

<b>TOWN MANAGER</b>	FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC	FY2025 FIN COM REC
<i>Salaries</i>										
5111 Regular	459,756	459,756	485,468	485,468	489,095	483,840	529,678	510,337	510,337	
5120 Permanent Part-Time	-	-	-	-	-	-	-	-	-	
5150 Car Allowance	9,000	9,000	9,600	9,000	9,600	9,000	9,600	9,000	9,000	
5160 Sick Leave Buy-Back	2,510	2,481	7,851	7,851	2,715	-	2,715	-	-	
5164 Annuity	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	
<b>Total Salaries</b>	<b>478,766</b>	<b>478,737</b>	<b>510,419</b>	<b>509,819</b>	<b>508,910</b>	<b>500,340</b>	<b>549,493</b>	<b>526,837</b>	<b>526,837</b>	
Water Enterprise Fund Allocation	(9,886)	(9,886)	(9,886)	(9,886)	(10,356)	(10,356)	(10,615)	(10,615)	(10,615)	
Sewer Enterprise Fund Allocation	(9,886)	(9,886)	(9,886)	(9,886)	(10,356)	(10,356)	(10,615)	(10,615)	(10,615)	
<b>Total Salaries Net of Allocations</b>	<b>458,994</b>	<b>458,965</b>	<b>490,647</b>	<b>490,047</b>	<b>488,198</b>	<b>479,628</b>	<b>528,263</b>	<b>505,607</b>	<b>505,607</b>	-
<i>Operating</i>										
5310 Professional Services	135,887	114,898	117,962	102,418	127,902	109,978	188,815	188,786	188,786	
5340 Communications	-	-	-	-	-	-	-	-	-	
5420 Office Supplies	162	1	800	800	1,600	1,314	800	10,800	10,800	
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	500	
5703 Dues and Memberships	2,170	1,109	2,170	783	2,170	1,359	2,170	2,170	2,170	
5790 Staff Development	500	500	500	-	500	-	500	500	500	
<b>Total Operating</b>	<b>140,719</b>	<b>118,008</b>	<b>123,432</b>	<b>105,580</b>	<b>134,172</b>	<b>114,150</b>	<b>194,285</b>	<b>204,256</b>	<b>204,256</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>							
<b>Total Budget</b>	<b>619,485</b>	<b>596,745</b>	<b>633,852</b>	<b>615,399</b>	<b>643,082</b>	<b>614,491</b>	<b>743,778</b>	<b>731,093</b>	<b>731,093</b>	-
<b>Total Budget Net of Allocations</b>	<b>599,713</b>	<b>576,973</b>	<b>614,080</b>	<b>595,627</b>	<b>622,370</b>	<b>593,779</b>	<b>722,548</b>	<b>709,863</b>	<b>709,863</b>	-

	FY2021 BUDGETED	FY2022 BUDGETED	FY2023 BUDGETED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC	FY2025 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	
<b>Total Staffing</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	-

**FISCAL YEAR 2025**  
**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	149,184		2,700	5,222	157,106
Paula Mirabella	Exec. Asst.		B7	10	76,526				76,526
Amy Ryan	Admin. Asst.		B5	10	64,415				64,415
<b>Total Regular Salaries</b>					502,415		2,700	5,222	510,337

*Permanent Part-Time Salaries*

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

*Car Allowance*

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				250	12			3,000
<b>Total Car Allowance</b>									9,000

*Sick Leave Buy Back*

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

*Annuity*

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				7,500			7,500
<b>Total Annuity</b>								7,500

<b>Department Total</b>								526,837
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**FISCAL YEAR 2025**  
**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	149,184		2,700	5,222	157,106
Paula Mirabella	Exec. Asst.		B7	10	76,526				76,526
Amy Ryan	Admin. Asst.		B5	10	64,415				64,415
<b>Total Regular Salaries</b>					502,415		2,700	5,222	510,337

*Permanent Part-Time Salaries*

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

*Car Allowance*

Name	Position				Per/Month	# Months			Total Benefit
Richard Montuori	Town Manager				500	12			6,000
Steve Sadwick	Asst Town Mgr.				250	12			3,000
<b>Total Car Allowance</b>									9,000

*Sick Leave Buy Back*

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

*Annuity*

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				7,500			7,500
<b>Total Annuity</b>								7,500

<b>Department Total</b>								526,837
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**FISCAL YEAR 2024  
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			212,290				212,290
Steve Sadwick	Asst Town Mgr.	7/2/2001	A-14	8	141,980		34,467		176,447
Paula Mirabella	Exec. Asst.		B7	10	76,526				76,526
Amy Ryan	Admin. Asst.		B5	10	64,415				64,415
<b>Total Regular Salaries</b>					495,211		34,467	-	529,678

**Permanent Part-Time Salaries**

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

**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
<b>Total Car Allowance</b>									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
<b>Total Sick Leave Buy-Back</b>								2,715

**Annuity**

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				7,500			7,500
<b>Total Annuity</b>								7,500

<b>Department Total</b>								549,493
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**FISCAL YEAR 2024  
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
									-
<b>Total Regular Salaries</b>					482,495		4,900	-	489,095

**Permanent Part-Time Salaries**

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

**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
<b>Total Car Allowance</b>									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
<b>Total Sick Leave Buy-Back</b>								2,715

**Annuity**

Name	Position				Amount			Total Benefit
Richard Montuori	Town Manager				7,500			7,500
<b>Total Annuity</b>								7,500

<b>Department Total</b>								508,910
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**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5310 Professional Services*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	FY2025 DEPT REQ	FY2025 TM REC
135,887	114,898	117,962	102,418	127,902	109,978	188,815	<b>188,786</b>	<b>188,786</b>
			Animal Control Services Billerica \$8,516 per month, 4% increase over current monthly charge which is \$8,188 9 months paid from Budget and 3 months from Dog Fund				76,644	76,644
			Contracted Services Pick up of Dead Deer				6,770	6,770
			Archive Social \$839 per month				10,068	10,068
			Survey Monkey				957	957
			Open Gov Permitting/Licensing Software Building, Health, DPW, Town Clerk and Select Board				73,347	73,347
			Miscellaneous Professional Services				21,000	21,000
							<i>Total 5310 Professional Services:</i>	188,786



**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5420 Office Supplies*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
162	1	800	800	1,600	1,314	800	<b>10,800</b>	<b>10,800</b>

General office supplies, envelopes and letterhead	800	800
Substance Use Prevention and Education Program Annual Expenses (Moved from Police Department Budget)	10,000	10,000
<i>Total 5420 Office Supplies:</i>	10,800	10,800



**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5699 Insurance Reimbursement*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
1,500	1,500	1,500	1,500	1,500	1,500	1,500	<b>1,500</b>	<b>1,500</b>

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*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
500	-	500	79	500	-	500	<b>500</b>	<b>500</b>

Staff Travel to confereance and seminars 500 500

*Total 5701 State Travel:* 500 500

**DESCRIPTION/DETAIL**

**TOWN MANAGER OPERATING**

*5703 Dues and Memberships*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
2,170	1,109	2,170	783	2,170	1,359	2,170	<b>2,170</b>	<b>2,170</b>

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*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
500	500	500	-	500	-	500	500	<b>500</b>

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*

FY2021 BUDGETED	FY2021 EXPENDED	FY2022 BUDGETED	FY2022 EXPENDED	FY2023 BUDGETED	FY2023 EXPENDED	FY2024 BUDGETED	<b>FY2025 DEPT REQ</b>	<b>FY2025 TM REC</b>
-		-		-		-	-	-

*Total 5833 Capital Outlay:*

- -  
- -