

TOWN OF ACTON

Municipal Budget Supplement

Fiscal Year 2021



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**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Ab Cultural Council - 01690							
Purchased Services							
Contractual Service	522700	-	1,450	-	400	-	- %
Total Purchased Services		-	1,450	-	400	-	- %
Supplies							
Other Supplies	540200	2,000	466	2,000	-	2,000	- %
Total Supplies		2,000	466	2,000	-	2,000	- %
TOTAL ORG: Ab Cultural Council		2,000	1,916	2,000	400	2,000	- %

BUDGET TEXT NOTES

Other Supplies	540200	Misc. supplies
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**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Animal Control - 01292							
Purchased Services							
Travel	520900	-	-	-	-	-	- %
Dog Boarding Service	522070	2,000	1,925	2,000	1,300	2,000	- %
Contractual Service	522700	21,000	19,200	21,000	20,200	21,000	- %
Total Purchased Services		23,000	21,125	23,000	21,500	23,000	- %
Office Supplies	540100	-	-	-	-	-	- %
Postage And Courier	540300	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Animal Control		23,000	21,125	23,000	21,500	23,000	- %

BUDGET TEXT NOTES

Contractual Service	522700	Job duties of the Animal Control Officer have been changed significantly by the state in the past few years. Also, there is some funding for training in domestic violence recognition since that can often become apparent when abusers mistreat the pets of victims. It is a common trait seen in high risk offenders.
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Assessors - 01137							
Salaries							
Overtime	510300	-	423	-	328	-	- %
Sick	510400	-	18,249	-	3,783	-	- %
Funeral Leave	510410	-	502	-	1,133	-	- %
Board Members Salaries	510430	1,600	1,100	1,600	550	1,600	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	11,757	-	7,933	-	- %
Vacation	510600	-	16,103	-	14,835	-	- %
Personal Time	510900	-	2,939	-	2,255	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	65,225	52,901	67,041	28,115	67,041	- %
Professional Salaries	513000	205,655	166,591	212,913	95,105	214,909	0.94%
Total Salaries		272,480	270,565	281,554	154,037	283,550	0.71%
Purchased Services							
Advertising	520100	300	208	100	-	100	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	400	595	400	-	400	- %
Revaluation	520901	5,000	3,000	3,000	-	3,000	- %
Dues And Membership	521700	500	375	500	337	500	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	15,000	11,936	74,000	11,000	7,000	(90.54%)
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		21,200	16,114	78,000	11,337	11,000	(85.90%)
Supplies							
Office Supplies	540100	1,200	1,130	-	190	-	- %
Other Supplies	540200	400	261	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		1,600	1,391	-	190	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Assessors		295,280	288,070	359,554	165,564	294,550	(18.08%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Assessors - 01137							
<u>BUDGET TEXT NOTES</u>							
Board Members Salaries	510430		Board of Assessors stipend				
Professional Salaries	513000		per position control				
Advertising	520100		Tax classification notices				
Travel	520900		In-Town travel, conferences, Appellate Tax Board.				
Revaluation	520901		Used for annual (interim) valuation updates				
Dues And Membership	521700		used for Massachussetts Association of Assessors (MMA) membership				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Board Of Health - 01512							
Salaries							
Regular Perm	510100	-	586	-	227	-	- %
Overtime	510300	1,900	1,158	1,900	-	1,900	- %
Sick	510400	-	1,649	-	2,101	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Board Members Salaries	510430	550	250	550	250	550	- %
Holiday	510500	-	1,826	-	1,268	-	- %
Vacation	510600	-	1,844	-	884	-	- %
Personal Time	510900	-	456	-	254	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	39,661	33,887	41,992	18,669	43,252	3.00%
Social Services Coordinator	513030	-	-	-	-	-	- %
Total Salaries		42,111	41,655	44,442	23,654	45,702	2.84%
Purchased Services							
Advertising	520100	1,000	548	1,000	300	1,000	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Travel	520900	-	34	-	20	-	- %
Telephone	521500	3,000	5,754	3,900	3,900	3,900	- %
Dues And Membership	521700	400	1,365	400	188	400	- %
Professional Development	521800	500	4,776	500	100	500	- %
Professional Services	521900	25,000	14,790	20,000	9,744	23,000	15.00%
Printing And Copying	522300	500	-	500	-	500	- %
Contractual Service	522700	3,000	5,000	3,000	6,537	-	- %
Hazardous Waste Day	522780	43,500	34,360	38,500	16,769	35,000	(9.09%)
Total Purchased Services		76,900	66,626	67,800	37,558	64,300	(5.16%)
Supplies							
Office Supplies	540100	500	840	500	365	500	- %
Other Supplies	540200	500	2,120	500	9,149	500	- %
Postage And Courier	540300	500	-	500	-	500	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Meals	540700	-	129	-	-	-	- %
Material And Equipment	540900	-	1,069	-	1,054	-	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		1,500	4,159	1,500	10,568	1,500	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Board Of Health - 01512							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Board Of Health		120,511	112,440	113,742	71,780	111,502	(1.97%)

BUDGET TEXT NOTES

Advertising	520100	Board of Health legal ads.
Telephone	521500	This was previously paid by PHEP funds that have been reduced significantly each year. Unsure if PHEP funds will be available beyond FY20
Dues And Membership	521700	Memberships required for Inspectores/Director for national and local organizations
Professional Services	521900	Level Funded from FY20 (the increase is reflected from combining contractual services with professional services - You will see \$3000 decreased from contractual services)
Hazardous Waste Day	522780	Budget reflects more in line with FY19 actuals.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Building Department - 01251							
Salaries							
Regular Perm	510100	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	8,796	-	879	-	- %
Sick	510400	-	11,216	-	1,420	-	- %
Funeral Leave	510410	-	1,996	-	-	-	- %
Longevity	510460	-	-	-	-	-	- %
Holiday	510500	-	8,942	-	6,238	-	- %
Vacation	510600	-	8,900	-	9,492	-	- %
Personal Time	510900	-	2,282	-	1,158	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	61	-	10,328	-	- %
Professional Salaries	513000	229,805	180,480	240,062	109,119	208,654	(13.08%)
Total Salaries		229,805	222,674	240,062	138,635	208,654	(13.08%)
Purchased Services							
Travel	520900	-	80	-	-	-	- %
Telephone	521500	3,559	3,800	3,559	3,300	3,559	- %
Dues And Membership	521700	725	1,017	725	800	725	- %
Professional Development	521800	-	835	-	438	-	- %
Professional Services	521900	-	167	-	-	-	- %
Laurel Hill Review/Inspection	529000	-	-	-	-	-	- %
Total Purchased Services		4,284	5,899	4,284	4,538	4,284	- %
Supplies							
Office Supplies	540100	1,250	892	950	513	950	- %
Other Supplies	540200	1,100	137	800	-	800	- %
Books And Periodicals	540500	1,500	351	1,500	-	4,500	200.00%
Uniforms	541000	1,200	1,027	900	-	900	- %
Protective Clothing	541050	-	-	-	-	-	- %
Total Supplies		5,050	2,407	4,150	513	7,150	72.29%
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	10	-	-	-	- %
Total Other		-	10	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Building Department		239,139	230,990	248,496	143,686	220,088	(11.43%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Building Department - 01251							

BUDGET TEXT NOTES

Books And Periodicals	540500	There may be additional expenses for this line item depending on the decision to the State BBRS to adopt an updated building code . If a new code is adopted the costs may be \$4500.
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Celebrations - 01660							
Overtime	510300	-	-	-	-	-	- %
Outside Detail	510480	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	- %
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Street Banners - Edited	520160	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Celebration	521830	2,900	125	2,900	-	2,900	- %
Acton'S 275Th Anniversary	521840	-	-	-	-	-	- %
275Th Anniversary Fireworks	521842	-	-	-	-	-	- %
Professional Services	521900	-	-	-	6,000	-	- %
Entertainment Services	522010	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Trash Removal	522800	-	-	-	-	-	- %
Fireworks	523850	6,000	6,000	6,000	-	6,000	- %
Buses	523900	-	-	-	-	-	- %
Food	523910	-	-	-	-	-	- %
Total Purchased Services		8,900	6,125	8,900	6,000	8,900	- %
Supplies							
Other Supplies	540200	-	1,445	-	265	2,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	1,445	-	265	2,000	- %
Medicare	570400	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Celebrations		8,900	7,570	8,900	6,265	10,900	22.47%

BUDGET TEXT NOTES

Celebration	521830	Expenses for Patriot's Day, Memorial Day and Veterans's Day.
Fireworks	523850	Covers 1/3 of \$18,000 July 4th fireworks; \$12,000 is donated by businesses.
Other Supplies	540200	Increased due to being over budget in FY 2019.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Citizens Library - 01611							
Salaries							
Sick	510400	-	346	-	2,222	-	- %
Funeral Leave	510410	-	242	-	-	-	- %
Substitute Pay	510420	3,276	1,847	2,487	330	2,487	- %
Holiday	510500	-	1,210	-	1,234	-	- %
Vacation	510600	-	3,647	-	1,481	-	- %
Personal Time	510900	-	570	-	494	-	- %
Professional Salaries	513000	50,337	44,321	51,739	23,203	51,739	- %
Total Salaries		53,613	52,184	54,226	28,964	54,226	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Contractual Service	522700	-	-	525	-	525	- %
Total Purchased Services		-	-	525	-	525	- %
Supplies							
Office Supplies	540100	300	-	200	-	200	- %
Other Supplies	540200	700	94	400	400	500	25.00%
Postage And Courier	540300	-	-	30	-	30	- %
Books And Periodicals	540500	7,800	7,932	8,500	6,078	8,700	2.35%
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		8,800	8,026	9,130	6,478	9,430	3.29%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Citizens Library		62,413	60,210	63,881	35,442	64,181	0.47%

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Collector - 01139							
Salaries							
Overtime	510300	-	93	-	-	-	- %
Sick	510400	-	2,430	-	1,986	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	7,253	-	5,815	-	- %
Cpa Administration Salary	510550	(36,000)	(36,000)	(36,000)	(36,000)	-	- %
Vacation	510600	-	5,743	-	4,377	-	- %
Personal Time	510900	-	1,825	-	1,252	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	107,052	76,367	82,764	40,174	68,118	(17.70%)
Professional Salaries	513000	76,949	67,906	86,766	39,393	79,867	(7.95%)
Total Salaries		148,001	125,616	133,530	56,997	147,985	10.83%
Purchased Services							
Advertising	520100	1,500	-	1,500	-	1,500	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	200	25	200	-	200	- %
Dues And Membership	521700	250	100	250	-	250	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	18,000	4,074	15,000	298	5,000	(66.67%)
Legal Service	521950	-	10,684	-	-	-	- %
Total Purchased Services		19,950	14,883	16,950	298	6,950	(59.00%)
Supplies							
Office Supplies	540100	550	211	550	385	550	- %
Other Supplies	540200	-	-	-	-	-	- %
Postage And Courier	540300	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		550	211	550	385	550	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Collector		168,501	140,711	151,030	57,680	155,485	2.95%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Collector - 01139							
<u>BUDGET TEXT NOTES</u>							
Advertising	520100		Tax Title Advertising				
Travel	520900		Funds reserved for mileage				
Dues And Membership	521700		Collector's Association				
Professional Development	521800		Budget moved to Town Manager Budget				
Professional Services	521900		Represents monies for online billing initiatives and other system required assistance (Munis Consultant)				
Legal Service	521950		Budget moved to Town Manager Budget in FY 2019				
Office Supplies	540100		Misc. office supplies				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Comm On Disabilities - 01549							
Purchased Services							
Professional Services	521900	1,900	461	1,900	130	1,900	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		1,900	461	1,900	130	1,900	- %
Supplies							
Other Supplies	540200	100	258	100	203	100	- %
Total Supplies		100	258	100	203	100	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Comm On Disabilities		2,000	720	2,000	333	2,000	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Comptroller - 01133							
Salaries							
Overtime	510300	2,000	15,028	2,000	3,772	6,000	200.00%
Sick	510400	-	7,656	-	11,941	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	12,065	-	9,907	-	- %
Vacation	510600	-	20,187	-	13,731	-	- %
Personal Time	510900	-	3,019	-	2,094	-	- %
Other Salaries & Wages	511000	-	730	-	-	-	- %
Clerical Salaries & Wages	512050	135,414	62,531	135,455	53,846	123,400	(8.90%)
Professional Salaries	513000	203,371	157,336	203,016	88,701	209,077	2.99%
Total Salaries		340,785	278,553	340,471	183,993	338,477	(0.59%)
Purchased Services							
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	300	291	300	-	300	- %
Dues And Membership	521700	200	245	200	170	250	25.00%
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	1,000	-	-	1,388	-	- %
Binding Service	522910	2,000	925	-	-	1,000	- %
Total Purchased Services		3,500	1,461	500	1,558	1,550	210.00%
Supplies							
Office Supplies	540100	1,000	1,003	500	54	500	- %
Other Supplies	540200	-	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		1,000	1,003	500	54	500	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Comptroller		345,285	281,017	341,471	185,604	340,527	(0.28%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
<u>BUDGET TEXT NOTES</u>							
Travel	520900		Milage for courses, seminars, etc.				
Dues And Membership	521700		Mass Municipal Auditor and Accountants Association.				
Binding Service	522910		binding of the Towns warrants.				
Office Supplies	540100		labels and ink for the invoice scanner and other misc. office supplies.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Council On Aging - 01541							
Salaries							
Regular Perm	510100	178,983	177,582	205,876	96,853	198,349	(3.66%)
Regular Temp	510200	21,308	-	-	3,134	-	- %
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	7,322	-	1,306	-	- %
Funeral Leave	510410	-	593	-	-	-	- %
Board Members Salaries	510430	-	-	-	-	-	- %
Holiday	510500	-	9,992	-	6,642	-	- %
Vacation	510600	-	14,963	-	9,149	-	- %
Personal Time	510900	-	2,497	-	1,500	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	415	-	3,539	-	- %
Instru/Direct Serv Staff	512100	21,500	23,025	21,500	9,475	21,500	- %
Professional Salaries	513000	105,927	95,748	108,877	54,265	111,287	2.21%
Total Salaries		327,718	332,137	336,253	185,863	331,136	(1.52%)
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	700	1,452	700	200	800	14.29%
Real Estate Rent/Lease	520800	-	-	-	-	-	- %
Travel	520900	700	248	600	450	600	- %
Telephone	521500	800	661	800	720	800	- %
Dues And Membership	521700	900	850	900	1,000	1,050	16.67%
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Printing And Copying	522300	10,000	9,409	8,886	8,475	11,000	23.79%
Contractual Service	522700	-	-	-	-	2,000	- %
Total Purchased Services		13,100	12,620	11,886	10,845	16,250	36.72%
Supplies							
Office Supplies	540100	1,500	1,112	2,000	2,437	2,000	- %
Other Supplies	540200	3,500	1,916	2,500	653	3,000	20.00%
Postage And Courier	540300	8,500	5,800	8,500	3,595	8,500	- %
Books And Periodicals	540500	100	69	100	-	100	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		13,600	8,897	13,100	6,685	13,600	3.82%
Other							
Minuteman Senior Services	560801	4,055	800	-	-	4,200	- %
Total Other		4,055	800	-	-	4,200	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Council On Aging - 01541							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Council On Aging		358,473	354,453	361,239	203,392	365,186	1.09%

