

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Ab Cultural Council - 01690								
Purchased Services								
Contractual Service	522700	-	-	-	-	250	-	- %
Total Purchased Services		-	-	-	-	250	-	- %
Supplies								
Other Supplies	540200	2,000	584	2,000	2,000	-	2,000	- %
Total Supplies		2,000	584	2,000	2,000	-	2,000	- %
TOTAL ORG: Ab Cultural Council		2,000	584	2,000	2,000	250	2,000	- %
<u>BUDGET TEXT NOTES</u>								
Other Supplies	540200	Misc. supplies						

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ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Acton Boxborough Reg School - 01351								
Other								
Abrsd Assessment	560810	65,584,049	65,584,049	67,543,928	67,543,928	67,543,928	69,689,255	3.18%
Abrsd Construction Debt	560811	-	-	-	-	-	-	- %
Abrsd Capital Debt Service	560812	-	-	-	-	-	-	- %
Total Other		65,584,049	65,584,049	67,543,928	67,543,928	67,543,928	69,689,255	3.18%
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Acton Boxborough Reg School		65,584,049	65,584,049	67,543,928	67,543,928	67,543,928	69,689,255	3.18%

BUDGET TEXT NOTES

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ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Animal Control - 01292								
Purchased Services								
Travel	520900	-	-	-	-	-	-	- %
Dog Boarding Service	522070	2,000	-	2,000	2,000	4,880	2,000	- %
Contractual Service	522700	21,000	19,200	21,000	21,000	19,200	21,000	- %
Total Purchased Services		23,000	19,200	23,000	23,000	24,080	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	19,200	23,000	23,000	24,080	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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ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Assessors - 01137								
Salaries								
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	20,404	-	-	17,038	-	- %
Funeral Leave	510410	-	128	-	-	1,972	-	- %
Board Members Salaries	510430	1,600	1,100	1,600	1,600	800	1,600	- %
Merit Pay	510490	-	3,000	-	-	-	-	- %
Holiday	510500	-	11,607	-	-	9,748	-	- %
Vacation	510600	-	16,244	-	-	16,834	-	- %
Personal Time	510900	-	2,463	-	-	3,163	-	- %
Other Salaries & Wages	511000	-	-	-	-	463	-	- %
Clerical Salaries & Wages	512050	67,041	56,461	67,711	67,711	36,395	68,802	1.61%
Professional Salaries	513000	214,909	175,245	218,384	218,384	129,322	226,271	3.61%
Total Salaries		283,550	286,652	287,695	287,695	215,734	296,673	3.12%
Purchased Services								
Advertising	520100	100	91	100	100	58	100	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	400	-	400	400	-	200	(50.00%)
Revaluation	520901	3,000	-	3,000	3,000	-	3,000	- %
Dues And Membership	521700	500	250	500	500	-	500	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	7,000	7,450	8,746	8,746	17,000	13,746	57.17%
Reval Overlay Offset	521960	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		11,000	7,791	12,746	12,746	17,058	17,546	37.66%
Supplies								
Office Supplies	540100	-	133	-	-	116	200	- %
Other Supplies	540200	-	36	-	-	50	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		-	169	-	-	165	200	- %
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		-	-	-	-	-	-	- %

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Assessors - 01137								
TOTAL ORG: Assessors		294,550	294,612	300,441	300,441	232,958	314,419	4.65%
<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 Massachusetts Association of Assessors (MMA) membership						
Professional Services	521900	Annual personal property assessment.						

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Board Of Health - 01512								
Salaries								
Regular Perm	510100	-	20	-	-	-	-	- %
Overtime	510300	1,900	1,091	1,900	1,900	49	1,900	- %
Sick	510400	-	159	-	-	590	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Board Members Salaries	510430	550	450	550	550	200	550	- %
Merit Pay	510490	-	1,000	-	-	-	-	- %
Holiday	510500	-	1,834	-	-	2,275	-	- %
Vacation	510600	-	6,597	-	-	2,276	-	- %
Personal Time	510900	-	492	-	-	395	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	3,795	56,762	- %
Professional Salaries	513000	43,252	39,919	80,351	80,351	40,094	93,133	15.91%
Social Services Coordinator	513030	-	-	-	-	-	-	- %
Total Salaries		45,702	51,562	82,801	82,801	49,675	152,345	83.99%
Purchased Services								
Advertising	520100	1,000	321	1,000	1,000	250	1,000	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	20	-	- %
Telephone	521500	3,900	4,452	3,900	3,900	3,282	4,200	7.69%
Dues And Membership	521700	400	880	400	400	1,050	400	- %
Professional Development	521800	500	715	500	500	2,534	500	- %
Professional Services	521900	23,000	6,324	23,000	23,000	5,595	23,000	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Printing And Copying	522300	500	-	500	500	-	500	- %
Contractual Service	522700	-	3,000	-	-	5,000	-	- %
Hazardous Waste Day	522780	35,000	46,710	36,720	36,720	22,829	36,720	- %
Total Purchased Services		64,300	62,402	66,020	66,020	40,560	66,320	0.45%
Supplies								
Office Supplies	540100	500	756	500	500	686	500	- %
Other Supplies	540200	500	5,064	500	500	2,481	500	- %
Postage And Courier	540300	500	-	500	500	-	500	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	104	-	-	100	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		1,500	5,924	1,500	1,500	3,268	1,500	- %

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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		111,502	119,887	150,321	150,321	93,503	220,165	46.46%

BUDGET TEXT NOTES

Advertising	520100	Board of Health legal ads.
Telephone	521500	Phone use expenses for Health Division employees
Dues And Membership	521700	Memberships required for Inspectores/Director for national and local organizations
Professional Services	521900	Level Funded from FY21
Hazardous Waste Day	522780	Increase of 500 in HHW Day acct from \$36,720 to 37,220

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Building Department - 01251								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	-	614	-	-	-	-	- %
Sick	510400	-	7,863	-	-	964	-	- %
Funeral Leave	510410	-	-	-	-	411	-	- %
Longevity	510460	-	-	-	-	-	-	- %
Merit Pay	510490	-	1,500	-	-	-	-	- %
Holiday	510500	-	8,671	-	-	4,017	-	- %
Vacation	510600	-	24,524	-	-	3,677	-	- %
Personal Time	510900	-	1,311	-	-	-	-	- %
Other Salaries & Wages	511000	-	1,895	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	628	-	-	-	58,367	- %
Professional Salaries	513000	208,654	196,782	210,740	210,740	92,080	214,134	1.61%
Total Salaries		208,654	243,789	210,740	210,740	101,148	272,501	29.31%
Purchased Services								
Travel	520900	-	-	-	-	-	1,000	- %
Telephone	521500	3,559	2,999	3,559	3,559	3,100	3,559	- %
Dues And Membership	521700	725	245	800	800	432	800	- %
Professional Development	521800	-	-	-	-	40	-	- %
Professional Services	521900	-	18,601	-	-	23,180	-	- %
Laurel Hill Review/Inspection	529000	-	-	-	-	-	-	- %
Total Purchased Services		4,284	21,845	4,359	4,359	26,751	5,359	22.94%
Supplies								
Office Supplies	540100	950	729	850	850	729	850	- %
Other Supplies	540200	800	116	500	500	596	500	- %
Books And Periodicals	540500	4,500	-	4,500	4,500	-	2,000	(55.56%)
Uniforms	541000	900	607	900	900	2,798	900	- %
Protective Clothing	541050	-	-	-	-	-	-	- %
Total Supplies		7,150	1,452	6,750	6,750	4,123	4,250	(37.04%)
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		-	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Building Department		220,088	267,086	221,849	221,849	132,023	282,110	27.16%

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Building Department - 01251								

BUDGET TEXT NOTES

Travel	520900	CEU overnight education- Amhurst MA						
Dues And Membership	521700	Member ship fees to the Mass Building Commissioners & Inspectors Association , the Metrowest Building Officials Organization & the International Code Council and professional licensure for the building inspectors.						
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 \$6000.						

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ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Celebrations - 01660								
Overtime	510300	-	-	-	-	-	-	- %
Outside Detail	510480	-	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	-	- %
Advertising	520100	-	-	-	-	-	-	- %
Street Banners - Edited	520160	-	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Celebration	521830	2,900	-	2,900	2,900	-	2,900	- %
Acton'S 275Th Anniversary	521840	-	-	-	-	-	-	- %
275Th Anniversary Fireworks	521842	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Entertainment Services	522010	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Trash Removal	522800	-	-	-	-	-	-	- %
Fireworks	523850	6,000	-	-	-	-	-	- %
Buses	523900	-	-	-	-	-	-	- %
Food	523910	-	-	-	-	-	-	- %
Total Purchased Services		8,900	-	2,900	2,900	-	2,900	- %
Supplies								
Other Supplies	540200	2,000	1,755	2,000	2,000	200	2,000	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		2,000	1,755	2,000	2,000	200	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		10,900	1,755	4,900	4,900	200	4,900	- %

BUDGET TEXT NOTES

Celebration	521830	Expenses for Patriot's Day, Memorial Day and Veterans's Day.
Fireworks	523850	Not recommending fireworks for July 4th.
Other Supplies	540200	Increased due to being over budget in FY 2019.

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Citizens Library - 01611								
Salaries								
Sick	510400	-	3,134	-	-	1,835	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Substitute Pay	510420	2,487	-	2,735	2,735	-	2,725	(0.37%)
Merit Pay	510490	-	500	-	-	-	-	- %
Holiday	510500	-	1,532	-	-	872	-	- %
Vacation	510600	-	2,742	-	-	4,087	-	- %
Personal Time	510900	-	570	-	-	-	-	- %
Professional Salaries	513000	51,739	44,271	52,256	52,256	29,935	53,098	1.61%
Total Salaries		54,226	52,749	54,991	54,991	36,728	55,823	1.51%
Purchased Services								
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Contractual Service	522700	525	9,150	2,325	2,325	-	5,000	115.05%
Total Purchased Services		525	9,150	2,325	2,325	-	5,000	115.05%
Supplies								
Office Supplies	540100	200	-	200	200	-	200	- %
Other Supplies	540200	500	652	500	500	900	500	- %
Postage And Courier	540300	30	-	30	30	-	30	- %
Books And Periodicals	540500	8,700	2,642	8,700	8,700	5,971	10,715	23.16%
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		9,430	3,294	9,430	9,430	6,871	11,445	21.37%
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: Citizens Library		64,181	65,193	66,746	66,746	43,599	72,268	8.27%

BUDGET TEXT NOTES

Contractual Service	522700	\$2300 -Cost of Annual Minuteman Membership expenses \$2700- Cost of transporting books in the Minuteman system.
Books And Periodicals	540500	This is mandated at 15% of the total budget by the Mass Board of Library Commissioners.

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Collector - 01139								
Salaries								
Overtime	510300	-	204	-	-	285	-	- %
Sick	510400	-	4,157	-	-	4,181	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Merit Pay	510490	-	3,000	-	-	-	-	- %
Holiday	510500	-	6,889	-	-	4,323	-	- %
Cpa Administration Salary	510550	-	-	-	-	-	-	- %
Vacation	510600	-	8,285	-	-	8,576	-	- %
Personal Time	510900	-	2,346	-	-	1,179	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	68,118	63,020	70,216	70,216	28,811	74,845	6.59%
Professional Salaries	513000	79,867	71,560	82,934	82,934	53,011	88,111	6.24%
Total Salaries		147,985	159,462	153,150	153,150	100,367	162,956	6.40%
Purchased Services								
Advertising	520100	1,500	224	1,500	1,500	608	350	(76.67%)
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	200	-	145	145	107	-	- %
Dues And Membership	521700	250	-	250	250	120	100	(60.00%)
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	5,000	2,465	3,220	3,220	100	950	(70.50%)
Legal Service	521950	-	-	-	-	-	-	- %
Total Purchased Services		6,950	2,689	5,115	5,115	935	1,400	(72.63%)
Supplies								
Office Supplies	540100	550	246	330	330	264	50	(84.85%)
Other Supplies	540200	-	-	-	-	43	-	- %
Postage And Courier	540300	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		550	246	330	330	307	50	(84.85%)
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		155,485	162,396	158,595	158,595	101,609	164,406	3.66%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Collector - 01139								
<u>BUDGET TEXT NOTES</u>								
Advertising	520100			Tax Title Advertising				
Dues And Membership	521700			Massachusetts Collectors and Treasurers 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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Comm On Disabilities - 01549								
Purchased Services								
Professional Services	521900	1,900	900	1,900	1,900	-	1,900	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		1,900	900	1,900	1,900	-	1,900	- %
Supplies								
Other Supplies	540200	100	-	100	100	113	100	- %
Total Supplies		100	-	100	100	113	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	900	2,000	2,000	113	2,000	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Comptroller - 01133								
Salaries								
Overtime	510300	6,000	11,175	4,115	4,115	5,993	4,115	- %
Sick	510400	-	28,697	-	-	7,526	-	- %
Funeral Leave	510410	-	1,044	-	-	-	-	- %
Merit Pay	510490	-	3,000	-	-	-	-	- %
Holiday	510500	-	13,833	-	-	11,681	-	- %
Vacation	510600	-	20,061	-	-	20,666	-	- %
Personal Time	510900	-	3,906	-	-	3,687	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	123,400	103,230	126,240	126,240	69,107	126,555	0.25%
Professional Salaries	513000	209,077	160,205	214,932	214,932	135,134	221,069	2.86%
Total Salaries		338,477	345,151	345,287	345,287	253,794	351,739	1.87%
Purchased Services								
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	300	46	300	300	-	300	- %
Dues And Membership	521700	250	170	250	250	170	250	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	1,238	-	-	413	1,000	- %
Binding Service	522910	1,000	-	1,000	1,000	-	1,000	- %
Total Purchased Services		1,550	1,453	1,550	1,550	583	2,550	64.52%
Supplies								
Office Supplies	540100	500	-	500	500	-	1,000	100.00%
Other Supplies	540200	-	682	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Total Supplies		500	682	500	500	-	1,000	100.00%
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		340,527	347,287	347,337	347,337	254,376	355,289	2.29%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Comptroller - 01133								
<u>BUDGET TEXT NOTES</u>								
Travel	520900							
Dues And Membership	521700							
Professional Services	521900							
Binding Service	522910							
Office Supplies	540100							

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Council On Aging - 01541								
Salaries								
Regular Perm	510100	198,349	186,087	202,281	202,281	141,513	213,007	5.30%
Regular Temp	510200	-	5,326	-	-	3,236	-	- %
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	1,384	-	-	6,953	-	- %
Funeral Leave	510410	-	-	-	-	1,152	-	- %
Board Members Salaries	510430	-	-	-	-	-	-	- %
Merit Pay	510490	-	5,750	-	-	-	-	- %
Holiday	510500	-	10,781	-	-	7,440	-	- %
Vacation	510600	-	11,598	-	-	12,958	-	- %
Personal Time	510900	-	2,510	-	-	337	-	- %
Other Salaries & Wages	511000	-	964	-	-	3,328	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Instru/Direct Serv Staff	512100	21,500	1,328	21,500	21,500	10,294	21,500	- %
Professional Salaries	513000	111,287	100,806	115,464	115,464	67,652	117,323	1.61%
Total Salaries		331,136	326,533	339,245	339,245	254,863	351,830	3.71%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	800	1,183	2,200	2,200	3,465	2,200	- %
Real Estate Rent/Lease	520800	-	-	-	-	-	-	- %
Travel	520900	600	364	600	600	400	500	(16.67%)
Telephone	521500	800	800	800	800	600	800	- %
Dues And Membership	521700	1,050	123	2,100	2,100	1,005	2,300	9.52%
Professional Development	521800	-	-	-	-	10	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Printing And Copying	522300	11,000	10,791	11,400	11,400	8,363	11,800	3.51%
Contractual Service	522700	2,000	-	2,000	2,000	-	-	- %
Total Purchased Services		16,250	13,262	19,100	19,100	13,844	17,600	(7.85%)
Supplies								
Office Supplies	540100	2,000	272	2,500	2,500	2,023	2,500	- %
Other Supplies	540200	3,000	2,021	3,000	3,000	1,777	3,000	- %
Postage And Courier	540300	8,500	8,445	8,500	8,500	5,200	8,700	2.35%
Books And Periodicals	540500	100	-	100	100	-	100	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		13,600	10,738	14,100	14,100	9,000	14,300	1.42%
Other								
Minuteman Senior Services	560801	4,200	-	-	-	-	5,179	- %
Total Other		4,200	-	-	-	-	5,179	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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		365,186	350,532	372,445	372,445	277,707	388,909	4.42%

