

<b>TOWN MANAGER</b>	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC	FY2019 FIN COM REC
<i>Salaries</i>										
5111 Regular	278,540	278,227	282,513	282,513	368,040	359,030	397,802	401,701	401,701	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	6,000	6,000	6,000	6,000	9,300	9,300	9,000	9,000	9,000	
5160 Sick Leave Buy-Back	-	-	-	-	22,731	22,731	2,300	2,300	2,300	
5164 Annuity	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
<b>Total Salaries</b>	<b>289,540</b>	<b>289,227</b>	<b>293,513</b>	<b>293,513</b>	<b>405,071</b>	<b>396,061</b>	<b>414,102</b>	<b>418,001</b>	<b>418,001</b>	
Water Enterprise Fund Allocation	(7,699)	(7,699)	(7,891)	(7,891)	(8,099)	(8,099)	(8,099)	(8,457)	(8,457)	
Sewer Enterprise Fund Allocation	(7,699)	(7,699)	(7,891)	(7,891)	(8,099)	(8,099)	(8,099)	(8,457)	(8,457)	
<b>Total Salaries Net of Allocations</b>	<b>274,142</b>	<b>273,829</b>	<b>277,731</b>	<b>277,731</b>	<b>388,873</b>	<b>379,863</b>	<b>397,904</b>	<b>401,087</b>	<b>401,087</b>	-
<i>Operating</i>										
5310 Professional Services	1,500	1,500	5,000	5,000	5,180	5,180	-	55,000	55,000	
5340 Communications	738	707	1,032	810	1,437	1,436	-	-	-	
5420 Office Supplies	800	473	800	799	800	752	800	800	800	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5699 Insurance Reimbursement	1,500	1,500	1,069	-	1,500	1,500	1,500	1,500	1,500	
5701 Travel	-	-	300	-	320	290	500	500	500	
5703 Dues and Memberships	-	-	1,000	1,000	1,000	1,000	1,670	2,170	2,170	
5790 Staff Development	-	-	-	-	-	-	500	500	500	
<b>Total Operating</b>	<b>4,538</b>	<b>4,180</b>	<b>9,201</b>	<b>7,609</b>	<b>10,237</b>	<b>10,158</b>	<b>4,970</b>	<b>60,470</b>	<b>60,470</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>							
<b>Total Budget</b>	<b>294,078</b>	<b>293,407</b>	<b>302,714</b>	<b>301,122</b>	<b>415,308</b>	<b>406,219</b>	<b>419,072</b>	<b>478,471</b>	<b>478,471</b>	-
<b>Total Budget Net of Allocations</b>	<b>278,680</b>	<b>278,009</b>	<b>286,932</b>	<b>285,340</b>	<b>399,110</b>	<b>390,021</b>	<b>402,874</b>	<b>461,557</b>	<b>461,557</b>	-

Position	FY2015 BUDGETED FTE	FY2016 BUDGETED FTE	FY2017 BUDGETED FTE	FY2018 BUDGETED FTE	FY2019 DEPT REQ FTE	FY2019 TM REC FTE	FY2019 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				
<b>Total Staffing</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>

**FISCAL YEAR 2019  
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	169,135				169,135
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-13	10	119,469		1,500		120,969
Jeanine Tamboli	Exec. Asst.	3/27/06	B	6	45,221		1,000		46,221
Jeanine Tamboli	Exec. Asst.	3/27/06	B	7	15,690				15,690
Christine Cicero	Admin. Asst.	3/1/17	5	4	40,877		1,000		41,877
Christine Cicero	Admin. Asst.	3/1/18	5	5	7,809				7,809
<b>Total Regular Salaries</b>					398,201		2,500	-	401,701

**Permanent Part-Time Salaries**

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

**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
<b>Total Car Allowance</b>									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
<b>Total Sick Leave Buy-Back</b>								2,300

