

TOWN MANAGER	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	FY2020 FIN COM REC
<i>Salaries</i>										
5111 Regular	282,513	282,513	368,040	359,030	399,402	399,396	411,657	442,121	442,121	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	6,000	6,000	9,300	9,300	9,000	9,000	9,000	10,200	10,200	
5160 Sick Leave Buy-Back	-	-	22,731	22,731	2,317	2,317	2,300	2,427	2,427	
5164 Annuity	5,000	5,000	5,000	5,000	5,000	5,000	5,000	7,500	7,500	
Total Salaries	293,513	293,513	405,071	396,061	415,719	415,714	427,957	462,248	462,248	
Water Enterprise Fund Allocation	(7,891)	(7,891)	(8,099)	(8,099)	(8,099)	(8,099)	(8,457)	(9,668)	(9,668)	
Sewer Enterprise Fund Allocation	(7,891)	(7,891)	(8,099)	(8,099)	(8,099)	(8,099)	(8,457)	(9,668)	(9,668)	
Total Salaries Net of Allocations	277,731	277,731	388,873	379,863	399,521	399,516	411,043	442,912	442,912	-
<i>Operating</i>										
5310 Professional Services	5,000	5,000	5,180	5,180	24,005	24,005	55,000	68,300	68,300	
5340 Communications	1,032	810	1,437	1,436	236	-	-	-	-	
5420 Office Supplies	800	799	800	752	800	769	800	800	800	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5699 Insurance Reimbursement	1,069	-	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
5701 Travel	300	-	320	290	500	10	500	500	500	
5703 Dues and Memberships	1,000	1,000	1,000	1,000	1,670	1,670	2,170	2,170	2,170	
5790 Staff Development	-	-	-	-	483	-	500	500	500	
Total Operating	9,201	7,609	10,237	10,158	29,193	27,954	60,470	73,770	73,770	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	302,714	301,122	415,308	406,219	444,913	443,668	488,427	536,018	536,018	-
Total Budget Net of Allocations	286,932	285,340	399,110	390,021	428,715	427,470	471,513	516,682	516,682	-

Position	FY2016 BUDGETED FTE	FY2017 BUDGETED FTE	FY2018 BUDGETED FTE	FY2019 BUDGETED FTE	FY2020 DEPT REQ FTE	FY2020 TM REC FTE	FY2020 FIN COM REC FTE
Town Manager	1	1	1	1	1	1	
Asst. Town Manager				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	3	4	4	4	4	0

FISCAL YEAR 2020
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	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

FISCAL YEAR 2020
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	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	12,623				12,623
Total Regular Salaries					408,157		2,500	-	411,657.00

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			460	2,300
Total Sick Leave Buy-Back								2,300

Annuity

Name	Position				Amount			Total Benefit

**FISCAL YEAR 2018
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	169,135				169,135
Steve Sadwick	Asst Town Mgr.	7/2/01	A-13	10	119,469		2,000		121,469
Tamboli, Jeanine	Exec. Asst.	3/27/06	B	7	57,606		1,000		58,606
Christine Cicero	Admin. Asst.	3/1/17	5	1	32,114		1,000		33,114
Christine Cicero	Admin. Asst.	3/1/18	5	2	17,078				17,078
Total Regular Salaries					346,209		3,000	-	399,402

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

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING
5310 Professional Services

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC	
5,000	5,000	5,180	5,180	24,005	24,005	55,000	68,300	68,300	
							Animal Control Services Billerica \$5,600 per month 7 months paid from Budget and 5 months from Dog Fund	44,800	44,800
							Contracted Services Pick up of Dead Deer	5,000	5,000
							Social Sentinel School Security Monitoring	18,500	18,500
							<i>Total 5310 Professional Services:</i>	68,300	68,300

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING
5420 Office Supplies

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
800	799	800	752	800	769	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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
1,069	-	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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
300	-	320	290	500	10	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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
1,000	1,000	1,000	1,000	1,670	1,670	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

FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2020 DEPT REQ	FY2020 TM REC
-		-		-		-	-	-

Total 5833 Capital Outlay:

-
-
-