Protection	2,805,935	2,734,360	71,450	2.6%	1,592,489	2,508,185	2,472,521
Total Other - Protection	444,180	419,195	24,985	6.0%	270,061	381,375	390,952
Total Protection	3,250,115	3,153,555	96,435	3.1%	1,862,551	2,889,560	2,863,474
	3,250,115	3,153,555	96,435	3.1%	1,862,551	2,889,560	2,863,474

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
300 Total Salary	1,600	0	1,600	100.0%	0	1,600	1,600
300 Total Other	0	0	0	0.0%	0	0	0
300 Total School Committee	1,600	0	1,600	100.0%	0	1,600	1,600
310 Total Salary	0	0	0	0.0%	0	0	0
310 Total Other	220,205	249,090	(28,885)	-11.6%	57,625	252,005	206,429
310 Total Minuteman	220,205	249,090	(28,885)	-11.6%	57,625	252,005	206,429
311 Total Salary	0	0	0	0.0%	0	0	0
311 Total Other	49,050	47,820	1,230	2.6%	8,168	46,250	41,656
311 Total Assabet	49,050	47,820	1,230	2.6%	8,168	46,250	41,656
312 Total Salary	0	0	0	0.0%	0	0	0
312 Total Other	112,000	126,410	(14,410)	-11.4%	36,094	64,895	60,892
312 Total Nashoba	112,000	126,410	(14,410)	-11.4%	36,094	64,895	60,892
320 Total Salary	0	0	0	0.0%	0	0	0
320 Total Other	12,676,080	12,123,120	552,960	4.6%	8,082,080	11,522,285	11,522,285
320 Total ABRSD	12,676,080	12,123,120	552,960	4.6%	8,082,080	11,522,285	11,522,285
Total Salaries - Education	1,600	0	1,600	160000.0%	0	1,600	1,600
Total Other - Education	13,057,335	12,546,440	510,895	4.1%	8,183,967	11,885,435	11,831,262
Total Education	13,058,935	12,546,440	512,495	4.1%	8,183,967	11,887,035	11,832,862
	13,058,935	12,546,440	512,495	4.1%	8,183,967	11,887,035	11,832,862

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
422 Total Salary	626,455	610,305	16,150	2.6%	354,076	584,070	539,546
422 Total Other	137,360	134,460	2,900	2.2%	83,334	137,770	139,922
422 Total DPW	763,815	744,765	19,050	2.6%	437,410	721,840	679,468
423 Total Salary	66,880	66,200	680	1.0%	28,413	63,850	40,982
423 Total Other	139,710	135,710	4,000	2.9%	44,715	135,800	69,818
423 Total Snow & Ice	206,590	201,910	4,680	2.3%	73,127	199,650	110,800
424 Total Salary	0	0	0	0.0%	0	0	0
424 Total Other	2,500	3,000	(500)	-16.7%	627	3,500	2,177
424 Total Street Lighting	2,500	3,000	(500)	-16.7%	627	3,500	2,177
425 Total Salary	0	0	0	0.0%	0	0	0
425 Total Other	59,760	41,615	18,145	43.6%	29,368	28,500	44,567
425 Total Hager Well	59,760	41,615	18,145	43.6%	29,368	28,500	44,567
429 Total Salary	0	0	0	0.0%	0	0	0
429 Total Other	88,025	87,175	850	1.0%	44,295	77,500	80,408
429 Total Fuel	88,025	87,175	850	1.0%	44,295	77,500	80,408
431 Total Salary	0	0	0	0.0%	0	0	0
431 Total Other	0	10,000	(10,000)	100.0%	0	0	0
431 Total Hazardous Waste	0	10,000	(10,000)	100.0%	0	0	0
433 Total Salary	0	0	0	0.0%	0	0	0
433 Total Other	136,900	120,400	16,500	13.7%	63,484	146,300	152,035
433 Total Transfer Station	136,900	120,400	16,500	13.7%	63,484	146,300	152,035

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
491 Total Salary	5,000	5,000	0	0.0%	2,500	5,000	5,000
491 Total Other	500	500	0	0.0%	7	500	247
491 Total Cemetery	5,500	5,500	0	0.0%	2,507	5,500	5,247
Total Salaries - Public Works	698,335	681,505	16,830	2.5%	384,989	652,920	585,528
Total Other - Public Works	564,755	532,860	31,895	6.0%	265,829	529,870	489,173
Total Public Works	1,263,090	1,214,365	48,725	4.0%	650,818	1,182,790	1,074,701
	1,263,090	1,214,365	48,725	4.0%	650,818	1,182,790	1,074,701

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
505 Total Salary	2,060	3,550	(1,490)	-42.0%	650	990	987
505 Total Other	0	0	0	0.0%	0	150	0
505 Total Animal Inspector	2,060	3,550	(1,490)	-42.0%	650	1,140	987
511 Total Salary	600	0	600	100.0%	0	505	500
511 Total Other	47,255	45,700	1,555	3.4%	15,475	45,050	42,967
511 Total BoH	47,855	45,700	2,155	4.7%	15,475	45,555	43,467
529 Total Salary	37,690	0	37,690	100.0%	0	0	0
529 Total Other	7,650	7,175	475	6.6%	0	6,225	4,100
529 Total Community Services	45,340	7,175	38,165	531.9%	0	6,225	4,100
541 Total Salary	37,690	73,575	(35,885)	-48.8%	21,359	71,575	70,465
541 Total Other	8,790	8,540	250	2.9%	3,977	8,700	6,171
541 Total COA	46,480	82,115	(35,635)	-43.4%	25,336	80,275	76,636
543 Total Salary	0	0	0	0.0%	0	0	0
543 Total Other	35,200	46,615	(11,415)	-24.5%	13,346	34,185	29,578
543 Total Veterans	35,200	46,615	(11,415)	-24.5%	13,346	34,185	29,578
Total Salaries - Health Services	78,040	77,125	915	1.2%	22,009	73,070	71,952
Total Other - Health Services	98,895	108,030	(9,135)	-8.5%	32,798	94,310	82,816
Total Health Services	176,935	185,155	(8,220)	-4.4%	54,808	167,380	154,768
	176,935	185,155	(8,220)	-4.4%	54,808	167,380	154,768

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
610 Total Salary	263,735	256,355	7,380	2.9%	148,066	238,565	221,805
610 Total Other	162,750	162,050	700	0.4%	99,688	153,400	143,527
610 Total Library	426,485	418,405	8,080	1.9%	247,754	391,965	365,332
630 Total Salary	35,385	7,305	28,080	384.4%	1,166	31,790	27,644
630 Total Other	12,900	6,375	6,525	102.4%	3,235	12,175	7,158
630 Total Rec Comm	48,285	13,680	34,605	253.0%	4,400	43,965	34,802
670 Total Salary	0	0	0	0.0%	0	0	0
670 Total Other	2,000	2,000	0	0.0%	157	2,000	1,944
670 Total Steele Farm	2,000	2,000	0	0.0%	157	2,000	1,944
691 Total Salary	0	0	0	0.0%	0	0	0
691 Total Other	6,150	5,050	1,100	21.8%	2,134	8,050	4,245
691 Total Hist Comm	6,150	5,050	1,100	21.8%	2,134	8,050	4,245
692 Total Salary	0	0	0	0.0%	0	0	0
692 Total Other	1,500	1,500	0	0.0%	0	1,400	200
692 Total Public Celebrations	1,500	1,500	0	0.0%	0	1,400	200
699 Total Salary	0	0	0	0.0%	0	0	0
699 Total Other	1,400	1,400	0	0.0%	125	1,400	665
699 Total AB Cultural Council	1,400	1,400	0	0.0%	125	1,400	665
Total Salaries - Culture & Rec	299,120	263,660	35,460	13.4%	149,232	270,355	249,449
Total Other - Culture & Rec	186,700	178,375	8,325	4.7%	105,339	178,425	157,739
Total Culture & Rec	485,820	442,035	43,785	9.9%	254,570	448,780	407,188
	485,820	442,035	43,785	9.9%	254,570	448,780	407,188

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
710 Total Salary	0	0	0	0.0%	0	0	0
710 Total Other	865,000	735,000	130,000	17.7%	555,000	870,000	870,000
710 Total Retirement of LT Debt	865,000	735,000	130,000	17.7%	555,000	870,000	870,000
751 Total Salary	0	0	0	0.0%	0	0	0
751 Total Other	229,495	224,185	5,310	2.4%	112,220	217,110	210,798
751 Total Debt Interest	229,495	224,185	5,310	2.4%	112,220	217,110	210,798
830 Total Salary	0	0	0	0.0%	0	0	0
830 Total Other	1,144,435	1,008,915	135,520	13.4%	1,008,914	943,155	943,152
830 Total County Retirement Assmt	1,144,435	1,008,915	135,520	13.4%	1,008,914	943,155	943,152
912 Total Salary	0	0	0	0.0%	0	0	0
912 Total Other	201,385	199,545	1,840	0.9%	166,600	193,320	160,413
912 Total Other Insurance	201,385	199,545	1,840	0.9%	166,600	193,320	160,413
915 Total Salary	0	0	0	0.0%	0	0	0
915 Total Other	967,460	1,004,730	(37,270)	-3.7%	492,535	1,056,490	831,545
915 Total Employee Benefits	967,460	1,004,730	(37,270)	-3.7%	492,535	1,056,490	831,545
Total Salaries - Administration	0	0	0	0.0%	0	0	0
Total Other - Administration	3,407,775	3,172,375	235,400	7.4%	2,335,269	3,280,075	3,015,908
Total Administration	3,407,775	3,172,375	235,400	7.4%	2,335,269	3,280,075	3,015,908
132 Total Salary	0	0	0	0.0%	0	0	0
132 Total Other	150,000	150,000	0	0.0%	10,135	150,000	149,370
132 Total Reserve Fund	150,000	150,000	0	0.0%	10,135	150,000	149,370

**FY2021 Budget Summary
Town of Boxborough**

	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
Total Salaries - Town Government	840,045	790,005	50,040	6.3%	436,125	790,890	691,455
Total Salaries - Protection	2,805,935	2,734,360	71,450	2.6%	1,592,489	2,508,185	2,472,521
Total Salaries - Public Works	698,335	681,505	16,830	2.5%	384,989	652,920	585,528
Total Salaries - Health Services	78,040	77,125	915	1.2%	22,009	73,070	71,952
Total Salaries - Culture & Rec	299,120	263,660	35,460	13.4%	149,232	270,355	249,449
Total Salaries	4,721,475	4,546,655	174,695	3.8%	2,584,844	4,295,420	4,070,906
Total Other - Town Government	546,585	479,075	67,510	14.1%	256,571	442,340	426,094
Total Other - Protection	444,180	419,195	24,985	6.0%	270,061	381,375	390,952
Total Other - Public Works	564,755	532,860	31,895	6.0%	265,829	529,870	489,173
Total Other - Health Services	98,895	108,030	(9,135)	-8.5%	32,798	94,310	82,816
Total Other - Culture & Rec	186,700	178,375	8,325	4.7%	105,339	178,425	157,739
Total Town Other	1,841,115	1,717,535	123,580	7.2%	930,599	1,626,320	1,546,774
Total Town Government	1,386,630	1,269,080	117,550	9.3%	692,696	1,233,230	1,117,549
Total Protection	3,250,115	3,153,555	96,435	3.1%	1,862,551	2,889,560	2,863,474
Total Public Works	1,263,090	1,214,365	48,725	4.0%	650,818	1,182,790	1,074,701
Total Health Services	176,935	185,155	(8,220)	-4.4%	54,808	167,380	154,768
Total Culture & Rec	485,820	442,035	43,785	9.9%	254,570	448,780	407,188
Total Town Expenses	6,562,590	6,264,190	298,275	4.8%	3,515,443	5,921,740	5,617,680
Total Other - Education	13,058,935	12,546,440	510,895	4.1%	8,183,967	11,887,035	11,832,862
Total Other - Administration	3,407,775	3,172,375	235,400	7.4%	2,335,269	3,280,075	3,015,908
Total Reserve Fund	150,000	150,000	0	0.0%	10,135	150,000	149,370
Total Other Costs	16,616,710	15,868,815	746,295	4.7%	10,529,371	15,317,110	14,998,140
Total Expenses	23,179,300	22,133,005	1,044,570	4.7%	14,034,680	21,238,850	20,466,450

**FY2022 Budget Worksheet
114-Moderator**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-114-5110-0000	Moderator Salary	0	0	0	100.00%			
001-114-5599-0000	Moderator Other Exp	75	65	10	15.38%	20	65	59
	Total Salary	0	0	0	100.00%	0	0	0
	Total Other	75	65	10	15.38%	20	65	59
	Total Moderator	75	65	10	15.38%	20	65	59
Notes:								
Stipend proposed per FinCom (\$100); removed per request of Moderator								
Mass Moderators Membership Dues increased from \$20 to \$30; Annual Conference \$30; Meal at conference \$15								

**FY2022 Budget Worksheet
119-Town Constable**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-119-5599-0000	Town Constable Other Exp	120	170	(50)	-29.41%	57	170	149
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	120	170	(50)	-29.41%	57	170	149
	Total Town Constable	120	170	(50)	-29.41%	57	170	149
Notes:								
1 Elections, 2 Town Meeting Warrants, 3 Bylaw/ZBA postings = 6 at 6 locations @ \$3 each=\$108 plus 1 mile x 6 x \$0.56 = \$5								

**FY2022 Budget Worksheet
122-Select Board**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-122-5110-0000	Select Board Salaries	0	0	0	100.00%		2,000	1,600
001-122-5306-0000	Select Board Consulting			0	0.00%			6,000
001-122-5317-0000	Select Board Printing Services	50	50	0	0.00%		50	58
001-122-5420-0000	Select Board Office Supplies	50	75	(25)	-33.33%		75	
001-122-5490-0000	Select Board Events	750	750	0	0.00%		750	493
001-122-5711-0000	Select Board Travel	150	150	0	0.00%		300	281
001-122-5712-0000	Select Board Training/Conferences	240	240	0	0.00%	85	460	224
001-122-5730-0000	Select Board Dues	1,375	1,375	0	0.00%	1,267	1,250	1,267
	Other Misc Expenses -History							
	Total Salary	0	0	0	100.00%	0	2,000	1,600
	Total Other	2,615	2,640	(25)	-0.95%	1,352	2,885	8,324
	Total Select Board	2,615	2,640	(25)	-0.95%	1,352	4,885	9,924
Notes:								
Printing Services: Business cards for potentially 2 new members								
Office supplies: Nameplate for potentially 2 new members; stationery for holiday greetings (Did not include any funding for misc exp for committee without budget)								
Events: Employee/Volunteer Thank You BBQ								
Travel: Mileage and parking associated with outside meetings attended by Select Board								
Training/Conferences: MMA @ 1 @ \$190; Other \$50								
Dues: MMA \$775; and 495MW \$600								

**FY2022 Budget Worksheet
123-Town Administrator**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-123-5111-0000	Town Administrator Salary	131,760	131,760		0	0.00%	78,749	127,920	125,966
001-123-5112-0000	Asst Town Administrator Salary	83,260	60,470		22,790	37.69%	13,245	64,230	33,424
001-123-5710-0000	Town Administrator Lodging/Meals	495	495		0	0.00%		495	39
001-123-5711-0000	Town Administrator Mileage	3,045	3,045		0	0.00%	1,904	2,900	2,808
001-123-5712-0000	Town Administrator Training/Conferenc	1,210	1,110		100	9.01%	1,288	690	410
001-123-5730-0000	Town Administrator Dues	580	430		150	34.88%	30	430	192
	Total Salary	215,020	192,230		22,790	11.86%	91,994	192,150	159,390
	Total Other	5,330	5,080		250	4.92%	3,222	4,515	3,449
	Total Town Administrator	220,350	197,310		23,040	11.68%	95,216	196,665	162,839
Notes:									
Salary: Current TA Contract; ATA Grade 16, Step 1, 2.4%WI (PY budgeted @ 9 months)									
Lodging/Meals: MMMA Spring or Fall conferences \$320, MMA Annual Mtg \$175									
Mileage: Per current contract 5,000 miles @ IRS rate \$0.56, plus 250 miles for ATA									
Training/Conferences: MMMA Spring or Fall \$150, MMA Ann Mtg x2 @ \$190 ea, MMMA & MMHR Prog dev 3@\$40+1@\$60, MCPPO \$500 (year 3 cert)									
Dues: MMMA \$200 + \$150 (based on Salary), STAM \$30, MAPPO \$50, Mass ASPA \$150									

**FY2022 Budget Worksheet
131-Finance Comm**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-131-5124-0000	Meeting Secretary		0	0	0.00%		3,000	
001-131-5712-0000	Finance Comm Conference	185	185	0	0.00%		185	
001-131-5730-0000	Finance Comm Dues	190	190	0	0.00%	180	190	180
	Other Misc Expenses -History							7
	Total Salary	0	0	0	0.00%	0	3,000	0
	Total Other	375	375	0	0.00%	180	375	187
	Total Town Finance Comm	375	375	0	0.00%	180	3,375	187
Notes:								
Meeting Secretary: (Added by Article FY20) est 24 meetings @ \$128 = \$3,075								
-Removed per FinCom Budget cuts; may add back in future years without ATM approval if need/interest								

**FY2022 Budget Worksheet
132-Reserve Fund**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-132-5960-0000	Reserve Fund	150,000	150,000	0	0.00%	10,135	150,000	149,370
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	150,000	150,000	0	0.00%	10,135	150,000	149,370
	Total Reserve Fund	150,000	150,000	0	0.00%	10,135	150,000	149,370
Notes:								
Reduced in FY20 to account for increases in individual budgets								

**FY2022 Budget Worksheet
135-Town Accountant**

		FY22 Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-135-5112-0000	Accountant Salary	84,230	81,215		3,015	3.71%	48,103	79,005	77,792
001-135-5154-0000	Finance Director Stipend	6,000	6,000		0	0.00%	4,000		
001-135-5301-0000	Accountant Audit	22,000	22,000		0	0.00%	22,000	22,000	22,000
001-135-5305-0000	Accountant Software Support	13,730	11,240		2,490	22.15%	11,240	13,240	13,238
001-135-5420-0000	Accountant Office Supplies	200	200		0	0.00%	102	200	149
001-135-5711-0000	Accountant Travel	1,100	1,100		0	0.00%		1,020	168
001-135-5712-0000	Accountant Training/Conferences	1,220	1,050		170	16.19%	819	825	224
001-135-5730-0000	Accountant Dues	50	50		0	0.00%	50	50	50
	Other Misc Expenses -History								
	Total Salary	90,230	87,215		3,015	3.46%	52,103	79,005	77,792
	Total Other	38,300	35,640		2,660	7.46%	34,211	37,335	35,830
	Total Accountant	128,530	122,855		5,675	4.62%	86,314	116,340	113,622
Notes:									
Salary: Grade 15 Step 8, 2.4% WI									
Software Support: Vadar Accountant's Module \$2,990, Collection Module \$3,990, plus 4 users on Web-Based Hosting 3@\$990/1@\$800, CRT (Collector Receipt Turnover) \$490 + Transaction Document Attachment Upgrade (1 time fee) \$2,490									
Supplies: budget binders, printer supplies, 1099 forms, etc									
Travel: March 140 miles + \$300 hotel, June 225 miles + \$325 hotel, Capital Proj 100 miles, Procurement 120 miles + parking, update/misc									
Training/Conferences: March Conference \$355; June Annual Mtg \$190; Capital Projects Acctg \$125; Procurement \$500 (Year 3 recert); Law update/misc									
Dues: Massachusetts Municipal Auditors and Accountants Assoc									

**FY2022 Budget Worksheet
141-Assessor**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-141-5112-0000	Assessor Salary	84,230	81,215	3,015	3.71%	48,506	79,005	77,792
001-141-5154-0000	Assessor Certification Stipend	1,000	1,000	0	0.00%	500	1,000	1,000
001-141-5305-0000	Assessor Software Support	4,910	4,410	500	11.34%	4,910	4,410	4,410
001-141-5306-0000	Assessor Consulting	6,300	6,300	0	0.00%	2,835	6,300	12,380
001-141-5312-0000	Assessor Legal Notices	200	65	135	207.69%	190	150	
001-141-5399-0000	Assessor GIS Map Updates			0	0.00%		0	
001-141-5420-0000	Assessor Office Supplies	900	900	0	0.00%	765	500	573
001-141-5711-0000	Assessor Mileage/Travel	2,020	400	1,620	405.00%		500	138
001-141-5712-0000	Assessor Training/Conferences	1,235	1,015	220	21.67%		1,150	679
001-141-5730-0000	Assessor Dues/Subscriptions	450	200	250	125.00%	50	850	135
	Other Misc Expenses -History							
	Total Salary	85,230	82,215	3,015	3.67%	49,006	80,005	78,792
	Total Other	16,015	13,290	2,725	20.50%	8,750	13,860	18,315
	Total Assessor	101,245	95,505	5,740	6.01%	57,756	93,865	97,107

Notes:

Salary: Grade 15 Step 8, 2.4% WI
Software Support: Patriot (Property Valuation)
Consulting: Contracted costs for Commercial & Industrial valuation services; Additional funds in FY19 required to ensure completion of quinquennial certification. FY21 proposed article to ensure completion of cyclical inspections by 2024 REVAL, will need to re-evaluate in spring 2021/FY22 as inspection progress is made.
Legal Notices: Yearly Tax Classification Hearing (FY19 Certification yr required multiple published legal notices)
Office Supplies: envelopes, general office supplies, printer toner
Mileage: Uses Building Inspector's truck for inspections reduced due to COVID, travel for Conferences Umass Hotel 4 nights \$700, Patriot 4 nights \$720
Training/Conferences: MAAO School (Umass) \$535, Patriot/MAAO Conference \$400, Fall/Spring 1 day conferences \$150 each
Assessor Dues: Mass. Assoc. of Assessing Offices (MAAO) Dues: \$100; Middlesex County Assessors Association (MCAA) Dues: \$100; Marshall & Swift Residential Cost Approach Manual \$350. Worcester County Assoc. of Assessing Officers (WCAA), International Assessors Association (IAAO)

**FY2022 Budget Worksheet
145-Treasurer - Collector**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-145-5112-0000	Treasurer/Collector Salary	76,310	73,575	2,735	3.72%	43,580	71,575	70,465
001-145-5154-0000	Treasurer/Collector Certification Stipend	1,000	1,000	0	0.00%	1,000	0	1,000
001-145-5301-0000	Treasurer Payroll Service	6,400	6,400	0	0.00%	3,755	6,100	6,191
001-145-5311-0000	Treasurer/Collector Performance Bond	840	840	0	0.00%	838	840	838
001-145-5313-0000	Treasurer Banking Fees	4,000	5,000	(1,000)	-20.00%		1,500	2,560
001-145-5314-0000	Treasurer Lockbox Svc	4,000	6,500	(2,500)	-38.46%	1,517	6,000	2,387
001-145-5316-0000	Treasurer/Collector Tax Title Foreclosure	1,500	1,500	0	0.00%		2,000	466
001-145-5317-0000	Treasurer/Collector Printing Services	3,500	2,750	750	27.27%	1,763	1,500	1,255
001-145-5345-0000	Treasurer/Collector Postage	5,500	5,500	0	0.00%	3,420	6,000	5,217
001-145-5420-0000	Treasurer/Collector Office Supplies	550	500	50	10.00%	96	500	623
001-145-5711-0000	Treasurer/Collector Travel	700	650	50	7.69%		500	
001-145-5712-0000	Treasurer/Collector Training/Conference	700	250	450	180.00%		1,000	
001-145-5730-0000	Treasurer/Collector Dues	50	50	0	0.00%	50	50	50
	Other Misc Expenses -History							
	Total Salary	77,310	74,575	2,735	3.67%	44,580	71,575	71,465
	Total Other	27,740	29,940	(2,200)	-7.35%	11,439	25,990	19,588
	Total Treasurer/Collector	105,050	104,515	535	0.51%	56,019	97,565	91,053
Notes:								
Salary: Grade 15 Step 4, 2.4% WI								
Payroll: Average Payroll cost is \$208.50 over 26 periods + W2 and Affordable Care Act Mailing and Printing								
Performance Bond: Required								
Bank Fees: Continuing Disclosure Cost which is a document required to determine our financial status for borrowing and bond rating is \$2500; Note for FY23 to include OPEB valuation \$6500								
Lockbox: Reduced to eliminate courier service								
Tax Title: Some new properties entering Tax Title, following FinCom directive to minimally fund								
Printing Services: Envelopes for payables and RE/PP Bill printing changed vendors; Added return envelopes to Motor Vehicle bills.								
Postage: Using bulk postage rates & combined envelopes when possible								

FY2022 Budget Worksheet
145-Treasurer - Collector

Office Supplies: General Office needs	
Travel: Mileage/lodging for week long Mass Collector Treasurer Association school at Umass Amherst	
Training/Conferences: registration for MCTA School - Recertification year	
Dues: Mass Collector's & Treasurer's Association (MCTA)	

**FY2022 Budget Worksheet
151-Legal**

		FY22 Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-151-5311-0000	Legal Services	75,000	75,000		0	0.00%	33,758	85,000	69,821
001-151-5399-0000	Legal Expenses	3,400	3,400		0	0.00%	297	2,600	915
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	78,400	78,400		0	0.00%	34,055	87,600	70,736
	Total Legal	78,400	78,400		0	0.00%	34,055	87,600	70,736
Notes:									
Services: Reduced to account for increase in Planning Budget 175									
Actual Expenses have been on average 4% of service fees; expenses include phone charges, research fees, mileage for onsite visits, etc									

**FY2022 Budget Worksheet
152-Personnel Board**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-152-5712-0000	Personnel Board Training/Conferences	120	120	0	0.00%		120	
001-152-5730-0000	Personnel Board Dues	225	225	0	0.00%	225	200	225
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	345	345	0	0.00%	225	320	225
	Total Personnel Board	345	345	0	0.00%	225	320	225
Notes:								
Training/Conferences: Attendance for up to 2 members at MMHR's annual Labor Law Seminar @ \$60								
Dues: Rate increased in FY20								

**FY2022 Budget Worksheet
156-Technology**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-156-5154-0000	Technology Liaison Stipend	7,500	7,500	0	0.00%	7,500	5,000	5,000
001-156-5306-0000	Technology Consulting	65,675	61,500	4,175	8.99%	20,530	115,180	111,499
001-156-5310-0000	Technology Contracted Services	93,505	92,150	1,355	1.86%	62,067		
001-156-5341-0000	Technology Telephone (VOIP & Copper)	8,390	8,030	360	4.48%	3,989	7,810	6,787
001-156-5341-0610	Technology Telephone (Library)	0	0	0	0.00%		0	
001-156-5343-0000	Technology Internet Access	7,240	5,560	1,680	30.22%	3,815	8,080	6,011
001-156-5344-0000	Technology Website Hosting	8,400	8,400	0	0.00%	8,391	6,000	6,400
001-156-5422-0000	Technology Software	11,710	8,860	2,850	32.17%	5,181	9,140	13,625
001-156-5582-0000	Technology Hardware	48,000	0	48,000	100.00%	40	5,000	1,323
	Other Misc Expenses -History							
	Total Salary	7,500	7,500	0	0.00%	7,500	5,000	5,000
	Total Other	242,920	184,500	58,420	31.66%	104,012	151,210	145,645
	Total Technology	250,420	192,000	58,420	30.43%	111,512	156,210	150,645
Notes:								
See Summary Page								

**FY2022 Budget Worksheet
156-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGES
CONSULTING-Time&Materials	65,675	61,500	58,380	54,140	4,175
Guardian General support: 40 hrs/month [rate is blend of \$135/hr for network-related services and \$95/hour for desktop services: 12 mos @ 28 hrs/month @ \$135/hr AND 12 mos @ 12 hrs/month @ \$95/hr]	56,175	53,500	50,640	50,640	5% increase on all managed services
Phone (time & materials) 4 hrs/month @ \$100/mo	4,775	3,500	3,240	0	
Phone Maintenance (Mitel Software Support)	4,725	4,500	4,500	3,500	
CONTRACTED SERVICES-Managed Services	93,505	92,150	56,800	49,580	1,355
Managed Services - Firewall Town x3	10,500	10,500	5,015	5,015	(FY20: \$1,311.51/qtr) to install 2nd firewall in FY21
Managed Services - Firewall Library	1,800	1,800	1,785	1,785	(FY20: \$446.25/qtr)
Guardian Eye Lite - to cover 240 endpoints (active devices on the WAN with unique IP addresses): 70 PC's (Desktop, Laptops and Rugged Tablets) 07 Servers (BPS01, 02 and 03 – BTH01, 04 and 05) 70 Phones 93 Others (Switches, UPS's, WAP's, printers, etc)	47,250	46,350	50,000	42,780	(FY20: \$11,250/qtr) 5% increase on all managed services
Server Performance Checks (reduced to SemiAnnual)	6,145	5,850			
Anti-Malware & Managed Backup Email Service	13,010	12,850			New; Year 1 included in Article FY20
Anti-Spam Service & Archive	12,000	12,000			Installed On-Prem Service FY20
Server Warranties 5 @ ~\$500-\$750 ea	2,800	2,800			**Moved from Internet Access **Moved from Hardware
PHONE	8,390	8,030	7,810	7,900	360
VoIP (12 @ \$425)	5,100	4,740	4,680	4,800	Rate increase 1/1/21
7 Copper @\$37/mo: 2@ Publ Safety, 2@TH, 1@TS, 1@DPW, 1@Library	3,100	3,100	2,940	2,940	
Pole Charges (annual)	190	190	190	160	

**FY2022 Budget Worksheet
156-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGES	
INTERNET ACCESS	7,240	5,560	8,080	7,360		1,680
Email hosting based on # accounts	0	0	1,440	720	**Moved to Contract Services	
Email archiving based on # accounts	0	0	1,500	1,500	**Moved to Contract Services	
Domain Registration	400	400	400	400		
Secondary ISP @ Public Safety \$245/mo	2,940	2,940	2,520	2,520		
FiOS \$315/mo (increased speed)	3,780	2,100	2,100	2,100		
Library Internet \$10/mo	120	120	120	120		
WEBSITE HOSTING	8,400	8,400	6,000	3,620		0
Annual Fee	8,400				New Agreement including upgrade, yr 3 of 3	
SOFTWARE	11,710	8,860	9,140	10,740		2,850
CAI Technologies (AxisGIS system)	2,400	2,400	3,500	3,000	FY20 & PY: MapGeo Subscription fee, property record cards	
CAI Technologies (tax map maintenance)	1,600	1,600	3,280	3,000	FY20 & PY: Spatial IQ Maintaining Tier (incl parcel updates) & Property Record Cards Link	
FY19 &20: MapGeo CAMA Uploader Installation & Subscription		0	500	3,000		
ArcGIS maintenance (ESRI)	3,000	1,500	1,500	1,500	FY22 Extra License Yr 1 (FY23 only \$300)	
Nitro Pro (replaces Adobe pdf) 2@ \$180	360	360	360	240		
Archive Social (Social Media Archive)	3,000	3,000	0	0	FOIA Compliance	
Zoom Licenses (9)	1,350	0	0	0	New - previously pd CARES	
HARDWARE	48,000	0	5,000	5,000		48,000
Server, USPs, Network updates, Printers, Laptops, PCs	48,000					
TOTAL	242,920	184,500	151,210	138,340		58,420

**FY2022 Budget Worksheet
161-Town Clerk**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-161-5110-0000	Town Clerk Salary	53,410	51,500		1,910	3.71%	30,493	49,690	48,958
001-161-5154-0000	Town Clerk Certification Stipend	1,000	1,000		0	0.00%	1,000	1,000	1,000
001-161-5311-0000	Town Clerk Performance Bond	100	100		0	0.00%	100	100	100
001-161-5317-0000	Town Clerk Printing Services		0		0	0.00%		0	
001-161-5345-0000	Town Clerk Postage	320	310		10	3.23%	449	305	319
001-161-5420-0000	Town Clerk Office Supplies	300	200		100	50.00%		200	321
001-161-5443-0000	Town Clerk Equipment Maintenance	175	175		0	0.00%		175	
001-161-5711-0000	Town Clerk Travel	750	620		130	20.97%	82	750	83
001-161-5712-0000	Town Clerk Training/Conferences	150	150		0	0.00%		150	100
001-161-5730-0000	Town Clerk Dues	150	150		0	0.00%	135	150	100
	Other Misc Expenses -History								
	Total Salary	54,410	52,500		1,910	3.64%	31,493	50,690	49,958
	Total Other	1,945	1,705		240	14.08%	766	1,830	1,023
	Total Town Clerk	56,355	54,205		2,150	3.97%	32,259	52,520	50,980

Notes:

Salary: (Elected) Grade 14, Step 12 @ 67.5% (27 hours/week); 2.4% WI

Postage: Pre-stamped envelopes 500 @ \$306 + shipping

Office Supplies: Security Bond paper for vital records, Certificate paper for Business Certificates & Cemetery Deeds, permanent pens, mailing labels

Equipment Maintenance: \$175 for printer cartridge for state printer

Travel: Fall or Spring Conference: \$130 meals, Room (2 nights) \$330; Winter conference--meals only: \$45; 2 local conferences--meals only \$50; mileage 336 miles @ \$0.58 = \$195

Training/Conferences: Registration fees--\$50 x 2 + \$25 x 2 = \$150

Dues: Mass Assoc Town Clerks \$100, Middlesex County Assoc Town Clerks \$50

**FY2022 Budget Worksheet
162-Elections & Registrars**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-162-5110-0000	Registrar Salary	1,750	1,750	0	0.00%	738	1,715	1,441
001-162-5125-0000	Election Workers	1,225	7,095	(5,870)	-82.73%	4,832	5,565	7,303
001-162-5243-0000	Elect. & Registr. Equipment Maint	3,300	6,000	(2,700)	-45.00%	3,203	3,500	4,198
001-162-5317-0000	Elect. & Registr. Printing Services	1,345	1,080	265	24.54%		1,860	4,702
001-162-5345-0000	Elect. & Registr. Postage	2,590	2,180	410	18.81%	3,770	2,105	3,722
001-162-5420-0000	Elect. & Registr. Office Supplies	200	35	165	471.43%	599	35	634
001-162-5490-0000	Elect. & Registr. Refreshments	60	60	0	0.00%		60	10
	Other Misc Expenses -History					250		380
	Total Salary	2,975	8,845	(5,870)	-66.37%	5,569	7,280	8,744
	Total Other	7,495	9,355	(1,860)	-19.88%	7,822	7,560	13,646
	Total Elect. & Registr.	10,470	18,200	(7,730)	-42.47%	13,391	14,840	22,389
Notes:								
Salary: Wages increased to 1/1/22 Minimum wage, clerks 2.4% WI								
There is 1 election scheduled for FY22								
Equipment Maintenance: Memory Card programming -Automark Handicapped Accessible terminal: \$1000 for Town Elec, Voting Machine Cards: \$600 Town Elec; \$1,000 poll pads; Annual voting machine maintenance \$400; Contract \$225, Printing Cartridges \$75								
Printing Services: Ballot printing (increased from 3000) 4000 @ \$0.27/ballot plus shipping: \$1100 (rounded); Census mailing return envelopes 7 boxes @ \$35 per 500 box = 3000 envelopes: \$245								
Postage: Census Envelopes 7 boxes @ \$310 per 500 = \$2,1700 + \$17 shipping = \$2,187; Postcards 500 @ \$0.80 = \$400								
Office Supplies: Pens, Tape, Stickers								

**FY2022 Budget Worksheet
171-Conservation Comm**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-171-5243-0000	Conservation Comm Equipment Maint	725	725	0	0.00%		1,150	
001-171-5599-0000	Conservation Comm Other Supplies	50	50	0	0.00%	62	70	
001-171-5712-0000	Conservation Comm Conferences	125	125	0	0.00%		230	125
001-171-5730-0000	Conservation Comm Dues	700	700	0	0.00%	645	700	694
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,600	1,600	0	0.00%	707	2,150	819
	Total Conservation Comm	1,600	1,600	0	0.00%	707	2,150	819
Notes:								
Equipment Maint: Trail Markers \$100, Sand/Gravel/Mulch \$200, Boardwalk & Kiosk materials \$300, tools, etc \$125								
Other Supplies: Nameplate, etc								
Conferences: 1 @ \$125 MACC								
Dues: MACC 7 members \$640, Sudbury Valley Trustees \$60								

**FY2022 Budget Worksheet
174-Town Planner**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-174-5112-0000	Town Planner Salary	74,450	71,785		2,665	3.71%	42,516	80,980	48,499
001-174-5306-0000	Town Planner Consulting	0	0		0	0.00%			
001-174-5312-0000	Town Planner Legal Notices	450	450		0	0.00%		450	427
001-174-5599-0000	Town Planner Other Office Exp	500	500		0	0.00%	617	400	247
001-174-5711-0000	Town Planner Travel	725	800		(75)	-9.38%		800	81
001-174-5712-0000	Town Planner Conferences	650	1,000		(350)	-35.00%	60	330	
001-174-5730-0000	Town Planner Dues	1,550	1,550		0	0.00%	1,447	1,850	1,364
	Other Misc Expenses -History						6,895		
	Total Salary	74,450	71,785		2,665	3.71%	42,516	80,980	48,499
	Total Other	3,875	4,300		(425)	-9.88%	9,019	3,830	2,120
	Total Town Planner	78,325	76,085		2,240	2.94%	51,534	84,810	50,619
Notes:									
Planner Salary: Grade 15, Step 3, 2.4% WI									
Consulting: Town Engineer services, or other outside services, as needed and for engineering plans; PY usage for Interim Planner Jul-Oct									
Legal Notices: vary year to year, based on actuals and number of Town Meetings									
Other Office Exp: Plotter supplies and subscription to The Beacon, planning board onboarding booklet									
Travel: Estimate 80 evening and 33 off-site meetings, and travel to the Southern New England American Planning Association Conference at IRS rate									
Conferences: Southern New England American Planning Association Conference (\$265) and variable from year to year depending on offerings and regional issues, Annual Meeting (1 members \$100), and Northeast ArcGIS Users Group Spring Conference \$75									
Dues: American Planning Association and MassAPA Chapter (APA) \$110, Engaging Local Government Leaders (ELGL) \$40, Minuteman Advisory Group on Interlocal Coordination (MAGIC) based on population (est. \$1,400)									

**FY2022 Budget Worksheet
175-Planning Board**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-175-5110-0000	Planning Board Salary	2,000	0		2,000	100.00%		545	327
001-175-5124-0000	Meeting Secretary	3,075	3,075		0	0.00%	1,792	3,000	1,875
001-175-5305-0000	Planning Board Software Support				0	0.00%		0	
001-175-5306-0000	Planning Board Consulting	5,000	1,200		3,800	316.67%		1,200	9,675
001-175-5311-0000	Planning Legal Services	0			0	100.00%			
001-175-5711-0000	Planning Board Travel	75	0		75	7500.00%			
001-175-5712-0000	Planning Board Conferences	350	0		350	35000.00%			
	Other Misc Expenses -History								
	Total Salary	5,075	3,075		2,000	65.04%	1,792	3,545	2,202
	Total Other	5,425	1,200		4,225	352.08%	0	1,200	9,675
	Total Planning Board	10,500	4,275		6,225	145.61%	1,792	4,745	11,877
Notes:									
Planning Bd Salary: Increase stipend to \$400/member, to represent twice monthly meetings									
Meeting Secretary: est 24 meetings @ \$128/meeting									
Consulting: Town Engineer services, or other outside services, as needed and for engineering plans; PY usage for Interim Planner Jul-Oct									
Legal Services: Dedicated amount for Planning Board (New Proposal FY22) removed back to Legal budget 151									
Travel: travel to Conference at IRS rate									
Conferences: Board Members CPTC (\$250), Annual Meeting (1 members \$100)									

**FY2022 Budget Worksheet
176-Zoning Board**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-176-5124-0000	Meeting Secretary	1,280	0	1,280	100.00%		3,000	
001-176-5312-0000	ZBA Advertising/Legal Notices	100	100	0	0.00%		100	155
001-176-5599-0000	ZBA Other Office Supplies	35	35	0	0.00%		35	58
001-176-5712-0000	ZBA Conferences/Training	500	0	500	100.00%		90	
001-176-5730-0000	ZBA Dues			0	0.00%		0	
	Other Misc Expenses -History							
	Total Salary	1,280	0	1,280	100.00%	0	3,000	0
	Total Other	635	135	500	370.37%	0	225	58
	Total ZBA	1,915	135	1,780	1318.52%	0	3,225	58
Notes:								
Meeting Secretary: (Added by Article in FY20) est 10 meetings @ \$128/meeting								
Legal Notices: For Bylaw revision notices, case by case basis								
Training: for new members								

**FY2022 Budget Worksheet
179-Agricultural Comm**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-179-5599-0000	Ag Comm Other Office Supplies			0	0.00%			
001-179-5711-0000	Ag Comm Travel	20	20	0	0.00%		45	17
001-179-5712-0000	Ag Comm Conferences	80	80	0	0.00%		155	35
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	100	100	0	0.00%	0	200	52
	Total Ag Comm	100	100	0	0.00%	0	200	52
Notes:								
Mileage for Conferences								
Mass Assoc Ag Coms Ann Mtg \$35								

**FY2022 Budget Worksheet
182-Economic Development**

		FY22 Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-182-5351-0000	EDC Outreach	2,750	2,750		0	0.00%			
001-182-5599-0000	EDC Other Supplies	500	500		0	0.00%			
001-182-5730-0000	EDC Dues	250	250		0	0.00%			
	Other Misc Expenses -History								
	Total Salary	0			0	0.00%	0	0	0
	Total Other	3,500	3,500		0	0.00%	0	0	0
	Total Economic Development	3,500	3,500		0	0.00%	0	0	0
Notes:									
Outreach: Business Breakfast, Small Business Day, etc									
Supplies: Business Brochure									
Dues: Stand Up Business Association									

**FY2022 Budget Worksheet
192-Town Hall**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-192-5115-0000	Town Hall Clerical Salary	226,565	210,065		16,500	7.85%	109,573	212,660	188,013
001-192-5210-0000	TH Electricity	7,300	7,300		0	0.00%	3,494	7,300	6,000
001-192-5212-0000	TH Heating	4,200	4,200		0	0.00%	1,877	4,200	3,509
001-192-5241-0000	TH Bldg/Grounds Maint Service	7,165	4,490		2,675	59.58%	764	4,615	5,732
001-192-5271-0000	TH Equipment Lease	7,620	8,220		(600)	-7.30%	3,435	8,220	8,000
001-192-5305-0000	TH Software Support	0	0		0	0.00%		0	
001-192-5312-0000	TH Advertising/Legal Notices	1,500	1,500		0	0.00%	1,165	1,100	890
001-192-5317-0000	TH Printing Services	4,760	4,510		250	5.54%		5,510	4,673
001-192-5345-0000	TH Postage	8,340	7,785		555	7.13%	4,200	8,035	8,029
001-192-5420-0000	TH Office Supplies	700	700		0	0.00%	224	700	584
001-192-5421-0000	TH Copier Supplies	1,050	1,050		0	0.00%	216	1,050	991
001-192-5441-0000	TH Bldg/Grounds Maint Supplies	900	900		0	0.00%	337	750	761
001-192-5443-0000	TH Equipment Maint Supplies	2,000	3,000		(1,000)	-33.33%	567	2,000	1,998
001-192-5490-0000	TH Meals/Refreshments	500	500		0	0.00%		100	159
001-192-5599-0000	TH Cleaning Supplies	1,000	1,000		0	0.00%	329	1,000	902
001-192-5710-0000	TH Lodging/Meals	0	0		0	0.00%		0	0
001-192-5711-0000	TH Travel	75	75		0	0.00%	20	0	66
001-192-5712-0000	TH Training/Conferences	425	425		0	0.00%		850	0
001-192-5730-0000	TH Dues	0	0		0	0.00%		0	0
001-192-5799-0000	TH Other Expenses	2,975	2,975		0	0.00%	289	2,225	4,342
	Other Misc Expenses -History								
	Total Salary	226,565	210,065		16,500	7.85%	109,573	212,660	188,013
	Total Other	50,510	48,630		1,880	3.87%	16,916	47,655	46,637
	Total Town Hall	277,075	258,695		18,380	7.10%	126,489	260,315	234,650
Notes:									
See Summary Page									

**FY2021 Budget Worksheet
192-Summary**

	FY22	FY21	FY20	FY19	NOTES
ELECTRICITY	7,300	7,300	7,300	7,000	0
Based on 5-year consumption average (61,000kw @ current rate) 7,300					
HEATING	4,200	4,200	4,200	3,800	0
4,200					
BLG/GROUNDS MAINT SVC	7,165	4,490	4,615	4,615	2,675
Parking Lot striping \$825, Fire Alarm Svc \$825, Fire Ext Svc \$165, Septic \$300 (last done in 12/18), Lift Inspection \$1550, Bi-Annual Additional Deep Cleaning Service \$1000	4,665	1,990	2,115	2,115	No striping in FY21, no septic 21; Lift inspection every other year
General Maintenance HVAC, Electrical, etc. 2,500		2,500	2,500	2,500	
EQUIPMENT LEASE	7,620	8,220	8,220	7,250	(600)
Xerox copier (lease expires 11/21) \$400/mo (includes cost of toner) 4,800		4,800	4,800	3,862	Lease @296.13 + per copy; Avg Mo: \$366
Pitney Bowes postage meter (New lease: 12 mos. @ \$235) 2,820		3,420	3,420	3,388	
SOFTWARE SUPPORT	0	0	0	0	0
ADVERTISING/LEGAL NOTICES	1,500	1,500	1,100	1,100	0
Advertising \$250 for job ads in local paper & MMA on-line \$150 800		800	400	400	
Legal notices - public hearings and bid solicitations 700		700	700	700	
PRINTING SVC	4,760	4,510	5,510	5,510	250
Town Report (Actual: 2019: \$675; 2020: \$690) 800		800	2,100	2,100	
STM Warrant (Actual: Dec 2018 \$750; Dec 2019 \$830) 900		900	1,300	1,300	
ATM Warrant (Actual: May 2019 \$2,500; June 2020 \$2655) 2,750		2,500	1,800	1,800	Quote1: 3250
Envelopes 160		160	160	160	
STM Banner date modification 75		75	75	75	
ATM Banner date modification 75		75	75	75	

**FY2021 Budget Worksheet
192-Summary**

	FY22	FY21	FY20	FY19	NOTES
POSTAGE					555
General	7,000	6,500	6,500	6,000	No rate increase FY20-21; rate increase \$0.01 in 2021
	450	400	600	600	
STM Warrant (Dec 2017 \$572) (Sept 2018 \$620) (Dec 2019 \$400)					
ATM Warrant (May 2017 \$631) (May 2018 \$579) (May 2019 \$600)	650	650	700	700	
Bulk permit fee	240	235	235	225	
OFFICE SUPPLIES					0
Pens, pencils, clips, staples, notepads, file folders, binders, labels, etc.	700				
COPIER SUPPLIES					0
Paper 35 cases @ \$30	1,050				
Toner 3 @ \$100 -Now included in Lease cost					
Staples - Now included in Lease cost					
BLDG/GROUNDS MAINT SUPPLIES					0
HVAC items, plumbing, floor coverings, wall coverings, electrical, paint, glass, doors, window coverings, hand or power tools	900				
EQUIPMENT MAINT SUPPLIES					(1,000)
Defibrillator battery (every 3 years) Next Due FY22					
Misc supplies, computer accessories, batteries, etc	2,000				
MEALS/REFRESHMENTS					0
For meetings (Budget/Capital Saturdays, Staff Meetings, Special Projects, etc)	500				
CLEANING SUPPLIES					0
Toilet paper, paper towels, tissues, cleaning products	1,000				

**FY2021 Budget Worksheet
192-Summary**

	FY22	FY21	FY20	FY19	NOTES
LODGING/MEALS	0	0	0	0	0
TRAVEL	75	75	0	0	0
Mileage Reimbursement for Town Hall employees	75				
TRAINING/CONFERENCES	425	425	850	850	0
misc. training for Town Hall Staff	425				
DUES	0	0	0	0	0
OTHER EXPENSES	2,975	2,975	2,225	625	0
Water cooler (avg \$25/mo)	325	325	325	325	
Physical & Drug Screening for New Hires	400	400	400		
Flags: US, POW, Town Flag @ TH; 5 service & US @ VTM	800	800	800		
Town Meeting Child Care (\$500 ATM, \$250 STM)	750	750			
Furniture	700	700	700	300	
TOTAL	50,510	48,630	47,655	43,875	1,880

**FY2022 Budget Worksheet
196-Facilities**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-196-5270-0000	Community Center Lease	15,015	14,425	590	4.09%	6,010	12,865	11,792
001-196-5280-0000	Cleaning Services	27,000	27,580	(580)	-2.10%	13,788	25,000	25,332
001-196-5281-0000	Landscaping	16,000	15,600	400	2.56%	3,520	15,000	12,212
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	58,015	57,605	410	0.71%	23,318	52,865	49,336
	Total Facilities	58,015	57,605	410	0.71%	23,318	52,865	49,336
Notes:								
FY2021 Community Center Article approved 3 years & moving forward								
2-3x weekly cleaning service for Library, TH, PD; New cleaning company contract, no increase in services								
Spring/Fall cleanup & Fertilizing service for Library, TH, PD								

**FY2022 Budget Worksheet
199-Sustainability Comm**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-199-5351-0000	Sustainability Comm Programs	500	500	0	0.00%	500	0	
001-199-5599-0000	Sustainability Comm Other Exp	750		750	75000.00%		500	153
001-199-5712-0000	Sustainability Comm Conferences			0	0.00%			71
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,250	500	750	150.00%	500	500	224
	Total Sustainability Comm	1,250	500	750	150.00%	500	500	224
Notes:								
PY Funds allocated for printing, education programs. FY22 funds anticipated for Mass Energize website platform.								

FY2022 Budget Worksheet
210-Police

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-210-5112-0000	Police Salary -Chief	156,351	151,797		4,554	3.00%	89,776	135,533	133,458
001-210-5113-0000	Police Salary -Lieutenant	91,903	88,612		3,291	3.71%	52,488	85,666	84,356
001-210-5114-0000	Police Salary -FT Officer	860,841	859,975		866	0.10%	512,534	811,639	787,725
001-210-5115-0000	Police Salary -Clerical	57,128	57,890		(762)	-1.32%	33,039	56,548	55,687
001-210-5124-0000	Police Salary -Special Officer	0	0		0	0.00%	1,413	0	3,998
001-210-5125-0000	Police Salary -Lock Up Attendants	4,283	4,182		101	2.42%	67	4,077	0
001-210-5134-0000	Police OT	160,269	162,099		(1,830)	-1.13%	148,690	99,542	224,720
001-210-5144-0000	Police -Town Detail	15,765	15,755		10	0.06%	5,332	14,800	4,866
001-210-5154-0000	Police -Stipend	2,500	2,500		0	0.00%	1,667	2,500	0
001-210-5210-0000	Police Electricity	14,160	14,160		0	0.00%	7,592	14,040	13,586
001-210-5212-0000	Police Heating	2,400	2,400		0	0.00%	844	2,400	1,512
001-210-5241-0000	Police Bldg/Grounds Maint Svc	11,400	11,400		0	0.00%	8,720	11,400	8,673
001-210-5242-0000	Police Vehicle Maint Svc	24,660	24,660		0	0.00%	17,045	24,660	24,288
001-210-5243-0000	Police Equipment Maint Svc	24,100	19,600		4,500	22.96%	3,815	7,600	460
001-210-5341-0000	Police Cell Phones	9,000	9,000		0	0.00%	3,312	9,000	7,750
001-210-5342-0000	Police Mobile Communication	3,980	3,980		0	0.00%	2,988	3,980	5,092
001-210-5343-0000	Police Internet Access	3,975	3,975		0	0.00%	4,120	3,975	5,862
001-210-5443-0000	Police Equipment Maint Supply	14,500	14,500		0	0.00%	17,197	14,500	12,174
001-210-5490-0000	Police Meals/Refreshments	600	600		0	0.00%	167	600	315
001-210-5591-0000	Police Uniforms	23,400	23,400		0	0.00%	13,607	23,400	28,470
001-210-5599-0000	Police Other Expense	5,350	5,350		0	0.00%	8,616	5,350	24,900
001-210-5712-0000	Police Training/Conferences	9,500	11,500		(2,000)	-17.39%	7,111	11,500	10,277
001-210-5730-0000	Police Dues/Memberships	10,890	9,890		1,000	10.11%	7,964	9,890	9,208
001-210-5840-0000	Police Vehicle Purchase	55,000	55,000		0	0.00%	56,648	48,000	47,894
	Total Salary	1,349,040	1,342,810		6,230	0.46%	845,007	1,210,305	1,294,810
	Total Other	212,915	209,415		3,500	1.67%	159,746	190,295	200,460
	Total Police	1,561,955	1,552,225		9,730	0.63%	1,004,753	1,400,600	1,495,270

**FY2022 Budget Worksheet
210-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGES	
ELECTRICITY	14,160	14,160	14,040	13,200		0
Police Station (including Dispatch and server room) electricity expenses.	14,160				Continued cost based on historic usage	
HEATING/GAS	2,400	2,400	2,400	2,400		0
Heating costs (natural gas) for 4 furnaces and 2 hot water (on-demand) heaters.	2,400				Continued cost based on historic usage	
BUILDING & GROUNDS MAINTAINANCE	11,400	11,400	11,400	6,000		0
Access control, Plumbers, Electricians, drinking water, septic pumping, misc. hardware, appliances, fixtures, decontamination, rug cleaning, duct cleaning, filters, bulbs, fire extinguishers, pest control, tools and cleaning supplies....	5,900	5,900	5,900	5,000	Continued cost based on historic usage	
Detention Area Service Contract	4,500	4,500	4,500			
Fire Alarm Inspection (\$750) & Maintenance (\$250)	1,000	1,000	1,000	1,000		
VEHICLE MAINTAINANCE	24,660	24,660	24,660	24,660		0
Maintenance and repair of eight vehicles:	2,200	2,200	2,200	2,200	Continued cost based on historic usage	
LOF & Tire Rotation \$55/ea. x 5 times x 8 units						
Vehicle Alignment \$125/ea. x 1 time x 8 units	1,000	1,000	1,000	1,000		
4 Tires mount and balanced \$530 x 2 times a yr. x 8 (-1)	7,950	7,950	7,950	7,950		
Brakes \$525/ea. x 8 tires (2 units) Pad replacement, calipers, rotors and labor	4,200	4,200	4,200	4,200		
Accident Deductible \$500/ea. x 2 times a year	1,000	1,000	1,000	1,000		
4 flat Tire replacements with Mount/Bal	530	530	530	530		
Fleet car wash	1,000	1,000	1,000	1,000		
Non warranty Repairs \$500/ea. x 8	4,000	4,000	4,000	4,000		
Batteries and Electrical Repairs \$250/ea. x 8	2,000	2,000	2,000	2,000		
State Inspection \$35/ea. x 8	280	280	280	280		
Supplies/Wipers/Fluids/Bulbs/Etc. (rounded)	500	500	500	500		

**FY2022 Budget Worksheet
210-Summary**

	<u>FY22</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>NOTES/CHANGES</u>
EQUIPMENT MAINT SERVICE	24,100	19,600	7,600	7,600	4,500
Fingerprint Scanner Annual Maintenance	3,600	3,600	3,600	3,600	
Taser Managed Service	12,000	12,000			Program approved at ATM19
Specialty Equipment (firearms, radar/LIDAR units, evidence collection tools, breath test devices, etc...) and other contractors	4,000	4,000	4,000	4,000	
In-Car video Maintenance and Service Agreement	4,500				Program approved at ATM20
CONTRACTED SERVICES	0				0
Employee recruitment health and psychological screenings					
Promotional Testing & Assessments	0				\$12k removed to pursue article
CELL PHONES	9,000	9,000	9,000	8,400	0
13 phones totaling \$650/month. Plus a \$1,200 Replacement (2 year lifespan - 50% of devices swapped/upgraded a year), maintenance and accessories	9,000				Continued cost based on historic usage
MOBILE COMMUNICATIONS	3,980	3,980	3,980	3,980	0
\$387 Monthly mobile Data Terminal access fee (48.37/mo.) for 8 6 units. (increased from 6) Repair and Maintenance of \$700/Yr.	3,980				Added 2 MDTs (2020 COVID CARES Grants) +\$200 Maint***Reduced, will replace older units with new instead of keeping older units
INTERNET SERVICES	3,975	3,975	3,975	3,975	0
Legal resources and investigative subscriptions:					
TransUnion	300	300	300	300	
eFax	200	200	200	200	
jjpr.net Public Relations/Media Services	2,150	2,150	2,150	2,150	
IACP.Net	525	525	525	525	
PMAM Human Capital Management	600	600	600	600	
Police Executive Research Forum	200	200	200	200	
EQUIPMENT SUPPLY	14,500	14,500	14,500	14,500	0
Ammunition, batteries, cartridges, accessories, and other items to maintain all police and detention related equipment.	14,500				Continued cost based on historic usage

**FY2022 Budget Worksheet
210-Summary**

	<u>FY22</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>NOTES/CHANGES</u>	
MEALS AND REFRESHMENTS	600	600	600	600		0
Prisoner meals and refreshments for community events, professional development or training.	600				Continued cost based on historic usage	
UNIFORM & GEAR	23,400	23,400	23,400	23,400		0
Contractual obligation to provide uniforms, clothing, gear and related equipment and supplies. \$1250 + \$500 cleaning = \$1,750 per officer. X 12 = \$21,000 and \$1,450 for Chief and \$950 for dent/special officers.	23,400				Continued cost based on historic usage	
OTHER EXPENSES	5,350	5,350	5,350	5,350		0
Office supplies, mileage, business cards, ID cards, advertising, health and psychological screenings, printing needs etc....	5,350				Continued cost based on historic usage	
TRAINING AND CONFERENCES	9,500	11,500	11,500	9,500		(2,000)
Tuition, fees, travel, lodging and other related expenses associated with attending conferences and training seminars for Police Department Staff, for example: Chiefs conference/training, specialized training for department instructors (firearms, Taser, defensive tactics, etc.) or specialized training for investigators (computer crimes, sexual assaults, evidence collection, etc.)	9,500				Continued cost based on historic usage/FY22 Reduced per FinCom	

**FY2022 Budget Worksheet
210-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGES	
DUES AND MEMBERSHIPS	10,890	9,890	9,890	8,700		1,000
Communities for Restorative Justice	2,500	1,500	1,500	1,500	Adjusted for PY invoicing	
Domestic Violence Victim Assistance	2,500	2,500	2,500	1,300		
FBI LEEDA	350	350	350	350		
International Chiefs Association	190	190	190	150		
MA Chiefs Association	1,225	1,225	1,225	1,225		
Central Massachusetts Chiefs of Police Association	100	100	100	100		
Middlesex Chiefs Association	250	250	250	250		
Massachusetts Accreditation Association	1,500	1,500	1,500	1,500		
New England State Police Information Network	100	100	100	100		
Central Massachusetts Law Enforcement Council	750	750	750	750		
Coalition of Accreditation Managers	0	0	0	50		
Plymouth County Cooperative Bid	425	425	425	425		
Harvard Sportsman Club	1,000	1,000	1,000	1,000		
VEHICLE REPLACEMENT	55,000	55,000	48,000	46,000		0
Replacing oldest/least reliable vehicle in the fleet. New Chevrolet Tahoe type vehicle will be inserted into marked patrol fleet as a front line cruiser	55,000				Based on Preliminary Estimates	
TOTAL	212,915	209,415	190,295	178,265		3,500

**FY2022 Budget Worksheet
215-Dispatch**

Account Number	Account Name	FY22	FY21	FY22	FY22	FY21	FY20	FY20
		Submitted Budget	Budget	vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-215-5114-0000	Dispatch Salary FT	266,631	259,532	7,099	2.74%	127,847	245,139	236,197
001-215-5116-0000	Dispatch Salary PT	17,805	17,428	377	2.16%	8,210	14,809	1,388
001-215-5134-0000	Dispatch OT FT	61,174	58,110	3,064	5.27%	32,038	54,872	65,096
001-215-5154-0000	Dispatch Stipend	3,750	5,000	(1,250)	-25.00%		2,750	
001-215-5210-0000	Dispatch Electric	1,140	1,140	0	0.00%	659	1,140	1,056
001-215-5243-0000	Dispatch Equipment Maint Svc	24,030	24,030	0	0.00%	1,430	24,030	23,082
001-215-5305-0000	Dispatch Software/Records Mgt	22,650	20,500	2,150	10.49%	24,498	20,500	20,747
001-215-5341-0000	Dispatch Telephone/Radios	1,000	1,000	0	0.00%	290	1,000	539
001-215-5591-0000	Dispatch Uniforms	2,500	2,150	350	16.28%	1,414	2,150	2,130
001-215-5599-0000	Dispatch Office Expense	3,050	3,050	0	0.00%	2,909	3,050	3,012
001-215-5712-0000	Dispatch Training	1,000	1,000	0	0.00%	645	1,000	1,739
001-215-5730-0000	Dispatch Dues/Subscriptions	6,055	1,555	4,500	289.39%	1,100	1,555	1,100
	Other Misc Expenses -History					148		4,050
	Total Salary	349,360	340,070	9,290	2.73%	168,095	317,570	302,681
	Total Other	61,425	54,425	7,000	12.86%	33,094	54,425	57,454
	Total Dispatch	410,785	394,495	16,290	4.13%	201,189	371,995	360,135
Notes:								
See Summary Page								

**FY2022 Budget Worksheet
215-Summary**

	<u>FY22</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>NOTES/CHANGES</u>
ELECTRICITY	1,140	1,140	1,140	600	0
Power at the Hager and Swanson Communications sites averages about \$95/month	1,140				
EQUIPMENT REPAIR & MAINT SERVICE	24,030	24,030	24,030	20,055	0
<i>Radios, Specialty Equipment Needs, Electrical Repairs, and related Supplies</i>					
Copier Serv. Contract	1,200	1,200	1,200	800	
Generator Maintenance Contract Annual P&M	975	975	975	900	
Generator Extended Service Contract		0	0	2,500	New 5-year Contract \$2500 in FY19
Other Radio Equipment R/M	2,500	2,500	2,500	2,500	
Specialty Items	1,500	1,500	1,500	1,500	
Misc. Repairs	1,250	1,250	1,250	1,250	
Misc. Equipment Replacement	1,500	1,500	1,500	1,500	
DSS Corp. IP phone recording service	75	75	75	75	
Criminal Justice Information Service (CJIS) router	730	730	730	730	
Service and repair to the new integrated Communications System, equipment, services and connectivity.	12,000	12,000	12,000	6,000	
Access Control & Video Camera Service Contract	2,300	2,300	2,300	2,300	
SOFTWARE/RECORDS MAINT and SERVICE CONTRACTS	22,650	20,500	20,500	20,000	2,150
1) TriTech (IMC) Computer Aided Dispatch (CAD), Records Management System (RMS), Fire Management System (FMS), Emergency Medical Software (EMS), Administrative, Mobile Data Terminals (MDT), Investigations Module, Administrative Payroll and Time Tracking	22,650				Additional \$1,050 for aded modules (FY21) and projected 5% vendor increase
DISPATCH TELEPHONE/RADIO COMMUNICATIONS	1,000	1,000	1,000	1,000	0
Dispatch Cell phone backup \$800; \$200 R/M	1,000				

**FY2022 Budget Worksheet
215-Summary**

	<u>FY22</u>	<u>FY21</u>	<u>FY20</u>	<u>FY19</u>	<u>NOTES/CHANGES</u>
DISPATCH UNIFORMS	2,500	2,150	2,150	1,800	350
Contractual Uniform Allowance					
5 Full Time Dispatchers @ \$350/ea	2,100	1,750	1,750	1,400	Includes one "replacement" Dispatcher's uniform.
4 Part Time Dispatchers @ \$100/ea	400	400	400	400	
DISPATCH OFFICE EXPENSES	3,050	3,050	3,050	2,700	0
Printer 1: B/W High Capacity Toner	555	555	555	555	
Printer 2: Color toner \$261/ea x 4 colors	1,045	1,045	1,045	1,045	
Printer Fuser Kit (2 replaced every other year OR 1 per year)	350	350	350		
Paper, file folders, labels, dispatch cleaning and disinfectant supplies, general office supplies and occasionally file drawers or paper shredders	1,100	1,100	1,100	1,100	
DISPATCH TRAINING	1,000	1,000	1,000	1,000	0
Tuition, fees, travel (mileage) and other related expenses associated with attending conferences and training seminars for Dispatch Staff.	1,000				
DUES AND MEMBERSHIPS	6,055	1,555	1,555	1,225	4,500
RangeCast IP based radio monitoring service	500	500	500	500	
Weather Display	600	600	600	600	
Association of Public-Safety Communications Officials (APCO) International	330	330	330		
Mass Communications Supervisors Assn	125	125	125	125	
Tango Tango Radio Interface	4,500				
TOTAL	61,425	54,425	54,425	48,380	7,000

FY2022 Budget Worksheet
220-Fire

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-220-5112-0000	Fire Salary -Chief	131,040	126,000		5,040	4.00%	75,304	115,253	115,351
001-220-5114-0000	Fire Salary -FT FF/EMT	414,377	340,078		74,299	21.85%	216,828	332,168	312,132
001-220-5116-0000	Fire Salary -PD FF	253,601	283,907		(30,306)	-10.67%	127,499	276,749	163,064
001-220-5124-0000	Fire Salary -On Call	59,490	60,849		(1,359)	-2.23%	24,292	59,315	17,699
001-220-5134-0000	Fire OT	143,842	139,221		4,621	3.32%	78,108	95,365	173,125
001-220-5154-0000	Fire Longevity Stipend	625	500		125	25.00%		500	500
001-220-5210-0000	Fire Electricity	8,500	6,300		2,200	34.92%	4,433	6,200	8,233
001-220-5212-0000	Fire Heating	6,200	6,200		0	0.00%	2,589	6,200	5,176
001-220-5241-0000	Fire Bldg/Grounds Maint Svc	6,500	5,400		1,100	20.37%	969	5,400	6,254
001-220-5242-0000	Fire Vehicle Maint Svc	35,000	32,000		3,000	9.38%	32,043	28,225	30,638
001-220-5243-0000	Fire Equipment Maint Svc	15,100	15,100		0	0.00%	5,387	15,100	10,223
001-220-5301-0000	Fire Ambulance Billing	8,000	9,500		(1,500)	-15.79%	2,309	9,500	5,201
001-220-5302-0000	Fire Medical Services	5,360	5,360		0	0.00%	3,731	3,200	3,265
001-220-5303-0000	Fire ALS/Paramedic Svc	1,100	1,100		0	0.00%	550	1,100	550
001-220-5305-0000	Fire Software/Subscriptions	8,785			8,785	100.00%			
001-220-5341-0000	Fire Mobile Communications	6,840	4,680		2,160	46.15%	2,353	4,680	4,021
001-220-5441-0000	Fire Bldg/Grounds Maint Supply	2,500	2,500		0	0.00%	2,983	1,600	2,438
001-220-5443-0000	Fire Veh/Equipment Maint Supply	11,500	11,500		0	0.00%	1,309	11,500	6,175
001-220-5500-0000	Fire Medical Supply	6,500	6,500		0	0.00%	(1,719)	6,500	6,323
001-220-5591-0000	Fire Uniforms	19,200	18,300		900	4.92%	4,726	8,900	10,764
001-220-5712-0000	Fire Training/Conferences	2,000	2,000		0	0.00%	305	1,600	1,267
001-220-5730-0000	Fire Dues	4,000	3,575		425	11.89%	4,180	3,550	3,975
001-220-5731-0000	Fire Certification/License	2,595	2,595		0	0.00%	770	2,015	1,295
001-220-5799-0000	Fire Other Expenses	690	3,400		(2,710)	-79.71%	2,188	2,600	8,093
	Other Misc Expenses -History						461		10,909
	Total Salary	1,002,975	950,555		52,295	5.50%	522,031	879,350	781,870
	Total Other	150,370	136,010		14,360	10.56%	69,567	117,870	124,800
	Total Fire	1,153,345	1,086,565		66,655	6.13%	591,598	997,220	906,670

**FY2022 Budget Worksheet
220-Summary**

		FY22	FY21	FY20	FY19	NOTES/CHANGE	
ELECTRICITY		8,500	6,300	6,200	6,200		2,200
Fire Station electricity expenses, (Lights, A/C, Heat Pumps)	8,500					Increased space usage, upstairs renovated for social distancing	
HEATING/GAS		6,200	6,200	6,200	6,200		0
Heating costs (natural gas) for 3 furnaces and 1 hot water heater	6,200						
BUILDING AND GROUNDS MAINTENANCE SERVICE		6,500	5,400	5,400	5,400		1,100
Plumbers, Electricians, Garage Door Repairs, septic pumping, misc. hardware, appliances, fixtures, rug cleaning, bulbs, fire extinguishers, fire alarm, tools, supplies....	6,500						
VEHICLE MAINTAINENCE SERVICE		35,000	32,000	28,225	23,000		3,000
5 Pumpers serviced 1/yr x \$1600	8,000		8,000	8,000	8,000	Five year avg of \$31,309	
Ambulance service 3/yr x \$150	450		450	450	450		
Brush Engine service 2/yr x \$200	400		400	400	400		
Inspections 7 x \$150	1,050		1,050	1,050	1,050		
Command Car serviced 4 x \$50 + Inspection x2	460		460	460	235		
Tires, Batteries, Brakes, Chassis Service, Pump Work etc	24,640		21,640	17,865	12,865	Repairs & Maintenance are increasing with age of fleet	
EQUIPMENT MAINTAINENCE SERVICE		15,100	15,100	15,100	14,500		0
5 Pump Tests	1,550		1,550	1,550	1,150	Five year average of \$10,952	
Rescue Tools Serviced	2,000		2,000	2,000	1,800		
SCBA Flow Test	1,600		1,600	1,600	1,600	*Bottle 5yr static Testing last FY21 @\$2400 (unbudgeted)	
Plymovent Service Contract	2,300		2,300	2,300	2,300		
Multi Gas Meters Service	350		350	350	350		
Ladder Testing	650		650	650	650		
SCBA Compressor Service 2x \$700	1,400		1,400	1,400	1,400		
Radio/Equipment misc repairs etc	5,250		5,250	5,250	5,250		

**FY2022 Budget Worksheet
220-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGE
AMBULANCE BILLING	8,000	9,500	9,500	9,500	(1,500)
345 Medical Runs 2014, 381 Medical Runs 2015, 456 Medical Runs 2016, 445 Medical Runs 2017, 403 Medical runs 2018 (as of 11/6/18)	8,000				Based on historic average, calls decreased
MEDICAL SERVICES	5,360	5,360	3,200	2,400	0
Pre Employment Physicals \$800 x 5; HepB testing \$40 x16; Hep Shots \$360 x 2	5,360				Have been hiring an average of three new hires a year (per diem and full time)
ALS/PARAMEDIC SVC	1,100	1,100	1,100	1,100	0
Non CMERA Paramedic Intercepts (ALS) \$275 per call x 4 calls	1,100				covers ALS fees from other agencies
SOFTWARE/SUBSCRIPTIONS	8,785	2,708	1,908	1,908	6,077
Ecore Scheduler Subscription	780	780	780	780	Moved \$2710 from Other Expense Line
eDispatch, Subscription	1,130	1,128	1,128	1,128	
Iam Responding Subscription	800	800			
ESO Software	6,075				Added in article FY21
MOBILE COMMUNICATIONS	6,840	4,680	4,680	4,500	2,160
Mobile Data Terminal access fee increased to 6 units x \$40/mo	2,880	2,400	2,400	2,400	
Cellular Phones 5 Phones @ \$145/mo total + 2 new hotspots	2,460	1,740	1,740	1,560	
Repair/Maintenance/Replacement est	1,500	540	540	540	
BLDG/GROUNDS MAINTAINENCE SUPPLIES	2,500	2,500	1,600	1,600	0
Toilet Paper, Soap, Paper Towels, Cleaning Supplies, Bottle Water, Hardware Needs, etc...	2,500				
VEHICLE/EQUIPMENT MAINTAINENCE SUPPLIES	11,500	11,500	11,500	11,500	0
Fire Equipment, Radio Equipment, Batteries, Vehicle Equipment and other related equipment	11,500				
MEDICAL SUPPLIES	6,500	6,500	6,500	6,500	0
Medical Supplies, Equipment, Medication, Oxygen.	6,500				

**FY2022 Budget Worksheet
220-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGE
UNIFORMS	19,200	18,300	8,900	8,900	900
Uniforms, clothing, and related equipment per contracts					
Full-Time \$900 x increased to 6	5,400	4,500	4,500	4,500	
Chief \$950 + \$500 Cleaning	1,450	1,450	1,450	1,450	
Structural Gear \$4,000x2	8,000	8,000			union gets new every 5 years, needed for new per diem hires if existing gear doesn't fit.
Per-Diem's \$150 x 29	4,350	4,350	2,950	2,950	
TRAINING AND CONFERENCES	2,000	2,000	1,600	1,600	0
Professional Development	700	700	300	300	increase training for chief & officers
Lodging	250	250	250	250	
Monthly Meetings \$55 x 12	660	660	660	660	
Academy Classes \$20 x 6	120	120	120	120	
Text Books	270	270	270	270	
DUES	4,000	3,575	3,550	3,550	425
Fire Dist 14 Dues	3,000	3,000	3,000	3,000	
FCAM	425				
IAFC Membership	250	250	250	250	
NEFC Membership	25	25			
NFPA Membership	300	300	300	300	
CERTIFICATIONS / LICENSE	2,595	2,595	2,015	2,015	0
Controlled Substance	300	300	300	300	
Ambulance License	600	600	600	600	
Car Seat Recertification	100	100	100	100	
EMT Recertification \$145 x 11	1,595	1,595	1,015	1,015	
OTHER EXPENSES	690	692	692	692	(2)
Office supplies, business cards, Subscriptions, etc...	690	692	692	692	Software moved to new line
TOTAL	150,370	136,010	117,870	111,065	14,360

**FY2022 Budget Worksheet
241-Building Inspector**

Account Number	Account Name	FY22	FY21	FY22	FY22	FY21	FY20	FY20
		Submitted Budget	Budget	vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-241-5112-0000	Building Insp Salary	84,230	81,215	3,015	3.71%	48,103	79,005	77,792
001-241-5124-0000	Building Insp Salary Coverage	3,040	3,040	0	0.00%		3,015	178
001-241-5242-0000	Building Insp Vehicle Maint Svc	620	620	0	0.00%	35	720	662
001-241-5305-0000	Building Insp Software Support	5,500	5,500	0	0.00%	5,250	5,500	4,998
001-241-5306-0000	Building Insp Consulting	3,000	3,000	0	0.00%		3,000	
001-241-5341-0000	Building Insp Cell Phone	2,055	2,055	0	0.00%	500	615	618
001-241-5591-0000	Building Insp Uniforms	400	400	0	100.00%			
001-241-5599-0000	Building Insp Office Supplies	1,200	1,750	(550)	-31.43%	363	1,530	292
001-241-5711-0000	Building Insp Mileage	340	340	0	0.00%		400	61
001-241-5712-0000	Building Insp Training/Conferences	750	1,155	(405)	-35.06%		1,850	145
001-241-5730-0000	Building Insp Dues	110	140	(30)	-21.43%	85	140	110
	Total Salary	87,270	84,255	3,015	3.58%	48,103	82,020	77,970
	Total Other	13,975	14,960	(985)	-6.58%	6,233	13,755	6,885
	Total Building Insp	101,245	99,215	2,030	2.05%	54,336	95,775	84,855

Notes:

Salary: Grade 15, Step 8, 2.4%WI

Coverage: 80 hours @ \$38/hr (Grade 15 Step 10)

Vehicle Maint Svc: Oil & Inspection. \$500 maintenance service

Software Support: Permit Pro Annual Service Agreement

Consulting: Have contracted for services to help oversee Toll Brothers (Town Center project).

Cell Phone: \$51/month; Add 3 tablets for inspectors at \$40/mo ea

Office Supplies: Online Building Code Books (\$300), Online Electrical & Plumbing Code Books (\$400); Misc supplies, storage etc. (\$500)

Mileage: (personal vehicle for trainings & Fire call-in) 600 miles @ IRS rate

Training/Conferences: NE @ Umass Amherst (\$670), MetroWest (\$75), New code year training as available

Dues: Central Mass (\$35) & MW Building Officials (\$75)

**FY2022 Budget Worksheet
292-Animal Ctrl**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-292-5115-0000	ACO Salary	17,290	16,670		620	3.72%	9,254	16,405	15,145
001-292-5242-0000	ACO Vehicle Maint Svc	1,885	1,885		0	0.00%	216	1,885	1,332
001-292-5270-0000	ACO Rental of Facilities	600	600		0	0.00%	200	600	600
001-292-5302-0000	ACO Veterinary Svc	300	300		0	0.00%		300	
001-292-5341-0000	ACO Telephone	1,160	800		360	45.00%	556	800	1,004
001-292-5599-0000	ACO Supplies	1,250	500		750	150.00%	448	500	1,123
001-292-5711-0000	ACO Travel	0	0		0	0.00%		0	
001-292-5712-0000	ACO Training/Conferences	300	300		0	0.00%		300	
	2/3 Cost Share Reduced Expenses @ YE								(2,706)
	Total Salary	17,290	16,670		620	3.72%	9,254	16,405	15,145
	Total Other	5,495	4,385		1,110	25.31%	1,421	4,385	1,353
	Total ACO	22,785	21,055		1,730	8.22%	10,674	20,790	16,498
Notes:									
Salary: Grade 11, Step 4, 2.4% WI. This is Boxborough's share of Salary expense									
See Summary Page									
**Other Expense Costs are shared with Littleton and Stow, IMA % share transferred back to general fund at Year End									

**FY2022 Budget Worksheet
292-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGES
VEHICLE REPAIR & MAINT SERVICE	1,885	1,885	1,885	1,885	0
Maintenance and repair of ACO vehicles:	275	275	275	275	
LOF & Tire Rotation \$55/ea. x 5 times					
Vehicle Alignment x 1/yr	125	125	125	125	
4 Tires mount and balanced x 1/yr	550	550	550	550	
1 flat Tire replacement with Mount/Bal	135	135	135	135	
Non warranty Repairs	500	500	500	500	
Battery and Electrical Repairs	250	250	250	250	
State Inspection	35	35	35	35	
Supplies/Wipers/Fluids/Bulbs/Etc	15	15	15	15	
RENTAL OF FACILITIES	600	600	600	600	0
Dog Kennels	600				
VETERINARY SERVICES	300	300	300	300	0
Emergency Services and euthanasia for unclaimed animals	300				
TELEPHONE	1,160	800	800	800	360
Cellphone & tablet \$960 /yr; repair, maintenance, and/or replacement \$200	1,160				
SUPPLIES	1,250	500	500	500	750
Leashes, catch poles, crates, food, gloves, bowls, uniforms and other misc supplies	1,250				added uniform expenses
TRAINING	300	300	300	300	0
State certification training	300				
TOTAL	5,495	4,385	4,385	4,385	1,110

**FY2022 Budget Worksheet
300-School Committee**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-300-5110-0000	School Committee Salary	1,600	0	1,600	100.00%		1,600	1,600
	Total Salary	1,600	0	1,600	100.00%	0	1,600	1,600
	Total Other	0	0	0	0.00%	0	0	0
	Total School Committee	1,600	0	1,600	100.00%	0	1,600	1,600
Notes:								
Added as an amendment to Article 3 during ATM 2018, \$400 per member								

**FY2022 Budget Worksheet
310-Minuteman**

		FY22 Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-310-5320-0000	Minuteman Tuition	177,500	207,620		(30,120)	-14.51%	52,357	212,675	169,799
001-310-5330-0000	Minuteman Transportation	38,000	36,200		1,800	4.97%		36,200	30,500
001-310-5601-0000	Minuteman Assessment	4,705	5,270		(565)	-10.72%	5,268	3,130	6,130
	RJGrey Program Assessment				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	220,205	249,090		(28,885)	-11.60%	57,625	252,005	206,429
	Total Minuteman	220,205	249,090		(28,885)	-11.60%	57,625	252,005	206,429
Notes:									
Tuition Based on 4 current students & 2 anticipated students, escalated FY21 rate plus SPED and Capital fee* (\$7780/per student)									
Current Transportation Estimate per diem rate									
Assessment is Prior de-regionalization Capital obligations only									

**FY2022 Budget Worksheet
311-Assabet**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-311-5320-0000	Assabet Tuition	17,050	17,050	0	0.00%	8,168	17,290	16,856
001-311-5330-0000	Assabet Transportation	32,000	30,770	1,230	4.00%		28,960	24,800
001-311-5601-0000	Assabet Assessment			0	0.00%			
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	49,050	47,820	1,230	2.57%	8,168	46,250	41,656
	Total Assabet	49,050	47,820	1,230	2.57%	8,168	46,250	41,656
Notes:								
Tuition: Based on 1 current students @ FY20 rate								
Transportation: Transportation by bus company company *Add \$7.50/day for additional student*								

**FY2022 Budget Worksheet
312-Nashoba**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-312-5320-0000	Nashoba Tuition	74,000	90,240	(16,240)	-18.00%	36,094	35,935	35,932
001-312-5330-0000	Nashoba Transportation	38,000	36,170	1,830	5.06%		28,960	24,960
001-312-5601-0000	Nashoba Assessment			0	0.00%			
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	112,000	126,410	(14,410)	-11.40%	36,094	64,895	60,892
	Total Nashoba	112,000	126,410	(14,410)	-11.40%	36,094	64,895	60,892
Notes:								
Tuition: Based on 4 current students plus 0 anticipated student(s) @ escalated FY21 rate								
Transportation: Transportation by bus company company *Add \$7.50/day for additional student*								

**FY2022 Budget Worksheet
320-ABRSD**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-320-5601-0000	ABRSD Assessment	12,128,087	11,549,116	578,971	5.01%	8,082,080	11,489,952	11,522,285
001-320-5601-0000	RJGrey Program Assessment	0	34,283	(34,283)	-100.00%		32,333	
001-320-5601-0000	Twin School Debt	547,993	539,721	8,272	1.53%			
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	12,676,080	12,123,120	552,960	4.56%	8,082,080	11,522,285	11,522,285
	Total ABRSD	12,676,080	12,123,120	552,960	4.56%	8,082,080	11,522,285	11,522,285
Notes:								
V1 from ABRSD presented January 2021								
Breakout RJGrey Assessment to show changes w/ ABRSD								

**FY2020 Budget Worksheet
320-Summary 21-22**

**School Year 2021-2022
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
Recommended Budget Assessments - Projected State Aid Numbers
TABLE 6 - 2/16/21**

	GROSS BUDGET 2021-2022	ACTON 84.11% 89.11%	BOXBOROUGH 15.89% 10.89%
EXPENDITURES INSIDE DEBT LIMIT:			
OPERATING BUDGET	\$93,132,616	\$78,335,447	\$14,797,169
CIP PROGRAM DEBT SERVICE (BOND ISSUANCE IN 2020)	\$904,750	\$761,001	\$143,749
LOWER FIELDS CONSTRUCTION DEBT SERVICE	\$119,018	\$106,059	\$12,959
CAPITAL OUTLAY -BUILDING:	\$350,000	\$294,391	\$55,609
TOTAL INSIDE DEBT LIMIT	\$94,506,384	\$79,496,898	\$15,009,486
EXPENDITURES OUTSIDE DEBT LIMIT (PREVIOUSLY AUTHORIZED BY REGION):			
CONSTRUCTION DEBT SERVICE (FOR JHS & SHS/AUTHORIZED OUTSIDE PROP 2 1/2	\$378,320	\$337,127	\$41,193
SH CONSTRUCTION/RENOVATION	\$1,385,480	\$1,234,625	\$150,855
	\$1,763,800	\$1,571,753	\$192,047
TWIN SCHOOL GATES/DOUGLAS	\$3,449,038	\$2,901,045	\$547,993
GROSS BUDGET-Subtotal	\$99,719,222	\$83,969,695	\$15,749,527
SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS	\$654,567	\$550,568	\$103,999
GROSS BUDGET TOTAL (Total Regional Expenditures)	\$100,373,789	\$84,520,263	\$15,853,526
OTHER FINANCING SOURCES:			
CHAPTER 70 BASE AID	\$15,341,311	\$12,903,841	\$2,437,470
CHARTER SCHOOL AID	\$100,000	\$84,112	\$15,888
REGIONAL SCHOOL TRANSPORTATION (Cherry Sheet	\$1,930,403	\$1,623,695	\$306,708
REGIONAL BONUS AID & MISC REVENUES	\$532,500	\$447,895	\$84,605
USE OF STABILIZATION FUNDS (Trasnportation, Capital	\$350,000	\$294,391	\$55,609
TRANSFER FROM RESERVES (Excess & Deficiency)	\$1,245,000	\$1,047,191	\$197,809
TOTAL OTHER FINANCING SOURCES	\$19,499,214	\$16,401,125	\$3,098,089
TOWN ASSESSMENTS	\$80,874,575	\$68,119,138	\$12,755,437

FY2020 Budget Worksheet 320-Summary 21-22

Calculation of Final Assessments Per Appendix A to Revised Regional Agreement · FY22

Description	TOTAL	ACTON	BOXBOROUGH
Input Table 6 Result From FY22 Actual Budget	\$80,874,575	\$68,119,138	\$12,755,437
No Shift, year 8 following Regional Agreement	\$0	\$0	\$0
Final Assessment AT FIXED ASSESSMENT PER APPENDIX A LESS DEBT PAID DIRECT BY TOWN- PER IMA Section 6 Amount due from each town	\$80,874,575	\$68,119,138	\$12,755,437
	(\$654,567)	(\$575,209)	(\$79,358)
	\$80,220,008	\$67,543,929	\$12,676,079
FY21 Assessments	\$77,707,165	\$65,584,049	\$12,123,116
increase	\$2,512,843	\$1,959,880	\$552,963
%	3.2%	2.99%	4.56%
FY20 Assessments	\$72,757,539	\$61,235,254	\$11,522,285
increase	\$4,949,626	\$4,348,795	\$1,153,794
%	6.8%	7.10%	10.01%
FY19 Assessments	\$71,333,313	\$59,981,958	\$11,351,355
increase	\$1,424,226	\$1,253,296	\$170,930
%	2.0%	2.09%	1.51%
FY18 Assessments	\$69,323,837	\$57,730,056	\$11,593,781
increase	\$2,009,476	\$2,251,902	-\$242,426
%	2.9%	3.90%	-2.09%
FY17 Assessments	\$67,050,245	\$55,547,097	\$11,503,148
increase	\$2,273,592	\$2,182,959	\$90,633
%	3.4%	3.9%	0.8%
FY16 Assessments	\$64,291,249	\$53,171,009	\$11,120,240
increase	\$2,758,996	\$2,376,088	\$382,908
%	4.3%	4.5%	3.4%
FY15 Assessments	\$60,284,722	\$49,690,145	\$10,594,577
FY15 additional assessment MCRS	\$451,297	\$384,255	\$67,042
	\$60,736,019	\$50,074,400	\$10,661,619
increase	\$3,555,230	\$3,096,609	\$458,621
%	5.9%	6.2%	4.3%

**FY2020 Budget Worksheet
320-Summary 21-22**

2/16/2021
FY22 Table 6

DETAILS OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS

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

HAGER WELL (WATER & SEWER) (Authorized FY00)

TWIN SCHOOLS (Authorized FY03)

SBAB REIMBURSEMENT TWIN SCHOOLS (Authorized FY03)

TOTAL OUTSIDE DEBT LIMIT

SCHOOL RELATED DEBT SERVICE AUTHORIZED BY BOXBOROUGH TOWN MEETING:

REPLACEMENT OF PORTION OF BLANCHARD MEMORIAL ROOF (Authorized FY12)

REPLACEMENT OF WINDOWS (Authorized FY13)

SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL (Authorized FY13)

TOTAL TOWN OF BOXBOROUGH SCHOOL DEBT SERVICE

SCHOOL RELATED DEBT SERVICE AUTHORIZED BY ACTON TOWN MEETING:

CONANT SCHOOL (Authorized FY10)

SCHOOL FACILITIES (Authorized FY10)

DOUGLAS ROOF (Authorized FY09)

TOTAL TOWN OF ACTON SCHOOL DEBT SERVICE

SHARE OF DEBT SERVICE ELEMENTARY SCHOOLS- PAID BY TOWNS

GROSS	ACTON	BOXBOROUGH
\$54,471.00	\$45,816.50	\$8,654.50
\$1,398,600.00	\$1,176,386.54	\$222,213.46
(\$922,672.00)	(\$776,075.30)	(\$146,596.70)
\$530,399.00	\$446,127.73	\$84,271.27
\$12,238.00	\$10,293.59	\$1,944.41
\$7,349.00	\$6,181.37	\$1,167.63
\$5,300.00	\$4,457.92	\$842.08
\$24,887.00	\$20,932.88	\$3,954.12
\$16,451.00	\$13,837.22	\$2,613.78
\$65,805.00	\$55,349.72	\$10,455.28
\$17,025.00	\$14,320.02	\$2,704.98
\$99,281.00	\$83,506.96	\$15,774.04
\$654,567.00	\$550,567.57	\$103,999.43
(\$654,567.00)	(\$575,209.00)	(\$79,358.00)
\$0.00	(\$24,641.43)	\$24,641.43

**FY2022 Budget Worksheet
422-Public Works**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	FY20
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	Actual
001-422-5112-0000	DPW Salary -Director	107,962	104,817		3,145	3.00%	62,650	100,786	99,237
001-422-5114-0000	DPW Salary	444,266	430,696		13,570	3.15%	258,434	410,502	372,425
001-422-5115-0000	DPW Salary -Clerical	55,750	56,481		(731)	-1.29%	22,969	55,146	54,304
001-422-5134-0000	DPW OT	18,477	18,311		166	0.91%	10,024	17,636	13,579
001-422-5210-0000	DPW Electricity	12,500	12,500		0	0.00%	2,871	12,500	6,606
001-422-5210-0630	Playing Fields Electricity	1,300	1,300		0	0.00%	959	1,300	658
001-422-5212-0000	DPW Heating	6,500	6,500		0	0.00%	2,678	5,000	5,139
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	13,220	13,220		0	0.00%	2,223	13,220	10,285
001-422-5241-0630	Playing Fields Maintenance	10,820	7,920		2,900	36.62%	9,029	6,030	14,203
001-422-5242-0000	DPW Vehicle Maint Svc	10,000	10,000		0	0.00%	3,530	18,000	17,902
001-422-5302-0000	DPW Medical Svc	1,500	1,500		0	0.00%	130	1,500	730
001-422-5331-0000	DPW Street Maint Supply	10,000	10,000		0	0.00%	15,646	10,000	3,659
001-422-5341-0000	DPW Cell Phones	5,000	5,000		0	0.00%	2,076	5,000	3,962
001-422-5399-0000	DPW Other Services	11,000	11,000		0	0.00%	20,478	11,000	9,828
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	6,000	6,000		0	0.00%	2,576	6,000	7,857
001-422-5441-0630	Playing Fields Maintenance Supply	8,000	8,000		0	0.00%	420	8,000	4,891
001-422-5442-0000	DPW Vehicle Maint Supply	17,000	17,000		0	0.00%	9,962	17,000	28,065
001-422-5580-0000	DPW Tools/Equipment	8,000	8,000		0	0.00%	1,032	8,000	8,444
001-422-5591-0000	DPW Uniforms	8,500	8,500		0	0.00%	3,446	8,500	6,556
001-422-5599-0000	DPW Other Office Exp	2,000	2,000		0	0.00%	2,165	1,500	2,910
001-422-5712-0000	DPW Training/Conferences	5,000	5,000		0	0.00%	3,392	4,200	7,032
001-422-5730-0000	DPW Dues	400	400		0	0.00%	435	400	784
001-422-5731-0000	DPW Certification/License	620	620		0	0.00%	285	620	410
	Total Salary	626,455	610,305		16,150	2.65%	354,076	584,070	539,546
	Total Other	137,360	134,460		2,900	2.16%	83,334	137,770	139,922
	Total DPW	763,815	744,765		19,050	2.56%	437,410	721,840	679,468

**FY2022 Budget Worksheet
422-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGE
ELECTRICITY	12,500	12,500	12,500	12,500	0
DPW 577 Mass Ave	2,500	2,500	2,500	2,500	
DPW 873 Mass Ave	10,000	10,000	10,000	10,000	
Add Rec 3 Fields @ \$25/mo/6mo and \$200/mo/6 mo	1,300	1,300	1,300	1,300	
HEATING/GAS	6,500	6,500	5,000	5,000	0
Natural Gas 577 Mass Ave	3,000	3,000	1,000	1,000	
Natural Gas 873 Mass Ave	3,500	3,500	4,000	4,000	
BUILDING & GROUNDS MAINTENANCE SVC					0
DPW:	13,220	13,220	13,220	11,600	
Fire Extinguisher Service 25*\$13 each	325	325	325		
Line Striping Streets \$2400+Parking & Stops \$2050,	4,450	4,450	4,450		Starting in FY21 will stripe Museum and Transfer Station every other year
Catch Basin Cleaning	5,000	5,000	5,000		
Generator Service	2,420	2,420	2,420		Contract for minor & major service (2)
Misc (Electrician/Plumber)	1,025	1,025	1,025		
Playing Fields:	10,820	7,920	6,030	4,900	2,900
Irrigation On/Off \$1200/\$750,	1,950	1,950	1,950		Separate maintenance at Playing Fields
Ball field Machinery Rental 2x\$400	2,200	2,200	800		
Porta-Potties: Cisco \$1363x7mo; Flerra & Liberty \$116+\$136 x 7mo; Steele Farm \$136x12mo	6,200	3,300	2,810		Upgrade all units to ADA, Flerra & Liberty 2 units ea: one ADA, one reg
Misc (Irrigation work)	470	470	470		
VEHICLE MAINTENANCE	10,000	10,000	18,000	18,000	0
Inspections	1,800	1,800	1,800	1,800	
Tires	4,000	4,000	4,000	4,000	
Oil Changes 18x2/yr @\$250	0	0	4,000	9,000	
RBG and outsource repairs	4,200	4,200	6,200	1,200	
Misc Filters/Brakes/Rotors/Tire Repair etc	0	0	2,000	2,000	

**FY2022 Budget Worksheet
422-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGE	
MEDICAL SVC	1,500	1,500	1,500	1,000		0
DOT Physicals 7@\$150 (Rotating), Drug Testing 8@\$55	1,500				For Hoisting License renewals	
STREET MAINT SUPPLY	10,000	10,000	10,000	7,700		0
Street Signs, Cones, Barricades, Work Zone Safety Signs	1,500	1,500	1,000	1,000	work zone signs/street signs to meet new law	
Cold Patch/Hot Top	5,500	5,500	4,700	4,700	plan to use new hot box for more patching work	
Structures/Blocks (estimated average year)	3,000	3,000	2,000	2,000		
CELL PHONES	5,000	5,000	5,000	5,000		0
9 phones @ \$400/mo + 1 replacement @\$200	5,000					
OTHER SERVICES	11,000	11,000	11,000	11,000		0
Street Sweeper Contract Service	10,000	10,000	10,000	10,000		
Out of Town Police Details, Towing, etc	1,000	1,000	1,000	1,000		
BLDG & GRNDS SUPPLY						0
DPW: Cleaning Supplies, Trash Bags, Restroom Supplies, Rakes, Shovels, Brooms, includes Cemetery Grounds \$1000 for loam, fertilizer, seed, etc.	6,000	6,000	6,000	6,000	5,000	
Playing Fields: Picnic Tables 9x\$300, Maintenance Sprinkler heads est \$1000, Mulch \$850, Parking Lots Gravel \$2010, Fertilizer 2x\$720	8,000	8,000	8,000	8,000	8,000	
VEHICLE MAINT SUPPLY	17,000	17,000	17,000	17,000		0
Oil, Stabilizer, Winterizer, Bulbs, Filters, Belts, Cutting Edges, Teeth, Rust Inhibitor/Paint, Mower Blades, Whips, Hydraulic Parts, Covers, etc	17,000					
TOOLS/EQUIPMENT	8,000	8,000	8,000	8,000		0
Socket Sets, Drills, Vehicle Engine Scanner, Tool Box, Airgas/Welding supplies, Crimping Tool, Jack	8,000					

**FY2022 Budget Worksheet
422-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGE
UNIFORMS & CLEANING	8,500	8,500	8,500	8,500	0
Director Allowance per Contract	950	950	950	950	
Boots 2 ea 16@\$200 (avg) =\$3,200, T-shirts/Sweatshirts/seasonal jackets/Socks/Gloves/Eyewear/etc	7,550	7,550	7,550	7,550	
OTHER OFFICE EXPENSES	2,000	2,000	1,500	750	0
Office supplies, printing needs, advertising, etc...	2,000				Tried knockoff toner for printers, didn't work well. Toner is approx. \$600 for both, twice a yr.
TRAINING AND CONFERENCES	5,000	5,000	4,200	3,000	0
In house training	2,300	2,300	2,300	2,500	Bay State Roads will come to garage
CDL training	2,200	2,200	1,400		New training for newly hired employee
New England Grows Convention, mileage, etc	500	500	500	500	
DUES AND MEMBERSHIPS	400	400	400	400	0
Mass Highway \$100, NBM \$50, WCHA \$50, APWA \$200	400				
CERTIFICATION/LICENSE	620	620	620	620	0
Hoisting Renewal 5@\$60, Class 2 Renewal 4@80	620				
TOTAL	137,360	134,460	137,770	129,270	2,900

**FY2022 Budget Worksheet
423-Snow & Ice**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	
								FY20	
								Actual	
001-423-5126-0000	S&I Seasonal Wages	6,320	6,175		145	2.35%	3,778	6,018	2,997
001-423-5134-0000	S&I OT	60,560	60,025		535	0.89%	24,635	57,832	37,986
001-423-5243-0000	S&I Equipment Maint Svc	13,000	13,000		0	0.00%	1,871	13,000	15,722
001-423-5304-0000	S&I Contract Plows	18,000	18,000		0	0.00%			
001-423-5442-0000	S&I Vehicle Maint Supply	8,000	8,000		0	0.00%	9,664	8,000	14,981
001-423-5490-0000	S&I Meals/Refreshments	710	710		0	0.00%	103	800	
001-423-5531-0000	S&I Street Maint Supply	82,000	82,000		0	0.00%	20,771	100,000	39,115
001-423-5820-0000	S&I Equipment	18,000	14,000		4,000	28.57%	12,305	14,000	
	Other Misc Expenses -History								
	Total Salary	66,880	66,200		680	1.03%	28,413	63,850	40,982
	Total Other	139,710	135,710		4,000	2.95%	44,715	135,800	69,818
	Total Snow & Ice	206,590	201,910		4,680	2.32%	73,127	199,650	110,800
Notes:									
***May not reduce funding									
Salary: Average hours; based on regular rates									
Equipment/Vehicles: Increased maintenance due to aging fleet.									
Contract Plows: Added to address 2 person routes & lack of available seasonal drivers									
Vehicle Maintenance Supply: Some work outsourced									
Street Maintenance: Four trucks have salt spreader controls; looking to add 1 more, see below									
Equipment: Anticipated replacing 1 plow each year, average life 7-10 years, 14 plows in fleet, or as deemed necessary.									
Truck bodies and hydraulic lines and fitting will need to be replaced on older trucks if trucks are not replaced per Capital Plan. Would like to install salt spreader controls on Truck #26 (multibody) \$4,000									

**FY2022 Budget Worksheet
424-Street Lighting**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-424-5210-0000	Street Lighting	2,500	3,000	(500)	-16.67%	627	3,500	2,177
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	2,500	3,000	(500)	-16.67%	627	3,500	2,177
	Total Street Lighting	2,500	3,000	(500)	-16.67%	627	3,500	2,177
Notes:								
5 Accounts, based on reduced billing and FY18/FY19 average								

**FY2022 Budget Worksheet
425-Hager Well**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-425-5210-0000	Hager Well Electric	2,500	2,500	0	0.00%	1,489	2,500	2,627
001-425-5243-0000	Hager Well Maint Svc	25,000	25,000	0	0.00%	11,079	9,820	29,209
	Wastewater Maint Svc	2,500	1,000	1,500	150.00%		1,000	
001-425-5304-0000	Hager Well Monitoring Contract	21,720	7,705	14,015	181.89%	16,800	8,220	12,731
	Wastewater Monitoring Contract	8,040	5,410	2,630	48.61%		6,960	
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	59,760	41,615	18,145	43.60%	29,368	28,500	44,567
	Total Hager Well	59,760	41,615	18,145	43.60%	29,368	28,500	44,567
Notes:								
Electric: Heater unit at Well Site, yearly average \$2.6K								
Maintenance Svc: Testing, Lab Fees, General Maintenance & repairs increased to \$6,300 due to FY actuals showing budget consistantly being overspent. Generator and transfer switch Servicing \$1,300. Per MassDEP the Hager well storage tank must be cleaned and relined at approximately \$15,000 (this was not done in FY21 beacuse a secondary source needed to be installed first). Pump replacement for wastewater: 6 pumps x \$400/pump = \$2,400								
Monitoring Contracts: Hager Well increase due to Regular O&M @\$675/month and chlorine system monitoring 4 visits/month per DEP @\$1,135/month (total \$21,720/yr). Wastewater O&M @\$670/month (total \$8,040/year). FY21 contract was increased for additional coverage to reduce general maintenance with surplus in service line. This will be maintained as long as the extra testing for the Chlorine system is needed.								
** 70-80% reimbursed by AB Regional School District into GF Revenue								

**FY2022 Budget Worksheet
429-Fuel**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-429-5399-0000	Fuel System Testing/Maint Svc	7,850	7,000	850	12.14%	6,100	7,000	8,867
001-429-5536-0000	Fuel	80,175	80,175	0	0.00%	38,195	70,500	71,541
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	88,025	87,175	850	0.98%	44,295	77,500	80,408
	Total Fuel	88,025	87,175	850	0.98%	44,295	77,500	80,408
Notes:								
Testing Svc: Cyclical Testing pd early in year \$5250; Maintenance service as needed; \$850 for line & integrity testing per insurance co.								
Estimates are approximately the same and prices have been relatively stable. Price and winter weather can affect these totals, tank fillups occur as needed.								
Fuel:		Price	Est Gallons	Total				
FY22 Estimates	Unleaded	2.25	24,300	54,675				
	Diesel	2.55	10,000	25,500				
				80,175				
For Reference:	FY21 Unleaded Estimates	2.25	24,300	54,675				
	FY21 Diesel Estimates	2.55	10,000	25,500				
				80,175				
For Reference:	FY20 Unleaded Estimates	2.25	20,000	45,000				
	FY20 Diesel Estimates	2.55	10,000	25,500				
				70,500				

**FY2022 Budget Worksheet
431-Hazardous Waste**

		FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-431-5399-0000	Hazardous Waste Disposal	0	10,000	(10,000)	0.00%		0	
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	0	10,000	(10,000)	100.00%	0	0	0
	Total Hazardous Waste	0	10,000	(10,000)	100.00%	0	0	0
Notes:								
Hazardous Waste Day scheduled every other year.								

**FY2022 Budget Worksheet
433-Transfer Station**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-433-5210-0000	Transfer Sta Electric	1,700	1,700	0	0.00%	654	2,100	1,188
001-433-5241-0000	Transfer Sta Bldg/Ground Maint	5,500	7,500	(2,000)	-26.67%	3,544	6,000	2,276
001-433-5290-0000	Transfer Sta Bulk Recycling	7,700	6,200	1,500	24.19%	4,125	6,200	3,938
001-433-5291-0000	Transfer Sta Trucking	5,000	5,000	0	0.00%		37,000	47,150
001-433-5292-0000	Transfer Sta Tonnage Tipping	117,000	100,000	17,000	17.00%	55,160	95,000	97,484
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	136,900	120,400	16,500	13.70%	63,484	146,300	152,035
	Total Transfer Station	136,900	120,400	16,500	13.70%	63,484	146,300	152,035
Notes:								
Electric: FY21 Reduced based on recent actuals								
Maintenance: Porta-potty \$116/mo; Maint on Compactors; Required semi-annual 3rd party inspections \$1,500								
Recycling: electronics - 3 pickups/yr x \$1,325 per pickup = \$4,000; Mattresses - Avg. 4 pickups/yr x \$140 per pickup = \$640 AND per mattress Avg. 140 @ \$13/mattress = \$1,820; Black Earth Recycling \$15 per pickup								
Trucking: should have some funding available for trucking in case our truck has issues.								
Tipping: current FY21: solid waste tipping tonnage for first 4 months is 340 tons. Projected out 12 months shows approximately 1020 tons. Estimate for FY22 would be 1000x\$85/tn \$85,000 for FY22. (FY21 rate \$75/ton; avg 900 tons) ... Recycling tipping for first 4 months = 108 ton. Projected out 12 months = 324 tons. FY22 estimate: 325 tons x \$97/tn = \$31,525 (FY21 rate \$94/ton; avg 300 tons) ... 85,000+31,525 rounded								

**FY2022 Budget Worksheet
491-Cemetery**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-491-5124-0000	Cemetery Superintendent Salary			0	0.00%			
001-491-5154-0000	Cemetery Superintendent Stipend	5,000	5,000	0	0.00%	2,500	5,000	5,000
001-491-5441-0000	Cemetery Grounds Maint Supplies		0	0	0.00%		0	118
001-491-5599-0000	Cemetery Other Expenses	500	500	0	0.00%	7	500	129
	Other Misc Expenses -History							
	Total Salary	5,000	5,000	0	0.00%	2,500	5,000	5,000
	Total Other	500	500	0	0.00%	7	500	247
	Total Cemetery	5,500	5,500	0	0.00%	2,507	5,500	5,247
Notes:								
Salary: Changed to Stipend for Current Employee duty coverage in FY20								
Grounds Maint Supplies: Moved to DPW 422 in FY20								
Other Expenses: Flags, Vaults, Misc Repair supplies								

**FY2022 Budget Worksheet
505-Animal Inspector**

		FY22 Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-505-5116-0000	Animal Inspector Salary	1,015	1,015		0	0.00%	605	990	987
001-505-5124-0000	Field Driver Salary	45	45		0	0.00%	45	45	45
001-505-5115-0000	ACO Salary	1,000	2,490		(1,490)	-59.84%		2,490	
001-505-5711-0000	Animal Inspector Mileage				0	0.00%		150	
	Total Salary	2,060	3,550		(1,490)	-41.97%	650	990	987
	Total Other	0	0		0	0.00%	0	150	0
	Total Animal Inspector	2,060	3,550		(1,490)	-41.97%	650	1,140	987
Notes:									
Salary: Stipends proposed									
Moved Field Driver and ACO Other to consolidate for simplicity. Prior Year amounts still represented in old dept									
Other Expenses: Animal Inspector, Field Driver and ACO Other all eliminated; costs covered under 292 ACO									

**FY2022 Budget Worksheet
511-Board of Health**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-511-5110-0000	BoH Salaries	600	0	600	100.00%		505	500
001-511-5241-0000	Landfill Monitoring	6,500	6,500	0	0.00%		6,850	4,970
001-511-5302-0000	Nursing Services	6,950	6,615	335	5.06%	4,849	6,300	6,158
001-511-5399-0000	BoH Mosquito Control	18,000	17,500	500	2.86%		17,500	17,842
001-511-5599-0000	BoH Other Office Expense	150	150	0	0.00%		150	
001-511-5602-0000	BoH Health Agent Services	15,105	14,385	720	5.01%	10,626	13,700	13,493
001-511-5730-0000	BoH Dues	150	150	0	0.00%		150	150
001-511-5799-0000	BoH Other Expenses	400	400	0	0.00%		400	354
	Other Misc Expenses -History							
	Total Salary	600	0	600	100.00%	0	505	500
	Total Other	47,255	45,700	1,555	3.40%	15,475	45,050	42,967
	Total BoH	47,855	45,700	2,155	4.72%	15,475	45,555	43,467
Notes:								
Salary: Increase to \$200 per member per FinCom recommendation								
Landfill Monitoring: Bi-Annual testing 2 @ \$3,100; sample collection 2@\$325; additional testing may be required for positive results								
Nursing & Health Agent: New rates to be determined Jan 2021; Estimated 5% increase								
Mosquito Control: Larvaecide & Helicopter Svc, based on PY actuals								
Office Expense: Card Printing, etc								
Dues: Mass Association of Health Boards								
Other Expenses: Veterinary expenses for testing of wildlife in domestic situations, etc.								

**FY2022 Budget Worksheet
529-Community Services**

		FY22							
Account Number	Account Name	Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-529-5116-0000	Community Svc Coord Salary	37,690			37,690	100.00%		0	
001-529-5317-0000	Community Svc Printing	6,200	6,200		0	0.00%		6,000	4,100
001-529-5351-0000	Community Svc Programs	675	675		0				
001-529-5599-0000	Community Svc Other Office Expense	100			100	10000.00%		0	
001-529-5711-0000	Community Svc Travel	200	300		(100)	-33.33%		0	0
001-529-5712-0000	Community Svc Training/Conferences	250			250	25000.00%		0	
001-529-5730-0000	Community Svc Dues	225			225	22500.00%		225	
	Other Misc Expenses -History								
	Total Salary	37,690	0		37,690	100.00%	0	0	0
	Total Other	7,650	7,175		475	6.62%	0	6,225	4,100
	Total Community Services	45,340	7,175		38,165	531.92%	0	6,225	4,100
Notes:									
Salary: Grade 14, Step 1 at 25 hours									
Printing: 4 editions of Boxborough Bee, layout, printing and delivery to all households									
Programming: Well-Being Committee, continue community walks w/ guest lectures, previously funded by CHNA									
Office expenses: Previously combined with COA Coordinator									
Travel: Travel to meetings and clients									
Training: Previously combined with COA Coordinator									
Dues: National Association of Social Workers membership fee, professional organization									

**FY2022 Budget Worksheet
541-COA**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-541-5112-0000	COA Salary	37,690	73,575	(35,885)	-48.77%	21,359	71,575	70,465
001-541-5317-0000	COA Printing	2,750	2,750	0	0.00%	2,210	2,750	2,047
001-541-5345-0000	COA Postage	2,300	2,300	0	0.00%	1,000	2,300	2,300
001-541-5351-0000	COA Programs	1,500	1,500	0	0.00%		1,500	151
001-541-5380-0000	COA Van Dispatch Svc			0	0.00%		0	
001-541-5599-0000	COA Other Office Expense	400	400	0	0.00%		350	369
001-541-5711-0000	COA Mileage	300	300	0	0.00%		300	82
001-541-5712-0000	COA Training/Conferences	250	0	250	25000.00%		250	190
001-541-5730-0000	COA Dues	1,290	1,290	0	0.00%	767	1,250	1,032
	Other Misc Expenses -History							
	Total Salary	37,690	73,575	(35,885)	-48.77%	21,359	71,575	70,465
	Total Other	8,790	8,540	250	2.93%	3,977	8,700	6,171
	Total COA	46,480	82,115	(35,635)	-43.40%	25,336	80,275	76,636

Notes:

Salary: Grade 14, Step 1 at 25 hours (reduced from Grade 15, Step 4 at 40 hours)
 Printing: 10 newsletters @ \$275 plus labels; anticipate Middlesex Savings gift; increased distribution
 Postage: 10 newsletters @ \$230. Increase in distribution, possible rate increase
 Programs: Supplements instructor fees (with Revolving and Grant funds) and program supplies
 Office Exp: Newsletter mailing labels, tab closures, office chair, misc
 Mileage: Home visits, training and workshops
 Training/Conferences: Attend MCOA Conference, 3 days (generally \$500 for conference, plus overnight)
 Dues: MCOA \$265 (fee increase); Minuteman Senior Svc \$775 (based on constituency, may go up with 2020 Census results); Xavus Senior Center Database \$250
 Other available Funds: Formula Grant: \$8,554 to offset instructor fees, professional dev, birthday cards, etc.; \$12 per senior according to 2010 census (712 seniors; 2019 town census count is 1266 seniors)
 Class Revolving Fund: Approx \$10,000 income from participant fees to pay instructors

**FY2022 Budget Worksheet
543-Veterans**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-543-5116-0000	Veterans PT			0	0.00%		0	
001-543-5306-0000	Veterans District Services	18,850	17,615	1,235	7.01%	13,211	15,185	15,829
001-543-5351-0000	Veterans VMC Outreach	750	750	0	0.00%	135	750	170
001-543-5599-0000	Veterans Other Supplies	600	600	0	0.00%		600	
001-543-5711-0000	Veterans Travel			0	0.00%			
001-543-5712-0000	Veterans Training/Conferences			0	0.00%			
001-543-5730-0000	Veterans Dues			0	0.00%			
001-543-5770-0000	Veterans Benefits	15,000	27,650	(12,650)	-45.75%		17,650	13,580
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	35,200	46,615	(11,415)	-24.49%	13,346	34,185	29,578
	Total Veterans	35,200	46,615	(11,415)	-24.49%	13,346	34,185	29,578
Notes:								
Salary: Changed to Regional District services in FY20								
District Services: Regional District amount based on 4 hours/week, projected 7% increase								
Veterans Memorial Committee: Outreach supplies, etc; addit'l for Veteran's day celebration								
Supplies: Bronze medallions replace 5-6 additional @ \$55 ea; Marker Flags								
Travel: covered in district services								
Training/Conference: covered in district services								
Dues: covered in district services								
Benefits: Based on 1 full year actuals								

**FY2022 Budget Worksheet
610-Library**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	FY20
							Actual		
001-610-5110-0000	Library Trustees Stipend	0	0		0	0.00%			
001-610-5112-0000	Library Director Salary	83,500	81,310		2,190	2.69%	48,597	72,800	71,688
001-610-5116-0000	Library PT Salary	180,235	175,045		5,190	2.96%	99,469	165,765	150,117
001-610-5210-0000	Library Electricity	16,500	16,500		0	0.00%	9,708	16,500	15,884
001-610-5212-0000	Library Heating	7,200	7,200		0	0.00%	3,810	7,700	5,393
001-610-5241-0000	Library Bldg/Ground Maint Svc	27,500	27,500		0	0.00%	19,061	26,100	25,890
001-610-5305-0000	Library Software Support	3,000	3,000		0	0.00%	2,196	2,700	2,947
001-610-5345-0000	Library Postage	250	250		0	0.00%	22	300	149
001-610-5351-0000	Library Programs	2,500	2,500		0	0.00%	725	1,000	928
001-610-5441-0000	Library Bldg/Ground Maint Supplies	2,500	2,500		0	0.00%	1,261	3,100	2,007
001-610-5520-0000	Library Materials	82,000	81,300		700	0.86%	45,569	72,000	72,743
001-610-5599-0000	Library Other Supplies	3,500	3,500		0	0.00%	1,603	2,700	2,128
001-610-5711-0000	Library Travel	800	800		0	0.00%		800	175
001-610-5712-0000	Library Training/Conferences	1,000	1,000		0	0.00%	260	5,000	101
001-610-5730-0000	Library Dues	16,000	16,000		0	0.00%	15,473	15,500	15,182
	Other Misc Expenses -History								
	Total Salary	263,735	256,355		7,380	2.88%	148,066	238,565	221,805
	Total Other	162,750	162,050		700	0.43%	99,688	153,400	143,527
	Total Library	426,485	418,405		8,080	1.93%	247,754	391,965	365,332
Notes:									
See Summary Page									
Library Materials must =19% total budget AND total budget must meet Municipal Appropriation Requirement (MAR) of \$409,994									

**FY2022 Budget Worksheet
610-Library Notes**

Note about State Aid requirements:

MAR:

Public libraries need to be certified by the MA Library Board of Commissioners in order to receive state aide (\$8,000-\$9,000 annually), enjoy interlibrary loan services, share resources with neighboring libraries, and be eligible to apply for grants under the federal Library Services and Technology Act.

To be certified, a library needs to 1) provide library services, 2) be appropriated with "a figure of at least the average of the last 3 years' municipal appropriations to the library for operations, increased by 2.5%, and 3) spend at least 19% of its operating budget acquiring library materials for circulation.

The formula for municipal appropriation requirement (MAR) is the average of "the prior 3 years' municipal appropriations for operating expenses or the MAR figure, **whichever is higher**" times 1.025.

MAR for FY22 is [(FY19 MAR + FY20 MAR + FY21 MAR)/3]*1.025

FY18 MAR or appropriated budget whichever is higher 384,920

FY19 MAR or appropriated budget whichever is higher 396,656

FY 20 MAR or appropriated budget whichever is higher 418,405 *Includes \$7,000 fund transfer.

Average 399,994

Increase by 2.5% **409,994** Material budget requirement 19% Material budget \$ 77,898.77

The formula for municipal appropriation requirement (MAR) is the average of "the prior 3 years' municipal appropriations for operating expenses or the MAR figure, whichever is higher" times 1.025.

The library's FY22 budget will need to be greater than \$409,994 in order to qualify for certification.

Material Expense:

To qualify for state aid, library material budget should be equal to or greater than 19% of the operating budget . Our material budget needs to be at least \$77,899.

**FY2022 Budget Worksheet
610-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGES
ELECTRICITY	16,500	16,500	16,500	16,000	0
Library & Pump	16,500				
HEATING/GAS	7,200	7,200	7,700	7,700	0
Heating costs (natural gas)	7,200				Based on FY20 spending.
BUILDING & GROUNDS MAINTAINANCE SERVICE	27,500	27,500	26,100	20,000	0
Water pump, irrigation system, A/V, copy machine lease & coin operation system contract, fire suppression system, alarm testing & maintenance, fire extinguishers, roof maintenance, etc	22,000	20,500	22,000		AV system 3-year service contract ends in FY21. Expected renewal cost \$7,600.
HVAC filter upgrade to MRF13	5,500				Previous HVAC service \$3000 included above
Seasonal deep cleaning (scrub restroom floors \$450, steam clean carpet \$3300, scrub lobby floor \$350); Costs transferred to extra weekly cleaning during COVID		7,000	4,100		
SOFTWARE SUPPORT	3,000	3,000	2,700	2,700	0
Wowbrary, Envisionware, PCRes, Deep Freeze, Bitdefender, Plymouth Rock (Tixkeeper and Eventkeeper), Mobile Print Services	3,000				Deepfreeze license is good until September 2020. Will need to be renewed in FY21.
POSTAGE	250	250	300	300	0
Book Returns	250				Based on FY19 expense.
PROGRAMS	2,500	2,500	1,000	1,000	0
Summer Reading, Movie Licensing, Other Program costs	2,500				\$1,500 increase for general adult programing that is not senior specific. This will allow us more flexibility in program planning.

**FY2022 Budget Worksheet
610-Summary**

	FY22	FY21	FY20	FY19	NOTES/CHANGES	
BUILDING & GROUNDS SUPPLIES	2,500	2,500	3,100	3,000		0
drinking water, misc. hardware, appliances, fixtures, bulbs, tools, ...	2,500					
MATERIALS	82,000	81,300	72,000	72,000		700
Adult Books	21,000	21,000	18,750	18,500	The increase in the material budget is to 1) meet the 19% operation budget requirement, and 2) fold database subscription into the library's operating budget to accurately reflect the operating cost. Museum passes are still sponsored by Friends	
Juvenile and Young Adult Books	19,000	19,000	18,750	18,500		
Audio	11,000	11,000	7,250	7,000		
Video	6,000	6,000	7,250	8,000		
Subscriptions	4,500	4,500	5,000	5,000		
Electronic Databases	15,000	15,000	15,000	15,000		
eBooks	5,500	4,800				
OTHER SUPPLIES	3,500	3,500	2,700	2,700		0
Stationary, book covers, other misc supplies	3,500				Includes paper bags for curbside pickup which may continue	
TRAVEL	800	800	800	800		0
Mileage to meetings & training	800					
TRAINING AND CONFERENCES	1,000	1,000	5,000	5,000		0
Tuition, fees, and other related expenses associated with attending conferences and training seminars for Staff	1,000		1,000	1,000		
Continuing Education (Tuition Reimbursement)	0		4,000	4,000		
DUES AND MEMBERSHIPS	16,000	16,000	15,500	16,800		0
CWMARS Assessment (Overdrive 10% mandatory included)	15,500	15,500	15,000	16,800	CWMARS FY22 proposed assessment is \$15,137. The final cost will depend on the amount of state aid received.	
ALA	100	100	100			
MBLC State eBook platform mandatory charge \$400	400	400	400			
TOTAL	162,750	162,050	153,400	148,000		700

**FY2022 Budget Worksheet
630-Rec Comm**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-630-5126-0000	Rec Comm PT	35,385	7,305	28,080	384.39%	1,166	31,790	27,644
001-630-5241-0000	Rec Comm Contracted Svc	4,525	1,900	2,625	138.16%		4,825	1,968
001-630-5351-0000	Rec Comm Programs	1,000	0	1,000	100.00%			
001-630-5351-SUMN	Rec Comm Flerra Playground	5,200	2,300	2,900	100.00%		5,000	2,852
001-630-5351-WNTI	Rec Comm Winter	1,500	1,500	0	100.00%		1,100	1,427
001-630-5599-0000	Rec Comm Other Supplies	675	675	0	100.00%		1,250	910
	Other Misc Expenses -History					3,235		
	Total Salary	35,385	7,305	28,080	384.39%	1,166	31,790	27,644
	Total Other	12,900	6,375	6,525	102.35%	3,235	12,175	7,158
	Total Rec Comm	48,285	13,680	34,605	252.96%	4,400	43,965	34,802
Notes:								
Rec Comm PT: Return to regular programming staffing levels in anticipation of Flerra Summer Prgram July 2021 and Winter Program 2022; Minimum wage for Counselors, 2.4% WI otherwise								
Contracted Services: Tent \$1,350+ July only plus extra 7 weeks @375/wk, POD \$550								
Programs: Split for tracking purposes- Adding a request for \$1000 for a movie night or other type of community programming; Summer Playground \$5,000 for activity fees, crafts, games, refreshments; Winterfest \$1500 vendors & supplies, increased to include previously grant-funded human foosball								
Other Supplies: Summer staff uniforms \$1300 (halved due to overstock purchased pror, usually provide 2 shirts per person), Winterfest/Program street banners update \$75								

**FY2022 Budget Worksheet
630-Summary**

	FY22	FY21	FY20	FY19	NOTES
CONTRACTED SERVICES	4,525	1,900	4,825	2,330	2,625
Tent - June (usually only half)	1,700				
Tent - July (need to pay full)	1,700				
Extra Portapotty & Handwashing Stations	575				
POD Rental 1 month (paid at drop in June)	550				
PROGRAMS	1,000	0	0	0	1,000
Drive-In Movie Night	1,000				
FLERRA PLAYGROUND	5,200	2,300	5,000	5,000	2,900
Crafts - June Prep	500				
Other - June Prep	500				
Outside Resources	1,500				
Cleaning Supplies	750				
Sport Supplies	750				
Refreshments	500				
Crafts - replenish	400				
Other	300				
WINTERFEST	1,500	1,500	1,100	1,100	0
Vendors	1,100				
Other	400				
OTHER SUPPLIES	675	675	1,250	0	0
Tshirts - June (surplus available, will need less in 2021)	600				(2yellow each, 3green each)
Advertising (print or banner change)	75				
TOTAL	12,900	6,375	12,175	8,430	6,525

**FY2022 Budget Worksheet
670-Steele Farm**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-670-5210-0000	Steele Farm Electricity	500	800	(300)	-37.50%	95	800	167
001-670-5799-SFBD	Steele Farm Building Maint	750	600	150	25.00%	62	600	50
001-670-5799-SFGR	Steele Farm Grounds Maint	750	600	150	25.00%		600	1,727
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	2,000	2,000	0	0.00%	157	2,000	1,944
	Total Steele Farm	2,000	2,000	0	0.00%	157	2,000	1,944
Notes:								
Electric: For heat to prevent basement shifting in winter								
Building Maintenance: Ongoing barn & preventative maintenance								
Grounds Maintenance: Gravel for trail and parking area maintenance								

**FY2022 Budget Worksheet
691-Hist Comm**

		FY22 Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-691-5210-0000	Hist Comm Electricity	1,300	1,200		100	8.33%	777	1,200	1,313
001-691-5212-0000	Hist Comm Heating	2,000	2,000		0	0.00%	836	2,000	1,676
001-691-5241-0000	Hist Comm Building/Grounds Maint	2,500	1,500		1,000	66.67%	329	4,500	1,070
001-691-5799-0000	Hist Comm Other Expense	350	350		0	0.00%	192	350	187
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	6,150	5,050		1,100	21.78%	2,134	8,050	4,245
	Total Hist Comm	6,150	5,050		1,100	21.78%	2,134	8,050	4,245
Notes:									
Electricity: Based on increased electrical usage from FY19 & FY20 due to dehumidification & police radios									
Heating: Est based on FY18 & FY19 Actual									
Blg/Grnds Maint: Only routine maintenance expected; history of RFT for small repairs; Addt'l for dehumidifier replacement in FY20									
Other Expense: Continuation of multi-year historical signage project									

**FY2022 Budget Worksheet
692-Public Celebr**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-692-5351-0000	Public Celebr Programs	1,000	1,000	0	0.00%		1,000	200
001-692-5599-0000	Public Celebr Other Supplies	500	500	0	0.00%		400	
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,500	1,500	0	0.00%	0	1,400	200
	Total Public Celebrations	1,500	1,500	0	0.00%	0	1,400	200
Notes:								
Programs: Tree Lighting \$500 (additional LED bulbs & strings), Memorial Day \$250 (flowers/frames/awards), Fifer's Day \$250 (costume replacement/cleaning/decorations)								
Other Supplies: beverage container, new banners and lawn signs for tree lighting, Memorial Day, table cloths, etc								

**FY2022 Budget Worksheet
699-ABCC**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-699-5799-0000	ABCC Other Exp	1,400	1,400	0	0.00%	125	1,400	665
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	1,400	1,400	0	0.00%	125	1,400	665
	Total AB Cultural Council	1,400	1,400	0	0.00%	125	1,400	665
Notes:								
Additional Boxborough-based programs and initiatives								

**FY2022 Budget Worksheet
710-Long Term Debt**

		FY22							
		Submitted	FY21		FY22	FY22	FY21	FY20	
Account Number	Account Name	Budget	Budget		vs FY21	vs FY21	YTD 2/16	Budget	FY20
									Actual
001-710-5910-0300	Blanchard Debt				0	0.00%			
001-710-5910-2006	Library/Land/Housing/School Debt	215,000	215,000		0	0.00%	215,000	220,000	220,000
001-710-5910-2010	Fire/DPW Eq Debt				0	0.00%		115,000	115,000
001-710-5910-2015	Fire/DPW/TH/School Debt	180,000	180,000		0	0.00%	180,000	190,000	190,000
001-710-5910-2016	Paving/Fire Engine/DPW Eq/Vehicles	135,000	160,000		(25,000)	-15.63%	160,000	165,000	165,000
001-710-5910-2018	Paving/DPW Eq/DPW Building	175,000	180,000		(5,000)	-2.78%		180,000	180,000
001-710-5910-2020	Paving/DPW Eq/Ambulance	160,000	0		160,000	100.00%			
	Other Misc Expenses -History								
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	865,000	735,000		130,000	17.69%	555,000	870,000	870,000
	Total Retirement of LT Debt	865,000	735,000		130,000	17.69%	555,000	870,000	870,000
Notes:									
2006 Debt refunded expires in 2022, 2024 & 2026;									
2010 Debt expired in 2020;									
2015 Debt expires in 2030; 2016 Debt expires in 2036; 2018 Debt expires in 2033									
2020 Debt expires in 2031									

**FY2022 Budget Worksheet
751-Debt Interest**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-751-5915-0000	Interest Long Term	229,495	167,435	62,060	37.07%	99,613	195,060	195,056
001-751-5925-0000	Interest Short Term	0	56,750	(56,750)	-100.00%	12,608	22,050	15,742
	Other Misc Expenses -History							
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	229,495	224,185	5,310	2.37%	112,220	217,110	210,798
	Total Debt Interest	229,495	224,185	5,310	2.37%	112,220	217,110	210,798
Notes:								
No new short term borrowing in FY21 or long term borrowing until FY23, pending approval of items at Town Meeting								

Debt Schedule 2022 Town of Boxborough

Date of Issue	Purpose	Type of Payment	Remaining Debt	Year Retired	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	
07/01/05 (exempt)	Sewage Disposal-School (Refunding 12/23/16)	Principal Interest	150,000 11,250	2026	30,000 4,050	30,000 3,150	30,000 2,250	30,000 1,350	30,000 450													
07/01/05 (exempt)	Water - School (Refunding 12/23/16)	Principal Interest	200,000 15,000	2026	40,000 5,400	40,000 4,200	40,000 3,000	40,000 1,800	40,000 600													
07/01/05 (exempt)	Land Acquisition - Conservation (Refunding 12/23/16)	Principal Interest	30,000 450	2022	30,000 450																	
07/01/05 (exempt)	Affordable Housing (Refunding 12/23/16)	Principal Interest	15,000 675	2024	5,000 375	5,000 225	5,000 75															
07/01/05 (exempt)	Library (Refunding 12/23/16)	Principal Interest	325,000 14,475	2024	110,000 8,100	110,000 4,800	105,000 1,575															
02/15/15	Departmental Equipment (Breakdown next page)	Principal Interest	740,000 61,825	2030	180,000 20,769	150,000 15,369	145,000 10,869	115,000 6,519	35,000 3,069	35,000 2,369	35,000 1,669	35,000 969	10,000 225									
12/23/16	Departmental Equipment/Paving/Bldg Repairs (Breakdown next page)	Principal Interest	1,295,000 239,331	2036	135,000 37,413	125,000 33,513	120,000 29,838	115,000 26,313	105,000 23,013	95,000 20,013	95,000 17,163	95,000 14,313	90,000 11,538	85,000 8,913	65,000 6,581	45,000 4,794	45,000 3,331	40,000 1,950	40,000 650			
06/12/18	DPW Bldg/Departmental Equipment/Paving (Breakdown next page)	Principal Interest	1,465,000 331,550	2033	175,000 65,600	170,000 56,850	150,000 48,350	140,000 40,850	140,000 33,850	135,000 26,850	130,000 20,100	85,000 13,600	85,000 10,200	85,000 7,650	85,000 5,100	85,000 2,550						
11/01/20	Ambulance/Departmental Equipment/Grange Rm/Paving (Breakdown next page)	Principal Interest	1,255,000 313,711	2,031	160,000 87,336	160,000 50,750	145,000 43,125	140,000 36,000	110,000 29,750	110,000 24,250	110,000 18,750	110,000 13,250	105,000 7,875	105,000 2,625								
TOTAL ALL DEBT		Principal Interest Total	5,475,000 988,268 6,463,268		865,000 229,493 1,094,493	790,000 168,857 958,857	740,000 139,082 879,082	580,000 112,832 692,832	460,000 90,732 550,732	375,000 73,482 448,482	370,000 57,682 427,682	325,000 42,132 367,132	290,000 29,838 319,838	275,000 19,188 294,188	150,000 11,682 161,682	130,000 7,344 137,344	45,000 3,332 48,332	40,000 1,950 41,950	40,000 650 40,650	0 0 0	0 0 0	
Total Exempt Debt		Principal Interest Total	720,000 41,850 761,850		215,000 18,375 233,375	185,000 12,375 197,375	180,000 6,900 186,900	70,000 3,150 73,150	70,000 1,050 71,050	0 0 0	0 0 0	0 0 0	0 0 0									
Total Non-exempt Debt		Principal Interest Total	4,755,000 946,418 5,701,418		650,000 211,118 861,118	605,000 156,482 761,482	560,000 132,182 692,182	510,000 109,682 619,682	390,000 89,682 479,682	375,000 73,482 448,482	370,000 57,682 427,682	325,000 42,132 367,132	290,000 29,838 319,838	275,000 19,188 294,188	150,000 11,682 161,682	130,000 7,344 137,344	45,000 3,332 48,332	40,000 1,950 41,950	40,000 650 40,650	0 0 0	0 0 0	

**FY2022 Budget Worksheet
830-County Retirement Assmt**

		FY22 Submitted Budget	FY21 Budget		FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-830-5690-0000	County Retirement Assessment	1,144,435	1,008,915		135,520	13.43%	1,008,914	943,155	943,152
	Other Misc Expenses -History				0				
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	1,144,435	1,008,915		135,520	13.43%	1,008,914	943,155	943,152
	Total County Retirement Assmt	1,144,435	1,008,915		135,520	13.43%	1,008,914	943,155	943,152
Notes:									
FY22 & FY23 Actuarial Study completed. Increase due to changing demographics in employee hires and 2 long-time employee retirements in recent years. Prompt Payment discount included									

**FY2022 Budget Worksheet
912-Insurance**

Account Number	Account Name	FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-912-5172-0000	Workers Comp Ins	22,000	30,000	(8,000)	-26.67%	19,562	35,000	27,451
001-912-5173-0000	Police & Fire Accident Ins	50,735	50,375	360	0.71%	44,399	42,610	47,800
001-912-5174-0000	Unemployment	25,650	24,690	960	3.89%		23,850	
001-912-5741-0000	Liability Ins - Property/Casualty/Prof.	103,000	94,480	8,520	9.02%	102,640	91,860	85,162
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	201,385	199,545	1,840	0.92%	166,600	193,320	160,413
	Total Other Insurance	201,385	199,545	1,840	0.92%	166,600	193,320	160,413
Notes:								
Workers Comp: level funded due to claims payout - will adjust with Preliminary estimate from MIIA rep; use prompt payment discount								
Police & Fire Accident Ins: Premium increase of 3% over FY21 actual \$44,400; Included \$5,000 deductible not previously budgeted; Note FY21: Police & Fire Premium for FY20 incr to \$42,800 due to addtl officer FY19								
Unemployment: Calculated based upon one employees at maximum benefit (\$855/week, up from \$823/week), for maximum period of 30 weeks								
Liability Insurance:		FY21 base premium			\$103,975			
	Placed in service in 2021	2 cruisers			\$2,250			
					\$106,225			
		Increase estimated at 0%			\$0			
					\$106,225			
		Less est. rewards credit			-\$1,750			
		Less est. prompt pay discount (2.5%)			-\$2,656			
					\$101,819			
	Lloyds (Steele Farmhouse 4/20-4/21)				\$1,180			
	Crum & Forster: Underground Storage Tanks (UST) Premium 11/20-11/22				\$0			
					\$102,999			

**FY2022 Budget Worksheet
915-Employee Benefits**

		FY22 Submitted Budget	FY21 Budget	FY22 vs FY21	FY22 vs FY21	FY21 YTD 2/16	FY20 Budget	FY20 Actual
001-915-5170-HLTH	Employee Benefits - Health Ins	898,330	936,100	(37,770)	-4.03%	448,382	995,490	761,280
001-915-5170-LIFE	Employee Benefits - Life Ins	2,000	2,000	0	0.00%	998	2,000	3,678
001-915-5170-LTD-	Employee Benefits - LTD Ins	5,500	5,000	500	10.00%	3,010	5,000	4,153
001-915-5170-FSA-	Employee Benefits - FSA Fee	1,130	1,130	0	0.00%	184		
001-915-5171-MEDC	Employee Benefits - Medicare	75,500	75,000	500	0.67%	39,961	68,000	62,435
	Other Misc Expenses -History	(15,000)	(14,500)	(500)	3.45%		(14,000)	
	Total Salary	0	0	0	0.00%	0	0	0
	Total Other	967,460	1,004,730	(37,270)	-3.71%	492,535	1,056,490	831,545
	Total Employee Benefits	967,460	1,004,730	(37,270)	-3.71%	492,535	1,056,490	831,545
Notes:								
Health Insurance: Expect plan increase details Feb 2020. New total based on current enrollment plus 2 (with adjustments for pending retirements/hires); another possible adjustment, one change from HPHC/Tufts to Fallon could save about \$5,000.								
Life Ins 50/50 with eligible employees								
FSA fee has been paid from surplus, but should be funded now that surplus has been depleted; est 10 employees @ 5.25 ea/mo + \$500 annual fee								
Medicare: Based on total salary \$4,940,000 (total at draft) plus outside details (\$265K in avg FY) * 1.45%								
Reduction will be added in actual lines, based on 2/3 of ACO IMA costs Health & Medicare								