BUDGET TEXT NOTES

Regular Perm	510100	Per Position Control.
Instru/Direct Serv Staff	512100	For exercise classes offered throughout the year.
Professional Salaries	513000	Per Position Control.
Eqpt Rep And Servicing	520300	Maintenance as needed for kitchen appliances and exercise equipment.
Travel	520900	Mileage reimbursement for work related travel.
Telephone	521500	Directors cell phone.
Dues And Membership	521700	Annual dues to MCOA, Motion picture license.
Printing And Copying	522300	Printing of Newsletter, 11 times a year.
Contractual Service	522700	Van fees for COA special events.
Office Supplies	540100	Routine office supplies shared by various departments at Human Service building; includes fax and printer toner.
Other Supplies	540200	Furnishings, COA program and misc. shared supplies.
Postage And Courier	540300	Estimated cost for mailing 2400-2500 newsletters 11 times a year. Annual permit fee and other COA first class postage is included.
Books And Periodicals	540500	includes subscription to Acton Beacon.
Minuteman Senior Services	560801	Restore annual "Assessment" paid to Minuteman Senior Services for the multitude of varied services provided to Acton Seniors: case management, homemaker, chore service, congregate meals, home delivered meals, protective services, money management, etc.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Dispatch - 01221							
Salaries							
Regular Perm	510100	515,257	433,531	552,820	265,402	570,900	3.27%
Overtime	510300	93,000	98,123	73,000	85,540	73,000	- %
Sick	510400	-	18,648	-	5,636	-	- %
Funeral Leave	510410	-	671	-	216	-	- %
Longevity	510460	4,500	4,500	4,500	4,500	5,700	26.67%
Holiday	510500	-	22,224	-	7,445	-	- %
Overtime/Sick Adjustment	510520	-	(3,688)	-	(1,352)	-	- %
Flsa Adjustment	510530	2,000	1,246	2,000	701	2,000	- %
Vacation	510600	-	31,050	-	20,809	-	- %
Uniform Stipend	510750	-	-	-	-	-	- %
Court Time	510800	-	-	-	-	-	- %
Personal Time	510900	-	5,463	-	2,942	-	- %
Other Salaries & Wages	511000	2,200	2,065	2,200	1,872	2,200	- %
Total Salaries		616,957	613,834	634,520	393,711	653,800	3.04%
Supplies							
Office Supplies	540100	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	6,500	4,781	6,500	2,923	6,500	- %
Total Supplies		6,500	4,781	6,500	2,923	6,500	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Dispatch		623,457	618,615	641,020	396,634	660,300	3.01%

BUDGET TEXT NOTES

Regular Perm	510100	8 full-time dispatchers, 1 dispatch supervisor and 3 part-timers. Includes step increases.
Overtime	510300	Shift coverage for vacation, personal, beaverment, training etc. Reduced this year.
Other Salaries & Wages	511000	Includes all stipends for dispatchers as provided for in contract. Training, leaps & E-911.
Uniforms	541000	Clothing allowance for dispatchers as per contract. \$500 a year for 13 dispatchers.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Elections - 01162							
Salaries							
Overtime	510300	3,000	620	3,000	-	3,000	- %
Board Members Salaries	510430	1,300	600	1,300	600	1,300	- %
Other Salaries & Wages	511000	55,000	58,322	55,000	9,609	70,000	27.27%
Total Salaries		59,300	59,541	59,300	10,209	74,300	25.30%
Purchased Services							
Eqpt Rental	520700	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Printing And Copying	522300	8,500	2,486	12,000	4,175	12,000	- %
Contractual Service	522700	9,700	18,045	10,000	8,259	16,500	65.00%
Miscellaneous	522900	2,000	626	1,000	831	1,000	- %
School Custodian Fee	522950	700	-	1,000	-	1,500	50.00%
Total Purchased Services		20,900	21,157	24,000	13,265	31,000	29.17%
Supplies							
Office Supplies	540100	-	696	-	-	-	- %
Other Supplies	540200	5,600	3,747	7,400	697	7,400	- %
Postage And Courier	540300	5,000	3,631	7,000	3,893	7,000	- %
Total Supplies		10,600	8,074	14,400	4,590	14,400	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Elections		90,800	88,772	97,700	28,064	119,700	22.52%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Elections - 01162							
<u>BUDGET TEXT NOTES</u>							
Overtime	510300		Elections / Town Meetings				
Printing And Copying	522300		Census est 10,000 households, Ballots 1 Annual / 1 Special				
Contractual Service	522700		Elections - 1 Annual / 1 Special / 2 State - Programming Automark (for Disabled Voters) \$1500 per machine X 4 \$6000 - Programming Acuvote Voting Machines - \$2000 - Annual Maintenance Accuvote - \$2500 - Annual Maintenance Poll Pads - \$6000				
Miscellaneous	522900		Election / Town Meeting Expenses				
School Custodian Fee	522950		2 Town Election - 2 State Election				
Other Supplies	540200		Banners for Annual Town Election . Town Meeting - \$800 Special Election / Special Town Meeting - X 2 \$1600 Supplies for Polling Locations, Ballot Bags/boxes, markers, rulers, etc.. - \$5000				
Postage And Courier	540300		Postage for mailings Census Dog License				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Emergency Management - 01291							
Salaries							
Professional Salaries	513000	23,000	23,000	23,000	13,269	23,000	- %
Total Salaries		23,000	23,000	23,000	13,269	23,000	- %
Purchased Services							
Eqpt Rep And Servicing	520300	1,100	1,100	-	-	-	- %
Radio Repairs	520310	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Telephone	521500	4,450	6,240	4,450	1,560	4,450	- %
Professional Development	521800	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Total Purchased Services		5,550	7,340	4,450	1,560	4,450	- %
Supplies							
Office Supplies	540100	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	- %
Photographic Supplies	540210	-	-	-	-	-	- %
Material And Equipment	540900	20,000	17,897	19,000	10,502	19,000	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		20,000	17,897	19,000	10,502	19,000	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Emergency Management		48,550	48,237	46,450	25,331	46,450	- %

BUDGET TEXT NOTES

Telephone	521500	Cellular and satellite telephone expenses.
Material And Equipment	540900	Parts, supplies and basic maintenance of generators, pumps, flashlights, radios and other equipment

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Engineering - 01410							
Salaries							
Regular Perm	510100	-	-	-	-	-	- %
Overtime	510300	-	52	-	-	-	- %
Sick	510400	-	2,408	-	1,663	-	- %
Funeral Leave	510410	-	-	-	424	-	- %
Longevity	510460	-	-	-	-	-	- %
Holiday	510500	-	6,505	-	4,209	-	- %
Vacation	510600	-	7,551	-	4,931	-	- %
Personal Time	510900	-	1,776	-	1,573	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	154,793	137,696	163,889	72,991	166,229	1.43%
Total Salaries		154,793	155,988	163,889	85,791	166,229	1.43%
Purchased Services							
Advertising	520100	450	165	450	-	450	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Travel	520900	300	436	300	47	300	- %
Dues And Membership	521700	800	570	800	380	800	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	25,000	17,703	20,067	614	20,067	- %
Printing And Copying	522300	2,430	-	500	-	500	- %
Contractual Service	522700	13,400	16,311	13,000	5,743	13,000	- %
Total Purchased Services		42,380	35,185	35,117	6,784	35,117	- %
Supplies							
Office Supplies	540100	1,000	552	800	-	800	- %
Other Supplies	540200	400	825	250	210	250	- %
Books And Periodicals	540500	400	-	250	-	250	- %
Material And Equipment	540900	400	-	250	-	250	- %
Uniforms	541000	-	-	-	-	-	- %
Protective Clothing	541050	400	-	250	-	250	- %
Total Supplies		2,600	1,377	1,800	210	1,800	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Engineering - 01410							
Capital Outlay	580000	-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Engineering		199,773	192,550	200,806	92,785	203,146	1.17%

BUDGET TEXT NOTES

Professional Salaries	513000	Includes Town Engineer and Engineering Assistant, per position control.
Advertising	520100	Legal ads, wetland permits, private wy plowing, street acceptance.
Travel	520900	Mileage and parking at conferences and meeting.
Dues And Membership	521700	Professional registration and memberships.
Professional Services	521900	For consulting and design services such as traffic studies, structural engineering and architectural design, EPA MS4 compliance.
Printing And Copying	522300	printing the Town Atlas.
Contractual Service	522700	For Engineering testing and contractor services such as equipment calibration/upgrades and soil testing and annual service contracts for our equipment related to GIS, GPS and CAD.
Office Supplies	540100	General office supplies including ink and paper for our plotter.
Other Supplies	540200	Field and survey supplies; stakes, paint, flagging, nails etc.
Books And Periodicals	540500	Construction cost guides and technical reference books.
Material And Equipment	540900	Reusable (durable) equipment, hand tools, tapes, etc.
Protective Clothing	541050	Work boots, gloves and rain gear.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Finance Committee - 01131							
Purchased Services							
Dues And Membership	521700	272	280	280	280	280	- %
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		272	280	280	280	280	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Reserve Fund	573000	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL ORG: Finance Committee		272	280	280	280	280	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Finance Director - 01132							
Salaries							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	6,130	-	1,803	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Military Pay	510495	-	-	-	-	-	- %
Holiday	510500	-	9,607	-	6,415	-	- %
Vacation	510600	-	13,311	-	8,875	-	- %
Personal Time	510900	-	2,114	-	512	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	64,684	53,762	67,041	29,081	67,041	- %
Professional Salaries	513000	230,182	137,562	234,396	77,851	229,905	(1.92%)
Total Salaries		294,866	222,486	301,437	124,537	296,946	(1.49%)
Purchased Services							
Mis Equipment & Software	520400	-	-	-	-	-	- %
Eqpt Maintenance	520600	5,000	1,846	3,000	2,570	3,000	- %
Travel	520900	300	-	-	-	-	- %
Telephone	521500	500	-	500	-	500	- %
Dues And Membership	521700	1,000	1,089	1,000	510	1,000	- %
Professional Development	521800	500	482	-	161	-	- %
Professional Services	521900	50,000	190,037	40,000	54,318	40,000	- %
Prof. Service - Audit	521930	60,000	68,134	60,000	-	60,000	- %
Gasb 34 Implementation	522110	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Banking Services	522930	30,000	20,280	30,000	13,911	30,000	- %
Total Purchased Services		147,300	281,869	134,500	71,470	134,500	- %
Supplies							
Office Supplies	540100	6,000	6,266	500	1,934	500	- %
Other Supplies	540200	-	9,885	-	615	-	- %
Postage And Courier	540300	50,000	48,919	45,000	59,872	42,000	(6.67%)
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	1,000	687	1,000	1,300	1,000	- %
Total Supplies		57,000	65,757	46,500	63,722	43,500	(6.45%)
Teachers Pay Deferral	560830	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Finance Director - 01132							
Other							
Workers Compensation Ins	570100	70,000	75,511	75,000	99,575	100,000	33.33%
Unemployment Ins	570200	5,000	3,214	500	-	500	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	212,000	218,749	210,000	133,630	210,000	- %
Life Insurance	570500	8,350	7,771	7,350	4,534	7,350	- %
Health Bc/Bs High Deductible	570600	-	396,404	-	194,262	-	- %
Health Ins Bc/Bs Retiree	570610	170,880	204,578	165,754	122,994	172,384	4.00%
Health Insurance Mitigation	570611	-	-	-	-	-	- %
Health Hmo Blue	570620	1,391,732	698,359	1,281,692	377,760	1,315,882	2.67%
Health Hmo Blue Retiree	570621	96,809	89,909	93,905	51,315	97,661	4.00%
Tufts Health Plan	570622	24,523	22,792	23,787	13,150	24,739	4.00%
Blue Care Elect	570623	31,333	16,857	30,393	9,455	31,609	4.00%
Blue Care Elect - Retiree	570624	-	-	-	-	-	- %
Health Insurance - Harvard	570700	907,275	799,684	880,056	437,716	915,259	4.00%
Health Ins Hphp Retiree	570710	54,538	64,734	52,901	28,262	55,018	4.00%
Harvard Freedom	570711	-	-	-	-	-	- %
Hsa Savings Account	570715	-	76,821	70,400	3,375	70,400	- %
Medical Opt Out	570720	148,320	158,284	148,320	90,782	148,320	- %
Life Opt Out	570730	300	285	300	151	300	- %
Aps Health Insurance Make Up	570740	-	-	-	-	-	- %
Migration Reversal	570741	-	-	-	-	-	- %
Middlesex County Retirement	570800	3,754,794	3,690,854	4,229,480	4,236,342	4,533,014	7.18%
Other Retirement	570810	-	-	-	-	-	- %
Police Detail Addition	570890	-	-	-	-	-	- %
Other Employee Benefit	570900	-	-	-	-	-	- %
Opeb Factor	570901	-	-	-	-	-	- %
Opeb	570902	-	-	-	-	-	- %
Other Insurance	570910	11,000	3,444	11,000	517	11,000	- %
Aps Retiree Health	570911	512,050	419,465	459,639	240,537	420,000	(8.62%)
Property & Liability Insurance	575000	230,000	255,784	235,000	273,483	265,000	12.77%
Insurance - Bonds	575010	9,500	10,375	9,500	11,300	9,500	- %
Refunds	579100	-	-	-	-	-	- %
Total Other		7,638,403	7,213,874	7,984,977	6,329,141	8,387,934	5.05%
Motor Vehicle	585000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Finance Director - 01132							
Other Financing Uses							
Long Term Debt Prin-School	590110	1,335,000	1,335,000	1,375,000	20,000	1,415,000	2.91%
Long Term Debt Prin-Town	590120	505,100	505,100	508,464	160,039	1,287,449	153.20%
Long Term Debt Int School	590210	249,219	249,219	196,969	98,584	143,181	(27.31%)
Long-Term Debt Int-Town	590220	93,955	97,259	79,558	39,910	151,215	90.07%
Long Term Debt Sewers	590230	44,553	44,553	44,553	-	44,553	- %
Interest On Temp Loans	590300	-	-	-	28	-	- %
Short Term Int - Schools	590310	-	-	-	-	-	- %
Short Term Int	590320	47,320	-	405,000	-	-	- %
Admin Fee Mcwt	590340	200	170	200	132	200	- %
Other Debt Service	590400	-	-	-	-	-	- %
Grace Btmt Payments	595125	81,375	81,375	81,375	-	-	- %
Grace Betterment Settlement	595126	-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Opeb Transfer	597001	633,742	633,742	633,742	633,742	633,742	- %
Total Other Financing Uses		2,990,463	2,946,416	3,324,861	952,435	3,675,340	10.54%
TOTAL ORG: Finance Director		11,128,032	10,730,403	11,792,274	7,541,304	12,538,221	6.33%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Finance Director - 01132							
<u>BUDGET TEXT NOTES</u>							
Eqpt Maintenance	520600		Maintenance Contracts for Postage Meter, check endorser and copier.				
Travel	520900		Fund reserved for mileage.				
Telephone	521500		Finance Directors cell phone service.				
Dues And Membership	521700		Funds for the Government Finance Officers Association (State and Region) Officers, Treasury dues and CPA dues.				
Professional Services	521900		Represents ther cost of obtaining assistants for various projects with tax title and collectors. Includes the cost for CPA credits.				
Prof. Service - Audit	521930		Represents the annual audit.				
Banking Services	522930		Banking service charges.				
Office Supplies	540100		Payroll checks and direct deposit advices, A/P checks, year end tax and financial reporting supplies and misc. general supplies.				
Postage And Courier	540300		Represents the cost of Postage for the Town including machine maintenance and supplies. Does not include bulk mailings.				
Material And Equipment	540900		printer ink and special ink for check writing.				
Workers Compensation Ins	570100		Workers Compensation Premium for the municipal operations.				
Unemployment Ins	570200		The projected cost of unemployment claims against Municipal Operations.				
Medicare	570400		Payroll Medicare Insurance.				
Life Insurance	570500		Employer Share of Life Insurance.				
Health Ins Bc/Bs Retiree	570610		Represents the Towns share of retirees.				
Health Hmo Blue	570620		Represents the Towns share of active employees low deductible.				
Health Hmo Blue Retiree	570621		Represents the Town share of Retirees.				
Tufts Health Plan	570622		Represents the Towns share of retirees.				
Blue Care Elect	570623		Represents the Towns share of active employees.				
Health Insurance - Harvard	570700		Represents the Towns share of active employees.				
Health Ins Hphp Retiree	570710		Represents the Towns share of retirees.				
Hsa Savings Account	570715		Represents the Towns contribution towards the employees health savings plan.				
Medical Opt Out	570720		For employees who opt out of Medical Insurance offered by the Town.				
Life Opt Out	570730		For employees who opt out of Life Insurance offered by the Town.				
Middlesex County Retirement	570800		Represents an estimate given by the Middlesex Retirement System.				
Other Insurance	570910		Benefit Strategies annual payment.				
Aps Retiree Health	570911		Represents the Towns portion of APS retiree Health Insurance.				
Property & Liability Insurance	575000		The premium cost of a blanket Policy that covers all Municipal Buildings.				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Finance Director - 01132							
Insurance - Bonds	575010	The cost of bonding Municipal employees. This policy protect the Town.					
Long Term Debt Prin-School	590110	Represents the Principal portion of the Local School debt.					
Long Term Debt Prin-Town	590120	Represents the Principal portion of the Municipal debt.					
Long Term Debt Int School	590210	Represents the Interest portion of the Local School debt.					
Long-Term Debt Int-Town	590220	Represents the interest portion of Municipal debt.					
Long Term Debt Sewers	590230	Represents the Towns share of the Sewer Operation debt.					
Grace Btmt Payments	595125	Represents the cost to the Town of the Sewer Betterment units, SBU's purchased by the Town from WR Grace in 2009.					
Opeb Transfer	597001	Other Post Employment Benefits.					

