

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

REVENUE

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service	\$ Change	% Change
SUMMARY REVENUE								
LOCAL TAXES	\$84,216,426	\$87,000,514	\$89,718,236	\$94,109,746	\$97,968,735	\$101,727,394	3,758,659	3.84%
STATE AID	\$15,328,574	\$15,830,425	\$16,074,348	\$16,599,846	\$16,866,103	\$17,159,621	293,518	1.74%
AVAILABLE FUNDS	\$4,396,593	\$6,411,494	\$6,684,668	\$5,726,759	\$4,279,983	\$3,258,055	-1,021,928	-23.66%
LOCAL RECEIPTS	<u>\$9,549,846</u>	<u>\$9,348,612</u>	<u>\$10,278,329</u>	<u>\$10,484,442</u>	<u>\$10,275,000</u>	<u>\$10,425,000</u>	150,000	1.46%
TOTAL	\$113,481,439	\$118,591,045	\$122,755,581	\$126,920,793	\$129,389,821	\$132,570,070	3,180,249	2.46%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
LOCAL TAXES								
Base Factor	\$75,818,815	\$78,844,500	\$82,024,358	\$85,490,204	\$90,161,408	\$93,688,498	3,507,082	3.89%
2 1/2% Increase	\$1,895,415	\$1,968,113	\$2,050,609	\$2,137,255	\$2,254,035	\$2,341,712	87,677	3.89%
New Growth	\$932,470	\$1,413,745	\$1,415,237	\$2,533,947	\$1,253,057	\$1,400,000	146,943	11.73%
Debt Exclusion	\$5,540,882	\$5,011,400	\$4,550,709	\$4,480,715	\$4,379,034	\$4,317,183	-61,851	-1.41%
Levy Limit	\$84,185,363	\$87,035,758	\$90,040,913	\$94,822,120	\$98,047,532	\$101,727,394	3,678,861	3.75%
Levy Used/ Collected	\$84,216,428	\$87,000,514	\$88,718,236	\$94,109,748	\$97,988,735	\$101,727,394	3,758,659	3.84%
STATE AID								
School Aid Chapter 70	\$10,218,568	\$10,348,618	\$10,473,018	\$10,748,368	\$10,894,328	\$10,996,148	101,820	0.93%
School Lunch Program - Offset	\$14,638	\$12,503						
School Choice Rec. Tuition - Offset	\$164,870	\$222,996	\$326,523	\$425,721	\$365,523	\$373,373	7,850	2.15%
Charter Tuition Reimbursements	\$148,280	\$348,045	\$184,464	\$121,877	\$155,550	\$138,066	-17,484	-11.24%
Libraries - Offset	\$40,108	\$49,505	\$48,910	\$48,925	\$50,049	\$49,916	-133	-0.27%
Veterans Benefit	\$138,832	\$143,400	\$170,487	\$143,267	\$112,082	\$93,915	-18,167	-16.21%
Unrestricted General Government Aid	\$4,394,475	\$4,516,342	\$4,878,930	\$4,880,124	\$5,070,449	\$5,247,915	177,466	3.50%
Exemption Reimbursement	\$205,301	\$184,328	\$184,328	\$228,955	\$211,520	\$253,351	41,831	19.78%
State Owned Land	\$5,482	\$8,688	\$8,688	\$8,609	\$8,602	\$8,937	335	5.07%
Police Incentive Reimbursement								
TOTAL	\$15,328,574	\$15,830,425	\$16,074,348	\$16,599,846	\$16,886,103	\$17,159,821	293,518	1.74%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
AVAILABLE FUNDS								
Wetland Protection Act	\$8,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		
Sewer Betterments	\$2,414,887	\$2,417,249	\$2,409,166	\$2,401,036	\$2,392,859	\$950,000	-1,442,859	-60.30%
Sewer Capital Improvement Fund						\$1,427,727	1,427,727	
Cemetery Trust Fund								
Sewer Enterprise - Offsets	\$498,451	\$520,853	\$548,853	\$585,993	\$581,152	\$638,190	55,038	9.47%
Childcare Revolving Fund Benefits	\$132,006	\$130,158	\$139,660	\$145,386	\$156,290	\$167,230	10,940	7.00%
PEG CATV Enterprise - Offsets				\$95,063	\$67,285	\$70,908	3,643	5.42%
Stormwater Enterprise - Offsets								
Recaptured Funds/Overlay Surplus								
Stabilization Fund			\$920,695					
Free Cash-Prior								
Free Cash-Current	\$894,206	\$2,588,986	\$2,204,004	\$2,451,228	\$1,076,417		-1,076,417	
Insurance Recovery								
Budget Transfers (Prior Year)								
Turf Fields Revolv. Fund Debt Svc.	\$23,095							
Transfer Overlay Surplus		\$312,088						
School E-Rate Reimbursements	\$48,723	\$58,945	\$79,076	\$62,053				
School Construction	\$379,215	\$379,215	\$379,214					
State & County Overassess								
TOTAL	\$4,396,593	\$6,411,494	\$6,684,668	\$5,728,759	\$4,279,983	\$3,258,055	-1,021,928	-23.88%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
LOCAL RECEIPTS								
Motor Vehicle Excise	\$4,739,683	\$4,803,988	\$5,197,655	\$5,377,232	\$5,000,000	\$5,000,000		
Meals Tax (.75%)	\$522,838	\$535,164	\$610,808	\$589,695	\$625,000	\$625,000		
Interest-Tax	\$385,050	\$879,188	\$438,889	\$509,789	\$450,000	\$450,000		
Fees	\$355,979	\$377,493	\$381,957	\$375,555	\$380,000	\$380,000		
Rental Income	\$58,614	\$81,997	\$58,748	\$53,135	\$55,000	\$55,000		
Department Revenue- School	\$417	\$360	\$185	\$225	\$200	\$200		
Department Revenue- Cemetery	\$125,835	\$128,425	\$141,395	\$150,625	\$140,000	\$145,000	5,000	3.57%
Department Revenue- Other	\$206,980	\$204,235	\$215,512	\$223,157	\$210,000	\$210,000		
Alcoholic Licenses	\$84,165	\$97,290	\$96,524	\$100,603	\$95,000	\$95,000		
Other Licenses	\$72,673	\$89,190	\$72,003	\$78,330	\$80,000	\$80,000		
Permits	\$648,279	\$769,474	\$1,059,703	\$1,183,728	\$1,131,833	\$1,250,000	118,167	10.44%
Fines & Forfeits	\$251,119	\$235,122	\$189,964	\$185,916	\$185,000	\$200,000	35,000	21.21%
Investment Income	\$298,685	\$284,279	\$306,220	(\$24,304)	\$300,000	\$250,000	-50,000	-16.67%
Miscellaneous, Medicaid	\$265,265	\$319,194	\$310,490	\$400,148	\$350,000	\$350,000		
Miscellaneous, Payments in Lieu of Tax	\$43,667	\$43,091	\$58,237	\$59,911	\$57,560	\$94,393	36,833	63.99%
Solar Net Metering				\$754,727	\$725,407	\$726,407	1,000	0.14%
Miscellaneous, Willis/ 12th Avenue								
Miscellaneous, Sale of Town Equipment								
Miscellaneous, Sale of Bonds								
Miscellaneous, Sale of Real Estate								
Miscellaneous, Medicare Part D								
Miscellaneous, Non-Recurring	\$988,587	\$181,263	\$619,881	\$23,670	\$24,000	\$24,000		
Miscellaneous, FEMA Reimbursement								
Hotel Tax	\$456,857	\$495,030	\$490,158	\$424,322	\$450,000	\$450,000		
Lowell Regional Transportation Authority	\$35,353	\$45,811	\$33,000	\$41,000	\$36,000	\$40,000	4,000	11.11%
TOTAL	\$9,549,848	\$9,348,812	\$10,278,329	\$10,484,442	\$10,275,000	\$10,425,000	150,000	1.48%
<hr/>								
TOTAL REVENUE	\$113,491,439	\$118,591,045	\$122,755,581	\$126,920,783	\$129,389,821	\$132,570,070	3,180,249	2.46%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

EXPENDITURES

SUMMARY	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019		
MUNICIPAL ADMINISTRATION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Level Service		
<i>Personnel Services</i>	\$1,666,765	\$1,688,568	\$1,772,561	\$1,860,413	\$2,066,728	\$2,179,909	113,181	5.48%
<i>Expenses</i>	\$1,012,820	\$1,156,052	\$1,072,285	\$1,132,020	\$1,010,975	\$1,128,019	117,044	11.58%
<i>Assessor's Legal Services</i>								
TOTAL BUDGET	\$2,679,585	\$2,844,620	\$2,844,846	\$2,992,433	\$3,077,703	\$3,307,928	230,225	7.48%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
EXECUTIVE OFFICE								
<i>Personnel Services</i>	\$397,472	\$374,943	\$389,770	\$411,414	\$494,005	\$548,502	52,497	10.63%
<i>Expenses</i>	\$56,508	\$71,655	\$54,191	\$55,079	\$58,625	\$74,375	15,750	26.87%
TOTAL BUDGET	\$453,980	\$446,598	\$443,962	\$466,492	\$552,630	\$620,877	68,247	12.35%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
Town Manager	1	1	1	1	1	1
Director of Business Development					1	1
Assistant Town Manager					1	1
Assistant to the Town Manager	1	1	1	1		
Senior Administrative Assistant	1	1	1	1	1	1
Part-Time Administrative Assistant						
Human Resources Director	1	1	1	1	1	1
Personnel Specialist						
Board of Selectmen Meeting Clerk	0.10	0.10	0.10	0.10	0.10	0.10
	4.10	4.10	4.10	4.10	5.10	5.10

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

BOARD OF SELECTMEN 011220

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
Personnel Services								
51100 Elected								
51110 Full Time	\$54,855	\$51,443	\$51,189	\$53,836	\$63,601	\$61,747	-1,854	-2.92%
Extra Day								
51120 Part Time	\$4,763	\$5,574	\$3,774	\$6,708	\$5,000	\$7,000	2,000	40.00%
51430 Longevity			\$1,686	\$1,803	\$2,863		-2,863	-100.00%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$4,858	\$4,438	\$7,445	\$12,919				
51520 Holidays								
51530 Personal Days								
51570 Funeral Leave	\$124	\$289						
51540 Sick Days								
51000 Total	\$84,400	\$81,744	\$64,093	\$75,066	\$71,464	\$88,747	-2,717	-3.80%
Expenses								
53410 Telephone								
53420 Postage	\$379				\$425	\$425		
53980 Contracted Services	\$1,818	\$1,301	\$250					
54200 Office Supplies	\$647	\$1,254	\$1,398	\$861	\$1,250	\$1,250		
54860 Newspaper Advertisements	\$703	\$806	\$387	\$318	\$500	\$500		
57100 In State Travel	\$1,807	\$2,838	\$1,015	\$1,804	\$1,750	\$1,750		
57310 Dues & Subscriptions	\$7,220	\$8,876	\$7,534	\$7,189	\$7,500	\$7,500		
57800 Other Charges/Expenses	\$849							
54000 Total	\$13,224	\$12,875	\$10,584	\$10,171	\$11,425	\$11,425		
TOTAL BUDGET	\$77,624	\$74,619	\$74,678	\$85,237	\$82,889	\$80,172	-2,717	-3.28%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

TOWN MANAGER 011230

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51110 Full Time	\$210,617	\$210,742	\$221,317	\$220,095	\$312,353	\$365,363	53,010	16.97%
51120 Part Time	\$2,375			\$513				
51430 Longevity Extra Day	\$3,781		\$1,815	\$3,591	\$5,041	\$5,142	101	2.00%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$30,143	\$12,362	\$8,174	\$11,195				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 51000 Total	\$248,896	\$223,104	\$231,106	\$235,393	\$317,394	\$370,505	53,111	16.73%

Expenses

52480 Repair Equipment								
53410 Telephone	\$3,739	\$2,888	\$3,301	\$2,000	\$4,400	\$5,000	600	13.64%
53420 Postage	\$18	\$457	\$550	\$885	\$900	\$900		
53990 Contract Services	\$9,330	\$27,717	\$11,780	\$7,312	\$6,850	\$7,500	650	9.49%
54200 Office Supplies	\$5,903	\$8,000	\$6,110	\$5,804	\$3,000	\$6,000	3,000	100.00%
54860 Newspaper Advertisements	\$641	\$558	\$968	\$628	\$500	\$600	100	20.00%
57100 In State Travel	\$1,848	\$1,664	\$1,842	\$2,194	\$1,100	\$2,000	900	81.82%
57120 Expense Allowance	\$7,353	\$7,260	\$7,198	\$7,278	\$7,200	\$7,200		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$5,943	\$6,877	\$6,841	\$13,555	\$8,500	\$7,000	500	7.69%
57810 Staff Education	\$421		\$72		\$750	\$750		
58000 Outlay	\$2,048							
58510 New Equipment Business Development		\$875					10,000	
54000 Total	\$37,044	\$54,098	\$38,662	\$39,656	\$41,200	\$56,950	15,750	38.23%
TOTAL BUDGET	\$283,940	\$277,201	\$269,768	\$275,049	\$358,594	\$427,455	68,861	19.20%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

HUMAN RESOURCES 011520

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51110 Full Time	\$70,512	\$74,277	\$78,548	\$80,911	\$99,195	\$101,179	1,984	2.00%
51430 Longevity	\$4,860	\$5,081	\$5,353	\$5,715	\$5,952	\$8,071	119	2.00%
51120 Part Time				\$214				
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$10,804	\$10,737	\$10,870	\$14,116				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$86,176	\$90,095	\$94,571	\$100,955	\$105,147	\$107,250	2,103	2.00%

Expenses

53410 Telephone								
53420 Postage					\$900	\$900		
54200 Office Supplies	\$1,317	\$587	\$420	\$1,025	\$750	\$750		
54860 Newspaper Advertisements								
57100 In State Travel	\$368	\$468	\$770	\$613	\$400	\$400		
57310 Dues & Subscriptions	\$725	\$645	\$810	\$440	\$750	\$750		
57800 Other Charges/Expenses								
57810 Staff Education	\$828	\$250	\$295	\$350	\$200	\$200		
54000 Total	\$3,234	\$1,950	\$2,295	\$2,428	\$3,000	\$3,000		
TOTAL BUDGET	\$89,410	\$92,045	\$96,866	\$103,383	\$108,147	\$110,250	2,103	1.94%

ANNUAL REPORTS 011950

Expenses

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
54240 Annual Reports	\$3,006	\$2,733	\$2,650	\$2,823	\$3,000	\$3,000
57800 Other Charges/Expenses						
54000 54000 Total	\$3,006	\$2,733	\$2,650	\$2,823	\$3,000	\$3,000
TOTAL BUDGET	\$3,006	\$2,733	\$2,650	\$2,823	\$3,000	\$3,000

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
FINANCE DEPARTMENT								
<i>Personnel Services</i>	\$846,388	\$880,837	\$923,483	\$962,330	\$1,085,979	\$1,137,102	51,123	4.71%
<i>Expenses</i>	\$672,273	\$732,826	\$670,064	\$700,309	\$824,420	\$651,020	26,600	4.26%
<i>Assess Legal Services</i>								
TOTAL BUDGET	\$1,518,661	\$1,613,663	\$1,593,527	\$1,662,639	\$1,710,399	\$1,788,122	77,723	4.54%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
<u>Treasurer/Collection Divisions</u>						
Finance Director/Treasurer/Collector	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Collector	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerks	1.00	1.00	1.00	1.00	1.00	1.00
Part-Time Clerk						
<u>Assessing Division</u>						
Chief Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Part-time Assessor						
Assistant to the Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<u>Accounting Division</u>						
Town Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Town Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Coordinator/Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Part Time Clerk						
<u>Information Technology Division</u>						
Technology Director	1.00	1.00	1.00	1.00	1.00	1.00
Network Manager					1.00	1.00
	13.00	13.00	13.00	13.00	14.00	14.00

