



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
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MEMORANDUM

TO: Board of Selectmen and Finance Committee

FROM: Andrew J. Sheehan, Town Administrator

DATE: February 3, 2018

RE: Town Administrator's FY19 Budget Message

In mid-December 2017, my office distributed budget instructions to Town departments. The instructions directed departments to level fund expenses with the exception of new initiatives and to budget wages in accordance with settled contracts and 2 ½ % for non-union employees or employees with unresolved bargaining agreements. Throughout the month of January, Assistant Town Administrator Ryan Ferrara, Chief Financial Officer/Town Accountant Sarah Wood, and I met with departments to review budget requests. From those budget submittals and meetings we built the enclosed spending plan. As there always is at this time, there remain a number of unknowns on both the revenue and expenditure side. These will be discussed in greater detail below.

Budgeting requires that we make certain assumptions with respect to revenues and expenditures. A conservative approach minimizes the likelihood of surprises. In Massachusetts, revenues are largely limited by the provisions of Proposition 2 ½. The most unpredictable revenue sources are State Aid to cities and towns (local aid) and local receipts. On the expenditure side the most unpredictable cost centers are school assessments and employee benefits, particularly health insurance and county retirement. This memorandum summarizes the Town's revenue and expenditure picture and concludes with a summary.

REVENUES

There are four revenue categories that fund the municipal general fund operating budget.

PROPERTY TAXES

The property tax levy is the largest revenue source. The levy consists of last year's property tax levy, the allowable 2 ½% increase, an estimate of new growth, and amounts voted by Proposition 2 1/2 overrides and debt exclusions. The tax levy is proposed to increase in FY19 by the statutory 2 ½% or \$648,025 and

new growth is estimated at \$400,000. Excluded debt will be \$1,726,490. The allowable levy limit will be \$28,698,592.

LOCAL RECEIPTS

Local receipts are locally generated revenues from sources such as license and permit fees, automobile excise tax, and the local option meals tax. Meals tax collections were slightly below expectations in the first year. Even though the most recent two quarters have seen an uptick in meals tax collections we are remaining conservative. Similarly, we have taken a conservative approach with auto excise taxes. The national outlook for motor vehicle sales suggests a decline in new car purchases. For FY19 we have budgeted local receipts at \$3,608,594, the same as FY18. This is an area we will revisit as additional data becomes available.

AVAILABLE FUNDS

Available funds are internal transfers from other funds. Middleton transfers money from ambulance collections to offset the operation of the Fire Department, from MELD to reimburse the general fund for expenses such as health and property insurance and retirement assessments, and from other funds. Available funds can also include transfers from sources such as the Assessors overlay account, free cash, and stabilization. This category totals \$1,216,341.

LOCAL AID

Local aid from the State is the final revenue category. There are aid categories for general government and for schools and they are reflected on the Cherry Sheets. There are also charges which deduct from our aid. At this point we are using the Governor's House 1 Budget numbers. School aid (c. 70) is proposed to increase by \$13,060. The largest non-school local aid category is Unrestricted General Government Aid (UGGA). UGGA is estimated at \$694,846, an increase of \$7,962 above FY18. We also receive aid for State-Owned Land, Public Libraries, Veterans' Benefits, and Elderly & Veterans Exemptions. Total non-school aid under the Governor's budget is projected at \$694,846, an increase of \$21,022. Aid for Masconomet will increase under the Governor's budget by \$20,313. As noted in previous years, local aid from the State has not recovered from the Great Recession. Middleton's local aid peaked in FY09 at \$2,418,336; the Governor's proposal for FY19 is \$2,334,367. The House and Senate have yet to unveil their budgets and we are unlikely to know final local aid numbers until long after the Annual Town Meeting adopts the budget.

EXPENDITURES

Most Town departments proposed level funded budgets with allowances for contractual or expected wage increases. As noted above, in our instructions to departments we asked for level funding and we also gave departments the opportunity to propose new or expanded programs to meet the department's mission. We did this in recognition of the fact that departments have largely been managing with level funded budgets for many years. Even in a low inflation environment level funding is effectively a budget reduction. In addition to addressing current needs, the solicitation of supplemental requests was a chance for us to get a picture of future needs. When we develop our capital program we take a five year view. The supplemental budget request process is an effort to identify future needs before they become immediate demands. We received supplemental requests totaling \$254,768. A number of salary adjustments will also be addressed.

The initial Middleton Elementary Schools budget proposes an increase of \$763,768 or 6.7%. This is expected to decrease as the budget is vetted by the School administration and School Committee.

The Masconomet Regional School District budget thumbnail provides a very preliminary snapshot. The breathing costs are shown at \$711,361 or 2.2%. The total budget is up \$1,799,671 or 5.54%. Based on these numbers we project Middleton's assessment at \$10,143,845, an increase of \$517,724 or 5.4%. However, we know these numbers will change, likely to the downside. The Masconomet budget includes transportation funds associated with changing start times; based on recent information, the change in start times is unlikely to occur before the 2019-2020 school year so these additional transportation funds will be removed. The Superintendent's budget will be distributed to the School Committee on February 9 and the School Committee will certify its budget around March 12th. Only then will we know the true assessment.

Middleton's share of Essex North Shore Agricultural & Technical School District (Essex Tech) is projected to be \$855,858, an increase of \$225,000 or 35.7% over FY18. This is a larger increase than expected and is driven by Middleton's enrollment at Essex Tech. When the override was proposed and passed in 2016 we projected an increase of 27 students over two years resulting in an increased assessment of \$407,000. The increase in FY18 was less than projected; regrettably, FY19 is proving truer to the projection. The Superintendent indicates interest from Middleton students remains strong which requires us to expect another sizeable increase in FY20. Like the other school budgets, the Essex Tech budget is still in draft form and will not be final until mid-March.

The budget in front of you today, not including the supplemental requests, is \$36,068,287, an increase of \$2,250,660 or 6.7% over FY18.

SUMMARY

As of today, we are \$388,196 to the negative. A few things remain unsettled and as they crystalize we will revisit both revenues and expenditures. We expect the school budgets to be certified lower than they are now which will benefit the bottom line. We are also waiting for our final health insurance rates which could provide some relief. When all of these items are known we will reevaluate and tweak the budget. Our conservative approach on the expenditure side leaves little margin in certain accounts. If school assessments drop enough we will take another look at spending, reconsider the use of free cash, and decide whether to fund some of the capital budget from the property tax levy, thereby retaining reserves for future use.

Operating Budget Review Schedule For Fiscal Year 2019

With Selectmen and Finance Committee 8:30 a.m.; Fuller Meadow School, Nathan Media Room Saturday, February 3rd

Department or Committee	Time
Fiscal Year 2019 Town Operating Budget Overview	8:30 a.m.
Public Works - Highway, Parks, Cemeteries, Transfer Station, Water	9:30 a.m.
Council on Aging	10:15 a.m.
Town Planner	10:30 a.m.
Flint Public Library	10:45 a.m.
Fire Department	11:00 a.m.
Police Department	11:45 a.m.
Lunch to be provided	12:30 p.m.
Elementary Schools	12:45 p.m.
Discussion of Recommendations from the Start Time Advisory Committee (STAC)	1:15 p.m.
Masconomet - School Committee Liaison to Town Finance Committee, Tasha Cooper and Superintendent Lyons	1:30 p.m.
Meeting Wrap Up - Discussion of other supplemental departmental requests	2:15 p.m.
Meeting Ends	3:15 p.m.

Capital Budgets
And Warrant Articles

(All capital budget meetings are joint meetings)

1. Saturday, March 3th from 8:30 a.m. until 2:30 p.m.
2. Tuesday March 13th (final warrant and article review with Selectmen)
3. Thursday March 22th (Joint Public Budget Hearing) at 7:00 p.m. at Flint Public Library

Finance Committee will announce date of meeting(s) after public budget hearing to finalize recommendations and vote. Department Heads and Committee Chairmen should be available to attend these meetings.

CALENDAR
FY19 OPERATING AND CAPITAL BUDGETS
MAY 8, 2018 ANNUAL TOWN MEETING
MAY 14, 2018 ANNUAL TOWN ELECTION

Thursday, December 14, 2017	FY19 budget instructions distributed to departments
Thursday, January 4, 2018	Nomination papers for elected Town offices available*
Friday, January 5, 2018	Operating budget requests due to TA's Office
January 3-18, 2018	Operating budget meetings with TA, ATA, CFO
Monday, January 15, 2018	Martin Luther King, Jr. holiday
Tuesday, January 30, 2018	Board of Selectmen votes to open the warrant
Thursday, February 1, 2018	Operating budget books/files to BOS, FinCom
Saturday, February 3, 2018 8:30AM-3:30PM	Operating budget summit
Monday, February 5, 2018	Capital budget requests due to TA's Office
February 12-23, 2018	Capital budget meetings with TA, ATA, CFO
Monday, February 19, 2018	Presidents' Day holiday
Thursday, March 1, 2018	Capital budget books/files to BOS, FinCom
Friday, March 2, 2018	Deadline to submit legal ad to <i>Tri-Town Transcript</i> for 3/22/18 budget hearing
Saturday, March 3, 2018 8:30AM-3:30PM	Capital budget summit
Tuesday, March 6, 2018	Non-petition warrant articles due to BOS
Friday, March 9, 2018	Legal ad in <i>Tri-Town Transcript</i> for 3/22/18 budget hearing
Tuesday, March 13, 2018	Petition articles and zoning amendments due at Town Administrator's Office by 5:00PM
Tuesday, March 13, 2018	BOS votes to close warrant
Friday, March 16, 2018	Deadline to submit legal notice to <i>Tri-Town Transcript</i> for Planning Board public hearing on zoning amendments
Thursday, March 22, 2018	Budget Hearing and Warrant Reading: BOS, FinCom, Moderator at Flint Public Library

Cont'd>>>>

Friday, March 23, 2018	1 st legal ad for Planning Board public hearing on zoning amendments
Monday, March 26, 2018 Until 5PM	Last day for candidates to submit nomination papers for Annual Town Election*
Friday, March 30, 2018	2 nd legal ad for Planning Board public hearing on zoning amendments
Wednesday, April 11, 2018	Planning Board public hearing on zoning amendments
Wednesday, April 11, 2018	Last day for candidates to object or withdraw their candidacy for elected office*
Thursday, April 12, 2018	Deadline to submit recommendations, exhibits, maps to TA's Office for inclusion in warrant book
Friday, April 13, 2018	Warrant book to printer
Monday, April 16, 2018	Patriots Day holiday
Tuesday, April 17, 2018	Motions meeting with TA, ATA, CFO, Moderator, Town Clerk, Town Counsel
Wednesday, April 18, 2018 Until 8:00PM	Last day to register to vote for the Annual Town Meeting and Annual Town Election*
Monday, April 23, 2018	Deadline for Constable to post warrant (deadline is Tuesday, May 1, 2018 if no Special Town Meeting within the Annual Town Meeting)
Friday, April 27, 2018	Warrant book to USPS for mailing to households on Saturday, April 28, 2018
Thursday, May 3, 2018 7:00PM	Pre-Town Meeting at Flint Public Library
Tuesday, May 8, 2018	Annual Town Meeting at Howe Manning School gymnasium
Monday, May 14, 2018	Annual Town Election at Fuller Meadow School gymnasium*

Regular Board of Selectmen meetings:

January 2, 16, 30
February 13, 27
March 13, 27
April 10, 24
May 22

Unless otherwise noted, public meetings take place at the Nathan Media Room at Fuller Meadow School

* Election date does not take into consideration the pending Charter amendment changing election from Tuesday to Monday. If Charter amendment is approved, Town Election date will be Tuesday, May 15, 2018. All other dates are unaffected and remain unchanged.



Memorandum

To: Department Heads and Committee Chairpersons
From: Andrew Sheehan, Ryan Ferrara and Sarah Wood 
Date: December 18, 2017
Re: Fiscal Year 2019 Operating and Capital Budget Guideline

The purpose of this memorandum is to kick-off the Fiscal Year 2019 operating and capital budget processes. Attached to this email are the following documents:

- 1) Last Year's FY2018 town-wide budget narrative for you to work from. Please use this document as reference to update your Department Description, Accomplishments (with a focus on FY18) and Goals and Objectives for FY19. Update and forward your revised section only – not the entire document. Please include Ryan, Sarah, and me on all documents and correspondence.
- 2) Budget summary tables with FY19 column empty for you to fill in. Update your Department tab only.
- 3) Budget detail tables from FY18 submitted by your department.
- 4) Fiscal Year Operating Budget meeting schedule. Please review the proposed schedule and get back to Ryan with any notable conflicts.
- 5) A detailed annual 2018 Town Meeting timeline. Dates of note for department heads include:
 - **Friday, January 5, 2018 (close of business):** Submit departmental budget narratives, summary and detail tables to the three of us via email
 - **Friday, January 5 – 18, 2018:** Budget meetings with Town Administrator, Assistant Town Administrator, and Chief Financial Officer. In addition to emailing documents in advance, please bring hard copies for all participants
 - **Saturday February 3, 2018:** All-day operating budget session with Selectmen and Finance Committee. Department heads should plan to attend this meeting

- **Monday, February 5, 2018 (close of business):** Submit completed capital budget documents to the three of us via email (documents and guidance to follow)
- **Saturday, March 3, 2018:** All-day capital budget session with Selectmen and Finance Committee

GENERAL BUDGET GUIDELINES

Operating Budget

We will assemble the Fiscal Year 2019 budget assuming level funding in education aid (Chapter 70) and all other local aid accounts. This assumption is based on uneven State revenue collections to date and the absence of optimistic aid pronouncements.

Local receipts have been estimated based on historical averages and collections to date in FY18. By far the largest local receipt category is motor vehicle excise tax; however, national vehicle purchasing trends suggest that this revenue category will flatten in the coming years. Other local receipt categories include license and permit fees, meals and room excise taxes, and various fees like Transfer Station stickers.

The Town is projecting town-wide health care and pension expenses to increase over \$200,000 in Fiscal Year 2019. This excludes other anticipated areas of growth in the Fiscal Year 2019 budget including cost of living increases for personnel, the pressure of ongoing state and federal mandates on the Middleton Elementary School budget and the Masconomet and Essex Tech assessments.

FY 2019 Budget Guidelines

Personal Services (Wages and Salaries)

All personal service budgets are to be funded by the terms of your settled contract for union employees. Non-union employees should be budgeted at a 2.5% increase. For those of you whose collective bargaining agreements are not yet settled, presume increases of 2.5%. All of this is subject to change until we get a clearer picture from Beacon Hill on local aid, Chapter 70 educational aid, other State Budget impacts, and local factors. Please be prepared to review all aspects of your department's needs when we meet with you in January.

Non-Personal Service Budgets (Purchase of Supplies & Services)

All other appropriations included within the operating and maintenance budget should be budgeted at last year's levels with the exception of any new initiatives which provide the Town with long term savings or service efficiencies. Supply cost or contractual service increases should be added to the budget request.

As we build the FY19 operating budget, we want to have a broader discussion about each department's needs. Departments have largely been living with level funded budgets for many years. We know that your needs are not static – service demands ebb and flow and needs appear and disappear based on many factors. We also do not like to be taken by surprise. Knowing about a need before it hits will help us better plan the budgets.

In addition to your normal operating budget requests we are again offering you the chance to propose new or expanded programs that meet your department's mission. This can be for an immediate need, for an identified future need, or for some other operational issue. If there is a change that will put clear demands on your department you should identify the issue, how it differs from today's situation, how it will impact the town, how you propose to address it, and the resources you will need to successfully address it. The best solution will vary from department to department and issue to issue. It could be best addressed by increased funding, a one-time investment in a technology solution, teaming up with another community to share resources, or some other approach. Your particular expertise and knowledge of your department is critical to identifying the best approach. We view this as an opportunity for you to make a case beyond the standard level funding.

If you have something you want to propose, we will review it as a supplement to your operating budget request. Please submit it as a separate supplement at the same time you submit your operating budget request.

We are not promising that all of these requests will be funded, but we are promising that each one will be considered and discussed at our face to face budget meetings. Also, the Board of Selectmen and Finance Committee will be provided with this information. This will allow them to better understand the current and future needs of departments. Requests that merit funding will be funded depending on the Town's financial condition at the time of implementation. Longer term items that do not need immediate funding will benefit from early exposure that allows us to plan for them in future years.

Regional Purchasing Cost Savings

Please italicize, footnote, or bold a budget line where savings occur because of regional services, purchasing, or cooperation. Please feel free to ask about or suggest new savings opportunities through regional contracts or shared services.

Capital Budgets

Each department also must prepare a five-year capital improvement budget. **The forms are not included in this packet, but you should start collecting information and cost estimates right away.** Remember to include sufficient detail and project descriptions, as well as meaningful cost/budget estimates for all capital requests. State contracts, vendor quotes, and similar documents are needed to ensure accurate estimates and budget planning.

Every department must prepare a capital plan unless your department will have no capital expenses within the next five years. Please note, based on the recently revised Financial Management Policies, the threshold for capital projects has increased from \$2,500 to \$5,000. Outlays that are less than \$5,000 should be included in your operating budget request.

The due date for the completed capital budget documents is Monday, February 5th.

Departmental and Professional Goals and Objectives

Please give careful consideration when developing your departmental Goals and Objectives. This is an opportunity for the Selectmen, Finance Committee, and the Town Administrator's Office to understand your professional development needs and provide guidance to ensure that departments are addressing future needs of the Town.

Regular Budget Preparation Principles

- Thorough analysis of past expenditures and needs for following year
- Budget submittals, which look ahead the full eighteen months through June 30, 2018
- Realistic estimates to minimize needs for transfers and foster trust and confidence in the budget process

The Finance Committee Co-Chairpersons, Richard Gregorio and John Erickson, confer closely with us and the Selectmen regarding budget limits. The Finance Committee may request that some of you meet with them to go over key budgetary issues prior to the joint operating budget meeting on Saturday, February 3rd. These are opportunities to further state your case and defend your budget request.

We look forward to receiving your submittals on Friday, January 5th and meeting with you over the next few months to discuss your department's operating and capital needs.

Please do not hesitate to contact me if you have any questions.

Town of Middleton
Fiscal Year 2019 Summary of Projected Revenues and Expenditures

Update as of **2/2/2018**

Part I - Property Tax Revenues

Fiscal Year 2019 Tax Levy Limit Calculation

Fiscal Year 2018 Tax Levy		27,647,509	
Fiscal Year 2018 Debt Exclusions		(1,726,490)	
Fiscal Year 2018 Actual Levy Without Debt Exclusions		\$ 25,921,019	
2.5% of Fiscal Year 2018 Levy Without Debt Exclusion		648,025	
FY18 Unused Levy Capacity	843,816		
2.5% of FY18 Unused Levy Capacity		21,095	
Projected Growth in Fiscal Year 2019 Property Tax Base (New Growth)		400,000	
2018 Proposition 2.5% Override		0	
Total Projected Fiscal Year 2019 Levy Limit		A \$ 26,990,140	
Fiscal Year 2018 Debt Exclusions (from above)		1,726,490	
Projected Change in Debt Exclusions:	<u>FY 2018</u>	<u>FY 2019</u>	<u>Change</u>
Masconomet Regional School Addition	384,138	384,311	173
Flint Library Addition Renovation	332,705	320,705	(12,000)
FM Local School Roof Repair	95,111	91,375	(3,736)
HM School Construction	940,380	937,905	(2,475)
HM Bond Premium Offset	(25,844)	(25,844)	0
Total	1,726,490	1,708,452	(18,038)
Less Change in Debt Exclusions			(18,038)
Total Projected Debt Exclusions		B \$ 1,708,452	
Total Projected FY 2019 Allowable Levy (without using excess levy)		A+B \$ 28,698,592	
Change from Fiscal Year 2018 to Fiscal Year 2019 in Available Property Tax Revenue:			
Projected Fiscal 2019 Allowable Levy (from above)		28,698,592	
Less: Fiscal 2018 Tax Levy (from above)		27,647,509	
Change from Fiscal Year 2018 to Fiscal Year 2019 in Available Property Tax Revenue:		\$ 1,051,083	

**Town of Middleton FY 2019 Operating Budget
State Revenue (Cherry Sheet) and Local Assumptions**

Revenue Category	FY 2018	FY 2019 Estimate*	Difference In \$	Percent + or -
1. Gen. Gov. Local Aid (lottery, additional asst., tax exemptions etc.)	686,884	694,846	7,962	1.2%
1A. Chapter 70 Educational Aid	1,626,461	1,639,521	13,060	0.8%
2. State Cherry Sheet Charges	(422,654)	(432,908)	(10,254)	2.4%
3. Offset Items	(11,649)	(11,304)	345	-3.0%
Subtotals All State Aid Categories	\$1,879,042	\$1,890,155	\$11,113	0.6%
4. Local Receipts	3,524,344	3,588,344	64,000	1.8%
5. Free Cash Transfer	200,000	100,000	(100,000)	-50.0%
6. MELD In Lieu of Taxes	204,000	204,000	0	0.0%
7. Other Financing Sources (see detail below)	668,975	721,186	52,211	7.8%
TOTALS	\$6,476,361	\$6,503,685	\$27,324	0.4%

Other Financing Sources Applied Against Omnibus Budget (detail of line #7 above)

	FY 2018	FY 2019	\$ Difference	% Incr. (Decr.)
Fire Alarm Fees	15,000	15,000	0	0.0%
Ambulance Fund Transfer	380,000	425,000	45,000	11.8%
Cellular Tower Lease Receipts	50,000	60,000	10,000	20.0%
PEG Cable Fund Transfer	208,975	211,186	2,211	1.1%
Weights and Measures Transfer	15,000	10,000	(5,000)	-33.3%
Total #7 Offset Receipts	668,975	721,186	\$52,211	7.8%

Masconomet Regional School District State Education Aid (for informational purposes)

	FY 2018	FY 2019	\$ Difference	% Incr. (Decr.)
1. Chapter 70	5,090,919	5,127,759	36,840	0.7%
2. Regional School Transportation	574,809	569,053	(5,756)	-1.0%
3. Charter Tuition Reimbursement	13,310	0	(13,310)	-100.0%
4. Sch. Choice & Sending Tuition Charges	(66,632)	(64,093)	2,539	-3.8%
Totals	\$5,612,406	\$5,632,719	\$20,313	0.4%
Middleton's Share Chp. 70 Masco Aid (=35.49% in FY 2018 of total)	\$1,991,843	\$1,999,052	\$7,209	0.4%

FY 2019 Projected Increase (Decrease) in Revenues

Total Change in Available Property Tax Revenue (pg. 1)	1,051,083
Total Change in State Aid and Local Revenue (from above)	27,324
Total FY 2019 Projected Increase (Decrease) in Revenues	\$1,078,407

Part II - Projected Tax Levy Budget Expenditures By Function

(Note: Does not include capital appropriations from other funding sources)

Expenditure Classification	FY 2018	FY 2019 Proposed	FY 2019 Tax Levy Increase (Decrease)	Percentage Change
Town Personal Services	5,880,323	6,218,859	338,536	5.8%
Town Contractual Services	2,060,854	2,315,898	255,044	12.4%
Town Retirement, Health Insurance and Unclassified	2,455,912	2,625,375	169,463	6.9%
Social Agency Funds	38,500	38,500	0	0.0%
Elementary Schools	11,466,881	12,230,649	763,768	6.7%
Debt Service				
Howe Manning School Debt Service	940,380	937,905	(2,475)	
Fuller Meadow School Roof Rehabilitation	95,111	91,375	(3,736)	-3.9%
Natsue Way Land Purchase	42,092	46,375	4,283	10.2%
Bond Fee/Other Debt Expense	2,000	2,000	0	0.0%
Library Debt Service	332,705	320,705		
CPA Offset	(53,360)	(57,762)		
Total Library Debt Service	279,345	262,943	(16,402)	-5.9%
11 South Main Street Debt	42,425	41,375		
CPA Offset	(42,425)	(41,375)		
Total 11 South Main Street Debt	0	0	0	0.0%
Total Middleton Debt Service	\$1,358,928	\$1,340,598	(\$18,330)	-1.3%
Masconomet Building Debt Service	384,138	384,311	173	0.0%
Masconomet Regional School Budget	9,241,983	9,759,534	517,551	5.6%
	9,626,121	10,143,845	517,724	5.4%
Essex Technical School (includes debt)	630,858	855,858	225,000	35.7%
Capital Improvement Assessment - To be paid as warrant article	(10,907)	(11,452)	(545)	5.0%
	619,951	844,406	224,455	36.2%
Overlay for Tax Abatements/Refunds	273,397	280,232	6,835	2.5%
Tax Title (raised on Tax Recap)	33,000	33,000	0	0.0%
TOTALS	\$33,813,867	\$36,071,362	\$2,257,495	6.7%

Total FY 2019 Project Increase (Decrease) in Expenditures

2,257,495

FY 2019 Proposed Revenue	35,202,277
FY 2019 Proposed Budget	(36,071,362)
Prop. 2-1/2 Operating Bud Override	0
FY 2018 unused levy capacity to FY 2019 Budget	843,816
Net Change	(\$25,269)
Subtract Capital Expenses charged against the Tax Levy	0
Total	(\$25,269)

Impact of Proposed Adoption of FY 2019 Operating Budget

Middleton's Financial Management Policies

Item #4: Stabilization Funds

General Stabilization Fund

Goal: Balance in the General Stabilization Fund of 5%-7% of the current year budgeted general fund operating appropriation

General Stabilization Fund Balance as of 12/31/2017	1,936,380
Fiscal Year 2019 Proposed general fund operating appropriation	36,071,362
General Stabilization Fund balance as a % of GF operating	5.4%

Capital Stabilization Fund (Established at November 7, 2017 Special Town Meeting)

Goal: Balance in the Capital Stabilization Fund of 3%-5% of the current year budgeted general fund operating appropriation

Capital Stabilization Fund Balance as of 12/31/2017	0
Fiscal Year 2019 Proposed general fund operating appropriation	36,071,362
Capital Stabilization Fund balance as a % of GF operating	0.0%

Item #5: Free Cash

Goal: Maintain Free Cash at a target range of at least 3% of the prior year general fund operating appropriation

Free Cash Certification as of 7/1/2017	1,949,799
Fiscal Year 2018 operating appropriation	33,813,867
Free Cash Certification as a % of prior year operating appropriation	5.8%

Item #6 Excess Levy Capacity

Goal: Maintain Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation

Excess Levy Capacity from Fiscal Year 2018 Recapitulation	843,816
Fiscal Year 2019 Proposed general fund operating appropriation	36,071,362
General Stabilization Fund balance as a % of GF operating	2.3%

Item #7 Reserve Funds

General Reserve Fund

Goal: Annual appropriation shall be 1% of general fund expenditures excluding schools

Proposed Fiscal Year 2019 General Reserve Fund	100,000
Fiscal Year 2019 Proposed general fund operating appropriation (excluding schools)	11,511,864
General Reserve Fund as a % of general fund operating appropriation (excluding schools)	0.9%

Item #8 Debt Management

Annual Debt Service - Exclusive of Exempt Debt

Goal: Annual debt service exclusive of exempt debt shall be no less than 2% not more than 10% of current year budgeted general fund operating appropriation

Fiscal Year 2019 annual debt service exclusive of exempt debt	46,375
Fiscal Year 2019 Proposed general fund operating appropriation	36,071,362
Annual debt service exclusive of exempt debt as a % of current year general fund appropriation	0.1%

Annual Debt Service - Inclusive of Exempt Debt

Goal: Annual debt service inclusive of exempt debt shall be no more than 15% of current year budgeted general fund operating appropriation

Fiscal Year 2019 annual debt service inclusive of exempt debt	\$1,724,909
Fiscal Year 2019 Proposed general fund operating appropriation	\$36,071,362
Annual debt service exclusive of exempt debt as a % of current year general fund appropriation	4.8%

Municipal and Reserve Fund Balances

Free Cash Certification as of 12/31/17	\$1,949,799
General Stabilization Fund as of 12/31/17	\$1,936,380
Capital Stabilization Fund as of 12/31/17	\$0
Ambulance Fund as of 12/31/17	\$684,611
Water Fund Balance as of 12/31/17	\$704,616
PEG Fund Balance as of 12/31/17	\$391,102
OPEB Fund Balance as of 12/31/17	\$1,129,050
Special Education Stabilization Fund Balance as of 12/31/17	\$100,000

Fiscal Year 2019 Local Receipts Projection

GENERAL FUND	Total FY 17 Actual	FY2018 BUDGET	Total FY 18 YE Estimate as of	FY2019 Budget
MOTOR VEHICLE EXCISE	1,892,202	1,800,000	1,940,435	1,800,000
OTHER EXCISE - MEALS	161,385	170,000	224,114	200,000
OTHER EXCISE - ROOM	234,861	230,000	195,736	200,000
OTHER EXCISE - PENALTIES AND INTEREST ON TAXES	102,749	100,000	81,776	100,000
PILOT	145,048	125,000	125,000	125,000
CHARGES FOR SERVICES - SOLID WASTE FEES	167,070	160,000	159,425	160,000
FEES	108,284	105,000	108,678	105,000
DEPARTMENTAL REVENUES - LIBRARIES	3,827	3,500	2,686	2,500
DEPARTMENTAL REVENUES - CEMETERIES	49,160	50,000	57,040	55,000
OTHER DEPARTMENTAL REVENUE	58,192	55,000	76,721	70,000
LICENSES AND PERMITS	612,137	610,000	716,455	650,000
FINES AND FORFEITS	18,255	20,000	15,960	15,000
INVESTMENT INCOME	47,273	40,000	58,158	50,000
MEDICAID REIMBURSEMENT	41,574	30,000	22,986	30,000
HM BOND PREMIUM OFFSET	25,844	25,844	25,844	25,844
Total Local Receipts	\$3,667,861	\$3,524,344	\$3,785,170	\$3,588,344

**FY2019 Local Aid Estimates
Middleton**

	FY2018 Cherry Sheet Estimate	FY2019 Governor's Budget Proposal	FY2019 House Budget Proposal	FY2019 Senate Budget Proposal	FY2019 Conference Committee
Education:					
Chapter 70	1,626,461	1,639,521			
School Transportation	0	0			
Charter Tuition Reimbursement	0	0			
Smart Growth School Reimbursement	0	0			
Offset Receipts:					
School Choice Receiving Tuition	0	0			
Sub-total, All Education Items:	1,626,461	1,639,521			
General Government:					
Unrestricted Gen Gov't Aid	546,604	565,735			
Local Sh of Racing Taxes	0	0			
Regional Public Libraries	0	0			
Urban Revitalization	0	0			
Veterans Benefits	67,848	56,788			
State Owned Land	19,259	19,208			
Exemp: VBS and Elderly	41,524	41,811			
Offset Receipts:					
Public Libraries	11,649	11,304			
Sub-Total, All General Government	686,884	694,846			
 Total Estimated Receipts	 2,313,345	 2,334,367			
 \$ Change		 \$21,022			
% Change		0.9%			

**FY2019 Local Aid Assessments
Middleton**

	FY2018 Cherry Sheet Estimate	FY2019 Governor's Budget Proposal	FY2019 House Budget Proposal	FY2019 Senate Budget Proposal	FY2019 Conference Committee
County Assessments:					
County Tax	0	0			
Suffolk County Retirement	0	0			
Essex County Reg Comm Center	153,153	153,153			
Sub-Total, County Assessments:	153,153	153,153			
State Assessments and Charges:					
Retired Employees Health Insurance	0	0			
Retired Teachers Health Insurance	0	0			
Mosquito Control Projects	47,168	50,471			
Air Pollution Districts	3,518	3,615			
Metropolitan Area Planning Council	4,261	5,073			
Old Colony Planning Council	0	0			
RMV Non-Renewal Surcharge	6,000	6,000			
Sub-Total, State Assessments:	60,947	65,159			
Transportation Authorities:					
MBTA	208,554	214,596			
Boston Metro. Transit District	0	0			
Regional Transit	0	0			
Sub-Total, Transp Authorities:	208,554	214,596			
Annual Charges Against Receipts:					
Special Education	0	0			
STRAP Repayments	0	0			
Sub-Total, Annual Charges:	0	0			
Tuition Assessments:					
School Choice Sending Tuition	0	0			
Charter School Sending Tuition	0	0			
Sub-Total, Tuition Assessments:	0	0			
 Total Estimated Charges:	 422,654	 432,908			
 \$ Change		 10,254			
% Change		2.43%			

**FY2019 Local Aid Estimates
Masconomet**

	FY2018 Cherry Sheet Estimate	FY2019 Governor's Budget Proposal	FY2019 House Budget Proposal	FY2019 Senate Budget Proposal	FY2019 Conference Committee
Education:					
Chapter 70	5,090,919	5,127,759			
Regional School Transportation	574,809	569,053			
Charter Tuition Reimbursement	13,310	0			
Offset Receipts:					
School Choice Receiving Tuition	0	0			
Total Estimated Receipts:	5,679,038	5,696,812			
Estimated Charges:					
Special Education	0	0			
School Choice Sending Tuition	35,024	64,093			
Charter School Sending Tuition	31,608	0			
Total Estimated Charges:	66,632	64,093			
Receipts Net of Charges:	5,612,406	5,632,719			
\$ Change		20,313			
% Change		0.4%			

MIDDLETON

5 YEAR SUMMARY OF PROJECTED REVENUES AND EXPENDITURES

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Revenues						
Property Tax Levy	27,647,509	28,698,592	29,757,874	30,565,181	31,681,460	32,728,251
State Aid	2,301,696	2,323,063	2,355,853	2,389,300	2,423,415	2,458,212
Local Receipts	3,524,344	3,588,344	3,591,044	3,593,798	3,596,607	3,599,472
Other Available Funds	1,369,215	1,280,241	1,297,581	1,315,285	1,333,359	1,352,300
Free Cash	1,189,616	887,347	871,714	857,800	895,690	935,474
Total Revenues	36,032,380	36,777,587	37,874,067	38,721,364	39,930,530	41,073,710
Expenditures						
General Government	1,757,382	1,815,033	1,945,309	1,981,377	2,018,257	2,055,966
Public Safety	3,814,258	4,084,532	4,233,224	4,449,971	4,679,531	4,912,790
Elementary Education	11,466,881	12,230,649	12,842,180	13,484,289	14,158,504	14,866,429
Public Works	1,473,105	1,613,946	1,690,701	1,723,447	1,757,129	1,791,790
Human Services	485,157	509,201	518,665	528,332	538,209	548,300
Culture & Recreation	562,774	588,545	600,101	611,914	623,991	636,338
Debt Service- GF Non-Exempt	50,000	48,375	47,500	46,625	45,750	10,305
Debt Service- GF Prop 2 1/2 Exempt	1,308,927	1,292,223	1,336,595	1,319,518	1,308,498	1,301,025
Employee Benefits	2,189,712	2,389,125	2,601,226	2,822,692	3,054,411	3,287,317
Salary Reserve	25,000	25,000	25,000	25,000	25,000	25,000
Prop/Liability Insurances	161,200	206,250	222,550	240,083	258,961	279,309
Regional School Assessments & Debt	10,246,072	10,988,251	11,360,263	11,379,464	11,607,498	11,746,887
Water	186,914	191,155	194,072	197,063	200,130	203,765
Other Amounts to be Raised	273,397	280,232	287,237	294,418	301,779	309,323
State and County Assessments	422,654	432,908	442,102	451,525	461,184	471,085
Article from Available Funds	309,326	163,900	163,900	163,900	163,900	163,900
Articles from Free Cash	335,000	100,000	100,000	100,000	100,000	100,000
Capital Articles from Free Cash	654,616	687,347	721,714	757,800	795,690	835,474
Capital Articles from Tax Levy	304,887	-	-	-	-	-
Total Expenditures	36,027,262	37,646,671	39,332,339	40,577,420	42,098,421	43,545,004
Surplus/(Deficit)	5,118	(869,085)	(1,458,272)	(1,856,056)	(2,167,890)	(2,471,294)

TOWN OF MIDDLETON FIVE YEAR REVENUE PROJECTION

Revenue Projections	FY2018 Budget	FY2019 Proposed	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	Projection Percent
PROPERTY TAX LEVY							
Prior Year Tax Levy Limit	25,455,836	26,764,835	27,833,956	28,929,805	30,053,050	31,204,376	
2.5% Increase	636,396	669,121	695,849	723,245	751,326	780,109	
Prop 2 1/2 Override							
Certified New Growth	672,603	400,000	400,000	400,000	400,000	400,000	See Growth
TAX Levy Limit Total	26,764,835	27,833,956	28,929,805	30,053,050	31,204,376	32,384,485	
Debt Exclusions	1,726,490	1,708,452	1,692,980	1,398,666	1,385,782	1,275,181	
Maximum Allowable Levy	28,491,325	29,542,408	30,622,785	31,451,716	32,590,158	33,659,666	0.00%
Excess Tax Levy Capacity	(843,816)	(843,816)	(864,911)	(886,534)	(908,698)	(931,415)	2.50%
TOTAL Actual Tax Levy	27,647,509	28,698,592	29,757,874	30,565,181	31,681,460	32,728,251	
STATE AID CHERRY SHEET							
Chapter 70 Education Aid	1,626,461	1,639,521	1,672,311	1,705,758	1,739,873	1,774,670	2.00%
Unrestricted General Government Aid	546,604	565,735	565,735	565,735	565,735	565,735	0.00%
Veterans Benefits	67,848	56,788	56,788	56,788	56,788	56,788	0.00%
Exemptions VBS and Elderly	41,524	19,208	19,208	19,208	19,208	19,208	0.00%
State Owned Land	19,259	41,811	41,811	41,811	41,811	41,811	0.00%
TOTAL Cherry Sheet	2,301,696	2,323,063	2,355,853	2,389,300	2,423,415	2,458,212	
ESTIMATED LOCAL RECEIPTS							
Motor Vehicle Excise	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	1,800,000	0.00%
Other Excise- Room	230,000	200,000	200,000	200,000	200,000	200,000	0.00%
Other Excise - Meals	170,000	200,000	200,000	200,000	200,000	200,000	0.00%
Penalties/Interest on Taxes and Excis	100,000	100,000	100,000	100,000	100,000	100,000	0.00%
Payments in Lieu of Taxes	125,000	125,000	125,000	125,000	125,000	125,000	0.00%
Other Charge for Services - TSS	160,000	160,000	160,000	160,000	160,000	160,000	0.00%
Fees	105,000	105,000	107,100	109,242	111,427	113,655	2.00%
Departmental Revenue - Libraries	3,500	2,500	2,500	2,500	2,500	2,500	0.00%
Departmental Revenue - Cemeteries	50,000	55,000	55,000	55,000	55,000	55,000	0.00%
Other Departmental Revenue	55,000	70,000	70,000	70,000	70,000	70,000	0.00%
Licenses/Permits	610,000	650,000	650,000	650,000	650,000	650,000	0.00%
Fines and Forfeits	20,000	15,000	15,000	15,000	15,000	15,000	0.00%
Investment Income	40,000	50,000	50,000	50,000	50,000	50,000	0.00%
Medicaid Reimbursement	30,000	30,000	30,600	31,212	31,836	32,473	2.00%
HM Bond Premium Offset	25,844	25,844	25,844	25,844	25,844	25,844	0.00%
TOTAL Local Receipts	3,524,344	3,588,344	3,591,044	3,593,798	3,596,607	3,599,472	
AVAILABLE FUNDS/OTHER FINANCING							
For Water Budget	186,914	191,155	194,072	197,063	200,130	203,765	see exp. Proj.
For Water Warrant Articles	65,000	0	0	0	0	0	as needed
Transfers in	749,401	721,186	735,610	750,322	765,328	780,635	2.00%
Overlay Surplus	163,900	163,900	163,900	163,900	163,900	163,900	0.00%
MELD	204,000	204,000	204,000	204,000	204,000	204,000	0.00%
TOTAL Other Available Funds	1,369,215	1,280,241	1,297,581	1,315,285	1,333,359	1,352,300	

TOWN OF MIDDLETON FIVE YEAR REVENUE PROJECTION

Revenue Projections	FY2018 Budget	FY2019 Proposed	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	Projection Percent
FREE CASH							
Free Cash for Fiduciary Funds	335,000	100,000	100,000	100,000	100,000	100,000	0.00%
Free Cash for Capital Warrant Articles	654,616	687,347	721,714	757,800	795,690	835,474	see exp. Proj.
Free Cash to Reduce Tax Levy	200,000	100,000	50,000	0	0	0	declining to \$0
TOTAL Free cash	1,189,616	887,347	871,714	857,800	895,690	935,474	
TOTAL REVENUES	36,032,380	36,777,587	37,874,067	38,721,364	39,930,530	41,073,710	

TOWN OF MIDDLETON FIVE YEAR EXPENDITURE PROJECTION

Expenditure Projections	FY2018 Budget	FY2019 Proposed	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	Projection Percent
A. APPROPRIATIONS							
GENERAL GOVERNMENT							
Salaries & Wages	1,115,094	1,076,719	1,201,012	1,231,037	1,261,813	1,293,359	2.50%
Finance Committee Reserve Fund	100,000	100,000	100,000	100,000	100,000	100,000	
Other Expenses	503,500	598,314	604,297	610,340	616,444	622,608	1.00%
Capital Outlay	5,788	7,000	7,000	7,000	7,000	7,000	0.00%
Tax Title	33,000	33,000	33,000	33,000	33,000	33,000	0.00%
TOTAL	1,757,382	1,815,033	1,945,309	1,981,377	2,018,257	2,055,966	
PUBLIC SAFETY							
Salaries & Wages	3,353,920	3,540,619	3,562,509	3,651,572	3,742,862	3,836,433	2.50%
Other Expenses	436,338	475,913	480,672	485,479	490,334	495,237	1.00%
Capital Outlay	24,000	68,000	68,000	68,000	68,000	68,000	0.00%
Addnl. Staffing Plan (1 new police/fire employee rotating per yer)			122,042	244,920	378,335	513,120	
TOTAL	3,814,258	4,084,532	4,233,224	4,449,971	4,679,531	4,912,790	
EDUCATION							
Salaries & Wages	7,766,367	8,323,208	8,739,367	9,176,336	9,635,153	10,116,910	5.00%
Other Expenses	3,700,514	3,907,441	4,102,813	4,307,954	4,523,351	4,749,519	5.00%
TOTAL	11,466,881	12,230,649	12,842,180	13,484,289	14,158,504	14,866,429	
PUBLIC WORKS & FACILITIES							
Salaries & Wages	770,255	836,046	810,758	831,027	851,802	873,097	2.50%
Other Expenses	683,850	758,900	766,489	774,154	781,895	789,714	1.00%
Capital Outlay	19,000	19,000	19,000	19,000	19,000	19,000	0.00%
Additional Staff	0	0	94,454	99,267	104,431	109,978	
TOTAL	1,473,105	1,613,946	1,690,701	1,723,447	1,757,129	1,791,790	
HUMAN SERVICES							
Salaries & Wages	276,639	292,438	299,749	307,243	314,924	322,797	2.50%
Other Expenses	207,018	215,263	217,416	219,590	221,786	224,004	1.00%
Capital Outlay	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
TOTAL	485,157	509,201	518,665	528,332	538,209	548,300	
CULTURE and RECREATION							
Salaries & Wages	364,514	378,037	387,488	397,175	407,105	417,282	2.50%
Other Expenses	198,260	210,508	212,613	214,739	216,887	219,055	1.00%
TOTAL	562,774	588,545	600,101	611,914	623,991	636,338	
Debt Service- GF Prop 2 1/2 Exempt							
Existing General Fund Debt- Exempt	1,308,927	1,292,223	1,336,595	1,319,518	1,308,498	1,301,025	
TOTAL	1,308,927	1,292,223	1,336,595	1,319,518	1,308,498	1,301,025	
Debt Service- GF Non-Exempt							
Existing General Fund Debt- Non Exempt	50,000	48,375	47,500	46,625	45,750	10,305	
TOTAL	50,000	48,375	47,500	46,625	45,750	10,305	

Expenditure Projections	FY2018 Budget	FY2019 Proposed	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	Projection Percent
EMPLOYEE BENEFITS							
Retirement	1,658,709	1,776,890	1,928,189	2,081,897	2,236,193	2,378,434	Retirement Asmt
Less: Early Discount	(30,382)	(33,773)	(34,707)	(37,474)	(40,251)	(42,812)	1.80%
Less: MELD Share	(328,140)	(333,781)	(362,574)	(391,476)	(420,490)	(447,237)	19.15%
Unemployment	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
Health Insurance	801,525	884,789	973,268	1,070,595	1,177,654	1,295,420	10.00%
Life insurance	2,000	3,000	3,000	3,000	3,000	3,000	0.00%
Medicare (1.45%)	76,000	82,000	84,050	86,151	88,305	90,513	2.50%
TOTAL	2,189,712	2,389,125	2,601,226	2,822,692	3,054,411	3,287,317	
SALARY RESERVE							
Salary Reserve	25,000	25,000	25,000	25,000	25,000	25,000	
TOTAL	25,000	25,000	25,000	25,000	25,000	25,000	
PROPERTY/LIABILITY INSURANCES							
Workers Comp	110,000	110,000	121,000	133,100	146,410	161,051	10.00%
Property/Liability	155,000	157,000	160,925	164,948	169,072	173,299	2.50%
Accident-Police	50,000	55,000	56,375	57,784	59,229	60,710	2.50%
Surety Bonds	6,200	9,250	9,250	9,250	9,250	9,250	0.00%
Less: School and MELD Share	(160,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	0.00%
TOTAL	161,200	206,250	222,550	240,083	258,961	279,309	
REGIONAL SCHOOL ASSESSMENTS							
Masconomet Assessment	9,241,983	9,759,534	10,098,556	10,351,020	10,541,893	10,736,285	enrollment shift
Masconomet Debt	384,138	384,311	382,229	104,992	103,128	0	
Essex Tech Assessment	550,219	771,187	809,746	850,234	892,745	937,383	5.00%
Essex Tech Debt	69,732	73,219	69,732	73,219	69,732	73,219	
TOTAL	10,246,072	10,988,251	11,360,263	11,379,464	11,607,498	11,746,887	
WATER ENTERPRISE							
Salaries & Wages	103,199	107,530	110,218	112,974	115,798	118,693	2.50%
Other Expenses	71,450	71,850	72,569	73,294	74,027	74,767	1.00%
Existing Debt Service	12,265	11,775	11,285	10,795	10,305	10,305	
TOTAL	186,914	191,155	194,072	197,063	200,130	203,765	
OTHER AMOUNTS TO BE RAISED							
Overlay	273,397	280,232	287,237	294,418	301,779	309,323	2.50%
TOTAL	273,397	280,232	287,237	294,418	301,779	309,323	
STATE and COUNTY ASSESSMENTS							
Essex County Regional Communications Center	153,153	153,153	156,982	160,906	164,929	169,052	2.50%
Mosquito Control	47,168	50,471	50,471	50,471	50,471	50,471	0.00%
Air Pollution	3,518	3,615	3,615	3,615	3,615	3,615	0.00%
Metropolitan Arera Planning Council	4,261	5,073	5,073	5,073	5,073	5,073	0.00%
RMV Non-Renewal Surcharge	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
MBTA	208,554	214,596	219,961	225,460	231,096	236,874	2.50%
TOTAL	422,654	432,908	442,102	451,525	461,184	471,085	

Expenditure Projections	FY2018 Budget	FY2019 Proposed	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	Projection Percent
ARTICLES FROM OTHER AVAILABLE FUNDS							
Articles from SRF's	145,426	0	0	0	0	0	
Articles from overlay reserves	163,900	163,900	163,900	163,900	163,900	163,900	
TOTAL	309,326	163,900	163,900	163,900	163,900	163,900	
ARTICLES FROM FREE CASH							
General Stabilization Fund	50,000	50,000	50,000	50,000	50,000	50,000	
OPEB Fund	50,000	50,000	50,000	50,000	50,000	50,000	
SPED Stabilization Fund	100,000	0	0	0	0	0	
SPED Reserve Fund	135,000	0	0	0	0	0	
TOTAL	335,000	100,000	100,000	100,000	100,000	100,000	
CAPITAL ARTICLES FROM FREE CASH							
Capital Outlay	654,616	687,347	721,714	757,800	795,690	835,474	5.00%
TOTAL	654,616	687,347	721,714	757,800	795,690	835,474	
CAPITAL ARTICLES FROM TAX LEVY							
Capital Outlay	304,887	0	0	0	0	0	
TOTAL	304,887	0	0	0	0	0	
TOTAL EXPENDITURES	36,027,262	37,646,671	39,332,339	40,577,420	42,098,421	43,545,004	

**TOWN OF MIDDLETON, MASSACHUSETTS
NEW GROWTH**

Fiscal Year	NEW GROWTH
2018	672,603
2017	472,261
2016	519,816
2015	537,274
2014	538,225
2013	308,464
2012	321,328
2011	357,645
2010	224,504
2009	326,791
2008	687,104
2007	674,252
10 year AVERAGE	451,456

**Town of Middleton, MA
Revolving Funds (unaudited)**

	Fund Balance as of 7/1/2017	Revenue as of 12/31/17	Expenditures as of 12/31/17	Fund Balance as of 12/31/17	FY17 Revenue
RECREATION REVOLVING	\$ 17,343	\$ 3,159	\$ (2,872)	\$ 17,630	\$ 10,615
USER FIELD FEES	32,324	3,200	(2,146)	33,378	5,600
COA TRIP FUND	17,085	12,771	(6,831)	23,025	15,211
STORMWATER MANAGEMENT	600	100	-	700	300
FIREARMS LICENSES AND PERMITS	13,355	1,616	(2,005)	12,966	4,328

DLS At A Glance Report for Middleton

Socioeconomic	
County	ESSEX
School Structure	K-06
Form of Government	OPEN TOWN MEETING
2015 Population	9,738
2016 Labor Force	4,380
2016 Unemployment Rate	2.20
2015 DOR Income Per Capita	49,275
2009 Housing Units per Sq Mile	452.46
2013 Road Miles	56.89
EQV Per Capita (2016 EQV/2015 Population)	196,860
Number of Registered Vehicles (2014)	10,002
2012 Number of Registered Voters	5,805

Bond Ratings	
Moody's Bond Ratings as of December 2017*	Aa2
Standard and Poor's Bond Ratings as of December 2017*	

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2018 Estimated Cherry Sheet Aid	
Education Aid	1,626,461
General Government	686,884
Total Receipts	2,313,345
Total Assessments	422,654
Net State Aid	1,890,691

Fiscal Year 2018 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	1,644,695,469	22,959,949	13.96
Open Space	0	0	0
Commercial	218,433,004	3,049,325	13.96
Industrial	70,957,400	990,565	13.96
Personal Property	46,394,707	647,670	13.96
Total	1,980,480,580	27,647,509	

Fiscal Year 2018 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	27,647,509	75.38
State Aid	2,313,345	6.31
Local Receipts	3,959,353	10.79
Other Available	2,759,331	7.52
Total	36,679,538	

Fiscal Year 2018 Proposition 2 1/2 Levy Capacity	
New Growth	672,603
Override	
Debt Exclusion	1,726,490
Levy Limit	28,491,325
Excess Capacity	843,816
Ceiling	49,512,015
Override Capacity	22,747,180

Other Available Funds		
FY2018 Free Cash	FY2016 Stabilization Fund	FY2018 Overlay Reserve
2,208,799	1,779,387	273,397

Fiscal Year 2018 Average Single Family Tax Bill**	
Number of Single Family Parcels	2,072
Assessed Value of Single Family	578,904
Average Single Family Tax Bill	8,082
State Average Family Tax Bill	
Fiscal Year 2015	5,214
Fiscal Year 2016	5,418
Fiscal Year 2017	5,616

Middleton issues tax bills on a Quarterly basis

**For the communities granting the residential exemptions, DLS does not collect enough information to calculate an average single family tax bill. In FY2017, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Provincetown, Somerset, Somerville, Tisbury, Waltham and Watertown. Therefore, the average single family tax bill information in this report will be blank.

Fiscal Year 2016 Schedule A - Actual Revenues and Expenditures						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	30,552,232	2,504,301	671,297	14,918,217	34,825	48,680,872
Expenditures	31,951,109	1,800,312	1,568,232	13,842,367	52,193	49,214,213
Police	1,504,016	0	0	0	0	1,504,016
Fire	2,220,945	0	0	0	0	2,220,945
Education	19,978,596	797,711	1,163,232	0	0	21,939,539
Public Works	1,676,925	242,888	266,801	13,842,367	0	16,028,981
Debt Service	1,583,260					1,583,260
Health Ins	637,198				0	637,198
Pension	1,098,942				0	1,098,942
All Other	3,251,227	759,713	138,199	0	52,193	4,201,332

Total Revenues and Expenditures per Capita						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	3,137.4	257.2	68.9	1,532.0	3.6	4,999.1
Expenditures	3,281.1	184.9	161.0	1,421.5	5.4	5,053.8

This data only represents the revenues and expenditures occurring in these funds and does not reflect and transfers to or from other funds. Therefore, this data should not be used to calculate an ending fund balance.

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DLS At A Glance Report for Boxford

Socioeconomic	
County	ESSEX
School Structure	K-06
Form of Government	OPEN TOWN MEETING
2015 Population	8,253
2016 Labor Force	4,333
2016 Unemployment Rate	1.80
2015 DOR Income Per Capita	104,605
2009 Housing Units per Sq Mile	234.04
2013 Road Miles	99.72
EQV Per Capita (2016 EQV/2015 Population)	213,178
Number of Registered Vehicles (2014)	9,663
2012 Number of Registered Voters	6,030

Bond Ratings	
Moody's Bond Ratings as of December 2017*	Aa1
Standard and Poor's Bond Ratings as of December 2017*	AAA

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2018 Estimated Cherry Sheet Aid	
Education Aid	1,705,633
General Government	679,339
Total Receipts	2,384,972
Total Assessments	151,779
Net State Aid	2,233,193

Fiscal Year 2018 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	1,710,395,800	27,708,412	16.20
Open Space	0	0	0
Commercial	13,547,640	219,472	16.20
Industrial	1,956,542	31,696	16.20
Personal Property	37,754,673	611,626	16.20
Total	1,763,654,655	28,571,206	

Fiscal Year 2018 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	28,571,205	80.28
State Aid	2,384,972	6.70
Local Receipts	3,254,381	9.14
Other Available	1,379,576	3.88
Total	35,590,134	

Fiscal Year 2018 Proposition 2 1/2 Levy Capacity	
New Growth	254,879
Override	197,318
Debt Exclusion	918,899
Levy Limit	29,941,664
Excess Capacity	1,370,458
Ceiling	44,091,366
Override Capacity	15,068,601

Other Available Funds		
FY2018 Free Cash	FY2017 Stabilization Fund	FY2018 Overlay Reserve
3,833,134	809,306	187,961

Fiscal Year 2018 Average Single Family Tax Bill**	
Number of Single Family Parcels	2,636
Assessed Value of Single Family	622,989
Average Single Family Tax Bill	10,092
State Average Family Tax Bill	
Fiscal Year 2015	5,214
Fiscal Year 2016	5,418
Fiscal Year 2017	5,616

Boxford issues tax bills on a Quarterly basis

**For the communities granting the residential exemptions, DLS does not collect enough information to calculate an average single family tax bill. In FY2017, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Provincetown, Somerset, Somerville, Tisbury, Waltham and Watertown. Therefore, the average single family tax bill information in this report will be blank.

Fiscal Year 2017 Schedule A - Actual Revenues and Expenditures						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	32,906,926	2,468,232	309,845	0	294,664	35,979,667
Expenditures	32,078,413	1,937,436			17,585	34,033,434
Police	1,353,669	0	0	0	0	1,353,669
Fire	653,048	0	0	0	0	653,048
Education	21,699,580	1,019,089		0	0	22,718,669
Public Works	2,003,252	25,000			0	2,028,252
Debt Service	928,655					928,655
Health Ins	657,700				0	657,700
Pension	1,059,806				0	1,059,806
All Other	3,722,703	893,347	0	0	17,585	4,633,635

Total Revenues and Expenditures per Capita						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	3,987.3	299.1	37.5	0.0	35.7	4,359.6
Expenditures	3,886.9	234.8	0.0	0.0	2.1	4,123.8

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TOWN OF BOXFORD FINANCE COMMITTEE

The Finance Committee met on November 28, 2017 to discuss preliminary estimates of revenue and establish FY19 budget guidelines. Budget decisions that are made in a specific fiscal year often have significant implications for future fiscal years. The Town is currently preparing a long term capital plan that will in all probability lead to major capital purchases in the upcoming fiscal years. Other concerns raised for future budgets include potential growth in school enrollment several years from now due to turnover in homes from “empty nesters” to younger families and that DPW and fire budgets may need to be revised.

The Finance Committee must weigh the sustainability of rapidly increasing taxes with the needs of the town. Boxford budgets are predominately funded by residential taxes. The Town receives some funding from the State. The remainder of funding for our budgets comes from local receipts (motor vehicle excise taxes, building permits, trash stickers and other license and permit fees). State revenues and local receipts are projected to have low or no growth in FY19.

The majority of the annual operating expenses are attributed to the schools and town departments. Operating budgets have increased dramatically from FY14-FY18. The Masconomet assessment increase is 22.1% over the five year period while enrollment has declined 10.7%.

The enrollment in 2004 (2,409 students) was 31.8% greater than the current 2017 (1,827 students). That is 582 students LESS than 13 years ago.

With continuous enrollment decreases and serious budget increases, what will happen when/if enrollment increases?

Elementary School budget increased 21.5% with a decline of enrollment of 9.1% over the five year period. The enrollment in 2004 (1,038 students) was 37.5% greater than the current 2017 (755 students). That is 283 students LESS than 13 years ago.

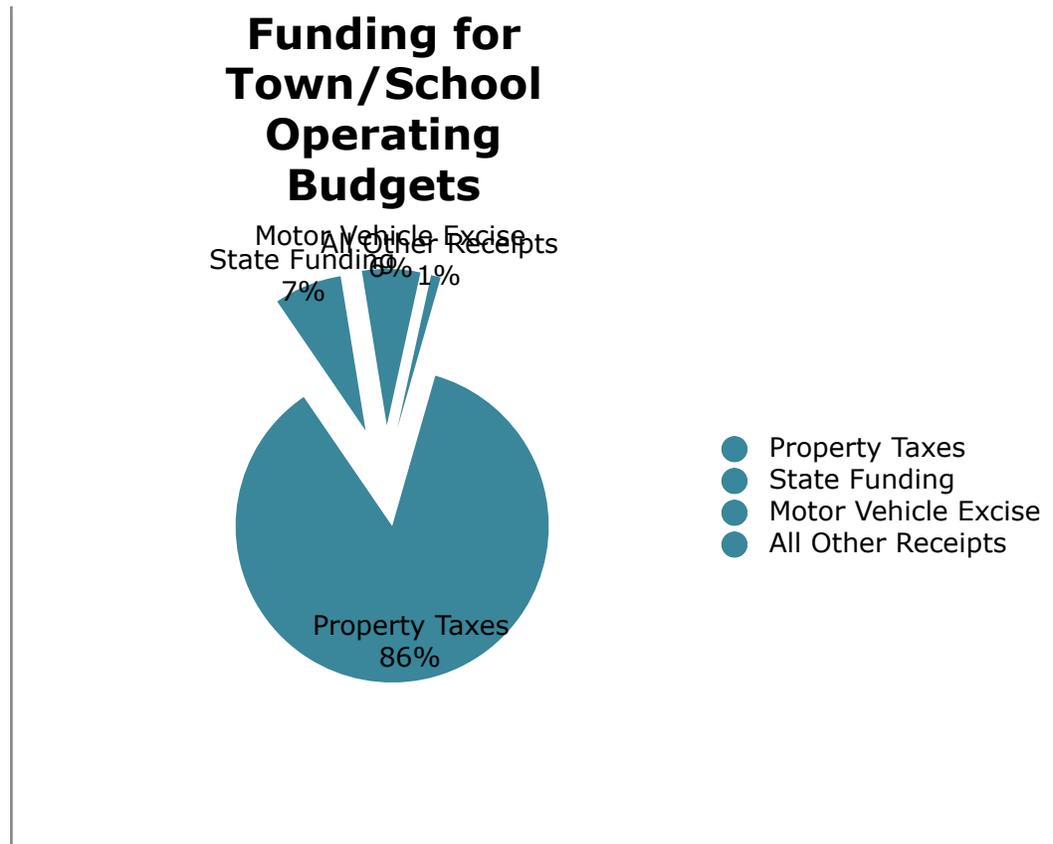
With continuous enrollment decreases and serious budget increases, what will happen when/if enrollment increases?

Town departmental budgets have increased 10.7% during same period. The Town population has remained basically constant over this time.

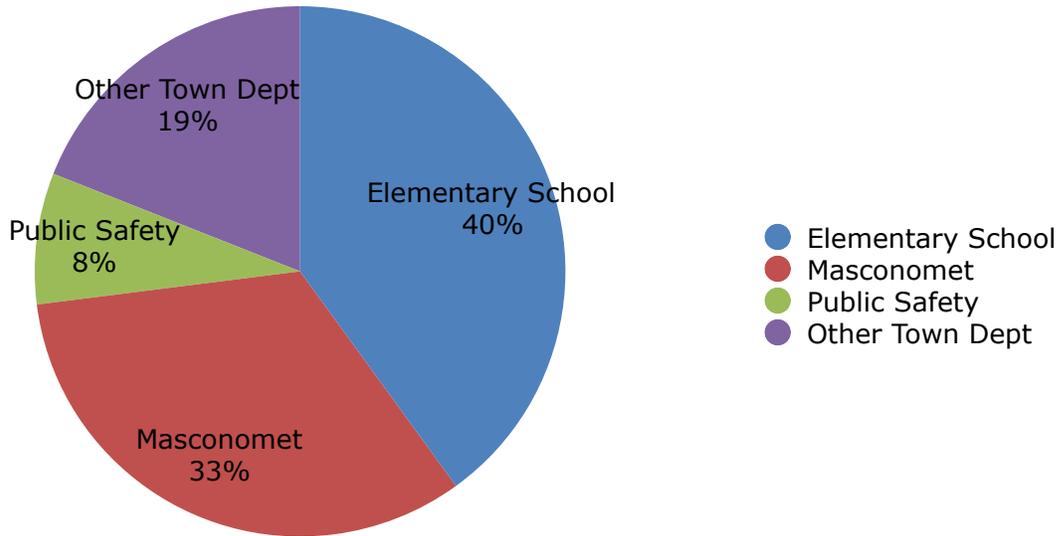
These increases are at a time of very low inflation. The Finance Committee is concerned not only about the sustainability of the budgets, as almost any increase to budgets will result in higher taxes, but also effects an increase in the inflation rate and enrollment growth would produce.

Finance Committee members VERY MUCH recognize and appreciate the excellent services delivered to the residents of Boxford from schools and town departments. The Committee is confident that through creative, thoughtful processes costs can be controlled. There are costs that have reduced significantly (energy). Please review your budget from a ground-up approach. It is a goal of the committee to limit all increases to Masconomet, Elementary School and Town Departments to no more than 2.00% for Fiscal Year 2018.

As always the Committee is open to discussion and input from School Committees and Administration, Town Boards & Committees and Department Heads. You will receive updates as we progress through budget season. Thank you for your service to the Town.



Operating Budgets



DLS At A Glance Report for Topsfield

Socioeconomic	
County	ESSEX
School Structure	K-06
Form of Government	OPEN TOWN MEETING
2015 Population	6,529
2016 Labor Force	3,424
2016 Unemployment Rate	2.00
2015 DOR Income Per Capita	77,781
2009 Housing Units per Sq Mile	364.94
2013 Road Miles	60.64
EQV Per Capita (2016 EQV/2015 Population)	207,350
Number of Registered Vehicles (2014)	7,055
2012 Number of Registered Voters	4,702

Bond Ratings	
Moody's Bond Ratings as of December 2017*	Aa2
Standard and Poor's Bond Ratings as of December 2017*	

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2018 Estimated Cherry Sheet Aid	
Education Aid	1,157,318
General Government	770,147
Total Receipts	1,927,465
Total Assessments	300,530
Net State Aid	1,626,935

Fiscal Year 2018 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	1,262,244,880	21,912,571	17.36
Open Space	0	0	0
Commercial	61,439,155	1,066,584	17.36
Industrial	17,968,049	311,925	17.36
Personal Property	20,626,310	358,073	17.36
Total	1,362,278,394	23,649,153	

Fiscal Year 2018 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	23,649,153	75.44
State Aid	1,927,465	6.15
Local Receipts	4,354,522	13.89
Other Available	1,417,827	4.52
Total	31,348,967	

Fiscal Year 2018 Proposition 2 1/2 Levy Capacity	
New Growth	79,814
Override	
Debt Exclusion	885,509
Levy Limit	23,670,622
Excess Capacity	21,469
Ceiling	34,056,960
Override Capacity	11,771,847

Other Available Funds		
FY2018 Free Cash	FY2016 Stabilization Fund	FY2018 Overlay Reserve
2,280,274	1,269,163	115,349

Fiscal Year 2018 Average Single Family Tax Bill**	
Number of Single Family Parcels	1,876
Assessed Value of Single Family	583,083
Average Single Family Tax Bill	10,122
State Average Family Tax Bill	
Fiscal Year 2015	5,214
Fiscal Year 2016	5,418
Fiscal Year 2017	5,616

Topsfield issues tax bills on a Quarterly basis

**For the communities granting the residential exemptions, DLS does not collect enough information to calculate an average single family tax bill. In FY2017, those communities are Barnstable, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Nantucket, Provincetown, Somerset, Somerville, Tisbury, Waltham and Watertown. Therefore, the average single family tax bill information in this report will be blank.

Fiscal Year 2016 Schedule A - Actual Revenues and Expenditures						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	24,657,191	1,241,784	1,332,986	1,150,359	337,965	28,720,285
Expenditures	24,569,972	1,043,985			82,935	25,696,892
Police	1,477,763	0	0	0	0	1,477,763
Fire	761,999	0	0	0	0	761,999
Education	14,503,842	909,262		0	0	15,413,104
Public Works	1,575,476	0			0	1,575,476
Debt Service	562,951					562,951
Health Ins	1,556,585				0	1,556,585
Pension	946,077				0	946,077
All Other	3,185,279	134,723	0	0	82,935	3,402,937

Total Revenues and Expenditures per Capita						
	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust Revenue	Total All Funds
Revenues	3,776.6	190.2	204.2	176.2	51.8	4,398.9
Expenditures	3,763.2	159.9	0.0	0.0	12.7	3,935.8

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Town of Topsfield Finance Committee

Attached are the Topsfield Finance Committee Budget Guidelines for Fiscal Year 2019. Available information indicates that economic factors which contribute to our revenues and expenses will again be similar to those that impacted our budgets for the past several years. Therefore, our budget methodology will be consistent with that used in the recent past.

Purpose of Guidelines

Finance Committee Guidelines are established to *initiate* the annual Town Budget process in a consistent and reasonable manner. Based upon information that is preliminary at best, they generally target a balanced budget without overrides, given the economic nature and involved fiscal policies of the year. They are not a guarantee of Finance Committee recommendation of funding at any specific level (including Capital Items), as a balanced budget must be brought to Town Meeting.

Character of Budget

Once again, this will be a budget process targeting maintenance of essential Town services. Note that “essential services” does not imply “the same services as last year”, as a particular service may no longer be necessary. This is particularly important given the capital projects underway. No new program initiatives will be considered at this time.

Methodology

This Town Budget will be constructed using the same method as the last few years. We are requesting that each Department Budget be formed in accordance with its respective Guidelines. Please be prepared to explain why the budgeted services are essential. Should essential services of that Department remain unfunded, they should then be listed and described on the attached Schedule. **ALL CAPITAL REQUESTS SHOULD BE INCLUDED IN THE TOWN-WIDE PLAN PROCESS. EVENTUAL PLACEMENT AS A SEPARATE WARRANT ARTICLE DOES NOT SUPERSEDE THIS REQUIREMENT.**

Questions

Please address Budget questions to your Finance Committee Liaison(s).

As always, your participation in this process is sincerely appreciated.
Thank you.

Karen A. Dow, Chair

FY 2019 Department Budget Guidelines
November 20th, 2017

ESSENTIAL SERVICES BUDGET

- I. General Government:
 - A. Total of Salary & Wages: As per collective bargaining, other contractual obligations and the recommendation of the Town Administrator, as applicable.
 - B. Other: No more than 0.0% increase. This increase is on the **total** of “Other”; distribute among line items in the department as appropriate.
 - C. Ongoing Financial Programs, such as automobile leasing, to be reviewed on a case-by-case basis.
 - D. Fuel and Electricity: Budget requests to be based on review of FY 2017 actual and FY 2018 projection of year to date actual, using anticipated rates.

- II. Capital Items (Equipment, Rolling Stock & Facilities):
 - A. Not to exceed \$300,000 Town-wide including Schools.
 - B. Larger projects may also be funded by borrowing.

- III. Elementary Schools: 3.00% operating budget increase plus extraordinary special education costs; these should not be added to the base operating budget for calculation of future fiscal year increases.

- IV. Masconomet: 3.00% increase to overall Community Contributions to the operating budget (“M&O budget”).

- V. No New Programs.

ATTACH SCHEDULE OF UNFUNDED ESSENTIAL SERVICES

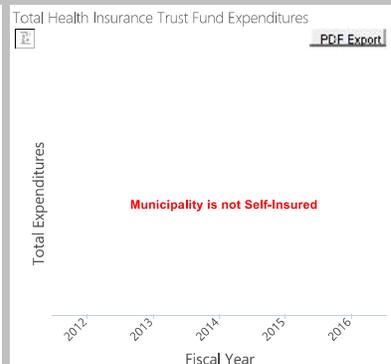
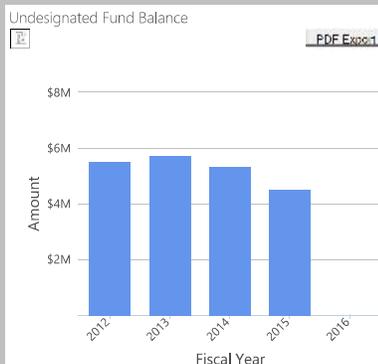
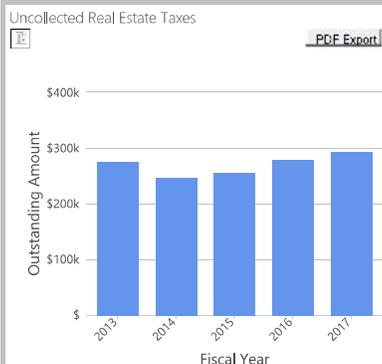
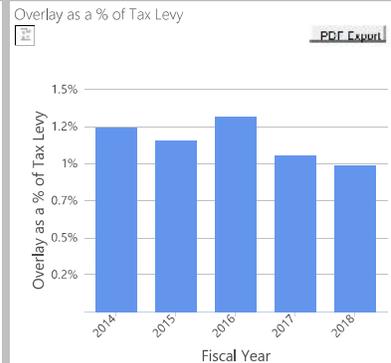
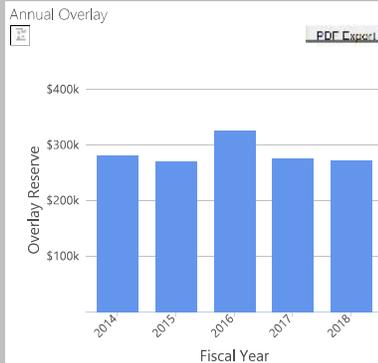
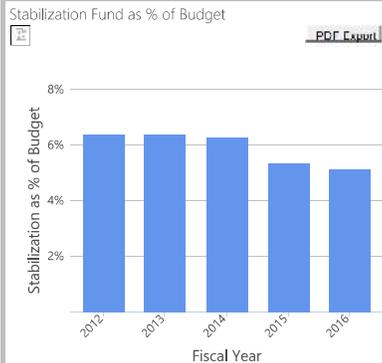
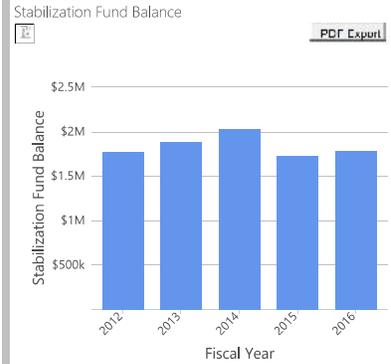
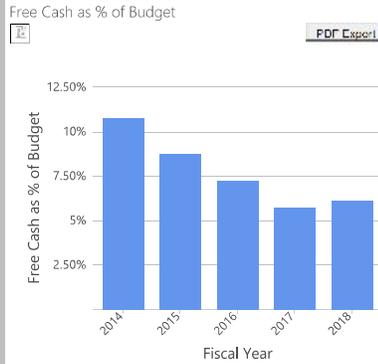
- I. Attach Schedule: Detail all essential services items (salary & wages and/or other) not included in submitted essential services budget within Finance Committee Guidelines. Include the "Budget line" for each item.

- II. Attach Narrative: Describe the programmatic impact of those essential services items that were not included in the submitted Guideline budget.

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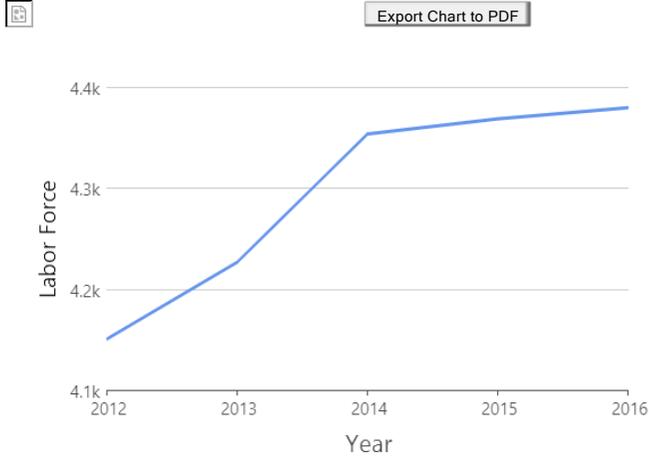
Middleton

Town of Middleton





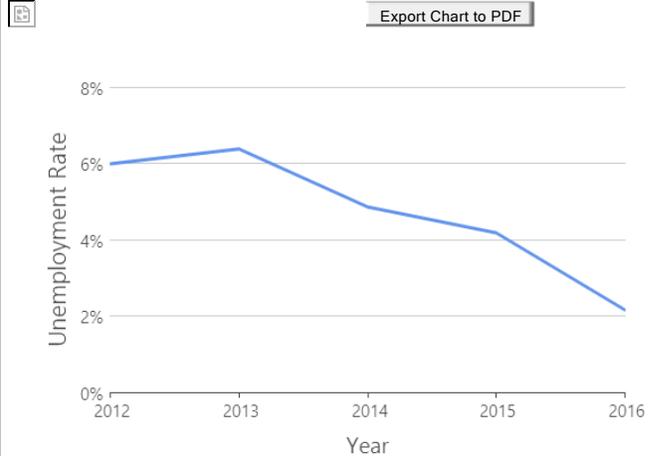
Labor Force



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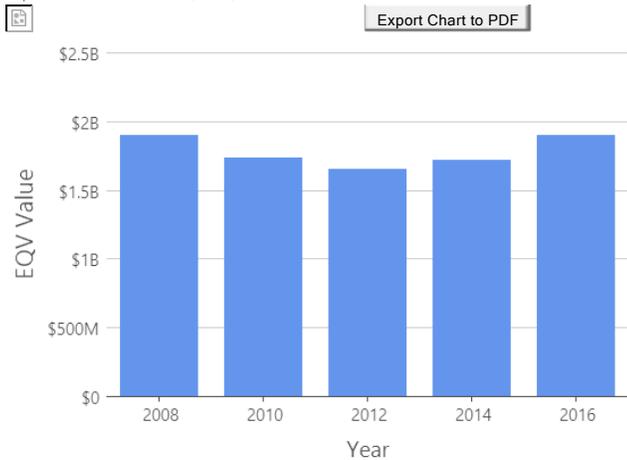
Unemployment Rate



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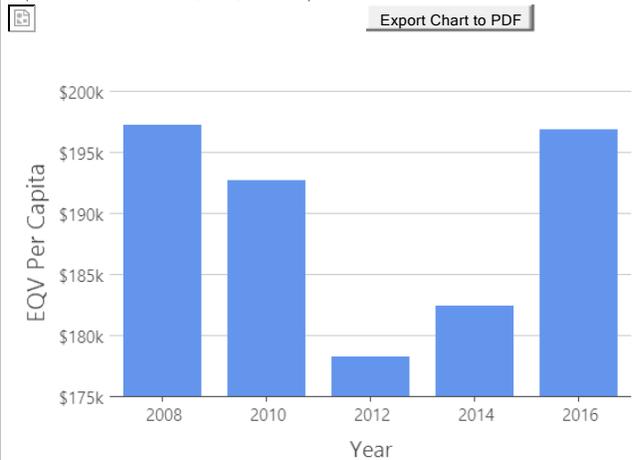
Equalized Valuations (EQV)



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Equalized Valuations (EQV) Per Capita



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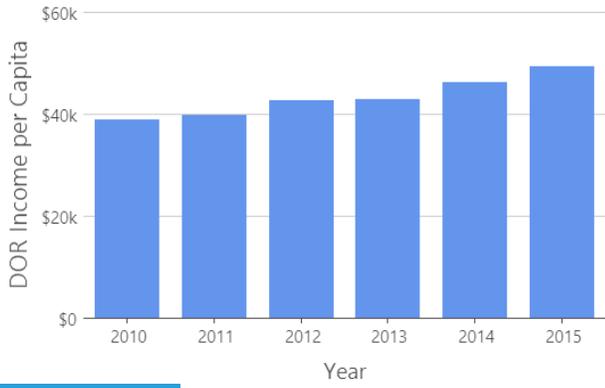
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DOR Income Per Capita

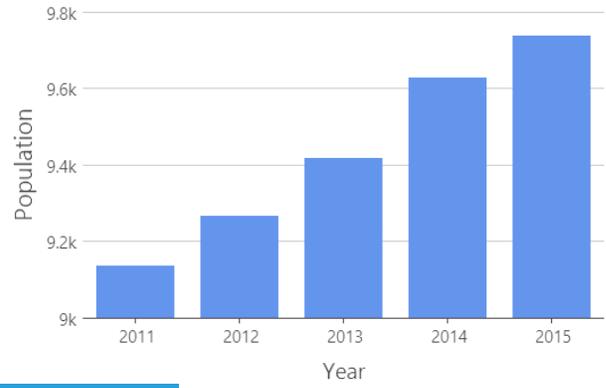
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Population

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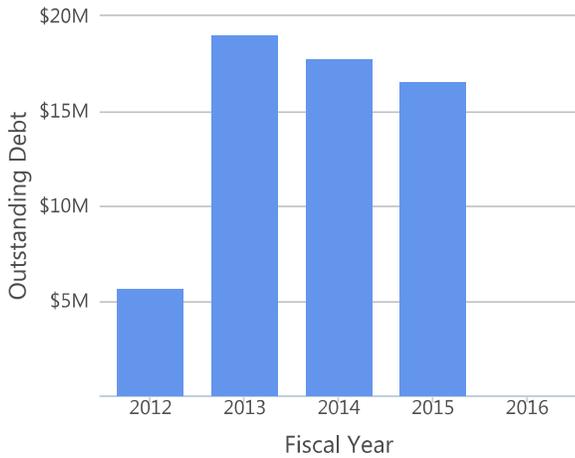


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Town of Middleton

General Fund Year End Outstanding Debt

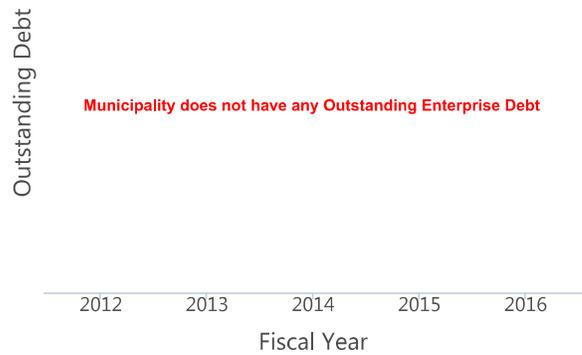
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Enterprise Fund Year End Outstanding Debt

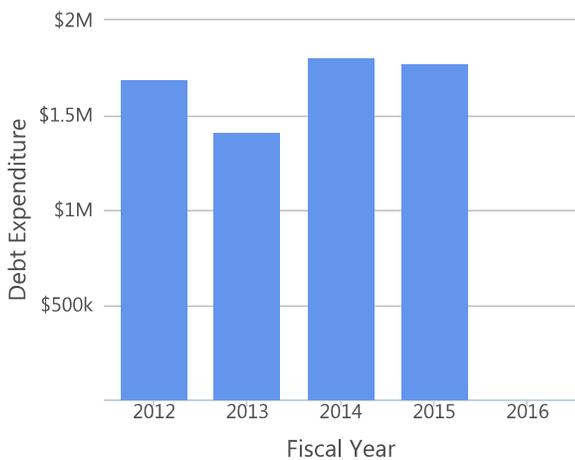
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General Fund Debt Service Expenditure

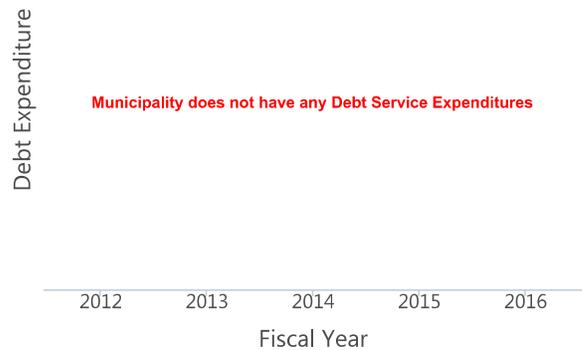
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Enterprise Fund Debt Service Expenditure

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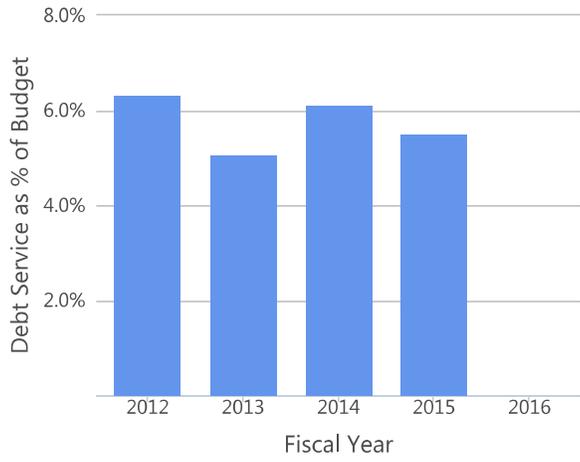
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General Fund Debt Service Expenditure as % of Total Budget

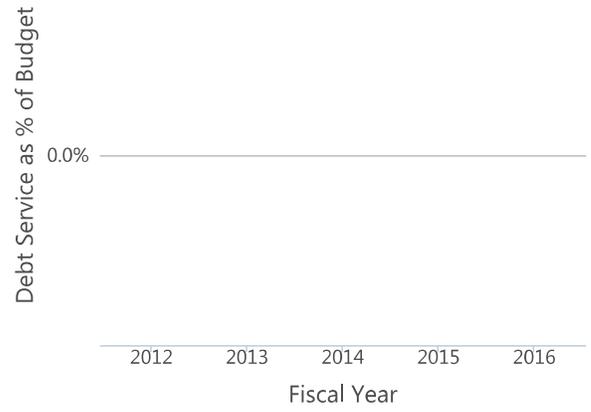
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Enterprise Fund Debt Service Expenditure as % of Total Budget

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Municipal Bond Ratings from Moody's and Standard & Poors

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Year	Moody's	Standard & Poor's
2017	Aa2	
2016		
2015	Aa2	
2014	Aa2	
2013	Aa2	

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Town of Middleton





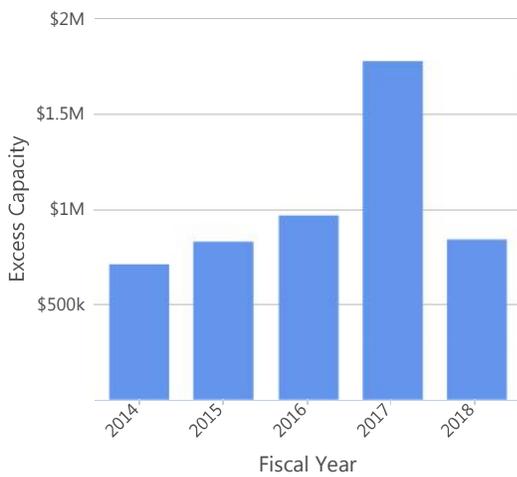
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Middleton

Town of Middleton

Excess Levy Capacity

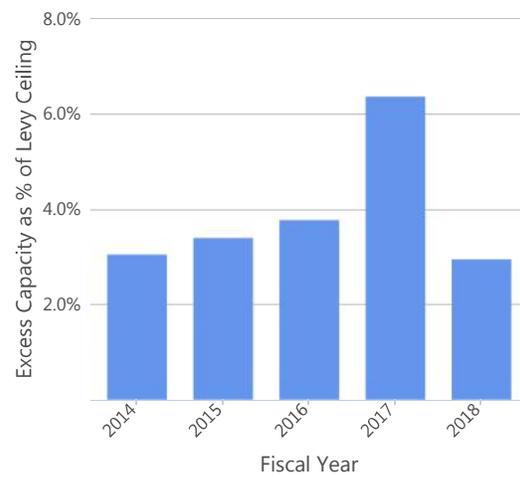
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Excess Capacity as a % of the Max Levy

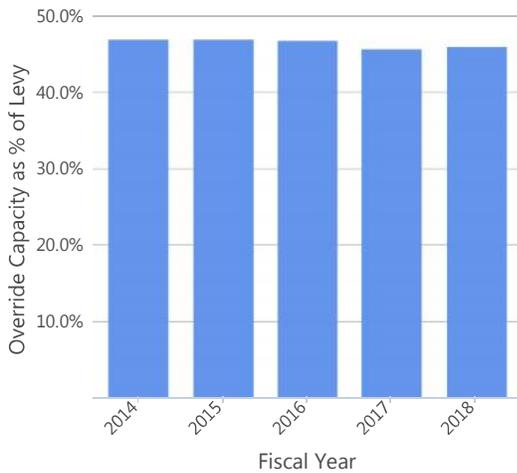
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Override Capacity as a % of the Levy Ceiling

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Override, Capital + Debt Exclusion History

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Vote Type	Override & Exclusion Amounts				
	2014	2015	2016	2017	2018
Debt Exclusion	1,701,076	1,663,660	1,987,441	2,433,406	1,726,49
Override				690,000	
Fiscal Year Totals	1,701,076	1,663,660	1,987,441	3,123,406	1,726,49

[Click here for Override Votes report](#)

[Click here for All Debt Exclusion Votes report](#)

[Click here for All Debt Exclusions that have been applied to the levy](#)

Middleton

Town of Middleton



TOWN OF MIDDLETON

TOTAL VALUES BY CLASS HISTORICALLY

FY	Residential	Commercial	Industrial	Personal Property	Total	RES % of Total	CIP % of Total
1991	\$ 383,561,059	\$ 105,943,367	\$ 38,610,030	\$ 4,438,994	\$ 532,553,450	72.0	28.0
1992	\$ 345,340,872	\$ 104,248,112	\$ 34,357,100	\$ 8,264,907	\$ 492,210,991	70.2	29.8
1993	\$ 339,604,010	\$ 103,748,194	\$ 30,956,440	\$ 8,177,547	\$ 482,486,191	70.4	29.6
1994	\$ 348,722,071	\$ 105,145,323	\$ 30,352,710	\$ 8,469,065	\$ 492,689,169	70.8	29.2
1995	\$ 360,619,688	\$ 105,825,635	\$ 30,324,340	\$ 24,100,310	\$ 520,869,973	69.2	30.8
1996	\$ 399,156,455	\$ 99,892,939	\$ 27,168,390	\$ 10,504,310	\$ 536,722,094	74.4	25.6
1997	\$ 403,909,749	\$ 93,176,267	\$ 25,664,650	\$ 10,874,090	\$ 533,624,756	75.7	24.3
1998	\$ 429,637,276	\$ 97,505,941	\$ 27,062,410	\$ 11,377,110	\$ 565,582,737	76.0	24.0
1999	\$ 493,721,578	\$ 109,778,183	\$ 32,858,480	\$ 11,752,250	\$ 648,110,491	76.2	23.8
2000	\$ 510,647,683	\$ 107,787,274	\$ 32,118,893	\$ 12,431,485	\$ 662,985,335	77.0	23.0
2001	\$ 638,533,308	\$ 115,263,085	\$ 33,808,819	\$ 12,727,770	\$ 800,332,982	79.8	20.2
2002	\$ 776,039,716	\$ 130,673,551	\$ 38,153,810	\$ 16,510,730	\$ 961,377,807	80.7	19.3
2003	\$ 928,028,503	\$ 139,563,942	\$ 41,544,570	\$ 16,728,580	\$ 1,125,865,595	82.4	17.6
2004	\$ 1,048,574,320	\$ 141,225,273	\$ 41,732,670	\$ 19,310,250	\$ 1,250,842,513	83.8	16.2
2005	\$ 1,158,469,389	\$ 150,731,878	\$ 45,050,570	\$ 32,140,330	\$ 1,386,392,167	83.6	16.4
2006	\$ 1,302,816,103	\$ 145,008,136	\$ 45,491,130	\$ 32,681,560	\$ 1,525,996,929	85.4	14.6
2007	\$ 1,395,799,970	\$ 159,954,858	\$ 46,547,070	\$ 34,882,740	\$ 1,637,184,638	85.3	14.7
2008	\$ 1,466,783,487	\$ 191,497,302	\$ 54,237,400	\$ 37,901,380	\$ 1,750,419,569	83.8	16.2
2009	\$ 1,372,474,315	\$ 198,205,068	\$ 53,933,700	\$ 44,584,640	\$ 1,669,197,723	82.2	17.8
2010	\$ 1,268,424,640	\$ 196,849,217	\$ 59,579,100	\$ 50,591,580	\$ 1,575,444,537	80.5	19.5
2011	\$ 1,293,728,667	\$ 192,903,411	\$ 57,095,800	\$ 46,150,348	\$ 1,589,878,226	81.4	18.6
2012	\$ 1,296,726,278	\$ 177,190,183	\$ 58,113,600	\$ 46,347,793	\$ 1,578,377,854	82.2	17.8
2013	\$ 1,298,546,821	\$ 169,439,889	\$ 57,347,800	\$ 44,049,599	\$ 1,569,384,109	82.7	17.3
2014	\$ 1,339,427,196	\$ 177,093,210	\$ 57,348,600	\$ 46,806,572	\$ 1,620,675,578	82.6	17.4
2015	\$ 1,415,175,272	\$ 181,829,713	\$ 57,600,100	\$ 47,042,134	\$ 1,701,647,219	83.2	16.8
2016	\$ 1,483,941,972	\$ 187,537,809	\$ 60,162,200	\$ 47,930,565	\$ 1,779,572,546	83.4	16.6
2017	\$ 1,559,356,526	\$ 202,236,252	\$ 62,273,200	\$ 47,768,045	\$ 1,871,634,023	83.3	16.7
2018	\$ 1,644,695,469	\$ 218,433,004	\$ 70,957,400	\$ 46,394,707	\$ 1,980,480,580	83.0	17.0
Ave	\$ 1,197,416,343	\$ 164,721,670	\$ 50,118,835	\$ 35,365,895	\$ 1,447,622,742	79.3	20.7

