



OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton
Memorial Hall
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Middleton, MA 01949-2253
978-777-3617
www.townofmiddleton.org

MEMORANDUM

TO: Board of Selectmen and Finance Committee
FROM: Andrew J. Sheehan, Town Administrator
DATE: February 2, 2019
RE: Town Administrator's FY20 Budget Message

In mid-December 2018, we 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 2½% for non-union employees or employees with unresolved bargaining agreements. Throughout the month of January, Chief Financial Officer/Town Accountant Sarah Wood, Assistant Town Administrator/Human Resources Coordinator Tanya Stepasiuk, 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 2½. 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 2½% increase, an estimate of new growth, and amounts voted by Proposition 2 ½ overrides and debt exclusions. The tax levy is proposed to increase in FY20 by the statutory

2 ½% or \$700,171 and new growth is estimated at \$400,000. Excluded debt will be \$1,692,980. The allowable levy limit will be \$29,803,415.

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. As a relatively new revenue source that has not fully stabilized, we are remaining conservative with our meals tax estimate. 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 FY20 we have budgeted local receipts at \$3,748,355, slightly lower than last year due to expected declines in license fees. 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, and from the South Essex Sewer District (SESD) and Water Enterprise Funds to reimburse the general fund for expenses such as health and property insurance and retirement assessments. Available funds can also include transfers from sources such as the Assessors overlay account, free cash, and stabilization. The available funds amount is lower in FY20 because water will be accounted for as an enterprise and the contribution from MELD is expected to drop due to investment performance. This category totals \$878,008.

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 \$13,400. The largest non-school local aid category is Unrestricted General Government Aid (UGGA). UGGA is estimated at \$581,010, an increase of \$15,275 above FY19. 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 \$709,109, an increase of \$25,516. Aid for Masconomet will decrease under the Governor's budget by \$24,782, largely as a result of students opting to choice out of district. 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 FY20 is \$2,380,481. 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. Typically, the Governor's House 1 Budget is the floor and versions adopted by the House and Senate are the same or higher. One item that may change is our assessment for the Essex County Regional Emergency Communications Center. Discussions are ongoing to transfer management and fiscal responsibility to the State 911. If these discussions result in the expected transfer, the Cherry Sheet will change.

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. We again gave departments the opportunity to propose new or expanded programs to meet the department's mission. We offer 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 \$106,051.

The initial Middleton Elementary Schools budget proposes an increase of \$1,069,758 or 9.0%. 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. Based on the thumbnail the total budget increase is \$1,538,747. We project Middleton's assessment to increase \$543,997 or just under 6%. However, we know these numbers will change, likely to the downside. The Superintendent's budget is set to be distributed to the School Committee on February 6 and the School Committee will certify its budget around March 13th. Only then will we know the true assessment. Our third scheduled joint meeting - the warrant reading and budget hearing - is on March 21, so we expect to have the final assessment by that date.

Middleton's assessment for Essex North Shore Agricultural & Technical School District (Essex Tech) is unchanged from FY19. Middleton will see a decline of four (4) students from the current year. This is unexpected, as we had projected an increased number of Middleton students. Like the other school budgets, the Essex Tech budget will be finalized in mid-March.

The budget in front of you today, not including the supplemental requests, is \$37,054,271, an increase of \$2,054,592 or 5.9% over FY19.

SUMMARY

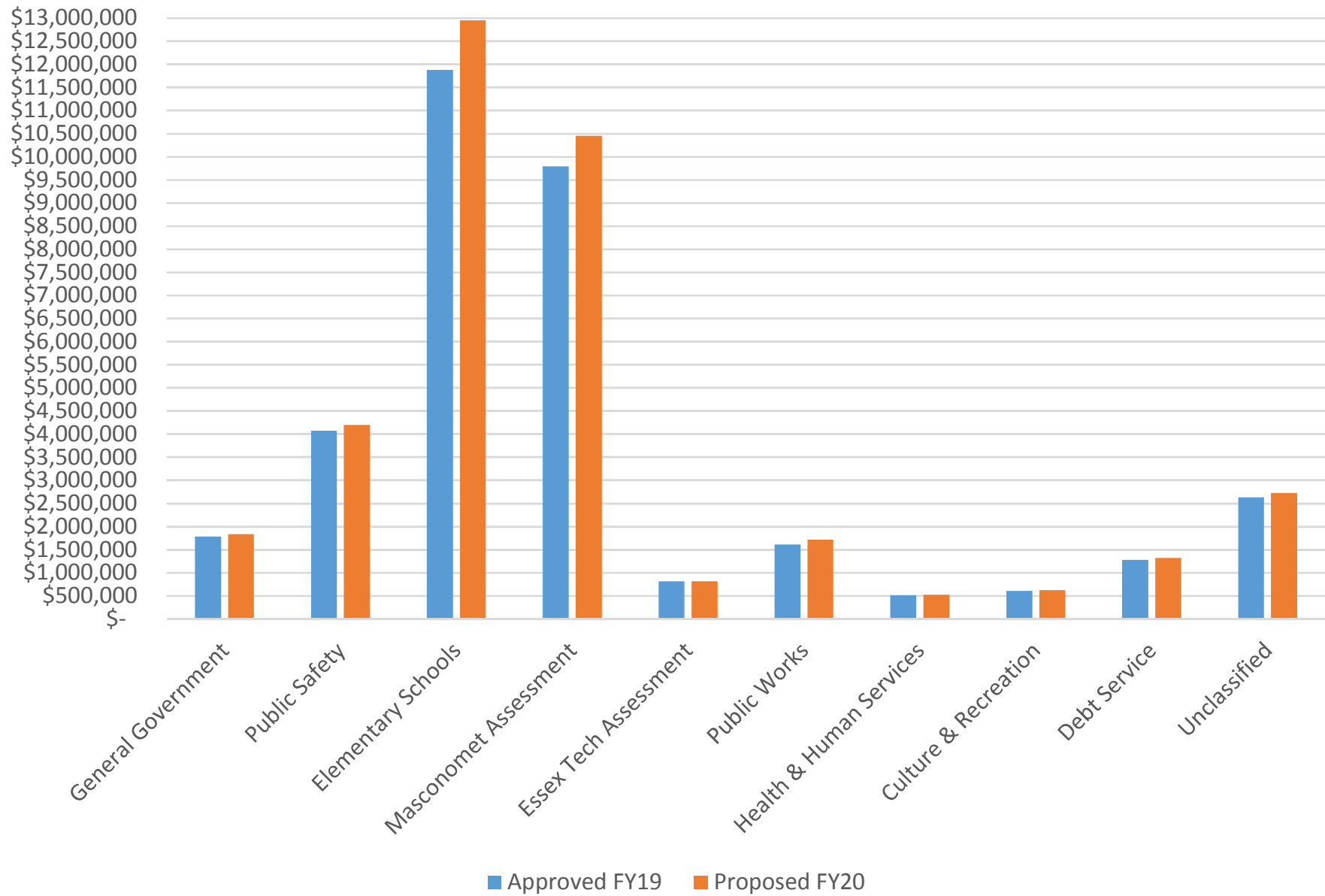
As of today, we are \$43,058 to the negative. A few things remain unsettled and as they crystalize we will revisit both revenues and expenditures. We expect the school budgets to be certified lower than they are now which will benefit the bottom line. We are also waiting for our final health insurance rates which could provide modest additional relief. When all of these items are known we will reevaluate and tweak the budget. Our conservative approach on expenditures leaves little margin in certain accounts. If school assessments drop enough we will take another look at spending decisions in certain areas.

I look forward to continue working through the operating budget with the Board of Selectmen and Finance Committee.

Fiscal Year 2020 Proposed Budget

Department	FY 2019 Approved				FY 2020 Proposed			FY19 to FY20 Difference % Change	
	Personal Services	Contractual	Total Budget		Personal Services	Contractual	Total Budget		
Moderator	200	0	\$200		200	0	\$200	\$0	0.0%
Selectmen	264,658	30,820	\$295,478		269,117	31,480	\$300,597	\$5,119	1.7%
Finance Committee	2,009	101,500	\$103,509		2,059	101,780	\$103,839	\$330	0.3%
Town Accountant	127,242	36,275	\$163,517		128,177	37,775	\$165,952	\$2,435	1.5%
Board of Assessors	158,081	19,940	\$178,021		166,393	20,510	\$186,903	\$8,882	5.0%
Treasurer/Collector	175,056	42,750	\$217,806		182,813	40,450	\$223,263	\$5,457	2.5%
Custodian of Lands	2,500	0	\$2,500		2,500	0	\$2,500	\$0	0.0%
Town Counsel	0	86,500	\$86,500		0	90,000	\$90,000	\$3,500	4.0%
Information Technology	91,029	191,080	\$282,109		69,458	201,800	\$271,258	(\$10,851)	-3.8%
Town Clerk	114,918	19,800	\$134,718		133,770	25,490	\$159,260	\$24,542	18.2%
Elections	28,830	11,644	\$40,474		26,488	13,250	\$39,738	(\$736)	-1.8%
Conservation Comm.	57,212	4,850	\$62,062		59,136	4,850	\$63,986	\$1,924	3.1%
Planning Board	93,967	8,680	\$102,647		96,479	8,680	\$105,159	\$2,512	2.4%
Board of Appeals	2,250	2,050	\$4,300		2,304	2,050	\$4,354	\$54	1.3%
Master Plan Cte.	1,125	100	\$1,225		1,152	100	\$1,252	\$27	2.2%
Town Buildings	39,816	69,325	\$109,141		40,811	76,825	\$117,636	\$8,495	7.8%
Police Department	1,585,895	289,301	\$1,875,196		1,621,528	296,443	\$1,917,971	\$42,775	2.3%
Fire Department	1,686,792	223,176	\$1,909,968		1,747,804	235,805	\$1,983,609	\$73,641	3.9%
Inspections Dept.	229,894	32,340	\$262,234		236,693	32,340	\$269,033	\$6,799	2.6%
Animal Control	23,438	3,200	\$26,638		22,732	4,400	\$27,132	\$494	1.9%
Constable	200	0	\$200		200	0	\$200	\$0	0.0%
Public Works	650,238	310,400	\$960,638		674,861	339,521	\$1,014,382	\$53,744	5.6%
Snow and Ice	60,000	189,500	\$249,500		60,000	209,500	\$269,500	\$20,000	8.0%
Transfer Station	125,808	278,000	\$403,808		133,322	294,276	\$427,598	\$23,790	5.9%
Board of Health	107,878	26,825	\$134,703		110,681	28,325	\$139,006	\$4,303	3.2%
Council on Aging	157,612	50,188	\$207,800		169,655	59,210	\$228,865	\$21,065	10.1%
Veteran's Agent	26,948	106,750	\$133,698		17,550	106,750	\$124,300	(\$9,398)	-7.0%
Tri-Town Council	0	28,500	\$28,500		0	28,500	\$28,500	\$0	0.0%
Garden Club	0	5,000	\$5,000		0	5,000	\$5,000	\$0	0.0%
Library	371,499	177,851	\$549,350		381,143	179,941	\$561,084	\$11,734	2.1%
Recreation Comm.	21,538	24,350	\$45,888		21,726	24,350	\$46,076	\$188	0.4%
Historical Comm.	0	1,000	\$1,000		0	1,000	\$1,000	\$0	0.0%
Memorial Day	0	5,000	\$5,000		0	5,000	\$5,000	\$0	0.0%
Chief Wills Day	0	5,000	\$5,000		0	5,000	\$5,000	\$0	0.0%
Debt Service	0	1,282,835	\$1,282,835		0	1,321,345	\$1,321,345	\$38,510	3.0%
Masco Debt Service	0	379,817	\$379,817		0	382,229	\$382,229	\$2,412	0.6%
Masco School	0	9,415,414	\$9,415,414		0	9,959,411	\$9,959,411	\$543,997	5.8%
Elementary School	8,300,801	3,582,348	\$11,883,149		8,760,308	4,192,616	\$12,952,924	\$1,069,775	9.0%
No. Shore Voke	0	817,515	\$817,515		0	817,515	\$817,515	\$0	0.0%
Unclassified	0	2,632,621	\$2,632,621		0	2,731,694	\$2,731,694	\$99,073	3.8%
Total Budgets	\$14,507,434	\$20,492,245	\$34,999,679		\$15,139,060	\$21,915,211	\$37,054,271	\$2,054,592	5.9%

2019 Budget vs 2020 Budget

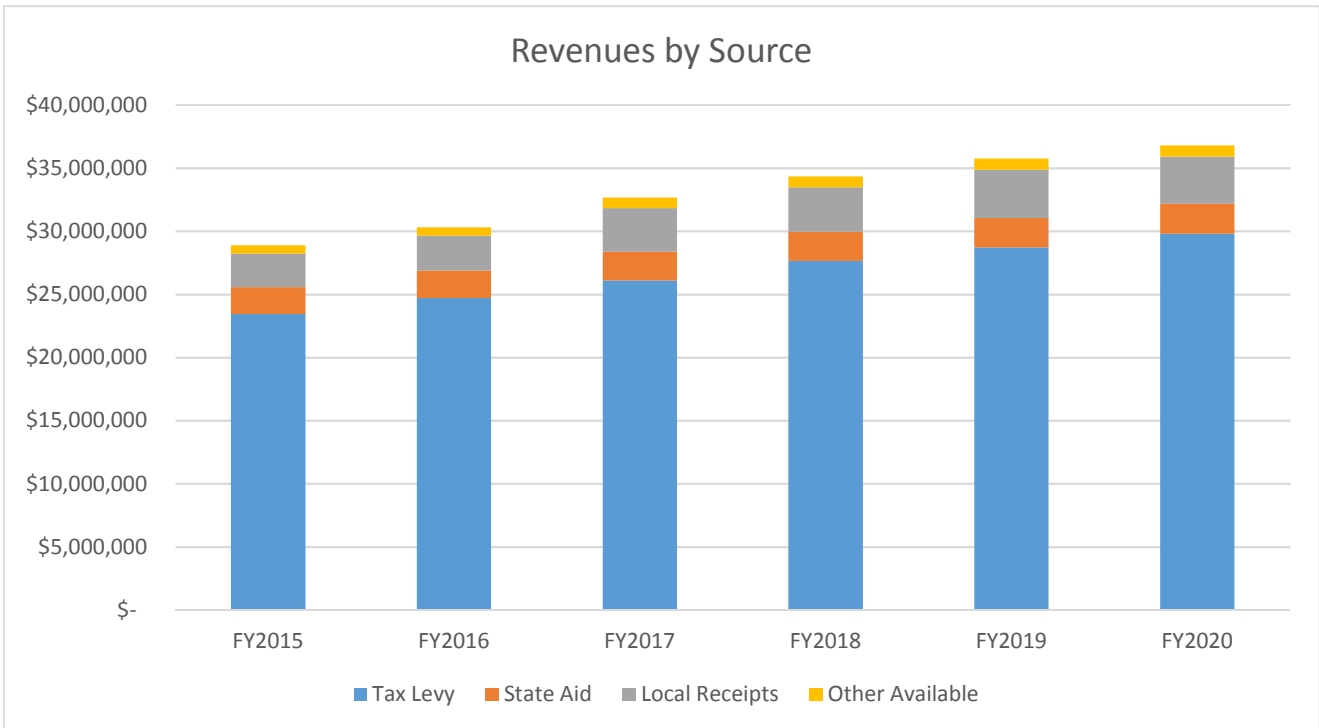


Revenues by Source

Fiscal Year	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
Tax Levy	\$23,448,690	\$24,718,264	\$26,109,294	\$27,647,509	\$28,714,222	\$29,803,415
State Aid	2,131,671	2,176,111	2,266,182	2,301,696	2,329,644	2,368,560
Local Receipts	2,648,000	2,758,700	3,451,500	3,524,344	3,838,355	3,748,355
Other Available	652,000	663,000	838,006	872,975	869,186	878,008
Total	\$28,880,361	\$30,316,075	\$32,664,982	\$34,346,524	\$35,751,407	\$36,798,338

Percent of Total

Tax Levy	81.2%	81.5%	79.9%	80.5%	80.3%	81.0%
State Aid	7.4%	7.2%	6.9%	6.7%	6.5%	6.4%
Local Receipts	9.2%	9.1%	10.6%	10.3%	10.7%	10.2%
Other Available	2.3%	2.2%	2.6%	2.5%	2.4%	2.4%



**BOARD OF SELECTMEN & FINANCE COMMITTEE
FY2020 OPERATING BUDGET SUMMIT
MEETING AGENDA**

**Fuller Meadow School
Nathan Media Center
143 South Main Street, Middleton, MA 01949
Saturday, February 2, 2019
8:15 AM**

1. 8:15AM Call to Order; preliminaries and introductory comments
2. 8:30AM FY2020 Operating Budget overview: Andy Sheehan, Sarah Wood
3. 9:40AM Masconomet Regional School budget: Tasha Cooper, Kevin Lyons
4. 10:00AM Middleton Elementary School budget: Scott Morrison, Steve Greenberg, Matt LaCava
5. 10:30AM Department of Public Works: Ken Gibbons, Paul Goodwin
6. 11:00AM Flint Public Library: Melissa Gasper, Trustees
7. 11:15AM Fire Department: Chief Tom Martinuk
8. 11:45AM Police Department: Chief James DiGianvittorio
9. 12:30PM Lunch (provided)
10. 1:00PM Planning, Health, Information Technology: Katrina O’Leary, Derek Fullerton
11. 1:30PM General Discussion; review and discuss supplemental requests
12. 3:00PM Adjournment

Upcoming meetings:	Saturday, March 2, 2019, 8:30AM:	Capital Budget Summit
	Tuesday, March 12, 2019, 7:00PM:	Board of Selectmen warrant review
	Thursday, March 21, 2019, 7:00PM:	Joint BOS/FinCom: Budget hearing and warrant review
	Thursday, April 4, 2019, 7:00PM:	Joint BOS/FinCom: Finalize budget, if needed

The Board reserves the right to consider items on the agenda out of order. Not all items listed may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

MEMORANDUM

TO: Department Heads and Committee Chairpersons

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Fiscal Year 2020 Operating and Capital Budget Guidelines

DATE: December 13, 2018

The purpose of this memorandum is to kick-off the Fiscal Year 2020 operating and capital budget processes. Attached to this memorandum are the following documents:

- 1) Last Year's FY2019 town-wide budget narrative for you to work from. Please use this document as reference to update your Department Description, FY19 Accomplishments, and Goals and Objectives for FY20. Please update and forward just your revised section. Please return completed documents to Sarah Wood, Tanya Stepasiuk, and me.
- 2) Budget summary tables with the FY20 column empty for you to fill in.
- 3) Budget detail tables from FY19 submitted by your department.
- 4) Fiscal Year 2020 Operating Budget meeting schedule. Please review the proposed schedule and get back to Tanya or me with any scheduling conflicts.
- 5) The 2019 Annual Town Meeting timeline. Dates of note for department heads include:
 - **Friday, January 4, 2019 (close of business):** Due date for departmental budget narratives, summary, and detail tables. Please return documents via email to all three of us
 - **Monday, January 7 – 15, 2019:** Budget meetings with Town Administrator, Chief Financial Officer, and Assistant Town Administrator. In addition to emailing documents in advance, please bring hard copies for all participants
 - **Saturday February 2, 2019:** All-day operating budget summit with Selectmen and Finance Committee. Department heads should plan to attend this meeting. The focus is on departments with large budget requests or requesting significant

increases. We will again try to limit it to only those departments that need to be there

- **Monday, February 4, 2019 (close of business):** Due date for capital budget documents (documents and guidance to follow). Please return documents via email to all three of us
- **Saturday, March 2, 2019** All-day capital budget session with Selectmen and Finance Committee. As with the operating budget, the focus will be on larger requests and we will not call on you to attend unless it is necessary

BUDGET GUIDELINES

Operating Budget

Summary

We will assemble the Fiscal Year 2020 budget assuming level funding in local aid accounts and education aid (Chapter 70). This assumption is based on recent history from Beacon Hill and the absence of reliable aid pronouncements.

The Town is budgeting a town-wide health care increase of 10%. After MIIA releases its data in February or March we will get a clearer picture of the premiums and will adjust as needed. Our pension expenses are projected to increase about \$95,000 in Fiscal Year 2020, about 5.4%. This excludes other anticipated areas of growth in the Fiscal Year 2020 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.

Personal Services (Wages and Salaries)

All personal service budgets are to be funded by the terms of your settled contract for union employees. For those of you whose collective bargaining agreements are not yet settled, presume increases of 2.5%. Non-union employees should be budgeted at a 2.5% increase. 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. Exceptions include new initiatives which provide the Town with long term savings or service efficiencies or well-supported supply cost or contractual service increases.

As we build the FY20 operating budget, we want to continue the broader discussion about each department's particular 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 future 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 may 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. Such requests must be submitted as a separate supplement at the same time you submit your operating budget request. Do not incorporate the supplemental request into your regular budget submittal.

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.

Cost Savings/Offsets from Regional Purchasing or External Funds

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.

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.

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.** 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 is \$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 4th.

Closing Comments

The Finance Committee Co-Chairpersons, Richard Gregorio and John Erickson, confer closely with us and the Selectmen regarding the budget. The Finance Committee will request that some of you meet with them to go over key budgetary issues prior to the joint operating budget meeting on Saturday, February 2nd. These are opportunities to further state your case and build support for your budget request.

We look forward to receiving your budget requests and meeting with you over the next few months to discuss your department's operating and capital needs.

Please do not hesitate to contact Sarah, Tanya, or me if you have any questions.

Town of Middleton
Fiscal Year 2020 Summary of Projected Revenues and Expenditures

Updated as of 1/29/2019

Part I - Property Tax Revenues

Fiscal Year 2020 Tax Levy Limit Calculation

Fiscal Year 2019 Tax Levy				\$	28,714,222
Fiscal Year 2019 Debt Exclusions					(1,703,958)
Fiscal Year 2019 Actual Levy Without Debt Exclusions				\$	27,010,264
2.5% of Fiscal Year 2019 Levy Without Debt				\$	675,257
FY19 Unused Levy Capacity	\$	996,578			
2.5% of FY19 Unused Levy Capacity				\$	24,914
Projected Growth in Fiscal Year 2020					
Property Tax Base (New Growth)				\$	400,000
<hr/>					
Total Projected Fiscal Year 2020 Levy Limit				A \$	28,110,435
Fiscal Year 2019 Debt Exclusions (from above)				\$	1,703,958
Projected Change in Debt Exclusions:	FY 2019	FY 2020	Change		
Masconomet Regional School Addition	\$ 379,817	\$ 382,229	\$ 2,412		
Flint Library Addition Renovation	\$ 320,705	\$ 307,065	\$ (13,640)		
FM Local School Roof Repair	\$ 91,375	\$ 89,625	\$ (1,750)		
HM School Construction	\$ 937,905	\$ 939,905	\$ 2,000		
HM Bond Premium Offset	\$ (25,844)	\$ (25,844)	\$ -		
Total	\$ 1,703,958	\$ 1,692,980	\$ (10,978)		
Less Change in Debt Exclusions				\$	(10,978)
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Total Projected Debt Exclusions				B \$	1,692,980
Total Projected FY 2020 Allowable Levy (without using excess levy)				A+B \$	29,803,415
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Change from Fiscal Year 2019 to Fiscal Year 2020 in Available Property Tax Revenue:					
Projected Fiscal 2020 Allowable Levy (from above)				\$	29,803,415
Less: Fiscal 2019 Tax Levy (from above)				\$	28,714,222
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Change from Fiscal Year 2019 to Fiscal Year 2020 in Available Property Tax Revenue:				\$	1,089,193

**Town of Middleton FY 2020 Operating Budget
State Revenue (Cherry Sheet) and Local Assumptions**

Revenue Category	FY 2019	FY 2020 Estimate*	Difference In \$	Percent + or -
1. Gen. Gov. Local Aid (lottery, additional asst., tax exemptions)	\$ 695,114	\$ 721,030	\$ 25,916	3.7%
1A. Chapter 70 Educational Aid	1,646,051	1,659,451	13,400	0.8%
2. State Cherry Sheet Charges	(438,091)	(457,973)	(19,882)	4.5%
3. Offset Items	(11,521)	(11,921)	(400)	3.5%
Subtotals All State Aid Categories	\$1,891,553	\$1,910,587	\$19,034	1.0%
4. Local Receipts	\$ 3,838,355	\$ 3,748,355	\$ (90,000)	-2.3%
5. Free Cash Transfer	0	0	-	0.0%
6. MELD In Lieu of Taxes	223,000	200,000	(23,000)	-10.3%
7. Other Financing Sources (see detail below)	651,261	678,008	26,747	4.1%
TOTALS	\$6,604,169	\$6,536,950	(\$67,219)	-1.0%

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

	FY 2019	FY 2020	\$ Difference	% Incr. (Decr.)
Ambulance Fund Transfer	\$ 425,000	\$ 475,000	\$ 50,000	11.8%
PEG Cable Fund Transfer	211,186	154,406	(56,780)	-26.9%
Weights and Measures Transfer	10,000	22,792	12,792	127.9%
Enterprise Funds Indirect Costs	5,075	25,810	20,735	408.6%
Total #7 Offset Receipts	\$ 651,261	\$ 678,008	\$ 26,747	4.1%

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

	FY 2019	FY 2020	\$ Difference	% Incr. (Decr.)
1. Chapter 70	\$ 5,146,299	\$ 5,182,999	\$ 36,700	0.7%
2. Regional School Transportation	651,735	630,388	(21,347)	-3.3%
3. Charter Tuition Reimbursement	-	10,255	10,255	100.0%
4. Sch. Choice & Sending Tuition Charges	(36,361)	(86,751)	(50,390)	138.6%
Totals	\$5,761,673	\$5,736,891	(\$24,782)	-0.4%
Middleton's Share Chp. 70 Masco Aid (=35.51% in FY 2020 of total)	\$2,021,195	\$2,037,170	\$15,975	0.8%

FY 2020 Projected Increase (Decrease) in Revenues

Total Change in Available Property Tax Revenue (pg. 1)	1,089,193
Total Change in State Aid and Local Revenue (from above)	(67,219)
Total FY 2020 Projected Increase (Decrease) in Revenues	\$1,021,974

Part II - Projected Tax Levy Budget Expenditures By Function

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

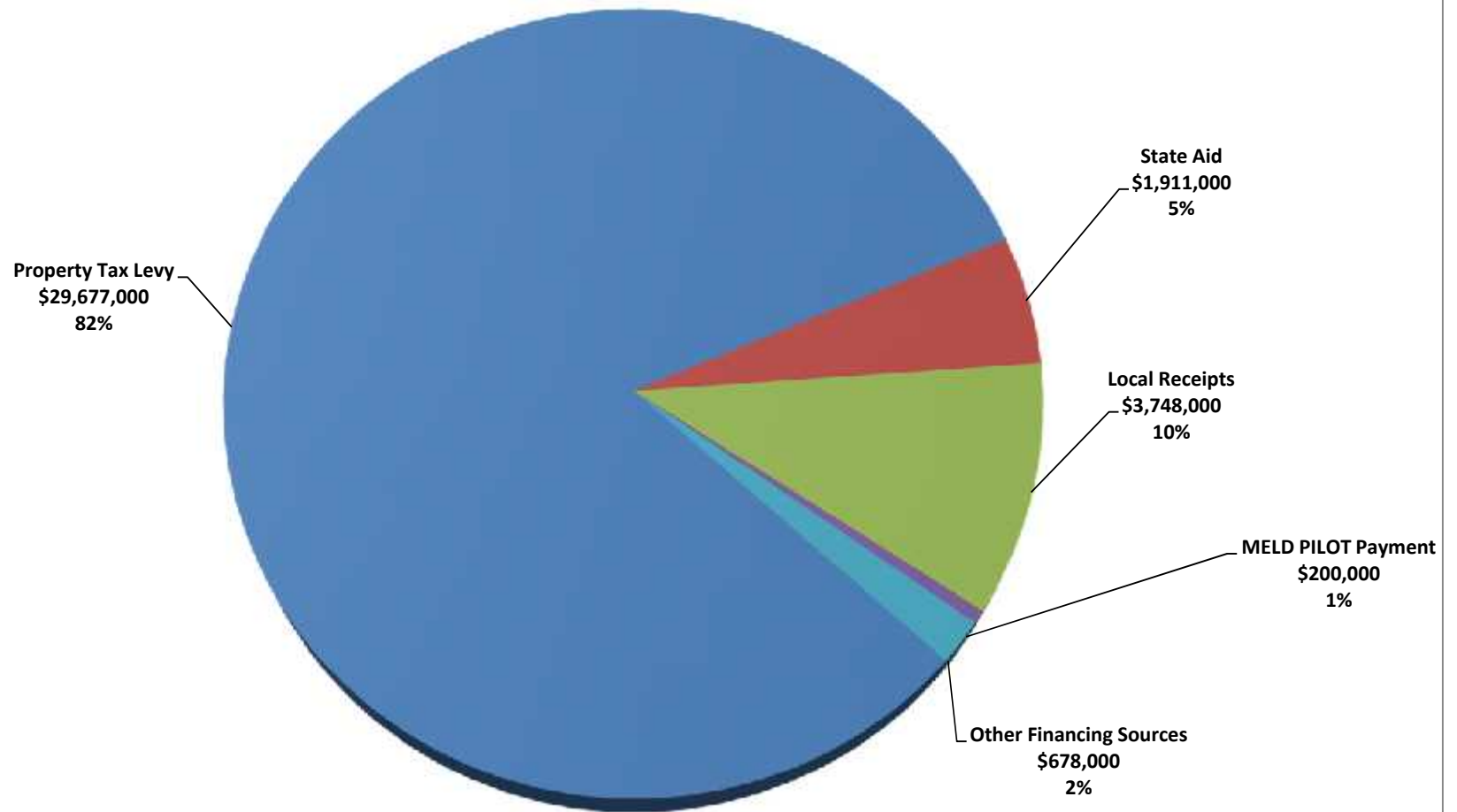
Expenditure Classification	FY 2019	FY 2020 Proposed	FY 2020 Tax Levy Increase (Decrease)	Percentage Change
Town Personal Services	\$ 6,095,865	\$ 6,378,752	\$ 282,887	4.6%
Town Contractual Services	2,381,695	2,510,401	128,706	5.4%
Town Retirement, Health Insurance and Unclassified	2,632,621	2,731,694	99,073	3.8%
Elementary Schools	11,883,149	12,952,924	1,069,775	9.0%
Debt Service				
Total Middleton Debt Service	\$1,282,835	\$1,321,345	\$38,510	3.0%
Masconomet Building Debt Service	379,817	382,229	2,412	0.6%
Masconomet Regional School Budget	9,415,414	9,959,411	543,997	5.8%
Total Masconomet Assessment	9,795,231	10,341,640	546,409	5.6%
Essex Technical School (includes debt)	831,384	831,384	0	0.0%
Capital Improvement Assessment - To be paid as warrant article	(13,869)	(13,869)	0	0.0%
Total Essex Technical School Assessment	817,515	817,515	0	0.0%
Overlay for Tax Abatements/Refunds	280,712	287,730	7,018	2.5%
Tax Title (raised on Tax Recap)	38,000	38,000	0	0.0%
TOTALS	\$35,207,623	\$37,380,001	\$2,172,378	6.2%

Total FY 2020 Project Increase (Decrease) in Expenditures

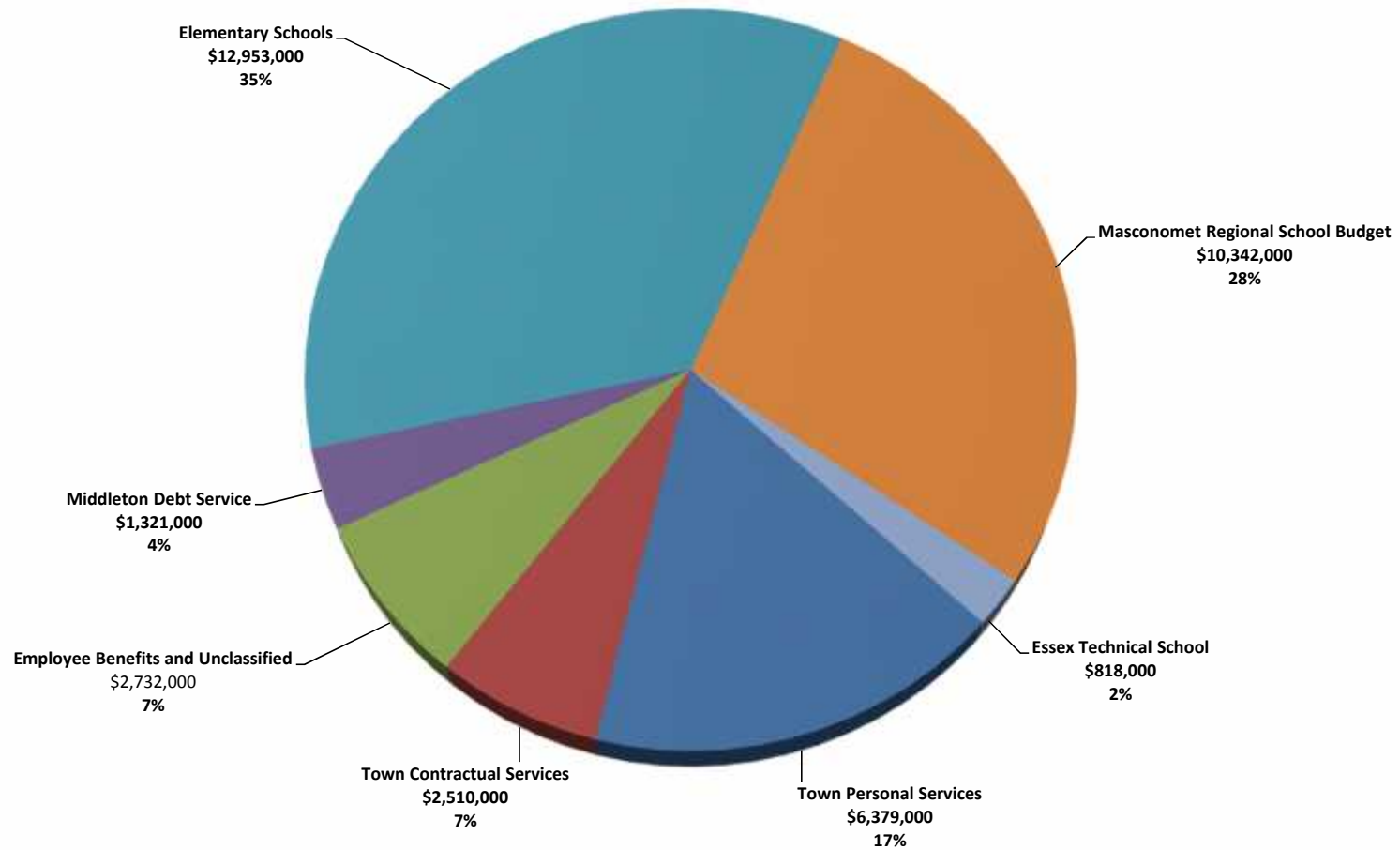
2,172,378

FY 2020 Proposed Revenue	36,340,365
FY 2020 Proposed Budget	(37,380,001)
Prop. 2-1/2 Operating Bud Override	-
FY 2019 unused levy capacity to FY 2020 Budget	996,578
Net Change	(\$43,058)

Estimated FY20 Revenues



Proposed FY20 Expenditures



Impact of Proposed Adoption of FY 2020 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 12/31/2018	\$ 1,469,734
Fiscal Year 2020 Proposed general fund operating appropriation	\$ 37,380,001
General Stabilization Fund balance as a % of GF operating	3.9%

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 12/31/2018	\$ 401,427
Fiscal Year 2020 Proposed general fund operating appropriation	\$ 37,380,001
Capital Stabilization Fund balance as a % of GF operating	1.1%

Pension Stabilization Fund (Established at May 8, 2018 Annual Town Meeting)

Goal: Funds to be available as a reserve for future extraordinary "catch up" contributions

Pension Stabilization Fund Balance as of 12/31/2018	\$ 25,089
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Special Education Stabilization Fund (Established at November 7, 2017 Special Town Meeting)

Goal: Balance in the Special Education Stabilization Fund of the average of the most recent five years actual special education spending including special education transportation costs not to exceed \$350,000

Special Education Stabilization Fund Balance as of 12/31/2018	\$ 150,592
Average of past five years actual special education spending	\$ 2,285,338
Difference	\$ (199,408)

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 7/1/2018	\$ 2,201,174
Fiscal Year 2019 operating appropriation	\$ 35,207,623
Free Cash Certification as a % of prior year operating appropriation	6.3%

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 2019 Recapitulation	\$ 996,578
Fiscal Year 2020 Proposed general fund operating appropriation	37,380,001
Excess Levy Capacity balance as a % of GF operating	2.7%

Item #7 Reserve Funds

General Reserve Fund

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

Proposed Fiscal Year 2020 General Reserve Fund	100,000
Fiscal Year 2020 Proposed general fund operating appropriation (excluding schools)	11,946,577
General Reserve Fund as a % of general fund operating appropriation (excluding schools)	0.8%

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% nor more than 10% of current year budgeted general fund operating appropriation

Fiscal Year 2020 annual debt service exclusive of exempt debt	45,500
Fiscal Year 2020 Proposed general fund operating appropriation	37,380,001
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 2020 annual debt service inclusive of exempt debt	\$1,703,574
Fiscal Year 2020 Proposed general fund operating appropriation	\$37,380,001
Annual debt service exclusive of exempt debt as a % of current year	4.6%

Municipal and Reserve Fund Balances

Free Cash Certification	\$2,201,174
General Stabilization Fund as of 12/31/18	\$1,469,734
Capital Stabilization Fund as of 12/31/18	\$401,427
Retirement Stabilization Fund Balance as of 12/31/18	\$25,089
Special Education Stabilization Fund Balance as of 12/31/18	\$150,592
Ambulance Fund as of 12/31/18	\$716,984
Water Fund Balance as of 12/31/18	\$805,083
PEG Fund Balance as of 12/31/18	\$355,390
OPEB Fund Balance as of 12/31/18	\$1,177,459
Special Education Reserve Fund Balance 12/31/18	\$150,592

FY2020 Preliminary Cherry Sheet Estimates
Middleton

PROGRAM	FY2019 Cherry Sheet Estimate	FY2020 Governor's Budget Proposal
Education Receipts:		
Chapter 70	1,646,051	1,659,451
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:	1,646,051	1,659,451

General Government:		
Unrestricted Gen Gov't Aid	565,735	581,010
Local Share of Racing Taxes	0	0
Regional Public Libraries	0	0
Urban Revitalization	0	0
Veterans Benefits	56,788	55,218
Exemp: VBS and Elderly	41,811	51,742
State Owned Land	19,259	21,139

Offset Receipts:		
Public Libraries	11,521	11,921
Sub-Total, All General Government:	695,114	721,030

Total Estimated Receipts:	2,341,165	2,380,481

PROGRAM	FY2019 Cherry Sheet Estimate	FY2020 Governor's Budget Proposal
County Assessments:		
County Tax	0	0
Suffolk County Retirement	0	0
Essex County Reg Comm Center	158,340	158,340
Sub-Total, County Assessments:	158,340	158,340

State Assessments and Charges:		
Retired Employees Health Insurance	0	0
Retired Teachers Health Insurance	0	0
Mosquito Control Projects	50,467	51,296
Air Pollution Districts	3,615	3,694
Metropolitan Area Planning Council	5,073	4,501
Old Colony Planning Council	0	0
RMV Non-Renewal Surcharge	6,000	6,000
Sub-Total, State Assessments:	65,155	65,491

Transportation Authorities:		
MBTA	214,596	220,570
Boston Metro. Transit District	0	0
Regional Transit	0	0
Sub-Total, Transp Authorities:	214,596	220,570

Annual Charges Against Receipts:		
Multi-Year Repayment Program	0	0
Special Education	0	0
STRAP Repayments	0	0
Sub-Total, Annual Charges:	0	0

Tuition Assessments:		
School Choice Sending Tuition	0	13,572
Charter School Sending Tuition	0	0
Sub-Total, Tution Assessments:	0	13,572

Total All Estimated Charges:	438,091	457,973

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 4%-6% 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%-4% of current year budgeted general fund operating appropriation.
- 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 be transferred or appropriated as allowed by G. L. c. 40, s. 5B.
- 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 elementary school special education costs, including special education transportation 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. The initial target balance is \$350,000 with a maximum balance of \$500,000.

