Merrimac Select Board

Select Board Meeting

01/16/24

I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21,2025 , OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW. TO JOIN REMOTE MEETINGS: HTTPS://MEET.GOOGLE.COM/PAW-BTHX-HPK

II. CALL TO ORDER

PRESENT: Beaulieu, Manni, Gorzynski

ABSENT:

III. APPROVE AGENDA

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

IV. MINUTES APPROVAL

1. Merrimac Select Board - Executive Session - Sep 21, 2023 12:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

2. Merrimac Select Board - Select Board Meeting - Dec 11, 2023 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

3. Merrimac Select Board - Select Board Meeting - Jan 3, 2024 7:00 PM

The location of this meeting is wheelchair accessible and reasonable accommodations will be provided to persons with disabilities requiring assistance. If you need a reasonable accommodation, please contact the Town of Merrimac's ADA Coordinator, Robert Sinibaldi, at least two business days in advance of the meeting: commissioner@townofmerrimac.com or 978-346-0525.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF JANUARY 8, 2024

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

VI. CORRESPONDENCE

1. Cannabis Tax Received
2. Merrimac Organics Collection Program
3. Motion to file correspondence

No correspondence discussed.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

VII. OLD BUSINESS

VIII. NEW BUSINESS

1. Town Administrator's Report

Whittier vote is January 23rd 11-7pm. Finance committee has reorganized after James Archibald's resignation. One opening on the finance committee.
Manni thanks James Archibald for his years serving on the committee.

2. Whittier Update

Last Tuesday Chris Manni attended the Newburyport forum held. He feels a lot of good information was available. The building tour was January 13. Merrimac TV also did a tour which is available on the station. Postcard will be sent to the residents in town on all the details. Gorzynski would like Guilfoil to do a press release. The information on the post card could be shared. Gorzynski will contact Alyssa sexton. Code red alert to residents. Beaulieu will contact shears. Gorzynski will reach out to Alyssa Sexton and Guilfoil. Vote is January 23rd 11-7. Contact town clerk for absentee ballots.

3. Used Car Dealer Class II the Commonwealth of West Main St Motors LLC 2024

Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

4. Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823

Motion for the chair to sign

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

5. Performance Evaluations - Highway Department

Evaluations were done upon Tom Barry's departure. Motion to approve 1% increase for each employee as submitted.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

6. Organics Collection

Gorzynski recalls correspondence about organics program and whether we would do anything. Manni says it was a company that serves customers in Merrimac reaching out.

IX. EXECUTIVE SESSION

1. 2. to Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.

at 7:14pm . Roll call vote Manni yes; Beaulieu yes; Gorzynski yes

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

X. ADJOURN

1. Motion to come out executive session and adjourn at 7:52 pm

Roll call vote Manni- yes; Beaulieu- yes; Gorzynski- yes-motion passes

Merrimac Select Board

Executive Session

09/21/23

I. CALL TO ORDER

PRESENT: Beaulieu, Manni, Roy, McLeod

ABSENT: Gorzynski

II. APPROVE AGENDA

III. EXECUTIVE SESSION

1. (M.G.L. C.30A, Sec. 21(A) - 2. To Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.

Motion at 12 pm to go into executive session (M.G.L. c.30A, Sec. 21(a) - Reason 2. Roll call vote Manni yes; Beaulieu yes; motion passes.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Clerk
SECONDER:	Ben Beaulieu, Selectman
AYES:	Beaulieu, Manni, Gorzynski

IV. ADJOURN

1. Motion to come out of executive session at 12:23pm and adjourn

Roll call vote- Manni yes; Beaulieu yes; motion passes

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Clerk
SECONDER:	Ben Beaulieu, Selectman
AYES:	Beaulieu, Manni, Gorzynski

Minutes Acceptance: Minutes of Sep 21, 2023 12:00 PM (Minutes Approval)

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Merrimac Select Board

Select Board Meeting

12/11/23

I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21,2025 , OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW. TO JOIN REMOTE MEETINGS: HTTPS://MEET.GOOGLE.COM/PAW-BTHX-HPK

II. CALL TO ORDER

PRESENT: Manni, Gorzynski

ABSENT: Beaulieu

III. APPROVE AGENDA

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

IV. MINUTES APPROVAL

1. Merrimac Select Board - Select Board Meeting - Dec 4, 2023 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

V. CORRESPONDENCE

1. 2023 Santa's Christmas Eve Route
2. Motion to file correspondence

No other correspondence discussed.

Minutes Acceptance: Minutes of Dec 11, 2023 7:00 PM (Minutes Approval)

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RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

VI. OLD BUSINESS

None

VII. NEW BUSINESS

1. Appointment- Backup Building Inspector Jim Wilson

Wilson would be a 3rd option based on availability. Motion for appointment of backup building inspector Jim Wilson

RESULT:	**APPROVED**

2. ESRI Yearly Renewal

GIS mapping-assessors, sewer, water, and building department use it. Motion to approve the annual renewal for the ESRI

RESULT:	**APPROVED**

3. Nicole Sevigny Performance Review

Fisher performed a thorough review. Manni notes the overall rating is missing on the review. Fisher says overall an above average employee dedicated to the job. She does her best. Motion to accept the performance review and offer her the 1% performance review.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

4. Performance Incentives and Staffing Challenges

Manni and fire chief Larry Fisher have met and now Fisher wants to bring the discussion to the board. Fisher says in the last 6-8 months there is less availability of members. Fisher says this generation of workers has a different value system-work life balance and he is trying to find a way to retain them. Fisher did a survey of employees and he feels they can't use the current model. He provided the current rate survey for Groveland's. Merrimac has 4 full time firefighters. Fisher proposes a retention measure for all employees that work shifts-it's in his budget-$1 for each hour worked. One time stipend. He has so many uncovered hours, he would like to immediately hire a full time person. They have a candidate. Manni says that since Fisher is a strong chief, he can make his own changes within the fire budget. Manni says if they hire a full time person, they would have to budget and pass at town meeting. Fisher says they have the amount of people they need, but the availability is a problem. Manni says they should consider anything they can do to find an end to the situation. Manni says we have to look at an assessor, police officer, in the budget this year. Carol McLeod raises her concern, that the fire department is creating a structural deficit; for the full time firefighter, Fisher has identified the funds. Mcleod wasn't aware of any of this and could not run any numbers. Manni says this has to go through the proper process with Finance Committee. Fisher says it's a one time performance stipend. Manni feels the steps with the stipend are appropriate. Fisher will move forward with the stipend. Manni extends his gratitude to the team. Fisher would like Manni to be present when he unveils his plan to his team.

Minutes Acceptance: Minutes of Dec 11, 2023 7:00 PM (Minutes Approval)

5. 2024 Liquor License Renewals

Merrimac Sports is not renewing; Village Beer and Wine is not open yet. Motion to renew liquor licenses as listed

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

6. 2024 Class II Used Car Dealer License Renewals

West Main St. Auto has yet to renew. Motion to renew licenses as listed

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

7. 2024 Automatic Amusement License Renewal

Motion to renew licenses as listed

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

8. 2024 General License Renewal

Motion to renew licenses as listed

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

9. Select Board FY25 Budget Priorities

Some of their budget priorities are public safety, principal assessor; ADA transitional; in the immediacy-the Commission on Disabilities has been asking for the sidewalks cleared. The line item to be used for travel between the 2 schools. Chief Fisher's car and Chief Shear's car; HVAC at library; kitchen equipment at senior center. Project software is on Gorzynski's list.

10. Whittier Tech Building Project Discussion

MSBA has not developed the details yet. All the plans that they looked at are on Whittier's website. There isn't a mailer; McLeod will reach out to Maureen at Whittier Tech to put something out by mid January.

11. Update on PRSD Regional Agreement

Minutes Acceptance: Minutes of Dec 11, 2023 7:00 PM (Minutes Approval)

Changing some language- Gorzynski had concerns with elementary language to which Groveland also opposes. Next meeting with master document.

12. $500.00 Donation from Bewell

$500 donation to COD for ADA projects; Chris Gaudet chair of the Commission on Disabilities thanks BeWell for their continued support. Motion to accept the $500 donation from BeWell to the Commission on Disabilities

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

13. Time Off Request

Motion to approve

VIII. EXECUTIVE SESSION

1. 3.To Discuss Strategy with Respect to Collective Bargaining or Litigation If an Open Meeting May Have a Detrimental Effect on the Bargaining or Litigating Position of the Public Body and the Chair So Declares.

Executive session not held.

IX. ADJOURN

1. Motion to adjourn at 8:19 PM

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Irina Gorzynski, Member
AYES:	Manni, Gorzynski
ABSENT:	Beaulieu

Minutes Acceptance: Minutes of Dec 11, 2023 7:00 PM (Minutes Approval)

Merrimac Select Board

Select Board Meeting

01/03/24

I. IN THE EVENT THAT THE BOARD CANNOT MEET IN PERSON, THEY WILL MEET REMOTELY, PURSUANT TO AN ACT EXTENDING CERTAIN COVID-19 MEASURES ADOPTED DURING THE STATE OF EMERGENCY INCLUDING AN EXTENSION, UNTIL MARCH 21,2025 , OF THE REMOTE MEETING PROVISIONS OF HIS MARCH 12, 2020, EXECUTIVE ORDER SUSPENDING CERTAIN PROVISIONS OF THE OPEN MEETING LAW. TO JOIN REMOTE MEETINGS: HTTPS://MEET.GOOGLE.COM/PAW-BTHX-HPK

II. CALL TO ORDER

PRESENT: Beaulieu, Manni, Gorzynski

ABSENT:

III. APPROVE AGENDA

1. Motion to approve agenda

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

IV. APPROVAL OF PAYROLL AND VENDOR WARRANT OF DECEMBER 11, 2023 AND DECEMBER 22, 2023

1. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

V. CORRESPONDENCE

1. Salary Study
2. Tax Rate Approval Notification - Merrimac - 2024
3. UST Interim Final Rule _ SLFRF Money Update Guidance on ARPA Spending
4. MassDOT Fair Share Apportionment for Fiscal Year 2024
5. Nick O'Neill- Resignation 12.20.23
6. Whittier Tech Building Project Important Dates
7. Motion to file

No other correspondence discussed.

Minutes Acceptance: Minutes of Jan 3, 2024 7:00 PM (Minutes Approval)

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RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

VI. OLD BUSINESS

VII. AGENDA ITEMS

1. Water and Sewer Lien Approval

Motion to sign

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Chris Manni, Chairman
SECONDER:	Ben Beaulieu, Selectman
AYES:	Beaulieu, Manni, Gorzynski

2. Initiate Negotiations for Michelle Barry's Contract

Beaulieu will meet with Michelle Barry.

3. Vincent Mitrano Town of Merrimac Resignation

Motion to accept the resignation

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

4. Employee Evaluations

Police Chief Eric Shears has recommended all for performance increase. Motion for Armstrong, Morgan, and Sayers to receive the 1% increase respectively

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

5. No Lake Access Signs 121123

Received the proposed format for the signs; informational sign will go through the DPW. Penney forwarded the information to Bob Sinibaldi.

6. Lease with Option to Purchase Agreement No. TE-2314 2023 Ford F-350 Truck

Motion for chair to sign lease with option to purchase agreement

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

7. Select Board Budget Priorities

Minutes Acceptance: Minutes of Jan 3, 2024 7:00 PM (Minutes Approval)

Manni drafted priorities with anticipation of receiving feedback from board members; Whittier is an enormous investment; 20.4 m for Merrimac; Whittier will be decided on Jan 23rd. Talking points: COLA, principal assessor, police officer, veterans' assistance. Beaulieu says Manni's draft was well written and appreciates Manni's work.

8. Discuss Whittier Building Project Vote-Election Mailing

The select board will send a special election mailer notice on behalf of the select board to residents in town. There are different rules for the election hours. Manni put together some information. Town Clerk Gwen Lay Sabbagh says it needs to be out soon as possible. Sabbagh provides two quotes include print and mail from Mass Mailers Plus. The election official cannot be sending the mailer. Manni just wants to get the info out. Beaulieu will see which size works best for the information they are trying to convey. Newburyport is holding an information night at the middle school in Newburyport on Jan 8; Motion that Beaulieu make decision on design/size, share with Gorzynski
Sabbagh reiterates that there isn't any vote by mail, but there is absentee voting

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

9. MMA Announces New MMA-Suffolk Municipal Human Resources Seminar

Motion to approve application for MMA Suffolk Municipal Human Resources Seminar for Jen Penney

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

10. Merrimac Catch Basins Projec-T French C2023-1555-1_122023

Disposing of the collected materials. Motion to approve

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

11. Next Meeting Date

Next meeting Tuesday Jan. 16th.

12. Sidewalk Proposal

Motion to approve the snow agreement for the Merrimac sidewalks.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

VIII. EXECUTIVE SESSION

1. 2. to Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.

Minutes Acceptance: Minutes of Jan 3, 2024 7:00 PM (Minutes Approval)

at 7:35 pm. Roll call vote Manni-yes;Beaulieu-yes;Gorzynski-yes; motion passes

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

3. 3. to Discuss Strategy with Respect to Collective Bargaining or Litigation If an Open Meeting May Have a Detrimental Effect on the Bargaining or Litigating Position of the Public Body and the Chair So Declares.

IX. ADJOURN

1. Motion to come out of executive session and to adjourn at 8:24 pm

Roll call vote Manni-yes;Beaulieu-yes;Gorzynski-yes; motion passes

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Ben Beaulieu, Selectman
SECONDER:	Irina Gorzynski, Member
AYES:	Beaulieu, Manni, Gorzynski

Minutes Acceptance: Minutes of Jan 3, 2024 7:00 PM (Minutes Approval)

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 01/16/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

SCHEDULED

Initiator: Jennifer Penney

Sponsors:

~~**CORRESPONDENCE (ID # 8478)**~~ ~~DOC ID: 8478~~

Cannabis Tax Received

From: Carol McLeod - Finance (X3040)
To: Jennifer Penney - SELECT BOARD (X3080)
Cc: Anne Jim - Accounting (X3005)
Subject: Cannabis Tax
Date: Saturday, January 6, 2024 12:34:55 PM
Attachments: 12-28-2023.tif

Good Afternoon,

On 12/28 we received the Sep – Nov Cannabis Sales Tax - $8,326.31

Hopefully sales continue to improve – so far no where near projections.

Thanks!

Carol A. McLeod, CMMT
Finance Director, Treasurer, Town Administrator
Town of Merrimac
4 School St.
Merrimac, MA 01860
(978) 346-0524

Office Hours:

Monday 8 AM – 7 PM
Tuesday – Thursday 8 AM – 4 PM

Attachment: Cannabis Tax Received (Cannabis Tax Received)

Merrimac Select Board

2 School Street

Merrimac, MA 01860

Meeting: 01/16/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

SCHEDULED

Initiator: Jennifer Penney

Sponsors:

~~**CORRESPONDENCE (ID # 8480)**~~ ~~DOC ID: 8480~~

Merrimac Organics Collection Program

From: Rosie Warburton
Subject: Merrimac Organics Collection Program
Date: Friday, December 15, 2023 1:15:00 PM

My name is Rosie and I am the Municipal Coordinator here at Black Earth Compost. I wanted to reach out and introduce myself as we have 24 active customers in town. Is Merrimac looking to grow the current residential organics collection program at all?

As we get closer to our landfills' closing dates and the cost of trash removal doubling and tripling in some areas, we believe every municipality needs to start thinking about a strategy for waste diversion. With organic waste making up nearly half the municipal solid waste going to incinerators/landfills, towns should implement programs that shoot to have around 50% of their population participating to divert organics from the waste stream by 2030.

We have 14 years of experience implementing large, successful private programs as well as city funded programs backed by grants with thousands of households paying which lowers the costs. Building infrastructure and new habits to shift our waste management practices takes years and we'd like to help in any way we can to get the conversation started.

Thanks!
Rosie Warburton || Municipal Manager
Black Earth Compost
401-688-2513 || Rosie@blackearthcompost.com

Agenda Item
Finance
01/16/24

Town Administrator's Report

Subject:

Attachments:

Town Administrator's Report 1/10/2024

FY2025 Omnibus Budget 1-8-2024

Fin Com Department Meeting Schedule 2024

MEMO

DATE: 1/10/2024

TO: Select Board
FROM: Carol McLeod
RE: Bi-Weekly Update

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1. **Whittier Regional Building Project Update** – Whittier would not reimburse the town for the mailing. The mailing should go out the 15th, we sent a manual check for postage, needed to expedite the mailing. **The vote for Whittier is January 23rd.**

2. **FY2025 Budget** – Attached is the budget as updates 1/8/2024 – this includes all departments requested budgets. To note this includes a FT Assessor, 2 FT Police Officer's, 3 FT EMT's, reclassifying of a PT COA Outreach to FT and reinstating the Reserve Fund and the OPEB Funding in the Omnibus (last year we did a one-time funding from Free Cash).

3. **Free Cash Status** – Anne has submitted the Free Cash Workbooks to the DOR, hopefully with in a week or two we should have Free Cash certified.

4. **Finance Committee Schedule** – Attached is the Finance Committee Hearing Schedule – revised 1/8/2024.

5. **Finance Committee Reorganization** – As you are aware, James Archibald had to resign effective immediately due to personal matters, he has led the Finance Committee as Chair for many years and will be missed. The Finance Committee met on Monday evening and reorganized. Marcia Zosack is the new Chair, she was previously a Finance Chair in another community for 4 years, prior to moving to Merrimac. Tom Ackerman was appointed to the newly created Vice Chair; he has been on the committee for several years and has a good understanding of the process. There is one opening on the committee.

6. **Executive Session** – Update on current matters.

