

**TOWN OF TEWKSBURY
CABLE TV ENTERPRISE FUND
FISCAL YEAR 2026 PROPOSED BUDGET**

Direct Expenses	FY2022 Expended	FY2023 Expended	FY2024 Expended	FY2025 Approved	FY2026 Recommended	Inc(Dec)
Salaries	169,598	176,573	191,904	215,338	218,361	3,023
Expenses	68,533	62,088	63,697	96,850	100,070	3,220
Capital Outlay	230,954	229,500	86,760	48,000	77,600	29,600
Reserve Fund	50,000	50,000	-	25,000	25,000	-
Occupational Health	3,000	3,000	-	3,000	3,000	-
Other Post Employment Benefits	6,200	6,200	6,935	7,142	7,320	178
Debt	-	-	-	-	-	-
Subtotal	\$ 528,286	\$ 527,361	\$ 349,296	\$ 395,330	\$ 431,351	\$ 36,021

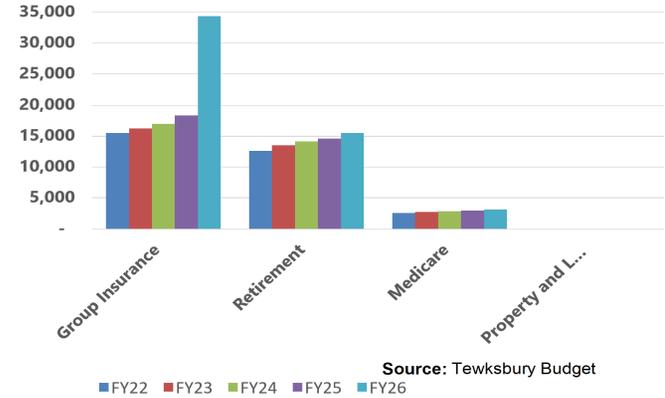
Indirect Expenses	FY2022	FY2023	FY2024	FY2025	FY2026 Recommended	Inc(Dec)
Group Insurance	15,443	16,176	16,930	18,246	34,278	16,032
Retirement	12,550	13,445	14,096	14,552	15,421	869
Medicare	2,521	2,683	2,830	2,913	3,071	158
Property and Liability Insurance	-	-	-	-	-	-
Subtotal	\$ 30,514	\$ 32,304	\$ 33,856	\$ 35,711	\$ 52,770	\$ 17,059

Capital Expenses						
Total Appropriation	\$ 558,800	\$ 559,665	\$ 383,152	\$ 431,041	\$ 484,120	\$ 53,079

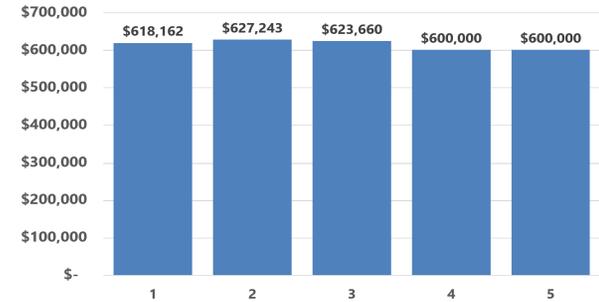
Projected Cable TV Revenue	FY2022 Collected	FY2023 Collected	FY2024 Collected	FY2025 Projected	FY2026 Projected	Inc(Dec)
Cable Franchise Fees	618,162	627,243	623,660	600,000	600,000	-
All Other Fees	-	-	-	-	-	-
Total Revenue	\$ 618,162	\$ 627,243	\$ 623,660	\$ 600,000	\$ 600,000	\$ -
Operating Deficit/Surplus	59,362	67,579	240,508	168,959	115,880	(53,079)

Projected Cable TV Revenue	FY2022 Collected	FY2023 Collected	FY2024 Collected	FY2025 Projected	FY2026 Projected	Inc(Dec)
Cable Franchise Fee Verizon	391,143.00	252,334.56	201,316.50	600,000	600,000	-
Cable Franchise Fee Comcast	227,019.00	311,995.69	306,409.91	-	-	-
Investment Earnings	-	62,913.05	115,934.02	-	-	-
Total Revenue	\$ 618,162	\$ 627,243	\$ 623,660	\$ 600,000	\$ 600,000	\$ -
Operating Deficit/Surplus	618,162	627,243	623,660	600,000	600,000	-

