



Merrimac Select Board

Select Board Meeting

03/25/24

**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](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 - Select Board Meeting - Mar 11, 2024 7:00 PM

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

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF MARCH 18, 2024

1. Motion to approve

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

VI. EXECUTIVE SESSION

1. 7:00 PM 1. to Discuss the Reputation, Character, Physical Condition or Mental Health, Rather Than Professional Competence, of an Individual, or Discuss the Discipline or Dismissal Of, or Complaints or Charges Against, a Public Officer, Employee, Staff Member or Individual.

Enter into executive session at 7:05 pm and will return to open meeting following
Roll call Manni yes; Beaulieu yes; Gorzynski yes; motion passes

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.

3. 7:15 PM 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.

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

VII. CORRESPONDENCE

1. Dangerous Dog Hearing Officer Training Flyer Methuen
2. Markey CDS Guide V1.2 1-29-2024
3. Mosquito Control Question
4. Free Clean Water Technical Assistance Program
5. Motion to file correspondence

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

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

1. Town Administrator's Report

Insurance Advisory Committee appointments-Motion to appoint IAC as listed by town administrator.
Earmark for Donaghue school need contract and grant signed.

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

2. Annual Town Meeting Articles

Gorzynski questions Article 1 N. \$20,000 for Parks and Rec garage. Gorzynski was under the impression it was going to be demolished. There is an article for a feasibility study for the highway garage. Manni had voted in favor of the item at the Captial Planning PC meeting. Sinibaldi agrees with Gorzynski, but says for the time being we need to protect what we have. Motion made by Beaulieu to vote on every piece except N. to recommend and to put on warrant Vote 3-0

Article 1 N. Motion to recommend Vote Manni yes; Beaulieu yes; Gorzynski no; Vote 2-1 Gorzynski opposes; Motion by Beaulieu, second by Gorzynski to put on warrant Vote 3-0 in favor

Articles 2-9 all current fiscal transfers and free cash; Motion by Beaulieu, second by Gorzynski to include Articles 2-9 on town meeting Vote 3-0 in favor

Article 2 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Article 3 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Article 4 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Articles 5, 6, 7, 8, 9 Motion by Beaulieu, second by Gorzynski to recommend Vote 3-0 in favor

Article 10 Motion by Beaulieu, second by Gorzynski to approve warrant for town meeting; and to recommend Vote 3-0 in favor

Omnibus is \$100,000 in deficit-discussion of articles.

Gorzynski discusses the full time assessor position and that residents are concerned about the salary. Manni suggests we move forward with it and look at options in the future. McLeod stresses that it's an extremely important position in the town as the assessors are the only ones who can set a tax rate.

Ch. 90-funds from taxes; Beaulieu thanks Finance Committee for their work.

Baumgardner wants to make it clear that this particular assessor will be hired and not elected. There is still an elected assessing board. Baumgardner feels that it could be confusing to the public.

Article 11 Motion by Beaulieu, second by Gorzynski to move to warrant for annual town meeting; and to recommend Vote 3-0 in favor

Motion by Beaulieu, second by Gorzynski to move articles 12-19 to town meeting warrant Vote 3-0 in favor

Motion by Beaulieu, second by Gorzynski to recommend articles 12-19 Vote 3-0 in favor

Article 20 defines when Finance Committee is appointed; to be done within the fiscal year; town moderator Baumgardner comments about the current bylaw in regard to Fin Com appointments. This is an attempt to line the appointments up with fiscal year.

Article 20 Motion by Beaulieu, second by Gorzynski to put on warrant; Vote to recommend article Vote 3-0 in favor

Article 21 Motion by Beaulieu, second by Gorzynski to put on warrant; Vote to recommend article Vote 3-0 in favor

Article 22 Motion by Beaulieu, second by Gorzynski to put on warrant; Vote to recommend article Vote 3-0 in favor

Article 23 no recommend from Finance Committee; veterans' exemption ; Gorzynski is fully in support; Beaulieu feels they could do it over a two-year period of time; Manni says they want to address it. Motion by Beaulieu, second by Gorzynski to amend Article 23 to Vote to increase the veteran tax exemption by 50% and vote recommend all in favor Vote 3-0

3. \$30K Earmark Contract

Motion to approve and sign earmark and the quotes

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

4. Request from Kendra Bowker to Put a Signup Sheet Out at Town Meeting

Kendra Bowker is present. She would like to form a green team in town. She would like to put out a signup sheet or have contact information. Manni thinks it's wonderful she wants to start a committee. The logistics of town meeting may not be the best place. Beaulieu supports the group but not sure about the location. Outside would be best. There's a lot of activity with checking in at town meeting. Bowker does not mind standing outside. The board recommends she not interfere and to be outside. Baumgardner thinks a great idea; it has been the practice of the town to not allow solicitation outside the business of town meeting. He agrees standing outside is a good idea.

5. Open Space Follow Up to Abutter Memo

Trail memo. The select board had some questions at a prior meeting; Gorzynski is ok with it; to send the letter on the board's behalf. Manni says to let the Open Space Committee has board support, but they should draft and mail the letter.

6. Interest in Volunteer to Serve-Pierina Travis

Reach out to Travis. There is an opening on Conservation Commission, and offer Rent Control Board vacancy as well.

7. Rent Control Board Appointments

Manni is looking for the Select Board to appoint Rent Control Board; Irina Gorzynski is on the board. Virginia Noble is also on the board and lives in the park. Motion to appoint Bronwyn Crocker to the Rent Control Board

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

8. MVMPO Appointee for Georgetown, Boxford, Groveland and Merrimac

Motion to take no position in the appointment

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

9. Nomination of Inspector of Animals

Motion to nominate Greg Pickering as inspector of animals

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

10. Lions Club Bucket Drive 2024 MAY 11

Motion to approve

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

11. Municipal Agricultural Commissions Survey

Manni will take a look at it and decide as to whom should complete the survey

12. Local Election Warrant

April 2nd at 7pm is candidates night. Will be televised. Motion to approve the warrant for annual town election

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

13. Property Use Request-Donaghue School Softball Field

Motion to approve

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

14. Congressman Seth Moulton Merrimac Visit: March 27Th

Moulton will come to Merrimac to talk about our wastewater plant. The focus is on grants. Tour of facility. Point of the meeting is to answer any questions so that the congressman can advocate for Merrimac.

15. Whittier Regional Vocational Technical High School Spring Advisory Board Dinner

Manni cannot make it, nor can another board member. They'll meet at 12:30 pm with the superintendent then proceed to the wastewater plant.

16. Fire Department Grant and Signatory

Motion for chair to sign once presented

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

17. Certificates of Recognition

Tom Barry retirement; Gwen Lay Sabbagh 10 year anniversary.

18. EV Charging Station

The state is not considering our rest area for an EV charging station ; they are developing another area.

19. Announcement

Selectman Beaulieu announces that he is not running again. He's prioritizing his career. Manni thanks him for and says he is grateful for his service on the board and throughout the town. Beaulieu says it was a difficult decision.

X. EXECUTIVE SESSION

1. 7. to Comply With, or Act Under the Authority Of, Any General or Special Law or Federal Grant-In-Aid Requirements.

at 8:31pm 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

XI. ADJOURN

1. Motion to adjourn at 8:40 PM

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



Merrimac Select Board
Select Board Meeting
03/11/24

**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](https://meet.google.com/paw-bthx-hpk)**

II. CALL TO ORDER

PRESENT: Manni, Gorzynski

ABSENT: Beaulieu

Recorded and televised

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 - Feb 26, 2024 7:00 PM

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

V. APPROVAL OF PAYROLL AND VENDOR WARRANT OF MARCH 4, 2024

1. Motion to approve

Minutes Acceptance: Minutes of Mar 11, 2024 7:00 PM (Minutes Approval)

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

VI. APPOINTMENT

1. 7:00 PM Request from Stephen Baker to Meet with the Select Board Re: Rent Control Meeting

Russ Hertrich and Stephen Baker, trailer park owner-Inquiry to the status of the Merrimac Rent Control Board. Baker will be looking to rent increases, and they need to have public hearings before coming to an amenable agreement. Gorzynski is currently serving on the board. Manni says we have an interested person for the rent control board. The select board will get the 3-member board together. Baker says other management issues need to be addressed by a RCB. Sandy Venner is present. She can provide background as she has served on the RCB. Before formally appointing new board members, they will make sure there is a diverse group. Manni says the select board has their homework and will have a formal board together. Hertrich says there are other issues, evictions, late payments, etc. Manni says the SB needs to re-establish board membership.

VII. CORRESPONDENCE

1. MVPC Assesment for Merrimac 022724
2. Ch90 Fy25

Estimate for Chapter 90 funds is the same as expected.

4. Motion to file

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

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

1. Contract Amendment- Extension for Coastal Metals Brownfield Cleanup

Motion made by Manni and seconded by Gorzynski for the chair to sign Vote 2-0 in favor

RESULT:	APPROVED
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2. Yard Waste Site 2024 Operating Schedule

Motion made by Manni and seconded by Gorzynski to approve schedule as presented Vote 2-0 in favor

RESULT:	APPROVED
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3. Library HVAC Phase 1 Archive Room

Sinibaldi would like the go ahead with the proposals for the library HVAC. \$12,400, \$10,200; monies approved in a prior town meeting. This is the most significant space to repair. Has nothing to do with the community room.

Motion made by Manni and seconded by Gorzynski for DPW Director to continue with quotes and contracts in

Minutes Acceptance: Minutes of Mar 11, 2024 7:00 PM (Minutes Approval)

the process Vote 2-0 in favor

RESULT: APPROVED

4. IMA Greater Amesbury PHE Group 1.30.24 RMM

It appears to have gone through all the proper channels. Motion for the chair to sign agreement as presented

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

5. Bronwyn Crocker Volunteer Form

Hold off on the appointment until we have a Rent Control Board recommendation for the next meeting; Manni would like to take into consideration the applications. Share Virginia Noble's application.

6. Letter of Resignation 2-28-2024 Kevin Choinski

Motion to accept the letter of resignation of Kevin Choinski

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

7. Time Off Request-Jen Penney

Motion to approve

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

8. Update on Schools

Update on schools. PRSD school committee will vote on budget tomorrow night. The feedback the town has provided to Pentucket is that Merrimac is not doing an override. Whittier committee-Manni was not able to make it; nor was McLeod.

MBTA Communities Act has been in the news-Manni has had discussions with legislators and mentioned the state of our wastewater treatment plant.

Gorzynski wanted to confirm that she can discuss and offer opinions on warrant articles when presented. They should be available to discuss at the March 25th meeting.

X. ADJOURN

1. Motion to adjourn at 7:36 PM

Minutes Acceptance: Minutes of Mar 11, 2024 7:00 PM (Minutes Approval)

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

Minutes Acceptance: Minutes of Mar 11, 2024 7:00 PM (Minutes Approval)



Agenda Item
Merrimac Select Board
03/25/24

7:00 PM 1. to Discuss the Reputation, Character, Physical Condition or Mental Health, Rather Than Professional Competence, of an Individual, or Discuss the Discipline or Dismissal Of, or Complaints or Charges Against, a Public Officer, Employee, Staff Member or Individual.

Subject:



Agenda Item
Merrimac Select Board
03/25/24

7:15 PM 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:



Merrimac Select Board

2 School Street
Merrimac, MA 01860

SCHEDULED

Meeting: 03/25/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

CORRESPONDENCE (ID # 8577)

DOC ID: 8577

Dangerous Dog Hearing Officer Training Flyer Methuen

Forwarded to those who may have interest.



BOSTON WORK HORSE RELIEF ASSOCIATION INC.
PRESENTS

MASSACHUSETTS MUNICIPAL HEARING OFFICER TRAINING ON DANGEROUS DOG CASES

Often, cities and towns misunderstand the legalities of Dangerous Dog cases and their dispositions that lead to liability pitfalls.

Round table trainings are being offered in your area for Town Administrators, City Managers, Board of Selectman, City Council members, Police Chiefs and Hearing Officers.



**FRIDAY APRIL 12, 2024
8:00 AM - NOON
METHUEN POLICE
DEPARTMENT
90 HAMPSHIRE STREET
METHUEN, MA**



Bostonworkhorserelief.com

\$75.00

Instructor: Darleen F. Wood, Esq.
(508) 864-1091

LIMITED SPACE- REGISTRATION REQUIRED

Municipalities can email for registration and purchase order information

silverwoodfarms@charter.net





Merrimac Select Board

2 School Street

Merrimac, MA 01860

SCHEDULED

Meeting: 03/25/24 07:00 PM

Department: Merrimac Select Board

Category: Grant

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

~~CORRESPONDENCE (ID # 8574)~~

~~DOC ID: 8574~~

Markey CDS Guide V1.2 1-29-2024

Appropriations and Congressionally Directed Spending (CDS) Guide

Prepared by the office of
Senator Edward J. Markey (D-Mass.)

Last updated: January 25, 2024

Attachment: Markey CDS Guide V1.2 1-29-2024 (Markey CDS Guide V1.2 1-29-2024)

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Overview of the Annual Appropriations Process

Each year, the United States Congress considers annual appropriations bills that provide federal programs with funding to operate. This funding is used to improve our essential infrastructure, expand public transportation access, support the development of affordable housing, promote climate resiliency, power our clean energy future, and so much more!

An important part of the annual appropriations process is hearing directly from the people of Massachusetts to ensure we invest in the policies, programs, and projects that best serve the Commonwealth's needs. As part of this process, constituents can make two types of requests:

1. Programmatic / Language requests
 - a. Programmatic requests are those that increase funding for particular **programs already included in the president's budget**. Language requests provide bill or report text which will be used to direct or specify the use of programmatic funds.
2. Congressionally Directed Spending (CDS) requests
 - a. CDS requests are for funding "earmarked" to a specific entity and project. CDS requests are strictly for **non-profit organizations and state, tribal and municipal governments**.
 - b. Recent Massachusetts projects funded through the CDS process include:
 - i. [Vocational training for persons with disabilities in Dennis](#)
 - ii. [Family engagement and education programming in Brockton](#)
 - iii. [Affordable housing in Aquinnah](#)
 - iv. [Equitable approaches to public safety in New Bedford](#)
 - v. [Climate resilient infrastructure in Medway](#)
 - vi. [Energy Efficiency Workforce Training in Boston](#)
 - vii. [A business incubator and community economic development services in Berkshire County](#)
 - viii. [Behavioral health services in Lawrence](#)

Senator Markey's office receives hundreds of CDS requests each year. It is the Senator's goal to fund as many projects as possible but **funding decisions are ultimately made by the Senate Appropriations Committee**.

To make either a CDS or programmatic request, you will need to make an account with the [Senate Office Application Manager](#) and, after the application window opens, submit the request through the appropriate portal on the Senator's website. **Be sure you submit an application through the correct portal**. We strongly encourage you to submit an identical request to Senator Warren's office as well as your House representative.

You are also strongly encouraged to schedule a meeting with the Senator's staff so they can share further guidance on how to advance your funding priorities and apply for funding for the upcoming fiscal year. To request a meeting, please email Appropriations@Markey.senate.gov.

Timeline for Next Year's Appropriation Requests (FY 2025)

Caution: The timeline below is a general guideline and actual dates may vary significantly. It is recommended to review the most up-to-date version of this guide (available on request) and be in touch with the Senator's staff to ensure you have the best information.

February 2024 – The President will submit a [budget request to Congress](#). The budget may be submitted by the first Monday in February or may occur several weeks later. The President's budget serves as a statement of Administration policies and priorities for the upcoming fiscal year and is typically seen as the beginning of the congressional budget cycle.

March-April 2024 – Typically in March or April, all constituent funding requests, both CDS and programmatic, are due to their respective Senator or Member of Congress. Each office sets their own deadline for submitting requests and will post information on their website. Each office reviews requests and offers support for the request to the Senate or House Appropriations Committee.

May to July 2024 – Appropriations Committees in the House and Senate draft legislation and decide which programs and projects to fund. Typically, by the end of July, the Appropriation Committees have completed action on annual appropriation bills that include programmatic and CDS funding.

October 2024 – October 1st, 2024 is the beginning of Fiscal Year 2025. However, Congress rarely passes appropriations bills by the start of the fiscal year and will typically pass a stopgap appropriations bill that may last for several weeks or months.

December-March 2025 – Typically, Congress will pass all appropriations bills, sometimes in an omnibus, by the end of March of the following year. On three occasions since 1998, Congress did not act on appropriations bills and instead funded the government with a "continuing resolution (CR)" for the entire year. In the event of a full-year CR, some or all appropriations requests made by constituents and sponsored by a Senator or Member of Congress may fail to be enacted.

Programmatic Funding and Bill Language Requests

Programmatic funding requests are general requests for funding for national and regional programs that are usually included in the [president's budget request](#) to Congress. Bill or report language requests direct, encourage, or urge a federal agency (e.g. Department of Labor, Department of Health and Human Services, etc.) to carry out an action. Funding is not designated to any particular organization and requests must be merit-based and comply with Senate rules regarding competitive or formula-driven processes.

Senator Markey accepts Programmatic Funding / Language Requests through an online submission portal located on his website. **To submit a request, you will need to create an account with the Senate Office Application Manager and complete a questionnaire.** For your reference, a blank questionnaire for all non-defense programs is [here](#). Questionnaires are not accepted until the portal is open and, for programmatic requests, after the President has submitted a budget

All applications must be submitted electronically through the portal on the website by the deadline. **You should only submit programmatic requests after the president's budget is released so that you may fully complete the questionnaire.**

Example of Programmatic Request

Programmatic Funding: Provide \$4,000,000,000 for the Low-Income Home Energy Assistance Program

Example of Language Request

Language: The Committee directs the Secretary to undergo a review of how USDA can utilize commodity food programs to strengthen the resilience of our domestic food system and create more equitable opportunities for small and family farmers and fishermen.

Congressionally Directed Spending Requests

Congressionally directed spending (CDS) allows Senators and Representatives to direct federal investment to local communities. CDS requests are strictly reserved for non-profit organizations and state, tribal and municipal governments and must comply with Senate Rules.

Competition for CDS funding is highly competitive. **The Senate Appropriations Committee is responsible for all final funding decisions and many projects that Senator Markey supports will unfortunately not be funded.**

The Massachusetts federal delegation works together to secure as many projects as possible and you are encouraged to submit an identical request to Senator Warren’s office as well as your House member. You can find your House member using [this tool](#). In the House of Representative, the CDS program is called Community Project Funding (CPF). Requests through the Senate CDS or House CPF program are also commonly called “earmarks.”

Since the restoration of earmarks in 2021, Senator Markey has secured millions of dollars of federal investment in hundreds of projects that serve the people of Massachusetts every day.

An interactive map with detail about each project can be found at <https://www.markey.senate.gov/map>.

Senator Markey accepts CDS requests through an online submission portal located on the [Senator’s website](#). To submit a request, you will need to create an account with the Senate Office Application Manager and complete a questionnaire. A blank questionnaire for CDS requests can be found [here](#). In addition the questionnaire, applicants **should include TWO (2) letters of support from third parties** within the community or communities that would benefit from the fulfillment of the request. These letters must clearly communicate the benefits that the request would confer upon the community/communities.

Congressionally Directed Spending Eligible Accounts

Each year the Senate Appropriations Committee provides [guidance](#) on eligible accounts under which applicants can apply for CDS funding. To apply for CDS funding, you must apply under one of the eligible accounts. Senator Markey's staff can assist you with identifying the most appropriate account for your project (Appropriations@markey.senate.gov)

You should feel welcome to ask the Senator's staff for guidance about the most appropriate account(s) to select considering your project goals. Staff contact information is available at the end of this document.

Please be aware, the CDS program is generally intended for high-impact projects that can be expanded or completed with assistance from the federal government. CDS is not intended to support ongoing operations. Instead, CDS funding is viewed as supportive funding to expand or complete a specific project.

Please note that each of these accounts have detailed requirements that you must review. These can be reviewed on the Senator's website. Ranges for past CDS awards are provided as a guide and you consult with the Senator's staff if you have any questions.

I. Construction and Rehabilitation of Community Infrastructure and Public Works

Department of Housing and Urban Development, Economic Development Initiatives (EDI), or Community Development Block Grant (CDBG)

- Allowable activities under this account include the acquisition of real property, construction and rehabilitation of community facilities, beautification of urban land, conservation of open spaces, natural resources or scenic areas for recreational opportunities, demolition or removal of buildings, elimination of blight, housing projects and projects to remove barriers that restrict the mobility and accessibility of elderly and handicapped persons.
- Projects must primarily benefit low and moderate-income residents of a community and cannot be used for the acquisition, construction or rehabilitation of buildings for the general conduct of government, such as a town hall.
- Massachusetts Senate CDS awards in FY24 under this account ranged from \$750,000 to \$5,000,000.

U.S. Department of Agriculture, Rural Development (USDA RD), Community Facilities

- This flexible account can be used to purchase, construct, make improvements to or purchase equipment for community facilities in rural communities
- Allowable uses of funds include support for health care facilities, public facilities such as town halls, courthouses or street improvements, community support services for child care centers, community centers or fairgrounds, improvements to the facilities of emergency personnel, community educational services for museums, libraries or private schools, food systems including community gardens, food pantries and utility services for telemedicine and distance learning equipment
- Only rural communities with populations of 20,000 or less are eligible to compete for this funding source. The maximum federal share is up to 75 percent for communities with 5,000 people or fewer.

- To be eligible for a Congressional earmark, these projects must be vetted by the Massachusetts USDA Director's office to verify that the project is eligible to receive funding. My office can connect you to the appropriate USDA RD staffer for verification.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$223,000 to \$4,000,000

U.S. Department of Agriculture, Rural Development (USDA RD). Distance Learning, Telemedicine, and Broadband (DLT) program

- The USDA RD offers the Distance Learning, Telemedicine and Broadband (DLT) program to provide resources for rural county and municipal governments to assist in connecting teachers and medical service providers with students or patients in another location
- Eligible uses of funds include the purchase of capital assets such as broadband facilities, audio, video and interactive video equipment, terminal and data terminal equipment, computer hardware and software, and wiring and infrastructure services necessary for distance learning and telemedicine purposes along with technical assistance and instruction for using eligible equipment
- Only rural communities with populations of 20,000 or less are eligible to compete for this funding source. The maximum federal share is up to 75 percent for communities with 5,000 people or fewer.
- To be eligible for a Congressional earmark, these projects must be vetted by the Massachusetts USDA Director's office to verify that the project is eligible to receive funding. My office can connect you to the appropriate USDA RD staffer for verification
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

Environmental Protection Agency (EPA) State and Tribal Assistance Grants (STAG)

- For Drinking Water and Wastewater Infrastructure
 - The EPA's STAG program provides funding for the construction of and modification to municipal sewage or drinking water treatment plants, replacement of sewer and water pipes, activities to facilitate compliance with primary national drinking water regulations and planning and design work.
 - The Committee will prioritize awarding projects on the [Massachusetts Department of Environmental Protection \(MassDEP\) State Intended Use Plan \(IUP\)](#) that have been reviewed by MassDEP.
 - There is a minimum 20 percent local cost share for earmarked projects
 - Massachusetts Senate CDS awards in FY24 under this authority ranged from \$700,000 to \$4,642,000.
- For Infrastructure Grants
 - Requests will only be considered for projects related to existing funding categories and activities within the STAG account that will result in improvements in environmental quality and/or human health.
 - There were no Massachusetts Senate CDS awards in FY24 under this authority.