Attachment: Town Administrator's Report 1/10/2024 (Town Administrator's Report)

TOWN OF MERRIMAC BUDGET SUMMARY - Updated 1/8/2024

REVENUE ESTIMATES

	Adopted FY2024	Departmental Requested Budget FY2025
PROPERTY TAXES		
Tax Base	$ 14,950,957	$ 16,340,808
2 1/2 % Increase	$ 373,774	$ 408,520
Est New Growth	$ 156,077	$ 125,000
General Override	$ 860,000	$ -
Unused Levy Capacity	$ (265,335)	$ -
PROPERTY TAXES	**$ 16,075,473**	**$ 16,874,329**
STATE PROVIDED FUNDS		
Cherry Sheet/State Aid	$ 1,164,467	$ 1,199,746
MSBA	$ -	$ -
SUBTOTAL: STATE FUNDS	**$ 1,164,467**	**$ 1,199,746**
DEBT EXCLUSIONS		
New Library Construction	$ 106,575	$ -
Police Station	$ 361,028	$ 357,153
PRSD Middle/High School	$ 1,576,867	$ 1,576,867
SUBTOTAL	**$ 2,044,470**	**$ 1,934,020**
PROJECTED LOCAL RECEIPTS		
Motor Vehicle Excise	$ 1,066,000	$ 1,066,000
Penalties & Interest	$ 44,700	$ 44,700
In Lieu of Tax	$ 1,289	$ 1,289
Trash	$ 143,000	$ 143,000
Ambulance	$ 464,000	$ 464,000
Fees	$ 46,000	$ 46,000
Rentals	$ 145,500	$ 145,500
Cemetery	$ 16,000	$ 16,000
Licenses & Permits	$ 67,800	$ 67,800
Fines & Forfeitures	$ 25,700	$ 25,700
Investment Income	$ 164,800	$ 164,800
Misc Non Recurring	$ 48,000	$ 48,000
Misc Recurring	$ 41,300	$ 41,300
SUBTOTAL	**$ 2,274,089**	**$ 2,274,089**
OTHER REVENUE		
Free Cash Approp	$ 848,750	$ -
Water Retained Earnings	$ 150,000	$ -
Other Revenue	$ 185,098	$ 177,110
Wastewater Retained Earnings	$ 85,000	$ -
Wastewater I & I	$ 55,000	$ -
Bonded Capital	$ -	$ -
Water Enterprise	$ 1,280,869	$ 1,240,670
Wastewater Enterprise	$ 1,397,989	$ 1,317,023
Revenue to Reduce Tax Rate	$ 38,000	$ 20,000
SUBTOTAL	**$ 4,040,706**	**$ 2,754,803**
TOTAL REVENUE	**$ 25,599,205**	**$ 25,036,986**

EXPENDITURE ESTIMATES

	Adopted FY2024	Departmental Requested Budget FY2025	% Change	% of Budget
ARTICLE 1 OMNIBUS				
General Government	$ 1,322,545	$ 1,535,424	16.10%	6.91%
Public Safety	$ 2,721,650	$ 3,076,014	13.02%	13.85%
Education	$ 11,988,839	$ 13,312,388	11.04%	59.94%
Highway	$ 677,512	$ 687,071	1.41%	3.09%
Cemetery	$ 70,207	$ 76,513	8.98%	0.34%
Health & Sanitation	$ 146,292	$ 150,862	3.12%	0.68%
Public Assistance	$ 429,183	$ 453,931	5.77%	2.04%
Library	$ 354,691	$ 370,147	4.36%	1.67%
Parks & Rec	$ 11,520	$ 11,520	0.00%	0.05%
Town Gardens	$ 600	$ 600	0.00%	0.00%
Long Term Principal	$ 609,802	$ 492,899	-19.17%	2.22%
Long Term Interest	$ 313,319	$ 296,919	-5.23%	1.34%
Gen Govt Unclassfied	$ 1,558,060	$ 1,744,665	11.98%	7.86%
SUBTOTAL	**$ 20,204,220**	**$ 22,208,953**	**9.92%**	**100%**
CHARGES/ABATEMENTS/OTHER AMOUNTS TO BE RAISED				
State & County	$ 117,469	$ 117,469		
Tax Abatements	$ 70,979	$ 75,000		
Library Offset	$ 16,529	$ 16,529		
Overlay Deficit	$ -	$ -		
Snow & Ice Deficit	$ -	$ -		
Other Deficits	$ -	$ -		
SUBTOTAL	**$ 204,977**	**$ 208,998**		
CURRENT YEAR SPECIAL ARTICLES				
Special Articles	$ 5,180,008	$ 3,052,693		
Transfer Articles	$ 10,000	$ -		
SUBTOTAL	**$ 5,190,008**	**$ 3,052,693**		
BONDED ARTICLES				
Prior Year Bond Issues				
Bond Authorization				
SUBTOTAL	**$ -**	**$ -**		
TOTAL EXPENSE	**$ 25,599,205**	**$ 25,470,644**		
SURPLUS/(DEFICIT)	**$ 0**	**$ (433,658)**		

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

Revised 1/10/2024

FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	FY2025 $ Change	FY2025 % Change	Notes
	General Government											
	Misc Expenses	114	$ 180	$ -	$ 215	$ (87)	$ 215		$ 215	$ -	0.00%	
1	**Total Moderator Expense**	**114**	**$ 180**	**$ -**	**$ 215**	**$ (87)**	**$ 215**	**$ -**	**$ 215**	**$ -**	0.00%	**Email and Annual dues**
	Executive Asst Wages	122	$ 61,096	$ (61,096)	$ 67,000	$ (27,298)	$ 69,623		$ 69,623	$ 2,623	3.91%	3% COLA
	Longevity	122	$ 500	$ (500)	$ 500	$ -	$ 500		$ 500	$ -	0.00%	
	Stipends	122	$ 3,500	$ (3,500)	$ 3,500	$ -	$ 5,500		$ 5,500	$ 2,000	57.14%	5 Member Board
2	**Total Selectmen Salaries and Wages**	**122**	**$ 65,096**	**$ (65,096)**	**$ 71,000**	**$ (27,298)**	**$ 75,623**	**$ -**	**$ 75,623**	**$ 4,623**	**6.51%**	**3% COLA and 5 Member Board**
	Town Audit Annual	122	$ 16,800	$ (16,800)	$ 17,200	$ -	$ 19,200		$ 19,200	$ 2,000	11.63%	Preliminary Estimate - awaiting new contract
	Advertising & Legal Notices	122	$ 100	$ (75)	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	IT Expense	122	$ 200	$ -	$ 200	$ -	$ 200		$ 200	$ -	0.00%	
	Professional Development	122	$ 413	$ -	$ 413	$ -	$ 413		$ 413	$ -	0.00%	
	Postage & Mailing	122	$ 150	$ (74)	$ 150	$ (71)	$ 150		$ 150	$ -	0.00%	
	SW Licensing / SAAS	122	$ 5,500	$ (5,200)	$ 5,500	$ (1,733)	$ 5,500		$ 5,500	$ -	0.00%	
	Office Supplies	122	$ 450	$ (926)	$ 450	$ (197)	$ 750		$ 750	$ 300	66.67%	5 Member Board
	Miscellaneouse Expense	122	$ -	$ -	$ -	$ (38)	$ -		$ -	$ -	0.00%	
	Business Travel	122	$ 200	$ -	$ 200	$ -	$ 200		$ 200	$ -	0.00%	
	Dues/Memberships/Licensing	122	$ 880	$ (871)	$ 880	$ (888)	$ 950		$ 900	$ 20	2.27%	Increase in MMA Dues
3	**Total Selectmen Expense**	**122**	**$ 24,693**	**$ (23,946)**	**$ 25,093**	**$ (2,927)**	**$ 27,463**	**$ -**	**$ 27,463**	**$ 2,370**	**9.44%**	
	Admin Wages	130	$ 400	$ (300)	$ 400	$ -	$ 400		$ 400	$ -	0.00%	
4	**Total Capital Planning Salaries and Wages**	**130**	**$ 400**	**$ (300)**	**$ 400**	**$ -**	**$ 400**	**$ -**	**$ 400**	**$ -**	**0.00%**	
	Miscellaneous Expense	130	$ 165	$ (265)	$ 165	$ (87)	$ 165		$ 165	$ -	0.00%	
5	**Total Capital Planning Expense**	**130**	**$ 165**	**$ (265)**	**$ 165**	**$ (87)**	**$ 165**	**$ -**	**$ 165**	**$ -**	**0.00%**	
	Admin Wages	131	$ 1,000	$ (900)	$ 1,000	$ -	$ 1,000		$ 1,000	$ -	0.00%	
6	**Total Fin. Com. Salaries and Wages**	**131**	**$ 1,000**	**$ (900)**	**$ 1,000**	**$ -**	**$ 1,000**	**$ -**	**$ 1,000**	**$ -**	**0.00%**	
	Miscellaneous Expenses	131	$ 1,530	$ (1,527)	$ 720	$ (277)	$ 720		$ 720	$ -	0.00%	
7	**Total Fin. Com. Expense**	**131**	**$ 1,530**	**$ (1,527)**	**$ 720**	**$ (277)**	**$ 720**	**$ -**	**$ 720**	**$ -**	0.00%	
	Reserve Fund	132	$ 40,000	$ (34,865)	$ -		$ 40,000		$ 40,000	$ 40,000	100.00%	
8	**Total Reserve Fund**	**132**	**$ 40,000**	**$ (34,865)**	**$ -**	**$ -**	**$ 40,000**	**$ -**	**$ 40,000**	$ 40,000	100.00%	**Free Cash - 1 Year**
	Accountant Salary	135	$ 94,988	$ (94,988)	$ 103,000	$ (41,975)	$ 107,056		$ 107,056	$ 4,056	3.94%	3% COLA
	Accountant Assistant Wages	135	$ 12,724	$ (800)	$ 26,618	$ (8,321)	$ 27,521		$ 27,521	$ 903	3.39%	3% COLA (Start Date Delayed in FY2023)
	Longevity & Stipend	135	$ 1,600	$ (1,600)	$ 1,600	$ (1,089)	$ 1,600		$ 1,600	$ -	0.00%	
	Total Accountant Salaries and Wages	**135**	**$ 109,312**	**$ (97,388)**	**$ 131,218**	**$ (51,385)**	**$ 136,177**	**$ -**	**$ 136,177**	**$ 4,959**	**3.78%**	**3% COLA**
	Repair & Maintenance	135	$ 200	$ -	$ 200	$ (38)	$ 300		$ 300	$ 100	50.00%	New Staff Member
	Professional Development	135	$ 450	$ -	$ 1,300	$ -	$ 1,300		$ 1,300	$ -	0.00%	
	Postage & Mailing	135	$ 50	$ (37)	$ 50	$ (1)	$ 50		$ 50	$ -	0.00%	
	SW Licensing / SAAS	135	$ 16,602	$ (16,602)	$ 18,400	$ (17,459)	$ 18,400		$ 18,400	$ -	0.00%	2nd Year of 3 Year Contract
	Office Supplies	135	$ 620	$ (575)	$ 835	$ (428)	$ 835		$ 835	$ -	0.00%	
	Miscellaneouse Expense	135	$ 515	$ (2,595)	$ 100	$ (86)	$ 100		$ 100	$ -	0.00%	
	Business Travel	135	$ 550	$ -	$ 1,200	$ -	$ 1,300		$ 1,300	$ 100	8.33%	
	Dues/Memberships/Licensing	135	$ 137	$ (85)	$ 100	$ (175)	$ 175		$ 175	$ 75	75.00%	
	Total Accountant Expense	**135**	**$ 19,124**	**$ (19,894)**	**$ 22,185**	**$ (18,186)**	**$ 22,460**	**$ -**	**$ 22,460**	**$ 275**	**1.24%**	

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	FY2025 $ Change	FY2025 % Change	Notes
	Assessor Salary	141	$ 4,500	$ (6,488)	$ 4,500	$ (538)	$ 90,000		$ 90,000	$ 85,500	1900.00%	FT Assessor
	Assistant Assessor Wages	141	$ 50,242	$ (50,240)	$ 52,686	$ (21,351)	$ 61,755		$ 61,755	$ 9,069	17.21%	3% COLA
	Longevity	141	$ 300	$ (300)	$ 300	$ (300)	$ 300		$ 300	$ -	0.00%	
	Total Assessors Salaries and Wages	**141**	**$ 55,042**	**$ (57,027)**	**$ 57,486**	**$ (22,189)**	**$ 152,055**	**$ -**	**$ 152,055**	**$ 94,569**	**164.51%**	**3% COLA and FT Assessor**
	Professional Development	141	$ 195	$ -	$ 195	$ -	$ 195		$ 195	$ -	0.00%	
	Postage & Mailing	141	$ 700	$ (281)	$ 700	$ (75)	$ 700		$ 700	$ -	0.00%	
	Patriots/SAAS	141	$ 26,250	$ (22,700)	$ 26,250	$ (20,338)	$ 32,942		$ 32,942	$ 6,692	25.49%	Software price Increase
	MIMAP/Reval	141	$ 8,000	$ (4,276)	$ 8,000	$ (2,000)	$ 8,500		$ 8,500	$ 500	6.25%	MMAP Increase
	Office Supplies	141	$ 1,000	$ (970)	$ 1,000	$ (565)	$ 1,000		$ 1,000	$ -	0.00%	
	Miscellaneouse Expense	141	$ 615	$ -	$ 615	$ (36)	$ 615		$ 615	$ -	0.00%	
	Business Travel	141	$ 300	$ -	$ 300	$ -	$ 300		$ 300	$ -	0.00%	
	Dues/Memberships/Licensing	141	$ 300	$ 250	$ 300	$ (175)	$ 300		$ 300	$ -	0.00%	
	Total Assessors Expense	**141**	**$ 37,360**	**$ (27,977)**	**$ 37,360**	**$ (23,189)**	**$ 44,552**	**$ -**	**$ 44,552**	**$ 7,192**	**19.25%**	
	Finance Dir/Treasurer Salary	145	$ 130,940	$ (130,925)	$ 140,000	$ (57,023)	$ 145,642		$ 145,642	$ 5,642	4.03%	3% COLA
	Asst Treasurer/Collector Wages	145	$ 44,241	$ (44,063)	$ 53,271	$ (21,867)	$ 63,594		$ 63,594	$ 10,323	19.38%	3% COLA and Addtl 5 hours
	Town Hall Office Coverage	145	$ 3,551	$ (1,852)	$ -		$ -		$ -	$ -	0.00%	Reallocated to Asst. Treas.
	Longevity & Stipends	145	$ 1,600	$ (1,600)	$ 1,900	$ (600)	$ 2,000		$ 2,000	$ 100	5.26%	25 Year Increase
	Total Finance Director Salaries and Wages	**145**	**$ 180,332**	**$ (178,440)**	**$ 195,171**	**$ (79,490)**	**$ 211,236**	**$ -**	**$ 211,236**	**$ 16,065**	**8.23%**	**3% COLA**
	Professional Development	145	$ 1,000	$ (686)	$ 950	$ (200)	$ 950		$ 950	$ -	0.00%	
	Payroll Expense	145	$ 8,000	$ (8,695)	$ 8,000	$ (2,472)	$ 8,250		$ 8,250	$ 250	3.13%	Estimated 3% Increase
	Postage	145	$ 2,700	$ (1,383)	$ 2,700	$ (147)	$ 2,700		$ 2,700	$ -	0.00%	
	Office Supplies	145	$ 900	$ (405)	$ 900	$ (146)	$ 900		$ 900	$ -	0.00%	
	Miscellaneouse Expense	145	$ 100	$ (920)	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	Business Travel	145	$ 451	$ (565)	$ 500	$ (1,215)	$ 700		$ 700	$ 200	40.00%	Annual School - 2 people
	Dues/Memberships/Licensing	145	$ 700	$ (428)	$ 700	$ (395)	$ 700		$ 700	$ -	0.00%	
	Bond Issue & Admin Costs	145	$ 2,600	$ (2,000)	$ 2,600	$ -	$ 2,600		$ 2,600	$ -	0.00%	
	Total Finance Director Expense	**145**	**$ 16,451**	**$ (15,082)**	**$ 16,450**	**$ (4,575)**	**$ 16,900**	**$ -**	**$ 16,900**	**$ 450**	**2.74%**	
	Salary	146	$ 76,188	$ (76,188)	$ 79,894	$ (32,584)	$ 83,104		$ 83,104	$ 3,210	4.02%	3% COLA
	Longevity & Stipends	146	$ 1,600	$ (500)	$ 1,600	$ -	$ 1,700		$ 1,700	$ 100	6.25%	25 Year Increase
	Total Tax Collector Salaries and Wages	**146**	**$ 77,788**	**$ (76,688)**	**$ 81,494**	**$ 81,494**	**$ 84,804**	**$ -**	**$ 84,804**	**$ 3,310**	**4.06%**	
	Billing/Collection/Printing	146	$ 13,438	$ (14,205)	$ 14,650	$ (4,769)	$ 15,010		$ 15,010	$ 360	2.46%	Increase in postage
	Professional Development	146	$ 250	$ -	$ 250	$ (95)	$ 250		$ 250	$ -	0.00%	
	Postage	146	$ 370	$ (244)	$ 370	$ (94)	$ 370		$ 370	$ -	0.00%	
	Office Supplies	146	$ 1,400	$ (652)	$ 1,540	$ (144)	$ 1,400		$ 1,400	$ (140)	-9.09%	Reallocatd to Annual School
	Business Travel	146	$ 350	$ -	$ 350	$ (140)	$ 490		$ 490	$ 140	40.00%	Reallocatd from Office Supplies
	Dues/Memberships/Licensing	146	$ 50	$ (50)	$ 50	$ (50)	$ 50		$ 50	$ -	0.00%	
	Total Tax Collector Expense	**146**	**$ 15,858**	**$ (15,151)**	**$ 17,210**	**$ 17,210**	**$ 17,570**	**$ -**	**$ 17,570**	**$ 360**	**2.09%**	
9	**Total Finance Dept. Salaries and Wages**		**$ 422,474**	**$ (409,544)**	**$ 465,369**	**$ (71,570)**	**$ 584,272**	**$ -**	**$ 584,272**	**$ 118,903**	**25.55%**	**3% COLA and New Assessor Position**
10	**Total Finance Dept. Expense**		**$ 88,793**	**$ (78,103)**	**$ 93,205**	**$ (28,741)**	**$ 101,482**	**$ -**	**$ 101,482**	**$ 8,277**	**8.88%**	
	Bonding Town Officers	149	$ 1,100	$ (1,030)	$ 1,100	$ (1,072)	$ 1,250		$ 1,250	$ 150	13.64%	
11	**Total Bonding Officers**	**149**	**$ 1,100**	**$ (1,030)**	**$ 1,100**	**$ (1,072)**	**$ 1,250**	**$ -**	**$ 1,250**	**$ 150**	**13.64%**	**Mandated Increase in Bonding FY2024**

