



# TOWN OF TEWKSBURY

1009 Main Street  
TEWKSBURY, MASSACHUSETTS 01876

## DEPARTMENT OF COMMUNITY DEVELOPMENT

Alexandra M. Lowder  
Community/Economic Development Planner

(978) 640-4370  
FAX (978) 640-4365

To: Steve Sadwick, Assistant Town Manager  
From: Alexandra Lowder, Community/Economic Development Planner  
Date: November 21, 2023  
Re: FY25— Planning and Conservation Budget

The Planning and Conservation Office is staffed by the Administrative Assistant, the Planner/Conservation Agent, and the Town Planner. These individuals provide support to the Planning Board, Zoning Board of Appeals, Conservation Commission, Community Preservation Committee, Green Committee, Open Space and Recreation Committee, and Historic Commission. The Administrative Assistant performs recording secretary duties for the Planning Board and Zoning Board of Appeals. Another Town Hall staff member performs recording secretary duties for the Conservation Commission at her hourly rate than one provided by the wage scale.

The Planning and Conservation Office is part of the larger Community Development Department which includes the Building Department and Health Department, under the general supervision of the Assistant Town Manager/Community Development Director. Where possible, the three departments share resources and collaborate on customer service. The Planning and Conservation Office budget accommodates the leases and maintenance of shared office equipment on behalf of Community Development Department including the office copier and postage meter, which had renewed leases this year with adjustments to cost, reflected in the budget worksheet.

On behalf of the Planning Board, this Office has processed 18 special permits, 12 site plan reviews, and one land disturbance permit, so far in 2023. There have also been six minor site plan reviews and five administrative modifications. The minor site plan review process provides an efficient process for review of minor changes of less than 1,000 sq. ft. and other smaller scale improvements to commercial properties. Administrative modifications are often a collaborative effort between staff and an applicant to make administrative adjustments to previously approved site plans or special permit conditions. Very often, these small changes do not substantively affect a project or how it is evaluated technically. However, the changes are technically different from what was approved. This office works with applicants to make these changes as seamless as possible and without the burden of a public hearing.

On behalf of the Zoning Board of Appeals, the Office has processed 15 variances and five special permit requests in 2023. Further, the office processed one party-aggrieved application. Through the variances and special permits granted, value is added to the Town's tax base.

Conservation Commission support includes processing notices of intent, wetland delineations, and certificates of compliance under the State Wetlands Protection Act, River Protection Act and the Tewksbury Wetland Protection Bylaw. In 2023, the Office processed 18 Orders of Conditions and 41 Determinations.

There was an overall increase in larger project reviews due in part to Town Meeting's approval of retail marijuana as an allowed use. This resulted in nine site plan reviews during a concentrated period in Spring 2023, with several spanning across multiple boards within Community Development. Consequently, this office experienced higher than normal volumes of applications overall, cross-coordinating with other internal departments such as the Engineering Division within Public Works, and abutter notification and calls into the office inquiring about the projects.

Support for the Community Preservation Committee includes assisting and preparing applications for Community Preservation funding and general administrative support of the Committee.

Staff implements the Green Community Program on behalf of the Green Committee. This includes energy conservation measures that are being implemented in municipal and school buildings. Since 2011, staff has been instrumental in securing grant funding for 37 energy efficiency projects totaling \$1,351,719.

Beyond its statutory responsibilities, the Planning and Conservation office has undertaken several special initiatives. In August 2023, the Town Planner and Conservation Agent planned and executed an educational seminar for area real estate agents. Its purpose was to help educate those in the real estate industry about zoning, wetland protection, and how these provisions apply to the properties they market. It was very well received, and this office intends to conduct similar educational opportunities in the future. Additionally, both the Conservation Agent and the Town Planner have worked closely with their boards and staff to bring forth changes to the wetland protection and zoning bylaws, respectively. These proposed revisions have required significant planning and public outreach, particularly with a full-scale review of the wetland protection bylaw for consistency with state law and regulations and the implementation of zoning changes compliant with M.G.L. Ch. 40A, Section 3A, MBTA Communities.