Indian Health Service, Sanitation Facilities Construction, Sanitation Facilities Construction

- The Appropriations Committee accept CDS requests for projects included on the Indian Health Services' (IHS) Sanitation Deficiency System (SDS) list.
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

Department of Energy, Energy Projects

- The Appropriations Committee considers limited types of requests for projects under the Department of Energy.
- The Department of Energy funds projects in five topic areas including: Renewable and Clean Energy Electricity and Energy Resiliency Cybersecurity and Energy Security Nuclear Energy Fossil Energy or Carbon Management
- Massachusetts CDS awards in FY24 under this authority ranged from \$0 to \$3,000,000.

II. HISTORIC PRESERVATION, CONSERVATION, LAND MANAGEMENT

National Archives and Records Administration

- Projects that help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records. This includes initiatives like record digitization, programming, and online availability of records.
- Projects that direct spending for presidential libraries or new archival facilities
- Massachusetts CDS awards in FY24 under this authority ranged from \$0 to \$222,000

National Park Service, Historic Preservation Fund Projects

- The Historic Preservation Fund (HPF), established to help fund the programs engendered by the National Historic Preservation Act, was designed to preserve historical and archaeological sites in the United States of America. Most requests will be made within the HPF for the Save America's Treasures (SAT) program. For more information, please visit [here](#).
- The maximum project amount is \$500,000.

U.S. Forest Service, State and Private Forestry, Forest Resource Information and Analysis

- The State and Private Forestry account provides technical and financial assistance grants to non-federal forest landowners, including state, Tribal, and local governments.
- Activities within this account include forest health management, cooperative fire protection, wood innovation, and urban and community forestry. Project requests should be part of the state's Forest Action Plan, or contribute to meeting the goals of the Forest Action Plan.
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

Bureau of Indian Affairs, Operation of Indian Programs, Special Initiatives

- BIA provides direct services and funding for compacts and contracts for Tribes to provide programs for a wide range of activities. While the Subcommittee will not consider CDS projects for individual tribes, the Subcommittee may consider requests from other eligible entities that honor the commitment to invest in Tribal communities, create economic opportunities, foster cultural heritage, promote efficient and effective Tribal governance, and conserve natural resources.
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

Environmental Protection Agency (EPA), Science and Technology, Research: National Priorities

- Project requests may be considered for high priority lines of research related to environmental quality and/or human health.
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

III. CRIMINAL JUSTICE, DISASTER MITIGATION AND EMERGENCY OPERATIONS

The Department of Justice (DOJ) provides funding to local law enforcement agencies and non-profit organizations for the purchase of modern equipment and a wide range of criminal legal programs including law enforcement training, community relations, planning and evaluation, and other critical areas.

Department of Justice Byrne JAG Discretionary Projects

- This program has a wide range of allowable uses of funds, generally defined as providing additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal legal systems, including the development of new Law Enforcement Assisted Diversion (LEAD) programs.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$185,000 to \$650,000

DOJ COPS Law Enforcement Technology

- This grant program funds the acquisition and deployment of technologies and automated systems to assist law enforcement agencies in investigating, responding to, and preventing crime.
- Allowable uses of funds include both the acquisition of equipment and relevant support systems for the new equipment.
- There were no Massachusetts CDS awards in FY24 under this authority.

Office of National Drug Control Policy - Prevention Grants

- This program provides funding for drug prevention programs, such as the Drug-Free Communities Supports Programs to help prevent youth substance abuse.
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

Disaster Mitigation and Emergency Operations

These projects, funded by the Department of Homeland Security's Federal Emergency Management Administration (FEMA), must include a written letter of support from the Massachusetts Emergency Management Agency (MEMA) verifying that the project is eligible to receive funding in order to be considered for an earmark. Please contact the Senator's office so staff can assist you with the steps for securing a letter from MEMA to make CDS request under this account eligible for consideration.

Building Resilient Infrastructure and Communities (BRIC)

- This funds projects designed to address potential future disaster areas, including flood mitigation projects. Priorities for funding include projects that address public infrastructure, mitigate risk to community lifelines, incorporate nature-based solutions, or adopt and enforce the latest published editions of building codes.
- These projects maintain the authorized cost-share agreement of 75 percent federal funding, 25 percent local funding.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$750,000 to \$1,275,000

Emergency Operations Center (EOC) Grant Program

- This grant program provides resources to ensure continuity of operations for centers in major disasters, including for construction or renovation needs.
- Projects must meet the EOC Grant Program's environmental and historic preservation requirements to be considered for funding.
- These projects maintain the authorized cost-share agreement of 75 percent federal funding, 25 percent local funding
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

Watershed and Flood Prevention Operations (WFPO)

- This authority is for watershed protection in rural communities.
- Any individual project may not exceed a watershed or sub-watershed size of 250,000 acres. At least 20 percent of the project's benefits must be directly related to agriculture.

IV. HEALTH CARE SERVICES AND FACILITIES

Department of Health and Human Services: Health Resources and Services Administration (HRSA)

Health Facilities Construction and Equipment

- This flexible account can provide federal funding to contribute towards the cost of construction, renovation, or capital equipment purchase for facilities for health, mental health, or substance abuse services, training of health professionals, or medical research.

- This may include hospitals; health centers and clinics; skilled nursing facilities; mental health centers; facilities for schools of medicine, nursing, or other health professions; and medical research laboratories.
- Funds are prohibited from paying for work previously completed, as well as the acquisition of land or purchase of existing buildings, or to pay for salaries or operating costs of the health care facilities.
- General feasibility studies for a health care facility are prohibited expenses, but architectural and engineering costs with an eligible construction project are permissible uses of funds.
- Funding may also be utilized to purchase capital equipment involved in patient care, such as lab equipment, x-ray machines, or other equipment with a useful life of more than a year and a unit cost of at least \$5,000 are permissible.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$179,000 to \$2,975,000

Rural Health

- This account may fund project to improve health care in rural areas, including medical, dental, or mental health care services; health promotion and education; chronic disease management; telehealth services; and improvements to emergency medical services
- Eligible applicants are only those county, municipal, or partner nonprofit health care providers that service communities to meet HRSA's definition of a rural community.
- There were no Massachusetts Senate CDS awards in FY24 under this authority.

Department of Health and Human Services: Substance Abuse and Mental Health Services Administration (SAMHSA)

The Substance Abuse and Mental Health Services Administration (SAMHSA) provides a wide range of funding to create or expand the capacity of state, county, and municipal governments, as well as partner nonprofit health care providers to provide mental health or substance abuse treatment or prevention programs for local residents, such as through crisis stabilization centers. Funding under this account may NOT be used for construction projects.

- Mental Health Substance
 - Eligible SAMHSA Mental Health projects include those to support programs that promote the prevention or treatment of mental health disorders, including rehabilitation, outreach, and other support services.
- Substance Abuse Treatment
 - This account provide resources to enhance programs that improve access, reduce barriers, and promote high quality, effective treatment and recovery services.
- Substance Abuse Prevention
 - Allowable uses of funds for this program include projects to prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse, and underage alcohol and tobacco use.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$400,000 to \$600,000

Department of Health and Human Services: Administration for Children and Families' (ACF)

- Child Abuse Prevention
 - This account funds projects to improve the prevention, assessment, identification, and treatment of child abuse and neglect through research, model service improvement, information dissemination, and technical assistance.
 - Projects must serve or target abused and/or neglected children and their families.
- Social Services Research and Demonstration
 - Funds are available to promote the ability of families to thrive through financial self-sufficiency, and to promote the healthy development and greater well-being of children and families
 - Projects can serve a diverse population including: low-income individuals, children, youth, families, individuals with developmental disabilities, and Native Americans
 - While not a comprehensive list of eligible activities, the Senate awarded funding for projects in FY23 that provided legal and technical assistance for low-income individuals to reduce poverty, support for bilingual family engagement centers, and support for low-income pregnant women, mentoring services for youth, expansion of child care services and training for child care professionals, and food insecurity programs.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$100,000 to \$270,000

Administration for Community Living's Aging (ACL) and Disability Services Programs

- Aging and Disability Services Program
 - Funds are available to improve the ability of older adults and individuals of all ages with disabilities to live independently and participate fully in their communities. Generally, projects focus on improving access to, or the quality of, education, training, support services, and independent living services for older adults and individuals with disabilities.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$100,000 to \$1,635,000

V. SMALL BUSINESS AND WORKFORCE DEVELOPMENT

Small Business Administration

- Projects in support of small businesses, including but not limited to entrepreneur training, counseling, research, and construction or acquisition of facilities.
- SBA CDS funding cannot be used to provide seed capital for small businesses nor can it be used by the CDS recipient to make grants/loans.
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$100,000 to \$1,635,000

Department of Labor: Workforce Development

Employment and Training Administration (ETA)

- Under the Department of Labor’s Employment and Training Administration authority, CDS funds may be used by county, municipal, partner nonprofit organizations, K-12 school systems, or institutions of higher education to enhance Workforce Innovation and Opportunity Act (WIOA) eligible activities.
- Eligible programs for funding include those designed to provide direct services to individuals to enhance their employment opportunities and training for locally available, in-demand, jobs, enhancing connections between a State and local workforce investment system, or evaluating existing workforce investment systems for potential future enhancements.
- CDS funding may be used for the purchase of equipment, but generally only if it is an incidental part of the larger project to provide direct services (a similar standard applies to curriculum development). If a larger portion of the CDS funding is expected to be used for equipment or curriculum development, please note that and provide a detailed justification for why such investments are necessary to meet the employment and training needs of individuals.
- CDS funding within ETA cannot be used for construction or renovation of facilities or the purchase of land or build
- Massachusetts Senate CDS awards in FY24 under this authority ranged from \$627,000 to \$630,000

VI. EDUCATION AND RESEARCH OPPORTUNITIES

Department of Education

The U.S. Department of Education (ED) provides federal funding to enhance K-12, Higher Education and Rehabilitation Services programs provided by nonprofit organizations, local school systems or institutions of higher education. In general, ED CDS funding may not be used for the construction or renovation of facilities.

Massachusetts Senate CDS awards in FY24 under these authorities ranged from \$125,000 to \$1,658,000 million.

Fund for the Improvement of Education (FIE)

- In general, the focus of elementary and secondary education CDS funding should be providing early childhood or K-12 educational services including instructional services, afterschool centers, curricula development, teacher training, acquisition of books and computers, arts education, social and emotional learning activities, full-service community schools and early childhood education
- In addition, CDS funding to provide and improve special education services at the elementary and secondary levels are also eligible under this account. Eligible projects may include early intervention services for infants and toddlers, transition services and postsecondary education services.

- Eligible grantees are nonprofit organizations, state education agencies, school districts and colleges and universities. Daycare and childcare projects that do not include educational services are not eligible for funding.

Rehabilitation Services Demonstration and Training

- CDS funding authorized by ED's Rehabilitation Services Administration focus on improving access to, or the quality of, services for individuals with disabilities that are authorized under the Rehabilitation Act. Potential projects include providing education, training, support services and independent living services to individuals with disabilities.
- Eligible grantees include non-profit organizations, state vocational rehabilitation agencies or community rehabilitation programs.

Fund for the Improvement of Postsecondary Education (FIPSE)

- Generally, requests should focus on improving access to, or the quality of, postsecondary education.
- Examples of projects that can be funded under FIPSE include projects to hire and train faculty, establish and improve degree programs, improve teacher preparation programs, develop and improve curricula, upgrade technology and telecommunications, acquire science laboratory equipment, provide student support, implement university partnerships with school districts and establish research and training centers.
- Eligible entities include nonprofit organizations and colleges and universities

Science Agency Research Opportunities

Massachusetts Senate CDS awards in FY24 under these authorities ranged from \$125,000 to \$3,000,000

NOAA Operations, Research, and Facilities (ORF) Special Projects

- Projects should address fisheries, marine, mammals, ocean, climate, weather and atmospheric research programs.
- Construction projects will not be accepted. However, equipment necessary to conduct the research programs are eligible for funding.

NIST Scientific and Technical Research and Services (STRS) External Projects.

- Projects should address standards-related research and technology development.
- Construction projects will not be accepted.

NIST; Construction of Research Facilities;

- Projects are for non-Federal research facilities, including for projects at research institutions and colleges and universities
- However, given the significant investments necessary for construction projects, only a very limited number of projects will be supported on an annual basis.

NASA Safety, Security and Mission Support (SSMS).

- Projects should focus on science education, research and technology development related to NASA's mission
- Medical research projects and projects at NASA-owned Visitor Centers or a state's designated Space Grant Consortium will not be funded. This account does not fund construction, but could be used for equipment, research funding or education programs.

Agricultural Research Service (ARS), Buildings and Facilities

- Requests for ARS Buildings and Facilities may only include funding for repairs and maintenance to existing facilities.
- Eligible entities include USDA Agricultural Research Service centers, 1865 Land Grant Universities and 1890 Land Grant Universities.
- Funding for construction of a new building will not be considered.

Agricultural Animal and Plant Health Inspection Service Salaries and Expenses

- Requests under this account are for pest detection and mitigation and wildlife damage management.

Department of Energy, Energy Projects

- The Appropriations Committee considers very few items for the Department of Energy.
- The Department of Energy funds projects in five topic areas including: Renewable and Clean Energy Electricity and Energy Resiliency Cybersecurity and Energy Security Nuclear Energy Fossil Energy or Carbon Management

VII. TRANSPORTATION INFRASTRUCTURE

The U.S. Department of Transportation (DOT) provides federal support for wide range of transportation projects across all modes of transportation. DOT provides most of this funding to states. It is important to note that nearly all transportation projects require coordination with the State and any applicable Metropolitan Planning Organization (MPO). The Appropriations Committee places priority on funding projects that are included in the Statewide Transportation Improvement Program (STIP), authored by the Massachusetts Department of Transportation (MADOT) or the several Metropolitan Planning Organizations (MPO) that author regional Transportation Improvement Plans (TIP).

Massachusetts Senate CDS awards in FY24 under this authority ranged from \$220,000 to \$2,000,000

Grants-in-Aid for Airports

- This program supports projects that are eligible to receive funding through the FAA's Airport Improvement Program, which awards grants for planning and construction of airport infrastructure including the construction or rehabilitation of runways and taxiways, airfield lighting, signage and drainage and safety improvements.

Facilities and Equipment for terminal air traffic control facilities

- This account allows for the rehabilitation of terminal air traffic control tower projects eligible under Part A of Subtitle VII of Title 49, United States Code.

Highway Infrastructure Program (HIP)

- This authority covers projects that are eligible for funding under the major federal surface transportation programs, including highway and bridge construction and repair, planning, environmental reviews, design and right-of-way acquisition for eligible highway projects.
- Additional activities that can be supported with this account include projects eligible for funding under the Transportation Alternatives Program, which supports local priorities including bicycle and pedestrian infrastructure

Transit Infrastructure Grants (TIG)

- This category of funding includes a range of transit infrastructure projects, including projects that can compete for funding from the Federal Transit Administration's programs for buses and bus facilities, Low or No Emission Vehicle Program, the competitive grant program for ferry services in urbanized areas, technical assistance and transit workforce

Transportation Planning, Research, and Development

- The applicants can request CDS within the TPR&D account for transportation research projects eligible under title 23 or title 49 of United States Code. Planning for specific local highway, transit, or rail projects that are eligible under HIP, TIG, or CRISI should NOT be included in this account. Applicants are encouraged to use this account for national or regional research and development projects.

Contacts

Please email Appropriations@markey.senate.gov to be connected to Senator Markey's staff

Frequently Asked Questions

Q: What is the difference between a programmatic funding request and a Congressionally Directed Spending (CDS) funding request?

A: Programmatic appropriations requests increase funding for particular programs already included in the president's budget. Programmatic funds are not designated for any specific local government or nonprofit entity. CDS requests, or earmarks, are not in the president's budget and recipients are eligible government or nonprofit entities.

Q: What is the difference between the House and Senate earmark process?

A: Each year the House and Senate Appropriations Committee put out their own guidance for accepting CDS requests. In Fiscal Year 2024, in contrast to the [Senate](#), the House [did not allow](#) CDS requests for

any accounts under the Labor, Health and Human Services, and Education Subcommittee or the Financial Services and General Government Subcommittee ¹. The House also prohibited memorials, museums, or commemoratives from being eligible for CDS funding. The House and Senate run separate appropriation processes and guidance from the House does not impact the Senate process and vice versa.

Q: For a CDS request, which accounts should I apply under if I want to acquire property or pay for construction?

A: Senate Appropriations guidance specifies a limited number of accounts for acquisition of property or construction. Accounts that allow for construction costs are [Small Business](#), [Health Facilities Construction and Equipment](#), and [Economic Development Initiatives \(EDI\)](#). Only the EDI account allows for the acquisition of property.

Q: I have submitted my CDS request, what happens now?

A: Staff will follow up with you and provide updates on timing for Congressional approval of appropriations. Should you be successful in having your award enacted into law, the agency you applied under will engage with you to execute a detailed grant agreement.

Q: Can I use a CDS award to be reimbursed for costs already incurred?

A: Generally, costs incurred prior to execution of your grant agreement will be an ineligible use of your CDS award. You should carefully review the grant agreement and follow up with staff with any questions.

Q: What happens if my project is not selected for funding this cycle?

A: Every Senate office receives hundreds of requests each year and many projects go unfunded. If your project is not funded it may be due to the competitive nature of the process rather than any issue with your application. You may follow up with the Senator's staff with questions.

Q: If I submitted a request to my House representative, does that preclude me from applying to Senator Markey's office for the same project? What if my project/application was successfully selected by my House Representative?

A: To move forward, projects need only to be in either the House or the Senate bill. However, we strongly encourage you to apply to both your Senator and Representative. If your project is included in both bills, the final bill will reconcile any differences between the bills.

¹ This includes all accounts under the Department of Health and Human Services, Centers for Disease Control, Small Business Administration, National Archives, and General Services Administration.

Appropriations Requests: A Summary

Updated January 18, 2024

Type of Request

1. **Programmatic:** Programmatic funding requests are general requests for funding for national and regional programs that are usually included in the president's budget request.

Example (funds): Provide \$4,000,000,000 for the Low-Income Home Energy Assistance Program

Example (language): The [Appropriations] Committee directs the Secretary to undergo a review of how USDA can utilize commodity food programs to strengthen the resilience.

2. **Congressionally Directed Spending (CDS):** CDS allows Senators and Representatives to direct federal investment to local communities. CDS requests are strictly reserved for non-profit organizations and state, tribal and municipal governments and must comply with Senate Rules.

Timing*

February 2024 – The President will submit a [budget request to Congress](#). The budget may be submitted by the first Monday in February or may occur several weeks later.

March-May 2024 – Typically in March or April, all constituent funding requests, both CDS and programmatic, are due to their respective Senator or Member of Congress. To make either a CDS or programmatic request, you will need to make an account with the [Senate Office Application Manager](#).

May to July 2024 – Appropriations Committees in the House and Senate draft legislation and decide which programs and projects to fund.

December-March 2025 – Typically, Congress will pass all appropriations bills, sometimes in an omnibus, by the end of March of the following year.

CDS Accounts

Each year the Senate Appropriations Committee provides [guidance](#) on eligible accounts under which applicants can apply for CDS funding. To apply for CDS funding, you must apply under one of the eligible accounts. You should review all the information and requirements for the account you are interested in.

Examples: www.markey.senate.gov/map/

CDS Requirements

The office asks that you complete an online form in its entirety and submit it through the CDS portal on our [website](#). You can review a blank application [here](#). All requests should include at least TWO (2) letters of support from third parties within the community or communities that would benefit from the fulfillment of the request.

You are also strongly encouraged to schedule a meeting with the Senator's staff so they can share further guidance on how to advance your funding priorities and apply for funding for the upcoming fiscal year. To request a meeting, please email Appropriations@Markey.senate.gov.

*Timing may vary. For best information you should review the most updated version of this guide and contact staff

From: [Horsman, Liam \(Markey\)](#)
Subject: Open for Applications - Congressionally Directed Spending
Date: Monday, March 18, 2024 2:07:11 PM
Attachments: [CDS One-Pager 1-29-2024.docx](#)
[Markey CDS Guide V1.2 1-29-2024.docx](#)

Good afternoon everyone,

My apologies if you have already received this email – I just want to ensure no one misses it. As a follow-up to my note last month about federal Congressionally Directed Spending requests (aka earmarks), **I'm sharing here that our application window for FY25 CDS applications is now open. The deadline to apply is Friday, April 5th at 6:00pm ET.**

Congressionally Directed Spending Requests can be [submitted here](#). Beginning this cycle, Senators Markey and Warren are using a joint application for all CDS requests, so you only need to submit to one Senate office. We encourage you to submit to your House representative as well.

More information is in the email below, and I've reattached here our office's CDS guides, which include more about the application process.

If you have further questions after reviewing the materials, please let me know and I'm happy to try to answer them. Please also feel free to share this opportunity with anyone in your network who might be interested.

Thank you for all of your work, and we look forward to the applications.

Sincerely,
 Liam

Liam Horsman
 Pronouns: he/him/his
 Regional Director
 Office of U.S. Senator Edward J. Markey
 JFK Federal Building
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Connect with Senator Markey
[Twitter](#) | [Facebook](#) | [Instagram](#)

From: Appropriations (Markey) <Appropriations@markey.senate.gov>
Sent: Monday, March 18, 2024 9:24 AM
To: Appropriations (Markey) <Appropriations@markey.senate.gov>
Subject: RE: Congressionally Directed Spending 101 - An Introduction to the Earmark Process

Good morning:

Attachment: Open for Applications - Congressionally Directed Spending (Markey CDS Guide V1.2 1-29-2024)

Thank you for contacting our office regarding a Fiscal Year 2025 appropriations or Congressionally Directed Spending request. Beginning today, we are open to accept submissions. All appropriations requests must be submitted through the appropriate online portal located on our [website](#). Once you have submitted the questionnaire you will not be able to make changes so be sure to review before submitting.

For Congressionally Directed Spending Requests:

Our office is soliciting projects for Fiscal Year 2025 **Congressionally Directed Spending Requests** (ie earmarks or community project funding). Any Congressionally Directed Spending Requests must comply with [Senate Rule XLIV](#) and for-profit entities are NOT eligible to receive Congressionally Directed Spending.

Beginning in FY2025, Senators Markey and Warren are using a joint application for all congressionally directed spending requests so you only need to submit to one Senate office **(programmatic requests should still be submitted to each individual office)**. We encourage you to submit to your House representative as well.

A specific list of accounts under which CDS requests will be supported is available [here](#). Please carefully read the account guidance and submission instructions to ensure that applications contain all required information and supporting documentation. Note that this guidance is based on last year and the Appropriations Committee has not provided new guidance for FY2025, however, we do not expect changes that will significantly impact eligibility.

Senator Markey and Warren's Congressionally Directed Spending requests can be submitted [HERE](#)

Our office will require the Congressionally Directed Spending Requests to be filled out and submitted by **Friday, April 5 at 6pm.**

-

For PROGRAMMATIC requests:

- **DEFENSE Appropriations Request** form can be found [HERE](#).
- **NON-DEFENSE Appropriations Request** form can be found [HERE](#).

Our office will require the programmatic request questionnaires be filled out and submitted by **Friday, April 5 at 6:00pm**

Do not hesitate to reach out by replying to this email should you have any questions.

Best,

Office of U.S. Senator Edward J. Markey

255 Dirksen Senate Office Building
Washington, DC 20510

202-224-2742

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15 New Sudbury St
Boston, MA 02203
617-565-8519

1550 Main Street 4th Floor
Springfield, MA 01103
(413) 785-4610

**Merrimac Select Board**

2 School Street

Merrimac, MA 01860

Meeting: 03/25/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

SCHEDULED~~CORRESPONDENCE (ID # 8568)~~~~DOC ID: 8568~~**Mosquito Control Question**

From: [Greg Hochmuth](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: FW: Mosquito Control Question
Date: Monday, March 11, 2024 7:43:48 AM

Good Morning Jennifer, I was hoping you could send this e-mail to the members of the Select Board. It is regarding some work that the Mosquito Control Program is doing in town. I wanted to share some information that the Commission came across in case the Board receives questions from the public.

I also wanted to let the Board know that all the Commission received was a very generic letter telling us that they would be doing some work on Bisson Lane. The strange thing is that they are not even near Bisson Lane. As a Commission we wanted more information on the activities being proposed because we had some concerns about having machines trenching a tributary to a public water supply and direct alterations to wetland resource areas. As I'm sure you are aware, our town wellfields are in this area. We simply asked for more information and for someone from the program to come in and tell us what they were doing. We received no response and nobody from the program came in to explain what they were going to do. The e-mail chain below explains some of what we learned.

I am just one commission member, but I believe that the program should have been more transparent and explained their project to someone in the town. Personally, I think the trenching effort is a great idea and that it will restore a stream channel that hasn't seen water in probably close to 30 years. Keeping water moving will help control mosquito populations and alleviate flooding on Bisson Lane and ones Attitash Avenue.

Another result of this project is that some of the folks on Emery Street and Dunvegan Drive will now have a jurisdictional wetland resource area on their property and activities within 100 feet of the intermittent stream will require permitting through the conservation commission. This may confuse some residents, so we wanted to loop in the Select Board.

If you have any questions, please do not hesitate to contact me directly, or our agent, Samantha Holt.

Greg J. Hochmuth, PWS, CWS, RS | Senior Scientist & Project Manager
Epsilon Associates, Inc.
 3 Mill & Main Place, Suite 250
 Maynard, Massachusetts 01754
 978.897.7100 ext 218 | 978.590.6416 (cell)
ghochmuth@epsilonassociates.com | www.epsilonassociates.com

From: Greg Hochmuth
Sent: Monday, March 11, 2024 7:28 AM
To: Samantha Holt - Conservation <sholt@townofmerrimac.com>; Jerome Mathiew <JeromeisFrench@gmail.com>
Cc: greg maclean <gmaclean1@yahoo.com>; Arthur Yarranton <abzy@mac.com>; Charlie Covahey <echarles777@yahoo.com>; wystan.umland@gmail.com Umland <wystan.umland@gmail.com>; Bill Andrulitis <bandrulitis@yahoo.com>

Attachment: FW_ Mosquito Control Question (Mosquito Control Question)

Subject: FW: Mosquito Control Question

I have some information that I wanted to share with you all regarding the mosquito control program work on East Main Street. Although I still have concerns with the work that they are doing, it appears that they are going to extend their trenching effort to ensure that the stream flows again. You may recall that one of my main concerns was that they would just trench to the culvert on East Main Street and then stop. This would not solve the flooding problem and would just create more of a ponding area for mosquitos. I can't be sure, but I observed some dig safe markings on Dunvegan Drive. This is a long way from the area they are working but it tells me that they will be restoring the entire length of the intermittent stream so that it flows into Presbus Creek. It does not appear that this stream has flowed for a long time. There are 20-inch oak trees growing in the channel and most of the channel has been filled in. I've attached an image showing where they are now and where I think they are going to be trenching. If they do it right, I see this as a positive situation for the resource areas. It's too bad the mosquito control commission wasn't willing to come in and explain this to us, because if they had, most of my questions would have been answered.

I wanted to loop you all in because you may get some questions from folks that know you are on the Commission wondering what is going on. I still think it is very disrespectful for the program to not give us more information. We may not be able to require permitting, or anything for that matter, but as the towns conservation commission we shouldn't be guessing what they are doing within jurisdictional resource areas in our town. I'd like to discuss putting together a "friendly" letter to the program at our next meeting to ask for more information, or possibly attendance at one of our meetings, the next time the undertake a project like this in our town as a courtesy. That's all for now. Thanks, Greg

Greg J. Hochmuth, PWS, CWS, RS | Senior Scientist & Project Manager
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On Jan 29, 2024, at 9:01 AM, Greg Hochmuth <GHochmuth@epsilonassociates.com> wrote:

Hi Samantha, I've been copying you and Jerome on my communication with MassDEP as it relates to the Mosquito Control project on the 118 East Main street property. After reading the responses from MassDEP, and discussing with colleagues, it appears that the Mosquito Control Program can pretty much do whatever they want without any permit application or oversight required from the Merrimac Conservation Commission.

Attachment: FW_ Mosquito Control Question (Mosquito Control Question)

With all of that said, however, I think it is fair for our commission to ask/recommend that the program take a closer look at what they are hoping to accomplish. I suspect the historic drainage patterns have been altered by human activity and beavers. I think they need to evaluate where they are hoping the water will go to see if it will even work. I just want to make sure that someone has investigated this and that they don't just plan to show up and start digging without a plan/goal in mind.

Personally, I'm all for keeping water moving and restoring conditions back to their original intent. I just have concerns with this being a tributary to a public water supply and so close to a very sensitive area with a history of flooding and drainage problems. I feel like we would be doing a disservice if we didn't ask a few more questions. I would feel more comfortable if Bob Sinibaldi was consulted and others with knowledge of the drainage patterns in the area.

Any communication between the Commission and the program should probably be cc'd to the Selectboard, Board of Health, and DPW. After reading the law that exempts the program it seems to revolve around protection of public health. I know they are hoping to get started soon so if we are going to respond back to the program we will need to do so very soon and before our next meeting.

I'm just one member of the Commission but wanted to share my concerns. Thanks,
Greg

Greg J. Hochmuth, PWS, CWS, RS | Senior Scientist & Project Manager
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From: Sabounjian, Elizabeth (DEP) <elizabeth.sabounjian@mass.gov>
Sent: Thursday, January 25, 2024 6:03 PM
To: Greg Hochmuth <GHochmuth@epsilonassociates.com>
Cc: Jerome Mathiew <JeromeisFrench@gmail.com>; Samantha Holt - Conservation <sholt@townofmerrimac.com>
Subject: Re: Mosquito Control Question

Greg,

This may save you some time <https://www.mass.gov/doc/appendix-e-legislation-related-to-mosquito-control/download> Libby

Sent from my Verizon, Samsung Galaxy smartphone

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From: Sabounjian, Elizabeth (DEP) <elizabeth.sabounjian@mass.gov>
Sent: Thursday, January 25, 2024 5:49:55 PM
To: Greg Hochmuth <GHochmuth@epsilonassociates.com>
Cc: Jerome Mathiew <JeromeisFrench@gmail.com>; Samantha Holt - Conservation <sholt@townofmerrimac.com>
Subject: Re: Mosquito Control Question

Yup, it is a pain, but true. The enabeling legislation for the mosquito control commission (organized and run by districts) and the WPA itself allows them to do their work exempt as long as they do some very basic things...one of which is giving the Con Com some very simple notice like you received. There is a Generic EIR that is updated on a cycle set by MEPA too. Digging deep on Google looking at your district web page you may find more. Basically their work is directed to protect public health which trumps all. Most districts really push the envelope and barely try and implement any sedimentation control. What bothers me most is that they can sidecast material as long as "spread out". They can clean out any stream that they have maintained any time in the past...even very historically. If a town is a participating town in a district, even a private citizen can just request the district to clean out an area that holds enough water that mosquitos will breed in. Sorry to ramble but, this has long been a pet peeve of mine....since I found a machine sitting in a newly cleaned out wooded wetland stream on a single family house lot in Billerica about 20 years ago. I tried but had no ability to do anything; even reaching out to the ACOE was a dead end. I can't advise about a local bylaw but I guess it is the same. Start your learning on this web page. https://www.google.com/url?sa=t&source=web&rct=j&opi=89978449&url=https://www.mass.gov/state-reclamation-and-mosquito-control-board-srmcb&ved=2ahUKEwi9uKm1zvmDAXUMlikEHfVNBw0QFnoECDEQAQ&usg=AOvVaw0SZjeEIM5lu_w_8iMPa5-X Hope this helps. Libby

Sent from my Verizon, Samsung Galaxy smartphone
 Get [Outlook for Android](#)

From: Greg Hochmuth <GHochmuth@epsilonassociates.com>
Sent: Thursday, January 25, 2024 4:57:05 PM
To: Sabounjian, Elizabeth (DEP) <elizabeth.sabounjian@mass.gov>
Cc: Jerome Mathiew <JeromeisFrench@gmail.com>; Samantha Holt - Conservation <sholt@townofmerrimac.com>
Subject: Mosquito Control Question

CAUTION: This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Attachment: FW_ Mosquito Control Question (Mosquito Control Question)

Hi Libby, Long time no see. I hope all is well with you. I e-mailed Alica this morning and got some information but I am still confused. I had a question for you regarding the Mosquito Control Program. I'm asking this question with my Merrimac Conservation Commission hat on. Our commission received a letter from the Mosquito Control Program that was very vague that basically told us that they would be excavating an existing ditch as part of the mosquito control program and that the activity was exempt from the WPA and our Bylaw. There was no reference to the exemption and only a red line drawn on an aerial photo showing us the location. The ditch is in an inland area that is a BVW and jurisdictional intermittent stream that is tributary to Lake Attitash.

I've never come across this before and our commission instructed our agent to request more information and an explanation of why the activity is exempt. I know that mosquito ditches are not considered rivers in 310 CMR 10.58, but I'm not familiar with any other such language in the WPA regulations that would exempt this activity from having to file a permit application. It seems strange that they can just go in with an excavator and dredge out BVW and a jurisdictional intermittent stream without any permits.

Any information that you have would be welcomed. Thanks, Greg

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**Merrimac Select Board**

2 School Street

Merrimac, MA 01860

Meeting: 03/25/24 07:00 PM

Department: Merrimac Select Board

Category: Information

Prepared By: Jennifer Penney

Initiator: Jennifer Penney

Sponsors:

SCHEDULED

CORRESPONDENCE (ID # 8567)

DOC ID: 8567

Free Clean Water Technical Assistance Program

From: [McNamara, Robin \(DEP\)](#)
To: [McNamara, Robin \(DEP\)](#)
Subject: Free Clean Water Technical Assistance Program
Date: Monday, March 18, 2024 12:51:35 PM

Dear Municipal Official -

I am writing to remind you of the **Clean Water Technical Assistance** program that was introduced in July 2023.

The Massachusetts Clean Water Trust (Trust), in coordination with the Clean Water SRF program at the Massachusetts Department of Environmental Protection, is offering to provide **free technical assistance to small, rural, and tribal publicly owned treatment works, particularly in disadvantaged communities.**

The purpose of this technical assistance program is to assist eligible communities and publicly owned treatment works with identifying current and long-term needs and helping with the CWSRF project application process. **These services are free and come with no obligation of participation with CWSRF Loan Program.**

We have contracted RCAP Solutions (RCAP) to provide the following services:

1. **Wastewater and/or Stormwater Infrastructure Needs Assessments:** The assessment will consider physical infrastructure, along with the ongoing technical, managerial, and financial capacity of the system. RCAP will assist the utility with developing a plan to address current and future needs.
2. **CWSRF Project Evaluation Form ("PEF") Assistance.** RCAP will assist with PEF development for applications for the asset management planning program, all other planning projects, and water infrastructure construction projects.
3. **Preapplication assistance of CWSRF Loan Application.** RCAP will perform an administrative completeness review of draft applications, including plans and specifications pertinent to the project, to ensure all required documentation and permits are in place.

Eligible communities can express an interest in the program by filling out the [Clean Water State Revolving Fund Technical Assistance Program Questionnaire \(google.com\)](#).

Clean Water Technical Assistance Program Summary

Program Contact Information:

- Massachusetts Department of Environmental Protection
 - Robin McNamara, Deputy Director
 - Division of Municipal Services
 - 857-301-0974
- RCAP
 - James P. Starbard
 - Regional Director (MA/CT/RI)
 - 978-502-0227

About the Small System Technical Assistance Program

The Massachusetts SRF is utilizing newly available set-aside funds made available through the Infrastructure Investment and Jobs Act of 2021, also known as the Bipartisan Infrastructure Law, to

provide technical assistance to small, rural, and tribal publicly owned treatment works. The purpose of this program is to assist treatment operators with identifying their current and future system needs.

Further, the technical assistance provider will assist eligible communities with leveraging the needs assessment to take advantage of the Massachusetts Clean Water SRF's generous financing, subsidy, and grant programs. For additional information on the program please visit [CWSRF Small System Technical Assistance Program | Mass.gov](https://www.mass.gov/service-details/srf-clean-water-program). **These services are free for eligible communities and publicly owned treatment works and come with no obligation of participation with CWSRF Loan Program.**

Eligible Participants

Small, rural and tribal communities have 10,000 or fewer people and an average daily wastewater flow of less than 1 million gallons.

About the Clean Water SRF (CWSRF)

The SRF programs are partnerships between the United States Environmental Protection Agency and the Commonwealth. The CWSRF is designed to provide a low-cost financing method to assist communities to comply with the requirements of the Clean Water Act. The focus of the CWSRF is wastewater treatment systems, stormwater infrastructure and nonpoint source pollution control. To learn more please visit MassDEP's CWSRF page.

<https://www.mass.gov/service-details/srf-clean-water-program>

About RCAP Solutions:

RCAP Solutions, Inc. is a private nonprofit multi-state regional organization and the Northeast affiliate of the National Rural Community Assistance Partnership (RCAP) Network, serving all New England, New York, New Jersey, Pennsylvania, Puerto Rico, and the U.S. Virgin Islands. Since 1969, they have provided on-site, individualized training and technical assistance to eligible communities in rural and underserved communities across the region and have helped these communities assess and prepare for changes in their economic structure and infrastructure. For additional information about RCAP and their services please visit their website.

<https://www.rcapsolutions.org/>

Robin McNamara

Deputy Director of the Division of Municipal Services

Massachusetts Department of Environmental Protection

100 Cambridge Street, Suite 900

Boston, MA 02114



Agenda Item
Finance
03/25/24

Town Administrator's Report

Subject:

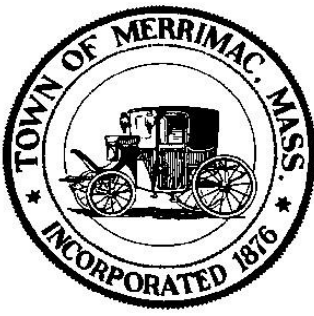
Attachments:

Town Administrators Report 3-20-2024

Light - signed pilot letter 2024

Cell Site Interest _ Symphony Wireless

Agenda 4-2-2024



MEMO

DATE: 3/20/2024

TO: Select Board

FROM: Carol McLeod

RE: Bi-Weekly Update

-
1. **FY2025 Budget** – Attached are the Articles for Consideration at the ATM, a Summary of Articles with the votes of the Finance Committee and Capital Planning Committee. As you will see – there is a projected deficit – this is common practice – with the hope that revenue and New Growth come in stronger than anticipated. If not – we plan to make needed cuts at the Fall Town Meeting – when most of the unknown information is then available. You will need to vote to accept the articles and also vote whether to recommend the articles.
 2. **Light Department Pilot FY2025** – The Light Department voted to Transfer \$38,000 to offset the FY2025 Tax Rate.
 3. **IAC Committee** – Please see the list of IAC Members that need to be appointed. This committee reviews possible changes to the Health Insurance and also reviews the performance of the current plans.
 - Police – Richard Holcroft
 - Sewer – Justin Craig
 - Water – Robert Barry
 - Dispatchers – Rebecca Armstrong
 - Light – Matt Shwom
 - Highway – David Armstrong
 - Retiree – Barbara Arbour
 - Non-Affiliated – Tina Journeay
 4. **Cell Tower Purchase Inquiry** – See attached inquiry regarding the value of the site and the offer to look into the purchase of the site. I told him that in the past, there wasn't an offer that made it attractive to the Town, however if he wanted to supply some numbers for consideration, to please forward the numbers. Either way, we are in a lease thru June 30, 2025, at which time we would need to go out to bid for a lease and or purchase.
 5. **Department Head Meeting** – Attached is the agenda for the next Department head meeting on April 2nd.
 6. **Earmark – Donaghue School \$30K** – Please see attached contract documents that will need the Chair's signature.
 7. **Executive Session** – Update on current matters.



Carol McLeod

Town of Merrimac

Merrimac, MA 01860

Dear Ms. McLeod

At the Merrimac Light Department Commissioner meeting on March 12, 2024, the Commissioners approved \$38,000 from the MMLD 2023-year end cash available. The amount is an increase from FY2023 PILOT but level funding from FY2024.

Vote:

It was moved by Commissioner Denault and seconded by Commissioner Hamel to approve the General Manager's recommendation that the PILOT for the Town of Merrimac be level funded; therefore, adjusting the FY2025 available cash as follows:

PILOT payment to the town of Merrimac: \$38,000.00

Respectfully

A handwritten signature in blue ink, appearing to read 'Mary Usovicz', with a long, sweeping flourish extending to the right.

Mary Usovicz

General Manager

Attachment: Light - signed pilot letter 2024 (Town Administrator's Report)

From: [Anthony Tabbacchino](#)
To: [Carol McLeod - Finance \(X3040\)](#)
Subject: Follow Up | Cell Site Interest | Symphony Wireless
Date: Thursday, March 14, 2024 10:47:09 AM

Hope all is well,

We have spoken in the past regarding the cell tower on your property. Just looking to see if you would be interested in an offer at this time. Happy to discuss the site and give you an idea of what it's worth on the market currently, we may have some marketing options as well. Let me know if you have any questions!

Thank You,

Anthony Tabbacchino
Director | Acquisitions
44 South Broadway, Suite 1202
White Plains, NY 10601
Tel: (914) 595-2236
Cell:(201) 693-7600 

Attachment: Cell Site Interest _ Symphony Wireless (Town Administrator's Report)

DEPARTMENT HEADS MEETING

AGENDA

April 2nd – 9 AM

Town Hall

1. Departmental Updates
2. FY2025 Budget Information – Recommended Omnibus, Articles
3. Open Discussion
4. Next Meeting – Wednesday June 4th
5. Adjourn



Agenda Item
Finance
03/25/24

Annual Town Meeting Articles

Subject:

Attachments:

FY2025 Articles for Consideration - Summary

FY2025 Omnibus Budget 3-18-2024

FY2025 Articles for Consideration - Final

Town of Merrimac
April 29, 2024 - Annual Town Meeting
Articles for Consideration

Town Vote	Art. #	Recommendations			Description	
		Selectmen	Finance Committee	Capital Planning		
	1	-	-	-	To appropriate \$630,442 from Free Cash for FY2024 for the following specific purposes:	
			Yes 8 - 0	N/A	a	\$ 60,000 To appropriate funds for testing required at the former Coastal Metals site.
			Yes 8 - 0	N/A	b	\$ 21,000 To appropriate funds for the retirement costs of employees.
			Yes 8 - 0	N/A	c	\$ 5,000 To appropriate funds to help address the ongoing invasive weed issues at Lake Attitash.
			Yes 8 - 0	N/A	d	\$ 40,000 To appropriate funds for the Reserve Fund Account.
			Yes 8 - 0	N/A	e	\$ 6,800 To appropriate funds for the Bi-Annual OPEB Study.
			Yes 7 - 1	N/A	f	\$ 8,855 To appropriate funds for a By-Law Review and Update.
			Yes 8 - 0	N/A	g	\$ 14,350 To appropriate funds for an address label printer for elections.
			Yes 8 - 0	N/A	h	\$ 1,500 To appropriate funds for the Select Board Tablets.
			Yes 8 - 0	N/A	i	\$ 4,437 To appropriate funds to a special revenue account for Opioid Settlement Funds.
			Yes 8 - 0	Yes 5 - 0	j	\$ 60,000 To appropriate funds for a new Police Patrol Vehicle.
			Yes 8 - 0	Yes 5 - 0	k	\$ 90,000 To appropriate funds for a new Fire Command Vehicle
			Yes 8 - 0	Yes 5 - 0	l	\$ 50,000 To appropriate funds for a feasibility study for a new Highway Garage.
			Yes 8 - 0	Yes 5 - 0	m	\$ 10,000 To appropriate funds for the Highway Department's share of a roadway compressor.
			Yes 8 - 0	Yes 5 - 0	n	\$ 20,000 To appropriate funds for the repairs to the Parks and Rec garage.
			Yes 8 - 0	Yes 5 - 0	o	\$ 20,000 To appropriate funds for outside building, windows and façade repairs at the COA.
			Yes 8 - 0	Yes 5 - 0	p	\$ 138,500 To appropriate funds for HVAC repairs at the Library.
			Yes 8 - 0	Yes 5 - 0	q	\$ 45,000 To appropriate funds for ADA Compliance for the Town sidewalks and other ADA requests for Town Meetings.
			Yes 8 - 0	Yes 5 - 0	r	\$ 35,000 To appropriate funds for asbestos tile removal and repairs at the Donaghue School.
	2	-	-	-	To appropriate \$ 65,000 from Water Retained Earnings for FY2024 for the following specific Capital purposes:	
			Yes 8 - 0	Yes 5 - 0	a	\$ 30,000 To appropriate funds to purchase new water meters throughout town.
			Yes 8 - 0	Yes 5 - 0	b	\$ 25,000 To appropriate funds for Water Infrastructure Improvements,
			Yes 8 - 0	Yes 5 - 0	c	\$ 10,000 To appropriate funds for the Water Department's share of a roadway compressor.
	3	-	-	-	To appropriate \$ 192,000 from the Wastewater Retained Earnings for FY2024 for the following specific Capital purposes:	
			Yes 8 - 0	Yes 5 - 0	a.	\$ 177,000 To appropriate funds for Sewer Plant Engineering.
			Yes 8 - 0	Yes 5 - 0	b.	\$ 10,000 To appropriate funds to purchase new water meters throughout town.
			Yes 8 - 0	Yes 5 - 0	c	\$ 5,000 To appropriate funds for the Wastewater Department's share of a roadway compressor.

Town of Merrimac
April 29, 2024 - Annual Town Meeting
Articles for Consideration

Town Vote	Art. #	Recommendations			Description
		Selectmen	Finance Committee	Capital Planning	
	4		-	-	To appropriate \$ 27,000 from Water Retained Earnings for FY2024 for the following specific purposes:
			Yes 8 - 0	N/A	a \$ 15,000 To appropriate funds for Building and Road maintenance for the Water Department.
			Yes 8 - 0	N/A	b \$ 12,000 To appropriate funds for Water Pump Replacements.
	5		Yes 8 - 0	N/A	To appropriate \$ 125,000.00 from Wastewater Retained Earnings for FY2024 for I&I repairs throughout town.
	6		Yes 8 - 0	N/A	To transfer \$100,000 from the Inspectional Services Revolving Account to the Town General Fund for FY2024.
	7		Yes 8 - 0	N/A	To transfer the balance of \$14,603.51 from Article A.3.o, Highway Loader John Deere of the April 24th, 2023 Annual Town Meeting to the Highway Roadway Maintenance account for the use of general roadway maintenance for FY2024.
	8		Yes 8 - 0	N/A	To transfer the balance of \$3,653.40 from Article A.1.a, Highway Bear Hill Culvert Non-Federal Match of the April 26th, 2021 Annual Town Meeting to the Highway Culvert Repairs for the use of general culvert maintenance for FY2024.
	9		Yes 8 - 0	N/A	To transfer \$10,810.74 from Conservation Assessment to Conservation Agent & Admin Wages for FY2024.
	10		Yes 8 - 0	N/A	To amend and authorize, pursuant to MGL Chapter 44, Section 53 E 1/2, the Town's Revolving Funds for FY2025.
	11		Yes 8 - 0	N/A	To accept the Town's FY2025 Omnibus Budget, per the attached breakdown.
	12		Yes 8 - 0	N/A	To accept the Wastewater Department's FY2025 Operating Budget.
	13		Yes 8 - 0	N/A	To accept the Water Department's FY2025 Operating Budget.
	14		Yes 8 - 0	N/A	To accept a sum of money from the Electric Light Department to be used by the Assessors to reduce the Tax Levy for FY2025.
	15		Yes 8 - 0	N/A	To appropriate \$ 8,200 from "Sale of Cemetery Lots" for the "care, improvement and embellishment" of said cemeteries.
	16		Yes 8 - 0	N/A	To raise and appropriate \$185,000 to be used to make necessary repairs to Town roadways.
	17		Yes 8 - 0	N/A	To accept the State Grant of Chapter 90 Highway Funds.
	18		Yes 8 - 0	N/A	To raise & appropriate \$330,000 for Solid Waste, Recycling and Disposal.
	19		Yes 8 - 0	N/A	To rescind Article 28, Opioid Stabilization, of the April 24, 2023 Annual Town Meeting and transfer the balance of \$770.13 to a special revenue account for Opioid Settlement Funds and dedicate future Opioid Funds to the special revenue account for Opioid Settlement Funds. 2/3 Vote Required
	20		Yes 8 - 0	N/A	To amend Section 1 Article III of the Merrimac General By-Laws, Finance Committee and Capital Planning Committee.
	21		N/A	N/A	To adopt MGL C32 Section 4 (2)(b) Call Fire, Police credible service local option.
	22		N/A	N/A	To vote to prohibit meetings during the election hours of a municipal or state election that is occurring in Town.
	23		*	N/A	To vote to double the current Veteran Tax Abatement amounts adopted by the Town of Merrimac.

* Finance Committee did not make a recommendation at this time.

TOWN OF MERRIMAC BUDGET SUMMARY - Updated 3/18/2024

REVENUE ESTIMATES

EXPENDITURE ESTIMATES

	Adopted	Departmental Requested Budget	Request ATM Budget		Adopted	Departmental Requested Budget	Request ATM Budget	
	FY2024	FY2025	FY2025		FY2024	FY2025	FY2025	% of Budget
REVENUE ESTIMATES								
PROPERTY TAXES								
Tax Base	\$ 14,950,957	\$ 16,340,808	\$ 16,340,808					
2 1/2 % Increase	\$ 373,774	\$ 408,520	\$ 408,520					
Est New Growth	\$ 156,077	\$ 125,000	\$ 150,000					
General Override	\$ 860,000	\$ -	\$ -					
Unused Levy Capacity	\$ (265,335)	\$ -	\$ -					
PROPERTY TAXES	\$ 16,075,473	\$ 16,874,329	\$ 16,899,329					
STATE PROVIDED FUNDS								
Cherry Sheet/State Aid	\$ 1,164,467	\$ 1,195,873	\$ 1,195,873					
MSBA	\$ -	\$ -	\$ -					
SUBTOTAL: STATE FUNDS	\$ 1,164,467	\$ 1,195,873	\$ 1,195,873					
DEBT EXCLUSIONS								
New Library Construction	\$ 106,575	\$ -	\$ -					
Police Station	\$ 361,028	\$ 357,153	\$ 357,153					
PRSD Middle/High School	\$ 1,576,867	\$ 1,576,867	\$ 1,576,867					
SUBTOTAL	\$ 2,044,470	\$ 1,934,020	\$ 1,934,020					
PROJECTED LOCAL RECEIPTS								
Motor Vehicle Excise	\$ 1,066,000	\$ 1,066,000	\$ 1,100,000					
Penalties & Interest	\$ 44,700	\$ 44,700	\$ 32,000					
Other Excise (Marijuana)	\$ -	\$ -	\$ 32,000					
In Lieu of Tax	\$ 1,289	\$ 1,289	\$ 1,289					
Trash	\$ 143,000	\$ 143,000	\$ 150,000					
Ambulance	\$ 464,000	\$ 464,000	\$ 435,000					
Fees	\$ 46,000	\$ 46,000	\$ 47,000					
Rentals	\$ 145,500	\$ 145,500	\$ 140,000					
Cemetery	\$ 16,000	\$ 16,000	\$ 20,000					
Licenses & Permits	\$ 67,800	\$ 67,800	\$ 80,000					
Fines & Forfeitures	\$ 25,700	\$ 25,700	\$ 25,700					
Investment Income	\$ 164,800	\$ 164,800	\$ 200,000					
Misc Non Recurring	\$ 48,000	\$ 48,000	\$ 48,000					
Misc Recurring	\$ 41,300	\$ 41,300	\$ 60,000					
SUBTOTAL	\$ 2,274,089	\$ 2,274,089	\$ 2,370,989					
OTHER REVENUE								
Free Cash Approp	\$ 848,750	\$ -	\$ -					
Water Retained Earnings	\$ 150,000	\$ -	\$ -					
Other Revenue	\$ 185,098	\$ 177,110	\$ 177,110					
Wastewater Retained Earnings	\$ 85,000	\$ -	\$ -					
Wastewater I & I	\$ 55,000	\$ 125,000	\$ 125,000					
Bonded Capital	\$ -	\$ -	\$ -					
Water Enterprise	\$ 1,280,869	\$ 1,240,670	\$ 1,240,670					
Wastewater Enterprise	\$ 1,397,989	\$ 1,317,023	\$ 1,317,023					
Revenue to Reduce Tax Rate	\$ 38,000	\$ 38,000	\$ 38,000					
SUBTOTAL	\$ 4,040,706	\$ 2,897,803	\$ 2,897,803					
TOTAL REVENUE	\$ 25,599,205	\$ 25,176,113	\$ 25,298,013					
EXPENDITURE ESTIMATES								
ARTICLE 1 OMNIBUS								
General Government	\$ 1,322,545	\$ 1,539,508	\$ 1,519,575					
Public Safety	\$ 2,721,650	\$ 3,076,014	\$ 2,869,810					
Education	\$ 11,988,839	\$ 13,297,142	\$ 13,297,142					
Highway	\$ 677,512	\$ 689,777	\$ 689,777					
Cemetery	\$ 70,207	\$ 76,513	\$ 72,513					
Health & Sanitation	\$ 146,292	\$ 150,862	\$ 149,862					
Public Assistance	\$ 429,183	\$ 454,491	\$ 430,139					
Library	\$ 354,691	\$ 370,147	\$ 370,147					
Parks & Rec	\$ 11,520	\$ 11,520	\$ 11,520					
Town Gardens	\$ 600	\$ 600	\$ 600					
Long Term Principal	\$ 609,802	\$ 492,899	\$ 492,899					
Long Term Interest	\$ 313,319	\$ 296,919	\$ 296,919					
Gen Govt Unclassified	\$ 1,558,060	\$ 1,763,485	\$ 1,782,485					
SUBTOTAL	\$ 20,204,220	\$ 22,219,877	\$ 21,983,388					
CHARGES/ABATEMENTS/OTHER AMOUNTS TO BE RAISED								
State & County	\$ 117,469	\$ 120,022	\$ 120,022					
Tax Abatements	\$ 70,979	\$ 75,000	\$ 75,000					
Library Offset	\$ 16,529	\$ 16,649	\$ 16,649					
Overlay Deficit	\$ -	\$ -	\$ -					
Snow & Ice Deficit	\$ -	\$ -	\$ -					
Other Deficits	\$ -	\$ -	\$ -					
SUBTOTAL	\$ 204,977	\$ 211,671	\$ 211,671					
CURRENT YEAR SPECIAL ARTICLES								
Special Articles	\$ 5,180,008	\$ 3,205,893	\$ 3,205,893					
Transfer Articles	\$ 10,000	\$ -	\$ -					
SUBTOTAL	\$ 5,190,008	\$ 3,205,893	\$ 3,205,893					
BONDED ARTICLES								
Prior Year Bond Issues								
Bond Authorization								
SUBTOTAL	\$ -	\$ -	\$ -					
TOTAL EXPENSE	\$ 25,599,205	\$ 25,637,441	\$ 25,400,952					
SURPLUS/(DEFICIT)	\$ 0	\$ (461,328)	\$ (102,939)					

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025			Notes
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	
	General Government									
	Misc Expenses	114	\$ 180	\$ -	\$ 215	\$ (87)	\$ 235		\$ 235	9.30%
1	Total Moderator Expense	114	\$ 180	\$ -	\$ 215	\$ (87)	\$ 235	\$ -	\$ 235	9.30% Email and Annual dues
	Executive Asst Wages	122	\$ 61,096	\$ (61,096)	\$ 67,000	\$ (27,298)	\$ 69,623		\$ 69,623	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	57.14% 5 Member Board
2	Total Selectmen Salaries and Wages	122	\$ 65,096	\$ (65,096)	\$ 71,000	\$ (27,298)	\$ 75,623	\$ -	\$ 75,623	6.51% 3% COLA and 5 Member Board
	Town Audit Annual	122	\$ 16,800	\$ (16,800)	\$ 17,200	\$ -	\$ 19,200		\$ 19,200	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	66.67% 5 Member Board
	Miscellaneous Expense	122	\$ -	\$ -	\$ -	\$ (38)	\$ -		\$ -	0.00%
	Business Travel	122	\$ 200	\$ -	\$ 200	\$ -	\$ 200		\$ 200	0.00%
	Dues/Memberships/Licensing	122	\$ 880	\$ (871)	\$ 880	\$ (888)	\$ 950		\$ 900	2.27% Increase in MMA Dues
3	Total Selectmen Expense	122	\$ 24,693	\$ (23,946)	\$ 25,093	\$ (2,927)	\$ 27,463	\$ -	\$ 27,463	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)	\$ 3,415		\$ 3,415	1969.70% New CIP Software
5	Total Capital Planning Expense	130	\$ 165	\$ (265)	\$ 165	\$ (87)	\$ 3,415	\$ -	\$ 3,415	1969.70%
	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	100.00%
8	Total Reserve Fund	132	\$ 40,000	\$ (34,865)	\$ -	\$ -	\$ 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	3.94% 3% COLA
	Accountant Assistant Wages	135	\$ 12,724	\$ (800)	\$ 26,618	\$ (8,321)	\$ 27,521		\$ 27,521	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	3.78% 3% COLA
	Repair & Maintenance	135	\$ 200	\$ -	\$ 200	\$ (38)	\$ 300		\$ 300	50.00% New Staff Member
	Professional Development	135	\$ 450	\$ -	\$ 1,300	\$ -	\$ 1,300		\$ 1,300	0.00%

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes	
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change		% Change
		135	\$ 50	\$ (37)	\$ 50	\$ (1)	\$ 50		\$ 50	\$ -	0.00%	
	Postage & Mailing	135	\$ 16,602	\$ (16,602)	\$ 18,400	\$ (17,459)	\$ 18,400		\$ 18,400	\$ -	0.00%	2nd Year of 3 Year Contract
	SW Licensing / SAAS	135	\$ 620	\$ (575)	\$ 835	\$ (428)	\$ 835		\$ 835	\$ -	0.00%	
	Office Supplies	135	\$ 515	\$ (2,595)	\$ 100	\$ (86)	\$ 100		\$ 100	\$ -	0.00%	
	Miscellaneous Expense	135	\$ 550	\$ -	\$ 1,200	\$ -	\$ 1,300		\$ 1,300	\$ 100	8.33%	
	Business Travel	135	\$ 137	\$ (85)	\$ 100	\$ (175)	\$ 175		\$ 175	\$ 75	75.00%	
	Dues/Memberships/Licensing	135	\$ 19,124	\$ (19,894)	\$ 22,185	\$ (18,186)	\$ 22,460	\$ -	\$ 22,460	\$ 275	1.24%	
	Total Accountant Expense											
	Assessor Salary	141	\$ 4,500	\$ (6,488)	\$ 4,500	\$ (538)	\$ 90,000		\$ 90,000	\$ 85,500	190.00%	FT Assessor
	Assistant Assessor Wages	141	\$ 50,242	\$ (50,240)	\$ 52,686	\$ (21,351)	\$ 61,755	\$ (3,369)	\$ 58,386	\$ 5,700	10.82%	3% COLA and 1/2 of Compensation Review
	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	\$ (3,369)	\$ 148,686	\$ 91,200	158.65%	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%	MIMAP Increase
	Office Supplies	141	\$ 1,000	\$ (970)	\$ 1,000	\$ (565)	\$ 1,000		\$ 1,000	\$ -	0.00%	
	Miscellaneous 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%	
	Miscellaneous 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

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025			% Change	Notes
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023		
	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%
	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%
	Business Travel	146	\$ 350	\$ -	\$ 350	\$ (140)	\$ 490		\$ 490	\$ 140	40.00%
	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	\$ (3,369)	\$ 580,903	\$ 115,534	24.83%
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%
	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%
12	Total Town Counsel/Legal	151	\$ 65,000	\$ (55,576)	\$ 65,000	\$ 24,128	\$ 75,000	\$ -	\$ 75,000	\$ 10,000	15.38%
	Town Hall IT Coordinator	155	\$ 1,502	\$ (1,505)	\$ 1,577	\$ (355)	\$ 1,657		\$ 1,657	\$ 80	5.07%
	Town Hall IT Webmaster	155	\$ 6,957	\$ (6,945)	\$ 7,634	\$ (3,112)	\$ 7,968		\$ 7,968	\$ 334	4.38%
13	Total Town Hall IT Salaries and Wages	155	\$ 8,459	\$ (8,450)	\$ 9,211	\$ (3,467)	\$ 9,625	\$ -	\$ 9,625	\$ 414	4.49%
	Town Hall IT Expense	155	\$ 15,700	\$ (16,394)	\$ 1,700	\$ (502)	\$ 2,615		\$ 2,615	\$ 915	53.82%
	Town Hall IT Telecommunications	155	\$ 1,464	\$ (2,634)	\$ 1,658	\$ (745)	\$ 2,316		\$ 2,316	\$ 658	39.69%
	Town Hall IT Software Lic/SAAS	155	\$ 4,547	\$ (10,796)	\$ 4,547	\$ -	\$ 6,000		\$ 6,000	\$ 1,453	31.96%
	Town Hall IT Subscriptions	155	\$ 2,652	\$ (629)	\$ 2,652	\$ (2,119)	\$ 5,878		\$ 5,878	\$ 3,226	121.64%
	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	\$ (3,566)	\$ 19,809	\$ -	\$ 19,809	\$ 6,252	46.12%
	Census Printing/Stuffing	160	\$ 3,000	\$ (3,000)	\$ -	\$ -	\$ -		\$ -	\$ -	0.00%
	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%
	Town Clerk Assistant	161	\$ 18,330	\$ (18,199)	\$ 17,707	\$ (4,377)	\$ 24,657	\$ (6,164)	\$ 18,493	\$ 786	4.44%
	Longevity & Stipend	161	\$ 1,300	\$ (1,300)	\$ 1,300	\$ (1,000)	\$ 1,300		\$ 1,300	\$ -	0.00%
	Total Town Clerk Salaries and Wages	161	\$ 88,650	\$ (88,519)	\$ 97,014	\$ (37,154)	\$ 112,683	\$ (6,164)	\$ 106,519	\$ 9,505	9.80%

9.2.b

Attachment: FY2025 Omnibus Budget 3-18-2024 (Annual Town Meeting Articles)

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change	
	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%
	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%
24	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%
	Dues/Memberships/Licensing	171	\$ 443	\$ (443)	\$ 552	\$ (512)	\$ 552		\$ 552	\$ -	0.00%
	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%
	Total Open Space Expense	172	\$ 630	\$ (484)	\$ 630	\$ (262)	\$ 630	\$ -	\$ 630	\$ -	0.00%

9.2.b

Attachment: FY2025 Omnibus Budget 3-18-2024 (Annual Town Meeting Articles)

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change	
	Admin Wages	175	\$ 2,349	\$ (1,452)	\$ 7,222	\$ (2,286)	\$ 7,346		\$ 7,346	\$ 124	1.72% 3% COLA
27	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%
28	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
29	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%
30	Total Appeals Board Expense	176	\$ 382	\$ (60)	\$ 382	\$ (175)	\$ 382	\$ -	\$ 382	\$ -	0.00%
	Miscellaneous Expense	177	\$ 2,615	\$ (2,615)	\$ 2,565	\$ (2,565)	\$ 2,629		\$ 2,629	\$ 64	2.50% Actual Invoice
31	Total MVPC Expense	177	\$ 2,615	\$ (2,615)	\$ 2,565	\$ (2,565)	\$ 2,629	\$ -	\$ 2,629	\$ 64	2.50% Actual Invoice
	Miscellaneous Expense	185	\$ 100	\$ -	\$ 100	\$ -	\$ 100		\$ 100	\$ -	0.00%
32	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	\$ (10,000)	\$ 28,000	\$ (10,000)	Reduced based on FY2024 Actuals to date
	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	Added Yearly Air Testing
	Town Hall Bldg Systems	192	\$ 8,103	\$ (3,041)	\$ 8,000	\$ (262)	\$ 8,110		\$ 8,110	\$ 110	Contract Increase
	Maint Other - Pre-Appr Req'd	192	\$ 16,905	\$ (16,905)	\$ 25,950	\$ (2,516)	\$ 25,950		\$ 25,950	\$ -	0.00%
	Town Hall Copier Lease & Usage	192	\$ 2,250	\$ (1,709)	\$ 2,250	\$ (549)	\$ 2,250	\$ (400)	\$ 1,850	\$ (400)	New Contract
	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	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
	Total Town Buildings Expense	192	\$ 218,941	\$ (218,072)	\$ 228,831	\$ (67,705)	\$ 230,671	\$ (10,400)	\$ 220,271	\$ (8,560)	-3.74%
	Printing Town Reports	195	\$ 550	\$ (550)	\$ 550	\$ -	\$ 625	\$ -	\$ 625	\$ 75	13.64%
	Total Town Report Expense	195	\$ 550	\$ (550)	\$ 550	\$ -	\$ 625	\$ -	\$ 625	\$ 75	13.64%

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change	
	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%
35	Total Cable Access Salaries and Wages	199	\$ 62,596	\$ (57,086)	\$ 70,198	\$ (24,067)	\$ 72,210	\$ -	\$ 72,210	\$ 2,012	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%
36	Total Cable Access Expense	199	\$ 85,500	\$ (54,942)	\$ 97,500	\$ (20,089)	\$ 97,500	\$ -	\$ 97,500	\$ -	0.00%
1-36	Total General Government		\$ 1,268,058	\$ (1,192,848)	\$ 1,322,545	\$ (298,326)	\$ 1,539,508	\$ (19,933)	\$ 1,519,575	\$ 197,030	15.54%
	Public Safety										
	Police Salaries	210	\$ 921,812	\$ (882,804)	\$ 983,973	\$ (351,959)	\$ 1,198,395	\$ (85,804)	\$ 1,112,591	\$ 128,618	13.07% 3% COLA and steps and 1 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 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
37	Total Police Salaries and Wages	210	\$ 1,334,266	\$ (1,266,429)	\$ 1,412,582	\$ (498,380)	\$ 1,599,411	\$ (85,804)	\$ 1,513,607	\$ 101,025	7.15% 3% COLA and steps and 1 Patrolman
	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	\$ (1,500)	\$ 2,000	\$ (1,500)	-42.86% New Contract
	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%
	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	\$ (5,000)	\$ 20,000	\$ (5,000)	-20.00% Fuel Prices Stabilized

9.2.b

Attachment: FY2025 Omnibus Budget 3-18-2024 (Annual Town Meeting Articles)

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes	
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change		% Change
	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	\$ (1,500)	\$ 17,500	\$ 1,500	9.38%	1 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
38	Total Police Expense	210	\$ 142,416	\$ (137,606)	\$ 152,016	\$ (70,550)	\$ 157,066	\$ (8,000)	\$ 149,066	\$ (2,950)	-1.94%	
	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	\$ (200,572)	\$ 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	\$ (2,000)	\$ 5,650	\$ (2,000)	-26.14%	Based on previous years
	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	\$ (400)	\$ 1,900	\$ (400)	-17.39%	New Contract
	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	\$ (2,000)	\$ 6,500	\$ (2,000)	-23.53%	Fuel Prices Stabilized
	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	\$ (4,400)	\$ 153,150	\$ (2,400)	-1.54%	
	EMT Wages	231	\$ 169,429	\$ (155,926)	\$ 212,023	\$ (67,206)	\$ 350,400	\$ (106,000)	\$ 244,400	\$ 32,377	15.27%	3% COLA and Comp Study Increase
	Total Ambulance EMT Wages	231	\$ 169,429	\$ (155,926)	\$ 212,023	\$ (67,206)	\$ 350,400	\$ (106,000)	\$ 244,400	\$ 32,377	15.27%	3% COLA and Comp Study Increase
	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 upon FY2024 Actuals

9.2.b

Attachment: FY2025 Omnibus Budget 3-18-2024 (Annual Town Meeting Articles)

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025				% Change	Notes
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change		
	Medical Supplies	231	\$ 13,250	\$ (11,145)	\$ 15,000	\$ (6,694)	\$ 17,000		\$ 17,000	\$ 2,000	13.33%	Increase based upon FY2024 Actuals
	ALS Service	231	\$ 5,000	\$ (1,119)	\$ 5,000	\$ (1,367)	\$ 5,000	\$ (2,000)	\$ 3,000	\$ (2,000)	-40.00%	Based of n previous years
	Dues/Memberships/Licensing	231	\$ 2,300	\$ (1,825)	\$ 2,550	\$ (1,000)	\$ 2,550		\$ 2,550	\$ -	0.00%	
	Total Ambulance Expense	231	\$ 58,881	\$ (55,258)	\$ 67,800	\$ (24,099)	\$ 73,350	\$ (2,000)	\$ 71,350	\$ 3,550	5.24%	
39	Total Fire/Ambulance Salaries	220/231	\$ 710,090	\$ (634,160)	\$ 777,921	\$ (267,778)	\$ 927,587	\$ (106,000)	\$ 821,587	\$ 43,666	5.61%	
40	Total Fire/ Ambulance Expense	220/231	\$ 205,468	\$ (201,493)	\$ 223,350	\$ (62,336)	\$ 230,900	\$ (6,400)	\$ 224,500	\$ 1,150	0.51%	
	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 constant w/other Towns
	Longevity	241	\$ 300	\$ (300)	\$ 300	\$ -	\$ 300		\$ 300	\$ -	0.00%	
41	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)	\$ -		\$ -	\$ -	0.00%	
	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%	
42	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
43	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%	
44	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
45	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%	
	Total Em. Management Expense	291	\$ 12,277	\$ (5,792)	\$ 12,731	\$ (3,612)	\$ 12,731	\$ -	\$ 12,731	\$ -	0.00%	

FY2025 Omnibus Budget Revised 3/18/2024

		FY2023		FY2024		FY2025						
Line #	Account	Dept.	Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change	% Change	Notes
	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
47	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%	
48	Total Animal Control Expense	292	\$ 1,700	\$ (879)	\$ 1,700	\$ (212)	\$ 1,700	\$ -	\$ 1,700	\$ -	0.00%	
	Clerk Wages	293	\$ 1,473	\$ (1,458)	\$ 1,529	\$ (635)	\$ 1,575		\$ 1,575	\$ 46	3.01%	3% COLA
49	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%	
50	Total Parking Clerk Expense	293	\$ 414	\$ -	\$ 414	\$ -	\$ 414	\$ -	\$ 414	\$ -	0.00%	
37-50	Total Public Safety		\$ 2,540,112	\$ (2,376,185)	\$ 2,721,650	\$ (955,833)	\$ 3,076,014	\$ (206,204)	\$ 2,869,810	\$ 148,160	5.44%	
	Public Education											
	Whittier Minimum Assessment	301	\$ 784,630	\$ (784,630)	\$ 657,344	\$ (328,672)	\$ 682,954		\$ 682,954	\$ 25,610	3.90%	
	Whittier Capital Assessment	301	\$ 26,817	\$ (13,409)	\$ 27,136	\$ (13,568)	\$ 23,670		\$ 23,670	\$ (3,466)	-12.77%	
51	Total Whittier Assessment	301	\$ 811,447	\$ (798,039)	\$ 684,480	\$ (342,240)	\$ 706,624		\$ 706,624	\$ 22,144	3.24%	Level Student enrollment (40)
	Pentucket Assessment	302	\$ 9,167,379	\$ (9,167,301)	\$ 9,316,257	\$ (4,689,918)	\$ 10,595,733		\$ 10,595,733	\$ 1,279,476	13.73%	
	Pentucket Capital Assessment	302	\$ 1,745,349	\$ (1,745,349)	\$ 1,788,102	\$ (897,298)	\$ 1,788,785		\$ 1,788,785	\$ 683	0.04%	
52	Total Pentucket Assessment	302	\$ 10,912,728	\$ (10,912,650)	\$ 11,104,359	\$ (5,587,216)	\$ 12,384,518		\$ 12,384,518	\$ 1,280,159	11.53%	4% Includes \$860K SA Override
	Essex North Assessment	303	\$ 250,000	\$ (207,016)	\$ 200,000	\$ (93,283)	\$ 206,000		\$ 206,000	\$ 6,000	3.00%	
53	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
51-53	Total Public Education		\$ 11,974,175	\$ (11,917,705)	\$ 11,988,839	\$ (6,022,739)	\$ 13,297,142	\$ -	\$ 13,297,142	\$ 1,322,967	11.05%	
	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 and 1% Performance
	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)	\$ 308,365		\$ 308,365	\$ 19,094	6.60%	3% COLA and 1% Performance
	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 based on years of service
	Clothing & Boots	420	\$ 6,400	\$ (3,200)	\$ 5,600	\$ (4,000)	\$ 5,600		\$ 5,600	\$ -	0.00%	3% COLA
	Total Highway Salaries and Wages	420	\$ 437,877	\$ (365,800)	\$ 460,287	\$ (165,077)	\$ 470,302	\$ -	\$ 470,302	\$ 10,015	2.18%	3% COLA and New Hire

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Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes	
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change		% Change
	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%	Highway office updated with new equipment
	Medical	420	\$ 500	\$ (1,111)	\$ 1,000	\$ (534)	\$ 1,200		\$ 1,200	\$ 200	20.00%	Mandated DOT Requirements
	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)	\$ 1,000		\$ 1,000	\$ 700	233.33%	Waste Oil Based on FY2023 Actuals
	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%	
55	Total Highway Expense	420	\$ 85,725	\$ (67,651)	\$ 87,225	\$ (27,384)	\$ 89,475	\$ -	\$ 89,475	\$ 2,250	2.58%	
	Snow and Ice	423	\$ 130,000	\$ (165,121)	\$ 130,000	\$ (7,869)	\$ 130,000		\$ 130,000	\$ -	0.00%	
56	Total Snow and Ice	423	\$ 130,000	\$ (165,121)	\$ 130,000	\$ (7,869)	\$ 130,000		\$ 130,000	\$ -	0.00%	16 Yr. Av. \$138.6K
54-56	Total Highways		\$ 653,602	\$ (598,572)	\$ 677,512	\$ (200,330)	\$ 689,777	\$ -	\$ 689,777	\$ 12,265	1.81%	
	Landfill	430	\$ 52,500	\$ (52,500)	\$ 52,500	\$ (14,798)	\$ 52,500		\$ 52,500	\$ -	0.00%	
57	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	\$ (4,000)	\$ 3,000	\$ -	0.00%	Suggested use of available funds
	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%	
58	Total Cemetery Salaries and Wages	491	\$ 56,153	\$ (34,678)	\$ 59,811	\$ (23,436)	\$ 65,417	\$ (4,000)	\$ 61,417	\$ 1,606	2.69%	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%	
	SW Licensing / SAAS	491	\$ -	\$ (80)	\$ 100	\$ -	\$ 100		\$ 100	\$ -	0.00%	

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Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes	
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change		% Change
	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%	
59	Total Cemetary Expense	491	\$ 8,331	\$ (8,525)	\$ 10,396	\$ (6,477)	\$ 11,096	\$ -	\$ 11,096	\$ 700	6.73%	
58-59	Total Cemeteries	491	\$ 64,484	\$ (43,203)	\$ 70,207	\$ (29,913)	\$ 76,513	\$ (4,000)	\$ 72,513	\$ 2,306	3.28%	
	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
60	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%	
	Dues/Memberships/Licensing	512	\$ 300	\$ (400)	\$ 300	\$ (200)	\$ 300		\$ 300	\$ -	0.00%	
61	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
62	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	\$ (1,000)	\$ 357	\$ -	0.00%	Suggested BOH Grant
	Dues/Membership/Licensing	522	\$ 170	\$ -	\$ 170	\$ -	\$ 170		\$ 170	\$ -	0.00%	
63	Total Nurse Expense	522	\$ 1,736	\$ (261)	\$ 1,736	\$ (277)	\$ 2,736	\$ (1,000)	\$ 1,736	\$ -	0.00%	
60-63	Total Health and Sanitation		\$ 89,284	\$ (73,608)	\$ 93,792	\$ (37,837)	\$ 98,362	\$ (1,000)	\$ 97,362	\$ 3,570	3.81%	
	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

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Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes	
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change		% Change
	Wages	541	\$ 145,586	\$ (125,869)	\$ 152,892	\$ (58,145)	\$ 182,064	\$ (23,352)	\$ 158,712	\$ 5,820	3.81%	3% COLA Suggested BOH Grant
	Longevity	541	\$ 300	\$ (300)	\$ 300	\$ (400)	\$ 400		\$ 400	\$ 100	33.33%	Based on years of service
64	Total COA Salaries and Wages	541	\$ 256,255	\$ (233,260)	\$ 271,517	\$ (106,658)	\$ 305,750	\$ (23,352)	\$ 282,398	\$ 10,881	4.01%	3% COLA
	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	\$ (1,000)	\$ 2,600	\$ (1,000)	-27.78%	New Contract
	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%	
65	Total COA Expense	541	\$ 30,666	\$ (27,340)	\$ 30,666	\$ (11,106)	\$ 30,666	\$ (1,000)	\$ 29,666	\$ (1,000)	-3.26%	
	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%	
66	Total Veteran Expense	543	\$ 136,860	\$ (112,140)	\$ 127,000	\$ (46,145)	\$ 118,075	\$ -	\$ 118,075	\$ (8,925)	-7.03%	
64-66	Total Public Assistance		\$ 423,781	\$ (372,740)	\$ 429,183	\$ (163,909)	\$ 454,491	\$ (24,352)	\$ 430,139	\$ 956	0.22%	
	Library											
	Director Salary	610	\$ 66,668	\$ (66,540)	\$ 72,732	\$ (29,371)	\$ 74,909		\$ 74,909	\$ 2,177	2.99%	3% COLA
	Admin Asst Wages	610	\$ 23,348	\$ (22,701)	\$ 26,557	\$ (10,392)	\$ 29,603		\$ 29,603	\$ 3,046	11.47%	3% COLA and Wage Adjustment
	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
67	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%	

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Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes	
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	\$ Change		% Change
	Network Membership	610	\$ 22,817	\$ (22,817)	\$ 24,441	\$ (24,441)	\$ 27,956		\$ 27,956	\$ 3,515	14.38%	Upgrading MVLC System
	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%	
68	Total Library Expense	610	\$ 102,702	\$ (102,668)	\$ 110,026	\$ (42,424)	\$ 115,446	\$ -	\$ 115,446	\$ 5,420	4.93%	
67-68	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%	
69	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%	
70	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 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%	
71	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
	\$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%	

FY2025 Omnibus Budget Revised 3/18/2024

Line #	Account	Dept.	FY2023		FY2024		FY2025				Notes
			Budget	Expended	Budget	Expended thru 11/30/2023	Requested Budget	Fin Com Changes	ATM Approved Budget 4/24/2023	% Change	
	Total Short Term Interest	752	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	\$860K FY36 Gen Outside Int	755	\$ 640	\$ (320)	\$ 600	\$ (600)	\$ 560	\$ -	\$ 560	0.00%	
	Total Outside Interest	755	\$ 640	\$ (320)	\$ 600	\$ (600)	\$ 560	\$ -	\$ 560	-6.67%	
	\$1.0218M FY25 Gen Lease Inside Int Ameresco	760	\$ 6,211	\$ (6,211)	\$ 4,039	\$ (2,299)	\$ 1,765	\$ -	\$ 1,765	-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)	\$ -	\$ -	\$ -	-100.00%	Paid off in FY2024
	\$154,890 Highway Loader Lease INT	760	\$ -	\$ -	\$ -	\$ -	\$ 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	70.48%	
72	Total Interest		\$ 339,226	\$ (336,706)	\$ 313,319	\$ (160,063)	\$ 296,919	\$ -	\$ 296,919	-5.23%	
71-72	Total Debt Service		\$ 1,058,562	\$ (1,056,042)	\$ 923,121	\$ (470,152)	\$ 789,818	\$ -	\$ 789,818	-14.44%	
	Unclassified										
	Benefit Reimbursement Offset	910	\$ (66,290)	\$ 63,693	\$ (66,290)	\$ 27,925	\$ (68,000)	\$ -	\$ (68,000)	2.58%	Estimate
	Essex Regional Retirement	911	\$ 696,430	\$ (696,430)	\$ 802,350	\$ (802,350)	\$ 895,485	\$ -	\$ 895,485	11.61%	Revised 2/15/2024 Appropriation Letter
	Workers Comp Insurance	912	\$ 52,000	\$ (54,888)	\$ 61,000	\$ (60,783)	\$ 67,000	\$ -	\$ 67,000	9.84%	Estimate 5%
	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)	\$ 540,000	\$ 19,000	\$ 559,000	3.90%	Estimate - 2 employees Highway and Police
	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	-1.54%	Estimate
	Merit Increase	919	\$ 15,000	\$ (8,765)	\$ 15,000	\$ -	\$ 20,000	\$ -	\$ 20,000	33.33%	Estimate
	Property/Liability Insurance	945	\$ 122,000	\$ (111,488)	\$ 136,000	\$ (128,974)	\$ 148,000	\$ -	\$ 148,000	8.82%	Estimate 5%
73	Total Unclassified		\$ 1,403,640	\$ (1,310,649)	\$ 1,558,060	\$ (1,185,025)	\$ 1,673,485	\$ 19,000	\$ 1,692,485	8.63%	Estimates
74	General OPEB Transfer Out	990	\$ 90,000	\$ (90,000)	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000	100.00%	Free Cash - FY2024
	Total Omnibus		\$ 19,956,400	\$ (19,412,319)	\$ 20,204,220	\$ (9,526,225)	\$ 22,219,877	\$ (236,489)	\$ 21,983,388	8.81%	

Finance Director's Recommendations

Description	Dept #	FY2025 Main. Budget	FY2025 Changes	FY2025 Request	Dept. Request	FY2025 Finance Director's Recommendation	FY2025 Change to Budget	Reasoning
Beginning Budget Deficit							\$ (461,328)	
Revenue Changes								
State Cherry Sheets		\$ 1,195,873	\$ -	\$ 1,195,873	\$ 1,195,873	\$ -	\$ -	Governors Numbers
New Growth		\$ 125,000	\$ -	\$ 125,000	\$ 150,000	\$ 25,000	\$ 25,000	Estimated w/Assessors - Preliminary
Motor Vehicle Excise		\$ 1,066,000	\$ -	\$ 1,066,000	\$ 1,100,000	\$ 34,000	\$ 34,000	Estimated based on 3.5% increase in 1st Commitment
Other Excise (Marijuana)		\$ -	\$ -	\$ -	\$ 32,000	\$ 32,000	\$ 32,000	Estimate based on 2nd Qtr
Penalties & Interest		\$ 44,700	\$ -	\$ 44,700	\$ 32,000	\$ (12,700)	\$ (12,700)	Estimated based on 7 months revenue
In Lieu of Taxes		\$ 1,289	\$ -	\$ 1,289	\$ 1,289	\$ -	\$ -	
Trash		\$ 143,000	\$ -	\$ 143,000	\$ 150,000	\$ 7,000	\$ 7,000	Estimated based on 7 months revenue
Ambulance		\$ 464,000	\$ -	\$ 464,000	\$ 435,000	\$ (29,000)	\$ (29,000)	Estimated based on 7 months revenue
Fees		\$ 46,000	\$ -	\$ 46,000	\$ 47,000	\$ 1,000	\$ 1,000	Estimated based on 7 months revenue
Rentals		\$ 145,500	\$ -	\$ 145,500	\$ 140,000	\$ (5,500)	\$ (5,500)	Estimated based on 7 months revenue and Cable new rent
Cemetery		\$ 16,000	\$ -	\$ 16,000	\$ 20,000	\$ 4,000	\$ 4,000	Estimated based on 7 months revenue
Building Permits		\$ 38,500	\$ -	\$ 38,500	\$ 45,000	\$ 6,500	\$ 6,500	Estimated based on 7 months revenue
Other Licenses and Permits		\$ 29,300	\$ -	\$ 29,300	\$ 35,000	\$ 5,700	\$ 5,700	Estimated based on 7 months revenue
Fines & Forfeitures		\$ 25,700	\$ -	\$ 25,700	\$ 25,700	\$ -	\$ -	Estimated based on 7 months revenue
Investment Income		\$ 164,800	\$ -	\$ 164,800	\$ 200,000	\$ 35,200	\$ 35,200	Estimated based on 7 months revenue
Misc Recurring		\$ 41,300	\$ -	\$ 41,300	\$ 60,000	\$ 18,700	\$ 18,700	Estimated based on 7 months revenue
Misc Non-Recurring		\$ 48,000	\$ -	\$ 48,000	\$ 48,000	\$ -	\$ -	Estimated based on 7 months revenue
Total Revenue Adjustments							\$ 121,900	
Expense Changes								
Assistant Assessor	141	\$ 61,755	\$ -	\$ 61,755	\$ 58,386	\$ 3,369	\$ 3,369	Split Additional Increase over 2 years
Assistant Town Clerk	161	\$ 24,657	\$ -	\$ 24,657	\$ 18,493	\$ 6,164	\$ 6,164	Can't support this year - purchase equipment to assist
Town Heating	192	\$ 38,000	\$ -	\$ 38,000	\$ 28,000	\$ 10,000	\$ 10,000	Estimated based on 10 months of invoices
Town Copier/Lease	192	\$ 2,250	\$ -	\$ 2,250	\$ 1,850	\$ 400	\$ 400	New contract
Police Salaries	210	\$ 1,198,395	\$ -	\$ 1,198,395	\$ 1,112,591	\$ 85,804	\$ 85,804	Hire 1 Patrolman July 1 (need to increase Health Insurance \$19K)
Police Copier & Lease	210	\$ 3,500	\$ -	\$ 3,500	\$ 2,000	\$ 1,500	\$ 1,500	New Contract and review of past year
Police Fuel	210	\$ 25,000	\$ -	\$ 25,000	\$ 20,000	\$ 5,000	\$ 5,000	Fuel Prices declined
Police Uniforms	210	\$ 19,000	\$ -	\$ 19,000	\$ 17,000	\$ 2,000	\$ 2,000	1 New Patrolman
Fire Municipal Alarms	220	\$ 7,650	\$ -	\$ 7,650	\$ 5,650	\$ 2,000	\$ 2,000	Based on previous history
Fire Copier Expense	220	\$ 2,300	\$ -	\$ 2,300	\$ 1,900	\$ 400	\$ 400	New contract
Fire Vehicle Fuel	220	\$ 8,500	\$ -	\$ 8,500	\$ 6,500	\$ 2,000	\$ 2,000	Fuel Prices declined
Ambulance EMT Wages	231	\$ 350,400	\$ -	\$ 350,400	\$ 244,400	\$ 106,000	\$ 106,000	Can't support this year - this allows for a \$3/hr increase to FT Fire/EMT
Ambulance ALS Service	231	\$ 5,000	\$ -	\$ 5,000	\$ 3,000	\$ 2,000	\$ 2,000	Based on previous history
Cemetery Admin Asst Wages	491	\$ 7,000	\$ -	\$ 7,000	\$ 3,000	\$ 4,000	\$ 4,000	Additional work is project based - suggest use other available funds
Nurse Supplies	522	\$ 1,357	\$ -	\$ 1,357	\$ 357	\$ 1,000	\$ 1,000	Sharps collection - possible from BOH Regional Grant?
COA Wages	541	\$ 182,064	\$ -	\$ 182,064	\$ 158,712	\$ 23,352	\$ 23,352	Can't support this year - possible from BOH Regional Grant?
COA Copier Expense	541	\$ 3,600	\$ -	\$ 3,600	\$ 2,600	\$ 1,000	\$ 1,000	New contract
Health Insurance	914	\$ 540,000	\$ -	\$ 540,000	\$ 559,000	\$ (19,000)	\$ (19,000)	Health Insurance Police Officer
Expense Changes							\$ 236,989	
Net Deficit/Surplus							\$ (102,439)	

FY2025 Water Budget - Revised 1/8/2024

Account	Dept.	FY2023		FY2024		FY2025				Notes
		Budget	Expended	Budget	Actuals to Date 11/30/2023	Requested Budget	Fin Com Changes	\$ Change	% Change	
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

FY2025 Water Budget - Revised 1/8/2024

Account	Dept.	FY2023		FY2024		FY2025				Notes
		Budget	Expended	Budget	Actuals to Date 11/30/2023	Requested Budget	Fin Com Changes	\$ Change	% Change	
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%	
\$74,105 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%	

FY2025 Sewer Budget - Revised 1/8/2024

		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 Negotiations - 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%	

FY2025 Sewer Budget - Revised 1/8/2024

Account	Dept.	FY2023		FY2024		FY2025				Notes
		Budget	Expended	Budget	Actuals to Date 11/30/2023	Requested Budget	Fin Com Changes	ATM Requested Budget	\$ Change	% Change
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%
Prop/Liab/WC Insurance	440	\$ 15,608	\$ (14,250)	\$ 15,000	\$ (20,493)	\$ 21,100		\$ 21,100	\$ 6,100	40.7%
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%
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%
\$3.971M FY24 Sewer Inside Prn	710	\$ 40,000	\$ (40,000)	\$ 35,000	\$ -	\$ -		\$ -	\$ (35,000)	-100.0%
\$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%
\$99,226 FY28 Sewer F350 Lease Inside Prn	720			\$ 26,991	\$ (26,198)	\$ 20,853		\$ 20,853	\$ (6,138)	100.0%
\$4.231M FY24 Sewer Inside Int	751	\$ 5,716	\$ (5,716)	\$ 1,913	\$ (1,913)	\$ -		\$ -	\$ (1,913)	-100.0%
\$3.971M FY24 Sewer Inside Int	751	\$ 1,650	\$ (1,650)	\$ 525	\$ -	\$ -		\$ -	\$ (525)	-100.0%
\$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%

**Articles for Consideration
Annual Town Meeting April 29, 2024**

Article 1: To see if the Town will vote to appropriate from Free Cash for **FY2024**, a sum of money in the amount of **\$630,422** for the following specific purposes outlined below;

a. Former Coastal Metals Site Testing **\$ 60,000**

Rationale: This will appropriate funds for testing required at the former Coastal Metals Site. The Site has been cleaned, injections into the soils complete; however, testing will be required for several years until the MADEP determines the site closed. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: **Yes 8 - 0**

b. Employee Retirement Funding **\$ 21,000**

Rationale: This will appropriate funds for the required costs of employee retirement accrual payments. Requested by the Finance Director.

Selectmen Recommendation:

FinCom Recommendation: **Yes 8 - 0**

c. Lake Attitash Invasive Weeds **\$ 5,000**

Rationale: This will appropriate funds for the management of invasive weeds and water quality at Lake Attitash. Amesbury will also be contributing. Requested by the Lake Attitash Association.

Selectmen Recommendation:

FinCom Recommendation: **Yes 8 - 0**

d. Reserve Fund Funding **\$ 40,000**

Rationale: The Town needs to replenish the Reserve Fund Expenditures for FY2024. Requested by the Finance Director.

Selectmen Recommendation:

FinCom Recommendation: **Yes 8 - 0**

e. Bi-Annual OPEB Study **\$ 6,800**

Rationale: This will appropriate funds for required Bi-Annual OPEB Study. Requested by the Finance Director.

Selectmen Recommendation:

FinCom Recommendation: **Yes 8 - 0**

f. By-Law Review and Update **\$ 8,855**

Rationale: This will appropriate funds for the codification and update of the Town General By-Law. Requested by the Town Clerk.

Selectmen Recommendation:

FinCom Recommendation: **Yes 7 - 1**

g. Address Label Printer for Elections**\$ 14,350**

Rationale: This will appropriate funds for the purchase of an address label printer and dedicated laptop for the elections. Requested by the Town Clerk.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

h. Select Board Tablets**\$ 1,500**

Rationale: This will appropriate funds for the purchase of tablets for the new Select Board Members. Requested by the Select Board.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

i. Special Revenue Account for Opioid Funds**\$ 4,437**

Rationale: This will appropriate funds that were received to the Special Revenue Account for Opioid Funds. Requested by the Tow Administrator.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

j. Police Command Vehicle**\$ 60,000**

Rationale: This will appropriate funds for the purchase of a replacement command vehicle for the Police Department. Requested by the Police Chief.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

k. Fire Command Vehicle**\$ 90,000**

Rationale: This will appropriate funds for the purchase of a replacement command vehicle for the Fire Department. Requested by the Fire Chief.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

l. Feasibility Study for a new Highway Garage**\$ 50,000**

Rationale: This will appropriate funds for a Feasibility Study for a new Highway Garage. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

m. Highway Share of a Roadway Compressor**\$ 10,000**

Rationale: This will appropriate funds for the Highway Department's share of a roadway compressor to be shared with the Water and Wastewater Departments. Requested by the DPW Director.

Selectmen Recommendation:**FinCom Recommendation:** Yes 8 - 0**Capital Planning Recommendation:** Yes 5 - 0**n. Repairs to the Parks and Rec Garage****\$ 20,000**

Rationale: This will appropriate funds for repairs to the Parks and Rec Garage. Requested by the DPW Director.

Selectmen Recommendation:**FinCom Recommendation:** Yes 8 - 0**Capital Planning Recommendation:** Yes 5 - 0**o. Repairs to the COA Building****\$ 20,000**

Rationale: This will appropriate funds for outside building, windows and façade repairs at the COA. Requested by the COA Director.

Selectmen Recommendation:**FinCom Recommendation:** Yes 8 - 0**Capital Planning Recommendation:** Yes 5 - 0**p. HVAC Repairs at the Library****\$ 138,500**

Rationale: This will appropriate funds for the HVAC repairs in the Meeting Room at the Library. Requested by the Library Trustees.

Selectmen Recommendation:**FinCom Recommendation:** Yes 8 - 0**Capital Planning Recommendation:** Yes 5 - 0**q. ADA Compliance for the Town Sidewalks and Public Meetings****\$ 45,000**

Rationale: This will appropriate funds for ADA compliance work on the Town sidewalks in coordination with the DPW Department and for ADA requests for public meetings. Requested by the Commission on Disabilities.

Selectmen Recommendation:**FinCom Recommendation:** Yes 8 - 0**Capital Planning Recommendation:** Yes 5 - 0

r. Asbestos Tile Repairs at the Donaghue School**\$ 35,000**

Rationale: This will appropriate funds for the asbestos Facilities Director of PRSD.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

or take any other action relative hereto.

Article 2: To see if the Town will vote to appropriate from Water Retained Earnings for **FY2024** a sum of money in the amount of **\$ 65,000** for the following specific capital purposes outlined below;

a. Water Meter Replacement**\$ 30,000**

Rationale: To upgrade older meters to become lead free and radio read. Reducing time needed to read meters and increase public water quality. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

b. Water Infrastructure**\$ 25,000**

Rationale: This will replace/upgrade existing infrastructure to meet current DEP requirements. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

c. Water Share of a Roadway Compressor**\$ 10,000**

Rationale: This will appropriate funds for the Water Department's share of a roadway compressor to be shared with the Highway and Wastewater Departments. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

or take any other action relative hereto.

Article 3: To see if the Town will vote to transfer from the Wastewater Retained Earnings for **FY2024** a sum of money in the amount of **\$ 192,000** for the following specific capital purposes outlined below;

a. Wastewater Plant Engineering and Improvements **\$ 177,000**

Rationale: This will replace/upgrade/existing out of date and obsolete equipment as well as building improvements. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

b. Water Meter Replacement **\$ 10,000**

Rationale: To upgrade older meters to become lead free and radio read. Reducing time needed to read meters and increase public water quality. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

c. Wastewater Share of a Roadway Compressor **\$ 5,000**

Rationale: This will appropriate funds for the Wastewater Department's share of a roadway compressor to be shared with the Highway and Water Departments. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Capital Planning Recommendation: Yes 5 - 0

or take any other action relative hereto.

Article 4. To see if the Town will vote to appropriate from Water Retained Earnings for **FY2024** a sum of money in the amount of **\$27,000** for the following specific purposes listed below;

a. Water Department Building and Road Repairs **\$ 15,000**

Rationale: This will appropriate funds to repair driveway and other misc. building maintenance at the Wallace Way Treatment Plant. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

b. Water Pump Replacements **\$ 12,000**

Rationale: This will appropriate funds for the replacement of 3 aging water pumps at the station. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

or take any other action relative hereto.

Article 5: To see if the Town will vote to appropriate from Wastewater Retained Earnings for **FY2024** a sum of money in the amount of **\$125,000** for I & I repairs throughout town; or take any other action hereto.

Rationale: This will allow for ongoing I & I work as required by the DEP as needed. Requested by the DPW Director. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 6: To see if the Town will vote to transfer **\$100,000** from the Inspectional Services Revolving Account to the Town General Fund for **FY2024**; or take any other action hereto.

Rationale: This will transfer excess funds in the Inspections Services Revolving Account to the General Fund. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 7: To see if the Town will vote to transfer the balance of **\$14,603.51** from Article 3.o, Highway Loader John Deere, of the April 24th, 2023 Annual Town Meeting to the Highway Roadway Maintenance Account for the use of general roadway maintenance for **FY2024**; or take any other action hereto.

Rationale: This will transfer excess funds in the John Deere Loader Account to the Highway Roadway Account. These funds represent the additional funds the Town realized on the trade in value on the old tractor. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 8: To see if the Town will vote to transfer the balance of **\$3,653.40** from Article 1.a, Highway Bear Hill Culvert Non-Federal Match, of the April 26th, 2021 Annual Town Meeting to the Highway Culvert Repairs for the use of general culvert maintenance for **FY2024**; or take any other action hereto.

Rationale: This will transfer excess funds in the Bear Hill Culvert Non-Federal Match Account and allow the funds to be used for general culvert maintenance throughout Town. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 9: To see if the Town will vote to transfer the balance of **\$10,810.74** from Conservation Assessment line item to the Conservation Agent & Admin Wages line item for **FY2024**; or take any other action hereto.

Rationale: This will transfer the balance in the Conservation Assessment line item to the Conservation Agent & Admin Wages line item for FY2024. The Town had an arrangement with the Town of Newbury, to share a Conservation Agent. The Town is no longer sharing the agent, they are now an employee of the Town. The funds need to be transferred from the expense line to the salary line. Requested by the Conservation Commission.

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 10: To see if the Town will vote pursuant to the provisions of M.G.L. c. 44, Section 53E½, as most recently amended, to establish **Fiscal Year 2025** limitations on expenditures from the revolving funds established by the General Bylaw entitled, "Departmental Revolving Funds", with such limitations to remain applicable from fiscal year to fiscal year until such time as they are later amended as follows:

Revolving Fund	Fiscal Year Spending Limit
Firearms	\$12,000
Zoning Board of Appeal	\$9,000
Town Nurse	\$10,000
Zoning and Building Code Compliance	\$15,000
Board of Health Projects	\$4,500
Rental Inspections	\$4,000
Inspectional Services	\$100,000
PRSD Grounds	\$50,000
Tax Title	\$10,000
Fire Watch	\$5,000

or take any other action relative hereto.

Rationale:

Pursuant to M.G.L. c. 44, Section 53E ½, as most recently amended by the Municipal Modernization Act, towns must adopt a bylaw to establish revolving funds, which the Town did at a prior Annual Town Meeting. Town Meeting must still approve annual expenditure limits, however, as is proposed here. Be reminded that these revolving funds are required in order to receive and disburse funds generated through programs supported by such revolving funds. Revenues will be used to offset expenses related to these programs and activities and disbursed under the direction of those indicated. Requested by the Town Administrator.

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 11: To see if the Town will vote to fix the salary and compensation of all elected officers of the Town as provided by G.L. c. 41, § 108 as amended: Town Clerk, three Assessors, three Commissioners of Municipal Light, and to raise, appropriate or transfer sums of money therefore and to determine sums of money raised to be transferred to defray the necessary and usual charges and expenses of the Town for the Fiscal Year commencing July 1, 2024 and make appropriations for the same, said sums of money so raised, appropriated or transferred to be expended for specific purposes to be voted; or take any other action relative hereto.

Rationale: This article approves the Town's FY2025 Operating Budget as specified in the attached breakdown. Requested by the Select Board.

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 12: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to operate the Wastewater Department Enterprise for FY2025;

Salaries:	\$ 669,054
Expenses:	\$ 580,740
<u>Debt Service:</u>	<u>\$ 67,229</u>
Total	\$1,317,023

And that **\$ 1,317,023** be raised as follows:

Departmental Receipts:	\$ 1,297,023
Wastewater Betterment Fund:	\$ 20,000

or take any other action relative hereto.

Rationale: To set FY2025 Budget for Wastewater Department as an Enterprise Fund (M.G.L. c.44 §53F1/2). Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 13: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to operate the Water Department Enterprise for FY2025;

Salaries:	\$ 552,161
Expenses:	\$ 543,250
<u>Debt Service:</u>	<u>\$ 145,259</u>
Total	\$1,240,670

And that **\$1,240,670** be raised as follows:

Departmental Receipts:	\$ 1,240,670
------------------------	---------------------

or take any other action relative hereto.

Rationale: To set FY2025 Budget for Water Department as an Enterprise Fund (M.G.L. c.44 § 53F1/2). Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 14: To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money from the Electric Light Operating Balance said money to be used by the Assessors to reduce the Tax Rate for Fiscal Year 2025; or take any other action relative hereto.

Rationale: This is an amount of funds approved by the Merrimac Light Commissioners to reduce the tax rate; this amount helps to offset the costs of general governmental services that all taxpayers use. The Light Department does not pay property taxes. Requested by the Light Commissioners.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 15: To see if the Town will vote to appropriate or otherwise provide \$ 8,200 or other sum of money from available funds known as "Sale of Cemetery Lots", such sum or part thereof, to be expended under the direction of the Cemetery Trustees for the care, improvement, and embellishment of said cemeteries, in accordance with G.L. c. 114, §§ 15 and 25; or take any other action relative hereto.

Rationale: This appropriation authorizes the transfer of funds collected from the previous fiscal year to be used by the Cemetery Trustees for the upkeep of the said cemeteries. Requested by the Cemetery Trustees.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 16: To see if the Town will vote to raise and appropriate or otherwise provide \$185,000 or other sum of money to be used to make necessary repairs to Town roadways; or take any other action relative hereto.

Rationale: This article will allow the DPW Director to use the funds for necessary roadwork beyond the end of the fiscal year, which will give more flexibility when planning the needed repairs. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 17: To see if the Town will vote to accept the State Grant of Chapter 90 Highway Funds and authorize the Board of Selectmen to expend said funds for Highway purposes in accordance with the terms of said grants; or take any other action relative hereto.

Rationale: This article allows the Town to accept State Transportation Aid to help maintain Town roadways. Requested by the DPW Director.

Selectmen Recommendation:

FinCom Recommendation: Yes 8 - 0

Article 18: To see if the Town will vote to raise and appropriate or otherwise provide **\$330,000**, or other sum of money for Solid Waste Collection and Disposal, Recycling Collection; or take any other action relative hereto.

Rationale: This article allows the Town to raise the funds necessary for the collection and disposal of solid waste, recycling and offset the costs with the funds collected through the sale of Trash Bags. Requested by the Town Administrator.

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 19: To see if the Town will vote to rescind Article 28, Opioid Stabilization, of the April 24, 2023 Annual Town Meeting and transfer the balance of **\$770.13** to a special revenue account for Opioid Settlement Funds and dedicate future Opioid Funds to the special revenue account for Opioid Settlement Funds; or take any other action relative thereto.

2/3 Vote Required

Rationale: The State now recommends that Opioid Funds received are dedicated to the special revenue account for Opioid Settlement Funds. This will transfer the funds the Town had appropriated to an Opioid Stabilization Fund to the new Opioid Special Revenue Account. Per the request of the Town Administrator.

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 20: To see if the Town will amend Article III, Section 1 of the Town of Merrimac General By-law as follows:

Which currently read:

3.1 In accordance with G.L. Chapter 39, Section 16, at the Annual Town Meeting appoint a Finance Committee annually, to consist of not more than nine (9) citizens of the Town. A majority of members appointed shall constitute a quorum.

To read instead:

3.1 Finance Committee. In accordance with G.L. Chapter 39, Section 16, the Town shall establish a Finance Committee. The Town Moderator shall appoint a Finance Committee to consist of not more than nine (9) members, each a registered voter of the Town. A majority of the members appointed shall constitute a quorum. The Finance Committee shall be appointed annually to terms that begin and end with the town's fiscal year, July 1 through June 30. The Moderator may appoint members during the fiscal year to fill any vacancies that reduce the number of members to fewer than nine (9) members.

or take any other action relative thereto.

Rationale: To be provided by the Finance Committee. Requested by the Finance Committee

Selectmen Recommendation:

FinCom Recommendation:

Yes 8 - 0

Article 21: To see if the Town will vote to adopt G.L. c.32 Section 4 (2)(b) Call Fire, Police credible service local option; or take any other action relative thereto.

Rationale: To be provided by the Fire Chief. Requested by the Fire Chief.

Selectmen Recommendation:

Article 22: To see if the Town will vote amend the Town of Merrimac General Bylaws by adding a new Article XI as follows:

Article XI.

11.1 Multi Member Body Meetings Prohibited: No multiple-member body of the Town shall conduct a meeting during the election hours of a municipal or state election that is occurring within the Town. For the purpose of this section, election hours of a municipal or state election shall include only the hours in which live voting is taking place on election day and shall not count early voting prior to election day.

or take any other action relative thereto.

Rationale: To be provided by the Town Clerk. Requested by the Town Clerk.

Selectmen Recommendation:

Article 23: To see if the Town will vote to double the current Veteran's Tax Abatement amounts adopted by the Town of Merrimac; or take any other action relative thereto.

Rationale: A resident n Town aske for this Article to be considered at Town Meeting. If approved this would be an increase of approximately \$25,000, which is paid through the Tax Rate.

Selectmen Recommendation:

FinCom Recommendation:

No Recommendation



Agenda Item

Finance

03/25/24

\$30K Earmark Contract

Subject:

Attachments:

Standard Contract Form - FY24 Budget earmarks

CASL Form - Corporations

Wayne Alarm Quote WYNQ41635-02

Wayne Alarm Quote WYNQ41636-02

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



9.3.a

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: (and d/b/a): Town of Merrimac		COMMONWEALTH DEPARTMENT NAME: Dept. of Elementary & Secondary Edu. MMARS Department Code: DOE	
Legal Address: (W-9, W-4): 4-8 School St, Merrimac, MA 01860		Business Mailing Address: 75 Pleasant Street, Malden, MA 02148	
Contract Manager: Carol McLeod	Phone: 978-346-0524	Billing Address (if different):	
E-Mail: cmcleo@townofmerrimac.com	Fax:	Contract Manager: Matt Deninger	Phone: 781-338-3117
Contractor Vendor Code: VC6000191880		E-Mail: Matthew.J.Deninger@mass.gov	Fax:
Vendor Code Address ID (e.g. "AD001"): AD ____ (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s):	
		RFR/Procurement or Other ID Number: FY24 Budget Earmark	
☒ NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) ☐ Statewide Contract (OSD or an OSD-designated Department) ☐ Collective Purchase (Attach OSD approval, scope, budget) ☐ Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) ☐ Emergency Contract (Attach justification for emergency, scope, budget) ☐ Contract Employee (Attach Employment Status Form, scope, budget) ☒ Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		☐ CONTRACT AMENDMENT Enter Current Contract End Date <u>Prior</u> to Amendment: ____, 20 ____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) ☐ Amendment to Date, Scope or Budget (Attach updated scope and budget) ☐ Interim Contract (Attach justification for Interim Contract and updated scope/budget) ☐ Contract Employee (Attach any updates to scope or budget) ☐ Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): ☒ Commonwealth Terms and Conditions ☐ Commonwealth Terms and Conditions For Human and Social Services ☐ Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00 . ☐ Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) ☒ Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$ <u>30,000</u>			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __% PPD; Payment issued within 20 days __% PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: ☒ agree to standard 45 day cycle ☐ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); ☐ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FY2024 state earmark pursuant to lines 7010-1192, 7061-9611, 7010-1196 or 7061-9406 – see attached scope/budget for further details.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ☐ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. ☐ 2. may be incurred as of ____, 20 ____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. ☒ 3. were incurred as of July 1, 2023 , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of June 30, 2024 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the " Effective Date " of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Chris Manni</u> Print Title: <u>Select Board Chairman</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: <u>Jonna Willis</u> Print Title: <u>Procurement Director</u>	

Attachment: Standard Contract Form - FY24 Budget earmarks (\$30K Earmark Contract)



Commonwealth of Massachusetts
CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company
(must match Form W-9 tax classification)

Contractor Legal Name Town of Merrimac	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number) VC6000191880
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INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor’s authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver’s licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional “wet signature” (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory’s hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address
Chris Manni		Select Board Chairman	978-346-8862	selectman2@townofmerrimac.com

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor’s employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name Carol McLeod	Phone Number 978-346-0524
Title Town Administrator	Email Address cmcLeod@townofmerrimac.com

A copy of this listing must be attached to the “record copy” of a contract filed with the department.

Attachment: CASL Form - Corporations [Revision 1] (\$30K Earmark Contract)



MA License C1111

Wayne Alarm Systems Inc.

424 Essex Street Lynn, MA 01902

(781) 595-0000 Ext.408
(781) 477-6196 FAX
www.waynealarm.com

This proposal was specifically created for
Town of Merrimac

Quote #	WYNQ41635-02
Date	11/15/2023
Security Consultant	
Paul Verruto	
pverruto@waynealarm.com	

Sold to:
Town of Merrimac
2 School St
Merrimac, MA 01860

Installed at:
Dr. Frederick N. Sweetsir
104 Church St.
Merrimac, MA 01860

Contact:
Robert Sinibaldi
(978)346-0525

Contact:
Stephanie Dembro
(978) 346-8921

Install a micro-processor controlled 4-Door Hosted Access Control system based on customers input and/or supplied plans as described below and on the following page.

Proposal includes:

- 1 - Keyscan 4-Door Access Control Panel
 - 1 - RS232 to TCP/IP Converter to connect to internet router to allow for Hosting.
 - 1 - 8 Channel Altronix UL Power Supply mounted with above control panels to power door strikes.
 - 3 - Keyscan Proximity Readers on:
 - Main FrontEntry Door
 - Side Morning Arrival/Recess Door
 - Rear Parking Door
 - 3 - Security Contacts on Doors with Readers to monitor prop.
 - 100 - Standard Proximity Fobs/Cards
 - Estimate for locksmith work included.
 - All necessary hardware, wire and labor to install the above except the main wire runs which will be done by the schools contractor.
- Wayne Alarm will do finish wiring.

*Panels are wall mounted and will require three separate single 110V AC power outlets.

The monthly fee for this Hosted access system is 30.00 per month billed semi-annually in advance. Hosted access includes:

- Remote secure backup every 24 hours of all data.
- Remote management of system with user code and password from any p.c. with internet access.
- Ability to remotely lock/unlock doors from any p.c. with internet access.

The electric strike(s) and/or magnetic lock(s) will be installed, and warranted, by the vendor shown below:

Company _____
Contact _____
Phone # _____

Option:

Wayne Alarm Service Program: Covers all parts and all labor for duration. Includes "Hot Swaps" when necessary. This does not cover any physical damage or damage resulting from acts of nature. \$89.95 Additional per month billed semi-annually in advance.

- ☐ Accept
☐ Decline

What the customer will supply:

Designated email address for billing purposes_____.

Attachment: Wayne Alarm Quote WYNQ41635-02 (\$30K Earmark Contract)

A set of accurate plans that will be used to design the system. Any updates or changes made to the plans shall be resubmitted by the customer prior to the work being started. Customer is responsible for any costs relating to additional parts and labor due to plan deficiency

The necessary 110V power for the panel(s) and lock(s)/strike(s) within 6' of the panel.

Network connection within six feet of panel.

Checking this box approves any electronic fund transfers for the applicable monthly monitoring fee and the balance of the installation when the job is completed: ☐

Permitting fees include applicable permits , runners fees , processing , one inspection , mailing and all direct expenses. Subject to change upon scope and coordination.



What Wayne Alarm Systems will supply and install:



Quantity	Description of Part		
1	4 reader controller		
4	12V 7AH Battery		
1	Power supply/charger		
3	Prox reader		
1	RS232 to TCP/IP Converter w/Encryption		
1	Reverse Network License - SINGLE		
1	Additional Client/Web Network License - SINGLE		
1.5	4 Elem Comp Cable CMR Org Jkt		
2	Standard prox cards - 50		
3	Surface Mount Aluminum 3" Gap Door Contact		
1	4 Elem Comp Cable CMR Org Jkt		
1	ELECTRICAL SUPPLIES		
2	IT Services		
3	Install-Prev-LCPMD		
3	Pass Through Costs For Subcontractor		
		Material & Labor	\$16,951.31
		Sales Tax	\$0.00
		Total	\$16,951.31

Lease Payment Option

- * A warranty period of 12 months shall apply to all parts and labor listed in this proposal.
- * If a quoted part is unavailable at the time of ordering it will be replaced with a similar model with equal or greater features any necessary cost increase will be quoted to the customer for approval.
- * All door strike(s) and/or magnetic lock(s) will be installed by others. The costs for these items, unless indicated above, are not included in this proposal.
- * A 50% deposit is required for all projects with the balance due upon completion of the installation.
- * This quote is effective for 10 days.
- * Unless indicated above the installation will be done during normal business hours, with are 8 AM to 4:30 PM.
- * Price is based on above list of materials and quantities only. Please confirm that all quantities are correct and that all necessary items have been included. If there are any discrepancies, please notify us so that we can adjust the price accordingly.

11/15/23

Here yesterday...Here today...Here tomorrow

WYNQ41635-02

* All services provided by Wayne Alarm Systems subject to all the terms and conditions of our installation, monitoring, and maintenance contracts.

Attachment: Wayne Alarm Quote WYNQ41635-02 (\$30K Earmark Contract)

Terms and Conditions

I. This document has been classified CONFIDENTIAL to give emphasis to the importance of restricting access of information herein to AUTHORIZED PERSONNEL ONLY

II. All material is guaranteed to be specified. Replacement components shall be of equal or better quality with no increase in price except where authorized by the subscriber. All work to be done in a workmanlike manner and in accordance with standard trade practices. All agreements contingent upon strikes, accidents or delays beyond the control of WAYNE ALARM SYSTEMS INC. Hereinafter called the CONTRACTOR. Subscriber to carry fire, tornado and other necessary insurance.

III. LIMIT OF LIABILITY It is understood that the CONTRACTOR is not an insurer that such insurance, if any, shall be obtained by the Subscriber. Amount payable to the Contractor hereunder are based upon the value of the subscribers property of others located in subscribers premises. The CONTRACTOR makes no guarantee or warranty, included any implied warranty of merchantability or fitness that the system or service supplied will avert or prevent occurrences or the consequences there from, which the system or services is designed to detect. The subscriber does not desire this agreement to provide for full liability of the CONTRACTOR and agrees that the CONTRACTOR shall be exempt from liability for loss or damage due directly or indirectly to occurrences or consequences there from which the equipment or services is designed or avert: that if the CONTRACTOR should be found liable for loss or damage due to a failure of equipment or service in any respect, its liability shall be limited to \$250.00 as the sole & exclusive remedy and that the provisions of this paragraph shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to a person or property from performance of obligations imposed by this agreement or from negligence, active or otherwise, of the CONTRACTOR, its agents or employees. No action shall be brought against the CONTRACTOR more than one year after the accrual; of the cause of action therefore, if the subscriber desires, the CONTRACTOR will amend this Agreement to allow the subscriber to pay an additional annual amount necessary to purchase an insurance policy or such greater liability, no such amendment shall be effective unless authorized by the subscriber, the CONTRACTOR and the insurance carrier which will be insuring the additional liability, in the event any person, not a party to this agreement, shall make any claim or file any lawsuit against the CONTRACTOR for failure of its equipment or service in any respect, customer agrees to indemnify, defend and hold the CONTRACTOR harmless from any and all such claims and lawsuits including the payment of all damages, expenses, costs and attorney's fees. If this agreement provides for a direct connection to person, persons or governmental agency which, in the judgment of the CONTRACTOR has jurisdiction of the subscriber's premises or other agency that department or agency may invoke the provisions hereof against any claims by the subscriber due to any failure of such department or agency.

IV. Subscriber may indicate acceptance of this proposal by indicating choice of systems from those offered and by affixing an authorized signature where indicated.

V. Following acceptance of this proposal, installation will be scheduled.

VI. Waiver of Subrogation: You hereby waive any rights your insurance company may have to be reimbursed by Company or Representatives for money paid to you or on your behalf.

VII. Subscriber shall pay the CONTRACTOR the highest lawful rate of interest permissible under applicable law on all past due billings. If however claim is referred to an attorney to enforce collection, the subscriber shall be liable for legal fee of 25% in addition to outstanding balance. If a law suit is instituted in a court of applicable jurisdiction to enforce payment of said outstanding balance and reasonable attorney's fee of 25% of said outstanding balance plus interest.

The above prices, specification and conditions are satisfactory and hereby accepted. You are authorized to proceed and do all work as specified. Payments will be made in accordance with the terms herein defined.

Wayne Alarm Systems Inc.

By: *Paul Verruto*

Date: 11/15/23



For Town of Merrimac

Title _____

By _____
Print Name

By _____

Date _____

Attachment: Wayne Alarm Quote WYNQ41635-02 (\$30K Earmark Contract)



MA License C1111

Wayne Alarm Systems Inc.

424 Essex Street Lynn, MA 01902

(781) 595-0000 Ext.408
(781) 477-6196 FAX
www.waynealarm.com

Quote #	WYNQ41636-02
Date	11/15/2023
Security Consultant	
Paul Verruto	
pverruto@waynealarm.com	

This proposal was specifically created for
Town of Merrimac

Sold to:
Town of Merrimac
2 School St
Merrimac, MA 01860

Installed at:
Dr. Frederick N. Sweetsir School
104 Church St.
Merrimac, MA 01860

Contact:
Robert Sinibaldi
(978)346-0525

Contact:
Stephanie Dembro
(978) 346-8921

Thank you for allowing Wayne Alarm Systems the opportunity to submit the following proposal.

Install a 6-Camera IP Surveillance System with 12TB Linux NVR based on the customers input and/or supplied plans as described below and on the following page.

System to include:

- 1 - Openeye 12TB Professional Linux NVR installed in Electrical Room Rack provided on this proposal
- 1 - 16-Port Gigabyte POE Switch Rack installed in Rack
- 1 - 1500VA UPS to back up power to the NVR and POE switch installed in Rack.
- 1 - Generation Two Cloud Key to allow remote diagnostics.
- 1 - Sanus 27U Rack
- 7 - Professional Recording Licenses
- 7 - OWS Cloud Licenses
- 1 - Hanwha 5MP Indoor Wide Angle Wide Dynamic IR Dome Camera inside Main Front Lobby of School
- 1 - Hanway 6MP Outdoor Three Head Corner Camera with 270° view mounted on Front Corner near Danforth Room to provide view of front of School (This camera has three cameras within the dome requiring three licenses).
- 3 - Hanwha 5MP Outdoor Wide Angle Wide Dynamic IR Dome Cameras for:
 - Outside Main Front Entry Doors capturing individuals entering school.
 - Outside Morning Arrival/Recess Door capturing individuals entering school
 - Outside Rear Parking Door capturing individuals entering school
- All necessary hardware, wire and labor to install the above except primary wire runs to each location. Wiring to be performed by Schools contractor. Wayne Alarm will finish wire runs. i.e. penetrate wall to put camera in.
- Proposal includes on site IT support to:
 - Load remote view software on up to one laptop/pc if on site during install.
 - Load remote view application on up to TWO mobile devices (smartphone or tablet).
 - Demo remote view software/application
- Town of Merrimac Electrical Permit Fee of \$100.00 included.*

The NVR (network video recorder) described above will record for approximately 35-40 days before the oldest video is overlaid.

Wayne Web Service with ReportStar Health Check Services for this system will be \$40.00 per month, billed semi-annually in advance. This service provides:

- 1.) Email notification when hard drive is reporting error and may not be recording.
- 2.) Email notification when NVR loses connection with a camera
- 3.) Email notification when required storage is reaching its limit.
- 4.) Email notification when NVR unexpectedly restarts
- 5.) Backup important clips in the cloud with storage of 2GB
- 6.) View and manage all cameras on any device with a single login from any p.c. with internet access
- 7.) Easily and quickly share clips with anyone through email.

Attachment: Wayne Alarm Quote WYNQ41636-02 (\$30K Earmark Contract)

Option: Wayne Alarm Service Program: Covers all parts and all labor for duration. Includes "hot swaps" when necessary. Does not include physical damage to equipment or damage caused by nature: Additional \$146.00 per month billed semi-annually in advance.

- ☐ Accept
☐ Decline

What the customer will supply:

Designated email address for all invoicing: _____.

A set of accurate plans that will be used to design the system.

The necessary 110 VAC power for the camera(s) power supply, NVR, and POE Switch within 5'.

A RJ45X network connection within 6' of the NVR if remote access is required.

Checking this box approves any electronic fund transfers for the applicable monthly monitoring fee and the balance of the installation when the job is completed: ☐

Permitting fees include applicable permits, runners fees, processing, one inspection, mailing and all direct expenses. Subject to change upon scope and coordination.

Attachment: Wayne Alarm Quote WYNQ41636-02 (\$30K Earmark Contract)



What Wayne Alarm Systems will supply and install:



Quantity	Description of Part
1	Openeye 12TB NVR Server Linux
1	Generation 2 Cloud Key
1	TredNet Smart 16 Port Gigabit POE Smart Switch
1	Triplite UPS 1500VA LCD Power Supply Rack Mount
7	Professional IP License Upgrade
1	Sanus 27U Rack
7	1 Channel - 1 year OWS Cloud
1	Wisenet Q Indoor Dome 5MP 30fps 2.8mm Fixed Focal
3	Wisenet Q Outdoor Dome 5MP 2.8mm Fixed Focal 30fp
4	Wisenet Dome Mount
1	Wisenet P 8MP Outdoor Multi-Head Dome
1	Pendant Cap
1	Corner Bracket
1	Wall Mount Arm
1	Permit-Electrical Application and Processing
1	ELECTRICAL SUPPLIES
3	Cat6+ Riser 4PR - Pink
2	IT Services
3	Install-Prev-LCPMD Install-Prev-LCPMD

Material & Labor	\$14,620.80
Sales Tax	\$0.00
Total	\$14,620.80

Lease Payment Option

Attachment: Wayne Alarm Quote WYNQ41636-02 (\$30K Earmark Contract)

-
- * A warranty period of 12 months shall apply to all parts and labor listed in this proposal. Damage caused by vandalism, acts of God, or natural disasters, such as damage caused by flooding, fire, or explosion is not covered under the warranty.
 - ** If a quoted part is unavailable at the time of ordering it will be replaced with a similar model with equal or greater features any necessary cost increase will be quoted to the customer for approval.
 - * Customer is aware that the viewing area of a given camera is one of a general view, unless specified, objects such as license plates and/or currency denominations will not be captured.
 - * Customer understands that video maybe affected by environmental factors such as rain, snow, fog, or low lights conditions. Also objects such as signs, balloons, boxes, etc placed in the field of view can have a negative impact on recorded video.
 - * Any video interference problems such as ghosting, rolling video, etc occurs as a result of different ground points, additional cost can be incurred to correct any imbalances.
 - * An annual inspection and on going maintenance is strongly recommended. Wayne Alarm Systems can provide this service at additional cost.
 - * A 50% deposit is required for all projects with the balance due upon completion of the installation.
 - * If remote viewing is required the customer shall provide a PC that meets the manufacture's requirements and is running Windows XP, Vista, or Windows 7. No home versions of any operating system is supported. Installing and using the software is the customers responsibility.
 - * This quote is effective for 30 days.
 - * Unless indicated above the installation will be done during normal business hours, with are 8 AM to 4:30 PM.
 - * Price is based on above list of materials and quantities only. Please confirm that all quantities are correct and that all necessary items have been included. If there are any discrepancies, please notify us so that we can adjust the price accordingly.
 - * All services provided by Wayne Alarm Systems subject to all the terms and conditions of our installation, monitoring, and maintenance contracts.

Terms and Conditions

I. This document has been classified CONFIDENTIAL to give emphasis to the importance of restricting access of information herein to AUTHORIZED PERSONNEL ONLY

II. All material is guaranteed to be specified. Replacement components shall be of equal or better quality with no increase in price except where authorized by the subscriber. All work to be done in a workmanlike manner and in accordance with standard trade practices. All agreements contingent upon strikes, accidents or delays beyond the control of WAYNE ALARM SYSTEMS INC. Hereinafter called the CONTRACTOR. Subscriber to carry fire, tornado and other necessary insurance.

III. LIMIT OF LIABILITY It is understood that the CONTRACTOR is not an insurer that such insurance, if any, shall be obtained by the Subscriber. Amount payable to the Contractor hereunder are based upon the value of the subscribers property of others located in subscribers premises. The CONTRACTOR makes no guarantee or warranty, included any implied warranty of merchantability or fitness that the system or service supplied will avert or prevent occurrences or the consequences there from, which the system or services is designed to detect. The subscriber does not desire this agreement to provide for full liability of the CONTRACTOR and agrees that the CONTRACTOR shall be exempt from liability for loss or damage due directly or indirectly to occurrences or consequences there from which the equipment or services is designed or avert: that if the CONTRACTOR should be found liable for loss or damage due to a failure of equipment or service in any respect, its liability shall be limited to \$250.00 as the sole & exclusive remedy and that the provisions of this paragraph shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to a person or property from performance of obligations imposed by this agreement or from negligence, active or otherwise, of the CONTRACTOR, its agents or employees. No action shall be brought against the CONTRACTOR more than one year after the accrual; of the cause of action therefore, if the subscriber desires, the CONTRACTOR will amend this Agreement to allow the subscriber to pay an additional annual amount necessary to purchase an insurance policy or such greater liability, no such amendment shall be effective unless authorized by the subscriber, the CONTRACTOR and the insurance carrier which will be insuring the additional liability, in the event any person, not a party to this agreement, shall make any claim or file any lawsuit against the CONTRACTOR for failure of its equipment or service in any respect, customer agrees to indemnify, defend and hold the CONTRACTOR harmless from any and all such claims and lawsuits including the payment of all damages, expenses, costs and attorney's fees. If this agreement provides for a direct connection to person, persons or governmental agency which, in the judgment of the CONTRACTOR has jurisdiction of the subscriber's premises or other agency that department or agency may invoke the provisions hereof against any claims by the subscriber due to any failure of such department or agency.

IV. Subscriber may indicate acceptance of this proposal by indicating choice of systems from those offered and by affixing an authorized signature where indicated.

V. Following acceptance of this proposal, installation will be scheduled.

VI. Waiver of Subrogation: You hereby waive any rights your insurance company may have to be reimbursed by Company or Representatives for money paid to you or on your behalf.

VII. Subscriber shall pay the CONTRACTOR the highest lawful rate of interest permissible under applicable law on all past due billings. If however claim is referred to an attorney to enforce collection, the subscriber shall be liable for legal fee of 25% in addition to outstanding balance. If a law suit is instituted in a court of applicable jurisdiction to enforce payment of said outstanding balance and reasonable attorney's fee of 25% of said outstanding balance plus interest.

The above prices, specification and conditions are satisfactory and hereby accepted. You are authorized to proceed and do all work as specified. Payments will be made in accordance with the terms herein defined.

Wayne Alarm Systems Inc.

By: *Paul Verruto*

Date: 11/15/23



For Town of Merrimac

Title _____

By _____
Print Name

By _____

Date _____

Attachment: Wayne Alarm Quote WYNQ41636-02 (\$30K Earmark Contract)



Agenda Item
Merrimac Select Board
03/25/24

Request from Kendra Bowker to Put a Signup Sheet Out at Town Meeting

Subject:

Attachments:

Request to put a signup sheet out at Town Meeting

From: [Kendra Bowker](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: Request to put a signup sheet out at Town Meeting
Date: Monday, March 18, 2024 12:05:19 PM

Hi Jennifer. I'm interested in forming a volunteer group in town that focuses on environmental issues. I'd like to put out a signup sheet at jAprill town meeting to find others who are interested. Can I just go ahead and do that or do I need permission from Selectboard?

Thanks!

Kendra Bowker
40 River Rd.

Attachment: Request to put a signup sheet out at Town Meeting (Request from Kendra Bowker to Put a Signup Sheet Out at Town Meeting)



Agenda Item
Merrimac Select Board
03/25/24

Open Space Follow Up to Abutter Memo

Subject:

Attachments:

Open Space Follow Up to Abutter Memo

From: [Lucy Crocker Abisalih](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: Re: Abutter Memo
Date: Monday, March 18, 2024 7:01:23 AM

Hi, Jennifer.

I want to follow up with the additional information requested by the Select Board. The Open Space Committee requests that all abutters to the McLaren Trail receive the letter; we believe that to be just under 50 landowners. The Open Space Committee is prepared to allocate funds to pay for the mailing, if necessary. Please let me know in what other ways we can help with the process.

Thank you.
Lucy

On Tue, Jan 30, 2024 at 12:23 PM Jennifer Penney - SELECT BOARD (X3080)
<selectmen@townofmerrimac.com> wrote:

Hi Lucy,

The board met last night 1/29/24 and had questions pertaining to trail abutters, how many and the specifics as to which ones you are looking to send the memo. There was additional discussion around the committee paying for the mailing. Please provide the additional information to the board. Thank you.

Jennifer Penney

Executive Assistant, Notary Public

Office of the Select Board

Town of Merrimac

4 School St.

Merrimac, MA 01860

P: 978-346-8862

Hours: Monday 8-7; Tue.-Thur. 8-4

<https://townofmerrimac.com/select-board/>

[Notice:](#)

Attachment: Open Space Follow Up to Abutter Memo (Open Space Follow Up to Abutter Memo)

This email is subject to [MGL: Chpt.66, Sec.10 Public Records Law.](#)

Attachment: Open Space Follow Up to Abutter Memo (Open Space Follow Up to Abutter Memo)



Agenda Item
Merrimac Select Board
03/25/24

Interest in Volunteer to Serve-Pierina Travis

Subject:

Attachments:

Interest in Volunteer to Serve-Pierina Travis_Redacted

Volunteer To Serve

Merrimac's town government needs residents who are willing to contribute their time and talents to our community. Most volunteer terms expire yearly on June 30 and the Board of Selectmen will be seeking volunteers to fill those vacancies.

IF

You would like to volunteer for the first time

THEN

Fill out this form and return it to:

Board of Selectmen

Town Hall

4 School St.

Merrimac, MA 01860

selectmen@townofmerrimac.com

PRINT NAME: PIERINA "PEARL" TRAVIS

ADDRESS: 7 Greenleaf PK APT 7B

OCCUPATION: _____ Phone #: [REDACTED]

BACKGROUND: _____

E-MAIL: [REDACTED]

☐ I am a **first time** volunteer requesting appointment to: (check one or several from list)

Affordable Housing	☐	Historic Commission	☐
Appeals Board (ZBA)	☐	Open Space Committee	☒
Cable Advisory Comm.	☐	Board of Registrars	☐
Capital Planning Committee	☐	Council on Aging	☐
Conservation Commission	☒	Parks and Recreation	☐
Cultural Council	☐	Rent Control Board	☐
Finance Committee	☐	Commission on Disabilities	☐
<u>Elections</u>	☒		

Other- please specify: _____

PEARL TRAVIS

Merrimac, MA

SUMMARY

An accomplished professional with extensive experience in various areas of Office Administration. Excellent interpersonal skills in communicating key data to employees, customers and suppliers. A driven sense of teamwork (received an Award as a Team Player; with a "can-do"; no job too small attitude). Reliable, works independently, strong work ethic, gets results by instilling commitment with attention to detail, trustworthy, fairness and loyalty.

TECHNICAL SKILLS

Proficient in Microsoft Office (Word, Excel, Outlook), Internet, E-Tapestry & Tops Software

Operation of various office machines, including copiers, printers, GBC Binding,
Mail machine, purchasing postage. Managing phone system

PROFESSIONAL EXPERIENCE

Panera Bread, Seabrook, NH

CASHIER and Counter Work, Part-Time

2021 - Present

Whittier Rehabilitation Hospital, Bradford, MA

2020-2021

COVID 19 Associate/Receptionist, Part-Time per diem

Greet Visitors that are visiting Patients during COVID who have set up appointments with the hospital to visit their loved one. Have them sign in, check temperatures, make sure they don't have any symptoms and to wear their masks at all times. Then I call the nurses station and have an aide bring the patient down to a specific conference area used for their visit and for them to keep a 6-foot distance. The visit is only thirty minutes and during that time I monitor them to make sure they don't have any issues. Once the visit is over and visitor leaves, the Patient is brought back to their room. I then return to the room and proceed to clean down tables, chairs, etc. and required to wear rubber gloves and mask at all times. This is an on-going daily position. Also, assist Head Receptionist when needed.

FREEDOM FERTILITY PHARMACY/CIGNA, Byfield, MA

2015-2020

Patient Care Coordinator

- Handled inbound calls to Call Center from patients requiring fertility medication, setting up new orders and refills; resolved customer issues ensuring 100% follow-up with customer.
- Provided patients with price quotes, order status and non-clinical case updates, being inquisitive, analytical and investigative to any presenting issues.
- Excellent customer service skills, paying attention to detail and accurately obtaining/entering information required per HIPPA Law, which includes, name, address, phone, where to ship and obtain credit card info for payment.
- Efficient with attention to detail, organizational skills, time management, and problem-solving skills.
- Flexible with the ability to adapt in a dynamic work environment and willingness to work a flexible schedule when needed.

KMART, Newburyport, MA

2014-2015

Part time Sales Associate

- Provided a variety of services such as greeting customers, finding out their needs, recommend, select and help locate the right merchandise, help manage inventory, organizing products on the store floor, arrange and display merchandise including keeping areas tidy.

PROPERTY MANAGEMENT OF ANDOVER, Lawrence, MA

2012-2014

Administrative Assistant to the Property Manager

- Support the Property Manager who is not on site and communicate daily to make sure the process for the company is followed.
- Responsible for managing 236 Condo Units, daily interaction with the unit owners, taking work orders from them and solving their issues.
- Working with the Condo's maintenance worker, dealing with all vendors i.e., electricians, painters, carpenters, etc.
- Process a number of special reports when requested, provide phone coverage, and ordering all supplies/equipment when required.

Attachment: Interest in Volunteer to Serve-Pierina Travis_Redacted (Interest in Volunteer to Serve-Pierina Travis)

EXECUTIVE RESOURCE PARTNERS, Danvers, MA

2011-2012

Secretary to the President

- Responsibilities included daily use of the Internet to update a client base of over 1200 clients; supporting two other executives; interacting with the IRS to resolve payroll issues; interacting with the ADP payroll firm; preparing and tracking billing to clients; and maintaining and purchasing office equipment and supplies.

ANGEL FLIGHT NE, N. Andover, MA

2010-2011

Office Assistant

- Responsibilities included entering donor data using E-Tapestry software and database functionality; depositing donations; and issuing acknowledgement letters to donors.
- Collaborating with the Fund Development Team on special projects; providing phone coverage for the mission coordinators and other office employees.

SCHYLLING, Rowley, MA

2008-2010

Receptionist

- Responsible for front office operations that included managing front desk telephone coverage; greeting and directing customers within the office facility; and making intercom announcements, as needed.
- Additional tasks included managing daily outbound invoice and catalog mailings; sorting and delivering inbound mail, performing daily entries into the Navision Data System; reviewing invoices for accuracy; and validating ordered items were received and delivered to correct departments.
- Filing and providing project support to other departments performed as needed.

MERRIMAC FAMILY CHIROPRACTIC, Merrimac, MA

2006-2008

Office Assistant

- Responsibilities included assisting the doctor and office manager with patient flow; performing administrative tasks that included making bank deposits; filing; preparing patients folders; answering phones; contacting insurance companies to verify clients' payments; scheduling and logging appointments into a medical computer system; recording and updating e-mail list; testing x-ray processor chemicals; performing inventory and ordering of medical supplies; and providing project support when requested.

ADDITIONAL EXPERIENCEMKA, Danvers/Wakefield, MA
Marketing AssistantM&M/MARS, Framingham, MA
Region Office Administrator and Merchandiser**EDUCATION**Certificate, Graphic Design and Visual Communication
Northeastern University, Burlington, MA**COMMUNITY INVOLVEMENT****Secretary to the Conservation Committee, Town of Newington, NH**United States Coast Guard Auxiliary
Secretary (Staff Officer) to the Commander of Flotilla 38, Newburyport, MAFreedom Fertility Pharmacy, Byfield, MA
Freedom-Community VOE-1year



Agenda Item
Merrimac Select Board
03/25/24

Rent Control Board Appointments

Subject:

Attachments:

Bronwyn Crocker Volunteer Form_Redacted

From: [Bronwyn Crocker](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: New submission from Volunteer Form
Date: Wednesday, February 21, 2024 9:49:36 AM

Name

Bronwyn Crocker

Address

2 Fairfield Ave. Apt 2

Occupation

Caregiver

Phone

[REDACTED]

Email

[REDACTED]

Background

A wide and varied amount of skills

I am a first time volunteer

- No

I am a first time volunteer requesting appointment to:

- Affordable Housing
- Open Space Committee
- Rent Control Board

Attachment: Bronwyn Crocker Volunteer Form_Redacted (Rent Control Board Appointments)



Agenda Item
Merrimac Select Board
03/25/24

MVMPO Appointee for Georgetown, Boxford, Groveland and Merrimac

Subject:

Attachments:

MVMPO Appointee for Georgetown, Boxford, Groveland and Merrimac

From: [Carol McLeod - Finance \(X3040\)](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: Fwd: MVMPO Appointee for Georgetown, Boxford, Groveland and Merrimac
Date: Tuesday, March 12, 2024 4:04:03 PM
Attachments: [image001.png](#)

FYI

Sent from my iPhone

Begin forwarded message:

From: Patrick Reed <preed@mvpc.org>
Date: March 12, 2024 at 3:50:08 PM EDT
To: Orlando Pacheco <OPacheco@georgetownma.gov>, Rebecca Oldham <ROldham@grovelandma.com>, mcoogan@town.boxford.ma.us, "Carol McLeod - Finance (X3040)" <cmcLeod@townofmerrimac.com>
Cc: Jerrard Whitten <jjwhitten@mvpc.org>, "Shooster, Derek (DOT)" <Derek.Shooster@dot.state.ma.us>
Subject: MVMPO Appointee for Georgetown, Boxford, Groveland and Merrimac

Good afternoon,

John Cashell, Georgetown's planner, served as the Merrimack Valley Metropolitan Planning Organization's (MVMPO) representative from Subregion 3. This subregion includes Groveland, Boxford, Georgetown, and Merrimac. John recently moved on from Georgetown, which has resulted in a vacancy on MVMPO's board.

Per the MVMPO's memorandum of understanding with MassDOT, selections for subregions *"shall be initiated and implemented by the MVMPO Transportation Staff on behalf of the MVMPO. The Designees from the four MVMPO Subregions will be selected through a cooperative process involving the chief elected officials in that Subregion."*

If possible, we would like to have this vacancy filled by our April 24 meeting date. Matt Coogan, Boxford's Town Administrator / CPO, is interested in representing Subregion 3. Should Groveland, Georgetown, and Merrimac be amenable to this, MVPC transportation staff ask that you:

- inform your elected officials of the change in representation, and
- confirm your town's officials have been informed and that your respective town supports the change (you can do this via email for the file).

If you would prefer to discuss with all subregional managers present, please let me know a few times you might be available during the first week in April.

Among many charges, the MVMPO board's primary responsibility is to approve

Attachment: MVMPO Appointee for Georgetown, Boxford, Groveland and Merrimac (MVMPO Appointee for Georgetown, Boxford, Groveland

the region's federal aid program each year. If you need a refresh on the board's roles/responsibilities, please visit: <https://mvpc.org/mvmppo/> or feel free to give me a call. I'd be happy to talk about the MVMPO, representation, this year's TIP cycle, etc.

Many thanks,
Patrick



Patrick Reed, AICP
Transportation Program Manager
Merrimack Valley Planning Commission
160 Main Street, Haverhill, MA 01830
Office: 978.374.0519 x15
[MVPC.org](https://mvpc.org) | [WeAreMV.com](https://wearemv.com)



Agenda Item
Merrimac Select Board
03/25/24

Nomination of Inspector of Animals

Subject:

Attachments:

Nomination of Inspector of Animals

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

100 Cambridge Street, 9th Floor, Boston, MA 02114
www.mass.gov/agr



Maura T. Healey
GOVERNOR

Kimberley Driscoll
LIEUTENANT

Rebecca L. Tepper
SECRETARY

Ashley E. Randle
COMMISSIONER

March 4, 2024

RE: NOMINATION OF INSPECTOR OF ANIMALS

Nominating Authority:

Enclosed is the nomination form for the Inspector of Animals for your city or town. **This form is due back to the Division of Animal Health by April 1, 2024.** The appointment will run from May 1, 2024, until April 30, 2025. If more than one inspector was appointed for your city or town, there is a separate form for each. If you are nominating the same inspector(s) this year, **be sure that all of the contact information is complete and still correct.** Any corrections should be made in the space provided on the right. If you will be nominating a new inspector, that person's information should be entered in the space provided on the right. Submit a separate form for each inspector nominated. Also, be sure that all of your (nominating authority) information is complete and correct. Any changes to your information should be made in the space provided to the right.

Once all of the contact information is confirmed to be correct, all that is needed is to **have the nominee sign the form**, accepting the nomination and swearing to faithfully perform the duties of that office. **The nominee's signature must be notarized.** In many cases the city or town clerk is a notary.

Your municipality can have as many animal inspectors appointed as you feel are needed to fulfill the duties. Please note, a duty of the municipal animal inspector is the annual "barn inspection". An inspector is not able to perform an inspection on their own property. If your inspector keeps animals in your town, then the municipality will require an additional inspector to perform that inspection.

After the nominee's signature has been notarized, simply **return the form to the Division of Animal Health at the address listed at the top of the form.** Please note that this is a new mailing address. The Division of Animal Health will send back confirmation of the inspector's appointment. **Please note that regardless of when the most recent appointment was made, it is only valid through April 30, 2024.** This nomination will cover the year starting May 1, 2024, and run until April 30, 2025.

If you have any questions, please call Ashley Kraft at the cellphone number (617) 823- 0145 or email Ashley.Kraft@mass.gov.

Thank you,

Michael Cahill, Director
Division of Animal Health

Attachment: Nomination of Inspector of Animals (Nomination of Inspector of Animals)



The Commonwealth of Massachusetts

Department of Agricultural Resources

Division of Animal Health

100 Cambridge Street, 9th Floor

Boston, MA 02114

Nomination of Inspector of Animals

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2024. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of \$500.

City or Town of Merrimac

3/4/2024

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2025 is sent for your approval:

Inspector of Animals

Inspector: (Note all changes here)

Name: Gregory Pickering

Name: _____

Mail Address: 2 Jana Way Merrimac Police Dept

Mail: _____

Merrimac, MA - 01860

Phone: (978) 346-8321 Fax: (978) 346-0592

Phone: _____

Fax: _____

Email: gpickering@merrimacpolice.org

Email: _____

Nominating Authority

Nominating Authority: (Note all changes here)

Contact: Benjamin Beaulieu

Contact: _____

Office: Board of Selectmen

Office: _____

Mail: 4 School St.

Mail: _____

Merrimac, MA - 01860

P: (978) 346-8862 F: (978) 346-0527

Phone: _____

Fax: _____

Email: selectmen@townofmerrimac.com

Email: _____

Acceptance of Nomination of Inspector of Animals (must be notarized)

I hereby accept my nomination as Inspector of Animals for the City or Town of Merrimac, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) _____

Signed _____

COMMONWEALTH OF MASSACHUSETTS

Essex,ss

Date: _____

Then personally appeared the above-named _____ and acknowledged the foregoing instrument to be his or her free act and deed, before me.

Notary Public

My commission Expires: _____

Appointment of Inspector of Animals (Division of Animal Health use only)

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of _____ as Inspector of Animals for the City or Town of Merrimac, Massachusetts.

Date Approved: _____

Director, Division of Animal Health

Attachment: Nomination of Inspector of Animals (Nomination of Inspector of Animals)



Agenda Item
Merrimac Select Board
03/25/24

Lions Club Bucket Drive 2024 MAY 11

Subject:

Attachments:

Lions Club Bucket Drive 2024_Redacted

From: [REDACTED]
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: Change of date request: Lions Club Bucket Drive 2024
Date: Saturday, March 16, 2024 1:17:16 PM

Dear Jennifer,
 Please amend my previous request to May 11th. I was thinking Mother's Day was later.
 We normally do the Bucket Drive on the same weekend as Mother's Day.
 Sorry for the confusion.
 Ken

MAY 11th 8AM-NOON
 Bucket Drive in Square

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: [REDACTED]
Date: 3/13/24 4:42 PM (GMT-05:00)
To: Selectmen@townofmerrimac.com
Subject: Lions Club Bucket Drive 2024

Merrimac Board of Selectmen

Good afternoon, Jennifer,
 The Merrimac Lions are hoping to have their annual Bucket Drive in the Square, Saturday, May 18th from 8AM to noon. Donations will go toward Merrimac graduating students scholarships. We appreciate the Town's long support of the Club since 1948.
 It looks like the next Selectmen meeting is 4/8, so I hope to hear back after the meeting so that we can continue to organize for the event.
 Thank you very much,
 Ken Burleigh
 Merrimac Lions President
 [REDACTED]

Sent from my Verizon, Samsung Galaxy smartphone

Attachment: Lions Club Bucket Drive 2024_Redacted (Lions Club Bucket Drive 2024 MAY 11)



Agenda Item
Merrimac Select Board
03/25/24

Municipal Agricultural Commissions Survey

Subject:

Attachments:

Municipal Agricultural Commissions Survey

From: [Gwen Lay Sabbagh - Clerk \(X3030\)](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#); [Robert Sinibaldi - ISD \(X3061\)](#)
Subject: FW: Brief survey: Municipal Agricultural Commissions
Date: Thursday, March 7, 2024 10:11:25 AM

Hi Forwarding this along.

Thanks,

Gwen

From: Pitcoff, Winton (AGR) <Winton.Pitcoff2@mass.gov>
Sent: Thursday, March 7, 2024 7:33 AM
Subject: Brief survey: Municipal Agricultural Commissions

Massachusetts municipal leaders:

Please take a moment to respond to [this brief survey](#) regarding municipal agricultural commissions, in order to help the Massachusetts Department of Agricultural Resources identify needs and opportunities to support these important groups.

Thank you for your consideration.

Winton Pitcoff
Deputy Commissioner / Legislative and Policy Director
[Massachusetts Department of Agricultural Resources](#)
(857) 262-2096



Agenda Item
Town Clerk
03/25/24

Local Election Warrant

Subject:

Please sign the Election Warrant

Attachments:

Warrant for Annual Town Election

**TOWN OF MERRIMAC, MASSACHUSETTS
WARRANT FOR ANNUAL TOWN ELECTION**

Essex, SS

Greetings;

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the legal voters of the Town of Merrimac to meet at the **Merrimac Public Library 86 West Main Street, in Merrimac** on

Monday, May 6, 2024

At 7:00 AM in the morning to 8:00 PM for the following purpose: to bring in their votes for the following offices:

One Moderator, for one year

Three Select Person, one for three years, one for two years, one for one year

One Assessor, for three years

One Assessor, for two year unexpired term

One Planning Board Member, for five years

One School Committee Member, for three years

One Board of Health Member, for three years

Two Library Trustees, for three years

One Cemetery Trustee, for three years

One Light Commissioner, for three years

One Housing Authority, for five years

Hereof fail not and make return of this warrant with your doing thereon at the Time and Place of said meeting.

Given under our hand on the _____ day of _____, 2024

Selectmen of Merrimac

By virtue of the attached warrant to me directed I hereby notify and warn the legal voters of the Town of Merrimac to meet at the time and said place for the purpose herein expressed.

Attachment: Warrant for Annual Town Election (Local Election Warrant)

**TOWN OF MERRIMAC, MASSACHUSETTS
WARRANT FOR ANNUAL TOWN ELECTION**

Posted this _____ day of _____, 2024 in the following three (5) Places:

1. Town Hall Board
2. Cozy Cleaner
3. Merrimac Light Department
4. Merrimac Senior Center
5. Merrimac Public Library

A True Copy Attest:

Constable of the Town of Merrimac

Attachment: Warrant for Annual Town Election (Local Election Warrant)



Agenda Item
Merrimac Select Board
03/25/24

Property Use Request-Donaghue School Softball Field

Subject:

Attachments:

Property Use Permit Donaghue School

From: [KarenDonahue School Softball Field LeBel](#)
To: [Jennifer Penney - SELECT BOARD \(X3080\)](#)
Subject: New submission from Property Use Permit
Date: Wednesday, March 20, 2024 9:15:03 AM

Date
03/20/2024
Property Requested
Donahue School Softball Field
Date and Time Property Requested For
March 25th-June 21st Monday-Friday 5:30pm-7:30pm, Saturdays same time frame from 8am-2pm, Sundays 10am-4pm
Purpose of Request
Pentucket Youth Softball to practice/Games
Organization Name
Pentucket Youth Softball
Is your group a for profit entity?
no
Name of Applicant
Karen LeBel
Address
16 Rollins Street Groveland, MA 01834
Email
pentucketyouthsoftball@gmail.com
Phone

Additional Event Details
Is the event open to the public?
Yes
Will an admission be charged?
No
Is this a fundraiser?
No
Will there be music?
No
Will refreshments be served?

Attachment: Property Use Permit Donaghue School (Property Use Request-Donaghue School Softball Field)

No
Will alcohol be served?
No
Will event take place on town roads?
NO
Application Agreement
 I agree.



Agenda Item
Merrimac Select Board
03/25/24

Congressman Seth Moulton Merrimac Visit: March 27Th

Subject:

Attachments:

Congressman Seth Moulton Merrimac Visit_ March 27th

From: [Arsenault, Tom](#)
To: [Chris Manni - Chairman](#)
Cc: [Chris Gaudet - Commission on Disability](#); [Jennifer Penney - SELECT BOARD \(X3080\)](#); [Brienne Walsh - Senior Center \(X3107\)](#); [Carol McLeod - Finance \(X3040\)](#); [Eric M. Shears](#); lfisher@merrimacfire.org; [Robert Sinibaldi - DPW \(X3604\)](#)
Subject: Congressman Seth Moulton Merrimac Visit: March 27th
Date: Thursday, March 14, 2024 4:24:12 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Chairman Manni and Merrimac Stakeholders,

I am reaching out to inform the Town that on March 27th, Congressman Moulton will be in the district. I spoke with the scheduling team, and I expressed to them that having us come to Merrimac to visit the community and meet with stakeholders would be beneficial. I spoke with Chris Gaudet, and he mentioned that having the Congressman visit the Wastewater Treatment Plant would be an ideal site visit. I have heard from many members of the community (as well as from my predecessor, Norman Abbot) that this is the main project of need for the community.

Also, I noticed that a CPF was recently submitted for the project, and this would serve as the perfect opportunity for the Town to convey the importance of it, as well discuss other matters impacting the Town. Here is my idea for an itinerary for the visit:

When: March 27th, 1:15pm – 1:45pm

Where: Merrimac Wastewater Treatment Plant

What/Why: Tour the facility, showcase to the Congressman the need for the project, and have a brief roundtable discussion with stakeholders to discuss the project, or any other projects/items the Town deems important to put on his radar/discuss with him.

Chairman Manni, please let me know if you would be available to attend this and, if not, who from the Selectboard would best in lieu of your attendance. Additionally, I included a few stakeholders which I am aware of in the Town, but if I am missing anyone whom you think would be a great add to the site visit, please let me know. Ideally, I think we would have a max of 10-12 attendees.

Please let me know if you have any questions. You can email here or call my cell: 781-439-4849.

I look forward to hearing back and having the opportunity to bring Congressman Moulton to Merrimac!

Best,

Tom Arsenault | Regional Director

Office of Congressman Seth Moulton (MA-06)
 21 Front Street | Salem, MA 01970
 p: 978-531-1669

Attachment: Congressman Seth Moulton Merrimac Visit_ March 27th (Congressman Seth Moulton Merrimac Visit: March 27Th)





Agenda Item
Merrimac Select Board
03/25/24

Whittier Regional Vocational Technical High School Spring Advisory Board Dinner

Subject:

Attachments:

Whittier Invite



Maureen Lynch
Superintendent

Whittier Regional Vocational Technical High School

115 Amesbury Line Road
Haverhill, MA 01830-1898
978-373-4101
Fax: 978-521-0260
www.whittiertech.org

March 11, 2024

Christopher Manni, Chairperson
Merrimac Selectboard
2 School Street
Merrimac, MA 01860

Dear Chairperson Manni,

I am cordially inviting you to attend Whittier Regional Vocational Technical High School's spring advisory board dinner on Thursday, April 4, 2024 at 6:00 pm.

If you are able to attend, please contact my office at 978-373-4101 x226 or email lrاند@whittier.tec.ma.us by Monday, April 1, 2024.

Thank you for your continued support.

Sincerely,

Maureen Lynch
Superintendent

ML/lr

Enclosure

Attachment: Whittier Invite (Whittier Regional Vocational Technical High School Spring Advisory Board Dinner)



Please join us for our Spring

Advisory Board Dinner

at

Whittier Regional Vocational
Technical High School

Thursday, April 4, 2024
at 6:00 p.m.

Attachment: Whittier Invite (Whittier Regional Vocational Technical High School Spring Advisory Board Dinner)



Agenda Item
Merrimac Select Board
03/25/24

Fire Department Grant and Signatory

Subject:



Agenda Item
Merrimac Select Board
03/25/24

Certificates of Recognition

Subject:

Attachments:

Certificate of Recognition -Thomas Barry-Retirement

Certificate of Recognition Gwen Lay Sabbagh- 10 Year Anniversary

Certificate of Recognition

Awarded by the Merrimac Select Board
Merrimac, Massachusetts

In Recognition of

Thomas Barry

*For Over 18 Years of Dedicated Service to the
Town of Merrimac*

Signed this 25th Day of March 2024

Chris Manni

Benjamin S. Beaulieu

Irina Gorzynski

Certificate of Recognition

Awarded by the Merrimac Select Board
Merrimac, Massachusetts

In Recognition of
Gwen Lay Sabbagh

*For 10 Years of Dedicated Service to the
Town of Merrimac*

Presented this 25th Day of March 2024

Chris Manni

Benjamin S. Beaulieu

Irina Gorzynski



Agenda Item
Merrimac Select Board
03/25/24

7. to Comply With, or Act Under the Authority Of, Any General or Special Law or Federal Grant-In-Aid Requirements.

Subject: