



TOWN MANAGER'S RECOMMENDED

Fiscal Year 2026

Municipal Operating Budget and  
Capital Plan





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*Office of the Town Manager*

## TOWN OF ACTON

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January 8, 2025

Dear Honorable Select Board:

I am pleased to present the Town Manager's Recommended Fiscal Year 2026 (FY26) Municipal Operating Budget for your consideration. If approved, this budget will be transmitted to the Finance Committee as required in Article 6, Section 6-2 of the Acton Town Charter. Per the Town Charter the Town Manager shall submit the budget recommendation to the Select Board and Finance Committee by January 25<sup>th</sup>, which is 100 days before May 5, 2025 Annual Town Meeting, and that the Board must transmit its adopted budget to the Finance Committee by March 6<sup>th</sup>, which is 60 days before the Town Meeting.

The recommended FY26 budget is reflective of the goals of the Select Board and is responsive to the needs of the community. I am proud of the collaborative and transparent process that we used to develop this budget. It is similar to the process introduced last year that resulted in voter approval of a ballot question to authorize an operational override and the budget being supported by 1,880 voters at Annual Town Meeting. Similar to last year we held several public presentations during the development of this budget. During the multiple presentations we received valuable feedback from Select Board members.

Our population and its needs are continuing to grow and we are experiencing an increase in service expectations from our residents. For example, there are urgent needs related to addressing the impacts of climate change and improving safety on our roadways. We have critical infrastructure needs such as a new Public Works facility and the sidewalk construction program to fund in the 10-year capital plan. Additionally, there are goals and priorities outlined in community plans, Select Board goals, and other emerging needs that require new investment.

### **Leveraging External Funding**

To be responsive to service expectations, we find creative ways to fund programs, projects, and services. I credit our staff members for their ingenuity and aggressive pursuit of grants which helps build capacity for local investment. In the last six months, we have been awarded more than \$1.5M in competitive grants to help offset local investments in programs and projects. Through strategic collaborations with state and federal partners, we have successfully secured over \$19M in competitive grants over the last six years. This funding has enabled us to address priority infrastructure projects, implement innovative programs, and conduct essential planning studies that would not otherwise have been possible within our budget. These external funding sources, along with several reorganizations and efficiency measures initiated by our departments, have enabled us to operate effectively within these challenging fiscal conditions.

### **Improved Transparency**

I am pleased to introduce several new features to this budget document to improve transparency and make the content more engaging. I encourage you to review the table of contents to see all of the sections that have been added with additional financial details. These changes are meant to help residents learn more about the budget and

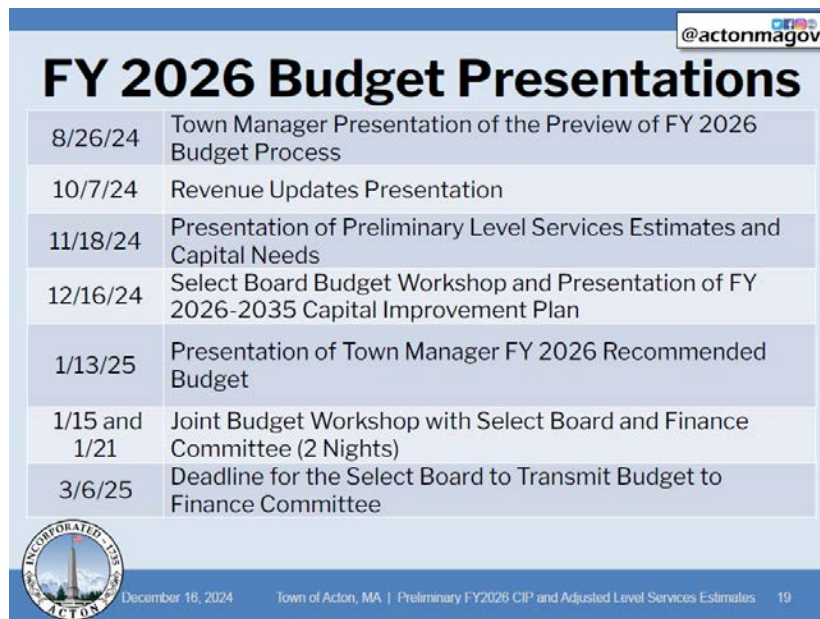
organizational structure of the local government. The updated budget format is easier to understand and provides greater transparency.

## Overview of FY26 Budget Process

Department Heads submitted level services budget requests to the Town Manager in October. The following guidance was provided to departments as they prepared capital and operating budget requests:

- Advance priorities identified in Select Board goals
- Consider customer service needs and ways to improve community engagement and ensure equitable access to services

As shown in the graphic below, the process to develop this budget included a preview presentation on August 26<sup>th</sup>, revenue updates on October 7<sup>th</sup>, presentation of preliminary level services and capital needs on November 18<sup>th</sup>, and presentation of the Capital Plan on December 16<sup>th</sup>. This information from these presentations was shared with the Select Board, Acton Leadership Group, and Finance Committee and presentations were published online.



The graphic is a timeline titled "FY 2026 Budget Presentations" with the Acton logo (@actonmagov) in the top right corner. It lists seven key events with their dates and descriptions. At the bottom left is the Acton seal, and at the bottom right is the date "December 16, 2024" and the text "Town of Acton, MA | Preliminary FY2026 CIP and Adjusted Level Services Estimates 19".

Date	Event
8/26/24	Town Manager Presentation of the Preview of FY 2026 Budget Process
10/7/24	Revenue Updates Presentation
11/18/24	Presentation of Preliminary Level Services Estimates and Capital Needs
12/16/24	Select Board Budget Workshop and Presentation of FY 2026-2035 Capital Improvement Plan
1/13/25	Presentation of Town Manager FY 2026 Recommended Budget
1/15 and 1/21	Joint Budget Workshop with Select Board and Finance Committee (2 Nights)
3/6/25	Deadline for the Select Board to Transmit Budget to Finance Committee

## FY26 Budget Recommendation

As shown in the following table, the total FY26 municipal spending request including recommended capital, and subsidies to enterprise funds, is \$42,710,573. This \$1,862,772 increase in spending is **4.56% over FY25**. The recommended FY26 operating budget excluding capital is a 4.81% increase over FY25. In the FY26 Capital Improvement Plan, we are proposing borrowing authorizations for \$8,750,000 in General Fund projects which would result in debt service costs in the amount of \$603,909 using the maximum borrowing terms allowed and projecting a 4.25% interest rate. Additionally, we are proposing \$960,000 in capital projects to be funded from Free Cash. The budget is supported by a \$300,000 offset in FY26 for retiree health insurance from the OPEB Trust and \$50,000 offset from the Cemetery Trust for cemetery operations. The \$556,200 in subsidies will partially fund Ambulance and Transportation Enterprise Funds.

# FY26 Budget Summary

	FY25 Approved Budget	FY26 11/18/24 Level Services Estimate	FY26 1/8/25 Town Manager Recommended	% Change from FY25
Muni Operations (Art. 4):	\$39,068,663	\$41,295,227	40,940,464	4.79%
Offsets:	-350,000	-350,000	-350,000	0%
Subsidies:	540,000	556,200	556,200	3%
<b>Total Operations:</b>	<b>39,258,663</b>	<b>41,501,427</b>	<b>41,146,464</b>	4.81%
Borrowing (Art. 6):	564,138	564,138	603,909	7.05%
Free Cash (Art. 5):	1,025,000	1,025,000	960,000	-6.34%
<b>Total Capital:</b>	<b>1,589,138</b>	<b>1,589,138</b>	<b>1,563,909</b>	-1.59%
<b>Net Requested*:</b>	<b>40,847,801</b>	<b>43,175,565</b>	<b>42,710,573</b>	4.56%

\*Net Operations + Capital w/out Excluded Debt

The FY26 budget maximizes the resources available. We continue to focus on making adjustments to better align resources with needs and to achieve cost savings while maintaining services. The following items are examples of how we continue to make improvements to operations and invest in capital needs without relying solely on local taxes.

## Sample of Recent Cost Reduction and Efficiency Measures

- Continuing to offset the budget with an appropriation of \$300k from the Other Post-Employment Benefits (OPEB) Trust to pay for a portion of the \$1.2M in retiree health insurance benefits in the FY26 operating budget.
- Continuing to offset the budget with an appropriation of \$50k from Cemetery Trust Funds.
- A \$250,000 grant from the state will be used to add an accessible entrance to the Woodlawn Chapel.
- We are proposing to fund \$1M in critical capital needs from the FY26 capital plan using sale proceeds from the disposition of 362-364 Main Street property (future site of Acton Housing Authority's McManus Manor Housing project).
- The debt service estimate for Town Hall Electrification project is being offset by revenue from solar projects and will be eligible for federal tax credits and other incentives.
- We acquired a new electric van with wheelchair lift for our public transit services for our transportation program at no cost from the Lowell Regional Transit Authority.
- We are establishing new Intermunicipal Agreements with Sudbury and Littleton for shared transportation dispatch program.
- We are continuing an Intermunicipal Agreement with Littleton to share an Electrical Inspector.
- We are continuing an Intermunicipal Agreement with Boxborough for Veterans Services.
- We are closely monitoring the potential funding opportunities in federal stimulus programs and developing "shovel ready" projects to help prepare for potential project-based funding availability.

## **Proposed FY26 Capital Plan**

The FY2026-FY2035 Capital Improvement Plan was presented on Monday December 16, 2024, to the Select Board. In the Town Manager's Recommended Budget these investments were reduced based on prioritization feedback and project scheduling considerations. The remaining projects will be deferred and will have to be added to the 10-year plan. The FY26 Town Manager's Recommended capital investments are shown later in this section of the budget book. The highest priority capital investment this year is the construction of a new Department of Public Works Facility.

### **Proposed Construction of Department of Public Works Facility**

The current total project cost estimate for the new Department of Public Works (DPW) Facility is \$43,000,000. This estimate for total cost includes the \$1.225M funding approved at the 2023 Annual Town Meeting for conceptual design. The design team is actively engaged in value engineering and it is anticipated that in the next phase of the design some of the contingency items will be reduced and the total project cost will decrease. We are also anticipating a significant cost savings from energy incentives and tax credits for the geothermal wells and other components of the this energy efficient building design.

The current DPW Facility was constructed in 1970 and no longer meets the town's needs. Originally designed for 36,000 square feet but built at only 19,000 square feet, the facility is significantly undersized. Acton's population has grown from 14,770 in 1970 to over 24,000 in 2020, a 62% increase that has resulted in expanded responsibilities for the DPW. However, the existing infrastructure has not kept pace with this growth, leading to space shortages, operational inefficiencies, and safety concerns. Structural issues, such as settlement cracks and buckling load-bearing walls, further highlight the building's poor condition, while outdated systems fail to meet modern building, energy, accessibility, and safety codes.

The current facility is inefficient, costly to maintain, and it is too expensive to renovate. A new DPW facility will allow the department to be more responsive to the needs of the community. As a critical first responder, the DPW provides vital services, including snow removal, storm cleanup, and emergency road repairs. A new facility will enhance operational efficiency, reduce response times, and improve safety for employees. The proposed design also incorporates sustainable features such as geothermal wells and stormwater management systems, aligning with the town's commitment to environmental stewardship and compliance with its fossil-fuel-free bylaw.

Beyond resolving immediate operational challenges, the new facility would provide long-term benefits for the community. It would support the DPW's essential services while offering multi-purpose spaces for training and public use. By investing in this project, Acton ensures that its infrastructure will remain reliable and adaptable to meet the needs of residents for decades to come.

### **FY26 Budget Highlights - Investing in Community Priorities**

Using policy direction from the Select Board and incorporating short- and long-term goals into our planning, we identified targeted investments in programs and initiatives that are community priorities. In addition to the proposed construction of a new Department of Public Works Facility highlighted above, please find information below about ten other investments that are in this proposed budget.

#### **1. Infrastructure and Resiliency Initiatives to Address Impacts of Climate Change**

A Hazard Mitigation Planning process was recently completed using a \$22k grant from FEMA. We also received a \$95k grant for the Municipal Vulnerability Preparedness Plan (MVP) planning process, which includes \$45k for planning and \$50k for a seed project to be implemented in FY25. This project will support

issues related to climate concerns, environmental justice communities, priority populations, climate vulnerability, and community resilience. In 2023, we completed an Asset Management Plan that outlines investment necessary to maintain our stormwater assets such as bridges and culverts. The plan is posted online at [www.actonma.gov/stormwater](http://www.actonma.gov/stormwater). We are investing in bridges and culverts in accordance with the recommendations in the plan. Additionally, the Town completed a Town Wide Facility & Electrification Study in July of 2023 that has helped guide the development of the short- and long-term Capital Improvement Plan. To view Acton's Town Wide Facility & Electrification Study, click [here](#).

## **2. Implementing Roadway Safety Measures**

The operating and capital budgets include funding to continue the Town's efforts in undertaking safety improvements to Acton roadways and intersections. Funding for designs are leveraged to seek grants and other funding opportunities to help reduce the financial impact on the Town for these much-needed improvements. We successfully partnered with MassDOT to make safety improvements to Great Road, such as a new signalized crossing system installed at Route 2A and Brook Street. MassDOT is planning another \$2M of investments to Great Road using the complete streets conceptual plans that we created with MassWorks Grant funding. There are also a number of safety improvements identified within the FY26 CIP, which can be viewed [here](#). The Acton Police Department has also substantially increased its traffic enforcement to help with traffic calming and roadway safety.

## **3. Sustainability Initiatives**

The FY26 budget funds sustainability initiatives to leverage state and federal funding to complete projects and initiatives to support our sustainability goals. To view Acton's Climate Action Plan, click [here](#). To view the progress made so far on the strategies view the Climate Acton Plan Progress Tracker go to [www.actonma.gov/sustainability](http://www.actonma.gov/sustainability). As part of this effort, the Sustainability Office is working with multiple departments to reduce emissions in the Town's municipal operations and is also working closely with partners and volunteers to spark excitement around climate action and to provide the necessary information and resources to residents. Other initiatives include:

- [Clean Energy Coaching Program;](#)
- [EnergizeActon.org;](#)
- [Neighborhood Clean Heating & Cooling Project;](#)
- [Acton Power Choice;](#)
- [Electrification Roadmap;](#)
- [Acton Town Wide Facility & Electrification Study;](#)

## **4. Supporting Residents in Need**

A new subsidy fund in the amount of \$40,000 will fund two programs focused on providing support to residents in need and continue efforts at providing equitable access to programs and facilities. The 2023 Annual Town Meeting approved Article 40 related to reducing transfer station sticker prices for qualified residents. A portion of this funding will be used for a new solid waste and recycling assistance program for low-income residents at the municipal Transfer Station and Recycling Facility. Remaining funding will be used to continue the childcare subsidy program that was previously funded through ARPA. The subsidy aids qualified families at or below 80% of the area median income with financial support for childcare.

## **5. Resources for Improving Public Safety and Supervision in the Police Department**

Funding for an Administrative Lieutenant position will help balance the increased workload of our current Lieutenants. This new position will maintain direct oversight of several new programs the department has

added in recent years, such as Accreditation and the Body Worn Camera Program. Both of these important programs require a large amount of time to properly maintain. This position would also serve as our computer systems and grant coordinator and will assist with the recruiting and hiring of new police and dispatch personnel. It has been more than 25 years since the department has added a Lieutenant to the command staff. Our department has grown in the past 10 years with the addition of 8 new officers, 2 clinical responders, and a dispatch supervisor. Addition of this Administrative Lieutenant position is the necessary solution to have the appropriate command level leadership, oversight, support, and guidance without over-burdening the current Command Staff. Addition of this position would stabilize the chain of command, support its efficient operation, simplify and clarify delegation and responsibility, and improve communication.

#### **6. Resources to support Fire Prevention and Fire Department Response Capacity**

A full-time Fire Prevention Officer will improve overall public and firefighter safety through code enforcement. It will allow a more consistent application of codes and provide the public with a single, consistent resource available on a regular basis during business hours. Funding for a new full time Fire Prevention Officer is proposed utilizing the Building Revolving and eventually the Fire Prevention Revolving funds. Currently, fire administration, with the support of line staff, is barely able to keep up with demand for fire prevention activities on an “as requested” basis. The addition of a Fire Prevention Officer would allow for more consistent application of fire prevention regulations, and pro-active fire prevention activities, freeing administration and line staff to focus on other critical areas of operational activities. Having this position will increase revenues from permit fees and if necessary, fines for non-compliance, with current fire regulations. Functions of the role include: fire prevention and code enforcement, building and plan review, fire safety and occupancy inspections, issuing of permits required by code, ensuring compliance with fire codes, emergency planning and preparedness, hazardous materials handling and storage, safety inspections, fire and life safety risk assessment, and fire safety education.

The Chief has requested additional staffing. The addition of 2 Firefighter/Paramedics along with the existing 2 impact shift personnel would allow for increased crew size and overall efficiency of operations. This request makes our organization more robust, efficient and safer for all members and the public. The addition of 2 personnel would get us closer to the National Fire Protection Association (NFPA) 1710 Organization and Deployment of Fire Suppression Operations, EMS and Special Operations in Career Fire Departments Standards. Firefighting is a time sensitive operation. Unchecked, fire grows exponentially and smoke and toxic gasses, which are lethal to occupants if they are unable to escape, and spread quickly. With increased run volume, including the number of simultaneous calls, staffing increases are required. There are 22 essential tasks to be completed in quick succession at a typical single-family residential structure fire. Studies have been conducted on the effect of crew size on the efficiency of operations at a residential fire. The results of the study showed that the number of fire service crew members in each company responding to a fire in a 2,000 square-foot, two-story structure had a substantial effect on the crew’s ability to protect lives and property.

#### **7. Meeting the Service Needs of the Library Users**

Within the FY26 budget, the Library has included funding that will allow for the purchase of materials and supplies to support the continued use of the facilities as community gathering and cultural institutions. This budget includes resources to support all of the populations that use the library including the growing needs of teen users. This budget also allows for the continued year-round operation of the Library. Additionally, proceeds from the sale of 362-364 Main Street will be used to fund critical items in the capital plan such as new accessible bathrooms and carpets at Acton Memorial Library.



## **8. Improving Public Facilities**

There is funding in the FY26 operating and capital budgets to address recommendations from the 2023 Acton Town Wide Facility and Electrification Study. This study captured the current condition of the Town's municipal building inventory to develop recommendations for capital repairs and maintenance for the next 10 years, and provided recommendations for how to electrify the existing buildings.

## **9. Boosting Businesses and Celebrating Acton**

The FY26 budget includes funding to support the costs of implementing the fireworks event for a 4th of July celebration, including bus transportation for remote parking. There is also funding to support the planning for the 250th event. The budget also supports various economic development initiatives and events to encouraging the community to support local businesses.

## **10. Providing Tax Relief Programs for Residents**

The Board of Assessors and the Assessors Office has been very successful over the past several years in granting tax exemptions for various residents, as well as educating the community on the senior tax deferral program. The FY26 budget continues this effort and provides support for these important tax relief programs. There are several tax relief options available to residents. We also have a tax deferral program for seniors with income of not more than \$40,000 per year. There is a "Temporary Hardship" exemption that allows for temporary relief during difficult times. This temporary relief is granted under the discretion of the Board of Assessors which considers age, income, and other circumstances. Another opportunity for senior tax relief is through the Senior Work Program. If 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 FY26, the hourly rate is \$15.00/hour for up to 110 hours per fiscal year. To apply, please visit the Human Resources Department in Town Hall, or visit <http://www.actonma.gov/hr>. The program is an asset to the community and greatly appreciated by the Senior Workers who look forward to contributing back to their community. Visit [actonma.gov/taxrelief](http://actonma.gov/taxrelief) to view a comprehensive resource for all of the property tax exemptions available to Acton residents. We intend to continue to advertise the availability of all of these programs to assist those in need. If you have any question about these tax relief programs, please contact the Assessor's office 978-929-6621.

## **Summary**

I would like to thank the Select Board for its leadership and the Town's Department and Division Heads, and staff for their professionalism and work to prepare this budget. Thank you to Assistant Town Manager Thom Begin, Director of Administration and Finance Marianne Fleckner and Budget Manager Eleanor Anderson for coordinating the budget process and production of this budget book. I look forward to your feedback as we continue the budget process leading up to the Annual Town Meeting.

Respectfully Submitted,



John S. Mangiaratti  
Town Manager

# Resident's Guide to the Budget

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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 operates under state statutes, the Town Charter, and locally adopted bylaws. The Charter establishes a Select Board/Town Manager/Open Town Meeting form of government. Per the Town Charter, the five-member Select Board "shall serve as the chief goal -setting, planning and policy-making agency of the town and as such shall not normally administer the day-to-day affairs of the town. The Select Board shall act through the adoption of policy directives and guidelines which are to be implemented by officers and employees appointed by or under its authority." The Select Board is responsible for the appointment of a Town Manager who is responsible for the day-to-day operations of the Town of Acton and for implementing the plans and policies of the Select Board. The Town Manager is responsible for the hiring and managing all town staff, except those directly appointed by the Select Board, administering all laws applicable to the Town, all purchasing, procurement, and awarding of contracts, and, as per the Town Charter articles listed below, preparing and delivering a budget to the Select Board annually.

Excerpt from the Charter of the Town of Acton:

- Article 6: Fiscal Procedures:

### **SECTION 6 - 2**     *Budget Estimates*

The town manager shall submit to the Select Board and the finance committee, not less than one hundred days prior to the start of the annual town meeting (as defined in Town of Acton Bylaws Chapter A, Section A2), an estimate of the expenditures and revenues of the town for the next fiscal year.

### **SECTION 6 - 3**     *Select Board Budget Recommendations*

The Select Board shall transmit a copy of their budget, together with their changes and recommendations, to each member of the finance committee not less than sixty days prior to the start of the annual town meeting (as defined in Town of Acton Bylaws Chapter A, Section A2).

Bylaws of the Town of Acton:

- Chapter A: Town Meeting
  - Date of Town Election
    - The Annual Town Meeting for the election of Town Officers shall be held on the Tuesday immediately preceding the first Monday of May in each year. The terms of elected Officers shall be as stated in the Town Charter. The term of each such Officer shall commence upon the final adjournment of the Annual Town Meeting at which he/she is elected and shall extend until the final adjournment of the Annual Town Meeting which his/her successor is elected.
  - Date of Town Meeting
    - All business of the Annual Town Meeting, except the election of such Officers and the determination of such matters as by law are required to be determined at such meeting, shall be considered at an adjournment thereof, which adjournment shall be held on the **first Monday in May** following the Town Election at such hours and at such place as decided by the Select Board.

The Town operates with a bottom-line budget, meaning that Town Meeting approves a maximum amount of spending authority for the Town which cannot be exceeded without additional authorization of Town Meeting.

Though budgets are allocated and apportioned to the various departments and line items, those department and line item budgets can be overspent without requiring a transfer of funding by Town Meeting between departments and line items. The Town is required to only spend up to or below that total amount authorized by Town Meeting. Any unspent budget by the end of the fiscal year positively contributes to that following year's free cash calculation.

The Annual Budget Schedule shown is representative of the anticipated order of events in the FY2026 budget process.

#### **Annual Budget Schedule**

July	<ul style="list-style-type: none"> <li>• Finance Department closes out prior fiscal year and opens new fiscal year</li> <li>• Finance Department reports year-end expense and revenue results to Town Manager</li> </ul>
August- September	<ul style="list-style-type: none"> <li>• Town Manager and Finance review expense and revenue estimates as needed</li> <li>• Budget instructions and guidance prepared and submitted to Department Heads—Departments begin preparing their next fiscal year budgets</li> <li>• Acton Leadership Group holds first meeting of for upcoming fiscal year</li> </ul>
October	<ul style="list-style-type: none"> <li>• Department Heads meet with Budget Team to review results of prior fiscal year and to prepare for upcoming budget cycle</li> <li>• Department Heads submit fiscal year operating budgets, capital requests, and new staff requests to Town Manager</li> <li>• Free Cash submitted to MA DOR for certification</li> </ul>
November	<ul style="list-style-type: none"> <li>• Town Manager and Budget Team review submissions from departments</li> <li>• Town Manager presents Preliminary Budget Estimates to Select Board and solicits feedback from Select Board</li> <li>• Finance Departments presents First Quarter Financial Report to Finance Committee</li> <li>• Tax Rate Recap submitted to MA DOR for certification</li> </ul>
December	<ul style="list-style-type: none"> <li>• Town Manager publishes 10 Year Capital Improvement Plan</li> <li>• Town Manager presents capital recommendations and updated fiscal year budget and solicits feedback from Select Board</li> </ul>
January	<ul style="list-style-type: none"> <li>• Town Manager publishes Recommended Fiscal Year Budget</li> <li>• Town Manager presents Recommended Budget to Select Board</li> <li>• Joint Select Board and Finance Committee Budget Hearings with Department Heads</li> </ul>
February- March	<ul style="list-style-type: none"> <li>• Acton Leadership Group finalizes recommended plan for Annual Town Meeting</li> <li>• Finance Department presents Second Quarter Finance Report to Finance Committee</li> <li>• Select Board transmits final budget to the Finance Committee</li> <li>• Annual Town Meeting Warrant opened, closed, and finalized</li> </ul>
April	<ul style="list-style-type: none"> <li>• Annual Town Election</li> </ul>
May	<ul style="list-style-type: none"> <li>• Annual Town Meeting</li> <li>• Finance Department presents Third Quarter Finance Report to Finance Committee</li> </ul>
June	<ul style="list-style-type: none"> <li>• Finance Department works with Department Heads to close out the fiscal year</li> </ul>

# Demographics and Statistics

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

## Population

2000 Census: 20,331

2010 Census: 21,924

2020 Census: 24,021

## Form of Government

Open Town Meeting

Five-member Select Board

Town Manager

## Statistics (as of November, 2023)

Total Land Area: 12,990.2 acres

All Publicly-Owned Land: 3,311.8 acres

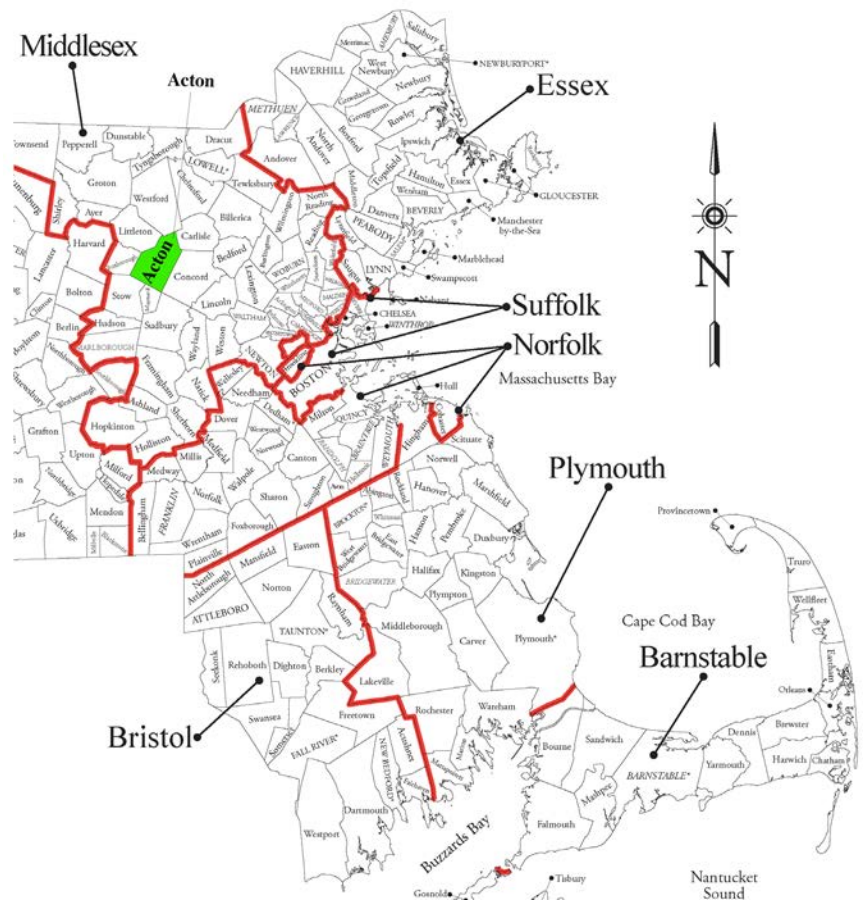
Accepted Town Roads: 116.4 miles

Town Sidewalks: 54.5 miles

State Roadways: 10.6 miles

## Town Web Site

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

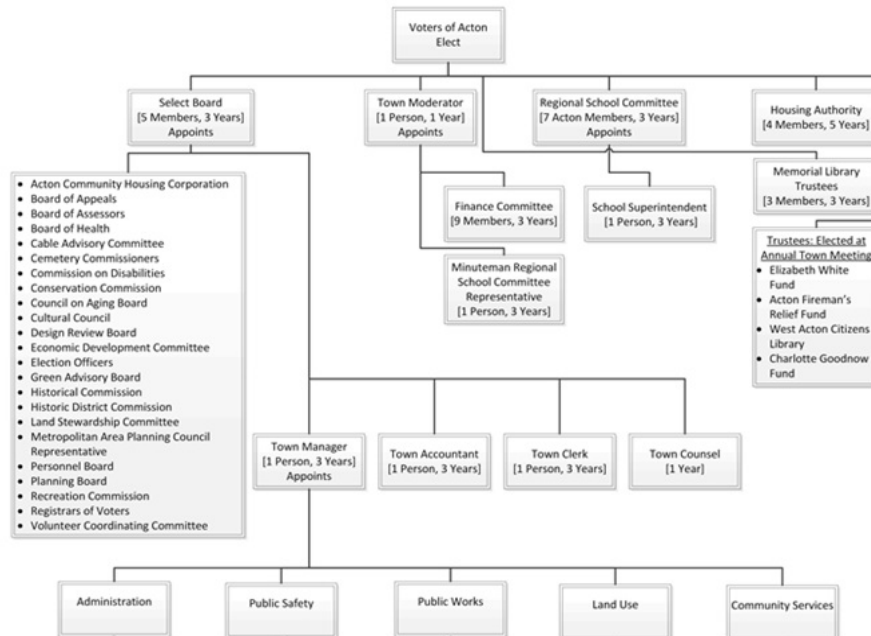


Acton is located in eastern Massachusetts, bordered by Carlisle and Concord on the east, Westford and Littleton on the north, Sudbury on the south, Maynard and Stow on the southwest, and Boxborough on the west. Acton is 25 miles northwest of Boston, 14 miles south of Lowell, 29 miles northeast of Worcester,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





# Organization of Boards, Committees and Departments



Please refer to individual department organizational charts for added detail.

## Select Board Goals

*Established at the July 2, 2024 Goal Setting Workshop and Adopted by the Board on July 8, 2024*

Each year, the Select Board reviews prior goals, both short term and long term, and begins the process of setting new goals for the upcoming fiscal year. As part of this process, the Board holds a number of public listening sessions where residents will provide feedback and suggestions on potential goals for the upcoming fiscal year. The Board then holds a yearly retreat where identification and selection of short- and long-term goals are completed. These goals are used as a tool to help the direction of the Town and operations under the Town Manager for the next fiscal year.

### Short Term Goals

1. Explore additional Tax Relief Programs for the most in need seniors
2. Make progress on complete street improvements in the Power Mill Corridor, West Acton Village, River Street/Chadwick Street, and on Great Road
3. Bring DPW facility project to Town Meeting in May 2025. Get approval and move forward.
4. Investigate and pilot holding satellite locations for Town Meeting at Senior Center or similar locations.
5. Complete River Street Park.
6. Streamline/update volunteer processes—onboarding, update, and distribute volunteer handbook (include model Code of Conduct offered by MIIA)
7. Review the Sign Bylaw

### Long Term Goals

1. Complete, study, and implement recommendations for Fire/EMS staffing facilities, and deployment
2. Identify and implement services and programs that address housing insecurity
3. Develop and implement comprehensive Stormwater Infrastructure Capital Plan, including funding scheme
4. Continue Main Street intersection and complete streets improvements (i.e. Hayward Road, Central Street, School Street, Maple Street, High Street, Nylander Way)
5. Identify and implement changes to discourage single-family construction on large lots
6. Review programming use of the Human Svcs. & Senior Center facility renew or modify lease for next 10 years
7. Diversify and expand the public transportation program
8. Advance Town Meeting participation/ education improvements

# Multiyear Financial Plan

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The Town of Acton's Multiyear Financial Plan is managed by the Acton Leadership Group (ALG). ALG is made up of two members each from the Acton Select Board, the Acton Finance Committee, the ABRSD School Committee, the Town Manager and designated staff, and the School Superintendent and designated staff. The ALG is moderated by an outside facilitator. Annually, the ALG has two primary goals:

- To reach consensus on the multiyear financial plan
- To facilitate and enhance communications and cooperation between the participating boards with members providing two-way communication between their board and the ALG. Members are expected to fully present the recommendations of the ALG to their boards and to support the consensus

The ALG process typically begins in early Fall, just before the launch of the annual budget process, and continues through to Annual Town Meeting. Throughout this process, members will discuss the following:

- Revenue projections, including local receipts estimates, the tax levy, and usage of Town reserves
- The allocation of revenues to support the budgets of the Town and the two regional school districts
- How to meet objectives with limited resources, with a focus on coordination and cooperation

Through the ALG, the various Boards work together to come to a consensus as to the best budget plan to present and recommend at Annual Town Meeting. By the time it gets to Town Meeting, the plan has had an extensive public airing, and most areas of disagreement and competition for resources have been worked out. The Finance Committee serves as the checks and balances to make sure that the budget that is produced is responsive to the needs and goals of the Town in a given year, as well as sustainable in future years. At all times, balancing these goals with the impact on individual taxpayers is a major part of the equation. The ALG Plan is a five-year financial model and serves as a living document—estimates in future years are for planning purposes only and are subject to change. Feedback and public input are always welcomed and encouraged at ALG meetings.

The consensus ALG Plan is typically printed in the Annual Town Meeting warrant. The current version may be viewed online at: <https://actonma.gov/81/Official-Acton-Leadership-Group>

# Executive Budget Summary

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## FY2026 Municipal Operating Budget

The FY2026 Town Manager's Recommended Operating Budget totals \$40,940,464. This includes all costs to operate the Town, exclusive of the Town's FY2026 capital program or the two regional school district assessments. The Town has a variety of enterprise and revolving funds with dedicated revenues which support Town operations and services. The budgets for these funds are not included in the total above, but the requested budgets for each fund will be reflected at the end of this document. The Town Manager recommends \$1,563,909 in general fund spending towards capital projects, with \$603,909 going towards the first-year debt service for borrowing projects and the remaining \$960,000 to be used for free cash projects. An additional \$1.55M in projects that meet necessary conditions is recommended to be spent from special revenue, enterprise, and revolving funds.

### Expenditure Highlights

**Debt Service:** The recommended budget for debt service in FY2026 is \$1,633,002; 3.14% less than what was budgeted for in FY2025. General fund debt service is budgeted for and paid from the Finance Director Budget (01132). This budget covers the debt service for existing Town borrowing and projects for both excluded and non-excluded debt. The North Acton Fire Station (NAFS) was funded through a debt exclusion and comprises \$455,225 of this debt service in FY2026. The debt service related to the remaining borrowings are paid for through the levy limit.

**Employee Health Insurance:** The recommended budget for employee and retiree health insurance in FY2026 is \$4,542,663, a 9.88% increase over the FY2025 budget. The Town of Acton and Acton Buxborough Regional School District (ABRSD) were previously self-insured through the Acton Health Insurance Trust (HIT). In November 2023, HIT did not have sufficient funding to fully pay health insurance invoices. Based on information provided by the HIT, the problem was driven by a significant increase in claims and several high-cost claims.

As of July 1, 2024, both the Town of Acton and ABRSD have left the HIT, essentially dissolving it, and have transitioned health insurance coverage to the Massachusetts Interlocal Insurance Association (MIIA). Though this has resulted in significant savings, especially over the costs previously estimated by the HIT, health insurance costs have continued to rise. As of December 2024, MIIA is estimating a 10% increase in health insurance premiums.

**Middlesex County Retirement System:** The Town of Acton is part of the Middlesex County Retirement System and receives an annual assessment. In FY2026, the annual assessment will be \$6,098,989, an increase of \$441,760 or 7.24% over FY2025. This annual assessment considers a discount for payment in full at the beginning of the fiscal year. Acton's assessment is projected to continue at this rate of growth through FY2028, after which time the increases should stabilize. The Town's pension liability is projected to be fully funded in FY2036.

**Other Post-Employment Benefits (OPEB):** The recommended budget for OPEB in FY2026 is \$560,000 (plus \$40,000 from the Ambulance Enterprise Fund). By law, municipalities are required to fund a plan that provides lifetime healthcare insurance, dental insurance, and life insurance for eligible retirees and their spouses (defined as "Other Post-Employment Benefits"). While many municipalities (including Acton) had already started to fund this benefit, OPEB is reviewed as part of the annual financial audit and the bond rating agencies now consider municipality's OPEB position in their ratings review and OPEB is reviewed in the annual financial audit. For several years, Acton has contributed in excess of the actuarially determined contribution. In FY26, the Town will contribute \$600,000 to the OPEB Trust Fund from operating and enterprise budgets. As of June 30, 2024, the Town's OPEB trust fund has a balance of \$11,620,419. Acton's unfunded liability is \$11,613,360 as of June 20, 2024. The projected fully-funded date for Acton's OPEB liability is **FY37**.

Beginning in FY2025, the Town transferred funding from the OPEB Trust to offset the cost of retiree health and life insurance costs. Though this offset significantly improves the Town's ability to reduce retiree benefit costs, it only extends the Town's anticipated full-funding date by three years.

**Utilities:** Despite rising utility costs and the Town's ongoing effort to electrify its facilities, the FY2026 budget includes a minimal increase in funding for electricity, natural gas, and heating oil costs. In FY2026, the recommended funding for utilities is \$464,064, an increase of \$500 or 0.11%. The Operations and Sustainability Departments have worked closely with Power Options, an organization which works exclusively with nonprofit and public sector entities in New England to reduce energy costs.

Additionally, in April 2023 the Select Board voted to approve a request that net-metering credit revenue generated by the Town's solar field over the landfill at 14 Forest Rd. be deposited in the Energy Efficiency Fund to be used to offset utility costs and further invest in clean energy. These credits were previously deposited as on-bill credits to each of the Town's electricity accounts which did not allow the Town to realize their full benefit. This change has allowed the Town to stabilize its energy costs and mitigate the need for increasing the budget.



# Proposed Capital Projects

As part of the annual budget process, Department Heads submit capital requests to the Town Manager, for both the current budget cycle, as well as estimated capital needs for the following nine years. All of this information is reviewed by the Town Manager and is compiled into the Capital Improvement Plan (CIP), which is published and presented to the Select Board annually. The FY2026-FY2035 Capital Improvement Plan was published on December 16, 2024 and features \$111.738 million in needed investments in the community. The CIP serves as an assessment of needs rather than a specific capital investment strategy. The projects which are ultimately pursued are dependent on available funding and community priorities. After careful review and incorporating feedback from the Select Board and Finance Committee, the Town Manager recommends the following capital investment as part of the FY2026 Recommended Budget:



## General Fund: Non-Excluded Borrowing

Project	Total Project Cost	Annual Borrowing Cost
<b>Town Hall HVAC/Electrification (GF Portion)</b>	\$3,750,000	\$98,493
<b>Complete Streets and Sidewalks</b>	\$1,900,000	\$173,889
<b>Fire Engine Replacement</b>	\$1,500,000	\$187,245
<b>Stormwater Program (Bridges/Culverts)</b>	\$850,000	\$50,659
<b>Public Safety Radio Project Phase 2</b>	\$750,000	\$93,623
<b>Total:</b>	<b>\$8,750,000</b>	<b>\$603,909</b>

*\*borrowing estimated at 4.25% interest rate for maximum term*

## General Fund: Free Cash

Project	Department Request	Town Manager Recommendation
<b>Police Fleet- Cruiser Replacement</b>	\$225,000	\$225,000
<b>Building Improvements</b>	\$150,000	\$150,000
<b>Fire Department Command Vehicle</b>	\$115,000	\$100,000
<b>Traffic Calming Measures</b>	\$100,000	\$90,000
<b>PFAS Turnout Gear- Phase 1</b>	\$450,000	\$80,000
<b>Handheld Radio Replacement- Phase 1</b>	\$120,000	\$60,000
<b>Roof Design for Facilities</b>	\$100,000	\$50,000
<b>Town Meeting Clicker Replacement- Phase 1</b>	\$50,000	\$50,000
<b>South Acton Traffic Signal Replacement</b>	\$50,000	\$50,000
<b>Vegetation Management Program</b>	\$25,000	\$25,000
<b>Childcare and Transfer Station Subsidy</b>	\$40,000	\$40,000
<b>Fireworks for 4<sup>th</sup> of July Celebration</b>	\$40,000	\$40,000
<b>Total:</b>	<b>\$1,465,000</b>	<b>\$960,000</b>

### General Fund: Excluded Borrowing

Project	Total Project Cost	Annual Borrowing Cost
New Department of Public Works Building	\$43,000,000	\$2,584,591
<b>Total:</b>	<b>\$43,000,000</b>	<b>\$2,584,591</b>

*\*borrowing estimated at 4.25% interest rate for maximum term*



### Special Revenue, Enterprise, and Revolving Funds:

Project	Total Project Cost	Funding Source
PSF Building Improvements- Locker room/ sprinklers	\$400,000	Sale Proceeds
AML Public Bathrooms and Carpet Replacement	\$350,000	Sale Proceeds
Town Facilities Capital: Town Hall / NARA Improvements / Roof Replacements	\$250,000	Sale Proceeds
Stormwater Management Program: Utility Study	\$100,000	Stormwater Inspection Revolving
Transfer Station Facility- Front End Loader	\$225,000	Transfer Station Enterprise
Town Hall HVAC and Electrification Borrowing (Energy Efficiency Fund portion)	\$125,000	Energy Efficiency Fund
Street Light Replacement Study	\$25,000	Energy Efficiency Fund
Cemetery Master Plan Update	\$80,000	Cemetery Trust Fund
<b>Total:</b>	<b>\$1,555,000</b>	

# Year-to-Year Expense Comparison

The table below displays a breakdown of expenditures for the Fiscal Year 2026 Proposed Municipal Operating Budget. Please note the following does not include enterprise or revolving funds or educational assessments from the two regional school districts serving Acton residents, Acton-Boxborough Regional School District and Minuteman Regional Vocational Technical School.

	FY24	FY24	FY25	FY26	
	BUDGET	ACTUAL	BUDGET	BUDGET	% CHANGE
<b>SALARIES - BOARD MEMBERS</b>	6,800	5,375	6,800	6,800	<b>0.00%</b>
<b>SALARIES - PROFESSIONAL</b>	5,587,110	4,555,868	5,862,983	6,273,609	<b>7.00%</b>
<b>SALARIES - CLERICAL</b>	1,351,133	948,293	1,288,292	1,286,195	<b>-0.16%</b>
<b>SALARIES - OTHER NON EXEMPT</b>	9,825,569	9,595,572	10,008,383	10,387,231	<b>3.79%</b>
<b>SALARIES - COMPENSTATION RESERVE</b>	151,595	-	30,000	200,000	<b>566.67%</b>
<i>Subtotal:</i>	16,922,207	15,105,108	17,196,458	18,153,835	<b>5.57%</b>
<b>SALARIES - OVERTIME</b>	1,225,558	1,690,604	1,337,129	1,361,753	<b>1.84%</b>
<i>Total Salaries:</i>	18,147,765	16,795,712	18,533,587	19,515,588	<b>5.30%</b>
<b>FRINGES - LONGEVITY</b>	40,900	38,550	41,100	33,100	<b>-19.46%</b>
<b>FRINGES - EDUCATIONAL INCENTIVE</b>	661,094	598,891	668,803	706,089	<b>5.58%</b>
<b>FRINGES - OTHER</b>	301,262	358,550	300,865	304,628	<b>1.25%</b>
<b>FRINGES - UNIFORMS</b>	154,200	137,114	178,600	158,600	<b>-11.20%</b>
<b>FRINGES - EMPLOYEE DEVELOPMENT</b>	120,559	133,854	145,484	133,424	<b>-8.29%</b>
<b>FRINGES - HEALTH INSURANCE</b>	3,630,400	4,262,849	4,134,069	4,542,663	<b>9.88%</b>
<b>FRINGES - LIFE INSURANCE</b>	8,000	8,692	9,000	9,000	<b>0.00%</b>
<b>FRINGES - UNEMPLOYMENT</b>	500	26,657	31,000	14,420	<b>-53.48%</b>
<b>FRINGES - WORKERS COMP</b>	63,129	57,381	63,129	57,639	<b>-8.70%</b>
<b>FRINGES - PAYROLL TAXES</b>	225,000	254,385	225,000	245,867	<b>9.27%</b>
<b>FRINGES - PENSION / OPEB</b>	6,015,528	6,106,448	6,217,229	6,658,989	<b>7.11%</b>
<i>Total Fringes:</i>	11,220,572	11,983,371	12,014,279	12,864,420	<b>7.08%</b>
<b>SNOW AND ICE REMOVAL</b>	571,674	753,753	571,674	571,674	<b>0.00%</b>
<b>INFRASTRUCTURE MAINTENANCE</b>	1,199,600	1,243,695	1,208,100	1,218,500	<b>0.86%</b>
<b>EQUIPMENT MAINTENANCE/RENTAL</b>	797,328	876,350	957,328	870,800	<b>-9.04%</b>
<b>WASTE REMOVAL</b>	61,420	45,123	67,790	53,790	<b>-20.65%</b>
<b>VEHICLES</b>	50,000	100,584	-	-	<b>0.00%</b>
<b>PUBLIC CELEBRATION</b>	12,900	-	12,900	4,500	<b>-65.12%</b>
<b>VETERANS BENEFITS</b>	80,000	79,564	78,000	78,000	<b>0.00%</b>
<b>PURCHASE OF SERVICES</b>	1,720,689	1,858,511	1,779,747	2,067,636	<b>16.18%</b>
<b>PURCHASE OF SUPPLIES</b>	273,232	315,127	301,722	312,446	<b>3.55%</b>
<b>BOOKS AND PERIODICALS</b>	257,228	278,838	260,125	159,200	<b>-38.80%</b>
<b>LEGAL</b>	450,000	360,718	435,000	400,000	<b>-8.05%</b>
<b>MINUTEMAN SENIOR SERVICES</b>	-	-	-	-	<b>-</b>
<b>INSURANCE</b>	436,550	407,836	444,700	452,844	<b>1.83%</b>
<b>UTILITIES</b>	458,238	537,231	463,564	464,064	<b>0.11%</b>
<b>GAS AND DIESEL</b>	237,215	265,407	254,215	274,000	<b>7.78%</b>
<b>DEBT</b>	1,407,736	1,407,536	1,685,932	1,633,002	<b>-3.14%</b>
<i>Total Non-Personnel Expenses:</i>	8,013,810	8,530,272	8,520,797	8,560,456	<b>0.47%</b>
<b>TOTAL</b>	37,382,147	37,309,355	39,068,663	40,940,464	<b>4.79%</b>

## **Section 2:**

# **GENERAL FINANCIAL DETAILS**





# Fund Structure

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Town operations are funded through a variety of governmental funds. Funds are accounting entities where financial resources and activities (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal town meeting or city council process.

- **Stabilization Fund:** A fund designed to accumulate monies for capital and other future spending purposes. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money from a stabilization fund.

**Trust Fund:** 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 expenses such funds as stipulated by trust agreements, as directed by the commissioners of trust funds, or by town meeting.

**Special Revenue Funds:** Funds, established by statute only, containing revenues that are earmarked for and restricted to expenditures for specific purposes. Special revenue funds include receipts reserved for appropriation, revolving funds, grants, and gifts from private entities.

- **Commuter Lot Parking Fund:** This fund receives revenues from resident, daily, and reserved parking at the South Acton Commuter and various reserved parking lots. Revenues have been used to support maintenance and improvements of the lot, transportation operations, and the debt service for the purchase of 19-21 Maple St.
- **Energy Efficiency Fund (EEF):** The Energy Efficiency Fund was established through home rule petition in 2012. This dedicated account is used to provide funds for energy efficiency, energy conservation, or renewable energy projects in town, as well as towards energy savings in town-owned facilities or properties. Funds may be deposited into or expended from this fund with approval from a majority of the Acton Select Board. This fund currently receives revenues from solar PILOT agreements, vehicle charging stations, vehicle sales, and net-metering credits from the Town solar field located at the Transfer Station. These funds are used to promote energy efficiency measures and to offset the Town's utility costs as it seeks to electrify its facilities.
- **Community Preservation Act (CPA):** Enacted in state law in 2000, the CPA permits cities and towns accepting its provisions to establish a 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
  - c) The acquisition, creation, preservation, rehabilitation, and restoration of land for recreational use
  - d) The acquisition, creation, preservation and support of community housing
  - e) The rehabilitation and restoration of open space or community housing that is acquired for created using monies from the fund
  - f) A municipal affordable housing trust

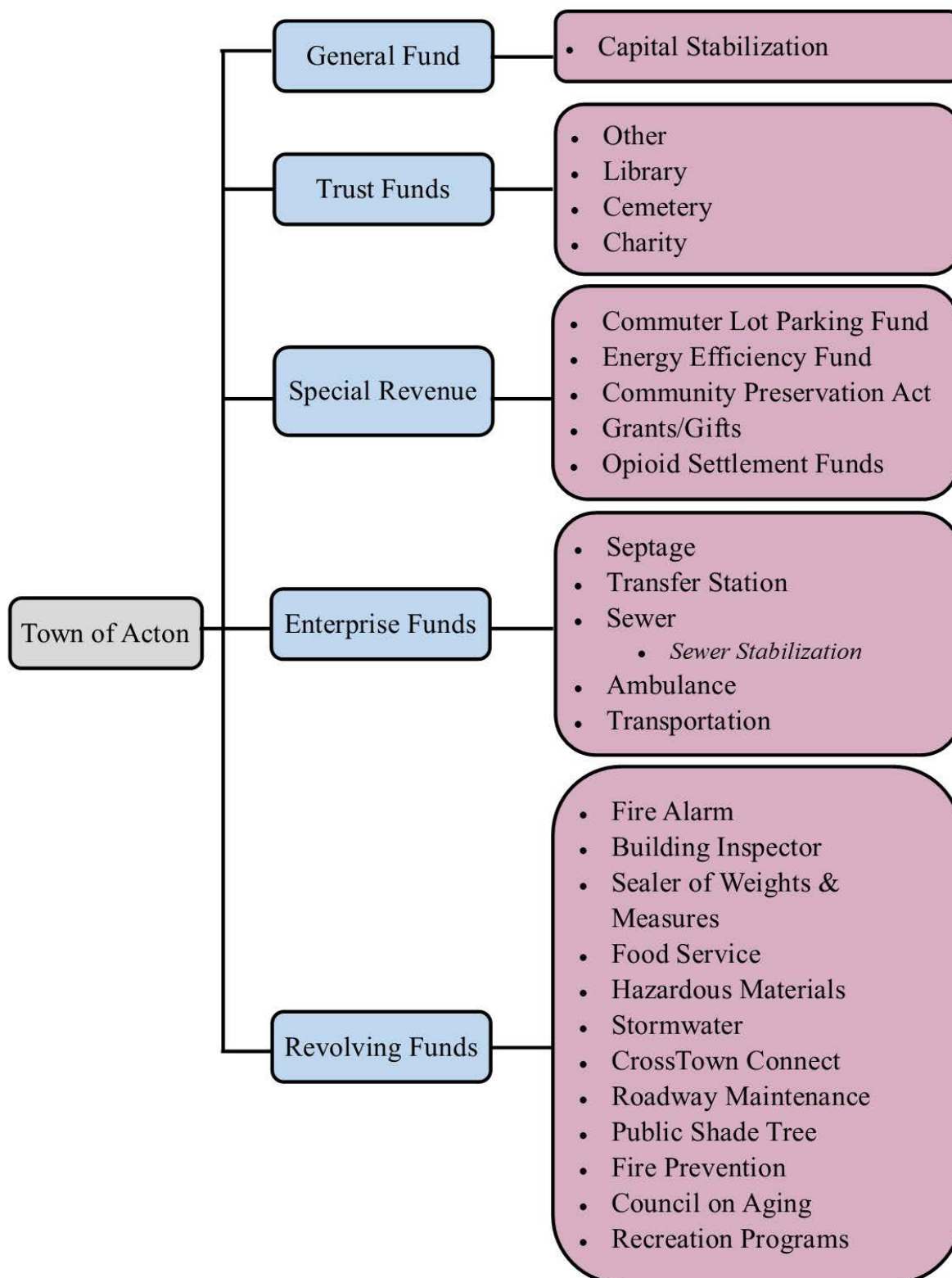
The local program is funded by a surcharge of up to three percent on real estate tax bills, as well as through matching dollars from the state generated from registry of deeds fees.

Acton adopted the CPA at the 2002 Annual Town Meeting and at the November 2002 general election. Acton elected to fund the CPA account through a 1.5% surcharge on all real estate property tax bills. When calculating the surcharge, the first \$100,000 of the property value is exempted. Taxpayers can apply for an exemption if they meet certain age or income-based criteria.

**Enterprise Funds:** A separate accounting and financial reporting fund for municipal services which charge a fee in exchange for goods and services. In this fund, all costs and revenues related to that service are represented and

accounted for, separate from the general fund. Enterprise funds can also hold and fund their own debt service and reserve their own retained earnings resulting from unexpended budget or revenue collected above estimates.

**Revolving Funds:** A fund that allows a community to raise revenues from a specific source and use those revenues to support that service.



# Debt Service

The annual cost of the Town's debt service is appropriated through the Finance Director budget. Debt service related to the Ambulance Enterprise and Sewer Enterprise are appropriated in those budgets and are funded through user fees and/or betterments. Some other borrowing is funded separately through the Community Preservation Fund and is appropriated annually at Town Meeting. In the Finance Director budget, debt is broken down into cumulative principle and interest costs for the Town, as well as hold-over borrowing prior to regionalization of the Acton and Boxborough schools in 2014.

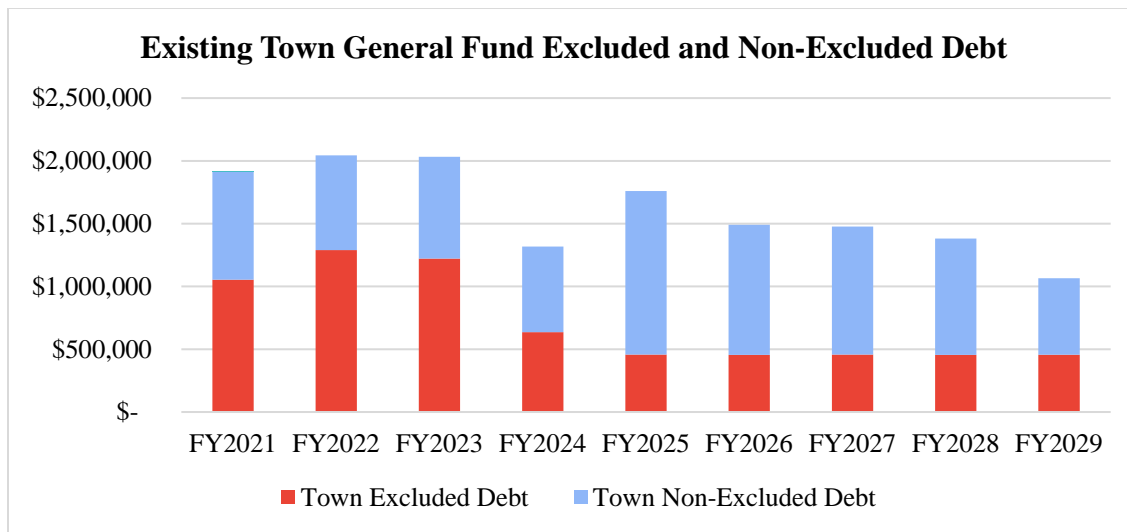
**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower (the Town), promises in writing to repay a specified sum of money, alternatively referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with a periodic interest at a specific rate. The term of a bond is always greater than one year.

**Bond Anticipation Note (BAN):** Short-term debt instrument used to generate cash for initial project costs with the expectation that the debt will be replaced later by permanent bonding. BANs are typically issued for a term of less than one year, but may be reissued for up to 10 years, provided that principal repayment begins after two years.

**Excluded Debt:** Excluded debt is borrowing approved through a debt exclusion, which is an action taken by a community which authorizes borrowing outside of limitations of Proposition 2 ½ for a specific project. Debt exclusions must be approved by the community through both a ballot vote and at Town Meeting. The cost of excluded debt is added on top of the normally calculated levy limit over the term of the borrowing. The levy limit returns to its normal calculation once the debt is paid off.

**Non-Excluded/Inside Debt:** Municipal debt incurred within the levy limit for specific purposes. Projects are approved at Town Meeting, but do not require additional approval.

Below is a graph summarizing the total existing annual debt service for excluded and non-excluded borrowing:



The table below shows debt service approved, but not yet issued. The table on the following page is the existing debt service summary showing issue date and amount authorized.

Project	Town Meeting Article	Issue Date	Funding Source	Excluded/Non-Excluded	Amount Authorized
DPW Fueling Station	2024 ATM, Art 6	3/30/2025	General Fund	Non-Excluded	\$ 2,600,000
Ladder Truck	2024 ATM, Art 6	3/30/2025	General Fund	Non-Excluded	\$ 2,100,000
Complete Streets	2024 ATM, Art 6	3/30/2025	General Fund	Non-Excluded	\$ 1,200,000
Stormwater Infrastructure Improvements	2024 ATM, Art 6	3/30/2025	General Fund	Non-Excluded	\$ 800,000

# Debt Summary

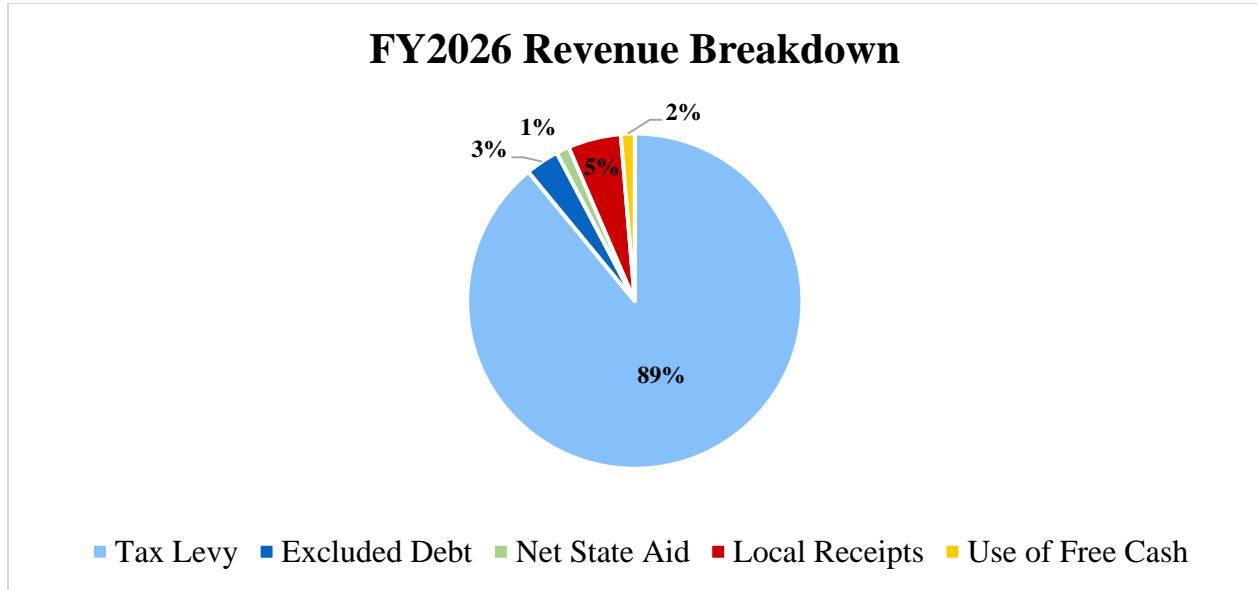
Project	Town Meeting Article	Issue Date	Funding Source	Excluded/Non-Excluded	Amount Borrowed	FY2026	FY2027	FY2028	FY2029	FY2030	Remaining Owed
Fire Engine	2016 ATM, Art 7	7/1/2016	Ambulance Enterprise	Non-Excluded	\$ 650,000	\$ 66,950	\$ 66,950	\$ -	\$ -	\$ -	\$ -
Wright Hill	2014 ATM, Art 19	7/1/2016	Community Preservation Committee	<b>Total Ambulance:</b>	\$ 650,000	\$ 66,950	\$ 66,950	\$ -	\$ -	\$ -	\$ -
Piper Lane Purchase	2020 STM, Art 1	3/15/2021	Community Preservation Committee	Non-Excluded	\$ 899,040	\$ 67,800	\$ 66,600	\$ 65,400	\$ 64,200	\$ 63,000	\$ 244,800
				Non-Excluded	\$ 600,000	\$ 46,900	\$ 45,150	\$ 43,400	\$ 41,650	\$ 39,900	\$ 434,700
				<b>Total CPA:</b>	\$ 1,499,040	\$ 114,700	\$ 111,750	\$ 108,800	\$ 105,850	\$ 102,900	\$ 679,500
19-21 Maple St Purchase	2019 ATM, Art 14	3/15/2021	Commuter Lot Parking Fund	Non-Excluded	\$ 1,100,000	\$ 82,563	\$ 80,763	\$ 78,963	\$ 77,163	\$ 75,363	\$ 640,908
				<b>Total Commuter Lot:</b>	\$ 1,100,000	\$ 82,563	\$ 80,763	\$ 78,963	\$ 77,163	\$ 75,363	\$ 640,908
Douglas School Roof	2009 ATM, Art 17	8/15/2012	General Fund, School	Non-Excluded	\$ 267,606	\$ 15,797	\$ 15,478	\$ 15,159	\$ -	\$ -	\$ -
				<b>Total School:</b>	\$ 267,606	\$ 15,797	\$ 15,478	\$ 15,159	\$ -	\$ -	\$ -
Sewer Title V Loan	N/A: State No Interst Loan	7/15/2008	General Fund	Non-Excluded	\$ 174,305	\$ 8,716	\$ 8,716	\$ 8,716	\$ -	\$ -	\$ -
North Acton Fire Station Design	2018 ATM, Art 8	3/15/2021	General Fund, Town	Excluded	\$ 750,000	\$ 35,100	\$ 34,100	\$ 33,100	\$ 37,100	\$ 35,850	\$ 605,150
North Acton Fire Station Construction	2019 STM, Art 2	3/15/2021	General Fund, Town	Excluded	\$ 8,880,000	\$ 420,125	\$ 423,875	\$ 421,875	\$ 419,375	\$ 421,385	\$ 10,533,845
Town Hall Renovations	2012 ATM, Art 14	8/15/2012	General Fund, Town	Non-Excluded	\$ 400,000	\$ 26,327	\$ 25,797	\$ 25,266	\$ -	\$ -	\$ -
Quarry Road Drainage	2012 ATM, Art 14	8/15/2012	General Fund, Town	Non-Excluded	\$ 189,000	\$ 10,531	\$ 10,319	\$ 10,106	\$ -	\$ -	\$ -
Portable Intersection Traffic Control System	2012 ATM, Art 14	8/15/2012	General Fund, Town	Non-Excluded	\$ 150,000	\$ 10,531	\$ 10,319	\$ 10,106	\$ -	\$ -	\$ -
Skid Steer	2012 ATM, Art 14	8/15/2012	General Fund, Town	Non-Excluded	\$ 134,100	\$ 5,266	\$ 5,159	\$ 5,053	\$ -	\$ -	\$ -
Sander/Dump Truck	2012 ATM, Art 14	8/15/2012	General Fund, Town	Non-Excluded	\$ 190,346	\$ 10,531	\$ 10,319	\$ 10,106	\$ -	\$ -	\$ -
Fire Pump	2017 ATM, Art 8	3/15/2021	General Fund, Town	Non-Excluded	\$ 612,500	\$ 82,500	\$ 78,750	\$ -	\$ -	\$ -	\$ -
Fire Engine	2018 ATM, Art 8	3/15/2021	General Fund, Town	Non-Excluded	\$ 545,000	\$ 86,250	\$ 82,500	\$ 78,750	\$ -	\$ -	\$ -
Fire HVAC	2018 ATM, Art 8	3/15/2021	General Fund, Town	Non-Excluded	\$ 335,000	\$ 42,950	\$ 41,200	\$ 39,450	\$ 32,700	\$ 31,200	\$ 30,600
Complete Streets Improvements	2020 ATM, Art 4	3/15/2021	General Fund, Town	Non-Excluded	\$ 265,000	\$ 30,850	\$ 24,600	\$ 23,600	\$ 22,600	\$ 36,000	\$ 62,400
Sidewalks	2021 ATM, Art 3	3/15/2021	General Fund, Town	Non-Excluded	\$ 455,000	\$ 40,200	\$ 38,700	\$ 37,200	\$ 35,700	\$ 34,200	\$ 192,600
Kelley's Corner Easements	2020 ATM, Art 4	3/15/2021	General Fund, Town	Non-Excluded	\$ 545,000	\$ 42,300	\$ 40,800	\$ 39,300	\$ 37,800	\$ 36,300	\$ 318,300
Action Center Redesign	2021 ATM, Art 4	3/30/2024	General Fund, Town	Non-Excluded	\$ 767,866	\$ 69,550	\$ 72,550	\$ 70,300	\$ 73,050	\$ 70,550	\$ 429,950
Sidewalks	2022 ATM, Art 6	3/30/2024	General Fund, Town	Non-Excluded	\$ 750,000	\$ 64,050	\$ 67,300	\$ 65,300	\$ 68,300	\$ 66,050	\$ 461,500
Bridge Redesign	2022 ATM, Art 6	3/30/2024	General Fund, Town	Non-Excluded	\$ 640,000	\$ 173,500	\$ 171,000	\$ 173,250	\$ -	\$ -	\$ -
Complete Streets	2022 ATM, Art 6	3/30/2024	General Fund, Town	Non-Excluded	\$ 220,000	\$ 18,500	\$ 18,000	\$ 17,500	\$ 22,000	\$ 21,250	\$ 270,975
DPW Design	2023 ATM, Art 6	3/30/2024	General Fund, Town	Non-Excluded	\$ 1,225,000	\$ 102,100	\$ 104,350	\$ 101,350	\$ 103,350	\$ 100,100	\$ 852,400
Fire Station Tight Tank	2023 ATM, Art 6	3/30/2024	General Fund, Town	Non-Excluded	\$ 210,000	\$ 19,750	\$ 17,700	\$ 17,200	\$ 16,700	\$ 16,200	\$ 147,450
Kelley's Corner Pedestrian Lights	2021 ATM, Art 4	3/30/2024	General Fund, Town	Non-Excluded	\$ 505,770	\$ 109,500	\$ 110,000	\$ 110,250	\$ 110,250	\$ -	\$ -
Dam Removal	2021 ATM, Art 4	3/30/2024	General Fund, Town	Non-Excluded	\$ 250,000	\$ 18,200	\$ 19,250	\$ 23,750	\$ 23,000	\$ 22,250	\$ 188,450
Dam Project	2022 ATM, Art 6	3/30/2024	General Fund, Town	Non-Excluded	\$ 750,000	\$ 63,750	\$ 62,000	\$ 60,250	\$ 63,500	\$ 61,500	\$ 564,550
				<b>Total Town:</b>	\$ 18,769,582	\$ 1,491,071	\$ 1,477,304	\$ 1,381,778	\$ 1,065,425	\$ 952,835	\$ 14,658,170
Sewer Construction	1997 ATM, Art 5 1998 STM, Art 3 1999 STM, Art 3	11/18/2000	Sewer Enterprise Fund	Non-Excluded	\$ 1,852,634	\$ 74,753	\$ 76,611	\$ 73,383	\$ 75,071	\$ 76,588	\$ 74,725
Sewer Construction	1997 ATM, Art 5 1998 STM, Art 3 1999 STM, Art 3	7/26/2001	Sewer Enterprise Fund	Non-Excluded	\$ 12,159,555	\$ 486,948	\$ 495,293	\$ 488,984	\$ 494,021	\$ 493,239	\$ 486,803
Sewer Construction	1997 ATM, Art 5 1998 STM, Art 3 1999 STM, Art 3	11/18/2000	Sewer Enterprise Fund	Non-Excluded	\$ 7,800,326	\$ 310,305	\$ 312,310	\$ 313,805	\$ 314,790	\$ 315,266	\$ 317,462
Sewer Plant Rehab	2021 ATM, Art 5	10/1/2023	Sewer Enterprise Fund	Non-Excluded	\$ 4,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				<b>Total Sewer:</b>	\$ 21,812,515	\$ 872,006	\$ 884,214	\$ 876,172	\$ 883,882	\$ 885,093	\$ 876,989



# Revenues

The following is general information pursuant to municipal revenue sources for the Town of Acton. Each year, the Town estimates the upcoming fiscal year revenues based on standardized municipal accounting assumptions and statutory requirements. Town revenues fall into five primary categories: **Tax Levy, State Aid, Local Receipts, Excluded Debt, and Use of Reserves**. Due to the timeline of the budget process, revenues from each of these sources are estimated in the fiscal year prior to the budget being developed. For example, revenue estimates for FY2026 are first estimated with the first two quarters of FY2025. Therefore, these estimates are typically reviewed and adjusted throughout the preceding fiscal year, as collections continue and revenues become clearer.

The following chart displays the breakdown of revenue estimated to come from each source in FY2026.



For Fiscal Year 2026, the Town is projecting an estimated **\$126,077,738** in total revenues (excluding Community Preservation Act Revenues).

Revenue Categories	FY2025 Recap	FY2026 Budget
<b>Tax Levy</b>	\$110,646,568	\$114,351,546
<b>Untaxed Levy Capacity</b>	\$(1,265,212)	\$(1,340,000)
<b>Overlay</b>	\$(884,036)	\$(850,000)
<b>State Aid</b>	\$1,595,073	\$1,595,073
<b>Local Receipts</b>	\$6,185,872	\$6,500,000
<b>Excluded Debt</b>	\$5,576,976	\$4,129,119
<b>Use of Reserves</b>	\$1,664,138	\$1,692,000
<b>Total</b>	<b>\$123,519,379</b>	<b>\$126,077,738</b>

**Note:**

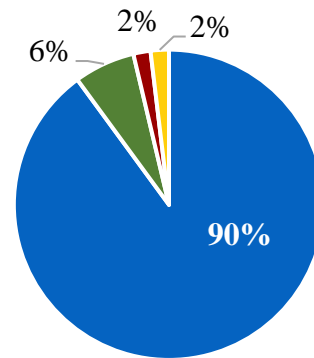
1. FY2025 Tax Levy includes additional revenue from \$6.6M override approved at 2024 Annual Town Meeting. \$5.4M of that override was included in the FY2025 budget and the remaining \$1.2M is held in untaxed levy capacity.
2. While annual funding for the Overlay account is raised from taxes, it is not included as an available revenue because it is accounted for separately and can generally only be used to cover abatements, exemptions and pending Appellate Tax Board (ATB) cases

# Tax Levy

The Tax Levy is the total amount of money the Town raises in property taxes each fiscal year. The Levy is the Town's primary General Fund revenue source. Per Proposition 2 ½ communities are permitted to increase the levy limit, or the maximum amount of money a community can raise in taxes in any given year, by 2.5% plus New Growth. These automatic increases are estimated to increase the FY26 levy by **\$2,766,164** over the FY25 levy. The tax levy is charged to various property classes, residential, commercial, industrial, and person property classes, according to their total property valuations.

The following table shows the levy calculation and each year's maximum taxing capacity. The difference between maximum taxing capacity and actual levy is called untaxed levy capacity or excess levy capacity.

## Tax Levy Breakdown by Class



- Residential Property
- Commercial Property
- Industrial Property
- Personal Property

	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Prior Year Levy (Base)	\$81,644,435	\$84,340,154	\$87,238,384	\$90,212,126	\$93,507,823	\$96,888,443	\$100,477,262
Override							\$6,600,000
Amended New Growth						\$(20,904)	\$(5,714)
2 1/2%	\$2,041,111	\$2,108,504	\$2,180,960	\$2,255,303	\$2,337,696	\$2,421,688	\$2,511,789
New Growth	\$654,608	\$789,726	\$792,782	\$1,040,394	\$1,042,924	\$1,188,035	\$1,063,231
Total Tax Levy	\$84,340,154	\$87,238,384	\$90,212,126	\$93,507,823	\$96,888,443	\$100,477,262	\$110,646,568
Debt Exclusion	\$2,521,702	\$2,506,230	\$5,792,504	\$6,177,941	\$6,208,205	\$5,603,396	\$5,576,842
Maximum Allowable Levy	\$86,861,856	\$89,744,614	\$96,004,630	\$99,685,764	\$103,096,648	\$106,080,658	\$116,223,410
Actual Tax Levy	\$86,225,586	\$89,564,159	\$95,962,704	\$99,256,117	\$102,960,311	\$106,075,079	\$114,958,332
<b>Excess Levy Capacity</b>	<b>\$636,270</b>	<b>\$180,455</b>	<b>\$41,926</b>	<b>\$429,647</b>	<b>\$136,337</b>	<b>\$5,578</b>	<b>\$1,265,078</b>

Annually, the Town raises money as part of the Tax Levy to fund the Overlay, a special account which funds anticipated property tax abatements, exemptions, and uncollected taxes. The table below charts the annual total tax levy, the annual funding allocated to the Overlay, and the remaining taxes to collect, the difference between the first two columns. As shown, the Town has consistently benefited from a high collection rate, typically in excess of 99%.

Year	Total Tax Levy	Overlay Funding	Remaining Taxes to Collect	Current Year Tax Collections	Current Year Collection Rate
2022	\$ 99,256,117	\$ (658,105)	\$ 98,598,012	\$ 97,926,354	99.32%
2023	\$102,960,310	\$ (680,581)	\$102,279,730	\$101,607,096	99.34%
2024	\$106,075,077	\$ (849,446)	\$105,225,631	\$104,618,224	99.42%

# New Growth

New Growth contributes to the annual levy limit calculation and is driven by growth and development in the community. There are several sources for New Growth such as increased property values due to development or other construction, new personal property, property previously exempt from taxes becoming taxable, and new parcel subdivisions or conversions. New Growth is certified annually by the Department of Revenue as part of the Tax Rate Recap process. In FY2025, New Growth added \$63,781,110 in value or \$1,063,231 in new tax revenues to the community.

New Growth is estimated as part of the budget process, but is not formally certified by the Department of Revenue until the Fall or Winter of the fiscal year that New Growth is for. For example, FY2025 New Growth was certified on November 13, 2024, well into FY2025. The table to the right shows how the New Growth estimated during the annual budget process compares to what is ultimately certified during the Tax Rate Recap.

# State Aid

State Aid from the Commonwealth is comprised of two categories: Education and General Government. Some items within each category are based on statewide formulas, others are reimbursements tied to expenditures from the Town, and the rest are offset line items earmarked to pay directly for specific programs (such as Public Libraries or School Lunch). Figures are estimated until the Legislatures and Governor finalize their budgets. The Town of Acton previously received Education Aid directly, however, this changed when the Acton and Boxborough schools fully regionalized into the Acton-Boxborough Regional School District in 2015. The FY26 projection for Net State Aid is **\$1,595,073**. For budgeting purposes, State Aid is typically estimated at was actually allocated to Acton in the prior fiscal year. The Town budgets for “net state aid” or the amount remaining after the assessments and offsets are deducted from the total.

