

TOWN MANAGER	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
<i>Salaries</i>										
5111 Regular	411,657	412,031	442,121	441,866	459,756	459,756	469,809	489,095	489,095	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	9,000	9,000	9,000	9,000	9,000	9,000	9,600	9,600	9,600	
5160 Sick Leave Buy-Back	2,300	1,430	2,502	2,427	2,510	2,481	2,510	2,715	2,715	
5164 Annuity	5,000	5,000	7,500	7,500	7,500	7,500	7,500	7,500	7,500	
Total Salaries	427,957	427,462	461,123	460,794	478,766	478,737	489,419	508,910	508,910	
Water Enterprise Fund Allocation	(8,457)	(8,457)	(9,668)	(9,668)	(9,886)	(9,886)	(9,886)	(10,356)	(10,356)	
Sewer Enterprise Fund Allocation	(8,457)	(8,457)	(9,668)	(9,668)	(9,886)	(9,886)	(9,886)	(10,356)	(10,356)	
Total Salaries Net of Allocations	411,043	410,548	441,787	441,458	458,994	458,965	469,647	488,198	488,198	-
<i>Operating</i>										
5310 Professional Services	53,000	53,000	107,497	107,497	135,887	135,161	72,700	92,956	92,956	
5340 Communications	-	-	-	-	-	-	-	-	-	
5420 Office Supplies	800	210	-	-	162	1	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	-	-	-	500	-	500	500	500	
5703 Dues and Memberships	2,170	1,024	993	993	2,170	1,109	2,170	2,170	2,170	
5790 Staff Development	2,500	2,500	500	495	500	500	500	500	500	
Total Operating	60,470	58,234	110,490	110,485	140,719	138,270	78,170	98,426	98,426	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	488,427	485,696	571,613	571,278	619,485	617,007	567,589	607,336	607,336	-
Total Budget Net of Allocations	471,513	468,782	552,277	551,942	599,713	597,235	547,817	586,624	586,624	-

	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 BUDGETED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC	FY2023 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Town Manager	1	1	1	1	1	1	
Asst. Town Manager	1	1	1	1	1	1	
Exec. Assistant	1	1	1	1	1	1	
Admin. Assistant	1	1	1	1	1	1	
Total Staffing	4	4	4	4	4	4	0

FISCAL YEAR 2023
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			207,112				207,112
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	7	138,856		2,700		141,556
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	74,842		2,200		77,042
Christine Cicero	Admin. Asst.	5/8/18	B5	9	52,271		1,700		53,971
Christine Cicero	Admin. Asst.	5/8/18	B5	10	9,414				9,414
									-
Total Regular Salaries					482,495		4,900	-	489,095

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	\$ 543			2,715
Total Sick Leave Buy-Back								2,715

Annuity

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

Department Total									508,910
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FISCAL YEAR 2023
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			207,112				207,112
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	7	138,856		2,700		141,556
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	74,842		2,200		77,042
Christine Cicero	Admin. Asst.	5/8/18	B5	9	52,271		1,700		53,971
Christine Cicero	Admin. Asst.	5/8/18	B5	10	9,414				9,414
									-
Total Regular Salaries					482,495		4,900	-	489,095

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	\$ 543			2,715
Total Sick Leave Buy-Back								2,715

Annuity

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

Department Total								508,910
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**FISCAL YEAR 2022
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			202,554				202,554
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	7	132,483		2,700		135,183
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	52,809		1,767		54,576
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	10	19,070				19,070
Christine Cicero	Admin. Asst.	3/1/17	B5	7	48,888		1,000		49,888
Christine Cicero	Admin. Asst.	3/1/18	B5	8	8,538				8,538
									-
Total Regular Salaries					464,342		4,467	-	469,809

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									489,419
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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		5,313		133,342
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	8	50,131		3,942		54,073
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	18,464				18,464
Christine Cicero	Admin. Asst.	3/1/17	B5	6	46,435		1,364		47,799
Christine Cicero	Admin. Asst.	3/1/18	B5	7	8,362				8,362
									-
Total Regular Salaries					449,136		9,256	-	459,756

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			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									478,766
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DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5420 Office Supplies

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
800	210	-	-	162	1	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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
500	-	-	-	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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
2,170	1,024	993	993	2,170	1,109	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

FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2023 DEPT REQ	FY2023 TM REC
-		-		-		-	-	-

Total 5833 Capital Outlay:

- -
- -