TOWN OF MIDDLETON

MEDIAN SINGLE FAMILY TAX BILL HISTORICALLY

Fiscal Year	Median Value	Tax Rate	Median Tax Bill
2002	\$ 290,700	12.13 \$	3,526.19
2003	\$ 351,100	11.06 \$	3,883.17
2004	\$ 386,100	10.58 \$	4,084.94
2005	\$ 424,950	10.19 \$	4,330.24
2006	\$ 454,100	9.77 \$	4,436.56
2007	\$ 479,800	9.81 \$	4,706.84
2008	\$ 503,000	9.69 \$	4,874.07
2009	\$ 463,250	10.99 \$	5,091.12
2010	\$ 432,200	11.84 \$	5,117.25
2011	\$ 433,400	12.17 \$	5,274.48
2012	\$ 419,050	12.81 \$	5,368.03
2013	\$ 422,100	13.59 \$	5,736.34
2014	\$ 430,200	13.90 \$	5,979.78
2015	\$ 453,600	13.78 \$	6,250.61
2016	\$ 479,700	13.89 \$	6,663.03
2017	\$ 505,450	13.95 \$	7,051.03
2018	\$ 557,250	13.96 \$	7,779.21
average	\$ 453,908		\$ 5,452.26

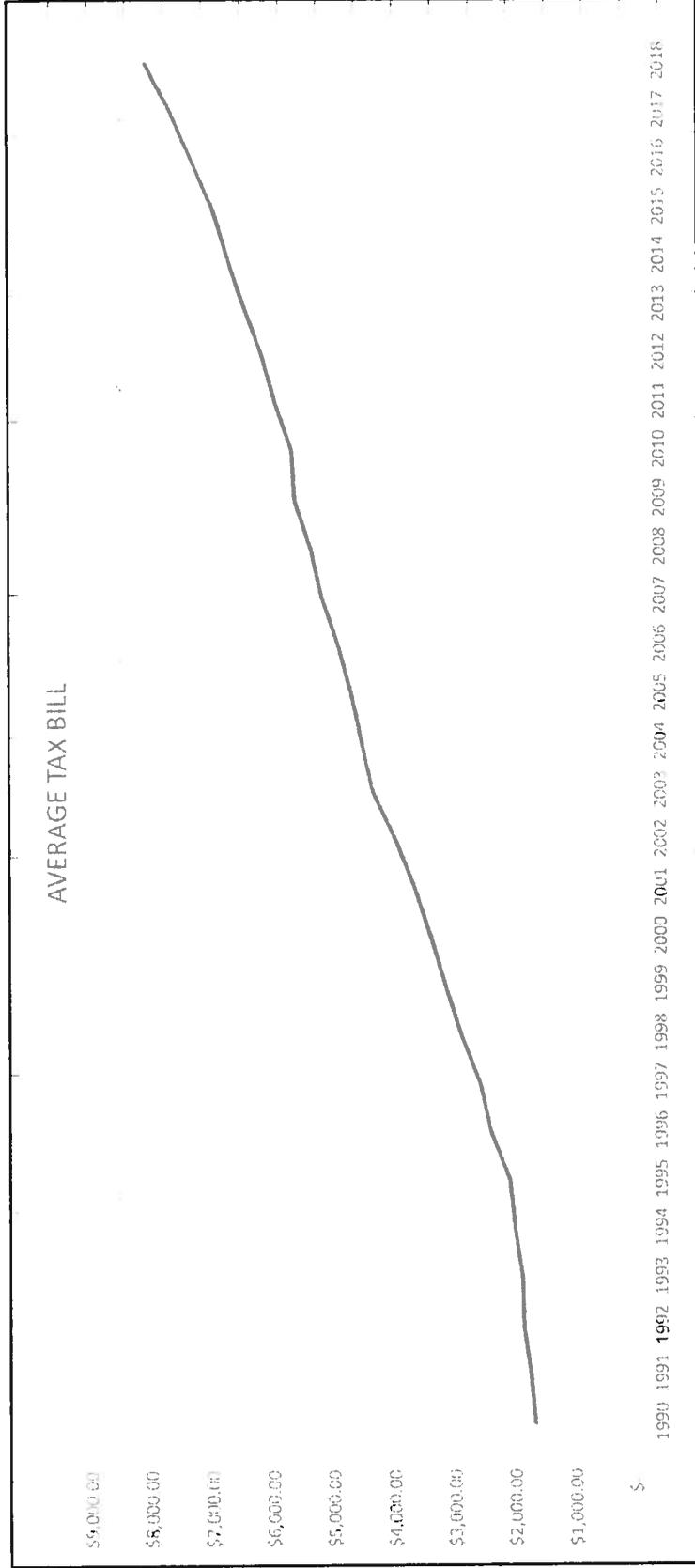
TOWN OF MIDDLETON

AVERAGE SINGLE FAMILY TAX BILL HISTORICALLY

FY	Total Assessed Value	Parcels	Average Value	% change	Tax Rate	Average Tax Bill	% change	Tax dollar change	Tax Rate Change %
1990	\$ 223,188,500	1,218	\$ 183,242	0.49%	\$ 9.18	\$ 1,682.16	7.26%	\$ 113.89	6.74%
1991	\$ 230,427,075	1,238	\$ 186,128	1.58%	\$ 9.42	\$ 1,753.33	4.23%	\$ 71.17	2.61%
1992	\$ 216,243,490	1,256	\$ 172,168	-7.50%	\$ 10.85	\$ 1,868.03	6.54%	\$ 114.70	15.18%
1993	\$ 216,669,960	1,279	\$ 169,406	-1.60%	\$ 11.16	\$ 1,890.57	1.21%	\$ 22.54	2.86%
1994	\$ 230,494,960	1,338	\$ 172,268	1.69%	\$ 11.70	\$ 2,015.54	6.61%	\$ 124.97	4.84%
1995	\$ 246,056,570	1,410	\$ 174,508	1.30%	\$ 12.00	\$ 2,094.10	3.90%	\$ 78.56	2.56%
1996	\$ 275,104,630	1,472	\$ 186,892	7.10%	\$ 12.90	\$ 2,410.90	15.13%	\$ 316.80	7.50%
1997	\$ 281,264,120	1,523	\$ 184,678	-1.18%	\$ 13.98	\$ 2,581.79	7.09%	\$ 170.89	8.37%
1998	\$ 303,952,070	1,592	\$ 190,925	3.38%	\$ 15.18	\$ 2,898.24	12.26%	\$ 316.44	8.58%
1999	\$ 353,609,170	1,625	\$ 217,606	13.97%	\$ 14.48	\$ 3,150.93	8.72%	\$ 252.69	-4.61%
2000	\$ 372,723,195	1,662	\$ 224,262	3.06%	\$ 15.14	\$ 3,395.32	7.76%	\$ 244.39	4.56%
2001	\$ 474,416,800	1,700	\$ 279,069	24.44%	\$ 13.10	\$ 3,655.80	7.67%	\$ 260.48	-13.47%
2002	\$ 565,527,100	1,728	\$ 327,273	17.27%	\$ 12.13	\$ 3,969.82	8.59%	\$ 314.02	-7.40%
2003	\$ 694,426,400	1,768	\$ 392,775	20.01%	\$ 11.06	\$ 4,344.09	9.43%	\$ 374.28	-8.82%
2004	\$ 773,648,300	1,809	\$ 427,666	8.88%	\$ 10.58	\$ 4,524.71	4.16%	\$ 180.62	-4.34%
2005	\$ 849,153,100	1,843	\$ 460,745	7.73%	\$ 10.19	\$ 4,694.99	3.76%	\$ 170.28	-3.69%
2006	\$ 938,938,300	1,870	\$ 502,106	8.98%	\$ 9.77	\$ 4,905.58	4.49%	\$ 210.58	-4.12%
2007	\$ 1,007,340,800	1,908	\$ 527,956	5.15%	\$ 9.81	\$ 5,179.25	5.58%	\$ 273.68	0.41%
2008	\$ 1,062,068,700	1,921	\$ 552,873	4.72%	\$ 9.69	\$ 5,357.34	3.44%	\$ 178.09	-1.22%
2009	\$ 991,316,600	1,934	\$ 512,573	-7.29%	\$ 10.99	\$ 5,633.18	5.15%	\$ 275.84	13.42%
2010	\$ 932,230,800	1,946	\$ 479,050	-6.54%	\$ 11.84	\$ 5,671.95	0.69%	\$ 38.77	7.73%
2011	\$ 952,586,500	1,949	\$ 488,757	2.03%	\$ 12.17	\$ 5,948.17	4.87%	\$ 276.22	2.79%
2012	\$ 944,580,300	1,962	\$ 481,437	-1.50%	\$ 12.81	\$ 6,167.21	3.68%	\$ 219.05	5.26%
2013	\$ 939,391,200	1,973	\$ 476,123	-1.10%	\$ 13.59	\$ 6,470.52	4.92%	\$ 303.30	6.09%
2014	\$ 966,055,500	1,994	\$ 484,481	1.76%	\$ 13.90	\$ 6,734.29	4.08%	\$ 263.77	2.28%
2015	\$ 1,017,513,500	2,011	\$ 505,974	4.44%	\$ 13.78	\$ 6,972.32	3.53%	\$ 238.03	-0.86%
2016	\$ 1,075,006,100	2,040	\$ 526,964	4.15%	\$ 13.89	\$ 7,319.53	4.98%	\$ 347.21	0.80%
2017	\$ 1,132,670,200	2,060	\$ 549,840	4.34%	\$ 13.95	\$ 7,670.27	4.79%	\$ 350.74	0.43%
2018	\$ 1,199,490,000	2,072	\$ 578,904	5.29%	\$ 13.96	\$ 8,081.51	5.36%	\$ 411.24	0.07%
ave	\$ 638,708,485	\$ 1,694	\$ 351,381	7.38%	\$ 12.15	\$ 4,258.61	6.07%	\$ 215.97	0.407%

TOWN OF MIDDLETON

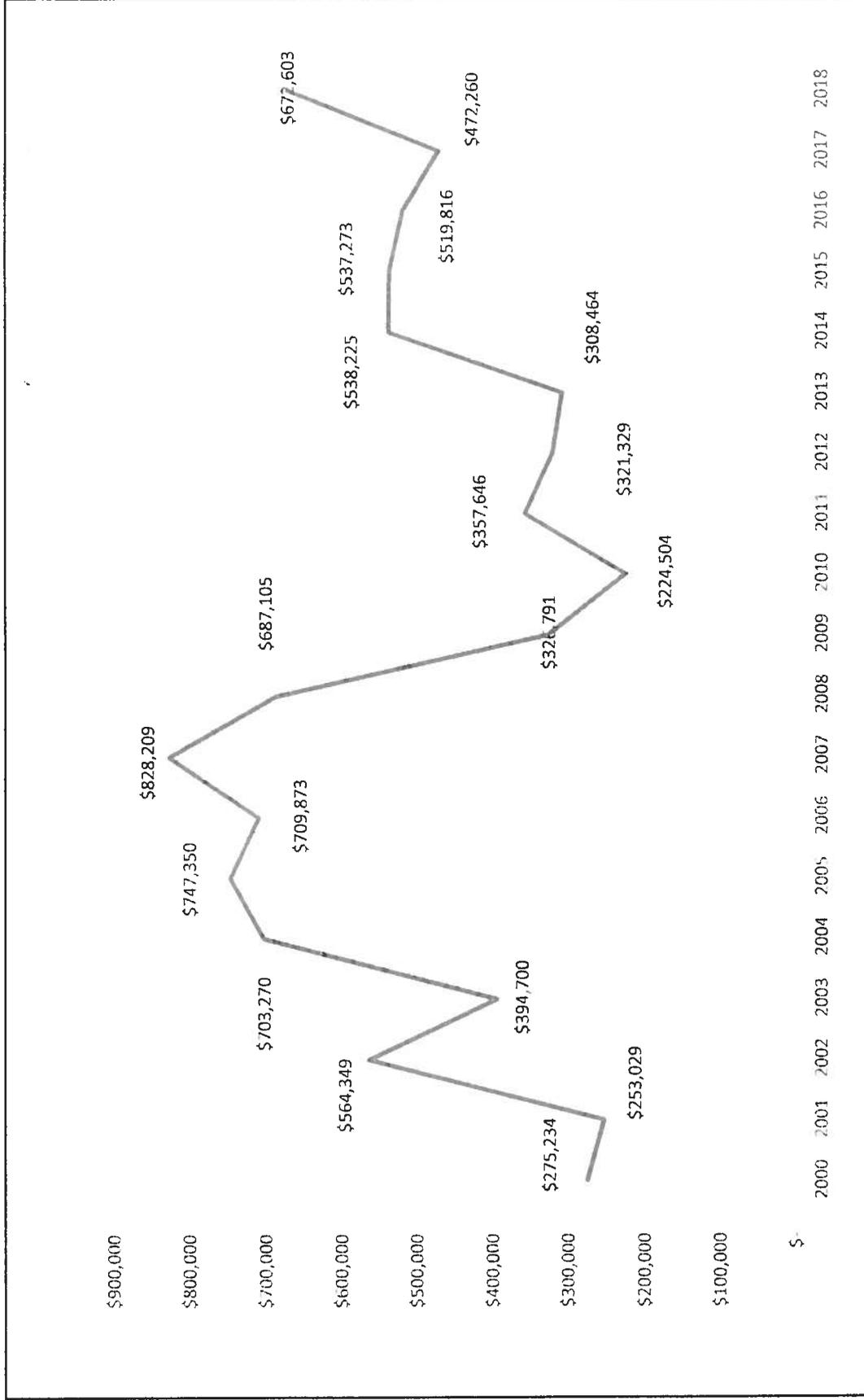
AVERAGE SINGLE FAMILY TAX BILL HISTORICALLY



TOWN OF MIDDLETON
ANNUAL GROWTH COMPARISON

FISCAL YEAR	GROWTH IN VALUE	RES %	CIP %	RES. GROWTH DOLLARS	GROWTH C.I.P. DOLLARS	GROWTH IN TAX DOLLARS	% FROM PREV. YR
2000	\$ 19,007,843	88.53%	11.47%	\$ 243,677.71	\$ 31,555.86	\$ 275,234	
2001	\$ 16,712,583	94.75%	5.25%	\$ 239,737.55	\$ 13,290.95	\$ 253,029	-8.1%
2002	\$ 43,080,111	80.54%	19.46%	\$ 454,512.39	\$ 109,837.07	\$ 564,349	123.0%
2003	\$ 32,539,120	88.22%	11.78%	\$ 348,209.85	\$ 46,489.68	\$ 394,700	-30.1%
2004	\$ 63,586,770	84.44%	15.56%	\$ 593,867.81	\$ 109,401.87	\$ 703,270	78.2%
2005	\$ 70,637,983	64.71%	35.29%	\$ 483,595.56	\$ 263,754.30	\$ 747,350	6.3%
2006	\$ 69,663,680	94.50%	5.50%	\$ 670,846.42	\$ 39,026.48	\$ 709,873	-5.0%
2007	\$ 84,770,650	87.97%	12.03%	\$ 728,549.88	\$ 99,659.37	\$ 828,209	16.7%
2008	\$ 70,041,297	63.19%	36.81%	\$ 434,198.45	\$ 252,906.68	\$ 687,105	-17.0%
2009	\$ 33,724,530	54.38%	45.62%	\$ 177,696.62	\$ 149,094.08	\$ 326,791	-52.4%
2010	\$ 20,427,997	55.84%	44.16%	\$ 125,351.91	\$ 99,151.78	\$ 224,504	-31.3%
2011	\$ 30,206,572	80.27%	19.73%	\$ 287,067.04	\$ 70,578.77	\$ 357,646	59.3%
2012	\$ 26,403,375	66.55%	33.45%	\$ 213,834.38	\$ 107,494.69	\$ 321,329	-10.2%
2013	\$ 24,079,969	93.36%	6.64%	\$ 287,989.44	\$ 20,474.97	\$ 308,464	-4.0%
2014	\$ 39,604,506	84.43%	15.57%	\$ 454,401.08	\$ 83,824.15	\$ 538,225	74.5%
2015	\$ 38,652,728	84.53%	15.47%	\$ 454,152.78	\$ 83,120.14	\$ 537,273	-0.2%
2016	\$ 37,722,469	63.09%	36.91%	\$ 327,930.71	\$ 191,884.92	\$ 519,816	-3.2%
2017	\$ 34,000,021	58.84%	41.16%	\$ 277,866.67	\$ 194,393.62	\$ 472,260	-9.1%
2018	\$ 48,215,287	60.22%	39.78%	\$ 405,072.41	\$ 267,530.84	\$ 672,603	42.4%
AVERAGE	\$ 41,936,789	77.12%	22.88%	\$ 377,971.46	\$ 109,218.85	\$ 487,190	11%

TOWN OF MIDDLETON ANNUAL GROWTH COMPARISON



	PRIOR YR TAX RATE \$ 10.99			PRIOR YR TAX RATE \$ 11.84			PRIOR YR TAX RATE \$ 12.17		
	FISCAL YR 2010 GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	FISCAL YR 2011 GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	FISCAL YR 2012 GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH
RESIDENTIAL:									
Single Family (101)	7,080,100	\$ 77,810	35%	7,064,891	\$ 83,648	23%	6,364,115	\$ 77,451	24%
Condominium (102)	1,790,597	\$ 19,679	9%	6,830,136	\$ 80,869	23%	6,364,100	\$ 77,451	24%
Two & Three Family (104 & 105)	571,600	\$ 6,282	2.80%	2,284,900	\$ 27,053	7.56%	398,400	\$ 4,849	1.51%
Multi - Family (111 - 125)	0	-	0%	0	-	0%	0	-	0%
Vacant Land (130 - 132 & 106)	274,300	\$ 3,015	1%	8,065,600	\$ 95,497	27%	4,404,500	\$ 53,603	17%
All Others (103, 109, Res mixed use)	1,689,400	\$ 18,567	8%	0	-	0%	39,500	\$ 481	0%
TOTAL RESIDENTIAL	11,405,997	\$ 125,352	56%	24,245,527	\$ 287,067	80%	17,570,615	\$ 213,834	67%
OPEN SPACE	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
Commercial	849,800	\$ 9,339	4%	674,400	\$ 7,985	2%	3,485,900	\$ 42,423	13%
Chapter 61, 61A, 61B	0	-	0%	137,200	\$ 1,624	0%	0	-	0%
TOTAL COMMERCIAL	849,800	\$ 9,339	4%	811,600	\$ 9,609	3%	3,485,900	\$ 42,423	13%
INDUSTRIAL	5,577,600	\$ 61,298	27%	849,500	\$ 10,058	3%	1,522,100	\$ 18,524	6%
PERSONAL PROPERTY	2,594,600	\$ 28,515	13%	4,299,945	\$ 50,911	14%	3,824,760	\$ 46,547	14%
TOTAL CIP	9,022,000	\$ 99,152	44%	5,961,045	\$ 70,579	20%	8,832,760	\$ 107,495	33%
TOTAL REAL & PERSONAL	20,427,997	\$ 224,504	100%	30,206,572	\$ 357,646	100%	26,403,375	\$ 321,329	100%
RESIDENTIAL:									
Single Family (101)	14,745,800	\$ 142,887	44%	20,702,200	\$ 203,089	30%	30,422,200	\$ 297,225	36%
Condominium (102)	2,295,144	\$ 22,240	7%	17,462,200	\$ 171,304	25%	39,158,300	\$ 382,577	46%
Two & Three Family (104 & 105)	279,400	\$ 2,707	0.83%	16,900	\$ 166	0.02%	496,600	\$ 4,852	0.59%
Multi - Family (111 - 125)	0	-	0%	0	-	0%	0	-	0%
Vacant Land (130 - 132 & 106)	832,200	\$ 8,064	2%	5,556,200	\$ 54,506	8%	3,901,600	\$ 38,119	5%
All Others (103, 109, Res mixed use)	185,600	\$ 1,798	1%	523,300	\$ 5,134	1%	591,400	\$ 5,778	1%
TOTAL RESIDENTIAL	18,338,144	\$ 177,697	54%	44,260,800	\$ 434,198	63%	74,570,100	\$ 728,550	88%
OPEN SPACE	0	\$ -	0%	0	\$ -	0%	0	\$ -	0%
Commercial	10,870,907	\$ 105,339	32%	16,761,000	\$ 164,425	24%	2,469,300	\$ 24,125	3%
Chapter 61, 61A, 61B	0	-	0%	0	-	0%	16,100	\$ 157	0%
TOTAL COMMERCIAL	10,870,907	\$ 105,339	32%	16,761,000	\$ 164,425	24%	2,485,400	\$ 24,282	3%
INDUSTRIAL	0	\$ -	0%	4,245,500	\$ 41,648	6%	5,726,200	\$ 55,945	7%
PERSONAL PROPERTY	4,515,479	\$ 43,755	13%	4,773,997	\$ 46,833	7%	1,988,950	\$ 19,432	2%
TOTAL CIP	15,386,386	\$ 149,094	46%	25,780,497	\$ 252,907	37%	10,200,550	\$ 99,699	12%
TOTAL REAL & PERSONAL	33,724,530	\$ 326,791	100%	70,041,297	\$ 687,105	100%	84,770,650	\$ 828,209	100%

	FISCAL YR 2006		PRIOR YR TAX RATE \$ 10.19		FISCAL YR 2005		PRIOR YR TAX RATE \$ 10.58		FISCAL YR 2004		PRIOR YR TAX RATE \$ 11.06	
	GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	TAX LEVY GROWTH	% OF GROWTH	GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	
RESIDENTIAL:												
Single Family (101)	24,619,300	\$ 250,871	35%	\$ 188,988	25%	17,860,900	\$ 188,988	25%	21,585,800	\$ 238,739	34%	
Condominium (102)	26,786,300	\$ 272,952	38%	\$ 85,669	11%	8,097,300	\$ 85,669	11%	10,896,200	\$ 120,512	17%	
Two & Three Family (104 & 105)	1,633,100	\$ 16,641	2.34%	\$ 7,166	0.96%	6,777,300	\$ 7,166	0.96%	284,700	\$ 3,149	0.45%	
Multi - Family (111 - 125)	0	-	0%	\$ 12,152,600	17%	12,152,600	\$ 12,152,600	17%	15,377,100	\$ 170,071	24%	
Vacant Land (130 - 132 & 106)	12,127,300	\$ 123,577	17%	\$ 73,096	10%	6,908,865	\$ 73,096	10%	5,548,100	\$ 61,362	9%	
All Others (103, 109, Res mixed use)	667,800	\$ 6,805	1%	\$ 11,500	0%	11,500	\$ 11,500	0%	3,200	\$ 35	0%	
TOTAL RESIDENTIAL	65,833,800	\$ 670,846	95%	\$ 483,596	65%	45,708,465	\$ 483,596	65%	53,695,100	\$ 593,868	84%	
OPEN SPACE												
Commercial	1,183,500	\$ 12,060	2%	\$ 27,048	4%	2,556,518	\$ 27,048	4%	5,068,500	\$ 56,058	8%	
Chapter 61, 61A, 61B	0	-	0%	\$ 2,116	0%	200,000	\$ 2,116	0%	0	-	0%	
TOTAL COMMERCIAL	1,183,500	\$ 12,060	2%	\$ 29,164	4%	2,756,518	\$ 29,164	4%	5,068,500	\$ 56,058	8%	
INDUSTRIAL												
PERSONAL PROPERTY	1,412,280	\$ 14,391	2%	\$ 6,804	1%	643,100	\$ 6,804	1%	75,700	\$ 837	0%	
TOTAL CIP	3,829,880	\$ 39,026	5%	\$ 227,786	30%	21,529,900	\$ 227,786	30%	4,747,470	\$ 52,507	7%	
TOTAL REAL & PERSONAL	69,663,680	\$ 709,873	100%	\$ 747,350	100%	70,637,983	\$ 747,350	100%	63,586,770	\$ 703,270	100%	

	FISCAL YR 2003		PRIOR YR TAX RATE \$ 12.13		FISCAL YR 2002		PRIOR YR TAX RATE \$ 13.10		FISCAL YR 2001		PRIOR YR TAX RATE \$ 15.14	
	GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	TAX LEVY GROWTH	% OF GROWTH	GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	GROWTH VALUATION	TAX LEVY GROWTH	% OF GROWTH	
RESIDENTIAL:												
Single Family (101)	18,879,800	\$ 229,012	58%	\$ 227,960.04	40%	17,401,530	\$ 227,960.04	40%	14,940,749	\$ 226,202.94	89%	
Condominium (102)	738,400	\$ 8,957	2%	\$ 38,940.63	7%	2,972,567	\$ 38,940.63	7%	104	\$ 1.57	0%	
Two & Three Family (104 & 105)	302,000	\$ 3,663	0.93%	\$ 871.77	0.15%	66,547	\$ 871.77	0.15%	47,540	\$ 719.76	0.28%	
Multi - Family (111 - 125)	0	-	0%	\$ 5,550.60	1%	423,710	\$ 5,550.60	1%	24,550	\$ 371.69	0%	
Vacant Land (130 - 132 & 106)	8,715,700	\$ 105,721	27%	\$ 64,487.37	11%	4,922,700	\$ 64,487.37	11%	801,300	\$ 12,131.68	5%	
All Others (103, 109, Res mixed use)	70,600	\$ 856	0%	\$ 116,701.98	21%	8,908,548	\$ 116,701.98	21%	20,470	\$ 309.92	0%	
TOTAL RESIDENTIAL	28,706,500	\$ 348,210	88%	\$ 454,512.39	81%	34,695,602	\$ 454,512.39	81%	15,834,713	\$ 239,737.55	95%	
OPEN SPACE												
Commercial	3,174,100	\$ 38,502	10%	\$ 28,369.69	5%	2,165,625	\$ 28,369.69	5%	576,320	\$ 8,725.48	3%	
Chapter 61, 61A, 61B	0	-	0%	\$ (109.73)	0%	-8,376	\$ (109.73)	0%	0	-	0%	
TOTAL COMMERCIAL	3,174,100	\$ 38,502	10%	\$ 28,259.96	5%	2,157,249	\$ 28,259.96	5%	576,320	\$ 8,725.48	3%	
INDUSTRIAL												
PERSONAL PROPERTY	658,520	\$ 7,988	2%	\$ 6,464.85	1%	493,500	\$ 6,464.85	1%	23,300	\$ 352.76	0%	
TOTAL CIP	3,832,620	\$ 46,490	12%	\$ 109,837.07	19%	5,733,760	\$ 109,837.07	19%	278,250	\$ 4,212.71	2%	
TOTAL REAL & PERSONAL	32,539,120	\$ 394,700	100%	\$ 564,349	100%	43,080,111	\$ 564,349	100%	16,712,583	\$ 253,029	100%	

TOWN OF MIDDLETON
AVERAGE CONDOMINIUM TAX BILL HISTORICALLY

FY.	Total Assessed Value	Parcels	Average Value	Value % change	Tax Rate	Condominium Tax Bill	Tax Dollar Change	% bill change
2000	\$ 80,797,080	390	\$ 207,172		\$ 15.14	\$ 3,136.58		
2001	\$ 99,945,400	391	\$ 255,615	23.38%	\$ 13.10	\$ 3,348.55	\$ 211.97	7%
2002	\$ 129,073,900	405	\$ 318,701	24.68%	\$ 12.13	\$ 3,865.84	\$ 517.29	15%
2003	\$ 135,206,300	405	\$ 333,843	4.75%	\$ 11.06	\$ 3,692.30	\$ (173.54)	-4%
2004	\$ 156,870,800	441	\$ 355,716	6.55%	\$ 10.58	\$ 3,763.48	\$ 71.18	2%
2005	\$ 172,028,400	461	\$ 373,164	4.90%	\$ 10.19	\$ 3,802.54	\$ 39.06	1%
2006	\$ 210,937,200	498	\$ 423,569	13.51%	\$ 9.77	\$ 4,138.27	\$ 335.73	9%
2007	\$ 266,538,400	615	\$ 433,396	2.32%	\$ 9.81	\$ 4,251.61	\$ 113.35	3%
2008	\$ 279,522,300	723	\$ 386,615	-10.79%	\$ 9.69	\$ 3,746.29	\$ (505.32)	-12%
2009	\$ 265,055,044	729	\$ 363,587	-5.96%	\$ 10.99	\$ 3,995.82	\$ 249.53	7%
2010	\$ 232,015,241	737	\$ 314,810	-13.42%	\$ 11.84	\$ 3,727.35	\$ (268.47)	-7%
2011	\$ 238,042,684	757	\$ 314,455	-0.11%	\$ 12.17	\$ 3,826.92	\$ 99.57	3%
2012	\$ 252,582,516	773	\$ 326,756	3.91%	\$ 12.81	\$ 4,185.75	\$ 358.83	9%
2013	\$ 260,502,427	795	\$ 327,676	0.28%	\$ 13.59	\$ 4,453.12	\$ 267.37	6%
2014	\$ 270,968,527	822	\$ 329,645	0.60%	\$ 13.90	\$ 4,582.07	\$ 128.95	3%
2015	\$ 291,257,466	839	\$ 347,148	5.31%	\$ 13.78	\$ 4,783.70	\$ 201.63	4%
2016	\$ 305,591,746	841	\$ 363,367	4.67%	\$ 13.89	\$ 5,047.17	\$ 263.46	6%
2017	\$ 326,600,946	847	\$ 385,597	6.12%	\$ 13.95	\$ 5,379.08	\$ 331.91	7%
2018	\$ 345,396,648	871	\$ 396,552	2.84%	\$ 13.96	\$ 5,535.86	\$ 156.78	3%
Average	\$ 227,312,264	649	\$ 345,125.5	4.16%	\$ 12.13	\$ 4,095.91	\$ 131.91	3%

TOWN OF MIDDLETON

SINGLE FAMILY RANGE OF VALUES HISTORICALLY

Single Family Range	FY13		FY14		FY15		FY16		FY17		FY18	
	Number	%										
\$ -	1	0.05%	2	0.10%	2	0.10%	2	0.10%	1	0.05%	1	0.05%
\$ 100,000	5	0.25%	6	0.30%	8	0.40%	1	0.05%	2	0.10%	0	0.00%
\$ 200,000	312	15.82%	233	11.69%	216	10.74%	123	6.03%	118	5.75%	73	3.52%
\$ 300,000	591	29.97%	633	31.75%	527	26.21%	493	24.17%	456	22.23%	435	20.99%
\$ 400,000	285	14.45%	327	16.40%	388	19.29%	468	22.94%	435	21.21%	419	20.22%
\$ 500,000	304	15.42%	313	15.70%	290	14.42%	301	14.75%	276	13.46%	261	12.60%
\$ 600,000	225	11.41%	237	11.89%	295	14.67%	331	16.23%	325	15.85%	324	15.64%
\$ 700,000	156	7.91%	132	6.62%	154	7.66%	159	7.79%	214	10.43%	287	13.85%
\$ 800,000	48	2.43%	46	2.31%	52	2.59%	80	3.92%	122	5.95%	133	6.42%
\$ 900,000	18	0.91%	19	0.95%	26	1.29%	34	1.67%	45	2.19%	57	2.75%
\$ 1,000,000	12	0.61%	20	1.00%	15	0.75%	18	0.88%	21	1.02%	28	1.35%
\$ 1,100,000	4	0.20%	5	0.25%	15	0.75%	7	0.34%	11	0.54%	20	0.97%
\$ 1,200,000	4	0.20%	10	0.50%	3	0.15%	6	0.29%	6	0.29%	8	0.39%
\$ 1,300,000	3	0.15%	1	0.05%	8	0.40%	4	0.20%	4	0.20%	7	0.34%
\$ 1,400,000	1	0.05%	4	0.20%	2	0.10%	4	0.20%	5	0.24%	6	0.29%
\$ 1,500,000	0	0.00%	2	0.10%	4	0.20%	3	0.15%	2	0.10%	5	0.24%
\$ 1,600,000	2	0.10%	3	0.15%	3	0.15%	5	0.25%	6	0.29%	5	0.24%
\$ 2,000,000	1	0.05%	1	0.05%	3	0.15%	1	0.05%	2	0.10%	3	0.14%
\$ 3,000,000	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	1972	100.00%	1994	100.00%	2011	100.00%	2040	100.00%	2051	100.00%	2072	100.00%

TOWN OF MIDDLETON

CONDOMINIUM RANGE OF VALUES HISTORICALLY

Condominium Range	FY07		FY08		FY13		FY14		FY15		FY16		FY17		FY18	
	Number	%														
\$ - \$ 99,999	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2	0.23%
\$ 100,000 \$ 199,999	1	0.16%	3	0.41%	60	7.55%	63	7.66%	49	5.84%	42	4.99%	9	1.06%	10	1.15%
\$ 200,000 \$ 299,999	104	17.02%	228	31.54%	331	41.64%	348	42.34%	347	41.36%	285	33.89%	229	27.07%	258	29.69%
\$ 300,000 \$ 399,999	197	32.24%	177	24.48%	213	26.79%	186	22.63%	172	20.50%	228	27.11%	287	33.92%	207	23.82%
\$ 400,000 \$ 499,999	182	29.79%	182	25.17%	114	14.34%	142	17.27%	158	18.83%	160	19.02%	157	18.56%	205	23.59%
\$ 500,000 \$ 599,999	71	11.62%	71	9.82%	62	7.80%	65	7.91%	86	10.25%	90	10.70%	105	12.41%	112	12.89%
\$ 600,000 \$ 699,999	54	8.84%	59	8.16%	7	0.88%	14	1.70%	23	2.74%	26	3.09%	40	4.73%	45	5.18%
\$ 700,000 \$ 799,999	1	0.16%	3	0.41%	7	0.88%	4	0.49%	4	0.48%	10	1.19%	19	2.25%	26	2.99%
\$ 800,000 \$ 899,999	1	0.16%	0	0.00%	1	0.13%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	4	0.46%
\$ 900,000 \$ 999,999	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	611	100.00%	723	100.00%	795	100.00%	822	100.00%	839	100.00%	841	100.00%	846	100.00%	869	100.00%

Average Tax Bills
In Essex County

<u>Community</u>	<u>Average</u>	<u>Ave Tax Bill</u>	<u>Average</u>	<u>% change</u>	<u>FY17 rate</u>	<u>FY18 rate</u>	<u>% Change</u>	<u>Net result</u>	<u>Ave Tax Bill</u>	<u>Ave Tax Bill</u>	<u>Ave Tax Bill</u>
	<u>Single Family</u>		<u>Single Family</u>								
	<u>Home 17</u>	<u>2017</u>	<u>Home 18</u>	<u>valuation</u>			<u>tax rate</u>			<u>% change</u>	<u>change</u>
Lawrence	\$ 192,107	\$ 2,946.92	\$ 212,954	10.85%	\$ 15.34	\$ 14.32	-6.65%	4.20%	\$ 3,049.50	3.48%	\$ 102.58
Salisbury	\$ 342,387	\$ 4,081.25	\$ 369,976	8.06%	\$ 11.92	\$ 11.78	-1.17%	6.88%	\$ 4,358.32	6.79%	\$ 277.06
Haverhill	\$ 287,543	\$ 4,310.27	\$ 307,907	7.08%	\$ 14.99	\$ 14.26	-4.87%	2.21%	\$ 4,390.75	1.87%	\$ 80.48
Methuen	\$ 292,074	\$ 4,278.88	\$ 310,192	6.20%	\$ 14.65	\$ 14.27	-2.59%	3.61%	\$ 4,426.44	3.45%	\$ 147.56
Saugus	\$ 372,587	\$ 4,489.67	\$ 408,574	9.66%	\$ 12.05	\$ 11.58	-3.90%	5.76%	\$ 4,731.29	5.38%	\$ 241.61
Newbury	\$ 479,372	\$ 5,086.14	\$ 493,456	2.94%	\$ 10.61	\$ 10.90	2.73%	5.67%	\$ 5,378.67	5.75%	\$ 292.53
Peabody	\$ 359,904	\$ 4,232.47	\$ 382,276	6.22%	\$ 11.76	\$ 11.46	-2.55%	3.67%	\$ 4,380.88	3.51%	\$ 148.41
Salem	\$ 337,390	\$ 5,351.01	\$ 364,772	8.12%	\$ 15.86	\$ 15.38	-3.03%	5.09%	\$ 5,610.19	4.84%	\$ 259.19
Merrimac	\$ 348,594	\$ 5,696.03	\$ 372,513	6.86%	\$ 16.34	\$ 15.76	-3.55%	3.31%	\$ 5,870.80	3.07%	\$ 174.78
Groveland	\$ 387,353	\$ 5,686.34	\$ 401,997	3.78%	\$ 14.68	\$ 14.69	0.07%	3.85%	\$ 5,905.34	3.85%	\$ 218.99
Danvers	\$ 407,393	\$ 5,780.91	\$ 444,964	9.22%	\$ 14.19	\$ 13.54	-4.58%	4.64%	\$ 6,025.00	4.22%	\$ 244.09
Rowley	\$ 426,237	\$ 6,026.99	\$ 429,979	0.88%	\$ 14.14	\$ 14.58	3.11%	3.99%	\$ 6,269.09	4.02%	\$ 242.10
Rockport	\$ 537,997	\$ 6,068.61	\$ 625,979	16.35%	\$ 11.28	\$ 10.11	-10.37%	5.98%	\$ 6,328.65	4.29%	\$ 260.04
Nahant	\$ 601,033	\$ 6,292.82	\$ 626,303	4.20%	\$ 10.47	\$ 10.25	-2.10%	2.10%	\$ 6,419.61	2.01%	\$ 126.79
Beverly	\$ 438,699	\$ 6,264.62	\$ 478,499	9.07%	\$ 14.28	\$ 13.60	-4.76%	4.31%	\$ 6,507.59	3.88%	\$ 242.96
Amesbury	\$ 331,684	\$ 6,617.10	\$ 354,891	7.00%	\$ 19.95	\$ 18.99	-4.81%	2.18%	\$ 6,739.38	1.85%	\$ 122.28
Georgetown	\$ 402,386	\$ 6,522.68	\$ 425,181	5.66%	\$ 16.21	\$ 15.88	-2.04%	3.63%	\$ 6,751.87	3.51%	\$ 229.20
Gloucester	\$ 528,647	\$ 6,972.85	\$ 556,434	5.26%	\$ 13.19	\$ 12.93	-1.97%	3.29%	\$ 7,194.69	3.18%	\$ 221.84
Ipswich	\$ 497,915	\$ 7,065.41	\$ 514,911	3.41%	\$ 14.19	\$ 14.24	0.35%	3.77%	\$ 7,332.33	3.78%	\$ 266.92
Newburyport	\$ 540,320	\$ 7,267.30	\$ 560,297	3.70%	\$ 13.45	\$ 13.26	-1.41%	2.28%	\$ 7,429.54	2.23%	\$ 162.23
No. Andover	\$ 510,523	\$ 7,290.27	\$ 519,578	1.77%	\$ 14.28	\$ 14.53	1.75%	3.52%	\$ 7,549.47	3.56%	\$ 259.20
W. Newbury	\$ 529,877	\$ 7,709.71	\$ 539,137	1.75%	\$ 14.55	\$ 14.56	0.07%	1.82%	\$ 7,849.83	1.82%	\$ 140.12
Middleton	\$ 549,822	\$ 7,670.02	\$ 578,904	5.29%	\$ 13.95	\$ 13.96	0.07%	5.36%	\$ 8,081.50	5.36%	\$ 411.48
Essex	\$ 535,476	\$ 8,203.49	\$ 537,217	0.33%	\$ 15.32	\$ 15.68	2.35%	2.68%	\$ 8,423.56	2.68%	\$ 220.07
Marblehead	\$ 754,460	\$ 8,306.60	\$ 781,003	3.52%	\$ 11.01	\$ 11.02	0.09%	3.61%	\$ 8,606.65	3.61%	\$ 300.05
Lynnfield	\$ 618,665	\$ 8,525.20	\$ 630,402	1.90%	\$ 13.78	\$ 13.76	-0.15%	1.75%	\$ 8,674.33	1.75%	\$ 149.13
No. Reading*	\$ 531,023	\$ 8,565.40	\$ 537,467	1.21%	\$ 16.13	\$ 16.34	1.30%	2.52%	\$ 8,782.21	2.53%	\$ 216.81
Swampscott	\$ 528,670	\$ 9,225.29	\$ 567,045	7.26%	\$ 17.45	\$ 16.00	-8.31%	-1.05%	\$ 9,072.72	-1.65%	\$ (152.57)
Hamilton	\$ 538,228	\$ 9,139.11	\$ 566,413	5.24%	\$ 16.98	\$ 16.22	-4.48%	0.76%	\$ 9,187.22	0.53%	\$ 48.11
Andover	\$ 604,053	\$ 9,169.52	\$ 613,261	1.52%	\$ 15.18	\$ 15.64	3.03%	4.55%	\$ 9,591.40	4.60%	\$ 421.88
Boxford	\$ 607,635	\$ 9,910.53	\$ 622,989	2.53%	\$ 16.31	\$ 16.20	-0.67%	1.85%	\$ 10,092.42	1.84%	\$ 181.89
Topsfield	\$ 551,085	\$ 9,329.87	\$ 583,083	5.81%	\$ 16.93	\$ 17.36	2.54%	8.35%	\$ 10,122.32	8.49%	\$ 792.45
Wenham	\$ 599,552	\$ 10,989.79	\$ 606,711	1.19%	\$ 18.33	\$ 18.79	2.51%	3.70%	\$ 11,400.10	3.73%	\$ 410.31
Manchester	\$ 1,109,813	\$ 12,207.94	\$ 1,127,277	1.57%	\$ 11.00	\$ 11.03	0.27%	1.85%	\$ 12,433.87	1.85%	\$ 225.92
AVERAGE	\$ 490,603	\$ 6,978.85	\$ 513,310	5.16%	\$ 14.43	\$ 14.20	-1.58%	3.58%	\$ 7,204.93	3.40%	\$ 226.07
Median average	\$ 519,585	\$ 6,794.97	\$ 528,398						\$ 6,973.28		

TOWN OF MIDDLETON, MA FINANCIAL MANAGEMENT POLICIES

Introduction

The following financial principles set forth the broad framework for overall fiscal planning and management of the Town of Middleton. In addition, these principles address both current activities and long-term planning. The principles are intended to be advisory in nature and serve as a point of reference for all policy-makers, administrators and advisors. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject of course to statutory limits such as Proposition 2 ½. These policies supersede all previously adopted policies unless stated otherwise.

The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future. Sound Financial Condition may be defined as:

-) *Cash Solvency* : the ability to pay bills in a timely fashion
-) *Budgetary Solvency*: the ability to annually balance the budget
-) *Long Term Solvency*: the ability to pay future costs
-) *Service Level Solvency*: the ability to provide needed and desired services

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges.

These Financial Management Policies will be periodically reviewed, revised, and readopted. At the very least, this shall occur every three years.

Policy Statements

1. **Budget Message:** The Town Administrator shall annually prepare a balanced budget and comprehensive Budget Message as required by state law and the Middleton Town Charter. The Budget Message shall include a detailed examination of trends in tax levy, new growth, local receipts, local aid, and available funds. The Town Charter further requires the preparation of a comprehensive five-year Capital Plan.
2. **Structurally Balanced Budget:** The Town will strive to fund recurring expenses with recurring revenues, thereby avoiding structural deficits. New operating costs associated

with capital projects should be funded through the operating budget, but reflected in the capital improvement plan.

3. **Revenues:** municipal operations are funded from four primary revenue sources: 1) State Aid to Cities and Towns (a.k.a. Local Aid); 2) property taxes; 3) local receipts; and 4) other available funds. The Town Administrator, Chief Financial Officer, and other finance officials will develop an estimate prior to the commencement of the budget development process. Estimates from each source must be reasonable and based on sound information. Guidance for each revenue source is discussed below:
 -) Property Tax Levy: Property taxes are the most stable revenue source. The estimate for the ensuing fiscal year shall be within the allowable levy limit under Proposition 2 ½.
 -) Local Receipts: Local receipts are locally generated revenues from sources such as license and permit fees and automobile excise taxes. Local receipts are tracked and the trends analyzed in order to identify potential changes. It shall be the policy to estimate local receipts based on the trend of the most recent five years.
 -) Local Aid: The State budget adopted by the Massachusetts Legislature and the Governor determines the aid each city and town will receive in the ensuing fiscal year. In most years, Middleton’s budget is finalized before the State budget is adopted; at best, we have only an estimate based on the Governor’s or House Ways & Means budget proposal. It shall be the policy that Local Aid for the ensuing year will be estimated at 100% of the current year, unless there is good reason to deviate, such as a known looming State deficit, Local Aid resolution, or other compelling evidence.
 -) Other Available Funds: These include transfers from other funds, such as from ambulance receipts to offset the operation of the Fire Department, from MELD to reimburse for expenses in areas such as insurance and pension assessments, and from other funds. Available funds can also include transfers from the Assessors overlay account, Free Cash, and various Stabilization Funds.

4. **Stabilization Funds:** A stabilization fund is designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. Communities may establish one or more stabilization funds for different purposes. A two-thirds vote of Town Meeting is required to establish or appropriate from a stabilization fund. The Town will maintain a series of Stabilization Funds as described below. Transfers to the various Stabilization Funds shall generally be from Free Cash or other reserves and shall be in conformance with G. L. c. 40, s. 5B.
 -) General Stabilization Fund: this is the Town’s main financial reserve in the event of an emergency or extraordinary need. It shall be the goal of the Town to achieve and maintain a balance in the General Stabilization Fund of 5%-7% of current year budgeted general fund operating appropriation.
 -) Capital Stabilization Fund: The Capital Stabilization Fund will be available to set aside funds to use for one-time capital purchases or annual debt service payments. It shall be the goal to achieve and maintain a balance in the Capital Stabilization Fund of 3%-5% of

current year budgeted general fund operating appropriation.

- J Pension Stabilization Fund: The Pension Stabilization Fund will be available as a reserve to make future extraordinary “catch-up” contributions to the Essex Regional Retirement System (ERRS) if ERRS fails to achieve full funding due to unrealized investment returns or other factors. If ERRS’s full funding schedule remains accurate, the Pension Stabilization Fund may be directed toward annual continuation payments, thereby limiting the impact on operating budget revenues. When full funding is complete or satisfactorily certain, the balance in the Pension Stabilization Fund may transferred or appropriated as allowed by G. L. c. 40, s. 5B.
- J Special Education Stabilization Fund: The Annual Town Meeting on May 10, 2016 established the Special Education Stabilization Fund. It shall be the goal of the Town to use the Special Education Stabilization Fund to offset spikes in special education costs. It shall be the further goal to have a balance equal to the average of the most recent five years actual special education spending, including special education transportation costs.

5. Free Cash reserves are the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is comprised of unexpended Free Cash from the previous year, actual receipts in excess of revenue estimates, and unspent amounts in budget line items. Once certified by the Director of Accounts, Free Cash is available for appropriation for any lawful purpose. The Town shall have a goal of maintaining Free Cash at a target range of at least 3% of the prior year general fund operating appropriation.

The Town hereby identifies the following as appropriate uses of Free Cash:

- J Operating Budget: The Town has historically used Free Cash to subsidize the ensuing year’s operating budget in order to reduce the tax rate. It is the Town’s goal to eliminate or reduce the use of Free Cash used in the development of the operating budget. The Town will reduce its annual appropriation of Free Cash until it is \$0. When appropriate, the Town may, prior to setting the tax rate, elect to devote a portion of Free Cash for the purposes of reducing the tax rate.
- J Stabilization Funds: to replenish the Town’s various Stabilization Funds.
- J OPEB Trust Fund: to fund the other post-employment benefits (OPEB) Trust fund.
- J Capital Improvement Program: to fund capital improvements in order to avoid or minimize borrowing.
- J Unexpected Deficits: to fund potential deficits in order to avoid carrying them into the next fiscal year. Snow and ice deficits an example of a deficit appropriately funded with Free Cash.
- J Emergency Appropriations: to allow for fiscal flexibility.

6. **Excess Levy Capacity**: The Town shall have a goal of maintaining Excess Levy Capacity of at least 1% of current year budgeted general fund operating appropriation in order to have tax capacity to pay for future fixed costs in excess of inflation, provide needed and desired

services, and maintain flexibility to react and respond to changes in the economy with less measurable financial stress.

7. **Reserve Funds:** The Town shall maintain a general reserve fund and a special education reserve fund.
 -) General Reserve Fund: The Town, through its Finance Committee, shall maintain a Reserve Fund pursuant to G. L. c. 40, s. 6, to provide for extraordinary and unforeseen expenditures. The desirable annual appropriation shall be 1% of general fund expenditures excluding schools. [Note: In FY18, non-school GF expenditures are \$12,178,654; 1% is \$121,787; \$100,000 was appropriated].
 -) Special Education Reserve Fund: The Town, through its Board of Selectmen and School Committee, shall maintain a Special Education Reserve Fund pursuant to G. L. c. 40, s.13E to provide for unanticipated or unbudgeted costs of special education, out-of-district tuition, or special education transportation. The desirable annual appropriation or fund balance shall be equal to the five-year average per pupil cost.

8. **Debt Management:** The Town recognizes that maintaining debt levels consistent with best practices allows the Town to maintain and improve its credit rating with rating agencies. It shall be the goal of the Town to manage debt within the following parameters:
 - A. Annual debt service (principal and interest), exclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no less than 2% nor more than 10% of current year budgeted general fund operating appropriation. This is known as Net General Fund Debt Service.
 - B. Annual debt service inclusive of debt exempt from Proposition 2 ½, State reimbursements (e.g. Mass. School Building Authority), and State aid shall be no more than 15% of current year budgeted general fund operating appropriation. This is known as Gross General Fund Debt Service.
 - C. General Fund Debt does not include debt for water, sewer, and electric light.

9. **Capital Improvement Plan:** Capital items are assets that have a useful life of five (5) years and a cost of \$5,000. Regular capital investment is critical to maintaining the Town’s infrastructure, including vehicle fleet, buildings, equipment, and acquisition of land. Annually, the Town Administrator will develop a capital improvement plan (CIP) for the next five (5) years. Year one (1) of the CIP is the ensuing year’s proposed capital budget. In order to adequately invest in its capital assets, it is the Town’s goal to annually spend at least two percent (2%) of general fund expenditures on its general fund capital plan. Non-general fund capital shall be evaluated and programmed based on need.

Funding of capital items may come from a number of sources, including:

-) Available funds, such as Free Cash, Capital Stabilization, and Ambulance receipts.

-) Debt or Capital Outlay Expenditure Exclusion. In order to maintain budget capacity within the limits of Proposition 2 ½ and in recognition of the public facility needs facing the Town, the Town may wish to seek ballot approval for large general fund acquisitions, such as fire apparatus and public works equipment costing more than \$500,000, as well as for Town, school, and regional school building projects. Funding major acquisitions outside of Proposition 2 ½ will improve the Town's limited budget capacity, ensure broad community approval for such projects, and reinforce the Town's strong bond rating. Debt Exclusions and Capital Outlay Expenditure Exclusions allow a community to increase the tax levy above the limitations of Proposition 2 ½ and require a ballot vote.
-) A Debt Exclusion exempts the debt service for the term of the debt issuance.
-) A Capital Outlay Expenditure Exclusion is a one-time increase in the tax levy to fund a capital project or acquisition.

- 10. Investments:** Investment practices are governed by the Massachusetts General Laws. The Town's general fund, special revenue funds, and trust funds are invested in accordance with all applicable Massachusetts General Laws using the list of legal investments and taking into consideration safety, liquidity, and yield.

Massachusetts General Laws, Chapter 44, section 55B requires the Town Treasurer to invest all public funds except those required to be kept un-invested for purposes of immediate distribution. The state law further requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking into account *safety, liquidity, and yield*. Therefore, these guidelines are intended to further the objective of securing the highest return that is consistent with safety of principal while meeting the daily cash requirements for the operation of the Town's business.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk (the risk of loss due to the failure of the security issuer or backer) and interest rate risk and interest rate risk (which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates). These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository.
- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the Treasurer shall carry out investment activities in a manner that provides for meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings, and loss of principal in some cases.
- **Yield** is the third, and last, objective. Investments shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and

liquidity constraints as well as all legal requirements.

- 11. Procurement:** Procurement shall be conducted in accordance with Massachusetts General Laws c. 30B (Supplies & Services); c. 149 (Building Construction); c. 30, s. 39M (Public Works Construction); c. 7C, ss. 44-57 (Public Building Projects Design); the Middleton Charter; and Chapter 14 of the Middleton Code. The Town Administrator is the Chief Procurement Officer and as such may delegate procurement responsibilities.
- 12. Receivable Write-Offs:** The Town is unable to collect all receivables. It shall be the policy of the Town to write-off uncollected receivables after three years.
- 13. Audit of Financial Statements and Management Letter:** It is the Town's goal to retain the services of an outside auditing firm to complete an audit of the Town's financial statements and to prepare a management letter detailing its findings and recommendations. It is the further goal to be prepared for the auditor by September 30 so the auditor can return its completed product in a timely manner.
- 14. Fraud:** The Town is committed to protecting its assets against the risk of loss or misuse. Accordingly, it is the policy of the Town to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the Town and, when appropriate, to pursue legal remedies available under the law. Reference is hereby made to the Town's Municipal Fraud Policies and Procedures.

BOARD OF SELECTMEN

FINANCE COMMITTEE

TOWN ADMINISTRATOR

TOWN ACCOUNTANT/CHIEF FINANCIAL OFFICER

TREASURER/COLLECTOR

DATE:

01301151 MIDDLETON SCHOOL DEPARTMENT

01301151__511000	SALARIES AND WAGES	7,091,285		7,766,367	8,323,207
01301151__540000	SUPPLIES	3,973,389		3,700,514	3,907,441

TOTAL MASCONOMENT ASSESSMENT		\$11,064,674	\$10,433,513	\$11,466,881	\$12,230,648
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TOTAL GENERAL FUND		\$11,064,674	\$10,433,513	\$11,466,881	\$12,230,648
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TOTAL EXPENSES		\$11,064,674	\$10,433,513	\$11,466,881	\$12,230,648
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GRAND TOTAL		\$11,064,674	\$10,433,513	\$11,466,881	\$12,230,648
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FY2018 – 2019 PROPOSED MIDDLETON ELEMENTARY SCHOOL BUDGET

Budget Narrative

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Introduction

Submitted by Steven Greenberg, Assistant Superintendent of Operations

The elementary school budget is the financial plan designed with the following in mind:

- To achieve the core educational mission of the School Committee
- To be responsive to the financial condition of the Town
- To meet educational goals approved by the School Committee

Our budget reflects the values, goals, and aspirations of our students, teachers, leadership team and the School Committee.

There are many people that help develop our educational plan and proposed budget - a small part of the service they provide. Our leadership, professional staff, and support staff are educators, innovators, motivators, emotional support specialists, facility experts and dedicated professionals whose biggest responsibility is the education and social/emotional growth of our children. To everyone, I say thank you! Your work is important and we would not have our success without you and your efforts.

For FY2019, we are proposing an educational program that continues to maintain class size, maintains existing programs, supports students, enables staff, and elevates the curriculum with expanding initiatives and a consistent investment in end-user technological learning tools. We are going to take our past success and experience and build on it for our staff and our children. We are on a new and exciting path that will be rigorous, challenging, fun, and rewarding.

District Mission

The mission of the Middleton Elementary Schools, in cooperation with family and community, is to instill a joy of learning in all students, to promote academic excellence, to be supportive of children's social and emotional needs, and to constantly strive for improvement in these areas.

The elementary school budget is the financial plan designed to achieve the core educational mission of the School Committee. It is further designed to be responsive to the financial condition of the Town. The Elementary School Committee budget presents the annual financial plan to meet educational goals approved by the School Committee. Our budget reflects the values, goals, and aspirations of our students, teachers, leadership team and the community at large.



The intent of the narrative discussion is to make the document and its presentation as clear and understandable as it can possibly be for all stakeholder audiences.

This year, as in preceding years, requirements, needs, and priorities were examined. Our goal setting and budget development process centered on trying to maintain high quality educational, co-curricular, and support programs for our students. We want our children to complete their elementary school years with access to the opportunities for success in secondary schools that their neighbors and older siblings have had in recent years and previous generations. We will have to critically examine every requested increase at the district and building level for additional faculty and staffing to meet the learning needs of children. We will have to prioritize requests for new and replacement instructional technology, instructional materials, equipment and facility needs.

What we accomplished in 2017-2018 School Year

For FY2018, We continued the strong partnership between the elementary schools and the Town departments. This relationship is demonstrated by the success of our students and our ability to continue to enhance the educational experience within our schools.

Ongoing Accomplishments

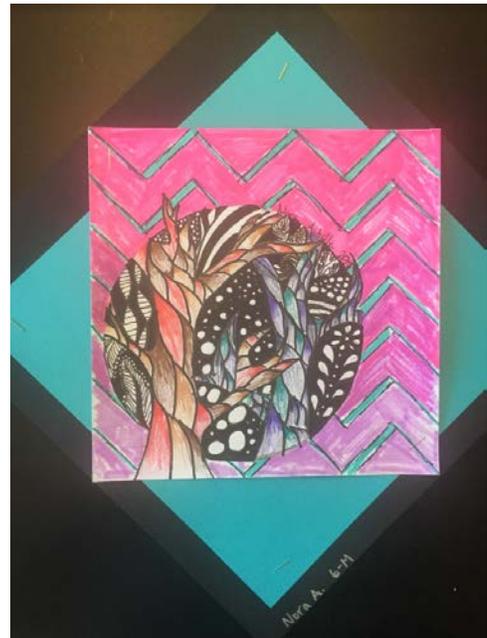
Other important accomplishments include:

- District investment in end-user technology as an everyday learning tool and not a specialty item
- Implementation of a .50 FTE assistant principal at the Howe Manning School

We continue the integration of technology with our curriculum by making substantial investments for our students and our educational staff. These investments include replacement of end-user technology at Howe Manning School and expanded portable technology at the Fuller Meadow School.

In FY2018 the IT staff continues to improve direct service to staff and students at both elementary schools. The IT support specialists monitor and maintain end-user computer and peripheral equipment. They provides direct customer service to staff in need by identifying equipment problems and initiating corrective action. This is directly connected to MSC's District Goal #4: Digital Learning Curriculum and Technology Infrastructure.

The Digital Learning Specialist (added in FY2015) provides direct instruction to students and support to staff as part of the technology/curriculum integration initiative. This position that is shared between the two schools collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology. The Digital Learning Specialist models the integration of technology in all curriculum areas and facilitates school participation in technology programs and activities. The Digital Learning Specialist conducts staff development in the areas of technology integration with a focus on the



Massachusetts Technology Literacy Standards. She provides leadership in the school's use of instructional technology resources to enhance learning. She collaborates with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals. This is directly connected to MSC's District Goal #4: Digital Learning Curriculum and Technology Infrastructure and District Goal #2: Development of higher order thinking skills.

Understanding the Budget and Budget Process

The operating budget is the financial plan that supports the educational programs and initiatives approved by the School Committee. This financial plan consists of personnel costs, educational supplies and equipment, professional development, special education, support services, facilities, and insurance. Revenue to support the operating budget comes from local appropriation, state and federal grants, and revolving funds.

The budget is developed using the "needs based" process. Needs based budgeting is the exercise of starting with a zero base and identifying what is needed to deliver the desired educational program. Once the educational program is identified, costs are researched and applied to develop a responsible plan that is presented to the taxpayer. It is important to keep in mind that with the needs based model; the prior year budget is not a factor for consideration for the new proposed budget. We use many sources of information when determining costs for each segment of the proposed budget. These sources range from actual salaries, contractual obligations, cost quotes, external data and consultation with the Town.

When the budget is developed we use an expense model approach. When the Town is determining a guideline for its departments, the Town will use a revenue based concept as the foundation for its budget model. The revenue model is evaluated against the proposed school department budget and we engage in deliberations to finalize a budget that works within the available resources of the Town and meets the educational needs of the school department.

It is important to keep in mind that portions of the budget include revenues and costs that the School Committee does not have much discretion over. These items include:

- Income from state and federal entitlement grants including Circuit Breaker and Chapter 70
- Special education tuition and transportation
- Special education services in IEPs and English Language Learner services
- Regular Day Transportation
- Utility rates for natural gas and electricity once we lock in with our regional purchasing consortium
- Existing contractual agreements with personnel and vendors
- Health insurance costs which are determined at the Town level for all departments

The School Committee does have discretion over the following areas of the budget:

- Class size (number of teaching positions)
- Core curriculum programs

- Professional development (beyond contractual agreements)
- Technology upgrades and replacement
- Certain physical plant improvements and preventative maintenance programs
- Supplies, materials, textbooks, equipment
- Compensation for non-represented personnel and negotiations with represented personnel
- number of buses

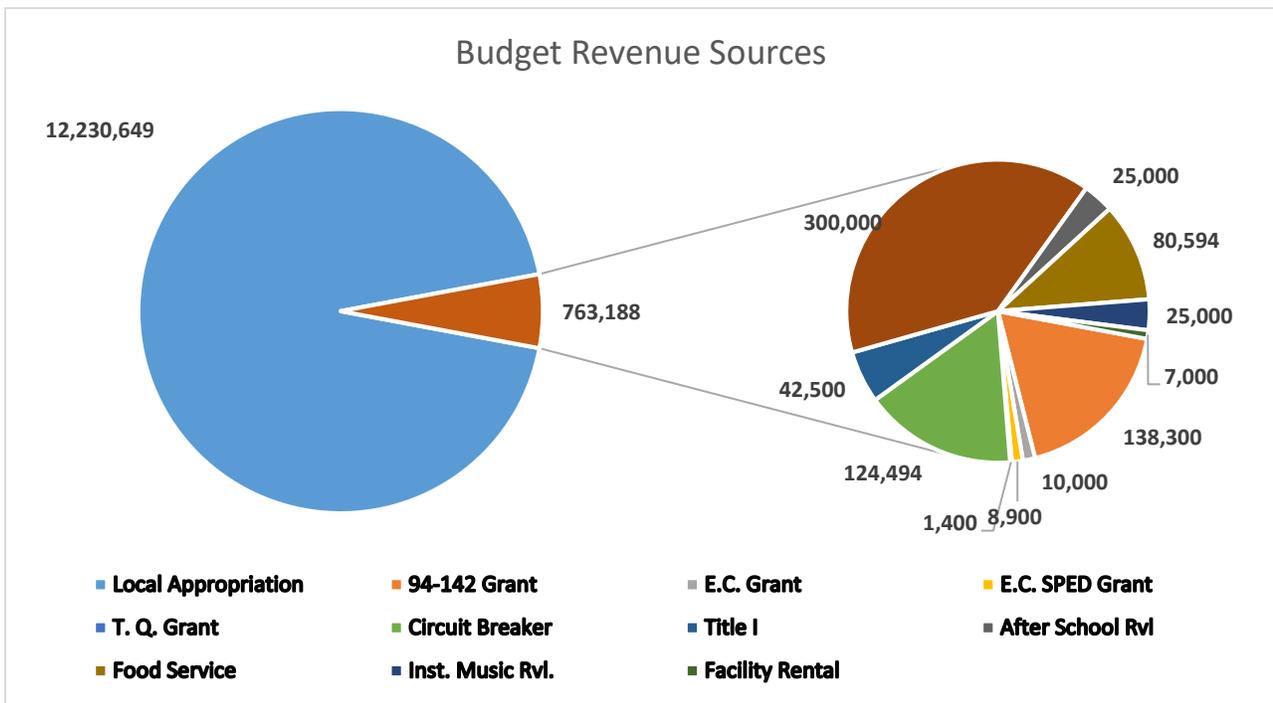
Obligations which impact the FY 2019 Budget:

- The negotiated agreement with the Middleton Educators’ Association
- Other contractual agreements for personnel, goods and services
- Special education staff, tuition, and services
- Health insurance premiums and plan design
- Utility rates and consumption for natural gas and electricity
- Implementation of state and federal mandates under Educational Reform and the Every Student Succeeds Act (ESSA)

The Proposed 2018-2019 Elementary School Budget

The proposed budget for FY2019 includes costs that are contractually obligated, programs that are required by law, required operational costs, and investments in program enhancements. The specifics are itemized in the proposed FY2019 budget document. This narrative will outline the critical points of the budget and provide explanation for the requested need.

The requested local appropriation for the next school year is \$12,230,649. This increase over the FY2018 local appropriation of \$11,466,881 is \$763,768 (or 6.90%). The local appropriation is the major funding source of the total budget. Other funding sources come from revolving



accounts and state and federal grants. The illustration below breaks down the revenue sources for the operating budget. This first draft will be the starting point for discussions with the School Committee, Finance Committee, and the Board of Selectmen. The budget will change over the coming months during the deliberation process.

The expenses associated with this proposed budget include costs that are required as well as considerations to maintain existing programs and/or start new educational initiatives that were proposed in FY2019. Below is a breakdown of the proposed FY2019 Budget.

Proposed Operating Budget								
Fiscal Year: 2018 - 2019								
School District: Middleton Elementary Schools								
Budget Summary	Actual Expense, Approved Budgets, & Proposed Budget							
	FY16 Approved Budget	FY16 Actual	FY17 Approved Budget	FY17 Actual	FY18 Approved Budget	FY19 Proposed Budget	FY19 Proposed \$ Increase	FY19 Proposed % Increase
Expenses								
Salaries	7,775,793	7,180,124	7,992,174	7,328,077	8,339,238	8,951,401	612,163	7.66%
Professional Development	141,274	113,916	128,432	124,403	157,242	97,188	(60,054)	-46.76%
Admin, Educational, & Support								
Supplies/Materials/Equipment/Services	481,866	398,181	563,378	401,468	556,238	414,455	(141,782)	-25.17%
In District Special Education Services (Non Salary - DW Only)	54,950	36,915	50,080	17,963	70,130	59,810	(10,320)	-20.61%
Transportation (Regular & Sp. Ed.)	427,127	434,503	506,827	408,152	484,677	464,039	(20,638)	-4.07%
Utilities	253,623	211,117	238,937	203,745	220,222	209,414	(10,808)	-4.52%
Facilities	339,955	292,670	354,327	236,367	352,926	376,262	23,336	6.59%
Insurance (Beneficial & Non-Beneficial)	1,360,505	1,420,332	1,484,859	1,400,837	1,622,971	1,692,819	69,849	4.70%
Special Education Out of District Tuition	219,696	300,288	467,908	312,501	490,027	728,448	238,421	50.95%
Total Operating Budget	11,054,788	10,388,046	11,786,922	10,433,513	12,293,671	12,993,837	700,166	5.94%
Less: Applied Income	664,600		722,248	-	826,790	763,188	(63,602)	
Total Local Appropriation Expenses	10,390,188	10,388,046	11,064,674	10,433,513	11,466,881	12,230,649	763,768	6.90%
CHECK	10,390,188	10,388,046	11,064,674	10,433,513	11,466,881	12,230,649	763,768	

Budget salaries consist of the salary and payroll costs for administration, professional staff, clerical support, instructional support, food service and custodians. There are various factors that contribute to the current increase in the overall salaries.

FY2019 will be year 3 of 3 for the agreement with the Middleton Educator’s Association. Other labor related costs take into consideration market adjustments and future negotiations.

The insurance budget consists of beneficial and non-beneficial insurance expenses. The current budgeted increase in the premiums for FY2019 is anticipated at 10%.

Part of the budget process includes evaluating and prioritizing the budget expenditures under consideration. The best way to understand the impact of maintaining or eliminating a program, classroom section, and/or other item is to itemize the budget and place a priority on the expenses in questions. The exercise allows all stakeholders to see the cost implications of the proposed budget.

Start Time Advisory Committee

In the spring of 2016, the School Start Times Advisory Committee (STAC) was formed to investigate the desirability and the feasibility of a later morning start time for Masconomet, to understand what the impacts may be for students in kindergarten through grade 12, their families, and the community, and to develop options for community discussion. The committee includes members from the Masconomet School Committee, the Tri-Town School Committees, parents, and educators.

In December of 2017, Masconomet contracted with School Bus Consultants for the work on transportation planning and the parameters set by the Tri-Town School and Masconomet Committees. The Project Manager from SBC, was on site for several days, evaluating routes, contracts, and multiple meeting with administrators, the bus contractor, faculty, and staff.

Moving forward, part of the budget deliberations will include future consideration to implement a change to the start times at all of the campuses in the Tri-Town and Masconomet. These changes would include a potential cost for additional buses to support all aspects of regular day transportation (morning and afternoon), field trips, and athletics.

An early analysis conducted by our local transportation provider (NRT) highlighted the need for adding 9.5 buses across Tri-Town and Masconomet. While we wait for further data and information from SBC, if this concept proves true we would have to re-bid the transportation contract under MGL 30b because the increased cost would exceed the value of the contract in excess of 10%.

For the purposes of deliberation, if we consider the NRT analysis and based on the current contract, the estimated cost of 9.5 buses is as follows:

Estimated Cost Based on FY19 Rates of Existing Contract

	Number of Buses	Unit Cost	Total Cost
Masconomet	9.5	33,702	320,171
Boxford (estimated)	4	26,480	105,921
Middleton (estimated)	3	26,334	79,002
Topsfield (estimated)	2	26,334	52,668
Totals			557,762

Note: Distribution of buses among the elementary schools is to be determined

Considerations for School Year 2018 – 2019

Proposed Central Office Operating Budget

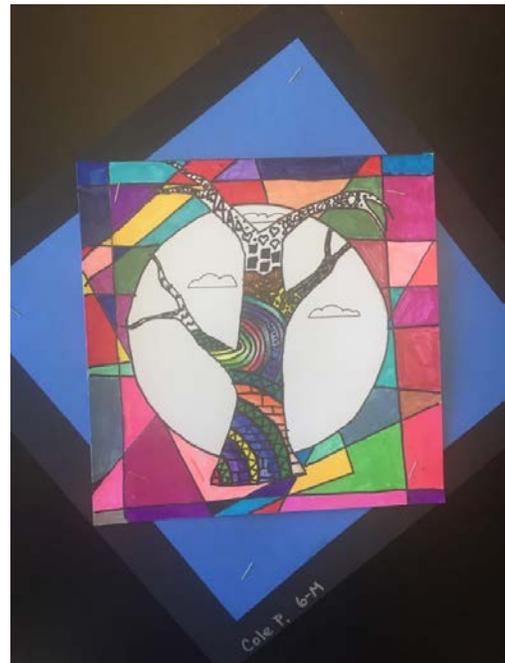
For FY2019, the proposed Central Office budget reflects a level service request. We would like to start the discussion about increasing the capacity of the Facilities Department (of Central Office). We have experienced success with the implementation of our maintenance mechanic (with a specialty in electrical work). The return on the investment has demonstrated the value of this addition to our staff. We will be looking to add a 1.0 FTE staff member to increase our capacity and continue the preservation of our building and major capital equipment over the next two or three years.

Student Support Services

We are excited at the opportunity to partner with the Rennie Center, Teachers21 and Transforming Education to become part of the Excellence through Social Emotional Learning Network (exSEL). We were selected as one of only nine districts across the state to be a part of the Network. As a district, we have made the commitment to prepare our students both as learners and as citizens. It has never been more important than now to look at current approaches to teaching and helping support the development of social emotional competency skills. Social emotional skills and emotional stability are essential components in child development. From the time that a student enters school, navigating friendships, handling academic pressures and simply making sense of their surroundings have a profound impact on their performance. It is our responsibility to ensure that we, as educators, are preparing students to handle these challenges and give them the tools they will need to be successful now and far into the future.

The Tri-Town School Union and the Masconomet Regional School District are working together in a joint effort to prepare students in the towns of Topsfield, Middleton and Boxford. As we strive for consistency for our students as they transition from the elementary based district (Tri-Town School Union) to the middle and high school regional district (Masconomet) we see no better way than to partner in this application and embark on this process together. For FY19, our commitment to this area will be represented through staffing, professional development and consulting.

Also, as we continue to develop our inclusive practices for student with disabilities, we are excited to move towards a co-teaching model of education which have proven benefits for not only special education students but general education students as well. In a co-taught classroom, a general education teacher and a special education teacher work in tandem throughout the day with all of the students in the classroom. This allows the teachers to gain a deep understanding



of the students' needs, all while being able to provide services within the inclusive setting. Extensive consultation and collaboration time between the teachers will be built in to their schedule to allow for flexibility in service delivery. When working effectively together, these two teachers are able to modify, accommodate and instruct all students in their classroom in relation to their learning style and learning needs. We are working towards implementing at least one co-taught classroom in each of the schools in the Tri-Town.

Professional Development and Curriculum

Curriculum

Replacement costs of consumable materials for Science are proposed in the budget to replenish the components used during hands-on experiments and performance tasks. This will be a recurring expense annually going forward in grades Pre-K through six.

Proposal for a New Tri-Town Committee

Seeking funds to pay for stipends for 4 members per town to serve on the Tri-Town Environmental Literacy Committee. The Tri-Town Environmental Literacy Committee will work together to educate the school community about how we are connected to the wellbeing of our natural environment, such that students will experience nature in place, learn about how our choices directly impact the environment, and understand that we can choose, individually and as a part of the community, to do our part to keep the environment healthy and sustain its resources, and even innovate creative solutions to solve related problems. Our mission is to promote consistent sustainable practices, environmental literacy, and a proactive, solution-focused mindset among our school communities.

Professional Development

Special Education Contracted Services

Due to grant funding being eliminated in 2017, money is being added to the contracted service line in the professional development budget in each school to enable special education teachers to receive specialized training needed.

Workshops and Conferences

This line has been increased to reflect actual expenditure and to accommodate sending teams of teachers to conferences that support the vision of the district.

Fuller Meadow and Howe Manning

Staffing

School Psychologist (Howe-Manning) - Increase from .4 to 1.0

Currently there are 1.4 school psychologists at Howe-Manning to conduct testing and evaluations, provide services for students, consult with teachers, contact outside service providers, communicate with parents, attend team meetings, and respond to situations as they arise. Given the complex nature of the learning and social emotional learning profiles of many students in preschool and grades 3-6, expanding this position will provide increased services for individuals and small groups, collaboration and meeting time with teachers, and opportunities to communicate and connect all stakeholders.

Adjustment Counselor (Howe-Manning) - Increase from .5 to .6

The adjustments counselor's schedule is filled at this time. Currently, this position supports students on special education plans, 504 plans, and is available for all students when the need arises. Given the complex nature of the learning and social emotional learning profiles of students in grades 3-6, expanding this position will provide increased services for individuals and small groups, and collaboration and meeting time with teachers, parents, and outside service providers.

Reading Interventionist (Howe-Manning) - Increase from .8 to 1.0

Currently, this position supports students in grades 3-6 through the RTI model and provides in-class support in homerooms during Tier 1 core instruction. Expanding this role will add an additional one hour and fifteen minutes of push-in services during Tier 1 reading instruction time. This in-class support provides greater opportunities for teachers to meet the needs of all learners by deploying additional staff to meet with small groups.

Math Interventionist (Howe-Manning) - Increase from .8 to 1.0

Currently, this position supports students in grades 3-6 through the RTI model and provides in-class support in homerooms during Tier 1 core instruction. Expanding this role will add an additional one hour and fifteen minutes of push-in services during Tier 1 math instruction time. This in-class support provides greater opportunities for teachers to meet the needs of all learners by deploying additional staff to meet with small groups.

Intensive Needs Instructional Assistant (Howe-Manning) 1.0

Based on the needs of an incoming student this level of service is required to provide academic, behavioral, and health support.

Preschool Instructional Assistants

Extended Day Instructor

Increase an hours - Based on incoming needs and numbers, there is a need to increase instructor by 3.75 hrs/wk (it's an adjustment of 3.75 assistant hrs to instructor hrs)

Instructional Assistant for Specialized Extended Day

Increase from 26 hrs/wk to 30.25 hrs/wk

Instructional Assistant

Decrease .8 to 0

Instructional assistant to remain with student who transitions to kindergarten.

Recess/Lunch Monitors (Howe-Manning) - Increase from 6 to 8

Expanding the numbers of monitors ensures a higher level of supervision. Having an increased monitor team is particularly beneficial during indoor recess days and when the team is divided between multiple grade-levels for short intervals of time.

Special Educator (Fuller Meadow) - Increase from .5 to 1.

This increase is necessary in order to meet the needs of our increasing population of students with diverse learning needs. It will also support an additional co-teaching model in grade one which is in line with our school goal of increasing inclusion services in the general education setting.

Instructional Assistant (Fuller Meadow) - 1.0

This increase is necessary in order to provide 1:1 support across all settings for a student with significant learning needs.

Merrimack College Fellow (Fuller Meadow) - \$18,500

We would like to budget for at least one Merrimack Fellow each year going forward as we firmly believe that they add value to our overall school culture and experience for students and teachers. A Merrimack teacher fellow will work in our school and become an important member of our school community for a full academic year, gaining unparalleled and invaluable field experience. Our responsibility as a school is to offer the fellow a range of classroom-based activities, including small group instruction, co-teaching, and ultimately, independent classroom instruction.

Stipends

Girls 4 Girls (new) Howe Manning

This staff member would facilitate the mentoring of high school girls and fifth/sixth grade girls. He/she would develop and implement pro-social activities that promote healthy social and emotional development of our young women. This person would be responsible for selection of the high school mentors, organization of meetings and preparation of work for any group projects. Some of the time allotted will be spent in Girls 4 Girls meetings, while the other will be spent thinking and preparing for the meetings.

Nature's Classroom (Howe-Manning) - Increase from 6 - 8 chaperones

Given the social emotional profiles of many students, it is necessary to increase the staffing for this three day/two night field trip.

Technology – Warrant Article Request

Fuller Meadow Chromebooks

Because of a fifth section of Grade 2, we are requesting 20 Chromebooks and a storage cart so all grade two students have a similar experience with a cart of Chromebooks in their classroom. In order to continue to provide students with access to Chromebooks, keyboarding, and learning good digital citizenship skills, we are requesting 20 Chromebooks and a storage cart for Kindergarten and Grade One to share. This will allow students to practice learning about how to navigate the technological world and provide guidance about being a thoughtful and responsible digital citizen.

IPads

We are requesting 20 iPads for Kindergarten so that more students in each Kindergarten classroom may have access to iPads.

Replacement

We are requesting four new sound systems to replace the sound systems in place that are currently 10+ years old. We are requesting five document cameras to replace the older document cameras that are 10+ years old. We are requesting 5 staff replacement laptops for failing laptops that are not repairable.

Technology – Warrant Article

Howe Manning Chromebooks

We are requesting 100 Chromebooks for Howe-Manning School. 80 devices would be issued to Grade Three, so rising third graders have a consistent technological experience from second to

third grade. The additional 20 Chromebooks will be issued to sixth grade, so each section of sixth grade has access to a device.

iPads

We are requesting 22 iPads for the Maker Space and Artovation. These tools will be instrumental to engaging in the design thinking, innovation and creativity process. All staff and students who use the Makerspace will be able to access these devices for their work in the Makerspace/Artovation Lab. Additionally, 15 iPads with a cart are being requested for PreK. Currently, students in each class do not have shared access to iPads, so providing these 15 iPads would allow each PreK classroom to house 5 iPads to be used and integrated into regular classroom work, play and exploration.

Interactive Boards – (planning and discussion)

Based on the age of the Howe-Manning School, interactive boards are approaching their end of life. As a result, interactive boards are starting to fail. General education classrooms, as well as the PreK will need boards to be replaced.

Replacement

We are requesting four new sound systems to replace the sound systems in place that are currently 10+ years old. We are requesting five document cameras to replace the older document cameras that are 10+ years old. We are requesting 5 staff replacement laptops for failing laptops that are not repairable.



Curriculum Initiatives

Science

Replacement costs of consumable materials for Science are proposed in the budget to replenish the components used during hands-on experiments and performance tasks. This will be a recurring expense annually going forward in grades Pre-K through six.

Social Studies (online) Howe Manning

Adding an online subscription for TCI Social Studies Alive for the entire grade level provides equal access to all students in grades 4, 5, and 6. Currently, we use this curriculum in grades 4

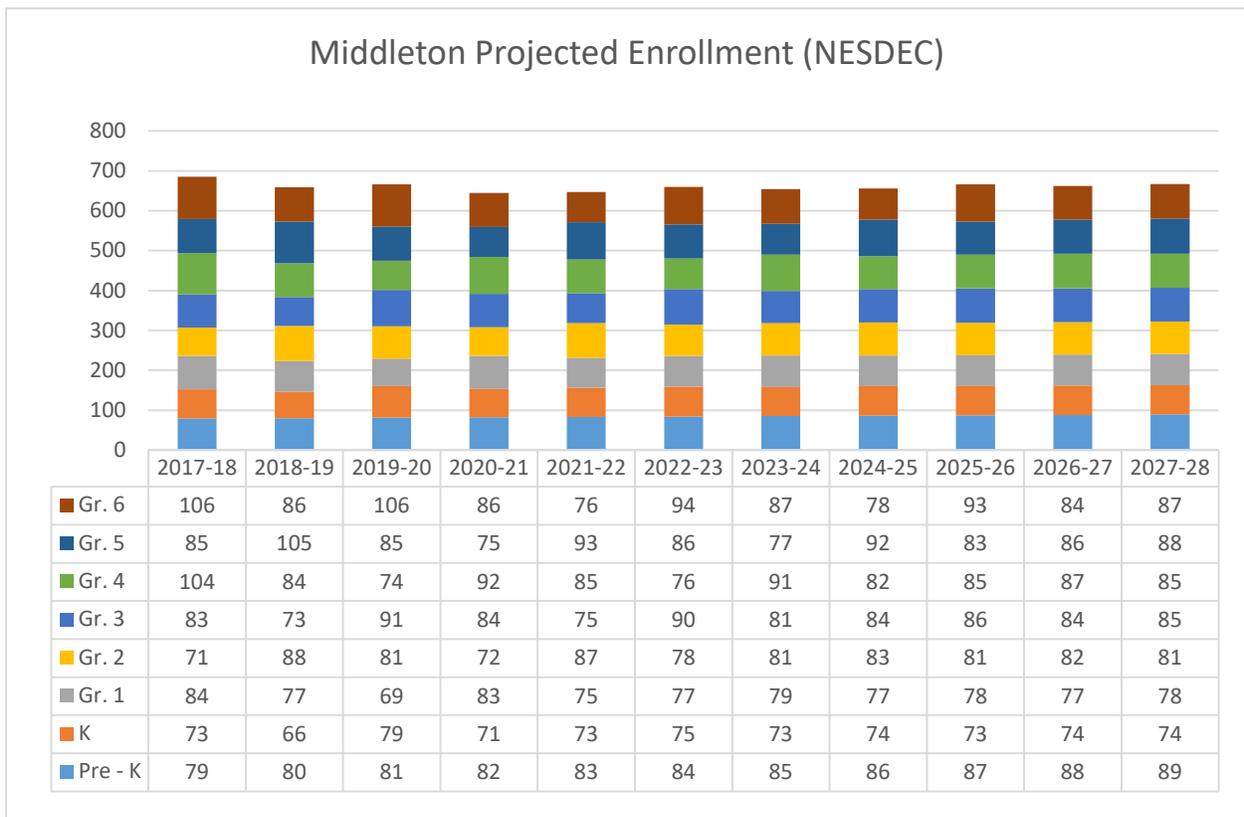
and 5 (half with textbooks, half with the online version). The online subscription gives access to the latest published version. The online subscription gives students access to interactive lessons and activities. Students are using 21st century literacy and technology skills that will benefit them in many content areas. Teachers have the ability to modify and differentiate the instruction and assessments.

Enrollment and Staffing

Student enrollment for the 2018-2019 school year is projected to be 659 students in Grades PK-6, a decrease of 26 students from 2017-2018. The Fuller Meadow School is expected to enroll 231 students in Grades K-2 with a proposed number of classrooms to be determined, and the Howe Manning School enrollment will be 348 students with a proposed number of classrooms to be determined. We expect to also have 80 preschool students at the Howe Manning School.

Our projected enrollment will result in discussions with the number of sections we will want for the Middleton Elementary Schools.

The illustrations which follow, detail our projected enrollment as well as historical enrollment and staffing patterns for our schools.



Middeton Elementary School Staffing		FY2014- 2015	FY2015- 2016	FY2016- 17	FY2017- 18	Proposed FY2018-19
District Leadership						
Superintendent of Schools		0.35	0.35	0.34	0.34	0.35
Assistant Superintendent of Operations		0.36	0.36	0.34	0.34	0.34
Assistant Superintendent of Student Services		0.33	0.33	0.34	0.34	0.33
Director of Curriculum		0.36	0.36	0.34	0.34	0.34
Director of Facilities		0.35	0.35	0.35	0.35	0.35
Director of Technology			0.33	0.33	0.34	0.34
Building Leadership						
Building Principals		2.00	2.00	2.00	2.00	2.00
Asst. Principal					0.50	0.50
Math & ELA Specialists		2.00	2.00	2.00	2.00	2.00
Special Education Coordinators		2.00	2.00	2.00	2.00	2.00
IT Coordinator		0.50	0.50	0.50	0.50	0.50
English Language Learners - Coordinator		0.10	0.10	0.10	0.10	0.10
Classroom Sections/Teachers						
Kindergarten		5.00	4.00	5.00	5.00	5.00
Grade 1		6.00	5.00	4.00	5.00	5.00
Grade 2		5.00	6.00	5.00	4.00	5.00
Grade 3		5.00	5.00	6.00	5.00	5.00
Grade 4		5.00	6.00	5.00	6.00	5.00
Grade 5		5.00	6.00	6.00	5.00	6.00
Grade 6		7.00	5.00	5.00	6.00	5.00
Total FTE Classroom Sections/Teachers		38.00	37.00	36.00	36.00	36.00
Special Subjects						
Art		1.60	1.50	1.50	1.50	1.50
Music/Instrumental Music		1.80	1.80	1.80	1.80	1.80
Physical Education		1.60	1.60	1.60	1.60	1.60
Reading		3.00	3.30	3.30	3.30	3.50
English Language Learners - Inst. - CPR Req.		0.60	1.20	1.20	1.20	1.20
Library/Media		1.67	1.67	1.67	1.67	1.67
Extended Studies		0.50	0.50	0.50	0.50	0.50
Digital Learning Specialist & Tech. Teacher		2.00	2.00	2.00	2.00	2.00
Total Special Subjects		12.77	13.57	13.57	13.57	13.77
Special Education Staff						
Pre-School Teachers		2.70	3.00	3.00	3.00	3.00
Moderate Special Needs Teachers		12.20	12.70	12.70	12.70	13.20
Speech Language Pathologist		1.50	1.50	1.50	1.80	1.80
Psychologist/Adjustment Counselor		2.80	2.90	2.90	2.90	3.60
Behavior Specialists		3.00	3.00	4.00	4.00	3.00
Total Special Education Staff		22.20	23.10	24.10	24.40	24.60

Middleton Elementary Schools K - 6 Classroom Section History

Grade	2017-2018 Enrollment	# of Classes (2017-2018)	Class Size (2017-2018)	2018-2019 NESDEC Enrollment Projection	2018-2019 Proposed Classroom Sections	Projected Class Range for 2018-2019
Kindergarten	73	5	14, 14, 15, 15, 15	66	5	13-14
Grade 1	84	5	16, 17, 17, 17, 17	77	5	15-16
Grade 2	<u>71</u>	<u>4</u>	17, 18, 18, 18	88	5	17-18
<i>Fuller Meadow Total</i>	<i>228</i>	<i>14</i>		<i>231</i>	<i>15</i>	
Grade 3	83	5	16, 16, 16, 17, 18	73	5	14-15
Grade 4	103	6	15, 17, 17, 18, 18, 18	84	5	16-17
Grade 5	86	5	16, 17, 17, 17, 19	105	6	17-18
Grade 6	<u>106</u>	<u>6</u>	17, 17, 18, 18, 18, 18	86	5	17-18
<i>Howe Manning Total</i>	<i><u>378</u></i>	<i><u>22</u></i>		<i><u>348</u></i>	<i><u>21</u></i>	
Grand Total	606	36		579	36	

In closing, as a department of the Town, we understand this is a hands-joined process. The collaboration between the schools and the Town is invaluable and paves the way for continued success for our children and the members of this community.