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:

- 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.
 - Stabilization Funds: to replenish the Town's various Stabilization Funds.
 - OPEB Trust Fund: to fund the other post-employment benefits (OPEB) Trust fund.
 - Capital Improvement Program: to fund capital improvements in order to avoid or minimize borrowing.
 - 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.
 - 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.
 - Special Education Reserve Fund: The Town, through its Board of Selectmen and Middleton 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 2% of net school spending.
 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, but not limited to:

- Available funds, such as Free Cash, Capital Stabilization, Overlay, Community Preservation Fund, and Ambulance Fund.
- Issuance of debt within the levy.
- 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. This policy shall not apply to motor vehicle excise, real property, and personal property taxes.
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:



MIDDLETON

5 YEAR SUMMARY OF PROJECTED REVENUES AND EXPENDITURES

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
Revenues						
Property Tax Levy	28,714,222	29,803,415	30,636,776	31,779,759	32,853,922	34,054,733
State Aid	2,329,644	2,368,560	2,401,749	2,435,602	2,470,132	2,505,352
Local Receipts	3,838,355	3,748,355	3,752,955	3,757,647	3,762,433	3,767,314
Other Available Funds	1,532,931	1,306,661	1,323,150	1,339,981	1,352,676	1,365,372
Free Cash	825,093	1,037,598	1,026,978	1,068,326	1,111,743	1,157,330
Total Revenues	37,240,245	38,264,589	39,141,607	40,381,315	41,550,905	42,850,101
Expenditures						
General Government	1,827,207	1,879,397	1,914,399	1,950,193	1,986,800	2,024,238
Public Safety	4,074,236	4,197,945	4,414,876	4,636,295	4,868,194	4,971,056
Elementary Education	11,883,149	12,952,924	13,600,570	14,280,599	14,994,629	15,744,360
Public Works	1,613,946	1,711,480	1,741,428	1,772,000	1,803,212	1,835,078
Human Services	509,701	525,671	535,381	545,300	555,432	565,783
Culture & Recreation	606,238	618,160	630,385	642,883	655,660	668,725
Debt Service- GF Non-Exempt	46,375	45,500	44,625	43,750	42,875	42,000
Debt Service- GF Prop 2 1/2 Exempt	1,236,460	1,275,845	1,319,518	1,308,498	1,301,025	1,287,453
Employee Benefits	2,381,371	2,469,994	2,670,521	2,889,269	3,108,757	3,395,336
Salary Reserve	40,000	40,000	40,000	40,000	40,000	40,000
Prop/Liability Insurances	206,250	216,200	232,700	250,025	268,216	287,317
Regional School Assessments & Debt	10,612,746	11,159,155	11,413,616	11,905,990	12,319,194	12,858,087
Water	191,155	238,653	242,098	245,624	244,748	243,602
Other Amounts to be Raised	280,712	287,730	294,923	302,296	309,854	317,600
State and County Assessments	438,091	299,633	305,147	310,799	316,593	322,531
Article from Available Funds	467,515	190,000	190,000	190,000	190,000	190,000
Articles from Free Cash	75,000	250,000	200,000	200,000	200,000	200,000
Capital Articles from Free Cash	750,093	787,598	826,978	868,326	911,743	957,330
Capital Articles from Tax Levy	0	0	0	0	0	0
Total Expenditures	37,240,245	39,145,884	40,617,163	42,381,848	44,116,932	45,950,495
Surplus/(Deficit)	0	-881,296	-1,475,556	-2,000,533	-2,566,027	-3,100,394

TOWN OF MIDDLETON FIVE YEAR REVENUE PROJECTION

Revenue Projections	FY2019 Budget	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	FY2024 Projected	Projection Percent
PROPERTY TAX LEVY							
Prior Year Tax Levy Limit	26,764,835	28,006,842	29,107,013	30,234,688	31,390,555	32,575,319	
2.5% Increase	669,121	700,171	727,675	755,867	784,764	814,383	
Certified New Growth	572,886	400,000	400,000	400,000	400,000	400,000	See Growth
TAX Levy Limit Total	28,006,842	29,107,013	30,234,688	31,390,555	32,575,319	33,789,702	
Debt Exclusions	1,703,958	1,692,980	1,398,666	1,385,782	1,275,181	1,261,609	See Debt
Maximum Allowable Levy	29,710,800	30,799,993	31,633,354	32,776,337	33,850,500	35,051,311	0.00%
Excess Tax Levy Capacity	(996,578)	(996,578)	(996,578)	(996,578)	(996,578)	(996,578)	0.00%
TOTAL Actual Tax Levy	28,714,222	29,803,415	30,636,776	31,779,759	32,853,922	34,054,733	
STATE AID CHERRY SHEET							
Chapter 70 Education Aid	1,646,051	1,659,451	1,692,640	1,726,493	1,761,023	1,796,243	2.00%
Unrestricted General Government Aid	565,735	581,010	581,010	581,010	581,010	581,010	0.00%
Veterans Benefits	56,788	55,218	55,218	55,218	55,218	55,218	0.00%
Exemptions VBS and Elderly	41,811	51,742	51,742	51,742	51,742	51,742	0.00%
State Owned Land	19,259	21,139	21,139	21,139	21,139	21,139	0.00%
TOTAL Cherry Sheet	2,329,644	2,368,560	2,401,749	2,435,602	2,470,132	2,505,352	
ESTIMATED LOCAL RECEIPTS							
Motor Vehicle Excise	1,950,000	1,950,000	1,950,000	1,950,000	1,950,000	1,950,000	0.00%
Other Excise- Room	215,000	215,000	215,000	215,000	215,000	215,000	0.00%
Other Excise - Meals	215,000	230,000	234,600	239,292	244,078	248,959	2.00%
Penalties/Interest on Taxes and Excise	80,000	80,000	80,000	80,000	80,000	80,000	0.00%
Payments in Lieu of Taxes	130,000	130,000	130,000	130,000	130,000	130,000	0.00%
Other Charge for Services - TSS	200,000	200,000	200,000	200,000	200,000	200,000	0.00%
Fees	115,000	115,000	115,000	115,000	115,000	115,000	0.00%
Departmental Revenue - Libraries	3,500	3,500	3,500	3,500	3,500	3,500	0.00%
Departmental Revenue - Cemeteries	48,000	48,000	48,000	48,000	48,000	48,000	0.00%
Other Departmental Revenue	140,000	140,000	140,000	140,000	140,000	140,000	0.00%
Licenses/Permits	605,000	500,000	500,000	500,000	500,000	500,000	0.00%
Fines and Forfeits	12,000	12,000	12,000	12,000	12,000	12,000	0.00%
Investment Income	70,000	70,000	70,000	70,000	70,000	70,000	0.00%
Medicaid Reimbursement	30,000	30,000	30,000	30,000	30,000	30,000	0.00%
HM Bond Premium Offset	24,855	24,855	24,855	24,855	24,855	24,855	0.00%
TOTAL Local Receipts	3,838,355	3,748,355	3,752,955	3,757,647	3,762,433	3,767,314	
AVAILABLE FUNDS/OTHER FINANCING							
For Water Enterprise Fund Budget	191,155	238,653	242,098	245,624	244,748	243,602	see expenditure projections
For Water Warrant Articles	118,000	0	0	0	0	0	
Transfers in	802,936	652,198	665,242	678,547	692,118	705,960	2.00%
Overlay Surplus	192,765	190,000	190,000	190,000	190,000	190,000	
MELD	223,000	200,000	200,000	200,000	200,000	200,000	
SESD Indirect Costs	5,075	4,861	4,861	4,861	4,861	4,861	
Water Enterprise Indirect Costs	0	20,949	20,949	20,949	20,949	20,949	
TOTAL Other Available Funds	1,532,931	1,306,661	1,323,150	1,339,981	1,352,676	1,365,372	
FREE CASH							
Free Cash for Fiduciary Funds	75,000	250,000	200,000	200,000	200,000	200,000	
Free Cash for Capital Warrant Articles	750,093	787,598	826,978	868,326	911,743	957,330	see expenditure projections
Free Cash to Reduce Tax Levy	0	0	0	0	0	0	
TOTAL Free cash	825,093	1,037,598	1,026,978	1,068,326	1,111,743	1,157,330	
TOTAL REVENUES							
TOTAL REVENUES	37,240,245	38,264,589	39,141,607	40,381,315	41,550,905	42,850,101	

Notes

could see bigger increase if RECC goes away

room for change with cocokeys and starbucks

decrease in expected development projects

TOWN OF MIDDLETON FIVE YEAR EXPENDITURE PROJECTION

Expenditure Projections	FY2019 Budget	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	FY2024 Projected	Projection Percent
A. APPROPRIATIONS							
GENERAL GOVERNMENT							
Salaries & Wages	1,158,893	1,180,857	1,210,378	1,240,638	1,271,654	1,303,445	2.50%
Finance Committee Reserve Fund	100,000	100,000	100,000	100,000	100,000	100,000	
Tax Title	38,000	38,000	38,000	38,000	38,000	38,000	
Other Expenses	523,314	548,040	553,520	559,056	564,646	570,293	1.00%
Capital Outlay	7,000	12,500	12,500	12,500	12,500	12,500	0.00%
TOTAL	1,827,207	1,879,397	1,914,399	1,950,193	1,986,800	2,024,238	
PUBLIC SAFETY							
Salaries & Wages	3,526,219	3,628,957	3,719,681	3,812,673	3,907,990	4,005,690	2.50%
Other Expenses	480,017	500,988	505,998	511,058	516,168	521,330	1.00%
Capital Outlay	68,000	68,000	68,000	68,000	68,000	68,000	0.00%
Addnl. Staffing Plan (1 new police/fire employee rotating	0	0	121,197	244,564	376,036	376,036	
TOTAL	4,074,236	4,197,945	4,414,876	4,636,295	4,868,194	4,971,056	
EDUCATION							
Salaries & Wages	8,300,801	8,760,308	9,198,323	9,658,240	10,141,152	10,648,209	5.00%
Other Expenses	3,582,348	4,192,616	4,402,247	4,622,359	4,853,477	5,096,151	5.00%
TOTAL	11,883,149	12,952,924	13,600,570	14,280,599	14,994,629	15,744,360	
PUBLIC WORKS & FACILITIES							
Salaries & Wages	836,046	868,183	889,888	912,135	934,938	958,312	2.50%
Other Expenses	758,900	824,297	832,540	840,865	849,274	857,767	1.00%
Capital Outlay	19,000	19,000	19,000	19,000	19,000	19,000	0.00%
TOTAL	1,613,946	1,711,480	1,741,428	1,772,000	1,803,212	1,835,078	
HUMAN SERVICES							
Salaries & Wages	292,438	297,886	305,333	312,966	320,791	328,810	2.50%
Other Expenses	215,763	226,285	228,548	230,833	233,142	235,473	1.00%
Capital Outlay	1,500	1,500	1,500	1,500	1,500	1,500	0.00%
TOTAL	509,701	525,671	535,381	545,300	555,432	565,783	
CULTURE and RECREATION							
Salaries & Wages	393,037	402,869	412,941	423,264	433,846	444,692	2.50%
Other Expenses	213,201	215,291	217,444	219,618	221,815	224,033	1.00%
TOTAL	606,238	618,160	630,385	642,883	655,660	668,725	
Debt Service- GF Prop 2 1/2 Exempt							
Existing General Fund Debt- Exempt	1,236,460	1,275,845	1,319,518	1,308,498	1,301,025	1,287,453	See Debt Tab
TOTAL	1,236,460	1,275,845	1,319,518	1,308,498	1,301,025	1,287,453	
Debt Service- GF Non-Exempt							
Existing General Fund Debt- Non Exempt	46,375	45,500	44,625	43,750	42,875	42,000	See Debt Tab
TOTAL	46,375	45,500	44,625	43,750	42,875	42,000	
EMPLOYEE BENEFITS							
Retirement	1,776,890	1,872,623	1,985,670	2,132,835	2,268,501	2,474,660	see Retirement
Less: Early Discount	(33,773)	(33,553)	(35,742)	(38,391)	(40,833)	(44,544)	1.80%
Less: MELD Share	(333,781)	(364,048)	(366,781)	(393,965)	(419,024)	(457,105)	18.81%
Unemployment	10,000	10,000	10,000	10,000	10,000	10,000	0.00%
Health Insurance	869,035	886,972	975,669	1,073,236	1,180,560	1,298,616	10.00%
Life insurance	3,000	3,000	3,000	3,000	3,000	3,000	0.00%
Medicare (1.45%)	90,000	95,000	98,705	102,554	106,554	110,710	3.90%
TOTAL	2,381,371	2,469,994	2,670,521	2,889,269	3,108,757	3,395,336	
SALARY RESERVE							
Salary Reserve	40,000	40,000	40,000	40,000	40,000	40,000	0.00%
TOTAL	40,000	40,000	40,000	40,000	40,000	40,000	

Expenditure Projections	FY2019 Budget	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	FY2024 Projected	Projection Percent
PROPERTY/LIABILITY INSURANCES							
Workers Comp	110,000	100,000	105,000	110,250	115,763	121,551	5.00%
Property/Liability/endorsement changes	157,000	165,000	173,250	181,913	191,008	200,559	5.00%
Accident-Police	55,000	65,000	68,250	71,663	75,246	79,008	5.00%
Surety Bonds	9,250	11,200	11,200	11,200	11,200	11,200	0.00%
Less: School and MELD Share	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	(125,000)	0.00%
TOTAL	206,250	216,200	232,700	250,025	268,216	287,317	
REGIONAL SCHOOL ASSESSMENTS							
Masconomet Assessment	9,415,414	9,959,411	10,457,382	10,913,323	11,389,144	11,885,711	7% and enrollment shift
Masconomet Debt	379,817	382,229	104,992	103,128	0	0	See Debt Tab
Essex Tech Assessment	731,689	731,689	768,273	806,687	847,021	889,373	5.00%
Essex Tech Debt	85,826	85,826	82,969	82,851	83,028	83,003	See Debt Tab
TOTAL	10,612,746	11,159,155	11,413,616	11,905,990	12,319,194	12,858,087	
WATER ENTERPRISE							
Salaries & Wages	107,530	110,768	113,537	116,376	119,285	122,267	see cola tab
Other Expenses	71,850	116,600	117,766	118,944	120,133	121,334	1.00%
Existing Debt Service	11,775	11,285	10,795	10,305	5,330	0	See Debt tab
TOTAL	191,155	238,653	242,098	245,624	244,748	243,602	
OTHER AMOUNTS TO BE RAISED							
Overlay	280,712	287,730	294,923	302,296	309,854	317,600	2.50%
TOTAL	280,712	287,730	294,923	302,296	309,854	317,600	
STATE and COUNTY ASSESSMENTS							
Essex County Regional Communications Center	158,340	0	0	0	0	0	2.50%
Mosquito Control	50,467	51,296	51,296	51,296	51,296	51,296	0.00%
Air Pollution	3,615	3,694	3,694	3,694	3,694	3,694	0.00%
Metropolitan Arera Planning Council	5,073	4,501	4,501	4,501	4,501	4,501	0.00%
RMV Non-Renewal Surcharge	6,000	6,000	6,000	6,000	6,000	6,000	0.00%
MBTA	214,596	220,570	226,084	231,736	237,530	243,468	2.50%
School Choice Sending Tuition	0	13,572	13,572	13,572	13,572	13,572	0.00%
TOTAL	438,091	299,633	305,147	310,799	316,593	322,531	
ARTICLES FROM OTHER AVAILABLE FUNDS							
Articles from SRF's	274,750	0	0	0	0	0	
Articles from overlay reserves	192,765	190,000	190,000	190,000	190,000	190,000	
TOTAL	467,515	190,000	190,000	190,000	190,000	190,000	
ARTICLES FROM FREE CASH							
General Stabilization Fund	0	50,000	50,000	50,000	50,000	50,000	
Capital Stabilization Fund	0	100,000	50,000	50,000	50,000	50,000	
Retirement Stabilization Fund	0	0	0	0	0	0	
OPEB Fund	75,000	100,000	100,000	100,000	100,000	100,000	
SPED Stabilization Fund	0	0	0	0	0	0	
SPED Reserve Fund	0	0	0	0	0	0	
TOTAL	75,000	250,000	200,000	200,000	200,000	200,000	
CAPITAL ARTICLES FROM FREE CASH							
Capital Outlay	750,093	787,598	826,978	868,326	911,743	957,330	5.00%
TOTAL	750,093	787,598	826,978	868,326	911,743	957,330	
CAPITAL ARTICLES FROM TAX LEVY							
Capital Outlay	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	
TOTAL EXPENDITURES	37,240,245	39,145,884	40,617,163	42,381,848	44,116,932	45,950,495	

Town of Middleton

Estimated Impact of Wage Cost I

FY2019	FY2020	FY2021	FY2022	FY2023	FY2024
102.50%	102.50%	102.50%	102.50%	102.50%	102.50%
105.00%	105.00%	105.00%	105.00%	105.00%	105.00%

FY2019 Budget	FY2020 Projected	FY2021 Projected	FY2022 Projected	FY2023 Projected	FY2024 Projected
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Salary and Wages

GENERAL GOVERNMENT	1,158,893	1,180,857	1,210,378	1,240,638	1,271,654	1,303,445
PUBLIC SAFETY	3,526,219	3,628,957	3,719,681	3,812,673	3,907,990	4,005,690
EDUCATION	8,300,801	8,760,308	9,198,323	9,658,240	10,141,152	10,648,209
PUBLIC WORKS	836,046	868,183	889,888	912,135	934,938	958,312
HUMAN SERVICES	292,438	297,886	305,333	312,966	320,791	328,810
CULTURE & RECREATION	393,037	402,869	412,941	423,264	433,846	444,692
WATER FUND	107,530	110,768	113,537	116,376	119,285	122,267
TOTAL	14,614,964	15,249,828	15,850,081	16,476,292	17,129,655	17,811,425
Total Financial Impact	864,976	634,864	600,253	626,210	653,363	681,770
% Change	6.3%	4.3%	3.9%	4.0%	4.0%	4.0%

Proposed Operating Budget

Fiscal Year: 2019 - 2020

School District: Middleton Elementary Schools

Budget Summary									Three Year Forecast		
	FY17 Approved Budget	FY17 Actual	FY18 Approved Budget	FY18 Actual	FY19 Approved Budget	FY20 Proposed Budget	Proposed \$ Increase	Proposed % Increase	Budget Forecast FY21	Budget Forecast FY22	Budget Forecast FY23
Revenues											
Local Appropriation (includes CH70 Funding)	11,102,099	10,473,924	11,499,381	11,216,850	11,883,166	12,952,924	1,069,758	9.00%	13,516,067	14,092,198	14,569,155
94-142 Sp. Ed. Grant	125,000		138,300		138,300	137,000	(1,300)	-1.04%	137,000	137,000	137,000
Title I Grant	38,000		41,172		42,500	20,000	(22,500)	-59.21%	20,000	20,000	20,000
Circuit Breaker Grant	18,648		73,918		124,494	193,833	69,339	371.83%	5,000	5,000	5,000
Early Childhood Grant	5,600		10,000		10,000	10,000	-	0.00%	10,000	10,000	10,000
Early Childhood Special Education Grant (Fund Code 262)					8,900	9,500	600				
Teacher Quality			1,400		1,400	1,400	-		1,400	1,400	1,400
Pre-School Tuition	300,000		300,000		365,000	325,000	(40,000)	-13.33%	300,000	250,000	200,000
After School Tuition	50,000		25,000		25,000	20,000	(5,000)	-10.00%	-	-	25,000
Special Education Tuition	-		25,000		-	15,000	15,000		-	-	-
Food Service	155,000		155,000		80,594	-	(80,594)	-52.00%	-	-	-
Instrumental Music	30,000		50,000		25,000	25,000	-	0.00%	20,000	20,000	20,000
Facility Rental			7,000		7,000	5,000	(2,000)	-28.57%	5,000	5,000	5,000
Total Revenues	11,824,347	10,473,924	12,326,171	11,216,850	12,711,354	13,714,657	1,003,303	7.89%	14,014,467	14,540,598	14,992,555
Expenses											
Salaries	7,992,174	7,328,077	8,339,238	7,713,812	8,898,415	9,329,208	430,793	5.39%	9,629,989	9,926,720	10,124,600
Professional Development	128,432	124,403	157,242	129,704	88,562	106,741	18,179	14.15%	105,381	105,381	105,381
Admin, Educational, & Support	563,378	401,468	556,238	441,187	510,060	617,906	107,846	19.14%	521,465	527,932	538,588
Supplies/Materials/Equipment/Services											
In District Special Education Services (Non Salary - DW Only)	50,080	17,963	70,130	29,983	44,230	47,550	3,320	6.63%	48,500	49,470	50,459
Transportation (Regular & Sp. Ed.)	506,827	408,152	484,677	378,658	431,239	530,565	99,326	19.60%	525,876	536,394	547,122
Utilities	238,937	203,745	220,222	238,645	204,448	226,129	21,681	9.07%	230,575	235,109	239,734
Facilities	354,327	236,367	352,926	365,029	248,133	254,568	6,435	1.82%	370,085	376,286	382,584
Insurance (Beneficial & Non-Beneficial)	1,484,859	1,400,837	1,622,971	1,623,005	1,657,819	1,912,133	254,313	17.13%	2,082,596	2,283,305	2,504,086
Special Education Out of District Tuition	505,333	352,912	522,527	296,827	628,448	689,858	61,410	12.15%	500,000	500,000	500,000
Total Operating Budget	11,824,347	10,473,924	12,326,171	11,216,850	12,711,354	13,714,657	1,003,303	7.89%	14,014,467	14,540,598	14,992,555
Less: Applied Income	722,248	-	826,790	-	828,188	761,733	(66,455)		498,400	448,400	423,400
Total Local Appropriation Expenses	11,102,099	10,473,924	11,499,381	11,216,850	11,883,166	12,952,924	1,069,758	9.00%	13,516,067	14,092,198	14,569,155
CHECK	11,102,099	10,473,924	11,499,381	11,216,850	11,883,166	12,952,924	1,069,758				

Essex Northshore Technical High School Budget Calendar

Budget Information

Fiscal Year 2020 Budget

FY 2020 BUDGET DOCUMENTS

FY 2020 Budget Timeline

Monday, November 5, 2018

-) Share budget documents and timeline with staff

Monday, November 19, 2018

-) CTE and Academic budget requests complete for review by Coordinators and Directors

Monday, December 3, 2018

-) Coordinators and Directors review complete for the Principal's review
-) All department budgets completed for review by the Principal

Thursday, December 15, 2018

-) Update School Committee on budget development issues and concerns

Monday, December 17, 2018

-) All budget requests finalized for review by Superintendent and Business Manager

December 2018

-) Budget review and final adjustments
-) Develop preliminary FY2020 budget proposal
-) Share FY2020 preliminary budget recommendations with staff, including individual budget documents

Wednesday, January 2, 2019

-) Presentation of FY2020 preliminary budget recommendation to the Finance Committee

Thursday, January 10, 2019

-) Update School Committee on preliminary budget recommendations

January 2019

-) Monthly meeting with member community representatives (Date to be determined)

Wednesday, February 6, 2019

-) Presentation of FY 2020 budget recommendation to the Finance Subcommittee

Thursday, February 14, 2019

-) Present FY 2020 budget recommendations to School Committee

February 2019

-) Monthly meeting with member community representatives (Date to be determined)
-) Presentations to member community finance committees, boards of selectmen, city councils, school committees, and other elected/appointed officials (Dates to be determined)
-) Presentation of FY2020 budget recommendations to staff (on or before Thursday, February 15, 2019)

Thursday, March 14, 2019

-) Public Hearing
-) Anticipated vote on FY2020 budget proposal (School Committee)

March 2019

-) Monthly meeting with member community representatives (Date to be determined)
-) Presentations to member community finance committees, boards of selectmen, city councils, school committees, town meetings, and other elected/appointed officials (Dates to be determined)

April 2019

-) Presentations to member community finance committees, boards of selectmen, city councils, school committees, town meetings, and other elected/appointed officials (Dates to be determined)

May 2019

-) Presentations to member community finance committees, boards of selectmen, city councils, school committees, town meetings, and other elected/appointed officials (Dates to be determined)

June 2019

-) Release final department budgets upon approval of 2/3 district communities and release of final Chapter 70 figures (state budget approval).

Masconomet Regional School District
FY20 Operations and Maintenance Budgetary Increase Analysis
January 28, 2019

Cost Category:	Amount:	Comments Regarding Estimates:
<i>Salary Changes:</i>		
Step and Column	\$ 248,038	Anticipated movement
Wage Adjustment	\$ 522,821	Contractual & COLA adjustments
Retirement/Staff Turnover	\$ (282,475)	Breakage from retirements and staff turnover
New and/or Restructured Positions	\$ 204,126	New or changes in positions
<i>Total Salary Changes</i>	<i>\$ 692,510</i>	
<i>Non-Salary Changes:</i>		
Insurance Benefits	\$ 327,581	FY20 active employee + retiree + MEDEX (Est. Increase 6%)
Workers Compensation	\$ 3,422	Rate change
Unemployment	\$ (15,600)	No RIF's planned in FY20 thus lower expected unemployment
Retirement and Taxes	\$ 77,048	ECRB contribution and taxes
	\$ 392,451	
SPED Out of District	\$ 314,924	Based on current placements we have right now
District Supplies and Services	\$ (4,418)	Minor adjustments
Instructional Goods and Services	\$ 85,868	Middle School, High School and Other Instructional Services
Professional Development	\$ (16,329)	Removed one-time PD money approved after budget adoption in FY19
State Tuition Assessments	\$ 23,233	More students attending school choice and charter schools
MIS Goods and Services	\$ (537)	Slight decrease in overall operating costs
Reg. Transportation	\$ 8,690	Increase in the contract price; Term: Year 5 of 5
Campus Security	\$ 19,235	Additional security software, equipment, and fees
Facility Maintenance & Utilities	\$ 23,120	Utilities, durables and recycling program
	\$ 453,786	
<i>Total Non-Salary Changes</i>	<i>\$ 846,237</i>	
Total Increase	\$ 1,538,747	The Total Operations & Maintenance Budgetary Increase is 4.6%

Capital Budget - FY20, Budget Subcommittee Meeting, January 28, 2019

1. DCI - Recommendation for Long-Term Capital Planning

DCI has recommended that the District proposal a \$900,000 request for Designer Services to develop plans and specification for the HVAC mechanical system and Control upgrade and roof replacement. The request would be in the form of a warrant article and would require approval from all three towns. The assessment for \$900,000 would be divided between the towns based on the October 2018 enrollment numbers as follows:

Boxford	37.99%	341,910
Middleton	35.51%	319,590
Topsfield	26.50%	<u>238,500</u>
		900,000

2. Administrative Recommendation for FY20 Capital Budget

The Executive Leadership Team is recommending an FY20 Capital Budget of \$100,00 to fund several health and safety projects. The recommended funding source for these projects is the stabilization fund.

Wood Shop	40,000	Dust Collection, Skid Resistant floor, Plumbing and Electrical
Sidewalk/Parking Lot	<u>60,000</u>	Concrete and Asphalt Repairs
	100,000	

Masconomet Regional School District

Enrollment Distribution by Town

October 1, 2018


October 1 Enrollments by Town

Town	Oct 12 FY14	Oct 13 FY15	Oct 14 FY16	Oct 15 FY17	Oct 16 FY18	Oct 17 FY19	18-Oct FY20
Boxford	777	792	768	742	708	692	691
Middleton	733	739	706	706	665	641	646
Topsfield	577	557	537	521	501	494	482
Total	2087	2088	2011	1969	1874	1827	1819

Assessments Percentages by Town

Town	FY14	FY15	FY16	FY17	FY18	FY19	FY20	Shift
Boxford	37.23%	37.93%	38.19%	37.68%	37.78%	37.88%	37.99%	0.11%
Middleton	35.12%	35.39%	35.11%	35.86%	35.49%	35.08%	35.51%	0.43%
Topsfield	27.65%	26.68%	26.70%	26.46%	26.73%	27.04%	26.50%	-0.54%

Enrollment percentages that will be used to calculate the FY20 assessments.



Footnote: There is one student attending Masconomet from North Andover, Hamilton, Haverhill, Newbury, Amesbury, Ipswich, and Revere. All seven of these students are excluded from the above numbers but are included in the DESE official October 1 enrollments submitted to the state.

BUDGET CALENDAR – FY 2020

Budget Priorities established by the School Committee	August 15 th
Budget Subcommittee Reviews Fees	September- November
School Committee Reviews School Improvement Plans	November 14 th *
Enrollment Projections	November 1 st
Budget requests submitted to the Central Office by Administrators	November 28 th
Advisory Council members (Principals, Directors, and Department Heads) meet with Budget Subcommittee and Leadership Team to present FY20 programmatic priorities	November 29 th
Budget development discussions undertaken by Leadership in consultation with Budget Subcommittee	December 3 rd - January 16 th
Budget Thumbnail presented	January 23 rd *
Revenue estimates received from the State (House 1)	Late January
Budget Subcommittee presents to the full School Committee a summary presentation of big budget needs and overall view up to that point	February 6 th *
Budget document distributed to School Committee	February 8 th
Budget posted on our website and distributed to town officials	February 11 th
School Committee submits budget questions to the Superintendent in preparation for upcoming deliberations	February 11 th -22 rd
Budget Overview – Superintendent presents to full School Committee/Deliberation	February 13 th
Public Budget and School Choice Hearing, Legislative Update, & Deliberation	February 27 th *
Budget deliberations by School Committee (as required)	March 4 th , 6 th *, 11
Budget adoption by School Committee	March 13 th
Meetings with Town Officials	March and April
Town Meetings	May 7 th – Topsfield May 14 th – Middleton and Boxford

*Regular School Committee Meeting

FY20 Supplemental Budget Requests and Adjustments

Supplemental Budget Requests

Department	Summary of Request	Budget Impact					
		Wages	Benefits	Expenses	Subtotal	Offset	Total
Fire Department	Full-time FireFighter and Full Time Clerk	79,241	35,438	15,854	130,533	(97,167)	33,366
MIS	Internet Speed Upgrade	-	-	5,256	5,256	-	5,256
Planning Department	Additional Multi-Department Clerk	21,909	-	-	21,909	-	21,909
Subtotal: Supplemental Requests							60,531

Salary Adjustments

Department	Summary of Request	Budget Impact					
		Wages	Benefits	Expenses	Subtotal	Offset	Total
Admin. Assessor	Salary adjustment to \$53,000	53,000	0	0	53,000	(49,383)	3,617
Conservation	Conservation Agent : Increased hours from 32 to 40	75,960	0	0	75,960	(60,767)	15,193
Library	10% Pay Raise for All staff (excluding Library Director)	292,583	-	-	292,583	(265,873)	26,710
Subtotal: Salary Adjustments							45,520
Total							106,051

FY20 Middleton Wages & Salaries Overhead

Category	\$ Amount	Notes
Salary & Wages	\$55,914.00	Estimated FY20 average full-time salary & wages
Medicare	\$ 810.75	Medicare tax of 1.45% of gross salary for both employer and employee = 2.9% total Medicare Tax
Health	\$18,531.00	Town pays 60% of employee health insurance for participating employees. Estimate based on 1% increase in health insurance from FY19.
Dental	\$ 1,120.58	Town pays 75% of employee dental insurance for participating employees. Estimate based on a 5% increase in dental insurance from FY19.
Life	\$ 46.80	Monthly cost of \$7.80 per employee for \$10,000 benefit is split between Town and Employee
Retirement	\$14,929.04	Based upon the FY20 charge from Essex Regional Retirement System, the Town pays 26.7% of employee pensionable total gross salary for retirement.
	\$35,438.17	Town's Fiscal Year 2020 Annual Projected Overhead Contribution

Fire Department Budget Changes

		ORIGINAL REQUEST	ADDITIONAL FIRE FIGHTER- WITH CUTS	NET CHANGE	ADDITIONAL FIRE FIGHTER AND CLERK-	NET CHANGE	ADDITIONAL CLERK ONLY	NET CHANGE
01220151__511000	SALARIES & WAGES	\$ 908,614.00	\$ 979,382.00	\$ 70,768.00	\$ 979,382.00	\$ 70,768.00	\$ 908,614.00	\$ -
01220151__511100	DEPT. HEAD SALARY	\$ 130,125.00	\$ 130,125.00	\$ -	\$ 130,125.00	\$ -	\$ 130,125.00	\$ -
01220151__511300	OVERTIME	\$ 209,471.00	\$ 187,708.00	\$ (21,763.00)	\$ 186,076.00	\$ (23,395.00)	\$ 207,839.00	\$ (1,632.00)
01220151__512200	PART TIME	\$ 468,569.00	\$ 414,449.00	\$ (54,120.00)	\$ 437,776.00	\$ (30,793.00)	\$ 491,896.00	\$ 23,327.00
01220151__512400	CONTRACT ADJUSTMENTS	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -
01220151__519000	FIRE RESERVE CLOTHING AL	\$ 16,525.00	\$ 16,525.00	\$ -	\$ 16,525.00	\$ -	\$ 16,525.00	\$ -
01220151__519100	CLOTHING ALLOWANCE	\$ 12,000.00	\$ 13,000.00	\$ 1,000.00	\$ 13,000.00	\$ 1,000.00	\$ 12,000.00	\$ -
01220152__521700	ELECTRICITY	\$ 10,200.00	\$ 10,200.00	\$ -	\$ 10,200.00	\$ -	\$ 10,200.00	\$ -
01220152__521800	FUEL	\$ 8,000.00	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -	\$ 8,000.00	\$ -
01220152__524000	EQUIPMENT REPAIR	\$ 21,300.00	\$ 21,300.00	\$ -	\$ 21,300.00	\$ -	\$ 21,300.00	\$ -
01220152__524100	MAINTENANCE FIRE ALARM	\$ 6,000.00	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -
01220152__524200	RADIO MAINTENANCE	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -
01220152__524300	BREATHING APPAR.MAINT.	\$ 4,800.00	\$ 4,800.00	\$ -	\$ 4,800.00	\$ -	\$ 4,800.00	\$ -
01220152__530500	ADVERTISING	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -
01220152__532000	TRAINING AND EDUCATION	\$ 17,500.00	\$ 17,500.00	\$ -	\$ 17,500.00	\$ -	\$ 17,500.00	\$ -
01220152__534000	POSTAGE	\$ 300.00	\$ 300.00	\$ -	\$ 300.00	\$ -	\$ 300.00	\$ -
01220152__534100	TELEPHONE	\$ 15,859.00	\$ 15,859.00	\$ -	\$ 15,859.00	\$ -	\$ 15,859.00	\$ -
01220152__534200	COPIER/PRINTING	\$ 600.00	\$ 600.00	\$ -	\$ 600.00	\$ -	\$ 600.00	\$ -
01220154__542000	OFFICE SUPPLIES	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
01220154__543000	BUILDING MAINTENANCE	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -
01220154__548000	GAS AND OIL	\$ 21,000.00	\$ 21,000.00	\$ -	\$ 21,000.00	\$ -	\$ 21,000.00	\$ -
01220154__550200	AMBULANCE	\$ 30,685.00	\$ 30,685.00	\$ -	\$ 30,685.00	\$ -	\$ 30,685.00	\$ -
01220154__558200	FIRE TOOLS & APPARATUS	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -
01220154__558205	AMBULANCE BILLING	\$ 22,500.00	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -	\$ 22,500.00	\$ -
01220157__571000	TRAVEL	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -
01220157__573000	DUES,FEES, AND SUBSCRIPT	\$ 3,450.00	\$ 3,450.00	\$ -	\$ 3,450.00	\$ -	\$ 3,450.00	\$ -
01220157__578300	SPECIAL EXPENSE	\$ 35,511.00	\$ 35,511.00	\$ -	\$ 35,511.00	\$ -	\$ 35,511.00	\$ -
01220158__587600	HOSE REPLACEMENT	\$ 18,000.00	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	\$ -
	TOTAL BUDGET	\$1,983,609.00	\$1,979,494.00	\$ (4,115.00)	\$2,001,189.00	\$ 17,580.00	\$2,005,304.00	\$ 21,695.00



THOMAS J. MARTINUK
CHIEF OF DEPARTMENT

Town of Middleton Fire Headquarters

4 LAKE STREET, MIDDLETON, MASSACHUSETTS 01949

MEMO

TO: Board of Selectmen and Finance Committee
FROM: Chief Thomas J. Martinuk
DATE: 23 January 2019
SUBJECT: Full time Firefighter and Clerk FY 20

During the FY 18 budget cycle I proposed adding a full-time firefighter to the department to increase staffing and alleviate the dependency on part time help. During this time Chief Digianvittorio and I met with the Town Administrator and Assistant Town Administrator to come up with a plan for the long-term staffing needs of both departments. The Police Chief and I agree that additional full-time staff are needed to responsibly protect the town. The plan at that time was to hire a full-time person for each department in alternating years. Below is a closer explanation of this year's request.

Shift Schedule:

The fire station is staffed 24 hours a day, seven days a week with a mix of both full-time and part-time personnel. The day shift runs from 7:00AM – 5:00PM and the night shift from 5:00PM – 7:00AM. The full-time personnel work a 24-hour shift, beginning at 7:00AM. Their schedule is based on an eight-day week over a span of 8 weeks, for an average of 42 hours per week. The rotation is 24 hours on, 24 hours off, 24 hours on, 5 days off. As an example, a firefighter works Monday and Wednesday one week, Tuesday and Thursday the next week,

Wednesday and Friday the following week, and on the eighth week of the rotation, the firefighter is back to Monday and Wednesday.

The day shift and night shift (before the RECC) had a fourth position that was a dispatch position to staff the 911 center in the fire department. As a result of the transition to the RECC, the department did retain the fourth position for the night shift, which did allow for all members to respond to calls and leaving the station unoccupied. The day shift can be a mixture of three to four members to respond to calls, also leaving the station unoccupied. There is no clerk to take calls or receive permits or plans at any time during the day.

The full-time firefighters are broken up into groups as follows:

- Group 1: Lieutenant David T. Leary Jr.
Firefighter Andrew LeColst
- Group 2: Lieutenant Daniel Kessel
Firefighter David Thibault

Firefighter Zach Ingraham (Zach was hired to replace Chief Twiss as Captain Martinuk moved into the Chiefs position).
- Group 3: Captain Douglas LeColst
Firefighter David Kelsen

Firefighter Justin Nigrelli (Justin will graduate the fire academy on 2/1/19 and then go on shift)
- Group 4: Lieutenant Tyler Dechene
Firefighter H. Peter Beauparlant

One pressing issue is recruiting and retention of qualified part-time firefighters. Over the years many of the part-time firefighters, that have been on long enough to be qualified to be helpful, have been hired by this department full-time or left for other departments. It takes approximately five years to get to the point where a part-time firefighter can perform all functions adequately. Another issue that works both for and against us is that we have part-time firefighters who work full-time in other departments. This helps us because they are trained, but they take a risk of getting hurt and if this happens, they will not receive the benefits of their full-time job which puts them at risk financially.

Over the years, the department has had hundreds of applications, but with the hustle and bustle of society and family commitments, many people cannot commit to the time that is required. For example: a person coming on to this department needs to be an emergency medical technician (preferably someone with experience). They also need to attend the firefighter I/II training that is required of all new part time firefighters. This is a 320-hour course

that meets two weeknights and at least one or two weekend days. On top of that if they wish to obtain their paramedic license, this course is a year plus from start to finish. Over the course of the year they need to attend all training sessions at the department which consists of three to four hours every Monday night, in addition to 48-hour refresher course for EMT or paramedic on top of any other trainings that may be offered.

We have had increased difficulty filling part-time shifts, day or night. As the department gets busier it is less attractive for someone to work a shift or an overnight shift and be up all night, then go to their full-time job in the morning. Over the last year there have been 141 open part time shifts 95 were filled by full-timers (three of these were holidays) and 25 shifts were not filled. In order to keep a minimum of three people on per shift we had to pay double time to full timers 9 times and time and a half to part timers 12 times.

The ability for call firefighters to juggle their hectic personal schedules, keep up with the increasing training requirements, respond to calls during the late night - early morning hours, and work scheduled shifts and holidays is a real burden on our staff. It is a long-term plan for the Middleton Fire Department to ultimately have 4 Full-time firefighters on duty 24 hours a day, 7 days a week, supplemented by part time people to try to have five on duty 24/7 to handle the increasing workload of our rapidly growing community.

We have experimented with the five-person crew during the day and it has helped tremendously to handle the increased work load and the multiple back to back calls that we have been getting. This includes manning the second ambulance for the additional calls keeping the money in town and not giving it away to an outside agency.

Proposed New Position:

The proposed new position will follow suit of the other recent hires and go on a group to increase the permanent strength of that group, supplemented by part time staff.

The full-year cost of a firefighter – paramedic, calculated using FY 2019 data, is as follows:

Wages:	\$55,914
Overtime:	\$10,881
Health/ Dental:	\$16,494?
Holidays:	\$5,578
Vacations:	\$4,897
Personal Days:	\$1,632
Training:	\$3,625
Educational Incentive:	\$1,800

Total **\$100,821**

With saving in call wages and perm OT=\$54,314

Final cost **\$46,507 (Approximate)**

Overtime:

The department relies heavily on personnel that respond to calls while off-duty. When an “alert tone” is sent over the department’s primary radio frequency for assistance, off-duty members can respond to the station for additional vehicles and equipment. The following are examples of when a “tone” is sounded:

- Building fire or explosion
- Odor of gas in a building
- Large brush fire
- Multiple calls
- Motor vehicle collision with multiple injuries and/or deployment of “jaws of life”
- Receipt of a fire alarm in a commercial building or multi-family residential building
- Odor of burning/ smoke in a structure
- Ice/ water rescue or lost person
- Any call or calls when the Officer-in-Charge determines that more personnel are needed to safely and effectively mitigate the incident
- Mutual aid calls when the on-duty crew will be out-of-town
- Hazardous materials incidents

On average, the department has approximately 50 tones per month. The full-time firefighters earn 2 hours of overtime for responding in for a tone, and the call firefighters earn 2 hours of their hourly rate. If the call exceeds 2 hours, then all firefighters are paid hour-for-hour until they are released. This is an essential component of our operation, and it is the basis of how we can safely and effectively protect our firefighters and the community. This standard response is also a benchmark for our Fire Suppression Rating Schedule through the Insurance Services Office, or ISO. Our ISO rating is an important measurement of how the town protects the property in our jurisdiction, and it is also used by 8 of the top 10 insurance companies to calculate our fire insurance rates.

The full-time firefighters get first refusal of any open full-time firefighter shifts, which includes sick, personal, vacation, and extra duty. The part-time firefighters are responsible for filling the shifts designated as part-time shifts. In the event that a part-time firefighter shift cannot be filled, then it can be filled with a full-time firefighter. This has been one of our challenges over the years, as it becomes more difficult to fill the part-time shifts and extra duty that is occasionally needed. As stated earlier, the part-time force is expected to work more, expected to attend more training, and be available off-hours. This creates a strain on the part-time firefighters, as our lives and commitments become more complex.

The goal is to increase the on-duty staff, supplemented by part time staff (in decreasing increments). This is due to the lack of available off duty personnel to respond. This year I tried to trim as much as I could in the supplemental budget, including callback overtime and part time callback. This shifts the emphasis to help pay for the on-duty staff and the goal of having more people available on duty.

Gone are the days when Mr. Martin would close the drug store, run across the street, and hop on the fire truck. Strict work requirements severely limit how call firefighters respond, and we cannot expect them to jeopardize their careers and their income. Also gone are the days of getting to the station quickly. Members responding to the station on a call can take up to ten minutes, depending on the time of day. This delays any additional apparatus from getting on the air in a timely manner, this is also why it is important to have the proper amount of people on duty.

Clerk

This year I am also asking for a part time clerk, again. This person will be integral in the operation of the department helping with a myriad of items ranging from data entry, filing, assisting the Chief, EMS officer, Fire Prevention Officer, Training Officers etc. with clerical functions freeing them up to do what they are supposed to be doing such as grant writing, inspections and teaching to name a few. For example, the Fire Prevention officer spends much of his time entering inspections into the RMS system (on overtime) and this would free him up to do the inspections that he cannot get to. This person will enable the department to have set hours for customers to drop off plans, obtain permits, schedule inspections, request copies of reports etc. Currently it is hit or miss if anyone is in the station.

Some of the functions the clerk would perform, but not limited to:

Data entry, filing, make sure the RMS system is up to date and accurate, prepare reports to be sent to the State Fire Marshalls Office, greet and assist the public, Schedule inspections, prepare bills payable and enter into MUNIS, answer telephones, update business contact and information, assist officers as listed above, assist the chief with emergency management items such as required Tier II reports, assist with grants.

In conclusion, our community continues to grow at a rapid pace and our fire department is working hard to keep up with the residential and commercial growth, increased population,

increased traffic, and the increasing demands from the correctional facility (regional intake building) and DYS (juvenile facility and regional offices). Our incident responses and inspectional activity will increase, and we will be expected to provide the necessary services to our community with the current staff. We request that the new positions be supported to help the fire department deal with the challenges that are currently faced by our staff, and begin to plan for the future of our community.

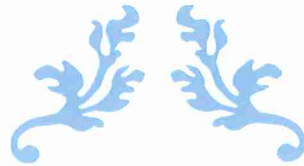
Attached is the quick comparison that was done between communities in 2017, an article from Brewster fire concerning staffing (which is the same problem we are having) and finally a study on high-rise responses (we have five of them).

If there are any questions, please feel free to contact me anytime at tom.martinuk@midfire.com or my cell 978-479-8154.

Thank you for your continued support.

Thomas J. Martinuk

Chief of Department



MIDDLETON FIRE DEPARTMENT IN TRANSITION

2017



This document is a brief explanation of the current state of the Middleton Fire Department, its operation, staffing and future needs. It is by no means comprehensive but a brief synopsis to better inform the decisions of boards and committees. This document will also compare similar towns (there was no one town that was an exact match to Middleton, but I tried to choose ones close in population and operation). At a later time, a more in depth analysis could be completed internally or by an outside firm.

The Middleton Fire Department has always been on the forefront of innovation and forward thinking. Area departments have always looked to the Middleton Fire Department as a leader in the industry and as a progressive department. The Middleton Fire Department has always tried to have the most up to date equipment and training for its personnel. Middleton was one of the first departments in the area to offer advanced life support services for its ambulance service. This could not have been accomplished without the forward-thinking men and woman of the department and the support of the town and state.

The staffing over the years has changed and the fire department has used innovative ways to address the growth issues of the town and the increased demand on the department. Prior to 1987 the department was staffed with one person and relied on call back of part time members to staff the station and apparatus on calls. In 1987 the department added two full time members to work days because of the increasing difficulty in the availability of available part time members. At the same time the department added part time members to work nights in order to have 24/7 coverage of on duty personnel and to reduce the time it was taking for apparatus to respond. In 1998 the department added a day position to cover the lack of available off duty members. In 2005 the department added an additional full-time member to make it possible for the department to have two full time members 24/7. In 2015 a day position was again added to help with the lack of available off duty personnel.

The current staffing of the department is comprised of a Chief, Captain, three Lieutenants and five firefighters, all are full-time. The schedule is made up of four groups who work 24 hour shifts on an eight-day cycle. Each group is made up of two full-time members and one member who works four days Monday thru Thursday. There is one part time member on seven days a week and two at night. Currently Friday, Saturday and Sunday only have three members on during the day. There is a current proposal to add another full-time member and to shift the staffing around to have four members on 24/7/365.

The reason to add more full-time members is not unique to Middleton, it is a regional and national problem. The hectic pace of modern society does not allow people the extra time and freedom to be available to respond to the station for calls on their time off. Many households are dual income families. When one of the parents are at work, the other may need to stay home to watch the children to save money on day care. During the time off that the family has together they may be involved in sports, dance or other activities. The towns on this list have already shifted the burden to full-time staff or are in the process of doing so.

At the present time, the Middleton Fire Department has no clerk or administrative staff other than the Chief. All the full-time members have multiple responsibilities (such as fire prevention, EMS, training, car seat technician, fire alarm technician) over and above responding to calls and taking care of the everyday operations of their shift and of the department. Over the years these responsibilities could be handled by these individuals, but with the increase in the number of calls and the demand on the department, some of these responsibilities should be a task on their own. Administration and Fire Prevention are two areas that could use supplemental staff. Many functions, in both areas, take a great amount of time and sometimes do not get accomplished because of the lack of staff.

In the next five to ten years the staffing model that would be the most efficient for the department is to have a Chief, Deputy Chief, Full time fire prevention officer, Administrative assistant and a minimum of four full time members per shift. This obviously would need to be phased in, but it serves as a template for the town to follow and have a plan for the future.

The following is a brief description of each town, a spread sheet can be found in attachment B.

Middleton:

The town of Middleton has a population of 9,419¹ and covers 14.2 square miles. The fire department consists of ten full time members including the Chief and twenty-one-part time members. The department has offered advanced life support since 1995, with all full-time members being paramedics. The department protects a mostly residential community that includes five high rises (all six stories or higher), a chemical plant, water treatment facility, a 65,000-square foot water park, a 96,000-square foot sports complex/ice arena, county jail and a juvenile detention center to name some of the hazards. There is a brief article on high rise operations and crew size in attachment C. The department responded to 2016 calls last year, this does not include inspections, car seat installations, or public education, this would add another 1000 incidents. The budget for FY 17 was \$1.7 million.

North Reading:

The town of North Reading has a population of 15,377² and covers 13.5 square miles. The fire department consists of twenty-two full time employees including the Chief and Deputy Chief with an administrative assistant. The department has offered advanced life support since 2012, with at least three members per shift being paramedics. The department runs four shifts of five full-time firefighters. The department protects a mostly residential community with light industrial along route 28 and Concord street by route 93 and a large postal facility, they have no

¹ Massachusetts department of revenue

² Massachusetts department of revenue

high rises. The department responded to 2350 calls in 2016. The fire department budget for FY17 was \$3,046,041.

Littleton:

The town of Littleton has a population of 9,246³ and covers 17.6 square miles. The fire department consists of twelve full time employees including the Chief and Deputy Chief with an administrative assistant. The department will be hiring six full-time paramedics this year so that the town can offer advanced life support to the community, this will give the department a total of eighteen full-time members with four full-time members per shift. The department protects a mostly residential community with some light industrial properties such as IBM. A retail complex and a hydrogen fueling depot are currently being built. They also cover a short section of 495 and they have no high rises. The department responded to 1824 calls in 2016. The budget for FY 17 was \$1.2 million.

Manchester By the Sea:

The town of Manchester by The Sea has a population of 5,249⁴ and covers 7.73 square miles. The fire department consists of thirteen full-time employees including the Chief and an administrative assistant. The department offers advanced life support with the fire department ambulance. The department runs four shifts with three full-time firefighters per shift. This year the Chief will be asking for additional full-time firefighters. The department protects a mostly residential community with ten miles of seashore and some retail stores in the downtown area. They also cover a short section of route 128 and there are no high rises in the community. The department responded to 900 calls last year. The budget for FY 17 was \$ 1.2 million.

As you can see each town is similar in size and population. North Reading was chosen because its operation is very similar to Middleton's. Even though their population is larger the number of runs they do is very close to Middleton's (2350 to 2016) .

Littleton is very similar, they are a rapidly growing town with a similar population. They are just getting into the advanced life support business, but they are doing it because all the towns

³ Massachusetts department of revenue

⁴ Massachusetts department of revenue

around them have gone ALS and the private ALS provider takes too long to respond. They are doing this with an all full-time staff.

Manchester By the Sea is similar in size, yet they have a large full-time staff and a much smaller area to cover.

All three of these towns are largely residential like Middleton, yet they do not have the large hazards such as five high rises, a chemical plant, two large recreational facilities and two jails, to name a few. They are all going to or have gone to rely heavily on full-time personnel.



CAPE COD TIMES

Brewster Fire Department faces personnel pinch

By Ethan Genter

Posted Aug 12, 2018 at 5:47 PM

Updated Aug 13, 2018 at 6:11 AM

Brewster has hard time retaining trained firefighters who opt for full-time jobs elsewhere.

BREWSTER — The Brewster Fire Department has been a place for firefighters to get their start. It's one of the only departments on the Cape that is split almost evenly between full-time career firefighters and call firefighters.

That combination has been a great way for new firefighters to get their foot in the door, but the department has had trouble holding onto staff, whether they leave for a busier town, to be closer to family or a host of other reasons.

The retention of firefighters has become a pressing issue for the department, and Chief Robert Moran voiced as much to the Select Board in June during his self-evaluation.

At that meeting he brought a picture of a recent swearing-in ceremony at the Harwich Fire Department. Five of the six firefighters in the photo had been with the Brewster Fire Department within the past 14 to 15 months, Moran said.

"Our problem here is really not a recruit problem," he said in an interview earlier this month. Every year, people come to Brewster to become a firefighter. "We are, in this area, the region's training ground ... because there is no other place for them to go. The type of fire department that we are, being a combination fire department, allows an individual to be hired here, work as a call firefighter, be trained and then get picked up by other departments."

Call firefighters and career staff all are trained to the same level, and the department sponsors firefighters to go to the Barnstable County Fire Academy. The academy provides them with fire gear, a physical, books and insurance — thousands of dollars and time spent coordinating and scheduling.

In the cases of the two most recent departures, one left for a larger call load and the other went to work for Harwich because a family member was the former chief.

Call firefighters generally have other jobs, which puts a strain on full-time staff and leads to an increase in mutual aid from other departments.

The call staff has been a “Band-Aid” on the staffing problem at the department, Varley said. The department plans to turn to the town for more full-time staff, possibly boosting the department to 24 full-time staff.

Moran doesn’t want to eliminate the call staff and wants to keep those firefighters to back up the full-time staff.

“We are always going to need call firefighters here, but I can say that we certainly, based on the community’s needs and the services that we need to provide, we need to hire some additional career staff,” he said.

— *Follow Ethan Genter on Twitter: [@EthanGenterCCT](https://twitter.com/EthanGenterCCT).*

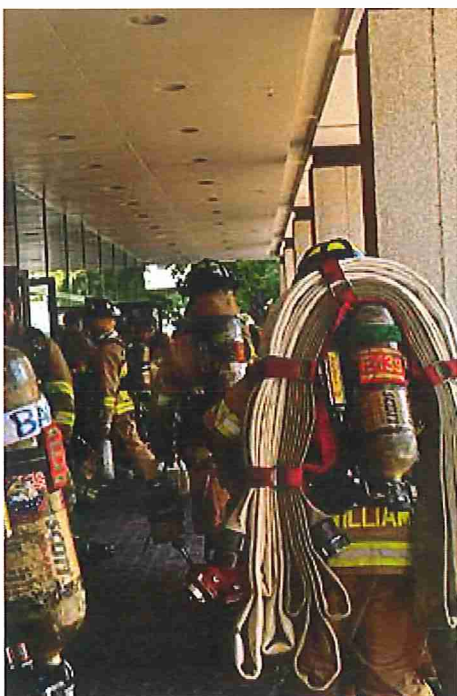
Landmark High-Rise Fire Study Evaluates Effectiveness of Crew Sizes, Elevator Use

NIST www.nist.gov/fire/sshr1.cfm

[\(Return to Staffing Studies\)](#)

Released April 10, 2013

Contact: [Mark Bello](#)
301-975-3776



Firefighters respond to fire in 13-story high rise.
Credit: International Association of Fire Fighters

PHOENIX – When responding to fires in high-rise buildings, firefighting crews of five or six members—instead of three or four—are significantly faster in putting out fires and completing search-and-rescue operations, concludes a major new study* carried out by the National Institute of Standards and Technology (NIST), in cooperation with five other organizations.

Results of the study, conducted with 13 Washington, D.C.-area fire departments, were presented today at the 2013 Metropolitan Fire Chiefs Conference in Phoenix.

"Unlike most house fires, high-rise fires are high-hazard situations that pose unique operational challenges to fire service response. How big a fire gets and how much danger it poses to occupants and firefighters are largely

determined by crew size and how personnel are deployed at the scene,” says lead researcher Jason Averill, a NIST fire protection engineer. “It’s not simply that larger crews have more people. Larger crews are deployed differently and, as a result, are able to perform required tasks more quickly.”

An analysis of 14 “critical tasks”—those undertaken when potential risks to building occupants and firefighters are greatest—found that three-member crews took almost 12 minutes longer than crews of four, 21 minutes longer than crews of five, and 23 minutes longer than crews of six to complete all tasks. Four-person crews took nine minutes and 11 minutes longer than five- and six-member crews, respectively.

The study also looked at the effect of using fire service access elevators to move firefighters and equipment up to the staging floor and concluded that most tasks were started two to four minutes faster when using the elevators compared with using the stairs.

The study, funded by the Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grants Program and conducted in a 13-story vacant high-rise office building in Crystal City, Va., involved **48 separate controlled experiments**, plus 48 corresponding computer-modeling simulations, which evaluated three types of representative fires, from slow to fast growing.

“This study will result in better-informed policy and operational decisions influencing levels of staffing and other resources available for responding to high-rise fires,” says Dennis Compton, former chief of the Mesa, Ariz., fire department and chairman of the board of the National Fallen Firefighter Foundation. “These are decisions now confronting hundreds of communities across the country.”

On the basis of the results of computer modeling, which incorporate data from live experimental burns, the study team concluded that smaller crews end up facing larger fires because of the additional time required to complete tasks.

A three-person crew, for example, would battle a medium-growing blaze that is almost 60 percent larger than the fire faced by a six-member crew, which would start extinguishing a fire roughly three-and-one-half minutes earlier. In an office building, this difference is equivalent to four employee cubicles on fire for a three-person crew versus two cubicles for a six-person crew.



Firefighting crew carries out search- and-rescue operation.
Credit: IAFF



Rescued "victim" is removed from the high rise.

Credit: IAFF

Comparing the performances of different-sized crews, the researchers found that adding two members to three- and four-person teams would result in the largest improvements in starting and completing critical tasks, such as advancing the water hose to the fire location and beginning search and rescue. Improvements ranged from one minute to 25 minutes, depending on the task.

The research team also evaluated whether dispatching more three or four-member crews to a high rise fire—accomplished by sounding a higher initial alarm—would be as effective as sending a low first alarm contingent of engines and trucks staffed by more firefighters. They found that a "low-alarm response with crews of size four or five outperforms a high-alarm response with crew sizes smaller by one firefighter."

"Prior to this experiment, some fire departments attempted to deploy with smaller crews on each piece of apparatus," explains Lori Moore-Merrell of the International Association of Fire Fighters, a co-principal investigator for the study. "The logic suggested that, if the fire is big enough, just send more units, but it ignores the fact that larger crews have tactical advantages that reduce risk exposure to people and firefighters. Crews of six and even five can carry out crucial tasks in parallel rather than in series. Saving time can save occupant lives and prevent firefighter injuries and property damage."

The National Fire Protection Association (NFPA) defines high-rises as buildings that are seven stories or taller, the height that exceeds most types of fire service ladders. In most U.S. communities, new high-rises are required to have automated sprinkler systems, which are designed to control the spread of fires, not to extinguish them.

But according to the NFPA, 41 percent of U.S. high-rise office buildings, 45 percent of high-rise hotels, and 54 percent of high-rise apartment buildings are not equipped with sprinklers, as compared with 25 percent of hospitals and related facilities. Moreover, sprinkler systems fail in about one in 14 fires.

As a result, Averill says, "fire departments should be prepared to manage the risks associated with unsprinklered high-rise fires regardless of whether a building is actually sprinklered."

High-rise buildings now dot the U.S. urban, suburban and even rural landscapes. While concentrated in large cities, such as New York with 6,543 skyscrapers and buildings seven stories or taller, Chicago with more than 2,300, and Phoenix with about 175, high-rises are also common in smaller metropolitan areas, according to the building inventory maintained by Emporis. For example, Omaha has about 70 buildings seven stories or taller, Fargo, N.D., has 22, and Gulf Shores, Ala., has about 65.

While much less frequent than house fires, about 43 high-rise fires occur in the United States every day. Between 2005 and 2009, according to the NFPA, high-rise structure fires averaged 15,700 annually. Average annual losses totaled 53 civilian deaths, 546 civilian injuries and \$235 million in property damage.

The new study on responding to high-rise fires complements a 2010 study from the same research team that looked at staffing levels and arrival times in the context of fighting residential fires.**

"Rather than providing a one-size-fits-all answer, our study provides a scientific basis for discussions in communities as they consider matching resources deployed to their particular risk levels." says Averill.

"Until now, high-rise staffing, deployment and even operational decisions have been based on decades of applying trial and error strategy and tactics," says NFPA's Russell Sanders, a retired Louisville, Ky., fire chief. "Tragically, the fire department standard operating procedures and industry standards that we have today have, in many cases, been established at the high cost of civilian and firefighter lives: the science to prove these policies, procedures and standards as the best practice has been absent."

Sanders says NFPA consensus committees will use the results of the new study as they update safety and best-practice standards for firefighters.

[Supplemental Materials: Description of Experiments >>](#)

*J. D. Averill, L. Moore-Merrell, R. T. Ranellone Jr., C. Weinschenk, N. Taylor, R. Goldstein, R. Santos, D. D. Wissoker and K. A. Notarianni, Report on High-Rise Fireground Field Experiment, [NIST Technical Note 1797], April 2013. Available at: www.firereporting.org

**The Report on Residential Fireground Field Experiments [NIST Technical Note 1661] can be downloaded at: http://www.nist.gov/manuscript-publication-search.cfm?pub_id=904607.

From: Derek Fullerton
Sent: Thursday, January 24, 2019 12:22 PM
To: Tanya Stepasiuk; Andrew Sheehan
Cc: Sarah Wood
Subject: Internet Speed Upgrade Analysis

Hi Tanya,

As discussed, I have put together a draft analysis budget for upgrading internet speeds through Verizon (Gov't E-rate). Since we are not at the point of acquiring dark fiber (our own independent fiber network) due to the high cost and infrastructure, Verizon can provide a middle ground symmetric (same upload and download) fiber program. Comcast is unable to provide such middle fiber system. Verizon can provide symmetrical 1 GB/1GB speeds through their Verizon Gigabit Fios Connect. Comcast has a much higher costing enterprise contract that provides lowers speeds and not symmetrical.

Attached you will see an spreadsheet of the analysis of the 6 buildings for comparison of what they have now for speeds and cost along with what is being proposed. The one thing to note is the Library staff are on a different internet system provided through their consortium package which can not be pulled out of the package. However, the public is serviced and paid for by the library operating cost and the speeds for the public are laughable. To note, is what the town would want to provide for internet service for the public. This is demonstrated in the options analysis. I do not think we need 1GB/1GB for the public side at the library and we can save some money in the overall town wide budget if we choose 75/75 for this year.

The last thing to note, is this is something that we really need to include in the budget as connectivity issues were a big issue last year and since we are growing so much more as an online infrastructure including phones, and EMS, this would be a great interim solution for the next period of years until a different path is chosen. Any questions, please reach out.

Address-Location	Current Provider	Current Internet Speed (Download/Upload)	Approximate Monthly Cost	Proposed Monthly Cost*		
				Proposed Provider: Gov't E-rates	Prop Internet Speed (Download/Upload)	Two Yr Contract Required
48 South Main Street-Town Office Building	Comcast Business	150MB/20MB	\$277.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$265.00
65 South Main Street-Police Department	Comcast Business	150MB/20MB	\$277.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$265.00
4 Lake Street-Fire Department*	Verizon	1 GB/ 1 GB	\$153.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
1 South Main Street-Flint Library*-Public	Comcast Standard	6MB\768kbs	\$30.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
195 North Main Street-Public Works Facility	Comcast Business	50MB/10MB	\$130.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
38 Maple Street-Senior Center	Comcast Business	75MB/15MB	\$137.00	Verizon Gigabit Fios Connect	1 GB/1 GB	\$245.00
	Approx Monthly Cost		\$1,004.00	Approx Townwide Monthly Cost		\$1,510.00
	Approx Annual Cost		\$12,048.00	Approx Annual Cost		\$18,120.00
*Library Internet for Public Computers ONLY: Staff internet is part of consortium pkg (75/15).		*Fire Dept pricing w/discouts		Option #2 for Library Public	75\75	\$121.00
						Annual Town Budget Increase \$3,660.00
				Option #3 for Library Public	150\150	\$151.00
						Annual Town Budget Increase \$4,128.00

Derek Fullerton, RS/REHS,CHO,CEHT
 Chief Health Strategist / Director of Public Health
 Middleton Health Department
 195 North Main Street
 Middleton, MA 01949-1696
 P#: 978-777-1869
www.middletonma.gov



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 Note: This email is subject to MGL c66s10, Public Records Law.



Town of Middleton
48 South Main Street
Board of Assessors
Middleton, Massachusetts
01949-2253
978-774-2099
www.middletonma.gov

January 23, 2019

The Board of Assessors and I have concluded that the Administrative Assessor position needs to be adjusted for market conditions. We feel this position is underpaid currently and should be set at \$53,000 for FY2020. There are several factors in our reasoning:

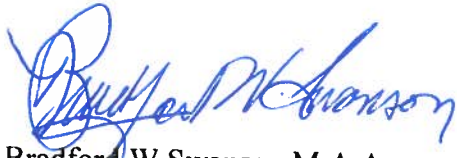
- We have had a few people come into this position and leave to become an assessor in other communities. Retaining good employees in this position ensures smooth operation of the department, a vital role in the financial support of Middleton.
- This is a salaried non - union position with many duties and responsibilities including field work. Much more than the Union Clerk position of years ago. Compensation needs to keep pace with union scales and similar positions in Middleton.
- Our department utilizes very little vendor resources. The assessing department handles many functions that other towns outsource. We all work together to handle any problem or extra task that arises. Terry has been innovative and has streamlined some operations and automated others.
- Our current employee, Terry Fontaine, came to us with a real estate appraisal background of 25 years. This is valuable experience that brings competence to the job.
- The position has always required the person to attain their MAA designation. Terry was able to complete this requirement this past autumn utilizing some of her appraisal education and some required courses.
- Although foot traffic in our department is lower due to technological change, we are still working with more residents via telephone and by electronic media. Although our number of exemptions has been consistent, they have become more complex in nature.

I have researched other municipalities for similar roles. Many towns are still union positions with no MAA requirement. Only a few union employees had their MAA.

The Town of Southborough seemed to match up with Middleton the best. There is a Chief Assessor similar to the Assistant Assessor title, non – union, population and parcel count. They were utilizing the title “Administrative Assessor” but recently retitled the position as “Deputy Assessor”.

I have included a breakdown of other communities.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Bradford W Swanson". The signature is fluid and cursive, with the first name being particularly prominent.

Bradford W Swanson M.A.A.
Assistant Assessor

SIMILIAR POSITIONS

Municipality	County	Population	POSITION	COMPENSATION	MAA	UNION	HRS	DUTIES	HR RATE	NOTES
Rowley	ESSEX	6,285	ADMIN ASSISTANT	\$ 43,763	NO	YES	24.0	ADMIN ONLY	\$ 21.04	
Topsfield	ESSEX	6,529	ASST TO PRINC. ASSR	\$ 46,905	NO	NO	34	ADMIN ONLY	\$ 26.53	
Ayer	MIDDLESEX	8,001	ADMIN ASSISTANT	\$ 51,310	NO	YES	40	ADMIN ONLY	\$ 24.67	
Hamilton	ESSEX	8,179	ADMIN ASSISTANT	\$ 46,527	NO	YES	37.5	ADMIN ONLY	\$ 23.86	
Georgetown	ESSEX	8,584	ASST ASSR	\$ 50,211	YES	YES	35.0	ADMIN ONLY	\$ 27.59	CLERK TOO
Salisbury	ESSEX	9,261	ADMIN ASSISTANT	\$ 48,736	NO	YES	37.5	ADMIN ONLY	\$ 24.99	
Salisbury	ESSEX	9,261	FIELD ASSESSOR	\$ 68,935	YES	YES	37.5	ADMIN/FIELD	\$ 35.35	
Townsend	MIDDLESEX	9,515	ADMIN ASSESSOR	\$ 37,110	NO	NO	35	ADMIN/FIELD	\$ 20.39	fy20
Middleton	ESSEX	9,738	ADMIN ASSESSOR	\$ 48,179	YES	NO	39	ADMIN/FIELD	\$ 23.76	WILL BE UNION
Littleton	MIDDLESEX	9,912	ASST ASSR	\$ 52,798	NO	YES	35	ADMIN/FIELD	\$ 29.01	SALARY
Southborough	WORCESTER	10,038	DEPUTY ASSESSOR	\$ 57,056	YES	NO	40	ADMIN/FIELD	\$ 27.43	
Weston	MIDDLESEX	12,057	ADMIN ASSISTANT	\$ 55,068	NO	NO	37.5	ADMIN ONLY	\$ 28.24	\$47,892-\$55,068
Tyngsborough	MIDDLESEX	12,267	ASSESSOR ASST	\$ 41,891	NO	YES	28	ADMIN ONLY	\$ 20.14	\$ 29,324 NEW
Tyngsborough	MIDDLESEX	12,267	ASSESSOR ASST	\$ 46,738	YES	YES	28	ADMIN ONLY	\$ 22.47	\$ 32,716 LEFT IN 2017
Medfield	NORFOLK	12,718	ADMIN ASSISTANT	\$ 50,213	NO	NO	37.5	ADMIN ONLY	\$ 25.75	
Wayland	MIDDLESEX	13,684	ADMIN ASSESSOR	\$ 54,764	YES	YES	35	ADMIN/FIELD	\$ 30.09	7 YEARS
Ipswich	ESSEX	13,804	ADMIN ASSISTANT	\$ 47,684	NO	YES	35	ADMIN/SOME FIELD	\$ 26.20	MAA REQUIRED
Holliston	MIDDLESEX	14,525	ADMIN ASSESSOR	\$ 53,617	NO	NO	35	ADMIN/FIELD	\$ 23.90-29.46	working on maa
North Reading	MIDDLESEX	15,636	ADMIN ASSISTANT	\$ 53,300	NO	YES	FT	ADMIN ONLY	\$ 27.45	\$43,498-\$53,617
Newburyport	ESSEX	17,200	ADMIN ASSISTANT	\$ 49,959	YES	YES	35.0	ADMIN ONLY	\$ 27.45	
Newburyport	ESSEX	17,200	ASST ASSR	\$ 63,827	YES	YES	35.0	ADMIN/FIELD	\$ 35.07	
Marblehead	ESSEX	20,517	ADMIN ASSESSOR	\$ 60,410	NO	YES	37.5	ADMIN/FIELD		
	ave	11,690		\$ 50,885						
	median	11,048		\$ 50,211						

Municipality	County	Population	POSITION	COMPENSATION	MAA	UNION	HRS	DUTIES	HR RATE	NOTES
Georgetown	ESSEX	8,584	ASST ASSR	\$ 50,211	YES	YES	35.0	ADMIN ONLY	\$ 27.59	
Salisbury	ESSEX	9,261	FIELD ASSESSOR	\$ 68,935	YES	YES	37.5	ADMIN/FIELD	\$ 35.35	
Middleton	ESSEX	9,738	ADMIN ASSESSOR	\$ 48,179	YES	NO	39	ADMIN/FIELD	\$ 23.76	SALARY
Southborough	WORCESTER	10,038	DEPUTY ASSESSOR	\$ 57,056	YES	NO	40	ADMIN/FIELD	\$ 27.43	
Tyngsborough	MIDDLESEX	12,267	ASSESSOR ASST	\$ 46,738	YES	YES	28	ADMIN ONLY	\$ 22.47	\$ 32,716 LEFT IN 2017
Wayland	MIDDLESEX	13,684	ADMIN ASSESSOR	\$ 54,764	YES	YES	35	ADMIN/FIELD	\$ 30.09	7 YEARS
Newburyport	ESSEX	17,200	ADMIN ASSISTANT	\$ 49,959	YES	YES	35.0	ADMIN ONLY	\$ 27.45	MAA REQUIRED
Newburyport	ESSEX	17,200	ASST ASSR	\$ 63,827	YES	YES	35.0	ADMIN/FIELD	\$ 35.07	
	ave	11,539		\$ 54,959						
	median	10,038		\$ 52,488						

Conservation Department – Supplemental Budget Request Information

Request: Upgrade the Conservation Agent's position from 32 to 40 hours a week.

Stormwater Permitting: Since the departure of the former Superintendent of Public Works, the Conservation Agent has been performing the stormwater permitting reviews for all building permits. Although this function was previously performed by the DPW superintendent, the present DPW leadership does not currently have the capacity to take over this permitting function.

MS4 Permit Compliance: The Environmental Protection Agency's MS4 permit requirements for the Town are significant. The DPW does not have the capacity to manage all of the compliance requirements and a growing Town with current staff levels. The Conservation Agent has provided significant assistance to the DPW since the new MS4 permit was filed in July. The Town will need to make the choice to either a) hire a consultant to assist the DPW with all compliance functions or b) manage some of the requirements in-house to lower costs. The Conservation Agent worked with Towns on MS4 permits in her previous position as a consultant and has the capacity to assist the DPW with some of the compliance requirements in-house.

Open Space & Recreation Plan: The Town's Open Space & Recreation plan is due to expire this year and needs to be updated in order to keep the Town eligible for state recreation and open space grants (for the rail trail, etc.). The Conservation Commission will be undertaking the update to the plan.

Municipal Vulnerability Preparedness (MVP) Program: The state's MVP Program is a grant program that supports Towns in the process of planning for climate change resiliency and implementing priority projects. Participation in the program is a large staff undertaking, however it has the potential to yield grant opportunities which will allow Middleton to upgrade stream and waterway crossings among other opportunities.

Open Space & Recreation Program: With the anticipated roll out of the Open Space & Recreation Program website this spring, it's an opportunity to begin to apply for grants to improve parking and access to Conservation properties. The additional time would also allow the Conservation Agent to begin mapping trails and working with volunteers to improve trails on Conservation properties to enhance public access.

Supplemental Budget

New Part Time Multi-Department Clerk

Amount requested:

Currently, the Planning Board's budget includes a 19 hour/week clerk position that covers the Planning Board, Board of Health, and Conservation Commission. The 19 hours/week allotted to this position has proved to be inadequate. This position handles all Health Department, Conservation Commission, and Planning Board applications and licenses. The new permitting database has created increased demands on the administrative staff as new departments are brought online. Being responsible for so many duties makes it difficult to become proficient with all the state and local application and license requirements related to CMR 105: Dept. of Public Health Regulations, 310 CMR 10: Wetlands Act, and MGL c40A: Zoning Act, and MGL c41§81: Subdivision Control Law.

Earlier in the budget process, I proposed adding 5 hours to the existing 19 hr/wk position contained in the Planning Board budget. However, it was estimated by our Finance Director that in addition to the extra \$5,765.49 for the five extra hours of work, the town would be responsible for over \$20,000 in benefits for the 24 hr/wk position. **Therefore, my new proposal** is to create a second 19 hr/wk position that will be included **in the Board of Health budget**. The person filling this new position could share desk space with the existing 19 hr/wk position. The Town will benefit from receiving an additional 19 hr/wk at less cost than adding 6 hr/wk to the existing position. The existing 19 hr/wk position would remain in the Planning Board budget.

Current pay for one part time position: $19 \text{ hrs/wk} \times \$22.09/\text{hr} \times 52.2 \text{ wk} = \$21,909$

Original Option 1: Adding 5 hr/wk to existing 19 hr/wk position

Proposed additional pay if 5 hours added:	$5 \text{ hr/wk} \times \$22.09/\text{hr} \times 52.2 \text{ wk} =$	\$5,765
Benefits:		\$29,170
Total additional FY20 cost to Town:		\$34,935

New Option 2: Adding a second 19 hr/wk position

Proposed additional pay if 19 hours added:	$19 \text{ hrs/wk} \times \$22.09/\text{hr} \times 52.2 \text{ wk} =$	\$21,909
Benefits:		\$0
Total additional FY20 cost to Town:		\$21,909

01610 LIBRARY

			Proposed FY20
		PEG	Budget
01610151-511000 SALARIES & WAGES		increase	
10% salary increase for library staff			
Loretta Johnson, Assist. Director	$\$28.92 \times 70 \times 26.2 = \$53,039$	\$4,823	\$53,039
Stephanie Smith, Adult Services	$\$25.03 \times 76 \times 26.2 = 49,840$	\$4,540	\$49,840
Dede McManus, Adult Circulation	$\$23.35 \times 76 \times 26.2 = \$46,495$	\$4,222	\$46,495
Angelina Bizari, Circ, Outreach, Tech	$\$24.31 \times 46 \times 26.2 = \$29,298$	\$2,663	29,298
Hours paid by PEG \$1,737 increase	$\$24.31 \times 30 \times 26.2 = \$19,108$	\$0	0
Jessica Furtado, Children's Librarian	$\$25.03 \times 76 \times 26.2 = 49,840$	\$4,540	49,840
Felicia Gminski, Assist & Programs	$\$23.35 \times 60 \times 26.2 = \$36,706$	\$3,332	36,706
Nicole Cardarelli, Teen Librarian	$\$25.03 \times 38 \times 26.2 = \$24,920$	\$2,270	24,920
Summer Sunday budget	$\$24.50 \times 4.5 \times 9 \text{ wks} \times 2 = \1985	\$284	1,985
	$\$12.79 \times 4 \times 9 \text{ weeks} = \460	\$36	460
	Total Increase	\$26,710	
TOTAL SALARIES			\$292,583

January 2019

Supporting Facts for Selectmen and Finance Committee

Here are just a few statistics to show you how the library is doing.

The library circulation is up 6,000 items in the last 6 month- a year over year increase of 15%.

We are busier than ever and have had 4000 more visitors in the last 6 months YOY- an increase of 13.6%

We had an increase of 80 program in the last 6 months - YOY an increase of 25%.

The summer reading participation was up 25% in 2018 from 2017.

The library staff are working harder, serving more people and adding value to the community. They deserve to have wages in parity with other local libraries.

Thank you for your consideration,
Melissa Gaspar, director

<u>CIRCULATION FY 2019</u>	<u>July FY 19</u>	<u>Aug FY 19</u>	<u>Sept FY19</u>	<u>Oct FY 19</u>	<u>Nov FY 19</u>	<u>Dec FY 19</u>	<u>Dec FY 18</u>
Adult fiction	1360	1359	1109	1115	1049	902	940
Adult non-fiction	515	511	511	530	450	517	373
Juvenile fiction	2625	2423	1938	2168	1804	1456	846
Juvenile non-fiction	456	383	343	320	307	283	199
Juvenile seasonal	18	34	92	254	245	233	208
YA fiction	402	297	156	190	201	136	167
YA non-fiction	39	22	15	25	9	10	5
Adult periodicals	227	255	249	308	250	207	204
J periodicals	11	10	3	8	5	10	1
A audio	294	339	316	296	285	327	250
J audio	30	15	0	10	14	12	5
E-Books	327	309	323	255	233	222	147
CD/Book Sets	14	33	33	24	45	23	12
Videos	1052	1180	731	809	778	844	855
Museum passes	38	43	19	16	32	26	33
Music	108	46	67	74	29	99	65
Miscellaneous	79	64	69	62	57	57	24
TOTAL CIRCULATION	7595	7323	5974	6464	5793	5364	4334
<u>Additional Information</u>							
Overdrive	472	463	490	408	372	375	222
Audio	128	134	142	136	123	140	75
E-Books	327	309	323	255	233	218	147
Video	3	0	0	2	0	6	0
Periodicals *new FY 19*	14	20	25	15	16	11	n/a
A computer use	206	236	220	203	120	138	211
J computer use	122	85	210	234	216	216	148
Wireless use *new Sept. '19*	n/a	n/a	636	1048	1012	772	n/a
# using museum passes	150	137	49	57	88	99	103
Network loans	1770	1756	1452	1670	1541	1366	1658
Reciprocal loans(walk-ins)	884	739	694	890	772	745	573
Out-of-Network ILL loans (ComCat)	26	25	23	30	23	16	17
Out-of-Network loans(walk-ins)	370	387	407	366	564	440	304
Network borrowing	1137	1328	1094	1086	983	983	936
Reciprocal borrowing(walk-in)	142	178	134	159	166	170	189
Out-of-Network ILL borrowing (ComCat)	19	31	35	27	8	25	20
Registrations	46	27	37	35	25	18	12
<u>ATTENDANCE FY 2019</u>							
Front Door-Main St.	237	276	321	389	319	254	239
Main Door-Parking Lot	4550	4321	4191	6012	4209	3975	3714
Outreach	9	5	13	6	16	6	11
J outreach	0	0	0	0	0	0	0
TOTAL ATTENDANCE	4796	4602	4525	6407	4544	4235	3964
<u>Additional Information (# / Attendance)</u>							
Classes	0	0	0	0	0	0	0
Storyhour	2/35	2/34	18	5/104	3/63	2/41	1/13
Toddler time	2/47	2/54	2/55	9/266	7/249	4/157	2/40
Meetings	59/1189	53/1495	57/630	37/1355	31/630	22/204	39/920
<u># of programs/Attendance</u>							
Adult	29/290	31/332	37/552	32/392	37/541	27/184	16/341
Juvenile	26/1034	22/1179	10/485	40/1042	26/633	27/1208	14/587
Young Adult	4/54	3/24	3/12	1/1	2/2	2/3	1/3
Total # of programs/Attendance	59/1378	56/1535	50/1049	73/1435	65/1176	56/1396	31/931

YTD FY 19	YTD FY 18	Difference	CIRCULATION FY 2019
6894	6451		Adult fiction
3034	2713		Adult non-fiction
12414	9230		Juvenile fiction
2092	1917		Juvenile non-fiction
876	660		Juvenile seasonal
1382	1393		YA fiction
120	76		YA non-fiction
1496	1276		Adult periodicals
47	47		J periodicals
1857	1603		A audio
81	85		J audio
1669	1043		E-Books
172	128		CD/Book Set
5394	5034		Videos
174	191		Museum passes
423	493		Music
388	216		Miscellaneous
38513	32556	+5957	TOTAL CIRCULATION
			<u>Additional Information</u>
2580	1476		Overdrive
803	431		Audio
1665	1043		E-Books
11	2		Videos
101	n/a		Periodicals
1123	1231		A computer use
1083	993		J computer use
3468	n/a		Wireless use
580	595		# using museum passes
9555	10567		Network loans
4724	4115		Reciprocal loans(walk-ins)
143	94		Out-of-Network ILL loans (ComCat)
2534	2360		Out-of-Network loans(walk-ins)
6611	6427		Network borrowing
949	1197		Reciprocal borrowing(walk-in)
145	195		Out-of-Network ILL borrowing(ComCat)
188	148		Registrations
			<u>ATTENDANCE FY 2019</u>
1796	1676		Front Door-Main St.
27258	23403		Main Door-Parking Lot
55	72		Outreach
0	0		J Outreach
29109	25151	+3958	TOTAL ATTENDANCE
			<u>Additional Information (# / Attendance)</u>
0	0		Classes
13/254	14/212		Storyhour
22/671	28/731		Toddler time
237/5299	290/6035		Meetings
			<u># of programs/Attendance</u>
166/2107	98/1698		Adult
124/4373	117/4591		Juvenile
13/93	11/49		Young Adult
303/6573	226/6338		Total # of programs/Attendance

Location	Pop.	Direc salary	Direc Min	Direc Max	Hrs	Ref Min	Ref Max	Child Min	Child Max	Circ Min	Circ Max
Boxford	8,203	\$72,440	\$34.70	\$34.70	40	\$24.99	\$24.99	\$24.99	\$24.99	\$24.99	\$24.99
Carlisle	5,107	\$91,984	\$44.22	\$51.11	35			\$26.73	\$30.88		
Groton	11,225	\$83,740			40	\$25.91	\$31.71	\$25.91	\$31.71	\$23.35	\$28.59
Littleton	9,404	\$83,290	\$39.89	\$45.78	40			\$30.41	\$31.48	\$29.38	\$31.48
Middleton	9,629	\$74,298	\$40.82	\$40.82	35	\$19.69	\$22.51	\$19.69	\$22.51	\$19.69	\$22.51
Topsfield	6,494	\$82,348	\$35.53	\$46.58	40	\$18.44	\$24.21	\$18.44	\$24.21	\$18.44	\$24.21
Boxford						27%+	11%+	27%+	11%+	27%+	11%+
Topsfield						6.3%-	7.5%+	6.3%-	7.5%+	6.3%-	7.5%+

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	TOWN MODERATOR DEPT 114	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01114151 TOWN MODERATOR - SALARIES					
01114151__511000	SALARIES	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
TOTAL SALARIES		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
GRAND TOTAL		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

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 that 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 operating and capital budgets. The Town Administrator keeps the Board of Selectmen fully informed regarding all departmental operations, fiscal affairs, problems, and 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 2019 Accomplishments

- Developed, proposed, and administered the Fiscal Year 2019 Operations & Maintenance Budget and Capital Budget.
- Continued the open and collaborative approach to budgeting introduced during the FY18 budget cycle; continued to provide departments with the opportunity to adjust budgets to meet program and operational needs.
- Completed labor negotiations and executed a contract through Fiscal Year 2020 with the Public Works Employees Organization. The contract strikes a balance between fair compensation and benefits and respect for the impact on taxpayers. Negotiations are ongoing with the Call Firefighters and Police. All settled collective bargaining agreements were updated to incorporate adopted language into consolidated contracts.
- The Town maintained an Aa2 bond rating through Moody's Investor Service reflecting very strong creditworthiness. A strong bond rating allows the Town to borrow at very low interest rates.
- With the invaluable assistance of the Town Accountant/CFO, continued to modernize financial management practices that meet both the letter and spirit of municipal finance laws and generally accepted financial management practices.

- Working with the finance team, drafted updated Financial Management Policies. Final adoption by the Board of Selectmen, Finance Committee, and finance officers occurred in April 2018.
- The certified public accounting firm of Roselli, Clark & Associates continued to audit 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.
- Expanded the Town's social media presence by posting a number of short video webcasts through the Town's Facebook page. Topics included Town Meeting, the budget process, and financial matters. This platform will continue to be used to spread information and news.
- Continued to hold a Pre-Town Meeting prior to every Town Meeting. 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.
- Completed the cooperative project with MELD on the conversion of streetlights from high-pressure sodium to more energy efficient LED fixtures.
- Began modernizing of personnel/human resource systems including implementing HR software, conducting an HR audit, updating and instituting new policies, and standardizing practices.
- Working with the Cable Television Advisory Committee, successfully conducted an ascertainment of cable related needs in advance of negotiations with cable providers.
- Continued efforts to identify a suitable location for a new Fire Station as well as potential locations for a new Police Station, Memorial Hall, and Council on Aging/Community Center. Successfully negotiated an offer to purchase the Middleton Golf Course (MGC). MGC is large enough to accommodate all of the Town's various facility needs.
- 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.
- Oversaw the successful recruitment of several department heads, including Treasurer-Collector, Public Works Superintendent, Assistant Town Administrator, and Veterans Services Officer.

- Completed prior year Annual Reports.
- Successfully advocated for grant funding including \$171,925 in Complete Streets funding for the reconstruction of the Maple and Liberty street intersection, \$500,000 for the replacement of the North Liberty Street Bridge, \$250,000 to fund the design of roadway improvements in the Maple Street corridor, \$25,000 for Human Resource software, and \$24,000 for cemetery mapping and digitization of documents.

Fiscal Year 2020 Goals and Objectives

- If the Town approves acquisition of Middleton Golf Course, build community support for funding for design of a new Fire Station. Funding support will also be sought from the legislative delegation and other sources in order to lessen the impact on Middleton taxpayers.
- Oversee the day-to-day operations of general government to provide timely, efficient, and productive services to taxpayers from all departments.
- Undertake succession planning in anticipation of the retirement of the Police Chief.
- Work with the Town's environmental engineer to ensure the former landfill areas at Natsue Way meet state and federal environmental standards.
- Continue negotiations on a new inter-municipal Water agreement with the Town of Danvers to improve cost sharing and system maintenance.
- Continue to work with the Town staff and partners on the modernization of the Town's IT infrastructure.
- Continue to work with the Essex County Sheriff and municipal partners to transfer operation of the Essex County Regional Emergency Communications Center (RECC) to State 911. This transfer is expected to improve operations as well as reduce costs.
- Continue 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. Additional legislation is required to complete the transfer.
- Continue to pursue transparency initiatives by increasing the distribution of information through digital and web-based formats, cable broadcasting, and other media.

- Continue to 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.
- 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. At the appropriate time, seek a bond rating from Standard & Poor’s.
- Continue evaluation and revision of non-union personnel policies. Evaluate the need and benefit of other administrative and operational policies.
- Continue the modernizing of personnel/human resource systems through continued implementation of new HR software, policies, and standardization of practices.
- 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 from Middleton Square to the Danvers town line.
- Explore regionalization opportunities that improve service delivery and/or reduce costs, particularly in the areas of information technology and facility maintenance.
- 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.
- Negotiate contract renewals with cable providers for new franchise agreements.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	SELECTMEN DEPT 122	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01122151 SELECTMEN - SALARIES					
01122151__511000	SALARIES & WAGES	\$ 113,326.00	\$ 112,804.00	\$ 116,158.00	\$ 92,700.00
01122151__511100	DEPT. HEAD SALARY	\$ 140,000.00	\$ 132,400.00	\$ 140,000.00	\$ 142,000.00
01122151__511200	SELECTMEN SALARIES	\$ 8,500.00	\$ 8,233.00	\$ 8,500.00	\$ 8,500.00
01122151__512200	PART TIME	\$ -	\$ -	\$ -	\$ 25,917.00
TOTAL SALARIES		\$ 261,826.00	\$ 253,437.00	\$ 264,658.00	\$ 269,117.00
01122152 SELECTMEN - SERVICES					
01122152__530500	ADVERTISING	\$ 1,200.00	\$ 724.00	\$ 1,000.00	\$ 1,000.00
01122152__532000	TRAINING AND EDUCATION	\$ 5,400.00	\$ 60.00	\$ 5,400.00	\$ 11,150.00
01122152__534000	POSTAGE	\$ 500.00	\$ 50.00	\$ 500.00	\$ 500.00
01122152__534100	TELEPHONE	\$ 400.00	\$ 763.00	\$ 600.00	\$ -
01122152__534200	COPIER/PRINTING	\$ 1,000.00	\$ 658.00	\$ 1,000.00	\$ 1,000.00
01122152__538200	CONTRACTUAL SERVICES	\$ -	\$ 14,700.00	\$ -	\$ -
TOTAL SERVICES		\$ 8,500.00	\$ 16,955.00	\$ 8,500.00	\$ 13,650.00
01122154 SELECTMEN -SUPPLIES					
01122154__542000	CENTRAL OFFICE SUPPLIES	\$ 2,500.00	\$ 1,537.00	\$ 2,500.00	\$ 3,000.00
TOTAL SUPPLIES		\$ 2,500.00	\$ 1,537.00	\$ 2,500.00	\$ 3,000.00
01122157 SELECTMEN - EXPENSES					
01122157__571000	TRAVEL	\$ 10,750.00	\$ 12,000.00	\$ 12,150.00	\$ 6,000.00
01122157__571400	OPERATING SUPPLIES	\$ 600.00	\$ 721.00	\$ 600.00	\$ 600.00
01122157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 4,800.00	\$ 5,017.00	\$ 7,070.00	\$ 8,230.00
TOTAL EXPENSES		\$ 16,150.00	\$ 17,738.00	\$ 19,820.00	\$ 14,830.00
GRAND TOTAL		\$ 288,976.00	\$ 289,667.00	\$ 295,478.00	\$ 300,597.00

0112215 Selectmen/Town Administrator

		Proposed FY20 Budget
01122151__511000	SALARIES & WAGES	
	Assistant Town Administrator wages	92,700
01122151__512200	Administrative Secretary wages - Administrative Assistant at \$23.61 per hour for 992 hours annually = \$23,417 plus \$2,500 for additional hours	25,917
		<u>\$118,617</u>
01122151__511100	DEPT. HEAD SALARY	
	Town Administrator wages - TA salary per employment contract \$131,800 plus \$10,200 deferred compensation	142,000
01122151__511200	SELECTMEN SALARIES	
	Four Selectmen @ \$1,600 each and Chair at \$2,100	8,500
	Total SALARIES & WAGES	\$269,117
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	1,150
	Staff professional development	10,000
		<u>\$11,150</u>
01122152__534000	POSTAGE	
	Meeting notices, general office mailings, etc.	\$500

0112215 Selectmen/Town Administrator

		Proposed FY20 Budget
01122152__534200	COPIER/PRINTING	
	Maintenance agreement and supplies for office photocopier/scanner	\$1,000
	Total Selectmen SERVICES	\$13,650
01122154__542000	CENTRAL OFFICE SUPPLIES	
	General building supplies, paper for two building copiers and printers and as needed supplies	\$3,000
	Total Selectmen - SUPPLIES	\$3,000
01122157__571000	TRAVEL	
	Town Administrator travel allowance	5,000
	Assistant Town Administrator travel allowance (paid via PEG Fund)	0
	Additional mileage and expenses for Selectmen and ATA for out of town trips	1,000
		\$6,000

0112215 Selectmen/Town Administrator

		Proposed FY20 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	3,000
	MMA conference (For TA, ATA and Selectmen)	1,260
	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/> \$8,230
	TOTAL SELECTMEN - EXPENSES	\$14,830
	TOTAL SELECTMEN/TOWN ADMINISTRATOR BUDGET	\$300,597

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	FINANCE COMMITTEE DEPT 131	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01131151 FINANCE COMMITTEE - SALARIES					
01131151__512200	PART TIME	\$ 1,960.00	\$ 1,220.00	\$ 2,009.00	\$ 2,059.00
TOTAL SALARIES		\$ 1,960.00	\$ 1,220.00	\$ 2,009.00	\$ 2,059.00
01131152 FINANCE COMMITTEE - SERVICES					
01131152__532000	TRAINING AND EDUCATION	\$ 1,250.00	\$ 1,355.00	\$ 1,250.00	\$ 1,500.00
TOTAL SERVICES		\$ 1,250.00	\$ 1,355.00	\$ 1,250.00	\$ 1,500.00
01131154 FINANCE COMMITTEE - SUPPLIES					
01131154__542000	OFFICE SUPPLIES	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
TOTAL SUPPLIES		\$ 100.00	\$ -	\$ 100.00	\$ 100.00
01131157 FINANCE COMMITTEE - OTHER					
01131157__573000	DUES, FEES, AND SUBSCRIPT	\$ 150.00	\$ 180.00	\$ 150.00	\$ 180.00
01131157__578100	RESERVE FUND	\$ 100,000.00		\$ 100,000.00	\$ 100,000.00
TOTAL OTHER		\$ 100,150.00	\$ 180.00	\$ 100,150.00	\$ 100,180.00
GRAND TOTAL		\$ 103,460.00	\$ 2,755.00	\$ 103,509.00	\$ 103,839.00

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 2019 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 travel expense reimbursement procedures as well as a fraud policy.
- Took over the role of preparing all budget schedules and distributing to Town departments as well as preparing all budget projections.
- Worked with the new Treasurer/Collector on implementing procedures to post cash receipts on a daily/weekly basis to have more up-to-date records within MUNIS.
- Assisted the Treasurer's office with the transition of the new staff (Treasurer/Collector and Assistant Treasurer/Collector)
- Booked revenue budgets in the general ledger to be able to track historical revenue trends and be able to forecast revenue trends

- Managed the conversion of our MUNIS accounting software to one of the latest versions which involved upgrading the servers to a cloud-based web-design.

Fiscal Year 2020 Goals and Objectives

- Continue to work on recommendations from the independent auditors.
- Work with town departments to streamline the accounting ledger. This would be inclusive of updating account names, creating new accounts to segregate revenues for a more transparent accounting ledger, and consolidating accounts that are no longer being used.
- Work with the Town Administrator's office to find ways to streamline the budget process.
- Work with Town departments to utilize the MIIA rewards programs as well as MIIA grant programs to help cut down costs to the Town.
- Maintain the current year-end close schedule and prepare the balance sheet and all other supporting documents required to obtain Free Cash certification by October 31, 2019.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	ACCOUNTANT DEPT 135	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01135151 TOWN ACCOUNTANT - SALARIES					
01135151__511000	SALARIES & WAGES	\$ 29,500.00	\$ 28,419.00	\$ 29,242.00	\$ 30,177.00
01135151__511100	DEPT. HEAD SALARY	\$ 88,500.00	\$ 88,500.00	\$ 98,000.00	\$ 98,000.00
TOTAL SALARIES		\$ 118,000.00	\$ 116,919.00	\$ 127,242.00	\$ 128,177.00
01135152 TOWN ACCOUNTANT - SERVICES					
01135152__524000	EQUIPMENT REPAIR	\$ 150.00	\$ -	\$ 150.00	\$ -
01135152__532000	TRAINING AND EDUCATION	\$ 2,725.00	\$ 1,394.00	\$ 2,725.00	\$ 4,225.00
01135152__534000	POSTAGE	\$ 200.00	\$ 3.00	\$ 200.00	\$ 50.00
01135152__534100	TELEPHONE	\$ 500.00	\$ 17.00	\$ -	\$ -
01135152__530700	AUDIT	\$ 30,000.00	\$ 21,000.00	\$ 30,400.00	\$ 30,400.00
TOTAL SERVICES		\$ 33,575.00	\$ 22,414.00	\$ 33,475.00	\$ 34,675.00
01135154 TOWN ACCOUNTANT - SUPPLIES					
01135154__542000	OFFICE SUPPLIES	\$ 700.00	\$ 700.00	\$ 2,200.00	\$ 2,500.00
TOTAL SUPPLIES		\$ 700.00	\$ 700.00	\$ 2,200.00	\$ 2,500.00
01135157 TOWN ACCOUNTANT - EXPENSES					
01135157__573000	DUES, FEES, AND SUBSCRIPT	\$ 600.00	\$ 556.00	\$ 600.00	\$ 600.00
TOTAL EXPENSES		\$ 600.00	\$ 556.00	\$ 600.00	\$ 600.00
01135158 TOWN ACCOUNTANT - CAPITAL OUTLAY					
01135158__587100	EQUIPMENT	\$ 788.00	\$ 788.00	\$ -	\$ -
TOTAL CAPITAL OUTLAY		\$ 788.00	\$ 788.00	\$ -	\$ -
GRAND TOTAL		\$ 153,663.00	\$ 141,377.00	\$ 163,517.00	\$ 165,952.00

01135 TOWN ACCOUNTANT

	Proposed FY20 Budget
01135151-511000 SALARIES & WAGES	
Sharon Bainbridge (24 hours week X \$23.20 hour X 52.4 weeks per year = \$29,177)	29,177
Longevity Stipend	800
CPR Stipend	200
	\$30,177
01135151-511100 DEPARTMENT HEAD SALARY	
\$xxxx is the Full Time Town Accountant/CFO's salary per the contract	98,000
	\$98,000
01135152-532000 TRAINING & EDUCATION	
June MMAAA Conference at Cape (lodging, meals, fees, mileage)	1,200
GFOA Conference (lodging, meals, fees, flight)	1,500
Continued Education at Umass (lodging, meals, fees, mileage)	1,000
Accountant & Treasurer Luncheons, Fred Pryor Seminars	525
	\$4,225
01135152-534000 POSTAGE	
Certified & misc mailings	50
	\$50
01135152-530700 AUDIT	
Cost of annual audit by independent auditors per contract	24,000
Cost of bi-annual OPEB actuarial valuation	6,400
	\$30,400
01135154-542000 OFFICE SUPPLIES	
Departmental office supplies such as binders, file folders, labels, toner etc related to processing weekly Warrants and general office needs	2,500
	\$2,500
01135157-573000 DUES, FEES AND SUBSCRIPTIONS	
Annual membership renewal fees (MMAAA, MA Treasurer/Collect Assoc, Govmt Finance, etc)	600
	\$600
TOWN ACCOUNTANT TOTAL	\$165,952

Board of Assessors

Assistant Assessor: Bradford W. Swanson M.A.A.

