

# Town of Acton, Massachusetts



## Town Manager's Recommended **Fiscal Year 2021**

## Municipal Operating Budget And Capital Plan

John S. Mangiaratti  
Town Manager

*December 2, 2019*



Rendering of Proposed North Acton Fire Station



Nathaniel Allen Recreational Area which Celebrated its 20<sup>th</sup> Year in 2019



## TABLE OF CONTENTS

	<u>PAGE</u>		<u>PAGE</u>
1. <u>Introduction to the Budget</u>		Human Resources	70
Citizen’s Guide to the Budget	4	Information Technology	73
Budget and Warrant Schedule	6	Land Use	78
Board of Selectmen Goals	7	Memorial Library	80
2. <u>Town Manager’s Transmittal Letter</u>	8	Nursing Services	88
Organizational Chart	16	Police	94
3. <u>Operating Budget Requests</u>		Public Works	61
Animal Control	18	Town Manager	111
Citizen’s Library	29	Transportation Services	143
Council on Aging	38	Veterans’ Services	116
Finance	49	4. <u>Recommended 5-Year Capital Plan</u>	148
Fire	56	5. <u>Glossary of Terms</u>	150

### BE IN THE KNOW...

Sign up for Town Notifications on the Town’s website.



# @actonmagov



**Government Finance Officers Association**

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Town of Acton  
Massachusetts**

**For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended**

June 30, 2018

A handwritten signature in cursive script, reading "Jeffrey R. Emer".

**Executive Director/CEO**

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.



Reports submitted to the CAFR program are reviewed by selected members of the GFOA professional staff and the GFOA Special Review Committee (SRC), which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

# *Citizen's Guide to the Budget*

---

Thank you for your interest in the Town Manager's Recommended Budget. This document serves as a policy document, a financial guide and a communications device. It is designed to be as user-friendly as possible. This guide was created to help orient interested readers by providing a brief overview of the budget process, as well as an explanation of the organization of the budget document itself. We hope you find this introductory guide a useful tool as you better acquaint yourself with the latest financial and planning information for the Town of Acton.

## **The Budget Process**

The Town of Acton is governed by its [Town Charter](#), as amended, establishing the Selectmen-Town Manager form of government. The legislative body of Acton is an Open Town Meeting comprised of all registered voters. In accordance with Town Charter § 6-2, the Town Manager must submit "an estimate of the expenditures and revenues of the Town" to the Board of Selectmen and the Finance Committee "not less than one hundred days prior to the start of the Annual Town Meeting." The start of the Annual Town Meeting is defined by Town Bylaw § A2 as the "first Monday in April." Thus, the Budget is presented at a regular meeting of the Board of Selectmen in mid- to late-December.

To begin the budget's preparation, the Town Manager convenes a full-day budget workshop in early October with all department heads. This event is commonly referred to as "The Hill," referring to the site of the municipal building in which it takes place on Audubon Hill – formerly the Senior Center and now the Recreation Center. The process includes presentation and peer review of departmental operating budgets as well as capital equipment, personnel and project proposals.

After "The Hill," the Town Manager continues to meet with staff to review and refine the budget. The result is the Town Manager's Recommended Budget.

On a Saturday in January, the Board of Selectmen and the Finance Committee jointly convene an all-day meeting to review the recommended budget and capital proposals with the Town Manager and department heads. Per Town Charter § 6-3, the Selectmen further discuss and refine the budget and then transmit its recommended budget to the Finance Committee "not less than sixty days prior to the start of the Annual Town Meeting." The Selectmen and Finance Committee continue to review the budget, final recommended capital and other matters, preparing their recommendations to be made at the Annual Town Meeting.

It is only once Town Meeting has voted on the matters placed in the Warrant that the next fiscal year's budget is formally adopted. It is therefore important to note that this document represents a budget projection that will continue to be reviewed and refined over the next several months, and does not necessarily represent the final, adopted budget. The budget, as presented to Town Meeting, is available in its full form, in advance of Town Meeting on the Town web site and in a printed publication known as the "Municipal Budget Supplement," available at Town Meeting.

More information about budget process is available at [www.actonma.gov/budget](http://www.actonma.gov/budget)

# Acton's Community Profile

Acton was settled approximately 1680, and was incorporated as a town in 1735 with a population of approximately 400.

## Population

2000 Census: 20,331  
 2010 Census: 21,936  
 March 2018: 21,514  
 October 2019: 21,622

## Form of Government

Open Town Meeting  
 Five-member Board of Selectmen  
 Town Manager

## Statistics (as of July 2019)

Total Land Area: 12,990.2 acres  
 All Publicly-Owned Land: 3,291.3 acres

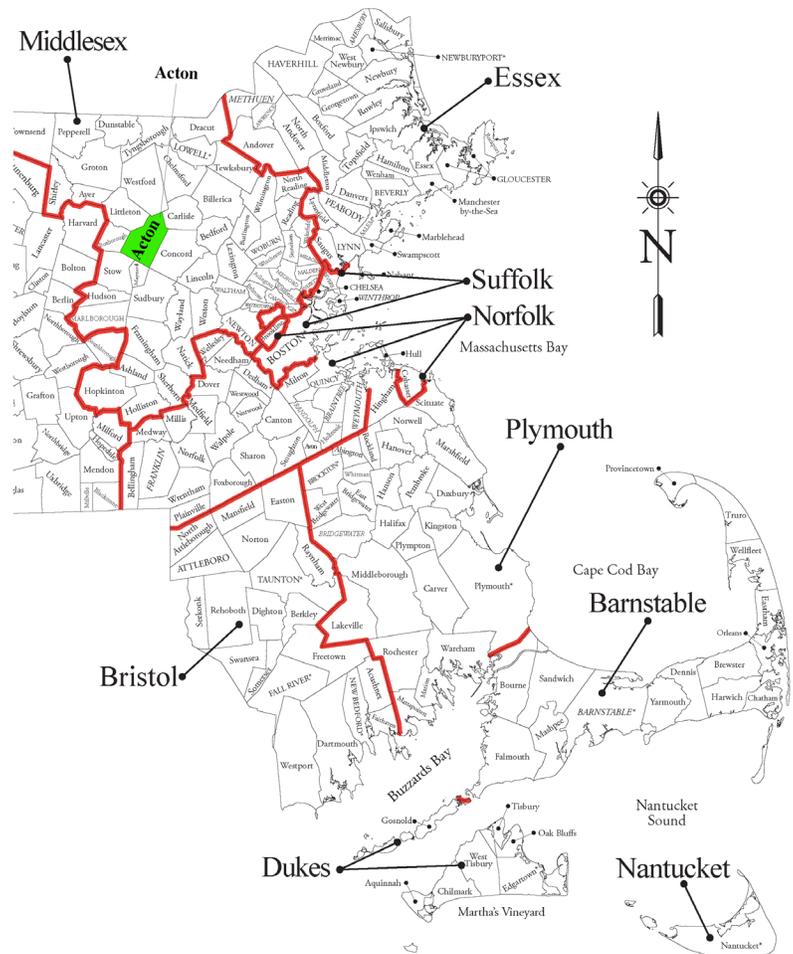
Town Roadways: 116.4 miles  
 Town Sidewalks: 53.7 miles  
 State Roadways: 10.6 miles

## Town Web Site

[www.actonma.gov](http://www.actonma.gov)

## Town Manager's Office

472 Main Street  
 Acton, MA. 01720  
 (978) 929-6611  
[manager@actonma.gov](mailto:manager@actonma.gov)



Acton is located in Eastern Massachusetts, bordered by Carlisle and Concord on the east, Westford and Littleton on the north, Sudbury on the south, Maynard and Stow on the southwest, and Boxborough on the west. Acton is 25 miles northwest of Boston, 14 miles south of Lowell, 29 miles northeast of Worcester, and 203 miles from New York City.

	FY18	FY19	FY20 <sup>2</sup>	FY21 Proposed
Municipal Operating Budget <sup>1</sup>	\$ 33,151,899	\$ 33,837,365	\$ 34,716,539	\$ 35,615,202
Average Single Family Home Value	\$ 566,279	\$ 584,315	\$ 601,844	
Average Single Family Tax Bill	\$ 10,974	\$ 11,318	\$ 11,745	
Tax Rate Per Thousand	\$ 19.38	\$ 19.37	\$ 19.52	

1. Does not include enterprise or revolving funds.
2. As of October 30, 2019 Acton Leadership Group Budget Model

# Budget Calendar

---

## July 1, 2019

- Begin Fiscal Year 2020

## September

- Acton Leadership Group (ALG) Convenes. Mission: Build and Achieve Consensus on Revenue and Expenditure Allocations

## October

- Town Manager and Department Heads: Full-Day Budget Summit.

## November

- Town Manager's Budget Analysis and Refinement
- ALG Preliminary Allocations

## December

- Tax Classification Hearing. FY20 Tax Rate Set
- Town Manager Finalizes Budget Recommendation. Presentation to Board of Selectmen

## January 2020

- Budget Workshop: Town Manager and Department Heads meet with Selectmen and Finance Committee

## February

- ALG Allocations Complete
- Selectmen Vote Final Budget Recommended Budget for Town Meeting
- Friday, February 7: Last Day to Obtain Nomination Papers for Elected Offices

## March

- Wednesday, March 11: Last Day to Register to Vote at the Annual Town Election and Town Meeting
- Tuesday, March 17: Annual Town Meeting Warrant Finalized, Printed and Mailed to Residents
- Tuesday, March 31 Annual Town Election

## April

- Monday, April 6: Annual Town Meeting

## May

- Board of Selectmen, Finance Committee and School Committee Choose Their FY21 ALG Representatives

## June 30, 2020

- End of Fiscal Year 2020

## July 1, 2020

- Begin Fiscal Year 2021

# *Board of Selectmen Goals*

---

*Established May 13, 2019*

## **SHORT TERM GOALS**

1. Secure funding and authorization for Kelley's Corner right of way acquisitions at 2020 Annual Town Meeting
2. Secure funding for North Acton Fire Station
3. Evaluate sewer feasibility study and determine next steps
4. Review of town boards and committees to determine to continue, combine or update charges – Morrison Farm, Sidewalk and Green Advisory Board, etc.
5. Evaluate and adopt recommendations from the commuter parking feasibility study
6. Develop specific measurable goals in relation to the sustainability policy
7. Adopt a policy on Board communication with residents
8. Identify suitable locations for solar including evaluating the proposal for the commuter lot
9. Work with Town Moderator to implement participation improvements for the 2020 Annual Town Meeting
10. Change the name of the Board of Selectmen to Select Board

## **LONG TERM GOALS**

1. Evaluate and support organizational improvements for effectiveness and efficiency
2. Evaluate and implement recommendations from the Water Resources Advisory Committee Report
3. Improve intersections at Acton Center, Hayward and Main, and Central Street
4. Initiate street tree planting program of 30 trees per year for FY21
5. Review the status and zoning of WR Grace property and plan for future re-use



## TOWN OF ACTON

472 Main Street  
Acton, Massachusetts 01720  
(978) 929-6611  
[www.actonma.gov](http://www.actonma.gov)  
manager@actonma.gov

### *Office of the Town Manager*

December 2, 2019

Dear Honorable Board of Selectmen:

Pursuant to Article 6, Section 6-2 of the Acton Town Charter, I am pleased to present the Town Manager's proposed budget for Fiscal Year 2021 (FY21). This budget is reflective of the goals of the Board of Selectmen and is responsive to the needs of the community. Highlights in the FY21 budget include increasing the benefit available through the senior worker tax relief program, increased investments in sidewalks and traffic calming measures, upgrades to the public safety dispatch center operations, funding to conduct a water resources study, funding for right of way acquisitions for the Kelley's Corner Infrastructure project, funding towards the Other Post Employment Benefits (OPEB) liability, and sustaining excellent service levels without adding any new personnel.

While the FY21 budget will be presented at the Annual Town Meeting on April 6, 2020, there will be a Special Town Meeting on December 10, 2019 to consider major capital projects including a new twin elementary, a new North Acton Fire Station, and the continuation of the implementation sewer district with new infrastructure proposed in West Acton. A Special Election on December 17<sup>th</sup> includes ballot questions to exclude the debt for the twin school, the fire station, and the recently completed Minuteman Regional High School. This budget proposal was prepared within the context of these major capital investments and the potential impacts on the taxpayers.

This proposed budget is consistent with the Finance Committee recommendation to limit the operating expense increase to 3% or less while reducing the Town's reliance on reserves. For FY21 we will maintain or improve upon our current level of services and plan to continue with additional efficiency measures, such as:

- Seek opportunities to regionalizing services as we did this year for Veteran's services
- Research and apply for grants to help offset funding for one-time capital expenditures
- Continue developing a long term Capital Plan to better predict and control future capital expenditures
- Proactively seek State Budget support for priority projects

The above measures along with the ongoing fiscally responsible efforts of management will allow Acton to continue to offer exceptional services, maintain the Town's AAA bond rating, eliminate our OPEB liability in less than 12 years and make Acton a vibrant, diverse, desirable place to live, play and work.

During the course of the current Fiscal Year, we have successfully:

- Maintained the Town's AAA Bond rating
- Finalized acquisition of the 19-21 Maple Street property to increase municipal parking for the MBTA station
- Established a Veterans' Services District in partnership with the Town of Boxborough.
- Secured several state budget earmarks thanks to efforts of Senator James Eldridge and Representative Benson and Representative Gouveia: \$100,000 for Transportation Program, \$100,000 for Asa Parlin House rehabilitation, and \$150,000 for Miracle Field Sports Pavilion project

- Hosted an event with more than 100 attendees for MMMA’s Women Leading Government organization
- Acton Police Department achieved State Certification from the Massachusetts Police Accreditation Commission (MPAC) in September
- Established a Family Services Detective position in the Police Department to better support families and address the complex mental health and wellness needs of our community
- Celebrated the 20<sup>th</sup> Anniversary of NARA Park, Acton’s 40-acre park that opened in 1999, and has since become a destination for residents and visitors alike
- Held first “Restaurant Week” in September, with 13 participating local restaurants
- Celebrated grand opening and ribbon cutting of the \$200 million global headquarters and U.S. manufacturing facility of Insulet Corporation alongside Town and State officials, including Governor Charles Baker.
- Proclaimed September 23, 2019, as Acton Arbor Day and celebrated with an event at the new Ice House Pond Parking Lot
- Participated in a regional micro-transit pilot coordinated by the MAGIC sub-region, joining Sudbury, Stow, and Maynard, among other communities
- North Acton’s Forest Cemetery added to National Register of Historic Places
- Participated in the One Mind Campaign – all police officers trained in Mental Health First Aid and 47% trained in Crisis Intervention

The proposed FY2021 budget will continue these successful initiatives and allow for new initiatives led by our talented and dedicated staff and volunteers.

### **FY21 Budget Process**

The following goals were considered in developing the FY21 budget:

- maintain a level service budget, while identifying opportunities to improve service delivery through efficiency and a commitment to collaboration and innovation
- investments consistent with Board of Selectmen goals established May 13, 2019, and the environmental sustainability policy adopted on December 10, 2018
- submit a capital plan that invests in necessary improvements and addresses deferred maintenance and repairs in public facilities and infrastructure
- identify programs that promote economic sustainability through investments in public infrastructure
- identify programs that advance efforts to address concerns related to mental health and wellness
- reduce the reliance on the use of reserves for operations
- reflective of coordinated budget planning with the Acton Leadership Group
- consistent with the recommended guidelines and best practices set forth by the Government Finance Officers Association (GFOA)

### **FY21 Budget**

The recommended municipal operating budget for FY21 is \$35,615,202, a 2.50% increase over FY20. The operating budget addresses multiple challenges as discussed further below and does not include any new personnel requests. In line with Finance Committee recommendations to utilize reserves for capital we are proposing to fund \$763,000 in capital from Free Cash along with continuing to fund maintenance items within the operating budget and targeted investments in capital from other sources as described in more detail below. The Kelley’s Corner Infrastructure right of way acquisitions are proposed to be funded through borrowing.

The total request, when factoring recommended capital, and subsidies to enterprise funds, is \$36,938,202, a 3.0% increase over the total Town budget appropriation for FY21.

	FY21	FY20	\$ Change	% Change
Municipal Operations:	35,615,202	34,746,539	868,663	2.50%
Subsidies:	410,000	440,000	(30,000)	-6.82%
<b>Municipal Operating Budget:</b>	<b>36,025,202</b>	<b>35,186,539</b>	<b>838,663</b>	<b>2.38%</b>
<b>Capital (Borrowing):</b>	<b>150,000</b>		<b>150,000</b>	
<b>Capital (Free Cash):</b>	<b>763,000</b>	<b>675,000</b>	<b>88,000</b>	<b>13.03%</b>
<b>Total</b>	<b>\$36,938,202</b>	<b>\$35,861,539</b>	<b>\$1,076,663</b>	<b>3.0%</b>

**Maximizing resources through reorganization and realignment**

Given available revenue limitations, the FY21 budget does not include any new positions although there are needs within departments such as Public Works and Fire Department to increase staffing when the funding becomes available. We continue to work towards identifying opportunities to consolidate resources, share services, supplies, and in some cases personnel to achieve cost savings while maintaining high-level service. A reorganization of the Tree Warden from the Municipal Properties division to a new DPW Foreman/Tree Warden position has allowed for more resources to be dedicated to tree work. A reallocation of staffing resources in the Human Resources, Accounting, Transportation and Town Manager’s office led to the establishment of two new positions that better align with the needs of the organization (Director of Intergovernmental Affairs and Human Resources Payroll Assistant).

Departments have also worked hard to pursue grants. The following is a partial list of grants recently awarded to implement programs:

- \$139,461 from the DOER Green Communities grant for multiple energy efficiency projects
- \$39,000 from EOEEA for planning and technical assistance to study the Powder Mill Road corridor.
- \$12,500 from Massachusetts Electric Vehicle Incentive Program (MassEVIP) – Public Access Charging (PAC) for a new charging station at Town Hall
- \$9,000 from the MassDEP Sustainable Materials Recovery Program for solid waste diversion programs

**Reserves**

Acton’s primary municipal reserve accounts are Free Cash and Stabilization. Free Cash is a revenue source that results from the calculation, as of July 1, of a community’s remaining unrestricted funds from operations of the previous fiscal year, based on the Balance Sheet as of June 30th. Stabilization is a fund designed to accumulate amounts for capital and other future spending purposes and appropriations from stabilization require a two-thirds vote of Town

Current Free Cash Balance:	\$3,753,774
Current Stabilization Fund Balance:	\$2,000,000
<b>Total:</b>	<b>\$5,753,774</b>

Meeting. Sustaining these reserve accounts will allow us to fund important initiatives and capital projects during times of national and local fiscal uncertainty. The Massachusetts Division of Local Services recommends that communities maintain Free Cash levels between 3% and 5% of the annual budget. While our Free Cash level is 3.5% of the recommended budget, we also have an additional \$2M in our stabilization account which results in a total of \$5.75M in reserves which is 5.4% of the recommended budget.

**Fiscal Year 2021 Capital Improvement Program**

The Town Manager’s Recommended Budget includes a plan to invest in capital needs for the next five years. The Town Manager’s Recommended Capital Improvement Program for FY 21 is \$3,488,700, which provides sustainable funding for the completion of critical projects. The capital plan also identifies preliminary recommendations for fiscal years 2022-2025 which will be adjusted annually based on needs and available resources.

General Fund Borrowing	\$1,800,000
Capital Requests Funded in Operating Budget	\$350,700
Appropriations from Free Cash:	\$763,000
Enterprise Funds: (Ambulance, Sewer, Transportation, Recycling)	\$575,000
<b>Total:</b>	<b>\$3,488,700</b>
<b>North Acton Fire Station</b>	<b>\$9,200,000</b>
<b>Sewer Project</b>	<b>\$15,200,000</b>

It is recommended that \$1,800,000 be appropriated through bond authorization for the following projects:

Kelley’s Corner Infrastructure Project Right of Way Acquisition	1,300,000
Sidewalk Program	500,000

It is recommended that \$763,000 be appropriated from Free Cash for the following projects:

Public Safety Facility Alarm and Dispatch Center Improvements	185,000
Town Hall ADA Bathroom for Meeting Room	100,000
Water Resources Study	40,000
River Street Dam	138,000
Complete Streets and Intersection Projects	250,000
Traffic calming program	50,000

**North Acton Fire Station**

The Town is proposing to construct a new fire station on Harris Street to provide services to North Acton which has grown significantly since the construction of the existing three fire stations between 1951 and 1961. Nearly 25% of





connect to the existing sewer system in the future where septic systems were potentially either environmentally or economically not viable. As part of the 2002 initial investment, the wastewater treatment plant was built with additional capacity for these future areas. The project is proposed to be completed in two phases of construction, with an estimated total cost of \$15,200,000. This proposed project will be considered at the December 10, 2019 Special Town Meeting.

**Enterprise Fund Capital Projects**

It is recommended to fund \$575,000 for the following capital projects through Ambulance Enterprise, Sewer Enterprise, Recycling and Transfer Station Enterprise and the Sewer Enterprise Fund:

Fire	Fleet Replacement- Command Vehicle	50,000	Ambulance Enterprise
Fire	Ambulance Replacement – Lease to Own	140,000	Ambulance Enterprise
Transfer Station	Roll-off Truck	190,000	Transfer Station Enterprise
Sewer	Comprehensive Plant Improvements	195,000	Sewer Enterprise

**Environmental Sustainability**

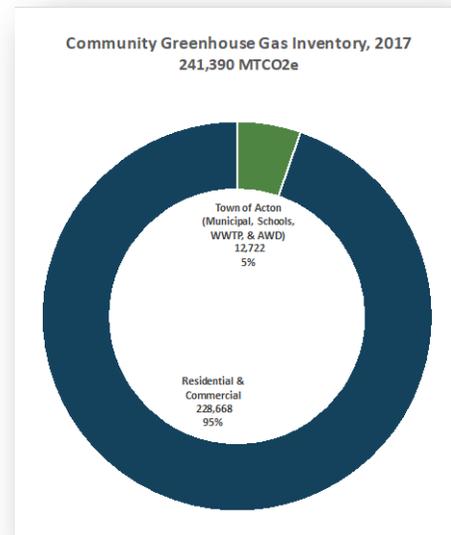
The Board of Selectmen adopted an Environmental Sustainability Policy on December 10, 2018. Acton continues to serve as a leading voice in seeking changes in the natural gas industry in particular related to how leaks are managed by public utilities in Massachusetts. The Town is a member of the International Council for Local Environmental Initiatives (ICLEI) and also works closely with local environmental advocacy groups.

Public Works has installed a Chargepoint Electric Vehicle station behind Town Hall which is charging vehicles and collecting fees to offset the cost. We received a \$12,500 grant from the Massachusetts Electric Vehicle Incentive Program to install a second charging station in the rear parking lot of Town Hall behind the Asa Parlin House.



Consultants CADMUS Group and Kim Lundgren Associates submitted a final greenhouse gas (GHG) report to the Acton Green Advisory Board in June 2019. The inventory was based on the most recent year of complete data (2017). The chart shown at right represents a community inventory (accounting for residential, commercial/retail, and municipal contributions). Additional funding in the FY21 budget will support implementing recommendations from the study in accordance with the environmental sustainability policy.

Acton’s energy aggregation program called Acton Power Choice expanded its value to the community. By adding more renewable electricity from renewable energy projects in New England, Acton Power Choice will advance the town’s environmental goals. At the same time, the new basic option will ensure that the program’s stable



prices and consumer protections can provide peace of mind to residents for years to come.

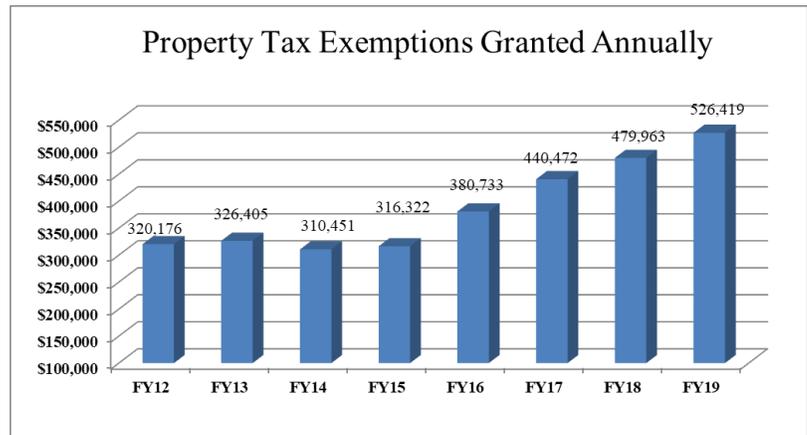
### Enhanced Visibility and Transparency in Budget

As part of this budget, I am pleased to announce the availability of a new transparency tool for residents to learn more about our budget and expenditures. We have implemented a web-based solution called ClearGov which provides easy-to-understand, interactive view of our budget demographics and more. Visit [actonma.cleargov.com](http://actonma.cleargov.com) to view this new tool.



### Property Tax Relief

Acton continues to provide significant tax relief to our seniors and those in need. The chart below shows a \$206,243 increase (64%) in dollars granted in the last 7 years. One of the primary reasons for this success was the introduction of a pilot program in FY16 that incorporates the state Circuit Breaker program as the basis for local tax relief. This program has been very successful in assisting those with limited resources where their real estate tax bill exceeds 10% of their adjusted gross income per state form Schedule CB.



Shown below are three example scenarios where certain seniors closely adhering to these various means tests could potentially be eligible for tax relief and should contact the Assessor’s office for more detail.

The assessors met with seniors several times throughout the year to discuss and handout information on the various ways certain individuals including seniors can mitigate their property tax bill. We believe these sessions have helped us reach many more citizens. Between FY18 and FY19 the increase alone was more than \$46K dollars or a 9.6% increase over the previous year.

Another opportunity for senior tax relief is through the Senior Work Program. If

Town of Acton			
Three Examples of Senior Tax Relief From 2019			
	Senior A	Senior B	Senior C
Home Value	\$528,000	\$333,000	\$169,000
Annual Income	\$54,000	\$56,000	\$14,000
Assets (excluding primary home, car)	\$10,000	\$3,600	\$3,000
Expenses	\$46,000	\$38,000	\$16,000
Taxes	\$12,000	\$6,500	\$3,000
<b>Eligible Programs:</b>			
*Circuit Breaker	\$1,080	\$1,025	\$1,080
Clause 18CB	\$4,920	\$2,225	\$420
<b>Total Exempted</b>	<b>\$6,000</b>	<b>\$3,250</b>	<b>\$1,500</b>
<b>% Exempted</b>	<b>50%</b>	<b>50%</b>	<b>50%</b>

you are at least 60 years of age and an Acton resident, you are eligible to become a Senior Worker for the Town of Acton. For FY21, we are happy to announce the hourly rate has increased from \$14.25/hour to \$15.00/hour. In addition, the hours per year have increased from 105 hours per fiscal year to 110 hours per fiscal year. To apply, please visit the Human Resources Department in Town Hall, to complete a short one-page application or visit our website at <http://www.actonma.gov/hr> to download the application. The program is an asset to the community and greatly appreciated by the Senior Workers who look forward to contributing back to their community.

### **Summary**

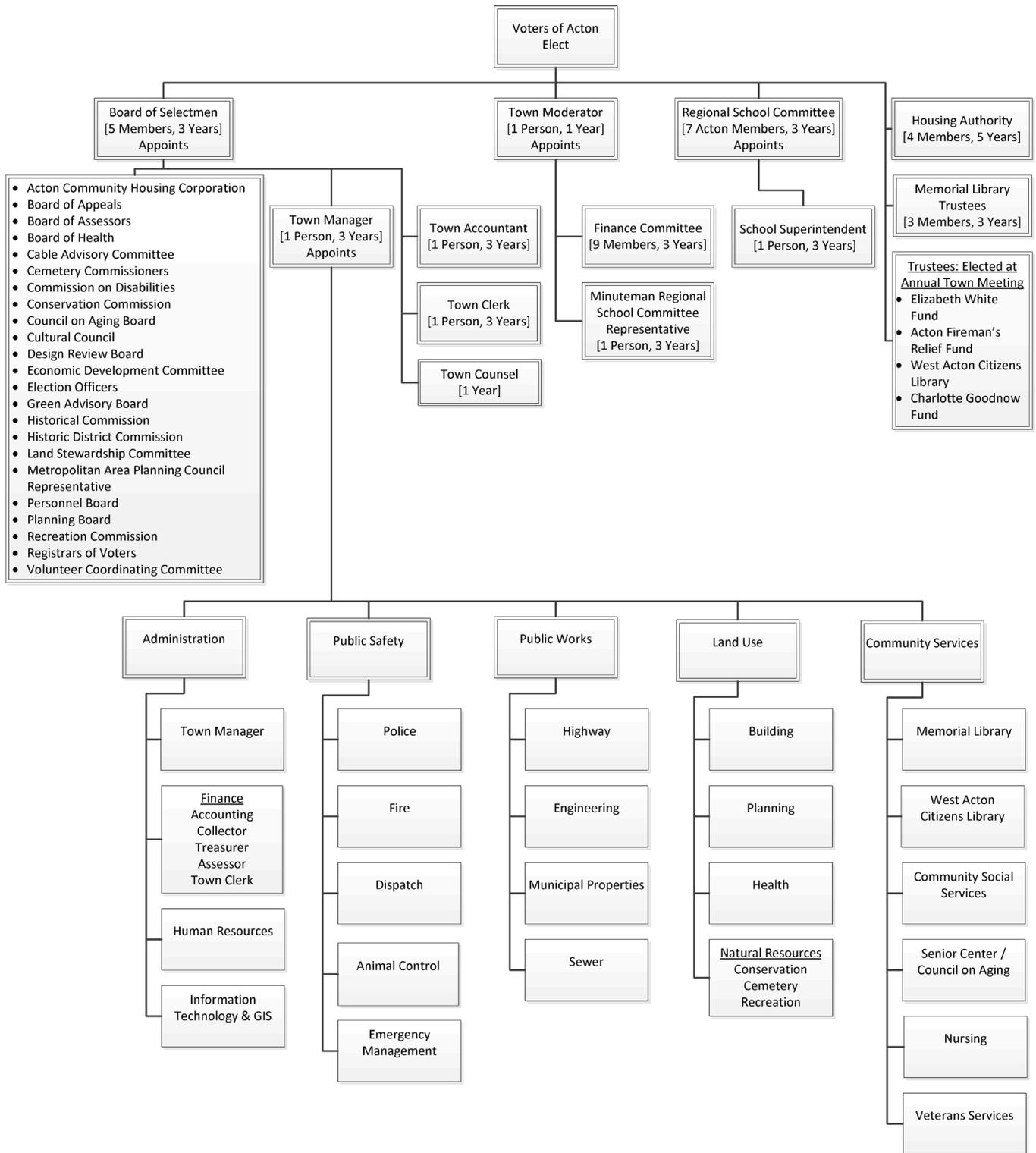
I would like to thank the Board of Selectmen for its leadership and the Town's Department and Division Heads, and staff for their professionalism and work to prepare this budget. I look forward to your feedback as we continue the budget process leading up to the Annual Town Meeting.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John S. Mangiaratti". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

John S. Mangiaratti  
Town Manager

# Organization of Boards, Committees and Departments



**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Ab Cultural Council - 01690</b>							
<b>Purchased Services</b>							
Contractual Service	522700	-	1,450	-	-	-	- %
Total Purchased Services		-	1,450	-	-	-	- %
<b>Supplies</b>							
Other Supplies	540200	2,000	466	2,000	-	2,000	- %
Total Supplies		2,000	466	2,000	-	2,000	- %
TOTAL ORG: Ab Cultural Council		2,000	1,916	2,000	-	2,000	- %

**BUDGET TEXT NOTES**

Other Supplies                      540200                      Misc. supplies

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Animal Control - 01292</b>							
<b>Purchased Services</b>							
Travel	520900	-	-	-	-	-	- %
Dog Boarding Service	522070	2,000	1,925	2,000	-	2,000	- %
Contractual Service	522700	21,000	19,200	21,000	20,200	21,000	- %
<b>Total Purchased Services</b>		<b>23,000</b>	<b>21,125</b>	<b>23,000</b>	<b>20,200</b>	<b>23,000</b>	<b>- %</b>
Office Supplies	540100	-	-	-	-	-	- %
Postage And Courier	540300	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Animal Control</b>		<b>23,000</b>	<b>21,125</b>	<b>23,000</b>	<b>20,200</b>	<b>23,000</b>	<b>- %</b>

**BUDGET TEXT NOTES**

Contractual Service	522700	Job duties of the Animal Control Officer have been changed significantly by the state in the past few years. Also, there is some funding for training in domestic violence recognition since that can often become apparent when abusers mistreat the pets of victims. It is a common trait seen in high risk offenders.
---------------------	--------	--

# *Department Profile: Assessors*

---

Department Head: Brian McMullen  
Location: Town Hall, 472 Main Street

## **Mission**

To provide fair & equitable real and personal property assessments, in accordance with the laws of the Commonwealth of Massachusetts and the Commissioner of Revenue; to administer motor vehicle excise, process exemptions, and abatements; and to quickly and courteously address any concerns of our citizens.