This office is also highly involved in community events and working on innovative ways to involve residents in the Town. Notably, the summer farmer's market is run through this office via the Town Planner in collaboration with the Community Outreach Librarian. This market is extremely successful and showcases not only area businesses but

features several prominent Tewksbury-based businesses. To that end, this office is working to establish a winter market in collaboration with the Senior Center. Additionally, annual fall celebrations and winter holiday celebrations are heavily coordinated through this office, in conjunction with other departments.

Finally, this office continues to dedicate significant efforts towards undertaking new economic development initiatives to improve business relations. We are planning continued collaboration with the local chambers of commerce to promote Tewksbury businesses and find ways to help existing businesses thrive. Planning and Conservation staff are also working diligently to continue to improve internal permitting processes. Conservation permits have transitioned to an online platform in 2023, and we are working to bring the Zoning Board of Appeals online within the next calendar year to work toward all-online permitting.

Requested funding priorities for the Planning and Conservation office include the following:

1. *Additional Step Increase (Planner/Conservation Agent) – Cost \$1,759.21*
  - i. This additional increase request would fund a step increase from Step 4 to Step 5, beyond the Step 3 to Step 4 increase included in the enclosed budget worksheet. The requested increase is due to additional responsibilities undertaken by the Planner/Conservation Agent in an effort to bring better efficiency and diligence to the department.
  
2. *Shared Community Services Staff Member – Cost TBD*
  - i. As mentioned above, through the Town Planner, this office works across several internal departments to plan, coordinate, and execute community programming and events. A dedicated liaison for such events would give them the attention they deserve with a much easier ability to grow these events as well as establish new Town traditions for residents. At this time, the Town Planner cannot grow these events beyond their existing scale.

Enc.



# Community Development Department

## 2023 Statistical Snapshot

### Conservation Commission

	2022	2023
Order of Conditions	15	19
Permit Extension	1	15
Amended Orders	4	2
Determinations	46	40
ORAD	2	1
Emergency Certification	19	25
Enforcement Order	5	4
Certificate of Compliance	20	19

### Other Department Work:

- New online permitting
- MBTA Communities
- Housing Production Plan
- Wetland Bylaw Updates
- Community Education

**90+ local vendors at the Farmer's Market on Livingston Street and the addition of the Winter Market at the Senior Center!**

### Planning Board

	2022	2023
Site Plan Review	5	11
Special Permit	8	7
Land Disturbance	4	1
Family Suite	4	6
Minor Site Plan	4	10
Sign Special Permit	5	8
Modification	3	6

### Zoning Board of Appeals

	2022	2023
Variance	14	19
Special Permit	9	5
Party Aggrieved	2	1

**43**

**Business Inquiry Responses and Follow-ups**

### New Businesses Opening in 2024 after following up on leads:

- Brelundi (836 Main Street)
- The Pull Up (2254 Main Street)
- Shea Monuments (592 Main Street)

<b>COMMUNITY DEVELOPMENT</b>	<b>FY2021 BUDGETED</b>	<b>FY2021 EXPENDED</b>	<b>FY2022 BUDGETED</b>	<b>FY2022 EXPENDED</b>	<b>FY2023 BUDGETED</b>	<b>FY2023 EXPENDED</b>	<b>FY2024 BUDGETED</b>	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>	<b>FY2025 FIN COM REC</b>
<i>Salaries</i>										
5103 Elected Salaries	4,140	4,140	4,140	4,140	14,735	13,000	13,000	13,000	13,000	
5111 Regular	183,547	181,855	193,013	163,067	197,435	196,908	206,388	212,368	212,368	
5120 Temporary Part-Time	8,631	6,162	7,974	3,742	4,167	2,249	4,261	4,853	4,853	
5150 Car Allowance	7,200	7,200	7,200	6,900	7,200	7,200	7,800	7,800	7,800	
5160 Sick Leave Buy-Back	-	-	-	-	-	-	-	-	-	
<b>Total Salaries</b>	<b>203,518</b>	<b>199,357</b>	<b>212,327</b>	<b>177,849</b>	<b>223,537</b>	<b>219,357</b>	<b>231,449</b>	<b>238,022</b>	<b>238,022</b>	
<i>Operating</i>										
5270 Leases/Contracts	4,798	4,472	4,611	4,472	4,772	4,472	4,872	4,709	4,709	
5310 Professional Services	24,024	11,249	27,775	25,000	21,969	21,969	22,000	22,000	22,000	
5320 Advertising	1,800	1,528	2,533	2,501	1,800	1,671	1,800	1,800	1,800	
5340 Communications	2,020	2,020	2,320	2,320	4,320	4,320	2,720	2,883	2,883	
5420 Office Supplies	3,743	3,553	2,030	1,817	1,612	1,180	2,000	2,000	2,000	
5429 Computer Equipment	-	-	-	-	-	-	-	-	-	
5730 Dues and Memberships	250	215	550	-	550	-	550	550	550	
5790 Staff Development	825	608	865	200	750	683	750	750	750	
<b>Total Operating</b>	<b>37,460</b>	<b>23,644</b>	<b>40,685</b>	<b>36,310</b>	<b>35,772</b>	<b>34,294</b>	<b>34,692</b>	<b>34,692</b>	<b>34,692</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	13,346	-	13,346	-	-	-	-	-	-	
<b>Total Capital Outlay</b>	<b>13,346</b>	<b>-</b>	<b>13,346</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Budget</b>	<b>254,324.25</b>	<b>223,001.23</b>	<b>266,358.24</b>	<b>214,158.46</b>	<b>259,309.45</b>	<b>253,651.24</b>	<b>266,141</b>	<b>272,714</b>	<b>272,714</b>	<b>-</b>

	<b>FY2021 BUDGETED</b>	<b>FY2022 BUDGETED</b>	<b>FY2023 BUDGETED</b>	<b>FY2024 BUDGETED</b>	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>	<b>FY2025 FIN COM REC</b>
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Elected Board Members	5	5	5	5	5	5	
Community Dev. Director	1	1	-	-	-	-	
Planner/Conservation Agent	1	1	2	2	2	2	
Administrative Secretary	1	1	1	1	1	1	
Recording Secretary	2	2	2	2	2	2	
<b>Total Staffing</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>-</b>

**FISCAL YEAR 2025**  
**COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

***Elected Officials***

Name	Position				Base Salary				Total Salary
Steve Johnson	Planning Bd. Chair				3,000				3,000
Vinny Fratalia	Pl. Bd. Member				2,500				2,500
Nick Lizotte	Pl. Bd. Member				2,500				2,500
James Duffy	Pl. Bd. Member				2,500				2,500
Jonathan Ciampa	Pl. Bd. Member				2,500				2,500
<b>Total Elected Officials</b>					13,000				13,000

***Regular Salaries***

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Alexandra Lowder	Town Planner	09/03/19	A-8	4	76,727		833		77,560
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	4	70,393				70,393
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	10	64,415				64,415
									-
									-
<b>Total Regular Salaries</b>					211,535	-	833	-	212,368

***Temporary Part Time Salaries***

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg	Total Salary
Christine Connelly	Rec. Sec. (CC)	6/22/2023	C	N/A	40.44	24	5	4,853
								-
<b>Total Temporary Part Time Salaries</b>								4,853

***Car Allowance***

Name	Position				Per/Month	# Months	Total Benefit
Alexandra Lowder	Town Planner				300	12	3,600
Joe Fontaine	Planner/Conservation Agent				350	12	4,200
<b>Total Car Allowance</b>							7,800

***Sick Leave Buy Back***

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick Leave Buy-Back</b>								-

<b>Department Total</b>								238,022
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**FISCAL YEAR 2025**  
**COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

*Elected Officials*

Name	Position				Base Salary				Total Salary
Steve Johnson	Planning Bd. Chair				3,000				3,000
Vinny Fratalia	Pl. Bd. Member				2,500				2,500
Nick Lizotte	Pl. Bd. Member				2,500				2,500
James Duffy	Pl. Bd. Member				2,500				2,500
Jonathan Ciampa	Pl. Bd. Member				2,500				2,500
<b>Total Elected Officials</b>					13,000				13,000