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	FY2025 $ Change	FY2025 % Change	Notes
	Consulting Grant Writer/Town Planner	151	$ 10,000	$ (4,500)	$ 25,000	$ (7,840)	$ 25,000		$ 25,000	$ -	0.00%	
	Legal/Consulting Expenditure	151	$ 55,000	$ (51,076)	$ 40,000	$ 31,968	$ 50,000		$ 50,000	$ 10,000	25.00%	Extraordinary Usage in FY2024
12	**Total Town Counsel/Legal**	**151**	**$ 65,000**	**$ (55,576)**	**$ 65,000**	**$ 24,128**	**$ 75,000**	**$ -**	**$ 75,000**	**$ 10,000**	**15.38%**	**Extraordinary Usage in FY2024**
	Town Hall IT Coordinator	155	$ 1,502	$ (1,505)	$ 1,577	$ (355)	$ 1,657		$ 1,657	$ 80	5.07%	3% COLA
	Town Hall IT Webmaster	155	$ 6,957	$ (6,945)	$ 7,634	$ (3,112)	$ 7,968		$ 7,968	$ 334	4.38%	3% COLA
13	**Total Town Hall IT Salaries and Wages**	**155**	**$ 8,459**	**$ (8,450)**	**$ 9,211**	**$ (3,467)**	**$ 9,625**	**$ -**	**$ 9,625**	**$ 414**	**4.49%**	**3% COLA**
	Town Hall IT Expense	155	$ 15,700	$ (16,394)	$ 1,700	$ (502)	$ 2,615		$ 2,615	$ 915	53.82%	Prjected in crease from $95 to $110/Hr
	Town Hall IT Telecommunications	155	$ 1,464	$ (2,634)	$ 1,658	$ (745)	$ 1,718		$ 1,718	$ 60	3.62%	Projected $5 Month Increase
	Town Hall IT Software Lic/SAAS	155	$ 4,547	$ (10,796)	$ 4,547	$ -	$ 6,000		$ 6,000	$ 1,453	31.96%	Contractual - New Provider includes PR
	Town Hall IT Subscriptions	155	$ 2,652	$ (629)	$ 2,652	$ (2,119)	$ 5,649		$ 5,649	$ 2,997	113.01%	$2796 AV & EDR $595 ALTARO $50 HOSTING $2208 EMAI
	Town Hall IT (New Computers HW & SW)	155	$ 3,194	$ (2,166)	$ 3,000	$ -	$ 3,000		$ 3,000	$ -	0.00%	
14	**Total Town Hall IT Expense**	**155**	**$ 27,557**	**$ (32,619)**	**$ 13,557**	**$ (3,366)**	**$ 18,982**	**$ -**	**$ 18,982**	**$ 5,425**	**40.02%**	
	Census Printing/Stuffing	160	$ 3,000	$ (3,000)	$ -	$ -	$ -		$ -	$ -	0.00%	Combined with mailing
	Census Postage & Mailing	160	$ 100	$ (14)	$ 3,500	$ -	$ 3,500		$ 3,500	$ -	0.00%	
	Census Office Supplies	160	$ 14	$ -	$ 14	$ -	$ 14		$ 14	$ -	0.00%	
15	**Total Census Expense**	**160**	**$ 3,114**	**$ (3,014)**	**$ 3,514**	**$ -**	**$ 3,514**	**$ -**	**$ 3,514**	**$ -**	**0.00%**	
	Town Clerk Salaries	161	$ 69,020	$ (69,020)	$ 78,007	$ (31,777)	$ 86,726		$ 86,726	$ 8,719	11.18%	Salary comp 2nd year of 2
	Town Clerk Assistant	161	$ 18,330	$ (18,199)	$ 17,707	$ (4,377)	$ 24,657		$ 24,657	$ 6,950	39.25%	3% COLA and 5 Additional Hours
	Longevity & Stipend	161	$ 1,300	$ (1,300)	$ 1,300	$ (1,000)	$ 1,300		$ 1,300	$ -	0.00%	
16	**Total Town Clerk Salaries and Wages**	**161**	**$ 88,650**	**$ (88,519)**	**$ 97,014**	**$ (37,154)**	**$ 112,683**	**$ -**	**$ 112,683**	**$ 15,669**	**16.15%**	**Salary comp 2nd year of 2 , 3% COLA and 5 Add'l Assistar Hrs**
	IT Expense	161	$ 1,962	$ (1,961)	$ 1,962	$ -	$ 1,962		$ 1,962	$ -	0.00%	
	Professional Development	161	$ 750	$ (750)	$ 1,500	$ (770)	$ 1,500		$ 1,500	$ -	0.00%	
	Postage & Mailing	161	$ 500	$ (322)	$ 700	$ (3)	$ 700		$ 700	$ -	0.00%	
	Office Supplies	161	$ 1,500	$ (1,840)	$ 1,500	$ (396)	$ 1,500		$ 1,500	$ -	0.00%	
	Dog Tags	161	$ 250	$ (250)	$ 250	$ -	$ 250		$ 250	$ -	0.00%	
	Business Travel	161	$ 700	$ (678)	$ 700	$ -	$ 700		$ 700	$ -	0.00%	
	Dues/Memberships/Licensing	161	$ 650	$ (400)	$ 650	$ (140)	$ 650		$ 650	$ -	0.00%	
17	**Total Town Clerk Expense**	**161**	**$ 6,312**	**$ (6,201)**	**$ 7,262**	**$ (1,309)**	**$ 7,262**	**$ -**	**$ 7,262**	**$ -**	**0.00%**	
	Salaries	162	$ 4,481	$ (4,481)	$ 3,000	$ (25)	$ 3,000		$ 3,000	$ -	0.00%	
18	**Total Elections Salaries and Wages**	**162**	**$ 4,481**	**$ (4,481)**	**$ 3,000**	**$ (25)**	**$ 3,000**	**$ -**	**$ 3,000**	**$ -**	0.00%	
	Police Details	162	$ 3,000	$ (2,205)	$ 3,000	$ -	$ 4,800		$ 4,800	$ 1,800	60.00%	
	Coding & Printing	162	$ 6,000	$ (6,434)	$ 4,000	$ (1,500)	$ 5,000		$ 5,000	$ 1,000	25.00%	
	Postage & Mailing	162	$ 2,000	$ (2,000)	$ 3,000	$ -	$ 3,000		$ 3,000	$ -	0.00%	
	Office Supplies	162	$ 250	$ (223)	$ 250	$ -	$ 250		$ 250	$ -	0.00%	
19	**Total Election Expense**	**162**	**$ 11,250**	**$ (10,862)**	**$ 10,250**	**$ (1,500)**	**$ 13,050**	**$ -**	**$ 13,050**	$ 2,800	27.32%	
	Salary	163	$ 300	$ (300)	$ 300	$ (300)	$ 300		$ 300	$ -	0.00%	
20	**Total Registrar Salaries and Wages**	**163**	**$ 300**	**$ (300)**	**$ 300**	**$ (300)**	**$ 300**	**$ -**	**$ 300**	**$ -**	**0.00%**	
	Registrar Postage	163	$ 700	$ (830)	$ 1,000	$ (16)	$ 1,000		$ 1,000	$ -	0.00%	
	Registrar SW Licensing / SAAS	163	$ 400	$ (400)	$ 400	$ -	$ 400		$ 400	$ -	0.00%	

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FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	FY2025 $ Change	FY2025 % Change	Notes
	Registrar Office Supplies	163	$ 740	$ (610)	$ 740	$ -	$ 740		$ 740	$ -	0.00%	
21	**Total Registrar Expense**	**163**	**$ 1,840**	**$ (1,840)**	**$ 2,140**	**$ (16)**	**$ 2,140**	**$ -**	**$ 2,140**	$ -	0.00%	
	Salary	164	$ 150	$ (150)	$ 150	$ (150)	$ 150		$ 150	$ -	0.00%	
22	**Total Vitals Salaries and Wages**	**164**	**$ 150**	**$ (150)**	**$ 150**	**$ -**	**$ 150**	**$ -**	**$ 150**	**$ -**	**0.00%**	
	SW Licensing / SAAS	164	$ 395	$ (395)	$ 395		$ 395		$ 395	$ -	0.00%	
23	**Total Vitals Expense**	**164**	**$ 395**	**$ (395)**	**$ 395**	**$ -**	**$ 395**	**$ -**	**$ 395**	**$ -**	**0.00%**	
	Salaries	171	$ -	$ -			$ 32,590		$ 32,590	$ 32,590	100.00%	Moved from Expenses - now employee
	Total Conservation Salaries and wages	**171**	**$ -**	**$ -**			**$ 32,590**		**$ 32,590**	**$ 32,590**	**0.00%**	
	Postage & Mailing	171	$ 150	$ (245)	$ 200	$ -	$ 200		$ 200	$ -	0.00%	
	Miscellaneous Expense	171	$ 1,300	$ (1,205)	$ 3,380	$ (253)	$ 3,380		$ 3,380	$ -	0.00%	
	Assessment Newbury	171	$ 22,000	$ (22,000)	$ 32,644	$ (21,833)	$ -		$ -	$ (32,644)	-100.00%	Moved to Salary - PT Employee
	Dues/Memberships/Licensing	171	$ 443	$ (443)	$ 552	$ (512)	$ 552		$ 552	$ -	0.00%	
24	**Total Conservation Expense**	**171**	**$ 23,893**	**$ (23,893)**	**$ 36,776**	**$ (22,598)**	**$ 4,132**	**$ -**	**$ 4,132**	**$ (32,644)**	**-88.76%**	
	Miscellaneous Expense	172	$ 630	$ (484)	$ 630	$ (262)	$ 630		$ 630	$ -	0.00%	
25	**Total Open Space Expense**	**172**	**$ 630**	**$ (484)**	**$ 630**	**$ (262)**	**$ 630**	**$ -**	**$ 630**	**$ -**	**0.00%**	
	Admin Wages	175	$ 2,349	$ (1,452)	$ 7,222	$ (2,286)	$ 7,346		$ 7,346	$ 124	1.72%	3% COLA
26	**Total Planning Board Salaries and Wages**	**175**	**$ 2,349**	**$ (1,452)**	**$ 7,222**	**$ (2,286)**	**$ 7,346**	**$ -**	**$ 7,346**	**$ 124**	**1.72%**	**3% COLA**
	Zoning Consult/MVPC	175	$ 1,300	$ -	$ 1,300	$ (931)	$ 1,300		$ 1,300	$ -	0.00%	
	Advertising & Legal Notices	175	$ 300	$ (405)	$ 300	$ -	$ 300		$ 300	$ -	0.00%	
	IT Expense	175	$ 100	$ (146)	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	Postage & Mailing	175	$ 50	$ -	$ 50	$ (309)	$ 50		$ 50	$ -	0.00%	
	Office Supplies	175	$ 100	$ (100)	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	Miscellaneous Expense	175	$ 85	$ -	$ 85	$ -	$ 85		$ 85	$ -	0.00%	
27	**Total Planning Board Expense**	**175**	**$ 1,935**	**$ (651)**	**$ 1,935**	**$ (1,240)**	**$ 1,935**	**$ -**	**$ 1,935**	**$ -**	**0.00%**	
	Admin Salary	176	$ 5,628	$ (5,060)	$ 5,796	$ (2,270)	$ 5,970		$ 5,970	$ 174	3.00%	3% COLA
28	**Total Appeals Board Salaries and Wages**	**176**	**$ 5,628**	**$ (5,060)**	**$ 5,796**	**$ (2,270)**	**$ 5,970**	**$ -**	**$ 5,970**	**$ 174**	**3.00%**	**3% COLA**
	Miscellaneous Expense	176	$ 382	$ (60)	$ 382	$ (175)	$ 382		$ 382	$ -	0.00%	
29	**Total Appeals Board Expense**	**176**	**$ 382**	**$ (60)**	**$ 382**	**$ (175)**	**$ 382**	**$ -**	**$ 382**	**$ -**	**0.00%**	
	Miscellaneous Expense	177	$ 2,615	$ (2,615)	$ 2,565	$ (2,565)	$ 2,642		$ 2,642	$ 77	3.00%	Estimated 3%
30	**Total MVPC Expense**	**177**	**$ 2,615**	**$ (2,615)**	**$ 2,565**	**$ (2,565)**	**$ 2,642**	**$ -**	**$ 2,642**	**$ 77**	**3.00%**	**Estimated 3%**
	Miscellaneous Expense	185	$ 100	$ -	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
31	**Total Rent Control Expense**	**185**	**$ 100**	**$ -**	**$ 100**	**$ -**	**$ 100**	**$ -**	**$ 100**	**$ -**	**0.00%**	
	Electricity	192	$ 90,000	$ (80,895)	$ 93,500	$ (33,735)	$ 90,000		$ 90,000	$ (3,500)	-3.74%	Reduced based on actuals for FY2023
	Heating	192	$ 43,000	$ (46,973)	$ 38,000	$ (1,863)	$ 38,000		$ 38,000	$ -	0.00%	To early to review
	Water/Sewer	192	$ 6,300	$ (6,758)	$ 7,200	$ (3,743)	$ 7,700		$ 7,700	$ 500	6.94%	Increased based on actuals for FY2023
	Town Hall Bldg Maint	192	$ 14,944	$ (15,722)	$ 16,344	$ (10,464)	$ 18,344		$ 18,344	$ 2,000	12.24%	Added Yearly Air Testing
	Town Hall Bldg Systems	192	$ 8,103	$ (3,041)	$ 8,000	$ (262)	$ 8,110		$ 8,110	$ 110	1.38%	Contract Increase
	Maint Other - Pre-Appr Reqd	192	$ 16,905	$ (16,905)	$ 25,950	$ (2,516)	$ 25,950		$ 25,950	$ -	0.00%	

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FY2025 Omnibus Budget Revised 1/8/2024

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	Town Hall Copier Lease & Usage	192	$ 2,250	$ (1,709)	$ 2,250	$ (549)	$ 2,250		$ 2,250	$ -	0.00%	
	Town Hall Postage Mach Lease	192	$ 1,642	$ (1,781)	$ 1,642	$ (562)	$ 1,642		$ 1,642	$ -	0.00%	
	Telephone	192	$ 23,625	$ (24,251)	$ 23,625	$ (9,517)	$ 23,625		$ 23,625	$ -	0.00%	
	Town Hall Janitorial Services	192	$ 6,862	$ (9,163)	$ 7,000	$ (2,750)	$ 9,000		$ 9,000	$ 2,000	28.57%	Added Annual Deep Cleaning
	Town Hall Building/Equipment Repair	192	$ 4,050	$ (8,630)	$ 4,050	$ (796)	$ 4,050		$ 4,050	$ -	0.00%	
	Town Hall Janitorial Supplies	192	$ 990	$ (1,069)	$ 1,000	$ (234)	$ 1,000		$ 1,000	$ -	0.00%	
	Town Hall Miscellaneous	192	$ 270	$ (1,175)	$ 270	$ (714)	$ 1,000		$ 1,000	$ 730	270.37%	Add Flag/Supply Maintenance
32	**Total Town Buildings Expense**	**192**	**$ 218,941**	**$ (218,072)**	**$ 228,831**	**$ (67,705)**	**$ 230,671**	**$ -**	**$ 230,671**	**$ 1,840**	**0.80%**	
	Printing Town Reports	195	$ 550	$ (550)	$ 550	$ -	$ 625	$ -	$ 625	$ 75	13.64%	
33	**Total Town Report Expense**	**195**	**$ 550**	**$ (550)**	**$ 550**	**$ -**	**$ 625**	**$ -**	**$ 625**	**$ 75**	**13.64%**	
	Directors Salary	199	$ 29,754	$ (29,790)	$ 31,122	$ (12,569)	$ 32,179		$ 32,179	$ 1,057	3.40%	3% COLA
	PEG Access Wages	199	$ 26,842	$ (26,872)	$ 28,076	$ (11,339)	$ 29,031		$ 29,031	$ 955	3.40%	3% COLA
	PEG Access Coverage	199	$ 6,000	$ (424)	$ 11,000	$ (159)	$ 11,000		$ 11,000	$ -	0.00%	
34	**Total Cable Access Salaries and Wages**	**199**	**$ 62,596**	**$ (57,086)**	**$ 70,198**	**$ (24,067)**	**$ 72,210**	**$ -**	**$ 72,210**	**$ 2,012**	**2.87%**	**3% COLA**
	Office Rent	199			$ -		$ 12,000		$ 12,000	$ 12,000	100.00%	Reallocated
	Professional/Technical	199	$ 15,000	$ (43,258)	$ 15,000	$ (6,195)	$ 15,000		$ 15,000	$ -	0.00%	
	IT Expense	199	$ 35,000	$ (6,610)	$ 35,000	$ (1,139)	$ 35,000		$ 35,000	$ -	0.00%	
	Office Supplies	199	$ 500	$ (736)	$ 500	$ (167)	$ 500		$ 500	$ -	0.00%	
	Miscellaneous	199	$ 5,000	$ -	$ 17,000	$ (12,088)	$ 5,000		$ 5,000	$ (12,000)	-70.59%	Reallocated
	Cameras/Audio/Lighting	199	$ 30,000	$ (4,338)	$ 30,000	$ (500)	$ 30,000		$ 30,000	$ -	0.00%	
35	**Total Cable Access Expense**	**199**	**$ 85,500**	**$ (54,942)**	**$ 97,500**	**$ (20,089)**	**$ 97,500**	**$ -**	**$ 97,500**	**$ -**	**0.00%**	
1-35	**Total General Government**		**$ 1,268,058**	**$ (1,192,848)**	**$ 1,322,545**	**$ (298,326)**	**$ 1,535,424**	**$ -**	**$ 1,535,424**	**$ 212,879**	**16.79%**	
	Public Safety											
	Police Salaries	210	$ 921,812	$ (882,804)	$ 983,973	$ (351,959)	$ 1,198,395		$ 1,198,395	$ 214,422	21.79%	3% COLA and steps and 2 FT Patrolmen
	Dispatchers Wages	210	$ 256,015	$ (227,453)	$ 265,531	$ (97,004)	$ 282,277		$ 282,277	$ 16,746	6.31%	3% COLA and steps
	Police Admin Assistant Wages	210	$ 28,466	$ (29,218)	$ 29,772	$ (11,572)	$ 30,789		$ 30,789	$ 1,017	3.42%	3% COLA
	Wages Reserves	210	$ 71,484	$ (57,045)	$ 75,058	$ (10,761)	$ 20,000		$ 20,000	$ (55,058)	-73.35%	3% COLA - Reduced to hire 2 FT Patrolmen
	Overtime	210	$ 53,189	$ (67,509)	$ 55,848	$ (25,984)	$ 65,250		$ 65,250	$ 9,402	16.83%	3% COLA and increase to reflect actual
	Longevity	210	$ 3,300	$ (2,400)	$ 2,400	$ (1,100)	$ 2,700		$ 2,700	$ 300	12.50%	Increased based on years service
36	**Total Police Salaries and Wages**	**210**	**$ 1,334,266**	**$ (1,266,429)**	**$ 1,412,582**	**$ (498,380)**	**$ 1,599,411**	**$ -**	**$ 1,599,411**	**$ 186,829**	**13.23%**	**3% COLA and steps**
	Building Maintenance	210	$ 1,500	$ (1,830)	$ 1,500	$ (215)	$ 1,500		$ 1,500	$ -	0.00%	
	Building Systems	210	$ 20,000	$ (16,063)	$ 20,000	$ (7,361)	$ 20,000		$ 20,000	$ -	0.00%	
	Vehicle Maintenance & Supplies	210	$ 8,600	$ (11,469)	$ 10,000	$ (6,241)	$ 10,000		$ 10,000	$ -	0.00%	
	Equipment Repairs	210	$ 5,000	$ (6,353)	$ 5,000	$ (1,370)	$ 5,000		$ 5,000	$ -	0.00%	
	Copier Lease & Usage	210	$ 3,500	$ (1,698)	$ 3,500	$ (848)	$ 3,500		$ 3,500	$ -	0.00%	
	Legal & Consult Svcs	210	$ 3,000	$ (2,500)	$ 3,000	$ -	$ 3,000		$ 3,000	$ -	0.00%	
	Advertising & Legal Notices	210	$ 2,500	$ (2,550)	$ 3,200	$ -	$ 3,200		$ 3,200	$ -	0.00%	
	IT Expense	210	$ 5,000	$ (3,064)	$ 5,000	$ (561)	$ 5,000		$ 5,000	$ -	0.00%	
	Professional Development	210	$ 10,000	$ (6,473)	$ 10,000	$ (4,155)	$ 10,000		$ 10,000	$ -	0.00%	
	Medical	210	$ 2,500	$ (3,541)	$ 2,500	$ (1,578)	$ 2,500		$ 2,500	$ -	0.00%	
	Telecommunications	210	$ 5,616	$ (4,882)	$ 5,616	$ (1,849)	$ 5,616		$ 5,616	$ -	0.00%	
	Postage	210	$ 300	$ (267)	$ 300	$ (14)	$ 300		$ 300	$ -	0.00%	