## **Services**

- Maintain a database of all of the Real and Personal property within the Town.
- Determine the property values and property classifications.
- Property values are based on January 1 of each year (including New Growth up to June 30 of each year). Assessments generally run 12 to 24 months behind current market conditions.
- Preparation of the Annual Tax Rate Recapitulation Sheet.
- Calculation of the annual allowable levy growth.
- Determine the proportion of the total property tax levy to be paid by each taxpayer before the Tax Classification hearing with the Board of Selectmen.
- Process abatements granted by the Board of Assessors.
- Administer motor vehicle excises and manages the abatements and exemptions.
- Administer property tax exemptions and provide assistance to the seniors with the process.
- Administer Community Preservation Act surcharge and abatements.

## **Organization**

- Finance Director / Treasurer-Collector
  - Assistant Finance Director / Principal Assessor
    - Property Lister
    - Clerk

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Assessors - 01137</b>							
<b>Salaries</b>							
Overtime	510300	-	423	-	328	-	- %
Sick	510400	-	18,249	-	2,294	-	- %
Funeral Leave	510410	-	502	-	253	-	- %
Board Members Salaries	510430	1,600	1,100	1,600	-	1,600	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	11,757	-	4,247	-	- %
Vacation	510600	-	16,103	-	12,209	-	- %
Personal Time	510900	-	2,939	-	1,796	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	65,225	52,901	67,041	21,414	67,041	- %
Professional Salaries	513000	205,655	166,591	212,913	68,771	214,909	0.94%
<b>Total Salaries</b>		<b>272,480</b>	<b>270,565</b>	<b>281,554</b>	<b>111,312</b>	<b>283,550</b>	<b>0.71%</b>
<b>Purchased Services</b>							
Advertising	520100	300	208	100	-	100	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	400	595	400	-	400	- %
Revaluation	520901	5,000	3,000	3,000	-	3,000	- %
Dues And Membership	521700	500	375	500	337	500	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	15,000	11,936	74,000	4,440	7,000	(90.54%)
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>21,200</b>	<b>16,114</b>	<b>78,000</b>	<b>4,777</b>	<b>11,000</b>	<b>(85.90%)</b>
<b>Supplies</b>							
Office Supplies	540100	1,200	1,130	-	53	-	- %
Other Supplies	540200	400	261	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>1,600</b>	<b>1,391</b>	<b>-</b>	<b>53</b>	<b>-</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Capital Outlay	580000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Assessors</b>		<b>295,280</b>	<b>288,070</b>	<b>359,554</b>	<b>116,142</b>	<b>294,550</b>	<b>(18.08%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Assessors - 01137</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Board Members Salaries	510430		Board of Assessors stipend				
Professional Salaries	513000		per position control				
Advertising	520100		Tax classification notices				
Travel	520900		In-Town travel, conferences, Appellate Tax Board.				
Revaluation	520901		Used for annual (interim) valuation updates				
Dues And Membership	521700		used for Massachusetts Association of Assessors (MMA) membership				

# Department Profile: Health

---

Department Head: Sheryl Ball  
Location: Town Hall, 472 Main Street

## Mission

The mission of the Acton Health Division is to promote health and wellness in the Town of Acton through prevention and control of disease and injury in order to ensure a high quality of life. This mission is guided through health promotion programs, community health, public outreach, education and promulgation and enforcement of Town and State health regulations. The division is guided by the Acton Board of Health and directed by the Land Use Director.

## Services

- Review septic plans and issues appropriate permits; conducts inspections and provides T5 building permit reviews
- Provide staff support for Site Plan Special Permit Applications issued by the Board of Selectmen
- Provide enforcement of Town Bylaw Chapter I, “Hazardous Waste Bylaw” and Chapter U, “Discharge to Municipal Storm Drain System”
- Enforce 2013 Federal Food Code
- Enforce Massachusetts General Law Chapter 98 - Weights and Measures
- Enforce the State of Massachusetts Food Code 105 CMR 590.000, Recreational Camp for Children 105 CMR 430.00, Standards for Bathing Beaches 105 CMR 445.000 and 105 CMR 435 Sanitary Standards for Swimming Pools, and 105 CMR 410, Standards for Human Habitation (Housing)
- Enforce Acton Board of Health Rules and Regulations which includes compliance with Body Art/Bodywork, Commercial and Septage Haulers, Tobacco Compliance, Portable Toilets, Well Permitting, Car Wash, etc.
- Enforce compliance with Childhood Lead Poisoning Prevention Program (CLLCP)
- Conduct stream samples for bacterial analysis
- Act as shelter coordinators
- Participant of the Massachusetts Tick Task Force
- Participant of Region 4AB Emergency Preparedness
- Provide Public Health Programming
- Contract with Central Mass Mosquito Control Program to provide an integrated mosquito program management

## Organization

- Land Use & Economic Development Director
  - Public Health Director
    - Senior Health Inspector
    - Public Health Inspector
    - Clerk (part-time)

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Board Of Health - 01512</b>							
<b>Salaries</b>							
Regular Perm	510100	-	586	-	-	-	- %
Overtime	510300	1,900	1,158	1,900	-	1,900	- %
Sick	510400	-	1,649	-	760	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Board Members Salaries	510430	550	250	550	-	550	- %
Holiday	510500	-	1,826	-	679	-	- %
Vacation	510600	-	1,844	-	715	-	- %
Personal Time	510900	-	456	-	236	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	39,661	33,887	41,992	14,393	43,252	3.00%
Social Services Coordinator	513030	-	-	-	-	-	- %
<b>Total Salaries</b>		<b>42,111</b>	<b>41,655</b>	<b>44,442</b>	<b>16,783</b>	<b>45,702</b>	<b>2.84%</b>
<b>Purchased Services</b>							
Advertising	520100	1,000	548	1,000	300	1,000	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Travel	520900	-	34	-	20	-	- %
Telephone	521500	3,000	5,754	3,900	2,000	3,900	- %
Dues And Membership	521700	400	1,365	400	120	400	- %
Professional Development	521800	500	4,776	500	100	500	- %
Professional Services	521900	25,000	14,790	20,000	9,744	23,000	15.00%
Printing And Copying	522300	500	-	500	-	500	- %
Contractual Service	522700	3,000	5,000	3,000	5,037	-	- %
Hazardous Waste Day	522780	43,500	34,360	38,500	14,220	35,000	(9.09%)
<b>Total Purchased Services</b>		<b>76,900</b>	<b>66,626</b>	<b>67,800</b>	<b>31,542</b>	<b>64,300</b>	<b>(5.16%)</b>
<b>Supplies</b>							
Office Supplies	540100	500	840	500	400	500	- %
Other Supplies	540200	500	2,120	500	8,933	500	- %
Postage And Courier	540300	500	-	500	-	500	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Meals	540700	-	129	-	-	-	- %
Material And Equipment	540900	-	1,069	-	900	-	- %
Uniforms	541000	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>1,500</b>	<b>4,159</b>	<b>1,500</b>	<b>10,233</b>	<b>1,500</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Board Of Health - 01512</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>TOTAL ORG: Board Of Health</b>		<b>120,511</b>	<b>112,440</b>	<b>113,742</b>	<b>58,558</b>	<b>111,502</b>	<b>(1.97%)</b>

**BUDGET TEXT NOTES**

Advertising	520100	Board of Health legal ads.
Telephone	521500	This was previously paid by PHEP funds that have been reduced significantly each year. Unsure if PHEP funds will be available beyond FY20
Dues And Membership	521700	Memberships required for Inspectores/Director for national and local organizations
Professional Services	521900	Level Funded from FY20 (the increase is reflected from combining contractual services with professional services - You will see \$3000 decreased from contractual services)
Hazardous Waste Day	522780	Level Funded to cover 2 hazardous waste days events/needs

# *Department Profile: Building*

---

Department Head: Frank Ramsbottom  
Location: Town Hall, 472 Main Street

## **Mission**

Ensure public safety, health, and welfare insofar as they are effected by building construction through structural strength, adequate egress facilities, sanitary conditions, equipment, light and ventilation and fire safety; and in general, to secure safety to life and property from all hazards incident to the design, construction, reconstruction, alteration, repair, demolition, removal, movement and /or use or occupancy of all buildings. The Building Department enforces numerous town bylaws and state regulations.

## **Services**

- Reviews building permit applications and issues appropriate permits;
- Provides staff support for Site Plan Special Permit Applications issued by the Board of Selectmen;
- Provides enforcement of Town Bylaw Chapter N, “Procedure for the Demolition of Historically or Architecturally Significant Buildings”;
- Provides enforcement of Town Bylaw Chapter P, “Local Historic District Bylaw”;
- Enforces the Architectural Access Board’s Rules and Regulations CMR 521;
- Enforces the State of Massachusetts Plumbing/Gas codes and Electrical codes;
- Conducts safety inspections of day care centers, restaurants, educational facilities, and multi-family residences of more than four units;
- Provides staff support for the Board of Appeals.

## **Organization**

- Land Use & Economic Development Director
  - Building Commissioner
  - Local Building Inspectors (1 FTE, 1 part-time)
  - Contractual Electrical, HVAC and Plumbing Inspectors

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Building Department - 01251</b>							
<b>Salaries</b>							
Regular Perm	510100	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	8,796	-	879	-	- %
Sick	510400	-	11,216	-	503	-	- %
Funeral Leave	510410	-	1,996	-	-	-	- %
Longevity	510460	-	-	-	-	-	- %
Holiday	510500	-	8,942	-	3,340	-	- %
Vacation	510600	-	8,900	-	7,412	-	- %
Personal Time	510900	-	2,282	-	1,158	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	61	-	7,882	-	- %
Professional Salaries	513000	229,805	180,480	240,062	80,434	208,654	(13.08%)
<b>Total Salaries</b>		<b>229,805</b>	<b>222,674</b>	<b>240,062</b>	<b>101,608</b>	<b>208,654</b>	<b>(13.08%)</b>
<b>Purchased Services</b>							
Travel	520900	-	80	-	-	-	- %
Telephone	521500	3,559	3,800	3,559	3,300	3,559	- %
Dues And Membership	521700	725	1,017	725	375	725	- %
Professional Development	521800	-	835	-	293	-	- %
Professional Services	521900	-	167	-	-	-	- %
Laurel Hill Review/Inspection	529000	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>4,284</b>	<b>5,899</b>	<b>4,284</b>	<b>3,968</b>	<b>4,284</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	1,250	892	950	513	950	- %
Other Supplies	540200	1,100	137	800	-	800	- %
Books And Periodicals	540500	1,500	351	1,500	-	4,500	200.00%
Uniforms	541000	1,200	1,027	900	-	900	- %
Protective Clothing	541050	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>5,050</b>	<b>2,407</b>	<b>4,150</b>	<b>513</b>	<b>7,150</b>	<b>72.29%</b>
<b>Other</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	10	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Motor Vehicle	585000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
<b>TOTAL ORG: Building Department</b>		<b>239,139</b>	<b>230,990</b>	<b>248,496</b>	<b>106,089</b>	<b>220,088</b>	<b>(11.43%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
Building Department - 01251							

**BUDGET TEXT NOTES**

Books And Periodicals	540500	There may be additional expenses for this line item depending on the decision to the State BBRS to adopt an updated building code . If a new code is adopted the costs may be \$4500.
-----------------------	--------	---

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Celebrations - 01660</b>							
Overtime	510300	-	-	-	-	-	- %
Outside Detail	510480	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
<b>Total Salaries</b>		-	-	-	-	-	- %
<b>Purchased Services</b>							
Advertising	520100	-	-	-	-	-	- %
Street Banners - Edited	520160	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Celebration	521830	2,900	125	2,900	-	2,900	- %
Acton'S 275Th Anniversary	521840	-	-	-	-	-	- %
275Th Anniversary Fireworks	521842	-	-	-	-	-	- %
Professional Services	521900	-	-	-	6,000	-	- %
Entertainment Services	522010	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Trash Removal	522800	-	-	-	-	-	- %
Fireworks	523850	6,000	6,000	6,000	-	6,000	- %
Buses	523900	-	-	-	-	-	- %
Food	523910	-	-	-	-	-	- %
<b>Total Purchased Services</b>		8,900	6,125	8,900	6,000	8,900	- %
<b>Supplies</b>							
Other Supplies	540200	-	1,445	-	265	2,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		-	1,445	-	265	2,000	- %
Medicare	570400	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
<b>Total Other</b>		-	-	-	-	-	- %
<b>TOTAL ORG: Celebrations</b>		8,900	7,570	8,900	6,265	10,900	22.47%

**BUDGET TEXT NOTES**

Celebration	521830	Expenses for Patriot's Day, Memorial Day and Veterans's Day.
Fireworks	523850	Covers 1/3 of \$18,000 July 4th fireworks; \$12,000 is donated by businesses.
Other Supplies	540200	Increased due to being over budget in FY 2020.

# *Department Profile: West Acton Citizens' Library*

---

Department Head: Jennifer Friedman  
Location: West Acton Citizens' Library, 21 Windsor Avenue

## **Mission**

To provide personalized, friendly, library service to people of all ages in the community. The library is dedicated to:

- Offering our patrons the latest and best books available for their recreational reading enjoyment.
- Fostering a love of books and literature among our youngest readers through our tot time program and coordinated efforts with a nearby preschool.
- Supporting the information needs of elementary school age children with a curriculum based juvenile nonfiction collection.
- Providing home delivery of books to housebound Acton residents.

## **Services**

- Citizens' Library is primarily a reader's library. The main service we provide is putting popular books and magazines into the hands of readers. For our youngest patrons, the Library sponsors a Tot Time program designed to introduce 2 to 5 year olds to the joy of reading and being read to. As the clientele ages a bit, we have both a popular collection of children's and young adult books as well as a juvenile non-fiction section which we are in the process of updating and tailoring to follow the elementary school curriculum. We offer an excellent selection of adult fiction, mysteries and popular non-fiction as well as a large print collection. Citizens' Library also offers a home delivery service of books to house bound patrons.
- Computers and Internet access are available to the public, including public wireless access.
- Serves as a living, working monument to Acton long ago. The Library contributes greatly to the community character of the West Acton Village.
- Serves as a walkable destination in town. West Acton has excellent sidewalk coverage and many of our patrons walk here, rather than drive to the center of town to get books or use computers. The location is especially convenient to the Windsor Green Community as well as students from Gates and Douglas Elementary Schools who often stop in on their way home from school.
- It is the unique combination of tangible and intangible services that have kept Citizens' Library an active part of the community for 125 years and hopefully, will continue to do so well into the future.

## **Organization**

- West Acton Citizens' Library Director
  - Substitute Librarians

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Citizens Library - 01611</b>							
<b>Salaries</b>							
Sick	510400	-	346	-	2,222	-	- %
Funeral Leave	510410	-	242	-	-	-	- %
Substitute Pay	510420	3,276	1,847	2,487	330	2,487	- %
Holiday	510500	-	1,210	-	247	-	- %
Vacation	510600	-	3,647	-	1,481	-	- %
Personal Time	510900	-	570	-	494	-	- %
Professional Salaries	513000	50,337	44,321	51,739	16,292	51,739	- %
<b>Total Salaries</b>		<b>53,613</b>	<b>52,184</b>	<b>54,226</b>	<b>21,065</b>	<b>54,226</b>	<b>- %</b>
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Contractual Service	522700	-	-	525	-	525	- %
<b>Total Purchased Services</b>		<b>-</b>	<b>-</b>	<b>525</b>	<b>-</b>	<b>525</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	300	-	200	-	200	- %
Other Supplies	540200	700	94	400	400	500	25.00%
Postage And Courier	540300	-	-	30	-	30	- %
Books And Periodicals	540500	7,800	7,932	8,500	3,000	8,700	2.35%
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>8,800</b>	<b>8,026</b>	<b>9,130</b>	<b>3,400</b>	<b>9,430</b>	<b>3.29%</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Citizens Library</b>		<b>62,413</b>	<b>60,210</b>	<b>63,881</b>	<b>24,465</b>	<b>64,181</b>	<b>0.47%</b>

**BUDGET TEXT NOTES**

# *Department Profile: Collector/Treasurer*

---

Department Head: Stephen G. Barrett, CPA  
Location: Town Hall, 472 Main Street

## **Mission**

To provide the highest level of customer service and support to all of the Town's citizens, as well as satisfy the legal requirements set forth in Massachusetts General Laws and the Town's bylaws.

## **Services**

The Tax Collector and Town Treasurer is responsible for managing and directing the tax collection process, including real estate, personal property, motor vehicle excise, sewer fees, betterment and Title V loans. Is also responsible for planning, coordinating and directing the Town's financial policies. The Treasurer serves as Custodian of Funds for all Town monies. Cash management, investment management, and debt management are among the Treasurer's responsibilities. The Treasurer performs his fiduciary responsibility by developing investment and borrowing strategies based on financial best practices, consultation with financial advisors and investment institutions, participation in government finance officer's seminars and conferences, ongoing review of financial and investment journals and periodicals, and working on the certification process for both Treasurer and Collector of Taxes through the Massachusetts Collectors & Treasurers Association and the national Government Finance Officers Association.

## **Organization**

- Finance Director / Treasurer-Collector
  - Assistant Treasurer-Collector
    - Treasurer-Collector Clerks (3 FTEs)

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Collector - 01139</b>							
<b>Salaries</b>							
Overtime	510300	-	93	-	-	-	- %
Sick	510400	-	2,430	-	984	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	7,253	-	2,919	-	- %
Cpa Administration Salary	510550	(36,000)	(36,000)	(36,000)	(36,000)	-	- %
Vacation	510600	-	5,743	-	2,719	-	- %
Personal Time	510900	-	1,825	-	1,189	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	107,052	76,367	82,764	32,768	68,118	(17.70%)
Professional Salaries	513000	76,949	67,906	86,766	30,205	79,867	(7.95%)
<b>Total Salaries</b>		<b>148,001</b>	<b>125,616</b>	<b>133,530</b>	<b>34,784</b>	<b>147,985</b>	<b>10.83%</b>
<b>Purchased Services</b>							
Advertising	520100	1,500	-	1,500	-	1,500	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	200	25	200	-	200	- %
Dues And Membership	521700	250	100	250	-	250	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	18,000	4,074	15,000	298	5,000	(66.67%)
Legal Service	521950	-	10,684	-	-	-	- %
<b>Total Purchased Services</b>		<b>19,950</b>	<b>14,883</b>	<b>16,950</b>	<b>298</b>	<b>6,950</b>	<b>(59.00%)</b>
<b>Supplies</b>							
Office Supplies	540100	550	211	550	196	550	- %
Other Supplies	540200	-	-	-	-	-	- %
Postage And Courier	540300	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>550</b>	<b>211</b>	<b>550</b>	<b>196</b>	<b>550</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Collector</b>		<b>168,501</b>	<b>140,711</b>	<b>151,030</b>	<b>35,277</b>	<b>155,485</b>	<b>2.95%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Collector - 01139</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Advertising	520100		Tax Title Advertising				
Travel	520900		Funds reserved for mileage				
Dues And Membership	521700		Collector's Association				
Professional Development	521800		Budget moved to Town Manager Budget				
Professional Services	521900		Represents monies for online billing initiatives and other system required assistance (Munis Consultant)				
Legal Service	521950		Budget moved to Town Manager Budget in FY 2019				
Office Supplies	540100		Misc. office supplies				

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT</b>	<b>2019 Budget</b>	<b>2019 Expenditures</b>	<b>2020 Budget</b>	<b>2020 YTD Thru 11/25/2019</b>	<b>2021 Town Manager</b>	<b>% Chg 2020 Budget</b>
<b>Comm On Disabilities - 01549</b>							
<b>Purchased Services</b>							
Professional Services	521900	1,900	461	1,900	130	1,900	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>1,900</b>	<b>461</b>	<b>1,900</b>	<b>130</b>	<b>1,900</b>	<b>- %</b>
<b>Supplies</b>							
Other Supplies	540200	100	258	100	98	100	- %
<b>Total Supplies</b>		<b>100</b>	<b>258</b>	<b>100</b>	<b>98</b>	<b>100</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Comm On Disabilities</b>		<b>2,000</b>	<b>720</b>	<b>2,000</b>	<b>228</b>	<b>2,000</b>	<b>- %</b>

**BUDGET TEXT NOTES**

# *Department Profile: Comptroller (Accounting)*

---

Department Head: Lisa Wojick  
Location: Town Hall, 472 Main Street

## **Mission**

To safeguard the financial assets of the town through the use of sound professional accounting practices and internal controls; to ensure that the financial integrity of the town is preserved and protected; to provide the town's management with accurate and timely financial information and to provide controllership and audit functions for the town and its departments.

## **Services**

- Assist the Town Manager in the annual budget process and financial forecasts
- Record and monitor the annual operating and capital budget
- Maintain a comprehensive, detailed general ledger of all town financial activity
- Provide expertise in areas of financial analysis and forecasting
- Process payments for all Town invoices and prepare the warrant
- Administer the payroll functions and distribute W-2's and 1099's
- Coordinate the external audit and prepare the Town's annual financial statements
- Reconcile cash and accounts receivable accounts to the books of the Treasurer/Collector and Departments
- Prepare and submit to the Department of Revenue required reports such as Schedule A and Balance Sheet preparation for Free cash certification, assist in preparing quarterly cash reconciliation, Tax Recap, and the School Department End-of Year report

## **Organization**

- Finance Director / Treasurer-Collector
  - Town Accountant
    - Assistant Town Accountant
    - Accounts Payable Coordinator
    - Human Resources & Payroll Assistant

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Comptroller - 01133</b>							
<b>Salaries</b>							
Overtime	510300	2,000	15,028	2,000	3,278	6,000	200.00%
Sick	510400	-	7,656	-	11,599	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	12,065	-	5,284	-	- %
Vacation	510600	-	20,187	-	9,715	-	- %
Personal Time	510900	-	3,019	-	1,630	-	- %
Other Salaries & Wages	511000	-	730	-	-	-	- %
Clerical Salaries & Wages	512050	135,414	62,531	135,455	38,360	123,400	(8.90%)
Professional Salaries	513000	203,371	157,336	203,016	63,024	209,077	2.99%
<b>Total Salaries</b>		<b>340,785</b>	<b>278,553</b>	<b>340,471</b>	<b>132,890</b>	<b>338,477</b>	<b>(0.59%)</b>
<b>Purchased Services</b>							
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	300	291	300	-	300	- %
Dues And Membership	521700	200	245	200	170	250	25.00%
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	1,000	-	-	1,388	-	- %
Binding Service	522910	2,000	925	-	-	1,000	- %
<b>Total Purchased Services</b>		<b>3,500</b>	<b>1,461</b>	<b>500</b>	<b>1,558</b>	<b>1,550</b>	<b>210.00%</b>
<b>Supplies</b>							
Office Supplies	540100	1,000	1,003	500	54	500	- %
Other Supplies	540200	-	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>1,000</b>	<b>1,003</b>	<b>500</b>	<b>54</b>	<b>500</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Comptroller</b>		<b>345,285</b>	<b>281,017</b>	<b>341,471</b>	<b>134,502</b>	<b>340,527</b>	<b>(0.28%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Comptroller - 01133</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Travel	520900		Milage for courses, seminars, etc.				
Dues And Membership	521700		Mass Municipal Auditor and Accountants Association.				
Binding Service	522910		binding of the Towns warrants.				
Office Supplies	540100		labels and ink for the invoice scanner and other misc. office supplies.				

# *Department Profile: Council on Aging*

---

Department Head: Sharon Mercurio  
Location: Human Services & Senior Center, 30 Sudbury Road

## **Mission**

The mission of the Acton Council on Aging is to advocate for seniors by enhancing their quality of life and independence through programs and services designed to address their health and economic concerns as well as social and cultural interests.

## **Services**

The Council on Aging provides a wide variety of classes and programs offered five days a week at the Senior Center providing opportunities for physical fitness, nutrition, socialization, cultural and educational programs in art, music, computers, etc.

The COA also provides a wide range of social services and resource/referral services offered by our Senior Services Coordinator and some volunteer consultants in areas of housing, legal and financial assistance, adult day care, home health services, residential care facilities, and dementia care. Residents receive help preparing fuel assistance and applications as well as accessing other state and local assistance programs. Minuteman Senior Services offers a congregate lunch and home delivered meals in the Senior Center dining room on weekdays.

## **Organization**

- Council on Aging Director
  - Office Manager
  - Staff Assistant
  - Activity Assistant
  - Program Manager
  - Senior Services Coordinator
  - Fitness Instructor

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Council On Aging - 01541</b>							
<b>Salaries</b>							
Regular Perm	510100	178,983	177,582	205,876	69,959	198,349	(3.66%)
Regular Temp	510200	21,308	-	-	741	-	- %
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	7,322	-	733	-	- %
Funeral Leave	510410	-	593	-	-	-	- %
Board Members Salaries	510430	-	-	-	-	-	- %
Holiday	510500	-	9,992	-	3,422	-	- %
Vacation	510600	-	14,963	-	7,047	-	- %
Personal Time	510900	-	2,497	-	1,344	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	415	-	3,539	-	- %
Instru/Direct Serv Staff	512100	21,500	23,025	21,500	7,800	21,500	- %
Professional Salaries	513000	105,927	95,748	108,877	40,494	111,287	2.21%
<b>Total Salaries</b>		<b>327,718</b>	<b>332,137</b>	<b>336,253</b>	<b>135,079</b>	<b>331,136</b>	<b>(1.52%)</b>
<b>Purchased Services</b>							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	700	1,452	700	200	800	14.29%
Real Estate Rent/Lease	520800	-	-	-	-	-	- %
Travel	520900	700	248	600	400	600	- %
Telephone	521500	800	661	800	720	800	- %
Dues And Membership	521700	900	850	900	1,000	1,050	16.67%
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Printing And Copying	522300	10,000	9,409	8,886	8,483	11,000	23.79%
Contractual Service	522700	-	-	-	-	2,000	- %
<b>Total Purchased Services</b>		<b>13,100</b>	<b>12,620</b>	<b>11,886</b>	<b>10,803</b>	<b>16,250</b>	<b>36.72%</b>
<b>Supplies</b>							
Office Supplies	540100	1,500	1,112	2,000	2,464	2,000	- %
Other Supplies	540200	3,500	1,916	2,500	509	3,000	20.00%
Postage And Courier	540300	8,500	5,800	8,500	3,360	8,500	- %
Books And Periodicals	540500	100	69	100	-	100	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>13,600</b>	<b>8,897</b>	<b>13,100</b>	<b>6,333</b>	<b>13,600</b>	<b>3.82%</b>
<b>Other</b>							
Minuteman Senior Services	560801	4,055	800	-	-	4,200	- %
<b>Total Other</b>		<b>4,055</b>	<b>800</b>	<b>-</b>	<b>-</b>	<b>4,200</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Council On Aging - 01541</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
<b>TOTAL ORG: Council On Aging</b>		<b>358,473</b>	<b>354,453</b>	<b>361,239</b>	<b>152,215</b>	<b>365,186</b>	<b>1.09%</b>

**BUDGET TEXT NOTES**

Regular Perm	510100	Per Position Control.
Instru/Direct Serv Staff	512100	For exercise classes offered throughout the year.
Professional Salaries	513000	Per Position Control.
Eqpt Rep And Servicing	520300	Maintenance as needed for kitchen appliances and exercise equipment.
Travel	520900	Mileage reimbursement for work related travel.
Telephone	521500	Directors cell phone.
Dues And Membership	521700	Annual dues to MCOA, Motion picture license.
Printing And Copying	522300	Printing of Newsletter, 11 times a year.
Contractual Service	522700	Van fees for COA special events.
Office Supplies	540100	Routine office supplies shared by various departments at Human Service building; includes fax and printer toner.
Other Supplies	540200	Furnishings, COA program and misc. shared supplies.
Postage And Courier	540300	Estimated cost for mailing 2400-2500 newsletters 11 times a year. Annual permit fee and other COA first class postage is included.
Books And Periodicals	540500	includes subscription to Acton Beacon.
Minuteman Senior Services	560801	Restore annual "Assessment" paid to Minuteman Senior Services for the multitude of varied services provided to Acton Seniors: case management, homemaker, chore service, congregate meals, home delivered meals, protective services, money management, etc.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Dispatch - 01221</b>							
<b>Salaries</b>							
Regular Perm	510100	515,257	433,531	552,820	183,685	570,900	3.27%
Overtime	510300	93,000	98,123	73,000	61,415	73,000	- %
Sick	510400	-	18,648	-	3,975	-	- %
Funeral Leave	510410	-	671	-	216	-	- %
Longevity	510460	4,500	4,500	4,500	2,400	5,700	26.67%
Holiday	510500	-	22,224	-	3,644	-	- %
Overtime/Sick Adjustment	510520	-	(3,688)	-	(1,125)	-	- %
Flsa Adjustment	510530	2,000	1,246	2,000	440	2,000	- %
Vacation	510600	-	31,050	-	16,864	-	- %
Uniform Stipend	510750	-	-	-	-	-	- %
Court Time	510800	-	-	-	-	-	- %
Personal Time	510900	-	5,463	-	2,295	-	- %
Other Salaries & Wages	511000	2,200	2,065	2,200	998	2,200	- %
<b>Total Salaries</b>		<b>616,957</b>	<b>613,834</b>	<b>634,520</b>	<b>274,807</b>	<b>653,800</b>	<b>3.04%</b>
<b>Supplies</b>							
Office Supplies	540100	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	6,500	4,781	6,500	710	6,500	- %
<b>Total Supplies</b>		<b>6,500</b>	<b>4,781</b>	<b>6,500</b>	<b>710</b>	<b>6,500</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Dispatch</b>		<b>623,457</b>	<b>618,615</b>	<b>641,020</b>	<b>275,517</b>	<b>660,300</b>	<b>3.01%</b>

**BUDGET TEXT NOTES**

Regular Perm	510100	8 full-time dispatchers, 1 dispatch supervisor and 3 part-timers. Includes step increases.
Overtime	510300	Shift coverage for vacation, personal, beaverment, training etc. Reduced this year.
Other Salaries & Wages	511000	Includes all stipends for dispatchers as provided for in contract. Training, leaps & E-911.
Uniforms	541000	Clothing allowance for dispatchers as per contract. \$500 a year for 13 dispatchers.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Elections - 01162</b>							
<b>Salaries</b>							
Overtime	510300	3,000	620	3,000	-	3,000	- %
Board Members Salaries	510430	1,300	600	1,300	600	1,300	- %
Other Salaries & Wages	511000	55,000	58,322	55,000	-	70,000	27.27%
<b>Total Salaries</b>		<b>59,300</b>	<b>59,541</b>	<b>59,300</b>	<b>600</b>	<b>74,300</b>	<b>25.30%</b>
<b>Purchased Services</b>							
Eqpt Rental	520700	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Printing And Copying	522300	8,500	2,486	12,000	-	12,000	- %
Contractual Service	522700	9,700	18,045	10,000	6,000	16,500	65.00%
Miscellaneous	522900	2,000	626	1,000	629	1,000	- %
School Custodian Fee	522950	700	-	1,000	-	1,500	50.00%
<b>Total Purchased Services</b>		<b>20,900</b>	<b>21,157</b>	<b>24,000</b>	<b>6,629</b>	<b>31,000</b>	<b>29.17%</b>
<b>Supplies</b>							
Office Supplies	540100	-	696	-	-	-	- %
Other Supplies	540200	5,600	3,747	7,400	-	7,400	- %
Postage And Courier	540300	5,000	3,631	7,000	-	7,000	- %
<b>Total Supplies</b>		<b>10,600</b>	<b>8,074</b>	<b>14,400</b>	<b>-</b>	<b>14,400</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Capital Outlay	580000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Elections</b>		<b>90,800</b>	<b>88,772</b>	<b>97,700</b>	<b>7,229</b>	<b>119,700</b>	<b>22.52%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
Elections - 01162							
<b><u>BUDGET TEXT NOTES</u></b>							
Overtime	510300		Elections / Town Meetings				
Printing And Copying	522300		Census est 10,000 households @ \$5000 Ballots 1 Annual / 1 Special - \$4500 per Election = \$9000				
Contractual Service	522700		Elections - 1 Annual / 1 Special / 2 State - Programming Automark (for Disabled Voters) \$1500 per machine X 4 \$6000 - Programming Acuvote Voting Machines - \$2000 - Annual Maintenance Accuvote - \$2500 - Annual Maintenance Poll Pads - \$6000				
Miscellaneous	522900		Election / Town Meeting Expenses				
School Custodian Fee	522950		2 Town Election - 2 State Election				
Other Supplies	540200		Banners for Annual Town Election . Town Meeting - \$800 Special Election / Special Town Meeting - X 2 \$1600 Supplies for Polling Locations, Ballot Bags/boxes, markers, rulers, etc.. - \$5000				
Postage And Courier	540300		Postage for mailings Census Dog License				

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Emergency Management - 01291</b>							
<b>Salaries</b>							
Professional Salaries	513000	23,000	23,000	23,000	9,731	23,000	- %
Total Salaries		23,000	23,000	23,000	9,731	23,000	- %
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	1,100	1,100	-	-	-	- %
Radio Repairs	520310	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Telephone	521500	4,450	6,240	4,450	1,560	4,450	- %
Professional Development	521800	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Total Purchased Services		5,550	7,340	4,450	1,560	4,450	- %
<b>Supplies</b>							
Office Supplies	540100	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	- %
Photographic Supplies	540210	-	-	-	-	-	- %
Material And Equipment	540900	20,000	17,897	19,000	10,502	19,000	- %
Uniforms	541000	-	-	-	-	-	- %
Total Supplies		20,000	17,897	19,000	10,502	19,000	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>TOTAL ORG: Emergency Management</b>		<b>48,550</b>	<b>48,237</b>	<b>46,450</b>	<b>21,793</b>	<b>46,450</b>	<b>- %</b>

**BUDGET TEXT NOTES**

Telephone	521500	Cellular and satellite telephone expenses.
Material And Equipment	540900	Parts, supplies and basic maintenance of generators, pumps, flashlights, radios and other equipment

# *Department Profile: Engineering*

---

Department Head: Paul Campbell  
Location: 468 Main Street

## **Mission**

To be a department of professionally-trained employees, using up-to-date technology, working to provide the Town's various departments and committees with civil engineering and land surveying services.

## **Services**

- Designs, surveys and supervises construction of public works projects.
- Reviews and inspects site plans, subdivision plans and other projects submitted to the Town for approval.
- Regulates construction within public ways.
- Administers public works projects by outside contractors.
- Provides the public with information regarding flood plains, traffic issues, property plans/deeds and other information regarding land use.
- Maintains the Town Atlas and Town GIS system working with the IT Department.
- Provides administration for the public sewer system including regulating new connections, managing operations of the treatment plant with the DPW and assists the Sewer Commissioners/Board of Selectmen on all matters related to sewers
- Provides long-term capital planning for maintenance of public infrastructure
- With the Land Use Department, responsible for the Town's compliance with EPA's MS4 permit

## **Organization**

- DPW Director
  - Town Engineer
    - Civil Engineer / Surveyor

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Engineering - 01410</b>							
<b>Salaries</b>							
Regular Perm	510100	-	-	-	-	-	- %
Overtime	510300	-	52	-	-	-	- %
Sick	510400	-	2,408	-	1,407	-	- %
Funeral Leave	510410	-	-	-	424	-	- %
Longevity	510460	-	-	-	-	-	- %
Holiday	510500	-	6,505	-	2,614	-	- %
Vacation	510600	-	7,551	-	2,544	-	- %
Personal Time	510900	-	1,776	-	886	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	154,793	137,696	163,889	57,828	166,229	1.43%
<b>Total Salaries</b>		<b>154,793</b>	<b>155,988</b>	<b>163,889</b>	<b>65,702</b>	<b>166,229</b>	<b>1.43%</b>
<b>Purchased Services</b>							
Advertising	520100	450	165	450	-	450	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Travel	520900	300	436	300	47	300	- %
Dues And Membership	521700	800	570	800	380	800	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	25,000	17,703	20,067	614	20,067	- %
Printing And Copying	522300	2,430	-	500	-	500	- %
Contractual Service	522700	13,400	16,311	13,000	3,532	13,000	- %
<b>Total Purchased Services</b>		<b>42,380</b>	<b>35,185</b>	<b>35,117</b>	<b>4,573</b>	<b>35,117</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	1,000	552	800	-	800	- %
Other Supplies	540200	400	825	250	210	250	- %
Books And Periodicals	540500	400	-	250	-	250	- %
Material And Equipment	540900	400	-	250	-	250	- %
Uniforms	541000	-	-	-	250	-	- %
Protective Clothing	541050	400	-	250	-	250	- %
<b>Total Supplies</b>		<b>2,600</b>	<b>1,377</b>	<b>1,800</b>	<b>460</b>	<b>1,800</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Engineering - 01410</b>							
Capital Outlay	580000	-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
<b>TOTAL ORG: Engineering</b>		<b>199,773</b>	<b>192,550</b>	<b>200,806</b>	<b>70,736</b>	<b>203,146</b>	<b>1.17%</b>

**BUDGET TEXT NOTES**

Professional Salaries	513000	Includes Town Engineer and Engineering Assistant, per position control.
Advertising	520100	Legal ads, wetland permits, private wy plowing, street acceptance.
Travel	520900	Mileage and parking at conferences and meeting.
Dues And Membership	521700	Professional registration and memberships.
Professional Services	521900	For consulting and design services such as traffic studies, structural engineering and architectural design, EPA MS4 compliance.
Printing And Copying	522300	printing the Town Atlas.
Contractual Service	522700	For Engineering testing and contractor services such as equipment calibration/upgrades and soil testing and annual service contracts for our equipment related to GIS, GPS and CAD.
Office Supplies	540100	General office supplies including ink and paper for our plotter.
Other Supplies	540200	Field and survey supplies; stakes, paint, flagging, nails etc.
Books And Periodicals	540500	Construction cost guides and technical reference books.
Material And Equipment	540900	Reusable (durable) equipment, hand tools, tapes, etc.
Protective Clothing	541050	Work boots, gloves and rain gear.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT</b>	<b>2019 Budget</b>	<b>2019 Expenditures</b>	<b>2020 Budget</b>	<b>2020 YTD Thru 11/25/2019</b>	<b>2021 Town Manager</b>	<b>% Chg 2020 Budget</b>
<b>Finance Committee - 01131</b>							
<b>Purchased Services</b>							
Dues And Membership	521700	272	280	280	280	280	- %
Contractual Service	522700	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>272</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Reserve Fund	573000	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Finance Committee</b>		<b>272</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>- %</b>

**BUDGET TEXT NOTES**

# *Department Profile: Finance Director*

---

Department Head: Stephen G. Barrett, CPA  
Location: Town Hall, 472 Main Street

## **Mission**

To provide the highest level of customer service and support to all of the Town's citizens, as well as satisfy the legal requirements set forth in Massachusetts General Laws and the Town's bylaws. In a spirit of excellence, integrity, and dedication, the Finance Department is committed to providing timely, accurate, clear and complete information and support to other town departments, citizens, and the community at large.

## **Services**

- Collection of revenue – Revenue is collected from a variety of sources including tax such as property tax, personal property tax, motor vehicle excise tax and utility user's tax. Other sources of revenue include grant funds, charges for services, interest earnings, and intergovernmental transfers.
- Distribution of funds – payments are made to vendors for services and material received. The much improved Munis Financial system of issuing checks made the release of funds a reality on a bi-weekly basis. Employee payroll checks and related benefits are paid on a bi-weekly basis.
- Proper transaction recording – detailed accounting is achieved by recording all financial transactions in the Town's financial system using UMAS accounting. Each of these General Ledger Numbers are unique, are individually budgeted, and performance against these budgets are tracked.
- Financial reporting – Specially designed reports, including the Budget Expenditure Status Report are prepared and distributed monthly. Financial reports are also distributed quarterly to the Finance Committee. These reports help identify the approved budget for line items and performance relative to that budget.
- Budget administration – An annual budget is prepared for the Manager and presented to the Board of Selectman for review and approval on a yearly basis. The approved budget is distributed and now made available for public review and reference via the internet.
- Debt management – Outstanding debt is administered in full accordance with the Official Statements of the Town's bond issuances. Accordingly, principal and interest payments are made based on the Payment Schedules and all Disclosure Statements are regularly prepared and issued.
- Investment of Town funds – the Town's idle cash is invested in accordance with the Town's Investment Policy with particular emphasis on the following criteria:
  - Safety,
  - Credit risk,
  - Market risk,
  - Liquidity, and
  - Yield.
- Grant / Contract Administration – Federal, State, and Local grants are administered on a regular basis to help speed up the process of reimbursement for work already completed and spent by the Town on grant projects previously awarded. Additionally, effort is made to help secure renewed grant money for projects the town would like to complete.
- Risk Management – Policies and procedures are established and stringently followed to identify and minimize the Town's exposure to risk and potential financial loss. All contracts are reviewed for adequacy and compliance with these policies.
- Purchasing – Items required to run and operate the Town are procured through the Finance Department in accordance with Town Manager Policy.

## Organization

- Finance Director / Treasurer-Collector
  - Assistant Finance Director / Principal Assessor
    - Town Accountant
    - Town Clerk
    - Assistant Treasurer-Collector

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Finance Director - 01132</b>							
<b>Salaries</b>							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	6,130	-	539	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Military Pay	510495	-	-	-	-	-	- %
Holiday	510500	-	9,607	-	3,422	-	- %
Vacation	510600	-	13,311	-	7,750	-	- %
Personal Time	510900	-	2,114	-	240	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	64,684	53,762	67,041	21,748	67,041	- %
Professional Salaries	513000	230,182	137,562	234,396	56,849	229,905	(1.92%)
<b>Total Salaries</b>		<b>294,866</b>	<b>222,486</b>	<b>301,437</b>	<b>90,548</b>	<b>296,946</b>	<b>(1.49%)</b>
<b>Purchased Services</b>							
Mis Equipment & Software	520400	-	-	-	-	-	- %
Eqpt Maintenance	520600	5,000	1,846	3,000	2,570	3,000	- %
Travel	520900	300	-	-	-	-	- %
Telephone	521500	500	-	500	-	500	- %
Dues And Membership	521700	1,000	1,089	1,000	510	1,000	- %
Professional Development	521800	500	482	-	161	-	- %
Professional Services	521900	50,000	190,037	40,000	31,036	40,000	- %
Prof. Service - Audit	521930	60,000	68,134	60,000	-	60,000	- %
Gasb 34 Implementation	522110	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Banking Services	522930	30,000	20,280	30,000	8,209	30,000	- %
<b>Total Purchased Services</b>		<b>147,300</b>	<b>281,869</b>	<b>134,500</b>	<b>42,486</b>	<b>134,500</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	6,000	6,266	500	1,882	500	- %
Other Supplies	540200	-	9,885	-	-	-	- %
Postage And Courier	540300	50,000	48,919	45,000	59,872	42,000	(6.67%)
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	1,000	687	1,000	1,300	1,000	- %
<b>Total Supplies</b>		<b>57,000</b>	<b>65,757</b>	<b>46,500</b>	<b>63,054</b>	<b>43,500</b>	<b>(6.45%)</b>
Teachers Pay Deferral	560830	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Finance Director - 01132</b>							
<b>Other</b>							
Workers Compensation Ins	570100	70,000	75,511	75,000	99,575	100,000	33.33%
Unemployment Ins	570200	5,000	3,214	500	-	500	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	212,000	218,749	210,000	96,390	210,000	- %
Life Insurance	570500	8,350	7,771	7,350	3,238	7,350	- %
Health Bc/Bs High Deductible	570600	-	396,404	-	152,571	-	- %
Health Ins Bc/Bs Retiree	570610	170,880	204,578	165,754	85,678	172,384	4.00%
Health Insurance Mitigation	570611	-	-	-	-	-	- %
Health Hmo Blue	570620	1,391,732	698,359	1,281,692	281,815	1,315,882	2.67%
Health Hmo Blue Retiree	570621	96,809	89,909	93,905	36,653	97,661	4.00%
Tufts Health Plan	570622	24,523	22,792	23,787	9,394	24,739	4.00%
Blue Care Elect	570623	31,333	16,857	30,393	6,934	31,609	4.00%
Blue Care Elect - Retiree	570624	-	-	-	-	-	- %
Health Insurance - Harvard	570700	907,275	799,684	880,056	322,679	915,259	4.00%
Health Ins Hphp Retiree	570710	54,538	64,734	52,901	19,264	55,018	4.00%
Harvard Freedom	570711	-	-	-	-	-	- %
Hsa Savings Account	570715	-	76,821	70,400	2,500	70,400	- %
Medical Opt Out	570720	148,320	158,284	148,320	66,551	148,320	- %
Life Opt Out	570730	300	285	300	113	300	- %
Aps Health Insurance Make Up	570740	-	-	-	-	-	- %
Migration Reversal	570741	-	-	-	-	-	- %
Middlesex County Retirement	570800	3,754,794	3,690,854	4,229,480	4,236,342	4,533,014	7.18%
Other Retirement	570810	-	-	-	-	-	- %
Police Detail Addition	570890	-	-	-	-	-	- %
Other Employee Benefit	570900	-	-	-	-	-	- %
Opeb Factor	570901	-	-	-	-	-	- %
Opeb	570902	-	-	-	-	-	- %
Other Insurance	570910	11,000	3,444	11,000	517	11,000	- %
Aps Retiree Health	570911	512,050	419,465	459,639	172,188	420,000	(8.62%)
Property & Liability Insurance	575000	230,000	255,784	235,000	266,772	265,000	12.77%
Insurance - Bonds	575010	9,500	10,375	9,500	11,300	9,500	- %
Refunds	579100	-	-	-	-	-	- %
<b>Total Other</b>		<b>7,638,403</b>	<b>7,213,874</b>	<b>7,984,977</b>	<b>5,870,474</b>	<b>8,387,934</b>	<b>5.05%</b>
Motor Vehicle	585000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Finance Director - 01132</b>							
<b>Other Financing Uses</b>							
Long Term Debt Prin-School	590110	1,335,000	1,335,000	1,375,000	20,000	1,415,000	2.91%
Long Term Debt Prin-Town	590120	505,100	505,100	508,464	160,039	1,287,449	153.20%
Long Term Debt Int School	590210	249,219	249,219	196,969	92,706	143,181	(27.31%)
Long-Term Debt Int-Town	590220	93,955	97,259	79,558	37,906	151,215	90.07%
Long Term Debt Sewers	590230	44,553	44,553	44,553	-	44,553	- %
Interest On Temp Loans	590300	-	-	-	28	-	- %
Short Term Int - Schools	590310	-	-	-	-	-	- %
Short Term Int	590320	47,320	-	405,000	-	-	- %
Admin Fee Mcwt	590340	200	170	200	76	200	- %
Other Debt Service	590400	-	-	-	-	-	- %
Grace Btmt Payments	595125	81,375	81,375	81,375	-	-	- %
Grace Betterment Settlement	595126	-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	- %
Opeb Transfer	597001	633,742	633,742	633,742	633,742	633,742	- %
<b>Total Other Financing Uses</b>		<b>2,990,463</b>	<b>2,946,416</b>	<b>3,324,861</b>	<b>944,497</b>	<b>3,675,340</b>	<b>10.54%</b>
<b>TOTAL ORG: Finance Director</b>		<b>11,128,032</b>	<b>10,730,403</b>	<b>11,792,274</b>	<b>7,011,059</b>	<b>12,538,221</b>	<b>6.33%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Finance Director - 01132</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Eqpt Maintenance	520600						
Travel	520900						
Telephone	521500						
Dues And Membership	521700						
Professional Services	521900						
Prof. Service - Audit	521930						
Banking Services	522930						
Office Supplies	540100						
Postage And Courier	540300						
Material And Equipment	540900						
Workers Compensation Ins	570100						
Unemployment Ins	570200						
Medicare	570400						
Life Insurance	570500						
Health Ins Bc/Bs Retiree	570610						
Health Hmo Blue	570620						
Health Hmo Blue Retiree	570621						
Tufts Health Plan	570622						
Blue Care Elect	570623						
Health Insurance - Harvard	570700						
Health Ins Hphp Retiree	570710						
Hsa Savings Account	570715						
Medical Opt Out	570720						
Life Opt Out	570730						
Middlesex County Retirement	570800						
Other Insurance	570910						
Aps Retiree Health	570911						
Property & Liability Insurance	575000						

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
Finance Director - 01132							
Insurance - Bonds	575010						
Long Term Debt Prin-School	590110						
Long Term Debt Prin-Town	590120						
Long Term Debt Int School	590210						
Long-Term Debt Int-Town	590220						
Long Term Debt Sewers	590230						
Grace Btmt Payments	595125						
Opeb Transfer	597001						

# Department Profile: Fire

Department Head: Robert Hart, Chief  
Location: Public Safety Facility, 371 Main Street

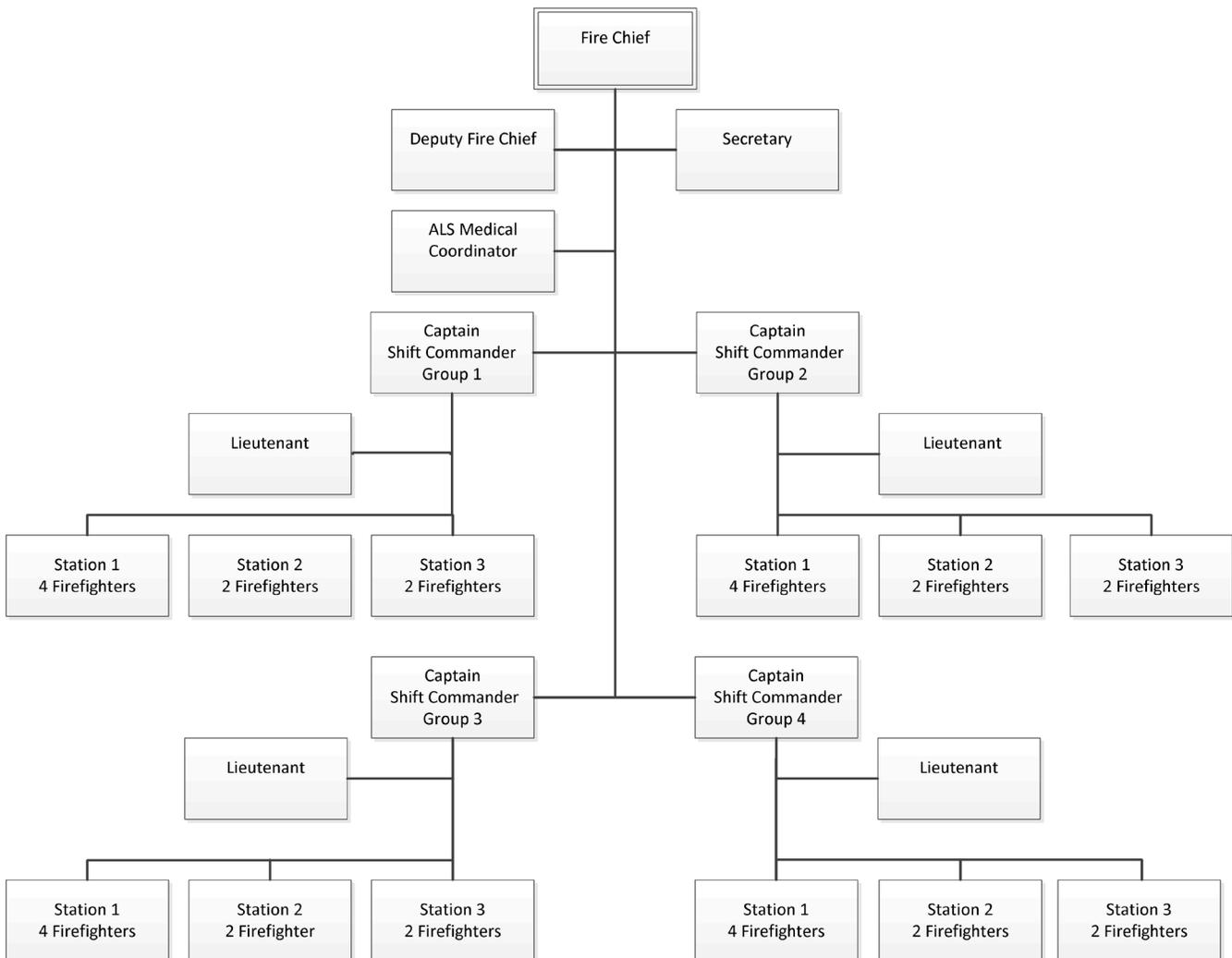
## Mission

To furnish the citizens of Acton with a comprehensive and responsible delivery system of fire protection, fire suppression, rescue and emergency medical services in order to provide life safety and the protection of property. We will provide the highest level of service possible for the level of resources provided to the department.

## Services

The Acton Fire Department is responsible for fire/prevention/education, fire suppression, hazardous material emergency response, ambulance and emergency medical services. In addition, together with other town departments the Acton Fire Department is also responsible for emergency preparedness and disaster mitigation. Also, together with the Acton Police Department, the Acton Fire Department is jointly responsible for the E-911 Emergency Dispatch Center.

## Organization



**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Fire - 01220</b>							
<b>Salaries</b>							
Regular Perm	510100	2,006,835	1,537,707	2,080,015	606,526	2,029,493	(2.43%)
Overtime	510300	425,000	554,981	425,000	200,677	425,000	- %
Overtime Temp Supplement	510310	-	-	-	-	-	- %
Sick	510400	15,000	162,873	-	30,514	-	- %
Sick Buyback	510401	-	-	15,000	13,200	15,000	- %
Funeral Leave	510410	-	11,205	-	2,896	-	- %
Injury Leave	510450	-	75,474	-	25,138	-	- %
Longevity	510460	21,250	21,750	21,000	19,750	20,750	(1.19%)
Incentive Pay	510470	17,749	19,743	20,499	9,672	19,343	(5.64%)
Outside Detail	510480	-	-	-	-	-	- %
Holiday	510500	-	27,470	-	8,419	-	- %
Overtime/Sick Adjustment	510520	-	(15,176)	-	(4,306)	-	- %
Flsa Adjustment	510530	4,800	13,577	4,800	5,252	4,800	- %
Holiday A&B	510540	101,141	84,250	100,675	27,311	98,512	(2.15%)
Vacation	510600	-	186,921	-	85,208	-	- %
Emt/Als Stipend	510730	136,668	144,242	164,809	198,556	166,557	1.06%
Uniform Stipend	510750	3,200	4,000	3,200	3,700	3,400	6.25%
Personal Time	510900	-	35,051	-	18,060	-	- %
Other Salaries & Wages	511000	-	3,535	-	407	-	- %
Clerical Salaries & Wages	512050	65,225	52,964	67,041	20,023	67,041	- %
Professional Salaries	513000	252,896	189,063	264,523	90,054	267,110	0.98%
<b>Total Salaries</b>		<b>3,049,764</b>	<b>3,109,630</b>	<b>3,166,562</b>	<b>1,361,056</b>	<b>3,117,006</b>	<b>(1.56%)</b>
<b>Purchased Services</b>							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	21,000	14,037	14,000	5,629	14,000	- %
Radio Repairs	520310	5,500	8,663	6,000	-	10,000	66.67%
Travel	520900	500	76	500	100	500	- %
Telephone	521500	5,300	4,932	4,000	1,000	5,000	25.00%
Dues And Membership	521700	6,700	5,899	4,500	4,755	6,000	33.33%
Professional Development	521800	5,000	645	1,000	837	1,000	- %
Professional Services	521900	-	29	-	-	-	- %
License Fees	522450	4,000	8,550	8,500	-	9,500	11.76%
Contractual Service	522700	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>48,000</b>	<b>42,830</b>	<b>38,500</b>	<b>12,321</b>	<b>46,000</b>	<b>19.48%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Fire - 01220</b>							
<b>Supplies</b>							
Office Supplies	540100	6,000	3,367	4,500	2,500	4,500	- %
Other Supplies	540200	6,680	3,694	8,000	1,388	8,000	- %
Medical Supplies	540250	-	-	-	-	-	- %
Books And Periodicals	540500	1,500	832	1,000	1,000	1,000	- %
Meals	540700	800	325	1,200	524	1,200	- %
Material And Equipment	540900	13,000	12,431	13,000	5,598	13,000	- %
Parts/Tires - Fire	540930	95,000	97,657	70,000	45,103	95,000	35.71%
Uniforms	541000	25,000	18,815	20,000	14,066	22,000	10.00%
Protective Clothing	541050	30,000	31,495	25,000	5,000	30,000	20.00%
<b>Total Supplies</b>		<b>177,980</b>	<b>168,616</b>	<b>142,700</b>	<b>75,179</b>	<b>174,700</b>	<b>22.42%</b>
Other Assessment	560800	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Capital / Property</b>							
Machinery And Equipment	583000	25,000	24,246	19,000	10,631	-	- %
Motor Vehicle	585000	50,000	50,000	-	-	-	- %
<b>Total Capital / Property</b>		<b>75,000</b>	<b>74,246</b>	<b>19,000</b>	<b>10,631</b>	<b>-</b>	<b>- %</b>
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Fire</b>		<b>3,350,744</b>	<b>3,395,322</b>	<b>3,366,762</b>	<b>1,459,187</b>	<b>3,337,706</b>	<b>(0.86%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Fire - 01220</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Sick Buyback	510401		per contract.				
Emt/Als Stipend	510730		Per contract				
Uniform Stipend	510750		per contract.				
Eqpt Rep And Servicing	520300		Reflects 2019 actual spending. This account provides funding for repair and servicing of equipment for fire and EMS, with the exception of vehicles and apparatus.				
Radio Repairs	520310		Increase to reflect 2018 & 19 trend. Old radios are failing and need replacing or repairing. 3-6 month lead time for ordering a new one. very important to the safety of our members.				
Travel	520900		This account is for reimbursement for travel to conferences, Fire Academy, trainings and other departmental business.				
Telephone	521500		Cost for telephone and internet services for the phones and tablets in the vehicles. reflects FY 18 & 19 trend.				
Dues And Membership	521700		This account provides funding for dues and membership in professional organizations such as Fire District 14, NFPA, Mass Chief Assn, and Arson investigators Assn to name a few. Reflects FY 18 & 19 trends.				
Professional Development	521800		Funding for various seminars and workshops.				
License Fees	522450		Station Smarts record management software annual fee.				
Office Supplies	540100		Office supplies for the fire administration offices as well as the 3 stations.				
Other Supplies	540200		Funding for non specified supplies such as truck cleaning/detailing supplies, station custodial supplies, speedy dry, small hardware items.				
Books And Periodicals	540500		Fire service course texts, Fire codes and trade journals.				
Meals	540700		Out of office meeting meals. Contractual meals during emergency or extended operations.				
Material And Equipment	540900		Purchase and replacement of hand tools, foam, hazardous material supplies, misc materials and equipment.				
Parts/Tires - Fire	540930		This account funds the repair and maintenance of the fire vehicles. Annual pump and aerial ladder testing. Reflects past FY trends.				
Uniforms	541000		Uniforms per the contract.				
Protective Clothing	541050		The personal protective equipment the firefighters wear. Has a useful life of 5 years. Reflects current spending.				

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Green Advisory Board - 01124</b>							
<b>Salaries</b>							
Overtime	510300	1,500	848	1,170	-	1,170	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Professional Salaries	513000	13,565	13,234	13,234	5,599	13,234	- %
<b>Total Salaries</b>		<b>15,065</b>	<b>14,082</b>	<b>14,404</b>	<b>5,599</b>	<b>14,404</b>	<b>- %</b>
Bldg Grounds And Maint.	520200	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	- %
Professional Development	521800	277	-	250	-	250	- %
Professional Services	521900	-	-	-	-	11,784	- %
<b>Total Purchased Services</b>		<b>277</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>12,034</b>	<b>4,713.60%</b>
<b>Supplies</b>							
Other Supplies	540200	162	-	162	-	162	- %
Books And Periodicals	540500	50	-	50	-	50	- %
<b>Total Supplies</b>		<b>212</b>	<b>-</b>	<b>212</b>	<b>-</b>	<b>212</b>	<b>- %</b>
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Green Advisory Board</b>		<b>15,554</b>	<b>14,082</b>	<b>14,866</b>	<b>5,599</b>	<b>26,650</b>	<b>79.27%</b>

**BUDGET TEXT NOTES**

Overtime	510300	Meeting staff support by Municipal Properties Office Manager
Professional Salaries	513000	GAB staff support - Municipal Properties Supt.
Professional Services	521900	Sustainability projects

# Department Profile: Highway

---

Department Head: Corey York  
Location: Public Works Building, 14 Forest Road

## Mission

To provide and maintain a network of roads and sidewalks suited for today's vehicular and pedestrian traffic and to properly dispose of refuse and recyclable materials generated by users of the town's transfer station.

## Services

- Construction, milling, resurfacing, patching, sealing, sweeping of Town roads, sidewalks, curbing and municipal parking lots
- Drainage, culvert installation, inspection and repair
- Catch basin and manhole installation, maintenance and repair
- Applying deicing chemical and removing ice and snow from town roads
- Constructing handicapped accessible ramps and parking areas
- Stone and brick work (walls and walkways)
- Manufacturing, installation and maintenance of road signs
- Line painting and striping of town roads and parking lots
- Identifying work zones with appropriate signage and programmable message boards
- Maintenance and repair of all town vehicles and equipment
- Retain maintenance records of town vehicles.
- Maintenance and record-keeping of town fueling system
- Advertising, bidding and purchasing Highway Department vehicles and equipment
- Operating the town transfer station and recycling facility
- Coordinating annual transfer station sticker sales
- Transporting of recyclables to designated sites
- Testing of waste oil and removal as required
- Reporting of all waste and recycling activities
- Assist Board of Health with hazardous waste day
- Assist other departments with tree work, storm damage, flooding, voting booths and signs for town elections, signs and barricades for road closures due to accidents or downed wires

## Organization

- DPW Director
  - Office Manager
  - Operations Manager
    - Assistant Highway Superintendent
    - Crew Leader
    - Crew Leader – Transfer Station
    - Head Mechanic

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Highway - 01420</b>							
<b>Salaries</b>							
Regular Perm	510100	723,225	621,463	998,533	286,442	1,169,149	17.09%
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	52,289	50,643	52,289	20,812	52,289	- %
Sick	510400	-	74,033	-	8,526	-	- %
Funeral Leave	510410	-	2,525	-	1,142	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	6,300	6,300	9,900	7,800	6,900	(30.30%)
Incentive Pay	510470	-	-	-	-	-	- %
Merit Pay	510490	9,100	7,200	11,900	-	11,200	(5.88%)
Holiday	510500	-	46,971	-	16,554	-	- %
Overtime/Sick Adjustment	510520	-	(94)	-	(7)	-	- %
Flsa Adjustment	510530	-	1,595	-	181	-	- %
Vacation	510600	-	75,035	-	39,729	-	- %
Snow Plow Stipend	510720	-	-	-	-	-	- %
Phone Stipend	510770	-	-	-	-	3,400	- %
Personal Time	510900	-	9,666	-	5,579	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	68,486	58,048	70,393	22,401	70,393	- %
Professional Salaries	513000	284,682	116,763	298,250	60,166	192,037	(35.61%)
<b>Total Salaries</b>		<b>1,144,082</b>	<b>1,070,149</b>	<b>1,441,265</b>	<b>469,325</b>	<b>1,505,368</b>	<b>4.45%</b>
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	6,800	5,389	6,800	11,498	8,800	29.41%
Eqpt Rental	520700	-	-	-	-	-	- %
Travel	520900	-	-	-	36	1,000	- %
Telephone	521500	4,400	2,935	3,784	3,603	6,184	63.42%
Dues And Membership	521700	3,000	1,115	3,000	939	4,300	43.33%
Professional Development	521800	-	150	-	-	-	- %
Professional Services	521900	-	1,310	-	-	-	- %
Contractual Service	522700	-	-	-	-	70,000	- %
<b>Total Purchased Services</b>		<b>14,200</b>	<b>10,898</b>	<b>13,584</b>	<b>16,075</b>	<b>90,284</b>	<b>564.63%</b>
<b>Supplies</b>							
Office Supplies	540100	1,125	1,434	1,080	1,300	1,080	- %
Other Supplies	540200	-	-	-	-	-	- %
Postage And Courier	540300	160	50	100	71	100	- %
Books And Periodicals	540500	60	62	60	204	60	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	14,000	20,488	13,650	22,842	17,250	26.37%
<b>Total Supplies</b>		<b>15,345</b>	<b>22,035</b>	<b>14,890</b>	<b>24,416</b>	<b>18,490</b>	<b>24.18%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Highway - 01420</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
<b>TOTAL ORG: Highway</b>		<b>1,173,627</b>	<b>1,103,082</b>	<b>1,469,739</b>	<b>509,816</b>	<b>1,614,142</b>	<b>9.83%</b>

**BUDGET TEXT NOTES**

Phone Stipend	510770	17 guys at \$200.00
Eqpt Rep And Servicing	520300	Maintenance and repair of equipment and of Traffic Signals
Travel	520900	Mileage reimbursement.
Telephone	521500	Wireless phone charges for DPW management.
Dues And Membership	521700	Dues for Mass Highway/ Assn. and DPW licenses.
Contractual Service	522700	Outside contracts such as tree removal services.
Office Supplies	540100	Misc. office supplies.
Books And Periodicals	540500	Construction manuals.
Uniforms	541000	Uniforms and protective clothing for DPW personnel per union contrac (excluding Transfer station employees who are covered under a separate budget).

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Roads - 01421</b>							
<b>Supplies</b>							
Other Supplies	540200	11,000	7,956	10,450	9,222	13,450	28.71%
Material And Equipment	540900	53,000	42,465	53,000	47,474	58,000	9.43%
Sign Material	540970	19,000	40,497	19,000	21,937	19,000	- %
Total Supplies		83,000	90,918	82,450	78,633	90,450	9.70%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>Capital / Property</b>							
Paving	586010	163,609	169,375	163,609	22,713	80,000	(51.10%)
Guardrail Rep/Improve	586020	7,000	159	3,920	-	3,920	- %
Total Capital / Property		170,609	169,534	167,529	22,713	83,920	(49.91%)
TOTAL ORG: Roads		253,609	260,452	249,979	101,346	174,370	(30.25%)

**BUDGET TEXT NOTES**

Other Supplies	540200	Purchase of all tools used by the work crew.
Material And Equipment	540900	Sand, stone, pipe and drainage materials and supplies for municipal ground upkeep.
Sign Material	540970	Purchase all materials used for the manufacture and installation of signs and message boards.
Paving	586010	Paving, line painting and maintenance of Town ways. Also includes drainage repairs and adjustments, crackfilling infrared patching and cold patching.
Guardrail Rep/Improve	586020	Repair and replacement of roadside guardrails.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Snow And Ice - 01422</b>							
<b>Salaries</b>							
Overtime	510300	135,237	183,288	135,237	-	135,568	0.24%
Snow Plow Stipend	510720	11,000	8,900	11,000	-	11,000	- %
Meals Stipend	510740	3,200	4,200	6,000	-	6,300	5.00%
Total Salaries		149,437	196,388	152,237	-	152,868	0.41%
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	49,720	42,829	49,720	1,558	49,720	- %
Eqpt Rental	520700	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Contractual Service	522700	144,457	64,021	144,457	-	144,457	- %
Street Sweeping	522770	-	-	-	-	-	- %
Total Purchased Services		194,177	106,849	194,177	1,558	194,177	- %
<b>Supplies</b>							
Other Supplies	540200	5,000	407	5,000	600	5,000	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	251,386	188,149	213,929	-	213,929	- %
Total Supplies		256,386	188,557	218,929	600	218,929	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	- %
<b>TOTAL ORG: Snow And Ice</b>		<b>600,000</b>	<b>491,795</b>	<b>565,343</b>	<b>2,158</b>	<b>565,974</b>	<b>0.11%</b>

**BUDGET TEXT NOTES**

Overtime	510300	All overtime related to snow and ice removal
Snow Plow Stipend	510720	Per union contract
Meals Stipend	510740	Per Contract
Eqpt Rep And Servicing	520300	Parts and repair for snow removal equipment
Contractual Service	522700	Outside contractors that supplement Highway force for snow removal on roads & sidewalks.
Other Supplies	540200	Repair of snow damage, purchase of snow stakes, snow fence, sand barrels, etc.
Material And Equipment	540900	Deicing chemicals

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Gas And Diesel - 01423</b>							
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	15,000	5,954	10,500	400	10,500	- %
Fuel And Oil	521300	-	-	-	-	-	- %
Diesel	521310	75,000	61,829	75,000	40,720	75,000	- %
Bio-Diesel	521311	-	-	-	-	-	- %
Gasoline	521320	125,000	152,618	143,000	105,000	141,000	(1.40%)
Total Purchased Services		215,000	220,401	228,500	146,120	226,500	(0.88%)
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	- %
<b>Other</b>							
Social Security	570300	-	-	-	-	-	- %
Fuel Tax	570350	9,500	7,865	9,215	8,000	9,215	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		9,500	7,865	9,215	8,000	9,215	- %
<b>TOTAL ORG: Gas And Diesel</b>		<b>224,500</b>	<b>228,266</b>	<b>237,715</b>	<b>154,120</b>	<b>235,715</b>	<b>(0.84%)</b>

**BUDGET TEXT NOTES**

Eqpt Rep And Servicing	520300	Service and repair of the fuel pumps used by Town vehicles.
Diesel	521310	Purchase of diesel fuel for Town vehicles.
Gasoline	521320	Purchase of gasoline for all Town vehicles.
Fuel Tax	570350	Diesel fuel tax from which the Town is not exempt.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Machinery - 01424</b>							
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	56,000	61,079	50,400	10,151	50,400	- %
Radio Repairs	520310	2,000	-	1,800	-	1,800	- %
Total Purchased Services		58,000	61,079	52,200	10,151	52,200	- %
<b>Supplies</b>							
Parts/Tires - Police	540920	13,400	16,718	13,400	11,839	13,400	- %
Parts/Tires - Fire	540930	-	-	-	-	-	- %
Parts/Tires - Municipal	540940	7,000	10,660	7,000	10,557	10,000	42.86%
Parts/Tires - Civil Defense	540950	3,800	1,952	1,900	-	1,900	- %
Parts/Tires - Highway	540960	95,000	86,027	95,000	41,802	95,000	- %
Sign Material	540970	-	-	-	-	-	- %
Parts/Tires - Nat'L Res/Cem	540980	6,800	11,425	6,800	3,889	6,800	- %
Small Tools	540990	1,500	712	1,500	-	1,500	- %
Total Supplies		127,500	127,494	125,600	68,087	128,600	2.39%
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>Capital / Property</b>							
Capital Outlay	580000	120,000	92,782	120,000	65,165	110,000	(8.33%)
Total Capital / Property		120,000	92,782	120,000	65,165	110,000	(8.33%)
TOTAL ORG: Machinery		305,500	281,355	297,800	143,404	290,800	(2.35%)

**BUDGET TEXT NOTES**

Eqpt Rep And Servicing	520300	Repair such as alignments, spring repairs, inspections and other repairs that the garage is not equipped to perform.
Radio Repairs	520310	Communication equipment.
Parts/Tires - Police	540920	Parts and tires for the police vehicles.
Parts/Tires - Municipal	540940	Parts and tires for build & grounds equipment and vehicles.
Parts/Tires - Civil Defense	540950	Parts and tires for Civil Defense vehicles.
Parts/Tires - Highway	540960	Parts and tires for the Highway vehicles.
Parts/Tires - Nat'L Res/Cem	540980	Parts and tires for the Natural Resources vehicles (includes Cemetery and Recreation Departments).
Small Tools	540990	Purchase of small tools used by the mechanics.
Capital Outlay	580000	Replacement program for dump trucks and other equipment used to plow.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Special Projects - 01425</b>							
Overtime	510300	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	- %
<b>Purchased Services</b>							
Eqpt Rental	520700	9,300	11,943	8,528	-	8,528	- %
Other Service	522771	12,200	14,493	12,200	26,378	12,200	- %
Total Purchased Services		21,500	26,435	20,728	26,378	20,728	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>Capital / Property</b>							
Capital Outlay	580000	-	-	-	-	-	- %
Sidewalk Repair/Improve	586100	130,000	115,817	120,000	16,574	12,000	(90.00%)
Bridge/Culvert Repair	586200	50,000	55,345	50,000	29,609	20,000	(60.00%)
Total Capital / Property		180,000	171,162	170,000	46,183	32,000	(81.18%)
TOTAL ORG: Special Projects		201,500	197,598	190,728	72,561	52,728	(72.35%)

**BUDGET TEXT NOTES**

Eqpt Rental	520700	Rental of equipment such as an excavator or crane for projects that Town equipment is incapable of performing.
Other Service	522771	Environmental compliance (tight tank testing/pumping).
Bridge/Culvert Repair	586200	Drainage (including culverts & bridges) repair, reconstruction, improvements, design & inspections.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Historical Commission - 01650</b>							
<b>Purchased Services</b>							
Dues And Membership	521700	200	-	200	-	200	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Total Purchased Services		200	-	200	-	200	- %
<b>Supplies</b>							
Other Supplies	540200	176	-	176	-	176	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Total Supplies		176	-	176	-	176	- %
TOTAL ORG: Historical Commission		376	-	376	-	376	- %

**BUDGET TEXT NOTES**

# *Department Profile: Human Resources*

---

Department Head: Marianne Fleckner  
Location: Town Hall, 472 Main Street

## **Mission**

To support the Town Manager in the most effective administration of Town government by employing personnel practices and policies which promote and sustain a high-performance Town organization through hiring, developing and retaining high caliber employees.

## **Services**

The Human Resources Office is responsible for personnel, risk, benefit, training and compensation management for over 200 employees and 500 retirees of the Town of Acton and Acton Public Schools. Specific responsibilities include:

- Compliance with Labor Laws & Regulations
- Personnel Policies and Procedures
- Classification and Compensation Plans
- Personnel Records and Data
- Employee Insurance Benefits
- Workers' Compensation and MGL Chapter 111F Administration
- Chapter 125 Cafeteria Plan Administration
- Collective Bargaining
- Recruitment and Hiring
- Training
- Performance Evaluation Programs
- Supervisor Support
- Employee Relations and Communications
- Employee Recognition Programs

## **Organization**

- Human Resources Director
  - Human Resources Officer

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Human Resources - 01152</b>							
<b>Salaries</b>							
Overtime	510300	12,500	5,136	8,974	1,606	7,000	(22.00%)
Sick	510400	-	3,984	-	1,901	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	9,367	-	3,384	-	- %
Vacation	510600	-	9,538	-	9,047	-	- %
Personal Time	510900	-	1,209	-	134	-	- %
Salary Adjustment Line	510999	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Senior Work Program	511800	44,100	42,651	52,100	22,421	52,100	- %
Clerical Salaries & Wages	512050	68,486	56,995	70,393	19,580	70,393	- %
Professional Salaries	513000	134,462	121,857	138,207	49,553	138,207	- %
<b>Total Salaries</b>		<b>259,548</b>	<b>250,736</b>	<b>269,674</b>	<b>107,626</b>	<b>267,700</b>	<b>(0.73%)</b>
<b>Purchased Services</b>							
Advertising	520100	9,070	10,304	10,270	3,738	10,270	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	900	272	400	33	400	- %
Dues And Membership	521700	1,400	1,378	1,700	956	1,700	- %
Professional Development	521800	-	24	-	120	-	- %
Employee Recognition	521820	40,315	21,752	39,810	10,511	35,000	(12.08%)
Professional Services	521900	10,000	5,354	12,000	3,500	12,000	- %
Professional Services - Medica	521940	19,000	13,335	16,350	8,179	16,350	- %
Printing And Copying	522300	-	173	-	-	-	- %
<b>Total Purchased Services</b>		<b>80,685</b>	<b>52,591</b>	<b>80,530</b>	<b>27,038</b>	<b>75,720</b>	<b>(5.97%)</b>
<b>Supplies</b>							
Office Supplies	540100	2,000	40	2,000	-	2,000	- %
Other Supplies	540200	1,200	536	990	59	990	- %
Books And Periodicals	540500	1,350	-	1,350	-	1,350	- %
Material And Equipment	540900	600	-	400	-	400	- %
<b>Total Supplies</b>		<b>5,150</b>	<b>577</b>	<b>4,740</b>	<b>59</b>	<b>4,740</b>	<b>- %</b>
<b>Other</b>							
Chapter 111F Fire	570150	-	-	-	-	-	- %
Chapter 111 F Police	570151	-	-	-	-	-	- %
Police And Fire Injury Insuran	570152	94,000	94,703	94,000	56,478	94,000	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
<b>Total Other</b>		<b>94,000</b>	<b>94,703</b>	<b>94,000</b>	<b>56,478</b>	<b>94,000</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
Human Resources - 01152							
TOTAL ORG: Human Resources		439,383	398,606	448,944	191,200	442,160	(1.51%)

**BUDGET TEXT NOTES**

Overtime	510300	Able to decrease due to review of last 4 years of overtime usage. An 8.69% decrease.
Senior Work Program	511800	This is a %6,650 increase, or 15% increase. This represents a 3.571% increase from \$14/hours to \$14.50/hour and increasing the hours from 90/year to 100/year. Senior Worker's hourly rate has not changed since FY15, 5 years ago. This would represent a .71% increase per year.
Advertising	520100	Advertising will increase by \$1,200, an 13.23% increase. This is due to an increase with the MMA Beacon online advertising and calculating the number of future openings.
Dues And Membership	521700	this represents a \$300 increase, or a 2.14% increase. This is due to increases in dues and memberships with National Seminars/Star12.
Employee Recognition	521820	This reflects the FY20 Projected actual budget amount, a 3.25% increase.
Professional Services	521900	This represents a \$3,000 increase or 30% increase. It is anticipated that a vendor for 2 Assessment Centers may be hired during FY20.
Professional Services - Medica	521940	This represents a \$350 increase, or a 1.84%. This is due to fee increases with Nashoba Valley Medical Center.

# *Department Profile: Information Technology/ Geographic Information Services*

---

Department Head: Mark Hald  
Location: Town Hall, 472 Main Street

## **Mission**

- Maintain and improve a high-quality, reliable technology infrastructure for Town departments so that they can provide services to the citizens of the Town.
- Ensure a reliable data, telecommunication and radio network on which to conduct Town operations safely and efficiently.
- Facilitate internal and external communications including electronic mail, the Town web site and document management systems, the geographic information system, the resident notification system and social media.
- Provide for evaluation of new technologies and implementation of proven technologies to meet the needs of the Town.
- Maximize productivity of Town staff and improve citizen services by teaming with other departments to build standardized, functional systems.
- Support decision making by facilitating the development, storage, use, and interpretation of high quality geospatial data.

## **Services**

- **Internet: Web & Wireless Access**
  - Maintain the Town's web services and public access systems
  - Maintain the Town's public wired and wireless networks
  - Using virtual private networks (VPN), securely extend the Town's technology infrastructure to wireless or remote users, providing staff off-site access to technology systems
  - Implement web-based Geographic Information System technologies; provide public and staff access to geospatial information
  - Manage the Town's electronic documents, providing secure archival of documents while offering efficient access
  - Provide accurate, reliable, consistent, current and complete data through the Town's web services
  - Provide staff with application support and training
- **Intranet: Network & Physical Security**
  - Monitor, maintain and audit network security to ensure information privacy of citizens and staff
  - Maintain backups of network and database systems, as well as replication of critical systems for disaster recovery
  - Maintain fiber optic network between 30+ municipal and school buildings
  - Procure and manage all technology devices and software maintenance contracts
  - Manage access to financial management system, software and maintenance contracts
  - Manage Active Directory and Exchange Server infrastructure for e-mail and collaboration
  - Maintain anti-virus, anti-spam and web content filtering
  - Physical building electronic access and surveillance systems
  - Employee identification and physical access credential management

- **Communications: Data, Radio & Telephone**
  - Daily operational technical support to all departments, boards and committees, and to provide emergency 24/7 technical support to Police, Fire, Public Works, and Communications
  - Maintain Town IP voice telephony systems
  - Telecommunications including cellular, fax, and tablet devices
  - Manage fault-tolerant Internet connections and related hardware (firewalls and other Internet-service appliances)
  - Networked copier/scanners and their integration with document management systems
  - Public Safety in-vehicle computing
  - Citizen reverse emergency notification system known as Blackboard Connect
  
- **Compliance: Policy, Law & Intergovernmental**
  - Implement and improve technology policies and procedures
  - Coordinate information technology activities between all Town departments and external agencies
  - Seek creative and external funding for technology projects and initiatives
  - Maintain archival systems in compliance with State law

## **Organization**

- Assistant Town Manager / Chief Information Officer
  - Chief Technology Officer
    - Information Technology Technicians (2 FTEs)
  - Geographic Information Systems Officer
    - GIS Technician I

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Information Technology - 01154</b>							
<b>Salaries</b>							
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	36,905	-	-	-	- %
Sick	510400	-	16,073	-	5,001	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Seasonal	510440	-	-	-	-	-	- %
Holiday	510500	-	16,497	-	6,083	-	- %
Vacation	510600	-	18,836	-	12,640	-	- %
Personal Time	510900	-	3,758	-	479	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	439,415	313,587	462,899	141,903	497,724	7.52%
<b>Total Salaries</b>		<b>439,415</b>	<b>405,657</b>	<b>462,899</b>	<b>166,107</b>	<b>497,724</b>	<b>7.52%</b>
<b>Purchased Services</b>							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	449,000	448,650	440,000	371,207	442,000	0.45%
Gis	520410	175,000	180,743	145,000	53,396	145,000	- %
Eqpt Maintenance	520600	137,000	145,222	137,000	58,731	137,000	- %
Travel	520900	-	-	-	-	-	- %
Telephone	521500	81,700	107,515	90,000	62,561	90,000	- %
Dues And Membership	521700	250	615	250	1,031	250	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	100,000	96,505	90,000	23,369	90,000	- %
Internet Services	521980	30,000	25,571	30,000	27,338	50,515	68.38%
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	170,000	167,393	150,000	110,757	150,000	- %
Software Services	522720	-	-	-	-	-	- %
Web Page Services	522730	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>1,142,950</b>	<b>1,172,213</b>	<b>1,082,250</b>	<b>708,389</b>	<b>1,104,765</b>	<b>2.08%</b>
<b>Supplies</b>							
Office Supplies	540100	-	197	-	25	-	- %
Other Supplies	540200	-	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>-</b>	<b>197</b>	<b>-</b>	<b>25</b>	<b>-</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT</b>	<b>2019 Budget</b>	<b>2019 Expenditures</b>	<b>2020 Budget</b>	<b>2020 YTD Thru 11/25/2019</b>	<b>2021 Town Manager</b>	<b>% Chg 2020 Budget</b>
<b>Information Technology - 01154</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>Capital / Property</b>							
Capital Outlay	580000	30,000	29,732	30,000	28,275	15,000	(50.00%)
Digitize Records	580020	40,000	38,978	40,000	15,638	10,000	(75.00%)
Total Capital / Property		70,000	68,710	70,000	43,913	25,000	(64.29%)
TOTAL ORG: Information Technology		1,652,365	1,646,777	1,615,149	918,434	1,627,489	0.76%

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Information Technology - 01154</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Professional Salaries	513000		Salary positions per position control				
Mis Equipment & Software	520400		Software maintenance and licensing. Financial packages are the largest component, followed by public safety dispatch, communications, records and mobile data. Server virtualization software maintenance & hosted Munis software modules. Nursing software. Cloud-based storage and licensing for office applications, and digital signage functions.				
Gis	520410		Development and maintenance of enterprise geographic information system (GIS). Layer development and maintenance. GIS training. Hardware and software maintenance. Digital and hardcopy production of maps. Management and coordination of land and permit data.				
Eqpt Maintenance	520600		Town-wide networked copiers, lease maintenance and supplies. Network switches, wireless access points and uninterruptible battery backups maintenance. Time and materials repair.				
Telephone	521500		Town-wide unified (land-line) communications (voice over IP). Public safety mobile data cellular. Multi-departmental cellular telephones and portable data devices.				
Dues And Membership	521700		Professional memberships.				
Professional Services	521900		Weather service subscriptions. Radio system maintenance, VOIP phone system maintenance. Document storage system maintenance and disaster recovery. Managed server services.				
Internet Services	521980		Redundant Internet connections, security devices such as firewalls, spam filter subscriptions, web content filters and financial transaction security compliance. Comcast fiber optic lease per Atty Solomon. Social media management licenses. Committee member licenses.				
Contractual Service	522700		Consulting and special projects, system implementations and upgrades. "Reverse 911" emergency notification (Blackboard) and Verizon subscriber list. Building electronic access control. Software customizations or specialized instruction.				
Capital Outlay	580000		Periodic hardware, server, desktop replacements.				

# *Department Profile: Land Use and Economic Development*

---

Department Head: Matthew “Selby”  
Location: Town Hall, 472 Main Street

## **Mission**

The Land Use and Economic Development Department includes the divisions that manage residential and commercial development in Acton while protecting the health and safety of residents through local bylaws and regulation, as well as State statutes and regulations, in the areas of public health, building code, zoning, wetland protection, stormwater, land conservation and land use. By consolidating these various operations under the management of a Land Use and Economic Development Director, the Town is able to further streamline code enforcement, project review and permitting, program and policy development, and outreach and educational activities related to commercial, residential and public development.

## **Organization**

- Land Use & Economic Development Director
  - Department Assistants

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Land Use/Economic Development - 01180</b>							
<b>Salaries</b>							
Overtime	510300	-	1,736	-	1,477	-	- %
Sick	510400	-	9,701	-	2,830	-	- %
Funeral Leave	510410	-	-	-	1,724	-	- %
Holiday	510500	-	10,360	-	4,281	-	- %
Vacation	510600	-	9,847	-	4,640	-	- %
Personal Time	510900	-	2,672	-	1,579	-	- %
Clerical Salaries & Wages	512050	139,337	88,029	133,301	46,711	128,996	(3.23%)
Professional Salaries	513000	125,897	107,711	142,007	44,946	137,300	(3.31%)
<b>Total Salaries</b>		<b>265,234</b>	<b>230,057</b>	<b>275,308</b>	<b>108,189</b>	<b>266,296</b>	<b>(3.27%)</b>
<b>Purchased Services</b>							
Travel	520900	-	232	750	390	750	- %
Telephone	521500	-	-	1,300	1,100	1,300	- %
Dues And Membership	521700	-	35	500	295	500	- %
Professional Development	521800	-	-	12,000	2,500	12,000	- %
Professional Services	521900	10,000	10,165	7,500	824	7,500	- %
<b>Total Purchased Services</b>		<b>10,000</b>	<b>10,433</b>	<b>22,050</b>	<b>5,108</b>	<b>22,050</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	500	260	500	472	500	- %
<b>Total Supplies</b>		<b>500</b>	<b>260</b>	<b>500</b>	<b>472</b>	<b>500</b>	<b>- %</b>
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Capital / Property</b>							
Capital Outlay	580000	-	-	-	-	8,500	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,500</b>	<b>- %</b>
<b>TOTAL ORG: Land Use/Economic Development</b>		<b>275,734</b>	<b>240,749</b>	<b>297,858</b>	<b>113,769</b>	<b>297,346</b>	<b>(0.17%)</b>

**BUDGET TEXT NOTES**

Travel	520900	LIn items created for various purchased services.
Telephone	521500	Line items were created for various purchased services.
Dues And Membership	521700	Line items created for various purchased services.
Professional Development	521800	FY21 requests from LUD personnel were in excess of \$17,000. This request is for an increase in professional development of \$3,000.
Capital Outlay	580000	Playground Study

# *Department Profile: Memorial Library*

---

Department Head: Danielle Savin  
Location: Memorial Library, 486 Main Street

## **Mission**

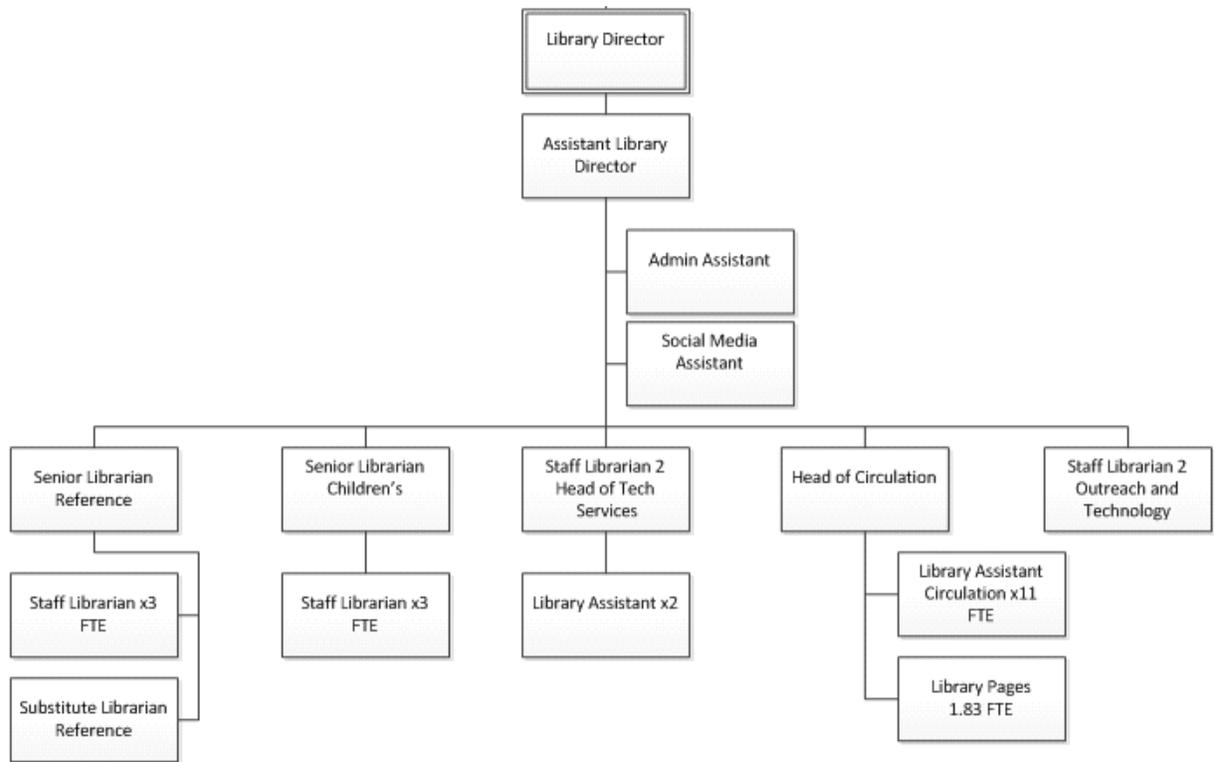
To serve the informational, educational, and recreational needs of Acton residents of all ages and backgrounds. Recognizing the diversity of the community and the high level of demand, the Library supports the mission by developing collections in a variety of formats to meet known and anticipated community needs; strives to make residents aware of its services and collections, and to make those resources as accessible as possible both on-site and through electronic means. The Library strives, also, to use the Library resources of staff, technology and building accommodations to ensure their most efficient possible use. (from the AML Long Range Plan).

## **Services**

Library services include:

- Reference assistance
- Book and art exhibits
- Museum pass online reservations
- Storytimes and craft times for several age groups plus special children's programs
- Public computers with language support for Arabic, Baltic, Chinese, Cyrillic, Greek, Hebrew, Japanese, Korean, Thai, Turkish, Vietnamese and Western and Central European
- Public printers, photocopiers, microfilm readers, scanners and typewriters
- Internet and subscription database access, including downloadable audio books
- Computer classes and online tutorials
- Wireless computer access
- Online request and renewal of materials
- Database of community groups plus event notices and brochures
- State and federal tax forms
- Summer Reading Program for children
- Book discussion group
- Speakers on a range of topics
- Annual reading by nationally known poet
- Small study rooms
- Local history and genealogy collections including historical exhibits and online historical documents
- Large Print materials, large print computer display and assistive devices for the hearing and visually impaired
- An extensive, multi-format Chinese language collection
- Small Russian, Spanish, French, Tamil, Gujarati and Korean collections (Portuguese collection under development)
- Deposit collections in Portuguese and Hindi
- Minuteman Online Public Access (OPAC) display in Chinese, Korean, Japanese and Russian
- Interlibrary loan
- Website with event calendar and links to online resources
- Meeting room space for community groups
- Delivery of materials to the homebound
- Volunteer opportunities
- Reserve collections for school assignments

# Organization



**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Memorial Library - 01610</b>							
<b>Salaries</b>							
Regular Perm	510100	608,252	497,878	624,536	185,220	618,610	(0.95%)
Regular Temp	510200	290,929	235,168	300,230	91,369	303,776	1.18%
Overtime	510300	-	-	-	323	-	- %
Sick	510400	-	20,341	-	13,038	-	- %
Funeral Leave	510410	-	590	-	-	-	- %
Holiday	510500	-	34,041	-	12,070	-	- %
Vacation	510600	-	45,253	-	23,271	-	- %
Personal Time	510900	-	6,582	-	2,184	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	39,135	33,091	42,236	13,434	40,225	(4.76%)
Professional Salaries	513000	202,199	129,692	180,159	59,057	183,042	1.60%
<b>Total Salaries</b>		<b>1,140,515</b>	<b>1,002,634</b>	<b>1,147,161</b>	<b>399,966</b>	<b>1,145,653</b>	<b>(0.13%)</b>
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	400	499	400	-	400	- %
Mis Equipment & Software	520400	51,000	63,869	57,000	10,762	63,000	10.53%
Travel	520900	1,200	1,379	1,200	1,198	1,200	- %
Dues And Membership	521700	850	125	850	49,322	850	- %
Professional Development	521800	-	1,359	-	-	-	- %
Public Relations	521850	1,250	813	1,275	202	1,250	(1.96%)
Professional Services	521900	-	25,531	-	15,981	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>54,700</b>	<b>93,574</b>	<b>60,725</b>	<b>77,465</b>	<b>66,700</b>	<b>9.84%</b>
<b>Supplies</b>							
Office Supplies	540100	2,100	8,191	1,900	1,800	1,900	- %
Other Supplies	540200	9,000	35,888	8,439	11,044	9,000	6.65%
Postage And Courier	540300	25	7	25	-	25	- %
Books And Periodicals	540500	210,000	125,426	212,000	36,628	110,000	(48.11%)
Non-Print Materials	540510	-	127,661	-	97,122	98,000	- %
Periodicals	540520	-	13,995	-	12,510	14,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>221,125</b>	<b>311,167</b>	<b>222,364</b>	<b>159,104</b>	<b>232,925</b>	<b>4.75%</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Memorial Library</b>		<b>1,416,340</b>	<b>1,407,375</b>	<b>1,430,250</b>	<b>636,534</b>	<b>1,445,278</b>	<b>1.05%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Memorial Library - 01610</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Regular Perm	510100		position control				
Regular Temp	510200		position control				
Clerical Salaries & Wages	512050		position control				
Professional Salaries	513000		position control- 2 new people in these positions at lower steps				
Eqpt Rep And Servicing	520300		Repair of library equipment.				
Mis Equipment & Software	520400		Includes AML's Minuteman Library Network membership assessment, annual costs for online calendar, museum pass reservation capability, Constatnt Contact for publicity, print and time management system for public computers, filtering in children's room, RFID maintenance, website hosting, Bookletters website utility and self-check out stations.				
Travel	520900		Mileage for staff to attend Network, Regional and other meetings to keep informed and maintain skills.				
Dues And Membership	521700		Staff Membership in professional associations.				
Public Relations	521850		Volunteer Recognition (at holidays or to pay for the spring event) and movie license, which is used for two adult film series a year plus monthly Family Movie nights.				
Office Supplies	540100		General office supplies.				
Other Supplies	540200		Library and processing supplies, including RFID tags for all items added to the collection: borrower cards; barcodes; book jackets; receipt printer tapes and ribbons; packaging for popular AV formats, etc.				
Postage And Courier	540300		Misc. postage and Fedexing grants to meet deadlines and track receipts.				
Books And Periodicals	540500		Library material of all types.				
Non-Print Materials	540510		Audio, video, e-content, databases				

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Natural Resources - 01550</b>							
<b>Salaries</b>							
Regular Perm	510100	290,032	243,608	300,904	104,615	307,507	2.19%
Overtime	510300	24,000	29,989	24,000	20,368	24,000	- %
Sick	510400	-	11,371	-	2,749	-	- %
Funeral Leave	510410	-	651	-	-	-	- %
Seasonal	510440	-	11,572	-	18,314	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	1,200	1,200	1,200	1,200	1,200	- %
Merit Pay	510490	2,800	2,000	2,800	-	2,800	- %
Holiday	510500	-	34,473	-	11,048	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	-	- %
Flsa Adjustment	510530	520	128	524	78	524	- %
Vacation	510600	-	41,601	-	22,344	-	- %
Meals Stipend	510740	800	1,200	1,200	-	1,200	- %
Personal Time	510900	-	4,334	-	2,336	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	325,387	278,107	316,367	85,012	314,898	(0.46%)
Professional Salaries	513000	194,220	148,927	187,996	64,671	122,777	(34.69%)
<b>Total Salaries</b>		<b>838,959</b>	<b>809,161</b>	<b>834,991</b>	<b>332,736</b>	<b>774,906</b>	<b>(7.20%)</b>
<b>Purchased Services</b>							
Advertising	520100	300	62	300	201	300	- %
Bldg Grounds And Maint.	520200	1,000	928	7,000	300	7,000	- %
Eqpt Rep And Servicing	520300	2,000	1,854	3,500	1,294	3,500	- %
Travel	520900	200	138	-	603	300	- %
Electricity	521100	-	-	500	-	500	- %
Water	521110	1,000	1,005	9,700	2,873	7,000	(27.84%)
Fuel And Oil	521300	-	-	-	-	-	- %
Telephone	521500	3,000	2,720	3,000	618	2,200	(26.67%)
Dues And Membership	521700	1,000	1,012	1,000	1,487	1,000	- %
Professional Development	521800	1,500	315	1,500	164	500	(66.67%)
Professional Services	521900	13,500	14,122	12,500	5,155	16,000	28.00%
Printing And Copying	522300	1,500	150	2,000	-	250	(87.50%)
License Fees	522450	750	445	750	300	750	- %
Contractual Service	522700	5,000	89,960	3,500	-	2,000	(42.86%)
<b>Total Purchased Services</b>		<b>30,750</b>	<b>112,711</b>	<b>45,250</b>	<b>12,995</b>	<b>41,300</b>	<b>(8.73%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Natural Resources - 01550</b>							
<b>Supplies</b>							
Office Supplies	540100	1,000	1,308	750	200	750	- %
Other Supplies	540200	13,500	11,528	11,000	6,612	11,000	- %
Photographic Supplies	540210	-	-	-	-	-	- %
Medical Supplies	540250	200	-	200	-	200	- %
Books And Periodicals	540500	200	-	-	-	-	- %
Sports & Recreation Eqpt	540600	3,000	2,680	2,500	-	2,500	- %
Land Steward	540610	3,000	3,789	3,000	250	3,000	- %
Meals	540700	300	256	300	64	250	(16.67%)
Material And Equipment	540900	4,000	4,329	4,000	396	4,000	- %
Uniforms	541000	7,500	4,826	7,500	6,583	7,500	- %
<b>Total Supplies</b>		<b>32,700</b>	<b>28,716</b>	<b>29,250</b>	<b>14,105</b>	<b>29,200</b>	<b>(0.17%)</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Capital / Property</b>							
Machinery And Equipment	583000	-	-	-	2,771	-	- %
Paving	586010	-	-	-	-	-	- %
Fence - Nara	586700	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>2,771</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Natural Resources</b>		<b>902,409</b>	<b>950,588</b>	<b>909,491</b>	<b>362,607</b>	<b>845,406</b>	<b>(7.05%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Natural Resources - 01550</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Regular Perm	510100		Superintendent, 4 full time maintenance who are union positions.				
Overtime	510300		weekend funerals, rec evening and weekend events.				
Seasonal	510440		will cover 2 seasonal workers				
Merit Pay	510490		performance based.				
Clerical Salaries & Wages	512050		Per position control				
Professional Salaries	513000		Natural Resource Director per position control.				
Advertising	520100		Legal Ads as per Conservation requirements.				
Bldg Grounds And Maint.	520200		To maintain and improve handicap accessibility at the Arboretum. Maintenance of all natural resource facilities including grounds maintenance on Cemetery properties. Projects at Arboretum will be allocated here.				
Eqpt Rep And Servicing	520300		Equipment repairs that cannot be made by Town departments.				
Travel	520900		mileage				
Electricity	521100		Arboretum well pump				
Water	521110		Four meters for outside water supply at Woodlawn & Mount Hope Cemeteries and increase will cover additional 17 water meters from recreation, community gardens, playgrounds.				
Telephone	521500		smart phones w/data for 6 personnel				
Dues And Membership	521700		MACC dues, MCA and NECA dues.				
Professional Development	521800		Fees associated with maintaining licenses and accreditation				
Professional Services	521900		professional tree work, outside vendors working on public grounds & specimen tree pruning at Arboretum. Additional planting of trees.				
Printing And Copying	522300		PRINTING PROJECTS				
License Fees	522450		Fees for pesticide licenses, hydraulic licenses and CDL licenses for 5-man crew.				
Contractual Service	522700		Contractual Service				
Office Supplies	540100		Office Supplies: 500.00 for Cemetery Office; 500.00 for Conservation Office.				
Other Supplies	540200		Paint, hardware, etc; chemical supplies, oil, grease for lubrications; Conservation supplies. Arboretum projects, property maintenance. Natural Resources equipment, landscaping supplies.				
Medical Supplies	540250		For updating supplies and replacing first aid kits in all five department vehicles, shop and NARA park				
Sports & Recreation Eqpt	540600		For routine maintenance of existing playground structures and safety ground-cover surfaces, turf maintenance.				
Land Steward	540610		Materials for the maintenance of conservation land, trails, boardwalks, kiosks etc. and eagle scout projects				

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT</b>	<b>2019 Budget</b>	<b>2019 Expenditures</b>	<b>2020 Budget</b>	<b>2020 YTD Thru 11/25/2019</b>	<b>2021 Town Manager</b>	<b>% Chg 2020 Budget</b>
<b>Natural Resources - 01550</b>							
Meals	540700		Lunches at training sessions & professional meetings. Increase in projects and planning meetings				
Material And Equipment	540900		Parts, small tools, sand, gravel, stone, cement, flags for flagpoles, and routine equipment repairs, parking lot and accessibility improvements. NARA Park landscaping.				
Uniforms	541000		Uniform service, boots, protective clothing, jackets, t-shirts, sweatshirts, protective gear for five full-time men and uniforms and protective gear for Seasonal employees.				

# Department Profile: Nursing Services

---

Department Head: Heather York, RN  
Location: Human Services and Senior Center, 30 Sudbury Road Rear

## Mission

Acton Public Health Nursing Services is dedicated to fostering individual and community health in the town of Acton. To this end Acton Nursing Services provides Public Health and Certified Home Healthcare to the residents of Acton.

## Home Care Services

Acton Nursing Services, founded in 1922, is a Medicare/Medicaid Certified Home Health Agency. Skilled services within the home environment are covered by insurance such as Medicare, Medicaid and most major insurance carriers.

- Skilled Nursing - Assess patient needs, develops an appropriate plan of care and provides skilled services as needed under a doctor's supervision and orders
- Physical Therapy – Assists with an individualized program designed to regain strength and function limited by an illness or injury
- Occupational Therapy – Helps patients regain their ability to do activities of daily living
- Speech Therapy – Assists with speaking, communication, and swallowing skills that may have been harmed by stroke or other illness or injury
- Medical Social Work – Helps the patient and family to adjust to illness or injury and provides information about accessing community resources
- Certified Home Health Aides – Provides assistance with daily needs such as bathing, dressing and meals for patients receiving skilled care

## Organization

- Nursing Services Director
  - Clinical Manager
  - Nurse Case Manager
  - Visiting Nurses (per diem)
  - Home Health Aides (1 FTE and 1 per diem)
  - Contractual Therapists (PT, OT, ST)
  - Secretary

*Note: Some positions are shared 66% Nursing Services budget and 34% Public Health Nursing budget*

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Nursing Service - 01522</b>							
<b>Salaries</b>							
Regular Perm	510100	112,579	81,723	105,654	36,788	108,457	2.65%
Overtime	510300	2,000	-	2,000	-	2,000	- %
Sick	510400	-	11,624	-	1,743	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	9,720	-	4,183	-	- %
Vacation	510600	-	17,128	-	9,263	-	- %
Personal Time	510900	-	2,918	-	1,574	-	- %
Other Salaries & Wages	511000	5,000	4,010	5,000	27,107	5,000	- %
On Call	512210	7,152	10,492	7,152	3,376	7,152	- %
Professional Salaries	513000	264,740	170,128	234,077	54,548	224,759	(3.98%)
<b>Total Salaries</b>		<b>391,471</b>	<b>307,741</b>	<b>353,883</b>	<b>138,581</b>	<b>347,368</b>	<b>(1.84%)</b>
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	500	433	-	-	-	- %
Mis Equipment & Software	520400	4,700	1,225	4,700	1,728	2,000	(57.45%)
Mileage (Rn)	520902	5,500	4,341	5,500	2,500	5,500	- %
Mileage (Hha)	520903	4,000	2,500	4,000	1,663	4,000	- %
Mileage (Admin)	520904	500	338	500	500	500	- %
Telephone	521500	3,700	4,356	4,000	1,840	4,000	- %
Dues And Membership	521700	10,000	10,808	10,000	12,931	12,000	20.00%
Professional Development	521800	2,500	2,192	-	-	-	- %
Professional Services	521900	24,715	23,529	20,000	6,606	20,000	- %
Prof. Service - Audit	521930	3,500	900	3,500	-	3,500	- %
Contractual Service	522700	80,000	80,042	80,000	45,210	80,000	- %
Miscellaneous	522900	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>139,615</b>	<b>130,663</b>	<b>132,200</b>	<b>72,978</b>	<b>131,500</b>	<b>(0.53%)</b>
<b>Supplies</b>							
Office Supplies	540100	2,000	977	1,000	500	1,000	- %
Other Supplies	540200	-	-	-	-	-	- %
Medical Supplies	540250	5,000	1,578	5,000	2,000	5,000	- %
Billable Supplies	540270	7,000	5,075	7,000	-	7,000	- %
Postage And Courier	540300	3,500	1,188	2,000	-	2,000	- %
Books And Periodicals	540500	2,000	1,473	-	-	2,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>19,500</b>	<b>10,290</b>	<b>15,000</b>	<b>2,500</b>	<b>17,000</b>	<b>13.33%</b>
<b>Other</b>							
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Property & Liability Insurance	575000	4,600	5,010	4,600	5,010	5,200	13.04%
<b>Total Other</b>		<b>4,600</b>	<b>5,010</b>	<b>4,600</b>	<b>5,010</b>	<b>5,200</b>	<b>13.04%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
Nursing Service - 01522							
TOTAL ORG: Nursing Service		555,186	453,705	505,683	219,069	501,068	(0.91%)

**BUDGET TEXT NOTES**

Regular Perm	510100	Certified Homehealth aids.
Overtime	510300	Over 40 hours a week.
On Call	512210	Covers all holidays, evenings, nights and weekends. 24 hr on-call Fri-Sun, all Holidays. On-call: Mon-Thur 13hr/day for 24 hour coverage.
Professional Salaries	513000	Director and clinical manager.
Eqpt Rep And Servicing	520300	Repair/Services for copier, printers and aging equipment.
Mis Equipment & Software	520400	Telehealth monitoring.
Mileage (Rn)	520902	All mileage paid at current IRS rate.
Mileage (Hha)	520903	All mileage paid at current IRS rate.
Mileage (Admin)	520904	All mileage paid at current IRS rate.
Telephone	521500	24/7 answering service, medicare connectivity for OASIS submission to Medicare repository.
Dues And Membership	521700	Professional organization's visiting Nurse Acssoc. of Amarica Home Care Alliance of MA, VNANE.
Professional Development	521800	In Service homecare conferences.
Professional Services	521900	Marketing/graphic design.
Prof. Service - Audit	521930	medicare cost report - yearly certification requirement.
Contractual Service	522700	Includes cost for all therapy services provided to patients.
Medical Supplies	540250	These are the staff bag supplies. Line items is variable depending on amont of patients needing what Medicare defines as "bag supplies", which include wound care supplies and INR testing. Medicare does not pay for reimbursement of particular wound supplies as well as INR testing strips.
Postage And Courier	540300	Marketing mailings.
Books And Periodicals	540500	Updated coding books, yearly regulatory update policies, Bi-annual VNAA procedure manual.
Property & Liability Insurance	575000	required professional liability insurance for agency

# *Department Profile: Planning*

---

Department Head: Roland Bartl, AICP  
Location: Town Hall, 472 Main Street

## **Mission**

The Planning Division strives to help the Town realize the goals and priorities set forth in the Town's Comprehensive Community Plan, Acton 2020. Through plan reviews, project management and community engagement initiatives, the Planning team works to uphold the Acton 2020 "Roadmap to Guiding Growth". The Planning Division is committed to providing the highest quality services for the residents of Acton by supporting the efforts of Boards and Committees and by assisting individuals with Land Use inquires. Under the direction of the Land Use Director, the Division supports the Town's organizational goals focused on sustainability and community development.

## **Organization**

- Land Use & Economic Development Director
  - Planning Director / Zoning Enforcement Officer
    - Senior Planner
    - Assistant Planner

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Planning - 01172</b>							
<b>Salaries</b>							
Overtime	510300	-	-	-	431	-	- %
Sick	510400	-	15,079	-	3,889	-	- %
Funeral Leave	510410	-	1,272	-	-	-	- %
Holiday	510500	-	12,131	-	4,384	-	- %
Cpa Administration Salary	510550	-	-	-	-	-	- %
Vacation	510600	-	16,121	-	9,295	-	- %
Personal Time	510900	-	3,032	-	993	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	263,099	214,465	275,106	85,579	268,059	(2.56%)
<b>Total Salaries</b>		<b>263,099</b>	<b>262,102</b>	<b>275,106</b>	<b>104,571</b>	<b>268,059</b>	<b>(2.56%)</b>
<b>Purchased Services</b>							
Advertising	520100	717	456	736	98	750	1.90%
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	1,037	532	1,065	-	1,084	1.78%
Dues And Membership	521700	1,831	1,556	1,880	566	1,914	1.81%
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	748	6,400	768	299	782	1.82%
Printing And Copying	522300	2,080	158	-	-	-	- %
<b>Total Purchased Services</b>		<b>6,413</b>	<b>9,102</b>	<b>4,449</b>	<b>963</b>	<b>4,530</b>	<b>1.82%</b>
<b>Supplies</b>							
Office Supplies	540100	1,322	258	655	329	667	1.83%
Postage And Courier	540300	2,070	34	-	-	-	- %
Books And Periodicals	540500	427	440	439	500	447	1.82%
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>3,819</b>	<b>733</b>	<b>1,094</b>	<b>829</b>	<b>1,114</b>	<b>1.83%</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Planning</b>		<b>273,331</b>	<b>271,936</b>	<b>280,649</b>	<b>106,363</b>	<b>273,703</b>	<b>(2.47%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Planning - 01172</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Professional Salaries	513000		Three full-time staff per position control.				
Advertising	520100		Legal notices for PIB, ZBA, CPC; adjusted 1.8% over previous year				
Travel	520900		Mileage, parking fees, tolls; adjusted 1.8% over previous year.				
Dues And Membership	521700		APA, AICP, MAPD membership dues, three staff members; adjusted 1.8% over previous year				
Professional Services	521900		zoning enforcement/constable; Acton 2020 web hosting; adjusted 1.8% over previous year				
Office Supplies	540100		For various office supplies needed.				
Books And Periodicals	540500		law book new/update & other resources; adjusted 1.8% over previous year				

## *Department Profile: Police*

---

Department Head: Richard Burrows, Chief  
Location: Public Safety Facility, 371 Main Street

### **Mission**

To enforce the laws of the community and ensure that responsible citizens may live and work in a safe municipality.

Encourage citizens to respect the law, act responsibility toward those whose function it is to enforce the law and assist in upholding the law.

Help citizens understand the necessity to establish and maintain public functions essential in varying degrees to varying groups in the community, including but not limited to protection of persons and property.

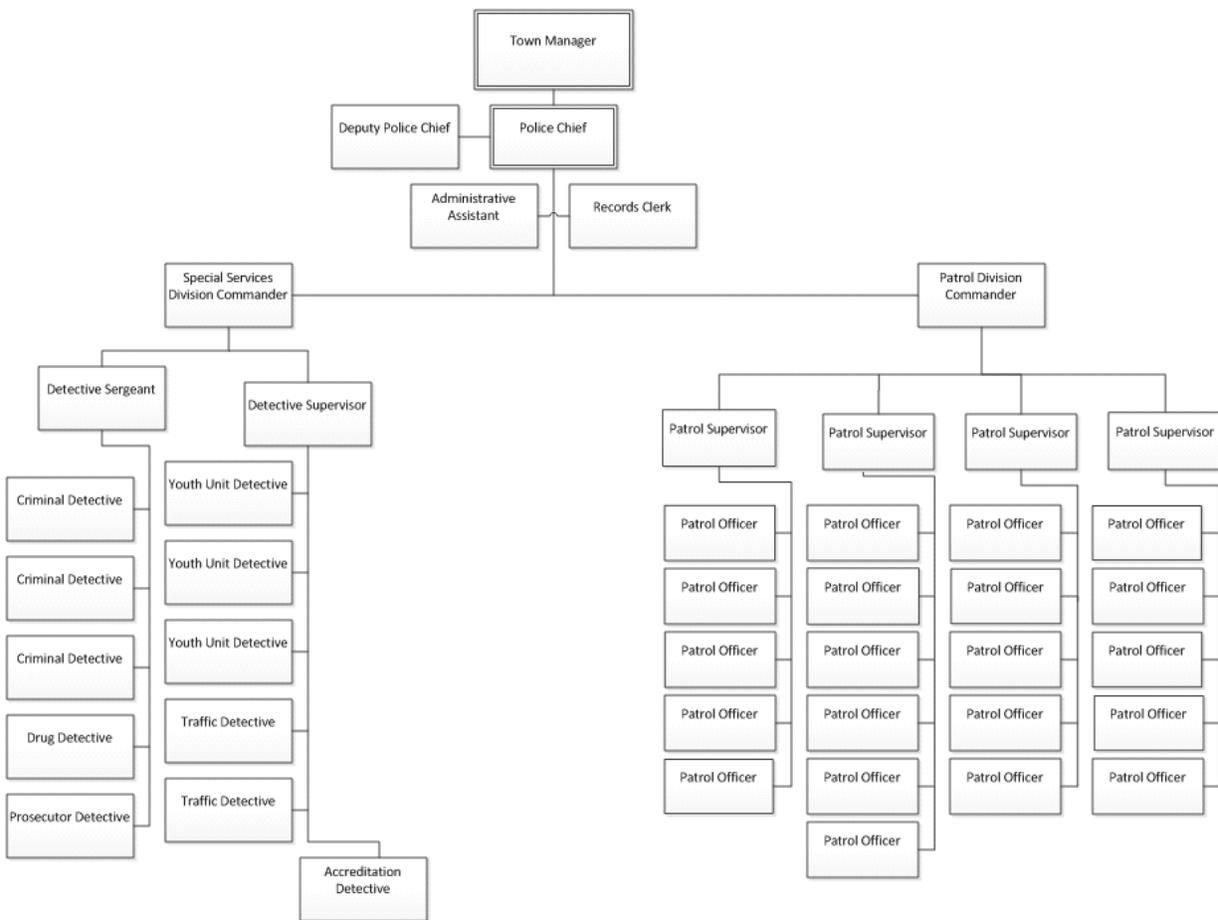
Make sure the Police Department is appropriately staffed and technologically equipped to render the most efficient and cost effective services to the citizenry.

Offer excellent police protection in order to maintain the quality of life provided to its citizens generally.

### **Services**

The Acton Police Department provides emergency services to the citizens, workers and visitors to the town. We also provide a joint police/fire E-911 public safety dispatch operation in conjunction with the fire department. We protect 22,000 residents every day including 6,000 school children who attend our elementary and regional junior and senior high school systems. We also provide pro-active patrols and community policing functions as well as investigate crimes, arrest criminals, handle false alarms and vehicle crashes. We deal with a significant number of social issues including domestic abuse, homelessness, mental health problems and medical responses. Patrol and dispatch services are provided on a 24/7 basis.

# Organization



**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Police - 01210</b>							
<b>Salaries</b>							
Regular Perm	510100	2,558,915	2,063,934	2,642,119	880,325	2,802,386	6.07%
Overtime	510300	460,955	526,230	500,955	213,240	500,955	- %
Sick	510400	-	123,505	-	62,926	-	- %
Funeral Leave	510410	-	6,009	-	3,529	-	- %
Injury Leave	510450	-	68,750	-	17,452	-	- %
Longevity	510460	-	-	-	-	-	- %
Incentive Pay	510470	512,251	506,908	544,109	-	551,932	1.44%
Outside Detail	510480	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	130,603	-	20,074	-	- %
Police-Education Incentive	510510	-	-	-	-	-	- %
Overtime/Sick Adjustment	510520	-	(12,537)	-	(3,684)	-	- %
Flsa Adjustment	510530	45,000	40,661	45,000	14,065	45,000	- %
Vacation	510600	-	218,303	-	129,670	-	- %
Court Time	510800	27,000	18,868	27,000	5,521	27,000	- %
Personal Time	510900	-	32,596	-	14,559	-	- %
Other Salaries & Wages	511000	-	6,457	-	3,369	-	- %
Matron Wages	511010	5,000	282	5,000	463	5,000	- %
In Service Training	511020	-	-	-	-	-	- %
Juvenile Officer	511030	19,000	9,088	19,000	2,012	19,000	- %
Firearms Stipend	511040	17,200	16,800	25,800	-	29,040	12.56%
Special Duty	511050	23,400	25,650	33,480	13,140	32,400	(3.23%)
5 And 2 Schedule	511060	15,000	25,915	15,000	3,564	25,000	66.67%
Cops In School	511070	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	130,449	106,147	134,082	42,077	134,082	- %
Professional Salaries	513000	453,020	397,554	579,479	158,547	498,214	(14.02%)
<b>Total Salaries</b>		<b>4,267,190</b>	<b>4,311,721</b>	<b>4,571,024</b>	<b>1,580,849</b>	<b>4,670,009</b>	<b>2.17%</b>
<b>Purchased Services</b>							
Radio Repairs	520310	8,000	5,200	8,000	4,100	8,000	- %
Eqpt Maintenance	520600	35,500	22,645	15,500	12,690	30,000	93.55%
Travel	520900	3,200	5,330	3,200	3,046	4,200	31.25%
Telephone	521500	15,000	15,516	15,000	16,135	18,000	20.00%
Dues And Membership	521700	3,000	6,335	6,000	5,681	6,000	- %
Professional Development	521800	34,000	30,913	24,000	9,952	24,000	- %
Professional Services	521900	-	2,575	-	700	-	- %
Professional Services - Medica	521940	-	-	10,000	10,000	10,000	- %
Contractual Service	522700	-	-	-	-	-	- %
Security	523300	1,000	-	1,000	-	1,000	- %
Bullet Proof Vest	523800	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>99,700</b>	<b>88,513</b>	<b>82,700</b>	<b>62,304</b>	<b>101,200</b>	<b>22.37%</b>

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Police - 01210</b>							
<b>Supplies</b>							
Office Supplies	540100	8,600	8,127	8,600	4,814	8,600	- %
Police Supplies	540110	13,000	13,393	8,000	8,068	10,000	25.00%
Photographic Supplies	540210	3,200	360	3,200	-	3,200	- %
Books And Periodicals	540500	1,000	2,604	1,000	2,475	1,000	- %
Material And Equipment	540900	2,000	7,420	2,000	-	2,000	- %
Uniforms	541000	45,000	53,644	45,000	39,990	45,000	- %
Range & Ammunition	541100	10,000	6,150	10,000	500	10,000	- %
<b>Total Supplies</b>		<b>82,800</b>	<b>91,699</b>	<b>77,800</b>	<b>55,846</b>	<b>79,800</b>	<b>2.57%</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Capital / Property</b>							
Capital Outlay	580000	9,500	7,590	4,500	(705)	-	- %
Motor Vehicle	585000	180,000	215,575	128,000	29,959	135,200	5.63%
<b>Total Capital / Property</b>		<b>189,500</b>	<b>223,165</b>	<b>132,500</b>	<b>29,254</b>	<b>135,200</b>	<b>2.04%</b>
<b>TOTAL ORG: Police</b>		<b>4,639,190</b>	<b>4,715,097</b>	<b>4,864,024</b>	<b>1,728,253</b>	<b>4,986,209</b>	<b>2.51%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Police - 01210</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Overtime	510300						
Sick, funeral & personal coverage for superiors and patrol. Details for Highway and Municipal Properties 4th of July, elections, townmeetings. Arrests, investigations, stakeouts fatal accidents, reports, storms and unforeseen emergencies, etc. Increase to try and reflect COLA increases past few years.							
Incentive Pay	510470						
Incentive pay for officers plus educational incentive for officers. New officers are at 20% for a Masters where it was 25% in the past. Trade off for moving civil service from the department.							
Overtime/Sick Adjustment	510520						
This line is used as a credit when officers take sick time and are charges based on a 28 day reconciliation period.							
Flsa Adjustment	510530						
Based on Federal Law and contract rules.							
Court Time	510800						
Covers for court for superiors and patrol.							
Matron Wages	511010						
Matron time includes time spent searching and watching female prisoners and watching all prisoners on suicide watch.							
Juvenile Officer	511030						
Coverage for juvenile/Youth unit to conduct investigations.							
5 And 2 Schedule	511060						
Days off per contract for 5&2 schedule employees.							
Clerical Salaries & Wages	512050						
1 secretary and 1 clerk per position control.							
Professional Salaries	513000						
Per position control.							
Radio Repairs	520310						
Repairs for radio and portables and related equipment.							
Eqpt Maintenance	520600						
Repair for office equipment, breathalyzer, radar equipment, Dispatch consoles, cruiser lights & sirens.							
Travel	520900						
Travel expenses and parking fees.							
Telephone	521500						
Cell phones for use by department personnel. Facilitate secure communication and allows access to email and other data needs, smart phones and tablets. Increased for mobile data for cruisers moving to this account from IT.							
Dues And Membership	521700						
Dues for various memberships.							
Professional Development	521800						
Instructors fee's for training programs, seminars and conferences.							
Professional Services - Medica	521940						
DVSN - Domestic Violence Services Network annual fee and for our contribution to the JDP, jail Diversion Program.							
Security	523300						
Drug buy money.							
Office Supplies	540100						
paper and routine office supplies.							
Police Supplies	540110						
Supplies for breathalyzer, cell block supplies, arrests, drug kits, prisoner meals, crime scene tape, evidence collection kits, traffic unit supplies, cones barriers etc.							
Photographic Supplies	540210						
Camera purchase, repairs and supplies.							
Books And Periodicals	540500						
Mass General Law updates, subscriptions, professional journals.							

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT</b>	<b>2019 Budget</b>	<b>2019 Expenditures</b>	<b>2020 Budget</b>	<b>2020 YTD Thru 11/25/2019</b>	<b>2021 Town Manager</b>	<b>% Chg 2020 Budget</b>
<b>Police - 01210</b>							
Material And Equipment	540900		Purchase of anything used by officers that is re-useable such as flashlights, prisoner supplie, restraints, blankets, etc.				
Uniforms	541000		Uniform purchases for officers, \$900 each as well as academy uniforms for new hires.				
Range & Ammunition	541100		For range facility use, ammunition and gun repairs. Officers qualify twice year.				
Motor Vehicle	585000		Purchase of 4 marked hybrid cruisers.				

# Department Profile: *Public Facilities*

---

Department Head: Andrea Ristine  
Location: 468 Main Street

## **Mission**

To enhance the safety, aesthetics, and quality of life of the residents of Acton, the general public, and town staff through the planning, construction, maintenance, repair, and operation of Town-owned buildings and street lights. All operations are conducted in a cost effective, efficient, and environmentally sensitive manner in full compliance with applicable rules, regulations, bylaws, and statutes.

## **Services**

- Design, construction, maintenance, utilities, and management of all Town buildings (not including school facilities).
- Assistance to other departments as needed in the areas of purchasing, land management and construction.
- Interface with the Green Advisory Board and the Department of Energy Resources (DOER) relating to improving Acton's energy efficiency and use of renewable energy sources. Preparation, procurement and administration of Green Communities grants shared between the Town and the Regional School District under MGL Chapter 25A and necessary annual reporting to DOER required to remain a designated Green Community and qualify for future grants.

## **Organization**

- DPW Director
  - Public Facilities Superintendent
    - Office Manager
    - Craftsperson
    - Crew Leader – Buildings
      - Building Maintenance (4 FTEs)
      - Building Maintenance – Seasonal

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Public Facilities - 01192*</b>							
<b>Salaries</b>							
Regular Perm	510100	541,316	383,054	328,673	98,578	339,052	3.16%
Overtime	510300	20,000	25,342	20,000	3,646	20,000	- %
Sick	510400	-	19,987	-	26,749	-	- %
Funeral Leave	510410	-	4,723	-	-	-	- %
Seasonal	510440	19,172	34,492	20,930	13,194	20,930	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	5,100	5,100	3,000	2,700	1,800	(40.00%)
Merit Pay	510490	7,000	4,800	4,200	-	4,200	- %
Holiday	510500	-	28,333	-	7,537	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	-	- %
Flsa Adjustment	510530	-	358	-	33	-	- %
Vacation	510600	-	40,373	-	16,981	-	- %
Snow Plow Stipend	510720	-	1,050	-	-	-	- %
Meals Stipend	510740	1,800	2,400	1,800	-	3,000	66.67%
Phone Stipend	510770	-	-	-	-	600	- %
Personal Time	510900	-	6,672	-	1,042	-	- %
Other Salaries & Wages	511000	-	207	-	222	-	- %
Clerical Salaries & Wages	512050	68,486	56,682	70,393	24,315	70,393	- %
Professional Salaries	513000	129,864	98,696	117,321	36,817	101,572	(13.42%)
<b>Total Salaries</b>		<b>792,738</b>	<b>712,269</b>	<b>566,317</b>	<b>231,814</b>	<b>561,547</b>	<b>(0.84%)</b>
<b>Purchased Services</b>							
Advertising	520100	1,200	166	1,200	-	1,200	- %
Bldg Grounds And Maint.	520200	228,850	172,144	231,750	192,553	226,750	3,388.46%
Eqpt Rep And Servicing	520300	55,000	36,141	5,000	1,064	3,000	- %
Other Equipment	520500	4,500	3,962	11,000	29,554	5,000	(54.55%)
Eqpt Maintenance	520600	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	-	-	-	-	-	- %
Travel	520900	-	42	2,000	-	500	(75.00%)
Electricity	521100	204,660	196,749	185,310	147,009	195,000	8,378.26%
Water	521110	15,475	12,835	14,075	12,438	14,100	3,928.57%
Sewer	521120	5,100	4,087	4,300	3,030	4,500	- %
Street Lighting	521200	50,000	33,915	35,000	33,000	35,000	- %
Traffic Signal & Security	521210	8,000	15,981	7,000	6,784	7,000	- %
Heating Oil	521410	9,500	10,754	11,500	3,443	11,500	130.00%
Natural Gas	521420	108,365	112,677	101,470	92,856	110,100	62,814.29%
Telephone	521500	6,000	3,853	5,000	2,000	2,100	- %
Dues And Membership	521700	1,100	1,335	1,100	670	500	(54.55%)
Professional Development	521800	-	70	-	-	-	- %
Professional Services	521900	-	100,205	-	7,302	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
License Fees	522450	1,500	464	1,500	429	1,500	- %
Contractual Service	522700	173,400	219,356	225,550	131,925	150,550	- %
Trash Removal	522800	20,909	20,909	20,909	-	20,909	- %
<b>Total Purchased Services</b>		<b>893,559</b>	<b>945,646</b>	<b>863,664</b>	<b>664,055</b>	<b>789,209</b>	<b>(8.62%)</b>

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Public Facilities - 01192*</b>							
<b>Supplies</b>							
Office Supplies	540100	1,700	761	1,500	373	1,500	- %
Other Supplies	540200	45,000	37,398	45,000	14,755	40,000	(11.11%)
Postage And Courier	540300	-	-	-	-	-	- %
Books And Periodicals	540500	-	41	300	46	300	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	8,000	6,038	6,000	1,437	3,000	(50.00%)
Uniforms	541000	5,500	2,100	5,000	4,095	3,000	(40.00%)
Protective Clothing	541050	4,000	2,070	4,000	1,236	2,400	(40.00%)
<b>Total Supplies</b>		<b>64,200</b>	<b>48,408</b>	<b>61,800</b>	<b>21,941</b>	<b>50,200</b>	<b>(18.77%)</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Capital / Property</b>							
Capital Outlay	580000	-	-	-	-	-	- %
Building Improvements	582500	21,000	47,100	30,000	3,629	-	- %
Machinery And Equipment	583000	-	-	-	-	50,000	- %
Motor Vehicle	585000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>21,000</b>	<b>47,100</b>	<b>30,000</b>	<b>3,629</b>	<b>50,000</b>	<b>66.67%</b>
<b>TOTAL ORG: Public Facilities</b>		<b>1,771,497</b>	<b>1,753,422</b>	<b>1,521,781</b>	<b>921,439</b>	<b>1,450,956</b>	<b>(4.65%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Public Facilities - 01192*</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Meals Stipend	510740		Meals stipend current contract \$200/employee (6 FTEs) as per AFSCME contract.				
Advertising	520100		Legal notice & advertisements				
Bldg Grounds And Maint.	520200		Preventative maintenance for all buildings; repairs, applicable permit/inspection fees; building mechanical equipment, fire protection, plumbing, electrical, septic, overhead doors, elevators, carpentry, painting, roof repairs etc.				
Eqpt Rep And Servicing	520300		Service & repairs for equipment not covered by Highway Department budget - small engine and specialized equipment repair such as snow blowers, flooring machines etc.				
Other Equipment	520500		Various maintenance tools/equipment				
Travel	520900		Mileage reimbursement, travel expenses (workshops and recertification classes)				
Electricity	521100		electric expenses for all building service locations based on FY19 actuals.				
Water	521110		domestic water, fire protection systems for all buildings				
Sewer	521120		Sewer O & M - two buildings				
Street Lighting	521200		Street light electric consumption and O & M. O & M contract with WMLP through 12/2021 reduced since LED street light conversion.				
Traffic Signal & Security	521210		Security lighting in town owned parking lot, traffic, speed sign and crosswalk signal expenses.				
Heating Oil	521410		building heat source (3)				
Natural Gas	521420		Natural gas all buildings. State contract \$5.2940 per DTH. Based on FY19 actuals				
Telephone	521500		Dept. cell phones.				
Dues And Membership	521700		Memberships fees - professional organizations MAPPO & MFAA - Based on FY20 actual				
License Fees	522450		License & certification fees				
Contractual Service	522700		Custodial, design and engineering services & CAM fees 30SR.				
Trash Removal	522800		Trash Removal - tipping fees provided by DPW.				
Other Supplies	540200		Supplies for custodial, buildings (paper products, hardware, light bulbs, filters, paint etc.)				
Books And Periodicals	540500		manuals, subscriptions				
Material And Equipment	540900		Routine replacement of small equipment - power tools, vacuum cleaners, carpet cleaning machines.				
Uniforms	541000		uniform rental as per AFSCME contract, 6 employees, purchase of seasonal shirts & sweatshirts				

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

<b>ACCOUNT DESCRIPTION</b>	<b>ACCOUNT</b>	<b>2019 Budget</b>	<b>2019 Expenditures</b>	<b>2020 Budget</b>	<b>2020 YTD Thru 11/25/2019</b>	<b>2021 Town Manager</b>	<b>% Chg 2020 Budget</b>
<b>Public Facilities - 01192*</b>							
Protective Clothing	541050		As per AFSCME contract, two pair safety shoes annually @ \$175ea., two seasonal coats, rain gear, gloves, safety glasses				
Machinery And Equipment	583000		Town Hall floor and PSF design/Engineering HVAC				

# *Department Profile: Public Health Nursing*

---

Department Head: Heather York, RN  
Location: Human Services and Senior Center, 30 Sudbury Road Rear

## **Mission**

Acton Public Health Nursing Services is dedicated to fostering individual and community health in the town of Acton. To this end Acton Nursing Services provides Public Health and Certified Home Healthcare to the residents of Acton.

## **Services**

Health Promotion Services for Acton Residents include:

- Blood Pressure Clinics
- Podiatry Clinics
- Seasonal Flu Clinics
- Immunizations
- Wellness Visits
- Health Discussions
- ImPACT Baseline Concussion Testing
- Balance Testing and Training Programs

## **Organization**

- Nursing Services Director
  - Clinical Manager
  - Case Manager
  - Public Health Nurse (Part-time)
  - Secretary

*Note: Some positions are shared 66% Nursing Services budget and 34% Public Health Nursing budget*

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Public Health Nursing - 01520</b>							
<b>Salaries</b>							
Regular Perm	510100	17,022	14,063	18,019	2,100	18,269	1.39%
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	3,154	-	524	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Board Members Salaries	510430	-	-	-	-	-	- %
Holiday	510500	-	3,810	-	1,265	-	- %
Vacation	510600	-	5,292	-	3,612	-	- %
Personal Time	510900	-	1,099	-	(380)	-	- %
Other Salaries & Wages	511000	-	2,425	-	(2,476)	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
On Call	512210	-	42	-	(473)	-	- %
Professional Salaries	513000	132,868	93,871	137,314	28,231	134,943	(1.73%)
Social Services Coordinator	513030	-	-	-	-	-	- %
<b>Total Salaries</b>		<b>149,890</b>	<b>123,755</b>	<b>155,333</b>	<b>32,404</b>	<b>153,212</b>	<b>(1.37%)</b>
<b>Purchased Services</b>							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	- %
Mileage (Rn)	520902	1,000	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	1,000	-	-	-	-	- %
Professional Development	521800	300	875	-	875	-	- %
Professional Services	521900	-	-	300	300	300	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	200	-	-	-	-	- %
Miscellaneous	522900	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>2,500</b>	<b>875</b>	<b>300</b>	<b>1,175</b>	<b>300</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	-	39	-	-	-	- %
Other Supplies	540200	350	-	-	-	-	- %
Medical Supplies	540250	25,000	24,600	24,000	20,819	24,000	- %
Postage And Courier	540300	42	30	42	-	42	- %
Books And Periodicals	540500	70	-	-	-	-	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>25,462</b>	<b>24,670</b>	<b>24,042</b>	<b>20,819</b>	<b>24,042</b>	<b>- %</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Public Health Nursing - 01520</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>TOTAL ORG: Public Health Nursing</b>		<b>177,852</b>	<b>149,300</b>	<b>179,675</b>	<b>54,398</b>	<b>177,554</b>	<b>(1.18%)</b>

**BUDGET TEXT NOTES**

Mileage (Rn)	520902	Public Health RN travel.
Dues And Membership	521700	MA PHN membership
Professional Services	521900	disposal of hazardous materials
Contractual Service	522700	Disposal of hazardous material.
Office Supplies	540100	Supplies of PH discussions, flu clinics (non-medical).
Medical Supplies	540250	This line is for our influenza vaccine, childhood vaccine, clinic supplies and syringes/needles.
Postage And Courier	540300	certified mail as needed.
Books And Periodicals	540500	PH topics.

# Department Profile: Town Clerk

---

Department Head: Eva Szkaradek  
Location: Town Hall, 472 Main Street

## Mission

To be a primary provider of information and quality services to the community and to work cooperatively and in coordination with the varied departments and groups while performing a myriad of tasks to achieve established goals and comply with state and local statutes.

## Services

- Management of statutory Town Clerk functions including: maintenance of town records; coordination/administration of elections; issuance of permits and licenses; recording and reporting of vital statistics; and other duties pertaining to the functions of the town clerk in accordance with the provisions of more than 73 Chapters and 451 Sections of the Massachusetts General Laws.
- Coordinate/administer federal, state, and town elections. Coordinate all details and procedures for elections; oversee and ensure that all statutory requirements are adhered to; supervise and train all election officials; monitor polling places to ensure conformance; provide voting registration sessions; distribute and certify all nomination papers; administer absentee voting procedures; record the results of election returns; review and file all campaign and political finance statements; maintain voter database; maintain and test all equipment for voting.
- Conduct the annual census; prepare the street list of residents; furnish the jury list to the Office of the Jury Commissioner. Maintain and update census data within the state voter registration information system on a continuing and daily basis.
- Perform certification of legal and other documents. Research, seal, and attest to town records such as bylaws, resolutions, easements, deeds, town meeting articles, bonds, roads, and other documents requiring town certification.
- Attend regular and special town meetings; prepare proceedings based on recording, certify monies allocated; prepare and submit bylaws to the Attorney General for approval or denial.
- Control the issuance of a variety of licenses and permits (marriage licenses, gasoline storage permits, permits for raffles and bazaars, dog licenses, kennel licenses, business certificates, pole locations).
- Administer oath of office to all elected and appointed officials of all committees, commissions and boards and ensure that all elected and appointed officials are informed in writing of the Open Meeting Laws and Conflict of Interest Laws; receive resignations from same and notify the appointing authority.
- Provide access to public records in compliance with State Public Records Law and corresponding regulations. Register all vital records and report to the Commonwealth's central vital registration system. Provide certified copies of vital records and conduct or assist with genealogical research for members of the public.

## Organization

- Finance Director / Treasurer-Collector
  - Town Clerk
    - Assistant Town Clerk

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Town Clerk - 01161</b>							
<b>Salaries</b>							
Overtime	510300	-	2,431	-	-	-	- %
Sick	510400	-	8,964	-	3,372	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Holiday	510500	-	7,272	-	2,325	-	- %
Vacation	510600	-	8,263	-	3,721	-	- %
Personal Time	510900	-	1,818	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	65,225	33,744	67,041	425	67,041	- %
Professional Salaries	513000	96,079	80,150	98,754	34,717	98,754	- %
<b>Total Salaries</b>		<b>161,304</b>	<b>142,641</b>	<b>165,795</b>	<b>44,561</b>	<b>165,795</b>	<b>- %</b>
<b>Purchased Services</b>							
Advertising	520100	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Travel	520900	400	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	300	150	125	125	125	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Binding Service	522910	500	-	-	112	-	- %
<b>Total Purchased Services</b>		<b>1,200</b>	<b>150</b>	<b>125</b>	<b>237</b>	<b>125</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	3,500	5,103	4,500	762	5,000	11.11%
Other Supplies	540200	-	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	- %
Meals	540700	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>3,500</b>	<b>5,103</b>	<b>4,500</b>	<b>762</b>	<b>5,000</b>	<b>11.11%</b>
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Town Clerk</b>		<b>166,004</b>	<b>147,895</b>	<b>170,420</b>	<b>45,560</b>	<b>170,920</b>	<b>0.29%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
Town Clerk - 01161							
<b><u>BUDGET TEXT NOTES</u></b>							
Travel	520900		Reimbursement for mileage - meetings / conference				
Dues And Membership	521700		Dues and membership				
Binding Service	522910		Archive for all records				
Office Supplies	540100		General supplies Dog Licenses and mailing for billing of licenses (City Hall)				

# *Department Profile: Town Manager*

---

Department Head: John S. Mangiaratti  
Location: Town Hall, 472 Main Street

## **Mission**

Provide executive leadership for the Town of Acton. Pursue collaborative processes, ethical and professional procedures to insure that Town resources are directed to providing the best services possible to protect public safety, public assets and a special quality of life in Acton.

## **Services**

The Town Manager is appointed by the Board of Selectmen and is responsible for the management of all Town departments. The Town Manager is the appointing and contracting authority for all departments and is responsible for overseeing all budgetary, financial and personnel administration activities of the Town. This includes preparing the annual budget, appointing all staff, setting compensation, formulating and implementing personnel policies, and negotiating all contracts with the Town's union employees. Administrative staff in the office serves as liaison between the public and the Board of Selectmen, handle all telephone calls, visitors and correspondence directed to the office, and maintain all records of Board of Selectmen's meetings. The office staff prepares the warrants for all annual and special Town Meetings, and coordinates the Town's Annual Report. Maintenance of committee and board appointments and resignations.

## **Organization**

- Town Manager
  - Assistant Town Manager / Chief Information Officer
  - Director of Intergovernmental Affairs
  - Community Resources Coordinator
  - Executive Assistant
  - Human Services Center (30 Sudbury Road) Receptionist

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Town Manager - 01123</b>							
<b>Salaries</b>							
Regular Perm	510100	-	841	-	-	-	- %
Overtime	510300	8,400	4,518	7,100	1,504	7,100	- %
Sick	510400	-	4,679	-	1,771	-	- %
Funeral Leave	510410	-	83	-	-	-	- %
Substitute Pay	510420	-	-	-	-	-	- %
Board Members Salaries	510430	3,350	2,900	3,350	1,613	3,350	- %
Injury Leave	510450	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	26,534	-	10,255	-	- %
Vacation	510600	-	25,984	-	19,521	-	- %
Travel Reimb. Stipend	510710	-	-	-	-	-	- %
Internship	510760	20,000	20,101	15,000	11,690	15,000	- %
Personal Time	510900	-	6,292	-	1,025	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Compensation Reserve	511200	14,000	8,952	(31,940)	-	204,225	(739.41%)
Clerical Salaries & Wages	512050	150,229	101,830	162,048	31,029	112,256	(30.73%)
Professional Salaries	513000	473,938	447,242	498,912	201,889	572,713	14.79%
Parity	517777	-	-	-	-	-	- %
Police Dispatch Retro	518888	-	-	-	-	-	- %
<b>Total Salaries</b>		<b>669,917</b>	<b>649,957</b>	<b>654,470</b>	<b>280,298</b>	<b>914,644</b>	<b>39.75%</b>
<b>Purchased Services</b>							
Advertising	520100	5,000	2,116	5,000	1,026	4,000	(20.00%)
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	196,000	195,821	196,000	8	196,000	- %
Travel	520900	6,000	3,135	6,000	1,554	6,000	- %
Travel Out-Of-State	521000	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	17,500	17,785	17,500	15,400	17,500	- %
Professional Development	521800	27,000	18,901	27,000	19,437	27,000	- %
Public Relations	521850	2,000	85	2,000	3,522	2,000	- %
Professional Services	521900	98,000	78,971	83,100	2,941	83,100	- %
Legal - Wr Grace	521910	-	-	-	-	-	- %
Legal Negotiator	521920	-	-	-	-	-	- %
Legal Service	521950	425,000	419,779	425,000	146,233	425,000	- %
Internet Services	521980	-	-	-	-	-	- %
Printing And Copying	522300	35,000	17,475	27,850	-	27,850	- %
Contractual Service	522700	-	-	-	-	-	- %
Business Outreach	522710	-	-	-	-	-	- %
Park Ticket Processing	522920	-	2,206	-	528	-	- %
Magic Support	522940	-	1,617	-	-	-	- %
<b>Total Purchased Services</b>		<b>811,500</b>	<b>757,891</b>	<b>789,450</b>	<b>190,650</b>	<b>788,450</b>	<b>(0.13%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Town Manager - 01123</b>							
<b>Supplies</b>							
Office Supplies	540100	12,600	9,509	2,400	6,788	2,400	- %
Other Supplies	540200	-	-	-	50	-	- %
Postage And Courier	540300	3,000	5,219	2,000	607	2,000	- %
Books And Periodicals	540500	-	156	-	-	-	- %
Meals	540700	2,500	2,723	1,300	2,293	1,300	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>18,100</b>	<b>17,607</b>	<b>5,700</b>	<b>9,738</b>	<b>5,700</b>	<b>- %</b>
Local Aid Cut Town Mgr Reserve	569999	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Other</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	308	-	-	-	- %
Other Insurance	570910	-	1,881	-	693	-	- %
<b>Total Other</b>		<b>-</b>	<b>2,189</b>	<b>-</b>	<b>693</b>	<b>-</b>	<b>- %</b>
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	- %
Land Purchase Deposit	586000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL ORG: Town Manager</b>		<b>1,499,517</b>	<b>1,427,643</b>	<b>1,449,620</b>	<b>481,378</b>	<b>1,708,794</b>	<b>17.88%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Town Manager - 01123</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Board Members Salaries	510430		Board of Selectmen salaries				
Internship	510760		Town Manager's multi-departmental internship program				
Clerical Salaries & Wages	512050		Hourly positions per position control				
Professional Salaries	513000		Salary positions per position control				
Advertising	520100		Legal advertisements for procurements, public notices & hearings, etc.				
Real Estate Rent/Lease	520800		Lease for 30 Sudbury Road (fixed at \$8.76/sq ft through 12/31/2026 with two 5-year options to follow)				
Travel	520900		Parking, travel and conference fees				
Dues And Membership	521700		Membership in Massachusetts Municipal Association, International City/County Management Association, Metropolitan Area Planning Council, Minuteman Advisory Group on Interlocal Coordination, and other organizations				
Professional Development	521800		Multi-departmental professional development, training, conferences and fees				
Public Relations	521850		Expressions of congratulations, awards, retirements and sympathies				
Professional Services	521900		Specialized professional contractual and consulting services				
Legal Service	521950		Legal services				
Printing And Copying	522300		Multi-departmental paper and production of publications, e.g. annual Town reports				
Office Supplies	540100		General office supplies				
Postage And Courier	540300		Postage and shipping fees for town meeting publications and other mailed documents				
Books And Periodicals	540500		Subscriptions and reference publications				
Meals	540700		Meals and refreshments for special meetings of the Board, staff, public functions, collaboratives, etc.				

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Town Meeting - 01114</b>							
<b>Salaries</b>							
Professional Salaries	513000	-	40	-	-	-	- %
Total Salaries		-	40	-	-	-	- %
<b>Purchased Services</b>							
Eqpt Rental	520700	13,000	5,921	13,000	-	10,000	(23.08%)
Printing And Copying	522300	-	3,764	10,000	-	10,000	- %
Contractual Service	522700	9,800	11,026	9,800	-	13,000	32.65%
School Custodian Fee	522950	4,000	3,370	4,000	-	4,000	- %
Total Purchased Services		26,800	24,080	36,800	-	37,000	0.54%
Office Supplies	540100	17	-	-	-	-	- %
Total Supplies		17	-	-	-	-	- %
TOTAL ORG: Town Meeting		26,817	24,120	36,800	-	37,000	0.54%

**BUDGET TEXT NOTES**

Eqpt Rental	520700	Rental of chairs and electronic voting handheld "clickers" and receivers.
Printing And Copying	522300	Production of Town Meeting publications, e.g. Warrants (special, annual town meetings), budget supplements, documentation handouts
Contractual Service	522700	CART transcription service; Contracted audio-visual services and equipment. Moderator compensation at \$20/session.
School Custodian Fee	522950	Custodial services charged by School District.

# *Department Profile: Veterans Services*

---

Department Head: James MacRae  
Location: Human Services & Senior Center, 30 Sudbury Road

## **Mission**

Address the financial and medical needs of Acton and Boxborough veterans and their dependents. The Veterans Service Officer also provides information and support to family members of Service personnel currently in the Armed Forces.

## **Services**

Assists veterans and family members in applying for State and Federal services. The office also offers assistance and referrals in the areas of federal compensation and pensions, state and federal educational benefits, tax exemptions, annuities, home loans, counseling and job training.

## **Organization**

- Veterans Services District Director
  - Part-time clerical

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Veterans Services - 01542</b>							
<b>Salaries</b>							
Sick	510400	-	4,653	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	3,183	-	1,192	-	- %
Vacation	510600	-	5,324	-	1,378	-	- %
Personal Time	510900	-	537	-	306	-	- %
Professional Salaries	513000	81,544	67,855	85,943	26,161	96,992	12.86%
<b>Total Salaries</b>		<b>81,544</b>	<b>81,552</b>	<b>85,943</b>	<b>29,037</b>	<b>96,992</b>	<b>12.86%</b>
<b>Purchased Services</b>							
Travel	520900	100	-	100	-	100	- %
Telephone	521500	1,800	982	1,500	700	1,000	(33.33%)
Dues And Membership	521700	100	-	100	100	100	- %
Professional Development	521800	-	-	-	-	-	- %
Printing And Copying	522300	1,300	1,143	1,300	887	1,600	23.08%
<b>Total Purchased Services</b>		<b>3,300</b>	<b>2,125</b>	<b>3,000</b>	<b>1,687</b>	<b>2,800</b>	<b>(6.67%)</b>
<b>Supplies</b>							
Office Supplies	540100	800	1,395	800	-	1,300	62.50%
Other Supplies	540200	3,500	3,396	3,500	-	3,500	- %
Postage And Courier	540300	500	-	500	200	650	30.00%
Books And Periodicals	540500	300	-	300	-	100	(66.67%)
<b>Total Supplies</b>		<b>5,100</b>	<b>4,791</b>	<b>5,100</b>	<b>200</b>	<b>5,550</b>	<b>8.82%</b>
<b>Other</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Veterans Benefits	571000	110,000	77,465	95,000	42,001	90,000	(5.26%)
<b>Total Other</b>		<b>110,000</b>	<b>77,465</b>	<b>95,000</b>	<b>42,001</b>	<b>90,000</b>	<b>(5.26%)</b>
<b>TOTAL ORG: Veterans Services</b>		<b>199,944</b>	<b>165,933</b>	<b>189,043</b>	<b>72,926</b>	<b>195,342</b>	<b>3.33%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: - General Fund - Town**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Veterans Services - 01542</b>							
<b><u>BUDGET TEXT NOTES</u></b>							
Travel	520900						
Telephone	521500						
Dues And Membership	521700						
Printing And Copying	522300						
Office Supplies	540100						
Other Supplies	540200						
Postage And Courier	540300						
Books And Periodicals	540500						
Veterans Benefits	571000						
<b>TOTAL FUND: General Fund - Town</b>		<b>33,837,365</b>	<b>32,903,174</b>	<b>34,746,539</b>	<b>16,340,675</b>	<b>35,615,202</b>	<b>2.50%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: FIRE ALARM NETWORK**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Fire Alarm Network - 3700</b>							
<b>Salaries</b>							
Overtime	510300	38,415	27,221	38,415	8,893	38,415	- %
Total Salaries		38,415	27,221	38,415	8,893	38,415	- %
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	73,000	55,717	25,000	4,286	25,000	- %
Telephone	521500	5,000	2,860	1,700	1,000	1,700	- %
Professional Services	521900	-	-	-	-	-	- %
Total Purchased Services		78,000	58,577	26,700	5,286	26,700	- %
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
<b>Capital / Property</b>							
Capital Outlay	580000	-	-	-	-	30,000	- %
Total Capital / Property		-	-	-	-	30,000	- %
TOTAL FUND: Fire Alarm Network		116,415	85,799	65,115	14,179	95,115	46.07%

**BUDGET TEXT NOTES**

Overtime	510300	Overtime provides the labor necessary to keep the network operating properly. Training new personnel and the effects of OSHA are uncertain.
Eqpt Rep And Servicing	520300	Wire and supplies needed to keep the network operating properly.
Telephone	521500	cell phone charges
Capital Outlay	580000	Dispatch Center & Alarm technology upgrade.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: BUILDING INSPECTOR**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Building Inspector - 3701</b>							
<b>Salaries</b>							
Regular Perm	510100	-	-	-	-	-	- %
Regular Temp	510200	16,756	15,316	16,881	-	-	- %
Overtime	510300	-	50	-	193	-	- %
Sick	510400	-	207	-	221	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	502	-	399	-	- %
Vacation	510600	-	299	-	439	-	- %
Personal Time	510900	-	99	-	95	-	- %
Clerical Salaries & Wages	512050	5,361	6,617	5,565	1,456	25,770	363.07%
Professional Salaries	513000	-	2,575	-	-	33,936	- %
<b>Total Salaries</b>		<b>22,117</b>	<b>25,665</b>	<b>22,446</b>	<b>2,802</b>	<b>59,706</b>	<b>166.00%</b>
<b>Purchased Services</b>							
Professional Services	521900	-	2,639	-	-	-	- %
Contractual Service	522700	225,000	168,020	225,000	85,676	225,000	- %
<b>Total Purchased Services</b>		<b>225,000</b>	<b>170,658</b>	<b>225,000</b>	<b>85,676</b>	<b>225,000</b>	<b>- %</b>
<b>Supplies</b>							
Other Supplies	540200	1,000	-	1,000	-	1,000	- %
Uniforms	541000	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>- %</b>
<b>Other</b>							
Other Expenditures	570000	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	1,000	391	1,000	108	1,000	- %
Life Insurance	570500	4	8	4	6	4	- %
Health Bc/Bs High Deductible	570600	-	1,439	-	592	1,456	- %
Health Ins Bc/Bs Retiree	570610	-	-	-	-	-	- %
Health Hmo Blue	570620	329	-	329	-	-	- %
Health Insurance - Harvard	570700	7,810	478	7,810	-	-	- %
Hsa Savings Account	570715	-	150	150	-	-	- %
Medical Opt Out	570720	215	-	215	-	-	- %
Life Opt Out	570730	8	-	8	-	-	- %
<b>Total Other</b>		<b>9,366</b>	<b>2,465</b>	<b>9,516</b>	<b>706</b>	<b>2,460</b>	<b>(74.15%)</b>
Machinery And Equipment	583000	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL FUND: Building Inspector</b>		<b>257,483</b>	<b>198,788</b>	<b>257,962</b>	<b>89,185</b>	<b>288,166</b>	<b>11.71%</b>

**BUDGET TEXT NOTES**

Professional Salaries                      513000                      Part time Inspector

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: SEALER WEIGHTS & MEASURES**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Sealer Weights &amp; Measures - 3702</b>							
<b>Salaries</b>							
Overtime	510300	-	49	-	40	-	- %
Sick	510400	-	45	-	18	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	70	-	26	-	- %
Vacation	510600	-	77	-	44	-	- %
Personal Time	510900	-	17	-	2	-	- %
Other Salaries & Wages	511000	-	11,400	-	4,823	-	- %
Clerical Salaries & Wages	512050	-	1,310	6,350	543	1,668	(73.73%)
Professional Salaries	513000	26,096	-	16,274	-	19,081	17.25%
<b>Total Salaries</b>		<b>26,096</b>	<b>12,969</b>	<b>22,624</b>	<b>5,496</b>	<b>20,749</b>	<b>(8.29%)</b>
<b>Purchased Services</b>							
Dues And Membership	521700	500	120	500	220	500	- %
Professional Development	521800	250	120	250	30	250	- %
Professional Services	521900	250	-	250	-	250	- %
<b>Total Purchased Services</b>		<b>1,000</b>	<b>240</b>	<b>1,000</b>	<b>250</b>	<b>1,000</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	200	-	200	-	200	- %
Other Supplies	540200	350	54	350	-	350	- %
<b>Total Supplies</b>		<b>550</b>	<b>54</b>	<b>550</b>	<b>-</b>	<b>550</b>	<b>- %</b>
<b>Other</b>							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	177	-	73	-	- %
Life Insurance	570500	12	7	12	3	12	- %
Health Bc/Bs High Deductible	570600	-	894	-	357	-	- %
Health Hmo Blue	570620	200	592	200	232	208	4.00%
Health Insurance - Harvard	570700	2,699	-	2,699	-	2,807	4.00%
Hsa Savings Account	570715	-	92	-	-	-	- %
Medical Opt Out	570720	-	100	-	42	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>2,911</b>	<b>1,861</b>	<b>2,911</b>	<b>708</b>	<b>3,027</b>	<b>3.98%</b>
<b>TOTAL FUND: Sealer Weights &amp; Measures</b>		<b>30,557</b>	<b>15,124</b>	<b>27,085</b>	<b>6,454</b>	<b>25,326</b>	<b>(6.49%)</b>

**BUDGET TEXT NOTES**

Professional Salaries	513000	Sealer inspectional services
Professional Development	521800	Used for assistance if needed

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: FOOD SERVICE**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Food Service - 3704</b>							
<b>Salaries</b>							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	1,753	-	828	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	1,730	-	640	-	- %
Vacation	510600	-	2,513	-	708	-	- %
Personal Time	510900	-	433	-	203	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	37,662	31,235	48,100	13,529	51,312	6.68%
<b>Total Salaries</b>		<b>37,662</b>	<b>37,663</b>	<b>48,100</b>	<b>15,907</b>	<b>51,312</b>	<b>6.68%</b>
<b>Purchased Services</b>							
Advertising	520100	250	-	250	-	250	- %
Professional Services	521900	5,000	5,330	5,000	3,837	5,000	- %
Contractual Service	522700	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>5,250</b>	<b>5,330</b>	<b>5,250</b>	<b>3,837</b>	<b>5,250</b>	<b>- %</b>
<b>Supplies</b>							
Other Supplies	540200	1,000	1,226	1,000	150	1,000	- %
<b>Total Supplies</b>		<b>1,000</b>	<b>1,226</b>	<b>1,000</b>	<b>150</b>	<b>1,000</b>	<b>- %</b>
<b>Other</b>							
Other Expenditures	570000	-	-	-	1,560	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	583	510	583	236	583	- %
Life Insurance	570500	20	18	20	8	20	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	355	4	355	959	369	4.00%
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	75	-	75	- %
Medical Opt Out	570720	2,000	-	2,000	254	2,000	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>2,958</b>	<b>532</b>	<b>3,033</b>	<b>3,016</b>	<b>3,047</b>	<b>0.47%</b>
Capital Outlay	580000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL FUND: Food Service</b>		<b>46,870</b>	<b>44,751</b>	<b>57,383</b>	<b>22,911</b>	<b>60,609</b>	<b>5.62%</b>

**BUDGET TEXT NOTES**

Professional Services                    521900                    These funds cover unexpected food related contingences for professional services

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: HAZARDOUS MATERIALS**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Hazardous Materials - 3705</b>							
<b>Salaries</b>							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	4,654	-	1,959	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	1,561	-	576	-	- %
Vacation	510600	-	878	-	245	-	- %
Personal Time	510900	-	376	-	73	-	- %
Other Salaries & Wages	511000	-	8,955	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	11,947	3,938	35,502	11,393	44,971	26.67%
<b>Total Salaries</b>		<b>11,947</b>	<b>20,363</b>	<b>35,502</b>	<b>14,246</b>	<b>44,971</b>	<b>26.67%</b>
<b>Purchased Services</b>							
Professional Services	521900	1,000	-	1,000	-	1,000	- %
Contractual Service	522700	5,000	3,000	5,000	-	5,000	- %
Hazardous Waste Day	522780	6,000	-	6,000	-	6,000	- %
<b>Total Purchased Services</b>		<b>12,000</b>	<b>3,000</b>	<b>12,000</b>	<b>-</b>	<b>12,000</b>	<b>- %</b>
<b>Supplies</b>							
Other Supplies	540200	1,000	505	1,000	2,505	1,000	- %
Books And Periodicals	540500	200	-	200	-	200	- %
Material And Equipment	540900	200	-	200	-	200	- %
<b>Total Supplies</b>		<b>1,400</b>	<b>505</b>	<b>1,400</b>	<b>2,505</b>	<b>1,400</b>	<b>- %</b>
<b>Other</b>							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	600	441	600	203	600	- %
Life Insurance	570500	25	16	2,500	6	2,500	- %
Health Bc/Bs High Deductible	570600	-	1,409	-	2,169	-	- %
Health Hmo Blue	570620	1,590	405	1,590	60	1,654	4.00%
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	548	600	-	600	- %
Medical Opt Out	570720	1,600	-	1,600	42	1,600	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>3,815</b>	<b>2,818</b>	<b>6,890</b>	<b>2,481</b>	<b>6,954</b>	<b>0.92%</b>
Capital Outlay	580000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL FUND: Hazardous Materials</b>		<b>29,162</b>	<b>26,686</b>	<b>55,792</b>	<b>19,232</b>	<b>65,325</b>	<b>17.09%</b>

**BUDGET TEXT NOTES**

Professional Services	521900	Contingencies for emergencies
Hazardous Waste Day	522780	We can't predict what items will be dropped off and this line item allows for contingencies.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: HISTORIC DISTRICT COMM**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Historic District Comm - 3706</b>							
Professional Services	521900	-	-	-	-	-	- %
Total Purchased Services		-	-	-	-	-	- %
<b>Supplies</b>							
Office Supplies	540100	200	-	200	-	200	- %
Total Supplies		200	-	200	-	200	- %
Other Expenditures	570000	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL FUND: Historic District Comm		200	-	200	-	200	- %

**BUDGET TEXT NOTES**

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: STORMWATER INSPECTIONS**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Stormwater Inspections - 3708</b>							
<b>Salaries</b>							
Overtime	510300	-	15	-	-	-	- %
Sick	510400	-	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	-	-	-	-	- %
Vacation	510600	-	-	-	-	-	- %
Personal Time	510900	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	365	3,175	-	1,668	(47.46%)
Professional Salaries	513000	-	-	7,960	-	8,684	9.10%
<b>Total Salaries</b>		-	380	11,135	-	10,352	(7.03%)
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Professional Services	521900	7,000	3,000	20,000	250	50,000	150.00%
Contractual Service	522700	11,000	15,059	20,000	-	20,000	- %
<b>Total Purchased Services</b>		18,000	18,059	40,000	250	70,000	75.00%
<b>Supplies</b>							
Other Supplies	540200	1,000	-	350	-	350	- %
Books And Periodicals	540500	200	-	200	-	200	- %
Material And Equipment	540900	350	-	3,000	-	3,000	- %
<b>Total Supplies</b>		1,550	-	3,550	-	3,550	- %
<b>Other</b>							
Other Expenditures	570000	-	-	-	-	-	- %
Medicare	570400	-	5	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		-	5	-	-	-	- %
<b>TOTAL FUND: Stormwater Inspections</b>		<b>19,550</b>	<b>18,444</b>	<b>54,685</b>	<b>250</b>	<b>83,902</b>	<b>53.43%</b>

**BUDGET TEXT NOTES**

Professional Services	521900	This was increased to reflect needs for the NPDES stormwater sampling required by the Clean Water Act. This fund will pay for stormwater sampling for approximately 600 outfalls.
Contractual Service	522700	Consultant help with MS4 permit
Other Supplies	540200	Additional Water testing supplies
Material And Equipment	540900	Two testing meters as required by NPDES permit

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: CROSTOWN CONNECT**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Crosstown Connect - 3709</b>							
<b>Purchased Services</b>							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	- %
Professional Services	521900	8,000	2,500	8,000	-	8,000	- %
Contractual Service	522700	162,000	60,641	162,000	-	162,000	- %
Total Purchased Services		170,000	63,141	170,000	-	170,000	- %
<b>Supplies</b>							
Office Supplies	540100	5,000	-	5,000	-	5,000	- %
Other Supplies	540200	5,000	-	5,000	-	5,000	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		10,000	-	10,000	-	10,000	- %
Other Expenditures	570000	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL FUND: Crosstown Connect		180,000	63,141	180,000	-	180,000	- %

**BUDGET TEXT NOTES**

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: ROADWAY MAINTENANCE**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Roadway Maintenance - 3710</b>							
Advertising	520100	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	- %
Contractual Service	522700	47,000	-	47,000	-	47,000	- %
Total Purchased Services		47,000	-	47,000	-	47,000	- %
Office Supplies	540100	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	- %
Other Expenditures	570000	-	-	-	-	-	- %
Total Other		-	-	-	-	-	- %
TOTAL FUND: Roadway Maintenance		47,000	-	47,000	-	47,000	- %

**BUDGET TEXT NOTES**

Contractual Service	522700	Roadway construction permit fees collected and used, roadway maintenance.
---------------------	--------	---

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: RECREATION PROGRAMS**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Recreation Programs - 3750</b>							
<b>Salaries</b>							
Overtime	510300	5,000	978	9,000	799	20,000	122.22%
Sick	510400	-	-	-	-	-	- %
Seasonal	510440	60,000	70,889	60,000	28,426	60,000	- %
Lifeguard Wages	512220	62,950	45,767	70,000	36,716	70,000	- %
Counselor Wages	512230	95,000	94,375	95,000	78,431	95,000	- %
Professional Salaries	513000	-	-	-	-	62,070	- %
<b>Total Salaries</b>		<b>222,950</b>	<b>212,008</b>	<b>234,000</b>	<b>144,373</b>	<b>307,070</b>	<b>31.23%</b>
<b>Purchased Services</b>							
Advertising	520100	5,000	4,491	10,500	4,493	10,500	- %
Marketing Cost - Printing	520120	9,200	8,249	9,500	-	9,500	- %
Sponsorship Letters	520150	100	-	100	-	100	- %
Street Banners - Edited	520160	1,000	2,575	300	-	300	- %
Bldg Grounds And Maint.	520200	20,000	9,395	26,000	14,755	30,000	15.38%
Eqpt Rep And Servicing	520300	7,000	2,452	7,000	3,824	7,000	- %
Travel	520900	500	-	300	355	1,000	233.33%
Lighting (Electricity)	521101	24,000	8,870	24,000	14,042	24,000	- %
Water	521110	8,500	8,000	-	-	-	- %
Dues And Membership	521700	2,500	1,365	2,000	938	2,000	- %
Professional Development	521800	5,000	2,542	2,000	795	7,000	250.00%
Professional Services	521900	30,000	20,666	23,000	13,925	23,000	- %
Band Fee	521970	27,500	-	12,000	1,700	-	- %
Food	522201	2,500	-	1,000	2,881	2,500	150.00%
Printing And Copying	522300	-	-	-	-	-	- %
License Fees	522450	4,000	1,398	4,000	-	3,000	(25.00%)
Contractual Service	522700	55,000	27,814	45,000	13,461	55,000	22.22%
Banking Services	522930	5,000	(1,164)	6,000	439	6,000	- %
Light Towers	523710	-	-	1,800	1,620	1,800	- %
Production Costs	523720	8,300	-	12,500	1,400	12,500	- %
Band Amentities	523801	3,750	72	2,500	3,100	3,500	40.00%
Moon Bounce	523830	1,500	-	5,500	3,170	5,500	- %
Portable Toilets	523840	6,200	9,210	7,000	6,550	7,000	- %
Fireworks	523850	12,000	-	-	-	-	- %
Product Glo Necklaces	523880	1,000	-	1,100	-	-	- %
Buses	523900	5,700	770	18,600	2,315	18,600	- %
<b>Total Purchased Services</b>		<b>245,250</b>	<b>106,704</b>	<b>221,700</b>	<b>89,761</b>	<b>229,800</b>	<b>3.65%</b>
<b>Supplies</b>							
Office Supplies	540100	6,000	1,681	4,500	-	4,500	- %
Other Supplies	540200	24,000	19,071	12,000	32,338	24,000	100.00%
Medical Supplies	540250	-	-	-	-	-	- %
Sports & Recreation Eqpt	540600	5,000	4,596	3,000	954	3,000	- %
Material And Equipment	540900	-	70	-	-	-	- %
Other Food	544080	18,000	18,487	18,000	4,996	18,000	- %
<b>Total Supplies</b>		<b>53,000</b>	<b>43,904</b>	<b>37,500</b>	<b>38,288</b>	<b>49,500</b>	<b>32.00%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: RECREATION PROGRAMS**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Other</b>							
Other Expenditures	570000	22,350	10,517	16,000	10,253	16,000	- %
Medicare	570400	-	2,973	4,000	2,480	4,000	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	17,078	- %
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Refunds	579100	-	6,524	-	9,476	-	- %
<b>Total Other</b>		<b>22,350</b>	<b>20,013</b>	<b>20,000</b>	<b>22,208</b>	<b>37,078</b>	<b>85.39%</b>
<b>Capital / Property</b>							
Machinery And Equipment	583000	-	150	-	-	-	- %
Lease	587000	-	1,200	1,200	1,200	1,200	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>1,350</b>	<b>1,200</b>	<b>1,200</b>	<b>1,200</b>	<b>- %</b>
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL FUND: Recreation Programs</b>		<b>543,550</b>	<b>383,980</b>	<b>514,400</b>	<b>295,830</b>	<b>624,648</b>	<b>21.43%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: RECREATION PROGRAMS**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b><u>BUDGET TEXT NOTES</u></b>							
Overtime	510300						
Seasonal	510440						
Lifeguard Wages	512220						
Counselor Wages	512230						
Professional Salaries	513000						
Advertising	520100						
Marketing Cost - Printing	520120						
Street Banners - Edited	520160						
Bldg Grounds And Maint.	520200						
Eqpt Rep And Servicing	520300						
Travel	520900						
Lighting (Electricity)	521101						
Dues And Membership	521700						
Professional Development	521800						
Professional Services	521900						
Band Fee	521970						
Food	522201						
License Fees	522450						
Contractual Service	522700						
Banking Services	522930						
Light Towers	523710						
Production Costs	523720						
Band Amentities	523801						
Moon Bounce	523830						
Portable Toilets	523840						
Fireworks	523850						
Buses	523900						

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: RECREATION PROGRAMS**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
					Buses include contracted services for July 4th, Summer Camp and bus trip tours. Summer Camp will build in field trip costs into tuition fee, increasing bus rentals \$5,000. Previously, contracted buses were paid out of another expense line.		
Office Supplies	540100				Reduction of \$1500 reflects actual spending over past 5 years.		
Other Supplies	540200				Increased due to being over budget in FY 2020.		
Sports & Recreation Eqpt	540600				Reduction of \$2,000 to reflect anticipated spending.		
Other Food	544080				Level funded; will introduce more Slushy flavors at Beach snackbar.		
Other Expenditures	570000				Reduction to average spending level over past 5 years.		
Medicare	570400				Seasonal employee contributions.		
Lease	587000				Lease of Hebert Farm Community Garden.		

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

**FUND: SEPTAGE ENTERPRISE FUND**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Septage Enterprise Fund - 6300</b>							
<b>Salaries</b>							
Regular Temp	510200	-	196	-	-	-	- %
Overtime	510300	-	340	-	281	-	- %
Sick	510400	-	11,621	-	5,170	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	6,432	-	2,364	-	- %
Vacation	510600	-	9,811	-	2,256	-	- %
Personal Time	510900	-	1,586	-	470	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	12,237	9,173	3,175	3,799	10,008	215.21%
Professional Salaries	513000	152,129	124,121	112,956	44,820	107,321	(4.99%)
<b>Total Salaries</b>		<b>164,366</b>	<b>163,280</b>	<b>116,131</b>	<b>59,160</b>	<b>117,329</b>	<b>1.03%</b>
<b>Purchased Services</b>							
Water	521110	300	-	300	-	300	- %
Professional Development	521800	300	75	300	1,303	300	- %
Printing And Copying	522300	650	-	650	-	650	- %
Contractual Service	522700	6,000	4,460	6,000	-	6,000	- %
<b>Total Purchased Services</b>		<b>7,250</b>	<b>4,535</b>	<b>7,250</b>	<b>1,303</b>	<b>7,250</b>	<b>- %</b>
<b>Supplies</b>							
Other Supplies	540200	4,000	-	4,000	-	4,000	- %
Material And Equipment	540900	4,000	-	4,000	-	4,000	- %
<b>Total Supplies</b>		<b>8,000</b>	<b>-</b>	<b>8,000</b>	<b>-</b>	<b>8,000</b>	<b>- %</b>
<b>Other</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	400	225	2,600	849	2,600	- %
Life Insurance	570500	50	5	200	26	200	- %
Health Bc/Bs High Deductible	570600	-	895	8,000	3,254	8,320	4.00%
Health Hmo Blue	570620	1,136	607	14,696	283	15,284	4.00%
Health Insurance - Harvard	570700	5,555	-	-	-	-	- %
Hsa Savings Account	570715	-	823	-	-	-	- %
Medical Opt Out	570720	400	81	800	1,650	800	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>7,541</b>	<b>2,635</b>	<b>26,296</b>	<b>6,062</b>	<b>27,204</b>	<b>3.45%</b>
Capital Outlay	580000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL FUND: Septage Enterprise Fund</b>		<b>187,157</b>	<b>170,451</b>	<b>157,677</b>	<b>66,525</b>	<b>159,783</b>	<b>1.34%</b>

**BUDGET TEXT NOTES**

Water	521110	Distilled waster for Water Testing Lab.
Professional Development	521800	Septic training for staff credentials.
Printing And Copying	522300	Printing of septic rules and regulations.
Contractual Service	522700	On-line review of wastewater plan designs and groundwater monitoring.
Other Supplies	540200	Misc. supplies for septic inspections, stream monitoring and groundwater monitoring.
Material And Equipment	540900	Equipment and materials for maintaining water sampling program.

**Fund 6300**

12/2/2019

**TOWN OF ACTON  
SEPTAGE ENTERPRISE FUND  
REVENUE AND EXPENSE PROJECTIONS FY20-24**

	<u>Start Balance</u> 6/30/2019	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>End Balance</u>
<u>Est. revenues</u>	\$ 93,007						\$ 53,224
Fees		\$137,677	\$150,000	\$150,000	\$150,000	\$150,000	
Total Revenues		\$ 137,677	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$ 157,677	\$ 159,783	\$ 150,000	\$ 150,000	\$ 150,000	
Capital Outlay							
Total Expenses		\$ 157,677	\$ 159,783	\$ 160,000	\$ 160,000	\$ 160,000	
Net Position		\$ (20,000)	\$ (9,783)	\$ (10,000)	\$ (10,000)	\$ (10,000)	
Estimated Fund Balance		\$ 93,007	\$ 83,224	\$ 73,224	\$ 63,224	\$ 53,224	

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

**FUND: RECYCLING/TRANSFER STATION**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 12/2/2019	2021 Town Manager	% Chg 2020 Budget
<b>Recycling/Transfer Station - 6400</b>							
<b>Salaries</b>							
Regular Perm	510100	163,470	104,767	167,896	38,420	185,200	10.31%
Overtime	510300	46,600	58,536	46,600	26,985	46,600	- %
Sick	510400	-	11,137	-	2,305	-	- %
Funeral Leave	510410	-	659	-	934	-	- %
Seasonal	510440	-	-	-	-	-	- %
Injury Leave	510450	-	-	-	-	-	- %
Longevity	510460	600	600	600	600	600	- %
Merit Pay	510490	2,100	1,200	2,100	-	2,800	33.33%
Holiday	510500	-	6,713	-	1,215	-	- %
Overtime/Sick Adjustment	510520	-	(31)	-	(105)	-	- %
Flsa Adjustment	510530	-	295	-	29	-	- %
Vacation	510600	-	8,209	-	5,265	-	- %
Phone Stipend	510770	-	-	-	-	600	- %
Personal Time	510900	-	1,934	-	1,020	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Professional Salaries	513000	12,838	6,056	12,825	1,280	3,970	(69.04%)
<b>Total Salaries</b>		<b>225,608</b>	<b>200,076</b>	<b>230,021</b>	<b>77,949</b>	<b>239,770</b>	<b>4.24%</b>
<b>Purchased Services</b>							
Eqpt Maintenance	520600	4,458	1,599	4,458	7,531	4,458	- %
Electricity	521100	6,000	5,372	6,000	5,400	6,000	- %
Fuel And Oil	521300	20,000	20,000	20,000	-	20,000	- %
Telephone	521500	824	847	824	-	824	- %
Professional Services	521900	15,000	8,827	15,000	10,992	10,000	(33.33%)
Legal Service	521950	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
Trash Removal	522800	150,000	108,619	130,000	100,000	130,000	- %
Recycling	522805	50,000	79,996	60,000	125,009	60,000	- %
<b>Total Purchased Services</b>		<b>246,282</b>	<b>225,260</b>	<b>236,282</b>	<b>248,933</b>	<b>231,282</b>	<b>(2.12%)</b>
<b>Supplies</b>							
Trash Bags	540280	60,000	50,141	60,000	60,000	60,000	- %
Material And Equipment	540900	15,000	9,433	15,000	8,424	15,000	- %
Tires	540910	3,374	2,000	3,374	4,613	3,374	- %
Uniforms	541000	1,600	2,582	1,600	1,906	3,100	93.75%
<b>Total Supplies</b>		<b>79,974</b>	<b>64,156</b>	<b>79,974</b>	<b>74,943</b>	<b>81,474</b>	<b>1.88%</b>
<b>Other</b>							
Unemployment Ins	570200	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	2,800	2,557	2,800	1,050	2,800	- %
Life Insurance	570500	125	113	125	43	125	- %
Health Bc/Bs High Deductible	570600	-	31	-	170	-	- %
Health Hmo Blue	570620	32,320	24,103	32,320	10,998	33,613	4.00%
Blue Care Elect	570623	-	-	-	-	-	- %
Health Insurance - Harvard	570700	2,101	3,423	2,101	2,159	2,185	4.00%
Hsa Savings Account	570715	-	43	-	-	-	- %
Medical Opt Out	570720	177	1,846	177	-	177	- %
<b>Total Other</b>		<b>37,523</b>	<b>32,116</b>	<b>37,523</b>	<b>14,421</b>	<b>38,900</b>	<b>3.67%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: RECYCLING/TRANSFER STATION**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 12/2/2019	2021 Town Manager	% Chg 2020 Budget
<b>Capital / Property</b>							
Capital Outlay	580000	30,000	1,840	35,000	-	190,000	442.86%
Compost Equipment	580001	-	-	-	-	-	- %
Machinery And Equipment	583000	-	10,923	-	-	-	- %
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	- %
Paving	586010	-	-	-	-	-	- %
Total Capital / Property		30,000	12,763	35,000	-	190,000	442.86%
Transfers Out	597000	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	- %
<b>TOTAL FUND: Recycling/Transfer Station</b>		<b>619,387</b>	<b>534,370</b>	<b>618,800</b>	<b>416,246</b>	<b>781,426</b>	<b>26.28%</b>

**BUDGET TEXT NOTES**

Phone Stipend	510770	3 guys at \$200
Eqpt Maintenance	520600	Costs associated with repair to Transfer Station equipment.
Electricity	521100	To operate the Transfer Station.
Fuel And Oil	521300	To operate vehicles and equipment.
Professional Services	521900	Tight tank testing/environmental compliance and compliance inspections required by DEP.
Trash Removal	522800	Tipping fees for refuse.
Recycling	522805	Costs associated with hauling, handling & removal of recycable material.
Trash Bags	540280	Purchase of trash bags.
Material And Equipment	540900	Costs associated with supplies and equipment to run the Transfer Station.
Tires	540910	Tires for transfer station equipment (loader, yard tractor & trailers used to transport refuse).
Uniforms	541000	Uniforms, workboots and safety gear for 3 Transfer Station employees.
Capital Outlay	580000	Building & equipment repair/replacement. Roll-off Tuck.

**Fund 6400**

11/26/2019

**TOWN OF ACTON**  
**Transfer Station and Recycling Facility Enterprise Budget**  
**Revenue and Expense Projections FY20-24**

	6/30/2019 Start Balance	FY20	FY21	FY22	FY23	FY24	End Balance
<b>Est. Revenues</b>	\$ 727,572						\$ 705,009
Stickers	\$ 267,203	\$ 270,000	\$ 297,000	\$ 297,000	\$ 297,000	\$ 297,000	
Bags	\$ 243,829	\$ 250,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	
Coupons	\$ 70,690	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	
Recycling	\$ 17,262	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	
Metal Recycling	\$ 20,942	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	
Other (Retained Earnings)							
<b>Total Revenues</b>	<b>\$ 619,926</b>	<b>\$ 632,000</b>	<b>\$ 684,000</b>	<b>\$ 684,000</b>	<b>\$ 684,000</b>	<b>\$ 684,000</b>	
<b>Est. Expenditures</b>							
Salaries	\$ 230,021	\$ 236,922	\$ 244,029	\$ 251,350	\$ 258,891	\$ 258,891	
Purchased Services	\$ 236,282	\$ 236,282	\$ 236,282	\$ 236,282	\$ 236,282	\$ 236,282	
Supplies	\$ 79,974	\$ 79,574	\$ 79,574	\$ 79,574	\$ 79,574	\$ 79,574	
Other (benefits)	\$ 37,523	\$ 38,649	\$ 39,808	\$ 39,808	\$ 39,808	\$ 39,808	
Capital / Property Maintenance	\$ 35,000	\$ 190,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	
<b>Total Expenses</b>	<b>\$ 618,800</b>	<b>\$ 781,426</b>	<b>\$ 634,693</b>	<b>\$ 642,014</b>	<b>\$ 649,555</b>	<b>\$ 649,555</b>	
Fiscal year profit/loss	\$ 1,126	\$ (149,426)	\$ 49,307	\$ 41,986	\$ 34,445		
Ending Balance	\$ 728,698	\$ 579,272	\$ 628,578	\$ 670,564	\$ 705,009		

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: SEWER O&M ENTERPRISE FUND**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Sewer O&amp;M Enterprise Fund - 6500</b>							
<b>Salaries</b>							
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	555	-	333	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	2,934	-	1,083	-	- %
Vacation	510600	-	3,193	-	2,136	-	- %
Personal Time	510900	-	566	-	296	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	40,866	18,731	46,858	7,810	45,815	(2.23%)
Sewer Clerk Wages	512060	-	-	-	-	-	- %
Professional Salaries	513000	59,440	50,951	52,486	20,341	59,413	13.20%
<b>Total Salaries</b>		<b>100,306</b>	<b>76,930</b>	<b>99,344</b>	<b>31,999</b>	<b>105,228</b>	<b>5.92%</b>
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	75,000	-	75,000	-	75,000	- %
Electricity	521100	49,000	46,682	49,000	47,000	49,000	- %
Water	521110	-	-	-	-	-	- %
Heating Oil	521410	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	- %
Professional Development	521800	-	-	-	-	-	- %
Professional Services	521900	-	7,045	5,000	4,000	5,000	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	572,577	491,651	540,000	480,000	540,000	- %
Banking Services	522930	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>696,577</b>	<b>545,378</b>	<b>669,000</b>	<b>531,000</b>	<b>669,000</b>	<b>- %</b>
<b>Supplies</b>							
Office Supplies	540100	-	-	-	-	-	- %
Pass Thru Cost Contact	540220	140,000	110,000	140,000	39,000	140,000	- %
<b>Total Supplies</b>		<b>140,000</b>	<b>110,000</b>	<b>140,000</b>	<b>39,000</b>	<b>140,000</b>	<b>- %</b>
<b>Other</b>							
Unemployment Ins	570200	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	570	1,047	570	443	570	- %
Life Insurance	570500	-	35	-	14	-	- %
Health Bc/Bs High Deductible	570600	-	3,126	-	2,569	6,344	- %
Health Hmo Blue	570620	18,717	1,717	18,717	685	1,768	(90.55%)
Health Insurance - Harvard	570700	-	1,161	-	473	1,177	- %
Hsa Savings Account	570715	-	799	450	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Property & Liability Insurance	575000	-	-	-	-	-	- %
Depreciation-Sewer Plan	578010	-	-	-	-	-	- %
Depreciation - Collection Pump	578020	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	- %
<b>Total Other</b>		<b>19,287</b>	<b>7,885</b>	<b>19,737</b>	<b>4,184</b>	<b>9,859</b>	<b>(50.05%)</b>
<b>Capital / Property</b>							
Capital Outlay	580000	245,000	257,060	225,000	271,069	195,000	(13.33%)
Machinery And Equipment	583000	70,000	9,827	70,000	-	70,000	- %
<b>Total Capital / Property</b>		<b>315,000</b>	<b>266,887</b>	<b>295,000</b>	<b>271,069</b>	<b>265,000</b>	<b>(10.17%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: SEWER O&M ENTERPRISE FUND**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Other Financing Uses</b>							
Long-Term Debt Principal	590100	712,080	712,080	668,999	300,912	675,632	0.99%
Ltd - Principal Mkt Rate	590150	35,000	35,000	35,000	-	35,000	- %
Long-Term Debt Interest	590200	188,422	188,422	174,775	99,391	159,242	(8.89%)
Ltd - Interest Market Rate	590250	9,975	8,663	7,315	3,658	5,915	(19.14%)
Short Term Int	590320	-	-	-	-	-	- %
Short Term Debt Interest	590330	-	-	-	-	-	- %
Admin Fee Mcwt	590340	21,000	19,475	21,000	9,236	21,000	- %
Bad Debt Expense	595110	-	-	-	-	-	- %
Betterment Overlay	595120	-	-	-	-	-	- %
Grace Btmt Payments	595125	-	-	-	-	81,375	- %
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>966,477</b>	<b>963,639</b>	<b>907,089</b>	<b>413,197</b>	<b>978,163</b>	<b>7.84%</b>
<b>TOTAL FUND: Sewer O&amp;M Enterprise Fund</b>		<b>2,237,647</b>	<b>1,970,720</b>	<b>2,130,170</b>	<b>1,290,448</b>	<b>2,167,251</b>	<b>1.74%</b>

**BUDGET TEXT NOTES**

Eqpt Rep And Servicing	520300	For unanticipated repair and maintenance costs of facility.
Professional Services	521900	The cost to bill the monthly sewer O&M bills.
Contractual Service	522700	Represents changes for Sewer Treatment Plant operations.
Pass Thru Cost Contact	540220	Predicted annual Reserve Account for maintaining Treatment Plant and collection System. Woodard & Curran is reimbursed per contract for capital expenditures for maintenance.
Machinery And Equipment	583000	Sewer system SCADA upgrades.
Long-Term Debt Principal	590100	Represents the Principal portion of the MWPAT Bonds per debt service schedule.
Ltd - Principal Mkt Rate	590150	Permanent Sewer debt outside the MWPAT loan.
Long-Term Debt Interest	590200	Represents the interest portion of the MWPAT bonds per debt schedule.
Ltd - Interest Market Rate	590250	Outside MWPAT loan interest
Admin Fee Mcwt	590340	Represents the .075% Administrative fee due to teh MWPAT on the total outstanding principal balance on the Sewer Bonds.
Grace Btmt Payments	595125	Represents the cost to the Town of the Sewer Betterment units, SBU's purchased by the Town from WR Grace in 2009.

**Fund 6500**

**TOWN OF ACTON  
Sewer Enterprise Fund  
Revenue and Expense Projections**

11/26/2019

	6/30/2019 <u>Start Balance</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>End Balance</u>
<u>Est. revenues</u>	\$ 1,058,390						\$ 303,212
Betterments		\$886,089	\$875,788	\$856,688	\$889,536	\$889,536	
O&M		\$872,241	\$898,408	\$925,360	\$953,121	\$981,715	
Other (Interest)		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	
Retained Earnings							
Total Revenues		<b>\$ 1,788,330</b>	<b>\$ 1,804,196</b>	<b>\$ 1,812,048</b>	<b>\$ 1,872,657</b>	<b>\$ 1,901,251</b>	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$ 923,081	\$ 924,088	\$ 933,329	\$ 942,662	\$ 952,089	
Machinery & Equipment		\$ 75,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	
Capital / Studies & Initiatives		\$ 225,000	\$ 195,000	\$ -	\$ -	\$ -	
Debt Service		\$ 907,089	\$ 978,163	\$ 980,000	\$ 980,000	\$ 980,000	
Stabilization Fund Contribution		\$ -	\$ -	\$ -	\$ -	\$ -	
Total Expenses		<b>\$ 2,130,170</b>	<b>\$ 2,167,251</b>	<b>\$ 1,983,329</b>	<b>\$ 1,992,662</b>	<b>\$ 2,002,089</b>	
Net position		\$ (341,840)	\$ (363,055)	\$ (171,280)	\$ (120,005)	\$ (100,838)	
Ending Balance		\$ 1,058,390	\$ 695,335	\$ 524,055	\$ 404,050	\$ 303,212	

**TOWN OF ACTON**  
**TOWN MANAGERS RECOMMENDED BUDGET**  
**FY 2021**

**FUND: AMBULANCE - ENTERPRISE FUND**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Ambulance - Enterprise Fund - 6600</b>							
<b>Salaries</b>							
Regular Perm	510100	492,345	398,747	493,362	150,459	500,585	1.46%
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	150,000	153,887	150,000	60,744	150,000	- %
Sick	510400	-	14,510	-	7,287	-	- %
Sick Buyback	510401	-	-	-	1,200	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Injury Leave	510450	-	19,107	-	-	-	- %
Longevity	510460	500	-	-	250	-	- %
Incentive Pay	510470	3,838	1,012	-	1,237	1,080	- %
Merit Pay	510490	-	-	-	-	-	- %
Holiday	510500	-	3,252	-	936	-	- %
Overtime/Sick Adjustment	510520	-	(1,703)	-	(700)	-	- %
Flsa Adjustment	510530	500	1,311	500	682	500	- %
Holiday A&B	510540	21,813	19,720	20,795	5,800	17,655	(15.10)%
Vacation	510600	-	17,196	-	7,490	-	- %
Emt/Als Stipend	510730	73,428	76,152	73,571	17,035	74,582	1.37%
Uniform Stipend	510750	900	100	900	200	900	- %
Personal Time	510900	-	9,128	-	4,399	-	- %
Other Salaries & Wages	511000	-	644	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	-	4,500	-	4,154	-	- %
<b>Total Salaries</b>		<b>743,324</b>	<b>717,564</b>	<b>739,128</b>	<b>261,173</b>	<b>745,302</b>	<b>0.84%</b>
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	55,000	92,656	50,000	54,352	60,000	20.00%
Telephone	521500	10,000	9,896	10,000	3,000	10,000	- %
Professional Development	521800	12,000	13,856	12,000	200	20,000	66.67%
Professional Services	521900	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	- %
<b>Total Purchased Services</b>		<b>77,000</b>	<b>116,408</b>	<b>72,000</b>	<b>57,552</b>	<b>90,000</b>	<b>25.00%</b>
<b>Supplies</b>							
Other Supplies	540200	20,000	5,022	20,000	8,597	40,000	100.00%
Material And Equipment	540900	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>20,000</b>	<b>5,022</b>	<b>20,000</b>	<b>8,597</b>	<b>40,000</b>	<b>100.00%</b>
<b>Other</b>							
Als - Assessment	560500	30,000	51,203	47,000	16,100	50,000	6.38%
<b>Total Other</b>		<b>30,000</b>	<b>51,203</b>	<b>47,000</b>	<b>16,100</b>	<b>50,000</b>	<b>6.38%</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: AMBULANCE - ENTERPRISE FUND**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Other</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	7,800	10,364	7,800	3,987	8,320	6.67%
Life Insurance	570500	300	370	300	131	300	- %
Health Bc/Bs High Deductible	570600	-	(376)	-	-	-	- %
Health Hmo Blue	570620	48,844	56,799	48,844	16,244	47,866	(2.00%)
Health Insurance - Harvard	570700	48,844	6,054	48,844	5,001	8,320	(82.97%)
Hsa Savings Account	570715	-	-	-	750	-	- %
Medical Opt Out	570720	4,000	18,231	4,000	6,539	16,000	300.00%
Life Opt Out	570730	50	-	50	-	50	- %
<b>Total Other</b>		<b>109,837</b>	<b>91,442</b>	<b>109,837</b>	<b>32,653</b>	<b>80,856</b>	<b>(26.39%)</b>
<b>Capital / Property</b>							
Machinery And Equipment	583000	41,000	41,860	112,000	21,631	50,000	(55.36%)
Motor Vehicle	585000	-	-	-	-	140,000	- %
<b>Total Capital / Property</b>		<b>41,000</b>	<b>41,860</b>	<b>112,000</b>	<b>21,631</b>	<b>190,000</b>	<b>69.64%</b>
<b>Other Financing Uses</b>							
Long Term Debt Prin-Town	590120	165,380	165,380	160,380	125,000	160,380	- %
Long-Term Debt Int-Town	590220	34,407	31,104	28,246	12,600	22,184	(21.46%)
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>199,788</b>	<b>196,484</b>	<b>188,626</b>	<b>137,600</b>	<b>182,565</b>	<b>(3.21%)</b>
<b>TOTAL FUND: Ambulance - Enterprise Fund</b>		<b>1,220,949</b>	<b>1,219,982</b>	<b>1,288,591</b>	<b>535,306</b>	<b>1,378,723</b>	<b>6.99%</b>

**BUDGET TEXT NOTES**

Overtime	510300	Funds overtime for shift coverage due to vacations, training, sick, personnel time and all other overtime needs.
Eqpt Rep And Servicing	520300	Ambulance maintenance and repairs, extended warranties on monitors and stretchers.
Telephone	521500	Communication capability for patient care and calls. Cell phones and tablets.
Professional Development	521800	Cost of EMS training, bringing in outside instructors. Recertification expenses.
Other Supplies	540200	Medical supplies including medication. Defib pads and batteries.
Als - Assessment	560500	This is the 4% ambulance billing fee we pay PRO EMS Solutions.
Medical Opt Out	570720	Health insurance opt out. 4 personnel @ \$4,000 each.
Motor Vehicle	585000	Ambulance replacement, 3 year lease.

Fund 6600

25-Nov-19

TOWN OF ACTON  
 AMBULANCE ENTERPRISE FUND  
 REVENUE AND EXPENSE PROJECTIONS FY20-24

	6/30/2019 Start Balance	BUDGET FY20	BUDGET FY21	BUDGET FY22	BUDGET FY23	BUDGET FY24	End Balance
<u>Est. revenues</u>	\$545,445						\$352,017
Ambulance Fees		\$1,030,000	\$1,125,300	\$1,125,300	\$1,125,300	\$1,125,300	
CPR Fees		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	
Interest Income		\$500	\$500	\$500	\$500	\$500	
Subsidy		\$180,000	\$150,000	\$200,000	\$200,000	\$200,000	
Retained earnings appropriated		\$77,650	\$25,000	\$0	\$0	\$0	
<b>Total Revenues</b>		<b>\$1,290,650</b>	<b>\$1,303,300</b>	<b>\$1,328,300</b>	<b>\$1,328,300</b>	<b>\$1,328,300</b>	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$987,965	\$1,006,158	\$1,046,404	\$1,088,260	\$1,131,791	
Debt service		188,626	182,565	171,603	111,798	108,048	
Capital - Ambulance (5 year term)		\$0	\$140,000	\$140,000	\$140,000	\$140,000	
Command Vehicle			\$50,000				
Capital Outlay		\$112,000	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>		<b>\$1,288,591</b>	<b>\$1,378,723</b>	<b>\$1,358,007</b>	<b>\$1,340,058</b>	<b>\$1,379,839</b>	
<b>Net Position</b>		<b>\$2,059</b>	<b>-\$75,423</b>	<b>-\$29,707</b>	<b>-\$11,758</b>	<b>-\$51,539</b>	
<b>Ending Balance</b>		<b>\$545,445</b>	<b>\$445,022</b>	<b>\$415,315</b>	<b>\$403,556</b>	<b>\$352,017</b>	

# *Department Profile: Transportation*

---

Department Head: Austin Cyganiewicz  
Location: Town Hall, 472 Main Street

## **Mission**

To create a community consciousness regarding traffic, transportation and related matters among both the residents and the business sector; to provide leadership in combining area resources to maximize mobility within and access to the communities; to coordinate a network of transportation resources to effectively move people; to enhance the area's economic vitality while minimizing the impact of development; and to make the most efficient use of nearby public transportation services.

## **Services**

The Transportation Department delivers services that assist and provided residents access to public transportation with door to door trips within the Town and adjacent communities. Four handicapped accessible vans are dispatched Monday through Friday to provide trips for senior citizens, people with disabilities, special populations and the general public. Trips can be booked by calling dispatch at 978-844-6809, any time between 8:30 AM and 4:00 PM, Monday through Friday.

Fixed Route services for commuters, employees, and shoppers are also provided. Acton's Rail Shuttle connects two off-site parking lots to the South Acton Commuter Rail Station. The Cross-Acton Transit (CAT) connects several of Acton's housing complexes within the town to the business centers in Kelley's Corner, West Acton Village and along Great Road. There are also stops at the Town Hall and South Acton Commuter Rail Station.

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: TRANSPORTATION**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b>Transportation - 6700</b>							
<b>Salaries</b>							
Regular Perm	510100	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	- %
Overtime	510300	-	-	-	-	-	- %
Sick	510400	-	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	- %
Holiday	510500	-	-	-	-	-	- %
Vacation	510600	-	-	-	-	-	- %
Personal Time	510900	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	- %
Professional Salaries	513000	46,477	2,582	46,835	4,171	-	- %
<b>Total Salaries</b>		<b>46,477</b>	<b>2,582</b>	<b>46,835</b>	<b>4,171</b>	<b>-</b>	<b>- %</b>
<b>Purchased Services</b>							
Eqpt Rep And Servicing	520300	-	-	-	3,004	-	- %
Gasoline	521320	-	18,404	24,000	-	24,720	3.00%
Telephone	521500	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	- %
Professional Services	521900	75,480	36,377	27,065	31,871	34,910	28.99%
Printing And Copying	522300	-	-	-	-	-	- %
Contractual Service	522700	465,180	472,037	544,500	279,922	548,000	0.64%
<b>Total Purchased Services</b>		<b>540,660</b>	<b>526,818</b>	<b>595,565</b>	<b>314,797</b>	<b>607,630</b>	<b>2.03%</b>
Other Supplies	540200	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	- %
<b>Total Supplies</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>Other</b>							
Social Security	570300	-	-	-	-	-	- %
Medicare	570400	-	-	-	98	-	- %
Life Insurance	570500	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	- %
<b>Total Other</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>98</b>	<b>-</b>	<b>- %</b>
Machinery And Equipment	583000	-	-	-	-	-	- %
Lease	587000	-	-	-	-	-	- %
<b>Total Capital / Property</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
Transfers Out	597000	-	-	-	-	-	- %
<b>Total Other Financing Uses</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>- %</b>
<b>TOTAL FUND: Transportation</b>		<b>587,137</b>	<b>529,400</b>	<b>642,400</b>	<b>319,065</b>	<b>607,630</b>	<b>(5.41%)</b>

**TOWN OF ACTON  
TOWN MANAGERS RECOMMENDED BUDGET  
FY 2021**

**FUND: TRANSPORTATION**

ACCOUNT DESCRIPTION	ACCOUNT	2019 Budget	2019 Expenditures	2020 Budget	2020 YTD Thru 11/25/2019	2021 Town Manager	% Chg 2020 Budget
<b><u>BUDGET TEXT NOTES</u></b>							
Professional Services	521900		Van repairs, clock tower rent, software lease, Microtransit Pilot				
Contractual Service	522700		COA = 87,000, Minute Van 1 = 97,000, Minute Van 2/Commuter Shuttle: = 90,000 VAN LEASE = 33,000, N.ACTON TRANSIT = 79,000 RIAL SHUTTLE = 80,000, ROAD RUNNER = 76,000, Mt Calvary Parking = 6,000				

TOWN OF ACTON  
Transportation Enterprise Fund  
Revenue and Expense Projections FY19-23

	6/30/2019 Start Balance	FY20	FY21	FY22	FY23	FY24	End Balance
<b>Est. Revenues</b>	\$ 20,000						
Fees & Fares		\$ 25,000	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 160,088
LRTA Contribution		\$ 211,400	\$ 214,000	\$ 220,420	\$ 227,033	\$ 233,844	
Parking Fund		\$ 121,000	\$ 160,000	\$ 164,800	\$ 169,744	\$ 174,836	
Tax Subsidy		\$ 260,000	\$ 258,334	\$ 266,084	\$ 274,067	\$ 282,289	
Capital Expanded Senior Hours		\$ 25,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Revenues</b>		<b>\$ 642,400</b>	<b>\$ 639,834</b>	<b>\$ 658,804</b>	<b>\$ 678,343</b>	<b>\$ 698,468</b>	
<b>Est. Expenditures</b>							
<u>Professional Services</u>							
Coordinator		\$ 46,835	\$ -	\$ -	\$ -	\$ -	
Gasoline		\$ 24,000	\$ 24,720	\$ 24,720	\$ 25,462	\$ 24,720	
Syncromatics		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Misc exp.		\$ 17,065	\$ 13,500	\$ 13,905	\$ 14,322	\$ 14,752	
Professional Services		\$ 27,065	\$ 11,410	\$ 11,752	\$ 12,105	\$ 12,468	
<b>Total Professional Services</b>		<b>\$ 124,965</b>	<b>\$ 59,630</b>	<b>\$ 60,377</b>	<b>\$ 61,889</b>	<b>\$ 61,940</b>	
<u>Contractual Services</u>							
Fixed Route		\$ 98,000	\$ -	\$ -	\$ -	\$ -	
Council on Aging		\$ 64,000	\$ 87,000	\$ 89,610	\$ 92,298	\$ 95,067	
Minutevan 1		\$ 81,000	\$ 97,000	\$ 99,910	\$ 102,907	\$ 105,995	
Minutevan 2/Commuter Shuttle		\$ 58,000	\$ 90,000	\$ 92,700	\$ 95,481	\$ 98,345	
Key Government - Van Lease		\$ 32,000	\$ 33,000	\$ 33,990	\$ 35,010	\$ 36,060	
Mt. Calvary Parking Lease		\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
North Acton Shuttle		\$ 61,000	\$ 79,000	\$ 81,370	\$ 83,811	\$ 86,325	
Rail Shuttle		\$ 62,000	\$ 80,000	\$ 82,400	\$ 84,872	\$ 87,418	
Road Runner		\$ 57,500	\$ 76,000	\$ 78,280	\$ 80,628	\$ 83,047	
Senior Services Expansion		\$ 25,000	\$ -	\$ -	\$ -	\$ -	
<b>Total Contractual Services</b>		<b>\$ 544,500</b>	<b>\$ 548,000</b>	<b>\$ 564,260</b>	<b>\$ 581,008</b>	<b>\$ 598,258</b>	
<b>Total Expenses</b>		<b>\$ 642,400</b>	<b>\$ 607,630</b>	<b>\$ 624,637</b>	<b>\$ 642,896</b>	<b>\$ 660,198</b>	
Fiscal year profit/loss		\$ -	\$ 32,204	\$ 34,167	\$ 35,447	\$ 38,271	
Ending Balance		\$ 20,000	\$ 52,204	\$ 86,371	\$ 121,817	\$ 160,088	

Special Revenue Fund

11/26/2019

TOWN OF ACTON  
Commuter Lot Parking Lot Fund  
Revenue and Expense Projections

	6/30/2019 Start Balance	FY20	FY21	FY22	FY23	FY24
<b>Est. Revenues</b>	\$ 298,676					
Parking Meters (Main Lot)	\$ 145,152	\$ 145,152	\$ 145,152	\$ 145,152	\$ 152,410	\$ 152,410
Resident Sticker Program	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	\$ 75,600	\$ 75,600
Jone Field Parking Program	\$ 38,880	\$ 38,880	\$ 38,880	\$ 38,880	\$ 40,824	\$ 40,824
19-21 Maple Street Parking	\$ 69,930	\$ 69,930	\$ 69,930	\$ 69,930	\$ 73,427	\$ 73,427
1 Maple St Lot	\$ 47,250	\$ 47,250	\$ 47,250	\$ 47,250	\$ 49,613	\$ 49,613
Bicycle Locker Rental Program	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,040	\$ 5,292	\$ 5,292
<b>Total Revenue</b>	\$ 378,252	\$ 378,252	\$ 378,252	\$ 378,252	\$ 397,165	\$ 397,165
<b>Est. Expenditures</b>						
Maintenance/Utilities	\$ 59,820	\$ 61,615	\$ 63,463	\$ 65,367	\$ 67,328	\$ 69,284
Service Fees (Banking)	\$ 17,080	\$ 17,592	\$ 18,120	\$ 18,664	\$ 19,224	\$ 19,786
Transportation	\$ 121,000	\$ 160,000	\$ 164,800	\$ 169,744	\$ 174,688	\$ 179,632
Debt Service - (19-21 Maple St)	\$ 33,000	\$ 73,937	\$ 73,937	\$ 73,937	\$ 73,937	\$ 73,937
Capital Improvements	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Bike Share	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<b>Total Expenses</b>	\$ 230,900	\$ 363,144	\$ 370,320	\$ 377,712	\$ 385,325	\$ 394,937
Fiscal year profit/loss	\$ 147,352	\$ 15,108	\$ 7,932	\$ 19,453	\$ 11,840	\$ 2,228
Ending Balance	\$ 446,028	\$ 461,136	\$ 469,067	\$ 488,520	\$ 500,360	\$ 512,188

#1

Additional FY20 parking at 1 Maple St

#2

First year interest payment only \$33K (BAN) with approval of Article 14 19-21 Maple Street Parking

	Purchase Price	Term	Int Rate	Annual Payment
19-21 Maple St debt service	\$ 1,100,000	20	3.00%	(\$73,937.28)

# Recommended 5-Year Capital Plan

Department	Project Name	FY 21 Request	FY21 TM Recommend	FY2022	FY2023	FY2024	FY2025
<b>General Fund Projects Included in Operating Budget</b>							
Public Facilities	50 Audobon Drive Roof Replacement	55,000					55,000
Public Facilities	Repoint 1889 AML Building	30,000	CPA Application				
Public Facilities	Town Hall Flooring Replacements	62,500	30,000	32,500			
Public Facilities	Town Hall Interior Space Modifications	300,000	see free cash	100,000			
Land Use	Economic Dev. Infrastructure Program	30,000	seek BRFT Grant	30,000	30,000	30,000	
Land Use	Stand up Desk Wellness Initiative	25,000	seek miia grant				
Land Use	Elm Street Courts Resurfacing	25,000		25,000			
Land Use	NARA Boardwalk/Bridge	65,000	CPA Application				
Land Use	NARA Miracle Field Sports Pavilion	400,000	CPA Application				
Land Use	East Acton Village Green	35,000	CPA Application				
Public Facilities	PSF HVAC Replacement	30,000	20,000	100,000			
Land Use	Vacant Storefront Program	20,000	-	10,000	10,000	10,000	10,000
DPW	Fleet Replacement	82,000	-	80,000	80,000	80,000	80,000
DPW	Asset Management	150,000	-	25,000	25,000	25,000	25,000
DPW	Complete Streets and Intersection Projects	250,000	see free cash	250,000	250,000	250,000	250,000
IT	CAPITAL IT	30,000	15,000	25,000	25,000	25,000	25,000
IT	DIGITIZE RECORDS	25,000	10,000	10,000	10,000	10,000	10,000
Police	MOTOR VEHICLE	169,000	135,200	170,000	170,000	170,000	170,000
FIRE	MACHINERY AND EQUIPMENT	19,000	-				
DPW	PAVING	163,609	80,000	160,000	160,000	160,000	160,000
DPW	CAPITAL OUTLAY 1424	120,000	10,000				
DPW	SIDEWALK REPAIR/IMPROVE	120,000	12,000				
DPW	BRIDGE REP/IMPROVE	50,000	20,000				
DPW	MACHINERY AND EQUIPMENT	-	10,000				
Land Use	Playground Feasibility Design	25,000	8,500				
Land Use	Message Boards	-		20,000			
Land Use	NARA Security Improvements	-		50,000			
Land Use	EV Vehicle for Health	-				40,000	
Land Use	Zoning Bylaw Re-Codification	-			100,000		
Police	Portable Radios	-			125,000		
Land Use	NARA Improvements	-			50,000	50,000	50,000
<b>SubTotals</b>		<b>2,281,109</b>	<b>350,700</b>	<b>1,087,500</b>	<b>1,035,000</b>	<b>850,000</b>	<b>835,000</b>

<b>Free Cash Projects</b>							
Police/Fire/IT	PSF Alarm and Dispatch Center Improvements	200,000	185,000				
DPW	DPW Building Expansion Project	700,000			350,000		-
Public Facilities	Town Hall ADA Bathroom for Meeting Room	150,000	100,000				
Town Manager	Water Resources Study	40,000	40,000				
Land Use	River Street Dam	1,000,000	138,000				
DPW	Design - Bellows Farm Dam, Lawsbrook Bridge			250,000			
Land Use	Quarry Road Street Lights	200,000		60,000			
DPW	Complete Streets and Intersection Projects	250,000	250,000				
DPW	Sidewalk Program	150,000	see borrowing	150,000	150,000	150,000	150,000
DPW	Traffic calming program	150,000	50,000	50,000	50,000	50,000	50,000
	<b>SubTotals</b>	<b>2,840,000</b>	<b>763,000</b>	<b>510,000</b>	<b>550,000</b>	<b>200,000</b>	<b>200,000</b>

# Recommended 5-Year Capital Plan

Department	Project Name	FY 21 Request	FY21 TM Recommend	FY2022	FY2023	FY2024	FY2025
<b>General Fund Borrowing Projects</b>							
DPW	Bellows Farm Dam	-			-	620,000	-
DPW	Lawsbrook Bridge	-	-		1,100,000	-	-
Land Use	2021 Kelley's Corner Right of Way	1,500,000	<b>1,300,000</b>				
DPW	DPW Building Expansion Project	-	-	-		6,000,000	
DPW	Sidewalk Program (Shovel Ready portions)	750,000	<b>500,000</b>	-			
	<i>SubTotals</i>	<b>2,250,000</b>	<b>1,800,000</b>	-	1,100,000	6,620,000	-

<b>Special Revenue Funds Projects</b>							
DPW	Flashing Crossing Signs at Bike Trail	25,000	<i>seek BRFT Grant</i>				
DPW	Comprehensive Plant Improvements -Sewer	600,000	<b>195,000</b>	100,000	100,000	100,000	100,000
DPW	East Acton Sewer Expansion		-				30,000
Fire	Fleet Replacement- Comand Vehicle	50,000	<b>50,000</b>				
Fire	Ambulance Replacement	140,000	<b>140,000</b>	140,000	140,000	140,000	140,000
Land Use	2-Year Regional Bike Share Program	40,000	<i>Commuter Lot Funds</i>	20,000			
Land Use	Replace Truck 6	57,500	<i>Cemetery Trust Funds</i>	57,500			
Land Use	Replace Truck 104	95,000	<i>Cemetery Trust Funds</i>				
Public Facilities	468 Main Weatherization	35,629	-		35,629		
Public Facilities	DPW Weatherization	13,719	-	13,719			
Public Facilities	Fire 1 Weatherization	22,044	-	22,044			
Public Facilities	Fire 2 Weatherization	16,761	-	16,761			
Public Facilities	Fire 3 Weatherization	18,850	<i>Energy Efficiency Funds</i>				
Transfer Station	Roll-off Truck	190,000	<b>190,000</b>				
Transfer Station	Facility Improvements	35,000	-	50,000	350,000	2,000,000	
	<i>SubTotals</i>	<b>1,339,503</b>	<b>575,000</b>	420,024	625,629	2,240,000	270,000

<b>Special Revenue Funds Borrowing Projects</b>							
DPW	West Acton Sewer	15,000,000	<b>15,200,000</b>	-	-	-	-
	<i>SubTotals</i>	<b>15,000,000</b>	<b>15,200,000</b>	420,024	625,629	2,240,000	270,000

<b>Exempt Debt Projects</b>							
Public Facilities	North Acton Fire Station Construction	9,500,000	<b>9,200,000</b>		-		
	<i>SubTotals</i>	<b>9,500,000</b>	<b>9,200,000</b>	-	-	-	-

FY2021 REQUESTS	FY2021 TM RECOMMEND	FY2022 REQUESTS	FY2023 REQUESTS	FY2024 REQUESTS	FY2025 REQUESTS
8,710,612	<b>27,888,700</b>	2,017,524	3,310,629	9,910,000	1,305,000

# *Glossary of Terms Commonly Used in Municipal Finance*

---

**Abatement:** A complete or partial cancellation of a tax bill imposed by a governmental unit; applicable to tax levies and special assessments.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended. Any amount that is appropriated may be encumbered. A warrant article appropriation is carried forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

**Assessed Valuation:** The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value", certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds and overlay surplus.

**Audit:** Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA or public accountant, or elected auditor meets this test.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a

specified future date (maturity date), together with periodic interest at a specified rate.

**Bond Authorization:** The action of town meeting authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the selectmen.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the town meeting) or final (the plan approved by that body).

**Capital Budget:** A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget.

**Cherry Sheet:** An annual statement received from the Massachusetts Department of Revenue detailing estimated receipts for the next fiscal year for the various state aid accounts and estimated state and county government charges payable by the Town in setting the tax rate. The actual receipts and charges may vary from the estimates.

**Classification:** The division of the real estate tax and personal property voted by the Selectmen. The Selectmen may choose one rate for residences, another rate for business, and another rate for open space.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

**Community Preservation Act (CPA):** Enacted as MGL Ch. 44B in 2000, CPA permits municipalities accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. The local program is funded by a local surcharge up to 3 percent on real property tax bills and matching dollars from the state generated from registry of deeds fees.

**Community Preservation Fund:** A special revenue fund established pursuant to MGL Ch. 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

**Debt Exclusion:** A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt only.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Encumbrance:** Obligations such as purchase orders, contracts, salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved.

**Enterprise Fund:** A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges, and may be supplemented by general revenues.

**Equalized Valuation:** The value of all property as determined by the Commissioner of Revenue biennially, to place all property in the state upon an equal footing, regardless of date of assessment.

**Excess Levy Capacity:** The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year.

**Expenditure:** The spending of money by the town and schools for the programs or projects within the approved budget.

**FTE:** A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

**Fiscal Year ("FY"):** A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The designation of the fiscal year is that of the calendar year in which it ends; for example, FY17 or FY 2017 is the fiscal year which begins July 1, 2016 and ends June 30, 2017.

**Free Cash:** Certified as of each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash *per se*, rather it is approximately the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes.

**Fund:** An accounting entity with a self-balancing set of accounts that is segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

**General Fund:** The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

**Level-Service Budget:** A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings

previously-approved programs forward at existing levels of service.

**Levy Ceiling:** A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion. (See Levy Limit)

**Levy Limit:** A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling)

**Local Aid:** Revenue allocated by the Commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

**M.G.L.:** Massachusetts General Laws.

**New Growth:** The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

**Other Post-Employment Benefits (OPEB):** The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. Typically included is health insurance coverage for retirees, their spouses and in some cases their beneficiaries.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlay:** (Overlay Reserve or Allowance for Abatements and Exemptions) An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve need not be funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

**Overlay Surplus:** Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within 10 days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue, i.e., it becomes a part of free cash.

**Override:** A vote to increase the amount of property tax revenue that may be raised over the levy limit.

**Personnel Services:** The cost of salaries, wages and related employment benefits.

**Purchased Services:** The cost of services that are provided by a vendor.

**Property Tax Bill:** The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation.

**Raise:** A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

**Reserve Fund:** A fund appropriated each year that may be used only by vote of the Finance Committee for "extraordinary or unforeseen expenditures."

**Revolving Fund:** Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund, and expenditures can be made without appropriation with the approval of

the Town Manager. Revolving funds are established by state law or town bylaw. Some revolving funds must be annually reauthorized by Town Meeting.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Stabilization funds may be established for different purposes, and interest generated by such funds is added to and becomes part of the stabilization fund. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or out of the stabilization fund.

**Tax Levy:** Total amount of dollars assessed in property taxes imposed by the Town each fiscal year.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Rate Recapitulation Sheet (Recap Sheet):** A document submitted by a city or town to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate.

**Tax Title (or Tax Taking):** A collection procedure that secures a city or town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the city or town. After properly recording the instrument of taking, the collector transfers responsibility for collecting the overdue

amounts to the treasurer. After six months, the treasurer may initiate foreclosure proceedings.

**Tax Title Foreclosure:** The procedure initiated by a city or town treasurer in Land Court or through land of low value to obtain legal title to real property already in tax title and on which property taxes are over due. The treasurer must wait at least six months from the date of a tax taking to initiate Land Court foreclosure proceedings (MGL Ch. 60 §65).

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Turn Back:** Unexpended funds of a prior fiscal year operating budget are returned to the Town, which ultimately revert to Free Cash.

**Unreserved Fund Balance or Surplus Revenue Account:** The amount by which cash, accounts receivable and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Warrant:** An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted on by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors' warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.

For additional information go to:  
[www.actonma.gov](http://www.actonma.gov)