

TOWN MANAGER	FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
<i>Salaries</i>										
5111 Regular	442,121	441,866	459,756	459,756	485,468	485,468	489,095	497,911	497,911	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	9,000	9,000	9,000	9,000	9,600	9,000	9,600	9,600	9,600	
5160 Sick Leave Buy-Back	2,502	2,427	2,510	2,481	7,851	7,851	2,715	2,715	2,715	
5164 Annuity	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	
Total Salaries	461,123	460,794	478,766	478,737	510,419	509,819	508,910	517,726	517,726	
Water Enterprise Fund Allocation	(9,668)	(9,668)	(9,886)	(9,886)	(9,886)	(9,886)	(10,356)	(10,615)	(10,615)	
Sewer Enterprise Fund Allocation	(9,668)	(9,668)	(9,886)	(9,886)	(9,886)	(9,886)	(10,356)	(10,615)	(10,615)	
Total Salaries Net of Allocations	441,787	441,458	458,994	458,965	490,647	490,047	488,198	496,496	496,496	-
<i>Operating</i>										
5310 Professional Services	107,497	67,409	135,887	114,898	117,962	102,418	97,902	142,643	142,643	
5340 Communications	-	-	-	-	-	-	-	-	-	
5420 Office Supplies	(75)	(75)	162	1	800	800	800	800	800	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5699 Insurance Reimbursement	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	
5701 Travel	-	-	500	-	500	79	500	500	500	
5703 Dues and Memberships	993	993	2,170	1,109	2,170	783	2,170	2,170	2,170	
5790 Staff Development	500	495	500	500	500	-	500	500	500	
Total Operating	110,415	70,322	140,719	118,008	123,432	105,580	103,372	148,113	148,113	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Capital Outlay	-	-	-							
Total Budget	571,538	531,116	619,485	596,745	633,852	615,399	612,282	665,839	665,839	-
Total Budget Net of Allocations	552,202	511,780	599,713	576,973	614,080	595,627	591,570	644,609	644,609	-

	FY2020 BUDGETED	FY2021 BUDGETED	FY2022 BUDGETED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC	FY2024 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Town Manager	1	1	1	1	1	1	
Asst. Town Manager	1	1	1	1	1	1	
Exec. Assistant	1	1	1	1	1	1	
Admin. Assistant	1	1	1	1	1	1	
Total Staffing	4	4	4	4	4	4	-

FISCAL YEAR 2024
TOWN MANAGER DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			212,290				212,290
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	8	141,980		2,700		144,680
Paula Mirabella	Exec. Asst.		B7	10	76,526				76,526
Amy Ryan	Admin. Asst.		B5	10	64,415				64,415
Total Regular Salaries					495,211		2,700	-	497,911

Permanent Part-Time Salaries

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

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				300	12			3,600
Total Car Allowance									9,600

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			5	\$ 543			2,715
Total Sick Leave Buy-Back								2,715

Annuity

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

Department Total								517,726
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FISCAL YEAR 2024
TOWN MANAGER DEPARTMENT SALARY INFORMATION DEPARTMENT REQUESTED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			212,290				212,290
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	8	141,980		2,700		144,680
Paula Mirabella	Exec. Asst.		B7	10	76,526				76,526
Amy Ryan	Admin. Asst.		B5	10	64,415				64,415
Total Regular Salaries					495,211		2,700	-	497,911

Permanent Part-Time Salaries

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

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				300	12			3,600
Total Car Allowance									9,600

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			5	\$ 543			2,715
Total Sick Leave Buy-Back								2,715

Annuity

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

Department Total								517,726
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**FISCAL YEAR 2023
TOWN MANAGER DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			207,112				207,112
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	7	138,856		2,700		141,556
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	74,842		2,200		77,042
Christine Cicero	Admin. Asst.	5/8/18	B5	9	52,271		1,700		53,971
Christine Cicero	Admin. Asst.	5/8/18	B5	10	9,414				9,414
									-
Total Regular Salaries					482,495		4,900	-	489,095

Permanent Part-Time Salaries

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

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				300	12			3,600
Total Car Allowance									9,600

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			5	\$ 543			2,715
Total Sick Leave Buy-Back								2,715

Annuity

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

Department Total								508,910
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**FISCAL YEAR 2022
TOWN MANAGER DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Richard Montuori	Town Manager	1/18/10			202,554				202,554
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	7	132,483		2,700		135,183
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	9	52,809		1,767		54,576
Jeanine Tamboli	Exec. Asst.	3/27/06	B7	10	19,070				19,070
Christine Cicero	Admin. Asst.	3/1/17	B5	7	48,888		1,000		49,888
Christine Cicero	Admin. Asst.	3/1/18	B5	8	8,538				8,538
New Hires					15,659				15,659
Total Regular Salaries					480,001		4,467	-	485,468

Permanent Part-Time Salaries

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

Car Allowance

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				300	12			3,600
Total Car Allowance									9,600

Sick Leave Buy Back

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Steve Sadwick	Asst Town Mgr.			16			502	7,851
Total Sick Leave Buy-Back								7,851

Annuity

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

Department Total									510,419
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DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5310 Professional Services

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
107,497	67,409	135,887	114,898	117,962	102,418	97,902	142,643	142,643
			Animal Control Services Billerica \$8,361 per month, 4% increase over current monthly charge which is \$8,039 8 months paid from Budget and 4 months from Dog Fund				66,888	66,888
			Contracted Services Pick up of Dead Deer				7,250	7,250
			Archive Social				8,388	8,388
			Survey Monkey				957	957
			Open Gov Permitting/Licensing Software (\$18,500 was in other Town Budgets)				41,160	41,160
			Miscellaneous Professional Services				18,000	18,000
							<i>Total 5310 Professional Services:</i>	142,643

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5420 Office Supplies

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
(75)	(75)	162	1	800	800	800	800	800

General office supplies, envelopes and letterhead

800

800

Total 5420 Office Supplies:

800

800

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5699 Insurance Reimbursement

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500

Town Manager Disability Insurance per contract 1,500 1,500

Total 5699 Insurance Reimbursement: 1,500 1,500

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5701 Travel

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
-	-	500	-	500	79	500	500	500

Staff Travel to confereance and seminars 500 500

Total 5701 State Travel: 500 500

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5703 Dues and Memberships

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
993	993	2,170	1,109	2,170	783	2,170	2,170	2,170

ICMA and MMMA	1,000	1,000
National and MA Chapter of American Planning Association (Asst Town Mgr)	570	570
Mass. Association of Planning Directors (\$100/ mbr)	100	100
Purchasing Collaboratives	500	500
<i>Total 5703 Dues and Memberships:</i>	2,170	2,170

DESCRIPTION/DETAIL

TOWN MANAGER OPERATING

5790 Staff Development

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
500	495	500	500	500	-	500	500	500

Mass. Association of Planning Directors Conference (2) 250 250

Southern NE APA Planning Conference (2) 250 250

Total 5790 Staff Development: 500 500

DESCRIPTION/DETAIL

TOWN MANAGER

5833 Capital Outlay

FY2020 BUDGETED	FY2020 EXPENDED	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2024 DEPT REQ	FY2024 TM REC
-		-		-		-	-	-

Total 5833 Capital Outlay:

- -
- -