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	SW Licensing / SAAS	210	$ 20,000	$ (20,949)	$ 20,500	$ (17,508)	$ 22,000		$ 22,000	$ 1,500	7.32%	Software Maintenance Increase
	Office Supplies	210	$ 3,000	$ (3,336)	$ 3,000	$ (1,943)	$ 3,000		$ 3,000	$ -	0.00%	
	Custodial & Housekeeping Supplies	210	$ 1,000	$ (1,150)	$ 1,000	$ (128)	$ 1,000		$ 1,000	$ -	0.00%	
	Vehicle Fuel	210	$ 18,000	$ (22,690)	$ 25,000	$ (7,176)	$ 25,000		$ 25,000	$ -	0.00%	
	Educational Supplies	210	$ 1,000	$ (685)	$ 1,000	$ (765)	$ 1,000		$ 1,000	$ -	0.00%	
	Uniforms	210	$ 16,000	$ (13,825)	$ 16,000	$ (7,483)	$ 19,000		$ 19,000	$ 3,000	18.75%	2 new FT Patrolmen
	Other Gov Assmt	210	$ 7,400	$ (7,400)	$ 7,400	$ (7,400)	$ 7,750		$ 7,750	$ 350	4.73%	BAPERN Membership Increase
	Business Travel	210	$ 5,000	$ (3,282)	$ 5,000	$ (2,905)	$ 5,000		$ 5,000	$ -	0.00%	
	Dues/Memberships/Licensing	210	$ 3,500	$ (3,599)	$ 3,500	$ (1,050)	$ 3,700		$ 3,700	$ 200	5.71%	Membership Dues Increase
37	**Total Police Expense**	**210**	**$ 142,416**	**$ (137,606)**	**$ 152,016**	**$ (70,550)**	**$ 157,066**	**$ -**	**$ 157,066**	**$ 5,050**	**3.32%**	
	Fire Chief Salary	220	$ 89,800	$ (100,303)	$ 104,706	$ (42,708)	$ 109,992		$ 109,992	$ 5,286	5.05%	4% COLA - Contractual
	Admin Asst Wages	220	$ 32,257	$ (20,051)	$ 22,898	$ (8,681)	$ 23,680		$ 23,680	$ 782	3.42%	3% COLA
	Deputies & Supervisors	220	$ 5,731	$ -	$ -		$ -		$ -	$ -	0.00%	
	Asst Chief Salary	220	$ 78,553	$ (78,253)	$ 82,165	$ (33,180)	$ 84,952		$ 84,952	$ 2,787	3.39%	3% COLA
	Other Regular Salary	220	$ 216,520	$ (181,156)	$ 226,436	$ (80,117)	$ 224,688		$ 224,688	$ (1,748)	-0.77%	3% COLA
	Overtime	220	$ 27,500	$ (42,015)	$ 28,875	$ (28,627)	$ 63,275		$ 63,275	$ 34,400	119.13%	3% COLA and Reallocation
	On Call	220	$ 90,000	$ (56,156)	$ 100,518	$ (7,259)	$ 70,000		$ 70,000	$ (30,518)	-30.36%	3% COLA and Reallocation
	Longevity	220	$ 300	$ (300)	$ 300	$ -	$ 600		$ 600	$ 300	100.00%	Increased based on years service
	Total Fire Salaries and Wages	**220**	**$ 540,661**	**$ (478,234)**	**$ 565,898**		**$ 577,187**	**$ -**	**$ 577,187**	**$ 11,289**	**1.99%**	**3% COLA and newer Employees (Less pay)**
	Building Maintenance	220	$ 15,000	$ (10,725)	$ 15,000	$ (5,142)	$ 15,000		$ 15,000	$ -	0.00%	
	Vehicle Maintenance & Supplies	220	$ 21,000	$ (25,275)	$ 23,000	$ (2,643)	$ 23,000		$ 23,000	$ -	0.00%	
	Municipal Fire Alarms	220	$ 7,650	$ (1,942)	$ 7,650	$ -	$ 7,650		$ 7,650	$ -	0.00%	
	Equipment & Repairs	220	$ 29,000	$ (54,857)	$ 31,000	$ (64)	$ 31,000		$ 31,000	$ -	0.00%	
	Copier Lease & Usage	220	$ 2,300	$ (2,456)	$ 2,300	$ (716)	$ 2,300		$ 2,300	$ -	0.00%	
	IT Expense	220	$ 21,000	$ (16,028)	$ 23,000	$ (18,515)	$ 25,000		$ 25,000	$ 2,000	8.70%	Increased Contract
	Professional Development	220	$ 6,000	$ (1,500)	$ 6,000	$ (280)	$ 6,000		$ 6,000	$ -	0.00%	
	Medical	220	$ 10,000	$ (5,198)	$ 10,000	$ -	$ 10,000		$ 10,000	$ -	0.00%	
	Telecommunications	220	$ 6,937	$ (5,061)	$ 7,900	$ (1,845)	$ 7,900		$ 7,900	$ -	0.00%	
	Office Supplies	220	$ 5,000	$ (5,071)	$ 5,000	$ (1,177)	$ 5,000		$ 5,000	$ -	0.00%	
	Vehicle Fuel	220	$ 6,500	$ (8,929)	$ 8,500	$ (2,435)	$ 8,500		$ 8,500	$ -	0.00%	
	Clothing & Gear	220	$ 10,700	$ (4,456)	$ 10,700	$ (1,013)	$ 10,700		$ 10,700	$ -	0.00%	
	Dues/Memberships/Licensing	220	$ 5,500	$ (4,737)	$ 5,500	$ (4,407)	$ 5,500		$ 5,500	$ -	0.00%	
	Total Fire Expense	**220**	**$ 146,587**	**$ (146,235)**	**$ 155,550**	**$ (38,237)**	**$ 157,550**	**$ -**	**$ 157,550**	**$ 2,000**	**1.29%**	
	EMT Wages	231	$ 169,429	$ (155,926)	$ 212,023	$ (67,206)	$ 350,400		$ 350,400	$ 138,377	65.27%	3% COLA and 3 additional FT EMT's
	Total Ambulance EMT Wages	**231**	**$ 169,429**	**$ (155,926)**	**$ 212,023**	**$ (67,206)**	**$ 350,400**	**$ -**	**$ 350,400**	$ 138,377	65.27%	**3% COLA and 3 additional FT EMT's**
	Vehicle Maintenance & Supplies	231	$ 6,000	$ (6,164)	$ 7,500	$ (2,142)	$ 7,500		$ 7,500	$ -	0.00%	
	Equipment & Repairs	231	$ 6,600	$ (6,704)	$ 7,500	$ (2,455)	$ 10,500		$ 10,500	$ 3,000	40.00%	Increased Service Contract
	Billing & Collections	231	$ 17,381	$ (21,269)	$ 18,400	$ (7,462)	$ 18,800		$ 18,800	$ 400	2.17%	Increase based upon additional billing
	Professional Development	231	$ 4,000	$ (453)	$ 4,000	$ -	$ 4,000		$ 4,000	$ -	0.00%	
	Telecommunications	231	$ 850	$ -	$ 850	$ -	$ -		$ -	$ (850)	-100.00%	Reallocated
	Vehicle Fuel	231	$ 3,500	$ (6,579)	$ 7,000	$ (2,979)	$ 8,000		$ 8,000	$ 1,000	14.29%	Increase based uon FY2024 Actuals
	Medical Supplies	231	$ 13,250	$ (11,145)	$ 15,000	$ (6,694)	$ 17,000		$ 17,000	$ 2,000	13.33%	Increase based uon FY2024 Actuals
	ALS Service	231	$ 5,000	$ (119)	$ 5,000	$ (1,367)	$ 5,000		$ 5,000	$ -	0.00%	
	Dues/Memberships/Licensing	231	$ 2,300	$ (1,825)	$ 2,550	$ (1,000)	$ 2,550		$ 2,550	$ -	0.00%	

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	Total Ambulance Expense	**231**	**$ 58,881**	**$ (54,258)**	**$ 67,800**	**$ (24,099)**	**$ 73,350**	**$ -**	**$ 73,350**	**$ 5,550**	**8.19%**	
38	**Total Fire/Ambulance Salaries**	**220/231**	**$ 710,090**	**$ (634,160)**	**$ 777,921**	**$ (67,206)**	**$ 927,587**	**$ -**	**$ 927,587**	**$ 149,666**	**19.24%**	
39	**Total Fire/ Ambulance Expense**	**220/231**	**$ 205,468**	**$ (200,493)**	**$ 223,350**	**$ (62,336)**	**$ 230,900**	**$ -**	**$ 230,900**	**$ 7,550**	**3.38%**	
	Commissioner Salary	241	$ 30,650	$ (30,652)	$ 32,302	$ (12,423)	$ 33,271		$ 33,271	$ 969	3.00%	3% COLA
	Admin Asst Wages	241	$ 34,733	$ (34,727)	$ 38,168	$ (15,561)	$ 39,841		$ 39,841	$ 1,673	4.38%	3% COLA
	Inspectors Wages	241	$ 15,316	$ (14,465)	$ 16,020	$ (6,470)	$ 16,566		$ 16,566	$ 546	3.41%	3% COLA
	Building Inspector Coverage	241	$ 1,250	$ (1,250)	$ 1,250	$ (1,250)	$ 1,500		$ 1,500	$ 250	20.00%	To be consistant w/other Towns
	Longevity	241	$ 300	$ (300)	$ 300	$ -	$ 300		$ 300	$ -	0.00%	
40	**Total Inspectional Salaries and Wages**	**241**	**$ 82,249**	**$ (81,394)**	**$ 88,040**	**$ (35,704)**	**$ 91,478**	**$ -**	**$ 91,478**	**$ 3,438**	**3.91%**	**3% COLA**
	Equipment Repairs & Maintenance	241	$ 904	$ (812)	$ 904	$ -	$ 904		$ 904	$ -	0.00%	
	Professional Development	241	$ 720	$ (579)	$ 720	$ -	$ 720		$ 720	$ -	0.00%	
	Medical (Drug Testing)	241	$ 100	$ -	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	Postage & Mailing	241	$ 100	$ (38)	$ 100	$ (26)	$ 100		$ 100	$ -	0.00%	
	Software Licensing (SAAS)	241	$ 400	$ (467)	$ -	$ (262)	$ -		$ -	$ -	#DIV/0!	
	Office Supplies	241	$ 800	$ (782)	$ 800	$ (126)	$ 800		$ 800	$ -	0.00%	
	Educational Supplies	241	$ 500	$ (1,085)	$ 900	$ -	$ 900		$ 900	$ -	0.00%	
	Clothing	241	$ 1,200	$ (358)	$ 1,200	$ -	$ 1,200		$ 1,200	$ -	0.00%	
	Business Travel	241	$ 2,099	$ (1,930)	$ 2,099	$ (648)	$ 2,099		$ 2,099	$ -	0.00%	
	Dues/Memberships/Licensing	241	$ 1,700	$ (220)	$ 1,700	$ (50)	$ 1,700		$ 1,700	$ -	0.00%	
41	**Total Inspectional Expense**	**241**	**$ 8,523**	**$ (6,271)**	**$ 8,523**	**$ (1,112)**	**$ 8,523**	**$ -**	**$ 8,523**	**$ -**	**0.00%**	
	Sealer of Weights Salary	244	$ 1,973	$ (1,973)	$ 2,012	$ (860)	$ 2,134		$ 2,134	$ 122	6.06%	3% COLA
42	**Total Sealer of Weights Salaries and Wages**	**244**	**$ 1,973**	**$ (1,973)**	**$ 2,012**	**$ (860)**	**$ 2,134**	**$ -**	**$ 2,134**	**$ 122**	**6.06%**	**3% COLA**
	Sealer Of Weights Misc Expenses	244	$ 150	$ -	$ 150	$ -	$ 150		$ 150	$ -	0.00%	
43	**Total Sealer of Weights Expense**	**244**	**$ 150**	**$ -**	**$ 150**	**$ -**	**$ 150**	**$ -**	**$ 150**	**$ -**	**0.00%**	
	Director's Salary	291	$ 17,414	$ (17,217)	$ 17,972	$ (7,331)	$ 18,880		$ 18,880	$ 908	5.05%	4% Contractual
	Assistant Director's Salary	291	$ 3,029	$ (3,029)	$ 3,180	$ -	$ 3,276		$ 3,276	$ 96	3.02%	3% COLA
44	**Total Em. Mgt.Salaries and Wages**	**291**	**$ 20,443**	**$ (20,246)**	**$ 21,152**	**$ (7,331)**	**$ 22,156**	**$ -**	**$ 22,156**	**$ 1,004**	**4.75%**	**3% COLA and 4% Contractual**
	Admin Expenses	291	$ 2,044	$ (2,044)	$ 2,044	$ -	$ 2,044		$ 2,044	$ -	0.00%	
	Office Supplies	291	$ 4,682	$ (3,748)	$ 4,682	$ (78)	$ 4,682		$ 4,682	$ -	0.00%	
	Code Red/Storms/Rep	291	$ 5,551	$ -	$ 6,005	$ (3,612)	$ 6,005		$ 6,005	$ -	0.00%	
45	**Total Em. Management Expense**	**291**	**$ 12,277**	**$ (5,792)**	**$ 12,731**	**$ (3,612)**	**$ 12,731**	**$ -**	**$ 12,731**	**$ -**	**0.00%**	
	Animal Control Officer Salary		$ 18,205	$ (18,484)	$ 19,042	$ (7,323)	$ 19,686		$ 19,686	$ 644	3.38%	3% COLA
	Coverage	292	$ 465	$ -	$ 488	$ -	$ 503		$ 503	$ 15	3.07%	3% COLA
46	**Total Animal Control Salaries and Wages**	**292**	**$ 18,670**	**$ (18,484)**	**$ 19,530**	**$ (7,323)**	**$ 20,189**	**$ -**	**$ 20,189**	**$ 659**	**3.37%**	**3% COLA**
	Vehicle Repair & Maintenance	292	$ 325	$ (100)	$ 325	$ (212)	$ 325		$ 325	$ -	0.00%	
	Professional Development	292	$ 200	$ (200)	$ 200	$ -	$ 200		$ 200	$ -	0.00%	
	Postage & Mailing	292	$ 50	$ -	$ 50	$ -	$ 50		$ 50	$ -	0.00%	
	Miscellaneous Expense	292	$ 1,050	$ (579)	$ 1,050	$ -	$ 1,050		$ 1,050	$ -	0.00%	
	Dues/Memberships/Licensing	292	$ 75	$ -	$ 75	$ -	$ 75		$ 75	$ -	0.00%	
47	**Total Animal Control Expense**	**292**	**$ 1,700**	**$ (879)**	**$ 1,700**	**$ (212)**	**$ 1,700**	**$ -**	**$ 1,700**	**$ -**	**0.00%**	

