

RECEIVED

APR 02 2020

TOWN OF AYER
TOWN CLERK

1:45pm
Diana Copeland

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



Tuesday April 7, 2020, 6:00 PM
Open Session Meeting Agenda

(Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order Temporarily Suspending Certain Provisions of the Open Meeting Law. Public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be broadcast live on Channel 8 and live streamed on www.ayerpublicaccess.org. The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.)

6:00 PM

Call to Order

Pledge of Allegiance; Review and Approve Agenda; Announcements

Public Input

(Due to the unique and unprecedented circumstances of the COVID-19 Pandemic; individuals with public input and/or questions for the Board of Selectmen should call-in at this portion of the meeting and state their name and address when asked by the Chair. Additionally any public input and/or questions for the Board of Selectmen prior to the meeting may be sent to the Assistant Town Manager, Carly Antonellis at 978-772-8220 or at cantonellis@ayer.ma.us)

6:05* PM

Discussion and Vote to Postpone the Annual Town Meeting Due to the COVID-19 Pandemic

6:15 PM

Call to Order of the Ayer Finance Committee

(The Finance Committee will be participating remotely in accordance with the provisions of the Governor's Emergency OML Order and will participate in the Review and Approval of the Annual Town Meeting Warrant)

6:20 PM

Review and Approval of the Annual Town Meeting Warrant

6:40 PM

Town Manager's Report

1. Administrative Update/Review of Town Warrant(s)
2. Coronavirus/COVID-19 Town Preparedness Update

6:50 PM

New Business/Selectmen's Questions

6:55 PM

Approval of Meeting Minutes

March 9, 2020

****Executive Session Pursuant to MGL Chapter 30A, Section 21A:**

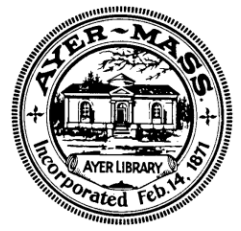
Exemption #2 (Non-Union Personnel) Town Engineer Personal Services Contract MOA Ratification; Exemption #2 (Non-Union Personnel) Benefits & Payroll Manager Personal Services Contract MOA Ratification

**Agenda times are for planning purposes only and do not necessarily constitute exact time.*

***The Board of Selectmen will adjourn for the evening at the conclusion of the Executive Session.*

The next regularly scheduled Board of Selectmen's Meeting will be held on Tuesday April 21, 2020.

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



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

MEMORANDUM

DATE: April 3, 2020

TO: Ayer Board of Selectmen

R.A.P.

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Recommendation to Postpone the Annual Town Meeting Due to the COVID-19 Pandemic

Dear Honorable Selectmen,

As much as we had hoped that the Annual Town Meeting could take place as scheduled on Monday, May 11, 2020 at 7pm; it has become increasingly clear that the current status of the COVID-19 Pandemic as a public safety emergency as well as the extension of the Governor's Emergency Order(s) until May 4 have made it necessary for the Town to postpone the Annual Town Meeting from May 11, 2020.

In consultation with the Town Moderator and the Town Clerk we would like to propose/recommend to the Board of Selectmen at your meeting on April 7, that the Board of Selectmen vote to postpone the Annual Town Meeting and schedule it to take place on Monday, June 15, 2020 at 7pm in the Ayer Shirley Regional High School Auditorium. We have confirmed availability with the School District and have reserved the Auditorium.

You will see from the attached guidance from Town Counsel, the Board of Selectmen has the legal authority to vote to postpone the Town Meeting because the Town Meeting Warrant has not yet been posted. As the Board of Selectmen are aware, this is a public safety emergency and an unprecedented time. If June 15 does not become possible as we get closer to that date; than the Town will follow the Emergency Declaration Process involving the Town Moderator as outlined in the attached guidance (See attached).

The reasons for the selection of June 15, 2020 are as follows:

- The current situation with the COVID-19 Pandemic is a public safety emergency and the Governor's Emergency Order of public closures including schools until May 4 does not make May 11 a viable date for the Annual Town Meeting anymore.
- This would be two weeks after the Annual Town Election now scheduled for June 2, 2020.

- This is a reasonable time frame based on what we know as of today (hopefully) for the pandemic to pass/stabilize; schools and public buildings to reopen; and to allow some time for things to balance/stabilize.
- This would be prior to June 30, 2020 which is the deadline under current circumstances for approval of the FY 2021 Budget.
- This will give the Town more time to hopefully do some public outreach, advertising, and promotion of Town Meeting.
- Town Counsel has advised that Towns at this time postpone to a June date with the goal of giving hopefully enough time for things to stabilize while still approving the FY 2021 Budget before June 30.

I look forward to further discussing this recommendation with the Board of Selectmen at your meeting on Tuesday, April 7, 2020 at 6pm. If you have any questions prior to the meeting, please do not hesitate to contact me directly.

Thank you.

Attachment: Legal Guidance from Town Counsel for Continuing Town Meeting in the Case of Inclement Weather of Public Safety Emergency

Cc: Mr. Tom Horgan, Ayer Town Moderator
Ms. Susan Copeland, Ayer Town Clerk



The Leader in Public Sector Law

**G.L. c.39, §10A Process for Continuing Town Meeting
in the Case of Inclement Weather or Public Safety Emergency**
(updated 2020)

In the event of a weather-related or public safety emergency, the moderator may recess and continue a Town Meeting, following the process set forth in G.L. c. 39, §10A and summarized below. This process applies if the warrant for Town Meeting has already been posted in accordance with G.L. c.39, §10. If the warrant has not yet been posted, the Board of Selectmen/Selectboard may simply vote to delay the date of Town Meeting, and the process outlined below does not need to be followed in such circumstances.

Declaration of Recess and Continuance

- (A) The moderator is required to issue the declaration of recess and continuance as far in advance of the town meeting being continued as is practicable, in accordance with the following procedure:
- consult with public safety officials and members of the board of selectmen
 - declare that voters or representative town meeting members will be unable to attend due to a weather-related or public safety emergency
 - continue the meeting to a time, date and place certain (“Declaration”) no later than 30 days following the date of the moderator’s announcement of the Declaration.

(B) Amended Declaration and Notice

If due to the emergency it is not possible at the time the Declaration is made to identify a location for the continued town meeting, the board of selectmen may, within three days of the Declaration, select a meeting place. If no “suitable” town facility is available, the board of selectmen may move the meeting to a location in a contiguous municipality. This is an exception to the general rule found in G.L. c.39, §9 that town meeting must be held within the geographic boundaries of the town unless otherwise authorized by bylaw, special act or charter.

Upon the identification of the meeting place, the moderator must declare the location and issue an amended Notice subject to all of the posting requirements applicable to the original Notice.

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Notice of Declaration

The moderator is required to prepare a Notice of the Declaration (“Notice”) in a legible, easy to understand format listing:

- time, date, and place of the continued meeting
- reason for the declaration
- date and time the moderator announced the recess and continuance
- if the notice does not include the place of the continued meeting as outlined in paragraph (B) above, within three days of announcement of the recess, the moderator shall issue an amended notice including the location

As soon as practicable, the Notice and any amended notice shall be filed with the town clerk and:

- be posted:
 - in a manner conspicuously visible to the public at all hours in or on the building where the clerk’s office is located;
 - by a constable or other person so directed in the same manner as is required by the General Laws, charter or bylaws for the posting of town meetings;
 - on the building entrance door to the original meeting location; *and*
 - on the town website, if it has one;
- may be circulated by such other available electronic, broadcast or print media as may be desirable; *and*
- shall be provided to members of a representative town meeting as directed by an applicable bylaw.

Timing of Continued Town Meeting

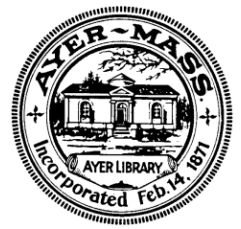
Town Meetings recessed and continued under G.L. c.39, §10A shall be convened by the moderator no later than 30 days following the date and time of the original Declaration.

Notification to the Attorney General

Within 10 days of the Declaration, a local public safety official designated by the Board of Selectmen/Selectboard (such as the Chief of Police) is required to submit a report to the Attorney General stating the reasons why the Declaration was made.

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



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

MEMORANDUM

DATE: April 3, 2020

TO: Ayer Board of Selectmen

Cc: Ayer Finance Committee

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Review and Approval of the 2020 Annual Town Meeting Warrant and FY 2021 Budget

Dear Honorable Selectmen,

I am pleased to transmit to you the FINAL DRAFT of the 2020 Annual Town Meeting Warrant and the FINAL DRAFT of the FY 2021 Budget for your review and approval at your meeting on Tuesday, April 7, 2020 at 6pm.

The attached FINAL DRAFT Annual Town Meeting Warrant contains a total of thirty-four (34) Warrant Articles including the FY 2021 Omnibus Budget (Article 4). Attached to the FINAL DRAFT Warrant is the FINAL DRAFT of the FY 2021 Budget for your review.

At your April 7, 2020 meeting, the Ayer Finance Committee will participate remotely in accordance with the provisions of the Governor's Emergency Order pertaining to the Open Meeting Law for the purposes of reviewing and discussing the FINAL DRAFT FY 2021 Budget as well as making their formal recommendations on the financial Articles in the FINAL DRAFT Warrant.

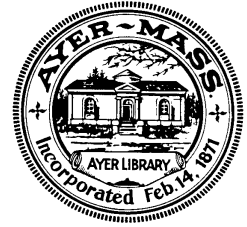
With respect to Articles 27 and 28 which are the Community Preservation Act Articles, due to the unforeseen and unprecedented COVID-19 Pandemic, the CPC Committee has been unable to meet to finalize the appropriations for these CPA Articles and to take a formal vote of their recommendation on the appropriations for each of these Articles.

Therefore, in consultation with Town Counsel, it has been recommended to present both Articles in the Warrant as blank in terms of the appropriation amounts and to provide the "estimated appropriations" in each Article's Explanatory Notes. These "estimated appropriations" will be available by the time of the April 7 meeting and provided to the Board of Selectmen and Finance Committee as well as presented at the meeting.

Additionally, we will formally request that the Town Moderator under his legal authority consider latitude in the scope of these two Articles in terms of the financial amounts, given the unprecedented nature of the COVID-19 Pandemic. Prior to Town Meeting, the CPC Committee will formally meet in accordance with the provisions of the Governor's Emergency Order pertaining to the Open Meeting Law to vote the final appropriations and their recommendations in accordance with the law.

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

Attachment(s): FINAL DRAFT 2020 Annual Town Meeting Warrant
FINAL FY 2021 Budget



Town of Ayer

ANNUAL TOWN MEETING WARRANT

Ayer Shirley Regional High School Auditorium
141 Washington Street
Ayer, MA 01432
June 15, 2020 at 7:00 PM

Commonwealth of Massachusetts
Middlesex, ss.

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the fifteenth (15th) day of June, 2020, at seven o'clock in the evening (7:00 PM) then and there to act on the following articles:

Hereof fail not and make due return of this warrant with your doings thereof to the Town Clerk before the date appointed for said meeting.

Given under our hands this 7th day of April AD 2020.

Scott A. Houde, Chair

Jannice L. Livingston, Vice Chair

Shaun C. Copeland, Clerk

The Ayer Board of Selectmen

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before June 5, 2020. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 1: TOWN ELECTIONS

The Town Elections are the first article of business and were held on Tuesday, June 2, 2020.

ARTICLE 2: SALARIES OF ELECTED OFFICIALS

To see if the Town will vote to fix the salary and compensation of elected officers of the Town of Ayer, as provided by Section 108, Chapter 41 of the General Laws, as amended, or take any action thereon or in relation thereto.

	<u>FY-20 SALARY</u>	<u>FY-21 SALARY</u>	<u>% OF CHANGE</u>
Moderator	\$530	\$541	2%
Selectmen: Chair	\$2,659	\$2,713	2%
Selectmen: Members (2)	\$2,373	\$2,420	2%
Assessors: Chair	\$2,633	\$2,686	2%
Assessors: Members (2)	\$2,345	\$2,392	2%

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This article is required as Town Meeting sets the salaries of elected officials pursuant to MGL Chapter 41, Section 108.

ARTICLE 3: CONTRACT FUNDING: AYER TOWN HALL/CLERICAL UNION, AFSCME 93

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the first year cost items of a collective bargaining agreement between the Town of Ayer and the Ayer Town Hall/Clerical Union, AFSCME 93 for the period of July 1, 2020, through June 30, 2023, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: Per MGL Chapter 150 E, Union Contracts are subject to the appropriation of funds by Town Meeting. The FY 2020 estimated total cost of the Contract is \$23,196.00. Memorandum of Agreement available on Town’s website (www.ayer.ma.us). Presentation to be made at Town Meeting.

ARTICLE 4: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate a sum of money and transfer \$27,998.00 from Free Cash for the Omnibus items, or take any action thereon or in relation thereto:

- Dept. 100: General Government
- Dept. 200: Finance
- Dept. 300: Public Safety
- Dept. 400: Public Works
- Dept. 500: Human Services
- Dept. 600: Education
- Dept. 700: Management Support

For more information, please visit the Town’s website: www.ayer.ma.us

Explanatory Note: Please see insert for Omnibus Budget. Presentation on the budget to be made at Town Meeting. Omnibus Budget represents a 2% Cost of Living Adjustment (COLA) as recommended by the Town Manager and approved by the Board of Selectmen on March 4, 2020.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 5: FY 2021 AYER SHIRLEY REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to raise and appropriate the sum of \$11,525,813 as required to fund the Town's FY 2021 assessment for the Ayer Shirley Regional School District, and to raise and appropriate the sum of \$933,512 for the Town's portion of the ASRSD High School Building Project debt service, or take any action thereon or in relation thereto.

Sponsor: Ayer Shirley Regional School Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article will fund the FY 2021 Ayer Shirley Regional School District Assessment and the Town's portion of the ASRSD High School Building Project debt service.

ARTICLE 6: FY 2021 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate the sum of \$870,317 required to fund the FY 2021 assessment for the Nashoba Valley Regional Technical High School or take any action thereon or in relation thereto.

Sponsor: Nashoba Valley Technical Vocational School Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article will fund the FY 2021 Nashoba Valley Regional Technical High School Assessment.

ENTERPRISE FUND ARTICLES

Handouts will be provided at Town Meeting with further detail on Articles No. 7 – 10

ARTICLE 7: SOLID WASTE

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the solid waste department:

Direct costs of \$460,491 of which \$331,300 is to come from solid waste revenue, \$35,779 is to come from solid waste retained earnings and \$93,412 is to come from the tax levy, and indirect costs of \$119,161 to come from the tax levy; or take any action thereon or in relation thereto.

For more information, please visit the Town's website: www.ayer.ma.us

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 8: AMBULANCE

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the ambulance department:

Direct costs of \$185,980 is to come from ambulance revenue, and indirect costs of \$406,233 of which \$270,212 is to come from ambulance revenue and \$50,000 from ambulance retained earnings and \$86,021 is to come from the tax levy; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 9: SEWER

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the sewer department:

Direct costs of \$2,999,280 of which \$2,980,560 is to come from sewer revenue and \$18,720 to come from the tax levy and indirect costs of \$371,956 of which \$192,052 to come from sewer revenue and \$179,904 is to come from sewer retained earnings; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 10: WATER

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the water department:

Direct costs of \$2,705,385 of which \$2,652,180 to come from water revenue and \$53,205 to come from water retained earnings, and indirect costs of \$297,781 to come from water retained earnings; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

BORROW ARTICLE

ARTICLE 11: CAPITAL BUDGET REQUESTS

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sums set out in the Warrant and hereby listed for the purposes of funding the following equipment, services, and public works projects, and all costs incidental or related thereto, as contained in the Capital Budget, each sum hereafter to be voted on separately, provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote,

less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved hereunder in accordance with G.L. c. 44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs, or take any action thereon or in relation thereto.