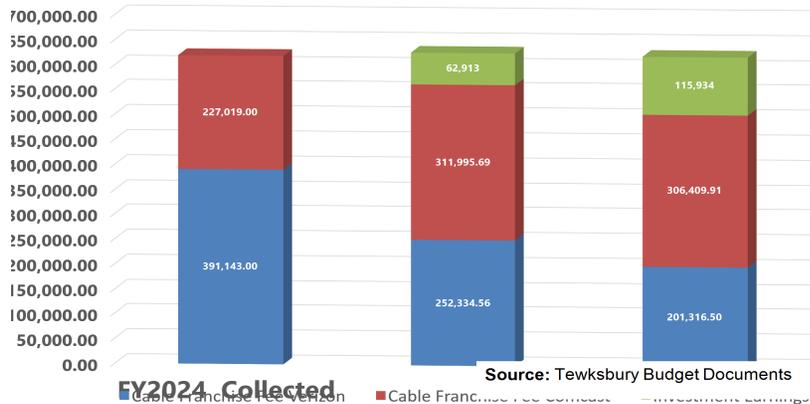
Indirect Cost Allocation over 5 Years



Telemedia Enterprise: 5 Year Revenue Trend

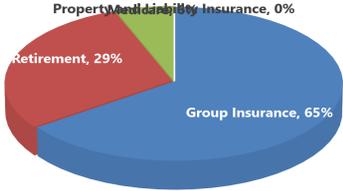
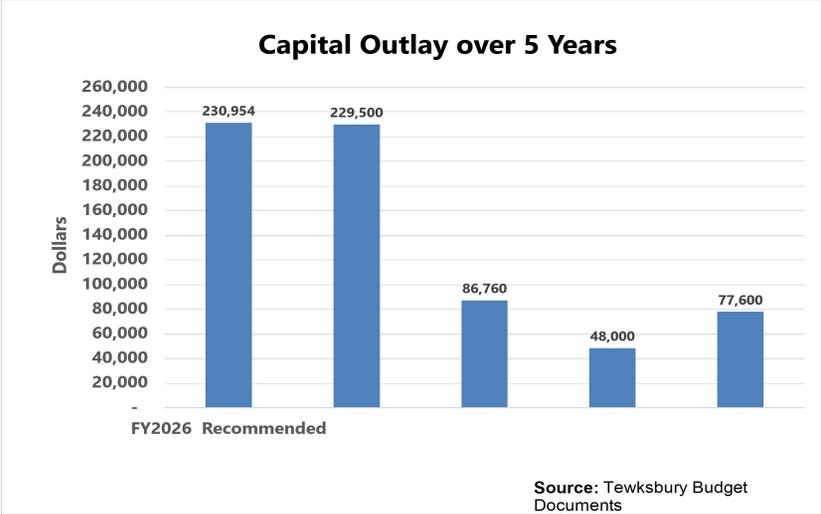


Revenue Breakdown



Telemedia Enterprise: Allocation of Indirect Cost

— Cable Franchise Fee Revenue — Cable Franchise Fee Expense — Investment Earnings



Source: Tewksbury Budget Documents

	2023	2,425,977.00
RETAINED EARNINGS	2024	2,374,958.00
	2025	2,710,111.00

TELEMEDIA	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	FY2026 FIN COM REC
<i>Salaries</i>										
5111 Full Time Salaries	160,404	160,403	168,118	168,117	177,397	176,633	188,663	192,161	192,161	
5112 Permanent Part-time	-	-	-	-	-	-	-	-	-	
5120 Temporary Part-Time	17,000	5,835	17,000	5,096	17,800	8,071	19,475	19,000	19,000	
5130 Overtime	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	3,360	3,360	3,360	3,360	7,200	7,200	7,200	7,200	7,200	
Total Salaries	180,764	169,598	188,478	176,573	202,397	191,904	215,338	218,361	218,361	
<i>Operating</i>										
5240 Repairs and Maintenance	15,651	4,936	17,000	5,413	14,400	8,091	14,400	13,400	13,400	
5270 Leases and Contracts	14,700	7,221	14,500	5,055	14,000	100	14,000	10,000	10,000	
5310 Professional Services	5,000	2,070	5,000	3,975	29,675	10,917	21,000	31,000	31,000	
5340 Communications	14,111	3,228	8,007	3,228	8,117	3,416	8,000	8,000	8,000	
5420 Office Supplies	3,497	1,000	3,698	1,230	3,606	1,606	3,000	3,000	3,000	
5423 All Other Supplies and Exp.	11,000	10,844	15,422	11,032	7,000	6,419	7,000	4,500	4,500	
5431 Other Equipment	37,385	27,639	33,745	24,313	26,076	24,704	20,000	20,000	20,000	
5701 Travel	4,500	4,500	5,129	3,664	4,000	3,750	4,000	5,000	5,000	
5703 Dues and Memberships/Cert.	650	650	650	650	650	400	650	650	650	
5790 Staff Development	1,500	445	3,000	968	4,800	4,294	4,800	4,520	4,520	
110945 Property and Liability Insurance	6,000	6,000	6,600	2,559	-	-	-	-	-	
Total Operating	113,994	68,533	112,750	62,088	112,324	63,697	96,850	100,070	100,070	
<i>Capital Outlay</i>										
5833 Capital Outlay	232,023	230,954	241,902	229,500	86,760	86,760	48,000	77,600	77,600	
Total Capital Outlay	232,023	230,954	241,902	229,500	86,760	86,760	48,000	77,600	77,600	
Total Budget	526,781	469,086	543,130	468,161	401,481	342,361	360,188	396,031	396,031	-

	FY2022 BUDGETED	FY2023 BUDGETED	FY2024 BUDGETED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	FY2026 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Telemedia Director	1	1	1	1	1	1	
Operations Manager	1	1	1	1	1	1	
PT Camera Technicians	1	2	2	2	2	2	
Total Staffing	1	2	4	4	4	4	-

FISCAL YEAR 2026
TELEMEDIA DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Full Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Brian Dorrington	Telemedia Director	11/26/2020	10	10	\$ 111,054	\$ -	\$ 897	\$ -	\$ 111,951
Jason Marshall	Operations Manager	1/14/2020	6	10	78,710	-	1,500	-	80,210
									-
									-
									-
Total Regular Salaries:					\$ 189,764		\$ 2,397		\$ 192,161

Permanent Part Time Salaries

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

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Steve Pafume	Camera Tech.				\$ 9,500	\$ -	\$ -	\$ -	\$ 9,500
Unfilled	Camera Tech.				9,500	-	-	-	9,500
					-				-
Total Temporary Part Time Salaries					\$ 19,000	\$ -	\$ -	\$ -	\$ 19,000

Overtime

Name	Position	Ann. Date	Grade	Step	Amount	Longevity %	Longevity \$	Wage Def.	Total Benefit
					-				-
Total Overtime					-	-	-	-	-

Car Allowance

Name	Position	Ann. Date	Grade	Step	Per/Month	# Months	Longevity %	Longevity \$	Wage Def.	Total Benefit
Brian Dorrington	Telemedia Director				\$ 300	12				\$ 3,600
Jason Marshall	Operations Manager				300	12				3,600
Total Car Allowance										\$ 7,200

Department Total										\$ 218,361
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**FISCAL YEAR 2026
TELEMEDIA DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Full Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Brian Dorrington	Telemedia Director	11/26/2020	10	10	111,054		897		111,951
Jason Marshall	Operations Manager	1/14/2020	6	10	78,710		1,500		80,210
									-
									-
Total Regular Salarie:					189,764		2,397		192,161

Permanent Part Time Salaries

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

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Steve Pafume	Camera Tech.				9,500				9,500
Unfilled	Camera Tech.				9,500				9,500
					-				-
Total Temporary Part Time Salaries					19,000	-	-	-	19,000

Overtime

Name	Position				Amount				Total Benefit
					-				-
Total Overtime					-	-	-	-	-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Brian Dorrington	Telemedia Director				300	12			3,600
Jason Marshall	Operations Manager				300	12			3,600
Total Car Allowance									7,200

Department Total									218,361
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FISCAL YEAR 2025
TELEMEDIA DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Full Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Brian Dorrington	Telemedia Director	11/6/2024	10	10	105,692	1,300			106,992
Jason Marshall	Operations Manager	1/14/2024	6	10	80,371	1,300			81,671
									-
									-
Total Regular Salaries:					186,063		-		188,663

Permanent Part Time Salaries

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

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Courtney Coviello	Camera Tech.				9,975				9,975
Steve Pafume	Camera Tech.				9,500				9,500
					-				-
Total Temporary Part Time Salaries					19,475	-	-	-	19,475

Overtime

Name	Position				Amount				Total Benefit
					-				-
Total Overtime					-	-	-	-	-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Brian Dorrington	Telemedia Director				300	12			3,600
Jason Marshall	Operations Manager				300	12			3,600
Total Car Allowance									7,200

