

# **Town of Middleton Massachusetts**



## **Proposed Fiscal Year 2021 Operating Budget**

**As of 1/29/2020**

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## OFFICE OF THE TOWN ADMINISTRATOR

Town of Middleton  
Memorial Hall  
48 South Main Street  
Middleton, MA 01949-2253  
978-777-3617  
[www.middletonma.gov](http://www.middletonma.gov)

## MEMORANDUM

TO: Board of Selectmen and Finance Committee

FROM: Andrew J. Sheehan, Town Administrator

DATE: February 1, 2020

RE: Town Administrator's FY21 Budget Message

I am pleased to present the Board of Selectmen and Finance Committee the initial Fiscal Year 2021 Operating Budget. This meeting begins the budget refinement process, eventually culminating in the spending plan presented to the Annual Town Meeting on May 12, 2020. This year introduces our use of ClearGov, a budget development and transparency tool. We tested a number of products and determined that ClearGov offered the best functionality at a competitive price. We look forward to input from you as decision makers as well as from members of the public.

On December 12, 2019, Chief Financial Officer, Sarah Wood, distributed budget instructions and documents to Town departments. The instructions directed departments to submit level service expense budgets and to budget wages in accordance with settled contracts and 2% for non-union employees or employees with unresolved bargaining agreements. As we have done the past several years, we also encouraged departments to submit supplemental budget requests. These requests allow departments to propose new or expanded programs and allow us to see where departments may go in the future.

Throughout the month of January, Chief Financial Officer/Town Accountant Sarah Wood, Assistant Town Administrator/Human Resources Director Tanya Shallop, 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.

Due to the aforementioned revenue and expenditure unknowns, we must make certain assumptions. We make these conservatively. This conservative approach minimizes surprises as those unknowns become known. 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 and is the most predictable. 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 FY21 by the statutory 2 ½% or \$736,787 and new growth is estimated at \$450,000. Excluded debt will be \$2,488,489. The allowable levy limit will be \$32,396,351.

### **LOCAL RECEIPTS**

Local receipts are locally generated revenues from sources such as license and permit fees, automobile excise tax, and meals and room taxes. Since its adoption in 2016, we have conservatively estimated our meals tax estimates. Meals tax revenues are stabilizing and we are confident with our estimates. We also take a conservative approach with auto excise taxes while closely monitoring the trend. For several years, the national outlook for motor vehicle sales has predicted a decline in new car purchases. This largely has not come to pass, as more drivers lease their vehicles and therefore trade up more frequently. For FY21 we have budgeted local receipts at \$3,795,355, slightly higher than last year due to expected increases in local option excise receipts. We will continue to monitor and fine tune local receipts 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 contribution from MELD is expected to be around \$240,000, substantially higher than FY20 due to better investment performance. This category totals \$944,254.

### **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 \$20,580. The largest non-school local aid category is Unrestricted General Government Aid (UGGA). UGGA is estimated at \$597,278, an increase of \$16,268 above FY20. 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 \$739,111, an increase of \$12,939. Aid for Masconomet will increase under the Governor's budget by \$10,737, largely due to an increase in Chapter 70 aid.

The Great Recession resulted in tremendous reductions in local aid. Middleton's local aid in FY09 was \$2,418,336; the Governor's proposal for FY21 is \$2,425,842. Only now, twelve years later, has local aid returned to where it was before the economic crisis. And this does not take into account any inflation. Even if it had increased at a modest 2% annual inflation rate, local aid would now be in excess of \$3.0M, more than \$600,000 higher than today. These funds will likely never be restored, but the cumulative loss cannot be underestimated.

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 later versions adopted by the House and Senate are the same or higher.

## **EXPENDITURES**

Most Town departments proposed level services budgets with allowances for contractual or expected wage increases. As noted above, our instructions called for level services budgets. 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 is 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 \$23,455

## **EDUCATION**

We gave the Middleton Elementary Schools a budget target of 4%. The initial MES budget proposes an increase of \$722,557 or 5.8%. The Middleton School Committee and administration are meeting prior to our joint meeting. We expect a refined picture by the time they arrive at our meeting and further adjustments before the budget is certified in March.

The initial Masconomet Regional School District budget provides a preliminary snapshot. At this point, Middleton's assessment will increase \$512,347 or 5.1%. The debt service assessment will decrease \$278,597 or 72.9%. The overall assessment is increasing \$233,750 or 2.3%. We are hopeful that these numbers will come down, but have reason to believe further reductions will be modest at best. The School Committee is expected to certify its budget on March 11th. Our warrant reading and budget hearing is on April 2; barring something unforeseen we will have the final assessment by that date.

Middleton's assessment for Essex North Shore Agricultural & Technical School District (Essex Tech) is not yet known. We believe Middleton's enrollment numbers are down which should be a positive for our budget. The Essex Tech budget will be finalized in mid-March.

## **PAY EQUITY ADJUSTMENTS**

During each of the past several years we have been presented with requests to adjust the compensation of particular employees. These requests are frequently met with frustration by decision makers. At last year's joint meeting, we were given clear instructions to undertake a focused compensation study in order to eliminate or lessen these requests. The stated purpose was to bring compensation into line with the market (external equity) and with internally comparable positions. The Massachusetts Pay Equity Act requires this, as do sound personnel management practices. Demonstrated inequities can expose the Town to liabilities and foment discontent among coworkers. In order to limit our exposure and in keeping with the clear direction of the boards we undertook a study of department heads and assistants. This identified a number of disparities that must be addressed.

We have discussed the best way to rectify the inequities. Rather than bringing every position to an arbitrary place (e.g. 90%, 95%, or 100% of the study's median or its average), we propose developing ranges or bands for each position. Based on the unique characteristics of each individual position, incumbents will be placed in an appropriate place within the relevant range. With the Board's concurrence, we will complete the required analysis and make the necessary adjustments effective on July 1, 2020. In order to fund these merited adjustments, we have increased the compensation reserve by \$50,000.

## **HEALTH INSURANCE**

Based on conversations with the Massachusetts Interlocal Insurance Association (MIIA), we have initially budgeted a 7% increase in health insurance. MIIA reports that it had a good year and the pool average will be in the 3-5% range. We are hopeful our renewal rate will come in lower than the 7% we are carrying. We expect to have our actual renewal prior to going to print and can adjust if necessary and warranted.

## **ADDITIONAL AREAS**

We continue to keep our options open in the following areas:

- ✓ Snow and Ice: This is an area we need to be mindful of in order to keep up with spending trends. Even though we are allowed to deficit spend for snow and ice, doing so puts pressure on other areas. Our initial budget adds \$11,250 to snow and ice. If the overall budget picture improves sufficiently, we will suggest further raising this appropriation.
- ✓ Reserve Fund: Our financial management policies call for funding the Finance Committee's Reserve Fund at 1% of the non-school general fund operating appropriation. One percent equals about \$158,000. We do not want to get too far below the policy's parameters and will adjust as conditions allow.

Finally, you will note that the Selectmen/Town Administrator budget includes a new \$10,000 line item for contracted services. This is proposed to allow us the nimbleness to act without having to wait for Town Meeting. Potential uses could be for property appraisals, studies, grant matches, miscellaneous consultant engagements, and the like.

The budget in front of you today, not including the supplemental requests, is \$39,504,436, an increase of \$2,685,387 or 7.3% over FY20.

## **SUMMARY**

As of today, we are \$226,430 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.

**BOARD OF SELECTMEN & FINANCE COMMITTEE  
FY2021 OPERATING BUDGET SUMMIT  
MEETING AGENDA**

**Fuller Meadow School  
Nathan Media Center  
143 South Main Street, Middleton, MA 01949  
Saturday, February 1, 2020  
8:15 AM**

1. 8:15AM Call to Order; preliminaries and introductory comments
2. 8:30AM FY2020 Operating Budget overview and FY20 Q2 report: Andy Sheehan, Sarah Wood
3. 9:40AM Masconomet Regional School budget: Tasha Cooper and Supt. Michael Harvey
4. 10:00AM Health Department: Derek Fullerton
5. 10:10AM Information Technology: Derek Fullerton and Tanya Shallop
6. 10:30AM Council on Aging: Jillian Smith
7. 10:45AM Department of Public Works, including Reserve Fund Transfer request: Paul Goodwin
8. 11:00AM Fire Department: Chief Tom Martinuk
9. 11:30AM Police Department: Chief James DiGianvittorio
10. 11:50AM Flint Public Library: Melissa Gasper
11. 12:10PM Working lunch
12. 12:20PM Middleton Elementary School budget: Scott Morrison, Steve Greenberg, Matt LaCava
13. 12:50PM General Discussion; review and discuss supplemental requests
14. 3:00PM Adjournment

Upcoming meetings:	Saturday, March 7, 8:30AM	Capital Budget Summit
	Tuesday, March 10, 7:00PM	Board of Selectmen warrant review
	Tuesday, March 24, 7:00PM	Special Town Meeting: Public Safety design funding
	Thursday, April 2, 7:00PM	Joint BOS/FinCom: Budget hearing and warrant review
	Thursday, April 9, 7:00PM	Joint BOS/FinCom: Finalize budget, if needed
	Tuesday, May 12, 7:00PM	Annual Town Meeting

*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.*



## OFFICE OF THE TOWN ADMINISTRATOR

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## MEMORANDUM

TO: Department Heads and Committee Chairpersons

FROM: Andrew J. Sheehan, Town Administrator

SUBJ.: Fiscal Year 2021 Operating and Capital Budget Guidelines

DATE: December 12, 2019

The purpose of this memorandum is to kick-off the Fiscal Year 2021 operating and capital budget processes. As you know, we are utilizing Clear Gov to build the budget. This should streamline the process and reduce paper generation. Submit all documents through Clear Gov.

Attached to this memorandum are the following documents:

- 1) A new budget narrative template to work from. You may reference last year's FY2020 town-wide budget narrative at <https://middletonma.gov/DocumentCenter/View/1362/FY-2020-Proposed-Operating-Budget> for reference on some of these items, but please make sure to complete the new sections as well. Please return completed documents to Sarah Wood, Tanya Stepasiuk, and me.
- 2) You will receive an email from Clear Gov. Open the link and following the instructions.
- 3) Budget detail tables from FY20 submitted by your department.
- 4) Fiscal Year 2021 Operating Budget meeting schedule. Please review the proposed schedule and get back to Tanya or me with any scheduling conflicts.
- 5) The 2020 Annual Town Meeting timeline. Dates of note for department heads include:
  - ✓ **Friday, January 3, 2020 (close of business):** Due date for departmental budget narratives, and detail tables. Please submit detail sheets, summaries, and attachments through the Clear Gov portal. Do not email or deliver documents to us
  - ✓ **Monday, January 6 – 15, 2020:** 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 1, 2020:** 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 those requesting significant increases. We will again try to limit it to only those departments that need to be there
- | **Monday, February 3, 2020 (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 7, 2020** 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. Due to Leap Day on February 29 there is an extra week between the operating and capital budget summits

## **BUDGET GUIDELINES**

Below are guidelines for both the Operating and Capital budgets.

### **Operating Budget**

#### **Summary**

At this point in the budget process, we are facing a deficit of \$332,585. It is early in the process and much is likely to change; however, this is not a small deficit to overcome.

Under Proposition 2 ½ we are allowed to increase our tax levy by 2 ½% over the previous year. For FY21, we can raise an additional \$736,000. We will assemble the Fiscal Year 2021 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 a consensus revenue figure from the State. This practice has worked well in recent years and helps us avoid having to backpedal later in the budget process.

Based on conversations with MIIA, the Town is projecting a 7% increase in health insurance premiums. 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 \$161,000 in Fiscal Year 2021, about 8.7%. This excludes other anticipated areas of growth in the Fiscal Year 2021 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 wage increases of 2.0%. Non-union employees should also be budgeted at a 2.0%

increase. 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 verifiable supply cost or contractual service increases.

As we build the FY21 operating budget, we want to continue the broader discussion about each department's particular needs. 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 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 do not promise that all of these requests will be funded, but we do promise that each one will be considered and discussed at our face to face budget meetings. In addition, 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 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 7th.

### **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 1st. 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**  
**Office of CFO/Town Accountant**

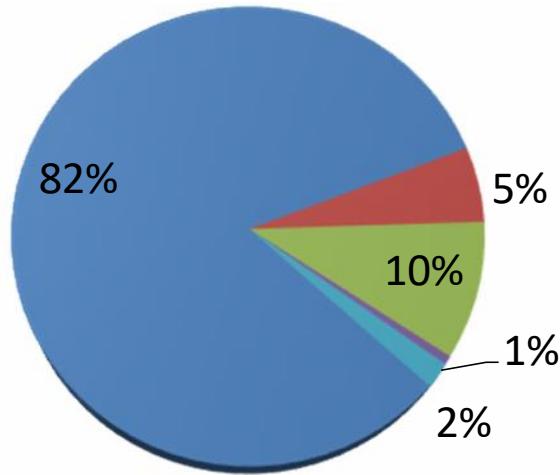
48 South Main Street  
Middleton, Ma 01949  
Tel: (978) 777-4966  
Fax: (978) 774-3682

### Budget Overview

The FY21 budget requests for the general fund total \$39,503,512. Below is a breakdown of the revenue sources and the requested expenditures.

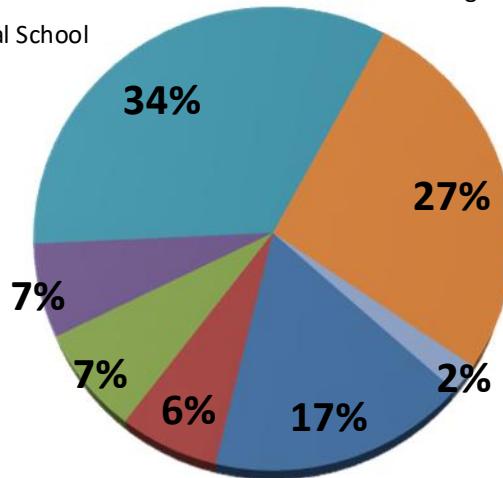
### **Estimated FY 21 Revenues**

■ Property Tax Levy      ■ State Aid      ■ Local Receipts  
■ MELD PILOT Payment      ■ Other Financing Sources



### **Proposed FY21 Expenditures**

■ Town Personal Services      ■ Town Contractual Services  
■ Employee Benefits and Unclassified      ■ Middleton Debt Service  
■ Elementary Schools      ■ Masconomet Regional School Budget  
■ Essex Technical School

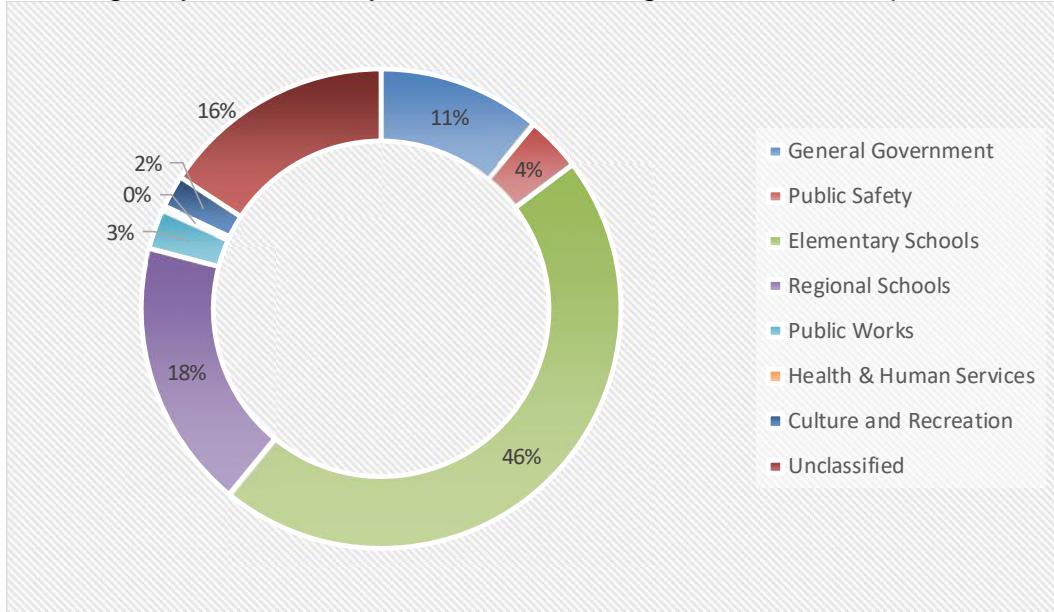


Per the FY21 operating projection, the available revenues total \$39.2M, an increase of 5.6% over FY20. This is comprised of our tax levy, Cherry Sheet revenues, local receipts, contribution from MELD, transfers from receipt reserved for appropriation funds (e.g. Ambulance and PEG access) and indirect costs from the enterprise funds (water and SESD sewer fund).

The general fund operating budget is proposed at \$39.5M, an increase of 7.3% over FY20. All departments were instructed to add 2% to personnel costs for those employees that are not covered under a contract. A summary of the general fund operating budget is below.

Fiscal Year 2021 Proposed Budget				FY 2021 Proposed				FY20 to FY21	
Department	Personal Services	Contractual	Total Budget	Personal Services	Contractual	Total Budget	Difference	% Change	
Moderator	200	0	\$200	200	0	\$200	\$0	0.0%	
Selectmen	269,117	31,480	\$300,597	281,453	42,615	\$324,068	\$23,471	7.8%	
Finance Committee	2,059	101,780	\$103,839	2,100	101,780	\$103,880	\$41	0.0%	
Town Accountant	128,177	37,775	\$165,952	132,442	37,250	\$169,692	\$3,740	2.3%	
Board of Assessors	166,393	20,510	\$186,903	170,078	12,010	\$182,088	(\$4,815)	-2.6%	
Treasurer/Collector	182,813	40,450	\$223,263	186,751	43,950	\$230,701	\$7,438	3.3%	
Custodian of Lands	2,500	0	\$2,500	2,500	0	\$2,500	\$0	0.0%	
Town Counsel	0	90,000	\$90,000	0	90,000	\$90,000	\$0	0.0%	
Information Technology	70,149	202,500	\$272,649	71,035	304,640	\$375,675	\$103,026	37.8%	
Town Clerk	133,770	25,490	\$159,260	136,446	21,100	\$157,546	(\$1,714)	-1.1%	
Elections	26,088	13,250	\$39,338	42,960	13,750	\$56,710	\$17,372	44.2%	
Conservation Comm.	74,329	4,850	\$79,179	85,552	3,950	\$89,502	\$10,323	13.0%	
Planning Board	96,479	8,680	\$105,159	99,658	8,200	\$107,858	\$2,699	2.6%	
Board of Appeals	2,304	2,050	\$4,354	2,620	2,050	\$4,670	\$316	7.3%	
Master Plan Committee	1,152	100	\$1,252	1,441	100	\$1,541	\$289	23.1%	
Town Buildings	40,811	76,825	\$117,636	41,775	84,500	\$126,275	\$8,639	7.3%	
Town Reports	0	5,500	\$5,500	0	7,000	\$7,000	\$1,500	27.3%	
Police Department	1,731,130	296,443	\$2,027,573	1,754,056	286,725	\$2,040,781	\$13,208	0.7%	
Fire Department	1,765,384	235,805	\$2,001,189	1,821,591	223,946	\$2,045,537	\$44,348	2.2%	
Inspections Dept.	236,693	32,800	\$269,493	242,145	28,250	\$270,395	\$902	0.3%	
Animal Control	22,732	4,400	\$27,132	22,914	3,900	\$26,814	(\$318)	-1.2%	
Constable	200	0	\$200	200	0	\$200	\$0	0.0%	
Elementary School	8,624,747	3,914,196	\$12,538,943	9,230,862	4,030,638	\$13,261,500	\$722,557	5.8%	
Essex Technical H.S.	0	777,677	\$777,677	0	807,652	\$807,652	\$29,975	3.9%	
Masco School	0	9,968,124	\$9,968,124	0	10,480,514	\$10,480,514	\$512,390	5.1%	
Masco Debt Service	0	382,380	\$382,380	0	103,740	\$103,740	(\$278,640)	-72.9%	
Other School (OOD)	0	0	\$0	0	20,000	\$20,000	\$20,000	100.0%	
Public Works	674,861	319,981	\$994,842	697,031	319,921	\$1,016,952	\$22,110	2.2%	
Snow and Ice	60,000	209,500	\$269,500	60,000	220,750	\$280,750	\$11,250	4.2%	
Transfer Station	133,322	294,276	\$427,598	134,685	300,913	\$435,598	\$8,000	1.9%	
Board of Health	110,681	28,785	\$139,466	113,151	24,800	\$137,951	(\$1,515)	-1.1%	
Council on Aging	169,655	60,506	\$230,161	197,599	46,217	\$243,816	\$13,655	5.9%	
Veteran's Agent	17,550	86,750	\$104,300	18,427	77,900	\$96,327	(\$7,973)	-7.6%	
Tri-Town Council	0	28,500	\$28,500	0	29,925	\$29,925	\$1,425	5.0%	
Garden Club	0	5,000	\$5,000	0	5,000	\$5,000	\$0	0.0%	
Library	385,870	183,368	\$569,238	407,903	192,001	\$599,904	\$30,666	5.4%	
Recreation Comm.	21,726	24,350	\$46,076	23,830	25,774	\$49,604	\$3,528	7.7%	
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	1,481,095	\$1,481,095	0	2,602,218	\$2,602,218	\$1,121,123	75.7%	
Unclassified	0	2,661,981	\$2,661,981	0	2,908,352	\$2,908,352	\$246,371	9.3%	
<b>Total Budgets</b>	<b>\$15,150,892</b>	<b>\$21,668,157</b>	<b>\$36,819,049</b>	<b>\$15,981,405</b>	<b>\$23,523,031</b>	<b>\$39,504,436</b>	<b>\$2,685,387</b>	<b>7.3%</b>	

A break down of budgetary increases by function, excluding debt service, is provided below.



### **Brief Description of Budget Changes**

**Selectmen/Town Administrator** – The 7% increase in the Selectmen/Town Administrator budget is due to contracted wage increases as well as an increase in Contractual Services of \$10,000. These funds will be used for various new or continuing projects and programs.

**Information Technology** – Approximately \$73,000 of telephone, internet and other IT costs were moved from the departmental budgets and into the IT budget. The other main drivers are an increase of 5 computers for replacement and the annual renewal of the ClearGov software.

**Elections** – On top of the usual Town Elections, FY21 includes a Presidential Election and a State Primary Election. Those elections are accompanied by early voting. Additional hours are budgeted for these extra costs.

**Conservation Commission** – A portion (\$10,000) of the Conservation Agent's salary was paid for directly from Wetland Protection Fund (Chapter 131 Subection 40); in FY21 this is no longer occurring as there is a reduction in the available amount within the fund and it will not proceed again until the fund has a more substancial balance in it.

**Town Buildings** – General increases in fuel and electricity for all Town Buildings as well as an additional amount for electricity at 105 South Main Street.

**Council on Aging** – The COA has undergone a restructuring under the new Director. This led to a more accurate showing of true wages spent and removed several of the unneccesary funding sources of wages (i.e. senior workoff, volunteers, donations). Also with the new Director the salary was brought up to market.

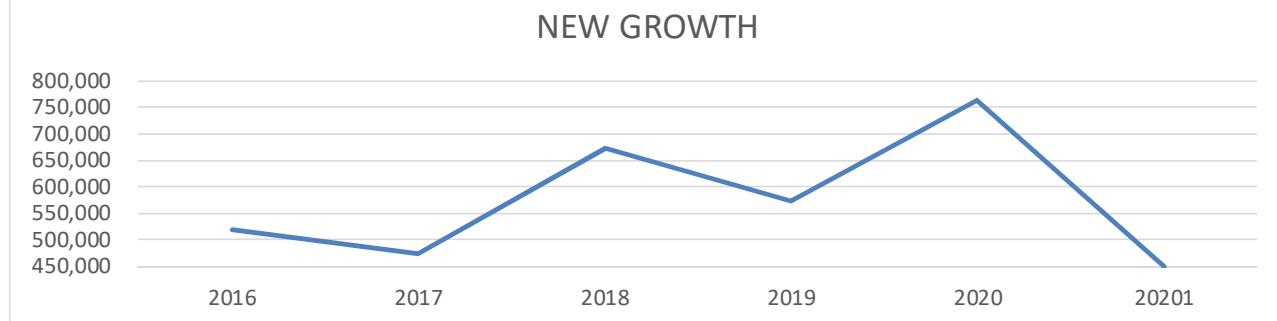
**Debt Service** – The current year numbers represent an estimate of additional debt service costs for a combined Public Safety complex and the design costs. These numbers will change reflective of bond rating, interest rates and the effects of Town Meeting. These increases are assumed to be debt exclusions and as such the tax levy revenue source has been updated to reflect this.

**Unclassified** – The primary cause of the increase in this line item is the increase in our Retirement Assessment of approximately 12.7% net of the early payment discount and MELD's share. Health insurance is preliminarily budgeted at 7%, but that is anticipated to decrease once MIIA issues its final renewals. Also, \$50,000 has been added to the compensation reserve for the implementation of the classification plan to conform with the Pay Equity law.

## **TAXES**

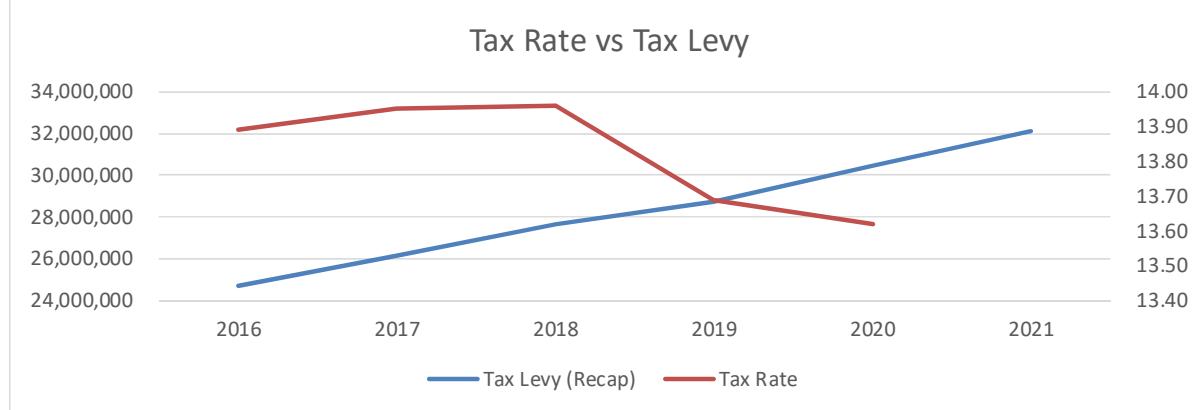
As shown in the tables on the preceding pages, property taxes make up 82% of the Town's general fund funding sources. There are three main factors that can affect the amount of revenue generated by real and personal property taxes; automatic 2.5% increase, new growth and overrides/exclusions. The 2.5% increase over the prior year levy is estimated to be \$736,787. In FY21 based on historic trends we are conservatively estimating new growth to be \$450,000.

FY	2016	2017	2018	2019	2020	20201
NEW GROWTH	519,816	472,261	672,603	572,886	764,477	450,000



The Town is not anticipating any overrides/exclusions until we move forward with the construction of the public facilities complex at 105 South Main Street. We anticipate there will be debt exclusions at the ballot at that time. This is the only way in which the Town can permanently increase the tax levy to exceed the levy ceiling. In FY20 the Town's levy ceiling was \$55,853,298. As you can see in the following charts, the Town tax levy is well below the levy ceiling. The Town's Maximum Allowable Levy for FY 20 was \$31,164,578; we are over this number as new debt exclusions are added into the FY21 estimate. For FY20 our excess levy capacity was \$735,701.

FY	2016	2017	2018	2019	2020	2021
Tax Levy (Recap)	24,718,264	26,109,295	27,647,509	28,714,222	30,428,877	32,097,000
Tax Rate	13.89	13.95	13.96	13.69	13.62	

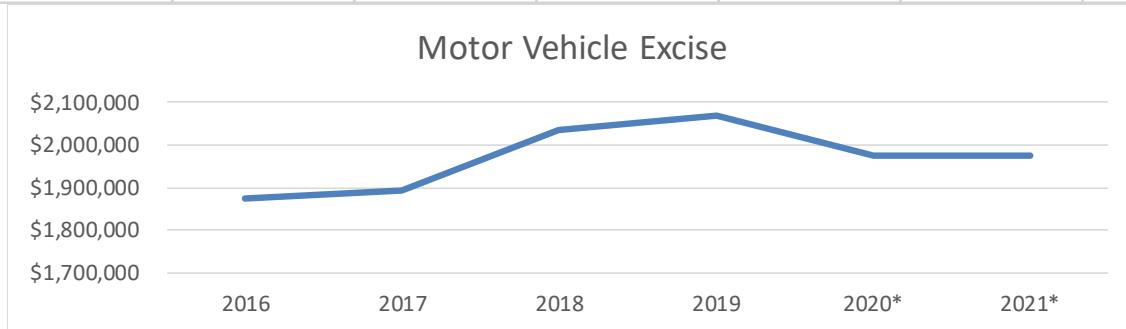


## **Motor Vehicle Excise Tax**

This is the third largest revenue source for the Town and the largest source of local receipts. It is difficult to predict the revenue trends as it is based on the value of the vehicles owned by residents. We have been waiting to see a decline in motor vehicle excise taxes, but it has not happened yet. We have kept the budget level for FY21 but plan to revisit this line item if trends stay upwards over prior years.

FY	2016	2017	2018	2019	2020*	2021*
Motor Vehicle Excise	\$ 1,873,680	\$ 1,892,202	\$ 2,037,341	\$ 2,069,240	\$ 1,975,000	\$ 1,975,000

\* Budgeted Amount

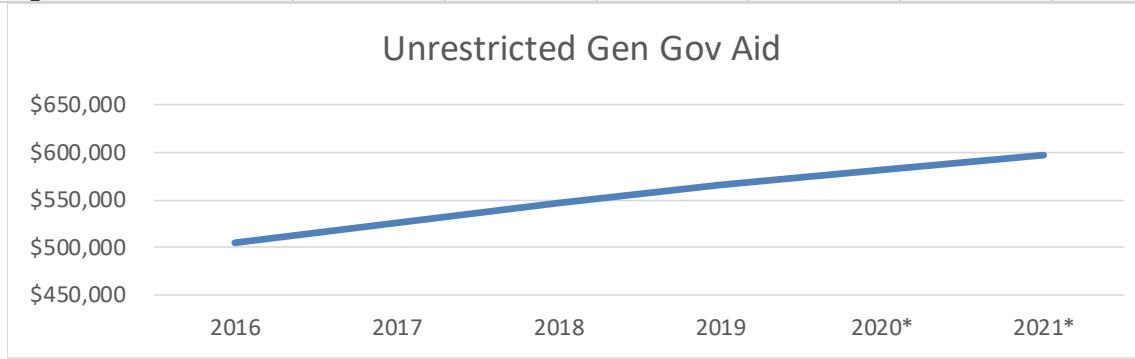


## **State Aid**

The primary source of state aid for the Town is Cherry Sheet revenues. This consists of local aid and specific reimbursements and distributions such as aid to public libraries, veterans benefits, state owned land, charter school tuition and a number of other items. We are using the Governor's base numbers for FY21, which includes an increase of 2.8%.

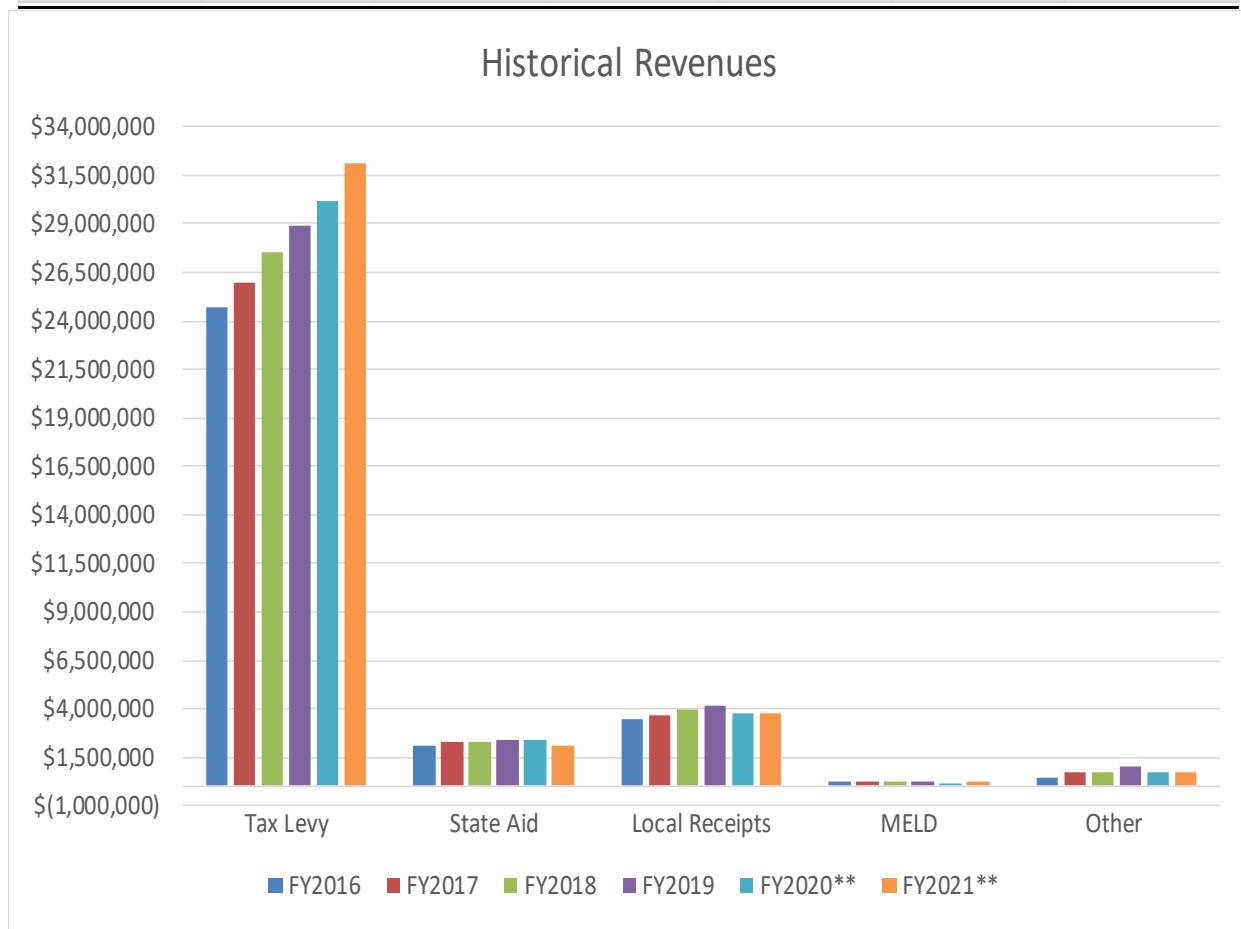
FY	2016	2017	2018	2019	2020*	2021*
Unrestricted Gen Gov Aid	\$ 504,398	\$ 526,087	\$ 546,604	\$ 565,735	\$ 581,010	\$ 597,278
% Change		4.3%	3.9%	3.5%	2.7%	2.8%

\* Budgeted Amount



## Historical Revenues by Source

Revenues by Sources						
	FY2016	FY2017	FY2018	FY2019	FY2020**	FY2021**
Tax Levy	\$ 24,715,758	\$ 25,957,844	\$ 27,500,025	\$ 28,904,544	\$ 30,135,486	\$ 32,097,460
State Aid	\$ 2,150,789	\$ 2,257,920	\$ 2,292,743	\$ 2,367,469	\$ 2,412,267	\$ 2,080,120
Local Receipts	\$ 3,445,685	\$ 3,642,017	\$ 3,935,629	\$ 4,180,705	\$ 3,775,055	\$ 3,795,355
MELD	\$ 240,000	\$ 220,000	\$ 204,000	\$ 223,000	\$ 176,100	\$ 240,000
Other	\$ 416,000	\$ 685,503	\$ 749,401	\$ 982,852	\$ 740,008	\$ 704,254
<b>Total</b>	<b>\$30,968,232</b>	<b>\$32,763,284</b>	<b>\$34,681,798</b>	<b>\$36,658,570</b>	<b>\$37,238,916</b>	<b>\$38,917,189</b>
<b>** = Budgeted</b>						



## 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 12/31/19	\$	1,871,009
Fiscal Year 2021 Proposed general fund operating appropriation	\$	39,504,436
General Stabilization Fund balance as a % of GF operating		4.7%

5% of current year budgeted general fund operating appropriation	\$	1,975,222
7% of current year budgeted general fund operating appropriation	\$	2,765,310

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 12/31/19	\$	685,635
Fiscal Year 2021 Proposed general fund operating appropriation	\$	39,504,436
Capital Stabilization Fund balance as a % of GF operating		1.7%
3% of current year budgeted general fund operating appropriation	\$	1,185,133
5% of current year budgeted general fund operating appropriation	\$	1,975,222

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 12/31/19	\$	285,899
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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 12/31/19	\$	215,035
Average of past five years actual special education spending	\$	2,285,338
Difference to \$350,000	\$	(134,965)

**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 7/1/2019	\$	3,224,241
Fiscal Year 2020 operating appropriation	\$	36,682,049
Free Cash Certification as a % of prior year operating appropriation		8.8%

Free Cash Balance as of 11/5/19	\$2,164,241
Free Cash projection as a % of prior year general fund operating	

appropriation (Fiscal Year 2020)

5.9%

#### **Item #6 Excess Levy Capacity**

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

Excess Levy Capacity from Fiscal Year 2020 Recapitulation	\$ 735,701
Fiscal Year 2020 Tax Recap General Fund Appropriation	37,488,470
Excess Levy Capacity balance as a % of GF operating	2.0%

#### **Item #7 Reserve Funds**

##### General Reserve Fund

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

Proposed Fiscal Year 2021 General Reserve Fund	100,000
Fiscal Year 2021 Proposed general fund operating appropriation	
(excluding schools)	14,851,030
General Reserve Fund as a % of general fund operating	
appropriation (excluding schools)	0.7%
1% of proposed FY20 General Fund opearting appropriation	\$ 148,510
(excluding schools)	

#### **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 2021 annual debt service exclusive of exempt debt	254,375
Fiscal Year 2021 Proposed general fund operating appropriation	39,504,436
Annual debt service exclusive of exempt debt as a % of current year general fund appropriation	0.6%

##### 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 2021 annual debt service inclusive of exempt debt	\$2,602,218
Fiscal Year 2021 Proposed general fund operating appropriation	\$ 39,504,436
Annual debt service exclusive of exempt debt as a % of current year general fund appropriation	6.6%

#### **Municipal and Reserve Fund Balances**

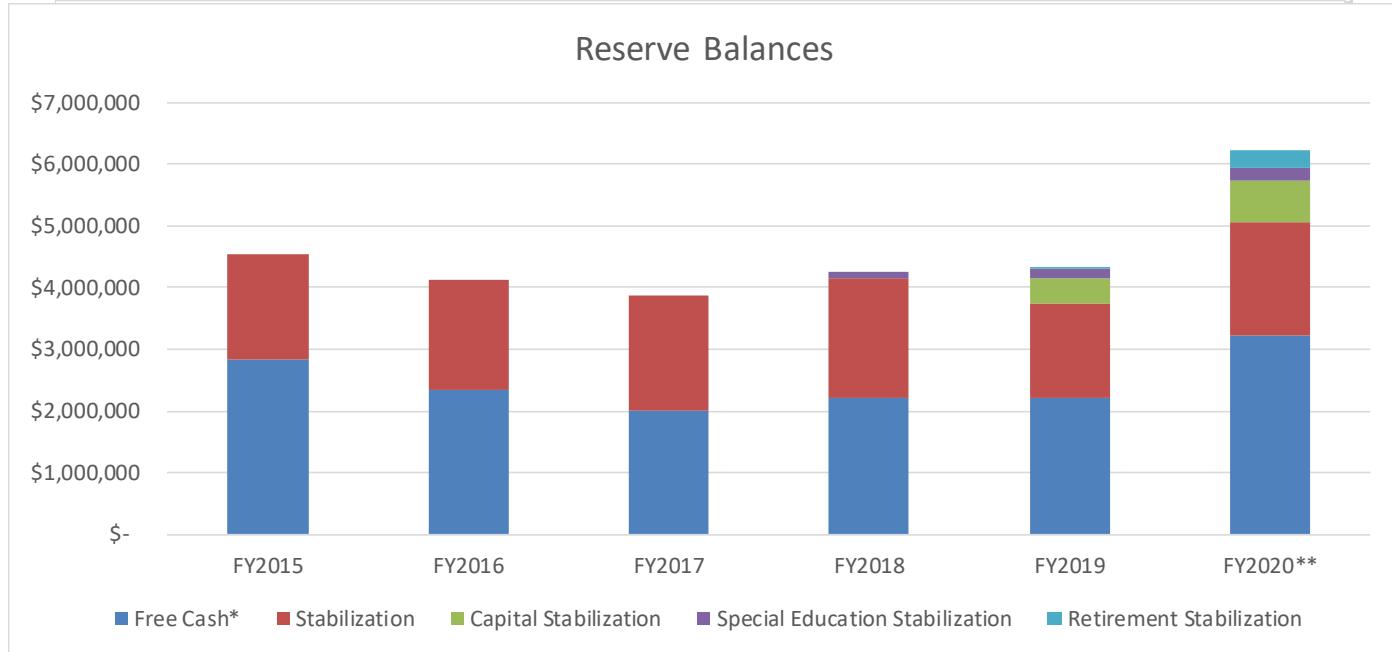
Free Cash Certification	\$3,224,241
General Stabilization Fund as of 12/31/19	\$1,871,009
Capital Stabilization Fund as of 12/31/19	\$685,635
Retirement Stabilization Fund Balance as of 12/31/19	\$285,899
Special Education Stabilization Fund Balance as of 12/31/19	\$215,035
Ambulance Fund as of 12/31/19	\$880,881
PEG Fund Balance as of 12/31/19	\$400,697
OPEB Fund Balance as of 12/31/19	\$1,421,237
Special Education Reserve Fund Balance 12/31/19	\$143,867
General Stabilization Fund as of 6/30/2019	\$1,534,903
FY20 Contributions	\$300,000
FY20 Estimated Interest	\$50,000
Projected Fund Balance at 6/30/2020	<u>\$1,884,903</u>
Projected FY21 Interest	\$50,000
FY21 Contributions	\$0
FY21 Appropriation out	\$0
Projected Fund Balance at 6/30/2021	<u>\$1,934,903</u>
Capital Stabilization Fund as of 6/30/2019	\$419,227
FY20 Contributions	\$150,000
FY20 Estimated Interest	\$30,000
Projected Fund Balance at 6/30/2020	<u>\$599,227</u>
Projected FY21 Interest	\$30,000

FY21 Contributions	\$0
FY21 Appropriation out	\$0
Projected Fund Balance at 6/30/2021	<u>\$629,227</u>
Retirement Stabilization Fund Balance as of 6/30/2019	\$26,264
FY20 Contributions	\$250,000
FY20 Estimated Interest	\$15,000
Projected Fund Balance at 6/30/2020	<u>\$291,264</u>
Projected FY21 Interest	\$15,000
FY21 Contributions	\$0
FY21 Appropriation out	\$0
Projected Fund Balance at 6/30/2021	<u>\$306,264</u>
Special Education Stabilization Fund Balance as of 6/30/2019	\$57,270
FY20 Contributions	\$115,000
FY20 Appropriations Out	(\$62,000)
FY20 Estimated Interest	\$10,000
Projected Fund Balance at 6/30/2020	<u>\$120,270</u>
Projected FY21 Interest	\$10,000
FY21 Contributions	\$0
FY21 Appropriation out	\$0
Projected Fund Balance at 6/30/2021	<u>\$130,270</u>
OPEB Fund Balance as of 6/30/2019	\$1,292,921
FY20 Contributions	\$50,000
FY20 Estimated Interest	\$75,000
Projected Fund Balance at 6/30/2020	<u>\$1,417,921</u>
Projected FY21 Interest	\$75,000
FY21 Contributions	\$0
FY21 Appropriation out	\$0
Projected Fund Balance at 6/30/2021	<u>\$1,492,921</u>

<b>Reserve Balances</b>						
	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020**
Free Cash*	\$ 2,827,353	\$ 2,342,514	\$ 1,997,831	\$ 2,208,799	\$ 2,201,174	\$3,224,241
Stabilization	\$ 1,725,063	\$ 1,779,386	\$ 1,884,030	\$ 1,941,665	\$ 1,534,903	\$1,838,535
Capital Stabilization					\$ 419,227	\$ 674,898
Special Education Stabilization				\$ 100,168	\$ 157,270	\$ 213,537
Retirement Stabilization					\$ 25,202	\$ 276,442
<b>Total</b>	<b>\$ 4,552,416</b>	<b>\$ 4,121,900</b>	<b>\$ 3,881,861</b>	<b>\$ 4,250,632</b>	<b>\$ 4,337,775</b>	<b>\$ 6,227,652</b>

\* Free Cash listed as certified amounts; not amounts after spending

\*\*Balances after 11/5/19 Special Town Meeting

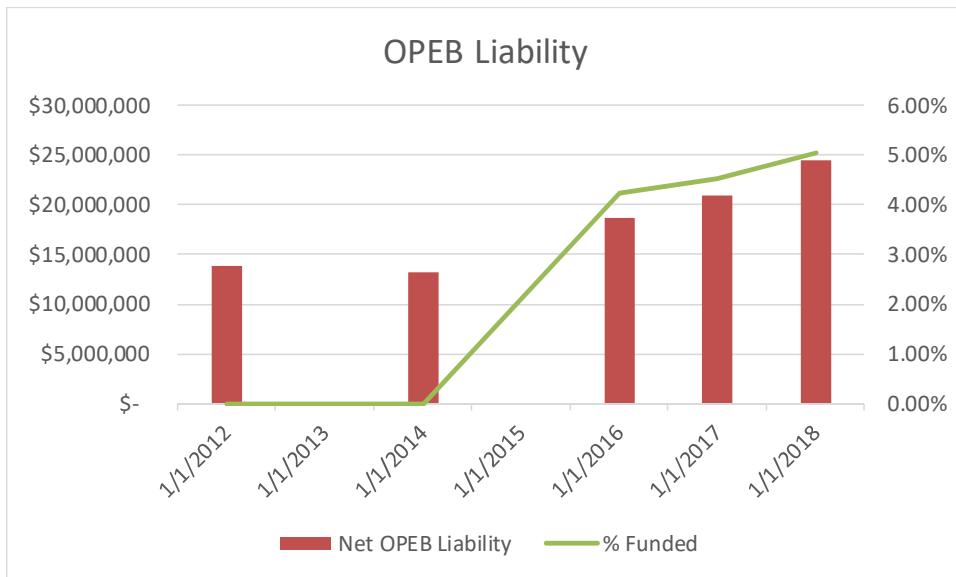


### Other Post-Employment Benefits (OPEB)

The Town operates the OPEB fund as a trust fund for the use of paying future OPEB benefits. As of July 1, 2018, the net OPEB Obligation for the Town was \$24,436,261.

