

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

REVENUE

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SUMMARY REVENUE								
LOCAL TAXES	\$89,718,236	\$94,109,746	\$97,968,735	\$101,837,474	\$105,916,601	\$109,638,863	3,722,262	3.51%
STATE AID	\$16,074,348	\$16,599,846	\$16,866,103	\$17,356,318	\$17,436,441	\$17,713,225	276,784	1.59%
AVAILABLE FUNDS	\$6,684,668	\$5,726,759	\$4,279,981	\$4,244,015	\$5,190,511	\$3,586,384	-1,604,127	-30.90%
LOCAL RECEIPTS	<u>\$10,278,329</u>	<u>\$10,484,442</u>	<u>\$10,435,923</u>	<u>\$11,782,213</u>	<u>\$10,425,000</u>	<u>\$10,840,507</u>	415,507	3.99%
TOTAL	\$122,755,581	\$126,920,793	\$129,550,742	\$135,220,020	\$138,968,553	\$141,778,979	2,810,426	2.02%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
LOCAL TAXES								
Base Factor	\$82,024,358	\$85,490,204	\$90,161,406	\$93,668,498	\$97,520,293	\$101,789,687	4,269,394	4.38%
2 1/2% Increase	\$2,050,609	\$2,137,255	\$2,254,035	\$2,341,712	\$2,438,007	\$2,544,742	106,735	4.38%
New Growth	\$1,415,237	\$2,533,947	\$1,253,057	\$1,510,083	\$1,831,387	\$1,700,000	-131,387	-7.17%
Debt Exclusion	\$4,550,709	\$4,460,715	\$4,379,032	\$4,317,181	\$4,186,529	\$3,604,433	-582,096	-13.90%
Levy Limit	\$90,040,913	\$94,622,120	\$98,047,530	\$101,837,474	\$105,976,216	\$109,638,863	3,662,646	3.46%
Levy Used/ Collected	\$89,718,236	\$94,109,746	\$97,968,735	\$101,837,474	\$105,916,601	\$109,638,863	3,722,262	3.51%
STATE AID								
School Aid Chapter 70	\$10,473,018	\$10,746,368	\$10,894,328	\$11,047,148	\$11,199,428	\$11,352,788	153,360	1.37%
School Lunch Program - Offset								
School Choice Rec. Tuition - Offset	\$326,523	\$425,721	\$365,523	\$377,710	\$278,930	\$226,255	-52,675	-18.88%
Charter Tuition Reimbursements	\$184,464	\$121,877	\$155,550	\$278,570	\$103,427	\$192,630	89,203	86.25%
Libraries - Offset	\$49,910	\$48,925	\$50,049	\$50,759	\$53,347	\$53,651	304	0.57%
Veterans Benefit	\$170,487	\$143,267	\$112,082	\$93,915	\$137,454	\$76,248	-61,206	-44.53%
Unrestricted General Government Aid	\$4,678,930	\$4,880,124	\$5,070,449	\$5,247,915	\$5,389,609	\$5,540,518	150,909	2.80%
Exemption Reimbursement	\$184,328	\$226,955	\$211,520	\$253,351	\$268,730	\$265,648	-3,082	-1.15%
State Owned Land	\$6,688	\$6,609	\$6,602	\$6,950	\$5,516	\$5,487	-29	-0.53%
Police Incentive Reimbursement								
TOTAL	\$16,074,348	\$16,599,846	\$16,866,103	\$17,356,318	\$17,436,441	\$17,713,225	276,784	1.59%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
AVAILABLE FUNDS								
Wetland Protection Act	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000		
Sewer Betterments	\$2,409,166	\$2,401,036	\$2,392,857	\$950,000				
Sewer Capital Improvement Fund				\$1,427,727	\$2,367,748	\$2,336,813	-30,935	-1.31%
Excluded Debt Bond Premium Reserve					\$46,476	\$46,476		
Sewer Enterprise -Offsets	\$546,853	\$565,993	\$581,152	\$636,190	\$652,705	\$647,189	-5,516	-0.85%
Childcare Revolving Fund Benefits	\$139,660	\$145,386	\$156,290	\$159,260	\$159,260	\$167,223	7,963	5.00%
PEG CATV Enterprise - Offsets		\$95,063	\$67,265	\$68,435	\$68,972	\$72,139	3,167	4.59%
Stormwater Enterprise - Offsets					\$129,112	\$310,544	181,432	140.52%
Recaptured Funds/Overlay Surplus								
Stabilization Fund	\$920,695							
Free Cash-Prior								
Free Cash-Current	\$2,204,004	\$2,451,228	\$1,076,417	\$996,403	\$1,760,238		-1,760,238	
Insurance Recovery								
Budget Transfers (Prior Year)								
Transfer Overlay Surplus								
School E-Rate Reimbursements	\$79,076	\$62,053						
School Construction	\$379,214							
State & County Overassess								
TOTAL	\$6,684,668	\$5,726,759	\$4,279,981	\$4,244,015	\$5,190,511	\$3,586,384	-1,604,127	-30.90%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
LOCAL RECEIPTS								
Motor Vehicle Excise	\$5,197,655	\$5,377,232	\$5,551,647	\$5,642,117	\$5,400,000	\$5,500,000	100,000	1.85%
Meals Tax (.75%)	\$610,808	\$589,695	\$660,308	\$643,303	\$645,000	\$657,900	12,900	2.00%
Interest-Tax	\$438,889	\$509,769	\$428,932	\$544,752	\$450,000	\$465,000	15,000	3.33%
Fees	\$381,957	\$375,555	\$368,865	\$427,721	\$380,000	\$380,000		
Rental Income	\$58,748	\$53,135	\$61,458	\$59,625	\$60,000	\$60,000		
Department Revenue- School	\$185	\$225	\$295	\$255	\$200	\$200		
Department Revenue- Cemetery	\$141,395	\$150,625	\$135,154	\$144,230	\$145,000	\$145,000		
Department Revenue- Other	\$215,512	\$223,157	\$209,043	\$206,172	\$209,000	\$209,000		
Alcoholic Licenses	\$96,524	\$100,603	\$103,720	\$95,270	\$100,000	\$100,000		
Other Licenses	\$72,003	\$78,330	\$90,183	\$92,225	\$80,000	\$80,000		
Permits	\$1,058,703	\$1,183,726	\$1,127,656	\$1,452,945	\$1,150,000	\$1,200,000	50,000	4.35%
Fines & Forfeits	\$189,964	\$165,916	\$168,718	\$168,594	\$170,000	\$170,000		
Investment Income	\$306,220	(\$24,304)	\$131,818	\$585,388	\$150,000	\$300,000	150,000	100.00%
Miscellaneous, Medicaid	\$310,490	\$400,148	\$411,457	\$273,696	\$400,000	\$400,000		
Miscellaneous, Payments in Lieu of Tax	\$56,237	\$56,911	\$58,497	\$131,037	\$70,393	\$55,000	-15,393	-21.87%
Solar Net Metering		\$754,727	\$489,909	\$540,044	\$526,407	\$526,407		
Miscellaneous, Willis/ 12th Avenue								
Miscellaneous, Sale of Town Equipment								
Miscellaneous, Sale of Bonds								
Miscellaneous, Sale of Real Estate								
Miscellaneous, Medicare Part D								
Miscellaneous, Non-Recurring	\$619,881	\$23,670	\$26,701	\$13,544	\$24,000	\$24,000		
Miscellaneous, FEMA Reimbursement				\$187,687				
Hotel Tax	\$490,158	\$424,322	\$361,175	\$530,441	\$425,000	\$525,000	100,000	23.53%
Lowell Regional Transportation Authority	<u>\$33,000</u>	<u>\$41,000</u>	<u>\$50,387</u>	<u>\$43,167</u>	<u>\$40,000</u>	<u>\$43,000</u>	3,000	7.50%
TOTAL	\$10,278,329	\$10,484,442	\$10,435,923	\$11,782,213	\$10,425,000	\$10,840,507	415,507	3.99%
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TOTAL REVENUE	\$122,755,581	\$126,920,793	\$129,550,742	\$135,220,020	\$138,968,553	\$141,778,979	2,810,426	2.02%

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EXPENDITURES

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SUMMARY								
MUNICIPAL ADMINISTRATION								
<i>Personnel Services</i>	\$1,772,561	\$1,860,413	\$2,022,668	\$2,168,915	\$2,301,894	\$2,445,649	143,756	6.25%
<i>Expenses</i>	\$1,072,285	\$1,132,020	\$1,009,128	\$1,102,132	\$1,150,620	\$1,206,638	56,018	4.87%
<i>Assessor's Legal Services</i>								
TOTAL BUDGET	\$2,844,846	\$2,992,433	\$3,031,796	\$3,271,047	\$3,452,514	\$3,652,287	199,774	5.79%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
EXECUTIVE OFFICE								
<i>Personnel Services</i>	\$389,770	\$411,414	\$472,215	\$548,291	\$593,595	\$694,364	100,770	16.98%
<i>Expenses</i>	\$54,191	\$55,079	\$71,666	\$90,169	\$72,650	\$80,800	8,150	11.22%
TOTAL BUDGET	\$443,962	\$466,492	\$543,881	\$638,460	\$666,245	\$775,164	108,920	16.35%

Personnel

Position	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE	FY2020 FTE	FY2021 FTE		
Town Manager	1	1	1	1	1	1		
Assistant Town Manager			1	1	1	1		
Director of Business Development			1	1	1	1		
Assistant to the Town Manager	1	1						
Senior Administrative Assistant	1	1	1	1	1	1		
Human Resources Director	1	1	1	1	1	1		
Municipal Safety Specialist					Moved from DPW	1		
Board of Selectmen Meeting Clerk	0.10	0.10	0.10	0.10	0.10	0.10		
	4.10	4.10	5.10	5.10	5.10	6.10	1	19.61%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
BOARD OF SELECTMEN 011220								
<i>Personnel Services</i>								
51100 Elected								
51110 Full Time Extra Day	\$51,189	\$53,836	\$56,358	\$60,909	\$66,679	\$69,447	2,768	4.15%
51120 Part Time	\$3,774	\$6,708	\$3,497	\$4,987	\$7,500	\$7,500		
51430 Longevity	\$1,686	\$1,603						
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$7,445	\$12,919	\$2,726	\$2,807				
51520 Holidays								
51530 Personal Days								
51570 Funeral Leave								
51540 Sick Days								
51000 Total	\$64,093	\$75,066	\$62,581	\$68,703	\$74,179	\$76,947	2,768	3.73%
<i>Expenses</i>								
53410 Telephone								
53420 Postage				\$100				
53990 Contracted Services	\$250			\$4,322				
54200 Office Supplies	\$1,398	\$861	\$212	\$286	\$1,250	\$1,250		
54860 Newspaper Advertisements	\$387	\$318	\$972	\$446	\$500	\$500		
57100 In State Travel	\$1,015	\$1,804	\$878	\$741	\$1,750	\$1,750		
57310 Dues & Subscriptions	\$7,534	\$7,189	\$7,369		\$7,500	\$7,500		
57800 Other Charges/Expenses								
54000 Total	\$10,584	\$10,171	\$9,431	\$5,896	\$11,000	\$11,000		
TOTAL BUDGET	\$74,678	\$85,237	\$72,012	\$74,599	\$85,179	\$87,947	2,768	3.25%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
TOWN MANAGER 011230								
<i>Personnel Services</i>								
51110 Full Time	\$221,317	\$220,095	\$283,301	\$341,467	\$403,300	\$418,874	15,574	3.86%
51120 Part Time		\$513						
51430 Longevity Extra Day	\$1,615	\$3,591	\$5,040	\$5,760	\$5,880	\$5,993	114	1.93%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$8,174	\$11,195	\$16,165	\$25,112				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 51000 Total	\$231,106	\$235,393	\$304,506	\$372,339	\$409,180	\$424,867	15,688	3.83%
<i>Expenses</i>								
52460 Repair Equipment								
53410 Telephone	\$3,301	\$2,000	\$2,632	\$2,881	\$3,700	\$3,700		
53420 Postage	\$550	\$885	\$40	\$266	\$900	\$900		
53990 Contract Services	\$11,780	\$7,312	\$26,062	\$17,631	\$7,500	\$7,500		
54200 Office Supplies	\$6,110	\$5,804	\$8,525	\$8,911	\$6,000	\$6,000		
54860 Newspaper Advertisements	\$968	\$628	\$518	\$471	\$600	\$600		
57100 In State Travel	\$1,842	\$2,194	\$1,608	\$3,112	\$2,000	\$2,000		
57120 Expense Allowance	\$7,198	\$7,278	\$7,200	\$7,620	\$7,200	\$7,200		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$6,841	\$13,555	\$7,615	\$15,192	\$7,000	\$7,000		
57810 Staff Education	\$72		\$1,810	\$2,595	\$750	\$750		
58000 Outlay								
58510 New Equipment Business Development				\$11,482	\$20,000	\$20,000		
54000 Total	\$38,662	\$39,656	\$56,009	\$70,161	\$55,650	\$55,650		
TOTAL BUDGET	\$269,768	\$275,049	\$360,515	\$442,499	\$464,830	\$480,517	15,688	3.37%

Town of Chelmsford

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
Town Manager's Recommendation								
January 27, 2020								
HUMAN RESOURCES 011520								
<i>Personnel Services</i>								
51110 Full Time	\$78,548	\$80,911	\$88,486	\$79,968	\$103,996	\$105,672	1,676	1.61%
51430 Longevity	\$5,353	\$5,715	\$5,952	\$6,071	\$6,240	\$6,341	101	1.62%
51120 Part Time		\$214						
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$10,670	\$14,116	\$10,690	\$21,211				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$94,571	\$100,955	\$105,128	\$107,250	\$110,236	\$112,013	1,777	1.61%
<i>Expenses</i>								
53410 Telephone			\$106	\$236				
53420 Postage				\$100	\$900	\$900		
54200 Office Supplies	\$420	\$1,025	\$55	\$8,550	\$750	\$750		
54860 Newspaper Advertisements								
57100 In State Travel	\$770	\$613	\$1,049	\$938	\$400	\$400		
57310 Dues & Subscriptions	\$810	\$440	\$509	\$689	\$750	\$750		
57800 Other Charges/Expenses			\$180					
57810 Staff Education	\$295	\$350	\$1,220		\$200	\$200		
54000 Total	\$2,295	\$2,428	\$3,119	\$10,512	\$3,000	\$3,000		
TOTAL BUDGET	\$96,866	\$103,383	\$108,246	\$117,762	\$113,236	\$115,013	1,777	1.57%

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
MUNICIPAL WORKPLACE SAFETY 011530								
<i>Personnel Services</i>								
51110 Full Time					DPW Budget	\$80,537		
51515 PTO - Paid Time Off								
51000 Total						\$80,537		
<i>Expenses</i>								
53410 Telephone						\$690		
53420 Postage								
54200 Office Supplies						\$300		
54860 Newspaper Advertisements								
57100 In State Travel						\$660		
57800 Other Charges/Expenses						\$200		
57810 Staff Education						\$5,500		
54000 Total						\$7,350		
TOTAL BUDGET						\$87,887		