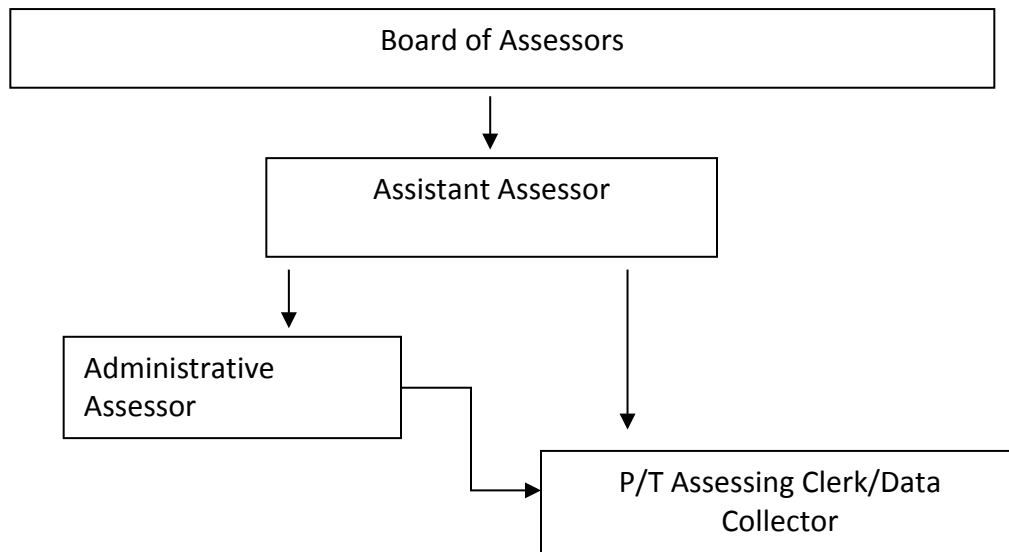
Department Description

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:

- 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.
- 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.
- Systematically review and inspect all Middleton property and update electronic data files.
- 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.
- 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.
- The Assessors commit to the Treasurer/Collector the annual real and personal property taxes to be collected, including betterments and liens.
- This department also defends property values and addresses issues of taxability before the Massachusetts Appellate Tax Board.
- 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 2019 Accomplishments

- Completion of Interim Adjustment of Values.
- Submitting and receiving a tax rate by December 6, 2018.
- Finalizing the tax billing file by December 13th, 2018.
- Administrative Assessor attainment of M.A.A. designation

Fiscal Year 2020 Goals and Objectives

Our main focus for this year is:

- To complete Interim Adjustment of Values in a timely manner.
- Review compensation for Administrative Assessor position with newly attained designation.
- Continue updating all property photographs in our valuation system by office staff.
- Implementation 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.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	ASSESSOR DEPT 141	FY2018 APPROVED	FY2018 YTD EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01141151 ASSESSORS - SALARIES					
01141151__511000	SALARIES & WAGES	\$ 47,004.00	\$ 47,004.00	\$ 48,179.00	\$ 49,384.00
01141151__511100	DEPT. HEAD SALARY	\$ 82,000.00	\$ 82,000.00	\$ 84,050.00	\$ 86,151.00
01141151__512200	PART TIME	\$ 24,734.00	\$ 24,734.00	\$ 25,852.00	\$ 27,242.00
TOTAL SALARIES		\$ 153,738.00	\$ 153,738.00	\$ 158,081.00	\$ 166,393.00
01141152 ASSESSORS - SERVICES					
01141152__532000	TRAINING AND EDUCATION	\$ 2,100.00	\$ 1,360.00	\$ 2,100.00	\$ 2,100.00
01141152__53400	POSTAGE	\$ 800.00	\$ 537.00	\$ 800.00	\$ 800.00
01141152__534100	TELEPHONE	\$ 900.00	\$ 732.00	\$ 900.00	\$ 900.00
01141152__538200	CONTRACTUAL SERVICES	\$ 8,635.00	\$ 7,685.00	\$ 8,950.00	\$ 9,370.00
TOTAL SERVICES		\$ 12,435.00	\$ 10,314.00	\$ 12,750.00	\$ 13,170.00
01141154 ASSESSORS - SUPPLIES					
01141154__542000	OFFICE SUPPLIES	\$ 1,900.00	\$ 1,948.00	\$ 2,300.00	\$ 2,300.00
TOTAL SUPPLIES		\$ 1,900.00	\$ 1,948.00	\$ 2,300.00	\$ 2,300.00
01141157 ASSESSORS - OTHER EXPENSES					
01141157__571000	TRAVEL	\$ 4,150.00	\$ 3,620.00	\$ 4,150.00	\$ 4,300.00
01141157__573000	DUES, FEES, AND SUBSCRIPT	\$ 740.00	\$ 695.00	\$ 740.00	\$ 740.00
TOTAL EXPENSES		\$ 4,890.00	\$ 4,315.00	\$ 4,890.00	\$ 5,040.00
GRAND TOTAL		\$ 172,963.00	\$ 170,315.00	\$ 178,021.00	\$ 186,903.00

FY20 Proposed Assessors Budget		
	FY19 Budget	Proposed FY20 Budget
SALARIES & WAGES		
Assistant Assessor/Appraiser	\$ 84,050	\$ 86,151
<i>This salary is negotiated by contract between the BOA and Bradford W. Swanson.</i>		
Administrative Assessor	\$ 48,179	\$ 49,383
Board Stipend \$2,000 for 2 members, \$1000 for new member	\$ 5,000	\$ 5,000
Assessing Clerk/Data Collector - \$22.40 (estimated 2.5% increase, contract not yet agreed upon) x 18 hrs X 52 weeks, Longevity stipend (\$675) and CPR training stipend (\$200)+ (\$400) signing bonus.	\$ 20,852	\$ 22,242
<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	\$ 27,242
Total	\$ 158,081	\$ 166,393
TRAINING & EDUCATION		
Coursework to maintain educational requirements for Board and staff	\$ 2,100	\$ 2,100
<i>This is to maintain 4 MAA designations in our department and more IAAO courses for Assistant Assessor.</i>		
Total	\$ 2,100	\$ 2,100
POSTAGE	\$ 800	\$ 800
TELEPHONE		
Mobile Phone - \$ 75 per month	\$ 900	\$ 900
<i>The mobile phone is part of the compensation agreement with the Assistant Assessor</i>		
Total Telephone	\$ 900	\$ 900

FY20 Proposed Assessors Budget		
	FY19 Budget	Proposed FY20 Budget
SALARIES & WAGES		
CONTRACTUAL SERVICES		
Commercial and Industrial certification year review	\$ 1,300	\$ 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	\$ 7,350
<i>This is our annual support fee for our CAMA software through Patriot Properties.</i>		
ArchivePro - digital retrieval of data for permanent record	\$ 500	\$ 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	\$ 220
<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	\$ 9,370
OFFICE SUPPLIES		
<i>Basic supplies for office including replacement of conference chairs</i>	\$ 2,300	\$ 2,300
APPELLATE FEES		
<i>No longer a budget item SHOULD THIS BE REVISITED. ADDED IN GENERAL LEGAL BUDGET</i>		
TRAVEL		
Travel Stipend \$300 monthly Assistant Assessor	\$ 3,600	\$ 3,600
<i>This is part of compensation package with Assistant Assessor contract</i>		
Data Collector/other office travel	\$ 550	\$ 700
<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-imbursement for Administrative Assessor and the Board.</i>		
Total	\$ 4,150	\$ 4,300

FY20 Proposed Assessors Budget		
	FY19 Budget	Proposed FY20 Budget
SALARIES & WAGES		
DUES,FEES, AND SUBSCRIPTIONS		
GoToMyPC	\$ 60	\$ 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	\$ 240
MAAO dues (5 members @ \$50 each)	\$ 250	\$ 250
IAAO dues for Assistant Assessor	\$ 190	\$ 190
<i>These dues are for the Board and staff. Being members of these associations provides discounted classes and other benefits.</i>		
Total	\$ 740	\$ 740
Grand Total Operating Budget	\$ 178,021	\$ 186,903
These items are moved to the IS Budget	FY19 Budget	Proposed FY20 Budget
WebPro - online database	\$ 2,000	\$ 2,000
<i>On-line access to assessment records. This also ties to our GIS system automatically.</i>		
CAI Technologies, Inc.	\$ 2,400	\$ 2,520
<i>Annual map update.</i>		
CAI Technologies, Inc.	\$ 2,400	\$ 2,400
<i>AxisGIS Annual Hosting Services</i>		
CAI Technologies, Inc.	\$ 1,950	\$ 1,900
<i>AxisGIS Editor Annual Hosting Services - New service to allow in house editing of GIS layers</i>		
Grand Total	\$ 8,750	\$ 8,820

Treasurer/Collector

Treasurer/Collector: Belinda Young

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 2019 Accomplishments

- Hired new Assistant Treasurer/Collector and continue to transition duties.
- Land of Low Value foreclosure processed on 20 Tax Title properties was not approved by DOR in FY18 due to missing documentation. Worked with the Assessor's office to provide missing documentation and officially submitted foreclosure request. Awaiting approval from DOR.
- Instituted new monthly Cash reconciliation process with Town Accounting resulting in quicker reconciliation submission at month end.
- Required turnover forms for ALL cash received, not just miscellaneous cash. This resulted in cash being posted 30-60 days faster than in the past.
- Worked with Essex Regional Retirement Board and MUNIS to complete the new online reporting requirement.
- Consolidated and formalized the department procedure manuals to be available to all department employees.
- Assistant Treasurer/Collector completed first year of MCTA certification process.
- Foreclosed and sold tax title property resulting in approx. \$208,000 in free cash
- Provided town residents online access to purchase transfer station stickers. To date, approx. 100 residents have used this feature.

- Reorganized the Collectors and Treasurer's offices, which included new filing cabinets and new filing systems for improved efficiency.
- Instituted bi-monthly staff meetings to improve and facilitate communication within the department.

Fiscal Year 2020 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.
- Work with Assistant Town Administrator on new employee policies and procedures to streamline communication.
- Provide the School department with the support needed to complete the interface of IVEE accounting system payroll and MUNIS.
- Research the ability to upload excel payroll timesheet from departments into MUNIS.
- Continue the education and certification process for both the new Treasurer/Collector and new assistant Treasurer/Collector.
- To maintain an effective, fair, and aggressive collection process to maximize real estate, personal property and motor vehicle excise tax collections.
- Continue to reduce the number of properties in tax title through collections to increase certified free cash.
- 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.)

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	TREASURER DEPT 145	FY2018 APPROVED	FY2018 YTD EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01145151 TREASURER/COLLECTOR - SALARIES					
01145151__511000	SALARIES & WAGES	\$ 107,084.00	\$ 104,540.00	\$ 101,056.00	\$ 105,713.00
01145151__511100	DEPT. HEAD SALARY	\$ 76,920.00	\$ 76,920.00	\$ 74,000.00	\$ 77,100.00
TOTAL SALARIES		\$ 184,004.00	\$ 181,460.00	\$ 175,056.00	\$ 182,813.00
01145152 TREASURER/COLLECTOR - SERVICES					
01145152__524000	EQUIPMENT REPAIR	\$ 1,700.00	\$ -	\$ 1,700.00	\$ 1,700.00
01145152__532000	TRAINING AND EDUCATION	\$ 1,500.00	\$ 1,023.00	\$ 2,250.00	\$ 2,200.00
01145152__534000	POSTAGE	\$ 20,000.00	\$ 23,022.00	\$ 22,500.00	\$ 22,500.00
01145152__538200	CONTRACTUAL SERVICES	\$ 10,000.00	\$ (4,565.00)	\$ 10,000.00	\$ 8,000.00
TOTAL SERVICES		\$ 33,200.00	\$ 19,480.00	\$ 36,450.00	\$ 34,400.00
01145154 TREASURER/COLLECTOR - SUPPLIES					
01145154__542000	OFFICE SUPPLIES	\$ 4,000.00	\$ 3,238.00	\$ 4,000.00	\$ 4,000.00
TOTAL SUPPLIES		\$ 4,000.00	\$ 3,238.00	\$ 4,000.00	\$ 4,000.00
01145157 TREASURER/COLLECTOR - EXPENSES					
01145157__571000	TRAVEL	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,750.00
01145157__573000	DUES, FEES, AND SUBSCRIPTION	\$ 300.00	\$ 555.00	\$ 300.00	\$ 300.00
TOTAL EXPENSES		\$ 2,300.00	\$ 555.00	\$ 2,300.00	\$ 2,050.00
GRAND TOTAL		\$ 223,504.00	\$ 204,733.00	\$ 217,806.00	\$ 223,263.00

01145121 TREASURER COLLECTOR OPERATING BUDGET

01145151-511000

SALARIES & WAGES

Assistant Treasurer Collector FY19 at \$55608 x 2.50% = \$56,998	\$56,998
Collection Clerk Per contract clerical employee \$21.85 x 2.5% = \$22.94	\$47,715
Collection Clerk FY19 Stipends -- longevity \$800 and CPR \$200	\$1,000
	<hr/> \$105,713

01145151-511100

DEPT. HEAD SALARY

Treasurer Collector	\$75,850
Milage	\$250 to bank, 44 times per
Treasurer/collector Certification stipend	\$1,000 PER MGL: Capter41 ac
	<hr/> \$77,100

SERVICES

01145152-524000	Equipment repairs	\$1,700
01145152-532000	Training and Education, Massachusetts Collector Treasurer Association school	\$2,200 reduced by 50
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
01145152-538200	Contractual - Online and lockbox fees, service contracts, Tax Title Legal Fees	\$8,000 reduced by \$2000 3 y
		<hr/> \$34,400

01145154-542000

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	\$1,750 reduced by 250 for mi
	Dues, Fees, Subscriptions - Massachusetts Collector Treasurer Association , Eastern	
01145157-573000	Massachusetts Collector Treasurer Association	\$300
		<hr/> \$2,050

Budget Grand Total \$223,263 \$5,457
2.51% increase

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	CUSTODIAN OF TOWN LAND	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 146	APPROVED	EXPENDED	APPROVED	REQUESTED
01146151 CUST OF LANDS - SAL					
01146151__511000	SALARIES & WAGES	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
TOTAL SALARIES		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
GRAND TOTAL		\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	TOWN COUNSEL	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 151	APPROVED	EXPENDED	APPROVED	REQUESTED
01151352 TOWN COUNSEL					
01151152__538200	CONTRACTUAL SERVICES	\$ 60,000.00	\$ 85,458.00	\$ 86,500.00	\$ 90,000.00
TOTAL TOWN COUNSEL		\$ 60,000.00	\$ 85,458.00	\$ 86,500.00	\$ 90,000.00
GRAND TOTAL		\$ 60,000.00	\$ 85,458.00	\$ 86,500.00	\$ 90,000.00

Information Technology

IT Liaison: Derek Fullerton

Department Description

Information Technology within the town is handled by the IT Liason, our outside contractors, HiQ, our Cable PEG Access Director, and several employees within departments that have some IT aptitude. This department provides desktop support, provides A/V service under the public access director, ensures our infrastructure is working and secure, plans upgrades, and helps implement software. Information Technology is an important component in virtually every town department. Since this is such an important component in this age, in the coming year we will be looking to possible different models that will enable more in-house support, security, infrastructure, and strategic planning.

Fiscal Year 2019 Accomplishments

- Library – The Library received a good deal of IT attention this year including the purchase and installation of wireless access points and upgrading network switches, public computers, and the server.
- Town Website – We made continued improvements and upgrades to make televised meetings more available as well as more accessibility to pay bills online, including transfer station stickers.
- Town Meeting Upgrades – We purchased new projectors for the Howe-Manning school which are also connected to the gym for Town Meeting overflow usage.
- CitizenServe – CitizenServe is our online software for permitting. We have continued to expand the use into additional departments, including the Fire Department. Additionally, we added a second portal for constituent use at the town building. Building permitting is now 100% electronic.
- Munis Upgrade – In conjunction with the Accounting Department/CFO, we underwent an upgrade to our financial software.
- Community Compact Grants – We applied for and received two Community Compact Best Practice grants from the state which are financing the purchase of Human Resource modules from Munis and the purchase of software for record keeping and mapping of our cemeteries.
- Regional IT Study – The town submitted an application for a regional grant to study our IT department in anticipation of possible shared services with neighboring towns.

Fiscal Year 2020 Goals and Objectives

- Continue to implement Cemetery and HR software.
- If the Community Compact grant is funded, work with consultants to evaluate IT hardware, software and staffing for preparation for regional IT initiatives. Should this initiative not be funded, we will continue to look to increase our IT capacity through collaborative efforts with neighboring towns, the school system, or other internal initiatives.
- Expand utilization of CitizenServe in Planning and Conservation departments.
- Expand part-time staffing coverage for the taping and broadcasting of additional public meetings.
- Explore fiber options to allow more reliable and faster connections between town buildings.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	MGMT INFO SYSTEMS DEPT 155	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01155151 MIS - SALARIES					
01155151__511000	SALARIES & WAGES	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
01155151__512200	PART TIME	\$ 84,635.00	\$ 41,811.00	\$ 86,029.00	\$ 64,458.00
TOTAL SALARIES		\$ 89,635.00	\$ 46,811.00	\$ 91,029.00	\$ 69,458.00
01155152 MIS - SERVICES					
01155152__530200	CONSULTANT LEGAL	\$ 5,000.00	\$ 1,170.00	\$ 5,000.00	\$ 5,000.00
01155152__532000	TRAINING AND EDUCATION	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
01155152__534100	TELEPHONE	\$ 10,500.00	\$ 9,680.00	\$ 10,500.00	\$ 11,250.00
01155152__535400	INTERNET	\$ 10,000.00	\$ 9,520.00	\$ 10,000.00	\$ 10,000.00
01155152__538200	CONTRACTUAL SERVICE - IT	\$ 38,980.00	\$ 40,667.00	\$ 55,030.00	\$ 67,420.00
01155152__538213	CONTRACTUAL SERVICE - MUNIS	\$ 31,700.00	\$ 30,411.00	\$ 34,200.00	\$ 35,910.00
01155152__538214	CONTRACTUAL SERVICE - PEG	\$ 15,000.00	\$ 11,712.00	\$ 15,000.00	\$ 15,000.00
01155152__538215	CONTRACTUAL SERVICE - ASSESSOR	\$ 8,750.00	\$ 8,750.00	\$ 8,750.00	\$ 8,820.00
01155152__538221	CONTRACTUAL SERVICE - POLICE	\$ 1,900.00	\$ -	\$ 1,900.00	\$ 1,900.00
TOTAL SERVICES		\$ 122,330.00	\$ 111,910.00	\$ 140,880.00	\$ 155,800.00
01155154 MIS - SUPPLIES					
01155154__541700	TECHNOLOGY SUPPLIES	\$ 13,000.00	\$ 10,945.00	\$ 13,000.00	\$ 16,000.00
01155154__541721	TECHNOLOGY SUPPLIES - POLICE	\$ 6,200.00	\$ -	\$ 7,200.00	\$ -
01155154__551010	PEG SUPPLIES	\$ 30,000.00	\$ 10,526.00	\$ 30,000.00	\$ 30,000.00
TOTAL SUPPLIES		\$ 49,200.00	\$ 21,471.00	\$ 50,200.00	\$ 46,000.00
GRAND TOTAL		\$ 261,165.00	\$ 180,192.00	\$ 282,109.00	\$ 271,258.00

INFORMATION TECHNOLOGY (IT)

		Proposed FY20 Budget
01155151-511000	SALARIES & WAGES	
	IT Liaison Salary	5,000
		\$5,000
01155151__512200	PART TIME - PEG	
	Cable PEG Access Director	23,781
	Cable PEG Access Support - Technical Assistance	8,306
	Flint Public Library Technical and Video Support	17,371
	Supplemental Part-Time Assistance/Website Help	15,000
		\$64,458
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	10,500
	Mettel Phone System Annual Support Agreement	750
		\$11,250
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	24,000
	Annual Hardware/Software Virtualization Licenses	1,500
	Annual Data backup and replication services (\$240/month x 12 months)	2,880
	Annual Antivirus Renewal Licenses (50-99 user licenses)	1,200
	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: (Up to 150 users)	2,250
	Sonic Firewall Subscription-License(s) renewal	3,000
	Dell Server Poweredge Hardware Services-Annual Renewal	490
	Multi Department Telephone Network Charges	6,200
	Wireless Access Points Management and Warranty Renewal for 26 Access Points	3,900
		\$67,420

INFORMATION TECHNOLOGY (IT)

		Proposed FY20 Budget
01155152-538213	CONTRACTUAL SERVICES-ACCOUNTANT	
	Munis Licensing & Support Contract for FY20	28,350
	Munis OSDBA Contract (Operating System Database Administrative)	6,300
	Munis GUI Contract (Graphic User Interface)	1,260
	3-Year SSL Certificate munisapp.middletonma.gov (placeholder of \$372, implement in FY 21)	
		\$35,910
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	2,520
	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	1,900
	Webpro-Online Assessor Database Annual Service	2,000
		\$8,820
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	16,000
		\$16,000
01155154 541721	TECHNOLOGY SUPPLIES-POLICE	
	Police Dept IT supplies budget:	0
		\$0
01155154_551010	TECHNOLOGY SUPPLIES - PEG	
	Equipment upgrades and fiber connectivity project	30,000
		\$30,000
INFORMATION TECHNOLOGY TOTAL		\$271,258

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, Carmelina Fiore. 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 2018:

Elections

Prepared for and administered the Annual Town Election on Tuesday, May 15, 2018, the State Primary Election on Tuesday, September 4, 2018 and the State Election on Tuesday, November 6, 2018. For these elections, 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, Middleton Electric Light Department, 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 2018/2019 Election season.

Town Meetings

Prepared for and administered the 290th Annual Town Meeting on Tuesday, May 8, 2018. There were 147 Voters present. This session of the Meeting was dissolved at 9:14 pm, when all 32 articles on the Warrant had been dealt with.

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.

Dog Licensing

Our upgraded animal licensing database makes processing more efficient as we register and manage approximately 1,000 dog licenses for 2018. 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 State's 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. Voter registration cards and letters are sent to all those turning 18 years of age.

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 4000 households for 2018. Each form is processed and entered into the State's VRIS system. Based on the census, a jury list is also made and sent to the Jury Commissioner. The Annual Street listing is compiled and printed, as required by law. Over 90% of households responded to the 2018 Town Census. The Voter List is updated by the Census as well.

Charter & Bylaws

We continue to maintain and update approved Town Bylaws and implement and maintain database "ECode". This process gives 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 comply with State requirements by completing the online training every two years.

Open Meeting Law Compliance

The office files and publishes all meeting notices, agendas and meeting minutes to comply with the Open Meeting Law. Meeting notices and agendas are posted 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

Administers Oath of Office for all Elected and appointed officials.

Serves as Justice of the Peace and performs all duties associated.

Serves as Notary Public, providing notary services to the public.

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).

Records Preservation

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.

Miscellaneous

The Office supervised workers through the Community Service Initiative Program and Masconomet interns who continue to assist with various clerical tasks and computer work. They receive exposure to various duties and responsibilities of the Town Clerk's Office.

Fiscal Year 2020 Goals and Objectives

- The coming Election Year will be a busy time for the Town Clerk's Office. FY20 will include the Presidential Primary Election, with one week of Early Voting, the Annual Town Election and the Annual Town Meeting. 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 Certified Massachusetts Municipal Clerks, 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 experiences 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 looking to join the Facebook community. We hope to create and launch 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 and implementing of our voting equipment with the purchase of new voting tabulators and electronic poll books.
- Plan request that 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.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	CLERK DEPT 161		FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01161151 TOWN CLERK - SALARIES						
01161151__511100	DEPT. HEAD SALARY	**	\$ 71,573.00	\$ 71,573.00	\$ 73,363.00	\$ 75,776.00
01161151__511000	SALARIES		\$ -	\$ -	\$ -	\$ 45,680.00
01161151__512200	PART TIME		\$ 40,541.00	\$ 38,056.00	\$ 41,555.00	\$ 12,314.00
TOTAL SALARIES			\$ 112,114.00	\$ 109,629.00	\$ 114,918.00	\$ 133,770.00
01161152 TOWN CLERK -SERVICES						
01161152__532000	TRAINING AND EDUCATION		\$ 2,000.00	\$ 703.00	\$ 2,200.00	\$ 2,420.00
01161152__534000	POSTAGE		\$ 2,800.00	\$ 1,262.00	\$ 3,000.00	\$ 3,300.00
01161152__534200	COPIER/PRINTING		\$ 750.00	\$ 985.00	\$ 1,000.00	\$ 1,000.00
01161152__538200	CONTRACTUAL SERVICES		\$ 1,990.00	\$ 1,785.00	\$ 2,100.00	\$ 1,320.00
					\$ -	\$ -
TOTAL SERVICES			\$ 7,540.00	\$ 4,735.00	\$ 8,300.00	\$ 8,040.00
01161154 TOWN CLERK -SUPPLIES						
01161154__542000	OFFICE SUPPLIES		\$ 1,000.00	\$ 685.00	\$ 1,000.00	\$ 1,200.00
TOTAL SUPPLIES			\$ 1,000.00	\$ 685.00	\$ 1,000.00	\$ 1,200.00
01161157 TOWN CLERK- EXPENSES						
01161157__571400	OPERATING SUPPLIES		\$ 1,000.00	\$ 711.00	\$ 3,000.00	\$ 3,000.00
01161157__573000	DUES, FEES, AND SUBSCRIPT		\$ 400.00	\$ 310.00	\$ 500.00	\$ 750.00
TOTAL EXPENSES			\$ 1,400.00	\$ 1,021.00	\$ 3,500.00	\$ 3,750.00
01161158 TOWN CLERK- CAPITAL OUTLAY						
01161158__587100	OUTLAY EQUIPMENT		\$ 5,000.00	\$ -	\$ 7,000.00	\$ 12,500.00
TOTAL CAPITAL OUTLAY			\$ 5,000.00	\$ -	\$ 7,000.00	\$ 12,500.00
GRAND TOTAL			\$ 127,054.00	\$ 116,070.00	\$ 134,718.00	\$ 159,260.00

** - \$2,250 Record Access Officer and \$2,500 Municipal Hearing Officer stipends to be paid out of Compensation Reserve

01161152 TOWN CLERK

01161151__511100	DEPT HEAD SALARY	
	Includes the 2.50% COLA increase	\$75,776
	* STIPEND - Records Access Officer	\$2,250
	* STIPEND - Municipal Hearing Officer - (MGL Ch 148A §5)	\$2,500
01161151__511000	SALARIES	
	Includes the 2.50% COLA increase	\$45,680
01161151__512200	PART TIME	
	Includes the 2.50% COLA increase	\$12,314
		<hr/>
		\$138,520
	SERVICES	
015161152__532000	TRAINING AND EDUCATION	
	Continuing Education and Training for Dep't personnel	\$2,420
01161152__534000	POSTAGE	
	Absentee ballots, confirmation notices, dog licenses	\$3,300
01161152__534200	COPIER/PRINTING	
	Stationery & envelopes	\$1,000
01161152__538200	CONTRACTUAL SERVICES	
	Maintenance fee for EZ Code	\$1,320
		<hr/>
01511154__542000	OFFICE SUPPLIES	
	Including dog licenses and notices	\$1,200
		<hr/>
		\$1,200
01161157__571400	OPERATING SUPPLIES	
	Departmental related supplies	\$3,000
01161157__573000	DUES,FEES, AND SUBSCRIPTIONS	
		<hr/>
		\$750
		<hr/>
		\$3,750
01161158__587100	CAPITAL OUTLAY	
	Code update services	\$8,000
	One ImageCast Precinct Tabulator (Spare for CTF)	\$4,500
		<hr/>
		\$12,500
		<hr/>
BUDGET GRAND TOTAL		\$155,970

*COMPENSATION RESERVE

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	ELECTION DEPT 162	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01162151 ELECTIONS -SALARIES					
01162151__511000	SALARIES & WAGES	\$ 5,564.00	\$ 4,549.00	\$ 23,209.00	\$ 20,088.00
01162151__512200	PART TIME	\$ 5,127.00	\$ 4,404.00	\$ 5,621.00	\$ 6,400.00
TOTAL SALARIES		\$ 10,691.00	\$ 8,953.00	\$ 28,830.00	\$ 26,488.00
01162152 ELECTIONS - SERVICES					
01162152__530400	CONSULTANT OTHER	\$ 1,900.00	\$ 1,176.00	\$ 3,950.00	\$ 4,500.00
01162152__530600	STREET LISTING	\$ 1,100.00	\$ 475.00	\$ 1,194.00	\$ 1,750.00
01162152__534200	COPIER/PRINTING	\$ 2,600.00	\$ 794.00	\$ 3,100.00	\$ 3,500.00
01162152__538200	CONTRACTUAL SERVICES	\$ 750.00	\$ 786.00	\$ 900.00	\$ -
TOTAL SERVICES		\$ 6,350.00	\$ 3,231.00	\$ 9,144.00	\$ 9,750.00
01162154 ELECTIONS - SUPPLIES					
01162154__542000	OFFICE SUPPLIES	\$ 1,000.00	\$ 2,048.00	\$ 1,300.00	\$ 2,500.00
01162154__549000	LUNCHES	\$ 300.00	\$ 231.00	\$ 1,200.00	\$ 1,000.00
TOTAL SUPPLIES		\$ 1,300.00	\$ 2,279.00	\$ 2,500.00	\$ 3,500.00
GRAND TOTAL		\$ 18,341.00	\$ 14,463.00	\$ 40,474.00	\$ 39,738.00

01162152 ELECTIONS

01162151__511000	SALARIES & WAGES	
	Poll Officers \$17.96 x 16 hrs x 4 x 2 elections	\$2,299
	Poll Workers \$12.80 x 16 hrs x 14 x 2 elections	\$5,735
	Asst. Town Clerk - Voter Registration & Petitions (Additional Hours)	\$750
	Asst. Town Clerk-2020 Elections (Additional Hours)	\$750
	Asst. Town Clerk- Annual Town Meeting (Additional Hours)	\$150
	Asst. Town Clerk- Special Town Meeting (Additional Hours)	\$300
	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 \$12.80 x 5hrs x 9	\$576
	Special Town Meeting staffing \$12.80 x 5hrs x 9 x 2	\$1,152
	Additional Early Voting Supervisory Staffing \$23.50 x 30hrs	\$705
	Poll Workers - Early Voting (Primary)\$12.80 x 60hrs x 5	\$3,840
	Poll Workers - Early Voting (Extra Saturday Hours) \$12.80 x 8 x 5	\$512
	Post EV-Xtra Hrs Election Prep.- Poll Workers \$12.80 x 8 x 2	\$205
	Asst. Town Clerk-Early Voting Overtime Hours \$38.46 x 40 hrs	\$1,539
		<hr/>
		\$20,088
01162151__512200	PART TIME	
	Census Workers \$12.80 x 500hrs	\$6,400
		<hr/>
		\$6,400
01162152__530400	CONSULTANT OTHER	
	Programming AutoMark (Town Election only)	\$1,500
	Programming 4 ImageCasts	\$3,000
		<hr/>
		\$4,500
01162152_530600	STREET LISTING	
	Forms and postage	\$4,250
	Minus amount billed to school	(\$2,500)
		<hr/>
		\$1,750
01162152__534200	COPIER/PRINTING	
	Printing Town Election Ballots, Census Forms, Legal Notices(EV)	\$3,500
		<hr/>
		\$3,500
01162152_538200	CONTRACTUAL SERVICES	
	Annual maintenance for 3 Accuvotes/ImageCasts	\$0
		<hr/>
		\$0
01162154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	\$2,500
		<hr/>
		\$2,500
01162154_549000	LUNCHES	
	Meals for Election Workers	\$1,000
		<hr/>
		\$1,000
BUDGET GRAND TOTAL		\$39,738

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.

Fiscal Year 2019 Accomplishments

- Created the Middleton Open Space Program page on the Town website in coordination with the Town Planner. The Open Space Program page includes information regarding access to Town conservation properties and parks.
- Re-initiated 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.
- Worked with Cumberland Farms to permit and install the walking path and bridge connecting South Main Street and Maple Street to the Town properties on Maple Street/King Street and Memorial Hall. Worked with the Department of Public Works to install the walking path connecting the Maple Street/King Street Town properties to the Cumberland Farms bridge.
- Worked with the Department of Public Works to ensure Town compliance with the new US EPA Municipal Separate Storm Sewer Systems (MS4) permit.

Fiscal Year 2020 Goals and Objectives

- Update the Town's Open Space and Recreation Plan, which is due to expire in 2019.
- Explore grant opportunities to enhance usage of Town conservation land by providing improved access and signage.
- Work with the Department of Public Works in implementing compliance requirements for the US EPA/MA DEP's MS4 permit, including creation of Operation & Maintenance Plans and Stormwater Pollution Prevention Plans for Town properties and collecting stormwater outfall and conveyance data.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	CONSERVATION DEPT 171	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01171151 CONSERVATION - SALARIES					
01171151__511000	SALARIES & WAGES	\$ 47,449.00	\$ 47,449.00	\$ 57,212.00	\$ 59,136.00
TOTAL SALARIES		\$ 47,449.00	\$ 47,449.00	\$ 57,212.00	\$ 59,136.00
01171152 CONSERVATION - SERVICES					
01171152__530500	ADVERTISING	\$ 150.00	\$ 41.00	\$ 150.00	\$ 150.00
01171152__532000	TRAINING AND EDUCATION	\$ 1,000.00	\$ 822.00	\$ 1,250.00	\$ 1,250.00
01171152__534000	POSTAGE	\$ 250.00	\$ -	\$ 250.00	\$ 250.00
01171152__534100	TELEPHONE	\$ 900.00	\$ -	\$ 500.00	\$ 900.00
01171152__534200	COPIER/PRINTING	\$ 200.00	\$ 78.00	\$ 900.00	\$ 200.00
01171152__538200	CONTRACTUAL SERVICES	\$ 500.00	\$ 150.00	\$ 200.00	\$ 500.00
TOTAL SERVICES		\$ 3,000.00	\$ 1,091.00	\$ 3,250.00	\$ 3,250.00
01171154 CONSERVATION - SUPPLIES					
01171154__542000	OFFICE SUPPLIES	\$ 500.00	\$ 374.00	\$ 500.00	\$ 500.00
TOTAL SUPPLIES		\$ 500.00	\$ 374.00	\$ 500.00	\$ 500.00
01171157 CONSERVATION - EXPENSES					
01171157__571000	TRAVEL	\$ 700.00	\$ 377.00	\$ 700.00	\$ 700.00
01171157__571400	OPERATING SUPPLIES	\$ 200.00	\$ 22.00	\$ 200.00	\$ 200.00
01171157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 200.00	\$ 300.00	\$ 200.00	\$ 200.00
TOTAL EXPENSES		\$ 1,100.00	\$ 699.00	\$ 1,100.00	\$ 1,100.00
GRAND TOTAL		\$ 52,049.00	\$ 49,613.00	\$ 62,062.00	\$ 63,986.00

01171 CONSERVATION

		Proposed FY20 Budget
01171151__511000	SALARIES & WAGES	
	Conservation Director/Public Health Director	8,369
	Conservation Agent/Open Space Manager-32 Hrs per Week: Wages= \$36.24 (\$35.36 per hour X 2.5% Cola Adj) X 64 hours X 26.2 Weeks = \$60,767.23	60,767
	[For FY20, \$10,000 will be funded from the Wetlands Protection Fund (Chapter 131 Subsection 40)]	(10,000)
		<hr/> \$59,136
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__534100	TELEPHONE	
	Mobile Phone and Wifi Mobile Feature	900
		<hr/> \$900
01171152__534200	COPIER/PRINTING	

01171 CONSERVATION

		Proposed FY20 Budget
		200
		\$200
01171152__538200	CONTRACTUAL SERVICES	
	Recording of Order of Conditions at Registry of Deeds: Expenses reimbursed by property owner. Funds deposited into general fund	500
		\$500
01171154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	500
		\$500
01171157__571000	TRAVEL	
	IRS Fuel reimbursement for Conservation Agent to perform site visits and reimbursement for Commission members to travel to annual training conference	700
		\$700
01171157__571400	OPERATING SUPPLIES	
	Departmental related field supplies	200
		\$200
01171157__573000	DUES, FEES AND SUBSCRIPTIONS	
	Society of Wetland Scientists membership renewal	200
Budget Grand Total		\$63,986

Planning Department

Town Planner: Katrina O'Leary

Department Description

The Planning Department coordinates land use planning efforts, advises elected and appointed officials on planning and zoning-related matters, and provides staff assistance to the Planning Board and Zoning Board of Appeals. Serving as a liaison between the public and permitting boards, the Department also serves to assist homeowners, developers and consultants in navigating the relevant local approval processes. The Planning Department provides 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, Rail Trail Alliance, and the Stormwater Permitting Authority.

The office is staffed by full-time Town Planner Katrina O'Leary and two shared administrative assistants: Lisa Brown (Zoning Board of Appeals) and Wendi Williams (Planning Board). Four meeting recording secretaries attend Planning Board, Master Plan Committee, Industrial & Commercial Design Review Committee, 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 2019 Accomplishments

- **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. The plan is due to be completed in January of 2019.
- **Community Compact Program** Through the Community Compact Program, 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. The HPP is due to be completed in March of 2019.
- **Paperless Permitting** In 2018, the Planning Board and the Zoning Board of Appeals were trained in the use of Chromebooks at their monthly meetings. This will reduce the amount of paper required in the administration of their duties and will reduce the amount of paperwork required of each applicant. The permitting database has been fully designed to accept applications for both boards and will be introduced to the public in early 2019.
- **Board of Appeals Workshop** Town Counsel conducted a workshop for the Board of Appeals and covered topics which included determining what constitutes a hardship for a variance and determining between major and minor modifications of a site plan approval.
- **Massachusetts Municipal Management Certificate Program** Katrina O’Leary successfully completed the nine month MMA course that covered the following topics: Human Resource Management, Municipal Budgeting & Financial Management, Public Policy Legal Challenges, Strategic Leadership, and Citizen Engagement.

Fiscal Year 2020 Goals and Objectives

- Work with the appropriate town departments, boards and committees to execute the Master Plan 300 Action Plan recommendations
- Advocate for the adoption of the Housing Production Plan recommendations

- Continue to facilitate and empower the Middleton Rail Trail Alliance to advocate for and raise the necessary funds for the construction of the Middleton Rail Trail
- 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.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	PLANNING BOARD DEPT 175	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01175151 PLANNING - SALARIES					
01175151__511100	DEPT HEAD SALARY	\$ 69,000.00	\$ 69,000.00	\$ 70,725.00	\$ 72,494.00
01175151__512200	PART TIME	\$ 21,738.00	\$ 20,822.00	\$ 23,242.00	\$ 23,985.00
TOTAL SALARIES		\$ 90,738.00	\$ 89,822.00	\$ 93,967.00	\$ 96,479.00
01175152 PLANNING - SERVICES					
01175152__530500	ADVERTISING	\$ 1,000.00	\$ 168.00	\$ 1,000.00	\$ 1,000.00
01175152__532000	TRAINING AND EDUCATION	\$ 2,150.00	\$ 895.00	\$ 2,150.00	\$ 2,150.00
01175152__534000	POSTAGE	\$ 600.00	\$ -	\$ 600.00	\$ 600.00
01175152__534100	TELEPHONE	\$ 480.00	\$ 480.00	\$ 480.00	\$ 480.00
01175152__534200	COPIER/PRINTING	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
01175152__538200	CONTRACTUAL SERVICES	\$ 7,500.00	\$ 7,500.00	\$ -	\$ -
TOTAL SERVICES		\$ 12,230.00	\$ 9,043.00	\$ 4,730.00	\$ 4,730.00
01175154 PLANNING - SUPPLIES					
01175154__542000	OFFICE SUPPLIES	\$ 1,250.00	\$ 1,372.00	\$ 1,250.00	\$ 1,250.00
TOTAL SUPPLIES		\$ 1,250.00	\$ 1,372.00	\$ 1,250.00	\$ 1,250.00
01175157 PLANNING - OTHER EXPENSES					
01175157__571000	TRAVEL	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
01175157__573000	DUES, FEES, AND SUBSCRIPT	\$ 600.00	\$ 440.00	\$ 600.00	\$ 600.00
TOTAL EXPENSES		\$ 2,700.00	\$ 2,540.00	\$ 2,700.00	\$ 2,700.00
GRAND TOTAL		\$ 106,918.00	\$ 102,777.00	\$ 102,647.00	\$ 105,159.00

01175151 PLANNING BOARD		Department Request FY 20
SALARIES & WAGES		
01175151__512200	PART TIME SECRETARY FY2020 figure based on FY19 Step 3 wage rate (\$21.55) for multi-department clerical employee in the AFSCME contract signed 8/2/2016 plus a 2.5% COL increase for FY20 (\$22.09). FY2020: Step 3 - \$22.09 x 19 hrs/wk x 52.4 weeks = \$21,992.80 CPR stipend of \$200 per the AFCSME contract	21,993 200
01175151__512200	MEETING SECRETARY 14 meetings @ \$128/meeting=\$1792. \$128 figure reflects 2.5% increase.	1,792
		23,985
1176151_511100	TOWN PLANNER 2.5% COL increase	72,494
		72,494
01175152__530500	ADVERTISING Additional advertisement costs anticipated with Master Plan Update project	1,000
		1,000
01175152__532000	TRAINING AND EDUCATION	2,150
		2,150
01175152__534000	POSTAGE	600
		600
01175152__534100	TELEPHONE 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 Travel allowance for site inspections, meetings, workshops, conferences, and education: 12 months x \$100 local travel plus 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		\$105,159

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	BOARD OF APPEALS DEPT 176	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01176151 BOARD OF APPEALS - SALARIES					
01176151__512200	PART TIME	\$ 2,196.00	\$ 1,220.00	\$ 2,250.00	\$ 2,304.00
TOTAL SALARIES		\$ 2,196.00	\$ 1,220.00	\$ 2,250.00	\$ 2,304.00
01176152 BOARD OF APPEALS - SERVICES					
01176152__530400	CONSULTANT OTHER	\$ 6,500.00	\$ 1,546.00	\$ -	\$ -
01176152__532000	TRAINING AND EDUCATION	\$ 450.00	\$ -	\$ 450.00	\$ 450.00
01176152__534000	POSTAGE	\$ 700.00	\$ -	\$ 700.00	\$ 700.00
TOTAL SERVICES		\$ 7,650.00	\$ 1,546.00	\$ 1,150.00	\$ 1,150.00
01176154 BOARD OF APPEALS - SUPPLIES					
01176154__542000	OFFICE SUPPLIES	\$ 300.00	\$ 175.00	\$ 300.00	\$ 300.00
TOTAL SUPPLIES		\$ 300.00	\$ 175.00	\$ 300.00	\$ 300.00
01176157 BOARD OF APPEALS -EXPENSES					
01176157__571000	TRAVEL	\$ 200.00	\$ 195.00	\$ 200.00	\$ 200.00
01176157__573000		\$ 400.00	\$ -	\$ 400.00	\$ 400.00
TOTAL EXPENSES		\$ 600.00	\$ 195.00	\$ 600.00	\$ 600.00
GRAND TOTAL		\$ 10,746.00	\$ 3,136.00	\$ 4,300.00	\$ 4,354.00

01176151 ZONING BOARD OF APPEALS

		Department Request FY20
01176151__511000 SALARIES & WAGES		
01176151__512200	ZBA Meeting Secretary	1,792
	14 meetings @ \$128/meeting=\$1792. \$128 figure reflects 2.5% increase over FY19 figure.	
01176151__512200	ICDRC Meeting Secretary	512
	4 meetings @ \$128/meeting=\$512. \$128 figure reflects 2.5% increase over FY19 figure.	
		2,304
01176151__532000 TRAINING AND EDUCATION		
		450
		450
01176151__534000 POSTAGE		
		700
	For notice related and general mailing needs	
		700
01176151__542000 OFFICE SUPPLIES		
		300
		300
01176151__573000 DUES,FEES, AND SUBSCRIPTIONS		
	ZBA	400
		400
01176151__571000 TRAVEL		
		200
		200
Budget Grand Total		\$4,354

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	MASTER PLAN	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 181	APPROVED	EXPENDED	APPROVED	REQUESTED
01181152 MASTER PLAN COMMITTEE - SALARIES & WAGES					
01181152__511000	SALARIES & WAGES	\$ 1,098.00	\$ 610.00	\$ 1,125.00	\$ 1,152.00
01181152__534000	POSTAGE	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
TOTAL SALARIES		\$ 1,198.00	\$ 610.00	\$ 1,225.00	\$ 1,252.00
GRAND TOTAL		\$ 1,198.00	\$ 610.00	\$ 1,225.00	\$ 1,252.00

01181 MASTER PLAN COMMITTEE

		Department Request FY 20
SALARIES & WAGES		
01181151__512200	MEETING SECRETARY	
	9 meetings @ \$128 meeting=\$1152. \$128 reflects a 2.5% increase over FY19 rates.	1,152
		1,152
SERVICES		
01181152__534000	POSTAGE	100
TOTAL MASTER PLAN - SERVICES		100
Budget Grand Total		\$1,252