**TOWN OF MIDDLETON, MA**  
**NET OPEB LIABILITY**  
**ACTUARIALS DATED 7/1/12 THROUGH 7/1/18**

ACTUARIAL DATE	NET OPEB LIABILITY	CHANGE	% CHANGE	% FUNDED
7/1/2012	\$13,926,650	\$ (626,248)	-4.5%	0.00%
7/1/2014	\$13,216,570	\$ (710,080)	-5.4%	0.00%
7/1/2016	\$18,724,749	\$ 5,508,179	29.4%	4.25%
7/1/2017	\$21,003,940	\$ 2,279,191	10.9%	4.54%
7/1/2018	\$24,436,261	\$ 3,432,321	14.0%	5.03%



**Town of Middleton**  
**Fiscal Year 2021 Summary of**  
**Projected Revenues and Expenditures**

	<b>REVENUES</b>					
	<b>FY2020</b>	<b>FY2021</b>	<b>ESTIMATE</b>	<b>\$ Change</b>		
	<b>BUDGET</b>	<b>% Change</b>				
<b>PROPERTY TAXES</b>						
Prior Year Levy Limit	\$ 28,006,842	\$ 29,471,490				
2.5% Increase	\$ 700,171	\$ 736,787				
New Growth	\$ 764,477	\$ 450,000				
<b>TOTAL LEVY LIMIT</b>	<b>\$ 29,471,490</b>	<b>\$ 30,658,277</b>				
Debt Exclusion	\$ 1,693,088	\$ 2,488,489				
Excess Levy Capacity	\$ (735,701)	\$ (750,415)				
<b>TOTAL MAXIMUM LEVY LIMIT</b>	<b>\$ 30,428,877</b>	<b>\$ 32,396,351</b>	<b>\$ 1,967,474</b>	<b>6.5%</b>		
<b>STATE AID</b>						
Cherry Sheet Receipts	\$ 2,392,323	\$ 2,425,842				
Less Offsets	\$ (12,264)	\$ (13,575)				
Less Charges & Assessments	\$ (338,391)	\$ (332,147)				
<b>TOTAL NET STATE AID</b>	<b>\$ 2,041,668</b>	<b>\$ 2,080,120</b>	<b>\$ 38,452</b>	<b>1.9%</b>		
<b>LOCAL RECEIPTS</b>						
Motor Vehicle Excise	\$ 1,975,000	\$ 1,975,000	\$ -	0.0%		
Other Excise- Room	\$ 200,000	\$ 210,000	\$ 10,000	5.0%		
Other Excise - Meals	\$ 220,000	\$ 230,000	\$ 10,000	4.5%		
Penalties/Interest on Taxes and Excises	\$ 90,000	\$ 90,000	\$ -	0.0%		
Payments in Lieu of Taxes	\$ 130,000	\$ 130,000	\$ -	0.0%		
Other Charge for Services - TSS	\$ 210,000	\$ 210,000	\$ -	0.0%		
Fees	\$ 115,000	\$ 115,000	\$ -	0.0%		
Departmental Revenue - Libraries	\$ 3,200	\$ 3,500	\$ 300	9.4%		
Departmental Revenue - Cemeteries	\$ 45,000	\$ 45,000	\$ -	0.0%		
Other Departmental Revenue	\$ 140,000	\$ 140,000	\$ -	0.0%		
Licenses/Permits	\$ 500,000	\$ 500,000	\$ -	0.0%		
Fines and Forfeits	\$ 12,000	\$ 12,000	\$ -	0.0%		
Investment Income	\$ 80,000	\$ 80,000	\$ -	0.0%		
Medicaid Reimbursement	\$ 30,000	\$ 30,000	\$ -	0.0%		
HM Bond Premium Offset	\$ 24,855	\$ 24,855	\$ -	0.0%		
<b>TOTAL LOCAL RECEIPTS</b>	<b>\$ 3,775,055</b>	<b>\$ 3,795,355</b>	<b>\$ 20,300</b>	<b>0.5%</b>		
<b>RESERVE FOR ABATEMENT (OVERLAY)</b>	<b>\$ (293,030)</b>	<b>\$ (298,891)</b>	<b>\$ 5,861</b>	<b>2.0%</b>		
<b>OFFSET RECEIPTS</b>						
Ambulance Fund Transfer	\$ 475,000	\$ 500,000	\$ 25,000	5.3%		
PEG Cable Fund Transfer	\$ 154,406	\$ 155,270	\$ 864	0.6%		
Weights and Measures Transfer	\$ 22,792	\$ -	\$ (22,792)	-100.0%		
Special Education Stabilization Fund Transfer	\$ 62,000	\$ -	\$ (62,000)	-100.0%		
Enterprise Funds Indirect Costs	\$ 25,810	\$ 48,984	\$ 23,174	89.8%		
MELD Contribution	\$ 176,100	\$ 240,000	\$ 63,900	36.3%		
<b>TOTAL OFFSET RECEIPTS</b>	<b>\$ 916,108</b>	<b>\$ 944,254</b>	<b>\$ 28,146</b>	<b>3.1%</b>		
<b>TOTAL REVENUES</b>	<b>\$ 36,868,678</b>	<b>\$ 38,917,189</b>	<b>\$ 2,048,512</b>	<b>5.6%</b>		

## EXPENDITURES

	FY2020 ADOPTED	FY2021 PROPOSED	\$ Change	% Change
<b>TOWN SERVICES</b>				
Personnel Services	\$ 6,526,145	\$ 6,750,543	\$ 224,398	3.4%
Contractual Services	\$ 2,482,704	\$ 2,589,917	\$ 107,213	4.3%
Retirement, Health Ins & Unclassified	\$ 2,661,981	\$ 2,908,352	\$ 246,371	9.3%
Debt Services	\$ 1,481,095	\$ 2,602,218	\$ 1,121,123	75.7%
<b>TOTAL TOWN SERVICES</b>	<b>\$ 13,151,925</b>	<b>\$ 14,851,030</b>	<b>\$ 1,699,105</b>	<b>12.9%</b>
<b>ELEMENTARY SCHOOLS</b>				
	<b>\$ 12,538,943</b>	<b>\$ 13,261,500</b>	<b>\$ 722,557</b>	<b>5.8%</b>
<b>MASCONOMET REGIONAL SCHOOL</b>				
MASCO Regional Assessment	\$ 9,968,167	\$ 10,480,514	\$ 512,347	5.1%
MASCO Debt Service	\$ 382,337	\$ 103,740	\$ (278,597)	-72.9%
<b>TOTAL MASCONOMET ASSESSMENT</b>	<b>\$ 10,350,504</b>	<b>\$ 10,584,254</b>	<b>\$ 233,750</b>	<b>2.3%</b>
<b>ESSEX TECHNICAL SCHOOL</b>				
Essex Tech Regional Assessment	\$ 699,698	\$ 729,673	\$ 29,975	4.3%
Essex Tech Debt Service	\$ 77,979	\$ 77,979	\$ -	0.0%
<b>TOTAL ESSEX TECHNICAL SCHOOL ASSESSMENT</b>	<b>\$ 777,677</b>	<b>\$ 807,652</b>	<b>\$ 29,975</b>	<b>3.9%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 36,819,049</b>	<b>\$ 39,504,436</b>	<b>\$ 2,685,387</b>	<b>7.3%</b>

<b>FY 2021 Proposed Revenue</b>	<b>\$ 38,917,189</b>
<b>FY 2021 Proposed Budget</b>	<b>\$ 39,504,436</b>
FY 2020 unused levy capacity to FY 2021 Bu	\$ 360,816
<b>Surplus/(deficit)</b>	<b>\$ (226,430)</b>

**TOWN OF MIDDLETON**  
**SUMMARY OF PROJECTED REVENUES AND EXPENDITURES**

	FY2020	FY2021	FY2022	FY2023	FY2024
<b>Revenues</b>					
Property Tax Levy	30,428,877	32,757,166	35,438,575	36,518,918	37,727,460
State Aid	2,380,059	2,412,267	2,455,447	2,502,041	2,549,567
Local Receipts	3,775,055	3,795,355	3,804,555	3,814,123	3,824,074
Other Available Funds	1,523,788	1,229,374	1,397,783	1,410,190	1,422,573
Free Cash	2,113,762	1,051,450	1,091,273	1,138,336	1,187,753
<b>Total Revenues</b>	<b>40,221,541</b>	<b>41,245,613</b>	<b>44,187,633</b>	<b>45,383,608</b>	<b>46,711,427</b>
<b>Expenditures</b>					
General Government	1,895,581	2,067,906	2,099,695	2,132,054	2,164,992
Public Safety	4,325,587	4,383,727	4,465,203	4,548,263	4,632,936
Elementary Education	12,538,943	13,281,500	13,791,960	14,343,638	14,917,384
Public Works	1,691,940	1,733,300	1,759,360	1,785,859	1,812,805
Human Services	507,427	513,019	521,441	530,013	538,738
Culture & Recreation	626,314	660,508	671,430	682,548	693,866
Debt Service- GF Non-Exempt	205,250	254,375	93,750	92,875	92,000
Debt Service- GF Prop 2 1/2 Exempt	1,275,845	2,347,843	4,236,973	1,301,025	1,287,453
Employee Benefits	2,414,981	2,614,852	2,828,424	3,057,159	3,279,360
Salary Reserve	40,000	90,000	40,000	40,000	40,000
Prop/Liability Insurances	207,000	203,500	216,500	233,825	252,016
Regional School Assessments & Debt	11,128,181	11,391,906	11,946,675	12,361,830	12,902,745
Water	239,853	285,121	290,424	289,463	288,212
Other Amounts to be Raised	293,030	298,891	304,868	310,966	317,185
State and County Assessments	338,391	332,147	337,775	343,543	349,455
Article from Available Funds	367,827	0	190,000	190,000	190,000
Articles from Free Cash	1,207,000	155,000	150,000	150,000	150,000
Capital Articles from Free Cash	906,762	896,450	941,273	988,336	1,037,753
<b>Total Expenditures</b>	<b>40,209,912</b>	<b>41,510,044</b>	<b>44,885,751</b>	<b>43,381,398</b>	<b>44,946,900</b>
<b>Surplus/(Deficit)</b>	<b>11,629</b>	<b>-264,431</b>	<b>-698,118</b>	<b>2,002,210</b>	<b>1,764,527</b>

## TOWN OF MIDDLETON THREE YEAR REVENUE PROJECTION

Revenue Projections	FY2020 Budget	FY2021 Projected	FY2022 Projected	FY2023 Projected	Projection Percent
<b>PROPERTY TAX LEVY</b>					
Prior Year Tax Levy Limit	28,006,842	29,471,490	30,658,277	31,874,734	
2.5% Increase	700,171	736,787	766,457	796,868	
Certified New Growth	764,477	450,000	450,000	450,000	See Growth
TAX Levy Limit Total	29,471,490	30,658,277	31,874,734	33,121,602	
Debt Exclusions	1,693,088	2,488,489	4,314,257	4,147,731	See Debt
Maximum Allowable Levy	31,164,578	33,146,766	36,188,991	37,269,333	0.00%
Excess Tax Levy Capacity	(735,701)	(750,415)	(750,415)	(750,415)	2.00%
Useable Excess Levy Capcaity	0	360,816	0	0	
<b>TOTAL Actual Tax Levy</b>	<b>30,428,877</b>	<b>32,757,166</b>	<b>35,438,575</b>	<b>36,518,918</b>	
<b>STATE AID CHERRY SHEET</b>					
Chapter 70 Education Aid	1,666,151	1,686,731	1,720,466	1,754,875	2.00%
Unrestricted General Government Aid	581,010	597,278	609,224	621,408	2.00%
Veterans Benefits	55,218	40,667	40,667	40,667	0.00%
Exemptions VBS and Elderly	51,742	63,092	63,092	63,092	0.00%
State Owned Land	22,117	21,999	21,999	21,999	0.00%
Charter Tuition Reimbursement	3,821	2,500	2,500	2,500	
<b>TOTAL Cherry Sheet</b>	<b>2,380,059</b>	<b>2,412,267</b>	<b>2,455,447</b>	<b>2,502,041</b>	
<b>ESTIMATED LOCAL RECEIPTS</b>					
Motor Vehicle Excise	1,975,000	1,975,000	1,975,000	1,975,000	0.00%
Other Excise- Room	200,000	210,000	210,000	210,000	0.00%
Other Excise - Meals	220,000	230,000	239,200	248,768	4.00%
Penalties/Interest on Taxes and Excise	90,000	90,000	90,000	90,000	0.00%
Payments in Lieu of Taxes	130,000	130,000	130,000	130,000	0.00%
Other Charge for Services - TSS	210,000	210,000	210,000	210,000	0.00%
Fees	115,000	115,000	115,000	115,000	0.00%
Departmental Revenue - Libraries	3,200	3,500	3,500	3,500	0.00%
Departmental Revenue - Cemeteries	45,000	45,000	45,000	45,000	0.00%
Other Departmental Revenue	140,000	140,000	140,000	140,000	0.00%
Licenses/Permits	500,000	500,000	500,000	500,000	0.00%

## TOWN OF MIDDLETON THREE YEAR REVENUE PROJECTION

Revenue Projections	FY2020 Budget	FY2021 Projected	FY2022 Projected	FY2023 Projected	Projection Percent
Fines and Forfeits	12,000	12,000	12,000	12,000	0.00%
Investment Income	80,000	80,000	80,000	80,000	0.00%
Medicaid Reimbursement	30,000	30,000	30,000	30,000	0.00%
HM Bond Premium Offset	24,855	24,855	24,855	24,855	0.00%
<b>TOTAL Local Receipts</b>	<b>3,775,055</b>	<b>3,795,355</b>	<b>3,804,555</b>	<b>3,814,123</b>	
<b>AVAILABLE FUNDS/OTHER FINANCING</b>					
For Water Enterprise Fund Budget	239,853	285,121	290,424	289,463	see expenditure proje
For Water Warrant Articles	0	0	0	0	see expenditure proje
Transfers in	714,198	655,270	668,375	681,743	2.00%
Ambulance Warrant Articles	55,300		0	0	
Overlay Surplus	199,027	0	190,000	190,000	
MELD	176,100	240,000	200,000	200,000	
SESD Indirect Costs	4,861	4,861	4,861	4,861	
Water Enterprise Indirect Costs	20,949	44,123	44,123	44,123	
CPA Warrant Articles	113,500	0	0		
<b>TOTAL Other Available Funds</b>	<b>1,523,788</b>	<b>1,229,374</b>	<b>1,397,783</b>	<b>1,410,190</b>	
<b>FREE CASH</b>					
<b>TOTAL Free cash</b>	<b>2,113,762</b>	<b>1,051,450</b>	<b>1,091,273</b>	<b>1,138,336</b>	
<b>TOTAL REVENUES</b>	<b>40,221,541</b>	<b>41,245,613</b>	<b>44,187,633</b>	<b>45,383,608</b>	

## TOWN OF MIDDLETON THREE YEAR EXPENDITURE PROJECTION

Expenditure Projections	FY2020 Actual	FY2021 Budgeted	FY2022 Projected	FY2023 Projected	FY2024 Projected	Projection Percent
<b>A. APPROPRIATIONS</b>						
<b>GENERAL GOVERNMENT</b>						
Salaries & Wages	1,196,341	1,257,011	1,282,151	1,307,794	1,333,950	2.50%
Finance Committee Reserve Fund	100,000	100,000	100,000	100,000	100,000	
Tax Title	38,000	38,000	38,000	38,000	38,000	
Other Expenses	548,740	664,895	671,544	678,259	685,042	1.00%
Capital Outlay	12,500	8,000	8,000	8,000	8,000	0.00%
<b>TOTAL</b>	<b>1,895,581</b>	<b>2,067,906</b>	<b>2,099,695</b>	<b>2,132,054</b>	<b>2,164,992</b>	
<b>PUBLIC SAFETY</b>						
Salaries & Wages	3,756,139	3,840,906	3,917,724	3,996,079	4,076,000	2.50%
Other Expenses	501,448	465,821	470,479	475,184	479,936	1.00%
Capital Outlay	68,000	77,000	77,000	77,000	77,000	0.00%
Retro Pay						
<b>TOTAL</b>	<b>4,325,587</b>	<b>4,383,727</b>	<b>4,465,203</b>	<b>4,548,263</b>	<b>4,632,936</b>	
<b>EDUCATION</b>						
Salaries & Wages	8,624,747	9,230,862	9,600,096	9,984,100	10,383,464	4.00%
Other Expenses	3,914,196	4,030,638	4,191,864	4,359,538	4,533,920	4.00%
Out of District Tuition	0	20,000	0	0	0	
<b>TOTAL</b>	<b>12,538,943</b>	<b>13,281,500</b>	<b>13,791,960</b>	<b>14,343,638</b>	<b>14,917,384</b>	
<b>REGIONAL SCHOOL ASSESSMENTS</b>						
Masconomet Assessment	9,968,124	10,480,514	11,004,540	11,484,338	11,985,055	5.00%
Masconomet Debt	382,380	103,740	103,128	0	0	See Debt Tab
Essex Tech Assessment	699,698	729,673	766,157	804,464	844,688	5.00%
Essex Tech Debt	77,979	77,979	72,851	73,028	73,003	See Debt Tab
<b>TOTAL</b>	<b>11,128,181</b>	<b>11,391,906</b>	<b>11,946,675</b>	<b>12,361,830</b>	<b>12,902,745</b>	
<b>PUBLIC WORKS &amp; FACILITIES</b>						
Salaries & Wages	868,183	891,716	909,550	927,741	946,296	2.50%
Other Expenses	804,757	822,584	830,810	839,118	847,509	1.00%
Capital Outlay	19,000	19,000	19,000	19,000	19,000	0.00%
<b>TOTAL</b>	<b>1,691,940</b>	<b>1,733,300</b>	<b>1,759,360</b>	<b>1,785,859</b>	<b>1,812,805</b>	

Expenditure Projections	FY2020 Actual	FY2021 Budgeted	FY2022 Projected	FY2023 Projected	FY2024 Projected	Projection Percent
<b>HUMAN SERVICES</b>						
Salaries & Wages	297,886	329,177	335,761	342,476	349,325	2.50%
Other Expenses	208,041	183,842	185,680	187,537	189,413	1.00%
Capital Outlay	1,500	0	0	0	0	0.00%
<b>TOTAL</b>	<b>507,427</b>	<b>513,019</b>	<b>521,441</b>	<b>530,013</b>	<b>538,738</b>	
<b>CULTURE and RECREATION</b>						
Salaries & Wages	407,596	431,733	440,368	449,175	458,159	2.50%
Other Expenses	218,718	228,775	231,063	233,373	235,707	1.00%
<b>TOTAL</b>	<b>626,314</b>	<b>660,508</b>	<b>671,430</b>	<b>682,548</b>	<b>693,866</b>	
<b>Debt Service- GF Prop 2 1/2 Exempt</b>						
Existing General Fund Debt- Exempt	1,275,845	1,256,768	1,308,498	1,301,025	1,287,453	See Debt Tab
Future General Fund Debt - Exempt (Public Safety)	0	1,091,075	2,928,475	2,872,550	2,816,625	See Debt Tab
<b>TOTAL</b>	<b>1,275,845</b>	<b>2,347,843</b>	<b>4,236,973</b>	<b>1,301,025</b>	<b>1,287,453</b>	
<b>Debt Service- GF Non-Exempt</b>						
Existing General Fund Debt- Non Exempt	45,500	44,625	43,750	42,875	42,000	See Debt Tab
BAN Interest - Non-Exempt	159,750	159,750	0			will bond in 2021
Issuance Cost	0	50,000	50,000	50,000	50,000	
<b>TOTAL</b>	<b>205,250</b>	<b>254,375</b>	<b>93,750</b>	<b>92,875</b>	<b>92,000</b>	
<b>EMPLOYEE BENEFITS</b>						
Retirement (net early discount)	1,820,352	2,032,369	2,185,854	2,347,687	2,489,703	see Retirement
Less: MELD Share	(360,343)	(386,410)	(415,312)	(446,061)	(473,044)	19.00%
Unemployment	10,000	15,000	15,000	15,000	15,000	0.00%
Health Insurance	846,972	850,893	935,982	1,029,581	1,132,539	10.00%
Life insurance	3,000	3,000	3,000	3,000	3,000	0.00%
Medicare (1.45%)	95,000	100,000	103,900	107,952	112,162	3.90%
<b>TOTAL</b>	<b>2,414,981</b>	<b>2,614,852</b>	<b>2,828,424</b>	<b>3,057,159</b>	<b>3,279,360</b>	
<b>SALARY RESERVE</b>						
Salary Reserve	40,000	90,000	40,000	40,000	40,000	0.00%
<b>TOTAL</b>	<b>40,000</b>	<b>90,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	

Expenditure Projections	FY2020 Actual	FY2021 Budgeted	FY2022 Projected	FY2023 Projected	FY2024 Projected	Projection Percent
<b>PROPERTY/LIABILITY INSURANCES</b>						
Workers Comp	100,000	100,000	105,000	110,250	115,763	5.00%
Property/Liability/endorsement changes	160,000	160,000	168,000	176,400	185,220	5.00%
Accident-Police	65,000	70,000	73,500	77,175	81,034	5.00%
Surety Bonds/premium costs	11,000	13,500	13,500	13,500	13,500	0.00%
Less: School and MELD Share	(129,000)	(140,000)	(143,500)	(143,500)	(143,500)	2.50%
<b>TOTAL</b>	<b>207,000</b>	<b>203,500</b>	<b>216,500</b>	<b>233,825</b>	<b>252,016</b>	
<b>WATER ENTERPRISE</b>						
Salaries & Wages	110,768	116,603	121,314	123,740	126,215	see cola tab
Other Expenses	117,800	157,233	158,805	160,393	161,997	1.00%
Existing Debt Service	11,285	11,285	10,305	5,330	0	See Debt tab
<b>TOTAL</b>	<b>239,853</b>	<b>285,121</b>	<b>290,424</b>	<b>289,463</b>	<b>288,212</b>	
<b>OTHER AMOUNTS TO BE RAISED</b>						
Overlay	293,030	298,891	304,868	310,966	317,185	2.00%
<b>TOTAL</b>	<b>293,030</b>	<b>298,891</b>	<b>304,868</b>	<b>310,966</b>	<b>317,185</b>	
<b>STATE and COUNTY ASSESSMENTS</b>						
Mosquito Control	51,296	54,431	54,431	54,431	54,431	0.00%
Air Pollution	3,694	3,814	3,814	3,814	3,814	0.00%
Metropolitan Area Planning Council	4,501	4,680	4,680	4,680	4,680	0.00%
RMV Non-Renewal Surcharge	6,040	5,520	5,520	5,520	5,520	0.00%
MBTA	220,570	225,104	230,732	236,500	242,412	2.50%
School Choice Sending Tuition	13,572	0	0	0	0	0.00%
Charter School Sending Tuition	38,718	38,598	38,598	38,598	38,598	0.00%
<b>TOTAL</b>	<b>338,391</b>	<b>332,147</b>	<b>337,775</b>	<b>343,543</b>	<b>349,455</b>	
<b>ARTICLES FROM OTHER AVAILABLE FUNDS</b>						
Articles from SRF's	168,800		0	0	0	
Articles from overlay reserves	199,027		190,000	190,000	190,000	
<b>TOTAL</b>	<b>367,827</b>	<b>0</b>	<b>190,000</b>	<b>190,000</b>	<b>190,000</b>	
<b>ARTICLES FROM FREE CASH</b>						
General Stabilization Fund	50,000	50,000	50,000	50,000	50,000	
Capital Stabilization Fund	50,000	50,000	50,000	50,000	50,000	
Retirement Stabilization Fund	0		0	0	0	
OPEB Fund	50,000	50,000	50,000	50,000	50,000	

Expenditure Projections	FY2020 Actual	FY2021 Budgeted	FY2022 Projected	FY2023 Projected	FY2024 Projected	Projection Percent
SPED Stabilization Fund	50,000	5,000	0	0	0	
SPED Reserve Fund	0	0	0	0	0	
Special Town Meeting	1,007,000	0	0	0	0	
<b>TOTAL</b>	<b>1,207,000</b>	<b>155,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	
<b>CAPITAL ARTICLES FROM FREE CASH</b>						
Capital Outlay	853,762	896,450	941,273	988,336	1,037,753	5.00%
Capital Outlay Special Town Meeting	53,000		0	0		
<b>TOTAL</b>	<b>906,762</b>	<b>896,450</b>	<b>941,273</b>	<b>988,336</b>	<b>1,037,753</b>	
<b>CAPITAL ARTICLES FROM TAX LEVY</b>						
Capital Outlay	0	0	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL EXPENDITURES</b>	<b>40,209,912</b>	<b>41,510,044</b>	<b>44,885,751</b>	<b>44,817,673</b>	<b>46,355,213</b>	

## Town of Middleton

### Estimated Impact of Wage Cost Increase

	FY2021	FY2022	FY2023	FY2024	FY2025
	Budget	Projected	Projected	Projected	Projected
<b>Salary and Wages</b>					
GENERAL GOVERNMENT	1,257,011	1,282,151	1,307,794	1,333,950	1,360,629
PUBLIC SAFETY	3,840,906	3,917,724	3,996,079	4,076,000	4,157,520
EDUCATION	9,230,862	9,600,096	9,984,100	10,383,464	10,798,803
PUBLIC WORKS	891,716	909,550	927,741	946,296	965,222
HUMAN SERVICES	329,177	335,761	342,476	349,325	356,312
CULTURE & RECREATION	431,733	440,368	449,175	458,159	467,322
WATER FUND	116,603	118,935	121,314	123,740	126,215
<b>TOTAL</b>	16,098,008	16,604,585	17,128,679	17,670,935	18,232,023
Total Financial Impact	1,483,044	506,577	524,094	542,256	561,088
% Change	10.1%	3.1%	3.2%	3.2%	3.2%

Employee Count by Department			
Department	FY20	FY21	Increase
Moderator	1	1	0
Selectmen**	6	6	0
Town Administrator	11	11	0
Town Accountant	2	2	0
Assessor	3	3	0
Treasurer/Collector	3	3	0
Information Technology	0	0	0
Town Clerk	5	5	0
Elections	34	34	0
Conservation Comm.	2	2	0
Planning Board	6	6	0
Police Department	29	29	0
Fire Department	31	30	-1
Inspections Dept.	9	9	0
Animal Control	2	2	0
Public Works	24	22	-2
Board of Health	5	5	0
Council on Aging	24	17	-7
Veteran's Agent	1	2	1
Library	17	17	0
Recreation Comm.	11	11	0
<b>Total Employees</b>	<b>226</b>	<b>217</b>	<b>-9</b>

\*\* Includes BOS members and Board of Assessor members

<b>FTE Count by Department</b>			
<b>Department</b>	<b>FY20</b>	<b>FY21</b>	<b>Increase</b>
Moderator	0.00	0.00	<b>0.00</b>
Selectmen**	0.16	0.16	<b>0.00</b>
Town Administrator	3.00	3.00	<b>0.00</b>
Town Accountant	1.60	1.60	<b>0.00</b>
Assessor	2.50	2.50	<b>0.00</b>
Treasurer/Collector	3.00	3.00	<b>0.00</b>
Information Technology	0.00	0.00	<b>0.00</b>
Town Clerk	2.00	2.00	<b>0.00</b>
Elections	0.50	0.50	<b>0.00</b>
Conservation Comm.	1.05	1.05	<b>0.00</b>
Planning Board	1.65	1.65	<b>0.00</b>
Police Department	22.80	22.80	<b>0.00</b>
Fire Department	18.75	18.75	<b>0.00</b>
Inspections Dept.	3.40	3.40	<b>0.00</b>
Animal Control	0.30	0.30	<b>0.00</b>
Public Works	14.98	14.64	<b>-0.34</b>
Board of Health	1.20	1.20	<b>0.00</b>
Council on Aging	5.03	5.45	<b>0.42</b>
Veteran's Agent	0.50	0.50	<b>0.00</b>
Library	9.50	9.50	<b>0.00</b>
Recreation Comm.	0.60	0.60	<b>0.00</b>
<b>Total FTE</b>	<b>92.52</b>	<b>92.60</b>	<b>0.08</b>

<b>Benefitted Position Count by Department</b>			
<b>Department</b>	<b>FY20</b>	<b>FY21</b>	<b>Increase</b>
Moderator	0	0	<b>0</b>
Selectmen**	0	0	<b>0</b>
Town Administrator	2	2	<b>0</b>
Town Accountant	2	2	<b>0</b>
Assessor	2	2	<b>0</b>
Treasurer/Collector	3	3	<b>0</b>
Information Technology	0	0	<b>0</b>
Town Clerk	2	2	<b>0</b>
Elections	0	0	<b>0</b>
Conservation Comm.	1	1	<b>0</b>
Planning Board	2	2	<b>0</b>
Police Department	18	18	<b>0</b>
Fire Department	13	13	<b>0</b>
Inspections Dept.	2	2	<b>0</b>
Animal Control	0	0	<b>0</b>
Public Works	12	12	<b>0</b>
Board of Health	1	1	<b>0</b>
Council on Aging	2	3	<b>1</b>
Veteran's Agent	0	0	<b>0</b>
Library	8	8	<b>0</b>
Recreation Comm.	0	0	<b>0</b>
<b>Total Benefitted Positions</b>	<b>70</b>	<b>71</b>	<b>1</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01301151 MIDDLETON SCHOOL DEPARTMENT</b>					
01301151_511000	SALARIES AND WAGES	\$ 7,507,414	\$ 7,758,652	\$ 8,624,747	\$ 9,230,862
01301154_540000	SUPPLIES	\$ 3,315,989	\$ 3,684,295	\$ 3,914,196	\$ 4,030,638
<b>TOTAL MIDDLETON SCHOOL DEPARTMENT</b>		<b>\$ 10,823,403</b>	<b>\$ 11,442,947</b>	<b>\$ 12,538,943</b>	<b>\$ 13,261,500</b>
<b>GRAND TOTAL</b>		<b>\$ 10,823,403</b>	<b>\$ 11,442,947</b>	<b>\$ 12,538,943</b>	<b>\$ 13,261,500</b>

## Proposed Operating Budget

Fiscal Year: 2020 - 2021

School District: Middleton Elementary Schools

Budget Summary	FY18 Approved Budget	FY18 Actual	FY19 Approved Budget	FY19 Actual	FY20 Approved Budget	FY21 Proposed Budget	\$ Increase	% Increase	Three Year Forecast		
									Budget Forecast FY22	Budget Forecast FY23	Budget Forecast FY24
<b>Revenues</b>											
Local Appropriation (includes CH70 Funding)	11,499,381	11,216,850	11,883,166	11,855,811	12,538,942	13,261,500	722,557	5.76%	13,774,364	14,504,884	15,015,564
94-142 Sp. Ed. Grant	138,300		138,300		137,000	137,000	-	0.00%	137,000	137,000	137,000
Title I Grant	41,172		42,500		20,000	20,000	-	0.00%	20,000	20,000	20,000
Circuit Breaker Grant	73,918		124,494		193,833	244,024	50,191	25.89%	100,000	100,000	100,000
Early Childhood Grant	10,000		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	9,500	-	0.00%	9,500	9,500	9,500
Teacher Quality	1,400		1,400		1,400	1,400	-	0.00%	1,400	1,400	1,400
Pre-School Tuition	300,000		365,000		325,000	325,000	-	0.00%	300,000	250,000	200,000
After School Tuition	25,000		25,000		20,000	4,000	(16,000)	-80.00%	-	-	-
Special Education Tuition	25,000		-		15,000	-	(15,000)	-100.00%	-	-	-
Food Service	155,000		80,594		-	-	-	-	-	-	-
Instrumental Music	50,000		25,000		25,000	25,000	-	0.00%	20,000	20,000	20,000
Facility Rental	7,000		7,000		5,000	-	(5,000)	-100.00%	-	-	-
<b>Total Revenues</b>	<b>12,326,171</b>	<b>11,216,850</b>	<b>12,711,354</b>	<b>11,855,811</b>	<b>13,300,675</b>	<b>14,037,424</b>	<b>736,748</b>	<b>5.54%</b>	<b>14,372,264</b>	<b>15,052,784</b>	<b>15,513,464</b>
<b>Expenses</b>											
Salaries	8,339,238	7,713,812	8,898,415	8,098,807	9,155,440	9,772,263	616,823	6.74%	10,062,569	10,522,883	10,739,129
Professional Development	157,242	129,704	88,562	120,378	99,947	125,732	25,785	25.80%	124,372	124,372	124,372
Admin, Educational, & Support	556,238	441,187	418,754	446,844	601,906	607,572	5,666	0.94%	510,813	516,575	526,919
Supplies/Materials/Equipment/Services	70,130	29,983	44,230	44,288	47,550	59,200	11,650	24.50%	48,500	49,470	50,459
In District Special Education Services (Non Salary - DW Only)	484,677	378,658	431,239	429,464	530,565	500,864	(29,701)	-5.60%	495,582	505,493	515,603
Transportation (Regular & Sp. Ed.)	220,222	238,645	204,448	237,022	226,129	239,092	12,963	5.73%	243,813	248,628	253,539
Utilities	352,926	365,029	339,439	289,301	254,568	282,467	27,899	10.96%	388,167	394,620	401,174
Facilities	1,622,971	1,623,005	1,657,819	1,687,938	1,759,713	1,835,636	75,923	4.31%	1,998,449	2,190,744	2,402,268
Insurance (Beneficial & Non-Beneficial)	522,527	296,827	628,448	501,769	624,858	614,598	(10,260)	-1.64%	500,000	500,000	500,000
<b>Total Operating Budget</b>	<b>12,326,171</b>	<b>11,216,850</b>	<b>12,711,354</b>	<b>11,855,811</b>	<b>13,300,675</b>	<b>14,037,424</b>	<b>736,748</b>	<b>5.54%</b>	<b>14,372,264</b>	<b>15,052,784</b>	<b>15,513,464</b>
<b>Less: Applied Income</b>	<b>826,790</b>	<b>-</b>	<b>828,188</b>	<b>-</b>	<b>761,733</b>	<b>775,924</b>	<b>14,191</b>		<b>597,900</b>	<b>547,900</b>	<b>497,900</b>
<b>Total Local Appropriation Expenses</b>	<b>11,499,381</b>	<b>11,216,850</b>	<b>11,883,166</b>	<b>11,855,811</b>	<b>12,538,942</b>	<b>13,261,500</b>	<b>722,557</b>	<b>5.76%</b>	<b>13,774,364</b>	<b>14,504,884</b>	<b>15,015,564</b>
<b>CHECK</b>	<b>11,499,381</b>	<b>11,216,850</b>	<b>11,883,166</b>	<b>11,855,811</b>	<b>12,538,942</b>	<b>13,261,500</b>	<b>722,557</b>				

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01314157 MASCONOMENT ASSESSMENT</b>					
01314157_570000	EXPENSES	\$ 9,241,983	\$ 9,415,414	\$ 9,968,124	\$ 10,480,514
01314157_590010	DEBT SERVICE	\$ 384,138	\$ 379,817	\$ 382,380	\$ 103,740
<b>TOTAL MASCONOMENT ASSESSMENT</b>		<b>\$ 9,626,121</b>	<b>\$ 9,795,231</b>	<b>\$ 10,350,504</b>	<b>\$ 10,584,254</b>
<b>GRAND TOTAL</b>		<b>\$ 9,626,121</b>	<b>\$ 9,795,231</b>	<b>\$ 10,350,504</b>	<b>\$ 10,584,254</b>



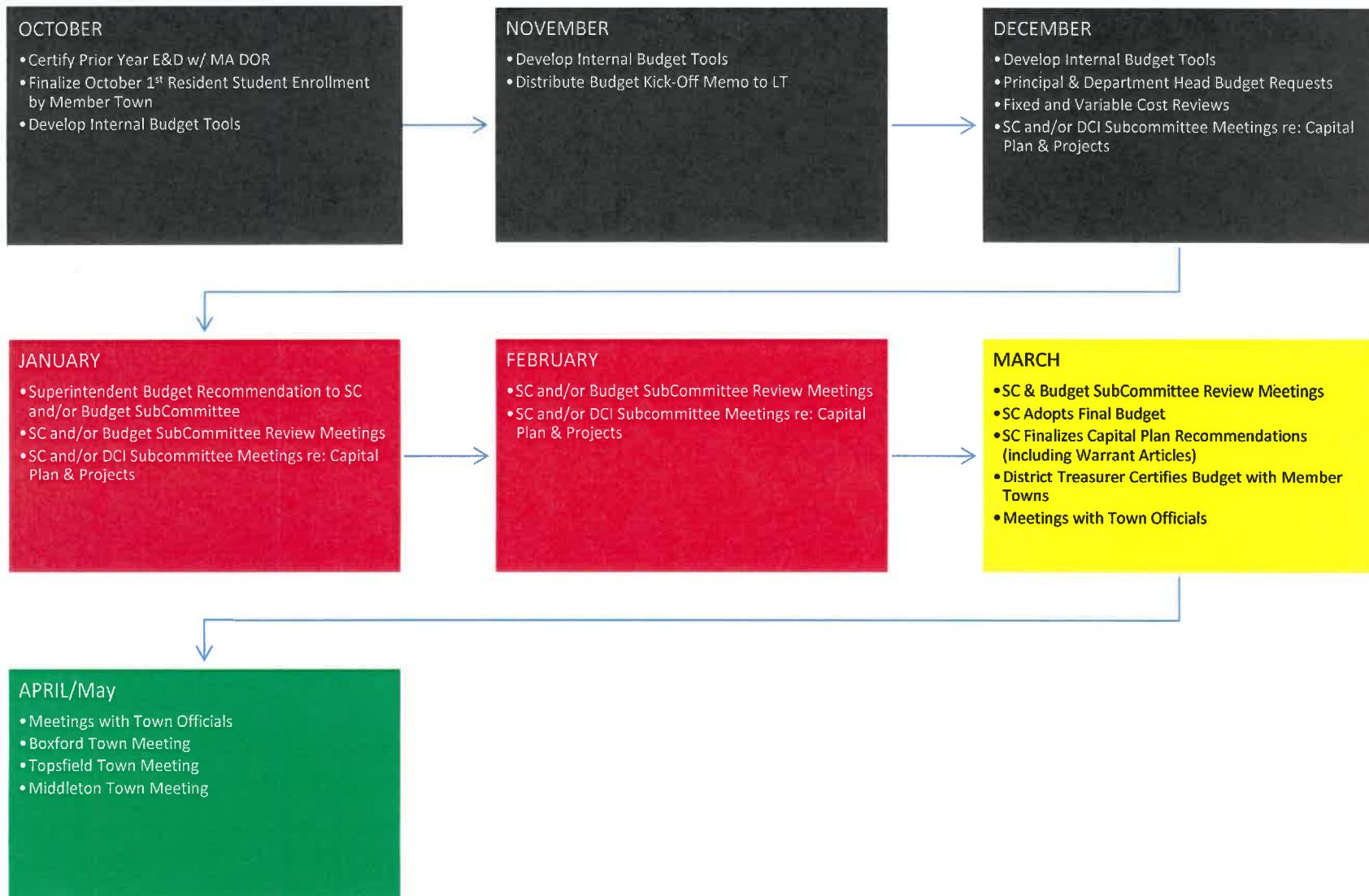
*FY21 Superintendent's Budget Recommendation  
School Committee Presentation  
January 22, 2020*

Prepared and Presented by:

Jeffrey D. Sands, Assistant Superintendent of Schools  
Michael M. Harvey, Superintendent of Schools



# MRSD FY21 Budget Process Overview & Timeline





## FY21 Budget *Superintendent's Recommendation*

Level Service PLUS an Investment in Critical Priorities

What Does “Level Service” Mean?

*Level Service is a continuation of the current services, programs, and operations of the District.*

For FY21, Level Service translates into a spending increase in our Total Operating Expenses of \$1,662,072 or 4.79% versus the FY20 Budget.



## FY21 Budget *Superintendent's Recommendation*

**Level Service PLUS an investment in Critical Priorities**

What Does investing in “Critical Priorities” Mean?

*Provide the targeted funding necessary to better position the District to achieve its goals & objectives, including directed investments in people, programs, & operations.*

For FY21, the Superintendent and Leadership Team is recommending that an investment be made to fund several Critical Priorities. This investment comes at an additional cost of \$232,036 (+0.67%) above what is needed to maintain Level Services for the 2020 – 2021 School Year.



## FY21 Budget Critical Priority Details

In addition to the funding needed to maintain Level Services, we are recommending that an additional \$232,036 be provided to fund the following items earmarked as Critical Priorities for FY21:

- Late Buses 4 days/week (\$64,800)
- 6 Chromebook Carts for the MS (\$42,150)
- Additional Café Cleaning 3 days/week (\$29,136)
- 0.5 FTE HS PE Teacher (\$26,763)
- Increase Property Insurance Coverage (\$23,000)
- 0.2 FTE HS Math Department Head / Teacher (\$15,927)
- Market Increase in Daily Sub Teacher Pay (\$15,600)
- Develop 3 HS Courses including Materials (\$9,400)
- Replace 5 Classroom SMARTBoards (\$5,250)



# FY21 Budget

## *Key Assumptions - Highlights*

- **Salary Costs**
  - Incorporates appropriate annual base salary increases as well as a placeholder for the settlement of the Paraprofessional CBA.
  - Incorporates all other contractual salary obligations (e.g. STEPs and Degree Changes).
  - Incorporates anticipated Staff Retirement Replacement salary savings.
  - Level funds all Grants as compared to FY20.
- **Operating Costs**
  - No new Services or Programs.
  - Level funds all Grants as compared to FY20.
  - Incorporates all Level Service Discretionary expense requests from Principals, Department Heads, and Operational Unit Directors.
  - Incorporates increases for the renewal of major service contracts whose terms are expiring in FY20 (e.g. Regular Transportation and Janitorial).
  - Includes all known OOD Placements (Tuitions) and related Transportation Costs
  - Integrates other Special Education expense increases based on projected student needs
  - Includes a placeholder increase of 5% for Healthcare Premiums

FY21 Preliminary Cherry Sheets and FY21 Preliminary Chapter 70 Aid and Net School Spending Requirements will be used to update our Recommendation once released.

## FY21 Budget Recommendation – Total Assessment Overview

General Fund Income	Actual FY17	Actual FY18	Adopted FY19	Adopted FY20	Proposed FY21	Chg \$	Chg %
<b>State Aid</b>							
Chapter 70	\$5,034,459	\$5,090,919	\$5,127,759	\$5,182,999	\$5,201,349	\$18,350	0.4%
Transportation Reimbursement	620,765	596,809	569,053	630,388	672,981	42,593	6.8%
Other State Aid	11,157	57,301	-	10,255	1,876	(8,379)	-81.7%
<b>Local Receipts</b>							
Operating Assessment	25,390,626	25,937,062	26,908,660	28,045,347	29,642,157	1,596,810	5.7%
Interest Income	12,845	36,789	20,000	64,000	60,000	(4,000)	-6.3%
Fees Collected	43,948	36,577	43,000	34,000	34,000	0	0.0%
Miscellaneous Receipts	32,905	13,311	20,000	20,000	10,000	(10,000)	-50.0%
Excess and Deficiency	78,467	0	71,591	0	206,847	206,847	#DIV/0!
Fund Transfers In	704,420	704,420	645,278	645,278	724,155	78,877	12.2%
<b>Federal Aid</b>							
Medicaid Reimbursement	21,975	53,562	22,000	55,000	30,000	(25,000)	-45.5%
E Rate Reimbursement	0	0	2,000	2,000	0	(2,000)	-100.0%
<b>Total Income</b>	<b>\$31,951,566</b>	<b>\$32,526,749</b>	<b>\$33,429,341</b>	<b>\$34,689,267</b>	<b>\$36,583,365</b>	<b>\$1,894,098</b>	<b>5.46%</b>
General Fund O&M Expense	Actual FY17	Actual FY18	Adopted FY19	Adopted FY20	Proposed FY21	Chg \$	Chg %
Middle School	5,988,160	6,179,928	6,497,782	6,589,794	6,819,629	229,835	3.5%
High School	11,823,576	11,721,057	12,262,612	12,239,950	12,892,053	652,103	5.3%
Other Instructional Services	620,915	627,810	738,358	727,704	818,826	91,122	12.5%
Student Services	3,255,383	3,518,273	3,572,769	3,980,830	4,515,665	534,835	13.4%
Campus Maintenance and Security	1,835,730	1,925,504	1,906,321	2,026,414	2,111,190	84,776	4.2%
Business & Support Services	7,470,665	7,605,630	8,106,225	8,790,482	9,082,832	292,350	3.3%
General Administration	328,102	367,049	345,274	334,093	343,170	9,077	2.7%
<b>Total Expense</b>	<b>\$31,322,531</b>	<b>\$31,945,251</b>	<b>\$33,429,341</b>	<b>\$34,689,267</b>	<b>\$36,583,365</b>	<b>\$1,894,098</b>	<b>5.5%</b>
Debt Service	Actual FY17	Actual FY18	Adopted FY19	Adopted FY20	Proposed FY21	Chg \$	Chg %
Debt Assessment	\$1,081,727	\$1,082,517	\$1,082,567	\$1,076,702	\$295,752	(\$780,950)	-72.5%
State Aid	1,291,498	1,291,498	1,291,498	1,291,498	1,291,498	0	0.0%
<b>Total Income</b>	<b>\$2,373,225</b>	<b>\$2,374,015</b>	<b>\$2,374,065</b>	<b>\$2,368,200</b>	<b>\$1,587,250</b>	<b>(\$780,950)</b>	<b>-33.0%</b>
Principal	\$1,845,000	\$1,920,000	\$2,000,000	\$2,085,000	\$1,405,000	(\$680,000)	-32.6%
Interest	528,225	454,015	374,065	283,200	182,250	(100,950)	-35.6%
<b>Total Expense</b>	<b>\$2,373,225</b>	<b>\$2,374,015</b>	<b>\$2,374,065</b>	<b>\$2,368,200</b>	<b>\$1,587,250</b>	<b>(\$780,950)</b>	<b>-33.0%</b>
<b>Total General Fund Expenses</b>	<b>\$33,695,756</b>	<b>\$34,319,266</b>	<b>\$35,803,406</b>	<b>\$37,057,467</b>	<b>\$38,170,615</b>	<b>\$1,113,148</b>	<b>3.0%</b>
<b>Total Assessment</b>	<b>\$26,472,353</b>	<b>\$27,019,579</b>	<b>\$27,991,227</b>	<b>\$29,122,049</b>	<b>\$29,937,909</b>	<b>\$815,860</b>	<b>2.8%</b>

## FY21 Budget Recommendation – Assessments By Town

<b>BOXFORD</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 9,535,095	\$ 9,784,969	\$ 10,206,545	\$ 10,668,997	\$ 11,241,079	\$ 572,082	5.4%
Debt Assessment	\$ 407,639	\$ 408,977	\$ 410,036	\$ 409,017	\$ 111,474	\$ (297,542)	-72.7%
Total Assessment	\$ 9,942,734	\$ 10,193,946	\$ 10,616,581	\$ 11,078,014	\$ 11,352,553	\$ 274,540	2.5%
<b>MIDDLETON</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 9,116,409	\$ 9,241,983	\$ 9,415,415	\$ 9,968,088	\$ 10,480,514	\$ 512,426	5.1%
Debt Assessment	\$ 387,861	\$ 384,138	\$ 379,817	\$ 382,380	\$ 103,740	\$ (278,640)	-72.9%
Total Assessment	\$ 9,504,270	\$ 9,626,121	\$ 9,795,232	\$ 10,350,468	\$ 10,584,254	\$ 233,786	2.3%
<b>TOPSFIELD</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 6,739,122	\$ 6,910,110	\$ 7,286,700	\$ 7,408,262	\$ 7,920,564	\$ 512,302	6.9%
Debt Assessment	\$ 286,226	\$ 289,403	\$ 292,714	\$ 285,305	\$ 80,537	\$ (204,768)	-71.8%
Total Assessment	\$ 7,025,348	\$ 7,199,513	\$ 7,579,414	\$ 7,693,567	\$ 8,001,102	\$ 307,535	4.0%
<b>DISTRICT TOTALS</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>Chg \$</b>	<b>Chg %</b>
Operating Assessment	\$ 25,390,626	\$ 25,937,062	\$ 26,908,660	\$ 28,045,347	\$ 29,642,157	\$ 1,596,810	5.7%
Debt Assessment	\$ 1,081,726	\$ 1,082,518	\$ 1,082,567	\$ 1,076,702	\$ 295,752	\$ (780,950)	-72.5%
Total Assessment	\$ 26,472,352	\$ 27,019,580	\$ 27,991,227	\$ 29,122,049	\$ 29,937,909	\$ 815,860	2.8%



# FY21 Budget

## Major Expense Category Analysis

Expense Category	FY21 Expenses		FY20 Expenses		VS PR YR	
	Tot \$	% of Tot	Tot \$	% of Tot	Chg \$	Chg %
Salaries	\$ 22,711,785	62.1%	\$ 21,973,192	63.3%	\$738,593	3.4%
Insurance Benefits (Active and Retired)	\$ 4,831,655	13.2%	\$ 4,487,844	12.9%	\$343,811	7.7%
Out-of-District Tuition	\$ 2,668,822	7.3%	\$ 2,398,702	6.9%	\$270,120	11.3%
Maintenance & Security (non-salary)	\$ 1,507,222	4.1%	\$ 1,465,446	4.2%	\$41,776	2.9%
Retirement Contribution	\$ 1,116,342	3.1%	\$ 1,019,316	2.9%	\$97,026	9.5%
Transportation - Regular Ed	\$ 1,057,244	2.9%	\$ 963,708	2.8%	\$93,536	9.7%
Athletics	\$ 987,774	2.7%	\$ 956,043	2.8%	\$31,731	3.3%
MIS Technology (non-salary)	\$ 300,030	0.8%	\$ 283,897	0.8%	\$16,133	5.7%
Student Services Consultants & Svc Providers	\$ 237,780	0.6%	\$ 128,880	0.4%	\$108,900	84.5%
Property, Liability & WC Insurance	\$ 192,510	0.5%	\$ 149,919	0.4%	\$42,591	28.4%
Instructional Technology	\$ 177,400	0.5%	\$ 130,000	0.4%	\$47,400	36.5%
Transportation - Special Ed	\$ 150,684	0.4%	\$ 83,406	0.2%	\$67,278	80.7%
Tuition Reimbursement	\$ 40,000	0.1%	\$ 16,600	0.0%	\$23,400	141.0%
All Other	\$ 604,118	1.7%	\$ 632,314	1.8%	(\$28,196)	-4.5%
<b>Totals:</b>	<b>\$ 36,583,365</b>	<b>100.0%</b>	<b>\$ 34,689,267</b>	<b>100.0%</b>	<b>\$1,894,098</b>	<b>5.5%</b>



# FY21 Budget

## Salary Expense Analysis

Driver	FY21 v FY20	
	\$ CHG	
All Staff Salary Increases and STEPs - Level Service	\$786,972	COLA and STEP increases for all staff; placeholder for Para CBA Settlement
Teacher Degree Advancements	\$73,114	22 Teacher Advancement Requests
End of Career (EOC) Salary Benefits	\$100,668	D. Tenany, G. West, J. Dillon, and K. Simi EOC Benefits
Daily Substitute Rate Increase	\$15,600	Market rate increase of \$10/day from \$80 to \$90; 1,560 Daily Sub Days/year.
Develop 3 new High School Courses - Summer 2020	\$2,400	Includes CP Calculus, AP Principles of Computer Science, and Sustainability/Food Ed
Add 0.5 FTE HS PE Teacher	\$26,763	Athletic participation no longer counts towards PE credit, an additional 0.5 FTE is needed to provide enough PE credit offerings.
Add 0.2 FTE Math Department Head / Teacher	\$15,927	With D. Tenany retiring, an additional 0.2 FTE is needed to cover existing level service workloads.
Beginning Adjustment to Salary Reserve Account	(\$169,486)	FY20 Salary Reserve of \$723,904 excessive and not needed going forward
Reduce 3.0 FTE SPED Paraprofessionals	(\$60,493)	Reductions based on projected special education student needs
Reduce stipends not covered by CBAs	(\$4,012)	Eliminate 2 stipend positions
Anticipated Staff Retirement Replacement Savings	(\$48,860)	Net of G. West and J. Dillon replacements
<b>District Total Change to Salary Account:</b>	<b>\$738,593</b>	



# MRSD FY21 Operating Budget Calendar

OCTOBER 25, 2019	OCTOBER 1, 2019 RESIDENT STUDENT ENROLLMENT DISTRIBUTED TO TOWNS
NOVEMBER 6, 2019	SCHOOL COMMITTEE APPROVES SCHOOL IMPROVEMENT PLANS
NOVEMBER 14, 2019	FY21 BUDGET KICK-OFF MEMO DISTRIBUTED TO MRSD BUDGET HOLDERS
DECEMBER 6, 2019	FY19 E&D SUBMITTED TO MA DOR FOR CERTIFICATION
JANUARY 15, 2020	BUDGET SUBCOMMITTEE REVIEWS FY21 ATHLETICS BUDGET RECOMMENDATION (ONLY)
JANUARY 22, 2020*	FY21 BUDGET RECOMMENDATION PRESENTED TO THE FULL SCHOOL COMMITTEE
JANUARY 29 2020	BUDGET SUBCOMMITTEE REVIEWS FY21 BUDGET RECOMMENDATION
FEBRUARY 5, 2020*	SCHOOL COMMITTEE CONDUCTS FY21 BUDGET DELIBERATIONS
FEBRUARY 12, 2020	BUDGET SUBCOMMITTEE REVIEWS FY21 BUDGET RECOMMENDATION
FEBRUARY 14, 2020	TENTATIVE FY21 BUDGET MAILED TO TOWN OFFICIALS
FEBRUARY 26, 2020*	BUDGET SUBCOMMITTEE MAKES RECOMMENDATION(S) TO SCHOOL COMMITTEE
FEBRUARY 26, 2020*	SCHOOL COMMITTEE CONDUCTS FY21 BUDGET DELIBERATIONS
MARCH 2, 2020 (Mon)*	SCHOOL COMMITTEE CONDUCTS FY21 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 4, 2020*	SCHOOL COMMITTEE HOLDS FY21 BUDGET PUBLIC HEARING #1 (SCHEDULED)
MARCH 4, 2020*	SCHOOL COMMITTEE CONDUCTS FY21 BUDGET DELIBERATIONS
MARCH 9, 2020 (Mon)*	SCHOOL COMMITTEE CONDUCTS FY21 BUDGET DELIBERATIONS (IF NEEDED)
MARCH 11, 2020*	SCHOOL COMMITTEE HOLDS FY21 BUDGET PUBLIC HEARING #2 (ADDED)
MARCH 11, 2020*	SCHOOL COMMITTEE CONDUCTS FINAL FY21 BUDGET DELIBERATIONS
MARCH 11, 2020*	SCHOOL COMMITTEE ADOPTS FINAL FY21 BUDGET
MARCH 25, 2020*	LEGISLATIVE UPDATE
MARCH & APRIL 2020 (TBD)	MEETINGS WITH TOWN OFFICIALS
APRIL 3, 2020	DISTRICT TREASURER CERTIFIES FY21 BUDGET WITH TOWNS
MAY 5 & 12, 2020	ANNUAL TOWN MEETINGS

\* Regular School Committee Meeting

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01315157 ESSEX TECH - EXPENSES</b>					
01315157_570000	EXPENSES	\$ 539,119	\$ 736,492	\$ 699,698	\$ 734,683
01315157_390000	DEBT SERVICE	\$ 69,732	\$ 85,826	\$ 77,979	\$ 72,969
<b>TOTAL EXPENSES</b>		<b>\$ 608,851</b>	<b>\$ 822,318</b>	<b>\$ 777,677</b>	<b>\$ 807,652</b>
<b>GRAND TOTAL</b>		<b>\$ 608,851</b>	<b>\$ 822,318</b>	<b>\$ 777,677</b>	<b>\$ 807,652</b>



# Fiscal Year 2021 Budget

## BUDGET TIMELINE

**Monday, November 4, 2019**

- Share budget documents and timeline with staff

**Monday, November 18, 2019**

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

**Monday, December 2, 2019**

- Coordinators and Directors review complete for the Principal and/or Superintendent-Director review

- All department budgets complete for review by the Principal and/or Superintendent-Director

**Thursday, December 12, 2019**

- Updated School Committee on budget development issues and concerns

**Monday, December 16, 2019**

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

**December 2019**

- Budget review and final adjustments

- Develop preliminary FY2021 budget proposal and budget book

- Share FY2021 preliminary budget recommendations with staff, including individual budget documents

**Thursday, January 2, 2020**

- Presentation of FY2021 preliminary budget recommendation to the Finance Committee

**Thursday, January 9, 2020**

- Update School Committee on FY2021 preliminary budget recommendations

**January 2020**

- Monthly meeting with member community representative (Dates to be determined)

**Wednesday, February 5, 2020**

- Presentation of FY 2021 budget recommendation to the Finance Subcommittee

**Thursday, February 13, 2020**

- Present FY 2021 budget recommendations to School Committee

**February 2020**

- \_) 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 FY2021 budget recommendations to staff (on or before Thursday, February 13, 2020)

**Thursday, March 12, 2020**

- \_) Public Hearing
- \_) Anticipated vote on FY2021 budget proposal (School Committee)

**March 2020**

- \_) 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 2020**

- \_) 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 2020**

- \_) 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 2020**

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

**From:** Sarah Wood  
**Sent:** Friday, November 08, 2019 10:05 AM  
**To:** Andrew Sheehan  
**Subject:** RE: 10/1/19 enrollments

That's always good news for the budget. That brings us down from 4.265% of the budget to 3.626%. 1% of last year's Essex Tech budget was \$173,867 so I'd say it's safe to assume our assessment will go down a good amount this year.