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	FY2025 $ Change	FY2025 % Change	Notes
	Clerk Wages	293	$ 1,473	$ (1,458)	$ 1,529	$ (635)	$ 1,575		$ 1,575	$ 46	3.01%	3% COLA
48	**Total Parking Clerk Salaries and Wages**	**293**	**$ 1,473**	**$ (1,458)**	**$ 1,529**	**$ (635)**	**$ 1,575**	**$ -**	**$ 1,575**	$ 46	3.01%	**3% COLA**
	Postage and Mailing	293	$ 414	$ -	$ 414	$ -	$ 414		$ 414	$ -	0.00%	
49	**Total Parking Clerk Expense**	**293**	**$ 414**	**$ -**	**$ 414**	**$ -**	**$ 414**	**$ -**	**$ 414**	**$ -**	**0.00%**	
36-49	**Total Public Safety**		**$ 2,540,112**	**$ (2,375,185)**	**$ 2,721,650**	**$ (755,261)**	**$ 3,076,014**	**$ -**	**$ 3,076,014**	**$ 354,364**	**13.02%**	
	Public Education											
	Whittier Minimum Assessment	301	$ 784,630	$ (784,630)	$ 657,344	$ (328,672)	$ 677,000		$ 677,000	$ 19,656	2.99%	
	Whittier Capital Assessment	301	$ 26,817	$ (13,409)	$ 27,136	$ (13,568)	$ 27,136		$ 27,136	$ -	0.00%	
50	**Total Whittier Assessment**	**301**	**$ 811,447**	**$ (798,039)**	**$ 684,480**	**$ (342,240)**	**$ 704,136**		**$ 704,136**	**$ 19,656**	**2.87%**	**Level Student enrollment (40)- 3% Estimate**
	Pentucket Assessment	302	$ 9,167,379	$ (9,167,301)	$ 9,316,257	$ (4,689,918)	$ 10,614,150		$ 10,614,150	$ 1,297,893	13.93%	
	Pentucket Capital Assesment	302	$ 1,745,349	$ (1,745,349)	$ 1,788,102	$ (897,298)	$ 1,788,102		$ 1,788,102	$ -	0.00%	
51	**Total Pentucket Assessment**	**302**	**$ 10,912,728**	**$ (10,912,650)**	**$ 11,104,359**	**$ (5,587,216)**	**$ 12,402,252**		**$ 12,402,252**	**$ 1,297,893**	**11.69%**	**3% Estimate - Includes $860K SA Override**
	Essex North Assessment	303	$ 250,000	$ (207,016)	$ 200,000	$ (93,283)	$ 206,000		$ 206,000	$ 6,000	3.00%	
52	**Total Essex North Assessment**	**303**	**$ 250,000**	**$ (207,016)**	**$ 200,000**	**$ (93,283)**	**$ 206,000**		**$ 206,000**	**$ 6,000**	**3.00%**	**Level Student enrollment (8) - 3% Estimate**
50-52	**Total Public Education**		**$ 11,974,175**	**$ (11,917,705)**	**$ 11,988,839**	**$ (6,022,739)**	**$ 13,312,388**	**$ -**	**$ 13,312,388**	**$ 1,338,213**	**11.18%**	
	Highways											
	DPW Director Salary	420	$ 26,523	$ (33,300)	$ 28,117	$ (3,759)	$ 28,756		$ 28,756	$ 639	2.27%	3% COLA
	Admin Asst Wages	420	$ 13,749	$ (9,261)	$ 10,179	$ (4,150)	$ 10,624		$ 10,624	$ 445	4.37%	3% COLA
	Superintendent Salary	420	$ 92,248	$ (99,979)	$ 105,169	$ (41,066)	$ 92,700		$ 92,700	$ (12,469)	-11.86%	Contractual - New Hire
	Regular Wages	420	$ 276,555	$ (200,927)	$ 289,271	$ (100,586)	$ 306,559		$ 306,559	$ 17,288	5.98%	3% COLA
	Overtime	420	$ 9,202	$ (9,433)	$ 9,651	$ (6,016)	$ 9,957		$ 9,957	$ 306	3.17%	3% COLA
	Standby	420	$ 10,400	$ (7,600)	$ 10,400	$ (5,000)	$ 13,000		$ 13,000	$ 2,600	25.00%	Contractual - New Contract FY2024
	Longevity	420	$ 2,800	$ (2,100)	$ 1,900	$ (500)	$ 1,300		$ 1,300	$ (600)	-31.58%	Changes baed on years of service
	Clothing & Boots	420	$ 6,400	$ (3,200)	$ 5,600	$ (4,000)	$ 5,600		$ 5,600	$ -	0.00%	3% COLA
53	**Total Highway Salaries and Wages**	**420**	**$ 437,877**	**$ (365,800)**	**$ 460,287**	**$ (165,077)**	**$ 468,496**	**$ -**	**$ 468,496**	$ 8,209	1.78%	**3% COLA and New Hire**
	Building Maintenance	420	$ 2,500	$ (3,107)	$ 2,500	$ (81)	$ 3,000		$ 3,000	$ 500	20.00%	Added annual Maintenance for oil burner
	Vehicle/Equip Repair & Maintenance	420	$ 19,887	$ (15,482)	$ 19,887	$ (8,573)	$ 19,887		$ 19,887	$ -	0.00%	
	Police Details	420	$ 900	$ (657)	$ 1,900	$ (1,384)	$ 1,900		$ 1,900	$ -	0.00%	
	IT Expense	420	$ 150	$ (242)	$ 150	$ (167)	$ 1,000		$ 1,000	$ 850	566.67%	Hghway office updated with new equipment
	Medical	420	$ 500	$ (1,111)	$ 1,000	$ (534)	$ 1,000		$ 1,000	$ -	0.00%	
	Tree Removal	420	$ 35,000	$ (28,092)	$ 35,000	$ (8,590)	$ 35,000		$ 35,000	$ -	0.00%	
	Telecommunications	420	$ 4,000	$ (2,745)	$ 4,000	$ (1,109)	$ 4,000		$ 4,000	$ -	0.00%	
	Postage & Mailing	420	$ 100	$ -	$ 100	$ (29)	$ 100		$ 100	$ -	0.00%	
	Office Supplies	420	$ 400	$ (450)	$ 400	$ -	$ 400		$ 400	$ -	0.00%	
	Vehicle Fuel	420	$ 14,300	$ (9,161)	$ 14,300	$ (4,329)	$ 14,300		$ 14,300	$ -	0.00%	
	Public Works Supplies	420	$ 4,488	$ (4,051)	$ 4,488	$ (1,185)	$ 4,488		$ 4,488	$ -	0.00%	
	Miscellaneous Expense	420	$ 300	$ (150)	$ 300	$ (1,098)	$ 300		$ 300	$ -	0.00%	
	Boots	420	$ 600	$ (200)	$ 600	$ -	$ 600		$ 600	$ -	0.00%	
	PPE OSHA	420	$ 2,000	$ (1,748)	$ 2,000	$ (115)	$ 2,000		$ 2,000	$ -	0.00%	
	Dues/Memberships/Licensing	420	$ 600	$ (455)	$ 600	$ (190)	$ 600		$ 600	$ -	0.00%	

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FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	FY2025 $ Change	FY2025 % Change	Notes
54	**Total Highway Expense**	**420**	**$ 85,725**	**$ (67,651)**	**$ 87,225**	**$ (27,384)**	**$ 88,575**	**$ -**	**$ 88,575**	**$ 1,350**	**1.55%**	
	Snow and Ice	423	$ 130,000	$ (165,121)	$ 130,000	$ (7,869)	$ 130,000		$ 130,000	$ -	0.00%	
55	**Total Snow and Ice**	**423**	**$ 130,000**	**$ (165,121)**	**$ 130,000**	**$ (7,869)**	**$ 130,000**	**$ -**	**$ 130,000**	**$ -**	**0.00%**	**16 Yr. Av. $138.6K**
53-55	**Total Highways**		**$ 653,602**	**$ (598,572)**	**$ 677,512**	**$ (200,330)**	**$ 687,071**	**$ -**	**$ 687,071**	**$ 9,559**	**1.41%**	
	Landfill	430	$ 52,500	$ (52,500)	$ 52,500	$ (14,798)	$ 52,500		$ 52,500	$ -	0.00%	
56	**Total Landfill**	**430**	**$ 52,500**	**$ (52,500)**	**$ 52,500**	**$ (14,798)**	**$ 52,500**	**$ -**	**$ 52,500**	**$ -**	0.00%	
	Cemeteries											
	Admin Asst Wages	491	$ 3,000	$ (3,000)	$ 3,000	$ -	$ 7,000		$ 7,000	$ 4,000	133.33%	Increase stipend based on workload
	Wages	491	$ 50,049	$ (30,496)	$ 54,350	$ (21,815)	$ 55,852		$ 55,852	$ 1,502	2.76%	Contract Negotiations
	Overtime	491	$ 1,604	$ (1,182)	$ 1,661	$ (821)	$ 1,765		$ 1,765	$ 104	6.26%	
	Longevity	491	$ 700	$ -	$ -	$ -	$ -		$ -	$ -	0.00%	Based on years of service - new employee
	Clothing & Boots	491	$ 800	$ -	$ 800	$ (800)	$ 800		$ 800	$ -	0.00%	
57	**Total Cemetery Salaries and Wages**	**491**	**$ 56,153**	**$ (34,678)**	**$ 59,811**	**$ (23,436)**	**$ 65,417**	**$ -**	**$ 65,417**	**$ 5,606**	**9.37%**	**3% COLA**
	Building Repairs & Maintenance	491	$ 500	$ (130)	$ 500	$ (3,174)	$ 500		$ 500	$ -	0.00%	
	Building Systems	491	$ 1,025	$ (305)	$ 1,025	$ -	$ 1,025		$ 1,025	$ -	0.00%	
	Vehicle Repair & Maintenance	491	$ 750	$ (350)	$ 750	$ (130)	$ 750		$ 750	$ -	0.00%	
	Equipment & Repairs	491	$ 1,150	$ (874)	$ 1,150	$ (154)	$ 1,150		$ 1,150	$ -	0.00%	
	Grounds Upkeep	491	$ 1,349	$ (1,140)	$ 1,349	$ -	$ 1,349		$ 1,349	$ -	0.00%	
	Telecommunications	491	$ 207	$ (2,091)	$ 2,172	$ (1,135)	$ 2,172		$ 2,172	$ -	0.00%	Internet
	SW Licensing / SAAS	491	$ -	$ (80)	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	Office Supplies	491	$ 150	$ (547)	$ 150	$ (188)	$ 750		$ 750	$ 600	400.00%	New staff - reorganizing
	Custodial Supplies	491	$ 100	$ -	$ 100	$ -	$ 200		$ 200	$ 100	100.00%	
	Vehicle Fuel	491	$ 2,400	$ (2,348)	$ 2,400	$ (1,527)	$ 2,400		$ 2,400	$ -	0.00%	
	Supplies	491	$ -	$ (616)	$ -	$ (169)	$ -		$ -	$ -	0.00%	Combined with Office supplies
	Miscellaneous Expense	491	$ 100	$ (44)	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	Boots	491	$ 100	$ -	$ 100	$ -	$ 100		$ 100	$ -	0.00%	
	PPE OSHA	491	$ 500	$ -	$ 500	$ -	$ 500		$ 500	$ -	0.00%	
58	**Total Cemetery Expense**	**491**	**$ 8,331**	**$ (8,525)**	**$ 10,396**	**$ (6,477)**	**$ 11,096**	**$ -**	**$ 11,096**	$ 700	6.73%	
57-58	**Total Cemeteries**	**491**	**$ 64,484**	**$ (43,203)**	**$ 70,207**	**$ (29,913)**	**$ 76,513**	**$ -**	**$ 76,513**	**$ 6,306**	**8.98%**	
	Health and Sanitation											
	Agent Salary	512	$ 46,993	$ (46,993)	$ 49,154	$ (20,050)	$ 51,334		$ 51,334	$ 2,180	4.44%	3% COLA
	Admin Asst	512	$ 11,526	$ (10,775)	$ 12,054	$ (4,590)	$ 12,463		$ 12,463	$ 409	3.39%	3% COLA
	Animal Inspector	512	$ 687	$ (687)	$ 719	$ -	$ 743		$ 743	$ 24	3.34%	3% COLA
	Cont Educ Units	512	$ 1,440	$ (1,440)	$ 1,512	$ (936)	$ 1,573		$ 1,573	$ 61	4.03%	3% COLA
59	**Total BOH Salaries and Wages**	**512**	**$ 60,646**	**$ (59,895)**	**$ 63,439**	**$ (25,576)**	**$ 66,113**	**$ -**	**$ 66,113**	**$ 2,674**	**4.22%**	**3% COLA**
	Professional Development	512	$ 600	$ (600)	$ 600	$ (810)	$ 600		$ 600	$ -	0.00%	
	Postage & Mailing	512	$ 72	$ (18)	$ 72	$ (24)	$ 72		$ 72	$ -	0.00%	
	Office Supplies	512	$ 505	$ (510)	$ 505	$ (79)	$ 505		$ 505	$ -	0.00%	
	Miscellaneous Expense	512	$ 50	$ (379)	$ 50	$ (41)	$ 50		$ 50	$ -	0.00%	
	Business Travel	512	$ 700	$ (975)	$ 700	$ (715)	$ 700		$ 700	$ -	0.00%	

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	Dues/Memberships/Licensing	512	$ 300	$ (400)	$ 300	$ (200)	$ 300		$ 300	$ -	0.00%	
60	**Total BOH Expense**	**512**	**$ 2,227**	**$ (2,882)**	**$ 2,227**	**$ (1,869)**	**$ 2,227**	**$ -**	**$ 2,227**	**$ -**	**0.00%**	
	Salary	522	$ 24,675	$ (10,570)	$ 26,390	$ (10,115)	$ 27,286		$ 27,286	$ 896	3.40%	3% COLA
61	**Total Nurse Salaries and Wages**	**522**	**$ 24,675**	**$ (10,570)**	**$ 26,390**	**$ (10,115)**	**$ 27,286**	**$ -**	**$ 27,286**	**$ 896**	**3.40%**	**3% COLA**
	IT Expense	522	$ 84	$ -	$ 284	$ (38)	$ 284		$ 284	$ -	0.00%	
	Professional Development	522	$ 575	$ -	$ 575	$ (20)	$ 575		$ 575	$ -	0.00%	
	Office Supplies	522	$ 350	$ -	$ 350	$ (12)	$ 350		$ 350	$ -	0.00%	
	Misc Expenses	522	$ 557	$ (261)	$ 357	$ (207)	$ 1,357		$ 1,357	$ 1,000	280.11%	To fund Sharps Container Disposal
	Dues/Membership/Licensing	522	$ 170	$ -	$ 170	$ -	$ 170		$ 170	$ -	0.00%	
62	**Total Nurse Expense**	**522**	**$ 1,736**	**$ (261)**	**$ 1,736**	**$ (277)**	**$ 2,736**	**$ -**	**$ 2,736**	**$ 1,000**	**57.60%**	**To fund Sharps Container Disposal**
59-62	**Total Health and Sanitation**		**$ 89,284**	**$ (73,608)**	**$ 93,792**	**$ (37,837)**	**$ 98,362**	**$ -**	**$ 98,362**	**$ 4,570**	**4.87%**	
	Public Assistance											
	Director Salary	541	$ 64,731	$ (65,231)	$ 68,639	$ (27,915)	$ 71,404		$ 71,404	$ 2,765	4.03%	3% COLA
	Admin Assistant Wages	541	$ 45,638	$ (41,860)	$ 49,686	$ (20,198)	$ 51,882		$ 51,882	$ 2,196	4.42%	3% COLA
	Wages	541	$ 145,586	$ (125,869)	$ 152,892	$ (58,145)	$ 181,504		$ 181,504	$ 28,612	18.71%	3% COLA and Outreach from 18 to 35 hrs
	Longevity	541	$ 300	$ (300)	$ 300	$ (400)	$ 400		$ 400	$ 100	33.33%	Based on years of service
63	**Total COA Salaries and Wages**	**541**	**$ 256,255**	**$ (233,260)**	**$ 271,517**	**$ (106,658)**	**$ 305,190**	**$ -**	**$ 305,190**	**$ 33,673**	**12.40%**	**3% COLA and Outreach from 18 to 35 hrs**
	Building Repair & Maintenance	541	$ 7,000	$ (3,168)	$ 5,000	$ (381)	$ 5,000		$ 5,000	$ -	0.00%	
	Building Systems	541	$ 4,790	$ (4,902)	$ 6,790	$ (2,123)	$ 6,790		$ 6,790	$ -	0.00%	
	Vehicle Maintenance	541	$ 1,300	$ (1,627)	$ 2,300	$ (1,432)	$ 2,300		$ 2,300	$ -	0.00%	
	Copier Lease & Usage	541	$ 3,600	$ (3,165)	$ 3,600	$ (670)	$ 3,600		$ 3,600	$ -	0.00%	
	IT Expense	541	$ -	$ (731)	$ -	$ (1,391)	$ 665		$ 665	$ 665	0.00%	Moved from Office Supplies
	Professional Development	541	$ 725	$ (930)	$ 925	$ (855)	$ 925		$ 925	$ -	0.00%	
	Medical	541	$ 180	$ (650)	$ 180	$ -	$ 180		$ 180	$ -	0.00%	
	Telecommunications	541	$ 2,264	$ (2,309)	$ 2,264	$ (1,099)	$ 2,264		$ 2,264	$ -	0.00%	
	Postage And Mailing	541	$ 500	$ (870)	$ 500	$ (396)	$ 500		$ 500	$ -	0.00%	
	Sw Licensing / Saas	541	$ 2,117	$ (1,577)	$ 1,917	$ -	$ 1,917		$ 1,917	$ -	0.00%	
	Office Supplies	541	$ 2,665	$ (2,696)	$ 2,665	$ (898)	$ 2,000		$ 2,000	$ (665)	-24.95%	Moved to IT Expense
	Custodial Supplies	541	$ 1,650	$ (1,321)	$ 1,650	$ (931)	$ 1,650		$ 1,650	$ -	0.00%	
	Kitchen Supplies & Misc	541	$ 3,000	$ (2,489)	$ 2,000	$ (312)	$ 2,000		$ 2,000	$ -	0.00%	
	Business Travel	541	$ 125	$ (155)	$ 125	$ -	$ 125		$ 125	$ -	0.00%	
	Dues/Memberships/Licensing	541	$ 750	$ (750)	$ 750	$ (618)	$ 750		$ 750	$ -	0.00%	
64	**Total COA Expense**	**541**	**$ 30,666**	**$ (27,340)**	**$ 30,666**	**$ (11,106)**	**$ 30,666**	**$ -**	**$ 30,666**	**$ -**	**0.00%**	
	Misc Expenses	543	$ 1,260	$ (857)	$ 1,260	$ -	$ 1,260		$ 1,260	$ -	0.00%	
	Assessment	543	$ 25,600	$ (25,600)	$ 25,740	$ -	$ 26,815		$ 26,815	$ 1,075	4.18%	Assessment Increase
	Benefits	543	$ 110,000	$ (85,683)	$ 100,000	$ (46,145)	$ 90,000		$ 90,000	$ (10,000)	-10.00%	
65	**Total Veteran Expense**	**543**	**$ 136,860**	**$ (112,140)**	**$ 127,000**	**$ (46,145)**	**$ 118,075**	**$ -**	**$ 118,075**	$ (8,925)	-7.03%	
63-65	**Total Public Assistance**		**$ 423,781**	**$ (372,740)**	**$ 429,183**	**$ (163,909)**	**$ 453,931**	**$ -**	**$ 453,931**	$ 24,748	5.77%	
	Library											
	Director Salary	610	$ 66,668	$ (66,540)	$ 72,732	$ (29,371)	$ 74,909		$ 74,909	$ 2,177	2.99%	3% COLA