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	TOWN BUILDINGS DEPT 192	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01192151 TOWN BUILDING - SALARIES					
01192151__511000	SALARIES & WAGES	\$ 38,845.00	\$ 38,225.00	\$ 39,816.00	\$ 40,811.00
TOTAL SALARIES		\$ 38,845.00	\$ 38,225.00	\$ 39,816.00	\$ 40,811.00
01192152 TOWN BUILDING - SERVICES					
01192152__521100	FUEL MEMORIAL HALL	\$ 5,700.00	\$ 5,743.00	\$ 5,700.00	\$ 6,000.00
01192152__521200	FUEL OLD TOWN HALL	\$ 5,000.00	\$ 3,474.00	\$ 5,500.00	\$ 4,000.00
01192152__521300	FUEL DPW BLDG.	\$ 5,000.00	\$ 6,002.00	\$ 5,000.00	\$ 6,500.00
01192152__521400	ELEC.WATER/MEMORIAL HALL	\$ 6,800.00	\$ 6,446.00	\$ 6,800.00	\$ 7,000.00
01192152__521500	ELEC.WATER TOWN HALL	\$ 3,500.00	\$ 3,748.00	\$ 4,000.00	\$ 4,000.00
01192152__521600	ELEC.& WATER DPW BLDG.	\$ 8,500.00	\$ 7,552.00	\$ 8,500.00	\$ 8,000.00
01192152__538200	CONTRACTUAL SERVICES	\$ 16,200.00	\$ 14,800.00	\$ 16,200.00	\$ 14,700.00
TOTAL SERVICES		\$ 50,700.00	\$ 47,765.00	\$ 51,700.00	\$ 50,200.00
01192154 TOWN BUILDING - SUPPLIES					
01192154__543000	BUILDING MAINTENANCE	\$ 11,000.00	\$ 12,992.00	\$ 13,500.00	\$ 22,500.00
01192154__5584000	OTHER SUPPLIES	\$ 3,000.00	\$ 2,727.00	\$ 3,000.00	\$ 3,000.00
TOTAL SUPPLIES		\$ 14,000.00	\$ 15,719.00	\$ 16,500.00	\$ 25,500.00
01192157 TOWN BUILDING -OTHER EXPENSES					
01192157__571400	OPERATING SUPPLIES	\$ 600.00	\$ 736.00	\$ 1,125.00	\$ 1,125.00
TOTAL OTHER EXPENSES		\$ 600.00	\$ 736.00	\$ 1,125.00	\$ 1,125.00
GRAND TOTAL		\$ 104,145.00	\$ 102,445.00	\$ 109,141.00	\$ 117,636.00

01192151 TOWN BUILDINGS

		Proposed FY20 Budget
01192151__511000	SALARIES & WAGES	
	Flint Public Library Building Maintenance Managers/Custodians - Two part time employees	40,811
	Total SALARIES & WAGES	\$40,811
01192152__521100	FUEL MEMORIAL HALL	\$6,000
01192152__521200	FUEL OLD TOWN HALL	4,000
01192152__521300	FUEL DPW BLDG.	6,500
01192152__521400	ELEC.WATER/MEMORIAL HALL	7,000
01192152__521500	ELEC.WATER TOWN HALL	4,000
01192152__521600	ELEC.& WATER DPW BLDG.	8,000
01192152__538200	CONTRACTUAL SERVICES	
	Weekly cleaning services for Memorial Hall (2); Old Town Hall/Senior Center (2); DPW building (1): Monthly expense \$1,225	14,700
	Total TOWN BUILDINGS - Services	\$50,200
01192154__543000	BUILDING MAINTENANCE	
	Building maintenance Facility Manager Stipends (Memorial Hall and Library) @\$3,500; Old Town Hall @\$2,500	\$9,500
	Annual rug cleaning and other supplemental cleaning needs	3,000
	Maintenance and repairs to Old Town Hall and Memorial Hall	10,000
		\$22,500
01192154__558400	OTHER SUPPLIES	3,000
	Total TOWN BUILDINGS - Supplies	\$25,500

01192151 TOWN BUILDINGS

		Proposed FY20 Budget
01192157__571400	OPERATING SUPPLIES	
	Miscellaneous equipment items such as fire and security alarm repairs, electrical and plumbing issues	
	Security alarm services at Memorial Hall - \$700	
	Yearly fire inspection at Memorial Hall - \$50	
	Fire alarm maintenance at Memorial Hall - \$375	1,125
Total TOWN BUILDINGS - Other Expenses		\$1,125
Total TOWN BUILDINGS Budget		\$117,636

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	DEBT SERVICE	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 710	APPROVED	EXPENDED	APPROVED	REQUESTED
01710159 DEBT SERVICE					
01710159__590010	DEBT SERVICE	\$ 863,640.00	\$ 863,640.00	\$ 819,475.00	\$ 887,250.00
01710159__591500	DEBT SERVICE INTEREST	\$ 495,287.00	\$ 495,287.00	\$ 463,360.00	\$ 434,095.00
TOTAL DEBT SERVICE		\$ 1,358,927.00	\$ 1,358,927.00	\$ 1,282,835.00	\$ 1,321,345.00
GRAND TOTAL		\$ 1,358,927.00	\$ 1,358,927.00	\$ 1,282,835.00	\$ 1,321,345.00

Function:	Debt Service			
<u>MUNIS Code</u>	<u>Object</u>	Approved FY 2018	Dept. Req. FY 2019	Dept. Req. FY 2020
01710159-590010	Debt Service Principal			
<u>Date of Issue</u>				
11/15/2008	Library Bond	240,000	240,000	235,000
	Less: Library Bond CPA Funding	(53,360)	(115,525)	(62,750)
8/17/2012	School Construction	575,000	590,000	610,000
8/17/2012	Land 11 South Main	35,000	35,000	35,000
	Less: Land 11 So. Main CPA Funding	(35,000)	(35,000)	(35,000)
3/15/2017	FM Roof Repairs	72,000	70,000	70,000
3/15/2017	Natsue Way Purchase	30,000	35,000	35,000
	Total Principal	\$ 863,640	\$ 819,475	\$ 887,250
01710159-591500	Debt Service Interest			
<u>Date of Issue</u>				
	Continuing Disclosure Fee	2,000	2,000	2,000
11/15/2008	Library Bond Interest	92,705	80,705	72,065
8/17/2012	School Construction	365,380	347,905	329,905
8/17/2012	Land 11 South Main	7,425	6,375	5,325
	Less: Land 11 So. Main CPA Funding	(7,425)	(6,375)	(5,325)
3/15/2017	FM Roof Repairs	23,111	21,375	19,625
3/16/2017	Natsue Way Purchase	12,092	11,375	10,500
	Total Interest	\$ 495,288	\$ 463,360	\$ 434,095
(159)	Total Principal & Interest	\$ 1,358,928	\$ 1,282,835	\$ 1,321,345

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	COMPENSATION RESERVE	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 910	APPROVED	EXPENDED	APPROVED	REQUESTED
01910157 COMPENSATION RESERVE					
01910157__514500	COMPENSATION RESERVE	\$ 25,000.00	\$ 6,185.00	\$ 40,000.00	\$ 40,000.00
TOTAL COMPENSATION RESERVE		\$ 25,000.00	\$ 6,185.00	\$ 40,000.00	\$ 40,000.00
GRAND TOTAL		\$ 25,000.00	\$ 6,185.00	\$ 40,000.00	\$ 40,000.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	RETIREMENT ASSESSMENT	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 911	APPROVED	EXPENDED	APPROVED	REQUESTED
01911157 RETIREMENT OTHER EXPENSES					
01911157__571700	RETIREMENT ASSESSMENT	\$ 1,300,187.00	\$ 1,300,187.00	\$ 1,409,336.00	\$ 1,475,022.00
TOTAL EXPENSES		\$ 1,300,187.00	\$ 1,300,187.00	\$ 1,409,336.00	\$ 1,475,022.00
GRAND TOTAL		\$ 1,300,187.00	\$ 1,300,187.00	\$ 1,409,336.00	\$ 1,475,022.00

ERRS Retirement Payment FY 2020

ERRS Retirement Assessment	1,872,623
Early Payment Credit	(33,553)
Total Assessment	1,839,070
Less MELD share @ 19.79%	(364,048)
Total Town Net Share	\$1,475,022

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	HEALTH INSURANCE DEPT 914	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01914157 HEALTH INSURANCE					
01914157__577100	BC/BS	\$ 801,525.00	\$ 765,596.00	\$ 869,035.00	\$ 886,971.77
TOTAL EXPENSES		\$ 801,525.00	\$ 765,596.00	\$ 869,035.00	\$ 886,971.77
GRAND TOTAL		\$ 801,525.00	\$ 765,596.00	\$ 869,035.00	\$ 886,971.77

Actual as of 1/1/19

Type of Plan	FY 2019		
	Total Monthly Cost:	Town Share (60%):	Employee Share (40%):
Health Insurance:			
Blue Care Elect Family Plan	\$ 3,595.75	\$ 2,157.45	\$ 1,438.30
Blue Care Elect Individual Plan	\$ 1,343.92	\$ 806.35	\$ 537.57
Medex2	\$ 313.46	\$ 188.08	\$ 125.38
Medex2 LIS	\$ 278.46	\$ 167.08	\$ 111.38
Managed Blue for Seniors	\$ 307.77	\$ 184.66	\$ 123.11
HMO Alternative Options Family	\$ 2,548.27	\$ 1,528.96	\$ 1,019.31
HMO Alternative Options Individual	\$ 952.39	\$ 571.43	\$ 380.96
	Total Monthly Cost:	Town Monthly Share (75%):	Employee Share (25%):
Dental Plan:			
Family Plan	\$ 118.58	\$ 88.94	\$ 29.65
Individual Plan	\$ 56.99	\$ 42.74	\$ 14.25

Actual as of 1/1/2019

TOWN	FY 2019 # of people in plan:	FY 2019 Town Share:	FY 2019 Annual Plan Cost:
Blue Care Elect			
Family	1	\$ 2,157.45	\$ 25,889.40
Individual	0	\$ -	\$ -
HMO Alternative Options			
Family	24	\$ 1,528.96	\$ 440,341.06
Individual	23	\$ 571.43	\$ 157,715.78
Medex			
Individual Plan	26	\$ 188.08	\$ 58,679.71
LIS	1	\$ 167.08	\$ 2,004.91
Managed Blue for Seniors			
Individual Plan	1	\$ 184.66	\$ 2,215.94
Total Health Costs			\$ 686,846.81
Dental			
Family Plan	48	\$ 88.94	\$ 57,363.00
Individual Plan	36	\$ 42.74	\$ 12,483.00
Total Dental Costs			\$ 69,846.00
Total Health & Dental			\$ 756,692.81
Flexible Spending Admin Fee	\$ 400.00		\$ 4,800.00
Plus: Plan Changes			\$ 30,000.00
Total Adjusted Health and Dental Plans			\$ 791,492.81

NOTE: covers approx 1.5 family plans for year

FY20 BUDGET				
Estimated increase 10%	FY 2020 Estimated Total Monthly Cost:	FY 2020 Town's Share (60%):	FY 2020 Employee's Share (40%):	
Health Insurance				
Blue Care Elect Preferred Family Plan	\$ 3,631.71	\$ 2,179.02	\$ 1,452.68	
Blue Care Elect Preferred Individual Plan	\$ 1,357.36	\$ 814.42	\$ 542.94	
Medex2	\$ 319.73	\$ 191.84	\$ 127.89	2% increase
Medex2 LIS	\$ 284.03	\$ 170.42	\$ 113.61	2% increase
Managed Blue for Seniors	\$ 313.93	\$ 188.36	\$ 125.57	2% increase
HMO Alternative Options Family	\$ 2,573.75	\$ 1,544.25	\$ 1,029.50	
HMO Alternative Options Individual	\$ 961.91	\$ 577.15	\$ 384.77	
Estimated Increase 5%	Total Monthly Cost:	Town Monthly Share (75%):	Employee Share (25%):	
Dental Plan				
Family Plan	\$ 124.51	\$ 93.38	\$ 31.13	
Individual Plan	\$ 59.84	\$ 44.88	\$ 14.96	

1.01

1.02

1.05

PROPOSED BUDGET			
	FY 2020 # of people in plan:	FY 2020 Town's Monthly Share: 1% INCREASE	FY 2020 Annual Plan Cost:
Blue Care Elect			
Family	1	\$ 2,179.02	\$ 26,148.29
Individual	0	\$ 814.42	\$ -
HMO ALTERNATIVE Options			
Family*	25	\$ 1,544.25	\$ 463,275.49
Individual	23	\$ 577.15	\$ 159,292.94
Medex 2			
Individual Plan	26	\$ 191.84	\$ 59,853.31
LIS	1	\$ 170.42	\$ 2,045.01
Managed Blue for Seniors			
Individual Plan	1	\$ 188.36	\$ 2,260.26
	<u>77</u>		
Total Health Costs			\$ 712,875.30
Dental Plan:			
Family Plan*	49	\$ 93.38	\$ 54,908.47
Individual Plan	36	\$ 44.88	\$ 19,388.00
	<u>85</u>		
Total Dental Costs			\$ 74,296.47
Total Health & Dental			\$ 787,171.77
Flexible Spending Account Admin. Fee	\$ 400.00		\$ 4,800.00
Plus : Plan Changes			\$ 95,000.00
Total Adjusted Health and Dental Plans			\$ 886,971.77

NOTE: Covers 5 additional family plans

Health @1% Increase, Medex @2% increase, dental @5% increase over FY19

* add 1 family plan for firefighter

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	TOWN WARRANT/REPORT	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 195	APPROVED	EXPENDED	APPROVED	REQUESTED
01195152 TOWN REPORT - SERVICES					
01195152__534300	TOWN REPORT	\$ 5,000.00	\$ 2,383.00	\$ 5,000.00	\$ 5,500.00
TOTAL SERVICES		\$ 5,000.00	\$ 2,383.00	\$ 5,000.00	\$ 5,500.00
GRAND TOTAL		\$ 5,000.00	\$ 2,383.00	\$ 5,000.00	\$ 5,500.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	MEMORIAL DAY DEPT 692	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01692157 MEMORIAL DAY - OTHER EXPENSES					
01692157__578200	MEMORIAL DAY	\$ 5,000.00	\$ 5,928.00	\$ 5,000.00	\$ 5,000.00
TOTAL EXPENSES		\$ 5,000.00	\$ 5,928.00	\$ 5,000.00	\$ 5,000.00
GRAND TOTAL		\$ 5,000.00	\$ 5,928.00	\$ 5,000.00	\$ 5,000.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	UNEMPLOYMENT	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 913	APPROVED	EXPENDED	APPROVED	REQUESTED
01913157 UNEMPLOYMENT - OTHER EXPENSES					
01913157__571600	PERSONAL SERVICES UNEMPLOYMENT	\$ 10,000.00	\$ 6,638.00	\$ 10,000.00	\$ 10,000.00
TOTAL OTHER EXPENSES		\$ 10,000.00	\$ 6,638.00	\$ 10,000.00	\$ 10,000.00
GRAND TOTAL		\$ 10,000.00	\$ 6,638.00	\$ 10,000.00	\$ 10,000.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	LIFE INSURANCE DEPT 915	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01915157 LIFE INSURANCE EXPENSES					
01915157__577500	GROUP HEALTH INS.	\$ 2,000.00	\$ 2,521.00	\$ 3,000.00	\$ 3,000.00
TOTAL EXPENSES		\$ 2,000.00	\$ 2,521.00	\$ 3,000.00	\$ 3,000.00
GRAND TOTAL		\$ 2,000.00	\$ 2,521.00	\$ 3,000.00	\$ 3,000.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	MEDICARE DEPT 916	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01916157 MEDICARE /DEP TAX					
01916157__577810	MEDICARE	\$ 76,000.00	\$ 84,945.00	\$ 90,000.00	\$ 95,000.00
TOTAL MEDICARE /DEP TAX		\$ 76,000.00	\$ 84,945.00	\$ 90,000.00	\$ 95,000.00
GRAND TOTAL		\$ 76,000.00	\$ 84,945.00	\$ 90,000.00	\$ 95,000.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	LIABILITY INSURANCE DEPT 945	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01945157 LIABILITY INSURANCE					
01945157__574000	INSURANCE	\$ 161,200.00	\$ 166,691.00	\$ 206,250.00	\$ 216,200.00
TOTAL LIABILITY INSURANCE		\$ 161,200.00	\$ 166,691.00	\$ 206,250.00	\$ 216,200.00
GRAND TOTAL		\$ 161,200.00	\$ 166,691.00	\$ 206,250.00	\$ 216,200.00

Liability Insurance

Proposed FY20 Budget

Liability Insurance

MIIA Pooled Coverages	165,000
(Includes public official liability and all other policies)	
Worker's Compensation	100,000
Chubb and Son (insurance for Police/Fire)	65,000
Endorsements and Changes	7,000
Renaissance Alliance (40 School Street insurance)	1,800
Renaissance Alliance (abandoned bldg)	800
Traveler's (bonds for various employees)	1,600
Total All Categories	341,200
MELD's share of Liability and Worker's Comp	-35,000
School's share of MIIA coverage	-90,000
Net Insurance Budget	216,200

\$216,200

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.”

This year from January 1st through December 21st, 2018 over 140 law enforcement officers lost their lives while performing their duty. This is a 9% increase from this same time last year. This must stop. 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 watched in horror the madness that unfolded before our very eyes when on Sunday October 1st, at 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.

This year on Saturday November 10, 2018 I had the privilege along with 750 other law enforcement officers from around the globe to participate in a 5K run on the Las Vegas strip. We ran into the same parking lot at the Mandalay Bay Hotel and Casino where those innocent people were killed in an effort to pay tribute to those men and women who made the ultimate sacrifice.



Standing there in the parking lot was so surreal. Everyone was silent and I tried to imagine what those innocent people went through that night. Looking up at the building and then looking around I saw that these poor people had nowhere to go. They were basically sitting ducks as the bullets rained down. This one horrific event killed 58 people and injured 851 more. Over 400 of them by gunfire and hundreds more in the ensuing panic.

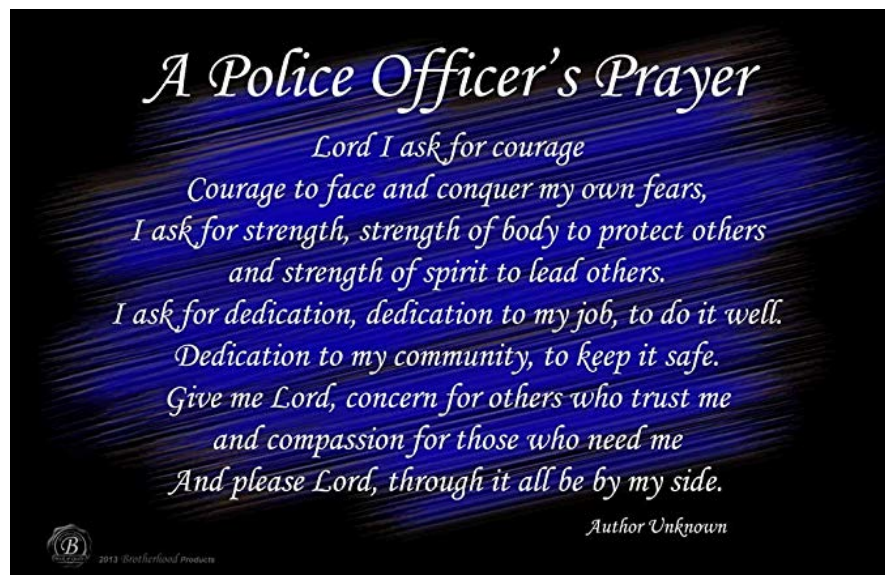
The frightening part about this story is that it's not an episode of one of the many police drama shows we watch on TV, it's reality. It's the realism that the men and women of our profession are facing more and more each day.

In recent years our department has spent countless hours working with our partners in Law Enforcement and with the local school district on strategic emergency and action planning in the preparation of these types of events. Not only are we working with the Middleton School system but we have participated in presentations at the Goddard School and the Magical Beginning Day care Center educating the teachers and students on what to do in the case of an active shooter.

The presentation that we speak and teach about must be fluid and flexible. Each year we find ourselves hearing about yet another mass casualty shooting at a school, mall, or place of worship. Each time we as law enforcement professionals must learn from the encounter and make the necessary adjustments to how we respond and attack the threat. It's hard to believe that the Columbine Shooting was in 1999, almost twenty years ago. That event in history has changed the way in which our profession reacts.

Back then we would arrive on scene and wait for a small army to enter and confront the perpetrator, however, now we are trained to enter as quickly as possible and we must do something that is total against our nature and what we have been trained for years and years to do. We must pass by the wounded and attack the threat as soon as possible. Statistics show that the first 5 minutes is when the most tragedies occur.

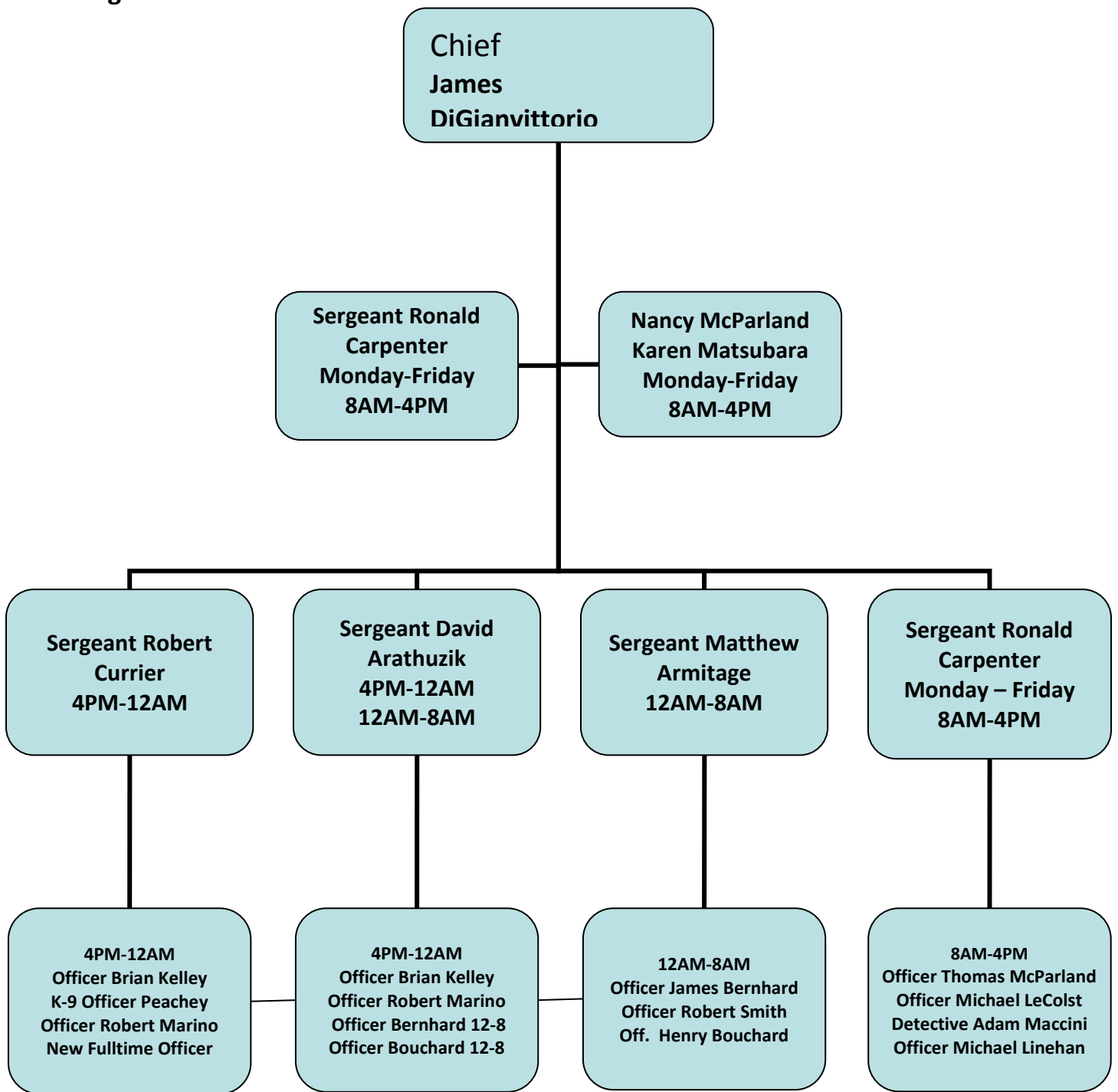
I would like the residents and parents of our community to know that the Police and Fire Departments in Middleton have made it our top priority to keep your children safe.



Fiscal Year 2019 Accomplishments

- The Department promoted Officer Joseph Fedullo from our Reserve ranks to the Fulltime status.
- Our Department is currently in the process of becoming State Certified by the Massachusetts State Accreditation Commission.
- Continued to work with Local and Private School Departments with our School Resource and DARE Officers in an effort to train and educate the schools on the “ALICE” response to an active shooter threat.
- The Town is in talks with the owners of the Middleton Par-Tree Golf course for a possible site for a new Police/Fire Station and community buildings in the future.
- The Police Department was awarded Traffic Safety Grants for OUI and Traffic Enforcement Initiatives.
- The Police Department received awards from Triple AAA for Traffic Safety. Officer Robert Smith was awarded the “Traffic Safety Hero” of the year award.
- 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. We are also in the final stages of selecting a new RMS (Records Management System) and (CAD) Computer Automated Dispatch System for the Regional Center.
- As of July 1, 2019 the State 911 Center will assume the role of the governing body overseeing our Regional Center.
- The Middleton Police Department promoted its first full-time Detective last year. Detective Adam Maccini has been attending specialty training in all aspects of investigation since his new role as detective begun.
- The Middleton Police Department hired Melissa Witt, as a Reserve Police Officer. Melissa was born and raised in Middleton and was a self-sponsor in the fulltime police academy.

Organizational Chart



Reserve Officers
Officer Richard Mendes
Officer Charles Costigan
Officer John Griffith

Officer Gary Lacey
Officer Richard Cardinale
Officer Wade Maribito
Officer Richard Kassiotis
Officer Mark Finer
Officer Jose Hernandez
Officer Leonardo Jorge
Officer Melissa Witt

Officer Gary Lacey Scheduled to (Ret. January 2019)
Officer Charles Costigan Scheduled to (Ret. July 2019)
Officer Richard Mendes Scheduled to (Ret. December 2019)

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.
- Bring 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.
- Becoming a more inclusive police department.

Fiscal Year 2020 Goals and Objectives

Goals:

- 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:
- Have innovative, honest, responsive leadership. The staff should never be satisfied with the status quo, but always seek ways to improve all of the department’s operations. The staff will set the tone of professionalism, integrity, hard work and receptivity to change. Perfection will be expected.
- Provide realistic departmental guidelines and policies.
- Recruit and retain the best possible police officers.
- Provide quality training for every entry level of the organization.

- Promote police conduct that is responsive and sensitive to the needs of the community.
- Require aggressive crime fighting to improve the utilization of patrol and investigative resources in the identification, arrest, and conviction of individuals committing criminal activity within our jurisdiction.
- Require a professional work ethic and professional work product by officers engaged in routine police duties, and preliminary and follow-up investigations.
- Enhance the role of department personnel in the planning and development process.
- Recognize exceptional work by police employees.
- Stress the responsibility of all employees to be accountable to the department and the community for all his/her actions.

Objectives:

1. To maintain competent staff to ensure the delivery of quality service to the community.

- 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.

- 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.
 - Be involved in the community; develop positive public perceptions of the department by reinstituting 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.
 - 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.
 - 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.
 - Deliver police services based on community needs.
 - Address safety concerns with the community.
 - Provide services consistent with statutory requirement.

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.

I would like to thank the officers of this department for the work they do every day to protect and serve the citizens of this fine community. Each 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.

Respectfully,

James A. DiGianvittorio

Chief James A. DiGianvittorio

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	POLICE DEPT 210		FY2018 APPROVED		FY2018 EXPENDED		FY2019 APPROVED		FY2020 REQUESTED
01210151 POLICE - SALARIES									
01210151__511000	SALARIES & WAGES	\$	1,002,177.00	\$	981,642.00	\$	1,089,140.00	\$	1,116,538.00
01210151__511100	DEPT. HEAD SALARY	\$	105,274.00	\$	104,274.00	\$	106,856.00	\$	109,527.00
01210151__511300	OVERTIME	\$	160,978.00	\$	151,629.00	\$	162,510.00	\$	163,414.00
01210151__512200	PART TIME	\$	81,973.00	\$	73,773.00	\$	84,023.00	\$	84,023.00
01210151__512500	INCENTIVE PAY	\$	133,452.00	\$	130,566.00	\$	143,366.00	\$	148,026.00
TOTAL SALARIES		\$	1,483,854.00	\$	1,441,884.00	\$	1,585,895.00	\$	1,621,528.00
01210152 POLICE - SERVICES									
01210152__521700	ELECTRICITY	\$	11,236.00	\$	11,673.00	\$	11,236.00	\$	11,236.00
01210152__521800	FUEL	\$	5,921.00	\$	5,580.00	\$	5,921.00	\$	5,921.00
01210152__524000	EQUIPMENT REPAIR	\$	11,600.00	\$	10,224.00	\$	11,600.00	\$	12,100.00
01210152__530500	ADVERTISING	\$	200.00	\$	200.00	\$	200.00	\$	200.00
01210152__532000	TRAINING AND EDUCATION	\$	74,609.00	\$	48,872.00	\$	76,511.00	\$	77,559.00
01210152__534000	POSTAGE	\$	470.00	\$	461.00	\$	470.00	\$	470.00
01210152__534100	TELEPHONE	\$	5,400.00	\$	6,669.00	\$	9,400.00	\$	9,900.00
01210152__534200	COPIER/PRINTING	\$	1,400.00	\$	1,465.00	\$	1,400.00	\$	1,500.00
01210152__535200	MOBILE TELEPHONE	\$	4,900.00	\$	2,962.00	\$	4,900.00	\$	4,900.00
01210152__538200	CONTRACTUAL SERVICES	\$	23,262.00	\$	18,720.00	\$	22,483.00	\$	25,397.00
TOTAL SERVICES		\$	138,998.00	\$	106,826.00	\$	144,121.00	\$	149,183.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	POLICE DEPT 210	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01210154 POLICE - SUPPLIES					
01210154__542000	OFFICE SUPPLIES	\$ 2,000.00	\$ 1,210.00	\$ 2,000.00	\$ 3,450.00
01210154__543000	BUILDING MAINTENANCE	\$ 4,000.00	\$ 3,360.00	\$ 4,000.00	\$ 4,500.00
01210154__551300	AMMUNITION	\$ 5,000.00	\$ 4,916.00	\$ 5,500.00	\$ 6,000.00
01210154__551400	FLASH BATTERIES	\$ 250.00	\$ 241.00	\$ 250.00	\$ -
01210154__551500	FIRST AID	\$ 150.00	\$ -	\$ 150.00	\$ -
01210154__551600	SUPPLIES POLICE FLARES	\$ 150.00	\$ -	\$ 150.00	\$ -
01210154__551700	PHOTO SUPPLIES	\$ 900.00	\$ 578.00	\$ 900.00	\$ -
01210154__551800	PETTY CASH	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
01210154__551900	PATROLMEN UNIFORM ALLOW	\$ 9,000.00	\$ 10,063.00	\$ 10,800.00	\$ 10,800.00
01210154__552000	RESERVES UNIFORM ALLOW	\$ 4,550.00	\$ 3,472.00	\$ 5,600.00	\$ 5,600.00
01210154__552100	PATROLMEN UNIFORM CLEANING	\$ 10,875.00	\$ 10,875.00	\$ 11,600.00	\$ 11,600.00
01210154__552200	RESERVE UNIFORM CLEANING	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00	\$ 6,300.00
01210154__552300	UNIFORM REPLACEMENTS	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00	\$ 1,550.00
01210154__552400	K-9 UNIT	\$ 2,000.00	\$ -	\$ 4,000.00	\$ 4,500.00
TOTAL SUPPLIES		\$ 47,225.00	\$ 43,065.00	\$ 53,300.00	\$ 54,800.00
01210157 POLICE - OTHER EXPENSES					
01210157__571000	TRAVEL	\$ 32,000.00	\$ 32,865.00	\$ 32,000.00	\$ 32,000.00
01210157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 4,730.00	\$ 2,372.00	\$ 9,880.00	\$ 10,460.00
TOTAL EXPENSES		\$ 36,730.00	\$ 35,237.00	\$ 41,880.00	\$ 42,460.00
01210158 POLICE - CAPITAL OUTLAY					
01210158__587900	NEW CRUISER	\$ 17,000.00	\$ 17,000.00	\$ 50,000.00	\$ 50,000.00
TOTAL CAPITAL OUTLAY		\$ 17,000.00	\$ 17,000.00	\$ 50,000.00	\$ 50,000.00
GRAND TOTAL		\$ 1,723,807.00	\$ 1,644,012.00	\$ 1,875,196.00	\$ 1,917,971.00

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department	Printed 1.29.19				
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	Personal Services	\$ 1,483,854	\$ 1,441,884	\$ 1,585,895	\$ 1,621,528
152	Purchase of Services	\$ 138,998	\$ 106,826	\$ 144,121	\$ 149,183
154	Purchase of Supplies	\$ 47,225	\$ 43,065	\$ 53,300	\$ 54,800
157	Other Charges and Expenses	\$ 36,730	\$ 35,237	\$ 41,880	\$ 42,460
158	Capital Outlay	\$ 17,000	\$ 17,000	\$ 50,000	\$ 50,000
	Department Total	\$ 1,723,807	\$ 1,644,012	\$ 1,875,196	\$ 1,917,971

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	Personal Services				
511100	Depart. Head Salary	\$ 105,274	\$ 104,274	\$ 106,856	\$ 109,527
511000	Regular Wages	\$ 1,002,177	\$ 981,642	\$ 1,089,140	\$ 1,116,538
511300	Overtime/Yr.End Pay Out	\$ 160,978	\$ 151,629	\$ 162,510	\$ 163,414
512200	Part Time Wages:	\$ 81,973	\$ 73,773	\$ 84,023	\$ 84,023
512400	Adjustment FY20	\$ -	\$ -	\$ -	\$ -
512500	Incentive Pay	\$ 133,452	\$ 130,566	\$ 143,366	\$ 148,026
	Total Personal Services	\$ 1,483,854	\$ 1,441,884	\$ 1,585,895	\$ 1,621,528
152	Purchase of Services				
521700	Electricity/Utilities	\$ 11,236	\$ 11,673	\$ 11,236	\$ 11,236
521800	All Systems (Heat)	\$ 5,921	\$ 5,580	\$ 5,921	\$ 5,921
524000	Equipment Repair	\$ 11,600	\$ 11,076	\$ 11,600	\$ 12,100
530500	Advertising	\$ 200	\$ 200	\$ 200	\$ 200
532000	Training/Education	\$ 74,609	\$ 48,872	\$ 76,511	\$ 77,559
534000	Postage	\$ 470	\$ 461	\$ 470	\$ 470
534100	Telephone	\$ 5,400	\$ 6,669	\$ 9,400	\$ 9,900
534200	Copier Expenses	\$ 1,400	\$ 916	\$ 1,400	\$ 1,500
535200	Mobile Telephones	\$ 4,900	\$ 2,962	\$ 4,900	\$ 4,900
538200	Contractual Services	\$ 23,262	\$ 15,830	\$ 22,483	\$ 25,397
152	Total Purchase of Services	\$ 138,998	\$ 104,239	\$ 144,121	\$ 149,183

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
154	Purchase of Supplies				
542000	Supplies	\$ 4,000	\$ 1,210	\$ 2,000	\$ 3,450
543000	Building Maintenance	\$ 4,000	\$ 3,360	\$ 4,000	\$ 4,500
551300	Ammunition/Taser	\$ 5,000	\$ 4,916	\$ 5,500	\$ 6,000
551400	*Flashlight Batteries	\$ 250	\$ 241	\$ 250	\$ -
551500	*First Aid Supplies	\$ 150	\$ -	\$ 150	\$ -
551600	*Police Flares	\$ 150	\$ -	\$ 150	\$ -
551700	*Photo Supplies	\$ 900	\$ 578	\$ 900	\$ -
551800	Petty Cash	\$ 500	\$ 500	\$ 500	\$ 500
551900	Patrolmen Uniforms	\$ 9,000	\$ 10,063	\$ 10,800	\$ 10,800
552000	Reserve Uniforms	\$ 4,550	\$ 3,472	\$ 5,600	\$ 5,600
552100	Patrolman Cleaning	\$ 10,875	\$ 10,875	\$ 11,600	\$ 11,600
552200	Reserve Cleaning	\$ 6,300	\$ 6,300	\$ 6,300	\$ 6,300
552300	Replacement Uniforms	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550
	FT/PT Cloth/Clean/Clerks				
552400	K-9	\$ -	\$ -	\$ 4,000	\$ 4,500
154	Total Purchase of Supplies	\$ 47,225	\$ 43,065	\$ 53,300	\$ 54,800
157	Other Charges & Expenses				
571000	Travel(Cruiser Fuel)	\$ 32,000	\$ 32,865	\$ 32,000	\$ 32,000
573000	Dues, Fees,Subscriptions	\$ 4,730	\$ 2,372	\$ 9,880	\$ 10,460
157	Total Other Charges & Expenses	\$ 36,730	\$ 35,237	\$ 41,880	\$ 42,460

*Consolidated Flashlight Batteries, First Aid Supplies, Police Flares and Photo Supplies into 01210154 542000

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
158	Capital Outlay				
587900	A. Cruiser/Leather Gear	\$ -	\$ -	\$ 6,000	\$ 6,000
	New Cruiser	\$ 17,000	\$ 17,000	\$ -	\$ 44,000

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	Personal Services				
511100	Chief DiGianvittorio	\$ 105,274	\$ 105,274	\$ 106,856	\$ 109,527
511000	Regular Wages				
	Sgt. Ronald Carpenter	\$ 70,806	\$ 69,079	\$ 72,576	\$ 74,390
	Sgt. Robert Currier	\$ 71,336	\$ 69,596	\$ 73,119	\$ 74,947
	Sgt. David Arathuzik	\$ 70,026	\$ 69,079	\$ 71,777	\$ 73,571
	Sgt. Matthew Armitage	\$ 69,523	\$ 64,463	\$ 71,261	\$ 73,043
	Robert Peachey, Jr.	\$ 61,290	\$ 59,795	\$ 62,822	\$ 64,393
	Thomas McParland	\$ 60,507	\$ 59,031	\$ 62,020	\$ 64,393
	Brian Kelley	\$ 60,507	\$ 59,031	\$ 62,020	\$ 63,571
	Michael LeColst	\$ 60,259	\$ 58,789	\$ 63,815	\$ 65,410
	James Bernhard	\$ 60,008	\$ 58,544	\$ 61,508	\$ 63,046
	Det .Adam Maccini	\$ 60,008	\$ 61,143	\$ 63,874	\$ 65,471
	Michael Linehan	\$ 59,480	\$ 58,029	\$ 60,967	\$ 62,491
	Robert Marino	\$ 59,480	\$ 58,029	\$ 60,967	\$ 62,491
	Robert Smith	\$ 59,480	\$ 58,029	\$ 60,967	\$ 62,491
	Henry Bouchard	\$ 53,761	\$ 57,299	\$ 60,967	\$ 62,491
	Joseph Fedullo	\$ -	\$ -	\$ 53,761	\$ 55,105
	Nancy McParland	\$ 50,616	\$ 50,616	\$ 52,135	\$ 53,438
	Karen Matsubara	\$ 47,050	\$ 47,050	\$ 48,464	\$ 49,676
	Detective	\$ 4,000	\$ -	\$ -	\$ -
	Subtotal Regular Wages	\$ 978,137	\$ 957,602	\$ 1,063,020	\$ 1,090,418

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
511000	Personal Services				
	Night Differential	\$ 22,880	\$ 21,060	\$ 24,960	\$ 24,960
	Dispatcher Stipend	\$ 360	\$ 360	\$ 360	\$ 360
	Billing Stipend	\$ 600	\$ 600	\$ 600	\$ 600
	CPR/AED Clerical	\$ 200	\$ 200	\$ 200	\$ 200
	Subtotal	\$ 24,040	\$ 24,040	\$ 26,120	\$ 26,120
151	Total Regular Wages	\$ 1,002,177	\$ 981,642	\$ 1,089,140	\$ 1,116,538

	Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
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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>FY18 Cleaning</u>	<u>FY18 Shifts</u>	<u>Productivity Amount Earned</u>
Retire Date Dec.2019	Richard Mendes	-	-	-
Retire Date July 2019	Charles Costigan	450	82	1,200
	John Griffith	450	36	700
Retire Date Jan. 2019	Gary Lacey	450	41	900
	Richard Cardinale	-	6	-
	Wade Maribito	450	18	200
	Richard Kassiotis	450	36	700
	Michele Nowak	-	5	-
	Jose Hernandez	450	12	-
	Mark Finer	450	52	1,200
	Leonardo Jorge	-	6	-
Full Time Apr.2019	Joseph Fedullo	450	86	1,200
	Melissa Witt	-	-	-
		-	-	-
	Totals	\$ 3,600	380	\$ 6,100

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
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	\$ 2,080
Total Night Differential		\$ 22,880	\$ 22,880	\$ 24,960	\$ 24,960

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	Personal Services				
511300	FY18 Overtime:(Average OT=\$49./hr.= \$392. Shift)				
	FY19 Overtime:(Average OT=\$50./hr.= \$400. Shift)				
	FY20 Overtime:(Average OT=\$50./hr.= \$400. Shift)				
A. Regular Shifts Filled:					
FY2018 52x\$392=\$20,384					
FY2019 52x\$400=\$20,800					
FY2020 52x\$400=\$20,800		\$	20,384	\$	19,968
B. Regular Overtime (16 Officers):					
FY2018 1/hr/wk/x14 Officersx\$48/hr.= \$34,944					
FY2019 1/hr/wk/x14 Officersx\$50/hr.= \$41,600					
FY2020 1/hr/wk/x16 Officersx\$50/hr.= \$41,600		\$	38,220	\$	34,944
				\$	41,600
				\$	41,600

	Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
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				
FY2018 144 days x \$369=\$52,398				
FY2019 146 days x \$369=\$52,708				
FY2020 148 days x \$369=\$54,612	\$ 52,398	\$ 51,120	\$ 53,708	\$ 54,612
D. 3 Elections @ 16 hrs. x \$50=\$2,411/Early Voting 6 hrs/8A-2P= \$300	\$ 2,352	\$ 2,304	\$ 2,711	\$ 2,711
E. Court Time 434 hrs.x \$50=\$21,798	\$ 21,266	\$ 20,832	\$ 21,798	\$ 21,798
F. Drug Dare Program	\$ 4,266	\$ 4,266	\$ 4,373	\$ 4,373
G. Detention 225 hrs. x \$50=\$11,301	\$ 11,025	\$ 10,800	\$ 11,301	\$ 11,301
H. Dispatcher O.T./Ext.Day/Matron Callback	\$ 3,280	\$ 3,200	\$ 3,362	\$ 3,362
I. Community Resource Officers	\$ 2,787	\$ 2,719	\$ 2,857	\$ 2,857
NEMLEC	\$ 5,000	\$ -	\$ -	\$ -
Total Overtime	\$ 160,978	\$ 150,153	\$ 162,510	\$ 163,414
Footnote: Overtime for Chief Wills Day, Pumpkin Festival Winter Festival and other community based events. \$9,000 from Overtime				

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
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					
FY2018 360 Shifts x \$159 = \$57,240					
FY2019 360 Shifts x \$163 = \$58,680					
FY2020 360 Shifts x \$165 = \$59,400		\$ 58,680	\$ 57,240	\$ 58,680	\$ 59,400
*Specialty Pay					
16 Officers @ \$200 per Officer		\$ 3,000	\$ 2,800	\$ 3,200	\$ 3,200
A. 8AM-4PM Shift:					
FY2018/2 Shifts x \$159 x 52 = \$16,536					
FY2019/2 Shifts x \$163 x 52 = \$16,952					
FY2020/2 Shifts x \$165 x 52 = \$17,160		\$ 16,952	\$ 16,536	\$ 16,952	\$ 17,160
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	\$ 78,632	\$ 76,576	\$ 78,832	\$ 79,760
151					

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
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					
512500		Educational Incentive Pay (after elimination of Quinn Bill)			
25% Masters	Chief DiGianvittorio	\$ 26,319	\$ 26,319	\$ 26,714	\$ 27,382
25% Masters	Ronald Carpenter	\$ 17,702	\$ 17,702	\$ 18,144	\$ 18,598
25% Masters	David Arathuzik	\$ 17,507	\$ 17,507	\$ 17,944	\$ 18,393
Masters post Quinn	Matthew Armitage	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
10% Associates	Thomas McParland	\$ 6,051	\$ 6,051	\$ 6,202	\$ 6,357
10% Associates	James Bernhard	\$ 6,001	\$ 6,001	\$ 6,151	\$ 6,305
25% Masters	Adam Maccini	\$ 15,002	\$ 15,002	\$ 15,969	\$ 16,368
Bachelors Post Quinn	Michael Linehan	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
25% Masters	Robert Marino	\$ 14,870	\$ 11,984	\$ 15,242	\$ 15,623
Bachelors Post Quinn	Robert Smith	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Bachelors Post Quinn	Henry Bouchard	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Masters post Quinn	Joseph Fedullo	\$ -	\$ -	\$ 7,000	\$ 9,000
Total Incentive Pay		\$ 133,452	\$ 130,566	\$ 143,366	\$ 148,026

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
	Chief's Compensation	\$ 105,274	\$ 105,274	\$ 106,856	\$ 109,527
	Educational Incentive	\$ 26,319	\$ 25,677	\$ 26,714	\$ 27,382
	Stipend			\$ 1,639	\$ 1,639
	PT			\$ 950	\$ 950
	Total	\$ 131,593	\$ 130,951	\$ 136,159	\$ 139,498

	Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
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	\$ 11,673	\$ 11,236	\$ 11,236
Flood Lights/Water				
Total Utilities	\$ 11,236	\$ 11,673	\$ 11,236	\$ 11,236
All Systems (Heat)	\$ 5,921	\$ 5,580	\$ 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	\$ 5,580	\$ 5,921	\$ 5,921
Maintenance of Equipment				
524000				
Tires	\$ 4,500	\$ 2,853	\$ 4,500	\$ 5,000
Cruiser	\$ 5,000	\$ 7,371	\$ 5,000	\$ 5,000
Port. Radio/Batt.	\$ 1,500	\$ -	\$ 1,500	\$ 1,500
Radar	\$ 250	\$ -	\$ 250	\$ 250
Intoxilyzer	\$ 350	\$ -	\$ 350	\$ 350
Total Maintenance	\$ 11,600	\$ 10,224	\$ 11,600	\$ 12,100

