

TOWN MANAGER	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
<i>Salaries</i>										
5111 Regular	368,040	359,030	399,402	399,396	411,657	412,031	442,121	452,136	452,136	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	9,300	9,300	9,000	9,000	9,000	9,000	10,200	10,800	10,800	
5160 Sick Leave Buy-Back	22,731	22,731	2,317	2,317	2,300	1,430	2,427	2,480	2,510	
5164 Annuity	5,000	5,000	5,000	5,000	5,000	5,000	7,500	7,500	7,500	
Total Salaries	405,071	396,061	415,719	415,714	427,957	427,462	462,248	472,916	472,946	
Water Enterprise Fund Allocation	(8,099)	(8,099)	(8,099)	(8,099)	(8,457)	(8,457)	(9,668)	(9,886)	(9,886)	
Sewer Enterprise Fund Allocation	(8,099)	(8,099)	(8,099)	(8,099)	(8,457)	(8,457)	(9,668)	(9,886)	(9,886)	
Total Salaries Net of Allocations	388,873	379,863	399,521	399,516	411,043	410,548	442,912	453,144	453,174	-
<i>Operating</i>										
5310 Professional Services	5,180	5,180	24,005	24,005	53,000	53,000	68,300	68,300	68,300	
5340 Communications	1,437	1,436	236	-	-	-	-	-	-	
5420 Office Supplies	800	752	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	320	290	500	10	500	-	500	500	500	
5703 Dues and Memberships	1,000	1,000	1,670	1,670	2,170	1,024	2,170	2,170	2,170	
5790 Staff Development	-	-	483	-	2,500	2,500	500	500	500	
Total Operating	10,237	10,158	29,193	27,954	60,470	58,234	73,770	73,770	73,770	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	415,308	406,219	444,913	443,668	488,427	485,696	536,018	546,686	546,716	-
Total Budget Net of Allocations	399,110	390,021	428,715	427,470	471,513	468,782	516,682	526,914	526,944	-

Position	FY2017 BUDGETED FTE	FY2018 BUDGETED FTE	FY2019 BUDGETED FTE	FY2020 BUDGETED FTE	FY2021 DEPT REQ FTE	FY2021 TM REC FTE	FY2021 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 2021
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	A	1	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	B	7	50,131				50,131
Jeanine Tamboli	Exec. Asst.	3/27/06	B	8	18,464				18,464
Christine Cicero	Admin. Asst.	3/1/17	5	5	46,435				46,435
Christine Cicero	Admin. Asst.	3/1/18	5	6	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 2021
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	A	1	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	B	7	50,131				50,131
Jeanine Tamboli	Exec. Asst.	3/27/06	B	8	18,464				18,464
Christine Cicero	Admin. Asst.	3/1/17	5	5	46,435				46,435
Christine Cicero	Admin. Asst.	3/1/18	5	6	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			496	2,480
Total Sick Leave Buy-Back								2,480

Annuity

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

Department Total								472,916
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**FISCAL YEAR 2019
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	A	1	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	B	7	48,774		1,000		49,774
Jeanine Tamboli	Exec. Asst.	3/27/06	B	8	17,161				17,161
Christine Cicero	Admin. Asst.	3/1/17	5	5	39,074		1,000		40,074
Christine Cicero	Admin. Asst.	3/1/18	5	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				600	12			7,200
Steve Sadwick	Asst Town Mgr.				250	12			3,000
Total Car Allowance									10,200

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			5			485	2,427
Total Sick Leave Buy-Back								2,427

Annuity

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

Department Total								462,248
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**FISCAL YEAR 2019
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	A	1	173,364				173,364
Steve Sadwick	Asst Town Mgr.	7/2/01	A-13	10	122,456		1,500		123,956
Jeanine Tamboli	Exec. Asst.	3/27/06	B	6	46,351		1,000		47,351
Jeanine Tamboli	Exec. Asst.	3/27/06	B	7	16,083				16,083
Christine Cicero	Admin. Asst.	3/1/17	5	4	37,280		1,000		38,280
Christine Cicero	Admin. Asst.	3/1/18	5	5	12,998				12,998
Total Regular Salaries					408,532		2,500	-	412,032

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.			4			460	1,925
Total Sick Leave Buy-Back								1,925

Annuity

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				5,000			5,000
Total Annuity								5,000

Department Total								427,957
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DESCRIPTION/DETAIL

TOWN MANAGER OPERATING
5310 Professional Services

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
5,180	5,180	24,005	24,005	53,000	53,000	68,300	68,300	68,300
							44,800	44,800
							5,000	5,000
							18,500	18,500
							<i>Total 5310 Professional Services:</i>	68,300
								68,300

Animal Control Services Billerica \$6270 per month
 7 months paid from Budget and 5 months from Dog Fund

Contracted Services Pick up of Dead Deer

Social Sentinel School Security Monitoring

Total 5310 Professional Services:

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5420 Office Supplies

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
800	752	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

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 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

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
320	290	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

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
1,000	1,000	1,670	1,670	2,170	1,024	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

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
-		-		-		-	-	-

Total 5833 Capital Outlay: - -