We would like to thank all of the faculty, staff, the Town Administration, Board of Selectmen and the Finance Committee for your contributions, assistance, and guidance with this budget process.

Budget Summary Glossary (where the revenues and expenses are categorized)

Revenue Summary: The total of all receipts that contribute to the Operating Budget

State & Federal Grants

94-142 Federal Grant: In 1975, Congress passed Public Law 94-142 (Education of All Handicapped Children Act), now codified as IDEA (Individuals with Disabilities Education Act). In order to receive federal funds, states must develop and implement policies that assure a free appropriate public education (FAPE) to all children with disabilities. The state plans must be consistent with the federal statute, Title 20 United States Code Section 1400 et.seq. The 94-142 funds are used to pay a portion of special education administrator salaries, special education teacher salaries, special education aide salaries, special education supplies and materials in both schools.

Early Childhood Grant: The purpose of this federal grant program is to support preschool district activities to ensure that eligible children with disabilities, ages 3–5, receive a free and appropriate public education that includes special education and related services designed to meet their individual needs, and that is provided in natural/least restrictive environments. This grant is intended to further district-level early childhood special education (ECSE) practices that align with priorities identified by the Department of Elementary and Secondary Education and the Department of Early Education and Care (EEC).

Circuit Breaker: The state special education reimbursement program, commonly known as the Circuit Breaker program, was started in FY04 to provide additional state funding to districts for high-cost special education students.

The threshold for eligibility is tied to four times the state average foundation budget per pupil as calculated under the chapter 70 program, with the state paying 75 percent of the costs above that threshold.

Circuit breaker reimbursements are for the district's prior year's expenses. Each summer, districts submit claim forms to ESE listing the types and amounts of special education instructional services provided to each student during the previous fiscal year. Administrative and overhead costs are not reimbursable. Standard rates for each type of service are established annually by ESE based on statewide surveys and are used to calculate the reimbursable cost for each student; this simplifies the claim process and minimizes the documentation which needs to be submitted.

Payments are made to districts on a quarterly basis because the program is subject to appropriation; the first quarter's payments are usually calculated using an interim reimbursement rate of less than 75 percent. After all the claim forms have been received and reviewed, and ESE verifies that there are sufficient appropriations to pay all claims, the reimbursements are recalculated using the full 75 percent rate.

Circuit breaker funds are applied directly to Out of District Tuition expenses.

Title I: Provides financial assistance to districts and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through statutory formulas that are based primarily on census poverty estimates and the cost of education in each state. Title I, Part D is a program that provides funds to improve educational services for children and youth in local and state institutions for neglected or delinquent children. The Massachusetts Department of Elementary and Secondary Education (ESE) also provides [Subgrants](#) using state and federal funds to districts for the purpose of providing assistance for district and school improvement. Title I funds are used to fund salaries and expenses associated with direct educational improvement for students.

Revolving Funds: A revolving fund is a fund or account that remains available to finance an organization's continuing operations without any fiscal year limitation, because the organization replenishes the fund by repaying money used from the account.

Pre-School Tuition: Receipts that are received for students that are not on an IEP and are eligible to pay tuition. Applied income from the Pre-School Program is used to pay for Steward Special Education/Pre-School Teachers, Aides, and the Pre-School Office Aide.

After-School Tuition: Receipts that are received for students that participate in the after school program housed at the Fuller Meadow School. Receipts are used to fund the program as well as applicable facility and insurance charges.

Special Education Tuition: Receipts that are received from out of district students. These tuition paying students come from the neighboring communities and participate in the specifically designed Special Education program (s) that are offered by the District. The tuition receipts are used to pay for the special education teacher salary (ies).

Instrumental Music Revolving: Receipts from fees that are charged to students for participation in the school band. Receipts are used to pay a portion of the teacher's salary.

Food Service Revolving: Receipts from the purchase of school lunches are used to pay kitchen staff salaries and the food service management company.

Expenditure Summary

Salaries

Administration: These are the salaries for the Superintendent, Assistant Superintendents, Director of Curriculum, Director of Facilities, Director of Technology, and the Building Principals.

Clerical: These are the salaries for the Central Office Administrative Assistants, Accounting Staff, Special Education Administrative Assistants, and Building Principal Secretaries.

Teachers: These are the salaries for Regular Education Teachers, Special Education Teachers, and Library Staff.

Instructional Support: These are salaries for the Substitute Caller, Special Education Coordinator, Special Education Aides, Substitute Teachers, Nurses, crossing Guards and Lunchroom Supervisors.

Technology Support: These are the salaries for the Curriculum Integration Specialist and the IT Support Staff.

Food Service Staff: These are the salaries for the kitchen managers, kitchen staff, and kitchen cashiers.

Custodial Staff: These are the salaries for the Maintenance Mechanic, Head Custodians, and Evening Custodians.

Supplies/Materials/Textbooks

Administration: These expenses include Central Office Supplies, Postage, Director of Curriculum Supplies, Special Education Supplies, Postage, School Committee Staff Acknowledgements, Advertising, Auditing, and Principal Supplies.

Technology Administration: These expenses include Technology Hardware, Software, and Internet Service for Central Office, Special Education, Director of Curriculum, and the Building Principals

Educational Support & Educational Support (continued): These are the educational supplies and materials for Admin System wide, Proctor and Steward Schools. The descriptions include ESL Supplies, 504 Supplies, General Supplies, CCIMs, Library Supplies, Library Books, and Nurse Supplies.

Technology Educational: These are the expenses for technology software, licenses, equipment, and technology maintenance for the elementary schools.

Equipment

Administration: These are the expenses for the Central Office copy machine equipment (leases and service agreements).

Educational Support: These are the expenses for educational equipment, equipment maintenance, copy machine leases and service agreements.

Professional Development

Administration: These are the professional development expenses and travel for the Superintendent, Assistant Superintendents, Director of Curriculum, Building Principals, and other applicable administrators.

Educational Support: These are the professional development expenses for the professional staff. Categories of expense include tuition reimbursement, workshops and conferences, and stipends.

Special Education & ESL (Tuitions & Services): These are the expenses for out of district tuitions, psychological services, special education contracted services, special education summer programs, Districtwide ESL supplies, contracted services and summer programs.

Food Service (Non Salary): These are the expenses for the contracted services, supplies and other expenses for the school nutrition programs at the schools.

Transportation: These are the expenses for special education and regular day transportation.

Insurance: (If applicable) this is the expense for all district health dental, life, non-beneficial, unemployment insurance expenses.

Utilities: These are the expenses for heating fuel, electricity, water, waste removal, and telephones for the elementary schools as well as the cell phone expense for Central Office.

Facilities: These are the expenses for grounds maintenance, building repairs, planned maintenance, building supplies, building equipment maintenance, custodial supplies, custodial equipment, custodial equipment maintenance and the Aaron Wood Building lease.

Proposed Operating Budget

Fiscal Year: 2018 - 2019

School District: Middleton Elementary Schools

Budget Summary											
	Actual Expense, Approved Budgets, & Proposed Budget								Three Year Forecast		
	FY16 Approved Budget	FY16 Actual	FY17 Approved Budget	FY17 Actual	FY18 Approved Budget	FY19 Proposed Budget	FY19 Proposed \$ Increase	FY19 Proposed % Increase	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
Revenues											
Local Appropriation (includes CH70 Funding)	10,390,188	10,388,046	11,064,674	10,433,513	11,466,881	12,230,649	763,768	6.90%	12,561,300	13,217,443	13,577,536
94-142 Sp. Ed. Grant	125,000		125,000		138,300	138,300	-	0.00%	138,300	138,300	138,300
Title I Grant	38,000		38,000		41,172	42,500	1,328	3.49%	42,500	42,500	42,500
Circuit Breaker Grant	12,000		18,648		73,918	124,494	50,576	271.21%	5,000	5,000	5,000
Early Childhood Grant	5,600		5,600		10,000	10,000	-	0.00%	10,000	10,000	10,000
Early Childhood Special Education Grant (Fund Code 262)						8,900	8,900				
Teacher Quality					1,400	1,400	-		1,400	1,400	1,400
Pre-School Tuition	360,000		300,000		300,000	300,000	-	0.00%	200,000	200,000	200,000
After School Tuition	70,000		50,000		25,000	25,000	-	0.00%	-	-	25,000
Special Education Tuition	24,000		-		25,000	-	(25,000)		-	-	-
Food Service	-		155,000		155,000	80,594	(74,406)	-48.00%	155,000	155,000	155,000
Instrumental Music	30,000		30,000		50,000	25,000	(25,000)	-83.33%	-	-	25,000
Facility Rental					7,000	7,000	-		-	-	5,000
Total Revenues	11,054,788	10,388,046	11,786,922	10,433,513	12,293,671	12,993,837	700,166	5.94%	13,113,500	13,769,643	14,184,736
Expenses											
Salaries	7,775,793	7,180,124	7,992,174	7,328,077	8,339,238	8,951,401	612,163	7.66%	9,198,728	9,652,940	9,843,904
Professional Development	141,274	113,916	128,432	124,403	157,242	97,188	(60,054)	-46.76%	94,188	94,188	94,188
Admin, Educational, & Support	481,866	398,181	563,378	401,468	556,238	414,455	(141,782)	-25.17%	431,710	436,382	445,208
Supplies/Materials/Equipment/Services											
In District Special Education Services (Non Salary - DW Only)	54,950	36,915	50,080	17,963	70,130	59,810	(10,320)	-20.61%	48,500	49,470	50,459
Transportation (Regular & Sp. Ed.)	427,127	434,503	506,827	408,152	484,677	464,039	(20,638)	-4.07%	458,020	467,180	476,524
Utilities	253,623	211,117	238,937	203,745	220,222	209,414	(10,808)	-4.52%	213,526	217,720	221,999
Facilities	339,955	292,670	354,327	236,367	352,926	376,262	23,336	6.59%	377,477	383,826	390,275
Insurance (Beneficial & Non-Beneficial)	1,360,505	1,420,332	1,484,859	1,400,837	1,622,971	1,692,819	69,849	4.70%	1,841,351	2,017,936	2,212,180
Special Education Out of District Tuition	219,696	300,288	467,908	312,501	490,027	728,448	238,421	50.95%	450,000	450,000	450,000
Total Operating Budget	11,054,788	10,388,046	11,786,922	10,433,513	12,293,671	12,993,837	700,166	5.94%	13,113,500	13,769,643	14,184,736
Less: Applied Income	664,600		722,248	-	826,790	763,188	(63,602)		552,200	552,200	607,200
Total Local Appropriation Expenses	10,390,188	10,388,046	11,064,674	10,433,513	11,466,881	12,230,649	763,768	6.90%	12,561,300	13,217,443	13,577,536
CHECK	10,390,188	10,388,046	11,064,674	10,433,513	11,466,881	12,230,649	763,768				

Proposed Operating Budget

Fiscal Year: 2018 - 2019

School District: Middleton Elementary Schools

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE																
		Proposed Budget Details				FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET								Three Year Forecast		
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
Salaries																
MSC0200	School Committee Sec. Salaries - Middleton		2,500		2,500	2,400	1,677	2,000	2,342	2,400	2,500	100	4.17%	2,500	2,500	2,500
	School Committee Stipends - Middleton		3,000		3,000						3,000	3,000		3,000	3,000	3,000
MSC0400	School Committee Census Stipend - Middleton		2,350		2,350	2,200	2,325	2,200	2,325	2,350	2,350	-	0.00%	2,350	2,350	2,350
MSU0100	Superintendent Salary - Middleton		54,587		54,587	62,170	63,347	55,021	54,359	54,541	54,587	46	0.08%	56,252	57,919	59,585
MSU0200	Superintendent Sec. Salaries - Middleton		22,184		22,184	42,181	41,282	42,086	41,580	22,137	22,184	48	0.21%	22,739	23,307	23,890
MAO0100	Asst. Supt. Of Operations Salary - Middleton		50,466		50,466	50,757	50,758	49,898	49,898	50,385	50,466	81	0.16%	51,799	53,299	54,966
	Asst. Supt. Of Operations Sec. Salary - Middleton		17,632		17,632					20,878	17,632	(3,246)	-15.55%	18,073	18,525	18,988
MAO0300	Accounting Office Salaries - Middleton		55,122		55,122	75,711	75,667	52,693	54,123	55,017	55,122	105	0.19%	56,500	57,913	59,361
MAO0110	Human Resources Salaries - Middleton		21,908		21,908			21,279	21,284	21,738	21,908	170	0.78%	22,455	23,017	23,592
MAO0310	Substitute Caller - Middleton		1,682		1,682	1,635	1,701	1,595	1,659	1,679	1,682	3	0.16%	-	-	-
MAO0120	Central Office Salary Reserve - Middleton		15,093		15,093	-	850	-	-	-	15,093	15,093		15,470	15,857	16,254
	NOTE: MIDDLETON'S SHARE OF FY18 CO SAL RES. = 13,299															
MDC0100	Director of Curriculum Salary - Middleton		42,371		38,371	38,375	38,376	37,916	37,917	42,535	42,371	(163)	-0.38%	43,642	44,952	46,300
		TEACHER QUALITY		1,000												
		TITLE I		3,000												
					-											
MDT0100	Director of Technology Salary - Middleton		39,700		39,700	36,000		36,000	37,950	39,788	39,700	(88)	-0.22%	40,891	42,118	43,381
	Clerical Support (Dir. Of Cur/Dir. of Ed. Tech.)	TEACHER QUALITY	7,233	400	6,833					6,375	7,233	857	13.45%	7,414	7,599	7,789
MSS0110	Asst. Supt of Student Support Services Salary - Middleton	94-142 GRANT	48,753	3,000	45,753	50,942	48,852	50,589	62,108	49,829	48,753	(1,076)	-2.16%	50,215	51,722	53,274
MSS0200	Asst. Supt of Student Support Services Clerical Salaries - Middleton		31,869		31,869	30,684	30,525	30,620	30,971	31,882	31,869	(13)	-0.04%	32,666	33,482	34,319
MDF0100	Director of Facilities - Salary - Middleton		38,343		38,343	36,156	36,851	36,878	37,942	38,344	38,343	(0)	0.00%	39,494	40,678	41,899

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast				
Account Alias	Account Name		Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22	
MDF0300	Director of Facilities - Maintenance Mechanic Salary - Middleton		28,079		28,079	26,339	26,287	26,866	27,261	28,079	28,079	(0)	0.00%	28,781	29,500	30,238	
MDF0200	Director of Facilities - Clerical Salary - Middleton		10,939		10,939	6,967	6,936	8,084	7,539	8,530	10,939	2,409	28.24%	11,213	11,493	11,781	
MRE0100	Districtwide - Instructional Support Specialists (Non-Leadership) - Middleton		167,572		167,572	170,344	172,142	161,284	160,135	166,338	167,572	1,234	0.74%	172,013	176,571	181,250	
MRE0300	Districtwide - Health & Wellness Coordinator - Middleton		10,000		10,000	10,000	9,742	10,000	10,477	10,000	10,000	-	0.00%	10,000	15,000	20,000	
MRE0101	Districtwide - Salary Reserve - Middleton		46,172		46,172	483				-	46,172	46,172	#DIV/0!		47,096	180,000	75,000
	NOTE: MIDDLETON'S FY18 SAL RES. = 59,879																
MSE0110	Districtwide - Medical & Therapeutic Salaries - Middleton (INCLUDES SP. ED. CLERICAL)		180,636		180,636	161,888	138,237	171,190	142,628	200,570	180,636	(19,934)	-9.94%	185,152	189,781	194,525	
MSE0111	Districtwide - Special Education - Summer Programs Salaries - Middleton		45,567		45,567	59,007	38,874	47,613	45,584	56,775	45,567	(11,208)	-19.74%	46,775	48,014	49,286	
MIT0100	Districtwide Technology - IT Coordinator Salary - Middleton		39,941		39,941			46,933	38,778	39,941	39,941	0	0.00%	40,940	41,963	43,012	
MIT0300	Districtwide Technology - IT Support Specialists Salaries - Middleton		65,514		65,514	97,750	93,436	57,669	44,854	62,569	65,514	2,945	4.71%	67,152	68,831	70,551	
Total Salaries			1,049,214	7,400	1,041,814	961,988	877,865	948,415	911,714	1,012,680	1,049,214	36,534	3.61%	1,074,581	1,239,391	1,167,091	

Professional Development																
MSC0610	School Committee Prof. Dev. - Middleton		400		400	600	998	400	25	700	400	(300)	-42.86%	400	400	400
MSC0620	School Committee Publications - Middleton		400		400	1,200	83	700	19	500	400	(100)	-20.00%	400	400	400
MSC0630	School Committee Staff Ack. - Middleton		850		850	700	3,425	700	856	700	850	150	21.43%	850	850	850
MSC0640	School Committee Memberships - Middleton		2,900		2,900	2,900	2,724	2,900	2,852	2,900	2,900	-	0.00%	2,900	2,900	2,900
MSU0600	Superintendent Other Expense - Middleton		2,009		2,009	8,842	3,595	8,641	5,650	5,019	2,009	(3,010)	-59.97%	2,009	2,009	2,009
MSU0610	Superintendent Prof. Dev. - Middleton		2,009		2,009	622	287	2,025	2,290	2,008	2,009	1	0.07%	2,009	2,009	2,009
MSU0650	Superintendent Prof. Expense - Middleton				-	622			-	-	-	-		-	-	-
MSU0660	Superintendent Travel Expense - Middleton		1,340		1,340			1,350	1,350	1,338	1,340	2	0.12%	1,340	1,340	1,340
MAO0611	Business Office Prof. Dev. - Middleton		538		538	572	411	547	617	537	538	1	0.10%	538	538	538
MAO0660	Business Office Travel Expense - Middleton		505		505	572	500	547	500	336	505	169	50.34%	505	505	505
MDC0610	Director of Curriculum Prof. Dev. - Middleton	1,346		1,346	715	524	684	652	672	1,346	674	100.36%	1,346	1,346	1,346	

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast			
Account Alias	Account Name		Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
MDC0660	Director of Curriculum Travel Expense - Middleton		673		673	536	536	513	513	504	673	169	33.57%	673	673	673
MDT0610	Director of Technology Prof. Dev. - Middleton		1,346		1,346				790	672	1,346	674		1,346	1,346	1,346
MDT0660	Director of Technology Travel Expense - Middleton		673		673				2,040	1,344	673	(671)		673	673	673
MSS0610	Asst. Supt of Student Support Services Prof. Dev. - Middleton		1,000		1,000	891	463	860	1,662	852	1,000	148	17.41%	1,000	1,000	1,000
MSS0660	Asst. Supt of Student Support Services - Travel Expense - Middleton		550		550	534	588	516	706	562	550	(12)	-2.16%	550	550	550
MDF0610	Director of Facilities - Professional Development - Middleton		348		348	348	367	348	207	348	348	0	0.04%	348	348	348
MDF0660	Director of Facilities - Travel - Middleton		3,131		3,131	3,131	3,131	3,131	3,150	3,131	3,131	0	0.01%	3,131	3,131	3,131
MRE0680	Districtwide - Professional Development - Middleton		1,600		1,600	980	527	1,610	4,015	1,600	1,600	-	0.00%	1,600	1,600	1,600
MRE0660	Districtwide - Travel - Middleton INST. SUPPORT SPEC. CONTRACTUAL		1,400		1,400	1,570			1,249	-	1,400	1,400		1,400	1,400	1,400
MSE0680	Districtwide - Medical & Therapeutic Professional Development - Middleton		1,000		1,000	800	139		485	1,000	1,000	-		1,000	1,000	1,000
MSE0660	Districtwide - Medical & Therapeutic Travel - Middleton		1,500		1,500		2,171	1,670	1,099	2,000	1,500	(500)	-25.00%	1,500	1,500	1,500
MIT0680	Districtwide -Technology - Professional Development - Middleton		2,000		2,000				-	2,000	2,000	-		2,000	2,000	2,000
MIT0660	Districtwide - Technology - Travel - Middleton		2,000		2,000				701	2,000	2,000	-		2,000	2,000	2,000
Total Professional Development			29,518	-	29,518	26,134	20,469	27,142	31,428	30,722	29,518	(1,204)		29,518	29,518	29,518

Admin & Educational Supplies/Materials/Equipment/Services		Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	Percent Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22	
	School Committee Census - Middleton															
MSC0500	School Committee Supplies - Middleton				-				1,320	-	-	-	-	-	-	
MAE0400	Advertising - Middleton		2,200		2,200	2,400	1,301	1,900	2,057	1,700	2,200	500	29.41%	2,244	2,289	2,335
MAE0401	Legal Services for SC - Middleton		7,000		7,000	4,000	6,393	4,000	6,716	4,000	7,000	3,000	75.00%	7,140	7,283	7,428
MAE0402	Audit Services - Middleton		4,500		4,500	4,500	4,250	4,500	4,250	4,500	4,500	-	0.00%	4,590	4,682	4,775
MAO0600	Business Office Copy Machine Lease - Middleton		5,215		5,215	4,827	4,502	4,616	4,616	4,536	5,215	679	14.96%	5,319	5,426	5,534
MAO0400	Business Office Copy Machine Contracted Services - Middleton		1,741		1,741	3,994	3,513	3,819	1,102	1,738	1,741	3	0.16%	1,776	1,811	1,848

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Applied Income Source Description	Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast			
Account Alias	Account Name		Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
MAO0410	Business Office Software/Licenses - Middleton		6,729		6,729			6,835	3,591	8,475	6,729	(1,746)	-20.60%	6,864	7,001	7,141
MAO0500	Business Office Supplies - Middleton		2,019		2,019	2,681	1,597	2,563	1,981	2,015	2,019	4	0.18%	2,059	2,101	2,143
MAO0510	Business Office Printing - Middleton		101		101	143		137	285	101	101	0	0.23%	103	105	107
MAO0520	Business Office Postage - Middleton		673		673	715	840	684	660	672	673	1	0.18%	686	700	714
MAO0411	Internet Service Provider - Contracted Service - Middleton		28,260		28,260	43,957	30,255	28,260	28,620	28,260	28,260	(0)	0.00%	38,260	38,260	38,260
MAO0530	Business Office Technology Hardware - Middleton				-				554	-	-	-		5,000	-	-
MAO0670	Business Office Technology Maintenance - Middleton		2,523		2,523			14,184	187	2,519	2,523	4	0.15%	2,573	2,625	2,677
MDC0410	Director of Curriculum Software/Licenses - Middleton		2,860		2,860	4,289	3,965	4,101	3,405	2,855	2,860	5	0.17%	2,917	2,976	3,035
MDC0530	Director of Curriculum Technology Hardware - Middleton				-					-	-	-		-	-	-
MDC0500	Director of Curriculum Supplies - Middleton		84		84	179		171	1,335	84	84	0	0.03%	86	87	89
MDT0410	Director of Technology Software & Licenses - Middleton				-					-	-	-		-	-	-
MDT0530	Director of Technology - Technology Hardware - Middleton				-					-	-	-		-	-	-
MDT0500	Director of Technology Supplies - Middleton		168		168					168	168	0		171	175	178
MSS0410	Asst. Supt of Student Support Services Software & Licenses - Middleton		2,833		2,833	3,349	2,841	3,235	1,727	2,862	2,833	(29)	-1.01%	2,862	2,862	2,862
MSS0530	Asst. Supt of Student Support Services - Technology Hardware - Middleton				-					-	-	-		1,000	-	-
MSS0500	Asst. Supt of Student Support Services - Supplies - Middleton		417		417	846	403	817	480	426	417	(9)	-2.08%	425	434	443
MSS0520	Asst. Supt of Student Support Services - Postage - Middleton		550		550	534	526	516	280	562	550	(12)	-2.16%	561	572	584
	Districtwide - Health & Wellness - Supplies - Middleton		5,000		5,000						5,000	5,000		-	-	-
MRE0540	Districtwide - ESL Supplies - Middleton		991		991	858	703	1,000	399	750	991	241	32.13%	1,011	1,031	1,052
MRE0541	Districtwide - ESL Summer Program - Middleton		1,600		1,600	1,720	1,188	2,000	1,421	1,700	1,600	(100)	-5.88%	1,632	1,665	1,698
MRE0460	Districtwide - ESL Contracted Services - Middleton		2,220		2,220	1,200	948	2,760	1,237	3,000	2,220	(780)	-26.00%	2,264	2,310	2,356
MRE0500	Districtwide - 504 Supplies & Materials - Middleton		1,000		1,000	2,500		1,000		1,000	1,000	-	0.00%	1,020	1,040	1,061
Total Admin & Educational Supplies/Materials/Equipment/Services			79,184	-	79,184	82,693	63,225	87,098	66,223	72,424	79,184	6,760		91,064	85,934	86,820

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE			Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET							Percent Change	Three Year Forecast		
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
In District Special Education Services (Non Salary)																
MSE0470	Districtwide - Special Education Contracted Services		40,450		40,450	36,850	22,147	31,580	12,334	50,330	40,450	(9,880)	-19.63%	30,000.00	30,600.00	31,212.00
MSE0471	Districtwide - Special Education Psychological Services		19,360		19,360	18,100	14,768	18,500	5,629	19,800	19,360	(440)	-2.22%	18,500.00	18,870.00	19,247.40
Total In District Special Education Services (Non Salary)			59,810	-	59,810	54,950	36,915	50,080	17,963	70,130	59,810	(10,320)		48,500	49,470	50,459
Transportation (Regular & Sp. Ed.)																
MRE0490	Districtwide - Regular Day Transportation - Middleton				-	297,144	301,040	253,742	261,512	262,817	262,872	55	0.02%	268,129	273,492	278,962
	8 SHARED BUSES X \$26,334.00		210,672		210,672											
	1 UNSHARED BUS X \$52,200.00		52,200		52,200											
	Fieldtrips - Middleton		15,000		15,000					15,000	15,000					
MTU0490	Districtwide - Special Education Transportation - Middleton		186,167		186,167	129,983	133,463	253,085	146,640	221,860	186,167	(35,693)	-16.09%	189,890	193,688	197,562
Total Transportation (Regular & Sp. Ed.)			464,039	-	464,039	427,127	434,503	506,827	408,152	484,677	464,039	(20,638)	-4.26%	458,020	467,180	476,524
Utilities																
MAO0450	Business Office Phone/Cell Phone/Connect Ed. Services - Middleton		3,809		3,809	3,918	3,543	3,869	11,179	3,802	3,809	7	0.17%	3,809	3,809	3,809
Total Utilities			3,809	-	3,809	3,918	3,543	3,869	11,179	3,802	3,809	7		3,809	3,809	3,809
Facilities																
MAO0610	Central Office Space Lease - Middleton (> 3 Years)		29,946		29,946	20,521	14,085	31,127	31,127	30,552	29,946	(606)	-1.98%	29,845	29,241	28,598
Total Facilities			29,946	-	29,946	20,521	14,085	31,127	31,127	30,552	29,946	(606)		29,845	29,241	28,598
Insurance (Beneficial & Non-Beneficial)																
	Districtwide - Employer Retirement Services - Middleton				-					-	-	-				
MBN0600	Districtwide - 403 Match - Middleton		25,000		25,000	20,000	22,848	20,000	20,250	25,000	25,000	-	0.00%	25,000	25,000	25,000
MBN0601	Districtwide - Employer Separation Costs - Middleton		22,000		22,000		22,000		15,460	22,000	22,000	-		10,000	10,000	10,000
MBN0400	Districtwide - Insurance Active Employees - Middleton				-	1,340,505	1,270,101	1,397,543	1,077,567	1,383,104	1,515,537	132,432	9.57%	1,667,090	1,833,799	2,017,179
	Projected Increase on Premium = 10%		118,556		118,556											
	2 Members - HMO Blue Options - Individual (3 x 550.84 x 12)		13,220		13,220											
	2 Members - HMO Blue Options - Family (2 x 1,473.85 x 12)		35,372		35,372											
	32 Members - HMO Blue Enhanced Options - Individual (32 x 514.34 x 12)		197,507		197,507											
	48 Members - HMO Blue Enhanced Options - Family (48 x 1,376.20 x 12)		792,691		782,191											
	Add: One HMO Blue Enhanced Options Plan - Individual for Life Station Change	BASP RVL	6,172		6,172											

SCHOOL COMMITTEE, CENTRAL OFFICE, DISTRICT WIDE		Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Three Year Forecast					
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	Add: One HMO Blue Enhanced Options Plan - Family for Life Station Change		16,514		16,514											
	School Union Share of Health Insurance Cost		85,092		85,092											
	39 Members - Dental High Option - Individual (39 x 43.69 x 12)		20,447		20,447											
	95 members - Dental High option - Family (95 x 90.91 x 12)		103,637		103,637											
	Life Insurance for Participating Active Employees		1,300		1,300											
	Estimated Medicare Tax (\$8,622,569 x .0145)		125,027		125,027											
	Workers' Compensation Insurance				-											
					-											
MBN0401	Districtwide - Insurance Retired Employees - Middleton				-		74,383	67,316	194,290	152,366	89,783	(62,584)	-41.07%	98,761	108,637	119,501
	Projected % Increase on Premium = 10%		8,162		8,162											
	37 Retirees - Medex 2 - Individual (37 x 183.83 x 12)		81,621		81,621											
					-											
MBN0602	Districtwide - Other Non - Employee Expenses - Middleton				-		31,000		93,270	40,500	40,500	-	0.00%	40,500	40,500	40,500
	Pooled Coverage		25,000		25,000											
	School Board Liability		8,000		8,000											
					-											
MBN0400	Flexible Spending Account Admin Fee		7,500		7,500											
					-											
Total Insurance (Beneficial & Non-Beneficial)			1,692,819	10,500	1,682,319	1,360,505	1,420,332	1,484,859	1,400,837	1,622,971	1,692,819	69,849	4.30%	1,841,351	2,017,936	2,212,180
Special Education Out of District Tuition																
MTU0470	Districtwide - Special Education - Summer Programs - Middleton		2,390		2,390					185	2,390	2,205				
MTU0481	Districtwide - Tuition to Mass. Schools - Middleton				-		85,075	37,425	40,411	32,500	-	(32,500)	-100.00%	50,000	50,000	50,000
MTU0482	Districtwide - Tuition to Non-Public Schools - Middleton		556,590		556,590	219,696	119,545	172,025	160,684	173,835	556,590	382,755	220.18%	200,000	200,000	200,000
MTU0483	Districtwide - Tuition to Collaboratives - Middleton	CIRCUIT BREAKER SP. ED. TUIT. RVL	169,468	124,494	44,974		95,668	258,458	111,406	283,507	169,468	(114,039)	-40.22%	200,000	200,000	200,000
Total Special Education Out of District Tuition			728,448	124,494	603,954	219,696	300,288	467,908	312,501	490,027	728,448	238,421	79.96%	450,000	450,000	450,000
Total School Committee, Central Office, & District Wide			4,136,788	142,394	3,994,394	3,157,531	3,171,225	3,607,325	3,191,124	3,817,985	4,136,788	318,803	8.35%	4,026,688	4,372,479	4,504,999

Proposed Operating Budget

Fiscal Year: 2018 - 2019
School District: Middleton Elementary Schools

FULLER MEADOW																
FULLER MEADOW		Proposed Budget Details				FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change		Three Year Forecast		
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
Salaries																
MCP0100	Principal Salary - FM - Middleton		123,331		123,331	109,690	99,038	109,690	105,690	112,831	123,331	10,500	9.31%	127,031	130,842	134,767
		ASDC PROGRAM		4,000	(4,000)											
MCP0200	Principal - Clerical Salaries - FM - Middleton 1.0 FTE CLERICAL STAFF		40,859		40,859	45,316	36,294	46,200	36,831	42,993	40,859	(2,134)	-4.96%	41,880	42,927	44,000
MCP0300	Principal - Clerical Aides Salaries - FM - Middleton				-	5,344			-	-	-			-	-	-
FSC0100	.90 FTE Sp. Ed. Coordinator Salary - FM - Middleton	94-142 GRANT	81,958	2,000	79,958	76,082	76,662	77,604	77,983	79,933	81,958	2,024	2.53%	84,416	86,949	89,557
FCS0100	Classroom Teacher Salaries - FM - Middleton					1,476,265	1,275,968	1,337,163	1,340,905	1,229,176	1,380,158	150,982	12.28%	1,435,365	1,492,779	1,552,490
	5.0 FTE KINDERGARTEN TEACHERS		419,334		419,334											
	5.0 FTE GRADE 1 TEACHERS		364,610		364,610											
	5.0 FTE GRADE 2 TEACHERS		425,047		425,047											
	.80 FTE ART TEACHER		70,374		70,374											
	.80 FTE MUSIC TEACHER		51,379		51,379											
	.70 FTE PHYS ED TEACHER		49,414		49,414											
	BUDGET ADJUSTMENT - LEVEL MOVEMENT -				-											
FCS0101	Teacher Specialists (Non- Sp. Ed., ESL)				-		37,460	40,020	40,415	234,868	242,786	7,918	3.37%	252,497	262,597	262,597
	.50 FTE DIGITAL LEARNING SPECIALIST		44,863		44,863											
	.50 FTE TECHNOLOGY TEACHER		37,744		37,744											
	.60 FTE ELL TEACHER		41,579		41,579											
	1.50 FTE READING TEACHERS		118,601		118,601											
	BUDGET ADJUSTMENT - LEVEL MOVEMENT				-											
FCS0110	Teacher Specialists (Pre K and Sp. Ed. Teachers)					493,140	307,901	375,722	268,883	363,819	406,073	42,254	11.61%	422,316	439,209	439,209
	4.70 FTE MSN TEACHERS	94-142 GRANT	335,555	55,000	280,555											
	.80 FTE SPEECH/LANGUAGE TEACHER		45,596		45,596											
	NEW: .50 FTE MSN TEACHER (.50 FTE @ M2)		24,922		24,922											
	BUDGET ADJUSTMENT - LEVEL MOVEMENT -				-											
FCS0310	Medical & Therapeutic Salaries (Behavior Specialists & Speech Asst.) - FM - Middleton 1.00 FTE BEHAVIOR SPECIALIST		37,353		37,353		32,065	75,539	28,784	36,157	37,353	1,195	3.31%	38,286	39,244	40,225
FCS0300	Substitute Teacher Salaries - FM - Middleton 31 STAFF X \$120.00/PER DAY X 8 DAYS LONG TERM ILLNESS (2 STAFF X 40 DAYS X B1 PERDIEM RATE) HOME - HOSPITAL TUTORS		29,760		29,760	37,180	63,506	36,930	95,059	43,237	49,821	6,584	15.23%	50,000	50,000	50,000
			19,561		19,561											
			500		500											

FULLER MEADOW		Proposed Budget Details				FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Three Year Forecast				
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	Co Curricular Stipends				-						16,300	16,300				
	SEE APPENDIX C		16,300		16,300											
	Extra Curricular Stipends				-						3,200	3,200				
	SEE APPENDIX C		3,200		3,200											
FCS0102	Library Media Salary - FM - Middleton				-	47,120	40,854	49,209	43,181	50,099	53,368	3,269	6.52%	55,503	57,723	57,723
	.67 FTE LIBRARY PARAPROFESSIONAL		43,466		43,466											
	.43 FTE LIBRARY AIDE		9,902		9,902											
FCS0103	Adjustment Counselor Salary - FM - Middleton				-					-	-	-				
FCS0111	Psychologist Salary - FM - Middleton				-		83,728	85,086	78,436	81,234	82,088	854	1.05%	85,372	88,787	88,787
	1.00 FTE PSYCHOLOGIST (2)		82,088		82,088											
FCS0301	Teaching Assistants Salaries - FM - Middleton				-		65,586	20,597	73,354	70,269	85,707	15,439	21.97%	87,850	90,046	92,297
	.18 FTE TECH AIDE		4,244		4,244											
	1.20 FTE MATH SUPPORT	TITLE I GRANT	81,463	39,500	41,963											
FCS0311	Special Education - Instructional Assistants - FM - Middleton				-	231,440	200,153	215,052	163,418	225,529	236,624	11,095	4.92%	242,540	248,604	254,819
	10.00 FTE SP. ED. AIDE - INST. ASSISTANT	94-142 GRANT	213,762	21,300	192,462											
	1.0 FTE AIDE FROM HOWE MANNING		22,862		22,862											
FSS0100	Nurse Salaries - FM - Middleton				-	56,592	55,180	57,685	62,480	65,748	69,042	3,294	5.01%	71,804	74,676	74,676
	1.0 FTE SCHOOL NURSE		66,892		66,892											
	NURSE LEADER		350		350											
	SPECIAL PROJECTS/HEALTH SCREENINGS		1,800		1,800											
FSS0300	Nurse Substitute Salaries - FM - Middleton		4,000		4,000	3,800	3,755	3,800	3,189	4,000	4,000	-	0.00%	4,000	4,000	4,000
FSS0330	1.88 FTE Food Service Salaries - FM - Middleton (3)	F/S RVL	35,001	35,001	0	1,100		40,557	14,709	33,670	35,001	1,331	3.95%	35,876	36,773	37,693
FSS0301	Lunchroom/Playground Supervisors - Salaries - FM - Middleton		43,623		43,623	28,620	29,518	34,260	23,858	30,142	43,623	13,481	44.72%	44,713	45,831	46,977
FFC0300	Custodial Salaries - FM - Middleton				-	109,995	123,109	112,606	93,253	116,149	116,348	199	0.17%	119,257	122,239	125,295
	2.50 FTE CUSTODIANS	BASP RVL	115,448	10,500	97,948											
		FAC RTL RVL		7,000												
	CLOTHING ALLOWANCE		900		900											
FFC0320	Custodial Salaries Overtime - FM - Middleton		6,756		6,756	6,180	6,218	6,500	5,493	6,762	6,756	(6)	-0.09%	6,600	6,600	6,600
Total Salaries			3,114,397	174,301	2,940,096	2,727,864	2,536,995	2,724,220	2,555,921	2,826,616	3,114,397	287,781	10.18%	3,205,307	3,319,825	3,401,711
Professional Development																
	Principal - Professional Development - FM - Middleton		2,000		2,000	20,000	17,986	2,000	4,428	2,000	2,000	-	0.00%	2,000	2,000	2,000
	Principal - Travel - FM - Middleton		750		750	750	750	950	750	950	750	(200)	-21.05%	750	750	750

FULLER MEADOW		Applied Income Source Description	Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast			
Account Alias	Account Name		Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	Sp. Ed. Coordinator Professional Development - FM - Middleton		1,500		1,500				127	1,500	1,500	-		1,500	1,500	1,500
	Sp. Ed. Coordinator Travel - FM - Middleton		750		750				600	750	750	-		750	750	750
	Professional Development & Mentor Program Stipends - FM - Middleton				-	20,540	14,363	26,240	28,960	38,060	10,160	(27,900)	-73.31%	10,160	10,160	10,160
	SEE APPENDIX C		10,160		10,160											
	Professional Development Workshops/Conferences - FM - Middleton				-	6,525	4,174	5,250	3,045	3,750	5,000	1,250	33.33%	5,000	5,000	5,000
	SEE APPENDIX C		5,000		5,000											
	Professional Development Curriculum Training - FM - Middleton				-	6,000	1,693	5,500	1,419	3,800	700	(3,100)	-81.58%	700	700	700
	SEE APPENDIX C		700		700											
	Professional Development Contracted Services - FM - Middleton				-				867	4,000	5,000	1,000	25.00%	5,000	5,000	5,000
	SEE APPENDIX C		5,000		5,000											
	Professional Development Tuition Reimbursement - FM - Middleton				-	3,000	4,221	3,000	3,910	3,000	3,000	-	0.00%	3,000	3,000	3,000
	SEE APPENDIX C		3,000		3,000											
	Professional Development Travel - FM - Middleton		1,000		1,000	2,350	1,311	1,650	170	1,650	1,000	(650)	-39.39%	1,000	1,000	1,000
	Custodial Travel - FM - Middleton				-											
	Total Professional Development		29,860	-	29,860	59,165	44,498	44,590	44,276	59,460	29,860	(29,600)	-49.78%	29,860	29,860	29,860
Admin & Educational Supplies/Materials/Equipment/Services																
	Principal - Postage, Supplies & Materials - FM - Middleton				-	8,201	7,442	4,575	4,383	5,201	5,398	197	3.79%	5,506	5,616	5,728
	SEE APPENDIX A		5,398		5,398											
	Principal - Technology - FM - Middleton				-					-	-	-		-	3,000	-
	SEE APPENDIX B				-											
	Textbooks - FM - Middleton				-			12,005	11,508	16,068	13,546	(2,522)	-15.70%	13,817	14,093	14,375
	SEE APPENDIX D		13,546		13,546											
	Curriculum Materials - FM - Middleton				-	1,500	1,383		18,755	-	-	-		-	-	-
	SEE APPENDIX E		-		-											
	Educational Material Reimbursement - FM - Middleton				-	3,000	2,564	3,000	2,389	4,350	4,500	150	3.45%	4,590	4,682	4,775
	SEE APPENDIX F		4,500		4,500											
	General Supplies - FM - Middleton				-	27,942	25,396	19,707	1,648	20,464	17,986	(2,478)	-12.11%	18,346	18,713	19,087
	SEE APPENDIX G		17,986		17,986											
	Consumable Curriculum Instruction Materials - FM - Middleton				-	43,852	41,775	33,303	25,830	35,391	57,001	21,610	61.06%	58,141	59,304	60,490
	SEE APPENDIX H		38,501		38,501											

FULLER MEADOW		Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Three Year Forecast					
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	NEW: MERRIMAC COLLEGE FELLOW		18,500		18,500											
	Special Education Supplies - FM - Middleton				-	5,132	4,003	7,185	5,818	3,976	5,268	1,292	32.49%	5,373	5,481	5,590
	SEE APPENDIX I		5,268		5,268											
	Instructional Equipment - FM - Middleton				-				228	-	-	-		-	-	-
	SEE APPENDIX J				-											
	Educational Furniture - FM - Middleton				-					-	1,059	1,059		1,080	1,102	1,124
	SEE APPENDIX K		1,059		1,059											
	Instructional Technology - Supplies - FM - Middleton				-	7,853	7,028	5,149	3,972	5,149	5,286	137	2.66%	5,392	5,500	5,610
	SEE APPENDIX L		5,286		5,286											
	Instructional Technology - Software/Licenses - FM - Middleton				-	22,563	16,232	22,137	13,046	22,137	16,360	(5,777)	-26.10%	16,687	17,021	17,361
	SEE APPENDIX M		16,360		16,360											
	Instructional Technology - Hardware - FM - Middleton				-				694	-	-	-		-	-	-
	SEE APPENDIX N (NOTE: TECH HARDWARE WILL BE ON A W/A)				-											
	Library/Media Supplies - FM - Middleton				-	330	235	317	245	391	421	30	7.67%	429	438	447
	SEE APPENDIX O		421		421											
	Library Books - FM - Middleton				-	1,110	391	510	-	1,110	1,000	(110)	-9.91%	1,020	1,040	1,061
	SEE APPENDIX P		1,000		1,000											
	Instructional Equipment Maintenance - FM - Middleton				-	23,437	21,206	1,428	79	2,200	500	(1,700)	-77.27%	510	520	531
	SEE APPENDIX Q (NOTE: COPY MACHINE INFORMATION BROKEN OUT)		500		500											
	Copy Machine Lease Contract - FM - Middleton				-			18,112	18,037	18,112	17,257	(855)	-4.72%	17,602	17,955	18,314
	SEE APPENDIX R		17,257		17,257											
	Copy Machine Service Contract - FM - Middleton				-			4,125	2,793	4,125	4,126	1	0.02%	4,209	4,293	4,379
	SEE APPENDIX S		4,126		4,126											
	Testing and Assessment - FM - Middleton				-	424	205	430	258	459	459	-	0.00%	468	478	487
	SEE APPENDIX T		459		459											
Total Admin & Educational Supplies/Materials/Equipment/Services			150,167	-	150,167	145,345	127,860	131,983	109,683	139,132	150,167	11,035	-34.65%	153,171	159,234	159,359
Support Services Supplies & Contracted Services																
	Nurse Supplies - FM - Middleton				-	2,615	1,078	9,032	7,760	2,476	2,997	521	21.04%	3,057	3,118	3,180
	SEE APPENDIX U		2,997		2,997											
	Physician - Contracted Services - FM - Middleton		500		500	500	500	500	500	500	500	-	0.00%	500	500	500
	Contracted Services - Food Service - FM - Middleton	F/S RVL			-	14,938	7,463	62,055	33,035	65,000	-	(65,000)	-100.00%	-	-	-
Total Support Services Supplies & Contracted Services			3,497	-	3,497	18,053	9,041	71,587	41,295	67,976	3,497	(64,479)	-94.86%	3,557	3,618	3,680

FULLER MEADOW			Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET							Percent Change	Three Year Forecast		
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
Utilities																
	Heating Fuel - FM - Middleton				-	40,383	33,788	39,490	40,403	34,750	39,850	5,100	14.68%	40,647	41,460	42,289
	SEE APPENDIX W		39,850		39,850											
	Electricity - FM - Middleton				-	52,943	44,144	52,943	36,094	47,060	44,345	(2,715)	-5.77%	45,232	46,137	47,059
	SEE APPENDIX W		44,345		44,345											
	Water - FM - Middleton				-	3,250	2,143	3,000	1,902	2,400	2,400	-	0.00%	2,448	2,497	2,547
	SEE APPENDIX W		2,400		2,400											
	Telephone - FM - Middleton				-	5,500	4,308	4,500	5,545	4,500	4,500	-	0.00%	4,590	4,682	4,775
	SEE APPENDIX W		4,500		4,500											
	Waste Removal - FM - Middleton				-	11,500	8,178	8,500	6,514	8,500	7,500	(1,000)	-11.76%	7,650	7,803	7,959
	SEE APPENDIX W		7,500		7,500											
Total Utilities			98,595	-	98,595	113,575	92,561	108,433	90,458	97,210	98,595	1,385	1.42%	100,567	102,578	104,630
Facilities																
	Custodial Contracted Services/Equip. Maint. - FM - Middleton				-	1,500	1,529	1,500	500	1,550	1,500	(50)	-3.23%	1,530	1,561	1,592
	SEE APPENDIX V		1,500		1,500											
	Custodial Supplies - FM - Middleton				-	10,409	9,694	9,850	9,071	8,750	8,500	(250)	-2.86%	8,670	8,843	9,020
	SEE APPENDIX V		8,500		8,500											
	Custodial Equipment - FM - Middleton				-	1,000	890	1,700	1,159	1,850	1,750	(100)	-5.41%	1,785	1,821	1,857
	SEE APPENDIX V		1,750		1,750											
	Maintenance of Grounds - FM - Middleton				-	4,950	3,738	5,300	695	5,300	9,000	3,700	69.81%	9,180	9,364	9,551
	SEE APPENDIX X		9,000		9,000											
	Planned Maintenance of Buildings - FM - Middleton				-	18,000	16,514	18,000	15,013	18,350	18,000	(350)	-1.91%	18,360	18,727	19,102
	SEE APPENDIX X		18,000		18,000											
	Maintenance of Buildings Supplies - FM - Middleton				-	4,875	2,279	4,800	3,647	4,600	4,500	(100)	-2.17%	4,590	4,682	4,775
	SEE APPENDIX X		4,500		4,500											
	Maintenance of Buildings - FM - Middleton				-	19,450	18,015	23,000	8,555	23,000	23,000	-	0.00%	23,460	23,929	24,408
	SEE APPENDIX X		23,000		23,000											
	Building Security System - FM - Middleton				-					-	4,500	4,500		4,590	4,682	4,775
	SEE APPENDIX X		4,500		4,500											
	Maintenance of Equipment - FM - Middleton				-	19,900	18,721	21,000	18,925	21,000	20,500	(500)	-2.38%	20,910	21,328	21,755
	SEE APPENDIX X		20,500		20,500											
	Extraordinary Maintenance - FM - Middleton				-					-	-	-		-	-	-

FULLER MEADOW		Applied Income Source Description	Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast			
Account Alias	Account Name		Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	SEE APPENDIX X				-											
	Network and Telecommunications - FM - Middleton				-					-	2,500	2,500				
	SEE APPENDIX X			2,500		2,500										
	Technology Maintenance - FM - Middleton					-										
	SEE APPENDIX Y			33,860		33,860										
	Total Facilities			127,610	-	127,610	104,534	100,913	110,150	72,805	113,400	127,610	14,210	12.53%	127,612	130,164
Total Fuller Meadow School			3,524,126	174,301	3,349,825	3,168,536	2,911,868	3,190,963	2,914,438	3,303,794	3,524,126	220,332	6.67%	3,620,074	3,745,280	3,832,008

Proposed Operating Budget

Fiscal Year: 2018 - 2019

School District: Middleton Elementary Schools

HOWE MANNING		Proposed Budget Details				FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast		
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget		\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21

Salaries																
Principal Salary - HM - Middleton					-	117,547	114,747	119,858	126,500	107,563	155,226	47,663	44.31%	159,882	164,679	169,619
1.0 FTE Principal			107,563		105,063											
		PRE K RVL		2,500												
.50 FTE Assistant Principal			47,663		47,663											
Principal - Clerical Salaries - HM - Middleton					-	78,964	74,572	77,377	77,990	81,373	81,383	9	0.01%	83,417	85,503	87,640
2.0 FTE CLERICAL STAFF			81,383		81,383											
Principal - Clerical Aides Salaries - HM - Middleton					-					-	-	-		-	-	-
Principal - Educator Evaluator - HM - Middleton			10,000		10,000	10,000	2,625	10,000	1,500	60,000	10,000	(50,000)	-83.33%	10,300	10,609	10,927
Sp. Ed. Coordinator Salary - HM - Middleton					-	87,654	86,080	89,387	77,883	94,882	95,106	225	0.24%	97,960	100,898	103,925
1.10 FTE SP. ED. COORDINATORS		94-142 GRANT	95,106	2,000	93,106											
Classroom Teacher Salaries - HM - Middleton					-	2,060,847	1,898,457	2,077,010	2,031,729	1,866,701	1,862,615	(4,085)	-0.22%	1,937,120	2,014,604	2,095,189
5.0 FTE GRADE 3 TEACHERS			401,779		401,779											
5.0 FTE GRADE 4 TEACHERS			388,913		388,913											
6.0 FTE GRADE 5 TEACHERS			505,762		505,762											
5.0 FTE GRADE 6 TEACHERS			385,427		385,427											
.70 FTE ART TEACHER			45,597		45,597											
1.00 FTE MUSIC TEACHER		INST. MUSIC RVL	87,470	25,000	62,470											
.90 FTE PHYS ED TEACHER			47,667		47,667											
RETIREMENT OBLIGATION					-											
BUDGET ADJUSTMENT - LEVEL MOVEMENT					-											
Teacher Specialists (Non- Sp. Ed., ESL)					-		39,114	40,021	40,415	282,884	313,023	30,139	10.65%	325,544	338,566	352,108
.50 FTE DIGITAL LEARNING SPECIALIST			44,863		44,863											
.50 FTE TECHNOLOGY TEACHER			37,744		37,744											
.60 FTE ELL TEACHER			41,580		41,580											
1.80 FTE READING TEACHERS			134,708		134,708											
.50 FTE EXTENDED STUDIES TEACHER			40,476		40,476											
NEW: .20 FTE READING SUPPORT (.20 FTE X M30-8)			13,652		13,652											
BUDGET ADJUSTMENT - LEVEL MOVEMENT					-											
Teacher Specialists (Sp. Ed. Teachers)					-	942,338	488,424	745,657	500,521	772,108	834,043	61,935	8.02%	867,405	902,101	938,185
8.0 FTE MSN TEACHERS		94-142 GRANT	561,232	55,000	506,232											
1.00 FTE SPEECH/LANGUAGE TEACHER			81,202		81,202											
3.0 FTE PRE-K TEACHERS		E. CHILD. GRANT	191,609	10,000	25,209											

HOWE MANNING		Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast				
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget		FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
		E. C. SPED GRANT		8,900												
		PRE K RVL		147,500												
	BUDGET ADJUSTMENT - LEVEL MOVEMENT															
	Medical & Therapeutic Salaries (Behavior Specialists & Speech Asst.) - HM - Middleton				-											
	.20 FTE SPEECH ASSISTANT		10,018		10,018		79,879	103,107	91,501	91,183	95,443	4,260	4.67%	97,829	100,275	102,781
	2.29 FTE BEHAVIOR SPECIALIST		85,425		85,425											
	Substitute Teacher Salaries - HM - Middleton				-											
	32 STAFF X \$120.00/PER DAY X 8 DAYS		30,720		30,720	37,780	86,855	37,780	72,065	43,997	50,781	6,784	15.42%	50,000	50,000	50,000
	LONG TERM ILLNESS (2 STAFF X 40 DAYS X B1 PERDIEM RATE)		19,561		19,561											
	HOME - HOSPITAL TUTORS		500		500											
	Co Curricular Stipends				-						22,800	22,800				
	SEE APPENDIX C		22,800		22,800											
	Extra Curricular Stipends				-						14,000	14,000				
	SEE APPENDIX C		14,000		14,000											
	Library Media Salary - HM - Middleton				-											
	1.0 FTE LIBRARY/MEDIA SPECIALIST		74,422		74,422	59,681	60,266	63,410	64,343	67,965	74,422	6,457	9.50%	77,399	80,495	83,715
	Adjustment Counselor Salary - HM - Middleton				-											
	.50 FTE GUIDANCE/ADJUSTMENT COUNSELOR		32,112		32,112		35,795	37,479	38,030	41,480	38,534	(2,946)	-7.10%	40,075	41,678	43,346
	NEW: .10 FTE ADJUSTMENT COUNSELOR (.10 FTE X M9)		6,422		6,422											
	Psychologist Salary - HM - Middleton				-											
	1.40 FTE PSYCHOLOGISTS		100,039		100,039		84,954	88,488	89,790	94,049	137,935	43,886	46.66%	143,452	149,190	155,158
	NEW: .60 FTE SCHOOL PSYCHOLOGIST (.60 FTE X M15 - 7)		37,896		37,896											
	Teaching Assistants Salaries - HM - Middleton				-											
	.80 FTE MATH SUPPORT INSTRUCTION		68,692		68,692		63,481	51,800	53,243	67,345	82,430	15,085	22.40%	84,491	86,603	88,768
	NEW: .20 FTE MATH SUPPORT (.20 FTE X B-13)		13,738		13,738											
	Special Education - Instructional Assistants - HM - Middleton				-											
	16.43 FTE SP. ED. AIDES	PRE K RVL	359,964		359,964	388,981	369,404	430,663	274,338	462,907	537,238	74,331	16.06%	550,669	564,435	578,546
	7.08 FTE PRE K AIDES	PRE K RVL	152,328	150,000	2,328											
	NEW: 1.0 FTE INTENSIVE NEEDS IA		24,945		24,945											
	Nurse Salaries - HM - Middleton				-											
	1.0 FTE NURSE		51,270		51,270	69,312	62,023	69,828	65,335	73,481	72,818	(663)	-0.90%	75,731	78,760	81,910
	.60 FTE NURSE ASSISTANT		19,598		19,598											
	NURSE LEADER		350		350											
	SPECIAL PROJECTS/HEALTH SCREENINGS		1,600		1,600											

HOWE MANNING		Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast				
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget		FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	Nurse Substitute Salaries - HM - Middleton		600		-	600	2,703	600	4,601	600	600	-	0.00%	600	600	600
	Food Service Salaries - HM - Middleton				-	1,117		41,064	17,801	45,484	45,593	109	0.24%	46,733	47,901	49,099
	2.88 FTE FOOD SERVICE STAFF	F/S RVL	45,593	45,593	0											
	Lunchroom/Playground Supervisors - Salaries - HM - Middleton		39,690		39,690	32,054	35,407	36,140	35,952	38,363	53,406	15,042	39.21%	54,741	56,110	57,512
	NEW: 2 LUNCH MONITORS 2 X (14.99 PER HOUR X 183 DAYS X 2.5)		13,716		13,716											
	Custodial Salaries - HM - Middleton				-	192,567	176,387	193,371	193,400	200,917	203,895	2,978	1.48%	208,993	214,218	219,573
	1.0 FTE FACILITIES MAINTENANCE TECH		65,827		65,827											
	3.0 FTE CUSTODIAL STAFF		136,868		136,868											
	CLOTHING ALLOWANCE		1,200		1,200											
	Custodial Salaries Overtime - HM - Middleton		6,500		6,500	6,500	4,091	6,500	3,506	6,659	6,500	(159)	-2.39%	6,500	6,500	6,500
Total Salaries			4,787,790	446,493	4,341,297	4,085,942	3,765,264	4,319,540	3,860,443	4,499,942	4,787,790	287,848	6.40%	4,918,840	5,093,725	5,275,102

Professional Development																
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	Principal - Professional Development - HM - Middleton		5,000		5,000	2,500	1,356	2,500	722	5,000	5,000	-	0.00%	2,000	2,000	2,000
	Principal - Travel - HM - Middleton		750		750				750	750	750	-		750	750	750
	Sp. Ed. Coordinator Professional Development - HM - Middleton		1,500		1,500				357	1,500	1,500	-		1,500	1,500	1,500
	Sp. Ed. Coordinator Travel - HM - Middleton		750		750				300	750	750	-		750	750	750
	Professional Development & Mentor Program Stipends - HM - Middleton				-	34,975	37,502	39,100	38,910	45,360	10,960	(34,400)	-75.84%	10,960	10,960	10,960
	SEE APPENDIX C		10,960		10,960											
	Professional Development Workshops/Conferences - HM - Middleton				-	6,900	3,543	4,000	1,970	3,750	6,000	2,250	60.00%	6,000	6,000	6,000
	SEE APPENDIX C		6,000		6,000											
	Professional Development Curriculum Training - HM - Middleton				-	3,000	1,755	500	245	1,300	1,200	(100)	-7.69%	1,200	1,200	1,200
	SEE APPENDIX C		1,200		1,200											
	Professional Development Contracted Services - HM - Middleton				-	1,500		4,000	1,867	2,000	5,000	3,000	150.00%	5,000	5,000	5,000
	SEE APPENDIX C		5,000		5,000											
	Professional Development Tuition Reimbursement - HM - Middleton				-	5,000	3,782	5,000	3,408	5,000	5,000	-	0.00%	5,000	5,000	5,000
	SEE APPENDIX C		5,000		5,000											
	Professional Development Travel - HM - Middleton		1,650		1,650	2,100	1,011	1,600	170	1,650	1,650	-	0.00%	1,650	1,650	1,650
	Custodial Travel - HM - Middleton				-					-	-	-		-	-	-
Total Professional Development			37,810	-	37,810	55,975	48,949	56,700	48,699	67,060	37,810	(29,250)	-43.62%	34,810	34,810	34,810

HOWE MANNING		Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Three Year Forecast			
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget			FY19 Proposed Budget	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
Admin & Educational Supplies/Materials/Equipment/Services																
	Principal - Postage, Supplies & Materials - HM - Middleton				-	4,033	1,694	4,130	1,360	3,144	3,841	697	22.17%	3,918	3,996	4,076
	SEE APPENDIX A		3,841		3,841											
	Principal - Technology - HM - Middleton				-		2,469	-		-	-	-		-	-	4,000
	SEE APPENDIX B				-											
	Textbooks - HM - Middleton				-	11,991	5,666	7,412	793	11,497	11,077	(420)	-3.65%	11,299	11,525	11,755
	SEE APPENDIX D		11,077		11,077											
	Curriculum Materials - HM - Middleton				-	1,500	11,941	17,615	2,997	-	-	-		-	-	-
	SEE APPENDIX E				-											
	Educational Material Reimbursement - HM - Middleton				-	4,000	3,916	4,000	4,611	5,850	5,850	-	0.00%	5,967	6,086	6,208
	SEE APPENDIX F		5,850		5,850											
	General Supplies - HM - Middleton				-	33,091	23,436	23,670	18,302	28,183	20,184	(7,999)	-28.38%	20,588	20,999	21,419
	SEE APPENDIX G		20,184		20,184											
	Consumable Curriculum Instruction Materials - HM - Middleton				-	51,450	46,066	41,572	31,885	50,618	61,276	10,658	21.06%	62,502	63,752	65,027
	SEE APPENDIX H		61,276		61,276											
	Special Education Supplies - HM - Middleton				-	20,300	18,282	14,834	9,947	10,058	15,239	5,181	51.51%	15,544	15,855	16,172
	SEE APPENDIX I		15,239		15,239											
	Instructional Equipment - HM - Middleton				-	517	249	5,328		-	1,299	1,299		1,325	1,351	1,379
	SEE APPENDIX J		1,299		1,299											
	Educational Furniture - HM - Middleton				-		300			-	1,295	1,295		-	-	-
	SEE APPENDIX K		1,295		1,295											
	Instructional Technology - Supplies - HM - Middleton				-	28,512	21,555	15,712	12,210	21,555	8,324	(13,231)	-61.38%	8,490	8,660	8,833
	SEE APPENDIX L		8,324		8,324											
	Instructional Technology - Software/Licenses - HM - Middleton				-	32,681	27,246	24,649	23,163	27,246	21,832	(5,414)	-19.87%	22,269	22,714	23,168
	SEE APPENDIX M		21,832		21,832											
	Instructional Technology - Hardware - HM - Middleton				-				1,515	-	-	-		-	-	-
	SEE APPENDIX N (NOTE: TECH HARDWARE WILL BE ON A W/A)				-											
	Library/Media Supplies - HM - Middleton				-	663	601	843	782	2,893	2,884	(9)	-0.31%	2,942	3,001	3,061
	SEE APPENDIX O		2,884		2,884											
	Library Books - HM - Middleton				-	3,843	3,290	3,916	3,854	3,782	5,269	1,487	39.32%	5,374	5,482	5,592
	SEE APPENDIX P		5,269		5,269											

HOWE MANNING		Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Percent Change from Prior Year	Three Year Forecast				
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget		FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	Instructional Equipment Maintenance - HM - Middleton				-	22,084	19,493	2,000	325	2,200	600	(1,600)	-72.73%	612	624	637
	SEE APPENDIX Q		600		600											
	Copy Machine Lease Contract - HM - Middleton				-			13,584	13,584	13,584	12,943	(641)	-4.72%	13,202	13,466	13,735
	SEE APPENDIX R		12,943		12,943											
	Copy Machine Service Contract - HM - Middleton				-			5,500	5,786	5,500	5,610	110	2.00%	5,722	5,837	5,953
	SEE APPENDIX S		5610		5,610											
	Testing and Assessment - HM - Middleton				-	17		17		-	-	-		-	-	-
	SEE APPENDIX T				-											
					-											
Total Admin & Educational Supplies/Materials/Equipment/Services			177,523	-	177,523	214,682	186,204	184,782	131,114	186,110	177,523	(8,587)	-4.61%	179,753	183,348	191,015

Support Services Supplies & Contracted Services																
	Nurse Supplies - HM - Middleton				-	5,654	3,648	3,740	3,100	6,408	4,084	(2,324)	-36.27%	4,166	4,249	4,334
	SEE APPENDIX U		4,084		4,084											
	Physician - Contracted Services - HM - Middleton				-	500	500	500	500	500	-	(500)	-100.00%	-	-	-
	Contracted Services - Food Service - HM - Middleton	F/S RVL	-	-	-	14,939	7,703	83,688	49,553	83,688	-	(83,688)	-100.00%	-	-	-
Total Support Services Supplies & Contracted Services			4,084	-	4,084	21,093	11,851	87,928	53,153	90,596	4,084	(86,512)	-95.49%	4,166	4,249	4,334

Utilities																
	Heating Fuel - HM - Middleton				-	31,580	18,239	22,085	17,305	20,300	17,750	(2,550)	-12.56%	18,105	18,467	18,836
	SEE APPENDIX W		17,750		17,750											
	Electricity - HM - Middleton				-	81,450	73,857	81,450	61,142	74,210	65,160	(9,050)	-12.20%	66,463	67,792	69,148
	SEE APPENDIX W		65,160		65,160											
	Water - HM - Middleton				-	3,000	5,239	3,000	5,831	5,500	5,500	-	0.00%	5,610	5,722	5,837
	SEE APPENDIX W		5,500		5,500											
	Telephone - HM - Middleton				-	8,600	7,997	8,600	9,940	8,200	8,600	400	4.88%	8,772	8,947	9,126
	SEE APPENDIX W		8,600		8,600											
	Waste Removal - HM - Middleton				-	11,500	9,681	11,500	7,890	11,000	10,000	(1,000)	-9.09%	10,200	10,404	10,612
	SEE APPENDIX W		10,000		10,000											
Total Utilities			107,010	-	107,010	136,130	115,013	126,635	102,108	119,210	107,010	(12,200)	-10.23%	109,150	111,333	113,560

Facilities																
	Custodial Contracted Services - HM - Middleton				-	1,800	1,480	1,800	2,249	1,800	2,000	200	11.11%	2,040	2,081	2,122
	SEE APPENDIX V		2,000		2,000											
	Custodial Supplies - HM - Middleton				-	12,500	12,375	12,400	11,512	12,674	14,000	1,326	10.46%	14,280	14,566	14,857
	SEE APPENDIX V		14,000		14,000											

HOWE MANNING		Proposed Budget Details			FISCAL YEAR APPROVED BUDGET, ACTUAL EXPENDITURES, & PROPOSED BUDGET						Three Year Forecast					
Account Alias	Account Name	Applied Income Source Description	Proposed Detail Amount	Less: Applied Income	Proposed Local Approp.	FY16 Approved Budget	FY16 Actual Expended	FY17 Approved Budget	FY17 Actual Expended	FY18 Approved Budget	FY19 Proposed Budget	\$\$ Amount Change from Prior Year	Percent Change from Prior Year	Budget Forecast FY20	Budget Forecast FY21	Budget Forecast FY22
	Custodial Equipment - HM - Middleton				-											
	SEE APPENDIX V		1,500		1,500	1,200	543	1,200	1,604	1,200	1,500	300	25.00%	1,530	1,561	1,592
	Maintenance of Grounds - HM - Middleton				-											
	SEE APPENDIX X		17,000		17,000	20,500	9,683	20,500	8,555	20,250	17,000	(3,250)	-16.05%	17,340	17,687	18,041
	Planned Building Maintenance - HM - Middleton				-											
	SEE APPENDIX X		54,000		54,000	56,950	46,261	55,000	45,243	54,000	54,000	-	0.00%	55,080	56,182	57,305
	Maintenance of Buildings Supplies - HM - Middleton				-											
	SEE APPENDIX X		7,500		7,500	8,500	6,954	8,500	6,310	8,500	7,500	(1,000)	-11.76%	7,650	7,803	7,959
	Maintenance of Buildings - HM - Middleton				-											
	SEE APPENDIX X		21,500		21,500	26,600	13,445	26,600	1,534	21,500	21,500	-	0.00%	21,930	22,369	22,816
	Building Security System - HM - Middleton				-						4,500	4,500				
	SEE APPENDIX X		4,500		4,500									4,590	4,682	4,775
	Maintenance of Equipment - HM - Middleton				-											
	SEE APPENDIX X		21,500		21,500	20,300	18,657	21,500	14,598	21,500	21,500	-	0.00%	21,930	22,369	22,816
	Extraordinary Maintenance - HM - Middleton				-											
	SEE APPENDIX X				-											
	Network and Telecommunications - HM - Middleton				-						3,000	3,000				
	SEE APPENDIX X		3,000		3,000											
	Technology Maintenance - HM - Middleton				-											
	SEE APPENDIX Y		72,206		72,206	66,550	68,274	65,550	40,830	67,550	72,206	4,656	6.89%	73,650	75,123	76,626
Total Facilities			218,706	-	218,706	214,900	177,672	213,050	132,435	208,974	218,706	9,732	4.66%	220,020	224,421	228,909
Total Howe Manning School			5,332,923	446,493	4,886,430	4,728,722	4,304,953	4,988,635	4,327,952	5,171,892	5,332,923	161,031	3.11%	5,466,738	5,651,885	5,847,730
							4,304,953					161,031				

Appendix Template	Account Totals	Appendix Total(s)
Appendix	A Principal - Supplies & Materials	5,398
Appendix	B Principal - Technology	-
Appendix	C Professional Development - Christine Elliott	43,360
Appendix	D Textbooks	13,546
Appendix	E Curriculum Materials	-
Appendix	F Educational Material Reimbursement	4,500
Appendix	G General Supplies	17,986
Appendix	H Consumable Curriculum Instruction Materials	38,501
Appendix	I Special Education Supplies	5,268
Appendix	J Instructional Equipment	-
Appendix	K Educational Furniture	1,059
Appendix	L Instructional Technology - Supplies - Steve Guditus	5,286
Appendix	M Instructional Technology - Software/Licenses - Steve Guditus	16,360
Appendix	N Instructional Technology - Hardware - Steve Guditus	38,058
Appendix	O Library/Media Supplies	421
Appendix	P Library Books	1,000
Appendix	Q Instructional Equipment Maintenance - Steve Greenberg	500
Appendix	R Copy Machine Lease Contract - Steve Greenberg	17,257
Appendix	S Copy Machine Service Contract - Steve Greenberg	4,126
Appendix	T Testing and Assessment	459
Appendix	U Nurse Supplies	2,997
Appendix	V Custodial Contracted Services/Supplies/Equipment (Merged) - Steve Clifford	11,750
Appendix	W Utilities - Steve Greenberg	98,595
Appendix	X Facilities - Steve Clifford	82,000
Appendix	Y Technology Maintenance - Steve Greenberg, Steve Guditus	77,460
	Total	485,887
	Check	485,887
	Diff	-

Appendix : C

School: Fuller Meadow

Account Name: Professional Development
Professional Development & Mentor Program Stipends
Workshops & Conferences
Curriculum Training
Contracted Services
Tuition Reimbursement
Travel
Co-Curricular Stipends
Extra-Curricular Stipends

TOTAL BUDGET LINE ITEM REQUEST

43,360

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
<small>NOTE: IF SHIPPING COST UNKNOWN PLEASE CALCULATE 11% OF SUB-TOTAL</small>			
GRAND TOTAL			43,360.00

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

OTHER COMMENTS:



Appendix : **H**

School: **Fuller Meadow**

Account Name: **Consumable Curriculum Instruction Materials & Supplies (Non-Sp. E**

TOTAL BUDGET LINE ITEM REQUEST

38,501

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Co-Curricular Supplies & Fees			
Author Visit, To Be Determined	1.00	2,000.00	2,000.00
			-
Sub-Total Co-Curricular Supplies & Fees			2,000.00
CCIM Science Supplies			
McGraw Hill Education Grade K Small Group Refill Kit, 9780078985294, Ward's Science	5.00	164.79	823.95
McGraw Hill Education Grade 1 Small Group Refill Kit, 9780078985690, Ward's Science	5.00	140.67	703.35
McGraw Hill Education Grade 2 Small Group Refill Kit, 9780078985706, Ward's Science	5.00	378.19	1,890.95
Leveled Reader Library Set of 6 each of 56 books Grade K, 9780076659087, Inspire Science, McGraw Hill	1.00	257.76	257.76
Leveled Reader Library Set of 6 each of 56 books Grade 1, 9780076659111, Inspire Science, McGraw Hill	1.00	257.76	257.76
Leveled Reader Library Set of 6 each of 56 books Grade 2, 9780076659142, Inspire Science, McGraw Hill	1.00	257.76	257.76
Inspire Science Be a Scientist Notebook, 9780076782222, Inspire Science, McGraw Hill	7.00	10.29	72.03
Science Consumables, Grades K-2 (Material that is perishable and/or cannot be stored)	15.00	100.00	1,500.00
			-
Sub-Total CCIM Science Supplies			5,763.56
CCIM STEM			
			-
			-
			-
Sub-Total CCIM STEM			-
CCIM Language Arts			
Kindergarten			
Benchmark Assessment System K-8 Student Folder 30-pack, 9781428406551, Heinemann	4.00	18.00	72.00
School Specialty Dry Erase Markers Set of 12 Blue, 1333750, School Specialty	16.00	12.15	194.40
Really Good Stuff Write Again® Erasers 12 per set,132149, Really Good Stuff	7.00	11.88	83.16
			-
Grade 1			
Avery Durable View Binder with Slant Ring, 1 Inch, 8-1/2 x 11 Inches, White, 1396554, School Specialty	80.00	5.37	429.60
Notes Highland 3x3 Bright Color, 12/pk, 087788, School Specialty	20.00	8.18	163.60
School Smart Polypropylene Heavy Weight Reinforced Protector, Top Loading, Pack of 100 , 067506, School Specialty	10.00	12.37	123.70
Esselte Pendaflex Oxford Twisted Pocket Folder with Fasteners, 2 Pockets, Asst, Pack of 50, 1372190, School Specialty	3.00	35.99	107.97
School Smart Durable Storage Envelope for 3-Ring Binders, Polypropylene, Asst, 5 pk, 1364506, School Specialty	20.00	4.18	83.60
School Smart Sentence Strip, 3 x 24 Inches, Assorted Neon Colors, Pack of 100, 384479, School Specialty	4.00	8.39	33.56
School Specialty Dry Erase Markers Set of 12 Blue, 1333750, School Specialty	9.00	12.15	109.35
Deluxe Spiral Draw & Write Journals (Star Cover) -K-2 - Set of 6, 159331, Really Good Stuff	15.00	3.99	59.85
Store More® Deluxe Chair Pockets, Black With Turquoise Piping Set of 6 (KH), 161689, Really Good Stuff	3.00	44.95	134.85
Spaceman Kit Really Good Stuff, 151988, Really Good Stuff	1.00	16.99	16.99
E.Z.C. Strips Return Sweep 90 Strips Really Good Stuff Item# 158264, Really Good Stuff	1.00	39.60	39.60
Zaner-Bloser Pencil-Shaped Deluxe Plastic Desktop Helpers™ - Set Of 150, 163008, Really Good Stuff	1.00	174.15	174.15
E.Z.C. Fluorescent Highlighter Tape™ 6-Color Multipack, 154909, Really Good Stuff	3.00	26.99	80.97
Really Good Stuff Deluxe Write Again® Colored Dry Erase Marker (JK,KH), 142668, Really Good Stuff	10.00	15.48	154.80
Nicky's Folder, 4 Pocket, White, 8004, The Page Protector Store	100.00	1.80	180.00
Nicky's Communication Folder, NF COMM ENG90058-K Yellow, The Page Protector Store	60.00	1.25	75.00
Nicky's Communication Folder, NF COMM ENG90056-K Powder Blue, The Page Protector Store	20.00	1.25	25.00
Nicky's Communicaiton Folder, NF COMM ENG90056-K Mint Green, The Page Protector	20.00	1.25	25.00
Upper Emergenct Word Wall, 30/pack, STL003, Steps to Literacy	4.00	11.50	11.50
Quickword Handbook for Beginner Writers, Purple Book, WS10403, Curriculum Associates	80.00	1.69	135.20
			-
Grade 2			
Quickword Handbook for Everyday Writers, WS132, Curriculum Associates	105.00	1.69	177.45
8-Pocket Student Homework Organizers, 159131, Really Good Stuff	27.00	23.99	647.73

Appendix : **H**

School: **Fuller Meadow**

Account Name: **Consumable Curriculum Instruction Materials & Supplies (Non-Sp. E**

TOTAL BUDGET LINE ITEM REQUEST

38,501

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Really Good Stuff Write Again® Erasers 12 per set, 132149, Really Good Stuff	6.00	11.88	71.28
Classic Primary Composition Book set of 10, FG465X, Lakeshore Learning	20.00	27.99	559.80
100 Page Marble Composition Books, 9 3/4 x 7 1/2, 026026, School Specialty	210.00	1.13	237.30
BIC Brite Liner Highlighter Yellow Pk/12, 077279, School Specialty	12.00	5.82	69.84
Post-It Note 1.5x2 Yellow, 040548, School Specialty	6.00	6.56	39.36
Pen Medium Blue, dozen, 1398108, School Specialty	15.00	7.15	107.25
Pen Medium Red, dozen, 1398109, School Specialty	15.00	7.15	107.25
School Specialty Dry Erase Markers Set of 12 Blue, 1333750, School Specialty	12.00	12.15	145.80
			-
Response to Intervention			-
Take-Home Bags Package (6-pack) ISBN 978-0-325-02111-9 / 0-325-02111-2, EO211 Heinemann	3.00	19.00	57.00
LLI My Writing Book Package (18-pack) ISBN 978-0-325-02110-2 / 0-325-02110-4 Heinemann	3.00	27.50	82.50
LLI Fountas & Pinnell Orange System Booster Pack Take Home books, ISBN: 978-0-325-07671-3, Heinemann	1.00	200.00	200.00
			-
Fundations - Phonics Materials			-
			-
Kindergarten			-
Fundations Student Consumables Kindergarten (10-Pack) Second Edition ISBN: 9781567785135, T2STCTPK	10.00	90.00	900.00
Dry Erase Writing Tablet (Levels K-3) Second Edition ISBN: 9781567784800, MDSEWT E2	40.00	15.00	600.00
			-
Grade 1			-
Fundations Student Consumables Level 1 (10-Pack) Second Edition ISBN: 9781567785135, F2STCTP1	8.00	135.00	1,080.00
My Foundations Journal (10-Pack) Second Edition ISBN: 9781567784589, F2MJTP	8.00	45.00	360.00
Magnetic Letter Set- 1, MAFTL1	5.00	16.00	80.00
Classroom Poster Set Grade 1, F2PSTCS1	1.00	33.00	33.00
			-
Grade 2			-
Fundations Student Consumables Level 2 (10-Pack) Second Edition ISBN: 9781567785104, F2STCOP2	9.00	135.00	1,215.00
Dry Erase Writing Tablet (Levels K-3) Second Edition ISBN: 9781567784800, MSDEWT E2	50.00	15.00	750.00
Fundations Letter Board 2/3 Second Edition ISBN: 9781567783643, FUNLB	10.00	14.00	140.00
Classroom Poster Set Grade 2, F2PTCS2	1.00	33.00	33.00
Magnetic Letter Tiles- 2, MAFTL2	10.00	16.00	160.00
Fundations Reference Charts, F2FUNREFC	1.00	21.00	21.00
			-
Sub-Total CCIM Language Arts			10,388.41
CCIM Social Studies			
Grade 1 Scholastic News	80.00	5.75	460.00
Grade 2 Scholastic News	90.00	5.75	517.50
			-
			-
Sub-Total CCIM Social Studies			977.50
CCIM Math			
Kindergarten			-
MIF: Singapore Math Online Student Technology Kit, 1-year Gr K, 2012 1477778, Great Source Math In Focus	90.00	10.60	954.00
MIF: Singapore Math Student Book Set Gr K, 1470586, Great Source Math In Focus	90.00	34.75	3,127.50
MIF: Singapore Math Online Teacher Tech Kit, 1-year Gr K, 1477813, (Gratis \$314.30 each) Great Source Math In Focus	8.00		-
Classic Primary Composition Books, Set of 10, FG465X, Lakeshore Learning	9.00	27.99	251.91
Reusable Write & Wipe Pocket-Set of 10, DE190, Lakeshore	5.00	22.50	112.50
Quiet Shape Ten Frame Dice-Set of 16, 525696, EAI Education	7.00	21.95	153.65
My Math Readers - Boxed Set, NTS579996, Scholastic	7.00	21.99	153.93
Ten-Frame Floor Mat Activity Set, 504743, EAI Education	7.00	33.95	237.65
Pop and Add to 30 Game, HH968, Lakeshore Learning	5.00	29.99	149.95
Ten Frames Card Decks Set of 8, DD144, Lakeshore Learning	7.00	24.99	174.93
Counting Days w/Ten Frame Banner, 163178APE, Really Good Stuff	7.00	5.69	39.83

Appendix : **H**

TOTAL BUDGET LINE ITEM REQUEST

38,501

School: **Fuller Meadow**

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Account Name: **Consumable Curriculum Instruction Materials & Supplies (Non-Sp. E**

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Lakeshore Math Counters Library 1, LC1655X, Lakeshore Learning	1.00	145.00	145.00
			-
First Grade			-
MIF: Singapore Math Online Student Technology Bundle, 1-year Gr 1, 2013, 1506436, Great Source Math in Focus	90.00	10.60	954.00
MIF: Singapore Math Student Workbook Bundle, A & B, Gr 1, 1098729, Great Source Math in Focus	90.00	20.75	1,867.50
MIF: Singapore Math Online Steacher Tech Bundle, 1-year Gr 1, 1506456 (Gratis \$249.45) Great Source Math in Focus	8.00		-
Classic Primary Composition Books, Set of 10, FG465X, Lakeshore Learning	9.00	27.99	251.91
Ten-Frames Activity Dice, RR632, Lakeshore Learning	5.00	19.99	99.95
Pastel Giant Washable Color Ink Pads- 5 Color Set, AA103, Lakeshore Learning	5.00	27.99	139.95
Probability Spinners, LL984, Lakeshore Learning	5.00	12.99	64.95
Write Again Re-Markable Dry Erase Sleeves Classroom Pack, 305893, Really Good Stuff	1.00	59.20	59.20
Adhesive Desk Prompts Counting 1-120, NST9054, National School Supply	3.00	4.92	14.76
Foam Dot Dice, set of 36, TB18746T, Nasco	5.00	6.90	34.50
Tenframes and Number Bonds Flexible Dry Erase Boards-Set of 10, 520736, EAI	2.00	13.95	27.90
School Smart Dotted Dice Set, 89918, School Specialty	1.00	9.37	9.37
School Smart Polypropylene Heavy Weight Reinforced Top Loading, Pack of 100, 67506, School Specialty	5.00	12.37	61.85
			-
Second Grade			-
MIF: Singapore Math Online Student Technology Bundle, 1 year Gr 2, 2013, 1506437, Great Source Math in Focus	100.00	10.60	1,060.00
MIF: Singapore Math Student Workbook Bundle, A & B Gr 2, 1098743, Great Source Math in Focus	100.00	20.75	2,075.00
MIF: Singapore Math Online Teacher Tech Bundle, 1 yr Gr 2, 2013, (Gratis \$249.45) 1506457, Great Source Math in Focus	8.00		-
Classic Primary Composition Books, Set of 10, FG465X, Lakeshore Learning	10.00	27.99	279.90
Green Foam Base Ten Flats, Set of 10, IN323, ETA Hand2Mind	25.00	5.95	148.75
Green Foam Base Ten Rods, Set of 50, IN322, ETA Hand2Mind	10.00	5.25	52.50
Math Work-It-Out Folder, Grade 2, set of 12, 163639, Really Good Stuff	8.00	27.39	219.12
			-
Math Room			-
Math Mats Dice Games Complete Set, 164261, Really Good Stuff	1.00	29.99	29.99
Ten Frame Match Games, HEF503872, EAI Education	1.00	29.95	29.95
Ten Frame & Number Bonds Flexible Dry Erase Boards, HEF520766, EAI Education	1.00	63.95	63.95
Hands on Number Bars Kit, GG607, Lakeshore	1.00	39.99	39.99
Subtraction Learning Locks, LC134, Lakeshore	1.00	36.99	36.99
Addition Learning Locks, LC133, Lakeshore Learning	1.00	36.99	36.99
			-
Sub-Total CCIM Math			13,159.82
Physical Education Supplies			
Mileage Club Map, 126-400, Fitness Finders	1.00	11.25	11.25
Chains, 100, 116-2002, Fitness Finders	1.00	38.00	38.00
Toe Tokens, 1,000, 117-200, Fitness Finders	1.00	64.95	64.95
#10 Mile Tokens, 100, 144-0102, Fitness Finders	1.00	21.49	21.49
#26.2 Mile Tokens, 100, 144-2621, Fitness Finders	1.00	21.49	21.49
#40 Mile Tokens, 25, 144-0401, Fitness Finders	1.00	6.49	6.49
Playground Balls, 8.5, GC71-319, Gopher Sport	2.00	39.95	79.90
Bowling Ball, 2 lb orange, GC45-946, Gopher Sport	2.00	29.95	59.90
Pop-Up Goals, GC38-624, Gopher Sport	1.00	105.00	105.00
Tee, GC71-231, Gopher Sport	4.00	30.95	123.80
Mid-Size Bat, GC42-010, Gopher Sport	1.00	12.95	12.95
Jr Bats, GC42-162, Gopher Sport	4.00	9.95	39.80
Desk Calenndar, 14-month, 1468630, School Specialty	1.00	7.58	7.58
			-
Sub-Total Physical Education Supplies			592.60
Reading/Reading Support/Developmental Reading			
			-
			-

Appendix :

School:

Account Name:

TOTAL BUDGET LINE ITEM REQUEST

38,501

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
			-
			-
Sub-Total Reading/Reading Support/Developmental Reading			-
CCIM Early Childhood Supplies			
			-
			-
			-
			-
Sub-Ttotal CCIM Early Childhood Supplies			-
CCIM Health Supplies			
			-
			-
			-
			-
Sub-Total CCIM Health Supplies			-
Music Supplies			
Feierabend's Pitch Exploration Cards Set, 6240, Music in Motion	1.00	38.00	38.00
Conversational Solfege, Level 2, Complete Set, 9336, Music in Motion	1.00	142.00	142.00
Conversational Solfege, Sign Pack, 2759, Music in Motion	1.00	30.00	30.00
Music Award Noteworthy Certificates, 30/pkg, 3352, Music in Motion	3.00	3.95	11.85
Dancing 'Round the World, Paperback, 7823, Music in Motion	1.00	35.00	35.00
Patriotic Songs & Marches CD, 4200, Music in Motion	1.00	15.95	15.95
Do-Re-Mi-Fa Fun - Spiral Teacher's Handbook, Q383, Music in Motion	1.00	19.95	19.95
			-
Sub-Total Music Supplies			292.75
Art Supplies			
School Specialty Per Attached List (\$1841.48 x 3%)	1.00	1,896.72	1,896.72
			-
			-
			-
Sub-Total Art Supplies			1,896.72
ESL Supplies			
Plain White Dry Erase Boards, 202064, School Specialty	7.00	4.68	32.76
Zaner Blosler Paper, 85339, School Specialty	2.00	6.42	12.84
My Writing Journal, 1467324, School Specialty	5.00	4.39	21.95
Educational Insights Alphamagnets, 70611, School Specialty	5.00	26.70	133.50
Sub-Total ESL Studies			201.05
Extended Studies			
			-
			-
			-
			-
Sub-Total Extended Studies			-
Instructional Specialist Supplies			
			-
			-
			-
			-

Appendix :

School:

Account Name:

TOTAL BUDGET LINE ITEM REQUEST

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Sub-Total Instructional Specialists Supplies			-
CLIC Supplies			
			-
			-
			-
Sub-Total CLIC Supplies			-
	Sub-Total:		35,071.36

Shipping:

NOTE: IF SHIPPING COST UNKNOWN PLEASE CALCULATE 11% OF SUB-TOTAL

GRAND TOTAL

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

Inspire Science Small Group Refill Kits are needed to support the hands-on science instruction of the Inspire Science program. The estimated \$100 per classroom will be used for items that are perishable, cannot be stored, and will need to be purchased throughout the year. Consumable Math In Focus materials are needed for program implementation. Math journals and folders provide places to demonstrate the mathematical practices.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

Without access to the additional consumable materials, the science program will not be properly implemented. New requested materials are to support RTI initiatives and math workshop for small-group support in math class. These materials will be used to provide small-group instruction for children with number sense deficiencies.