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Fire - 01220							
Salaries							
Regular Perm	510100	2,006,835	1,537,707	2,080,015	848,717	2,029,493	(2.43%)
Overtime	510300	425,000	554,981	425,000	278,373	425,000	- %
Overtime Temp Supplement	510310	-	-	-	-	-	- %
Sick	510400	15,000	162,873	-	44,839	-	- %
Sick Buyback	510401	-	-	15,000	13,200	15,000	- %
Funeral Leave	510410	-	11,205	-	4,344	-	- %
Injury Leave	510450	-	75,474	-	32,787	-	- %
Longevity	510460	21,250	21,750	21,000	19,750	20,750	(1.19%)
Incentive Pay	510470	17,749	19,743	20,499	18,383	19,343	(5.64%)
Outside Detail	510480	-	-	-	-	-	- %
Holiday	510500	-	27,470	-	15,111	-	- %
Overtime/Sick Adjustment	510520	-	(15,176)	-	(7,521)	-	- %
Flsa Adjustment	510530	4,800	13,577	4,800	7,171	4,800	- %
Holiday A&B	510540	101,141	84,250	100,675	51,550	98,512	(2.15%)
Vacation	510600	-	186,921	-	102,161	-	- %
Emt/Als Stipend	510730	136,668	144,242	164,809	198,556	166,557	1.06%
Uniform Stipend	510750	3,200	4,000	3,200	3,700	3,400	6.25%
Personal Time	510900	-	35,051	-	20,538	-	- %
Other Salaries & Wages	511000	-	3,535	-	407	-	- %
Clerical Salaries & Wages	512050	65,225	52,964	67,041	28,531	67,041	- %
Professional Salaries	513000	252,896	189,063	264,523	122,187	267,110	0.98%
Total Salaries		3,049,764	3,109,630	3,166,562	1,802,784	3,117,006	(1.56%)
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	21,000	14,037	14,000	9,285	14,000	- %
Radio Repairs	520310	5,500	8,663	6,000	335	10,000	66.67%
Travel	520900	500	76	500	100	500	- %
Telephone	521500	5,300	4,932	4,000	1,000	5,000	25.00%
Dues And Membership	521700	6,700	5,899	4,500	4,895	6,000	33.33%
Professional Development	521800	5,000	645	1,000	1,287	1,000	- %
Professional Services	521900	-	29	-	-	-	- %
License Fees	522450	4,000	8,550	8,500	-	9,500	11.76%
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		48,000	42,830	38,500	16,902	46,000	19.48%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Fire - 01220							
Supplies							
Office Supplies	540100	6,000	3,367	4,500	5,300	4,500	- %
Other Supplies	540200	6,680	3,694	8,000	1,388	8,000	- %
Medical Supplies	540250	-	-	-	-	-	- %
Books And Periodicals	540500	1,500	832	1,000	1,045	1,000	- %
Meals	540700	800	325	1,200	555	1,200	- %
Material And Equipment	540900	13,000	12,431	13,000	8,216	13,000	- %
Parts/Tires - Fire	540930	95,000	97,657	70,000	49,948	95,000	35.71%
Uniforms	541000	25,000	18,815	20,000	14,532	22,000	10.00%
Protective Clothing	541050	30,000	31,495	25,000	5,050	30,000	20.00%
Total Supplies		177,980	168,616	142,700	86,034	174,700	22.42%
Other Assessment	560800	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Machinery And Equipment	583000	25,000	24,246	19,000	16,476	-	- %
Motor Vehicle	585000	50,000	50,000	-	-	-	- %
Total Capital / Property		75,000	74,246	19,000	16,476	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL ORG: Fire		3,350,744	3,395,322	3,366,762	1,922,196	3,337,706	(0.86%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Fire - 01220							
<u>BUDGET TEXT NOTES</u>							
Sick Buyback	510401	per contract.					
Emt/Als Stipend	510730	Per contract					
Uniform Stipend	510750	per contract.					
Eqpt Rep And Servicing	520300	Reflects 2019 actual spending. This account provides funding for repair and servicing of equipment for fire and EMS, with the exception of vehicles and apparatus.					
Radio Repairs	520310	Increase to reflect 2018 & 19 trend. Old radios are failing and need replacing or repairing. 3-6 month lead time for ordering a new one. very important to the safety of our members.					
Travel	520900	This account is for reimbursement for travel to conferences, Fire Academy, trainings and other departmental business.					
Telephone	521500	Cost for telephone and internet services for the phones and tablets in the vehicles. reflects FY 18 & 19 trend.					
Dues And Membership	521700	This account provides funding for dues and membership in professional organizations such as Fire District 14, NFPA, Mass Chief Assn, and Arson investigators Assn to name a few. Reflects FY 18 & 19 trends.					
Professional Development	521800	Funding for various seminars and workshops.					
License Fees	522450	Station Smarts record management software annual fee.					
Office Supplies	540100	Office supplies for the fire administration offices as well as the 3 stations.					
Other Supplies	540200	Funding for non specified supplies such as truck cleaning/detailing supplies, station custodial supplies, speedy dry, small hardware items.					
Books And Periodicals	540500	Fire service course texts, Fire codes and trade journals.					
Meals	540700	Out of office meeting meals. Contractual meals during emergency or extended operations.					
Material And Equipment	540900	Purchase and replacement of hand tools, foam, hazardous material supplies, misc materials and equipment.					
Parts/Tires - Fire	540930	This account funds the repair and maintenance of the fire vehicles. Annual pump and aerial ladder testing. Reflects past FY trends.					
Uniforms	541000	Uniforms per the contract.					
Protective Clothing	541050	The personal protective equipment the firefighters wear. Has a useful life of 5 years. Reflects current spending.					

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Green Advisory Board - 01124							
Salaries							
Overtime	510300	1,500	848	1,170	-	1,170	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Professional Salaries	513000	13,565	13,234	13,234	7,635	13,234	- %
Total Salaries		15,065	14,082	14,404	7,635	14,404	- %
Bldg Grounds And Maint.	520200	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	- %
Professional Development	521800	277	-	250	-	250	- %
Professional Services	521900	-	-	-	-	11,784	- %
Total Purchased Services		277	-	250	-	12,034	4,713.60%
Supplies							
Other Supplies	540200	162	-	162	-	162	- %
Books And Periodicals	540500	50	-	50	-	50	- %
Total Supplies		212	-	212	-	212	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Green Advisory Board		15,554	14,082	14,866	7,635	26,650	79.27%

BUDGET TEXT NOTES

Overtime	510300	Meeting staff support by Municipal Properties Office Manager
Professional Salaries	513000	GAB staff support - Municipal Properties Supt.
Professional Services	521900	Sustainability projects

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Highway - 01420							
Salaries							
Regular Perm	510100	723,225	621,463	998,533	400,453	1,169,149	17.09%
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	52,289	50,643	52,289	23,081	52,289	- %
Sick	510400	-	74,033	-	15,776	-	- %
Funeral Leave	510410	-	2,525	-	1,142	-	- %
Seasonal	510440	-	-	-	7,490	10,465	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	6,300	6,300	9,900	7,800	6,900	(30.30%)
Incentive Pay	510470	-	-	-	-	-	- %
Merit Pay	510490	9,100	7,200	11,900	-	11,200	(5.88%)
Holiday	510500	-	46,971	-	34,307	-	- %
Overtime/Sick Adjustment	510520	-	(94)	-	(193)	-	- %
Flsa Adjustment	510530	-	1,595	-	409	-	- %
Vacation	510600	-	75,035	-	49,309	-	- %
Snow Plow Stipend	510720	-	-	-	-	-	- %
Phone Stipend	510770	-	-	-	-	3,400	- %
Personal Time	510900	-	9,666	-	6,890	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	68,486	58,048	70,393	32,073	70,393	- %
Professional Salaries	513000	284,682	116,763	298,250	83,792	192,037	(35.61%)
Total Salaries		1,144,082	1,070,149	1,441,265	662,330	1,515,833	5.17%
Purchased Services							
Eqpt Rep And Servicing	520300	6,800	5,389	6,800	11,498	8,800	29.41%
Eqpt Rental	520700	-	-	-	-	-	- %
Travel	520900	-	-	-	36	1,000	- %
Telephone	521500	4,400	2,935	3,784	3,603	6,184	63.42%
Dues And Membership	521700	3,000	1,115	3,000	1,089	4,300	43.33%
Professional Development	521800	-	150	-	-	-	- %
Professional Services	521900	-	1,310	-	-	-	- %
Contractual Service	522700	-	-	-	-	70,000	- %
Total Purchased Services		14,200	10,898	13,584	16,225	90,284	564.63%
Supplies							
Office Supplies	540100	1,125	1,434	1,080	1,558	1,080	- %
Other Supplies	540200	-	-	-	-	-	- %
Postage And Courier	540300	160	50	100	71	100	- %
Books And Periodicals	540500	60	62	60	204	60	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	14,000	20,488	13,650	23,662	17,250	26.37%
Total Supplies		15,345	22,035	14,890	25,494	18,490	24.18%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Highway - 01420							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Highway		1,173,627	1,103,082	1,469,739	704,049	1,624,607	10.54%

BUDGET TEXT NOTES

Seasonal	510440	SEASONAL LABORER TRANSFERRED FROM 01192
Phone Stipend	510770	17 guys at \$200.00
Eqpt Rep And Servicing	520300	Maintenance and repair of equipment and of Traffic Signals
Travel	520900	Mileage reimbursement.
Telephone	521500	Wireless phone charges for DPW management.
Dues And Membership	521700	Dues for Mass Highway/ Assn. and DPW licenses.
Contractual Service	522700	Outside contracts such as tree removal services.
Office Supplies	540100	Misc. office supplies.
Books And Periodicals	540500	Construction manuals.
Uniforms	541000	Uniforms and protective clothing for DPW personnel per union contrac (excluding Transfer station employees who are covered under a separate budget).

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Roads - 01421							
Supplies							
Other Supplies	540200	11,000	7,956	10,450	9,091	13,450	28.71%
Material And Equipment	540900	53,000	42,465	53,000	47,474	58,000	9.43%
Sign Material	540970	19,000	40,497	19,000	27,997	19,000	- %
Total Supplies		83,000	90,918	82,450	84,562	90,450	9.70%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Paving	586010	163,609	169,375	163,609	47,772	80,000	(51.10%)
Guardrail Rep/Improve	586020	7,000	159	3,920	-	3,920	- %
Total Capital / Property		170,609	169,534	167,529	47,772	83,920	(49.91%)
TOTAL ORG: Roads		253,609	260,452	249,979	132,334	174,370	(30.25%)

BUDGET TEXT NOTES

Other Supplies	540200	Purchase of all tools used by the work crew.
Material And Equipment	540900	Sand, stone, pipe and drainage materials and supplies for municipal ground upkeep.
Sign Material	540970	Purchase all materials used for the manufacture and installation of signs and message boards.
Paving	586010	Paving, line painting and maintenance of Town ways. Also includes drainage repairs and adjustments, crackfilling infrared patching and cold patching.
Guardrail Rep/Improve	586020	Repair and replacement of roadside guardrails.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Snow And Ice - 01422							
Salaries							
Overtime	510300	135,237	183,288	135,237	104,836	135,568	0.24%
Snow Plow Stipend	510720	11,000	8,900	11,000	5,525	11,000	- %
Meals Stipend	510740	3,200	4,200	6,000	-	6,300	5.00%
Total Salaries		149,437	196,388	152,237	110,361	152,868	0.41%
Purchased Services							
Eqpt Rep And Servicing	520300	49,720	42,829	49,720	25,340	49,720	- %
Eqpt Rental	520700	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Contractual Service	522700	144,457	64,021	144,457	95,000	144,457	- %
Street Sweeping	522770	-	-	-	-	-	- %
Total Purchased Services		194,177	106,849	194,177	120,340	194,177	- %
Supplies							
Other Supplies	540200	5,000	407	5,000	1,400	5,000	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	251,386	188,149	213,929	171,122	213,929	- %
Total Supplies		256,386	188,557	218,929	172,521	218,929	- %
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	14,244	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	14,244	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Snow And Ice		600,000	491,795	565,343	417,467	565,974	0.11%

BUDGET TEXT NOTES

Overtime	510300	All overtime related to snow and ice removal
Snow Plow Stipend	510720	Per union contract
Meals Stipend	510740	Per Contract
Eqpt Rep And Servicing	520300	Parts and repair for snow removal equipment
Contractual Service	522700	Outside contractors that supplement Highway force for snow removal on roads & sidewalks.
Other Supplies	540200	Repair of snow damage, purchase of snow stakes, snow fence, sand barrels, etc.
Material And Equipment	540900	Deicing chemicals

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Gas And Diesel - 01423							
Purchased Services							
Eqpt Rep And Servicing	520300	15,000	5,954	10,500	400	10,500	- %
Fuel And Oil	521300	-	-	-	-	-	- %
Diesel	521310	75,000	61,829	75,000	67,720	75,000	- %
Bio-Diesel	521311	-	-	-	-	-	- %
Gasoline	521320	125,000	152,618	143,000	86,770	141,000	(1.40%)
Total Purchased Services		215,000	220,401	228,500	154,890	226,500	(0.88%)
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	- %
Other							
Social Security	570300	-	-	-	-	-	- %
Fuel Tax	570350	9,500	7,865	9,215	8,000	9,215	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		9,500	7,865	9,215	8,000	9,215	- %
TOTAL ORG: Gas And Diesel		224,500	228,266	237,715	162,890	235,715	(0.84%)

BUDGET TEXT NOTES

Eqpt Rep And Servicing	520300	Service and repair of the fuel pumps used by Town vehicles.
Diesel	521310	Purchase of diesel fuel for Town vehicles.
Gasoline	521320	Purchase of gasoline for all Town vehicles.
Fuel Tax	570350	Diesel fuel tax from which the Town is not exempt.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Machinery - 01424							
Purchased Services							
Eqpt Rep And Servicing	520300	56,000	61,079	50,400	11,986	50,400	- %
Radio Repairs	520310	2,000	-	1,800	-	1,800	- %
Total Purchased Services		58,000	61,079	52,200	11,986	52,200	- %
Supplies							
Parts/Tires - Police	540920	13,400	16,718	13,400	14,724	13,400	- %
Parts/Tires - Fire	540930	-	-	-	-	-	- %
Parts/Tires - Municipal	540940	7,000	10,660	7,000	11,451	10,000	42.86%
Parts/Tires - Civil Defense	540950	3,800	1,952	1,900	-	1,900	- %
Parts/Tires - Highway	540960	95,000	86,027	95,000	50,262	95,000	- %
Sign Material	540970	-	-	-	-	-	- %
Parts/Tires - Nat'L Res/Cem	540980	6,800	11,425	6,800	3,248	6,800	- %
Small Tools	540990	1,500	712	1,500	1,000	1,500	- %
Total Supplies		127,500	127,494	125,600	80,684	128,600	2.39%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Capital Outlay	580000	120,000	92,782	120,000	65,165	110,000	(8.33%)
Total Capital / Property		120,000	92,782	120,000	65,165	110,000	(8.33%)
TOTAL ORG: Machinery		305,500	281,355	297,800	157,835	290,800	(2.35%)

BUDGET TEXT NOTES

Eqpt Rep And Servicing	520300	Repair such as alignments, spring repairs, inspections and other repairs that the garage is not equipped to perform.
Radio Repairs	520310	Communication equipment.
Parts/Tires - Police	540920	Parts and tires for the police vehicles.
Parts/Tires - Municipal	540940	Parts and tires for build & grounds equipment and vehicles.
Parts/Tires - Civil Defense	540950	Parts and tires for Civil Defense vehicles.
Parts/Tires - Highway	540960	Parts and tires for the Highway vehicles.
Parts/Tires - Nat'L Res/Cem	540980	Parts and tires for the Natural Resources vehicles (includes Cemetery and Recreation Departments).
Small Tools	540990	Purchase of small tools used by the mechanics.
Capital Outlay	580000	Replacement program for dump trucks and other equipment used to plow.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Special Projects - 01425							
Overtime	510300	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	- %
Purchased Services							
Eqpt Rental	520700	9,300	11,943	8,528	-	8,528	- %
Other Service	522771	12,200	14,493	12,200	26,378	12,200	- %
Total Purchased Services		21,500	26,435	20,728	26,378	20,728	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Capital Outlay	580000	-	-	-	-	-	- %
Sidewalk Repair/Improve	586100	130,000	115,817	120,000	33,249	12,000	(90.00%)
Bridge/Culvert Repair	586200	50,000	55,345	50,000	29,609	20,000	(60.00%)
Total Capital / Property		180,000	171,162	170,000	62,858	32,000	(81.18%)
TOTAL ORG: Special Projects		201,500	197,598	190,728	89,235	52,728	(72.35%)

BUDGET TEXT NOTES

Eqpt Rental	520700	Rental of equipment such as an excavator or crane for projects that Town equipment is incapable of performing.
Other Service	522771	Environmental compliance (tight tank testing/pumping).
Bridge/Culvert Repair	586200	Drainage (including culverts & bridges) repair, reconstruction, improvements, design & inspections.