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	Routine maintenance and service as needed for kitchen appliances and other equipment.
Travel	520900	Mileage reimbursement for work related travel.
Telephone	521500	Director's work cell phone.
Dues And Membership	521700	Projected increase due to new census numbers for annual dues to MCOA and Motion picture license.
Printing And Copying	522300	Printing of 16 page monthly newsletter.
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 2500-2,600 newsletters 12 times a year. Annual bulk mail permit fee postage return fee is included.
Books And Periodicals	540500	Includes subscription to Acton Beacon.
Minuteman Senior Services	560801	Annual assessment from state hoome care agency.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Dispatch - 01221								
Salaries								
Regular Perm	510100	570,900	494,479	561,465	561,465	267,136	562,028	0.10%
Overtime	510300	73,000	175,157	73,000	73,000	140,109	83,000	13.70%
Sick	510400	-	26,670	-	-	24,412	-	- %
Funeral Leave	510410	-	-	-	-	1,085	-	- %
Longevity	510460	5,700	5,300	4,600	4,600	5,200	5,200	13.04%
Merit Pay	510490	-	1,000	-	-	-	-	- %
Holiday	510500	-	27,606	-	-	12,036	-	- %
Overtime/Sick Adjustment	510520	-	(4,762)	-	-	(3,574)	-	- %
Flsa Adjustment	510530	2,000	1,966	2,000	2,000	1,905	2,000	- %
Vacation	510600	-	33,305	-	-	23,492	-	- %
Uniform Stipend	510750	-	16	-	-	-	-	- %
Court Time	510800	-	-	-	-	-	-	- %
Personal Time	510900	-	6,310	-	-	4,024	-	- %
Other Salaries & Wages	511000	2,200	3,318	2,200	2,200	2,228	2,200	- %
Total Salaries		653,800	770,365	643,265	643,265	478,054	654,428	1.74%
Supplies								
Office Supplies	540100	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Uniforms	541000	6,500	5,029	6,500	6,500	4,065	6,500	- %
Total Supplies		6,500	5,029	6,500	6,500	4,065	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		660,300	775,394	649,765	649,765	482,118	660,928	1.72%

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Elections - 01162								
Salaries								
Overtime	510300	3,000	18,279	3,000	3,000	164	3,000	- %
Board Members Salaries	510430	1,300	600	1,300	1,300	600	1,300	- %
Other Salaries & Wages	511000	70,000	25,744	55,000	55,000	50	24,000	(56.36%)
Total Salaries		74,300	44,623	59,300	59,300	814	28,300	(52.28%)
Purchased Services								
Eqpt Rental	520700	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Printing And Copying	522300	12,000	3,337	12,000	12,000	3,574	12,000	- %
Contractual Service	522700	16,500	14,705	16,500	16,500	12,081	20,000	21.21%
Miscellaneous	522900	1,000	-	1,000	1,000	-	-	- %
School Custodian Fee	522950	1,500	-	1,500	1,500	-	1,500	- %
Total Purchased Services		31,000	18,042	31,000	31,000	15,655	33,500	8.06%
Supplies								
Office Supplies	540100	-	1,374	-	-	-	-	- %
Other Supplies	540200	7,400	2,319	7,400	7,400	2,338	4,000	(45.95%)
Postage And Courier	540300	7,000	288	7,000	7,000	2,357	3,500	(50.00%)
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Total Supplies		14,400	3,981	14,400	14,400	4,695	7,500	(47.92%)
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		119,700	66,645	104,700	104,700	21,164	69,300	(33.81%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Elections - 01162								
<u>BUDGET TEXT NOTES</u>								
Overtime	510300			Elections / Town Meetings				
Printing And Copying	522300			Census est 11,000 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 Voting Machines - \$3000 - Annual Maintenance Voting Machines - \$3000 - Annual Maintenance Poll Pads - \$8000				
Miscellaneous	522900			Election / Town Meeting Expenses				
School Custodian Fee	522950			2 Town Election				
Other Supplies	540200			Banners for Annual Town Election . Town Meeting - \$1000 Special Election / Special Town Meeting - X 2 \$2000 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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Emergency Management - 01291								
Salaries								
Professional Salaries	513000	23,000	2,008	-	-	-	-	- %
Total Salaries		23,000	2,008	-	-	-	-	- %
Purchased Services								
Eqpt Rep And Servicing	520300	-	-	-	-	5,090	-	- %
Radio Repairs	520310	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Telephone	521500	4,450	6,240	4,450	4,450	-	4,450	- %
Professional Development	521800	-	-	-	-	-	-	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	25,000	-	-	-	-	- %
Total Purchased Services		4,450	31,240	4,450	4,450	5,090	4,450	- %
Supplies								
Office Supplies	540100	-	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Photographic Supplies	540210	-	-	-	-	-	-	- %
Material And Equipment	540900	19,000	6,403	19,000	19,000	1,699	19,000	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		19,000	6,403	19,000	19,000	1,699	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		46,450	39,651	23,450	23,450	6,789	23,450	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Emergency Management - 01291								
<u>BUDGET TEXT NOTES</u>								
Professional Salaries	513000			Salaries for assistance with inventory, setup, movement of equipment.				
Eqpt Rep And Servicing	520300			There are a number of generators that require service to ensure that they are ready for service when needed. Other equipment needs to be inventoried but is likely in need of repair, service or replacement.				
Radio Repairs	520310			I'm told there are some radios available? Probably in need of repair, service or replacement. If new truck with radio is received, a budget is required for it's maintenance.				
Telephone	521500			Cellular and satellite telephone expenses...new phones and service needs to be established.				
Professional Development	521800			Would like to take advantage professional development opportunities in the field of Emergency Management...courses, seminars, etc.				
Covid-19 Professional Services	521905			Prepare for COVID 19 professional cleaning services should they be required.				
Printing And Copying	522300			Sandwich board signage for "Warming Center" "Cooling Center" "Charging Center" etc. to be placed at appropriate locations as the need arises.				
Contractual Service	522700			Prepared for potential contractual services throughout the year.				
Office Supplies	540100			Currently no office supplies available...basic supplies required...pens, paper, notepads, binders, etc.				
Other Supplies	540200			As Emergency Management is in a "rebuilding" mode, there is a variety of supplies required to be acquired...shelter materials (including for pets), emergency flooding equipment to include waders, sump pumps, hose, etc.				
Material And Equipment	540900			Parts, supplies and basic maintenance of Emergency Management equipment, trailers, etc.				
Covid-19 Supplies & Materials	540905			To maintain an ample supply of PPE relative to COVID 19				
Uniforms	541000			To secure basic uniform needs including cold weather jacket, rain gear, gloves, hats, boots.etc.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Engineering - 01410								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	2,019	-	-	5,135	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Longevity	510460	-	-	-	-	-	-	- %
Merit Pay	510490	-	1,000	-	-	-	-	- %
Holiday	510500	-	4,094	-	-	2,877	-	- %
Vacation	510600	-	1,654	-	-	4,148	-	- %
Personal Time	510900	-	969	-	-	877	-	- %
Other Salaries & Wages	511000	-	1,017	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	166,229	74,365	169,372	169,372	52,904	150,744	(11.00%)
Total Salaries		166,229	85,117	169,372	169,372	65,942	150,744	(11.00%)
Purchased Services								
Advertising	520100	450	78	450	450	257	450	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Travel	520900	300	-	300	300	-	300	- %
Dues And Membership	521700	800	-	800	800	120	800	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	20,067	30,345	20,500	20,500	25,570	20,500	- %
Printing And Copying	522300	500	-	500	500	-	500	- %
Contractual Service	522700	13,000	52,224	13,000	13,000	300	13,000	- %
Total Purchased Services		35,117	82,647	35,550	35,550	26,247	35,550	- %
Supplies								
Office Supplies	540100	800	2,654	800	800	234	800	- %
Other Supplies	540200	250	401	250	250	438	250	- %
Books And Periodicals	540500	250	638	250	250	-	250	- %
Material And Equipment	540900	250	-	250	250	-	250	- %
Uniforms	541000	-	-	-	-	335	-	- %
Protective Clothing	541050	250	-	250	250	-	250	- %
Total Supplies		1,800	3,693	1,800	1,800	1,007	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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Engineering - 01410								
Capital Outlay	580000	-	-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Engineering		203,146	171,457	206,722	206,722	93,195	188,094	(9.01%)

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Finance Committee - 01131								
Purchased Services								
Dues And Membership	521700	280	-	280	280	280	280	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		280	-	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		280	-	280	280	280	280	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Finance Director - 01132								
Salaries								
Overtime	510300	-	-	-	-	839	-	- %
Sick	510400	-	6,154	-	-	3,968	-	- %
Funeral Leave	510410	-	1,960	-	-	273	-	- %
Merit Pay	510490	-	1,000	-	-	-	-	- %
Military Pay	510495	-	-	-	-	-	-	- %
Holiday	510500	-	9,384	-	-	7,169	-	- %
Vacation	510600	-	9,807	-	-	17,309	-	- %
Personal Time	510900	-	1,742	-	-	2,769	-	- %
Other Salaries & Wages	511000	-	-	-	-	9	-	- %
Clerical Salaries & Wages	512050	67,041	50,546	67,711	67,711	24,842	68,802	1.61%
Professional Salaries	513000	229,905	143,282	238,413	238,413	102,900	241,839	1.44%
Total Salaries		296,946	223,874	306,124	306,124	160,079	310,641	1.48%
Purchased Services								
Mis Equipment & Software	520400	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	3,000	1,858	3,000	3,000	3,100	3,000	- %
Travel	520900	-	18	-	-	-	-	- %
Telephone	521500	500	-	500	500	-	500	- %
Dues And Membership	521700	1,000	765	1,000	1,000	520	1,000	- %
Professional Development	521800	-	225	-	-	135	-	- %
Professional Services	521900	40,000	131,992	40,000	40,000	53,864	40,000	- %
Prof. Service - Audit	521930	60,000	60,000	60,000	60,000	60,000	60,000	- %
Gasb 34 Implementation	522110	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Banking Services	522930	30,000	35,641	30,000	30,000	13,099	35,000	16.67%
Total Purchased Services		134,500	230,499	134,500	134,500	130,717	139,500	3.72%
Supplies								
Office Supplies	540100	500	3,248	2,000	2,000	2,147	2,000	- %
Other Supplies	540200	-	1,055	-	-	831	-	- %
Postage And Courier	540300	42,000	46,306	45,000	45,000	24,034	45,000	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	1,000	636	1,000	1,000	636	1,000	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Total Supplies		43,500	51,245	48,000	48,000	27,647	48,000	- %
Teachers Pay Deferral	560830	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Finance Director - 01132								
Other								
Workers Compensation Ins	570100	100,000	32,330	115,000	115,000	45,625	60,123	(47.72%)
Unemployment Ins	570200	500	30,147	500	500	21	500	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	210,000	224,251	210,000	210,000	179,784	225,000	7.14%
Life Insurance	570500	7,350	7,567	8,000	8,000	7,023	8,000	- %
Health Bc/Bs High Deductible	570600	-	364,990	-	-	306,984	400,000	- %
Health Ins Bc/Bs Retiree	570610	172,384	234,510	172,384	172,384	198,937	275,000	59.53%
Health Insurance Mitigation	570611	-	-	-	-	-	-	- %
Health Hmo Blue	570620	1,315,882	621,944	1,222,000	1,222,000	574,551	900,000	(26.35%)
Health Hmo Blue Retiree	570621	97,661	122,538	97,661	97,661	136,253	150,000	53.59%
Tufts Health Plan	570622	24,739	18,143	24,739	24,739	13,277	20,000	(19.16%)
Blue Care Elect	570623	31,609	16,481	31,609	31,609	14,029	20,000	(36.73%)
Blue Care Elect - Retiree	570624	-	-	-	-	12,739	-	- %
Health Insurance - Harvard	570700	915,259	705,497	915,259	915,259	585,961	930,000	1.61%
Health Ins Hphp Retiree	570710	55,018	59,449	55,018	55,018	40,429	70,000	27.23%
Harvard Freedom	570711	-	409	-	-	-	-	- %
Hsa Savings Account	570715	70,400	49,164	60,400	60,400	53,300	70,400	16.56%
Medical Opt Out	570720	148,320	160,600	148,320	148,320	120,407	160,000	7.87%
Life Opt Out	570730	300	195	300	300	139	300	- %
Aps Health Insurance Make Up	570740	-	-	-	-	-	-	- %
Migration Reversal	570741	-	-	-	-	-	-	- %
Middlesex County Retirement	570800	4,533,014	4,615,717	4,900,261	4,900,261	4,821,666	5,224,522	6.62%
Other Retirement	570810	-	-	-	-	-	-	- %
Police Detail Addition	570890	-	-	-	-	-	-	- %
Other Employee Benefit	570900	-	-	-	-	-	-	- %
Opeb Factor	570901	-	-	-	-	-	-	- %
Opeb	570902	-	-	-	-	-	-	- %
Other Insurance	570910	11,000	527	11,000	11,000	-	3,500	(68.18%)
Aps Retiree Health	570911	420,000	402,450	410,000	410,000	334,298	410,000	- %
Property & Liability Insurance	575000	265,000	282,034	255,000	255,000	305,743	280,000	9.80%
Insurance - Bonds	575010	9,500	10,275	11,350	11,350	9,600	11,350	- %
Refunds	579100	-	-	-	-	-	-	- %
Total Other		8,387,934	7,959,217	8,648,799	8,648,799	7,760,768	9,218,695	6.59%
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Finance Director - 01132								
Other Financing Uses								
Long Term Debt Prin-School	590110	1,415,000	1,395,000	1,410,000	1,410,000	1,320,000	1,390,000	(1.42%)
Long Term Debt Prin-Town	590120	1,287,449	519,581	1,085,744	1,085,744	1,099,926	1,104,335	1.71%
Long Term Debt Int School	590210	143,181	141,975	87,881	87,881	83,184	45,666	(48.04%)
Long-Term Debt Int-Town	590220	151,215	63,306	485,017	485,017	424,060	377,018	(22.27%)
Long Term Debt Sewers	590230	44,553	44,553	44,553	44,553	44,553	44,553	- %
Interest On Temp Loans	590300	-	-	-	-	-	-	- %
Short Term Int - Schools	590310	-	-	-	-	-	-	- %
Short Term Int	590320	-	37,220	-	-	-	-	- %
Admin Fee Mcwt	590340	200	94	200	200	57	200	- %
Other Debt Service	590400	-	-	-	-	-	-	- %
Grace Btmt Payments	595125	-	81,375	81,375	81,375	-	81,375	- %
Grace Betterment Settlement	595126	-	-	-	-	-	-	- %
Transfers Out	597000	-	521,508	-	-	-	-	- %
Opeb Transfer	597001	633,742	633,742	603,742	603,742	603,742	603,742	- %
Total Other Financing Uses		3,675,340	3,438,354	3,798,511	3,798,511	3,575,523	3,646,889	(3.99%)
TOTAL ORG: Finance Director		12,538,221	11,903,189	12,935,935	12,935,935	11,654,735	13,363,725	3.31%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Finance Director - 01132								
<u>BUDGET TEXT NOTES</u>								
Eqpt Maintenance	520600			Maintenance Contracts for Postage Meter, check endorser and copier.				
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			Covers, 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 Bc/Bs High Deductible	570600			Represents the Towns share of active employees.				
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 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Fire - 01220								
Salaries								
Regular Perm	510100	2,029,493	1,553,720	2,249,681	2,249,681	1,134,767	2,162,324	(3.88%)
Overtime	510300	425,000	692,019	425,000	425,000	495,854	425,000	- %
Overtime Temp Supplement	510310	-	-	-	-	-	-	- %
Sick	510400	-	142,274	-	-	103,809	-	- %
Sick Buyback	510401	15,000	11,800	15,000	15,000	10,000	15,000	- %
Funeral Leave	510410	-	13,451	-	-	7,286	-	- %
Injury Leave	510450	-	82,234	-	-	118,833	-	- %
Longevity	510460	20,750	25,200	22,250	22,250	20,350	21,750	(2.25%)
Incentive Pay	510470	19,343	20,637	20,705	20,705	21,822	22,200	7.22%
Outside Detail	510480	-	-	-	-	-	-	- %
Merit Pay	510490	-	3,000	-	-	-	-	- %
Holiday	510500	-	26,193	-	-	20,912	-	- %
Overtime/Sick Adjustment	510520	-	(14,449)	-	-	(12,704)	-	- %
Flsa Adjustment	510530	4,800	17,019	4,800	4,800	13,792	4,800	- %
Holiday A&B	510540	98,512	99,022	112,469	112,469	75,661	121,275	7.83%
Vacation	510600	-	183,473	-	-	115,682	-	- %
Emt/Als Stipend	510730	166,557	162,028	224,129	224,129	138,972	201,502	(10.10%)
Uniform Stipend	510750	3,400	3,000	3,400	3,400	3,900	3,400	- %
Personal Time	510900	-	39,427	-	-	23,669	-	- %
Other Salaries & Wages	511000	-	16,844	-	-	850	-	- %
Clerical Salaries & Wages	512050	67,041	57,019	67,711	67,711	39,574	68,802	1.61%
Professional Salaries	513000	267,110	221,457	276,291	276,291	166,988	285,579	3.36%
Total Salaries		3,117,006	3,355,367	3,421,436	3,421,436	2,500,018	3,331,632	(2.62%)
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	14,000	15,883	14,000	14,000	15,288	16,000	14.29%
Radio Repairs	520310	10,000	17,099	10,000	10,000	9,205	12,000	20.00%
Travel	520900	500	100	500	500	120	500	- %
Telephone	521500	5,000	5,500	5,000	5,000	3,500	5,000	- %
Dues And Membership	521700	6,000	6,210	6,000	6,000	4,910	6,500	8.33%
Professional Development	521800	1,000	3,776	1,000	1,000	5,076	2,000	100.00%
Professional Services	521900	-	-	-	-	-	15,000	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
License Fees	522450	9,500	3,749	12,500	12,500	12,278	12,500	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		46,000	52,318	49,000	49,000	50,377	69,500	41.84%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Fire - 01220								
Supplies								
Office Supplies	540100	4,500	6,134	4,500	4,500	3,673	5,000	11.11%
Other Supplies	540200	8,000	1,763	8,000	8,000	4,949	8,000	- %
Medical Supplies	540250	-	-	-	-	-	-	- %
Books And Periodicals	540500	1,000	1,677	1,000	1,000	750	2,000	100.00%
Meals	540700	1,200	-	1,200	1,200	295	1,200	- %
Material And Equipment	540900	13,000	17,466	14,000	14,000	58,903	14,000	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Parts/Tires - Fire	540930	95,000	68,151	88,950	88,950	74,712	87,000	(2.19%)
Uniforms	541000	22,000	17,838	22,000	22,000	25,859	25,000	13.64%
Protective Clothing	541050	30,000	33,731	35,000	35,000	24,084	40,000	14.29%
Total Supplies		174,700	146,760	174,650	174,650	193,225	182,200	4.32%
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	-	-	-	-	390	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	390	-	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL ORG: Fire		3,337,706	3,554,445	3,645,086	3,645,086	2,744,010	3,583,332	(1.69%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Fire - 01220								
<u>BUDGET TEXT NOTES</u>								
Overtime	510300			Overtime to fill vacant shifts or details along with training, vacations and other leave.				
Sick Buyback	510401			per contract. Incentive for not using sick time.				
Incentive Pay	510470			Per contract educational incentive.				
Emt/Als Stipend	510730			Per contract				
Uniform Stipend	510750			per contract.				
Eqpt Rep And Servicing	520300			Reflects 2021 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 spending 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.				
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 spending trends.				
Professional Development	521800			Funding for various seminars and workshops.				
License Fees	522450			Scheduling software, SOG software annual fees.				
Office Supplies	540100			Office supplies for the fire administration offices as well as the 4 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. Per contract supplying fire service training books in all the stations.				
Meals	540700			Out of office meeting meals. Contractual meals during emergency or extended operations.				
Material And Equipment	540900			Purchase and replacement of hand tools, firefighting 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.				
Machinery And Equipment	583000			Capital items.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Highway - 01420								
Salaries								
Regular Perm	510100	1,169,149	846,940	1,160,910	1,160,910	651,866	1,243,941	7.15%
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	52,289	48,609	52,289	52,289	24,441	52,289	- %
Sick	510400	-	32,167	-	-	58,864	-	- %
Funeral Leave	510410	-	1,737	-	-	2,035	-	- %
Seasonal	510440	10,465	-	10,465	10,465	-	21,827	108.57%
Injury Leave	510450	-	-	-	-	-	-	- %
Longevity	510460	6,900	5,400	6,000	6,000	6,300	7,500	25.00%
Incentive Pay	510470	-	-	-	-	-	-	- %
Merit Pay	510490	11,200	12,600	11,900	11,900	-	11,900	- %
Holiday	510500	-	62,764	-	-	55,991	-	- %
Overtime/Sick Adjustment	510520	-	(39)	-	-	(360)	-	- %
Flsa Adjustment	510530	-	1,387	-	-	1,617	-	- %
Vacation	510600	-	74,326	-	-	95,986	-	- %
Snow Plow Stipend	510720	-	-	-	-	-	-	- %
Phone Stipend	510770	3,400	-	3,400	3,400	-	3,400	- %
Personal Time	510900	-	13,314	-	-	11,091	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	70,393	62,626	142,193	142,193	85,817	150,472	5.82%
Professional Salaries	513000	192,037	171,603	206,254	206,254	129,305	213,555	3.54%
Total Salaries		1,515,833	1,333,432	1,593,411	1,593,411	1,122,953	1,704,884	7.00%
Purchased Services								
Eqpt Rep And Servicing	520300	8,800	8,356	8,800	8,800	10,164	8,800	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Travel	520900	1,000	2	1,000	1,000	7	1,000	- %
Telephone	521500	6,184	2,942	6,184	6,184	3,209	6,184	- %
Dues And Membership	521700	4,300	1,904	4,300	4,300	2,118	4,300	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	77,014	-	-	67,279	-	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Contractual Service	522700	70,000	65,486	55,000	55,000	14,575	90,000	63.64%
Total Purchased Services		90,284	155,704	75,284	75,284	97,351	110,284	46.49%
Supplies								
Office Supplies	540100	1,080	1,387	1,080	1,080	870	1,080	- %
Other Supplies	540200	-	12	-	-	224	-	- %
Postage And Courier	540300	100	255	100	100	78	100	- %
Books And Periodicals	540500	60	416	60	60	-	60	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Uniforms	541000	17,250	12,020	17,250	17,250	19,355	17,250	- %
Total Supplies		18,490	14,089	18,490	18,490	20,527	18,490	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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		1,624,607	1,503,225	1,687,185	1,687,185	1,240,831	1,833,658	8.68%