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
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 2020 \$3600)	\$ 3,690	\$ 3,600	\$ 3,783	\$ 3,878
	B.*First Aid/CPR/Domestic Violence(3 Classes)	\$ 8,160	\$ 4,000	\$ 8,364	\$ 8,573
	C.*In-Service Train./Acad.	\$ 16,913	\$ 12,782	\$ 17,336	\$ 17,769
	D.*Firearms Training	\$ 7,995	\$ 4,340	\$ 8,195	\$ 8,400
	E.*Defibrillator Training	\$ 871	\$ 850	\$ 871	\$ 893
	I. IACP Training Points	\$ 150	\$ 150	\$ 150	\$ 150
	J. Chief's (professional development)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	K.*Taser Training	\$ 3,280	\$ 2,200	\$ 3,362	\$ 3,446
	L.* Tuition Reimbursement	\$ 6,000	\$ 1,500	\$ 6,000	\$ 6,000
	M.* Physical Fitness Test	\$ 25,200	\$ 17,100	\$ 26,100	\$ 26,100
	Total Training	\$ 74,609	\$ 48,872	\$ 76,511	\$ 77,559

* Contractual Obligation

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department					
General Government #200					
Department #210					
<u>Expense Classification</u>					
<u>Expense Code</u>					
152	Purchase of Services				
534000	Postage	\$ 470	\$ 461	\$ 470	\$ 470
534100	Telephone	\$ 5,400	\$ 6,669	\$ 9,400	\$ 9,900
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 BAPERN System					
535200	Mobile Phones				
	6 Mobile Phones/4 Lap Top-CDMA	\$ 4,900	\$ 2,962	\$ 4,900	\$ 4,900
	Copier Maintenance	\$ 1,400	\$ 1,465	\$ 1,400	\$ 1,500
534200	Copier Contract				
	Supplies				
	Subtotal	\$ 12,170	\$ 11,557	\$ 16,170	\$ 16,770
538200	Contractual Services				
	Radio Maintenance	\$ 6,418	\$ 6,418	\$ 6,418	\$ 6,418
	PM/AM Policy & Procedure Software	\$ -	\$ -	\$ 750	\$ 750

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
	Purchase of Services				
152					
Building Maintenance Service:	Payroll 2%	\$ 5,579	\$ 4,116	\$ 5,700	\$ 5,814
Janitorial Services					
Fingerprint Machine Maint. Contract		\$ -	\$ -	\$ -	\$ 2,800
Maintenance/Batteries for Defibrillator		\$ 1,800	\$ 1,588	\$ 1,800	\$ 1,800
Police IT-Supports 25 workstations and one server					
Annual PC Replacement/Peripherals		\$ 2,900	\$ 2,000	\$ 2,900	\$ 2,900
CJIS Router Annual Maintenance		\$ 1,575	\$ 730	\$ 1,575	\$ 1,575
(Criminal Justice Information Services)					
		\$ 1,650	\$ 1,650	\$ -	\$ -
Paging System					
Internet Fee		\$ 3,340	\$ 2,218	\$ 3,340	\$ 3,340
	Subtotal	\$ 23,262	\$ 18,720	\$ 22,483	\$ 25,397
	Total Purchase of Services	\$ 138,998	\$ 106,826	\$ 144,121	\$ 149,183

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department					
General Government #200					
Department #210					
<u>Expense Classification</u>					
<u>Expense Code</u>					
Purchase of Supplies					
154					
524000	Supplies	\$ 2,000	\$ 1,210	\$ 2,000	\$ 3,450
543000	Building Maintenance & Cleaning Supplies				
	Cleaning, Maintenance Supplies & Repairs	\$ 4,000	\$ 3,360	\$ 4,000	\$ 4,500
	Other Supplies				
551300	Ammunition/Taser	\$ 5,000	\$ 4,916	\$ 5,500	\$ 6,000
551400	Flashlights/Batteries	\$ 250	\$ 241	\$ 250	\$ -
551500	First Aid Supplies	\$ 150	\$ -	\$ 150	\$ -
551600	Flares	\$ 150	\$ -	\$ 150	\$ -
551700	Photo/Fingerprint Supplies	\$ 900	\$ 578	\$ 900	\$ -
551800	Petty Cash	\$ 500	\$ 500	\$ 500	\$ 500
551900	Uniform Allowance (16 Regulars x \$675)	\$ 9,000	\$ 10,063	\$ 10,800	\$ 10,800
552000	Uniform Allowance (14 Reserves x \$400)	\$ 4,550	\$ 3,472	\$ 5,600	\$ 5,600
	Subtotal	\$ 20,500	\$ 19,770	\$ 23,850	\$ 22,900

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
154	Purchase of Supplies				
552100	Uniform Cleaning (16 Regulars x \$725)	\$ 10,875	\$ 10,875	\$ 11,600	\$ 11,600
552200	Uniform Cleaning (14 Reserves x \$350) (+ \$100 per Ofr.)	\$ 6,300	\$ 6,300	\$ 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	\$ 1,000	\$ 1,000	\$ 1,000
	Subtotal	\$ 18,725	\$ 18,725	\$ 19,450	\$ 19,450
154	Total Purchase of Supplies	\$ 45,225	\$ 43,065	\$ 49,300	\$ 50,300

		Approved FY 2018	Expended FY 2018	Approved FY2019	Dept. Request FY 2020
Police Department General Government #200 Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
157	Other Charges & Expenses				
571000	Travel (Gas & Oil Changes for Cruisers)	\$ 32,000	\$ 32,865	\$ 32,000	\$ 32,000
573000	Dues,Fees,Subscriptions	\$ 450	\$ 763	\$ 450	\$ 450
	I.A.C.P. Dues	\$ 120	\$ 150	\$ 120	\$ 150
	Law Books	\$ 200	\$ -	\$ 200	\$ 200
	*BAPERN Radio System	\$ 1,900	\$ -	\$ 1,900	\$ 1,900
	Essex County Chief's	\$ 500	\$ 350	\$ 500	\$ 500
	MA Chief's	\$ 950	\$ 799	\$ 950	\$ 950
	NESPIN	\$ 50	\$ 100	\$ 50	\$ 100
	New County Collaborative	\$ 200	\$ -	\$ 200	\$ 200
	Safety Officer Assoc.	\$ 35	\$ -	\$ 35	\$ 35
	New England Chief's	\$ 200	\$ 60	\$ 200	\$ 200
	R.A.D. Systems	\$ 125	\$ 100	\$ 125	\$ 125
	NEMLEC	\$ -	\$ -	\$ 5,000	\$ 5,500
	FBI/LEEDA	\$ -	\$ 50	\$ 150	\$ 150
	Subtotal	\$ 4,730	\$ 2,372	\$ 9,880	\$ 10,460
	Total Other Charges & Expenses	\$ 36,730	\$ 35,237	\$ 41,880	\$ 42,460
	*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 and work in a community consisting of over 14 square miles.

The Middleton Fire Department, which is currently under the direction of Chief Thomas J. Martinuk, consists of one fire station that is centrally located in the community and employs thirty two 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 four members trained at the EMT-Basic level, and twenty-eight are trained at the EMT-Paramedic level. All full-time members are now paramedics.

Fiscal Year 2019 Accomplishments

- Justin Nigrelli was sworn in as our newest fulltime employee filling the slot that was approved in FY18 for a new full-time person. Justin is due to graduate from the Fire Academy in February.
- Appointed four new call firefighters: Eric Beaulieu, Doug Boudrou, Steve DeBay and Mike Ferreira
- 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 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 was able to secure an Assistance to Firefighters Grant in the amount of \$168,800 to use toward replacing self-contained breathing apparatus. The department is in the process of wear testing different manufacturers in order to decide which one fits our needs the best in hopes of making a decision in early 2019.
- The Department was also able to secure a grant through MEMA to continue to increase our interoperability capabilities and also received a \$3,000 grant from FM Global to purchase a computer to be used for Fire Prevention.
- The Department was able to completely refurb a 1989, five-ton army truck that was obtained through the government surplus program (This vehicle new cost \$90,000). The vehicle was completely painted and outfitted with a thousand-gallon water tank and new pump. This vehicle will serve the town for many years to come.
- **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**- Lt. Dan 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. Lt. Kessel worked closely with the inspection's division learning the new Citizen Serve program that was put into service this year. The workload continues to grow as the town grows and the demands on the department increase. This position should be a full-time position
- **Public Education**- The Department continues to work in the schools teaching fire and life safety education. We are fortunate to have firefighter David 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.

- The department worked closely with the Police Departments D.A.R.E officer and both Firefighters and Police Officers had lunch with many of the elementary school classes.
- 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 2018 by HDI Global and assisted by representatives of Arkema and Bostik along with Lt. Kessel from the Middleton Fire Department.

Fiscal Year 2020 Goals and Objectives

- This year the department hopes to add another full-time person to help increase the efficiency and operation of the department staying with the plan set forth starting in FY18.
- The department is in need of a clerk to help with the day to day administrative operations of the department including permit processing, filing, data entry into the records management system and other general clerical duties.
- The Chief and members of the department will hopefully be working with architects and design professionals 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 year grants were submitted to replace a pumper, jaws of life and airbags and a regional grant was submitted for portable radios.
- The Department will continue to replace outdated and worn apparatus and equipment to ensure safety and efficiency in its operation. Requests for FY 2020 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), jaws of life and a pump for the squad truck.
- The Department is in the process of updating its communications network in conjunction with Verizon discontinuing the use of copper wire. This work not only benefits the Fire department, but also the Police department. Most of the work is being completed by Lt. Dechene saving the town thousands of dollars.
- In February, the Chief will be attending the professional development conference sponsored by the Fire Chiefs Association of Massachusetts.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	FIRE DEPT 220	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01220151 FIRE - SALARIES					
01220151__511000	SALARIES & WAGES	\$ 828,357.00	\$ 859,868.00	\$ 872,036.00	\$ 908,614.00
01220151__511100	DEPT. HEAD SALARY	\$ 120,338.00	\$ 119,453.00	\$ 127,170.00	\$ 130,125.00
01220151__511300	OVERTIME	\$ 192,493.00	\$ 92,124.00	\$ 198,329.00	\$ 209,471.00
01220151__512200	PART TIME	\$ 453,738.00	\$ 413,060.00	\$ 458,232.00	\$ 468,569.00
01220151__512400	CONTRACT ADJUSTMENTS	\$ 1,500.00	\$ -	\$ 2,500.00	\$ 2,500.00
01220151__519000	FIRE RESERVE CLOTHING ALLOWANCE	\$ 16,525.00	\$ 13,884.00	\$ 16,525.00	\$ 16,525.00
01220151__519100	CLOTHING ALLOWANCE	\$ 12,000.00	\$ 12,768.00	\$ 12,000.00	\$ 12,000.00
TOTAL SALARIES		\$ 1,624,951.00	\$ 1,511,157.00	\$ 1,686,792.00	\$ 1,747,804.00
01220152 FIRE -SERVICES					
01220152__521700	ELECTRICITY	\$ 10,200.00	\$ 8,872.00	\$ 10,200.00	\$ 10,200.00
01220152__521800	FUEL	\$ 8,000.00	\$ 5,476.00	\$ 8,000.00	\$ 8,000.00
01220152__524000	EQUIPMENT REPAIR	\$ 21,300.00	\$ 21,316.00	\$ 21,300.00	\$ 21,300.00
01220152__524100	MAINTENANCE FIRE ALARM	\$ 5,000.00	\$ 4,946.00	\$ 5,000.00	\$ 6,000.00
01220152__524200	RADIO MAINTENANCE	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
01220152__524300	BREATHING APPAR.MAINT.	\$ 4,800.00	\$ 3,670.00	\$ 4,800.00	\$ 4,800.00
01220152__530500	ADVERTISING	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
01220152__532000	TRAINING AND EDUCATION	\$ 6,000.00	\$ 5,740.00	\$ 17,300.00	\$ 17,500.00
01220152__534000	POSTAGE	\$ 300.00	\$ 175.00	\$ 300.00	\$ 300.00
01220152__534100	TELEPHONE	\$ 8,600.00	\$ 12,255.00	\$ 15,091.00	\$ 15,859.00
01220152__534200	COPIER/PRINTING	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
TOTAL SERVICES		\$ 69,900.00	\$ 68,050.00	\$ 87,691.00	\$ 89,659.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	FIRE DEPT 220	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01220154 FIRE -SUPPLIES					
01220154__542000	OFFICE SUPPLIES	\$ 1,400.00	\$ 1,191.00	\$ 1,500.00	\$ 1,500.00
01220154__543000	BUILDING MAINTENANCE	\$ 10,000.00	\$ 8,369.00	\$ 10,000.00	\$ 10,000.00
01220154__548000	GAS AND OIL	\$ 21,000.00	\$ 17,465.00	\$ 21,000.00	\$ 21,000.00
01220154__550200	AMBULANCE	\$ 27,000.00	\$ 27,374.00	\$ 28,000.00	\$ 30,685.00
01220154__558200	FIRE TOOLS & APPARATUS	\$ 2,000.00	\$ 539.00	\$ 2,000.00	\$ 2,000.00
01220154__558205	AMBULANCE BILLING	\$ 18,000.00	\$ 21,969.00	\$ 22,500.00	\$ 22,500.00
TOTAL SUPPLIES		\$ 79,400.00	\$ 76,907.00	\$ 85,000.00	\$ 87,685.00
01220157 FIRE OTHER EXPENSES					
01220157__571000	TRAVEL	\$ 750.00	\$ 741.00	\$ 1,500.00	\$ 1,500.00
01220157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 3,250.00	\$ 2,829.00	\$ 3,350.00	\$ 3,450.00
01220157__578300	SPECIAL EXPENSE	\$ 27,635.00	\$ 27,238.00	\$ 27,635.00	\$ 35,511.00
TOTAL OTHER EXPENSES		\$ 31,635.00	\$ 30,808.00	\$ 32,485.00	\$ 40,461.00
01220158 FIRE CAPITAL OUTLAY					
01220158__587600	HOSE, GEAR, TIRES, ETC....	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
TOTAL CAPITAL OUTLAY		\$ 18,000.00	\$ 18,000.00	\$ 18,000.00	\$ 18,000.00
GRAND TOTAL		\$ 1,823,886.00	\$ 1,704,922.00	\$ 1,909,968.00	\$ 1,983,609.00

**Town of Middleton
Fiscal Year 2020
Annual Budget**

1/29/2019

Function:	Public Safety					
Department:	Fire Department					
Expense Code	Expense Classification	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
151	Personal Services	1,624,951	1,510,132	1,686,792	1,747,804	
152	Purchase of Services	69,900	66,575	87,691	89,659	
154	Purchase of Supplies	79,400	74,813	85,000	87,685	
157	Other Charges and Expenses	31,635	29,952	32,485	40,461	
158	Capital Outlay	18,000	17,384	18,000	18,000	
	Department Total	\$ 1,823,886	\$ 1,698,856	\$ 1,909,968	\$ 1,983,609	

**Town of Middleton
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<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
(151)	Personal Services					
511100	Dept. Head Salary	120,338	119,453	127,170	130,125	
511000	Regular Wages	828,357	859,868	872,036	908,614	
511300	Overtime	192,493	92,124	198,329	209,471	
512200	Part Time Wages	453,738	413,060	458,232	468,569	
512400	Contract Adjustment	1,500	1,500	2,500	2,500	
519000	Reserve Clothing Allowance	16,525	13,561	16,525	16,525	
519100	Permanent Clothing Allowance	12,000	12,065	12,000	12,000	
(151)	Total Personal Services	\$ 1,624,951	\$ 1,511,631	\$ 1,686,792	\$ 1,747,804	

**Town of Middleton
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1/29/2019

(152)	Purchase of Services	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
521700	Electricity/Utilities	10,200	8,145	10,200	10,200	
521800	Fuel/ HVAC Maintenance	8,000	5,476	8,000	8,000	
524000	Equipment Repair	21,300	21,109	21,300	21,300	
524100	Maint. Fire Alarm	5,000	4,946	5,000	6,000	
524200	Maint. Radio System	5,000	5,000	5,000	5,000	
524300	Maint Breathing Apparatus	4,800	3,670	4,800	4,800	
530500	Advertising	100	0	100	100	
532000*	Training/Education	6,000	5,740	17,300	17,500	
534000	Postage	300	175	300	300	
534100**	Telephone, Cell & Pagers	8,600	11,714	15,091	15,859	
534200	Copier Expense	600	600	600	600	
(152)	Total Purchase of Services	\$ 69,900	\$ 66,575	\$ 87,691	\$ 89,659	

* 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 new T1 lines for communications shared with the Police (4 total @\$200 each) and made necessary for the copper mitigation by the phone company.
Increased internet costs.

**Town of Middleton
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1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	<u>Approved FY 2018</u>	<u>Expended FY 2018</u>	<u>Approved FY 2019</u>	<u>Dept. Request FY 2020</u>	<u>Admin/Sel. Recommend FY 2020</u>
540000	Purchase of Supplies					
542000	Office Supplies	1,400	967	1,500	1,500	
543000	Building Maintenance	10,000	8,362	10,000	10,000	
548000	Gas,Diesel, Oil	21,000	15,831	21,000	21,000	
550200	Ambulance Supplies	27,000	27,145	28,000	30,685	
558200	Fire Tools/Appar.	2,000	539	2,000	2,000	
558205	Ambulance Billing Contract	18,000	21,969	22,500	22,500	
(154)	Total Purchase of Supplies	\$ 79,400	\$ 74,813	\$ 85,000	\$ 87,685	
(157)	Other Charges and Expense					
571000*	Travel/ Conferences	750	741	1,500	1,500	
573000**	Dues, Fees & Subscriptions	3,250	2,829	3,350	3,450	
578300	Special Expenses	27,635	26,383	27,635	35,511	
(157)	Total Other Charges & Expenses	\$ 31,635	\$ 29,953	\$ 32,485	\$ 40,461	
(5800)	Capital Outlay					
587600	Hose replacement	4,000	4,000	4,000	4,000	
	Rust repairs	4,000	4,000	4,000	4,000	
**	Turnout gear Replacement	10,000	10,000	10,000	10,000	
(158)	Total Capital Outlay	\$ 18,000	\$ 13,857	\$ 18,000	\$ 18,000	
	Total	\$ 129,035	\$ 118,623	\$ 135,485	\$ 146,146	

* Increased for additional Professional development opportunities

** Increased due to to dues increase for FCAM.

** Turn out gear includes all personal protective equipment needed for firefighting and EMS.

**Town of Middleton
Fiscal Year 2020
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1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
(151)	Personal Services					
511100	Thomas J Martinuk Fire Chief	112,838	112,838	118,170	121,125	
	Emer. Management Dir.	7,500	7,500	9,000	9,000	
511000	Capt. Douglas LeColst	73,931	73,931	75,885	78,097	
	Lt. Tyler Dechene	65,611	65,611	67,357	69,112	
	Lt. David T. Leary, Jr.	66,206	66,206	67,966	69,820	
	Lt. Daniel Kessel	65,611	65,611	67,357	69,112	
	FF H. Peter Beauparlant	65,611	65,611	67,357	69,112	
	FF David Kelsen	58,112	58,112	59,670	61,161	
	FF Andrew LeColst	58,708	58,708	60,281	61,787	
	FF David Thibault	58,112	58,112	59,670	61,161	
	FF Zachary Ingraham	53,719	53,719	59,670	61,161	
	Justin Nigrelli	53,719	53,719	54,551	58,190	
(151)	Permanent Force Personal Services					
	Personal Days	15,538	15,538	15,923	16,322	
	Holidays	77,238	77,238	79,161	81,147	
	Vacation	80,781	80,781	85,288	91,782	
	Differential					
	Incentive Pay	17,300	17,300	21,700	30,300	
	Longevity Pay	2,600	2,600	2,600	2,700	
	Shift Operations	500	500	500	550	
	Stipends Contract	15,060	15,060	17,100	17,100	
	Fitness Incentive *			10,000	10,000	
(151)	Total Personal Services	\$ 828,357	\$ 828,357	\$ 872,036	\$ 908,614	

* Fitness Incentive of \$1000 per member in accordance with the CBA signed on September 26, 2017

**Town of Middleton
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1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
(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	2,400	
	Ladder Maint. Agreement**	2,000	2,000	2,000	2,000	
	Third-Party Calibration For	2,000	2,000	2,000	2,000	
	Combustible Gas Indicators (4)					
	Plymovent System **	1,400	1,400	1,400	1,500	
	Engine Maint. Agreement	900	900	900	900	
	Defibrillator Maintenance*	7,711	7,711	7,711	7,711	
	2 Cardiac Monitors, 9 AED's + 2 Lukas including batteries				-	
	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	1,500	1,500	1,500	1,500	
	Lexipol-Policies/education				7,400	
(157)	Total Special Expenses	\$ 27,611	\$ 27,611	\$ 27,611	\$ 35,511	

*Increase due to maintenance agreement for cardiac equipment.

** Increase in maintenance agreement

**Town of Middleton
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Annual Budget**

1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2018	Approved FY2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
(151)	Personal Days Breakdown	15,538	15,923	16,322	
Fiscal Year 2020					
30 Days X \$45.34 X 12 hrs = \$16,322					
Fiscal Year 2019					
30 Days X \$44.23 X 12 hrs = \$15,923					
	Holiday Breakdown	61,700	63,238	64,825	
Fiscal Year 2020					
2.5 Firefighters X 192 Hours X \$45.34=\$21,763 (2.5 Firefighters on-duty 24 hour shift for 8 holidays)					
7 Firefighters X 96 Hours X \$30.24=\$20,321 (7 Firefighters off-duty for 8 holidays - 12 hours)					
2.5 Firefighters X 72 Hours X \$60.48=\$10,886 (2.5 Firefighters on-duty 24 hour shift - 3 holidays at double time)					
7 Firefighters X 36 Hours X \$30.24=\$7,621 (7 Firefighters off-duty for 3 holidays - 12 hours)					
2.5 Firefighters X 28 Hours X \$60.48=\$4,234(Christmas Eve & New Years Eve - 2.5 on-duty Firefighters)					
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)					
(151)		\$ 77,238	\$ 79,161	\$ 81,147	

**Town of Middleton
Fiscal Year 2020
Annual Budget**

1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2018	Approved FY2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
(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 Beuparlant				
156 hrs	FF David Kelsen				
156 hrs	FF Andrew LeColst				
156 hrs	FF David Thibault				
108 hrs	FF Zachary Ingraham				
108hrs	Justin Nigrelli				
	Regular Vacations	68,365	72,537	78,710	
Fiscal Year 2020					
1736 hrs X \$45.34 = \$78,710					
	Military Coverage	10,358	10,615	10,882	
Fiscal Year 2020 (Firefighter Beuparlant - Army Reserve)					
240 hrs X \$45.34= \$10,882					
	Chief's Coverage	2,058	2,136	2,190	
Fiscal Year 2020					
\$365 X 6 weeks = \$2190					
Capt. covers while working regular shift with special call if needed.					
Otherwise, the cost would be 40 hrs X 6 wks. X \$53.43 = \$12,823					
(151)	Total Vacation Replacement	\$ 80,781	\$ 85,288	\$ 91,782	

**Town of Middleton
Fiscal Year 2020
Annual Budget**

1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2018	Approved FY2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
512200	Call Station Duty Breakdown	262,584	275,088	281,967	
	14 hrs x \$22.55 X 156 days = \$49,250 (FY2020)				
	14 hrs X \$22.55 X 365 days = \$115,231				
	10hrs X \$22.55 X 365 days = \$82,308				
	10 hrs x \$22.55 x 156 days = \$35,178				
	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				
	Holidays (FY20)	6,762	8,316	8,528	
	8 hol X 10 X \$11.28 = \$903				
	3 hol X 10 X \$22.55 = \$677				
	8 hol X 28 X \$11.28 = \$2527				
	3 hol X 28 X \$22.55 = \$1895				
	Christmas & New Years eve				
	2 hol X 28 X \$45.10 = \$2526				
	Total Part Time Wages	\$ 269,346	\$ 283,404	\$ 290,495	

**Town of Middleton
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Annual Budget**

1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2018	Approved FY2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
511300	Overtime (26 hrs/ month /firefighter)				
1.	26 hrs/ month/ firefighter average	134,659	137,998	141,461	
2.	600 hrs of call back for ambulance	21,580	22,115	27,204	
3.	84 hours refresher training for EMT-Basic				
4.	36hours Haz Mat training	15,538	15,923	16,322	
5.	240 hours Refresher Training of ALS	10,358	10,616	10,882	
6.	Admin. OT for Officers/ Specialists	10,358	11,677	13,602	
	Total Permanent Overtime	\$ 192,493	\$ 198,329	\$ 209,471	

- 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 \$45.34= \$141,461 and covers 13 call backs/month/firefighter. Increase due to higher incident activity.
- 600 hours of call back for ambulance coverage; amount budgeted for backfill of personnel when the duty crew is committed to an ambulance t
Provides coverage for the second ambulance while the primary ambulance is out-of-town. Ambulance coverage personnel also available for fi
600x\$45.34 =\$27,204 -Increase due to increased activity and 3 hour call back per CBA (increased to 600 in FY20)
- 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 \$45.34 = \$16,322
- Refresher training for the Paramedics 240 hrs X \$45.34 = \$10,882
Required 48 Hour D.O.T. refresher for the 10 full-time Paramedics: D. LeColst/ Dechene/ Kessel/ Leary/ Beauparlant/Kelsen/ A. LeColst/ Thib
This covers 50% of the cost for the 10 Paramedics - Remainder from other sources.
- Administrative overtime covers extra time (25 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. 25x\$45.34x12=\$13,602

**Town of Middleton
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1/29/2019

<u>Expense Code</u>	<u>Expense Classification</u>	<u>Approved FY 2018</u>	<u>Approved FY2019</u>	<u>Dept. Request FY 2020</u>	<u>Admin/Sel. Recommend FY 2020</u>
512200	Call Station Duty	269,346	283,404	290,495	
	Call Labor *	75,600	79,200	81,180	
	Call Benefits **	45,000	45,000	45,000	
	Total Call Labor	\$ 389,946	\$ 407,604	\$ 416,675	
512200	Call Training & Stipends				
	Training/Fire/EMS Haz-Mat				
	Firefighter I & II ***	3,360	3,444	3,530	
	HazMat Training	17,388	17,823	18,269	
	Fire Training	18,858	19,330	19,813	
	Contract Adjustment				
	EMS Training	9,786	10,031	10,282	
	ALS Medical Director *****				
	Subtotal Training	\$ 49,392	\$ 50,628	\$ 51,894	
512200	Total P.T. Wages	439,338	458,232	468,569	

* 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 \$22.55 X 2 hour call back X 3 firefighter average. \$81,180

*** Represents 50% of the cost to send one new call firefighter to the 320 hour Call/ Volunteer Firefighter I/ II training.

***** Transferred to Page 13 to include Designated Infection Control Officer (DICO) and Medical Director Dr. Beuparlant.

**Town of Middleton
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Call Force Cumulative Firefighter I & II Training

	FY 2017 trained	FY2018 trained	FY2019 trained
Mass Fire Academy Trained	25	27	22
Trained By Other	1	1	-
Total with Firefighter I / II or Equivalent Training	26	28	22

	<u>Expense Classification</u>	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
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	520	
	* Oil/Propane Inspector			520	520	
	Training Officer	1,000	1,000	1,000	1,000	
	Training Assistant	520	520	520	520	
	* Field Training Officer			1,000	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 Techniciar	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	\$ 17,100	\$ 17,100	
	* These positions added per collective bargaining agreement September 26, 2017					

**Town of Middleton
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	Longevity	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
	Capt. Douglas LeColst	700	700	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	500	
	FF David Kelsen					
	FF Daniel Kessel	500	500	500	500	
	FF Andrew LeColst					
	FF David Thibault					
	FF Zachary Ingraham					
	FF Justin Nigrelli					
511000	Total Longevity Pay	\$ 2,600	\$ 2,600	\$ 2,600	\$ 2,700	
511000	Incentive Pay	Approved FY 2018	Expended FY 2018	Approved FY 2019	Dept. Request FY 2020	Admin/Sel. Recommend FY 2020
					*	
	Capt. Douglas LeColst	2,000	2,000	2,200	2,700	
	Lt. Tyler Dechene	1,200	1,200	1,200	1,700	
	Lt. David T. Leary, Jr.	1,200	1,200	2,200	2,700	
	FF H. Peter Beuparlant	2,500	2,500	3,500	4,000	
	FF David Kelsen	2,000	2,000	3,000	3,500	
	Lt. Daniel Kessel	2,000	2,000	2,200	3,500	
	FF Andrew LeColst	2,000	2,000	3,000	3,500	
	FF David Thibault	1,200	1,200	1,200	1,700	
	FF Zachary Ingraham	2,000	2,000	2,000	3,500	
	Justin Nigrelli	1,200	1,200	1,200	3,500	
511000	Total Incentive Pay	14,100	14,100	21,700	30,300	

* Per collective bargaining agreement incentive pay increases in FY 18, 19 and 20

**Town of Middleton
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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
32 Portable Radios
6 Satellite Receivers

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.
\$1,500 - The annual cost of ALS and BLS ambulance licensure.
\$3,000 - Annual subscription to Medic CE EMS Online Fire and EMS Training Materials
\$3030-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.
\$2485 for Handtevy pediatric app.

**Town of Middleton
Fiscal Year 2020
Annual Budget**

1/29/2019

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 4 T1 lines for radio communications (shared with the police) in additon to additional costs due to the Verizon copper mitigation.

Monthly charges for Verizon Wireless - ambulance cell phones and wireless for "Toughbooks".

Monthly bill for cable and high speed internet service (recent increase due to internet upgrade).

Monthly services for scheduling software, records management, responder software.

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
Multi-Department Clerk Dispatcher**

**Scott M. Fitzpatrick
Michael Donahue
Peter Swindell
James Carbone
Todd Moreschi
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 2020

The Commonwealth of Massachusetts Board of Building Regulations and Standards has begun the process of adopting the 10th Edition of the Massachusetts State Building Code. The 10th Edition of the code will be based on the 2018 I Codes issued by the International Code Council with Massachusetts Amendments.

- IRC 2018 International Residential Building Code
- IBC 2018 International Building Code
- IMC 2018 International Mechanical Code
- IEBC 2018 International Existing Buildings Code
- IECC 2018 International Energy Conservation 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 Regulations 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 Accomplishments

During Fiscal Year 2019 we continued 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 further expedited the review process for the Stormwater bylaw as well as Fire Prevention Regulations which helped reduce the overall review time on permit applications. We provided our inspectors with wireless tablets which gave 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 has allowed for smoother inspections and has reduced the need to return to the office and review a file before an inspection can be passed or failed. This has saved the inspectors and contractors valuable time, and allows the inspectors to record all inspections on the spot and then email the contractor/owner an inspection report before stepping off the job.

Fiscal Year 2020 Goals and Objectives

Permitting - During Fiscal Year 2020 it is our goal to continue to expand our online permitting system by adding the application and inspection process for the annual inspections performed by the department in conjunction with the Middleton Fire Department Fire Prevention Division. These inspections are mandated by the State Building Code and include multi-unit residential properties, education facilities and places of assembly. We will also begin to explore the feasibility of digitizing the existing building department records to be added to the Citizenserve System.

Zoning – We will work with the Bylaw Study Committee and Town Planner to address any proposed zoning bylaw changes and any needed housekeeping changes to the Towns Zoning Bylaw.

Training – We will continue the training and education of the Inspectional Services staff in the Commonwealth's building, energy, plumbing and electrical codes as well as continuing training on our new permitting software system for use in the field for immediate recording of all inspections.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	INSPECTIONS DEPT 241	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01241151 BUILDING INSPECTION - SALARIES					
01241151__511000	SALARIES & WAGES	\$ 45,345.00	\$ 45,216.00	\$ 48,415.00	\$ 49,984.00
01241151__511100	DEPT. HEAD SALARY	\$ 83,450.00	\$ 83,450.00	\$ 85,500.00	\$ 87,638.00
01241151__512200	PART TIME	\$ 93,190.00	\$ 85,680.00	\$ 95,979.00	\$ 99,071.00
TOTAL SALARIES		\$ 221,985.00	\$ 214,346.00	\$ 229,894.00	\$ 236,693.00
01241152 BUILDING INSPECTION - SERVICES					
01241152__532000	TRAINING AND EDUCATION	\$ 3,000.00	\$ 1,025.00	\$ 3,000.00	\$ 3,000.00
01241152__534000	POSTAGE	\$ 1,500.00	\$ 75.00	\$ 1,500.00	\$ 1,500.00
01241152__534100	TELEPHONE	\$ 2,650.00	\$ 2,381.00	\$ 4,090.00	\$ 4,090.00
01241152__534200	COPIER/PRINTING	\$ 900.00	\$ 688.00	\$ 900.00	\$ 900.00
01241152__538200	CONTRACTUAL SERVICES	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
TOTAL SERVICES		\$ 11,050.00	\$ 7,169.00	\$ 12,490.00	\$ 12,490.00
01241154 BUILDING INSPECTION - SUPPLIES					
01241154__542000	OFFICE SUPPLIES	\$ 1,800.00	\$ 1,560.00	\$ 1,800.00	\$ 1,800.00
TOTAL SUPPLIES		\$ 1,800.00	\$ 1,560.00	\$ 1,800.00	\$ 1,800.00
01241157 BUILDING INSPECTION - EXPENSES					
01241157__571000	TRAVEL	\$ 14,400.00	\$ 12,724.00	\$ 14,400.00	\$ 14,400.00
01241157__571400	OPERATING SUPPLIES	\$ 1,000.00	\$ 969.00	\$ 2,650.00	\$ 2,650.00
01241157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 1,000.00	\$ 635.00	\$ 1,000.00	\$ 1,000.00
TOTAL EXPENSES		\$ 16,400.00	\$ 14,328.00	\$ 18,050.00	\$ 18,050.00
GRAND TOTAL		\$ 251,235.00	\$ 237,403.00	\$ 262,234.00	\$ 269,033.00

01241151 INSPECTIONAL SERVICES-SALARIES

		Dept. Request FY20
01241151_510000	SALARIES & WAGES	
	Secretary (80 hours/bi-weekly x 26.2 weeks x \$23.51/hr)	49,984
	\$500.00 Travel Annually & \$200.00 CPR Annually	
		49,984
01241151_511100	DEPT. HEAD SALARY	
	Building Commissioner (Per Employment Agreement)	87,638
		87,638
01241151-512200	PART TIME	
	Two Local Inspectors (up to 35 hours/bi-weekly x 26.2 weeks x \$30.65/hr 2.5% COLA)	56,208
	Plumbing/Gas Inspector-Part time (\$779.83/bi-weekly x 26.2 weeks)	20,432
	Electrical Inspector-Part time (\$779.83/bi-weekly x 26 weeks)	20,432
	Alternate Inspectors	2,000
		99,071
Salary Subtotal		\$236,692

01241152_520000-INSPECTIONAL SERVICES-SERVICES

		Dept. Request FY20
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 FY20
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01241154_542000 OFFICE SUPPLIES

General Office Supplies	1,800
	1,800

Supplies**\$1,800****01241157-INSPECTIONAL SERVICES-EXPENSES**

		Dept. Request FY20
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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****\$269,032**

Animal Control

Animal Control Officer: **Bev Milward**

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 2019 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 2020 Goals and Objectives

The Animal Control Department will continue current projects and implement new goals for the upcoming year as follows:

- Organizational Goal: Engage with Organization for care of unowned stray animals
Objective: Explore partnership with the Massachusetts Veterinary Medical Association Charities to help get unowned stray animals emergency care with associated funds to cover the costs of care.
- Organizational Goal: Small Animal/Farm Yard Animal Registration
Objective: Collaborate with Board of Health on small animal/farm yard animal registration process with residents to properly monitor populations for zoonotic disease prevention and nuisance mitigation.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	ANIMAL CONTROL DEPT 292	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 APPROVED
01292151 ANIMAL CONTROL - SALARIES					
01292151__511000	SALARIES & WAGES	\$ 20,316.00	\$ 17,343.00	\$ 20,824.00	\$ 20,118.00
01292151__511100	DEPT. HEAD SALARY	\$ 2,614.00	\$ 2,614.00	\$ 2,614.00	\$ 2,614.00
TOTAL SALARIES		\$ 22,930.00	\$ 19,957.00	\$ 23,438.00	\$ 22,732.00
01292152 ANIMAL CONTROL - SERVICES					
01292152__532000	TRAINING AND EDUCATION	\$ 250.00	\$ 100.00	\$ 250.00	\$ 250.00
01292152__534100	TELEPHONE	\$ 250.00	\$ -	\$ 250.00	\$ 850.00
01292152__538300	ANIMAL BOARDING EXPENSE	\$ 2,000.00	\$ 1,305.00	\$ 2,000.00	\$ 1,500.00
TOTAL SERVICES		\$ 2,500.00	\$ 1,405.00	\$ 2,500.00	\$ 2,600.00
01292154 ANIMAL CONTROL -SUPPLIES					
01292154__542000	OFFICE SUPPLIES	\$ 250.00	\$ 52.00	\$ 250.00	\$ 250.00
01292154__558400	OTHER SUPPLIES	\$ 150.00	\$ -	\$ 150.00	\$ 300.00
TOTAL SUPPLIES		\$ 400.00	\$ 52.00	\$ 400.00	\$ 550.00
01292157 ANIMAL CONTROL - EXPENSES					
01292157__571000	TRAVEL	\$ -	\$ -	\$ -	\$ 1,250.00
01292157__571400	OPERATING SUPPLIES	\$ 300.00	\$ -	\$ 300.00	\$ -
TOTAL EXPENSES		\$ 300.00	\$ -	\$ 300.00	\$ 1,250.00
GRAND TOTAL		\$ 26,130.00	\$ 21,414.00	\$ 26,638.00	\$ 27,132.00

Animal Control**Proposed FY20 Budget**

01292151__511000	SALARIES & WAGES	
	Animal Control Officer Salary PT (12 hours/ week): 24 Hrs per 26.2 Bi-Weeks @ \$18.00/hour	\$11,318
	Animal Control Officer Weekend Coverage @ \$150 per weekend	\$7,800
	Alternate ACO Officer: Off hours for Week, Weekend, and Vacation Coverage-Annual Stipend	\$1,000
		<hr/> \$20,118
01292151__511100	DEPT. HEAD SALARY	
	Public Health Director	\$2,614
		<hr/> \$2,614
01292152__532000	TRAINING AND EDUCATION	
	Continuing training opportunities including the Animal Control Officers Association of Massachusetts (ACOAM)	\$250
		<hr/> \$250
01292152__534100	TELEPHONE	
	Mobile Phone-Monthly Town Plan & Phone Accessories	\$850
		<hr/> \$850
01292152__538300	ANIMAL BOARDING EXPENSE	
	Boarding at Local Kennel or Veterinary Facility / Animal Services at Veterinary Office / Laboratory Fees/ Pet Disposal Fees	\$1,500
		<hr/> \$1,500
01292154__542000	OFFICE SUPPLIES	
	Departmental related office supplies	\$250
		<hr/> \$250
01292154__543000	KENNEL	
	Kennel Use/Lease Agreement: (Request Transfer from Finance if decision is reached in FY20)	
		<hr/> \$0
01292154__558400	OTHER SUPPLIES	
	Animal Control Officer field related supplies	\$300
		<hr/> \$300
01292157__571000	TRAVEL	
	Animal Control Officer Vehicle: Fuel and maintenance	\$1,250
		<hr/> \$1,250

Budget Grand Total**\$27,131³⁴**

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	CONSTABLE	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 296	APPROVED	EXPENDED	APPROVED	REQUESTED
01296151 CONSTABLE - SALARIES					
01296151__511000	SALARIES & WAGES	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
TOTAL SALARIES		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
GRAND TOTAL		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

Public Works

DPW Superintendent: **Kenneth Gibbons**

Department Description

The Department of Public Works provides operations and maintenance (O&M) on the Town's infrastructure system in as an effective and efficient manner as possible. The department performs or oversees design, construction and maintenance of roadways, sidewalks, drainage, trees, signs, water distribution system, cemeteries, parks and waste disposal.

Fiscal Year 2019 Accomplishments

The DPW has seen a significant change in personnel. There are many new faces in new places. What remains a constant is the effort and dedication of the hard-working staff. Both new and more tenured employees take pride in what they do and work as a team to provide quality public works services to the community.

The entire staff performs many tasks which some may call routine. These tasks are performed throughout the year and are imperative for the overall appearance, maintenance and safety of the community.

Along with these continual tasks are larger projects done during FY19 which are listed below:

ROAD WORK

- Asphalt overlay and associated work on the following streets utilizing Chapter 90 funds: Liberty Street, Gregory Street, Old South Main Street, King Street and Mt. Vernon Street.
- Begin process of complete streets funding from MA DOT for a portion of work at the intersection of Maple and Liberty Streets.
- Temporary repair and work on acquiring funding for the collapsed culvert replacement of North Liberty Street.

CAPITAL EQUIPMENT

- Purchase 6-wheel dump truck with sander and plow.

WATER

- Replace a booster pump at the Forest street pump station and perform all EPA/DEP regulatory compliance testing and associated public notices as needed.

Fiscal Year 2020 Goals and Objectives

WATER

- Continue DEP/EPA regulatory testing and work with Danvers Water Department on any system O&M tactics that could be beneficial.
- Replace/Maintain/Flush water distribution system appurtenances.
- Possible GIS mapping of system.

ROADS

- Continue to prioritize roadwork throughout the town utilizing Chapter 90 and Town Funds.
- Follow through and finish funding, design and construction of North Liberty Street culvert and the Maple Street/Liberty Street intersection.

CEMETERY

- Convert paper cemetery records and maps to an electronic format utilizing Community Compact Cemetery Grant funds.