**Sarah Wood**  
Town Accountant/CFO  
Town of Middleton  
48 South Main Street  
Middleton, MA 01949  
Office: 978-777-4966  
Fax: 978-774-3682  
Email: [sarah.wood@middletonma.gov](mailto:sarah.wood@middletonma.gov)

*Please be advised the Office of the Secretary of State for the Commonwealth of Massachusetts has determined that E-mail could be considered a public record.*

*This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. This message may contain confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.*

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**From:** Andrew Sheehan  
**Sent:** Friday, November 08, 2019 9:58 AM  
**To:** Sarah Wood <[sarah.wood@middletonma.gov](mailto:sarah.wood@middletonma.gov)>  
**Subject:** FW: 10/1/19 enrollments

**From:** Marie Znamierowski [<mailto:mznamierowski@essextech.net>]  
**Sent:** Friday, November 08, 2019 9:51 AM  
**To:** Andrew Sheehan <[andrew.sheehan@middletonma.gov](mailto:andrew.sheehan@middletonma.gov)>  
**Subject:** Re: 10/1/19 enrollments

Hi Andy,  
Middleton's Oct 1, 2019 enrollment is 42 (down 5 from 10/1/18). Total In district enrollment is 1,158.

Let me know if you additional questions.

Marie

On Thu, Nov 7, 2019 at 5:45 PM Andrew Sheehan <[andrew.sheehan@middletonma.gov](mailto:andrew.sheehan@middletonma.gov)> wrote:

Hi Marie,

I hope all is well. I don't recall seeing the most recent enrollment figures and percentages. If you have them, can you forward them to me? Thanks in advance.

Andy

**Andrew J. Sheehan**

Town Administrator

Town of Middleton

48 South Main Street

Middleton, MA 01949

[andrew.sheehan@middletonma.gov](mailto:andrew.sheehan@middletonma.gov)

T: 978-777-3617

“Someone's sitting in the shade today because someone planted a tree a long time ago.” Warren Buffett

The Secretary of State has determined that most emails sent to or from municipal officials are considered to be public records and therefore may be subject to public disclosure.

--

Marie Znamierowski  
Director of Business Operations  
Essex North Shore Agricultural & Technical Sch Dist  
562 Maple Street, P.O. Box 346  
Hathorne, MA 01937

(978) 304-4700 X7201

(978) 624-7394 fax

Find us on [Twitter](#) | [Facebook](#) | [Instagram](#) | [Youtube](#)

<https://www.youtube.com/watch?v=cuEzGX4U2xU&t=2s>

Create | Encourage | Promote | Develop

When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record



# ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

August 26, 2019

To the Treasurer of the following Massachusetts Cities and Towns:

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

In accordance with the Agreement entered into, by the representatives of the cities of Beverly, Gloucester, Peabody and Salem, the towns of Boxford, Danvers, Essex, Hamilton, Lynnfield, Manchester-by-the Sea, Marblehead, Middleton, Nahant, Rockport, Swampscott, Topsfield and Wenham (each a "Member Municipality") and also by representatives appointed by the Commissioner of Agriculture of The Commonwealth of Massachusetts (the "Commissioner of Agriculture"), dated January 6, 2011, pursuant to Chapter 463 of the Acts of 2004, as amended by Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008 and by Chapter 130 of the Acts of 2010 (collectively, the "Enabling Act"), I hereby certify that the Essex North Shore Agricultural & Technical School District has adopted its budget for Fiscal Year 2020.

Gross Budget Operating and Maintenance	\$29,643,949
Less Anticipated Revenue	\$5,797,589
Local Receipts	\$6,563,990
Net Assessment to Municipalities	\$17,282,370

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

Sincerely,

Kathleen McMahon  
District Treasurer

Attachments

**Essex North Shore Agricultural and Technical School District  
FY 2020 Final Budget Summary**

<u>Description</u>	<u>Amount</u>
<b><u>FOUNDATION BUDGET</u></b>	<b>\$25,502,618</b>
Chapter 70 Aid	4,701,703
Local Receipts	6,036,990
Foundation Budget Assessment	14,763,925
<b><u>TRANSPORTATION BUDGET</u></b>	<b>1,851,919</b>
Regional Transportation Reimbursement	1,095,886
Local Receipts	527,000
Transportation Assessment	229,033
<b><u>DEBT SERVICE</u></b>	<b>1,825,992</b>
Local Receipts	0
Debt Service Assessment	1,825,992
<b><u>CAPITAL IMPROVEMENTS</u></b>	<b>463,420</b>
Local Receipts	0
Capital Improvements Assessment	463,420
<b><u>GROSS BUDGET</u></b>	<b><u>\$29,643,949</u></b>
Total Estimated State Aid	5,797,589
Total Assessment to Communities	17,282,370
Local Receipts	6,563,990
Gross Budget	<u><u>29,643,949</u></u>

**Essex North Shore Agricultural and Technical School District**  
**FY 2020 Final Assessments**

Community	Enrollment 1-Oct-18	Participation Percentage	Foundation		Transportation Assessment	Debt Service Assessment	Capital Improvement Assessment	FY 2020 Final Assessment
			Enrollment	Required Minimum Contribution				
Beverly	115	10.445%	1,591,811	97,712	23,922	190,725	48,404	1,952,574
Boxford	18	1.635%	248,014	15,295	3,745	29,855	7,577	304,486
Danvers	150	13.624%	2,032,168	127,451	31,203	248,773	63,136	2,502,731
Essex	17	1.544%	228,675	14,444	3,536	28,193	7,155	282,003
Gloucester	99	8.992%	1,364,843	84,119	20,595	164,193	41,671	1,675,421
Hamilton	12	1.090%	165,718	10,197	2,496	19,903	5,051	203,365
Lynnfield	29	2.634%	409,473	24,641	6,033	48,097	12,206	500,450
Manchester	9	0.817%	124,289	7,643	1,871	14,918	3,786	152,507
Marblehead	43	3.906%	589,011	36,540	8,946	71,323	18,101	723,921
Middleton	47	4.269%	648,470	39,936	9,777	77,952	19,783	795,918
Nahant	9	0.817%	124,289	7,643	1,871	14,918	3,786	152,507
Peabody	289	26.249%	3,402,274	245,556	60,119	479,305	121,643	4,308,897
Rockport	28	2.543%	393,139	23,789	5,824	46,435	11,785	480,972
Salem	177	16.076%	1,707,192	150,388	36,821	293,547	74,501	2,262,449
Swampscott	30	2.725%	406,136	25,492	6,241	49,758	12,628	500,255
Topsfield	18	1.635%	245,123	15,295	3,745	29,855	7,577	301,595
Wenham	11	0.999%	147,813	9,346	2,288	18,242	4,630	182,319
<b>Total</b>	<b>1,101</b>	<b>100.000%</b>	<b>13,828,438</b>	<b>935,487</b>	<b>229,033</b>	<b>1,825,992</b>	<b>463,420</b>	<b>17,282,370</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND	FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01114151 TOWN MODERATOR - SALARIES</b>				
01114151_511000	SALARIES	\$ 200	\$ 200	\$ 200
<b>TOTAL SALARIES</b>		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>GRAND TOTAL</b>		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>

# Board of Selectmen/Town Administrator's Office

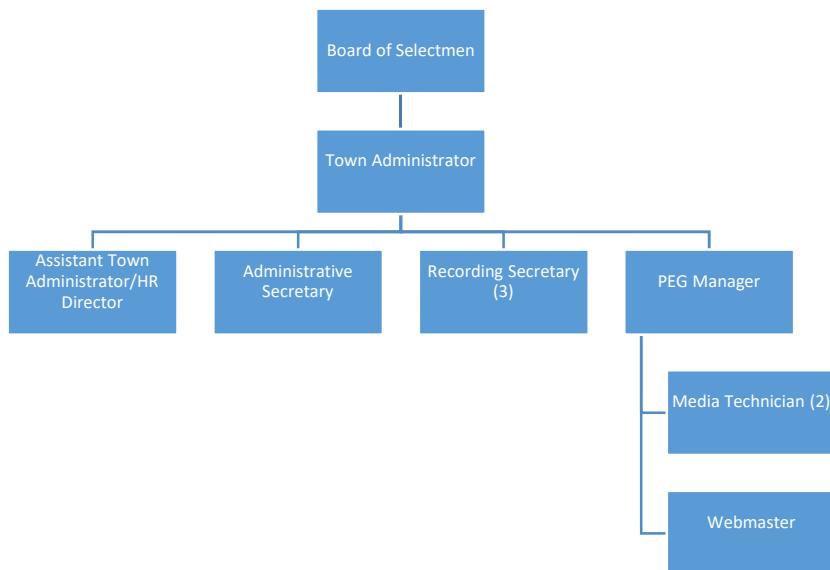
**Town Administrator:** Andrew J. Sheehan

## 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's Office oversees the day to day operations of the Town, and represents the Selectmen and Town at all federal, state, regional, and municipal meetings which affect the status and future of the Town. The Town Administrator's Office 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's Office 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's Office 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.

## Organizational Chart



## **Employee Counts**

**Employee Count FY20: 11**

**Employee Count FY21: 11**

**FTE Count FY20: 3.0**

**FTE Count FY21: 3.0**

**Benefitted Employees FY20: 2**

**Benefitted Employees FY21: 2**

## **Fiscal Year 2020 Accomplishments**

- \_) FY2020 brought a solution to a vexing problem that for decades has prevented the Town from adequately addressing the shortcomings in its public facilities. The Town closed on the 52 acre former Middleton Golf Course at 105 South Main Street in August 2019. This property offers the Town the opportunity to build a central municipal complex consisting of a Fire Station, Police Station (or combined Public Safety Complex), Town Hall, and Council on Aging/Community Center. In addition to the buildings, there is sufficient land to build a common to serve as a public gathering space. More than 22 acres of land will forever remain as passive open space. Planning for the space is ongoing and expected to conclude during FY20.
- \_) Completed labor negotiations and executed contracts with the Middleton Benevolent Police Organization and Call Firefighters. The contracts balance fair compensation and benefits with respect for the impact on taxpayers.
- \_) With the invaluable assistance of the Town Accountant/CFO and Finance Team, continued to follow the Town's updated Financial Management Policies and modernize financial management practices that meet both the letter and spirit of municipal finance laws and generally accepted financial management practices. Through these efforts the Town maintained its Aa2 bond rating through Moody's Investor Service reflecting very strong creditworthiness. The Finance Team is positioning the Town to be rated by Standard & Poor and is targeting a potential rating upgrade. The Town's strong rating allows it to borrow at very low interest rates; any rating upgrade will result in further lowering of rates which benefits taxpayers.
- \_) The certified public accounting firm of Roselli, Clark & Associates continued to audit the Town's financial statements and management. The management letter revealed no material weaknesses and the management letter credited ongoing improvements in financial operations.

- ]) The Assistant Town Administrator co-led a group of North Shore communities in establishing a regional information technology collaborative. This will provide the critical mass that the individual communities lack and allow the collaborative to share resources and get better pricing on goods and services.
- ]) The Town Administrator's Office continued to pursue the innovations and advancements initiated in recent years. These include:
  - ]) Use of social media to share information, promote Town Meetings, the budget process, financial matters, and items of importance to the community.
  - ]) Hosting a Pre-Town Meeting prior to every Annual and Special Town Meeting. These offer 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.
  - ]) Continued to apply for grant funding including MIIA grant for DPW safety equipment, ADA Self-Assessment and Planning grant, joint Best Practices Community Compact grant for Regional IT planning, and MAPC technical assistance grant for drafting inter-municipal agreements.
- ]) Made significant progress in ongoing efforts to modernize personnel/human resource systems including HR software, bylaws and policies, recruitment and onboarding, and standardization of practices.
- ]) Following the work of the Cable Television Advisory Committee in ascertaining the community's cable-related needs, a new five-year cable franchise agreement with Verizon was negotiated and executed.
- ]) Working with the Council on Aging, oversaw the successful recruitment of a new Council on Aging Director.
- ]) Working with the Essex County Sheriff, municipal partners, and State 911, the region saw the successful transfer of operational control of the Essex County Regional Emergency Communications Center (EC-RECC) to State 911. This transfer has resulted in improved operations and savings of approximately \$158,000/year. The new entity is called the North Shore Regional Emergency Communications Center (NS-RECC).

#### **Fiscal Year 2021 Goals and Objectives**

- ]) Secure Town Meeting funding and a debt exclusion vote at the ballot for design and construction of phase 1 of the municipal complex at 105 South Main Street. Funding support will also be sought from the legislative delegation and other sources in order to lessen the impact on taxpayers.

- J Complete the compensation study of non-union positions. A compensation plan is a best management practice. It helps ensure compliance with the Massachusetts Pay Equity Law and other fair pay laws. It also helps to ensure internal and external pay equity of employee compensation which assists us in retaining valued employees.
- J Continue to advance the persistent improvement of municipal government services.
- J Continue to work with regional partners on the modernization of IT services and infrastructure.
- J With grant funding provided by the Massachusetts Office on Disability, undertake an Americans with Disabilities Act (ADA) self-evaluation and transition plan. This plan will evaluate the Town's compliance with accessibility laws and identify areas for improvement. This will ensure accessibility for our entire population as well as avert penalties that could be levied for non-compliance with the 30 year old federal statute.
- J The Town Administrator's Office will continue its work on a number of long term initiatives and programs, including:
  - o 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.
  - o Pursue transparency initiatives by increasing the distribution of information through digital and web-based formats, cable broadcasting, and other media.
  - o Lead public outreach and education efforts 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.
  - o Maintain good labor relations while respecting the impact of labor contracts on taxpayers.
  - o Expand efforts to retain existing businesses, attract new businesses, and support responsible development in order to ease the burden on residential taxpayers. Efforts will include active participation in the Middleton Board of Trade, regional economic development forums, and other outreach efforts.
  - o 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.
  - o 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.
  - o Evaluate and revise the personnel bylaw and non-union personnel policies. Continue to modernize personnel/human resource functions through continued implementation of new HR software, policies, standardization of

practices, and development of an employee handbook. Evaluate the need and benefit of other administrative and operational policies.

- Work with the Town's 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.
- Continue to investigate ways to improve the Town's financial stability, identifying new revenues and reduced expenditures.

) Develop office procedures for the Town Administrator's Office and across the organization, to ensure continuity of operations in the event of transitions. In the Town Administrator's Office, these include the annual calendar of recurring events, reappointments, licensing, bills payables, receipts, payroll, and similar functions.

) Undertake succession planning in anticipation of the retirement of the Police Chief.

) Continue negotiations on a new inter-municipal agreement with the Town of Danvers to improve cost sharing and system maintenance of the towns' public water system. As part of this ongoing collaboration, we will work with Danvers to address DEP compliance requirements around safe drinking water.

) Complete grant-funded projects to digitize cemetery records and the Munis HR module.

) With the Public Works Department, explore, evaluate options, and recommend changes to the Town's solid waste management program to address rising costs associated with significant changes in market conditions.

) Negotiate a new cable franchise agreement with Comcast/Xfinity.

) Be ever mindful to balance the needs and wants of the community with the financial interests of residents.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01122151 SELECTMEN - SALARIES</b>					
01122151_511000	SALARIES & WAGES	\$ 112,804	\$ 97,642	\$ 92,700	\$ 94,554
01122151_511100	DEPT. HEAD SALARY	\$ 132,400	\$ 137,200	\$ 142,000	\$ 152,000
01122151_511200	SELECTMEN SALARIES	\$ 8,233	\$ 8,500	\$ 8,500	\$ 8,500
01122151_512200	PART TIME			\$ 25,917	\$ 26,399
<b>TOTAL SALARIES</b>		<b>\$ 253,437</b>	<b>\$ 243,342</b>	<b>\$ 269,117</b>	<b>\$ 281,453</b>
<b>01122152 SELECTMEN - SERVICES</b>					
01122152_530500	ADVERTISING	\$ 724	\$ 893	\$ 1,000	\$ 1,250
01122152_532000	TRAINING AND EDUCATION	\$ 60	\$ 1,510	\$ 11,150	\$ 11,150
01122152_534000	POSTAGE	\$ 50	\$ 698	\$ 500	\$ 1,000
01122152_534100	TELEPHONE	\$ 763	\$ -	\$ -	\$ -
01122152_534200	COPIER/PRINTING	\$ 658	\$ 923	\$ 1,000	\$ -
01122152_538200	CONTRACTUAL SERVICES	\$ 14,700	\$ 15,356	\$ -	\$ 10,000
<b>TOTAL SERVICES</b>		<b>\$ 16,955</b>	<b>\$ 19,380</b>	<b>\$ 13,650</b>	<b>\$ 23,400</b>
<b>01122154 SELECTMEN -SUPPLIES</b>					
01122154_542000	CENTRAL OFFICE SUPPLIES	\$ 1,537	\$ 2,470	\$ 3,000	\$ 3,000
<b>TOTAL SUPPLIES</b>		<b>\$ 1,537</b>	<b>\$ 2,470</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>01122157 SELECTMEN - EXPENSES</b>					
01122157_571000	TRAVEL	\$ 12,000	\$ 5,000	\$ 6,000	\$ 6,000
01122157_571400	OPERATING SUPPLIES	\$ 721	\$ 79	\$ 600	\$ 750
01122157_573000	DUES,FEES, AND SUBSCRIPTIONS	\$ 5,017	\$ 4,415	\$ 8,230	\$ 9,465
<b>TOTAL EXPENSES</b>		<b>\$ 17,738</b>	<b>\$ 9,494</b>	<b>\$ 14,830</b>	<b>\$ 16,215</b>
<b>GRAND TOTAL</b>		<b>\$ 289,667</b>	<b>\$ 274,686</b>	<b>\$ 300,597</b>	<b>\$ 324,068</b>

**0112215 Selectmen/Town Administrator**

			Adopted FY20 Budget	Proposed FY21 Budget	\$ Increase	% Increase
01122151_511000	<b>SALARIES &amp; WAGES</b>					
	Assistant Town Administrator wages		92,700	94,554	1,854	2.0%
01122151_512200	Part-Time					
	Administrative Secretary wages - Administrative Assistant at \$23.61 per hour for 992 hours annually = \$23,417 plus \$2,500 for additional hours		25,917	26,399	482	1.9%
01122151_511100	DEPT. HEAD SALARY					
	Town Administrator wages - TA salary per employment contract \$131,800 plus \$10,200 deferred compensation		142,000	152,000	10,000	7.0%
01122151_511200	SELECTMEN SALARIES					
	Four Selectmen @ \$1,600 each and Chair at \$2,100		8,500	8,500	0	0.0%
	<b>Total SALARIES &amp; WAGES</b>		<b>\$269,117</b>	<b>\$281,453</b>	<b>\$12,336</b>	<b>4.6%</b>
01122152_530500	ADVERTISING					
	Meeting and legal notices in Salem News and Tri-Town Transcript		1,000	1,250	250	25.0%
01122152_532000	TRAINING AND EDUCATION					
	Miscellaneous classes, training and material for the benefit of Selectmen and Town Administrator Office		1,150	1,150	0	0.0%
	Staff professional development		10,000	10,000	0	0.0%
			<b>\$11,150</b>	<b>\$11,150</b>		
01122152_534000	POSTAGE					
	Meeting notices, general office mailings, etc.		\$500	\$1,000	\$500	100.0%
01122152_534200	COPIER/PRINTING					
	Maintenance agreement and supplies for office photocopier/scanner - MOVED TO IT BUDGET		\$1,000	\$0	-\$1,000	-100.0%

**0112215 Selectmen/Town Administrator**

			Adopted FY20 Budget	Proposed FY21 Budget	\$ Increase	% Increase
01122152_538200	Contractual Services		0	10,000	10,000	100.0%
	<b>Total Selectmen SERVICES</b>		<b>\$13,650</b>	<b>\$23,400</b>	<b>\$9,750</b>	<b>71.4%</b>
01122154_542000	CENTRAL OFFICE SUPPLIES General building supplies, paper for two building copiers and printers and as needed supplies		\$3,000	\$3,000	\$0	0.0%
	<b>Total Selectmen - SUPPLIES</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$0</b>	<b>0.0%</b>
01122157_571000	TRAVEL Town Administrator travel allowance Additional mileage and expenses for Selectmen and ATA for out of town trips		5,000 1,000	5,000 1,000	0 0	0.0% 0.0%
			<b>\$6,000</b>	<b>\$6,000</b>		
01122157_571400	OPERATING SUPPLIES For general office supplies		\$600	\$750	\$150	25.0%
01122157_573000	DUES, FEES, AND SUBSCRIPTIONS Massachusetts Municipal Association (MMA) Dues Massachusetts Association of Public Purchasing Officials (MAPPO) dues International City/County Management Association (ICMA) dues and conference MMA conference (For TA, ATA and Selectmen) Massachusetts Municipal Management Association (MMMA) memberships (2) MMMA Conferences and Meetings Massachusetts Municipal Personnel Association (MMPA) dues Plymouth County Commissioner's - annual contract fee MAPC - Annual Dues Salem News - subscription Tri-Town Transcript - subscription		1,100 50 3,000 1,260 400 600 200 200 1,000 300 120	1,100 50 3,600 1,850 450 600 230 200 1,000 310 75	0 0 600 590 50 0 30 0 0 10 -45	0.0% 0.0% 20.0% 46.8% 12.5% 0.0% 15.0% 0.0% 0.0% 3.3% -37.5%
			<b>\$8,230</b>	<b>\$9,465</b>	<b>\$1,235</b>	<b>15.0%</b>
	<b>TOTAL SELECTMEN - EXPENSES</b>		<b>\$14,830</b>	<b>\$16,215</b>	<b>\$1,385</b>	<b>9.3%</b>
	<b>TOTAL SELECTMEN/TOWN ADMINISTRATOR BUDGET</b>		<b>\$300,597</b>	<b>\$324,068</b>	<b>\$23,471</b>	<b>7.8%</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01131151 FINANCE COMMITTEE - SALARIES</b>					
01131151_51200	PART TIME	\$ 1,220	\$ 1,250	\$ 2,059	\$ 2,100
<b>TOTAL SALARIES</b>		<b>\$ 1,220</b>	<b>\$ 1,250</b>	<b>\$ 2,059</b>	<b>\$ 2,100</b>
<b>01131152 FINANCE COMMITTEE - SERVICES</b>					
01131152_532000	TRAINING AND EDUCATION	\$ 1,355	\$ -	\$ 1,500	\$ 1,500
<b>TOTAL SERVICES</b>		<b>\$ 1,355</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>01131154 FINANCE COMMITTEE - SUPPLIES</b>					
01131154_542000	OFFICE SUPPLIES	\$ -	\$ -	\$ 100	\$ 100
<b>TOTAL SUPPLIES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>01131157 FINANCE COMMITTEE - OTHER</b>					
01131157_573000	DUES, FEES, AND SUBSCRIPT	\$ 180	\$ 180	\$ 180	\$ 180
01131157_578100	RESERVE FUND	\$ 70,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>TOTAL OTHER</b>		<b>\$ 70,180</b>	<b>\$ 100,180</b>	<b>\$ 100,180</b>	<b>\$ 100,180</b>
<b>GRAND TOTAL</b>		<b>\$ 72,755</b>	<b>\$ 101,430</b>	<b>\$ 103,839</b>	<b>\$ 103,880</b>

# Accounting

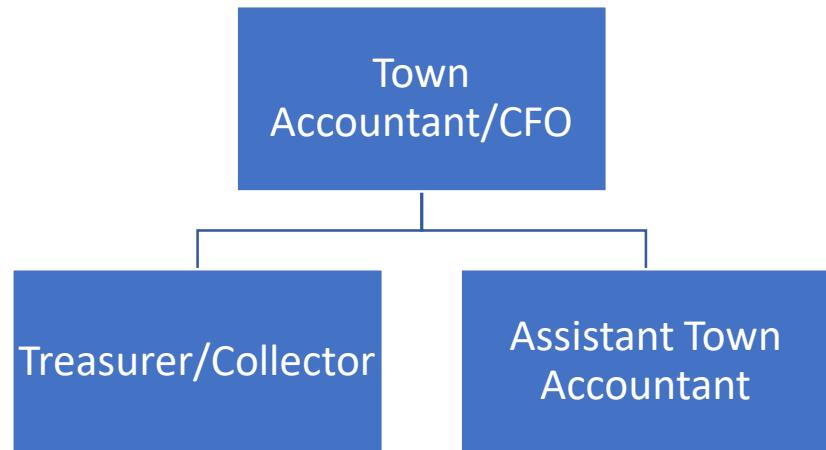
**Department Head: Sarah Wood, Town Accountant/CFO**

## Department Description

Accounting Department 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.

## Organizational Chart



## Employee Counts

**Employee Count FY20: 2**

**Employee Count FY21: 2**

**FTE Count FY20: 1.6**

**FTE Count FY21: 1.6**

**Benefitted Employees FY20: 2**

**Benefitted Employees FY21: 2**

## **Fiscal Year 2020 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 Police Department and Treasurer's office to calculate Retro calculation of back due wages associated with the Police Officer's Union contract.
- \_) Implemented ClearGov to streamline the budget process and reduce the amount of paperwork associated with compiling the budget.
- \_) Worked on recommendations from the auditors to perform revenue reconciliations for the Inspections Department.
- \_) Worked with various Town departments to obtain MIIA rewards and MIIA grants to offset costs to the Town.

## **Fiscal Year 2021 Goals and Objectives**

- \_) Continue to work on recommendations from the independent auditors.
- \_) Continue 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 not used.
- \_) Continue working 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.
- \_) Attend trainings to learn ways of streamlining the accounts payable process to be more efficient.

- J Continue to review the Town's financial policies to ensure that they are appropriate.
- J Look into any potential new revenues sources to enhance the Town's revenue so that reserve balances can be maintained.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01135151 TOWN ACCOUNTANT - SALARIES</b>					
01135151_511000	SALARIES & WAGES	\$ 28,419	\$ 29,242	\$ 30,177	\$ 30,992
01135151_511100	DEPT. HEAD SALARY	\$ 88,500	\$ 98,000	\$ 98,000	\$ 101,450
<b>TOTAL SALARIES</b>		<b>\$ 116,919</b>	<b>\$ 127,242</b>	<b>\$ 128,177</b>	<b>\$ 132,442</b>
<b>01135152 TOWN ACCOUNTANT - SERVICES</b>					
01135152_530700	AUDIT	\$ -	\$ 27,400	\$ 30,400	\$ 29,400
01135152_532000	TRAINING AND EDUCATION	\$ 1,394	\$ 2,725	\$ 4,225	\$ 4,700
01135152_534000	POSTAGE	\$ 3	\$ 32	\$ 50	\$ 50
01135152_534100	TELEPHONE	\$ 17	\$ -	\$ -	\$ -
<b>TOTAL SERVICES</b>		<b>\$ 1,414</b>	<b>\$ 30,157</b>	<b>\$ 34,675</b>	<b>\$ 34,150</b>
<b>01135154 TOWN ACCOUNTANT - SUPPLIES</b>					
01135154_542000	OFFICE SUPPLIES	\$ 700	\$ 2,829	\$ 2,500	\$ 2,500
<b>TOTAL SUPPLIES</b>		<b>\$ 700</b>	<b>\$ 2,829</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>01135157 TOWN ACCOUNTANT -EXPENSES</b>					
01135157_573000	DUES,FEES, AND SUBSCRIPT	\$ 556	\$ 596	\$ 600	\$ 600
<b>TOTAL EXPENSES</b>		<b>\$ 556</b>	<b>\$ 596</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>01135158 TOWN ACCOUNTANT - CAPITAL OUTLAY</b>					
01135158_587100	EQUIPMENT	\$ 788	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 788</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>		<b>\$ 120,377</b>	<b>\$ 160,824</b>	<b>\$ 165,952</b>	<b>\$ 169,692</b>

**01135 TOWN ACCOUNTANT**

	Proposed FY21 Budget
<b>01135151-511000 SALARIES &amp; WAGES</b>	
Sharon Bainbridge (48 hours bi-weekly X \$23.78 hour X 26.1 weeks per year)	29,792
Longevity Stipend	1,000
CPR Stipend	200
	<b>\$30,992</b>
<b>01135151-511100 DEPARTMENT HEAD SALARY</b>	
\$100,450 is the Full Time Town Accountant/CFO's salary per the contract	100,450
Certified Governmental Accountant Stipend	1,000
	<b>\$101,450</b>
<b>01135152-532000 TRAINING &amp; EDUCATION</b>	
June MMAAA Conference at Cape (lodging, meals, fees, mileage)	1,200
GFOA Conference (lodging, meals, fees, flight)	2,000
Continued Education at Umass (lodging, meals, fees, mileage)	1,000
Accountant & Treasurer Luncheons, Fred Pryor Seminars	500
	<b>\$4,700</b>
<b>01135152-534000 POSTAGE</b>	
Certified & misc mailings	50
	<b>\$50</b>
<b>01135152-530700 AUDIT</b>	
Cost of annual audit by independent auditors per contract	23,000
Cost of bi-annual OPEB actuarial valuation	6,400
	<b>\$29,400</b>
<b>01135154-542000 OFFICE SUPPLIES</b>	
Departmental office supplies such as binders, file folders, labels, toner etc related to processing weekly Warrants and general office needs	2,500
	<b>\$2,500</b>
<b>01135157-573000 DUES, FEES AND SUBSCRIPTIONS</b>	
Annual membership renewal fees (MMAAA, MA Treasurer/Collect Assoc, Govmt Finance, etc)	600
	<b>\$600</b>
<b>TOWN ACCOUNTANT TOTAL</b>	<b>\$169,692</b>

# Board of Assessors

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

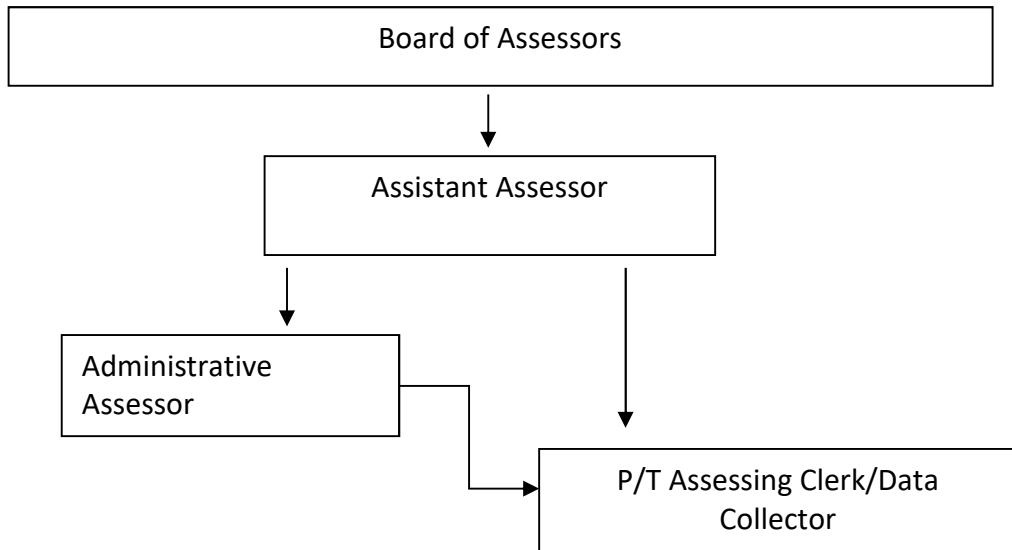
## Department Description

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	2020	2021
Employee Count	3	3
FTE Count	2	2
Benefitted Employees	2	2

### Fiscal Year 2020 Accomplishments

- \_) Completion of Interim Adjustment of Values.
- \_) Submitting and receiving a tax rate by November 25, 2019.
- \_) Finalizing the tax billing file by December 12th, 2019.
- \_) Reviewed compensation for Administrative Assessor position with newly attained designation and elevated compensation to a more market driven salary.
- \_)

### Fiscal Year 2021 Goals and Objectives

Our main focus for this year is:

- \_) To complete Interim Adjustment of Values in a timely manner.
- \_) Continue updating all property photographs in our valuation system by office staff.

- \_) Implementation of new cyclical inspection program for residential homes as required by Department of Revenue mandate to maintain accurate data.
- \_) Review of part-time position hours and compensation.
- \_) Continued layer development with other departments for the GIS system. We are working with other departments such as Fire, Health, Planning, and 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.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01141151 ASSESSORS - SALARIES</b>					
01141151_511000	SALARIES & WAGES	\$ 47,004	\$ 48,179	\$ 53,000	\$ 54,060
01141151_511100	DEPT. HEAD SALARY	\$ 82,000	\$ 84,050	\$ 86,151	\$ 87,874
01141151_512200	PART TIME	\$ 24,734	\$ 25,848	\$ 27,242	\$ 28,144
<b>TOTAL SALARIES</b>		<b>\$ 153,738</b>	<b>\$ 158,077</b>	<b>\$ 166,393</b>	<b>\$ 170,078</b>
<b>01141152 ASSESSORS - SERVICES</b>					
01141152_532000	TRAINING AND EDUCATION	\$ 1,360	\$ 1,573	\$ 2,100	\$ 2,000
01141152_53400	POSTAGE	\$ 537	\$ 842	\$ 800	\$ 1,000
01141152_534100	TELEPHONE	\$ 732	\$ 726	\$ 900	\$ -
01141152_538200	CONTRACTUAL SERVICES	\$ 7,685	\$ 9,020	\$ 9,370	\$ 1,540
<b>TOTAL SERVICES</b>		<b>\$ 10,314</b>	<b>\$ 12,161</b>	<b>\$ 13,170</b>	<b>\$ 4,540</b>
<b>01141154 ASSESSORS - SUPPLIES</b>					
01141154_542000	OFFICE SUPPLIES	\$ 1,948	\$ 2,278	\$ 2,300	\$ 2,300
<b>TOTAL SUPPLIES</b>		<b>\$ 1,948</b>	<b>\$ 2,278</b>	<b>\$ 2,300</b>	<b>\$ 2,300</b>
<b>01141157 ASSESSORS - OTHER EXPENSES</b>					
01141157_571000	TRAVEL	\$ 3,620	\$ 4,576	\$ 4,300	\$ 4,600
01141157_573000	DUES, FEES, AND SUBSCRIPT	\$ 695	\$ 735	\$ 740	\$ 570
<b>TOTAL EXPENSES</b>		<b>\$ 4,315</b>	<b>\$ 5,311</b>	<b>\$ 5,040</b>	<b>\$ 5,170</b>
<b>GRAND TOTAL</b>		<b>\$ 170,315</b>	<b>\$ 177,827</b>	<b>\$ 186,903</b>	<b>\$ 182,088</b>

<b>FY21 Proposed Assessors Budget</b>		<b>FY20 Budget</b>	<b>Proposed FY21 Budget</b>	<b>\$ Change</b>	<b>% Change</b>
<b>SALARIES &amp; WAGES</b>					
Assistant Assessor/Appraiser <i>This salary is negotiated by contract between the BOA and Bradford W. Swanson.</i>		\$ 86,151	\$ 87,874	\$ 1,723	2.00%
Administrative Assessor		\$ 53,000	\$ 54,060	\$ 1,060	2.00%
Board Stipend \$2,000 for 2 members, \$1000 for new member Assessing Clerk/Data Collector - \$23.78 x 18 hrs X 52 weeks (multi department clerical employee), Longevity stipend (\$600) and CPR training stipend (\$200) <i>This position is paid according to the provisions of the Union contract.</i>		\$ 5,000	\$ 5,000	\$ -	0.00%
Subtotal		\$ 22,242	\$ 23,144	\$ 902	4.06%
<b>Total</b>		<b>\$ 166,393</b>	<b>\$ 170,079</b>	<b>\$ 3,686</b>	<b>2.21%</b>
<b>TRAINING &amp; EDUCATION</b>					
Coursework to maintain educational requirements for Board and staff <i>This is to maintain 4 MAA designations in our department and more IAAO courses for Assistant Assessor.</i>		\$ 2,100	\$ 2,000	\$ (100)	-4.76%
<b>Total</b>		<b>\$ 2,100</b>	<b>\$ 2,000</b>	<b>\$ (100)</b>	<b>-4.76%</b>
<b>POSTAGE</b>					
<i>More postage for inspection post cards</i>		\$ 800	\$ 1,000	\$ 200	25.00%
<b>CONTRACTUAL SERVICES</b>					
Commercial and Industrial interim year review <i>We currently contract our CAMA vendor Patriot Properties to revise our commercial/industrial property values and tables.</i>		\$ 1,300	\$ 1,300	\$ -	0.00%
Binding of permanent records <i>We are still required to have certain books and reports bound for permanent record. Examples are commitment books, abatement reports, etc.</i>		\$ 220	\$ 240	\$ 20	9.09%
<b>Total</b>		<b>\$ 1,520</b>	<b>\$ 1,540</b>	<b>\$ 20</b>	<b>1.32%</b>
<b>Purchase of Services</b>		<b>\$ 4,420</b>	<b>\$ 4,540</b>	<b>\$ 120</b>	<b>2.71%</b>

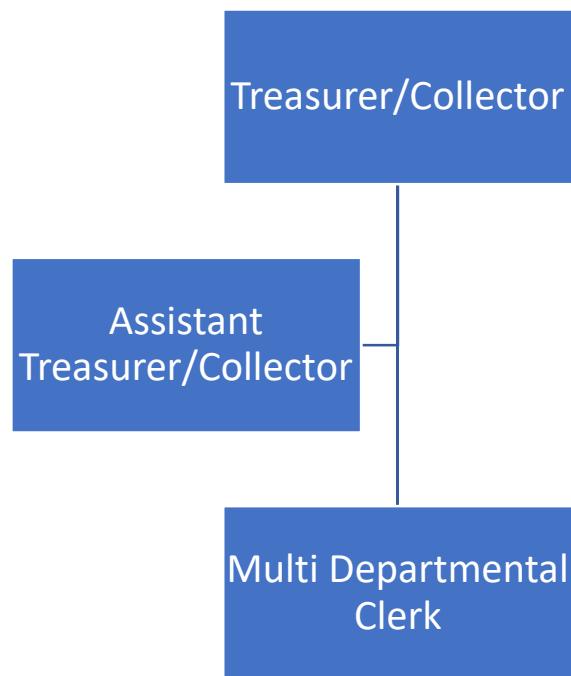
<b>FY21 Proposed Assessors Budget</b>		<i>FY20 Budget</i>	<i>Proposed FY21 Budget</i>	<i>\$ Change</i>	<i>% Change</i>
<b>SALARIES &amp; WAGES</b>					
<b>OFFICE SUPPLIES</b>					
		\$ 2,300	\$ 2,300	\$ -	0.00%
<b>APPELLATE FEES</b>					
<i>No longer a budget item.</i>					
<b>TRAVEL</b>					
Travel Stipend \$300 monthly Assistant Assessor		\$ 3,600	\$ 3,600	\$ -	0.00%
<i>This is part of compensation package with Assistant Assessor contract</i>					
Data Collector/other office travel		\$ 700	\$ 1,000	\$ 300	42.86%
<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>					
<b>Total</b>		\$ 4,300	\$ 4,600	\$ 300	6.98%
<b>DUES, FEES, AND SUBSCRIPTIONS</b>					
GoToMyPC		\$ 60	\$ -	\$ (60)	-100.00%
<i>No longer utilized. Using town offered product for now</i>					
ECAA dues (4 members @ \$40 each)		\$ 240	\$ 180	\$ (60)	-25.00%
MAAO dues (3 members @ \$50 each)		\$ 250	\$ 170	\$ (80)	-32.00%
IAAO dues for Assistant Assessor		\$ 190	\$ 220	\$ 30	15.79%
<i>These dues are for the Board and staff. Being members of these associations provides discounted classes and other benefits.</i>					
<i>Note: Two Board members have dues paid by their respective towns, Middleton receives the benefit with no cost.</i>					
<b>Total</b>		\$ 740	\$ 570	\$ (170)	-22.97%
<b>TOTAL Other charges and expenses</b>		\$ 5,040	\$ 5,170	\$ 130	2.58%
<b>Grand Total Operating Budget</b>		<b>\$ 178,153</b>	<b>\$ 182,089</b>	<b>\$ 3,936</b>	<b>2.21%</b>

# TREASURER/COLLECTOR

**Department Head:** 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.

**Organizational Chart:**



## **Employee Counts**

**Employee Count FY20: 3**

**Employee Count FY21: 3**

**FTE Count FY20: 3**

**FTE Count FY21: 3**

**Benefitted Employees FY20: 3**

**Benefitted Employees FY21: 3**

## **Fiscal Year 2020 Accomplishments**

- | Treasurer/Collector completed MCTA certification
- | Treasurer/Collector joined MCTA Education Committee
- | Treasurer/Collector became EMCTA President
- | Obtained credit card machine for Collectors office for increased service to residents
- | Completed 10 years of tailings
- | Instituted new Tailing procedure
- | Designed compensation tracking system for all exempt full time employees
- | Reduced the amount of deferred taxes by approx. \$80,000

## **Fiscal Year 2021 Goals and Objectives:**

- | Complete interface of IVEE Accounting system and MUNIS
- | Roll out employee self service module of MUNIS
- | Complete employee handbook with ATA
- | Add new polices to include:
  - o Petty cash
  - o Cell phone stipends
- | Reduce the number of bank accounts per auditors recommendation
- | Streamline charge codes to reduce redundancy

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01145151 TREASURER/COLLECTOR - SALARIES</b>					
01145151_511000	SALARIES & WAGES	\$ 104,540	\$ 101,056	\$ 105,713	\$ 108,134
01145151_511100	DEPT. HEAD SALARY	\$ 76,920	\$ 74,000	\$ 77,100	\$ 78,617
<b>TOTAL SALARIES</b>		<b>\$ 181,460</b>	<b>\$ 175,056</b>	<b>\$ 182,813</b>	<b>\$ 186,751</b>
<b>01145152 TREASURER/COLLECTOR - SERVICES</b>					
01145152_524000	EQUIPMENT REPAIR	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700
01145152_532000	TRAINING AND EDUCATION	\$ 1,023	\$ 907	\$ 2,200	\$ 2,200
01145152_534000	POSTAGE	\$ 23,022	\$ 22,091	\$ 22,500	\$ 23,500
01145152_538200	CONTRACTUAL SERVICES	\$ (4,565)	\$ 7,076	\$ 8,000	\$ 8,000
<b>TOTAL SERVICES</b>		<b>\$ 19,480</b>	<b>\$ 31,774</b>	<b>\$ 34,400</b>	<b>\$ 35,400</b>
<b>01145154 TREASURER/COLLECTOR - SUPPLIES</b>					
01145154_542000	OFFICE SUPPLIES	\$ 3,238	\$ 3,863	\$ 4,000	\$ 4,000
<b>TOTAL SUPPLIES</b>		<b>\$ 3,238</b>	<b>\$ 3,863</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>01145157 TREASURER/COLLECTOR - EXPENSES</b>					
01145157_571000	TRAVEL	\$ 1,899	\$ 1,750	\$ 1,750	\$ 1,750
01145157_573000	DUES, FEES, AND SUBSCRIPTION	\$ 555	\$ -	\$ 300	\$ 300
01145157_578900	CONTINUING DISCLOSURE FEES	\$ -	\$ -	\$ -	\$ 2,500
<b>TOTAL EXPENSES</b>		<b>\$ 555</b>	<b>\$ 1,899</b>	<b>\$ 2,050</b>	<b>\$ 4,550</b>
<b>GRAND TOTAL</b>		<b>\$ 204,733</b>	<b>\$ 212,592</b>	<b>\$ 223,263</b>	<b>\$ 230,701</b>

## 01145121 TREASURER COLLECTOR OPERATING BUDGET

		FY20 Adopted	FY21 Proposed	\$ Change	% Change
<b>01145151-511000</b>	<b>SALARIES &amp; WAGES</b>				
	Assistant Treasurer Collector FY20 at \$55973 x 2.0% = \$57,092	\$56,998	\$57,092	\$94	0.2%
	Collection Clerk Per contract clerical employee \$23.78	\$47,715	\$49,842	\$2,127	4.5%
	Collection Clerk FY21 Stipends -- longevity \$1000 and CPR \$200	\$1,000	\$1,200	\$200	20.0%
		\$105,713	\$108,134	\$2,421	2.3%
<b>01145151-511100</b>	<b>DEPT. HEAD SALARY</b>				
	Treasurer Collector	\$75,850	\$77,367	\$1,517	2.0%
	Milage	\$250	\$250	\$0	0.0%
	Treasurer/collector Certification stipend	\$1,000	\$1,000	\$0	0.0%
		\$77,100	\$78,617	\$1,517	2.0%
	<b>SERVICES</b>				
01145152-524000	Equipment repairs	\$1,700	\$1,700	\$0	0.0%
01145152-532000	Training and Education, Massachusetts Collector Treasurer Association school	\$2,200	\$2,200	\$0	0.0%
	Postage - 28,000 bills at \$.50 = \$14,600 plus 16,000 Real Estate/Personal Property bills				
01145152-534000	printed at \$.21 each = \$3,360 and meter lease at \$2,180. 6000 AP checks at \$.50 = 3000	\$22,500	\$23,500	\$1,000	4.4%
01145152-538200	Contractual - Online and lockbox fees, service contracts, Tax Title Legal Fees	\$8,000	\$8,000	\$0	0.0%
		\$34,400	\$35,400	\$1,000	2.9%
<b>01145154-542000</b>	<b>SUPPLIES</b>				
	Check & Pay Advice stock, W-2s, and general supplies	\$4,000	\$4,000	\$0	0.0%
		\$4,000	\$4,000	\$0	0.0%
	<b>EXPENSES</b>				
01145157-571000	Travel - bank, Massachusetts Collector Treasurer Association meetings and School	\$1,750	\$1,750	\$0	0.0%
	Dues, Fees, Subscriptions - Massachusetts Collector Treasurer Association , Eastern				
01145157-573000	Massachusetts Collector Treasurer Association	\$300	\$300	\$0	0.0%
		\$2,050	\$2,050	\$0	0.0%
	<b>Budget Grand Total</b>	<b>\$223,263</b>	<b>\$228,201</b>	<b>\$4,938</b>	<b>2.2%</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01146151 CUST OF LANDS - SAL</b>					
01146151_511000	SALARIES & WAGES	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
<b>TOTAL SALARIES</b>		<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>
<b>GRAND TOTAL</b>		<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01151352 TOWN COUNSEL</b>					
01151152_538200	CONTRACTUAL SERVICES	\$ 85,458	\$ 67,485	\$ 90,000	\$ 90,000
<b>TOTAL TOWN COUNSEL</b>		<b>\$ 85,458</b>	<b>\$ 67,485</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>
<b>GRAND TOTAL</b>		<b>\$ 85,458</b>	<b>\$ 67,485</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>

# Information Technology

**IT Liaison: Derek Fullerton**

## Department Description

Information Technology within the town is handled by the IT Liaison, 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.