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Roads - 01421								
Supplies								
Other Supplies	540200	13,450	9,884	13,450	13,450	4,197	13,450	- %
Material And Equipment	540900	58,000	55,666	58,000	58,000	22,956	58,000	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Sign Material	540970	19,000	9,156	19,000	19,000	15,979	19,000	- %
Total Supplies		90,450	74,706	90,450	90,450	43,132	90,450	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Paving	586010	80,000	61,796	80,000	80,000	60,908	80,000	- %
Guardrail Rep/Improve	586020	3,920	325	-	-	7,559	-	- %
Total Capital / Property		83,920	62,121	80,000	80,000	68,468	80,000	- %
TOTAL ORG: Roads		174,370	136,828	170,450	170,450	111,600	170,450	- %

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Snow And Ice - 01422								
Salaries								
Overtime	510300	135,568	202,043	135,568	135,568	191,017	135,568	- %
Snow Plow Stipend	510720	11,000	13,275	11,000	11,000	10,050	11,000	- %
Meals Stipend	510740	6,300	8,400	9,000	9,000	-	12,000	33.33%
Total Salaries		152,868	223,718	155,568	155,568	201,067	158,568	1.93%
Purchased Services								
Eqpt Rep And Servicing	520300	49,720	52,282	49,720	49,720	84,625	49,720	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Contractual Service	522700	144,457	60,397	144,457	144,457	55,709	144,457	- %
Street Sweeping	522770	-	-	-	-	-	-	- %
Total Purchased Services		194,177	112,680	194,177	194,177	140,333	194,177	- %
Supplies								
Other Supplies	540200	5,000	2,187	5,000	5,000	1,199	5,000	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	213,929	206,534	213,929	213,929	305,648	213,929	- %
Total Supplies		218,929	208,721	218,929	218,929	306,847	218,929	- %
Other								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	1	-	- %
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		-	-	-	-	1	-	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Snow And Ice		565,974	545,118	568,674	568,674	648,248	571,674	0.53%

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 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Gas And Diesel - 01423								
Purchased Services								
Eqpt Rep And Servicing	520300	10,500	6,141	10,500	10,500	3,068	10,500	- %
Fuel And Oil	521300	-	-	-	-	-	-	- %
Diesel	521310	75,000	51,661	75,000	75,000	99,493	70,000	(6.67%)
Bio-Diesel	521311	-	-	-	-	-	-	- %
Gasoline	521320	141,000	121,401	131,000	131,000	173,220	128,000	(2.29%)
Total Purchased Services		226,500	179,203	216,500	216,500	275,782	208,500	(3.70%)
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	-	- %
Other								
Social Security	570300	-	-	-	-	-	-	- %
Fuel Tax	570350	9,215	7,235	9,215	9,215	9,089	9,215	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		9,215	7,235	9,215	9,215	9,089	9,215	- %
TOTAL ORG: Gas And Diesel		235,715	186,438	225,715	225,715	284,871	217,715	(3.54%)

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Machinery - 01424								
Purchased Services								
Eqpt Rep And Servicing	520300	50,400	81,386	50,400	50,400	30,958	50,400	- %
Radio Repairs	520310	1,800	-	1,800	1,800	-	1,800	- %
Total Purchased Services		52,200	81,386	52,200	52,200	30,958	52,200	- %
Supplies								
Parts/Tires - Police	540920	13,400	14,235	13,400	13,400	19,569	13,400	- %
Parts/Tires - Fire	540930	-	-	-	-	-	-	- %
Parts/Tires - Municipal	540940	10,000	3,443	10,000	10,000	773	10,000	- %
Parts/Tires - Civil Defense	540950	1,900	100	1,900	1,900	-	1,900	- %
Parts/Tires - Highway	540960	95,000	74,857	95,000	95,000	100,740	87,000	(8.42%)
Sign Material	540970	-	-	-	-	-	-	- %
Parts/Tires - Nat'L Res/Cem	540980	6,800	3,210	6,800	6,800	4,563	6,800	- %
Small Tools	540990	1,500	1,018	1,500	1,500	-	1,500	- %
Total Supplies		128,600	96,864	128,600	128,600	125,645	120,600	(6.22%)
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	110,000	106,592	135,000	135,000	192,816	165,000	22.22%
Total Capital / Property		110,000	106,592	135,000	135,000	192,816	165,000	22.22%
TOTAL ORG: Machinery		290,800	284,843	315,800	315,800	349,420	337,800	6.97%

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Special Projects - 01425								
Overtime	510300	-	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	-	- %
Purchased Services								
Eqpt Rental	520700	8,528	-	8,528	8,528	-	8,528	- %
Other Service	522771	12,200	25,906	12,200	12,200	18,459	12,200	- %
Total Purchased Services		20,728	25,906	20,728	20,728	18,459	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	12,000	10,096	12,000	12,000	2,927	12,000	- %
Bridge/Culvert Repair	586200	20,000	19,593	20,000	20,000	-	20,000	- %
Total Capital / Property		32,000	29,689	32,000	32,000	2,927	32,000	- %
TOTAL ORG: Special Projects		52,728	55,595	52,728	52,728	21,386	52,728	- %

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Street Cleaning - 01426								
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Street Cleaning		-	-	-	-	-	-	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Historical Commission - 01650								
Purchased Services								
Dues And Membership	521700	200	-	200	200	-	200	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Total Purchased Services		200	-	200	200	-	200	- %
Supplies								
Other Supplies	540200	176	145	176	176	-	176	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Total Supplies		176	145	176	176	-	176	- %
TOTAL ORG: Historical Commission		376	145	376	376	-	376	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Human Resources - 01152								
Salaries								
Overtime	510300	7,000	4,216	7,000	7,000	2,057	7,000	- %
Sick	510400	-	2,496	-	-	1,495	-	- %
Funeral Leave	510410	-	-	-	-	523	-	- %
Merit Pay	510490	-	3,000	-	-	-	-	- %
Holiday	510500	-	6,347	-	-	7,055	-	- %
Vacation	510600	-	11,208	-	-	10,480	-	- %
Personal Time	510900	-	1,146	-	-	1,315	-	- %
Salary Adjustment Line	510999	-	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Senior Work Program	511800	52,100	10,688	56,925	56,925	18,044	45,000	(20.95%)
Clerical Salaries & Wages	512050	70,393	14,825	70,393	70,393	39,963	66,111	(6.08%)
Professional Salaries	513000	138,207	128,101	139,589	139,589	89,531	141,837	1.61%
Total Salaries		267,700	182,027	273,907	273,907	170,463	259,948	(5.10%)
Purchased Services								
Advertising	520100	10,270	2,800	10,500	10,500	3,270	10,815	3.00%
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	400	-	400	400	-	400	- %
Dues And Membership	521700	1,700	898	1,700	1,700	713	1,900	11.76%
Professional Development	521800	-	-	-	-	1,218	-	- %
Employee Recognition	521820	35,000	34,528	35,000	35,000	35,862	35,000	- %
Professional Services	521900	12,000	5,421	12,000	12,000	6,125	12,000	- %
Professional Services - Medica	521940	16,350	14,733	18,500	18,500	23,820	18,500	- %
Printing And Copying	522300	-	-	500	500	-	500	- %
Total Purchased Services		75,720	58,379	78,600	78,600	71,008	79,115	0.66%
Supplies								
Office Supplies	540100	2,000	703	1,900	1,900	2,270	1,900	- %
Other Supplies	540200	990	-	900	900	317	900	- %
Books And Periodicals	540500	1,350	-	1,300	1,300	(10)	1,300	- %
Material And Equipment	540900	400	-	400	400	-	400	- %
Total Supplies		4,740	703	4,500	4,500	2,577	4,500	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Human Resources - 01152								
Other								
Chapter 111F Fire	570150	-	-	-	-	-	-	- %
Chapter 111 F Police	570151	-	-	-	-	-	-	- %
Police And Fire Injury Insuran	570152	94,000	107,148	94,000	94,000	110,275	103,000	9.57%
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	-	-	-	-	-	-	- %
Stop Loss Insurance	579000	-	-	-	-	-	-	- %
Total Other		94,000	107,148	94,000	94,000	110,275	103,000	9.57%
TOTAL ORG: Human Resources		442,160	348,256	451,007	451,007	354,323	446,563	(0.99%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Human Resources - 01152								
<u>BUDGET TEXT NOTES</u>								
Overtime	510300			Keep at FY22 level; even though increased staff, should offset the OT needed				
Senior Work Program	511800			Currently, this covers our senior work program at \$15/hour, 115 hours/year. Equates to 33 Senior Workers. Propose to increase hours from 115 to 130, resulting in a \$225/year increase per Senior. (\$1,725 to \$1,950) Keep level funded due to slow return of Seniors.				
Advertising	520100			Advertising for job openings with the MMA Beacon online advertising. Offset by continuing to use free advertising such as Indeed. Slight 3% increase to recognize projected number of vacancies and additional posting locations.				
Travel	520900			Keep at FY22 level. Will be used for mileage to attend some in-person training and MMHR events.				
Dues And Membership	521700			Two SHRM memberships (\$800) Three MMHR memberships (\$400) Membership in LinkedIn Prime				
Employee Recognition	521820			Projecting to host Professional Development and Team Day, Holiday celebration and S.T.A.R dinner in FY23.				
Professional Services	521900			Level funded, used for various services such as assessment Centers and or studies as needed. Purchasing of Police and Fire promotional exams.				
Professional Services - Medica	521940			Remain at FY22 level.				
Printing And Copying	522300			Human Resources envelopes				
Office Supplies	540100			Remain at FY22 level.				
Other Supplies	540200			Remain at FY22 level.				
Books And Periodicals	540500			Remain at FY22 level.				
Police And Fire Injury Insuran	570152			Changed from \$94,000 to \$112,000 to reflect FY21 actual.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Information Technology - 01154								
Salaries								
Regular Temp	510200	-	-	-	-	675	-	- %
Overtime	510300	-	2,497	-	-	-	-	- %
Sick	510400	-	4,531	-	-	8,329	-	- %
Funeral Leave	510410	-	1,501	-	-	1,309	-	- %
Seasonal	510440	-	-	-	-	-	-	- %
Merit Pay	510490	-	5,000	-	-	-	-	- %
Holiday	510500	-	18,300	-	-	15,706	-	- %
Vacation	510600	-	21,046	-	-	25,791	-	- %
Personal Time	510900	-	4,571	-	-	1,936	-	- %
Clerical Salaries & Wages	512050	-	45,733	54,437	54,437	20,054	57,620	5.85%
Professional Salaries	513000	497,724	356,499	465,610	465,610	260,691	489,402	5.11%
Total Salaries		497,724	459,678	520,047	520,047	334,492	547,022	5.19%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	442,000	587,905	442,000	442,000	592,800	468,000	5.88%
Gis	520410	145,000	96,525	145,000	145,000	49,338	145,000	- %
Eqpt Maintenance	520600	137,000	79,490	137,000	137,000	43,763	137,000	- %
Travel	520900	-	-	-	-	-	-	- %
Telephone	521500	90,000	81,510	90,000	90,000	78,241	90,000	- %
Dues And Membership	521700	250	471	250	250	471	250	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	90,000	94,623	90,000	90,000	5,260	90,000	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Internet Services	521980	50,515	21,101	61,000	61,000	21,588	61,000	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	150,000	163,071	150,000	150,000	89,299	145,000	(3.33%)
Software Services	522720	-	-	-	-	126	-	- %
Web Page Services	522730	-	-	-	-	-	-	- %
Total Purchased Services		1,104,765	1,124,695	1,115,250	1,115,250	880,886	1,136,250	1.88%
Supplies								
Office Supplies	540100	-	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	-	42,043	-	-	-	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Total Supplies		-	42,043	-	-	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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	15,000	-	-	-	-	-	- %
Digitize Records	580020	10,000	-	10,000	10,000	-	10,000	- %
Total Capital / Property		25,000	-	10,000	10,000	-	10,000	- %
TOTAL ORG: Information Technology		1,627,489	1,626,416	1,645,297	1,645,297	1,215,378	1,693,272	2.92%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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. Addition of Zoom licensing and Zoom conference rooms previously funded by CARES.				
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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Land Use/Economic Development - 01180								
Salaries								
Overtime	510300	-	2,599	-	-	1,744	-	- %
Sick	510400	-	14,968	-	-	6,053	-	- %
Funeral Leave	510410	-	-	-	-	724	-	- %
Merit Pay	510490	-	3,000	-	-	-	-	- %
Holiday	510500	-	10,762	-	-	5,371	-	- %
Vacation	510600	-	12,481	-	-	13,821	-	- %
Personal Time	510900	-	2,891	-	-	1,086	-	- %
Clerical Salaries & Wages	512050	128,996	101,382	124,664	124,664	77,032	-	- %
Professional Salaries	513000	137,300	115,250	142,833	142,833	14,396	-	- %
Total Salaries		266,296	263,332	267,497	267,497	120,226	-	- %
Purchased Services								
Travel	520900	750	-	500	500	-	-	- %
Telephone	521500	1,300	1,553	1,300	1,300	175	-	- %
Dues And Membership	521700	500	465	500	500	300	-	- %
Professional Development	521800	12,000	2,050	12,000	12,000	-	-	- %
Professional Services	521900	7,500	48,051	7,500	7,500	40,798	-	- %
Total Purchased Services		22,050	52,120	21,800	21,800	41,273	-	- %
Supplies								
Office Supplies	540100	500	398	500	500	500	-	- %
Total Supplies		500	398	500	500	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	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	8,500	8,500	-	-	-	-	- %
Total Capital / Property		8,500	8,500	-	-	-	-	- %
TOTAL ORG: Land Use/Economic Development		297,346	324,350	289,797	289,797	161,999	-	- %