OTHER

- Prioritize department needs and capital expenditures to continue to provide high-quality services with fiscal responsibility.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	DEPARTMENT PUBLIC WORKS DEPT 420	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01420151 DPW ADMIN -SALARIES					
01420151__511000	SALARIES & WAGES	\$ 461,743.00	\$ 472,557.00	\$ 526,440.00	\$ 544,032.00
01420151__511100	DEPT. HEAD SALARY	\$ 74,637.00	\$ 77,633.00	\$ 79,489.00	\$ 86,520.00
01420151__512200	PART TIME	\$ 43,233.00	\$ 22,830.00	\$ 44,309.00	\$ 44,309.00
01420151__512400	CONTRACT ADJUSTMENTS	\$ 10,000.00	\$ 200.00	\$ -	\$ -
TOTAL SALARIES		\$ 589,613.00	\$ 573,220.00	\$ 650,238.00	\$ 674,861.00
01420152 DPW ADMIN -SERVICES					
01420152__521700	ELECTRICITY	\$ 500.00	\$ 143.00	\$ 500.00	\$ 500.00
01420152__521800	FUEL	\$ 1,100.00	\$ 958.00	\$ 1,100.00	\$ 1,200.00
01420152__524000	EQUIPMENT REPAIR	\$ 3,800.00	\$ 3,781.00	\$ 4,000.00	\$ 4,000.00
01420152__530500	ADVERTISING	\$ 300.00	\$ 1,010.00	\$ 300.00	\$ 300.00
01420152__532000	TRAINING AND EDUCATION	\$ 1,000.00	\$ 718.00	\$ 1,100.00	\$ 1,100.00
01420152__534000	POSTAGE	\$ 500.00	\$ 125.00	\$ 500.00	\$ 500.00
01420152__534100	TELEPHONE	\$ 2,800.00	\$ 2,802.00	\$ 3,000.00	\$ 3,500.00
01420152__534200	COPIER/PRINTING	\$ 850.00	\$ 811.00	\$ 700.00	\$ 700.00
01420152__534500	STORMWATER COMPLIANCE	\$ -	\$ -	\$ -	\$ 20,000.00
01420152__537900	ROAD SWEEPING	\$ 26,000.00	\$ 23,269.00	\$ 27,500.00	\$ 27,500.00
01420152__539700	CATCH BASIN CLEANING	\$ 12,000.00	\$ -	\$ 14,100.00	\$ 14,421.00
TOTAL SERVICES		\$ 48,850.00	\$ 33,617.00	\$ 52,800.00	\$ 73,721.00
01420154 DPW ADMIN -OTHER EXPENSES					
01420154__542000	OFFICE SUPPLIES	\$ 1,500.00	\$ 958.00	\$ 1,500.00	\$ 1,500.00
01420154__543000	SUPPLIES BUILDING MAINTENANCE	\$ 6,500.00	\$ 7,885.00	\$ 6,000.00	\$ 7,000.00
01420154__548000	GAS AND OIL	\$ 900.00	\$ 592.00	\$ 900.00	\$ 1,200.00
01420154__553000	LANDSCAPING / TREE PLANTINGS	\$ 3,700.00	\$ 3,510.00	\$ 3,700.00	\$ 3,700.00
01420154__553100	TREE REMOVAL	\$ 12,000.00	\$ 14,175.00	\$ 15,000.00	\$ 15,000.00
01420154__553200	PARK EXPENSES	\$ 17,000.00	\$ 16,975.00	\$ 17,500.00	\$ 19,300.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	DEPARTMENT PUBLIC WORKS DEPT 420	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01420154__553300	PEST CONTROL FULLER	\$ 7,000.00	\$ 6,965.00	\$ 7,500.00	\$ 7,500.00
01420154__553400	DRAINAGE	\$ 8,000.00	\$ 8,001.00	\$ 8,000.00	\$ 8,000.00
01420154__554200	SIGNS	\$ 4,000.00	\$ 3,366.00	\$ 4,000.00	\$ 4,000.00
01420154__554300	PATCHING	\$ 7,000.00	\$ 6,964.00	\$ 8,000.00	\$ 8,000.00
01420154__554400	STONE SEALING	\$ 20,000.00	\$ 19,295.00	\$ 20,000.00	\$ 20,000.00
01420154__554500	OPERATING SUPPLIES	\$ 2,450.00	\$ 2,462.00	\$ 2,500.00	\$ 3,600.00
01420154__554600	SMALL TOOLS STREET STRIPING	\$ 20,500.00	\$ 17,235.00	\$ 22,000.00	\$ 22,000.00
01420154__555000	GUARD RAIL	\$ 8,500.00	\$ 8,496.00	\$ 8,500.00	\$ 8,500.00
01420154__554900	STREET LIGHTS	\$ 40,000.00	\$ 45,913.00	\$ 40,000.00	\$ 40,000.00
TOTAL EXPENSES		\$ 159,050.00	\$ 162,792.00	\$ 165,100.00	\$ 169,300.00
01420157 DPW ADMIN - OTHER EXPENSES					
01420157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 350.00	\$ 359.00	\$ 500.00	\$ 500.00
01420157__577800	ROAD MACHINERY MAINTENANCE	\$ 71,500.00	\$ 65,534.00	\$ 73,000.00	\$ 77,000.00
TOTAL OTHER EXPENSES		\$ 71,850.00	\$ 65,893.00	\$ 73,500.00	\$ 77,500.00
01420158 DPW - CAPITAL OUTLAY					
01420158__585100	CAPITAL OUTLAY	\$ 19,000.00	\$ 18,830.00	\$ 19,000.00	\$ 19,000.00
TOTAL CAPITAL OUTLAY		\$ 19,000.00	\$ 18,830.00	\$ 19,000.00	\$ 19,000.00
GRAND TOTAL		\$ 888,363.00	\$ 854,352.00	\$ 960,638.00	\$ 1,014,382.00

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

MUNISCODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
151	Personal Services	589,613	650,238	674,861	24,623
152	Purchase of Services	48,850	52,800	73,721	921
154	Purchase of Supplies	119,050	165,100	169,300	4,200
157	Other Charges & Expenses	71,850	73,500	77,500	4,000
158	Capital Outlay	19,000	19,000	19,000	0
DEPARTMENT TOTAL		\$848,363	\$960,638	\$1,014,382	\$33,744

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
511100	PERSONAL SERVICES				
511100	Dept. Head Salary	74,637	79,489	86,520	7,031
511000	Regular Wages	461,743	526,440	544,032	17,592
512200	Part Time Wages	43,233	44,309	44,309	0
512400	Contract Adjustments	10,000	0	0	0
151	TOTAL PERSONAL SERVICES	\$589,613	\$650,238	\$674,861	\$24,623
152	PURCHASE OF SERVICES				
521700	Electric/Utilities/Security (Cemetery Garage)	500	500	500	0
521800	Fuel all equipment &	1,100	1,100	1,200	100
524000	Equipment Repair (Cemetery)	3,800	4,000	4,000	0
530500	Advertising	300	300	300	0
532000	Training / DOT Testing	1,000	1,100	1,100	0
534000	Postage	500	500	500	0
534100	Telephone/Internet	2,800	3,000	3,500	500
534500	Stormwater Compliance			20,000	
534200	Printing / Copier	850	700	700	0
537900	C * Road Sweeping	26,000	27,500	27,500	0
539700	C * Catch Basin Cleaning	12,000	14,100	14,421	321
152	TOTAL PURCHASE OF SERVICES	\$48,850	\$52,800	\$73,721	\$921

*see back-up on page (9)

C= Co-operative purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
154	PURCHASE OF SUPPLIES				
542000	Office Supplies	1,500	1,500	1,500	0
543000	Building Maintenance	6,500	6,000	7,000	1,000
548000	Cemetery Gas & Oil	900	900	1,200	300
553000	Landscape Supplies/	3,700	3,700	3,700	0
553100	Tree Removal	12,000	15,000	15,000	0
553200	* Park Expenses	17,000	17,500	19,300	1,800
553300	Fertilizer	7,000	7,500	7,500	0
553400	Drainage	8,000	8,000	8,000	0
554200	Signs	4,000	4,000	4,000	0
554300	Patching	7,000	8,000	8,000	0
554400	C Crack Seal/ Infra red	20,000	20,000	20,000	0
554500	* Operating Supplies	2,450	2,500	3,600	1,100
554600	C Street Striping	20,500	22,000	22,000	0
555000	C Guardrail	8,500	8,500	8,500	0
554900	Street Lights	0	40,000	40,000	0
154	TOTAL PURCHASE OF SUPPLIES	\$119,050	\$165,100	\$169,300	\$4,200

* see back-up on page (10)

C= Co-operative purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
157	OTHER CHARGES AND EXPENSES				
573000	Dues, Fees, & Subscriptions	350	500	500	0
577800	* Road Machinery Maint.	71,500	73,000	77,000	4,000
157	TOTAL OTHER CHARGES AND EXPENSES	\$71,850	\$73,500	\$77,500	\$4,000
158	CAPITAL OUTLAY				
585200	C Resurfacing Roadways Grade Dirt Roads &	19,000	19,000	19,000	0
158	TOTAL CAPITAL OUTLAY	\$19,000	\$19,000	\$19,000	\$0
	TOTAL DAPARTMENT ALL EXPENSES CATEGORIES	\$848,363	\$960,638	\$1,014,382	\$33,744

* see back-up on page (11)
C=Co-operative Purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
151	PERSONAL SERVICES				
511100	Kenneth Gibbons Superintendent	74,637	79,489	86,520	7,031
511100	Paul Goodwin Deputy Superintendent	77,195	82,212	83,449	1,237
511100	Union employees	274,253	324,092	343,573	19,481
511100	Leah Moreschi DPW Secretary	47,050	48,464	45,048	(3,416)
511100	Benefits:				
	Longevity	6,775	7,950	6,650	(1,300)
	Clothing	8,545	9,880	9,880	0
	Regular and Scheduled Overtime	17,876	19,038	31,212	12,174
	Stipends	3,150	3,650	3,500	(150)
	Off Hours Snow Duty (/Dep. Super.)	3,000	3,000	5,000	2,000
	Specialty Work Stipends	4,500	6,800	0	(6,800)
	Productivity Incentive Payments	600	0	5,700	5,700
	Admin. Sec. Stipends	1,200	1,700	1,700	0
	Vacation byback	7,599	8,654	8,320	(334)
	Physical Fitness Test	10,000	11,000	0	(11,000)
512200	Part Time Wages - (8) employees 8x\$12.50 hr.x40 hrs. x 12 weeks	43,233	44,309	44,309	0
512400	Contract Adjustment	10,000	0	0	0
151	TOTAL PERSONAL SERVICES	\$589,613	\$650,238	\$674,861	\$24,623

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
1 511000	Kenneth Gibbons (10/29/87)				
	\$4128x26.2=\$108,154				
	DPW Portion (80%)	74,637	79,489	86,520	7,031
	*Water Department Portion (20%)	30,485	32,467	21,630	(10,837)
	Clothing			1,235	
	Longevity				
		\$105,122	\$111,956	\$109,385	-\$3,806
2 511000	Leah Moreschi DPW (05/22/17) Town (03/01/04)				
	\$23.88x80x26.2=\$50,053	47,050	48,464		
	DPW Portion (90%)			45,048	
	Water Dept Portion (10%)			5,005	
	Longevity	800	800	800	0
	Supt.of Burials Stipend	500	500	500	0
	Travel Stipend	500	500	500	0
	Appreciation Bonus	600			0
	Water Conservation Stipend	500	500	500	0
	CPR/AED certified	200	200	200	0
		\$50,150	\$50,964	\$52,553	\$0
3 511000	Paul Goodwin (11/13/2018)				
	\$3539x26.2=\$92,721	77,195	82,212		
	DPW Portion (90%)			83,449	
	Water Dept Portion (10%)			9,272	
	Clothing	1,235	1,235	1,235	0
	Longevity	1,300	1,300	0	(1,300)
	Off Hours Snow Duty Stipend	3,000	3,000	5,000	2,000
	Productivity Bonus	0	0	0	0
		\$82,730	\$87,747	\$98,956	\$700
4 511000	Scott Saulnier (12/20/95)				
	\$25.78x80x26.2=54,035	57,358	51,834	54,035	2,201
	Clothing	1,235	1,235	1,235	0
	Longevity	1,300	1,300	1,300	0
	License Stipend	650	650	500	(150)
	Cemetery Stipend	0	0	700	700
	Winter Stipend			1,000	
		\$60,543	\$55,019	\$58,770	\$2,751

TOWN OF MIDDLETON
ANNUAL BUDGET FISCAL YEAR 2020

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

FORM 4

EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
<hr/>					
5	511000	Glenn Osgood	(9/6/96)		
	\$25.78x80x26.2=54,035	48,400	51,834	54,035	2,201
	Clothing	1,235	1,235	1,235	0
	Longevity	1,300	1,300	1,300	0
	License	500	500	500	0
	Mechanic Stipend(1/2)			750	
	Winter Stipend	0	0	1,000	1,000
		<hr/> \$51,435	<hr/> \$54,869	<hr/> \$58,820	<hr/> \$3,201
6	511000	Paul Ajootian	(6/6/98)		
	\$25.78x80x26.2=54,035	48,400	51,834	54,035	2,201
	Clothing	1,235	1,235	1,235	0
	Longevity	1,100	1,300	1,300	0
	License	500	500	500	0
	Landscaping stipend			700	
	Winter stipend	0	0	1,000	1,000
		<hr/> \$51,235	<hr/> \$54,869	<hr/> \$58,770	<hr/> \$3,201
7	511000	John Black	(7/22/03)		
	\$25.78x80x26.2=54,035	48,400	51,834	54,035	2,201
	Clothing	1,235	1,235	1,235	0
	Longevity	975	1,100	1,100	0
	License	500	500	500	0
	Driver Training Stipend			700	
	Winter Stipend	0	0	1,000	1,000
		<hr/> \$51,110	<hr/> \$54,669	<hr/> \$58,570	<hr/> \$3,201
9	511000	Phil Dasilva	(4/30/18)		
	\$23.23x80x26.2=\$48,690	43,327	43,327	48,690	5,363
	Clothing	1,135	1,235	1,235	0
	Longevity	0	0	0	0
	License	500	500	500	0
	Safety Stipend			700	
	Winter Stipend	0	0	1,000	1,000
		<hr/> \$44,962	<hr/> \$45,062	<hr/> \$52,125	<hr/> \$6,363

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: PUBLIC WORKS DEPARTMENT #420

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
10	511000	FY19 NEW EMPLOYEE			
	\$22.10x80x26.2=\$46,322		42,328	46,322	3,994
	Clothing		1,235	1,235	0
	Longevity		0	0	0
	License		500	500	0
	Welding Stipend			700	
	Winter Stipend		0	1000	1000
			\$44,063	\$49,757	\$4,994
11	511000	Travis Davies (9/03/13)			
			Split Employee (3 days) Highway/Trans. S		
	\$25.78x48x26.2=\$32,421	28,368	31,101	32,421	1,320
	Clothing	1,235	1,235	1,235	0
	Longevity	0	850	850	0
	License	500	500	500	0
	Mechanic Stipend(1/2)			750	
	Winter Stipend	0	0	1,000	1,000
		\$30,103	\$33,686	\$36,756	\$2,320
12	511000	Specialty Work Stipends	\$4,500	\$6,800	\$0
13	511000	Physical Fitness Test	\$10,000	\$11,000	\$0
14	511000	* Total Regular Overtime (\$11,875) Scheduled Overtime (\$19,337)	\$17,876	\$19,038	\$31,212
16	512200	Part Time Wages - (8) employees 8x\$12.50 Hr.x 40Hrs. X12 weeks *level funded should suffice*	\$43,233	\$44,309	\$44,309
17	512400	Adjustment	\$10,000	\$0	\$0
GRAND TOTAL OF WAGES		\$582,514	\$597,521	\$637,361	\$39,840

* Back up on page 12

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

OPERATIONS & MAINTENANCE BUDGET BACKUP

MUNIS CODE		OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	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	25,000	25,000	0
		14 Municipal Parking Areas and Special Sweeping (Parades, Storms, Etc.) @ \$100/hr	2,500	2,500	2,500	0
		Total Road Sweeping	26,000	27,500	27,500	0
539700	C	Catch Basin Cleaning 1,004 basins FY17 \$11.94 per basin FY16 \$10.40 per basin	10,400	12,500	12,821	321
		Return cleaning and Jetting Service @ \$200/hour	1,600	1,600	1,600	0
		Total Catch Basin Cleaning	12,000	14,100	14,421	321
		C= Co-operative purchase S= State Bid Purchase				

TOWN OF MIDDLETON

ANNUAL BUDGET FISCAL YEAR 2020

OPERATIONS & MAINTENANCE BUDGET BACKUP

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
553200	Paint for lining fields	2,800	2,800	2,800	0
	Port-A-Potty Rentals	5,000	5,400	5,400	0
	Safety maintenance	600	600	1,000	400
	Equipment repairs	2,000	2,000	3,500	1,500
	Field Improvements	4,000	4,000	4,000	0
	* Stream Team Maint.	2,600	2,600	2,600	0
	Total Park Expenses	\$17,000	\$17,400	\$19,300	\$1,900
554500	Operating Supplies				
	Safety Supplies	800	800	1,200	400
	Case Goods	550	550	600	50
	Medical kit	600	600	800	200
	Other incidental Supplies	500	500	500	0
	Total Operating Supplies	\$2,450	\$2,450	\$3,100	\$650

* Provides supplies to maintain Peabody St. Canoe Launch, Farnsworth Landing, etc..

C=Co-operative Purchase

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

OPERATIONS & MAINTENANCE BUDGET BACKUP

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
157	Other Charges & Expenses				
557800	Road Machinery Maintenance				
	** Fuel	18,000	18,000	18,000	0
S	Tires	3,500	5,500	5,500	0
	Lube, Grease/Oil	2,000	2,000	2,500	500
	Repairs	20,000	20,000	23,000	3,000
	Parts	13,000	11,000	13,000	2,000
	Labor	15,000	15,000	15,000	0
	Total Road Machinery Maintenance	\$71,500	\$71,500	\$77,000	\$5,500
	C=Co-operative Purchase S= State Bid Purchase				

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020
REGULAR AND SCHEDULED OVERTIME BUDGET BACK-UP**

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
151	PERSONAL SERVICES				
511000	Regular Overtime	11,000	11,875	11,875	0
	Regular overtime based on callouts consisting of accident debris removal, flooding, downed trees, material spills, traffic control, etc..				
511000	Scheduled Overtime				
	<i>Consists of overtime that cannot be scheduled during regular hours.</i>				
	Chief Will's Day Family Festival:	6,876	7,163	19,337	12,174
	Saturday 9 pers@\$38.75x8hrs=\$2790				
	7 pers@51.60x4=\$1445				
	Sunday 7 pers@\$51.60x6 hrs=\$2167				
	Total=\$6402				
	Pumpin fest 2 persx5 hrs@\$38.75=\$775				
	Field Mowing 4 pers/2 hrs/2 days				
	18 weeks Avg.\$38 per hour				
	18x\$38x16=\$10944				
	Total Reg. & Scheduled Overtime	\$17,876	\$19,038	\$31,212	\$12,174

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	SNOW & ICE DEPT 423	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01423151 SNOW & ICE - SALARIES					
01423151__511300	SNOW & ICE OVERTIME	\$ 60,000.00	\$ 43,544.00	\$ 60,000.00	\$ 60,000.00
TOTAL SALARIES		\$ 60,000.00	\$ 43,544.00	\$ 60,000.00	\$ 60,000.00
01423152 SNOW & ICE - SERVICES					
01423152__538400	CONTR. SNOW REMOVAL	\$ 76,000.00	\$ 111,329.00	\$ 76,000.00	\$ 85,000.00
TOTAL SERVICES		\$ 76,000.00	\$ 111,329.00	\$ 76,000.00	\$ 85,000.00
01423154 SNOW & ICE - SUPPLIES					
01423154__548100	SNOW REMOVAL FUEL	\$ 22,000.00	\$ 20,991.00	\$ 22,000.00	\$ 22,000.00
01423154__548200	SNOW BLADES	\$ 2,500.00	\$ 2,985.00	\$ 2,500.00	\$ 2,500.00
01423154__553900	SALT	\$ 65,000.00	\$ 95,908.00	\$ 65,000.00	\$ 75,000.00
01423154__554000	SAND	\$ 12,000.00	\$ 4,142.00	\$ 12,000.00	\$ 12,000.00
01423154__554100	REPAIRS	\$ 12,000.00	\$ 19,990.00	\$ 12,000.00	\$ 13,000.00
TOTAL SUPPLIES		\$ 113,500.00	\$ 144,016.00	\$ 113,500.00	\$ 124,500.00
GRAND TOTAL		\$ 249,500.00	\$ 298,889.00	\$ 249,500.00	\$ 269,500.00

TOWN OF MIDDLETON

ANNUAL BUDGET FISCAL YEAR 2020

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: SNOW AND ICE #423

MUNISCODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
151	Personal Services	60,000	60,000	60,000	0
152	Purchase of Services	76,000	76,000	85,000	9,000
154	Purchase of Supplies	113,500	113,500	124,500	11,000
DEPARTMENT TOTAL		\$249,500	\$249,500	\$269,500	\$20,000

TOWN OF MIDDLETON

ANNUAL BUDGET FISCAL YEAR 2020

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: SNOW AND ICE #423

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
511100	PERSONAL SERVICES				
511300	Snow Overtime	60,000	60,000	60,000	0
151	TOTAL PERSONAL SERVICES	\$60,000	\$60,000	\$60,000	\$0
152	PURCHASE OF SERVICES				
538400	Snow Removal	76,000	76,000	85,000	9,000
152	TOTAL PURCHASE OF SERVICES	\$76,000	\$76,000	\$85,000	\$9,000

TOWN OF MIDDLETON

ANNUAL BUDGET FISCAL YEAR 2020

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: SNOW AND ICE #423

MUNIS CODE		OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Change (Decrease)
154		PURCHASE OF SUPPLIES				
548100		Snow Fuel	22,000	22,000	22,000	0
548200		Snow Plow Blades	2,500	2,500	2,500	0
553900	C	* Snow Salt/CaCl	65,000	65,000	75,000	10,000
554000	C	Snow Sand	12,000	12,000	12,000	0
554100		Snow Repairs	12,000	12,000	13,000	1,000
154		TOTAL PURCHASE OF SUPPLIES	\$113,500	\$113,500	\$124,500	\$11,000
		C= Co-operative purchase				
553900	C	Salt/Calcium Chloride				
		Contract Prices:				
		Salt: FY 17 - \$53.26/ton	65,000	65,000	75,000	10,000
		Salt: FY 16 - \$56.56/ton				
		Salt: FY 16 - \$59.81/ton				
		Est. 1500 tons @\$50 per				
		Total Salt/Calcium	\$65,000	\$65,000	\$75,000	\$10,000

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	TRANSFER STATION DEPT 425	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01425151 TRANSFER STATION - SALARIES					
01425151__511000	SALARIES & WAGES	\$ 120,642.00	\$ 102,000.00	\$ 125,808.00	\$ 133,322.00
TOTAL SALARIES		\$ 120,642.00	\$ 102,000.00	\$ 125,808.00	\$ 133,322.00
01425152 TRANSFER STATION - SERVICES					
01425152__521700	ELECTRICITY	\$ 4,100.00	\$ 3,006.00	\$ 4,100.00	\$ 4,100.00
01425152__524000	EQUIPMENT REPAIR	\$ 6,000.00	\$ 7,903.00	\$ 6,000.00	\$ 6,000.00
01425152__538200	CONTRACTUAL SERVICES	\$ 147,000.00	\$ 143,524.00	\$ 151,200.00	\$ 155,736.00
TOTAL SERVICES		\$ 157,100.00	\$ 154,433.00	\$ 161,300.00	\$ 165,836.00
01425154 TRANSFER STATION - SUPPLIES					
01425154__548000	GAS AND OIL	\$ 31,000.00	\$ 22,670.00	\$ 31,000.00	\$ 32,100.00
TOTAL SUPPLIES		\$ 31,000.00	\$ 22,670.00	\$ 31,000.00	\$ 32,100.00
01425157 TRANSFER STATION EXPENSES					
01425157__573900	MONITORING WELLS LAND FIELD	\$ 45,000.00	\$ 45,000.00	\$ 46,000.00	\$ 53,550.00
01425157__574300	LANDFILL CAPPING MAINT	\$ 8,000.00	\$ 7,700.00	\$ 8,000.00	\$ 8,000.00
01425157__574500	RECYCLING AREA MAINTENANCE	\$ 13,500.00	\$ 23,790.00	\$ 31,700.00	\$ 34,790.00
TOTAL EXPENSES		\$ 66,500.00	\$ 76,490.00	\$ 85,700.00	\$ 96,340.00
GRAND TOTAL		\$ 375,242.00	\$ 355,593.00	\$ 403,808.00	\$ 427,598.00

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DIVISION #425

MUNISCODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
151	Personal Services	120,642	125,808	133,322	7,514
152	Purchase of Services	157,100	161,300	165,836	4,536
154	Purchase of Supplies	31,000	31,000	32,100	1,100
157	Other Charges & Expenses	66,500	85,700	96,340	10,640
158	Capital Outlay	0	0	0	0
DEPARTMENT TOTAL		\$375,242	\$403,808	\$427,598	\$23,790

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DEPARTMENT #425

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
151	PERSONAL SERVICES				
511100	Dept. Head Salary	0	0	0	0
511000	Regular Wages	81,277	86,995	93,054	6,059
	Part Time Attendants	37,865	38,813	40,268	1,455
	Contract Adjustments	1,500	0	0	0
151	TOTAL PERSONAL SERVICES	\$120,642	\$125,808	\$133,322	\$7,514
152	PURCHASE OF SERVICES				
521700	Utilities:electric,propane telephone	4,100	4,100	4,100	0
524000	Equip. Maint. / Repair	6,000	6,000	6,000	0
538200	* Contractual Services (waste contracts)	147,000	151,200	155,736	4,536
5200	TOTAL PURCHASE OF SERVICES	\$157,100	\$161,300	\$165,836	\$4,536

* see back-up on page 5

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DEPARTMENT #425

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
154	PURCHASE OF SUPPLIES				
548000	* Diesel Fuel, Oil & Mack Truck Maintenance	31,000	31,000	32,100	1,100
154	TOTAL PURCHASE OF SUPPLIES	\$31,000	\$31,000	\$32,100	\$1,100
157	OTHER CHARGES AND EXPENSES				
574300	** Landfill Capping Maintenance	8,000	8,000	8,000	0
573900	Landfill Well Monitoring	45,000	46,000	53,550	7,550
574500	Hazardous Waste Day	2,000	2,000	2,000	0
574500	*** Recycling Program includes:wood,tires, CRT's, metals,construction debris,glass,plastic etc.	11,500	29,700	32,790	3,090
157	TOTAL OTHER CHARGES & EXPENSES	\$66,500	\$85,700	\$96,340	\$10,640
158	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
	TOTAL DEPARTMENT ALL EXPENSES CATEGORIES	\$375,242	\$403,808	\$427,598	\$23,790

* see back-up page 5

** Includes semi-annual grass cutting and all repairs to swale etc.

*** see back-up page 5

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: TRANSFER STATION / SOLID WASTE DEPARTMENT #425

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
151					
9	511000	Travis Davies			
	* \$25.78x32x26.2=\$21,614	18,912	20,734	21,614	880
		<u>\$18,912</u>	<u>\$20,734</u>	<u>\$21,614</u>	<u>\$880</u>
10	511000	Eric Rackliffe (6/28/06)			
	\$26.95x80x26.2=\$56,487	50,885	54,184	56,487	2,303
	Clothing	1,235	1,235	1,235	0
	Longevity	850	850	975	125
	Vacation byback	975	1,042	1,040	(2)
	License Stipend	500	700	700	0
	Winter Stipend	0	0	1,000	1,000
		<u>\$54,445</u>	<u>\$58,011</u>	<u>\$61,437</u>	<u>\$3,426</u>
13	511000	** Total Scheduled Overtime			
		\$7,920	\$8,250	\$10,003	\$1,753
12	511000	Part-Time Transfer Station Attendent			
	\$16.01/hrx96x26.2=\$40,268	\$37,865	\$38,813	\$40,268	\$1,455
14	512400	Contract Adjustment			
		\$1,500	\$0	\$0	\$0
GRAND TOTAL OF WAGES		\$120,642	\$125,808	\$133,322	\$7,514

* Employees hours are split with the highway dept. budget

** See back-up on page 7.

TOWN OF MIDDLETON
ANNUAL BUDGET FISCAL YEAR 2020
TRANSFER STATION BUDGET BACKUP

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
152	PURCHASE OF SERVICES				
538200	* Contractual Services (waste contracts) <i>FY 20 Est. 2100 tons @\$74.16 per</i>	147,000	151,200	155,736	4,536
	<i>Fiscal Year Totals:</i> Measured Tonnage: FY 2013 - 1943 tons FY 2014- 1971 tons FY 2015 - 2008 tons FY 2016 - 1932 tons FY 2017 - 1979 tons (\$69.00/ton) FY 2018-2004 tons (\$72.00/ton) FY 19 to date - 894 tons FY 20 Est. 2100 tons @\$74.16/ton Current tipping charge: (Contractual) FY 2019 - 2100 tons @ \$72.00				
154	PURCHASE OF SUPPLIES				
548000	Diesel Fuel, Oil & Mack Truck Maintenance				
	Fuel	17,000	13,000	14,000	1,000
	Tires	3,000	3,000	3,000	0
	Lube, Grease/Oil	600	600	600	0
	Parts, repairs	6,500	4,500	4,500	0
	Repairs		6,000	6,000	0
	Labor	3,900	3,900	4,000	100
	Total Mack Truck Maintenance	\$31,000	\$31,000	\$32,100	\$1,100
		2018	2019	Total	
		total	total		
	Wildwood Rd.	4	4	\$1,200.00	
	Trash sticker	1541	1446	\$180,750.00	
	Pro-rated				
	Additional sticker	425	428	\$10,700.00	
	Electronics				
		1970	1878	\$192,650.00	

TOWN OF MIDDLETON

**ANNUAL BUDGET FISCAL YEAR 2020
TRANSFER STATION BUDGET BACK-UP**

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
157	OTHER CHARGES AND EXPENSES				
574500	* Recycling Program :				
	C&D (illegal dumped or municipal):	500	300	450	150
	FY 18 - 2.5 ton @ \$150/ton - actual				
	FY 19- 3 ton @ \$150/ton - estimated				
	FY 20 - 3 ton @ \$150/ton - projected				
	Tires:	1,000	1,250	2,500	1,250
	FY 18 - 9 ton @ \$250/ton - actual				
	FY 19 -10 ton @ \$250/ton - estimated				
	FY 20 - 10 ton @ \$250/ton - projected				
	Paper:		1,500	1,500	0
	FY 18 -300 ton @ \$0/ton - actual				
	FY 19 -300 ton @ \$5/ton - estimated				
	FY 20 - 300 ton @ \$5/ton - projected				
	Glass:		11,050	11,645	595
	FY 18 - 84 ton @ \$130/ton - actual				
	FY 19 -70 ton @ \$130/ton - estimated				
	FY 20 - 85 ton @ \$137/ton projected				
	Plastic:		3,600	4,095	495
	FY 18 - 67 ton @ \$60/ton - actual				
	FY 19 -65 ton @ \$60/ton - estimated				
	FY 20 - 65 ton @ \$63/ton - projected				
	Electronics:	10,000	12,000	12,600	600
	FY 18- 10 ton @ \$580/ton - actual				
	FY 19 - 15 ton @ \$600/ton - estimated				
	FY 20 - 20 ton @ \$630/ton projected				
	Total Recycling	\$11,500	\$29,700	\$32,790	\$3,090

TOWN OF MIDDLETON

ANNUAL BUDGET

FISCAL YEAR 2020

SCHEDULED OVERTIME BUDGET BACK-UP

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
151	PERSONAL SERVICES				
511000	Scheduled Overtime <i>Consists of overtime that cannot be scheduled during regular hours.</i>				
	Brush Chipping 4 Saturdays annually 2 persx9 hrsx 4 times=72 hours 72 hrsx\$38.67x72=\$2784	3,888	4,050	2,784	(1,266)
	Transfer Station Vacations& Sick Days 1 pers for 10 Saturdays 8 hrs OT(1.5) \$38.67x8x10=\$3094 1 pers for 10 Sundays 8hrs OT(2x) \$51.56x8x10=\$4125 1 person/10 Sats/10 Suns=\$7219	4,032	4,200	7,219	3,019
	Total Transfer St. Sched. Overtime	\$7,920	\$8,250	\$10,003	\$1,753

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: WATER FUND	WATER DEPARTMENT DEPT 2800	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
28005 EXPENDITURES					
28005__511000	SALARIES & WAGES	\$ 72,714.00	\$ 71,626.00	\$ 75,063.00	\$ 89,138.00
28005__511100	DEPT. HEAD SALARY	\$ 30,485.00	\$ 30,485.00	\$ 32,467.00	\$ 21,630.00
28005__521700	ELECTRICITY	\$ 3,800.00	\$ 2,023.00	\$ 3,500.00	\$ 3,500.00
28005__532000	TRAINING AND EDUCATION	\$ 2,000.00	\$ 1,576.00	\$ 2,000.00	\$ 2,500.00
28005__538200	CONTRACTUAL SERVICES	\$ 37,500.00	\$ 24,881.00	\$ 37,500.00	\$ 77,500.00
28005__544700	PARKS FIELD WATERING	\$ 5,400.00	\$ 4,501.00	\$ 5,400.00	\$ 5,400.00
28005__554700	WATER SUPPLIES	\$ 16,000.00	\$ 15,968.00	\$ 16,700.00	\$ 20,700.00
28005__554800	WATER MAIN EXTENSIONS	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
28005__573000	DUES,FEES, AND SUBSCRIPTIONS	\$ 750.00	\$ 712.00	\$ 750.00	\$ 1,000.00
28005__590100	DEBT SERVICE DEBT SERVICE	\$ 9,800.00	\$ 9,800.00	\$ 9,800.00	\$ 9,800.00
28005__591500	DEBT SERVICE INTEREST	\$ 2,465.00	\$ 2,465.00	\$ 1,975.00	\$ 1,485.00
TOTAL EXPENDITURES		\$ 186,914.00	\$ 170,037.00	\$ 191,155.00	\$ 238,653.00
TOTAL WATER FUND		\$ 186,914.00	\$ 170,037.00	\$ 191,155.00	\$ 238,653.00

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: WATER DEPARTMENT #451

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
151	Personal Services	103,199	107,530	110,768	3,238.00
152	Purchase of Services	43,300	43,000	83,500	40,500.00
154	Purchase of Supplies	27,400	28,100	32,100	4,000.00
157	Other Charges & Expenses	750	750	1,000	250.00
159	Debt Service	12,265	11,775	11,285	(490.00)
DEPARTMENT TOTAL		\$186,914	\$191,155	\$238,653	47,498.00

TOWN OF MIDDLETON
ANNUAL BUDGET FISCAL YEAR 2020

FUNCTION: PUBLIC WORKS & FACILITY
DEPARTMENT: WATER DEPARTMENT

#04
#451

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
151	PERSONAL SERVICES				
511100	Dept. Head Salary	30,485	32,467	21,630	(10,837.00)
511000	Regular Wages	68,084	70,152	79,629	9,477.00
	* Night Hydrant Flushing	4,630	4,911	9,509	4,598.00
151	TOTAL PERSONAL SERVICES	\$103,199	\$107,530	\$110,768	3,238.00
152	PURCHASE OF SERVICES				
521700	Electricity -Telephone Forest St. BP Station	3,800	3,500	3,500	0.00
538200	Consulting Services	37,500	37,500	57,500	20,000.00
538210	Emergency services/NEW	0	0	20,000	20,000.00
532000	Training / Education	2,000	2,000	2,500	500.00
152	TOTAL PURCHASE OF SERVICES	\$43,300	\$43,000	\$83,500	40,500.00
154	PURCHASE OF SUPPLIES				
554700	** System Maintenance-	16,000	16,700	20,700	4,000.00
544700	Parks,Field Watering	5,400	5,400	5,400	0.00
554800	Main Extensions- Town Share Within Public Ways	6,000	6,000	6,000	0.00
154	TOTAL PURCHASE OF SUPPLIES	\$27,400	\$28,100	\$32,100	4,000.00

* see back-up on page 4.

** see back-up on page 5.

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: WATER DEPARTMENT #451

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
157	OTHER CHARGES AND EXPENSES				
573000	Dues, Fees, & Subscriptions	750	750	1000	250.00
157	TOTAL OTHER CHARGES AND EXPENSES	\$750	\$750	\$1,000	250.00
159	* TOTAL DEBT SERVICE	\$12,265	\$11,775	\$11,285	(490.00)
	TOTAL DEPARTMENT ALL EXPENSES CATEGORIES	\$186,914	\$191,155	\$238,653	47,498.00

* see back-up on page 6.

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: WATER DEPARTMENT #451

FORM 4 EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
151					
511100	kenneth Gibbons % of DPW salary charged to water enterprise fund = 20%	30,485	32,467	21,630	(10,837.00)
511000	Paul Goodwin % of DPW salary charged to water enterprise fund = 10%			9,272	
	Leah Moreschi % of DPW salary charged to water enterprise fund = 10%			5,005	
	Water Conservation Stipend			500	
	Water System Supervisor/Operator Tony Bertone (7/1/2018)				
	\$28.61x80x26.2=\$59,967	59,195	63,128	59,967	(3,161.00)
	Longevity	1,300	1,300	0	(1,300.00)
	Clothing	1,235	1,235	1,235	0.00
	License/Water Conservation Bylaw Enforcement Stipend	2,650	2,650	2,650	0.00
	Vacation byback	\$1,704	\$1,839	\$0	(1,839.00)
	Contract Adjustment	2,000	0		0.00
	Winter stipend	0	0	1,000	1,000.00
		\$68,084	\$70,152	\$64,852	(5,300.00)
	Sched. Overtime	4,630	4,911	9,509	4,598.00
151	TOTAL PERSONAL SERVICES	\$103,199	\$107,530	\$110,768	(11,539.00)
	Night Hydrant Flushing: DEP 20 nights/5 hours per/2 pers=200 hrs	4,630	4,911	9,509	4,598.00
	(Wat. Sup.) \$342.92(OT)x100=\$4292 2nd person \$35 hr(avg)x100=\$3500 Total=\$7792 Call outs=40 Hoursx\$42.92=\$1717				
	Total Water Sched. Overtime	\$4,630	\$4,911	\$9,509	4,598.00

TOWN OF MIDDLETON

ANNUAL BUDGET

FISCAL YEAR 2020

WATER SYSTEM MAINTENANCE BUDGET BACK-UP

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
154	PURCHASE OF SUPPLIES				
554700	System Maintenance-				
	Water system repair fittings and inventory	1,000	1,200	1,200	0.00
	Water sampling	1,750	2,000	2,000	0.00
	Water sampling supplies	1,000	1,000	1,000	0.00
	** Copper/Lead/Disinfection Testing Chlorine by-product testing	5,000	5,000	9,000	4,000.00
	* Consumer Confidence Report	1,200	1,000	1,000	0.00
	* Water conservation notifications	500	500	500	0.00
	Misc.small tools	700	800	800	0.00
	Water breaks/Hydrant repairs	2,500	2,700	2,700	0.00
	Gate/sws tops and sleeves	1,000	1,000	1,000	0.00
	Gauges and calibrations/repairs	600	500	500	0.00
	Misc.large tools and repairs	750	1,000	1,000	0.00
	Total System Maintenance	\$16,000	\$16,700	\$20,700	4,000.00

* 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 DBP
TTHM - Total Trihalomethane
HAA5 - Haloacetic Acids
more TTHM mandated due to poor results

TOWN OF MIDDLETON

**ANNUAL BUDGET
FISCAL YEAR 2020**

FUNCTION: PUBLIC WORKS & FACILITY #04
DEPARTMENT: WATER DEPARTMENT #451

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Change (Decrease)
159	DEBT SERVICE				
	Bond #1 (7/6/22)	12,265	11,775	11,285	(490.00)
	Remaining principal \$26,430				
	Last payment due 7/6/22				
<div>159</div>	TOTAL DEBT SERVICE	\$12,265	\$11,775	\$11,285	(490.00)
				*****STORMWATER*****	
				UP TO \$50K NEW	

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: Paul Leblanc

Board of Health Members: George Demeritt
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 2019 Accomplishments

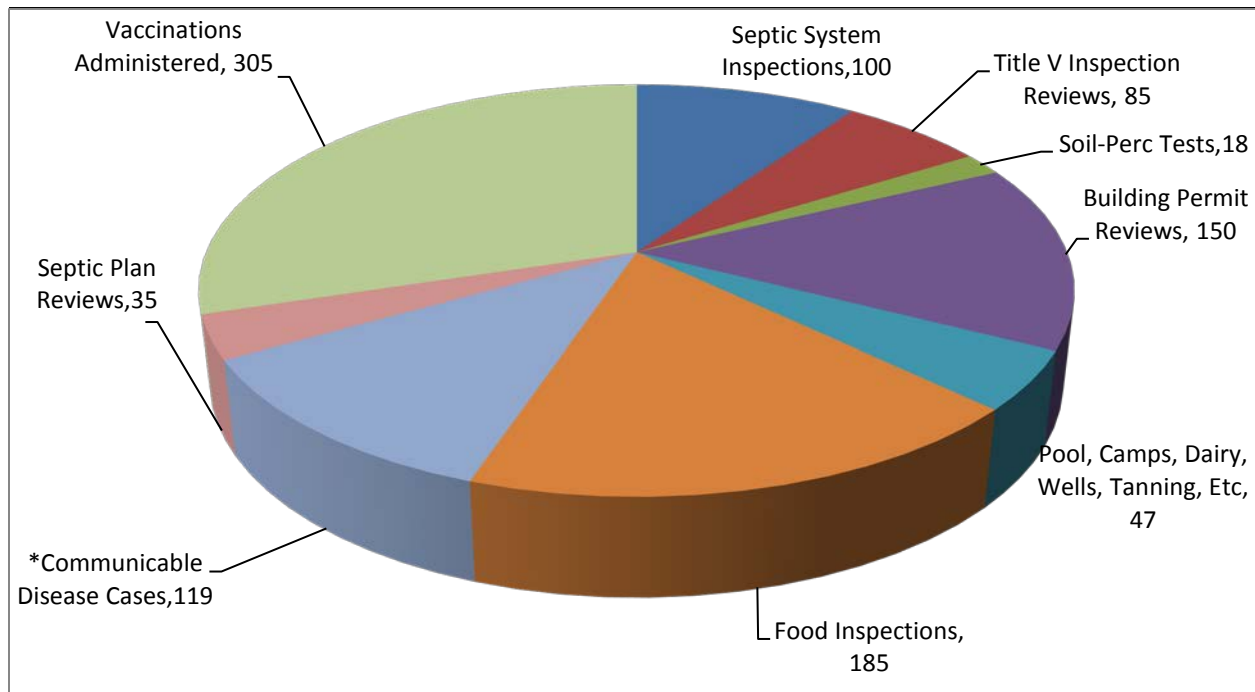
Notable accomplishments over the past year include:

- **John D. Crowley Public Health Award:** Awarded to The Director of Public Health by the Massachusetts Health Officers Association (MHOA) for contributing to the growth and success of the MHOA through outstanding leadership and extraordinary service during his past presidency of MHOA, the State of Massachusetts public health representative to the National Association of County and City Health Officials (NACCHO), and for his leadership on the development of an online, digital, interactive local health department opioid planning toolkit for local communities.

- **Regional Food Safety Forum:** Through a grant awarded to the Middleton Health Department by the Federal Food and Drug Administration (FDA) by enrollment in the nation voluntary food standards program, a regional food safety forum was held. The forum was free for all food establishment permit holders in the North Shore where local professionals provided information on changes to the food code, best practices for food safety, employee health and hygiene, specialized processes, and efforts of mutual collaboration between both the food industry and local health departments.
- **Cross Jurisdictional Sharing Collaborative Panel:** The Health Director continued to serve 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.
- **Communicable Disease Prevention:** The Public Health Nurse (PHN) administered over 305 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.
- **Departmental Assistance:** The Health Department utilized one senior worker 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, two public health interns assisted in public health projects such as further development on emergency preparedness plans.
- **Opioid and Substance Use Disorder Planning:** The Health Department is currently working with the Tri-Town Council Substance Abuse Prevention Committee in outlining a framework of planning priorities for the Tri-Town related to opioid and substance use prevention and response. The Massachusetts Health Officers Association has awarded an intern for 2019 to assist the department on this effort.
- **Youth Mental Health First Aid Training:** The Health Department staff attended youth mental health training and became certified. The public health nurse held an in-town mental health first aid training along with recognizing an overdose, free to the public, that and explained how 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.

- **Tobacco Regulation Changes:** In 2018, the Middleton Board of Health Adopted regulations setting a limit on the number permits issued in Middleton for the sale of tobacco, nicotine and vaping products.

Statistics of a sample amount of services provided by the Middleton Health Department



*Large increase in disease data due to outbreak at Middleton Correctional Facility under the State Department of Public Health Surveillance

Fiscal Year 2020

Goals and Objectives

The Health Department will continue current projects and implement new goals for the upcoming year as follows:

- **Organizational Goal:** Expand Substance Use Disorder Planning and Response
Objective: In collaboration with the Tri-Town Coalition, assess and utilize the Massachusetts Health Officers Association Opioid Planning Toolkit to effectively create a framework for the Tri-Town to implement for prevention and response efforts to substance use disorder, in particular opioid use disorder.

- 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: Narcan overdose response training
Objective: Through the Public Health Nurse, conduct free training to the community on how to recognize an overdose and how to respond with the overdose reversal drug, commonly known as Narcan.
- Organizational Goal: Implement recent food code adoption into inspection operations
Objective: Through the recent adoption of the 2013 federal food code, the intent will be to incorporate the inspectional form process into an electronic field program which inspectors would enter data live into the electronic program.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	BOARD HEALTH DEPT 511	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01511151 BOARD OF HEALTH - SALARIES					
01511151__511000	SALARIES & WAGES	\$ 16,845.00	\$ 16,599.00	\$ 17,261.00	\$ 17,798.00
01511151__511100	DEPT. HEAD SALARY	\$ 88,017.00	\$ 88,017.00	\$ 90,617.00	\$ 92,883.00
TOTAL SALARIES		\$ 104,862.00	\$ 104,616.00	\$ 107,878.00	\$ 110,681.00
01511152 BOARD OF HEALTH -SERVICES					
01511152__530400	CONSULTANT OTHER	\$ 10,000.00	\$ 7,740.00	\$ 10,000.00	\$ 11,000.00
01511152__530500	ADVERTISING	\$ 300.00	\$ 133.00	\$ 150.00	\$ 150.00
01511152__531100	COMMUNITY HEALTH SERVICE	\$ 8,000.00	\$ 6,201.00	\$ 8,000.00	\$ 8,000.00
01511152__532000	TRAINING AND EDUCATION	\$ 1,500.00	\$ 1,277.00	\$ 2,000.00	\$ 2,000.00
01511152__534000	POSTAGE	\$ 600.00	\$ -	\$ 150.00	\$ 150.00
01511152__534100	TELEPHONE	\$ 1,475.00	\$ 2,267.00	\$ 1,725.00	\$ 2,025.00
01511152__534200	COPIER/PRINTING	\$ 1,000.00	\$ 616.00	\$ 1,000.00	\$ 750.00
TOTAL SERVICES		\$ 22,875.00	\$ 18,234.00	\$ 23,025.00	\$ 24,075.00
01511154 BOARD OF HEALTH - EXPENSES					
01511154__542000	OFFICE SUPPLIES	\$ 500.00	\$ 773.00	\$ 750.00	\$ 750.00
01511154__558400	OTHER SUPPLIES	\$ 500.00	\$ 432.00	\$ 500.00	\$ 500.00
TOTAL EXPENSES		\$ 1,000.00	\$ 1,205.00	\$ 1,250.00	\$ 1,250.00
01511157 BOARD OF HEALTH - EXPENSES					
01511157__571000	TRAVEL	\$ 1,200.00	\$ 1,340.00	\$ 1,550.00	\$ 2,000.00
01511157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 500.00	\$ 574.00	\$ 1,000.00	\$ 1,000.00
TOTAL EXPENSES		\$ 1,700.00	\$ 1,914.00	\$ 2,550.00	\$ 3,000.00
GRAND TOTAL		\$ 130,437.00	\$ 125,969.00	\$ 134,703.00	\$ 139,006.00

01511 BOARD OF HEALTH

		Proposed FY20 Budget
01511151__511000	SALARIES & WAGES	
	Public Health Nurse (16 Hours bi-weekly X 26.2 bi-weeks X \$40.07 per hour)	\$16,798
	Meeting Secretary for 8 meetings at \$125.00 per meeting	\$1,000
		<hr/> \$17,798
01511151__511100	DEPT. HEAD SALARY	
	The Total FY18 Salary for Public Health Director = \$108,866 which is aggregated among four department budgets [BOH=\$92,883; Conservation=8,369;Animal Control=\$2,614; Information Technology (IT)=\$5,000]	\$92,883
		<hr/> \$92,883
01511152__530400	CONSULTANT OTHER	
	Food Establishment and Housing Inspections-Contractors	\$9,000
	Inspectional assistance: Soil Testing for large subdivisions, camps, pools, tanning, housing	\$1,200
	Thunderbridge Bathing Beach: Water Sampling program	\$800
		<hr/> \$11,000
01511151__512200	PART TIME	
	N/A (Placeholder)	-
		<hr/> \$0
01511152__530500	ADVERTISING	
	Legal Ads: As necessary for BOH regulations, Animal Control regulations	\$150
		<hr/> \$150
01511152__531100	COMMUNITY HEALTH SERVICE	
	Public Health Programs: Flu Clinics, Health Education Programs, Disease Prevention: Vaccine(s) Purchase, Medical Supplies: FY20 Purchase of additional private flu and pneumococcal vaccine (~\$5000) of which revenue from vaccine administration reimbursement (~\$36/dose) will result in a net gain above the purchase price (~\$13/dose) that is deposited into the general fund. Narcan, Shingrex biologic program purchases for FY20	\$8,000
		<hr/> \$8,000

01511 BOARD OF HEALTH

		Proposed FY20 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 Wifi Portal	\$1,500
		<u>\$2,025</u>
01511152__534200	COPIER/PRINTING	
	Inspection Forms, Mass reproduction of Health Materials, Toner, Brochure, Flyers, Plotter/Printer/Scanner Supplies and Maintenance	\$750
		<u>\$750</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	\$750
	New Tires for Vehicle	
	General maintenance /parts and labor for Health Directors 2014 Ford Fusion Vehicle (No longer under 3 year manufacturer's warranty)	\$750
		<u>\$2,000</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		\$139,006

Council on Aging ~ Narrative FY '20

Executive Director: Susan Gannon

DEPARTMENT DESCRIPTION

The Council on Aging provides a **nurturing, respectful and dignified environment** in which our programs strive to meet the needs of individuals and their caregivers and families. We work hard to promote personal growth, good health, financial security, socialization and education. Every day over one million older adults connect at their local senior center, according to NISC/National Institute of Senior Centers. We are one of over 11,000 senior centers that have similar goals for those aged 50+.

We **advocate for older residents**. We are considered to be one of the friendliest, most supportive and compassionate senior centers on the North Shore. We go above and beyond to make our guests feel like family. We concentrate on enhancing economic security; improving health physically, mentally and spiritually. Our mission is to advocate for those we serve.

We have **very little turnover in employment which supports continuity of services**. We are a popular environment in which to work and we all pull together to accomplish the goals and objectives as outlined in our mission statement. It is not unusual for employees and Community Service Initiative (CSI): Middleton partners and volunteers to give more than the time for which they will be monetarily compensated. We are invested in what we do (see Personnel info at end of report).

In FY '18, the COA invested 95 hrs/wk in direct and indirect outreach, assisting over 450 people in various capacities. This represents a **25% increase over the prior year**. This totaled almost 5,000 hours in FY '18 spent assisting Middleton senior and disabled residents, some with significant and time-consuming needs. Projections for the 1st 6 months of FY '19 indicate 106/hrs/wk in outreach services. At this rate we expect our outreach efforts to exceed 5,500 hrs/yr. This is an extraordinary growth pattern. Even with all that we offer, we still cannot accommodate all of the needs with which we are presented.

Under the umbrella of the Council on Aging, the **Middleton Food Pantry** does an amazing job of providing food and comfort to the 100+ households for which it regularly provides groceries and sundries. Age groups served through the food pantry ranges from infants to the very aged.

Those 60+ are one of the largest demographic segments in the nation, comprising 21% of the total population. According to the 2003 Erdos & Morgan Readership Research Study, adults in the 50+ age group represent 37% of the adult population and was estimated to have grown to **45% by 2015**. From 2010 to 2015, the Federal Census Bureau predicted an increase of 119% in our 60+ population. In actuality, the growth 145%, far exceeding all predictions. This is a trend that we see continuing. In Massachusetts and in the Northeast in general, this number may turn out to be greater, as we tend to have a higher percentage of aging in-place people 50+.

We also have a large percentage of veteran residents. With the continued aging in place we see in town, and with the numerous 55+ condo developments, most of which bring new residents to the town, this number will continue to rise far more than the population rise in general. It is also important to note that there are a number of residents who go unreported on the census and voter registration records, thus inhibiting our ability to acknowledge these residents and provide services for them, whether social and/or outreach in manner.

In the past five years, we have seen the following trends in the various categories listed below. For total meals served, increases from year to year average:

Congregate in Dining Hall	24%
Home Delivered	32%
COA Prepared Meals	56%
Patio Parties	28%
Off-Site Outreach	74%
Special Events	55%

Our transportation programs have increased one-way trips by over 350% since 2012. Numbers represented in the statistics reflect rides we provide only. They do not include the private transportation that many of our clients use to attend our programs.

Accomplishments

- Increased attendance at regular programming by 24%
- Increased Outreach to 60+ by 50%
- Increased Outreach to Veterans by 45%

- Applied for and received 5 grants
- Through grants, donations, CSI, brought over \$53,000 in assets to the COA
- Expanded programming by 30%
- Facilitated 9 employees in updated training
- Assisted North Shore Community College with their intern placements
- Assisted local high schools with their intern placements and community service placements
- Administered the 8th year of the Middleton Food Pantry
- Administered the 10th year of the CSI Program, (Senior and Veterans' Work-Off)
- Oversight of day-to-day operations of Food Service Programs, Extensive Outreach, Office management
- Collaboration with Town Outreach programs
- **Grants/Donations** via Director Susan J. Gannon.....not previously listed below

Year	Description	Value	Town Cost	Notes
2000	8 passenger van	36,000	7,200	Director SJG obtained 80% grant
2001	Fed Surplus Office Furn., Equip	12,000	300	Moving costs
2005	Fed Surplus Conference, other	12,000	450	Moving costs
	Furniture MH, other Depts			
2005	Fed surplus Computer Lab	8,000	900	Moving, Electrical
	Great Boston A.B.L.E.			
2006	Commercial Kitchen Equip Donated by family friend	65,000	3,000	Reconfiguration of Kitchen areas
2007	11 passenger van	54,000	10,800	Director SJG obtained 80% grant
2008	CD & E ~ Business Closing	4,500	-0-	Furniture, misc.
2009	Computer Lab ~ PD	6,000	1,000	Moving, Electrical
2015	Reception Furniture	2,000	-0-	NSES Surplus
Misc.	Furniture, Craft Items, Other	4,000	-0-	Friends, acquaintances
		203,500	23,650	

FY '20 Goals and Objectives

- After ensuring that those of us involved in the successful operation of the Council on Aging do our jobs to the best of our abilities, and that includes our **ever increasing outreach efforts**, the next most important goal and objective for the Director is the seeking of grants.

We cannot operate as successfully as we do without grant funding to supplement municipal funding. In most years, these grant funds are a great part of what is included in the 30% non-municipal funding we use to supplement the municipal operating budget.

GRANT YEAR	TITLE IIIB OUTREACH	TITLE IIIC NUTRITION	FORMULA GRANT	OTHER	MCOA *
2008	4,500	11,751	6,617		
2009	4,500	11,751	6,617		
2010	4,500	9,812	7,126		
2011	4,500	9,214	7,126		
2012	4,500	9,000	7,126		
2013	4,322	9,727	11,718		
2014	4,372	9,736	8,000	1,500	
2015	7,000	9,736	13,392	1,500	
2016	7,000	13,916	15,066	1,500	
2017	7,500	13,916	15,066	2,500	
2018	9,000	13,916	19,656	1,000	8,112
2019	11,500	13,916	20,088	2,000	8,112
	73,194	126,655	144,728	10,000	16,224
					370,801

These totals do not include the 8 years prior to 2008 during which the director obtained grants

*This is the Middleton share of an \$81,900 27-month collaborative grant negotiated by S Gannon and P Maher

Obtaining funding for grants is very competitive. Middleton has always been positively acknowledged in the grant review process. It has been gratifying for FY16 that the most recent grant for Title IIIB (Outreach and Transportation) was used as the template for the grant process to potentially award 11 agencies vying for the limited funding. This information is by way of North Shore Elder Services, the grant processing entity for the Title III grants. In June of 2018 we were awarded the first grant of its kind in the Commonwealth. It is a MA Councils on Aging grant for 27 months for a total of \$81,900 with oversight of four municipal COAs (Danvers, Middleton, Peabody, Salem).

Our goal is to continue to honor and support the generations of residents who range in age from 50+ to 95+ and who are the ones who had worked hard to make this town the wonderful place it is now and will continue to be in the future. The Council on Aging acknowledges and provides as much programming as possible for those who have been instrumental in all of this. The Town will need to consider, with the projected growth of the senior population and the need for more dedicated areas for confidential conversations with clients, whether the existing COA building is adequately meeting resident needs. Federal statistics inform us that over 10,000 people per day turn 65 in this country. Middleton is a community with many aging in place residents in need of greater and greater services as they age. The prediction for the 2010 Census was that by 2015 our 60+ population would expand by 119%. In fact, it increased by 145% and the trend continues. Our budget has not been keeping up with the explosive growth. It is a serious concern.

- **Our very important mid-term goal is to be housed in a Community Center, which would offer something for all ages. Those 55+ will be an integral part of this community center. Some of the expectations are:**

We envision a facility that would be open from 7:00 am for those early birds until 10:00 pm for those attending multi-generational offerings, trainings, computer lab use, etc. We would expect to see people of all ages using the facility for a wide variety of activities.

In addition to our regular congregate meals site, we would hope to have on offer a cafe style area where food could be ordered most of the day. This would be a means of providing healthy food outside of our normal meal site operation and would be open to participants of the community center. These would include after school snacks for students, and anyone attending programs throughout the day and evening. It would also be a source of revenue for the Town.

Specific to the COA:

- A gathering place for those 55+ to meet with their peers and colleagues
- Increase participation in our numerous current programs
- Constant expansion to meet the programming wishes of a larger 55+ community
- Adult education courses and excursions, i.e., in conjunction with NSCC, Road Scholars, Salem State College and other educational entities
- Intergenerational programming with those age preschool to college
 - In 2018 we began a new program called Grand Times, which supports older caregivers and young children
- After school and school vacation mentoring programs
- Financial and legal consultations
- Increased well-being clinics
- Workforce training with an emphasis on computer literacy
- Job development in the community and region
- Entrepreneurial courses
- End-of-life seminars
- Fitness facilities
- Expanded day and evening social activities
- In-home care and social day care services
- Expanded counseling for personal matters, mental health issues, PTSD, veteran services
- Opportunities for community service/volunteerism

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	COUNCIL ON AGING DEPT 541	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01541151 COUNCIL ON AGING - SALARIES					
01541151__511000	SALARIES & WAGES	\$ 52,825.00	\$ 52,825.00	\$ 64,432.00	\$ 65,645.00
01541151__511100	DEPT. HEAD SALARY	\$ 51,831.00	\$ 51,831.00	\$ 53,127.00	\$ 54,769.00
01541151__512200	PART TIME	\$ 41,219.00	\$ 41,219.00	\$ 40,053.00	\$ 49,241.00
TOTAL SALARIES		\$ 145,875.00	\$ 145,875.00	\$ 157,612.00	\$ 169,655.00
01541152 COUNCIL ON AGING - SERVICES					
01541152__521800	FUEL	\$ 4,200.00	\$ 4,200.00	\$ 4,400.00	\$ 4,400.00
01541152__524000	EQUIPMENT REPAIR	\$ 5,000.00	\$ 4,474.00	\$ 6,000.00	\$ 6,000.00
01541152__534000	POSTAGE/NEWSLETTER	\$ 3,000.00	\$ 2,941.00	\$ 3,000.00	\$ 3,000.00
01541152__534100	TELEPHONE	\$ 2,743.00	\$ 2,693.00	\$ 2,868.00	\$ 3,228.00
01541152__534200	COPIER/PRINTING	\$ 800.00	\$ 800.00	\$ 1,000.00	\$ 1,000.00
01541152__538200	CONTRACTUAL SERVICES	\$ 9,700.00	\$ 9,688.00	\$ 9,450.00	\$ 9,450.00
TOTAL SERVICES		\$ 25,443.00	\$ 24,796.00	\$ 26,718.00	\$ 27,078.00
01541154 COUNCIL ON AGING - SUPPLIES					
01541154__542000	OFFICE SUPPLIES	\$ 600.00	\$ 600.00	\$ 720.00	\$ 800.00
01541154__543000	BUILDING MAINTENANCE	\$ 6,000.00	\$ 6,002.00	\$ 7,400.00	\$ 8,300.00
01541154__558400	OTHER SUPPLIES	\$ 2,700.00	\$ 2,696.00	\$ 2,700.00	\$ 3,000.00
TOTAL SUPPLIES		\$ 9,300.00	\$ 9,298.00	\$ 10,820.00	\$ 12,100.00
01541157 COUNCIL ON AGING - EXPENSES					
01541157__571000	TRAVEL	\$ 4,400.00	\$ 4,400.00	\$ 4,100.00	\$ 9,282.00
01541157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 950.00	\$ 941.00	\$ 950.00	\$ 950.00
01541157__573100	PROFESSIONAL DEVELOPMENT	\$ 6,100.00	\$ 6,197.00	\$ 6,100.00	\$ 3,300.00
01541157__578800	COA EVENTS	\$ -	\$ -	\$ -	\$ 5,000.00
TOTAL EXPENSES		\$ 11,450.00	\$ 11,538.00	\$ 11,150.00	\$ 18,532.00
01541158 CAPITAL OUTLAY					
01541158__587100	OUTLAY EQUIPMENT	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
TOTAL CAPITAL OUTLAY		\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
GRAND TOTAL		\$ 193,568.00	\$ 193,007.00	\$ 207,800.00	\$ 228,865.00

01541 COUNCIL ON AGING**Proposed FY '20
Budget****01541151- 511000 SALARIES & WAGES****Nutrition Program** (Addition of Friday lunches: Regulars, FP Patrons, Grand Times Patrons)

Meal Site Coordinator (\$20.55/hr x 25 hrs x 52.3 wks)	26,871
Vacation Coverage: 4 wks vac: (\$16.05/hr x 100 hrs)	1,605
Cook/Ass't Meal Site Coord (\$16.05/hr x 15 hrs x 50.3 wks)	12,110
Vacation Coverage: 2 wks vac: (\$14.29/hr x 30 hrs)	429
Kitchen Aides (\$14.29/hr x 16 hrs x 52.3 wks)	11,958
Van Drivers (\$18.12/hr x 35 hrs x 52.3 wks)	<u>33,172</u>
	86,145

<i>Grant Projection Title IIIC</i>	<i>12,000</i>
<i>Grant Projection Formula</i>	<i>4,500</i>
<i>CSI Work-Off Projection 200 Hours</i>	<i>2,200</i>
<i>Interns and Volunteers</i>	<u><i>1,800</i></u>
	<i>20,500</i>

TOTAL S & W 65,645**01541151- 511100 DEPARTMENT HEAD SALARY**

54,769

Executive Director COA & Senior Center
Outreach Coordinator
Newsletter Editor/Producer
Administrator of Middleton Food Pantry
Administrator of CSI: Middleton (Community Service Initiative)
Administration of Mansfield Fund Fuel Assistance, Food Assistance
Increasing responsibilities for senior veterans

TOTAL DEPT HEAD 54,769

01541 COUNCIL ON AGING

		Proposed FY '20 Budget
01541151- 512200 PART TIME		
Administrative		
Office Mgr (\$20.60/hr x 19.75 hrs x 48.3 wks)		19,651
Merit Stipend (18 yrs)		800
Vacation Coverage: 4 wks vac: (\$14.29/hr x 79 hrs)		1,129
Staff Support/Clerical		
Admin Ass't (\$18.12/hr x 9 hrs/wk x 50.3 wks),		8,203
Staff Support 1: General, Trips/Special Events (\$14.29/hr x 10 hrs/wk x 52.3 wks)		7,474
Staff Support 2: General, Accounting (\$14.29/hr x 7 hrs/wk x 50.3 wks)		5,032
Staff Support 3,4: General, Activities (\$14.29/hr x 12 hrs/wk x 50.3 wks)		8,625
Grant Projection Title IIIB	2,000	
Grant Projection Formula	5,000	
Food Pantry Funds for acctg services, bldg maintenance	1,000	
CSI Work-Off Projection 200 Hours	2,200	
Volunteers	500	
	<hr/>	
	10,700	

01541 COUNCIL ON AGING

	Proposed FY '20 Budget
Medical	
Aides for Transportation/Assistance (\$14.29/hr x 20 hrs/mth x 12)	3,430
Weekly Well-Being & Referral Clinics (Two R.N.s \$40.10 /hr x 10 hrs/mth x 12)	4,812
Outreach	
Outreach Advocate/Mental Health Counselor COA & Vets (\$25.63/hr x 16/hrs x 52.3 wks) *	21,447
* The 12 hrs Vets portion has been incorporated into the COA budget	
Administrator of MCOA Memory Café/Caregiver Respite Program \$25/hr x 24 hrs/wk x 52.3) **	31,380
** Patrick Maher/MSW is the coordinator for the collaborative of 4 municipal COAs for MCOA Grant	
*** The compensation to Patrick for 24 hrs/wk is covered by the MCOA Grant	
The original offer by MCOA for this grant amount was under \$28K for Middleton and Salem	
Director S Gannon negotiated this grant up to \$81,900 with the inclusion of Peabody and Danvers	
*** MCOA GRANT	31,380
<i>Donations toward special events outreach</i>	<i>800</i>
<i>Grant Projection Title IIIB</i>	<i>6,500</i>
<i>Grant Projection Formula</i>	<i>5,000</i>
<i>Other</i>	<i>2,000</i>
<i>Projected Income from Medical Transport Program</i>	<i>800</i>
<i>Projected Donations Toward Outreach Programs</i>	<i>750</i>
<i>CSI Work-Off R.N. (2)</i>	<i>4,812</i>
	52,042
TOTAL P/T	49,241
TOTAL PERSONAL SERVICES	169,655

01541 COUNCIL ON AGING

		Proposed FY '20 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 (Costs have risen since 2017....\$10/mth incr)		2,120
Cable On Demand rentals (health, science, finance)		100
Stipends for Cell Phones as required by Grants Title IIIB, Title IIIC, other (\$20/mth incr)		1,008
Pers'L cell phones used for work purposes per grants		
We have more employees spending more time driving and on outreach and		
various grant parameters require immediate contact with drivers/outreach advocates		
		3,228
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>900</i>
<i>Projected Grants FY '19</i>		<i>650</i>
		<i>1,550</i>
		9,450
TOTAL PURCHASES OF SERVICES		27,078

01541 COUNCIL ON AGING

		Proposed FY '20 Budget
01541154- 542000 OFFICE SUPPLIES		800
Departmental office supplies such as binders, file folders, labels, etc Related to processing weekly Warrants and general office needs, including outreach, newsletter, nutrition, etc Costs of Ink cartridges and other supplies have increased (\$80/yr)		
		800
01541154- 543000 BUILDING MAINTENANCE		8,300
Increase in expenses that can no longer be absorbed within COA existing budget (\$900 incr) Custodial Supplies, etc. Inspections, General Maintenance, Repairs; Fire Prevention Equip., HVAC, Grease Trap, Septic Given the age of this facility and the numerous mechanical systems..increase necessary Handicap Lift Local and State Inspections (\$1,200) Organic Garden maintenance/purchase of plants and planting materials (\$800)		
		8,300
01541154- 558400 OTHER SUPPLIES		4,000
Increase in expenses that can no longer be absorbed within COA existing budget (\$500 incr) 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, 540 HDM/mth, bottle water 700/mth, 1300 fruit/mth add'l special events: intergenerational, veterans, outreach off-site		
Projected Donations		1,000
		3,000
TOTAL SUPPLIES		12,100

01541 COUNCIL ON AGING

		Proposed FY '20 Budget
01541157- 571000 TRAVEL		
	Mileage Medical Transportation (\$.58 x 200 mi/mth)	1,392
	Mileage for Outreach Transportation (300 mi/mth x .58 x 12)	
	MOA Grant Coord. Patrick Maher for Middleton clients: 200/mi/mth	1,810
	RUOK Friendly Visit Mileage Outreach Middleton clients 50/mi/mth	
	Director Stipend Mileage \$240/mth x 12 (IRS incr in Mileage Rate)	2,880
	Grant Projection	900
	Rental of Coach buses for all day long-distance trips up to 55 persons (\$1,200 x 2/yr)	2,400
	Use of COA Vans for half day trips up to 30 persons \$100/trip x 14 trips)	1,700
		9,282
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 State Conference	2,300
	(Director and Outreach Advocate 3 days conference, meals, accommodations, mileage)	
	COA Bd Trainings (Fees, Transportation, Meals)	250
	NSES sponsored Events with COA Bd. Directors (Event costs, transportation)	350
	Misc. Bd. Expenses (Funerals, Hospitalizations, etc.)	400
		3,300
01541157- 578800 COA/VETERANS EVENTS		
	Misc. costs for special Outreach Events: Honoring Veterans	5,000
		5,000
TOTAL EXPENSES		18,532
Capital Outlay		1,500
Sub-Total COA Budget		315,557
Total Grants/Donations		86,692
TOTAL REQUEST		228,865

THIS BUDGET REFLECTS THE INCORPORATION OF SEVERAL VETERAN OUTREACH EXPENSES

Veterans' Services

Director/Veterans Service Officer: Gary Bent

Department Description

The Veterans' Services Department is currently staffed by one part time Director/Veterans Service Officer. His priority is providing services and benefits to all Veterans/military members 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, those that 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.)
- Assistance with obtaining Massachusetts-specific benefits (Welcome Home Bonus, etc.)
- Providing transportation to medical appointments at VA hospitals and clinics.

The Veterans' Services Officer 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. It will support the Council on Aging's (COA) tributes to Veterans prior to Veterans Day and luncheon meetings on Veterans benefits while visiting 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 Essex County Sheriff's Office facilities, the Massachusetts Department of Youth Services, 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 2019 Accomplishments

- Attended state annual training as a state certified Veterans' Service Officer
- Guest speaker at the Newburyport Yankee Homecoming Veterans event
- Working closely with the Essex County Sheriff's Office to provide assistance with their Veteran/National Guard/Reserve staff members
- Attended training/briefings at Massachusetts Military Records Office
- Attended Legislative Luncheon at State House in support of Veterans Legislation
- Provided or coordinated transportation for Veterans to attend VA medical appointments as well as local transportation
- Visited Veterans in hospice, the hospital and rehabilitation facilities
- Arranged for military assets to attend the Touch a Truck night event
- Attended meetings at the Council on Aging and worked diligently to support COA attempt to provide their ongoing musical tribute to Veterans prior to Veterans Day
- Supervised Veterans in the COA and Veteran Work Off Programs
- Guest speaker at US Navy submarine Veterans group
- Staffed an informational table at the Pumpkinfest breakfast & school event
- Continued a Veterans Outreach Program that reached many Veterans including Veterans from Florida, Maine, New Hampshire, Vermont, Colorado, etc.
- Invited to speak at MA State House on behalf of Veterans/VSO's who have family serving in the military

- Assisting Veterans employed at DYS as well as seeking out qualified Veterans for job placement within DYS
- Guest speaker at MA Department of Youth Services (DYS) Veterans Day event

Fiscal Year 2020 Goals and Objectives

- Attend January Legislative Luncheon at the State House with our Legislative members to advocate for bills to assist Veterans
- Clean, paint and reorganize the VSO office to provide a more welcoming and private atmosphere to visitors
- Continue supporting/meetings at the COA, support their hosting of a musical tribute to Veterans prior to Memorial Day and other events recognizing Veterans
- Utilize the Veterans/Senior Tax Work Off services to support Veterans Service Department projects
- 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 services
- Maintain Certification for Veteran Service Officers by attending training conferences in February and June for the Massachusetts Veterans Service Officers Association and October for the MA Department of Veterans Services
- Seek out and offer assistance to the younger Middleton Veteran population
- Working with Windrush Farm in North Andover to develop a program (Horsemanship for Heroes) for Veterans/injured military members and their families
- Continue to support the community in any capacity (volunteering, attending events, etc.)

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	VETERANS AGENT DEPT 543	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01543151 VETERANS AGENT - SALARIES					
01543151__511100	DEPT. HEAD SALARY	\$ 15,918.00	\$ 15,918.00	\$ 16,714.00	\$ 17,550.00
01543151__512200	PART TIME **	\$ 9,984.00	\$ 11,179.00	\$ 10,234.00	\$ -
TOTAL SALARIES		\$ 25,902.00	\$ 27,097.00	\$ 26,948.00	\$ 17,550.00
01543152 VETERANS AGENT - SERVICES					
01543152__534000	POSTAGE	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
TOTAL SERVICES		\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
01543154 VETERANS AGENT - SUPPLIES					
01543154__542000	CENTRAL OFFICE SUPPLIES	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
TOTAL SUPPLIES		\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
01543157 VETERANS AGENT - EXPENSES					
01543157__571000	TRAVEL	\$ 6,100.00	\$ 5,283.00	\$ 6,100.00	\$ 6,100.00
01543157__573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
01543157__577000	VETERAN'S AID	\$ 90,000.00	\$ 72,589.00	\$ 100,000.00	\$ 100,000.00
TOTAL EXPENSES		\$ 96,250.00	\$ 78,022.00	\$ 106,250.00	\$ 106,250.00
GRAND TOTAL		\$ 122,652.00	\$ 105,619.00	\$ 133,698.00	\$ 124,300.00

** - Moved to COA budget for transparency

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	TRI-TOWN COUNCIL DEPT 545	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01545258 TRI TOWN COUNCIL					
01545258__538701	COUNSELING SERVICES	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00
TOTAL SERVICES		\$ 28,500.00	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00
GRAND TOTAL		\$ 28,500.00	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	GARDEN CLUB DEPT 548	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01548152 GARDEN CLUB -SERVICES					
01548152__528800	GARDEN CLUB BEAUTIFICATION	\$ 5,000.00	\$ 2,777.00	\$ 5,000.00	\$ 5,000.00
TOTAL SERVICES		\$ 5,000.00	\$ 2,777.00	\$ 5,000.00	\$ 5,000.00
GRAND TOTAL		\$ 5,000.00	\$ 2,777.00	\$ 5,000.00	\$ 5,000.00

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:	CHIEF WILLS FESTIVAL	FY2018	FY2018	FY2019	FY2020
GENERAL FUND	DEPT 693	APPROVED	EXPENDED	APPROVED	REQUESTED
016930152 CHIEF WILLS FESTIVAL					
01693152__524400	CHIEF WILLS FESTIVAL	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
TOTAL CHIEF WILLS FESTIVAL		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
GRAND TOTAL		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00

Flint Public Library

Library Director: Melissa Gaspar

Department Description

The Flint Public Library--Libraries Deliver!

The Flint Public Library is a hub of activity and daily delivers great services, resources, programs, technology, and information. People connect with each other and a vast array of interesting programs, educational resources and technology at the library. This past year more than 52,750 people visited the library or attended a program. The library offers 60,000+ books, 3,900+ videos, numerous magazines and newspapers, not to mention 245,000+ 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 500 programs on cultural, recreational or educational subjects. **(up 16%!)** 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. Participation was **up 21%** and time spent reading was **up 28%** this past summer! 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 5,325 Middleton residents owning a library card **(up 4%)**. 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

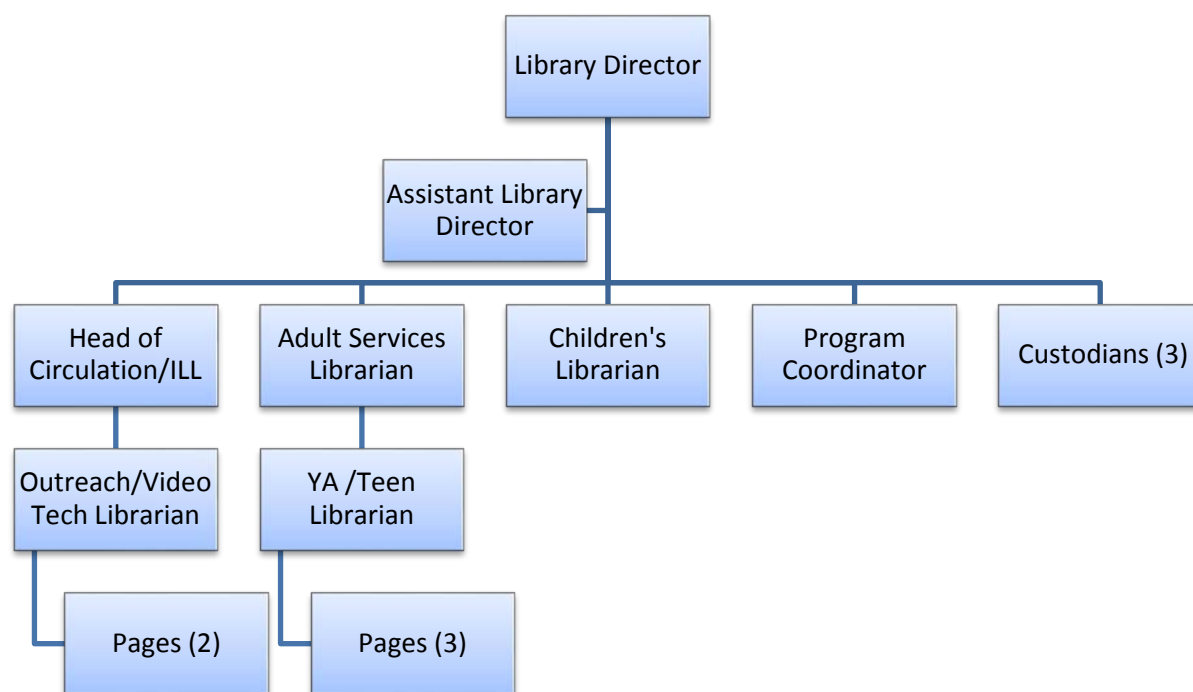
The Library Meeting Rooms provide a vital service to the community and are booked morning, noon, afternoon and night. Scout meetings, town committees, community groups, educational groups, and toastmasters, are just a few of the groups that find the meeting room space the ideal place to meet. The library is centrally located and very accessible. The library also has two quiet

study areas that are always in use by adult students, researches, small group meetings, or tutoring groups. The rooms are also used to proctor exams.

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



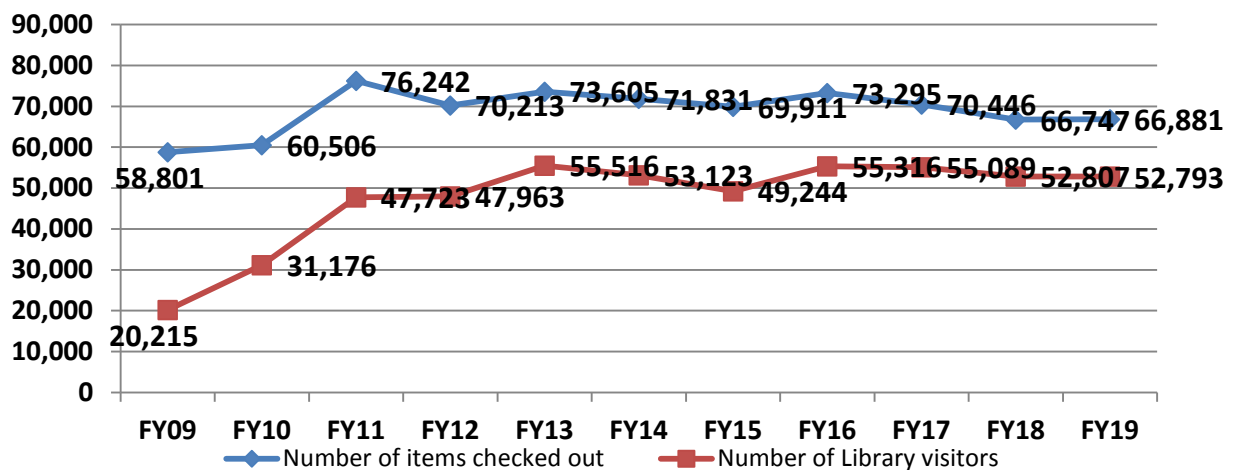
Fiscal Year 2019 Accomplishments

- We added notary public services at the library.
- The library offered several new adult programs this past year including a current events discussion group, Jane Austen month-long event, Elizabeth Berg author visit, Diwali celebration and interesting crafts for adults.

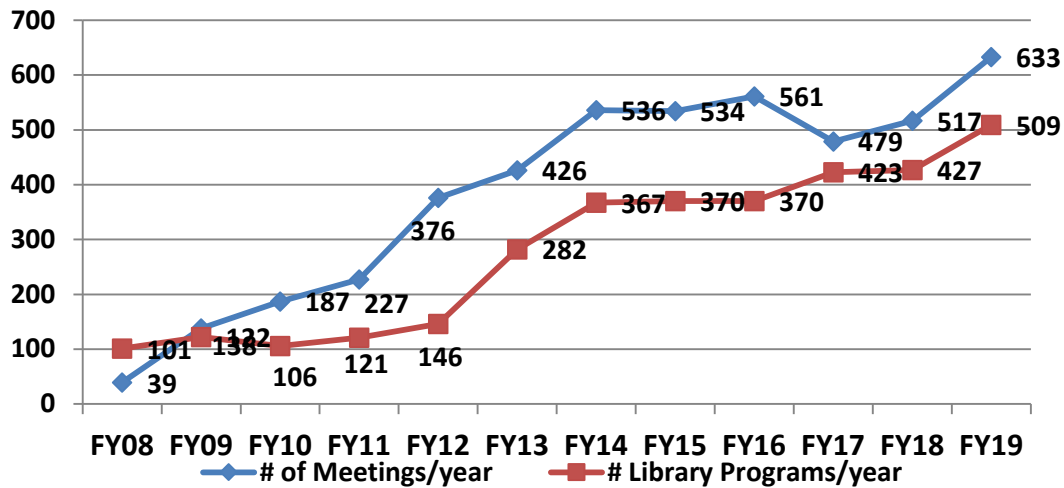
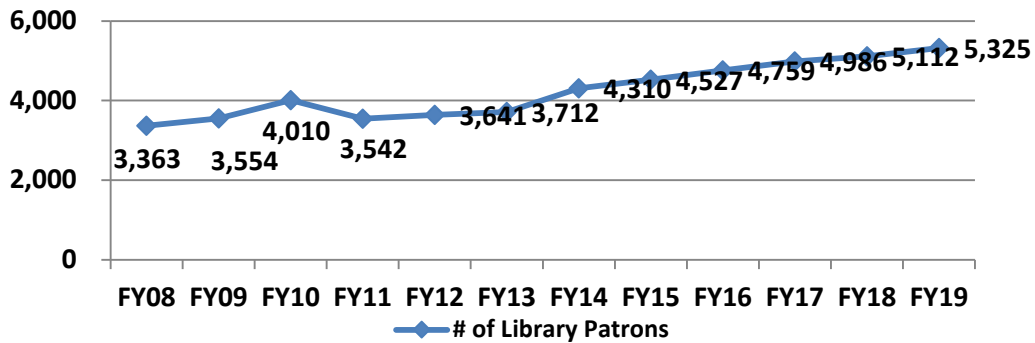
- The library digitized the first 30 years of the Tri-town Transcript 1962-1992 and made them available online in a searchable format from the library's website. Another thirteen and a half years are being digitized in collaboration with Boxford and Topsfield. All three libraries will offer access to the newspapers on their websites.
- The library added more programming for children such as the 1000 books before Kindergarten reading initiative. We also added drop-in craft programs, and family events such the Harry Potter Birthday Party, Library Prom Event and Noon Year's Eve Party on Dec. 31.
- The library staff have welcomed opportunities to attend more trainings and workshops, as well as library services meetings. This has improved the staff's professional development, customer service skills and level of library services.
- The library was able to update the wireless access points for a stronger more secure connection.
- The use of the library and its resources are steadily growing. Please see the graphs below. Please note: Statistics are taken from the Annual Report Information Survey which is gathered by the MA Board of Library Commissioners.

FY19 statistics refer to FY18 data.

**Number of Items checked out up 12% since FY09
Number of Library visitors up 62% since FY09**



**Number of Middleton residents
with library cards up 37% from FY09**



**Number of Meetings up 92% from FY08
Number of Library Programs up 71% from FY08**

Fiscal Year 2020 Goals and Objectives

- Update public use computers and develop a technology plan to replace a few computers each year so that all computers are upgraded over a five year period.
- Improve our online presence by creating more engaging website content and by promoting the many online resources offered by the library.
- 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.
- Create and present innovative library programs for all ages, dynamic displays, and interesting collections to keep the community engaged and reading.
- 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.

BUDGET WORKSHEET FY2020

ACCOUNTS FOR:		LIBRARY	FY2018	FY2018	FY2019	FY2020
0010	GENERAL FUND	DEPT 610	APPROVED	EXPENDED	APPROVED	REQUESTED
01610151 LIBRARY - SALARIES						
01610151__511000		SALARIES & WAGES	\$ 251,184.00	\$ 251,061.00	\$ 275,483.00	\$ 281,548.00
01610151__511100		DEPT. HEAD SALARY	\$ 74,298.00	\$ 74,298.00	\$ 76,142.00	\$ 78,032.00
01610151__512200		PART TIME	\$ 19,232.00	\$ 17,131.00	\$ 19,874.00	\$ 21,563.00
TOTAL SALARIES			\$ 344,714.00	\$ 342,490.00	\$ 371,499.00	\$ 381,143.00
01610152 LIBRARY - SERVICES						
01610152__521700		ELECTRICITY	\$ 21,150.00	\$ 20,708.00	\$ 21,150.00	\$ 21,150.00
01610152__521800		FUEL	\$ 15,000.00	\$ 14,993.00	\$ 15,000.00	\$ 15,000.00
01610152__524000		EQUIPMENT REPAIR	\$ 1,850.00	\$ 1,735.00	\$ 1,850.00	\$ 1,850.00
01610152__532000		TRAINING AND EDUCATION	\$ 300.00	\$ 295.00	\$ 300.00	\$ 500.00
01610152__532100		A/V MCLV & PROGRAM	\$ 25,881.00	\$ 25,771.00	\$ 25,881.00	\$ 25,581.00
01610152__534000		POSTAGE	\$ 1,275.00	\$ 1,010.00	\$ 1,275.00	\$ 1,275.00
01610152__534200		COPIER/PRINTING	\$ 500.00	\$ 427.00	\$ 500.00	\$ 500.00
01610152__538200		CONTRACTUAL SERVICES	\$ 10,325.00	\$ 9,964.00	\$ 10,350.00	\$ 10,575.00
TOTAL SERVICES			\$ 76,281.00	\$ 74,903.00	\$ 76,306.00	\$ 76,431.00
01610154 LIBRARY - SUPPLIES						
01610154__542000		OFFICE SUPPLIES	\$ 3,000.00	\$ 3,192.00	\$ 4,000.00	\$ 4,000.00
01610154__543000		BUILDING MAINTENANCE	\$ 14,000.00	\$ 12,998.00	\$ 14,000.00	\$ 14,000.00
01610154__551200		BOOKS & PUBLICATIONS	\$ 73,430.00	\$ 73,376.00	\$ 82,745.00	\$ 84,510.00
TOTAL SUPPLIES			\$ 90,430.00	\$ 89,566.00	\$ 100,745.00	\$ 102,510.00
01610157 LIBRARY - OTHER EXPENSES						
01610157__571000		TRAVEL	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
01610157__573000		DUES, FEES, AND SUBSCRIPTION	\$ 300.00	\$ 298.00	\$ 300.00	\$ 500.00
TOTAL EXPENSES			\$ 800.00	\$ 798.00	\$ 800.00	\$ 1,000.00
GRAND TOTAL			\$ 512,225.00	\$ 507,757.00	\$ 549,350.00	\$ 561,084.00

01610 LIBRARY

			Proposed FY20 Budget
01610151-511000 SALARIES & WAGES			
Loretta Johnson, Assistant Director	\$26.29 x 70 hrs x 26.2 weeks = \$48,286		48,216
Longevity Stipend	11-15yrs \$675		675
Jessica Furtado, Childrens	\$22.75 x 76 hrs x 26.2 weeks = \$45,300		45,300
Felicia Gminski, Asst Children's/Programs	\$21.23 x 60 hrs x 26.2 weeks = \$33,374		33,374
Nicole Cardarelli Young Adult/Teens	\$22.75 x 38 hrs x 26.2 weeks = \$22,650		22,650
Angelina Bizari Circ/Outreach/Video tech	\$22.10 x 46 hrs x 26.2 weeks = \$26,635		26,635
	\$22.10 x 30 hrs x 26.2 weeks = \$17,371 paid by PEG		0
Stephanie Smith, Adult Services/Website	\$22.75 x 76 hrs x 26.2 weeks = \$45,300		45,300
Dede McManus, Adult Circulation	\$21.23 x 76 hrs x 26.2 weeks= \$42,273		42,273
Sunday coverage in the summer	2 adults at \$22. x 4.5 hrs x 9 weeks		1,701
	1 page at \$12.79 x 4 hrs x 9 weeks		424
PT Circulation Assistant/Substitute	hours vary as needed approx 10 - 15 hrs / week		15,000
			\$281,548
01610151-511100 DEPARTMENT HEAD SALARY			
Melissa Gaspar, Library Director	\$75,592 contractual salary		77,482
Longevity Stipend	5 - 10 yrs \$550		550
			\$78,032
01610151-512200 PART TIME			
Pages	\$12.56 - \$12.80 x 60 hrs x 26.2 weeks		0
Mira P, Jack M, Laila B,	12.80 x 45 x 26.2 weeks = \$15,091		15,091
1 new hire	12.56 x 15 x 26.2 weeks = \$4,936		4,936
Recording Secretary	\$128 x 12 = \$1536		1,536
			\$21,563
TOTAL SALARIES			381,143

01610 LIBRARY

			Proposed FY20 Budget
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)	500
01610152-532100	MVLC Merrimack Valley Library Consortium	MVLC consortium fee (includes book delivery, tech support & some training) \$26,321. Full funding was restored to the \$2,500 grant we have received for the past 10 years. We were awarded \$2,500.	23,821
01610152-532100	A/V & PROGRAMS	\$1000 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-\$3,800; Elevator safety inspection-\$225; Annual Fire alarm inspection-\$500; Intrusion alarm & monitoring-\$360; Fire sprinkler inspection & test-\$315; Fire exting inspection-\$150; + \$200 to replace 2 outdated exting; Library online calendar \$650. Computer management syst.-\$450; Septic pump maint. (shared with Fire Dept) \$675; Computer network hosting/email host-\$200; Annual Boiler inspect- \$50; HVAC service contract \$3000.	10,575
TOTAL LIBRARY SERVICES			\$76,431
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	
01610154-551200	BOOKS AND PUBLICATIONS	septic issues, carpet cleaning, flag pole lights, landscaping book and publication funding must meet certain state criteria. (15.2%) budget includes: books, eBooks, audio books, newspapers, magazines, databases and other online information resources	14,000 84,510
TOTAL LIBRARY SUPPLIES			102,510
01610157-000000 OTHER EXPENSES			
01610157-571000	TRAVEL	\$.58/mi 2019 IRS standard, travel to workshops & meetings	500
01610157-573000	DUES and FEES	Such as (MLA) MA Library Association Membership, 1728 Club	500
TOTAL OTHER EXPENSES			\$1,000
TOTAL LIBRARY BUDGET			\$561,084

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	RECREATION DEPT 630	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01630151 RECREATION COMM - SALARIES					
01630151__512200	PART TIME	\$ 19,800.00	\$ 18,255.00	\$ 21,538.00	\$ 21,726.00
TOTAL SALARIES		\$ 19,800.00	\$ 18,255.00	\$ 21,538.00	\$ 21,726.00
01630152 RECREATION COMM - SERVICES					
01630152__530500	ADVERTISING	\$ 600.00	\$ 588.00	\$ 600.00	\$ 600.00
TOTAL SERVICES		\$ 600.00	\$ 588.00	\$ 600.00	\$ 600.00
01630154 RECREATION COMM - SUPPLIES					
01630154__542000	OFFICE SUPPLIES	\$ 50.00	\$ -	\$ -	\$ -
01630154__558400	OTHER SUPPLIES	\$ 3,000.00	\$ 2,409.00	\$ 3,000.00	\$ 3,000.00
01630154__558500	PARK SUPPLIES	\$ 5,374.00	\$ 4,325.00	\$ 5,000.00	\$ 5,000.00
TOTAL SUPPLIES		\$ 8,424.00	\$ 6,734.00	\$ 8,000.00	\$ 8,000.00
01630157 RECREATION COMM - EXPENSES					
01630157__571000	TRAVEL	\$ 4,100.00	\$ 3,420.00	\$ 4,100.00	\$ 4,100.00
01630157__578500	ACTIVITIES	\$ 5,975.00	\$ 4,004.00	\$ 6,000.00	\$ 6,000.00
01630157__578600	OUTDOOR EVENTS	\$ 3,400.00	\$ 2,027.00	\$ 3,250.00	\$ 3,250.00
01630157__578700	PUMPKIN FESTIVAL & XMAS PARTY	\$ 2,250.00	\$ 2,353.00	\$ 2,400.00	\$ 2,400.00
TOTAL EXPENSES		\$ 15,725.00	\$ 11,804.00	\$ 15,750.00	\$ 15,750.00
GRAND TOTAL		\$ 44,549.00	\$ 37,381.00	\$ 45,888.00	\$ 46,076.00

630 Recreation Commission

						Proposed FY 20
01630151-512200 SALARIES & WAGES						
Program Director	23.17	102.50%	23.74925	150 includes planning		3,562
Program Assistant Directors	16.15	1.025	16.55375	125 two positions		4,138
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						21,726
						\$21,726
01630152-530500 ADVERTISING						
Constant Contact						600
						\$600
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 20
01630154-571000 TRAVEL						
Bus Transportation for events						
NY City Bus	2,500	1,000	Activities	6,200		
Newport	2,000	350	Revenue	(2,100)		
Red Sox Trip	600	250				
Red Sox Trip	600	250				
Trip TBD	500	250				
	<u>6,200</u>	<u>2,100</u>				
			Town Contribution			4,100
						\$4,100
01630157-578500 ACTIVITIES (Formerly July 4th and Buffet Mixer)						
Canobie Lake Park	9,000	6,750	Activities	30,025		
Water Country	6,000	4,500	Revenue	(24,050)		
Red sox (2games)	3,000	2,500				
Amesbury Snow Park	1,000	750				
Rockafeller Center	1,150	1,150				
Bowling	600	400				
Escape Room	2,000	1,500				
Harlem Globe Trotters	2,000	1,750				
Nashoba Valley	3,500	3,250				
Six Flags	1,775	1,500				
	<u>30,025</u>	<u>24,050</u>				
			Town Contribution	5,975		
						6,000
						\$6,000
01630157-578600 OUTDOOR EVENT						
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
01630157-578700 PUMPKIN FESTIVAL AND HOLIDAY PARTY						
Pumpkin festival supplies						500
Holiday party expenses						1,900
(\$4750 originally - excess transferred to activity account)						
						\$2,400
Total						\$46,076

BUDGET WORKSHEET FY2020

ACCOUNTS FOR: GENERAL FUND	HISTORICAL COMMISSION DEPT 691	FY2018 APPROVED	FY2018 EXPENDED	FY2019 APPROVED	FY2020 REQUESTED
01691152 HISTORICAL COMMISSION - SERVICES					
01691152__534400	MAP & DEED BINDING	\$ 1,000.00	\$ 85.00	\$ 1,000.00	\$ 1,000.00
TOTAL SERVICES		\$ 1,000.00	\$ 85.00	\$ 1,000.00	\$ 1,000.00
GRAND TOTAL		\$ 1,000.00	\$ 85.00	\$ 1,000.00	\$ 1,000.00