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	$ Change	% Change	Notes
	Admin Asst Wages	610	$ 23,348	$ (22,701)	$ 26,557	$ (10,392)	$ 29,603		$ 29,603	$ 3,046	11.47%	3% COLA
	Wages	610	$ 132,764	$ (129,067)	$ 144,776	$ (58,942)	$ 149,589		$ 149,589	$ 4,813	3.32%	3% COLA
	Longevity	610	$ 600	$ (600)	$ 600	$ (300)	$ 600		$ 600	$ -	0.00%	Based on years of service
66	**Total Library Salaries and Wages**	**610**	**$ 223,380**	**$ (218,908)**	**$ 244,665**	**$ (99,005)**	**$ 254,701**	**$ -**	**$ 254,701**	**$ 10,036**	**4.10%**	**3% COLA**
	Building Repairs & Maintenance	610	$ 3,000	$ (3,212)	$ 4,000	$ (1,626)	$ 4,250		$ 4,250	$ 250	6.25%	
	Building Systems	610	$ 4,285	$ (3,307)	$ 4,285	$ (644)	$ 4,500		$ 4,500	$ 215	5.02%	
	Grounds Upkeep	610	$ 2,100	$ (4,110)	$ 3,000	$ -	$ 3,250		$ 3,250	$ 250	8.33%	
	IT Expense	610	$ 2,200	$ (1,734)	$ 2,200	$ (424)	$ 2,200		$ 2,200	$ -	0.00%	
	Postage & Mailing	610	$ 220	$ (96)	$ 220	$ -	$ 220		$ 220	$ -	0.00%	
	Custodial Services	610	$ 7,000	$ (6,012)	$ 7,400	$ (2,985)	$ 7,400		$ 7,400	$ -	0.00%	
	Network Membership	610	$ 22,817	$ (22,817)	$ 24,441	$ (24,441)	$ 27,956		$ 27,956	$ 3,515	14.38%	
	Office Supplies	610	$ 2,430	$ (2,479)	$ 2,430	$ (1,712)	$ 2,430		$ 2,430	$ -	0.00%	
	Custodial Supplies	610	$ 200	$ (383)	$ 200	$ (244)	$ 200		$ 200	$ -	0.00%	
	Miscellaneous Expenses	610	$ 340	$ (579)	$ 340	$ (180)	$ 340		$ 340	$ -	0.00%	
	Collection Materials	610	$ 57,910	$ (57,906)	$ 61,310	$ (10,168)	$ 62,500		$ 62,500	$ 1,190	1.94%	
	Business Travel	610	$ 200	$ (33)	$ 200	$ -	$ 200		$ 200	$ -	0.00%	
67	**Total Library Expense**	**610**	**$ 102,702**	**$ (102,668)**	**$ 110,026**	**$ (42,424)**	**$ 115,446**	**$ -**	**$ 115,446**	$ 5,420	4.93%	
66-67	**Total Library**	**610**	**$ 326,082**	**$ (321,576)**	**$ 354,691**	**$ (141,429)**	**$ 370,147**	**$ -**	**$ 370,147**	$ 15,456	4.36%	
	Vehicle Repair & Maintenance	650	$ 1,000	$ (17)	$ 1,000	$ -	$ 1,000		$ 1,000	$ -	0.00%	
	Equipment Maintenance	650	$ 1,860	$ (799)	$ 1,860	$ (735)	$ 1,860		$ 1,860	$ -	0.00%	
	Grounds Upkeep	650	$ 3,610	$ (2,945)	$ 3,610	$ (4,140)	$ 3,610		$ 3,610	$ -	0.00%	
	Vehicle Fuel	650	$ 1,700	$ (952)	$ 1,700	$ (1,002)	$ 1,700		$ 1,700	$ -	0.00%	
	Supplies	650	$ 3,000	$ (1,378)	$ 3,000	$ (57)	$ 3,000		$ 3,000	$ -	0.00%	
	Miscellaneous Expense	650	$ 350	$ -	$ 350	$ -	$ 350		$ 350	$ -	0.00%	
68	**Total Parks and Recreation**	**650**	**$ 11,520**	**$ (6,091)**	**$ 11,520**	**$ (5,934)**	**$ 11,520**	**$ -**	**$ 11,520**	**$ -**	**0.00%**	
	Miscellaneous Expense	690	$ 600	$ (600)	$ 600	$ -	$ 600		$ 600	$ -	0.00%	
69	**Total Town Gardens**	**690**	**$ 600**	**$ (600)**	**$ 600**	**$ -**	**$ 600**	**$ -**	**$ 600**	**$ -**	**0.00%**	
	Debt Service											
	$1.695M FY40 Gen Inside Prn	710	$ 105,000	$ (105,000)	$ 140,000	$ -	$ 140,000		$ 140,000	$ -	0.00%	
	$3.971M FY24 Gen Inside Prn	710	$ 250,000	$ (250,000)	$ 115,000	$ -	$ -		$ -	$ (115,000)	-100.00%	Paid off in FY2024
	$7.985M FY36-FY45 Gen Inside Prn	710	$ 215,000	$ (215,000)	$ 230,000	$ (230,000)	$ 235,000		$ 235,000	$ 5,000	2.17%	
	Total Inside Principal	**710**	**$ 570,000**	**$ (570,000)**	**$ 485,000**	**$ (230,000)**	**$ 375,000**	**$ -**	**$ 375,000**	$ (110,000)	-22.68%	
	$860K FY36 Gen Outside Prn	715	$ 1,979	$ (1,979)	$ 2,022	$ -	$ 2,066		$ 2,066	$ 44	2.18%	
	Total Outside Principal	**715**	**$ 1,979**	**$ (1,979)**	**$ 2,022**	**$ -**	**$ 2,066**	**$ -**	**$ 2,066**	$ 44	2.18%	
	$1.0218M FY25 Gen Lease Inside Prn Ameresco	720	$ 80,992	$ (80,992)	$ 84,823	$ (42,132)	$ 88,672		$ 88,672	$ 3,849	4.54%	
	$141,364 Fire Airpacks Lease Prn	720	$ 29,963	$ (29,963)	$ -		$ -		$ -	$ -	0.00%	Paid off in FY2023
	$174,860 Highway Dump Truck Lease Prn	720	$ 36,402	$ (36,402)	$ 37,957	$ (37,957)	$ -		$ -	$ (37,957)	-100.00%	Paid off in FY2024
	$154,890 Highway Loader Lease PRN	720	$ -		$ -		$ 27,161		$ 27,161	$ 27,161	100.00%	New in FY2024 (Free Cash)
	Total Lease Principal	**720**	**$ 147,357**	**$ (147,357)**	**$ 122,780**	**$ (80,089)**	**$ 115,833**	**$ -**	**$ 115,833**	$ (6,947)	-5.66%	
70	**Total Principal**		**$ 719,336**	**$ (719,336)**	**$ 609,802**	**$ (310,089)**	**$ 492,899**	**$ -**	**$ 492,899**	$ (116,903)	-19.17%	
	$1.695M FY40 Gen Inside Int	751	$ 69,332	$ (69,332)	$ 66,888	$ (33,444)	$ 59,888		$ 59,888	$ (7,000)	-10.47%	
	$3.971M FY24 Gen Inside Int	751	$ 7,200	$ (7,200)	$ 1,725	$ -	$ -		$ -	$ (1,725)	-100.00%	Paid off in FY2024

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Omnibus Budget Revised 1/8/2024

Line #	Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended thru 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 ATM Approved Budget 4/24/2023	FY2025 $ Change	FY2025 % Change	Notes
	$7.985M FY36-FY45 Gen Inside Int	751	$ 249,570	$ (249,570)	$ 238,445	$ (122,098)	$ 226,820		$ 226,820	$ (11,625)	-4.88%	
	Total Inside Interest	**751**	**$ 326,102**	**$ (326,102)**	**$ 307,058**	**$ (155,542)**	**$ 286,708**	**$ -**	**$ 286,708**	$ (20,350)	-6.63%	
	Short Term Interest	752	$ 2,200	$ -	$ -		$ -		$ -	$ -	0.00%	
	Total Short Term Interest	**752**	**$ 2,200**	**$ -**	**$ -**	$ -	**$ -**	**$ -**	**$ -**	$ -	0.00%	
	$860K FY36 Gen Outside Int	755	$ 640	$ (320)	$ 600	$ (600)	$ 560		$ 560	$ (40)	0.00%	
	Total Outside Interest	**755**	**$ 640**	**$ (320)**	**$ 600**	**$ (600)**	**$ 560**	**$ -**	**$ 560**	$ (40)	-6.67%	
	$1.0218M FY25 Gen Lease Inside Int Ameresco	760	$ 6,211	$ (6,211)	$ 4,039	$ (2,299)	$ 1,765		$ 1,765	$ (2,274)	-56.30%	
	$141,364 Fire Airpacks Lease Int	760	$ 896	$ (896)	$ -		$ -		$ -	$ -	0.00%	Paid off in FY2023
	$174,860 Highway Dump Truck Lease Int	760	$ 3,177	$ (3,177)	$ 1,622	$ (1,622)	$ -		$ -	$ (1,622)	-100.00%	Paid off in FY2024
	$154,890 Highway Loader Lease INT	760	$ -	$ -	$ -	$ -	$ 7,886		$ 7,886	$ 7,886	100.00%	New in FY2024 (Free Cash)
	Total Lease Interest	**760**	**$ 10,284**	**$ (10,284)**	**$ 5,661**	**$ (3,921)**	**$ 9,651**	**$ -**	**$ 9,651**	$ 3,990	70.48%	
71	**Total Interest**		**$ 339,226**	**$ (336,706)**	**$ 313,319**	**$ (160,063)**	**$ 296,919**	**$ -**	**$ 296,919**	$ (16,400)	-5.23%	
70-71	**Total Debt Service**		**$ 1,058,562**	**$ (1,056,042)**	**$ 923,121**	**$ (470,152)**	**$ 789,818**	**$ -**	**$ 789,818**	$ (133,303)	-14.44%	
	Unclassified											
	Benefit Reimbursement Offset	910	$ (66,290)	$ 63,693	$ (66,290)	$ 27,925	$ (68,000)		$ (68,000)	$ (1,710)	2.58%	Estimate
	Essex Regional Retirement	911	$ 696,430	$ (696,430)	$ 802,350	$ (802,350)	$ 881,665		$ 881,665	$ 79,315	9.89%	Estimate
	Workers Comp Insurance	912	$ 52,000	$ (54,888)	$ 61,000	$ (60,783)	$ 67,000		$ 67,000	$ 6,000	9.84%	Estimate
	Unemployment Expenses	912	$ 6,500	$ (5,570)	$ 5,000	$ (1,074)	$ 5,000		$ 5,000	$ -	0.00%	Estimate
	Health & Dental Insurance	914	$ 520,000	$ (444,628)	$ 538,000	$ (204,564)	$ 535,000		$ 535,000	$ (3,000)	-0.56%	Estimate
	Life Insurance	915	$ 2,000	$ (1,820)	$ 2,000	$ (546)	$ 2,000		$ 2,000	$ -	0.00%	Estimate
	Medicare Expenses	916	$ 56,000	$ (50,753)	$ 65,000	$ (14,659)	$ 64,000		$ 64,000	$ (1,000)	-1.54%	Estimate
	Merit Increase	919	$ 15,000	$ (8,765)	$ 15,000	$ -	$ 20,000		$ 20,000	$ 5,000	33.33%	Estimate
	Property/Liability Insurance	945	$ 122,000	$ (111,488)	$ 136,000	$ (128,974)	$ 148,000		$ 148,000	$ 12,000	8.82%	Estimate
72	**Total Unclassified**		**$ 1,403,640**	**$ (1,310,649)**	**$ 1,558,060**	**$ (1,185,025)**	**$ 1,654,665**	**$ -**	**$ 1,654,665**	**$ 96,605**	**6.20%**	**Estimates**
73	**General OPEB Transfer Out**	**990**	**$ 90,000**	**$ (90,000)**	**$ -**	**$ -**	**$ 90,000**		**$ 90,000**	$ 90,000	100.00%	**Free Cash - 1 year**
	Total Omnibus		**$ 19,956,400**	**$ (19,411,319)**	**$ 20,204,220**	**$ (9,325,653)**	**$ 22,208,953**	**$ -**	**$ 22,208,953**	**$ 2,004,733**	**9.92%**	

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Water Budget

Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Actuals to Date 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 $ Change	FY2025 % Change	Notes
Water Salaries and Wages										
DPW Director's Salary	450	$ 39,484	$ (49,950)	$ 41,875	$ (5,638)	$ 43,135		$ 1,260	3.0%	3% COLA
Admin Asst Wages	450	$ 25,120	$ (26,670)	$ 28,344	$ (11,516)	$ 29,594		$ 1,250	4.4%	3% COLA
Superintendent Salary	450	$ 95,275	$ (96,486)	$ 101,048	$ (40,896)	$ 105,599		$ 4,551	4.5%	3% COLA
Regular Wages	450	$ 155,208	$ (123,706)	$ 160,874	$ (56,559)	$ 157,518		$ (3,356)	-2.1%	Contractual - 2 year combined
Overtime	450	$ 43,449	$ (42,975)	$ 45,621	$ (23,859)	$ 46,990		$ 1,369	3.0%	3% COLA
Standby	450	$ 13,000	$ (13,000)	$ 13,000	$ (6,825)	$ 16,900		$ 3,900	30.0%	Contractual
Benefit Reimbursements	450	$ 139,500	$ (137,982)	$ 145,000	$ (112,198)	$ 149,300		$ 4,300	3.0%	Estimate
Longevity	450	$ 800	$ (750)	$ 800	$ (750)	$ 650		$ (150)	-18.8%	Based on years of service
Clothing & Boots	450	$ 2,400	$ (2,400)	$ 2,400	$ (2,400)	$ 2,475		$ 75	3.1%	Contractual
Total Salaries and Wages	**450**	**$ 514,236**	**$ (493,919)**	**$ 538,962**	**$ (260,641)**	**$ 552,161**	**$ -**	**$ 13,199**	**2.4%**	
Water Expenses										
Electricity	450	$ 55,000	$ (67,155)	$ 75,000	$ (25,043)	$ 78,000		$ 3,000	4%	5% increase of rates 2024
Heating	450	$ 7,000	$ (10,774)	$ 12,000	$ (1,287)	$ 12,000		$ -	0%	
Water & Sewer	450	$ 272	$ (305)	$ 305	$ (171)	$ 350		$ 45	15%	rate increase
Building Systems	450	$ 30,000	$ (27,777)	$ 35,000	$ (14,749)	$ 35,000		$ -	0%	
Vehicle Maintenance	450	$ 2,500	$ (2,154)	$ 2,500	$ (218)	$ 2,500		$ -	0%	
Roadway/Excavation	450	$ 15,000	$ (15,263)	$ 17,000	$ (902)	$ 15,000		$ (2,000)	-12%	
Test/Lagoon/Cross Conn	450	$ 32,000	$ (22,958)	$ 32,000	$ (9,006)	$ 35,000		$ 3,000	9%	new wells testing
Well Cleaning	450	$ 44,000	$ (37,602)	$ 44,000	$ (12,700)	$ 44,000		$ -	0%	
Property Related Services	450	$ 900	$ (593)	$ 900	$ (337)	$ 900		$ -	0%	
Overhead	450	$ 29,500	$ (28,272)	$ 30,000	$ (12,510)	$ 28,750		$ (1,250)	-4%	
Auditor Services	450	$ 4,100	$ (4,100)	$ 2,150	$ -	$ 2,400		$ 250	12%	10% of Town Audit
Legal Services	450	$ 1,000	$ (4,510)	$ 500	$ (1,628)	$ 500		$ -	0%	
Advertising	450	$ 700	$ (539)	$ 700	$ -	$ 700		$ -	0%	
Police Details	450	$ 3,000	$ (7,290)	$ 5,000	$ -	$ 1,000		$ (4,000)	-80%	no construction this year
IT Expense	450	$ 500	$ (436)	$ 500	$ (904)	$ 500		$ -	0%	
Billing/Collection/Printing	450	$ 3,100	$ (3,155)	$ 3,500	$ (1,681)	$ 3,500		$ -	0%	
Professional Development	450	$ 2,000	$ (543)	$ 2,000	$ -	$ 1,000		$ (1,000)	-50%	
Engineering/Architectural	450	$ 57,574	$ (47,844)	$ 56,000	$ (26,883)	$ 53,000		$ (3,000)	-5%	
Telecommunications	450	$ 6,500	$ (7,523)	$ 6,500	$ (2,849)	$ 6,500		$ -	0%	
Postage & Mailings	450	$ 450	$ (383)	$ 450	$ (63)	$ 450		$ -	0%	
SW Licensing / SAAS	450	$ 12,500	$ (10,687)	$ 14,500	$ (12,364)	$ 12,000		$ (2,500)	-17%	a one time software not this year