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Land Use/Economic Development - 01180								
<u>BUDGET TEXT NOTES</u>								
Travel	520900			Funds transferred to 01123 Town Manager				
Telephone	521500			Funds transferred to 01154 Information Technology				
Dues And Membership	521700			Funds transferred to 01123 Town Manager				
Professional Development	521800			Funds transferred to 01123 Town Manager				
Professional Services	521900			Funds transferred to 01123 Town Manager				
Office Supplies	540100			Funding eliminated				
Capital Outlay	580000			Playground Study				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Memorial Library - 01610								
Salaries								
Regular Perm	510100	618,610	451,038	631,807	631,807	282,268	609,807	(3.48%)
Regular Temp	510200	303,776	214,404	301,368	301,368	187,231	306,508	1.71%
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	17,793	-	-	38,957	-	- %
Funeral Leave	510410	-	1,974	-	-	976	-	- %
Merit Pay	510490	-	12,000	-	-	-	-	- %
Holiday	510500	-	33,270	-	-	26,988	-	- %
Vacation	510600	-	46,217	-	-	35,031	-	- %
Personal Time	510900	-	6,006	-	-	6,238	-	- %
Other Salaries & Wages	511000	-	6,672	-	-	326	-	- %
Clerical Salaries & Wages	512050	40,225	36,109	40,627	40,627	28,832	41,281	1.61%
Professional Salaries	513000	183,042	154,934	190,428	190,428	83,790	200,108	5.08%
Total Salaries		1,145,653	980,418	1,164,230	1,164,230	690,636	1,157,704	(0.56%)
Purchased Services								
Eqpt Rep And Servicing	520300	400	-	400	400	500	400	- %
Mis Equipment & Software	520400	63,000	57,249	65,000	65,000	61,811	68,000	4.62%
Travel	520900	1,200	-	900	900	47	900	- %
Dues And Membership	521700	850	150	850	850	660	850	- %
Professional Development	521800	-	100	-	-	542	-	- %
Public Relations	521850	1,250	853	1,250	1,250	853	1,250	- %
Professional Services	521900	-	-	-	-	25,000	-	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Total Purchased Services		66,700	58,352	68,400	68,400	89,413	71,400	4.39%
Supplies								
Office Supplies	540100	1,900	1,651	3,000	3,000	1,715	3,000	- %
Other Supplies	540200	9,000	7,895	9,500	9,500	8,258	9,500	- %
Postage And Courier	540300	25	-	25	25	29	25	- %
Books And Periodicals	540500	110,000	69,256	110,000	110,000	77,351	122,000	10.91%
Non-Print Materials	540510	98,000	109,810	103,000	103,000	103,003	114,000	10.68%
Periodicals	540520	14,000	13,545	13,500	13,500	15,771	14,000	3.70%
Material And Equipment	540900	-	-	-	-	-	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Total Supplies		232,925	202,157	239,025	239,025	206,127	262,525	9.83%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Memorial Library - 01610								
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		1,445,278	1,240,927	1,471,655	1,471,655	986,176	1,491,629	1.36%

BUDGET TEXT NOTES

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
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Minuteman Tech - 01352								
Other								
Minuteman Assessment	560820	1,732,983	1,732,983	2,189,873	2,189,873	2,189,873	2,841,323	29.75%
Total Other		1,732,983	1,732,983	2,189,873	2,189,873	2,189,873	2,841,323	29.75%
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Minuteman Tech		1,732,983	1,732,983	2,189,873	2,189,873	2,189,873	2,841,323	29.75%

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Natural Resources - 01550								
Salaries								
Regular Perm	510100	307,507	257,399	300,885	300,885	190,595	320,924	6.66%
Overtime	510300	24,000	24,071	24,000	24,000	23,603	24,000	- %
Sick	510400	-	36,893	-	-	19,896	-	- %
Funeral Leave	510410	-	1,267	-	-	2,077	-	- %
Seasonal	510440	-	4,712	-	-	2,356	-	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Longevity	510460	1,200	900	1,200	1,200	1,200	1,500	25.00%
Merit Pay	510490	2,800	9,800	2,800	2,800	-	2,800	- %
Holiday	510500	-	35,249	-	-	28,552	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	-	-	- %
Flsa Adjustment	510530	524	442	524	524	270	524	- %
Vacation	510600	-	30,134	-	-	28,324	-	- %
Meals Stipend	510740	1,200	-	-	-	-	-	- %
Personal Time	510900	-	5,231	-	-	5,257	-	- %
Other Salaries & Wages	511000	-	1,957	-	-	-	-	- %
Clerical Salaries & Wages	512050	314,898	198,992	259,417	259,417	145,395	281,820	8.64%
Professional Salaries	513000	122,777	177,355	192,271	192,271	134,778	189,410	(1.49%)
Total Salaries		774,906	784,402	781,097	781,097	582,304	820,978	5.11%
Purchased Services								
Advertising	520100	300	-	300	300	248	300	- %
Bldg Grounds And Maint.	520200	7,000	7,180	10,000	10,000	1,359	10,000	- %
Eqpt Rep And Servicing	520300	3,500	1,373	3,500	3,500	2,601	3,500	- %
Travel	520900	300	-	300	300	-	300	- %
Electricity	521100	500	113	250	250	-	250	- %
Water	521110	7,000	4,255	7,000	7,000	2,320	5,000	(28.57%)
Fuel And Oil	521300	-	-	-	-	-	-	- %
Telephone	521500	2,200	1,539	1,600	1,600	1,367	1,600	- %
Dues And Membership	521700	1,000	1,152	1,000	1,000	1,347	1,000	- %
Professional Development	521800	500	575	500	500	-	500	- %
Professional Services	521900	16,000	15,324	14,000	14,000	13,777	14,000	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Printing And Copying	522300	250	-	250	250	-	250	- %
License Fees	522450	750	325	750	750	1,100	750	- %
Contractual Service	522700	2,000	4,500	6,000	6,000	-	6,000	- %
Total Purchased Services		41,300	36,336	45,450	45,450	24,118	43,450	(4.40%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Natural Resources - 01550								
Supplies								
Office Supplies	540100	750	507	750	750	855	750	- %
Other Supplies	540200	11,000	9,927	10,000	10,000	6,686	10,000	- %
Photographic Supplies	540210	-	-	-	-	-	-	- %
Medical Supplies	540250	200	-	200	200	-	200	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Sports & Recreation Eqpt	540600	2,500	-	2,500	2,500	-	-	- %
Land Steward	540610	3,000	1,249	3,000	3,000	2,641	4,000	33.33%
Meals	540700	250	-	250	250	-	250	- %
Material And Equipment	540900	4,000	2,986	4,000	4,000	5,766	5,000	25.00%
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Uniforms	541000	7,500	6,389	7,500	7,500	3,426	7,500	- %
Total Supplies		29,200	21,058	28,200	28,200	19,373	27,700	(1.77%)
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	-	-	-	-	-	-	- %
Paving	586010	-	-	-	-	-	-	- %
Fence - Nara	586700	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Natural Resources		845,406	841,796	854,747	854,747	625,795	892,128	4.37%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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 & Recreation Director per position control.				
Advertising	520100			Legal Ads as per Conservation requirements.				
Bldg Grounds And Maint.	520200			Maintenance of all natural resource facilities including grounds maintenance on Cemetery properties. All 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			Morrison farm 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 & specimen 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 including extensive tree removal to be done on conservation land.				
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
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Nursing Service - 01522								
Salaries								
Regular Perm	510100	108,457	69,274	110,255	110,255	53,251	113,533	2.97%
Overtime	510300	2,000	-	2,000	2,000	-	2,000	- %
Sick	510400	-	9,984	-	-	4,964	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Merit Pay	510490	-	4,750	-	-	-	-	- %
Holiday	510500	-	14,041	-	-	11,323	-	- %
Vacation	510600	-	11,721	-	-	15,863	-	- %
Personal Time	510900	-	3,248	-	-	1,466	-	- %
Other Salaries & Wages	511000	5,000	1,831	5,000	5,000	16	5,000	- %
On Call	512210	7,152	10,783	7,152	7,152	6,871	7,152	- %
Professional Salaries	513000	224,759	177,856	224,596	224,596	139,678	275,305	22.58%
Total Salaries		347,368	303,488	349,003	349,003	233,433	402,990	15.47%
Purchased Services								
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	2,000	3,202	2,000	2,000	2,596	4,000	100.00%
Mileage (Rn)	520902	5,500	2,273	5,500	5,500	2,058	5,500	- %
Mileage (Hha)	520903	4,000	1,528	4,000	4,000	1,478	4,000	- %
Mileage (Admin)	520904	500	32	500	500	500	500	- %
Telephone	521500	4,000	4,776	4,000	4,000	3,961	4,500	12.50%
Dues And Membership	521700	12,000	11,404	12,000	12,000	11,710	12,000	- %
Professional Development	521800	-	1,220	-	-	625	1,000	- %
Professional Services	521900	20,000	1,067	20,000	20,000	7,565	10,000	(50.00%)
Prof. Service - Audit	521930	3,500	-	3,500	3,500	750	3,500	- %
Contractual Service	522700	80,000	91,893	80,000	80,000	61,370	90,000	12.50%
Miscellaneous	522900	-	-	-	-	-	-	- %
Total Purchased Services		131,500	117,394	131,500	131,500	92,614	135,000	2.66%
Supplies								
Office Supplies	540100	1,000	1,009	1,000	1,000	513	1,000	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Medical Supplies	540250	5,000	1,106	5,000	5,000	802	5,000	- %
Billable Supplies	540270	7,000	5,000	7,000	7,000	3,989	7,000	- %
Postage And Courier	540300	2,000	68	2,000	2,000	9	2,000	- %
Books And Periodicals	540500	2,000	101	2,000	2,000	101	2,000	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		17,000	7,283	17,000	17,000	5,414	17,000	- %
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	5,200	5,010	5,200	5,200	5,010	5,200	- %
Total Other		5,200	5,010	5,200	5,200	5,010	5,200	- %