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

TREASURER 011450

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51110 Full Time	\$236,949	\$253,453	\$281,388	\$273,219	\$305,167	\$318,451	13,284	4.35%
51120 Part Time		\$464						
51310 Overtime extra day	\$123							
51430 Longevity				\$4,964	\$5,778	\$6,020	244	4.22%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$19,289	\$15,686	\$21,009	\$20,409				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$256,361	\$269,604	\$282,396	\$298,592	\$310,943	\$324,471	13,528	4.35%

Expenses

52460 Repair Equipment								
53040 Legal Services	\$8,750	\$9,590	\$14,999	\$18,854	\$15,000	\$15,000		
53041 Tax Title- Other	\$27,500	\$40,563	\$35,000	\$27,088	\$35,000	\$35,000		
53080 Surety Bond	\$1,913	\$1,913	\$1,913	\$1,913	\$2,100	\$2,100		
53410 Telephone	\$3,585	\$3,708	\$2,725	\$2,671	\$2,500	\$2,500		
53420 Postage	\$14,982	\$14,703	\$14,999	\$17,087	\$15,000	\$15,000		
53990 Contract Services	\$135,005	\$134,836	\$134,858	\$137,893	\$145,000	\$145,000		
54200 Office Supplies	\$5,335	\$5,010	\$5,400	\$5,015	\$5,400	\$5,400		
54860 Newspaper Advertisement								
57100 In State Travel	\$843	\$75	\$460	\$611	\$750	\$750		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$965	\$1,030	\$1,128	\$730	\$750	\$750		
58000 Outlay								
54000 Total	\$198,857	\$211,427	\$211,501	\$211,460	\$221,500	\$221,500		
TOTAL BUDGET	\$455,218	\$481,031	\$493,897	\$510,053	\$532,443	\$545,971	13,528	2.54%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

INFORMATION TECHNOLOGY 011550

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
Personnel Services								
51110 Full Time	\$78,420	\$80,511	\$87,867	\$91,156	\$188,777	\$199,632	10,855	5.75%
51120 Part Time								
51430 Longevity extra day	\$2,553	\$2,679	\$2,812	\$3,004	\$3,503	\$4,859	1,356	38.71%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$7,013	\$8,607	\$5,867	\$9,676				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$87,986	\$91,997	\$96,546	\$103,835	\$192,280	\$204,481	12,211	6.35%
Expenses								
52470 Computer Maintenance	\$134,415	\$107,955	\$138,698	\$136,679	\$139,100	\$124,200	-14,900	-10.71%
53410 Telephone	\$1,587	\$7,563	\$2,650	\$1,603	\$2,100	\$2,900	800	38.10%
53420 Postage								
53990 Contracted Services	\$94,385	\$148,840	\$135,551	\$140,974	\$73,000	\$98,000	23,000	31.51%
54200 Office Supplies	\$203	\$451	\$928	\$2,299				
57100 In State Travel								
57310 Dues & Subscriptions								
58000 Outlay	\$5,000	\$5,000	\$5,000		\$5,000	\$5,000		
54000 Total	\$235,600	\$269,810	\$282,796	\$281,554	\$219,200	\$228,100	8,900	4.06%
TOTAL BUDGET	\$323,586	\$361,807	\$379,342	\$385,389	\$411,480	\$432,591	21,111	5.13%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

ASSESSORS 011410

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
Personnel Services								
51110 Full Time	\$219,507	\$214,558	\$222,541	\$235,962	\$269,981	\$281,774	11,793	4.37%
51120 Part Time	\$942	\$228	\$7,838					
51430 Longevity extra day	\$8,981	\$6,322	\$6,810	\$7,428	\$7,738	\$8,067	329	4.25%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$28,141	\$32,280	\$26,229	\$23,211				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$257,570	\$253,388	\$263,217	\$266,600	\$277,719	\$289,841	12,122	4.36%
Expenses								
52470 Computer Maintenance	\$83	\$42	\$750					
53120 Revaluation Update	\$129,902	\$80,000	\$59,999	\$80,000	\$66,000	\$68,500	2,500	3.79%
53410 Telephone	\$1,270	\$2,821	\$1,661	\$1,491	\$1,400	\$1,400		
53420 Postage	\$460	\$490		\$294	\$1,000	\$1,000		
53440 Mapping				\$986		\$2,500	2,500	
53990 Contracted Services	\$14,808	\$20,789	\$14,999	\$16,748	\$15,000	\$15,000		
54190 Gasoline								
54200 Office Supplies	\$3,753	\$2,072	\$3,348	\$2,023	\$2,000	\$2,000		
54420 Deeds	\$302							
54440 Tax Bills	\$32,331	\$35,476	\$38,862	\$39,109	\$39,000	\$43,000	4,000	10.26%
57100 In State Travel	\$190	\$395		\$140	\$800	\$800		
57310 Dues & Subscriptions	\$1,512	\$1,239	\$3,664	\$4,647	\$6,400	\$6,400		
57810 Staff Education	\$827	\$150	\$1,214	\$580	\$850	\$850		
54000 Total	\$185,436	\$143,274	\$124,498	\$146,018	\$132,450	\$141,450	9,000	6.60%
Legal Services								
53040 Legal Services								
TOTAL BUDGET	\$443,006	\$386,662	\$387,715	\$412,618	\$410,169	\$431,291	21,122	5.15%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

ACCOUNTING 011350

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
Personnel Services								
51110 Full Time	\$212,137	\$230,369	\$240,687	\$249,382	\$292,230	\$302,920	10,890	3.66%
51120 Part Time								
51430 Longevity extra day	\$7,889	\$9,869	\$11,248	\$11,688	\$12,807	\$15,379	2,572	20.08%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$24,346	\$25,609	\$29,389	\$32,233				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$244,471	\$285,847	\$281,304	\$293,302	\$305,037	\$318,299	13,262	4.35%
Expenses								
53410 Telephone	\$2,354	\$3,110	\$3,122	\$2,659	\$2,800	\$2,800		
52470 Computer Maintenance		\$37,465						
53990 Contracted Services	\$856	\$905						
54200 Office Supplies	\$1,756	\$1,385	\$1,069	\$724	\$1,070	\$1,070		
54860 Newspaper Advertisements								
57100 In State Travel	\$101	\$248			\$200	\$200		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$188	\$80	\$80	\$80	\$200	\$200		
57810 Staff Education	\$346	\$1,967	\$1,999	\$1,064	\$2,000	\$2,000		
53060 Special Audit Financial Audit	\$43,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000		
GASB 45 Actuarial Update				\$11,750		\$8,700	8,700	
58000 Outlay	\$3,799							
58710 Replacement Equipment		\$148						
54000 Total	\$52,380	\$108,318	\$51,270	\$81,276	\$51,270	\$59,970	8,700	16.97%
TOTAL BUDGET	\$296,851	\$374,163	\$332,574	\$364,578	\$356,307	\$378,269	21,962	6.16%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
TOWN CLERK 011610								
<i>Personnel Services</i>	\$228,451	\$230,054	\$248,409	\$281,069	\$274,782	\$273,435	-1,347	-0.49%
<i>Expenses</i>	\$70,621	\$147,393	\$123,997	\$155,329	\$93,120	\$167,520	74,400	79.90%
TOTAL BUDGET	\$299,073	\$377,447	\$372,406	\$436,397	\$367,902	\$440,955	73,053	19.86%

Personnel

Position	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
	FTE	FTE	FTE	FTE	FTE	FTE
Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk						
Dept. Assistant (Registrars)						
Voter Registration Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	4.00	4.00	4.00	4.00	4.00	4.00

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
TOWN CLERK/REGISTRARS 011610								
Personnel Services								
51110 Full Time	\$198,650	\$202,035	\$225,706	\$231,555	\$265,485	\$251,618	-13,867	-5.22%
51120 Part Time		\$199	\$87	\$290		\$5,500	5,500	
51225 Registrars -part time Extra Day								
51310 Overtime	\$1,401	\$1,500	\$4,451	\$7,216	\$1,500	\$1,500		
51430 Longevity	\$1,875	\$1,875		\$1,418	\$3,787	\$4,317	520	13.70%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$22,529	\$20,445	\$15,666	\$38,074				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$224,455	\$228,054	\$245,909	\$276,552	\$270,782	\$262,935	-7,847	-2.90%
Expenses								
52460 Equipment Repair		\$477	\$235	\$180	\$500	\$500		
53090 Census								
53320 Resident Books								
53410 Telephone	\$1,696	\$1,826	\$2,189	\$2,052	\$1,900	\$2,000	100	5.26%
53420 Postage	\$3,161	\$2,177	\$4,964	\$4,033	\$3,400	\$5,000	1,600	47.06%
53990 Contracted Services	\$2,175	\$2,269	\$4,623	\$11,026	\$12,320	\$12,320		
54200 Office Supplies	\$3,014	\$2,760	\$2,833	\$2,548	\$2,900	\$3,500	600	20.69%
53330 Vital Records Preservation	\$6,161	\$5,320	\$6,304		\$6,300	\$7,500	1,200	19.05%
57100 In State Travel			\$100	\$229				
57110 Mileage					\$400	\$400		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$670	\$530	\$545	\$185	\$700	\$700		
57810 Staff Education	\$2,340	\$1,728	\$1,273	\$3,745	\$2,900	\$2,900		
54000 Total	\$19,218	\$17,187	\$23,066	\$23,997	\$31,320	\$34,820	3,500	11.17%
TOTAL BUDGET	\$243,673	\$243,241	\$268,975	\$300,550	\$302,102	\$287,755	-4,347	-1.44%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

ELECTIONS 011620	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<i>Personnel Services</i>								
51110 Full Time								
51225 Registrars -part time	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500		
51310 Overtime	\$1,498	\$1,500		\$2,016	\$1,500	\$8,000	6,500	433.33%
51000 Total	\$3,996	\$4,000	\$2,500	\$4,516	\$4,000	\$10,500	6,500	162.50%
<i>Expenses</i>								
53090 Census	\$10,904	\$17,084	\$13,559	\$15,187	\$13,900	\$15,200	1,300	9.35%
53320 Annual Street List	\$1,248	\$850	\$999		\$1,200	\$1,200		
53420 Postage	\$1,475	\$4,430	\$2,243	\$5,455	\$4,800	\$5,500	700	14.58%
53990 Contract Services	\$22,031	\$105,116	\$82,577	\$107,852	\$39,100	\$108,000	69,900	176.21%
53960 Special Election								
57800 Other Charges/Expenses	\$15,746	\$2,726	\$1,554	\$2,838	\$2,800	\$2,800		
54000 Total	\$51,404	\$130,205	\$100,932	\$131,331	\$61,800	\$132,700	70,900	114.72%
TOTAL BUDGET	\$55,400	\$134,205	\$103,432	\$135,847	\$65,800	\$143,200	77,400	117.63%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
ADMINISTRATIVE SUPPORT								
<i>Personnel Services</i>	\$2,771	\$3,826	\$2,959	\$2,810	\$2,950	\$3,050	100	3.39%
<i>Expenses</i>	\$189,073	\$179,215	\$194,326	\$185,205	\$195,825	\$195,865	40	0.02%
TOTAL BUDGET	\$171,844	\$183,041	\$197,285	\$188,016	\$198,775	\$198,915	140	0.07%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
FINANCE COMMITTEE 011310						
<i>Personnel Services</i>						
51120 Part Time	\$2,521	\$3,478	\$2,559	\$2,510	\$2,700	\$2,700
51000 Total	\$2,521	\$3,478	\$2,559	\$2,510	\$2,700	\$2,700
<i>Expenses</i>						
54200 Office Supplies					\$75	\$75
54860 Newspaper Advertisements						
57310 Dues & Subscriptions	\$373	\$333	\$378	\$333	\$700	\$700
57800 Other Charges/Expenses						
54000 Total	\$373	\$333	\$378	\$333	\$775	\$775
TOTAL BUDGET	\$2,894	\$3,809	\$2,937	\$2,843	\$3,475	\$3,475

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
MODERATOR 011140								
<i>Personnel Services</i>								
51120 Part Time								
57800 Other Charges/Expenses	\$50		\$86	\$86	\$50	\$80	40	80.00%
TOTAL BUDGET	\$50		\$86	\$86	\$50	\$80	40	80.00%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
<u>LAW DEPARTMENT 011510</u>						
<i>Personnel Services</i>						
51000 Total						
<i>Expenses</i>						
53040 Legal Services	\$168,552	\$178,882	\$193,862	\$184,786	\$195,000	\$195,000
57800 Other Charges/Expenses	\$98					
54000 Total	\$168,650	\$178,882	\$193,862	\$184,786	\$195,000	\$195,000
TOTAL BUDGET	\$168,650	\$178,882	\$193,862	\$184,786	\$195,000	\$195,000

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>CONSTABLE 011500</u>								
<i>Personnel Services</i>								
51120 Part Time	\$250	\$350	\$400	\$300	\$250	\$350	100	40.00%
TOTAL BUDGET	\$250	\$350	\$400	\$300	\$250	\$350	100	40.00%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
PLANNING & DEVELOPMENT								
<i>Personnel Services</i>	\$191,663	\$198,909	\$207,960	\$202,791	\$209,012	\$219,820	10,808	5.17%
<i>Expenses</i>	\$44,345	\$24,983	\$29,706	\$36,098	\$38,985	\$39,239	254	0.65%
TOTAL BUDGET	\$236,028	\$223,872	\$237,667	\$238,889	\$247,997	\$259,059	11,062	4.46%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
Conservation Officer	1.00	1.00	1.00	1.00	1.00	1.00
F.T. Clerk (Planning Board/Com. Dev.)	1.00	1.00	1.00	1.00	1.00	1.00
P.T. Clerk (Planning Bd/Comm Dev)						
P.T. Clerk (Board of Appeals)						
Community Dev. Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00	3.00	3.00

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
COMMUNITY DEVELOPMENT 011745								
<i>Personnel Services</i>								
51110 Full Time	\$85,067	\$87,947	\$95,543	\$98,392	\$94,197	\$107,987	13,790	14.64%
51120 Part Time								
51430 Longevity Extra Day					\$2,595	\$3,240	645	24.86%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$4,258	\$4,062	\$3,034	\$3,737	\$9,579		-9,579	-100.00%
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$89,325	\$92,909	\$98,577	\$102,129	\$106,371	\$111,227	4,856	4.57%
<i>Expenses</i>								
53180 Engineering/GIS	\$7,795	\$4,500	\$3,000	\$5,500	\$5,500	\$5,500		
53410 Telephone	\$847	\$1,289	\$529	\$553	\$850	\$850		
53420 Postage	\$193	\$788	\$228	\$275	\$400	\$400		
53990 Contracted Services	\$16,521	\$3,569	\$8,679	\$10,155	\$10,000	\$10,000		
54200 Office Supplies	\$939	\$987	\$3,030	\$3,300	\$3,300	\$3,300		
57100 Mileage Reimbursement	\$155	\$168		\$689	\$1,000	\$1,000		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$231		\$213					
54000 Total	\$28,681	\$11,310	\$15,678	\$20,472	\$21,050	\$21,050		
TOTAL BUDGET	\$118,006	\$104,218	\$114,255	\$122,601	\$127,421	\$132,277	4,856	3.81%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>NMCOG ASSESSMENT 011740</u>								
<i>Expenses</i>								
56040 NMCOG Assessment	\$9,218	\$9,448	\$9,685	\$9,927	\$10,175	\$10,429	254	2.50%
TOTAL BUDGET	\$9,218	\$9,448	\$9,685	\$9,927	\$10,175	\$10,429	254	2.50%