OTHER COMMENTS:

Specialized materials are to meet student needs per IEP.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

OTHER COMMENTS:

Appendix : X

TOTAL BUDGET LINE ITEM REQUEST **82,000**

School: FULLER MEADOW

- Check below which apply:
- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
 - REPLACEMENT/REPLENISHMENT OF INVENTORY
 - NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Account Name: Facilities (Merged)

- Maintenance of Grounds
- Planned Maintenance of Buildings
- Maintenance of Buildings Supplies
- Maintenance of Buildings
- Building Security System
- Maintenance of Equipment
- Extraordinary Maintenance
- Network and Telecommunications

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Sub-Total Extraordinary Maintenance			-
Network & Telecommunications			
Phone System Software License Renewal & Maintenance	1.00	2,500.00	2,500.00
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
			-
Sub-Total Network & Telecommunications			2,500.00
	Sub-Total:		82,000.00

Shipping: -

NOTE: IF SHIPPING COST UNKNOWN PLEASE CALCULATE 11% OF SUB-TOTAL

GRAND TOTAL **82,000.00**

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

OTHER COMMENTS:

Appendix Template	Account Totals	Appendix Total(s)
Appendix	A Principal - Supplies & Materials	3,841
Appendix	B Principal - Technology	-
Appendix	C Professional Development - Christine Elliott	64,960
Appendix	D Textbooks	11,077
Appendix	E Curriculum Materials	-
Appendix	F Educational Material Reimbursement	5,850
Appendix	G General Supplies	20,184
Appendix	H Consumable Curriculum Instruction Materials	61,276
Appendix	I Special Education Supplies	15,239
Appendix	J Instructional Equipment	1,299
Appendix	K Educational Furniture	1,295
Appendix	L Instructional Technology - Supplies - Steve Guditus	8,324
Appendix	M Instructional Technology - Software/Licenses - Steve Guditus	21,832
Appendix	N Instructional Technology - Hardware - Steve Guditus	96,241
Appendix	O Library/Media Supplies	2,884
Appendix	P Library Books	5,269
Appendix	Q Instructional Equipment Maintenance - Steve Greenberg	600
Appendix	R Copy Machine Lease Contract - Steve Greenberg	12,943
Appendix	S Copy Machine Service Contract - Steve Greenberg	5,610
Appendix	T Testing and Assessment	-
Appendix	U Nurse Supplies	4,084
Appendix	V Custodial Contracted Services/Supplies/Equipment (Merged) - Steve Clifford	17,500
Appendix	W Utilities - Steve Greenberg	107,010
Appendix	X Facilities - Steve Clifford	129,000
Appendix	Y Technology Maintenance - Steve Greenberg, Steve Guditus	115,806
	Total	712,123
	Check	712,123
	Diff	-

Appendix : C

TOTAL BUDGET LINE ITEM REQUEST 64,960

School: Howe Manning

- Check below which apply:
- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
 - REPLACEMENT/REPLENISHMENT OF INVENTORY
 - NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Account Name:

Professional Development
Professional Development & Mentor Program Stipends
Workshops & Conferences
Curriculum Training
Contracted Services
Tuition Reimbursement
Travel
Co-Curricular Stipends
Extra-Curricular Stipends

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Professional Development & Mentor Program Stipends			-
Professional Development Committee stipends (Contractual)	4.00	400.00	1,600.00
Tech Talk Committee stipends	2.00	400.00	800.00
Tech Talk presenter stipends	7.00	80.00	560.00
WISE Committee stipends	2.00	400.00	800.00
WISE presenter stipends	5.00	80.00	400.00
			-
Mentor Coordinator Stipend	1.00	2,000.00	2,000.00
Mentor Stipends: (20 hrs.)	2.00	1,200.00	2,400.00
Mentor Stipends: (30 hrs.)	3.00	800.00	2,400.00
Sub-Total Professional Development & Mentor Program Stipends			10,960.00
			-
Workshops & Conferences			-
Teacher Workshops/Conferences (Contractual)	1.00	6,000.00	6,000.00
Sub-Total Workshops & Conferences			6,000.00
			-
Curriculum Training			-
Supplies for professional development (binders, professional books, office supplies)	1.00	1,000.00	1,000.00
Mentor Program Materials/Supplies	1.00	200.00	200.00
Sub-Total Curriculum Training			1,200.00
			-
Contracted Services			-
PD Consultant	1.00	2,000.00	2,000.00
Special Education (Specialized training) New- Grant depleted so moved to PD budget	1.00	2,500.00	2,500.00
Safety Care Certification Training	1.00	500.00	500.00
Sub-Total Contracted Services			5,000.00
			-
Tuition Reimbursement			-
Teacher Tuition reimbursement (Contractual)	1.00	5,000.00	5,000.00
Sub-Total Tuition Reimbursement			5,000.00
			-
Co Curricular Stipends			-
ABA Stipends	5.00	500.00	2,500.00
Grade Level Liaison stipends (Contractual)	7.00	800.00	5,600.00
Environmental Literacy stipends (New)	2.00	400.00	800.00
PLC Committee stipends	7.00	400.00	2,800.00
Reading Committee stipends (Gr. 3)	4.00	800.00	3,200.00
Safety Care stipends	14.00	250.00	3,500.00
Social Curriculum Committee Stipends	8.00	400.00	3,200.00
Teacher in Charge stipend (Contractual)	1.00	1,200.00	1,200.00
			-
Sub-Total Co Curricular Stipends			22,800.00
			-
Extra Curricular Stipends			-
BOKS Leader stipend	2.00	800.00	1,600.00
Health/Wellness Committee stipends (Contractual)	4.00	400.00	1,600.00
Activities Coordinator Grade 6	1.00	800.00	800.00
Apple Blossom Literary Magazine Coordinator stipend	2.00	400.00	800.00
Girls 4 Girls Facilitator stipend (New)	1.00	400.00	400.00
Kid 2 Kid Program Leader stipend	2.00	800.00	1,600.00
Musical Directors stipends	2.00	1,200.00	2,400.00
Nature's Classroom Chaperone stipends (New)	8.00	300.00	2,400.00

Appendix :

School:

Account Name:

Professional Development
Professional Development & Mentor Program Stipends
Workshops & Conferences
Curriculum Training
Contracted Services
Tuition Reimbursement
Travel
Co-Curricular Stipends
Extra-Curricular Stipends

TOTAL BUDGET LINE ITEM REQUEST

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Online Math League Facilitator stipend	1.00	1,600.00	1,600.00
Student Council Facilitator stipend	1.00	800.00	800.00
			-
Sub-Total Extra Curricular Stipends			14,000.00
			-
	Sub-Total:		64,960.00

Shipping:

NOTE: IF SHIPPING COST UNKNOWN PLEASE CALCULATE 11% OF SUB-TOTAL

GRAND TOTAL

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

OTHER COMMENTS:

Appendix : **H**

TOTAL BUDGET LINE ITEM REQUEST

61,276

School: **HOWE-MANNING**

Check below which apply:



CRITICAL REQUIREMENT FOR PROGRAM/OPERATION

REPLACEMENT/REPLENISHMENT OF INVENTORY

NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Account Name: **Consumable Curriculum Instruction Materials & Supplies (Non-Sp.)**

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Heinemann Readers Notebook (Advanced), 25 per pack ISBN 978-0-325-04288-6 / 0-325-04288-8 / Bundle Need extra from closet	4	175.00	700.00
Curriculum Associates WS12380 CARS- STARS Curriuclum Associates 978-0-7609-6583-2 Need 7 more	4	339.00	1,356.00
School Specialty Paper Mate Write Brothers Ballpoint Stick Pen, 1 mm Medium Tip, Red Ink/Barrel, Pack of 12 #027337	12	2.02	24.24
School Specialty School Smart Round Refillable Stick Pen, Medium Tip, Purple, Pack of 12 #086331	18	1.29	23.22
School Specialty Post-it Self-Stick Unruled Easel Pad Value Added Pack, 25 x 30 in, White, Pad of 30 Sheets, Pack of 6 #1272922	1	143.00	143.00
School Specialty 3 Subject School Smart Spiral Bound Notebooks #085269	95	2.99	284.05
School SpecialtySchool Smart Removable Self-Stick Note, 1-1/2 X 2 in, Yellow, 100 Sheet Pads, Pack of 12 #084874	15	2.84	42.60
Really Good Stuff 8 Pocket Student Homework folders #159131	24	23.99	575.76
Vocabulary Classical Roots Item # 2265 http://eps.schoolspecialty.com/	100	9.85	985.00
			-
Grade 5- 114			-
Curriculum Associates WS12131 Comprehensive Assessment of Reading Strategies Book E, 10 wkb. Per set	12	39.90	478.80
Vocabulary Classical Roots Item # 2266-zz5 http://eps.schoolspecialty.com/	120	9.85	1,182.00
School Specialty Post-it Self-Stick Unruled Easel Pad Value Added Pack, 25 x 30 in, White, Pad of 30 Sheets, Pack of 6 #1272922	1	143.00	143.00
School SpecialtySchool Smart Removable Self-Stick Note, 1-1/2 X 2 in, Yellow, 100 Sheet Pads, Pack of 12 #084874	15	2.84	42.60
Heinemann Readers Notebook (Advanced), 25 per pack ISBN 978-0-325-04288-6 / 0-325-04288-8 / Bundle	5	175.00	875.00
			-
Grade 6- 95			-
Curriculum Associates WS12132 Comprehensive Assessment of Reading Strategies Book F, 10 wkb. Per set	10	39.90	399.00
Vocabulary Classical Roots Item # 2267-W1 http://eps.schoolspecialty.com/products/details.cfm?seriesonly=2252M	100	9.85	985.00
School SpecialtySchool Smart Removable Self-Stick Note, 1-1/2 X 2 in, Yellow, 100 Sheet Pads, Pack of 12 #084874	10	2.84	28.40
School Specialty Post-it Self-Stick Unruled Easel Pad Value Added Pack, 25 x 30 in, White, Pad of 30 Sheets, Pack of 6 #1272922	1	143.00	143.00
StoryworksThe Language Arts Magazine for Grades 4—6 Item# NTS164999	20	7.95	159.00
Heinemann Readers Notebook (Advanced), 25 per pack ISBN 978-0-325-04288-6 / 0-325-04288-8 / Bundle	3	175.00	525.00
			-
			-
			-
			-
Sub-Total CCIM Language Arts			14,478.87
CCIM Social Studies			
Grade 3			
*Time for Kids 3rd grade	85	4.46	379.10
			-
Grade 4			
*Time for Kids 4th grade	95	4.46	423.70
*TCI Social Studies Alive! Regions of our Country 2016 edition Online Teacher Subscription item #7417-01	5	96.00	480.00
*TCI Social Studies Alive! Regions of our Country 2016 edition Online Student Subscription item #7424-01	90	18.00	1,620.00
			-
Grade 5			
*Time for Kids 5th grade	120	4.46	535.20
*TCI Social Studies Alive! America's Past 2016 edition Online Teacher Subscription item #9923-01	6	96.00	576.00
*TCI Social Studies Alive! America's Past 2016 edition Online Student Subscription item #9930-01	114	21.00	2,394.00
			-
Grade 6			
*Time for Kids with Around the World	97	5.46	529.62
*TCI Social Studies Alive! Geography Alive 2016 edition Online Teacher Subscription item #4522-01	95	25.00	2,375.00
*TCI Social Studies Alive! Geography Alive 2016 edition Online Student Subscription item #7424-01	3	254.00	762.00
*National Geographic Bee c/O National Geographic Society 1145 17th St. NW Washington, D.C. 20036	1	100.00	100.00
Faces Magazine 1 year subscription https://shop.cricketmedia.com/FACES-Magazine-for-Kids.html	1	33.95	33.95
Junior Scholastic Magazine http://classroommagazines.scholastic.com/products/junior-scholastic?promo_code=3272&appesp=CM/intraapp/20160421//xtl/Editorial/Junior/LeftNavSubscribe	25	6.50	162.50
No Shipping on products with asteriks *			-
			-
			-
Sub-Total CCIM Social Studies			10,371.07
CCIM Math			
Third Grade			
HMH MIF: Singapore Math Online Student Technology Bundle 1 year, Gr. 3 2013, 1506438, Great Source Math in Focus	85	6.30	535.50
MIF: Singapore Math Student Workbook Bundle A & B Gr. 3, 1099712, Great Source Math in Focus	85	20.75	1,763.75

Appendix : **H**

School: **HOWE-MANNING**

Account Name: **Consumable Curriculum Instruction Materials & Supplies (Non-Sp. B**

TOTAL BUDGET LINE ITEM REQUEST

61,276

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
			-
			-
			-
Sub-Total Physical Education Supplies			405.35
Reading/Reading Support/Developmental Reading			
			-
			-
			-
			-
Sub-Total Reading/Reading Support/Developmental Reading			-
CCIM Early Childhood Supplies			
			-
			-
			-
Sub-Total CCIM Early Childhood Supplies			-
CCIM Health Supplies			
			-
			-
			-
Sub-Total CCIM Health Supplies			-
Music Supplies			
JW Pepper	1.00	507.73	507.73
Teacher Pay Teachers	1.00	123.25	123.25
Themes & Variations	1.00	149.95	149.95
West Music	1.00	160.00	160.00
School Specialty	1.00	64.35	64.35
School Instrument Maintenance	1.00	250.00	250.00
Piano Tuning	3.00	100.00	300.00
Bus Transportation to BOT Luncheon in December			150.00
MMEA (Treble Chorus Registration for 5 students)			125.00
MTI (6th Grade Musical)	1.00	773.80	773.80
Props/Supplies	1.00	450.00	450.00
			-
			-
			-
Sub-Total Music Supplies			3,054.08
Art Supplies			
School Specialty (see attached)	1.00	3,014.65	3,014.65
Artovation Budget			-
School Specialty - Adhesive Magnetic Squares	10.00	4.95	49.50
The Battery Supplier			-
Coin Cell Batteries - pack of 100	2.00	37.99	75.98
B&H Photography			-
Artista EDU Ultra graded RC Paper	2.00	36.79	73.58
2x55yd Black Gaffers Tape	2.00	19.95	39.90
Chibitronics			-
Circuit stickers (White) classroom pack	2.00	110.00	220.00
Circuit stickers (R.Y.B) classroom pack	2.00	110.00	220.00
Barnes & Noble			-
Makey Makey: An Invention Kit for Everyone	6.00	49.95	299.70
Additional Innovation and Hardware Materials per teacher reimbursement not to exceed \$300	1.00	300.00	300.00
			-
			-

Appendix : **H**

TOTAL BUDGET LINE ITEM REQUEST

61,276

School: **HOWE-MANNING**

Check below which apply:

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Account Name: **Consumable Curriculum Instruction Materials & Supplies (Non-Sp. B**

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
<p>subscription for the entire grade level provides equal access to all students. The online subscription gives access to interactive lesson and activities. Students are using 21st century literacy and technology skills that will benefit them in many content areas. Teachers have the ability to modify and differentiate the instruction and assessments. In addition, Time for Kids is used for teaching components of the 2011 Common Core ELA Standards that address informational text including analysis of events/ideas, central idea and detail, as well as a source for answering questions or comparing media. Fourth grade curriculum centers on the Regions of the United States and North America. Each social studies teacher needs to have a quality, usable map of North America to provide geography instruction to their students.</p> <p>CCIM Math - Consumable Math in Focus materials are needed for program implementation. Graph paper, journal and folders provide students opportunity to communicate their thinking in math. Additional manipulatives give students experience with mathematics and provide number sense building opportunities. Grade 3 and 4 would like to include flash card making materials for students to connect strategies learned in school at home. Grade 6 would like to continue to do the Land Yacht activity as a culminating activity to show knowledge of skills learned throughout grade 6 math in focus.</p> <p>Science: With the new science program being adopted, we are anticipating additional costs per classroom for consumable materials. The estimated \$100 per classroom will be used for items that are perishable, cannot be stored, and will need to be purchased throughout the year. Small group science refill kits are needed to continue to have small group access to the inspire Science Curriculum.</p>			

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

CCIM ELA - The consequences of not having these requested items is that there will be less consistency from class to class in a grade level and less consistency from grade level to grade level. Having inconsistent instruction causes gaps in a students learning because teachers need their own materials to meet the state standards and district curriculum.

CCIM Social Studies - The consequences of not having these requested items is that some students will continue to receive the online, updated edition while the other half of the students will continue to receive the 2006 textbook. Having inconsistent instruction causes gaps in a students learning because teachers need to create their own materials to meet the state standards and district curriculum.

CCIM Math - Without the Math in Focus materials, a primary instructional tool is missing and this will impact program effectiveness and student learning. Without the additional graph paper, journals and folders the students will not have the opportunity to demonstrate the mathematical practices of the common core.

Science: Without access to the additional consumable materials the science program will not be properly implemented.

Math: Without the Math in Focus materials, a primary instructional tool is missing and this will impact program effectiveness and student learning. Without the additional graph paper, journals, and folders the students will not have the opportunity to demonstrate the mathematical practices of the common core.

OTHER COMMENTS:

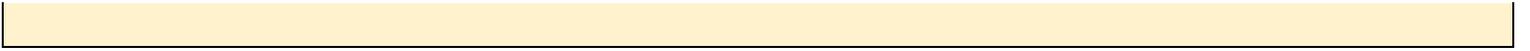
ELA: New requested materials are to support RTI initiatives for small group support in math. These materials are to improve mental math fluency in grade 3-5. They will be used to provide small group instruction for children with number sense deficiencies.

Science: See additional forms for details of the kit contents at each grade level. Grade six does not have a kit available so a custom order will be made through Ward's Science.

Math: New requested materials are to support RTI initiatives for small group support in math. These materials are to improve mental fluency in grades 3-5. They will be used to provide small group instructions for children with number sense deficiencies.

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

OTHER COMMENTS:



Appendix : X

TOTAL BUDGET LINE ITEM REQUEST 129,000

School:

Check below which apply:

X
 X

- CRITICAL REQUIREMENT FOR PROGRAM/OPERATION
- REPLACEMENT/REPLENISHMENT OF INVENTORY
- NEW INITIATIVE/GOOD TO HAVE FOR PROGRAM ENHANCEMENT

Account Name

Maintenance of Grounds
Planned Maintenance of Buildings
Maintenance of Buildings Supplies
Maintenance of Buildings
Building Security System
Maintenance of Equipment
Extraordinary Maintenance
Network and Telecommunications

Descriptive/Comments	Quantity Requested	Cost per Unit:	Total Cost
Sub-Total Network & Telecommunications			3,000.00
	Sub-Total:		129,000.00

Shipping:
NOTE: IF SHIPPING COST UNKNOWN PLEASE CALCULATE 11% OF SUB-TOTAL

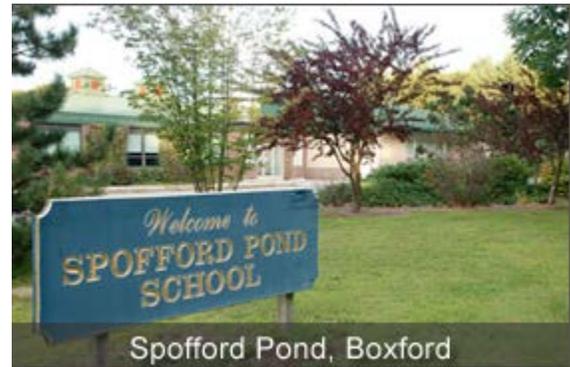
GRAND TOTAL

PLEASE PROVIDE A BRIEF DESCRIPTION/REASON WHY THE ITEM(S) ARE REQUIRED FOR THE OPERATION/EDUCATIONAL PROGRAM:

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE CONSEQUENCE/IMPACT OF NOT HAVING THE ITEM(S) REQUESTED:

OTHER COMMENTS:

FY2018-2019 Tri-Town School Union Capital Plan



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Appendix A: Capital Plan Schedule

Tri-Town School Union –FY19 Fifteen Year Capital Plan Overview

Boxford, Middleton, & Topsfield Elementary Schools – Fifteen Year Capital Plan

The Tri-Town School Union Capital Plan is a proposed fifteen year schedule for the renovation or replacement of capital expenditures for each of the elementary schools in Boxford, Middleton, and Topsfield. The reason why we use this model is to assist the member Towns with reasonable planning for capital expenses in the short-term and long-term.

This document will provide specific details about the various capital categories and the reason(s) behind the renovation and/or replacement. It is important to keep in mind that it is very difficult to estimate costs for capital items over a long-term period. Under these circumstances, the proposal amount functions like a placeholder and reminder that a particular capital item will be coming to the end of its useful life.

In addition, the Capital Plan and corresponding schedule is a fluid document. The presented capital plan is based on estimated end of life, educational mandates, and curriculum update schedules. The Capital Plan is vulnerable to the economic, political, financial, and local environmental factors and constraints. Each of these factors have a strong influence in each of the districts' abilities to maintain the Capital Plan Schedule. Therefore while this document functions as a desirable schedule, it is more like a guide for all stakeholders when you take into consideration the external influences.

The threshold that would trigger a capital request in each town is listed below:

Boxford = \$10,000

Middleton = \$5,000 Guideline

Topsfield = \$5,000

Areas of capital that are communicated (per School) in this document include:

- I. Educational Capital (Curriculum Purchases & Technology)
- II. Technology Infrastructure
- III. Furniture
- IV. Internal Building Capital:
 - a. Building Interior
 - b. Bathrooms
 - c. Flooring
 - d. Floor Care Equipment

- e. Large Scale Painting
 - f. Kitchen Equipment
- V. External Building Capital:
- a. Grounds & Playground Equipment
 - b. Roofs
 - c. Building Exterior & Windows
- VI. Building Systems & Building Equipment
- a. Boilers & Boiler Controls
 - b. Classroom HVAC
 - c. Large HVAC Equipment
 - d. Telephone Systems, Security Systems, P/A & Master Clock Systems
 - e. Water
 - f. Electrical
 - g. Septic Systems
 - h. Emergency Generators
- VII. Aaron Wood Building

Boxford Elementary Schools Harry Lee Cole School Overview

Building Square Footage: 71,000 square feet

1954 - Original wood frame two story, CMU walls, brick exterior face building built. Building consisted of (8) Classrooms, Cafe/Gym combination space and kitchen. (2) Oil fired steam boilers with local radiation.

1986 - Addition built for expansion. Two Story brick faced, steel frame with CMU, gypsum wallboard and GCMU wall construction.

Classrooms on two levels, small instruction spaces, admin/principal suite with conference room, new gymnasium, computer lab, library, elevator and relocation of schools main entrance. This project added a second boiler room on the west side of the school that consisted of (2) hot water gas fired boilers, single loop hot water heat system with (2) 3HP pumps. Pneumatic HVAC controls for boilers/ CRUV's/ exhaust fans were introduced. (3) Constant volume heating & ventilation units were installed on the roof along with exhaust fans for bathroom, kitchen and classroom exhaust. Potable well storage and controls were relocated to this space. (1) Domestic hot water heater and temperature reducing station. A 30KW N.G. emergency generator was added along with new switchgear, electrical distribution fed by a relocated building sub grade service feeder via transformer. New telephone and fire control were also incorporated. Replacements of most of the original section windows with Anderson vinyl clad awning

windows to match the new construction windows were installed. Replacement of classroom unit ventilators (CRUV) in the old section with to match units installed in new addition. Flooring is mostly VCT in halls with carpet/VCT combination floors in classrooms and maple wood in gymnasium. Steam boilers located in the east boiler room were converted to burn CNG.

1996 - Addition built for expansion. (12) Classrooms. Two story Brick / block exterior faced, steel frame construction with CMU, gypsum wallboard interior construction. Roof is ballasted built up asphalt. Aluminum window systems installed throughout. A third natural gas fired boiler was added to the west boiler room. The addition was served by a single hot water heating loop served by (1) pump. (1) Reznor RTU constant volume make up air unit serving upper and lower hallways, bathroom and classroom exhaust. Flooring is VCT-hallways and carpet/VCT combination in classrooms.

2012 - Completed roof replacement under MSBA's Green Repair Program.

Lighting retro-fit and parking lot completed in 2010 - 2012.

2013 - Installed category 6A cabling, 30 Aerohive 330 WAPs, and updated the core switches.

P/A and Master Clock updated in 2010. Phone system updated in 2014. Access control is scheduled for 2015. Added two cameras and replaced DVR in 2014.

2014 – Harry Lee Cole Playground and Pre-School Playground were replaced.

2015 – Timer controls for steam units one and two were replaced. This program was 100% reimbursed by National Grid.

District:	Boxford
School Name:	Cole Elementary School
Address:	26 Middleton Rd. Boxford, MA 01921
School Hours:	
In-session Contact:	
Off-Hours Contact:	Steve Clifford (978) 867-0771 x225 Cell: (978) 479-7713
Approach Hazards:	
Notes:	

1st Floor

- Legend
- Single Door
 - Double Door
 - Window
 - Stairs
 - Ramp
 - Elevator
 - Fire Extinguisher
 - Gas Shut-Off
 - Electrical Shut-Off
 - Water Shut-Off
 - Chair Lift
 - Sprinkler Shutoff
 - Generator
 - Camera
 - Fire Standpipe



District:	Buxford
School Name:	Cole Elementary School
Address:	26 Middleton Rd Buxford, MA 01921
School Hours:	8:55 am – 3:10 pm
In-session Contact:	
Off-Hours Contact:	
Approach Hazards:	
Notes:	

Basement

Side B

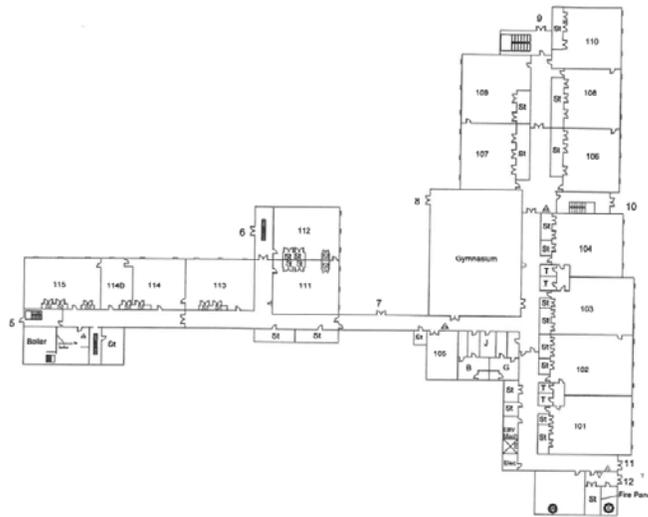
Side C

For Official Use Only

Side D

Legend

- Single Door
- Double Door
- Window
- Stairs
- Ramp
- Elevator
- Fire Extinguisher
- Gas Shut-Off
- Electrical Shut-Off
- Water Shut-Off
- Chair Lift
- Sprinkler Shutoff
- Generator
- Camera
- Fire Standpipe



Side A

Basement Floor Plan 6

Harry Lee Cole School Proposed Future Capital Requests

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Harry Lee Cole	Curriculum			10,000	10,000	10,000		10,000		15,000						
Harry Lee Cole (in the Op. Budget)	End-User Technology															
Harry Lee Cole	Technology Infrastructure	23,000				100,000										150,000
Harry Lee Cole	Furniture															
Harry Lee Cole	Building Interior	300,000														
Harry Lee Cole	Bathrooms				200,000											
Harry Lee Cole	Flooring															
Harry Lee Cole	Floor Care Equipment			15,000												
Harry Lee Cole	Large Scale Painting															
Harry Lee Cole	Grounds															
Harry Lee Cole	Septic System															
Harry Lee Cole	Playground Equipment & Parking Lot															
Harry Lee Cole	Roofs			650,000												
Harry Lee Cole	Building Exterior															
Harry Lee Cole	Windows															
Harry Lee Cole	Kitchen Equipment											500,000				
Harry Lee Cole	Boilers & Boiler Control			750,000												
Harry Lee Cole	Classroom HVAC				500,000	850,000	800,000									
Harry Lee Cole	Large HVAC Equipment	150,000														
Harry Lee Cole	Telephone Systems									200,000						
Harry Lee Cole	Security Systems				100,000											
Harry Lee Cole	Public Address Systems															
Harry Lee Cole	Master Clock Systems															
Harry Lee Cole	Water															
Harry Lee Cole	Electrical		150,000													
Harry Lee Cole	Emergency Generator				180,000											

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancements and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget. We are communicating this information in the capital plan for informational purposes and future discussion.

Technology Infrastructure FY2019, FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

For FY2019 we are proposing expanding the infrastructure to improve wireless coverage and capacity in the building. The FY2019 request consists of 8 wireless access points, a 48 port switch, and a heavy duty battery back-up.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a consolidated and secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Building Interior Feasibility Study & Access Ramp (ADA) FY2019: Solicit architectural services to evaluate the ADA compliance and make recommendations for the Harry Lee Cole School.

We are working on accommodating the needs of existing students that have physical limitations. This challenge makes it difficult, unsafe, and/or not possible for students with physical limitations to use the building in an independent manner. In the event of an emergency and a mass building evacuation is required, the current building stairways and hallways create a serious safety concern as well as a building code issue. The work needed includes an engineering study, design, and construction of a wheel chair ramp, hallway adjustments, door configuration, and plumbing work, in the cafeteria hallway.

Bathrooms FY2022: The student bathrooms located in the old wing of the building are original and are due for a renovation as well as outfitting them with water efficient equipment. We have maintained this capital request since 2009. The update of these bathrooms would address existing ADA deficiencies.

Floor Care Equipment FY2021: The current floor scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Roofs FY2021: Replace the 1995 portion of the Harry Lee Cole School Roof. We will submit a Statement of Interest to partner with the MSBA for this project.

Kitchen Equipment FY2029: The proposal involves feasibility study, design, installation, and renovation of the kitchen, kitchen equipment, and walk in freezer.

Boilers & Boiler Controls FY2021: Our goal will be to partner with the Massachusetts School Building Authority and the Accelerated Repair Program to replace the boiler system and controls.



Classroom Unit Ventilators and Large HVAC Equipment FY2019, FY2022, FY2023, & FY2025: This proposed capital expense would be to replace end of life unit ventilators and large volume HVAC equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2027: By FY2027 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2022: We will be proposing the replacement and upgrade of the video surveillance system for the Harry Lee Cole School. The proposal will include engineering, design, and turnkey installation.

Electrical FY2020: We are recommending the replacement of the Fire Control Panel and the field devices (smoke detectors, heat detectors, horns, strobes, pull stations, tamper switches, flow switches, and other related hardware).

Emergency Generator FY2022: This proposed capital expense would be to replace end of life emergency generator. The capital request would include engineering study and design and turn-key installation.

Spofford Pond Overview

Building Square Footage: 76,895 square feet

The Spofford Pond School was built in 1962/63. Single story steel frame, CMU walls with brick veneer. The building contained approximately eleven classrooms, administration area, kitchen Cafe and Gym. Hot water heating through CRUV's by gas fired boilers. Potable water provided by on site well and sewerage by onsite septic system. All CRUV's in this wing were replaced in 2003/2004. Exhaust systems not replaced. HVAC remains pneumatically controlled.

The 1996 roof was a tar & gravel Tremco System replaced in 2017 with a Sarnafil Roof System.

Classroom flooring is combination carpet and VCT. Hallways are VCT, lavatories are tile.

1967/1968 - A single story twelve classroom wing was added due to district expansion. Steel frame, CMU walls with brick veneer. The mechanicals are similar to original wing. Utilities are the same as original wing.

The tar & gravel Tremco System was replaced in 2017 with a Sarnafil Roof System.

CRUV were replaced in 2012. HVAC controls for this wing were upgraded to DDC from pneumatic. Classroom flooring is combination carpet and VCT. Hallways are VCT, lavatories are tile.

1990 - A nine classroom wing was built. Steel frame, CMU walls with brick veneer. This wing included an Art Room, Music Room and six regular classrooms. Utilities are the same as other wings. Roof is a 2017 Sarnafil Roof System. Mechanicals are classroom CRUV/Roof Exhaust that is pneumatically controlled original to the construction. Flooring is VCT in hallways and classrooms original to construction.

1996 - A five room classroom wing was added to include a science lab. This addition also expanded the cafe, added a library, small conference room and computer lab. Construction is steel frame, CMU walls with brick and decorative concrete block veneer. Roof is a 2017 Sarnafil Roof System. Utilities are the same as original wing. Site transformer was upsized to serve additional load. Flooring is carpet/VCT combination floors in the classrooms and all VCT in the hallways and science lab. The library, small conference and computer lab are full carpet. Cafe is all VCT with hardwood on stage. Mechanicals in classrooms are CRUV's with hot water coils and pneumatic controls. Classroom roof top exhaust and hallway makeup via gas fired 100% OA RTU. Library, computer lab and small conference have separate RTU's for each, hot air gas fired heat and DX cooling. The Cafe is heated with a 100% OA gas fired RTU. All RTU's are stand-alone controlled. All mechanicals, plumbing and electrical are original to construction.

2017 – Completed roof replacement under MSBA's Accelerated Repair Program.

2018 – Will complete window replacement under MSBA's Accelerated Repair Program.

District:	Boxford
School Name:	Spofford Pond Elementary School
Address:	31 Spofford Road Boxford, MA 01921
School Hours:	
In-session Contact:	
Off-Hours Contact:	
Approach Hazards:	
Notes:	

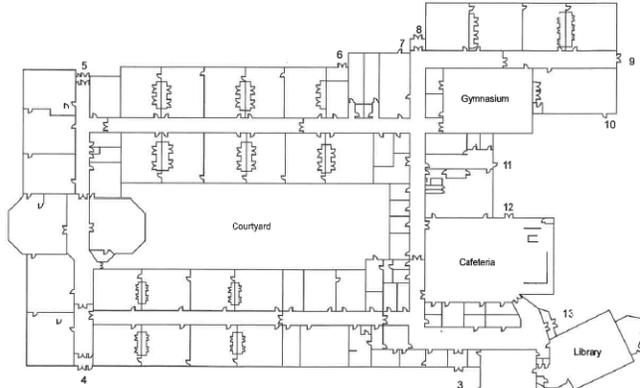
For Official Use Only

Footprint

Legend

- Single Door
- Double Door
- Window
- Stairs
- Ramp
- Elevator
- Fire Extinguisher
- Gas Shut-Off
- Electrical Shut-Off
- Water Shut-Off
- Chair Lift
- Sprinkler Shutoff
- Generator
- Camera
- Fire Standpipe

Side B



Side D

Side A



Building Footprint 4

Spofford Pond School Proposed Future Capital Requests

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Spofford Pond	Curriculum		15,000	15,000	10,000	10,000		10,000		20,000						
Spofford Pond (in the Op. Budget)	End-User Technology															
Spofford Pond	Technology Infrastructure	19,000				100,000										150,000
Spofford Pond	Furniture															
Spofford Pond	Building Interior	50,000														
Spofford Pond	Bathrooms				250,000											
Spofford Pond	Flooring					15,000										
Spofford Pond	Floor Care Equipment															
Spofford Pond	Large Scale Painting															
Spofford Pond	Grounds			75,000												
Spofford Pond	Septic System															
Spofford Pond	Playground Equipment & Parking Lot	350,000														
Spofford Pond	Roofs															
Spofford Pond	Building Exterior															
Spofford Pond	Windows	3,000,000														
Spofford Pond	Kitchen Equipment												500,000			
Spofford Pond	Boilers & Boiler Control			750,000												
Spofford Pond	Classroom HVAC					400,000				300,000						
Spofford Pond	Large HVAC Equipment															
Spofford Pond	Telephone Systems									200,000						
Spofford Pond	Security Systems				100,000											
Spofford Pond	Public Address Systems															
Spofford Pond	Master Clock Systems															
Spofford Pond	Water		75,000			20,000									750,000	
Spofford Pond	Electrical		65,000													
Spofford Pond	Emergency Generator				200,000											

Curriculum FY2020, FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

Technology Infrastructure FY2019, FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

For FY2019 we are proposing expanding the infrastructure to improve wireless coverage and capacity in the building. The FY2019 request consists of 6 wireless access points, a 48 port switch, and a heavy duty battery back-up.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Building Interior - Feasibility Study (ADA) FY2019: Solicit architectural services to evaluate the ADA compliance and make recommendations for the Spofford Pond School.

Bathrooms FY2022: The bathrooms will be due for renovation as well as outfitting them with water efficient equipment. Capital proposal includes design, engineering, construction, and renovation.

Floor Care Equipment FY2022: The current auto scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Grounds FY2021- Parking Lot: We will propose to repair the parking lot area on the campus. The process will include engineering study, design, and site preparation, and installation.

Playground Equipment & Parking Lot FY2019: For FY2019 we will be requesting funding to install additional playground equipment and surfacing that is ADA compliant and allows access for students with physical limitations. This proposal has been under review for the past two years.

Window Replacement FY2019: The window replacement will be phase II of the Spofford Pond Envelope Project. We are partnered with the MSBA and will receive approximately 40% reimbursement for eligible costs. The project will start with design and bidding during the winter months. Construction will begin in late spring at the conclusion of the school year. Substantial completion is scheduled for August 2018 with punch list items completed in September.

Kitchen Equipment FY2030: The proposal involves feasibility study, design, installation, and renovation of the kitchen and kitchen equipment.

Boilers & Boiler Controls FY2021: Our goal will be to partner with the Massachusetts School Building Authority and the Accelerated Repair Program to replace the boiler system and controls.

Classroom Unit Ventilators and Large HVAC Equipment FY2023 & FY2027: This proposed capital expense would be to replace end of life unit ventilators and large volume HVAC equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2027: By FY2027 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2022: We will be proposing the replacement and upgrade of the video surveillance system for the Spofford Pond School. The proposal will include engineering, design, and turnkey installation.

Water FY2020, FY2023& FY2032: For FY2020 we will propose that the well is rejuvenated and the well pumps are replaced. For FY2023 we will plan to replace the green media in the water plant filtration system (filtration, pumps, and instrumentation). For FY2032 we will propose a total overhaul of the water treatment plant. This capital proposal will involve engineering, design, turnkey installation and staff training.

Electrical FY2020: We are recommending the replacement of the field devices and associated wiring (smoke detectors, heat detectors, horns, strobes, pull stations, tamper switches, flow switches, and other related hardware).

Emergency Generator FY2022: This proposed capital expense would be to replace end of life emergency generator. The capital request would include engineering study and design and turn-key installation.

Middleton Elementary Schools

Fuller Meadow School Overview

Building Square Footage: 58,700 square feet

1964 – Fuller Meadow School opened. The original building is approximately 27,000 square feet, exterior faced masonry brick over CMU interior walls. Exposed web steel interior framing with exposed Tectum roof panel ceilings. Double insulated awning style classroom windows with stationary glazing clear panels above. The roof is a new Sarnafil Roof System Roofing.

The school consisted of (10) Classrooms, administration, nurse and support areas. Cafetorium / Gymnasium combination space with kitchen.

HVAC, (2) Hot water cast iron sectional boilers with hot water circulation throughout feeding classroom unit ventilators (CRUV), perimeter radiation and an air handler for Caf /Gym . In 1997 – A 30,000 square foot addition was opened to address a growing school population. This addition consists fifteen classrooms, a library/media center, (3) small specialist spaces and a gymnasium.

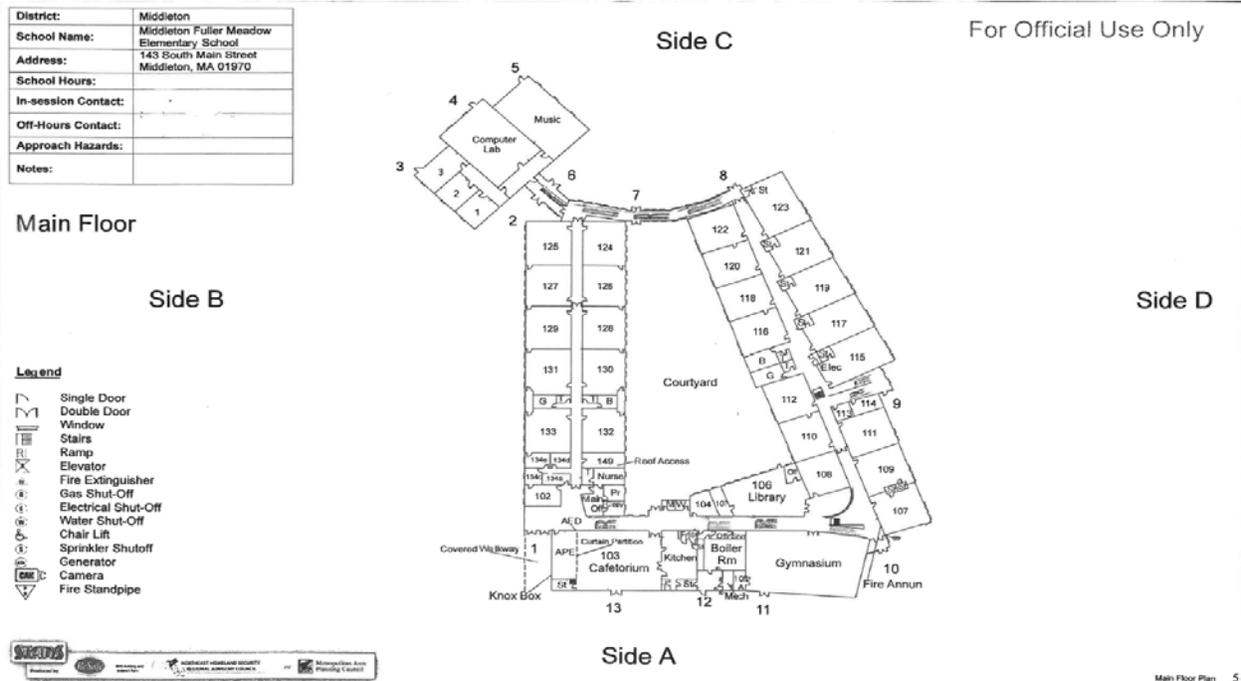
Exterior construction is a combination of decorative concrete precast and masonry brick. Roofing is a Sarnafil Roof System and a minor area that is .045 EPDM.

HVAC for this addition is an expansion of the hot water circulating loop feeding CRUV’s, perimeter radiation and a heating/ventilation air handler serving the gymnasium. All HVAC controls are pneumatic. Classroom CRUV’s in the original section of the building were also replaced at this time. The administration and nurse sections are air conditioned with roof mounted heat pump package units installed in the early 1980’s.

In 2006 a modular building addition was added on the southeast corner of the 1964 wing to ease an increasing district student population. This 2,700 square foot addition has (2) classroom size spaces and (3) small instructional support spaces. HVAC is by roof top package units with DX cooling and electric heat. Roofing is .060 EPDM. All flooring throughout the school is a mixture of nylon wall to wall carpet and VCT tile.

The gymnasium has a synthetic urethane sports floor. The building is served by a 40KW emergency diesel generator installed inside the building.

The original building roof was replaced in 2016 in partnership with the MSBA.



Fuller Meadow School Proposed Future Capital Requests

Tri-Town School Union
 Appendix A: Capital Plan Schedule
 Updated: 12/13/2017
 Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Fuller Meadow Curriculum			10,000	10,000	10,000		10,000		15,000						
Fuller Meadow End-User Technology	34,000	50,000	50,000	50,000	50,000	50,000	150,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Fuller Meadow Technology Infrastructure	38,000				100,000										150,000
Fuller Meadow Furniture															
Fuller Meadow Building Interior															
Fuller Meadow Bathrooms							130,000	130,000							
Fuller Meadow Flooring			60,000	65,000	70,000										
Fuller Meadow Floor Care Equipment			12,000												
Fuller Meadow Large Scale Painting															
Fuller Meadow Grounds			90,000												
Fuller Meadow Septic System															
Fuller Meadow Playground Equipment & Parking Lot															
Fuller Meadow Roofs				1,000,000											
Fuller Meadow Building Exterior															
Fuller Meadow Windows				2,000,000											
Fuller Meadow Kitchen Equipment		300,000													
Fuller Meadow Boilers & Boiler Control									500,000						
Fuller Meadow Classroom HVAC															
Fuller Meadow Large HVAC Equipment				135,000											
Fuller Meadow Telephone Systems															
Fuller Meadow Security Systems															
Fuller Meadow Public Address Systems															
Fuller Meadow Master Clock Systems															
Fuller Meadow Water															
Fuller Meadow Electrical															
Fuller Meadow Emergency Generator				275,000											

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

End User Technology FY2019-: End User Technology part of the everyday instruction. It is an everyday tool of teaching and learning. New and replacement technology is part of the proposed capital plan and warrant process. The dollar amount varies from year to year based upon existing inventory, changes in education, and changes in technology.

Every year we review our inventory, look at our program needs, and determine the best method to fulfill that need. End user technology is part of that process and is subject to change from year to year.

Technology Infrastructure FY2019, FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

For FY2019 we are proposing expanding the infrastructure to improve wireless coverage and capacity in the building. The FY2019 request consists of 12 wireless access points, 2 - 48 port switches, and two heavy duty battery back-ups.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Bathrooms FY2025 & FY2026: The bathrooms will be due for renovation as well as outfitting them with water efficient equipment. We propose the upper level bathrooms in the original wing would be renovated in FY2025 and the lower level bathrooms in the new wing would be renovated in FY2026. The capital proposal includes design, engineering, and turnkey installation.

Flooring FY2020 – FY2023: For FY2020 we will be proposing a multi-year/phased floor replacement program. The proposal will be to replace VCT and carpet flooring over a three year period.

Floor Care Equipment FY2022: The current Auto Scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Grounds – Parking Lot FY2021: We will propose the engineering study and replacement of the parking lot for the Fuller Meadow campus.

Roof & Windows FY2022: For FY2022 we will file a SOI to participate/partner with the MSBA in the ARP to replace the last remaining older portion of the roof along with the replacement of the windows.

Kitchen Equipment FY2020: The proposal involves feasibility study, design, installation, and renovation of the kitchen and kitchen equipment.



Boilers & Boiler Controls FY2027: Our goal will be to partner with the Massachusetts School Building Authority and the Accelerated Repair Program to replace the boiler system and controls. This capital expense will include engineering, design, and turnkey installation.

Large HVAC Equipment FY2022: We will propose the engineering, design, and turnkey installation of roof top unit number three as it will have come to the end of its useful life.

Emergency Generator FY2022: This proposed capital expense would be to replace end of life emergency generator. The capital request would include engineering study, design and turn-key installation.

Howe Manning Elementary School Overview

Building Square Footage: 80,000 square feet

Built in 2012, Howe Manning is a three story building constructed in partnership with the MSBA with a reimbursement of 51+% for eligible costs.

District Name:	MIDDLETON PUBLIC SCHOOLS
Building Name:	Howe - Manning Elementary School
Address:	28 Central Street Middletown, MA 01970

Side D

For Official Use Only



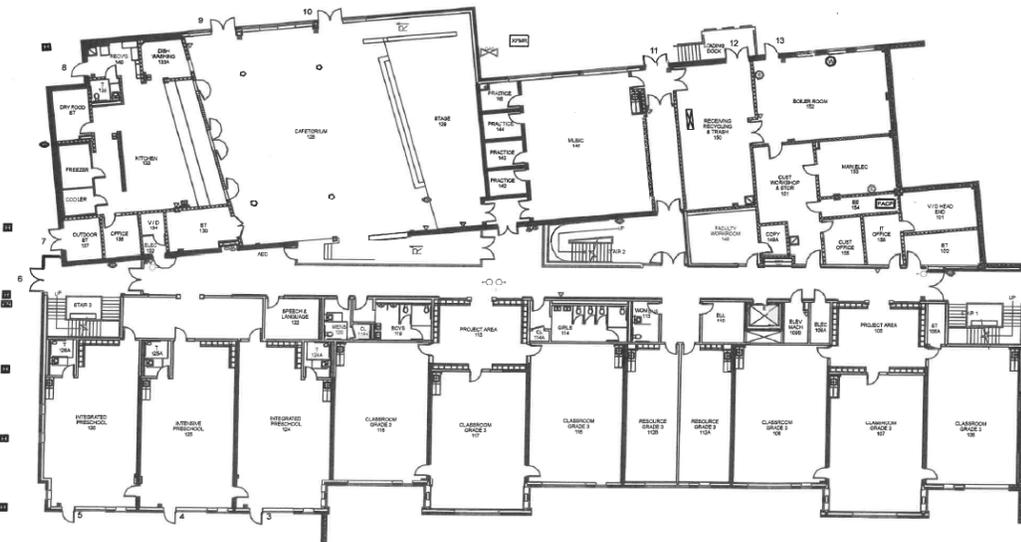
1st Floor Plan

1st Floor

Side C

Legend

- Camera
- Chair Lift
- Bathrooms: Mens, Womens, Unisex
- Storage
- Overhead Door
- Elevator
- Emergency Phone
- Knob Box
- Water Shutoff
- Sprinkler Shutoff
- Electrical Shutoff
- Gas Shutoff
- Ramp
- Emergency Generator
- Fire Alarm Control Panel
- Fire Dept. Connection
- Fire Extinguisher



Side A

Side B

1st Floor Plan 6

District Name:	MIDDLETON PUBLIC SCHOOLS
Building Name:	Howe - Manning Elementary School
Address:	26 Central Street Middleton, MA 01970

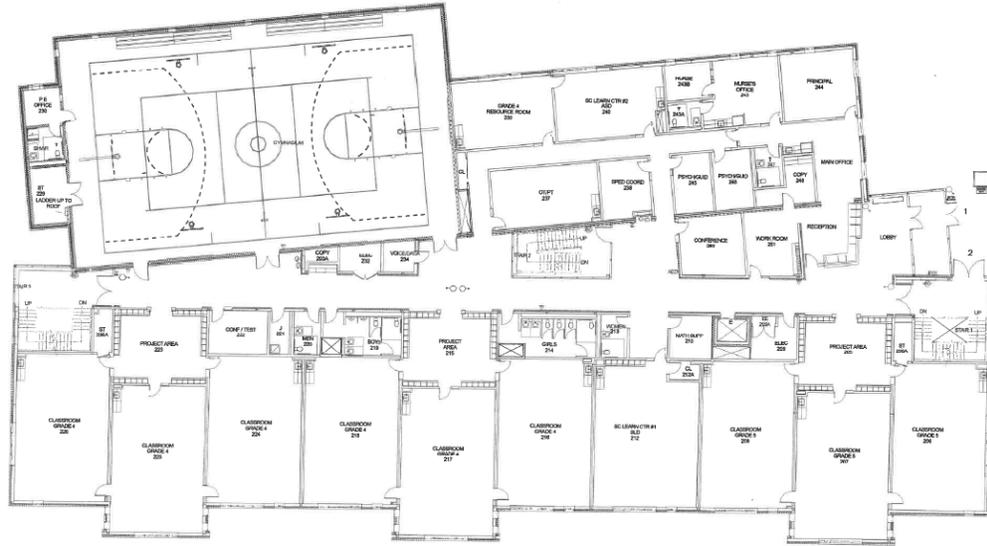
Side D

For Official Use Only

2nd Floor

Side C

- Legend**
- Camera
 - Chair Lift
 - MWV Bathrooms: Mens, Womens, Unisex
 - ST Storage
 - OH Overhead Door
 - Elevator
 - Emergency Phone
 - Knock Box
 - Water Shutoff
 - Sprinkler Shutoff
 - Electrical Shutoff
 - Gas Shutoff
 - Ramp
 - Emergency Generator
 - Fire Alarm Control Panel
 - Fire Dept. Connection
 - Fire Extinguisher



2nd Floor Plan

Side A

Side B

2nd Floor Plan 7



District Name:	MIDDLETON PUBLIC SCHOOLS
Building Name:	Howe - Manning Elementary School
Address:	26 Central Street Middleton, MA 01970

Side D

For Official Use Only

3rd Floor

Side C

- Legend**
- Camera
 - Chair Lift
 - MWV Bathrooms: Mens, Womens, Unisex
 - ST Storage
 - OH Overhead Door
 - Elevator
 - Emergency Phone
 - Knock Box
 - Water Shutoff
 - Sprinkler Shutoff
 - Electrical Shutoff
 - Gas Shutoff
 - Ramp
 - Emergency Generator
 - Fire Alarm Control Panel
 - Fire Dept. Connection
 - Fire Extinguisher



3rd Floor Plan

Side A

Side B

3rd Floor Plan 8



Howe Manning School Proposed Future Capital Requests

Tri-Town School Union		Dollar Place Holder (Estimated) - Note: Amounts are subject to change														
Appendix A: Capital Plan Schedule		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Howe Manning	Curriculum		15,000	15,000	15,000	10,000		10,000		20,000						
Howe Manning	End-User Technology	83,000	50,000	50,000	50,000	50,000	50,000	200,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Howe Manning	Technology Infrastructure	54,000				800,000										900,000
Howe Manning	Furniture															
Howe Manning	Building Interior															
Howe Manning	Bathrooms									150,000	200,000					
Howe Manning	Flooring															
Howe Manning	Floor Care Equipment		13,500	12,000												
Howe Manning	Large Scale Painting															
Howe Manning	Grounds															
Howe Manning	Septic System															
Howe Manning	Playground Equipment & Parking Lot															
Howe Manning	Roofs															
Howe Manning	Building Exterior															
Howe Manning	Windows															
Howe Manning	Kitchen Equipment															
Howe Manning	Boilers & Boiler Control															
Howe Manning	Classroom HVAC															
Howe Manning	Large HVAC Equipment															
Howe Manning	Telephone Systems															
Howe Manning	Security Systems							100,000								
Howe Manning	Public Address Systems															
Howe Manning	Master Clock Systems															
Howe Manning	Water															
Howe Manning	Electrical															
Howe Manning	Emergency Generator															

Curriculum FY2020, FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

End User Technology FY2019-: End User Technology part of the everyday instruction. It is an everyday tool of teaching and learning. New and replacement technology is part of the proposed capital plan and warrant process. The dollar amount varies from year to year based upon existing inventory, changes in education, and changes in technology.

Technology Infrastructure FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing servers, switches, and wireless access points. This proposed capital expense will be quite involved as it includes the technology that manages all building systems as well as the educational support technology. The proposal will include engineering, design, turnkey installation of equipment, and training.

For FY2019 we are proposing expanding the infrastructure to improve wireless coverage and capacity in the building. The FY2019 request consists of 22 wireless access points, 1 - 48 port switch, and two heavy duty battery back-ups.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Floor Care Equipment FY2020 & FY2021: The current T-5 and T-3 Floor Scrubbers will come to the end of their extended lives, respectively. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Security System FY2025: We will be proposing the replacement and upgrade of the video surveillance system for the Howe Manning School. The proposal will include engineering, design, turnkey installation, and training.

Topsfield Elementary Schools

Steward Elementary School Overview

Building Square Footage: 58,216 square feet

Steward School is a single story elementary school serving grades PK - 3rd grade. The campus is set in a rural residential setting bordering conservation land to the west and south and other municipal recreation property to the north. Residential housing is located to the east across the street from the campus.

Steward School is a single story school building constructed with brick / concrete exterior, wood / metal fascia, steel framing, CMU, Glazed Ceramic Block and GWB interior walls. Windows are double pane insulated units with predominant aluminum framing, some steel. EPDM roofing with a small section of standing seam metal roofing.

The school is heated by (2) gas fired sectional boilers through a primary / secondary hydronic loop system using (7) HWH circulating pumps. Interior offices, classrooms and library are heated and ventilated with CRUV's that are pneumatically controlled. Gymnasium and Cafetorium are heated and ventilated by dedicated CV AHU units with HW coils. The Kitchen is heated and ventilated through a dedicated RTU with HW coil. Exhaust for the whole building is through local RTE units.

The building has CMU, GCMU and GWB interior walls. Flooring is VCT throughout classrooms and hallways, carpet in Library. Ceilings are ACT throughout. Lighting is T-8/28W throughout with exception of Gymnasium which is T5/25W. Exterior doors are metal and wood.

The Building is fed with 208V, 3 phase, 1000A service. Interior distribution is 208 3 phase for mechanical equipment and 208V/120V single phase for equipment, plug power and lighting. The entire building load is backed up with an onsite 150KW diesel generator.

District:	Topsfield
School Name:	Steward Elementary School
Address:	261 Perkins Row Topsfield, MA 01983
School Hours:	
In-session Contact:	
Off-Hours Contact:	
Approach Hazards:	
Notes:	

Side C

For Official Use Only

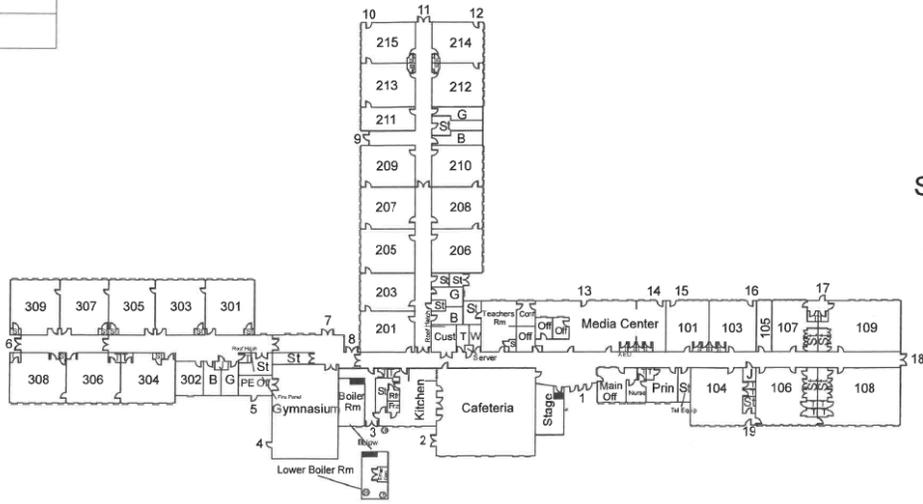
Main Floor

Side B

Side D

Legend

- Single Door
- Double Door
- Window
- Stairs
- Ramp
- Elevator
- Fire Extinguisher
- Gas Shut-Off
- Electrical Shut-Off
- Water Shut-Off
- Chair Lift
- Sprinkler Shutoff
- Generator
- Camera
- Fire Standpipe



Side A



Main Floor Plan 5

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Steward Curriculum				15,000	15,000	10,000		10,000		20,000						
Steward End-User Technology																
Steward Technology Infrastructure						100,000										150,000
Steward Furniture																
Steward Building Interior																
Steward Bathrooms																
Steward Flooring					60,000	60,000	70,000									
Steward Floor Care Equipment			13,500													
Steward Large Scale Painting							150,000					200,000				
Steward Grounds																
Steward Septic System																
Steward Playground Equipment & Parking Lot																
Steward Roofs		2,887,443														
Steward Building Exterior																
Steward Windows									2,500,000							
Steward Kitchen Equipment												400,000				
Steward Boilers & Boiler Control												800,000				
Steward Classroom HVAC												2,000,000				
Steward Large HVAC Equipment																
Steward Telephone Systems									100,000							
Steward Security Systems			85,000													
Steward Public Address Systems																
Steward Master Clock Systems			50,000													
Steward Water																
Steward Electrical																
Steward Emergency Generator																

Steward School Proposed Future Capital Requests

Curriculum FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

Technology Infrastructure FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Flooring FY2022 – FY2024: For FY2022 we will be proposing a multi-year/phased floor replacement program. The proposal will be to replace flooring over a three year period in the classrooms, assembly area, and hallways.

Floor Care Equipment FY2020: The current Auto Scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Large Scale Painting FY2024 & FY2029: We will propose large scale exterior painting at the school. The proposed capital expense will include specification development, labor, and materials.

Roof FY2019: The work for the Steward School Roof Project will begin in May 2018 and be substantially complete in October of 2018. Punch-list items are anticipated as we work toward project completion.

Windows FY2026: For FY2026 we will file a SOI to participate/partner with the MSBA in the ARP to replace the windows. The project will consist of a study, design, engineering, and installation.

Kitchen Equipment FY2029: The proposal involves feasibility study, design, installation, and renovation of the kitchen and kitchen equipment.

Boilers & Boiler Controls FY2029: For FY2029 we will file a SOI to participate/partner with the MSBA in the ARP to replace the Boilers and Boiler Controls. The project will consist of a study, design, engineering, and installation.

Classroom Unit Ventilators Equipment FY2029: This proposed capital expense would be to replace end of life classroom unit ventilator equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2026: By FY2026 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2020: Steward School is in need of an appropriate surveillance system. We will be proposing a video surveillance system for the Steward School. The proposal will include engineering, design, turnkey installation, and training. This will be discussed in greater detail and may require an adjustment in the timeline for implementation.

Master Clock/PA System FY2020: We will propose the replacement of the existing Master Clock/PA System. The capital expense includes design and turnkey installation.

Proctor Elementary School Overview

Building Square Footage: 56,144 square feet

Proctor School was constructed in 1932 with additions for expansion in 1952, 1958, 1973 and 1994. A renovation and expansion of several classrooms was completed in 1998 - 1999. The exterior of the building is brick with wood trim. The wood trim was re-painted in 2015.

The building exterior walls are brick with metal and wood trim. Interior walls are CMU and GWB. The roof is gray slate on the original 3 story Georgian building with copper gutters and downspouts. Low slope EPDM on classroom wings, Media Center and Kitchen with internal drains. Asphalt shingles on Gymnasium with aluminum gutters and PVC downspouts. Historical leak areas have been throughout EPDM areas with more frequent problems in a recessed EPDM area over the Library. Another area of frequent leaking is the cupola area on the Georgian roof and other slate intersection flashed areas.

Variety of windows throughout the building. Georgian 3 story building has double hung fiberglass insulated units. Majority of single story building is aluminum frame awning style with insulated units. Kitchen/café have steel frame single pane.

Interior of building is a mixture of painted CMU and Painted GWB walls. Ceilings are ACT throughout. Flooring is VCT throughout classrooms and hallways with the exception of Gymnasium (wood) and Media Center (carpet). Bathrooms are a mixture of VCT and ceramic tile. Doors are maple HC with poly finish or painted solid wood. Exterior doors are FRP. Lighting is all T-8/28W with exception of Gymnasium, T-5.

Classrooms heated and ventilated through CRUV's, pneumatically controlled with HW coils. Exhaust via roof top mushroom exhaust. HWH via (2) Gas Fired sectional boilers through a primary/secondary circulation loop using 9 circulation pumps. Administration, Media Center and office area via DX CV RTU with HW reheat coils. Gymnasium served by (2) CV AHU with HW coils. Kitchen served by CV AHU with HW coil.

Electrical service is 1000A Main Service with main distribution to local power and lighting circuit panels. All panels using circuit breaker protection throughout. All interior lighting retrofitted in 2011 to T-8 and exterior retrofitted in 2013 to LED. Backup power provided by on site 300KW Diesel Generator.

The 1996 Renovation project consisted of classrooms partitions, flooring, interior finishes and accessories, replacement of boilers, HWH pumps and DHW heater. Kitchen rehab with new equipment.

District:	Topfield
School Name:	Proctor Elementary School
Address:	60 Main Street Topfield, MA 01983
School Hours:	
In-session Contact:	
Off-Hours Contact:	
Approach:	
Hazards:	
Notes:	

Side C

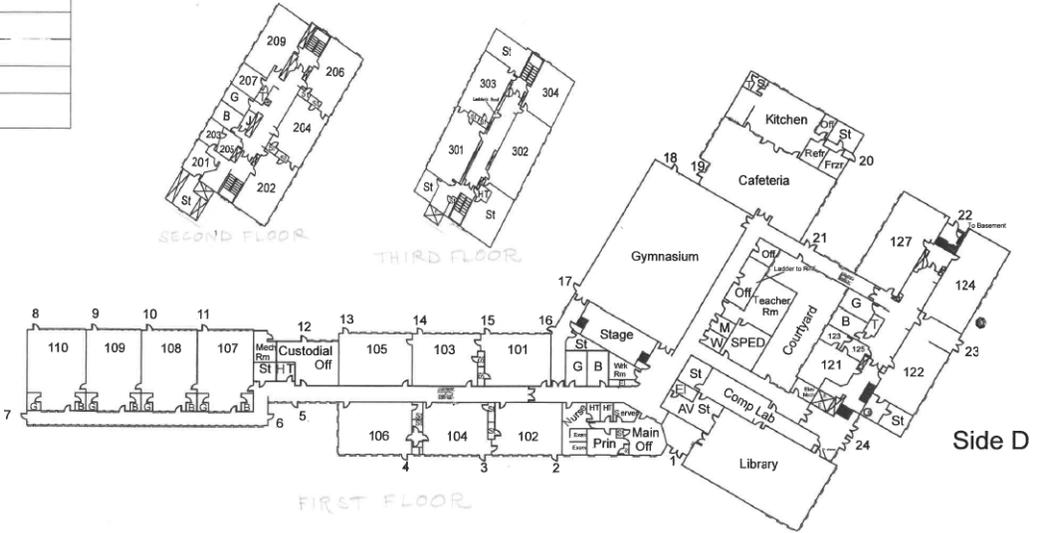
For Official Use Only

First Floor

Legend

- Single Door
- Double Door
- Window
- Stairs
- Ramp
- Elevator
- Fire Extinguisher
- Gas Shut-Off
- Electrical Shut-Off
- Water Shut-Off
- Chair Lift
- Sprinkler Shutoff
- Generator
- Camera
- Fire Standpipe

Side B



Side A

Side D



First Floor Plan 5

Proctor School Proposed Future Capital Requests

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Proctor Curriculum		15,000	10,000	10,000	10,000		10,000		15,000						
Proctor End-User Technology															
Proctor Technology Infrastructure					100,000										150,000
Proctor Furniture						50,000									
Proctor Building Interior															
Proctor Bathrooms											350,000				
Proctor Flooring				60,000	60,000	70,000									
Proctor Floor Care Equipment									16,000						
Proctor Large Scale Painting						150,000					200,000				
Proctor Grounds			90,000												
Proctor Septic System															
Proctor Playground Equipment & Parking Lot															
Proctor Roofs	3,325,549														
Proctor Building Exterior															
Proctor Windows								2,500,000							
Proctor Kitchen Equipment											400,000				
Proctor Boilers & Boiler Control											800,000				
Proctor Classroom HVAC											2,000,000				
Proctor Large HVAC Equipment															
Proctor Telephone Systems								100,000							
Proctor Security Systems		85,000													
Proctor Public Address Systems		50,000													
Proctor Water															
Proctor Electrical															
Proctor Emergency Generator												200,000			

Curriculum FY2020, FY2021, FY2022, FY2023, FY2025, & FY2027: Curriculum review and program enhancement and/or modifications will be investigated and evaluated. Investments in curriculum at the amounts projected will be presented in the operating budget.

Technology Infrastructure FY2023 & FY2033: The technology infrastructure will be at the end of its useful life by 2023 and will be in excess of ten years old. We are projecting that we will need to replace the existing switches and wireless access points with more powerful switches and wireless access points in order to handle the increase in internet traffic.

We are investigating options concerning building servers and off site options. Our goal is to move away from onsite servers and move to a secure offsite solution. We believe this will be a cost and budget friendly plan for our future educational technology needs.

Classroom Furniture FY2024: We will evaluate the condition of the classroom furniture throughout the building and propose a list of new furniture for consideration.

Bathrooms FY2029: The bathrooms are due for renovation as well as outfitting them with water efficient equipment. We propose the Georgian wing would be renovated in FY2029. The capital proposal includes design, engineering, and turnkey installation.

Flooring FY2022 – FY2024: For FY2022 we will be proposing a multi-year/phased floor replacement program. The proposal will be to replace flooring over a three year period in the classrooms, assembly area, and hallways.

Floor Care Equipment FY2028: The current Auto Scrubber will come to the end of its extended life. The facilities staff go to great effort to preserve the equipment so that they may extend the useful life beyond industry recommendations.

Large Scale Painting FY2024 & FY2029: We will propose large scale exterior painting at the school. The proposed capital expense will include specification development, labor, and materials.

Grounds – Parking Lot FY2021: We will propose the engineering study and replacement of the parking lot for the Proctor campus.

Roof FY2019: The work for the Steward School Roof Project will begin in May 2018 and be substantially complete in October of 2018. Punch-list items are anticipated as we work toward project completion.

Windows FY2026: For FY2026 we will file a SOI to participate/partner with the MSBA in the ARP to replace the windows. The project will consist of a study, design, engineering, and installation.

Kitchen Equipment FY2029: The proposal involves feasibility study, design, installation, and renovation of the kitchen and kitchen equipment.

Boilers & Boiler Controls FY2029: For FY2029 we will file a SOI to participate/partner with the MSBA in the ARP to replace the Boilers and Boiler Controls. The project will consist of a study, design, engineering, and installation.

Classroom Unit Ventilators Equipment FY2029: This proposed capital expense would be to replace end of life classroom unit ventilator equipment. The capital request would include engineering study and design along with appropriate equipment and ancillary building work.

Telephone System FY2026: By FY2026 the phone system will come to the end of its useful life. The proposal includes feasibility and system design and turn-key installation.

Security System FY2022: Proctor School is in need of an appropriate surveillance system. We will be proposing a video surveillance system for the Proctor School. The proposal will include engineering, design, turnkey installation, and training. This will be discussed in greater detail and may require an adjustment in the timeline for implementation.

Master Clock/PA System FY2020: We will propose the replacement of the existing Master Clock/PA System. The capital expense includes design and turnkey installation.

Emergency Generator FY2030: This proposed capital expense would be to replace end of life emergency generator. The capital request would include engineering study, design and turn-key installation.

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Educational Capital																
Curriculum																
Harry Lee Cole	Curriculum			10,000	10,000	10,000		10,000		15,000						
Spofford Pond	Curriculum	15,000	15,000	10,000	10,000			10,000		20,000						
Fuller Meadow	Curriculum			10,000	10,000	10,000		10,000		15,000						
Howe Manning	Curriculum	15,000	15,000	15,000	10,000			10,000		20,000						
Steward	Curriculum			15,000	15,000	10,000		10,000		20,000						
Proctor	Curriculum	15,000	10,000	10,000	10,000			10,000		15,000						
End-User Technology																
Harry Lee Cole (in the Op. Budget)	End-User Technology															
Spofford Pond (in the Op. Budget)	End-User Technology															
Fuller Meadow	End-User Technology	34,000	50,000	50,000	50,000	50,000	50,000	150,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Howe Manning	End-User Technology	83,000	50,000	50,000	50,000	50,000	50,000	200,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Steward	End-User Technology															
Proctor	End-User Technology															
Technology Infrastructure																
Harry Lee Cole	Technology Infrastructure	23,000				100,000										150,000
Spofford Pond	Technology Infrastructure	19,000				100,000										150,000
Fuller Meadow	Technology Infrastructure	38,000				100,000										150,000
Howe Manning	Technology Infrastructure	54,000				800,000										900,000
Steward	Technology Infrastructure					100,000										150,000
Proctor	Technology Infrastructure					100,000										150,000
Furniture																
Harry Lee Cole	Furniture															
Spofford Pond	Furniture															
Fuller Meadow	Furniture															
Howe Manning	Furniture															
Steward	Furniture															
Proctor	Furniture						50,000									
Internal Building Capital																
Building Interior																
Harry Lee Cole	Building Interior	300,000														
Spofford Pond	Building Interior	50,000														
Fuller Meadow	Building Interior															
Howe Manning	Building Interior															
Steward	Building Interior															
Proctor	Building Interior															
Bathrooms																
Harry Lee Cole	Bathrooms				200,000											
Spofford Pond	Bathrooms				250,000											

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Fuller Meadow	Bathrooms							130,000	130,000							
Howe Manning	Bathrooms										150,000	200,000				
Steward	Bathrooms															
Proctor	Bathrooms											350,000				
Flooring																
Harry Lee Cole	Flooring															
Spofford Pond	Flooring															
Fuller Meadow	Flooring			60,000	65,000	70,000										
Howe Manning	Flooring															
Steward	Flooring				60,000	60,000	70,000									
Proctor	Flooring				60,000	60,000	70,000									
Floor Care Equipment																
Harry Lee Cole	Floor Care Equipment			15,000												
Spofford Pond	Floor Care Equipment				15,000											
Fuller Meadow	Floor Care Equipment			12,000												
Howe Manning	Floor Care Equipment		13,500	12,000												
Steward	Floor Care Equipment		13,500													
Proctor	Floor Care Equipment										16,000					
External Building Capital																
Large Scale Painting																
Harry Lee Cole	Large Scale Painting															
Spofford Pond	Large Scale Painting															
Fuller Meadow	Large Scale Painting															
Howe Manning	Large Scale Painting															
Steward	Large Scale Painting						150,000					200,000				
Proctor	Large Scale Painting						150,000					200,000				
Grounds/Parking Lot/Sidewalks																
Harry Lee Cole	Grounds															
Spofford Pond	Grounds			75,000												
Fuller Meadow	Grounds			90,000												
Howe Manning	Grounds															
Steward	Grounds															
Proctor	Grounds			90,000												
Septic System																
Harry Lee Cole	Septic System															
Spofford Pond	Septic System															
Fuller Meadow	Septic System															
Howe Manning	Septic System															
Steward	Septic System															
Proctor	Septic System															
Playground Equipment & Parking Lot																
Harry Lee Cole	Playground Equipment & Parking Lot															

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Spofford Pond	Playground Equipment & Parking Lot	350,000														
Fuller Meadow	Playground Equipment & Parking Lot															
Howe Manning	Playground Equipment & Parking Lot															
Steward	Playground Equipment & Parking Lot															
Proctor	Playground Equipment & Parking Lot															
Roofs																
Harry Lee Cole	Roofs			650,000												
Spofford Pond	Roofs															
Fuller Meadow	Roofs				1,000,000											
Howe Manning	Roofs															
Steward	Roofs	2,887,443														
Proctor	Roofs	3,325,549														
Building Exterior																
Harry Lee Cole	Building Exterior															
Spofford Pond	Building Exterior															
Fuller Meadow	Building Exterior															
Howe Manning	Building Exterior															
Steward	Building Exterior															
Proctor	Building Exterior															
Windows																
Harry Lee Cole	Windows															
Spofford Pond	Windows	3,000,000														
Fuller Meadow	Windows				2,000,000											
Howe Manning	Windows															
Steward	Windows								2,500,000							
Proctor	Windows								2,500,000							
Building Systems & Building Equipment																
Kitchen Equipment																
Harry Lee Cole	Kitchen Equipment											500,000				
Spofford Pond	Kitchen Equipment												500,000			
Fuller Meadow	Kitchen Equipment		300,000													
Howe Manning	Kitchen Equipment															
Steward	Kitchen Equipment											400,000				
Proctor	Kitchen Equipment											400,000				
Boilers / Pumps & Controls																
Harry Lee Cole	Boilers & Boiler Control			750,000												
Spofford Pond	Boilers & Boiler Control			750,000												
Fuller Meadow	Boilers & Boiler Control								500,000							
Howe Manning	Boilers & Boiler Control															
Steward	Boilers & Boiler Control											800,000				
Proctor	Boilers & Boiler Control											800,000				

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	
Classroom HVAC																	
Harry Lee Cole	Classroom HVAC				500,000	850,000		800,000									
Spofford Pond	Classroom HVAC					400,000				300,000							
Fuller Meadow	Classroom HVAC																
Howe Manning	Classroom HVAC																
Steward	Classroom HVAC											2,000,000					
Proctor	Classroom HVAC											2,000,000					
Large HVAC Equipment																	
Harry Lee Cole	Large HVAC Equipment	150,000															
Spofford Pond	Large HVAC Equipment																
Fuller Meadow	Large HVAC Equipment				135,000												
Howe Manning	Large HVAC Equipment																
Steward	Large HVAC Equipment																
Proctor	Large HVAC Equipment																
Telephone Systems																	
Harry Lee Cole	Telephone Systems									200,000							
Spofford Pond	Telephone Systems									200,000							
Fuller Meadow	Telephone Systems																
Howe Manning	Telephone Systems																
Steward	Telephone Systems									100,000							
Proctor	Telephone Systems									100,000							
Security/Video Systems																	
Harry Lee Cole	Security Systems				100,000												
Spofford Pond	Security Systems				100,000												
Fuller Meadow	Security Systems																
Howe Manning	Security Systems							100,000									
Steward	Security Systems		85,000														
Proctor	Security Systems		85,000														
Public Address Systems																	
Harry Lee Cole	Public Address Systems																
Spofford Pond	Public Address Systems																
Fuller Meadow	Public Address Systems																
Howe Manning	Public Address Systems																
Steward	Public Address Systems																
Proctor	Public Address Systems																
Master Clock Systems																	
Harry Lee Cole	Master Clock Systems																
Spofford Pond	Master Clock Systems																
Fuller Meadow	Master Clock Systems																
Howe Manning	Master Clock Systems																
Steward	Master Clock Systems		50,000														

Tri-Town School Union

Appendix A: Capital Plan Schedule

Updated: 12/13/2017

Proposed Fiscal Year 2019

Dollar Place Holder (Estimated) - Note: Amounts are subject to change

		FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Proctor	Master Clock Systems		50,000													
Water																
Harry Lee Cole	Water															
Spofford Pond	Water		75,000			20,000									750,000	
Fuller Meadow	Water															
Howe Manning	Water															
Steward	Water															
Proctor	Water															
Electrical																
Harry Lee Cole	Electrical		150,000													
Spofford Pond	Electrical		65,000													
Fuller Meadow	Electrical															
Howe Manning	Electrical															
Steward	Electrical															
Proctor	Electrical															
Emergency Generator																
Harry Lee Cole	Emergency Generator				180,000											
Spofford Pond	Emergency Generator				200,000											
Fuller Meadow	Emergency Generator				275,000											
Howe Manning	Emergency Generator															
Steward	Emergency Generator															
Proctor	Emergency Generator												200,000			
Aaron Wood Building																

01315157 ESSEX TECH - EXPENSES

01315157__570000	EXPENSES	549,625	536,848	550,219	774,674
01315157__390000	DEBT SERVICE	61,910	61,910	69,732	69,732
TOTAL EXPENSES		\$611,535	\$598,758	\$619,951	\$844,406
TOTAL GENERAL FUND		\$611,535	\$598,758	\$619,951	\$844,406
TOTAL EXPENSES		\$611,535	\$598,758	\$619,951	\$844,406
GRAND TOTAL		\$611,535	\$598,758	\$619,951	\$844,406



ESSEX NORTH SHORE
 AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

July 26, 2017

To the Treasurer of the following Massachusetts Cities and Towns:

Beverly	Gloucester	Marblehead	Salem
Boxford	Hamilton	Middleton	Swampscott
Danvers	Lynnfield	Nahant	Topsfield
Essex	Manchester-by-the-Sea	Peabody	Wenham
		Rockport	

In accordance with the Agreement entered into, by the representatives of the cities of Beverly, Gloucester, Peabody and Salem, the towns of Boxford, Danvers, Essex, Hamilton, Lynnfield, Manchester-by-the Sea, Marblehead, Middleton, Nahant, Rockport, Swampscott, Topsfield and Wenham (each a "Member Municipality") and also by representatives appointed by the Commissioner of Agriculture of The Commonwealth of Massachusetts (the "Commissioner of Agriculture"), dated January 6, 2011, pursuant to Chapter 463 of the Acts of 2004, as amended by Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008 and by Chapter 130 of the Acts of 2010 (collectively, the "Enabling Act"), I hereby certify that the Essex North Shore Agricultural & Technical School District has adopted its budget for Fiscal Year 2016.

Gross Budget Operating and Maintenance	\$27,179,130
Less Anticipated Revenue	\$4,750,804
Local Receipts	\$6,928,788
Net Assessment to Municipalities	\$15,499,538

The budget has also received the approval of two-thirds of the member communities as required by the District Agreement.

Sincerely,

Kathleen McMahon
 District Treasurer

Attachments

Essex North Shore Agricultural and Technical School District
FY 2018 Final Assessments

Community	Enrollment 1-Oct-16	Enrollment Participation Percentage	\----- Foundation -----/		Transportation Assessment	Debt Service Assessment	Capital Improvement Assessment	FY 2018 Final Assessment
			Required Minimum Contribution	Above Minimum Assessment				
Beverly	123	12.325%	1,619,810	105,682	34,709	225,694	35,303	2,021,198
Boxford	16	1.603%	237,458	13,745	4,514	29,354	4,592	289,663
Danvers	130	13.026%	1,740,697	111,693	36,683	238,531	37,311	2,164,915
Essex	21	2.104%	292,075	18,041	5,925	38,528	6,027	360,596
Gloucester	98	9.820%	1,291,504	84,202	27,655	179,823	28,128	1,611,312
Hamilton	14	1.403%	185,457	12,030	3,951	25,692	4,019	231,149
Lynnfield	19	1.904%	276,180	16,326	5,362	34,866	5,454	338,188
Manchester	5	0.501%	52,895	4,296	1,411	9,174	1,435	69,211
Marblehead	20	2.004%	263,729	17,183	5,644	36,697	5,740	328,993
Middleton	38	3.808%	506,472	32,652	10,724	69,732	10,907	630,487
Nahant	6	0.601%	78,992	5,153	1,693	11,005	1,721	98,564
Peabody	269	26.954%	3,096,043	231,119	75,907	493,579	77,206	3,973,854
Rockport	14	1.403%	198,799	12,030	3,951	25,692	4,019	244,491
Salem	181	18.135%	1,821,795	155,502	51,071	332,087	51,945	2,412,400
Swampscott	20	2.004%	264,298	17,183	5,644	36,697	5,740	329,562
Topsfield	14	1.403%	185,114	12,030	3,951	25,692	4,019	230,806
Wenham	10	1.002%	131,516	8,592	2,822	18,349	2,870	164,149
Total	998	100.000%	12,242,834	857,459	281,617	1,831,192	286,436	15,499,538

**Essex North Shore Agricultural and Technical School District
Budget Summary**

	<u>FY 2018</u>
<u>FOUNDATION BUDGET</u>	\$23,296,201
Chapter 70 Aid	3,785,820
Local Receipts	6,410,088
Foundation Budget Assessment	13,100,293
<u>TRANSPORTATION BUDGET</u>	1,765,301
Regional Transportation Reimbursement	964,984
Local Receipts	518,700
Transportation Assessment	281,617
<u>DEBT SERVICE</u>	1,831,192
MSBA/DCAM Reimbursement	0
Local Receipts	0
Debt Service Assessment	1,831,192
<u>CAPITAL IMPROVEMENTS</u>	286,436
Local Receipts	0
Capital Improvements Assessment	286,436
<u>GROSS BUDGET</u>	<u>\$27,179,130</u>
Total Estimated State Aid	4,750,804
Total Assessment to Communities	15,499,538
Local Receipts	6,928,788
Gross Budget	<u><u>27,179,130</u></u>

Ryan Ferrara

From: Marie Znamierowski [mznamierowski@essextech.net]
Sent: Wednesday, January 31, 2018 11:15 AM
To: Ryan Ferrara
Subject: Re: Fiscal Year 2019 Essex Tech Budget

Hi Ryan,

The October 1, 2017 enrollment for the Town of Middleton is 51. That's an increase of 13 students. You can expect an increase in Middleton's assessment of about \$200k - \$225k.

On Wed, Jan 31, 2018 at 10:05 AM, Ryan Ferrara <ryan.ferrara@middletonma.gov> wrote:

Hello Marie. I understand the draft budget will not be available until February 12th. In the interim, could you please provide me with updated enrollment figures as of October 1st 2017 for Middleton which will serve as the basis for the FY2019 Essex Tech assessment.

Ryan Ferrara

Assistant Town Administrator

Town of Middleton

Office: [978-777-3617](tel:978-777-3617)

Cell: [617-212-3199](tel:617-212-3199)

EMail: ryan.ferrara@middletonma.gov

When responding, please be aware that the Massachusetts Secretary of State has determined that most email is public record and therefore cannot be kept confidential.

Ryan Ferrara

From: Bill Lupini [blupini@essextech.net]
Sent: Wednesday, January 31, 2018 11:14 AM
To: Kevin Lyons
Cc: Brad Morgan; Marie Znamierowski; Sandra Goldstein; Alexandra Liteplo; Andrew Sheehan; Sarah Wood; Ryan Ferrara
Subject: Class of 2022 Applications

Dear Kevin:

I am very pleased to report that 19 Middleton resident students have completed applications to be considered for admission as part of the Essex Technical High School Class of 2022. In all, nearly 1,100 students from 59 different communities have applied to be considered for our incoming 9th grade class.

Applications will be reviewed on a number of criteria, including grades, attendance, discipline record, guidance recommendations, and a student interview. We expect to grant acceptances to approximately 360 incoming freshman during or just prior to the April vacation.

I will be able to provide you with preliminary numbers for the Class of 2022 in late April. As always, please let me know if you have any questions on any aspect of the application and acceptance process at Essex Technical High School.

Best,

Bill

William H. Lupini, Ed.D.
Superintendent-Director
Essex North Shore Agricultural and Technical School District
562 Maple Street
Hathorne, Massachusetts 01937
(978) 304-4700 (x7102)
blupini@essextech.net

01314157 MASCONOMENT ASSESSMENT

01314157__570000	EXPENSES	9,116,409	9,116,409	9,241,983	9,759,534
01314157__590010	DEBT SERVICE	387,862	387,861	384,138	384,311

TOTAL MASCONOMENT ASSESSMENT		\$9,504,271	\$9,504,270	\$9,626,121	\$10,143,845
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TOTAL GENERAL FUND		\$9,504,271	\$9,504,270	\$9,626,121	\$10,143,845
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TOTAL EXPENSES		\$9,504,271	\$9,504,270	\$9,626,121	\$10,143,845
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GRAND TOTAL		\$9,504,271	\$9,504,270	\$9,626,121	\$10,143,845
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Masconomet Regional School District
Preliminary Thumbnail Sketch for FY19
January 2018

	Cost Category:	Amount:	Comments Regarding Preliminary Estimates:
1	Salary - Step and Column	\$ 289,644	Anticipated movement based on December 2017 staffing data
2	Salary and Benefits - RIFs	\$ (210,000)	High School - 2.5 FTE reduction due to enrollment decline
3	Salary - Wage Adjustment	\$ 350,617	Contractual & COLA Adjustments
		\$ 430,261	
4	Insurance Benefits	\$ 328,000	FY17 active employee + retiree x 10% + FY17 MEDEX * 5%; market trend
5	Retirement and Taxes	\$ 95,300	ECRB Contribution and Taxes
		\$ 423,300	
6	SPED Out of District	\$ (56,706)	Based on the information we have right now for OOD services
7	Circuit Breaker	\$ (76,861)	Higher reimbursement from the state applicable to FY19
		\$ (133,567)	
8	Reg. Transportation	\$ 19,867	2.1% increase in the contract price; Term: Year 4 of 5
9	Utilities	\$ (53,000)	Electric and Gas locked for FY18-FY20
10	HVAC Repair Offsets	\$ -	TBD
11	Janitorial Contract	\$ 14,500	3.3% increase in the contract for FY18; Term: Year 3 of 5
12	Other Fixed Charges	\$ 10,000	Inflation and adjustments
		\$ (8,633)	
13	Total Estimated Breathing Costs	\$ 711,361	2.2% Increase for Breathing Costs
	NEW:		
14	Positions	\$ 723,578	Position requests
15	Curriculum & Staff Development	\$ 205,160	Conferences, memberships, curriculum development projects, etc.
16	Office Equipment & Furniture	\$ 87,000	Furniture replacement program
17	School Start Time Change	\$ 383,420	Masco's preliminary costs to change bell schedule & flip tiered transportation
18	Administrative Restructuring Costs	\$ 14,500	Recurring costs for HR and Health Services office
19	Operation Requests	\$ 43,500	Equipment upgrades and projects
20	Academic Resources and Services	\$ 39,152	Increase in materials and services lines
	Total New	\$ 1,496,310	4.6% Increase for All New Requests
20	New Request Reductions	\$ (408,000)	Reductions from Original Requests
22	Total Estimated Increase	\$ 1,799,671	5.54% Estimated Overall O&M Increase
23	Capital Budget	\$ 549,500	Warrant Article Request

Note 1: The FY19 budget is currently being developed. The information provided above is a preliminary snapshot of some of the cost factors that will impact the budget in FY19. The FY19 budget proposal will be presented in February.

Note 2: One percent (1%) of the FY18 operations and maintenance budget is approximately **\$325,000**.

**FY2019 Local Aid Estimates
Masconomet**

	FY2018 Cherry Sheet Estimate	FY2019 Governor's Budget Proposal	FY2019 House Budget Proposal	FY2019 Senate Budget Proposal	FY2019 Conference Committee
Education:					
Chapter 70	5,090,919	5,127,759			
Regional School Transportation	574,809	569,053			
Charter Tuition Reimbursement	13,310	0			
Offset Receipts:					
School Choice Receiving Tuition	0	0			
Total Estimated Receipts:	5,679,038	5,696,812			
Estimated Charges:					
Special Education	0	0			
School Choice Sending Tuition	35,024	64,093			
Charter School Sending Tuition	31,608	0			
Total Estimated Charges:	66,632	64,093			
Receipts Net of Charges:	5,612,406	5,632,719			
\$ Change		20,313			
% Change		0.4%			

Start Times Advisory Committee Options Final Report

May 2017

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Start Times Advisory Committee

The Masconomet School Committee, Boxford School Committee, Middleton School Committee, and Topsfield School Committee have appointed member representatives to the School Start Times Advisory Committee (STAC). This Advisory Committee will investigate the feasibility of a later morning start time for Masconomet and consider options to effect a plan with that intention. More information about STAC can be found on the Masconomet web site at <http://www.masconomet.org/domain/173>

Masconomet School Committee Representatives (voting members)

William Hodges, Topsfield, Chair
Teresa Buono, Middleton
Carolyn Miller, Boxford
Hagan Rivers, Boxford

Boxford School Committee Representatives (1 voting member)

David Rivers

Middleton School Committee Representatives (1 voting member)

Tasha Cooper
Amy Karas, alternate

Topsfield School Committee Representatives (1 voting member)

Katrina Frere

Superintendents (non-voting)

Scott Morrison, Tri-Town Union
Kevin Lyons, Masconomet

Adjunct Members (non-voting)

Kim Bitto, Masco Parent
Diane Carreiro, Elementary Principal
Kathryn Castonguay, Elementary Principal
John Daileanes, Masco AD
Pete Delani, Acting MRHS Principal
Kristen DeMarco, SEPAC
Dorothy Flaherty, MRMS Principal
Steven Greenberg, Asst. Superintendent of Operations
Susan Givens, Masco Asst. Superintendent of Finance and Operations
Sarah O'Leary, Elementary Principal

Introduction

The Start Times Advisory Committee has agreed to recommend a start time change for the Masconomet Regional School district and associated start time adjustments for the Elementary School districts. The three options for consideration are (all times are approximate):

- Option X: Masco 8:00a-2:55p, Elementary 8:55-3:25, + up to 3 buses
- Option Y: Masco 8:30a-3:10p, Elementary 8:00-2:30, + up to 3 buses
- Option Z: Masco 8:20a-3:00p, Elementary Unchanged, Independent busing

Each of these options is detailed in this document. The current schools' schedules are also included in this report as a reference.

In a perfect world, we could follow the American Academy of Pediatrics' (AAP) recommendation and change the Masconomet start time to 8:30a at no cost, with no effect on elementary schedules, and with no effect on the lives and schedules of our families and staff. Because all of our schools share the same fleet of buses it is impossible to develop an option that does all of these things, and thus our guiding principle throughout this process has been to work to provide *the greatest benefit to the greatest number of students, while balancing that with the real-world financial constraints of our towns.*

The work of the Start Times Advisory Committee is complete. It will be up to the Masconomet School Committee, the Boxford Elementary School Committee, the Middleton Elementary School Committee, and the Topsfield Elementary School Committee to agree on one option (if any). The four school committees will meet on May 22 at 7 pm at Masconomet to discuss these options. The committees may conceptually agree on an option that will be discussed and voted on by each committee at their next meeting. An administrative implementation team of staff from Masconomet and Tri-Town schools would then be charged with developing the details (specific start and end times, bus schedules and times, actual budget implications, etc.) of the agreed-upon option for final approval by each School Committee. Any financial implications would require voter approval as part of the normal annual budget process. Any change in start time would be implemented in the fall of 2018, at the earliest.

All of these option proposals provide estimates for timetables and cost. However, the precise timetables and costs will not be known until the implementation team actually does the work of developing the implementation plan for the option. We expect the implementation team would work for many months to roll out a start time change and to prepare our schools, staff, families, and community.

Guiding Principles

These options are developed working under a number of principles and restrictions that we've had to consider.

- We want to provide the greatest good for the greatest number of students.
- We believe that our students come first: we prioritize the interests of all students, supporting student learning, and ensuring that every child achieves to their highest level.
- We want to support the natural sleep habits of all children, K-12.
- We want to avoid having any student board a bus before civil twilight begins (that is 6:43a).
- We want to avoid having any student get off a bus after civil twilight ends (that is 4:54p).
- We want to give families and staff time to make new arrangements for child care and activities.

- We recognize that changes in start time are part of a larger conversation about sleep habits, homework levels, the number of activities that students take on, and the whole child's health and wellbeing.
- We want to continue to have a strong and healthy athletic program. However, academics must come first.
- We want to avoid dismissing staff early for the purpose of coaching student activities.
- We want to avoid dismissing students early for athletics and other activities.
- Extra Help is a vital component of the Masconomet culture and community. While we are open to making changes, eliminating Extra Help is not an option.

Restrictions and Requirements

- Massachusetts requires a minimum of 180 days of school per year.
- Massachusetts requires a minimum of 990 hours of instruction for high school students each year and a minimum of 900 hours of instruction for elementary students each year.
- Massachusetts requires a regional school like Masconomet to provide busing for its students free of charge.
- Massachusetts requires all elementary schools to provide busing free of charge for students living more than 2 miles away from the school they attend.

Research on Sleep and Start Time

Later start times support adolescent academic success, their social and emotional needs, their physical health, and their success in athletics. The Centers for Disease Control has warned that 2 out of 3 adolescents in America are getting 7 hours of sleep or less, leading to chronic sleep deprivation and to serious short-term and long-term effects, including:

- Lower executive function, poorer ability to organize and prioritize.
- Poorer academic performance, particularly for students who are struggling.
- Decreased ability to learn and remember new material.
- Moodiness, anxiety, and depression - there are now over 60 studies linking sleep deprivation and depression.
- Students arrive at school tired, fall asleep in class or have trouble focusing.
- An early start time contributes to tardiness and absenteeism.
- Increased use of drugs and alcohol.
- High rates of caffeine use, and students medicating both to fall asleep and to wake up.
- Increased rates of obesity and lower rates of physical activity.
- Increased risk taking: not wearing seat belts, not wearing helmets, drinking while driving, riding with drunk drivers.
- Increased risk of automobile and pedestrian accidents.
- Increased rate of injury in athletics and poorer athletic performance.
- The FBI reports that most adolescent crime occurs in the hours between the end of school and when parents return home from work. Some districts have changed start time specifically to address juvenile crime, and have seen a sharp drop in incidents.

The [American Academy of Pediatrics](#), the [Centers for Disease Control](#), the [American Medical Association](#), the [American Academy of Sleep Medicine](#), the [American Academy of Child & Adolescent Psychiatry](#), the [American Psychological Association](#), and the [Massachusetts Medical Society](#) have all examined the research and have recommend that middle and high schools start no earlier than 8:30a, writing that the evidence strongly suggests that a too-early start to the school day is a critical contributor to chronic sleep deprivation among American adolescents.

The Start Times Advisory Committee does not dispute the expertise of these organizations, nor their recommendations. There is not an abundance of research on appropriate start times for younger children, however. The available studies suggest that an 8a start time for *elementary students* will not adversely affect their health, although the number of studies remains small. Our work has been dedicated to determining whether the 8:30a start time for adolescents recommendation is right for our community and how we might be able to follow it.

Up until 1998, the start time in the Boxford schools was 8:05a, and 8:10a in the Topsfield schools. Until 2004, the start time in Middleton was 8:00a. The Tri Town Union administration has been able to learn the start times of 60 other elementary school districts in Massachusetts, and learned that these schools start as early as 7:20a and as late as 9:15a, with the most common times in the 8:00a - 8:30a range. There are no AAP recommendations regarding start time for elementary students.

CURRENT SCHEDULE

Description

The first tier of buses pick up Masconomet students in the morning and deliver them to school. Those buses then turn around and pick up the elementary students in each town and drop them off at each of the two elementary schools. In the afternoon, Masconomet students go home first, then elementary.

	Boxford	Middleton	Topsfield	Masconomet
First Bus Start	7:45a	7:30a	7:40a	6:27a
School Start	8:40a	8:30a	8:45a	7:35a
School End	3:10p	3:00p	3:10p	2:14p
Competitions Begin	n/a	n/a	n/a	After 2:50p
Last Bus End	4:11p	4:00p	4:06p	3:05p

Masconomet Extra Help begins at 2:20p and ends at 2:50p. Extra- and Co-Curricular activities, including athletics, begins after 2:50p.

General Pros

- This is the schedule that everyone already follows and will require no changes to the existing before- and after-school schedules for elementary or Masconomet families.
- No changes to existing before- and after-school programs at Masconomet and at all elementary schools.
- No changes to Masconomet athletic programs.
- No changes to Masconomet after school help.
- Masconomet students get off the bus before their elementary siblings in the afternoon, and are available for afternoon child care.
- No teacher contract considerations.

General Cons

- We do not address the sleep deficits that our Masconomet students are experiencing. As other towns in our area address this problem, we may be forced to revisit our school hours in the future.
- Does not follow recommendations of the American Academy of Pediatrics and many physicians, and current health effects will continue (effects are listed in *Research on Sleep and Start Time*).
- Ignores impacts of early start time on Masconomet students: social and emotional health, including physical and mental health risk factors that affect students and the community, and academic impacts.
- Masconomet students get on the bus before their elementary siblings, and are unavailable for morning child care.
- Existing elementary school hours potentially miss the optimal learning time for most elementary students.
- Parents may continue to drive Masconomet students to school to give them a chance to sleep later.
- Masconomet students wait for buses in the dark (before earliest civil twilight, which occurs in January at 6:43a).

Survey Data

- **Parents:** 50% of Masconomet parents supported *No change*, and 50% opposed it. Those who opposed it cited student health and safety as their primary worries.
- **Staff:** 84% of staff supported *No change*. Those who did not cited student health and safety as their primary worries.
- **Masconomet students** supported *No change* with 63% support. The 7:50a start time was a close second, with 61% support. These students also reported that under the current schedule they are getting an average of 6.6h of sleep per night, and that they feel awake and ready to learn at 8:19a. Those students who did not support this option cited worried about their sleep and health as their primary worries.
- **Elementary students** in Grades 5-6 supported *No Change* with 59% support,. However less, it was second to which was less support than their preferred option: an 8a-2:30p elementary school day, which garnered (69% support).

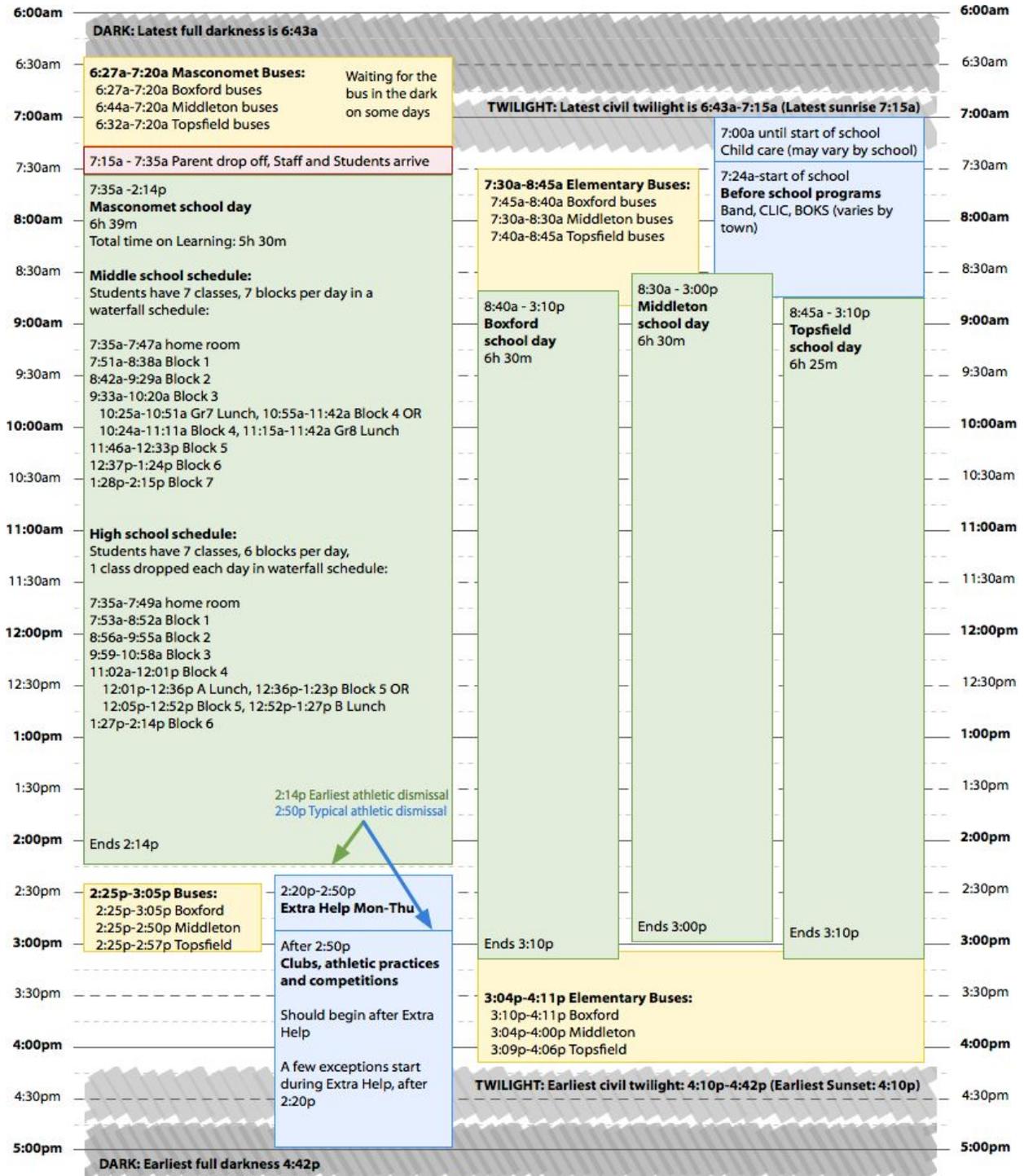
Budget Implications

None.

Extra- and Co-Curricular Activities Implications

- No changes to the athletic or academic programs or participation, because start time does not change.
- No changes would be needed to Extra Help, Extra- and Co-curricular activities, including athletics, at Masconomet.
- No changes would be needed to before- and after-school programs at the elementary schools.

Current Schedule Diagram



OPTION X: MASCO 8:00a-2:55p, ELEMENTARY 8:55a-3:25p (+ up to 3 buses)

Description

This option keeps Masconomet as Tier 1 in the busing, but moves start time as late as possible, ensuring that elementary start times are before 9a. To accomplish this there are adjustments to the bell schedule for Masconomet, changes to bus routes, and three additional buses (one for each town). This option has been developed to address concerns identified in the community surveys regarding student health and safety and time for extracurricular activities. The changes include:

- **Add up to three extra buses and tighten up the bus schedule.** Key goal: improve turnaround time between Masconomet and elementary schools. When Masconomet goes first, the elementary start time is 57m after the Masconomet start time. We estimate that three additional buses could reduce the turnaround time to 55m.
- **Adjust the Masconomet Bell Schedule.** Key goal: create an Arrow Block at the end of the school day that incorporates what is now Extra Help, and may include other academic opportunities that do not detract from Extra Help but could be counted as Time on Learning. Another key goal: add 30 minutes of common preparation time for staff at Masconomet before school from 7:30a to 8:00a. This time would allow teachers an opportunity to collaborate with one another.

Approximate schedule for this option (details would be worked out in implementation phase).

	Boxford	Middleton	Topsfield	Masconomet
First Bus Start	7:57a <i>(was 7:45a)</i>	7:55a <i>(was 7:30a)</i>	7:58a <i>(was 7:40a)</i>	7:12a <i>(was 6:25a)</i>
School Start	8:55a <i>(was 8:40a)</i>	8:55a <i>(was 8:30a)</i>	8:55a <i>(was 8:45a)</i>	8:00a <i>(was 7:35a)</i>
School End	3:25p <i>(was 3:10p)</i>	3:25p <i>(was 3:00p)</i>	3:20p <i>(was 3:10p)</i>	2:52p <i>(was 2:15p)</i>
Competitions Begin	n/a	n/a	n/a	2:52p <i>(was 2:50p)</i>
Last Bus End	4:20p <i>(was 4:11p)</i>	4:06p <i>(was 4:00p)</i>	4:14p <i>(was 4:06p)</i>	3:28p <i>(was 3:05p)</i>

At Masconomet:

- Extra Help is now part of the school day, in Arrow block, e.g. from 2:22p to 2:55p (was 2:20p to 2:50p).
- Athletics, extracurricular, and co-curricular activities would begin after Arrow block, e.g. 2:52p (was 2:50p). **This is 2m later than the current time.**
- Students and faculty coaches could be dismissed as Arrow block begins, e.g. 2:22p (missing Arrow block) for competitions that cannot be rescheduled (was 2:14p).

At Elementary Schools:

- Elementary child care programs in the morning would be extended.
- Elementary before- and after- school programs would follow their current schedule, though with more time in the morning these programs might start a little later or run a little longer.

Implementation Notes

A bus consultant may be able to find further efficiencies in the routes to help move the elementary start times a few minutes earlier. The elementary schools would not be able to start much earlier as long as Masconomet starts first, because the Masconomet school day is longer than the elementary school day. For example, we could add buses to start school in Middleton 15 minutes earlier at 8:40a, ending at 3:10p. However, the Masconomet buses wouldn't be able to start loading at those Middleton elementary schools until 3:25p simply because the Masconomet school day is longer.

A Masconomet bell schedule team would need to work to create the new Masconomet bell schedule for both the Middle and High Schools.

General Pros

- By incorporating Extra Help into the school day, along with other academic opportunities, we ensure equitable access to Extra Help for all our students.
- This is close to the schedule everyone is accustomed to and will require few changes in existing before- and after-school schedules for elementary or Masconomet families: a minimal disruption of routines for Masconomet families.
- Few changes to existing before- and after-school programs at Masconomet and at all elementary schools.
- Masconomet students get off the bus before their elementary siblings in the afternoon, and are available for afternoon child care.
- NO Masconomet students will wait for buses in the dark (before earliest civil twilight, in January at 6:43a).
- Elementary schools have an opportunity to extend or add before-school programs, if they so desire.

General Cons

- Does not follow recommendations of the American Academy of Pediatrics and many physicians, and current health effects will continue (effects are listed in Research on Sleep and Start Time).
- We do not fully address the sleep deficits that our Masconomet students are experiencing. As other towns in our area address this problem, we may be forced to revisit it in the future.
- Some parents will continue to drive children to school to give them a chance to sleep later.
- Children dropped off before start time create a safety issue.
- Masconomet students get on the bus before their elementary siblings, and are unavailable for morning child care.
- Some elementary students will be getting off the bus during civil twilight.
- It is likely that two teachers' contracts would need to be considered (Masconomet and Middleton), but the total work week for Masconomet teachers has very little or no change.

Survey Data

Respondents weighed in on Option B (Add buses, tighten schedule) and C (Neighborhood Masconomet bus stops), which both offered an 7:50a-2:25p Masconomet school day, with Extra Help ending at 2:55p, and elementary school days starting between 8:45a and 8:55a. Option B accomplished this by adding 3 buses, and Option C accomplished this with neighborhood bus stops for Masconomet students.

- **All Parents:** Option B had only 30% support among parents, however the parents who did not support it cited student health as the primary reason for their opposition (65%). Option C had the lowest support of any option, with only 20% of parents supporting the option: the low support was mostly related to neighborhood bus stops and not the start/end times.
- **Elementary Parents:** Among elementary parents, Option B had 34% support and Option C had 24% support. The primary reason cited for not supporting them was student health.
- **Staff:** Staff disliked Option B (67% oppose), citing concerns for their own schedules, child care, and commute. Option X addresses the scheduling concerns of Masconomet teachers, but not elementary teachers, when compared to Option B. This option does add common prep time for Masconomet teachers, which is a benefit not previously included. As with the parents, some staff were also concerned that the option did not do enough to address student health.
- **Students:** Masconomet students gave Option B 59% support (it was second to No change at 63%). Masconomet student preference was mostly driven by end times, and they showed at least 50% support for options ending before 3:15p. Those who opposed it cited “my other activities outside of school” as their primary reason for opposition (55%). **Elementary students:** Elementary students disliked a later start the most, with only 44% supporting a 15m later start. In the survey they said that they would rather start school (and end school) earlier.

Budget Implications

- The addition of up to 3 buses may improve our turnaround times for the bus routes. Adding three buses to the combined Elementary and Masconomet fleet would increase the annual bus budget by approximately \$180,000. The additional cost to the average-priced household in each town: **\$22 in Boxford, \$17 in Middleton, and \$22 in Topsfield.**
- To fully implement this option, we would need a bus consultant to analyze our bus routes, and there would be a cost associated with this consultant. However, such a consultant is also likely to find savings in the cost of busing.

Extra- and Co-Curricular Activities Implications

The net result is little effect on these activities for Masconomet. The Athletic Director has said that it causes little or no disruption with the current schedule. AD writes: If we are going to make a change, I see this as the most ideal for after-school activities.

- 2:22p dismissal for athletics would allow student-athletes to arrive at away athletic events without any change to the current schedule.
- Home athletic events would remain unchanged.
- Masconomet teacher-coaches (two thirds of our coaching staff) would be able to start practice as close to 3:00p as possible, as we do now.

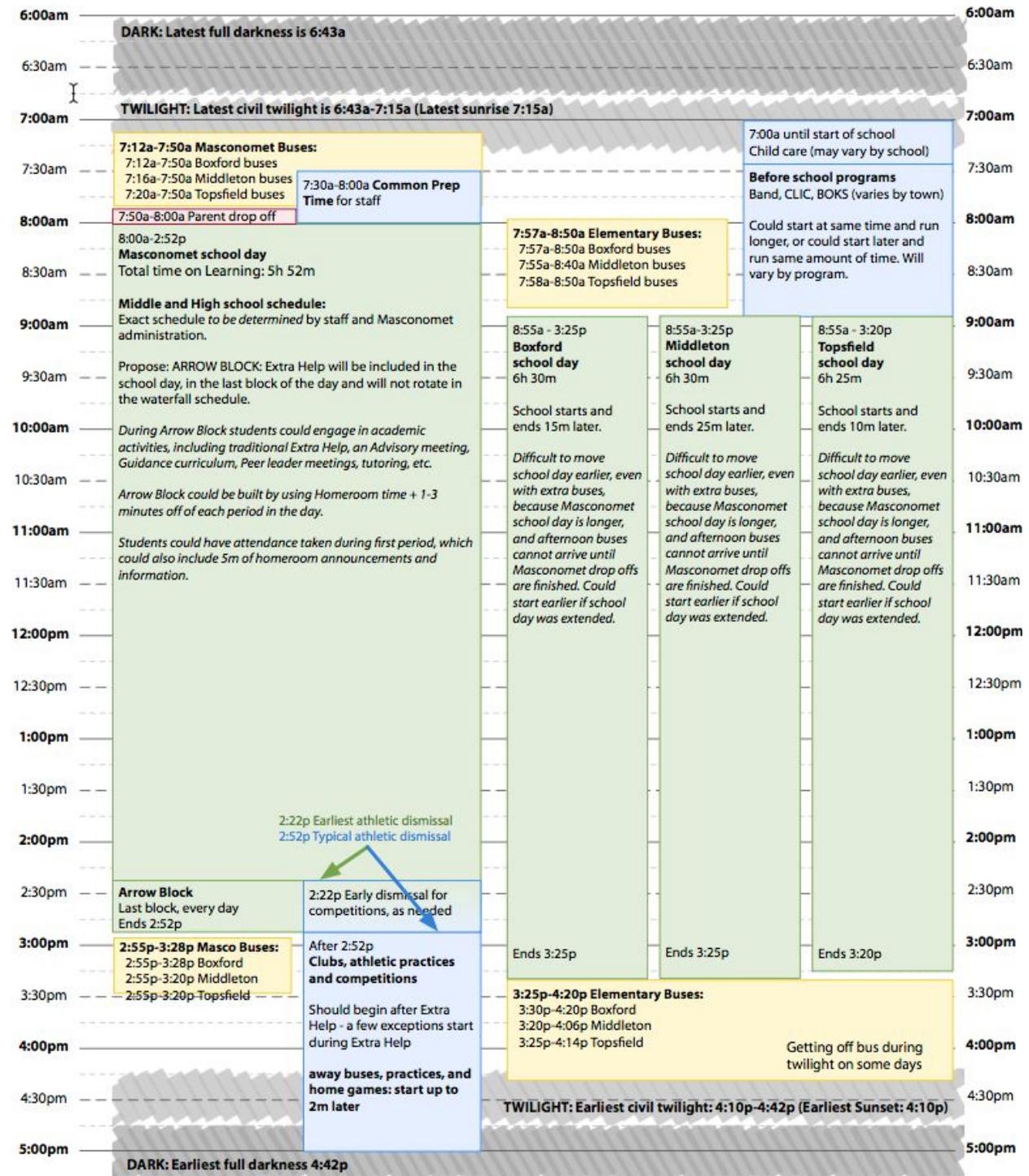
For Elementary Schools:

Elementary before-school programs (other than child care) and afterschool programs could begin 10-15m later. Before-school programs could begin at the existing time, and be extended until the new start time.

Option X Schedule Diagram

OPTION X: Masco 8:00a-2:52p, Elementary 8:55a-3:25p + up to 3 buses

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OPTION Y: MASCO 8:30a-3:10p, ELEMENTARY 8:00a-2:30p (+ up to 3 buses)

Description

This option proposes moving Elementary schools into Tier 1 of busing, while ensuring that Masconomet's end time does not move past 3:15p (our student support 50% cutoff). To accomplish this there are adjustments to the bell schedule for Masconomet, changes to bus routes, and three additional buses (one for each town). The changes include:

- **Add up to three extra buses and tighten up the bus schedule.** Key Goal: to improve turnaround time between Masconomet and elementary schools. When Elementary schools go first, the Masconomet start time is 40m after the elementary start time, based on bus turnarounds. Three additional buses could be used for the elementary schools to make first bus morning pickup later.
- **Adjust the Masconomet Bell Schedule.** Key goal: create an Arrow Block at the end of the school day that incorporates what is now Extra Help, and may include other academic opportunities that do not detract from Extra Help but could be counted as Time on Learning. Another key goal: add 30 minutes of common preparation time for staff at Masconomet before school from 8:00a to 8:30a. This time would allow teachers an opportunity to collaborate with one another.

Approximate schedule for this option (details would be worked out in implementation phase).

	Boxford	Middleton	Topsfield	Masconomet
First Bus Start	6:50a <i>(was 7:45a)</i>	7:03a <i>(was 7:30a)</i>	6:50a <i>(was 7:40a)</i>	7:50a <i>(was 6:25a)</i>
School Start	8:00a <i>(was 8:40a)</i>	8:00a <i>(was 8:30a)</i>	8:00a <i>(was 8:45a)</i>	8:30a <i>(was 7:35a)</i>
School End	2:30p <i>(was 3:10p)</i>	2:30p <i>(was 3:00p)</i>	2:25p <i>(was 3:10p)</i>	3:05p <i>(was 2:15p)</i>
Competitions Begin	n/a	n/a	n/a	3:05p <i>(was 2:50p)</i>
Last Bus End	3:25p <i>(was 4:11p)</i>	3:20p <i>(was 4:00p)</i>	3:23p <i>(was 4:06p)</i>	4:05p <i>(was 3:05p)</i>

At Masconomet:

- Extra Help is now part of the school day, in Arrow block, e.g. from 2:35p to 3:05p (was 2:20p to 2:50p).
- Athletics, extracurricular, and co-curricular activities would begin after Arrow block, e.g. 3:10p (was 2:50p). **This is 15m later than the current time.**
- Students and faculty coaches could be dismissed as Arrow block begins, e.g 2:35p (missing Arrow block) for competitions that cannot be rescheduled (was 2:14p).

At Elementary Schools:

- While elementary school starts at 8a, bus drop offs would begin as early as 7:40a, with most buses finishing drop off by 7:50a. Students would have a longer outdoor recess before school. Parents who wish to can drop their children off at 7:55a for an 8a start.
- Most elementary before-school activities would likely move to after school (resulting in minimal end-of-school time changes) as a result of start time change. The BOKS program,

which was designed to occur before school, would either move earlier or come to an end. The elementary schools would have an opportunity to add after school homework help, clubs, activities, and/or childcare for those families with such needs.

- The elementary schools could add after school programs if there is demand.

Implementation Notes

A bus consultant may be able to find ways to make the bus routes more efficient and allow Masconomet to start (and end) a few minutes earlier, which would improve the impact on athletics. Any added efficiencies in Masconomet bus route lengths would need to be accompanied by similar efficiencies in Elementary bus route lengths in order for the schedules to align, however.

A Masconomet bell schedule team would need to work to create the new Masconomet bell schedule for both the Middle and High Schools.

Because elementary students would arrive home before older siblings who attend Masconomet, some families may need additional childcare support. The elementary schools may want to evaluate the addition of paid after-school programs for children of these families. Programs could include homework help and after-school clubs, for example.

General Pros

- By incorporating Extra Help into the school day, along with other academic opportunities, we ensure equitable access to Extra Help for all our students.
- A Masconomet start time that is in keeping with recommendations of the American Academy of Pediatrics and many physicians, and will provide students with the opportunity for a good night's sleep.
- The research suggests that the 8:00a start time will not result in a change of total sleep for elementary students.
- This would be a return to the start times that the elementary schools had for years. Up until the 1990s, the start time in the Boxford schools was 8:05a, and 8:10a in the Topsfield schools. Until the 2000s, the start time in Middleton was 8:00a.
- The earlier finish for elementary students gives them more time to play outdoors, engage in after-school activities, and complete homework before they become overtired.
- Survey data suggests that more Masconomet students will likely ride the bus, with fewer parents driving them to school just to help them sleep later.
- NO child will wait for buses in the dark (before earliest civil twilight, in January at 6:43a).

General Cons

- This would represent a different schedule for elementary students: an earlier start and an earlier finish.
- This would represent a very different schedule for Masconomet students: a later start and a later finish.
- This would have an impact on elementary before-school programs, such as band, chorus, foreign language, BOKS, and CLIC. Elementary schools may opt to move some programs to occur after school. There is potential for an enrollment decline in some of these programs at the elementary level if the schools move start time earlier.
- This option would have an impact on all after-school activities for Masconomet students, whether school-sponsored or not, including volunteering and jobs. All would need to begin 15-20m later than they currently do. In some cases, this change will be small enough that it

will not matter. In other cases, students would not be able to engage in some activities the way they do now.

- The later Masconomet end time would require athletic practices and after-school co-curricular activities to start 15-20m later.
- Some students would need to be dismissed early, as Arrow Block begins, to attend competitions. This would mean that they do not have access to help on days when they have a competition.
- Some families would need to find additional after school childcare for their elementary children, since Masconomet students would not arrive home before their siblings. Additional childcare could be provided through the Elementary schools, through programs at each Town Library, and/or private offerings.
- Some elementary students will be waiting for the bus during civil twilight.
- It is likely that two Teachers' contracts would need to be considered (Masconomet and Middleton), but the total work week for Masconomet teachers has very little or no change.

Survey Data

Respondents weighed in on Option D and F, which were similar in timing to Option Y. Option D offered an 8:40a-3:20p Masconomet school day, with Extra Help ending at 4:10p. The elementary school day was listed at 8:00a-2:30p for Option D. Option F used double busing to achieve a Masconomet day of 8:20a-3:00p, with Extra Help ending at 3:30p. The elementary school day was listed as unchanged. Option Y was developed by considering survey responses to Options D and F.

- **Elementary Parents:** Option D with a similarly early start time had 41% support. (Note that the highest supported option among elementary parents was 49%, Option F and 46%, Option A).
- **Masconomet Parents:** Option A had 53% support but the next favored option was Option D, with 44% support. The primary cause for worry was after school activities. It's likely that adjusting the end time will improve support for this option, but it's difficult to know by how much.
- **Staff:** were split equally on whether they supported or did not support Option D. Masconomet staff overwhelmingly did not support it. The primary reasons they cited for not supporting it were Masconomet athletics and academic clubs, Masconomet Extra Help, and Excels.
- **Students at Masconomet:** opposed Option D by 69%. The primary reasons cited: my other activities outside of school, my schedule, Masconomet athletics, and Extra Help. Option Y is intended to mitigate some of these concerns. These students also reported that they felt awake and ready to learn at 8:19am. Masconomet student preference was mostly driven by end times, and they showed at least 50% support for options ending before 3:15p.
- **Elementary students:** overwhelmingly supported Option D, with 69% of the students in favor of the earlier start (and commensurate early end). Given the option, they would rather start school (and end school) earlier. The elementary students in Grades 5 and 6 reported that they felt awake and ready to learn at 8:14a.

Budget Implications

- The addition of up to 3 buses may improve our turnaround times for the bus routes. Adding three buses to the combined Elementary and Masconomet fleet would increase the annual bus budget by approximately \$180,000. The additional cost to the average-priced household in each town: **\$22 in Boxford, \$17 in Middleton, and \$22 in Topsfield.**

- To fully implement this option, we would need a bus consultant to fully analyze our bus routes, and there would be a cost associated with this consultant. However, such a consultant is also likely to find savings in the cost of busing.

Extra- and Co-Curricular Activities Implications

All Masconomet Extra- and Co-Curricular activities (including athletics) would begin approximately 15-20m later than they do now, but students could be dismissed as early as 2:35p for competitions.

The net result is that nearly every practice and game will need to shift 15m later, and more students and coaches would need to be dismissed during Arrow Block to attend competitions. The Athletic director writes: *[Option Y] is workable but presents more challenges.*

- 2:35p dismissal would pose a challenge to golf for matches (home and away) as we are limited by course availability to 3:30p start times. I see this as something that could be worked out if students could be dismissed about 15m earlier (2:20).
- The start of cross country meets (home and away) could be impacted. We had 7 weekday meets this season that started at 3:30p. This could be worked out if students could be dismissed about 15m earlier (2:20p).
- Realistically we would have to make a request from all schools in the Cape Ann League (as well as our non-league opponents) that all of our away afternoon athletic contests (freshman football, away soccer, away field hockey, away baseball, away softball, away tennis) start at least 15m later (from 3:45p to 4:00p). Tennis would move from 3:30p to 4:00p.
- JV Indoor Track meets at 3:30p would be challenging to arrive to on time. We would need to make a request that the league JV meets start later, or we would need to be dismissed from school early (2:20p).
- Ski races would be challenging to arrive to on time but could be managed if students could be dismissed a few minutes early.
- Swim practice times may have to be adjusted. We practice at Gordon College twice a week in the winter at 3:30p. Pool time is difficult to secure and we would have to negotiate with the aquatics manager.
- Girls/Boys hockey practices (currently) start at 3:30p at Haverhill Valley Forum (Mondays, Tuesdays, Thursdays, Fridays).
- We would request from schools in the CAL that our away basketball games start at 4:00p/5:30p/7:00p instead of 3:30p/5:00p/6:30p (FR, JV, V games three in a row).
- Masconomet teacher-coaches would need to adjust practice start times after school from 3:00p (current schedule) to 3:20p.

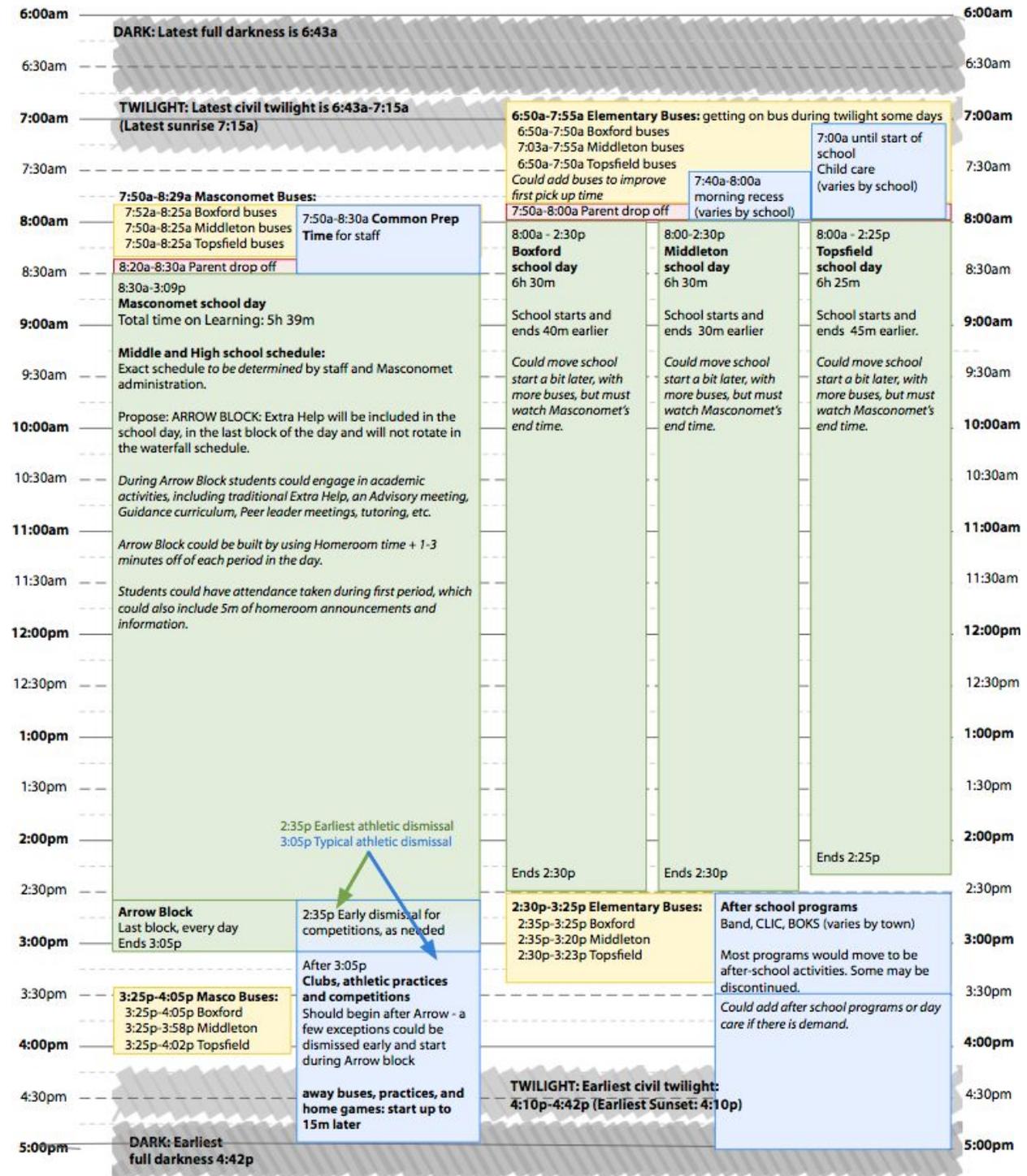
For Elementary schools:

- Most elementary before-school activities would likely move to after school (resulting in minimal end-of-school time changes) as a result of start time change.
- The BOKS program, which was designed to occur before school, would either move earlier or come to an end.
- The new Inclusive Band Program in Boxford for students with special needs currently occurs after school. Should the morning band programs move to after school, scheduling for this program will be more challenging based on the changed schedules of those involved. While this program is presently small, the intent has been to broaden this program to the other elementary schools in the Tri-Town due to the current success of the program.

Option Y Schedule Diagram

OPTION Y: Masco 8:30a-3:05p, Elementary 8:00a-2:30p + up to 3 buses

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OPTION Z: MASCO 8:20a-3:00p, ELEMENTARY UNCHANGED

Description

This option would use two separate fleets of buses for students, running concurrently. The schools would likely hire a bus consultant to thoroughly study our routes and any possible savings that might be gained from leasing or purchasing buses. Homes with both elementary and Masconomet students would have two buses visit in close succession in the morning and the afternoon. This option would incur a significant cost increase in our transportation budgets.

- **Independent buses for Masconomet and elementary school districts.** Key Goal: As this option provides Masconomet with independent busing, Masconomet may adjust start time as needed to minimize the impact on extra- and co-curricular activities.
- **Adjust the Masconomet Bell Schedule.** Key goal: create an Arrow Block at the end of the school day that incorporates what is now Extra Help, and may include other academic opportunities that do not detract from Extra Help but could be counted as Time on Learning. Another key goal: add 30m of common preparation time for staff to Masconomet before school from 7:50a to 8:20a. This time would allow teachers an opportunity to collaborate with one another.

Approximate schedule for this option (details would be worked out in implementation phase).

	Boxford	Middleton	Topsfield	Masconomet
First Bus Start	7:45a <i>(was 7:45a)</i>	7:30a <i>(was 7:30a)</i>	7:40a <i>(was 7:40a)</i>	7:40a <i>(was 6:25a)</i>
School Start	8:40a <i>(was 8:40a)</i>	8:30a <i>(was 8:30a)</i>	8:45a <i>(was 8:45a)</i>	8:20a <i>(was 7:35a)</i>
School End	3:10p <i>(was 3:10p)</i>	3:00p <i>(was 3:00p)</i>	3:10p <i>(was 3:10p)</i>	3:00p <i>(was 2:15p)</i>
Competitions Begin	n/a	n/a	n/a	3:00p <i>(was 2:50p)</i>
Last Bus End	4:11p <i>(was 4:11p)</i>	4:00p <i>(was 4:00p)</i>	4:06p <i>(was 4:06p)</i>	3:55p <i>(was 3:05p)</i>

At Masconomet:

- Extra Help is now part of the school day, in Arrow block, e.g. from 2:30p to 3:00p (was 2:15p to 2:50p).
- Athletics, extracurricular, and co-curricular activities would begin after Arrow block, e.g. 3:00p (was 2:50p). **This is 10m later than the current time.**
- Students and faculty coaches could be dismissed as Arrow block begins, e.g 2:30p (missing Arrow block) for competitions that cannot be rescheduled (was 2:15p).

Elementary schools would be unchanged.

Implementation Notes

The bus consultant may be able to find ways to make the bus routes more efficient, or may recommend leasing or owning buses, which would mean that “independent busing” is not actually “double busing”. The costs are likely to be less than “double” the current cost, particularly for Masconomet, which already has shorter routes, lower ridership, and fewer stops.

General Pros

- A Masconomet start time that is in keeping with recommendations of the American Academy of Pediatrics and many physicians, and will provide students with an opportunity for a good night's sleep.
- No impact on elementary student schedules.
- All children are picked up and dropped off at approximately the same time.
- Families with time-constrained work commutes will be better supported, with children leaving and arriving at approximately the same time.
- Masconomet and elementary school buses operate on independent schedules, providing them the most flexibility in choosing the start and end times that work best for each school.
- No child will wait for buses in the dark (before earliest civil twilight, in January at 6:43a).

General Cons

- This option would create a different schedule for Masconomet students: a later start and a slightly later finish.
- This option would have an impact on all after-school activities for Masconomet students, whether school-sponsored or not, including volunteering and jobs. All would need to begin 15-20m later than they currently do. In some cases, this change will be small enough that it will not matter. In other cases, students would not be able to engage in some activities the way they do now.
- The later Masconomet end time would likely have a significant impact on athletics and co-curricular after school activities. See the Athletics section for more information.
- The Masconomet Teacher Contract may need to be considered.

Survey Data

Option Z may appear to be fundamentally the same option that was presented during the surveys as Option F (double busing), but there are two key differences. First, with additional study, it's likely the the costs shown for Option F are the maximum costs; the actual costs are likely to be lower, though without a bus consultant we cannot accurately estimate how much lower. The second difference is that, with the Arrow Block folding Extra Help into the day, the end time is much earlier and the effect on after school activities is lower.

- **Parents:** 63% of parents opposed Option F, with 80% saying that they were concerned about the effect on property taxes. However, when asked to rank the options if cost was not a factor, Option F was the preferred option, over all others (including no change).
- **Staff:** 71% of staff opposed Option F, with most concerned about the effect on Masconomet Athletics. Option Z, which incorporates Extra Help into the day, should mitigate many of those concerns.
- **Masconomet students** were not specifically asked about the cost of this option. However, we did ask Masconomet students to evaluate an option with an 8:40a-3:20p school day and they opposed it by 69%. The primary reasons cited: other activities outside of school, my schedule, Masconomet athletics, and Extra Help. Option Z brings the end time earlier and is designed to mitigate some of these concerns. Masconomet student preference was mostly driven by end times, and they showed at least 50% support for options ending before 3:15p. These students also reported that they felt awake and ready to learn at 8:19a.
- **Elementary students** in Grades 5-6 supported No Change (which this option would be for them) with 59% support. However, it was second to their preferred option: an 8a-2:30p elementary school day (69%).

Budget Implications

At worst this option would cost double the cost of the current bus contract, as we would need twice as many drivers and buses. The cost would be subject to market pricing for bus drivers, which are in short supply. However, it may be that we can find savings in the current bus contracts, and may (like other districts) be able to save money by owning or leasing some of our buses. The additional cost could add up to \$1,000,000 to the budgets of the four school districts. For \$1M, the additional cost to the average household tax bill in each town would be: **Boxford, \$161; Middleton, \$88; Topsfield, \$135.**

Extra- and Co-Curricular Activities Implications

All Masconomet Extra- and Co-Curricular activities (including athletics) would begin approximately 15-20m later than they do now, but students could be dismissed as early as 2:30p for competitions.

The net result is that nearly every practice and game will need to shift 10m later, and more students and coaches would need to be dismissed during Arrow Block to attend competitions.

The Athletic director writes: *[Option Z] is workable but presents more challenges.*

- 2:30p dismissal would pose a challenge to golf for matches (home and away) as we are limited by course availability to 3:30p start times. I see this as something that could be worked out if students could be dismissed about 10m earlier (2:20p).
- The start of cross country meets (home and away) could be impacted. We had 7 weekday meets this season that started at 3:30p. This could be worked out if students could be dismissed about 10m earlier (2:20p).
- Realistically we would have to make a request from all schools in the Cape Ann League (as well as our non-league opponents) that all of our away afternoon athletic contests (freshman football, away soccer, away field hockey, away baseball, away softball, away tennis) start at least 15m later (from 3:45p to 4:00p). Tennis would move from 3:30p to 4:00p.
- JV Indoor Track meets at 3:30p would be challenging to arrive to on time. We would need to make a request that the league JV meets start later, or we would need to be dismissed from school early (2:20p).
- Ski races would be challenging to arrive to on time but could be managed if students could be dismissed a few minutes early.
- Swim practices times may have to be adjusted. We practice at Gordon College twice a week in the winter at 3:30p. Pool time is difficult to secure and we would have to negotiate with the aquatics manager.
- Girls/Boys hockey practices (currently) start at 3:30p at Haverhill Valley Forum (Mondays, Tuesdays, Thursdays, Fridays).
- We would request from schools in the CAL that our away basketball games start at 4:00p/5:30p/7:00p instead of 3:30p/5:00p/6:30p (FR, JV, V games three in a row).
- Masconomet teacher-coaches would need to adjust practice start times after school from 3:00p (current schedule) to after 3:15p..

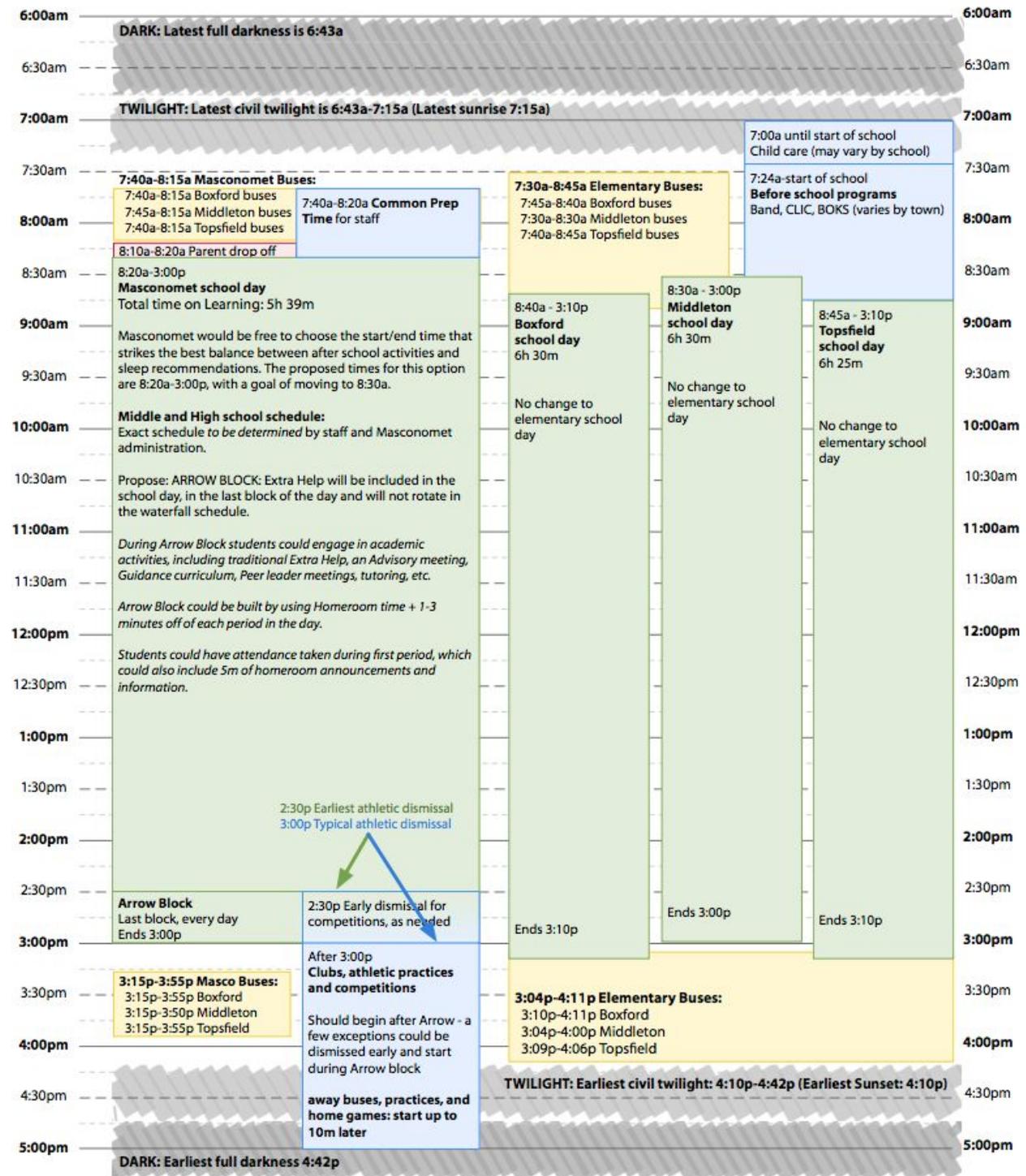
Elementary schools:

- No changes would be needed to before- and after-school programs at the elementary schools.

Option Z Schedule Diagram

OPTION Z: Masco 8:20a-3:00p, Elementary unchanged + Independent Busing

DRAFT MAY 8, 2017



OPTION SUMMARY

Masconomet Option Summary

	Current Schedule	Option X	Option Y	Option Z
MASCONOMET	7:35a-2:14p	8:00a-2:52p	8:30a-3:05p	8:20a-3:00p
First Bus Start	6:27a	7:12a	7:50a	7:40a
School Start	7:35a	8:00a	8:30a	8:20a
School End	2:14p	2:52p	3:09p	3:00p
Last Bus End	2:57p	3:20p	4:02p	3:55p
Extra Help/Arrow (1)	2:20p-2:50p	2:22p-2:52p	2:39p-3:09p	2:30p-3:00p
Athletics Begin	After 2:50p	After 2:52p	After 3:09p	After 3:00p
School hrs/day	6h 40m	6h 52m	6h 39m	6h 40m
Time on learning/day	5h 30m	5h 52m	5h 39m	5h 39m
Time on learning/year	990h	1056h	1017h	1017h
Staff common prep time	none	7:30a-8:00a	7:50a-8:30a	7:40a-8:20a
Staff hrs (2)	7:25a-2:52p	7:30a-2:52p	7:50a-3:09p	7:40a-3:09p
Staff hrs/wk	36h 38m	36h 50m	36h 35m	36h 40m

(1) Note: Changes to the bell schedule are demonstrations of a *possible* model. The actual bell schedule changes would be determined during implementation.

(2) Note: Changes to staff hours and prep time would be part of a contract discussion with the Masconomet staff.

Boxford Elementary Option Summary

Note: No changes to the bell schedule are proposed for the elementary schools, so the table does not include information on Time on Learning. All options have the same length school day and time on learning as the current school schedule.

	Current Schedule	Option X	Option Y	Option Z
BOXFORD	8:40a-3:10p	8:55a-3:25p	8:00a-2:30p	8:40a-3:10p
First Bus Start	7:45a	7:57a	6:50a	7:45a
School Start	8:40a	8:55a	8:00a	8:40a
School End	3:10p	3:25p	2:30p	3:10p

Last Bus End	4:11p	4:20p	3:25p	4:11p
Band, Chorus, etc.	Before school	Before school	After school	Before school
School hrs/day	6h 30m	6h 30m	6h 30m	6h 30m

Middleton Elementary Option Summary

Note: No changes to the bell schedule are proposed for the elementary schools, so the table does not include information on Time on Learning. All options have the same length school day and time on learning as the current school schedule.

	Current Schedule	Option X	Option Y	Option Z
MIDDLETON	8:30a-3:00p	8:55a-3:25p	8:00a-2:30p	8:30a-3:00p
First Bus Start	7:30a	7:55a	7:03a	7:30a
School Start	8:30a	8:55a	8:00a	8:30a
School End	3:00p	3:25p	2:30p	3:00p
Last Bus End	4:00p	4:06p	3:20p	4:00p
Band, Chorus, etc.	Before school	Before school	After school	Before school
School hrs/day	6h 30m	6h 30m	6h 30m	6h 30m

Topsfield Elementary Option Summary

Note: No changes to the bell schedule are proposed for the elementary schools, so the table does not include information on Time on Learning. All options have the same length school day and time on learning as the current school schedule.

	Current Schedule	Option X	Option Y	Option Z
TOPSFIELD	8:45a-3:10p	8:55a-3:20p	8:00a-2:25p	8:45a-3:10p
First Bus Start	7:40a	7:58a	6:50a	7:40a
School Start	8:45a	8:55a	8:00a	8:45a
School End	3:10p	3:20p	2:25p	3:10p
Last Bus End	4:06p	4:14p	3:23p	4:06p
Band, Chorus, etc.	Before school	Before school	After school	Before school
School hrs/day	6h 25m	6h 25m	6h 25m	6h 25m

Current Transportation Budget Costs

	Masconomet	Boxford	Middleton	Topsfield
2017 NRT budget	(1) \$923,795	\$336,997	\$256,817	\$180,457
# Buses currently	28 shared	13 shared	8 shared, 1 unshared	7 shared
1 bus, shared cost (2)	\$32,993	\$25,993	\$25,780	\$25,780
1 bus, unshared cost	\$50,861	\$50,861	\$50,580	\$50,580

(1) Note: Masconomet is estimated to be receiving \$574,809 (Cherry Sheet) in regional transportation aid from the state for 2017-2018.

(2) Note: “shared” buses split cost between Masconomet and the elementary district. Masconomet pays more per shared bus; the apportionment is calculated based on mileage.

Estimating the Cost of the Options

Costs are estimated and would need to be determined during option implementation. However, these estimates can be used to evaluate the options.

	Current Schedule	Option X	Option Y	Option Z
Masco Buses	28 shared	Up to 31 shared	Up to 31 shared	25 unshared
Boxford Buses	13 shared	Up to 14 shared	Up to 14 shared	13 unshared
Middleton Buses	8 shared, 1 unshared	9 shared, 1 unshared	9 shared, 1 unshared	9 unshared
Topsfield Buses	7 shared	Up to 8 shared	Up to 8 shared	8 unshared
Masco Additional Cost	\$0	\$98,978	\$98,978	\$347,730
Boxford E. Additional Cost	\$0	\$25,993	\$25,993	\$323,286
Middleton E. Additional Cost	\$0	\$25,780	\$25,780	\$198,403
Topsfield E. Additional Cost	\$0	\$25,780	\$25,780	\$224,183
TOTAL ADDITIONAL COST	\$0	\$176,530	\$176,530	\$1,093,602
Town of Boxford Cost for median home: \$607,635	\$0	\$22	\$22	\$161
Town of Middleton Cost for median home: \$539,840	\$0	\$17	\$17	\$88
Town of Topsfield Avg Cost for median home: \$551,966	\$0	\$22	\$22	\$135

OPTION EVALUATION CRITERIA

These are the criteria that the Start Times Advisory Committee used in guiding our dialogue and evaluation of the options.

Student Learning and Engagement Criteria

1. Does the option align with the American Academy of Pediatrics (AAP) recommendation for middle and high school starts of no earlier than 8:30a?
2. Does the option uphold the MASCONOMET Extra Help program?
3. Does the option offer MASCONOMET school start times that capture peak learning time for students?
4. Does the option offer ELEMENTARY school start times that capture peak learning times for students?
5. Does the option provide the potential to decrease tardiness and absenteeism levels in ALL SCHOOLS?

Other concerns, issues, mitigations, or opportunities

- Some options might provide elementary schools with an opportunity to extend recess or lunch times.

Health and Safety Criteria

1. Does the option align with the SCHOOLS' belief that schools provide a healthy and safe school environment for our students?
2. Does the option ensure that no child in ANY SCHOOL will wait at a bus stop in the dark in the morning (latest twilight begins at 6:42a in January 1-5, with latest sunrise at 7:14a).
3. Does the option ensure that no child in ANY SCHOOL will get off the bus in the dark in the afternoon (earliest sunset is at 4:10p on December 8-9, with twilight ending at 4:42p).
4. Does the option provide the potential for the following outcomes: to counteract the negative health and safety effects of teen sleep deprivation, including anxiety, depression, obesity, risk taking behaviors, improve vehicular safety for drivers, passengers, and pedestrians; have the potential to lower the rates of use of medications to stay alert (e.g. caffeine and stimulants) or fall asleep (e.g. melatonin and depressants), which have been found to be the beginning of a progression toward drug use?
5. Does the option minimize unsupervised time in the afternoon for MASCONOMET students (this is a safety issue)?

Other concerns, issues, mitigations, or opportunities

- Some options might mean that MASCONOMET students may arrive at school before start time, presenting a safety issue that may need to be mitigated.
- Some options might mean that ELEMENTARY students may have more time available for outdoor play after school and during daylight hours.

Equity Criteria

1. Does this option provide equitable access to ALL SCHOOLS' academic offerings for all students?

2. Does this option have a positive impact on students who are performing the worst academically?
3. Does the option have a positive impact on students with disabilities or other special needs?
4. Does the option provide equitable access to MASCONOMET's Extra Help program, enabling all students to participate?

Other concerns, issues, mitigations, or opportunities

- Some options may have an impact on employment for those students who work after school.

Transportation Criteria

1. Does the option address the transportation needs of all students in ALL SCHOOLS?
2. Does the option increase transportation efficiency for MASCONOMET or ELEMENTARY schools?
3. Does the option likely reduce the number of parents driving students to MASCONOMET? To ELEMENTARY schools?
4. Does the option give us flexibility in the transportation system to help us respond to unusual circumstances or weather delays?
5. Does the option improve traffic patterns at our schools and surrounding neighborhoods?

Other concerns, issues, mitigations, or opportunities

- Some concerns might be mitigated by adding bus monitors to our buses.
- The bus routes must consider rush-hour traffic in our towns and on the roads to our schools.
- Some options might encourage more walking, where it is safe to do so.
- Some options may impact transportation for members of our special education community – we will need to consider this and develop mitigations.

Budget Criteria

In examining the budgetary effects, we need to evaluate potential costs to ALL SCHOOL budgets. Costs may come from a number of sources, including safety, transportation, contract negotiations, facilities, before- and after- school programs, etc. We need to be able to provide cost estimates for each option, along with a cost-benefit analysis.

1. Does the option offer cost savings, or neutral cost to EACH DISTRICT?
2. Does the cost of the option represent a worthwhile use of EACH DISTRICT'S funds?

Before/After School Activities and Athletics

1. Does the option mean that MASCONOMET will be able to continue to offer before and after school programs to its students (e.g. Excels, clubs, athletics, and academic teams)?
2. Does this option mean that the majority of MASCONOMET students will be able to continue to participate in non-school sponsored before- and after-school activities?
3. Does this option mean that MASCONOMET will maintain a strong, healthy athletic program?
4. Does this option preserve all existing MASCONOMET athletic programs?
5. Does this option mean that MASCONOMET students and staff will be present for the entire school day, even when they have athletic and academic competitions?
6. Does the option mean that ELEMENTARY SCHOOLS will be able to continue to offer before and after school programs to its students (e.g. band, foreign language)?

7. Does this option mean that the majority of ELEMENTARY SCHOOL students will be able to continue to participate in non-school sponsored before- and after-school activities?

Other concerns, issues, mitigations, or opportunities

- Some options may affect participation in before/after-school activities, such as school clubs, music programs, and tutoring. We should work to minimize these effects.

Child Care Criteria

For each criteria, we'd like to understand the impact on child-care (before and after school) for those families that depend on child care. This may be difficult to measure, however.

1. What is the option's impact on the availability of childcare for families of both students and staff?
2. What is the option's impact on the cost of childcare for families of both students and staff?
3. Does the option allow families and child care programs adequate time to adjust their schedules?

Other concerns, issues, mitigations, or opportunities

- Any change in school schedules will have impact on those families who need child care for their children, including both parents and staff. The committee has recommended that parents and staff have adequate time to make other child care arrangements.
- Some options may mean that older siblings are not available at home in the afternoons to care for younger siblings.
- Some options may be better supported if ELEMENTARY schools are able to offer after-school programs.
- Some options may make it possible for older siblings to care for younger siblings in the morning.
- Some options are likely to cause changes in child care for both parents and staff at ALL SCHOOLS.
- A "child care" fair might help staff and parents find new child care options for their children.
- A child care program at MASCONOMET might help staff by providing on-site child care to staff members.

OPTION CRITERIA COMPARISONS

	Option X	Option Y	Option Z
Bell times	Arrow block incorporated into the day as last period	Arrow block incorporated into the day as last period	Arrow block incorporated into the day as last period
Dismissal	Students normally would be dismissed at 2:52p, but could be dismissed as early as 2:18p for competitions and not miss academic classes	Students normally would be dismissed at 3:09p, but could be dismissed as early as 2:35p for competitions and not miss academic classes	Students normally would be dismissed at 3:00p, but could be dismissed as early as 2:26p for competitions and not miss academic classes
Elementary day impact	Starts and ends 15-30m later (varies by town)	Starts and ends 30-45m earlier (varies by town)	No change
Learning and Engagement	Does NOT meet AAP recommendation of 8:30a start time, though students gain 25m	DOES meet AAP recommendation of 8:30a start time, students gain 55m	Does NOT meet AAP recommendation of 8:30a start time, though students gain 45m
Health and Safety	NO students board or leave buses in the dark	NO students board or leave buses in the dark	NO students board or leave buses in the dark
Equity	Equitable access to Masconomet Extra Help for all students	Equitable access to Masconomet Extra Help for all students	Equitable access to Masconomet Extra Help for all students
Transportation	When Masconomet starts first, Elementary must start 57m later with current buses or 55m later with 3 additional buses	When Elementary starts first, Masconomet must start 40m later, regardless of the number of buses. Adding 3 buses could make first Elementary pick up times later.	Independent busing: no turnaround times between districts. School could continue to contract busing, own or lease their own buses. A tri-town transportation coordinator would be required.
Masconomet Extracurriculars	Almost no change. Athletics: up to 2m later for away buses, practices and games.	15m change. Athletics: up to 15m later for away buses, practices and games.	10m change. Athletics: up to 10m later for away buses, practices and games.
Elementary Extracurriculars	15-30m more time before school (varies by school)	20m morning recess (varies by school), most before school activities would move to after school	No change
Child Care	Impacted	Impacted	Impacted

ADDITIONAL RECOMMENDATIONS

For Families

Although schools can create the opportunity for healthy sleep hours, only families can ensure that our students take advantage of that opportunity. We refer families to the American Academy of Pediatrics' guidelines on bedtimes and bedtime habits for children of all ages and also the recommendations on the healthy Family Media Use Plan at <http://www.healthychildren.org/MediaUsePlan>

In comments from the student survey, we observed that many students felt overwhelmed with their daily schedule as a whole. This school year, Masconomet initiated the **Freshman Seminar** to work with students on time management and study skills as tools to help them effectively handle their schedule. We urge parents to have thoughtful discussions with their children regarding course load and extra-curricular activities and to work together to find balance in their children's lives. They need time to learn, to study, to play, to compete, to socialize, and to sleep.

For Masconomet

Masconomet can and should explore some additional new policies, based on what we have learned through the STAC process:

- Create policies that restrict student activities during hours when those children should be preparing for bed. For example, no school activities after 9:00p on a school night.
- Create policies that restrict student activities during early morning hours, when students should be sleeping. For example, no school activities before 8:00a on school days.
- Create policies that set hours for homework submission deadlines. For example, no homework is accepted after 10:00p on school nights.
- Eliminate caffeinated beverages and stimulants from being sold at the school.
- Ensure that the athletic programs are following the MIAA guidelines for practice times and games.
- The implementation team should revisit the idea of offering child care for staff on site at Masconomet.

For Elementary Schools

The elementary schools can and should explore some additional new policies, based on what we have learned through the STAC process:

- Elementary school districts can support sleep by adding policies that restrict elementary student activities during hours when those children should be preparing for bed. For example, no school activities after 8:00p on a school night, to support healthy bedtimes.

On Homework

STAC recommends that all four school districts evaluate their homework policies and practices to see if any adjustments should be made to support student sleep and health. It's important that homework be meaningful, useful, and engaging. STAC recognizes that Masconomet has implemented curricula in regard to time management and study skills development that can assist in homework management and recommends that Masconomet study the homework issue further and propose new policies and practices to support our students.

Transportation

STAC has completed a layman's analysis of our bus routes and concluded that there is ample room for improvement. We asked MASBO's Bus Consultants to give us a high level review of our busing. They suggested several cost saving measures and recommended that we consider leasing our own buses and operating our own fleet. STAC recommends that the school committees engage the services of a bus consultant to do a thorough review of our routes and propose options we should consider for busing.

MEASURING SUCCESS

We anticipate that issues may come up during the first few weeks and months of a start time change, and recommend the formation of a Start Time Change committee to track the rollout and make any recommendations for adjustments to the administration.

We recommend measuring success 6-months, 1-year, and 2-years out, if a start time change is implemented. Below is a list of potential evaluation criteria:

At Masconomet:

- Increased average sleep for our students, as evidence by our Youth Risk Behavior Survey.
- Greater number of students getting at least 8 hours of sleep.
- Decrease in tardiness, absenteeism and “school refusals”.
- Improved social and emotional health, as measured by the school nurse and school psychologists.
- Decrease in disciplinary problems.
- Decrease in the number of Ds and Fs fall (as scores and as grades).
- Improvement in grades overall, especially among students who are struggling.
- May see a rise in state testing scores: as Masconomet is already a very high performing school, that rise is likely to be small.
- Students will be at lower risk for automobile accidents.
- Students will be at lower risk for athletic injuries.
- Athletic and Academic after school programs should continue to thrive, with students participating and teams continuing to play well.

At elementary schools:

- Tardiness and absenteeism should remain unchanged.
- The number of students getting 9h or more of sleep should remain the same or rise.
- Should not see changes in social/emotional health, disciplinary problems, or grades that could be associated with sleep loss.
- Students should be awake and alert and ready to learn during school hours.
- The rate of participation in before- and/or after-school activities should remain unchanged or increase.

DISCARDED OPTIONS

During option development, the following options were considered and discarded, for the reasons stated below:

Flex schedule: add an extra period to the day at either end: students opt to come in earlier or leave earlier, or arrive later and stay later. Staff work hours would be split. Buses would need to bus for the start of period 1, and the end of period 7. School would still start at 7:35a, but some students would not come to school until period 2 (8:40a) and they would stay later. *This option was considered not viable because it presents a thicket of logistical issues, and some students would be forced to choose between sleep and athletics/extracurriculars, or between sleep and a class that they wanted in period 1. It also creates extremely difficult transportation issues between Masconomet and the elementary schools, as they would have overlapping hours.*

Shorter school days, longer school year. In rough terms: extend the school year beyond 180 days, and make each school day shorter. Back of the napkin math shows that a school day that is 30 minutes shorter would add about 18 days of school (about 10min/day). The school year could run later in June or start earlier in August. Start times: Masconomet hours: about 8:00a to 2:15 and Elementary hours: about 9:00a to 3:00. *This option was considered not viable because of probably high cost and low community support.*

Masconomet moves to 8:30a and Elementary school move to 9:30a. This option is intended to move all school days forward by 1 hour. *This option was considered not viable because there is evidence that such a late start would be detrimental to elementary students, who are more alert in the morning and fade in the afternoon. However, option 2 does include the notion that elementary start time might shift forward 5-10 minutes.*

K-12 busing. This option used one set of buses to transport all children in K-12 together. *Survey results showed very poor support for K-12 busing. Parents, staff, and students agreed that it was, in most cases, their least favorite option. For this reason, we have removed it from consideration.*

Fiscal Year 2019 Supplemental Budget Requests and Adjustments

Items included in the Fiscal Year 2019 Proposed Budget

Department	Request	Wages	Benefits	Expenses	Subtotal	Offset	Total
Health/Planning	Increase the hours for the Health/Planning Multi-Departmental Clerk from 19 to 30 Hours per week	13,292	27,662	0	40,954	0	40,954
Police	New full-time police patrolman	53,761	32,638	0	86,399	0	86,399
Fire	New part-time administrative position	14,400	0	0	14,400	0	14,400
Public Works	New full-time DPW Equipment Operator position	44,063	30,242	0	74,305	0	74,305
Council on Aging	Additional 11 hours spread among various COA staff	14,181	0	0	14,181	0	14,181
						Subtotal	\$230,239

Items excluded in the Fiscal Year 2019 Proposed Budget

Flint Public Library	Part-time Circulation Assistant; Note - Not included in the Proposed Fiscal Year 2019 budget	19,529	0	0	19,529	0	19,529
Flint Public Library	Part-time substitute to cover as-needed shifts	5,000	0	0	5,000	0	5,000
Information Technology	Shift from current as-needed hourly service to a managed service model with 24X7 server and network monitoring, unlimited business hour help desk services, 24X7 engineering service availability, maintenance and support of anti-virus and anti-malware systems, maintain asset management system and IT related support services at \$60,000 annually.			42,000	42,000	0	42,000
						Subtotal	\$66,529
						Total	\$296,768



Date: January 10, 2018
To: Andrew Sheehan, Ryan Ferrara, Sarah Wood
From: Katrina O'Leary
RE: Increase in hours for part time clerk position
CC: Derek Fullerton

**FY19 Planning Board Budget
Proposal to Increase Hours for Health/Planning Clerk**

In the past, the departments located in the DPW building (Health, Building, Planning Board, Conservation, ZBA, DPW) were serviced by three full time administrative staff. This was reduced to two employees around 8 years ago due to budget constraints. Two years ago we were able to add one part time position to the two full time administrative staff, and it is hoped we can increase this 19 hour per week position to 30 hours per week.

Currently, roughly 75% of the 19 hour/week Health/Planning Clerk's time is taken up with Health/Conservation Commission related tasks; leaving roughly 25% for Planning Board duties.

Detailed Health/Planning Multi Departmental Clerk Current Duties

Health Department:

Input Food, Tobacco, Pool, Septic Installer/Inspector/Hauler, Trash Hauler, and other Health Department licensees into the permitting database
Create renewal letters for Health Department licenses
Generate mass email merge for all Health Department licenses
Manage all Health Department license payments and submission of associated documents
Guide license applicants through the application process
Issue Health Department licenses
Collaborate with Citizenserve to create new Health Department license applications and licenses
Update and Maintain Health Department files and filings

Assemble Conservation Commission Board Monthly Meeting Packets
Update and Maintain Conservation Commission Archives
Update and Maintain Conservation Commission Electronic & Paper Files
Assemble Conservation Commission Mailings
Create Conservation Commission Archives
Update and Maintain Conservation Commission files and filings

Planning Board:

Assemble Planning Board Monthly Meeting Packets

Update and Maintain Planning Department Archives
Update and Maintain Planning Department Subdivision Electronic & Paper Files
Assemble Planning Department Mailings
Update Planning Department Archives
Update and Maintain Planning Department files and filings

All Departments:

Manage telephone inquiries for the Health Department, Conservation Department and Health Department.
Cover telephones and assist with inquiries for the Inspectional Services and/or Public Works Departments
Cover duties for the Inspectional Services and/or Public Works Departments as necessary.

Proposal

For FY19 we are seeking to add eleven (11) additional hours to this position for a total of 30 hours per week. This additional time will be used to:

-) Keep up with the additional demands of using the Citizenserve online permitting database
-) Update the Health, Conservation, and Planning files and digitize (all old files are being scanned)
-) Assist the general public with the application process for Conservation Commission/Planning Board
-) Assist ZBA Clerk with overflow work demands
-) Assist the Town Planner with Master Plan process and future Bylaw Committee related work
-) Vaccine Reimbursement Management Administration
-) Septic System Management: Scanning of all existing plans into cloud system and future records that come in.

The extra 11 administrative hours will help make the following projects possible:

-) Blood pressure monitoring program, mental health program, concussion awareness and baseline program.
-) Health Department Grant Management: Assistance with grant applications for public health. Currently Health Department can't apply and manage the many grants that are available to bring back to the community
-) Rail Trail - Restart planning work, meeting management, and associated tasks for planning and grants associated with the construction of the rail trail.

MA Elderly 60+ Projections by Town and AAA, 2010-2020

The Research Unit, Executive Office of Elder Affairs, based on MISER 12/2002 projections

City/Town	1990	2000	Change 1990-2000	2010	Change 2000-2010	2020	Change 2000-2020	EOEA 2010 Actual	EOEA 2016/17 30/35hr	EOEA 2016 Dir Sal	EOEA 2017 Dir Sal	Estimated 2018 Dir Sal
Massachusetts	1,080,881	1,096,567	1.5%	1,272,323	16.0%	1,632,168	48.8%					
Boxford Open 4 days/9~3	717	1,030	43.7%	1,493	45.0%	2,078	101.7%	1,561	32	56,029	* 57,430	* 60,332
Middleton Open 5 days/9~3:30	868	1,018	17.3%	1,439	41.4%	2,231	119.2%	1,557	35	49,574	50,566	53,095
				1,557 *	52.95% *	2,500	145.6% **					** 60,332
Topsfield 4 days/8~3, Fri 9~12	1,103	1,207	9.4%	1,538	27.4%	1,799	49.0%	1,483	35	54,600	* 55,965	* 56,994
Freetown	951	1,087	14.3%	1,682	54.7%	2,372	118.2%	1,751	32		53,612	* 54,952
Littleton 5 days/8:30~4:30	1,132	1,276	12.7%	1,699	33.2%	2,326	82.3%	1,746	40	1,746	71,650	* 73,441

* estimate based on 2.5%
** Based on Equity/Parity

* Based on actual State records vs. U.S. Census projections (1557 vs. 1439) the change was:

52.95%

** Projecting for 2020 based on estimated 12% inc (reflecting adjusted 2010 %), potentially:

145.60%

PROPOSED INCREASES TO WAGES

Position	Empl	Yrs	COA FY '17	Other FY '17	COA FY '18	Other FY '18			
Nutrition									
Site Coord	AD	15	19.08	22.01	20.00	22.56			Program Dir
Cook	JA	15	14.90	21.42	15.65	21.96			Program Ass't
Nutrition Aide	EM	3	13.26	14.63	14.00	15.00			Schools
Nutrition Aide	JV	3	13.26	14.63	14.00	15.00			Schools
Van Driver-Primary	TW	10	16.83	19.00	17.67	19.48			Survey
Van Driver -Second	CP	10	14.79	16.00	15.53	16.40			Survey
Van Driver -Second	WR/CDL	6	14.79	23.13	15.53	23.71			Essex Tech
Van Driver - Events	JA/CDL	17	16.83	24.50	17.67	25.11			NRT
Support Staff									
Office Mgr	PH	16	19.13	22.01	20.00	22.56			Admin Ass't
Staff Support	AM	6	13.26	21.42	14.00	21.96			Step V Clerical
Staff Support	VB	6	13.26	21.42	14.00	21.96			Step V Clerical
Staff Support	JM	5	13.26	21.42	14.00	21.96			Step V Clerical
Medical Appt Aides	MS	5	13.26	16.00	14.00	16.40			Survey
Director *	SG	18	50,566	60,322		60,322	Boxford	32 hrs	fewer responsibilities, programs no on-site meals program
						56,994	Topsfield	35 hrs	fewer responsibilities, programs no on-site meals program
						73,441	Littleton	40 hrs	Typical comparison for Middleton

* Info gleaned from Survey, MCOA, EOE, U.S. Census re population demographics

Town of Middleton

Information Technology Managed Services

Wednesday, January 24, 2018



PREPARED FOR:

Ryan Ferrara
Assistant Town Administrator
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(978) 777-3617
Town of Middleton
48 S Main Street
Middleton, MA 01949



PREPARED BY:

Ben Sheng
Vice President of Engineering & Services
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PJ Systems Inc., DBA HiQ Computers
477 Riverside Avenue
Medford, MA 02155

Executive Summary

PJ Systems Inc., DBA HiQ Computers (HiQ) is pleased to submit this proposal to the Town of Middleton for Information Technology Managed Services.

HiQ has extensive experience providing IT services to organizations large and small. In particular, HiQ has built successful service relationships with many cities and towns in the Commonwealth of Massachusetts. We combine more than 20 years of IT service and support experience with an in depth knowledge of current technologies to service our customers. Our unwavering belief that customers deserve individual attention has allowed us to maintain a long and successful history of working with state, local government, school districts and law enforcement agencies.

Since the summer of 2014, HiQ has had the privilege of working with the Town of Middleton as its on-call service provider, and successfully carried out a number of improvement project for the Town. To further strengthen our services to the Town of Middleton, we propose to take an integrated and proactive approach to our services for the Town. In this proposal, we will outline many details that will not only allow Town customers to directly access and interact with their dedicated support team members with high levels of expertise in networking and systems knowledge, we will also setup tools and processes in place to continuously monitor critical systems and services, and address many risks proactively.

HIQ Computers can encompass the Town of Middleton's IT service and support needs. We are confident the service we provide will meet and exceed all your expectations.

Thank you for your consideration. We look forward to continuing our partnership with you.

Sincerely,



Ben Sheng

Vice President or Engineering and Services

Summary of Services

HiQ proposes to provide a set of fully integrated IT services to the Town of Middleton. We consider these IT service components of an inter-dependent and integrated platform and processes that will allow us to help the Town of Middleton to serve its citizens effectively and efficiently.

Our services will include but are not limited to: Server and Network Infrastructure Monitoring and Management, Backup and Disaster Recovery planning and methodology support, Desktop Support and Helpdesk, Security Updates and Risk Mitigation, Asset Management and Lifecycle Management. Each individual area will be addressed in the following sections.

To meet the Town of Middleton requirements, HiQ utilizes two key assets to deliver IT services.

- **Tools and Methodology:** HiQ will be utilizing PDQ Inventory and Deployment systems, InterMapper Monitoring system, along with KACE Helpdesk to provide asset management, patch management, software distribution, server management and a full-service helpdesk. These tools allows us to tie Town of Middleton customers, systems, and helpdesk together to provide a fully integrated management, monitoring and support platform.
- **Expert Staff:** What sets HiQ apart from the rest of the field is our dedicated service teams. The vast majority of our engineering and technical service team members have been with HiQ for five years or longer. The HiQ service teams possess the best-in-the-business expertise in both legacy and the newest IT systems knowledge. We are ready and willing to go the extra mile to help our customers, no matter how big or small a challenge he/she might encounter.

Server & Network Infrastructure Monitoring and Management

Maintaining a good IT infrastructure is at the front and center of any organization's IT priorities. HiQ has deep knowledge and a wealth of experience in designing, implementing and maintaining advanced IT infrastructures.

We propose the following approach to help maintaining the Town of Middleton's IT infrastructure to make sure that all its core business functions are reliable and resilient.

- HiQ will utilize InterMapper to continuously monitor all of Town of Middleton's Server and Network components. Alerts will be sent to HiQ support team when there are any outage or systems operating outside of designed parameters. Depending on the severity of the events, corrective actions could be taken immediately or scheduled for the next business day.
- In addition to the automated monitoring and alerting, a weekly engineering review will be performed on Infrastructure components, including servers and network devices. Update and maintenance tasks are scheduled as needed.
- HiQ will provide full support of all Town servers including working with external application developers and support.

Backup & Disaster Recovery (DR)

As Information Technology has become an integral part of all services the Town government provides to its citizens, its reliability and resilience has become increasingly important.

Over the last two years, HiQ has assisted the Town of Middleton to plan and implement DR strategies that would allow the Town to restore critical IT related services in the event of a building-wide outage. Additional analysis and planning will be required to have more granular plans for the restoration of key services in case of disasters of different type and magnitude. Additional planning is also needed for long-term archiving of Town documents and other critical information.

- HiQ will continue to monitor the current DR strategy utilizing VMware replication technology. HiQ will draft documents on steps that need to be taken in case of a disaster, and IT services need to be restored at alternate locations.
- Working with Town staff, HiQ will analyze all critical IT related services and propose contingency and disaster recovery plan
- Working with Town staff, HiQ will analyze all important data that requires archiving and safekeeping, and implement processes and procedures to provide the necessary backup and archive services.

Desktop Support & Helpdesk

HiQ's approach to Helpdesk service is a combination of personal approach and a fully integrated system management and service desk platform.

Under various circumstances, most of us have gone through the experience of calling 1-800-BIG-CORP for service or support, and often the experience is frustrating. We do not want to talk to a cold machine or go through an infinite maze of options and transfers. This is not how we want our helpdesk to operate.

HiQ's helpdesk is located in our office in Medford, Massachusetts; and all support staff are full time HiQ employees. Most of our technical staff and customer service professionals have been with HiQ for five years or longer. We strive to get to know our customer well, make personal connections, understand their daily challenges, and do everything we can to help them meet these challenges.

For Helpdesk Service, HiQ propose the following:

- A dedicated group of experienced service/systems technical staff will be the main points of contacts for Middleton's helpdesk. There will be no "level one" support. Middleton customers will speak to a level two or above technical staff right away.
- A customer web portal will be created to allow Middleton customers to enter service tickets. A helpdesk email will be created to receive support request email and generate service tickets automatically. A local telephone number will be used for all customer service calls, and it will be forwarded directly to the dedicated HiQ helpdesk group; there will be no waiting and no telephone maze.
- The vast majority of support requests can be resolved quickly and effectively via remote support; however, when an onsite visit is required to address a specific service issue, a technical staff will be dispatched to visit the customer by the next business day, or sooner when the matter is urgent.
- Optionally, the Town of Middleton can require that a routinely scheduled technician visit to a Town building on a weekly or monthly basis. HiQ can fully support such requirement. Please be aware that such request is outside of the basic support model, and can result in increased cost to the Town.

Security Updates and Risk Mitigation

Maintaining a solid security posture and mitigating security risks has become a more and more critical requirement for IT operations. There are many layers of protections that can and should be deployed to mitigate risks and protect important information stored on the Town network.

HiQ will provide the following services to the Town of Middleton as part of this proposal:

- Monitor and Manage firewalls in all Town buildings to provide perimeter defenses
- Provide SPAM/Malware filtering and prevention services to all Town email
- Provide content filtering management and updates on all Town firewalls to prevent malware penetration
- Monitor and manage desktop anti-virus and anti-malware system
- Monitor and manage Windows update and other common application security updates
- Provide server level update and backup to prevent information loss
- Regularly review overall Town network and infrastructure security posture and make appropriate adjustments to increase security

Asset and Lifecycle Management

HiQ will work with Town of Middleton to create and maintain a complete IT asset inventory.

HiQ will work with Town of Middleton to plan and execute a 5-year desktop hardware rotation plan, and will provide the resources needed to assist the Town to retire and replace old desktop PCs as needed.

HiQ will also provide advisory services to the Town of Middleton to assess the benefit and ROI on all future IT investments

HiQ Computers References

Organization Name: Town of Boxford
Contact: Susan Inman
Phone: (978) 887-6000 x202
Email: sinman@town.boxford.ma.us
Address: 7A Spofford Road
Boxford, MA 01921
Scope of Work: Full Outsourced IT Provider
Working with HiQ Since: 2012

Organization Name: Boston Police Department
Contact: Jim Fitzpatrick
Phone: (617) 343-5117
Email: jim.fitzpatrick@pd.boston.gov
Address: One Schroeder Plaza
Boston, MA 02120
Scope of Work: IT Consulting, Technical Services
Working with HiQ Since: 2005

Organization Name: Revere Police Department
Contact: Steve Ford
Phone: (781) 286-8335
Email: sford@reverepolice.org
Address: 400 Revere Beach Parkway
Revere, MA 02151
Scope of Work: IT Consulting, Technical Services
Working with HiQ Since: 2011

Organization Name: Boston Public Schools
Contact: Andy Horgan
Phone: (617) 635-9198
Email: ahorgan@bostonpublicschools.org
Address: 2300 Washington Street
Boston, MA 02119
Scope of Work: IT Consulting, Technical Services
Working with HiQ Since: 2000

Organization Name: Cambridge Public Schools
Contact: Steve Smith
Phone: (617) 349-6830
Email: ssmith@cpsd.us
Address: 459 Broadway
Cambridge, MA 02138
Scope of Work: IT Consulting, Technical Services
Working with HiQ Since: 2005

Pricing Sheet

HiQ Computers is proposing the following cost structure:

\$5,000.00 per month

This includes the below services:

- 24x7 Server and Network Monitoring and Alerting Infrastructure risk mitigation during business hours;
- 24x7 engineering service availability (emergency services billed separately)
- Weekly Server and Network review by dedicated engineering staff
- Maintain backup and DR processes/programs
- Provide unlimited business hour helpdesk support, including onsite service when needed
- Implement and Maintain Patch Management System
- Maintain and support anti-virus and anti-malware system
- Maintain an asset management system
- Maintain a licensing inventory system
- Quarterly IT process review and Security posture review
- Participate in Town IT planning
- Repair of all in-warranty PC hardware
- Deploy new PC hardware annually

01114151 TOWN MODERATOR - SALARIES

01114151__511000	SALARIES	200	200	200	200
TOTAL SALARIES		\$200	\$200	\$200	\$200
TOTAL GENERAL FUND		\$200	\$200	\$200	\$200
TOTAL EXPENSES		\$200	\$200	\$200	\$200
GRAND TOTAL		\$200	\$200	\$200	\$200

Board of Selectmen/Town Administrator's Office

Town Administrator: **Andrew J. Sheehan**

Department Description

The Town Administrator is appointed by the five member Board of Selectmen and is the full-time Chief Administrative Officer of the Town and the Town's Chief Procurement Officer. The Town Administrator oversees the day to day operations of the Town, and represents the Selectmen and Town at all federal, state, regional, and municipal meetings which affect the status and future of the Town. The Town Administrator assembles and presents to the Selectmen and Finance Committee the Annual Budget, including a Capital Improvement Program, and administers the adopted budget. The Town Administrator keeps the Board of Selectmen fully informed regarding all departmental operations, fiscal affairs, problems, administrative actions and provides the Board with suggested alternative courses of action.

The Town Administrator also implements all policy directives of the Board of Selectmen, negotiates all labor contracts, manages personnel and human resources, and promotes cooperation and teamwork among all Town Departments, all under the policy direction of the five member Board of Selectmen.

Fiscal Year 2018 Accomplishments

-) Developed, proposed, and administered the Fiscal Year 2018 Operations & Maintenance Budget and Capital Budget.
-) Continued the open and collaborative approach to budgeting introduced during the FY18 budget cycle.
-) Worked with the Town's legislative delegation to file a Home Rule Petition to change the term of the Moderator from one to three years and to change the day of the Annual Town Election from Monday to Tuesday. Final action by the Legislature and Governor is pending.
-) Continued to work with the Massachusetts Division of Capital Asset Management and Maintenance (DCAMM) to accept deeds to sixteen (16) parcels totaling 111 acres of riverfront property and other sensitive lands near the Ipswich River. The parcels were owned by the former Essex County.
-) Completed labor negotiations and executed a contract through Fiscal Year 2020 with the Full-Time Firefighters. The contract strikes a balance between fair compensation and benefits and respect for the impact on taxpayers. Negotiations are ongoing with the Public Works Employees, Call Firefighters, and Police.

- J Working with Tri-Town Union School District leaders, Finance Committee, and Board of Selectmen, successfully proposed to Town Meeting a Special Education Reserve Fund and Special Education Stabilization Fund. Both funds will build resiliency and cushion for this unpredictable expenditure.
- J Successfully closed out the replacement of the roof of the older wing of the Fuller Meadow School. The project cost was offset by a 46.4% grant from the Massachusetts School Building Authority (MSBA), significantly lessening the impact on taxpayers.
- J The Town maintained a Aa2 bond rating through Moody's Investor Service reflecting very strong creditworthiness. The benefit of the strong bond rating is visible in recent short term borrowing which has seen interest rates of less than 1%.
- J Worked with the Town Accountant/CFO to continue modernizing financial management practices that meet both the letter and spirit of municipal finance laws and generally accepted financial management practices.
- J The certified public accounting firm of Roselli, Clark & Associates completed its first annual audit of the Town's financial statements. The management letter revealed no material weaknesses. The recommended improvements have largely been completed, including drafting updated financial management policies.
- J Continued to work with the Town's Information Technology liaison and vendor to implement phase one of the information technology capital upgrades approved by Town Meeting. Upgrades included the firewall, network switches, and wireless networks at the Council on Aging, Fire Department, Police Department, DPW building and Memorial Hall, implementation of Microsoft Exchange Server, and replacement of older personal computers.
- J The new website hosted by Civic Plus went live in FY18, providing a more attractive, better organized, and more easily managed website with more robust content capabilities.
- J Established a social media presence to facilitate sharing information from the Town Administrator to the public.
- J Began holding a Pre-Town Meeting prior to Town Meetings. The Pre-Town Meetings are an informal opportunity to preview the Town Meeting warrant and get feedback from residents prior to the Town Meeting. It is also an opportunity to explain Town Meeting procedures and jargon with the hope of making Town Meeting less imposing to new residents and others who may not be regular attendees.

- J Continued the cooperative project with MELD on the conversion of streetlights from high pressure sodium to more energy efficient LED. The new LED streetlights are being purchased by the Town and installed by MELD employees. The Town anticipates the project will reduce energy consumption by 50-70% and allow for a corresponding reduction in electricity costs. The project started in 2015 and is expected to finish in 2018.
- J Continued negotiations on a new inter-municipal Water agreement with the Town of Danvers to improve cost sharing and system maintenance.
- J Commenced a study of public facilities with the Public Facilities Planning & Building Committee, aided by the architecture firm Gienapp Design Associates. The study focused on the Fire Station, Police Station, Memorial Hall, Council on Aging, Public Works, and Flint Public Library. The study identified the Fire Station as the first priority and led to the exploration of viable locations.
- J Continued to support the Town Planner and Master Plan Committee on the development of Master Plan 300, guiding the Town through its 300th birthday in 2028.
- J Led the solicitation of proposals for Town Counsel services. This resulted in the Board of Selectmen retaining Mead, Talerman & Costa as Town Counsel.
- J Oversaw completion of structural repairs to Memorial Hall. The repairs were necessary in order to address failing beams and joists.

Fiscal Year 2019 Goals and Objectives

- J Oversee the day to day operations of general government to provide timely, efficient, and productive services to taxpayers from all departments.
- J Undertake succession planning in anticipation of the retirements of the Veterans Agent, Police Chief, and Treasurer-Collector.
- J Work with the Town's environmental engineer to ensure the former landfill areas at Natsue Way meet state and federal environmental standards.
- J Continue to work with the Town's Information Technology liaison and vendor on the modernization of the Town's IT infrastructure.
- J Continue to work with the Essex County Sheriff and municipal partners in support of the Essex County Regional Emergency Communications Center (RECC) to ensure its success and viability as a regional dispatch facility.

-) Continue to pursue transparency initiatives by increasing the distribution of information through digital and web based-formats, cable broadcasting, and other media.
-) Lead public outreach and education efforts in an effort to increase participation in Town Meetings, elections, and civic engagement. Efforts will include podcasts on the development of the budget, Town Meeting, Proposition 2 ½, and other topics.
-) Working with our consultant, identify a location for a new Fire Station and secure funding for design.
-) Maintain good labor relations while respecting the impact of labor contracts on taxpayers.
-) Expand efforts to retain existing businesses, attract new business, and support responsible development in order to ease the property tax burden on residential property owners. Efforts will include active participation in the Middleton Board of Trade, regional economic development forums, and other outreach efforts.
-) Continue to improve compliance with “good government” laws, including the Open Meeting Law, Public Records Law, and Conflict of Interest Law by providing informational materials and opportunities to department heads, boards, and committees.
-) Continue to implement the recommendations of the Town’s auditor and continue implementation of best practices in financial management.
-) Continue evaluation and revision of non-union personnel policies. Evaluate the need and benefit of other administrative and operational policies.
-) Continue to work with the State legislative delegation, State agencies, and others to secure funding for the replacement of the Maple Street (Route 62) bridge over the Ipswich River and the reconstruction of Maple Street.
-) Explore regionalization opportunities that improve service delivery and/or reduce costs.
-) Be ever mindful to balance the needs and wants of the community with the financial interests of residents.
-) Continue to investigate ways to improve the Town’s financial stability, both on the revenue and expenditure side.

) Initiate contract renewal negotiations with cable providers for new franchise agreements.

01122151 SELECTMEN - SALARIES

01122151__511000	SALARIES & WAGES	123,556	122,986	113,326	116,158
01122151__511100	DEPT. HEAD SALARY	130,000	125,007	140,000	140,000
01122151__511200	SELECTMEN SALARIES	8,500	8,500	8,500	8,500
01122151__512200	PART TIME	0		0	

TOTAL SALARIES		\$262,056	\$256,493	\$261,826	\$264,658
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01122152 SELECTMEN - SERVICES

01122152__530500	ADVERTISING	1,200	1,435	1,200	1,000
01122152__532000	TRAINING AND EDUCATION	5,400	5,355	5,400	5,400
01122152__534000	POSTAGE	500	336	500	500
01122152__534100	TELEPHONE	1,000	1,186	400	600
01122152__534200	COPIER/PRINTING	1,000	523	1,000	1,000

TOTAL SERVICES		\$9,100	\$8,835	\$8,500	\$8,500
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01122154 SELECTMEN - SUPPLIES

01122154__542000	CENTRAL OFFICE SUPPLIES	2,300	2,113	2,500	2,500
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TOTAL SUPPLIES		\$2,300	\$2,113	\$2,500	\$2,500
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01122157 SELECTMEN - EXPENSES

01122157__571000	TRAVEL	3,750	3,599	10,750	12,150
01122157__571300	REGIONAL SERVICES	550	0	0	0
01122157__571400	OPERATING SUPPLIES	0	0	600	600
01122157__573000	DUES,FEES, AND SUBSCRIPTIONS	4,800	4,559	4,800	7,070

TOTAL EXPENSES		\$9,100	\$8,158	\$16,150	\$19,820
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TOTAL GENERAL FUND		\$282,556	\$275,599	\$288,976	\$295,478
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TOTAL EXPENSES		\$282,556	\$275,599	\$288,976	\$295,478
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GRAND TOTAL		\$282,556	\$275,599	\$288,976	\$295,478
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01122151 Selectmen/Town Administrator

		Proposed FY19 Budget
01122151__511000	SALARIES & WAGES	
	Assistant Town Administrator wages - ATA salary amount applied to General Fund: \$71,265 of \$93,312 (2.5% increase); Remainder funded through PEG Access revenues	93,312
	Administrative Secretary wages - Administrative Assistant at \$23.03 per hour for 992 hours annually = \$22,846 ; Funding half through budget and balance through PEG access revenues	22,846
		<u>\$116,158</u>
01122151__511100	DEPT. HEAD SALARY Town Administrator wages - TA salary per employment contract \$115,313 of \$140,000; Remainder funded through PEG Access revenues	140,000
01122151__511200	SELECTMEN SALARIES Four Selectmen @ \$1,600 each and Chair at \$2,100	8,500
	Total SALARIES & WAGES	\$264,658
01122152__530500	ADVERTISING Meeting and legal notices in Salem News and Tri-Town Transcript	1,000
01122152__532000	TRAINING AND EDUCATION Miscellaneous classes, training and material for the benefit of Selectmen and Town Administrator Office Staff professional development	1,150 4,250
		<u>\$5,400</u>

01122151 Selectmen/Town Administrator

		Proposed FY19 Budget
01122152__534000	POSTAGE Meeting notices, general office mailings, etc.	\$500
01122152__534100	TELEPHONE Support for three office landlines (line item transferred to MIS Telephone budget) Cell phones	0 600
		\$600
01122152__534200	COPIER/PRINTING Maintenance agreement and supplies for office photocopier/scanner	 \$1,000
		\$8,500
01122154__542000	CENTRAL OFFICE SUPPLIES General building supplies, paper for two building copiers and printers and as needed supplies	 \$2,500
		\$2,500
01122157__571000	TRAVEL Town Administrator travel allowance	 5,000
		7,000
		150
		\$12,150

01122151 Selectmen/Town Administrator

		Proposed FY19 Budget
01122157__571400	OPERATING SUPPLIES For general office supplies	\$600
01122157__573000	DUES, FEES, AND SUBSCRIPTIONS	
	Massachusetts Municipal Association (MMA) Dues	1,100
	Massachusetts Association of Public Purchasing Officials (MAPPO) dues	50
	International City/County Management Association (ICMA) dues and conference	2,600
	MMA conference (For TA, ATA and Selectmen)	500
	Massachusetts Municipal Management Association (MMMA) memberships (2)	400
	MMMA Conferences and Meetings	600
	Massachusetts Municipal Personnel Association (MMPA) dues	200
	Plymouth County Commissioner's - annual contract fee	200
	MAPC - Annual Dues	1,000
	Salem News - subscription	300
	Tri-Town Transcript - subscription	120
		<hr/> \$7,070
	TOTAL SELECTMEN - EXPENSES	\$19,820
	TOTAL SELECTMEN/TOWN ADMINISTRATOR BUDGET	\$295,478

01131151 FINANCE COMMITTEE - SALARIES

01131151__512200	PART TIME	1,912	1,190	1,960	2,009
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TOTAL SALARIES		\$1,912	\$1,190	\$1,960	\$2,009
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01131152 FINANCE COMMITTEE - SERVICES

01131152__532000	TRAINING AND EDUCATION	1,250	1,504	1,250	1,250
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01131152__534200	COPIER/PRINTING	0	0		0
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TOTAL SERVICES		\$1,250	\$1,504	\$1,250	\$1,250
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01131154 FINANCE COMMITTEE - SUPPLIES

01131154__542000	OFFICE SUPPLIES	100	0	100	100
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TOTAL SUPPLIES		\$100	\$0	\$100	\$100
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01131157 FINANCE COMMITTEE - OTHER

01131157__573000	DUES,FEES, AND SUBSCRIPT	150	176	150	150
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01131157__578100	RESERVE FUND	70,000	0	100,000	100,000
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TOTAL OTHER		\$70,150	\$176	\$100,150	\$100,150
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TOTAL GENERAL FUND		\$73,412	\$2,870	\$103,460	\$103,509
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TOTAL EXPENSES		\$73,412	\$2,870	\$103,460	\$103,509
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GRAND TOTAL		\$73,412	\$2,870	\$103,460	\$103,509
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Town Accountant/Chief Financial Officer (CFO)

Town Accountant/CFO: Sarah Wood

Department Description

The Town Accountant/Chief Financial Officer (CFO) Office is responsible for all financial matters for the Town. The Town Accountant/CFO oversees the Accounting Department and supervises the Treasurer/Collector's Department. The CFO maintains a complete set of financial records for all town accounts, appropriations, and debts. The CFO prepares financial data, financial statements for the State, annual reports, Free Cash certification, Schedule A, official statements, supports the preparation of the Town Budget, and oversees insurance matters.

The Department manages the expenditures and revenues of all town and school funds, examines all department bills and payrolls for accuracy, legality and availability of funds before payment by the Treasurer. The Department oversees and prepares biweekly town and school payables warrants.

Fiscal Year 2018 Accomplishments

-) The Town was able to close the fiscal year, certify free cash, and submit the Schedule A and other forms required by the State as part of the Tax Rate setting process within a timely manner.
-) Fieldwork for the Town's audit was completed before the end of the first quarter of the fiscal year.
-) Worked with the Town Administrator's office to put together comprehensive financial policies and procedures.
-) Assisted the Town Administrator's office in preparing budget schedules to distribute to Town departments as well as assist in preparing budget projections.
-) Worked with the Assistant Treasurer/Collector to streamline the payroll process and remove the redundancy occurring between the two offices.
-) Worked with the Treasurer/Collector's office to formulate and/or update the following policies: petty cash, debt management, risk assessment, fraud, and departmental policies and procedures.
-) Assisted the Assistant Treasurer/Collector with the implementation of vacation/sick time accruals within MUNIS.

Fiscal Year 2019 Goals and Objectives

-) Assist the Treasurer's Office with implementing procedures for the tracking of departmental online payment.
-) Continue to work on recommendations from the independent auditors.
-) Help the Treasurer's office with the hiring of new staff within their office due to the retirement of the current Treasurer.
-) Work with the Treasurer's Office to ensure smooth transition of staff in the coming year.
-) Work with town departments to streamline the accounting ledger. This would be inclusive up updating account names and creating new accounts to segregate revenues for a more transparent accounting ledger.

01135151 TOWN ACCOUNTANT - SALARIES

01135151__511000	SALARIES & WAGES	27,435	27,435	29,500	29,242
01135151__511100	DEPT. HEAD SALARY	89,250	86,275	88,500	98,000

TOTAL SALARIES		\$116,685	113,710	\$118,000	\$127,242
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01135152 TOWN ACCOUNTANT - SERVICES

01135152__524000	EQUIPMENT REPAIR	150	168	150	150
01135152__532000	TRAINING AND EDUCATION	2,725	2,128	2,725	2,725
01135152__534000	POSTAGE	200	200	200	200
01135152__534100	TELEPHONE	2,480	2,523	500	0
01135152__538200	CONTRACTUAL SERVICES	0	0	0	

01135152__530700	AUDIT	0	0	0	30,400
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TOTAL SERVICES		\$5,555	5,019	\$3,575	\$33,475
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01135154 TOWN ACCOUNTANT - SUPPLIES

01135154__542000	OFFICE SUPPLIES	620	620	700	2,200
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TOTAL SUPPLIES		\$620	620	\$700	\$2,200
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01135157 TOWN ACCOUNTANT -EXPENSES

01135157__573000	DUES,FEES, AND SUBSCRIPT	600	590	600	600
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TOTAL EXPENSES		\$600	590	\$600	\$600
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01135158 TOWN ACCOUNTANT - CAPITAL OUTLAY

01135158__587100	EQUIPMENT	0	0	788	0
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TOTAL CAPITAL OUTLAY		\$0	0	\$788	\$0
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TOTAL GENERAL FUND		\$123,460	\$119,939	\$123,663	\$163,517
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TOTAL EXPENSES		\$123,460	\$119,939	\$123,663	\$163,517
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GRAND TOTAL		\$123,460	\$119,939	\$123,663	\$163,517
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01135 TOWN ACCOUNTANT

		Proposed FY19 Budget
01135151-511000	SALARIES & WAGES	
	Sharon Bainbridge (24 hours week X \$22.63 hour X 52 weeks per year = \$28,242)	28,242
	Longevity Stipend	800
	CPR Stipend	200
		\$29,242
01135151-511100	DEPARTMENT HEAD SALARY	
	\$92,000 is the Full Time Town Accountant/CFO's salary per the contract plus a retention bonus of up to \$6,000	98,000
		\$98,000
01135152-524000	EQUIPMENT REPAIR	
	As needed office equipment repairs	150
		\$150
01135152-532000	AUDIT	
	Cost of annual audit by independent auditors per contract	24,000
	Cost of bi-annual OPEB actuarial valuation	6,400
		\$30,400
01135152-532000	TRAINING & EDUCATION	
	June MMAAA Conference at Cape (lodging, meals, fees, mileage)	1,200
	Continued Education at Umass (lodging, meals, fees, mileage)	1,000
	Accountant & Treasurer Luncheons, Fred Pryor Seminars	525
		\$2,725
01135152-534000	POSTAGE	
	Certified & misc mailings	200
		\$200
01135154-542000	OFFICE SUPPLIES	
	Departmental office supplies such as binders, file folders, labels, toner etc related to processing weekly Warrants and general office needs	2,200
		\$2,200
01135157-573000	DUES, FEES AND SUBSCRIPTIONS	
	Annual membership renewal fees (MMAAA, MA Treasurer/Collect Assoc, Govmt Finance, etc)	600
		\$600
TOWN ACCOUNTANT TOTAL		\$163,517

Board of Assessors

Assistant Assessor: Bradford W. Swanson M.A.A.

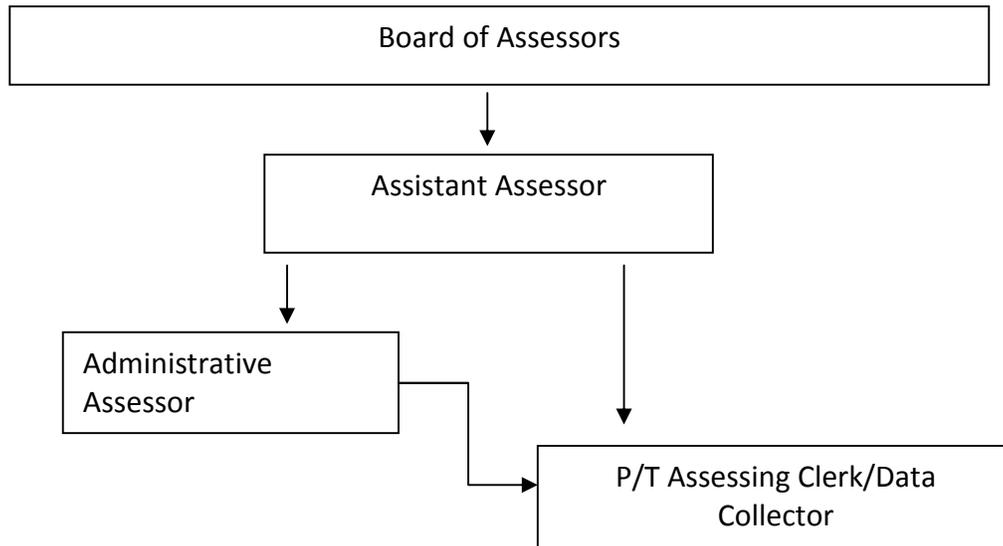
Department Description

The mission of the Board of Assessors and its' staff is to value Real and Personal Property in accordance with the laws of the Commonwealth of Massachusetts, administer exemption, abatement, and excise programs and assist taxpayers, as well as other town departments, in a courteous, innovative and fiscally responsible manner.

Some of the major responsibilities include:

- J Apply Assessment Administration practices to the appraisal of real and personal property and to maintain the level of assessment at its full and fair cash value as required by the laws of the Commonwealth of Massachusetts.
- J Develop and maintain accurate records of all real estate parcels and personal property accounts within the Town, including property record folders, electronic databases, tax maps, legal references, etc.
- J Systematically review and inspect all Middleton property and update electronic data files.
- J Administer motor vehicle excise tax programs that include commitment of excise tax bills and the abatement/ appeal process related to individual taxpayer's excise bills.
- J The Assessors provide information to the Board of Selectmen and work cooperatively with other departments annually so that a tax rate can be established and submitted.
- J The Assessors commit to the Treasurer/Collector the annual real and personal property taxes to be collected, including betterments and liens.
- J This department also defends property values and addresses issues of taxability before the Massachusetts Appellate Tax Board.
- J Maintains geographical information system (G.I.S.) with our mapping vendor CAI Technologies, Inc. and works to develop further layer development with cooperating departments.

Department Organization



Fiscal Year 2018 Accomplishments

-) Completion of Interim Adjustment of Values.
-) Submitting and receiving a tax rate by December 18, 2017.
-) Finalizing the tax billing file by December 18th, 2017.
-) G.I.S. layers: Voting precincts for Town Clerk and Conservation and Open Lands for multiple departments.

Fiscal Year 2019 Goals and Objectives

Our main focus for this year is:

-) To complete Interim Adjustment of Values in a timely manner.
-) Continue updating all property photographs in our valuation system by office staff.
-) Development of new cyclical inspection program for residential homes as required by Department of Revenue mandate to maintain accurate data.

-) Layer development with other departments for the GIS system. We are working with other departments such as Fire, Health, Planning and possibly DPW to develop their respective layers.

One of our continued goals is to encourage staff development by providing coursework and professional certification opportunities so that we comply with professional standards, Department of Revenue requirements and expectations of Middleton residents.

Some examples include:

-) Maintaining MAA designations for the Board, Assistant Assessor and Administrative Assessor.
-) Education for part-time Clerk position and Board members.
-) Continue coursework for Assistant Assessor to obtain IAAO certifications, where funding allows.

01141151 ASSESSORS - SALARIES

01141151__511000	SALARIES & WAGES	45,635	45,635	47,004	48,179
01141151__511100	DEPT. HEAD SALARY	80,000	80,000	82,000	84,050
01141151__512200	PART TIME	25,040	24,457	24,734	25,852

TOTAL SALARIES		\$150,675	\$150,092	\$153,738	\$158,081
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01141152 ASSESSORS - SERVICES

01141152__532000	TRAINING AND EDUCATION	2,100	1,090	2,100	2,100
01141152__53400	POSTAGE	800	722	800	800
01141152__534100	TELEPHONE	1,500	1,189	900	900
01141152__534400	MAP & DEED BINDING	0	0	0	0
01141152__538200	CONTRACTUAL SERVICES	8,290	8,182	8,635	8,950

TOTAL SERVICES		\$12,690	\$11,183	\$12,435	\$12,750
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01141154 ASSESSORS - SUPPLIES

01141154__542000	OFFICE SUPPLIES	1,900	1,879	1,900	2,300
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TOTAL SUPPLIES		\$1,900	\$1,879	\$1,900	\$2,300
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01141157 ASSESSORS - OTHER EXPENSES

01141157__569100	APPELLATE FEES	0	0	0	0
01141157__571000	TRAVEL	4,150	4,010	4,150	4,150
01141157__573000	DUES,FEES, AND SUBSCRIPT	740	686	740	740

TOTAL EXPENSES		\$4,890	\$4,696	\$4,890	\$4,890
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TOTAL GENERAL FUND		\$170,155	\$167,850	\$172,963	\$178,021
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TOTAL EXPENSES		\$170,155	\$167,850	\$172,963	\$178,021
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GRAND TOTAL		\$170,155	\$167,850	\$172,963	\$178,021
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FY19 Proposed Assessors Budget	
SALARIES & WAGES	FY19 Budget
Assistant Assessor/Appraiser	\$ 84,050
<i>This salary is negotiated by contract between the BOA and Bradford W. Swanson.</i>	
Administrative Assessor	\$ 48,179
Board Stipend \$2,000 for 2 members, \$1000 for new member	\$ 5,000
Assessing Clerk/Data Collector - per union contract \$21.85 x 18 hrs X 52 weeks, Notary stipend (\$200)and CPR training stipend (\$200).	\$ 20,852
<i>This position is paid according to the provisions of the Union contract. Hourly rate is estimated until new contract approved.</i>	
Subtotal	\$ 25,852
Total	\$ 158,081
TRAINING & EDUCATION	
Coursework to maintain educational requirements for Board and staff	\$ 2,100
<i>This is to maintain 4 MAA designations in our department and more IAAO courses for Assistant Assessor.</i>	
Total	\$ 2,100
POSTAGE	
	\$ 800

TELEPHONE	
Mobile Phone - \$ 75 per month	\$ 900
<i>The mobile phone is part of the compensation agreement with the Assistant Assessor</i>	
Total Telephone	\$ 900
CONTRACTUAL SERVICES	
Commercial and Industrial certification year review	\$ 1,300
<i>We currently contract our CAMA vendor Patriot Properties to revise our commercial/industrial property values and tables.</i>	
Assess-Pro support	\$ 7,000
<i>This is our annual support fee for our CAMA software through Patriot Properties.</i>	
ArchivePro - digital retrieval of data for permanent record	\$ 500
<i>In an effort to reduce the printing of 3600 property cards and the large amounts of storage space it consumes yearly, we opted to buy this service through our CAMA vendor Patriot Properties, Inc. All of these records are now stored on CD in a PDF format for future reference.</i>	
Binding of permanent records	\$ 150
<i>We are still required to have certain books and reports bound for permanent record. Examples are commitment books, abatement reports, etc.</i>	
Total	\$ 8,950

OFFICE SUPPLIES	
<i>Basic supplies for office including toner cartridges for 3 printers and replacement of two old bookcases</i>	\$ 2,300
APPELLATE FEES	
<i>No longer a budget item</i>	
TRAVEL	
Travel Stipend \$300 monthly Assistant Assessor	\$ 3,600
<i>This is part of compensation package with Assistant Assessor contract</i>	
Data Collector/other office travel	\$ 550
<i>Since the Part Time Clerk/Data Collector position is now handling data collection she will need compensation for local travel. There is also need for minor travel re-imburement for Administrative Assessor and the Board.</i>	
Total	\$ 4,150
DUES,FEES, AND SUBSCRIPTIONS	
GoToMyPC	\$ 60
<i>This is a split cost between the Board and the Assistant Assessor and is part of the compensation agreement.</i>	
ECAA dues (6 members @ \$40 each)	\$ 240
MAAO dues (5 members @ \$50 each)	\$ 250
IAAO dues for Assistant Assessor	\$ 190
<i>These dues are for the Board and staff. Being members of these associations provides discounted classes and other benefits.</i>	
Total	\$ 740
Grand Total Operating Budget	\$ 178,021
	2.92%

<i>These items are included in the MIS Budget</i>	Proposed FY19 Budget
WebPro - online database	\$ 2,000
<i>On-line access to assessment records. This also ties to our GIS system automatically.</i>	
CAI Technologies, Inc.	\$ 2,400
<i>Annual map update.</i>	
CAI Technologies, Inc.	\$ 2,400
<i>AxisGIS Annual Hosting Services</i>	
CAI Technologies, Inc.	\$ 1,950
<i>AxisGIS Editor Annual Hosting Services - New service to allow in house editing of GIS layers</i>	
Grand Total	\$ 8,750

Treasurer/Collector

Treasurer/Collector: Donald J. Carter

Department Description

The Treasurer/Collector's Office is responsible for the investment of all town funds and the collection of real estate taxes, personal property taxes, motor vehicle taxes, and all departmental receipts. The Office is responsible for all municipal borrowings, balancing cash and accounts receivables with the Town Accountant, selling Transfer Station stickers, the billing and collection of South Essex Sewerage District charges, issuing municipal lien certificates, and managing tax title properties. Other duties include processing payroll and administering benefits for all active and retired town employees.

Fiscal Year 2018 Accomplishments

-) Completed the vacation and accrual tracking in MUNIS and reporting on payroll advices
-) Completed the Land of Low Value foreclosure process on 20 Tax Title properties.
-) Worked with the Town Accountant to go live with payroll processing thereby eliminating the need to double enter payrolls
-) Expanded the Unibank online payment system to include Board of Health, Inspections and Permitting. Worked with those departments to successfully implement the integration of the Citizenserve software with Unibank.
-) Transitioned duties of Treasurer to Assistant Treasurer in anticipation of retirement of Treasurer at end of Fiscal Year 2018.

Fiscal Year 2019 Goals and Objectives

-) To maintain the highest possible level of service to tax payers, employees, and retirees by providing same day problem resolution whenever possible and employing a zero defect goal in processing, payroll, collections, payments and billing.
-) To hire and train new Assistant Treasurer/Collector.
-) Continue the education and certification process for both the new Treasurer/Collector and new assistant Treasurer/Collector.

- J To maintain an effective, fair, and aggressive collection process to maximize real estate, personal property and motor vehicle excise tax collections
- J Continue to reduce the number of properties in tax title through collections to increase certified free cash
- J Continue to cross train employees to provide redundancy ensuring more than one employee can undertake critical functions when necessary (i.e. payroll, W-2s, municipal lien certificates, payment application, accounts payables, etc.)

01145151 TREASURER/COLLECTOR - SALARIES

01145151__511000	SALARIES & WAGES	94,855	94,889	107,084	101,056
01145151__511100	DEPT. HEAD SALARY	75,044	75,010	76,920	74,000

TOTAL SALARIES		\$169,899	\$169,899	\$184,004	\$175,056
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01145152 TREASURER/COLLECTOR - SERVICES

01145152__524000	EQUIPMENT REPAIR	1,700	1,499	1,700	1,700
01145152__532000	TRAINING AND EDUCATION	1,500	1,397	1,500	2,250
01145152__534000	POSTAGE	20,000	21,702	20,000	22,500
01145152__534100	TELEPHONE	1,300	1,158	0	0
01145152__538200	CONTRACTUAL SERVICES	10,000	7,269	10,000	10,000

TOTAL SERVICES		\$34,500	\$33,025	\$33,200	\$36,450
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01145154 TREASURER/COLLECTOR - SUPPLIES

01145154__542000	OFFICE SUPPLIES	4,000	2,765	4,000	4,000
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TOTAL SUPPLIES		\$4,000	\$2,765	\$4,000	\$4,000
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01145157 TREASURER/COLLECTOR -EXPENSES

01145157__571000	TRAVEL	2,000	1,306	2,000	2,000
01145157__573000	DUES,FEES, AND SUBSCRIPTION	300	251	300	300
01145157__578000	TAX TITLE	0	0	0	0

TOTAL EXPENSES		\$2,300	\$1,557	\$2,300	\$2,300
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TOTAL GENERAL FUND		\$210,699	\$207,246	\$223,504	\$217,806
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TOTAL EXPENSES		\$210,699	\$207,246	\$223,504	\$217,806
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GRAND TOTAL		\$210,699	\$207,246	\$223,504	\$217,806
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01145121 TREASURER COLLECTOR OPERATING BUDGET

01145151-511000	SALARIES & WAGES	
	Assistant Treasurer Collector FY18 at \$53,276 X 2.50% = \$54,608	54,608
	Collection Clerk Per contract	45,448
	Collection Clerk FY19 Stipends -- longevity \$800 and CPR \$200	1,000
		<hr/>
		\$101,056
01145151-511100	DEPT. HEAD SALARY	
	Treasurer Collector	74,000
		<hr/>
		\$74,000
	SERVICES	
01145152-524000	Equipment repairs	1,700
01145152-532000	Training and Education, Massachusetts Collector Treasurer Association school	2,250
01145152-534000	Postage - 26,000 bills at \$.49 = \$12,740 plus 12,000 Real Estate/Personal Property bills printed at \$.21 each = \$2,520 and meter lease at \$2,180	22,500
01145152-528200	Contractual - Online and lockbox fees, service contracts, Tax Title Legal Fees	10,000
		<hr/>
		\$36,450
01145157-542000	SUPPLIES	
	Check & Pay Advice stock, W-2s, and general supplies	4,000
		<hr/>
		\$4,000
	EXPENSES	
01145157-571000	Travel - bank, Massachusetts Collector Treasurer Association meetings and School Dues, Fees, Subscriptions - Massachusetts Collector Treasurer Association , Eastern	2,000
01145157-573000	Massachusetts Collector Treasurer Association	300
		<hr/>
		\$2,300
Budget Grand Total		\$217,806

01146151 CUST OF LANDS - SAL

01146151__511000	SALARIES & WAGES	2,500	2,500	2,500	2,500
TOTAL SALARIES		\$2,500	\$2,500	\$2,500	\$2,500
TOTAL GENERAL FUND		\$2,500	\$2,500	\$2,500	\$2,500
TOTAL EXPENSES		\$2,500	\$2,500	\$2,500	\$2,500
GRAND TOTAL		\$2,500	\$2,500	\$2,500	\$2,500

01151352 TOWN COUNSEL

01151352__538200	CONTRACTUAL SERVICES	60,000	60,000	60,000	66,500
TOTAL TOWN COUNSEL		\$60,000	\$60,000	\$60,000	\$66,500
TOTAL GENERAL FUND		\$60,000	\$60,000	\$60,000	\$66,500
TOTAL EXPENSES		\$60,000	\$60,000	\$60,000	\$66,500
GRAND TOTAL		\$60,000	\$60,000	\$60,000	\$66,500

01155151 MIS - SALARIES

01155151__511000	SALARIES & WAGES	5,000	4,789	5,000	5,000
01155151__512200	PART TIME	69,278	45,734	84,635	86,029

TOTAL SALARIES		\$74,278	\$50,523	\$89,635	\$91,029
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01155152 MIS - SERVICES

01155152__532000	TRAINING AND EDUCATION	500	0	500	5,000
01155152__535400	INTERNET	18,500	500	10,000	500
01155152__534100	TELEPHONE	0	0	10,500	10,500
01155152__530200	CONTRACTUAL SERVICE	0	15,548	5,000	10,000
01155152__538214	CONTRACTUAL SERVICE	0	28,968	15,000	55,030
01155152__538200	CONTRACTUAL SERVICE	30,580	29,020	38,980	34,200
01155152__538213	CONTRACTUAL SERVICE	29,700	0	31,700	15,000
01155152__538215	CONTRACTUAL SERVICE	6,950	6,950	8,750	8,750
01155152__538221	CONTRACTUAL SERVICE	1,900	0	1,900	1,900

TOTAL SERVICES		\$88,130	\$80,986	\$122,330	\$140,880
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01176154 MIS - SUPPLIES

01155154__541700	TECHNOLOGY SUPPLIES	7,200	6,629	13,000	13,000
01155154__541721	TECHNOLOGY SUPPLIES	1,000	0	6,200	7,200
01155154__551010	PEG SUPPLIES	25,000	12,187	30,000	30,000

TOTAL SUPPLIES		\$33,200	\$18,816	\$49,200	\$50,200
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TOTAL GENERAL FUND		\$195,608	\$150,325	\$261,165	\$282,109
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TOTAL EXPENSES		\$195,608	\$150,325	\$261,165	\$282,109
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GRAND TOTAL		\$195,608	\$150,325	\$261,165	\$282,109
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INFORMATION TECHNOLOGY (IT)

		Proposed FY19 Budget
01155151-511000	SALARIES & WAGES	
	IT Liaison Salary	5,000
		\$5,000
01155151__512200	PART TIME - PEG	
	Cable PEG Access Director	23,202
	Town Website - Technical Assistance	8,103
	Cable PEG Access Support - Technical Assistance	8,103
	Flint Public Library Technical and Video Support	17,621
	Supplemental Part-Time Assistance	15,000
	Contribution to establish 'Employee Benefits Compensation Reserve'	14,000
		\$86,029
0115152-530200	Contractual Services-PEG (Legal Services)	
	Services for renegotiation of Verizon and Comcast contracts	5,000
		\$5,000
01155152-532000	TRAINING & EDUCATION	
	IT Liaison Training and Education	500
		\$500
01155152__534100	TELEPHONE - MIS	
	New line item for FY18; Consolidation of telephone bills for 14 Town departments, telephone budgets adjusted	10,500
		\$10,500
01155125_535400	Internet - PEG	
	High-speed internet for Library, Fuller Meadow School and Memorial Hall	10,000
		\$10,000
01155152-538200	CONTRACTUAL SERVICES-IT	
	Vendor IT Support: For installing hardware, upgrading software, purchasing IT service blocks as needed, etc	18,000
	Annual Hardware/Software Virtualization Licenses	1,500
	Annual Data backup and replication services (\$240/month x 12 months)	2,880
	Annual Antivirus Renewal Licenses (80 users x \$20/user)	1,600
	Electronic Permitting System (Citizenserve): Annual Users Fee (14 users: 10 FT & 4 PT)	21,600
	Middletonma.gov annual domain fee	400
	Exchange Email Server Spam Removal Services: (50-75 users)	750
	Sonic Firewall License(s) renewal	2,100
	Multi Department Telephone Network Charges	6,200
		\$55,030

INFORMATION TECHNOLOGY (IT)

		Proposed FY19 Budget
01155152-538213	CONTRACTUAL SERVICES-ACCOUNTANT	
	Munis Licensing & Support Contract for FY19	27,000
	Munis OSDBA Contract (Operating System Database Administrative)	6,000
	Munis GUI Contract (Graphic User Interface)	1,200
		\$34,200
01155152-538214	Contractual Services-PEG	
	Town website contract/support and PEG studio services	15,000
		\$15,000
01155152-538215	CONTRACTUAL SERVICES-ASSESSOR	
	GIS System: CAI Technologies, Inc.: Annual Map Update	2,400
	GIS System: CAI Technologies, Inc.: AxisGIS Annual Hosting Services	2,400
	GIS System: CAI Technologies, Inc.: AxisGIS Editor - New service to allow in house editing of GIS layers	1,950
	Webpro-Online Assessor Database Annual Service	2,000
		\$8,750
01155152-538221	CONTRACTUAL SUPPLIES-POLICE	
	Police Dept IT Contract Services	\$1,900
		\$1,900
01155154-541700	TECHNOLOGY SUPPLIES-IT	
	IT Equipment/Supplies, Town Wide Computer Upgrades	13,000
		\$13,000
01155154 541721	TECHNOLOGY SUPPLIES-POLICE	
	Police Dept IT supplies budget: Replace 6 PCs	7,200
		\$7,200
01155154_551010	TECHNOLOGY SUPPLIES - PEG	
	Equipment upgrades and fiber connectivity project	30,000
		\$30,000
INFORMATION TECHNOLOGY TOTAL		\$282,109

Town Clerk/Elections

Town Clerk: Ilene B. Twiss

Department Description

The Middleton Town Clerk's Office is considered the doorway to local government. The Town Clerk's Office is committed to being a provider of reliable information and courteous, competent, and efficient service. We are dedicated to the careful preservation of the Town's official records including Town Meeting minutes, birth, death and marriage records, historical documents, and to running elections that go smoothly and inspire confidence.

This office serves as a central information point for local government. We respond to inquiries from the public as well as from other departments, boards and committees. We act as a source of information on federal, state and local regulations and town bylaws, rules and regulations.

The Department is staffed by Town Clerk, Ilene Twiss along with Assistant Town Clerk, Erika Ballard. The Town Clerk's office as well as Election staff works diligently to assist the Town Clerk in administering and facilitating all of the duties, responsibilities and obligations incumbent upon our office. Their dedication and commitment to our success in Middleton is invaluable and very much appreciated.

The Town Clerk is the chief election official who oversees the polls and the conduct of all elections and election-related activity for federal, state, and local elections. This includes registering voters, maintaining accurate voting lists, distributing and receiving nomination papers, preparing and ordering ballots, distributing applications for mailing, and recording the return of absentee ballots, transmitting all election results to the Secretary of the Commonwealth's Office. The Town Clerk also manages Campaign Finance information for candidates and files reports as applicable by law.

With each election, ballots are created and printed, voting machines are tested and elections are staffed and set up. Each voting machine has to be tested, with notice given to the public. Upon completion, test tapes are sent to the State Election division of the Secretary of the Commonwealth. Training is conducted before each election for staff. When polls close, tally tapes are given to Town Clerk and results for each precinct are tallied and made available on the town's website. For Federal and State elections the Associated Press is contacted with the Town's election results. Elections have to be certified through the State's Central Voter Registration system. Any issues with voters on Election Day such as inactive voters, unregistered voters, those who have moved have to be resolved as well in the days following the elections.

The office also conducts the annual census and maintains the street and voter lists. This includes supervising the creation and mailing of the census forms, entering the data received from the returns, and conducting follow-up procedures for all forms not returned.

As the Town's Custodian of Records, the Clerk keeps records relating to the governance of the Town from the 17th century to the present. This includes records of all births, marriages and deaths, all actions of Town Meeting, results of elections, zoning decisions, Planning Board decisions and Annual Reports. In this capacity, the Clerk occasionally goes to court on behalf of the Town. The Clerk's Office maintains the municipal code, the official Town bulletin boards, and records of oaths of office, appointments and resignations of all Town Officials.

The office also issues state licenses and permits, including marriage licenses, business certificates & renewals, dog licenses, fuel storage licenses, raffle/bazaar permits and requests for public documents.

The Town Clerk's duties are governed not only Town Bylaws, but County, State and Federal laws as well and are many and varied.

Highlights of 2017:

Elections

Prepared for and administered the Annual Town Election on Monday, May 16, 2017. For this election, we continued to implement many changes to streamline the election process for our residents, including the Online Voter Registration system. We continued to work in collaboration with the School Department, the Department of Public Works, the Town Administrator's Office, the Police and Fire Departments to better serve the community.

We continued our in depth review of the voter registrations in preparation for the 2018 Election season.

Town Meetings

Prepared for and administered the Special Town Meeting on February 28, 2017, the Annual Town Meeting on Tuesday, May 10, 2017, as well as the Special Town Meeting on November 7, 2017.

Vital Records

We continue our day-to-day responsibilities for maintaining vital records which include recording, Birth, Death and Marriage records and properly storing and archiving these permanent records.

Our upgraded animal licensing makes processing more efficient as we register and manage approximately 1,000 dog licenses for 2017. The licensing process is also easier for residents to license their dog or dogs by giving them the opportunity to complete registration online, provided they have the proper rabies documentation.

Voter Registration

Voter registration, deletions, party and address changes are done on a daily basis through the States VRIS system and notices are sent to those individuals. To increase our voter registration and keep our list as current and up to date as possible, we send new resident packets to new homeowners with information on the Town and Voter registration cards and letters to all those turning 18 years of age.

We notify residents that may register to vote, in person, by mail or online.

With the new the Election Reform bill, 16 & 17 year olds are now allowed to pre- register to vote. Once they turn 18, they will automatically be registered and confirmation is sent to them.

Census

The Annual Town Census was sent to more than 4300 households for 2017. From the completion of the census, the Jury list is made and sent to the Jury Commissioner and the Annual Street listing is compiled and printed. Over 90% of households responded to the 2017 Town Census.

Charter & Bylaws

We continue to maintain and update approved Town Bylaws; implemented and maintain database "ECode" giving citizens, town officials, and town employees quick access to our bylaws.

Keeper of Public Records

Acts as Public Records officer, which consists of filing, storing, and recording all records in the Town Clerks possession for all town offices.

The State Legislature approved significant changes to the Public Records Law during 2016, which went into effect on January 1, 2017. The Town Clerk serves as the Town's principal Records Access Officer, coordinating the Town's response to requests for access to public records. Our office prepared guidelines in early 2017 to assist requestors in making informed requests. Included among the amendments to the law is the requirement that an initial response be made to the request within ten business days, with a full response within 25 business days. Additional time for a response may be requested for good cause, but the decision for an extension is up to the State Supervisor of Public Records. Changes were also

made to the fees that may be charged for a public record, with no fee charged for most records that are provided electronically.

Ethics

The Town Clerk acts as Ethics Liaison who is responsible for distributing the Ethics summary annually and ensuring that employees, as well as board and committee members are complying with the State requirements by completing the online training every two years.

Open Meeting Law Compliance

The office files all meeting notices and meeting minutes to complying with the Open meeting law requirements by posting meeting notices on the Town bulletin board and the Town's website on the Public Meeting calendar.

We continued to expand our utilization of a new and more efficient program for tracking appointments to our many boards and commissions. It has allowed us to keep track of the Town's compliance with the Conflict of Interest and Open Meeting laws as well as facilitate the appointment process in the Town Administrator's Office.

Town Permit Files

Process and maintain records of all Conservation, Planning and Zoning Board of Appeals applications, decisions and appeals.

Oath of Office / Justice of the Peace

Issues Oath of Office for all Elected and appointed officials.

Certified as Justice of the Peace to perform all duties associated.

Provide notarizations services.

Business Records

Processing and filing DBA (Doing Business As) for new and existing business in the community. This year we experienced an increase of issuance of "Doing Business As" (DBA) certificates and managing renewals and changes for our growing number of businesses in town.

Prepare and issue Raffle & Bazaar Permits.

Continuing Education

Attended courses and educational sessions expanding our understanding and implementation of the new Massachusetts Election Laws and the rules and regulations surrounding them, policies & procedures to comply with the regulations of the MA State Lottery Charitable Gaming Commission, Municipal Law Issues affecting the Town Clerk's Office, the new Public Records Law changes and the LUCA Program for the 2020 Federal Census. Also attended the Supervisory Leadership Development Program (SLDP).

Miscellaneous

The Office supervised workers through the Community Service Initiative Program and also Masconomet interns who continue to assist with various clerical tasks, computer work and exposure to various duties and responsibilities of the Town Clerk's Office.

And perhaps most importantly, we continue the process of researching the best system of digitizing and indexing the records in the Town Clerk's Office to make records retrieval and preservation more efficient.

Fiscal Year 2019 Goals and Objectives

-) The coming Election Year will be a busy time for the Town Clerk's Office. FY19 will include the Annual Town Election along with the Annual Town Meeting, the State Primary Election, possibly a Special Town Meeting in the fall of 2018, two weeks of Early Voting and a State Election. Our continued goal is to see that these run smoothly and according to the law.
-) In an effort to stay current and qualify for certification as a Certified Massachusetts Municipal Clerk, we will continue to attend educational sessions sponsored by the Massachusetts Town Clerk's Association, Northshore City & Town Clerk's Association, New England Town Clerk's Association and the International Institute of Municipal Clerks.
-) Refining "Early Voting" policies and procedures. We will continue to review our first experience with Early Voting both locally and statewide with other Clerks from both N.S. City and Town Clerks Association and the Massachusetts Town Clerk's Association. By sharing our experiences and ideas, we will also gain valuable information in creating policies and procedures for future elections.
-) We also intend to acquire new software and hardware that will enable us to begin the process of digitizing town records.
-) Moving into the future we will continue to be improving the workflows of the office. One major area that will be looked at will be electronic workflow of documents from

development departments such as Planning, Building and Board of Appeals. These documents usually come in the form of applications or permits from these departments and need to be distributed to various other departments for review and comment. This is creating large amounts of paper that needs to be stored. This process can be greatly streamlined with an electronic document workflow.

-) Further implementation and refining of policies and procedures regarding the recent update to the Public Records Law.
-) Continue to expand the use of online and in-house electronic forms, to meet the needs of town by embracing streamlined processes and technologies.
-) Expanding our management and oversight of the Town Clerk's Page on the Town's website. Additionally, our office is planning to join the Facebook community. We will be creating and launching our Town Clerk's Facebook page. Our goal is to increase civic engagement while providing 24/7 access to information and data.
-) In continuing our efforts to modernize elections, we will be upgrading of our voting equipment with the purchase of new voting tabulators, electronic poll books and electronic voting at Town Meetings.
-) Plan to apply for our office to be appointed by the Governor's Office to serve as "Commissioners to Qualify," which authorizes us to administer the Oath of Office to individuals appointed as a Notary Public or Justice of the Peace in Massachusetts.

01161151 TOWN CLERK - SALARIES

01161151__511100	DEPT. HEAD SALARY	69,827	69,717	71,573	73,363
01161151__512200	PART TIME	39,552	39,552	40,541	41,555

TOTAL SALARIES		\$109,379	\$109,269	\$112,114	\$114,918
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01161152 TOWN CLERK -SERVICES

01161152__532000	TRAINING AND EDUCATION	1,800	1,787	2,000	2,200
01161152__534000	POSTAGE	2,600	1,571	2,800	3,000
01161152__534100	TELEPHONE	500	337	0	0
01161152__534200	COPIER/PRINTING	500	500	750	1,000
01161152__538200	CONTRACTUAL SERVICES	1,985	1,885	1,990	2,100

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TOTAL SERVICES		\$7,385	\$6,080	\$7,540	\$8,300
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01161154 TOWN CLERK -SUPPLIES

01161154__542000	OFFICE SUPPLIES	900	900	1,000	1,000
01161154__558600	DOG LICENSES	0	0	0	0
01161154__558700	DOG NOTICES	0	0	0	0

TOTAL SUPPLIES		\$900	\$900	\$1,000	\$1,000
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01161157 TOWN CLERK- EXPENSES

01161157__571400	OPERATING SUPPLIES	500	500	1,000	3,000
01161157__573000	DUES,FEES, AND SUBSCRIPT	300	100	400	500

TOTAL EXPENSES		\$800	\$600	\$1,400	\$3,500
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01161158 TOWN CLERK- CAPITAL OUTLAY

01161158__587100	OUTLAY EQUIPENT	5,000	0	5,000	7,000
TOTAL CAPITAL OUTLAY		\$5,000	\$0	\$5,000	\$7,000
TOTAL GENERAL FUND		\$123,464	\$116,849	\$127,054	\$134,718
TOTAL EXPENSES		\$123,464	\$116,849	\$127,054	\$134,718
GRAND TOTAL		\$123,464	\$116,849	\$127,054	\$134,718

01161152 TOWN CLERK

01161151__511100	DEPT HEAD SALARY Includes the 2.50% COLA increase	\$73,363
01161151__512200	PART TIME Includes the 2.50% COLA increase	\$41,555
		<hr/>
		\$114,918
SERVICES		
015161152__532000	TRAINING AND EDUCATION Continuing Education and Training for Dep't personnel	\$2,200
01161152__534000	POSTAGE Absentee ballots, confirmation notices, dog licenses	\$3,000
01161152__534100	TELEPHONE 2 Office Landlines	\$0
01161152__534200	COPIER/PRINTING Stationery & envelopes	\$1,000
01161152_538200	CONTRACTUAL SERVICES Maintenance fee for EZ Code Maintenance fees for dog licensing program	\$1,200 \$900
		<hr/>
		\$8,300
01511154__542000	OFFICE SUPPLIES Including dog licenses and notices	\$1,000
		<hr/>
		\$1,000
01161157__571400	OPERATING SUPPLIES Departmental related supplies	\$3,000
01161157__573000	DUES,FEES, AND SUBSCRIPTIONS	\$500
		<hr/>
		\$3,500
01161158_587100	CAPITAL OUTLAY Code update services New Dog Program	\$5,000 \$2,000
		<hr/>
		\$7,000
BUDGET GRAND TOTAL		\$134,718

01162151 ELECTIONS -SALARIES

01162151__511000	SALARIES & WAGES	13,599	13,599	5,564	23,209
01162151__512200	PART TIME	4,700	3,428	5,127	5,621

TOTAL SALARIES		\$18,299	\$17,027	\$10,691	\$28,830
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01162152 ELECTIONS - SERVICES

01162152__530400	CONSULTANT OTHER	3,400	3,400	1,900	3,950
01162152__530600	STREET LISTING	975	801	1,100	1,194
01162152__534000	POSTAGE	0	0	0	0
01162152__534100	TELEPHONE	0	0	0	0
01162152__534200	COPIER/PRINTING	800	777	2,600	3,100
01162152__538200	CONTRACTUAL SERVICES	675	675	750	900

TOTAL SERVICES		\$5,850	\$5,653	\$6,350	\$9,144
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01162154 ELECTIONS - SUPPLIES

01162154__542000	OFFICE SUPPLIES	350	366	1,000	1,300
01162154__549000	LUNCHES	750	750	300	1,200
01162154__558400	OTHER SUPPLIES			0	0

TOTAL SUPPLIES		\$1,100	\$1,116	\$1,300	\$2,500
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TOTAL GENERAL FUND		\$25,249	\$23,796	\$18,341	\$40,474
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TOTAL EXPENSES		\$25,249	\$23,796	\$18,341	\$40,474
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GRAND TOTAL		\$25,249	\$23,796	\$18,341	\$40,474
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01162152 ELECTIONS

01162151__511000

SALARIES & WAGES

Poll Officers \$17.52 x 16 hrs x 4 x 3 elections	\$3,364
Poll Workers \$12.49 x 16 hrs x 12 x 3 elections	\$7,195
Asst. Town Clerk - Voter Registration & Petitions (Additional Hours)	\$600
Asst. Town Clerk-2018 Elections x 3- (Additional Hours)	\$850
Asst. Town Clerk- Annual Town Meeting \$150 (Additional Hours)	\$150
Asst. Town Clerk- Special Town Meeting \$150 (Additional Hours)	\$150
Stipend for Clerk of Board of Registrars (MGL Ch 41§19G)	\$375
Registrar's stipend \$100/election x 4 members x 3 elections	\$1,200
Annual Town Meeting staffing \$12.49 x 5hrs x 4	\$250
Special Town Meeting staffing \$12.49 x 5hrs x 4	\$250
Additional Early Voting Supervisory Staffing \$30.00 x 50hrs	\$1,500
Poll Workers - Early Voting (Primary)\$12.49 x 43hrs x 3	\$1,612
Poll Workers - Early Voting(General) \$12.49 x 78 hrs x 3	\$2,923
Poll Workers - Early Voting (Extra Saturday Hours) \$12.49 x 7 x 7	\$613
Post EV-Xtra Saturday Hrs Election Prep.- Poll Workers \$12.49 x 8 x 2	\$200
Asst. Town Clerk-Early Voting Overtime Hours \$35.30 x 56 hrs	\$1,977

\$23,209

01162151__512200

PART TIME

Census Workers \$12.49 x 450hrs	\$5,621
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\$5,621

01162152__530400

CONSULTANT OTHER

Programing AutoMark (Town Election only)	\$1,200
Programing 3 Accuvotes for 3 elections	\$2,750

\$3,950

01162152 ELECTIONS

01162152_530600	STREET LISTING	
	Forms and postage	\$3,400
	Wages	\$5,621
	Minus 25% billed to school	(\$2,206)
	Minus wages (already budgeted in other lines)	(\$5,621)
<hr/>		\$1,194

01162152__534200	COPIER/PRINTING	
	Printing Town Election Ballots, Census Forms, Legal Notices(EV)	\$3,100
<hr/>		\$3,100

01162152_538200	CONTRACTUAL SERVICES	
	Annual maintenance for 3 Accuvotes	\$900
<hr/>		\$900

01162154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	\$1,300
<hr/>		\$1,300

01162154_549000	LUNCHESES	
	Meals for Election Workers	\$1,200
<hr/>		\$1,200

BUDGET GRAND TOTAL \$40,474

Conservation Commission

Conservation Agent: Kristin Kent

Department Description

The Conservation Commission administers the Massachusetts Wetlands Protection Act (WPA) in order to protect private and public water supplies, ground water supplies, provide flood control and storm damage prevention, prevent pollution, protect fisheries and protect wildlife habitat within the Town of Middleton. The Commission reviews all proposed projects within 100 feet of wetlands and within 200 feet of the Ipswich River and other perennial streams. The Commission holds monthly public meetings to discuss projects within WPA jurisdiction and a permit must be issued before any work can commence. The Commission also deals with illegal wetland filling and alterations, which can result in the issuance of an enforcement order and fines.

The Town, through the Conservation Commission, holds Conservation Restrictions and/or Conservation Easements on numerous parcels of land within the community. The Town of Middleton has over 1,000 acres of land protected by local, state, federal and nonprofit agencies such as the Town of Middleton, Division of Capital Asset Management and Maintenance, MA Department of Agriculture, N.E. Forestry, and the Essex County Greenbelt Association. Approximately 40% (407+ acres) of the acreage is under the care and custody of the Middleton Conservation Commission. With the forthcoming addition of the Division of Capital Asset Management and Maintenance properties (+110 acres), this percentage will increase to over 50% under the care and custody of the Commission.

Fiscal Year 2018 Accomplishments

-) The Thunder Bridge Beach improvement project was completed in coordination with the Department of Public Works. The project improved stormwater runoff through infiltration and improved the aesthetics of the beach.
-) Supported the ongoing effort to transfer the Division of Capital Asset Management and Maintenance properties in the Town of Middleton to the care and control of the Conservation Commission.
-) The Commission established a policy for the installation of wetland/no disturb markers on properties when a permit is requested from the Commission. The markers are intended to increase awareness regarding the presence of wetland resource areas and the need for protection.
-) Facilitated the transition of Conservation approvals to the new online Citizen Serve permitting software.

-) Advanced the Middleton Open Space Program framework, in coordination with the Town Planner and the Town Assessor, by inventorying open space properties under the control of the Conservation Commission and updating Middleton GIS mapping to reflect ownership, easements and conservation restrictions.

Fiscal Year 2019 Goals and Objectives

-) Roll out the Middleton Open Space Program to the public through creation of a page on the Town website that includes information on Conservation properties and access points.
-) Re-initiate Town involvement in the Greenscapes North Shore Coalition in coordination with the Department of Public Works. The Greenscapes program is a regional collaborative that works on outreach and education about water resources.
-) Work with Cumberland Farms to permit and install a walking path and bridge connecting South Main Street and Maple Street to the Town properties on Maple Street/King Street and Memorial Hall.

01171151 CONSERVATION - SALARIES

01171151__511000	SALARIES & WAGES	8,369	8,357	47,449	57,212
01171151__512200	PART TIME	26,469	26,132	0	0

TOTAL SALARIES		\$34,838	\$34,489	\$47,449	\$57,212
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01171152 CONSERVATION - SERVICES

01171152__530500	ADVERTISING	150	191	150	150
01171152__532000	TRAINING AND EDUCATION	1,000	771	1,000	1,250
01171152__534000	POSTAGE	250	0	250	250
01171152__534200	COPIER/PRINTING	200	0	200	900
01171152__538200	CONTRACTUAL SERVICES	500	200	500	200
01171152__534100	TELEPHONE	0	75	900	500

TOTAL SERVICES		\$2,100	\$1,237	\$3,000	\$3,250
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01171154 CONSERVATION - SUPPLIES

01171154__542000	OFFICE SUPPLIES	300	299	500	500
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TOTAL SUPPLIES		\$300	\$299	\$500	\$500
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01171157 CONSERVATION - EXPENSES

01171157__571000	TRAVEL	700	463	700	700
01171157__571400	OPERATING SUPPLIES	200	6	200	200
01171157__573000	DUES,FEES, AND SUBSCRIPTIONS	200	100	200	200

TOTAL EXPENSES		\$1,100	\$569	\$1,100	\$1,100
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TOTAL GENERAL FUND		\$38,338	\$36,594	\$52,049	\$62,062
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TOTAL EXPENSES		\$38,338	\$36,594	\$52,049	\$62,062
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GRAND TOTAL		\$38,338	\$36,594	\$52,049	\$62,062
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01171 CONSERVATION

		Proposed FY19 Budget
01171151__511000	SALARIES & WAGES	
	Conservation Director/Public Health Director	8,369
	Conservation Agent/Land Management Manager-32 Hrs per Week: Wages= \$35.36 (\$34.50 per hour X 2.5% Cola Adj) X 32 hours X 52 Weeks = \$58,843	58,843
	[For FY19, \$10,000 will be funded from the Wetlands Protection Fund (Chapter 131 Subsection 40)]	(10,000)
<hr/>		\$57,212
01171151__512200	PART TIME	
<hr/>		\$0
01171152__530500	ADVERTISING	
	Public Meetings-Legal Ads	150
<hr/>		\$150
01171152__532000	TRAINING AND EDUCATION	
	Conservation Agent Trainings/Seminars / Conservation Commission Board Members Annual Training Conference: Massachusetts Association of Conservation Commission Annual Fee \$600 (Est) and Conference Trainings for CC Members \$115 per member.	1,250
<hr/>		\$1,250
01171152__534000	POSTAGE	
		250
<hr/>		\$250
01171152__534200	COPIER/PRINTING	
		200
<hr/>		\$200

01171 CONSERVATION

		Proposed FY19 Budget
01171152__538200	CONTRACTUAL SERVICES	
	Recording of Order of Conditions at Registry of Deeds: Expenses reimbursed by property owner. Funds deposited into general fund	500
		<hr/> \$500
01171154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	500
		<hr/> \$500
01171152__534100	TELEPHONE	
	Mobile Phone and Wifi Mobile Feature	900
		<hr/> \$900
01171157__571000	TRAVEL	
	IRS Fuel reimbursement for Conservation Agent to perform site visits and reimbursement for Commission Board Members to travel to annual training conference	700
		<hr/> \$700
01171157__571400	OPERATING SUPPLIES	
	Departmental related field supplies	200
		<hr/> \$200
01171157__573000	DUES,FEES, AND SUBSCRIPTIONS	
	Massachusetts Association of Conservation Commissioners Annual Renewal	200
		<hr/> 200
Budget Grand Total		\$62,062

Planning Department

Town Planner: Katrina O'Leary

Department Description

The Planning Department is the Town's clearinghouse for all planning and development in town. The department provides coordination between several land use departments, boards, and committees.

The Department guides the development of land in Middleton via the regulatory process, the preparation and implementation of plans and policies, and by providing support and guidance to the following boards and committees: Planning Board, Zoning Board of Appeals, Master Plan Committee, Industrial & Commercial Design Review Committee, Development Review Group, Complete Streets Committee, Rails to Trails Committee, and the Stormwater Permitting Authority.

This office is staffed by full time Town Planner Katrina O'Leary and two shared administrative assistants: Lisa Brown (Zoning Board of Appeals) and Marlene Clapp (Planning Board). Two meeting recording secretaries attend Planning Board and Zoning Board of Appeals meetings to provide written records of those meetings.

The department's primary functions include:

-) Performing professional and administrative duties in planning, organizing, coordinating, and administering the town's planning, land use, and community development functions and activities
-) Providing administrative support for the Zoning Board of Appeals, Planning Board, Complete Streets Committee, Master Plan Committee, Stormwater Permitting Authority, and Development Review Group
-) Providing information and technical assistance to other Town departments, boards, committees, and officials
-) Establishing planning goals and priorities
-) Researching and drafting Zoning Bylaws
-) Researching grant opportunities and writing grant applications

Fiscal Year 2018 Accomplishments

Over the past year, the Planning Department has worked on the following projects:



) **Master Plan 300** The town began the process of updating its 1999 Master Plan in 2016. Named “Master Plan 300” in honor of the town’s upcoming tercentennial in 2028, the process began with Phase I: the Visioning Process which was paid for in full by \$20,000 in Community Compact funds and \$5,000 from MAPC. The Town Planner assisted our hired consultant, the Metropolitan Area Planning Council (MAPC), with the process of creating a “vision” for Middleton’s future. Results of the Visioning process were presented at the May 2017 Town Meeting, at which voters approved \$55,000 toward Phase II of the Master Plan process. With an additional grant of \$58,000 from MAPC and \$15,000 from Community Compact Funds, MAPC began Phase II of the Master Plan process in September 2017 and plan to finish in the summer of 2018.

) **Community Compact Program** In 2017 the Town received \$15,000 toward the creation of a Housing Production Plan. Once approved, this plan will create a guide for creating affordable housing in Middleton as well as possibly protect the Town from future Comprehensive Permit applications. The Metropolitan area Planning Council has been hired to create the Housing Production plan as part of the updated Master Plan.

) **Development Review** 2017 was a busy year for the Development Review Group, which is composed of town departments involved in development. This group reviewed a residential development proposed for 97 North Main Street, commercial developments at 221 and 193 South Main Street, the rehabilitation of the Market Basket Plaza parking lot, and a proposed Solar installation at 208R South Main Street (behind Market Basket).

) **Paperless Permitting** Starting in 2018, both the Zoning Board of Appeals and the Planning Board will be going “paperless” at meetings and making use of new Chromebooks that will be available for both boards to use at their meeting sites.

) **Employee Handbook/Personnel Policy Review** The Town Planner is working with a committee consisting of the Town Administrator, Assistant Town Administrator, Finance Director, Treasurer, and Assistant Treasurer to review the town’s personnel bylaws and policies and make recommendations for any needed modifications and improvements. Currently, the group is working on putting together an “Employee Handbook” that will be a useful tool for both hiring new employees and will be a handy reference guide for current employees.

) **Massachusetts Municipal Management Certificate Program** The Town Planner is currently attending a 9 month course offered through Suffolk University for Municipal Management and Administration. Professional development provides town staff with the ability to adapt to changing economic conditions and changes in regulations and allows staff to better serve the town of Middleton.

Fiscal Year 2019 Goals and Objectives

-) Help conduct a Zoning Board of Appeals workshop with the goal of educating new ZBA members and updating the existing ZBA Rules under Section 260 of the Town Code.
-) Encourage the Planning Board to work on updating their Subdivision Rules & Regulations to include Low Impact Development best practices and Complete Streets principles.
-) Work to create a Sidewalk Priority Plan so that available sidewalk funds may be targeted to appropriate areas in town.
-) Continue overall support to the Planning Board, Master Plan Committee, and Zoning Board of Appeals.
-) Maintain a high level of customer service by keeping the office website up to date.

01175151 PLANNING - SALARIES

01175151__511000	SALARIES & WAGES	21,548	0	0	0
01175151__511100	DEPT HEAD SALARY	63,240	63,240	69,000	70,725
01175151__512200	PART TIME	0	7,533	21,738	36,068

TOTAL SALARIES		\$84,788	\$70,773	\$90,738	\$106,793
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01175152 PLANNING - SERVICES

01175152__530500	ADVERTISING	500	327	1,000	1,000
01175152__532000	TRAINING AND EDUCATION	2,150	1,836	2,150	2,150
01175152__534000	POSTAGE	600	475	600	600
01175152__534100	TELEPHONE	760	581	480	480
01175152__534200	COPIER/PRINTING	500	69	500	500

TOTAL SERVICES		\$4,510	\$3,288	\$4,730	\$4,730
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01175154 PLANNING - SUPPLIES

01175154__542000	OFFICE SUPPLIES	1,250	1,201	1,250	1,250
01175154__558400	OTHER SUPPLIES	2,100			

TOTAL SUPPLIES		\$3,350	\$1,201	\$1,250	\$1,250
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01175157 PLANNING - OTHER EXPENSES

01175157__571000	TRAVEL	600	1,080	2,100	2,100
01175157__573000	DUES,FEES, AND SUBSCRIPT	0	415	600	600

TOTAL EXPENSES		\$600	\$1,495	\$2,700	\$2,700
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TOTAL GENERAL FUND		\$93,248	\$76,758	\$99,418	\$115,473
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TOTAL EXPENSES		\$93,248	\$76,758	\$99,418	\$115,473
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GRAND TOTAL		\$93,248	\$76,758	\$99,418	\$115,473
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01175151 PLANNING BOARD

**Department
Request FY 19**

		Department Request FY 19
SALARIES & WAGES		
01175151__512200	PART TIME SECRETARY	
	Represents 30 hour/week multi-departmental clerical position shared between the Health Department and Planning Board. Due to increased demands from the permitting database system, the 19 hours allotted to this position has proved to be inadequate. This position handles all Health Department, Conservation Commission, and Planning Board applications and licenses. FY2019 figure based on Step 3 wage rate for multi-department clerical employee in the AFSCME contract signed 8/2/2016.	
	FY2019: Step 3- \$21.55/hr x 30 hrs/wk x 52 weeks=\$33,618	33,618
	AFSCME travel stipend of \$500 for multi-departmental clerical employees	500
	CPR stipend of \$200 per the AFSCME contract	200
01175151__512200	MEETING SECRETARY	
	14 meetings @ \$125/meeting=\$1750. \$125 figure reflects 2.5% increase.	1,750
		36,068
1176151_511100	TOWN PLANNER	
	2.5% COL increase	70,725
		70,725
01175152__530500	ADVERTISING	1,000
	Additional advertisement costs anticipated with Master Plan Update project	
		1,000
01175152__532000	TRAINING AND EDUCATION	2,150
		2,150
01175152__534000	POSTAGE	600
		600

01175151 PLANNING BOARD

**Department
Request FY 19**

TELEPHONE

01175152__534100 Landline 0

Verizon an Century phone charges to be moved to IT budget.

01175152__534100 Wireless/mobile

Cell phone reimbursement: 12 months x \$40/month. 480

480

01175152__534200 COPIER/PRINTING
Planning Board 500

500

01175154__542000 OFFICE SUPPLIES
Planning Board 1,250

1,250

01175157__571000 TRAVEL
conference travel expenses. 2,100

2,100

01175157__573000 DUES,FEES, AND SUBSCRIPTIONS
American Planning Assoc dues, N. E. Chapter APA, AICP dues 600

600

Budget Grand Total \$115,473

01176151 BOARD OF APPEALS - SALARIES

01176151__511000	SALARIES & WAGES	0	0	0	0
01176151__512200	PART TIME	2,149	1,377	2,196	2,250
TOTAL SALARIES		\$2,149	\$1,377	\$2,196	\$2,250

01176152 BOARD OF APPEALS - SERVICES

01176152__530400	CONSULTANT OTHER	6,500	349	6,500	0
01176152__530500	ADVERTISING	0		0	0
01176152__532000	TRAINING AND EDUCATION	450	60	450	450
01176152__534000	POSTAGE	700	528	700	700
01176152__534200	COPIER/PRINTING	0		0	0
01176152__534100	TELEPHONE	600	0	0	0
TOTAL SERVICES		\$8,250	\$937	\$7,650	\$1,150

01176154 BOARD OF APPEALS - SUPPLIES

01176154__542000	OFFICE SUPPLIES	300	0	300	300
TOTAL SUPPLIES		\$300	\$0	\$300	\$300

01176157 BOARD OF APPEALS -EXPENSES

01176157__571000	TRAVEL	200	0	200	200
01176157__573000	DUES,FEES, AND SUBSCRIPTIONS	400	0	400	400
TOTAL EXPENSES		\$600	\$0	\$600	\$600

TOTAL GENERAL FUND		\$11,299	\$2,315	\$10,746	\$4,300
TOTAL EXPENSES		\$11,299	\$2,315	\$10,746	\$4,300
GRAND TOTAL		\$11,299	\$2,315	\$10,746	\$4,300

01176151 ZONING BOARD OF APPEALS

		Department Request FY19
01176151__511000 SALARIES & WAGES		
01176151__512200	ZBA Meeting Secretary	1,750
	14 meetings @ \$125/meeting=\$1750. \$125 figure reflects 2.5% increase over FY18 figure.	
01176151__512200	ICDRC Meeting Secretary	500
	4 meetings @ \$125/meeting=\$500. \$125 figure reflects 2.5% increase over FY18 figure.	
		2,250
01176151__530400 CONSULTANT OTHER		0
	As needed technical and legal consulting support	
		0
01176151__532000 TRAINING AND EDUCATION		450
		450
01176151__534000 POSTAGE		700
	For notice related and general mailing needs	
		700
01176152__534100 TELEPHONE		0
	Verizon and Century phone charges to be moved to IT budget.	
		0
01176151__542000 OFFICE SUPPLIES		300
		300
01176151__573000 DUES,FEES, AND SUBSCRIPTIONS		
	ZBA	400
		400
01176151__571000 TRAVEL		200
		200
Budget Grand Total		\$4,300

01181152 MASTER PLAN COMMITTEE - SALARIES & WAGES

01181152__511000	SALARIES & WAGES	1,071	714	1,098	1,125
TOTAL SALARIES		\$1,071	\$714	\$1,098	\$1,125
01181152__534000	POSTAGE	100	0	100	100
TOTAL SERVICES		\$100	\$0	\$100	\$100
TOTAL GENERAL FUND		\$1,171	\$714	\$1,198	\$1,225
TOTAL EXPENSES		\$1,171	\$714	\$1,198	\$1,225
GRAND TOTAL		\$1,171	\$714	\$1,198	\$1,225

01181 MASTER PLAN COMMITTEE

		Department Request FY 19
SALARIES & WAGES		
01181151__512200	MEETING SECRETARY 9 meetings @ \$125 meeting=\$1125. \$125 reflects a 2.5% increase over FY18 rates.	1,125
		1,125
SERVICES		
01181152__534000	POSTAGE	100
TOTAL MASTER PLAN - SERVICES		100
Budget Grand Total		\$1,225

01192151 TOWN BUILDING - SALARIES

01192151__511000	SALARIES & WAGES	37,897	35,991	38,845	39,816
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TOTAL SALARIES		\$37,897	\$35,991	\$38,845	\$39,816
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01192152 TOWN BUILDING - SERVICES

01192152__521100	FUEL MEMORIAL HALL	5,700	4,612	5,700	5,700
01192152__521200	FUEL OLD TOWN HALL	5,000	5,023	5,000	5,500
01192152__521300	FUEL DPW BLDG.	5,000	7,893	5,000	5,000
01192152__521400	ELEC.WATER/MEMORIAL HALL	6,800	4,688	6,800	6,800
01192152__521500	ELEC.WATER TOWN HALL	3,500	3,840	3,500	4,000
01192152__521600	ELEC.& WATER DPW BLDG.	8,500	6,203	8,500	8,500
01192152__538200	CONTRACTUAL SERVICES	14,700	15,787	16,200	16,200

TOTAL SERVICES		\$49,200	\$48,046	\$50,700	\$51,700
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01192154 TOWN BUILDING - SUPPLIES

01192154__543000	BUILDING MAINTENANCE	11,000	11,812	11,000	13,500
01192154__5584000	OTHER SUPPLIES	3,000	2,004	3,000	3,000

TOTAL SUPPLIES		\$14,000	\$13,816	\$14,000	\$16,500
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01192157 TOWN BUILDING -OTHER EXPENSES

01192157__571400	OPERATING SUPPLIES	600	0	600	1,125
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TOTAL OTHER EXPENSES		\$600	\$0	\$600	\$1,125
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TOTAL GENERAL FUND		\$101,697	\$97,853	\$104,145	\$109,141
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TOTAL EXPENSES		\$101,697	\$97,853	\$104,145	\$109,141
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GRAND TOTAL		\$101,697	\$97,853	\$104,145	\$109,141
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01192151 TOWN BUILDINGS

		Proposed FY19 Budget
01122151__511000	SALARIES & WAGES	
	Flint Public Library Building Maintenance Managers/Custodians - Two part time employees	39,816
	Total SALARIES & WAGES	\$39,816
01192152__521100	FUEL MEMORIAL HALL	\$5,700
01192152__521200	FUEL OLD TOWN HALL	5,500
01192152__521300	FUEL DPW BLDG.	5,000
01192152__521400	ELEC.WATER/MEMORIAL HALL	6,800
01192152__521500	ELEC.WATER TOWN HALL	4,000
01192152__521600	ELEC.& WATER DPW BLDG.	8,500
01192152__538200	CONTRACTUAL SERVICES	
	Building cleaning services	
	Weekly cleaning services for Memorial Hall (2); Old Town Hall/Senior Center (2); DPW building (1): Monthly expense \$1,225	14,700
	Annual rug cleaning and other supplemental cleaning needs	1,500
		<hr/> \$16,200
	Total TOWN BUILDING - Services	\$51,700

01192151 TOWN BUILDINGS

		Proposed FY19 Budget
01192154__543000	BUILDING MAINTENANCE	
	Building maintenance Facility Manager Stipends (Memorial Hall and Library) @\$3,500; Old Town Hall @\$2,500	\$9,500
	Maintenance and repairs to Old Town Hall and Memorial Hall	4,000
		<u>\$13,500</u>
01192154__558400	OTHER SUPPLIES	3,000
	Total TOWN BUILDING - Supplies	\$16,500
01192157__571400	OPERATING SUPPLIES	
	Miscellaneous equipment items such as fire and security alarm repairs, electrical and plumbing issues	1,125
	Security alarm services at Memorial Hall - \$700	
	Yearly fire inspection at Memorial Hall - \$50	
	Fire alarm maintenance at Memorial Hall - \$375	
	Total TOWN BUILDING - Other Expenses	\$1,125
	Total TOWN BUILDING Budget	\$109,141

01710159 DEBT SERVICE

01710159__590010	DEBT SERVICE	742,314	742,314	863,640	877,238
01710159__591500	DEBT SERVICE INTEREST	519,355	507,147	495,287	463,360

TOTAL DEBT SERVICE		\$1,261,669	\$1,249,461	\$1,358,927	\$1,340,598
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TOTAL GENERAL FUND		\$1,261,669	\$1,249,461	\$1,358,927	\$1,340,598
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TOTAL EXPENSES		\$1,261,669	\$1,249,461	\$1,358,927	\$1,340,598
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GRAND TOTAL		\$1,261,669	\$1,249,461	\$1,358,927	\$1,340,598
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Function: Debt Service
 Department: Debt Service

<u>MUNIS Code</u>	<u>Object</u>	Approved FY 2015	Approved FY 2016	Approved FY 2017	Approved FY 2018	Dept. Req. FY 2019
159	Debt Service					
590010	Principal					
<u>Date of Issue</u>						
11/15/1995	Fuller Meadow School 1	350,000	330,000	-	-	-
11/15/2008	Library Bond	240,000	240,000	240,000	240,000	240,000
	Less: Library Bond CPA Funding	(50,938)	(52,000)	(52,686)	(53,360)	(57,762)
8/17/2012	School Construction	525,000	540,000	555,000	575,000	590,000
8/17/2012	Land 11 South Main	30,000	30,000	35,000	35,000	35,000
8/17/2012	Less: Land 11 So. Main CPA Funding	(30,000)	(30,000)	(35,000)	(35,000)	(35,000)
3/15/2017	FM Roof/Natsue Way Purchase	-	-	-	102,000	105,000
	Total Principal (without Masconomet)	\$ 1,064,062	\$ 1,058,000	\$ 742,314	\$ 863,640	\$ 877,238

Function: Debt Service
 Department: Debt Service

<u>MUNIS Code</u>	<u>Object</u>	Approved FY 2015	Approved FY 2016	Approved FY 2017	Approved FY 2018	Dept. Req. FY 2019
159	Debt Service					
591500	Interest					
<u>Date of Issue</u>						
	Continuing Disclosure Fee	2,000	2,000	2,000	2,000	2,000
11/15/1995	Fuller Meadow School 1	17,675	5,775	-	-	-
	Library Bond Interest	125,105	116,705	104,705	92,705	80,705
8/17/2012	School Construction	414,730	398,755	382,330	365,380	347,905
8/17/2012	Land 11 South Main	10,350	9,450	8,475	7,425	6,375
	Less: Land 11 So. Main CPA Funding	(10,350)	(9,450)	(8,475)	(7,425)	(6,375)
3/18/2015	Natsue Way Purchase BAN	-	2,025	1,500	-	-
3/15/2017	FM Roof/Natsue Way Purchase	-	-	-	35,202	32,750
8/17/2012	Howe Manning School BOND Premiur	-	-	-	-	-
9/18/2015	Fuller Meadow Roof Ban	-	-	11,320	-	-
9/18/2016	Natsue/Fuller Bond Cost	-	-	40,000	-	-
9/18/2016	Natsue/Fuller Bond Premium	-	-	(22,500)	-	-
	Total Interest	\$ 559,510	\$ 525,260	\$ 519,355	\$ 495,287	\$ 463,360
(159)	Total Principal & Interest	\$ 1,623,572	\$ 1,583,260	\$ 1,261,669	\$ 1,358,927	\$ 1,340,598

***Masco Building Project
 Masconomet's Debt Service is included in a separate line within Town Omnibus budget and not carried in Department 710.

01910157 COMPENSATION RESERVE

01910157__514500	COMPENSATION RESERVE	25,000	7,155	25,000	25,000
TOTAL COMPENSATION RESERVE		\$25,000	\$7,155	\$25,000	\$25,000
TOTAL GENERAL FUND		\$25,000	\$7,155	\$25,000	\$25,000
TOTAL EXPENSES		\$25,000	\$7,155	\$25,000	\$25,000
GRAND TOTAL		\$25,000	\$7,155	\$25,000	\$25,000

01911157 RETIREMENT OTHER EXPENSES

01911157__571700	RETIREMENT ASSESSMENT	1,201,868	1,188,311	1,300,187	1,409,336
TOTAL EXPENSES		\$1,201,868	\$1,188,311	\$1,300,187	\$1,409,336
TOTAL GENERAL FUND		\$1,201,868	\$1,188,311	\$1,300,187	\$1,409,336
TOTAL EXPENSES		\$1,201,868	\$1,188,311	\$1,300,187	\$1,409,336
GRAND TOTAL		\$1,201,868	\$1,188,311	\$1,300,187	\$1,409,336

ERRS Retirement Payment FY 2019

ERRS Retirement Assessment	1,776,890
Early Payment Credit	(33,773)
<hr/>	
Total Assessment	1,743,117
Less MELD share @ 19.15%	(333,781)
<hr/>	
Total Town Net Share	\$1,409,336

PERAC

COMMONWEALTH OF MASSACHUSETTS | PUBLIC EMPLOYEE RETIREMENT ADMINISTRATION COMMISSION

PHILIP Y. BROWN, ESQ., *Chairman*

JOSEPH E. CONNARTON, *Executive Director*

Auditor SUZANNE M. BUMP | KATHLEEN M. FALLON | KATE FITZPATRICK | JAMES M. MACHADO | ROBERT B. MCCARTHY | JENNIFER F. SULLIVAN

MEMORANDUM

TO: Essex Regional Retirement Board
FROM: Joseph E. Connarton, Executive Director
RE: Appropriation for Fiscal Year 2019
DATE: December 12, 2017

Required Fiscal Year 2019 Appropriation: **\$34,621,309**

This Commission is hereby furnishing you with the amount to be appropriated for your retirement system for Fiscal Year 2019 which commences July 1, 2018.

Attached please find summary information based on the present funding schedule for your system and the portion of the Fiscal Year 2019 appropriation to be paid by each of the governmental units within your system.

The amount above assumes appropriations will be made in equal installments on July 1 and January 1. Some units make the appropriation in full on July 1. The allocation shows the figures for each unit on both bases. In addition to the amount shown in the current funding schedule, the appropriation includes the additional special appropriation for the Manchester-Essex Regional School District and the Rowley Housing Authority based upon a recent CRAB decision. We have included these additional amounts in the ERI column on page 2 and Additional Appropriation for CRAB column on pages 3 and 4.

If you have any questions, please contact PERAC's Actuary, Jim Lamenzo, at (617) 666-4446 Extension 921.

JEC/jrl
Attachments

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Essex Regional Retirement Board

Projected Appropriations

Fiscal Year 2019 - July 1, 2018 to June 30, 2019

Aggregate amount of appropriation: **\$34,621,309**

Fiscal Year	Estimated Cost of Benefits	Funding Schedule (Excluding ERI)	ERI	Total Appropriation	Pension Fund Allocation	Pension Reserve Fund Allocation	Transfer From PRF to PF
FY 2019	\$35,980,776	\$34,040,036	\$581,273	\$34,621,309	\$34,621,309	\$0	\$1,359,467
FY 2020	\$37,745,341	\$36,938,491	\$245,634	\$37,184,125	\$37,184,125	\$0	\$561,216
FY 2021	\$39,597,877	\$39,883,081	\$53,764	\$39,936,845	\$39,597,877	\$338,968	\$0
FY 2022	\$41,542,770	\$42,838,953	\$54,589	\$42,893,542	\$41,542,770	\$1,350,772	\$0
FY 2023	\$43,584,624	\$45,563,867	\$55,453	\$45,619,320	\$43,584,624	\$2,034,696	\$0

The Total Appropriation column shown above is in accordance with your current funding schedule and the scheduled payment date(s) in that schedule. Whenever payments are made after the scheduled date(s), the total appropriation should be revised to reflect interest at the rate assumed in the most recent actuarial valuation. Payments should be made before the end of the fiscal year.

For illustration, we have shown the amount to be transferred from the Pension Reserve Fund to the Pension Fund to meet the estimated Cost of Benefits for each year. If there are sufficient assets in the Pension Fund to meet the Cost of Benefits, this transfer is optional.

Essex Regional Retirement System FY19 Appropriation by Governmental Unit

Aggregate amount for appropriation for the Pension Fund: \$34,040,036
 Aggregate amount for appropriation for the Pension Reserve Fund: \$0
 Aggregate additional appropriation for the E.R.I.: \$581,273

<u>UNIT</u>	<u>PEN.FND. APP %</u>	<u>PENSION FUND APPROP.</u>	<u>PENSION RES. FUND APPROP.</u>	<u>ADD'L. APP. FOR E.R.I.</u>	<u>ADD'L. APP. FOR CRAB</u>	<u>TOTAL APPROP.</u>	<u>APPROP PAID JULY 1</u>
Agricultural School	0.00%	0	0			0	0
Retirement Board	0.38%	129,352	0			129,352	126,893
Town of Boxford	3.80%	1,293,521	0			1,293,521	1,268,935
Town of Essex	1.72%	585,489	0			585,489	574,361
Town of Georgetown	4.87%	1,657,750	0	79,230		1,736,980	1,703,966
Town of Groveland	2.21%	752,285	0	8,096		760,381	745,929
Town of Hamilton	2.76%	939,505	0			939,505	921,648
Town of Ipswich	10.25%	3,489,104	0			3,489,104	3,422,787
Town of Lynnfield	8.15%	2,774,263	0	145,297		2,919,560	2,864,069
Town of Manchester	3.50%	1,191,401	0			1,191,401	1,168,756
Town of Merrimac	2.36%	803,345	0	45,865		849,210	833,069
Town of Middleton	5.22%	1,776,890	0			1,776,890	1,743,117
Town of Nahant	2.50%	851,001	0			851,001	834,826
Town of Newbury	2.08%	708,033	0			708,033	694,576
Town of North Andover	15.54%	5,289,822	0			5,289,822	5,189,280
Town of Rockport	5.25%	1,787,102	0	7,966		1,795,068	1,760,950
Town of Rowley	2.79%	949,717	0			949,717	931,666
Town of Salisbury	4.15%	1,412,661	0	102,302		1,514,963	1,486,168
Town of Topsfield	3.35%	1,140,341	0			1,140,341	1,118,667
Town of Wenham	2.14%	728,457	0			728,457	714,611
Town of West Newbury	1.97%	670,589	0	29,371		699,960	686,656
East,Essex Vet.Dist.	0.09%	30,636	0			30,636	30,054
No.And.-Box.Vet.Dist.	0.00%	0	0			0	0
North Essex Vet.Dist.	0.00%	0	0			0	0
Byfield Water Dist.	0.07%	23,828	0			23,828	23,375
Lynnfld.Ctr.Wat.Dist.	0.28%	95,312	0			95,312	93,500
Lynnfield Water Dist.	0.21%	71,484	0			71,484	70,125
NE Mass Mosq.Cont.	0.41%	139,564	0			139,564	136,911
Ham.-Wen.Reg.School	2.72%	925,889	0			925,889	908,291
Man-Essex Reg. School	1.50%	510,600	0		19,124	529,724	519,656
Masconomet Reg.School	1.90%	646,761	0			646,761	634,468
Pentucket Reg.School	3.05%	1,038,221	0	37,623		1,075,844	1,055,396
Triton Reg.School	3.06%	1,041,625	0	30,664		1,072,289	1,051,908
Essex Housing Authority	0.04%	13,616	0	4,078		17,694	17,358
Georgetown Hous.Auth.	0.17%	57,868	0			57,868	56,768
Groveland Hous. Auth.	0.07%	23,828	0			23,828	23,375
Hamilton Hous.Auth.	0.05%	17,020	0			17,020	16,697
Ipswich Housing Auth.	0.36%	122,544	0	27,004		149,548	146,706
Lynnfield Hous.Auth.	0.07%	23,828	0			23,828	23,375
Manchester Hous. Auth.	0.08%	27,232	0			27,232	26,714
Merrimac Hous.Auth.	0.02%	6,808	0			6,808	6,679
Middletown Hous.Auth.	0.05%	17,020	0			17,020	16,697
Nahant Housing Auth.	0.03%	10,212	0	8,717		18,929	18,569
No.Andover Hous.Auth.	0.42%	142,968	0	13,552		156,520	153,545

In accordance with your funding schedule, appropriations are due July 1 and January 1. Whenever payments are made at a date one month or more before the scheduled date or whenever payments are made one month or more after the scheduled date, PERAC's actuary should be contacted so that a revised amount can be calculated. Payments will be adjusted with interest at the rate assumed in the actuarial valuation used as the basis for your schedule. In no case may payments be made at a date beyond this fiscal year.

Essex Regional Retirement System FY19 Appropriation by Governmental Unit

Aggregate amount for appropriation for the Pension Fund: \$34,040,036
 Aggregate amount for appropriation for the Pension Reserve Fund: \$0
 Aggregate additional appropriation for the E.R.I.: \$581,273

<u>UNIT</u>	<u>PEN.FND.</u> <u>APP %</u>	<u>PENSION FUND</u> <u>APPROP.</u>	<u>PENSION RES.</u> <u>FUND APPROP.</u>	<u>ADD'L. APP.</u> <u>FOR E.R.I.</u>	<u>ADD'L. APP.</u> <u>FOR CRAB</u>	<u>TOTAL</u> <u>APPROP.</u>	<u>APPROP</u> <u>PAID JULY 1</u>
Rockport Hous.Auth.	0.11%	37,444	0			37,444	36,732
Rowley Hous. Auth.	0.04%	13,616	0		16,279	29,895	29,327
Salisbury Hous. Auth.	0.08%	27,232	0			27,232	26,714
Topsfield Hous.Auth.	0.05%	17,020	0			17,020	16,697
Wenham Housing Auth.	0.08%	27,232	0	6,105		33,337	32,703
W. Newbury Hous. Auth.	0.00%	0	0			0	0
TOTAL	100.00%	\$34,040,036	\$0	\$545,870	\$35,403	\$34,621,309	\$33,963,270

In accordance with your funding schedule, appropriations are due July 1 and January 1. Whenever payments are made at a date one month or more before the scheduled date or whenever payments are made one month or more after the scheduled date, PERAC's actuary should be contacted so that a revised amount can be calculated. Payments will be adjusted with interest at the rate assumed in the actuarial valuation used as the basis for your schedule. In no case may payments be made at a date beyond this fiscal year.

p:/exceldir/actuarial/tessap19.xlsx

01914157 HEALTH INSURANCE

01914157__577100	BC/BS	719,943	694,249	801,525	884,789
TOTAL EXPENSES		\$719,943	\$694,249	\$801,525	\$884,789
TOTAL GENERAL FUND		\$719,943	\$694,249	\$801,525	\$884,789
TOTAL EXPENSES		\$719,943	\$694,249	\$801,525	\$884,789
GRAND TOTAL		\$719,943	\$694,249	\$801,525	\$884,789

01195152 TOWN REPORT - SERVICES

01195152__534300	TOWN REPORT	5,000	2,412	5,000	5,000
TOTAL SERVICES		\$5,000	\$2,412	\$5,000	\$5,000
TOTAL GENERAL FUND		\$5,000	\$2,412	\$5,000	\$5,000
TOTAL EXPENSES		\$5,000	\$2,412	\$5,000	\$5,000
GRAND TOTAL		\$5,000	\$2,412	\$5,000	\$5,000

01196152 AUDIT - SERVICES

01196152__530700	AUDIT	26,000	26,000	30,000	0
TOTAL SERVICES		\$26,000	\$26,000	\$30,000	\$0
TOTAL GENERAL FUND		\$26,000	\$26,000	\$30,000	\$0
TOTAL EXPENSES		\$26,000	\$26,000	\$30,000	\$0
GRAND TOTAL		\$26,000	\$26,000	\$30,000	\$0

01199157 STREET LIGHTS - SERVICES

01199157__554900	STREET LIGHTS	60,000	54,377	40,000	0
TOTAL SERVICES		\$60,000	\$54,377	\$40,000	\$0
TOTAL GENERAL FUND		\$60,000	\$54,377	\$40,000	\$0
TOTAL EXPENSES		\$60,000	\$54,377	\$40,000	\$0
GRAND TOTAL		\$60,000	\$54,377	\$40,000	\$0

01692157 MEMORIAL DAY - OTHER EXPENSES

01692157__578200	MEMORIAL DAY	5,000	4,017	5,000	5,000
TOTAL EXPENSES		\$5,000	\$4,017	\$5,000	\$5,000
TOTAL GENERAL FUND		\$5,000	\$4,017	\$5,000	\$5,000
TOTAL EXPENSES		\$5,000	\$4,017	\$5,000	\$5,000
GRAND TOTAL		\$5,000	\$4,017	\$5,000	\$5,000

01913157 UNEMPLOYMENT - OTHER EXPENSES

01913157__571600	PERSONAL SERVICES UNEMPLOYMENT	10,000	772	10,000	10,000
TOTAL OTHER EXPENSES		\$10,000	\$772	\$10,000	\$10,000
TOTAL GENERAL FUND		\$10,000	\$772	\$10,000	\$10,000
TOTAL EXPENSES		\$10,000	\$772	\$10,000	\$10,000
GRAND TOTAL		\$10,000	\$772	\$10,000	\$10,000

01915157 LIFE INSURANCE EXPENSES

01915157__577500	GROUP HEALTH INS.	2,000	1,794	2,000	3,000
TOTAL EXPENSES		\$2,000	\$1,794	\$2,000	\$3,000
TOTAL GENERAL FUND		\$2,000	\$1,794	\$2,000	\$3,000
TOTAL EXPENSES		\$2,000	\$1,794	\$2,000	\$3,000
GRAND TOTAL		\$2,000	\$1,794	\$2,000	\$3,000

01916157 MEDICARE /DEP TAX					
01916157__577810	MEDICARE	69,000	78,378	76,000	82,000
TOTAL MEDICARE /DEP TAX		\$69,000	\$78,378	\$76,000	\$82,000
TOTAL GENERAL FUND		\$69,000	\$78,378	\$76,000	\$82,000
TOTAL EXPENSES		\$69,000	\$78,378	\$76,000	\$82,000
GRAND TOTAL		\$69,000	\$78,378	\$76,000	\$82,000

01945157 LIABILITY INSURANCE

01945157__574000	INSURANCE	146,200	146,016	161,200	206,250
TOTAL LIABILITY INSURANCE		\$146,200	\$146,016	\$161,200	\$206,250
TOTAL GENERAL FUND		\$146,200	\$146,016	\$161,200	\$206,250
TOTAL EXPENSES		\$146,200	\$146,016	\$161,200	\$206,250
GRAND TOTAL		\$146,200	\$146,016	\$161,200	\$206,250

Liability Insurance

	Proposed FY19 Budget
Liability Insurance	
MIIA Pooled Coverages (Includes public official liability and all other policies)	157,000
Worker's Compensation	110,000
Chubb and Son (insurance for Police/Fire)	55,000
Endorsements and Changes	5,500
Renaissance Alliance (40 School Street insurance)	1,600
Renaissance Alliance (abonded bldg)	550
Traveler's (bonds for various employees)	1,600
Total All Categories	331,250
MELD's share of Liability and Worker's Comp	(35,000)
School's share of MIIA coverage	(90,000)
Net Insurance Budget	206,250
	\$206,250

Police Department

Police Chief: James DiGianvittorio

Department Description

President Calvin Coolidge once said, “No one is compelled to choose the profession of a police officer, but having chosen it, everyone is obligated to live up to the standards of its requirements.”