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Nursing Service - 01522								
TOTAL ORG: Nursing Service		501,068	433,175	502,703	502,703	336,470	560,190	11.44%
<u>BUDGET TEXT NOTES</u>								
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 amont 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
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Planning - 01172								
Salaries								
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	9,933	-	-	3,036	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Merit Pay	510490	-	1,000	-	-	-	-	- %
Holiday	510500	-	5,212	-	-	4,833	-	- %
Cpa Administration Salary	510550	-	-	-	-	-	-	- %
Vacation	510600	-	9,057	-	-	6,309	-	- %
Personal Time	510900	-	905	-	-	1,146	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	35,669	- %
Professional Salaries	513000	268,059	125,877	275,417	275,417	112,235	256,929	(6.71%)
Total Salaries		268,059	151,984	275,417	275,417	127,560	292,598	6.24%
Purchased Services								
Advertising	520100	750	367	760	760	166	760	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	1,084	-	700	700	-	700	- %
Dues And Membership	521700	1,914	837	1,939	1,939	99	1,939	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	782	14,950	792	792	-	15,792	1,893.53%
Printing And Copying	522300	-	-	-	-	-	-	- %
Total Purchased Services		4,530	16,154	4,191	4,191	265	19,191	357.92%
Supplies								
Office Supplies	540100	667	(30)	667	667	795	667	- %
Postage And Courier	540300	-	104	-	-	-	-	- %
Books And Periodicals	540500	447	413	453	453	446	453	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		1,114	487	1,120	1,120	1,241	1,120	- %
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		273,703	168,624	280,728	280,728	129,066	312,909	11.46%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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				
Travel	520900			Mileage, parking fees, tolls; maintains reduced amount from last year, assuming virtual meetings continue for workshops and trainings				
Dues And Membership	521700			APA, AICP, MAPD membership dues, three staff members; this assumes the current senior planner vacancy in the Planning Division will be an AICP and have membership fees.				
Professional Services	521900			zoning enforcement/constable; Acton 2020 web hosting; \$15,000 for up to 5 legal professional reviews of proposed zoning articles and an associated analytical memo for each review. The review will be conducted by a civil rights attorney focusing on the liability risk and whether the proposed article perpetuates an existing exclusionary situation. This would become a standard practice for any proposed zoning article that relates to housing and protected classes and would be conducted prior to the zoning public hearing.				
Office Supplies	540100			For various office supplies needed.				
Books And Periodicals	540500			law book new/update & other resources				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Police - 01210								
Salaries								
Regular Perm	510100	2,802,386	2,092,143	2,885,225	2,885,225	1,596,457	2,863,313	(0.76%)
Overtime	510300	500,955	451,004	517,255	517,255	409,218	527,255	1.93%
Sick	510400	-	170,588	-	-	144,956	-	- %
Funeral Leave	510410	-	5,456	-	-	5,489	-	- %
Injury Leave	510450	-	67,018	-	-	31,811	-	- %
Longevity	510460	-	-	-	-	-	-	- %
Incentive Pay	510470	551,932	561,905	603,335	603,335	290,565	588,481	(2.46%)
Outside Detail	510480	-	-	-	-	-	-	- %
Merit Pay	510490	-	4,000	-	-	-	-	- %
Holiday	510500	-	151,276	-	-	61,889	-	- %
Police-Education Incentive	510510	-	-	-	-	-	-	- %
Overtime/Sick Adjustment	510520	-	(17,451)	-	-	(15,669)	-	- %
Flsa Adjustment	510530	45,000	31,514	45,000	45,000	28,640	45,000	- %
Vacation	510600	-	268,086	-	-	230,283	-	- %
Snow Plow Stipend	510720	-	-	-	-	-	-	- %
Court Time	510800	27,000	3,895	20,000	20,000	8,329	20,000	- %
Personal Time	510900	-	37,633	-	-	24,519	-	- %
Other Salaries & Wages	511000	-	11,154	-	-	3,657	-	- %
Matron Wages	511010	5,000	493	2,000	2,000	258	2,000	- %
In Service Training	511020	-	-	-	-	-	-	- %
Juvenile Officer	511030	19,000	3,211	10,000	10,000	4,489	10,000	- %
Firearms Stipend	511040	29,040	25,800	29,040	29,040	25,200	25,800	(11.16%)
Special Duty	511050	32,400	25,560	34,000	34,000	22,140	34,000	- %
5 And 2 Schedule	511060	25,000	26,473	30,000	30,000	8,493	30,000	- %
Cops In School	511070	-	-	-	-	-	-	- %
Firearm Instructor	511080	-	2,160	-	-	2,700	3,240	- %
Clerical Salaries & Wages	512050	134,082	109,837	135,423	135,423	73,934	137,604	1.61%
Professional Salaries	513000	498,214	403,449	518,580	518,580	311,698	517,792	(0.15%)
Total Salaries		4,670,009	4,435,206	4,829,858	4,829,858	3,269,058	4,804,485	(0.53%)
Purchased Services								
Radio Repairs	520310	8,000	806	8,000	8,000	9,678	8,000	- %
Eqpt Maintenance	520600	30,000	31,173	30,000	30,000	34,578	30,000	- %
Travel	520900	4,200	3,118	4,200	4,200	7,647	4,200	- %
Telephone	521500	18,000	17,995	18,000	18,000	18,000	18,000	- %
Dues And Membership	521700	6,000	8,276	6,000	6,000	8,406	6,000	- %
Professional Development	521800	24,000	10,722	24,000	24,000	15,935	24,000	- %
Professional Services	521900	-	539	11,939	11,939	6,340	4,439	(62.82%)
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Professional Services - Medica	521940	10,000	10,400	10,000	10,000	15,264	10,000	- %
Contractual Service	522700	-	6,330	-	-	1,125	-	- %
Security	523300	1,000	1,050	1,000	1,000	-	1,000	- %
Bullet Proof Vest	523800	-	895	-	-	-	-	- %
Total Purchased Services		101,200	91,304	113,139	113,139	116,973	105,639	(6.63%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Police - 01210								
Supplies								
Office Supplies	540100	8,600	5,471	8,600	8,600	4,378	8,600	- %
Police Supplies	540110	10,000	10,238	10,000	10,000	10,183	10,000	- %
Photographic Supplies	540210	3,200	3,090	3,200	3,200	1,150	3,200	- %
Books And Periodicals	540500	1,000	2,550	1,000	1,000	2,700	1,000	- %
Material And Equipment	540900	2,000	260	2,000	2,000	-	2,000	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Uniforms	541000	45,000	44,844	45,000	45,000	54,709	45,000	- %
Range & Ammunition	541100	10,000	7,409	10,000	10,000	4,022	10,000	- %
Total Supplies		79,800	73,861	79,800	79,800	77,142	79,800	- %
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		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	-	-	-	-	-	-	- %
Motor Vehicle	585000	135,200	282,960	102,000	102,000	98,099	100,000	(1.96%)
Total Capital / Property		135,200	282,960	102,000	102,000	98,099	100,000	(1.96%)
TOTAL ORG: Police		4,986,209	4,883,331	5,124,797	5,124,797	3,561,272	5,089,924	(0.68%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Public Facilities - 01192*								
Salaries								
Regular Perm	510100	339,052	282,189	348,013	348,013	222,623	359,046	3.17%
Overtime	510300	20,000	31,985	20,000	20,000	16,165	20,000	- %
Sick	510400	-	7,220	-	-	5,786	-	- %
Funeral Leave	510410	-	-	-	-	715	-	- %
Seasonal	510440	10,465	-	10,465	10,465	4,464	10,764	2.86%
Injury Leave	510450	-	-	-	-	-	-	- %
Longevity	510460	1,800	1,800	1,800	1,800	1,200	1,500	(16.67%)
Merit Pay	510490	4,200	5,200	4,200	4,200	-	4,200	- %
Holiday	510500	-	24,753	-	-	17,185	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	(16)	-	- %
Flsa Adjustment	510530	-	530	-	-	324	-	- %
Vacation	510600	-	32,238	-	-	17,992	-	- %
Snow Plow Stipend	510720	-	1,050	-	-	1,275	-	- %
Meals Stipend	510740	3,000	-	-	-	-	-	- %
Phone Stipend	510770	600	-	1,200	1,200	-	1,200	- %
Personal Time	510900	-	5,324	-	-	2,668	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	70,393	60,887	-	-	-	-	- %
Professional Salaries	513000	101,572	91,852	107,717	107,717	67,661	112,736	4.66%
Total Salaries		551,082	545,028	493,395	493,395	358,042	509,446	3.25%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Public Facilities - 01192*								
Purchased Services								
Advertising	520100	1,200	550	1,200	1,200	36	1,200	- %
Bldg Grounds And Maint.	520200	226,750	265,952	226,750	226,750	168,199	260,000	14.66%
Eqpt Rep And Servicing	520300	3,000	2,575	3,000	3,000	2,231	3,000	- %
Other Equipment	520500	5,000	55,706	6,000	6,000	5,307	6,000	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	-	-	-	-	-	-	- %
Travel	520900	500	-	500	500	-	300	(40.00%)
Electricity	521100	195,000	219,586	235,000	235,000	232,644	251,220	6.90%
Water	521110	14,100	12,146	16,000	16,000	10,974	16,000	- %
Sewer	521120	4,500	3,979	4,500	4,500	3,940	4,500	- %
Replace Lights With Leds	521150	-	-	-	-	-	-	- %
Street Lighting	521200	35,000	28,031	6,500	6,500	20,896	32,000	392.31%
Traffic Signal & Security	521210	7,000	8,670	10,125	10,125	9,250	10,100	(0.25%)
Heating Oil	521410	11,500	6,029	11,500	11,500	7,782	11,500	- %
Natural Gas	521420	110,100	83,507	110,100	110,100	90,118	110,100	- %
Telephone	521500	2,100	2,199	2,000	2,000	1,136	2,000	- %
Dues And Membership	521700	500	550	550	550	550	550	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	12,718	-	-	-	-	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
License Fees	522450	1,500	345	1,500	1,500	797	1,200	(20.00%)
Contractual Service	522700	150,550	135,878	150,550	150,550	77,741	150,550	- %
Trash Removal	522800	20,909	22,462	20,909	20,909	22,430	24,700	18.13%
Total Purchased Services		789,209	860,884	806,684	806,684	654,030	884,920	9.70%
Supplies								
Office Supplies	540100	1,500	855	1,500	1,500	869	1,500	- %
Other Supplies	540200	40,000	36,041	42,000	42,000	28,207	44,000	4.76%
Postage And Courier	540300	-	-	-	-	-	-	- %
Books And Periodicals	540500	300	46	300	300	48	300	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	3,000	3,332	3,000	3,000	-	3,300	10.00%
Covid-19 Supplies & Materials	540905	-	22,219	-	-	11,086	-	- %
Uniforms	541000	3,000	3,051	3,000	3,000	2,782	3,000	- %
Protective Clothing	541050	2,400	2,631	3,000	3,000	1,302	3,000	- %
Total Supplies		50,200	68,175	52,800	52,800	44,294	55,100	4.36%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Public Facilities - 01192*								
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	-	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	-	-	-	-	-	-	- %
Building Improvements	582500	50,000	6,668	80,000	80,000	-	80,000	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	60,101	-	- %
Total Capital / Property		50,000	6,668	80,000	80,000	60,101	80,000	- %
TOTAL ORG: Public Facilities		1,440,491	1,480,754	1,432,879	1,432,879	1,116,468	1,529,466	6.74%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Public Facilities - 01192*								
<u>BUDGET TEXT NOTES</u>								
Meals Stipend	510740			Stipend moved to 01422				
Advertising	520100			Legal notice & advertisements				
Bldg Grounds And Maint.	520200			Addition of NAFS above FY21 actuals (255k) - 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.				
				Small additional increase for maintenance expenses has been added for the NAFS for FY23; one year warranties end in the middle of FY23. Building is due to be completed 12/2021, (HVAC, equipment, doors etc. will have a one year warranty from the date of substantial completion.)				
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, vacuums 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 FY21 actuals (16.68% increase to convert to Power Choice Green 100% renewable electricity FY22 {excluding ATH, PSF & AML on separate aggregation agreement} - add NAFS Estimate \$26K				
				Eversource, Pellevende, Nexamp, Renfro (30SR elect.)				
Water	521110			Domestic water, fire protection systems for all buildings. Based on FY21 actuals and addition estimated expense for NAFS .				
Sewer	521120			Sewer O & M - three buildings (F1, CD & 50AD)				
Street Lighting	521200			Based on FY21 ACTUAL Street light electric consumption; includes 16.68% increase to convert to 100% Power Choice Green renewable aggregation (EXCLUDING #4000 street light account due to current net meter credit balance & 0.0% FY21 Sched.Z PelleVerde). Contingency carried for street light repairs, potential and street light additions. O & M contract with WMLP through 12/2021; Jan. 2022 estimated increase to \$1,200 and 3% annually.				
Traffic Signal & Security	521210			Security lighting in town owned parking lot, traffic, speed sign and crosswalk signal expenses - based on FY21 actuals, includes 16.68% estimated increase to convert to Power Choice Green 100% renewable aggregation.				
Heating Oil	521410			Heat source (3 buildings)				
Natural Gas	521420			Natural gas all buildings. State contract \$5.2940 per DTH - 48-month term effective 11/1/2019 at through 10/2023. Level fund FY22 from FY21.				
Telephone	521500			Division cell phones & equipment				
Dues And Membership	521700							

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Public Facilities - 01192*								
				Memberships fees - professional organizations MAPPO & MFAA - based on FY21 YTD actuals				
License Fees	522450			License & certification fees.				
Contractual Service	522700			Custodial, contracted building repairs, design/engineering services & CAM fees 30SR - Level fund FY23				
Trash Removal	522800			Trash Removal - tipping fees provided by DPW & addition of charges for 30SR - 3% projected increase from FY21 actual.				
Other Supplies	540200			Janitorial supplies - all buildings (paper products, hardware, light bulbs, filters, paint, hand soap, batteries etc.) small increase for NAFS supplies due to complete 12/2021.				
Books And Periodicals	540500			manuals, subscriptions				
Material And Equipment	540900			Routine replacement of small equipment - power tools, vacuums, carpet cleaning machines, ladders etc. - based on FY21 Actuals				
Uniforms	541000			Uniform rental as per AFSCME contract, 6 employees, purchase of seasonal shirts & sweatshirts				
Protective Clothing	541050			As per AFSCME contract, two pair safety shoes annually @ \$175ea., two seasonal coats, rain gear, gloves, safety glasses etc. (6 FTEs)				
Building Improvements	582500			minor building repairs and improvements - design/engineering				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Public Health Nursing - 01520								
Salaries								
Regular Perm	510100	18,269	18,138	18,451	18,451	9,350	18,749	1.62%
Overtime	510300	-	1,814	-	-	5,242	-	- %
Sick	510400	-	4,553	-	-	1,447	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Board Members Salaries	510430	-	-	-	-	-	-	- %
Merit Pay	510490	-	250	-	-	-	-	- %
Holiday	510500	-	4,235	-	-	3,348	-	- %
Vacation	510600	-	4,281	-	-	5,289	-	- %
Personal Time	510900	-	981	-	-	547	-	- %
Other Salaries & Wages	511000	-	16	-	-	(16)	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
On Call	512210	-	557	-	-	173	-	- %
Professional Salaries	513000	134,943	99,677	138,957	138,957	92,644	113,181	(18.55%)
Social Services Coordinator	513030	-	-	-	-	-	-	- %
Total Salaries		153,212	134,501	157,408	157,408	118,025	131,930	(16.19%)
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Mileage (Rn)	520902	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	-	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	300	-	300	300	2,547	10,300	3,333.33%
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Miscellaneous	522900	-	-	-	-	-	-	- %
Total Purchased Services		300	-	300	300	2,547	10,300	3,333.33%
Supplies								
Office Supplies	540100	-	-	-	-	349	-	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Medical Supplies	540250	24,000	24,222	22,869	22,869	13,788	14,000	(38.78%)
Postage And Courier	540300	42	13	42	42	-	42	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		24,042	24,236	22,911	22,911	14,137	14,042	(38.71%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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		177,554	158,736	180,619	180,619	134,709	156,272	(13.48%)

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 influeza 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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Sustainability - 01124								
Salaries								
Overtime	510300	1,170	254	-	-	-	-	- %
Sick	510400	-	-	-	-	283	-	- %
Holiday	510500	-	-	-	-	1,262	-	- %
Vacation	510600	-	-	-	-	270	-	- %
Personal Time	510900	-	-	-	-	361	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Professional Salaries	513000	13,234	5,600	39,960	39,960	23,368	83,644	109.32%
Total Salaries		14,404	5,854	39,960	39,960	25,544	83,644	109.32%
Purchased Services								
Bldg Grounds And Maint.	520200	-	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	1,700	- %
Professional Development	521800	250	-	250	250	-	250	- %
Professional Services	521900	11,784	15,120	1,170	1,170	1,163	35,000	2,891.45%
Total Purchased Services		12,034	15,120	1,420	1,420	1,163	36,950	2,502.11%
Supplies								
Other Supplies	540200	162	-	162	162	-	162	- %
Books And Periodicals	540500	50	-	50	50	-	50	- %
Total Supplies		212	-	212	212	-	212	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Sustainability		26,650	20,974	41,592	41,592	26,707	120,806	190.45%