Department Total									215,338
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**FISCAL YEAR 2024
TELEMEDIA DEPARTMENT SALARY INFORMATION**

Full Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Brian Dorrington	Telemedia Director	11/6/2023	10	9	103,115	-			103,115
Jason Marshall	Operations Manager	1/14/2023	6	9	74,282				74,282
									-
									-
Total Regular Salaries:					177,397		-		177,397

Permanent Part Time Salaries

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

Temporary Part Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Unfilled	Camera Tech.				9,500				9,500
Steve Pafume	Camera Tech.				8,300				8,300
					-				-
Total Temporary Part Time Salaries					17,800	-	-	-	17,800

Overtime

Name	Position				Amount				Total Benefit
					-				-
Total Overtime					-	-	-	-	-

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Brian Dorrington	Telemedia Director					12			3,600
Jason Marshall	Operations Manager					12			3,600
Total Car Allowance									7,200

Department Total									202,397
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DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5240 Repairs and Maintenance

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
15,651	4,936	17,000	5,413	14,400	8,091	14,400	13,400	13,400

Maintenance is essential in order to increase the lifespan of A/V and IT equipment. This includes things like upgrading and updating hardware and software before a system crash. Repairs could be needed at anytime and we must be prepared so we continue to serve the community. Reduction due to decreased van fuel usage and reliance on staff vehicles.

Fuel						2,400	1,400	1,400
Emergency Repair Contingency						8,000	8,000	8,000
Preventive Maintenance						3,000	3,000	3,000
Vehicle Maintenance						1,000	1,000	1,000

Total 5240 Repairs and Maintenance: 14,400 13,400 13,400

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5270 Leases and Contracts

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
14,700	7,221	14,500	5,055	14,000	100	14,000	10,000	10,000	\$ (4,000)	-28.57%
<p>Contracts are needed in order to obtain broadcast rights certain events, manage hardware/software and cover tech support. Reduction due to no longer paying for BPix Support. Playoffs: most sports are approx. \$50 per game while football can run upwards of \$150 per game.</p>										
MIAA Broadcast						1,500	1,500	1,500	\$ -	0.00%
TelVue Care (for server)						12,500	8,500	8,500	\$ (4,000)	-32.00%
<i>Total 5270 Leases and Contracts:</i>						14,000	10,000	10,000	\$ (4,000)	-28.57%

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5310 Professional Services

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
5,000	2,070	5,000	3,975	29,675	10,917	21,000	31,000	31,000

Increase in legal fees due to Verizon Contract Renewal
 Consultants and specialists are sometimes needed for highly specialized jobs such as advanced networking, video engineering, systems design, lighting design and many other specialized areas.

Consultants/Specialists						5,000	5,000	5,000
Professional Liability Insurance						6,000	6,000	6,000
Legal Services for Cable Related Issues						10,000	20,000	20,000
						<i>Total 5310 Professional Services:</i>	21,000	31,000

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5340 Communications

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
14,111	3,228	8,007	3,228	8,117	3,416	8,000	8,000	8,000	\$ -	0.00%
							2 Cellphones, mobile hotspots and backup communications.	8,000	8,000	
							<i>Total 5340 Communications:</i>	8,000	8,000	

DESCRIPTION/DETAIL

TELEMEDIA OPERATING
5420 Office Supplies

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
3,497	1,000	3,698	1,230	3,606	1,606	3,000	3,000	3,000	\$ -	0.00%
							Misc. supplies including things like pens, paper, folders (etc.)	3,000	3,000	
							<i>Total 5420 Office Supplies:</i>	3,000	3,000	

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5423 All Other Supplies and Expenses

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
11,000	10,844	15,422	11,032	7,000	6,419	7,000	4,500	4,500	\$ (2,500)	-35.71%
Items that are non-production items but support operations Decrease due to lack of need for outreach items and healthy supply of non-production equipment.										
Cables/Connectors						5,000	1,500	1,500	\$ (3,500)	-70.00%
Misc. items (batteries, SD cards, etc.)						2,000	3,000	3,000	\$ 1,000	50.00%
<i>Total 5423 All Other Supplies and Expenses:</i>						7,000	4,500	4,500	\$ (2,500)	-35.71%

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5431 Other Equipment

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg
37,385	27,639	33,745	24,313	26,076	24,704	20,000	20,000	20,000	\$ -
Equipment necessary for the production, recording and/or broadcasting of all media created by, or under the supervision of, the Telemedia Department. Examples include HD cameras, tripods, computers, lights, microphones and various other items necessary for media creation and broadcasting.									
Lights							3,000	3,000	
Audio Equipment							1,000	1,000	
Computers/ Comp. Equipment/ Software							5,500	5,500	
Cameras/ Camera Equipment/ Camera Support Systems							10,500	10,500	
<i>Total 5431 Other Equipment:</i>							20,000	20,000	

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5701 Travel

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg	
4,500	4,500	5,129	3,664	4,000	3,750	4,000	5,000	5,000	\$ 1,000	25.00%	
Increase due to inflationary cost of travel to industry events and conferences such as ACM, NAB, Mass Access (etc.)											
	Lodging					2,000	2,500	2,500	\$ 500	25.00%	
	Transportation					2,000	2,500	2,500	\$ 500	25.00%	
	<i>Total 5701 Travel:</i>						4,000	5,000	5,000	\$ 1,000	25.00%

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5703Dues and Memberships

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
650	650	650	650	650	400	650	650	650	\$ -	0.00%

Memberships for MassAccess and Alliance for Community Media.

MassAccess	250	250
ACM	400	400

Total 5703 Dues and Memberships: 650 650

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5790 Staff Development

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC	Budget Chg	% Chg
1,500	445	3,000	968	4,800	4,294	4,800	4,520	4,520	\$ (280)	-5.83%
Reduction due to CompTIA Certificate Completion Staying on top of new technology is vital in the A/V and IT industries. There are many helpful workshops, courses and trainings to keep industry professionals abreast to new and changing technologies.										
MMA/ OIG Courses							2,720	2,720		
Industry/ Tech Training							1,800	1,800		
<i>Total 5790 Staff Development:</i>							4,520	4,520		

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

110945Property and Liability Insurance

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
6,000	6,000	6,600	2,559	-	-	-	-	-

*Moved to Professional Services

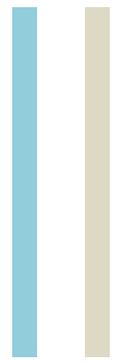
Property and Liability Insurance

DESCRIPTION/DETAIL

TELEMEDIA OPERATING

5833 Capital Outlay

FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2024 EXPENDED	FY2025 BUDGETED	FY2026 DEPT REQ	FY2026 TM REC
232,023	230,954	241,902	229,500	86,760	86,760	48,000	77,600	77,600
							Ella Fleming AV Playback Server	29,600 48,000
							Portable A/V Cart for TMHS	48,000
							<i>Total 5833 Capital Outlay:</i>	48,000
								77,600
								77,600



Department Police
 Fiscal Year 2026Formula
 PriorFY 2025Formula
 FYstart 7/1/2025Fill in
 Fyend 6/30/2026

Longevity Benefits AFSCME Non-Union

2022 1
 2023 2
 2024 3
 2025 4
 2026 5
 2027 6
 2028 7
 2029 8
 2030 9
 2031 10
 2032 11
 2033 12
 2034 13
 2035 14
 2036 15
 2037 16
 2038 17

7/1/2025
 5 - Years 28.74 1500
 10 - Years 42.15 2200
 15 - Years 51.72 2700
 20 - Years 61.30 3200
 25 - Years 70.88 3700

Directions to convert spreadsheets to new fiscal year.

Step 1

Open Budget Summary file (Summary2024TM.xls)
 Rename file with current fiscal year

Budget

Insert 2 columns before the prior fiscal year budget column.
 Copy appropriate titles into prior fiscal year columns.
 Copy Totals Formulas into new columns.
 Copy and paste values from Prior fiscal year personnel lines to year prior to that on Budget summary.
 Copy and paste values from current Personnel Tab to prior year tab
 Input Prior Fiscal Year Budget numbers into Prior Fiscal Year Budget Column.

Step 2

Master

Change Fiscal Years in Master Worksheet
 Change FY Tab Titles in the three personnel worksheets. Example Change *2014 TM

Step 3

Description Detail

Insert 2 columns before the prior fiscal year budget column.
 Copy appropriate titles into prior fiscal year columns.

Step 4

Step 5

Move all columns of the FTE table except the "Position Column" over to columns to the right.
 Hide two columns of first visible fiscal year.

** Check to make sure everything totals correctly in new columns.