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Water Budget

Account	Dept.	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Actuals to Date 11/30/2023	FY2025 Requested Budget	FY2025 Fin Com Changes	FY2025 $ Change	FY2025 % Change	Notes
Office Supplies	450	$ 1,500	$ (1,060)	$ 1,500	$ (391)	$ 1,000		$ (500)	-33%	
Custodial Supplies	450	$ 500	$ (167)	$ 500	$ (137)	$ 500		$ -	0%	
Vehicle Fuel	450	$ 4,500	$ (5,455)	$ 5,100	$ (1,766)	$ 5,100		$ -	0%	
Supplies	450	$ 37,500	$ (36,500)	$ 48,000	$ (15,917)	$ 50,000		$ 2,000	4%	
Miscellaneous Expenses	450	$ 3,600	$ (3,442)	$ 3,600	$ (1,538)	$ 3,600		$ -	0%	
Chemicals	450	$ 107,000	$ (106,288)	$ 107,000	$ (32,290)	$ 107,000		$ -	0%	
PPE OSHA	450	$ 1,500	$ (1,369)	$ 1,500	$ -	$ 1,500		$ -	0%	
Governmental Assessments	450	$ 4,000	$ (3,954)	$ 4,500	$ -	$ 4,600		$ 100	2%	
Dues/Memberships/Licensing	450	$ 3,500	$ (212)	$ 3,500	$ (200)	$ 3,500		$ -	0%	
Prop/Liab/WC Insurance	450	$ 19,500	$ (19,549)	$ 19,500	$ (22,981)	$ 23,400		$ 3,900	20%	
OPEB Transfer Out	450	$ 10,000	$ (10,000)	$ 10,000	$ -	$ 10,000		$ -	0%	
Total Water Expense	**450**	**$ 500,696**	**$ (487,859)**	**$ 545,205**	**$ (198,515)**	**$ 543,250**	**$ -**	**$ (1,955)**	**-0.4%**	
$3.971M FY24 Water Inside Prn	710	$ 15,000	$ (15,000)	$ 10,000	$ -	$ -		$ (10,000)	-100.0%	Paid off in FY2024
$1.6M Water FY49 Outside Prn	715	$ 38,825	$ (38,825)	$ 39,827	$ (39,827)	$ 40,856		$ 1,029	2.6%	
$3.971M FY24 Water Outside Prn	715	$ 55,000	$ (55,000)	$ 40,000	$ -	$ -		$ (40,000)	-100.0%	Paid off in FY2024
$860K FY36 Water Outside Prn	715	$ 37,599	$ (37,599)	$ 38,416	$ -	$ 39,251		$ 835	2.2%	
$1.0218M FY25 Water Lease Inside Prn Ameresco	720	$ 4,119	$ (4,119)	$ 4,314	$ (2,143)	$ 4,510		$ 196	4.5%	
$74,105 FY28 Water Lease Inside Prn	720			$ 17,457	$ -	$ 13,183		$ (4,274)	100.0%	New Lease F350
Water Temp Borrow/Bond Issue Cost	750	$ -	$ -					$ -		
$3.971M FY24 Water Inside Int	751	$ 525	$ (525)	$ 150	$ -	$ -		$ (150)	-100.0%	Paid off in FY2024
$1.6M Water FY49 Outside Int	755	$ 35,277	$ (35,277)	$ 34,333	$ (17,406)	$ 33,365		$ (968)	-2.8%	
$3.971M FY24 Water Outside Int	755	$ 2,025	$ (2,025)	$ 600	$ -	$ -		$ (600)	-100.0%	
$860K FY36 Water Outside Int	755	$ 12,152	$ (12,152)	$ 11,400	$ -	$ 10,632		$ (768)	-6.7%	
$1.0218M FY25 Water Lease Inside Int Ameresco	760	$ 316	$ (316)	$ 205	$ (117)	$ 90		$ (115)	-56.1%	
$120,841 FY2028 Water Lease Inside Int	760					$ 3,372		$ 3,372	100.0%	New Lease F350
Total Debt Expense		**$ 200,838**	**$ (200,838)**	**$ 196,702**	**$ (59,493)**	**$ 145,259**	**$ -**	**$ (51,443)**	**-26.2%**	
Total Water Budget		**$ 1,215,770**	**$ (1,182,616)**	**$ 1,280,869**	**$ (518,649)**	**$ 1,240,670**	**$ -**	**$ (40,199)**	**-3.1%**	

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Sewer Budget

		FY2023		FY2024		FY2025					
Account	Dept.	Budget	Expended	Budget	Actuals to Date 11/30/2023	Requested Budget	Fin Com Changes	ATM Requested Budget	$ Change	% Change	Notes
Sewer Salaries and Wages											
Dept Head Salary	440	$ 39,484	$ (49,950)	$ 41,875	$ (5,638)	$ 43,135		$ 43,135	$ 1,260	3.0%	
Admin Asst Wages	440	$ 25,120	$ (26,670)	$ 28,344	$ (11,516)	$ 29,594		$ 29,594	$ 1,250	4.4%	
Superintendent Salary	440	$ 104,567	$ (143,145)	$ 115,053	$ (46,476)	$ 119,681		$ 119,681	$ 4,628	4.0%	
Regular Wages	440	$ 235,526	$ (186,537)	$ 243,735	$ (89,432)	$ 233,455		$ 233,455	$ (10,280)	-4.2%	
Overtime	440	$ 41,922	$ (51,873)	$ 44,018	$ (19,073)	$ 45,339		$ 45,339	$ 1,321	3.0%	
Standby	440	$ 13,000	$ (13,000)	$ 13,000	$ (6,300)	$ 16,900		$ 16,900	$ 3,900	30.0%	
Benefit Reimbursements	440	$ 165,000	$ (157,178)	$ 163,000	$ (131,813)	$ 175,300		$ 175,300	$ 12,300	7.5%	Estimate
Longevity	440	$ 1,400	$ (450)	$ 600	$ (150)	$ 450		$ 450	$ (150)	-25.0%	
Clothing & Boots	440	$ 4,000	$ (4,800)	$ 4,000	$ (3,200)	$ 5,200		$ 5,200	$ 1,200	30.0%	
Total Salaries and Wages	**440**	**$ 630,019**	**$ (633,603)**	**$ 653,625**	**$ (313,598)**	**$ 669,054**	**$ -**	**$ 669,054**	$ 15,429	2.4%	
Sewer Expenses											
Electricity	440	$ 90,000	$ (100,179)	$ 107,000	$ (40,678)	$ 112,000		$ 112,000	$ 5,000	4.7%	5 %increase in rates
Heating	440	$ 13,500	$ (18,641)	$ 27,000	$ (1,614)	$ 27,000		$ 27,000	$ -	0.0%	
Water & Sewer	440	$ 180	$ (180)	$ 180	$ (120)	$ 240		$ 240	$ 60	33.3%	rate increase/new lift station
Building Systems	440	$ 50,000	$ (64,366)	$ 75,000	$ (20,249)	$ 75,000		$ 75,000	$ -	0.0%	
Vehicle Maintenance	440	$ 4,000	$ (3,578)	$ 4,000	$ (182)	$ 4,000		$ 4,000	$ -	0.0%	
Roadway/Excavation	440	$ 1,800	$ (289)	$ 2,500	$ (44)	$ 1,500		$ 1,500	$ (1,000)	-40.0%	
Testing	440	$ 15,000	$ (1,265)	$ 15,000	$ (1,525)	$ 15,000		$ 15,000	$ -	0.0%	
Overhead	440	$ 36,900	$ (35,424)	$ 36,700	$ (15,414)	$ 37,800		$ 37,800	$ 1,100	3.0%	Estimate
Auditor Services	440	$ 2,100	$ (2,100)	$ 2,150	$ -	$ 2,400		$ 2,400	$ 250	11.6%	10% of Town Audit
Legal Services	440	$ 500	$ (4,508)	$ 1,000	$ (779)	$ 1,000		$ 1,000	$ -	0.0%	Contract Negotiaions - FY2023
Police Details	440	$ 1,000	$ -	$ 1,000	$ -	$ 500		$ 500	$ (500)	-50.0%	
IT Expense	440	$ 400	$ (787)	$ 400	$ (219)	$ 400		$ 400	$ -	0.0%	
Billing/Collection/Printing	440	$ 3,100	$ (3,155)	$ 3,800	$ (1,681)	$ 3,800		$ 3,800	$ -	0.0%	
Professional Development	440	$ 1,300	$ (238)	$ 1,300	$ -	$ 1,300		$ 1,300	$ -	0.0%	
Engineering/Architectural	440	$ 35,000	$ (38,041)	$ 35,000	$ (14,285)	$ 35,000		$ 35,000	$ -	0.0%	
Medical	440	$ 200	$ (140)	$ 150	$ -	$ 150		$ 150	$ -	100.0%	
Sludge Removal	440	$ 100,000	$ (70,391)	$ 135,000	$ (25,577)	$ 150,000		$ 150,000	$ 15,000	11.1%	rate increase
Telecommunications	440	$ 7,000	$ (5,202)	$ 7,000	$ (2,031)	$ 7,000		$ 7,000	$ -	0.0%	
Postage & Mailings	440	$ 350	$ (633)	$ 350	$ (63)	$ 350		$ 350	$ -	0.0%	
SW Licensing / SAAS	440	$ 4,000	$ (3,030)	$ 6,200	$ (6,730)	$ 6,200		$ 6,200	$ -	0.0%	
Office Supplies	440	$ 1,000	$ (1,179)	$ 1,000	$ (113)	$ 1,000		$ 1,000	$ -	0.0%	
Custodial Supplies	440	$ 4,000	$ (1,576)	$ 4,000	$ (476)	$ 4,000		$ 4,000	$ -	0.0%	
Vehicle Fuel	440	$ 3,000	$ (4,412)	$ 5,500	$ (1,300)	$ 5,500		$ 5,500	$ -	0.0%	

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

FY2025 Sewer Budget

		FY2023		FY2024		FY2025					
Account	Dept.	Budget	Expended	Budget	Actuals to Date 11/30/2023	Requested Budget	Fin Com Changes	ATM Requested Budget	$ Change	% Change	Notes
Supplies	440	$ 20,000	$ (11,005)	$ 30,000	$ (6,551)	$ 30,000		$ 30,000	$ -	0.0%	
Miscellaneous Expenses	440	$ 2,000	$ (451)	$ 500	$ -	$ 500		$ 500	$ -	0.0%	
Chemicals	440	$ 3,000	$ (10,790)	$ 10,000	$ (1,500)	$ 10,000		$ 10,000	$ -	0.0%	
PPE OSHA	440	$ 2,000	$ (1,438)	$ 2,000	$ (250)	$ 2,000		$ 2,000	$ -	0.0%	
Sewer Dues/Memberships/Licensing	440	$ 650	$ (365)	$ 650	$ (219)	$ 1,000		$ 1,000	$ 350	53.8%	contract obligation/hydrolic re-eval
Prop/Liab/WC Insurance	440	$ 15,608	$ (14,250)	$ 15,000	$ (20,493)	$ 21,100		$ 21,100	$ 6,100	40.7%	Estimate
Reserve (Req Pre-Approval)	440	$ 15,000	$ -	$ 15,000	$ -	$ 15,000		$ 15,000	$ -	0.0%	
OPEB Transfer Out	440	$ 10,000	$ (1,000)	$ 10,000	$ -	$ 10,000		$ 10,000	$ -	0.0%	Estimate
Total Sewer Expense	**440**	**$ 442,588**	**$ (398,613)**	**$ 554,380**	**$ (162,093)**	**$ 580,740**	**$ -**	**$ 580,740**	**$ 26,360**	**4.8%**	
Sewer Debt											
$4.231M FY24 Sewer Inside Prn	710	$ 85,000	$ (85,000)	$ 85,000	$ (85,000)	$ -		$ -	$ (85,000)	-100.0%	Paid Off FY2024
$3.971M FY24 Sewer Inside Prn	710	$ 40,000	$ (40,000)	$ 35,000	$ -	$ -		$ -	$ (35,000)	-100.0%	Paid Off FY2024
$1.0218M FY25 Sewer Lease Inside Prn Ameresco	720	$ 24,506	$ (24,506)	$ 25,666	$ (12,748)	$ 26,830		$ 26,830	$ 1,164	4.5%	
$61,437 FY27 Sewer Loader Lease Inside Prn	720	$ -	$ -	$ 10,998	$ (10,978)	$ 11,596		$ 11,596	$ 598	100.0%	New Loader Fall 2022 TM
$99,226 FY28 Sewer F350 Lease Inside Prn	720			$ 26,991	$ (26,198)	$ 20,853		$ 20,853	$ (6,138)	100.0%	New Crane Truck
$4.231M FY24 Sewer Inside Int	751	$ 5,716	$ (5,716)	$ 1,913	$ (1,913)	$ -		$ -	$ (1,913)	-100.0%	Paid Off FY2024
$3.971M FY24 Sewer Inside Int	751	$ 1,650	$ (1,650)	$ 525	$ -	$ -		$ -	$ (525)	-100.0%	Paid Off FY2024
$1.0218M FY25 Sewer Lease Inside Int Ameresco	760	$ 1,879	$ (1,879)	$ 1,222	$ (696)	$ 534		$ 534	$ (688)	-56.3%	
$61,437 FY27 Sewer Loader Lease Inside Int	760	$ -	$ -	$ 2,669	$ (2,689)	$ 2,071		$ 2,071	$ (598)	100.0%	
$99,226 FY28 Sewer F350 Lease Inside Int	760					$ 5,345		$ 5,345	$ 5,345	100.0%	
Total Sewer Debt Expense		**$ 158,751**	**$ (158,751)**	**$ 189,984**	**$ (140,222)**	**$ 67,229**	**$ -**	**$ 67,229**	**$ (122,755)**	**-64.6%**	
Total Sewer Budget		**$ 1,231,358**	**$ (1,190,967)**	**$ 1,397,989**	**$ (615,913)**	**$ 1,317,023**	**$ -**	**$ 1,317,023**	**$ (80,966)**	**-5.8%**	

Attachment: FY2025 Omnibus Budget 1-8-2024 (Town Administrator's Report)

Finance Committee FY2025 Budget Hearings

DATE	TIME	DEPARTMENT	SECTION NAME	LOCATION
January 8th, 2024 *Monday*	6:00 PM	Preliminary Meeting- Carol		Sargents Hall
January 22nd, 2024 *Monday*	6:00PM	Town Accountant	General Gov	Sargents Hall
	6:40PM	Tax Collector	General Gov	Sargents Hall
	6:50PM	Finance Director, Assistant Treasurer Collector	General Gov	Sargents Hall
February 5th, 2024 *Monday*	6:00 PM	DPW- Cemetery	Highway	Sargents Hall
	6:20 PM	DPW- Highway	Highway	Sargents Hall
	6:40 PM	DPW- Water	Water Enterprise	Sargents Hall
	7:00 PM	DPW- Sewer	Sewer Enterprise	Sargents Hall
	7:20 PM	Inspectional Services	Public Safety	Sargents Hall
February 20th, 2024 *Tuesday*	6:00 PM	Selectmen	General Gov	Sargents Hall
	6:10PM	Assessors	General Gov	Sargents Hall
	6:20 PM	Council on Aging	Pub. Assistance	Sargents Hall
	6:40 PM	Library	Library	Sargents Hall
	7:00 PM	Fire, Emergency Management	Public Safety	Sargents Hall
March 4th, 2024 *Monday*	6:00 PM	Board of Health	BOH	Sargents Hall
	6:20 PM	Town Clerk, Registrar, Census	General Gov	Sargents Hall
	6:40 PM	Planning Board	General Gov	Sargents Hall
	7:00 PM	Police, Animal Control, Parking Clerk	Public Safety	Sargents Hall
March 18th, 2024 *Monday*	6:00 PM	Whittier Vo-Tech	Education	Sargents Hall
	6:20 PM	Misc. Boards as Needed		Sargents Hall
	6:30 AM	Open Discussion & Vote		Sargents Hall
March 19th, 2024 *Tuesday*	6:00 PM	Open Discussion & Vote		Sargents Hall

Attachment: Fin Com Department Meeting Schedule 2024 (Town Administrator's Report)

Agenda Item
Merrimac Select Board
01/16/24

Whittier Update

Subject:

Agenda Item
Merrimac Select Board
01/16/24

Used Car Dealer Class II the Commonwealth of West Main St Motors LLC 2024

Subject:

Attachments:

Used Car Dealer Class II The Commonwealth of West Main St Motors LLC 2024

Number	The Commonwealth of Massachusetts	Fee
24-03	Town of Merrimac	$100.00

USED CAR DEALER'S LICENSE-CLASS II.
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES

In accordance with the provisions of Chapter 140 of the General Laws with amendments thereto West Main St. Motors LLC
is hereby licensed to buy and sell second-hand motor vehicles at No. 128 West Main St., Merrimac, MA on premises described as follows:

January 16, 2024 ---

(A.A. Doherty Co.
Bond #567353)

THIS LICENSE EXPIRES JAN. 1, 2025
THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

(OVER)

Attachment: Used Car Dealer Class II The Commonwealth of West Main St Motors LLC 2024 (Used Car Dealer Class II the Commonwealth of

EXTRACT FROM GENERAL LAWS, CHAPTER 140

Section 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof or allow any property under his control to be used as a place of sale o display of motor vehicles without securing a license as providing in section fifty-nine. This section shall apply to any person engaged in the business of conducting auction for the sale of motor vehicles, and to any person engaged in the business of leasing or renting motor vehicles and who, as an incident to such business, sells or offers to sell any such lease or rental vehicle to the public. All sales of second-hand motor vehicles or parts thereof made by any person referred to in this section shall be reported weekly to the registrar of motor vehicles on such forms as may be prescribed by him.

Section 58. (a) Licenses granted under sections 59 and 59A shall be classified in accordance with subsections (b) to (d), inclusive.

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter applicable to holders of licenses of Class 2, except subsection (c), and to rules and regulations made under those provisions; and provided further, that such dealer maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section 7N1/4 of chapter 90, and shall remain liable for all warranty repairs made and other obligations imposed by said section 7N1/4 of said chapter 90.

Class 2. A person whose principal business is the buying or selling of second hand motor vehicles, a person who purchases and displays second hand motor vehicles for resale in retail transactions, and any other person who displays second hand motor vehicles not owned by him pursuant to an agreement in which he receives compensation whether solely for displaying the vehicles, upon the sale of each vehicle, or otherwise, may be granted a used car dealer's license and shall be subject to the following conditions:

Class 3. A person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

Section 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than $200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant h not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. Except in the city of Boston, the licensing board or officer may, in its discretion, waive the annual hearing for renewal o class 3 license. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. In each case where such license is revoked, the licensing board or officer shall forthwith notify the registrar of such revocation. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such actio appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appea and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The parties shall have all rights of appeal as in other cases.

Attachment: Used Car Dealer Class II The Commonwealth of West Main St Motors LLC 2024 (Used Car Dealer Class II the Commonwealth of

Agenda Item
Merrimac Select Board
01/16/24

Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823

Subject:

Attachments:

Merrimac Annual IAQ Town Hall Merrimac MA 120823

RPF Environmental
TESTING & CONSULTING SERVICES
Hazardous Materials Inspection & Assessm
Asbestos, Mold, Lead Paint, Radon, P
Air Quality Testing and Investigati
Industrial Hygiene, Safety & Train

Attachment: Merrimac Annual IAQ Town Hall Merrimac MA 120823 (Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823)

December 8, 2023

Ms. Jennifer Penney
Executive Assistant, Notary Public
Office of the Select Board
Town of Merrimac
4 School St.
Merrimac, MA 01860

Re: Indoor Air Quality Testing
Annual IAQ - Merrimac Town Hall
2 School St, Merrimac, MA

Dear Ms. Penney,

RPF Environmental, Inc. (RPF) is pleased to submit this proposal for Indoor Air Quality Testing Services at the above referenced location. I believe that the scope of services described in this proposal is as we reviewed; however, if you would like any items addressed further, please contact me at your earliest convenience.