## Highlights of FY20:

- | Implementation of Munis Human Resource Software
- | Implementation of ClearGov Accounting/Budgeting Software
- | Windows 10 software upgrade (42 Computers)
- | Cybersecurity/Malware Awareness Program Grant Award by the Executive Office off Technology Services & Security
- | Laserfische Software Platform installed in Clerks' office
- | Patriot Server Replacement for GIS and Assessor's Databases
- | Town wide internet Upgrade to Business 1 GB/1GB
- | 6 computers replaced
- | 3-4 Virtual Servers Deployed
- | 3 Managed Print Photocopy Machines Deployed
- | Computer Lab (6 computers) Upgraded at Council on Aging
- | 32 New Computers Replaced Town Wide

## Fiscal Year 2021 Goals and Objectives

- | Continue movement toward shared IT services with 7 other towns on the north shore.
- | Expand utilization of CitizenServe into additional 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 and possible regional data center in Danvers.
- | Continue to add more content and make the town's website more accessible.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01155151 MIS - SALARIES</b>					
01155151_511000	SALARIES & WAGES	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
01155151_512200	PART TIME	\$ 41,811	\$ 54,890	\$ 65,149	\$ 66,036
<b>TOTAL SALARIES</b>		<b>\$ 46,811</b>	<b>\$ 59,890</b>	<b>\$ 70,149</b>	<b>\$ 71,036</b>
<b>01155152 MIS - SERVICES</b>					
01155152_530200	CONSULTANT LEGAL	\$ 1,170	\$ 3,702	\$ 5,000	\$ 5,000
01155152_532000	TRAINING AND EDUCATION	\$ -	\$ 500	\$ 500	\$ 500
01155152_534100	TELEPHONE	\$ 9,680	\$ 9,805	\$ 11,250	\$ 64,519
01155152_535400	INTERNET	\$ 9,520	\$ 9,591	\$ 10,000	\$ 10,000
01155152_538200	CONTRACTUAL SERVICE - IT	\$ 40,667	\$ 54,423	\$ 67,420	\$ 90,208
01155152_538213	CONTRACTUAL SERVICE - MUNIS	\$ 30,411	\$ 32,172	\$ 35,910	\$ 40,372
01155152_538214	CONTRACTUAL SERVICE - PEG	\$ 11,712	\$ 9,817	\$ 15,000	\$ 15,000
01155152_538215	CONTRACTUAL SERVICE - ASSESSOR	\$ 8,750	\$ 8,700	\$ 9,520	\$ 17,075
01155152_538221	CONTRACTUAL SERVICE - POLICE	\$ -	\$ 1,900	\$ 1,900	\$ 10,465
<b>TOTAL SERVICES</b>		<b>\$ 111,910</b>	<b>\$ 128,210</b>	<b>\$ 156,500</b>	<b>\$ 253,139</b>
<b>01155154 MIS - SUPPLIES</b>					
01155154_541700	TECHNOLOGY SUPPLIES	\$ 10,945	\$ 12,853	\$ 16,000	\$ 21,500
01155154_541721	TECHNOLOGY SUPPLIES - POLICE	\$ -	\$ 7,200	\$ -	\$ -
01155154_551010	PEG SUPPLIES	\$ 10,526	\$ 23,354	\$ 30,000	\$ 30,000
<b>TOTAL SUPPLIES</b>		<b>\$ 21,471</b>	<b>\$ 43,407</b>	<b>\$ 46,000</b>	<b>\$ 51,500</b>
<b>GRAND TOTAL</b>		<b>\$ 180,192</b>	<b>\$ 231,507</b>	<b>\$ 272,649</b>	<b>\$ 375,675</b>

**INFORMATION TECHNOLOGY (IT)**

			Proposed FY20 Budget	Proposed FY21 Budget	\$ Change	% Change
<b>01155151-511000</b>	<b>SALARIES &amp; WAGES</b>					
	IT Liaison Salary		5,000	5,000	-	0.0%
			<b>5,000</b>	<b>5,000</b>	-	0.0%
<b>01155151_512200</b>	<b>PART TIME - PEG</b>					
	Cable PEG Access Director		23,781	24,257	476	2.0%
	Cable PEG Access Support - Technical Assistance		8,306	8,472	166	2.0%
	Flint Public Library Technical and Video Support		18,062	18,307	245	1.4%
	Supplemental Part-Time Assistance/Website Help		15,000	10,000	(5,000)	-33.3%
	Additional hours for additional broadcast of meetings		-	5,000	5,000	100.0%
			<b>65,149</b>	<b>66,036</b>	887	1.4%
<b>0115152-530200</b>	<b>Contractual Services-PEG (Legal Services)</b>					
	Services for renegotiation of Verizon and Comcast contracts		5,000	5,000	-	0.0%
			<b>5,000</b>	<b>5,000</b>	-	0.0%
<b>01155152-532000</b>	<b>TRAINING &amp; EDUCATION</b>					
	IT Liaison Training and Education		500	500	-	0.0%
			<b>500</b>	<b>500</b>	-	0.0%
<b>01155152_534100</b>	<b>TELEPHONE - MIS</b>					
	Consolidation of telephone bills for 14 Town departments, telephone budgets adjusted within each department		10,500	10,500	-	0.0%
	Mettel Phone System Annual Support Agreement		750	750	-	0.0%
	Assessor Cell Phone		-	900	900	100.0%
	Mobile Phone and Wi-Fi Mobile Feature @ Conservation		-	900	900	100.0%
	Town Planner cell Phone reimbursement 12 months x \$40/month		-	480	480	100.0%
	Police phones (4 phone numbers, 1 public line, 4 radio loop for BAPERN System, 6 mobile phones/4 lap top CDMA)		-	14,800	14,800	100.0%
	Fire Telephone lines		-	18,859	18,859	100.0%
	Inspectional Services Wireless/Mobile Phone & Data		-	4,550	4,550	100.0%
	DPW Telephone and Internet		-	3,960	3,960	100.0%
	BOH Telephone and Internet		-	2,450	2,450	100.0%
	COA Verizon and Cable Bill		-	2,940	2,940	100.0%
	Library Comcast & Internet		-	3,430	3,430	100.0%
			<b>11,250</b>	<b>64,519</b>	53,269	473.5%
<b>01155125_535400</b>	<b>Internet - PEG</b>					
	High-speed internet for Library, Fuller Meadow School and Memorial Hall		10,000	10,000	-	0.0%
			<b>10,000</b>	<b>10,000</b>	-	0.0%
<b>01155152-538200</b>	<b>CONTRACTUAL SERVICES-IT</b>					
	Vendor IT Support: For installing hardware, upgrading software, purchasing IT service blocks as needed, etc.		24,000	24,000	-	0.0%
	Annual Hardware/Software Virtualization Licenses		1,500	1,500	-	0.0%
	Annual Data backup and replication services (\$240/month x 12 months)		2,880	2,880	-	0.0%
	Annual Antivirus (Symantec Endpoint) Renewal Licenses (50-99 user licenses)		1,200	1,200	-	0.0%
	Electronic Permitting System (Citizen serve): Annual Users Fee (14 users: 10 FT & 4 PT)		21,600	21,600	-	0.0%
	Middletonma.gov annual domain fee		400	400	-	0.0%
	Exchange Email Server Spam Removal Services: (Up to 150 users)		2,250	2,250	-	0.0%
	Sonic Firewall Subscription-License(s) renewal		3,000	3,280	280	9.3%
	Dell Server PowerEdge Hardware Services-Annual Renewal		490	490	-	0.0%
	Multi Department Telephone Network Charges		6,200	6,200	-	0.0%
	Wireless Access Points Management and Warranty Renewal for 26 Access Points		3,900	3,900	-	0.0%
	Storage Area Network (SAN)-Town Hall- Hardware Warranty-Annual Renewal (FY22 initiate \$1950 per FY).		-	3,900	3,900	100.0%
	Annual SSL Certificate Renewal (\$149 each for ess/laserfiche/munis/tcm/munisapp/owa and \$549 for multiname munis SSL)		-	1,443	1,443	100.0%

**INFORMATION TECHNOLOGY (IT)**

		Proposed FY20 Budget	Proposed FY21 Budget	\$ Change	% Change
ClearGov Accounting Annual Renewal (3% annual increase)		-	7,725	7,725	100.0%
Malwarebytes Cybersecurity Volume Licensing (50+ PCs)		-	3,840	3,840	100.0%
Police Department Server Warranty Renewal		-	2,000	2,000	100.0%
Maintenance agreement and supplies for office photocopier/scanner Selectmen		-	1,000	1,000	100.0%
Maintenance agreement and supplies for office photocopier/scanner Fire Department		-	600	600	100.0%
Telephone Maintenance @ Fire Department		-	1,500	1,500	100.0%
Maintenance agreement and supplies for office photocopier/scanner Fire Department		-	500	500	100.0%
		<b>67,420</b>	<b>90,208</b>	22,788	33.8%
<b>01155152-538213</b>	<b>CONTRACTUAL SERVICES-ACCOUNTANT</b>				
Munis Licensing & Support Contract for FY20		28,350	28,140	(210)	-0.7%
Munis OSDBA Contract (Operating System Database Administrative)		6,300	10,600	4,300	68.3%
Munis GUI Contract (Graphic User Interface)		1,260	1,260	-	0.0%
3-Year SSL Certificate munisapp.middletonma.gov (placeholder of \$372, implement in FY 21)		-	372	372	100.0%
		<b>35,910</b>	<b>40,372</b>	4,462	12.4%
<b>01155152-538214</b>	<b>Contractual Services-PEG</b>				
Town website contract/support and PEG studio services		15,000	15,000	-	0.0%
		<b>15,000</b>	<b>15,000</b>	-	0.0%
<b>01155152-538215</b>	<b>CONTRACTUAL SERVICES-ASSESSOR</b>				
GIS System: CAI Technologies, Inc.: Annual Map Update		2,520	2,525	5	0.2%
GIS System: CAI Technologies, Inc.: AxisGIS Annual Hosting Services		2,400	2,400	-	0.0%
GIS System: CAI Technologies, Inc.: 2 GIS Licenses for DPW work		1,900	1,950	50	2.6%
GIS System: CAI Technologies, Inc.: AxisGIS Editor - New service to allow in house editing of GIS layers		700	-	(700)	-100.0%
Webpro-Online Assessor Database Annual Service		2,000	2,000	-	0.0%
Assess-Pro support		-	7,700	7,700	100.0%
ArchivePro - digital retrieval of data for permanent record		-	500	500	100.0%
		<b>9,520</b>	<b>17,075</b>	7,555	79.4%
<b>01155152-538221</b>	<b>CONTRACTUAL SUPPLIES-POLICE</b>				
Police Dept IT Contract Services		1,900	1,900	-	0.0%
PM/AM Policy & Procedure Software		-	750	750	100.0%
Police IT-Supports 25 workstations and one server (Annual PC Replacement/Peripherals)		-	2,900	2,900	100.0%
CJIS Router Annual Maintenance (Criminal Justice Information Services)		-	1,575	1,575	100.0%
Internet Fee		-	3,340	3,340	100.0%
		<b>1,900</b>	<b>10,465</b>	8,565	450.8%
<b>01155154-541700</b>	<b>TECHNOLOGY SUPPLIES-IT</b>				
IT Equipment/Supplies, Town Wide Computer Upgrades		16,000	21,500	5,500	34.4%
*Annual mgmt audit identified need to replace 5 bldg/inspectional services computers =increase of \$5,500)		<b>16,000</b>	<b>21,500</b>	5,500	34.4%
<b>01155154-551010</b>	<b>TECHNOLOGY SUPPLIES - PEG</b>				
Equipment upgrades and fiber connectivity project		30,000	30,000	-	0.0%
		<b>30,000</b>	<b>30,000</b>	-	0.0%
<b>INFORMATION TECHNOLOGY TOTAL</b>		<b>272,649</b>	<b>375,675</b>	<b>103,026</b>	37.8%

## Proposed FY21 Public, Education, Government (PEG) Budget

			FY20 Budget	Proposed FY21 Budget	\$ Change From FY20 to FY21	% Change From FY20 to FY21
<b>01122151_51100</b>	<b>DEPT. HEAD SALARY</b>					
Town Administrator	Andrew Sheehan		13,758	13,180	(578.00)	-4.20%
<b>01122151_511000</b>	<b>SALARIES &amp; WAGES</b>					
Assistant Town Administrator	Tanya Stepasiuk		9,170	9,455	285.40	3.11%
Administrative Assistant	Michelle Creasi		6,329	6,600	270.50	4.27%
<b>01155151-512200</b>	<b>Part-Time INFORMATION TECHNOLOGY - SALARIES</b>					
Cable PEG Access Director	Paul Pellicelli		23,781	24,257	475.63	2.00%
Cable PEG Access Support Technician	Adam Stone		8,306	8,472	166.12	2.00%
Flint Public Library Technical and Video Support			18,062	18,307	244.32	1.35%
Supplemental Part-Time Assistance/Webservice	Luke Richards, Roger Talbot etc.		15,000	10,000	(5,000.00)	-33.33%
Additional Broadcast of Meetings			0	5,000	5,000.00	100.00%
<b>Total Salaries</b>			<b>65,149</b>	<b>66,035</b>		
			<b>94,406</b>	<b>95,270</b>		
<b>01155125_535400</b>	<b>Internet</b>		10,000	10,000	-	0.00%
	High-speed internet for Library, Fuller Meadow School and Memorial Hall					
<b>0115152-530200</b>	<b>Contractual Services-PEG (Legal Services)</b>		5,000	5,000	-	0.00%
	Services for renegotiation of Verizon and Comcast contracts					
<b>01155152-538214</b>	<b>Contractual Services-PEG</b>		15,000	15,000	-	0.00%
	Town website, PEG studio services					
<b>01155154_551010</b>	<b>TECHNOLOGY SUPPLIES - PEG</b>		30,000	30,000	-	0.00%
	Equipment replacements and upgrades					
<b>Total FY19 PEG Budget</b>			<b>\$154,406</b>	<b>\$155,270</b>	863.96	0.56%

		old accounts			new account		
Selectmen	01122152_534200	COPIER/PRINTING			01155152-538200	CONTRACTUAL SERVICES - IT	
		Maintenance agreement and supplies for office photocopier/scanner		\$ 1,000		Maintenance agreement and supplies for office photocopier/scanner	
Assessors	01141152-534100	TELEPHONE		\$ 900	01155152-534100	TELEPHONE	
	01141152-538200	CONTRACTUAL SERVICES			01155152-538215	CONTRACTUAL SERVICES - ASSESSOR	
		Assess-Pro support		\$ 7,700		Assess-Pro support	
		ArchivePro - digital retrieval of data for permanent record		\$ 500		ArchivePro - digital retrieval of data for permanent record	
Conservation	01171152_534100	TELEPHONE			01155152-534100	TELEPHONE	
		Mobile Phone and Wifi Mobile Feature		\$ 900		Mobile Phone and Wifi Mobile Feature	
Planning	01175152_534100	TELEPHONE			01155152-534100	TELEPHONE	
		Wireless/mobile				Wireless/mobile	
		Cell phone reimbursement: 12 months x \$40/month.		\$ 480		Cell phone reimbursement: 12 months x \$40/month.	
Police	01210152-534100	TELEPHONE		\$ 9,900	01155152-534100	TELEPHONE	
		4 Phone Numbers (In FY18, two lines were moved to the MIS -Telephone line item)				4 Phone Numbers (In FY18, two lines were moved to the MIS -Telephone line item)	
		1 Public Line to Fire Dept.				1 Public Line to Fire Dept.	
		4 Radio Loop for BAPERN System				4 Radio Loop for BAPERN System	
	01210152-534100	MOBILE PHONES		\$ 4,900	01155152-534100	TELEPHONE	
		6 Mobile Phones/4 Lap Top-CDMA				6 Mobile Phones/4 Lap Top-CDMA	
	01210152-538200	CONTRACTUAL SERVICES			01155152-538221	CONTRACTUAL SERVICES - POLICE	
		PM/AM Policy & Procedure Software		\$ 750		PM/AM Policy & Procedure Software	
		Police IT-Supports 25 workstations and one server		\$ 2,900		Police IT-Supports 25 workstations and one server	
		Annual PC Replacement/Peripherals				Annual PC Replacement/Peripherals	
		CJIS Router Annual Maintenance (Criminal Justice Information Services)		\$ 1,575		CJIS Router Annual Maintenance (Criminal Justice Information Services)	
		Internet Fee		\$ 3,340		Internet Fee	
Fire	01220152-534100	Telephone,Cell & Pagers		\$ 18,859	01155152-534100	TELEPHONE	
	01220152-534200	Copier Expense		\$ 600	01155152-538200	CONTRACTUAL SERVICES - IT	

	01220157-578300	SPECIAL EXPENSES Telephone Maintenance	\$ 1,500		01155152-538200	CONTRACTUAL SERVICES - IT Telephone Maintenance	\$ 1,500
Inspectional	01241152_534100	TELEPHONE Wireless/Mobile Phone & Data	\$ 4,550		01155152-534100	TELEPHONE Wireless/Mobile Phone & Data	\$ 4,550
DPW	01420152-534100	TELEPHONE/INTERNET	\$ 3,960		01155152-534100	TELEPHONE	\$ 3,960
BOH	01511152-534100	TELEPHONE Internet Wireless/Mobile & Hot Spot Wifi Portal	\$1,200 \$1,250		01155152-534100	TELEPHONE Internet Wireless/Mobile & Hot Spot Wifi Portal	\$1,200 \$1,250
COA	01541152-534100	TECHNOLOGY Verizon and cable bill	\$ 2,940		01155152-534100	TELEPHONE	\$ 2,940
Library	01610152-524000	EQUIPMENT/REPAIR Comcast, Verizon, Internet	\$ 3,430		01155152-534100	TELEPHONE	\$ 3,430
	01610152-534200	COPIER/PRINTING	500		01155152-538200	CONTRACTUAL SERVICES - IT Library Copier Service Charge	\$ 500
			\$ 73,634				\$ 73,634

## **TOWN CLERK/ELECTIONS DIVISION**

**TOWN CLERK: ILENE B. TWISS**

### **Department Description**

The Middleton Town Clerk's Office is committed to being a provider of reliable information and courteous, competent, and efficient service to its customers. We are dedicated to the careful preservation of the Town's official records, vital records, and historical documents for the benefit of not only current but also future generations.

The Town Clerk's 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.

### **Elections**

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. We also conduct the annual census and maintain the street and voter lists.

### **Records**

As the Town's recording official, the Clerk keeps records of all births, marriages and deaths, all actions of Town Meeting and elections, zoning decisions, and Annual Reports.

### **Code**

The Clerk's Office maintains the municipal code, the official Town bulletin board, records of oaths of office, appointments and resignations of all Town Officials.

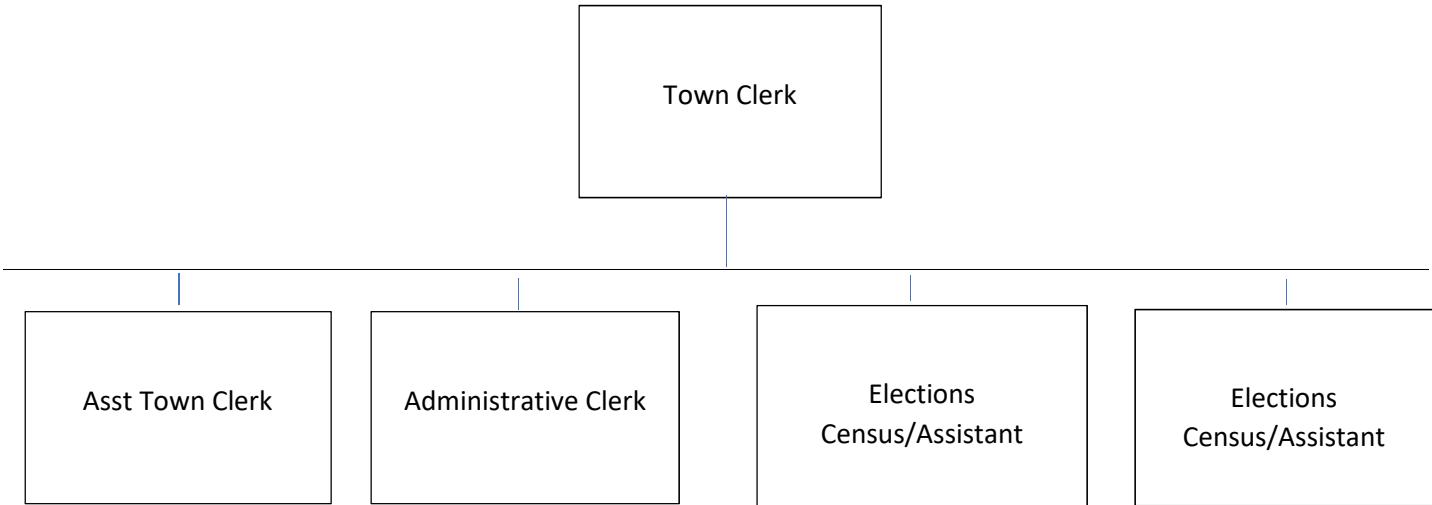
### **Charter & Bylaws**

The Clerk's Office continues to maintain and update approved Town Bylaws and implement and maintain "ECode" database. The ECode provides quick access to town bylaws to town officials, employees and citizens.

### **Licenses**

We also issue some state licenses and permits, including marriage licenses, business certificates and renewals, dog licenses, fuel storage licenses, raffle/bazaar permits and requests for public documents.

## Organizational Chart



### Employee Counts

**Employee Count FY20: 34**

**Employee Count FY21: 34**

**FTE Count FY20: 2.5**

**FTE Count FY21: 2.5**

**Benefitted Employees FY20: 2**

**Benefitted Employees FY21: 2**

### Fiscal Year 2020 Accomplishments

Prepared for and administered the Annual Town Election on Tuesday, May 21, 2019. For elections, we continued to implement many changes to streamline the process for our residents, including the Online Voter Registration system and adding information on our web page. 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 2019/2020 Election season.

In 2019 we implemented the Laserfiche software and started the digitizing and indexing of the Town Clerk's Office records.

## **Fiscal Year 2021 Goals and Objectives**

- \_) The coming Election Year will be a busy time for the Town Clerk's Office. FY21 will include the State Primary Election and State Election with two weeks of Early Voting. The Annual Town Election and the Annual Town Meeting. Tentative talk of Spring and Fall Special 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.
- \_) Moving into the future we will continue to be improving the workflows of the office. One major area that will be looked at will continuing 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 has joined the Facebook community. We have created and launched 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 have upgraded and implemented our voting equipment with the purchase of new voting tabulators and electronic poll books.

Plan to 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

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01161151 TOWN CLERK - SALARIES</b>					
01161151_511000	SALARIES	\$ -	\$ -	\$ 45,680	\$ 46,594
01161151_511100	DEPT. HEAD SALARY	** \$ 71,573	\$ 73,363	\$ 75,776	\$ 77,292
01161151_512200	PART TIME	\$ 38,056	\$ 41,555	\$ 12,314	\$ 12,560
<b>TOTAL SALARIES</b>		<b>\$ 109,629</b>	<b>\$ 114,918</b>	<b>\$ 133,770</b>	<b>\$ 136,446</b>
<b>01161152 TOWN CLERK -SERVICES</b>					
01161152_532000	TRAINING AND EDUCATION	\$ 703	\$ 456	\$ 2,420	\$ 2,500
01161152_534000	POSTAGE	\$ 1,262	\$ 2,213	\$ 3,300	\$ 3,300
01161152_534200	COPIER/PRINTING	\$ 985	\$ 923	\$ 1,000	\$ 1,000
01161152_538200	CONTRACTUAL SERVICES	\$ 1,785	\$ 995	\$ 1,320	\$ 1,350
<b>TOTAL SERVICES</b>		<b>\$ 4,735</b>	<b>\$ 4,587</b>	<b>\$ 8,040</b>	<b>\$ 8,150</b>
<b>01161154 TOWN CLERK -SUPPLIES</b>					
01161154_542000	OFFICE SUPPLIES	\$ 685	\$ 785	\$ 1,200	\$ 1,200
<b>TOTAL SUPPLIES</b>		<b>\$ 685</b>	<b>\$ 785</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
<b>01161157 TOWN CLERK- EXPENSES</b>					
01161157_571400	OPERATING SUPPLIES	\$ 711	\$ 2,284	\$ 3,000	\$ 3,000
01161157_573000	DUES,FEES, AND SUBSCRIPT	\$ 310	\$ -	\$ 750	\$ 750
<b>TOTAL EXPENSES</b>		<b>\$ 1,021</b>	<b>\$ 2,284</b>	<b>\$ 3,750</b>	<b>\$ 3,750</b>
<b>01161158 TOWN CLERK- CAPITAL OUTLAY</b>					
01161158_587100	OUTLAY EQUIPMENT	\$ 3,510	\$ 3,075	\$ 12,500	\$ 8,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 3,510</b>	<b>\$ 3,075</b>	<b>\$ 12,500</b>	<b>\$ 8,000</b>
<b>GRAND TOTAL</b>		<b>\$ 119,580</b>	<b>\$ 125,649</b>	<b>\$ 159,260</b>	<b>\$ 157,546</b>

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

**01161152 TOWN CLERK**

		FY20	FY21
<b>01161151_511100</b>	<b>DEPT HEAD SALARY</b>		
	Includes the 2.0% COLA increase	\$75,776	\$77,292
	* STIPEND - Records Access Officer	\$2,250	\$2,500
	* STIPEND - Municipal Hearing Officer - (MGL Ch 148A §5)	\$2,500	\$2,500
<b>01161151_511000</b>	<b>SALARIES</b>		
	Includes the 2.0% COLA increase	\$45,680	\$46,594
<b>01161151_512200</b>	<b>PART TIME</b>		
	Includes the 2.0% COLA increase	\$12,314	\$12,560
		\$138,520	\$141,445
	<b>SERVICES</b>		
<b>015161152_532000</b>	<b>TRAINING AND EDUCATION</b>		
	Continuing Education and Training for Dep't personnel	\$2,420	\$2,500
<b>01161152_534000</b>	<b>POSTAGE</b>		
	Absentee ballots, confirmation notices, dog licenses	\$3,300	\$3,300
<b>01161152_534200</b>	<b>COPIER/PRINTING</b>		
	Stationery & envelopes	\$1,000	\$1,000
<b>01161152_538200</b>	<b>CONTRACTUAL SERVICES</b>		
	Maintenance fee for EZ Code	\$1,320	\$1,350
		\$8,040	\$8,150
<b>01511154_542000</b>	<b>OFFICE SUPPLIES</b>		
	Including dog licenses and notices	\$1,200	\$1,200
		\$1,200	\$1,200
<b>01161157_571400</b>	<b>OPERATING SUPPLIES</b>		
	Departmental related supplies	\$3,000	\$3,000
<b>01161157_573000</b>	<b>DUES, FEES, AND SUBSCRIPTIONS</b>		
		\$750	\$750
		\$3,750	\$3,750
<b>01161158_587100</b>	<b>CAPITAL OUTLAY</b>		
	Code update services	\$8,000	\$8,000
	tabulator (spare PY)	\$4,500	
		\$12,500	\$8,000
*COMPENSATION RESERVE			
BUDGET SUBTOTAL			
\$164,010			
LESS COMP RESERVE			
-\$5,000			

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01162151 ELECTIONS -SALARIES</b>					
01162151_511000	SALARIES & WAGES	\$ 4,549	\$ 23,200	\$ 19,688	\$ 36,430
01162151_512200	PART TIME	\$ 4,404	\$ 5,472	\$ 6,400	\$ 6,530
<b>TOTAL SALARIES</b>		<b>\$ 8,953</b>	<b>\$ 28,672</b>	<b>\$ 26,088</b>	<b>\$ 42,960</b>
<b>01162152 ELECTIONS - SERVICES</b>					
01162152_530400	CONSULTANT OTHER	\$ 1,176	\$ 3,546	\$ 4,500	\$ 4,500
01162152_530600	STREET LISTING	\$ 475	\$ 209	\$ 1,750	\$ 1,750
01162152_534200	COPIER/PRINTING	\$ 794	\$ 2,494	\$ 3,500	\$ 3,500
01162152_538200	CONTRACTUAL SERVICES	\$ 786	\$ -	\$ -	\$ -
<b>TOTAL SERVICES</b>		<b>\$ 3,231</b>	<b>\$ 6,249</b>	<b>\$ 9,750</b>	<b>\$ 9,750</b>
<b>01162154 ELECTIONS - SUPPLIES</b>					
01162154_542000	OFFICE SUPPLIES	\$ 2,048	\$ 959	\$ 2,500	\$ 2,500
01162154_549000	LUNCHES	\$ 231	\$ 603	\$ 1,000	\$ 1,500
<b>TOTAL SUPPLIES</b>		<b>\$ 2,279</b>	<b>\$ 1,562</b>	<b>\$ 3,500</b>	<b>\$ 4,000</b>
<b>GRAND TOTAL</b>		<b>\$ 14,463</b>	<b>\$ 36,483</b>	<b>\$ 39,338</b>	<b>\$ 56,710</b>

**01162152 ELECTIONS**

		FY20	FY21
<b>01162151_511000</b>	<b>SALARIES &amp; WAGES</b>		
Poll Officers	\$18.32 x 16 hrs x 4 x 4 elections	\$2,299	\$4,690
Poll Workers	\$13.06 x 16 hrs x 14 x 4 elections	\$5,735	\$11,702
Additional Poll Workers(Central Tab.-Presidential EV Ballots)	13.06 x 16hrs x 3	\$0	\$627
Asst. Town Clerk - Voter Registrations & Petitions (Additional Hours)		\$750	\$1,000
Asst. Town Clerk-2020 Elections (Additional Hours)		\$750	\$1,000
Asst. Town Clerk- Annual Town Meeting (Additional Hours)		\$150	\$150
Asst. Town Clerk- Special Town Meeting (Additional Hours)		\$300	\$300
Stipend for Clerk of Board of Registrars (MGL Ch 41§19G)		\$375	\$375
Registrar's stipend \$100/election x 4 members x 4 elections		\$800	\$1,600
Annual Town Meeting staffing \$13.06 x 5hrs x 9		\$576	\$588
Special Town Meeting staffing \$13.06 x 5hrs x 9 x 2		\$1,152	\$1,176
Additional Early Voting Supervisory Staffing \$23.97 x 30hrs		\$705	\$720
Poll Workers - Early Voting (State Election-Presidential)\$13.06 x 106hrs x 7		\$3,840	\$9,691
Poll Workers - Early Voting (Extra Saturday Hours) \$13.06 x 9hrs x 7		\$512	\$823
Post EV-Xtra Hrs Election Prep.- Poll Workers \$13.06 x 8 x 2		\$205	\$209
Asst. Town Clerk-Early Voting Overtime Hours \$39.53 x 45 hrs		\$1,539	\$1,779
		\$19,688	\$36,430
<b>01162151_512200</b>	<b>PART TIME</b>		
Census Workers	\$13.06 x 500hrs	\$6,400	\$6,530
		\$6,400	\$6,530
<b>01162152_530400</b>	<b>CONSULTANT OTHER</b>		
Programming AutoMark (Town & Special Election only)		\$1,500	\$1,500
Programming 4 ImageCasts		\$3,000	\$3,000
		\$4,500	\$4,500
<b>01162152_530600</b>	<b>STREET LISTING</b>		
Forms and postage		\$4,250	\$4,250
Minus amount billed to school		(\$2,500)	(\$2,500)
		\$4,500	\$4,500
<b>01162152_534200</b>	<b>COPIER/PRINTING</b>		
Printing Town Election Ballots, Census Forms, Legal Notices(EV)		\$3,500	\$3,500
		\$3,500	\$3,500
<b>01162152_538200</b>	<b>CONTRACTUAL SERVICES</b>		
		\$0	\$0
		\$0	\$0
<b>01162154_542000</b>	<b>OFFICE SUPPLIES</b>		
Departmental related office supplies		\$2,500	\$2,500
		\$2,500	\$2,500
<b>01162154_549000</b>	<b>LUNCHES</b>		
Meals for Election Workers		\$1,000	\$1,500
		\$1,000	\$1,500

**BUDGET GRAND TOTAL \$39,338 \$56,710**

# Conservation

**Department Head: Derek Fullerton**

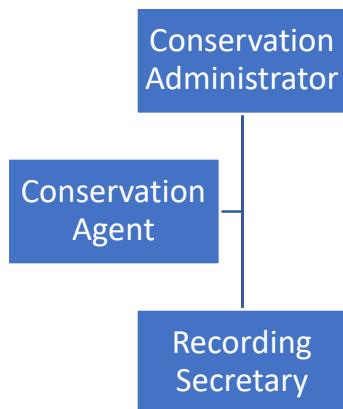
## Department Description

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, and protect fisheries/wildlife habitat within the Town of Middleton. The Commission reviews all projects proposed within 100 feet of wetlands and within 200 feet of the Ipswich River and other perennial streams.

The Town has over 1,000 acres of land protected by a combination of local, state, federal and nonprofit agencies, including the Town of Middleton, MA Division of Capital Asset Management and Maintenance, MA Department of Agriculture, New England Forestry and the Essex County Greenbelt Association. Approximately 40% ( $\pm$  400 acres) of the protected land in Town is under the care and custody of the Middleton Conservation Commission.

In addition to the Conservation Department's traditional roles of wetland and land protection, the Department also leads the implementation of the Town's stormwater management requirements under the Town of Middleton Stormwater Management Bylaw and the United States Environmental Protection Agency's Municipal Separate Storm Sewer Systems (MS4) permit.

## Organizational Chart



## Employee Counts

**Employee Count FY20: 2**

**Employee Count FY21: 2**

**FTE Count FY20: 1.05**

**FTE Count FY21: 1.05**

**Benefitted Employees FY20: 1**

**Benefitted Employees FY21: 1**

## **Fiscal Year 2020 Accomplishments**

- \_) Applied for and received a \$27,000 grant through the Commonwealth's Municipal Vulnerability Preparedness Grant program to undertake climate resiliency planning and an update to the Town's Hazard Mitigation Plan. Successful completion of the planning grant makes the Town eligible for action grants to address climate resiliency challenges throughout the Town.
- \_) In coordination with the Town Planner and the Department of Public Works, the Conservation Department provided the Middleton Stream Team with assistance in finalizing a new walking trail located in the center of town. The Department helped design the maps and signage and edited the content provided by the MST.
- \_) Facilitated bringing Greenscapes' "Keeping Water Clean" program to the 5<sup>th</sup> grade students at the Howe-Manning School. The program is a hands-on learning experience that demonstrates how the built environment affects the natural water cycle, what happens to water when it enters a storm drain, where our water comes from and goes to and how water can be cleaned or conserved.
- \_) Prepare and submit the Town's Municipal Separate Storm Sewer Systems (MS4) permit to the U.S. Environmental Protection Agency (USEPA). The permit was accepted by the USEPA, and the Town was granted coverage under the permit until June 30, 2022.

## **Fiscal Year 2021 Goals and Objectives**

- \_) Complete the Municipal Vulnerability Preparedness Program planning grant and identify action grant opportunities for the Town.
- \_) Maintain compliance with the annual requirements of the Town's Municipal Separate Storm Sewer Systems permit.
- \_) Facilitate the successful Wetlands Protection Act permitting for the forthcoming removal of the Bostik Dam on the Ipswich River.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01171151 CONSERVATION - SALARIES</b>					
01171151_511000	SALARIES & WAGES	\$ 47,449	\$ 56,841	\$ 74,329	\$ 85,552
<b>TOTAL SALARIES</b>		<b>\$ 47,449</b>	<b>\$ 56,841</b>	<b>\$ 74,329</b>	<b>\$ 85,552</b>
<b>01171152 CONSERVATION - SERVICES</b>					
01171152_530500	ADVERTISING	\$ 41	\$ 41	\$ 150	\$ 150
01171152_532000	TRAINING AND EDUCATION	\$ 822	\$ 748	\$ 1,250	\$ 1,250
01171152_534000	POSTAGE	\$ -	\$ 250	\$ 250	\$ 250
01171152_534100	TELEPHONE	\$ -	\$ 667	\$ 900	\$ -
01171152_534200	COPIER/PRINTING	\$ 78	\$ -	\$ 200	\$ 200
01171152_538200	CONTRACTUAL SERVICES	\$ 150	\$ -	\$ 500	\$ 500
<b>TOTAL SERVICES</b>		<b>\$ 1,091</b>	<b>\$ 1,706</b>	<b>\$ 3,250</b>	<b>\$ 2,350</b>
<b>01171154 CONSERVATION - SUPPLIES</b>					
01171154_542000	OFFICE SUPPLIES	\$ 374	\$ 277	\$ 500	\$ 500
<b>TOTAL SUPPLIES</b>		<b>\$ 374</b>	<b>\$ 277</b>	<b>\$ 500</b>	<b>\$ 500</b>
<b>01171157 CONSERVATION - EXPENSES</b>					
01171157_571000	TRAVEL	\$ 377	\$ 607	\$ 700	\$ 700
01171157_571400	OPERATING SUPPLIES	\$ 22	\$ -	\$ 200	\$ 200
01171157_573000	DUES,FEES, AND SUBSCRIPTIONS	\$ 300	\$ 165	\$ 200	\$ 200
<b>TOTAL EXPENSES</b>		<b>\$ 699</b>	<b>\$ 772</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>
<b>GRAND TOTAL</b>		<b>\$ 49,613</b>	<b>\$ 59,596</b>	<b>\$ 79,179</b>	<b>\$ 89,502</b>

**01171 CONSERVATION**

		<b>Proposed FY20</b>	<b>Proposed FY21</b>
		<b>Budget</b>	<b>Budget</b>
<b>01171151_511000</b>	<b>SALARIES &amp; WAGES</b>		
	Conservation Director/Public Health Director	8,369	8,369
	Conservation Agent/Open Space Manager-40 Hrs per Week: Wages=		
	\$36.96 (\$36.24 per hour X 2% Cola Adj) X 80 hours X 26.1 Weeks =		
	\$77,182.50	75,960	77,183
	<b>NO LONGER FUND FROM WETLANDS</b>	(10,000)	0
		\$74,329	\$85,552
<b>01171152_530500</b>	<b>ADVERTISING</b>		
	Public Meetings-Legal Ads	150	150
		\$150	\$150
<b>01171152_532000</b>	<b>TRAINING AND EDUCATION</b>		
	Conservation Agent Trainings/Seminars/Conservation Commission		
	Board Members Annual Training Conference: Massachusetts		
	Association of Conservation Commission Annual Fee \$585 and		
	Conference Trainings for CC Members \$115 per member.	1,250	1,250
		\$1,250	\$1,250
<b>01171152_534000</b>	<b>POSTAGE</b>		
		250	250
		\$250	\$250
<b>01171152_534100</b>	<b>TELEPHONE</b>		
	Mobile Phone and Wifi Mobile Feature	900	0

**01171 CONSERVATION**

		<b>Proposed FY20</b>	<b>Proposed FY21</b>
		<b>Budget</b>	<b>Budget</b>
		\$900	\$0
<b>01171152_534200</b>	<b>COPIER/PRINTING</b>	200	200
		\$200	\$200
<b>01171152_538200</b>	<b>CONTRACTUAL SERVICES</b>		
	Recording of Order of Conditions at Registry of Deeds: Expenses reimbursed by property owner. Funds deposited into general fund	500	500
		\$500	\$500
<b>01171154_542000</b>	<b>OFFICE SUPPLIES</b>		
	Departmental related office supplies	500	500
		\$500	\$500
<b>01171157_571000</b>	<b>TRAVEL</b>		
	IRS Fuel reimbursement for Conservation Agent to perform site visits and reimbursement for Commission members to travel to annual training conference	700	700
		\$700	\$700
<b>01171157_571400</b>	<b>OPERATING SUPPLIES</b>		
	Departmental related field supplies	200	200
		\$200	\$200

# PLANNING DEPARTMENT

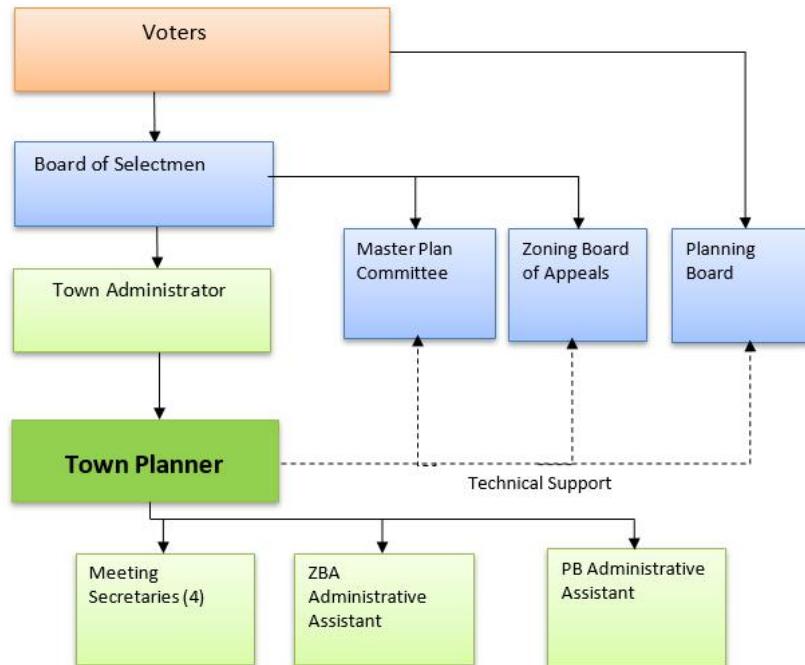
**Department Head: Katrina O'Leary**

## 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 several boards and committees. 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 Department seeks out grant opportunities and applies for grant funding on the town's behalf. 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, and Transportation Task Force. The Department is supported by Town Planner Katrina O'Leary, Zoning Board of Appeals Clerk Lisa Brown, Planning Board Clerk Wendi Williams, and several recording secretaries.

## Organizational Chart

**Planning Department Organizational Chart**



## Employee Counts

**Employee Count FY20: 6**

**Employee Count FY21: 6**

**FTE Count FY20: 1.65**

**FTE Count FY21: 1.65**

**Benefitted Employees FY20: 2**

**Benefitted Employees FY21: 2**

## Fiscal Year 2020 Accomplishments

- ]) **Master Plan 300** In 2016 the Town began the process of updating the 1999 Master Plan with a Visioning Process. The Town Planner assisted our hired consultant, the Metropolitan Area Planning Council (MAPC), with the process of creating a “vision” for Middleton’s future. Phase II began in 2018 and was completed and adopted by the Planning Board in December of 2019. The Master Plan that will act as a development guide for the Town for the next decade leading up to the Town’s Tercentennial in 2028. The Master Plan Committee put many hours into the process of public participation and editing to create a plan that will help us achieve our collective “vision” of the town’s future.
- ]) **Community Compact Program** Through the Community Compact Program, the Town received \$15,000 toward the creation of a Housing Production Plan. The Town contracted with the Metropolitan Area Planning Council to execute the Housing Production Plan, the kick-off meeting was held in April of 2019, and it was finished in September 2019. We are grateful to members of the Board of Health and Housing Authority, among others, who volunteered to sit on the Housing Production Plan Committee and help find a way to address the need for affordable housing in Middleton. This plan will create a guide for increasing the amount of affordable housing in Middleton as well as possibly protect the Town from future Comprehensive Permit applications.
- ]) **Online Permitting for ZBA and Planning Board** It took three years, but applicants are now able to use our online permitting portal to apply for applications before the ZBA and the Planning Board. This has cut down on the amount of paper used for each application and has streamlined the permitting process. We hope to finetune the process in the next years as we gain experience using the system.
- ]) **Town Promotional Videos** One of the most interesting projects completed this year by the Town Planner, with help from the Assistant Town Administrator, was the creation of

four short “promotional” videos for the Town. Each video covered a separate subject: “Welcome, Town Pride/Quality of Life, Business Community, and Nature/Open Space.” Currently, Middleton does not have staff dedicated to “Economic Development”; therefore, these videos were a chance to do something positive for the businesses that form the backbone of the community. The best thing about the videos is that they were done free of cost – all it took was staff time. We have received a lot of positive feedback on the videos from both businesses that plan to use links to them in their advertising campaigns and residents who were surprised that the Town offered so much. The plan is to update them every four years.

- | **Transportation Task Force** The creation of this “in house” group dedicated to transportation and traffic issues, was a new Planning Department initiative this year. There was a need for a unified approach to dealing with a myriad of issues related to our transportation network in town. This committee is comprised of representatives from the Town Administrator’s office, Department of Public Works, Police Department, Fire Department, and Town Planner. The Middleton Transportation Task Force is committed to improving pedestrian and vehicular transportation infrastructure, operations, and services for all road users in the Town of Middleton. The groups objectives are to:
  - o Identify traffic and transportation safety, capacity, and performance needs; develop policy, regulatory, educational, capital and operating improvements (as appropriate) to address those needs;
  - o Listen and respond to the transportation concerns of residents and businesses and develop policies for actions regarding repetitive concerns;
  - o Implement objectives of the Town’s Complete Streets policy and work annually to update the Complete Streets Prioritization Plan;
  - o Create and update a Sidewalk Prioritization Plan to guide the upkeep and creation of pedestrian infrastructure;
  - o Advocate on behalf of the town of Middleton to the Massachusetts Department of Transportation’s Office of Transportation Planning for projects on the State Transportation Improvement Program.
- | **Groundwater Protection Bylaw** During the renewal process for a WMA permit under the Water Management Act, the state cited the fact that the Town of Middleton does not comply with the state’s Wellhead Protection Regulations. Since a Zone II Wellhead area for one of our drinking water supply wells falls within Middleton, the state is requiring that the town adopt a Wellhead Protection Overlay district. The Town Planner has led the effort to adopt such a bylaw; including conducting feedback meetings with involved departments and making the best effort to educate residents and business owners about the proposed zoning bylaw amendment.
- | **Trager Landmark Trail** The Town Planner provided the Middleton Stream Team with the necessary assistance and expertise to finalize a new walking trail located in the center of town. The department helped design the maps and design of the signs and edited the

content provided by the MST. The Conservation Agent and Department of Public Works also provided assistance and were instrumental in the success of this project.

- .) **Middleton Rail Trail Alliance (MiRTA)** MiRTA made great progress in 2019 by creating a partnership with the owner of roughly half the future Rail Trail – Middleton Electric Light Department – and also receiving their Non-profit status from the state. The Town Planner has assisted them in the drafting of their Articles of Incorporation and also creating content for their brand new website: [middletontrail.meadwebdesign.net](http://middletontrail.meadwebdesign.net)

## Fiscal Year 2021 Goals and Objectives

- .) Work with the appropriate town departments, boards and committees to execute the Master Plan 300 Action Plan recommendations.
- .) Advocate for the creation of a Middleton Affordable Housing Trust, under MGL c.44 s. 55C, that would allow Middleton to collect funds for affordable housing, segregate them out of the general municipal budget into a trust fund, and use the funds for local initiatives to create and preserve affordable housing. This fund could be used to provide financial support for the creation of affordable homes by private developers, rehabilitate existing homes to convert to affordable housing, increase affordability in new housing projects, assist low income homebuyers, etc. Source of funds could be CPA funds, Inclusionary Zoning payments (if the town adopts an Inclusionary Zoning bylaw), and/or HOME funds.
- .) Continue to facilitate, assist, and empower the Middleton Rail Trail Alliance to advocate for and raise the necessary funds for the construction of the Middleton Rail Trail. Work with MiRTA and the Conservation Agent to obtain the necessary permits for Phase I of the trail.
- .) Work with the Planning Board to update their Subdivision Rules & Regulations.
- .) As part of the Transportation Task Force, work with the DPW Superintendent to develop prioritization criteria for a Sidewalk Prioritization Plan in order to target sidewalk funds to appropriate areas in town.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01175151 PLANNING - SALARIES</b>					
01175151_511100	DEPT HEAD SALARY	\$ 69,001	\$ 70,725	\$ 72,494	\$ 73,944
01175151_512200	PART TIME	\$ 20,822	\$ 19,062	\$ 23,985	\$ 25,714
<b>TOTAL SALARIES</b>		<b>\$ 89,823</b>	<b>\$ 89,787</b>	<b>\$ 96,479</b>	<b>\$ 99,658</b>
<b>01175152 PLANNING - SERVICES</b>					
01175152_530500	ADVERTISING	\$ 168	\$ 223	\$ 1,000	\$ 1,000
01175152_532000	TRAINING AND EDUCATION	\$ 895	\$ 1,705	\$ 2,150	\$ 2,150
01175152_534000	POSTAGE	\$ -	\$ 535	\$ 600	\$ 600
01175152_534100	TELEPHONE	\$ 480	\$ 480	\$ 480	\$ -
01175152_534200	COPIER/PRINTING	\$ -	\$ 160	\$ 500	\$ 500
<b>TOTAL SERVICES</b>		<b>\$ 1,543</b>	<b>\$ 3,103</b>	<b>\$ 4,730</b>	<b>\$ 4,250</b>
<b>01175154 PLANNING - SUPPLIES</b>					
01175154_542000	OFFICE SUPPLIES	\$ 1,372	\$ 790	\$ 1,250	\$ 1,250
<b>TOTAL SUPPLIES</b>		<b>\$ 1,372</b>	<b>\$ 790</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>
<b>01175157 PLANNING - OTHER EXPENSES</b>					
01175157_571000	TRAVEL	\$ 2,100	\$ 2,096	\$ 2,100	\$ 2,100
01175157_573000	DUES, FEES, AND SUBSCRIPT	\$ 440	\$ 484	\$ 600	\$ 600
<b>TOTAL EXPENSES</b>		<b>\$ 2,540</b>	<b>\$ 2,580</b>	<b>\$ 2,700</b>	<b>\$ 2,700</b>
<b>GRAND TOTAL</b>		<b>\$ 95,278</b>	<b>\$ 96,260</b>	<b>\$ 105,159</b>	<b>\$ 107,858</b>

## 01175151 PLANNING BOARD

		Department Request FY 20	Department Request FY 21
<b>SALARIES &amp; WAGES</b>			
01175151_512200	PART TIME SECRETARY		
	FY2021 figure based on FY21 Step 4 wage rate (\$23.41) for multi-department clerical employee in the AFSCME contract signed 2019.		
	FY2021: Step 4 - \$23.41 x 19 hrs/wk x 52.2 weeks = \$23,218.04	21,993	23,218
	CPR stipend of \$200, Notary stipend of \$200 per the AFCSME contract	200	400
01175151_512200	MEETING SECRETARY		
	16 meetings @ \$131/meeting=\$2,096. \$131 figure reflects 2.0% increase.	1,792	2,096
		23,985	25,714
1176151_511100	TOWN PLANNER		
	2.0% COL increase	72,494	73,944
		72,494	73,944
01175152_530500	ADVERTISING		
		1,000	1,000
		1,000	1,000
01175152_532000	TRAINING AND EDUCATION		
		2,150	2,150
		2,150	2,150
01175152_534000	POSTAGE		
		600	600
		600	600
01175152_534100	TELEPHONE		
	Wireless/mobile		
	Cell phone reimbursement: 12 months x \$40/month. - MOVED TO IT BUDGET	480	0
		480	0
01175152_534200	COPIER/PRINTING		
	Planning Board	500	500
		500	500
01175154_542000	OFFICE SUPPLIES		
	Planning Board	1,250	1,250
		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
		2,100	2,100
01175157_573000	DUES, FEES, AND SUBSCRIPTIONS		
	American Planning Assoc dues, N. E. Chapter APA, AICP dues	600	600
		600	600
<b>Budget Grand Total</b>		<b>\$105,159</b>	<b>\$107,858</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01176151 BOARD OF APPEALS - SALARIES</b>					
01176151_512200	PART TIME	\$ 1,220	\$ 2,075	\$ 2,304	\$ 2,620
<b>TOTAL SALARIES</b>		<b>\$ 1,220</b>	<b>\$ 2,075</b>	<b>\$ 2,304</b>	<b>\$ 2,620</b>
<b>01176152 BOARD OF APPEALS - SERVICES</b>					
01176152_530400	CONSULTANT OTHER	\$ 1,546	\$ -	\$ -	\$ -
01176152_532000	TRAINING AND EDUCATION	\$ -	\$ -	\$ 450	\$ 450
01176152_534000	POSTAGE	\$ -	\$ 180	\$ 700	\$ 700
<b>TOTAL SERVICES</b>		<b>\$ 1,546</b>	<b>\$ 180</b>	<b>\$ 1,150</b>	<b>\$ 1,150</b>
<b>01176154 BOARD OF APPEALS - SUPPLIES</b>					
01176154_542000	OFFICE SUPPLIES	\$ 175	\$ 139	\$ 300	\$ 300
<b>TOTAL SUPPLIES</b>		<b>\$ 175</b>	<b>\$ 139</b>	<b>\$ 300</b>	<b>\$ 300</b>
<b>01176157 BOARD OF APPEALS -EXPENSES</b>					
01176157_571000	TRAVEL	\$ 196	\$ 199	\$ 200	\$ 200
01176157_573000	DUES,FEES, AND SUBSCRIPTIONS	\$ -	\$ -	\$ 400	\$ 400
<b>TOTAL EXPENSES</b>		<b>\$ 196</b>	<b>\$ 199</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>GRAND TOTAL</b>		<b>\$ 3,137</b>	<b>\$ 2,593</b>	<b>\$ 4,354</b>	<b>\$ 4,670</b>

## 01176151 ZONING BOARD OF APPEALS

		Department Request FY20	Department Request FY21
<b>01176151_511000 SALARIES &amp; WAGES</b>			
01176151_512200 ZBA Meeting Secretary	16 meetings @ \$131/meeting=\$2,096. \$131 figure reflects 2.0% increase (rounded up) over FY20 figure.	1,792	2,096
01176151_512200 ICDRC Meeting Secretary	4 meetings @ \$131/meeting=\$524. \$131 figure reflects 2.0% increase over FY20 figure.	512	524
		2,304	2,620
<b>01176151_532000 TRAINING AND EDUCATION</b>		450	450
		450	450
<b>01176151_534000 POSTAGE</b>	For notice related and general mailing needs	700	700
		700	700
<b>01176151_542000 OFFICE SUPPLIES</b>		300	300
		300	300
<b>01176151_573000 DUES, FEES, AND SUBSCRIPTIONS</b>	ZBA	400	400
		400	400
<b>01176151_571000 TRAVEL</b>		200	200
		200	200
<b>Budget Grand Total</b>		<b>\$4,354</b>	<b>\$4,670</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01181152 MASTER PLAN COMMITTEE - SALARIES &amp; WAGES</b>					
01181152_511000	SALARIES & WAGES	\$ 610	\$ 750	\$ 1,152	\$ 1,441
<b>TOTAL SALARIES</b>		<b>\$ 610</b>	<b>\$ 750</b>	<b>\$ 1,152</b>	<b>\$ 1,441</b>
01181152_534000	POSTAGE	\$ -	\$ -	\$ 100	\$ 100
<b>TOTAL SERVICES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>GRAND TOTAL</b>		<b>\$ 610</b>	<b>\$ 750</b>	<b>\$ 1,252</b>	<b>\$ 1,541</b>

**01181 MASTER PLAN COMMITTEE**

		Department Request FY 20	Department Request FY 21
<b>SALARIES &amp; WAGES</b>			
<b>01181151_512200</b>	MEETING SECRETARY 11 meetings @ \$131 meeting=\$1,441. \$131 reflects a 2.0% increase (rounded up) over FY20 rates.	1,152	1,441
<b>SERVICES</b>			
<b>01181152_534000</b>	POSTAGE	100	100
<b>TOTAL MASTER PLAN - SERVICES</b>		100	100
<b>Budget Grand Total</b>		<b>\$1,252</b>	<b>\$1,541</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01192151 TOWN BUILDING - SALARIES</b>					
01192151_511000	SALARIES & WAGES	\$ 38,225	\$ 39,207	\$ 40,811	\$ 41,775
	<b>TOTAL SALARIES</b>	<b>\$ 38,225</b>	<b>\$ 39,207</b>	<b>\$ 40,811</b>	<b>\$ 41,775</b>
<b>01192152 TOWN BUILDING - SERVICES</b>					
01192152_521100	FUEL MEMORIAL HALL	\$ 5,743	\$ 5,231	\$ 6,000	\$ 6,000
01192152_521200	FUEL OLD TOWN HALL	\$ 3,474	\$ 5,524	\$ 4,000	\$ 6,000
01192152_521300	FUEL DPW BLDG.	\$ 6,002	\$ 8,009	\$ 6,500	\$ 8,000
01192152_521400	ELEC.WATER/MEMORIAL HALL	\$ 6,446	\$ 5,807	\$ 7,000	\$ 6,000
01192152_521500	ELEC.WATER TOWN HALL	\$ 3,748	\$ 1,870	\$ 4,000	\$ 2,500
01192152_521600	ELEC.& WATER DPW BLDG.	\$ 7,552	\$ 10,099	\$ 8,000	\$ 10,000
01192152_521700	ELEC 105 S. MAIN	\$ -	\$ -	\$ -	\$ 1,500
01192152_538200	CONTRACTUAL SERVICES	\$ 14,800	\$ 15,900	\$ 14,700	\$ 16,000
	<b>TOTAL SERVICES</b>	<b>\$ 47,765</b>	<b>\$ 52,440</b>	<b>\$ 50,200</b>	<b>\$ 56,000</b>
<b>01192154 TOWN BUILDING - SUPPLIES</b>					
01192154_543000	BUILDING MAINTENANCE	\$ 12,992	\$ 12,264	\$ 22,500	\$ 22,500
01192154_5584000	OTHER SUPPLIES	\$ 2,727	\$ 2,711	\$ 3,000	\$ 4,500
	<b>TOTAL SUPPLIES</b>	<b>\$ 15,719</b>	<b>\$ 14,975</b>	<b>\$ 25,500</b>	<b>\$ 27,000</b>
<b>01192157 TOWN BUILDING -OTHER EXPENSES</b>					
01192157_571400	OPERATING SUPPLIES	\$ 736	\$ 1,078	\$ 1,125	\$ 1,500
	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 736</b>	<b>\$ 1,078</b>	<b>\$ 1,125</b>	<b>\$ 1,500</b>
	<b>GRAND TOTAL</b>	<b>\$ 102,445</b>	<b>\$ 107,700</b>	<b>\$ 117,636</b>	<b>\$ 126,275</b>

## 01192151 TOWN BUILDINGS

		Proposed FY20 Budget	Proposed FY21 Budget
<b>01192151_511000</b>	<b>SALARIES &amp; WAGES</b>		
	Flint Public Library Building Maintenance Managers/Custodians - Three part time employees \$21.06/hr x 76hrs x 26.1	40,811	41,775
	<b>Total SALARIES &amp; WAGES</b>	<b>\$40,811</b>	<b>\$41,775</b>
01192152_521100	FUEL MEMORIAL HALL	\$6,000	\$6,000
01192152_521200	FUEL OLD TOWN HALL	4,000	6,000
01192152_521300	FUEL DPW BLDG.	6,500	8,000
01192152_521400	ELEC.WATER/MEMORIAL HALL	7,000	6,000
01192152_521500	ELEC.WATER TOWN HALL	4,000	2,500
01192152_521600	ELEC.& WATER DPW BLDG.	8,000	10,000
01192152_521700	ELECTRICITY 105 S. MAIN ST.	0	1,500
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	16,000
	<b>Total TOWN BUILDINGS - Services</b>	<b>\$50,200</b>	<b>\$56,000</b>
01192154_543000	<b>BUILDING MAINTENANCE</b>  Building maintenance Facility Manager Stipends (Memorial Hall and Library) @\$3,500; Old Town Hall @\$2,500	\$9,500	\$9,500
	Annual rug cleaning and other supplemental cleaning needs	3,000	3,000
	Maintenance and repairs to Old Town Hall and Memorial Hall	10,000	10,000
		<b>\$22,500</b>	<b>\$22,500</b>
01192154_558400	<b>OTHER SUPPLIES</b>  Commemorative chairs	3,000	3,000
			1,500
	<b>Total TOWN BUILDINGS - Supplies</b>	<b>3,000</b>	<b>4,500</b>
		<b>\$25,500</b>	<b>\$27,000</b>

**01192151 TOWN BUILDINGS**

		<b>Proposed FY20</b>	<b>Proposed FY21</b>
		<b>Budget</b>	<b>Budget</b>
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	1,500
	<b>Total TOWN BUILDINGS - Other Expenses</b>	<b>\$1,125</b>	<b>\$1,500</b>
	<b>Total TOWN BUILDINGS Budget</b>	<b>\$117,636</b>	<b>\$126,275</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND	FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01195152 TOWN REPORT - SERVICES</b>				
01195152_534300	TOWN REPORT	\$ 2,383	\$ 3,077	\$ 5,500
<b>TOTAL SERVICES</b>		<b>\$ 2,383</b>	<b>\$ 3,077</b>	<b>\$ 5,500</b>
<b>GRAND TOTAL</b>		<b>\$ 2,383</b>	<b>\$ 3,077</b>	<b>\$ 5,500</b>
				<b>7,000</b>



## Middleton Police Department

**Police Chief:** James DiGianvittorio

### **Department Description:**

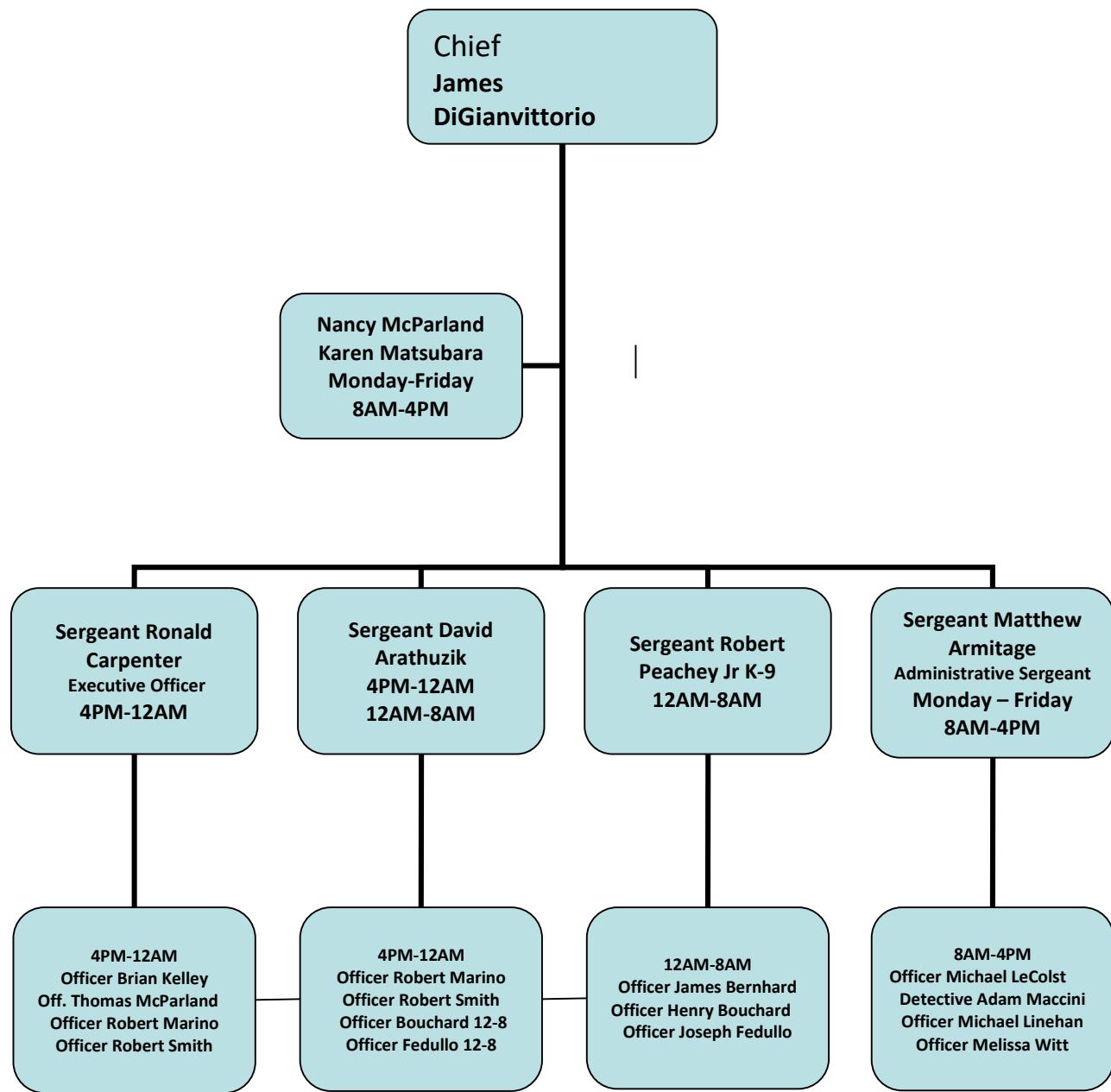
The Middleton Police Department is dedicated to excellence as a top notch public safety agency. We are committed to establishing an environment in which members of the police department thrive. We seek to be a catalyst for positive change through persistent, personalized, and cost effective use of public safety resources. By embracing the values of excellence, innovation, and integrity we remain committed to maintaining the public trust.

This Budget must reflect the department's ability to meet the needs of the community by providing quality law enforcement services while operating within acceptable budget limitations. People must believe that they are getting good value from their tax dollar as it relates to the police department.

It will be my responsibility to provide a level of service to the community that the people of Middleton are willing to fund, within reasonable limits.

We must remain fiscally responsible to the Community; we seek to improve the quality of life for all residents of Middleton through a proactive "team" approach to timely and innovative interventions in community problems. We recognize that our employees are our most treasured asset and the cornerstone of our department's success. We value the diverse and unique contributions made by our employees, residents, and businesses to the common goal of public safety.

## Organizational Chart



## Reserve Officers

Officer Richard Mendes  
Officer Charles Costigan  
Officer John Griffith  
Officer Richard Cardinale  
Officer Wade Maribito

Retired 12-31-2019

Retired July 2019

<b>Officer Richard Kassiotis</b>	
<b>Officer Mark Finer</b>	
<b>Officer Jose Hernandez</b>	
<b>Officer Leonardo Jorge</b>	
<b>Officer Steven Farinato</b>	<b>New Reserve</b>
<b>Officer Roby Deschenes</b>	<b>New Reserve</b>
<b>Officer Jordan Kemp</b>	<b>New Reserve</b>
<b>Officer Ronald Knuuttila</b>	<b>New Reserve</b>

### **Employee Counts**

Employee Count	FY20	29
Employee Count	FY21	29
FTE Count	FY20	22.8
FTE Count	FY21	22.8
Benefitted Employee	FY20	18
Benefitted Employee	FY21	18

### **2020 Accomplishments**

- J The Department promoted Officer Melissa Witt from our Reserve ranks to Fulltime status.
- J Hired four new Reserve Officers.
- J Our Department is currently in the process of becoming State Certified by the Massachusetts State Accreditation Commission.
- J 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 and conducted our first full-on evacuation drill with the elementary schools.
- J The Town purchased the Middleton Par-Tree Golf course for a possible future site for the new Police/Fire Station and community buildings.

- J The Police Department was awarded Traffic Safety Grants for OUI and Traffic Enforcement Initiatives, along with donations for our DARE program.
- J 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.
- J We selected a new RMS (Records Management System) and (CAD) Computer Automated Dispatch System for the Regional Center.
- J As of July 1, 2019 the State 911 Center will assume the role of the governing body overseeing our Regional Center.
- J The Police Department has come up with some innovative ways to connect with the residents this year. We conducted our first “Reverse-Trick or Treating” and Holiday Caroling with the elderly community.
- J The Department had numerous retirements this year from both our full-time and reserve staff. We wished farewell to Sergeant Robert Currier, Reserve Officers, Gary Lacey, Charles Costigan, and Richard Mendes on their well-deserved retirements.

## **Fiscal Year 2021 Goals and Objectives**

Goals:

- J 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
- J 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.
- J Provide realistic departmental guidelines and policies.

- J Recruit and retain the best possible police officers.
- J Provide quality training for every entry level of the organization.
- J Promote police conduct that is responsive and sensitive to the needs of the community.
- J 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.
- J Require a professional work ethic and professional work product by officers engaged in routine police duties, and preliminary and follow-up investigations.
- J Enhance the role of department personnel in the planning and development process.
- J Recognize exceptional work by police employees.
- J 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.
  - J Recruit and hire quality employees.
  - J Train employees and develop leadership skills, by sending members of the Command Staff to the FBI Law Enforcement Executive Development Seminars.
  - J 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.

- J Be accountable to all members of the Department by giving the officers the tools to successfully execute their duties and responsibilities.
- J 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.

- J Plan for the future, by soliciting ideas from the staff to better serve the residents of this community.
- J Evaluate the cost effectiveness of programs and create a checks and balances system to assure full cooperation.
- J Develop and use strong management practices.

3. To maintain a high level of support and trust from the community we serve.

- J Be involved in the community; develop positive public perceptions of the department by reinstituting the Citizens Police Academy.
- J Promote mutual understanding and trust between business owners and officers in a proactive policing approach.
- J Assure a fair, honest, open and responsive approach to community needs.
- J Build citizen trust in our programs and personnel.
- J 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.

- J 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.
- J 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.

- J Take equal and timely enforcement action on violations of criminal law.
- J Take the necessary steps toward crime prevention by creating a proactive community outreach program.
- J Actively engage in positive programs for the youth of the community.

6. To maintain social order consistent with community standards and statutory requirements.

- J Deliver police services based on community needs.
- J Address safety concerns with the community.
- J Provide services consistent with statutory requirement.

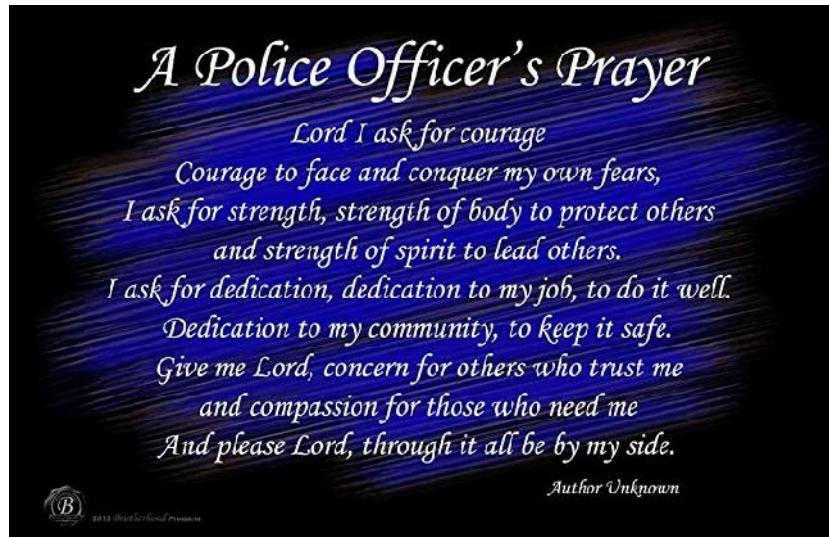
These types of activities humanize the police in the eyes of the public while, at the same time, provide officers with a positive interaction with the community. One way we can combat these changing times is through increased transparency. Police have a natural tendency to want to keep department tactics, 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.

**The Middleton Police Department will work to change the mindset of the public by:**

- J Encouraging officers of all ranks and assignments to engage in some kind of community service outreach or services, on and off duty.
- J Bring back our Citizen Police Academy.
- J Ensuring that our command staff members model a service mind-set and community engagement.
- J Rewarding officers who go the "extra mile" to help a distressed citizen or work with a community group to address a problem.
- J Becoming a more inclusive police department.

) 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.



Respectfully,

James A. DiGianvittorio

Chief James A. DiGianvittorio

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01210151 POLICE - SALARIES</b>					
01210151_511000	SALARIES & WAGES	\$ 981,642	\$ 1,046,748	\$ 1,144,140	\$ 1,166,861
01210151_511100	DEPT. HEAD SALARY	\$ 105,274	\$ 106,856	\$ 109,527	\$ 111,718
01210151_511300	OVERTIME	\$ 151,629	\$ 162,302	\$ 233,414	\$ 229,076
01210151_512200	PART TIME	\$ 73,773	\$ 83,848	\$ 86,023	\$ 84,023
01210151_512500	INCENTIVE PAY	\$ 130,566	\$ 135,855	\$ 158,026	\$ 162,378
<b>TOTAL SALARIES</b>		<b>\$ 1,442,884</b>	<b>\$ 1,535,609</b>	<b>\$ 1,731,130</b>	<b>\$ 1,754,056</b>
<b>01210152 POLICE - SERVICES</b>					
01210152_521700	ELECTRICITY	\$ 11,673	\$ 12,028	\$ 11,236	\$ 11,236
01210152_521800	FUEL	\$ 5,580	\$ 5,213	\$ 5,921	\$ 5,921
01210152_524000	EQUIPMENT REPAIR	\$ 10,224	\$ 9,131	\$ 12,100	\$ 12,100
01210152_530500	ADVERTISING	\$ 200	\$ -	\$ 200	\$ 200
01210152_532000	TRAINING AND EDUCATION	\$ 48,872	\$ 41,190	\$ 77,559	\$ 78,420
01210152_534000	POSTAGE	\$ 461	\$ 482	\$ 470	\$ 470
01210152_534100	TELEPHONE	\$ 6,670	\$ 8,865	\$ 9,900	\$ -
01210152_534200	COPIER/PRINTING	\$ 1,465	\$ 1,093	\$ 1,500	\$ 1,500
01210152_535200	MOBILE TELEPHONE	\$ 2,962	\$ 4,193	\$ 4,900	\$ -
01210152_538200	CONTRACTUAL SERVICES	\$ 18,720	\$ 12,181	\$ 25,397	\$ 19,618
<b>TOTAL SERVICES</b>		<b>\$ 106,827</b>	<b>\$ 94,376</b>	<b>\$ 149,183</b>	<b>\$ 129,465</b>
<b>01210154 POLICE - SUPPLIES</b>					
01210154_542000	OFFICE SUPPLIES	\$ 1,210	\$ 1,995	\$ 3,450	\$ 3,450
01210154_543000	BUILDING MAINTENANCE	\$ 3,360	\$ 3,310	\$ 4,500	\$ 4,500
01210154_551300	AMMUNITION	\$ 4,916	\$ 5,493	\$ 6,000	\$ 6,500
01210154_551400	FLASH BATTERIES	\$ 241	\$ 250	\$ -	\$ -
01210154_551500	FIRST AID	\$ -	\$ 150	\$ -	\$ -
01210154_551600	SUPPLIES POLICE FLARES	\$ -	\$ 140	\$ -	\$ -

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021	
					REQUESTED	
01210154_551700	PHOTO SUPPLIES	\$ 578	\$ 849	\$ 500	\$ -	
01210154_551800	PETTY CASH	\$ 500	\$ 259	\$ 500	\$ 500	
01210154_551900	PATROLMEN UNIFORM ALLOW	\$ 10,063	\$ 10,800	\$ 10,800	\$ 10,800	
01210154_552000	RESERVES UNIFORM ALLOW	\$ 3,472	\$ 5,526	\$ 5,600	\$ 5,600	
01210154_552100	PATROLMEN UNIFORM CLEAN	\$ 10,875	\$ 11,238	\$ 11,600	\$ 11,600	
01210154_552200	RESERVE UNIFORM CLEANING	\$ 6,300	\$ 3,500	\$ 6,300	\$ 6,300	
01210154_552300	UNIFORM REPLACEMENTS	\$ 1,550	\$ 1,550	\$ 1,550	\$ 1,550	
01210154_552400	K-9 UNIT	\$ -	\$ -	\$ 4,500	\$ 5,000	
<b>TOTAL SUPPLIES</b>		<b>\$ 43,065</b>	<b>\$ 45,060</b>	<b>\$ 54,800</b>	<b>\$ 55,800</b>	
<b>01210157 POLICE - OTHER EXPENSES</b>						
01210157_571000	TRAVEL	\$ 32,865	\$ 31,302	\$ 32,000	\$ 32,000	
01210157_573000	DUES,FEES, AND SUBSCRIPTIONS	\$ 2,372	\$ 9,464	\$ 10,460	\$ 10,460	
<b>TOTAL EXPENSES</b>		<b>\$ 35,237</b>	<b>\$ 40,766</b>	<b>\$ 42,460</b>	<b>\$ 42,460</b>	
<b>01210158 POLICE - CAPITAL OUTLAY</b>						
01210158_587900	NEW CRUISER	\$ 17,000	\$ 50,000	\$ 50,000	\$ 59,000	
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 17,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 59,000</b>	
<b>GRAND TOTAL</b>		<b>\$ 1,645,013</b>	<b>\$ 1,765,811</b>	<b>\$ 2,027,573</b>	<b>\$ 2,040,781</b>	

	Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
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Police Department

Printed

General Government #200  
Department #210

<u>Expense Code</u>	<u>Expense Classification</u>					
151	Personal Services	\$ 1,585,895	\$ 1,594,130	\$ 1,728,189	\$ 1,754,056	
152	Purchase of Services	\$ 144,121	\$ 149,183	\$ 149,183	\$ 129,465	
154	Purchase of Supplies	\$ 53,300	\$ 54,800	\$ 54,800	\$ 55,800	
157	Other Charges and Expenses	\$ 41,880	\$ 42,460	\$ 42,460	\$ 42,460	
158	Capital Outlay	\$ 50,000	\$ 50,000	\$ 50,000	\$ 59,000	
	Department Total	\$ 1,875,196	\$ 1,890,573	\$ 2,024,632	\$ 2,040,781	

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
151	<b>Personal Services</b>				
511100	Depart. Head Salary	\$ 106,856	\$ 109,527	\$ 109,527	\$ 111,718
511000	Regular Wages	\$ 1,089,140	\$ 1,089,140	\$ 1,143,537	\$ 1,166,861
511300	Overtime/Yr.End Pay Out	\$ 162,510	\$ 163,414	\$ 163,414	\$ 229,076
512200	Part Time Wages:	\$ 84,023	\$ 84,023	\$ 84,023	\$ 84,023
512400	<b>Adjustment FY20</b>	\$ -	\$ -	\$ -	\$ -
512500	Incentive Pay	\$ 143,366	\$ 148,026	\$ 157,687	\$ 162,378
	<b>Total Personal Services</b>	<b>\$ 1,585,895</b>	<b>\$ 1,594,130</b>	<b>\$ 1,658,189</b>	<b>\$ 1,754,056</b>
152	<b>Purchase of Services</b>				
521700	Electricity/Utilities	\$ 11,236	\$ 11,236	\$ 11,236	\$ 11,236
521800	All Systems (Heat)	\$ 5,921	\$ 5,921	\$ 5,921	\$ 5,921
524000	Equipment Repair	\$ 11,600	\$ 12,100	\$ 12,100	\$ 12,100
530500	Advertising	\$ 200	\$ 200	\$ 200	\$ 200
532000	Training/Education	\$ 76,511	\$ 77,559	\$ 77,559	\$ 78,420
534000	Postage	\$ 470	\$ 470	\$ 470	\$ 470
534100	Telephone	\$ 9,400	\$ 9,900	\$ 9,900	\$ -
534200	Copier Expenses	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500
535200	Mobile Telephones	\$ 4,900	\$ 4,900	\$ 4,900	\$ -
538200	Contractual Services	\$ 22,483	\$ 25,397	\$ 25,397	\$ 19,618
152	<b>Total Purchase of Services</b>	<b>\$ 144,121</b>	<b>\$ 149,183</b>	<b>\$ 149,183</b>	<b>\$ 129,465</b>

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
<b>154</b>	<b>Purchase of Supplies</b>				
542000	Supplies	\$ 2,000	\$ 3,450	\$ 3,450	\$ 3,450
543000	Building Maintenance	\$ 4,000	\$ 4,500	\$ 4,500	\$ 4,500
551300	Ammunition/Taser	\$ 5,500	\$ 6,000	\$ 6,000	\$ 6,500
551400	*Flashlight Batteries	\$ 250	\$ -	\$ -	\$ -
551500	*First Aid Supplies	\$ 150	\$ -	\$ -	\$ -
551600	*Police Flares	\$ 150	\$ -	\$ -	\$ -
551700	*Photo Supplies	\$ 900	\$ -	\$ -	\$ -
551800	Petty Cash	\$ 500	\$ 500	\$ 500	\$ 500
551900	Patrolmen Uniforms	\$ 10,800	\$ 10,800	\$ 10,800	\$ 10,800
552000	Reserve Uniforms	\$ 5,600	\$ 5,600	\$ 5,600	\$ 5,600
552100	Patrolman Cleaning	\$ 11,600	\$ 11,600	\$ 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	\$ 4,500	\$ 5,000
<b>154</b>	<b>Total Purchase of Supplies</b>	<b>\$ 53,300</b>	<b>\$ 54,800</b>	<b>\$ 54,800</b>	<b>\$ 55,800</b>
<b>157</b>	<b>Other Charges &amp; Expenses</b>				
571000	Travel(Cruiser Fuel)	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
573000	Dues, Fees,Subscriptions	\$ 9,880	\$ 10,460	\$ 10,460	\$ 10,460
<b>157</b>	<b>Total Other Charges &amp; Expenses</b>	<b>\$ 41,880</b>	<b>\$ 42,460</b>	<b>\$ 42,460</b>	<b>\$ 42,460</b>

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

	Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
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Police Department  
General Government #200  
Department #210

<u>Expense Code</u>	<u>Expense Classification</u>					
158	<b>Capital Outlay</b>					
587900	A. Cruiser/Leather Gear	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	New Cruiser	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 53,000
	<b>Total Capital Outlay</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 59,000</b>
	<b>Total Department Supplies, Expenses, Capital Outlay</b>	<b>\$ 145,180</b>	<b>\$ 147,260</b>	<b>\$ 147,260</b>	<b>\$ 147,260</b>	<b>\$ 157,260</b>

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
<b>151</b>	<b>Personal Services</b>				
<b>511100</b>	Chief DiGianvittorio	\$ 106,856	\$ 109,527	\$ 109,527	\$ 111,718
<b>511000</b>	<b>Regular Wages</b>				
	Sgt. Ronald Carpenter	\$ 72,576	\$ 72,576	\$ 75,939	\$ 77,273
	Sgt. Robert Currier	\$ 73,119	\$ 73,119		-
	Sgt. David Arathuzik	\$ 71,777	\$ 71,777	\$ 75,939	\$ 77,273
	Sgt. Matthew Armitage	\$ 71,261	\$ 71,261	\$ 74,582	\$ 75,899
	Robert Peachey, Jr.	\$ 62,822	\$ 62,822	\$ 68,634	\$ 69,879
	Thomas McParland	\$ 62,020	\$ 62,020	\$ 65,814	\$ 67,025
	Brian Kelley	\$ 62,020	\$ 62,020	\$ 65,036	\$ 66,237
	Michael LeColst	\$ 63,815	\$ 63,815	\$ 64,773	\$ 65,970
	James Bernhard	\$ 61,508	\$ 61,508	\$ 64,773	\$ 65,970
	Det .Adam Maccini	\$ 63,874	\$ 63,874	\$ 68,601	\$ 69,845
	Michael Linehan	\$ 60,967	\$ 60,967	\$ 64,508	\$ 65,702
	Robert Marino	\$ 60,967	\$ 60,967	\$ 64,508	\$ 65,702
	Robert Smith	\$ 60,967	\$ 60,967	\$ 63,948	\$ 65,136
	Henry Bouchard	\$ 60,967	\$ 60,967	\$ 63,948	\$ 65,136
	Joseph Fedullo	\$ 53,761	\$ 53,761	\$ 57,894	\$ 59,234
	Melissa Witt	\$ -	\$ -	\$ 57,984	\$ 59,234
	Nancy McParland	\$ 52,135	\$ 52,135	\$ 53,438	\$ 54,525
	Karen Matsubara	\$ 48,464	\$ 48,464	\$ 49,676	\$ 50,912
	Detective split payroll	\$ -	\$ -	\$ -	\$ -
					3904
	<b>Subtotal Regular Wages</b>	<b>\$ 1,063,020</b>	<b>\$ 1,063,020</b>	<b>\$ 1,099,995</b>	<b>\$ 1,124,856</b>

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
<b>Expense Code</b>	<b>Expense Classification</b>				
<b>511000</b>	<b>Personal Services</b>				
	Night Differential	\$ 24,960	\$ 24,960	\$ 42,383	\$ 40,845
	Dispatcher Stipend	\$ 360	\$ 360	\$ 360	\$ 360
	Billing Stipend	\$ 600	\$ 600	\$ 600	\$ 600
	CPR/AED Clerical	\$ 200	\$ 200	\$ 200	\$ 200
	<b>Subtotal</b>	<b>\$ 26,120</b>	<b>\$ 26,120</b>	<b>\$ 43,543</b>	<b>\$ 42,005</b>
<b>151</b>	<b>Total Regular Wages</b>	<b>\$ 1,089,140</b>	<b>\$ 1,089,140</b>	<b>\$ 1,143,537</b>	<b>\$ 1,166,861</b>

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
<u>Expense Code</u>	<u>Expense Classification</u>				
<b>151</b>	<b>Reserve Name</b>	<b>FY19 Cleaning</b>	<b>Productivity Amount Earned</b>		
Retire Date Dec.2019	Richard Mendes	-	-		
Retire Date July 2019	Charles Costigan	450	1,200		
	John Griffith	450	200		
Retire Date Jan. 2019	Gary Lacey	175	500		
	Richard Cardinale	450	400		
	Wade Maribito	450	500		
	Richard Kassiotis	450	700		
	Jose Hernandez	450	200		
	Mark Finer	450	1,200		
	Leonardo Jorge	-	-		
Full Time Apr.2019	Joseph Fedullo	175	700		
Full Time Sept 2019	Melissa Witt	-	-		
Hired 9/11/19	Farinato	-	-		
Hired 9/11/19	Kemp	-	-		
Hired 9/11/19	Deschesne	-	-		
Hired 9/11/19	Knuutila	-	-		
	<b>Totals</b>	<b>\$ 3,500</b>	<b>\$ 5,600</b>		

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
	<b>Personal Services</b>				
<b>151</b>					
<b>511000</b>	Night Differential				
Split					
<b>Arathuzik</b>					
<b>12M-8A</b>					
Officer 1=\$50x52=\$2600		\$ 2,600	\$ 2,600	\$ 4,804	\$ 4,892
Peachey 7%					
Officer 2 = \$50x52 = \$2,600		\$ 2,600	\$ 2,600	\$ 4,534	\$ 4,618
Bernhard 7%					
Officer 3 = \$50x52 = \$2,600		\$ 2,600	\$ 2,600	\$ 4,476	\$ 4,560
Bouchard 7%					
Officer 4 = \$50x52 = \$2,600		\$ 2,600	\$ 2,600	\$ 4,053	\$ 4,146
Fedullo 7%					
<b>4P-12M</b>					
Officer 1 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 3,797	\$ 3,864
Carpenter 5%					
Officer 2 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 3,291	\$ 3,351
McParland 5%					
Officer 3 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 3,252	\$ 3,312
Kelley 5%					
Officer 4 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 3,197	\$ 3,257
Smith 5%					
Officer 5 = \$40x52 = \$2,080		\$ 2,080	\$ 2,080	\$ 3,225	\$ 3,285
Marino 5%					
Officer 6 = \$40x\$52 = \$2,080		\$ 2,080	\$ 2,080	-	-
<b>Officer 7 = \$40x\$52=\$2,080</b>		\$ 2,080	\$ 2,080	-	-
<b>split payroll</b>					
	<b>Total Night Differential</b>	<b>\$ 24,960</b>	<b>\$ 24,960</b>	<b>\$ 42,383</b>	<b>\$ 40,845</b>

	Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
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Police Department  
General Government #200  
Department #210

<u>Expense Classification</u>						
<u>Expense Code</u>	<u>Personal Services</u>					
<b>151</b>						
<b>511300</b>	<b>FY19 Overtime:(Average OT=\$50./hr.= \$400. Shift)</b> <b>FY20 Overtime:(Average OT=\$50./hr.= \$400. Shift)</b> <b>FY21 Overtime:(Average OT=\$51./hr.= \$408. Shift)</b>					
<b>A. Regular Shifts Filled:</b>						
FY2019 52x\$392=\$20,384						
FY2020 52x\$400=\$20,800						
FY2021 104x\$408=\$42,432						
<b>B. Regular Overtime (16 Officers):</b>						
FY2019 1/hr/wk/x14 Officersx\$48/hr.= \$34,944						
FY2020 1/hr/wk/x14 Officersx\$50/hr.= \$41,600						
FY2021 2/hr/wk/x16 Officersx\$51/hr.= \$84,864						



		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
151	<b>Personal Services</b>				
512200	<b>Reserve Officers Part Time Regular Wages</b>				
<b>Replacement of Regular Shifts &amp; Scheduled Call Shifts</b>					
FY2019 360 Shifts x \$159 = \$57,240					
FY2020 360 Shifts x \$163 = \$58,680					
FY2021 360 Shifts x \$165 = \$59,400		\$ 58,680	\$ 59,400	\$ 59,400	\$ 59,400
*Specialty Pay					
16 Officers @ \$200 per Officer		\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
<b>A. 8AM-4PM Shift:</b>					
FY2019/2 Shifts x \$159 x 52 = \$16,536					
FY2020/2 Shifts x \$163 x 52 = \$16,952					
FY2021/2 Shifts x \$165 x 52 = \$17,160		\$ 16,952	\$ 17,160	\$ 17,160	\$ 17,160
Scheduled patrols for Reserve Officers include: 2 day shifts, coverage for full time officers time off, storms, special patrols and prisoner watch.					
<b>* Contractual Obligation</b>	<b>Total Part Time Wages</b>	\$ 78,832	\$ 79,760	\$ 79,760	\$ 79,760
151					

			Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department						
General Government #200						
Department #210						
		<u>Expense Classification</u>				
	<u>Expense Code</u>					
		<b>Personal Services</b>				
151						
512200		<b>Part Time Wages</b> (Replacement Shifts)				
# of Shifts: 653		<b>16 Police Officers</b>				
		101 Sick Leave				
		176 Holidays				
		48 Personal Days				
		250 Vacation Days				
		77 Training				
151						
512500		<b>Educational Incentive Pay (after elimination of Quinn Bill)</b>				
	25% Masters	Chief DiGianvittorio	\$ 26,714	\$ 27,382	\$ 27,382	\$ 27,930
	25% Masters	Ronald Carpenter	\$ 18,144	\$ 18,598	\$ 18,985	\$ 19,318
	25% Masters	David Arathuzik	\$ 17,944	\$ 18,393	\$ 18,985	\$ 19,318
	Masters post Quinn	Matthew Armitage	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
	10% Associates	Thomas McParland	\$ 6,202	\$ 6,357	\$ 6,581	\$ 6,703
	10% Associates	James Bernhard	\$ 6,151	\$ 6,305	\$ 6,477	\$ 6,597
	25% Masters	Adam Maccini	\$ 15,969	\$ 16,368	\$ 17,150	\$ 17,461
	Bachelors Post Quinn	Michael Linehan	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
	25% Masters	Robert Marino	\$ 15,242	\$ 15,623	\$ 16,127	\$ 16,426
	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	\$ 9,000	\$ 9,000
	Bachelors Post Quinn	Melissa Witt	\$ -	\$ 0	\$ 7000	\$ 7000
	Split Payroll	split payroll				
		<b>Total Incentive Pay</b>	\$ 143,366	\$ 148,026	\$ 157,687	\$ 162,378

	Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department				
General Government #200				
Department #210				
<u>Expense Code</u>	<u>Expense Classification</u>			
	<b>Chief's Compensation</b>	\$ 106,856	\$ 109,527	\$ 109,527
	<b>Educational Incentive</b>	\$ 26,714	\$ 27,382	\$ 27,382
	Stipend	\$ 1,639	\$ 1,639	\$ 1,639
	PT	\$ 950	\$ 950	\$ 950
	<b>Total</b>	<b>\$ 136,159</b>	<b>\$ 139,498</b>	<b>\$ 139,498</b>
				<b>\$ 142,237</b>

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
	<b>Purchase of Services</b>				
<b>152</b>	<b>Electricity/Utilities</b>				
<b>521700</b>					
Electricity		\$ 11,236	\$ 11,236	\$ 11,236	\$ 11,236
Flood Lights/Water					
	<b>Total Utilities</b>	<b>\$ 11,236</b>	<b>\$ 11,236</b>	<b>\$ 11,236</b>	<b>\$ 11,236</b>
	<b>All Systems (Heat)</b>	<b>\$ 5,921</b>	<b>\$ 5,921</b>	<b>\$ 5,921</b>	<b>\$ 5,921</b>
<b>521800</b>					
FY18 Estimated 2,153 gals @ \$2.75/gal.= \$5,921					
FY19 Estimated 2,153 gals @ \$2.75/gal.= \$5,921					
FY20 Estimated 2,153 gals @ \$2.75/gal.= \$5,921					
Propane Gas \$2,000					
	<b>Total Fuel</b>	<b>\$ 5,921</b>	<b>\$ 5,921</b>	<b>\$ 5,921</b>	<b>\$ 5,921</b>
	<u>Maintenance of Equipment</u>				
<b>524000</b>					
Tires		\$ 4,500	\$ 5,000	\$ 5,000	\$ 5,000
Cruiser		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Port.Radio/Batt.		\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Radar		\$ 250	\$ 250	\$ 250	\$ 250
Intoxilyzer		\$ 350	\$ 350	\$ 350	\$ 350
	<b>Total Maintenance</b>	<b>\$ 11,600</b>	<b>\$ 12,100</b>	<b>\$ 12,100</b>	<b>\$ 12,100</b>

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
	<b>Purchase of Services</b>				
<b>152</b>					
530500	Advertising	\$ 200	\$ 200	\$ 200	\$ 200
	<b>Total Advertising</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
	<b>Training/Education</b>				
<b>532000</b>					
	Mileage and Meals	\$ 350	\$ 350	\$ 350	\$ 350
	A.*Intox Training(every 3 yrs scheduled for 2020 \$3600)	\$ 3,783	\$ 3,878	\$ 3,878	\$ 3,956
	B.*First Aid/CPR/Domestic Violence(3 Classes)	\$ 8,364	\$ 8,573	\$ 8,573	\$ 8,745
	C.*In-Service Train./Acad.	\$ 17,336	\$ 17,769	\$ 17,769	\$ 18,125
	D.*Firearms Training	\$ 8,195	\$ 8,400	\$ 8,400	\$ 8,568
	E.*Defibrillator Training	\$ 871	\$ 893	\$ 893	\$ 911
	I. IACP Training Points	\$ 150	\$ 150	\$ 150	\$ 150
	J. Chief's (professional development)	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	K.*Taser Training	\$ 3,362	\$ 3,446	\$ 3,446	\$ 3,515
	L.* Tuition Reimbursement	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
	M.* Physical Fitness Test	\$ 26,100	\$ 26,100	\$ 26,100	\$ 26,100
	<b>Total Training</b>	<b>\$ 76,511</b>	<b>\$ 77,559</b>	<b>\$ 77,559</b>	<b>\$ 78,420</b>

\* Contractual Obligation

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
152	<b>Purchase of Services</b>				
534000	Postage	\$ 470	\$ 470	\$ 470	\$ 470
534100	Telephone	\$ 9,400	\$ 9,900	\$ 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	<b>Mobile Phones</b>				
	6 Mobile Phones/4 Lap Top-CDMA	\$ 4,900	\$ 4,900	\$ 4,900	\$ -
534200	<b>Copier Maintenance</b>				
	Copier Contract	\$ 1,400	\$ 1,500	\$ 1,500	\$ 1,500
	Supplies	\$ 16,170	\$ 16,770	\$ 16,770	\$ 1,970
538200	<b>Contractual Services</b>				
	Radio Maintenance	\$ 6,418	\$ 6,418	\$ 6,418	\$ 6,418
	PM/AM Policy & Procedure Software	\$ 750	\$ 750	\$ 750	\$ -

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
	<u>Expense Classification</u>				
<u>Expense Code</u>					
	<u>Purchase of Services</u>				
<b>152</b>					
<b>Building Maintenance Service:</b>	<b>Payroll 2%</b>	\$ 5,700	\$ 5,814	\$ 5,814	\$ 8,600
<b>Janitorial Services</b>		\$ -	\$ 2,800	\$ 2,800	\$ 2,800
<b>Fingerprint Machine Maint. Contract</b>					
<b>Maintenance/Batteries for Defibrillator</b>		\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
<b>Police IT-Supports 25 workstations and one server</b>					
<b>Annual PC Replacement/Peripherals</b>		\$ 2,900	\$ 2,900	\$ 2,900	\$ -
<b>CJIS Router Annual Maintenance</b>		\$ 1,575	\$ 1,575	\$ 1,575	\$ -
(Criminal Justice Information Services)		\$ -	\$ -	\$ -	\$ -
<b>Paging System</b>					
<b>Internet Fee</b>		\$ 3,340	\$ 3,340	\$ 3,340	\$ -
	<b>Subtotal</b>	\$ 22,483	\$ 25,397	\$ 25,397	\$ 19,618
	<b>Total Purchase of Services</b>	\$ 144,121	\$ 149,183	\$ 149,183	\$ 129,465

		Approved FY 2019	Approved FY 2020	Supplemental FY20 11/5/2019 STM	Dept. Request FY 2021
Police Department					
General Government #200					
Department #210					
		<u>Expense Classification</u>			
	<u>Expense Code</u>	<u>Purchase of Supplies</u>			
	154				
524000	Supplies	\$	2,000	\$	3,450
543000	Building Maintenance & Cleaning Supplies	\$		\$	
	Cleaning, Maintenance Supplies & Repairs	\$	4,000	\$	4,500
		<u>Other Supplies</u>			
551300	Ammunition/Taser	\$	5,500	\$	6,000
551400	Flashlights/Batteries	\$	250	\$	-
551500	First Aid Supplies	\$	150	\$	-
551600	Flares	\$	150	\$	-
551700	Photo/Fingerprint Supplies	\$	900	\$	-
551800	Petty Cash	\$	500	\$	500
551900	Uniform Allowance (16 Regulars x \$675)	\$	10,800	\$	10,800
552000	Uniform Allowance (14 Reserves x \$400)	\$	5,600	\$	5,600
	<b>Subtotal</b>	\$	<b>23,850</b>	\$	<b>22,900</b>
				\$	<b>23,400</b>

		Approved FY 2019		Approved FY 2020		Supplemental FY20 11/5/2019 STM		Dept. Request FY 2021	
Police Department									
General Government #200									
Department #210									
		<u>Expense Classification</u>							
	<u>Expense Code</u>	<u>Purchase of Supplies</u>							
	<b>154</b>								
<b>552100</b>		Uniform Cleaning (16 Regulars x \$725)	\$	11,600	\$	11,600	\$	11,600	\$
<b>552200</b>		Uniform Cleaning (14 Reserves x \$350) (+ \$100 per Ofcr.)	\$	6,300	\$	6,300	\$	6,300	\$
<b>552300</b>	Clerk	Cleaning/Clothing Part Time	\$	-	\$	-	\$	-	\$
<b>552300</b>	Clerk	Cleaning/Clothing Full Time	\$	550	\$	550	\$	550	\$
<b>552300</b>		Uniform Replacements	\$	1,000	\$	1,000	\$	1,000	\$
		<b>Subtotal</b>	\$	<b>19,450</b>	\$	<b>19,450</b>	\$	<b>19,450</b>	\$
	<b>154</b>	<b>Total Purchase of Supplies</b>	\$	<b>49,300</b>	\$	<b>50,300</b>	\$	<b>50,300</b>	\$

			Approved FY 2019	Approved FY 2020	Supplemental FY20	Dept. Request FY
			11/5/2019 STM			2021
Police Department						
General Government #200						
Department #210						
		<u>Expense Classification</u>				
	<u>Expense Code</u>					
	157	<b>Other Charges &amp; Expenses</b>				
571000	Travel (Gas & Oil Changes for Cruisers)	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000	\$ 32,000
573000	Dues,Fees,Subscriptions I.A.C.P. Dues Law Books *BAPERN Radio System Essex County Chief's MA Chief's NESPIN New County Collaborative Safety Officer Assoc. New England Chief's R.A.D. Systems NEMLEC FBI/LEEDA <b>Subtotal</b>	\$ 450 \$ 120 \$ 200 \$ 1,900 \$ 500 \$ 950 \$ 50 \$ 200 \$ 35 \$ 200 \$ 125 \$ 5,000 \$ 150 \$ 9,880	\$ 450 \$ 150 \$ 200 \$ 1,900 \$ 500 \$ 950 \$ 100 \$ 200 \$ 35 \$ 200 \$ 125 \$ 5,500 \$ 150 \$ 10,460	\$ 450 \$ 150 \$ 200 \$ 1,900 \$ 500 \$ 950 \$ 100 \$ 200 \$ 35 \$ 200 \$ 125 \$ 5,500 \$ 150 \$ 10,460	\$ 450 \$ 150 \$ 200 \$ 1,900 \$ 500 \$ 950 \$ 100 \$ 200 \$ 35 \$ 200 \$ 125 \$ 5,500 \$ 150 \$ 10,460	\$ 450 \$ 150 \$ 200 \$ 1,900 \$ 500 \$ 950 \$ 100 \$ 200 \$ 35 \$ 200 \$ 125 \$ 5,500 \$ 150 \$ 10,460
	<b>Total Other Charges &amp; Expenses</b>	<b>\$ 41,880</b>	<b>\$ 42,460</b>	<b>\$ 42,460</b>	<b>\$ 42,460</b>	<b>\$ 42,460</b>

\*Contractual

# Middleton Fire Department

**Department Head: 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-one 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 three members trained at the EMT-Basic level, and twenty-eight are trained at the EMT-Paramedic level. All full-time members are now paramedics.

## Organizational Chart



## Employee Counts

**Employee Count FY20:12 Full time including Chief, 18 Part Time, Part time Clerk**

**Employee Count FY21: 12 Full time including Chief, 17 Part Time, Part time Clerk**

**FTE Count FY20: 7.75 for the Part timers plus 11 full time (does not include overtime)**

**FTE Count FY21: 7.75 for the part timers plus 11 full time (does not include overtime)**

**Benefitted Employees FY20:13**

**Benefitted Employees FY21:13**

## Fiscal Year 2020 Accomplishments

- Joseph Bialecki was sworn in as our newest fulltime employee filling the slot that was approved in FY19 for a new full-time person. Joe is due to graduate from the Fire Academy in May.
- The department worked with the North Shore Regional Communications Center to implement the new records management and dispatch program, IMC.
- The Department continues to work closely with the North Shore Regional Communications Center 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 has replaced all its SCBA equipment and the units are working great.
- The Department was able to Secure another Assistance to Firefighters Grant in the amount of \$42,857 to replace aging jaws and air bags. We are in the process now of viewing our options.
- The Department was able to secure a grant from the Department of Fire Services in the amount of \$5440 to replace and add firefighting hoods and gloves.
- A regional grant, through the Assistance to Firefighters Grant program, for the towns of Essex, Middleton and Topsfield in the amount of \$451,000 was obtained to replace portable radios for the three towns.

- | The Chief has been working with the town Administrator, Police Chief and the Master Development Planning Committee for the new facilities at the recently acquired land at 105 South Main St.
- | The roof on the hose tower was replaced due to leaks. The roof was original and had to be fixed.
- | The Chief recognized the Firefighters who responded to the gas incident in the Merrimac Valley in September of 2018. The awards ceremony was attended by members of the department and one of the owners of the houses that the department saved, who happens to be a North Andover selectwoman.
- | The department hired a part time clerk, with the help of the Town Administrator, Assistant Town Administrator and the approval of the selectman and finance committee. This is the first clerk the department has had in seven years.
- | **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 is always on the forefront of the most advanced lifesaving techniques and equipment.
- | 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 towns building commissioner. Lt. Kessel worked closely with the inspection's division learning the new Citizen Serve program that was put into service last 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 due to the growth of the town and the increased call volume. Lt. Kessel works on shift and conduct fire prevention activities while he is on duty.

- \_) **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 May by HDI Global and assisted by representatives of Arkema and Bostik along with Lt. Kessel from the Middleton Fire Department.

### **Fiscal Year 2021 Goals and Objectives**

- \_) This year the department hopes to add another full-time person to help increase the efficiency and operation of the department. It becomes more difficult every year to find any people to work part time, never mind qualified people. The department continues to get busier and help is stretched to the limit.
- \_) The department hopes to increase the hours of the clerk to full time. The clerk has been instrumental in getting files organized, getting billing out for the fire alarm connections and assisting in data entry for permits etc. The functions of the clerk allow the officers to concentrate on their primary function and not have to use up valuable time with data entry or other tasks that can be completed more efficiently and economically by the clerk.
- \_) The Chief and members of the department will continue 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 will be submitted to replace a pumper.
- | The Department will continue to replace outdated and worn apparatus and equipment to ensure safety and efficiency in its operation. Requests for FY 2021 will include a new pumper, to replace a twenty-year-old pumper (by the time the vehicle arrives the old one will be twenty-one years old), a new digitize box decoder and an ambulance.
- | In March, the Chief will be attending the professional development conference sponsored by the Fire Chiefs Association of Massachusetts.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01220151 FIRE - SALARIES</b>					
01220151_511000	SALARIES & WAGES	\$ 859,868	\$ 994,968	\$ 979,382	\$ 802,111
01220151_511100	DEPT. HEAD SALARY	\$ 119,453	\$ 127,170	\$ 130,125	\$ 132,548
01220151_511300	OVERTIME	\$ 92,124	\$ 138,868	\$ 186,076	\$ 398,590
01220151_512200	PART TIME	\$ 413,060	\$ 375,360	\$ 437,776	\$ 446,317
01220151_512400	CONTRACT ADJUSTMENTS	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
01220151_519000	FIRE RESERVE CLOTHING ALLOWANC	\$ 13,884	\$ 14,776	\$ 16,525	\$ 26,525
01220151_519100	CLOTHING ALLOWANCE	\$ 12,768	\$ 11,245	\$ 13,000	\$ 13,000
<b>TOTAL SALARIES</b>		<b>\$ 1,511,157</b>	<b>\$ 1,664,887</b>	<b>\$ 1,765,384</b>	<b>\$ 1,821,591</b>
<b>01220152 FIRE -SERVICES</b>					
01220152_521700	ELECTRICITY	\$ 8,872	\$ 9,262	\$ 10,200	\$ 10,200
01220152_521800	FUEL	\$ 5,476	\$ 7,252	\$ 8,000	\$ 8,000
01220152_524000	EQUIPMENT REPAIR	\$ 21,316	\$ 21,397	\$ 21,300	\$ 22,000
01220152_524100	MAINTENANCE FIRE ALARM	\$ 4,946	\$ 5,000	\$ 6,000	\$ 6,000
01220152_524200	RADIO MAINTENANCE	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
01220152_524300	BREATHING APPAR.MAINT.	\$ 3,670	\$ 2,807	\$ 4,800	\$ 4,800
01220152_530500	ADVERTISING	\$ -	\$ 100	\$ 100	\$ 100
01220152_532000	TRAINING AND EDUCATION	\$ 5,740	\$ 9,609	\$ 17,500	\$ 17,500
01220152_534000	POSTAGE	\$ 175	\$ 16	\$ 300	\$ 300
01220152_534100	TELEPHONE	\$ 12,255	\$ 20,214	\$ 15,859	\$ -
01220152_534200	COPIER/PRINTING	\$ 600	\$ 542	\$ 600	\$ -
<b>TOTAL SERVICES</b>		<b>\$ 68,050</b>	<b>\$ 81,099</b>	<b>\$ 89,659</b>	<b>\$ 73,900</b>
<b>01220154 FIRE -SUPPLIES</b>					
01220154_542000	OFFICE SUPPLIES	\$ 1,191	\$ 1,030	\$ 1,500	\$ 1,500
01220154_543000	BUILDING MAINTENANCE	\$ 8,369	\$ 10,296	\$ 10,000	\$ 10,300
01220154_548000	GAS AND OIL	\$ 17,465	\$ 20,823	\$ 21,000	\$ 21,000
01220154_550200	AMBULANCE	\$ 27,374	\$ 28,538	\$ 30,685	\$ 30,685
01220154_558200	FIRE TOOLS & APPARATUS	\$ 539	\$ 1,724	\$ 2,000	\$ 2,000

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
01220154_558205	AMBULANCE BILLING	\$ 21,969	\$ 28,678	\$ 22,500	\$ 24,500
<b>TOTAL SUPPLIES</b>		<b>\$ 76,907</b>	<b>\$ 91,089</b>	<b>\$ 87,685</b>	<b>\$ 89,985</b>
<b>01220157 FIRE OTHER EXPENSES</b>					
01220157_571000	TRAVEL	\$ 741	\$ 1,461	\$ 1,500	\$ 1,500
01220157_573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 2,829	\$ 2,978	\$ 3,450	\$ 3,450
01220157_578300	SPECIAL EXPENSE	\$ 27,238	\$ 24,936	\$ 35,511	\$ 37,111
<b>TOTAL OTHER EXPENSES</b>		<b>\$ 30,808</b>	<b>\$ 29,375</b>	<b>\$ 40,461</b>	<b>\$ 42,061</b>
<b>01220158 FIRE CAPITAL OUTLAY</b>					
01220158_587600	HOSE, GEAR, TIRES, ETC...	\$ 18,000	\$ 16,825	\$ 18,000	\$ 18,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 18,000</b>	<b>\$ 16,825</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>
<b>GRAND TOTAL</b>		<b>\$ 1,704,922</b>	<b>\$ 1,883,275</b>	<b>\$ 2,001,189</b>	<b>\$ 2,045,537</b>

**Town of Middleton**  
**Fiscal Year 2021**  
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**Function:** **Public Safety**  
**Department:** **Fire Department**

<u>Expense Code</u>	<u>Expense Classification</u>	<b>Approved FY 2019</b>	<b>Expended FY 2019</b>	<b>Approved FY 2020</b>	<b>Dept. Request FY 2021</b>
151	Personal Services	1,686,792	1,664,887	1,765,384	1,821,591
152	Purchase of Services	87,691	81,099	89,659	73,900
154	Purchase of Supplies	85,000	91,089	87,685	89,985
157	Other Charges and Expenses	32,485	29,375	40,461	42,061
158	Capital Outlay	18,000	16,824	18,000	18,000
<b>Department Total</b>		<b>\$ 1,909,968</b>	<b>\$ 1,883,274</b>	<b>\$ 2,001,189</b>	<b>\$ 2,045,537</b>

**Town of Middleton**  
**Fiscal Year 2021**  
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<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Expended FY 2019	Approved FY 2020	Dept. Request FY 2021
(151)	<b>Personal Services</b>				
511100	Dept. Head Salary	127,170	127,170	130,125	132,548
511000	Regular Wages	872,036	994,968	979,382	802,111
511300	Overtime*	198,329	138,868	186,076	398,590
512200	Part Time Wages	458,232	375,360	437,776	452,917
512400	Contract Adjustment	2,500	2,500	2,500	2,500
519000	Reserve Clothing Allowance	16,525	14,776	16,525	19,925
519100	Permanent Clothing Allowance	12,000	11,245	13,000	13,000
<b>*Personal, Holiday and Vacation OT moved to OT from regular wages for FY21</b>					
(151)	<b>Total Personal Services</b>	<b>\$ 1,686,792</b>	<b>\$ 1,664,887</b>	<b>\$ 1,765,384</b>	<b>\$ 1,821,591</b>

**Town of Middleton**  
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(152)	Purchase of Services	Approved FY 2019	Expended FY 2019	Approved FY 2020	Dept. Request FY 2021
521700	Electricity/Utilities	10,200	9,262	10,200	10,200
521800	Fuel/ HVAC Maintenance	8,000	7,252	8,000	8,000
524000	Equipment Repair	21,300	21,397	21,300	22,000
524100	Maint. Fire Alarm	5,000	5,000	6,000	6,000
524200	Maint. Radio System	5,000	5,000	5,000	5,000
524300	Maint Breathing Apparatus	4,800	2,807	4,800	4,800
530500	Advertising	100	0	100	100
532000*	Training/Education	17,300	9,609	17,500	17,500
534000	Postage	300	16	300	300
534100**	Telephone,Cell & Pagers	15,091	20,214	15,859	-
534200	Copier Expense	600	542	600	-
<b>(152)</b>	<b>Total Purchase of Services</b>	<b>\$ 87,691</b>	<b>\$ 81,099</b>	<b>\$ 89,659</b>	<b>\$ 73,900</b>

\* Increase due to a contractual agreement for tuition reimbursement (Full-time Firefighters), and also the termination of fu the Sheriffs department for training.

\*\* Increase due to new T1 lines for communications shared with the Police and made necessary for the copper mitigation by the phone company.

Increased internet costs.

**Town of Middleton**  
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<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Expended FY 2019	Approved FY 2020	Dept. Request FY 2021
540000	<b>Purchase of Supplies</b>				
542000	Office Supplies	1,500	1,030	1,500	1,500
543000	Building Maintenance***	10,000	10,296	10,000	10,300
548000	Gas, Diesel, Oil	21,000	20,823	21,000	21,000
550200	Ambulance Supplies	28,000	28,538	30,685	30,685
558200	Fire Tools/Appar.	2,000	1,724	2,000	2,000
558205	Ambulance Billing Contract	22,500	28,678	22,500	24,500
(154)	<b>Total Purchase of Supplies</b>	<b>\$ 85,000</b>	<b>\$ 91,089</b>	<b>\$ 87,685</b>	<b>\$ 89,985</b>
(157)	<b>Other Charges and Expense</b>				
571000*	Travel/ Conferences	1,500	1,461	1,500	1,500
573000**	Dues, Fees & Subscriptions	3,350	2,978	3,450	3,450
578300	Special Expenses	27,635	24,936	35,511	37,111
(157)	<b>Total Other Charges &amp; Expenses</b>	<b>\$ 32,485</b>	<b>\$ 29,375</b>	<b>\$ 40,461</b>	<b>\$ 42,061</b>
(5800)	<b>Capital Outlay</b>				
587600	Hose replacement	4,000	4,000	4,000	4,000
	Rust repairs	4,000	4,000	4,000	4,000
**	Turnout gear	10,000	8,824	10,000	10,000
	Replacement				
(158)	<b>Total Capital Outlay</b>	<b>\$ 18,000</b>	<b>\$ 16,824</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>
	<b>Total</b>	<b>\$ 135,485</b>	<b>\$ 137,289</b>	<b>\$ 146,146</b>	<b>\$ 150,046</b>

\* Increased for additional Professional development opportunities

\*\* Increased due to dues increase for FCAM.

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

\*\*\*Increase due to higher septic pump maint cost.

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<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Expended FY 2019	Approved FY 2020	Dept. Request FY 2021
<b>(151)</b>	<b>Personal Services</b>				
511100	Thomas J Martinuk Fire Chief	118,170	118,170	121,125	123,548
	Emer. Management Dir.	9,000	9,000	9,000	9,000
511000	Capt. Douglas LeColst	75,885	75,885	78,097	79,659
	Lt. Tyler Dechene	67,357	67,357	69,112	70,494
	Lt. David T. Leary, Jr.	67,966	67,966	69,820	71,216
	Lt. Daniel Kessel	67,357	67,357	69,112	70,494
	FF H. Peter Beauparlant	67,357	67,357	69,112	70,494
	FF David Kelsen	59,670	59,670	61,161	62,384
	Vacant	60,281	60,281	61,787	62,384
	FF David Thibault	59,670	59,670	61,161	62,384
	FF Zachary Ingraham	59,670	59,670	61,161	62,384
	FF Justin Nigrelli	54,551	54,551	58,190	62,384
	FF Joseph Bialecki			55,914	62,384
<b>(151)</b>	<b>Permanent Force Personal Services</b>				
	<b>*Personal, Holiday and Vacation OT moved to OT from regular wages for FY21</b>				
	Differential				
	Incentive Pay	21,700	21,700	32,000	33,000
	Longevity Pay	2,600	2,600	2,700	3,800
	Shift Operations	500	500	550	550
	Stipends Contract	17,100	17,100	17,100	17,100
	Fitness Incentive *	10,000	10,000	11,000	11,000
<b>(151)</b>	<b>Total Personal Services</b>	<b>\$ 691,664</b>	<b>\$ 691,664</b>	<b>\$ 777,977</b>	<b>\$ 802,111</b>

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

**Town of Middleton**  
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<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Expended FY 2019	Approved FY 2020	Dept. Request FY 2021
(157)	<b>Other Charges &amp; Expenses</b>				
578300	<b>Special Expenses:</b>				
	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	2,400	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	1,500	1,600
	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	4,200
	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	-
	Lexipol-Policies/education			7,400	7,400
(157)	<b>Total Special Expenses</b>	<b>\$ 27,611</b>	<b>\$ 27,611</b>	<b>\$ 35,511</b>	<b>\$ 37,111</b>

\*Increase due to maintenance agreement for cardiac equipment.

\*\* Increase in maintenance agreement

\*\*\*increase due to power load maint.for ambulance

**Town of Middleton**  
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<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Approved FY2020	Dept. Request FY 2021
(151)	<b>Personal Days Breakdown</b>	15,923	17,955	18,315
<b>Fiscal Year 2021</b>				
33 Days X \$46.25 X 12 hrs = \$18315				
<b>Fiscal Year 2020</b>				
33 Days X \$45.34 X 12 hrs = \$17955				
	<b>Holiday Breakdown</b>	63,238	68,816	70,203
<b>Fiscal Year 2021</b>				
2.5 Firefighters X 192 Hours X \$46.25=\$22,200 (2.5 Firefighters on-duty 24 hour shift for 8 holidays)				
8 Firefighters X 96 Hours X \$30.85=\$23,693 (8 Firefighters off-duty for 8 holidays - 12 hours)				
2.5 Firefighters X 72 Hours X \$61.70=\$11,106 (2.5 Firefighters on-duty 24 hour shift - 3 holidays at double time)				
8 Firefighters X 36 Hours X \$30.85=\$8,885 (8 Firefighters off-duty for 3 holidays - 12 hours)				
2.5 Firefighters X 28 Hours X \$61.70=\$4,319(Christmas Eve & New Years Eve - 2.5 on-duty Firefighters)				
<b>Fiscal Year 2020</b>				
2.5 Firefighters X 192 Hours X \$45.34=\$21,763 (2.5 Firefighters on-duty 24 hour shift for 8 holidays)				
8 Firefighters X 96 Hours X \$30.24=\$23224 (8 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)				
8 Firefighters X 36 Hours X \$30.24=\$8709 (8 Firefighters off-duty for 3 holidays - 12 hours)				
2.5 Firefighters X 28 Hours X \$60.48=\$4234(Christmas Eve & New Years Eve - 2.5 on-duty Firefighters)				
(151)		\$ 79,161	\$ 86,771	\$ 88,518

<u>Expense Code</u>	<u>Expense Classification</u>	<b>Town of Middleton Fiscal Year 2021 Annual Budget</b>	<b>Approved FY2020</b>	<b>Dept. Request FY 2021</b>
<b>(151)</b>	<b>Vacation Days Breakdown</b>			
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			
204 hrs	FF H. Peter Beauparlant			
156 hrs	FF David Kelsen			
108 hrs	vacant			
156 hrs	FF David Thibault			
156 hrs	FF Zachary Ingraham			
156 Hrs	Justin Nigrelli			
108 hrs	Joe Bialecki			
	<b>Regular Vacations</b>	72,537	83,607	88,615
<b>Fiscal Year 2021</b>				
1916 hrs X \$46.25 = \$88,615				
	<b>Military Coverage</b>	10,615	10,882	11,100
<b>Fiscal Year 2021 (Firefighter Beauparlant - Army Reserve)</b>				
240 hrs X \$46.25= \$11,100				
	<b>Chief's Coverage</b>	2,136	2,190	2,232
<b>Fiscal Year 2021</b>				
\$372 X 6 weeks = \$2232				
Capt. covers while working regular shift with special call if needed.				
Otherwise, the cost would be 40 hrs X 6 wks. X \$54.50 = \$13080				
<b>(151)</b>	<b>Total Vacation Replacement</b>	<b>\$ 85,288</b>	<b>\$ 96,679</b>	<b>\$ 101,947</b>

**Town of Middleton**  
**Fiscal Year 2021**  
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<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Approved FY2020	Dept. Request FY 2021
512200	<b>Call Station Duty Breakdown</b>	275,088	281,967	287,592
		14 hrs x \$23.00 X 156 days = \$50,232(FY2021)		
		14 hrs X \$23.00 X 365 days = \$117,530		
		10hrs X \$23.00 X 365 days = \$83,950		
		10 hrs x \$23.00 x 156 days = \$35,880		
		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		
	<b>Holidays (FY21)</b>	8,316	8,528	9,614
	8 hol X 10 X \$11.50 = \$920			
	3 hol X 10 X \$23.00 = \$690			
	8 hol X 28 X \$11.50 = \$2576			
	3 hol X 28 X \$23.00 = \$1932			
	Christmas & New Years eve			
	2 hol X 38 X \$46.00 = \$3496			
	<b>Total Part Time Wages</b>	<b>\$ 283,404</b>	<b>\$ 290,495</b>	<b>\$ 297,206</b>

**Town of Middleton**  
**Fiscal Year 2021**  
**Annual Budget**

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Approved FY2020	Dept. Request FY 2021
<b>511300</b>	<b>Overtime (20 hrs/ month /firefighter)</b>			
1. 20 hrs/ month/ firefighter average	137,998	119,698	122,100	
2. 600 hrs of call back for ambulance	22,115	27,204	27,750	
3. 36hours Haz Mat training	15,923	16,322	16,650	
4. 240 hours Refresher Training of ALS	10,616	10,882	11,100	
5. Admin. OT for Officers/ Specialists	11,677	11,970	12,210	
Personal Days*	15,923	17,955	18,315	
Holidays*	79,161	86,771	88,518	
Vacation *	85,288	96,679	101,947	
<b>Total Permanent Overtime</b>	<b>\$ 378,701</b>	<b>\$ 387,481</b>	<b>\$ 398,590</b>	

**\*Personal, Holiday and Vacation OT moved to OT from regular wages for FY21**

1. 20 hours per firefighter is for the call back for fires, fire alarms , false alarms, needless calls, accidents, service calls, etc. 20hrs X 12 Months X 11 Firefighters X \$46.25= \$122,100 and covers 10 call backs/month/firefighter. Increase due to higher incident activity.
2. 600 hours of call back for ambulance coverage; amount budgeted for backfill of personnel when the duty crew is committed to. Provides coverage for the second ambulance while the primary ambulance is out-of-town. Ambulance coverage personnel at 600x\$46.25 = \$27,750 -Increase due to increased activity and 3 hour call back per CBA ( increased to 600 in FY20)
3. 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 \$46.25 = \$16,650
4. Refresher training for the Paramedics 240 hrs X \$46.25 = \$11,100 Required 48 Hour D.O.T. refresher for the 10 full-time Paramedics: D. LeColst/ Dechene/ Kessel/ Leary/ Beauparlant/Kelsen/ **This covers 50% of the cost for the 10 Paramedics - Remainder from other sources.**
5. Administrative overtime covers extra time (22 hours/ month) for the Fire Prevention Officer, EMS Coordinator, Training Officer Arson Investigator for extra duty as needed beyond the regular schedule for inspections, investigations, meetings, etc. 22x\$46

**Town of Middleton**  
**Fiscal Year 2021**  
**Annual Budget**

<u>Expense Code</u>	<u>Expense Classification</u>	Approved FY 2019	Approved FY2020	Dept. Request FY 2021
<b>512200</b>	Call Station Duty	283,404	290,495	297,206
	Call Labor *	79,200	27,060	27,600
	Call Benefits **	45,000	45,000	51,600
	<b>Total Call Labor</b>	<b>\$ 407,604</b>	<b>\$ 362,555</b>	<b>\$ 376,406</b>
<b>512200</b>	<b>Call Training &amp; Stipends</b>			
	Training/Fire/EMS			
	Haz-Mat			
	Firefighter I & II ***	3,444	3,530	3,600
	HazMat Training	17,823	18,269	18,634
	Fire Training	19,330	19,813	20,209
	Contract Adjustment			
	EMS Training	10,031	10,282	10,488
	ALS Medical Director *****			
	Clerk		23,327	23,580
	<b>Subtotal Training</b>	<b>\$ 50,628</b>	<b>\$ 75,221</b>	<b>\$ 76,511</b>
<b>512200</b>	<b>Total P.T. Wages</b>	<b>458,232</b>	<b>437,776</b>	<b>452,917</b>

\* 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. For Fy21 added \$6600 for EMS stipend and Cleaning per (

600 average alert tones per year X \$23.00 X 2 hour call back X 1 firefighter average. \$27,600

\*\*\* 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. Beauparlant. Clerk-\$22.51/hr X 19 Hrs-=\$427.69X52=22,240. Plus 200 cpr,200 notary,940 clothing

Call Force Cumulative Firefighter I & II Training

**Town of Middleton**  
**Fiscal Year 2021**  
**Annual Budget**

1/28/2020

FY 2018 trained    FY2019 trained    FY2020 trained

Mass Fire Academy Trained	27	22	31
Trained By Other	1	-	1
Total with Firefighter I / II or Equivalent Training	28	22	32

	<u>Expense Classification</u>	Approved FY 2019	Expended FY 2019	Approved FY 2020	Dept. Request FY 2021
<b>511000</b>	<b>Stipends Contract Breakdown</b>				
	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	520	520
	* Oil/Propane Inspector	520	520	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	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 Technician	1,000	1,000	1,000	1,000
	Arson Investigator	500	500	500	500
	SAFE Educator	520	520	520	520
	Assistant Fire Alarm Supt.	520	520	520	520
<b>511000</b>	<b>Total Stipends</b>	<b>\$ 17,100</b>	<b>\$ 17,100</b>	<b>\$ 17,100</b>	<b>\$ 17,100</b>

\* These positions added per collective bargaining agreement September 26, 2017

**Town of Middleton**  
**Fiscal Year 2021**  
**Annual Budget**

1/28/2020

	<b>Longevity</b>	<b>Approved FY 2019</b>	<b>Expended FY 2019</b>	<b>Approved FY 2020</b>	<b>Dept. Request FY 2021</b>
	Capt. Douglas LeColst	700	700	700	700
	Lt. Tyler Dechene	500	500	500	600
	Lt. David T. Leary, Jr.	500	500	500	500
	FF H. Peter Beauparlant	400	400	500	500
	FF David Kelsen				500
	FF Daniel Kessel	500	500	500	600
	vacant				-
	FF David Thibault				400
	FF Zachary Ingraham				
	FF Justin Nigrelli				
	FF Joe Bialecki				
<b>511000</b>	<b>Total Longevity Pay</b>	<b>\$ 2,600</b>	<b>\$ 2,600</b>	<b>\$ 2,700</b>	<b>\$ 3,800</b>
<b>511000</b>	<b>Incentive Pay</b>	<b>Approved FY 2019</b>	<b>Expended FY 2019</b>	<b>Approved FY 2020</b>	<b>Dept. Request FY 2021</b>
					*
	Capt. Douglas LeColst	2,200	2,200	2,700	2,700
	Lt. Tyler Dechene	1,200	1,200	1,700	1,700
	Lt. David T. Leary, Jr.	2,200	2,200	2,700	2,700
	FF H. Peter Beauparlant	3,500	3,500	4,000	4,000
	FF David Kelsen	3,000	3,000	3,500	3,500
	Lt. Daniel Kessel	2,200	2,200	3,500	3,500
	vacant	3,000	3,000	3,500	2,700
	FF David Thibault	1,200	1,200	1,700	1,700
	FF Zachary Ingraham	2,000	2,000	3,500	3,500
	FF Justin Nigrelli	1,200	1,200	3,500	3,500
	FF Joe Bialecki			1,700	3,500
<b>511000</b>	<b>Total Incentive Pay</b>	<b>21,700</b>	<b>21,700</b>	<b>32,000</b>	<b>33,000</b>

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

**Town of Middleton**  
**Fiscal Year 2021**

1/28/2020

**Equipment Repair 524000 - Proposed budget to cover 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  
2005 Cargo Mate 14' Utility Trailer  
Fire Alarm Wire Trailer  
4 Hurst Tools "Jaws of Life"  
2 Gasoline Powered Fans

5 Portable Generators  
Fire Station Emergency Generator  
7 Portable Pumps/ 1 Flotation Pump  
4 Chain Saws  
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 NEMTS 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.

## Inspectional Services

### Department Head:

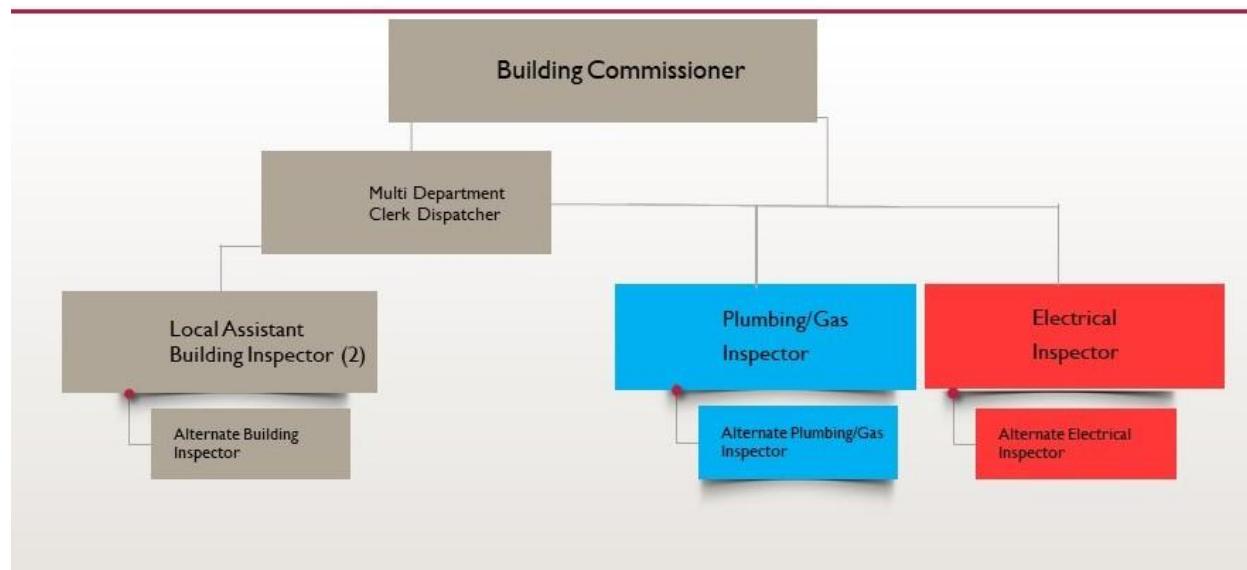
Scott Fitzpatrick

### 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.

### Organizational Chart



### **Employee Counts**

**Employee Count FY20:** 9 (Including 3 Alternate Inspectors)

**Employee Count FY21:** 9 (Including 3 Alternate Inspectors)

**FTE Count FY20:** 3.404

**FTE Count FY21:** 3.404

**Benefitted Employees FY20:** 2

**Benefitted Employees FY21:** 2

### **Fiscal Year 2020 Accomplishments**

- ) Continued the development and expanded the use of the Citizenserve Permitting Software to include the annual Certificates of Inspections.
- ) Continued to work to streamline the permitting process and ensure the quickest possible turnaround time on permit applications while still completing a thorough review and verifying code and zoning compliance.
- ) Provided technical assistance to the Zoning Board of Appeals at monthly meetings.
- ) Attended monthly continuing education meetings to maintain certifications and remain up to date on the latest code changes.
- ) Worked with the Assistant Town Administrator, Veterans Agent, and Town Planner to successfully apply for the ADA Self-Assessment Grant

### **Fiscal Year 2021 Goals and Objectives**

- ) Prepare for the adoption of the 10<sup>th</sup> Edition of the Massachusetts State Building Code 780 CMR which will consist of :
  - o IRC 2021 International Residential Building Code
  - o IBC 2021 International Building Code
  - o IMC 2021 International Mechanical Code
  - o IEBC 2021 International Existing Buildings Code
  - o IECC 2021 International Energy Conservation Code
- ) Begin to explore the digitizing of the department historical records. Explore options for a searchable online database for the department records once digitized. It is anticipated due to the expected cost that the digitizing of the historic records and creation of an online searchable database will be a multiple year capital project.
- ) Work the ADA Grant Team to complete the Self- Assessment and once completed work to develop a long term plan to fund and implement the changes needed.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01241151 BUILDING INSPECTION - SALARIES</b>					
01241151_511000	SALARIES & WAGES	\$ 45,216	\$ 48,124	\$ 49,984	\$ 52,114
01241151_511100	DEPT. HEAD SALARY	\$ 83,450	\$ 85,500	\$ 87,638	\$ 89,391
01241151_512200	PART TIME	\$ 85,680	\$ 92,095	\$ 99,071	\$ 100,640
<b>TOTAL SALARIES</b>		<b>\$ 214,346</b>	<b>\$ 225,719</b>	<b>\$ 236,693</b>	<b>\$ 242,145</b>
<b>01241152 BUILDING INSPECTION - SERVICES</b>					
01241152_532000	TRAINING AND EDUCATION	\$ 1,025	\$ 1,354	\$ 3,000	\$ 3,000
01241152_534000	POSTAGE	\$ 75	\$ 550	\$ 1,500	\$ 1,500
01241152_534100	TELEPHONE	\$ 2,381	\$ 3,268	\$ 4,550	\$ -
01241152_534200	COPIER/PRINTING	\$ 688	\$ 709	\$ 900	\$ 900
01241152_538200	CONTRACTUAL SERVICES	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<b>TOTAL SERVICES</b>		<b>\$ 7,169</b>	<b>\$ 8,881</b>	<b>\$ 12,950</b>	<b>\$ 8,400</b>
<b>01241154 BUILDING INSPECTION - SUPPLIES</b>					
01241154_542000	OFFICE SUPPLIES	\$ 1,560	\$ 1,164	\$ 1,800	\$ 1,800
<b>TOTAL SUPPLIES</b>		<b>\$ 1,560</b>	<b>\$ 1,164</b>	<b>\$ 1,800</b>	<b>\$ 1,800</b>
<b>01241157 BUILDING INSPECTION - EXPENSES</b>					
01241157_571000	TRAVEL	\$ 12,724	\$ 13,013	\$ 14,400	\$ 14,400
01241157_571400	OPERATING SUPPLIES	\$ 969	\$ 1,266	\$ 2,650	\$ 2,650
01241157_573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 635	\$ 725	\$ 1,000	\$ 1,000
<b>TOTAL EXPENSES</b>		<b>\$ 14,328</b>	<b>\$ 15,004</b>	<b>\$ 18,050</b>	<b>\$ 18,050</b>
<b>GRAND TOTAL</b>		<b>\$ 237,403</b>	<b>\$ 250,768</b>	<b>\$ 269,493</b>	<b>\$ 270,395</b>

**01241151 INSPECTIONAL SERVICES-SALARIES**

			Dept. Request FY20	Dept. Request FY21
<b>01241151_510000</b>	<b>SALARIES &amp; WAGES</b>			
	Secretary (80 hours/bi-weekly x 26.1 weeks x \$24.48/hr) \$200.00 CPR Annually \$800.00 Longevity		49,984	52,114
			<b>49,984</b>	<b>52,114</b>
<b>01241151_511100</b>	<b>DEPT. HEAD SALARY</b>			
	Building Commissioner		87,638	89,391
			<b>87,638</b>	<b>89,391</b>
<b>01241151-512200</b>	<b>PART TIME</b>			
	Two Local Inspectors (up to 35 hours/bi-weekly x 26.1 weeks x \$31.26/hr 2% COLA)		56,208	57,118
	Plumbing/Gas Inspector-Part time (\$795.43/bi-weekly x 26.1 weeks)		20,432	20,761
	Electrical Inspector-Part time (\$795.43/bi-weekly x 26.1 weeks)		20,432	20,761
	Alternate Inspectors		2,000	2,000
			<b>99,071</b>	<b>100,640</b>
		<b>Salary Subtotal</b>	<b>\$236,692</b>	<b>\$242,145</b>

**01241152\_520000-INSPECTIONAL SERVICES-SERVICES**

		<b>Dept. Request</b>	<b>Dept. Request</b>
		<b>FY20</b>	<b>FY21</b>
<b>01241152_532000</b>	<b>TRAINING &amp; EDUCATION</b>		
	Continuing Education & Trainings for Department Personnel	3,000	3,000
		<b>3,000</b>	<b>3,000</b>
<b>01241152_534000</b>	<b>POSTAGE MACHINE</b>		
	Violation Letters, Certificated of Inspection Renewals, Weights & Measures		
	Invoicing, Permits, Notifications-Property Loss, Home Occupations	1,500	1,500
		<b>1,500</b>	<b>1,500</b>
<b>01241152_534100</b>	<b>TELEPHONE</b>		
	Wireless/Mobile Phone & Data MOVED TO IT	4,550	0
		<b>4,550</b>	<b>0</b>
<b>01241152_534200</b>	<b>COPIER/PRINTING</b>		
	Permit applications, informational brochures/handouts, toner	900	900
		<b>900</b>	<b>900</b>
<b>01241152_538200</b>	<b>CONTRACTUAL SERVICES</b>		
	Sealer of Weights & Measures, Contractual Services	3,000	3,000
		<b>3,000</b>	<b>3,000</b>
		<b>Services Subtotal</b>	<b>\$12,950</b>
			<b>\$8,400</b>

**01241154-INSPECTIONAL SERVICES-SUPPLIES**

		Dept. Request	Dept. Request
		FY20	FY21
01241154_542000	OFFICE SUPPLIES		
	General Office Supplies	1,800	1,800
		1,800	1,800

**01241157-INSPECTIONAL SERVICES-EXPENSES**

		Dept. Request	Dept. Request
		FY20	FY21
01241157_571000	TRAVEL		
	Travel Stipends-Local, Electrical & Plumbing/Gas Inspector		
	Each \$250.00/Month	12,000	12,000
	Building Commissioner's vehicle-preventative maintenance, inspections, and fuel	2,400	2,400
		14,400	14,400

**01241157\_571400 OPERATING SUPPLIES**

01241157_571400	OPERATING SUPPLIES		
	Inspectors equipment and supplies	2,650	2,650
		2,650	2,650

**01241157\_573000 DUES, FEES & SUBSCRIPTIONS**

01241157_573000	DUES, FEES & SUBSCRIPTIONS		
	License Renewals, Annual Organization/Association Dues, and		
	Subscription Renewals	1,000	1,000

	Total Expenses	\$18,050	\$18,050
	Budget Grand Total	\$269,492	\$270,395

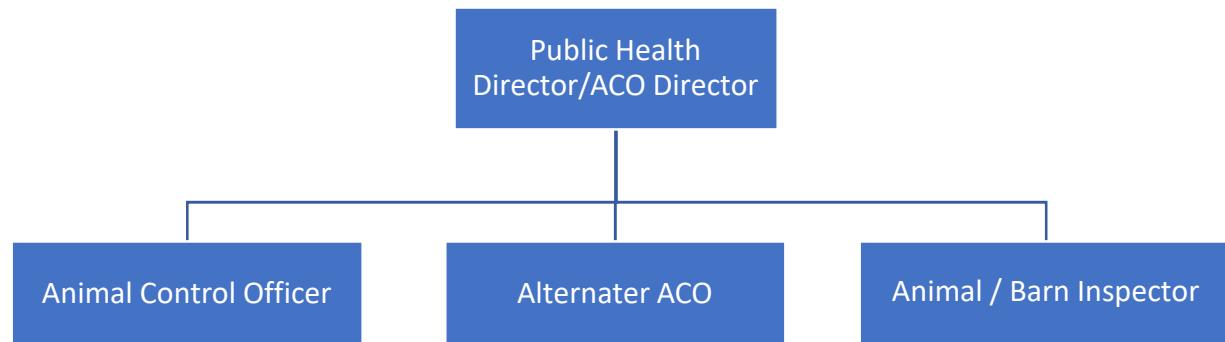
# ANIMAL CONTROL DEPARTMENT

**Department Head: DEREK FULLERTON, REHS/RS, CHO**

## 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.

## Organizational Chart



## Employee Counts

**Employee Count FY20: 2**

**Employee Count FY21: 2**

**FTE Count FY20: 0.3**

**FTE Count FY21: 0.3**

**Benefitted Employees FY20: 0**

**Benefitted Employees FY21: 0**

## Fiscal Year 2020 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.
- | **Animal Control Bylaws:** The ACO reviewed the proposed animal control bylaw amendments that were drafted by the Board of Selectmen. Recommended revisions were provided to the draft regulations. The regulations were adopted at the Town of Middleton Special Town Meeting in November of 2019.

## **Fiscal Year 2021 Goals and Objectives**

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

- | **Organizational Goal:** Identify Kennel for use by the municipality.  
**Objective:** Explore community location/building or a partnership for providing a kennel structure for boarding and housing of animals obtained by the animal control department or police, etc.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01292151 ANIMAL CONTROL - SALARIES</b>					
01292151_511000	SALARIES & WAGES	\$ 17,343	\$ 17,336	\$ 20,118	\$ 20,300
01292151_511100	DEPT. HEAD SALARY	\$ 2,614	\$ 2,614	\$ 2,614	\$ 2,614
<b>TOTAL SALARIES</b>		<b>\$ 19,957</b>	<b>\$ 19,950</b>	<b>\$ 22,732</b>	<b>\$ 22,914</b>
<b>01292152 ANIMAL CONTROL - SERVICES</b>					
01292152_532000	TRAINING AND EDUCATION	\$ 100	\$ -	\$ 250	\$ 250
01292152_534100	TELEPHONE	\$ -	\$ -	\$ 850	\$ -
01292152_538300	ANIMAL BOARDING EXPENSE	\$ 1,305	\$ 272	\$ 1,500	\$ 1,500
<b>TOTAL SERVICES</b>		<b>\$ 1,405</b>	<b>\$ 272</b>	<b>\$ 2,600</b>	<b>\$ 1,750</b>
<b>01292154 ANIMAL CONTROL - SUPPLIES</b>					
01292154_542000	OFFICE SUPPLIES	\$ 52	\$ -	\$ 250	\$ 150
01292154_558400	OTHER SUPPLIES	\$ -	\$ -	\$ 300	\$ 750
<b>TOTAL SUPPLIES</b>		<b>\$ 52</b>	<b>\$ -</b>	<b>\$ 550</b>	<b>\$ 900</b>
<b>01292157 ANIMAL CONTROL - EXPENSES</b>					
01292157_571000	TRAVEL	\$ -	\$ 866	\$ 1,250	\$ 1,250
01292157_571400	OPERATING SUPPLIES	\$ -	\$ -		
<b>TOTAL EXPENSES</b>		<b>\$ -</b>	<b>\$ 866</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>
<b>GRAND TOTAL</b>		<b>\$ 21,414</b>	<b>\$ 21,088</b>	<b>\$ 27,132</b>	<b>\$ 26,814</b>

**Animal Control****Proposed FY21 Budget**

<b>01292151_511000</b>	<b>SALARIES &amp; WAGES</b>	
	Animal Control Officer Salary PT (12 hours/ week): 24 Hrs per 26.1 Bi-Weeks @ \$18.36/hour	\$11,500
	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
		\$20,300
<b>01292151_511100</b>	<b>DEPT. HEAD SALARY</b>	
	Public Health Director	\$2,614
		\$2,614
<b>01292152_532000</b>	<b>TRAINING AND EDUCATION</b>	
	Continuing training opportunities including the Animal Control Officers Association of Massachusetts (ACOAM)	\$250
		\$250
<b>01292152_534100</b>	<b>TELEPHONE</b>	
	N/A at this time	\$0
		\$0
<b>01292152_538300</b>	<b>ANIMAL BOARDING EXPENSE</b>	
	Veterinary Facility / Animal Services at Veterinary Office / Laboratory Fees/ Pet Disposal Fees	\$1,500
		\$1,500
<b>01292154_542000</b>	<b>OFFICE SUPPLIES</b>	
	Departmental related office supplies	\$150
		\$150
<b>01292154_543000</b>	<b>KENNEL</b>	
	Kennel Operating Supplies	\$0
		\$0
<b>01292154_558400</b>	<b>OTHER SUPPLIES</b>	
	Animal Control Officer field related supplies & Kennel supplies	\$750
		\$750
<b>01292157_571000</b>	<b>TRAVEL</b>	
	Animal Control Officer Vehicle: Fuel and maintenance	\$1,250
		\$1,250

**Budget Grand Total** **\$26,814**

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01296151 CONSTABLE - SALARIES</b>					
01296151_511000	SALARIES & WAGES	\$ 200	\$ 200	\$ 200	\$ 200
<b>TOTAL SALARIES</b>		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>
<b>GRAND TOTAL</b>		<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018 EXPENDED		FY2019 EXPENDED		FY2020 APPROVED		FY2021 REQUESTED
<b>01300151 OTHER SCHOOL EXPENSE</b>								
01300151_532105	OUT OF DISTRICT TUITION	\$	-	\$	-	\$	-	\$ 20,000
<b>TOTAL OTHER SCHOOL EXPENSE</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 20,000</b>
<b>GRAND TOTAL</b>		<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$ 20,000</b>

## FY2021 Budget Narrative

## PUBLIC WORKS

**DPW Superintendent:** Paul Goodwin

## Department Description:

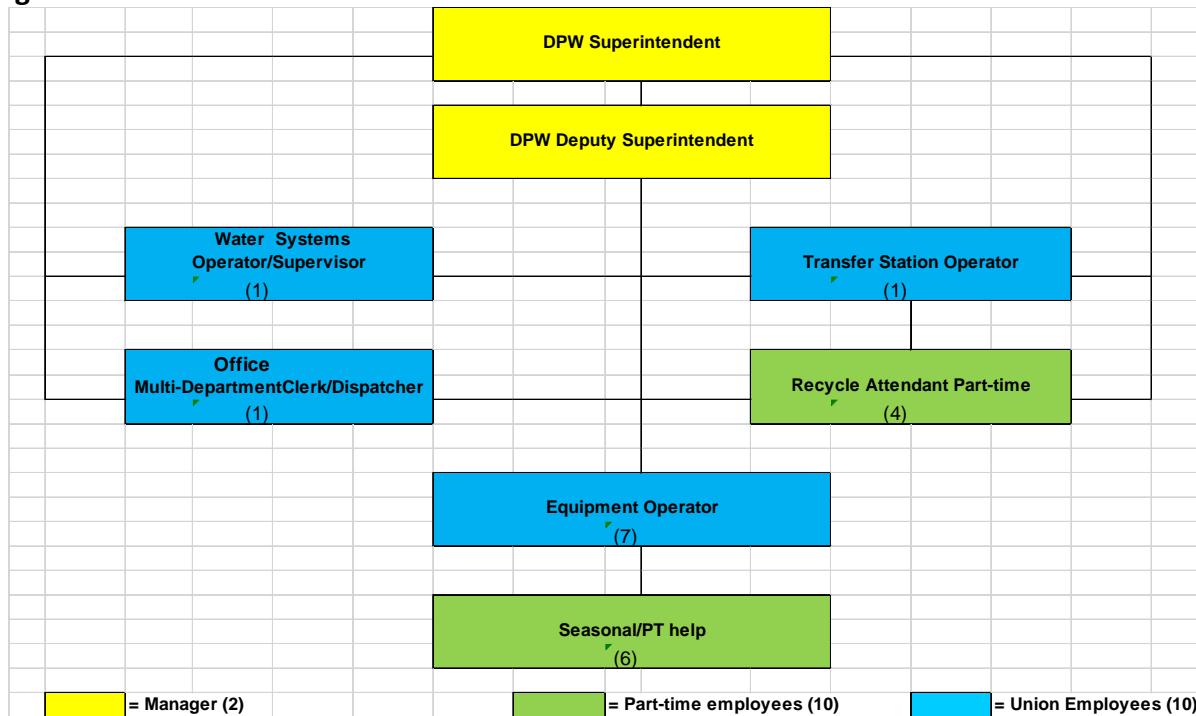
The Department of Public Works either performs or oversees all operations and maintenance (O&M) of all public grounds and roads. This includes many daily, weekly and annual tasks too numerous to mention to ensure that roads, parks, cemeteries, fields, etc. are adequate and safe for the public to utilize. We also oversee/operate the Town's transfer Station and water distribution system.

**Employee Count:** FY 20: 24 (12 FT, 12 PT)  
FY 21: 22 (12 FT, 10 PT)

**FTE Count:** FY20 = 14.98  
FY21 = 14.64

**Benefitted Employees:** FY20 = 12  
FY21 = 12

## Organizational Chart:



### **FY2020 Accomplishments:**

The DPW accomplished a great deal in FY 2020 for the residents of Middleton. Some of the most significant accomplishments are listed below:

- J Milling/paving of Lakeview Ave and a portion of Park Ave.
- J Guardrail replacement of Boston St.
- J Replacement of bridge on North Liberty Street
- J Begin digitizing of cemetery records
- J Utilize GIS to upgrade mapping of water appurtenances throughout the town.
- J

### **FY 2021 Goals and Objectives:**

- J Continue road improvements utilizing Town and State funds
- J Digitize Cemetery records
- J Waste Disposal solutions for an expected increase in trash/recycling disposal
- J Improve preventative maintenance on equipment
- J Continue to prioritize and be efficient in tasks while finding the balance between regulations/cost/process hurdles that at time restrict those tasks.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01420151 DPW ADMIN -SALARIES</b>					
01420151_511000	SALARIES & WAGES	\$ 472,557	\$ 502,630	\$ 544,032	\$ 536,739
01420151_511100	DEPT. HEAD SALARY	\$ 77,633	\$ 74,715	\$ 86,520	\$ 91,655
01420151_511300	OVERTIME	\$ -	\$ -	\$ -	\$ 29,637
01420151_512200	PART TIME	\$ 22,830	\$ 30,217	\$ 44,309	\$ 39,000
01420151_512400	CONTRACT ADJUSTMENTS	\$ 200	\$ -	\$ -	\$ -
<b>TOTAL SALARIES</b>		<b>\$ 573,220</b>	<b>\$ 607,562</b>	<b>\$ 674,861</b>	<b>\$ 697,031</b>
<b>01420152 DPW ADMIN -SERVICES</b>					
01420152_521700	ELECTRICITY	\$ 143	\$ 245	\$ 500	\$ 500
01420152_521800	FUEL	\$ 958	\$ -	\$ 1,200	\$ 1,200
01420152_524000	EQUIPMENT REPAIR	\$ 3,781	\$ 3,749	\$ 4,000	\$ 4,000
01420152_530500	ADVERTISING	\$ 1,010	\$ 352	\$ 300	\$ 400
01420152_532000	TRAINING AND EDUCATION	\$ 718	\$ 1,100	\$ 1,100	\$ 1,100
01420152_534000	POSTAGE	\$ 125	\$ 220	\$ 500	\$ 700
01420152_534100	TELEPHONE	\$ 2,802	\$ 3,081	\$ 3,960	\$ -
01420152_534200	COPIER/PRINTING	\$ 811	\$ 390	\$ 700	\$ 800
01420152_537900	ROAD SWEEPING	\$ 23,269	\$ 22,461	\$ 27,500	\$ 27,500
01420152_539700	CATCH BASIN CLEANING	\$ -	\$ 11,623	\$ 14,421	\$ 14,421
<b>TOTAL SERVICES</b>		<b>\$ 33,617</b>	<b>\$ 43,221</b>	<b>\$ 54,181</b>	<b>\$ 50,621</b>
<b>01420154 DPW ADMIN -OTHER EXPENSES</b>					
01420154_542000	OFFICE SUPPLIES	\$ 958	\$ 1,478	\$ 1,500	\$ 3,500
01420154_543000	SUPPLIES BUILDING MAINTENANCE	\$ 7,885	\$ 6,032	\$ 7,000	\$ 7,000
01420154_548000	GAS AND OIL	\$ 592	\$ 109	\$ 1,200	\$ 1,200
01420154_553000	LANDSCAPING / TREE PLANTINGS	\$ 3,510	\$ 3,571	\$ 3,700	\$ 3,700
01420154_553100	TREE REMOVAL	\$ 14,175	\$ 14,747	\$ 15,000	\$ 15,000
01420154_553200	PARK EXPENSES	\$ 16,974	\$ 17,006	\$ 19,300	\$ 19,300
01420154_553300	PEST CONTROL FULLER	\$ 6,965	\$ 7,487	\$ 7,500	\$ 7,000
01420154_553400	DRAINAGE	\$ 8,001	\$ 8,000	\$ 8,000	\$ 8,000

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
01420154_554200	SIGNS	3,366	4,000	4,000	4,000
01420154_554300	PATCHING	6,964	7,829	8,000	8,000
01420154_554400	STONE SEALING	19,295	10,582	20,000	20,000
01420154_554500	OPERATING SUPPLIES	2,461	2,355	3,600	3,600
01420154_554600	SMALL TOOLS STREET STRIPING	17,235	13,840	22,000	22,000
01420154_555000	GUARD RAIL		28,248	40,000	40,000
01420154_554900	STREET LIGHTS	8,496	8,940	8,500	8,500
<b>TOTAL EXPENSES</b>		<b>\$ 116,877</b>	<b>\$ 134,224</b>	<b>\$ 169,300</b>	<b>\$ 170,800</b>
<b>01420157 DPW ADMIN - OTHER EXPENSES</b>					
01420157_573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 359	\$ 466	\$ 500	\$ 500
01420157_577800	ROAD MACHINERY MAINTENANCE	\$ 65,534	\$ 69,002	\$ 77,000	\$ 79,000
<b>TOTAL OTHER EXPENSES</b>		<b>\$ 65,893</b>	<b>\$ 69,468</b>	<b>\$ 77,500</b>	<b>\$ 79,500</b>
<b>01420158 DPW - CAPITAL OUTLAY</b>					
01420158_585100	CAPITAL OUTLAY	\$ 18,830	\$ 19,000	\$ 19,000	\$ 19,000
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 18,830</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>	<b>\$ 19,000</b>
<b>GRAND TOTAL</b>		<b>\$ 808,437</b>	<b>\$ 873,475</b>	<b>\$ 994,842</b>	<b>\$ 1,016,952</b>

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNISCODE	OBJECT	Approved FY 2018	Approved FY 2019	Approved FY 2020	Dept Req FY 2021
151	Personal Services	590,138	650,438	674,061	694,496
152	Purchase of Services	48,850	52,800	54,181	54,581
154	Purchase of Supplies	119,050	165,100	169,300	170,800
157	Other Charges & Expenses	71,850	73,500	77,500	79,500
158	Capital Outlay	19,000	19,000	19,000	19,000
<b>DEPARTMENT TOTAL</b>		<b>\$848,888</b>	<b>\$960,838</b>	<b>\$994,042</b>	<b>\$1,018,377</b>

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Dpt. Req. FY 2021
<b>511100 PERSONAL SERVICES</b>					
511100	Dept. Head Salary	74,637	79,489	86,520	89,120
511000	Regular Wages	462,268	526,640	543,232	536,739
512200	Part Time Wages	43,233	44,309	44,309	39,000
512400	Contract Adjustments	10,000	0	0	29,637
<b>151</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>\$590,138</b>	<b>\$650,438</b>	<b>\$674,061</b>	<b>\$694,496</b>
<b>152 PURCHASE OF SERVICES</b>					
521700	Electric/Utilities/Security ( Cemetery Garage )	500	500	500	500
521800	Fuel all equipment &	1,100	1,100	1,200	1,200
524000	Equipment Repair ( Cemetery )	3,800	4,000	4,000	4,000
530500	Advertising	300	300	300	400
532000	Training / DOT Testing	1,000	1,100	1,100	1,100
534000	Postage	500	500	500	700
534100	Telephone/Internet	2,800	3,000	3,960	0
534500	Stormwater Compliance				
534200	Printing / Copier	850	700	700	800
537900	C * Road Sweeping	26,000	27,500	27,500	27,500
539700	C * Catch Basin Cleaning	12,000	14,100	14,421	14,421
<b>152</b>	<b>TOTAL PURCHASE OF SERVICES</b>	<b>\$48,850</b>	<b>\$52,800</b>	<b>\$54,181</b>	<b>\$50,621</b>

\*see back-up on page (9)

C= Co-operative purchase

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Dpt. Req. FY 2021
<b>154 PURCHASE OF SUPPLIES</b>					
542000	Office Supplies	1,500	1,500	1,500	3,500
543000	Building Maintenance	6,500	6,000	7,000	7,000
548000	Cemetery Gas & Oil	900	900	1,200	1,200
553000	Landscape Supplies/	3,700	3,700	3,700	3,700
553100	Tree Removal	12,000	15,000	15,000	15,000
553200	* Park Expenses	17,000	17,500	19,300	19,300
553300	Fertilizer	7,000	7,500	7,500	7,000
553400	Drainage	8,000	8,000	8,000	8,000
554200	Signs	4,000	4,000	4,000	4,000
554300	Patching	7,000	8,000	8,000	8,000
554400	C Crack Seal/ Infra red	20,000	20,000	20,000	20,000
554500	* Operating Supplies	2,450	2,500	3,600	3,600
554600	C Street Striping	20,500	22,000	22,000	22,000
555000	C Guardrail	8,500	8,500	8,500	8,500
554900	Street Lights	0	40,000	40,000	40,000
<b>154</b>		<b>TOTAL PURCHASE OF SUPPLIES</b>	<b>\$119,050</b>	<b>\$165,100</b>	<b>\$169,300</b>
* see back-up on page (10)					
C= Co-operative purchase					

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Dpt. Req. FY 2021
<b>157 OTHER CHARGES AND EXPENSES</b>					
573000	Dues, Fees, & Subscriptions	350	500	500	500
577800	* Road Machinery Maint.	71,500	73,000	77,000	79,000
<b>157 TOTAL OTHER CHARGES AND EXPENSES</b>					
		<b>\$71,850</b>	<b>\$73,500</b>	<b>\$77,500</b>	<b>\$79,500</b>
<b>158 CAPITAL OUTLAY</b>					
585200	C Resurfacing Roadways Grade Dirt Roads &	19,000	19,000	19,000	19,000
<b>158 TOTAL CAPITAL OUTLAY</b>					
		<b>\$19,000</b>	<b>\$19,000</b>	<b>\$19,000</b>	<b>\$19,000</b>
<b>TOTAL DEPARTMENT ALL EXPENSES CATEGORIES</b>					
		<b>\$848,888</b>	<b>\$960,838</b>	<b>\$994,042</b>	<b>\$1,014,417</b>

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

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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	Dpt. Req. FY 2021
<b>151 PERSONAL SERVICES</b>					
511100	Kenneth Gibbons Superintendent	74,637	79,489	86,520	89,120
511100	Paul Goodwin Deputy Superintendent	77,195	82,212	83,449	85,950
511100	Union employees	274,253	324,092	343,573	352,198
511100	Leah Moreschi DPW Secretary	47,050	48,464	45,048	46,004
511100	Benefits:				
	Longevity	7,300	8,150	6,850	8,450
	Clothing	8,545	9,880	9,880	12,350
	Regular and Scheduled Overtime	17,876	19,038	31,212	29,637
	Stipends	3,150	3,650	3,500	5,000
	Off Hours Snow Duty (/Dep. Super.)	3,000	3,000	5,000	5,000
	Specialty Work Stipends	4,500	6,800	0	6,000
	Productivity Incentive Payments	600	0	4,700	8,000
	Admin. Sec. Stipends	1,200	1,700	1,700	1,500
	Vacation byback	7,599	8,654	8,320	6,287
	Physical Fitness Test	10,000	11,000	0	0
512200	Part Time Wages - (8) employees 8x\$12.50 hr.x40 hrs. x 12 weeks	43,233	44,309	44,309	39,000
512400	Contract Adjustment	10,000	0	0	0
<b>151</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>\$590,138</b>	<b>\$650,438</b>	<b>\$674,061</b>	<b>\$694,496</b>

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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	Dpt. Req. FY 2021
<b>1</b>	<b>511000</b>	<b>Kenneth Gibbons (10/29/87)</b>				
		4,268x26.1=111,395				
		DPW Portion (80%)	74,637	79,489	86,520	89,120
		*Water Department Portion (20%)	30,485	32,467	21,630	22,280
		Clothing			1,235	1,235
		Longevity				1,300
			<b>\$105,122</b>	<b>\$111,956</b>	<b>\$109,385</b>	<b>\$113,935</b>
<b>2</b>	<b>511000</b>	<b>Leah Moreschi DPW (05/22/17)</b>				
		Town (03/01/04)				
		\$22.48x80x26.1=51,115	47,050	48,464		
		DPW Portion (90%)			45,048	46,004
		Water Dept Portion (10%)			5,005	5,111
		Longevity	800	800	800	1,400
		Supt.of Burials Stipend	500	500	500	750
		Travel Stipend	500	500	500	0
		Appreciation Bonus	600			0
		Water Conservation Stipend	500	500	500	500
		CPR/AED certified	200	200	200	200
		Vacation buyback				980
			<b>\$50,150</b>	<b>\$50,964</b>	<b>\$52,553</b>	<b>\$54,945</b>
<b>3</b>	<b>511000</b>	<b>Paul Goodwin (11/13/2018)</b>				
		3659x26.1=95500	77,195	82,212		
		DPW Portion (90%)			83,449	85,950
		Water Dept Portion (10%)			9,272	9,550
		Clothing	1,235	1,235	1,235	1,235
		Longevity	1,300	1,300	0	0
		Off Hours Snow Duty Stipend	3,000	3,000	5,000	5,000
		Productivity Bonus	0	0	0	0
			<b>\$82,730</b>	<b>\$87,747</b>	<b>\$98,956</b>	<b>\$101,735</b>
<b>4</b>	<b>511000</b>	<b>Scott Saulnier (12/20/95)</b>				
		26.30x80x26.1=54915	57,358	51,834	54,035	54,915
		Clothing	1,235	1,235	1,235	1,235
		Longevity	1,300	1,300	1,300	1,300
		License Stipend	650	650	500	500
		Cemetery Stipend	0	0	700	700
		Winter Stipend			1,000	1,000
		Vacation buyback				1052
			<b>\$60,543</b>	<b>\$55,019</b>	<b>\$58,770</b>	<b>\$60,702</b>

**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	Dpt. Req. FY 2021
<b>5 511000 Glenn Osgood (9/6/96)</b>						
		26.30x80x26.1=54915	48,400	51,834	54,035	54,915
		Clothing	1,235	1,235	1,235	1,235
		Longevity	1,300	1,300	1,300	1,300
		License	500	500	500	500
		Mechanic Stipend(1/2)			750	750
		Winter Stipend	0	0	1,000	1,000
		Vacation Buyback				1,052
			\$51,435	\$54,869	\$58,820	\$60,752
<b>6 511000 Paul Ajootian (6/6/98)</b>						
		26.30x80x26.1=54915	48,400	51,834	54,035	54,915
		Clothing	1,235	1,235	1,235	1,235
		Longevity	1,300	1,300	1,300	1,300
		License	500	500	500	500
		Landscaping Stipend			750	700
		Winter Stipend	0	0	1,000	1,000
		Vacation Buyback				1,052
			\$51,435	\$54,869	\$58,820	\$60,702
<b>7 511000 John Black (7/22/03)</b>						
		26.30x80x26.1=54915	48,400	51,834	54,035	54,915
		Clothing	1,235	1,235	1,235	1,235
		Longevity	1,300	1,300	1,300	1,100
		License	500	500	500	500
		Drivers Safety			750	700
		Winter Stipend	0	0	1,000	1,000
		Vacation Buyback				1,052
			\$51,435	\$54,869	\$58,820	\$60,502
<b>9 511000 Phil Dasilva (4/30/18)</b>						
		23.70x80x21.1=40006				
		25.23x80x5=10092	43,327	43,327	48,690	50,098
		Clothing	1,135	1,235	1,235	1,235
		Longevity	0	0	0	0
		License	500	500	500	500
		Safety Stipend			700	700
		Winter Stipend	0	0	1,000	1,000
			\$44,962	\$45,062	\$52,125	\$53,533

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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	Dpt. Req. FY 2021
<b>10 511000 Luke Peary (2/19/19)</b>						
		23.70x80x26.1=49486	42,328	46,322	49,486	
		Clothing	1,235	1,235	1,235	
		Longevity	0	0	0	
		License	500	500	500	
		Welding Stipend		700	700	
		Winter Stipend	0	1000	1000	
			<b>\$44,063</b>	<b>\$49,757</b>	<b>\$52,921</b>	
<b>11 511000 Travis Davies (9/03/13)</b>						
		26.30x48x26.1=32949	28,368	31,101	32,421	32,949
		Clothing	1,235	1,235	1,235	1,235
		Longevity	0	850	850	850
		License	500	500	500	500
		Mechanic Stipend(1/2)		750	750	
		Winter Stipend	0	0	1,000	1,000
			<b>\$30,103</b>	<b>\$33,686</b>	<b>\$36,756</b>	<b>\$37,284</b>
<b>12 511000 Specialty Work Stipends</b>						
			<b>\$4,500</b>	<b>\$6,800</b>	<b>\$0</b>	<b>\$10,000</b>
<b>13 511000 Physical Fitness Test</b>						
			<b>\$10,000</b>	<b>\$11,000</b>	<b>\$0</b>	<b>\$0</b>
<b>14 511000 * Total Regular Overtime (\$11,875) Scheduled Overtime (\$19,337)</b>						
			<b>\$17,876</b>	<b>\$19,038</b>	<b>\$31,212</b>	<b>\$29,637</b>
<b>16 512200 Part Time Wages - (8) employees 8x\$12.50 Hr.x 40Hrs. X12 weeks *level funded should suffice*</b>						
			<b>\$43,233</b>	<b>\$44,309</b>	<b>\$44,309</b>	<b>\$39,000</b>
<b>17 512400 Adjustment</b>						
			<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL OF WAGES</b>						
			<b>\$480,169</b>	<b>\$487,983</b>	<b>\$520,021</b>	<b>\$538,812</b>

\* Back up on page 12

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

**OPERATIONS & MAINTENANCE BUDGET BACKUP**

MUNIS CODE		OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Dpt. Req. FY 2021
	<b>152</b>	<b>Purchase of Services</b>				
537900	C	Road Sweeping 107 Lane Miles of Roadway FY17 \$219.25/lane mile FY16 \$219.25/lane mile 14 Municipal Parking Areas and Special Sweeping (Parades, Storms, Etc.) @ \$100/hr <b>Total Road Sweeping</b>	23,500  FY19 218.41 - ok w/2% w/new contract	25,000  2,500  26,000	25,000  2,500  27,500	25,000  2,500  27,500
539700	C	Catch Basin Cleaning 1,004 basins FY17 \$11.94 per basin FY16 \$10.40 per basin  Return cleaning and Jetting Service @ \$200/hour <b>Total Catch Basin Cleaning</b>	10,400  FY19 11.94 ea. - ok w/2%	12,500  1,600  12,000	12,821  1,600  14,100	12,821  1,600  14,421

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	Dpt. Req. FY 2021
553200	Paint for lining fields	2,800	2,800	2,800	2,800
	Port-A-Potty Rentals	5,000	5,400	5,400	5,400
	Safety maintenance	600	600	1,000	1,000
	Equipment repairs	2,000	2,000	3,500	3,500
	Field Improvements	4,000	4,000	4,000	4,000
	* Stream Team Maint.	2,600	2,600	2,600	2,600
	<b>Total Park Expenses</b>	<b>\$17,000</b>	<b>\$17,400</b>	<b>\$19,300</b>	<b>\$19,300</b>
554500	<b>Operating Supplies</b>				
	Safety Supplies	800	800	1,200	1,200
	Case Goods	550	550	600	600
	Medical kit	600	600	800	800
	Other incidental Supplies	500	500	500	500
	<b>Total Operating Supplies</b>	<b>\$2,450</b>	<b>\$2,450</b>	<b>\$3,100</b>	<b>\$3,100</b>

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

C=Co-operative Purchase

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

**OPERATIONS & MAINTENANCE BUDGET BACKUP**

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Dpt. Req. FY 2021
<hr/>					
<b>157</b>	<b>Other Charges &amp; Expenses</b>				
557800	Road Machinery Maintenance				
	** Fuel	18,000	18,000	18,000	18,000
S	Tires	3,500	5,500	5,500	5,500
	Lube, Grease/Oil	2,000	2,000	2,500	2,500
	Repairs	20,000	20,000	23,000	25,000
	Parts	13,000	11,000	13,000	13,000
	Labor	15,000	15,000	15,000	15,000
	<b>Total Road Machinery Maintenance</b>	<b>\$71,500</b>	<b>\$71,500</b>	<b>\$77,000</b>	<b>\$79,000</b>

C=Co-operative Purchase

S= State Bid Purchase

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021  
REGULAR AND SCHEDULED OVERTIME BUDGET BACK-UP**

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Dpt. Req. FY 2021
<b>151</b>	<b>PERSONAL SERVICES</b>				
511000	<b>Regular Overtime</b> Regular overtime based on callouts consisting of accident debris removal, flooding, downed trees, material spills, traffic control, etc..	11,000	11,875	11,875	11,875
511000	<b>Scheduled Overtime</b> Consists of overtime that cannot be scheduled during regular hours.				
	Chief Will's Day Family Festival: Saturday 8 pers@\$39.45x8hrs=\$2841 Saturday Night 52.60x4hoursx6pers=\$1262 Sunday 6pers@\$52.60x6 hrs=\$1894 Total=\$5997 Pumpkin fest 2 persx5 hrs@\$39.45=\$400.00 Field Mowing 4 pers/2 hrs/2 days 18 weeks Avg.\$39.45 per hour 18x\$39.45x16=\$11362 Total Reg. & Scheduled Overtime	6876	7163	19337	17759
		17876	19038	31212	29634

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01423151 SNOW &amp; ICE - SALARIES</b>					
01423151_511300	SNOW & ICE OVERTIME	43,544	39,309	60,000	60,000
<b>TOTAL SALARIES</b>		<b>\$ 43,544</b>	<b>\$ 39,309</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>
<b>01423152 SNOW &amp; ICE - SERVICES</b>					
01423152_538400	CONTR. SNOW REMOVAL	111,329	71,891	85,000	89,250
<b>TOTAL SERVICES</b>		<b>\$ 111,329</b>	<b>\$ 71,891</b>	<b>\$ 85,000</b>	<b>\$ 89,250</b>
<b>01423154 SNOW &amp; ICE - SUPPLIES</b>					
01423154_548100	SNOW REMOVAL FUEL	20,991	12,447	22,000	22,000
01423154_548200	SNOW BLADES	2,985	1,784	2,500	2,500
01423154_553900	SALT	95,908	67,879	75,000	75,000
01423154_554000	SAND	4,142	6,664	12,000	12,000
01423154_554100	REPAIRS	19,990	25,251	13,000	20,000
<b>TOTAL SUPPLIES</b>		<b>\$ 144,016</b>	<b>\$ 114,025</b>	<b>\$ 124,500</b>	<b>\$ 131,500</b>
<b>GRAND TOTAL</b>		<b>\$ 298,889</b>	<b>\$ 225,225</b>	<b>\$ 269,500</b>	<b>\$ 280,750</b>

## TOWN OF MIDDLETON

### ANNUAL BUDGET FISCAL YEAR 2021

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

MUNISCODE	OBJECT	Approved FY 2018	Approved FY 2019	Approved FY 2020	Dept Req FY 2021
151	Personal Services	60,000	60,000	60,000	60,000
152	Purchase of Services	76,000	76,000	85,000	89,250
154	Purchase of Supplies	113,500	113,500	124,500	131,500
	DEPARTMENT TOTAL	\$249,500	\$249,500	\$269,500	\$280,750

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. FY 2020	Dpt. Req. FY 2021
<b>511100</b>	<b>PERSONAL SERVICES</b>				
511300	Snow Overtime	60,000	60,000	60,000	60,000
<b>151</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>
<b>152</b>	<b>PURCHASE OF SERVICES</b>				
538400	Snow Removal	76,000	76,000	85,000	85,000
<b>152</b>	<b>TOTAL PURCHASE OF SERVICES</b>	<b>\$76,000</b>	<b>\$76,000</b>	<b>\$85,000</b>	<b>\$89,250</b>

**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	Dpt. Req. FY 2021
<b>154 PURCHASE OF SUPPLIES</b>					
548100	Snow Fuel	22,000	22,000	22,000	22,000
548200	Snow Plow Blades	2,500	2,500	2,500	2,500
553900	C * Snow Salt/CaCl	65,000	65,000	75,000	75,000
554000	C Snow Sand	12,000	12,000	12,000	12,000
554100	Snow Repairs	12,000	12,000	13,000	20,000
<b>154</b>	<b>TOTAL PURCHASE OF SUPPLIES</b>	<b>\$113,500</b>	<b>\$113,500</b>	<b>\$124,500</b>	<b>\$131,500</b>
C= Co-operative purchase					
553900	C Salt/Calcium Chloride Contract Prices: Salt: FY 17 - \$53.26/ton Salt: FY 16 - \$56.56/ton Salt: FY 16 - \$59.81/ton Est. 1500 tons @ \$50 per <b>Total Salt/Calcium</b>	65,000	65,000	75,000	75,000
		<b>\$65,000</b>	<b>\$65,000</b>	<b>\$75,000</b>	<b>\$75,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01425151 TRANSFER STATION - SALARIES</b>					
01425151_511000	SALARIES & WAGES	\$ 102,000	\$ 108,131	\$ 133,322	\$ 134,685
<b>TOTAL SALARIES</b>		<b>\$ 102,000</b>	<b>\$ 108,131</b>	<b>\$ 133,322</b>	<b>\$ 134,685</b>
<b>01425152 TRANSFER STATION - SERVICES</b>					
01425152_521700	ELECTRICITY	\$ 3,006	\$ 3,212	\$ 4,100	\$ 4,100
01425152_524000	EQUIPMENT REPAIR	\$ 7,903	\$ 8,756	\$ 6,000	\$ 6,000
01425152_538200	CONTRACTUAL SERVICES	\$ 143,524	\$ 171,875	\$ 155,736	\$ 158,970
<b>TOTAL SERVICES</b>		<b>\$ 154,433</b>	<b>\$ 183,843</b>	<b>\$ 165,836</b>	<b>\$ 169,070</b>
<b>01425154 TRANSFER STATION - SUPPLIES</b>					
01425154_548000	GAS AND OIL	\$ 22,670	\$ 18,136	\$ 32,100	\$ 34,600
<b>TOTAL SUPPLIES</b>		<b>\$ 22,670</b>	<b>\$ 18,136</b>	<b>\$ 32,100</b>	<b>\$ 34,600</b>
<b>01425157 TRANSFER STATION EXPENSES</b>					
01425157_573900	MONITORING WELLS LANDFIELD	\$ 45,000	\$ 51,000	\$ 53,550	\$ 53,550
01425157_574300	LANDFILL CAPPING MAINT	\$ 7,700	\$ 7,700	\$ 8,000	\$ 8,000
01425157_574500	RECYCLING AREA MAINTENANCE	\$ 23,790	\$ 34,634	\$ 34,790	\$ 35,693
<b>TOTAL EXPENSES</b>		<b>\$ 76,490</b>	<b>\$ 93,334</b>	<b>\$ 96,340</b>	<b>\$ 97,243</b>
<b>GRAND TOTAL</b>		<b>\$ 355,593</b>	<b>\$ 403,444</b>	<b>\$ 427,598</b>	<b>\$ 435,598</b>

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNISCODE	OBJECT	Approved FY 2018	Approved FY 2019	Approved 2020	Dept Req 2021
151	Personal Services	120,642	125,808	133,322	134,685
152	Purchase of Services	157,100	161,300	165,836	169,070
154	Purchase of Supplies	31,000	31,000	32,100	34,600
157	Other Charges & Expenses	66,500	85,700	96,340	97,243
158	Capital Outlay	0	0	0	0
<b>DEPARTMENT TOTAL</b>		<b>\$375,242</b>	<b>\$403,808</b>	<b>\$427,598</b>	<b>\$435,598</b>

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Dpt. Req. 2021
<hr/>					
<b>151</b>	<b>PERSONAL SERVICES</b>				
511100	Dept. Head Salary	0	0	0	0
511000	Regular Wages	81,277	86,995	93,054	84,290
	Part Time Attendants	37,865	38,813	40,268	40,917
	Contract Adjustments	1,500	0	0	9,468
<b>151</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>\$120,642</b>	<b>\$125,808</b>	<b>\$133,322</b>	<b>\$134,675</b>
<hr/>					
<b>152</b>	<b>PURCHASE OF SERVICES</b>				
521700	Utilities:electric,propane telephone	4,100	4,100	4,100	4,100
524000	Equip. Maint. / Repair	6,000	6,000	6,000	6,000
538200	* Contractual Services (waste contracts)	147,000	151,200	155,736	158,970
<b>5200</b>	<b>TOTAL PURCHASE OF SERVICES</b>	<b>\$157,100</b>	<b>\$161,300</b>	<b>\$165,836</b>	<b>\$169,070</b>

\* 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	Dpt. Req. 2021
<b>154 PURCHASE OF SUPPLIES</b>					
548000	* Diesel Fuel, Oil & Mack Truck Maintenance	31,000	31,000	32,100	34,600
<b>154</b>	<b>TOTAL PURCHASE OF SUPPLIES</b>	<b>\$31,000</b>	<b>\$31,000</b>	<b>\$32,100</b>	<b>\$34,600</b>
<b>157 OTHER CHARGES AND EXPENSES</b>					
574300	** Landfill Capping Maintenance	8,000	8,000	8,000	8,000
573900	Landfill Well Monitoring	45,000	46,000	53,550	53,550
574500	Hazardous Waste Day	2,000	2,000	2,000	2,000
574500	*** Recycling Program includes:wood,tires, CRT's, metals,construction debris,glass,plastic etc.	11,500	29,700	32,790	33,693
<b>157</b>	<b>TOTAL OTHER CHARGES &amp; EXPENSES</b>	<b>\$66,500</b>	<b>\$85,700</b>	<b>\$96,340</b>	<b>\$97,243</b>
<b>158</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>TOTAL DEPARTMENT ALL EXPENSES CATEGORIES</b>	<b>\$375,242</b>	<b>\$403,808</b>	<b>\$427,598</b>	<b>\$435,588</b>

\* 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	Dpt. Req. 2021
<b>151</b>						
<b>9</b>	<b>511000</b>	<b>Travis Davies</b>				
		* 26.30x32x26.1=21966	18,912 \$18,912	20,734 \$20,734	21,614 \$21,614	21,966 \$21,966
<b>10</b>	<b>511000</b>	<b>Eric Rackliffe (6/28/06)</b>				
		27.49x80x26.1 Clothing Longevity Vacation byback License Stipend Winter Stipend	50,885 1,235 850 975 500 0	54,184 1,235 850 1,042 700 0	56,487 1,235 975 1,040 700 1,000	57,399 1,235 1,100 1,100 500 1,000
				\$54,445	\$58,011	\$61,437
						\$62,334
<b>13</b>	<b>511000</b>	<b>** Total Scheduled Overtime</b>	<b>\$7,920</b>	<b>\$8,250</b>	<b>\$10,003</b>	<b>\$9,468</b>
<b>12</b>	<b>511000</b>	<b>Part-Time Transfer Station Attendent</b> \$16.33/hrx96x26.1=\$40917	<b>\$37,865</b>	<b>\$38,813</b>	<b>\$40,268</b>	<b>\$40,917</b>
<b>14</b>	<b>512400</b>	<b>Contract Adjustment</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>GRAND TOTAL OF WAGES</b>			<b>\$120,642</b>	<b>\$125,808</b>	<b>\$133,322</b>	<b>\$134,685</b>

\* 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	Dpt. Req. 2021
<b>152 PURCHASE OF SERVICES</b>					
538200	* Contractual Services (waste contracts) <i>FY 21 Est. 2100 tons @ \$75.70 per</i>	147,000	151,200	155,736	158,970
<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				
<b>154 PURCHASE OF SUPPLIES</b>					
548000	Diesel Fuel, Oil & Mack Truck Maintenance				
	Fuel	17,000	13,000	14,000	14,000
	Tires	3,000	3,000	3,000	3,000
	Lube, Grease/Oil	600	600	600	600
	Parts, repairs	6,500	4,500	4,500	5,500
	Repairs		6,000	6,000	7,500
	Labor	3,900	3,900	4,000	4,000
	<b>Total Mack Truck Maintenance</b>	<b>\$31,000</b>	<b>\$31,000</b>	<b>\$32,100</b>	<b>\$34,600</b>
		<b>2018</b>	<b>2019</b>		
		total	total	Total	Total
	Wildwood Rd.	4	4	\$1,200.00	\$1,200.00
	Trash sticker	1541	1446	\$180,750.00	\$180,750.00
	Pro-rated				
	Additional sticker	425	428	\$10,700.00	\$10,700.00
	Electronics				
		<b>1970</b>	<b>1878</b>	<b>\$192,650.00</b>	<b>\$192,650.00</b>

**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	Dpt. Req. 2021
<b>157 OTHER CHARGES AND EXPENSES</b>					
574500	<b>* Recycling Program :</b>				
	C&D (illegal dumped or municipal):	500	300	450	450
	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	2,500
	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	1,500	1,500
	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	11,988	
	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	4,255	
	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	13,000
	FY 18- 10 ton @ \$580/ton - actual				
	FY 19 - 15 ton @ \$600/ton - estimated				
	FY 20 - 20 ton @ \$630/ton projected				
	<b>Total Recycling</b>	<b>\$11,500</b>	<b>\$29,700</b>	<b>\$32,790</b>	<b>\$33,693</b>

**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	Dpt. Req. 2021
<b>151</b>	<b>PERSONAL SERVICES</b>				
511000	<b>Scheduled Overtime</b> <i>Consists of overtime that cannot be scheduled during regular hours.</i>				
	Brush Chipping 5 Saturdays annually 1 persx8hrsx 5 times=1578	3,888	4,050	2,784	1,578
	8x39.45x5days=\$1578				
	Transfer Station Vacations& Sick Days 1 pers for 10 Saturdays 8 hrs OT(1.5) 39.45x8x10=3156 1 pers for 10 Sundays 8hrs OT(2x) 78.90x8x10=6312 1 person/10 Sats/10 Suns=\$7219 <b>Total Transfer St. Sched. Overtime</b>	4,032	4,200	7,219	9,468
		<b>\$7,920</b>	<b>\$8,250</b>	<b>\$10,003</b>	<b>\$11,046</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021	
		EXPENDED	EXPENDED	APPROVED	REQUESTED	
<b>63005 WATER DEPARTMENT</b>						
<b>63005 EXPENDITURES</b>						
63005_511000	SALARIES & WAGES	\$ 71,626	\$ 75,063	\$ 89,138	\$ 82,994	
63005_511100	DEPT. HEAD SALARY	\$ 30,485	\$ 32,467	\$ 21,630	\$ 22,280	
63005_511300	OVERTIME	\$ -	\$ -	\$ -	\$ 11,329	
63005_521700	ELECTRICITY	\$ 2,023	\$ 3,500	\$ 3,500	\$ 3,500	
63005_532000	TRAINING AND EDUCATION	\$ 1,576	\$ 2,000	\$ 2,500	\$ 2,000	
63005_534100	TELEPHONE	\$ -	\$ -	\$ 1,200	\$ 1,200	
63005_538200	CONTRACTUAL SERVICES	\$ 24,881	\$ 37,500	\$ 77,500	\$ 75,000	
63005_544700	PARKS FIELD WATERING	\$ 4,501	\$ 5,400	\$ 5,400	\$ 5,400	
63005_554700	WATER SUPPLIES	\$ 15,968	\$ 16,700	\$ 20,700	\$ 20,700	
63005_554800	WATER MAIN EXTENSIONS	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
63005_573000	DUES,FEES, AND SUBSCRIPTIONS	\$ 712	\$ 750	\$ 1,000	\$ 1,000	
63005_590100	DEBT SERVICE DEBT SERVICE	\$ 9,800	\$ 9,800	\$ 9,800	\$ 9,800	
63005_591500	DEBT SERVICE INTEREST	\$ 2,465	\$ 1,975	\$ 1,485	\$ 995	
63005_596100	TRANSFER TO G/F (INDIRECT COSTS)	\$ -	\$ -	\$ 20,949	\$ 44,123	
<b>TOTAL EXPENDITURES</b>		<b>\$ 170,038</b>	<b>\$ 191,155</b>	<b>\$ 260,802</b>	<b>\$ 286,321</b>	
<b>TOTAL WATER FUND</b>		<b>\$ 170,038</b>	<b>\$ 191,155</b>	<b>\$ 260,802</b>	<b>\$ 286,321</b>	

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

**FUNCTION: PUBLIC WORKS & FACILITY  
DEPARTMENT: WATER DEPARTMENT**

**#04  
#451**

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Approved 2020	Dept Req 2021
151	Personal Services	103,199	107,530	110,768	117,053
152	Purchase of Services	43,300	43,000	83,500	80,500
154	Purchase of Supplies	27,400	28,100	32,100	32,100
157	Other Charges & Expenses	750	750	1,000	1,000
<b>159</b>	<b>Debt Service</b>	<b>12,265</b>	<b>11,775</b>	<b>11,285</b>	<b>11,285</b>
<b>DEPARTMENT TOTAL</b>		<b>\$186,914</b>	<b>\$191,155</b>	<b>\$238,653</b>	<b>\$241,938</b>

**TOWN OF MIDDLETON**  
**ANNUAL BUDGET FISCAL YEAR 2021**

FUNCTION: PUBLIC WORKS & FACILITY DEPARTMENT: WATER DEPARTMENT	OBJECT	#04 #451	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Dpt. Req. 2021
MUNIS CODE						
<b>151</b>	<b>PERSONAL SERVICES</b>					
511100	Dept. Head Salary	30,485	32,467	21,630	22,280	
511000	Regular Wages	68,084	70,152	79,629	82,994	
	* Night Hydrant Flushing	4,630	4,911	9,509	11,329	
<b>151</b>	<b>TOTAL PERSONAL SERVICES</b>	<b>\$103,199</b>	<b>\$107,530</b>	<b>\$110,768</b>	<b>\$116,603</b>	
<b>152</b>	<b>PURCHASE OF SERVICES</b>					
521700	Electricity -Telephone Forest St. BP Station	3,800	3,500	3,500	3,500	
538200	Consulting Services	37,500	37,500	57,500	55,000	
538210	Emergency services/NEW	0	0	20,000	20,000	
532000	Training / Education	2,000	2,000	2,500	2,000	
<b>152</b>	<b>TOTAL PURCHASE OF SERVICES</b>	<b>\$43,300</b>	<b>\$43,000</b>	<b>\$83,500</b>	<b>\$80,500</b>	
<b>154</b>	<b>PURCHASE OF SUPPLIES</b>					
554700	** System Maintenance-	16,000	16,700	20,700	20,700	
544700	Parks,Field Watering	5,400	5,400	5,400	5,400	
554800	Main Extensions- Town Share Within Public Ways	6,000	6,000	6,000	6,000	
<b>154</b>	<b>TOTAL PURCHASE OF SUPPLIES</b>	<b>\$27,400</b>	<b>\$28,100</b>	<b>\$32,100</b>	<b>\$32,100</b>	

\* see back-up on page 4.

\*\* see back-up on page 5.

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

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

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Dpt. Req. 2021
<hr/>					
157	<b>OTHER CHARGES AND EXPENSES</b>				
<hr/>					
573000	Dues, Fees, & Subscriptions	750	750	1000	1000
<hr/>					
157	<b>TOTAL OTHER CHARGES AND EXPENSES</b>	\$750	\$750	\$1,000	\$1,000
<hr/>					
159	<b>* TOTAL DEBT SERVICE</b>	\$12,265	\$11,775	\$11,285	\$11,285
<hr/>					
	<b>TOTAL DEPARTMENT ALL EXPENSES CATEGORIES</b>	\$186,914	\$191,155	\$238,653	\$241,488

\* see back-up on page 6.

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**

FUNCTION: PUBLIC WORKS & FACILITY  
DEPARTMENT: WATER DEPARTMENT

#04  
#451

FORM 4

EMPLOYEE CLASSIFICATION AND SALARY

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Dpt. Req. 2021
<b>151</b>					
511100	keneth Gibbons % of DPW salary charged to water enterprise fund = 20%	30,485	32,467	21,630	22,280
511000	Paul Goodwin % of DPW salary charged to water enterprise fund = 10%			9,272	9,550
	Leah Moreschi % of DPW salary charged to water enterprise fund = 10% Water Conservation Stipend			5,005	5,111
	<b>Water System Supervisor/Opererator</b> Tony Bertone (7/1/2018)			500	500
	30.77x80x26.1 Longevity Clothing License/Water Conservation Bylaw Enforcement Stipend Vacation byback Contract Adjustment Winter stipend	59,195 1,300 1,235 2,650 \$1,704 2,000 0	63,128 1,300 1,235 2,650 \$1,839 0 0	59,967 0 1,235 2,650 \$0 1,000 1,000	64,248 0 1,235 1,800 \$0 \$68,283
	Sched. Overtime	4,630	4,911	9,509	11,329
151		<b>TOTAL PERSONAL SERVICES</b>	<b>\$103,199</b>	<b>\$107,530</b>	<b>\$110,768</b>
	Night Hydrant Flushing: DEP 20 nights/5 hours per/2 pers=200 hrs			9,509	11,329
	(Wat. Sup.) \$3.46.15(OT)x100=\$4615 2nd person \$39.45 hr(avg)x100=\$3945 Total=\$7792 Call outs=40 Hoursx\$42.92=\$1717				
	<b>Total Water Sched. Overtime</b>	<b>\$4,630</b>	<b>\$4,911</b>	<b>\$9,509</b>	<b>\$11,329</b>

**TOWN OF MIDDLETON**

**ANNUAL BUDGET  
FISCAL YEAR 2021**  
**WATER SYSTEM MAINTENANCE BUDGET BACK-UP**

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Dpt. Req. 2021
<b>154 PURCHASE OF SUPPLIES</b>					
554700 System Maintenance-					
Water system repair fittings and inventory	1,000	1,200	1,200	1,200	
Water sampling	1,750	2,000	2,000	2,000	
Water sampling supplies	1,000	1,000	1,000	1,000	
** Copper/Lead/Disinfection Testing	5,000	5,000	9,000	9,000	
Chlorine by-product testing					
* Consumer Confidence Report	1,200	1,000	1,000	1,000	
* Water conservation notifications	500	500	500	500	
Misc.small tools	700	800	800	800	
Water breaks/Hydrant repairs	2,500	2,700	2,700	2,700	
Gate/sws tops and sleeves	1,000	1,000	1,000	1,000	
Gauges and calibrations/repairs	600	500	500	500	
Misc.large tools and repairs	750	1,000	1,000	1,000	
<b>Total System Maintenance</b>	<b>\$16,000</b>	<b>\$16,700</b>	<b>\$20,700</b>	<b>\$20,700</b>	

\* 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 2021**

FUNCTION: PUBLIC WORKS & FACILITY  
DEPARTMENT: WATER DEPARTMENT

#04  
#451

MUNIS CODE	OBJECT	Approved FY 2018	Approved FY 2019	Dpt. Req. 2020	Dpt. Req. 2021
<hr/>					
159	DEBT SERVICE				
<hr/>					
	Bond #1 (7/6/22) Remaining principal \$26,430 Last payment due 7/6/22	12,265	11,775	11,285	11,285
<hr/>					
159	TOTAL DEBT SERVICE	\$12,265	\$11,775	\$11,285	\$11,285
<hr/>					
*****STORMWATE *****STORMWATE UP TO \$50K NEW UP TO \$50K NEW					

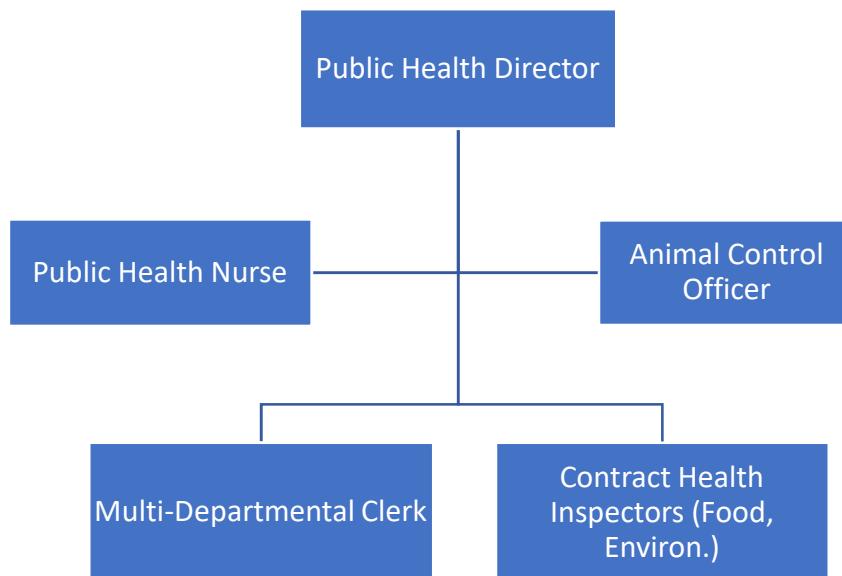
# HEALTH DEPARTMENT

**Department Head: DEREK FULLERTON, REHS/RS, CHO**

## Department Description

The Health Department, through direction by 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. The Health Department supports the 10 essential functions of public health that include: monitoring the 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; and Researching for new insights and innovative solutions to health problems

## Organizational Chart



## Employee Counts

**Employee Count FY20:** 5

**Employee Count FY21:** 5

**FTE Count FY20:** 1.2

**FTE Count FY21:** 1.2

**Benefitted Employees FY20:** 1

**Benefitted Employees FY21:** 1

## Fiscal Year 2020 Accomplishments

- \_) **Communicable Disease Prevention:** The Public Health Nurse (PHN) administered over 350 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. The PHN also administered a limited amount of Shingles vaccine to residents.
- \_) **Opioid and Substance Use Disorder Planning:** The Health Department utilized a Masters in Public Health intern from the University of Massachusetts Amherst to explore Narcan (An opioid antagonist used for the complete or partial reversal of opioid overdose) availability within the community. Respectively, in partnership with the PHN, a harm reduction strategy framework for overdose response/CPR training was developed for the community where residents can be trained to respond to an overdose and also be provided with Narcan at no cost from the Health Department.
- \_) **Local Wastewater-Title V Seminar:** The Middleton Health Department organized and facilitated a seminar for local wastewater installers, title v inspectors, waste haulers, wastewater designers, and Board of Health Officials to educate and promote on innovative/alternative wastewater technology, title V inspections, and the Health Departments online wastewater permitting and filing system.
- \_) **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, one public health interns assisted in opioid and substance use disorder planning.
- \_) **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.

- | **Enhanced Food Inspectional Reporting:** The Health Department received a one year grant to utilize an enhanced food protection program inspectional software called, FOODco Pro. This field software is utilized on site by local food inspectors which provides more efficient, enhanced, and innovative retail food inspections that supports a much-enhanced food safety program for the community.

## **Fiscal Year 2021 Goals and Objectives**

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

- | **Organizational Goal:** Host Substance Use Disorder Harm Reduction Strategies Trainings  
**Objective:** Through the Public Health Nurse, conduct free training to the community on how to recognize an overdose and how to administer the overdose reversal drug, commonly known as Narcan.
- | **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 and recently the Town of Danvers to assess cross jurisdictional workforce sharing for a part time public health inspector to meet the demand of public health mandated and expanded functions.
- | **Organizational Goal:** Local Emergency Dispensing Site Tabletop Exercise  
**Objective:** In partnership with the region 3A public health coalition, the Middleton Health Department and associated local Incident Command System (ICS) personnel will participate in a Emergency Dispensing Site (EDS) tabletop exercise to determine strengths and gaps of the current plan in place for the community.
- | **Organizational Goal:** Further Strengthen Nicotine & Tobacco Regulations  
**Objective:** Due to the vaping epidemic and associated pulmonary lung complications, the Board of Health will explore strengthening the current nicotine and tobacco regulations to further protect the public health of the community.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01511151 BOARD OF HEALTH - SALARIES</b>					
01511151_511000	SALARIES & WAGES	\$ 16,599	\$ 16,886	\$ 17,798	\$ 18,091
01511151_511100	DEPT. HEAD SALARY	\$ 88,017	\$ 90,617	\$ 92,883	\$ 95,060
<b>TOTAL SALARIES</b>		<b>\$ 104,616</b>	<b>\$ 107,503</b>	<b>\$ 110,681</b>	<b>\$ 113,151</b>
<b>01511152 BOARD OF HEALTH -SERVICES</b>					
01511152_530400	CONSULTANT OTHER	\$ 7,740	\$ 8,258	\$ 11,000	\$ 11,000
01511152_530500	ADVERTISING	\$ 133	\$ 34	\$ 150	\$ 150
01511152_531100	COMMUNITY HEALTH SERVICE	\$ 6,201	\$ 6,231	\$ 8,000	\$ 8,000
01511152_532000	TRAINING AND EDUCATION	\$ 1,277	\$ 475	\$ 2,000	\$ 2,000
01511152_534000	POSTAGE	\$	\$ 150	\$ 150	\$ 150
01511152_534100	TELEPHONE	\$ 2,267	\$ 1,748	\$ 2,485	\$ -
01511152_534200	COPIER/PRINTING	\$ 616	\$ 495	\$ 750	\$ 500
<b>TOTAL SERVICES</b>		<b>\$ 18,234</b>	<b>\$ 17,391</b>	<b>\$ 24,535</b>	<b>\$ 21,800</b>
<b>01511154 BOARD OF HEALTH - EXPENSES</b>					
01511154_542000	OFFICE SUPPLIES	\$ 773	\$ 704	\$ 750	\$ 750
01511154_558400	OTHER SUPPLIES	\$ 432	\$ 316	\$ 500	\$ 500
<b>TOTAL EXPENSES</b>		<b>\$ 1,205</b>	<b>\$ 1,020</b>	<b>\$ 1,250</b>	<b>\$ 1,250</b>
<b>01511157 BOARD OF HEALTH - EXPENSES</b>					
01511157_571000	TRAVEL	\$ 1,340	\$ 3,793	\$ 2,000	\$ 750
01511157_573000	DUES,FEES, AND SUBSCRIPTIONS	\$ 574	\$ 1,094	\$ 1,000	\$ 1,000
<b>TOTAL EXPENSES</b>		<b>\$ 1,914</b>	<b>\$ 4,887</b>	<b>\$ 3,000</b>	<b>\$ 1,750</b>
<b>GRAND TOTAL</b>		<b>\$ 125,969</b>	<b>\$ 130,801</b>	<b>\$ 139,466</b>	<b>\$ 137,951</b>

## 01511 BOARD OF HEALTH

		Proposed FY21 Budget
<b>01511151_511000</b>	<b>SALARIES &amp; WAGES</b>	
	Public Health Nurse (16 Hours bi-weekly X 26.1 bi-weeks X \$40.87per hour)	\$17,067
	Meeting Secretary for 8 meetings at \$128.00 per meeting	\$1,024
		<hr/> \$18,091
<b>01511151_511100</b>	<b>DEPT. HEAD SALARY</b>	
	The Total FY21 Salary for Public Health Director = \$111,043 which is aggregated among four department budgets [BOH=\$95,060; Conservation=8,369;Animal Control=\$2,614; Information Technology (IT)=\$5,000]	\$95,060
		<hr/> \$95,060
<b>01511152_530400</b>	<b>CONSULTANT OTHER</b>	
	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
<b>01511151_512200</b>	<b>PART TIME</b>	
	N/A (Placeholder)	<hr/> -
		\$0
<b>01511152_530500</b>	<b>ADVERTISING</b>	
	Legal Ads: As necessary for BOH regulations, Animal Control regulations	\$150
		<hr/> \$150
<b>01511152_531100</b>	<b>COMMUNITY HEALTH SERVICE</b>	
	Public Health Programs: Flu Clinics, Health Education Programs, Disease Prevention: Vaccine(s) Purchase, Medical Supplies: FY21 Purchase of private flu and pneumococcal vaccine (~\$5000) of which revenue from vaccine administration reimbursement will result in a net gain above the purchase price that is deposited into the general fund. Narcan, Shingrex biologic program purchases will continue programs for FY21 cycle.	\$8,000
		<hr/> \$8,000

**01511 BOARD OF HEALTH**

		<b>Proposed FY21 Budget</b>
<b>01511152_532000</b>	<b>TRAINING AND EDUCATION</b>	
	Continuing Education and Trainings for Dep't personnel	\$2,000
		<u>\$2,000</u>
<b>01511152_534000</b>	<b>POSTAGE</b>	
	Health Permit Application Mailings, Violation letters, Orders, etc.	\$150
		<u>\$150</u>
<b>01511152_534100</b>	<b>TELEPHONE</b>	
	Internet	
	Wireless/Mobile & Hot Spot Wifi Portal	
		<u>\$0</u>
<b>01511152_534200</b>	<b>COPIER/PRINTING</b>	
	Inspection Forms, Mass reproduction of Health Materials, Toner, Brochure, Flyers,	
	Plotter/Printer/Scanner Supplies and Maintenance	\$500
		<u>\$500</u>
<b>01511154_542000</b>	<b>OFFICE SUPPLIES</b>	
	Departmental related office supplies	\$750
		<u>\$750</u>
<b>01511154_558400</b>	<b>OTHER SUPPLIES</b>	
	Departmental related field supplies	\$500
		<u>\$500</u>
<b>01511157_571000</b>	<b>TRAVEL</b>	
	Fuel	\$750
	General maintenance /parts and labor for Health Directors 2014 Ford Fusion Vehicle	
	(No longer under 3 year manufacturer's warranty)	
		<u>\$750</u>
<b>01511157_573000</b>	<b>DUES, FEES, AND SUBSCRIPTIONS</b>	
	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>
		<b>Budget Grand Total</b>
		<b>\$137,951</b>

# **Council on Aging**

**Director: Jillian Smith**

## **Department Description**

### **The Council on Aging -- It's all about healthy aging!**

There are approximately 2,000 60+ residents in the town of Middleton and as the 50+ community increases, so does the need for services, socialization, resources, education, nutrition and support. Seniors want to stay in their homes longer, maintain their independence, and have opportunities of engagement and quality of life. We accomplish this goal through workshops, congregate meals, meal deliveries, excursions, social activities, special events, community based services, health screenings, wellness and fitness programs, special veterans programs, volunteer opportunities, community involvement and work force training and placement. We provide information, choices, support and link our seniors to resources that support their needs. The Council on Aging hosts a comfortable, welcoming and friendly environment where the people are treated with respect, dignity and compassion.

### **We are here for you!**

In addition to excellent programming, the Council on Aging also supports Middleton seniors and their caregivers through outreach, advocacy and life coaching. According the U.S. Census Bureau's last census, approximately 28% of people over the age of 65 live alone. In the Town of Middleton 15% or 300 seniors are homebound or in senior living communities. At the Council on Aging we are currently supporting 66 seniors and their caregivers through our outreach program. This calculates to approximately 1030 hours of direct contact. The seniors in the Town of Middleton are living longer and aging well. With more people successfully aging in place the number of homebound and senior living residents are on the rise. It is our goal at the Council on Aging to increase our services to support the growth of these numbers. With an empathic approach and the desire to fight social isolation, the Council on Aging is committed to creating community support to our homebound, senior living residents and their caregivers.

### **Part of the community – A place for retired volunteers!**

The Council on Aging is fortunate to have dedicated volunteers who spend their time helping us grow and stay on the path towards success. The Council on Aging Board of Directors is a committed group of 12 people who meet monthly to understand, support and carry out the Council on Aging's mission. The Council on Aging is extremely fortunate to have devoted Friends of the Council on Aging group of volunteers. The Friends of the Council on Aging is a board of Middleton residents who work closely with the Council on Aging to enrich the quality of life for Middleton seniors. It is through their fundraising efforts that they subsidize programs, trips and events. They have also provided funding for necessary building revisions that have expanded the functionality of our physical space. In addition to these two groups, the Council on Aging is supported by retired and senior volunteers with administrative, programming and service tasks. The Council on Aging is actively seeking volunteers to help us expand our offerings and services.

## Our efforts to fight hunger in Middleton

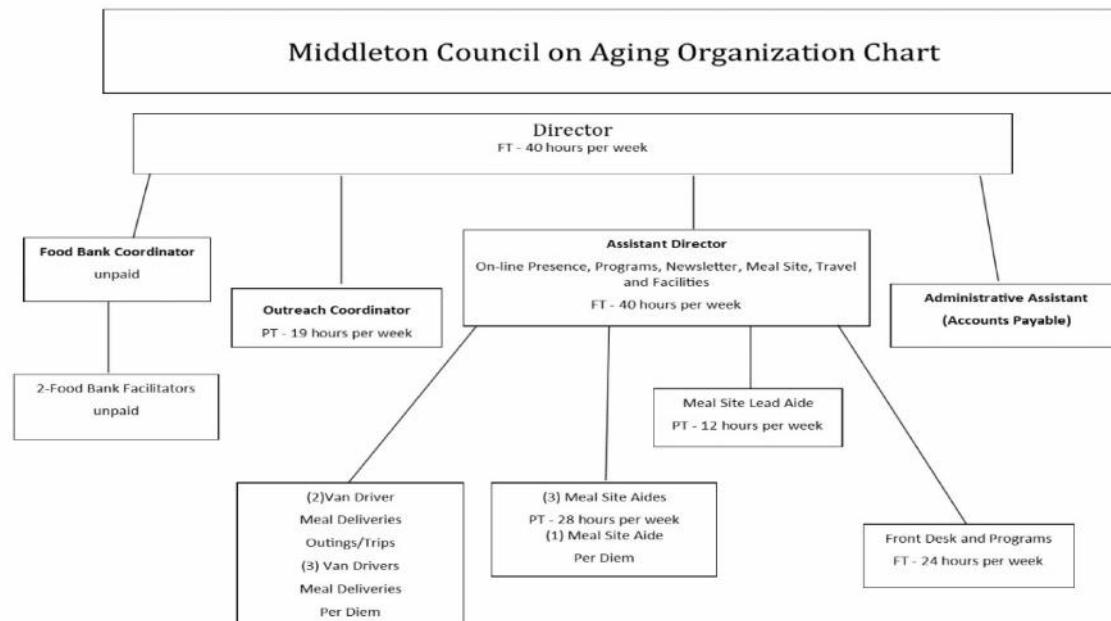
The Council on Aging proudly houses the Middleton food pantry. Through the diligent efforts of volunteers, the food pantry continues to expand, raise funds and awareness throughout the community. The Council on Aging, with the support of the North Shore Elder Services, provides seniors congregate meals three to four days per week serving approximately 2,100 per year. The Council on Aging delivers meals to approximately 4,500 homebound seniors five days a week. Through our home meal program seniors are provided 365 prepared meals a year and emergency meals for days of inclement weather.

## Support from the Community and Awards of Grant Funding

In addition to the financial support from the Town of Middleton, Friends of the Council on Aging, Angelica's Restaurant, Richardson's Ice Cream, Middleton Board of Trade, 1728 Club and a variety of participant and community donations, the Council on Aging is grateful to receive the support of grant funding to support our efforts. Northshore Elder Services/Elder Services of the Merrimack Valley, Massachusetts Council on Aging and the Executive Office of Elder Affairs has awarded the Middleton Council on Aging the following grants for the FY20 through FY21. We will continue to pursue these and additional grant opportunities.

<b>Title IIIB Outreach</b> <b>10/1/19-9/30/20</b>	<b>Title IIIC Nutrition</b> <b>10/1/19-9/30/20</b>	<b>MCOA Respite Support</b> <b>6/15/18-8/30/20</b>	<b>Formula Grant Transportation for Meal Delivery</b> <b>7/1/19-6/30/20</b>
\$11,500.00	\$14,916.00	\$81,900.00	\$20,088.00

## Organizational Chart



## Employee Counts

**Employee Count FY20: 21**

**Employee Count FY21: 17**

**FTE Count FY20: 5.03**

**FTE Count FY21: 5.45**

**Benefitted Employees FY20: 2**

**Benefitted Employees FY21: 3**

## Fiscal Year 2020 Accomplishments

- \_) The Town of Middleton hired a new Director for the Council on Aging.
- \_) A participant forum was conducted to obtain program and service desires from participants, from this form a survey was created, distributed, tallied and used to direct program and travel offerings.
- \_) This was the first year of combining the Annual Thanksgiving and Veteran's Events. This provided a larger forum for honoring our Veterans and was a great community event with approximately 250 participants in attendance.
- \_) The Annual Holiday Event, with a phenomenal performance by the Masconomet Choral Group, attracted approximately 150 senior residents.
- \_) The Fall Annual Picnic at the Danvers Fish and Game, supported by the 1728 club, Tim Houten and Chief Digianvittorio served approximately 100 residents.
- \_) With a cozy, modest sized building, we have been re-organizing the space for great utilization. This re-design has allowed us to provide a computer lab with four computers, a tv lounge, office with improved sound quality and expanded main hall that allows for larger programming. With support of the Friends of the Council on Aging, NAMI, and Middleton's Veterans, this effort did not incur any cost to the center and has allowed us to reduce the cost of off-site program's needs.
- \_) The improved tv lounge area provides a comfortable space for seniors to enjoy at the center and creates a welcoming waiting area for food pantry participants.
- \_) With the re-organization, we were able to expand storage space for the food pantry.

- \_) We are actively recruiting senior and retired volunteer participants. Through meetings with senior and retired volunteers, we have been presenting both volunteer needs for the Council on Aging, the community at large and seeking volunteer interests.
- \_) Host site for the Veteran and Senior Tax Write Off program.
- \_) Hosted our first Annual Council on Aging Open House.
- \_) Implemented 1:1 Life Coaching appointments with Outreach Coordinator, Patrick Maher, LSCW at the senior center.
- \_) Increased the Council on Aging's online presence and distribution of information to the community through the Town of Middleton's Website, Facebook and improved staff communication.
- \_) Nurturing staff through trainings, communication, and implementation of regular team meetings.
- \_) Re-design of the newsletter based on the feedback of participants, staff and the Council on Aging Board of Directors.
- \_) Council on Aging Board of Directors sought advertisements for the newsletter to increase financial support for this necessary document.

### **Fiscal Year 2021 Goals and Objectives**

- \_) Continue to expand the senior and retired volunteer program to the community at large by supporting community events and increased outreach to homebound and isolated seniors.
- \_) Expand offerings of participant driven programs and trips.
- \_) Increase Veteran's programs and support services at the senior center and day travel opportunities.
- \_) In collaboration with the Town of Middleton, the Council on Aging will be the main contact for the Veteran and Senior Tax Write off program and will continue to host Veteran and Senior Tax Write Off participants.
- \_) Develop an "I'm ok" check-in program, in addition to the meal delivery check-ins, to ensure homebound seniors are doing well and receiving the services they need.
- \_) Continue to grow participation and properly capture attendance for increased accuracy in the numbers of those we serve. This will assist with grant funding, service trends and areas of opportunity for services.

- J Continue to increase offerings that provide education, empowerment and focus on wellness, safety and aging in place services.
- J Increase intergenerational programs using local service and educational organizations.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01541151 COUNCIL ON AGING - SALARIES</b>					
01541151_511000	SALARIES & WAGES	\$ 52,825	\$ 64,429	\$ 65,645	\$ 39,260
01541151_511100	DEPT. HEAD SALARY	\$ 51,831	\$ 53,127	\$ 54,769	\$ 69,870
01541151_512200	PART TIME	\$ 41,219	\$ 40,053	\$ 49,241	\$ 88,469
<b>TOTAL SALARIES</b>		<b>\$ 145,875</b>	<b>\$ 157,609</b>	<b>\$ 169,655</b>	<b>\$ 197,599</b>
<b>01541152 COUNCIL ON AGING - SERVICES</b>					
01541152_521800	FUEL	\$ 4,200	\$ 3,250	\$ 4,400	\$ 10,160
01541152_524000	EQUIPMENT REPAIR	\$ 4,474	\$ 636	\$ 6,000	\$ -
01541152_534000	POSTAGE/NEWSLETTER	\$ 2,941	\$ 2,749	\$ 3,000	\$ 2,100
01541152_534100	TELEPHONE	\$ 2,693	\$ 2,644	\$ 4,524	\$ -
01541152_534200	COPIER/PRINTING	\$ 800	\$ 1,000	\$ 1,000	\$ 2,176
01541152_538200	CONTRACTUAL SERVICES	\$ 9,688	\$ 8,406	\$ 9,450	\$ 10,600
<b>TOTAL SERVICES</b>		<b>\$ 24,796</b>	<b>\$ 18,685</b>	<b>\$ 28,374</b>	<b>\$ 25,036</b>
<b>01541154 COUNCIL ON AGING - SUPPLIES</b>					
01541154_542000	OFFICE SUPPLIES	\$ 600	\$ 720	\$ 800	\$ 600
01541154_543000	BUILDING MAINTENANCE	\$ 6,002	\$ 6,743	\$ 8,300	\$ 5,481
01541154_558400	OTHER SUPPLIES	\$ 2,696	\$ 2,715	\$ 3,000	\$ 6,500
<b>TOTAL SUPPLIES</b>		<b>\$ 9,298</b>	<b>\$ 10,178</b>	<b>\$ 12,100</b>	<b>\$ 12,581</b>
<b>01541157 COUNCIL ON AGING - EXPENSES</b>					
01541157_571000	TRAVEL	\$ 4,400	\$ 3,419	\$ 9,282	\$ -
01541157_573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 941	\$ 919	\$ 950	\$ 2,300
01541157_573100	PROFESSIONAL DEVELOPMENT	\$ 6,197	\$ 7,871	\$ 3,300	\$ 6,300
01541157_578800	COA EVENTS	\$ -	\$ -	\$ 5,000	\$ -
<b>TOTAL EXPENSES</b>		<b>\$ 11,538</b>	<b>\$ 12,209</b>	<b>\$ 18,532</b>	<b>\$ 8,600</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01541158 CAPITAL OUTLAY</b>					
01541158_587100	OUTLAY EQUIPMENT	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
<b>TOTAL CAPITAL OUTLAY</b>		<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>		<b>\$ 193,007</b>	<b>\$ 200,181</b>	<b>\$ 230,161</b>	<b>\$ 243,816</b>

01541 COUNCIL ON AGING

Proposed FY '21  
Budget

01541151- 511000 SALARIES & WAGES (FT)

Assistant Director	total full-time salary (\$45,000)	\$16,108
	\$8,892 from Title IIIC (\$340.69 per pay period)	\$0
	\$20,000 from Formula Grant (\$766.28 per pay period)	\$0
Administrative and Program Coo	\$18.48 x 48hrs x 26.1 periods = \$23,151.74	\$23,152

*Title IIIC  
Formula Grant*   
 \$8,892.00 allotted for the asst. director position (see additional title IIIC funds listed under part time for meals on wheels) grant period fr  
 \$20,088.00 allotted for the asst. director position, grant period from 7/1/19-6/30/20

**TOTAL S & W** **\$39,260**

01541151- 511100 DEPARTMENT HEAD SALARY

Director		\$69,870
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**TOTAL DEPT HEAD** **\$69,870**

01541151- 512200 PART TIME

Administrative Assistant	\$18.48x30hrsx26.1periods=14,469.84	\$14,470
Outreach Coordinator	\$26.14x38hrsx26.1periods=25,925.65	\$14,426
	\$11,500 from Title IIIB grant (\$440.61 per pay period)	\$0
Outreach Coordinator - grant (grant ends 8/30/20)	\$25.00x40hrsx4.5periods=\$4,500 \$4,500 from MCOA grant (\$1000 per pay period)	\$0
Meal Site Lead Aide	\$16.37x24hrx26.1periods=10,254.17	\$10,254
Meal Site Aides	\$14.58x40hrsx26.1periods=\$15221.50	\$15,222
Van Drivers	\$18.48x80hrsx26.1periods=38,586.24	\$32,562
Recording Secretary	\$6,024 from Title IIIC grant \$128/meetingx12meetings=1536	\$0 \$1,536

*Title IIIB  
Title IIIC  
MCOA*   
 \$11,500.00 allotted for outreach coordinator grant period from 10/1/19-9/30/20  
 \$6,024.00 allotted for the meals on wheels drivers (see additional title IIIC funds listed under part time for asst. director posit  
 \$81,900.00 allotted for outreach coordinator for respite relief outreach and memory café, grant period from -6/15/18-8/30/20

**TOTAL P/T** **\$88,469**

**TOTAL PERSONNEL SERVICES** **\$197,599**

**01541 COUNCIL ON AGING**

		Proposed FY '21 Budget
<b>01541152- 521800 VAN FUEL, MILEAGE, MAINTENANCE AND REPAIRS</b>		
mileage reimbursement for home delivered meals		\$3,000
mileage reimbursement for director and assistant director trainings		\$1,000
mileage reimbursement for outreach coordinator		\$1,800
daily parking/clean off of 2 vans at A G Auto Service		\$1,460
yearly inspection		\$200
oil changes		\$240
tolls		\$60
fuel		\$1,400
repairs		\$1,000
	<b>TOTAL VAN NEEDS</b>	<b>\$10,160</b>
<b>01541152- 534000 MAILING</b>		
newsletter, bulk mailing		\$1,500
rolls of stamps		\$100
postage permit (renewal)		\$250
service fee for p.o.box		\$250
	<b>TOTAL MAILING</b>	<b>\$2,100</b>
<b>01541152- 534100 TECHNOLOGY</b>		
verizon Internet and cable - MOVED TO IT BUDGET		\$0
	<b>TOTAL TECHNOLOGY</b>	<b>\$0</b>
<b>01541152- 534200 PRINTING</b>		
ink for office printers		\$2,176
	<b>TOTAL PRINTING EXPENSES</b>	<b>\$2,176</b>
<b>01541152- 538200 SERVICES, EVENTS</b>		
rental space for exercise classes (congregational church 25 per session yoga 1x per week )		\$1,300
vendor contracts: certified instructors (\$50 per class x 1 class per week/\$30 per class x 2 classes per week)		\$5,720
bingo money		\$780
monthly entertainment		\$1,800
special events (thanksgiving and holiday)		\$1,000
	<b>TOTAL SERVICES, EVENTS</b>	<b>\$10,600</b>
	<b>TOTAL PURCHASE OF SERVICES</b>	<b>\$25,036</b>

**01541 COUNCIL ON AGING**

Proposed FY '21  
Budget

**01541154- 542000 OFFICE SUPPLIES**

departmental office supplies such as binders, file folders, labels, tape, writing utensels, paper etc	\$600
	<b>TOTAL OFFICE SUPPLIES</b> <b>\$600</b>

**01541154- 543000 BUILDING MAINTENANCE**

general maintenance, repairs (equip., HVAC)	\$700
yearly handicap lift "elevator" local and state inspections (state inspection \$620/this was not required in the past but was required in 2019)	\$1,582
organic garden maintenance/purchase of plants and planting materials (\$800)	\$800
united service company refridgerator service \$231	\$231
fire alarm battery and emergency lighting \$230)	\$230
Inspections (fire extinguisher 130; farm alarm \$300)	\$430
jacques plumbing septic 1x per year \$260	\$260
fire prevention (\$130)	\$130
grease trap (windriver/quarterly @ \$125 per visit)	\$500
fire alarm battery and emergency lighting \$230)	\$230
exterminator (\$97 per quarter)	\$388

<b>TOTAL BUILDING EXPENSES</b>	<b>\$5,481</b>
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**01541154- 558400 OTHER SUPPLIES**

market basket (food & supplies for nutritional program, special events, general)	\$6,000
decorations	\$500
	<b>TOTAL OTHER SUPPLIES</b> <b>\$6,500</b>

<b>TOTAL SUPPLIES</b>	<b>\$12,581</b>
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**01541157- 573000 DUES, FEES, SUBSCRIPTIONS**

annual membership MCOA (Mass Councils on Aging)	\$340
annual membership NSACOA (No. Sh. Assoc. COA Directors)	\$400
publications, subscriptions (salem news 285; office 365 99.99; grantwatch sub 199)	\$585
netflix	\$60
cpr/aed recertification (\$20 per person/3ppi per year?)	\$60
motion picture liscence	\$300
newscurrents	\$280
board of trade membership (75) and meetings (200)	\$275

<b>TOTAL DUES, FEES, SUBSCRIPTIONS</b>	<b>\$2,300</b>
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**01541 COUNCIL ON AGING**

Proposed FY '21  
Budget

**01541157- 573100 PROFESSIONAL DEVELOPMENT**

MCOA conferences	\$2,200
trainings (fees, transportation, meals)	\$800
NSES sponsored events with COA Bd. Directors (event costs, transportation)	\$500
misc. expenses (flowers for funerals, hospitalizations, etc.)	\$400
outreach coordinator/social worker supervisory expense \$300 per month until dec 2020	\$1,800
staff recognition (birthdays, team building and recognition)	\$600

***TOTAL PROFESSIONAL DEVELOPMENT*** **\$6,300**

***TOTAL OTHER CHARGES AND EXPENSES*** **#REF!**

***TOTAL NON-PERSONNEL SERVICES*** **#REF!**

***TOTAL COA BUDGET*** **#REF!**

# **Veterans' Services**

**Department Head: 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.

## **Organizational Chart**



## Employee Counts

Employee Count FY20: 1

Employee Count FY21: 1

FTE Count FY20: 0

FTE Count FY21: 0

Benefitted Employees FY20: 0

Benefitted Employees FY21: 0

## Fiscal Year 2020 Accomplishments

- \_) Attended January Legislative Luncheon at the State House
- \_) Assisted Veterans with gaining VA benefits
- \_) Appointed Veterans Service Officer Middleton American Legion Post 227
- \_) Appointed Veterans Service Officer Amesbury VFW Post 2016
- \_) Provided guidance to active duty military transitioning out of service
- \_) Reorganized the VSO office
- \_) Utilized the Veterans/Senior Tax Work Off services to support Veterans
- \_) Monitored military records to ensure compliance with state procedures
- \_) Work with the Council on Aging to continue an outreach program for determining eligibility for Veteran benefits and services
- \_) Represented Middleton Veterans at the 2109 Special Olympics Polar Plunge
- \_) Maintained VSO Certification by attending training conferences
- \_) Cosponsored the first annual Memorial Day Fishing event with DFG
- \_) Assisted with ADA grant
- \_) Coordinated the installation of town hall Veterans parking spot
- \_) Assisted Middleton Veterans with finding employment
- \_) Worked closely with Essex County Sheriff's Office
- \_) Assisted Windrush Farm (North Andover) to developing a Veterans program
- \_) Implemented and managing new Veterans Donation Account
- \_) Submitted grant to build a Middleton Global War on Terror monument
- \_) Guest speaker at the MA Department of Youth Services Veterans Recognition event
- \_) Provided transportation to VA medical facilities for many senior Veterans
- \_) Coordinated volunteers for local events to include Pumpkinfest
- \_) Member of the search committee for the new Council on Aging Director position
- \_) Supported the community with several events to include the Turkey Trot
- \_) Worked with local non-profits to obtain needed benefits for Veterans
- \_) Earned Master's Degree in Leadership

- ) New member of the Sergeant Jordan Shay Memorial fund committee

### **Fiscal Year 2021 Goals and Objectives**

- ) Continue to support the Veterans of Middleton in any capacity
- ) Continue to seek out younger Middleton Veterans that may need assistance
- ) Design and install the War on Terror monument to recognize and honor Middleton residents that have served since 9/11
- ) Work with the COA Director to develop new events for senior Veterans
- ) Develop a transportation plan to assist Senior Veterans with appointments
- ) Cosponsor the 2<sup>nd</sup> Annual Veterans Fishing event
- ) Work with local gym to sponsor a Veterans/military running event
- ) Assist with the 2020 Turkey Trot
- ) Assist with more town events and activities
- ) Become more active within the schools

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01543151 VETERANS AGENT - SALARIES</b>					
01543151_511100	DEPT. HEAD SALARY	\$ 15,918	\$ 16,714	\$ 17,550	\$ 18,427
01543151_512200	PART TIME	\$ 11,179	\$ 8,584	\$ -	\$ 1,000
<b>TOTAL SALARIES</b>		<b>\$ 27,097</b>	<b>\$ 25,298</b>	<b>\$ 17,550</b>	<b>\$ 19,427</b>
<b>01543152 VETERANS AGENT - SERVICES</b>					
01543152_534000	POSTAGE	\$ 200	\$ 190	\$ 200	\$ 300
<b>TOTAL SERVICES</b>		<b>\$ 200</b>	<b>\$ 190</b>	<b>\$ 200</b>	<b>\$ 300</b>
<b>01543154 VETERANS AGENT - SUPPLIES</b>					
01543154_542000	CENTRAL OFFICE SUPPLIES	\$ 300	\$ 999	\$ 300	\$ 350
<b>TOTAL SUPPLIES</b>		<b>\$ 300</b>	<b>\$ 999</b>	<b>\$ 300</b>	<b>\$ 350</b>
<b>01543157 VETERANS AGENT - EXPENSES</b>					
01543157_571000	TRAVEL	\$ 5,283	\$ 4,896	\$ 6,100	\$ 6,100
01543157_573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 150	\$ 75	\$ 150	\$ 150
01543157_577000	VETERAN'S AID	\$ 72,589	\$ 50,569	\$ 80,000	\$ 70,000
<b>TOTAL EXPENSES</b>		<b>\$ 78,022</b>	<b>\$ 55,540</b>	<b>\$ 86,250</b>	<b>\$ 76,250</b>
<b>GRAND TOTAL</b>		<b>\$ 105,619</b>	<b>\$ 82,027</b>	<b>\$ 104,300</b>	<b>\$ 96,327</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01545258 TRI TOWN COUNCIL</b>					
01545258_538701	COUNSELING SERVICES	\$ 28,500	\$ 28,500	\$ 28,500	\$ 29,925
<b>TOTAL SERVICES</b>		<b>\$ 28,500</b>	<b>\$ 28,500</b>	<b>\$ 28,500</b>	<b>\$ 29,925</b>
<b>GRAND TOTAL</b>		<b>\$ 28,500</b>	<b>\$ 28,500</b>	<b>\$ 28,500</b>	<b>\$ 29,925</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND	FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01548152 GARDEN CLUB -SERVICES</b>				
01548152_528800	GARDEN CLUB BEAUTIFICATION	\$ 2,777	\$ 2,228	\$ 5,000
<b>TOTAL SERVICES</b>		<b>2,777</b>	<b>2,228</b>	<b>5,000</b>
<b>GRAND TOTAL</b>		<b>\$ 2,777</b>	<b>\$ 2,228</b>	<b>\$ 5,000</b>

# Flint Public Library

Library Director: **Melissa Gaspar**

## Department Description

### **The Flint Public Library—Discover the possibilities!**

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 60,000 people visited the library or attended a program (**up 12%** from FY19). The library circulated more items this past year than any other year in its history...over 80,000 items! (**up 17%** from FY19). In addition to books, eBooks and audio books, patrons also enjoyed checking out videos, magazines, and streaming movies and music. The library offers 15 passes to major museums, and other cultural and recreational areas. The library is a vital resource accessible to all.

### **Looking for something new and interesting? Visit the library!**

This past year the library offered more than 800 programs on cultural, recreational or educational subjects. (**up 39%!**) There are a variety of programs for all patrons from preschool age children to adults. 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 and Tween programs, such as monthly craft programs, and manga club meetings. Adults take part in the Flint's many programs, including the popular book discussion group, an avid writing group, Tai Chi and BollyX exercise classes, author visits, a mahjongg 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 5575 Middleton residents owning a library card. (**up 5%**) 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 and renew books, reserve a museum pass, 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, along with electronic copies of popular magazines.

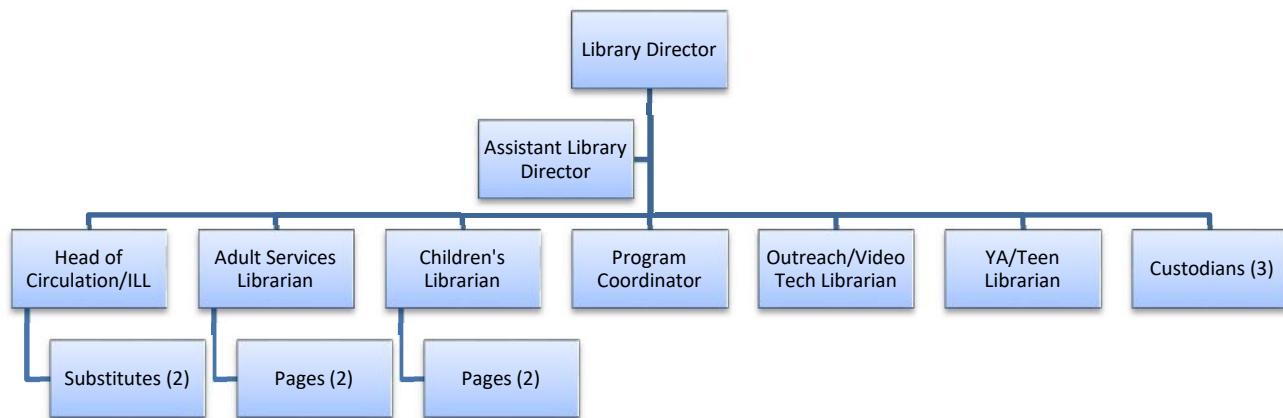
### **Community Meeting Space**

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 which are frequently in use by adult students, researchers, 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



## Employee Counts

**FY20:** 17

**FY21:** 17

## FTE Counts

**FY20:** 9.5

**FY21:** 9.5

## Benefitted Employees

**FY20:** 8

**FY21:** 8

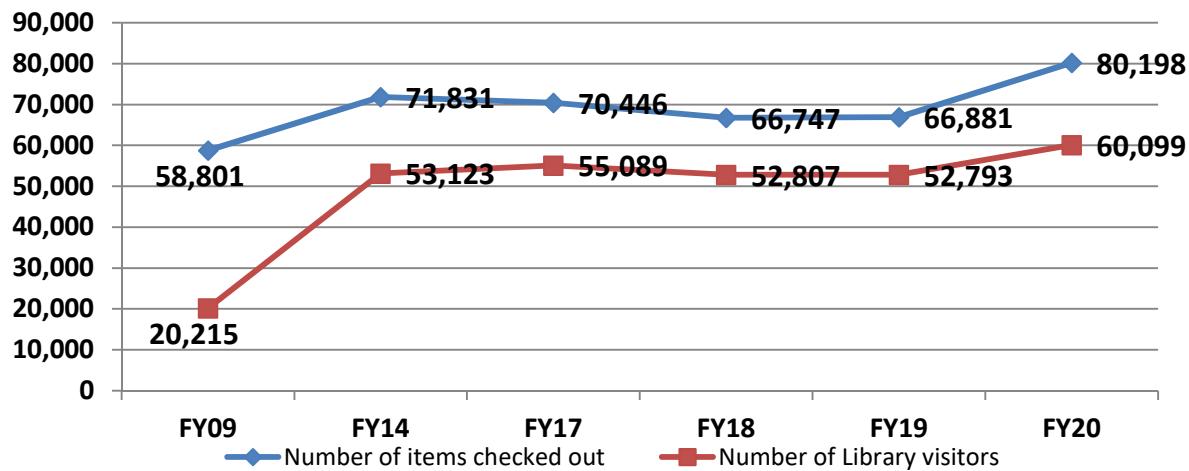
## Accomplishments

- ]) In FY19 (as reported in the FY20 Annual Report) we broke our circulation record by circulating over 80,000 items!!!! This is a new record! We also offered a record breaking number of programs....831!

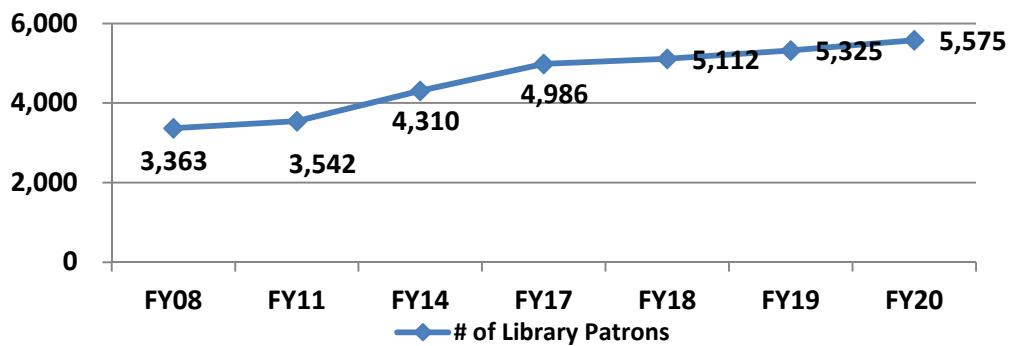


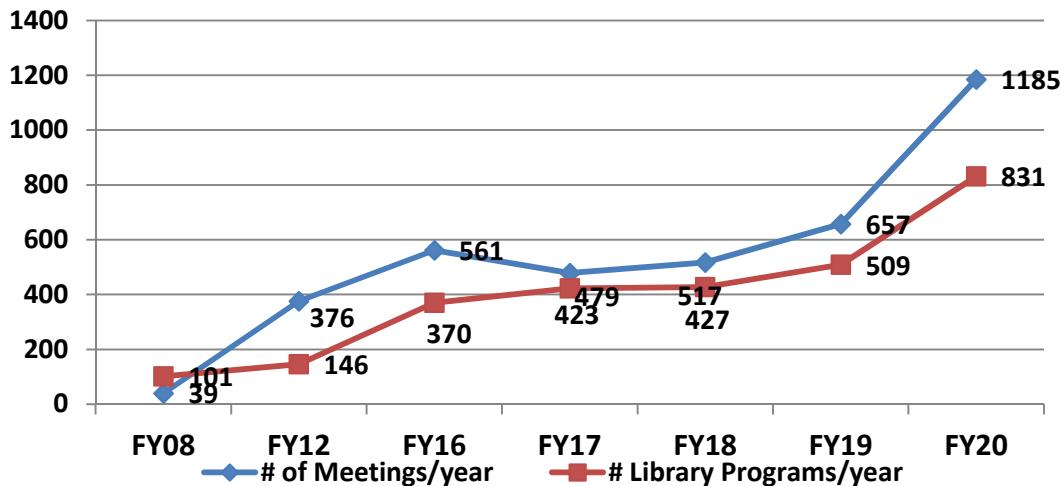
- ]) Thanks to the town IT support the library was able to upgrade to high speed Internet connectivity and upgrade computers for the library staff. We also upgraded our wireless access points and have had more dependable wireless service at the Flint. The library also upgraded some of the computers for the public.
- ]) With help from a grant, the library was able to add a Teen Tech Area which features four new computers with headphones.
- ]) The Flint Public Library was voted “The Most Loved Library” in our area by an online Children’s program portal which took votes from the public.
- ]) The library began using an online scheduling system which keeps staff up to date on their work schedules and helps everyone keep track of who is in the building at all times.
- ]) The library began offering an online system to reserve passes to local museums and attractions. This is a user-friendly system that allows patrons to check the availability of passes and then reserve them.
- ]) 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.  
**FY20 statistics refer to FY19 data.**

**Number of Items checked out up 17% since FY19  
Number of Library visitors up 12% since FY19**



**Number of Middleton residents  
with library cards up 5% from FY19**





**Number of Meetings up 45% from FY19**  
**Number of Library Programs up 39% from FY19**

#### Fiscal Year 2021 Goals and Objectives

- ✓ 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.
- ✓ Offer more outreach programs to bring the library out into the community and engage people who are not already library patrons.
- ✓ 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.

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01610151 LIBRARY - SALARIES</b>					
01610151_511000	SALARIES & WAGES	\$ 251,061	\$ 266,454	\$ 283,176	\$ 300,139
01610151_511100	DEPT. HEAD SALARY	\$ 74,298	\$ 76,142	\$ 81,131	\$ 85,208
01610151_512200	PART TIME	\$ 17,131	\$ 18,988	\$ 21,563	\$ 22,556
<b>TOTAL SALARIES</b>		<b>\$ 342,490</b>	<b>\$ 361,584</b>	<b>\$ 385,870</b>	<b>\$ 407,903</b>
<b>01610152 LIBRARY - SERVICES</b>					
01610152_521700	ELECTRICITY	\$ 20,708	\$ 20,397	\$ 21,150	\$ 21,150
01610152_521800	FUEL	\$ 14,993	\$ 9,923	\$ 15,000	\$ 15,000
01610152_524000	EQUIPMENT REPAIR	\$ 1,735	\$ 860	\$ 4,430	\$ 1,000
01610152_532000	TRAINING AND EDUCATION	\$ 295	\$ 264	\$ 500	\$ 500
01610152_532100	A/V MCLV & PROGRAM	\$ 25,771	\$ 26,193	\$ 25,581	\$ 25,581
01610152_534000	POSTAGE	\$ 1,010	\$ 419	\$ 865	\$ 865
01610152_534200	COPIER/PRINTING	\$ 427	\$ 399	\$ 500	\$ -
01610152_538200	CONTRACTUAL SERVICES	\$ 9,964	\$ 10,399	\$ 10,575	\$ 12,530
<b>TOTAL SERVICES</b>		<b>\$ 74,903</b>	<b>\$ 68,854</b>	<b>\$ 78,601</b>	<b>\$ 76,626</b>
<b>01610154 LIBRARY - SUPPLIES</b>					
01610154_542000	OFFICE SUPPLIES	\$ 3,192	\$ 4,531	\$ 4,000	\$ 4,500
01610154_543000	BUILDING MAINTENANCE	\$ 12,998	\$ 20,676	\$ 14,000	\$ 14,000
01610154_551200	BOOKS & PUBLICATIONS	\$ 73,376	\$ 82,741	\$ 85,767	\$ 95,875
<b>TOTAL SUPPLIES</b>		<b>\$ 89,566</b>	<b>\$ 107,948</b>	<b>\$ 103,767</b>	<b>\$ 114,375</b>
<b>01610157 LIBRARY - OTHER EXPENSES</b>					
01610157_571000	TRAVEL	\$ 500	\$ 601	\$ 500	\$ 500
01610157_573000	DUES, FEES, AND SUBSCRIPTIONS	\$ 298	\$ 225	\$ 500	\$ 500
<b>TOTAL EXPENSES</b>		<b>\$ 798</b>	<b>\$ 826</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>GRAND TOTAL</b>		<b>\$ 507,757</b>	<b>\$ 539,212</b>	<b>\$ 569,238</b>	<b>\$ 599,904</b>

**01610 LIBRARY**

			Proposed FY20 Budget	Proposed FY21 Budget
<b>01610151-511000 SALARIES &amp; WAGES</b>				
Loretta Johnson, Assistant Director	\$28.72 x 70 hrs x 26.1 weeks = \$52,471		\$50,142	\$52,471
Longevity Stipend	11-15yrs \$675		\$675	\$675
Jessica Furtado, Childrens	\$24.85 x 76 hrs x 26.1 weeks = \$49,292		\$47,092	\$49,292
Felicia Gminski, Asst Children's/Programs	\$24.14 x 76 hrs x 26.1 weeks = \$47,884		\$34,710	\$47,884
Nicole Cardarelli Young Adult/Teens	\$24.85 x 38 hrs x 26.1 weeks = \$24,646		\$23,546	\$24,646
Stacey Zubiel Circ/Outreach/Video tech	\$23.20 x 30 hrs x 21.1 weeks = \$14,686 24.14 x 30 hrs x 5 weeks = \$3,621 \$23.20 x 30 hrs x 21.1 weeks = \$14,686 paid by PEG \$24.14 x 30 hrs x 5 weeks = \$3,621 paid by PEG		\$27,695 \$0 \$0	\$14,686 \$3,621 \$0 \$0
Justin Liberti, Adult Services/Website	\$25.20 x 76 hrs x 26.1 weeks = \$49,987		\$47,092	\$49,987
Dede McManus, Adult Circulation step 3	\$24.14 x 76 hrs x 12 weeks = \$22,016		\$20,137	\$22,016
Dede McManus, Adult Circulation step 4	\$24.85 x 76 hrs x 14.1 weeks = \$26.629		\$24,800	\$26,629
Sunday coverage in the summer	2 adults at \$25. x 4.5 hrs x 8 weeks = \$1,800		\$1,863	\$1,800
	1 Page at \$13.50 x 4 hrs x 8 weeks = \$432		\$424	\$432
PT Circulation Assistant/Substitute	hours vary as needed approx 10 - 15 hrs / week		\$5,000	\$6,000
			<b>\$283,176</b>	<b>\$300,139</b>
<b>01610151-511100 DEPARTMENT HEAD SALARY</b>				
Melissa Gaspar, Library Director	\$84,658 contractual salary		\$80,581	\$84,658
Longevity Stipend	5 - 10 yrs \$550		550	\$550
			<b>\$81,131</b>	<b>\$85,208</b>
<b>01610151-512200 PART TIME</b>				
Pages	\$13.00 - \$13.80 x 60 hrs x 26.1 weeks \$13.00 30 26.1 \$ 10,179 \$13.80 30 26.1 \$ 10,805		0 15,091 4,936	\$20,984 \$20,984 \$1,536
Recording Secretary	\$131 x 12 = \$1,572			<b>\$21,563</b>
				<b>\$22,556</b>
<b>TOTAL SALARIES</b>			<b>385,870</b>	<b>\$407,903</b>

## 01610 LIBRARY

		Proposed FY20 Budget	Proposed FY21 Budget
<b>01610152-000000 LIBRARY SERVICES</b>			
01610152-521700 ELECTRICITY & WATER	no change	21,150	\$21,150
01610152-521800 FUEL	no change	15,000	\$15,000
01610152-524000 EQUIPMENT/REPAIR	snowblower & Other repairs	4,430	\$1,000
01610152-532000 TRAINING AND EDUCATION	MA Lib. Assoc. conference (MLA), MA Lib. Services conference (MLS)	500	\$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 received for the past 10 years. We were awarded \$2,500.	23,821	\$23,821
01610152-532100 A/V & PROGRAMS	\$1000 for library programs, \$760 for audio visual materials	1,760	\$1,760
01610152-534000 POSTAGE	Overdue notices, out of consortium book postage,	865	\$865
01610152-534100 TELEPHONE	Telephone (4 lines), fax, phone in elevator-shifted to IT budget	0	\$0
01610152-534200 COPIER/PRINTING	1 copier service contract, toner	500	\$0
01610152-538200 CONTRACTUAL SERVICES	Elevator service contract-\$3,900; Elevator safety inspection-\$225; Fire alarm inspection-\$500; Intrusion alarm & monitoring-\$380; Fire sprinkler inspection & test-\$350; Fire extinq inspect.-\$150; + \$200 to replace 2 outdated extinq; 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. Swank movie license \$500, museum pass reserv. system \$600 Wowbrary new book service \$400, Staff scheduling syst. \$250	10,575	\$12,530
<b>TOTAL LIBRARY SERVICES</b>		<b>\$78,601</b>	<b>\$76,626</b>
<b>01610154-000000 LIBRARY SUPPLIES</b>			
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	\$4,500
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. (16%) budget includes: books, eBooks, audio books, newspapers, magazines, databases and other online information resources	14,000	\$14,000
<b>TOTAL LIBRARY SUPPLIES</b>		<b>85,767</b>	<b>\$95,875</b>
<b>01610157-000000 OTHER EXPENSES</b>			
01610157-571000 TRAVEL	\$.58/mi 2020 IRS standard, travel to workshops & meetings	500	\$500
01610157-573000 DUES and FEES	Such as (MLA) MA Library Association Membership, 1728 Club	500	\$500
<b>TOTAL OTHER EXPENSES</b>		<b>\$1,000</b>	<b>\$1,000</b>
<b>TOTAL LIBRARY BUDGET</b>		<b>\$569,238</b>	<b>\$599,904</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01630151 RECREATION COMM - SALARIES</b>					
01630151_512200	PART TIME	\$ 18,255	\$ 19,990	\$ 21,726	\$ 23,830
<b>TOTAL SALARIES</b>		<b>\$ 18,255</b>	<b>\$ 19,990</b>	<b>\$ 21,726</b>	<b>\$ 23,830</b>
<b>01630152 RECREATION COMM - SERVICES</b>					
01630152_530500	ADVERTISING	\$ 588	\$ 588	\$ 600	\$ 600
<b>TOTAL SERVICES</b>		<b>\$ 588</b>	<b>\$ 588</b>	<b>\$ 600</b>	<b>\$ 600</b>
<b>01630154 RECREATION COMM - SUPPLIES</b>					
01630154_558400	OTHER SUPPLIES	\$ 2,409	\$ 3,090	\$ 3,000	\$ 3,000
01630154_558500	PARK ACTIVITIES	\$ 4,325	\$ 4,979	\$ 5,000	\$ 5,924
<b>TOTAL SUPPLIES</b>		<b>\$ 6,734</b>	<b>\$ 8,069</b>	<b>\$ 8,000</b>	<b>\$ 8,924</b>
<b>01630157 RECREATION COMM - EXPENSES</b>					
01630157_571000	TRAVEL	\$ 3,420	\$ 3,803	\$ 4,100	\$ 4,100
01630157_578500	ACTIVITIES	\$ 4,004	\$ 1,545	\$ 6,000	\$ 6,000
01630157_578600	OUTDOOR EVENTS	\$ 2,027	\$ 2,236	\$ 3,250	\$ 3,400
01630157_578700	PUMPKIN FESTIVAL & XMAS PARTY	\$ 2,353	\$ 2,748	\$ 2,400	\$ 2,750
<b>TOTAL EXPENSES</b>		<b>\$ 11,804</b>	<b>\$ 10,332</b>	<b>\$ 15,750</b>	<b>\$ 16,250</b>
<b>GRAND TOTAL</b>		<b>\$ 37,381</b>	<b>\$ 38,979</b>	<b>\$ 46,076</b>	<b>\$ 49,604</b>

## 630 Recreation Commission

FY 20 Budget Proposed FY 21

### 01630151-512200 SALARIES & WAGES

Program Director	23.75	102.50%	24.34375	150 includes planning	3,652
Program Assistant Directors	16.55	1.025	16.96375	125 two positions	4,241
Camp Counselors	11	1.025	12.75	125 10 counselors	15,938

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

23,830

\$21,726 \$23,830

### 01630152-530500 ADVERTISING

Constant Contact	600	600
	\$600	\$600

### 01630154-542000 OFFICE SUPPLIES

Duct tape, markers for pumpkin festival	25	0
Park Program enrollment	25	0

\$50 \$0

### 01630154-558400 OTHER SUPPLIES

Park Program supplies	3,000	\$3,000
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### 01630154-55840X Park Program activities

Superhero capes	\$280	
Bicycle Stunt show	\$700	
Ice Cream Truck	\$650	
Pigs	\$184	
Smolak Field trip	\$600	
Water bottles	\$180	
Music and DJ/Karaoke	\$600	
Magic Show	\$500	
Planes	\$80	
Dog Show	\$400	
Rainforest reptiles	\$400	
Bounce House	\$750	
Final Day	\$600	
		5,924
		\$8,000 \$8,924

## 630 Recreation Commission

FY 20 Budget Proposed FY 21

### 01630154-571000 TRAVEL

Bus Transportation for events				
			Activities	
NY City Bus	2500	1000		6,200
Newport	2000	350	Revenue	(2,100)
Lowell Spinners Trip	600	250		
Red Sox Trip	600	250		
Trip TBD	500	250		
	6200	2100		
			Town Contribution	4,100
				4,100

### 01630157-578500 ACTIVITIES

(Formerly July 4th and Buffet Mixer)

			Activities	
			Revenue	
Canobie Lake Park	9000	6750		24,025
Water Country	0	0		(19,550)
Red sox (2games)	3000	2500		
Amesbury Snow Park	1000	750		
Rockafeller Center	1150	1150		
Bowling	600	400		
Escape Room	2000	1500		
Harlem Globe Trotters	2000	1750		
Nashoba Valley	3500	3250		
Six Flags	1775	1500		
	24025	19550		
			Town Contribution	4,475
				4,475

6,000

\$6,000 \$6,000

### 01630157-578600 OUTDOOR EVENT

(Formerly Town Picnic)

SUMMER KICK OFF (band, ice cream, staffing)	1,000	1,000
CAMP OUT/MOVIE NIGHT	0	
CONCERT (2) AND (1) FROM MANSFIELD FUND	1,900	1,900
FISHING DERBY	350	500

\$3,250 \$3,400

### 01630157-578700 PUMPKIN FESTIVAL AND HOLIDAY PARTY

(Formerly Xmas Party and Rec Activities)

Pumpkin festival supplies (Including Pumpkins)	500	850
Holiday party expenses	1750	1,900
(\$4750 originally - excess transferred to activity account)		

\$2,250 \$2,750

Total \$45,976 \$49,604

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01691152 HISTORICAL COMMISSION - SERVICES</b>					
01691152_534400	MAP & DEED BINDING	\$ 85	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL SERVICES</b>		<b>\$ 85</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>GRAND TOTAL</b>		<b>\$ 85</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND	FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01692157 MEMORIAL DAY - OTHER EXPENSES</b>				
01692157_578200	MEMORIAL DAY	\$ 5,928	\$ 4,503	\$ 5,000
<b>TOTAL EXPENSES</b>		<b>\$ 5,928</b>	<b>\$ 4,503</b>	<b>\$ 5,000</b>
<b>GRAND TOTAL</b>		<b>\$ 5,928</b>	<b>\$ 4,503</b>	<b>\$ 5,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>016930152 CHIEF WILLS FESTIVAL</b>					
01693152_524400	CHIEF WILLS FESTIVAL	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
<b>TOTAL CHIEF WILLS FESYIVAL</b>		<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>GRAND TOTAL</b>		<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01710159 DEBT SERVICE</b>					
01710159_590010	DEBT SERVICE PRINCIPAL	\$ 863,640	\$ 819,475	\$ 887,250	\$ 1,162,250
01710159_591500	DEBT SERVICE INTEREST - LT DEBT	\$ 495,287	\$ 471,750	\$ 593,845	\$ 1,230,218
01710159_591505	DEBT SERVICE INTEREST - ST DEBT	\$ -	\$ -	\$ -	\$ 159,750
01710159_591502	DEBT ISSUANCE COSTS	\$ -	\$ -	\$ -	\$ 50,000
<b>TOTAL DEBT SERVICE</b>		<b>\$ 1,358,927</b>	<b>\$ 1,291,225</b>	<b>\$ 1,481,095</b>	<b>\$ 2,602,218</b>
<b>GRAND TOTAL</b>					
		<b>\$ 1,358,927</b>	<b>\$ 1,291,225</b>	<b>\$ 1,481,095</b>	<b>\$ 2,602,218</b>

Function:	Debt Service	Dept. Req.	Dept. Req.	Dept. Req.
MUNIS Code	Object	FY 2019	FY 2020	FY 2021
<b>01710159-590010 Debt Service Principal</b>				
<b>Date of Issue</b>				
11/15/2008	Library Bond	240,000	235,000	235,000
	Less: Library Bond CPA Funding	(115,525)	(62,750)	(62,750)
8/17/2012	School Construction	590,000	610,000	630,000
8/17/2012	Land 11 South Main	35,000	35,000	40,000
	Less: Land 11 So. Main CPA Funding	(35,000)	(35,000)	(40,000)
3/15/2017	FM Roof Repairs	70,000	70,000	65,000
3/15/2017	Natsue Way Purchase	35,000	35,000	35,000
4/15/2020	105 S. Main St Purchase/Development Plan	-	-	260,000
12/15/2020	Public Safety Construction/Design	-	-	-
	<b>Total Principal</b>	<b>\$ 819,475</b>	<b>\$ 887,250</b>	<b>\$ 1,162,250</b>
<b>01710159-591500 Long-Term Debt Service Interest</b>				
<b>Date of Issue</b>				
11/15/2008	Library Bond Interest	80,705	72,065	63,488
8/17/2012	School Construction	347,905	329,905	308,155
8/17/2012	Land 11 South Main	6,375	5,325	4,000
	Less: Land 11 So. Main CPA Funding	(6,375)	(5,325)	(4,000)
3/15/2017	FM Roof Repairs	21,375	19,625	17,875
3/16/2017	Natsue Way Purchase	11,375	10,500	9,625
4/15/2020	105 S. Main St Purchase/Development Plan	-	-	131,075
12/15/2020	Public Safety Construction/Design	-	-	700,000
	<b>Total Long Term Interest</b>	<b>\$ 461,360</b>	<b>\$ 432,095</b>	<b>\$ 1,230,218</b>
<b>01710159-591500 Short-Term Debt Service Interest</b>				
<b>Date of Issue</b>				
4/15/2020	Public Safety Building Design BAN (6 month)	-	159,750	159,750
	<b>Total Short Term Interest</b>	<b>\$ -</b>	<b>\$ 159,750</b>	<b>\$ 159,750</b>
01710159-591500	Bond Issuance Costs	-	-	50,000
(159)	<b>Total Principal &amp;</b>	<b>\$ 1,280,835</b>	<b>\$ 1,479,095</b>	<b>\$ 2,602,218</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND	FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01910157 COMPENSATION RESERVE</b>				
01910157_514500	COMPENSATION RESERVE	\$ 6,185	\$ 19,497	\$ 40,000
<b>TOTAL COMPENSATION RESERVE</b>		<b>\$ 6,185</b>	<b>\$ 19,497</b>	<b>\$ 40,000</b>
<b>GRAND TOTAL</b>		<b>\$ 6,185</b>	<b>\$ 19,497</b>	<b>\$ 40,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01911157 RETIREMENT OTHER EXPENSES</b>					
01911157_571700	RETIREMENT ASSESSMENT	\$ 1,300,187	\$ 1,409,336	\$ 1,460,009	\$ 1,645,959
<b>TOTAL EXPENSES</b>		<b>\$ 1,300,187</b>	<b>\$ 1,409,336</b>	<b>\$ 1,460,009</b>	<b>\$ 1,645,959</b>
<b>GRAND TOTAL</b>		<b>\$ 1,300,187</b>	<b>\$ 1,409,336</b>	<b>\$ 1,460,009</b>	<b>\$ 1,645,959</b>

## **ERRS Retirement Payment FY 2021**

ERRS Retirement Assessment	2,069,449
<u>Early Payment Credit</u>	<u>(37,080)</u>
Total Assessment	2,032,369
<u>Less MELD share @ 19.01%</u>	<u>(386,410)</u>
<b>Total Town Net Share</b>	<b>\$1,645,959</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND	FY2018 EXPENDED	FY2019 EXPENDED	FY2020 APPROVED	FY2021 REQUESTED
<b>01913157 UNEMPLOYMENT - OTHER EXPENSES</b>				
01913157_571600	PERSONAL SERVICES UNEMPLOYMENT	\$ 6,638	\$ 4,040	\$ 10,000
<b>TOTAL OTHER EXPENSES</b>		<b>\$ 6,638</b>	<b>\$ 4,040</b>	<b>\$ 10,000</b>
<b>GRAND TOTAL</b>		<b>\$ 6,638</b>	<b>\$ 4,040</b>	<b>\$ 15,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND	BC/BS	FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01914157 HEALTH INSURANCE</b>					
01914157_577100	BC/BS	\$ 765,596	\$ 731,260	\$ 846,972	\$ 850,893
<b>TOTAL EXPENSES</b>		<b>\$ 765,596</b>	<b>\$ 731,260</b>	<b>\$ 846,972</b>	<b>\$ 850,893</b>
<b>GRAND TOTAL</b>		<b>\$ 765,596</b>	<b>\$ 731,260</b>	<b>\$ 846,972</b>	<b>\$ 850,893</b>

FY21 BUDGET as of 1/1/2020

7% increase health/5% dental

TOWN	FY 2020	FY 2021	FY 2021
	# of people in plan:	Town Share:	Annual Plan Cost:
<b>Blue Care Elect</b>			
Family	1	\$ 2,306.59	\$ 27,679.06
Individual	0	\$ 862.09	\$ -
<b>HMO Alternative Options</b>			
Family	23	\$ 1,634.65	\$ 451,163.32
Individual	23	\$ 610.94	\$ 168,618.86
<b>Medex</b>			
Individual Plan	29	\$ 196.16	\$ 68,264.90
LIS	1	\$ 111.97	\$ 1,343.66
<b>Managed Blue for Seniors</b>			
Individual Plan	1	\$ 191.32	\$ 2,295.87
Total Health Costs			\$ 719,365.66
<b>Dental</b>			
Family Plan	49	\$ 89.50	\$ 52,627.18
Individual Plan	37	\$ 43.02	\$ 19,100.21
Total Dental Costs	85		\$ 71,727.39
Total Health & Dental			\$ 791,093.05
Flexible Spending Admin Fee	400		\$ 4,800.00
Plus: Plan Changes			\$ 55,000.00
<b>Total Adjusted Health and Dental Plans</b>			<b>\$ 850,893.05</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01915157 LIFE INSURANCE EXPENSES</b>					
01915157_577500	GROUP HEALTH INS.	\$ 2,521	\$ 2,057	\$ 3,000	\$ 3,000
<b>TOTAL EXPENSES</b>		<b>\$ 2,521</b>	<b>\$ 2,057</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>GRAND TOTAL</b>		<b>\$ 2,521</b>	<b>\$ 2,057</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01916157 MEDICARE /DEP TAX</b>					
01916157_577810	MEDICARE	\$ 84,945	\$ 89,559	\$ 95,000	\$ 100,000
<b>TOTAL MEDICARE /DEP TAX</b>		<b>\$ 84,945</b>	<b>\$ 89,559</b>	<b>\$ 95,000</b>	<b>\$ 100,000</b>
<b>GRAND TOTAL</b>		<b>\$ 84,945</b>	<b>\$ 89,559</b>	<b>\$ 95,000</b>	<b>\$ 100,000</b>

## Town of Middleton Fiscal Year 2021 Proposed Budget

GENERAL FUND		FY2018	FY2019	FY2020	FY2021
		EXPENDED	EXPENDED	APPROVED	REQUESTED
<b>01945157 LIABILITY INSURANCE</b>					
01945157_574000	INSURANCE	\$ 166,691	\$ 189,394	\$ 207,000	\$ 203,500
<b>TOTAL LIABILITY INSURANCE</b>		<b>\$ 166,691</b>	<b>\$ 189,394</b>	<b>\$ 207,000</b>	<b>\$ 203,500</b>
<b>GRAND TOTAL</b>		<b>\$ 166,691</b>	<b>\$ 189,394</b>	<b>\$ 207,000</b>	<b>\$ 203,500</b>

## Liability Insurance

	Proposed FY20 Budget
<b>Liability Insurance</b>	
MIIA Pooled Coverages (Includes public official liability and all other policies)	160,000
Worker's Compensation	100,000
Chubb and Son (insurance for Police/Fire)	70,000
Endorsements and Changes	9,000
Renaissance Alliance (40 School Street insurance)	1,800
Renaissance Alliance (abonded bldg	1,100
Traveler's (bonds for various employees)	1,600
Deductibles Professional (budget \$7,500 per o/s case)	0
<b>Total All Categories</b>	<b>343,500</b>
MELD's share of Liability and Worker's Comp	-50,000
School's share of MIIA coverage	-90,000
<b>Net Insurance Budget</b>	<b>203,500</b>
	<b>\$203,500</b>