

TOWN MANAGER	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	FY2022 FIN COM REC
<i>Salaries</i>										
5111 Regular	399,402	399,396	411,657	412,031	442,121	441,866	452,136	459,409	459,409	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	9,000	9,000	9,000	9,000	9,000	9,000	10,800	9,600	9,600	
5160 Sick Leave Buy-Back	2,317	2,317	2,300	1,430	2,502	2,427	2,510	2,510	2,510	
5164 Annuity	5,000	5,000	5,000	5,000	7,500	7,500	7,500	7,500	7,500	
Total Salaries	415,719	415,714	427,957	427,462	461,123	460,794	472,946	479,019	479,019	
Water Enterprise Fund Allocation	(8,099)	(8,099)	(8,457)	(8,457)	(9,668)	(9,668)	(9,886)	(9,886)	(9,886)	
Sewer Enterprise Fund Allocation	(8,099)	(8,099)	(8,457)	(8,457)	(9,668)	(9,668)	(9,886)	(9,886)	(9,886)	
Total Salaries Net of Allocations	399,521	399,516	411,043	410,548	441,787	441,458	453,174	459,247	459,247	-
<i>Operating</i>										
5310 Professional Services	24,005	24,005	53,000	53,000	107,497	107,497	95,800	72,700	72,700	
5340 Communications	236	-	-	-	-	-	-	-	-	
5420 Office Supplies	800	769	800	210	-	-	800	800	800	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5699 Insurance Reimbursement	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
5701 Travel	500	10	500	-	-	-	500	500	500	
5703 Dues and Memberships	1,670	1,670	2,170	1,024	993	993	2,170	2,170	2,170	
5790 Staff Development	483	-	2,500	2,500	500	495	500	500	500	
Total Operating	29,193	27,954	60,470	58,234	110,490.00	110,484.50	101,270	78,170	78,170	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	444,913	443,668	488,427	485,696	571,613	571,278	574,216	557,189	557,189	-
Total Budget Net of Allocations	428,715	427,470	471,513	468,782	552,277	551,942	554,444	537,417	537,417	-

Position	FY2018 BUDGETED FTE	FY2019 BUDGETED FTE	FY2020 BUDGETED FTE	FY2021 BUDGETED FTE	FY2022 DEPT REQ FTE	FY2022 TM REC FTE	FY2022 FIN COM REC FTE
Town Manager	1	1	1	1	1	1	
Asst. Town Manager			1	1	1	1	
Exec. Assistant	1	1	1	1	1	1	
Admin. Assistant	1	1	1	1	1	1	
Facilities Manager		1					
Total Staffing	3	4	4	4	4	4	0

FISCAL YEAR 2022
TOWN MANAGER DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			197,715				197,715
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	7	129,568		3,000		132,568
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	51,647		1,667		53,314
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	10	18,650				18,650
Christine Cicero	Admin. Asst.	3/1/17	B5	7	47,812		1,000		48,812
Christine Cicero	Admin. Asst.	3/1/18	B5	8	8,350				8,350
									-
Total Regular Salaries					453,742		4,667	-	459,409

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries					-	\$ -	-	-	-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				300	12			3,600
Total Car Allowance									9,600

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			5			502	2,510
Total Sick Leave Buy-Back								2,510

Annuity

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				7,500			7,500
Total Annuity								7,500

Department Total									479,019
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FISCAL YEAR 2022
TOWN MANAGER DEPARTMENT SALARY INFORMATION DEPARTMENT REQUESTED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			197,715				197,715
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	7	129,568		3,000		132,568
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	51,647		1,667		53,314
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	10	18,650				18,650
Christine Cicero	Admin. Asst.	3/1/17	B5	7	47,812		1,000		48,812
Christine Cicero	Admin. Asst.	3/1/18	B5	8	8,350				8,350
									-
Total Regular Salaries					453,742		4,667	-	459,409

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries					-	\$ -	-	-	-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				300	12			3,600
Total Car Allowance									9,600

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			5			502	2,510
Total Sick Leave Buy-Back								2,510

Annuity

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				7,500			7,500
Total Annuity								7,500

Department Total								479,019
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**FISCAL YEAR 2021
TOWN MANAGER DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			197,715				197,715
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-13	10	128,029		3,000		131,029
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	8	50,131				50,131
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	18,464				18,464
Christine Cicero	Admin. Asst.	3/1/17	B5	6	46,435				46,435
Christine Cicero	Admin. Asst.	3/1/18	B5	7	8,362				8,362
									-
Total Regular Salaries					449,136		3,000	-	452,136

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries					-	\$ -	-	-	-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				600	12			7,200
Steve Sadwick	Asst Town Mgr.				300	12			3,600
Total Car Allowance									10,800

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
Steve Sadwick	Asst Town Mgr.			5			502	2,510	
Total Sick Leave Buy-Back									2,510

Annuity

Name	Position				Amount			Total Benefit	
Richard Montuori	Town Manager				7,500			7,500	
Total Annuity									7,500

Department Total									472,946
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**FISCAL YEAR 2020
TOWN MANAGER DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			193,364				193,364
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-13	10	125,212		1,500		126,712
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	7	48,774		1,000		49,774
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	8	17,162				17,162
Christine Cicero	Admin. Asst.	3/1/17	B5	5	39,074		1,000		40,074
Christine Cicero	Admin. Asst.	3/1/18	B5	6	13,348				13,348
Extra Day for Leap Year					1,688				1,688
Total Regular Salaries					436,933		2,500	-	442,121

Permanent Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
									-
Total Permanent Part-Time Salaries					-	\$ -	-	-	-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				250	12			3,000
Total Car Allowance									9,000

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			5			-	2,502
Total Sick Leave Buy-Back								2,502

Annuity

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				7,500			7,500
Total Annuity								7,500

Department Total								461,123
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DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5310 Professional Services

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC	
24,005	24,005	53,000	53,000	107,497	107,497	95,800	72,700	72,700	
							Animal Control Services Billerica \$6814 per month, 4% increaase 7 months paid from Budget and 5 months from Dog Fund Current monthly charge is 6,543	47,700	47,700
							Contracted Services Pick up of Dead Deer	5,000	5,000
							Miscellaneous Professional Services	20,000	20,000
							<i>Total 5310 Professional Services:</i>	72,700	72,700

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING
5420 Office Supplies

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
800	769	800	210	-	-	800	800	800

General office supplies, envelopes and letterhead 800 800

Total 5420 Office Supplies: 800 800

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5699 Insurance Reimbursement

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500

Town Manager Disability Insurance per contract 1,500 1,500

Total 5699 Insurance Reimbursement: 1,500 1,500

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5701 Travel

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
500	10	500	-	-	-	500	500	500

Staff Travel to confereance and seminars 500 500

Total 5701 State Travel: 500 500

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5703 Dues and Memberships

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
1,670	1,670	2,170	1,024	993	993	2,170	2,170	2,170

ICMA and MMMA	1,000	1,000
National and MA Chapter of American Planning Association (Asst Town Mgr)	570	570
Mass. Association of Planning Directors (\$100/ mbr)	100	100
Purchasing Collaboratives	500	500
<i>Total 5703 Dues and Memberships:</i>	2,170	2,170

DESCRIPTION/DETAIL

TOWN MANAGER

5833 Capital Outlay

FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2022 DEPT REQ	FY2022 TM REC
-		-		-		-	-	-

Total 5833 Capital Outlay: - -