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>HISTORIC DISTRICT 011780</u>								
<i>Personnel Services</i>								
51120 Part Time	\$1,497	\$1,497	\$1,497	\$1,489	\$1,500	\$1,500		
51000 Total	\$1,497	\$1,497	\$1,497	\$1,489	\$1,500	\$1,500		
<i>Expenses</i>								
53420 Postage					\$75	\$75		
54200 Office Supplies					\$20	\$20		
57800 Other Charges/Expenses								
54000 Total					\$95	\$95		
TOTAL BUDGET	\$1,497	\$1,497	\$1,497	\$1,489	\$1,595	\$1,595		

Town of Chelmsford

FY2019

Town Manager's
Recommendation
January 29, 2018

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
COMMISSION ON DISABILITIES 011790						
<i>Personnel Services</i>						
51000 Total						
<i>Expenses</i>						
53410 Telephone						
54000 Supplies	\$147	\$100				
57000 Other Charges/Expenses	\$128	\$175	\$275	\$275	\$275	\$275
54000 Total	\$275	\$275	\$275	\$275	\$275	\$275
TOTAL BUDGET	\$275	\$275	\$275	\$275	\$275	\$275

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
CONSERVATION 011710						
<i>Personnel Services</i>						
51110 Full Time	\$46,473	\$45,027	\$47,887	\$49,090	\$48,586	\$55,939
51120 Part Time	\$737	\$605	\$368	\$190		
Extra Day						
51430 Longevity						
51510 Vacation Leave						
51515 PTO - Paid Time Off	\$1,978	\$6,243	\$3,006	\$3,838	\$3,814	
51520 Holidays						
51530 Personal Days						
51540 Sick Days						
51570 Funeral Leave						
51590 Wellness Bonus						
51000 Total	\$49,188	\$51,875	\$51,261	\$53,118	\$52,200	\$55,939
<i>Expenses</i>						
53180 Engineering						
53410 Telephone						
53420 Postage		\$115	\$28	\$188	\$450	\$450
54200 Office Supplies	\$1,435	\$1,420	\$1,680	\$1,183	\$350	\$350
54270 Reservation Management	\$272		\$75		\$500	\$500
54860 Newspaper Advertisement	\$71	\$77	\$38	\$318	\$150	\$150
57110 Mileage Reimbursement	\$354	\$44	\$144	\$313	\$500	\$500
57200 Out of State Travel						
57310 Dues & Subscription	\$660	\$678	\$685	\$843	\$665	\$685
57810 Staff Education	\$90		\$200	\$115	\$200	\$200
58000 Outlay						
54000 Total	\$2,881	\$2,334	\$2,829	\$2,760	\$2,815	\$2,815
TOTAL BUDGET	\$62,069	\$64,210	\$64,089	\$65,878	\$65,015	\$68,754
						7,353 15.13%
						-3,614 -100.00%
						3,739 7.16%
						3,739 6.80%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
BOARD OF APPEALS 011760						
<i>Personnel Services</i>						
51120 Part Time	\$844	\$191	\$243		\$1,000	\$1,000
51510 Vacation Leave						
51520 Holidays						
51530 Personal Days						
51540 Sick Days						
51000 Total	\$844	\$191	\$243		\$1,000	\$1,000
<i>Expenses</i>						
53410 Telephone						
53420 Postage	\$79	\$44	\$79		\$250	\$250
54200 Office Supplies	\$34	\$15	\$38		\$100	\$100
54860 Newspaper Advertisements	\$1,733	\$133	\$42	\$248	\$800	\$800
57310 Dues & Subscriptions		\$49				
57800 Other Charges/Expenses					\$100	\$100
54000 Total	\$1,847	\$241	\$157	\$248	\$1,250	\$1,250
TOTAL BUDGET	\$2,691	\$432	\$399	\$248	\$2,250	\$2,250

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

PLANNING BOARD 011750

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
Personnel Services								
51110 Full Time	\$43,774	\$45,110	\$23,428	\$500	\$47,941	\$50,154	2,213	4.62%
51120 Part Time			\$20,755	\$44,487				
Extra Day								
51430 Longevity	\$1,625	\$2,250	\$1,125					
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$5,429	\$5,078	\$11,078	\$1,088				#DIV/0!
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$50,828	\$52,437	\$56,384	\$46,055	\$47,941	\$50,154	2,213	4.62%
Expenses								
53410 Telephone	\$847	\$698	\$405	\$412	\$900	\$900		
53420 Postage	\$554				\$250	\$250		
54200 Office Supplies	\$1,092	\$201	\$230	\$740	\$1,125	\$1,125		
54420 Deeds								
54860 Newspaper Advertisements	\$781	\$311	\$419	\$749	\$350	\$350		
57310 Dues & Subscriptions	\$85			\$134	\$500	\$500		
57800 Other Charges/Expenses				\$242				
57810 Staff Education	\$85	\$145	\$30	\$140	\$200	\$200		
58000 Outlay								
54000 Total	\$3,443	\$1,355	\$1,083	\$2,417	\$3,325	\$3,325		
TOTAL BUDGET	\$54,272	\$53,791	\$57,467	\$48,472	\$61,266	\$53,479	2,213	4.32%

Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018

SUMMARY	FY2014	FY2015	FY2018	FY2017	FY2018	FY2019		
PUBLIC EDUCATION	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Level Service		
<i>Personnel Services</i>								
<i>Expenses</i>	\$51,445,632	\$53,447,068	\$55,718,047	\$57,378,220	\$59,887,511	\$82,062,511	2,175,000	3.63%
TOTAL BUDGET	\$51,445,632	\$53,447,068	\$55,718,047	\$57,378,220	\$59,887,511	\$82,062,511	2,175,000	3.63%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>CHELMSFORD PUBLIC SCHOOLS 013000</u>								
51110 Expenses	\$49,258,452	\$50,878,257	\$52,900,000	\$54,550,000	\$57,000,000	\$59,000,000	2,000,000	3.51%
TOTAL BUDGET	\$49,258,452	\$50,878,257	\$52,900,000	\$54,550,000	\$57,000,000	\$59,000,000	2,000,000	3.51%
<u>NASHOBA TECHNICAL HIGH SCHOOL 013100</u>								
56030 Assessment	\$2,187,180	\$2,568,811	\$2,818,047	\$2,828,220	\$2,887,511	\$3,062,511	175,000	6.06%
TOTAL BUDGET	\$2,187,180	\$2,568,811	\$2,818,047	\$2,828,220	\$2,887,511	\$3,062,511	175,000	6.06%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

SUMMARY	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019		
PUBLIC SAFETY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Level Service		
<i>Personnel Services</i>	\$10,125,873	\$10,450,157	\$10,892,017	\$10,814,469	\$11,382,549	\$11,575,590	183,041	1.70%
<i>Expenses</i>	\$1,128,258	\$1,122,080	\$1,104,889	\$1,101,460	\$1,128,730	\$1,148,730	20,000	1.77%
TOTAL BUDGET	\$11,254,130	\$11,572,237	\$11,996,906	\$11,915,929	\$12,511,279	\$12,724,320	213,041	1.70%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
POLICE DEPARTMENT SUMMARY								
<i>Personnel Services</i>	\$5,181,189	\$5,187,436	\$5,883,014	\$5,582,718	\$5,736,674	\$5,754,864	18,190	0.32%
<i>Expenses</i>	\$747,268	\$763,325	\$741,071	\$740,359	\$746,050	\$746,050		
TOTAL BUDGET	\$5,928,457	\$5,950,762	\$6,424,085	\$6,323,078	\$6,482,724	\$6,500,914	18,190	0.28%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE		
Police Chief	1	1	1	1	1	1		
Deputy Chief	1	1	1	1	1	1		
Lieutenant	5	5	5	7	7	7		
Captains								
Sergeant	10	10	10	7	7	7		
Patrol Officers	37	37	37	37	37	37		
Mechanic	1	1	1	1	1	1		
Department Assistant	1	1	1	2	2	2		
Principal Clerk	2	2	2	1	1	1		
Senior Clerk								
Dispatcher	9	9	9	9	9	9		
Part Time Dispatcher								
Full Time Custodian	1	1	1	1	1	1		
Part Time Custodian								
Animal Control Officer	1	1	1	1	1	2	1	100.00%
	69.00	69.00	69.00	68.00	68.00	69.00	1	1.47%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

POLICE DEPARTMENT 012100

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51020 Clerical	\$124,444	\$133,054	\$135,473	\$125,143	\$134,017	\$139,148	5,131	3.83%
51110 Full Time	\$2,774,721	\$2,695,749	\$3,035,383	\$2,981,536	\$3,159,535	\$3,139,584	-19,971	-0.63%
51120 Part Time			\$579	\$3,161				
51220 Mechanic	\$47,640	\$48,308	\$49,530	\$51,898	\$49,780	\$50,776	996	2.00%
51240 Matron								
51260 Dispatch	\$368,980	\$288,603	\$325,920	\$215,123	\$412,428	\$413,255	827	0.20%
51270 Custodial	\$42,193	\$43,609	\$46,430	\$46,011	\$49,307	\$49,538	229	0.46%
51290 Shoot Days								
51310 Overtime Regular	\$482,711	\$562,428	\$635,855	\$575,009	\$400,000	\$400,000		
51320 Overtime FLSA Extra Day	\$2,065	\$1,981	\$5,132	\$4,582	\$7,500	\$7,500		
51400 Staff Education	\$620	\$60						
51410 Education Incentive	\$34,032	\$40,081	\$44,432	\$46,870	\$51,748	\$59,521	7,773	15.02%
51415 Quinn Bill	\$482,555	\$442,941	\$482,119	\$476,778	\$478,560	\$453,414	-23,146	-4.86%
51420 Holiday 11 Day	\$119,382	\$125,362	\$128,130	\$132,876	\$171,303	\$170,634	-669	-0.39%
51430 Longevity	\$104,388	\$122,393	\$159,877	\$148,510	\$155,998	\$151,558	-4,438	-2.84%
51510 Vacation	\$231,828	\$247,868	\$235,983	\$239,039	\$242,323	\$241,430	-893	-0.37%
51515 PTO - Paid Time Off	\$109,718	\$130,518	\$157,290	\$163,171	\$163,027	\$167,097	4,070	2.50%
51520 Holidays								
51530 Personal Days	\$32,303	\$27,321	\$30,759	\$32,361	\$33,367	\$33,024	-343	-1.03%
51540 Sick Leave	\$127,137	\$104,548	\$89,276	\$140,978	\$72,296	\$71,553	-743	-1.03%
51550 Court Leave	\$39,248	\$43,285	\$30,194	\$18,052	\$50,000	\$50,000		
51560 Military Leave								
51570 Funeral Leave	\$4,120	\$4,604	\$5,601	\$4,008	\$5,000	\$5,000		
51580 Injured Leave	\$9,398	\$52,500	\$7,995	\$84,247	\$15,000	\$15,000		
51590 Wellness Bonus	\$6,167	\$10,059	\$10,270	\$8,542	\$12,000	\$12,000		
51595 Physical Training Incentive	\$8,500	\$8,500	\$10,000	\$11,500	\$18,000	\$18,000		
51630 Signing Bonus				\$8,250				
51610 Jury Duty								
51000 Total	\$5,131,926	\$5,133,769	\$5,628,027	\$5,515,255	\$5,679,187	\$5,648,010	-31,177	-0.55%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
POLICE DEPARTMENT (cont'd)								
<i>Expenses</i>								
52110 Electricity	\$88,864	\$44,887	\$43,269	\$40,848	\$65,000	\$65,000		
52130 Gas Heat	\$22,275	\$17,778	\$5,074	\$19,302	\$25,000	\$25,000		
52400 Rent Space		\$12	\$8					
52410 Building Maintenance	\$15,388	\$25,547	\$60,542	\$51,359	\$18,000	\$18,000		
52460 Equipment Repair	\$4,968	\$3,781	\$1,348	\$1,930	\$8,500	\$8,500		
52470 Computer Maintenance	\$17,881	\$6,192	\$19,699	\$19,607	\$8,500	\$8,500		
52490 Vehicle Maintenance	\$45,381	\$55,225	\$53,175	\$56,817	\$52,000	\$52,000		
53170 Consultant		\$98						
53290 Medical Injury	\$2,355	\$3,202		\$350	\$5,000	\$5,000		
53300 Pre-Medical	\$1,151	\$2,251	\$5,991	\$2,755				
53410 Telephone	\$47,616	\$53,886	\$39,907	\$44,173	\$55,000	\$55,000		
53420 Postage	\$3,906	\$3,563	\$3,314	\$3,658	\$5,000	\$5,000		
53990 Contracted Services	\$22,220	\$22,489	\$19,845	\$27,479	\$33,000	\$33,000		
54190 Gasoline	\$138,132	\$110,599	\$67,358	\$79,952	\$115,200	\$105,200	-10,000	-8.68%
54200 Office Supplies	\$10,984	\$16,404	\$13,472	\$11,388	\$15,000	\$15,000		
54400 Prisoner Meals		\$72	\$878	\$1,061	\$400	\$400		
55810 Auxiliary Expense	\$803	\$1,059	\$178	\$1,880	\$1,500	\$1,500		
55950 Recruit Equipment	\$1,237	\$9,758	\$8,513	\$4,871	\$6,500	\$6,500		
55960 Uniform Allowance	\$65,987	\$66,370	\$62,884	\$65,219	\$62,400	\$62,400		
57100 In State Travel	\$511	\$976	\$361	\$260				
57200 Out of State Travel	\$2,854			\$1,079				
57310 Dues & Subscriptions	\$15,813	\$24,968	\$19,800	\$27,541	\$19,000	\$19,000		
57320 Police Health Club Membership	\$1,608	\$1,620	\$1,392	\$1,170	\$1,500	\$1,500		
57810 Staff Education	\$33,811	\$21,312	\$24,074	\$26,845	\$23,000	\$23,000		
58000 Outlay	\$37,234	\$35,086	\$28,363	\$28,363	\$36,000	\$36,000		
58510 Equipment	\$37,510	\$91,395	\$67,748	\$81,552	\$37,500	\$37,500		
58710 Replacement Equipment/ Vehicles	\$141,614	\$138,391	\$179,282	\$136,036	\$145,000	\$155,000	10,000	6.90%
54000 Total	\$739,884	\$756,699	\$724,471	\$733,691	\$738,000	\$738,000		
TOTAL BUDGET	\$5,671,610	\$5,890,668	\$6,350,498	\$6,248,948	\$6,417,187	\$6,386,010	-31,177	-0.49%

Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018

ANIMAL CONTROL 012920

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51110 Full Time	\$43,771	\$45,228	\$47,927	\$47,833	\$49,780	\$94,383	44,603	89.60%
51120 Part Time								
51310 Overtime Regular	\$2,029	\$4,288	\$4,518	\$11,882	\$1,000	\$1,000		
51430 Longevity Extra Day			\$648	\$1,819	\$1,645	\$1,878	33	2.01%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$3,482	\$4,158	\$3,897	\$8,328	\$5,082	\$9,793	4,731	93.46%
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness bonus								
51000 Total	\$49,283	\$53,667	\$56,988	\$67,482	\$57,487	\$108,854	49,367	85.88%

Expenses

52110 Electricity	\$1,450	\$304	\$1,775	\$1,681	\$2,000	\$2,000		
52130 Gas Heat	\$1,743	\$2,215	\$1,228	\$1,526	\$1,800	\$1,800		
52410 Building Maintenance	\$568	\$677	\$10,667	\$58	\$1,000	\$1,000		
52490 Vehicle Maintenance				\$248				
53410 Telephone	\$946	\$651	\$864	\$503	\$1,000	\$1,000		
53420 Postage								
53830 Care of Animals	\$1,021	\$1,385	\$989	\$1,544	\$1,000	\$1,000		
53990 Contracted Services								
54190 Gasoline	\$1,208	\$841	\$1,113	\$1,077	\$1,250	\$1,250		
54200 Office Supplies	\$448	\$354	\$158	\$35				
57810 Staff Education								
54000 Total	\$7,384	\$6,427	\$18,589	\$6,668	\$8,050	\$8,050		
TOTAL BUDGET	\$56,647	\$60,094	\$73,587	\$74,130	\$65,537	\$114,904	49,367	75.33%