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ANNUAL REPORTS 011950								
<i>Expenses</i>								
54240 Annual Reports	\$2,650	\$2,823	\$3,107	\$3,600	\$3,000	\$3,500	500	16.67%
57800 Other Charges/Expenses								
54000 54000 Total	\$2,650	\$2,823	\$3,107	\$3,600	\$3,000	\$3,800	800	26.67%
TOTAL BUDGET	\$2,650	\$2,823	\$3,107	\$3,600	\$3,000	\$3,800	800	26.67%

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FINANCE DEPARTMENT								
<i>Personnel Services</i>	\$923,463	\$962,330	\$1,085,154	\$1,125,545	\$1,190,450	\$1,211,556	21,106	1.77%
<i>Expenses</i>	\$670,064	\$700,309	\$612,449	\$652,933	\$683,200	\$715,800	32,600	4.77%
<i>Assess Legal Services</i>								
TOTAL BUDGET	\$1,593,527	\$1,662,638	\$1,697,603	\$1,778,478	\$1,873,650	\$1,927,356	53,706	2.87%

Personnel

Position	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	FTE	FTE	FTE	FTE	FTE	FTE
<u>Treasurer/Collection Divisions</u>						
Finance Director/Treasurer/Collector	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Collector	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerks	1.00	1.00	1.00	1.00	1.00	1.00
<u>Assessing Division</u>						
Chief Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
<u>Accounting Division</u>						
Town Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Town Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Coordinator/Administrator	1.00	1.00	1.00	1.00	1.00	1.00
<u>Information Technology Division</u>						
Technology Director	1.00	1.00	1.00	1.00	1.00	1.00
Network Manager			1.00	1.00	1.00	1.00
	13.00	13.00	14.00	14.00	14.00	14.00

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TREASURER 011450								
<i>Personnel Services</i>								
51110 Full Time	\$261,386	\$273,219	\$282,340	\$281,481	\$336,302	\$351,486	15,184	4.51%
51120 Part Time								
51310 Overtime extra day								
51430 Longevity		\$4,964	\$5,775	\$6,019	\$6,323	\$9,033	2,710	42.86%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$21,009	\$20,409	\$22,830	\$25,920				
51520 Holidays				\$922				
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$282,396	\$298,592	\$310,945	\$314,343	\$342,625	\$360,519	17,894	5.22%
<i>Expenses</i>								
52460 Repair Equipment								
53040 Legal Services	\$14,999	\$18,654	\$13,826	\$14,256	\$15,000	\$15,000		
53041 Tax Title- Other	\$35,000	\$27,088	\$31,808	\$28,449	\$35,000	\$35,000		
53080 Surety Bond	\$1,913	\$1,913	\$1,913	\$1,913	\$2,000	\$2,000		
53410 Telephone	\$2,725	\$2,671	\$2,678	\$2,648	\$800	\$800		
53420 Postage	\$14,999	\$17,087	\$15,168	\$12,479	\$15,000	\$15,000		
53990 Contract Services	\$134,858	\$137,693	\$141,643	\$160,814	\$145,000	\$148,000	3,000	2.07%
54200 Office Supplies	\$5,400	\$5,015	\$5,326	\$4,743	\$5,500	\$5,500		
54860 Newspaper Advertisement								
57100 In State Travel	\$480	\$611	\$750	\$400	\$750	\$750		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$1,128	\$730	\$648	\$545	\$750	\$750		
58000 Outlay								
54000 Total	\$211,501	\$211,460	\$213,760	\$226,247	\$219,800	\$222,800	3,000	1.36%
TOTAL BUDGET	\$493,897	\$510,053	\$524,705	\$540,590	\$562,425	\$583,319	20,894	3.71%

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INFORMATION TECHNOLOGY 011550

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
<i>Personnel Services</i>								
51110 Full Time	\$87,867	\$91,156	\$175,066	\$178,935	\$207,547	\$213,343	5,796	2.79%
51120 Part Time								
51430 Longevity extra day	\$2,812	\$3,004	\$3,373	\$4,859	\$4,994	\$5,075	81	1.62%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$5,867	\$9,676	\$15,709	\$20,682				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$96,546	\$103,835	\$194,148	\$204,475	\$212,541	\$218,418	5,877	2.77%
<i>Expenses</i>								
52470 Computer Maintenance	\$138,666	\$136,679	\$129,183	\$133,722	\$150,000	\$162,000	12,000	8.00%
53410 Telephone	\$2,650	\$1,603	\$3,375	\$4,080	\$4,600	\$4,600		
53420 Postage								
53990 Contracted Services	\$135,551	\$140,974	\$80,656	\$88,788	\$102,000	\$103,000	1,000	0.98%
54200 Office Supplies	\$928	\$2,299	\$1,451	\$656				
57100 In State Travel			\$428	\$781		\$1,000	1,000	
57310 Dues & Subscriptions								
58000 Outlay	\$5,000		\$4,100		\$5,000	\$4,000	-1,000	-20.00%
54000 Total	\$282,796	\$281,554	\$219,193	\$228,026	\$261,600	\$274,600	13,000	4.97%
TOTAL BUDGET	\$379,342	\$385,389	\$413,341	\$432,501	\$474,141	\$493,018	18,877	3.98%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ASSESSORS 011410								
<i>Personnel Services</i>								
51110 Full Time	\$222,541	\$235,962	\$241,605	\$250,266	\$294,980	\$283,094	-11,886	-4.03%
51120 Part Time	\$7,838		\$128					
51430 Longevity extra day	\$6,610	\$7,426	\$7,737	\$8,066	\$8,474	\$6,766	-1,708	-20.16%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$26,229	\$23,211	\$26,805	\$31,502				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$263,217	\$266,600	\$276,276	\$289,834	\$303,454	\$289,860	-13,594	-4.48%
<i>Expenses</i>								
52470 Computer Maintenance	\$750							
53120 Revaluation Update	\$59,999	\$80,000	\$61,850	\$82,550	\$85,000	\$88,000	3,000	3.53%
53410 Telephone	\$1,661	\$1,491	\$1,430	\$1,315	\$300	\$300		
53420 Postage		\$294	\$600	\$100	\$1,000	\$500	-500	-50.00%
53440 Mapping		\$986	\$1,111	\$2,500	\$1,000	\$1,500	500	50.00%
53990 Contracted Services	\$14,999	\$16,748	\$20,202	\$8,816	\$11,000	\$12,000	1,000	9.09%
54200 Office Supplies	\$3,348	\$2,023	\$1,763	\$1,972	\$2,000	\$2,000		
54420 Deeds				\$150				
54440 Tax Bills	\$38,862	\$39,109	\$39,000	\$40,196	\$43,000	\$45,000	2,000	4.65%
57100 In State Travel		\$140	\$86	\$102	\$800	\$400	-400	-50.00%
57310 Dues & Subscriptions	\$3,664	\$4,647	\$1,140	\$1,314	\$6,400	\$6,600	200	3.13%
57810 Staff Education	\$1,214	\$580	\$1,190	\$595	\$1,200	\$1,800	600	50.00%
54000 Total	\$124,498	\$146,018	\$128,372	\$139,609	\$151,700	\$158,100	6,400	4.22%
<i>Legal Services</i>								
53040 Legal Services								
TOTAL BUDGET	\$387,715	\$412,618	\$404,647	\$429,443	\$455,154	\$447,960	-7,194	-1.58%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ACCOUNTING 011350								
<i>Personnel Services</i>								
51110 Full Time	\$240,687	\$249,382	\$255,269	\$265,892	\$315,814	\$332,764	16,950	5.37%
51120 Part Time								
51430 Longevity extra day	\$11,248	\$11,688	\$12,338	\$13,945	\$16,016	\$9,995	-6,021	-37.59%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$29,369	\$32,233	\$36,179	\$37,055				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$281,304	\$293,302	\$303,785	\$316,892	\$331,830	\$342,759	10,929	3.29%
<i>Expenses</i>								
53410 Telephone	\$3,122	\$2,659	\$2,610	\$2,532	\$1,630	\$1,630		
52470 Computer Maintenance			\$507					
53990 Contracted Seivces								
54200 Office Supplies	\$1,069	\$724	\$1,126	\$725	\$1,170	\$1,170		
54860 Newspaper Advertisements				\$75				
57100 In State Travel			\$90		\$100	\$100		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$80	\$80	\$80	\$80	\$200	\$200		
57810 Staff Education	\$1,999	\$1,064	\$1,711	\$1,939	\$2,000	\$2,000		
53060 Special Audit								
Financial Audit	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$46,500	1,500	3.33%
GASB 45 Actuarial Update		\$11,750		\$8,700		\$8,700	8,700	
58000 Outlay								
58710 Replacement Equipment								
54000 Total	\$51,270	\$61,276	\$51,124	\$59,051	\$50,100	\$60,300	10,200	20.36%
TOTAL BUDGET	\$332,574	\$354,579	\$354,910	\$375,943	\$381,930	\$403,059	21,129	5.53%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
TOWN CLERK 011610								
<i>Personnel Services</i>	\$248,409	\$281,069	\$250,496	\$270,911	\$289,058	\$303,688	14,630	5.06%
<i>Expenses</i>	\$123,997	\$155,329	\$89,532	\$161,374	\$161,300	\$176,300	15,000	9.30%
TOTAL BUDGET	\$372,406	\$436,397	\$340,027	\$432,285	\$450,358	\$479,988	29,630	6.58%

Personnel

Position	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	FTE	FTE	FTE	FTE	FTE	FTE
Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Voter Registration Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	4.00	4.00	4.00	4.00	4.00	4.00

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
<u>TOWN CLERK/REGISTRARS 011610</u>								
<i>Personnel Services</i>								
51110 Full Time	\$225,706	\$231,555	\$218,320	\$232,972	\$271,943	\$284,310	12,367	4.55%
51120 Part Time	\$87	\$290	\$3,806	\$3,951	\$5,500	\$5,500		
51225 Registrars -part time Extra Day								
51310 Overtime	\$4,451	\$7,216	\$846	\$1,280	\$3,000	\$5,000	2,000	66.67%
51430 Longevity		\$1,416	\$3,848	\$4,261	\$4,615	\$4,878	263	5.70%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$15,666	\$36,074	\$19,878	\$18,827				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$245,909	\$276,552	\$246,698	\$261,290	\$285,058	\$299,688	14,630	5.13%
<i>Expenses</i>								
52460 Equipment Repair	\$235	\$180	\$426	\$189	\$500	\$500		
53090 Census								
53320 Resident Books								
53410 Telephone	\$2,189	\$2,052	\$1,896	\$1,688	\$300	\$300		
53420 Postage	\$4,964	\$4,033	\$2,999	\$4,578	\$5,000	\$5,000		
53990 Contracted Services	\$4,623	\$11,026	\$11,969	\$12,234	\$12,500	\$12,500		
54200 Office Supplies	\$2,833	\$2,548	\$2,575	\$2,798	\$3,500	\$3,500		
53330 Vital Records Preservation	\$6,304		\$6,292	\$8,116	\$7,500	\$7,500		
57100 In State Travel	\$100	\$229		\$22				
57110 Mileage					\$400	\$400		
57200 Out of State Travel			\$613					
57310 Dues & Subscriptions	\$545	\$185	\$710	\$520	\$700	\$700		
57810 Staff Education	\$1,273	\$3,745	\$3,411	\$3,444	\$2,900	\$2,900		
54000 Total	\$23,066	\$23,997	\$30,891	\$33,590	\$33,300	\$33,300		
TOTAL BUDGET	\$268,975	\$300,550	\$277,589	\$294,880	\$318,358	\$332,988	14,630	4.60%

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ELECTIONS 011620	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
<i>Personnel Services</i>								
51110 Full Time								
51225 Registrars -part time	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500		
51310 Overtime		\$2,016	\$1,298	\$7,121	\$1,500	\$1,500		
51000 Total	\$2,500	\$4,516	\$3,798	\$9,621	\$4,000	\$4,000		
<i>Expenses</i>								
53090 Census	\$13,559	\$15,187	\$13,899	\$13,828	\$16,500	\$16,500		
53320 Annual Street List	\$999		\$936	\$1,024	\$1,200	\$1,200		
53420 Postage	\$2,243	\$5,455	\$4,171	\$3,960	\$7,500	\$7,500		
53990 Contract Services	\$82,577	\$107,852	\$36,819	\$108,074	\$100,000	\$115,000	15,000	15.00%
53960 Special Election								
57800 Other Charges/Expenses	\$1,554	\$2,838	\$2,815	\$899	\$2,800	\$2,800		
54000 Total	\$100,932	\$131,331	\$58,641	\$127,785	\$128,000	\$143,000	15,000	11.72%
TOTAL BUDGET	\$103,432	\$135,847	\$62,439	\$137,405	\$132,000	\$147,000	15,000	11.36%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ADMINISTRATIVE SUPPORT								
<i>Personnel Services</i>	\$2,959	\$2,810	\$2,558	\$2,876	\$3,050	\$3,050		
<i>Expenses</i>	\$194,326	\$185,205	\$206,004	\$162,029	\$195,865	\$195,865		
TOTAL BUDGET	\$197,285	\$188,016	\$208,562	\$164,904	\$198,915	\$198,915		

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
FINANCE COMMITTEE 011310								
<i>Personnel Services</i>								
51120 Part Time	\$2,559	\$2,510	\$2,358	\$2,576	\$2,700	\$2,700		
51000 Total	\$2,559	\$2,510	\$2,358	\$2,576	\$2,700	\$2,700		
<i>Expenses</i>								
54200 Office Supplies					\$75	\$75		
57310 Dues & Subscriptions	\$378	\$333	\$345	\$345	\$700	\$700		
57800 Other Charges/Expenses								
54000 Total	\$378	\$333	\$345	\$345	\$775	\$775		
TOTAL BUDGET	\$2,937	\$2,843	\$2,703	\$2,921	\$3,475	\$3,475		

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
MODERATOR 011140								
<i>Personnel Services</i>								
51120 Part Time								
57800 Other Charges/Expenses	\$86	\$86			\$90	\$90		
TOTAL BUDGET	\$86	\$86			\$90	\$90		

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
LAW DEPARTMENT 011510								
<i>Personnel Services</i>								
51000 Total								
<i>Expenses</i>								
53040 Legal Services	\$193,862	\$184,786	\$205,659	\$161,684	\$195,000	\$195,000		
57800 Other Charges/Expenses								
54000 Total	\$193,862	\$184,786	\$205,659	\$161,684	\$195,000	\$195,000		
TOTAL BUDGET	\$193,862	\$184,786	\$205,659	\$161,684	\$195,000	\$195,000		

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
CONSTABLE 011500								
<i>Personnel Services</i>								
51120 Part Time	\$400	\$300	\$200	\$300	\$350	\$350		
TOTAL BUDGET	\$400	\$300	\$200	\$300	\$350	\$350		

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
PLANNING & DEVELOPMENT								
<i>Personnel Services</i>	\$207,960	\$202,791	\$212,246	\$221,293	\$225,741	\$232,991	7,250	3.21%
<i>Expenses</i>	\$29,706	\$36,098	\$29,477	\$35,627	\$37,605	\$37,873	268	0.71%
TOTAL BUDGET	\$237,667	\$238,889	\$241,723	\$256,920	\$263,346	\$270,864	7,518	2.85%

Personnel

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
Position	FTE	FTE	FTE	FTE	FTE	FTE
Conservation Officer	1.00	1.00	1.00	1.00	1.00	1.00
F.T. Clerk (Planning Board/Com. Dev.)	1.00	1.00	1.00	1.00	1.00	1.00
Community Dev. Director	1.00	1.00	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00	3.00	3.00

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
COMMUNITY DEVELOPMENT 011745								
<i>Personnel Services</i>								
51110 Full Time	\$95,543	\$98,392	\$100,656	\$101,477	\$110,975	\$112,763	1,788	1.61%
51120 Part Time								
51430 Longevity Extra Day			\$2,580	\$3,239	\$3,330	\$3,383	53	1.59%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$3,034	\$3,737	\$5,179	\$6,492				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$98,577	\$102,129	\$108,416	\$111,208	\$114,305	\$116,146	1,841	1.61%
<i>Expenses</i>								
53180 Engineering/GIS	\$3,000	\$5,500	\$5,500	\$7,750	\$5,500	\$5,500		
53410 Telephone	\$529	\$553	\$561	\$569	\$300	\$300		
53420 Postage	\$228	\$275			\$400	\$400		
53990 Contracted Services	\$8,679	\$10,155	\$7,370	\$8,126	\$10,000	\$10,000		
54200 Office Supplies	\$3,030	\$3,300		\$3,906	\$3,300	\$3,300		
57100 Mileage Reimbursement		\$689			\$1,000	\$1,000		
57310 Dues & Subscriptions	\$213		\$90	\$90				
54000 Total	\$15,678	\$20,472	\$13,521	\$20,441	\$20,500	\$20,500		
TOTAL BUDGET	\$114,255	\$122,601	\$121,937	\$131,650	\$134,805	\$136,646	1,841	1.37%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
NMCOG ASSESSMENT 011740								
<i>Expenses</i>								
56040 NMCOG Assessment	\$9,685	\$9,927	\$10,175	\$10,429	\$10,690	\$10,958	268	2.51%
TOTAL BUDGET	\$9,685	\$9,927	\$10,175	\$10,429	\$10,690	\$10,958	268	2.51%

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
HISTORIC DISTRICT 011780								
<i>Personnel Services</i>								
51120 Part Time	\$1,497	\$1,489	\$576		\$1,500	\$1,500		
51000 Total	\$1,497	\$1,489	\$576		\$1,500	\$1,500		
<i>Expenses</i>								
53420 Postage					\$75	\$75		
54200 Office Supplies					\$25	\$25		
57800 Other Charges/Expenses								
54000 Total					\$100	\$100		
TOTAL BUDGET	\$1,497	\$1,489	\$576		\$1,600	\$1,600		

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
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COMMISSION ON DISABILITIES 011790

Personnel Services

51000 Total								
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Expenses

53410 Telephone								
54000 Supplies				\$170				
57000 Other Charges/Expenses	\$275	\$275	\$275	\$105	\$300	\$300		
54000 Total	\$275	\$275	\$275	\$275	\$300	\$300		
TOTAL BUDGET	\$275	\$275	\$275	\$275	\$300	\$300		

CONSERVATION 011710

Personnel Services

51110 Full Time	\$47,887	\$49,090	\$52,470	\$53,099	\$57,495	\$61,381	3,886	6.76%
51120 Part Time	\$368	\$190	\$95	\$318				
Extra Day								
51430 Longevity								
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$3,006	\$3,838	\$2,703	\$4,705				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$51,261	\$53,118	\$55,268	\$58,121	\$57,495	\$61,381	3,886	6.76%

Expenses

53410 Telephone								
53420 Postage	\$26	\$188	\$178		\$200	\$200		
54200 Office Supplies	\$1,680	\$1,183	\$2,062	\$910	\$1,090	\$1,090		
54270 Reservation Management	\$75							
54860 Newspaper Advertisement	\$38	\$318			\$100	\$100		
57110 Mileage Reimbursement	\$144	\$313	\$71	\$101	\$500	\$500		
57310 Dues & Subscription	\$665	\$643	\$716	\$797	\$725	\$725		
57810 Staff Education	\$200	\$115	\$200		\$200	\$200		
54000 Total	\$2,829	\$2,760	\$3,227	\$1,808	\$2,815	\$2,815		
TOTAL BUDGET	\$54,089	\$55,878	\$58,495	\$59,929	\$60,310	\$64,196	3,886	6.44%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
BOARD OF APPEALS 011760								
<i>Personnel Services</i>								
51120 Part Time	\$243		\$45	\$69	\$1,000	\$1,000		
51510 Vacation Leave								
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51000 Total	\$243		\$45	\$69	\$1,000	\$1,000		
<i>Expenses</i>								
53410 Telephone								
53420 Postage	\$79							
54200 Office Supplies	\$36				\$100	\$100		
54860 Newspaper Advertisements	\$42	\$248	\$785	\$1,189	\$800	\$800		
57310 Dues & Subscriptions								
57800 Other Charges/Expenses			\$75	\$182	\$100	\$100		
54000 Total	\$157	\$248	\$860	\$1,371	\$1,000	\$1,000		
TOTAL BUDGET	\$399	\$248	\$905	\$1,440	\$2,000	\$2,000		

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
PLANNING BOARD 011750								
<i>Personnel Services</i>								
51110 Full Time	\$23,428	\$500		\$46,956	\$51,441	\$52,964	1,523	2.96%
51120 Part Time Extra Day	\$20,755	\$44,487	\$45,557	\$2,490				
51430 Longevity	\$1,125							
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$11,076	\$1,068	\$2,385	\$2,450				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$56,384	\$46,055	\$47,941	\$51,895	\$51,441	\$52,964	1,523	2.96%
<i>Expenses</i>								
53410 Telephone	\$405	\$412	\$305	\$281	\$100	\$100		
53420 Postage				\$120				
54200 Office Supplies	\$230	\$740	\$307	\$63	\$1,000	\$500	-500	-50.00%
54860 Newspaper Advertisements	\$419	\$749	\$458	\$763	\$500	\$1,000	500	100.00%
57310 Dues & Subscriptions		\$134			\$200	\$200		
57800 Other Charges/Expenses		\$242						
57810 Staff Education	\$30	\$140	\$349	\$75	\$400	\$400		
54000 Total	\$1,083	\$2,417	\$1,418	\$1,302	\$2,200	\$2,200		
TOTAL BUDGET	\$57,467	\$48,472	\$49,360	\$53,197	\$53,641	\$55,164	1,523	2.84%

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SUMMARY	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
PUBLIC EDUCATION								
<i>Personnel Services</i>								
<i>Expenses</i>	\$55,718,047	\$57,378,220	\$59,887,511	\$62,042,583	\$64,101,017	\$66,497,367	2,396,350	3.74%
TOTAL BUDGET	\$55,718,047	\$57,378,220	\$59,887,511	\$62,042,583	\$64,101,017	\$66,497,367	2,396,350	3.74%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
<u>CHELMSFORD PUBLIC SCHOOLS 013000</u>								
51110 Expenses	\$52,900,000	\$54,550,000	\$57,000,000	\$59,000,000	\$61,000,000	\$63,000,000	2,000,000	3.28%
TOTAL BUDGET	\$52,900,000	\$54,550,000	\$57,000,000	\$59,000,000	\$61,000,000	\$63,000,000	2,000,000	3.28%

<u>NASHOBA TECHNICAL HIGH SCHOOL 013100</u>								
56030 Assessment	\$2,818,047	\$2,828,220	\$2,887,511	\$3,042,583	\$3,101,017	\$3,451,017	350,000	11.29%
TOTAL BUDGET	\$2,818,047	\$2,828,220	\$2,887,511	\$3,042,583	\$3,101,017	\$3,451,017	350,000	11.29%

<u>OUT OF DISTRICT TUITION 019300</u>								
56030 Assessment						\$46,350	46,350	
TOTAL BUDGET						\$46,350	46,350	

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SUMMARY								
<u>PUBLIC SAFETY</u>								
<i>Personnel Services</i>	\$10,892,017	\$10,814,469	\$11,499,156	\$11,806,870	\$12,824,700	\$13,148,152	323,452	2.52%
<i>Expenses</i>	\$1,104,890	\$1,101,460	\$1,125,671	\$1,153,328	\$1,193,530	\$1,276,270	82,740	6.93%
TOTAL BUDGET	\$11,996,906	\$11,915,929	\$12,624,827	\$12,960,198	\$14,018,230	\$14,424,422	406,192	2.90%

**Town of Chelmsford
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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
POLICE DEPARTMENT SUMMARY								
<i>Personnel Services</i>	\$5,683,014	\$5,582,718	\$5,736,988	\$5,905,157	\$6,258,604	\$6,865,634	607,030	9.70%
<i>Expenses</i>	\$741,071	\$740,359	\$752,187	\$762,717	\$775,050	\$832,800	57,750	7.45%
TOTAL BUDGET	\$6,424,085	\$6,323,076	\$6,489,175	\$6,667,874	\$7,033,654	\$7,698,434	664,780	9.45%

Personnel

Position	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE	FY2020 FTE	FY2021 FTE
Police Chief	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1
Lieutenant	5	7	7	7	7	7
Captains						
Sergeant	10	7	7	7	8	8
Patrol Officers	37	37	37	37	37	37
Mechanic	1	1	1	1	1	1
Department Assistant	1	2	2	2	2	2
Principal Clerk	2	1	1	1	1	1
Senior Clerk						
Dispatcher	9	9	9	9	9	9
Part Time Dispatcher						
Full Time Custodian	1	1	1	1	1	1
Part Time Custodian						
Animal Control Officer	1	1	2	2	2	2
	69.00	68.00	69.00	69.00	70.00	70.00

**Town of Chelmsford
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POLICE DEPARTMENT 012100

Personnel Services

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
51020 Clerical	\$135,473	\$125,143	\$131,073	\$138,277	\$143,518	\$143,988	470	0.33%
51110 Full Time	\$3,035,383	\$2,981,536	\$3,077,802	\$3,161,422	\$3,569,178	\$3,701,893	132,715	3.72%
51120 Part Time	\$579	\$3,161						
51220 Mechanic	\$49,530	\$51,698	\$50,940	\$52,209	\$52,190	\$53,032	842	1.61%
51240 Matron								
51260 Dispatch	\$325,920	\$215,123	\$320,550	\$300,084	\$422,604	\$422,700	96	0.02%
51270 Custodial	\$46,430	\$46,011	\$48,031	\$51,468	\$54,311	\$56,566	2,255	4.15%
51290 Shoot Days								
51310 Overtime Regular	\$635,855	\$575,009	\$628,548	\$695,871	\$400,000	\$620,000	220,000	55.00%
51320 Overtime FLSA Extra Day	\$5,132	\$4,592	\$4,282	\$7,975	\$7,500	\$7,500		
51400 Staff Education				\$665				
51410 Education Incentive	\$44,432	\$46,670	\$56,039	\$61,651	\$78,289	\$240,195	161,906	206.81%
51415 Quinn Bill	\$482,119	\$476,778	\$458,197	\$440,888	\$456,679	\$452,136	-4,543	-0.99%
51420 Holiday 11 Day	\$128,130	\$132,876	\$139,183	\$140,703	\$169,250	\$195,862	26,612	15.72%
51430 Longevity	\$159,677	\$148,510	\$146,007	\$146,390	\$158,587	\$163,937	5,350	3.37%
51510 Vacation	\$235,983	\$239,039	\$224,179	\$260,116	\$253,775	\$282,592	28,817	11.36%
51515 PTO - Paid Time Off	\$157,290	\$163,171	\$165,237	\$163,023	\$172,145	\$175,228	3,083	1.79%
51520 Holidays								
51530 Personal Days	\$30,759	\$32,361	\$33,492	\$33,022	\$35,293	\$41,050	5,757	16.31%
51540 Sick Leave	\$89,276	\$140,978	\$75,877	\$66,809	\$76,469	\$88,937	12,468	16.30%
51550 Court Leave	\$30,194	\$16,052	\$21,325	\$20,286	\$50,000	\$50,000		
51560 Military Leave				\$744				
51570 Funeral Leave	\$5,601	\$4,008	\$5,740	\$7,237	\$5,000	\$5,000		
51580 Injured Leave	\$7,995	\$84,247	\$44,161	\$20,277	\$15,000	\$15,000		
51590 Wellness Bonus	\$10,270	\$8,542	\$13,788	\$15,777	\$12,000	\$12,000		
51595 Physical Training Incentive	\$10,000	\$11,500	\$11,000	\$11,500	\$18,000	\$25,000	7,000	38.89%
51630 Signing Bonus		\$8,250						
51610 Jury Duty								
51000 Total	\$5,626,027	\$5,515,255	\$5,655,454	\$5,796,392	\$6,149,788	\$6,752,616	602,828	9.80%

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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
POLICE DEPARTMENT (cont'd)								
<i>Expenses</i>								
52110 Electricity	\$43,269	\$40,946	\$37,411	\$31,657	\$50,000	\$40,000	-10,000	-20.00%
52130 Gas Heat	\$5,074	\$19,302	\$22,477	\$20,676	\$25,000	\$25,000		
52400 Rent Space	\$8		\$15	\$28				
52410 Building Maintenance	\$60,542	\$51,359	\$38,074	\$27,803	\$40,000	\$40,000		
52460 Equipment Repair	\$1,346	\$1,930	\$3,843	\$3,630	\$8,500	\$8,500		
52470 Computer Maintenance	\$19,699	\$19,607	\$4,150	\$7,932	\$8,500	\$8,500		
52490 Vehicle Maintenance	\$53,175	\$56,817	\$67,070	\$70,044	\$60,000	\$70,000	10,000	16.67%
53170 Consultant								
53290 Medical Injury		\$350			\$5,000		-5,000	-100.00%
53300 Pre-Medical	\$5,991	\$2,755	\$6,902	\$9,652		\$5,000	5,000	
53410 Telephone	\$39,907	\$44,173	\$45,761	\$45,309	\$47,500	\$47,500		
53420 Postage	\$3,314	\$3,658	\$2,620	\$3,530	\$4,000	\$4,000		
53990 Contracted Services	\$19,845	\$27,479	\$38,259	\$34,639	\$28,000	\$28,000		
54190 Gasoline	\$67,358	\$79,952	\$92,468	\$103,936	\$105,600	\$105,600		
54200 Office Supplies	\$13,472	\$11,388	\$18,192	\$14,330	\$15,000	\$15,000		
54400 Prisoner Meals	\$878	\$1,061	\$875	\$631	\$500	\$500		
55810 Auxillary Expense	\$178	\$1,880	\$1,561	\$350	\$1,500	\$1,500		
55950 Recruit Equipment	\$8,513	\$4,971	\$16,038	\$28,014	\$6,500	\$20,000	13,500	207.69%
55960 Uniform Allowance	\$62,884	\$65,219	\$72,826	\$64,132	\$62,400	\$62,400		
57100 In State Travel	\$361	\$260	\$424	\$2,803				
57200 Out of State Travel		\$1,079						
57310 Dues & Subscriptions	\$19,800	\$27,541	\$22,293	\$20,814	\$19,000	\$20,000	1,000	5.26%
57320 Police Health Club Membership	\$1,392	\$1,170	\$1,474	\$680	\$1,500	\$1,500		
57810 Staff Education	\$24,074	\$26,845	\$24,285	\$33,121	\$25,000	\$30,000	5,000	20.00%
58000 Outlay	\$26,363	\$26,363	\$40,212	\$26,363	\$36,000	\$56,000	20,000	55.56%
58510 Equipment	\$67,746	\$81,552	\$46,533	\$73,372	\$37,500	\$55,000	17,500	46.67%
58710 Replacement Equipment/ Vehicles	\$179,282	\$136,036	\$142,035	\$130,862	\$180,000	\$180,000		
54000 Total	\$724,471	\$733,691	\$745,796	\$754,306	\$767,000	\$824,000	57,000	7.43%
TOTAL BUDGET	\$6,350,498	\$6,248,946	\$6,401,250	\$6,550,698	\$6,916,788	\$7,576,616	659,828	9.54%

**Town of Chelmsford
FY2021
Town Manager's
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January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ANIMAL CONTROL 012920								
<i>Personnel Services</i>								
51110 Full Time	\$47,927	\$47,633	\$48,382	\$95,534	\$95,939	\$98,983	3,044	3.17%
51120 Part Time			\$18,940					
51310 Overtime Regular	\$4,516	\$11,882	\$1,050	\$1,704	\$1,000	\$1,000		
51430 Longevity Extra Day	\$648	\$1,619	\$1,645	\$1,678	\$1,725	\$2,630	905	52.46%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$3,897	\$6,328	\$7,044	\$9,849	\$10,152	\$10,405	253	2.49%
51520 Holidays								
51530 Personal Days								
51540 Sick Days			\$4,473					
51570 Funeral Leave								
51590 Wellness bonus								
51000 Total	\$56,988	\$67,462	\$81,535	\$108,764	\$108,816	\$113,018	4,202	3.86%
<i>Expenses</i>								
52110 Electricity	\$1,775	\$1,681	\$1,560	\$1,405	\$2,000	\$1,700	-300	-15.00%
52130 Gas Heat	\$1,226	\$1,526	\$1,227	\$1,237	\$1,800	\$1,600	-200	-11.11%
52410 Building Maintenance	\$10,667	\$56		\$2,070	\$1,000	\$1,000		
52490 Vehicle Maintenance		\$246						
53410 Telephone	\$664	\$503	\$768	\$291	\$1,000	\$1,000		
53830 Care of Animals	\$999	\$1,544	\$1,067	\$291	\$1,000	\$1,000		
54190 Gasoline	\$1,113	\$1,077	\$1,268	\$2,944	\$1,250	\$2,500	1,250	100.00%
54200 Office Supplies	\$156	\$35		\$173				
57810 Staff Education			\$500					
54000 Total	\$16,600	\$6,668	\$6,391	\$8,411	\$8,050	\$8,800	750	9.32%
TOTAL BUDGET	\$73,587	\$74,130	\$87,925	\$117,175	\$116,866	\$121,818	4,952	4.24%

**Town of Chelmsford
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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
FIRE DEPARTMENT SUMMARY								
<i>Personnel Services</i>	\$4,940,022	\$4,966,828	\$5,481,980	\$5,607,421	\$6,266,792	\$5,956,813	-309,979	-4.95%
<i>Expenses</i>	\$337,687	\$338,996	\$351,014	\$373,065	\$389,110	\$414,100	24,990	6.42%
TOTAL BUDGET	\$5,277,708	\$5,305,824	\$5,832,993	\$5,980,486	\$6,655,902	\$6,370,913	-284,989	-4.28%

Personnel

Position	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	FTE	FTE	FTE	FTE	FTE	FTE
Fire Chief	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1
Deputy Chief / Fire Prevention	1					
Fire Prevention Captain	1	2	2	2	2	2
Training Captain	1	1	1	1	1	1
Captains Unit	4	4	4	4	4	4
Firefighters	52	52	52	52	52	52
Mechanic	1	1	1	1	1	1
Department Assistant	1	1	1	1	1	1
PT Clerk/Fire Prevention	0.5	0.5	0.5	0.5	0.5	0.5
	63.5	63.5	63.5	63.5	63.5	63.5

**Town of Chelmsford
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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
FIRE DEPARTMENT 012200								
<i>Personnel Services</i>								
51020 Clerical	\$63,362	\$65,320	\$67,321	\$67,471	\$76,401	\$73,978	-2,423	-3.17%
51120 Full Time	\$3,021,585	\$3,057,056	\$3,214,035	\$3,072,440	\$3,948,115	\$3,582,688	-365,427	-9.26%
51220 Mechanic	\$57,342	\$55,918	\$64,189	\$61,912	\$69,147	\$71,993	2,846	4.12%
51310 Overtime Regular	\$451,001	\$362,062	\$497,781	\$856,421	\$500,000	\$800,000	300,000	60.00%
51330 OT Labor Fires	\$31,012	\$22,590	\$26,916	\$24,987	\$45,000	\$35,000	-10,000	-22.22%
51400 Staff Education	\$57,132	\$63,851	\$57,053	\$40,608	\$57,000	\$64,956	7,956	13.96%
51410 Education Incentive	\$370,524	\$379,047	\$520,431	\$496,218	\$469,911	\$514,000	44,089	9.38%
51420 Holiday 11 Day	\$183,403	\$190,014	\$202,253	\$192,128	\$217,592	\$202,088	-15,504	-7.13%
51430 Longevity	\$128,214	\$133,149	\$142,919	\$129,132	\$158,533	\$150,117	-8,416	-5.31%
51510 Vacation Leave	\$248,515	\$268,487	\$321,588	\$322,252	\$342,718	\$265,977	-76,741	-22.39%
51515 PTO - Paid Time Off	\$31,616	\$24,825	\$16,294	\$27,477	\$40,000		-40,000	-100.00%
51530 Personal Days	\$45,751	\$54,679	\$58,212	\$56,966	\$58,489	\$59,351	862	1.47%
51540 Sick Days	\$249,758	\$287,409	\$292,987	\$259,410	\$281,221	\$135,000	-146,221	-52.00%
51570 Funeral Leave								
51580 Injured Leave								
51590 Wellness Bonus	\$807	\$1,920			\$1,000		-1,000	-100.00%
51610 Jury Duty								
Military Leave					\$1,665	\$1,665		
51630 Signing Bonus		\$500						
51620 Union Duties								
51000 Total	\$4,940,022	\$4,966,828	\$5,481,980	\$5,607,421	\$6,266,792	\$5,956,813	-309,979	-4.95%

Town of Chelmsford

FY2021

Town Manager's

Recommendation

January 21, 2020

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
FIRE DEPARTMENT (cont'd)								
<i>Expenses</i>								
52110 Electricity	\$23,308	\$23,661	\$24,838	\$20,280	\$26,000	\$25,000	-1,000	-3.85%
52120 Oil Heat								
52130 Gas Heat	\$15,788	\$15,566	\$18,623	\$17,477	\$22,000	\$22,000		
52310 Water Bills	\$1,000	\$250						
52410 Building Maintenance	\$17,318	\$22,278	\$47,300	\$19,259	\$30,000	\$30,000		
52420 Fire Equipment Repairs	\$56,471	\$54,239	\$34,768	\$35,249	\$55,000	\$40,000	-15,000	-27.27%
52490 Vehicle Maintenance	\$85,133	\$61,191	\$91,947	\$107,693	\$61,000	\$90,000	29,000	47.54%
53290 Medical Injury	\$7,906	\$2,693	\$10,373	\$10,625	\$5,000	\$10,000	5,000	100.00%
53410 Telephone	\$11,335	\$9,970	\$10,765	\$10,636	\$10,010	\$12,000	1,990	19.88%
54100 Diesel Fuel	\$15,039	\$19,160	\$22,049	\$14,209	\$22,000	\$19,000	-3,000	-13.64%
54190 Gasoline	\$8,823	\$15,099	\$8,959	\$22,754	\$17,000	\$18,000	1,000	5.88%
54250 Office Supplies	\$12,627	\$12,463	\$8,466	\$10,215	\$12,000	\$12,000		
54200 Supplies- Departmental				\$12				
54260 Communications	\$4,372	\$2,791	\$3,760	\$4,322	\$5,000	\$5,000		
55960 Uniform Allowance	\$57,608	\$61,983	\$51,171	\$67,635	\$65,000	\$62,000	-3,000	-4.62%
55970 Turnout Gear					\$20,000	\$20,000		
57100 In State Travel	\$184	\$425	\$169	\$4	\$500	\$500		
57200 Out of State Travel	\$257		\$24		\$1,000	\$1,000		
57310 Dues & Subscriptions	\$10,742	\$8,375	\$11,144	\$5,877	\$9,000	\$19,000	10,000	111.11%
57805 Recruit Reimbursement	\$3,396							
57810 Staff Education	\$3,668	\$6,104	\$5,488	\$11,937	\$4,500	\$4,500		
58000 Outlay	\$926	\$21,589		\$11,799	\$21,000	\$21,000		
54000 Total	\$335,899	\$337,837	\$349,844	\$369,984	\$386,010	\$411,000	24,990	6.47%
TOTAL BUDGET	\$5,275,921	\$5,304,665	\$5,831,823	\$5,977,405	\$6,652,802	\$6,367,813	-284,989	-4.28%

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
EMERGENCY MANAGEMENT 012910								
<i>Expenses</i>								
52460 Equipment Repair								
53410 Telephone	\$1,128	\$912	\$785	\$761	\$1,000	\$1,000		
54200 Office Supplies	\$33			\$1,160	\$100	\$100		
57800 Other Charges/Expenses	\$626	\$248	\$385	\$1,161	\$1,000	\$1,000		
58000 Outlay					\$1,000	\$1,000		
54000 Total	\$1,787	\$1,160	\$1,170	\$3,081	\$3,100	\$3,100		
TOTAL BUDGET	\$1,787	\$1,160	\$1,170	\$3,081	\$3,100	\$3,100		

**Town of Chelmsford
FY2021
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January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
INSPECTIONS AND ENFORCEMENT								
<i>Personnel Services</i>	\$268,981	\$264,923	\$280,188	\$294,292	\$299,304	\$325,705	26,401	8.82%
<i>Expenses</i>	\$26,132	\$22,105	\$22,471	\$17,546	\$29,370	\$29,370		
TOTAL BUDGET	\$295,113	\$287,028	\$302,659	\$311,838	\$328,674	\$355,075	26,401	8.03%

Personnel

Position	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	FTE	FTE	FTE	FTE	FTE	FTE
Build Inspector	1.00	1.00	1.00	1.00	1.00	1.00
P.T. Local Inspector	0.66	0.66	0.66	1.16	0.66	0.66
P.T. Wire Inspector	0.66	0.66	0.66	0.66	0.66	0.66
P.T. Plumbing & Gas Inspector	0.66	0.66	0.66	0.66	0.66	0.66
Departmental Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk						
Sealer of Wgts & Meas.						
Animal Inspector						
	3.98	3.98	3.98	4.48	3.98	3.98

**Town of Chelmsford
FY2021
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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
INSPECTIONS AND CODE ENFORCEMENT 012500								
<i>Personnel Services</i>								
51100 Full Time	\$127,065	\$131,545	\$136,564	\$126,906	\$150,427	\$158,432	8,005	5.32%
51120 Part Time	\$109,183	\$109,593	\$120,183	\$122,992	\$140,281	\$153,507	13,226	9.43%
51310 Overtime	\$300	\$3,300	\$3,600	\$8,648	\$5,000	\$8,700	3,700	74.00%
51430 Longevity	\$5,848	\$2,504	\$2,544	\$2,595	\$2,596	\$4,066	1,470	56.63%
Extra Day								
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$26,585	\$17,981	\$17,298	\$33,151				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$268,981	\$264,923	\$280,188	\$294,292	\$298,304	\$324,705	26,401	8.85%
<i>Expenses</i>								
53410 Telephone	\$1,499	\$1,516	\$1,437	\$1,408	\$240	\$1,500	1,260	525.00%
53420 Postage	\$480	\$196	\$196		\$450	\$190	-260	-57.78%
53990 Contracted Services					\$1,000	\$1,000		
54190 Gasoline					\$300	\$300		
54200 Office Supplies	\$3,044	\$1,176	\$2,740	\$5,082	\$2,000	\$2,000		
57100 In State Travel								
57120 Expense Allowance	\$15,940	\$13,500	\$13,200	\$8,400	\$16,800	\$16,800		
57200 Out of State Travel	\$141				\$200	\$200		
57310 Dues & Subscriptions	\$423	\$856	\$3,503	\$1,470	\$1,500	\$1,500		
58100 Staff Education	\$4,137	\$4,537	\$1,147	\$1,186	\$6,500	\$5,500	-1,000	-15.38%
54000 Total	\$25,662	\$21,780	\$22,224	\$17,546	\$28,990	\$28,990		
TOTAL BUDGET	\$294,643	\$286,703	\$302,412	\$311,838	\$327,294	\$353,695	26,401	8.07%

Town of Chelmsford
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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ANIMAL INSPECTOR 012570								
<i>Personnel Services</i>								
51120 Salaries					\$1,000	\$1,000		
<i>Expenses</i>								
57800 Other Charges/Expenses	\$470	\$325	\$247		\$380	\$380		
TOTAL BUDGET	\$470	\$325	\$247		\$1,380	\$1,380		

**Town of Chelmsford
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Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SUMMARY								
<u>PUBLIC WORKS FUNCTIONS*</u>								
<i>Personnel Services</i>	\$2,050,052	\$2,113,451	\$2,138,586	\$2,195,963	\$2,420,769	\$2,455,034	34,265	1.42%
<i>Expenses</i>	\$3,451,149	\$3,441,837	\$3,512,614	\$4,034,957	\$3,792,420	\$4,157,966	365,546	9.64%
<i>Snow and Ice</i>	\$859,183	\$1,440,667	\$1,435,500	\$1,083,961	\$1,500,000	\$1,500,000		
TOTAL BUDGET	\$6,360,383	\$6,995,955	\$7,086,701	\$7,314,881	\$7,713,189	\$8,113,000	399,811	5.18%

* Summary includes all Department of Public Works Divisions and Cemetery Commission.

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
DEPT OF PUBLIC WORKS								
<i>Personnel Services</i>	\$1,793,461	\$1,835,095	\$1,864,542	\$1,914,333	\$2,118,252	\$2,141,480	23,228	1.10%
<i>Expenses</i>	\$3,411,497	\$3,388,936	\$3,459,627	\$3,971,512	\$3,728,520	\$4,094,066	365,546	9.80%
<i>Snow and Ice</i>	\$859,183	\$1,440,667	\$1,435,500	\$1,083,961	\$1,500,000	\$1,500,000		
TOTAL BUDGET	\$6,064,140	\$6,664,699	\$6,759,670	\$6,969,806	\$7,346,772	\$7,735,546	388,774	5.29%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

Personnel

	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021		
Position	FTE	FTE	FTE	FTE	FTE	FTE		
<u>Engineering Division</u>								
Director of Public Works	1	1	1	1	1	1		
Assistant DPW Director	1	1	1	1	1	1		
Town Engineer	0.5	0.5	0.5	0.5	0.5	0.5		
Project Engineer	1	1	1	1	1	1		
OSHA Safety Specialist					1	Moved to Admin	-1	-100.00%
Business Manager	1	1	1	1	1	1		
<u>Highway Division</u>								
Hgwy Superintendent	1	1	1	1	1	1		
Asst. Superintendent	1	1	1	1	1	1		
Working Foreman	1	1	1	1	1	1		
Mechanics	2	2	2	2	2	2		
Equip. Operators	5	5	5	5	5	5		
Tr. Driver/Laborer	10	10	10	10	11	11		
Departmental Assistant	1	1	1	1	1	1		
<u>Sewer Division (Enterprise Fund)</u>								
Sewer Operations Supervisor	1	1	1	1	1	1		
Sewer Inspect.	1	1	1	1	1	1		
Sewer Maintenance Technician	6	6	6	6	6	6		
Sewer Maintenance Laborer	1	1	1	3	3	3		
Sewer Mechanic	1	1	1	1	1	1		
Departmental Assistant	1	1	1	1	1	1		
Principal Clerk	1	1	1	1	1	1		
Town Engineer	0.5	0.5	0.5	0.5	0.5	0.5		
<u>Stormwater Division (Enterprise Fund)</u>								
Stormwater Engineer				1	1	1		
GIS Manager				1	1	1		
Foreman				1	1	1		
Equipment Operator				1	2	2		
Driver/ Laborer				2	4	4		
<u>Parks Division</u>								
Groundskeeper	1	1	1	1	1	1		
<u>Public Buildings Division</u>								
Building Attendant	0.50	0.50	0.50	0.50	0.50	0.50		
<u>Recycling/Waste</u>								
Recycling/Waste Coordinator	0.50	0.50	0.50	0.50	0.50	0.50		
	40.00	40.00	40.00	48.00	52.00	51.00	-1	-1.92%

Town of Chelmsford

FY2021

**Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ADMIN & ENGINEERING 014110								
<i>Personnel Services</i>								
51110 Full Time	\$365,052	\$386,727	\$393,454	\$405,410	\$502,341	\$438,709	-63,632	-12.67%
51120 Part Time					\$45,958	\$47,866	1,908	4.15%
51310 Overtime Reg. Extra Day	\$44	\$559						
51430 Longevity	\$10,688	\$14,225	\$15,698	\$16,169	\$22,960	\$20,375	-2,585	-11.26%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$40,930	\$32,730	\$41,616	\$46,233				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave				\$1,813				
51590 Wellness Bonus								
51000 Total	\$416,714	\$434,241	\$450,769	\$469,626	\$571,259	\$506,950	-64,309	-11.26%
<i>Expenses</i>								
52460 Equipment Repair	\$910	\$910	\$960	\$214	\$1,500	\$1,500		
52470 Computer Maintenance	\$7,099	\$7,356	\$8,676	\$8,314	\$9,180	\$9,500	320	3.49%
53410 Telephone	\$3,462	\$2,739	\$3,459	\$2,021	\$2,310	\$2,310		
53420 Postage	\$88	\$91	\$8		\$100	\$100		
54190 Gasoline	\$3,219	\$3,205	\$2,926	\$3,753	\$3,500	\$3,750	250	7.14%
54200 Office Supplies	\$3,106	\$3,727	\$1,802	\$2,350	\$2,200	\$2,200		
57310 Dues & Subscriptions	\$1,222	\$230	\$915	\$665	\$900	\$900		
57810 Staff Education	\$1,393	\$1,561	\$1,599	\$50	\$2,000	\$2,000		
54000 Total	\$20,500	\$19,819	\$20,345	\$17,367	\$21,690	\$22,260	570	2.63%
TOTAL BUDGET	\$437,214	\$454,060	\$471,114	\$486,993	\$592,949	\$529,210	-63,739	-10.75%

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
PUBLIC TREES 014790								
<i>Expenses</i>								
53990 Contracted Services	\$67,000	\$67,000	\$66,203	\$3,937	\$70,000	\$70,000		
57800 Other Charges/Expenses				\$66,063				
TOTAL BUDGET	\$67,000	\$67,000	\$66,203	\$70,000	\$70,000	\$70,000		

**Town of Chelmsford
FY2021
Town Manager's
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January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
STREETLIGHTING 014240								
<i>Expenses</i>								
52110 Electricity	\$100,665	\$90,000	\$65,421	\$71,845	\$80,000	\$80,000		
TOTAL BUDGET	\$100,665	\$90,000	\$65,421	\$71,845	\$80,000	\$80,000		

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
WASTE COLLECTION 014330								
<i>Personnel Services</i>								
51120 Part Time	\$18,832	\$18,950	\$24,579	\$24,477	\$32,215	\$40,879	8,664	26.89%
51310 Overtime Reg. Extra Day	\$1,253	\$753	\$5,775	\$2,710	\$6,180	\$9,703	3,523	57.01%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$2,529	\$3,156	\$1,620	\$5,153				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$22,614	\$22,858	\$31,973	\$32,340	\$38,395	\$50,582	12,187	31.74%
<i>Expenses</i>								
53410 Telephone	\$200							
53810 Waste Disposal	\$867,637	\$843,997	\$826,633	\$860,123	\$865,000	\$1,175,380	310,380	35.88%
53820 Waste Collection Contract	\$1,484,101	\$1,492,244	\$1,612,131	\$1,718,289	\$1,780,000	\$1,819,126	39,126	2.20%
54200 Office Supplies	\$6,893	\$10,165	\$7,946	\$783	\$8,000	\$8,000		
54220 Waste Bins/Containers	\$7,247	\$9,872	\$12,893	\$7,136	\$7,500	\$7,500		
54860 Newspaper Advertisements								
57800 Other Charges/Expenses			\$250	\$27,920				
54000 Total	\$2,366,078	\$2,356,278	\$2,459,853	\$2,614,252	\$2,660,500	\$3,010,006	349,506	13.14%
TOTAL BUDGET	\$2,388,692	\$2,379,136	\$2,491,826	\$2,646,592	\$2,698,895	\$3,060,588	361,693	13.40%

Town of Chelmsford

FY2021

Town Manager's

Recommendation

January 21, 2020

HIGHWAY DIVISION 014220

Personnel Services

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
51090 Administration	\$182,209	\$187,611	\$189,853	\$200,993				
51110 Full Time	\$874,569	\$855,587	\$874,864	\$896,463	\$1,328,761	\$1,384,043	55,282	4.16%
51120 Part Time								
51250 Special Labor								
51310 Overtime Regular	\$49,370	\$34,560	\$44,854	\$57,688	\$40,000	\$55,000	15,000	37.50%
51360 Signing Bonus	\$9,000	\$7,000						
51430 Longevity	\$44,500	\$42,020	\$38,408	\$35,942	\$42,738	\$35,826	-6,912	-16.17%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$114,118	\$118,854	\$130,307	\$106,682				
51520 Holidays			\$137	\$59				
51530 Personal Days								
51540 Sick Days		\$46,159	\$13,900	\$20,835				
51570 Funeral Leave				\$780				
51575 Injured Pay								
51590 Wellness Bonus								
51000 Total	\$1,273,766	\$1,291,791	\$1,292,322	\$1,319,441	\$1,411,499	\$1,474,869	63,370	4.49%

HIGHWAY (cont'd)

Expenses

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
52110 Electricity	\$31,569	\$28,598	\$36,318	\$26,493	\$37,000	\$37,000		
52130 Gas Heat	\$37,583	\$43,669	\$46,382	\$52,073	\$50,000	\$50,000		
52310 Water Bills	\$1,725	\$645			\$1,600	\$1,600		
52410 Building Maintenance	\$68,556	\$72,796	\$29,472	\$126,560	\$30,000	\$30,000		
52480 Radio Repairs	\$2,911	\$3,038	\$160	\$252	\$3,000	\$3,000		
52490 Vehicle Maintenance	\$134,882	\$176,903	\$144,194	\$122,340	\$145,000	\$145,000		
53165 Traffic Duty	\$3,150	\$2,809	\$11,221	\$3,069	\$5,000	\$5,000		
53410 Telephone	\$6,028	\$6,413	\$6,554	\$4,665	\$2,530	\$4,000	1,470	58.10%
53420 Postage	\$61		\$70	\$31	\$200	\$200		
53990 Contract Services		\$25,103	\$57,400	\$58,031				
54100 Diesel Fuel	\$54,899	\$60,740	\$83,866	\$74,785	\$80,000	\$80,000		
54190 Gasoline	\$10,055	\$10,823	\$16,768	\$22,905	\$17,000	\$24,000	7,000	41.18%
54200 Office Supplies	\$4,512	\$4,891	\$3,636	\$3,273	\$4,800	\$4,000	-800	-16.67%
54210 Road Materials	\$130,199	\$81,437	\$118,795	\$97,140	\$100,000	\$100,000		
54250 Departmental Supplies	\$127,341	\$65,605	\$44,744	\$67,765	\$100,000	\$90,000	-10,000	-10.00%
54280 Street Signs	\$21,732	\$22,461	\$11,474	\$7,564	\$22,000	\$22,000		
Traffic Lights	\$19,129	\$21,096	\$53,012	\$23,955	\$50,000	\$50,000		
54290 Machinery Hire	\$7,340	\$14,797	\$4,637	\$6,654	\$10,000	\$10,000		
54860 Newspaper Advertisements	\$400	\$1,684	\$430	\$40	\$1,500	\$1,500		
55960 Uniform Allowance	\$9,824	\$12,101	\$8,934	\$11,087	\$10,500	\$12,000	1,500	14.29%
57200 Out of State Travel			\$22					
57810 Staff Education		\$981	\$775	\$4,162	\$5,000	\$5,000		
58000 Outlay (Bike Trail Maint.)	\$7,655	\$22,546	\$1,230	\$1,438	\$20,000	\$20,000		
58410 Road Maintenance				\$300,000				
54000 Total	\$679,550	\$679,137	\$680,094	\$1,014,284	\$695,130	\$694,300	-830	-0.12%

Town of Chelmsford
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Town Manager's
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Sub-Total Highway	\$1,953,316	\$1,970,928	\$1,972,416	\$2,333,725	\$2,106,629	\$2,169,169	62,540	2.97%
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**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SNOW & ICE 014230								
51250 Special Labor								
51310 Salaries Overtime	\$146,896	\$326,897	\$317,738	\$282,135	\$350,000	\$350,000		
52460 Equipment Repair	\$111,771	\$120,376	\$130,089	\$165,646	\$119,500	\$119,500		
53990 Contract Services	\$89,429	\$293,331	\$407,906	\$192,939	\$290,500	\$290,500		
55830 Snow Salt	\$498,276	\$652,308	\$533,341	\$424,856	\$690,000	\$690,000		
57800 Other Charges/Expenses	\$12,810	\$47,756	\$46,426	\$18,385	\$50,000	\$50,000		
58510 New Equipment								
54000 Total	\$859,183	\$1,440,667	\$1,435,500	\$1,083,961	\$1,500,000	\$1,500,000		
TOTAL BUDGET: Highway/ Snow & Ice	\$2,812,499	\$3,411,595	\$3,407,917	\$3,417,686	\$3,606,629	\$3,669,169	62,540	1.73%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
PARKS DIVISION 014280								
<i>Personnel Services</i>								
51110 Full Time	\$51,083	\$52,450	\$56,282	\$57,894	\$66,679	\$72,269	5,590	8.38%
51120 Part Time								
51310 Overtime Reg	\$1,035			\$188				
51430 Longevity Extra Day	\$536	\$1,787	\$1,861	\$1,946	\$2,000	\$2,439	439	21.95%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$4,569	\$7,124	\$5,619	\$6,966				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$57,223	\$61,362	\$63,762	\$66,994	\$68,679	\$74,708	6,029	8.78%
<i>Expenses</i>								
52110 Electricity	\$3,815	\$4,403	\$4,422	\$4,572	\$5,000	\$5,000		
52130 Gas Heat				\$1,043		\$1,200	1,200	
52410 Building Maintenance	\$1,328	\$1,545	\$2,244	\$23				
52460 Equipment Repair	\$1,107	\$1,658	\$1,622	\$1,332	\$2,500	\$2,500		
52490 Vehicle Maintenance	\$2,037	\$1,902	\$1,443	\$4,643	\$3,000	\$5,000	2,000	66.67%
53410 Telephone			\$100					
54190 Gasoline	\$1,213	\$2,430	\$1,925	\$2,481	\$2,700	\$2,700		
54610 Grounds Maintenance	\$7,182	\$5,426	\$7,253	\$7,800	\$10,000	\$10,000		
58000 Outlay					\$16,000		-16,000	-100.00%
54000 Total	\$16,682	\$17,364	\$19,009	\$21,893	\$39,200	\$26,400	-12,800	-32.65%
TOTAL BUDGET	\$73,905	\$78,726	\$82,771	\$88,887	\$107,879	\$101,108	-6,771	-6.28%

Town of Chelmsford

FY2016 ACTUAL FY2017 ACTUAL ~~FY2018 ACTUAL~~ FY2019 ACTUAL FY2020 BUDGET FY2021 PROPOSED \$ Change % Change
Town Manager's Recommendation
January 27, 2020

PUBLIC BUILDINGS 014700

Personnel Services

51110 Full Time	\$20,003	\$20,774	\$23,210	\$22,477				
51120 Part Time					\$28,420	\$34,371	5,951	20.94%
51310 Overtime	\$1,161	\$1,344	\$598	\$576				
51430 Longevity								
Shift Differential								
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$1,046	\$1,320	\$890	\$1,378				
51520 Holidays	\$933	\$1,405	\$1,017	\$1,502				
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$23,144	\$24,843	\$25,716	\$25,932	\$28,420	\$34,371	5,951	20.94%

Expenses

52110 Electricity	\$37,679	\$28,545	\$26,202	\$25,807	\$26,200	\$27,000	800	3.05%
52130 Gas Heat	\$20,488	\$16,576	\$16,739	\$19,141	\$20,000	\$20,000		
52310 Water Bills			\$134					
52410 Building Maintenance	\$38,462	\$44,582	\$37,343	\$34,636	\$35,000	\$35,000		
52490 Vehicle Maintenance	\$1,069	\$2,181	\$6,704	\$9,153	\$2,000	\$9,200	7,200	360.00%
52500 Custodial Maintenance	\$4,503	\$3,464	\$4,589	\$4,882	\$5,000	\$5,000		
52510 Custodial Services Contract	\$22,087	\$22,000	\$21,996	\$32,067	\$32,500	\$36,000	3,500	10.77%
53140 Copier Expense	\$7,926	\$7,757	\$4,469	\$7,418	\$8,000	\$8,000		
53410 Telephone	\$499	\$527	\$885	\$672	\$900	\$900		
58000 Outlay		\$3,100	\$2,394		\$2,400	\$10,000	7,600	316.67%
54000 Total	\$132,714	\$128,732	\$121,453	\$133,777	\$132,000	\$151,100	19,100	14.47%
TOTAL BUDGET	\$155,858	\$153,575	\$147,170	\$159,709	\$160,420	\$185,471	25,051	15.62%

BLDGS - OLD/NORTH/AUXILIARY 014710

Expenses

52110 Electricity	\$12	\$113	\$1,539	\$165				
52130 Gas Heat	\$66	\$395	\$2,247	\$1,504				
53410 Telephone	\$2,710	\$2,455	\$2,489	\$2,463				
52410 Building Maintenance	\$25,520	\$27,644	\$20,974	\$23,963	\$30,000	\$40,000	10,000	33.33%
TOTAL BUDGET	\$28,307	\$30,607	\$27,249	\$28,095	\$30,000	\$40,000	10,000	33.33%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
CEMETERY COMMISSION 014910								
<i>Personnel Services</i>	\$256,591	\$278,356	\$274,044	\$281,630	\$302,517	\$313,554	11,037	3.65%
<i>Expenses</i>	\$39,652	\$52,900	\$52,987	\$63,445	\$63,900	\$63,900		
TOTAL BUDGET	\$296,243	\$331,256	\$327,031	\$345,075	\$366,417	\$377,454	11,037	3.01%

Personnel

Position	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE	FY2020 FTE	FY2021 FTE
Superintendent	1	1	1	1	1	1
P.T. Clerk	0.40	0.40	0.40	0.40	0.40	0.40
Working Foreman	1.00	1.00	1.00	1.00	1.00	1.00
Truck Driver/Laborer	1	1	1	1	1	1
Senior Laborer	1	1	1	1	1	1
	4.40	4.40	4.40	4.40	4.40	4.40

Town of Chelmsford

FY2021

**Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
CEMETERY COMMISSION 014910								
<i>Personnel Services</i>								
51020 Clerical								
51100 Salary Elected Officials								
51110 Full Time	\$191,837	\$205,522	\$174,210	\$217,485	\$248,287	\$259,852	11,565	4.66%
51120 Part Time	\$16,681	\$19,353	\$20,157	\$21,070	\$21,750	\$22,474	724	3.33%
Extra Day								
51130 Disinterment	\$250	\$225	\$255	\$195	\$500	\$500		
51210 Temporary								
51300 Call-in OT	\$7,104	\$8,203	\$8,034	\$7,160	\$12,500	\$12,500		
51310 Overtime-Regular	\$11,605	\$10,116	\$11,144	\$9,877	\$12,500	\$12,500		
51515 PTO - Paid Time Off	\$9,616	\$5,321	\$8,202	\$7,011				
51430 Longevity	\$5,143	\$5,834	\$5,525	\$4,462	\$4,980	\$5,728	748	15.02%
51510 Vacation Leave	\$9,454	\$12,667	\$11,111	\$4,969				
51520 Holidays		\$304	\$604					
51530 Personal Days	\$2,101	\$2,047	\$3,055	\$1,831				
51540 Sick Days	\$1,663	\$7,480	\$31,746	\$6,362				
51590 Wellness Bonus	\$1,138	\$1,282		\$1,209	\$2,000		-2,000	-100.00%
51000 Total	\$256,591	\$278,356	\$274,044	\$281,630	\$302,517	\$313,554	11,037	3.65%
<i>Expenses</i>								
52110 Electricity	\$1,656	\$2,213	\$1,040	\$1,686	\$1,400	\$1,600	200	14.29%
52130 Gas Heat	\$2,268	\$2,424	\$3,068	\$3,341	\$3,400	\$3,200	-200	-5.88%
52410 Building Maintenance	\$1,107	\$1,183	\$1,489	\$1,331	\$2,000	\$1,500	-500	-25.00%
52460 Equipment Repair	\$5,406	\$9,790	\$9,739	\$5,978	\$6,000	\$6,000		
52470 Computer Maintenance	\$1,646	\$1,706	\$3,114	\$1,715	\$2,000	\$2,500	500	25.00%
52490 Vehicle Maintenance	\$696	\$4,743	\$2,213	\$1,673	\$3,000	\$3,000		
53410 Telephone	\$1,700	\$1,392	\$1,728	\$1,500	\$1,100	\$1,200	100	9.09%
53420 Postage	\$196	\$202	\$148	\$116	\$150	\$150		
53990 Contracted Services	\$570	\$75	\$3,180	\$145				
54100 Diesel Fuel	\$1,361	\$1,034	\$1,132	\$1,266	\$1,750	\$1,400	-350	-20.00%
54190 Gasoline	\$4,777	\$2,477	\$3,585	\$8,561	\$7,500	\$7,000	-500	-6.67%
54200 Office Supplies	\$3,550	\$2,814	\$1,710	\$3,001	\$2,000	\$2,500	500	25.00%
54250 Supplies Departmental	\$2,100	\$3,849	\$4,198	\$1,351	\$3,000	\$3,000		
54610 Grounds Maintenance	\$7,911	\$4,853	\$5,789	\$6,894	\$5,750	\$6,000	250	4.35%
54650 Restoration/Vandalism	\$1,153		\$141	\$1,300	\$1,000	\$1,000		
55960 Uniform Allowance	\$1,500	\$1,650	\$1,997	\$1,642	\$1,650	\$1,650		
57100 In State Travel	\$1,602	\$860	\$1,305	\$1,494	\$1,200	\$1,200		
57200 Out of State Travel		\$1,212			\$500	\$550	50	10.00%
57310 Dues & Subscription	\$454	\$424	\$409	\$449	\$500	\$450	-50	-10.00%
58000 Outlay		\$10,000	\$7,000	\$20,000	\$20,000	\$20,000		
54000 Total	\$39,652	\$52,900	\$52,987	\$63,445	\$63,900	\$63,900		
TOTAL BUDGET	\$296,243	\$331,256	\$327,031	\$345,075	\$366,417	\$377,454	11,037	3.01%

Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
MUNICIPAL FACILITIES								
<i>Personnel Services</i>	\$745,202	\$797,826	\$848,627	\$868,141	\$897,755	\$946,962	49,207	5.48%
<i>Expenses</i>	\$695,829	\$784,450	\$804,910	\$897,845	\$839,580	\$997,120	157,540	18.76%
TOTAL BUDGET	\$1,441,031	\$1,582,276	\$1,653,537	\$1,765,986	\$1,737,335	\$1,944,082	206,747	11.90%

Personnel

Position	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE	FY2020 FTE	FY2021 FTE
Director	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk II	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00	1.00
Electrician- Journeyman	1.00	1.00	1.00	1.00	1.00	1.00
Plumber	1.00	1.00	1.00	1.00	1.00	1.00
Painter	1.00	1.00	1.00	1.00	1.00	1.00
Small Engine Repairs						
Carpentry	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance, Asbestos, Air						
Maintenance, Grounds						
Maintenance, General	6.00	6.00	6.00	6.00	6.00	6.00
Truck Driver						
P.T. Playground Inspector	0.50	0.50	0.50	0.50	0.50	0.50
Energy Manager	0.40	1.00	1.00	1.00	1.00	1.00
Summer Support						
	13.90	14.50	14.50	14.50	14.50	14.50

Town of Chelmsford

FY2021

**Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
MUNICIPAL FACILITIES								
<i>Personnel Services</i>								
51110 Full Time	\$622,929	\$658,938	\$731,979	\$737,475	\$807,213	\$848,693	41,480	5.14%
51120 Part Time	\$4,610	\$7,141		\$3,232	\$28,192	\$34,766	6,574	23.32%
51210 Salaries - Seasonal			\$11,687	\$11,766	\$27,600	\$27,600		
51310 Overtime-Regular	\$23,045	\$25,430	\$27,873	\$23,411	\$25,000	\$25,000		
51430 Longevity	\$9,750	\$15,188	\$9,750	\$9,750	\$9,750	\$10,903	1,153	11.83%
51510 Vacation Leave	\$29,613	\$24,197						
51515 PTO - Paid Time Off	\$10,090	\$42,658	\$67,100	\$80,997				
51520 Holidays								
51530 Personal Days	\$5,946	\$3,819						
51540 Sick Days	\$37,686	\$19,782						
51570 Funeral Leave	\$501		\$238	\$1,509				
51590 Wellness Bonus	\$1,033	\$672						
51000 Total	\$745,202	\$797,826	\$848,627	\$868,141	\$897,755	\$946,962	49,207	5.48%
<i>Expenses</i>								
52110 Electricity								
52420 Fire Equipment Repair	\$24							
52440 Building Safety Maintenance	\$35,104	\$35,188	\$44,310	\$35,001	\$45,000	\$72,500	27,500	61.11%
52410 Building Maintenance	\$146,285	\$147,086	\$237,833	\$297,170	\$250,000	\$300,000	50,000	20.00%
52430 Playground Maintenance	\$16,183	\$18,564	\$19,927	\$25,219	\$27,500	\$35,000	7,500	27.27%
52450 Solar Array Maintenance	\$53,843	\$49,710	\$51,795	\$52,316	\$53,000	\$54,000	1,000	1.89%
52460 Equipment Repair	\$276,535	\$374,114	\$333,669	\$332,294	\$320,000	\$350,000	30,000	9.38%
52490 Vehicle Maintenance	\$15,689	\$13,514	\$15,760	\$22,221	\$16,000	\$23,000	7,000	43.75%
53410 Telephone	\$7,306	\$7,443	\$8,014	\$7,847	\$6,980	\$8,000	1,020	14.61%
53420 Postage	\$372			\$6				
54000 Supplies								
54190 Gasoline	\$17,029	\$19,382	\$21,326	\$29,017	\$22,000	\$30,000	8,000	36.36%
54200 Office Supplies	\$2,493	\$3,037	\$2,336	\$2,768	\$2,500	\$2,500		
54250 Supplies Departmental	\$21,318	\$20,361	\$16,420	\$18,930	\$20,000	\$20,000		
54610 Grounds Maintenance	\$80,000	\$28,565	\$37,952	\$57,053	\$50,000	\$55,000	5,000	10.00%
54860 Newspaper Advertisement	\$140	\$894	\$241		\$350	\$350		
55960 Uniform Allowance	\$14,436	\$12,295	\$13,827	\$14,693	\$14,250	\$14,770	520	3.65%
57310 Dues & Subscriptions	\$1,383	\$5,085	\$1,500	\$3,311	\$2,000	\$2,000		
58000 Outlay	\$7,690	\$49,214			\$10,000	\$30,000	20,000	200.00%
58530 Trucks								
54000 Total	\$695,829	\$784,450	\$804,910	\$897,845	\$839,580	\$997,120	157,540	18.76%
TOTAL BUDGET	\$1,441,031	\$1,582,276	\$1,653,537	\$1,765,986	\$1,737,335	\$1,944,082	206,747	11.90%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SUMMARY								
COMMUNITY SERVICES								
<i>Personnel Services</i>	\$2,053,013	\$2,103,547	\$2,175,775	\$2,291,902	\$2,504,868	\$2,596,118	91,250	3.64%
<i>Expenses</i>	\$832,185	\$814,788	\$823,259	\$820,416	\$888,056	\$872,691	-15,365	-1.73%
TOTAL BUDGET	\$2,885,198	\$2,918,334	\$2,999,034	\$3,112,318	\$3,392,924	\$3,468,809	75,885	2.24%

Town of Chelmsford
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Town Manager's
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January 27, 2020

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
DEPARTMENT OF HUMAN SERVICES								
<i>Personnel Services</i>	\$343,471	\$371,447	\$384,763	\$402,854	\$423,794	\$443,653	19,859	4.69%
<i>Expenses</i>	\$327,456	\$300,376	\$275,514	\$272,514	\$310,646	\$287,270	-23,376	-7.52%
TOTAL BUDGET	\$670,927	\$671,824	\$660,277	\$675,369	\$734,440	\$730,923	-3,517	-0.48%

Personnel

Position	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	FTE	FTE	FTE	FTE	FTE	FTE
Senior Center Director	1	1	1	1	1	1
Department Assistant	1	1	1	1	1	1
Assistant Veterans Agent						
Social Services Coordinator		1.00	1.00	1.00	1.00	1.00
Program Coordinator	1	1	1	1	1	1
Building Manager & Custodian	1.50	1.50	1.50	1.50	1.50	1.50
Van Driver	1	1	1	1	1	1
Part Time Substitute Van Driver	0.15					
Veterans Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator					1.00	1.00
	6.65	7.50	7.50	7.50	8.50	8.50

Town of Chelmsford
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	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
VETERANS 015430								
<i>Personnel Services</i>								
51110 Full Time	\$57,969	\$59,939	\$63,199	\$66,333	\$79,260	\$82,550	3,290	4.15%
51120 Part Time								
51230 Longevity Extra Day	\$2,985	\$3,930	\$4,317	\$4,514	\$4,756	\$4,953	197	4.14%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$8,356	\$9,150	\$8,761	\$8,901				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$69,310	\$73,019	\$76,277	\$79,748	\$84,016	\$87,503	3,487	4.15%
<i>Expenses</i>								
53410 Telephone	\$414	\$408	\$438	\$616	\$700	\$420	-280	-40.00%
53420 Postage	\$287	\$218	\$221	\$332	\$450	\$450		
54200 Office Supplies	\$3,185	\$2,682	\$2,640	\$3,270	\$3,500	\$3,500		
57100 In State Travel	\$1,907	\$1,918	\$2,152	\$3,143	\$2,100	\$2,100		
57810 Staff Education	\$260	\$50	\$135	\$260	\$250	\$250		
58000 Outlay								
54000 Total	\$6,053	\$5,276	\$5,586	\$7,621	\$7,000	\$6,720	-280	-4.00%
<i>Cash & Material Grants</i>								
57710 Veterans Benefits	\$184,664	\$146,824	\$122,384	\$109,672	\$145,000	\$125,000	-20,000	-13.79%
TOTAL BUDGET	\$260,026	\$225,118	\$204,247	\$197,040	\$236,016	\$219,223	-16,793	-7.12%

Town of Chelmsford

FY2021

**Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
COUNCIL ON AGING 015410								
<i>Personnel Services</i>								
51110 Full Time	\$225,034	\$237,339	\$256,575	\$290,653	\$311,814	\$326,709	14,895	4.78%
51120 Part Time	\$16,226	\$27,101	\$14,965	-\$1,039	\$22,801	\$23,748	947	4.15%
51310 Overtime Regular	\$729	\$230	\$2,430	\$998				
51430 Longevity Extra Day	\$5,218	\$5,760	\$3,109	\$2,597	\$2,736	\$3,069	333	12.17%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$26,805	\$27,999	\$30,837	\$29,131	\$2,427	\$2,624	197	8.12%
51520 Holidays	\$149		\$571	\$768				
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$274,162	\$298,429	\$308,487	\$323,107	\$339,778	\$356,150	16,372	4.82%
<i>Expenses</i>								
52110 Electricity	\$27,121	\$25,585	\$23,819	\$14,919	\$26,000	\$18,000	-8,000	-30.77%
52130 Gas Heat	\$7,783	\$6,511	\$6,720	\$6,889	\$8,000	\$8,500	500	6.25%
52310 Water Bills			\$1,611	\$1,645	\$1,800	\$1,800		
52410 Building Maintenance	\$20,360	\$21,932	\$22,270	\$24,831	\$22,000	\$24,000	2,000	9.09%
52490 Vehicle Maintenance	\$5,577	\$4,306	\$5,407	\$10,908	\$6,000	\$7,500	1,500	25.00%
53310 Newsletter	\$5,485	\$4,953	\$4,421	\$6,480	\$5,600	\$6,600	1,000	17.86%
53410 Telephone	\$4,853	\$6,933	\$6,395	\$5,096	\$6,396	\$2,800	-3,596	-56.22%
53420 Postage	\$6	\$98	\$350	\$350	\$400	\$400		
53990 Contract Services	\$10,078	\$13,618	\$13,481	\$5,126	\$15,000	\$12,000	-3,000	-20.00%
54190 Gasoline	\$8,708	\$9,989	\$10,682	\$13,477	\$11,000	\$13,500	2,500	22.73%
54200 Office Supplies	\$1,683	\$2,426	\$3,163	\$2,301	\$2,750	\$2,750		
54250 Supplies-Departmental	\$3,845	\$3,663	\$3,970	\$4,890	\$4,000	\$4,800	800	20.00%
54300 Meals on Wheels /Sr. Nutrition	\$26,455	\$32,000	\$32,000	\$35,948	\$32,000	\$34,000	2,000	6.25%
54310 Medical Supplies				\$40				
57100 In State Travel	\$1,302	\$1,208	\$1,028	\$1,493	\$1,300	\$1,500	200	15.38%
57310 Dues & Subscriptions	\$1,208	\$1,359	\$1,629	\$1,510	\$1,900	\$1,900		
57800 Other Charges/Expenses	\$3,150	\$2,946	\$875	\$5,278	\$2,000	\$2,000		
57810 Staff Education	\$1,045	\$1,015	\$1,345	\$1,031	\$1,500	\$1,500		
58000 Outlay	\$8,081	\$9,733	\$8,379	\$13,010	\$11,000	\$12,000	1,000	9.09%
54000 Total	\$136,739	\$148,277	\$147,543	\$155,222	\$158,646	\$155,550	-3,096	-1.95%
TOTAL BUDGET	\$410,901	\$446,705	\$456,030	\$478,329	\$498,424	\$511,700	13,276	2.66%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
COMMUNITY ENRICHMENT								
<i>Personnel Services</i>	\$148				\$70,650	\$75,437	4,787	6.78%
<i>Expenses</i>	\$42,045	\$44,172	\$50,941	\$43,889	\$56,550	\$56,550		
TOTAL BUDGET	\$42,193	\$44,172	\$50,941	\$43,889	\$127,200	\$131,987	4,787	3.76%

Personnel

Position	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE	FY2020 FTE	FY2021 FTE
Community Services Director					1.00	1.00
Part-time Clerk						
Youth Services Coordinator						
					1.00	1.00

Town of Chelmsford
FY2021
Town Manager's
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January 27, 2020

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
COMMUNITY SERVICES 016900								
<i>Personnel Services</i>								
51110 Full Time					\$70,000	\$74,787	4,787	6.84%
51515 PTO - Paid Time Off								
51000 51000 Total					\$70,000	\$74,787	4,787	6.84%
<i>Expenses</i>								
57800 Other Charges/ Expenses					\$10,000	\$10,000		
54000 Total					\$10,000	\$10,000		
TOTAL BUDGET					\$80,000	\$84,787		

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
RECREATION 016300								
<i>Expenses</i>								
54540 Recreational Program	\$27,829	\$36,380	\$43,666	\$32,000	\$32,000	\$32,000		
54610 Grounds Maintenance	\$1,587	\$2,221	\$2,631					
Pond Weed Control	\$7,866			\$8,000	\$8,000	\$8,000		
57800 Other Charges/Expenses		\$682	\$781					
54000 Total	\$37,282	\$39,282	\$47,078	\$40,000	\$40,000	\$40,000		
TOTAL BUDGET	\$37,282	\$39,282	\$47,078	\$40,000	\$110,000	\$114,787	4,787	4.35%

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
CULTURAL COUNCIL 016960								
<i>Expenses</i>								
57800 Other Charges/Expenses	\$2,340	\$2,350	\$2,350	\$2,350	\$2,350	\$2,350		
TOTAL BUDGET	\$2,340	\$2,350	\$2,350	\$2,350	\$2,350	\$2,350		

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
<u>PUBLIC CELEBRATIONS</u>								
<i>Expenses</i>								
016930 -57800 Town Celebration	\$1,072	\$1,139	\$1,325	\$510	\$2,050	\$2,050		
016940 -57800 Memorial Day	\$667				\$750	\$750		
TOTAL BUDGET	\$1,739	\$1,139	\$1,325	\$510	\$2,800	\$2,800		

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
<u>HISTORICAL COMMISSION 016910</u>								
<i>Personnel Services</i>								
51120 Part Time	\$148				\$650	\$650		
51000 Total	\$148				\$650	\$650		
<i>Expenses</i>								
57800 Other Charges/Expenses	\$684	\$1,400	\$188	\$1,029	\$1,400	\$1,400		
54000 Total	\$684	\$1,400	\$188	\$1,029	\$1,400	\$1,400		
TOTAL BUDGET	\$832	\$1,400	\$188	\$1,029	\$2,050	\$2,050		

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
BOARD OF HEALTH								
<i>Personnel Services</i>	\$290,214	\$312,322	\$307,530	\$336,839	\$391,058	\$400,503	9,445	2.42%
<i>Expenses</i>	\$21,112	\$21,513	\$22,715	\$26,545	\$32,250	\$36,160	3,910	12.12%
TOTAL BUDGET	\$311,326	\$333,835	\$330,245	\$363,384	\$423,308	\$436,663	13,355	3.15%

Personnel

Position	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
	FTE	FTE	FTE	FTE	FTE	FTE
Director	1.00	1.00				
Director/ Nursemanager			1.00	1.00	1.00	1.00
Deputy Director			0.40	0.20		
Health Inspector				1.50	2.00	2.00
Environmental Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Dept. Assistant	0.80	1.00	1.00	1.00	1.00	1.00
Healthcare Manager	0.80	0.80				
Part-Time Nurse			0.53	0.53	0.80	0.80
Substance Abuse Prevention Coordinator	0.50	0.50				
Health Educator			0.40	0.40	0.40	0.40
	4.10	4.30	4.33	5.63	6.20	6.20

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
BOARD OF HEALTH 015100								
<i>Personnel Services</i>								
51100 Salaries-Elected								
51110 Full Time	\$203,023	\$197,836	\$165,432	\$185,478	\$296,172	\$302,581	6,409	2.16%
51120 Part Time	\$39,458	\$68,957	\$109,093	\$109,077	\$85,368	\$89,595	4,227	4.95%
51430 Longevity Extra Day	\$10,576	\$8,751	\$6,980	\$9,045	\$9,518	\$8,327	-1,191	-12.51%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$35,558	\$36,778	\$26,024	\$28,604				
51520 Holidays								
51530 Personal Days								
51540 Sick Days	\$1,599			\$4,636				
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$290,214	\$312,322	\$307,530	\$336,839	\$391,058	\$400,503	9,445	2.42%
<i>Expenses</i>								
52490 Vehicle Maintenance	\$106	\$246	\$701	\$423	\$1,500	\$1,800	300	20.00%
53410 Telephone	\$1,926	\$1,778	\$1,663	\$2,715	\$4,600	\$3,200	-1,400	-30.43%
53420 Postage	\$490	\$245	\$349	\$709	\$400	\$500	100	25.00%
53990 Contract Services						\$3,360		
54190 Gasoline	\$1,165	\$1,020	\$838	\$868	\$1,800	\$1,800		
54200 Office Supplies	\$1,565	\$1,656	\$1,726	\$1,706	\$1,700	\$1,700		
54250 Supplies-Departmental	\$956	\$1,274	\$1,791	\$950	\$1,800	\$1,800		
54520 Mosquito Control	\$9,934	\$10,192	\$10,140	\$11,250	\$10,600	\$11,600	1,000	9.43%
54860 Newspaper Advertisement	\$1,058	\$116	\$86	\$772	\$800	\$800		
57100 In State Travel	\$334	\$765	\$1,587	\$601	\$2,000	\$2,000		
57310 Dues & Subscriptions	\$1,354	\$859	\$877	\$1,227	\$1,200	\$1,200		
57800 Other Charges/Expenses	\$1,999	\$2,745	\$2,041	\$1,968	\$1,650	\$2,200	550	33.33%
57810 Staff Education	\$225	\$618	\$916	\$3,356	\$4,200	\$4,200		
54000 Total	\$21,112	\$21,513	\$22,715	\$26,545	\$32,250	\$36,160	3,910	12.12%
TOTAL BUDGET	\$311,326	\$333,835	\$330,245	\$363,384	\$423,308	\$436,663	13,355	3.15%

Town of Chelmsford
FY2021
Town Manager's
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January 27, 2020

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
LIBRARY								
<i>Personnel Services</i>	\$1,419,179	\$1,419,777	\$1,483,481	\$1,552,208	\$1,619,366	\$1,676,525	57,159	3.53%
<i>Expenses</i>	\$441,573	\$448,727	\$474,089	\$477,468	\$488,610	\$492,711	4,101	0.84%
TOTAL BUDGET	\$1,860,752	\$1,868,504	\$1,957,571	\$2,029,676	\$2,107,976	\$2,169,236	61,260	2.91%

Personnel

Position	FY2016 FTE	FY2017 FTE	FY2018 FTE	FY2019 FTE	FY2020 FTE	FY2021 FTE
Director	1	1	1	1	1	1
Asst. Director/ Support Services	1	1	1	1	1	1
Asst. Director	1	1	1	1	1	1
Office/Facility Manager	1					
Technology/ Facility Manager		1	1	1	1	1
Division Head-Reader Services	1	1	1	1	1	1
Division Head-Youth Services	1	1	1	1	1	1
Division Head-Tech Services	1	1	1			
Division Head-Reference	1	1	1	1	1	1
Division Head - Circulation Services				1	1	1
Adult Services Librarian*	1	1	1	1	1	1
Marketing Specialist				1	1	1
Division Head-Teen Services	1					
Youth Services MLS Specialist		0.53	0.53	1.00	1.00	1.00
Children's MLS Specialist		0.53	0.53	0.53	0.53	0.53
Payroll/ Accounting Clerk	0.53	1.00	1.00	1.00	1.00	1.00
F.T. Library Asst.				2.00	2.00	2.00
P.T. Library Asst.	5.60	4.97	5.08	2.49	2.49	2.49
P.T. Children's Specialist	1.73	1.54	1.54	1.89	1.89	1.89
P.T. Technical Services Asst.	0.67	0.67	0.67	0.67	0.67	0.67
P.T. Tech Services Acquisitions	0.67	0.67	0.67	0.80	0.80	0.80
P.T. Adult Services Specialist	2.38	2.46	2.46	1.65	1.65	1.65
Pages	1.48	1.35	1.35	1.30	1.30	1.30
Custodians	2.37	2.37	2.37	2.37	2.37	2.37
	25.43	25.09	25.20	25.70	25.70	25.70

* Funded by State Aid for FY14 - FY15

Town of Chelmsford

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
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**FY2021
Town Manager's
Recommendation
January 27, 2020**

LIBRARY 016100

Personnel Services

51110 Full Time	\$620,825	\$609,033	\$683,808	\$704,174	\$980,157	\$992,536	12,379	1.26%
51120 Part Time	\$439,732	\$447,253	\$436,377	\$498,380	\$449,688	\$476,003	26,315	5.85%
51270 Custodial Salaries	\$88,755	\$90,990	\$96,634	\$73,255	\$117,362	\$120,213	2,851	2.43%
51310 Overtime	\$27,475	\$30,251	\$33,378	\$29,349	\$31,500	\$33,000	1,500	4.76%
Sunday Hours								
51430 Longevity	\$40,826	\$37,895	\$36,752	\$35,086	\$39,359	\$44,873	5,514	14.01%
Top Step Payment						\$2,100	2,100	
Shift Differential						\$6,500	6,500	#DIV/0!
51510 Vacation Leave	\$46,179	\$50,557	\$53,810	\$48,616				
51515 PTO - Paid Time Off	\$55,700	\$52,357	\$48,473	\$48,627				
51520 Holidays	\$58,536	\$56,424	\$53,253	\$64,090				
51530 Personal Days	\$7,061	\$8,941	\$8,925	\$7,894				
51540 Sick Days	\$28,218	\$33,801	\$30,006	\$39,136				
51570 Funeral Leave	\$2,288	\$799	\$1,301	\$1,653				
51590 Wellness Bonus	\$3,583	\$1,477	\$763	\$1,951	\$1,300	\$1,300		
51000 Total	\$1,419,179	\$1,419,777	\$1,483,481	\$1,552,208	\$1,619,366	\$1,676,525	57,159	3.53%

Expenses

52110 Electricity	\$39,497	\$30,846	\$28,716	\$27,556	\$33,000	\$30,000	-3,000	-9.09%
52130 Gas Heat	\$22,291	\$19,584	\$20,836	\$23,137	\$20,000	\$23,000	3,000	15.00%
52310 Water Bills	\$270	\$156			\$300	\$300		
52410 Building Maintenance	\$48,655	\$61,811	\$53,958	\$63,831	\$58,500	\$60,000	1,500	2.56%
52460 Equipment Repair			\$290	\$456	\$2,000	\$1,000	-1,000	-50.00%
52470 Computer Maintenance				\$4,700	\$6,000	\$5,000	-1,000	-16.67%
52490 Vehicle Maintenance	\$1,339	\$1,390	\$2,736	\$1,793	\$2,500	\$3,500	1,000	40.00%
53140 Copier Expenses	\$58	\$619						
53410 Telephone	\$3,356	\$3,064	\$3,033	\$2,854	\$3,200	\$1,000	-2,200	-68.75%
53420 Postage	\$448	\$3,462	\$2,484	\$1,960	\$3,000	\$2,800	-200	-6.67%
53990 Contract Services				\$11,441	\$8,000	\$12,000	4,000	50.00%
53991 Programs & Events		\$10,214	\$16,149	\$10,116	\$15,000	\$15,000		
54200 Office Supplies	\$26,295	\$26,877	\$21,532	\$21,491	\$23,000	\$22,000	-1,000	-4.35%
54610 Grounds Maintenance			\$10,204	\$11,346	\$10,000	\$10,000		
54860 Newspaper Advertisement		\$138	\$3	\$10				
56020 MVLC	\$66,894	\$68,418	\$70,580	\$72,580	\$77,360	\$77,361	1	0.00%
57100 In State Travel			\$579	\$972	\$750	\$750		
57200 Out of State Travel			\$2,922	\$2,141	\$3,000	\$3,000		
57800 Other Charges/ Expenses	\$22,015	\$13,737	\$25,185	\$9,301	\$10,000	\$10,000		
57810 Staff Education		\$5,000	\$9,190	\$3,784	\$5,000	\$5,000		
58000 Outlay								
54000 Total	\$231,118	\$245,316	\$268,398	\$269,468	\$280,610	\$281,711	1,101	0.39%

Books & Periodicals

54010 Books & Periodicals	\$210,455	\$203,411	\$205,691	\$208,000	\$208,000	\$211,000	3,000	1.44%
TOTAL BUDGET	\$1,860,752	\$1,868,504	\$1,957,571	\$2,029,676	\$2,107,976	\$2,169,236	61,260	2.91%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SUMMARY								
<u>BENEFITS & INSURANCE</u>								
<i>Expenses</i>	\$20,065,163	\$21,564,781	\$22,857,504	\$23,395,430	\$24,707,742	\$26,281,562	1,573,820	6.37%
TOTAL BUDGET	\$20,065,163	\$21,564,781	\$22,857,504	\$23,395,430	\$24,707,742	\$26,281,562	1,573,820	6.37%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
INSURANCE 019450								
<i>Expenses</i>								
57741 Buildings/General Liability	\$309,546	\$343,042	\$331,979	\$358,835	\$370,000	\$400,000	30,000	8.11%
57742 Motor Vehicle	\$4,632	-\$2,429	-\$3,029	\$18,789				
57745 Workers Compensation	\$293,691	\$300,343	\$376,710	\$458,898	\$410,000	\$450,000	40,000	9.76%
57746 Injured in Line of Duty								
TOTAL BUDGET	\$607,869	\$640,956	\$705,660	\$836,522	\$780,000	\$850,000	70,000	8.97%

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
EMPLOYEE BENEFITS 019100								
<i>Expenses</i>								
51721 Middlesex Retirement	\$7,096,040	\$7,752,208	\$8,081,283	\$8,729,114	\$8,872,242	\$9,511,562	639,320	7.21%
51723 Unemployment Compensation	\$54,419	\$60,419	\$32,221	\$22,727	\$50,000	\$50,000		
51724 Medicare Tax	\$831,151	\$850,502	\$912,560	\$953,256	\$985,000	\$1,030,000	45,000	4.57%
51725 Medical Insurance Chapter 32B	\$7,532,520	\$8,188,092	\$8,506,961	\$9,031,542	\$9,375,500	\$10,200,000	824,500	8.79%
51722 Medical Insurance Retirees Ch. 32B	\$2,833,393	\$2,902,646	\$3,148,147	\$2,716,205	\$3,000,000	\$2,950,000	-50,000	-1.67%
51726 IOD Insurance Retirees	\$867	\$1,469	\$870	\$342	\$5,000	\$5,000		
51727 IOD Insurance OPEB Liability Trust Fund	\$108,904	\$142,901	\$219,803	\$105,721	\$140,000	\$140,000		
51729 Sick Leave Buy Back	\$1,000,000	\$1,025,588	\$1,250,000	\$1,000,000	\$1,500,000	\$1,545,000	45,000	3.00%
TOTAL BUDGET	\$19,457,294	\$20,923,825	\$22,151,844	\$22,558,908	\$23,927,742	\$25,431,562	1,503,820	6.28%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
SUMMARY								
DEBT & INTEREST								
<i>Non-Excluded</i>	\$6,907,653	\$7,204,690	\$7,594,855	\$7,492,061	\$7,543,192	\$7,521,604	-21,588	-0.29%
<i>Betterment - Funded</i>	\$2,409,166	\$2,401,036	\$2,392,857	\$2,377,726	\$2,367,748	\$2,336,813	-30,935	-1.31%
<i>Excluded</i>	\$4,570,409	\$4,460,715	\$4,379,032	\$4,317,181	\$4,233,005	\$3,650,909	-582,096	-13.75%
TOTAL BUDGET	\$13,887,228	\$14,066,441	\$14,366,743	\$14,186,968	\$14,143,945	\$13,509,326	-634,619	-4.49%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
DEBT NON-EXCLUDED								
Imp-04, Est. 04/01/05								
Issued 2007, Series A	\$659,277	\$535,266	\$508,266	\$493,366	\$468,166	\$447,416	-20,750	-4.43%
Refunded Series B, 04/01/05	\$682,590	\$648,190	\$614,190					
Issued 2008	\$556,943	\$538,625	\$519,825	\$385,725	\$362,525	\$344,725	-17,800	-4.91%
Imp-2010, Iss. 7/01/09	\$221,475	\$215,775	\$209,125	\$197,475	\$156,000		-156,000	-100.00%
Imp-2011, Iss. 7/01/10	\$247,142	\$186,593	\$181,080	\$171,682	\$159,440	\$65,499	-93,941	-58.92%
Imp-2012 Iss. 7/1/11	\$479,669	\$368,441	\$81,213	\$79,094	\$76,976	\$74,858	-2,118	-2.75%
School Gr. Repair MSBA - Iss 7/1/11	\$83,802	\$82,530	\$94,758	\$92,827	\$90,896	\$88,964	-1,932	-2.13%
Bond Anticipation Notes - MSBA								
Imp-2013, Proj. Iss. 7/01/12	\$269,707	\$264,755	\$166,053	\$101,717	\$99,865	\$98,012	-1,853	-1.86%
Iss. 7/1/12 Center Fire Station	\$535,168	\$527,620	\$538,821	\$527,158	\$519,310	\$511,463	-7,847	-1.51%
Iss. 2/1/13 FY13 CIP Ph. 2	\$194,200	\$188,950	\$183,700	\$11,700	\$11,300	\$10,900	-400	-3.54%
Iss. 8/6/13 FY14 CIP	\$566,500	\$542,700	\$524,100	\$340,500	\$198,500	\$186,700	-11,800	-5.94%
Iss. 8/6/13 ESCO	\$1,626,563	\$1,587,563	\$1,523,563	\$1,485,563	\$1,447,563	\$1,409,563	-38,000	-2.63%
Iss. 2/14 Ctr. Fire	\$52,213	\$51,163	\$49,763	\$48,363	\$46,963	\$45,213	-1,750	-3.73%
Iss. 7/8/14 FY15 CIP/ Varney Pk.	\$625,254	\$601,494	\$576,869	\$552,244	\$302,619	\$199,244	-103,375	-34.16%
Iss. 8/15 FY16 CIP	\$77,851	\$646,518	\$617,800	\$607,000	\$585,400	\$163,800	-421,600	-72.02%
Iss. 7/16 FY17 CIP		\$102,583	\$669,184	\$651,800	\$629,400	\$607,000	-22,400	-3.56%
Iss. 7/17 FY18 CIP			\$161,677	\$791,172	\$676,894	\$653,273	-23,621	-3.49%
Iss. 7/17 Modular Classrooms			\$241,515	\$740,747	\$716,534	\$692,324	-24,210	-3.38%
Iss. 7/18 FY19 CIP				\$129,913	\$620,841	\$593,200	-27,641	-4.45%
Proj. Iss. 7/19 FY20 CIP					\$229,000	\$187,450	-41,550	-18.14%
Temporary Loans & Costs	\$29,300	\$115,926	\$58,352	\$84,016	\$145,000	\$135,000	-10,000	-6.90%
Total	\$6,907,653	\$7,204,690	\$7,519,855	\$7,492,061	\$7,543,192	\$6,514,604	-1,028,588	-13.64%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
DEBT EXCLUDED								
Sewer Phase I	\$2,036,041	\$2,001,466	\$1,962,266	\$1,925,366	\$1,890,716	\$1,854,028	-36,688	-1.94%
MWPAT	\$1,011,367	\$1,006,518	\$1,011,418	\$1,027,066	\$1,024,539	\$539,231	-485,308	-47.37%
School Construction	\$1,162,650	\$1,132,450	\$1,094,050	\$1,060,850	\$1,027,650	\$981,150	-46,500	-4.52%
DPW Alpha Rd. Iss. 7/1/10	\$360,352	\$320,281	\$311,298	\$303,900	\$290,100	\$276,500	-13,600	-4.69%
Bond Anticipation Notes								
Total	\$4,570,409	\$4,460,715	\$4,379,032	\$4,317,181	\$4,233,005	\$3,650,909	-582,096	-13.75%
DEBT BETTERMENT- FUNDED								
MWPAT	\$2,074,253	\$2,074,253	\$2,074,254	\$2,074,252	\$2,074,254	\$2,074,252	-2	0.00%
Proj. Iss. 07/11	\$299,650	\$293,950	\$288,250	\$275,650	\$268,250	\$239,950	-28,300	-10.55%
Bett. Funded Borrowing Exp.	\$35,263	\$32,833	\$30,353	\$27,824	\$25,244	\$22,611	-2,633	-10.43%
Total	\$2,409,166	\$2,401,036	\$2,392,857	\$2,377,726	\$2,367,748	\$2,336,813	-30,935	-1.31%

**Town of Chelmsford
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**Town of Chelmsford
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**Town of Chelmsford
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January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
<u>STATE ASSESSMENTS & OVERLAY</u>								
Expenses	\$3,786,941	\$3,422,397	\$3,170,565	\$3,460,873	\$3,531,419	\$3,475,227	-56,192	-1.59%
TOTAL BUDGET	\$3,786,941	\$3,422,397	\$3,170,565	\$3,460,873	\$3,531,419	\$3,475,227	-56,192	-1.59%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
STATE & COUNTY ASSESSMENTS								
State Assessments 018200								
56310 Special Education		\$14,216	\$14,784		\$1,084	\$4,147	3,063	282.56%
56460 Motor Vehicle Non-Renewal Surcharge	\$25,320	\$25,460	\$25,460	\$23,342	\$25,680	\$26,220	540	2.10%
56680 Tuition Assessments	\$1,786,461	\$1,769,239	\$1,863,269	\$1,793,127	\$1,870,912	\$1,894,907	23,995	1.28%
56390 Mosquito Control Projects	\$68,898	\$79,871	\$84,966	\$77,011	\$89,630	\$91,968	2,338	2.61%
56400 Air Pollution Districts	\$10,704	\$10,972	\$11,319	\$10,626	\$11,606	\$11,828	222	1.91%
MBTA								
56630 Regional Transit Authority	\$235,328	\$241,211	\$247,241	\$232,309	\$259,758	\$266,251	6,493	2.50%
Total	\$2,126,711	\$2,140,969	\$2,247,039	\$2,136,415	\$2,258,670	\$2,295,321	36,651	1.62%
Other Expenses								
N/A Underassessments								
N/A Cherry Sheet Offsets	\$376,433	\$474,646	\$415,572	\$428,469	\$332,277	\$279,906	-52,371	-15.76%
57600 Court Settlements			\$148,606					
Total	\$376,433	\$474,646	\$564,178	\$428,469	\$332,277	\$279,906	-52,371	-15.76%
TOTAL BUDGET	\$2,503,144	\$2,615,615	\$2,811,217	\$2,564,884	\$2,590,947	\$2,575,227	-15,720	-0.61%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
ASSESSORS								
Overlay	\$831,099	\$806,782	\$352,236	\$895,989	\$940,472	\$900,000	-40,472	-4.30%
Overlay Deficit-Prior Year	\$0	\$0	\$0	\$0	\$0	\$0		
TOTAL BUDGET	\$831,099	\$806,782	\$352,236	\$895,989	\$940,472	\$900,000	-40,472	-4.30%

DEPARTMENTAL OVERDRAFTS

Snow and Ice Deficit -Prior Yr.	\$452,698							
Other			\$7,112					
TOTAL BUDGET	\$452,698		\$7,112					

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
WARRANT ARTICLES								
Prior Year Bills								
* Finance Comm. Reserve Fund	\$400,000	\$400,000	\$400,000	\$155,000	\$400,000	\$400,000		
DPW Facility - Alpha Rd.		\$2,314,000			\$250,000		-250,000	
Gen. Stabilization Fund	\$681,046	\$747,861	\$1,041,382	\$767,880				
Sewer Construction Stabilization	\$191,421	\$303,367			\$384,996		-384,996	
School Facilities Assmt.	\$200,000							
High School Front Parking Lot					\$550,242			
MSBA - Stmt. Of Interest		\$40,000						
South Row School Roof					\$400,000		-400,000	
Fire Dept. Breathing Compressor					\$95,000		-95,000	
Crosswalk Flashing Beacons					\$80,000		-80,000	
Sr. Center ADA Doors		\$28,000						
Wayfinding Signage	\$10,000							
Chelmsford Forum	\$15,000							
Comm. Action Prog.	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000		
101 Mill Rd. Assessment	\$7,000							
Rt. 129 Marketing			\$50,000					
Collective Bargaining Settlements	\$213,543	\$55,880						
Vinal Sq. Improvements				\$37,500				
Center for the Arts				\$30,000				
COSS				\$3,000				
School E-Rate Reimbursement	\$79,076	\$62,053	\$35,035					
Misc Small Articles								
TOTAL BUDGET	\$1,807,086	\$3,961,161	\$1,536,417	\$1,003,380	\$2,170,238	\$410,000	-1,760,238	-81.11%

**Town of Chelmsford
FY2021
Town Manager's
Recommendation
January 27, 2020**

	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 BUDGET	FY2021 PROPOSED	\$ Change	% Change
BUDGET SUMMARY								
REVENUES								
Local Taxes	\$89,718,236	\$94,109,746	\$97,968,735	\$101,837,474	\$105,916,601	\$109,638,863	3,722,262	3.51%
State Aid	\$16,074,348	\$16,599,846	\$16,866,103	\$17,356,318	\$17,436,441	\$17,713,225	276,784	1.59%
Available Funds	\$6,684,668	\$5,726,759	\$4,279,981	\$4,244,015	\$5,190,511	\$3,586,384	-1,604,127	-30.90%
Local Receipts	\$10,278,329	\$10,484,442	\$10,435,923	\$11,782,213	\$10,425,000	\$10,840,507	415,507	3.99%
Total	\$122,755,581	\$126,920,793	\$129,550,742	\$135,220,020	\$138,968,553	\$141,778,979	2,810,426	2.02%
EXPENDITURES								
Municipal Administration	\$2,844,846	\$2,992,433	\$3,031,796	\$3,271,047	\$3,452,514	\$3,652,287	199,774	5.79%
Chelmsford Schools	\$52,900,000	\$54,550,000	\$57,000,000	\$59,000,000	\$61,000,000	\$63,000,000	2,000,000	3.28%
Nashoba	\$2,818,047	\$2,828,220	\$2,887,511	\$3,042,583	\$3,101,017	\$3,451,017	350,000	11.29%
Out of District						\$46,350	46,350	
Public Safety	\$11,996,906	\$11,915,929	\$12,624,827	\$12,960,198	\$14,018,230	\$14,424,422	406,192	2.90%
Department of Public Works	\$6,064,140	\$6,664,699	\$6,759,670	\$6,969,806	\$7,346,772	\$7,735,546	388,774	5.29%
Municipal Facilities	\$1,441,031	\$1,582,276	\$1,653,537	\$1,765,986	\$1,737,335	\$1,944,082	206,747	11.90%
Cemetery Commission	\$296,243	\$331,256	\$327,031	\$345,075	\$366,417	\$377,454	11,037	3.01%
Community Services	\$1,024,446	\$1,049,830	\$1,041,463	\$1,082,642	\$1,284,948	\$1,299,573	14,625	1.14%
Library	\$1,860,752	\$1,868,504	\$1,957,571	\$2,029,676	\$2,107,976	\$2,169,236	61,260	2.91%
Benefits & Insurance	\$20,065,163	\$21,564,781	\$22,857,504	\$23,395,430	\$24,707,742	\$26,281,562	1,573,820	6.37%
Debt and Interest	\$13,887,228	\$14,066,441	\$14,366,743	\$14,186,968	\$14,143,945	\$13,509,326	-634,619	-4.49%
Warrant Articles	\$1,807,086	\$3,961,161	\$1,536,417	\$1,003,380	\$2,170,238	\$410,000	-1,760,238	-81.11%
State Assessments & Overlay	\$3,786,941	\$3,422,397	\$3,170,565	\$3,460,873	\$3,531,419	\$3,475,227	-56,192	-1.59%
Total	\$120,792,830	\$126,797,926	\$129,214,635	\$132,513,666	\$138,968,553	\$141,776,082	2,807,530	2.02%
					\$0	\$2,896		