BUDGET TEXT NOTES

Professional Salaries	513000	A portion of the Sustainability Directors Salary.
Dues And Membership	521700	Includes annual cost to upkeep Energize Acton website through Mass Energiz (1,500) and \$200 for annual subscription to Canva, software I currently use to develop flyers and social media material for sustainability events; also used intermittently by other departments (i.e. DPW & IT)
Professional Services	521900	This covers: - Annual cost to work with Abode; working with Abode will also include support in implementing PACE program; it's a really cumbersome program but can bring savings for businesses that want to energy efficiency upgrades. Abode would help make it a more seamless process for us to use the PACE program; I handed them a large Excel with information on all of the commercial property in Town, including heating & cooling systems; they're working to develop a detailed plan for us to take advantage of this program.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Town Clerk - 01161								
Salaries								
Overtime	510300	-	718	-	-	-	-	- %
Sick	510400	-	190	-	-	1,842	-	- %
Funeral Leave	510410	-	-	-	-	450	-	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Merit Pay	510490	-	1,000	-	-	-	-	- %
Holiday	510500	-	4,377	-	-	6,036	-	- %
Vacation	510600	-	-	-	-	9,322	-	- %
Personal Time	510900	-	1,059	-	-	1,569	-	- %
Other Salaries & Wages	511000	-	53,272	-	-	15,620	-	- %
Clerical Salaries & Wages	512050	67,041	-	67,711	67,711	-	-	- %
Professional Salaries	513000	98,754	100,361	99,742	99,742	111,765	193,912	94.41%
Total Salaries		165,795	160,978	167,453	167,453	146,604	193,912	15.80%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Dues And Membership	521700	125	100	125	125	150	125	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	4,686	-	- %
Binding Service	522910	-	-	-	-	-	-	- %
Total Purchased Services		125	100	125	125	4,836	125	- %
Supplies								
Office Supplies	540100	5,000	1,994	5,000	5,000	4,438	2,000	(60.00%)
Other Supplies	540200	-	385	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		5,000	2,379	5,000	5,000	4,438	2,000	(60.00%)
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		170,920	163,457	172,578	172,578	155,878	196,037	13.59%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Town Manager - 01123								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Overtime	510300	7,100	5,134	5,000	5,000	3,955	5,000	- %
Sick	510400	-	1,785	-	-	9,440	-	- %
Funeral Leave	510410	-	-	-	-	1,192	-	- %
Substitute Pay	510420	-	-	-	-	-	-	- %
Board Members Salaries	510430	3,350	3,125	3,350	3,350	1,971	3,350	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Merit Pay	510490	-	10,188	-	-	-	-	- %
Holiday	510500	-	29,205	-	-	25,283	-	- %
Vacation	510600	-	40,656	-	-	34,129	-	- %
Travel Reimb. Stipend	510710	-	-	-	-	-	-	- %
Internship	510760	15,000	-	15,000	15,000	15,653	15,000	- %
Personal Time	510900	-	5,974	-	-	2,031	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Compensation Reserve	511200	204,225	-	200,000	200,000	-	380,000	90.00%
Clerical Salaries & Wages	512050	112,256	59,063	115,334	115,334	69,673	119,159	3.32%
Professional Salaries	513000	572,713	558,085	605,832	605,832	416,367	818,601	35.12%
Parity	517777	-	-	-	-	-	-	- %
Police Dispatch Retro	518888	-	-	-	-	-	-	- %
Total Salaries		914,644	713,214	944,516	944,516	579,696	1,341,110	41.99%
Purchased Services								
Advertising	520100	4,000	3,867	4,000	4,000	3,178	3,000	(25.00%)
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	196,000	195,823	196,000	196,000	195,823	196,000	- %
Travel	520900	6,000	-	3,500	3,500	2,375	3,500	- %
Travel Out-Of-State	521000	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Dues And Membership	521700	17,500	20,642	17,500	17,500	50,468	20,000	14.29%
Professional Development	521800	27,000	18,516	23,000	23,000	27,850	23,000	- %
Public Relations	521850	2,000	16,139	2,000	2,000	12,173	2,000	- %
Professional Services	521900	83,100	86,820	50,000	50,000	35,699	50,000	- %
Covid-19 Professional Services	521905	-	-	-	-	-	-	- %
Legal - Wr Grace	521910	-	-	-	-	-	-	- %
Legal Negotiator	521920	-	-	-	-	-	-	- %
Legal Service	521950	425,000	476,644	450,000	450,000	245,701	450,000	- %
Internet Services	521980	-	-	-	-	-	-	- %
Printing And Copying	522300	27,850	6,881	20,000	20,000	1,433	15,000	(25.00%)
Contractual Service	522700	-	360	-	-	-	-	- %
Business Outreach	522710	-	-	-	-	-	-	- %
Park Ticket Processing	522920	-	117	-	-	252	-	- %
Magic Support	522940	-	-	-	-	-	-	- %
Total Purchased Services		788,450	825,808	766,000	766,000	574,952	762,500	(0.46%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Town Manager - 01123								
Supplies								
Office Supplies	540100	2,400	6,702	2,400	2,400	3,631	4,000	66.67%
Other Supplies	540200	-	924	-	-	-	-	- %
Postage And Courier	540300	2,000	4,146	2,000	2,000	3,101	2,000	- %
Books And Periodicals	540500	-	67	-	-	-	-	- %
Meals	540700	1,300	401	800	800	1,254	800	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	-	- %
Total Supplies		5,700	12,240	5,200	5,200	7,986	6,800	30.77%
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	-	-	-	-	-	-	- %
Other Insurance	570910	-	1,897	-	-	1,518	-	- %
Total Other		-	1,897	-	-	1,518	-	- %
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Land Purchase Deposit	586000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Town Manager		1,708,794	1,553,159	1,715,716	1,715,716	1,164,152	2,110,410	23.00%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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. Reduction to reflect actuals.				
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. Reduction to reflect actuals.				
Office Supplies	540100			General office supplies. Increase to reflect actuals.				
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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Town Meeting - 01114								
Professional Salaries	513000	-	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	-	- %
Purchased Services								
Eqpt Rental	520700	10,000	-	7,000	7,000	-	7,000	- %
Printing And Copying	522300	10,000	13,360	10,000	10,000	-	10,000	- %
Contractual Service	522700	13,000	1,995	-	-	-	-	- %
School Custodian Fee	522950	4,000	650	3,000	3,000	-	3,000	- %
Total Purchased Services		37,000	16,005	20,000	20,000	-	20,000	- %
Supplies								
Office Supplies	540100	-	7	-	-	-	-	- %
Total Supplies		-	7	-	-	-	-	- %
TOTAL ORG: Town Meeting		37,000	16,012	20,000	20,000	-	20,000	- %

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 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 Budget
Veterans Services - 01542								
Salaries								
Sick	510400	-	-	-	-	2,008	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Merit Pay	510490	-	1,000	-	-	-	-	- %
Holiday	510500	-	3,521	-	-	3,346	-	- %
Vacation	510600	-	4,796	-	-	5,019	-	- %
Personal Time	510900	-	965	-	-	669	-	- %
Professional Salaries	513000	96,992	70,706	98,870	98,870	49,660	100,462	1.61%
Total Salaries		96,992	80,989	98,870	98,870	60,701	100,462	1.61%
Purchased Services								
Travel	520900	100	-	100	100	-	100	- %
Telephone	521500	1,000	900	1,000	1,000	500	1,000	- %
Dues And Membership	521700	100	-	100	100	-	100	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Printing And Copying	522300	1,600	2,675	1,600	1,600	627	2,500	56.25%
Total Purchased Services		2,800	3,575	2,800	2,800	1,127	3,700	32.14%
Supplies								
Office Supplies	540100	1,300	135	1,300	1,300	-	1,300	- %
Other Supplies	540200	3,500	3,366	3,500	3,500	-	3,500	- %
Postage And Courier	540300	650	986	650	650	212	900	38.46%
Books And Periodicals	540500	100	-	100	100	-	100	- %
Total Supplies		5,550	4,486	5,550	5,550	212	5,800	4.50%
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	90,000	70,096	90,000	90,000	79,652	90,000	- %
Total Other		90,000	70,096	90,000	90,000	79,652	90,000	- %
TOTAL ORG: Veterans Services		195,342	159,146	197,220	197,220	141,693	199,962	1.39%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Actual	2022 Original Budget	2022 Revised Budget	2022 YTD Thru 4/12/2022	2023 Town Manager	% Chg 2022 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			to reflect outreach and mailing to cover Acton and Boxborough Increase for FY23 reflects cost of additional mailings to Veterans				
Office Supplies	540100			\$500 annual cost of 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. This line item covers various costs of office supplies over the course of the fiscal year.				
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			Postage costs for Acton and Boxborough mailings/outreach Increase reflects additional cost for more mailings to Veterans				
Books And Periodicals	540500			Cost of potential Veteran Benefits related books and periodicals				
Veterans Benefits	571000			Averaging based on this fiscal years projected Chapter 115 Payments, with the addition of just over 10% additional monies. Additional 10% calculated Due to the inability to predict the number of eligible Chapter 115 recipients for the coming fiscal year.				
TOTAL FUND: General Fund - Town		102,932,234	101,588,550	106,351,636	106,351,636	98,662,949	110,253,122	3.67%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023**

FUND: FIRE ALARM NETWORK

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Fire Alarm Network - 3700							
Salaries							
Overtime	510300	38,415	16,196	38,415	12,334	38,415	- %
Total Salaries		38,415	16,196	38,415	12,334	38,415	- %
Purchased Services							
Eqpt Rep And Servicing	520300	25,000	9,855	25,000	25,501	25,000	- %
Telephone	521500	1,700	1,041	1,700	626	1,700	- %
Professional Services	521900	-	-	-	-	-	- %
Total Purchased Services		26,700	10,896	26,700	26,127	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 Outlay	580000	30,000	-	-	-	-	- %
Total Capital / Property		30,000	-	-	-	-	- %
TOTAL FUND: Fire Alarm Network		95,115	27,092	65,115	38,460	65,115	- %

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	No capital expected this year

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: BUILDING INSPECTOR

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Building Inspector - 3701							
Salaries							
Regular Perm	510100	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	1,669	-	1,614	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	810	-	1,024	-	- %
Vacation	510600	-	1,017	-	1,424	-	- %
Personal Time	510900	-	296	-	242	-	- %
Clerical Salaries & Wages	512050	25,770	14,330	25,896	16,533	6,485	(74.96%)
Professional Salaries	513000	33,936	-	33,281	16,296	35,438	6.48%
Total Salaries		59,706	18,122	59,177	37,134	41,923	(29.16%)
Purchased Services							
Professional Services	521900	-	5,315	-	15,743	-	- %
Contractual Service	522700	225,000	223,829	225,000	199,640	349,617	55.39%
Total Purchased Services		225,000	229,144	225,000	215,383	349,617	55.39%
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	238	1,000	516	1,000	- %
Life Insurance	570500	4	12	4	22	4	- %
Health Bc/Bs High Deductible	570600	1,456	1,302	1,456	1,170	1,456	- %
Health Ins Bc/Bs Retiree	570610	-	-	-	-	-	- %
Health Hmo Blue	570620	-	548	-	5,400	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	113	-	95	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		2,460	2,212	2,460	7,202	2,460	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL FUND: Building Inspector		288,166	249,478	287,637	259,719	395,000	37.33%

BUDGET TEXT NOTES

Professional Salaries 513000 Part time Inspector

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: SEALER WEIGHTS & MEASURES

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Sealer Weights & Measures - 3702							
Salaries							
Overtime	510300	-	53	-	1,448	1,600	- %
Sick	510400	-	28	-	267	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	401	-	447	-	- %
Vacation	510600	-	570	-	996	-	- %
Personal Time	510900	-	108	-	93	-	- %
Other Salaries & Wages	511000	-	10,338	-	4,615	-	- %
Clerical Salaries & Wages	512050	1,668	1,502	1,693	1,054	1,720	1.59%
Professional Salaries	513000	19,081	6,837	19,631	6,610	18,587	(5.32%)
Total Salaries		20,749	19,838	21,324	15,531	21,907	2.73%
Purchased Services							
Dues And Membership	521700	500	-	500	60	500	- %
Professional Development	521800	250	-	250	420	250	- %
Professional Services	521900	250	-	250	-	250	- %
Total Purchased Services		1,000	-	1,000	480	1,000	- %
Supplies							
Office Supplies	540100	200	-	200	-	-	- %
Other Supplies	540200	350	1,198	350	-	550	57.14%
Total Supplies		550	1,198	550	-	550	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	276	-	228	-	- %
Life Insurance	570500	12	8	12	7	12	- %
Health Bc/Bs High Deductible	570600	-	668	-	296	-	- %
Health Hmo Blue	570620	208	526	208	394	208	- %
Health Insurance - Harvard	570700	2,807	-	2,806	-	2,806	- %
Hsa Savings Account	570715	-	64	-	19	-	- %
Medical Opt Out	570720	-	385	-	307	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		3,027	1,927	3,026	1,251	3,026	- %
TOTAL FUND: Sealer Weights & Measures		25,326	22,964	25,900	17,262	26,483	2.25%

BUDGET TEXT NOTES

Professional Salaries	513000	Sealer inspectional services
Professional Services	521900	Used for assistance if needed.
Office Supplies	540100	\$200 moved to Other supplies 540200
Other Supplies	540200	This line item was increased by \$200 and the line item for officesupplies was decreased from \$200 to \$0

TOWN OF ACTON
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FUND: FOOD SERVICE

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Food Service - 3704							
Salaries							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	100	-	594	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	2,191	-	1,286	-	- %
Vacation	510600	-	2,359	-	2,832	-	- %
Personal Time	510900	-	596	-	253	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	51,312	46,706	44,031	21,683	35,032	(20.44%)
Total Salaries		51,312	51,953	44,031	26,647	35,032	(20.44%)
Purchased Services							
Advertising	520100	250	-	250	-	250	- %
Professional Services	521900	5,000	7,000	5,000	5,565	5,000	- %
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		5,250	7,000	5,250	5,565	5,250	- %
Supplies							
Other Supplies	540200	1,000	-	1,000	73	1,000	- %
Total Supplies		1,000	-	1,000	73	1,000	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	583	712	583	407	583	- %
Life Insurance	570500	20	21	20	14	20	- %
Health Bc/Bs High Deductible	570600	-	-	-	561	-	- %
Health Hmo Blue	570620	369	2,263	369	633	369	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	75	-	75	56	75	- %
Medical Opt Out	570720	2,000	962	2,000	542	2,000	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		3,047	3,958	3,047	2,212	3,047	- %
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Food Service		60,609	62,910	53,328	34,497	44,329	(16.87%)

BUDGET TEXT NOTES

Professional Services	521900	These funds cover unexpected food related contingences for professional services
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: HAZARDOUS MATERIALS

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Hazardous Materials - 3705							
Salaries							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	-	-	663	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	1,876	-	875	-	- %
Vacation	510600	-	2,549	-	1,941	-	- %
Personal Time	510900	-	531	-	216	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	44,971	35,842	22,605	17,664	25,239	11.65%
Total Salaries		44,971	40,799	22,605	21,359	25,239	11.65%
Purchased Services							
Professional Services	521900	1,000	-	1,000	-	1,000	- %
Contractual Service	522700	5,000	-	5,000	-	5,000	- %
Hazardous Waste Day	522780	6,000	6,000	6,000	-	6,000	- %
Total Purchased Services		12,000	6,000	12,000	-	12,000	- %
Supplies							
Other Supplies	540200	1,000	-	1,000	17	1,000	- %
Books And Periodicals	540500	200	-	200	-	200	- %
Material And Equipment	540900	200	-	200	-	200	- %
Total Supplies		1,400	-	1,400	17	1,400	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	600	546	600	310	600	- %
Life Insurance	570500	2,500	15	2,500	9	2,500	- %
Health Bc/Bs High Deductible	570600	-	4,390	-	-	-	- %
Health Hmo Blue	570620	1,654	-	1,654	1,089	1,654	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	600	424	600	-	600	- %
Medical Opt Out	570720	1,600	385	1,600	308	1,600	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		6,954	5,761	6,954	1,715	6,954	- %
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Hazardous Materials		65,325	52,560	42,959	23,091	45,593	6.13%

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.