Last year I spoke about how society’s perception of law enforcement is constantly changing; again this year there has been no difference. Last year we woke each morning and learned about the all-too-familiar news of officers across the country being ambushed or gunned down. This year we watched in horror the madness that unfolded before our very eyes when on Sunday October 1st, the Route 91 Harvest Country Music Festival in Las Vegas, an outdoor music concert, was interrupted by the sounds of gunfire. Police said the gunman fired on the crowd of approximately 22,000 people from the 32nd floor of the Mandalay Bay Resort and Casino. Then just weeks later in New York, Sayfullo Saipov in the name of ISIS drove down a busy bicycle path near the World Trade Center and killed eight people and injured over a dozen more in what officials say was an “Act of Terror”.

The frightening part about these stories is that they are not episodes of one of the many police drama shows we watch on T.V. its reality. It’s the realism that the men and women of our profession are facing more and more each day. The fact that over 60 people lost their lives and over 500 people were injured in these senseless acts makes you stop and think about what we as a society place as priorities in our lives.

In 2017 I had the privilege and honor not only to continue as your Police Chief, but also to represent every Police Chief in the State as President of the Massachusetts Chiefs of Police Association. As these senseless acts were being perpetrated around the globe we met and strategized on what we could do to protect our own citizens in our own communities against these acts of violence, however, the reality is, we are all susceptible and vulnerable to similar acts. Our only recourse is to make sure that our police officers are properly trained and ready to act when called upon to do so.

When I talk about priorities I was amazed by all the hype at the beginning of the NFL season when many were up in arms about the NFL and some of its team members taking a knee during the National Anthem. This seems pretty petty in comparison to what the men and women in law enforcement must contend with on a daily basis. Yet, we had a duty to protect and serve our communities and still stay true to our beliefs.

Our Police organization holds true to the core values and makes every attempt to stay out of the political game. However, after some of the players on our New England Patriots team came out in the press and reiterated their statement that the reason for the knee was due to “Police Brutality” & “Racial Inequality” the Executive Board of the MA Chiefs found it in the Associations best interest to try to extend the olive branch and establish an opportunity to engage in a dialog with the team in an effort to find some common ground.

This must stop! We must promote mutual respect with the general public and build bridges in our communities. One way we can do this is through supporting community based problem solving along with a willingness to take principled stands in the face of bias, injustice, racism, hatred, and acts of violence. We must continually remind ourselves to be vigilant, courageous and bold during this time of uncertainty. “We are all in this together”. It’s time for the law enforcement culture to embrace a “Guardian-rather than a Warrior” mentality.

On September 23, 2017 our department felt a punch to the stomach when we learned that one of our own, Reserve Officer Michele Nowak, had suddenly passed away. Michele Marie Nowak, the beloved wife of Mark Nowak and mother to daughter Allyson and son Christopher died from an apparent heart attack while vacationing with friends. Michele was a member of this department for many years and made a profound impact in this community. She was also the DARE officer for the Town of Boxford Police Department. Mark, on many occasions, told me that Michele loved being a cop in both communities.

I have been in this field for over 33 years and been to many services for police officers who have passed. The overwhelming support that her family and this department felt in the days after her death speaks volumes for the type of woman, wife, mother and police officer Michele really was.

Michele’s spent her entire life protecting those around her, she put others before herself, and she never wavered from her commitment to both communities.

Her positive attitude, devotion to her career, and her zest for life will never be forgotten. Michele rest in peace, you are deeply missed and you will be forever remembered.

Fiscal Year 2018 Accomplishments

-)] The Middleton Police Department promoted its first full-time Detective. Detective Adam Maccini has been a patrolman for the department for the past ten years. He has been attending specialty training in all aspects of investigation since his new role as detective begun.
-)] The Department hired longtime DPW employee Karen Matsubara as the new Executive Secretary for the Police Department, Karen has just completed her first full year with the department.

-) Our Department is currently in the process of becoming State Certified by the Massachusetts State Accreditation Commission.
-) Officer Henry Bouchard IV graduated the fulltime academy in February of 2017. Henry is the grandson of the late Middleton Police Officer Henry Bouchard who worked for this community for many years.
-) Continued to work with the school departments with our School resource officer, DARE Officers.

The Middleton Police Department will work to change the mindset of the public by:

-) Encouraging officers of all ranks and assignments to engage in some kind of community service outreach or services, on and off duty.
-) Bringing back our Citizen Police Academy.
-) Ensuring that our command staff members model a service mind-set and community engagement.
-) Rewarding officers who go the “extra mile” to help a distressed citizen or work with a community group to address a problem.

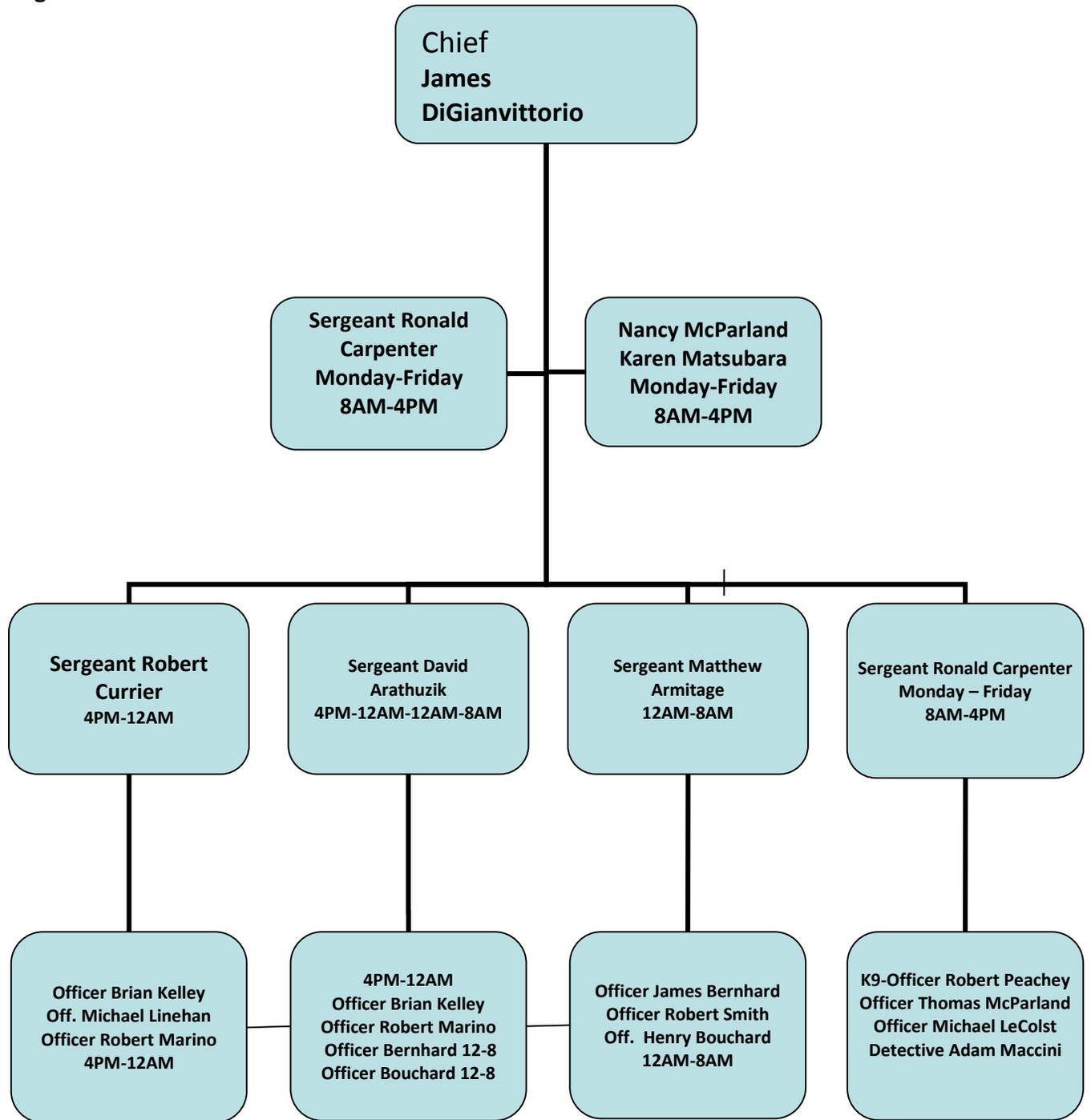
These types of activities humanize the police in the eyes of the public while, at the same time, provide officers with a positive interaction with the community.

One way we can combat these changing times is through increased transparency. Police have a natural tendency to want to keep department tactics, processes, and even procedures within the agency and close to the chest. However, we are under a microscope and the best way to stay vigilant is to stay transparent.

I promise to be an open, accountable, accessible Police Chief. I will be responsive to the concerns of the department and the community in which we serve. I will be an advocate for the community’s needs by being transparent and accountable to each and every one of you.

I would like to thank the officers of this department for the work that they do every day to protect and serve the citizens of this fine community.

Organizational Chart



<p>Reserve Officers Officer Richard Mendes Officer Charles Costigan Officer John Griffith Officer Gary Lacey</p>	<p>Officer Richard Cardinale Officer Wade Maribito Officer Richard Kassiotis Officer Jose Hernandez</p>	<p>Officer Mark Finer Officer Leonardo Jorge Officer Joseph Fedullo</p>
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Fiscal Year 2019 Goals and Objectives

The Department has established the following goals in order to provide the community with the level of police services it demands and the level of safety it expects:

1. To maintain competent staff to ensure the delivery of quality service to the community.

Objectives:

-) Recruit and hire quality employees.
-) Train employees and develop leadership skills, by sending members of the Command Staff to the FBI Law Enforcement Executive Development Seminars.
-) Encourage employees to seek college education to further their training and commitment in the law enforcement field. We have established programs within the department to help defray the cost of schooling for the officers and help them strive to better educate themselves.
-) Be accountable to all members of the Department by giving the officers the tools to successfully execute their duties and responsibilities.
-) We have instituted a "Wellness Program" to allow officers to maintain good physical fitness.

2. To obtain resources necessary to achieve our mission from broad and diverse sources.

Objectives:

-) Plan for the future, by soliciting ideas from the staff to better serve the residents of this community.
-) Evaluate the cost effectiveness of programs and create a checks and balances system to assure full cooperation.
-) Develop and use strong management practices.

3. To maintain a high level of support and trust from the community we serve.

Objectives:

-) Be involved in the community; Develop positive public perceptions of the Department, by reinstating the Citizens Police Academy.
-) Promote mutual understanding and trust between business owners and officers in a proactive policing approach.
-) Assure a fair, honest, open and responsive approach to community needs.
-) Build citizen trust in our programs and personnel.
-) We are working towards Statewide Certification in the Accreditation process.

4. To provide the citizens of Middleton the opportunity to enhance and improve the public safety rule of the road.

Objectives:

-) Promote roadway safety through fair and consistent traffic enforcement with assistance from the Governor's Highway Safety Bureau grants. Promote roadway safety through public education, safety meetings and training in conjunction with the Town of Middleton Senior Center.
-) Work closely with the Design Review Committee to identify and correct traffic control design issues.

5. To provide an environment in which the community feels secure from crime.

Objectives:

-) Take equal and timely enforcement action on violations of criminal law.
-) Take the necessary steps toward crime prevention by creating a proactive community outreach program.
-) Actively engage in positive programs for the youth of the community.

6. To maintain social order consistent with community standards and statutory requirements.

Objectives:

-) Deliver police services based on community needs.
-) Address safety concerns with the community.
-) Provide services consistent with statutory requirement.

Every day we ask our officers to put their lives on the line to ensure the safety of all, and for that they deserve everyone's respect and appreciation.

01210151 POLICE - SALARIES

01210151__511000	SALARIES & WAGES	966,303	936,376	1,002,177	1,089,140
01210151__511100	DEPT. HEAD SALARY	102,707	102,707	105,274	106,856
01210151__511300	OVERTIME	155,153	155,153	160,978	162,510
01210151__512200	PART TIME	81,973	81,973	81,973	84,023
01210151__512400	CONTRACT ADJUSTMENT	0	0	0	0
01210151__512500	INCENTIVE PAY	127,420	127,420	133,452	143,366

TOTAL SALARIES		\$1,433,556	\$1,403,629	\$1,483,854	\$1,585,895
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01210152 POLICE - SERVICES

01210152__521700	ELECTRICITY	11,236	8,888	11,236	11,236
01210152__521800	FUEL	5,921	2,984	5,921	5,921
01210152__524000	EQUIPMENT REPAIR	11,600	11,600	11,600	11,600
01210152__530500	ADVERTISING	200	200	200	200
01210152__532000	TRAINING AND EDUCATION	73,650	47,716	74,609	76,511
01210152__534000	POSTAGE	470	470	470	470
01210152__534100	TELEPHONE	7,500	8,128	5,400	7,000
01210152__534200	COPIER/PRINTING	1,100	916	1,400	1,400
01210152__535200	MOBILE TELEPHONE	5,900	2,403	4,900	4,900
01210152__538200	CONTRACTUAL SERVICES	21,013	15,830	23,262	22,483

TOTAL SERVICES		\$138,590	\$99,135	\$138,998	\$141,721
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01210154 POLICE - SUPPLIES

01210154__542000	OFFICE SUPPLIES	4,000	4,000	2,000	2,000
01210154__543000	BUILDING MAINTENANCE	3,000	2,659	4,000	4,000
01210154__551300	AMMUNITION	4,700	4,700	5,000	5,500
01210154__551400	FLASH BATTERIES	250	250	250	250
01210154__551500	FIRST AID	150	56	150	150
01210154__551600	SUPPLIES POLICE FLARES	150	150	150	150
01210154__551700	PHOTO SUPPLIES	900	732	900	900
01210154__551800	PETTY CASH	500	239	500	500
01210154__551900	PATROLMEN UNIFORM ALLOW	8,400	9,856	9,000	10,800
01210154__552000	RESERVES UNIFORM ALLOW	4,550	3,381	4,550	5,600
01210154__552100	PATROLMEN UNIFORM CLEAN	10,150	9,969	10,875	11,600
01210154__552200	RESERVE UNIFORM CLEANING	6,300	4,675	6,300	6,300
01210154__552300	UNIFORM REPLACEMENTS	1,550	1,546	1,550	1,550
01210154__552400	K-9 SUPPLIES	0	0	2,000	4,000

TOTAL SUPPLIES		\$44,600	\$42,213	\$47,225	\$53,300
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01210157 POLICE - OTHER EXPENSES

01210157__571000	TRAVEL	32,000	25,220	32,000	32,000
01210157__573000	DUES,FEES, AND SUBSCRIPTIONS	4,395	4,395	4,730	9,880

TOTAL EXPENSES		\$36,395	\$29,615	\$36,730	\$41,880
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01210158 POLICE - CAPITAL OUTLAY

01210158__587900	NEW CRUISER	6,000	0	6,000	50,000
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TOTAL CAPITAL OUTLAY		\$6,000	\$0	\$6,000	\$50,000
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TOTAL GENERAL FUND		\$1,659,141	\$1,574,592	\$1,712,807	\$1,872,796
TOTAL EXPENSES		\$1,659,141	\$1,574,592	\$1,712,807	\$1,872,796
GRAND TOTAL		\$1,659,141	\$1,574,592	\$1,712,807	\$1,872,796

	Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
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Police Department

General Government #200

Department #210

Expense Code

Expense Classification

151	Personal Services	\$ 1,433,556	\$ 1,403,629	\$ 1,483,854	\$ 1,585,895
152	Purchase of Services	\$ 138,590	\$ 99,135	\$ 138,998	\$ 141,721
154	Purchase of Supplies	\$ 44,600	\$ 42,213	\$ 47,225	\$ 53,300
157	Other Charges and Expenses	\$ 36,395	\$ 29,615	\$ 36,730	\$ 41,880
158	Capital Outlay	\$ 6,000	\$ -	\$ 6,000	\$ 50,000
	Department Total	\$ 1,659,141	\$ 1,574,592	\$ 1,712,807	\$ 1,872,796

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	Personal Services				
511100	Depart. Head Salary	\$ 102,707	\$ 102,707	\$ 105,274	\$ 106,856
511000	Regular Wages	\$ 966,303	\$ 936,376	\$ 1,002,177	\$ 1,089,140
511300	Overtime/Yr.End Pay Out	\$ 155,153	\$ 155,153	\$ 160,978	\$ 162,510
512200	Part Time Wages:	\$ 81,973	\$ 81,973	\$ 81,973	\$ 84,023
512400	Adjustment FY15	\$ -	\$ -	\$ -	\$ -
512400	Adjustment FY16	\$ -	\$ -	\$ -	\$ -
512500	Incentive Pay	\$ 127,420	\$ 127,420	\$ 133,452	\$ 143,366
	Total Personal Services	\$ 1,433,556	\$ 1,403,629	\$ 1,483,854	\$ 1,585,895
152	Purchase of Services				
521700	Electricity/Utilities	\$ 11,236	\$ 8,888	\$ 11,236	\$ 11,236
521800	All Systems (Heat)	\$ 5,921	\$ 2,984	\$ 5,921	\$ 5,921
524000	Equipment Repair	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600
530500	Advertising	\$ 200	\$ 200	\$ 200	\$ 200
532000	Training/Education	\$ 73,650	\$ 47,716	\$ 74,609	\$ 76,511
534000	Postage	\$ 470	\$ 470	\$ 470	\$ 470
534100	Telephone	\$ 7,500	\$ 8,128	\$ 5,400	\$ 7,000
534200	Copier Expenses	\$ 1,100	\$ 916	\$ 1,400	\$ 1,400
535200	Mobile Telephones	\$ 5,900	\$ 2,403	\$ 4,900	\$ 4,900
538200	Contractual Services	\$ 21,013	\$ 15,830	\$ 23,262	\$ 22,483
152	Total Purchase of Services	\$ 138,590	\$ 99,135	\$ 138,998	\$ 141,721

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
154	Purchase of Supplies				
542000	Office Supplies	\$ 4,000	\$ 4,000	\$ 2,000	\$ 2,000
543000	Building Maintenance	\$ 3,000	\$ 2,659	\$ 4,000	\$ 4,000
551300	Ammunition/Taser	\$ 4,700	\$ 4,700	\$ 5,000	\$ 5,500
551400	Flashlight Batteries	\$ 250	\$ 250	\$ 250	\$ 250
551500	First Aid Supplies	\$ 150	\$ 56	\$ 150	\$ 150
551600	Police Flares	\$ 150	\$ 150	\$ 150	\$ 150
551700	Photo Supplies	\$ 900	\$ 732	\$ 900	\$ 900
551800	Petty Cash	\$ 500	\$ 239	\$ 500	\$ 500
551900	Patrolmen Uniforms	\$ 8,400	\$ 9,856	\$ 9,000	\$ 10,800
552000	Reserve Uniforms	\$ 4,550	\$ 3,381	\$ 4,550	\$ 5,600
552100	Patrolman Cleaning	\$ 10,150	\$ 9,969	\$ 10,875	\$ 11,600
552200	Reserve Cleaning	\$ 6,300	\$ 4,675	\$ 6,300	\$ 6,300
552300	Replacement Uniforms FT/PT Cloth/Clean/Clerks	\$ 1,550	\$ 1,546	\$ 1,550	\$ 1,550
552400	K-9	\$ -	\$ -	\$ 2,000	\$ 4,000
154	Total Purchase of Supplies	\$ 44,600	\$ 42,213	\$ 47,225	\$ 53,300
157	Other Charges & Expenses				
571000	Travel(Cruiser Fuel)	\$ 32,000	\$ 25,220	\$ 32,000	\$ 32,000
573000	Dues, Fees,Subscriptions	\$ 4,395	\$ 4,395	\$ 4,730	\$ 9,880
157	Total Other Charges & Expenses	\$ 36,395	\$ 29,615	\$ 36,730	\$ 41,880

	Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
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Police Department
 General Government #200
 Department #210

Expense Code

Expense Classification

158

Capital Outlay

587900

**A. Cruiser/Leather Gear
 New Cruiser**

\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
\$ -	\$ -	\$ -	\$ -

**B. Hard Cash Match for
 State/Federal Grant**

Programs like:

1. Highway Safety
2. Cops in Shops
3. IACP Grant
4. Selective Enforce.

Total Capital Outlay

\$ 6,000	\$ -	\$ 6,000	\$ 50,000
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**Total Department
 Supplies, Expenses,
 Capital Outlay**

\$ 86,995	\$ 71,828	\$ 89,955	\$ 145,180
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	Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
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Police Department
 General Government #200
 Department #210

Expense Code

Expense Classification

151

Personal Services

511100

Chief DiGianvittorio

\$ 102,707 \$ 102,707 \$ 105,274 \$ 106,856

511000

Regular Wages

Sgt. Ronald Carpenter	\$ 69,079	\$ 69,079	\$ 70,806	\$ 72,576
Sgt. Robert Currier	\$ 69,596	\$ 69,596	\$ 71,336	\$ 73,119
Sgt. David Arathuzik	\$ 68,318	\$ 68,318	\$ 70,026	\$ 71,777
Sgt. Matthew Armitage	\$ 64,463	\$ 64,463	\$ 69,523	\$ 71,261
Robert Peachey, Jr.	\$ 59,795	\$ 59,795	\$ 61,290	\$ 62,822
Thomas McParland	\$ 59,031	\$ 59,031	\$ 60,507	\$ 62,020
Brian Kelley	\$ 59,031	\$ 59,031	\$ 60,507	\$ 62,020
Michael LeColst	\$ 58,789	\$ 58,789	\$ 60,259	\$ 63,815
James Bernhard	\$ 58,544	\$ 58,544	\$ 60,008	\$ 61,508
Det .Adam Maccini	\$ 58,544	\$ 58,544	\$ 60,008	\$ 63,874
Michael Linehan	\$ 58,029	\$ 58,029	\$ 59,480	\$ 60,967
Robert Marino	\$ 58,029	\$ 58,029	\$ 59,480	\$ 60,967
Robert Smith	\$ 58,029	\$ 58,029	\$ 59,480	\$ 60,967
Henry Bouchard	\$ 52,450	\$ 52,450	\$ 53,761	\$ 60,967
Nancy McParland	\$ 49,381	\$ 49,381	\$ 50,616	\$ 52,135
Karen Matsubara	\$ -	\$ -	\$ 47,050	\$ 48,464
Paula Steinmetz	\$ 41,155	\$ 15,128	\$ -	\$ -
Detective	\$ -	\$ -	\$ 4,000	\$ -
New Officer	\$ -	\$ -	\$ -	\$ 53,761

Subtotal Regular Wages \$ 942,263 \$ 916,236 \$ 978,137 \$ 1,063,020

	Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
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Police Department
 General Government #200
 Department #210

Expense Code
511000

Expense Classification
Personal Services

Night Differential	\$ 22,880	\$ 19,740	\$ 22,880	\$ 24,960
Dispatcher Stipend	\$ 360	\$ -	\$ 360	\$ 360
Billing Stipend	\$ 600	\$ -	\$ 600	\$ 600
CPR/AED Clerical	\$ 200	\$ 400	\$ 200	\$ 200
Subtotal	\$ 24,040	\$ 20,140	\$ 24,040	\$ 26,120
151 Total Regular Wages	\$ 966,303	\$ 936,376	\$ 1,002,177	\$ 1,089,140

	Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
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Police Department
 General Government #200
 Department #210

<u>Expense Code</u>	<u>Expense Classification</u>				
151	<u>Reserve Name</u>	<u>FY17 Cleaning</u>	<u>FY17 Shifts</u>	<u>Productivity Amount Earned</u>	<u>Productivity Amount Earned</u>
	Richard Mendes	-	-	-	-
	Charles Costigan	450	77	1,200	1,200
	John Griffith	450	64	1,200	1,200
	Gary Lacey	450	62	1,200	1,200
	Richard Cardinale	450	14	200	200
	Wade Maribito	450	21	400	400
	Richard Kassiotis	450	42	900	900
	Michele Nowak	450	54	1,200	1,200
	Jose Hernandez	450	23	400	400
	Mark Finer	450	83	1,200	1,200
	Leonardo Jorge	-	12	-	-
	Joseph Fedullo	450	80	1,200	1,200
		-	-	-	-
		-	-	-	-
	Totals	\$ 4,500	532	\$ 9,100	\$ 9,100

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	Personal Services				
511000	Night Differential				
12M-8A					
Per Week \$150x52 weeks=\$7,800					
Officer 1 = \$50x52 = \$2,600		\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
Officer 2 = \$50x52 = \$2,600		\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
Officer 3 = \$50x52 = \$2,600		\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
Officer 4 = \$50x52 = \$2,600		\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,600
4P-12M					
Officer 1 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 2,080	\$ 2,080
Officer 2 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 2,080	\$ 2,080
Officer 3 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 2,080	\$ 2,080
Officer 4 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 2,080	\$ 2,080
Officer 5 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 2,080	\$ 2,080
Officer 6 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 2,080	\$ 2,080
Officer 7 = \$40x52=\$2,080		\$ -	\$ -	\$ -	\$ 2,080
	Total Night Differential	\$ 22,880	\$ 22,880	\$ 22,880	\$ 24,960

	Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
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Police Department
 General Government #200
 Department #210

Expense Code Expense Classification
 151 Personal Services

511300 **FY17 Overtime:(Average OT=\$48./hr.= \$384. Shift)**
 FY18 Overtime:(Average OT=\$49./hr.= \$392. Shift)
 FY19 Overtime:(Average OT=\$50./hr.= \$400. Shift)

A. Regular Shifts Filled:

FY2017 52x\$384=\$19,968						
FY2018 52x\$392=\$20,384						
FY2019 52x\$400=\$20,800	\$	19,968	\$	19,968	\$	20,384
					\$	20,800

B. Regular Overtime (16 Officers):

FY2017 1/hr/wk/x13 Officersx\$48/hr.= \$32,448						
FY2018 1/hr/wk/x14 Officersx\$48/hr.= \$34,944						
FY2019 1/hr/wk/x16 Officersx\$50/hr.= \$41,600	\$	34,944	\$	34,944	\$	38,220
					\$	41,600

	Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department				
General Government #200				
Department #210				
<u>Expense Code</u>				
		<u>Expense Classification</u>		
		Personal Services		
151				
C. Used Holiday,Vacation Time & End of Year Pay Out=130 days x \$360				
FY2017 142 days x \$360=\$51,120				
FY2018 144 days x \$360=\$52,398				
FY2019 146 days x \$369=\$52,708	\$ 51,120	\$ 51,120	\$ 52,398	\$ 53,708
D. 3 Elections @ 16 hrs. x \$50=\$2,411/Early Voting 6 hrs/8A-2P= \$300	\$ 2,304	\$ 2,304	\$ 2,352	\$ 2,711
E. Court Time 434 hrs.x \$50=\$21,798	\$ 20,832	\$ 20,832	\$ 21,266	\$ 21,798
F. Drug Dare Program	\$ 4,266	\$ 4,266	\$ 4,266	\$ 4,373
G. Detention 225 hrs. x \$50=\$11,301	\$ 10,800	\$ 10,800	\$ 11,025	\$ 11,301
H. Chief Wills Day	\$ -	\$ -	\$ -	\$ -
I. Pumpkin Festival	\$ -	\$ -	\$ -	\$ -
J. Dispatcher O.T./Ext.Day/Matron Callback	\$ 3,200	\$ 3,200	\$ 3,280	\$ 3,362
K. Community Resource Officers	\$ 2,719	\$ 2,719	\$ 2,787	\$ 2,857
L. *NEMLEC North Eastern MA Law Enf.Council	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Total Overtime	\$ 155,153	\$ 155,153	\$ 160,978	\$ 162,510

Footnote: Overtime for Chief Wills Day, Pumpkin Festival Winter Festival and other community based events. \$9,000 from Overtime

***Changed to Dues/Fees per CFO**

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	Personal Services				
512200	Reserve Officers Part Time Regular Wages				
Replacement of Regular Shifts & Scheduled Call Shifts					
FY2017 360 Shifts x \$155 = \$55,800					
FY2018 360 Shifts x \$159 = \$57,240					
FY2019 360 Shifts x \$163 = \$58,680					
		\$ 57,240	\$ 57,240	\$ 58,680	\$ 58,680
*Specialty Pay					
16 Officers @ \$200 per Officer					
		\$ 2,800	\$ 2,800	\$ 3,000	\$ 3,200
A. 8AM-4PM Shift:					
FY2017/2 Shifts x \$155 x 52 = \$16,120					
FY2018/2 Shifts x \$159 x 52 = \$16,536					
FY2019/2 Shifts x \$163 x 52 = \$16,952					
		\$ 16,536	\$ 16,536	\$ 16,952	\$ 16,952
Scheduled patrols for Reserve Officers include: 2 day shifts, coverage for full time officers time off, storms, special patrols and prisoner watch.					
* Contractual Obligation	Total Part Time Wages	\$ 76,576	\$ 76,576	\$ 78,632	\$ 78,832
151					

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>		<u>Expense Classification</u>			
151		Personal Services			
512200		Part Time Wages (Replacement Shifts)			
# of Shifts: 653		16 Police Officers			
		101 Sick Leave			
		176 Holidays			
		48 Personal Days			
		250 Vacation Days			
		77 Training			
151		Educational Incentive Pay (after elimination of Quinn Bill)			
512500					
	Chief DiGianvittorio	\$ 25,677	\$ 25,677	\$ 26,319	\$ 26,714
	Ronald Carpenter	\$ 17,270	\$ 17,270	\$ 17,702	\$ 18,144
	David Arathuzik	\$ 17,080	\$ 17,080	\$ 17,507	\$ 17,944
	Matthew Armitage	\$ 7,000	\$ 7,000	\$ 9,000	\$ 9,000
	Thomas McParland	\$ 5,903	\$ 5,903	\$ 6,051	\$ 6,202
	James Bernhard	\$ 5,854	\$ 5,854	\$ 6,001	\$ 6,151
	Adam Maccini	\$ 14,636	\$ 14,636	\$ 15,002	\$ 15,969
	Michael Vangelist	\$ 7,000	\$ -	\$ -	\$ -
	Michael Linehan	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
	Robert Marino	\$ 9,000	\$ 9,000	\$ 14,870	\$ 15,242
	Robert Smith	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
	Henry Bouchard	\$ 4,000	\$ 4,000	\$ 7,000	\$ 7,000
	New Officer	\$ -	\$ -	\$ -	\$ 7,000
	Total Incentive Pay	\$ 127,420	\$ 120,420	\$ 133,452	\$ 143,366

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
	Chief's Compensation	\$ 102,707	\$ 102,707	\$ 105,274	\$ 106,856
		\$ 25,677	\$ 25,677	\$ 26,319	\$ 26,714
	Stipend				\$ 1,639
	PT				\$ 950
	Total	\$ 128,384	\$ 128,384	\$ 131,593	\$ 136,159

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
152	Purchase of Services				
521700	Electricity/Utilities				
Electricity		\$ 11,236	\$ 8,888	\$ 11,236	\$ 11,236
Flood Lights/Water					
	Total Utilities	\$ 11,236	\$ 8,888	\$ 11,236	\$ 11,236
	All Systems (Heat)	\$ 5,921	\$ 2,984	\$ 5,921	\$ 5,921
521800					
FY17 Estimated 2,153 gals @ \$2.75/gal.= \$5,921					
FY18 Estimated 2,153 gals @ \$2.75/gal.= \$5,921					
FY19 Estimated 2,153 gals @ \$2.75/gal.= \$5,921					
Propane Gas \$2,000					
	Total Fuel	\$ 5,921	\$ 2,984	\$ 5,921	\$ 5,921
	Maintenance of Equipment				
524000					
Tires		\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Cruiser		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Port. Radio/Batt.		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Radar		\$ 250	\$ 250	\$ 250	\$ 250
Intoxilyzer		\$ 350	\$ 350	\$ 350	\$ 350
	Total Maintenance	\$ 11,600	\$ 11,600	\$ 11,600	\$ 11,600

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
	Purchase of Services				
152	Advertising	\$ 200	\$ 200	\$ 200	\$ 200
530500	Total Advertising	\$ 200	\$ 200	\$ 200	\$ 200
	Training/Education				
532000	Mileage and Meals	\$ 350	\$ 350	\$ 350	\$ 350
	A.*Intox Training(every 3 yrs scheduled for 2018 \$3600)	\$ 3,600	\$ 3,600	\$ 3,690	\$ 3,783
	B.*First Aid/CPR/Domestic Violence(3 Classes)	\$ 8,000	\$ 4,000	\$ 8,160	\$ 8,364
	C.*In-Service Train./Acad.	\$ 16,500	\$ 11,626	\$ 16,913	\$ 17,336
	D.*Firearms Training	\$ 7,800	\$ 4,340	\$ 7,995	\$ 8,195
	E.*Defibrillator Training	\$ 850	\$ 850	\$ 871	\$ 871
	I. IACP Training Points	\$ 150	\$ 150	\$ 150	\$ 150
	J. Chief's (professional development)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	K.*Taser Training	\$ 3,200	\$ 2,200	\$ 3,280	\$ 3,362
	L.* Tuition Reimbursement	\$ 6,000	\$ 1,500	\$ 6,000	\$ 6,000
	M.* Physical Fitness Test	\$ 25,200	\$ 17,100	\$ 25,200	\$ 26,100
	Total Training	\$ 73,650	\$ 47,716	\$ 74,609	\$ 76,511

* Contractual Obligation

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
		<u>Expense Classification</u>			
<u>Expense Code</u>					
152	Purchase of Services				
534000	Postage	\$ 470	\$ 470	\$ 470	\$ 470
534100	Telephone	\$ 7,500	\$ 8,128	\$ 5,400	\$ 7,000
4 Phone Numbers (In FY18, two lines were moved to the MIS -Telephone line item)					
1 Public Line to Fire Dept.					
4 Radio Loop for BAPER N System					
535200	Mobile Phones				
	6 Mobile Phones/NEXTEL Dir.Connect/4 Lap Top-CDMA	\$ 5,900	\$ 2,403	\$ 4,900	\$ 4,900
	Copier Maintenance	\$ 1,100	\$ 916	\$ 1,400	\$ 1,400
534200	Copier Contract				
	Supplies				
	Subtotal	\$ 14,970	\$ 11,917	\$ 12,170	\$ 13,770
538200	Contractual Services				
	Radio Maintenance	\$ 6,418	\$ 2,664	\$ 6,418	\$ 6,418
	PM/AM Policy & Procedure Software	\$ -	\$ -	\$ -	\$ 750

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>	Purchase of Services				
152					
Building Maintenance Service:	Payroll 2%	\$ 5,470	\$ 4,112	\$ 5,579	\$ 5,700
Janitorial Services					
Police Computer Software Maint. Contract		\$ - (RECC has assumed cost)	\$ - (RECC has assumed cost)	(RECC has assumed cost)	(RECC has assumed cost)
Maintenance/Batteries for Defibrillator		\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Police IT-Supports 25 workstations and one server					
Annual PC Replacement/Peripherals		\$ 2,900	\$ 2,900	\$ 2,900	\$ 2,900
CJIS Router Annual Maintenance (Criminal Justice Information Services)		\$ 1,575	\$ 1,575	\$ 1,575	\$ 1,575
Paging System		\$ 1,650	\$ 1,700	\$ 1,650	\$ -
Internet Fee		\$ 1,200	\$ 1,079	\$ 3,340	\$ 3,340
	Subtotal	\$ 21,013	\$ 15,830	\$ 23,262	\$ 22,483
	Total Purchase of Services	\$ 138,590	\$ 99,135	\$ 138,998	\$ 141,721

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
		<u>Expense Classification</u>			
<u>Expense Code</u>					
154					
524000					
	Office Supplies	\$ 2,000	\$ 4,000	\$ 2,000	\$ 2,000
	543000				
	Building Maintenance & Cleaning Supplies				
	Cleaning, Maintenance Supplies & Repairs	\$ 3,000	\$ 2,659	\$ 4,000	\$ 4,000
		Other Supplies			
	551300	\$ 4,700	\$ 4,700	\$ 5,000	\$ 5,500
	551400	\$ 250	\$ 250	\$ 250	\$ 250
	551500	\$ 150	\$ 56	\$ 150	\$ 150
	551600	\$ 150	\$ 150	\$ 150	\$ 150
	551700	\$ 900	\$ 732	\$ 900	\$ 900
	551800	\$ 500	\$ 239	\$ 500	\$ 500
	551900	\$ 8,400	\$ 9,856	\$ 9,000	\$ 10,800
	552000	\$ 4,550	\$ 3,381	\$ 4,550	\$ 5,600
	Uniform Allowance (16 Regulars x \$675)				
	Uniform Allowance (14 Reserves x \$400)				
	Subtotal	\$ 19,600	\$ 19,364	\$ 20,500	\$ 23,850

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019	
Police Department						
General Government #200						
Department #210						
		<u>Expense Classification</u>				
<u>Expense Code</u>						
154		Purchase of Supplies				
552100		Uniform Cleaning (16 Regulars x \$725)	\$ 10,150	\$ 9,969	\$ 10,875	\$ 11,600
552200		Uniform Cleaning (14 Reserves x \$350) (+ \$100 per Ofr.)	\$ 6,300	\$ 4,675	\$ 6,300	\$ 6,300
552300	Clerk	Cleaning/Clothing Part Time	\$ -	\$ -	\$ -	\$ -
552300	Clerk	Cleaning/Clothing Full Time	\$ 550	\$ 550	\$ 550	\$ 550
552300		Uniform Replacements	\$ 1,000	\$ 996	\$ 1,000	\$ 1,000
		Subtotal	\$ 18,000	\$ 16,190	\$ 18,725	\$ 19,450
		Total Purchase of Supplies	\$ 42,600	\$ 42,213	\$ 45,225	\$ 49,300
154						

		Approved FY 2017	Expended FY 2017	Approved FY2018	Dept. Request FY 2019
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
157	Other Charges & Expenses				
571000	Travel (Gas & Oil Changes for Cruisers)	\$ 32,000	\$ 25,220	\$ 32,000	\$ 32,000
573000	Dues,Fees,Subscriptions	\$ 370	\$ 370	\$ 450	\$ 450
	I.A.C.P. Dues	\$ 120	\$ 120	\$ 120	\$ 120
	Law Books	\$ 200	\$ 200	\$ 200	\$ 200
	*BAPERN Radio System	\$ 1,750	\$ 1,750	\$ 1,900	\$ 1,900
	Essex County Chief's	\$ 450	\$ 450	\$ 500	\$ 500
	MA Chief's	\$ 895	\$ 895	\$ 950	\$ 950
	NESPIN	\$ 50	\$ 50	\$ 50	\$ 50
	New County Collaborative	\$ 200	\$ 200	\$ 200	\$ 200
	Safety Officer Assoc.	\$ 35	\$ 35	\$ 35	\$ 35
	New England Chief's	\$ 200	\$ 150	\$ 200	\$ 200
	R.A.D. Systems	\$ 125	\$ 100	\$ 125	\$ 125
	NEMLEC	\$ -	\$ -	\$ -	\$ 5,000
	FBI/LEEDA	\$ -	\$ -	\$ -	\$ 150
	Subtotal	\$ 4,395	\$ 4,320	\$ 4,730	\$ 9,880
	Total Other Charges & Expenses	\$ 36,395	\$ 29,540	\$ 36,730	\$ 41,880
	*Contractual				

Fire Department

Fire Chief: Thomas J. Martinuk

Department Description

The Middleton Fire Department is a full-spectrum life-saving agency protecting more than 10,000 persons daily who reside in a community consisting over 14 square miles.

The Middleton Fire Department, which is currently under the direction of Chief Thomas J. Martinuk, consists of 1 fire station that is centrally located in the community and employs 32 men and women who are a mix of both full-time and part-time personnel. These members participate in a variety of functions and duties including fire suppression, fire prevention, emergency medical services (both advanced and basic), hazardous materials mitigation, disaster response, public education and community service.

All members of the department are certified firefighter I/II and attend the Massachusetts firefighting academy in Stow, Massachusetts. The department currently has 11 members trained at the EMT-Basic level, and 21 are trained at the EMT-Paramedic level. All full-time members are now paramedics.

Fiscal Year 2018 Accomplishments

-) On September 11, 2017 Zachary Ingraham was hired as the tenth full time firefighter. Zach is the nephew of the late, Sgt. Gayle Haley.
-) Appointed two new call firefighters: Sean O'Brien and Michael Madruga.
-) One Call Firefighter, Mark Cecieta had to resign when he took a full-time position in Danvers.
-) The Department continues to work closely with the Essex County Regional Communications Center (RECC) to develop procedures, training and familiarization for dispatchers to better serve our unique dispatch needs.
-) The Department finished the mold removal and insulation project on the second floor and continues to make repairs to keep the building livable until a new facility is built sometime in the future.
-) The Department, with the help of the Assistant Town Administrator, was able to dispose of some old, outdated equipment that was taking up space behind the fire station and

around town. We continue to work with the federal excess program coordinator to return outdated and unusable equipment obtained from this program to continue the cleanup.

-) The Department put in service a gear extractor and gear dryer obtained through the Assistance to Firefighters Grant program saving the town \$17,000. This gear extractor will help keep the firefighters and public safer by allowing the gear to be washed after fires and other incidents lowering the chances of anyone being exposed to cancer-causing materials. This, in conjunction with the firefighters having two sets of gear, will make it a safer working environment for everyone involved.
-) The Department was able to secure a 1989, five-ton army truck through the government surplus program (This vehicle's new cost \$90,000). This will replace the 1968 duce and a half that we use for forest fires that is well worn and not safe to use. This new unit is safer and will be able to carry more water once it is outfitted with a tank and pump. This vehicle has been painted and is awaiting a tank to be built and pump and equipment to be installed. It should be ready for the 2018 brush season.
-) EMS-The Department's Emergency Medical Services Director, Captain Douglas LeColst, continues to dedicate a tremendous amount of time and energy to make our Advanced Life Support (ALS) ambulance service the best transporting service possible. The department has been providing ALS to the town since the late 1970's and has continually grown in scope and service. Captain LeColst continually teaches CPR/AED and first aid classes to the public and town employees. The importance of early CPR and defibrillation were even more evident after Chief Twiss (retired) suffered a sudden cardiac event in 2016 at the fire station.
-) The Department continues to participate in joint EMS training with the North Reading Fire Department to provide cost-sharing of EMT instructors. The program has been a successful and cost-effective method of delivering high-quality training to our members.
-) Fire Prevention-The department's Fire Prevention division is now led by Lieutenant Daniel Kessel. Lt. Kessel works tirelessly to keep up with the growing needs of the department and the town in this division, reviewing plans, conducting inspections, keeping up with the ever-changing codes (both locally and nationally). Lt. Kessel works closely with the code enforcement team under the town's building commissioner. The workload continues to grow as the town grows and the demands on the department increase.
-) Public Education-Now under the direction of firefighter David Kelsen, the department continues to work in the schools teaching fire and life safety education. We are fortunate to have firefighter Kelsen, who is a familiar face around the schools, to dedicate his time to the staff and the students on fire safety education. Firefighter

Kelsen has also been able to teach the senior citizens at the senior center this year. To assist with the training, the department has been fortunate to receive funding annually from the Student Awareness of Fire Education (SAFE) and the Senior SAFE grants from the state to cover training and backfill along with supplies.

-) Training- The training division, led by Lt. Tyler Dechene and Lt. David Leary, has also been busy trying to keep all members trained to the highest level possible while trying to fit the training to fit everyone's extremely busy schedules, both on and off duty.
-) Participated in the annual inspection of Bostik in accordance with Chapter 148 of the Code of the Town of Middleton. The two-day inspection was conducted in November 2017 by HDI Global and assisted by representatives of Arkema and Bostik along with Lt. Kessel from the Middleton Fire Department.

Fiscal Year 2019 Goals and Objectives

-) The Chief and members of the Department will continue to work with the architects and design professional to help with the placement and design of a new fire station.
-) The Department will again receive grant funds for the Student Awareness of Fire Education (SAFE) program. In addition, we will receive grant funds for the Senior SAFE Program, which is for fire safety education in our senior population. The fire service has recognized that statistically our vulnerable populations are the very young and our elderly, but the funds for elderly fire safety education have never been available until recently. Chief Martinuk will continue to work with firefighter Kelsen to help enhance the programs and to teach firefighter Kelsen how to write and administer the SAFE grants.
-) The Department will research and develop more effective training programs utilizing current technology. There are vendors who provide online training for various subjects, and the members can participate in the online programs during their shift or off time, with the "hands-on" or practical exercises still occurring on Monday evenings or weekends. There is also a "home-made" component that allows our training officers to create programs for new pieces of equipment or other policies/ procedures that would otherwise be conducted on training nights. This will allow for more participation by members who may not be available due to scheduling conflicts, and a standardization of the delivery of the programs. We will also focus on a "back to basics" concept to review core firefighting skills and concepts to keep our firefighters safe while on the fire ground. The basic skills are being formulated into programs that the firefighters can perform while on-duty, being administered by the Officer-in Charge.
-) The Department will apply for grants to help the operation of the department while defraying some of the cost from the taxpayers. This will include the Assistance to

Firefighters Grant (which the department has been very successful receiving in the past) this will be used to replace all the Self-contained breathing apparatus.

-) The Department will continue to replace outdated and worn apparatus and equipment to ensure safety and efficiency in its operation. Requests for FY 2019 will include a new pumper, to replace a nineteen-year-old pumper (by the time the vehicle arrives the old one will be twenty years old), Multi gas meters (the old ones have outlived their useful lives and you cannot get parts anymore).
-) The Department will need to look at ways to update its communication network, working with Verizon who is discontinuing the use of copper phone lines, and find ways to increase its efficiency.
-) In February, the Chief will be attending the professional development conference sponsored by the Fire Chiefs Association of Massachusetts.

01220151 FIRE - SALARIES

01220151__511000	SALARIES & WAGES	737,459	776,316	828,357	872,036
01220151__511100	DEPT. HEAD SALARY	118,717	112,943	120,338	127,170
01220151__511300	OVERTIME	165,110	122,387	192,493	198,329
01220151__512200	PART TIME	466,439	415,264	453,738	472,632
01220151__512400	CONTRACT ADJUSTMENTS	1,500	0	1,500	2,500
01220151__519000	FIRE RESERVE CLOTHING ALLOWANC	16,525	14,438	16,525	16,525
01220151__519100	CLOTHING ALLOWANCE	12,000	10,876	12,000	12,000

TOTAL SALARIES		\$1,517,750	\$1,452,224	\$1,624,951	\$1,701,192
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01220152 FIRE -SERVICES

01220152__521700	ELECTRICITY	10,200	6,323	10,200	10,200
01220152__521800	FUEL	8,000	3,511	8,000	8,000
01220152__524000	EQUIPMENT REPAIR	20,500	19,837	21,300	21,300
01220152__524100	MAINTENANCE FIRE ALARM	5,000	4,834	5,000	5,000
01220152__524200	RADIO MAINTENANCE	5,000	4,991	5,000	5,000
01220152__524300	BREATHING APPAR.MAINT.	4,000	3,974	4,800	4,800
01220152__530500	ADVERTISING	100	100	100	100
01220152__532000	TRAINING AND EDUCATION	4,800	4,800	6,000	17,300
01220152__534000	POSTAGE	300	99	300	300
01220152__534100	TELEPHONE	10,000	9,935	8,600	13,387
01220152__534200	COPIER/PRINTING	600	600	600	600

TOTAL SERVICES		\$68,500	\$59,004	\$69,900	\$85,987
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01220154 FIRE -SUPPLIES

01220154__542000	OFFICE SUPPLIES	1,400	1,492	1,400	1,500
01220154__543000	BUILDING MAINTENANCE	10,000	9,955	10,000	10,000
01220154__548000	GAS AND OIL	21,000	15,900	21,000	21,000
01220154__550200	AMBULANCE	27,000	25,914	27,000	28,000
01220154__558200	FIRE TOOLS & APPARATUS	2,000	2,000	2,000	2,000
01220154__558205	AMBULANCE BILLING	18,000	22,166	18,000	22,500

TOTAL SUPPLIES		\$79,400	\$77,427	\$79,400	\$85,000
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01220157 FIRE OTHER EXPENSES

01220157__571000	TRAVEL	750	662	750	1,500
01220157__573000	DUES,FEES, AND SUBSCRIPTIONS	3,250	3,212	3,250	3,350
01220157__578300	SPECIAL EXPENSE	25,524	25,524	27,635	27,635

TOTAL OTHER EXPENSES		\$29,524	\$29,398	\$31,635	\$32,485
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01220158 FIRE CAPITAL OUTLAY

01220158__587600	HOSE REPLACEMENT	17,000	13,857	18,000	18,000
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TOTAL CAPITAL OUTLAY		\$17,000	\$13,857	\$18,000	\$18,000
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TOTAL GENERAL FUND		\$1,712,174	\$1,631,910	\$1,823,886	\$1,922,664
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TOTAL EXPENSES		\$1,712,174	\$1,631,910	\$1,823,886	\$1,922,664
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GRAND TOTAL		\$1,712,174	\$1,631,910	\$1,823,886	\$1,922,664
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Function: Public Safety						
Department: Fire Department						
<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
151	Personal Services	1,517,750	1,452,224	1,624,951	1,701,192	
152	Purchase of Services	68,500	59,005	69,900	85,987	
154	Purchase of Supplies	79,400	77,427	79,400	85,000	
157	Other Charges and Expenses	29,524	29,399	31,635	32,485	
158	Capital Outlay	17,000	13,857	18,000	18,000	
	Department Total	\$ 1,712,174	\$ 1,631,912	\$ 1,823,886	\$ 1,922,664	

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
(151)	Personal Services					
511100	Dept. Head Salary	118,717	112,943	120,338	127,170	
511000	Regular Wages	737,459	776,316	828,357	872,036	
511300	Overtime	165,110	122,387	192,493	198,329	
512200	Part Time Wages	466,439	415,264	453,738	472,632	
512400	Contract Adjustment	1,500	-	1,500	2,500	
519000	Reserve Clothing Allowance	16,525	14,439	16,525	16,525	
519100	Permanent Clothing Allowance	12,000	10,876	12,000	12,000	
(151)	Total Personal Services	\$ 1,517,750	\$ 1,452,225	\$ 1,624,951	\$ 1,701,192	

(152)	Purchase of Services	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
521700	Electricity/Utilities	10,200	6,323	10,200	10,200	
521800	Fuel/ HVAC Maintenance	8,000	3,511	8,000	8,000	
524000	Equipment Repair	20,500	19,837	21,300	21,300	
524100	Maint. Fire Alarm	5,000	4,834	5,000	5,000	
524200	Maint. Radio System	5,000	4,991	5,000	5,000	
524300	Maint Breathing Apparatus	4,000	3,974	4,800	4,800	
530500	Advertising	100	100	100	100	
532000*	Training/Education	4,800	4,800	6,000	17,300	
534000	Postage	300	99	300	300	
534100**	Telephone,Cell & Pagers	10,000	9,935	8,600	13,387	
534200	Copier Expense	600	600	600	600	
(152)	Total Purchase of Services	\$ 68,500	\$ 59,004	\$ 69,900	\$ 85,987	

* Increase due to a contractual agreement for tuition reimbursement (Full-time Firefighters), and also the termination of funds from the Sheriffs department for training.

** Increase due to phone line shared with PD, we are now paying for the 2 phone lines that the RECC was paying for.

Increased internet costs

We will also be adding another phone line at another location this fiscal year (this is due to the copper migration by Verizon).

<u>Expense Code</u>	<u>Expense Classification</u>	<u>Approved FY 2017</u>	<u>Expended FY 2017</u>	<u>Approved FY 2018</u>	<u>Dept. Request FY 2019</u>	<u>Admin/Sel. Recommend FY 2019</u>
540000	Purchase of Supplies					
542000	Office Supplies	1,400	1,492	1,400	1,500	
543000	Building Maintenance	10,000	9,455	10,000	10,000	
548000**	Gas,Diesel, Oil	21,000	15,900	21,000	21,000	
550200	Ambulance Supplies	27,000	25,916	27,000	28,000	
558200	Fire Tools/Appar.	2,000	2,000	2,000	2,000	
558205	Ambulance Billing Contract	18,000	22,166	18,000	22,500	
(154)	Total Purchase of Supplies	\$ 79,400	\$ 76,929	\$ 79,400	\$ 85,000	
(157)	Other Charges and Expense					
571000	Travel/ Conferences	750	663	750	1,500	
573000*^	Dues, Fees & Subscriptions	3,250	3,212	3,250	3,350	
578300	Special Expenses	25,524	25,524	27,635	27,635	
(157)	Total Other Charges & Expenses	\$ 29,524	\$ 29,399	\$ 31,635	\$ 32,485	
(5800)	Capital Outlay					
587600	Hose replacement	4,000		4,000	4,000	
	Rust repairs	5,000		4,000	4,000	
**	Turnout gear Replacement	8,000		10,000	10,000	
(158)	Total Capital Outlay	\$ 17,000	\$ 13,857	\$ 18,000	\$ 18,000	
	Total	\$ 125,924	\$ 120,185	\$ 129,035	\$ 135,485	

* Increased for additional Professional development opportunities

** Increased due to dues increase for FCAM.

** Turn out gear includes all personal protective equipment needed for firefighting and EMS.

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
(151)	Personal Services					
511100	Thomas J Martinuk Fire Chief	111,717	111,717	112,838	118,170	
	Emer. Management Dir.	7,000	7,000	7,500	9,000	
511000	Capt. Douglas LeColst	71,228	71,228	73,931	75,885	
	Lt. Tyler Dechene	63,111	63,111	65,611	67,357	
	Lt. David T. Leary, Jr.	63,691	63,691	66,206	67,966	
	Lt. Daniel Kessel	63,111	63,111	65,611	67,357	
	FF H. Peter Beuparlant	63,111	63,111	65,611	67,357	
	FF David Kelsen	55,795	55,795	58,112	59,670	
	FF Andrew LeColst	55,795	55,795	58,708	60,281	
	FF David Thibault	53,036	53,036	58,112	59,670	
	FF Zachary Ingraham	53,036	53,036	53,719	59,670	
	New position (FY 18)			53,719	54,551	
(151)	Permanent Force Personal Services					
	Personal Days	13,401	13,401	15,538	15,923	
	Holidays	69,075	69,075	77,238	79,161	
	Vacation	70,789	70,789	80,781	85,288	
	Differential					
	Incentive Pay	14,600	14,600	17,300	21,700	
	Longevity Pay	3,100	3,100	2,600	2,600	
	Shift Operations	500	500	500	500	
	Stipends Contract	15,060	15,060	15,060	17,100	
	Fitness Incentive *	9,000	9,000		10,000	
(151)	Total Personal Services	\$ 737,439	\$ 737,439	\$ 828,357	\$ 872,036	

* Fitness Incentive of \$1000 per member in accordance with the CBA signed on September 26, 2017

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
(157)	Other Charges & Expenses					
578300	Special Expenses:					
	Pump Service Test	2,000	2,000	2,000	2,000	
	Tires	3,500	3,500	3,500	3,500	
	Ladder Testing	2,000	2,000	2,000	2,000	
	Ladder Maint. Agreement	2,000	2,000	2,000	2,000	
	Third-Party Calibration For Combustible Gas Indicators (4)	2,000	2,000	2,000	2,000	
	Plymovent System	1,400	1,400	1,400	1,400	
	Engine Maint. Agreement	900	900	900	900	
	Defibrillator Maintenance* 2 Cardiac Monitors, 9 AED's + 2 Lukas including batteries	5,600	5,600	7,711	7,711	
	Stretcher Maintenance	1,200	1,200	1,200	1,200	
	EMS Program Maint.	2,000	2,000	2,000	2,000	
	Fire Program Maint.	1,400	1,400	1,400	1,400	
	Telephone Maintenance	1,524	1,524	1,500	1,500	
(157)	Total Special Expenses	\$ 25,524	\$ 25,524	\$ 27,611	\$ 27,611	

*Increase due to maintenance agreement for cardiac equipment.

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Approved FY2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
(151)	Personal Days Breakdown	13,401	15,538	15,923	
Fiscal Year 2019					
30 Days X \$44.23 X 12 hrs = \$15,923					
Fiscal Year 2018					
30 Days X \$43.16 X 12 hrs = \$15,538					
	Holiday Breakdown	55,674	61,700	63,238	
Fiscal Year 2019					
2.5 Firefighters X 192 Hours X \$44.23=\$21,230 (2.5 Firefighters on-duty 24 hour shift for 8 holidays)					
7 Firefighters X 96 Hours X \$29.50=\$19,824 (7 Firefighters off-duty for 8 holidays - 12 hours)					
2.5 Firefighters X 72 Hours X \$59.00=\$10,620 (2.5 Firefighters on-duty 24 hour shift - 3 holidays at double time)					
7 Firefighters X 36 Hours X \$29.50=\$7,434 (7 Firefighters off-duty for 3 holidays - 12 hours)					
2.5 Firefighters X 28 Hours X \$59.00=\$4,130 (Christmas Eve & New Years Eve - 2.5 on-duty Firefighters)					
Fiscal Year 2018					
2.5 Firefighters X 192 Hours X \$43.16 = \$20,717 (2.5 Firefighters on-duty 24 hour shift for 8 holidays)					
7 Firefighters X 96 Hours X \$28.78 = \$19,340 (7 Firefighters off-duty for 8 holidays - 12 hours)					
2.5 Firefighters X 72 Hours X \$57.56 = \$10,361 (2.5 Firefighters on-duty 24 hour shift - 3 holidays at double time)					
7 Firefighters X 36 Hours X \$28.78 = \$7,253 (7 Firefighters off-duty for 3 holidays - 12 hours)					
2.5 Firefighters X 28 Hours X \$57.56 = \$4,029 (Christmas Eve & New Years Eve - 2.5 on-duty Firefighters)					
(151)		\$ 69,075	\$ 77,238	\$ 79,161	

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Approved FY2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
(151)	Vacation Days Breakdown				
6 weeks	Chief Thomas J Martinuk				
260 hrs	Capt. Douglas LeColst				
204 hrs	Lt. Tyler Dechene				
204 hrs	Lt. David T. Leary, Jr.				
204 hrs	Lt. Daniel Kessel				
180 hrs	FF H. Peter Beauparlant				
156 hrs	FF David Kelsen				
108 hrs	FF Andrew LeColst				
108 hrs	FF David Thibault				
108 hrs	FF Zachary Ingraham				
108hrs	New position				
	Regular Vacations	64,025	68,365	72,537	
	Fiscal Year 2019				
	1640 hrs X \$44.23 = \$72,537				
	Military Coverage	4,964	10,358	10,615	
	Fiscal Year 2019 (Firefighter Beauparlant - Army Reserve)				
	240 hrs X \$44.23= \$10,615				
	Chief's Coverage	1,800	2,058	2,136	
	Fiscal Year 2019				
	\$356 X 6 weeks = \$2136				
	Capt. covers while working regular shift with special call if needed. Otherwise, the cost would be 40 hrs X 6 wks. X \$52.13 = \$12,511				
(151)	Total Vacation Replacement	\$ 70,789	\$ 80,781	\$ 85,288	

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Approved FY2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
512200	Call Station Duty Breakdown	279,620	262,584	275,088	
	14 hrs x \$22.00 X 156 days = \$48,048 (FY2019)				
	14 hrs X \$22.00 X 365 days = \$112,420				
	10hrs X \$22.00 X 365 days = \$80,300				
	10 hrs x \$22.00 x 156 days = \$34,320				
	14 hrs x \$21.00 X 156 days = \$45,864 (FY2018)				
	14 hrs X \$21.00 X 365 days = \$107,310				
	10hrs X \$21.00 X 365 days = \$76,650				
	10 hrs x \$21.00 x 156 days = \$32,760				
	Holidays (19)	6,493	6,762	8,316	
	8 hol X 10 X \$11.00 = \$880				
	3 hol X 10 X \$22.00 = \$660				
	8 hol X 28 X \$11.00 = \$2464				
	3 hol X 28 X \$22.00 = \$1848				
	Christmas & New Years eve				
	2 hol X 28 X \$44.00 = \$2464				
	Total Part Time Wages	\$ 286,113	\$ 269,346	\$ 283,404	

<u>Expense Code</u>	<u>Expense Classification</u>	<u>Approved FY 2017</u>	<u>Approved FY2018</u>	<u>Dept. Request FY 2019</u>	<u>Admin/Sel. Recommend FY 2019</u>
511300	Overtime (26 hrs/ month /firefighter)				
1.	26 hrs/ month/ firefighter average	116,139	134,659	137,998	
2.	500 hrs of call back for ambulance	20,680	21,580	22,115	
3.	84 hours refresher training for EMT Basic				
4.	36hours Haz Mat training	13,401	15,538	15,923	
5.	240 hours Refresher Training of ALS	8,934	10,358	10,616	
6.	Admin. OT for Officers/ Specialists	5,956	10,358	11,677	
	Total Permanent Overtime	\$ 165,110	\$ 192,493	\$ 198,329	

- 26 hours per firefighter is for the call back for fires, fire alarms , false alarms, needless calls, accidents, service calls, etc. 26hrs X 12 Months X 10 Firefighters X \$44.23 = \$137,998 and covers 13 call backs/month/firefighter. Increase due to higher incident activity and availability of newer full-time firefighters.
- 500 hours of call back for ambulance coverage; amount budgeted for backfill of personnel when the duty crew is committed to an ambulance transport. Provides coverage for the second ambulance while the primary ambulance is out-of-town. Ambulance coverage personnel also available for fire responses. 500x\$44.23 = \$22,115
- On-going training for all basic level EMT's for continuing education. **REMOVED**
- Hazardous Material Training: Fulltime and Call Firefighters are required by the state to have training every year to the HazMat operational level. 36 Hrs X 10 X \$44.23 = \$15,923
- Refresher training for the Paramedics 240 hrs X \$44.23 = \$10,616
Required 48 Hour D.O.T. refresher for the 10 full-time Paramedics: D. LeColst/ Dechene/ Kessel/ Leary/ Beauparlant/Kelsen/ A. LeColst/ Thibault/Ingraham
This covers 50% of the cost for the 10 Paramedics - Remainder from other sources.
- Administrative overtime covers extra time (22 hours/ month) for the Fire Prevention Officer, EMS Coordinator, Training Officer & Arson Investigator for extra duty as needed beyond the regular schedule for inspections, investigations, meetings, etc. 22x\$44.23x12=\$11,677

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2017	Approved FY2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
512200	Call Station Duty	286,113	269,346	283,404	
	Call Labor *	72,576	75,600	79,200	
	Call Benefits **	46,367	45,000	45,000	
	Total Call Labor	\$ 405,056	\$ 389,946	\$ 407,604	
512200	Call Training & Stipends				
	Training/Fire/EMS Haz-Mat				
	Firefighter I & II ***	3,227	3,360	3,444	
	HazMat Training	16,700	17,388	17,823	
	Fire Training	18,117	18,858	19,330	
	Contract Adjustment				
	EMS Training	8,939	9,786	10,031	
	ALS Medical Director *****				
	Maint.mechanic/Clerk	14,400	14,400	14,400	
	Subtotal Training	\$ 61,383	\$ 63,792	\$ 65,028	
512200	Total P.T. Wages	466,439	453,738	472,632	

* Call labor is a combination of all the different functions that would require off-duty call firefighters to be called in to supplement the on-duty staff.

** Call benefits are detailed in the Collective Bargaining Agreement and include EMT stipends, holiday, vacation, longevity,sick, specialist pay and personal time based on hours worked.

600 average alert tones per year X \$22.00 X 2 hour call back X 3 firefighter average. \$79,200

*** Represents 50% of the cost to send one new call firefighter to the 320 hour Call/ Volunteer Firefighter I/ II training.

~~**** New maintenance position (Fire and DPW) for Ken LeColst 480 hours x \$30/hour=\$14,400~~

***** Transferred to Page 13 to include Designated Infection Control Officer (DICO) and Medical Director Dr. Beauparlant.

Call Force Cumulative Firefighter I & II Training

	FY 2017 trained	FY2018 trained	FY2018 trained
Mass Fire Academy Trained	25	27	27
Trained By Other	1	1	1
Total with Firefighter I / II or Equivalent Training	26	28	28

<u>Expense Classification</u>	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
511000 Stipends Contract Breakdown					
Maintenance Supervisor	2,500	2,500	2,500	2,500	
Fire Prevention Officer	2,500	2,500	2,500	2,500	
* Assistant Fire Prevention Of				520	
* Oil/Propane Inspector				520	
Training Officer	1,000	1,000	1,000	1,000	
Training Assistant	520	520	520	520	
* Field Training Officer				1,000	
EMS Officer	2,500	2,500	2,500	2,500	
DICO/ Medical Director	2,500	2,500	2,500	2,500	
Paymaster	1,000	1,000	1,000	1,000	
Child Safety Seat Technician	1,000	1,000	1,000	1,000	
Arson Investigator	500	500	500	500	
SAFE Educator	520	520	520	520	
Assistant Fire Alarm Supt.	520	520	520	520	
511000 Total Stipends	\$ 15,060	\$ 15,060	\$ 15,060	\$ 17,100	
* These positions added per collective bargaining agreement September 26, 2017					

	Longevity	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
	Thomas Martinuk	600	600			
	Capt. Douglas LeColst	600	600	700	700	
	Lt. Tyler Dechene	500	500	500	500	
	Lt. David T. Leary, Jr.	500	500	500	500	
	FF H. Peter Beuparlant	400	400	400	400	
	FF David Kelsen					
	FF Daniel Kessel	500	500	500	500	
	FF Andrew LeColst					
	FF David Thibault					
	FF Zachary Ingraham					
	New position					
511000	Total Longevity Pay	\$ 3,100	\$ 3,100	\$ 2,600	\$ 2,600	

	Incentive Pay	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dept. Request FY 2019	Admin/Sel. Recommend FY 2019
	Thomas Martinuk	2,500	2,500			
	Capt. Douglas LeColst	1,200	1,200	2,000	2,200	
	Lt. Tyler Dechene	800	800	1,200	1,200	
	Lt. David T. Leary, Jr.	1,200	1,200	1,200	2,200	
	FF H. Peter Beuparlant	2,500	2,500	2,500	3,500	
	FF David Kelsen	2,000	2,000	2,000	3,000	
	Lt. Daniel Kessel	1,200	1,200	2,000	2,200	
	FF Andrew LeColst	2,000	2,000	2,000	3,000	
	FF David Thibault	1,200	1,200	1,200	1,200	
	FF Zachary Ingraham			2,000	2,000	
	New position (FY 18)			1,200	1,200	
511000	Total Incentive Pay	14,600	14,600	17,300	21,700	

* Per collective bargaining agreement incentive pay increases in FY 18, 19 and 20

Equipment Repair 524000 - Proposed budget to cover all repairs on the following equipment:

Car 1	2018 Chevy Tahoe	Squad 5	2012 Ford F450 4X4
Car 2	2016 Ford Explorer	Engine 6	1989 Army Surplus 6X6
Engine 1	2001 HME/Ferrara Pumper	Signal 2	2000 International Fire Alarm Truck
Engine 2	2016 KME pumper	Ladder 1	1999 Sutphen 104' Aerial
Engine 3	2002 HME/Ferrara Pumper	Ambulance 1	2010 Ford E450 Ambulance
Engine 4	2012 Freightliner Tanker	Ambulance 2	2016 Ford F550 Ambulance

2011 Mercury 20 HP Outboard - 12' Boat and Trailer	5 Portable Generators
2005 Cargo Mate 14' Utility Trailer	Fire Station Emergency Generator
Fire Alarm Wire Trailer	7 Portable Pumps/ 1 Flotation Pump
4 Hurst Tools "Jaws of Life"	4 Chain Saws
2 Gasoline Powered Fans	Emergency Management Light Tower/ Generator

Also Include 1 Transmission Service per Year on Heavy Duty Automatic Transmissions - \$700

Annual Service Contract for new Diesel Generator - \$600

Annual Service for "Jaws of Life" rescue tools - \$1300

Maintenance Radio System 524200 - Proposed budget to cover the following equipment:

Base Station Transmitters, Receivers, Antennas & Accessories For The Following Radios:

Primary and Secondary Fire Radios	CMED Radio
Police Radio	Emergency Management Radio/ Ambulance Task Force Radio
Electric Light Radio	County Fire Radio

12 Vehicle Radios

25 Portable Radios

6 Satellite Receivers

25 Minitor Pagers

Ambulance Supplies 550200 - Proposed budget includes the following:

\$3,800 - Cost of ALS/ BLS Affiliation Agreement with Beverly Hospital - This agreement is required for licensure.

Prior to FY2007, the agreement was provided by Region 3 NEEMS free of charge. A change in the structure of the organization prompted the change, and Beverly Hospital was our logical alternative.

\$1,000 - The annual cost of ALS and BLS ambulance licensure.

\$3,000 - Annual subscription to Medic CE EMS Online Fire and EMS Training Materials

\$2014-Zoll/PCR agreement thru Essex County Fire Chiefs.

Our ability to exchange equipment and drugs "one for one" is being eliminated with area hospitals, and our increase in activity translates into an increased cost for supplies.

Telephone, Cell & Pagers 534100 - Proposed budget to cover the following:

All local and long distance telephone service for the department.

Cell Phone for the Fire Chief

Monthly charges for 2 telephone lines for base station transmitter (located off-site), in addition to additional costs due to the Verizon copper mitigation.

Monthly charge for new phone line shared with police department for radios/also additional phone line for radios on Village Road.

Monthly charges for Verizon Wireless - ambulance cell phones and wireless for "Toughbooks".

Monthly Comcast bill for cable and high speed internet service (recent increase due to internet upgrade).

Inspectional Services Department

Building Commissioner/Zoning Enforcement Officer:
Local Building Inspector/Plans Examiner/Zoning Enforcement
Local Building Inspector/Plans Examiner/Zoning Enforcement
Electrical Inspector
Plumbing and Gas Inspector
Clerk Dispatcher

Scott M. Fitzpatrick
Michael Donahue
Peter Swindell
James Carbone
Raymond Abbott
Lisa Brown

Department Description

The Inspectional Services Department is dedicated to providing exceptional customer service to contractors and town residents by aiding in the construction process via the administration and enforcement of the State Building, Electrical, Plumbing, Gas and Accessibility Codes, as well as the Town of Middleton Zoning Bylaws which regulates the use of structures and land within the town.

The department, along with members of the Town of Middleton Fire Prevention Bureau, also conduct annual inspections in accordance with Section 110 of the Massachusetts State Building Code of all multi-unit residential dwellings, schools, restaurants and other places of assembly to ensure that the basic life safety systems are properly functioning and the facilities are maintained in a manner to ensure the safety of all the occupants.

Significant Code Changes in Fiscal Year 2019

The State of Massachusetts adopted new building codes effective January 2, 2018. This was a change from the 2009 I Codes to the 2015 I Codes with Massachusetts Amendments for the Building Industry.

-) IECC 2015 Energy Conservation Code
-) IRC 2015 International Residential Building Code
-) IBC 2015 International Building Code
-) IMC 2015 International Mechanical Code
-) IEBC 2015 International Existing Buildings Code

With the adoption of the new building codes, the department's inspectors will participate in extensive education sessions offered by the Commonwealth of Massachusetts Board of Building Regulation and Standards which will allow the inspectors to become proficient in the new codes all well as gain the knowledge necessary to help educate contractors and homeowners in the new codes.

Fiscal Year 2019 Goals and Objectives

Permitting – During fiscal year 2018 the department successfully developed and implemented the new permitting program, Citizenserve. The new program moved from a server based

platform to a cloud based program which has the capability of providing online permit submission. The online permitting submission process has allowed contractors and homeowners the ability to apply for permits at any hour of the day from the comfort of their home or office and cut down on the number of trips required to the department office. This process also allows for the electronic circulation of the applications for inter-departmental reviews which will streamline the review process and ultimately cut down on review time and lead to permits being issued more quickly. The new program has also made online payments possible which will cut down on processing time as well.

During Fiscal Year 2019 it is our goal to continue to expand our online permitting system first by adding the DPW as well as the Fire Prevention office to the Citizenserve permitting system. This change will further expedite the review process for the Stormwater By-Law as well as Fire Prevention Regulations which will help reduce the overall review time on permit applications. Secondly, we will be providing our inspectors with wireless tablets which will give the inspectors access to all of the plans and permit documents associated with the permit while out in the field. Having the information at their fingertips will allow for smoother inspections and dramatically reduce the need to return to the office and review a file before an inspection can be passed or failed. This will save the inspectors and contractors valuable time, and will also allow the inspectors to record all inspections on the spot and then email the contractor/owner an inspection report before stepping off the job.

Zoning - Work with the Bylaw Study Committee and Town Planner to address zoning bylaw issues and any needed housekeeping changes to the Town Bylaws for the 2018 Town Meeting.

Training – Continue the training and education of the Inspectional Services staff in the Commonwealth’s building, energy, plumbing and electrical codes as well as continued training on our new permitting software system for use in the field for immediate recording of all inspections.

01241151 BUILDING INSPECTION - SALARIES

01241151__511000	SALARIES & WAGES	86,487	79,902	45,345	48,415
01241151__511100	DEPT. HEAD SALARY	85,431	76,833	83,450	85,500
01241151__512200	PART TIME	35,000	47,980	93,190	95,979

TOTAL SALARIES		\$206,918	\$204,715	\$221,985	\$229,894
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01241152 BUILDING INSPECTION - SERVICES

01241152__532000	TRAINING AND EDUCATION	3,000	1,890	3,000	3,000
01241152__534000	POSTAGE	1,500	925	1,500	1,500
01241152__534100	TELEPHONE	3,500	3,197	2,650	4,090
01241152__534200	COPIER/PRINTING	900	868	900	900
01241152__538200	CONTRACTUAL SERVICES	3,000	3,000	3,000	3,000

TOTAL SERVICES		\$11,900	\$9,880	\$11,050	\$12,490
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01241154 BUILDING INSPECTION - SUPPLIES

01241154__542000	OFFICE SUPPLIES	1,800	1,755	1,800	1,800
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TOTAL SUPPLIES		\$1,800	\$1,755	\$1,800	\$1,800
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01241157 BUILDING INSPECTION - EXPENSES

01241157__571000	TRAVEL	14,400	12,673	14,400	14,400
01241157__571400	OPERATING SUPPLIES	1,000	435	1,000	2,650
01241157__573000	DUES,FEES, AND SUBSCRIPTIONS	1,000	816	1,000	1,000

TOTAL EXPENSES		\$16,400	\$13,924	\$16,400	\$18,050
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TOTAL GENERAL FUND		\$237,018	\$230,274	\$251,235	\$262,234
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TOTAL EXPENSES		\$237,018	\$230,274	\$251,235	\$262,234
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GRAND TOTAL		\$237,018	\$230,274	\$251,235	\$262,234
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01241151 INSPECTIONAL SERVICES-SALARIES

		Dept. Request FY19
01241151_510000	SALARIES & WAGES	
	Secretary (80 hours/bi-weekly x 26 weeks x \$22.94/hr) \$500.00 Travel Annually & \$200.00 CPR Annually	48,415
		48,415
01241151_511100	DEPT. HEAD SALARY	
	Building Commissioner (Per Employment Agreement)	85,500
		85,500
01241151-512200	PART TIME	
	Two Local Inspectors (up to 35 hours/bi-weekly x 26 weeks x \$29.90/hr 2.5% COLA)	54,417
	Plumbing/Gas Inspector-Part time (\$760.81/bi-weekly x 26 weeks)	19,781
	Electrical Inspector-Part time (\$760.81/bi-weekly x 26 weeks)	19,781
	Alternate Inspectors	2,000
		95,979
Salary Subtotal		\$229,894

01241152_520000-INSPECTIONAL SERVICES-SERVICES

		Dept. Request FY19
01241152_532000	TRAINING & EDUCATION	
	Continuing Education & Trainings for Department Personnel	3,000
		3,000
01241152_534000	POSTAGE MACHINE	
	Violation Letters, Certificated of Inspection Renewals, Weights & Measures Invoicing, Permits, Notifications-Property Loss, Home Occupations	1,500
		1,500
01241152_534100	TELEPHONE	
	Wireless/Mobile Phone & Data	4,090
		4,090
01241152_534200	COPIER/PRINTING	
	Permit applications, informational brochures/handouts, toner	900
		900
01241152_538200	CONTRACTUAL SERVICES	
	Sealer of Weights & Measures, Contractual Services	3,000
		3,000
Services Subtotal		\$12,490

01241154-INSPECTIONAL SERVICES-SUPPLIES

		Dept. Request FY19
01241154_542000	OFFICE SUPPLIES	
	General Office Supplies	1,800
		1,800
Supplies		\$1,800

01241157-INSPECTIONAL SERVICES-EXPENSES

		Dept. Request FY19
01241157_571000	TRAVEL	
	Travel Stipends-Local, Electrical & Plumbing/Gas Inspector Each \$250.00/Month	12,000
	Building Commissioner's vehicle-preventative maintenance, inspections, and fuel	2,400
		14,400
01241157_571400	OPERATING SUPPLIES	
	Inspectors equipment and supplies	2,650
		2,650
01241157_573000	DUES, FEES & SUBSCRIPTIONS	
	License Renewals, Annual Organization/Association Dues, and Subscription Renewals	1,000
		1,000
Total Expenses		\$18,050
Budget Grand Total		\$262,234

Animal Control

Animal Control Officer: Reed Wilson

Department Description

The Animal Control Officer (ACO) enforces local and state ordinances, bylaws, and laws concerning the control and care of animals and to prevent the spread of disease. The ACO canvasses public areas looking for potential signs of at large and distressed animals and works directly with citizens concerning animal control issues and lost domestic pets.

Fiscal Year 2018 Accomplishments

-) **Rabies Vaccination Clinic:** The ACO coordinated with a local veterinary clinic to host a dog and cat rabies vaccination clinic.
-) **Disease Prevention:** The ACO responded to dog and bat to human potential exposures within residents homes and coordinated the delivery of the specimens to the Massachusetts Department of Public Health for rabies testing.
-) **Quarantine Oversight:** The ACO issued quarantine orders for pets that had wounds of unknown origins or from other animals for rabies surveillance.
-) **Timely Response:** The ACO responded in a timely fashion to all animal response requests from citizens and the Health and Police Departments.

Fiscal Year 2019 Goals and Objectives

The Animal Control Department will continue current projects and implement new goals for the upcoming year as follows:

-) Organizational Goal: Explore Cross Jurisdictional Sharing for Animal Control Services
Objective: Explore with surrounding communities to create cross jurisdictional sharing options for areas such as, but not limited to, personnel, animal shelter/boarding, and equipment.

01292151 ANIMAL CONTROL - SALARIES

01292151__511000	SALARIES & WAGES	19,820	19,819	20,316	20,824
01292151__511100	DEPT. HEAD SALARY	2,614	2,623	2,614	2,614

TOTAL SALARIES		\$22,434	\$22,442	\$22,930	\$23,438
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01292152 ANIMAL CONTROL - SERVICES

01292152__532000	TRAINING AND EDUCATION	250	0	250	250
01292152__534100	TELEPHONE	250	0	250	250
01292152__538300	ANIMAL BOARDING EXPENSE	2,000	1,162	2,000	2,000

TOTAL SERVICES		\$2,500	\$1,162	\$2,500	\$2,500
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01292154 ANIMAL CONTROL - SUPPLIES

01292154__542000	OFFICE SUPPLIES	250	79	250	250
01292154__543000	SUPPLIES BUILDING MAINT	0	0	0	0
01292154__558400	OTHER SUPPLIES	150	0	150	150

TOTAL SUPPLIES		\$400	\$79	\$400	\$400
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01292157 ANIMAL CONTROL - EXPENSES

01292157__571000	TRAVEL	0	0		0
01292157__571400	OPERATING SUPPLIES	300	300	300	300

TOTAL EXPENSES		\$300	\$300	\$300	\$300
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TOTAL GENERAL FUND		\$25,634	\$23,983	\$26,130	\$26,638
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TOTAL EXPENSES		\$25,634	\$23,983	\$26,130	\$26,638
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GRAND TOTAL		\$25,634	\$23,983	\$26,130	\$26,638
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Animal Control

		Proposed FY19 Budget
01292151__511000	SALARIES & WAGES	
	Animal Control Officer Salary & Weekend Coverage	\$20,824
	FY17 Salary plus 2.5% COLA	\$20,824
01292151__511100	DEPT. HEAD SALARY	
	Public Health Director	\$2,614
		\$2,614
01292152__532000	TRAINING AND EDUCATION	
	Continuing training opportunities including the Animal Control Officers Association of Massachusetts (ACOAM)	\$250
		\$250
01292152__534100	TELEPHONE	
	Office Telephone & Fax Line	\$250
		\$250
01292152__538300	ANIMAL BOARDING EXPENSE	
	Boarding at Local Kennel or Veterinary Facility / Animal Services at Veterinary Office / Laboratory Fees/ Pet Disposal Fees	\$2,000
		\$2,000
01292154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	\$250
		\$250
01292154__543000	SUPPLIES BUILDING MAINTENANCE	
	Local Kennel building supplies, repairs, upgrades	\$0
		\$0
01292154__558400	OTHER SUPPLIES	
	Animal Control Officer field related supplies	\$150
		\$150
01292157__571000	TRAVEL	
	Animal Control Officer Vehicle: Fuel and maintenance	\$0
		\$0
01292157__571400	OPERATING SUPPLIES	
	Propane and electricity for local kennel	\$300
		\$300
Budget Grand Total		\$26,638

01296151 CONSTABLE - SALARIES

01296151__511000	SALARIES & WAGES	200	200	200	200
TOTAL SALARIES		\$200	\$200	\$200	\$200
TOTAL GENERAL FUND		\$200	\$200	\$200	\$200
TOTAL EXPENSES		\$200	\$200	\$200	\$200
GRAND TOTAL		\$200	\$200	\$200	\$200

Public Works

DPW Superintendent: **Robert LaBossiere**

Department Description

The Department of Public Works (DPW) constructs, maintains, preserves, and protects the infrastructure resources of the Town in the most cost efficient and professional manner. The Department provides guidance and support to the citizens of Middleton regarding the development and protection of property; design, construction, and maintenance of roadways, traffic, drainage systems, trees, water distribution, cemeteries, parks, and solid waste disposal, in order to maximize safety, benefit, and convenience to the public.

Fiscal Year 2018 Accomplishments

Public Works has worked diligently over the last several years to provide the taxpayers with the same services they expect with minimal increases in funding. Of note, the transfer station sticker fee of \$100 accounts for only about 40% of the total cost for the management and disposal of solid waste. Beyond the regular maintenance, DPW has worked on a number of projects over the past year including:

-) **Rubchinuk Athletic Park:** The parking lot at the athletic facility saw the final course of asphalt placed as well as the striping for the parking spaces completed. As part of the project, the landscaping was started. Landscaping included installation of trees, shrubs and grasses as well as an irrigation well and some irrigation heads. Work on the landscaping will be completed in the spring of 2018.

-) **Road Projects:** Each construction season our department uses Chapter 90 state funding and Town funds to advance the roads program. To keep costs at a minimum, the Town utilizes the Tri-town Consortium to solicit contracts for various services related to road construction. Since numerous contractors are used on a project, the DPW acts as the general contractor. In doing so, there are a number of items that need to be addressed including the removal and disposal of asphalt curb, loaming and seeding, blowing off the road prior to paving, signage installation, and general clean up. These items take time and keep our staff from other daily maintenance items. Road projects for the 2017 construction season consisted of milling a 1 ½ “of old paving and installing a new 1 ½ “of paving along East Street in the first phase of a three phase project along East Street. We also did a full depth reconstruction of Mill Street from Acorn Street to Peabody Street. The final phase of River Street was also completed this year. This final phase was in the area where we had installed a new 8” water main. This area saw 1 ½’ milling of the old road surface followed by the installation of a new 1 ½” bituminous asphalt wearing surface.

- J) **Water Department:** The DPW hired Weston and Sampson to perform a hydraulic study for the Lakeview Avenue neighborhood. The study and subsequent report has been completed and submitted to the Town with recommendations. The DPW is now requesting bids for the recommendations to be constructed.

- J) **Miscellaneous Projects:** The DPW employees are proud their projects that are not part to their regular maintenance. Some of these projects included repair of a large sinkhole from a water main easement on Lt. Cabral Drive. Our crew was also dispatched to repair water main breaks during the year. The water main on Highland Road ruptured in the middle of the night and was repaired by the morning commute and a 12" gate valve ruptured on Forest Street and was replaced in with the help of a contractor. Also, the DPW continued on a new program to clean out the large inventory of subdivision storm water control areas. This program includes cutting down the overgrown trees and underbrush and clearing out the piping. Other completed projects included installation of an infiltration drainage system at Thunder Bridge Beach, welding and painting of our recycling bins and the purchase of a new F-550 Ford 1 ton dump truck with a plow. The DPW employees again worked diligently plowing and deicing the Town throughout the winter months and again I can thank them enough for their time, professionalism, and commitment to making sure the roads were clear of snow in a timely manner.

Fiscal Year 2019 Goals and Objectives

Water: DPW will be working with a consultant to analyze the overall system in Middleton to develop a prioritization plan to plan capital improvements in the system.

Asset Management: We anticipate the arrival of our GIS infrastructure layers to our department. Over the next year, this information will be installed on our network so that the public will be able to access this information. Our department will also be working on the improvement of the new DPW website. Improvements to the content and links to our information will be worked accomplished. Additionally, we plan to widen our communications through the use of other platforms such as Facebook and Twitter.

Roads: Continue work on the Towns Road program. We are now moving out of the road reclamation phase of the program. Although there will still be roads to be fully reconstructed, we will be primarily working on roads that need to have the wearing surface milled and repaved. This will allow our money to go a lot further with our paving. Additionally, we have included a pavement management aspect to our GIS contract. We will be working with our consultant to go over every town accepted road and develop an existing conditions rating to help develop a more in-depth capital plan.