<u>Department</u>	<u>Item</u>	<u>Amount</u>
Information Technology	Town-wide server upgrades	\$45,000
Parks Department	Pickup truck with plow, purchase and equip	\$40,000
DPW Admin	Main & Columbia design engineering phase 2	\$250,000
DPW Highway	Road paving	\$150,000
DPW Highway	Front end loader, purchase and equip	\$230,000
Water Enterprise	Spectacle Pond PFAS improvements	\$2,630,000
	Groton Shirley Rd water main loop	\$575,000
	Water main replacements	\$150,000
	Spectacle Pond filter media replacement	\$350,000
Sewer Enterprise	Infiltration/Inflow repairs	\$500,000
	Groton Shirley Rd low pressure sewer	\$500,000
	1-ton utility truck with plow, purchase and equip	<u>\$75,000</u>
Total:		\$5,495,000

Board of Selectmen:
Finance Committee:

Two Thirds Vote Required

Explanatory Note: All of the above Capital Budget requests and amounts were reviewed by and recommended by the Town's Capital Planning Committee.

TRANSFER ARTICLES

ARTICLE 12: CAPITAL BUDGET REQUESTS

To see if the Town will vote to transfer from Capital Stabilization the following sums hereby listed for the purpose of funding the following equipment, services and public works projects, and all costs incidental or related thereto, as contained in the Capital Budget, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto:

Facilities	Town Hall boiler/HVAC replacement	\$20,000
Parks Department	Landscape trailer	\$15,000
	Remediation Study Kiddie Junction	\$20,000
Fire Department	Thermal camera replacement	\$15,000
	CO monitors	\$16,000
Police Department	Replace detective vehicle, purchase and equip	\$30,000
DPW Highway	Barnum Rd bridge repairs	\$30,000
DPW Stormwater	Stormwater utility implementation	<u>\$25,000</u>

For more information, please visit the Town's website: www.ayer.ma.us

Sponsor: Board of Selectmen:
Finance Committee:

Total **\$171,000**
Two Thirds Vote Required

Explanatory Note: All of the above Capital Budget requests and amounts were reviewed by and recommended by the Town's Capital Planning Committee.

ARTICLE 13: TRANSFER ARTICLE FOR POLICE DEPARTMENT HIGH RISK PREVENTION EQUIPMENT

To see if the Town will vote to transfer from the unexpended borrowing authorization totaling \$10,644 as voted under Article 13 of the May 14, 2018 Annual Town Meeting, Police Department – Upgrade Evidence/Property Storage to pay for Police Department – High Risk Event Protection Equipment, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article will transfer \$10,644 from an unexpended borrow Article (Article 13 of the May 14, 2018 Annual Town Meeting) originally for the Upgrade of the Evidence/Property Storage Project and fund the Police Department's High Risk Event Protection Equipment.

ARTICLE 14: UDAG REPLENISHMENTS

To see if the Town will vote to transfer \$230,000.00 from Free Cash to replenish the Urban Development Action Grant (UDAG) account for the following:

Worthen Dale Depot Square Eminent Domain Settlement: \$230,000.00

Total: \$230,000.00

Or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This article will replenish the Town's UDAG Fund in the amounts set forth in the article. These funds were used from the UDAG's unrestricted funds for purposes that did not have a repayment mechanism in place. The \$230,000 is the second of three UDAG replenishment payments for the Worthen Dale Depot Square Eminent Domain Settlement.

ARTICLE 15: GASB-45/OPEB (Post-Employment Benefits) FUND

To see if the Town will vote to raise and appropriate \$129,700.00 and transfer \$170,300 from Free Cash, totaling the sum of \$300,000 to meet the Town's obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town's future obligation for the cost of other post-employment benefits (OPEB), or take any action thereon or in relation thereto.

For more information, please visit the Town's website: www.ayer.ma.us

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article funds the Town's GASB-45/OPEB, Post-Employment Benefits in the total sum of \$300,000 with \$129,700.00 derived from the Town's Local Meals Tax and \$170,300.00 from Free Cash as recommended by the Town's OPEB Board of Trustees.

RAISE & APPROPRIATE ARTICLES

ARTICLE 16: FIRST YEAR'S INTEREST-GENERAL FUND BORROWING

To see if the Town will vote to raise and appropriate the sum of \$60,775.00 required to provide for the first year's interest charges and associated administrative expenses on all General Fund borrowing/bonding authorized by this Town Meeting, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article will fund the first-year interest charges association with the administrative expenses on all General Fund borrowing/bonding authorized by this Town Meeting.

ARTICLE 17: FUNDING FOR AQUATIC WEED CONTROL FOR TOWN PONDS

To see if the Town will vote to raise and appropriate the sum of \$30,000 for the purpose of funding the aquatic weed control program for the Town's ponds, and any incidental and related costs and expenses; or take any action thereon or in relation thereto. Funds are to be spent by June 30, 2023; unexpended funds on June 30, 2023, to close and revert to general fund balance.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: Funding from this Article will be used by the Conservation Commission for the purposes of the aquatic weed control of the Town's ponds.

ARTICLE 18: FUNDING FOR CONSERVATION FUND

To see if the Town will vote to raise and appropriate the sum of \$5,000.00 for the purpose of funding the Town's Conservation Fund established pursuant to the provisions of G.L. c. 40, §8C, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article would fund \$5,000 into the Town's Conservation Fund established by Town Meeting and administered by the Conservation Commission for the purposes of acquiring conservation land in the Town.

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 19: MATCHING FUNDING FOR FIREFIGHTERS GRANT

To see if the Town will vote to raise and appropriate the sum of \$2,500 as matching funds (5% matching funds) for a Federal Assistance to Firefighters Grant; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article would fund the required five percent (5%) matching funds for a FY 2021 Federal Assistance to Firefighters Grant. These funds will only be required if the grant submission is successful.

ARTICLE 20: FUNDING FOR FIRE DEPARTMENT TACTICAL BALLISTIC GEAR

To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purposes of purchasing Tactical Ballistic Gear for the Ayer Fire Department; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article would fund six (6) sets of Tactical Ballistic Gear for the Ayer Fire Department.

ARTICLE 21: FUNDING FOR THE TOWN'S 150TH CELEBRATION

To see if the Town will vote to raise and appropriate the sum of \$10,000.00 for the purposes of the Town of Ayer's 150th Anniversary Celebration to take place in the year 2021; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article would fund \$10,000 for the purposes of planning and celebrating the Town of Ayer's 150th Anniversary (February 14, 2021) to take place in the year 2021.

ARTICLE 22: FUNDING FOR MUNIS FINANCIAL SOFTWARE SYSTEM UPGRADES

To see if the Town will vote to raise and appropriate the sum of \$6,400.00 for the purposes of upgrading the Town's MUNIS Financial Software System, including but not limited to purchase of software and any needed hardware, and installation and technical support for same; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article will fund the upgrade of the Town's MUNIS Financial Software System and needed hardware to operate the Town's computerized financial systems.

ARTICLE 23: ADOPTION OF THE PROVISIONS OF MGL CHAPTER 40, SECTION 13D (CREATION OF A RESERVE FUND FOR FUTURE PAYMENTS OF ACCRUED LIABILITIES FOR COMPENSATED ABSENCES)

To see if the Town will vote to accept the provisions of MGL Chapter 40, Section 13D to create a reserve fund for future payments of accrued liability for compensated absences due to employees or officials of the Town of Ayer upon termination of their employment; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article would adopt the provision of MGL Chapter 40, Section 31D which would create a reserve fund for the future payments of accrued liabilities for compensated absences due to employees or official of the Town of Ayer upon termination of their employment. Appropriations into this reserve fund will enable the Town to properly address and fund retirements and/or separation of service.

ARTICLE 24: FUNDING OF THE RESERVE FUND FOR FUTURE PAYMENTS OF ACCRUED LIABILITIES FOR COMPENSATED ABSENCES

To see if the Town will vote to transfer from free cash the sum of \$50,000.00 for funding the Town's reserve fund in accordance with MGL Chapter 40, Section 13D for future payments of accrued liability for compensate absences due to employees of the Town of Ayer upon termination of their employment; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article would fund the reserve fund established by Article 24 in the amount of \$50,000.

ARTICLE 25: FORWARD FUNDING OF THE TOWN'S PENSION ASSESSMENT

To see if the Town will vote to transfer the sum of \$300,000 from free cash for the purposes of forward funding the Town's pension assessment from the Middlesex County Retirement System; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article would forward fund the Town's pension assessment from the Middlesex County Retirement System in the amount of \$300,000 for the purposes of realizing estimated future savings. Additional payments of \$300,000 for two successive years (of which this is the first) will provide an estimate savings of \$1.3 million dollars through full funding in 2035. Brief presentation to be made at Town Meeting.

ARTICLE 26: STABILIZATION FUND

To see if the Town will vote transfer \$949,139 from Free Cash or such other sum or sums of money, with \$9,139 to be credited to the Stabilization Fund under the provisions of Chapter 40, Section 5B of the General Laws, and \$940,000 to be credited to the Capital Stabilization Fund per the Town’s Financial Policies, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: This Article transfers \$9,139.00 from Free Cash into the Town’s Stabilization Fund and transfers \$950,000.00 into the Town’s Capital Stabilization Fund for a total transfer of \$949,139.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 27: COMMUNITY PRESERVATION ACT

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2021 Community Preservation Act budget, and appropriate from the estimated FY 2021 Community Preservation Fund revenues:

- A sum of money equal to five percent, and not to exceed \$____ to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2021.

And further, to reserve for future appropriation from the estimated FY 2021 Community Preservation Fund revenues the following sums of money, as recommended by the Community Preservation Committee, for each of the following purposes:

- A sum of money equal to \$____ more or less, for acquisition, creation and preservation of open space excluding land for recreational use, and
- A sum of money equal to \$____ more or less, for acquisition, preservation, restoration and rehabilitation of historic resources, and
- A sum of money equal to \$____ more or less, for acquisition, creation and preservation and support of community housing.

And the remainder sum of \$____ for the Community Preservation FY 2021 Budgeted Reserve.

Or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

Explanatory Note: Disbursement required by the Commonwealth of Massachusetts under M.G.L. Chapter 44B for the estimated FY 2021 Community Preservation Fund revenues. Due to the unprecedented circumstances of the COVID-19 Pandemic, the Community Preservation Committee has yet to formally meet to provide its formal

recommendation and appropriations for this Article. The Community Preservation Committee will do so prior to the Annual Town Meeting and this information will be publicly available on the Town's website at www.ayer.ma.us and on file with the Town Clerk's Office prior to Town Meeting.

ARTICLE 28: COMMUNITY PRESERVATION FUND FY 2020 TRANSFER OF FUNDS

To see if the Town will vote to transfer from Community Preservation Fund FY 2021 estimated annual revenues, the sum of \$_____ to be added to the amount appropriated for the Community Preservation Committee FY 2021 administrative expenses under Article 27 of this Annual Town Meeting, such sum to be used for due diligence, including title searches and related administrative tasks, for potential open space acquisitions; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

Explanatory Note: Due diligence for future appropriations by the Community Preservation Committee for general open space purposes. Due to the unprecedented circumstances of the COVID-19 Pandemic, the Community Preservation Committee has yet to formally meet to provide its formal recommendation and appropriations for this Article. The Community Preservation Committee will do so prior to the Annual Town Meeting and this information will be publicly available on the Town's website at www.ayer.ma.us and on file with the Town Clerk's Office prior to Town Meeting.

ARTICLE 29: BYLAW AMENDMENT: CHANGE THE NAME OF BOARD OF SELECTMEN TO SELECT BOARD

To see if the Town will vote to amend the General Bylaws for the purposes of changing the name of Board of Selectmen to that of Select Board, as follows; or take any action thereon or in relation thereto:

1. Delete the words "Board of Selectmen" and "Selectmen" in each place they appear in the Town's bylaws, and insert in their place the words "Select Board"; delete the word "Selectman" in each place it appears in the Town's bylaws and replace it with the words "Select Board Member"; and make any other changes to pronouns or other minor revisions to text to implement these amendments.
2. Add the following new Section 4 to Article V – Legal Affairs – in the Town's General Bylaws, which shall read as follows: "The Select Board shall have all the powers and duties of a Board of Selectmen for any lawful purpose, including but not limited to for purposes of the Massachusetts General Laws, these Bylaws and special acts applicable to the Town of Ayer."

Sponsor: Board of Selectmen

Simple Majority Vote Required

Explanatory Note: This Article would amend the Town's General Bylaws for the sole purposes of changing the name of Board of Selectmen to that of Select Board for the purposes of modernization and inclusion in the name of the Town's Chief Executive Body.

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 30: ZONING BYLAW AMENDMENT: REDUCTION OF OFF-STREET PARKING FOR THE DOWNTOWN TRANSIT-ORIENTATED LIFESTYLE DISTRICT

To see if the Town of Ayer will amend the Ayer Zoning Bylaw by reducing the off-street parking space requirement for the T6 transect (Downtown Transit-Oriented Lifestyle District) in the Downtown / Park Street Form-Based Code District (DPSFBC) for all residential uses from those presently listed in Section 9.1.2 A.2 to one (1) space per dwelling unit regardless of the number of bedrooms. This amendment is for the T6 transect zone only. All other parking requirements found in Section 9.1.2 A. of the Ayer Zoning Bylaw will remain unchanged.

1. Insert the following text after the only sentence in Ayer Zoning Bylaw Section 9.1.2 A. 2 Residential Uses, by adding the following sentence: **Notwithstanding the requirements of the preceding sentence, in the T6 Zone (Downtown Transit-Oriented Lifestyle District) of the Downtown / Park Street Form-Based Code District (DPSFBC) District, dwelling shall only be required to provide 1 space per unit regardless of the number of bedrooms in the unit.**

or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Planning Board: To Report at Town Meeting

Two-Thirds Majority Vote Required

Explanatory Note: The purpose of this article is to reduce the parking requirements for new residential units in the most densely developed part of the Downtown / Park Street Form-Based Code District from 1.5 spaces (studio and one-bedroom apartments) or 2 spaces (two-bedroom apartments) to 1 space per unit so as to encourage new residential development in the downtown core. Since this is only for the transit-oriented lifestyle district, parking demand is anticipated to be less than for more outlying districts.

ARTICLE 31: READOPT THE TOWN OF AYER GENERAL BYLAWS IN THEIR ENTIRETY

To see if the Town shall accept the renumbering and revision of the various bylaws of the Town from their original numbering or their numbering in the General Bylaws, as amended through October 28, 2019, to the numbering or codification, arrangement, sequence and captions and the comprehensive revisions to the text of the General Bylaws as set forth in the Final Draft of the Code of the Town of Ayer, dated _____, said codification having been done under the direction of the Board of Selectmen and Town Counsel, and said Code being a compilation and comprehensive revision of the present bylaws of the Town. All bylaws of a general and permanent nature, as amended, heretofore in force and not included in the Code shall be repealed, except that such repeal shall not affect any suit or proceeding pending as the result of an existing law, and such repeal shall not apply to or affect any bylaw, order or article heretofore adopted accepting or adopting the provisions of any statute of the commonwealth. These bylaws shall be referred to as the "Code of the Town of Ayer, Massachusetts" and a copy is available for viewing at the Town's website www.ayer.ma.us and will be available at the office of the Town Clerk if and when it is open to the public; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Simple Majority Vote

For more information, please visit the Town's website: www.ayer.ma.us

Explanatory Note: In accordance with Article 22 passed by the Ayer Town Meeting on May 8, 2017, the Town of Ayer contracted with "General Code" to perform a comprehensive review of the Town's General Bylaws. This Article would readopt all of the Town of Ayer's General Bylaws in accordance with the numbering, codification, arrangement, sequence and captions and the comprehensive revisions as set forth in the "Final Draft of the Code of the Town of Ayer" dated ____.

ARTICLE 32: READOPT THE TOWN OF AYER ZONING BYLAW IN ITS ENTIRETY

To see if the Town shall accept the renumbering and revision of the Zoning Bylaw of the Town from its original numbering, as amended through October 28, 2019, to the numbering or codification, arrangement, sequence and captions and the comprehensive revisions to the text of the Zoning Bylaw as set forth in the Final Draft of the Code of the Town of Ayer, dated _____, said codification of the Zoning Bylaw having been done under the direction of the Planning Board, and being a compilation and comprehensive revision of the present Zoning Bylaw, including amendments thereto. All Zoning Bylaws, as amended, heretofore in force, shall be repealed, except that such repeal shall not affect any suit or proceeding pending as the result of an existing law. The Zoning Bylaw shall be codified as Chapter 320 of the "Code of the Town of Ayer, Massachusetts"; and a copy is available for viewing at [insert a web address] and will be available at the office of the Town Clerk if and when it is open to the public; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Planning Board: To Report at Town Meeting

Two-Thirds Majority Vote

Explanatory Note: In accordance with Article 22 passed by the Ayer Town Meeting on May 8, 2017, the Town of Ayer contracted with "General Code" to perform a comprehensive review of the Town's General Bylaws. This Article would readopt the Town of Ayer's Zoning Bylaw in accordance with the numbering, codification, arrangement, sequence and captions and the comprehensive revisions as set forth in the "Final Draft of the Code of the Town of Ayer" dated ____ and on file with the Ayer Town Clerk's Office.

ARTICLE 33: STREET ACCEPTANCE: HAYMEADOW LANE; HOLLY RIDGE ROAD; AND APPLEBLOSSOM DRIVE

To see if the Town will vote to accept as Town public ways, Haymeadow Lane from Station 9+00 to Station 20+73.53; Holly Ridge Road from Station 0+00 to Station 13+68.54; and Appleblossom Drive from Station 0+00 to Station 5+00 in the Town of Ayer, County of Middlesex, Commonwealth of Massachusetts, as heretofore laid out by the Board of Selectmen, as shown on a plan entitled "Ridge View Heights' Definitive Subdivision Plan of Land in Ayer as prepared by David E. Ross Associates," a copy which is on file with the Town Clerk. And to see if the Town will further vote to authorize the Board of Selectmen to acquire by eminent domain, purchase, gift or otherwise the fee to or easements in said roadways, together with all related drainage, utility and other easements, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Planning Board: To Report at Town Meeting

Simple Majority Vote

Explanatory Note: This Article would authorize the acceptance of the portions of Haymeadow Lane, Holly Ridge Road, and Appleblossom Drive as contained in the Article as public ways in the Town of Ayer.

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 34: GRANT OF EASEMENT TO NATIONAL GRID – GROTON STREET

To see if the will vote to authorize the Board of Selectmen to grant an easement to National Grid for the transmission of electric current upon a portion of Town-owned property which is located on the southerly side of Groton Street shown as "Parcel A" on a Plan of Land recorded with the Middlesex South District Registry of Deeds in Plan Book 63 of 2018 for the purposes of installing one pole with wires and cables installed thereon, and all necessary foundations, anchors, guys, braces, fittings, equipment and appurtenances referred to as the "Overhead System" over, across, under and upon the Town-owned property as shown on a sketch plan on file with the Town Clerk, on such terms and conditions and for such consideration as the Board of Selectmen deems appropriate, and to authorize the Board of Selectmen to enter into all agreements and to execute on behalf of the Town any and all instruments as may be necessary or convenient to effectuate the purpose of this Article; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Simple Majority Vote Required

Explanatory Note: This Article would authorize the Board of Selectmen to grant an easement to National Grid on Groton Street for the purposes of installing an "Overhead System" consisting of a utility pole with wires and cables for the purposes of providing utility services to the Ayer Rail Trail Parking Facility located at 3 Groton Street.

A True Copy Attest: _____
Susan E. Copeland
Town Clerk

Date: April _____, 2020

As directed in the foregoing warrant, I have this day posted three attested copies in three public places, one of which was the Town Hall at least fourteen days before said meeting, all as herein directed.

Constable

Date: April _____, 2020

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)	
1114 MODERATOR											
1114	51100	MODERATOR	500.00	510.00	520.00	0.00	530.00	541.00	11.00	2.08%	_____
TOTAL	MODERATOR		500.00	510.00	520.00	0.00	530.00	541.00	11.00	2.08%	
1122 BOARD OF SELECTMEN											
1122	51100	SELECTMEN STIPENDS	6,975.96	7,116.00	7,258.92	2,491.97	7,404.00	7,552.00	148.00	2.00%	_____
1122	51110	ASSIST TOWN MANAGER	74,207.52	75,239.50	95,922.77	34,475.25	99,978.00	104,180.00	4,202.00	4.20%	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	146,842.00	6,264.00	4.46%	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%	
TOTAL	BOARD OF SELECTMEN		218,200.08	215,710.10	244,430.67	89,977.82	261,760.00	272,434.00	10,674.00	4.08%	
1126 BENEFITS & PAYROLL MANAGER											
1126	51000	PAYROLL & BENEFITS MGR WAGES	63,916.80	65,781.50	67,777.41	23,679.23	69,088.00	70,451.00	1,363.00	1.97%	Grade 8 red-lined COLA only \$68,088 plus education stipend \$1,000; contract expires 6/30/2020
		LONGEVITY						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%	_____
TOTAL	BENEFITS & PAYROLL MAN		65,531.40	69,649.91	69,942.83	24,829.99	77,138.00	78,731.00	1,593.00	2.07%	
1132 RESERVE FUND											
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
TOTAL	RESERVE FUND		150,000.00	150,000.00	150,000.00	0.00	150,000.00	150,000.00	0.00	0.00%	
1135 TOWN ACCOUNTANT											
1135	51100	TOWN ACCOUNTANT SALARY	99,848.16	103,727.77	106,504.49	37,453.52	108,615.00	110,755.00	2,140.00	1.97%	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	60,638.00	3,364.00	5.87%	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	8,073.00	2,795.00	52.96%	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	4,400.00	(4,000.00)	-47.62%	reduction in cost of 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

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
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
TOTAL	TOWN ACCOUNTANT		187,255.35	212,994.57	195,249.29	59,559.03	207,317.00	212,916.00	5,599.00	2.70%	
1136 COMPUTER SUPPORT											
1136	51000	COMPUTER SUPPORT STIPEND	4,973.28	5,040.38	5,174.50	1,827.00	5,298.00	5,403.00	105.00	1.98%	_____
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%	
TOTAL	COMPUTER SUPPORT		44,407.03	46,917.66	44,240.30	21,204.79	48,713.00	49,903.00	1,190.00	2.44%	
1141 BOARD OF ASSESSORS											
1141	51100	ASSESSORS STIPENDS	6,900.12	7,037.88	7,155.38	3,049.30	7,323.00	7,469.00	146.00	1.99%	_____
1141	51110	SECRETARY WAGES	45,810.73	46,438.50	48,900.96	17,589.60	51,310.00	53,752.00	2,442.00	4.76%	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	109,797.00	2,168.00	2.01%	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%	_____
TOTAL	BOARD OF ASSESSORS		178,861.36	171,736.83	180,438.52	55,259.36	186,778.00	194,334.00	7,556.00	4.05%	
01145C TREASURER/TAX COLLECTOR											
01145C	51100	TREASURER/TAX COLLTR WAGES	78,481.66	79,552.92	74,202.17	26,720.28	77,481.00	80,947.00	3,466.00	4.47%	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	56,075.00	2,497.00	4.66%	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	23,835.00	1,172.00	5.17%	step only; Grade 3, step 7; clerical union contract expires 6/30/2020
01145C	52000	SERVICES	4,092.41	4,283.19	6,170.86	1,066.47	17,000.00	14,000.00	(3,000.00)	-17.65%	reduction to reflect actual bank service charges
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	187,119.00	10,135.00	5.73%	
1147 FINANCE COMMITTEE											
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%	
1148 PARKING TICKETS											
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%	

GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1151 TOWN COUNSEL										
1151	52000	MISCELLANEOUS PROFESSIONAL SER	9,380.00	79,320.00	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	100,000.00	(10,000.00)	-9.09% reduction to reflect past 2 years actual expense
TOTAL	TOWN COUNSEL		84,282.85	188,358.53	60,862.96	13,183.15	110,000.00	100,000.00	(10,000.00)	-9.09%
1154 MANAGEMENT SUPPORT										
1154	51000	MGMT SUPPORT WAGES	40,052.06	35,487.15	45,585.18	18,028.80	52,083.00	55,418.00	3,335.00	6.40% 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
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% _____
		CLEAR GOV-BUDGET BOOK					5,500.00	5,500.00	100.00%	
		GENERAL CODE ANNUAL MAINTENANCE					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	85,418.00	19,335.00	29.26%
1158 TAX TITLE FORECLOSURE										
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%
1161 TOWN CLERK										
1161	51100	TOWN CLERK SALARY	32,106.13	32,544.30	67,475.36	24,235.20	70,512.00	75,299.00	4,787.00	6.79% 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	57,124.00	1,306.00	2.34% 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% _____
TOTAL	TOWN CLERK		79,146.31	80,014.91	123,543.11	44,476.46	129,730.00	137,323.00	7,593.00	5.85%
1162 ELECTIONS & REGISTRATIONS										
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	2,500.00	0.00	0.00% 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% _____
TOTAL	ELECTIONS & REGISTRATI		16,336.06	14,946.00	20,946.00	1,493.92	20,946.00	25,396.00	4,450.00	21.25%

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1164 TOWN HALL POSTAGE FUND											
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
TOTAL	TOWN HALL POSTAGE FUND		20,136.35	16,144.43	19,814.06	6,193.97	20,000.00	20,000.00	0.00	0.00%	
1166 INFORMATION TECHNOLOGY											
1166	51100	INFO TECH WAGES	82,404.56	85,657.76	90,106.64	32,682.81	94,229.00	98,560.00	4,331.00	4.60%	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
TOTAL	INFORMATION TECHNOLOGY		134,102.17	142,567.70	152,295.63	60,801.93	166,811.00	183,854.00	17,043.00	10.22%	
1171 CONSERVATION COMMISSION											
1171	51000	CONSERVATION AGENT WAGES	40,639.89	39,136.38	54,889.26	19,749.61	57,274.00	61,438.00	4,164.00	7.27%	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	68,563.00	7,344.00	12.00%	
1175 TOWN PLANNER											
1175	51000	TOWN PLANNER	0.00	56,004.22	79,427.52	28,634.40	83,040.00	86,819.00	3,779.00	4.55%	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	89,319.00	3,779.00	4.42%	
1181 URBAN DEVELOPMENT(MRPC)											
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%	
1188 PLANNING & DEVELOPMENT											
1188	51000	DIRECTOR-PLN & DEV WAGES	33,846.48	35,181.72	37,052.00	13,338.03	38,680.00	40,565.00	1,885.00	4.87%	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%	_____

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
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	41,015.00	1,835.00	4.68%	
1192 PUBLIC BLDGS & PROP MAINT											
1192	51000	FACILITIES DIRECTOR	65,383.68	71,503.57	68,716.08	24,775.20	71,848.00	75,147.00	3,299.00	4.59%	Grade 12, step 4
1192	51100	CUSTODIAN	35,174.00	35,760.48	38,526.88	13,716.00	40,206.00	42,189.00	1,983.00	4.93%	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%	_____
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	GROUNDKEEP'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		GROUNDKEEPING-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	875.00	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%	_____

			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	
GENERAL FUND			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	DEPARTMENT COMMENTS
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%	_____
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%	_____
TOTAL	PUBLIC BLDGS & PROP MA		269,143.33	332,510.42	340,162.37	116,881.74	359,669.00	362,536.00	2,867.00	0.80%	
1193 GENERAL INSURANCE											
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)
TOTAL	GENERAL INSURANCE		285,370.60	221,300.35	191,911.76	201,585.68	212,837.00	231,478.00	18,641.00	8.76%	
1210 POLICE DEPARTMENT											
1210	51100	POLICE DEPT-SALARIES	1,864,604.80	1,975,316.76	2,009,081.08	725,045.31	2,347,783.00	2,432,711.00	84,928.00	3.62%	CBAs
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	1,750.00	187.00	11.96%	_____
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%	_____
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%	_____

			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	
GENERAL FUND			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	DEPARTMENT COMMENTS
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%	_____
TOTAL	POLICE DEPARTMENT		2,299,130.13	2,419,781.13	2,490,725.19	902,189.31	2,881,381.00	2,992,949.00	111,568.00	3.87%	
01210R	REGION DISPATCH										
01210R	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
01210R	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%	_____
01210R	51310	POLICE DEPT-COURT TIME	0.00	0.00	300.99	160.28	0.00	0.00	0.00	0.00%	_____
01210R	51320	TRAINING OT	0.00	0.00	1,268.45	622.88	0.00	0.00	0.00	0.00%	_____
01210R	51924	CLOTHING-PROVIDAKES	0.00	0.00	90.00	0.00	400.00	400.00	0.00	0.00%	_____
01210R	51930	CLOTHING-CAULEY	0.00	0.00	0.00	106.00	400.00	400.00	0.00	0.00%	_____
01210R	51931	CLOTHING-BUELOW	0.00	0.00	101.99	50.00	400.00	400.00	0.00	0.00%	_____
01210R	51932	CLOTHING-TRINQUE	0.00	0.00	37.00	0.00	400.00	400.00	0.00	0.00%	_____
01210R	53200	POLICE-TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	_____
01210R	57000	OTHER CHARGES & EXPENSES	0.00	0.00	62.46	0.00	0.00	0.00	0.00	0.00%	_____
01210R	58200	COMPUTER AIDED DISPATCH	0.00	0.00	1,303.63	0.00	0.00	0.00	0.00	0.00%	_____
TOTAL	REGION DISPATCH		0.00	0.00	38,631.57	93,825.42	57,841.00	89,550.00	31,709.00	54.82%	
1220	FIRE DEPARTMENT										
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	1,394,147.00	137,570.00	10.95%	adjusted for salaries & stipends; includes Chief's retirement payout and new Deputy Fire Chief
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

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
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	0.00	0.00	2,490.00	0.00	0.00	0.00	0.00	0.00%	_____
		BALLISTIC VESTS (6)						0.00	0.00	100.00%	moved to special article
TOTAL	FIRE DEPARTMENT		1,590,609.70	1,665,039.33	1,703,133.34	660,932.10	1,846,103.00	1,987,926.00	141,823.00	7.68%	
1241 BUILDING INSPECTION											
1241	51100	INSPECTOR WAGES	35,929.65	81,028.75	85,253.05	30,736.80	89,137.00	93,187.00	4,050.00	4.54%	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	500.00	(1,000.00)	-66.67%	reduced to reflect actual spending
1241	54200	OFFICE SUPPLIES	5,673.28	346.01	28.54	172.39	1,500.00	500.00	(1,000.00)	-66.67%	reduced to reflect actual spending
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	3,000.00	(4,500.00)	-60.00%	reduced to reflect actual spending
TOTAL	BUILDING INSPECTION		124,387.40	94,216.19	94,267.02	33,562.87	107,537.00	105,087.00	(2,450.00)	-2.28%	
1247 BARN INSPECTOR											
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%	_____
1291 EMERGENCY MANAGEMENT											
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%	_____
1291	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00%	_____
TOTAL	EMERGENCY MANAGEMENT		12,209.36	12,460.68	21,073.11	11,949.82	22,605.00	22,856.00	251.00	1.11%	
1292 ANIMAL CONTROL OFFICER											
1292	51100	ANIMAL CONTROL OFF-SALARY	11,988.77	12,228.37	12,809.88	4,609.44	13,317.00	14,144.00	827.00	6.21%	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%	_____
TOTAL	ANIMAL CONTROL OFFICER		12,359.08	13,628.71	13,459.95	4,629.42	14,799.00	15,626.00	827.00	5.59%	
1294 TREE WARDEN											
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%	
TOTAL	TREE WARDEN		44,452.12	42,458.57	47,196.47	14,735.32	44,901.00	54,904.00	10,003.00	22.28%	

GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1410 DPW-ADMINISTRATION										
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	368,296.00	14,599.00	4.13%
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%
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%
TOTAL	DPW-ADMINISTRATION		349,413.58	356,550.77	378,622.13	139,669.26	398,697.00	422,296.00	23,599.00	5.92%
1420 DPW-HIGHWAY DEPARTMENT										
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	16,400.00	(1,991.00)	-10.83% reduction based on past actual and year to date actual expense
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	8,000.00	(2,000.00)	-20.00% reduction based on past actual and year to date actual expense
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%
TOTAL	DPW-HIGHWAY DEPARTMENT		380,476.42	369,892.61	390,332.82	122,526.87	430,312.00	433,822.00	3,510.00	0.82%

GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
1421 DPW-STORMWATER MANAGEMENT										
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% _____
1421	55400	PUBLIC WORKS SUPPLIES	12,106.87	14,446.39	4,586.49	3,028.42	15,000.00	12,500.00	(2,500.00)	-16.67% reduction based on past actual and year to date actual expense
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%
TOTAL	DPW-STORMWATER MANAGEM		139,726.25	142,597.35	169,689.86	31,501.77	272,700.00	283,000.00	10,300.00	3.78%
1422 SNOW REMOVAL										
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% _____
TOTAL	SNOW REMOVAL		406,185.31	341,620.87	276,427.86	2,032.56	320,000.00	320,000.00	0.00	0.00%
1424 STREET LIGHTING										
1424	52100	STREET LIGHTS	51,027.92	37,766.74	5,630.92	4,299.39	30,000.00	26,500.00	(3,500.00)	-11.67% reduction based on past actual and year to date actual expense
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% _____
TOTAL	STREET LIGHTING		62,033.26	44,245.57	10,630.92	4,849.37	40,000.00	36,500.00	(3,500.00)	-8.75%
1425 DPW-FUEL										
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% _____

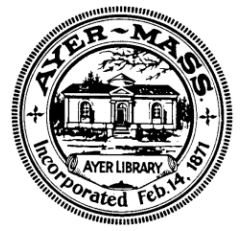
GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS	
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)		
TOTAL	DPW-FUEL	46,822.94	46,171.48	44,153.34	19,927.72	55,000.00	55,000.00	0.00	0.00%		
1429 DPW-EQUIPMENT REPAIR											
1429	51100	EQUIP REPAIR WAGES	57,782.11	59,001.39	60,199.78	21,002.40	61,041.00	1,221.00	2.00%	Union contract	
1429	51300	OVERTIME	1,390.52	1,038.56	843.33	685.41	1,800.00	68.00	3.78%	3% of wages	
1429	51900	CLOTHING REIMBURSEMENT	700.00	700.00	700.00	350.00	700.00	0.00	0.00%	_____	
1429	52400	REPAIRS & MAINTENANCE	4,898.99	3,841.27	2,171.84	135.00	4,700.00	0.00	0.00%	_____	
1429	52440	VEHICLE REPAIR	3,631.29	3,187.87	14,262.06	1,148.91	20,000.00	(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	500.00	50.00%	3 Yr Average	
1429	52900	WASTE REMOVAL	0.00	556.83	0.00	0.00	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)	-50.00%	_____	
1429	53400	COMMUNICATION	0.00	23.20	0.00	0.00	150.00	(150.00)	-100.00%	_____	
1429	54200	OFFICE SUPPLIES	7.29	20.92	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	150.00	60.00%	3 Yr Average	
1429	54600	SAFETY SUPPLIES	174.95	239.53	175.00	72.00	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	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	0.00	0.00%	_____	
1429	57000	OTHER CHARGES & EXPENSES	8.30	20.00	100.00	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%		
1491 CEMETERY DEPARTMENT											
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%		
1512 BOARD OF HEALTH											
1512	51000	BOH SECRETARY	14,609.41	14,806.92	11,206.60	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%		
1513 NASHOBA BOARD OF HEALTH											
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%		
1540 DISABILITIES COMMISSION											
1540	52000	SERVICES	0.00	0.00	460.60	265.30	500.00	500.00	0.00	0.00%	_____
TOTAL	DISABILITIES COMMISSIO	0.00	0.00	460.60	265.30	500.00	500.00	0.00	0.00%		
1541 COUNCIL ON AGING											
1541	51000	COUNCIL ON AGING WAGES	102,282.32	131,088.37	133,073.38	53,104.77	144,715.00	159,881.00	15,166.00	10.48%	_____

			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	
GENERAL FUND			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	DEPARTMENT COMMENTS
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	12,100.00	(900.00)	-6.92%	_____
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	3,700.00	600.00	19.35%	_____
1541	54200	OFFICE SUPPLIES	130.00	0.00	249.46	156.50	400.00	300.00	(100.00)	-25.00%	_____
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	2,600.00	1,000.00	62.50%	_____
1541	57100	COA PROGRAMS	0.00	0.00	3,852.56	1,384.00	6,000.00	5,000.00	(1,000.00)	-16.67%	_____
TOTAL	COUNCIL ON AGING		128,898.84	154,037.00	165,343.38	61,942.63	175,715.00	190,481.00	14,766.00	8.40%	
1543 VETERANS AGENT											
1543	51100	VETERANS AGENT WAGES	18,438.08	18,806.62	19,182.98	6,747.12	19,493.00	19,884.00	391.00	2.01%	_____
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%	_____
TOTAL	VETERANS AGENT		18,438.08	19,084.41	19,182.98	6,747.12	19,893.00	20,284.00	391.00	1.97%	
1547 VETERANS BENEFITS											
1547	53170	VETERANS SERVICES	147,512.75	141,629.06	120,181.49	46,132.05	140,000.00	125,000.00	(15,000.00)	-10.71%	further reduction to reflect FY2019 actual expenses and FY2020 year to date actual expense
TOTAL	VETERANS BENEFITS		147,512.75	141,629.06	120,181.49	46,132.05	140,000.00	125,000.00	(15,000.00)	-10.71%	
1610 LIBRARY DEPARTMENT											
1610	51100	LIBRARY WAGES	342,484.00	359,440.80	360,271.88	133,206.61	392,392.00	389,188.00	(3,204.00)	-0.82%	Retirements and lower salaried replacements have reduced this number. This amount uncludes a 2% COLA.
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	LBV-BOOKS A-V PERIODICALS	113,515.28	109,576.93	126,187.42	41,484.11	115,400.00	116,953.00	1,553.00	1.35%	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%	
TOTAL	LIBRARY DEPARTMENT		561,676.00	571,238.59	595,277.00	217,768.82	607,369.00	615,544.00	8,175.00	1.35%	
1650 PARK DEPARTMENT											
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	75,877.00	3,841.00	5.33%	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%	

GENERAL FUND			FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
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	166,164.00	7,013.00	4.41%	
1652 AYER SHIRLEY FOOTBALL											
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%	
1653 LITTLE LEAGUE											
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%	
1691 HISTORICAL COMMISSION											
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%	
1692 PUBLIC CELEBRATIONS DEPT											
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											
1695	55870	AMERICAN LEGION POST 139	600.00	600.00	600.00	0.00	600.00	600.00	0.00	0.00%	per Robert, level fund
TOTAL	AMERICAN LEGION POST 1		600.00	600.00	600.00	0.00	600.00	600.00	0.00	0.00%	
1697 4TH OF JULY-FIREWORKS											
1697	52000	4TH OF JULY-FIREWORKS	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	0.00	(7,000.00)	-100.00%	No fireworks for July 4, 2020
1697	52100	SERVICES OTHER	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	5,000.00	2,000.00	66.67%	\$2,000 increase for 4th of July parade/activities
TOTAL	4TH OF JULY-FIREWORKS		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	5,000.00	(5,000.00)	-50.00%	
1698 HOLIDAY LIGHTS											
1698	52000	HOLIDAY LIGHTS SERVICES	10,000.00	10,000.00	10,000.00	0.00	10,000.00	15,000.00	5,000.00	50.00%	\$5,000 increase for additional lighting due to new rotary trees/plantings in 2020
TOTAL	HOLIDAY LIGHTS		10,000.00	10,000.00	10,000.00	0.00	10,000.00	15,000.00	5,000.00	50.00%	
1710 RETIREMENT OF DEBT											
1710	59100	PRINC'L PAYMENTS-REGULAR	947,900.00	820,041.00	879,800.00	215,000.00	1,105,909.00	969,600.00	(136,309.00)	-12.33%	revised by accountant
TOTAL	RETIREMENT OF DEBT		947,900.00	820,041.00	879,800.00	215,000.00	1,105,909.00	969,600.00	(136,309.00)	-12.33%	
1751 INTEREST											
1751	59150	LONG-TERM INTEREST	176,089.76	131,447.66	131,757.50	134,357.62	249,294.00	219,120.00	(30,174.00)	-12.10%	revised by accountant