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Historical Commission - 01650							
Purchased Services							
Dues And Membership	521700	200	-	200	-	200	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Total Purchased Services		200	-	200	-	200	- %
Supplies							
Other Supplies	540200	176	-	176	-	176	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Total Supplies		176	-	176	-	176	- %
TOTAL ORG: Historical Commission		376	-	376	-	376	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Human Resources - 01152							
Salaries							
Overtime	510300	12,500	5,136	8,974	2,117	7,000	(22.00%)
Sick	510400	-	3,984	-	2,726	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	9,367	-	6,320	-	- %
Vacation	510600	-	9,538	-	9,047	-	- %
Personal Time	510900	-	1,209	-	403	-	- %
Salary Adjustment Line	510999	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Senior Work Program	511800	44,100	42,651	52,100	27,543	52,100	- %
Clerical Salaries & Wages	512050	68,486	56,995	70,393	29,067	70,393	- %
Professional Salaries	513000	134,462	121,857	138,207	67,883	138,207	- %
Total Salaries		259,548	250,736	269,674	145,106	267,700	(0.73%)
Purchased Services							
Advertising	520100	9,070	10,304	10,270	4,528	10,270	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	900	272	400	158	400	- %
Dues And Membership	521700	1,400	1,378	1,700	956	1,700	- %
Professional Development	521800	-	24	-	215	-	- %
Employee Recognition	521820	40,315	21,752	39,810	24,863	35,000	(12.08%)
Professional Services	521900	10,000	5,354	12,000	5,400	12,000	- %
Professional Services - Medica	521940	19,000	13,335	16,350	15,319	16,350	- %
Printing And Copying	522300	-	173	-	-	-	- %
Total Purchased Services		80,685	52,591	80,530	51,438	75,720	(5.97%)
Supplies							
Office Supplies	540100	2,000	40	2,000	-	2,000	- %
Other Supplies	540200	1,200	536	990	84	990	- %
Books And Periodicals	540500	1,350	-	1,350	-	1,350	- %
Material And Equipment	540900	600	-	400	-	400	- %
Total Supplies		5,150	577	4,740	84	4,740	- %
Other							
Chapter 111F Fire	570150	-	-	-	-	-	- %
Chapter 111 F Police	570151	-	-	-	-	-	- %
Police And Fire Injury Insuran	570152	94,000	94,703	94,000	72,842	94,000	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Total Other		94,000	94,703	94,000	72,842	94,000	- %

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Human Resources - 01152							
TOTAL ORG: Human Resources		439,383	398,606	448,944	269,470	442,160	(1.51%)

BUDGET TEXT NOTES

Overtime	510300	Able to decrease due to review of last 4 years of overtime usage.
Senior Work Program	511800	This covers our senior work program.
Advertising	520100	Advertising for job openings with the MMA Beacon online advertising.
Employee Recognition	521820	This reflects the FY20 Projected actual budget amount.
Professional Services	521900	Level funed, used for various services such as assessment Centers and or studies as needed.
Professional Services - Medica	521940	Level funded, used for pre employment physicals, random drug testing.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Information Technology - 01154							
Salaries							
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	36,905	-	6,320	-	- %
Sick	510400	-	16,073	-	5,159	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Seasonal	510440	-	-	-	-	-	- %
Holiday	510500	-	16,497	-	12,170	-	- %
Vacation	510600	-	18,836	-	15,948	-	- %
Personal Time	510900	-	3,758	-	1,141	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	439,415	313,587	462,899	191,561	497,724	7.52%
Total Salaries		439,415	405,657	462,899	232,299	497,724	7.52%
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	449,000	448,650	440,000	408,075	442,000	0.45%
Gis	520410	175,000	180,743	145,000	53,396	145,000	- %
Eqpt Maintenance	520600	137,000	145,222	137,000	58,731	137,000	- %
Travel	520900	-	-	-	-	-	- %
Telephone	521500	81,700	107,515	90,000	64,417	90,000	- %
Dues And Membership	521700	250	615	250	1,031	250	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	100,000	96,505	90,000	26,402	90,000	- %
Internet Services	521980	30,000	25,571	30,000	28,338	50,515	68.38%
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	170,000	167,393	150,000	110,756	150,000	- %
Software Services	522720	-	-	-	-	-	- %
Web Page Services	522730	-	-	-	-	-	- %
Total Purchased Services		1,142,950	1,172,213	1,082,250	751,146	1,104,765	2.08%
Supplies							
Office Supplies	540100	-	197	-	25	-	- %
Other Supplies	540200	-	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	197	-	25	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Information Technology - 01154							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Capital Outlay	580000	30,000	29,732	30,000	28,275	15,000	(50.00%)
Digitize Records	580020	40,000	38,978	40,000	15,578	10,000	(75.00%)
Total Capital / Property		70,000	68,710	70,000	43,853	25,000	(64.29%)
TOTAL ORG: Information Technology		1,652,365	1,646,777	1,615,149	1,027,323	1,627,489	0.76%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Information Technology - 01154							
<u>BUDGET TEXT NOTES</u>							
Professional Salaries	513000		Salary positions per position control				
Mis Equipment & Software	520400		Software maintenance and licensing. Financial packages are the largest component, followed by public safety dispatch, communications, records and mobile data. Server virtualization software maintenance & hosted Munis software modules. Nursing software. Cloud-based storage and licensing for office applications, and digital signage functions.				
Gis	520410		Development and maintenance of enterprise geographic information system (GIS). Layer development and maintenance. GIS training. Hardware and software maintenance. Digital and hardcopy production of maps. Management and coordination of land and permit data.				
Eqpt Maintenance	520600		Town-wide networked copiers, lease maintenance and supplies. Network switches, wireless access points and uninterruptible battery backups maintenance. Time and materials repair.				
Telephone	521500		Town-wide unified (land-line) communications (voice over IP). Public safety mobile data cellular. Multi-departmental cellular telephones and portable data devices.				
Dues And Membership	521700		Professional memberships.				
Professional Services	521900		Weather service subscriptions. Radio system maintenance, VOIP phone system maintenance. Document storage system maintenance and disaster recovery. Managed server services.				
Internet Services	521980		Redundant Internet connections, security devices such as firewalls, spam filter subscriptions, web content filters and financial transaction security compliance. Comcast fiber optic lease per Atty Solomon. Social media management licenses. Committee member licenses.				
Contractual Service	522700		Consulting and special projects, system implementations and upgrades. "Reverse 911" emergency notification (Blackboard) and Verizon subscriber list. Building electronic access control. Software customizations or specialized instruction.				
Capital Outlay	580000		Periodic hardware, server, desktop replacements.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Land Use/Economic Development - 01180							
Salaries							
Overtime	510300	-	1,736	-	1,657	-	- %
Sick	510400	-	9,701	-	5,137	-	- %
Funeral Leave	510410	-	-	-	1,724	-	- %
Holiday	510500	-	10,360	-	8,032	-	- %
Vacation	510600	-	9,847	-	7,223	-	- %
Personal Time	510900	-	2,672	-	1,707	-	- %
Clerical Salaries & Wages	512050	139,337	88,029	133,301	62,794	128,996	(3.23%)
Professional Salaries	513000	125,897	107,711	142,007	60,837	137,300	(3.31%)
Total Salaries		265,234	230,057	275,308	149,111	266,296	(3.27%)
Purchased Services							
Travel	520900	-	232	750	390	750	- %
Telephone	521500	-	-	1,300	1,100	1,300	- %
Dues And Membership	521700	-	35	500	355	500	- %
Professional Development	521800	-	-	12,000	3,220	12,000	- %
Professional Services	521900	10,000	10,165	7,500	824	7,500	- %
Total Purchased Services		10,000	10,433	22,050	5,888	22,050	- %
Supplies							
Office Supplies	540100	500	260	500	472	500	- %
Total Supplies		500	260	500	472	500	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Capital Outlay	580000	-	-	-	-	8,500	- %
Total Capital / Property		-	-	-	-	8,500	- %
TOTAL ORG: Land Use/Economic Development		275,734	240,749	297,858	155,471	297,346	(0.17%)

BUDGET TEXT NOTES

Travel	520900	Line items created for various purchased services.
Telephone	521500	Line items were created for various purchased services.
Dues And Membership	521700	Line items created for various purchased services.
Capital Outlay	580000	Playground Study

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Memorial Library - 01610							
Salaries							
Regular Perm	510100	608,252	497,878	624,536	256,038	618,610	(0.95%)
Regular Temp	510200	290,929	235,168	300,230	125,993	303,776	1.18%
Overtime	510300	-	-	-	323	-	- %
Sick	510400	-	20,341	-	17,885	-	- %
Funeral Leave	510410	-	590	-	-	-	- %
Holiday	510500	-	34,041	-	23,103	-	- %
Vacation	510600	-	45,253	-	31,583	-	- %
Personal Time	510900	-	6,582	-	3,311	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	39,135	33,091	42,236	18,376	40,225	(4.76%)
Professional Salaries	513000	202,199	129,692	180,159	78,622	183,042	1.60%
Total Salaries		1,140,515	1,002,634	1,147,161	555,235	1,145,653	(0.13%)
Purchased Services							
Eqpt Rep And Servicing	520300	400	499	400	-	400	- %
Mis Equipment & Software	520400	51,000	63,869	57,000	11,314	63,000	10.53%
Travel	520900	1,200	1,379	1,200	1,242	1,200	- %
Dues And Membership	521700	850	125	850	49,322	850	- %
Professional Development	521800	-	1,359	-	-	-	- %
Public Relations	521850	1,250	813	1,275	202	1,250	(1.96%)
Professional Services	521900	-	25,531	-	15,981	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Total Purchased Services		54,700	93,574	60,725	78,061	66,700	9.84%
Supplies							
Office Supplies	540100	2,100	8,191	1,900	1,800	1,900	- %
Other Supplies	540200	9,000	35,888	8,439	11,544	9,000	6.65%
Postage And Courier	540300	25	7	25	20	25	- %
Books And Periodicals	540500	210,000	125,426	212,000	60,173	110,000	(48.11%)
Non-Print Materials	540510	-	127,661	-	106,330	98,000	- %
Periodicals	540520	-	13,995	-	12,510	14,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		221,125	311,167	222,364	192,376	232,925	4.75%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Memorial Library		1,416,340	1,407,375	1,430,250	825,672	1,445,278	1.05%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Memorial Library - 01610							
<u>BUDGET TEXT NOTES</u>							
Regular Perm	510100		position control				
Regular Temp	510200		position control				
Clerical Salaries & Wages	512050		position control				
Professional Salaries	513000		position control- 2 new people in these positions at lower steps				
Eqpt Rep And Servicing	520300		Repair of library equipment.				
Mis Equipment & Software	520400		Includes AML's Minuteman Library Network membership assessment, annual costs for online calendar, museum pass reservation capability, Constatnt Contact for publicity, print and time management system for public computers, filtering in children's room, RFID maintenance, website hosting, Bookletters website utility and self-check out stations.				
Travel	520900		Mileage for staff to attend Network, Regional and other meetings to keep informed and maintain skills.				
Dues And Membership	521700		Staff Membership in professional associations.				
Public Relations	521850		Volunteer Recognition (at holidays or to pay for the spring event) and movie license, which is used for two adult film series a year plus monthly Family Movie nights.				
Office Supplies	540100		General office supplies.				
Other Supplies	540200		Library and processing supplies, including RFID tags for all items added to the collection: borrower cards; barcodes; book jackets; receipt printer tapes and ribbons; packaging for popular AV formats, etc.				
Postage And Courier	540300		Misc. postage and Fedexing grants to meet deadlines and track receipts.				
Books And Periodicals	540500		Library material of all types.				
Non-Print Materials	540510		Audio, video, e-content, databases				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Natural Resources - 01550							
Salaries							
Regular Perm	510100	290,032	243,608	300,904	140,496	307,507	2.19%
Overtime	510300	24,000	29,989	24,000	23,516	24,000	- %
Sick	510400	-	11,371	-	5,520	-	- %
Funeral Leave	510410	-	651	-	211	-	- %
Seasonal	510440	-	11,572	-	16,202	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	1,200	1,200	1,200	1,200	1,200	- %
Merit Pay	510490	2,800	2,000	2,800	-	2,800	- %
Holiday	510500	-	34,473	-	21,454	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	-	- %
Flsa Adjustment	510530	520	128	524	137	524	- %
Vacation	510600	-	41,601	-	24,632	-	- %
Meals Stipend	510740	800	1,200	1,200	-	1,200	- %
Personal Time	510900	-	4,334	-	4,075	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	325,387	278,107	316,367	115,728	314,898	(0.46%)
Professional Salaries	513000	194,220	148,927	187,996	88,505	122,777	(34.69%)
Total Salaries		838,959	809,161	834,991	441,678	774,906	(7.20%)
Purchased Services							
Advertising	520100	300	62	300	201	300	- %
Bldg Grounds And Maint.	520200	1,000	928	7,000	300	7,000	- %
Eqpt Rep And Servicing	520300	2,000	1,854	3,500	1,794	3,500	- %
Travel	520900	200	138	-	603	300	- %
Electricity	521100	-	-	500	-	500	- %
Water	521110	1,000	1,005	9,700	3,795	7,000	(27.84%)
Fuel And Oil	521300	-	-	-	-	-	- %
Telephone	521500	3,000	2,720	3,000	1,446	2,200	(26.67%)
Dues And Membership	521700	1,000	1,012	1,000	1,487	1,000	- %
Professional Development	521800	1,500	315	1,500	164	500	(66.67%)
Professional Services	521900	13,500	14,122	12,500	6,155	16,000	28.00%
Printing And Copying	522300	1,500	150	2,000	-	250	(87.50%)
License Fees	522450	750	445	750	535	750	- %
Contractual Service	522700	5,000	89,960	3,500	-	2,000	(42.86%)
Total Purchased Services		30,750	112,711	45,250	16,480	41,300	(8.73%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Natural Resources - 01550							
Supplies							
Office Supplies	540100	1,000	1,308	750	200	750	- %
Other Supplies	540200	13,500	11,528	11,000	6,844	11,000	- %
Photographic Supplies	540210	-	-	-	-	-	- %
Medical Supplies	540250	200	-	200	-	200	- %
Books And Periodicals	540500	200	-	-	-	-	- %
Sports & Recreation Eqpt	540600	3,000	2,680	2,500	1,299	2,500	- %
Land Steward	540610	3,000	3,789	3,000	250	3,000	- %
Meals	540700	300	256	300	91	250	(16.67%)
Material And Equipment	540900	4,000	4,329	4,000	396	4,000	- %
Uniforms	541000	7,500	4,826	7,500	7,119	7,500	- %
Total Supplies		32,700	28,716	29,250	16,199	29,200	(0.17%)
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Machinery And Equipment	583000	-	-	-	2,771	-	- %
Paving	586010	-	-	-	-	-	- %
Fence - Nara	586700	-	-	-	-	-	- %
Total Capital / Property		-	-	-	2,771	-	- %
TOTAL ORG: Natural Resources		902,409	950,588	909,491	477,128	845,406	(7.05%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Natural Resources - 01550							
<u>BUDGET TEXT NOTES</u>							
Regular Perm	510100		Superintendent, 4 full time maintenance who are union positions.				
Overtime	510300		weekend funerals, rec evening and weekend events.				
Merit Pay	510490		performance based.				
Clerical Salaries & Wages	512050		Per position control				
Professional Salaries	513000		Natural Resource Director per position control.				
Advertising	520100		Legal Ads as per Conservation requirements.				
Bldg Grounds And Maint.	520200		To maintain and improve handicap accessibility at the Arboretum. Maintenance of all natural resource facilities including grounds maintenance on Cemetery properties. Projects at Arboretum will be allocated here.				
Eqpt Rep And Servicing	520300		Equipment repairs that cannot be made by Town departments.				
Travel	520900		mileage				
Electricity	521100		Arboretum well pump				
Water	521110		Four meters for outside water supply at Woodlawn & Mount Hope Cemeteries and increase will cover additional 17 water meters from recreation, community gardens, playgrounds.				
Telephone	521500		smart phones w/data for 6 personnel				
Dues And Membership	521700		MACC dues, MCA and NECA dues.				
Professional Development	521800		Fees associated with maintaining licenses and accreditation				
Professional Services	521900		professional tree work, outside vendors working on public grounds & speciman tree pruning at Arboretum. Additional planting of trees.				
Printing And Copying	522300		PRINTING PROJECTS				
License Fees	522450		Fees for pesticide licenses, hydraulic licenses and CDL licenses for 5-man crew.				
Contractual Service	522700		Contractual Service				
Office Supplies	540100		Office Supplies: for Cemetery Office; for Conservation Office.				
Other Supplies	540200		Paint, hardware, etc; chemical supplies, oil, grease for lubrications; Conservation supplies. Arboretum projects, property maintenance. Natural Resources equipment, landscaping supplies.				
Medical Supplies	540250		For updating supplies and replacing first aid kits in all five department vehicles, shop and NARA park				
Sports & Recreation Eqpt	540600		For routine maintenance of existing playground structures and safety ground-cover surfaces, turf maintenance.				
Land Steward	540610		Materials for the maintenance of conservation land, trails, boardwalks, kiosks etc. and eagle scout projects				
Meals	540700		Lunches at training sessions & professional meetings. Increase in projects and planning meetings				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Natural Resources - 01550							
Material And Equipment	540900		Parts, small tools, sand, gravel, stone, cement, flags for flagpoles, and routine equipment repairs, parking lot and accessibility improvements. NARA Park landscaping.				
Uniforms	541000		Uniform service, boots, protective clothing, jackets, t-shirts, sweatshirts, protective gear for five full-time men and uniforms and protective gear for Seasonal employees.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Nursing Service - 01522							
Salaries							
Regular Perm	510100	112,579	81,723	105,654	46,969	108,457	2.65%
Overtime	510300	2,000	-	2,000	-	2,000	- %
Sick	510400	-	11,624	-	3,572	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	9,720	-	8,367	-	- %
Vacation	510600	-	17,128	-	11,532	-	- %
Personal Time	510900	-	2,918	-	2,022	-	- %
Other Salaries & Wages	511000	5,000	4,010	5,000	34,788	5,000	- %
On Call	512210	7,152	10,492	7,152	5,142	7,152	- %
Professional Salaries	513000	264,740	170,128	234,077	73,445	224,759	(3.98%)
Total Salaries		391,471	307,741	353,883	185,837	347,368	(1.84%)
Purchased Services							
Eqpt Rep And Servicing	520300	500	433	-	-	-	- %
Mis Equipment & Software	520400	4,700	1,225	4,700	3,456	2,000	(57.45%)
Mileage (Rn)	520902	5,500	4,341	5,500	3,000	5,500	- %
Mileage (Hha)	520903	4,000	2,500	4,000	1,663	4,000	- %
Mileage (Admin)	520904	500	338	500	537	500	- %
Telephone	521500	3,700	4,356	4,000	4,104	4,000	- %
Dues And Membership	521700	10,000	10,808	10,000	12,931	12,000	20.00%
Professional Development	521800	2,500	2,192	-	225	-	- %
Professional Services	521900	24,715	23,529	20,000	16,385	20,000	- %
Prof. Service - Audit	521930	3,500	900	3,500	-	3,500	- %
Contractual Service	522700	80,000	80,042	80,000	45,158	80,000	- %
Miscellaneous	522900	-	-	-	-	-	- %
Total Purchased Services		139,615	130,663	132,200	87,459	131,500	(0.53%)
Supplies							
Office Supplies	540100	2,000	977	1,000	500	1,000	- %
Other Supplies	540200	-	-	-	-	-	- %
Medical Supplies	540250	5,000	1,578	5,000	1,434	5,000	- %
Billable Supplies	540270	7,000	5,075	7,000	1,554	7,000	- %
Postage And Courier	540300	3,500	1,188	2,000	12	2,000	- %
Books And Periodicals	540500	2,000	1,473	-	101	2,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		19,500	10,290	15,000	3,602	17,000	13.33%
Other							
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Property & Liability Insurance	575000	4,600	5,010	4,600	5,010	5,200	13.04%
Total Other		4,600	5,010	4,600	5,010	5,200	13.04%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Nursing Service - 01522							
TOTAL ORG: Nursing Service		555,186	453,705	505,683	281,908	501,068	(0.91%)

BUDGET TEXT NOTES

Regular Perm	510100	Certified Homehealth aids.
Overtime	510300	Over 40 hours a week.
On Call	512210	Covers all holidays, evenings, nights and weekends. 24 hr on-call Fri-Sun, all Holidays. On-call: Mon-Thur 13hr/day for 24 hour coverage.
Professional Salaries	513000	Director and clinical manager.
Eqpt Rep And Servicing	520300	Repair/Services for copier, printers and aging equipment.
Mis Equipment & Software	520400	Telehealth monitoring.
Mileage (Rn)	520902	All mileage paid at current IRS rate.
Mileage (Hha)	520903	All mileage paid at current IRS rate.
Mileage (Admin)	520904	All mileage paid at current IRS rate.
Telephone	521500	24/7 answering service, medicare connectivity for OASIS submission to Medicare repository.
Dues And Membership	521700	Professional organization's visiting Nurse Acssoc. of Amarica Home Care Alliance of MA, VNANE.
Professional Development	521800	In Service homecare conferences.
Professional Services	521900	Marketing/graphic design.
Prof. Service - Audit	521930	medicare cost report - yearly certification requirement.
Contractual Service	522700	Includes cost for all therapy services provided to patients.
Medical Supplies	540250	These are the staff bag supplies. Line items is variable depending on amount of patients needing what Medicare defines as "bag supplies", which include wound care supplies and INR testing. Medicare does not pay for reimbursement of particular wound supplies as well as INR testing strips.
Postage And Courier	540300	Marketing mailings.
Books And Periodicals	540500	Updated coding books, yearly regulatory update policies, Bi-annual VNAA procedure manual.
Property & Liability Insurance	575000	required professional liability insurance for agency

TOWN OF ACTON
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FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Planning - 01172							
Salaries							
Overtime	510300	-	-	-	431	-	- %
Sick	510400	-	15,079	-	8,418	-	- %
Funeral Leave	510410	-	1,272	-	-	-	- %
Holiday	510500	-	12,131	-	8,187	-	- %
Cpa Administration Salary	510550	-	-	-	-	-	- %
Vacation	510600	-	16,121	-	13,539	-	- %
Personal Time	510900	-	3,032	-	1,143	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	263,099	214,465	275,106	112,735	268,059	(2.56%)
Total Salaries		263,099	262,102	275,106	144,453	268,059	(2.56%)
Purchased Services							
Advertising	520100	717	456	736	98	750	1.90%
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	1,037	532	1,065	24	1,084	1.78%
Dues And Membership	521700	1,831	1,556	1,880	566	1,914	1.81%
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	748	6,400	768	299	782	1.82%
Printing And Copying	522300	2,080	158	-	-	-	- %
Total Purchased Services		6,413	9,102	4,449	987	4,530	1.82%
Supplies							
Office Supplies	540100	1,322	258	655	437	667	1.83%
Postage And Courier	540300	2,070	34	-	-	-	- %
Books And Periodicals	540500	427	440	439	500	447	1.82%
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		3,819	733	1,094	937	1,114	1.83%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Planning		273,331	271,936	280,649	146,376	273,703	(2.47%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Planning - 01172							
<u>BUDGET TEXT NOTES</u>							
Professional Salaries	513000	Three full-time staff per position control.					
Advertising	520100	Legal notices for PIB, ZBA, CPC; adjusted 1.8% over previous year					
Travel	520900	Mileage, parking fees, tolls; adjusted 1.8% over previous year.					
Dues And Membership	521700	APA, AICP, MAPD membership dues, three staff members; adjusted 1.8% over previous year					
Professional Services	521900	zoning enforcement/constable; Acton 2020 web hosting; adjusted 1.8% over previous year					
Office Supplies	540100	For various office supplies needed.					
Books And Periodicals	540500	law book new/update & other resources; adjusted 1.8% over previous year					

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Police - 01210							
Salaries							
Regular Perm	510100	2,558,915	2,063,934	2,642,119	1,217,932	2,802,386	6.07%
Overtime	510300	460,955	526,230	500,955	297,929	500,955	- %
Sick	510400	-	123,505	-	110,205	-	- %
Funeral Leave	510410	-	6,009	-	4,963	-	- %
Injury Leave	510450	-	68,750	-	25,950	-	- %
Longevity	510460	-	-	-	-	-	- %
Incentive Pay	510470	512,251	506,908	544,109	270,290	551,932	1.44%
Outside Detail	510480	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	130,603	-	39,196	-	- %
Police-Education Incentive	510510	-	-	-	-	-	- %
Overtime/Sick Adjustment	510520	-	(12,537)	-	(3,278)	-	- %
Flsa Adjustment	510530	45,000	40,661	45,000	17,703	45,000	- %
Vacation	510600	-	218,303	-	157,177	-	- %
Court Time	510800	27,000	18,868	27,000	8,921	27,000	- %
Personal Time	510900	-	32,596	-	18,404	-	- %
Other Salaries & Wages	511000	-	6,457	-	4,050	-	- %
Matron Wages	511010	5,000	282	5,000	463	5,000	- %
In Service Training	511020	-	-	-	-	-	- %
Juvenile Officer	511030	19,000	9,088	19,000	2,486	19,000	- %
Firearms Stipend	511040	17,200	16,800	25,800	25,800	29,040	12.56%
Special Duty	511050	23,400	25,650	33,480	18,540	32,400	(3.23%)
5 And 2 Schedule	511060	15,000	25,915	15,000	6,192	25,000	66.67%
Cops In School	511070	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	130,449	106,147	134,082	56,214	134,082	- %
Professional Salaries	513000	453,020	397,554	579,479	205,705	498,214	(14.02%)
Total Salaries		4,267,190	4,311,721	4,571,024	2,484,841	4,670,009	2.17%
Purchased Services							
Radio Repairs	520310	8,000	5,200	8,000	4,100	8,000	- %
Eqpt Maintenance	520600	35,500	22,645	15,500	13,848	30,000	93.55%
Travel	520900	3,200	5,330	3,200	6,668	4,200	31.25%
Telephone	521500	15,000	15,516	15,000	16,135	18,000	20.00%
Dues And Membership	521700	3,000	6,335	6,000	6,351	6,000	- %
Professional Development	521800	34,000	30,913	24,000	12,617	24,000	- %
Professional Services	521900	-	2,575	-	700	-	- %
Professional Services - Medica	521940	-	-	10,000	10,000	10,000	- %
Contractual Service	522700	-	-	-	-	-	- %
Security	523300	1,000	-	1,000	-	1,000	- %
Bullet Proof Vest	523800	-	-	-	-	-	- %
Total Purchased Services		99,700	88,513	82,700	70,419	101,200	22.37%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Police - 01210							
Supplies							
Office Supplies	540100	8,600	8,127	8,600	4,814	8,600	- %
Police Supplies	540110	13,000	13,393	8,000	8,480	10,000	25.00%
Photographic Supplies	540210	3,200	360	3,200	-	3,200	- %
Books And Periodicals	540500	1,000	2,604	1,000	2,475	1,000	- %
Material And Equipment	540900	2,000	7,420	2,000	-	2,000	- %
Uniforms	541000	45,000	53,644	45,000	40,224	45,000	- %
Range & Ammunition	541100	10,000	6,150	10,000	500	10,000	- %
Total Supplies		82,800	91,699	77,800	56,493	79,800	2.57%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Capital Outlay	580000	9,500	7,590	4,500	(705)	-	- %
Motor Vehicle	585000	180,000	215,575	128,000	29,959	135,200	5.63%
Total Capital / Property		189,500	223,165	132,500	29,254	135,200	2.04%
TOTAL ORG: Police		4,639,190	4,715,097	4,864,024	2,641,007	4,986,209	2.51%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Police - 01210							
<u>BUDGET TEXT NOTES</u>							
Overtime	510300		Sick, funeral & personal coverage for superiors and patrol. Details for Highway and Municipal Properties 4th of July, elections, townmeetings. Arrests, investigations, stakeouts fatal accidents, reports, storms and unforeseen emergencies, etc. Increase to try and reflect COLA increases past few years.				
Incentive Pay	510470		Incentive pay for officers plus educational incentive for officers. New officers are at 20% for a Masters where it was 25% in the past. Trade off for moving civil service from the department.				
Overtime/Sick Adjustment	510520		This line is used as a credit when officers take sick time and are charges based on a 28 day reconciliation period.				
Flsa Adjustment	510530		Based on Federal Law and contract rules.				
Court Time	510800		Covers for court for superiors and patrol.				
Matron Wages	511010		Matron time includes time spent searching and watching female prisoners and watching all prisoners on suicide watch.				
Juvenile Officer	511030		Coverage for juvenile/Youth unit to conduct investigations.				
5 And 2 Schedule	511060		Days off per contract for 5&2 schedule employees.				
Clerical Salaries & Wages	512050		1 secretary and 1 clerk per position control.				
Professional Salaries	513000		Per position control.				
Radio Repairs	520310		Repairs for radio and portables and related equipment.				
Eqpt Maintenance	520600		Repair for office equipment, breathalyzer, radar equipment, Dispatch consoles, cruiser lights & sirens.				
Travel	520900		Travel expenses and parking fees.				
Telephone	521500		Cell phones for use by department personnel. Facilitate secure communication and allows access to email and other data needs, smart phones and tablets. Increased for mobile data for cruisers moving to this account from IT.				
Dues And Membership	521700		Dues for various memberships.				
Professional Development	521800		Instructors fee's for training programs, seminars and conferences.				
Professional Services - Medica	521940		DVSN - Domestic Violence Services Network annual fee and for our contribution to the JDP, jail Diversion Program.				
Security	523300		Drug buy money.				
Office Supplies	540100		paper and routine office supplies.				
Police Supplies	540110		Supplies for breathalyzer, cell block supplies, arrests, drug kits, prisoner meals, crime scene tape, evidence collection kits, traffic unit supplies, cones barriers etc.				
Photographic Supplies	540210		Camera purchase, repairs and supplies.				
Books And Periodicals	540500		Mass General Law updates, subscriptions, professional journals.				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Police - 01210							
Material And Equipment	540900		Purchase of anything used by officers that is re-useable such as flashlights, prisoner supplie, restraints, blankets, etc.				
Uniforms	541000		Uniform purchases for officers, \$900 each as well as academy uniforms for new hires.				
Range & Ammunition	541100		For range facility use, ammunition and gun repairs. Officers qualify twice year.				
Motor Vehicle	585000		Purchase of 4 marked hybrid cruisers.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Public Facilities - 01192*							
Salaries							
Regular Perm	510100	541,316	383,054	328,673	140,954	339,052	3.16%
Overtime	510300	20,000	25,342	20,000	8,230	20,000	- %
Sick	510400	-	19,987	-	27,963	-	- %
Funeral Leave	510410	-	4,723	-	-	-	- %
Seasonal	510440	19,172	34,492	20,930	16,422	10,465	(50.00%)
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	5,100	5,100	3,000	2,700	1,800	(40.00%)
Merit Pay	510490	7,000	4,800	4,200	-	4,200	- %
Holiday	510500	-	28,333	-	15,080	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	-	- %
Flsa Adjustment	510530	-	358	-	75	-	- %
Vacation	510600	-	40,373	-	19,840	-	- %
Snow Plow Stipend	510720	-	1,050	-	550	-	- %
Meals Stipend	510740	1,800	2,400	1,800	-	3,000	66.67%
Phone Stipend	510770	-	-	-	-	600	- %
Personal Time	510900	-	6,672	-	1,798	-	- %
Other Salaries & Wages	511000	-	207	-	222	-	- %
Clerical Salaries & Wages	512050	68,486	56,682	70,393	32,913	70,393	- %
Professional Salaries	513000	129,864	98,696	117,321	49,287	101,572	(13.42%)
Total Salaries		792,738	712,269	566,317	316,033	551,082	(2.69%)
Purchased Services							
Advertising	520100	1,200	166	1,200	-	1,200	- %
Bldg Grounds And Maint.	520200	228,850	172,144	231,750	198,215	226,750	(2.16%)
Eqpt Rep And Servicing	520300	55,000	36,141	5,000	1,354	3,000	(40.00%)
Other Equipment	520500	4,500	3,962	11,000	29,554	5,000	(54.55%)
Eqpt Maintenance	520600	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	-	-	-	-	-	- %
Travel	520900	-	42	2,000	-	500	(75.00%)
Electricity	521100	204,660	196,749	185,310	153,009	195,000	5.23%
Water	521110	15,475	12,835	14,075	12,438	14,100	0.18%
Sewer	521120	5,100	4,087	4,300	2,907	4,500	4.65%
Street Lighting	521200	50,000	33,915	35,000	33,000	35,000	- %
Traffic Signal & Security	521210	8,000	15,981	7,000	6,784	7,000	- %
Heating Oil	521410	9,500	10,754	11,500	3,443	11,500	- %
Natural Gas	521420	108,365	112,677	101,470	92,856	110,100	8.50%
Telephone	521500	6,000	3,853	5,000	2,000	2,100	(58.00%)
Dues And Membership	521700	1,100	1,335	1,100	925	500	(54.55%)
Professional Development	521800	-	70	-	-	-	- %
Professional Services	521900	-	100,205	-	7,302	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
License Fees	522450	1,500	464	1,500	771	1,500	- %
Contractual Service	522700	173,400	219,356	225,550	136,475	150,550	(33.25%)
Trash Removal	522800	20,909	20,909	20,909	-	20,909	- %
Total Purchased Services		893,559	945,646	863,664	681,031	789,209	(8.62%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Public Facilities - 01192*							
Supplies							
Office Supplies	540100	1,700	761	1,500	710	1,500	- %
Other Supplies	540200	45,000	37,398	45,000	16,211	40,000	(11.11%)
Postage And Courier	540300	-	-	-	-	-	- %
Books And Periodicals	540500	-	41	300	242	300	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	8,000	6,038	6,000	1,437	3,000	(50.00%)
Uniforms	541000	5,500	2,100	5,000	4,251	3,000	(40.00%)
Protective Clothing	541050	4,000	2,070	4,000	2,133	2,400	(40.00%)
Total Supplies		64,200	48,408	61,800	24,984	50,200	(18.77%)
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	1,052	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	- %
Total Other		-	-	-	1,052	-	- %
Capital / Property							
Capital Outlay	580000	-	-	-	-	-	- %
Building Improvements	582500	21,000	47,100	30,000	3,629	50,000	66.67%
Machinery And Equipment	583000	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	- %
Total Capital / Property		21,000	47,100	30,000	3,629	50,000	66.67%
TOTAL ORG: Public Facilities		1,771,497	1,753,422	1,521,781	1,026,730	1,440,491	(5.34%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Public Facilities - 01192*							
<u>BUDGET TEXT NOTES</u>							
Meals Stipend	510740						
		Meals stipend current contract \$200/employee as per AFSCME contract.					
Advertising	520100						
		Legal notice & advertisements					
Bldg Grounds And Maint.	520200						
		Preventative maintenance for all buildings; repairs, applicable permit/inspection fees; building mechanical equipment, fire protection, plumbing, electrical, septic, overhead doors, elevators, carpentry, painting, roof repairs etc.					
Eqpt Rep And Servicing	520300						
		Service & repairs for equipment not covered by Highway Department budget - small engine and specialized equipment repair such as snow blowers, flooring machines etc.					
Other Equipment	520500						
		Various maintenance tools/equipment					
Travel	520900						
		Mileage reimbursement, travel expenses (workshops and recertification classes)					
Electricity	521100						
		electric expenses for all building service locations based on FY19 actuals.					
Water	521110						
		domestic water, fire protection systems for all buildings					
Sewer	521120						
		Sewer O & M - two buildings					
Street Lighting	521200						
		Street light electric consumption and O & M. O & M contract with WMLP through 12/2021 reduced since LED street light conversion.					
Traffic Signal & Security	521210						
		Security lighting in town owned parking lot, traffic, speed sign and crosswalk signal expenses.					
Heating Oil	521410						
		building heat source (3)					
Natural Gas	521420						
		Natural gas all buildings. State contract \$5.2940 per DTH. Based on FY19 actuals					
Telephone	521500						
		Dept. cell phones.					
Dues And Membership	521700						
		Memberships fees - professional organizations MAPPO & MFAA - Based on FY20 actual					
License Fees	522450						
		License & certification fees					
Contractual Service	522700						
		Custodial, design and engineering services & CAM fees 30SR.					
Trash Removal	522800						
		Trash Removal - tipping fees provided by DPW.					
Other Supplies	540200						
		Supplies for custodial, buildings (paper products, hardware, light bulbs, filters, paint etc.)					
Books And Periodicals	540500						
		manuals, subscriptions					
Material And Equipment	540900						
		Routine replacement of small equipment - power tools, vacuum cleaners, carpet cleaning machines.					
Uniforms	541000						
		uniform rental as per AFSCME contract, 6 employees, purchase of seasonal shirts & sweatshirts					
Protective Clothing	541050						

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Public Facilities - 01192*							
			As per AFSCME contract, two pair safety shoes annually @ \$175ea., two seasonal coats, rain gear, gloves, safety glasses				
Building Improvements	582500		Town Hall floor & PSF design/Engineering of HVAC.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Public Health Nursing - 01520							
Salaries							
Regular Perm	510100	17,022	14,063	18,019	4,194	18,269	1.39%
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	3,154	-	1,444	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Board Members Salaries	510430	-	-	-	-	-	- %
Holiday	510500	-	3,810	-	2,530	-	- %
Vacation	510600	-	5,292	-	4,076	-	- %
Personal Time	510900	-	1,099	-	(171)	-	- %
Other Salaries & Wages	511000	-	2,425	-	(2,476)	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
On Call	512210	-	42	-	(473)	-	- %
Professional Salaries	513000	132,868	93,871	137,314	40,789	134,943	(1.73%)
Social Services Coordinator	513030	-	-	-	-	-	- %
Total Salaries		149,890	123,755	155,333	49,914	153,212	(1.37%)
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Mileage (Rn)	520902	1,000	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	1,000	-	-	-	-	- %
Professional Development	521800	300	875	-	875	-	- %
Professional Services	521900	-	-	300	300	300	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	200	-	-	-	-	- %
Miscellaneous	522900	-	-	-	-	-	- %
Total Purchased Services		2,500	875	300	1,175	300	- %
Supplies							
Office Supplies	540100	-	39	-	-	-	- %
Other Supplies	540200	350	-	-	-	-	- %
Medical Supplies	540250	25,000	24,600	24,000	20,866	24,000	- %
Postage And Courier	540300	42	30	42	-	42	- %
Books And Periodicals	540500	70	-	-	-	-	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		25,462	24,670	24,042	20,866	24,042	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Public Health Nursing - 01520							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Public Health Nursing		177,852	149,300	179,675	71,954	177,554	(1.18%)

BUDGET TEXT NOTES

Mileage (Rn)	520902	Public Health RN travel.
Dues And Membership	521700	MA PHN membership
Professional Services	521900	disposal of hazardous materials
Contractual Service	522700	Disposal of hazardous material.
Office Supplies	540100	Supplies of PH discussions, flu clinics (non-medical).
Medical Supplies	540250	This line is for our influenza vaccine, childhood vaccine, clinic supplies and syringes/needles.
Postage And Courier	540300	certified mail as needed.
Books And Periodicals	540500	PH topics.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Town Clerk - 01161							
Salaries							
Overtime	510300	-	2,431	-	739	-	- %
Sick	510400	-	8,964	-	4,177	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Holiday	510500	-	7,272	-	4,145	-	- %
Vacation	510600	-	8,263	-	4,171	-	- %
Personal Time	510900	-	1,818	-	202	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	65,225	33,744	67,041	6,719	67,041	- %
Professional Salaries	513000	96,079	80,150	98,754	47,769	98,754	- %
Total Salaries		161,304	142,641	165,795	67,920	165,795	- %
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	400	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	300	150	125	125	125	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Binding Service	522910	500	-	-	112	-	- %
Total Purchased Services		1,200	150	125	237	125	- %
Supplies							
Office Supplies	540100	3,500	5,103	4,500	2,302	5,000	11.11%
Other Supplies	540200	-	-	-	200	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		3,500	5,103	4,500	2,502	5,000	11.11%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL ORG: Town Clerk		166,004	147,895	170,420	70,660	170,920	0.29%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
<u>BUDGET TEXT NOTES</u>							
Travel	520900	Reimbursement for mileage - meetings / conference					
Dues And Membership	521700	Dues and membership					
Binding Service	522910	Archive for all records					
Office Supplies	540100	General supplies Dog Licenses and mailing for billing of licenses (City Hall)					

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Town Manager - 01123							
Salaries							
Regular Perm	510100	-	841	-	-	-	- %
Overtime	510300	8,400	4,518	7,100	2,355	7,100	- %
Sick	510400	-	4,679	-	2,341	-	- %
Funeral Leave	510410	-	83	-	140	-	- %
Substitute Pay	510420	-	-	-	-	-	- %
Board Members Salaries	510430	3,350	2,900	3,350	2,171	3,350	- %
Injury Leave	510450	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	26,534	-	19,369	-	- %
Vacation	510600	-	25,984	-	27,148	-	- %
Travel Reimb. Stipend	510710	-	-	-	-	-	- %
Internship	510760	20,000	20,101	15,000	11,690	15,000	- %
Personal Time	510900	-	6,292	-	1,705	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Compensation Reserve	511200	14,000	8,952	-	-	204,225	- %
Clerical Salaries & Wages	512050	150,229	101,830	130,108	42,569	112,256	(13.72%)
Professional Salaries	513000	473,938	447,242	498,912	270,648	572,713	14.79%
Parity	517777	-	-	-	-	-	- %
Police Dispatch Retro	518888	-	-	-	-	-	- %
Total Salaries		669,917	649,957	654,470	380,136	914,644	39.75%
Purchased Services							
Advertising	520100	5,000	2,116	5,000	1,056	4,000	(20.00%)
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	196,000	195,821	196,000	195,829	196,000	- %
Travel	520900	6,000	3,135	6,000	1,764	6,000	- %
Travel Out-Of-State	521000	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	17,500	17,785	17,500	16,350	17,500	- %
Professional Development	521800	27,000	18,901	27,000	23,481	27,000	- %
Public Relations	521850	2,000	85	2,000	6,519	2,000	- %
Professional Services	521900	98,000	78,971	83,100	23,369	83,100	- %
Legal - Wr Grace	521910	-	-	-	-	-	- %
Legal Negotiator	521920	-	-	-	1,600	-	- %
Legal Service	521950	425,000	419,779	425,000	202,539	425,000	- %
Internet Services	521980	-	-	-	-	-	- %
Printing And Copying	522300	35,000	17,475	27,850	1,720	27,850	- %
Contractual Service	522700	-	-	-	-	-	- %
Business Outreach	522710	-	-	-	-	-	- %
Park Ticket Processing	522920	-	2,206	-	945	-	- %
Magic Support	522940	-	1,617	-	-	-	- %
Total Purchased Services		811,500	757,891	789,450	475,173	788,450	(0.13%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Town Manager - 01123							
Supplies							
Office Supplies	540100	12,600	9,509	2,400	6,831	2,400	- %
Other Supplies	540200	-	-	-	50	-	- %
Postage And Courier	540300	3,000	5,219	2,000	674	2,000	- %
Books And Periodicals	540500	-	156	-	-	-	- %
Meals	540700	2,500	2,723	1,300	4,081	1,300	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		18,100	17,607	5,700	11,636	5,700	- %
Local Aid Cut Town Mgr Reserve	569999	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	308	-	-	-	- %
Other Insurance	570910	-	1,881	-	921	-	- %
Total Other		-	2,189	-	921	-	- %
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	- %
Land Purchase Deposit	586000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL ORG: Town Manager		1,499,517	1,427,643	1,449,620	867,867	1,708,794	17.88%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Town Manager - 01123							
<u>BUDGET TEXT NOTES</u>							
Board Members Salaries	510430		Board of Selectmen salaries				
Internship	510760		Town Manager's multi-departmental internship program				
Clerical Salaries & Wages	512050		Hourly positions per position control				
Professional Salaries	513000		Salary positions per position control				
Advertising	520100		Legal advertisements for procurements, public notices & hearings, etc.				
Real Estate Rent/Lease	520800		Lease for 30 Sudbury Road (fixed at \$8.76/sq ft through 12/31/2026 with two 5-year options to follow)				
Travel	520900		Parking, travel and conference fees				
Dues And Membership	521700		Membership in Massachusetts Municipal Association, International City/County Management Association, Metropolitan Area Planning Council, Minuteman Advisory Group on Interlocal Coordination, and other organizations				
Professional Development	521800		Multi-departmental professional development, training, conferences and fees				
Public Relations	521850		Expressions of congratulations, awards, retirements and sympathies				
Professional Services	521900		Specialized professional contractual and consulting services				
Legal Service	521950		Legal services				
Printing And Copying	522300		Multi-departmental paper and production of publications, e.g. annual Town reports				
Office Supplies	540100		General office supplies				
Postage And Courier	540300		Postage and shipping fees for town meeting publications and other mailed documents				
Books And Periodicals	540500		Subscriptions and reference publications				
Meals	540700		Meals and refreshments for special meetings of the Board, staff, public functions, collaboratives, etc.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Town Meeting - 01114							
Salaries							
Professional Salaries	513000	-	40	-	-	-	- %
Total Salaries		-	40	-	-	-	- %
Purchased Services							
Eqpt Rental	520700	13,000	5,921	13,000	4,194	10,000	(23.08%)
Printing And Copying	522300	-	3,764	10,000	-	10,000	- %
Contractual Service	522700	9,800	11,026	9,800	7,349	13,000	32.65%
School Custodian Fee	522950	4,000	3,370	4,000	1,425	4,000	- %
Total Purchased Services		26,800	24,080	36,800	12,968	37,000	0.54%
Office Supplies	540100	17	-	-	-	-	- %
Total Supplies		17	-	-	-	-	- %
TOTAL ORG: Town Meeting		26,817	24,120	36,800	12,968	37,000	0.54%

BUDGET TEXT NOTES

Eqpt Rental	520700	Rental of chairs and electronic voting handheld "clickers" and receivers.
Printing And Copying	522300	Production of Town Meeting publications, e.g. Warrants (special, annual town meetings), budget supplements, documentation handouts
Contractual Service	522700	CART transcription service; Contracted audio-visual services and equipment. Moderator compensation at \$20/session.
School Custodian Fee	522950	Custodial services charged by School District.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Veterans Services - 01542							
Salaries							
Sick	510400	-	4,653	-	612	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	3,183	-	2,417	-	- %
Vacation	510600	-	5,324	-	2,296	-	- %
Personal Time	510900	-	537	-	612	-	- %
Professional Salaries	513000	81,544	67,855	85,943	37,299	96,992	12.86%
Total Salaries		81,544	81,552	85,943	43,236	96,992	12.86%
Purchased Services							
Travel	520900	100	-	100	-	100	- %
Telephone	521500	1,800	982	1,500	700	1,000	(33.33%)
Dues And Membership	521700	100	-	100	100	100	- %
Professional Development	521800	-	-	-	-	-	- %
Printing And Copying	522300	1,300	1,143	1,300	1,376	1,600	23.08%
Total Purchased Services		3,300	2,125	3,000	2,176	2,800	(6.67%)
Supplies							
Office Supplies	540100	800	1,395	800	-	1,300	62.50%
Other Supplies	540200	3,500	3,396	3,500	-	3,500	- %
Postage And Courier	540300	500	-	500	200	650	30.00%
Books And Periodicals	540500	300	-	300	-	100	(66.67%)
Total Supplies		5,100	4,791	5,100	200	5,550	8.82%
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Veterans Benefits	571000	110,000	77,465	95,000	42,386	90,000	(5.26%)
Total Other		110,000	77,465	95,000	42,386	90,000	(5.26%)
TOTAL ORG: Veterans Services		199,944	165,933	189,043	87,997	195,342	3.33%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Town Manager	% Chg 2020 Budget
Veterans Services - 01542							
<u>BUDGET TEXT NOTES</u>							
Travel	520900		Has town vehicle. Potential travel costs to include parking garage fees, interstate tolls, and other possible costs associated.				
Telephone	521500		Found new plan that has reduced monthly cost				
Dues And Membership	521700		Dues for Northeast MVSOA (MA Veterans' Service Officer Association) annual membership.				
Printing And Copying	522300		Increase of \$300 to reflect outreach and mailing to cover Boxborough				
Office Supplies	540100		Increase of \$500 to reflect annual cost of new VA Disability claim software called Vetraspec. More VSO's across the state are moving toward this software for filing VA disability claims, VA pensions and other VA benefits.				
Other Supplies	540200		Cost for annual replacement of geraniums, flag standards and flags at all Veteran grave sites at Acton cemeteries.				
Postage And Courier	540300		Increase of \$150 to reflect postage costs for boxborough mailings/outreach				
Books And Periodicals	540500		Decrease of \$200. Reference materials can be obtained more regularly online and/or through the State, Veterans Affairs and other Veteran non profits				
Veterans Benefits	571000		Averaging based on this fiscal years projected Chapter 115 Payments, with the addition of just over 20% additional monies. Additonal 20% calculated Due to the inability to predict the number of eligible Chapter115 recipients for the coming fiscal year.				
TOTAL FUND: General Fund - Town		33,837,365	32,903,174	34,746,539	20,532,217	35,615,202	2.50%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: FIRE ALARM NETWORK

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Fire Alarm Network - 3700							
Salaries							
Overtime	510300	38,415	27,221	38,415	10,785	38,415	- %
Total Salaries		38,415	27,221	38,415	10,785	38,415	- %
Purchased Services							
Eqpt Rep And Servicing	520300	73,000	55,717	25,000	4,806	25,000	- %
Telephone	521500	5,000	2,860	1,700	1,735	1,700	- %
Professional Services	521900	-	-	-	-	-	- %
Total Purchased Services		78,000	58,577	26,700	6,540	26,700	- %
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Capital / Property							
Capital Outlay	580000	-	-	-	-	30,000	- %
Total Capital / Property		-	-	-	-	30,000	- %
TOTAL FUND: Fire Alarm Network		116,415	85,799	65,115	17,325	95,115	46.07%

BUDGET TEXT NOTES

Overtime	510300	Overtime provides the labor necessary to keep the network operating properly. Training new personnel and the effects of OSHA are uncertain.
Eqpt Rep And Servicing	520300	Wire and supplies needed to keep the network operating properly.
Telephone	521500	cell phone charges
Capital Outlay	580000	Dispatch Center & Alarm technology upgrade.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: BUILDING INSPECTOR

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Building Inspector - 3701							
Salaries							
Regular Perm	510100	-	-	-	-	-	- %
Regular Temp	510200	16,756	15,316	16,881	-	-	- %
Overtime	510300	-	50	-	228	-	- %
Sick	510400	-	207	-	528	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	502	-	749	-	- %
Vacation	510600	-	299	-	583	-	- %
Personal Time	510900	-	99	-	173	-	- %
Clerical Salaries & Wages	512050	5,361	6,617	5,565	2,160	25,770	363.07%
Professional Salaries	513000	-	2,575	-	-	33,936	- %
Total Salaries		22,117	25,665	22,446	4,420	59,706	166.00%
Purchased Services							
Professional Services	521900	-	2,639	-	-	-	- %
Contractual Service	522700	225,000	168,020	225,000	118,111	225,000	- %
Total Purchased Services		225,000	170,658	225,000	118,111	225,000	- %
Supplies							
Other Supplies	540200	1,000	-	1,000	-	1,000	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		1,000	-	1,000	-	1,000	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	1,000	391	1,000	131	1,000	- %
Life Insurance	570500	4	8	4	7	4	- %
Health Bc/Bs High Deductible	570600	-	1,439	-	808	1,456	- %
Health Ins Bc/Bs Retiree	570610	-	-	-	-	-	- %
Health Hmo Blue	570620	329	-	329	-	-	- %
Health Insurance - Harvard	570700	7,810	478	7,810	-	-	- %
Hsa Savings Account	570715	-	150	150	-	-	- %
Medical Opt Out	570720	215	-	215	-	-	- %
Life Opt Out	570730	8	-	8	-	-	- %
Total Other		9,366	2,465	9,516	946	2,460	(74.15%)
Machinery And Equipment	583000	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL FUND: Building Inspector		257,483	198,788	257,962	123,476	288,166	11.71%

BUDGET TEXT NOTES

Professional Salaries 513000 Part time Inspector

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: SEALER WEIGHTS & MEASURES

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Sealer Weights & Measures - 3702							
Salaries							
Overtime	510300	-	49	-	45	-	- %
Sick	510400	-	45	-	44	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	70	-	48	-	- %
Vacation	510600	-	77	-	67	-	- %
Personal Time	510900	-	17	-	3	-	- %
Other Salaries & Wages	511000	-	11,400	-	6,577	-	- %
Clerical Salaries & Wages	512050	-	1,310	6,350	715	1,668	(73.73%)
Professional Salaries	513000	26,096	-	16,274	-	19,081	17.25%
Total Salaries		26,096	12,969	22,624	7,498	20,749	(8.29%)
Purchased Services							
Dues And Membership	521700	500	120	500	220	500	- %
Professional Development	521800	250	120	250	30	250	- %
Professional Services	521900	250	-	250	100	250	- %
Total Purchased Services		1,000	240	1,000	350	1,000	- %
Supplies							
Office Supplies	540100	200	-	200	-	200	- %
Other Supplies	540200	350	54	350	-	350	- %
Total Supplies		550	54	550	-	550	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	177	-	100	-	- %
Life Insurance	570500	12	7	12	4	12	- %
Health Bc/Bs High Deductible	570600	-	894	-	482	-	- %
Health Hmo Blue	570620	200	592	200	317	208	4.00%
Health Insurance - Harvard	570700	2,699	-	2,699	-	2,807	4.00%
Hsa Savings Account	570715	-	92	-	-	-	- %
Medical Opt Out	570720	-	100	-	58	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		2,911	1,861	2,911	961	3,027	3.98%
TOTAL FUND: Sealer Weights & Measures		30,557	15,124	27,085	8,808	25,326	(6.49%)

BUDGET TEXT NOTES

Professional Salaries	513000	Sealer inspectional services
Professional Services	521900	Used for assistance if needed.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: FOOD SERVICE

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Food Service - 3704							
Salaries							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	1,753	-	1,753	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	1,730	-	1,199	-	- %
Vacation	510600	-	2,513	-	865	-	- %
Personal Time	510900	-	433	-	214	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	37,662	31,235	48,100	17,936	51,312	6.68%
Total Salaries		37,662	37,663	48,100	21,968	51,312	6.68%
Purchased Services							
Advertising	520100	250	-	250	-	250	- %
Professional Services	521900	5,000	5,330	5,000	7,772	5,000	- %
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		5,250	5,330	5,250	7,772	5,250	- %
Supplies							
Other Supplies	540200	1,000	1,226	1,000	2,100	1,000	- %
Total Supplies		1,000	1,226	1,000	2,100	1,000	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	583	510	583	322	583	- %
Life Insurance	570500	20	18	20	11	20	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	355	4	355	1,308	369	4.00%
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	75	-	75	- %
Medical Opt Out	570720	2,000	-	2,000	346	2,000	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		2,958	532	3,033	1,986	3,047	0.47%
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Food Service		46,870	44,751	57,383	33,826	60,609	5.62%

BUDGET TEXT NOTES

Professional Services	521900	These funds cover unexpected food related contingences for professional services
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TOWN OF ACTON
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FY 2021

FUND: HAZARDOUS MATERIALS

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Hazardous Materials - 3705							
Salaries							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	4,654	-	2,620	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	1,561	-	1,116	-	- %
Vacation	510600	-	878	-	635	-	- %
Personal Time	510900	-	376	-	211	-	- %
Other Salaries & Wages	511000	-	8,955	-	528	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	11,947	3,938	35,502	15,204	44,971	26.67%
Total Salaries		11,947	20,363	35,502	20,315	44,971	26.67%
Purchased Services							
Professional Services	521900	1,000	-	1,000	-	1,000	- %
Contractual Service	522700	5,000	3,000	5,000	-	5,000	- %
Hazardous Waste Day	522780	6,000	-	6,000	-	6,000	- %
Total Purchased Services		12,000	3,000	12,000	-	12,000	- %
Supplies							
Other Supplies	540200	1,000	505	1,000	1,625	1,000	- %
Books And Periodicals	540500	200	-	200	-	200	- %
Material And Equipment	540900	200	-	200	-	200	- %
Total Supplies		1,400	505	1,400	1,625	1,400	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	600	441	600	278	600	- %
Life Insurance	570500	25	16	2,500	9	2,500	- %
Health Bc/Bs High Deductible	570600	-	1,409	-	2,948	-	- %
Health Hmo Blue	570620	1,590	405	1,590	60	1,654	4.00%
Health Insurance - Harvard	570700	-	-	-	92	-	- %
Hsa Savings Account	570715	-	548	600	-	600	- %
Medical Opt Out	570720	1,600	-	1,600	58	1,600	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		3,815	2,818	6,890	3,444	6,954	0.92%
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Hazardous Materials		29,162	26,686	55,792	25,384	65,325	17.09%

BUDGET TEXT NOTES

Professional Services 521900

Contingencies for emergencies

Hazardous Waste Day 522780

We can't predict what items will be dropped off and this line item allows for contingencies.

TOWN OF ACTON
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FUND: HISTORIC DISTRICT COMM

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Historic District Comm - 3706							
Professional Services	521900	-	-	-	-	-	- %
Total Purchased Services		-	-	-	-	-	- %
Supplies							
Office Supplies	540100	200	-	200	-	200	- %
Total Supplies		200	-	200	-	200	- %
Other Expenditures	570000	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL FUND: Historic District Comm		200	-	200	-	200	- %

BUDGET TEXT NOTES

TOWN OF ACTON
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FUND: STORMWATER INSPECTIONS

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Stormwater Inspections - 3708							
Salaries							
Overtime	510300	-	15	-	38	-	- %
Sick	510400	-	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	-	-	-	-	- %
Vacation	510600	-	-	-	-	-	- %
Personal Time	510900	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	365	3,175	666	1,668	(47.46%)
Professional Salaries	513000	-	-	7,960	-	8,684	9.10%
Total Salaries		-	380	11,135	704	10,352	(7.03%)
Purchased Services							
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Professional Services	521900	7,000	3,000	20,000	250	50,000	150.00%
Contractual Service	522700	11,000	15,059	20,000	-	20,000	- %
Total Purchased Services		18,000	18,059	40,000	250	70,000	75.00%
Supplies							
Other Supplies	540200	1,000	-	350	-	350	- %
Books And Periodicals	540500	200	-	200	-	200	- %
Material And Equipment	540900	350	-	3,000	-	3,000	- %
Total Supplies		1,550	-	3,550	-	3,550	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	5	-	10	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	5	-	10	-	- %
TOTAL FUND: Stormwater Inspections		19,550	18,444	54,685	964	83,902	53.43%

BUDGET TEXT NOTES

Professional Services	521900	This was increased to reflect needs for the NPDES stormwater sampling required by the Clean Water Act. This fund will pay for stormwater sampling for approximately 600 outfalls.
Contractual Service	522700	Consultant help with MS4 permit
Other Supplies	540200	Additional Water testing supplies
Material And Equipment	540900	Two testing meters as required by NPDES permit

TOWN OF ACTON
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FUND: CROSSTOWN CONNECT

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Crosstown Connect - 3709							
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	- %
Professional Services	521900	8,000	2,500	8,000	-	8,000	- %
Contractual Service	522700	162,000	60,641	162,000	115,812	162,000	- %
Total Purchased Services		170,000	63,141	170,000	115,812	170,000	- %
Supplies							
Office Supplies	540100	5,000	-	5,000	-	5,000	- %
Other Supplies	540200	5,000	-	5,000	-	5,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		10,000	-	10,000	-	10,000	- %
Other Expenditures	570000	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL FUND: Crosstown Connect		180,000	63,141	180,000	115,812	180,000	- %

BUDGET TEXT NOTES

Contractual Service 522700 Dispatch services for member communities.

TOWN OF ACTON
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FUND: ROADWAY MAINTENANCE

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Roadway Maintenance - 3710							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Contractual Service	522700	47,000	-	47,000	-	47,000	- %
Total Purchased Services		47,000	-	47,000	-	47,000	- %
Office Supplies	540100	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	- %
Other Expenditures	570000	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL FUND: Roadway Maintenance		47,000	-	47,000	-	47,000	- %

BUDGET TEXT NOTES

Contractual Service	522700	Roadway construction permit fees collected and used, roadway maintenance.
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TOWN OF ACTON
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FUND: SEPTAGE ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Septage Enterprise Fund - 6300							
Salaries							
Regular Temp	510200	-	196	-	-	-	- %
Overtime	510300	-	340	-	313	-	- %
Sick	510400	-	11,621	-	7,036	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	6,432	-	4,493	-	- %
Vacation	510600	-	9,811	-	3,314	-	- %
Personal Time	510900	-	1,586	-	686	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	12,237	9,173	3,175	5,003	10,008	215.21%
Professional Salaries	513000	152,129	124,121	112,956	60,961	107,321	(4.99%)
Total Salaries		164,366	163,280	116,131	81,805	117,329	1.03%
Purchased Services							
Water	521110	300	-	300	-	300	- %
Professional Development	521800	300	75	300	1,303	300	- %
Printing And Copying	522300	650	-	650	-	650	- %
Contractual Service	522700	6,000	4,460	6,000	-	6,000	- %
Total Purchased Services		7,250	4,535	7,250	1,303	7,250	- %
Supplies							
Other Supplies	540200	4,000	-	4,000	-	4,000	- %
Material And Equipment	540900	4,000	-	4,000	-	4,000	- %
Total Supplies		8,000	-	8,000	-	8,000	- %
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	400	225	2,600	1,159	2,600	- %
Life Insurance	570500	50	5	200	37	200	- %
Health Bc/Bs High Deductible	570600	-	895	8,000	4,422	8,320	4.00%
Health Hmo Blue	570620	1,136	607	14,696	386	15,284	4.00%
Health Insurance - Harvard	570700	5,555	-	-	-	-	- %
Hsa Savings Account	570715	-	823	-	-	-	- %
Medical Opt Out	570720	400	81	800	2,250	800	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		7,541	2,635	26,296	8,254	27,204	3.45%
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL FUND: Septage Enterprise Fund		187,157	170,451	157,677	91,362	159,783	1.34%

BUDGET TEXT NOTES

Water	521110	Distilled waster for Water Testing Lab.
Professional Development	521800	Septic training for staff credentials.
Printing And Copying	522300	Printing of septic rules and regulations.
Contractual Service	522700	On-line review of wastewater plan designs and groundwater monitoring.
Other Supplies	540200	Misc. supplies for septic inspections, stream monitoring and groundwater monitoring.
Material And Equipment	540900	Equipment and materials for maintaining water sampling program.

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FUND: RECYCLING/TRANSFER STATION

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Recycling/Transfer Station - 6400							
Salaries							
Regular Perm	510100	163,470	104,767	167,896	54,067	185,200	10.31%
Overtime	510300	46,600	58,536	46,600	34,598	46,600	- %
Sick	510400	-	11,137	-	2,305	-	- %
Funeral Leave	510410	-	659	-	934	-	- %
Seasonal	510440	-	-	-	-	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	600	600	600	600	600	- %
Merit Pay	510490	2,100	1,200	2,100	-	2,800	33.33%
Holiday	510500	-	6,713	-	3,593	-	- %
Overtime/Sick Adjustment	510520	-	(31)	-	(105)	-	- %
Flsa Adjustment	510530	-	295	-	88	-	- %
Vacation	510600	-	8,209	-	5,951	-	- %
Phone Stipend	510770	-	-	-	-	600	- %
Personal Time	510900	-	1,934	-	1,020	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Professional Salaries	513000	12,838	6,056	12,825	1,810	3,970	(69.04%)
Total Salaries		225,608	200,076	230,021	104,860	239,770	4.24%
Purchased Services							
Eqpt Maintenance	520600	4,458	1,599	4,458	7,531	4,458	- %
Electricity	521100	6,000	5,372	6,000	5,400	6,000	- %
Fuel And Oil	521300	20,000	20,000	20,000	13,000	20,000	- %
Telephone	521500	824	847	824	-	824	- %
Professional Services	521900	15,000	8,827	15,000	12,079	10,000	(33.33%)
Legal Service	521950	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Trash Removal	522800	150,000	108,619	130,000	100,000	130,000	- %
Recycling	522805	50,000	79,996	60,000	125,900	60,000	- %
Total Purchased Services		246,282	225,260	236,282	263,910	231,282	(2.12%)
Supplies							
Trash Bags	540280	60,000	50,141	60,000	60,000	60,000	- %
Material And Equipment	540900	15,000	9,433	15,000	11,955	15,000	- %
Tires	540910	3,374	2,000	3,374	4,613	3,374	- %
Uniforms	541000	1,600	2,582	1,600	1,906	3,100	93.75%
Total Supplies		79,974	64,156	79,974	78,474	81,474	1.88%
Other							
Unemployment Ins	570200	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	2,800	2,557	2,800	1,413	2,800	- %
Life Insurance	570500	125	113	125	58	125	- %
Health Bc/Bs High Deductible	570600	-	31	-	232	-	- %
Health Hmo Blue	570620	32,320	24,103	32,320	14,049	33,613	4.00%
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	2,101	3,423	2,101	2,417	2,185	4.00%
Hsa Savings Account	570715	-	43	-	-	-	- %
Medical Opt Out	570720	177	1,846	177	-	177	- %
Total Other		37,523	32,116	37,523	18,169	38,900	3.67%

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FUND: RECYCLING/TRANSFER STATION

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Capital / Property							
Capital Outlay	580000	30,000	1,840	35,000	-	190,000	442.86%
Compost Equipment	580001	-	-	-	-	-	- %
Machinery And Equipment	583000	-	10,923	-	-	-	- %
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	- %
Paving	586010	-	-	-	-	-	- %
Total Capital / Property		30,000	12,763	35,000	-	190,000	442.86%
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Recycling/Transfer Station		619,387	534,370	618,800	465,413	781,426	26.28%

BUDGET TEXT NOTES

Phone Stipend	510770	3 guys at \$200
Eqpt Maintenance	520600	Costs associated with repair to Transfer Station equipment.
Electricity	521100	To operate the Transfer Station.
Fuel And Oil	521300	To operate vehicles and equipment.
Professional Services	521900	Tight tank testing/environmental compliance and compliance inspections required by DEP.
Trash Removal	522800	Tipping fees for refuse.
Recycling	522805	Costs associated with hauling, handling & removal of recycable material.
Trash Bags	540280	Purchase of trash bags.
Material And Equipment	540900	Costs associated with supplies and equipment to run the Transfer Station.
Tires	540910	Tires for transfer station equipment (loader, yard tractor & trailers used to transport refuse).
Uniforms	541000	Uniforms, workboots and safety gear for 3 Transfer Station employees.
Capital Outlay	580000	Building & equipment repair/replacement. Roll-off Tuck.

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FUND: SEWER O&M ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Sewer O&M Enterprise Fund - 6500							
Salaries							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	555	-	459	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	2,934	-	1,885	-	- %
Vacation	510600	-	3,193	-	2,487	-	- %
Personal Time	510900	-	566	-	332	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	40,866	18,731	46,858	9,532	45,815	(2.23%)
Sewer Clerk Wages	512060	-	-	-	-	-	- %
Professional Salaries	513000	59,440	50,951	52,486	27,270	59,413	13.20%
Total Salaries		100,306	76,930	99,344	41,965	105,228	5.92%
Purchased Services							
Eqpt Rep And Servicing	520300	75,000	-	75,000	-	75,000	- %
Electricity	521100	49,000	46,682	49,000	47,000	49,000	- %
Water	521110	-	-	-	-	-	- %
Heating Oil	521410	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	7,045	5,000	4,000	5,000	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	572,577	491,651	540,000	480,000	540,000	- %
Banking Services	522930	-	-	-	-	-	- %
Total Purchased Services		696,577	545,378	669,000	531,000	669,000	- %
Supplies							
Office Supplies	540100	-	-	-	-	-	- %
Pass Thru Cost Contact	540220	140,000	110,000	140,000	39,000	140,000	- %
Total Supplies		140,000	110,000	140,000	39,000	140,000	- %
Other							
Unemployment Ins	570200	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	570	1,047	570	579	570	- %
Life Insurance	570500	-	35	-	19	-	- %
Health Bc/Bs High Deductible	570600	-	3,126	-	3,181	6,344	- %
Health Hmo Blue	570620	18,717	1,717	18,717	704	1,768	(90.55%)
Health Insurance - Harvard	570700	-	1,161	-	647	1,177	- %
Hsa Savings Account	570715	-	799	450	-	-	- %
Medical Opt Out	570720	-	-	-	46	-	- %
Property & Liability Insurance	575000	-	-	-	-	-	- %
Depreciation-Sewer Plan	578010	-	-	-	-	-	- %
Depreciation - Collection Pump	578020	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	- %
Total Other		19,287	7,885	19,737	5,176	9,859	(50.05%)
Capital / Property							
Capital Outlay	580000	245,000	257,060	225,000	271,069	195,000	(13.33%)
Machinery And Equipment	583000	70,000	9,827	70,000	-	70,000	- %
Total Capital / Property		315,000	266,887	295,000	271,069	265,000	(10.17%)

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FUND: SEWER O&M ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Other Financing Uses							
Long-Term Debt Principal	590100	712,080	712,080	668,999	668,999	675,632	0.99%
Ltd - Principal Mkt Rate	590150	35,000	35,000	35,000	-	35,000	- %
Long-Term Debt Interest	590200	188,422	188,422	174,775	174,775	159,242	(8.89%)
Ltd - Interest Market Rate	590250	9,975	8,663	7,315	3,658	5,915	(19.14%)
Short Term Int	590320	-	-	-	-	-	- %
Short Term Debt Interest	590330	-	-	-	-	-	- %
Admin Fee Mcwt	590340	21,000	19,475	21,000	18,191	21,000	- %
Bad Debt Expense	595110	-	-	-	-	-	- %
Betterment Overlay	595120	-	-	-	-	-	- %
Grace Btmt Payments	595125	-	-	-	-	81,375	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		966,477	963,639	907,089	865,623	978,163	7.84%
TOTAL FUND: Sewer O&M Enterprise Fund		2,237,647	1,970,720	2,130,170	1,753,833	2,167,251	1.74%

BUDGET TEXT NOTES

Eqpt Rep And Servicing	520300	For unanticipated repair and maintenance costs of facility.
Professional Services	521900	The cost to bill the monthly sewer O&M bills.
Contractual Service	522700	Represents changes for Sewer Treatment Plant operations.
Pass Thru Cost Contact	540220	Predicted annual Reserve Account for maintaining Treatment Plant and collection System. Woodard & Curran is reimbursed per contract for capital expenditures for maintenance.
Machinery And Equipment	583000	Sewer system SCADA upgrades.
Long-Term Debt Principal	590100	Represents the Principal portion of the MWPAT Bonds per debt service schedule.
Ltd - Principal Mkt Rate	590150	Permanent Sewer debt outside the MWPAT loan.
Long-Term Debt Interest	590200	Represents the interest portion of the MWPAT bonds per debt schedule.
Ltd - Interest Market Rate	590250	Outside MWPAT loan interest
Admin Fee Mcwt	590340	Represents the .075% Administrative fee due to the MWPAT on the total outstanding principal balance on the Sewer Bonds.
Grace Btmt Payments	595125	Represents the cost to the Town of the Sewer Betterment units, SBU's purchased by the Town from WR Grace in 2009.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: AMBULANCE - ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Ambulance - Enterprise Fund - 6600							
Salaries							
Regular Perm	510100	492,345	398,747	493,362	213,070	500,585	1.46%
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	150,000	153,887	150,000	91,701	150,000	- %
Sick	510400	-	14,510	-	8,956	-	- %
Sick Buyback	510401	-	-	-	1,200	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Injury Leave	510450	-	19,107	-	-	-	- %
Longevity	510460	500	-	-	250	-	- %
Incentive Pay	510470	3,838	1,012	-	2,278	1,080	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	3,252	-	1,872	-	- %
Overtime/Sick Adjustment	510520	-	(1,703)	-	(700)	-	- %
Flsa Adjustment	510530	500	1,311	500	1,312	500	- %
Holiday A&B	510540	21,813	19,720	20,795	10,944	17,655	(15.10%)
Vacation	510600	-	17,196	-	9,744	-	- %
Emt/Als Stipend	510730	73,428	76,152	73,571	17,035	74,582	1.37%
Uniform Stipend	510750	900	100	900	200	900	- %
Personal Time	510900	-	9,128	-	6,708	-	- %
Other Salaries & Wages	511000	-	644	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	-	4,500	-	4,846	-	- %
Total Salaries		743,324	717,564	739,128	369,416	745,302	0.84%
Purchased Services							
Eqpt Rep And Servicing	520300	55,000	92,656	50,000	20,706	60,000	20.00%
Telephone	521500	10,000	9,896	10,000	9,065	10,000	- %
Professional Development	521800	12,000	13,856	12,000	8,709	20,000	66.67%
Professional Services	521900	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		77,000	116,408	72,000	38,480	90,000	25.00%
Supplies							
Other Supplies	540200	20,000	5,022	20,000	55,037	40,000	100.00%
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		20,000	5,022	20,000	55,037	40,000	100.00%
Other							
Als - Assessment	560500	30,000	51,203	47,000	20,365	50,000	6.38%
Total Other		30,000	51,203	47,000	20,365	50,000	6.38%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: AMBULANCE - ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	7,800	10,364	7,800	5,507	8,320	6.67%
Life Insurance	570500	300	370	300	190	300	- %
Health Bc/Bs High Deductible	570600	-	(376)	-	945	-	- %
Health Hmo Blue	570620	48,844	56,799	48,844	21,918	47,866	(2.00%)
Health Insurance - Harvard	570700	48,844	6,054	48,844	7,026	8,320	(82.97%)
Hsa Savings Account	570715	-	-	-	1,875	-	- %
Medical Opt Out	570720	4,000	18,231	4,000	8,500	16,000	300.00%
Life Opt Out	570730	50	-	50	-	50	- %
Total Other		109,837	91,442	109,837	45,962	80,856	(26.39%)
Capital / Property							
Machinery And Equipment	583000	41,000	41,860	112,000	21,631	50,000	(55.36%)
Motor Vehicle	585000	-	-	-	-	140,000	- %
Total Capital / Property		41,000	41,860	112,000	21,631	190,000	69.64%
Other Financing Uses							
Long Term Debt Prin-Town	590120	165,380	165,380	160,380	125,000	160,380	- %
Long-Term Debt Int-Town	590220	34,407	31,104	28,246	25,473	22,184	(21.46%)
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		199,788	196,484	188,626	150,473	182,565	(3.21%)
TOTAL FUND: Ambulance - Enterprise Fund		1,220,949	1,219,982	1,288,591	701,365	1,378,723	6.99%

BUDGET TEXT NOTES

Overtime	510300	Funds overtime for shift coverage due to vacations, training, sick, personnel time and all other overtime needs.
Eqpt Rep And Servicing	520300	Ambulance maintenance and repairs, extended warranties on monitors and stretchers.
Telephone	521500	Communication capability for patient care and calls. Cell phones and tablets.
Professional Development	521800	Cost of EMS training, bringing in outside instructors. Recertification expenses.
Other Supplies	540200	Medical supplies including medication. Defib pads and batteries.
Als - Assessment	560500	This is the 4% ambulance billing fee we pay PRO EMS Solutions.
Medical Opt Out	570720	Health insurance opt out. 4 personnel @ \$4,000 each.
Motor Vehicle	585000	Ambulance replacement, 3 year lease.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021

FUND: TRANSPORTATION

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
Transportation - 6700							
Salaries							
Regular Perm	510100	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	-	-	-	-	- %
Vacation	510600	-	-	-	-	-	- %
Personal Time	510900	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	46,477	2,582	46,835	4,171	-	- %
Total Salaries		46,477	2,582	46,835	4,171	-	- %
Purchased Services							
Eqpt Rep And Servicing	520300	-	-	-	3,133	-	- %
Gasoline	521320	-	18,404	24,000	18,230	24,720	3.00%
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	- %
Professional Services	521900	75,480	36,377	27,065	13,807	34,910	28.99%
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	465,180	472,037	544,500	306,461	548,000	0.64%
Total Purchased Services		540,660	526,818	595,565	341,631	607,630	2.03%
Other Supplies	540200	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	- %
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	98	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	98	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Lease	587000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Transportation		587,137	529,400	642,400	345,900	607,630	(5.41%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2021**

FUND: TRANSPORTATION

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 1/22/2020	2021 Level 1	% Chg 2020 Budget
<u>BUDGET TEXT NOTES</u>							
Professional Services	521900		Van repairs, clock tower rent, software lease, Microtransit Pilot				
Contractual Service	522700		COA = 87,000, Minute Van 1 = 97,000, Minute Van 2/Commuter Shuttle: = 90,000 VAN LEASE = 33,000, N.ACTON TRANSIT = 79,000 RIAL SHUTTLE = 80,000, ROAD RUNNER = 76,000, Mt Calvary Parking = 6,000				

Special Revenue Fund			TOWN OF ACTON					
			Commuter Lot Parking Lot Fund					
5/12/2020			Revenue and Expense Projections					
		6/30/2019	FY20	FY21	FY22	FY23	FY24	
		Start Balance						End Balance
Est. Revenues		\$ 331,676						\$ 218,589
Parking Meters (Main Lot)			\$ 145,152	\$ 108,864	\$ 108,864	\$ 114,307	\$ 114,307	
Resident Sticker Program			\$ 72,000	\$ 54,000	\$ 54,000	\$ 56,700	\$ 56,700	
Jone Field Parking Program	#1		\$ 38,880	\$ 29,160	\$ 29,160	\$ 30,618	\$ 30,618	
19-21 Maple Street Parking			\$ 69,930	\$ 52,448	\$ 52,448	\$ 55,070	\$ 55,070	
1 Maple St Lot			\$ 47,250	\$ 35,438	\$ 35,438	\$ 37,209	\$ 37,209	
Bicycle Locker Rental Program			\$ 5,040	\$ 3,780	\$ 3,780	\$ 3,969	\$ 3,969	
Total Revenue			\$ 378,252	\$ 283,689	\$ 283,689	\$ 297,873	\$ 297,873	
Est. Expenditures								
Maintenance/Utilities			\$ 59,820	\$ 61,615	\$ 63,463	\$ 65,367	\$ 67,328	
Service Fees (Banking)			\$ 17,080	\$ 17,592	\$ 18,120	\$ 18,664	\$ 19,224	
Transportation			\$ 121,000	\$ 160,000	\$ 164,800	\$ 169,744	\$ 174,836	
Debt Service - (19-21 Maple St)	#2		\$ 33,000	\$ 11,000	\$ 73,937	\$ 73,937	\$ 73,937	
Capital Improvements			\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
Bike Share				\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000	
Total Expenses			\$ 230,900	\$ 290,207	\$ 370,320	\$ 377,712	\$ 385,325	
Fiscal year profit/loss			\$ 147,352	\$ (6,518)	\$ (86,631)	\$ (79,839)	\$ (87,451)	
Ending Balance			\$ 479,028	\$ 472,510	\$ 385,879	\$ 306,040	\$ 218,589	
#1	Additional FY20 parking at 1 Maple St							
#2	First year interest payment only \$33K (BAN) with approval of Article 14 19-21 Maple Street Parking FY20							