**FISCAL YEAR 2019  
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	169,135				169,135
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-13	10	119,469		1,500		120,969
Jeanine Tamboli	Exec. Asst.	3/27/06	B	6	45,221		1,000		46,221
Jeanine Tamboli	Exec. Asst.	3/27/06	B	7	15,690				15,690
Christine Cicero	Admin. Asst.	3/1/17	5	4	40,877		1,000		41,877
Christine Cicero	Admin. Asst.	3/1/18	5	5	7,809				7,809
<b>Total Regular Salaries</b>					398,201		2,500	-	401,701

**Permanent Part-Time Salaries**

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

**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
<b>Total Car Allowance</b>									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
<b>Total Sick Leave Buy-Back</b>								2,300

**Annuity**

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				5,000			5,000
<b>Total Annuity</b>								5,000

<b>Department Total</b>								418,001
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**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	15,478				15,478
<b>Total Regular Salaries</b>					346,209		3,000	-	397,802

**Permanent Part-Time Salaries**

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

**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
<b>Total Car Allowance</b>									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
<b>Total Sick Leave Buy-Back</b>								2,300

**Annuity**

Name	Position				Amount			Total Benefit

**FISCAL YEAR 2017  
TOWN MANAGER DEPARTMENT SALARY INFORMATION**

***Regular Salaries***

<b>Name</b>	<b>Position</b>	<b>Ann. Date</b>	<b>Grade</b>	<b>Step</b>	<b>Base Salary</b>	<b>Longevity %</b>	<b>Longevity \$</b>	<b>Wage Def.</b>	<b>Total Salary</b>
Richard Montuori	Town Manager	1/18/10	A	1	161,979				161,979
Tamboli, Jeanine	Admin. Asst.	3/27/06	B	7	55,343		1,000		56,343
Helen Chambers	Exec. Asst.	7/14/80	7	9	47,688	15%	7,153	1,669	56,510
Helen Chambers	Exec. Asst.	7/14/80	7	9		Sick Leave Buyback Program		7,084	7,084
Replacement	Exec. Asst.		7	4	18,734				18,734
Vacant (new)	Facilities Manager	7/1/16	10	4	67,390				67,390
<b>Total Regular Salaries</b>					265,010		8,153	1,669	368,040

***Permanent Part-Time Salaries***

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

***Car Allowance***

<b>Name</b>	<b>Position</b>				<b>Per/Month</b>	<b># Months</b>			<b>Total Benefit</b>
Richard Montuori	Town Manager				500	12			6,000

**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5310 Professional Services*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	<b>FY2019 DEPT REQ</b>	<b>FY2019 TM REC</b>
1,500	1,500	5,000	5,000	5,180	5,180	-	<b>55,000</b>	<b>55,000</b>

Animal Control Services Billerica 50,000 50,000

Contracted Services Pick up of Dead Deer 5,000 5,000

*Total 5310 Professional Services:* 55,000 55,000



**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5420 Office Supplies*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
800	473	800	799	800	752	800	<b>800</b>	<b>800</b>

General office supplies, envelopes and letterhead 800 800

*Total 5420 Office Supplies:* 800 800



**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5699 Insurance Reimbursement*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	<b>FY2019 DEPT REQ</b>	<b>FY2019 TM REC</b>
1,500	1,500	1,069	-	1,500	1,500	1,500	<b>1,500</b>	<b>1,500</b>

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*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-	-	300	-	320	290	500	<b>500</b>	<b>500</b>

Staff Travel to confereance and seminars 500 500

*Total 5701 State Travel:* 500 500

**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5703 Dues and Memberships*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-	-	1,000	1,000	1,000	1,000	1,670	<b>2,170</b>	<b>2,170</b>

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>	<b>2,170</b>	<b>2,170</b>

**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5790 Staff Development*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-		-		-		500	500	<b>500</b>
							100	100
							150	150
							250	250
							<i>Total 5790 Staff Development:</i>	500
								500

**DESCRIPTION/DETAIL**

**TOWN MANAGER**

*5833 Capital Outlay*

FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2019 DEPT REQ	FY2019 TM REC
-		-		-		-	-	-

*Total 5833 Capital Outlay:*

-  
-  
-