Scope of Services

RPF proposes to complete the following tasks as part of the Scope of Services for the Town of Merrimac, MA (Client). The Scope of Services includes one site visit. RPF understands that the area of concern to be addressed during this testing is the Merrimac Town Hall with a focus on the basement level (target locations). Testing will be performed while the HVAC or air handling system is running, as applicable, under normal building use conditions. As we discussed, this scope of services is intended to be preliminary in nature and often times further, more in-depth review and analysis is required. This testing will be representative of the specific time period and under the conditions present at the time of the RPF site visit.

1. RPF will meet with a Client representative who is familiar with the concerns and basic mechanical systems in space. RPF will review the affected space complete visual observations of accessible building materials within the target locations for possible indicators of poor IAQ or IAQ concerns.

2. RPF will conduct direct reading measurements, or grab sampling, in representative areas of the target locations, limited building space around the target location, as applicable, and outside the building for the following:

- Carbon Monoxide
- Carbon Dioxide
- Temperature
- Relative Humidity
- Dew Point
- General Dust Particles (PM10)
- Total Volatile Organic Compounds

3. RPF will collect four indoor area air samples, two outdoor (control) air samples, and one analytical field blank for comparative purposes for a total of seven samples for airborne fungi spore and particulate. The samples will be analyzed utilizing the Air-O-Cell spore trap cassette method to identify and count airborne particulates such as fungal spores and mycelial fragments (parts of fungi). This method will identify and count most, but not all, airborne fungi spores to the genus level and does not determine viability but rather total fungi spore concentrations, both viable and non-viable. An AIHA EMPAT-accredited laboratory will be used for the direct microscopy analysis of spore trap cassettes.

   Fungi are naturally occurring microorganisms in our environment, as such, sampling for airborne or surface fungi and bacteria will normally yield varying amounts of fungi concentrations. Federal and state regulatory standards for airborne and surface fungi concentrations are not currently established and therefore, a general comparison of results is completed relative to suspect areas versus outdoors or other remote locations.

4. RPF will prepare a report summarizing the methodologies used in the field, field observations and laboratory results. Recommendations and comments may also be provided for corrective measures that may be warranted based on the findings of the preliminary testing. Please note that unless otherwise agreed in writing, laboratory analysis may entail 5 to 10 business days from the time that samples are submitted to the laboratory for analysis. Emergency, expedited turnaround times are available for most analysis for premium fees and must be stated in a written agreement between RPF and Client.

Pricing

Based on the tasks described herein, the cost for the testing, lab work, reporting and review is $1,930.

Payment is due in full within 15 days of the invoice date. Costs for any additional services that may be requested by Client will be in accordance with the applicable RPF professional rates and fees schedule or lump sum fee.

Attachment: Merrimac Annual IAQ Town Hall Merrimac MA 120823 (Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823)

Acceptance

By signing below, you acknowledge acceptance of the proposed Scope of Services, Pricing and attached terms and conditions. The Pricing is valid for 60 days from the date of the proposal. We appreciate this opportunity and look forward to working with you on this project.

Sincerely,
RPF Environmental, Inc.

Drew A. Carter

Drew Carter
Business Development

Client Acceptance:

_____ _____
Town of Merrimac **Date**

Enclosed: Terms & Conditions
Occupant Interview Form
RPF Brochure

Merrimac Annual IAQ Town Hall Merrimac MA 120823

Attachment: Merrimac Annual IAQ Town Hall Merrimac MA 120823 (Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823)

RPF ENVIRONMENTAL – TERMS & CONDITIONS

These Terms and Conditions, together with the RPF Environmental, Inc. (RPF) proposal (herein after referred to as Proposal) make up the contract agreement between RPF and Client.

1. Services: RPF will perform the Scope of Services set forth in its Proposal. No other services, guarantees or warranties shall be provided or implied unless specifically stated in the Proposal. Charges and fees apply to all site time, laboratory analysis, travel, expenses, preparation, reporting, review, meetings, telephone conferences, other related tasks and professional time as needed to complete Services.

2. Standard of Care: RPF will perform the services with the degree of skill and care ordinarily exercised by qualified industrial hygiene and EH&S testing professionals performing the same type of services at the same time under similar conditions in the same or similar locality. Client will notify RPF with reasonable specificity of any deficiencies in the services within 30 days of discovery but in no event later than 60 days after substantial completion of the services, and will give RPF a reasonable opportunity to correct the deficiencies as applicable. Client acknowledges that conditions can vary from those encountered at the times and locations of inspection, surveys, tests and data collections; and, that the limitation on available data may result in some level of uncertainty with respect to the interpretation of these conditions, despite due professional care.

3. Concealed Materials: Survey and inspection findings shall be limited to specific areas and materials within the scope of services that can be readily and safely accessed at the time of the RPF site visit. RPF shall not be held responsible for areas of the site not accessed, tested or surveyed and inaccessible or concealed space. Space requiring dismantling, demolition or special equipment in order to gain access shall be considered inaccessible. Concealed suspect material may be present within walls, floors, ceiling and other mechanical or plumbing chase locations that will not be inspected or tested by RPF. Equipment will not be dismantled for inspection.

4. Access: At the time of the scheduled site visit, Client shall provide RPF safe access and legal access to all site areas included in the Scope of Services. Return site visits requested by Client to reattempt access will results in additional charges and fees.

5. Hazard Communication: Notifications and hazard communications, as required by U.S. Department of Labor OSHA regulations and other applicable rules and regulations, by Client, Owner, general contractor, subcontractors, building occupants, employees and other affected persons, as applicable, are not included in the Scope of Services.

6. Payment: Client will compensate RPF in accordance with the applicable time and material fees or lump sum fee(s) as indicated in Proposal. Unless otherwise noted, all rates and fees apply to first shift hours, Monday through Fridays. The minimum charge for all on-site service calls is 3 hours of professional time. RPF may submit invoices periodically as work progresses, and payment terms are net due in full within 15 days from the invoice date. If Client disputes any portion of an invoice, Client will notify RPF in writing with specificity within 15 days of the invoice date and pay all undisputed portions within 15 days of the invoice date. Overdue payments will bear interest at two (2) percent per month or, if lower, the maximum lawful rate. RPF may terminate its services upon written notice anytime Client's payment is overdue, and Client will pay for all services through termination, plus termination costs. Client will reimburse RPF's costs of collecting overdue invoices, including reasonable attorney's fees.

7. Client's Responsibilities: Client will designate a person who is sufficiently familiar with the site and applicable site history to act as Client's representative for RPF. Except as specifically stated in Proposal, Client will secure the approvals, permits, licenses and consents necessary for performance of the services. Client will provide RPF with all documents and other information that are pertinent to the services and are reasonably available to Client, including information related to hazardous materials, pertinent environmental conditions, and other safety and health hazards at the site. RPF will be entitled to rely on documents and information Client provides. Client shall provide RPF all hazard communications for the site in accordance with current OSHA regulations.

8. Facility Restoration: Although RPF will act to minimize damage, Client acknowledges that some damage may occur during the performance of Services even with the exercise of due care, and Client agrees to be responsible for all such costs, labor and materials to complete repairs, or to compensate RPF for any restoration it is asked to perform unless otherwise indicated in the Proposal. RPF is not liable for repairs of materials or building systems that are damaged in the process of extracting environmental samples or other tasks as part of the Services in accordance with industry standards and regulatory requirements. RPF is not liable in any manner for damages to the roof, building envelope, building materials or contents resulting from roof sampling.

9. Laboratory Tests and Methods: RPF is entitled to rely on the results of outside laboratory results. RPF shall not be held liable for limitations inherent with specific analytical methods or limitations inherent with specified survey methods. RPF may dispose of samples 30 days following analysis unless otherwise agreed to in writing. Client recognizes and agrees that all testing, methods, analysis and remediation efforts have inherent limitations; and, that reliability and findings may be limited or vary based on the number of, extent of, and analysis of samples and other variables, and that these factors, including project costs, were considered by Client during selection and acceptance of the Services.

10. Site Monitoring: Observations, test results, and inspection findings provided by RPF shall only apply to those specific periods of work that RPF is on-site performing such testing, observations and inspections. RPF shall not provide certification or other findings of abatement/remediation or other related work conducted during periods that RPF is not on-site performing applicable monitoring tasks. RPF shall not

Attachment: Merrimac Annual IAQ Town Hall Merrimac MA 120823 (Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823)

be responsible for, or held liable in any manner for, Client or any other job site employers' failure to provide their own OSHA-competent person, hazard communications to their employees, and appropriate regulatory compliance measures.

11. Waste transportation and disposal activity will not be monitored or inspected by RPF, unless otherwise stated in Proposal. RPF shall not be the generator or owner of, nor will it take possession of, take title to, or assume legal liability for any hazardous or contaminated materials at or removed from the site. RPF will not undertake, arrange for or control the handling, treatment, storage, removal, shipment, transportation or disposal of any hazardous or contaminated materials at or removed from the site, other than any laboratory samples RPF collects.

12. Changed Conditions: Client recognizes the uncertainties related to environmental, safety and industrial hygiene services, which often require a phased or exploratory approach, with the need for additional services becoming apparent during the initial services. Client also recognizes that the actual conditions encountered may vary from those anticipated based on existing information, that laws are subject to change, and that the requirements of regulatory authorities are often unpredictable. If changed or unanticipated conditions or delays make additional services necessary or results in additional costs or time for performance, RPF will notify Client and the parties will negotiate changes to the scope of services, compensation and schedule. If the parties are unable to reach agreement, RPF will be entitled to terminate its services and to be equitably compensated for services already performed. In the event of emergency and if such situation becomes known to RPF, RPF may take immediate steps to protect public health, safety and the environment, and will be equitably compensated therefore. RPF will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts of omissions on Client's part, or any other causes beyond RPF's reasonable control, and Client will compensate RPF for any resulting increase in its costs.

13. Documents and Information: All documents, data, calculations and work papers prepared or furnished by RPF are instruments of service and will remain RPF's property. Designs, reports, data and other work product delivered to Client are for Client's use only, for the limited purposes disclosed by RPF. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and Client agrees to indemnify and defend RPF against any liabilities resulting therefrom. No third party beneficiaries are intended or implied. Any technology, methodology or technical information learned or developed by RPF will remain its property. Copies of client reports and records will be maintained by RPF for at least 3 years after performance of services; after which time, in lieu of specific written request by Client to RPF stating otherwise, such records may be destroyed.

14. Confidentiality: Information about this Agreement and RPF's services, and information Client provides to RPF regarding Client's business and the facility, will be maintained in confidence and will not be disclosed to others without Client's consent, except as RPF reasonably believes is necessary (a) to perform its services, (b) to comply with professional standards to protect public health, safety and the environment and (c) to comply with laws and court orders.

RPF will make reasonable efforts to give Client prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties without a breach of duty will not be considered confidential. Client shall reimburse RPF for responding to any subpoena or governmental inquiry related to the services, at RPF's standard rates then in effect.

15. Indemnification: Client agrees to hold harmless and indemnify RPF and its affiliates and subcontractors and their employees, officers, directors and agents against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by the indemnified party's negligence or willful misconduct.

16. Limitation of Liability: To the fullest extent permitted by law and notwithstanding anything else in this Agreement, the aggregate liability of RPF and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "RPF") for all claims arising out of this Agreement or the services is limited to the total compensation received by RPF under this Agreement. The limitation applies to all injuries, damages, claims, losses, expenses and defense costs, whether based in contract, negligence, strict liability, warranty, trespass, indemnity, misrepresentation or any other theory of liability, except intentional misconduct. If there is available coverage under RPF's commercial general liability or automobile liability insurance policy that exceeds the limitation of liability, RPF's liability will be increased to the extent of such available insurance coverage. Any claim will be deemed waived unless received by RPF within 6 months of substantial completion of the services or, if shorter, the applicable statute of limitations period. RPF will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, and consequential or punitive damages. RPF will not be liable to Client for injuries or deaths suffered by RPF's or its subcontractors' employees.

17. Miscellaneous: The Agreement shall be governed by and subject to the laws and jurisdiction of the State of New Hampshire. Any amendments shall be in writing and signed by both parties. The Agreement supersedes any contract terms, purchases orders or other documents issued by Client. These Terms and Conditions shall govern over any inconsistent terms in the Proposal. Client's verbal authorization to commence services or issuance of purchase order constitutes Client's acceptance of the terms and conditions and Proposal. The provisions of the Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable. Nothing in this Agreement shall be construed to give any rights or benefits to third parties.

Attachment: Merrimac Annual IAQ Town Hall Merrimac MA 120823 (Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823)

OCCUPANT INTERVIEW - IAQ - BUILDING INVESTIGATION

Building Name:		File No.:
Address:		
Floor:		Room:
Occupant Name:		Work Location:
Work Shift (hrs):		
Completed by:	Title:	Date:

Symptom Patterns

What kind of symptoms or discomfort are you experiencing:
Are you aware of other people with similar symptoms or concerns? YES NO
If so, what are their names and locations:

Timing Patterns

When did your symptoms start?
When are they generally worst, day of the week? Time of day?
Do they go away? If so when?
Have you noticed any other events (such as weather events, temperature or humidity changes, or activities in the building) that tend to occur around the same time as your symptoms?

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Timing Patterns (cont.)

Do you have any health conditions that may make you particularly susceptible to environmental problems?

- ☐ Contact Lenses
- ☐ Allergies
- ☐ Chronic Cardiovascular Disease
- ☐ Chronic Respiratory Disease
- ☐ Chronic Neurological Problems
- ☐ Undergoing chemotherapy or radiation therapy
- ☐ Immune system suppressed by disease or other causes

Special Patterns

Where are you when you experience symptoms or discomfort?

Where do you spend most of your time in the building?

Additional Information

Do you have any observations about building conditions that might need attention or might help explain your symptoms (i.e. temperature, humidity, drafts, stagnant air, odors)?

Have you sought medical attention for your symptoms?

What do you think is the source or cause of your symptoms?

Do you have any other comments?

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RPF Environmental

TESTING & CONSULTING SERVICES

Over 27 years · 10,000 projects
Across 10 states, countless dollars saved · Healthier environments created



EXPERTISE AND EXPERIENCE YOU CAN RELY ON WHEN CONFRONTING ENVIRONMENTAL HEALTH AND SAFETY ISSUES

Attachment: Merrimac Annual IAQ Town Hall Merrimac MA 120823 (Merrimac Annual Indoor Air Quality Testing Town Hall Merrimac MA 120823)

RPF Environmental
TESTING & CONSULTING SERVICES



RPF Environmental is an environmental testing and industrial hygiene consulting firm with offices located in Maine, Massachusetts and New Hampshire. In the last 27+ years, we have gained the trust of clients throughout New England because we are committed to providing expert, specialized, flexible, and state-of-the-art services; all in a highly customer oriented manner.

We serve hundreds of clients including Fortune 500 companies and real estate managers and developers; customers in manufacturing, industry, and construction; engineering firms, health care and educational institutions; as well as federal, state, and local municipal agencies. We deliver prompt, effective results for indoor air quality assessments, industrial hygiene investigations, safety audits, hazardous material surveys, environmental site assessments, and other related projects.



Our experienced staff of industrial hygienists, environmental health and safety technicians, and environmental scientists are proud of our reputation for excellence and professionalism. Our entire team shares in the devotion to continue this tradition.

In today's ever demanding business climate, it is critical that your environmental, health and safety consultant has a proven history of being able to quickly and thoroughly ascertain your project needs. At RPF Environmental, we start every project by listening closely to our clients. Our team uses a holistic perspective that incorporates the technical requirements of a project as well as the overall business or development objectives necessary for success.

Whether you are dealing with an emergency response or are looking for proactive environmental health and safety measures, having RPF Environmental on board means you can focus more on your core goals. At the same time, you can be confident that employee health issues will be handled expertly, resulting in worker compensation insurance savings, higher moral, reduced risk of costly business interruptions, and regulatory environmental fines.

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Since 1991, RPF Environmental's professional staff of management planners, environmental technicians and scientists, licensed inspectors, laboratory analysts, infrared thermographers, certified industrial hygienists, and occupational safety consultants have been assisting hundreds of clients throughout New England.

INDOOR AIR QUALITY ASSESSMENTS

- Odor and Health Complaint Investigations
- Mold, Bacteria, and Radon Testing
- Remediation Design and Management
- Moisture Intrusion
- Building Design Evaluations
- Chemical Exposures and VOC Screening

HAZARDOUS BUILDING MATERIAL

- Preliminary and Comprehensive Site Assessments
- PCB, Mercury, Universal Waste Inventories
- Asbestos, Lead Paint, Fungal Contamination
- Abatement Design, Monitoring & Oversight
- Pre-demolition and Renovation Surveys

THERMAL IMAGING

- Moisture Intrusion Surveys
- Heat Loss Assessments
- Roofing Surveys
- Proactive Maintenance
- Electrical System Overheating

EH&S TRAINING

- Full Spectrum of Asbestos Courses
- Construction Safety Programs
- Hazard Communication
- HAZWOPER 8-, 24-, 40- Hour Classes
- OSHA Compliance Training
- EPA Accredited RRP/Lead Paint

INDUSTRIAL HYGIENE & SAFETY

- Complete IH Consulting and Laboratory Services
- Noise Monitoring & Control
- Respiratory Protection Programs
- Ventilation System Evaluation & Design
- Health Hazard Assessments
- OSHA Compliance Assistance
- Construction Safety
- Emergency Response Planning
- Silica Testing

ASBESTOS IN SCHOOLS

- EPA AHERA Inspection and Management Plans
- Abatement Plans, Budgeting & Bid Assistance
- Pre-demolition and Renovation Surveys
- Abatement Management and Testing
- Maintenance Staff Training
- Air Testing & Laboratory Services

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www.airpf.com

Agenda Item
Merrimac Select Board
01/16/24

Performance Evaluations - Highway Department

Subject:

Agenda Item

Merrimac Select Board

01/16/24

2. to Conduct Strategy Sessions in Preparation for Negotiations with Non-Union Personnel or to Conduct Collective Bargaining Sessions or Contract Negotiations with Non-Union Personnel.

Subject: