

TOWN MANAGER	FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC	FY2018 FIN COM REC
<i>Salaries</i>										
5111 Regular	270,748	270,748	278,540	278,227	282,513	282,513	376,340	394,802	394,802	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	-
5150 Car Allowance	6,000	6,000	6,000	6,000	6,000	6,000	6,000	9,000	9,000	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	2,300	2,300	
5164 Annuity	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Total Salaries	281,748	281,748	289,540	289,227	293,513	293,513	387,340	411,102	411,102	
Water Enterprise Fund Allocation	(7,548)	(7,548)	(7,699)	(7,699)	(7,891)	(7,891)	(8,099)	(8,099)	(8,099)	
Sewer Enterprise Fund Allocation	(7,548)	(7,548)	(7,699)	(7,699)	(7,891)	(7,891)	(8,099)	(8,099)	(8,099)	
Total Salaries Net of Allocations	266,652	266,652	274,142	273,829	277,731	277,731	371,142	394,904	394,904	-
<i>Operating</i>										
5310 Professional Services	-	-	1,500	1,500	5,000	5,000	-	-	-	-
5340 Communications	845	660	738	707	1,032	810	720	-	-	-
5420 Office Supplies	1,800	910	800	473	800	799	800	800	800	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	-
5699 Insurance Reimbursement	1,500	1,500	1,500	1,500	1,069	-	1,500	1,500	1,500	
5701 Travel	655	655	-	-	300	-	500	500	500	
5703 Dues and Memberships	-	-	-	-	1,000	1,000	1,000	1,670	1,670	
5790 Staff Development	-	-	-	-	-	-	-	500	500	
Total Operating	4,800	3,724	4,538	4,180	9,201	7,609	4,520	4,970	4,970	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	286,548	285,472	294,078	293,407	302,714	301,122	391,860	416,072	416,072	-
Total Budget Net of Allocations	271,452	270,376	278,680	278,009	286,932	285,340	375,662	399,874	399,874	-

	FY2014 BUDGETED	FY2015 BUDGETED	FY2016 BUDGETED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC	FY2018 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Town Manager	1	1	1	1	1	1	
Asst. Town Manager					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	3	4	4	4	0

**FISCAL YEAR 2018
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		2,000		121,469
Tamboli, Jeanine	Exec. Asst.	3/27/06	B	7	57,606		1,000		58,606
Vacant	Admin. Asst.	3/1/17	5	1	30,114				30,114
Vacant	Admin. Asst.	3/1/18	5	2	15,478				15,478
Total Regular Salaries					346,209		3,000	-	394,802

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

**FISCAL YEAR 2018
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	(Includes \$20,000 set aside per BOS)			169,135
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-13	10	119,469		2,000		121,469
Tamboli, Jeanine	Exec. Asst.	3/27/06	B	7	57,606		1,000		58,606
Vacant	Admin. Asst.	3/1/17	5	1	30,114				30,114
Vacant	Admin. Asst.	3/1/18	5	2	15,478				15,478
Total Regular Salaries					346,209		3,000	-	394,802

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
Richard Montuori	Town Manager				5,000			5,000
Total Annuity								5,000

Department Total								411,102
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**FISCAL YEAR 2017
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	161,979	(Includes \$8,000 set aside per BOS)			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	75,690				75,690
Total Regular Salaries					265,010		8,153	1,669	376,340

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
Total Car Allowance									6,000

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
								-	
Total Sick Leave Buy-Back									-

Annuity

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

**FISCAL YEAR 2016
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	153,979				153,979
Tamboli, Jeanine	Admin. Asst.	3/27/06	B	7	53,993		1,000		54,993
Helen Chambers	Exec. Asst.	7/14/80	B	7	60,526	15%	9,079	3,936	73,541
Total Regular Salaries					268,498		10,079	3,936	282,513

Permanent Part-Time Salaries

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

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
Total Sick Leave Buy-Back								-

Car Allowance

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5420 Office Supplies

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
1,800	910	800	473	800	799	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

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
1,500	1,500	1,500	1,500	1,069	-	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

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
655	655	-	-	300	-	500	500	500

MMA and other confereance and seminars 500 500

Total 5701 State Travel: 500 500

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5703 Dues and Memberships

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
-		-	-	1,000	1,000	1,000	1,670	1,670

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

Total 5703 Dues and Memberships: 1,670 1,670

DESCRIPTION/DETAIL

TOWN MANAGER

5833 Capital Outlay

FY2014 BUDGETED	FY2014 EXPENDED	FY2015 BUDGETED	FY2015 EXPENDED	FY2016 BUDGETED	FY2016 EXPENDED	FY2017 BUDGETED	FY2018 DEPT REQ	FY2018 TM REC
-		-		-		-	-	-

Total 5833 Capital Outlay:

-
-
-