Year	Estimate	Actual
2016	\$1,172,000	\$1,407,246
2017	\$866,000	\$1,172,459
2018	\$655,000	\$866,466
2019	\$790,000	\$654,608
2020	\$700,000	\$789,726
2021	\$700,000	\$792,782
2022	\$700,000	\$1,040,394
2023	\$850,000	\$1,042,924
2024	\$993,000	\$1,188,035
2025	\$910,975	\$1,063,231

The table below shows what was collected in State Aid in the prior two fiscal years, as well as the FY2026 estimated net state aid, assessments, and offsets.

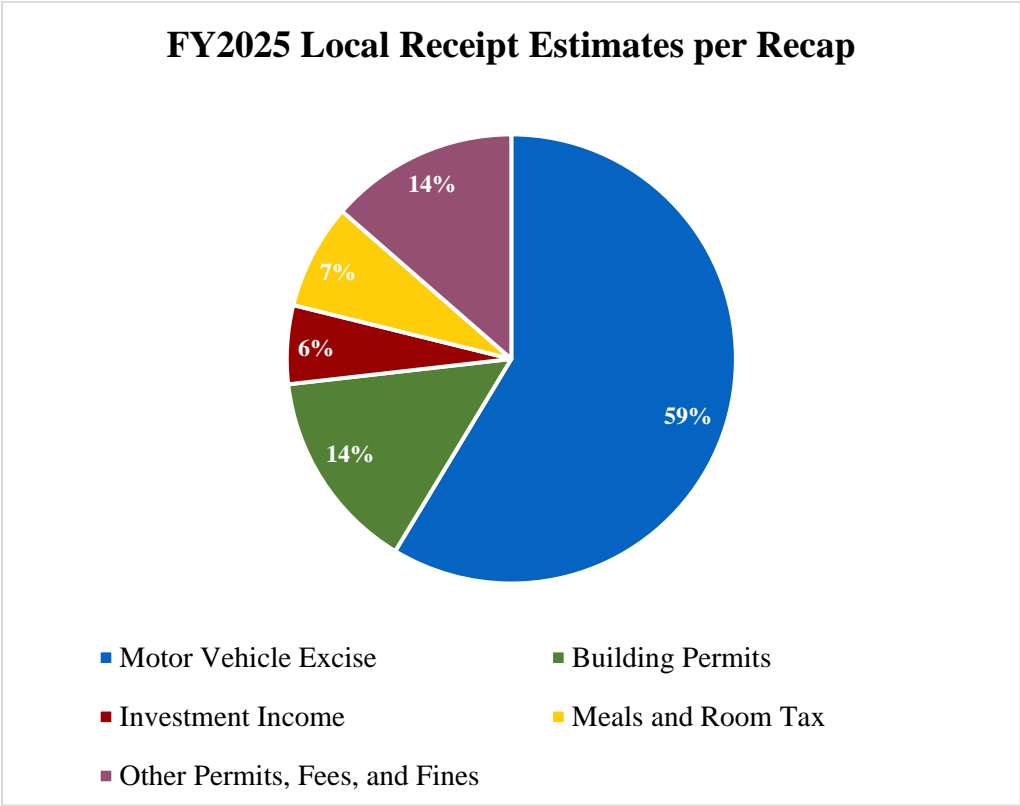
State Aid Revenue Account	2024 Actual	2025 Actual	2026 Budget
Unrestricted General Government Aid	\$1,672,241	\$1,722,409	\$1,722,409
Veterans Benefits	\$53,951	\$62,605	\$62,605
Elderly Exemption	\$59,139	\$49,735	\$49,735
State Owned Land	\$108,870	\$111,597	\$111,597
Public Libraries (Offsets)	\$61,527	\$67,056	\$67,056
Total	\$1,955,728	\$2,013,402	\$2,013,402
Charges/Assessments plus Offsets	\$(402,662)	\$(418,329)	\$(418,329)
Total Net State Aid:	\$1,553,066	\$1,595,073	\$1,595,073

# Local Receipts

Local receipts account for approximately **5%** of overall revenue for the community. These revenues can be sensitive to current economic conditions. This category includes Excise Taxes, Investment Income, Payments in Lieu of Taxes (PILOTs), and other locally generated revenues, such as building permits, licenses, and fees and fines. The majority

of this revenue is generated from motor vehicle excise tax, which is calculated by the Commonwealth of Massachusetts Registry of Motor Vehicles. Projections for local receipts are generally based on the previous year’s receipts. The Town of Acton is estimated to collect **\$6,500,000** in FY2026.

The following chart and table show the estimated breakdown of local receipts by type as submitted on the Tax Rate Recap, as well as a summary of the FY2026 estimated receipts according to category.



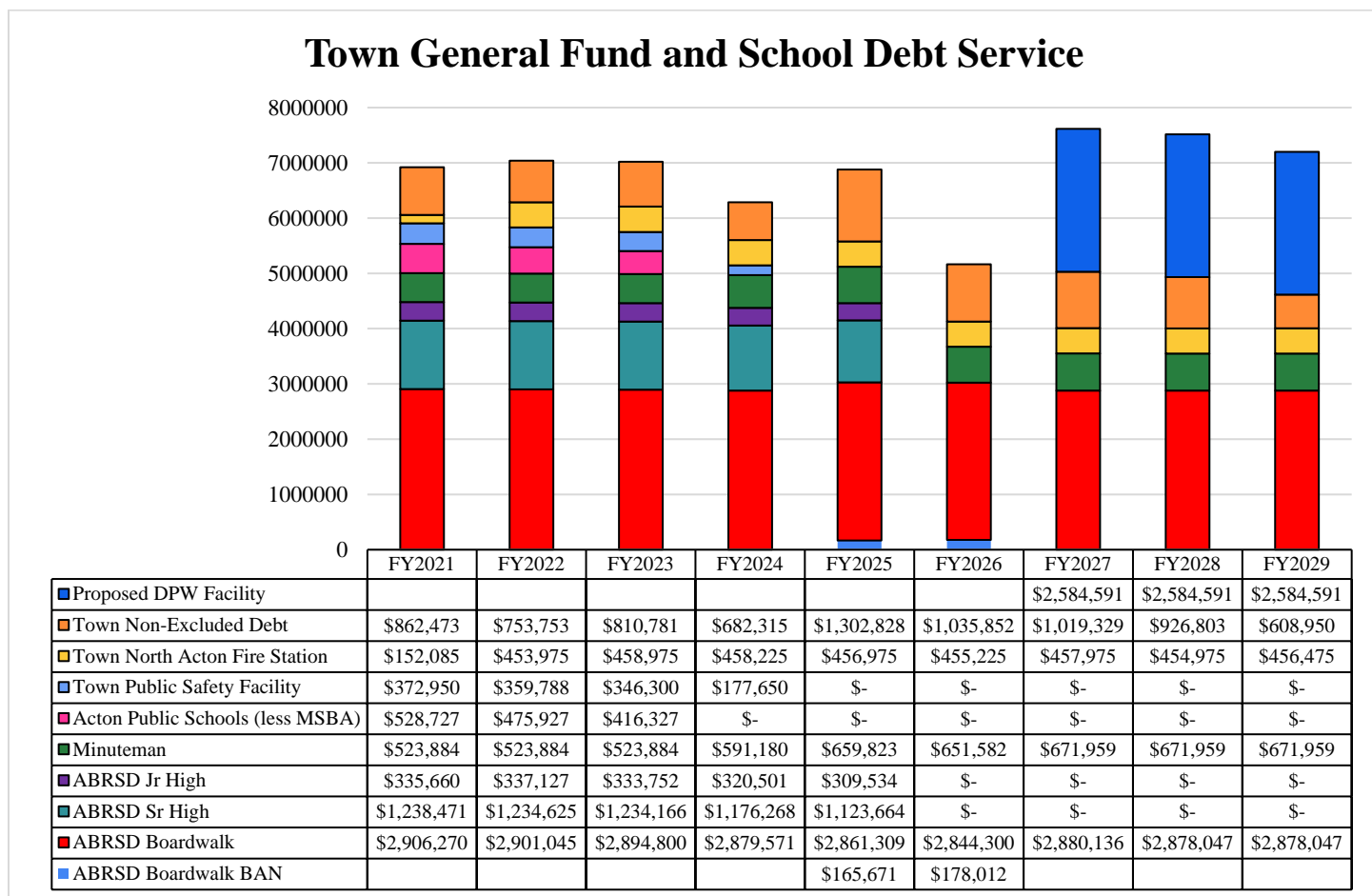
Category	FY24 Actual	FY25 Recap	FY26 Budget
Motor Vehicle Excise	\$4,106,740	\$3,627,872	\$3,927,000
Building Permits	\$1,142,544	\$900,000	\$915,000
Investment Income	\$786,651	\$350,000	\$350,000
Meals and Room Tax	\$480,558	\$468,000	\$468,000
Other Permits, Fees, and Fines	\$892,475	\$840,000	\$840,000
Misc. Non-Recurring	\$29,073	\$0	\$0
Total	\$7,438,041	\$6,185,872	\$6,500,000

Excluded Debt

The FY2026 budget includes debt service for several debt exclusion building projects authorized by ballot vote and Town Meeting. A debt exclusion is a type of override which temporarily increases the levy by the annual cost of the borrowing for a capital project, such as a new town or school building, or a large purchase, such as a fire truck or ambulance. After the debt service is paid off, the levy limit is calculated as normal. The most recently approved projects include the Boardwalk Campus, Minuteman High School, and the North Acton Fire Station, all of which were approved at the December 2019 Special Town Meeting and subsequent Special Town Election. There is a significant reduction in excluded debt in FY2026 because the borrowing for ABRSD’s Junior and Senior High

Schools were paid off in FY2025. The Town’s AAA bond rating was re-affirmed by Standard & Poor in Spring 2024.

The chart below shows annual, excluded debt service, including the anticipated annual borrowing associated with the proposed DPW Facility, if approved at Annual Town Meeting.



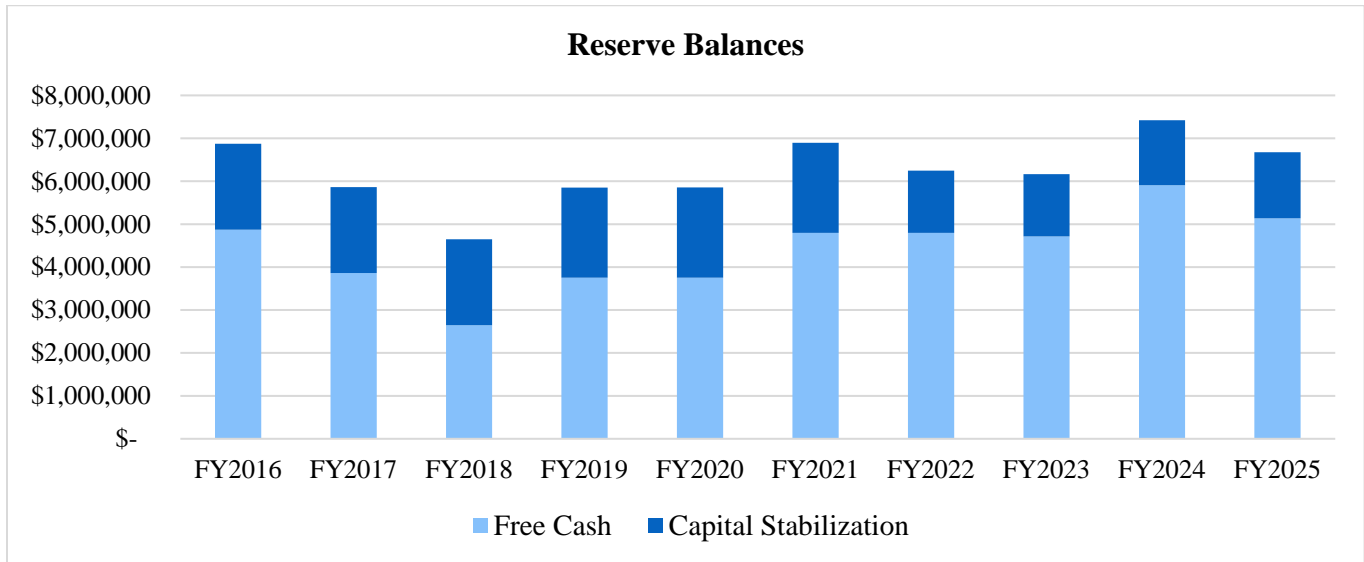
## Reserves

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<sup>st</sup>, of a community’s remaining unrestricted funds from operations of the previous fiscal year, based on the Balance Sheet as of June 30<sup>th</sup>. Stabilization is a fund designed to accumulate funds for capital and other future spending purposes. Appropriations from stabilization require a two-thirds majority vote of Town Meeting.

Maintaining and building reserve accounts allows the Town to fund one-time, non-recurring expenses, important initiatives, and capital projects during times of national and fiscal uncertainty. The Massachusetts Division of Local Services recommends that communities hold Free Cash balances between 3% and 5% of the annual budget. The Town’s FY2025 Free Cash was certified by the Department of Revenue (DOR) in November 2024 at a balance of **\$5,137,003**, or **4.16%** of the Total FY2025 ALG Spending Plan. The Town has a balance of **\$1.54M** held in the Capital Stabilization Fund.

The free cash calculation starts with the community’s unreserved, undesignated fund balance as of July 1<sup>st</sup>. This balance includes all cash on hand which is not tied up in open purchase orders or encumbrances or has not been appropriated at Town Meeting. This balance includes any unspent budget from the previous fiscal year, as well as any revenues which were collected above the estimates certified on the Tax Rate Recap from the previous Fall.





From that balance a number of adjustments are made, predominantly outstanding receivables or fund deficits. Personal and real property tax receivables, or property taxes which were billed but were not collected by the end of the fiscal year, are deducted from the undesignated fund balance. In addition to receivables, the balance of any other receivables or deficits in grant funds or other projects, are deducted from this balance. A deficit might occur in a grant fund if funds have been spent, but have not yet been reimbursed by the awarding entity.

The table below displays the contributing factors to the Town’s annual free cash certification over the last five years, as well as how they have changed over time.

	FY2021	FY2022	FY2023	FY2024	FY2025	% Change FY2024- FY2025
<b>Unreserved Undesignated Fund Balance</b>	\$5,556,179	\$6,310,294	\$6,088,463	\$7,233,005	\$7,071,815	-2.23%
<b>Personal Property Receivable</b>	\$(82,309)	\$(88,922)	\$(83,799)	\$(95,111)	\$(119,295)	25.43%
<b>Real Estate Tax Receivable</b>	\$(990,025)	\$(760,699)	\$(1,023,978)	\$(1,155,911)	\$(1,338,663)	15.81%
<b>Other Adjustments</b>	\$(729,724)	\$(664,416)	\$(266,164)	\$(72,253)	\$(476,854)	559.98%
<b>Certified Free Cash</b>	<b>\$3,754,121</b>	<b>\$4,796,257</b>	<b>\$4,714,522</b>	<b>\$5,909,730</b>	<b>\$5,137,003</b>	<b>-13.08%</b>

There are several contributing factors which resulted in a reduction to certified free cash between FY2024 and FY2025:

- The FY2024 Unreserved Undesignated Fund Balance included approximately \$800,000 in unspent operating budget from FY2023 and about \$1.1M in excess local receipt revenue. However, the FY2025 balance includes about \$77,000 in unspent operating budget from FY2024 and \$1.7M in excess local receipt revenue. Combined, these two factors result in a difference of about \$120,000.
- Though the Town maintained a more than 99% collection rate in FY2024, as in FY2023, the outstanding tax receivables increased by about \$200,000.
- There was also an increase in the other adjustments. The largest contributors in that category were deficits in the grant fund associated with the NARA Boardwalk project, as well as the fund for the Wastewater Treatment Facility Rehabilitation project borrowing. Though the Town has submitted for reimbursement by the state prior to the end of the fiscal year in both instances, those funds did not arrive in enough time to be considered in this calculation. Though the FY2025 free cash has been reduced because of those deficits, the

funds have since been received, and the Town will receive credit for them in the FY2026 free cash calculation next Fall.

- Finally, significantly more free cash was appropriated for the FY2025 budget than for the FY2024 budget. At the May 2023 Annual Town Meeting, \$1.05M was appropriated from free cash whereas \$1.81M was spent from free cash at the May 2024 Annual Town Meeting, an increase of \$760,938.

## Revenue Schedule

	FY2023 Actual	FY2024 Actual	FY2025 Budget	FY2025 Recap	FY2026 Budget	FY25 Budget- FY26 Budget % Change
Tax Levy (Prior Year)	\$ 93,507,823	\$ 96,888,443	\$ 100,477,262	\$ 100,477,262	\$ 110,646,568	10.12%
Prop 2 1/2 - 2.5%	\$ 2,337,696	\$ 2,421,688	\$ 2,511,932	\$ 2,511,789	\$ 2,766,164	10.12%
Override			\$ 6,600,000	\$ 6,600,000	\$ -	-100.00%
New Growth	\$ 1,042,924	\$ 1,188,035	\$ 910,705	\$ 1,063,231	\$ 938,814	3.09%
(Amended New Growth)		\$ (20,904)	\$ -	\$ (5,714)	\$ -	-
(Untaxed Levy Capacity)	\$ (136,337)	\$ (5,578)	\$ (1,200,000)	\$ (1,265,212)	\$ (1,340,000)	11.67%
(Overlay)	\$ (680,581)	\$ (849,446)	\$ (800,000)	\$ (884,036)	\$ (850,000)	6.25%
<b>Subtotal:</b>	\$ 96,071,525	\$ 99,622,238	\$ 108,499,899	\$ 108,497,320	\$ 112,161,546	3.37%
Excluded Debt	\$ 6,208,205	\$ 5,603,396	\$ 5,576,977	\$ 5,576,976	\$ 4,129,119	-25.96%
<b>Total Property Taxes:</b>	\$ 102,279,730	\$ 105,225,634	\$ 114,076,876	\$ 114,074,296	\$ 116,290,665	1.94%
Unrestricted Gov't Aid:	\$ 1,620,389	\$ 1,672,241	\$ 1,672,354	\$ 1,720,916	\$ 1,720,916	2.90%
Veterans Benefits & Exemptions:	\$ 107,497	\$ 113,090	\$ 113,090	\$ 113,090	\$ 113,090	0.00%
State-Owned Land	\$ 99,999	\$ 108,870	\$ 108,870	\$ 112,340	\$ 112,340	3.19%
State Assessments & Charges	\$ (340,421)	\$ (341,135)	\$ (341,135)	\$ (351,273)	\$ (351,273)	2.97%
<b>Total Net State Aid:</b>	\$ 1,487,464	\$ 1,553,066	\$ 1,553,179	\$ 1,595,073	\$ 1,595,073	2.70%
Motor Vehicle Excise	\$ 3,545,548	\$ 4,106,109	\$ 3,300,000	\$ 3,627,872	\$ 3,927,000	19.00%
Meals & Room Tax	\$ 472,200	\$ 480,558	\$ 440,000	\$ 468,000	\$ 468,000	6.36%
Penalties & Interest	\$ 352,830	\$ 255,804	\$ 225,000	\$ 250,000	\$ 250,000	11.11%
Payments in Lieu of Taxes	\$ -	\$ 31,893	\$ 30,000	\$ 20,000	\$ 20,000	-33.33%
Other Charges for Services	\$ 385,576	\$ 313,375	\$ 300,000	\$ 310,000	\$ 310,000	3.33%
Department Revenue: Cemeteries	\$ 85,578	\$ 82,031	\$ 75,000	\$ 80,000	\$ 80,000	6.67%
Building Permits	\$ 930,202	\$ 1,143,865	\$ 900,000	\$ 900,000	\$ 915,000	1.67%
Other Licenses and Permits	\$ 155,702	\$ 169,475	\$ 140,000	\$ 140,000	\$ 140,000	0.00%
Fines & Forfeits	\$ 33,440	\$ 51,913	\$ 40,000	\$ 40,000	\$ 40,000	0.00%
Investment Income	\$ 313,584	\$ 716,541	\$ 300,000	\$ 350,000	\$ 350,000	16.67%
Misc. Recurring	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Misc. Non-Recurring	\$ 288,119	\$ 27,901	\$ -	\$ -	\$ -	0.00%
<b>Total Local Receipts:</b>	\$ 6,562,779	\$ 7,379,464	\$ 5,750,000	\$ 6,185,872	\$ 6,500,000	13.04%
Use of Free Cash	\$ 1,252,000	\$ 1,050,000	\$ 2,065,000	\$ 1,664,138	\$ 1,692,000	-18.06%
<b>Total Estimated Revenues:</b>	\$ 111,581,973	\$ 115,208,164	\$ 123,445,055	\$ 123,519,379	\$ 126,077,738	2.13%

## **Section 3:**

# **PROPERTY TAX INFORMATION**



# Property Tax Information

Property tax bills are the product of two components: the levy and assessed property valuations as determined by the Assessor's Office and as certified annually by the MA Department of Revenue. Both were established and are governed by Proposition 2 ½.

## The Levy

### 1. What is Proposition 2 ½?

Proposition 2 ½ was passed into Massachusetts law by ballot vote and it that strictly limits the amount of property tax revenue a community can raise through real and personal property taxes. Prop 2 ½ limits how much the tax levy can be increased from year-to-year through two means:

- Established the **levy**, or the amount of money a municipality can raise in taxes, and restricts how much it can increase each year. The levy is approved by voters annually at Town Meeting.
- Establishes the **levy limit**, or the maximum amount of money a municipality can raise in taxes in any given year. The levy limit is calculated by increasing the prior year's levy limit by 2.5% then adding in **new growth**. New growth is the dollar value of property not previously assessed or charged taxes, such as new construction.

The table below shows certified New Growth by property class and by year, as well as how those certifications compare to estimates during the annual budget process.

	Residential Levy Growth	Commercial Levy Growth	Industrial Levy Growth	Personal Property Levy Growth	New Growth Total	% Change	New Growth Budget Estimate	% Change
<b>FY2016</b>	\$ 1,033,814	\$ 73,546	\$ 15,349	\$ 284,537	\$ 1,407,246		\$ 1,172,000	
<b>FY2017</b>	\$ 842,171	\$ 46,658	\$ 7,157	\$ 276,473	\$ 1,172,459	-16.68%	\$ 866,000	-26.11%
<b>FY2018</b>	\$ 623,418	\$ 8,211	\$ 405	\$ 234,732	\$ 866,466	-26.10%	\$ 655,000	-24.36%
<b>FY2019</b>	\$ 480,266	\$ 27,595	\$ 14,097	\$ 132,650	\$ 654,608	-24.45%	\$ 790,000	20.61%
<b>FY2020</b>	\$ 590,545	\$ 9,778	\$ 11,215	\$ 178,188	\$ 789,726	20.64%	\$ 700,000	-11.39%
<b>FY2021</b>	\$ 528,938	\$ 24,341	\$ 356	\$ 239,147	\$ 792,782	0.39%	\$ 700,000	0.00%
<b>FY2022</b>	\$ 652,549	\$ 34,911	\$ 20,904	\$ 332,030	\$ 1,040,394	31.23%	\$ 700,000	0.00%
<b>FY2023</b>	\$ 621,542	\$ 128,193	\$ 20,284	\$ 272,905	\$ 1,042,924	0.24%	\$ 850,000	21.43%
<b>FY2024</b>	\$ 890,828	\$ 7,107	\$ 7,777	\$ 282,323	\$ 1,188,035	13.91%	\$ 993,000	16.82%
<b>FY2025</b>	\$ 770,202	\$ 62,716	\$ -	\$ 230,313	\$ 1,063,231	-10.51%	\$ 910,975	-8.26%

It is important to note that Prop 2 ½ does not restrict the increase in individual property tax bills to a 2.5% annually. There are two components which determine a property tax bill: the levy, or spending approved at Town Meeting, and assessed property values which are set by the Assessor's Office and determined by fair market value. While the levy limit can only increase by 2.5% plus new growth year over year, each taxpayer's share of that levy is determined by their assessed value.

### 2. What is an override?

A municipality can only exceed its levy limit with approval from voters. Communities can tax above its levy limit permanently or temporarily by passing by majority vote in an election an override or a debt exclusion override.

- A **debt exclusion override** allows the Town to temporarily raise additional revenue above the levy limit to pay for the annual cost of the borrowing for a capital project, such as new town or school building, or a large purchase, such as a fire truck or ambulance. After the debt service is paid off, the levy limit is calculated as normal.
- A **capital outlay expenditure exclusion** temporarily increases the levy by the amount needed to pay for a specific project in the year when that project is undertaken. The amount excluded for these one-time expenditures do not become part of the levy base or levy limit calculation.
- An **operating override** permanently increases the levy amount by a set dollar amount, meaning that the base levy is increased by that amount and that new limit becomes the basis for all future levy limit calculations. These funds can be used for both operating and capital expenses. For example, override funds could be used for things like educating students, paving roads, making park improvements, or building a new school or fire station.

In order to go into effect, the override must pass a ballot vote at the town election prior to Town Meeting. If passed, the budget put forward for approval at Town Meeting will include funding from the approved override. Below is a summary of the various overrides passed by Acton voters since 2000.

Fiscal Year	Vote Date	Description	Purpose	Type
2025	4/30/2024	Public Schools and Municipal Government	General Government	Operational Override
2021	12/17/2019	Town's Share of New Gates Elementary School	School	Debt Exclusion
2021	12/17/2019	New Fire Station	Public Safety	Debt Exclusion
2021	12/17/2019	New Minuteman Tech School	School	Debt Exclusion
2006	3/29/2005	General Operating Expenditures	General Government	Operational Override
2004	4/1/2003	General Operating Expenses	General Government	Operational Override
2004	11/5/2002	New Public Safety Facility	Public Safety	Debt Exclusion
2002	11/20/2000	Construct Addition and Remodel Regional School	School	Debt Exclusion
2001	5/19/1997	Repair and Equip Select Town Schools	School	Debt Exclusion
2001	12/8/1998	Construct and Equip New Twin School	School	Debt Exclusion
2001	12/8/1998	Repair and Reconstruct ABRSD	School	Debt Exclusion
2000	12/8/1998	Construct and Equip New Twin School	School	Debt Exclusion
2000	5/13/1997	Acquire Land for General Operating	General Operating	Debt Exclusion
2000	5/7/1996	Construct Park and Multi Recreational Area	Culture and Recreation	Debt Exclusion

## Property Valuations

Property valuations are assessed annually by the Board of Assessors. Massachusetts assessors are required to determine the full and fair market value of all real and personal property as of January 1<sup>st</sup> each year. Fair cash value correlates to what each property could sell for in the open market. Since not every property in town is bought or sold in each year, Assessors utilize a mass appraisal and sales analysis process to calculate the full and fair cash value of each property in town annually. Mass appraisal involves using a standardized data collection process which ensures that all properties in Town are valued uniformly and equitably. In the sales analysis process, the assessors review and analyze property sales which occurred in the year prior to the assessment date and adjust property valuations accordingly.



The following table displays the total town assessed valuation by property type each year.

Year	Residential Property	Commercial Property	Industrial Property	Personal Property	Total Assessed Town Value
2016	\$3,556,433,998	\$316,225,705	\$91,392,100	\$70,131,545	\$4,034,183,348
2017	\$3,738,480,702	\$321,116,548	\$91,159,455	\$79,697,808	\$4,230,454,513
2018	\$3,817,851,405	\$315,596,342	\$90,811,000	\$83,929,260	\$4,308,188,007
2019	\$3,957,544,127	\$325,522,106	\$91,685,100	\$76,750,242	\$4,451,501,575
2020	\$4,152,078,981	\$331,517,374	\$92,761,200	\$78,744,248	\$4,655,101,803
2021	\$4,218,224,783	\$333,413,657	\$95,025,300	\$96,920,232	\$4,743,583,972
2022	\$4,556,815,241	\$342,153,211	\$102,130,400	\$102,043,426	\$5,103,142,277
2023	\$5,278,116,616	\$367,887,292	\$107,279,600	\$110,059,954	\$5,863,343,462
2024	\$5,719,799,248	\$405,039,794	\$114,132,600	\$519,172,394	\$6,363,232,132
2025	\$6,028,731,868	\$426,643,838	\$119,944,000	\$127,790,020	\$6,703,109,726

Property owners who feel that their valuation is incorrect and/or based on inaccurate information, can contest their valuation by submitting an abatement application to the Assessor's Office. The application window opens on January 1<sup>st</sup>, following the issuance of the third quarter tax bill, and concludes on the February 1<sup>st</sup> tax bill due date. The Assessor's Office will inspect the property to ensure that the data which informed the valuation is accurate and, following inspection, the application will be reviewed by the Board of Assessors. The Board of Assessors will then decide to either approve the abatement request and authorize a change in the property value or to deny the request. If they so choose, applicants can appeal denied abatement requests to the Appellate Tax Board (ATB).

### Tax Bills

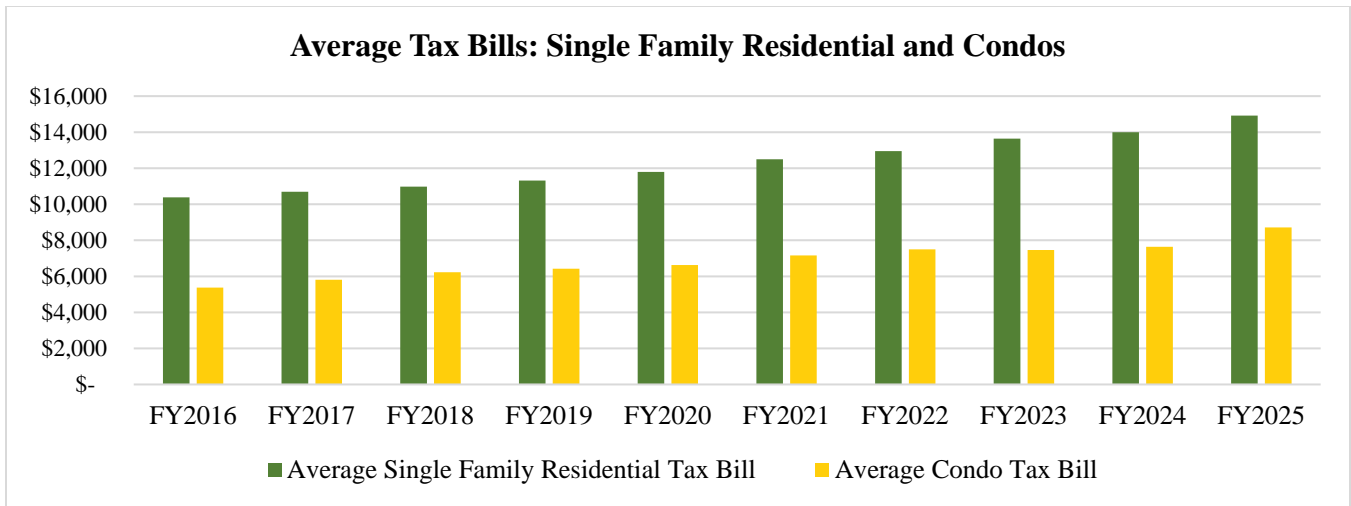
Within the bounds of Proposition 2 1/2, municipalities limit the growth in the total levy, as explained previously.

Independent of the limitations imposed by Proposition 2 1/2 the Board of Assessors determines the full and fair market value of all properties. Every year, prior to the issuance of third quarter property tax bills, the tax rate is set with approval by the Department of Revenue (DOR). This process involves certification of property value assessments, debt exclusions, and the levy limit and results in calculation of the tax rate.

<b>Tax Rate</b>			
<b>FY16</b>	19.23	<b>FY21</b>	20.23
<b>FY17</b>	19.06	<b>FY22</b>	19.45
<b>FY18</b>	19.38	<b>FY23</b>	17.56
<b>FY19</b>	19.37	<b>FY24</b>	16.67
<b>FY20</b>	19.24	<b>FY25</b>	17.15

The rate is expressed in dollars per thousand of property values. Municipalities have the option to split their tax rate, where residential properties have a different rate than the other classes of property. The Town of Acton does not have a split tax rate at this time. The chart to the right shows how Acton's tax rate has changed over time.

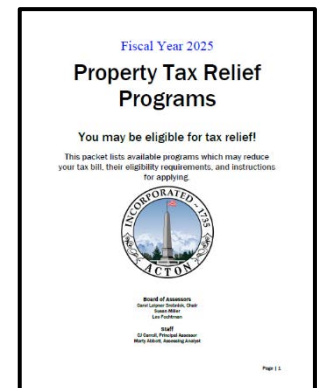
The graph below charts average residential tax bills by property type over the past ten years.



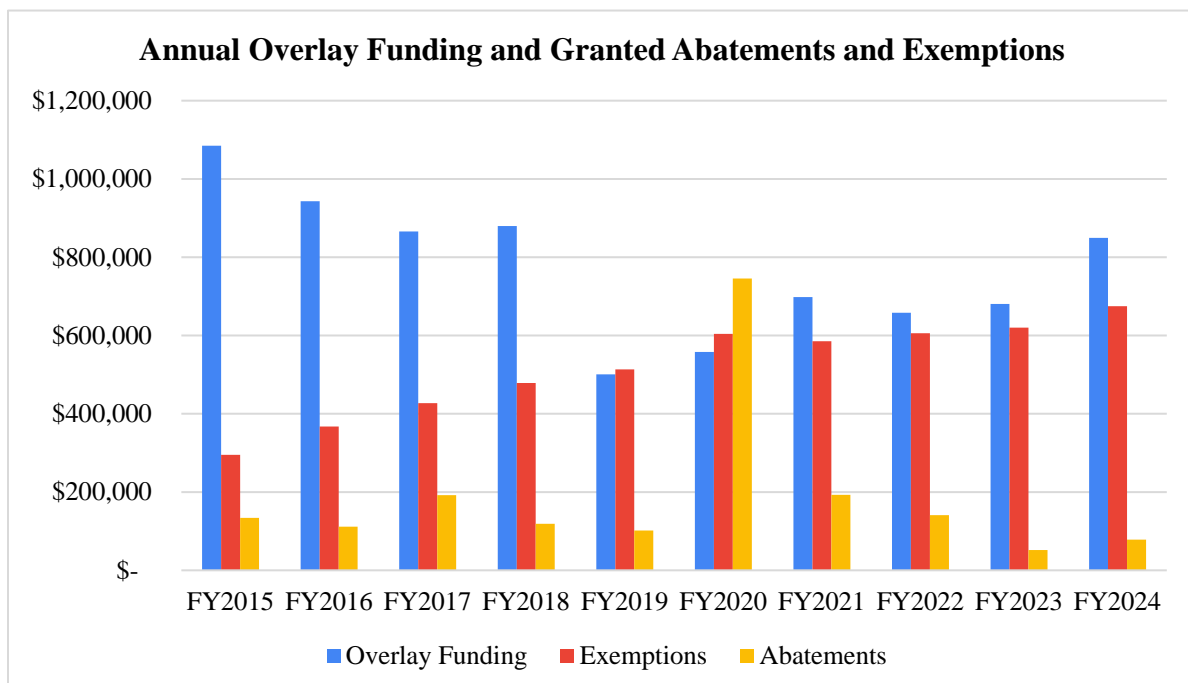
### Tax Relief

In addition to assessing property taxes, the Assessor's Office also provides property tax relief to eligible applicants. The various property tax relief programs are afforded through Massachusetts General Law, have specific eligibility criteria, are approved by the Board of Assessors, and are funded through the Assessor's overlay account and through state reimbursements. To learn more or to inquire about eligibility, please visit the Assessor's webpage or contact the Assessor's Office using the information listed below:

Assessor's Office  
 472 Main St. Acton MA, 01720  
 Phone: (978)-929-6621  
 Email: [assessor@actonma.gov](mailto:assessor@actonma.gov)  
 Website: <https://www.actonma.gov/765/Tax-Relief>



Abatements and exemptions are primarily funded by the Assessor's Overlay, an account which holds money to cover anticipated property tax exemptions, abatements, and uncollected taxes. The overlay is contributed to annually as part of the Tax Rate Recap process and those funds are held in reserve for the purposes stated.



# **Section 4:**

# **PROPOSED**

# **OPERATING**

# **BUDGETS**



# ADMINISTRATION AND FINANCE



**Director of Administration and Finance, Marianne Fleckner**

## *Mission Statements*

**Finance Director:** 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.

**Comptroller/Town Accountant:** 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.

**Assessor:** The primary function of the Assessor's Office is to assess all real and personal property in the community fairly and equitably in accordance with the laws of the Commonwealth of Massachusetts and the Commissioner of Revenue, while quickly and courteously addressing any concerns of our citizens.

**Treasurer/Collector:** The Town Collector's Office is responsible for collecting all taxes and committed bills issued by the Town. All payments are recorded, posted, updated and deposited in a timely and efficient manner. The Collector's staff is committed to providing our customers with up to date information on their accounts in a courteous, effective and efficient manner – using guidelines established by the Department of Revenue and Town Charter. We treat all taxpayers with equity and take all necessary steps allowable by law to collect on all past due accounts. The Town Treasurer is responsible to receive and safeguard all funds belonging to the Town, to issue all Town debt authorized at Town Meeting, and to pay the bills and payrolls of the Town in an efficient and timely manner. Other responsibilities include administration of Tax Title and Foreclosure accounts, Debt Service, Trust Funds, Investments and bank account reconciliations.

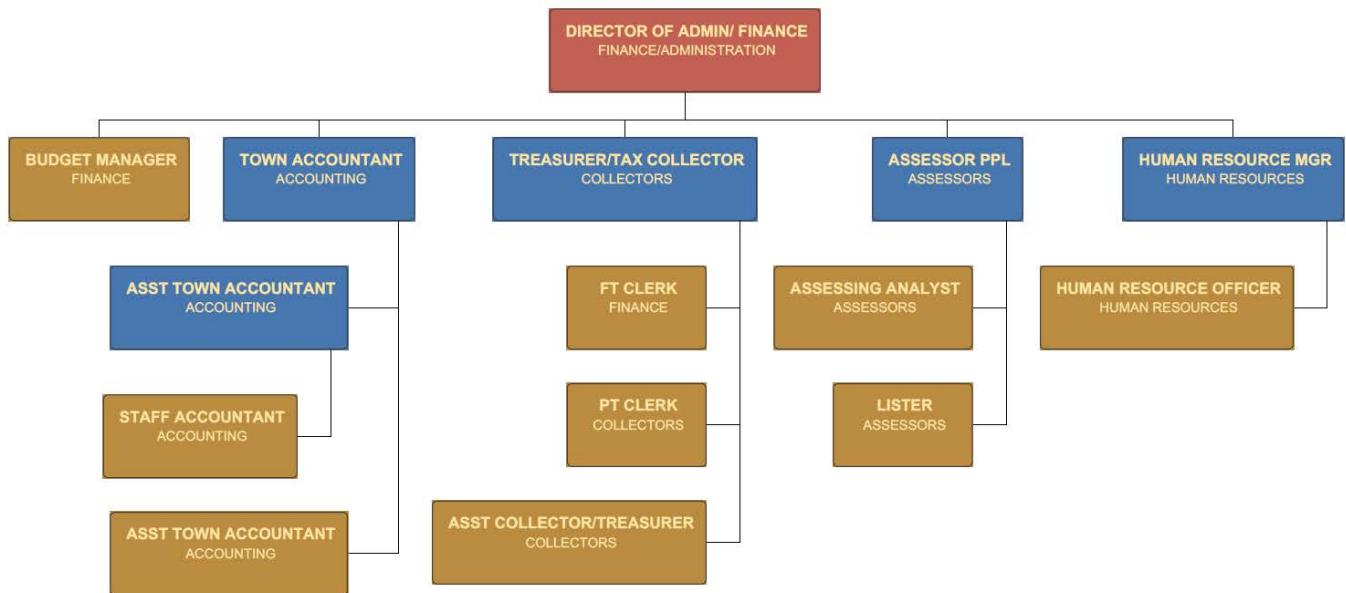
**Human Resources:** To support the Town Manager in the most effective administration of Town government by employing personnel practices and policies which promote and sustain a high-performance Town organization through hiring, developing and retaining high caliber employees.

## Budgets Managed

### General Fund:

- Finance Committee (01131)
- Finance Director (01132)—*includes all general fund health insurance, debt service, OPEB, and Middlesex County Retirement System payments*
- Comptroller (01133)
- Assessor (01137)
- Collector (01139)
- Human Resources (01152)

## Organization Chart



## Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
Finance Division	3.000	3.000	2.000
Accounting Division	4.000	3.750	4.000
Assessing Division	3.000	3.000	3.000
Treasurer/Collector Division	2.000	2.150	2.225
Human Resources Division	2.000	3.000	3.500
<b>Total</b>	<b>14.000</b>	<b>14.625</b>	<b>14.725</b>



## **Director of Administration and Finance, Marianne Fleckner**

Acton Town Hall, 472 Main St.

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

### **Finance Director**

#### **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 Select Board for review and approval on a yearly basis. The approved budget is distributed and now made available for public review and reference online.
- 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 Safety, Credit risk, Market risk, Liquidity, and Yield.
- Grant / Contract Administration—Most grants are reimbursement based, meaning that the Town needs to submit for reimbursement for funds already spent on a project. Proper administration ensures that the Town receives the money it was awarded.
- 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.

#### **Changes and Ongoing Challenges**

- The Finance Department was transitioned under the new Administration and Finance Department with the promotion of Marianne Fleckner to Director of Administration and Finance in Winter 2023.
- The Budget Division was created with the promotion of Ellie Anderson to Budget Manager in April 2024.
- The Finance Team has experienced significant change in the last couple of years with retirement of key department leadership in Winter 2022-2023 and the creation of the Department of Administration of Finance in the middle of FY2024. This will continue with the retirement of Town Accountant Joanne Norton in December 2024 and the anticipated retirement of the Director of Administration and Finance in 2025.

## Recent Accomplishments

- Successfully managed and implemented the FY2025 budget which included additional funding from an operational override and almost ten different iterations of the budget
- Received the Certificate of Achievement for Excellence in Financial Reporting for the FY2023 Annual Comprehensive Financial Report (ACFR), an enhanced and more in-depth version of the annual financial audit
- Reaffirmed AAA Bond Rating in Spring 2024



*The Finance Team was awarded the Certificate of Achievement for Excellence in Finance Reporting (COA) from the Government Finance Officers Association for the FY2023 audit. This was the 10<sup>th</sup> year that the Town has received this award.*

## FY2026 Goals

- Submit the FY2026 Budget Book to the GFOA Distinguished Budget Presentation Award Program for consideration
- Continue on with effort to develop and implement standardized long-range plans and rate-setting models for revolving and enterprise funds
- Continue to develop Budget Division and provide support and expertise to all Town department and divisions

# GENERAL GOVERNMENT - FINANCE DIRECTOR

FINANCE DIRECTOR (132)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
132-510300	OVERTIME	\$ 1,773	\$ -	\$ 289	\$ -	\$ -	\$ -	-
132-510400	SICK	\$ 5,489	\$ -	\$ 6,270	\$ -	\$ -	\$ -	-
132-510410	FUNERAL LEAVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
132-510490	MERIT PAY	\$ 1,917	\$ -	\$ 3,000	\$ -	\$ -	\$ -	-
132-510500	HOLIDAY	\$ 10,284	\$ -	\$ 6,873	\$ -	\$ -	\$ -	-
132-510600	VACATION	\$ 38,647	\$ -	\$ 5,301	\$ -	\$ -	\$ -	-
132-510900	PERSONAL TIME	\$ 3,480	\$ -	\$ 1,568	\$ -	\$ -	\$ -	-
132-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
132-512050	CLERICAL SALARIES & WAGES	\$ 47,523	\$ 58,773	\$ 60,039	\$ 62,982	\$ 63,581	\$ 599	0.95%
132-513000	PROFESSIONAL SALARIES	\$ 147,537	\$ 241,445	\$ 69,908	\$ 80,143	\$ 59,941	\$ (20,202)	-25.21%
<i>Personal Services - Subtotal</i>		\$ 256,651	\$ 300,218	\$ 153,247	\$ 143,125	\$ 123,522	\$ (19,603)	-13.70%
<i>Purchase of Services</i>								
132-520600	EQUIPMENT MAINTENANCE	\$ 1,556	\$ 3,000	\$ 1,556	\$ 3,000	\$ 2,000	\$ (1,000)	-33.33%
132-520900	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
132-521500	TELEPHONE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
132-521700	DUES AND MEMBERSHIP	\$ 325	\$ 1,000	\$ 675	\$ 1,000	\$ 1,000	\$ -	0.00%
132-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,000	\$ (400)	-28.57%
132-521900	PROFESSIONAL SERVICES	\$ 85,976	\$ 40,000	\$ 62,107	\$ 40,000	\$ 40,000	\$ -	0.00%
132-521930	PROF. SERVICE - AUDIT	\$ 66,400	\$ 63,000	\$ 70,000	\$ 63,000	\$ 63,000	\$ -	0.00%
132-522930	BANKING SERVICES	\$ 15,712	\$ 35,000	\$ 32,021	\$ 35,000	\$ 35,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 169,969	\$ 142,000	\$ 166,359	\$ 143,400	\$ 142,000	\$ (1,400)	-0.98%
<i>Purchase of Supplies</i>								
132-540100	OFFICE SUPPLIES	\$ 4,870	\$ 2,000	\$ 3,030	\$ 2,000	\$ 3,749	\$ 1,749	87.46%
132-540200	OTHER SUPPLIES	\$ 713	\$ -	\$ 2,606	\$ 3,000	\$ 1,383	\$ (1,617)	-53.88%
132-540300	POSTAGE AND COURIER	\$ 60,524	\$ 45,000	\$ 72,651	\$ 60,000	\$ 94,000	\$ 34,000	56.67%
132-540900	MATERIAL AND EQUIPMENT	\$ 636	\$ 1,000	\$ 636	\$ 1,000	\$ 1,000	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 66,743	\$ 48,000	\$ 78,923	\$ 66,000	\$ 100,133	\$ 34,133	51.72%
<i>Other Charges and Expenses</i>								
132-570100	WORKERS COMPENSATION INS	\$ 63,061	\$ 63,129	\$ 57,381	\$ 63,129	\$ 57,639	\$ (5,490)	-8.70%
132-570200	UNEMPLOYMENT INS	\$ 35,173	\$ 500	\$ 26,657	\$ 31,000	\$ 14,420	\$ (16,580)	-53.48%
132-570400	MEDICARE INSURANCE	\$ 245,917	\$ 225,000	\$ 254,385	\$ 225,000	\$ 245,867	\$ 20,867	9.27%
132-570500	LIFE INSURANCE	\$ 8,571	\$ 8,000	\$ 8,692	\$ 9,000	\$ 9,000	\$ -	0.00%
132-570600	HEALTH INS BC/BS	\$ 386,220	\$ 432,000	\$ 817,312	\$ 530,496	\$ 572,936	\$ 42,440	8.00%
132-570610	HEALTH INS BC/BS RETIREE	\$ 277,239	\$ 297,000	\$ 168,184	\$ 364,716	\$ 393,893	\$ 29,177	8.00%
132-570620	HEALTH HMO BLUE	\$ 872,578	\$ 972,000	\$ 1,272,860	\$ 1,193,616	\$ 1,289,105	\$ 95,489	8.00%
132-570621	HEALTH HMO BLUE RETIREE	\$ 195,939	\$ 162,000	\$ 239,520	\$ 198,936	\$ 214,851	\$ 15,915	8.00%
132-570622	TUFTS HEALTH PLAN	\$ 13,697	\$ 21,600	\$ 11,386	\$ 26,525	\$ 26,525	\$ 0	0.00%
132-570623	BLUE CARE ELECT	\$ 10,012	\$ 21,600	\$ 13,033	\$ 26,525	\$ 26,525	\$ 0	0.00%
132-570624	BLUE CARE ELECT - RETIREE	\$ 18,024	\$ -	\$ 14,330	\$ 79,187	\$ 79,187	\$ 0	0.00%
132-570700	HEALTH INS HPHP	\$ 738,712	\$ 851,400	\$ 964,122	\$ 1,033,551	\$ 1,116,235	\$ 82,684	8.00%
132-570710	HEALTH INS HPHP RETIREE	\$ 38,109	\$ 75,600	\$ 67,344	\$ 92,837	\$ 92,837	\$ -	0.00%
132-570711	HARVARD FREEDOM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
132-570712	AETNA RETIREE HEALTH	\$ -	\$ -	\$ 112,671	\$ -	\$ -	\$ -	-
132-570715	HSA SAVINGS ACCOUNT	\$ 62,981	\$ 70,400	\$ 64,597	\$ 70,400	\$ 70,400	\$ -	0.00%
132-570720	MEDICAL OPT OUT	\$ 158,173	\$ 160,000	\$ 132,126	\$ 160,000	\$ 218,000	\$ 58,000	36.25%
132-570730	LIFE OPT OUT	\$ 203	\$ 300	\$ 187	\$ 300	\$ 189	\$ (111)	-36.85%
132-570800	MIDDLESEX COUNTY RETIREMENT	\$ 5,137,366	\$ 5,218,405	\$ 5,309,325	\$ 5,657,229	\$ 6,098,989	\$ 441,760	7.81%
132-570900	OTHER EMPLOYEE BENEFIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
132-570910	OTHER INSURANCE	\$ 755	\$ 3,500	\$ -	\$ 3,500	\$ 3,500	\$ -	0.00%
132-570911	APS RETIREE HEALTH	\$ 407,959	\$ 410,000	\$ 383,204	\$ 353,480	\$ 438,480	\$ 85,000	24.05%
132-575000	PROPERTY LIABILITY INSURANCE	\$ 304,185	\$ 310,000	\$ 314,404	\$ 317,750	\$ 325,694	\$ 7,944	2.50%
132-575010	INSURANCE - BONDS	\$ 8,727	\$ 11,350	\$ 7,638	\$ 11,350	\$ 11,350	\$ -	0.00%
<i>Other Charges and Expenses - Subtotal</i>		\$ 8,983,600	\$ 9,313,784	\$ 10,239,357	\$ 10,448,526	\$ 11,305,622	\$ 857,095	8.20%

<u>Debt Service</u>														
132-590110	LONG TERM DEBT PRIN-SCHOOL	\$	1,390,000	\$	90,000	\$	90,000	\$	15,000	\$	15,000	\$	-	0.00%
132-590120	LONG TERM DEBT PRIN-TOWN	\$	1,104,335	\$	763,336	\$	763,336	\$	578,716	\$	1,018,716	\$	440,000	76.03%
132-590210	LONG TERM DEBT INT SCHOOL	\$	45,666	\$	3,909	\$	3,909	\$	1,116	\$	797	\$	(319)	-28.60%
132-590220	LONG-TERM DEBT INT-TOWN	\$	377,018	\$	329,863	\$	329,863	\$	295,238	\$	472,361	\$	177,123	59.99%
132-590230	LONG TERM DEBT SEWERS	\$	44,553	\$	44,553	\$	44,553	\$	44,553	\$	44,553	\$	-	0.00%
132-590300	INTEREST ON TEMP LOANS	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
132-590320	SHORT TERM INT - TOWN	\$	-	\$	94,500	\$	94,500	\$	669,734	\$	-	\$	(669,734)	-100.00%
132-590340	ADMIN FEE MWPAT	\$	19	\$	200	\$	-	\$	200	\$	200	\$	-	0.00%
Debt Service - Subtotal		\$	2,961,591	\$	1,326,361	\$	1,326,161	\$	1,604,557	\$	1,551,627	\$	(52,930)	-3.30%
<u>Other Financing Uses</u>														
132-595125	GRACE BTMT 4TH QTR 2009	\$	81,375	\$	81,375	\$	81,375	\$	81,375	\$	81,375	\$	-	0.00%
132-597000	TRANSFER OUT	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
132-597001	OPEB TRANSFER	\$	603,742	\$	592,551	\$	592,551	\$	560,000	\$	560,000	\$	-	0.00%
Other Financing Uses - Subtotal		\$	685,117	\$	673,925	\$	673,926	\$	641,375	\$	641,375	\$	-	0.00%
Finance Director - Total		\$	13,123,671	\$	11,804,289	\$	12,637,972	\$	13,046,983	\$	13,864,279	\$	817,296	6.26%

#### BUDGET NOTES

513000	Professional Salaries	Reduction due to partial reallocation of Budget Manager's salary to the Sewer Enterprise and Transfer Station Enterprise Funds
520600	Eqpt Maintenance	Maintenance contracts for postage meter, check endorser, and copier
521700	Dues And Membership	Funds for the Government Finance Officers Association (State and Region) dues, Treasury dues and CPA dues.
521800	Professional Development	Courses and professional development for Finance Department staff.
521900	Professional Services	Primarily used to hire contractors to assist with end-of-year and ARPA reporting
521930	Prof. Service - Audit	Represents the annual audit.
522930	Banking Services	Represents all banking service charges
540100	Office Supplies	Includes A/P checks, year-end tax and financial reporting supplies and other miscellaneous office supplies
540300	Postage And Courier	Represents the cost of postage for most Town departments, including mail-in ballots, as well as machine maintenance and supplies. Increased to reflect rising postage costs.
540900	Material And Equipment	Printer ink and special ink for check writing.
570100	Workers Compensation Ins	Workers Compensation Premium for the municipal operations.
570200	Unemployment Ins	The projected cost of unemployment claims against Municipal Operations.
570400	Medicare	Payroll Medicare Insurance.
570500	Life Insurance	Employer Share of Life Insurance.
570600	Health Bc/Bs High Deductible	Represents the Towns share of active employees-- forecasted 8% increase.
570610	Health Ins Bc/Bs Retiree	Represents the Towns share of retirees.-- forecasted 8% increase.
570620	Health Hmo Blue	Represents the Towns share of active employees low deductible.-- forecasted 8% increase.
570621	Health Hmo Blue Retiree	Represents the Town share of Retirees.-- forecasted 8% increase.
570622	Tufts Health Plan	Represents the Towns share of retirees.
570623	Blue Care Elect	Represents the Towns share of active employees.
570700	Health Insurance - Harvard	Represents the Towns share of active employees-- forecasted 8% increase.
570710	Health Ins HPHP Retiree	Represents the Towns share of retirees.
570715	HSA Savings Account	Represents the Towns contribution towards the employees health savings plan.
570720	Medical Opt Out	For employees who opt out of Medical Insurance offered by the Town.
570730	Life Opt Out	For employees who opt out of Life Insurance offered by the Town.
570800	Middlesex County Retirement	Represents an estimate given by the Middlesex Retirement System, includes early payment discount
570910	Other Insurance	Health Equity annual payment

570911	APS Retiree Health	Represents the Towns portion of APS retiree Health Insurance.
575000	Property & Liability Insurance	The premium cost of a blanket policy that covers all Municipal Buildings-- estimated 2.5% increase
575010	Insurance - Bonds	The cost of bonding Municipal employees.
590110	Long Term Debt Prin-School	Represents the Principal portion of the Local School debt.
590120	Long Term Debt Prin-Town	Represents the Principal portion of the Municipal debt.
590210	Long Term Debt Int School	Represents the Interest portion of the Local School debt.
590220	Long-Term Debt Int-Town	Represents the interest portion of Municipal debt.
590230	Long Term Debt Sewers	Represents the Towns share of the Sewer Operation debt.
595125	Grace Btmt Payments	Represents the cost to the Town of the Sewer Betterment units, SBU's purchased by the Town from WR Grace in 2009.
597001	OPEB Transfer	Other Post Employment Benefits.

### GENERAL GOVERNMENT - FINANCE COMMITTEE

FINANCE COMMITTEE (131) Account Number	FINANCE COMMITTEE (131) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<u>Purchase of Services</u>	<u>Purchase of Services</u>								
1000-1-131-00-00-0000-0-521700	131-521700	DUES AND MEMBERSHIP	\$ 286	\$ 280	\$ -	\$ 280	\$ 280	\$ -	0.00%
	<i>Purchase of Services - Subtotal</i>		\$ 286	\$ 280		\$ 280	\$ 280	\$ -	0.00%
	<b>Finance Committee - Total</b>		\$ 286	\$ 280		\$ 280	\$ 280	\$ -	0.00%



## GENERAL GOVERNMENT - HUMAN RESOURCES

HUMAN RESOURCES (152) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
152-510300	OVERTIME	\$ 4,788	\$ 7,000	\$ 1,336	\$ 7,000	\$ 7,000	\$ -	0.00%
152-510400	SICK	\$ 2,631	\$ -	\$ 1,580	\$ -	\$ -	\$ -	-
152-510410	FUNERAL LEAVE	\$ 1,315	\$ -	\$ -	\$ -	\$ -	\$ -	-
152-510490	MERIT PAY	\$ 2,000	\$ -	\$ 4,500	\$ -	\$ -	\$ -	-
152-510500	HOLIDAY	\$ 10,311	\$ -	\$ 11,320	\$ -	\$ -	\$ -	-
152-510600	VACATION	\$ 16,559	\$ -	\$ 9,356	\$ -	\$ -	\$ -	-
152-510900	PERSONAL TIME	\$ 1,364	\$ -	\$ 1,974	\$ -	\$ -	\$ -	-
152-511000	OTHER SALARIES & WAGES	\$ 1,613	\$ -	\$ 4,103	\$ -	\$ -	\$ -	-
152-511800	SENIOR WORK PROGRAM	\$ 24,675	\$ 40,000	\$ 31,432	\$ 40,000	\$ 40,000	\$ -	0.00%
152-512050	CLERICAL SALARIES & WAGES	\$ 56,906	\$ 69,457	\$ 57,899	\$ 68,115	\$ 104,598	\$ 36,483	53.56%
152-513000	PROFESSIONAL SALARIES	\$ 122,155	\$ 144,674	\$ 203,276	\$ 233,883	\$ 248,805	\$ 14,922	6.38%
<i>Personal Services - Subtotal</i>		\$ 244,316	\$ 261,131	\$ 326,775	\$ 348,998	\$ 400,403	\$ 51,405	14.73%
<i>Purchase of Services</i>								
152-520100	ADVERTISING	\$ 3,443	\$ 10,815	\$ 1,770	\$ 10,815	\$ 5,000	\$ (5,815)	-53.77%
152-520900	TRAVEL	\$ 46	\$ 400	\$ 418	\$ 400	\$ 400	\$ -	0.00%
152-521700	DUES AND MEMBERSHIP	\$ 1,360	\$ 1,900	\$ 645	\$ 1,900	\$ 1,900	\$ -	0.00%
152-521800	PROFESSIONAL DEVELOPMENT	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	-
152-521820	EMPLOYEE RECOGNITION	\$ 24,994	\$ 35,000	\$ 35,424	\$ 32,000	\$ 32,000	\$ -	0.00%
152-521900	PROFESSIONAL SERVICES	\$ 1,823	\$ 10,000	\$ 5,393	\$ 10,000	\$ 7,500	\$ (2,500)	-25.00%
152-521940	PROFESSIONAL SERVICES - MEDICAR	\$ 24,430	\$ 20,000	\$ 17,986	\$ 22,000	\$ 20,000	\$ (2,000)	-9.09%
152-522300	PRINTING AND COPYING	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 56,153	\$ 78,615	\$ 61,636	\$ 77,615	\$ 67,300	\$ (10,315)	-13.29%
<i>Purchase of Supplies</i>								
152-540100	OFFICE SUPPLIES	\$ 644	\$ 1,900	\$ 681	\$ 1,800	\$ 1,800	\$ -	0.00%
152-540200	OTHER SUPPLIES	\$ 47	\$ 900	\$ 377	\$ 800	\$ 800	\$ -	0.00%
152-540500	BOOKS AND PERIODICALS	\$ -	\$ 1,300	\$ -	\$ 1,100	\$ 1,100	\$ -	0.00%
152-540900	MATERIAL AND EQUIPMENT	\$ -	\$ 400	\$ 24	\$ 300	\$ 300	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 690	\$ 4,500	\$ 1,081	\$ 4,000	\$ 4,000	\$ -	0.00%
<i>Other Charges and Expenses</i>								
152-570152	POLICE AND FIRE INJURY INSURANCE	\$ 71,487	\$ 110,000	\$ 80,283	\$ 110,000	\$ 110,000	\$ -	0.00%
<i>Other Charges and Expenses - Subtotal</i>		\$ 71,487	\$ 110,000	\$ 80,283	\$ 110,000	\$ 110,000	\$ -	0.00%
<b>Human Resources - Total</b>		<b>\$ 372,646</b>	<b>\$ 454,246</b>	<b>\$ 469,775</b>	<b>\$ 540,613</b>	<b>\$ 581,703</b>	<b>\$ 41,090</b>	<b>7.60%</b>

### BUDGET NOTES

510300	Overtime	Overtime for hourly positions in HR
511800	Senior Work Program	-
512050	Clerical Salaries & Wages	
520100	Advertising	Advertising for job openings with sites such as the online MMA Beacon, LinkedIn, Indeed, and other professional organizations.
520900	Travel	Mileage reimbursement for in-person trainings, job fairs, meetings, etc.
521700	Dues And Membership	Two SHRM memberships (\$800 total), three MMHR memberships (\$400 total), and LinkedIn Prime.
521820	Employee Recognition	Projecting to host the 3 signature Employee Recognition events: Professional Development Day, Winter event, and STAR dinner. Also includes funding for First Responders Wellness Group.
521900	Professional Services	Assessment centers and various studies.
521940	Professional Services - Medical	Medical bill for pre-employment physicals and evaluations.
522300	Printing And Copying	Human Resources envelopes. Employee benefit material.
540500	Books And Periodicals	Purchase of recruitment tools, organizational structure subscriptions, SHRM periodicals, etc.
570152	Police And Fire Injury Insurance	Police and Fire injuries while on duty. Level funded.

**Interim Town Accountant, Kristen Caouette**

Town Hall, 472 Main St.

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

**Accounting**

**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, 1095's and 1099's.
- Coordinate the external audit and prepare the Town's annual financial statements.
- Reconcile cash and accounts receivable 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 in preparation for Free Cash certification, assist in preparing quarterly cash reconciliation, Tax Recap, and the School Department End-of-Year report.

**Changes and Ongoing Challenges**

- The Accounting Division is currently in a period of significant transition with the retirement of Town Accountant Joanne Norton in December 2024.
- Staff turnover, retirements, and the hiring of new employees requires that Accounting train them on payroll, accounts payable, and general financial reporting which creates a higher workload of the team.
- The Accounting Division is responsible for establishing and working with departments to oversee awarded grants, all of which are unique and have their own reporting requirements. Managing these funds and programs creates additional workload for the Division.

**Recent Accomplishments**

- Submitted the Balance Sheet to the MA Department of Revenue for approval of Free Cash in
- Submitted the Tax Rate Recap following completion of Special Town Meeting on November 25, 2024 and received certified FY2025 tax rate on December 2, 2024

**FY2026 Goals**

- Improve and simplify the payroll process through the introduction and implementation of time entry for Town departments. This should significantly reduce the amount of manual staff hours dedicated to payroll.
- Fully staff the Accounting Division

**Performance Metrics**

Fiscal Year	Number of Invoices Paid	% Change
2022	8,429	
2023	8,517	1.04%
2024	8,710	2.27%

## GENERAL GOVERNMENT - ACCOUNTING

ACCOUNTING (133)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
133-510300	OVERTIME	\$ 2,859	\$ 4,115	\$ 1,368	\$ -	\$ -	\$ -	-
133-510400	SICK	\$ 10,036	\$ -	\$ 4,142	\$ -	\$ -	\$ -	-
133-510410	FUNERAL LEAVE	\$ 476	\$ -	\$ -	\$ -	\$ -	\$ -	-
133-510490	MERIT PAY	\$ 3,000	\$ -	\$ 4,625	\$ -	\$ -	\$ -	-
133-510500	HOLIDAY	\$ 16,158	\$ -	\$ 14,395	\$ -	\$ -	\$ -	-
133-510600	VACATION	\$ 24,683	\$ -	\$ 15,493	\$ -	\$ -	\$ -	-
133-510900	PERSONAL TIME	\$ 4,177	\$ -	\$ 3,444	\$ -	\$ -	\$ -	-
133-511000	OTHER SALARIES & WAGES	\$ 564	\$ -	\$ -	\$ -	\$ -	\$ -	-
133-512050	CLERICAL SALARIES & WAGE	\$ 106,694	\$ 130,747	\$ 19,220	\$ 30,814	\$ 75,139	\$ 44,325	143.85%
133-513000	PROFESSIONAL SALARIES	\$ 143,924	\$ 225,535	\$ 242,504	\$ 314,831	\$ 330,761	\$ 15,930	5.06%
<i>Personal Services - Subtotal</i>		\$ 312,570	\$ 360,397	\$ 305,191	\$ 345,645	\$ 405,900	\$ 60,255	17.43%
<i>Purchase of Services</i>								
133-520900	TRAVEL	\$ -	\$ 300	\$ 311	\$ 300	\$ 400	\$ 100	33.33%
133-521700	DUES AND MEMBERSHIP	\$ 170	\$ 250	\$ 180	\$ 250	\$ 250	\$ -	0.00%
133-521800	PROFESSIONAL DEVELOPMEN	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,000	\$ (500)	-14.29%
133-521900	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 525	\$ -	\$ -	\$ -	-
133-522910	BINDING SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 170	\$ 550	\$ 1,016	\$ 4,050	\$ 3,650	\$ (400)	-9.88%
<i>Purchase of Supplies</i>								
133-540100	OFFICE SUPPLIES	\$ -	\$ 1,000	\$ 86	\$ 1,000	\$ 500	\$ (500)	-50.00%
133-540200	OTHER SUPPLIES	\$ -	\$ -	\$ 13	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ -	\$ 1,000	\$ 99	\$ 1,000	\$ 500	\$ (500)	-50.00%
<b>Accounting - Total</b>		<b>\$ 312,740</b>	<b>\$ 361,947</b>	<b>\$ 306,306</b>	<b>\$ 350,695</b>	<b>\$ 410,050</b>	<b>\$ 59,355</b>	<b>16.93%</b>

### BUDGET NOTES

520900	Travel	Mileage for courses, seminars, etc.
521700	Dues And Membership	Mass Municipal Auditor and Accountants Association.
540100	Office Supplies	Labels and ink for the invoice scanner and other misc. office supplies.

## **Principle Assessor, CJ Carroll**

Town Hall, 472 Main St.

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

### **Assessor**

#### **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 and determined by the prior calendar year's sales.
- Submit property values to the Department of Revenue for review and certification annually.
- Inspect all parcels no less than once every ten years per state guidelines.
- Calculation and certification 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 Select Board.
- Process abatements granted by the Board of Assessors.
- Administer motor vehicle excises and manage the abatements and exemptions.
- Administer property tax exemptions and aid residents in need.
- Administer Community Preservation Act surcharge and abatements.

#### **Changes and Ongoing Challenges**

- The Assessing Department welcomed a new Assistant Assessor & Property Lister, Tiffany Peters in October 2024 and Marty Abbott was promoted to Assessing Analyst in April 2024.
- Fiscal 2024 also required the education around, and implementation of a Prop. 2 ½ override, which was a new process for the finance team as a whole.
- The MA DOR requires that all properties be visited on a 10-year cycle. This 10-year deadline is 2026 for Acton, meaning that 50% of the properties in Acton need to be visited by FY26. With the funds made available via a capital request in the FY25 budget, we are working on completing all required inspections by the state's deadline. The project is going well, but will continue to be a challenge until finished.

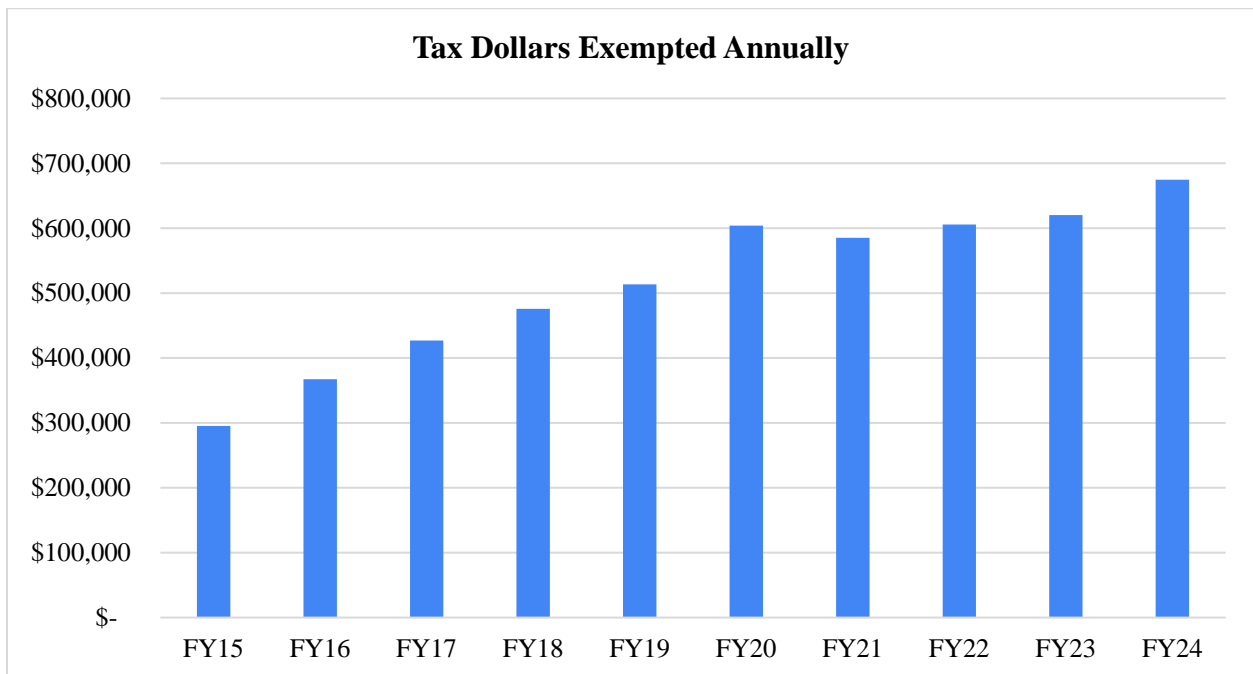
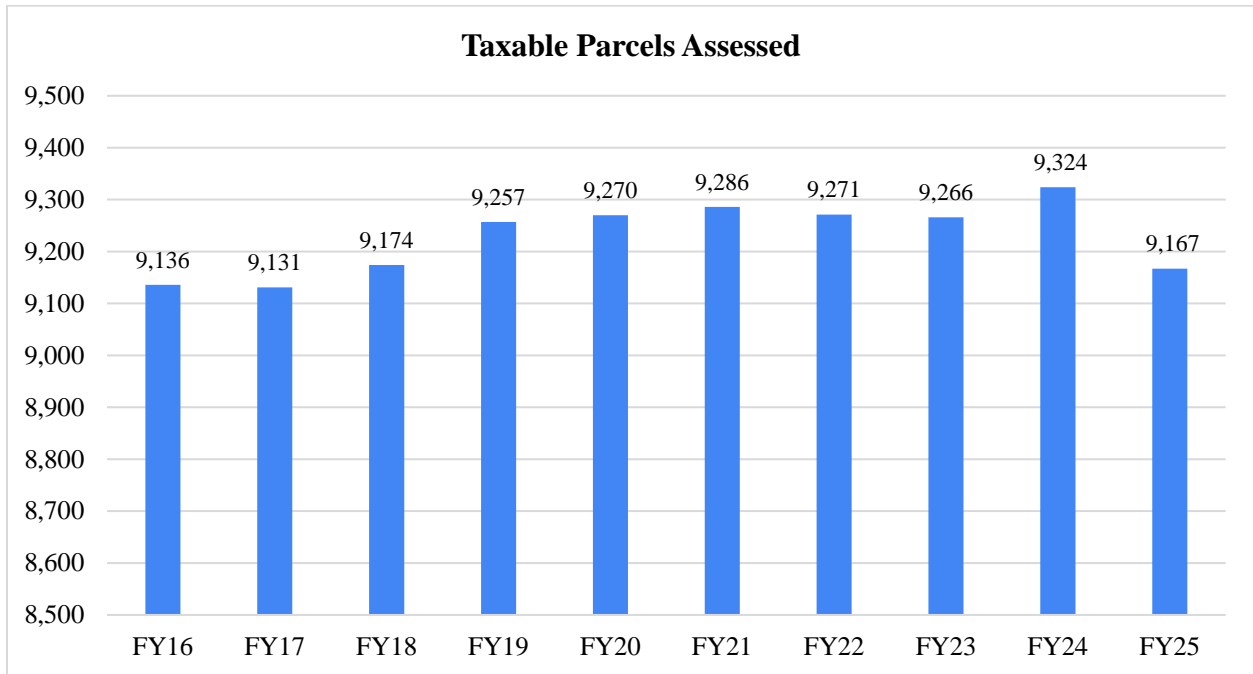
#### **Recent Accomplishments**

- Improvements in processes and procedures, including processing exemption applications with more expediency, more efficient processing of motor vehicle abatements, and new strategies for collecting property data in a more proactive manner.
- A personal property tax minimum was put into effect this year which allowed the billing and collection process to run more smoothly, while likely saving the town money.
- We were able to successfully implement the FY25 Override that passed in Spring 2024. This required significant forecasting and public education, all of which was successful.

#### **FY2026 Goals**

- 2026 is the state's deadline for the 10-year cyclical data collection project—the Assessing Department's goal is to complete this project prior to submitting FY26 values to the DOR in Fall 2026.
- 2026 is also a Revaluation year. While values are analyzed and adjusted annually, state guidelines require that values in the town be analyzed and adjusted with significantly more scrutiny once every 5 years than in the interim years. With this comes an in-depth audit of assessing data by the DOR. This means that preparation will begin soon to ensure everything is prepared and meets the standards required for these more in-depth adjustments. Our goal is to have all data be prepared for Revaluation by Fall 2025.
- The Assessing Department is happy with the progress we have made in creating more efficient processes internally, as well as for the citizens that we serve. However, there are still improvements we would like to make this year.

## Performance Metrics



## GENERAL GOVERNMENT - ASSESSORS OFFICE

ASSESSORS (137)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
137-510100	REGULAR PERM	\$ -	\$ -	\$ 3,188	\$ -	\$ -	\$ -	-
137-510300	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
137-510400	SICK	\$ 14,860	\$ -	\$ 9,748	\$ -	\$ -	\$ -	-
137-510410	FUNERAL LEAVE	\$ 638	\$ -	\$ 157	\$ -	\$ -	\$ -	-
137-510430	BOARD MEMBERS SALARIES	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ 1,600	\$ -	0.00%
137-510490	MERIT PAY	\$ 2,000	\$ -	\$ 4,500	\$ -	\$ -	\$ -	-
137-510500	HOLIDAY	\$ 11,522	\$ -	\$ 12,836	\$ -	\$ -	\$ -	-
137-510600	VACATION	\$ 38,804	\$ -	\$ 15,914	\$ -	\$ -	\$ -	-
137-510900	PERSONAL TIME	\$ 2,900	\$ -	\$ 2,839	\$ -	\$ -	\$ -	-
137-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
137-512050	CLERICAL SALARIES & WAGES	\$ 55,969	\$ 70,178	\$ 44,619	\$ 73,013	\$ -	\$ (73,013)	-100.00%
137-513000	PROFESSIONAL SALARIES	\$ 125,998	\$ 220,178	\$ 172,044	\$ 195,648	\$ 282,177	\$ 86,529	44.23%
<i>Personal Services - Subtotal</i>		\$ 254,291	\$ 291,956	\$ 267,445	\$ 270,261	\$ 283,777	\$ 13,516	5.00%
<i>Purchase of Services</i>								
137-520100	ADVERTISING	\$ -	\$ 100	\$ -	\$ 100	\$ 200	\$ 100	100.00%
137-520900	TRAVEL	\$ 72	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%
137-520901	REVALUATION	\$ 3,600	\$ 3,000	\$ 4,000	\$ 37,500	\$ 37,500	\$ -	0.00%
137-521700	DUES AND MEMBERSHIP	\$ 600	\$ 500	\$ 750	\$ -	\$ -	\$ -	-
137-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ -	0.00%
137-521900	PROFESSIONAL SERVICES	\$ 23,140	\$ 13,746	\$ 11,348	\$ 26,000	\$ 44,000	\$ 18,000	69.23%
137-522700	CONTRACTUAL SERVICES	\$ 12,400	\$ -	\$ 13,600	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 39,812	\$ 17,546	\$ 29,698	\$ 67,800	\$ 85,900	\$ 18,100	26.70%
<i>Purchase of Supplies</i>								
137-540100	OFFICE SUPPLIES	\$ -	\$ 200	\$ 172	\$ 200	\$ 200	\$ -	0.00%
137-540200	OTHER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
137-541000	UNIFORMS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ -	\$ 200	\$ 172	\$ 200	\$ 200	\$ -	0.00%
<b>Assessors - Total</b>		<b>\$ 294,103</b>	<b>\$ 309,702</b>	<b>\$ 297,315</b>	<b>\$ 338,261</b>	<b>\$ 369,877</b>	<b>\$ 31,616</b>	<b>9.35%</b>

### BUDGET NOTES

512050	Clerical Salaries & Wages	Administrative Assistant promoted to Assessing Analyst, funding for position transferred from this line to Professional Salaries
510430	Board Members Salaries	Board of Assessors stipend.
520100	Advertising	Tax classification notices.
520901	Revaluation	Second half of last year's FY26 DOR revaluation funding
521800	Professional Development	Funding to allow for Assessor and Assistant Assessor attendance of MAAO Assessor's school in August, as well as 3-4 conferences/seminars/clerk's meetings throughout the year, and any accommodations for travel necessary to attend.
521900	Professional Services	Funding for Vision CAMA and RRG software services. Increase it to begin funding DOR required cyclical data collection annually, rather than a one-time capital request every ten years, as was requested for 2025. This will make the project easier to plan for financially, and will allow the department to more effectively manage it on an ongoing basis (est. \$16,000 per year as of current data collection prices.