*Regular Salaries*

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Alexandra Lowder	Town Planner	09/03/19	A-8	4	76,727		833		77,560
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	4	70,393				70,393
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	10	64,415				64,415
									-
									-
<b>Total Regular Salaries</b>					211,535	-	833	-	212,368

*Temporary Part Time Salaries*

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg	Total Salary
Christine Connelly	Rec. Sec. (CC)	6/22/2023	C	N/A	40.44	24	5	4,853
								-
<b>Total Temporary Part Time Salaries</b>								4,853

*Car Allowance*

Name	Position				Per/Month	# Months	Total Benefit
Alexandra Lowder	Town Planner				300	12	3,600
Joe Fontaine	Planner/Conservation Agent				350	12	4,200
<b>Total Car Allowance</b>							7,800

*Sick Leave Buy Back*

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
								-
<b>Total Sick Leave Buy-Back</b>								-

<b>Department Total</b>								238,022
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**FISCAL YEAR 2024  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

***Elected Officials***

<b>Name</b>	<b>Position</b>				<b>Base Salary</b>				<b>Total Salary</b>
Steve Johnson	Planning Bd. Chair				3,000				3,000
Vinny Fratalia	Pl. Bd. Member				2,500				2,500
Bob Fowler	Pl. Bd. Member				2,500				2,500
James Duffy	Pl. Bd. Member				2,500				2,500
Jonathan Ciampa	Pl. Bd. Member				2,500				2,500
<b>Total Elected Officials</b>					13,000				13,000

***Regular Salaries***

<b>Name</b>	<b>Position</b>	<b>Ann. Date</b>	<b>Grade</b>	<b>Step</b>	<b>Base Salary</b>	<b>Longevity %</b>	<b>Longevity \$</b>	<b>Wage Def.</b>	<b>Total Salary</b>
Alexandra Lowder	Town Planner	09/03/19	A-8	3	74,867				74,867
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	3	68,684				68,684
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	9	62,837				62,837
									-
									-
<b>Total Regular Salaries</b>					206,388	-	-	-	206,388

***Temporary Part Time Salaries***

<b>Name</b>	<b>Position</b>	<b>Ann. Date</b>	<b>Grade</b>	<b>Step</b>	<b>Rate</b>	<b>Meeting</b>	<b>Hours/Mtg</b>		<b>Total Salary</b>
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	23.67	36	5		4,261
									-
<b>Total Temporary Part Time Salaries</b>									4,261

***Car Allowance***

<b>Name</b>	<b>Position</b>				<b>Per/Month</b>	<b># Months</b>			<b>Total Benefit</b>
Alexandra Lowder	Town Planner				300	12			3,600
Joe Fontaine	Planner/Conservation Agent				350	12			4,200
<b>Total Car Allowance</b>									7,800

***Sick Leave Buy Back***

<b>Name</b>	<b>Position</b>	<b>Retirement Date</b>		<b># of Days</b>	<b>Annual Sal.</b>	<b>Weekly Sal.</b>	<b>Daily Sal.</b>	<b>Total Benefit</b>	
								-	
<b>Total Sick Leave Buy-Back</b>									-

<b>Department Total</b>									231,449
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<b>Department Total</b>									231,449
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**FISCAL YEAR 2023  
COMMUNITY DEVELOPMENT DEPARTMENT SALARY INFORMATION**

***Elected Officials***

Name	Position				Base Salary				Total Salary
Steve Johnson	Planning Bd. Chair				3,000				3,000
Vinny Fratalia	Pl. Bd. Member				2,500				2,500
Bob Fowler	Pl. Bd. Member				2,500				2,500
Eric Ryder	Pl. Bd. Member				2,500				2,500
Jay Delaney	Pl. Bd. Member				2,500				2,500
	over budget				1,735				1,735
<b><i>Total Elected Officials</i></b>					14,735				14,735

***Regular Salaries***

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Alexandra Lowder	Town Planner	10/23/18	8	2	71,423				71,423
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	1	4,286				4,286
Joe Fontaine	Planner/Conservation Agent	07/26/21	A-7	2	61,133				61,133
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	8	34,458				34,458
Jacqueline Powers	Admin. Assistant	01/31/22	B-5	9	26,136				26,136
<b><i>Total Regular Salaries</i></b>					197,435	-	-	-	197,435

***Temporary Part Time Salaries***

Name	Position	Ann. Date	Grade	Step	Rate	Meeting	Hours/Mtg		Total Salary
Melissa Johnson	Rec. Sec. (ZBA, CC)	10/15/2009	C	6	23.15	36	5		4,167
									-
<b><i>Total Temporary Part Time Salaries</i></b>									4,167

***Car Allowance***

Name	Position				Per/Month	# Months		Total Benefit
Alexandra Lowder	Town Planner				300	12		3,600
Joe Fontaine	Planner/Conservation Agent				300	12		3,600
<b><i>Total Car Allowance</i></b>								7,200

***Sick Leave Buy Back***

Name	Position	Retirement Date		# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit	
								-	
<b><i>Total Sick Leave Buy-Back</i></b>									-

<b>Department Total</b>								223,537
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**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5270 Leases and Contracts*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
4,798	4,472	4,611	4,472	4,772	4,472	<b>4,872</b>	<b>4,709</b>	<b>4,709</b>

Leases include:

Postage Machine for Com Dev., Building Dept., Health Dept. (245.76/qtr)	983	983
Copier for Comm. Dev. Building Dept., and Health Dept. (277.16/mon)	3,326	3,326
Copier overages	400	400
<i>Total 5270 Leases and Contracts:</i>	<b>4,709</b>	<b>4,709</b>

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5310 Professional Services*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
24,024	11,249	27,775	25,000	21,969	21,969	22,000	<b>22,000</b>	<b>22,000</b>

Professional Services to include planning, legal, engineering or other services on case by case basis 2,500 2,500  
 Sealer of Weights and Measures 19,500 19,500

*Total 5310 Professional Services:* 22,000 22,000

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5320 Advertising*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
1,800	1,528	2,533	2,501	1,800	1,671	1,800	1,800	1,800

Legal advertising costs associated with Zoning article public hearings, PB, ZBA, ConCom rules and regulation amendments, other misc. town projects and recordings

1,800 1,800

*Total 5320 Advertising:*

1,800 1,800

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5340 Communications*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
2,020	2,020	2,320	2,320	4,320	4,320	2,720	2,883	2,883
Postage and certified mailings		(\$2600 +120)					2,720	2,720
Mailing overage		163					163	163
<i>Total 5340 Communications:</i>							2,883	2,883

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5420 Office Supplies*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
3,743	3,553	2,030	1,817	1,612	1,180	2,000	2,000	2,000

All associated office supplies including copier paper and printer cartridges

2,000 2,000

Plotter supplies

*Total 5420 Office Supplies:*

2,000 2,000

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**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5703 Dues and Memberships*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
250	215	550	-	550	-	550	550	550
National and MA Chapter of American Planning Association (Planner/CA)							300	300
Mass. Association of Planning Directors							250	250
<i>Total 5703 Dues and Memberships:</i>							550	550

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT OPERATING**

*5790 Staff Development*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
825	608	865	200	750	683	750	<b>750</b>	<b>750</b>
Mass. Association of Planning Directors Conference (1)							100	100
Citizen Planner Training Collaborative Conference (1)							200	200
Southern NE APA Planning Conference (1)							350	350
Staff Development for Comm. Dev. Dept. covers land use, zoning, green technology, and other workshops.							100	100
Board training allows for Planning, Zoning, and other boards to attend training.								
<i>Total 5790 Staff Development:</i>							750	750

**DESCRIPTION/DETAIL**

**COMMUNITY DEVELOPMENT**

*5833 Capital Outlay*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
13,346	-	13,346	-	-	-	-	-	-

*Total 5833 Capital Outlay:*