Town of Chelmsford

FY2019

Town Manager's
Recommendation
January 29, 2018

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
FIRE DEPARTMENT SUMMARY								
<i>Personnel Services</i>	\$4,689,991	\$5,000,829	\$4,940,022	\$4,966,828	\$5,372,718	\$5,500,903	128,185	2.39%
<i>Expenses</i>	\$351,484	\$330,282	\$337,687	\$338,996	\$353,100	\$373,100	20,000	5.66%
TOTAL BUDGET	\$5,041,475	\$5,330,910	\$5,277,708	\$5,305,824	\$5,725,818	\$5,874,003	148,185	2.59%

Personnel

Position	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
	FTE	FTE	FTE	FTE	FTE	FTE
Fire Chief	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1
Deputy Chief / Fire Prevention	1	1	1			
Fire Prevention Captain	1	1	1	2	2	2
Training Captain	1	1	1	1	1	1
Captains Unit	4	4	4	4	4	4
Firefighters	51	51	52	52	52	52
Mechanic	1	1	1	1	1	1
Department Assistant	1	1	1	1	1	1
PT Clerk/Fire Prevention	0.5	0.5	0.5	0.5	0.5	0.5
	62.5	62.5	63.5	63.5	63.5	63.5

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

FIRE DEPARTMENT 012200

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51020 Clerical	\$60,484	\$58,707	\$63,362	\$65,320	\$71,810	\$72,287	477	0.66%
51120 Full Time	\$2,945,232	\$3,070,060	\$3,021,585	\$3,057,056	\$3,454,248	\$3,494,452	40,204	1.16%
51220 Mechanic	\$55,189	\$60,734	\$57,342	\$55,918	\$65,508	\$66,818	1,310	2.00%
51310 Overtime Regular	\$342,281	\$409,806	\$451,001	\$362,062	\$416,780	\$416,780		
51330 OT Labor Fires	\$34,997	\$56,488	\$31,012	\$22,590	\$45,000	\$45,000		
51400 Staff Education	\$61,458	\$54,539	\$57,132	\$63,851	\$52,000	\$52,000		
51410 Education Incentive	\$345,154	\$374,080	\$370,524	\$379,047	\$433,321	\$428,321	-5,000	-1.15%
51420 Holiday 11 Day	\$176,456	\$189,350	\$183,403	\$180,014	\$189,450	\$215,481	16,011	8.03%
51430 Longevity	\$122,763	\$137,421	\$128,214	\$133,149	\$140,000	\$147,397	7,397	5.28%
51510 Vacation Leave	\$241,975	\$247,347	\$248,515	\$268,487	\$284,592	\$331,642	67,050	25.34%
51515 PTO - Paid Time Off	\$40,184	\$39,343	\$31,616	\$24,825	\$40,000	\$40,000		
51530 Personal Days	\$46,944	\$47,989	\$45,751	\$54,679	\$57,415	\$58,489	1,074	1.87%
51540 Sick Days	\$214,287	\$251,551	\$249,758	\$267,409	\$128,930	\$131,256	1,326	1.02%
51570 Funeral Leave								
51580 Injured Leave								
51590 Wellness Bonus	\$2,609	\$2,234	\$807	\$1,920	\$1,000	\$1,000		
51610 Jury Duty								
51630 Signing Bonus				\$500	\$1,664		-1,664	-100.00%
51620 Union Duties								
51000 Total	\$4,689,991	\$5,000,629	\$4,940,022	\$4,966,828	\$5,372,718	\$5,500,903	128,185	2.39%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
FIRE DEPARTMENT (cont'd)								
<i>Expenses</i>								
52110 Electricity	\$21,058	\$27,541	\$23,308	\$23,681	\$28,000	\$28,000		
52120 Oil Heat								
52130 Gas Heat	\$25,283	\$24,286	\$15,788	\$15,566	\$28,000	\$25,000	-3,000	-10.71%
52310 Water Bills	\$1,125	\$1,000	\$1,000	\$250	\$1,000	\$1,000		
52410 Building Maintenance	\$6,972	\$23,535	\$17,318	\$22,278	\$10,000	\$20,000	10,000	100.00%
52420 Fire Equipment Repairs	\$43,920	\$32,287	\$56,471	\$54,239	\$55,000	\$55,000		
52490 Vehicle Maintenance	\$58,516	\$47,779	\$85,133	\$81,191	\$50,000	\$55,000	5,000	10.00%
53290 Medical Injury	\$9,389	\$4,123	\$7,906	\$2,693	\$10,000	\$5,000	-5,000	-50.00%
53410 Telephone	\$19,298	\$22,561	\$11,335	\$9,970	\$20,000	\$12,000	-8,000	-40.00%
54100 Diesel Fuel	\$26,096	\$18,775	\$15,039	\$19,160	\$19,000	\$19,000		
54190 Gasoline	\$20,217	\$13,109	\$8,823	\$15,099	\$20,000	\$17,000	-3,000	-15.00%
54250 Office Supplies	\$6,541	\$9,358	\$12,627	\$12,463	\$8,000	\$12,000	4,000	50.00%
54200 Supplies- Departmental		\$270						
54260 Communications	\$4,774	\$3,791	\$4,372	\$2,791	\$9,500	\$5,000	-4,500	-47.37%
55960 Uniform Allowance	\$59,890	\$66,204	\$57,608	\$81,983	\$59,000	\$62,000	3,000	5.08%
57100 In State Travel	\$1,046	\$480	\$184	\$425	\$1,000	\$500	-500	-50.00%
57200 Out of State Travel	\$2,137	\$1,182	\$257		\$2,000	\$1,000	-1,000	-50.00%
57310 Dues & Subscriptions	\$3,946	\$3,811	\$10,742	\$8,375	\$8,000	\$9,000	3,000	50.00%
57805 Recruit Reimbursement	\$1,710		\$3,396					
57810 Staff Education	\$4,495	\$6,723	\$3,668	\$6,104	\$4,500	\$4,500		
Annual Turnout Gear						\$20,000	20,000	
58000 Outlay	\$31,077	\$22,083	\$926	\$21,589	\$21,000	\$21,000		
54000 Total	\$349,478	\$328,897	\$335,699	\$337,837	\$350,000	\$370,000	20,000	5.71%
TOTAL BUDGET	\$5,039,469	\$5,329,526	\$5,275,921	\$5,304,665	\$5,722,718	\$5,870,903	148,185	2.59%

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
EMERGENCY MANAGEMENT 012910						
<i>Expenses</i>						
52460 Equipment Repair						
53410 Telephone	\$900	\$900	\$1,128	\$912	\$1,000	\$1,000
54200 Office Supplies	\$21		\$33		\$100	\$100
57800 Other Charges/Expenses	\$1,086	\$207	\$626	\$248	\$1,000	\$1,000
58000 Outlay		\$277			\$1,000	\$1,000
54000 Total	\$2,006	\$1,384	\$1,787	\$1,160	\$3,100	\$3,100
TOTAL BUDGET	\$2,006	\$1,384	\$1,787	\$1,160	\$3,100	\$3,100

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
INSPECTIONS AND ENFORCEMENT								
<i>Personnel Services</i>	\$254,693	\$262,092	\$268,981	\$264,923	\$273,157	\$319,823	46,666	17.08%
<i>Expenses</i>	\$29,506	\$28,473	\$26,132	\$22,105	\$29,580	\$29,580		
TOTAL BUDGET	\$284,199	\$290,565	\$295,113	\$287,028	\$302,737	\$349,403	46,666	15.41%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE		
Build Inspector	1.00	1.00	1.00	1.00	1.00	1.00		
P.T. Local Inspector	0.66	0.66	0.66	0.66	0.66	1.16	0.5	75.76%
P.T. Wire Inspector	0.66	0.66	0.66	0.66	0.66	0.66		
P.T. Plumbing & Gas Inspector	0.66	0.66	0.66	0.66	0.66	0.66		
Departmental Assistant	1.00	1.00	1.00	1.00	1.00	1.00		
Principal Clerk								
Sealer of Wgts & Meas.								
Animal Inspector								
	3.98	3.98	3.98	3.98	3.98	4.48	0.5	12.56%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>INSPECTIONS AND CODE ENFORCEMENT 012500</u>								
<i>Personnel Services</i>								
51100 Full Time	\$121,652	\$128,982	\$127,065	\$131,545	\$144,812	\$180,079	35,267	24.35%
51120 Part Time	\$102,570	\$105,999	\$109,183	\$109,593	\$124,801	\$136,148	11,347	9.09%
51310 Overtime			\$300	\$3,300				
51430 Longevity Extra Day	\$6,484	\$7,083	\$5,848	\$2,504	\$2,544	\$2,596	52	2.04%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$23,987	\$20,048	\$26,585	\$17,981				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$254,693	\$262,092	\$268,981	\$264,923	\$272,157	\$318,823	46,666	17.15%
<i>Expenses</i>								
52490 Vehicle Maintenance								
53410 Telephone	\$1,388	\$1,682	\$1,499	\$1,516	\$1,850	\$1,850		
53420 Postage	\$485	\$480	\$480	\$196	\$450	\$450		
53990 Contracted Services					\$1,000	\$1,000		
54190 Gasoline					\$300	\$300		
54200 Office Supplies	\$4,899	\$2,307	\$3,044	\$1,176	\$2,000	\$2,000		
57100 In State Travel		\$76						
57120 Expense Allowance	\$17,192	\$16,980	\$15,940	\$13,500	\$16,800	\$16,800		
57200 Out of State Travel		\$162	\$141					
57310 Dues & Subscriptions	\$491	\$467	\$423	\$856	\$750	\$750		
58100 Staff Education	\$4,399	\$5,604	\$4,137	\$4,537	\$6,250	\$6,250		
58000 Outlay								
54000 Total	\$28,854	\$27,769	\$25,662	\$21,780	\$29,200	\$29,200		
TOTAL BUDGET	\$283,547	\$289,860	\$294,643	\$286,703	\$301,357	\$348,023	46,666	15.49%

Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018

<u>ANIMAL INSPECTOR 012570</u>	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
<i>Personnel Services</i>						
51120 Salaries					\$1,000	\$1,000
<i>Expenses</i>						
57800 Other Charges/Expenses	\$652	\$705	\$470	\$325	\$380	\$380
TOTAL BUDGET	\$652	\$705	\$470	\$325	\$1,380	\$1,380

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

SUMMARY PUBLIC WORKS FUNCTIONS*	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<i>Personnel Services</i>	\$1,905,863	\$1,988,477	\$2,050,052	\$2,113,451	\$2,163,232	\$2,231,142	67,910	3.14%
<i>Expenses</i>	\$3,392,157	\$3,464,718	\$3,451,149	\$3,465,358	\$3,652,824	\$3,794,390	141,568	3.88%
<i>Snow and Ice</i>	\$1,302,987	\$1,596,198	\$859,183	\$1,440,667	\$1,385,500	\$1,400,000	14,500	1.05%
TOTAL BUDGET	\$6,601,008	\$7,049,392	\$6,360,383	\$7,019,474	\$7,201,556	\$7,425,532	223,976	3.11%

* Summary includes all Department of Public Works Divisions and Cemetery Commission.

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
DEPT OF PUBLIC WORKS								
<i>Personnel Services</i>	\$1,843,573	\$1,721,892	\$1,793,481	\$1,835,085	\$1,878,205	\$1,931,020	54,815	2.92%
<i>Expenses</i>	\$3,346,788	\$3,413,989	\$3,411,497	\$3,412,458	\$3,599,324	\$3,730,890	131,566	3.66%
<i>Snow and Ice</i>	\$1,302,987	\$1,596,198	\$859,183	\$1,440,667	\$1,385,500	\$1,400,000	14,500	1.05%
TOTAL BUDGET	\$6,293,348	\$6,732,078	\$6,064,140	\$6,688,218	\$6,861,029	\$7,061,910	200,881	2.93%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE		
<u>Engineering Division</u>								
Director of Public Works	1	1	1	1	1	1		
Assistant DPW Director	1	1	1	1	1	1		
Town Engineer	0.5	0.5	0.5	0.5	0.5	0.5		
Project Engineer	1	1	1	1	1	1		
Business Manager	1	1	1	1	1	1		
<u>Highway Division</u>								
Hgwy Superintendent	1	1	1	1	1	1		
Asst. Superintendent	1	1	1	1	1	1		
Working Foreman	1	1	1	1	1	1		
Mechanics	2	2	2	2	2	2		
Equip. Operators	6	5	5	5	5	5		
Tr. Driver/Laborer	10	10	10	10	10	10		
Laborers								
Departmental Assistant	1	1	1	1	1	1		
<u>Sewer Division</u>								
Sewer Operations Supervisor	1	1	1	1	1	1		
Sewer Inspect.	1	1	1	1	1	1		
Sewer Maintenance Technician	6	6	6	6	6	6		
Sewer Maintenance Laborer	1	1	1	1	1	3	2	200.00%
Sewer Mechanic	1	1	1	1	1	1		
Plumbing Safety Inspector								
Departmental Assistant		1	1	1	1	1		
Principal Clerk	2	1	1	1	1	1		
Senior Civil Engineer	0.5	0.5	0.5	0.5	0.5	0.5		
<u>Parks Division</u>								
Groundskeeper	1	1	1	1	1	1		
P.T. Laborer								
<u>Public Buildings Division</u>								
Building Attendant	0.50	0.50	0.50	0.50	0.50	0.50		
<u>Recycling/Waste</u>								
Recycling/Waste Coordinator	0.50	0.50	0.50	0.50	0.50	0.50		
	40.00	40.00	40.00	40.00	40.00	42.00	2	5.00%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
ADMIN & ENGINEERING 014110								
<i>Personnel Services</i>								
51110 Full Time	\$307,185	\$353,398	\$365,052	\$398,727	\$398,128	\$411,785	15,867	3.96%
51120 Part Time					\$41,725	\$43,823	1,898	4.55%
51310 Overtime Reg. Extra Day			\$44	\$559				
51430 Longevity	\$6,540	\$8,354	\$10,888	\$14,225	\$15,651	\$18,232	581	3.71%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$29,913	\$35,330	\$40,930	\$32,730				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51580 Wellness Bonus								
51000 Total	\$343,838	\$397,083	\$416,714	\$434,241	\$453,504	\$471,850	18,146	4.00%
<i>Expenses</i>								
52460 Equipment Repair	\$1,518	\$4,024	\$910	\$910	\$1,000	\$1,000		
52470 Computer Maintenance	\$3,364	\$8,838	\$7,099	\$7,358	\$8,350	\$8,550	200	2.40%
53410 Telephone	\$3,832	\$2,175	\$3,482	\$2,739	\$3,480	\$3,480		
53420 Postage	\$98	\$70	\$88	\$91	\$100	\$100		
54190 Gasoline	\$3,105	\$2,078	\$3,219	\$3,205	\$3,000	\$3,500	500	18.67%
54200 Office Supplies	\$4,874	\$2,399	\$3,106	\$3,727	\$2,150	\$2,200	50	2.33%
57100 In State Travel								
57120 Expense Allowance								
57200 Out of State								
57310 Dues & Subscriptions	\$658	\$218	\$1,222	\$230	\$600	\$600		
57810 Staff Education	\$1,133	\$498	\$1,393	\$1,581	\$2,000	\$2,000		
54000 Total	\$18,178	\$18,100	\$20,500	\$19,819	\$20,660	\$21,410	750	3.63%
TOTAL BUDGET	\$381,815	\$415,183	\$437,214	\$454,060	\$474,164	\$483,080	18,896	3.99%

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
PUBLIC TREES 014790						
<i>Expenses</i>						
53990 Contracted Services						
57800 Other Charges/Expenses	\$68,997	\$67,000	\$67,000	\$67,000	\$70,000	\$70,000
59580 TSF Grant						
TOTAL BUDGET	\$68,997	\$67,000	\$67,000	\$67,000	\$70,000	\$70,000

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
STREETLIGHTING 014240						
<i>Expenses</i>						
52110 Electricity	\$199,931	\$102,000	\$100,665	\$90,000	\$80,000	\$80,000
TOTAL BUDGET	\$199,931	\$102,000	\$100,665	\$90,000	\$80,000	\$80,000

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
WASTE COLLECTION 014330								
<i>Personnel Services</i>								
51120 Part Time	\$17,477	\$16,098	\$18,832	\$18,950	\$23,421	\$25,098	1,677	7.16%
51310 Overtime Reg. Extra Day	\$1,295	\$2,119	\$1,253	\$753	\$3,386	\$5,863	2,477	73.15%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$2,337	\$2,665	\$2,529	\$3,156				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$21,110	\$20,881	\$22,614	\$22,858	\$26,807	\$30,961	4,154	15.50%
<i>Expenses</i>								
53410 Telephone	\$847	\$881	\$200					
53810 Waste Disposal	\$784,678	\$828,763	\$867,637	\$864,278	\$912,195	\$921,408	9,213	1.01%
53820 Waste Contract	\$1,474,720	\$1,496,295	\$1,484,101	\$1,492,244	\$1,650,609	\$1,725,095	74,286	4.50%
53990 Contracted Services	\$192							
54200 Office Supplies	\$5,569	\$5,363	\$6,893	\$10,185	\$5,400	\$5,400		
54220 Waste Bins/Containers	\$132	\$7,429	\$7,247	\$9,872	\$7,500	\$7,500		
54230 Waste Compost Expense								
54860 Newspaper Advertisements	\$200	\$158						
57800 Other Charges/Expenses								
54000 Total	\$2,246,335	\$2,338,889	\$2,386,078	\$2,376,559	\$2,575,904	\$2,659,403	83,499	3.24%
TOTAL BUDGET	\$2,267,445	\$2,359,770	\$2,388,692	\$2,399,417	\$2,602,711	\$2,690,364	87,653	3.37%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

HIGHWAY DIVISION 014220

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51080 Administration	\$195,965	\$168,908	\$182,209	\$187,811				
51110 Full Time	\$811,082	\$849,381	\$874,569	\$855,587	\$1,216,582	\$1,254,276	37,694	3.10%
51120 Part Time								
51250 Special Labor					\$8,500		-8,500	-100.00%
51310 Overtime Regular	\$37,747	\$48,018	\$49,370	\$34,560	\$40,000	\$40,000		
51360 Signing Bonus		\$7,000	\$9,000	\$7,000				
51430 Longevity	\$40,871	\$41,417	\$44,500	\$42,020	\$43,377	\$40,629	-2,748	-6.34%
51510 Vacation Leave	\$35,140							
51515 PTO - Paid Time Off	\$52,879	\$109,379	\$114,118	\$118,854				
51520 Holidays	\$2,902							
51530 Personal Days	\$3,726							
51540 Sick Days	\$8,941			\$46,159				
51570 Funeral Leave								
51575 Injured Pay								
51590 Wellness Bonus	\$9,538	\$42						
51000 Total	\$1,198,781	\$1,224,142	\$1,273,766	\$1,291,791	\$1,306,459	\$1,334,905	28,446	2.18%

HIGHWAY (cont'd)

Expenses

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
52110 Electricity	\$30,470	\$33,060	\$31,569	\$28,598	\$35,000	\$35,000		
52130 Gas Heat	\$64,667	\$57,184	\$37,583	\$43,669	\$50,000	\$50,000		
52310 Water Bills	\$881	\$1,888	\$1,725	\$645	\$1,600	\$1,600		
52410 Building Maintenance	\$20,770	\$30,201	\$68,556	\$72,796	\$10,000	\$10,000		
52480 Radio Repairs		\$2,813	\$2,811	\$3,038	\$2,600	\$3,000	400	15.38%
52490 Vehicle Maintenance	\$135,950	\$122,712	\$134,882	\$176,903	\$145,000	\$145,000		
53185 Traffic Duty	\$12,698	\$4,507	\$3,150	\$2,809	\$6,000	\$4,000	-2,000	-33.33%
53410 Telephone	\$6,723	\$5,673	\$6,028	\$6,413	\$5,700	\$6,500	800	14.04%
53420 Postage	\$96		\$61		\$200	\$200		
53990 Contract Services	\$4,349			\$25,103		\$65,000	65,000	
54100 Diesel Fuel	\$100,617	\$91,448	\$54,899	\$60,740	\$90,000	\$70,000	-20,000	-22.22%
54190 Gasoline	\$18,565	\$17,635	\$10,055	\$10,823	\$10,000	\$10,000		
54200 Office Supplies	\$775	\$2,577	\$4,512	\$4,891	\$2,500	\$4,600	2,300	92.00%
54210 Road Materials	\$88,961	\$194,328	\$130,199	\$81,437	\$135,000	\$95,000	-40,000	-29.63%
54250 Departmental Supplies	\$127,773	\$98,333	\$127,341	\$65,605	\$110,000	\$110,000		
54280 Street Signs	\$9,500	\$18,868	\$21,732	\$22,481	\$20,000	\$22,000	2,000	10.00%
Traffic Lights		\$5,092	\$19,129	\$21,096	\$20,000	\$35,000	15,000	75.00%
54290 Machinery Hire	\$2,329	\$7,049	\$7,340	\$14,787	\$10,000	\$10,000		
54880 Newspaper Advertisements	\$1,039	\$1,418	\$400	\$1,684	\$1,000	\$1,700	700	70.00%
55960 Uniform Allowance	\$10,322	\$11,144	\$9,824	\$12,101	\$10,500	\$10,500		
57110 Mileage Reimbursement								
57200 Out of State Travel								
57810 Staff Education		\$675		\$981	\$5,000	\$5,000		
58000 Outlay (Bike Trail Maint.)			\$7,655	\$22,548	\$10,000	\$20,000	10,000	100.00%
54000 Total	\$634,493	\$704,400	\$679,550	\$679,137	\$680,100	\$714,300	34,200	5.03%
Sub-Total Highway	\$1,833,284	\$1,928,542	\$1,953,316	\$1,970,928	\$1,986,559	\$2,049,205	62,646	3.15%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
SNOW & ICE 014230								
51250 Special Labor	\$32,643	\$84,258						
51310 Salaries Overtime	\$279,802	\$395,150	\$146,896	\$326,897	\$315,000	\$315,000		
52460 Equipment Repair	\$175,118	\$140,629	\$111,771	\$120,376	\$90,000	\$104,500	14,500	16.11%
53990 Contract Services	\$280,633	\$254,917	\$89,429	\$293,331	\$239,500	\$239,500		
55830 Snow Salt	\$477,555	\$672,567	\$498,278	\$652,308	\$726,000	\$726,000		
57600 Other Charges/Expenses	\$73,228	\$49,679	\$12,810	\$47,756	\$15,000	\$15,000		
58510 New Equipment	\$4,208							
54000 Total	\$1,302,987	\$1,596,198	\$859,183	\$1,440,667	\$1,385,500	\$1,400,000	14,500	1.05%
TOTAL BUDGET: Highway/ Snow & Ice	\$3,136,271	\$3,524,739	\$2,812,499	\$3,411,595	\$3,372,059	\$3,449,205	77,148	2.29%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

PARKS DIVISION 014280

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
Personnel Services								
51110 Full Time	\$51,505	\$50,975	\$51,083	\$52,450	\$62,049	\$64,872	2,823	4.55%
51120 Part Time								
51310 Overtime Reg			\$1,035					
51430 Longevity Extra Day	\$3,525	\$3,610	\$536	\$1,787	\$1,881	\$1,946	85	4.57%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$7,480	\$6,285	\$4,569	\$7,124				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$62,511	\$60,870	\$57,223	\$61,362	\$63,910	\$66,818	2,908	4.55%
Expenses								
52110 Electricity	\$3,394	\$3,657	\$3,815	\$4,403	\$4,800	\$4,800		
52130 Gas Heat	\$1,273							
52410 Building Maintenance	\$2,520	\$1,222	\$1,328	\$1,545	\$1,800	\$400	-1,400	-77.76%
52460 Equipment Repair	\$2,368	\$838	\$1,107	\$1,658	\$2,000	\$2,000		
52490 Vehicle Maintenance	\$1,380	\$903	\$2,037	\$1,902	\$2,500	\$3,000	500	20.00%
53410 Telephone		\$879						
54100 Diesel Fuel								
54180 Gasoline	\$5,450	\$2,364	\$1,213	\$2,430	\$3,360	\$3,300	-60	-1.78%
54810 Grounds Maintenance	\$3,485	\$4,837	\$7,182	\$5,426	\$4,800	\$8,500	3,700	77.08%
58000 Outlay	\$13,990							
54000 Total	\$33,861	\$14,700	\$16,682	\$17,364	\$19,260	\$22,000	2,740	14.23%
TOTAL BUDGET	\$96,372	\$75,570	\$73,905	\$78,726	\$83,170	\$88,818	5,648	6.79%

**Town of Chelmsford
FY2019**

**Town Manager's
Recommendation
January 29, 2018**

FY2014 ACTUAL FY2015 ACTUAL FY2016 ACTUAL FY2017 ACTUAL FY2018 BUDGET FY2019 Level Service

PUBLIC BUILDINGS 014700

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
51110 Full Time		\$17,494	\$20,003	\$20,774				
51120 Part Time	\$17,165				\$25,525	\$26,686	1,161	4.55%
51310 Overtime	\$359	\$1,423	\$1,161	\$1,344				
51430 Longevity								
Shift Differential								
51510 Vacation Leave								
51515 PTO - Paid Time Off			\$1,046	\$1,320				
51520 Holidays			\$933	\$1,405				
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$17,524	\$18,917	\$23,144	\$24,843	\$25,525	\$26,686	1,161	4.55%

Expenses

52110 Electricity	\$37,764	\$32,842	\$37,679	\$30,173	\$25,000	\$25,000		
52130 Gas Heat	\$15,385	\$19,764	\$20,488	\$16,576	\$25,000	\$25,000		
52140 Heating Maintenance								
52310 Water Bills								
52410 Building Maintenance	\$37,307	\$44,813	\$38,462	\$44,562	\$35,000	\$35,000		
52490 Vehicle Maintenance	\$847	\$511	\$1,069	\$2,181	\$1,500	\$2,000	500	33.33%
52500 Custodial Maintenance	\$3,342	\$5,366	\$4,503	\$5,075	\$5,000	\$5,000		
52510 Custodial Services Contract	\$23,411	\$22,126	\$22,087	\$22,000	\$22,000	\$31,877	9,877	44.90%
53140 Copier Expense	\$8,002	\$8,513	\$7,926	\$7,757	\$8,000	\$8,000		
53410 Telephone	\$1,241	\$2,990	\$499	\$527	\$700	\$700		
Motor Pool Maintenance								
58000 Outlay	\$8,238	\$1,975		\$3,100	\$1,200	\$1,200		
54000 Total	\$135,536	\$138,900	\$132,714	\$131,971	\$123,400	\$133,777	10,377	8.41%
TOTAL BUDGET	\$153,060	\$157,817	\$155,858	\$156,814	\$148,925	\$160,463	11,538	7.75%

BLDGS - OLD/NORTH/AUXILIARY 014710

Expenses

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
52110 Electricity	\$13	\$145	\$12	\$113		
52130 Gas Heat			\$86	\$395		
53410 Telephone	\$4,288	\$3,067	\$2,710	\$2,455		
52410 Building Maintenance	\$7,158	\$26,787	\$25,520	\$27,644	\$30,000	\$30,000
TOTAL BUDGET	\$11,457	\$30,000	\$28,307	\$30,607	\$30,000	\$30,000

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
CEMETERY COMMISSION 014910								
<i>Personnel Services</i>	\$282,290	\$266,585	\$256,591	\$278,356	\$287,027	\$300,122	13,095	4.56%
<i>Expenses</i>	\$45,369	\$50,729	\$39,852	\$52,900	\$53,500	\$63,500	10,000	18.69%
TOTAL BUDGET	\$307,660	\$317,314	\$296,243	\$331,256	\$340,527	\$363,622	23,095	6.78%

Personnel

Position	FY2015 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
Superintendent	1	1	1	1	1	1
P.T. Clerk	0.40	0.40	0.40	0.40	0.40	0.40
Working Foreman	1.00	1.00	1.00	1.00	1.00	1.00
Backhoe Operator						
Truck Driver/Laborer	1	1	1	1	1	1
Senior Laborer	1	1	1	1	1	1
	4.40	4.40	4.40	4.40	4.40	4.40

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
CEMETERY COMMISSION 014910								
Personnel Services								
51020 Clerical					\$16,562		-16,562	-100.00%
51100 Salary Elected Officials								
51110 Full Time	\$198,248	\$196,851	\$191,837	\$205,522	\$235,215	\$242,901	7,886	3.27%
51120 Part Time	\$13,865	\$14,558	\$16,681	\$19,353		\$21,086	21,086	
Extra Day								
51130 Disincentment	\$150	\$500	\$250	\$225	\$500	\$500		
51210 Temporary								
51300 Call-in OT	\$11,468	\$10,468	\$7,104	\$8,203	\$12,500	\$12,500		
51310 Overtime-Regular	\$18,670	\$15,536	\$11,605	\$10,116	\$12,500	\$12,500		
51515 PTO - Paid Time Off	\$4,823	\$4,729	\$9,816	\$5,321				
51430 Longevity	\$4,218	\$5,034	\$5,143	\$5,834	\$7,750	\$8,635	885	11.42%
51510 Vacation Leave	\$7,113	\$12,227	\$9,454	\$12,667				
51520 Holidays	\$365			\$304				
51530 Personal Days	\$1,884	\$2,067	\$2,101	\$2,047				
51540 Sick Days	\$1,891	\$3,703	\$1,663	\$7,480				
51590 Wellness Bonus		\$1,115	\$1,138	\$1,282	\$2,000	\$2,000		
51000 Total	\$262,290	\$266,585	\$256,591	\$278,356	\$287,027	\$300,122	13,095	4.56%
Expenses								
52110 Electricity	\$2,533	\$2,194	\$1,656	\$2,213	\$2,000	\$2,000		
52130 Gas Heat	\$5,601	\$4,069	\$2,268	\$2,424	\$3,500	\$3,500		
52410 Building Maintenance	\$313	\$1,080	\$1,107	\$1,183	\$2,000	\$2,000		
52460 Equipment Repair	\$7,820	\$6,040	\$5,406	\$9,790	\$5,600	\$5,600		
52470 Computer Maintenance	\$719	\$1,807	\$1,648	\$1,706	\$1,500	\$2,000	500	33.33%
52490 Vehicle Maintenance	\$2,436	\$5,494	\$696	\$4,743	\$3,000	\$3,000		
53410 Telephone	\$2,122	\$2,282	\$1,700	\$1,392	\$2,000	\$1,500	-500	-25.00%
53420 Postage	\$98	\$118	\$196	\$202	\$150	\$150		
53990 Contracted Services	\$75	\$252	\$570	\$75				
54100 Diesel Fuel	\$810	\$2,057	\$1,381	\$1,034	\$1,750	\$1,750		
54190 Gasoline	\$11,195	\$8,570	\$4,777	\$2,477	\$7,500	\$7,500		
54200 Office Supplies	\$2,888	\$3,967	\$3,550	\$2,814	\$2,600	\$2,600		
54250 Supplies Departmental	\$3,896	\$2,206	\$2,100	\$3,849	\$2,700	\$2,700		
54610 Grounds Maintenance	\$2,134	\$2,857	\$7,911	\$4,853	\$4,350	\$4,350		
54630 Improvement & Development								
54650 Restoration/Vandalism		\$675	\$1,153		\$1,000	\$1,000		
54860 Newspaper Advertisement								
55960 Uniform Allowance	\$1,000	\$1,572	\$1,500	\$1,650	\$1,650	\$1,650		
57100 In State Travel	\$535	\$1,485	\$1,602	\$860	\$1,200	\$1,200		
57200 Out of State Travel		\$459		\$1,212	\$500	\$500		
57310 Dues & Subscription	\$1,294	\$434	\$454	\$424	\$500	\$500		
58000 Outlay		\$5,350		\$10,000	\$10,000	\$20,000	10,000	100.00%
54000 Total	\$45,369	\$50,729	\$39,652	\$52,900	\$53,500	\$63,500	10,000	18.69%
TOTAL BUDGET	\$307,660	\$317,314	\$296,243	\$331,256	\$340,527	\$363,622	23,095	6.78%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
MUNICIPAL FACILITIES								
<i>Personnel Services</i>	\$696,449	\$728,410	\$745,202	\$797,826	\$848,207	\$868,340	20,133	2.37%
<i>Expenses</i>	\$567,554	\$686,985	\$695,829	\$784,450	\$737,910	\$803,165	65,255	8.84%
TOTAL BUDGET	\$1,264,003	\$1,415,395	\$1,441,031	\$1,582,276	\$1,586,117	\$1,671,505	65,388	5.38%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
Director	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk II	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00	1.00
Electrician- Journeyman	1.00	1.00	1.00	1.00	1.00	1.00
Plumber	1.00	1.00	1.00	1.00	1.00	1.00
Painter	1.00	1.00	1.00	1.00	1.00	1.00
Small Engine Repairs	1.00	1.00				
Carpentry	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance, Asbestos, Air	1.00	1.00				
Maintenance, Grounds	2.00	2.00				
Maintenance, General	1.00	1.00	6.00	6.00	6.00	6.00
Truck Driver	1.00	1.00				
P.T. Playground Inspector	0.50	0.50	0.50	0.50	0.50	0.50
Energy Manager		0.40	0.40	1.00	1.00	1.00
HVAC Mechanic						
HVAN Apprentice						
Summer Support						
	13.50	13.90	13.90	14.50	14.50	14.50

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
MUNICIPAL FACILITIES								
<i>Personnel Services</i>								
51110 Full Time	\$577,421	\$587,742	\$622,929	\$658,938	\$780,794	\$801,129	20,335	2.60%
51120 Part Time	\$8,578	\$9,379	\$4,810	\$7,141	\$20,493	\$21,981	1,468	7.16%
51310 Overtime-Regular	\$23,460	\$32,408	\$23,045	\$25,430	\$23,500	\$23,500		
Seasonal					\$9,920	\$12,000	2,080	20.97%
51430 Longevity	\$8,400	\$12,000	\$9,750	\$15,188	\$13,500	\$9,750	-3,750	-27.78%
51510 Vacation Leave	\$31,778	\$38,998	\$29,813	\$24,197				
51515 PTO - Paid Time Off	\$9,029	\$17,830	\$10,090	\$42,658				
51520 Holidays								
51530 Personal Days	\$5,778	\$5,954	\$5,948	\$3,819				
51540 Sick Days	\$31,884	\$28,103	\$37,888	\$19,782				
51570 Funeral Leave			\$501					
51590 Wellness Bonus	\$124		\$1,033	\$872				
51000 Total	\$696,449	\$728,410	\$745,202	\$797,826	\$848,207	\$868,340	20,133	2.37%
<i>Expenses</i>								
52110 Electricity			\$24					
52420 Fire Equipment Repair								
52440 Building Safety Maintenance	\$40,500	\$7,408	\$35,104	\$35,188	\$35,000	\$38,000	1,000	2.88%
52410 Building Maintenance	\$208,625	\$309,273	\$148,285	\$147,088	\$250,000	\$250,000		
52430 Playground Maintenance		\$12,772	\$16,183	\$18,564	\$20,000	\$25,000	5,000	25.00%
52450 Solar Array Maintenance			\$53,843	\$49,710	\$51,000	\$51,345	345	0.68%
52460 Equipment Repair	\$204,183	\$220,811	\$278,535	\$374,114	\$245,000	\$300,000	55,000	22.45%
52490 Vehicle Maintenance	\$12,588	\$17,735	\$15,689	\$13,514	\$15,000	\$15,000		
53410 Telephone	\$5,815	\$6,480	\$7,306	\$7,443	\$9,000	\$9,000		
53420 Postage			\$372					
54000 Supplies								
54190 Gasoline	\$30,869	\$16,899	\$17,029	\$19,382	\$20,000	\$20,000		
54200 Office Supplies	\$1,791	\$3,525	\$2,483	\$3,037	\$1,800	\$2,500	700	38.89%
54250 Supplies Departmental	\$12,242	\$13,715	\$21,318	\$20,381	\$9,000	\$8,000		
54610 Grounds Maintenance	\$25,789	\$54,038	\$80,000	\$28,585	\$60,000	\$60,000		
54880 Newspaper Advertisement		\$1,620	\$140	\$894	\$350	\$350		
55980 Uniform Allowance	\$8,768	\$9,982	\$14,438	\$12,295	\$10,280	\$13,470	3,210	31.29%
57310 Dues & Subscriptions	\$8,041	\$2,969	\$1,383	\$5,085	\$2,500	\$2,500		
58000 Outlay	\$8,385	\$10,000	\$7,890	\$49,214	\$10,000	\$10,000		
58530 Trucks								
54000 Total	\$567,554	\$688,885	\$885,829	\$784,450	\$737,910	\$803,185	65,255	8.84%
TOTAL BUDGET	\$1,264,003	\$1,415,395	\$1,441,031	\$1,582,278	\$1,586,117	\$1,671,505	85,388	5.38%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

SUMMARY COMMUNITY SERVICES	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<i>Personnel Services</i>	\$1,871,490	\$1,958,816	\$2,053,013	\$2,103,547	\$2,199,944	\$2,282,290	82,346	3.74%
<i>Expenses</i>	<u>\$803,542</u>	<u>\$874,300</u>	<u>\$832,185</u>	<u>\$814,788</u>	<u>\$884,406</u>	<u>\$878,780</u>	-5,626	-0.64%
TOTAL BUDGET	\$2,675,033	\$2,833,116	\$2,885,198	\$2,918,334	\$3,084,350	\$3,161,070	76,720	2.48%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
DEPARTMENT OF HUMAN SERVICES								
<i>Personnel Services</i>	\$312,814	\$308,572	\$343,471	\$371,447	\$388,230	\$403,787	15,537	4.00%
<i>Expenses</i>	\$334,914	\$375,295	\$327,456	\$300,378	\$343,598	\$328,162	-15,434	-4.49%
TOTAL BUDGET	\$647,727	\$683,867	\$670,927	\$671,824	\$731,828	\$731,929	103	0.01%

Personnel

Position	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
	FTE	FTE	FTE	FTE	FTE	FTE
Human Service Director	1	1	1	1	1	1
Department Assistant	1	1	1	1	1	1
Assistant Veterans Agent						
Veterans Agent	1.00	1.00	1.00	1.00	1.00	1.00
Social Services Coordinator				1.00	1.00	1.00
Program Coordinator			1	1	1	1
Building Manager & Custodian	1	1	1.50	1.50	1.50	1.50
Van Driver	1	1	1	1	1	1
Part Time Substitute Van Driver	0.15	0.15	0.15			
	5.15	5.15	6.65	7.50	7.50	7.50

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
VETERANS 015430								
<i>Personnel Services</i>								
51110 Full Time	\$52,960	\$54,983	\$57,969	\$59,939	\$71,958	\$75,232	3,274	4.55%
51120 Part Time								
51230 Longevity Extra Day	\$2,644	\$2,764	\$2,985	\$3,930	\$4,317	\$4,513	198	4.54%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$8,037	\$6,702	\$8,356	\$9,150				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$61,641	\$64,450	\$69,310	\$73,019	\$76,275	\$79,745	3,470	4.55%
<i>Expenses</i>								
53410 Telephone	\$423	\$886	\$414	\$408	\$700	\$700		
53420 Postage	\$332	\$444	\$287	\$218	\$450	\$450		
54200 Office Supplies	\$2,135	\$1,569	\$3,185	\$2,682	\$3,500	\$3,500		
57100 In State Travel	\$2,154	\$1,609	\$1,907	\$1,918	\$2,100	\$2,100		
57810 Staff Education	\$71	\$55	\$260	\$50	\$250	\$250		
58000 Outlay								
54000 Total	\$5,115	\$4,364	\$6,053	\$5,276	\$7,000	\$7,000		
<i>Cash & Material Grants</i>								
57710 Veterans Benefits	\$195,762	\$221,977	\$184,664	\$146,624	\$185,000	\$185,000	-20,000	-10.81%
TOTAL BUDGET	\$262,518	\$290,790	\$260,026	\$225,118	\$268,275	\$251,745	-16,530	-6.16%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
COUNCIL ON AGING 015410								
<i>Personnel Services</i>								
51110 Full Time	\$204,831	\$185,852	\$225,034	\$237,338	\$285,253	\$298,862	11,609	4.07%
51120 Part Time	\$22,301	\$30,317	\$18,228	\$27,101	\$21,218	\$22,183	965	4.55%
51310 Overtime Regular	\$2,980	\$887	\$729	\$230				
51430 Longevity Extra Day	\$4,585	\$4,637	\$5,218	\$5,760	\$5,484	\$2,597	-2,887	-52.64%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$18,515	\$22,629	\$26,805	\$27,999		\$2,380	2,380	
51520 Holidays			\$149					
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$251,172	\$244,122	\$274,162	\$298,429	\$311,955	\$324,022	12,087	3.87%
<i>Expenses</i>								
52110 Electricity	\$33,550	\$23,507	\$27,121	\$25,585	\$28,500	\$28,500		
52130 Gas Heat	\$12,259	\$11,648	\$7,783	\$8,511	\$8,500	\$8,500		
52410 Building Maintenance	\$15,551	\$18,420	\$20,360	\$21,832	\$20,000	\$22,000	2,000	10.00%
52490 Vehicle Maintenance	\$4,251	\$3,521	\$5,577	\$4,308	\$5,000	\$5,000		
53310 Newsletter	\$5,887	\$9,129	\$5,485	\$4,953	\$6,000	\$6,600	600	10.00%
53410 Telephone	\$5,593	\$6,471	\$4,853	\$6,833	\$5,400	\$6,218	818	15.11%
53420 Postage	\$210	\$400	\$8	\$98	\$350	\$350		
53990 Contract Services	\$8,818	\$19,302	\$10,078	\$13,818	\$12,498	\$12,498		
54190 Gasoline	\$9,557	\$8,093	\$8,708	\$9,999	\$10,800	\$10,800		
54200 Office Supplies	\$2,987	\$1,893	\$1,883	\$2,426	\$1,950	\$2,500	550	28.21%
54250 Supplies-Departmental	\$4,638	\$4,078	\$3,845	\$3,663	\$3,500	\$3,700	200	5.71%
54300 Meals on Wheels /Sr. Nutrition	\$20,117	\$27,108	\$26,455	\$32,000	\$32,000	\$32,000		
56050 Elderly Services Merrimack Valley								
57100 In State Travel	\$423	\$1,174	\$1,302	\$1,208	\$1,550	\$1,550		
57310 Dues & Subscriptions	\$313	\$1,323	\$1,208	\$1,359	\$1,450	\$1,450		
57400 Insurance General								
57800 Other Charges/Expenses	\$1,604	\$3,792	\$3,150	\$2,946	\$2,000	\$2,000		
57802 Retired Senior Volunteer Program								
57810 Staff Education	\$710	\$927	\$1,045	\$1,015	\$1,100	\$1,500	400	36.36%
58000 Outlay	\$7,793	\$9,172	\$8,081	\$9,733	\$11,000	\$11,000		
54000 Total	\$134,037	\$148,955	\$138,739	\$148,277	\$151,596	\$156,162	4,566	3.01%
TOTAL BUDGET	\$385,209	\$393,077	\$410,901	\$448,705	\$463,551	\$480,184	16,633	3.59%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
COMMUNITY ENRICHMENT								
<i>Personnel Services</i>	\$485	\$615	\$148		\$850	\$850		
<i>Expenses</i>	\$31,095	\$36,568	\$42,045	\$44,172	\$43,550	\$46,550	3,000	6.89%
TOTAL BUDGET	\$31,581	\$37,184	\$42,193	\$44,172	\$44,200	\$47,200	3,000	6.78%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
Recreation Director						
Part-time Clerk						
Youth Services Coordinator						

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

RECREATION 016300

Personnel Services

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
51110 Full Time						
51120 Part Time						
51430 Longevity						
51510 Vacation Leave						
51520 Holidays						
51530 Personal Days						
51540 Sick Days						
51590 Wellness Bonus						
51000 51000 Total						

Expenses

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
52110 Electricity								
52310 Water Bills								
53310 Newsletter								
53410 Telephone								
53420 Postage								
54200 Office Supplies								
54540 Recreational Program	\$25,020	\$29,569	\$27,828	\$38,380	\$25,000	\$32,000	7,000	28.00%
54610 Grounds Maintenance		\$2,301	\$1,587	\$2,221				
Pond Weed Control			\$7,868		\$12,000	\$8,000	-4,000	-33.33%
57800 Other Charges/Expenses	\$1,969			\$682				
54000 Total	\$28,989	\$31,870	\$37,282	\$39,282	\$37,000	\$40,000	3,000	8.11%
TOTAL BUDGET	\$28,989	\$31,870	\$37,282	\$39,282	\$37,000	\$40,000	3,000	8.11%

CULTURAL COUNCIL 016960

Expenses

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
57800 Other Charges/Expenses	\$2,350	\$2,348	\$2,340	\$2,350	\$2,350	\$2,350
TOTAL BUDGET	\$2,350	\$2,348	\$2,340	\$2,350	\$2,350	\$2,350

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
<u>PUBLIC CELEBRATIONS</u>						
<i>Expenses</i>						
J16930 57800 Town Celebration	\$727	\$1,148	\$1,072	\$1,139	\$2,050	\$2,050
J16940 57800 Memorial Day	\$508	\$634	\$667		\$750	\$750
TOTAL BUDGET	\$1,235	\$1,782	\$1,739	\$1,139	\$2,800	\$2,800

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service
<u>HISTORICAL COMMISSION 016910</u>						
<i>Personnel Services</i>						
51120 Part Time	\$485	\$615	\$148		\$650	\$650
51000 Total	\$485	\$615	\$148		\$650	\$650
<i>Expenses</i>						
57800 Other Charges/Expenses	\$521	\$569	\$684	\$1,400	\$1,400	\$1,400
54000 Total	\$521	\$569	\$684	\$1,400	\$1,400	\$1,400
TOTAL BUDGET	\$1,007	\$1,184	\$832	\$1,400	\$2,050	\$2,050

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
BOARD OF HEALTH								
<i>Personnel Services</i>	\$254,513	\$281,852	\$290,214	\$312,322	\$309,629	\$325,450	15,621	5.04%
<i>Expenses</i>	\$21,648	\$21,650	\$21,112	\$21,513	\$22,680	\$26,600	3,720	16.26%
TOTAL BUDGET	\$276,161	\$303,502	\$311,326	\$333,835	\$332,709	\$352,050	19,341	5.81%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
Director	1.00	1.00	1.00	1.00		
Director/ Nursemanager					1.00	1.00
Deputy Director/ Inspector					0.40	0.40
Environmental Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Dept. Assistant	0.80	0.80	0.80	1.00	1.00	1.00
Healthcare Manager	0.80	0.60	0.80	0.80		
Part-Time Nurse					0.53	0.53
Substance Abuse Prevention Coordinator		0.50	0.50	0.50		
Health Educator					0.40	0.40
	3.60	4.10	4.10	4.30	4.33	4.33

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
BOARD OF HEALTH 015100								
<i>Personnel Services</i>								
51100 Salaries-Elected								
51110 Full Time	\$184,822	\$209,754	\$203,023	\$197,836	\$214,118	\$223,721	9,603	4.48%
51120 Part Time	\$33,596	\$34,219	\$39,458	\$68,957	\$89,379	\$92,597	3,218	3.60%
51430 Longevity Extra Day	\$8,887	\$9,297	\$10,576	\$8,751	\$6,332	\$9,132	2,800	44.22%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$27,409	\$28,581	\$35,558	\$36,778				
51520 Holidays								
51530 Personal Days								
51540 Sick Days			\$1,599					
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$254,513	\$281,852	\$290,214	\$312,322	\$309,829	\$325,450	15,621	5.04%
<i>Expenses</i>								
52490 Vehicle Maintenance	\$178	\$120	\$108	\$248	\$500	\$400	-100	-20.00%
53410 Telephone	\$1,694	\$2,204	\$1,928	\$1,778	\$2,400	\$3,400	1,000	41.67%
53420 Postage	\$490		\$490	\$245	\$580	\$400	-180	-31.03%
53990 Contract Services								
54190 Gasoline	\$1,754	\$1,138	\$1,165	\$1,020	\$1,800	\$1,800		
54200 Office Supplies	\$1,564	\$1,544	\$1,565	\$1,656	\$1,550	\$1,550		
54250 Supplies-Departmental	\$414	\$1,125	\$956	\$1,274	\$1,300	\$1,300		
54520 Mosquito Control	\$9,955	\$9,934	\$9,934	\$10,192	\$10,300	\$10,600	300	2.91%
54860 Newspaper Advertisement	\$435	\$2,077	\$1,058	\$116	\$800	\$800		
57100 In State Travel	\$577	\$307	\$334	\$785	\$700	\$700		
57310 Dues & Subscriptions	\$774	\$824	\$1,354	\$859	\$800	\$800		
57800 Other Charges/Expenses	\$3,058	\$1,962	\$1,999	\$2,745	\$1,850	\$1,650		
57810 Staff Education	\$755	\$415	\$225	\$616	\$500	\$3,200	2,700	540.00%
54000 Total	\$21,648	\$21,650	\$21,112	\$21,513	\$22,880	\$26,600	3,720	16.26%
TOTAL BUDGET	\$278,161	\$303,502	\$311,326	\$333,835	\$332,709	\$352,050	19,341	5.81%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
LIBRARY								
<i>Personnel Services</i>	\$1,303,676	\$1,367,777	\$1,419,179	\$1,419,777	\$1,501,235	\$1,552,423	51,188	3.41%
<i>Expenses</i>	\$415,886	\$440,787	\$441,573	\$448,727	\$474,380	\$477,468	3,088	0.65%
TOTAL BUDGET	\$1,719,564	\$1,808,564	\$1,860,752	\$1,868,504	\$1,975,615	\$2,029,891	54,276	2.75%

Personnel

Position	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE
Director	1	1	1	1	1	1
Asst. Director/ Community Services	1	1	1	1	1	1
Asst. Director	1	1	1	1	1	1
Office/Facility Manager	1	1	1			
Technology/ Facility Manager				1	1	1
Division Head-Reader Services	1	1	1	1	1	1
Division Head-Children	1	1	1	1	1	1
Division Head-Tech Services	1	1	1	1	1	1
Division Head-Reference	1	1	1	1	1	1
Adult Services Librarian*	1	1	1	1	1	1
Division Head-Community Service						
Division Head-Teen Services	1	1	1			
Teen Services MLS Specialist				0.53	0.53	0.53
Children's MLS Specialist				0.53	0.53	0.53
Payroll/ Accounting Clerk	0.53	0.53	0.53	1.00	1.00	1.00
P.T. Library Asst.	5.27	5.60	5.60	4.97	5.08	5.08
P.T. Children's Specialist	2.02	1.73	1.73	1.54	1.54	1.54
P.T. Reference Specialist						
P.T. Technical Services Asst.	0.67	0.67	0.67	0.67	0.67	0.67
P.T. Tech Services Acquisitions	0.67	0.67	0.67	0.67	0.67	0.67
P.T. Tech Services Specialist						
P.T. Branch Child Specialist						
P.T. Adult Services Specialist	2.35	2.38	2.38	2.46	2.46	2.46
Pages	1.63	1.48	1.48	1.35	1.35	1.35
Custodians	2.37	2.37	2.37	2.37	2.37	2.37
	25.51	25.43	25.43	25.09	25.20	25.20

* Funded by State Aid for FY14 - FY15

**Town of Chelmsford
FY2019**

**Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
--	------------------	------------------	------------------	------------------	------------------	-------------------------	--	--

LIBRARY 016100

Personnel Services

51110 Full Time	\$539,672	\$595,965	\$620,825	\$609,033	\$727,163	\$828,816	99,653	13.70%
51120 Part Time	\$425,134	\$416,648	\$439,732	\$447,253	\$584,714	\$538,228	-48,486	-8.29%
51270 Custodial Salaries	\$76,525	\$83,238	\$88,755	\$90,990	\$109,859	\$114,331	4,472	4.07%
51310 Overtime		\$28,295	\$27,475	\$30,251	\$32,560	\$30,000	-2,560	-7.88%
Sunday Hours	\$27,018							
51430 Longevity	\$37,778	\$39,679	\$40,626	\$37,895	\$39,139	\$37,248	-1,891	-4.83%
Extra Day					\$6,500	\$6,500		
Shift Differential								
51510 Vacation Leave	\$50,738	\$55,375	\$48,179	\$50,557				
51515 PTO - Paid Time Off	\$48,122	\$48,615	\$55,700	\$52,357				
51520 Holidays	\$56,827	\$59,848	\$58,536	\$58,424				
51530 Personal Days	\$8,285	\$9,790	\$7,061	\$8,941				
51540 Sick Days	\$30,077	\$29,493	\$28,218	\$33,901				
51570 Funeral Leave	\$2,348	\$2,048	\$2,288	\$799				
51590 Wellness Bonus	\$1,154	\$1,786	\$3,583	\$1,477	\$1,300	\$1,300		
51000 Total	\$1,303,678	\$1,387,777	\$1,419,179	\$1,419,777	\$1,501,235	\$1,552,423	51,188	3.41%

Expenses

52110 Electricity	\$51,183	\$32,582	\$39,497	\$30,848	\$39,500	\$33,000	-6,500	-18.48%
52130 Gas Heat	\$27,317	\$23,826	\$22,291	\$19,584	\$25,000	\$20,000	-5,000	-20.00%
52310 Water Bills	\$468	\$270	\$270	\$156	\$300	\$300		
52410 Building Maintenance	\$36,272	\$43,825	\$48,655	\$61,811	\$60,000	\$58,500	-1,500	-2.50%
52460 Equipment Repair						\$2,000		
52470 Computer Maintenance						\$8,000		
52490 Vehicle Maintenance		\$2,272	\$1,339	\$1,390	\$3,000	\$2,500	-500	-16.67%
53140 Copier Expenses	\$190	\$1,325	\$58	\$619	\$500		-500	-100.00%
53410 Telephone	\$7,737	\$5,748	\$3,358	\$3,064	\$5,000	\$3,200	-1,800	-36.00%
53420 Postage	\$1,945	\$6,495	\$448	\$3,462	\$2,500	\$3,000	500	20.00%
53990 Contract Services						\$9,800	9,800	
53991 Programs & Events				\$10,214	\$10,000	\$10,000		
54200 Office Supplies	\$21,700	\$32,413	\$26,295	\$28,877	\$25,000	\$23,000	-2,000	-8.00%
54610 Grounds Maintenance						\$8,288		
54860 Newspaper Advertisement				\$138				
56020 MVLC	\$63,697	\$63,742	\$66,894	\$68,418	\$70,560	\$72,580	2,000	2.83%
57100 In State Travel						\$2,300	2,300	
57200 Out of State Travel								
57800 Other Charges/ Expenses	\$13,377	\$27,312	\$22,015	\$13,737	\$23,000	\$10,000	-13,000	-58.52%
57810 Staff Education				\$5,000	\$5,000	\$5,000		
58000 Outlay		\$6,000						
54000 Total	\$223,886	\$245,808	\$231,118	\$245,316	\$269,380	\$269,468	88	0.03%

Books & Periodicals

54010 Books & Periodicals	\$192,000	\$194,979	\$210,455	\$203,411	\$205,000	\$208,000	3,000	1.46%
TOTAL BUDGET	\$1,719,564	\$1,608,584	\$1,860,752	\$1,868,504	\$1,975,615	\$2,029,891	54,276	2.75%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

SUMMARY	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
BENEFITS & INSURANCE								
<i>Expenses</i>	<u>\$18,181,848</u>	<u>\$18,674,381</u>	<u>\$20,065,163</u>	<u>\$21,564,781</u>	<u>\$22,934,135</u>	<u>\$23,800,114</u>	865,979	3.78%
TOTAL BUDGET	<u>\$18,181,848</u>	<u>\$18,674,381</u>	<u>\$20,065,163</u>	<u>\$21,564,781</u>	<u>\$22,934,135</u>	<u>\$23,800,114</u>	865,979	3.78%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
INSURANCE 019450								
<i>Expenses</i>								
57741 Buildings/General Liability	\$287,745	\$283,888	\$309,548	\$343,042	\$320,000	\$335,000	15,000	4.69%
57742 Motor Vehicle	-\$8,676	\$8,058	\$4,632	-\$2,429				
57745 Workers Compensation	\$210,894	\$313,442	\$293,691	\$300,343	\$350,000	\$350,000		
57746 Injured in Line of Duty								
TOTAL BUDGET	\$491,963	\$605,384	\$607,869	\$640,956	\$670,000	\$685,000	15,000	2.24%

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
EMPLOYEE BENEFITS 019100								
<i>Expenses</i>								
51721 Middlesex Retirement	\$8,093,830	\$8,483,708	\$7,096,040	\$7,752,208	\$7,822,651	\$8,328,114	506,463	6.47%
51723 Unemployment Compensation	\$49,924	\$141,836	\$54,419	\$80,419	\$100,000	\$100,000		
51724 Medicare Tax	\$741,942	\$783,933	\$831,151	\$850,502	\$900,000	\$941,000	41,000	4.56%
51725 Medical Insurance Chapter 32B	\$9,785,472	\$8,751,004	\$7,532,520	\$8,188,092	\$9,381,484	\$9,680,000	298,518	3.19%
51722 Medical Insurance Retirees Ch. 32B		\$2,788,388	\$2,833,393	\$2,902,648	\$2,950,000	\$2,940,000	-10,000	-0.34%
51726 IOD Insurance Retirees	\$722	\$725	\$867	\$1,469	\$5,000	\$5,000		
51727 IOD Insurance	\$123,787	\$139,407	\$108,904	\$142,901	\$125,000	\$140,000	15,000	12.00%
OPEB Liability Trust Fund	\$894,206	\$1,000,000	\$1,000,000	\$1,025,588	\$1,000,000	\$1,000,000		
51729 Sick Leave Buy Back								
TOTAL BUDGET	\$17,669,883	\$18,068,977	\$19,457,294	\$20,923,825	\$22,284,135	\$23,115,114	850,979	3.82%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

SUMMARY	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019		
DEBT & INTEREST	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGET	Level Service		
<i>Non-Excluded</i>	\$5,675,601	\$6,989,977	\$8,907,853	\$7,204,890	\$7,623,142	\$7,531,478	-91,664	-1.20%
<i>Betterment - Funded</i>	\$2,414,897	\$2,417,249	\$2,409,168	\$2,401,036	\$2,392,859	\$2,377,727	-15,132	-0.63%
<i>Excluded</i>	<u>\$5,540,862</u>	<u>\$5,072,373</u>	<u>\$4,570,409</u>	<u>\$4,460,715</u>	<u>\$4,379,034</u>	<u>\$4,317,183</u>	-61,851	-1.41%
TOTAL BUDGET	\$13,631,361	\$14,479,598	\$13,887,228	\$14,066,441	\$14,395,035	\$14,226,388	-168,647	-1.17%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
DEBT NON-EXCLUDED								
Imp-03 Issued Est. 04/01/04	\$199,500							
Imp-04, Est. 04/01/05	\$127,116	\$122,408						
Issued 2007, Series A	\$742,814	\$722,383	\$659,277	\$535,266	\$508,268	\$493,388	-14,900	-2.93%
Refunded Series B, 04/01/05	\$752,590	\$717,390	\$682,590	\$648,190	\$814,190		-614,190	-100.00%
Issued 2008	\$814,811	\$594,899	\$556,943	\$538,825	\$519,825	\$385,725	-134,100	-25.80%
Imp-2010, Iss. 7/01/09	\$372,100	\$288,975	\$221,475	\$215,775	\$209,125	\$197,475	-11,650	-5.57%
Imp-2011, Iss. 7/01/10	\$471,708	\$449,815	\$247,142	\$188,593	\$181,081	\$171,683	-9,398	-5.19%
Imp-2012 Iss. 7/1/11	\$502,125	\$490,897	\$479,889	\$368,441	\$81,213	\$79,095	-2,118	-2.61%
School Gr. Repair MSBA - Iss 7/1/11	\$101,846	\$90,199	\$83,802	\$82,530	\$94,759	\$92,827	-1,932	-2.04%
Bond Anticipation Notes - MSBA								
Imp-2013, Proj. Iss. 7/01/12	\$279,814	\$274,680	\$289,707	\$264,755	\$188,054	\$101,717	-64,337	-38.74%
Iss. 7/1/12 Center Fire Station	\$555,237	\$542,715	\$535,168	\$527,620	\$538,822	\$527,158	-11,664	-2.16%
Iss. 2/1/13 FY13 CIP Ph. 2	\$210,738	\$204,600	\$194,200	\$189,950	\$183,700	\$11,700	-172,000	-83.63%
Iss. 8/8/13 FY14 CIP	\$89,476	\$589,280	\$586,500	\$542,700	\$524,100	\$340,500	-183,600	-35.03%
Iss. 8/6/13 ESCO	\$535,227	\$1,666,852	\$1,626,583	\$1,587,563	\$1,523,563	\$1,485,563	-38,000	-2.49%
Iss. 2/14 Ctr. Fire		\$52,913	\$52,213	\$51,163	\$49,763	\$48,363	-1,400	-2.81%
Iss. 7/8/14 FY15 CIP/ Varney Pk.		\$129,364	\$825,254	\$601,494	\$576,869	\$552,244	-24,825	-4.27%
Iss. 8/15 FY16 CIP			\$77,851	\$648,518	\$617,800	\$607,000	-10,800	-1.75%
Iss. 7/16 FY17 CIP				\$102,583	\$889,184	\$851,800	-17,384	-2.60%
Iss. 7/17 FY18 CIP					\$119,000	\$700,514	581,514	488.87%
Iss. 7/17 Modular Classrooms					\$320,828	\$740,748	419,920	130.89%
Proj. Iss. 7/18 FY19 CIP						\$219,000		
Temporary Loans & Costs	\$120,899	\$52,947	\$29,300	\$115,926	\$125,000	\$125,000		
Total	\$5,675,601	\$6,989,977	\$6,907,853	\$7,204,690	\$7,623,142	\$7,531,478	-91,664	-1.20%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
DEBT EXCLUDED								
Sewer Phase I	\$2,486,796	\$2,448,778	\$2,038,041	\$2,001,486	\$1,982,266	\$1,925,368	-36,900	-1.88%
MWPAT	\$1,418,429	\$1,010,017	\$1,011,387	\$1,008,518	\$1,011,419	\$1,027,067	15,648	1.55%
School Construction	\$1,245,452	\$1,230,900	\$1,162,650	\$1,132,450	\$1,094,050	\$1,080,850	-33,200	-3.03%
DPW Alpha Rd. Iss. 7/1/10	\$379,186	\$382,678	\$360,352	\$320,281	\$311,299	\$303,900	-7,399	-2.38%
Bond Anticipation Notes								
Total	\$5,540,862	\$5,072,373	\$4,570,409	\$4,460,715	\$4,379,034	\$4,317,183	-81,851	-1.41%
DEBT BETTERMENT- FUNDED								
MWPAT	\$2,074,253	\$2,074,253	\$2,074,253	\$2,074,253	\$2,074,255	\$2,074,253	-2	0.00%
Proj. Iss. 07/11	\$311,050	\$305,350	\$299,650	\$293,950	\$288,250	\$275,650	-12,600	-4.37%
Beitl. Funded Borrowing Exp.	\$29,594	\$37,648	\$35,263	\$32,833	\$30,354	\$27,824	-2,530	-8.33%
Total	\$2,414,897	\$2,417,249	\$2,409,166	\$2,401,036	\$2,392,859	\$2,377,727	-15,132	-0.63%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>STATE ASSESSMENTS & OVERLAY</u>								
Expenses	\$3,274,391	\$3,194,673	\$3,786,941	\$3,422,397	\$3,170,565	\$3,435,042	264,477	8.34%
TOTAL BUDGET	\$3,274,391	\$3,194,673	\$3,786,941	\$3,422,397	\$3,170,565	\$3,435,042	264,477	8.34%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
STATE & COUNTY ASSESSMENTS								
State Assessments 018200								
56310 Special Education	\$4,741			\$14,216	\$14,784		-14,784	-100.00%
56480 Motor Vehicle Non-Renewal Surcharge	\$25,320	\$25,320	\$25,320	\$25,460	\$25,460	\$25,460		
56680 Tuition Assessments	\$1,404,385	\$1,641,795	\$1,788,481	\$1,769,239	\$1,883,289	\$1,833,390	-29,879	-1.60%
56390 Mosquito Control Projects	\$73,793	\$75,473	\$68,898	\$79,871	\$84,988	\$87,893	2,927	3.44%
56400 Air Pollution Districts	\$10,696	\$10,732	\$10,704	\$10,972	\$11,318	\$11,588	269	2.38%
MBTA								
56630 Regional Transit Authority	\$223,888	\$229,588	\$235,328	\$241,211	\$247,241	\$253,422	6,181	2.50%
Total	\$1,742,923	\$1,982,908	\$2,128,711	\$2,140,989	\$2,247,039	\$2,211,753	-35,286	-1.57%
Other Expenses								
N/A Underassessments								
N/A Cherry Sheet Offsets	\$219,816	\$285,004	\$376,433	\$474,646	\$415,572	\$423,289	7,717	1.88%
57800 Court Settlements					\$148,606		-148,606	
Total	\$219,816	\$285,004	\$376,433	\$474,646	\$564,178	\$423,289	-140,889	-24.97%
TOTAL BUDGET	\$1,962,539	\$2,267,912	\$2,503,144	\$2,615,615	\$2,811,217	\$2,635,042	-176,175	-6.27%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
ASSESSORS								
Overlay	\$1,311,852	\$926,781	\$831,099	\$806,782	\$352,236	\$800,000	447,764	127.12%
Overlay Deficit-Prior Year	\$0	\$0	\$0	\$0	\$0	\$0		
TOTAL BUDGET	\$1,311,852	\$926,781	\$831,099	\$806,782	\$352,236	\$800,000	447,764	127.12%

DEPARTMENTAL OVERDRAFTS								
Snow and Ice Deficit -Prior Yr.			\$452,698					
Other					\$7,112		-7,112	
TOTAL BUDGET			\$452,698		\$7,112		-7,112	

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

WARRANT ARTICLES

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
Prior Year Bills								
* Finance Comm. Reserve Fund	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000		
DPW Facility - Alpha Rd.				\$2,314,000				
Capital Projects								
Gen. Stabilization Fund		\$1,243,436	\$681,046	\$747,881	\$1,041,382			-1,041,382
Sewer Construction Stabilization		\$257,697	\$191,421	\$303,367				
OPEB Trust Fund								
Compensated Abs. Trust Fund								
Late Bills - School								
School Facilities Assmt.			\$200,000					
MSBA - Stmt. Of Interest				\$40,000				
Fire Station Demolition		\$150,000						
Sr. Center ADA Doors				\$28,000				
Wayfinding Signage			\$10,000					
Chelmsford Forum			\$15,000					
Comm. Action Prog.		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		
101 Mill Rd. Assessment			\$7,000					
Rt. 129 Marketing					\$50,000			-50,000
Collective Bargaining Settlements			\$213,543	\$55,880				
School Medicaid Reimbursement								
School E-Rate Reimbursement	\$48,723	\$56,945	\$79,076	\$62,053	\$35,035			-35,035
Misc Small Articles								
TOTAL BUDGET	\$448,723	\$2,118,078	\$1,807,086	\$3,961,161	\$1,536,417	\$410,000	-1,126,417	-73.31%

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>BUDGET SUMMARY</u>								
<u>REVENUES</u>								
Local Taxes	\$84,218,428	\$87,000,514	\$89,718,236	\$94,109,748	\$97,968,735	\$101,727,394	3,758,659	3.84%
State Aid	\$15,328,574	\$15,830,425	\$16,074,348	\$16,599,848	\$16,868,103	\$17,159,821	293,518	1.74%
Available Funds	\$4,396,593	\$6,411,494	\$6,684,668	\$5,726,759	\$4,279,983	\$3,258,055	-1,021,928	-23.88%
Local Receipts	\$9,549,848	\$9,348,612	\$10,278,329	\$10,484,442	\$10,275,000	\$10,425,000	150,000	1.48%
Total	\$113,491,439	\$118,591,045	\$122,755,581	\$128,920,793	\$129,389,821	\$132,570,070	3,180,249	2.46%
	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 Level Service		
<u>EXPENDITURES</u>								
Municipal Administration	\$2,679,585	\$2,844,820	\$2,844,848	\$2,992,433	\$3,077,703	\$3,307,928	230,225	7.48%
Chelmsford Schools	\$49,258,452	\$50,878,257	\$52,900,000	\$54,550,000	\$57,000,000	\$59,000,000	2,000,000	3.51%
Nashoba	\$2,187,180	\$2,588,811	\$2,618,047	\$2,628,220	\$2,887,511	\$3,062,511	175,000	6.06%
Public Safety	\$11,254,130	\$11,572,237	\$11,996,906	\$11,915,929	\$12,511,279	\$12,724,320	213,041	1.70%
Department of Public Works	\$8,293,348	\$6,732,078	\$6,064,140	\$8,688,218	\$8,861,029	\$7,061,910	200,881	2.93%
Municipal Facilities	\$1,264,003	\$1,415,395	\$1,441,031	\$1,582,276	\$1,586,117	\$1,671,505	85,388	5.38%
Cemetery Commission	\$307,860	\$317,314	\$298,243	\$331,256	\$340,527	\$363,622	23,095	6.78%
Community Services	\$955,489	\$1,024,552	\$1,024,446	\$1,049,830	\$1,108,735	\$1,131,179	22,444	2.02%
Library	\$1,719,564	\$1,808,564	\$1,860,752	\$1,868,504	\$1,975,615	\$2,029,891	54,276	2.75%
Benefits & Insurance	\$18,161,846	\$18,674,361	\$20,065,163	\$21,584,781	\$22,934,135	\$23,800,114	865,979	3.78%
Debt and Interest	\$13,631,361	\$14,479,598	\$13,887,228	\$14,068,441	\$14,395,035	\$14,226,388	-168,647	-1.17%
Warrant Articles	\$448,723	\$2,118,078	\$1,807,086	\$3,961,161	\$1,538,417	\$410,000	-1,126,417	-73.31%
State Assessments & Overlay	\$3,274,391	\$3,194,673	\$3,788,941	\$3,422,397	\$3,170,565	\$3,435,042	264,477	8.34%
Total	\$111,435,712	\$117,628,540	\$120,792,829	\$126,821,446	\$129,384,668	\$132,224,410	2,839,742	2.19%
						\$345,659		

**Town of Chelmsford
FY2019
Town Manager's
Recommendation
January 29, 2018**

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 BUDGET	FY2019 BUDGET	\$ Change	% Change
SEWER ENTERPRISE 606000								
<i>Personnel Services</i>								
51110 Full Time	\$698,078	\$727,257	\$715,418	\$685,192	\$826,522	\$972,977	\$146,455	17.72%
51120 Part Time	\$8,167				\$41,725	\$43,623	\$1,898	4.55%
51310 Overtime Regular	\$34,961	\$32,133	\$35,052	\$28,434	\$35,000	\$35,000		
51430 Longevity	\$22,239	\$24,038	\$28,289	\$28,849	\$29,684	\$33,558	\$3,872	13.04%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$81,583	\$77,788	\$94,385	\$83,098				
51520 Holidays			\$440					
51530 Personal Days								
51540 Sick Days			\$3,530	\$23,154				
51590 Wellness Bonus								
51000 Total	\$843,027	\$861,228	\$875,114	\$846,725	\$932,931	\$1,085,158	\$152,225	
<i>Direct Expenses</i>								
52110 Electricity	\$179,008	\$134,834	\$108,501	\$123,960	\$135,000	\$135,000		
52130 Gas Heat	\$18,096	\$8,734	\$8,220	\$8,647	\$12,000	\$12,000		
52310 Water Bills								
52400 Rental Space	\$51,459							
52460 Equipment Repair	\$284,943	\$258,367	\$392,760	\$241,042	\$280,000	\$280,000		
52470 Computer Maintenance	\$2,526	\$1,452	\$1,761	\$4,371	\$2,000	\$2,000		
53030 Legal Expense	\$13,058	\$3,588	\$1,382	\$10,880	\$2,500	\$2,500		
53165 Traffic Duty	\$1,603	\$1,478	\$2,560	\$3,177	\$2,500	\$2,500		
53410 Telephone	\$28,413	\$17,733	\$18,712	\$15,643	\$18,000	\$18,000		
53420 Postage	\$8,406	\$10,283	\$8,920	\$9,034	\$11,000	\$11,000		
53990 Contract Services	\$40,288	\$10,850	\$45,088	\$104,849	\$331,650	\$51,650	(\$280,000)	-84.43%
54180 Gasoline	\$33,101	\$18,115	\$18,874	\$21,848	\$20,000	\$22,000	\$2,000	10.00%
54200 Office Supplies	\$2,910	\$2,636	\$3,859	\$3,494	\$3,500	\$3,500		
54860 Newspaper Ads	\$145		\$42		\$750	\$750		
56010 User Fee-Lowell	\$1,354,146	\$1,499,053	\$1,457,667	\$1,851,588	\$1,754,956	\$1,772,505	\$17,549	1.00%
58100 Grinder Pumps		\$338,767	\$303,634	\$141,286	\$200,000	\$185,000	(\$15,000)	-7.50%
57120 Expense Allowance	\$1,670							
Major Maintenance				\$18,245	\$50,000	\$50,000		
57200 Out of State				\$27,000				
57310 Dues & Subscriptions	\$433	\$375	\$231	\$15	\$800	\$800		
58000 Outlay	\$217,343	\$708,667	\$209,935	\$252,694	\$210,000	\$160,000	(\$50,000)	-23.81%
51730 OPEB Liability	\$104,153	\$49,387	\$45,270	\$57,500	\$49,358	\$22,000	(\$27,358)	-55.43%
57810 Staff Education	\$2,308	\$1,104	\$3,838	\$1,013	\$3,000	\$3,000		
Debt Service	\$84,360	\$83,235	\$82,110	\$85,985	\$84,735	\$83,235	(\$1,500)	-1.77%
54000 Total: Direct Expenses	\$2,428,359	\$3,146,455	\$2,709,161	\$2,782,248	\$3,169,749	\$2,815,440	(\$354,309)	-11.16%
TOTAL BUDGET	\$3,271,386	\$4,007,680	\$3,584,275	\$3,628,973	\$4,102,680	\$3,900,596	(\$202,084)	-4.93%
<i>Indirect Expenses</i>								
Administrative/ Other Charges	\$258,599	\$273,424	\$278,304	\$287,354	\$295,975	\$304,854	\$8,879	3.00%
Employee Benefits	\$239,852	\$247,429	\$268,549	\$276,871	\$285,177	\$331,336	\$46,159	16.19%
54000 Total: Indirect Expenses	\$498,451	\$520,853	\$546,853	\$564,225	\$581,152	\$636,190	\$55,038	9.47%
Total: Enterprise Fund	\$3,769,837	\$4,528,533	\$4,131,128	\$4,193,198	\$4,683,832	\$4,536,786	(\$147,046)	-3.14%

**FY2018 Town Manager's
Recommendation
January 29, 2018**

	FY2017 ACTUAL	FY2018 BUDGET	FY2019 BUDGET	\$ Change	% Change
<u>PEG ACCESS CABLE TELEVISION ENTERPRISE</u>					
<i>Personnel Services</i>					
51110 Full Time	\$305,910	\$362,585	\$380,495	\$17,910	4.94%
51120 Part-Time	\$7,252				
51430 Longevity	\$12,811				
51515 PTO - Paid Time Off	\$21,805				
51000 Total	\$347,778	\$362,585	\$380,495	\$17,910	4.94%
<i>Direct Expenses</i>					
52150 Utilities	\$7,807	\$6,500	\$6,500	\$0	0.00%
52471 Equipment Maintenance	\$3,930	\$2,500	\$2,500	\$0	0.00%
52490 Vehicle Maintenance	\$2,128	\$3,500	\$3,500	\$0	0.00%
53340 Archiving	\$0	\$500	\$500	\$0	0.00%
53420 Postage	\$249	\$200	\$200	\$0	0.00%
53990 Contracted Services	\$28,141	\$40,000	\$50,000	\$10,000	25.00%
54000 Supplies	\$35,997	\$50,000	\$50,000	\$0	0.00%
57100 In State Travel	\$7,287	\$5,000	\$5,000	\$0	0.00%
57310 Dues & Subscriptions	\$2,609	\$13,000	\$13,000	\$0	0.00%
57400 Insurance General	\$1,350	\$1,350	\$1,350	\$0	0.00%
57800 Other Charges/ Expenses	\$9,323	\$8,100	\$8,100	\$0	0.00%
57810 Staff Education	\$1,141	\$4,000	\$4,000	\$0	0.00%
OPEB Liability		\$27,251	\$25,000	(\$2,251)	-8.26%
58000 Outlay	\$171,720	\$233,767	\$182,363	(\$51,404)	-21.99%
54000 Total: Direct Expenses	\$271,682	\$395,668	\$352,013	(\$43,655)	-11.03%
TOTAL BUDGET	\$619,459	\$758,253	\$732,508	(\$25,745)	-3.40%
<i>Indirect Expenses</i>					
Administrative/ Other Charges		\$18,125	\$19,025	\$900	4.97%
Employee Benefits	\$95,063	\$49,140	\$51,883	\$2,743	5.58%
54000 Total: Indirect Expenses	\$95,063	\$67,265	\$70,908	\$3,643	5.42%
Total: Enterprise Fund	\$714,522	\$825,518	\$803,416	(\$22,102)	-2.68%