01420151 DPW ADMIN -SALARIES

01420151__511000	SALARIES & WAGES	448,374	450,946	461,743	526,440
01420151__511100	DEPT. HEAD SALARY	72,816	70,143	74,637	79,489
01420151__511300	OVERTIME	60,000	46,300	60,000	0
01420151__512200	PART TIME	42,141	23,569	43,233	44,309
01420151__512400	CONTRACT ADJUSTMENTS	0		10,000	0

TOTAL SALARIES		\$623,331	\$590,958	\$649,613	\$650,238
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01420152 DPW ADMIN -SERVICES

01420152__521700	ELECTRICITY	500	466	500	500
01420152__521800	FUEL	1,100	1,099	1,100	1,100
01420152__524000	EQUIPMENT REPAIR	3,800	4,242	3,800	4,000
01420152__530500	ADVERTISING	300	0	300	300
01420152__532000	TRAINING AND EDUCATION	1,000	1,004	1,000	1,100
01420152__534000	POSTAGE	500	0	500	500
01420152__534100	TELEPHONE	3,600	3,041	2,800	3,000
01420152__534200	COPIER/PRINTING	850	386	850	700
01420152__537900	ROAD SWEEPING	26,000	25,992	26,000	27,500
01420152__538400	CONTR.SNOW REMOVAL	76,000	109,250	76,000	0
01420152__539700	CATCH BASIN CLEANING	12,000	11,988	12,000	14,100

TOTAL SERVICES		\$125,650	\$157,468	\$124,850	\$52,800
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01420154 DPW ADMIN -OTHER EXPENSES

01420154__542000	OFFICE SUPPLIES	1,500	1,268	1,500	1,500
01420154__543000	SUPPLIES BUILDING MAINTENANCE	6,500	6,453	6,500	6,000
01420154__548000	GAS AND OIL	900	1,856	900	900
01420154__548100	SNOW REMOVAL FUEL	22,000	13,276	22,000	0
01420154__548200	SNOW BLADES	2,500	1,967	2,500	0
01420154__553000	LANDSCAPING / TREE PLANTINGS	3,700	1,952	3,700	3,700
01420154__553100	TREE REMOVAL	12,000	11,376	12,000	15,000
01420154__553200	PARK EXPENSES	17,000	16,756	17,000	17,500
01420154__553300	PEST CONTROL FULLER	7,000	6,916	7,000	7,500
01420154__553400	DRAINAGE	8,000	7,933	8,000	8,000
01420154__553900	SALT	65,000	127,074	65,000	0
01420154__554000	SAND	12,000	10,795	12,000	0
01420154__554100	REPAIRS	12,000	19,262	12,000	0
01420154__554200	SIGNS	4,000	1,268	4,000	4,000
01420154__554300	PATCHING	7,000	7,077	7,000	8,000
01420154__554400	STONE SEALING	20,000	11,942	20,000	20,000
01420154__554500	OPERATING SUPPLIES	2,450	2,469	2,450	2,500
01420154__554600	SMALL TOOLS STREET STRIPING	19,000	24,509	20,500	22,000
01420154__555000	GUARD RAIL	8,500	3,847	8,500	8,500
01420154__554900	STREET LIGHTS	0	0	0	40,000
TOTAL EXPENSES		\$231,050	\$277,996	\$232,550	\$165,100

01420157 DPW ADMIN - OTHER EXPENSES

01420157__573000	DUES,FEES, AND SUBSCRIPTIONS	350	335	350	500
01420157__577800	ROAD MACHINERY MAINTENANCE	71,500	71,208	71,500	73,000

TOTAL OTHER EXPENSES		\$71,850	\$71,543	\$71,850	\$73,500
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01420158 DPW - CAPITAL OUTLAY

01420158__585100	CAPITAL OUTLAY	19,000	19,000	19,000	19,000
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TOTAL CAPITAL OUTLAY		\$19,000	\$19,000	\$19,000	\$19,000
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TOTAL GENERAL FUND		\$1,070,881	\$1,116,965	\$1,097,863	\$960,638
TOTAL EXPENSES		\$1,070,881	\$1,116,965	\$1,097,863	\$960,638
GRAND TOTAL		\$1,070,881	\$1,116,965	\$1,097,863	\$960,638

01423151 SNOW & ICE - SALARIES

01423151__511300	SNOW & ICE OVERTIME	0	0	0	60,000
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TOTAL SALARIES		\$0	\$0	\$0	\$60,000
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01423152 SNOW & ICE - SERVICES

01423152__538400	CONTR. SNOW REMOVAL	0	0	0	76,000
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TOTAL SERVICES		\$0	\$0	\$0	\$76,000
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01423154 SNOW & ICE - SUPPLIES

01423154__548100	SNOW REMOVAL FUEL	0	0	0	22,000
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01423154__548200	SNOW BLADES	0	0	0	2,500
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01423154__553900	SALT	0	0	0	65,000
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01423154__554000	SAND	0	0	0	12,000
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01423154__554100	REPAIRS	0	0	0	12,000
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TOTAL SUPPLIES		\$0	\$0	\$0	\$113,500
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TOTAL GENERAL FUND		\$0	\$0	\$0	\$249,500
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TOTAL EXPENSES		\$0	\$0	\$0	\$249,500
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GRAND TOTAL		\$0	\$0	\$0	\$249,500
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01425151 TRANSFER STATION - SALARIES

01425151__511000	SALARIES & WAGES	122,651	103,388	120,642	125,808
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TOTAL SALARIES		\$122,651	\$103,388	\$120,642	\$125,808
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01425152 TRANSFER STATION - SERVICES

01425152__521700	ELECTRICITY	4,100	3,759	4,100	4,100
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01425152__524000	EQUIPMENT REPAIR	6,000	5,559	6,000	6,000
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01425152__538200	CONTRACTUAL SERVICES	146,000	146,776	147,000	151,200
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TOTAL SERVICES		\$156,100	\$156,094	\$157,100	\$161,300
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01425154 TRANSFER STATION - SUPPLIES

01425154__548000	GAS AND OIL	31,000	29,920	31,000	31,000
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TOTAL SUPPLIES		\$31,000	\$29,920	\$31,000	\$31,000
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01425157 TRANSFER STATION EXPENSES

01425157__573900	MONITORING WELLS LANDFIELD	45,000	30,375	45,000	46,000
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01425157__574300	LANDFILL CAPPING MAINT	7,000	7,200	8,000	8,000
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01425157__574500	RECYCLING AREA MAINTENANCE	13,500	16,578	13,500	31,700
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TOTAL EXPENSES		\$65,500	\$54,153	\$66,500	\$85,700
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TOTAL GENERAL FUND		\$375,251	\$343,555	\$375,242	\$403,808
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TOTAL EXPENSES		\$375,251	\$343,555	\$375,242	\$403,808
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GRAND TOTAL		\$375,251	\$343,555	\$375,242	\$403,808
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TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

MUNISCODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	Personal Services	623,331	590,958	649,613	710,238		60,625
152	Purchase of Services	125,650	157,468	124,850	128,800		3,950
154	Purchase of Supplies	231,050	277,996	232,550	278,600		46,050
157	Other Charges & Expenses	71,850	71,543	71,850	73,500		1,650
158	Capital Outlay	19,000	19,000	19,000	19,000		0
DEPARTMENT TOTAL		\$1,070,881	\$1,116,965	\$1,097,863	\$1,210,138	\$0	\$112,275

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

**FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420**

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
511100	PERSONAL SERVICES						
511100	Dept. Head Salary	72,816	70,143	74,637	79,489		4,852
511000	Regular Wages	448,374	450,946	461,743	526,440		64,697
511300	Snow Overtime	60,000	46,300	60,000	60,000		0
512200	Part Time Wages	42,141	23,569	43,233	44,309		1,076
512400	Contract Adjustments	0	0	10,000	0		(10,000)
151	TOTAL PERSONAL SERVICES	\$623,331	\$590,958	\$649,613	\$710,238	\$0	\$60,625
152	PURCHASE OF SERVICES						
521700	Electric/Utilities/Security (Cemetery Garage)	500	466	500	500		0
521800	Fuel all equipment &	1,100	1,099	1,100	1,100		0
524000	Equipment Repair (Cemetery)	3,800	4,242	3,800	4,000		200
530500	Advertising	300	0	300	300		0
532000	Training / DOT Testing	1,000	1,004	1,000	1,100		100
534000	Postage	500	0	500	500		0
534100	Telephone/Internet	3,600	3,041	2,800	3,000		200
534200	Printing / Copier	850	386	850	700		(150)
537900	C * Road Sweeping	26,000	25,992	26,000	27,500		1,500
538400	Snow Removal	76,000	109,250	76,000	76,000		0
539700	C * Catch Basin Cleaning	12,000	11,988	12,000	14,100		2,100
152	TOTAL PURCHASE OF SERVICES	\$125,650	\$157,468	\$124,850	\$128,800	\$0	\$3,950

*see back-up on page (9)
C= Co-operative purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

**FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420**

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
154	PURCHASE OF SUPPLIES						
542000	Office Supplies	1,500	1,268	1,500	1,500		0
543000	Building Maintenance	6,500	6,453	6,500	6,000		(500)
548000	Cemetery Gas & Oil	900	1,856	900	900		0
548100	Snow Fuel	22,000	13,276	22,000	22,000		0
548200	Snow Plow Blades	2,500	1,967	2,500	2,500		0
553000	Landscape Supplies/	3,700	1,952	3,700	3,700		0
553100	Tree Removal	12,000	11,376	12,000	15,000		3,000
553200	* Park Expenses	17,000	16,756	17,000	17,500		500
553300	Fertilizer	7,000	6,916	7,000	7,500		500
553400	Drainage	8,000	7,933	8,000	8,000		0
553900	C * Snow Salt/CaCl	65,000	127,074	65,000	65,000		0
554000	C Snow Sand	12,000	10,795	12,000	12,000		0
554100	Snow Repairs	12,000	19,262	12,000	12,000		0
554200	Signs	4,000	1,268	4,000	4,000		0
554300	Patching	7,000	7,077	7,000	8,000		1,000
554400	C Crack Seal/ Infra red	20,000	11,942	20,000	20,000		0
554500	* Operating Supplies	2,450	2,469	2,450	2,500		50
554600	C Street Striping	19,000	24,509	20,500	22,000		1,500
555000	C Guardrail	8,500	3,847	8,500	8,500		0
554900	Street Lights	0	0	0	40,000		40,000
154	TOTAL PURCHASE OF SUPPLIES	\$231,050	\$277,996	\$232,550	\$278,600	\$0	\$46,050

* see back-up on page (10)

C= Co-operative purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
157	OTHER CHARGES AND EXPENSES						
573000	Dues, Fees, & Subscriptions	350	335	350	500		150
577800	* Road Machinery Maint.	71,500	71,208	71,500	73,000		1,500
157	TOTAL OTHER CHARGES AND EXPENSES	\$71,850	\$71,543	\$71,850	\$73,500	\$0	\$1,650
158	CAPITAL OUTLAY						
585200	C Resurfacing Roadways Grade Dirt Roads &	19,000	19,000	19,000	19,000		0
158	TOTAL CAPITAL OUTLAY	\$19,000	\$19,000	\$19,000	\$19,000	\$0	\$0
	TOTAL DAPARTMENT ALL EXPENSES CATEGORIES	\$1,070,881	\$1,116,965	\$1,097,863	\$1,210,138	\$0	\$112,275

* see back-up on page (11)
C=Co-operative Purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

**FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420**

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	PERSONAL SERVICES						
511100	Robert LaBossiere Superintendent	72,816	70,143	74,637	79,489		4,852
511100	Kenneth Gibbons Deputy Superintendent	75,312	75,312	77,195	82,212		5,017
511100	Union employees	271,730	263,630	274,253	324,092		49,839
511100	Leah Moreschi DPW Secretary	45,811	45,811	47,050	48,464		1,414
511100	Benefits:						
	Longevity	6,650	6,650	6,775	7,950		1,175
	Clothing	8,545	8,545	8,545	9,880		1,335
	Regular and Scheduled Overtime	17,876	38,548	17,876	19,038		1,162
	Stipends	3,150	3,150	3,150	3,650		500
	Off Hours Snow Duty (/Dep. Super.)	3,000	3,000	3,000	3,000		0
	Specialty Work Stipends	4,500	4,500	4,500	6,800		2,300
	Productivity Incentive Payments	600	600	600	0		(600)
	Admin. Sec. Stipends	1,200	1,200	1,200	1,700		500
	Vacation byback	0	0	7,599	8,654		1,055
	Physical Fitness Test	10,000	0	10,000	11,000		1,000
511300	Snow Overtime Wages	60,000	46,300	60,000	60,000		0
512200	Part Time Wages - (8) employees 7 x \$11.95 Hr. x 40 hrs x 11 wks 1 x \$15.63 Hr. x 40 hrs x 12 wks	42,141	23,569	43,233	44,309		1,076
512400	Contract Adjustment	0	0	10,000	0		(10,000)
151	TOTAL PERSONAL SERVICES	\$623,331	\$590,958	\$649,613	\$710,238	\$0	\$60,625

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
1 511000	Robert LaBossiere (12/19/05)						
	\$4,306x26=\$111,956						
	DPW Portion	72,816	70,143	74,637	79,489		4,852
	*Water Department Portion (see page 24)	29,741	29,741	30,485	32,467		1,982
		\$102,557	\$99,884	\$105,122	\$111,956	\$0	\$6,834
2 511000	Leah Moreschi DPW (05/22/17) Town (03/01/04)						
	\$23.30x80x26=\$48,464	45,811	45,811	47,050	48,464		1,414
	Longevity	675	675	800	800		0
	Supt.of Burials Stipend	500	500	500	500		0
	Travel Stipend	500	500	500	500		0
	Appreciation Bonus	600	600	600			(600)
	Water Conservation Stipend			500	500		0
	CPR/AED certified	200	200	200	200		0
		\$48,286	\$48,286	\$50,150	\$50,964	\$0	\$814
3 511000	Kenneth Gibbons (10/29/87)						
	\$3,162x26=\$82,212	75,312	75,312	77,195	82,212		5,017
	Clothing	1,235	1,235	1,235	1,235		0
	Longevity	1,300	1,300	1,300	1,300		0
	Off Hours Snow Duty Stipend	3,000	3,000	3,000	3,000		0
	Productivity Bonus	0	0	0	0		0
		\$80,847	\$80,847	\$82,730	\$87,747	\$0	\$5,017
4 511000	Scott Saulnier (12/20/95)						
	\$24.92x80x26=\$51,834	57,358	49,258	57,358	51,834		(5,524)
	Clothing	1,235	1,235	1,235	1,235		0
	Longevity	1,300	1,300	1,300	1,300		0
	License Stipend	650	650	650	650		0
	Productivity Bonus	0	0	0	0		0
	\$60,543	\$52,443	\$60,543	\$55,019	\$0	(\$5,524)	

**TOWN OF MIDDLETON
ANNUAL BUDGET FISCAL YEAR 2018**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

FORM 4	EMPLOYEE CLASSIFICATION AND SALARY			Admin/Sel.	Change		
MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Recommend FY 2019	(Decrease)
5	511000	Glenn Osgood	(9/6/96)				
	\$24.92x80x26=\$51,834	48,400	48,400	48,400	51,834		3,434
	Clothing	1,235	1,235	1,235	1,235		0
	Longevity	1,300	1,300	1,300	1,300		0
	License	500	500	500	500		0
	Productivity Bonus	0	0	0	0		0
		\$51,435	\$51,435	\$51,435	\$54,869	\$0	\$3,434
6	511000	Paul Ajootian	(6/6/98)				
	\$24.92x80x26=\$51,834	48,400	48,400	48,400	51,834		3,434
	Clothing	1,235	1,235	1,235	1,235		0
	Longevity	1,100	1,100	1,100	1,300		200
	License	500	500	500	500		0
	Productivity Bonus	0	0	0	0		0
		\$51,235	\$51,235	\$51,235	\$54,869	\$0	\$3,634
7	511000	John Black	(7/22/03)				
	\$24.92x80x26=\$51,834	48,400	48,400	48,400	51,834		3,434
	Clothing	1,235	1,235	1,235	1,235		0
	Longevity	975	975	975	1,100		125
	License	500	500	500	500		0
	Productivity Bonus	0	0	0	0		0
		\$51,110	\$51,110	\$51,110	\$54,669	\$0	\$3,559
9	511000	Andrew Solheim	(12/21/15)				
	\$23.92x80x26=\$49,754	41,322	41,322	43,327	43,327		0
	Clothing	1,135	1,135	1,135	1,235		100
	Longevity	0	0	0	0		0
	License	500	500	500	500		0
	Productivity Bonus	0	0	0	0		0
		\$42,957	\$42,957	\$44,962	\$45,062	\$0	\$100

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
12	511000						
	New Employee (7/02/18)						
	\$20.35x80x26=\$42,328				42,328		
	Clothing				1,235		
	Longevity				0		
	License				500		
	Productivity Bonus				0		
					\$44,063		
11	511000						
	Travis Davies (9/03/13)						
	\$24.92x48x26=\$31,101	27,850	27,850	28,368	31,101		2,733
	Clothing	1,235	1,235	1,235	1,235		0
	Longevity	0	0	0	850		850
	License	500	500	500	500		0
	Productivity Bonus	0	0	0	0		0
		\$29,585	\$29,585	\$30,103	\$33,686	\$0	\$3,583
12	511000						
	Specialty Work Stipends	\$4,500	\$4,500	\$4,500	\$6,800		2,300
13	511000						
	Physical Fitness Test	\$10,000	\$0	\$10,000	\$11,000		1,000
14	511000						
	* Total Regular Overtime (\$11,875)	\$17,876	\$38,548	\$17,876	\$19,038		1,162
	Scheduled Overtime (\$7,163)						
15	511300						
	Snow Overtime Wages	\$60,000	\$46,300	\$60,000	\$60,000		0
16	512200						
	Part Time Wages - (8) employees	\$42,141	\$23,569	\$43,233	\$44,309		1,076
	7 x \$11.95 Hr. x 40 hrs x 11 wks						
	1 x \$15.63 Hr. x 40 hrs x 12 wks						
17	512400						
	Adjustment	\$0	\$0	\$10,000	\$0		(10,000)
GRAND TOTAL OF WAGES		\$623,331	\$590,958	\$642,514	\$701,584	\$0	\$59,070

* Back up on pag #12

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

OPERATIONS & MAINTENANCE BUDGET BACKUP

MUNIS CODE		OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
152		Purchase of Services						
537900	C	Road Sweeping 107 Lane Miles of Roadway FY17 \$219.25/lane mile FY16 \$219.25/lane mile	23,500	23,492	23,500	25,000		1,500
		14 Municipal Parking Areas and Special Sweeping (Parades, Storms, Etc.) @ \$100/hr	2,500	2,500	2,500	2,500		0
		Total Road Sweeping	26,000	25,992	26,000	27,500	0	1,500
539700	C	Catch Basin Cleaning 1,004 basins FY17 \$11.94 per basin FY16 \$10.40 per basin	10,400	11,988	10,400	12,500		2,100
		Return cleaning and Jetting Service @ \$200/hour	1,600	0	1,600	1,600		0
		Total Catch Basin Cleaning	12,000	11,988	12,000	14,100	0	2,100

C= Co-operative purchase
S= State Bid Purchase

TOWN OF MIDDLETON

ANNUAL BUDGET FISCAL YEAR 2018

OPERATIONS & MAINTENANCE BUDGET BACKUP

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
553200	Paint for lining fields	2,800	3,662	2,800	2,800		0
	Port-A-Potty Rentals	5,000	5,079	5,000	5,400		
	Safety maintenance	600	325	600	600		0
	Equipment repairs	2,000	2,414	2,000	2,000		0
	Field Improvements	4,000	3,134	4,000	4,000		0
	* Stream Team Maint.	2,600	2,142	2,600	2,600		0
	Total Park Expenses	\$17,000	\$16,756	\$17,000	\$17,400	\$0	\$0
553900	C Salt/Calcium Chloride Contract Prices: Salt: FY 17 - \$53.26/ton Salt: FY 16 - \$56.56/ton Salt: FY 16 - \$59.81/ton	62,000	127,074	65,000	65,000		0
	Total Salt/Calcium	\$62,000	\$127,074	\$65,000	\$65,000	\$0	\$0
554500	Operating Supplies						
	Safety Supplies	800	817	800	800		0
	Case Goods	550	606	550	550		0
	Medical kit	600	553	600	600		0
	Other incidental Supplies	500	493	500	500		0
	Total Operating Supplies	\$2,450	\$2,469	\$2,450	\$2,450	\$0	\$0
	* Provides supplies to maintain Peabody St. Canoe Launch, Farnsworth Landing, etc..						
	C=Co-operative Purchase						
	FY 18 Salt Price		\$49.91/Ton				

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

OPERATIONS & MAINTENANCE BUDGET BACKUP

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
157	Other Charges & Expenses						
557800	Road Machinery Maintenance						
	** Fuel	28,000	16,902	18,000	18,000		0
S	Tires	3,500	3,218	3,500	5,500		2,000
	Lube, Grease/Oil	2,000	1,602	2,000	2,000		0
	Repairs		27,423	20,000	20,000		0
	Parts	17,000	11,751	13,000	11,000		(2,000)
	Labor	21,000	10,312	15,000	15,000		0
	Total Road Machinery Maintenance	\$71,500	\$71,208	\$71,500	\$71,500	\$0	\$0

C=Co-operative Purchase
S= State Bid Purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019
REGULAR AND SCHEDULED OVERTIME BUDGET BACK-UP**

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	PERSONAL SERVICES						
511000	Regular Overtime Regular overtime based on callouts consisting of accident debris removal, flooding, downed trees, material spills, traffic control, etc..	11,000		11,000	11,875		875
511000	Scheduled Overtime <i>Consists of overtime that cannot be scheduled during regular hours.</i> Chief Will's Day Family Festival: Saturday - 7 pers X 17 (1.5 Hrs.) 2 pers. X 8 (1.5 Hrs.) Sunday - 7 pers X 6 (2 Hrs.) 286.5 Hours X \$25.00 = \$7306	6,876		6,876	7,163		287
	Total Reg. & Scheduled Overtime	\$17,876	\$0	\$17,876	\$19,038	\$0	\$1,162

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019
SNOW AND ICE ACCOUNTS**

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	PERSONAL SERVICES						
511300	Snow Overtime	60,000	46,300	60,000	60,000		0
152	PURCHASE OF SERVICES						
538400	Snow Removal	76,000	109,250	76,000	76,000		0
154	PURCHASE OF SUPPLIES						
548100	Snow Fuel	22,000	13,276	22,000	22,000		0
548200	Snow Plow Blades	2,500	1,967	2,500	2,500		0
553900	Snow Salt/CaCl	62,000	127,074	65,000	65,000		0
554000	Snow Sand	12,000	10,795	12,000	12,000		0
554100	Snow Repairs	12,000	19,262	12,000	12,000		0
	Total Snow & Ice	\$246,500	\$327,924	\$249,500	\$249,500	\$0	\$0

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DIVISION #425

MUNISCODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	Personal Services	122,651	103,388	120,642	125,808		5,166
152	Purchase of Services	156,100	156,094	157,100	161,300		4,200
154	Purchase of Supplies	31,000	29,920	31,000	31,000		0
157	Other Charges & Expenses	65,500	54,148	66,500	85,700		19,200
158	Capital Outlay	0	0	0	0		0
DEPARTMENT TOTAL		\$375,251	\$343,550	\$375,242	\$403,808	\$0	\$28,566

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DEPARTMENT #425

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	PERSONAL SERVICES						
511100	Dept. Head Salary	0	0	0	0		0
511000	Regular Wages	80,932	73,395	81,277	86,995		5,718
	Part Time Attendants	41,719	29,993	37,865	38,813		948
	Contract Adjustments	0	0	1,500	0		(1,500)
151	TOTAL PERSONAL SERVICES	\$122,651	\$103,388	\$120,642	\$125,808	\$0	\$5,166
152	PURCHASE OF SERVICES						
521700	Utilities:electric,propane telephone	4,100	3,759	4,100	4,100		0
524000	Equip. Maint. / Repair	6,000	5,559	6,000	6,000		0
538200	* Contractual Services (waste contracts)	146,000	146,776	147,000	151,200		4,200
5200	TOTAL PURCHASE OF SERVICES	\$156,100	\$156,094	\$157,100	\$161,300	\$0	\$4,200

* see back-up on page (22) and trash totals on pages (25 & 26)

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DEPARTMENT #425

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
154	PURCHASE OF SUPPLIES						
548000	* Diesel Fuel, Oil & Mack Truck Maintenance	31,000	29,920	31,000	31,000		0
154	TOTAL PURCHASE OF SUPPLIES	\$31,000	\$29,920	\$31,000	\$31,000	\$0	\$0
157	OTHER CHARGES AND EXPENSES						
574300	** Landfill Capping Maintenance	7,000	7,200	8,000	8,000		0
573900	Landfill Well Monitoring	45,000	30,370	45,000	46,000		1,000
574500	Hazardous Waste Day	2,000	1,547	2,000	2,000		0
574500	*** Recycling Program includes:wood,tires, CRT's, metals,construction debris,glass,plastic etc.	11,500	15,031	11,500	29,700		18,200
157	TOTAL OTHER CHARGES & EXPENSES	\$65,500	\$54,148	\$66,500	\$85,700	\$0	\$19,200
158	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0		\$0
	TOTAL DEPARTMENT ALL EXPENSES CATEGORIES	\$375,251	\$343,550	\$375,242	\$403,808	\$0	\$28,566

* see back-up page 22

** Includes semi-annual grass cutting and all repairs to swale etc.

*** see back-up page 23 and recycling total sheets on pages 25 & 26

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DEPARTMENT #425

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151							
9	511000						
	Travis Davies						
	Split Employee (2 days) Highway/Trans. Sta.						
	*	\$24.92x32x26=\$20,733.44	18,567	10,105	18,912	20,734	1,822
			<u>\$18,567</u>	<u>\$10,105</u>	<u>\$18,912</u>	<u>\$20,734</u>	<u>\$0</u>
							\$1,822
10	511000						
	Eric Rackliffe						
	(6/28/06)						
	\$26.05x80x26=\$54,184	50,885	50,885	50,885	54,184		3,299
	Clothing	1,235	1,235	1,235	1,235		0
	Longevity	850	850	850	850		0
	Vacation byback	975	0	975	1,042		67
	License Stipend	500	500	500	700		200
	Productivity Bonus	0	0	0	0		0
			<u>\$54,445</u>	<u>\$53,470</u>	<u>\$54,445</u>	<u>\$58,011</u>	<u>\$0</u>
							\$3,566
13	511000						
	**	Total Scheduled Overtime	\$7,920	\$9,820	\$7,920	\$8,250	\$0
12	511000						
	Part-Time Transfer						
	Station Attendant						
	\$15.55/hr.x 96 hrs x 26 wks	\$41,719	\$29,993	\$37,865	\$38,813	\$0	\$948
14	512400						
	Contract Adjustment	\$0	\$0	\$1,500	\$0	\$0	(\$1,500)
	GRAND TOTAL OF WAGES	\$122,651	\$103,388	\$120,642	\$125,808	\$0	\$5,166

* Employees hours are split with the highway dept. budget

** See back-up on page 24.

TOWN OF MIDDLETON
ANNUAL BUDGET FISCAL YEAR 2018
TRANSFER STATION BUDGET BACKUP

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MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
152	PURCHASE OF SERVICES						
538200	* Contractual Services (waste contracts) <i>FY 19 Projected: 2,100tons @ \$72.00/ton</i>	146,000		147,000	151,200		4,200
	<i>Fiscal Year Totals:</i>						
	Measured Tonnage:						
	FY 2012- 2124 tons			FY 2012 - #1819 =		\$151,575	
	FY 2013 - 1943 tons			FY 2013 - #1805 =		\$150,515	
	FY 2014- 1971 tons			FY 2014 - #1851 =		\$155,620	
	FY 2015 - 2008 tons			FY 2015 - #1869 =		\$152,400	
	FY 2016 - 1932 tons			FY 2016 - #1868 =		\$153,500	
	FY 2017 - 1979 tons (\$69.00/ton)			FY 2017 - #1868 =		\$167,630	
	FY 2018 - 886 tons as of 11/30/17			FY 2018 - #1992 =		\$164,395	
	Current tipping charge: \$70.00/ton						
	(Contractual) FY 2019 - 2100 tons @ \$72.00						

154 PURCHASE OF SUPPLIES

548000	Diesel Fuel, Oil & Mack Truck Maintenance						
	Fuel	17,000	11,420	17,000	13,000		(4,000)
	Tires	3,000	1,584	3,000	3,000		0
	Lube, Grease/Oil	600	450	600	600		0
	Parts, repairs	6,000	11,664	6,500	4,500		(2,000)
	Repairs				6,000		6,000
	Labor	3,400	4,882	3,900	3,900		0
	Total Mack Truck Maintenance	\$30,000	\$30,000	\$31,000	\$31,000	\$0	\$0

	FY 17			FY 18		
	# of stickers	cost	total	# of stickers	cost	total
Wildwood Rd.	3	275	\$825	4	275	\$1,100
Trash sticker	1528	100	\$152,800	1517	100	\$151,700
Pro-rated	29	50	\$1,450		50	
Additional sticker	504	15	\$7,560	439	15	\$6,585
Electronics	333	15	\$4,995	334	15	\$5,010
	2,397		\$167,630	2,294		\$164,395

TOWN OF MIDDLETON

**ANNUAL BUDGET FISCAL YEAR 2019
TRANSFER STATION BUDGET BACK-UP**

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
157	OTHER CHARGES AND EXPENSES						
574500	* Recycling Program :						
	C&D (illegal dumped or municipal): FY 17 - 1.09 ton @ \$138/ton - actual FY 18 - 3.0 ton @ \$150/ton - est. FY 19- 3.0 ton @ \$150/ton - projected	500		500	300		(200)
	Tires: FY 17 - 3.89 ton @ \$250/ton - actual FY 18 - 8 ton @ \$250/ton - est. FY 19 -5 ton @ \$250/ton - projected	1,000		1,000	1,250		250
	Paper: FY 17 - 305.26 ton @ \$0/ton - actual FY 18 -290 ton @ \$0/ton - est. FY 19 -300 ton @ \$5/ton - projected				1,500		1,500
	Glass: FY 17 - 91.22 ton @ \$0/ton - actual FY 18 - 79 ton @ \$130/ton - est. FY 19 -85 ton @ \$130/ton - projected				11,050		11,050
	Plastic: FY 17 - 62.29 ton @ \$0/ton - actual FY 18 - 58 ton @ \$60/ton - est. FY 19 -60 ton @ \$60/ton - projected				3,600		3,600
	Electronics: FY 17- 21.42 ton @ \$580/ton FY 18- 19 ton @ \$580/ton - est. FY 19 - 20.0 ton @ \$600/ton - projected	10,000		10,000	12,000		2,000
	Total Recycling	\$11,500	\$0	\$11,500	\$29,700	\$0	\$18,200

* see yearly recycling totals on pages (25 & 26)

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019
SCHEDULED OVERTIME BUDGET BACK-UP**

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	PERSONAL SERVICES						
511000	Scheduled Overtime <i>Consists of overtime that cannot be scheduled during regular hours.</i>						
	Brush Chipping: 6 Saturdays per year @ Transfer Station 2 pers. X 6 Saturdays X 9 (1.5 Hrs.) 162 Hours X \$25.00 = \$4050	3,888	3060	3,888	4,050		162
	Transfer Station Vacations& Sick Days 1 pers. X 2 Saturdays X 8 (1.5) Hours 1 pers. X 2 Sundays X 8 (2) Hours 2 pers. X 2 Saturdays X 8 (1.5) Hours 2 pers. X 2 Sundays X 8 (2) Hours 168 Hours X \$25.00 = \$4,200	4,032	6760	4,032	4,200		168
	Total Transfer St. Sched. Overtime	\$7,920	\$9,820	\$7,920	\$8,250	\$0	\$330

28005 WATER DEPARTMENT**28005 EXPENDITURES**

28005__511000	SALARIES & WAGES	70,714	69,668	72,714	75,063
28005__511100	DEPT. HEAD SALARY	29,741	29,340	30,485	32,467
28005__521700	ELECTRICITY	3,800	3,251	3,800	3,500
28005__532000	TRAINING AND EDUCATION	2,000	1,536	2,000	2,000
28005__538200	CONTRACTUAL SERVICES	37,500	23,609	37,500	37,500
28005__544700	PARKS FIELD WATERING	5,400	5,158	5,400	5,400
28005__554700	WATER SUPPLIES	16,000	15,805	16,000	16,700
28005__554800	WATER MAIN EXTENSIONS	6,000	5,795	6,000	6,000
28005__573000	DUES,FEES, AND SUBSCRIPTIONS	750	570	750	750
28005__580302	DESIGN WATER MAIN	0	0	0	0
28005__580297	5 TON UTILITY TRUCK	0	0	0	0
28005__580263	DPW LAKE STREET WATER LINE	0	0	0	0
28005__590100	DEBT SERVICE DEBT SERVICE	9,800	11,400	11,155	10,910
28005__591500	DEBT SERVICE INTEREST	2,955	1,355	1,110	865
TOTAL EXPENDITURES		\$184,660	\$167,487	\$186,914	\$191,155
TOTAL EXPENSES		\$184,660	\$167,487	\$186,914	\$191,155
TOTAL WATER FUND		\$184,660	\$167,487	\$186,914	\$191,155

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: WATER DEPARTMENT #451

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	Personal Services	100,455	99,008	103,199	107,530	0	4,331
152	Purchase of Services	43,300	28,396	43,300	43,000	0	(300)
154	Purchase of Supplies	27,400	26,758	27,400	28,100	0	700
157	Other Charges & Expenses	750	570	750	750	0	0
159	Debt Service	12,755	12,755	12,265	11,775	0	(490)
DEPARTMENT TOTAL		\$184,660	\$167,487	\$186,914	\$191,155	\$0	\$4,241

**TOWN OF MIDDLETON
ANNUAL BUDGET FISCAL YEAR 2018**

FUNCTION: PUBLIC WORKS & FACILITY
DEPARTMENT: WATER DEPARTMENT

#04
#451

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
151	PERSONAL SERVICES						
511100	Dept. Head Salary	29,741	29,340	30,485	32,467	0	1,982
511000	Regular Wages	66,084	66,084	68,084	70,152	0	2,068
	* Night Hydrant Flushing	4,630	3,584	4,630	4,911	0	281
151	TOTAL PERSONAL SERVICES	\$100,455	\$99,008	\$103,199	\$107,530	\$0	\$4,331
152	PURCHASE OF SERVICES						
521700	Electricity -Telephone Forest St. BP Station	3,800	3,251	3,800	3,500	0	(300)
538200	Consulting Services	37,500	23,609	37,500	37,500	0	0
532000	Training / Education	2,000	1,536	2,000	2,000	0	0
152	TOTAL PURCHASE OF SERVICES	\$43,300	\$28,396	\$43,300	\$43,000	\$0	(\$300)
154	PURCHASE OF SUPPLIES						
554700	** System Maintenance-	16,000	15,805	16,000	16,700	0	700
544700	Parks,Field Watering	5,400	5,158	5,400	5,400	0	0
554800	Main Extensions- Town Share Within Public Ways	6,000	5,795	6,000	6,000	0	0
154	TOTAL PURCHASE OF SUPPLIES	\$27,400	\$26,758	\$27,400	\$28,100	\$0	\$700

* see back-up on page 32.

** see back-up on page 33.

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: WATER DEPARTMENT #451

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
157	OTHER CHARGES AND EXPENSES						
573000	Dues, Fees, & Subscriptions	750	570	750	750	0	0
157	TOTAL OTHER CHARGES AND EXPENSES	\$750	\$570	\$750	\$750	\$0	\$0
159	* TOTAL DEBT SERVICE	\$12,755	\$12,755	\$12,265	\$11,775	\$0	(\$490)
	TOTAL DEPARTMENT ALL EXPENSES CATEGORIES	\$184,660	\$167,487	\$186,914	\$191,155	\$0	\$4,241

* see back-up on page 38.

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

WATER SYSTEM MAINTENANCE BUDGET BACK-UP

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
154	PURCHASE OF SUPPLIES						
554700	System Maintenance-						
	Water system repair fittings and inventory	1,000	1,200	1,000	1,200	0	200
	Water sampling	1,750	2,287	1,750	2,000	0	250
	Water sampling supplies	1,000	420	1,000	1,000	0	0
	** Copper/Lead/Disinfection Testing Chlorine by-product testing	5,000	4,775	5,000	5,000	0	0
	* Consumer Confidence Report	1,200	850	1,200	1,000	0	(200)
	* Water conservation notifications	500	125	500	500	0	0
	Misc.small tools	700	805	700	800	0	100
	Water breaks/Hydrant repairs	2,500	2,745	2,500	2,700	0	200
	Gate/sws tops and sleeves	1,000	895	1,000	1,000	0	0
	Gauges and calibrations/repairs	600	456	600	500	0	(100)
	Misc.large tools and repairs	750	1,247	750	1,000	0	250
	Total System Maintenance	\$16,000	\$15,805	\$16,000	\$16,700	\$0	\$700

- * Consumer Confidence Report and water conservation notices required by DEP
- ** New EPA/DEP sampling regulations for stage 2 disinfectants & disinfection by-products rule (stage 2 DBPR)
TTHM - Total Trihalomethane
HAA5 - Haloacetic Acids

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2019**

FUNCTION: PUBLIC WORKS & FACILITY **#04**
DEPARTMENT: WATER DEPARTMENT **#451**

MUNIS CODE	OBJECT	Approved FY 2017	Expended FY 2017	Approved FY 2018	Dpt. Req. FY 2019	Admin/Sel. Recommend FY 2019	Change (Decrease)
159	DEBT SERVICE						
	Bond #1 (7/6/22) Remaining principal \$54,200 Last payment due 7/6/22	12,755	12,755	12,265	11,775	0	(490)
159	TOTAL DEBT SERVICE	\$12,755	\$12,755	\$12,265	\$11,775	\$0	(\$490)

Board of Health

Chief Health Strategist/

Director of Public Health: Derek Fullerton, REHS/RS, CHO, CEHT

Public Health Nurse: Traci Mello, RN, MSN

Board of Health Chairman: Robert Ambrefe, RPh

Board of Health Members: Paul Leblanc
Matt Greenfield
Ray Cryan
Judith Schneider

Department Description

The Board of Health is committed to improving public health through promoting well-being, preventing disease, and protection of an individual's health within the community.

Primary functions include:

-) Monitoring community health problems
-) Diagnosing and investigating health problems and health hazards in the community
-) Informing, educating and empowering people about health issues
-) Mobilizing community partnerships to identify and solve health problems
-) Developing policies and plans that support individual and community health efforts
-) Enforcing laws and regulations that protect health and ensure safety
-) Linking people to needed personal health services and assure the provision of health care when otherwise unavailable
-) Providing a competent public health and personal healthcare workforce
-) Evaluating effectiveness, accessibility and quality of personal and population-based health services
-) Researching for new insights and innovative solutions to health problems

Fiscal Year 2018 Accomplishments

Notable accomplishments over the past year include:

-) **President of the Massachusetts Health Officers Association:** The Director of Public Health continues completed his term as President of the Massachusetts Health Officers Association (MHOA) as of December 31, 2018 after serving as an officer for the past six years. MHOA is a professional organization of Public and Environmental Health Professionals with over 600 members. As President of this professional group, MHOA's goals are to represent and advocate for local public and environmental health, promote and foster high standards of professionalism among local health department staff, work

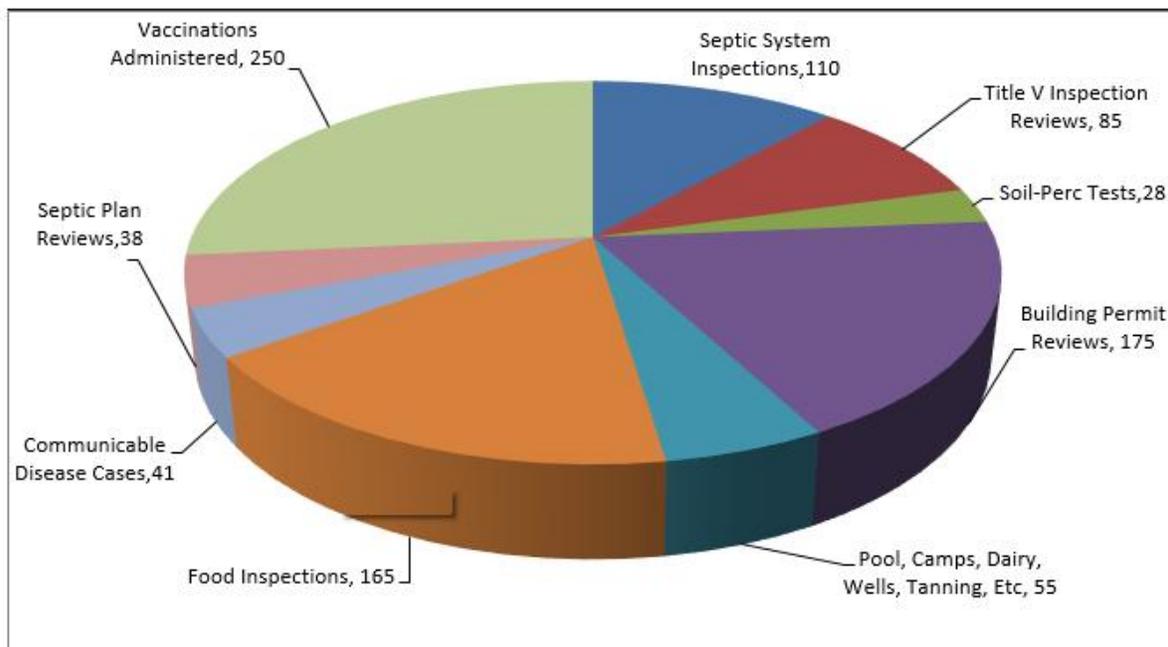
closely with national, state, local, and environmental health agencies to improve public health practice including monitoring and advocating for legislation affecting health and environmental issues.

A major accomplishment during his term was the development of a local health department opioid planning and response toolkit for local communities. This toolkit is expected to be launched in April of 2018.

- J **Tri-Town Council Community Partner Award:** The Director of Public Health in 2017 received an award for the Tri Town Council for his continued work and dedication of the Coalition. The Coalition is a community wide partnership whose focus is to reduce and prevent substance use and abuse by youth in the Tri-Town communities. The Coalition thanked the Director for his expertise and deep passion for the well-being of the youth, his voice, perseverance, and unyielding dedication to the safety and health of the youth, families, and community.
- J **Voluntary Food Standards Program:** The department was awarded by the Federal Food and Drug Administration (FDA) two grants to continue work on the department's enrollment in the nation voluntary food standards program. Grants were awarded to conduct a regional food safety forum for local food establishments/personnel to educate food borne risk topics, current topics, and local collaborative efforts. The second grant is to attend FDA training on food establishment plan review practices.
- J **Cross Jurisdictional Sharing Collaborative Panel:** The Health Director served alongside other local public health officials, the Metropolitan Area Planning Council (MAPC), municipal leaders, hospitals, and community organizations to explore opportunities for public health collaboration in the North Shore/Cape Ann region to assess community health improvement models that provide a roadmap for innovative partnerships that would address public and community health challenges and improve public health outcomes across the region. The possibility of a Cross Jurisdictional Sharing Collaborative would help cities and towns better in meeting their mandated functions while providing opportunities to collaboratively address systemic health issues, like youth mental health and substance use disorder.
- J **Communicable Disease Prevention:** The Public Health Nurse (PHN) administered over 250 influenza vaccinations to the public and to home bound individuals. The PHN continued surveillance on communicable diseases within the community reported by the State Department of Public Health.
- J **Departmental Assistance:** The Health Department utilized two senior workers to assist in daily functions and tasks such as filing, database entry, and even nursing skills for our senior wellness clinics and flu clinics, in addition, three public health interns assisted in public health projects such as further development on emergency preparedness plans.

- Electronic Permitting and Reporting:** The Health Department permitting for all departmental permits went electronic/online through a web based Citizenserve Portal which allows remote permit & license filing and payment by permit holders. This has increased efficiency, responsiveness, cost saving measures to both the department and the license holder. Additionally, through an FDA food safety grant, an online citizen Foodborne Illness Complaint and Reporting portal was developed and implemented online to properly report, track, and provide timely follow up related to potential food borne illnesses.
- Recreational Marijuana:** The Health Department was instrumental in forming a recreational marijuana community planning task force to explore local impacts related to the legalization of its use through State Legislation. This committee explored all aspects including local benefits (i.e. tax income, retail business, etc.) and local impacts (public health and safety), while also exploring moratoriums until regulations are developed and local prohibition.

Statistics of a Sample amount of Services provided by the Middleton Health Department



Fiscal Year 2019 Goals and Objectives

The Health Department will continue current projects and implement new goals for the upcoming year as follows:

- Organizational Goal:** Youth Mental Health First Aid Training

Objective: Facilitate with the Tri-Town Coalition to host and lead a training to understand mental health behaviors in youth and how to distinguish normal and risk behaviors that can be associated with depression, suicide, anxiety, and violence.

) Organizational Goal: Continue exploration of Cross Jurisdictional Sharing for Public Health

Objective: Collaborate with local public health officials and MAPC on the North Shore Public Health Collaborative to assess implementation of such project that will support specific population health programs and services.

) Organizational Goal: Draft a Regional Point of Dispensing/Emergency Dispensing Site Plan

Objective: Along with the Tri-Town Health Departments (Boxford, Middleton, Topsfield), develop an operational plan for mass dispensing of biologics, vaccination, public health response at a regional location of Masconomet High School. The plan will include planning, logistics, operations, security, and finance components under an Incident Command Structure.

) Organizational Goal: Food Safety Industry Forum

Objective: Utilize recent FDA Grant Funding to plan and host a food safety forum available for all food establishments within the community to educate them on foodborne risk factors, current trends, and collaborative efforts.

01511151 BOARD OF HEALTH - SALARIES

01511151__511000	SALARIES & WAGES	16,494	16,135	16,845	17,261
01511151__511100	DEPT. HEAD SALARY	84,017	84,270	88,017	90,617
01511151__512200	PART TIME		0	0	0

TOTAL SALARIES		\$100,511	\$100,405	\$104,862	\$107,878
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01511152 BOARD OF HEALTH -SERVICES

01511152__530400	CONSULTANT OTHER	10,000	7,091	10,000	10,000
01511152__530500	ADVERTISING	300	0	300	150
01511152__531100	COMMUNITY HEALTH SERVICE	8,000	6,963	8,000	8,000
01511152__532000	TRAINING AND EDUCATION	1,500	1,478	1,500	2,000
01511152__534000	POSTAGE	600	0	600	150
01511152__534100	TELEPHONE	2,075	2,408	1,475	1,725
01511152__534200	COPIER/PRINTING	1,400	1,208	1,000	1,000

TOTAL SERVICES		\$23,875	\$19,148	\$22,875	\$23,025
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01511154 BOARD OF HEALTH - EXPENSES

01511154__542000	OFFICE SUPPLIES	500	467	500	750
01511154__543000	BUILDING MAINTENANCE	0	0	0	0
01511154__558400	OTHER SUPPLIES	500	425	500	500

TOTAL EXPENSES		\$1,000	\$892	\$1,000	\$1,250
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01511157 BOARD OF HEALTH - EXPENSES

01511157__571000	TRAVEL	1,200	1,214	1,200	1,550
01511157__573000	DUES,FEES, AND SUBSCRIPTIONS	500	454	500	1,000

TOTAL EXPENSES		\$1,700	\$1,668	\$1,700	\$2,550
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TOTAL GENERAL FUND		\$127,086	\$122,113	\$130,437	\$134,703
TOTAL EXPENSES		\$127,086	\$122,113	\$130,437	\$134,703
GRAND TOTAL		\$127,086	\$122,113	\$130,437	\$134,703

01511 BOARD OF HEALTH

		Proposed FY19 Budget
01511151__511000	SALARIES & WAGES	
	Public Health Nurse (8 Hours per week X 52.0 Weeks X \$39.09 per hour)	\$16,261
	Meeting Secretary for 8 meetings at \$125.00 per meeting	\$1,000
		<u>\$17,261</u>
01511151__511100	DEPT. HEAD SALARY	
	The Total FY18 Salary for Public Health Director = \$106,600 which is aggregated among four department budgets [BOH=\$90,617; Conservation=8,369;Animal Control=\$2,614; Information Technology (IT)=\$5,000]	\$90,617
		<u>\$90,617</u>
01511152__530400	CONSULTANT OTHER	
	Food Establishment Inspections-Contractors	\$8,000
	Inspectional assistance: Soil Testing for large subdivisions, camps, pools, tanning, housing	\$1,200
	Thunderbridge Bathing Beach: Water Sampling program	\$800
		<u>\$10,000</u>
01511151__512200	PART TIME	
	N/A (Placeholder)	-
		<u>\$0</u>
01511152__530500	ADVERTISING	
	Legal Ads: As necessary for BOH regulations, Animal Control regulations	\$150
		<u>\$150</u>
01511152__531100	COMMUNITY HEALTH SERVICE	
	Public Health Programs: Flu Clinics, Health Education Programs, Disease Prevention: Vaccine(s) Purchase, Medical Supplies: FY19 Purchase of additional private flu and pneumococcal vaccine (\$3,000) of which revenue from vaccine administration reimbursement (~\$30/dose) will result in a net gain above the purchase price (~\$13/dose) that is deposited into the general fund.	\$8,000
		<u>\$8,000</u>

01511 BOARD OF HEALTH

		Proposed FY19 Budget
01511152__532000	TRAINING AND EDUCATION	
	Continuing Education and Trainings for Dep't personnel	\$2,000
		<u>\$2,000</u>
01511152__534000	POSTAGE	
	Health Permit Application Mailings, Violation letters, Orders, etc.	\$150
		<u>\$150</u>
01511152__534100	TELEPHONE	
	Internet	\$525
	Wireless/Mobile & Hot Spot (2)	\$1,200
		<u>\$1,725</u>
01511152__534200	COPIER/PRINTING	
	Inspection Forms, Mass reproduction of Health Materials, Toner, Brochure, Flyers, Plotter/Printer/Scanner Supplies and Maintenance	\$1,000
		<u>\$1,000</u>
01511154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	\$750
		<u>\$750</u>
01511154__558400	OTHER SUPPLIES	
	Departmental related field supplies	\$500
		<u>\$500</u>
01511157__571000	TRAVEL	
	Fuel	\$800
	General maintenance /parts and labor for Health Directors 2014 Ford Fusion Vehicle (No longer under 3 year manufacturer's warranty)	\$750
		<u>\$1,550</u>
01511157__573000	DUES,FEES, AND SUBSCRIPTIONS	
	Personnel Licensure Renewal fees and Public Health Organization/Association Renewal Fees [Sanitarian, Title V (2), CEHT, Soil Evaluator, MHOA, MEHA, NACCHO, RN, MAPHN, MAHB)	\$1,000
		<u>\$1,000</u>
	Budget Grand Total	\$134,703

01541151 COUNCIL ON AGING - SALARIES

01541151__511000	SALARIES & WAGES	52,289	52,289	52,825	64,432
01541151__511100	DEPT. HEAD SALARY	50,566	50,566	51,831	53,127
01541151__512200	PART TIME	47,616	47,616	41,219	40,053

TOTAL SALARIES		\$150,471	\$150,471	\$145,875	\$157,612
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01541152 COUNCIL ON AGING - SERVICES

01541152__521800	FUEL	4,200	3,864	4,200	4,400
01541152__524000	EQUIPMENT REPAIR	2,960	2,894	5,000	6,000
01541152__534000	POSTAGE	3,000	3,000	3,000	3,000
01541152__534100	TELEPHONE	3,340	2,615	2,743	2,868
01541152__534200	COPIER/PRINTING	750	594	800	1,000
01541152__538200	CONTRACTUAL SERVICES	8,000	7,876	9,700	9,450

TOTAL SERVICES		\$22,250	\$20,843	\$25,443	\$26,718
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01541154 COUNCIL ON AGING - SUPPLIES

01541154__542000	OFFICE SUPPLIES	600	387	600	720
01541154__543000	BUILDING MAINTENANCE	5,500	4,545	6,000	6,600
01541154__558400	OTHER SUPPLIES	1,200	1,200	2,700	2,700

TOTAL SUPPLIES		\$7,300	\$6,132	\$9,300	\$10,020
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01541157 COUNCIL ON AGING -EXPENSES

01541157__571000	TRAVEL	4,400	2,570	4,400	4,400
01541157__573000	DUES,FEES, AND SUBSCRIPTIONS	950	1,182	950	950
01541157__573100	COA DIRECTOR MILEAGE	5,100	5,085	6,100	6,100
01541157__578400	HAZARD WASTE				

TOTAL EXPENSES		\$10,450	\$8,837	\$11,450	\$11,450
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01541158 CAPITAL OUTLAY

01541158__587100	OUTLAY EQUIPMENT	1,500	1,325	1,500	1,500
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TOTAL CAPITAL OUTLAY		\$1,500	\$1,325	\$1,500	\$1,500
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TOTAL GENERAL FUND		\$191,971	\$187,608	\$193,568	\$207,300
TOTAL EXPENSES		\$191,971	\$187,608	\$193,568	\$207,300
GRAND TOTAL		\$191,971	\$187,608	\$193,568	\$207,300

01541 COUNCIL ON AGING

**Proposed Fiscal Year
2019 Budget**

01541151- 511000 SALARIES & WAGES

Nutrition Program (Addition of Friday lunches: Regulars, FP Patrons, Grand Times Patrons)	
Meal Site Coordinator (\$20.05/hr x 25 hrs x 52 wks)	26,065
Vacation Coverage: 4 wks vac: (\$15.66/hr x 100 hrs)	1,566
Cook/Ass't Meal Site Coord (\$15.66/hr x 15 hrs x 50 wks)	11,745
Vacation Coverage: 2 wks vac: (\$13.94/hr x 20 hrs)	280
Kitchen Aides (\$13.94/hr x 16 hrs x 52 wks)	11,598
Van Driver CDL/Seniority (\$17.68/hr x 35 hrs x 52 wks)	32,178
Eliminated secondary/backup driver position as not applicable with 2 larger vans/CDL specific	
With increased programming/attendance comes increased transportation	
Monthly programming/trips specifically for Veterans/families	
	83,432

Note: Increases in collective hours represents 11 hrs/wk total among 6 positions

Grant Projection Title IIIC	10,000
Grant Projection Title IIIB	2,000
Grant Projection Formula	3,000
CSI Work-Off Projection 200 Hours	2,200
Interns and Volunteers	1,800
	<hr/>
	19,000

Note: Projected increase of \$3063

TOTAL S & W 64,432

01541 COUNCIL ON AGING

**Proposed Fiscal Year
2019 Budget**

01541151-	511100 DEPARTMENT HEAD SALARY		53,127
		Executive Director COA & Senior Center	
		Outreach Coordinator	
		Newsletter Editor/Producer	
		Administrator of Middleton Food Pantry	
		Administrator of CSI: Middleton (Community Service Initiative)	
		Increasing responsibilities for senior veterans	
TOTAL DEPT HEAD			53,127

01541151-	512200 PART TIME		
		Administrative	
		Office Mgr (\$20.10/hr x 19.75 hrs x 48 wks)	19,055
		Merit Stipend (17 yrs)	800
		Vacation Coverage: 4 wks vac: (\$14.00/hr x 78 hrs)	<u>1,092</u>
			20,947
		Staff Support/Clerical	
		Admin Ass't (\$17.68/hr x 9 hrs/wk x 50 wks),	7,956
		Staff Support 1: General, Trips/Special Events (\$13.94/hr x 10 hrs/wk x 52 wks)	7,249
		Staff Support 2: General, Accounting (\$13.94/hr x 7 hrs/wk x 50 wks)	4,879
		Staff Support 3,4: General, Activities (\$13.94/hr x 12 hrs/wk x 50 wks)	<u>8,364</u>
			28,448

Note: Increases in collective hours represents 4 hrs/wk total among 5 positions

Grant Projection Title IIIC	2,000
Grant Projection Title IIIB	2,000
Grant Projection Formula	2,000
Food Pantry Funds for acctg services, bldg maintenance	2,200
CSI Work-Off Projection 200 Hours	2,200
Volunteers	<u>500</u>
	10,900

01541 COUNCIL ON AGING

				Proposed Fiscal Year 2019 Budget
Medical				
Aides for Transportation/Assistance (\$13.94/hr x 20 hrs/mth x 12)				3,346
Mileage for Transportation (200 mi/mth x .545 x 12)				1,308
Weekly Well-Being & Referral Clinics (Two R.N.s \$39.10 /hr x 10 hrs/mth x 12)				<u>4,692</u>
				9,346
Outreach				
Outreach Advocate/Mental Health Counselor (\$25/hr x 16/hrs x 52 wks=\$20,800)				5,200
Mileage (\$.545 x 100 mi/mth)				654
Misc. costs for special events outreach, including major Honoring Veterans Event 5th Annual				<u>7,800</u>
Annual Senior Picnic	9/29/2018	Danvers Fish & Game	\$400	13,654
Annual Veterans Event	11/8/2018	Danvers Fish & Game	\$400	
 Mansfield Fund				 800
 Medical and Outreach (con't)				
Donations toward special events outreach				800
Grant Projection Title IIIC, IIIB				6,500
Grant Projection Formula				5,000
Other				1,000
Projected Income from Medical Transport Program				800
Projected Donations Toward Outreach Programs				750
CSI Work-Off R.N. (2)				4,692
CSI Work-Off Projection 100 Hours				<u>1,100</u>
				20,642
				TOTAL P/T 40,053

TOTAL PERSONAL SERVICES	157,612
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NOTE: After adjusting for 2.5% COLA, the additional amount = \$18,490 to supplement add'l hrs for 14 positions to accommodate rapid growth, expansion of COA services and Veterans services

01541 COUNCIL ON AGING

		Proposed Fiscal Year 2019 Budget
01541152-	521800 VAN FUEL	4,400
		4,400
01541152-	524000 VAN MAINTENANCE AND REPAIRS	6,000
	As needed for Title IIIB, IIIC Grants and General Usage	
	Daily parking/prep of 2 vans at A G Auto Service (\$1460)	
		6,000
01541152-	534000 POSTAGE/NEWSLETTER	3,000
	Newsletter Bulk Mailing, Certified & Misc Mailings	
		3,000
01541152-	534100 TELEPHONE	
	Email, Internet, Cable	2,000
	Cable On Demand rentals (health, science, finance)	100
	Stipends for Cell Phones as required by Grants Title IIIB, Title IIIC, other	768
		2,868
01541152-	534200 COPIER EXPENSES	1,000
	General Supplies, Maintenance & Repair	
		1,000
01541152-	538200 CONTRACTUAL SERVICES	
	Rental Space for Exercise Classes (Congregational Church)	5,200
	Vendor Contracts: Certified Instructors	5,800
	<i>Projected Income</i>	<i>800</i>
	<i>Projected Grants FY '19</i>	<i>750</i>
		1,550
		9,450
TOTAL PURCHASES OF SERVICES		26,718

01541 COUNCIL ON AGING

		Proposed Fiscal Year 2019 Budget
01541154- 542000 OFFICE SUPPLIES		720
	Departmental office supplies such as binders, file folders, labels, etc Related to processing weekly Warrants and general office needs, including outreach, newsletter, nutrition, etc	
		720
01541154- 543000 BUILDING MAINTENANCE		6,600
	Custodial Supplies, etc. Handicap Lift Local and State Inspections Inspections, General Maintenance, Repairs; Fire Prevention Equip., HVAC, Grease Trap, Septic	
		6,600
01541154- 558400 OTHER SUPPLIES		3,500
	Food & supplies for Nutritional program, special events, water dispensers, general Nutrition Program maintenance/repairs of commercial equipment	
	Our Congregate meals numbers most often match those of Danvers COA; Have a number of nutritonal programs/mth 2 Breakfasts/mth, 17 Congregate lunches/mth, 520 HDM/mth, bottle water 690/mth, 1300 fruit/mth add'l special events: intergenerational, veterans, outreach off-site	
	<i>Projected Donations</i>	<i>800</i>
		2,700
TOTAL SUPPLIES		10,020
01541157- 571000 TRAVEL		
	Rental of Coach buses for all day long-distance trips up to 55 persons (\$1,000 x 3/yr)	2,700
	Use of COA Vans for half day trips up to 30 persons \$100/trip x 14 trips)	1,700
		4,400

01541 COUNCIL ON AGING

**Proposed Fiscal Year
2019 Budget**

01541157- 573000 DUES, FEES, SUBSCRIPTIONS

Annual Membership MCOA (Mass Councils on Aging)	300
Annual Membership NSACOA (No. Sh. Assoc. COA Directors)	50
Recertifications for Nutrition programs food handling, disability training	200
Publications, subscriptions	200
Motion Picture license (required for public viewing of licensed productions)	200
	950

01541157- 573100 PROFESSIONAL DEVELOPMENT: Training, Education, Misc.: Director & COA Bd. Directors

October MCOA Annual Conference (Director and Outreach 3 days conference, meals, accommodations, mileage)	2,200
COA Bd Trainings (Fees, Transportation, Meals)	300
NSES sponsored Events with COA Bd. Directors (Event costs, transportation)	400
Misc. Bd. Expenses (Funerals, Hospitalizations, etc.)	500
Director Stipend Mileage \$225/mth x 12 = \$2,700)	<u>2,700</u>
	6,100

6,100

TOTAL EXPENSES 11,450

Capital Outlay 1,500

Sub-Total COA Budget 260,992

Total Grants/Donations 53,692

TOTAL 207,300

Per federal and other grants for which we apply and receive, the number of points of service we provide to the most amount of clients is what determines the amount of grant funding. We are also mandated to increase the number of people served. We cannot do this without an increase in personnel hours and a reasonable rate of pay for said employees.

Veterans' Services

Director/Veterans Service Officer: Ted Butler

Department Description

The Veterans' Services Department is currently staffed by a part time Director/Veterans Service Officer. He has completed seventeen calendar years of providing services and benefits to Veterans and their dependents. He has assisted them with appropriate benefits such as:

-) Chapter 115 Requirements from the Department of Veterans' Services
-) Veteran requests for Compensation and Pension from the VA
-) Requests for Widow/Widower's Pension
-) Family requests for Aid & Attendance for Veteran/Spouse
-) Family requests for Service Medals/Ribbons and Citations for Veterans
-) Funeral reimbursement
-) Flag reimbursement
-) Requests for Discharges and changes to DD214's
-) Updating lists of current Veterans, deceased Veterans and those who have moved out of town
-) Veteran requests for the annuity from the Department of Veterans' Services
-) Providing support documents for town departments such as real estate abatements, Veteran and senior work off programs, and grants
-) Establishing a Discharge Data Base for all Discharges (DD214's/WAGO's, etc.)
-) Providing transportation to medical appointments at VA hospitals and clinics.

The office of Veterans' Services works with the local American Legion Post 227, other service organizations in surrounding communities, and town departments to provide proper ceremonies recognizing Veterans' contributions to our country, state and community. It continues to assist the Memorial Day Committee in maintaining the display of American Flags on downtown streets and on town flagpoles as well as coordinating half-staff advisories. It provides educational information to Veterans, schools, and those in need of Veterans' services. In conjunction with the Council on Aging (COA) it holds tributes to Veterans prior to Veterans Day and several luncheon meetings on Veterans benefits at the COA. An oral history project of interviews to preserve Veterans' memories is available at the Historical Society, Flint Library and Veterans Service Office. Representation of Veterans Services for the town is provided at the Wreath's Across America ceremony, 911 ceremony, Veterans Day and Memorial Day ceremonies and at Elementary schools, High Schools, and Colleges.

Accurate records and statistics on Veterans from Middleton, past and present, are kept as required by the Massachusetts Department of Veterans' Services. The Department of Veterans Services computer based system is utilized in the administration of the Chapter 115 services.

The Veterans' part of the town webpage is updated on a regular basis with news events and links to Veterans' services. The Director keeps current on his job requirements by monitoring emails, phone messages, directives and notices from the Department of Veterans' Services and Veterans Administration. He attends monthly meetings of the Northeast Veterans' Service Officers Association as well as annual legislative luncheon at the state house, regional Veterans Employment/Housing roundtables, annual training Conferences by the Department of Veterans' Services, and the Massachusetts Veterans' Services Association.

Fiscal Year 2018 Accomplishments

-) Attended state annual training as a state certified Veterans' Service Officer.
-) Attended Legislative Luncheon at State House in support of Veterans Legislation.
-) Held several luncheon meetings at the Council on Aging and a Musical Tribute to Veterans at the American Legion Post 227 prior to Veterans Day.
-) Continued to monitor transportation for Veterans to VA facilities and local appointments.
-) Supervised Veterans in the COA and Veteran Work Off Programs.
-) Continued a Veterans Outreach Program that reached over 85 Veterans in a three month period.

Fiscal Year 2019 Goals and Objectives

-) Attend January Legislative Luncheon at the State House with our Legislative members to advocate for bills to assist Veterans.
-) Continue luncheon meetings at the Senior Center, support the hosting of a Musical Tribute to Veterans prior to Veterans Day, and other Veteran tributes recognizing Middleton Veterans prior to Memorial Day.
-) Continue the oral history of Middleton Veterans and a permanent record of all Veteran Discharges.
-) Utilize the Veterans and Senior Tax Work Off services to support Veterans Service Department projects.
-) Develop a job description for the next Director of Veterans' Services.

-) Monitor Records Retention requirements for the Veterans Services Department for compliance with state procedures.
-) Work with the Council on Aging to continue an outreach program for determining eligibility for Veteran benefits and servicing town Veterans.
-) Work toward continued statewide Certification for Veteran Service Officers by attending training conferences in February and June for the Massachusetts Veterans Service Officers Association and October for the Department of Veterans Services.
-) Work toward a possible formation of a Veterans' Service District with Danvers.

01543151 VETERANS AGENT - SALARIES

01543151__511100	DEPT. HEAD SALARY	14,471	14,471	15,918	16,714
01543151__512200	PART TIME	0	0	9,984	10,234

TOTAL SALARIES		\$14,471	\$14,471	\$25,902	\$26,948
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01543152 VETERANS AGENT - SERVICES

01543152__534000	POSTAGE	200	200	200	200
01543152__534100	TELEPHONE	700	254	0	0

TOTAL SERVICES		\$900	\$454	\$200	\$200
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01543154 VETERANS AGENT - SUPPLIES

01543154__542000	CENTRAL OFFICE SUPPLIES	300	300	300	300
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TOTAL SUPPLIES		\$300	\$300	\$300	\$300
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01543157 VETERANS AGENT - EXPENSES

01543157__571000	TRAVEL	5,000	4,555	6,100	6,100
01543157__573000	DUES,FEES, AND SUBSCRIPTIONS	150	114	150	150
01543157__577000	VETERAN'S AID	70,000	91,583	90,000	100,000

TOTAL EXPENSES		\$75,150	\$96,252	\$96,250	\$106,250
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TOTAL GENERAL FUND		\$90,821	\$111,477	\$122,652	\$133,698
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TOTAL EXPENSES		\$90,821	\$111,477	\$122,652	\$133,698
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GRAND TOTAL		\$90,821	\$111,477	\$122,652	\$133,698
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01545258 TRI TOWN COUNCIL

01545258__538701	COUNSELING SERVICES	28,500	28,500	28,500	28,500
TOTAL SERVICES		\$28,500	\$28,500	\$28,500	\$28,500
TOTAL GENERAL FUND		\$28,500	\$28,500	\$28,500	\$28,500
TOTAL EXPENSES		\$28,500	\$28,500	\$28,500	\$28,500
GRAND TOTAL		\$28,500	\$28,500	\$28,500	\$28,500

01548152 GARDEN CLUB -SERVICES

01548152__528800	GARDEN CLUB BEAUTIFICATION	5,000	3,213	5,000	5,000
TOTAL SERVICES		\$5,000	\$3,213	\$5,000	\$5,000
TOTAL GENERAL FUND		\$5,000	\$3,213	\$5,000	\$5,000
TOTAL EXPENSES		\$5,000	\$3,213	\$5,000	\$5,000
GRAND TOTAL		\$5,000	\$3,213	\$5,000	\$5,000

016930152 CHIEF WILLS FESTIVAL

01693152__524400	CHIEF WILLS FESTIVAL	5,000	5,000	5,000	5,000
TOTAL CHIEF WILLS FESTIVAL		\$5,000	\$5,000	\$5,000	\$5,000
TOTAL GENERAL FUND		\$5,000	\$5,000	\$5,000	\$5,000
TOTAL EXPENSES		\$5,000	\$5,000	\$5,000	\$5,000
GRAND TOTAL		\$5,000	\$5,000	\$5,000	\$5,000

Flint Public Library

Library Director: Melissa Gaspar

Department Description

The Flint Public Library

--Exchanging ideas, Enlightening Minds, Empowering Lives, Enriching the Community!

The Flint Public Library ended FY18 with the first-ever and very successful Tri-town Community Read featuring the book *Life is Good* by Bert and John Jacobs. This exciting collaboration with the tri-town schools K -12, the three public libraries, and community members encouraged us all to embrace optimism as a way of life and be the good we wish to see in the world. The Community Read ended in June 2017 but there is still a lot to be optimistic about at the library, a place of education, inspiration and transformation. People connect with each other and a vast array of interesting programs, educational resources and technology at the library. This past year more than 52,000 people visited the library or attended a program. The library offers 63,000+ books, 3,900+ videos, numerous magazines and newspapers, not to mention 200,000+ eBooks. People enjoy using the 11 different passes to major museums, and other cultural and recreational areas. The library is a vital resource accessible to all.

Looking for something interesting to do or discover? Visit the library!

This past year the library offered more than 427 programs on cultural, recreational or educational subjects. For toddlers, there was a variety of early literacy programs, sensory exploration, creative arts and crafts, and creative movement programs. Story hour sessions and other programs were offered weekly as the library is committed to promoting reading and literacy to the community's youth. Maintaining a cooperative relationship with Middleton's educational institutions, the Flint Public Library worked closely with the schools to offer a combined Summer Reading Program. In addition, an after-school bus brings children to the library which provides a quiet environment for children to do their homework, read, or attend an after-school program. We also offer Teen programs. Adults take part in the Flint's many programs, including the popular book discussion group, an avid writing group, two conversation circles, author visits, a mahjonnig club and more. The library also delivers library materials to homebound residents via the Outreach Program.

The library is open 24/7 via the Internet

The library boasts healthy circulation and attendance statistics with 5112 Middleton residents owning a library card. The library participates in a regional consortium wherein books at other libraries can be located and borrowed by Middleton residents. The Flint Public Library makes its resources available to the community 51 hours per week, but people with Internet access can request books, renew books, search the online catalog, download eBooks, audio books, take a foreign language course or research online databases from the comfort of their homes 24/7 with a Middleton library card. Streaming music and videos are now offered too.

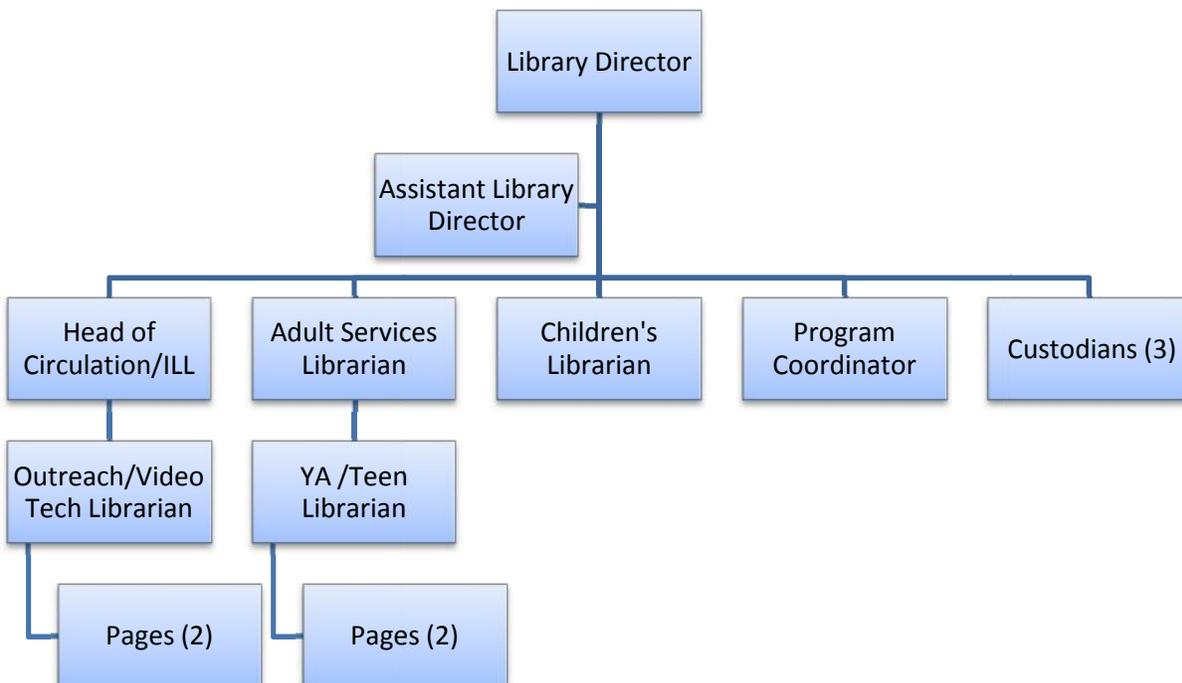
Community Meeting Space

The library Meeting Rooms provide a vital service to the community and are booked morning, noon, afternoon and night. Scout meetings, town committees, community groups, educational groups, and toastmasters, are just a few of the groups that find the meeting room space the ideal place to meet. The library is centrally located and has ample parking. The library also has two quiet study areas which are always in use by adult students, researchers, small group meetings, or tutoring groups. The rooms are also used to proctor exams for online students.

Trustees and Friends

The library is supported through the Town of Middleton and overseen by an elected Board of Library Trustees who serve three-year terms and are responsible for overseeing policy decisions. The day-to-day operation of the library is entrusted to the Library Director. The Library Friends Group is a wonderful asset to the library, helping to promote the library and provide support. In the past year the Friends group contributed approximately \$12,000 in additional support to the library to fund library programs, pay for the museum passes, help with the library landscaping, underwrite the e-newsletter, and other projects not covered by the library's operating budget.

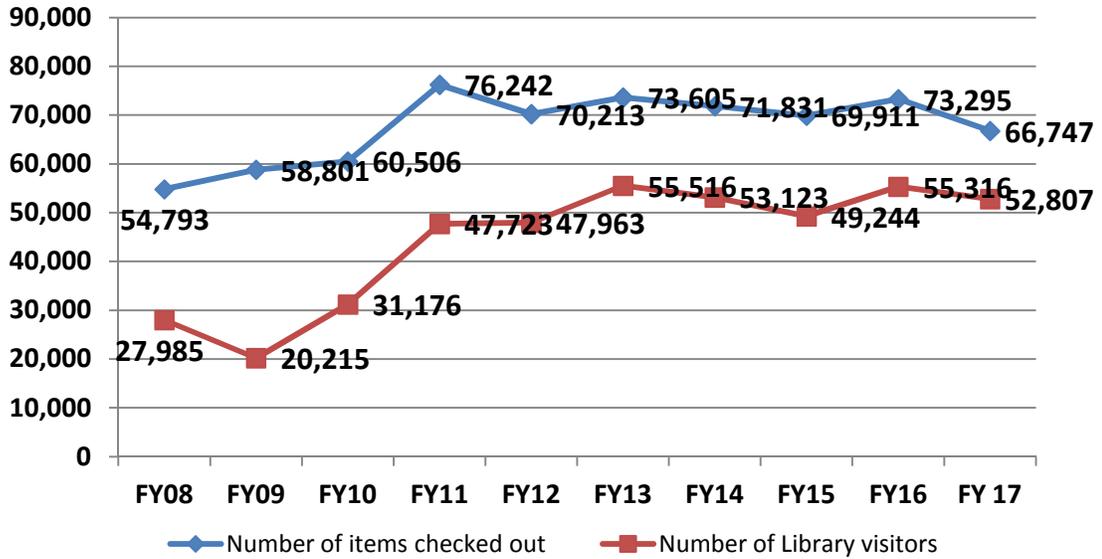
Organization Chart



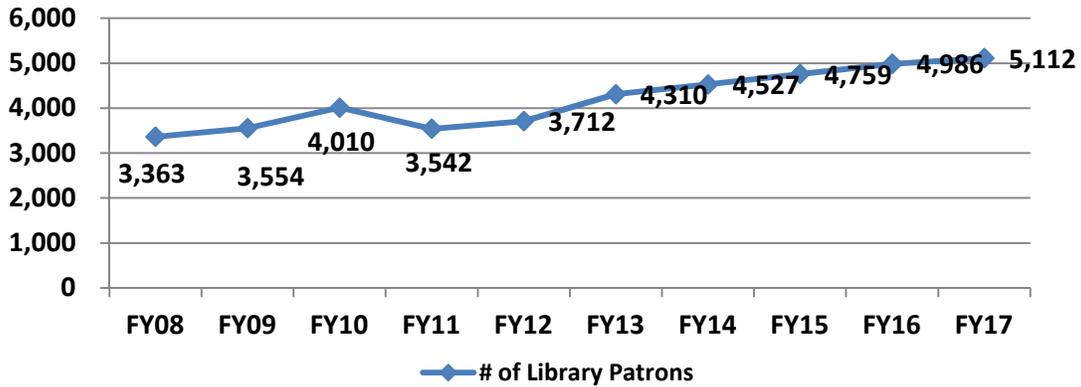
Fiscal Year 2018 Accomplishments

- J The library successfully completed a 10 month long Community Read Program in collaboration with the Tri-Town Schools K-12 grade, the Tri-Town public libraries, media outlets, and the community, based on the book *Life is Good* by Bert and John Jacobs.
- J The library added several new adult programs this past year including Fans of Nonfiction, a nonfiction book discussion group, the Socrates Cafe, a philosophical discussion group which focuses on American ideology and current events and Tai Chi, a gentle exercise program.
- J The library digitized the first 30 years of the Tri-town Transcript 1962-1992 and made them available online in a searchable format from the library's website.
- J The library added more programming for preschool age children such as craft programs, and Grand Times, a story time and craft especially designed for grandchildren and grandparents.
- J The Long Range Plan Committee completed a strategic plan for FY 18 through FY 22. You may view the plan on the library's website at <https://www.flintlibrary.org> In addition, the committee created a Vision Statement which was approved by the Board of Trustees and states:
"Our vision is to bring people to the library AND the library to people to exchange ideas, enlighten minds, empower lives and enrich the community."
- J The library transitioned to a new library automated system called Symphony which will hopefully allow the staff to better serve our library patrons. This was a consortium-wide transition.
- J The library staff have attended more trainings and workshops, as well as library services meetings than other years which has improved professional development and increased our customer service skills.
- J The number of Middleton residents who own a library card has exceeded 5,000 for the first time ever.

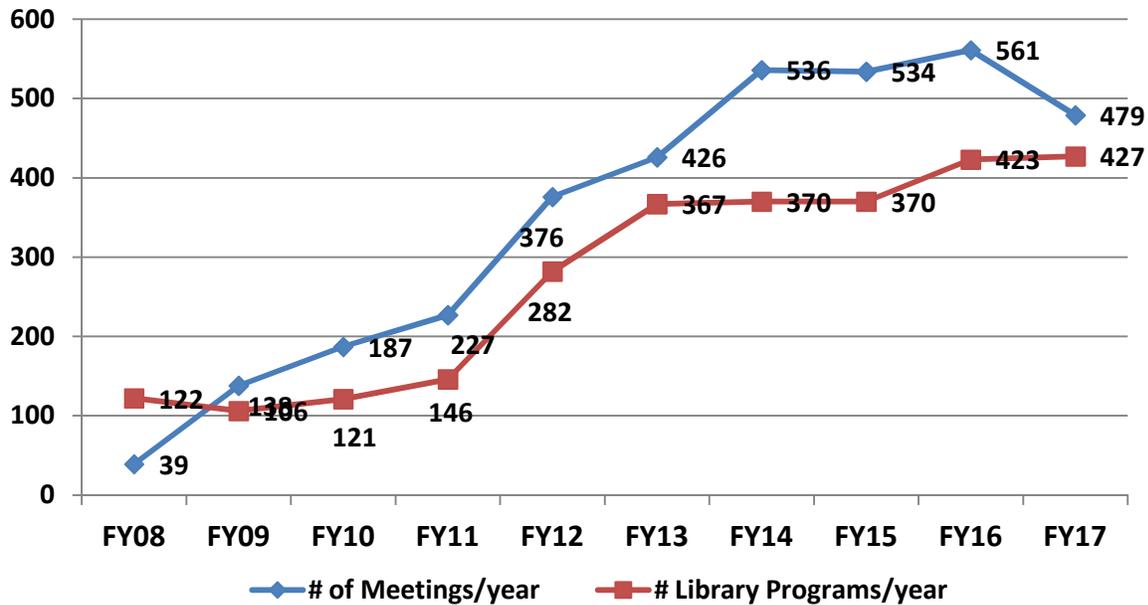
**Number of Items checked out up 18% since FY08
Number of Library visitors up 47% since FY08**



**Number of Middleton residents
with library cards up 34% from FY08**



**Number of Meetings up 92% from FY08
Number of Library Programs up 71% from FY08**



Fiscal Year 2019 Goals and Objectives

-) Create a welcoming environment that supports and promotes quiet study, group collaboration, culturally diverse programming, educational enrichment, and social connections for all members of our community.
-) Expand the use of the library by providing excellent programs and services for all ages thereby increasing the number of registered patrons, the number of items checked out, and the number of people coming into the library by 4% each year.
-) Collaborate with other town groups and businesses to create a strong vibrant community -- MBOT, 1728 Club, COA, Chief Will events, Earth Day, scouts, and schools.
-) Increase the visibility of the library in the community and promote how the library transforms people's lives for the better and welcomes all.
-) Offer a state of the art program room complete with HDMI technology for presentations and video conferencing capability.
-) Develop a strong volunteer organization that helps promote the library and offers a place for community service for those who are interested in helping at the library.

01610151 LIBRARY - SALARIES

01610151__511000	SALARIES & WAGES	230,338	227,428	251,184	260,483
01610151__511100	DEPT. HEAD SALARY	72,499	72,499	74,298	76,142
01610151__512200	PART TIME	18,458	17,846	19,232	19,874

TOTAL SALARIES		\$321,295	\$317,773	\$344,714	\$356,499
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01610152 LIBRARY - SERVICES

01610152__521700	ELECTRICITY	21,150	20,824	21,150	21,150
01610152__521800	FUEL	13,900	13,203	15,000	15,000
01610152__524000	EQUIPMENT REPAIR	1,850	1,710	1,850	1,850
01610152__532000	TRAINING AND EDUCATION	300	254	300	300
01610152__532100	A/V MCLV & PROGRAM	27,042	26,962	25,881	25,881
01610152__534000	POSTAGE	1,275	753	1,275	1,275
01610152__534100	TELEPHONE	1,350	1,029	0	0
01610152__534200	COPIER/PRINTING	500	430	500	500
01610152__538200	CONTRACTUAL SERVICES	9,575	9,546	10,325	10,350

TOTAL SERVICES		\$76,942	\$74,711	\$76,281	\$76,306
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01610154 LIBRARY - SUPPLIES

01610154__542000	OFFICE SUPPLIES	3,000	2,936	3,000	4,000
01610154__543000	BUILDING MAINTENANCE	14,000	13,977	14,000	14,000
01610154__551200	BOOKS & PUBLICATIONS	73,675	73,667	73,430	80,052

TOTAL SUPPLIES		\$90,675	\$90,580	\$90,430	\$98,052
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01610157 LIBRARY - OTHER EXPENSES

01610157__571000	TRAVEL	500	199	500	500
01610157__573000	DUES,FEES, AND SUBSCRIPTIONS	300	285	300	300

TOTAL EXPENSES		\$800	\$484	\$800	\$800
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TOTAL GENERAL FUND		\$489,712	\$483,548	\$512,225	\$531,657
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TOTAL EXPENSES		\$489,712	\$483,548	\$512,225	\$531,657
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GRAND TOTAL		\$489,712	\$483,548	\$512,225	\$531,657
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01610 LIBRARY

			Proposed FY19 Budget
01610151-511000	SALARIES & WAGES		
	Judy Gallerie, Asst. Director	\$26.30 x 34 hrs x 52.2 weeks= \$46,677	46,677
	Longevity Stipend	26 yrs + \$1,800	1,800
	Loretta Johnson, Circ & Ref	\$22.51 x 38 hrs x 52.2 weeks = \$44,651	44,651
	Longevity Stipend	5 - 10yrs \$550	550
	Jessica Furtado, Childrens	\$21.56 x 38 hrs x 52.2 weeks = \$42,766	42,766
	Elizabeth Macgregor, Prog. Coordinator	\$22.51 x 28 hrs x 52.2 weeks = \$32,901	32,901
	Nicole Cardarelli Young Adult/Teens	\$21.56 x 19 hrs x 52.2 weeks = \$21,383	21,383
	Angelina Bizari Circ/Outreach/Video tech	\$20.71 x 23 hrs x 52.2 weeks = \$24,864	24,864
		\$20.71 x 15 hrs x 52.2 weeks = \$16,216 paid by PEG	0
	Stephanie Smith, Adult Services/Website	\$21.56 x 38 hrs x 52.2 weeks = \$42,766	42,766
	Sunday coverage in the summer	2 adults at \$21. x 4.5 hrs x 9 weeks	1,701
		1 page at \$11.79 x 4 hrs x 9 weeks	424
			\$260,483
01610151-511100	DEPARTMENT HEAD SALARY		
	Melissa Gaspar, Library Director	\$75,592 contractual salary	75,592
	Longevity Stipend	5 - 10 yrs \$550	550
			\$76,142
01610151-512200	PART TIME		
	Pages	\$11.56 - \$11.79 x 30 hrs x 52.2 weeks	0
	Mira P, Frida B, Geneva H,	11.79 x 22.5 x 52.2 weeks = \$13,847	13,847
	1 new hire	11.56 x 7.5 x 52.2 weeks = \$4,526	4,526
	Recording Secretary	\$125.05 x 12 = \$1,501	1,501
			\$19,874
TOTAL SALARIES			356,499

01610152-000000	LIBRARY SERVICES		
01610152-521700	ELECTRICITY & WATER	no change	21,150
01610152-521800	FUEL	no change	15,000
01610152-524000	EQUIPMENT/REPAIR	computer maintenance, snowblower, phone service, printers	1,850
01610152-532000	TRAINING AND EDUCATION	MA Lib. Assoc. conference (MLA), MA Lib. Services conference (MLS)	300
01610152-532100	MVLC Merrimack Valley Library Consortium	MVLC consortium fee (includes book delivery, tech support & some training) \$26,321. Partial funding was restored to the \$2,500 grant we have received for the past 10 years. We were awarded \$2,200.	24,121
01610152-532100	A/V & PROGRAMS	\$1,000 for library programs, \$760 for audio visual materials	1,760
01610152-534000	POSTAGE	Overdue notices, out of consortium book postage,	1,275
01610152-534100	TELEPHONE	Telephone (4 lines), fax, phone in elevator-shifted to IT budget	0
01610152-534200	COPIER/PRINTING	1 copier service contract, toner	500
01610152-538200	CONTRACTUAL SERVICES	Elevator service contract-\$3,700; Elevator safety inspection-\$225; Annual Fire alarm inspection-\$500; Intrusion alarm & monitoring-\$360; Fire sprinkler inspection & test-\$315; Fire existing inspection-\$150; + \$200 to replace 2 outdated exting; Library online calendar \$650. Computer management syst.-\$450; Septic pump maint. (shared with Fire Dept) \$550; Computer network hosting/email host-\$200; Annual Boiler inspect- \$50; HVAC service contract \$3000.	10,350
TOTAL LIBRARY SERVICES			\$76,306

01610154-000000	LIBRARY SUPPLIES		
01610154-542000	OFFICE SUPPLIES	Such as paper, labels, barcodes, tape, book covers and other supplies related to processing books, children's craft supplies, and supplies needed to run a busy office.	4,000
01610154-543000	BUILDING MAINTENANCE	cleaning supplies, paper goods, repairs to HVAC, lights, new sign septic issues, carpet cleaning, flag pole lights, landscaping	14,000
01610154-551200	BOOKS AND PUBLICATIONS	book and publication funding must meet certain state criteria. budget includes: books, eBooks, audio books, newspapers, magazines, databases and other online information resources	80,052
TOTAL LIBRARY SUPPLIES			98,052
01610157-000000	OTHER EXPENSES		
01610157-571000	TRAVEL	\$.545/mi 2018 IRS standard, travel to workshops & meetings	500
01610157-573000	DUES and FEES	such as (MLA) MA Library Association Membership, 1728 Club	300
TOTAL OTHER EXPENSES			\$800
TOTAL LIBRARY BUDGET			\$531,657

01630151 RECREATION COMM - SALARIES

01630151__512200	PART TIME	17,500	16,010	19,800	21,538
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TOTAL SALARIES		\$17,500	\$16,010	\$19,800	\$21,538
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01630152 RECREATION COMM - SERVICES

01630152__530500	ADVERTISING	400	580	600	600
01630152__534100	TELEPHONE	300	0	0	0
01630152__534200	COPIER/PRINTING	0	0	0	0
01630152__538200	CONTRACTUAL SERVICES	0	0	0	0

TOTAL SERVICES		\$700	\$580	\$600	\$600
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01630154 RECREATION COMM - SUPPLIES

01630154__542000	OFFICE SUPPLIES	150	0	50	0
01630154__558400	OTHER SUPPLIES	3,000	2,331	3,000	3,000
01630154__558500	PARK SUPPLIES	0	0	5,374	5,000

TOTAL SUPPLIES		\$3,150	\$2,331	\$8,424	\$8,000
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01630157 RECREATION COMM - EXPENSES

01630157__571000	TRAVEL	3,450	3,550	4,100	4,100
01630157__578500	JULY 4TH & BUFFET MIXER	6,500	2,918	5,975	6,000
01630157__578600	TOWN PICNIC	3,500	2,459	3,400	3,250
01630157__578700	XMASPARTY & REC. ACTIVITIES	2,750	2,548	2,250	2,400

TOTAL EXPENSES		\$16,200	\$11,475	\$15,725	\$15,750
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TOTAL GENERAL FUND		\$37,550	\$30,396	\$44,549	\$45,888
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TOTAL EXPENSES		\$37,550	\$30,396	\$44,549	\$45,888
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GRAND TOTAL		\$37,550	\$30,396	\$44,549	\$45,888
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630 Recreation Commission

						Proposed FY 19
01630151-512200 SALARIES & WAGES						
Program Director	22.6	102.50%	23.165	150 includes planning		3,475
Program Assistant Directors	15.76	1.025	16.154	125 two positions		4,039
Camp Counselors	11	1.02	11.22	125 10 counselors		14,025
Salaries X 2.50% salary increase for directors, assistant directors (increase their salary), and seasoned camp counselors would see an increase of 2.5% over last year's salary						21,538
						\$21,538
01630152-530500 ADVERTISING						
Constant Contact						600
						\$600
01630154-542000 OFFICE SUPPLIES						
Duct tape, markers for pumpkin festival						0
Park Program enrollment						0
						\$0
01630154-558400 OTHER SUPPLIES						
Park Program supplies						\$3,000
01630154-55840X Park Program activities						
Superhero capes	\$280					
Bicycle Stunt show	\$700					
Ice Cream Truck	\$500					
Pigs	\$184					
Smolak Field trip	\$600					
Water bottles	\$180					
Bradley Palmer	\$600					
Magic Show	\$500					
Planes	\$80					
Rainforest reptiles	\$400					
Bounce House	\$750					
Final Day	\$600					5,000
						\$8,000

630 Recreation Commission

Proposed FY 19

01630154-571000 TRAVEL

Bus Transportation for events

NY City Bus	2,500	1,000	Activities
Newport	2,000	350	Revenue
Red Sox Trip	600	250	
Red Sox Trip	600	250	
Trip TBD	500	250	
	6,200	2,100	

Town Contribution 4,100

\$4,100

01630157-578500 ACTIVITIES (Formerly July 4th and Buffet Mixer)

Canobie Lake Park	9,000	6,750	Activities
Water Country	6,000	4,500	Revenue
Red sox (2games)	3,000	2,500	
Amesbury Snow Park	1,000	750	
Mansions	1,150	1,150	
Bowling	600	400	
Escape Room	2,000	1,500	
Celtics	2,000	1,750	
Nashoba Valley	3,500	3,250	
Six Flags	1,775	1,500	

Town Contribution

30,025 24,050

6,000

\$6,000

01630157-578600 OUTDOOR EVENT (Formerly Town Picnic)

SUMMER KICK OFF (band, ice cream, staffing)			1,000
CAMP OUT/MOVIE NIGHT			
CONCERT (2) AND (1) FROM MANSFIELD FUND			1,900
FISHING DERBY			350

\$3,250

630 Recreation Commission

		Proposed FY 19
01630157-578700	PUMPKIN FESTIVAL AND HOLIDAY PARTY (Formerly Xmas Party and Rec Activities)	
	Pumpkin festival supplies	500
	Holiday party expenses	1,900
	(\$4750 originally - excess transferred to activity account)	
		\$2,400
Total		\$45,888

01691152 HISTORICAL COMMISSION - SERVICES

01691152__534400	MAP & DEED BINDING	1,000	233	1,000	1,000
TOTAL SERVICES		\$1,000	\$233	\$1,000	\$1,000
TOTAL GENERAL FUND		\$1,000	\$233	\$1,000	\$1,000
TOTAL EXPENSES		\$1,000	\$233	\$1,000	\$1,000
GRAND TOTAL		\$1,000	\$233	\$1,000	\$1,000