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FUND: HISTORIC DISTRICT COMM

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 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
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: STORMWATER INSPECTIONS

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Stormwater Inspections - 3708							
Salaries							
Overtime	510300	-	-	-	38	-	- %
Sick	510400	-	-	-	299	-	- %
Funeral Leave	510410	-	275	-	-	-	- %
Holiday	510500	-	359	-	316	-	- %
Vacation	510600	-	464	-	397	-	- %
Personal Time	510900	-	102	-	71	-	- %
Clerical Salaries & Wages	512050	1,668	188	1,693	880	-	- %
Professional Salaries	513000	8,684	6,589	9,305	4,765	20,059	115.57%
Total Salaries		10,352	7,977	10,998	6,766	20,059	82.39%
Purchased Services							
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Professional Services	521900	50,000	14,399	50,000	45,000	50,000	- %
Contractual Service	522700	20,000	-	20,000	-	20,000	- %
Total Purchased Services		70,000	14,399	70,000	45,000	70,000	- %
Supplies							
Other Supplies	540200	350	-	350	-	350	- %
Books And Periodicals	540500	200	-	200	-	200	- %
Material And Equipment	540900	3,000	-	3,000	-	3,000	- %
Total Supplies		3,550	-	3,550	-	3,550	- %
Other							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	107	-	96	-	- %
Life Insurance	570500	-	3	-	3	-	- %
Health Bc/Bs High Deductible	570600	-	1,097	-	-	-	- %
Health Hmo Blue	570620	-	-	-	479	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	106	-	-	-	- %
Medical Opt Out	570720	-	-	-	62	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	1,314	-	640	-	- %
TOTAL FUND: Stormwater Inspections		83,902	23,690	84,548	52,405	93,609	10.72%

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	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Crosstown Connect - 3709							
Purchased Services							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	- %
Professional Services	521900	8,000	-	8,000	-	8,000	- %
Contractual Service	522700	162,000	-	162,000	29,020	162,000	- %
Total Purchased Services		170,000	-	170,000	29,020	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	-	180,000	29,020	180,000	- %

BUDGET TEXT NOTES

Contractual Service	522700	Dispatche services for member communities.
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TOWN OF ACTON
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FUND: ROADWAY MAINTENANCE

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Roadway Maintenance - 3710							
Salaries							
Clerical Salaries & Wages	512050	-	4,484	-	2,297	7,004	- %
Total Salaries		-	4,484	-	2,297	7,004	- %
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							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	64	-	35	-	- %
Total Other		-	64	-	35	-	- %
TOTAL FUND: Roadway Maintenance		47,000	4,547	47,000	2,332	54,004	14.90%

BUDGET TEXT NOTES

Contractual Service	522700	Roadway construction permit fees collected and used, roadway maintenance.
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: PUBLIC SHADE TREES

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Public Shade Trees - 3711							
Supplies							
Material And Equipment	540900	-	-	25,000	-	25,000	- %
Total Supplies		-	-	25,000	-	25,000	- %
TOTAL FUND: Public Shade Trees		-	-	25,000	-	25,000	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Recreation Programs - 3750							
Salaries							
Regular Temp	510200	-	-	30,000	-	30,000	- %
Overtime	510300	20,000	390	5,000	743	5,000	- %
Sick	510400	-	-	-	-	-	- %
Seasonal	510440	60,000	36,711	30,000	21,007	35,000	16.67%
Instru/Direct Serv Staff	512100	-	-	-	-	-	- %
Lifeguard Wages	512220	70,000	31,991	75,000	29,117	75,000	- %
Counselor Wages	512230	95,000	132,809	120,000	112,359	140,000	16.67%
Professional Salaries	513000	62,070	-	-	-	-	- %
Total Salaries		307,070	201,901	260,000	163,225	285,000	9.62%
Purchased Services							
Advertising	520100	10,500	6,430	12,000	3,611	10,500	(12.50%)
Marketing Cost - Printing	520120	9,500	-	-	3,089	-	- %
Sponsorship Letters	520150	100	-	-	-	-	- %
Street Banners - Edited	520160	300	-	-	-	-	- %
Bldg Grounds And Maint.	520200	30,000	42,027	30,000	46,968	50,000	66.67%
Eqpt Rep And Servicing	520300	7,000	3,539	5,000	5,112	8,000	60.00%
Travel	520900	1,000	-	500	310	500	- %
Lighting (Electricity)	521101	24,000	12,146	24,000	13,450	25,000	4.17%
Water	521110	-	-	-	-	-	- %
Dues And Membership	521700	2,000	1,431	1,500	1,402	1,500	- %
Professional Development	521800	7,000	1,671	3,000	970	3,000	- %
Professional Services	521900	23,000	12,423	20,000	13,332	22,000	10.00%
Covid-19 Professional Services	521905	-	-	-	-	-	- %
Band Fee	521970	-	-	-	-	-	- %
Food	522201	2,500	342	3,000	6,064	5,000	66.67%
Printing And Copying	522300	-	-	-	-	-	- %
License Fees	522450	3,000	246	2,000	643	2,000	- %
Contractual Service	522700	55,000	30,760	55,000	32,484	55,000	- %
Banking Services	522930	6,000	(2,199)	2,000	(4,774)	3,000	50.00%
Light Towers	523710	1,800	-	-	-	-	- %
Production Costs	523720	12,500	-	10,000	12,445	14,000	40.00%
Band Amentities	523801	3,500	-	3,000	-	3,000	- %
Moon Bounce	523830	5,500	-	4,000	2,925	4,000	- %
Portable Toilets	523840	7,000	4,414	7,000	4,967	7,000	- %
Fireworks	523850	-	-	-	-	-	- %
Product Glo Necklaces	523880	-	-	-	-	-	- %
Buses	523900	18,600	-	5,000	2,079	10,000	100.00%
Total Purchased Services		229,800	113,230	187,000	145,078	223,500	19.52%
Supplies							
Office Supplies	540100	4,500	2,750	2,000	300	2,000	- %
Other Supplies	540200	24,000	33,131	20,000	18,910	20,000	- %
Medical Supplies	540250	-	-	-	-	-	- %
Sports & Recreation Eqpt	540600	3,000	3,296	3,000	6,778	5,000	66.67%
Material And Equipment	540900	-	150	-	-	-	- %
Other Food	544080	18,000	256	-	1,063	-	- %
Total Supplies		49,500	39,584	25,000	27,051	27,000	8.00%

TOWN OF ACTON
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FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Other							
Other Expenditures	570000	16,000	9,991	20,000	27,516	20,000	- %
Medicare	570400	4,000	2,550	4,000	2,806	4,000	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Hmo Blue	570620	17,078	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Refunds	579100	-	9,803	-	4,272	-	- %
Total Other		37,078	22,344	24,000	34,594	24,000	- %
Capital / Property							
Capital Outlay	580000	-	-	-	59,452	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Lease	587000	1,200	1,200	1,200	1,200	1,200	- %
Total Capital / Property		1,200	1,200	1,200	60,652	1,200	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Recreation Programs		624,648	378,259	497,200	430,599	560,700	12.77%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
<u>BUDGET TEXT NOTES</u>							
Overtime	510300		Decreased to \$15,000 since we didn't use much of the overtime budget this past year (mostly due to COVID and cancelled events). 1/7/2020 increased to \$20,000 per Melissa R				
Seasonal	510440		Salaries for (4) Natural Resources seasonal staff, (2) Park Rangers, (1) Groundskeeper. Increased by \$5,000 due to increasing number of events.				
Lifeguard Wages	512220		Kept the same due to minimum wage increase for Lifeguards and the elimination of snack bar jobs.				
Counselor Wages	512230		Summer Camp staff salary rates will rise due to minimum wage increase. Planning on adding another camp at the Rec Center which will lead to increasing the number of camp counselors.				
Professional Salaries	513000		Recreation Director is paid from NR.				
Advertising	520100		Decreased by \$1500 due to not using the amount of advertising the past year.				
Marketing Cost - Printing	520120		Decreased and added to Advertising.				
Sponsorship Letters	520150		Added to the line item "Advertising."				
Street Banners - Edited	520160		This was coming from another line item. Moving it back to this one. Decreased to \$0 per Melissa R. 1/7/2021				
Bldg Grounds And Maint.	520200		Maintenance field and facility costs increased.				
Eqpt Rep And Servicing	520300		Increased by \$3,000 due to increased maintenance costs.				
Travel	520900		Keeping the same.				
Lighting (Electricity)	521101		Increased by \$1,000 due to new facilities like the Sports Pavilion.				
Water	521110		NR pays the Rec water bills.				
Dues And Membership	521700		Keeping the same.				
Professional Development	521800		Decreased by \$2,000 due to less professional development requests.				
Professional Services	521900		Increasing by \$2,000 to reflect the past two fiscal years spending.				
Band Fee	521970		Reduced because the money is being paid out of contractual services.				
Food	522201		Increased due to eliminating line item titled "Other Food" and merging them.				
License Fees	522450		BMI, SESAC and ASCAP music license fees are not exceeding this amount in past years.				
Contractual Service	522700		Increased due to adding a janitorial service at NARA. Increased to \$65,000 per Melissa R. 1/7/2021				
Banking Services	522930		Increased due to increasing banking fees.				
Light Towers	523710		Eliminating July 4th Celebration.				
Production Costs	523720		Increased by \$4,000 due to move NARA events each year.				
Band Amentities	523801		Decreased by \$500. Increased to \$5,000 per Melissa R. 1/7/2021				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Moon Bounce	523830	Decreased by \$500 to reflect on past moon bounce rentals.					
Portable Toilets	523840	Keeping the same.					
Fireworks	523850	Not recommending fireworks.					
Buses	523900	Increased budget due to bringing back NARA Camp Field Trips.					
Office Supplies	540100	Reduction to reflect office supply spending.					
Other Supplies	540200	Keeping the same.					
Sports & Recreation Eqpt	540600	Increased due to elimating other line items related to this one.					
Other Food	544080	Added to "Food" line item. Not running a snack bar at the beach.					
Other Expenditures	570000	Increased to reflect the spending over the past 2 years.					
Medicare	570400	Seasonal employee contributions.					
Health Hmo Blue	570620	Haven't spent from this line item in the past.					
Lease	587000	Lease of Hebert Farm Community Garden.					

TOWN OF ACTON
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FUND: SEPTAGE ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Septage Enterprise Fund - 6300							
Salaries							
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	374	-	228	-	- %
Sick	510400	-	229	-	2,979	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	5,035	-	4,049	-	- %
Vacation	510600	-	6,667	-	8,921	-	- %
Personal Time	510900	-	1,384	-	927	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	10,008	10,513	10,157	6,496	10,320	1.60%
Professional Salaries	513000	107,321	91,410	114,771	63,332	117,126	2.05%
Total Salaries		117,329	115,611	124,928	86,932	127,446	2.02%
Purchased Services							
Water	521110	300	-	300	-	300	- %
Professional Development	521800	300	75	300	985	300	- %
Printing And Copying	522300	650	-	650	-	650	- %
Contractual Service	522700	6,000	910	6,000	2,000	6,000	- %
Total Purchased Services		7,250	985	7,250	2,985	7,250	- %
Supplies							
Other Supplies	540200	4,000	2,147	4,000	8,770	4,000	- %
Material And Equipment	540900	4,000	476	4,000	236	4,000	- %
Total Supplies		8,000	2,623	8,000	9,006	8,000	- %
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	2,600	1,586	2,600	1,296	2,600	- %
Life Insurance	570500	200	44	200	39	200	- %
Health Bc/Bs High Deductible	570600	8,320	5,487	8,320	374	8,320	- %
Health Hmo Blue	570620	15,284	668	5,284	2,483	5,284	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	531	-	38	-	- %
Medical Opt Out	570720	800	2,789	800	2,169	800	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		27,204	11,104	17,204	6,399	17,204	- %
Capital Outlay	580000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
TOTAL FUND: Septage Enterprise Fund		159,783	130,323	157,382	105,321	159,900	1.60%

BUDGET TEXT NOTES

Water	521110	Distilled waster for Water Testing Lab.
Professional Development	521800	Septic training for staff credentials.
Printing And Copying	522300	New/updated regulation printing needs
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.

Fund 6300

4/22/2022

TOWN OF ACTON
SEPTAGE ENTERPRISE FUND
REVENUE AND EXPENSE PROJECTIONS FY22-26

	<u>Start Balance</u> 6/30/2021	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>End Balance</u>
<u>Est. revenues</u>	\$ 162,399 *						\$ 122,399
Fees		\$157,382	\$149,900	\$149,900	\$149,900	\$149,900	
Total Revenues		\$ 157,382	\$ 149,900	\$ 149,900	\$ 149,900	\$ 149,900	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$ 157,382	\$ 159,900	\$ 159,900	\$ 159,900	\$ 159,900	
Capital Outlay							
Total Expenses		\$ 157,382	\$ 159,900	\$ 159,900	\$ 159,900	\$ 159,900	
Net Position		\$ -	\$ (10,000)	\$ (10,000)	\$ (10,000)	\$ (10,000)	
Estimated Fund Balance		\$ 162,399	\$ 152,399	\$ 142,399	\$ 132,399	\$ 122,399	

* Certified Free Cash nets out Fund Balance reservations for subsequent year

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: RECYCLING/TRANSFER STATION

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Recycling/Transfer Station - 6400							
Salaries							
Regular Perm	510100	185,200	85,428	129,224	54,544	128,868	(0.28%)
Overtime	510300	46,600	70,745	46,600	38,088	46,600	- %
Sick	510400	-	9,038	-	6,047	-	- %
Funeral Leave	510410	-	962	-	-	-	- %
Seasonal	510440	-	-	-	-	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	600	900	900	900	1,200	33.33%
Merit Pay	510490	2,800	800	1,400	-	1,400	- %
Holiday	510500	-	5,978	-	3,498	-	- %
Overtime/Sick Adjustment	510520	-	(45)	-	(80)	-	- %
Flsa Adjustment	510530	-	336	-	128	-	- %
Vacation	510600	-	10,380	-	7,771	-	- %
Phone Stipend	510770	600	-	400	-	400	- %
Personal Time	510900	-	1,399	-	953	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Professional Salaries	513000	3,970	3,695	12,433	7,420	14,488	16.53%
Total Salaries		239,770	189,615	190,957	119,269	192,956	1.05%
Purchased Services							
Eqpt Maintenance	520600	4,458	16,958	4,458	1,838	4,458	- %
Electricity	521100	6,000	5,073	6,000	2,500	6,000	- %
Fuel And Oil	521300	20,000	11,811	20,000	-	20,000	- %
Telephone	521500	824	-	824	-	824	- %
Professional Services	521900	10,000	13,459	10,000	13,829	10,000	- %
Covid-19 Professional Services	521905	-	-	-	-	-	- %
Legal Service	521950	-	-	-	-	-	- %
Contractual Service	522700	-	160	-	-	-	- %
Trash Removal	522800	130,000	116,875	105,000	103,430	110,000	4.76%
Recycling	522805	60,000	161,610	95,000	153,652	127,000	33.68%
Total Purchased Services		231,282	325,947	241,282	275,248	278,282	15.33%
Supplies							
Trash Bags	540280	60,000	59,872	60,000	47,425	55,000	(8.33%)
Material And Equipment	540900	15,000	6,332	15,000	9,379	12,000	(20.00%)
Covid-19 Supplies & Materials	540905	-	-	-	-	-	- %
Tires	540910	3,374	1,968	3,374	-	3,374	- %
Uniforms	541000	3,100	1,285	3,100	1,984	2,500	(19.35%)
Total Supplies		81,474	69,457	81,474	58,789	72,874	(10.56%)
Other							
Unemployment Ins	570200	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	2,800	2,428	2,800	1,575	2,800	- %
Life Insurance	570500	125	89	125	62	125	- %
Health Bc/Bs High Deductible	570600	-	457	-	702	-	- %
Health Hmo Blue	570620	33,613	23,865	33,613	16,986	33,613	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	2,185	4,652	2,185	3,286	2,185	- %
Hsa Savings Account	570715	-	33	-	135	-	- %
Medical Opt Out	570720	177	-	177	-	177	- %
Total Other		38,900	31,525	38,900	22,747	38,900	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: RECYCLING/TRANSFER STATION

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Capital / Property							
Capital Outlay	580000	190,000	161,442	180,000	125,635	60,000	(66.67%)
Compost Equipment	580001	-	-	-	-	-	- %
Machinery And Equipment	583000	-	3,379	-	2,043	-	- %
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	- %
Paving	586010	-	-	-	-	-	- %
Total Capital / Property		190,000	164,821	180,000	127,679	60,000	(66.67%)
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Recycling/Transfer Station		781,426	781,365	732,613	603,731	643,012	(12.23%)

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.

Fund 6400

TOWN OF ACTON
Transfer Station and Recycling Facility Enterprise Budget
Revenue and Expense Projections FY22-26

4/22/2022

	6/30/2021 <u>Start Balance</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>End Balance</u>
<u>Est. Revenues</u>	\$ 490,655						\$ 182,156
Stickers		\$ 253,000	\$ 260,590	\$ 260,590	\$ 265,802	\$ 271,118	
Bags		\$ 220,000	\$ 226,600	\$ 226,600	\$ 231,132	\$ 235,755	
Coupons		\$ 72,000	\$ 74,160	\$ 74,160	\$ 75,643	\$ 77,156	
Recycling		\$ 18,000	\$ 18,540	\$ 18,540	\$ 18,911	\$ 19,289	
Metal Recycling		\$ 22,000	\$ 22,660	\$ 22,660	\$ 23,113	\$ 23,575	
Other (Retained Earnings)							
Total Revenues		\$ 585,000	\$ 602,550	\$ 602,550	\$ 614,601	\$ 626,893	
<u>Est. Expenditures</u>							
Salaries		\$ 190,957	\$ 192,956	\$ 198,745	\$ 204,707	\$ 210,848	
Purchased Services		\$ 241,282	\$ 278,282	\$ 278,282	\$ 278,282	\$ 278,282	
Supplies		\$ 81,474	\$ 72,874	\$ 72,874	\$ 72,874	\$ 72,874	
Other (benefits)		\$ 38,900	\$ 38,900	\$ 38,900	\$ 38,900	\$ 38,900	
Capital / Property Maintenance		\$ 180,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
Total Expenses		\$ 732,613	\$ 643,012	\$ 648,801	\$ 654,763	\$ 660,904	
Fiscal year profit/loss		\$ (147,613)	\$ (40,462)	\$ (46,251)	\$ (40,162)	\$ (34,011)	
Ending Balance	*	\$ 343,042	\$ 302,580	\$ 256,329	\$ 216,167	\$ 182,156	

* Certified Free Cash nets out Fund Balance Reservations

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: SEWER O&M ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Sewer O&M Enterprise Fund - 6500							
Salaries							
Overtime	510300	-	47	-	-	-	- %
Sick	510400	-	507	-	2,601	-	- %
Funeral Leave	510410	-	646	-	-	-	- %
Merit Pay	510490	-	1,000	-	-	-	- %
Holiday	510500	-	2,682	-	2,702	-	- %
Vacation	510600	-	2,467	-	7,215	-	- %
Personal Time	510900	-	462	-	579	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	45,815	20,374	47,067	11,134	52,717	12.00%
Sewer Clerk Wages	512060	-	-	-	-	-	- %
Professional Salaries	513000	59,413	33,853	55,349	33,399	85,175	53.89%
Total Salaries		105,228	62,038	102,416	57,630	137,892	34.64%
Purchased Services							
Eqpt Rep And Servicing	520300	75,000	-	75,000	-	75,000	- %
Electricity	521100	49,000	56,935	49,000	82,000	56,000	14.29%
Water	521110	-	-	-	-	-	- %
Heating Oil	521410	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	5,000	2,511	5,000	4,000	5,000	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	540,000	521,749	540,000	484,748	560,000	3.70%
Banking Services	522930	-	-	-	-	-	- %
Total Purchased Services		669,000	581,195	669,000	570,748	696,000	4.04%
Supplies							
Office Supplies	540100	-	-	-	-	-	- %
Pass Thru Cost Contact	540220	140,000	98,179	140,000	60,000	140,000	- %
Total Supplies		140,000	98,179	140,000	60,000	140,000	- %
Other							
Unemployment Ins	570200	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	570	795	570	781	570	- %
Life Insurance	570500	-	25	-	26	-	- %
Health Bc/Bs High Deductible	570600	6,344	5,701	6,344	3,470	6,344	- %
Health Hmo Blue	570620	1,768	-	1,768	-	1,768	- %
Health Insurance - Harvard	570700	1,177	1,131	1,177	975	1,177	- %
Hsa Savings Account	570715	-	550	-	474	-	- %
Medical Opt Out	570720	-	385	-	708	-	- %
Property & Liability Insurance	575000	-	-	-	-	-	- %
Depreciation-Sewer Plan	578010	-	-	-	-	-	- %
Depreciation - Collection Pump	578020	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	- %
Total Other		9,859	8,587	9,859	6,433	9,859	- %
Capital / Property							
Capital Outlay	580000	195,000	205,388	275,000	292,635	345,000	25.45%
Machinery And Equipment	583000	70,000	-	70,000	-	70,000	- %
Total Capital / Property		265,000	205,388	345,000	292,635	415,000	20.29%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: SEWER O&M ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Other Financing Uses							
Long-Term Debt Principal	590100	675,632	675,632	671,803	671,803	721,326	7.37%
Ltd - Principal Mkt Rate	590150	35,000	35,000	35,000	35,000	35,000	- %
Long-Term Debt Interest	590200	159,242	159,242	145,388	145,388	133,210	(8.38%)
Ltd - Interest Market Rate	590250	5,915	5,915	4,498	4,498	4,498	- %
Short Term Int	590320	-	-	-	-	-	- %
Short Term Debt Interest	590330	-	-	-	-	-	- %
Admin Fee Mcwt	590340	21,000	16,920	16,000	15,604	16,000	- %
Bad Debt Expense	595110	-	-	-	-	-	- %
Betterment Overlay	595120	-	-	-	-	-	- %
Grace Btmt Payments	595125	81,375	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		978,163	892,708	872,688	872,292	910,034	4.28%
TOTAL FUND: Sewer O&M Enterprise Fund		2,167,251	1,848,096	2,138,963	1,859,737	2,308,785	7.94%

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.

Fund 6500

TOWN OF ACTON
Sewer Enterprise Fund
Revenue and Expense Projections
FY22-FY26

4/22/2022

	6/30/2021						
	<u>Start Balance</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>End Balance</u>
<u>Est. revenues</u>	*						
	\$ 1,152,275						\$ 122,729
Betterments		\$889,536	\$889,536	\$708,075	\$560,958	\$874,006	
O&M		\$950,885	\$911,040	\$933,816	\$957,161	\$981,090	
Other (Interest)		\$30,000	\$10,000	\$10,000	\$10,000	\$10,000	
Total Revenues		\$ 1,870,421	\$ 1,810,576	\$ 1,651,891	\$ 1,528,119	\$ 1,865,096	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$ 921,277	\$ 1,004,249	\$ 1,014,291	\$ 1,024,434	\$ 1,034,679	
Machinery & Equipment		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	
Capital / Studies & Initiatives		\$ 275,000	\$ 345,000	\$ 50,000	\$ 50,000	\$ 50,000	
Debt Service		\$ 872,686	\$ 889,536	\$ 708,075	\$ 560,958	\$ 874,006	
Total Expenses		\$ 2,138,963	\$ 2,308,785	\$ 1,842,366	\$ 1,705,392	\$ 2,028,685	
Net position		\$ (268,542)	\$ (498,209)	\$ (190,475)	\$ (177,273)	\$ (163,589)	
Ending Balance		\$ 1,152,275	\$ 654,066	\$ 463,591	\$ 286,318	\$ 122,729	

* Certified Free Cash nets out Fund Balance reservations

** Sewer Capital Stabilization Fund Balance of \$1.6m not reflected above

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: AMBULANCE - ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Ambulance - Enterprise Fund - 6600							
Salaries							
Regular Perm	510100	500,585	416,778	543,593	324,241	657,867	21.02%
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	150,000	197,214	150,000	167,402	160,000	6.67%
Sick	510400	-	19,408	-	15,875	-	- %
Sick Buyback	510401	-	-	-	-	-	- %
Funeral Leave	510410	-	-	-	997	-	- %
Injury Leave	510450	-	-	-	9,624	-	- %
Longevity	510460	-	-	-	-	300	- %
Incentive Pay	510470	1,080	502	-	801	600	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	2,294	-	1,157	-	- %
Overtime/Sick Adjustment	510520	-	(288)	-	(1,261)	-	- %
Flsa Adjustment	510530	500	6,520	500	6,344	500	- %
Holiday A&B	510540	17,655	21,505	24,015	17,755	30,847	28.45%
Vacation	510600	-	16,055	-	3,280	-	- %
Emt/Als Stipend	510730	74,582	69,005	80,603	42,498	77,886	(3.37%)
Uniform Stipend	510750	900	900	900	100	1,100	22.22%
Personal Time	510900	-	7,756	-	7,099	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	-	-	-	4,500	-	- %
Total Salaries		745,302	757,650	799,611	600,413	929,100	16.19%
Purchased Services							
Eqpt Rep And Servicing	520300	60,000	35,754	64,000	46,338	64,000	- %
Telephone	521500	10,000	7,295	10,500	9,064	10,500	- %
Professional Development	521800	20,000	13,340	25,000	4,145	25,000	- %
Professional Services	521900	-	-	-	-	-	- %
Covid-19 Professional Services	521905	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Total Purchased Services		90,000	56,388	99,500	59,547	99,500	- %
Supplies							
Other Supplies	540200	40,000	58,900	48,000	68,586	50,000	4.17%
Material And Equipment	540900	-	1,706	-	619	-	- %
Covid-19 Supplies & Materials	540905	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		40,000	60,606	48,000	69,205	50,000	4.17%
Other							
Als - Assessment	560500	50,000	83,483	52,000	115,395	52,000	- %
Total Other		50,000	83,483	52,000	115,395	52,000	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: AMBULANCE - ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Other							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	8,320	9,972	8,320	8,649	8,320	- %
Life Insurance	570500	300	268	300	269	300	- %
Health Bc/Bs High Deductible	570600	-	11,528	-	9,638	-	- %
Health Hmo Blue	570620	47,866	58,502	47,866	35,899	77,866	62.67%
Health Insurance - Harvard	570700	8,320	16,570	8,320	23,895	9,993	20.11%
Hsa Savings Account	570715	-	1,703	-	1,734	-	- %
Medical Opt Out	570720	16,000	154	16,000	923	16,000	- %
Life Opt Out	570730	50	-	50	8	50	- %
Total Other		80,856	98,696	80,856	81,015	112,529	39.17%
Capital / Property							
Machinery And Equipment	583000	50,000	50,000	55,200	-	55,200	- %
Motor Vehicle	585000	140,000	-	140,000	137,655	140,000	- %
Total Capital / Property		190,000	50,000	195,200	137,655	195,200	- %
Other Financing Uses							
Long Term Debt Prin-Town	590120	160,380	160,380	155,380	120,000	100,380	(35.40%)
Long-Term Debt Int-Town	590220	22,184	31,184	16,223	14,512	11,417	(29.62%)
Transfers Out	597000	-	-	-	-	-	- %
Opeb Transfer	597001	-	-	30,000	30,000	40,000	33.33%
Total Other Financing Uses		182,565	191,565	201,603	164,512	151,798	(24.70%)
TOTAL FUND: Ambulance - Enterprise Fund		1,378,723	1,298,388	1,476,770	1,227,742	1,590,127	7.68%

BUDGET TEXT NOTES

Overtime	510300	Funds overtime for shift covarge due to vacations, training, sick, personnel time and all other overtime needs.
Eqpt Rep And Servicing	520300	Ambulance matainance and repairs, extended warrantees 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.
Machinery And Equipment	583000	Command vehicle replacement.
Motor Vehicle	585000	Ambulance replacement, 3 year lease.

Fund 6600

TOWN OF ACTON
AMBULANCE ENTERPRISE FUND
REVENUE AND EXPENSE PROJECTIONS FY22-26

4/22/2022

	6/30/2021 Start Balance *	BUDGET FY22	BUDGET FY23	BUDGET FY24	BUDGET FY25	BUDGET FY26	End Balance
<u>Est. revenues</u>	\$232,751						\$100,277
Ambulance Fees		\$1,000,000	\$1,100,000	\$1,225,000	\$1,250,000	\$1,300,000	
CPR Fees		\$0		\$2,500	\$2,500	\$2,500	
Interest Income		\$0	\$0	\$500	\$500	\$500	
Subsidy		\$150,000	\$390,000	\$390,000	\$390,000	\$390,000	
Retained earnings appropriated		\$0	\$0	\$0	\$0	\$0	
Total Revenues		\$1,150,000	\$1,490,000	\$1,618,000	\$1,643,000	\$1,693,000	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$1,079,967	\$1,243,129	\$1,292,854	\$1,344,568	\$1,398,351	
Debt service		\$ 171,603	\$ 111,798	\$ 108,048	\$ 68,900	\$ 66,950	
OPEB		\$30,000	\$40,000	\$40,000	\$40,000	\$40,000	
Capital - Ambulance (5 year term)		\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	
Command Vehicle		\$55,200	\$55,200	\$55,200	\$55,200	\$56,275	
Capital Outlay		\$0	\$0	\$0	\$0	\$0	
Total Expenses		\$1,476,770	\$1,590,127	\$1,636,102	\$1,648,668	\$1,701,576	
Net Position		-\$326,770	-\$100,127	-\$18,102	-\$5,668	-\$8,576	
Ending Balance		\$232,751	\$132,624	\$114,522	\$108,854	\$100,277	

* Certified Free Cash nets out Fund Balance reservations for subsequent year

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2023

FUND: TRANSPORTATION

ACCOUNT DESCRIPTION	ACCOUNT	2021 Budget	2021 Expenditures	2022 Budget	2022 YTD Thru 4/12/2022	2023 Level 1	% Chg 2022 Budget
Transportation - 6700							
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	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	- %
Purchased Services							
Eqpt Rep And Servicing	520300	-	3,068	-	5,401	-	- %
Gasoline	521320	24,720	-	24,720	-	25,462	3.00%
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	- %
Professional Services	521900	34,910	9,785	36,000	767	42,104	16.96%
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	548,000	449,253	384,280	240,622	483,470	25.81%
Total Purchased Services		607,630	462,106	445,000	246,790	551,036	23.83%
Supplies							
Other Supplies	540200	-	805	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	805	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
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		-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Lease	587000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
TOTAL FUND: Transportation		607,630	462,911	445,000	246,790	551,036	23.83%

BUDGET TEXT NOTES

Professional Services	521900	Van repairs, clock tower rent, software lease, Microtransit Pilot
Contractual Service	522700	This funding covers the costs of the operations of fixed-route and demand response services, van leases, and remote shuttle parking lease.

Fund 6700

Transportation Enterprise Fund

4/22/2022

	<u>Start Balance</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>End Balance</u>
	\$ 247,144						\$ 1,748
Estimated Revenues							
Fees & Fares	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cherry Sheet (LRTA) Assessment	\$ 220,000	\$ 225,500	\$ 231,138	\$ 236,916	\$ 242,839		
Parking Fund Contribution	\$ -	\$ -	\$ 50,000	\$ 51,500	\$ 53,045		
General Fund Contribution	\$ 225,000	\$ 160,000	\$ 225,000	\$ 275,000	\$ 300,000		
Use of Retained Earnings		\$ 165,536					
Revenues - Total	\$ 445,000	\$ 551,036	\$ 506,138	\$ 563,416	\$ 595,884		
Estimated Expenditures							
<u>Professional Services</u>							
Coordinator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Gasoline	\$ 24,720	\$ 25,462	\$ 26,225	\$ 27,012	\$ 27,823		
Syncromatics	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
Professional Services	\$ 11,752	\$ 12,105	\$ 12,468	\$ 12,842	\$ 13,227		
Misc. exp.	\$ 13,905	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855		
Subtotal	\$ 60,377	\$ 67,566	\$ 69,293	\$ 71,072	\$ 72,904		
<u>Contractual Services</u>							
Fixed Route	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
North Acton Shuttle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Acton Rail Shuttle	\$ -	\$ 85,000	\$ 87,550	\$ 90,177	\$ 92,882		
Council on Aging	\$ 85,000	\$ 87,550	\$ 90,177	\$ 92,882	\$ 95,668		
Road Runner	\$ 81,000	\$ 83,430	\$ 85,933	\$ 88,511	\$ 91,166		
MinuteVan 1	\$ 105,623	\$ 106,090	\$ 109,273	\$ 112,551	\$ 115,927		
MinuteVan 2 / Commuter Shuttle	\$ 80,000	\$ 82,400	\$ 84,872	\$ 87,418	\$ 90,041		
Key Government - Van Lease	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000		
Mt. Calvary Parking Lease	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000		
Subtotal	\$ 384,623	\$ 483,470	\$ 496,804	\$ 510,538	\$ 524,684		
Expenses - Total	\$ 445,000	\$ 551,036	\$ 566,098	\$ 581,610	\$ 597,589		
Fiscal year profit/loss	\$ (0)	\$ (0)	\$ (59,960)	\$ (18,195)	\$ (1,705)		
Ending Balance	\$ 247,144	\$ 81,607	\$ 21,647	\$ 3,453	\$ 1,748		