

RECEIVED  
FEB 28 2020

TOWN OF AYER  
TOWN CLERK

9:30am  
Ann Copland

Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
1 Main Street  
Ayer, MA 01432



**Wednesday March 4, 2020**  
**Open Session Meeting Agenda**

- 6:00 PM **Call to Order**  
Pledge of Allegiance; Review and Approve Agenda; Announcements
- Recognition of the Fab 5** ★
- Public Input**
- 6:05\* PM **Application for Change of Manager – Shaker Hills Country Club**
- 6:10 PM **Ms. Jessica Strunkin, Senior Vice President, Devens**  
1. Vicksburg Square Rezoning Update
- 6:25 PM **Dan Van Schalkwyk, Town Engineer**  
1. Execution of Contract for FY2020 Water and Drain Improvements–
- 6:30 PM **Town Manager’s Report**  
1. Administrative Update/Review of Warrant(s)  
2. Appointments – Council on Aging Board of Directors  
3. FY '21 Budget Update  
4. FY '21 Cost of Living Recommendation (COLA)  
5. 2020 DRAFT Annual Town Meeting Warrant Discussion  
6. Town Hall Training Schedule
- 6:50 PM **New Business/Selectmen’s Questions**
- 6:55 PM **Approval of Meeting Minutes**  
February 18, 2020
- \*\*Executive Session pursuant to MGL Chapter 30A, Section 21A**  
Exemption #3 (Contract Negotiations) Fire Contract; Exemption #3 (Contract Negotiations) Town Hall/Clerical Union Negotiations Update

*\*Agenda times are for planning purposes only and do not necessarily constitute exact time  
\*\* The BOS will adjourn at the conclusion of the Executive Session*

*The next regularly scheduled Board of Selectmen’s Meeting will be held on Tuesday March 17, 2020.*

From Selectman Shaun Copeland

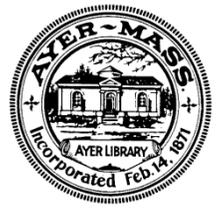
The Fab 5, which consists of Gabby Holland, LeiLani Harmon, Tyler Bolton, Claire Hefty, and Brianna Byron, is a group of Sophomore students at the Ayer Shirley Regional High School. The group is part of the United Way Youth Venture program, a volunteer program that aims to help teens learn entrepreneurial skills while doing positive volunteer work for their communities. Last year the students collectively decided that they would like the Apple Valley Nursing facility to be the organization that benefited from their work. They are supported by their co-advisers Beth Foley, and Deb Raider and appreciate the full support of Superintendent Dr. Malone.

The group engages in fund raising activities, such as calendar sales, and uses the money to purchase items, such as toiletries, socks and prizes for games, for the patients/residents at Apple Valley. In addition to raising funds the students also volunteer their time at Apple Valley visiting with residents, engaging in social events and playing games with them.

Through this volunteer work the students are learning valuable skills such as financial management and decision-making processes. As well as the understanding the benefits of not only civic engagement through volunteerism but also the benefits that come from inter-generational contact.

**Office of the Board of Selectmen  
Office of the Town Manager**

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Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| www.ayer.ma.us

**Memorandum**

To: Board of Selectmen  
From: Carly Antonellis, Assistant Town Manager   
Date: February 28, 2020  
Re: Change in Manager Request – Shaker Hills Country Club, Corp.

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Greetings,

We have recently received a request for a “Change of Manager” at Shaker Hills Country Club. All Section 12 (pouring/drank at premises) licensees are required to appoint a Manager, pursuant to G.L. c.138, sec. 26. The manager is an individual, twenty-one years of age or older, who is a citizen of the United States and has “vested in him [or her] by properly authorized and executed written delegation as full authority and control of the premises, described in the license of such corporation, and the conduct of all business therein relative to alcoholic beverages as the [corporate] licensee itself could in any way have and exercise if it were a natural person.” This license manager must be satisfactory to both the Alcoholic Beverages Control Commission (ABCC) and Local Licensing Authority (LLA) with respect to his or her character.

With respect to this application, I have sent this to relevant departments (Police, Fire, Board of Health) and no concerns have been brought forward. If you act favorably on this application, it will then be sent to the ABCC for review.

Thank you.



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RECEIVED  
 FEB 12 2020

TOWN OF AYER  
 SELECTMEN'S OFFICE

**AMENDMENT-Change of Manager**

**Change of License Manager**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Shaker Hills Country Club, Corp.	Ayer, MA	00028-RS-0060

**2. APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Andrew Jordan	General Manger	andy@shakerhills.com	978-772-3330

**3A. MANAGER INFORMATION**

The individual that has been appointed to manage and control of the licensed business and premises.

Proposed Manager Name	Andrew Jordan	Date of Birth	0 [REDACTED]	SSN	[REDACTED]
Residential Address	[REDACTED]				
Email	andy@shakerhills.com	Phone	978-772-3330		
Please indicate how many hours per week you intend to be on the licensed premises	40+	Last-Approved License Manager	JoAnn Upham		

**3B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?  Yes  No \*Manager must be U.S. citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
 Have you ever been convicted of a state, federal, or military crime?  Yes  No  
 If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**3C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
07/01/2016	Current	Head Pro/AGM to GM	Shaker Hills Country Club	Frederick Curtis
02/01/2012	06/30/2016	Assistant Golf Professional	Wollaston Golf Club	Steve Mann

**3D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date

## APPLICANT'S STATEMENT

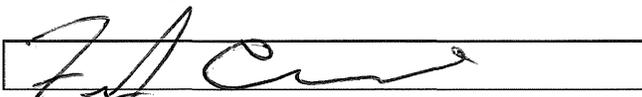
I, Frederick Curtis, Jr. the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of Shaker Hills Country Club, Corp.  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:



Date:

2/12/20

Title:

Pres & ceo

**CORPORATE VOTE**

The Board of Directors or LLC Managers of Shaker Hills Country Club, Corp.  
Entity Name  
duly voted to apply to the Licensing Authority of Ayer, MA and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on Feb 11, 2020  
Date of Meeting

For the following transactions (Check all that apply):

Change of Manager

Other

“VOTED: To authorize Frederick Curtis, Jr.  
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

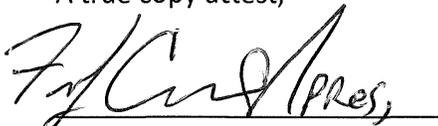
“VOTED: To appoint Andrew Jordan  
Name of Liquor License Manager

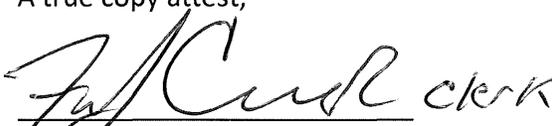
as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

For Corporations ONLY

A true copy attest,

  
Corporate Officer /LLC Manager Signature

  
Corporation Clerk's Signature

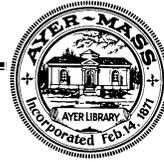
Fred Curtis  
(Print Name)

Fred  
(Print Name)

**Continued Work History - Andrew Jordan**

<b>Start Date</b>	<b>End Date</b>	<b>Position</b>	<b>Employer</b>	<b>Supervisor Name</b>
1/20/2011	2/1/2012	Assistant Golf Pro	White Cliffs Country Club	Rick Baptist
4/20/2006	12/31/2010	Assistant Golf Pro	Blue Hill Country Club	Lou Katsos

*Handwritten signature* 2/11/20



## MEMORANDUM

Date: March 4, 2020  
To: Board of Selectmen  
From: Dan Van Schalkwyk, Town Engineer  
Subject: **Agenda Items for March 4, 2020 BOS Meeting**

1. **Execution of Contract for FY2020 Water and Drain Improvements–**

General bids for the FY2020 Water and Drain Improvements Project were received at the DPW on February 20<sup>th</sup>. We received 13 bids ranging from \$249,920.00 to \$474,015.00 for the base bid. We also included an add alternate for a tree box filter (stormwater BMP) which results in a low bid of \$254,947.52. The low bidder is Cedrone Corporation. They have performed acceptable work on recent projects they have completed for the DPW.

We recommend executing the contract with Cedrone Corporation for the base bid plus add alternates 1, a total of \$254,947.52. The project is funded from water main improvements and storm drain upgrades budgets.

Requested Motion – Vote to execute the Contract with Cedrone Corporation for the FY2020 Water and Drain Improvements Project.  
(3 originals for signature by the Board).

2. **Central Massachusetts Regional Stormwater Coalition–**

The Town of Ayer has joined the Central Massachusetts Regional Stormwater Coalition (CMRSWC). The Coalition is comprised of 31 communities in Central Massachusetts. The Coalition works together to obtain resources to meet the EPA MS4 Stormwater permit such as templates, training, public education/outreach notices, and equipment. The Coalition also stays up to date on permit and regulation changes in the stormwater industry, currently with a seat on the Advisory Council for updates to the Massachusetts Stormwater Handbook.

SECTION 00300

FORM FOR GENERAL BID

Ayer Department of Public Works  
Ayer, Massachusetts  
FY2020 Water and Drain Improvements

The following Bid is submitted to: Town of Ayer Department of Public Works  
25 Brook Street  
Ayer, MA 01432

By (Contractor Name): Cedrone Corp.  
(Address for Giving Notice): 12 Hadley St.  
N. Billerica, MA 01862

A. The Undersigned proposes to furnish all labor and materials required for the FY2020 Water and Drain Improvements in Ayer, Massachusetts, in accordance with the accompanying plans and specifications prepared by The Ayer DPW for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda

Number 1 2  
Dated 2/7/2020 2/14/2020

C. BASE BID -The proposed contract price for the **Base Bid including Bid Items 1 through 16** complete is

Two Hundred Fifty Four Thousand Eight Hundred  
Forty Seven and Fifty Two cents dollars (\$ 254,847.52 ).  
(in Words) (in Figures)

D. ADD ALTERNATE-The proposed contract price for the Add Alternate including Bid Item A1 complete is

ONE Hundred dollars (\$ 100.00 ).  
(in Words) (in Figures)

E. The subdivision of the proposed contract price is as follows:

**BASE BID**

Item No.	Quantity*	Brief Description of Item with Unit Bid Price in Words	Unit Bid In Figures	Amount In Figures
1	970 LF	8-Inch Diameter Ductile Iron Water Mains The Sum of \$ <u>Ninety Four Dollars and zero Cents</u> Per Linear Foot	\$ <u>94.00</u>	\$ <u>91,180.00</u>
2	3 EA	8-Inch Diameter Gate Valves and Boxes The Sum of \$ <u>One Thousand Four Hundred Dollars zero Cents</u> Per Each	\$ <u>1,400.00</u>	\$ <u>4,200.00</u>
3A	3 EA	Hydrant Assembly The Sum of \$ <u>Four Thousand Five Hundred Dollars and zero cents</u> Per Each	\$ <u>4,500.00</u>	\$ <u>13,500.00</u>
3B	2 EA	Remove Existing Hydrant and Valve Box The Sum of \$ <u>zero Dollars one Cent</u> Per Each	\$ <u>0.01</u>	\$ <u>0.02</u>
4	16 EA	1-Inch Corporation Stops and Taps The Sum of \$ <u>Two Thousand one Hundred Twenty Five dollars zero Cents</u> Per Each	\$ <u>2,125.00</u>	\$ <u>34,000.00</u>
5	16 EA	Curb Stops and Curb Boxes The Sum of \$ <u>Two Hundred Fifty Dollars zero Cents</u> Per Each	\$ <u>250.00</u>	\$ <u>4,000.00</u>
6	350 LF	1-Inch Copper Service Pipe The Sum of \$ <u>zero Dollars one Cent</u> Per Linear Foot	\$ <u>0.01</u>	\$ <u>3.50</u>
7	1 LS	Temporary Water Service The Sum of \$ <u>Twenty Thousand Dollars zero cents</u> Lump Sum	\$ <u>20,000.00</u>	\$ <u>20,000.00</u>

Item No.	Quantity*	Brief Description of Item with Unit Bid Price in Words	Unit Bid In Figures	Amount In Figures
8	10 CY	Ledge/Boulder Excavation The Sum of \$ <u>Zero Dollars</u> <u>One Cent</u> Per Cubic Yard	\$ <u>0.01</u>	\$ <u>0.10</u>
9	10 CY	Common Borrow to Replace Unsuitable Material The Sum of \$ <u>Zero Dollars</u> <u>One Cent</u> Per Cubic Yard	\$ <u>0.01</u>	\$ <u>0.10</u>
10	280 CY	Gravel Subbase The Sum of \$ <u>Zero Dollars</u> <u>One Cent</u> Per Cubic Yard	\$ <u>0.01</u>	\$ <u>2.80</u>
11	840 SY	Temporary Bituminous Pavement The Sum of \$ <u>Thirty Dollars</u> <u>Zero Cent</u> Per Square Yard	\$ <u>30.00</u>	\$ <u>25,200.00</u>
12	100 SY	Loam and Seed The Sum of \$ <u>Zero Dollars</u> <u>One Cent</u> Per Square Yard	\$ <u>0.01</u>	\$ <u>1.00</u>
13	300 LF	12-inch HDPE Drain Pipe The Sum of \$ <u>Seventy Two Dollars</u> <u>Zero Cents</u> Per Linear Foot	\$ <u>72.00</u>	\$ <u>21,600.00</u>
14	155 LF	15-inch HDPE Drain Pipe The Sum of \$ <u>Seventy Two Dollars</u> <u>Zero Cents</u> Per Linear Foot	\$ <u>72.00</u>	\$ <u>11,160.00</u>

Item No.	Quantity*	Brief Description of Item with Unit Bid Price in Words	Unit Bid In Figures	Amount In Figures
15	1 Each	Precast Concrete Manhole - Drainage The Sum of \$ <u>Two Thousand Dollars zero cents</u> Each	\$ <u>2,000.00</u>	\$ <u>2,000.00</u>
16	7 Each	Precast Concrete Catch Basin The Sum of \$ <u>Four Thousand Dollars zero cents</u> Each	\$ <u>4,000.00</u>	\$ <u>28,000.00</u>

\* Indeterminate quantities assumed for comparison of bids. Quantities are not guaranteed. Payment will be based on actual quantities installed/constructed.

**ADD ALTERNATE**

Item No.	Quantity*	Brief Description of Item with Unit Bid Price in Words	Unit Bid In Figures	Amount In Figures
A1	1 Each	Tree Box Filter The Sum of \$ <u>One Hundred Dollars zero cents</u> Each	\$ <u>100.00</u>	\$ <u>100.00</u>

\* Indeterminate quantities assumed for comparison of bids. Quantities are not guaranteed. Payment will be based on actual quantities installed/constructed.

G. The undersigned agrees that, if selected as general contractor, he/she will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

The undersigned declares that the only persons or parties interested in this Bid as principals are as stated; that the Bid is made without any collusion with other persons, firms, or corporations; that all, the Contract Documents as prepared by The Ayer Department of Public Works and dated April 2018 have been carefully examined; that the undersigned is fully informed in regard to all conditions pertaining to the Work and the place where it is to be done, and from them the undersigned makes this Bid. These prices shall cover all expenses incurred in performing the Work required under the Contract Documents, of which this Bid Form is a part.

The time period for holding bids, where Federal approval is not required is 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids.

The Bid Security accompanying this Bid shall be in the amount of 5 percent of the Bid. The Bid Security shall be sealed in a separate envelope from the Bid and then attached to the envelope containing the Bid.

If a Notice of Award accompanied by at least six unsigned copies of the Agreement and all other applicable Contract Documents is delivered to the undersigned within thirty days, excluding Saturdays, Sundays, and legal holidays after the actual date of the opening of the General Bids, the undersigned will within five days, excluding Saturdays, Sundays, and legal holidays, after the date of receipt of such notification, execute and return all copies of the Agreement and all other applicable Contract Documents to OWNER. The premiums for all Bonds required shall be paid by CONTRACTOR and shall be included in the Contract Price. The undersigned Bidder further agrees that the Bid Security accompanying this Bid shall become the property of OWNER if the Bidder fails to execute the Agreement as stated above.

The undersigned hereby agrees that the Contract Time shall commence twenty days following the Effective Date of the Agreement and that the Work will be substantially complete and completed and ready for final payment in accordance with paragraph the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement. Work will be substantially complete within 100 calendar days after the date when the Contract Time commences to run provided in the General Conditions and completed and ready for final payment within 130 calendar days after the date when the Contract Time commences to run. The undersigned further understands that delays in completion of the Work will cause the OWNER to suffer damages and incur substantial costs, and will expose the OWNER to other substantial liabilities, and that if the selected Contractor shall neglect, fail or refuse to achieve

Substantial Completion or final completion of the Work within the times specified above, as such times may be extended pursuant to the provisions of the Contract Documents, the OWNER will hold the selected Contractor strictly liable for all such damages and any other damages, costs, expenses or liabilities sustained or incurred by the OWNER arising out of such delays, as further provided in the Agreement, or for any delay in achieving any other milestones set forth in the Contract Documents in accordance with the terms of the Agreement. The undersigned accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time in the amount of \$500 per day after substantial completion time limits and \$500 per day after final completion time limits.

In accordance with the above understanding, the undersigned proposes to perform the Work, furnish all materials and complete the work in its entirety in the manner and under the conditions required.

In comparison of Bids, alternates will be applied in the same order of priority as listed in the Bid Form. After determination of the Successful Bidder based on the responsiveness, responsibility, and other Factors set forth in the Instructions, the award may be made to said Successful Bidder on its Base Bid and any combination of its additive alternate Bids for which Owner determines funds will be available at the time of award.

The undersigned agrees that extra work, if any, will be performed in accordance with Article 10 of the General Conditions of the Contract and will be paid for in accordance with Article 11 of the General Conditions of the Contract.

The bidding and award of this Contract will be in accordance with M.G.L. Chapter 30, Section 39M.

The undersigned must furnish a 100 percent Performance Bond and a 100 percent Payment Bond with a surety company acceptable to OWNER.

Where indicated for amounts to be shown in both words and figures, in case of discrepancy, the amount shown in words shall govern.

The following documents are attached to and made a condition of this Bid:

- (a) This Bid Form in its Entirety.
- (b) Required Bid Security.
- (c) Required Experience Statement (Section 00405) with supporting data.

**CERTIFICATIONS**

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he/she will comply fully with all laws and regulations.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of Section Twenty-nine F of Chapter Twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

65-1169326  
Social Security Number or  
Federal Identification Number

Cedrone Corp.  
Individual or Corporate Name  
(Print or Type)  
By: [Signature]  
(Signature)

RESPECTFULLY SUBMITTED on \_\_\_\_\_, 20\_\_

**An Individual**

By (Individual's Name) \_\_\_\_\_

(SEAL)

doing business as \_\_\_\_\_

Business address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**A Partnership**

By (Firm Name) \_\_\_\_\_

(SEAL)

(General Partner) \_\_\_\_\_

Business address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

**A Corporation**

By (Corporation Name) Cedrone Corp (Corporate Seal)

(State of Incorporation) MA

By (Name and Title of Person Authorized to Sign) Fabio Cedrone, President

Attest (Secretary) \_\_\_\_\_

Business address: 12 Hadley St. N. Billerica, MA 01862

Phone No.: (978) 804-9656

**A Joint Venture**

By (Name) \_\_\_\_\_ (SEAL)

(Address) \_\_\_\_\_

Phone No.: \_\_\_\_\_

By (Name) \_\_\_\_\_ (SEAL)

(Address) \_\_\_\_\_

Phone No.: \_\_\_\_\_

By (Name) \_\_\_\_\_ (SEAL)

(Address) \_\_\_\_\_

Phone No.: \_\_\_\_\_

(Each joint venture must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

## SECTION 00510

### AGREEMENT

THIS AGREEMENT is by and between The Town of Ayer, Massachusetts (“Owner”) and  
Cedrone Corp. (“Contractor”).

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

#### ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The Base Bid of the work involves the installation of ductile iron (DI) water main in High Street from Holmes Street to Winthrop Avenue. The work includes the replacement of water mains and appurtenances, hydrant assemblies, house service connections, temporary water main, and interconnections with other streets within the limits of work. The drainage work includes replacement of drainage infrastructure and installation of new drainage infrastructure including pipes, appurtenances and catch basins. Add Alternate 1 includes the installation and connection of the tree box filter to the drainage system.

#### ARTICLE 2 – THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

The Base Bid and Add Alternate 1 in accordance with the Contract Documents for the Project.

#### ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Ayer DPW (Engineer), who is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

#### ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Days to Achieve Substantial Completion and Final Payment*

A. The Work will be substantially completed within 100 days after the date when the Contract Times commence to run as provided in Paragraph 3 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 3.9 of the General Conditions within 130 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and

Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 for completion and readiness for final payment until the Work is completed and ready for final payment.

## **ARTICLE 5 – CONTRACT PRICE**

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraph 5.01A.

A. For all Work, at the prices stated in Contractor’s Bid, attached hereto as an exhibit.

## **ARTICLE 6 – PAYMENT PROCEDURES**

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 5 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor’s Applications for Payment on or about the 30th day of each month during performance of the Work as provided in Paragraphs 6.02.A.1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements:

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with the General Conditions:

a. 95 percent of Work completed (with the balance being retainage); and

b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

2. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 98 percent of the Work completed, less such amounts as Engineer shall determine in accordance with the General Conditions.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with the General Conditions and the Supplementary Conditions, Owner shall pay the remainder of the Contract Price as recommended by the Engineer and as provided in the General Conditions, less any sum Owner is entitled to set off against Engineer’s recommendation, including but not limited to liquidated damages.

## **ARTICLE 7 – INTEREST**

7.01 Not Applicable

## **ARTICLE 8 – CONTRACTOR’S REPRESENTATIONS**

8.01 In order to induce Owner to enter into this Agreement Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.

- B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities).
- E. Contractor has obtained and carefully studied (or assumes responsibility for doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents, and safety precautions and programs incident thereto.
- F. Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
- I. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- J. The Contract Documents are generally enough to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

## ARTICLE 9 – CONTRACT DOCUMENTS

### 9.01 *Contents*

- A. The Contract Documents consist of the following:
  - 1. This Agreement (pages 1 to 5, inclusive).
  - 2. Performance bond and Payment bond
  - 3. General Conditions
  - 4. Supplementary Conditions
  - 5. Specifications as listed in the table of contents of the Project Manual.
  - 6. Drawings consisting of 8 sheets with each sheet bearing the following general title: FY2020 Water and Drain Improvements.
  - 7. Addenda (numbers 1 to 2, inclusive).
  - 8. Exhibits to this Agreement (enumerated as follows):
    - a. Contractor's Bid (pages 00300-1 to 00300-8, inclusive).
    - b. Documentation submitted by Contractor prior to Notice of Award (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
    - c. \_\_\_\_\_.

9. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
  - a. Notice to Proceed (pages \_\_\_\_\_ to \_\_\_\_\_, inclusive).
  - b. Work Change Directives.
  - c. Change Order(s).
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

## **ARTICLE 10 – MISCELLANEOUS**

### 10.01 *Terms*

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

### 10.02 *Assignment of Contract*

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### 10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### 10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement in four copies. One counterpart each has been delivered to Owner, Contractor, Engineer, and Agency. All portions of the Contract Documents have been signed, initialed, or identified by Owner and Contractor or identified by Engineer on their behalf.

This Agreement is dated \_\_\_\_\_.

OWNER:

CONTRACTOR

Board of Selectmen  
Town of Ayer  
Ayer, Massachusetts

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Chairman

By: \_\_\_\_\_

Title: Member

By: \_\_\_\_\_

Title: Member

Title: \_\_\_\_\_

[CORPORATE SEAL]

[CORPORATE SEAL]

Approved: \_\_\_\_\_

\_\_\_\_\_

Title: Treasurer

\_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: Clerk

Title: \_\_\_\_\_

Address for giving notices:

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

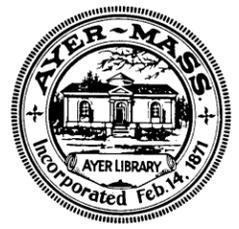
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agent for service of process:  
\_\_\_\_\_

(If Contractor is a corporation or a partnership, attach evidence of authority to sign.)

**Office of the Board of Selectmen  
Office of the Town Manager**

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Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| www.ayer.ma.us

**MEMORANDUM**

**DATE:** February 28, 2020

**TO:** Ayer Board of Selectmen

**FROM:** Robert A. Pontbriand *R.A.P.*  
Town Manager

**SUBJECT: Town Manager's Report for the March 4, 2020 Board of Selectmen's Meeting**

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the March 4, 2020 Board of Selectmen's Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

**Administrative Update/Review of Town Warrant(s):**

- I will provide a brief Administrative Update on the various activities, initiatives, and projects of the Administration since the Board of Selectmen last met on February 18, 2020.
- Review of Town Warrant(s):

I have reviewed, approved and signed the following Town Warrants since the Board of Selectmen last met on February 18, 2020:

Accounts Payable Warrant #20-16 in the amount of \$555,661.83 was reviewed, approved and signed on February 18, 2020.

Payroll Warrant #20-17 in the amount of \$343,321.99 was reviewed, approved and signed on February 25, 2020.

**Appointments - Council on Aging Board of Directors:**

- I hereby recommend that the Board of Selectmen appoint Ms. Carol Tillis of Ayer to the Ayer Council of Aging Board of Directors for an unexpired 3-year term (Term expires on June 30, 2021).

**FY 2021 Budget Update:**

- Please refer to the attached DRAFT #2 of the FY 2021 Budget which includes the NVTHS and ASRSD School Assessments. As the Selectmen are aware the DRAFT FY 2021 Budget remains a work in progress. I will provide a brief overview of the attached DRAFT #2 highlighting the changes since DRAFT #1 as well as the

remaining items to be finalized at the Selectmen's Meeting and answer any questions from the Selectmen. Please note that I will also be giving a detailed presentation of the FY 2021 Budget at the Second Public Budget Forum on March 9, 2020 at 6pm to a Joint Meeting of the Board of Selectmen and Finance Committee. (See Attached)

**FY 2021 Cost of Living Recommendation (COLA):**

- I would like to discuss with the Board of Selectmen, the Administration's recommendation for a two percent (2%) Cost of Living Adjustment (COLA) for FY 2021 for all Non-Union Personnel. The estimated budget impact of this recommendation on the FY 2021 Budget as calculated by the Finance Director would be \$40,799.
- This recommendation as in previous years is based on the following metrics: The Consumer Price Index for our region which has increased by 2.2% since last year; the Social Security Benefits Index which are increasing by 1.6% for Calendar Year 2020; a survey of neighboring communities conducted by the Benefits and Payroll Office; and the Massachusetts Municipal Human Resources Association's COLA survey. Additionally, I would point out that all of Ayer's Collective Bargaining Agreements include a 2% COLA adjustment for FY 2021.
- I will be joined by Mr. Kevin Johnston, Benefits and Payroll Manager to discuss this recommendation with the Board. Please see the attached Memo prepared at my request by Mr. Johnston regarding this recommendation. (See Attached)

**DRAFT 2020 Annual Town Meeting Warrant Discussion:**

- I would like to provide a brief overview presentation for the Board regarding the DRAFT 2020 Annual Town Meeting Warrant and to answer any questions from the Board. As the Board is aware the Annual Town Meeting Warrant officially closes on Friday, April 3, 2020 which is the deadline for all Warrant Articles as well as Citizens Petitions due to the Town Clerk. The BOS and Fin Com are scheduled to review and approve the Warrant at the Board of Selectmen's Meeting on Tuesday, April 7, 2020.
- To facilitate the overview presentation and discussion with the Board of Selectmen, please review the attached Memo. (See Attached)

**Town Hall Training Schedule:**

- I would like to briefly discuss with the Board of Selectmen a proposal to have an Annual Town Hall Training Schedule which would provide Town Hall Employees with various safety, job-related, and customer service training topics on a quarterly basis. In order to maximize the participation and effectiveness of these trainings, I would like to periodically (a maximum of 4 times a year) close Town Hall for a couple of hours with significant advance notice to the Public for the purposes of having these important staff development trainings. A similar model has been implemented with success in other Towns and all School Districts have implemented staff development days (we are proposing staff development hours). I look forward to further discussing this proposal with the Board.

Thank you.

Attachments: DRAFT #2 of the FY 2021 Budget  
Cost of Living Adjustment (COLA) for Non-Union Personnel for FY 2021 Memo  
Summary Memo of Proposed/DRAFT 2020 Annual Town Meeting Warrant Articles

FY 2021 DRAFT FY 2021 Omnibus Budget

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
<b>1114 MODERATOR</b>											
1114	51100	MODERATOR	500.00	510.00	520.00	0.00	530.00	530.00	0.00	0.00%	
<b>TOTAL</b>	<b>MODERATOR</b>		<b>500.00</b>	<b>510.00</b>	<b>520.00</b>	<b>0.00</b>	<b>530.00</b>	<b>530.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1122 BOARD OF SELECTMEN</b>											
1122	51100	SELECTMEN STIPENDS	6,975.96	7,116.00	7,258.92	2,491.97	7,404.00	7,404.00	0.00	0.00%	
1122	51110	ASSIST TOWN MANAGER	74,207.52	75,239.50	95,922.77	34,475.25	99,978.00	102,100.00	2,122.00	2.12%	Grade 14, Step 4 as of 7/1/2020 plus ZBA stipend
1122	51120	TOWN MANAGER	120,394.08	125,081.00	131,585.76	48,479.22	140,578.00	144,024.00	3,446.00	2.45%	Grade 17, Step 11 as of 7/1/2020 plus education stipend
1122	51130	WAGES CLERICAL	0.00	68.00	2,757.50	1,621.00	2,500.00	2,500.00	0.00	0.00%	
1122	51140	LONGEVITY	230.00	260.00	490.00	320.00	550.00	610.00	60.00	10.91%	
1122	51300	OVERTIME	3,558.49	3,780.15	0.00	0.00	0.00	0.00	0.00	0.00%	
1122	52000	SERVICES	1,405.34	1,082.76	1,966.63	549.40	1,250.00	1,250.00	0.00	0.00%	
1122	54000	SUPPLIES	314.64	212.99	436.98	45.95	0.00	0.00	0.00	0.00%	
1122	54200	OFFICE SUPPLIES	7,677.86	221.99	188.48	362.03	1,000.00	1,000.00	0.00	0.00%	
1122	57000	OTHER CHARGES & EXPENSES	3,436.19	2,647.71	3,823.63	1,633.00	3,500.00	3,500.00	0.00	0.00%	
1122	58000	LAND APPRAISALS	0.00	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>BOARD OF SELECTMEN</b>		<b>218,200.08</b>	<b>215,710.10</b>	<b>244,430.67</b>	<b>89,977.82</b>	<b>261,760.00</b>	<b>267,388.00</b>	<b>5,628.00</b>	<b>2.15%</b>	
<b>1126 BENEFITS &amp; PAYROLL MANAGER</b>											
1126	51000	PAYROLL & BENEFITS MGR WAGES	63,916.80	65,781.50	67,777.41	23,679.23	69,088.00	69,088.00	0.00	0.00%	Grade 8 red-lined COLA only \$68,088 plus education stipend \$1,000; contract expires 6/30/2020
		LONGEVITY					230.00	230.00	230.00	0.00%	longevity
1126	52000	SERVICES	121.50	2,700.00	1,590.00	731.70	4,800.00	4,800.00	0.00	0.00%	
1126	54000	SUPPLIES	1,195.59	468.75	297.70	0.00	1,450.00	1,450.00	0.00	0.00%	
1126	54200	OFFICE SUPPLIES	0.00	0.00	60.56	0.00	0.00	0.00	0.00	0.00%	
1126	57000	OTHER CHARGES & EXPENSES	297.51	699.66	217.16	419.06	1,800.00	1,800.00	0.00	0.00%	
<b>TOTAL</b>	<b>BENEFITS &amp; PAYROLL MAN</b>		<b>65,531.40</b>	<b>69,649.91</b>	<b>69,942.83</b>	<b>24,829.99</b>	<b>77,138.00</b>	<b>77,368.00</b>	<b>230.00</b>	<b>0.30%</b>	
<b>1132 RESERVE FUND</b>											
1132	57800	RESERVE FUND APPROP	150,000.00	150,000.00	150,000.00	0.00	150,000.00	150,000.00	0.00	0.00%	Assume FinCom meant to complete this line
<b>TOTAL</b>	<b>RESERVE FUND</b>		<b>150,000.00</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>150,000.00</b>	<b>150,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1135 TOWN ACCOUNTANT</b>											

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1135	51100	TOWN ACCOUNTANT SALARY	99,848.16	103,727.77	106,504.49	37,453.52	108,615.00	108,615.00	0.00	0.00%	Grade 14, step 11; stepped out since FY2014; contract expires 6/30/2020
1135	51110	TOWN ACCT ASSIST-WAGES	48,295.49	60,047.32	54,949.28	19,749.61	57,274.00	58,568.00	1,294.00	2.26%	Grade 5, Step 5 in FY2021; \$28.05 per hour; union contract expires 6/30/2020
1135	51120	ASSISTANT WAGES	1,218.11	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1135	51140	LONGEVITY	1,490.00	2,050.00	750.00	0.00	750.00	750.00	0.00	0.00%	maxed out on longevity since FY2018
1135	51150	COLLEGE INCENTIVE	4,973.28	5,072.08	5,174.00	0.00	5,278.00	5,278.00	0.00	0.00%	5% of pay per personal services contract
1135	52000	SERVICES	2,520.90	5,317.08	5,122.52	1,174.88	3,000.00	4,300.00	1,300.00	43.33%	based on 3 year average FY17-FY19
1135	53000	PROFESSIONAL SERVICES	0.00	8,400.00	0.00	0.00	8,400.00	8,400.00	0.00	0.00%	arbitrage & OPEB updates
1135	53020	AUDIT SERVICES	27,974.40	27,000.00	20,998.00	800.00	22,000.00	22,000.00	0.00	0.00%	per the contract, assuming the single audit act is not triggered
1135	54000	SUPPLIES	0.00	0.00	12.55	0.00	0.00	0.00	0.00	0.00%	_____
1135	54200	OFFICE SUPPLIES	463.18	235.85	340.28	96.02	500.00	500.00	0.00	0.00%	_____
1135	57000	OTHER CHARGES & EXPENSES	471.83	1,144.47	1,398.17	285.00	1,500.00	1,500.00	0.00	0.00%	training for Accountant & Assistant Accountant
<b>TOTAL</b>	<b>TOWN ACCOUNTANT</b>		<b>187,255.35</b>	<b>212,994.57</b>	<b>195,249.29</b>	<b>59,559.03</b>	<b>207,317.00</b>	<b>209,911.00</b>	<b>2,594.00</b>	<b>1.25%</b>	
	<b>1136 COMPUTER SUPPORT</b>										
1136	51000	COMPUTER SUPPORT STIPEND	4,973.28	5,040.38	5,174.50	1,827.00	5,298.00	5,298.00	0.00	0.00%	_____
1136	52000	SERVICES	0.00	8,491.28	7,813.80	2,835.50	7,800.00	7,900.00	100.00	1.28%	Harper's payroll fee
1136	53040	SOFTWARE MAINTENANCE	39,433.75	33,386.00	31,252.00	15,860.37	32,815.00	33,800.00	985.00	3.00%	per MUNIS, 3% increase (current contract expires Sept 2020)
1136	53200	TRAINING	0.00	0.00	0.00	0.00	2,800.00	2,800.00	0.00	0.00%	_____
1136	54000	SUPPLIES	0.00	0.00	0.00	681.92	0.00	0.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>COMPUTER SUPPORT</b>		<b>44,407.03</b>	<b>46,917.66</b>	<b>44,240.30</b>	<b>21,204.79</b>	<b>48,713.00</b>	<b>49,798.00</b>	<b>1,085.00</b>	<b>2.23%</b>	
	<b>1141 BOARD OF ASSESSORS</b>										
1141	51100	ASSESSORS STIPENDS	6,900.12	7,037.88	7,155.38	3,049.30	7,323.00	7,323.00	0.00	0.00%	_____
1141	51110	SECRETARY WAGES	45,810.73	46,438.50	48,900.96	17,589.60	51,310.00	52,508.00	1,198.00	2.33%	Grade 3 step 10 plus longevity; clerical union contract expires 6/30/2020 plus longevity
1141	51120	ASSESSING ADMINISTRATOR WAGES	101,431.23	102,248.22	105,532.16	33,624.20	107,629.00	107,629.00	0.00	0.00%	Grade 13, step 11; stepped out; at max longevity
1141	51300	OVERTIME	394.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1141	52000	SERVICES	0.00	4,328.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1141	53010	MAP UPDATE	5,373.47	0.00	0.00	0.00	1,700.00	4,500.00	2,800.00	164.71%	_____
1141	53020	CONSULTING SERVICES	12,600.00	4,500.00	16,461.75	0.00	11,200.00	11,200.00	0.00	0.00%	_____
1141	54000	SUPPLIES	165.99	0.00	157.43	0.00	416.00	416.00	0.00	0.00%	_____
1141	54200	OFFICE SUPPLIES	668.62	1,096.26	249.94	111.26	675.00	675.00	0.00	0.00%	_____
1141	57000	OTHER CHARGES & EXPENSES	5,516.28	6,087.97	1,980.90	885.00	6,525.00	6,525.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>BOARD OF ASSESSORS</b>		<b>178,861.36</b>	<b>171,736.83</b>	<b>180,438.52</b>	<b>55,259.36</b>	<b>186,778.00</b>	<b>190,776.00</b>	<b>3,998.00</b>	<b>2.14%</b>	
	<b>01145C TREASURER/TAX COLLECTOR</b>										
01145C	51100	TREASURER/TAX COLLTR WAGES	78,481.66	79,552.92	74,202.17	26,720.28	77,481.00	79,360.00	1,879.00	2.43%	step only; Grade 12, step 6 plus education stipend
01145C	51110	ASSIST COLLECTOR WAGES	54,898.45	65,001.69	49,047.12	18,475.20	53,578.00	54,789.00	1,211.00	2.26%	step only; Grade5, step2; clerical union contract expires 6/30/2020
01145C	51130	PART-TIME STAFF WAGES	0.00	0.00	17,209.25	5,586.85	22,663.00	23,168.00	505.00	2.23%	step only; Grade 3, step 7; clerical union contract expires 6/30/2020

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
01145C	52000	SERVICES	4,092.41	4,283.19	6,170.86	1,066.47	17,000.00	17,000.00	0.00	0.00%	Barbara to make sure enough budgeted for US Bank services
01145C	54000	SUPPLIES	421.86	593.80	1,620.70	0.00	2,100.00	2,100.00	0.00	0.00%	_____
01145C	54200	OFFICE SUPPLIES		0.00	810.95	225.39	750.00	750.00	0.00	0.00%	_____
01145C	57000	OTHER CHARGES & EXPENSES	13,985.94	288.54	1,922.22	827.93	3,412.00	3,412.00	0.00	0.00%	_____
		OFFICE RENOVATIONS/FURNITURE						6,000.00	6,000.00	100.00%	reduced from \$8,500; safe purchased in FY2020
TOTAL	TREASURER/TAX COLLECTO		151,880.32	149,720.14	150,983.27	52,902.12	176,984.00	186,579.00	9,595.00	5.42%	
<b>1147 FINANCE COMMITTEE</b>											
1147	57000	OTHER CHARGES & EXPENSES	226.00	235.00	280.00	180.00	500.00	500.00	0.00	0.00%	_____
TOTAL	FINANCE COMMITTEE		226.00	235.00	280.00	180.00	500.00	500.00	0.00	0.00%	
<b>1148 PARKING TICKETS</b>											
1148	52000	SERVICES	1,000.00	1,075.78	1,197.28	302.37	1,500.00	1,500.00	0.00	0.00%	_____
TOTAL	PARKING TICKETS		1,000.00	1,075.78	1,197.28	302.37	1,500.00	1,500.00	0.00	0.00%	
<b>1151 TOWN COUNSEL</b>											
1151	52000	MISCELLANEOUS PROFESSIONAL SER	9,380.00	79,320.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1151	53090	LEGAL SERVICES	74,902.85	109,038.53	60,862.96	13,183.15	110,000.00	110,000.00	0.00	0.00%	
TOTAL	TOWN COUNSEL		84,282.85	188,358.53	60,862.96	13,183.15	110,000.00	110,000.00	0.00	0.00%	
<b>1154 MANAGEMENT SUPPORT</b>											
1154	51000	MGMT SUPPORT WAGES	40,052.06	35,487.15	45,585.18	18,028.80	52,083.00	53,453.00	1,370.00	2.63%	Grade 4, Step 6; clerical union contract expires 6/30/2020
1154	51300	MANAGEMENT SUPPORT OVERTIME	0.00	0.00	770.47	600.96	2,500.00	2,500.00	0.00	0.00%	This looks adequate based on past actual expenses
1154	52000	SERVICES	1,285.18	3,290.48	1,381.42	0.00	5,000.00	5,000.00	0.00	0.00%	_____
1154	53410	PRINTING SERVICES	2,831.35	7,048.43	8,639.78	0.00	4,500.00	8,000.00	3,500.00	77.78%	\$3,500 increase due to printing costs and Budget Book <b>OPPORTUNITY FOR SAVINGS REDUCE THIS???</b>
1154	54000	SUPPLIES	2,002.22	1,626.87	452.39	205.48	1,500.00	1,500.00	0.00	0.00%	_____
1154	54200	OFFICE SUPPLIES	0.00	37.05	536.64	234.50	0.00	0.00	0.00	0.00%	_____
1154	57000	OTHER CHARGES & EXPENSES	78.90	175.00	0.00	119.97	500.00	500.00	0.00	0.00%	_____
		<b>CLEAR GOV-BUDGET BOOK</b>						5,500.00	5,500.00	100.00%	
		<b>GENERAL CODE ANNUAL MAINTENANCE</b>						5,000.00	5,000.00	100.00%	
		TRAINING						2,000.00	2,000.00	100.00%	
TOTAL	MANAGEMENT SUPPORT		46,249.71	47,664.98	57,365.88	19,189.71	66,083.00	83,453.00	17,370.00	26.29%	
<b>1158 TAX TITLE FORECLOSURE</b>											
1158	52000	TAX TITLE FORECLOSURE SERVICE	1,920.75	1,243.83	13,139.58	6,118.53	15,000.00	15,000.00	0.00	0.00%	_____
TOTAL	TAX TITLE FORECLOSURE		1,920.75	1,243.83	13,139.58	6,118.53	15,000.00	15,000.00	0.00	0.00%	

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
<b>1161 TOWN CLERK</b>											
1161	51100	TOWN CLERK SALARY	32,106.13	32,544.30	67,475.36	24,235.20	70,512.00	72,296.00	1,784.00	2.53%	Grade 11, step 7 plus longevity; contract expires 6/30/2020
1161	51110	ASSISTANT WAGES	45,516.72	46,680.27	54,752.80	20,099.22	55,818.00	55,818.00	0.00	0.00%	Grade 3, step 12; stepped out; clerical union contract expires 6/30/2020
1161	52000	SERVICES	736.56	0.00	0.00	0.00	800.00	2,000.00	1,200.00	150.00%	book binding expenses
1161	54000	SUPPLIES	152.85	408.10	82.29	12.04	400.00	400.00	0.00	0.00%	_____
1161	54200	OFFICE SUPPLIES	0.00	33.00	205.37	0.00	0.00	0.00	0.00	0.00%	_____
1161	57000	OTHER CHARGES & EXPENSES	634.05	349.24	1,027.29	130.00	2,200.00	2,500.00	300.00	13.64%	_____
<b>TOTAL</b>	<b>TOWN CLERK</b>		<b>79,146.31</b>	<b>80,014.91</b>	<b>123,543.11</b>	<b>44,476.46</b>	<b>129,730.00</b>	<b>133,014.00</b>	<b>3,284.00</b>	<b>2.53%</b>	
<b>1162 ELECTIONS &amp; REGISTRATIONS</b>											
1162	51000	ELECTIONS STIPEND (ASST CLERK)	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%	_____
1162	51100	REGISTRARS SALARIES	972.00	324.00	1,000.00	0.00	1,296.00	1,296.00	0.00	0.00%	_____
1162	51130	ELECTION WORKERS WAGES	0.00	0.00	7,594.19	0.00	9,000.00	12,000.00	3,000.00	33.33%	early voting and election wage increases
1162	51300	OVERTIME	0.00	0.00	735.62	0.00	0.00	0.00	0.00	0.00%	_____
1162	52000	CENSUS SERVICES	908.28	3,052.02	815.00	0.00	2,500.00	3,000.00	500.00	20.00%	increase in postage
1162	52100	SERVICE-ELECTION WORKERS	6,710.25	4,077.88	407.84	0.00	0.00	0.00	0.00	0.00%	_____
1162	53040	COMPUTER SERVICES	5,346.47	5,056.59	7,969.89	665.00	6,000.00	7,000.00	1,000.00	16.67%	increase in services
1162	54000	ELECTION SUPPLIES	0.00	0.00	502.24	780.00	0.00	0.00	0.00	0.00%	_____
1162	54200	OFFICE SUPPLIES	1,070.93	1,285.52	1,166.53	48.92	650.00	800.00	150.00	23.08%	_____
1162	57000	OTHER CHARGES & EXPENSES	328.13	149.99	754.69	0.00	500.00	800.00	300.00	60.00%	_____
<b>TOTAL</b>	<b>ELECTIONS &amp; REGISTRATI</b>		<b>16,336.06</b>	<b>14,946.00</b>	<b>20,946.00</b>	<b>1,493.92</b>	<b>20,946.00</b>	<b>25,896.00</b>	<b>4,950.00</b>	<b>23.63%</b>	
<b>1164 TOWN HALL POSTAGE FUND</b>											
1164	53400	POSTAGE	20,136.35	16,144.43	19,814.06	6,193.97	20,000.00	20,000.00	0.00	0.00%	Level fund
<b>TOTAL</b>	<b>TOWN HALL POSTAGE FUND</b>		<b>20,136.35</b>	<b>16,144.43</b>	<b>19,814.06</b>	<b>6,193.97</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1166 INFORMATION TECHNOLOGY</b>											
1166	51100	INFO TECH WAGES	82,404.56	85,657.76	90,106.64	32,682.81	94,229.00	96,598.00	2,369.00	2.51%	Grade 13, step 11; plus longevity
		OTHER WAGES						8,200.00	8,200.00		** Digitizing Documents Budget is new to replace Capital item. \$12.75/hr x 16 hrs x 50 weeks less \$1,500 Sr. Workoff
1166	52000	IT SERVICES	21,746.53	30,806.77	36,135.69	22,519.20	43,904.00	48,016.00	4,112.00	9.37%	Less \$600 Fire & COA copier costs; pplus \$900 Phisher software; revised to include 15% increase in DriveTech charges
1166	52100	WEBSITE DESIGN & MAINTENANCE	3,700.00	3,700.00	3,700.00	700.00	4,200.00	4,200.00	0.00	0.00%	_____
1166	53040	SOFTWARE MAINTENANCE	89.94	1,107.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1166	53200	TRAINING	0.00	1,600.07	2,123.47	1,798.75	3,000.00	3,000.00	0.00	0.00%	_____
1166	53400	COMMUNICATIONS	731.88	465.89	1,011.49	245.96	828.00	828.00	0.00	0.00%	_____
1166	54000	IT SUPPLIES	5,573.57	5,167.06	4,843.02	675.10	5,000.00	5,000.00	0.00	0.00%	_____
1166	54200	OFFICE SUPPLIES	0.00	0.00	12.40	69.34	50.00	50.00	0.00	0.00%	_____
1166	57000	OTHER CHARGES & EXPENSES	1,161.10	1,564.06	1,275.40	484.18	600.00	1,000.00	400.00	66.67%	add \$400 clothing allowance
1166	58000	HARDWARE & SOFTWARE	18,694.59	12,499.09	13,087.52	1,626.59	15,000.00	15,000.00	0.00	0.00%	includes Office 365 updates for 75 users \$7,500

GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
TOTAL	INFORMATION TECHNOLOGY	134,102.17	142,567.70	152,295.63	60,801.93	166,811.00	181,892.00	15,081.00	9.04%	
	<b>1171 CONSERVATION COMMISSION</b>									
1171	51000 CONSERVATION AGENT WAGES	40,639.89	39,136.38	54,889.26	19,749.61	57,274.00	58,568.00	1,294.00	2.26%	Grade 5, step 5; clerical union contract expires 6/30/2020
1171	52000 SERVICES	552.44	14,665.67	621.13	207.21	870.00	870.00	0.00	0.00%	
1171	54000 SUPPLIES	66.24	214.24	0.00	195.98	450.00	450.00	0.00	0.00%	
	BEAVER DECEIVER INSTALLATION						2,000.00	2,000.00	100.00%	
	BEAVER DECEIVER MAINTENANCE						1,180.00	1,180.00	100.00%	
1171	54200 OFFICE SUPPLIES	0.00	0.00	71.56	0.00	0.00	0.00	0.00	0.00%	
1171	55801 PUBLIC HEARINGS EXPENSE	0.00	0.00	0.00	0.00	400.00	400.00	0.00	0.00%	
1171	57000 OTHER CHARGES & EXPENSES	572.58	1,069.71	1,721.10	457.00	2,225.00	2,225.00	0.00	0.00%	
TOTAL	CONSERVATION COMMISSION	41,831.15	55,086.00	57,303.05	20,609.80	61,219.00	65,693.00	4,474.00	7.31%	
	<b>1175 TOWN PLANNER</b>									
1175	51000 TOWN PLANNER	0.00	56,004.22	79,427.52	28,634.40	83,040.00	85,107.00	2,067.00	2.49%	Grade 13, step 6
1175	53400 COMMUNICATIONS	0.00	478.94	614.88	205.96	500.00	500.00	0.00	0.00%	
1175	54200 OFFICE SUPPLIES	0.00	23.99	0.00	0.00	500.00	250.00	(250.00)	-50.00%	decreased a bit to better reflect actuals
1175	55801 PUBLIC HEARINGS EXPENSE	0.00	1,046.82	2,072.75	1,358.64	0.00	750.00	750.00	100.00%	increased to better reflect actuals
1175	57000 OTHER CHARGES & EXPENSES	0.00	0.00	560.77	0.00	1,500.00	1,000.00	(500.00)	-33.33%	decreased a bit to better reflect actuals
TOTAL	TOWN PLANNER	0.00	57,553.97	82,675.92	30,199.00	85,540.00	87,607.00	2,067.00	2.42%	
	<b>1181 URBAN DEVELOPMENT(MRPC)</b>									
1181	56600 REGIONAL PLANNING ASSESS	2,331.27	2,389.55	2,449.29	2,510.52	2,511.00	2,573.00	62.00	2.47%	MRPC FY2021 Assessment
TOTAL	URBAN DEVELOPMENT(MRPC)	2,331.27	2,389.55	2,449.29	2,510.52	2,511.00	2,573.00	62.00	2.47%	
	<b>1188 PLANNING &amp; DEVELOPMENT</b>									
1188	51000 DIRECTOR-PLN & DEV WAGES	33,846.48	35,181.72	37,052.00	13,338.03	38,680.00	39,751.00	1,071.00	2.77%	Grade 12, step 7 plus longevity; wages split with UDAG economic development
1188	53400 COMMUNICATIONS	0.00	0.00	0.00	0.00	200.00	200.00	0.00	0.00%	
1188	54000 SUPPLIES	0.00	0.00	37.19	0.00	300.00	250.00	(50.00)	-16.67%	
TOTAL	PLANNING & DEVELOPMENT	33,846.48	35,181.72	37,089.19	13,338.03	39,180.00	40,201.00	1,021.00	2.61%	
	<b>1192 PUBLIC BLDGS &amp; PROP MAINT</b>									
1192	51000 FACILITIES DIRECTOR	65,383.68	71,503.57	68,716.08	24,775.20	71,848.00	73,644.00	1,796.00	2.50%	Grade 12, step 4
1192	51100 CUSTODIAN	35,174.00	35,760.48	38,526.88	13,716.00	40,206.00	41,124.00	918.00	2.28%	Grade 1, step 9 plus longevity; clerical union contract expires 6/30/2020
1192	51300 OVERTIME	0.00	271.57	307.36	0.00	1,000.00	1,000.00	0.00	0.00%	
1192	52000 SERVICES (TOWN HALL)	5,171.08	7,186.78	5,066.52	1,681.06	5,500.00	5,500.00	0.00	0.00%	

GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1192	52000A									
	SERVICES (ADVOCATES)	288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	52000F									
	SERVICES (FIRE)	1,150.00	1,672.00	1,551.50	796.33	3,000.00	3,000.00	0.00	0.00%	_____
1192	52000P									
	SERVICES (POLICE)	2,880.00	1,473.50	1,553.00	562.00	1,000.00	1,000.00	0.00	0.00%	_____
1192	52100									
	HEAT (TOWN HALL)	12,310.17	14,847.69	20,459.01	498.04	20,000.00	20,000.00	0.00	0.00%	_____
1192	52100A									
	UTILITES (ADVOCATES)	1,358.35	114.95	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	52100F									
	HEAT (FIRE)	8,848.02	13,316.98	15,569.98	1,313.12	15,600.00	15,600.00	0.00	0.00%	_____
1192	52100P									
	HEAT (POLICE)	7,844.39	11,276.19	12,842.80	525.59	13,000.00	13,000.00	0.00	0.00%	_____
1192	52200									
	ELECTRIC (TOWN HALL)	10,508.60	11,727.94	12,729.46	4,161.77	14,000.00	14,000.00	0.00	0.00%	_____
1192	52200A									
	ELECTRIC ADVOCATES BUILDING	696.28	156.38	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	52200F									
	ELECTRIC (FIRE)	16,205.51	15,940.61	15,942.94	7,503.44	19,000.00	19,000.00	0.00	0.00%	_____
1192	52200P									
	ELECTRIC (POLICE)	13,331.06	11,354.92	11,436.50	5,397.62	17,000.00	17,000.00	0.00	0.00%	_____
1192	52200W									
	ELECTRIC-OLD FIRE	407.70	387.09	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	52400									
	VENDOR R&M -TOWN HALL	26,341.06	29,264.64	32,111.82	13,978.17	25,000.00	35,000.00	10,000.00	40.00%	_____
1192	52400A									
	REPAIRS & MAINT-ADVOCATES	2,880.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	52400F									
	VENDOR R&M-FIRE	12,843.29	16,608.23	22,183.39	12,413.99	18,600.00	23,000.00	4,400.00	23.66%	_____
1192	52400P									
	VENDOR R&M-POLICE	11,729.52	13,902.62	15,691.33	1,995.27	18,600.00	18,600.00	0.00	0.00%	_____
1192	52400W									
	VENDOR R&M-OLD FIRE STATION	0.00	5,114.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	52420									
	MAINTENANCE SERV (TOWN HALL)	5,589.25	11,387.46	3,005.25	3,638.00	6,000.00	6,000.00	0.00	0.00%	_____
1192	52420F									
	MAINTENANCE SERV (FIRE)	5,432.46	6,411.55	4,236.50	4,020.00	6,000.00	6,000.00	0.00	0.00%	_____
1192	52420P									
	MAINTENANCE SERV (POLICE)	2,783.80	2,660.03	2,166.75	2,121.97	3,800.00	3,800.00	0.00	0.00%	_____
1192	52600									
	GROUNDSCKEEP'G SERVICE TOWN HAL	2,053.00	3,770.00	3,600.50	355.00	2,600.00	4,000.00	1,400.00	53.85%	_____
1192	52600P									
	GROUNDSCKEEPING-POLICE	956.00	1,372.00	4,605.22	89.00	2,500.00	3,000.00	500.00	20.00%	_____
1192	52900P									
	WASTE REMOVAL POLICE	1,037.58	1,088.31	1,209.74	327.21	1,600.00	1,600.00	0.00	0.00%	_____
1192	53041									
	PHONE (TOWN HALL)	4,193.10	4,091.87	4,123.20	1,323.45	6,000.00	5,000.00	(1,000.00)	-16.67%	_____
1192	53400									
	COMMUNICATIONS (CELL CHUCK)	954.36	1,191.16	1,347.03	461.04	75.00	1,300.00	425.00	48.57%	_____
1192	54000									
	SUPPLIES (TOWN HALL)	1,496.24	5,220.43	7,536.62	1,187.33	4,880.00	6,000.00	1,120.00	22.95%	_____
1192	54000F									
	SUPPLIES (FIRE)	146.16	3,089.07	1,942.36	1,441.01	2,700.00	2,700.00	0.00	0.00%	_____
1192	54000P									
	SUPPLIES (POLICE)	4,080.82	5,725.29	5,956.54	1,896.89	5,000.00	5,000.00	0.00	0.00%	_____
1192	54100									
	CLOTHING SUPPLIES	0.00	0.00	213.37	0.00	200.00	600.00	400.00	200.00%	_____
1192	54200									
	OFFICE SUPPLIES	105.97	150.08	47.48	236.73	200.00	200.00	0.00	0.00%	_____
1192	54300									
	TOOLS	0.00	0.00	0.00	624.71	0.00	500.00	500.00	100.00%	_____
1192	54320									
	BLDG RPR SUPPLIES (TOWN HALL)	1,453.86	1,106.45	8,072.60	1,928.60	4,000.00	6,000.00	2,000.00	50.00%	_____
1192	54320A									
	BLDG REPAIRS (ADVOCATES)	11.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	54320F									
	BLDG RPR SUPPLIES (FIRE)	1,285.18	903.91	2,368.34	273.46	2,000.00	2,500.00	500.00	25.00%	_____
1192	54320P									
	BLDG RPR SUPPLIES (POLICE)	2,029.14	4,253.20	2,029.83	1,145.42	2,000.00	2,500.00	500.00	25.00%	_____
1192	57000									
	OTHER CHARGES	182.98	449.07	1,633.20	704.05	1,960.00	2,800.00	840.00	42.86%	to provide for additional training
1192	58300									
	A/C 911 COMPUTER ROOM POLICE	0.00	4,950.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	58350									
	POLICE-FENCE REPAIR	0.00	0.00	0.00	0.00	5,000.00	0.00	(5,000.00)	-100.00%	_____
1192	58400									
	POLICE & FIRE LOTS SEAL & PAIN	0.00	8,800.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	58500									
	POLICE-ADMIN OFFICE CARPET	0.00	4,010.40	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1192	58600									
	FIRE COMMAND/DAY ROOM CARPET	0.00	0.00	3,502.60	1,654.50	1,500.00	0.00	(1,500.00)	-100.00%	_____

			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	
GENERAL FUND			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	DEPARTMENT COMMENTS
1192	58650	FIRE FLOOR ENTRY AREA	0.00	0.00	0.00	0.00	3,000.00	0.00	(3,000.00)	-100.00%	_____
1192	58800	TH-LED MAIN DIRECTORY	0.00	0.00	2,959.47	0.00	0.00	0.00	0.00	0.00%	_____
1192	58900	TH-VARIOUS PAINTING	0.00	0.00	4,917.20	4,135.77	5,000.00	0.00	(5,000.00)	-100.00%	_____
1192	58950	TH-HVAC SYSTEM UPDATE	0.00	0.00	0.00	0.00	9,500.00	0.00	(9,500.00)	-100.00%	_____
<b>TOTAL</b>	<b>PUBLIC BLDGS &amp; PROP MA</b>		<b>269,143.33</b>	<b>332,510.42</b>	<b>340,162.37</b>	<b>116,881.74</b>	<b>359,669.00</b>	<b>359,968.00</b>	<b>299.00</b>	<b>0.08%</b>	
<b>1193 GENERAL INSURANCE</b>											
1193	57400	WORKERS COMPENSATION INS	46,991.16	54,420.00	46,132.00	46,132.00	47,516.00	57,891.00	10,375.00	21.83%	Increased by \$8,000 for increased exposure & 5% estimated increase (to be confirmed by insurer)
1193	57410	FIRE/POLICE ACC LIAB INS	120,470.00	31,179.87	37,762.18	42,747.00	56,500.00	59,325.00	2,825.00	5.00%	Increased by 5% estimated increase (to be confirmed by insurer)
1193	57430	FIRE CASUALTY LIABILITY	117,909.44	135,700.48	108,017.58	112,706.68	108,821.00	114,262.00	5,441.00	5.00%	Increased by 5% estimated increase (to be confirmed by insurer)
<b>TOTAL</b>	<b>GENERAL INSURANCE</b>		<b>285,370.60</b>	<b>221,300.35</b>	<b>191,911.76</b>	<b>201,585.68</b>	<b>212,837.00</b>	<b>231,478.00</b>	<b>18,641.00</b>	<b>8.76%</b>	
<b>1210 POLICE DEPARTMENT</b>											
1210	51100	POLICE DEPT-SALARIES	1,864,604.80	1,975,316.76	2,009,081.08	725,045.31	2,347,783.00	2,461,227.00	113,444.00	4.83%	CBA's
1210	51300	POLICE DEPT-OVERTIME	168,385.16	194,474.21	177,019.11	51,073.68	261,974.00	261,974.00	0.00	0.00%	_____
1210	51310	POLICE DEPT-COURT TIME	15,206.46	12,619.06	13,877.98	4,283.88	16,000.00	16,000.00	0.00	0.00%	_____
1210	51320	TRAINING OVERTIME	20,642.56	15,366.96	23,558.64	3,922.84	12,000.00	12,000.00	0.00	0.00%	_____
1210	51900	CLOTHING	0.00	0.00	0.00	0.00	400.00	400.00	0.00	0.00%	_____
1210	51901	CLOTHING- CRUMPTON	1,250.00	1,249.64	1,241.79	422.92	1,250.00	1,250.00	0.00	0.00%	_____
1210	51902	CLOTHING- LUCIER	462.00	1,083.45	990.00	0.00	1,250.00	1,250.00	0.00	0.00%	_____
1210	51903	CLOTHING - CHIEF	757.93	986.77	1,537.74	367.91	1,563.00	1,563.00	0.00	0.00%	_____
1210	51904	CLOTHING- MACIEL (WAS HADLEY)	0.00	0.00	289.90	0.00	400.00	400.00	0.00	0.00%	_____
1210	51905	CLOTHING-DAVIS	0.00	0.00	804.00	1,122.00	1,250.00	1,250.00	0.00	0.00%	_____
1210	51906	CLOTHING- KULARSKI	1,563.00	1,561.40	1,555.93	0.00	1,563.00	1,563.00	0.00	0.00%	_____
1210	51907	CLOTHING- CUNNINGHAM	1,249.90	1,250.90	1,229.00	102.00	1,250.00	1,250.00	0.00	0.00%	_____
1210	51908	CLOTHING-HERRSTROM	368.96	392.94	400.00	0.00	400.00	400.00	0.00	0.00%	_____
1210	51909	CLOTHING-BRISSETTE	360.61	400.00	286.99	151.97	400.00	400.00	0.00	0.00%	_____
1210	51910	CLOTHING- CALLAHAN	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00	0.00	0.00%	_____
1210	51911	CLOTHING-HARTY	906.86	1,223.00	1,263.89	621.69	1,250.00	1,250.00	0.00	0.00%	_____
1210	51912	CLOTHING-PEARSON	899.44	1,237.43	1,168.90	419.99	1,250.00	1,350.00	100.00	8.00%	_____
1210	51913	CLOTHING-BARHIGHT	1,560.59	1,368.79	1,563.00	634.30	1,563.00	1,563.00	0.00	0.00%	_____
1210	51914	CLOTHING-FICHTER	1,235.00	1,200.44	1,250.00	7.68	1,250.00	1,250.00	0.00	0.00%	_____
1210	51915	CLOTHING- COTE	1,248.85	1,192.95	1,232.47	341.87	1,250.00	1,350.00	100.00	8.00%	_____
1210	51916	CLOTHING-PRIEST	0.00	0.00	0.00	472.46	400.00	400.00	0.00	0.00%	_____
1210	51917	CLOTHING-ROGERS	832.95	0.00	1,328.16	400.84	1,250.00	1,250.00	0.00	0.00%	_____
1210	51918	CLOTHING- HERON	312.39	0.00	0.00	0.00	1,250.00	1,250.00	0.00	0.00%	_____
1210	51919	CLOTHING- MACDONALD	1,250.00	1,250.00	1,250.00	475.68	1,250.00	1,350.00	100.00	8.00%	_____
1210	51920	CLOTHING-SCOTT	0.00	775.95	1,128.95	0.00	1,250.00	1,250.00	0.00	0.00%	_____
1210	51921	CLOTHING-BIGELOW	1,250.00	1,245.98	1,250.00	415.00	1,250.00	1,250.00	0.00	0.00%	_____

			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	
GENERAL FUND			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	DEPARTMENT COMMENTS
1210	51922	CLOTHING- PT NON REGION	0.00	0.00	96.00	0.00	150.00	150.00	0.00	0.00%	_____
1210	51923	CLOTHING-GILL	1,250.00	1,249.84	1,250.00	0.00	1,250.00	1,750.00	500.00	40.00%	_____
1210	51925	CLOTHING-EDMONDS	1,250.00	1,249.64	1,172.75	203.00	1,250.00	1,350.00	100.00	8.00%	_____
1210	51926	CLOTHING-MCNULTY	0.00	45.00	316.99	231.99	400.00	400.00	0.00	0.00%	_____
1210	51927	CLOTHING-GOODWIN	0.00	0.00	0.00	0.00	400.00	400.00	0.00	0.00%	_____
1210	51928	CLOTHING-LANSING	0.00	533.83	791.09	0.00	1,250.00	1,250.00	0.00	0.00%	_____
1210	52000	SERVICES	26,923.20	12,499.39	25,419.31	773.56	0.00	0.00	0.00	0.00%	_____
1210	52400	POLICE-VEHIC MAINT/REPAIR	14,166.09	15,806.70	13,053.06	5,433.50	13,000.00	13,000.00	0.00	0.00%	_____
1210	52440	EQUIPMENT REPAIR	8,729.08	1,515.00	5,065.66	974.03	7,000.00	7,000.00	0.00	0.00%	_____
1210	53021	POLICE-PHYSICAL EXAM	2,260.00	3,182.20	2,958.94	0.00	1,000.00	1,000.00	0.00	0.00%	_____
1210	53200	POLICE-TRAINING	10,508.00	7,975.14	10,632.00	2,990.83	9,000.00	9,000.00	0.00	0.00%	_____
1210	53400	POLICE-COMMUNICATIONS	14,174.07	15,821.13	17,131.37	5,933.98	13,240.00	13,240.00	0.00	0.00%	_____
1210	53401	POLICE-RADIO REPAIR	180.00	3,232.13	0.00	0.00	760.00	0.00	(760.00)	-100.00%	_____
1210	53402	POLICE-MAINT AGREEMENT	27,743.87	33,266.74	34,393.94	23,602.87	54,150.00	74,851.00	20,701.00	38.23%	Contractor imposed increases
1210	53800	POLICE-PHOTOGRAPHY	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%	_____
1210	54000	SUPPLIES	39,303.66	26,316.34	35,236.49	1,587.45	14,585.00	18,297.00	3,712.00	25.45%	_____
1210	54200	OFFICE SUPPLIES	10,627.82	22,727.02	2,196.41	1,902.75	3,800.00	3,800.00	0.00	0.00%	_____
1210	54800	VEHICLE SUPPLIES	5,900.35	3,652.85	1,666.33	1,975.59	5,000.00	5,000.00	0.00	0.00%	_____
1210	54900	PRISONER SUPPLIES	4.68	1,112.65	0.00	0.00	800.00	800.00	0.00	0.00%	_____
1210	55821	DUES/SUBSCRIPTIONS	5,258.00	5,227.10	13,998.02	8,631.00	10,800.00	10,800.00	0.00	0.00%	_____
1210	55890	CONFERENCES	2,143.80	2,855.75	3,586.20	1,064.68	5,100.00	5,100.00	0.00	0.00%	correction approved by Chief 12/16/19
1210	57000	OTHER CHARGES & EXPENSES	2,488.75	2,577.70	2,988.63	539.74	0.00	0.00	0.00	0.00%	_____
1210	57410	COLLEGE REIMBURSEMENT	1,621.30	1,335.00	23,629.00	0.00	25,700.00	27,600.00	1,900.00	7.39%	CBA & Deputy
1210	58590	CRUISER	39,000.00	43,403.35	45,064.50	44,363.69	49,800.00	49,800.00	0.00	0.00%	_____
1210	58700	ADD'L COST RADIO INFRASTRUCTURE	0.00	0.00	6,770.97	11,698.63	0.00	0.00	0.00	0.00%	_____
<b>TOTAL POLICE DEPARTMENT</b>			<b>2,299,130.13</b>	<b>2,419,781.13</b>	<b>2,490,725.19</b>	<b>902,189.31</b>	<b>2,881,381.00</b>	<b>3,021,278.00</b>	<b>139,897.00</b>	<b>4.86%</b>	
<b>O1210R REGION DISPATCH</b>											
O1210R	51100	REGION DISPATCH WAGES	0.00	0.00	2,526.16	80,326.11	36,048.00	45,459.00	9,411.00	26.11%	reduced for state 911 grant
O1210R	51300	REGION DISPATCH OVERTIME	0.00	0.00	32,940.89	12,560.15	20,193.00	42,491.00	22,298.00	110.42%	_____
O1210R	51310	POLICE DEPT-COURT TIME	0.00	0.00	300.99	160.28	0.00	0.00	0.00	0.00%	_____
O1210R	51320	TRAINING OT	0.00	0.00	1,268.45	622.88	0.00	0.00	0.00	0.00%	_____
O1210R	51924	CLOTHING-PROVIDAKES	0.00	0.00	90.00	0.00	400.00	400.00	0.00	0.00%	_____
O1210R	51930	CLOTHING-CAULEY	0.00	0.00	0.00	106.00	400.00	400.00	0.00	0.00%	_____
O1210R	51931	CLOTHING-BUELOW	0.00	0.00	101.99	50.00	400.00	400.00	0.00	0.00%	_____
O1210R	51932	CLOTHING-TRINQUE	0.00	0.00	37.00	0.00	400.00	400.00	0.00	0.00%	_____
O1210R	53200	POLICE-TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
O1210R	57000	OTHER CHARGES & EXPENSES	0.00	0.00	62.46	0.00	0.00	0.00	0.00	0.00%	_____
O1210R	58200	COMPUTER AIDED DISPATCH	0.00	0.00	1,303.63	0.00	0.00	0.00	0.00	0.00%	_____

GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
TOTAL	REGION DISPATCH	0.00	0.00	38,631.57	93,825.42	57,841.00	89,550.00	31,709.00	54.82%	
<b>1220 FIRE DEPARTMENT</b>										
1220	51000	FIRE CALL PAY	52,923.98	63,674.11	54,296.95	14,255.21	72,008.00	73,448.00	1,440.00	2.00% 2% increase
1220	51100	FIRE DEPT WAGES	1,157,433.56	1,194,149.00	1,241,051.55	475,864.46	1,256,577.00	1,291,941.00	35,364.00	2.81% adjusted for salaries & stipends; includes Chief's retirement payout
1220	51110	TEMPORARY REPLACE WAGES	1,052.48	0.00	0.00	0.00	0.00	0.00	0.00	0.00% _____
1220	51300	FIRE DEPT-OVERTIME	232,226.21	239,463.08	242,830.95	110,715.39	306,936.00	301,008.00	(5,928.00)	-1.93% adjusted for lower vacation due to retirements
1220	51310	CALL OVERTIME	60,367.04	67,002.05	55,915.03	18,000.45	68,114.00	69,476.00	1,362.00	2.00% increased 2%
1220	51320	TRAINING OVERTIME	7,819.17	12,212.16	11,222.60	5,489.20	20,612.00	25,600.00	4,988.00	24.20% increased per contract language
1220	52000	SERVICES	27,110.53	24,753.95	40,230.37	16,686.23	42,204.00	44,660.00	2,456.00	5.82% 4% increase see detail breakout
1220	53020	OSHA SERVICES	0.00	0.00	0.00	1,960.58	10,173.00	10,173.00	0.00	0.00% level funded
1220	54000	SUPPLIES	29,367.95	30,398.48	25,832.81	10,467.28	37,722.00	35,439.00	(2,283.00)	-6.05% 6% decrease see detail worksheet
1220	54200	OFFICE SUPPLIES	0.00	0.00	530.22	0.00	0.00	0.00	0.00	0.00% _____
1220	57000	OTHER CHARGES & EXPENSES	12,139.68	17,717.10	16,098.94	3,359.94	18,257.00	18,975.00	718.00	3.93% 4% increase see detail breakout
1220	58000	TURN OUT GEAR	10,169.10	11,855.93	12,633.92	4,133.36	13,500.00	15,000.00	1,500.00	11.11% increased cost of gear
1220	58200	CARPET TRAINING ROOM	0.00	3,813.47	0.00	0.00	0.00	0.00	0.00	0.00% _____
1220	58300	PRESSURE WASHER & ELECTRIC BALLISTIC VESTS (6)	0.00	0.00	2,490.00	0.00	0.00	0.00	0.00	0.00% _____
							10,000.00	10,000.00	100.00%	One time purchase per contract language; revised for new quote
TOTAL	FIRE DEPARTMENT	1,590,609.70	1,665,039.33	1,703,133.34	660,932.10	1,846,103.00	1,895,720.00	49,617.00	2.69%	
<b>1241 BUILDING INSPECTION</b>										
1241	51100	INSPECTOR WAGES	35,929.65	81,028.75	85,253.05	30,736.80	89,137.00	91,371.00	2,234.00	2.51% Grade 14, step 5
1241	51110	ASSIST BUILDING INSPECTOR	22,986.00	480.00	0.00	0.00	2,400.00	2,400.00	0.00	0.00% _____
1241	52000	SERVICES	37,810.61	4,961.88	614.88	205.96	1,000.00	1,000.00	0.00	0.00% _____
1241	52100	BUILDING COMMISSIONER SERVICES	15,173.48	0.00	550.00	0.00	0.00	0.00	0.00	0.00% _____
1241	54000	SUPPLIES	800.34	530.84	3,028.45	99.66	1,500.00	1,500.00	0.00	0.00% _____
1241	54200	OFFICE SUPPLIES	5,673.28	346.01	28.54	172.39	1,500.00	1,500.00	0.00	0.00% _____
1241	54201	WEIGHTS/MEASURES-SUPPLIES	3,996.00	3,996.00	3,996.00	1,332.00	4,500.00	4,500.00	0.00	0.00% _____
1241	57000	OTHER CHARGES & EXPENSES	2,018.04	2,872.71	796.10	1,016.06	7,500.00	7,500.00	0.00	0.00% _____
TOTAL	BUILDING INSPECTION	124,387.40	94,216.19	94,267.02	33,562.87	107,537.00	109,771.00	2,234.00	2.08%	
<b>1247 BARN INSPECTOR</b>										
1247	51100	BARN INSPECTOR-STIPEND	2,600.00	2,600.00	2,600.00	0.00	2,600.00	2,600.00	0.00	0.00% _____
TOTAL	BARN INSPECTOR	2,600.00	2,600.00	2,600.00	0.00	2,600.00	2,600.00	0.00	0.00%	
<b>1291 EMERGENCY MANAGEMENT</b>										
1291	51100	EMERGENCY MGMT STIPEND	5,469.36	5,581.68	12,260.04	4,328.82	12,505.00	12,756.00	251.00	2.01% increase per contract
1291	52000	SERVICES	6,740.00	6,740.00	6,740.00	6,740.00	7,000.00	7,000.00	0.00	0.00% _____
1291	54000	SUPPLIES	0.00	139.00	2,073.07	881.00	3,000.00	3,000.00	0.00	0.00% _____

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1291	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>EMERGENCY MANAGEMENT</b>		<b>12,209.36</b>	<b>12,460.68</b>	<b>21,073.11</b>	<b>11,949.82</b>	<b>22,605.00</b>	<b>22,856.00</b>	<b>251.00</b>	<b>1.11%</b>	
	<b>1292 ANIMAL CONTROL OFFICER</b>										
1292	51100	ANIMAL CONTROL OFF-SALARY	11,988.77	12,228.37	12,809.88	4,609.44	13,317.00	13,668.00	351.00	2.64%	Grade 2, Step 9 for FY2021 (\$21.82 x 12 hours per week x 52.2 weeks (Clerical union contract expires 6/30/20)
1292	52000	SERVICES	183.90	304.00	0.00	0.00	908.00	908.00	0.00	0.00%	_____
1292	54000	SUPPLIES	186.41	546.34	621.26	19.98	374.00	374.00	0.00	0.00%	_____
1292	54200	OFFICE SUPPLIES	0.00	0.00	28.81	0.00	0.00	0.00	0.00	0.00%	_____
1292	57000	OTHER CHARGES & EXPENSES	0.00	550.00	0.00	0.00	200.00	200.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>ANIMAL CONTROL OFFICER</b>		<b>12,359.08</b>	<b>13,628.71</b>	<b>13,459.95</b>	<b>4,629.42</b>	<b>14,799.00</b>	<b>15,150.00</b>	<b>351.00</b>	<b>2.37%</b>	
	<b>1294 TREE WARDEN</b>										
1294	51100	TREE WARDEN STIPEND	5,960.04	6,078.96	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1294	51110	TREE WARDEN WAGES	3,765.00	2,925.00	10,000.12	3,530.88	10,200.00	10,404.00	204.00	2.00%	
1294	52000	SERVICES	33,387.57	28,942.38	34,890.37	10,573.96	28,000.00	28,000.00	0.00	0.00%	_____
1294	53100	POLICE DETAILS	0.00	4,004.96	2,081.10	498.08	3,000.00	3,000.00	0.00	0.00%	_____
1294	54000	SUPPLIES	994.70	185.57	139.88	132.40	1,000.00	1,000.00	0.00	0.00%	_____
1294	55400	EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%	_____
1294	57000	OTHER CHARGES & EXPENSES	344.81	321.70	85.00	0.00	701.00	500.00	(201.00)	-28.67%	_____
		TREE MANAGEMENT REPORT						10,000.00	10,000.00	100.00%	_____
<b>TOTAL</b>	<b>TREE WARDEN</b>		<b>44,452.12</b>	<b>42,458.57</b>	<b>47,196.47</b>	<b>14,735.32</b>	<b>44,901.00</b>	<b>54,904.00</b>	<b>10,003.00</b>	<b>22.28%</b>	
	<b>1410 DPW-ADMINISTRATION</b>										
1410	51000	DPW ADMIN HOURLY WAGES	0.00	0.00	0.00	528.00	0.00	2,000.00	2,000.00	100.00%	Engineering Tech Support
1410	51100	DPW ADMIN WAGES	302,141.87	317,434.71	341,583.12	124,661.78	353,697.00	358,320.00	4,623.00	1.31%	
1410	51300	OVERTIME	539.32	3,447.98	1,442.74	118.08	500.00	500.00	0.00	0.00%	_____
1410	52000	SERVICES	578.72	1,545.00	1,412.20	887.68	500.00	1,700.00	1,200.00	240.00%	HVAC maintenance contract
1410	52100	UTILITIES	7,275.10	8,479.25	10,425.02	475.62	15,000.00	15,000.00	0.00	0.00%	_____
1410	52400	REPAIR & MAINTENANCE	3,753.33	2,257.10	1,323.57	1,089.00	2,500.00	2,500.00	0.00	0.00%	_____
1410	52440	VEHICLE REPAIR	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1410	52700	RENTALS	2,185.80	2,132.19	2,613.33	981.78	2,000.00	2,800.00	800.00	40.00%	Projected from YTD
1410	53000	PROF/TECH SERVICES	14,824.43	5,639.91	0.00	0.00	3,000.00	3,000.00	0.00	0.00%	_____
1410	53400	COMMUNICATIONS	8,894.02	8,939.62	12,063.67	6,028.75	10,000.00	15,000.00	5,000.00	50.00%	Projected from YTD
1410	54000	SUPPLIES	1,370.54	165.26	376.13	0.00	0.00	0.00	0.00	0.00%	_____
1410	54200	OFFICE SUPPLIES	3,732.40	3,149.67	2,702.08	2,728.91	4,000.00	4,000.00	0.00	0.00%	_____
1410	54320	BLDG & EQPT REP/MAINT SUPPLIES	0.00	0.00	331.70	0.00	1,000.00	1,000.00	0.00	0.00%	_____
1410	54500	CUSTODIAL SUPPLIES	48.82	9.99	89.64	179.99	500.00	500.00	0.00	0.00%	_____
1410	54600	SAFETY SUPPLIES	87.50	0.00	3.49	0.00	500.00	500.00	0.00	0.00%	_____
1410	54800	VEHICULAR SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00%	_____

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1410	54900	FOOD-PRISONERS	0.00	171.24	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1410	57000	TRAINING DUES MEMBERSHIPS	3,946.73	3,178.85	4,255.44	1,989.67	5,000.00	5,000.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>DPW-ADMINISTRATION</b>		<b>349,413.58</b>	<b>356,550.77</b>	<b>378,622.13</b>	<b>139,669.26</b>	<b>398,697.00</b>	<b>412,320.00</b>	<b>13,623.00</b>	<b>3.42%</b>	
<b>1420 DPW-HIGHWAY DEPARTMENT</b>											
1420	51100	HIGHWAY WAGES	280,320.56	301,379.29	308,867.64	104,370.95	315,071.00	321,372.00	6,301.00	2.00%	Union contract
1420	51300	OVERTIME	11,914.52	15,414.04	8,772.43	4,062.15	18,391.00	18,400.00	9.00	0.05%	5% of wages based on past 3 years
1420	51900	CLOTHING REIMBURSEMENT	3,324.99	3,500.00	3,500.00	1,983.32	3,500.00	3,500.00	0.00	0.00%	_____
1420	52100	SERVICE	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%	_____
1420	52200	LINE PAINTING	8,309.77	8,327.48	10,338.31	0.00	9,800.00	10,000.00	200.00	2.04%	State bid
1420	52310	CROSSWALKS	8,390.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00%	_____
1420	52400	BLDGS & GROUNDS UPKEEP	4,153.33	7,014.50	3,299.73	0.00	5,000.00	5,000.00	0.00	0.00%	_____
1420	52410	ROAD MAINTENANCE	0.00	3,124.75	12,475.52	0.00	8,000.00	8,000.00	0.00	0.00%	_____
1420	52440	VEHICLE REPAIR	548.78	435.91	0.00	0.00	500.00	500.00	0.00	0.00%	_____
1420	52700	RENTALS	760.00	109.39	1,828.17	778.64	750.00	750.00	0.00	0.00%	_____
1420	53000	PROF/TECH SERVICES	15,391.22	2,697.85	2,447.42	1,615.17	4,000.00	15,000.00	11,000.00	275.00%	revised to include engineering oversight for E. Main St Mass DOT project
1420	53100	POLICE DETAILS	8,417.22	5,642.96	5,805.26	0.00	10,000.00	10,000.00	0.00	0.00%	_____
1420	53400	COMMUNICATIONS	862.77	223.44	377.58	55.86	1,000.00	1,000.00	0.00	0.00%	_____
1420	54200	OFFICE SUPPLIES	1,366.87	371.47	128.25	108.23	1,000.00	1,000.00	0.00	0.00%	_____
1420	54600	SAFETY SUPPLIES	1,005.75	1,041.32	1,074.88	220.00	3,000.00	3,000.00	0.00	0.00%	_____
1420	54800	VEHICULAR SUPPLIES	675.05	881.88	3,649.51	226.43	2,600.00	2,600.00	0.00	0.00%	_____
1420	54900	FOOD & FOOD SERVICE SUPP	0.00	0.00	0.00	0.00	500.00	0.00	(500.00)	-100.00%	_____
1420	55400	PUBLIC WORKS SUPPLIES	28,773.39	12,885.88	14,273.64	8,758.02	25,000.00	25,000.00	0.00	0.00%	_____
1420	55460	LINE PAINTING SUPPLIES	2,136.00	1,145.27	1,674.53	18.10	2,000.00	2,000.00	0.00	0.00%	_____
1420	55470	TRAFFIC SIGNS	2,990.00	5,196.96	3,949.20	0.00	5,000.00	5,000.00	0.00	0.00%	_____
1420	57000	TRAINING DUES MEMBERSHIPS	1,136.20	500.22	947.75	330.00	1,200.00	1,200.00	0.00	0.00%	_____
1420	58000	LANDSCAPING NEW ADMIN BLDG	0.00	0.00	6,923.00	0.00	0.00	0.00	0.00	0.00%	_____
1420	58300	DEPOT SQ STREETScape	0.00	0.00	0.00	0.00	9,500.00	0.00	(9,500.00)	-100.00%	_____
<b>TOTAL</b>	<b>DPW-HIGHWAY DEPARTMENT</b>		<b>380,476.42</b>	<b>369,892.61</b>	<b>390,332.82</b>	<b>122,526.87</b>	<b>430,312.00</b>	<b>437,822.00</b>	<b>7,510.00</b>	<b>1.75%</b>	
<b>1421 DPW-STORMWATER MANAGEMENT</b>											
1421	51100	STORM WATER WAGES	2,340.00	3,922.50	7,046.25	8,104.50	7,200.00	8,000.00	800.00	11.11%	GIS intern
1421	52000	STORMWATER SERVICES	3,879.49	6,248.56	5,700.00	4,080.27	12,000.00	12,000.00	0.00	0.00%	NPDES permit requirements
1421	52300	CATCH BASIN CLEANING	9,391.14	9,620.68	9,730.80	0.00	10,000.00	12,000.00	2,000.00	20.00%	Additional streets
1421	52310	DEBRIS DISPOSAL	9,895.63	0.00	0.00	6,255.20	5,000.00	5,000.00	0.00	0.00%	_____
1421	52400	REPAIRS & MAINTENANCE	13,280.00	0.00	611.67	0.00	8,000.00	8,000.00	0.00	0.00%	_____
1421	53000	MISC PROF/TECH SERVICES	8,390.33	4,660.75	4,595.78	5,324.34	10,000.00	20,000.00	10,000.00	100.00%	Includes \$10,000 for IDDE (illicit discharge evaluation) as required by permit
1421	53100	POLICE DETAILS	3,538.16	2,539.88	7,087.48	4,355.08	5,000.00	5,000.00	0.00	0.00%	_____
1421	53400	COMMUNICATIONS	1,063.92	479.88	479.88	353.96	500.00	500.00	0.00	0.00%	_____

			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	
GENERAL FUND			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	DEPARTMENT COMMENTS
1421	55400	PUBLIC WORKS SUPPLIES	12,106.87	14,446.39	4,586.49	3,028.42	15,000.00	15,000.00	0.00	0.00%	
1421	57000	OTHER CHARGES & EXPENSES	141.00	2,322.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1421	58000	STORM DRAIN UPGRADES	75,699.71	50,000.00	75,000.00	0.00	100,000.00	100,000.00	0.00	0.00%	
1421	58100	CULVERT REPLACEMENTS	0.00	48,356.71	54,851.51	0.00	100,000.00	100,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>DPW-STORMWATER MANAGEM</b>		<b>139,726.25</b>	<b>142,597.35</b>	<b>169,689.86</b>	<b>31,501.77</b>	<b>272,700.00</b>	<b>285,500.00</b>	<b>12,800.00</b>	<b>4.69%</b>	
<b>1422 SNOW REMOVAL</b>											
1422	51100	SNOW REMOVAL WAGES	3,841.40	3,886.84	2,091.17	0.00	2,000.00	2,000.00	0.00	0.00%	recommend level fund
1422	51300	OVERTIME	108,130.76	98,242.71	75,634.33	0.00	77,000.00	77,000.00	0.00	0.00%	
1422	52000	SNOW SERVICES	39,074.75	34,386.74	23,011.91	0.00	30,000.00	30,000.00	0.00	0.00%	
1422	52440	VEHICLE REPAIR	11,331.97	4,213.65	2,783.48	0.00	10,000.00	10,000.00	0.00	0.00%	
1422	53000	PROFESSIONAL SERVICES	159.72	144.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1422	53100	POLICE DETAILS	1,757.36	3,157.86	0.00	0.00	3,000.00	3,000.00	0.00	0.00%	
1422	54800	VEHICULAR SUPPLIES	24,198.00	24,133.76	19,146.71	123.92	22,000.00	22,000.00	0.00	0.00%	
1422	54810	FUEL	26,615.08	36,706.00	33,700.77	0.00	40,000.00	40,000.00	0.00	0.00%	
1422	54820	SNOW-REGIONAL SCHOOL	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%	
1422	55400	PUBLIC WORKS SUPPLIES	9,070.17	3,167.52	4,061.23	1,908.64	6,000.00	6,000.00	0.00	0.00%	
1422	55410	SALT & SAND	182,006.10	133,581.79	115,998.26	0.00	120,000.00	120,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>SNOW REMOVAL</b>		<b>406,185.31</b>	<b>341,620.87</b>	<b>276,427.86</b>	<b>2,032.56</b>	<b>320,000.00</b>	<b>320,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1424 STREET LIGHTING</b>											
1424	52100	STREET LIGHTS	51,027.92	37,766.74	5,630.92	4,299.39	30,000.00	30,000.00	0.00	0.00%	
1424	52400	REPAIRS & MAINTENANCE	10,847.76	4,731.96	5,000.00	549.98	5,000.00	5,000.00	0.00	0.00%	
1424	55400	PUBLIC WORKS SUPPLIES	133.58	1,746.87	0.00	0.00	5,000.00	5,000.00	0.00	0.00%	
1424	57000	OTHER CHARGES & EXPENSES	24.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>STREET LIGHTING</b>		<b>62,033.26</b>	<b>44,245.57</b>	<b>10,630.92</b>	<b>4,849.37</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1425 DPW-FUEL</b>											
1425	52400	REPAIRS & MAINTENANC	363.75	418.50	1,326.25	324.00	1,500.00	1,500.00	0.00	0.00%	
1425	54810	FUEL-DPW	43,533.53	48,552.97	47,755.79	21,048.49	18,500.00	18,500.00	0.00	0.00%	
1425	54820	FUEL-POLICE	5,583.63	0.00	0.00	0.00	24,000.00	24,000.00	0.00	0.00%	
1425	54830	FUEL-FIRE	0.00	0.00	0.00	0.00	11,000.00	11,000.00	0.00	0.00%	
1425	54840	FUEL-AYER HOUSING	(1,607.59)	(1,504.27)	(1,933.55)	(293.83)	0.00	0.00	0.00	0.00%	
1425	54850	FUEL-PARK	(1,050.38)	(1,295.72)	(1,346.88)	(457.79)	0.00	0.00	0.00	0.00%	
1425	54860	FUEL-BUILDING INSPECTOR	0.00	0.00	(299.94)	(99.66)	0.00	0.00	0.00	0.00%	
1425	54870	FUEL-SENIOR VAN (MART)	0.00	0.00	(1,348.33)	(593.49)	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>DPW-FUEL</b>		<b>46,822.94</b>	<b>46,171.48</b>	<b>44,153.34</b>	<b>19,927.72</b>	<b>55,000.00</b>	<b>55,000.00</b>	<b>0.00</b>	<b>0.00%</b>	

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
<b>1429 DPW-EQUIPMENT REPAIR</b>											
1429	51100	EQUIP REPAIR WAGES	57,782.11	59,001.39	60,199.78	21,002.40	61,041.00	62,262.00	1,221.00	2.00%	Union contract
1429	51300	OVERTIME	1,390.52	1,038.56	843.33	685.41	1,800.00	1,868.00	68.00	3.78%	3% of wages
1429	51900	CLOTHING REIMBURSEMENT	700.00	700.00	700.00	350.00	700.00	700.00	0.00	0.00%	_____
1429	52400	REPAIRS & MAINTENANCE	4,898.99	3,841.27	2,171.84	135.00	4,700.00	4,700.00	0.00	0.00%	_____
1429	52440	VEHICLE REPAIR	3,631.29	3,187.87	14,262.06	1,148.91	20,000.00	13,000.00	(7,000.00)	-35.00%	Includes \$10,000 one time expenses for new dump body H-13
1429	52700	RENTALS	1,056.80	2,091.60	1,938.20	390.24	1,000.00	1,500.00	500.00	50.00%	3 Yr Average
1429	52900	WASTE REMOVAL	0.00	556.83	0.00	0.00	500.00	500.00	0.00	0.00%	_____
1429	53000	MISC PROF/TECH SERVICES	312.00	171.20	44.14	7.50	1,000.00	500.00	(500.00)	-50.00%	_____
1429	53400	COMMUNICATION	0.00	23.20	0.00	0.00	150.00	0.00	(150.00)	-100.00%	_____
1429	54200	OFFICE SUPPLIES	7.29	20.92	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1429	54320	BLDG & EQPT REP/MAINT	104.40	758.80	290.00	0.00	250.00	400.00	150.00	60.00%	3 Yr Average
1429	54600	SAFETY SUPPLIES	174.95	239.53	175.00	72.00	250.00	250.00	0.00	0.00%	_____
1429	54800	VEHICULAR SUPPLIES	20,932.69	25,749.11	26,848.31	10,980.50	20,000.00	25,000.00	5,000.00	25.00%	3 Yr Average
1429	55400	PUBLIC WORKS SUPPLIES	6,357.90	5,275.65	2,999.39	1,838.83	7,000.00	7,000.00	0.00	0.00%	_____
1429	57000	OTHER CHARGES & EXPENSES	8.30	20.00	100.00	0.00	0.00	0.00	0.00	0.00%	_____
TOTAL	DPW-EQUIPMENT REPAIR		97,357.24	102,675.93	110,572.05	36,610.79	118,391.00	117,680.00	(711.00)	-0.60%	
<b>1491 CEMETERY DEPARTMENT</b>											
1491	52000	SERVICES	2,500.00	2,500.00	2,500.00	0.00	3,750.00	3,950.00	200.00	5.33%	\$200 increase requested by St Mary's cemetery
TOTAL	CEMETERY DEPARTMENT		2,500.00	2,500.00	2,500.00	0.00	3,750.00	3,950.00	200.00	5.33%	
<b>1512 BOARD OF HEALTH</b>											
1512	51000	BOH SECRETARY	14,609.41	14,806.92	11,206.60	0.00	0.00	0.00	0.00	0.00%	_____
1512	52000	SERVICES	130.56	241.39	423.79	0.00	1,000.00	1,000.00	0.00	0.00%	_____
1512	54000	SUPPLIES	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00%	_____
1512	54200	OFFICE SUPPLIES	153.29	223.59	79.05	0.00	425.00	425.00	0.00	0.00%	_____
1512	57000	OTHER CHARGES & EXPENSES	150.00	267.00	150.00	150.00	850.00	850.00	0.00	0.00%	_____
TOTAL	BOARD OF HEALTH		15,043.26	15,538.90	11,859.44	150.00	2,375.00	2,375.00	0.00	0.00%	
<b>1513 NASHOBA BOARD OF HEALTH</b>											
1513	53050	NASHOBA-NURSING SERVICES	7,971.40	8,369.96	8,788.48	4,613.96	9,228.00	9,689.00	461.00	5.00%	assume 5% increase (same as increase from FY19 to FY20)
1513	53055	NASHOBA BOARD OF HEALTH	17,467.72	18,341.12	19,258.16	10,110.54	20,221.00	21,232.00	1,011.00	5.00%	
TOTAL	NASHOBA BOARD OF HEALT		25,439.12	26,711.08	28,046.64	14,724.50	29,449.00	30,921.00	1,472.00	5.00%	
<b>1540 DISABILITIES COMMISSION</b>											

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1540	52000	SERVICES	0.00	0.00	460.60	265.30	500.00	500.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>DISABILITIES COMMISSIO</b>		<b>0.00</b>	<b>0.00</b>	<b>460.60</b>	<b>265.30</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1541 COUNCIL ON AGING</b>											
1541	51000	COUNCIL ON AGING WAGES	102,282.32	131,088.37	133,073.38	53,104.77	144,715.00	144,715.00	0.00	0.00%	_____
1541	51300	COA OVERTIME	0.00	0.00	0.00	109.32	0.00	0.00	0.00	0.00%	_____
1541	52000	SERVICES	8,800.96	8,502.91	13,311.26	3,992.29	13,000.00	13,000.00	0.00	0.00%	_____
1541	53065	AROBICS INSTRUCTOR	4,000.00	4,000.00	6,000.00	1,200.00	6,000.00	6,000.00	0.00	0.00%	_____
1541	54000	SUPPLIES	4,124.73	1,961.25	4,746.85	557.93	3,100.00	3,100.00	0.00	0.00%	_____
1541	54200	OFFICE SUPPLIES	130.00	0.00	249.46	156.50	400.00	400.00	0.00	0.00%	_____
1541	54900	FOOD SUPPLIES	616.65	927.38	2,284.50	199.42	900.00	900.00	0.00	0.00%	_____
1541	57000	OTHER CHARGES & EXPENSES	8,944.18	7,557.09	1,825.37	1,238.40	1,600.00	1,600.00	0.00	0.00%	_____
1541	57100	COA PROGRAMS	0.00	0.00	3,852.56	1,384.00	6,000.00	6,000.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>COUNCIL ON AGING</b>		<b>128,898.84</b>	<b>154,037.00</b>	<b>165,343.38</b>	<b>61,942.63</b>	<b>175,715.00</b>	<b>175,715.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1543 VETERANS AGENT</b>											
1543	51100	VETERANS AGENT WAGES	18,438.08	18,806.62	19,182.98	6,747.12	19,493.00	19,493.00	0.00	0.00%	_____
1543	52000	SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1543	54000	SUPPLIES	0.00	269.00	0.00	0.00	200.00	200.00	0.00	0.00%	_____
1543	54200	OFFICE SUPPLIES	0.00	8.79	0.00	0.00	100.00	100.00	0.00	0.00%	_____
1543	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00%	_____
<b>TOTAL</b>	<b>VETERANS AGENT</b>		<b>18,438.08</b>	<b>19,084.41</b>	<b>19,182.98</b>	<b>6,747.12</b>	<b>19,893.00</b>	<b>19,893.00</b>	<b>0.00</b>	<b>0.00%</b>	
<b>1547 VETERANS BENEFITS</b>											
1547	53170	VETERANS SERVICES	147,512.75	141,629.06	120,181.49	46,132.05	140,000.00	135,000.00	(5,000.00)	-3.57%	
<b>TOTAL</b>	<b>VETERANS BENEFITS</b>		<b>147,512.75</b>	<b>141,629.06</b>	<b>120,181.49</b>	<b>46,132.05</b>	<b>140,000.00</b>	<b>135,000.00</b>	<b>(5,000.00)</b>	<b>-3.57%</b>	
<b>1610 LIBRARY DEPARTMENT</b>											
1610	51100	LIBRARY WAGES	342,484.00	359,440.80	360,271.88	133,206.61	392,392.00	381,515.00	(10,877.00)	-2.77%	Retirements and lower salaried replacements have reduced this number. This amount does not include COLAs.
1610	52000	SERVICES	86,657.50	91,801.59	87,864.70	38,140.99	85,300.00	95,403.00	10,103.00	11.84%	increased to cover anticipated maintenance costs for aging HVAC equipment as well as new service contract for janitorial services and IT support
1610	54000	LBY-BOOKS A-V PERIODICALS	113,515.28	109,576.93	126,187.42	41,484.11	115,400.00	116,451.00	1,051.00	0.91%	in order to maintain Ayer Library's certification to participate in the State Aid to Public Libraries program,
1610	54100	LIBRARY PATRON COMPUTERS	0.00	0.00	2,445.20	0.00	0.00	0.00	0.00	0.00%	
1610	54200	OFFICE SUPPLIES	19,019.22	10,419.27	13,280.90	4,794.31	6,277.00	8,000.00	1,723.00	27.45%	
1610	54300	LIBRARY SUPPLIES	0.00	0.00	3,040.93	142.80	6,000.00	5,000.00	(1,000.00)	-16.67%	
1610	58000	OTHER CAPITAL OUTLAY	0.00	0.00	2,185.97	0.00	2,000.00	1,000.00	(1,000.00)	-50.00%	
<b>TOTAL</b>	<b>LIBRARY DEPARTMENT</b>		<b>561,676.00</b>	<b>571,238.59</b>	<b>595,277.00</b>	<b>217,768.82</b>	<b>607,369.00</b>	<b>607,369.00</b>	<b>0.00</b>	<b>0.00%</b>	

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
<b>1650 PARK DEPARTMENT</b>											
1650	51000	LIFEGUARD WAGES	28,141.51	34,032.94	36,306.64	32,484.12	40,974.00	43,282.00	2,308.00	5.63%	to account for \$.75 minimuwage increase
1650	51100	PARKS DIRECTOR WAGES	63,458.48	65,843.76	69,526.64	24,840.00	72,036.00	74,332.00	2,296.00	3.19%	Grade 11, step 8 plus longevity
1650	51110	ASSISTANT WAGES	11,784.35	17,052.67	17,111.66	10,526.06	16,116.00	16,980.00	864.00	5.36%	to account for \$.75 minimuwage increase
1650	52000	SERVICES	7,023.09	5,825.63	5,636.48	1,294.34	12,000.00	12,000.00	0.00	0.00%	
1650	52400	BLDGS & GROUNDS UPKEEP	1,203.90	2,211.13	2,184.24	0.00	2,000.00	2,000.00	0.00	0.00%	
1650	52440	VEHICLE REPAIR	634.82	2,260.62	1,257.10	0.00	1,000.00	1,000.00	0.00	0.00%	
1650	54000	SUPPLIES	12,767.97	10,740.35	13,008.83	4,953.23	11,025.00	11,025.00	0.00	0.00%	
1650	54101	BASEBALL EQPT/SUPPLIES	0.00	1,117.30	0.00	0.00	0.00	0.00	0.00	0.00%	
1650	54103	SWIMMING EQPT/SUPPLIES	1,304.12	1,118.68	1,211.00	515.11	1,000.00	1,000.00	0.00	0.00%	
1650	54200	OFFICE SUPPLIES	0.00	0.00	372.79	0.00	0.00	0.00	0.00	0.00%	
1650	54610	BUILDING & GROUNDS SUPPLIES	0.00	1,187.68	1,264.37	0.00	0.00	0.00	0.00	0.00%	
1650	54800	VEHICULAR SUPPLIES	101.51	889.78	159.13	0.00	0.00	0.00	0.00	0.00%	
1650	57000	OTHER CHARGES & EXPENSES	130.59	495.46	0.00	0.00	3,000.00	3,000.00	0.00	0.00%	Estimated extra costs for new building utilities
TOTAL	PARK DEPARTMENT		126,550.34	142,776.00	148,038.88	74,612.86	159,151.00	164,619.00	5,468.00	3.44%	
<b>1652 AYER SHIRLEY FOOTBALL</b>											
1652	52000	AYER SHIRLEY FOOTBALL	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%	_____
TOTAL	AYER SHIRLEY FOOTBALL		4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%	
<b>1653 LITTLE LEAGUE</b>											
1653	52000	LITTLE LEAGUE	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%	_____
TOTAL	LITTLE LEAGUE		4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%	
<b>1691 HISTORICAL COMMISSION</b>											
1691	52000	SERVICES	0.00	750.00	0.00	0.00	250.00	250.00	0.00	0.00%	_____
1691	54000	SUPPLIES	297.00	0.00	127.13	0.00	0.00	0.00	0.00	0.00%	_____
1691	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	277.00	500.00	500.00	0.00	0.00%	_____
TOTAL	HISTORICAL COMMISSION		297.00	750.00	127.13	277.00	750.00	750.00	0.00	0.00%	
<b>1692 PUBLIC CELEBRATIONS DEPT</b>											
1692	55840	MEMORIAL DAY SUPPLIES	279.96	375.52	457.10	0.00	1,000.00	1,000.00	0.00	0.00%	per Robert, level fund
TOTAL	PUBLIC CELEBRATIONS DE		279.96	375.52	457.10	0.00	1,000.00	1,000.00	0.00	0.00%	

1695 AMERICAN LEGION POST 139



GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1940	57420	HEALTH INSURANCE	1,264,351.05	1,388,602.96	1,491,236.64	518,441.63	1,628,660.00	1,725,545.00	96,885.00	5.95%	_____
1940	57421	HEALTH-RETIREE EXP FROM OTHERS	401.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
1940	57422	REGION DISPATCH HEALTH	0.00	0.00	43,080.00	14,352.24	46,437.00	45,123.00	(1,314.00)	-2.83%	_____
1940	57425	LIFE INSURANCE	12,285.10	11,489.60	16,461.30	6,568.80	16,300.00	16,700.00	400.00	2.45%	_____
1940	57439	HSA ADMIN FEES	0.00	0.00	35.75	22.00	75.00	450.00	375.00	500.00%	Includes annual HSA fee and monthly admin
1940	57446	FSA ADMIN FEES	2,229.75	1,992.25	2,814.50	867.50	2,300.00	2,300.00	0.00	0.00%	_____
1940	57448	HEALTH SECTION 21 COST	0.00	0.00	23,806.45	0.00	0.00	0.00	0.00	0.00%	_____
1940	57460	HEALTH INSURANCE W/H CREDIT	21,541.10	17,519.32	10,709.60	3,823.00	10,000.00	10,000.00	0.00	0.00%	_____
1940	57480	MEDICARE PENALTIES	1,688.40	1,768.80	2,749.80	1,383.00	3,500.00	3,500.00	0.00	0.00%	_____
1940	57490	HEALTH BUY-OUT PROGRAM	67,931.66	66,254.73	61,054.61	22,254.13	67,400.00	69,800.00	2,400.00	3.56%	FY20 current & 1 new family
<b>TOTAL GROUP HEALTH &amp; LIFE IN</b>			<b>1,370,428.43</b>	<b>1,487,627.66</b>	<b>1,651,948.65</b>	<b>567,712.30</b>	<b>1,774,672.00</b>	<b>1,873,418.00</b>	<b>98,746.00</b>	<b>5.56%</b>	
<b>GRAND TOTALS</b>			<b>12,660,779.94</b>	<b>12,908,815.84</b>	<b>13,337,783.32</b>	<b>6,004,782.88</b>	<b>15,127,722.00</b>	<b>15,532,451.00</b>	<b>404,729.00</b>	<b>2.68%</b>	
<b>1331 SCHOOL DEPT-VOCATIONAL ED</b>											
1331	52000	VOCATIONAL EDUCATION TUITIONS	731,147.00	632,697.00	680,545.00	382,128.00	764,256.00	870,317.00	106,061.00	13.88%	_____
<b>TOTAL SCHOOL DEPT-VOCATIONAL</b>			<b>731,147.00</b>	<b>632,697.00</b>	<b>680,545.00</b>	<b>382,128.00</b>	<b>764,256.00</b>	<b>870,317.00</b>	<b>106,061.00</b>	<b>13.88%</b>	
<b>1335 ASRSD ASSESSMENT</b>											
1335	52000	ART 8 REGIONAL SCHOOL ASSESSMT	10,074,800.00	10,368,599.00	10,693,991.00	4,630,451.25	11,113,083.00	11,525,082.00	411,999.00	3.71%	_____
1335	52100	ASRSD DEBT ASSESSMENT	1,004,944.00	984,707.00	976,899.00	714,236.25	952,315.00	933,512.00	(18,803.00)	-1.97%	_____
<b>TOTAL ASRSD ASSESSMENT</b>			<b>11,079,744.00</b>	<b>11,353,306.00</b>	<b>11,670,890.00</b>	<b>5,344,687.50</b>	<b>12,065,398.00</b>	<b>12,458,594.00</b>	<b>393,196.00</b>	<b>3.26%</b>	
<b>GRAND TOTALS SCHOOLS</b>			<b>11,810,891.00</b>	<b>11,986,003.00</b>	<b>12,351,435.00</b>	<b>5,726,815.50</b>	<b>12,829,654.00</b>	<b>13,328,911.00</b>	<b>499,257.00</b>	<b>3.89%</b>	

# Town of Ayer

## Benefits and Payroll Department



1 Main Street – Ayer, Massachusetts - 01432  
*Kevin A. Johnston, Benefits and Payroll Manager*

Tel: (978) 772-8248  
Fax: (978) 772-3017

## Memorandum

**Date:** February 26, 2020

**To:** Robert Pontbriand, Town Manager

**From:** Kevin A. Johnston *KAS*

**Subject:** Cost of Living Adjustment (COLA) for Non-Union Personnel for FY 2021

To assist in the annual COLA recommendation for Non-Union Personnel for the FY 2021 budget, I am providing the following information for your consideration:

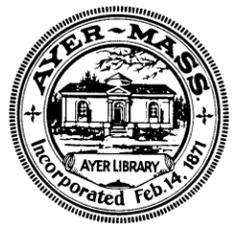
- The Consumer Price Index (CPI) for the Boston-Cambridge-Newton area has increased 2.2% from one year ago. (Bureau of Labor Statistics CPI Boston-Cambridge-Newton, including all of Middlesex County, news release February 2020)
- Responses from a survey of neighboring communities conducted by the Benefits and Payroll Office are:
  - 1 community more than 2.5% (Stow)
  - 4 communities at 2% (Lancaster, Groton, Lunenburg, Bolton)
  - 4 communities less than 2% (Clinton, Harvard, Pepperell, Shirley)
- The Massachusetts Municipal Human Resources Association (MMHR) COLA survey of communities includes:
  - 10 communities more than 2%
  - 18 communities at 2%
  - 3 communities less than 2%
- Social Security Benefits are increasing 1.6% in CY 2020
- Ayer's Collective Bargaining Agreements include 2% COLA adjustments for FY 2021

I am available to discuss this further and answer any questions at your convenience.

Thank you.

**Office of the Board of Selectmen  
Office of the Town Manager**

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Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| www.ayer.ma.us

**MEMORANDUM**

**DATE:** February 28, 2020

**TO:** Ayer Board of Selectmen

**FROM:** Robert A. Pontbriand  
Town Manager

**SUBJECT: Summary of Proposed/DRAFT 2020 Annual Town Meeting Warrant Articles**

Dear Honorable Selectmen,

I look forward to discussing the proposed/DRAFT Annual Town Meeting Warrant as of February 28, 2020 with Board at the March 4, 2020 BOS Meeting. As the Board is aware the Annual Town Meeting Warrant remains a work in progress. The deadline for all Warrant Articles and Citizens Petitions is 12pm on Friday, April 3, 2020. The final warrant will be reviewed and approved by the Board of Selectmen on April 7, 2020. To facilitate the discussion on March 4, 2020, I am pleased to provide the following summary of the proposed/DRAFT 2020 Annual Town Meeting Warrant.

Please note that at this time there are no known Prior Year Bills or Supplemental Appropriations needed. Additionally, there are no Citizens Petitions currently.

If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

**Summary of Proposed 2020 Annual Town Meeting Warrant Articles (as of February 28, 2020):**

Article 1: Town Elections

Article 2: Salaries of Elected Officials

Article 3: Contract Funding for the Ayer Town Hall/Clerical Union Contract

Article 4: FY 2021 Omnibus Budget

Article 5: FY 2021 ASRSD Regional School District Assessment

Article 6: FY 2021 NVTSH Regional School District Assessment

Article 7: FY 2021 Solid Waste Enterprise Fund

Article 8: FY 2021 Ambulance Enterprise Fund

Article 9: FY 2021 Sewer Enterprise Fund

Article 10: FY 2021 Water Enterprise Fund

Article 11: Revolving Funds Article [Placeholder; Only needed if changes will be made to revolving funds; TBD]

Article 12: Borrow Article: FY 2021 Capital Budget Requests

Article 13: Transfer Article: FY 2021 Capital Budget Requests

Article 14: UDAG Replenishments

Article 15: GASB 45/OPEB Fund

Article 16: Raise and Appropriate: First Year's Interest – General Fund Borrowing (Amount TBD)

Article 17: Raise and Appropriate: Funding of \$30,000 for Aquatic Weed Control for Town Ponds

Article 18: Raise and Appropriate: Funding for Conservation Fund (Amount TBD)

Article 19: Raise and Appropriate: Funding from Retail Marijuana Host Agreement

Article 20: Raise and Appropriate: Funding of \$10,000 for Town's 150<sup>th</sup> Anniversary Celebration

Article 21: Raise and Appropriate: Funding of \$6,000 for MUNIS System Upgrade

Article 22: Stabilization Fund (Exact Amounts TBD)

Article 23: Community Preservation Act

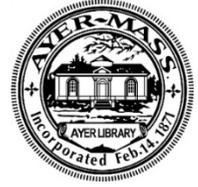
Article 24: Community Preservation Fund FY 2021 Transfer of Funds

Article 25: Adoption of General Code Bylaws and Regulations

Article 26: Bylaw Amendment: Change the Name of the Board of Selectmen to Select Board

Article 27: Zoning Bylaw Amendment: Change the Number of Required Parking Spaces for Downtown Development [TBD and Future Presentation to BOS]

**Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432**



*Broadcast and Recorded by APAC*

**Tuesday February 18, 2020**  
**Open Session Meeting Minutes**

**BOS Present:** Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair; Shaun C. Copeland, Clerk

**Also Present:** Robert A. Pontbriand, Town Manager  
Carly M. Antonellis, Assistant Town Manager

**Call to Order:** S. Houde called the meeting to order at 6:00 PM.

**Pledge of Allegiance:** BOS members and meeting attendees stood and recited the Pledge of Allegiance.

**Approval of Agenda:** J. Livingston asked to amend the agenda by adding a “Rate Review Committee Update” under New Business/Selectmen’s Questions.

**Motion:** A motion was made by S. Copeland and seconded by J. Livingston to approve the agenda, as amended.  
**Motion passed 3-0.**

**Announcements:** S. Houde announced that ASRHS Student Reporter Alex Hertz was in attendance.

**Public Input:** None

**Public Hearing – Pole Petition – National Grid and Verizon - Elm Street:** S. Copeland opened the Public Hearing at 6:02 PM by reading the Public Hearing Notice. National Grid and Verizon are petitioning to locate permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and cross the following public way: Elm Street – National Grid to relocate 1 JO Pole on Elm Street. National Grid to relocate Pole 1 and move 2’ to 3’ away from the hydrant. Steve Soucy from National Grid was in attendance.

Ms. Joan Murphy, 17 East Main Street asked a question about the location of the pole. S. Soucy stated that it would be pushed back from the road approximately 6’, which will align it with the other poles currently on the road.

DPW Superintendent M. Wetzel stated that the pole was being relocated as part of the East Main Street Improvement Project and that if any residents have concerns, he will meet them on-site to discuss the overall project.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the Elm Street Pole Petition as submitted by National Grid and Verizon. **Motion passed 3-0.**

**Motion:** A motion was made by J. Livingston and seconded by S. Copeland to close the Public Hearing at 6:08 PM. **Motion passed 3-0.**

**Public Hearing – Pole Petition – National Grid and Verizon - East Main Street:** S. Copeland opened the Public Hearing at 6:08 PM by reading the Public Hearing Notice. National Grid and Verizon are petitioning to locate permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and cross the following public way: East Main Street – National Grid to relocate 2 JO Poles on East Main Street. National Grid to relocate pole 30 on East Main Street approximately 10’ west of current location. Relocate pole 31 East Main Street approximately 6’ east of current location. Steve Soucy was in attendance for National Grid.

Ms. Kathleen Duprey, 104 East Main Street asked about the location of the pole as it relates to her driveway. She stated that it appeared from the plan, that moving it shouldn’t create a visibility problem. S. Soucy agreed.

**Motion:** A motion was made by S. Copeland and seconded by J. Livingston to approve the East Main Street Pole Petition as submitted by National Grid and Verizon. **Motion passed 3-0.**

**Motion:** A motion was made by J. Livingston and seconded by S. Copeland to close the Public Hearing at 6:11 PM. **Motion passed 3-0.**

**Superintendent Mark Wetzel, Dept. of Public Works:** *Execution of Order of Takings for Temporary Easements for E. Main St.* – M. Wetzel was in attendance and presented the Order of Takings for Temporary Easements for East Main Street, again relating to the East Main Street Improvement Project. These takings were authorized by Article 35 of the Annual Town Meeting in May of 2019. M. Wetzel said the project will likely go out to bid in March and he is hopeful that shovels will be in the ground by mid-summer. There will be a public meeting for abutting residents to provide the project timeline and impacts.

**Motion:** A motion was made by J. Livingston and seconded by S. Copeland to execute the Order of Takings relating to the East Main Street Improvement Project. **Motion passed 3-0.**

**Opening of Annual Town Meeting (5/11/20) Warrant:** R. Pontbriand stated that pursuant to the FY’ 21 Budget Calendar, he is requesting that the Board of Selectmen open the Warrant for the Annual Town Meeting being held on May 11, 2020. The warrant will close on April 3, 2020 at 12:00 PM for warrant article submissions and Citizen’s Petitions.

**Motion:** A motion was made by J. Livingston and seconded by S. Copeland to Open the Annual Town Meeting (5/11/2020) Warrant until 12:00 PM on Friday April 3, 2020 for Citizen’s Petitions and warrant article submissions. **Motion passed 3-0.**

**Town Manager’s Report:** *Administrative Update/Review of Warrant(s)* - R. Pontbriand provided an administrative update of the various activities, initiatives, and projects of the Administration since the BOS last met. R. Pontbriand then gave an update on the new downtown parking plan, stating now that it has been a few weeks, the Police Department will start to ramp-up enforcement. He then he stated that he had recently met with MART to discuss Phase 2 of the Depot Square design. He then reported that he is awaiting the two appointees from the Planning Board for the Ayer Devens Jurisdictional Disposition Committee.

**FY 2021 Budget Update** – R. Pontbriand reported that the Ayer Shirley Regional School District would be presenting the FY ’21 budget on Tuesday February 25, 2020. The next public budget presentation will be held on March 9, 2020.

**Proposal for Compensated Balances Budget Line Item** – Town Accountant/Finance Director Lisa Gabree joined R. Pontbriand to discuss a proposal that would create a new line item in the budget for compensated absences. They stated that as many 30 people will be retiring from the Town within the next 5 years and to plan for those

retirements, it would be prudent to start to fund the compensated balances due to the employee at the time of separation/retirement. R. Pontbriand stated that the goal is to reduce the reliance on the Reserve Fund and to increase transparency in the process. The Town is aware of three (3) retirements coming in the coming year and will be budgeting for them in the FY '21 budget. S. Houde stated that everyone on the Bi-Board was very supportive when they were presented with this concept. The Town Manager and Finance Director are recommending funding \$50,000 from Free Cash for FY '21.

*Proposal for Forward Funding the Town's Pension Assessment* – Benefits and Payroll Director Kevin Johnston joined R. Pontbriand and presented a proposal for forward funding the Town's pension assessment. The Town can save significant money over time if additional payments are made. Due to the high amount of Free Cash, K. Johnston is recommending a \$200,000 contribution in 2020 and 2021, which would realize approximately \$860,000 in savings over time. He stated that making these extra payments could expedite funding the Town's pension liability, which helps strengthen the Town's bond rating. BOS members agreed that due to the Town's strong financial position, that this should be included as a use of Free Cash at the Annual Town Meeting.

*Discussion on Proposed/Potential uses for "Free Cash" in FY 21* – R. Pontbriand presented a slide on potential uses for the FY '19 Certified Free Cash, which totaled \$1,727,437. At this time the potential uses and amounts are recommended as follows: UDAG Replenishment \$230,000 Worthendale Law Suit; OPEB Funding \$170,300; Forward Funding of the Pension (discussed earlier) \$200,00; Compensated Balances Special Revenue Fund (discussed earlier) \$50,000; extraordinary increase in school assessments \$50,000; Capital Stabilization Funding (\$1,000,000) and Stabilization Funding \$27,137. R. Pontbriand then reported that as the budget picture becomes even more clear, these amounts may change.

*Rescheduling of March 3, 2020 BOS Meeting* – BOS members discussed rescheduling of the March 3, 2020 BOS Meeting, due to the Presidential Primary Election. BOS members agreed on March 4, 2020 at 6:00 PM.

*Review and Approval of U.S. Census Boundary Validation Program* – R. Pontbriand presented the maps that were provided by the US Census Bureau and reported that the Town Engineer, Assessor and Town Planner reviewed the maps and agree with the boundaries as presented.

**Motion:** A motion was made by S. Houde and seconded by S. Copeland to approve the US Census Boundary Validation program with Signature by the Chair. **Motion passed 3-0.**

**New Business/Selectmen's Questions:** *Rate Review Committee Update (Selectman Livingston)* – J. Livingston reported that earlier in the day, the Rate Review Committee met. Following up on last meeting's discussion about holding the Water and Sewer Rate Public Hearing on a separate evening, J. Livingston suggested either March 24, 2020 or March 31, 2020. She asked other BOS members to notify her of their availability by Friday February 21, 2020.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by S. Copeland and seconded by J. Livingston to approve the meeting minutes from February 4, 2020. **Motion passed 3-0.**

**Executive Session:** A motion was made by S. Copeland and seconded by J.S. Copeland at 6:59 PM to enter into Executive Session pursuant to MGL Chapter 30A, Section 21A Exemption #3 (Litigation Strategy) *Riley Jayne Farm, LLC and Cowfield Realty Trust II v. Diesel Direct Inc., et al. and Diesel Direct, Inc. v. Ayer Shirley Regional School District, et al.* and to adjourn at the conclusion of Executive Session. S. Copeland stated further that to discuss these items in Open Session would be detrimental to the Town's negotiating strategy. **By Roll Call**

**Vote:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

**Date Minutes Approved by BOS:** \_\_\_\_\_

**Signature Indicating Approval:** \_\_\_\_\_

DRAFT