GENERAL FUND		FY2017	FY2018	FY2019	FY2020	FY2020	FY2021	Dollar Incr	Percent Incr	DEPARTMENT COMMENTS
		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	REQUEST	(Decr)	(Decr)	
TOTAL	INTEREST	176,089.76	131,447.66	131,757.50	134,357.62	249,294.00	219,120.00	(30,174.00)	-12.10%	
1911 RETIREMENT & PENSION CON										
1911	51730 COUNTY RETIREMENT ASSESS	1,429,491.00	1,363,375.00	1,450,939.00	1,687,582.00	1,687,582.00	1,787,745.00	100,163.00	5.94%	per 2018 actual valuation
TOTAL	RETIREMENT & PENSION C	1,429,491.00	1,363,375.00	1,450,939.00	1,687,582.00	1,687,582.00	1,787,745.00	100,163.00	5.94%	
1913 UNEMPLOYMENT COMPENSATION										
1913	51710 UNEMPLOYMENT COMPENSATION	3,130.66	31,384.24	2,718.82	800.00	5,600.00	5,600.00	0.00	0.00%	_____
TOTAL	UNEMPLOYMENT COMPENSAT	3,130.66	31,384.24	2,718.82	800.00	5,600.00	5,600.00	0.00	0.00%	
1919 OTHER EMPLOYEE BENEFITS										
1919	51740 FICA MEDICARE	98,183.38	104,248.15	112,188.12	46,970.16	122,500.00	135,000.00	12,500.00	10.20%	_____
TOTAL	OTHER EMPLOYEE BENEFIT	98,183.38	104,248.15	112,188.12	46,970.16	122,500.00	135,000.00	12,500.00	10.20%	
1940 GROUP HEALTH & LIFE INSUR										
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
TOTAL	GROUP HEALTH & LIFE IN	1,370,428.43	1,487,627.66	1,651,948.65	567,712.30	1,774,672.00	1,873,418.00	98,746.00	5.56%	
		GRAND TOTALS	12,660,779.94	12,908,815.84	13,337,783.32	6,004,782.88	15,127,722.00	498,579.00	3.30%	
1331 SCHOOL DEPT-VOCATIONAL ED										
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%	_____
TOTAL	SCHOOL DEPT-VOCATIONAL	731,147.00	632,697.00	680,545.00	382,128.00	764,256.00	870,317.00	106,061.00	13.88%	
1335 ASRSD ASSESSMENT										
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	11,525,813.00	412,730.00	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%	_____
TOTAL	ASRSD ASSESSMENT	11,079,744.00	11,353,306.00	11,670,890.00	5,344,687.50	12,065,398.00	12,459,325.00	393,927.00	3.26%	
		GRAND TOTALS SCHOOLS	11,810,891.00	11,986,003.00	12,351,435.00	5,726,815.50	12,829,654.00	499,988.00	3.90%	

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



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

MEMORANDUM

DATE: April 3, 2020

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the April 7, 2020 Board of Selectmen's Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the April 7, 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 March 30, 2020.

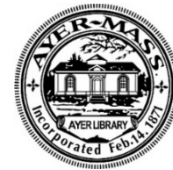
Review of Town Warrant(s):

- I have reviewed, approved, and signed the following Town Warrants since the Board of Selectmen's last regularly scheduled meeting on March 4, 2020:
 - Accounts Payable Warrant #20-18 in the amount of \$542,163.35 was reviewed, approved and signed on March 16, 2020.
 - Payroll Warrant #20-19 in the amount of \$336,548.22 was reviewed, approved and signed on March 24, 2020.
 - Accounts Payable Warrant #20-19 in the amount of \$2,415,539.17 was reviewed, approved and signed on March 31, 2020.

Coronavirus/COVID-19 Town Preparedness Update:

- I will provide a brief update on the Town's ongoing COVID-19 preparedness activities since the Board of Selectmen last met on March 30, 2020.

Thank you.



Town of Ayer
Joint Meeting of the Ayer Board of Selectmen and Ayer Finance Committee
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432

Broadcast and Recorded by APAC

Monday March 9, 2020
Open Session Meeting Minutes

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

Fin Com Present: Patrick Diamond, Chair; Mark Smith, Vice-Chair; Louis Conrad

Fin Com Absent: Terry Harvell, Clerk; Matthew Selby

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

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

Fin Com Call to Order: P. Diamond called the Finance Committee to Order at 6:00 PM.

Second Public Presentation of the Proposed FY '21 Budget: R. Pontbriand thanked both Boards for the opportunity to make the second public presentation on the FY '21 budget. R. Pontbriand reported that he is presenting the 3rd version of the budget this evening. R. Pontbriand highlighted the Town's Budget strengths, including the 2019 Free Cash Certification of \$1.7 million, 2019 Stabilization Fund balance of \$2.5 million and the Town's S&P Bond Rating of AA+.

R. Pontbriand then gave an update of the updated revenues, stating that an additional \$44,000 is anticipated, which is largely due to the Governor's Budget for local aid. He stated that the annual omnibus budget has increased on average about 5.1% over the past several years. The average school assessments over the past several years are 3.74% for Ayer Shirley Regional School District and 4.67% for Nashoba Valley Technical High School.

The approximate increase in the Omnibus, using Version 3, is about 3.06%. R. Pontbriand then highlighted the changes from Version 1 of the budget to Version 3. Since Version 1, there have been about \$100,000 in additional reductions, and about \$160,000 in new spending. R. Pontbriand stated that a portion of the new spending comes from the addition of a Deputy Chief position in the Fire Department, which has been discussed for some time. With the Fire Chief recently announcing his upcoming retirement, the opportunity to add the position presented itself. The BOS also voted to recommend 2% COLA increase for non-union personnel.

R. Pontbriand then presented the FY '21 Capital Budget Recommendations totaling \$1.1 million for the General Fund, \$3.9 million for Water Enterprise Fund; and \$1.1 million for the Sewer Enterprise Fund. R. Pontbriand then detailed the Proposed Raise Articles for the upcoming Town Meeting, which includes; 1st year's interest on general fund borrowing; \$30,000 for aquatic weed control,

\$10,000 for ballistic vests for the fire department, and other items.

R. Pontbriand went over proposed uses for Free Cash, including \$230,000 to replenish the UDAG fund in the amount of \$230,000 for the Worthen Dale Law Suit; OPEB funding in the amount of \$170,300; Forward funding of the pension liability for \$300,000; \$50,000 for a compensated balances account; \$900,000 to capital stabilization and the remainder of \$77,000 to stabilization.

R. Pontbriand noted the Water and Sewer Rate Public Hearing will be held on March 30, 2020.

S. Copeland asked about the reduction of \$50,000 in the Police Department budget. L. Gabree stated that it was an error and the funding was being duplicated, which she found by scrubbing the budget with the Police Chief. He then asked about the ballistic vests for the Fire Department. L. Gabree explained that because it was a one-time item, she and the Town Manager moved it from the Omnibus to a raise article.

L. Conrad asked if the Deputy Fire Chief was expected to be a permanent position. R. Pontbriand stated yes.

Public Comment/ Questions: None

Adjournment:

Motion: A motion was made by S. Houde and seconded by J. Livingston to adjourn the BOS at 6:33 PM. **Motion passed 3-0.**

Motion: A motion was made by P. Diamond and seconded by M. Smith to adjourn the Finance Committee at 6:33 PM. **Motion passed 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____