## **Treasurer/Collector, Theresa O’Leary**

Town Hall, 472 Main St.

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

### **Treasurer/Collector**

#### **Services**

- Collect and process over 75,000 real estate, personal property, excise and sewer bills per year.
- Collect and process other Town receipts.
- Responsible for all monies of the Town in general treasury and special funds, including stabilization funds, trust funds and many others.
- Respond to requests for tax balances, paid tax statements and general customer requests.
- Issue Municipal Lien Certificates (MLC’s).
- Secure liens against delinquent taxpayers.
- Maintain tax title accounts, conduct sales of land and oversee petition for foreclosure.
- Prepare betterment and tax title redemptions and releases.
- Maintain Town banking relationships.
- Distribute over 5,500 vendor payments per year, as properly authorized.
- Invest Town funds at the highest possible rate, taking account for safety, liquidity and yield.

#### **Changes and Ongoing Challenges**

- Providing onboarding and training support to new hires and town staff
- Ensuring that cybersecurity measures are in place and up to date

#### **Recent Accomplishments**

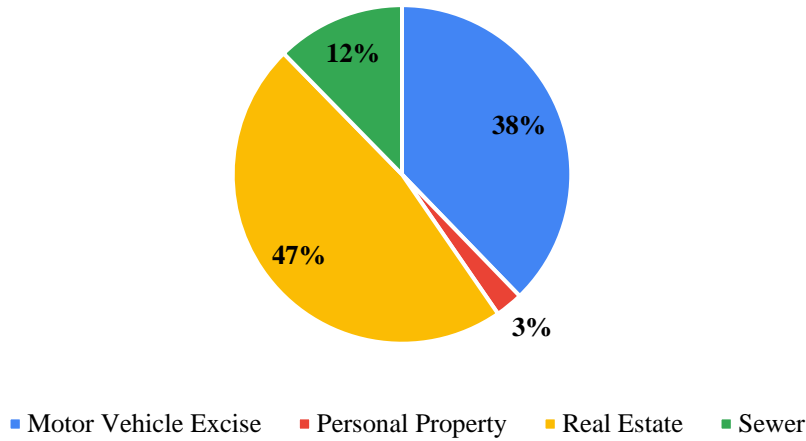
- Implemented lockbox services to reduce manual payment processing and increase efficiencies
- Implemented OpenGov daily financial import and turnover process to reduce manual processing and increase efficiencies
- Implemented online ordering of Municipal Lien Certificates (MLC) and online payment of MLC’s and Fire Alarm bills
- Treasurer/Collector is now a certified Massachusetts Municipal Collector in addition to being a Certified Treasurer

#### **FY2026 Goals**

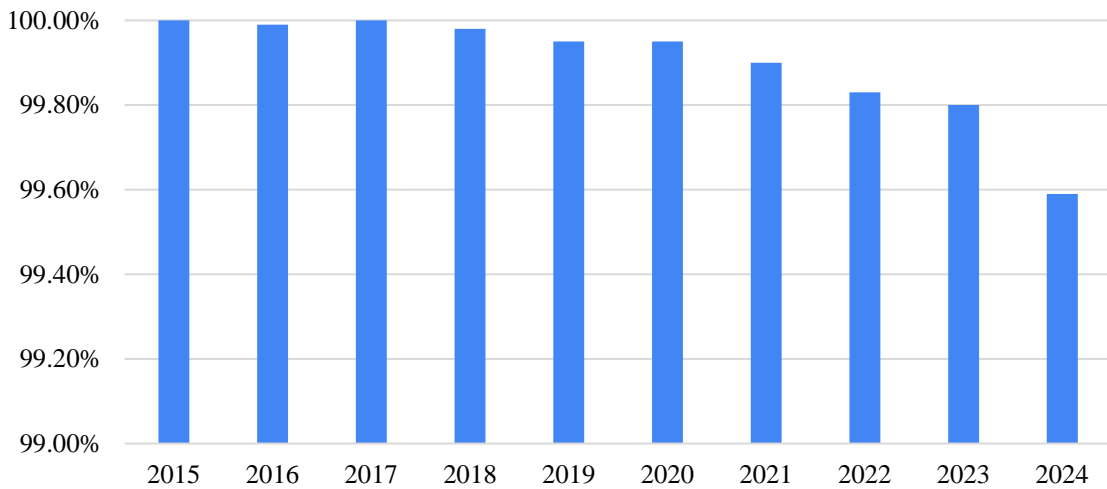
- Bring in person credit card processing to Collector and Clerks office
- Transition Sewer billing to quarterly, if feasible
- Continue to provide exceptional, timely and accurate responses to citizen’s request
- Continue to pursue payment plans for delinquent and tax title accounts

## Performance Metrics

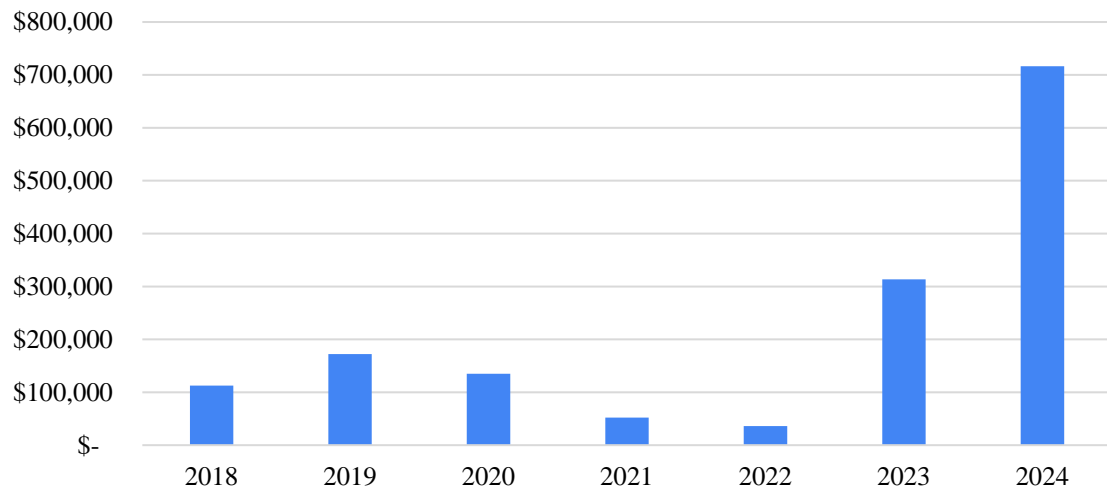
**Total Bills Mailed by Type**



**Real Estate Tax Collection Rate**



**General Fund Interest Income**



## GENERAL GOVERNMENT - COLLECTOR / TREASURER

COLLECTOR/TREASURER (139)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
139-510300	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
139-510400	SICK	\$ 3,633	\$ -	\$ 5,446	\$ -	\$ -	\$ -	-
139-510490	MERIT PAY	\$ 1,000	\$ -	\$ 1,500	\$ -	\$ -	\$ -	-
139-510500	HOLIDAY	\$ 6,199	\$ -	\$ 7,558	\$ -	\$ -	\$ -	-
139-510550	CPA ADMINISTRATION SALARY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
139-510600	VACATION	\$ 7,140	\$ -	\$ 8,568	\$ -	\$ -	\$ -	-
139-510900	PERSONAL TIME	\$ 1,438	\$ -	\$ 1,591	\$ -	\$ -	\$ -	-
139-512050	CLERICAL SALARIES & WAGES	\$ -	\$ -	\$ -	\$ 22,383	\$ 27,925	\$ 5,542	24.76%
139-513000	PROFESSIONAL SALARIES	\$ 115,630	\$ 128,879	\$ 131,848	\$ 155,936	\$ 165,709	\$ 9,773	6.27%
<i>Personal Services - Subtotal</i>		\$ 135,040	\$ 128,879	\$ 156,512	\$ 178,319	\$ 193,635	\$ 15,316	8.59%
<i>Purchase of Services</i>								
139-520100	ADVERTISING	\$ -	\$ 350	\$ -	\$ 350	\$ 350	\$ -	0.00%
139-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ -	0.00%
139-520900	TRAVEL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
139-521700	DUES AND MEMBERSHIP	\$ 200	\$ 100	\$ 200	\$ 200	\$ 240	\$ 40	20.00%
139-521900	PROFESSIONAL SERVICES	\$ -	\$ 950	\$ -	\$ 950	\$ 500	\$ (450)	-47.37%
<i>Purchase of Services - Subtotal</i>		\$ 200	\$ 1,400	\$ 200	\$ 4,000	\$ 3,590	\$ (410)	-10.25%
<i>Purchase of Supplies</i>								
139-540100	OFFICE SUPPLIES	\$ 10	\$ 50	\$ 314	\$ 100	\$ 200	\$ 100	100.00%
139-540200	OTHER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ 10	\$ 50	\$ 314	\$ 100	\$ 200	\$ 100	100.00%
<b>Collector / Treasurer - Total</b>		\$ 135,251	\$ 130,329	\$ 157,025	\$ 182,419	\$ 197,425	\$ 15,006	8.23%

### BUDGET NOTES

512505	Clerk Pay	Reallocation between Clerk Pay and Professional Salaries to reflect staff step changes.
520100	Advertising	Tax Title Advertising.
521700	Dues And Membership	Massachusetts Collectors and Treasurers Association membership for the Treasurer/Collector and Assistant Treasurer/Collector
521800	Professional Development	Attendance to the MCTA annual school for continuing education and certification exams for Treasurer and Collector
540100	Office Supplies	Misc. office supplies

## **Director of Administration and Finance, Marianne Fleckner**

Town Hall, 472 Main St.

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

### **Human Resources**

#### **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 – Examples: ADA and Family Medical Leave Act (FMLA)
- Personnel Policies and Procedures – Examples: “Professional Standards of Conduct” and “Electronic Use” policies
- Classification and Compensation Plans – Ensures all positions are properly classified and salaries are competitive within the town’s “market basket”
- Personnel Records and Data – Begin to transition to electronic personnel files and Munis HR Module
- Employee Benefits – Continues to pursue competitive, cost-saving initiatives while simultaneously offering a wide variety of benefits
- Workers' Compensation – Coordinates with insurance carriers to ensure efficient and safe return of employees from workers’ compensation leave
- Collective Bargaining – Maintains good relations with the five (5) unions representing many town employees and negotiating Collective Bargaining Agreements (CBA’s)
- Recruitment and Hiring – Aims to recruit and hire town staff utilizing a diverse recruitment network. Hires a high number of Seasonal staff.
- Training – Provides mandatory and elective training to all employees
- Performance Evaluation Programs – Manages an employee evaluation program that concentrates on annual goals that tie into the Select Board short-term and long-term goals
- Employee Relations and Communications – Strives for exceptional service
- Employee Recognition Programs – Manages the Employee Recognition Committee and Wellness Initiative Network that sponsors programs and events throughout the year

#### **Changes and Ongoing Challenges**

- Retention/Recruitment challenges, providing competitive benefits and compensation

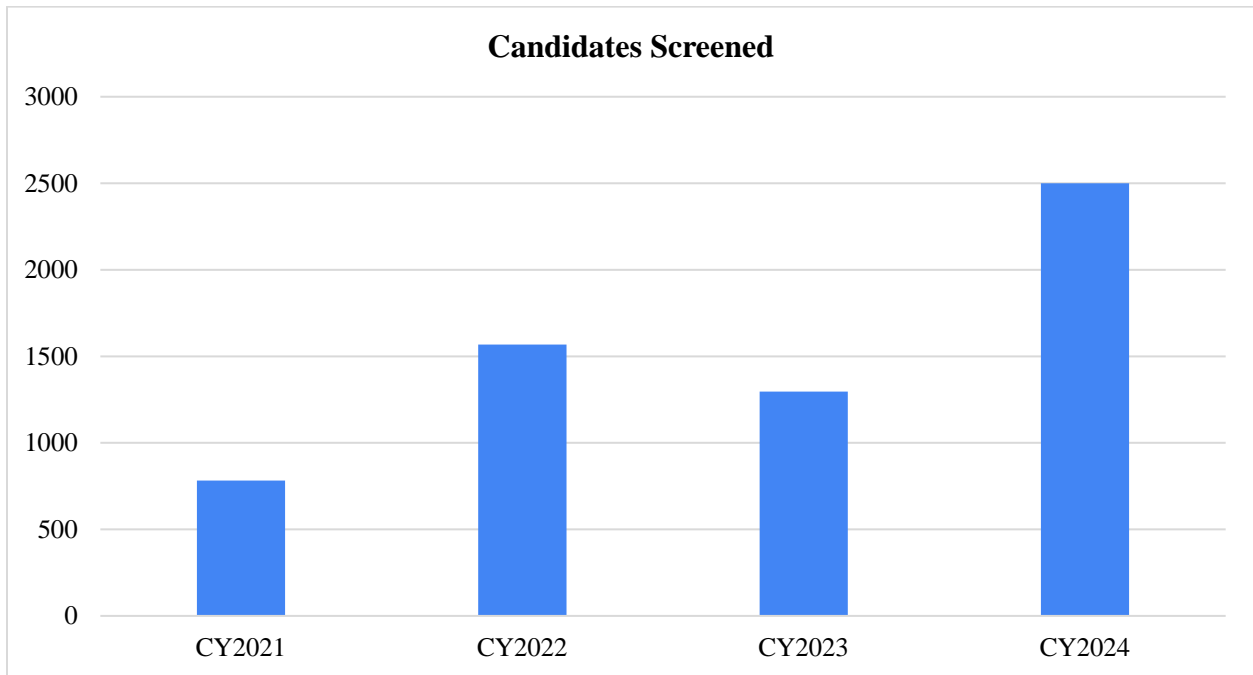
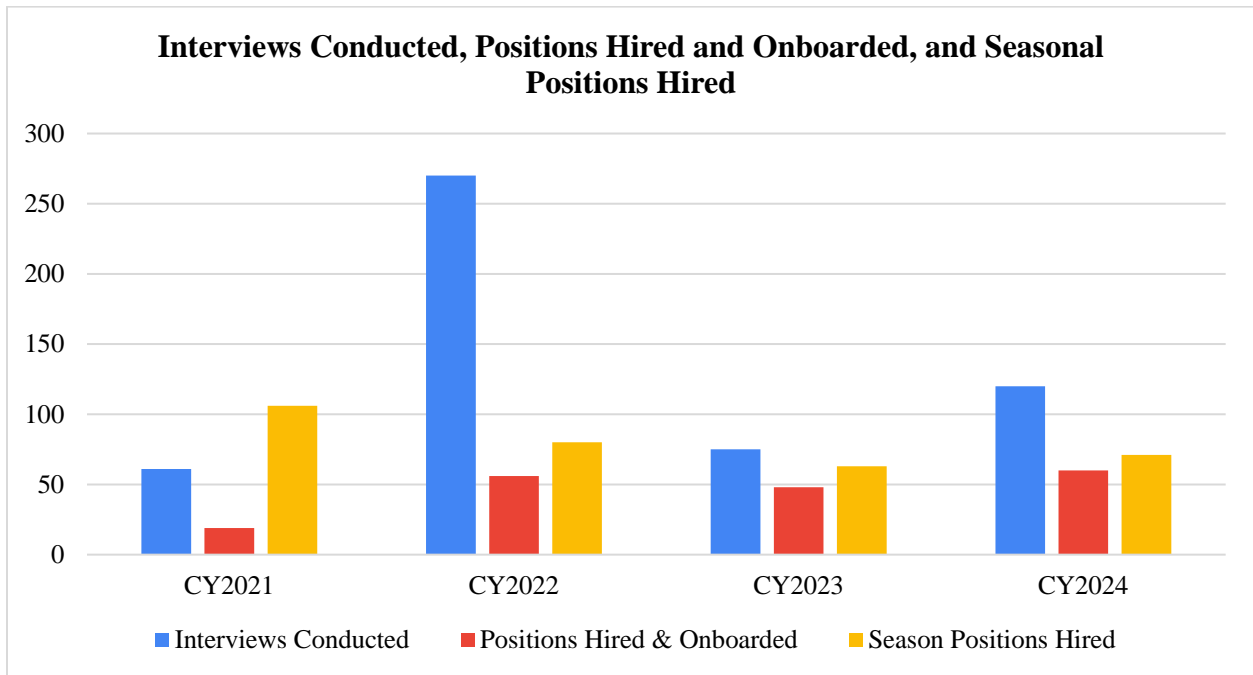
#### **Recent Accomplishments**

- Successfully transitioned from being a self-insured employer for health insurance to joining the MIIA consortium for all active and retired personnel in one of the shortest periods on record with MIIA.
- Interviewed over 299 applicants

#### **FY2026 Goals**

- Bring on in-house Benefits management
- Re-evaluate the Recruitment module and go live in MUNIS
- Hire a Human Resources Director to replace current director after retirement
- Classification Compensation Study, last one conducted a decade ago
- Implement Interview and Hiring Training Course for Department Heads and other interested employees
- Expand upon the current WIN program to include MIIA programs

## Performance Metrics



## GENERAL GOVERNMENT - HUMAN RESOURCES

HUMAN RESOURCES (152)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
152-510300	OVERTIME	\$ 4,788	\$ 7,000	\$ 1,336	\$ 7,000	\$ 7,000	\$ -	0.00%
152-510400	SICK	\$ 2,631	\$ -	\$ 1,580	\$ -	\$ -	\$ -	-
152-510410	FUNERAL LEAVE	\$ 1,315	\$ -	\$ -	\$ -	\$ -	\$ -	-
152-510490	MERIT PAY	\$ 2,000	\$ -	\$ 4,500	\$ -	\$ -	\$ -	-
152-510500	HOLIDAY	\$ 10,311	\$ -	\$ 11,320	\$ -	\$ -	\$ -	-
152-510600	VACATION	\$ 16,559	\$ -	\$ 9,356	\$ -	\$ -	\$ -	-
152-510900	PERSONAL TIME	\$ 1,364	\$ -	\$ 1,974	\$ -	\$ -	\$ -	-
152-511000	OTHER SALARIES & WAGES	\$ 1,613	\$ -	\$ 4,103	\$ -	\$ -	\$ -	-
152-511800	SENIOR WORK PROGRAM	\$ 24,675	\$ 40,000	\$ 31,432	\$ 40,000	\$ 40,000	\$ -	0.00%
152-512050	CLERICAL SALARIES & WAGES	\$ 56,906	\$ 69,457	\$ 57,899	\$ 68,115	\$ 104,598	\$ 36,483	53.56%
152-513000	PROFESSIONAL SALARIES	\$ 122,155	\$ 144,674	\$ 203,276	\$ 233,883	\$ 248,805	\$ 14,922	6.38%
<i>Personal Services - Subtotal</i>		\$ 244,316	\$ 261,131	\$ 326,775	\$ 348,998	\$ 400,403	\$ 51,405	14.73%
<i>Purchase of Services</i>								
152-520100	ADVERTISING	\$ 3,443	\$ 10,815	\$ 1,770	\$ 10,815	\$ 5,000	\$ (5,815)	-53.77%
152-520900	TRAVEL	\$ 46	\$ 400	\$ 418	\$ 400	\$ 400	\$ -	0.00%
152-521700	DUES AND MEMBERSHIP	\$ 1,360	\$ 1,900	\$ 645	\$ 1,900	\$ 1,900	\$ -	0.00%
152-521800	PROFESSIONAL DEVELOPMENT	\$ 57	\$ -	\$ -	\$ -	\$ -	\$ -	-
152-521820	EMPLOYEE RECOGNITION	\$ 24,994	\$ 35,000	\$ 35,424	\$ 32,000	\$ 32,000	\$ -	0.00%
152-521900	PROFESSIONAL SERVICES	\$ 1,823	\$ 10,000	\$ 5,393	\$ 10,000	\$ 7,500	\$ (2,500)	-25.00%
152-521940	PROFESSIONAL SERVICES - MEDICAR	\$ 24,430	\$ 20,000	\$ 17,986	\$ 22,000	\$ 20,000	\$ (2,000)	-9.09%
152-522300	PRINTING AND COPYING	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 56,153	\$ 78,615	\$ 61,636	\$ 77,615	\$ 67,300	\$ (10,315)	-13.29%
<i>Purchase of Supplies</i>								
152-540100	OFFICE SUPPLIES	\$ 644	\$ 1,900	\$ 681	\$ 1,800	\$ 1,800	\$ -	0.00%
152-540200	OTHER SUPPLIES	\$ 47	\$ 900	\$ 377	\$ 800	\$ 800	\$ -	0.00%
152-540500	BOOKS AND PERIODICALS	\$ -	\$ 1,300	\$ -	\$ 1,100	\$ 1,100	\$ -	0.00%
152-540900	MATERIAL AND EQUIPMENT	\$ -	\$ 400	\$ 24	\$ 300	\$ 300	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 690	\$ 4,500	\$ 1,081	\$ 4,000	\$ 4,000	\$ -	0.00%
<i>Other Charges and Expenses</i>								
152-570152	POLICE AND FIRE INJURY INSURANCE	\$ 71,487	\$ 110,000	\$ 80,283	\$ 110,000	\$ 110,000	\$ -	0.00%
<i>Other Charges and Expenses - Subtotal</i>		\$ 71,487	\$ 110,000	\$ 80,283	\$ 110,000	\$ 110,000	\$ -	0.00%
<b>Human Resources - Total</b>		<b>\$ 372,646</b>	<b>\$ 454,246</b>	<b>\$ 469,775</b>	<b>\$ 540,613</b>	<b>\$ 581,703</b>	<b>\$ 41,090</b>	<b>7.60%</b>

### BUDGET NOTES

510300	Overtime	Overtime for hourly positions in HR
511800	Senior Work Program	-
512050	Clerical Salaries & Wages	
520100	Advertising	Advertising for job openings with sites such as the online MMA Beacon, LinkedIn, Indeed, and other professional organizations.
520900	Travel	Mileage reimbursement for in-person trainings, job fairs, meetings, etc.
521700	Dues And Membership	Two SHRM memberships (\$800 total), three MMHR memberships (\$400 total), and LinkedIn Prime.
521820	Employee Recognition	Projecting to host the 3 signature Employee Recognition events: Professional Development Day, Winter event, and STAR dinner. Also includes funding for First Responders Wellness Group.
521900	Professional Services	Assessment centers and various studies.
521940	Professional Services - Medical	Medical bill for pre-employment physicals and evaluations.
522300	Printing And Copying	Human Resources envelopes. Employee benefit material.
540500	Books And Periodicals	Purchase of recruitment tools, organizational structure subscriptions, SHRM periodicals, etc.
570152	Police And Fire Injury Insurance	Police and Fire injuries while on duty. Level funded.



# LAND USE DEPARTMENT



## *Mission Statement*

**Building Division:** The primary mission of the Building Division is to provide quality service to the community that is knowledgeable, efficient, comprehensive and helpful to the public. The intention is to safeguard life, health, property and public welfare by regulating and controlling the construction, quality of materials, use of all buildings and structures within the Town of Acton. The department is responsible for the administration and enforcement of the uniform codes and related Federal, State, and Local adopted laws and ordinances.

**Planning Division:** The Planning Division helps the Town realize the goals and priorities set forth in the Town's Comprehensive Community Plan, Acton 2020 and the Housing Production Plan. The Division serves as the agent for the implementation of the Town's policies relating to land development, housing and zoning enforcement. In this role, the Division systematically processes and critically analyzes land development proposals for compliance with zoning and subdivision regulations. The Division evaluates competing priorities and interests in order to provide recommendations to statutory Boards. The Planning Division provides project management for several community projects and leads public participation engagement initiatives that help to strengthen the natural and built environment. The Division supports the Town's organizational goals focused on equity, sustainability and community development. The Planning Division is committed to providing the highest quality services for the residents of Acton and takes seriously their role in being a trusted resource for providing accurate, responsive and comprehensive services to the public.

**Conservation Division:** The mission of the Conservation Division is to provide leadership in managing and protecting Acton's diverse natural environment for present and future generations. Special attention is given to the protection of critical environmental resources including wetland resource areas, wildlife habitats, rare and endangered species, and natural ecosystems. Additionally, the Conservation Division is dedicated to providing opportunities for outdoor environmental education, passive recreation, and enjoyment of the Town's open spaces.

## **Budgets Managed**

### **General Fund:**

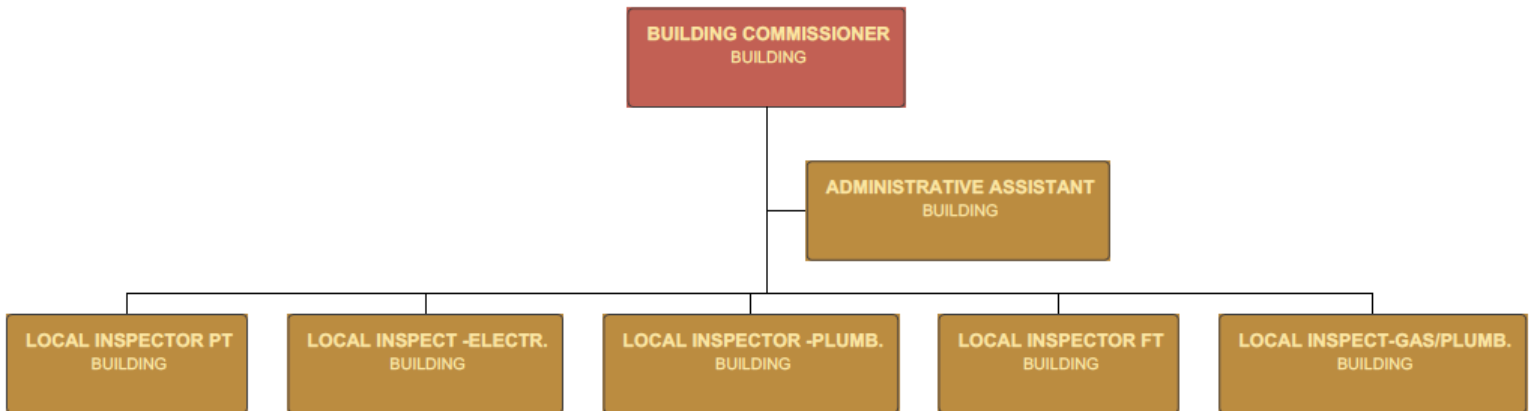
- Building Department (01251)
- Planning Department (01720)
- Conservation Department (01550)

### **Revolving/Enterprise Funds:**

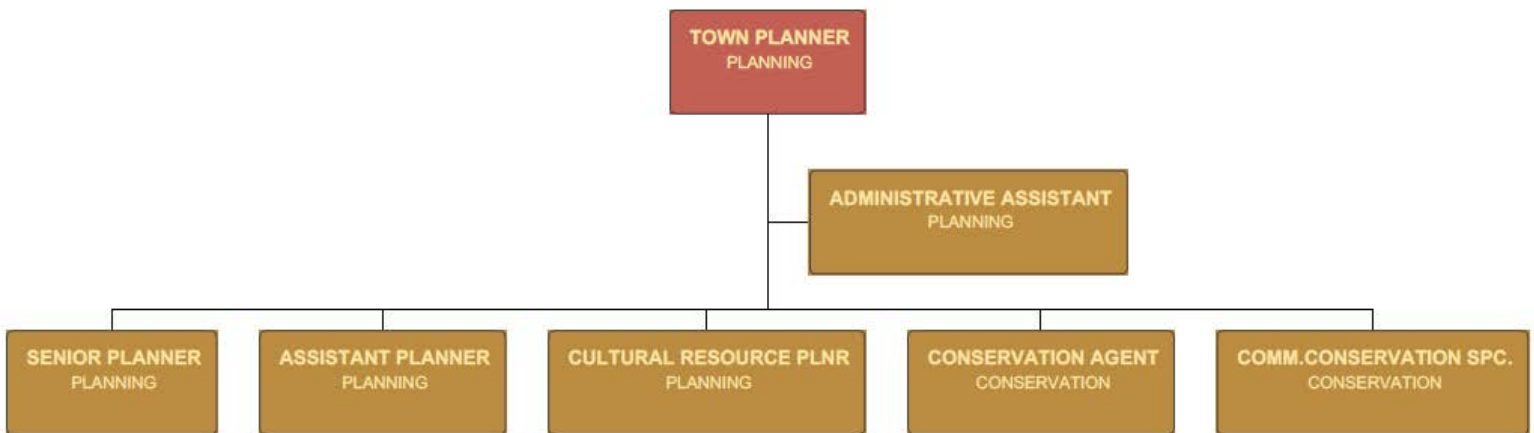
- Building Inspector (3701)
- Historical Commission (3706)

## Organizational Charts

### *Building*



### *Planning and Conservation*



### Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
Building Division*	4.450	4.225	3.875
Planning Division*	4.275	4.275	4.275
Conservation Division	2.255	2.000	2.000
Health Division**	4.300	0.000	0.000
<b>Department Total:</b>	<b>15.280</b>	<b>10.500</b>	<b>10.150</b>

*\*Several positions with each division are partially funded from the General Fund, Community Preservation Act and Building Revolving Fund*

*\*\*The Health Division was reallocated under the Health and Human Services Department beginning in FY2025*

## **Building Commissioner, Ed Mullen**

Town Hall, 472 Main St.

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

### **Building Division**

#### **Services**

- Reviews building permit applications, issues appropriate permits and conducts inspections.
- 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.
- Enforces the Massachusetts State Building Code.
- Conducts safety inspections of day care centers, places of worship, recreational facilities, restaurants, educational facilities, and multi-family residences of more than four units.

#### **Changes and Ongoing Challenges**

- A positive challenge has been the promotion of administrative support staff. This had resulted in reevaluation of office operation and the redefinition of roles—such as the creation the new Land Use Customer Service Representative.
- Increase in building permits and inspections for solar installations—there were 95 residential solar permit applications in FY2024

#### **Recent Accomplishments**

- Successfully implemented OpenGov for online permitting and permit administration in August 2023
- Delivered high level of customer service and timely issuance of permits and inspections
- Focused on code compliance and exercised a willingness to provide helpful feedback during all processes
- All inspectors worked to maintain their certifications by attending seminars and other optional education opportunities

#### **FY2026 Goals**

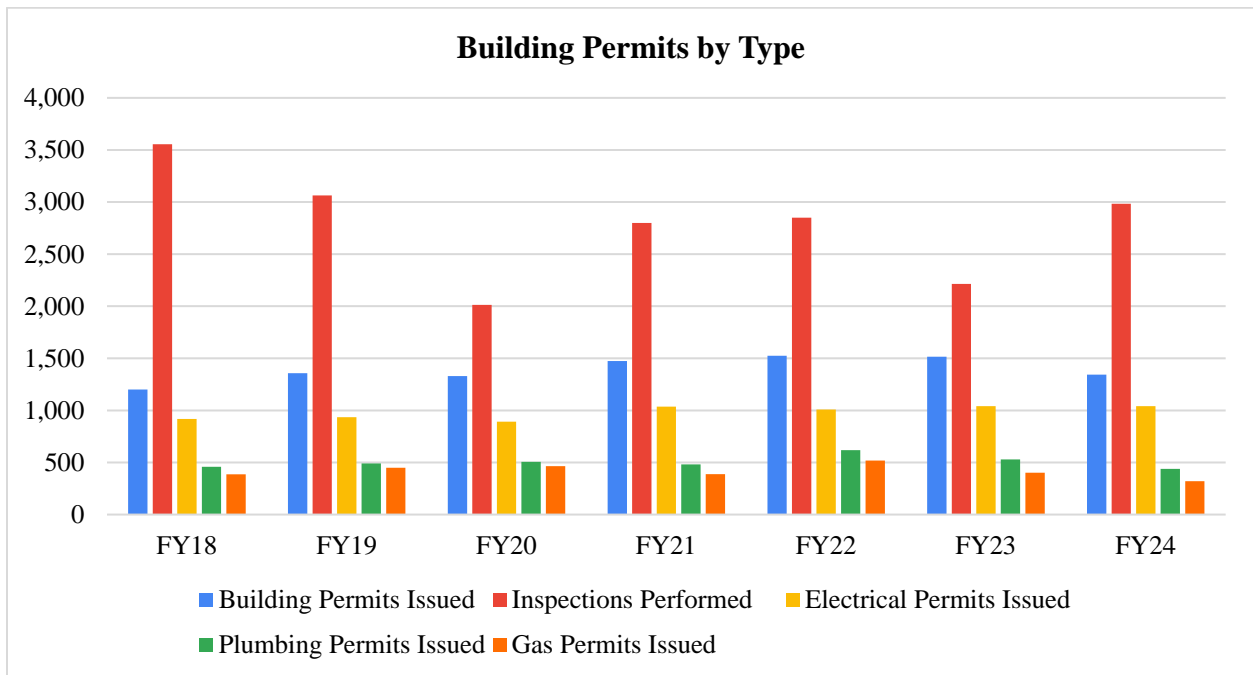
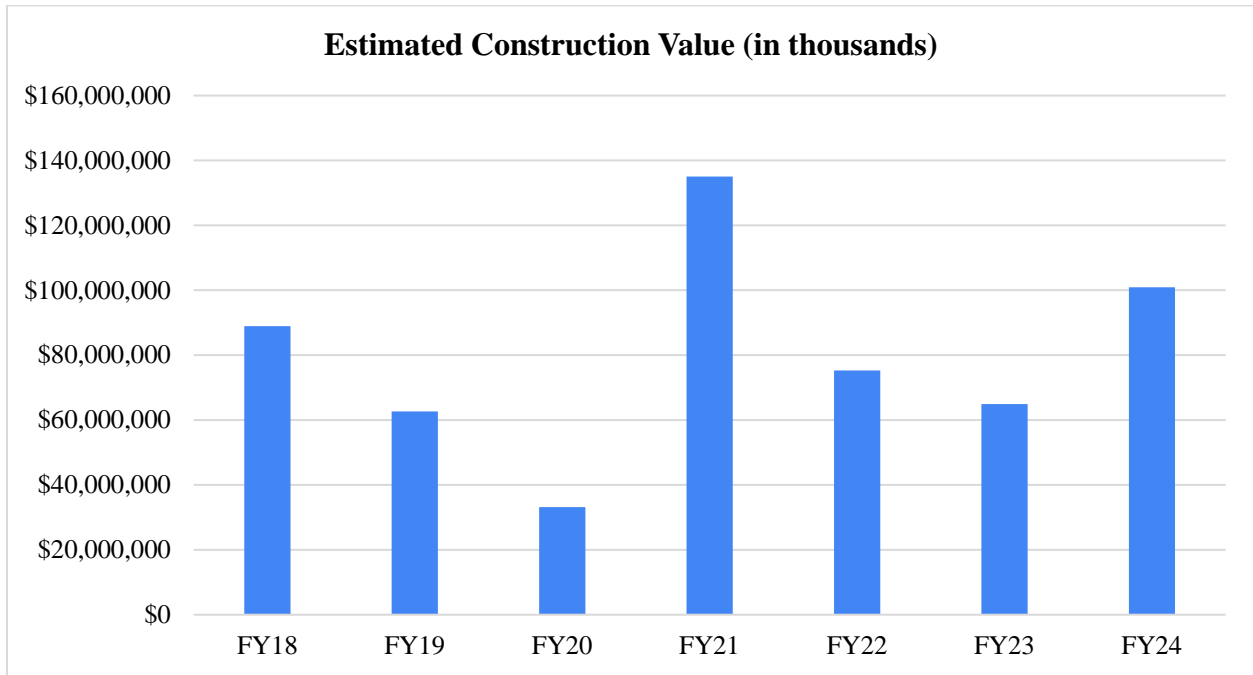
- Focus on training and development of recently hired Building Division and Land Use Department staff
- Continue to provide excellent and expedient customer service

### **Enterprise/Revolving Funds Managed**

#### **Building Inspector Revolving (3701)**

The Building Inspector Revolving Fund collects revenues from wiring, gas, and plumbing permit fees collected by the Building Division. These funds are used to pay for inspector and administrative salaries, contractual services, professional services, and related health insurance. This fund also covers the annual cost to operate OpenGov, the permit software implemented in August 2023, and the annual lease payment for the building inspectional vehicle.

## Performance Metrics



## GENERAL GOVERNMENT - BUILDING DEPARTMENT

BUILDING (251) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
251-510200	REGULAR TEMP	\$ 4,320	\$ -	\$ -	\$ -	\$ -	\$ -	-
251-510300	OVERTIME	\$ 504	\$ -	\$ 250	\$ -	\$ -	\$ -	-
251-510400	SICK	\$ 2,035	\$ -	\$ 7,639	\$ -	\$ -	\$ -	-
251-510410	FUNERAL LEAVE	\$ -	\$ -	\$ 1,479	\$ -	\$ -	\$ -	-
251-510490	MERIT PAY	\$ 1,084	\$ -	\$ 2,938	\$ -	\$ -	\$ -	-
251-510500	HOLIDAY	\$ 8,407	\$ -	\$ 9,308	\$ -	\$ -	\$ -	-
251-510600	VACATION	\$ 20,365	\$ -	\$ 4,953	\$ -	\$ -	\$ -	-
251-510900	PERSONAL TIME	\$ 2,878	\$ -	\$ 2,321	\$ -	\$ -	\$ -	-
251-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
251-512050	CLERICAL SALARIES & WAGES	\$ 38,958	\$ 60,536	\$ 30,594	\$ 78,532	\$ 60,553	\$ (17,979)	-22.89%
251-513000	PROFESSIONAL SALARIES	\$ 211,183	\$ 206,552	\$ 174,074	\$ 212,158	\$ 231,786	\$ 19,628	9.25%
<b>Personal Services - Subtotal</b>		<b>\$ 289,733</b>	<b>\$ 267,088</b>	<b>\$ 233,556</b>	<b>\$ 290,690</b>	<b>\$ 292,339</b>	<b>\$ 1,649</b>	<b>0.57%</b>
<i>Purchase of Services</i>								
251-520900	TRAVEL	\$ 1,010	\$ 1,000	\$ 268	\$ 1,000	\$ 1,000	\$ -	0.00%
251-521500	TELEPHONE	\$ 2,772	\$ 3,559	\$ 2,766	\$ 3,559	\$ 3,559	\$ -	0.00%
251-521700	DUES AND MEMBERSHIP	\$ 75	\$ 800	\$ 100	\$ 800	\$ 800	\$ -	0.00%
251-521800	PROFESSIONAL DEVELOPMENT	\$ 875	\$ -	\$ 1,596	\$ 2,500	\$ 1,500	\$ (1,000)	-40.00%
251-521900	PROFESSIONAL SERVICES	\$ 899	\$ -	\$ -	\$ -	\$ -	\$ -	-
251-522700	CONTRACTUAL SERVICE	\$ (223)	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Purchase of Services - Subtotal</b>		<b>\$ 5,408</b>	<b>\$ 5,359</b>	<b>\$ 4,729</b>	<b>\$ 7,859</b>	<b>\$ 6,859</b>	<b>\$ (1,000)</b>	<b>-12.72%</b>
<i>Purchase of Supplies</i>								
251-540100	OFFICE SUPPLIES	\$ 1,189	\$ 850	\$ 430	\$ 850	\$ 850	\$ -	0.00%
251-540200	OTHER SUPPLIES	\$ 268	\$ 500	\$ 24	\$ -	\$ 500	\$ 500	-
251-540500	BOOKS AND PERIODICALS	\$ -	\$ 4,500	\$ 2,100	\$ -	\$ -	\$ -	-
251-541000	UNIFORMS	\$ 781	\$ 900	\$ 924	\$ 600	\$ 600	\$ -	0.00%
251-541050	PROTECTIVE CLOTHING	\$ -	\$ -	\$ -	\$ 600	\$ 600	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 2,238</b>	<b>\$ 6,750</b>	<b>\$ 3,477</b>	<b>\$ 2,050</b>	<b>\$ 2,550</b>	<b>\$ 500</b>	<b>24.39%</b>
<b>Building - Total</b>		<b>\$ 297,379</b>	<b>\$ 279,197</b>	<b>\$ 241,762</b>	<b>\$ 300,599</b>	<b>\$ 301,748</b>	<b>\$ 1,149</b>	<b>0.38%</b>

### BUDGET NOTES

520900	Travel	CEU overnight education- Amherst MA
521700	Dues And Membership	Membership fees to the Mass Building Commissioners & Inspectors Association , the MetroWest Building Officials Organization & the International Code Council and professional licensure for the building inspectors.

## Planning Director/Zoning Enforcement Officer, Kristen Guichard

Town Hall, 472 Main St.

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

### Planning Division

#### Services

- Provides professional staff support for the Planning Board, Zoning Board of Appeals, Historical Commission and Historic District Commission as well as the Select Board for site plans and special permits. Planning staff occasionally provides staff support to other town boards when needed.
- Engages in long range planning and facilitates public outreach efforts to maintain and further develop the Town's zoning bylaw and subdivision rules such as the Habitat for All planning project which started May of 2024.
- Provides project management for community projects and leads public engagement initiatives that help to strengthen the natural and built environment, such as: South Acton Vision and Action Plan, the Powder Mill Corridor Study, the bike share programs, and implements action items of the Local Rapid Recovery Program such as the Bruce Freeman Rail Trail Wayfinding and Town wide wayfinding design.
- Enforces the Zoning Bylaw of the Town of Acton fairly, consistently, and firmly.
- Reviews building permits for compliance with the Zoning Bylaw and administers sign permits.
- Provides oversight to the Community Preservation Act program and administrative support to the Committee.
- Manages the Kelley's Corner Infrastructure Project.
- Supports the Regional Housing Service Organization and monitoring efforts for the Town's affordable housing.
- Prepares and seeks grant funding and technical assistance to advance the goals of the Acton 2020 Comprehensive Community Plan.
- Represents the MAGIC Subregion on the Boston Metropolitan Area Planning Council and the Town on the Metropolitan Area Planning Council.



*Above: Senior Planner Kaila Sauer holding a breakout session with community members.*

#### Changes and Ongoing Challenges

The Planning Division is grappling with several challenges as it seeks to address the housing and climate crises while balancing multiple community needs in a short timeframe.

- Ensuring sufficient outreach to all community members has become more difficult as fatigue sets in, with residents being asked to participate in numerous surveys and workshops
- The division is also exploring new ways to engage a public already stretched thin by competing demands on their time.

These challenges require creative solutions to ensure meaningful involvement while addressing pressing issues like housing and climate change.



## Recent Accomplishments



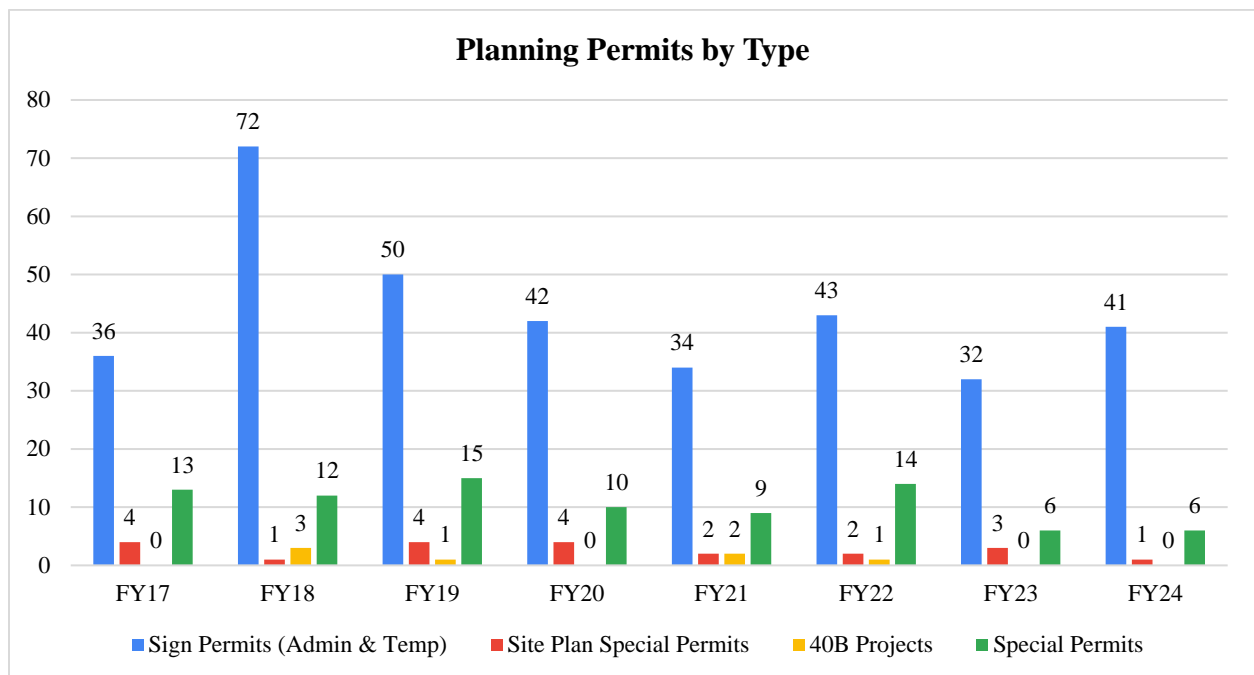
Above: Planning Director Kristen Guichard presenting at the Human Services Building for an outreach event.

- The Planning Division facilitated and organized public engagement sessions, which led to the creation of three new zoning changes successfully adopted at Town Meeting: South Acton Village Zoning, Powder Mill Corridor Zoning, and MBTA Overlay District
- The Planning Division was awarded two grants: one for a town-wide wayfinding design, and another to fund a consultant team for the Habitat for All project, which aims to enhance Acton's natural resource protection zoning and incorporate inclusionary zoning, both of which are currently underway

## FY2026 Goals

- We aim to increase public engagement, particularly with community members who have not traditionally participated in planning processes, ensuring we ask three critical question while doing our work: who does it help, who does it hurt, and who is missing?
- To support a successful effort to adopt a new housing production plan that meets the state's approval and includes clear action items to address the community's housing needs.
- We will work to help the community reach a consensus on new zoning proposals that support economic development such as improvements to the sign bylaw and small-scale agricultural businesses

## Performance Metrics



## GENERAL GOVERNMENT - PLANNING DEPARTMENT

PLANNING (172) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
172-510300	OVERTIME	\$ 1,083	\$ -	\$ 597	\$ -	\$ -	\$ -	-
172-510400	SICK	\$ 13,944	\$ -	\$ 6,288	\$ -	\$ -	\$ -	-
172-510410	FUNERAL LEAVE	\$ 125	\$ -	\$ -	\$ -	\$ -	\$ -	-
172-510490	MERIT PAY	\$ 3,500	\$ -	\$ 5,250	\$ -	\$ -	\$ -	-
172-510500	HOLIDAY	\$ 13,797	\$ -	\$ 15,334	\$ -	\$ -	\$ -	-
172-510600	VACATION	\$ 16,517	\$ -	\$ 22,571	\$ -	\$ -	\$ -	-
172-510900	PERSONAL TIME	\$ 3,309	\$ -	\$ 3,092	\$ -	\$ -	\$ -	-
172-512050	CLERICAL SALARIES & WAGES	\$ 27,862	\$ 37,474	\$ 35,363	\$ 40,157	\$ 40,960	\$ 803	2.00%
172-513000	PROFESSIONAL SALARIES	\$ 225,952	\$ 280,427	\$ 256,404	\$ 317,031	\$ 324,131	\$ 7,100	2.24%
<i>Personal Services - Subtotal</i>		\$ 306,090	\$ 317,901	\$ 344,899	\$ 357,188	\$ 365,092	\$ 7,904	2.21%
<i>Purchase of Services</i>								
172-520100	ADVERTISING	\$ 616	\$ 760	\$ 587	\$ 760	\$ 760	\$ 0	0.03%
172-520900	TRAVEL	\$ 327	\$ 1,000	\$ 394	\$ 850	\$ 850	\$ -	0.00%
172-521700	DUES AND MEMBERSHIP	\$ 680	\$ 1,754	\$ 668	\$ 1,754	\$ 1,754	\$ -	0.00%
172-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 3,600	\$ 2,600	\$ (1,000)	-27.78%
172-521900	PROFESSIONAL SERVICES	\$ 2,629	\$ 15,792	\$ 15,509	\$ 15,792	\$ 16,000	\$ 208	1.32%
172-522300	PRINTING AND COPYING	\$ -	\$ -	\$ 2,056	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 4,252	\$ 19,306	\$ 19,213	\$ 22,756	\$ 21,964	\$ (792)	-3.48%
<i>Purchase of Supplies</i>								
172-540100	OFFICE SUPPLIES	\$ 623	\$ 1,667	\$ 1,147	\$ 1,667	\$ 300	\$ (1,367)	-82.00%
172-540230	COMMUNITY ENGAGEMENT SUPPLIE	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000	-
172-540300	POSTAGE AND COURIER	\$ -	\$ -	\$ 1,900	\$ -	\$ -	\$ -	-
172-540500	BOOKS AND PERIODICALS	\$ 540	\$ 453	\$ 594	\$ 600	\$ 700	\$ 100	16.67%
<i>Purchase of Supplies - Subtotal</i>		\$ 1,163	\$ 2,120	\$ 3,641	\$ 2,267	\$ 5,000	\$ 2,733	120.56%
<b>Planning - Total</b>		\$ 311,504	\$ 339,327	\$ 367,753	\$ 382,211	\$ 392,056	\$ 9,845	2.58%

### BUDGET NOTES

520100	Advertising	<ul style="list-style-type: none"> <li>Advertising with the Action Unlimited to meet requirements for public notice of annual CPA Plan and Zoning articles for public hearing prior to Town Meeting</li> </ul>
520900	Travel	<ul style="list-style-type: none"> <li>Travel to and from meetings and sites around Town for enforcement or meetings at other Town properties.</li> </ul>
521700	Dues And Membership	<ul style="list-style-type: none"> <li>AICP dues and memberships for three planners; APA and APA-MA memberships</li> </ul>
521900	Professional Services	<ul style="list-style-type: none"> <li>Legal services specializing in fair housing/civil rights review of all proposed zoning bylaws for fair housing implications and potential disparate impact prior to public hearing for Town Meeting.</li> </ul>
540100	Office Supplies	<ul style="list-style-type: none"> <li>For various supplies needed including materials for public engagement; some funding transferred to new Community Engagement Supplies line.</li> </ul>
540230	Community Engagement Supplies	<ul style="list-style-type: none"> <li>Covers cost of one, two-sided postcard to be mailed through USPS. Our new practice has been to send a town-wide post card to all residential mailing addresses at the kick-off of each planning initiative to increase public participation and awareness. Also includes funding for public workshop supplies, such as food, foam boards, and easels</li> </ul>

## GENERAL GOVERNMENT - HISTORIC COMMISSION

HISTORIC COMMISSION (650) Account Number	HISTORIC COMMISSION (650) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Purchase of Services</i>		<i>Purchase of Services</i>							
1000-6-650-35-00-000-0-520100	650-520100	ADVERTISING	\$ -	\$ -	\$ 75	\$ -	\$ -	\$ -	-
1000-6-650-35-00-000-0-521700	650-521700	DUES AND MEMBERSHIP	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%
1000-6-650-35-00-000-0-521800	650-521800	PROFESSIONAL DEVELOPMENT	\$ 423	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>			\$ 423	\$ 200	\$ 75	\$ 200	\$ 200	\$ -	0.00%
<i>Purchase of Supplies</i>		<i>Purchase of Supplies</i>							
1000-6-650-35-00-000-0-540200	650-540200	OTHER SUPPLIES	\$ 85	\$ 176	\$ 30	\$ 10,176	\$ 10,176	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>			\$ 85	\$ 176	\$ 30	\$ 10,176	\$ 10,176	\$ -	0.00%
<b>Historic Commission - Total</b>			\$ 508	\$ 376	\$ 105	\$ 10,376	\$ 10,376	\$ -	0.00%

## Conservation Division

Town Hall, 472 Main St.

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

## Conservation Division

### Services

In cooperation with the Acton Conservation Commission, the Conservation Division provides enforcement of the Wetlands Protection Act through on-site consulting, permitting, inspections, public hearings and review of building permits. Conservation staff administer guidance to Acton residents on all matters concerning the Wetland Protection Act, including assistance with the State law, Town Bylaw and permitting process.

The Conservation Division provides oversight and coordination of the stewardship of Acton's 2100 acres of Conservation Land. Dedicated volunteers of the Land Stewardship Committee collaborate with Conservation staff to perform trail maintenance, wildlife enhancement, and invasive species management. Furthermore, the Conservation Division is committed to creating and supporting opportunities to engage members of the public in natural, historical, and cultural resource interpretation through environmental programming on various Conservation Lands; in coordination with local and regional environmental organizations.

As part of ongoing efforts to conserve and protect Acton's natural environment, the Conservation Division supports and partners with the Open Space Committee to identify, prioritize and purchase unprotected open space parcels of environmental significance. Likewise, the Conservation Division facilitates the Agricultural Commission in promoting, educating, and representing Acton's agricultural community interests.

### Changes and Ongoing Challenges

- Uncertainty of climate change which impacts beaver activity and occasionally leads to flooding concerns
- Increasing storm severity that has led to more hazardous tree removals
- Many long-time volunteers, who have been vital to land stewardship, are nearing retirement

Olivia Barksdale, our new Conservation Agent, is working alongside the Community Conservation Specialist to address these issues and to support the ongoing efforts of the Division.

### Recent Accomplishments

- The Conservation Division hosted seven environmental educational events
- Engaged thirty-five to forty-five volunteers in water chestnut pulls
- Added 32.78 acres of new conservation land and new trails; helped to permanently protect 56.85 acres of land

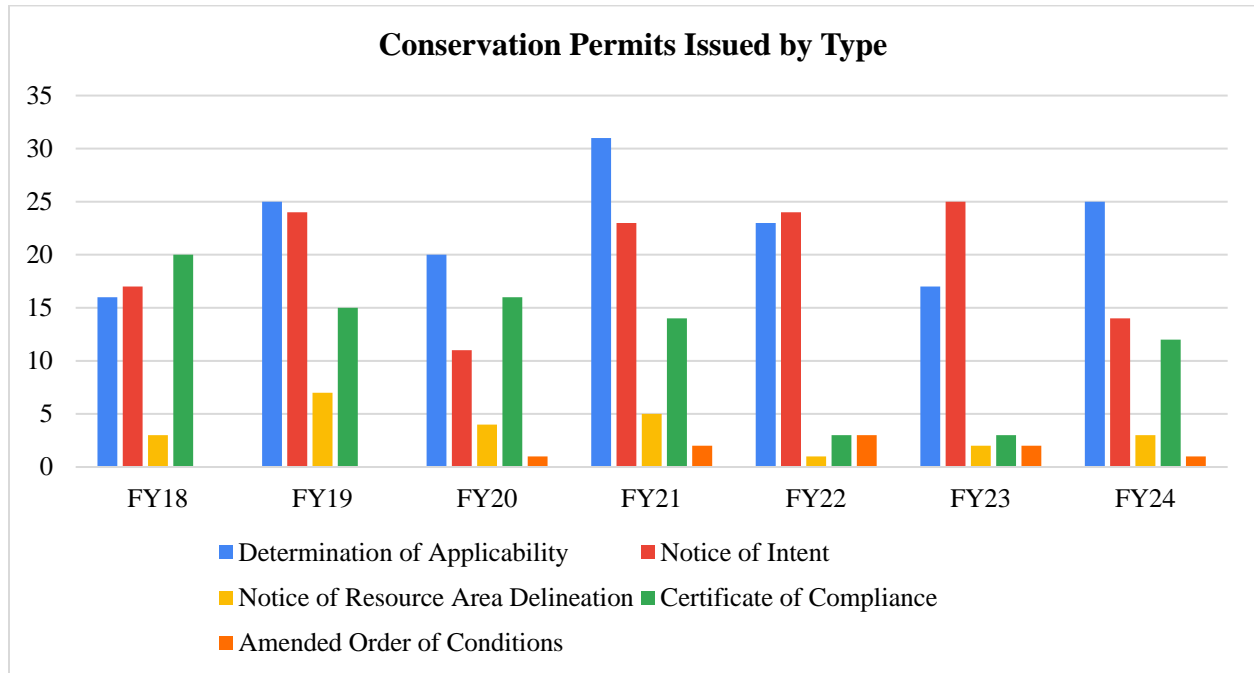


*Above: Volunteers participating in a chestnut pull organized by the Conservation Division in July 2024. Volunteers managed to remove approximately 17,000 water chestnuts from Ice House Pond.*

### FY2026 Goals

- Focus on top-priority conservation goals as outlined in the Open Space and Recreation Plan
- Work on creating baseline documentation for two existing conservation restrictions held by the Town, ensuring that proper records are maintained for future reference
- Enhance the visitor experience to the conservation lands through the development of individual natural and cultural interpretation trail guides for each conservation land and the coordination with local organizations to lead guided hikes and environmental education program
- Implement an annual monitoring program to track the effectiveness of these conservation efforts and ensure the continued protection of the Town's valuable natural resources

### Performance Measures



## GENERAL GOVERNMENT - CONSERVATION OFFICE

CONSERVATION (550) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
550-510100	REGULAR PERM	\$ (6,339)	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-510300	OVERTIME	\$ 353	\$ -	\$ 916	\$ -	\$ -	\$ -	-
550-510400	SICK	\$ 2,021	\$ -	\$ 1,818	\$ -	\$ -	\$ -	-
550-510410	FUNERAL LEAVE	\$ 667	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-510440	SEASONAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-510460	LONGEVITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-510490	MERIT PAY	\$ 1,750	\$ -	\$ 1,375	\$ -	\$ -	\$ -	-
550-510500	HOLIDAY	\$ 7,420	\$ -	\$ 7,253	\$ -	\$ -	\$ -	-
550-510530	FLSA ADJUSTMENT	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-510600	VACATION	\$ 7,093	\$ -	\$ 10,594	\$ -	\$ -	\$ -	-
550-510900	PERSONAL TIME	\$ 1,423	\$ -	\$ 1,692	\$ -	\$ -	\$ -	-
550-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-512050	CLERICAL SALARIES & WAGES	\$ 66,260	\$ 88,063	\$ 75,541	\$ 62,334	\$ -	\$ (62,334)	-100.00%
550-513000	PROFESSIONAL SALARIES	\$ 75,059	\$ 84,054	\$ 62,661	\$ 102,285	\$ 158,141	\$ 55,856	54.61%
<i>Personal Services - Subtotal</i>		\$ 155,751	\$ 172,117	\$ 161,850	\$ 164,619	\$ 158,141	\$ (6,478)	-3.93%
<i>Purchase of Services</i>								
550-520100	ADVERTISING	\$ 323	\$ 300	\$ 312	\$ 300	\$ 300	\$ -	0.00%
550-520200	BLDG GROUNDS AND MAINT.	\$ 6,448	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-520300	EQPT REP AND SERVICING	\$ 843	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-520900	TRAVEL	\$ -	\$ 150	\$ 25	\$ 150	\$ 150	\$ -	0.00%
550-521100	ELECTRICITY	\$ -	\$ -	\$ 288	\$ 1,344	\$ 1,344	\$ -	0.00%
550-521110	WATER	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-521500	TELEPHONE	\$ 1,574	\$ 1,440	\$ 1,176	\$ 1,440	\$ 2,160	\$ 720	50.00%
550-521700	DUES AND MEMBERSHIP	\$ 1,283	\$ 1,100	\$ 809	\$ 1,100	\$ 1,100	\$ -	0.00%
550-521800	PROFESSIONAL DEVELOPMENT	\$ 355	\$ 500	\$ 330	\$ 500	\$ 1,000	\$ 500	100.00%
550-521900	PROFESSIONAL SERVICES	\$ 3,275	\$ 9,975	\$ 11,405	\$ 12,975	\$ 17,975	\$ 5,000	38.54%
550-522300	PRINTING AND COPYING	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.00%
550-522450	LICENSE FEES	\$ 102	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-522700	CONTRACTUAL SERVICES	\$ 1,800	\$ 28,000	\$ 26,380	\$ 25,000	\$ 20,000	\$ (5,000)	-20.00%
550-523840	PORTABLE TOILETS	\$ -	\$ -	\$ 100	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 16,003	\$ 41,715	\$ 40,824	\$ 43,059	\$ 44,279	\$ 1,220	2.83%
<i>Purchase of Supplies</i>								
550-540100	OFFICE SUPPLIES	\$ 40	\$ 750	\$ 55	\$ 750	\$ 300	\$ (450)	-60.00%
550-540200	OTHER SUPPLIES	\$ 917	\$ 2,000	\$ (17)	\$ 2,000	\$ -	\$ (2,000)	-100.00%
550-540230	COMMUNITY ENGAGEMENT SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	-
550-540250	MEDICAL SUPPLIES	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%
550-540600	SPORTS & RECREATION EQPT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
550-540610	LAND STEWARD	\$ 2,666	\$ 4,000	\$ 866	\$ 4,000	\$ 4,460	\$ 460	11.50%
550-540700	MEALS	\$ -	\$ 250	\$ -	\$ 250	\$ -	\$ (250)	-100.00%
550-540900	MATERIALS AND EQUIPMENT	\$ 599	\$ 5,000	\$ 518	\$ 5,000	\$ 5,000	\$ -	0.00%
550-541000	UNIFORMS	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 4,223	\$ 12,700	\$ 1,422	\$ 12,700	\$ 11,460	\$ (1,240)	-9.76%
<i>Capital Outlay</i>								
550-583000	MACHINERY AND EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Capital Outlay - Subtotal</i>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Conservation - Total</b>		\$ 175,977	\$ 226,532	\$ 204,096	\$ 220,378	\$ 213,880	\$ (6,498)	-2.95%

**BUDGET NOTES**

520100	Advertising	Legal advertising with the Action Unlimited for wetland filings for trail projects requiring permitting
520900	Travel	Travel to and from conferences/workshops or regional meetings
521100	Electricity	
521500	Telephone	Three phones (Conservation Agent, Community Conservation Specialist, and Planning Director)-- added one phone line this year for Community Conservation Specialist
521700	Dues And Membership	MACC dues, MCA and NECA dues. Dues cover conservation agent and all conservation members.
521800	Professional Development	First year development for staff and general workshops for Commission members
521900	Professional Services	Moved \$5,000 for hazardous tree removal from contractual services into professional services to isolate contractual services which is only for Arboretum edging, trimming/pruning, etc.
540100	Office Supplies	Reduced and transferred funding to new Community Engagement Supplies line.
540230	Community Engagement Supplies	Supplies for community outreach events
540250	Medical Supplies	Medical kits for Conservation vehicle
540610	Land Steward	Materials for the maintenance of conservation lands, trails, and boardwalks and dog waste bags
540900	Material And Equipment	Parts, small tools, sand, gravel, stone, cement, flags for flagpoles, and routine equipment repairs, parking lot and accessibility improvements. Arboretum projects, property maintenance, equipment, and landscaping supplies.



# ACTON FIRE



## *Mission Statements*

**Acton Fire Department:** 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 for 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.

**Emergency Management:** Acton Emergency Management's mission is to communicate, coordinate, and collaborate with stakeholders and partners (local, state and federal) to ensure we are prepared to respond to, mitigate, and recover from complex events, incidents and disasters that may impact our community.

## **Budgets Managed**

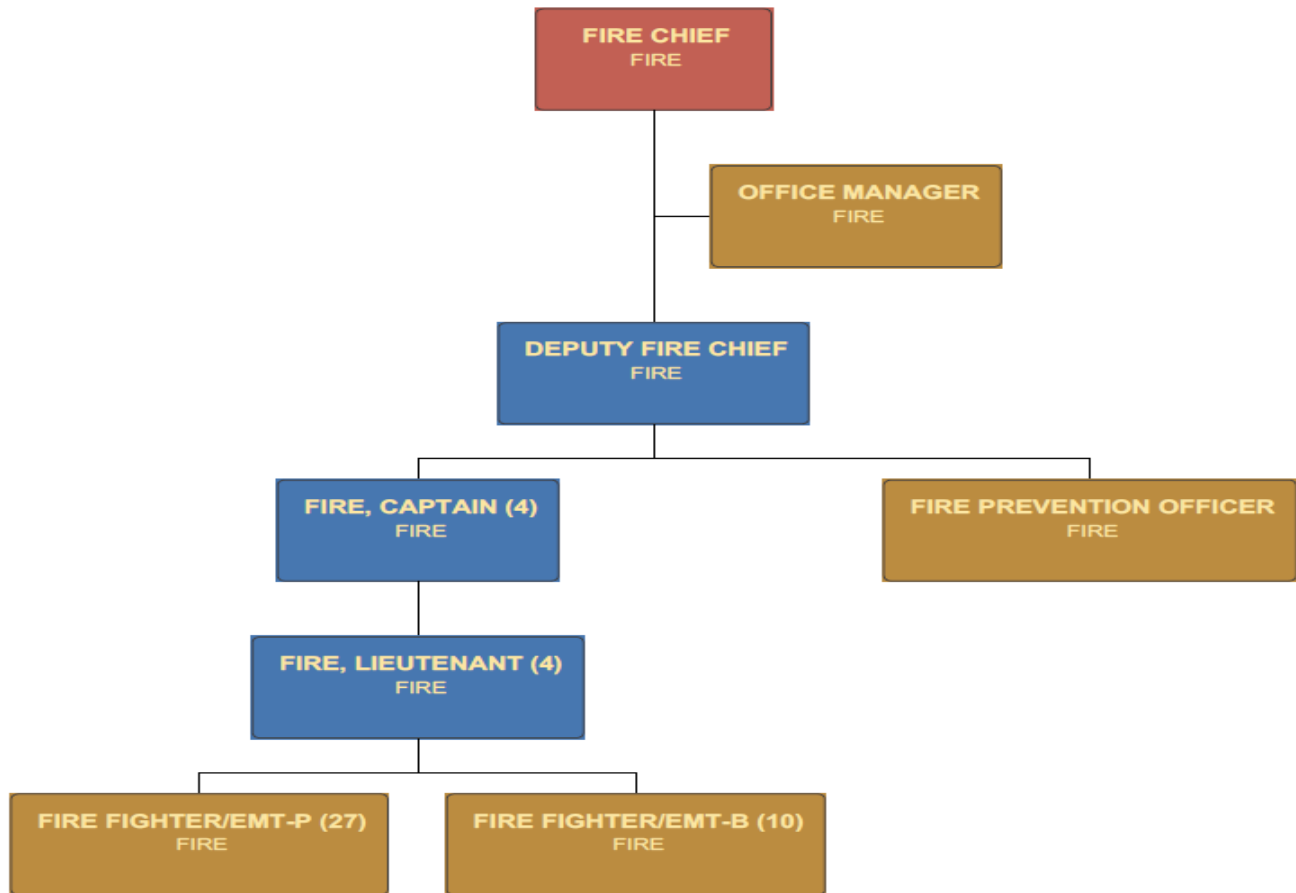
### General Fund:

- Fire Department (01220)
- Emergency Management (01291)

### Enterprise/Revolving:

- Fire Alarm Network Revolving (3700)
- Fire Prevention Revolving (3712)
- Ambulance Enterprise (6600)

## Organizational Chart



## Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
Fire Chief/Emergency Management Director	1.000	1.000	1.000
Deputy Fire Chief	1.000	1.000	1.000
Office Manager (previously Admin. Assistant)	1.000	1.000	1.000
Captain	4.000	4.000	4.000
Lieutenant	4.000	4.000	4.000
Firefighter/EMT- Basic Life Support	10.000	10.000	10.000
Firefighter/EMT- Paramedic*	14.000	14.000	16.000
Total General Fund:	35.000	35.000	37.000
<b>Ambulance Enterprise Fund</b>			
Firefighter/EMT- Paramedic	10.000	10.000	10.000
Firefighter/Paramedic/ALS Coordinator	1.000	1.000	1.000
Total Ambulance Enterprise Fund:	11.000	11.000	11.000
<b>Building Revolving Fund</b>			
Fire Prevention Officer**	0.000	0.000	1.000
<b>Department Total:</b>	<b>46.000</b>	<b>46.000</b>	<b>48.000</b>

\*Two new Firefighter/EMT-Paramedics to support community and staffing needs

\*\*Fire Prevention Officer funded out of Building Revolving Fund

## Chief Anita Arnum

Public Safety Facility, 371 Main St.

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



## Fire Department

### Services

The Acton Fire Department is responsible for fire suppression, prevention, education, training, inspections, pre-planning, hazardous materials emergency response, ambulance and emergency medical services and all-hazards response. In addition, in conjunction with other town departments, the Fire Department is also responsible for emergency preparedness and disaster mitigation. The Acton Fire and Police Departments are jointly responsible for the E-911 Emergency Dispatch Center run out of the Public Safety Facility.



*Acton Fire Department responding to a mutual aid fire in Boxborough at an apartment building*



*Firefighter/Paramedic Stacey Meade and Chief Anita Arnum with Council on Aging Director Sharon Mercurio serving lunch to patrons of the Acton Senior Center.*

## **Changes and Ongoing Challenges**

- Recruitment and retention of staff to maintain adequate staffing levels and operational efficiency
- Operating four fire stations are current staffing levels
- The Deputy Fire Chief and Captains perform fire prevention inspectional services on top of their normal duties which has resulted in operational inefficiencies and overburdened staff. This would be alleviated with the hiring of a dedicated Fire Prevention Officer.
- The development and revision of department operating policies, rules, regulations, and guidelines to be more in line with current operations and topics.

## **Recent Accomplishments**

- Secured the purchase of new Aerial Apparatus at May 2024 Annual Town Meeting
- Secured the purchase of new Self-Contained Breathing Apparatus
- Secured Firefighter Safety & Equipment Grant of \$14,367.33

## **FY2026 Goals**

- Fill vacancies and add eight additional Firefighter/EMT-Paramedic positions
- Hire Impact Shift personnel to support Town ambulance operations
- Establish a Fire Prevention Officer's position—*contingent on union negotiations*
- Establish Advanced Life Support (ALS) Fly-Car Model—*contingent on union negotiations*
- Continue to work towards satisfaction of National Fire Prevention Association (NFPA) 1710 Standards
- Promote additional Lieutenants to enable an Officer and two Firefighters on each piece of apparatus
- Pilot various consolidation/operations models to improve efficiency and safety in operations
- Review and revision of current department rules and regulations which are currently more than fifty years old, as well as the further development and implementation of updated policies and standard operating procedures

## **Chief Anita Arnum**

Public Safety Facility, 371 Main St.

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

## **Emergency Management**

### **Services**

Emergency Management is charged with ensuring the town is prepared to respond to various emergencies, planned and unplanned: Hurricanes, winter storms, extreme temperatures, major crowd events, major traffic accidents, aircraft crashes, tornados, earthquakes, fires, hazmat incidents, active shooter events, etc. The September 9, 2023 microburst that occurred over Acton is an example of such an event and Emergency Management was able to deploy generators where needed.

The department has just completed updating our Comprehensive Emergency Management Plan and is continually working to ensure resources are available when needed.

### **Changes and Ongoing Challenges**

- Adequate storage space for emergency management equipment
- Identification and designation of appropriate shelters within the community
- Availability of staffing in the event of an emergency

### **Recent Accomplishments**

- Secured Emergency Management Preparedness Grant- \$5,100
- Continued to build Town's emergency management cache of equipment and supplies
- Completion of Acton's Comprehensive Emergency Management Plan

### **FY2026 Goals**

- Exercise Acton's Emergency Management Plan through a table-top event
- Complete a full inventory of EMA resources and secure sufficient permanent location for such
- Continue to maintain all EMA equipment in operational order so that it may be immediately deployed when needed



## **Enterprise/Revolving Funds Managed**

### **Fire Alarm Network Revolving Fund**

This fund provides for the maintenance and repair of the Town's fire alarm box network. Properties which have a fire alarm box pay annually towards the maintenance and repair of that box, as well as towards the entire system. These funds cover related Fire Department overtime, equipment repair and servicing, and telephone expenditures.

### **Fire Prevention Revolving Fund**

This fund was established at the May 2024 Annual Town Meeting and collects revenues related to permit and inspection fees and payments to the Fire Department related to fire prevention and fire inspection activities. These revenues will cover expenses related to permit, inspection, and fire prevention expenses, such as salaries, benefits, and the purchase and maintenance of required equipment.

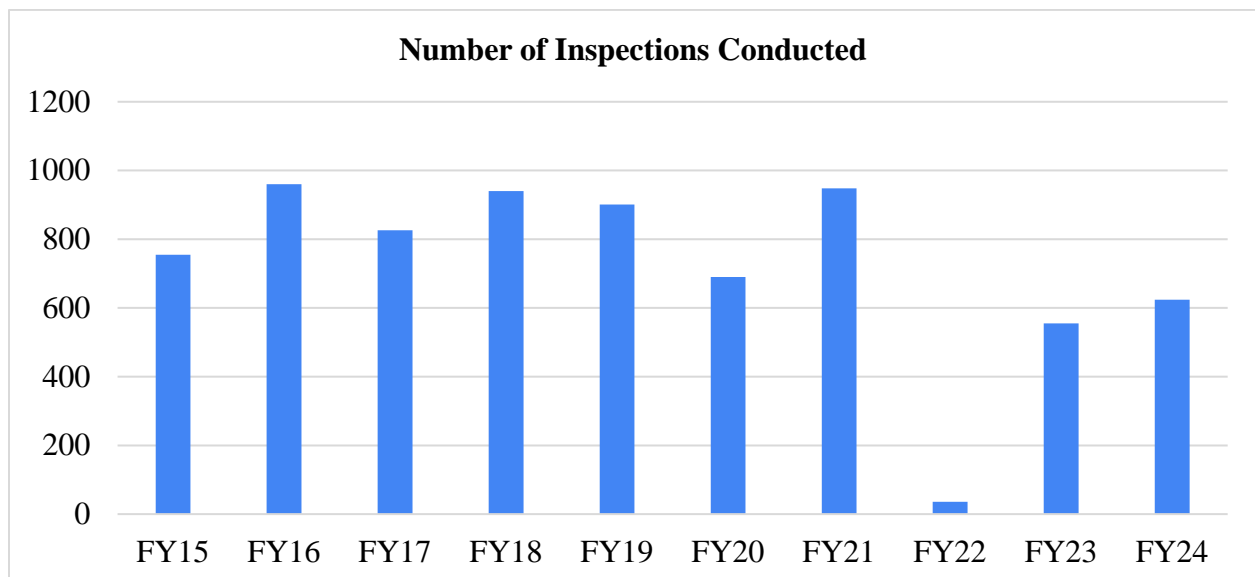
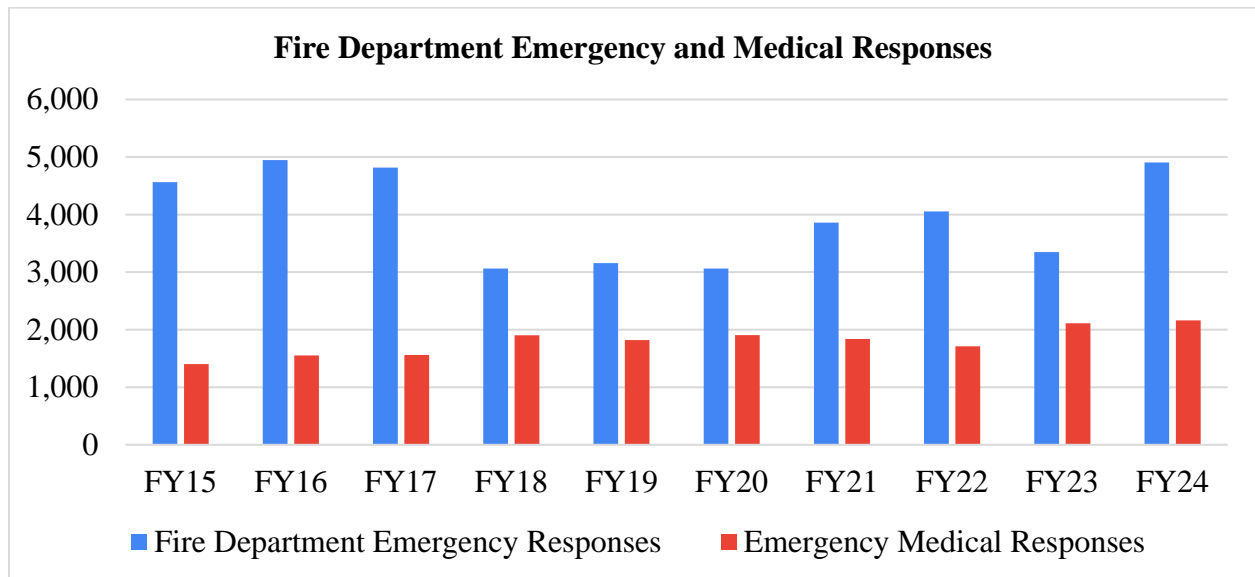
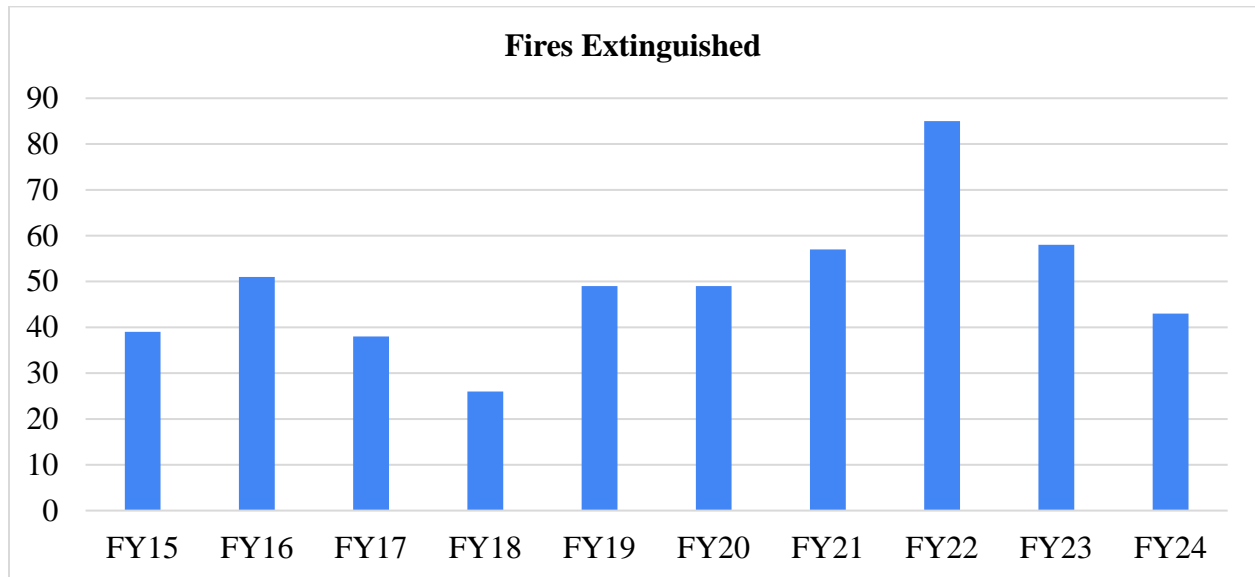
### **Ambulance Enterprise Fund**

This fund accounts for the operation of the Town's ambulance service. Fees charged for ambulance runs and services are collected and cover the salaries and benefits for Firefighter/EMT paramedics allocated to this fund, as well as other expenses related to the operation of this service, such as equipment repair and maintenance and the lease/borrowing for the Town's ambulances.



*Acton Fire/EMS staff at School Street Fields to facilitate a transfer to medical flight helicopter*

## Performance Metrics





# PUBLIC SAFETY - FIRE DEPARTMENT

FIRE (220) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
220-510100	REGULAR PERM	\$ 1,545,014	\$ 2,416,847	\$ 1,652,334	\$ 2,440,998	\$ 2,592,135	\$ 151,137	6.19%
220-510300	OVERTIME	\$ 787,387	\$ 425,000	\$ 846,070	\$ 525,000	\$ 550,000	\$ 25,000	4.76%
220-510400	SICK	\$ 105,447	\$ -	\$ 122,670	\$ -	\$ -	\$ -	-
220-510401	SICK BUYBACK	\$ 9,700	\$ 15,000	\$ 7,400	\$ 15,000	\$ 15,000	\$ -	0.00%
220-510410	FUNERAL LEAVE	\$ 9,002	\$ -	\$ 3,772	\$ -	\$ -	\$ -	-
220-510450	INJURY LEAVE	\$ 209,107	\$ -	\$ 110,879	\$ -	\$ -	\$ -	-
220-510460	LONGEVITY	\$ 19,550	\$ 20,800	\$ 19,650	\$ 21,900	\$ 17,200	\$ (4,700)	-21.46%
220-510470	INCENTIVE PAY	\$ 22,027	\$ 23,433	\$ 22,676	\$ 26,228	\$ 24,344	\$ (1,884)	-7.18%
220-510490	MERIT PAY	\$ 2,000	\$ -	\$ 4,500	\$ -	\$ -	\$ -	-
220-510500	HOLIDAY	\$ 26,863	\$ -	\$ 22,989	\$ -	\$ -	\$ -	-
220-510520	OVERTIME/SICK ADJUSTMENT	\$ (18,180)	\$ -	\$ (15,157)	\$ -	\$ -	\$ -	-
220-510530	FLSA ADJUSTMENT	\$ 15,143	\$ 4,800	\$ 10,895	\$ 4,800	\$ 4,800	\$ -	0.00%
220-510540	HOLIDAY A&B	\$ 101,054	\$ 131,720	\$ 109,807	\$ 137,243	\$ 130,207	\$ (7,036)	-5.13%
220-510600	VACATION	\$ 199,202	\$ -	\$ 190,927	\$ -	\$ -	\$ -	-
220-510730	EMT STIPEND	\$ 185,804	\$ 241,962	\$ 196,522	\$ 243,565	\$ 248,128	\$ 4,563	1.87%
220-510750	UNIFORM STIPEND	\$ 3,200	\$ 3,400	\$ 3,100	\$ 3,500	\$ 3,500	\$ -	0.00%
220-510900	PERSONAL TIME	\$ 41,608	\$ -	\$ 36,974	\$ -	\$ -	\$ -	-
220-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
220-512050	CLERICAL SALARIES & WAGES	\$ 56,432	\$ 70,178	\$ 57,080	\$ 73,013	\$ 74,473	\$ 1,460	2.00%
220-513000	PROFESSIONAL SALARIES	\$ 205,500	\$ 291,290	\$ 199,951	\$ 291,075	\$ 314,978	\$ 23,903	8.21%
<i>Personal Services - Subtotal</i>		\$ 3,525,860	\$ 3,644,430	\$ 3,603,039	\$ 3,782,322	\$ 3,974,766	\$ 192,444	5.09%
<i>Purchase of Services</i>								
220-520100	ADVERTISING	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	-
220-520300	EQUIP REP AND SERVICING	\$ 18,592	\$ 18,000	\$ 21,113	\$ 20,000	\$ 30,000	\$ 10,000	50.00%
220-520310	RADIO REPAIRS	\$ 822	\$ 12,000	\$ 17,417	\$ 20,000	\$ 20,000	\$ -	0.00%
220-520900	TRAVEL	\$ 410	\$ 500	\$ 100	\$ 500	\$ 2,500	\$ 2,000	400.00%
220-521500	TELEPHONE	\$ 4,175	\$ 5,000	\$ 2,956	\$ 5,000	\$ 5,000	\$ -	0.00%
220-521700	DUES AND MEMBERSHIP	\$ 10,053	\$ 8,800	\$ 5,373	\$ 10,000	\$ 12,000	\$ 2,000	20.00%
220-521800	PROFESSIONAL DEVELOPMENT	\$ 799	\$ 2,000	\$ 5,650	\$ 6,000	\$ 8,000	\$ 2,000	33.33%
220-521900	PROFESSIONAL SERVICES	\$ 25,035	\$ 19,000	\$ 325	\$ 2,000	\$ 2,000	\$ -	0.00%
220-522450	LICENSE FEES	\$ 9,483	\$ 12,500	\$ 36,650	\$ 42,000	\$ 45,000	\$ 3,000	7.14%
220-522700	CONTRACTUAL SERVICE	\$ -	\$ -	\$ 1,275	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 69,368	\$ 77,800	\$ 91,158	\$ 105,500	\$ 124,500	\$ 19,000	18.01%
<i>Purchase of Supplies</i>								
220-540100	OFFICE SUPPLIES	\$ 3,884	\$ 5,000	\$ 4,410	\$ 5,000	\$ 6,000	\$ 1,000	20.00%
220-540200	OTHER SUPPLIES	\$ 39,085	\$ 8,000	\$ 2,117	\$ 8,000	\$ 4,000	\$ (4,000)	-50.00%
220-540500	BOOKS AND PERIODICALS	\$ 1,817	\$ 2,000	\$ 2,944	\$ 2,000	\$ 3,500	\$ 1,500	75.00%
220-540700	MEALS	\$ 1,127	\$ 1,200	\$ 358	\$ 1,200	\$ 1,200	\$ -	0.00%
220-540900	MATERIAL AND EQUIPMENT	\$ 61,140	\$ 23,000	\$ 45,675	\$ 50,000	\$ 50,000	\$ -	0.00%
220-540930	PARTS/TIRES - FIRE	\$ 151,750	\$ 90,000	\$ 166,902	\$ 150,000	\$ 175,000	\$ 25,000	16.67%
220-541000	UNIFORMS	\$ 16,838	\$ 26,000	\$ 18,570	\$ 30,000	\$ 25,000	\$ (5,000)	-16.67%
220-541050	PROTECTIVE CLOTHING	\$ 11,684	\$ 40,000	\$ 41,994	\$ 60,000	\$ 45,000	\$ (15,000)	-25.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 287,324	\$ 195,200	\$ 282,971	\$ 306,200	\$ 309,700	\$ 3,500	1.14%
<i>Capital Outlay</i>								
220-583000	MACHINERY AND EQUIPMENT	\$ 9,113	\$ -	\$ 1,769	\$ -	\$ -	\$ -	-
220-585000	MOTOR VEHICLE	\$ 27,017	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Capital Outlay - Subtotal</i>		\$ 36,130	\$ -	\$ 1,769	\$ -	\$ -	\$ -	-
<b>Fire - Total</b>		<b>\$ 3,918,682</b>	<b>\$ 3,917,430</b>	<b>\$ 3,978,937</b>	<b>\$ 4,194,022</b>	<b>\$ 4,408,966</b>	<b>\$ 214,944</b>	<b>5.13%</b>

**BUDGET NOTES**

520300	Eqpt Rep And Servicing	Steeply increased costs for required annual service/maintenance/certification of equipment including SCBA, ladders, hydraulic tools, extinguishers, compressors, small engines, gas meters, PPV, appliances, fit-testing equipment, etc. Repairs also fall under this category.
520310	Radio Repairs	Portable radios currently cost \$6,000- 9,000 each. Mobile radios will be replaced and upgraded as funding allows. Includes repairs, maintenance, peripherals, antennas, programming, etc.
520900	Travel	To cover tolls, hotel and airfare, and rental vehicle expenses to attend seminars or conferences out of state.
521500	Telephone	Mobile phone services for Chief and Deputy, Fire Alarm Superintendent, Apparatus Maintenance Coordinator, Ambulances, Engines, and various WiFi devices required in vehicles for interconnectivity
521700	Dues And Membership	Dues and memberships in professional organizations
521800	Professional Development	Increased funding to support outside training opportunities.
521900	Professional Services	Includes specialized services that may be required from time to time, including cleaning and decontamination of vehicles, ambulance passenger compartment, etc.
522450	License Fees	Licensing costs for various program utilized by the department. Annual costs have risen sharply.
540100	Office Supplies	Office supplies for the fire administration offices as well as for the 4 stations. We have also seen an increase in supply costs.
540200	Other Supplies	Includes bottled drinking water to be deployed on all apparatus, coolers to hold the bottled water, miscellaneous station and housekeeping cleaning supplies, duplication of keys when necessary, initial set of bed linens for new members, etc.
540500	Books And Periodicals	Fire service course texts, Fire codes and trade journals. Per contract supplying fire service training books in all the stations.
540700	Meals	Out of office meeting meals. Contractual meals during emergency or extended operations.
540900	Material And Equipment	Variety of materials such as caution tape, vehicle mounts, snow/ice scrapers, speedy dry absorbent, hand and power tools, etc.
540930	Parts/Tires - Fire	Our current fleet is experiencing a frequent need for repairs and maintenance resulting in increased costs.
541000	Uniforms	Includes Class B Uniforms (shirts, t-shirts, pants), boots, sweatshirts, jackets, hats, mittens and caps, Academy-required clothing, and Class A Uniforms (dress shirt, tie, hat, gloves, and pins)
541050	Protective Clothing	Personal protective clothing: helmet, shield, hood, turnout gear, etc. Turnout equipment costs have skyrocketed in recent years. Turnout is custom fit to each member to ensure it provides the necessary protection and function. Also includes repairs to turnout gear and equipment.

## PUBLIC SAFETY - EMERGENCY MANAGEMENT

EMERGENCY MANAGEMENT (291 GENERAL FUND - TOWN)		FY23	FY24	FY25	FY26	\$	%
Account Number	Description	<u>ACTUALS</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROPOSED</u>	<u>Change</u>	<u>Change</u>
<i>Personal Services</i>							
291-510300	OVERTIME	\$ -	\$ 881	\$ -	\$ -	\$ -	-
291-513000	PROFESSIONAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Personal Services - Subtotal</b>		<b>\$ -</b>	<b>\$ 881</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<i>Purchase of Services</i>							
291-520300	EQPT REPAIR AND SERVICING	\$ 1,919	\$ 800	\$ 2,500	\$ 2,500	\$ -	0
291-521500	TELEPHONE	\$ -	\$ -	\$ 600	\$ 600	\$ -	0
291-522700	CONTRACTUAL SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Purchase of Services - Subtotal</b>		<b>\$ 1,919</b>	<b>\$ 800</b>	<b>\$ 3,100</b>	<b>\$ 3,100</b>	<b>\$ -</b>	<b>0.00%</b>
<i>Purchase of Supplies</i>							
291-540100	SUPPLIES	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	0
291-540200	OTHER SUPPLIES	\$ 315	\$ 115	\$ 1,500	\$ 1,500	\$ -	0
291-540900	MATERIALS AND EQUIPMENT	\$ 1,748	\$ 22,535	\$ 16,000	\$ 15,000	\$ (1,000)	-6.25%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 2,063</b>	<b>\$ 22,650</b>	<b>\$ 19,000</b>	<b>\$ 18,000</b>	<b>\$ (1,000)</b>	<b>-5.26%</b>
<b>Emergency Management - Total</b>		<b>\$ 3,982</b>	<b>\$ 24,331</b>	<b>\$ 22,100</b>	<b>\$ 21,100</b>	<b>\$ (1,000)</b>	<b>-4.52%</b>

### BUDGET NOTES

520300	Eqpt Rep And Servicing	Preparedness equipment such as generators, water pumps, etc. required annual servicing and maintenance to remain ready when needed
521500	Telephone	Covers satellite phone service for a single satellite phone to be ready and available at all times if needed.
540100	Office Supplies	Various supplies to ensure that each piece of equipment that may be lent out has operational instructions and a tracking log. Includes tags and labels to clearly identify the equipment as belonging to Acton Emergency Management, brochures, signs to provide guidance in an emergency, large planning charts, etc.
540200	Other Supplies	Miscellaneous supplies that may be needed to properly store Emergency Management equipment-- might include shelving, plastic tubs and boxes, etc.
540900	Material And Equipment	Supplies and materials such as shelter materials (cots, bedding, hygiene kits, etc.), EZ-Up Tends, emergency lighting, drinking water, phone charging banks, batteries, and other additional items as identified in the recently developed Comprehensive Emergency Management Plan (CEMP) for Acton.

# ACTON POLICE



## *Mission Statement*

**Acton Police Department:** The Acton Police Department is committed to enhancing the quality of life for all in Acton, particularly the vulnerable, by working collaboratively with the community to enforce laws, maintain peace, and provide social services. We are dedicated to protecting the lives and property of everyone through compassionate, professional, and impartial police services.

Core Values of the Acton Police Department:

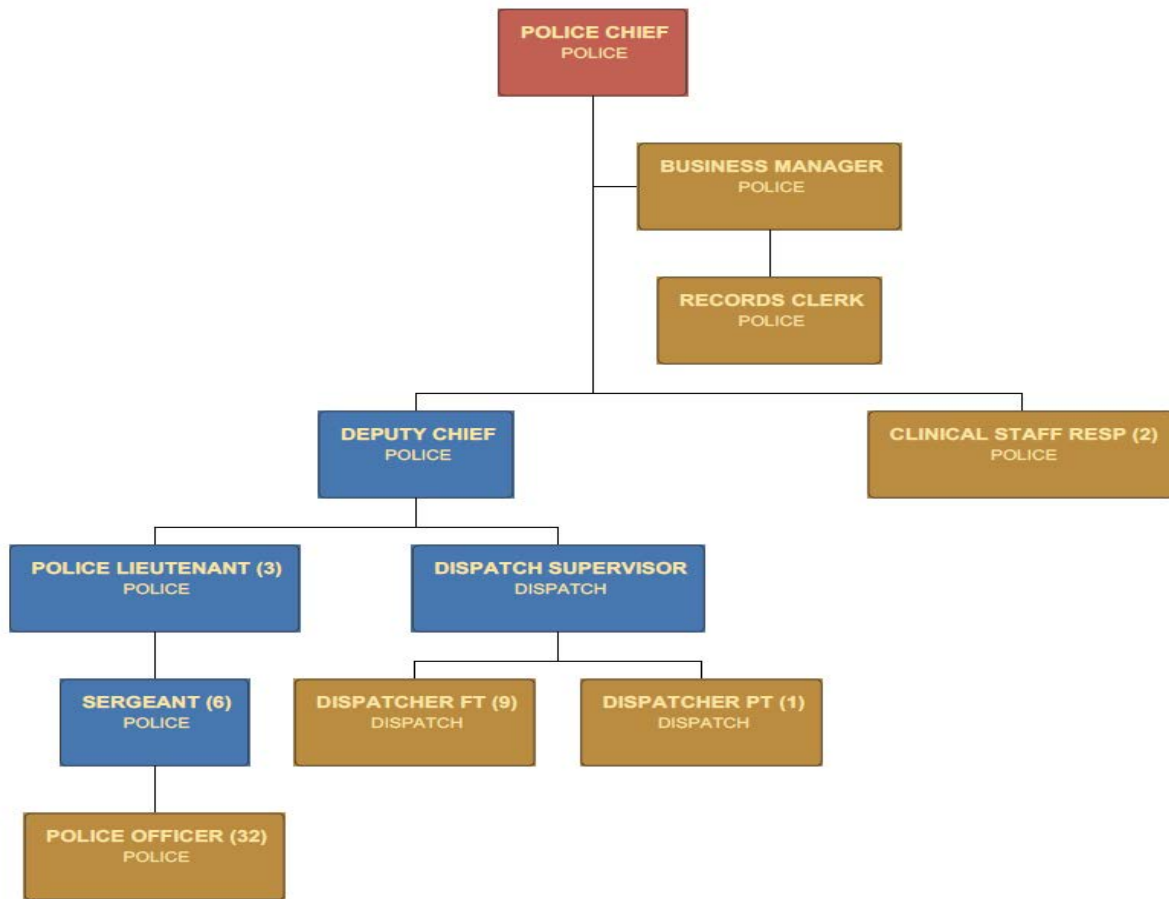
- Integrity: Upholding honesty and ethical standards in all actions.
- Accountability: Taking responsibility for one's actions, especially in decision-making and use of authority
- Respect: Treating all individuals with dignity and fairness, regardless of their background.
- Fairness: Ensuring impartiality and justice in enforcing the law.
- Transparency: Maintaining open and clear communication with the public to foster trust.
- Service: Committing to the safety and welfare of the community, prioritizing public needs.
- Professionalism: Demonstrating competence, courtesy, and dedication in all aspects of policing.
- Compassion: Showing empathy and understanding, particularly in dealing with victims or vulnerable individuals.
- Community Engagement: Building strong, positive relationships with the community to enhance cooperation and trust.

## **Budgets Managed**

General Fund:

- Police Department (01210)
- Dispatch (01221)

## Organizational Chart



### Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
<i>Police</i>			
Police Chief	1.000	1.000	1.000
Deputy Police Chief	1.000	1.000	1.000
Business Manager	1.000	1.000	1.000
Records Clerk	1.000	1.000	1.000
Police Lieutenants***	2.000	2.000	3.000
Police Sergeants	6.000	6.000	6.000
Patrol Officers	32.000	32.000	32.000
Clinical Staff Responders*	2.000	2.000	2.000
Special Police Officers**	0.000	0.000	0.000
Traffic Attendants**	0.000	0.000	0.000
<b>Total Police:</b>	<b>46.000</b>	<b>46.000</b>	<b>47.000</b>
<i>Dispatch</i>			
Dispatch Supervisor	1.000	1.000	1.000
Dispatchers (10)	8.600	8.600	9.200
<b>Total Dispatch:</b>	<b>9.600</b>	<b>9.600</b>	<b>10.200</b>

\*One Clinical Responder position funded by five-year grant from the MA Department of Mental Health

\*\* Special Police Officers and Traffic Attendants are hired as needed and are not FTEs. There are currently 9 Traffic Attendants and 8 Special Police Officers

\*\*\* New Police Lieutenant to support community and staffing needs

## Chief James Cogan

Public Safety Facility, 371 Main St.

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



## Police Department

### Services

The Acton Police Department (Town of Acton, Massachusetts, United States of America) offers excellent police protection in order to maintain the quality of life expected by its citizens by enforcing the laws of the community and encouraging citizens to respect the law, act responsibly toward those who enforce the law, and assist in upholding the law. The Acton Police Department protects 22,000 residents every day, including 6,000 children who attend our schools. They provide pro-active patrols and community policing functions, as well as investigate crimes, arrest criminals, handle false alarms, and vehicle crashes. In addition, they deal with a significant number of social issues, including domestic abuse, homelessness, mental health problems, and medical responses.

- School Bus Safety training for students
- Fingerprinting
- Firearm Identification Card (FID) applications
- Pistol Permit Applications (fingerprinting and photos)
- License application to see firearms and/or ammunitions, and renewals
- Good conduct letters
- Solicitor licensing
- CORI record checks
- Rape Aggression Defenses Systems or RAD Training which is offered to women and teaches self-defense tactics and techniques
- Child Seat Safety courses
- Manages Animal Control services

### Changes and Ongoing Challenge

#### Changes:

- Addition of body-worn camera program which has improved operational oversight
- Staff changes, promotions, and turnover
- Addition of a fully-electric vehicle to the police fleet
- Completed transition of all gas-powered patrol vehicles to hybrid
- Added Business Manager position to replacement of Administrative Assistant

#### Challenges:

- Shortage of spaced in female locker room



Above: "Cone with a Cop" event hosted by Acton Diversity, Equity, and Inclusion Office and Acton Police Department



- Additional funding needed to complete radio improvement project (FY2026 Capital Improvement request submitted)
- Additional administrative supervision needed, particularly over body-worn camera program (Police Lieutenant position requested in FY2026 budget)
- Limited funding for community policing and community events

### Recent Accomplishments

- Reaccreditation by Massachusetts Police Accreditation Commission
- Completed transition of all gas-powered patrol vehicles to hybrid
- Added fully electric vehicle to patrol fleet
- Added body-worn camera program and completed training and roll-out
- Promotions of Deputy Police Chief, Lieutenant, and Sergeant
- Special assignments for School Resource Officer and Criminal Investigator
- Kevin Gordon awarded AAA Traffic Safety Award

*Above: Acton Police Department receiving their reaccreditation from the Massachusetts Police Accreditation Commission.*

### FY2026 Goals

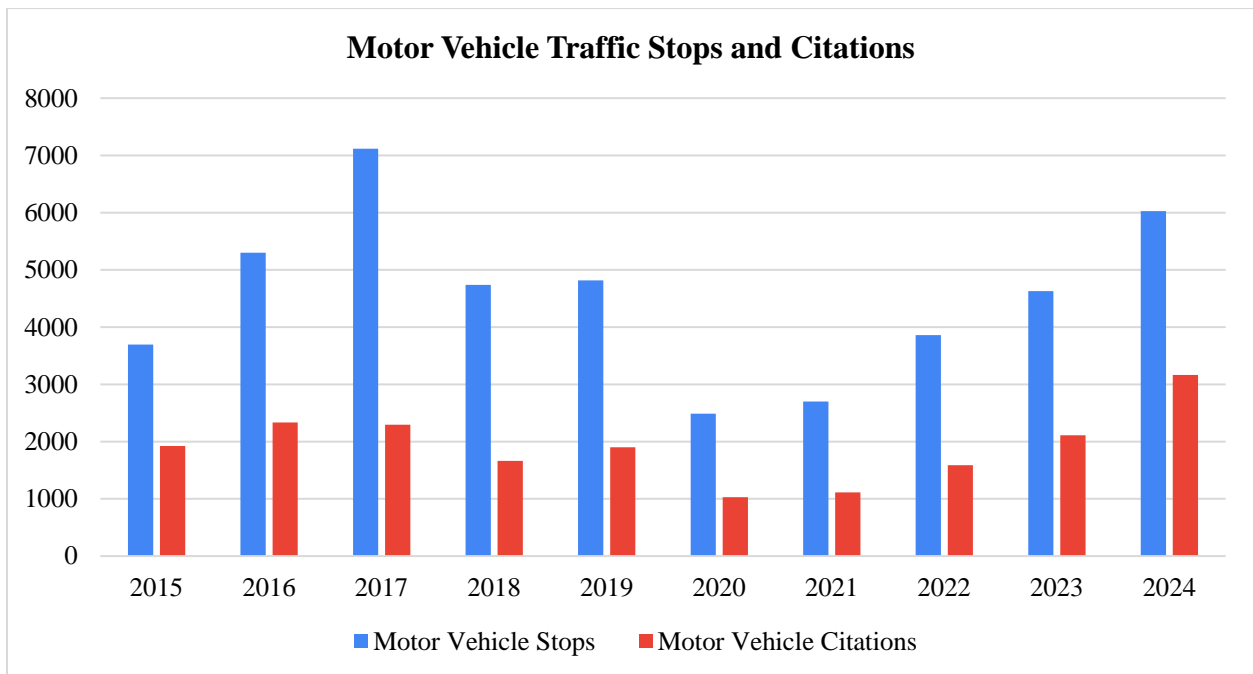
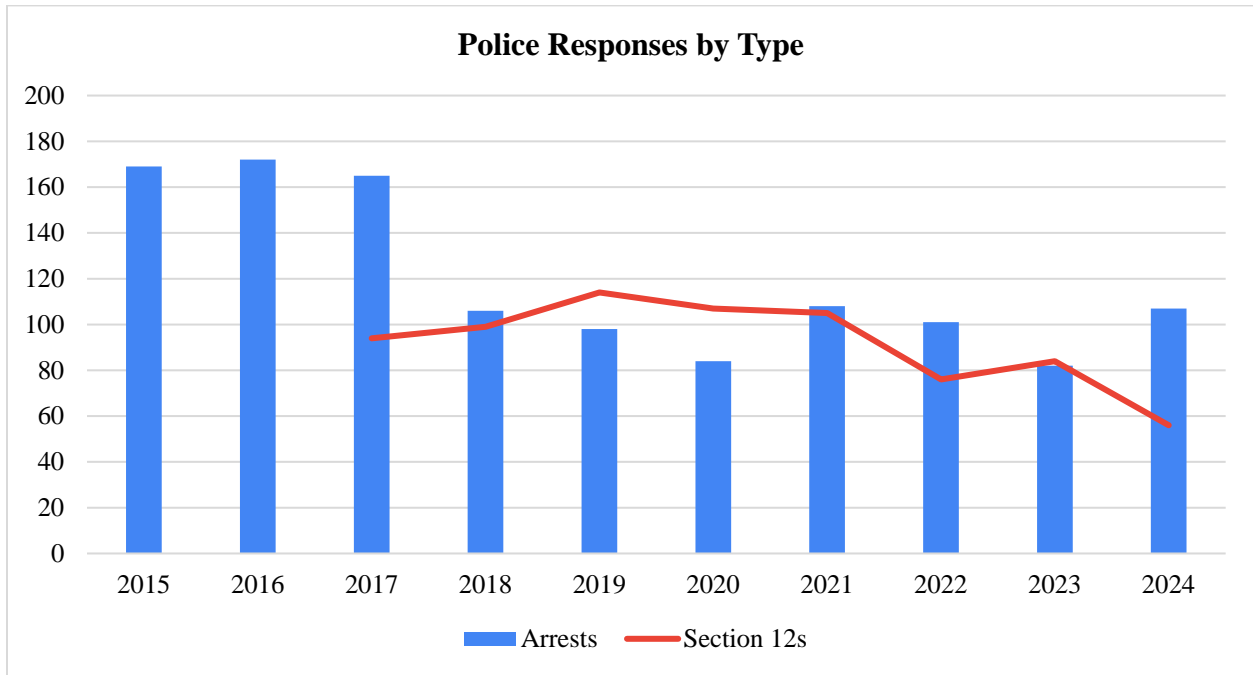
- Replacement and update of firearms and less-lethal weapons
- Renew tasers contract
- Return to full staffing to better meet the needs of the community
- Progress with second phase of the radio improvement project



*The Town of Acton Youth Police Academy is a program for children aged 12-15 who are interested in learning how police officers perform their duties. The Class of 2024 is pictured below:*



## Performance Metrics



# PUBLIC SAFETY - POLICE DEPARTMENT

POLICE (210)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
210-510100	REGULAR PERM	\$ 2,048,246	\$ 3,041,262	\$ 2,152,573	\$ 3,102,457	\$ 3,165,447	\$ 62,990	2.03%
210-510300	OVERTIME	\$ 755,625	\$ 537,255	\$ 533,190	\$ 548,544	\$ 560,167	\$ 11,623	2.12%
210-510400	SICK	\$ 119,979	\$ -	\$ 154,905	\$ -	\$ -	\$ -	-
210-510410	FUNERAL LEAVE	\$ 5,875	\$ -	\$ 3,901	\$ -	\$ -	\$ -	-
210-510450	INJURY LEAVE	\$ 32,376	\$ -	\$ 19,341	\$ -	\$ -	\$ -	-
210-510470	EDU & EXPERIENCE INCENTIVE PAY	\$ 496,375	\$ 637,661	\$ 576,216	\$ 642,575	\$ 681,745	\$ 39,170	6.10%
210-510480	OUTSIDE DETAIL	\$ 1,856	\$ -	\$ -	\$ -	\$ -	\$ -	-
210-510490	MERIT PAY	\$ 3,000	\$ -	\$ 7,500	\$ -	\$ -	\$ -	-
210-510500	HOLIDAY	\$ 147,208	\$ -	\$ 157,291	\$ -	\$ -	\$ -	-
210-510520	OVERTIME/SICK ADJUSTMENT	\$ (11,412)	\$ -	\$ (9,803)	\$ -	\$ -	\$ -	-
210-510530	FLSA ADJUSTMENT	\$ 59,518	\$ 45,000	\$ 41,604	\$ 50,000	\$ 50,000	\$ -	0.00%
210-510600	VACATION	\$ 270,354	\$ -	\$ 195,599	\$ -	\$ -	\$ -	-
210-510800	COURT TIME	\$ 12,368	\$ 20,000	\$ 4,389	\$ 20,000	\$ 10,000	\$ (10,000)	-50.00%
210-510900	PERSONAL TIME	\$ 34,285	\$ -	\$ 35,266	\$ -	\$ -	\$ -	-
210-511000	OTHER SALARIES & WAGES	\$ 19,288	\$ -	\$ 30,782	\$ -	\$ -	\$ -	-
210-511010	MATRON WAGES	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	-
210-511030	JUVENILE OFFICER	\$ 10,517	\$ 10,000	\$ 638	\$ 10,000	\$ 10,000	\$ -	0.00%
210-511040	FIREARMS STIPEND	\$ 22,200	\$ 25,800	\$ 23,400	\$ 25,800	\$ 26,400	\$ 600	2.33%
210-511050	SPECIAL DUTY	\$ 24,680	\$ 34,000	\$ 23,600	\$ 34,000	\$ 34,000	\$ -	0.00%
210-511060	5 AND 2 SCHEDULE	\$ 20,342	\$ 30,000	\$ 17,616	\$ 30,000	\$ 30,000	\$ -	0.00%
210-511080	FIREARM INSTRUCTOR	\$ 3,400	\$ 3,600	\$ 3,900	\$ 3,600	\$ 3,600	\$ -	0.00%
210-512050	CLERICAL SALARIES & WAGES	\$ 100,999	\$ 140,356	\$ 100,836	\$ 146,027	\$ 144,572	\$ (1,455)	-1.00%
210-513000	PROFESSIONAL SALARIES	\$ 372,149	\$ 539,483	\$ 391,002	\$ 552,872	\$ 686,748	\$ 133,876	24.21%
<i>Personal Services - Subtotal</i>		\$ 4,549,227	\$ 5,066,417	\$ 4,463,745	\$ 5,165,875	\$ 5,402,679	\$ 236,804	4.58%
<i>Purchase of Services</i>								
210-520310	RADIO REPAIRS	\$ 6,248	\$ 8,000	\$ 685	\$ 10,000	\$ 6,000	\$ (4,000)	-40.00%
210-520600	EQUIPMENT MAINTENANCE	\$ 29,181	\$ 50,000	\$ 26,882	\$ 105,000	\$ 10,000	\$ (95,000)	-90.48%
210-520900	TRAVEL	\$ 5,816	\$ 3,200	\$ 7,109	\$ 4,000	\$ 6,000	\$ 2,000	50.00%
210-521500	TELEPHONE	\$ 21,600	\$ 18,000	\$ 19,186	\$ 18,000	\$ 20,000	\$ 2,000	11.11%
210-521700	DUES AND MEMBERSHIP	\$ 17,515	\$ 7,000	\$ 18,064	\$ 7,000	\$ 5,000	\$ (2,000)	-28.57%
210-521800	PROFESSIONAL DEVELOPMENT	\$ 15,137	\$ 19,000	\$ 15,150	\$ 19,000	\$ 20,000	\$ 1,000	5.26%
210-521900	PROFESSIONAL SERVICES MEDICA	\$ 492	\$ 4,439	\$ 5,849	\$ 4,439	\$ 4,500	\$ 61	1.37%
210-521940	CONTRACTUAL SERVICES	\$ 7,600	\$ 10,000	\$ 180	\$ 10,000	\$ 5,000	\$ (5,000)	-50.00%
210-522700	CONTRACTUAL SERVICE	\$ 11,475	\$ -	\$ 19,680	\$ -	\$ 113,852	\$ 113,852	-
210-523300	SECURITY	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
210-523800	BULLET PROOF VEST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
292-522070	ANIMAL CONTROL - DOG BOARDING SERV	\$ 1,360	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ -	0.00%
292-522700	ANIMAL CONTROL - CONTRACTUAL SERVIC	\$ 19,200	\$ 21,000	\$ 19,200	\$ 36,000	\$ 36,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 135,623	\$ 143,639	\$ 131,985	\$ 216,439	\$ 229,352	\$ 12,913	5.97%
<i>Purchase of Supplies</i>								
210-540100	OFFICE SUPPLIES	\$ 7,906	\$ 6,600	\$ 3,078	\$ 6,600	\$ 6,600	\$ -	0.00%
210-540110	POLICE SUPPLIES	\$ 7,747	\$ 10,000	\$ 5,349	\$ 10,000	\$ 7,500	\$ (2,500)	-25.00%
210-540210	PHOTOGRAPHIC SUPPLIES	\$ 3,111	\$ 3,200	\$ 2,500	\$ 3,200	\$ 3,200	\$ -	0.00%
210-540500	BOOKS AND PERIODICALS	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
210-540900	MATERIAL AND EQUIPMENT	\$ 13,865	\$ 2,000	\$ 39,635	\$ 2,000	\$ 5,000	\$ 3,000	150.00%
210-541000	UNIFORMS	\$ 70,715	\$ 45,000	\$ 46,091	\$ 45,000	\$ 45,000	\$ -	0.00%
210-541100	RANGE & AMMUNITION	\$ 9,224	\$ 10,000	\$ 8,441	\$ 10,000	\$ 9,000	\$ (1,000)	-10.00%
<i>Purchase of Services - Subtotal</i>		\$ 112,569	\$ 77,800	\$ 105,094	\$ 77,800	\$ 77,300	\$ (500)	-0.64%
<i>Capital Outlay</i>								
210-580000	CAPITAL OUTLAY	\$ 27,999	\$ -	\$ -	\$ -	\$ -	\$ -	-
210-585000	MOTOR VEHICLE	\$ 110,362	\$ 50,000	\$ 100,584	\$ -	\$ -	\$ -	-
<i>Capital Outlay - Subtotal</i>		\$ 138,360	\$ 50,000	\$ 100,584	\$ -	\$ -	\$ -	-
<b>Police - Total</b>		\$ 4,935,779	\$ 5,337,856	\$ 4,801,408	\$ 5,460,114	\$ 5,709,331	\$ 249,217	4.56%

**BUDGET NOTES**

<i>Animal Control</i>		
522700	Contractual Service	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.
<i>Police</i>		
520310	Radio Repairs	Portable radio and related equipment repairs and programming
520600	Eqpt Maintenance	Repairs for office equipment, Dispatch Console, cruiser repairs, etc. Funding transferred to Contractual Services (522700) to better align with departmental needs
520900	Travel	Travel expenses and parking fees.
521500	Telephone	Increased due to in-car cameras and cruiser laptops, also includes all department cell phones.
521700	Dues And Membership	Dues for various memberships including IACP, Mass Chiefs, FBINAA, NESPIN, NASRO, Greater Boston Police Counsel, etc.
521800	Professional Development	Fees and expenses for training programs, seminars, and conferences
521940	Professional Services - Medical	Psychological testing for new police and dispatch hires, fitness for duty exams
523300	Security	Drug investigation buy money
540100	Office Supplies	Paper and routine office supplies.
540110	Police Supplies	Breath Test supplies, cell block supplies, prisoner meals, crime scene processing equipment, batteries for cruiser AEDs, etc.
540210	Photographic Supplies	Camera equipment, repairs, and supplies. Photography expenses.
540500	Books And Periodicals	Mass General Law updates, subscriptions, professional journals.
540900	Material And Equipment	Purchase of reusable flashlights, traffic wands, restraints, blankets, scanners, detective supplies, etc.
541000	Uniforms	Uniform purchases for officers, \$900 each as well as academy uniforms for new hires.
541100	Range & Ammunition	Range facility use costs, ammunition, and gun repairs

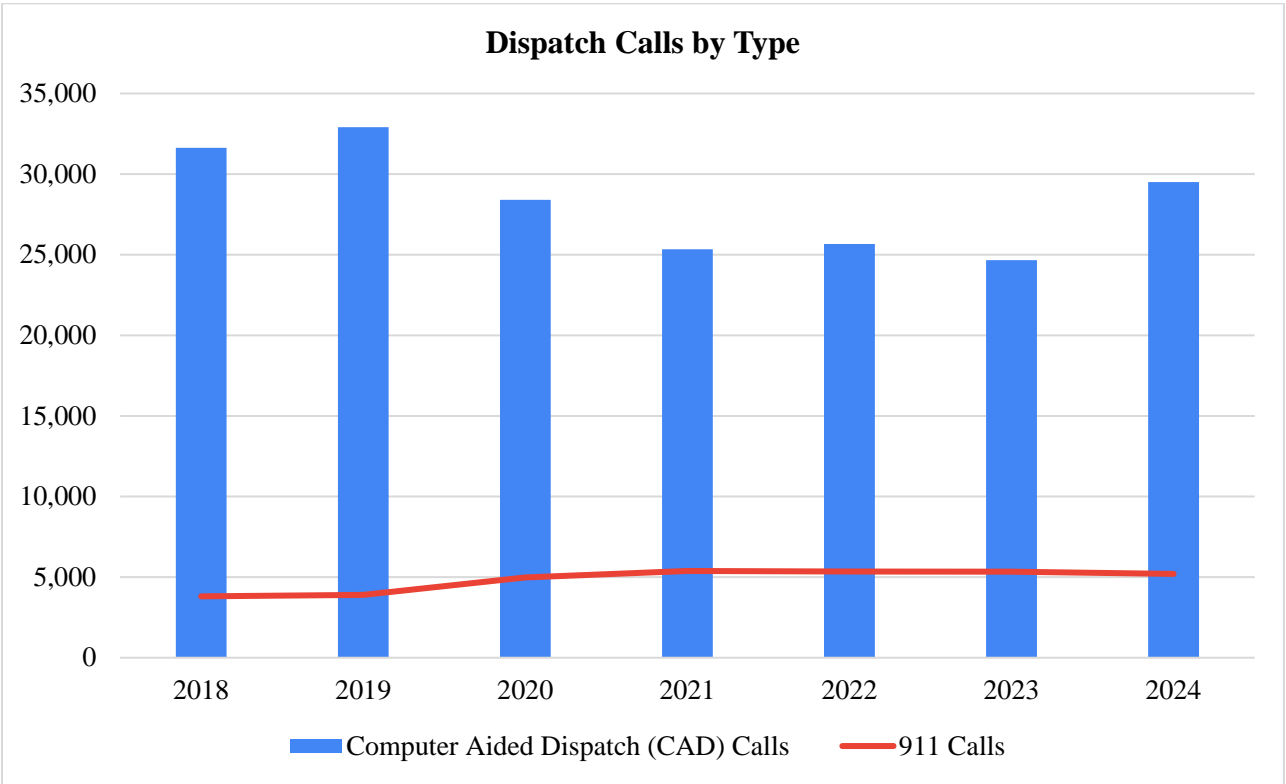
**Chief James Cogan**  
**Chief Anita Arnum**  
Public Safety Facility, 371 Main St.

**Dispatch**  
**Services**

Dispatchers are a critical part of all public safety organizations. They are required to be skilled at operating a variety of communications equipment, including computer systems, telephones and radios, Next Generation 911, the Criminal Justice Information System, and monitoring Master Boxes. Public Safety Dispatchers receive and handle 911 emergency calls and also non-emergency calls for service. Dispatchers also assist citizens who come to the Public Safety Facility to file a report or have inquiries. Dispatchers are trained to prioritize calls for Police, Fire, and EMS assistance.

Dispatchers use a computer-aided dispatch system and are trained to provide pre-arrival instructions to callers reporting medical emergencies using Priority Dispatch Software for Emergency Medical Dispatch Protocols. All dispatchers receive mandatory annual 911 in-service training, Emergency Medical Dispatch continuing education, and CPR and First Responder training. The Communications Center is staffed by 9 full-time and 3 part-time dispatchers. There are two dispatchers on duty at all times in the Center.

**Performance Metrics**



## PUBLIC SAFETY - DISPATCH

DISPATCH (221) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
221-510100	REGULAR PERMANENT	\$ 437,261	\$ 638,081	\$ 434,299	\$ 650,747	\$ 703,931	\$ 53,184	8.17%
221-510300	OVERTIME	\$ 186,330	\$ 108,000	\$ 198,437	\$ 108,000	\$ 108,000	\$ -	0.00%
221-510400	SICK	\$ 46,724	\$ -	\$ 29,943	\$ -	\$ -	\$ -	-
221-510410	FUNERAL LEAVE	\$ 1,664	\$ -	\$ 429	\$ -	\$ -	\$ -	-
221-510460	LONGEVITY	\$ 8,400	\$ 9,300	\$ 8,400	\$ 8,400	\$ 7,200	\$ (1,200)	-14.29%
221-510490	MERIT PAY	\$ 1,000	\$ -	\$ 1,500	\$ -	\$ -	\$ -	-
221-510500	HOLIDAY	\$ 27,602	\$ -	\$ 28,352	\$ -	\$ -	\$ -	-
221-510520	OVERTIME/SICK ADJUSTMENT	\$ (6,228)	\$ -	\$ (6,365)	\$ -	\$ -	\$ -	-
221-510530	FLSA ADJUSTMENT	\$ 1,807	\$ 2,000	\$ 3,110	\$ 2,000	\$ 2,000	\$ -	0.00%
221-510600	VACATION	\$ 37,582	\$ -	\$ 47,142	\$ -	\$ -	\$ -	-
221-510750	UNIFORM STIPEND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
221-510900	PERSONAL TIME	\$ 6,093	\$ -	\$ 7,158	\$ -	\$ -	\$ -	-
221-511000	OTHER SALARIES & WAGES	\$ 5,289	\$ 2,200	\$ 6,480	\$ 2,200	\$ 2,200	\$ -	0.00%
<i>Personal Services - Subtotal</i>		\$ 753,524	\$ 759,581	\$ 758,886	\$ 771,347	\$ 823,331	\$ 51,984	6.74%
<i>Purchase of Services</i>								
221-520600	EQPT MAINTENANCE	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 2,000	\$ (3,000)	-60.00%
221-520900	TRAVEL	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
221-521700	DUES AND MEMBERSHIP	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
221-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ 5,000	\$ 857	\$ 5,000	\$ 2,000	\$ (3,000)	-60.00%
<i>Purchase of Services - Subtotal</i>		\$ -	\$ 12,000	\$ 857	\$ 12,000	\$ 6,000	\$ (6,000)	-50.00%
<i>Purchase of Supplies</i>								
221-540100	OFFICE SUPPLIES	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 1,000	\$ (1,000)	-50.00%
221-541000	UNIFORMS	\$ 4,624	\$ 6,500	\$ 4,517	\$ 6,500	\$ 6,500	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 4,624	\$ 8,500	\$ 4,517	\$ 8,500	\$ 7,500	\$ (1,000)	-11.76%
<i>Other Charges and Expenses</i>								
221-570700	HEALTH INS HPHP	\$ -	\$ 153,000	\$ -	\$ -	\$ -	\$ -	-
221-570800	MIDDLESEX COUNTY RETIREMEN	\$ -	\$ 183,381	\$ 183,381	\$ -	\$ -	\$ -	-
<i>Other Charges and Expenses - Subtotal</i>		\$ -	\$ 336,381	\$ 183,381	\$ -	\$ -	\$ -	-
<i>Other Financing Uses</i>								
221-597001	OPEB TRANSFER OUT	\$ -	\$ 21,191	\$ 21,191	\$ -	\$ -	\$ -	-
<i>Other Financing Uses - Subtotal</i>		\$ -	\$ 21,191	\$ 21,191	\$ -	\$ -	\$ -	-
<b>Dispatch - Total</b>		<b>\$ 758,148</b>	<b>\$ 1,137,653</b>	<b>\$ 968,831</b>	<b>\$ 791,847</b>	<b>\$ 836,831</b>	<b>\$ 44,984</b>	<b>5.68%</b>

### BUDGET NOTES

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

# TOWN CLERK AND ELECTIONS



## *Mission Statements*

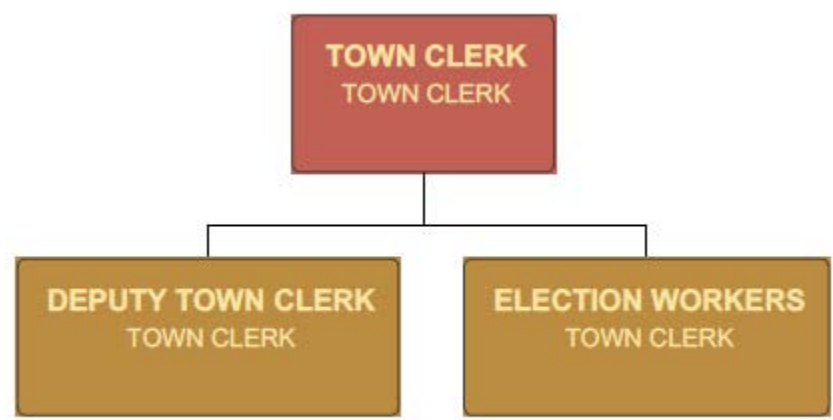
**Town Clerk and Elections:** To serve as the vital link between the town's residents and their local government, ensuring the smooth functioning of civic processes and the preservation of essential records. With unwavering commitment, we strive to provide accessible, courteous and accurate services, embracing innovation to enhance the delivery of information, elections, licensing, and records management. Through collaboration, professionalism, and a steadfast dedication to excellence, we aim to empower our community members with the tools and resources they need to engage actively in shaping the future of Acton.

## **Budgets Managed**

General Fund:

- Town Clerk (01161)
- Elections (01162)

Organizational Chart



Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
General Fund			
Town Clerk	1.000	1.000	1.000
Deputy Town Clerk	1.000	1.000	1.000
Election Workers*	0.000	0.000	0.000
Total	2.000	2.000	2.000

*\*Election workers are hired as needed and are not FTEs*



## Town Clerk, Leo Mercado

Town Hall, 472 Main St.

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

### Town Clerk and Elections

#### 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.



#### Changes and Ongoing Challenges

##### Changes:

- Eva Szkaradek, Town Clerk retired in September 2024 and Leo Mercado, previously the Deputy Town Clerk, was appointed to Town Clerk in September 2024. Alicia Burak, who brings years of experience with the Town, was appointed Deputy Town Clerk in October 2024.

##### Challenges:

- Existing processes and technologies as the office seeks to transition tasks and license applications from strictly paper to also include an electronic option. Though this process can come at a cost, we feel that the initial investment in technology will streamline processes for both community members and office staff

- We are challenged by an older web page as well—see FY2026 Goals

### Recent Accomplishments

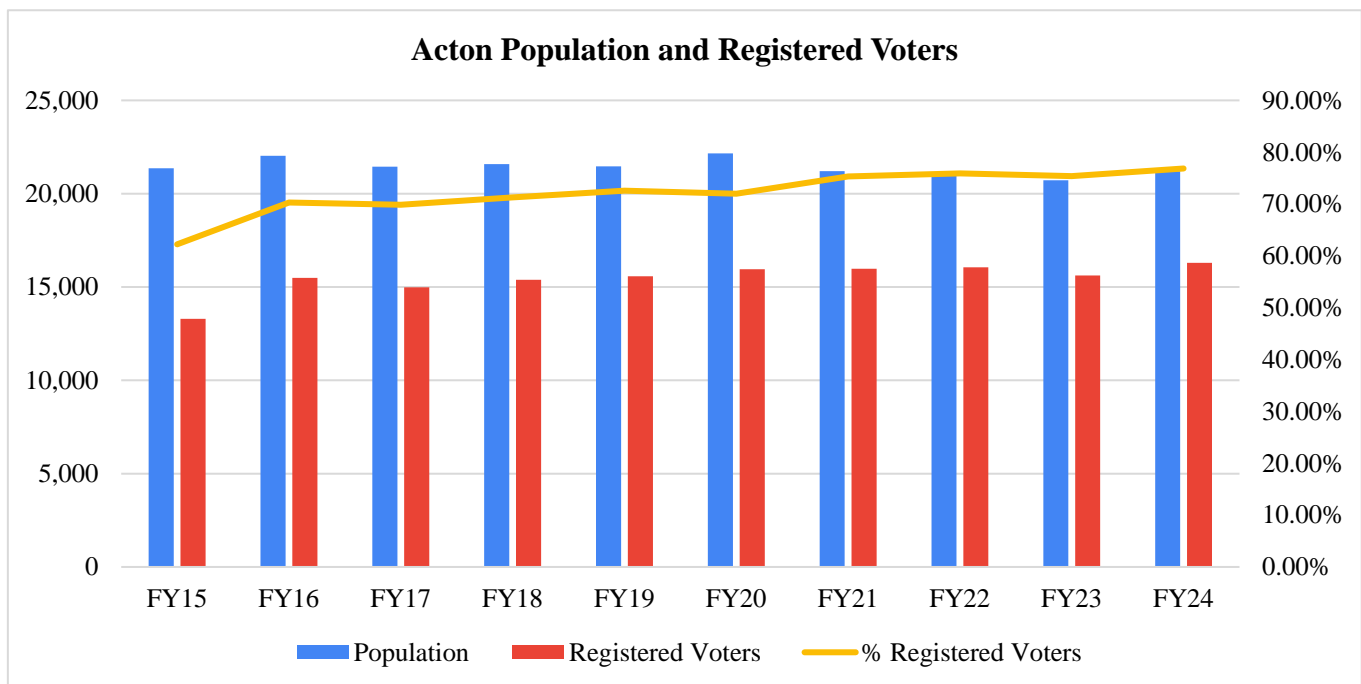
This past calendar year featured multiple elections, including one of the largest elections in United States history in November 2024. As a newly appointed leadership group here in the Clerk’s office, we stood up to the challenges and ran the presidential election in a very smooth manner. We also had to turn around and help organize and run a special town meeting three weeks later. Despite these challenges, the transition of responsibilities occurred seamlessly.

### FY2026 Goals

- Overhaul the Town Clerk’s web page to make it more user friendly and easier to navigate
- Reorganize existing resources and hire a part-time administrative assistant, freeing up department leadership to focus on larger projects
- The Commonwealth of Massachusetts will be replacing the current vital records systems which will require training for staff on the new system
- Consolidate all Town Clerk and Elections records and supplies, so that they are either located at 18 Windsor Ave or Town Hall—this will improve division efficiency and free up storage space for other departments
- Investigate which other office tasks can be transitioned from paper-only to electronic

### Performance Metrics

	FY2024
Marriage Licenses Processed	84
Public Records Requests	259
Dog Licenses Issued	1789



## TOWN CLERK

TOWN CLERK (161)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
161-510300	OVERTIME	\$ -	\$ -	\$ 601	\$ -	\$ -	\$ -	-
161-510400	SICK	\$ 6,433	\$ -	\$ 5,139	\$ -	\$ -	\$ -	-
161-510410	FUNERAL LEAVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
161-510490	MERIT PAY	\$ 2,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	-
161-510500	HOLIDAY	\$ 9,615	\$ -	\$ 10,300	\$ -	\$ -	\$ -	-
161-510600	VACATION	\$ 7,212	\$ -	\$ 5,729	\$ -	\$ -	\$ -	-
161-510900	PERSONAL TIME	\$ 2,273	\$ -	\$ 2,183	\$ -	\$ -	\$ -	-
161-511000	OTHER SALARIES & WAGES	\$ 43,047	\$ -	\$ 38,666	\$ -	\$ -	\$ -	-
161-512050	CLERICAL SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
161-513000	PROFESSIONAL SALARIES	\$ 171,960	\$ 203,724	\$ 184,351	\$ 214,578	\$ 189,859	\$ (24,719)	-11.52%
<i>Personal Services - Subtotal</i>		\$ 242,541	\$ 203,724	\$ 249,969	\$ 214,578	\$ 189,859	\$ (24,719)	-11.52%
<i>Purchase of Services</i>								
161-521700	DUES AND MEMBERSHIP	\$ 225	\$ 125	\$ 215	\$ 250	\$ 650	\$ 400	160.00%
161-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 2,400	\$ 2,400	\$ -	\$ -
161-521900	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -
161-522910	BINDING SERVICE	\$ -	\$ -	\$ -	\$ 4,000	\$ 3,000	\$ (1,000)	-25.00%
<i>Purchase of Services - Subtotal</i>		\$ 225	\$ 125	\$ 215	\$ 7,650	\$ 7,050	\$ (600)	-7.84%
<i>Purchase of Supplies</i>								
161-540100	OFFICE SUPPLIES	\$ 2,887	\$ 5,000	\$ 2,199	\$ 5,000	\$ 5,000	\$ -	0.00%
161-540200	OTHER SUPPLIES	\$ -	\$ 100	\$ 334	\$ 140	\$ 140	\$ 40	28.57%
<i>Purchase of Supplies - Subtotal</i>		\$ 2,887	\$ 5,100	\$ 2,532	\$ 5,140	\$ 5,140	\$ -	0.00%
<b>Town Clerk - Total</b>		\$ 245,654	\$ 208,949	\$ 252,716	\$ 227,368	\$ 202,049	\$ (25,319)	-11.14%

ELECTIONS (162)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
162-510300	OVERTIME	\$ 2,670	\$ 3,000	\$ 1,295	\$ 3,000	\$ 3,000	\$ -	0.00%
162-510430	BOARD MEMBERS SALARIES	\$ 1,300	\$ 1,300	\$ 400	\$ 1,300	\$ 1,300	\$ -	0.00%
162-511000	OTHER SALARIES & WAGES	\$ 14,969	\$ 24,000	\$ 11,993	\$ 40,000	\$ 25,000	\$ (15,000)	-62.50%
<i>Personal Services - Subtotal</i>		\$ 18,939	\$ 28,300	\$ 13,688	\$ 44,300	\$ 29,300	\$ (15,000)	-33.86%
<i>Purchase of Services</i>								
162-522300	PRINTING AND COPYING	\$ 9,169	\$ 8,000	\$ -	\$ 10,000	\$ 8,000	\$ (2,000)	-25.00%
162-522700	CONTRACTUAL SERVICES	\$ 11,197	\$ 20,000	\$ 24,123	\$ 26,000	\$ 28,000	\$ 2,000	10.00%
162-522900	MISCELLANEOUS - ELECTION EXI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
162-522950	SCHOOL CUSTODIAN FEE	\$ -	\$ 1,500	\$ -	\$ 1,800	\$ 1,800	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 20,366	\$ 29,500	\$ 24,123	\$ 37,800	\$ 37,800	\$ -	0.00%
<i>Purchase of Supplies</i>								
162-540100	OFFICE SUPPLIES	\$ 506	\$ -	\$ 1,217	\$ -	\$ -	\$ -	-
162-540200	OTHER SUPPLIES	\$ 2,576	\$ 4,000	\$ 2,818	\$ 5,000	\$ 3,000	\$ (2,000)	-50.00%
162-540300	POSTAGE AND COURIER	\$ 4,778	\$ 3,500	\$ 5,318	\$ 7,000	\$ 7,000	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 7,860	\$ 7,500	\$ 9,353	\$ 12,000	\$ 10,000	\$ (2,000)	-16.67%
<b>Elections - Total</b>		\$ 47,165	\$ 65,300	\$ 47,164	\$ 94,100	\$ 77,100	\$ (17,000)	-18.07%

# TOWN MANAGER



## *Mission Statement*

The Town Manager, with the [Select Board](#) provides executive leadership for the Town of Acton. They pursue collaborative process and ethical and professional procedures to ensure 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.

Per the [Town Charter](#), the Town manager is responsible for the management of all Town departments and oversees all budgetary, financial, and personnel administration activities of the Town.

## **The Diversity Equity and Inclusion Office is within the Town Manager's Office**

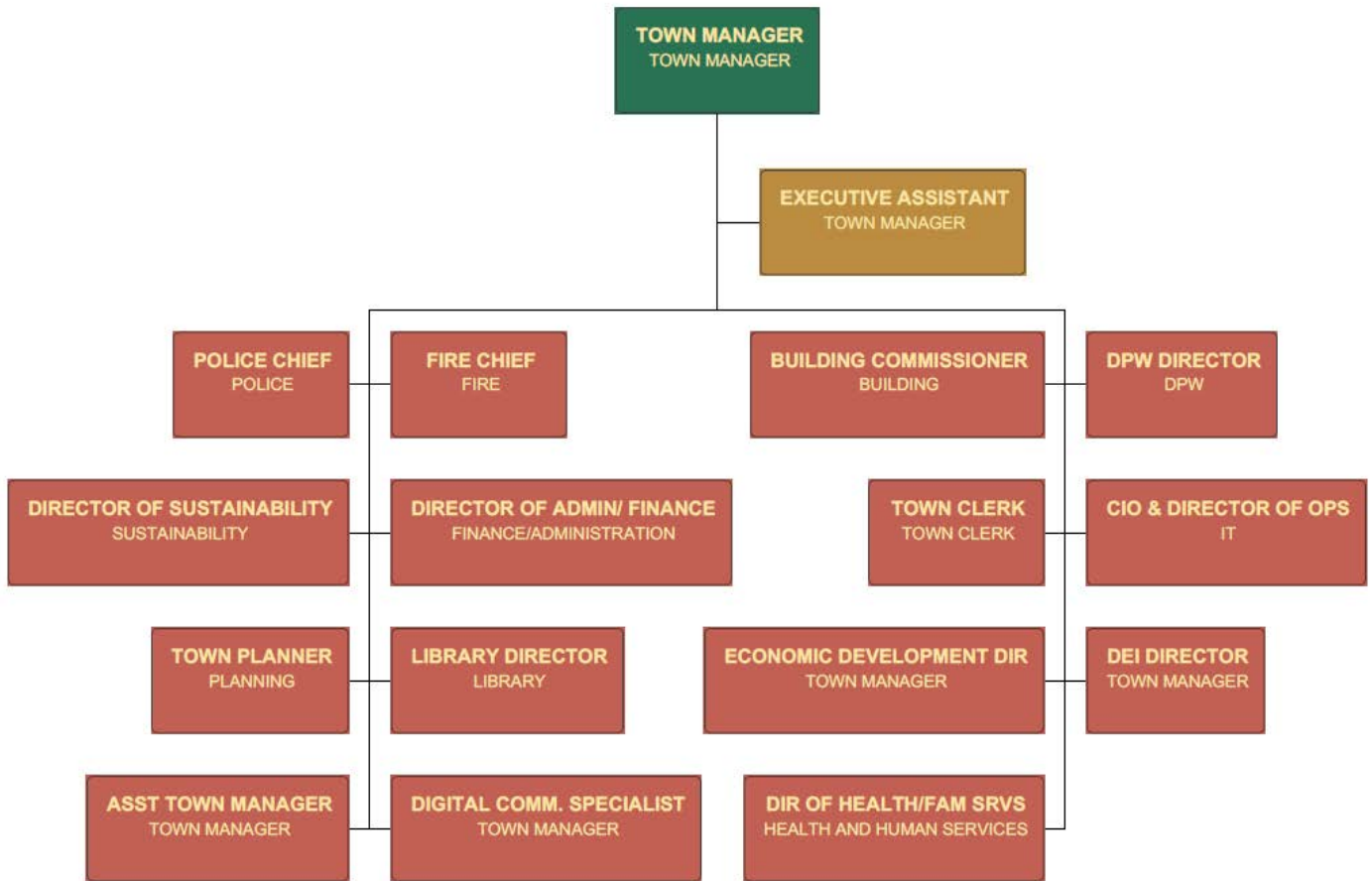
The mission of the Town of Acton's Office of Diversity, Equity, and Inclusion is to develop, implement, and sustain inclusive, equitable, and diverse initiatives, programs, and policies that foster a community in which all individuals have the opportunity to thrive. We are committed to advancing fair and just practices by ensuring equitable access to resources and opportunities, while addressing systemic imbalances to promote equitable outcomes. Through strategic collaboration with the Acton community and local organizations, we aim to cultivate a vibrant, safe, and welcoming environment that honors diverse perspectives and experiences. Our work is grounded in the principles of diversity, equity, and inclusion, creating a community where all individuals are respected, valued, and empowered to succeed.

## **Budgets Managed**

General Fund:

- Town Manager (01123)

## Organizational Chart



## Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
Town Manager	1.000	1.000	<b>1.000</b>
Assistant Town Manager	1.000	1.000	<b>1.000</b>
Executive Assistant	1.000	1.000	<b>1.000</b>
Community Services Director	1.000	0.000	<b>0.000</b>
Director of Intergovernmental Affairs	1.000	0.000	<b>0.000</b>
Customer Services and Communications Assistant	1.000	1.000	<b>0.000</b>
Economic Development Director	1.000	1.000	<b>1.000</b>
Diversity Equity and Inclusion Director	1.000	1.000	<b>1.000</b>
Digital Communication Specialist	0.000	0.000	<b>0.450</b>
Total:	8.000	6.000	<b>5.450</b>

## **Town Manager, John Mangiaratti**

Town Hall, 472 Main St.

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

### **Town Manager**

#### **Services**

The Town Manager is appointed by the Select Board 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 Select Board, handle all telephone calls, visitors and correspondence directed to the office, and maintain all records of Select Board meetings. The office staff prepares the warrants for all annual and special Town Meetings, and coordinates the Town's Annual Report.

The Town Manager's Office includes the Sustainability Office, the Economic Development Office, and the Diversity Equity and Inclusion Office.

#### **Recent Accomplishments**

- Effectively worked with five unions to negotiate changes to Health Insurance to achieve savings in FY 2025.
- Coordinated and implemented the biggest indoor Town Meeting
- Successfully completed the redesign of the renovation to 17 Woodbury Lane and received funding from the Federal Government for the project.
- Entered into an agreement with the Acton Food Pantry to relocate to 19-21 Maple Street
- Successfully procured a contractor for the Main Street Sewer Extension
- Completed the sale of 348 Main Street to the Acton Housing Authority for future senior housing
- Hosted a workshop on Haitian culture for community organizations and service providers to learn more about the families that were moving into the shelter.
- Hosted a workshop for residents to learn about the Emergency Shelter.
- Oversaw the adoption by Town Meeting of the MBTA zoning standards
- Effectively implemented reorganization of Health & Human Services Department
- Effectively restructured Finance after retirements in several key positions to implement a new structure that leverages talents of existing employees. This has established a solid foundation for succession planning.
- Worked with DEI Director to implement diversity and leadership workshop series for department heads and other trainings for all staff.
- Preserved our AAA rating through budget controls and sound fiscal management.
- Implemented easy-to-use translation technology to support an inclusive environment in Town Buildings.
- Overhauled many core systems that had not been updated in years. We did a major update to MUNIS and VISION and we also modernized our permitting process to a web-based system called OpenGov
- The River Street dam has been removed. Work continues to restore the site and riverbed.
- We were awarded a grant in the amount of \$90,000 for Developing an Economic Development Plan. The goal for this initiative is to create an Economic Development Strategic Plan
- The Great Road Corridor Wastewater Solutions report was completed and presented to the Select Board (Sewer Commissioners) and Water Resources Advisory Committee.
- Successfully executed ARPA plan within deadline from federal government
- Began design of a new Department of Public Works Building
- Negotiated and finalized the acquisition of 19 & 35 Wetherbee Street.

#### **Diversity, Equity, and Inclusion Office accomplishments:**

- Collaborated with Acton Police Department on "Cone with Cop" Event:



- Partnered with the Acton Police Department to host the first-ever "Cone with Cop" event, visiting several neighborhoods along Great Road. This event facilitated positive interactions between police officers, families, and children, distributing over 300 ice creams and strengthening community relationships.
- Coordinated Acton's Walk Against Hate: Played a key role in the planning and coordination of Acton's inaugural Walk Against Hate, organized by Congregation Beth Elohim's Social Action Committee and other local organizations. The event attracted over 500 participants, demonstrating strong community support for standing against hate and fostering unity.
- Organized Workshop on Integrating Haitian Migrants: In collaboration with the Community Services Department, organized the workshop "Fostering Cultural Humility: A Multi-Sectoral Approach to Integrating Haitian Migrants in New Communities." The workshop, attended by Town staff, local organizations, and municipal employees from the MetroWest region, provided valuable insights on supporting migrant integration.
- Hosted Panel Discussion on "Welcoming Our New Neighbors": Together with the Community Services Department, organized a panel discussion titled "Welcoming Our New Neighbors." The panel featured prominent speakers, including Fania Alvarez, Monika Jean-Baptiste, Andrea Woehler, Colby O'Brien, and Jeff Handler, who shared valuable perspectives on supporting new immigrant communities in Acton.
- Held Acton's First Commitment Day: Organized Acton's First Commitment Day, where Town employees participated in creating a "pledge wall." The wall showcased individual commitments to contribute to building a more equitable and inclusive community, reflecting the Town's dedication to fostering a culture of inclusion.
- Facilitated DEI Strategic Leadership Workshop Series: Conducted a DEI Strategic Leadership workshop series, comprising four sessions held over four months. Department and division heads across the Town participated, enhancing leadership capacity to integrate DEI principles into their respective areas of responsibility.
- Hosted Juneteenth Talk with Nikki Turpin: Organized a Juneteenth talk with Nikki Turpin, focused on the history and significance of the holiday. The event helped raise awareness and fostered a deeper understanding of the importance of Juneteenth within the context of Acton's diverse community.
- These accomplishments reflect the DEI department's proactive efforts in promoting inclusivity, cultural understanding, and community engagement throughout FY 2024, positively impacting both the Town's workforce and community.

### **FY2026 Goals**

- Meet, address, and/or make progress towards annual Select Board Goals. Goals are published annual at [www.actonma.gov/sb](http://www.actonma.gov/sb) For the full list of this year's goals, refer to Page 14

### **Additional FY 2026 goals for a Diversity, Equity, and Inclusion (DEI) office:**

- Expand Community Outreach and Engagement: Increase community engagement by hosting a series of DEI workshops, town hall meetings, and listening sessions to gather input from a diverse range of residents and organizations. Ensure that all voices are heard and represented in policy-making decisions.
- Develop and Implement DEI Training Programs: Roll out comprehensive DEI training for all Town staff, leadership, and key stakeholders. These programs should focus on topics like unconscious bias, cultural competency, and inclusive leadership to create a more inclusive and aware workforce.
- Enhance Resource Accessibility: Work to improve the accessibility of resources and services for underserved communities, ensuring that language, physical access, and technological barriers are addressed. This includes expanding translation services, increasing access to information, and ensuring equal opportunities for all residents.
- Strengthen Partnerships with Local Organizations: Foster stronger collaborations with community groups, advocacy organizations, and businesses to advance DEI goals. This will include building partnerships that ensure the Acton community benefits from shared resources, training opportunities, and diverse perspectives.



- **Increase Staff Capacity and Expertise:** Advocate for increased funding and resources to hire additional DEI staff members and consultants to support the department's growing initiatives and demands. This includes hiring individuals with expertise in DEI practices to help drive impactful change.
- **Establish Clear Metrics for DEI Progress:** Create and implement measurable benchmarks for tracking progress in DEI initiatives across the community and Town operations. This will include regularly assessing the effectiveness of programs and identifying areas for improvement.
- **Improve Policy Development and Implementation:** Ensure that DEI principles are embedded in all municipal policies and procedures. Review and revise existing policies, making certain they reflect the values of equity, inclusion, and diversity, and ensure these policies are accessible to all residents.
- **Promote Workplace Diversity and Inclusion:** Increase diversity within Town staff by implementing targeted recruitment strategies, internships, and mentorship programs designed to attract individuals from underrepresented groups. Additionally, create an inclusive workplace culture where all employees feel valued, supported, and empowered to contribute.
- **Celebrate and Amplify Diverse Voices:** Launch initiatives to celebrate the diverse cultural, ethnic, and social identities within Acton, including cultural heritage months, local art exhibits, and community storytelling projects that amplify the voices of historically marginalized groups.
- **Foster Inclusive Leadership:** Develop a leadership pipeline program to support underrepresented individuals in gaining leadership roles within Town operations and community organizations. This will include mentorship, professional development, and networking opportunities.
- These goals will guide the DEI department's efforts in FY 2026 to create a more inclusive, equitable, and diverse environment for all residents and stakeholders in Acton.



*Town Manager captured a selfie with Acton Employees on #cityhallselfie day in August of 2024*

## TOWN MANAGER

TOWN MANAGER (123)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<u>Personal Services</u>								
123-510200	REGULAR TEMP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
123-510300	OVERTIME	\$ 7,258	\$ 5,000	\$ 8,309	\$ 5,000	\$ 5,000	\$ -	0.00%
123-510400	SICK	\$ 28,850	\$ -	\$ 57,741	\$ -	\$ -	\$ -	-
123-510410	FUNERAL LEAVE	\$ 2,742	\$ -	\$ -	\$ -	\$ -	\$ -	-
123-510430	BOARD MEMBERS SALARIES	\$ 3,017	\$ 3,350	\$ 2,925	\$ 3,350	\$ 3,350	\$ -	0.00%
123-510490	MERIT PAY	\$ 13,500	\$ -	\$ 13,875	\$ -	\$ -	\$ -	-
123-510500	HOLIDAY	\$ 40,782	\$ -	\$ 47,512	\$ -	\$ -	\$ -	-
123-510600	VACATION	\$ 43,816	\$ -	\$ 46,345	\$ -	\$ -	\$ -	-
123-510760	INTERNSHIP	\$ 25,805	\$ 15,000	\$ 14,974	\$ 15,000	\$ 15,000	\$ -	0.00%
123-510900	PERSONAL TIME	\$ 7,449	\$ -	\$ 9,281	\$ -	\$ -	\$ -	-
123-511200	COMPENSATION RESERVE	\$ -	\$ 151,595	\$ -	\$ 30,000	\$ 200,000	\$ 170,000	566.67%
123-512050	CLERICAL SALARIES & WAGE	\$ 98,784	\$ 122,978	\$ 107,995	\$ 129,485	\$ 159,375	\$ 29,890	23.08%
123-513000	PROFESSIONAL SALARIES	\$ 628,815	\$ 849,062	\$ 689,623	\$ 738,747	\$ 752,688	\$ 13,941	1.89%
<b>Personal Services - Subtotal</b>		<b>\$ 900,817</b>	<b>\$ 1,146,985</b>	<b>\$ 998,580</b>	<b>\$ 921,582</b>	<b>\$ 1,135,414</b>	<b>\$ 213,832</b>	<b>23.20%</b>
<u>Purchase of Services</u>								
123-520100	ADVERTISING	\$ 23,454	\$ 3,000	\$ 3,039	\$ 3,000	\$ 3,000	\$ -	0.00%
123-520800	REAL ESTATE RENT/LEASE	\$ 195,823	\$ 196,000	\$ 195,824	\$ 200,000	\$ 200,000	\$ -	0.00%
123-520900	TRAVEL	\$ 2,695	\$ 3,500	\$ 4,864	\$ 3,500	\$ 3,500	\$ -	0.00%
123-521700	DUES AND MEMBERSHIP	\$ 20,192	\$ 20,000	\$ 18,648	\$ 20,000	\$ 20,000	\$ -	0.00%
123-521800	PROFESSIONAL DEVELOPMEN	\$ 31,998	\$ 23,000	\$ 37,515	\$ 18,000	\$ 10,000	\$ (8,000)	-44.44%
123-521850	PUBLIC RELATIONS	\$ 15,336	\$ 2,000	\$ 14,338	\$ 12,000	\$ 12,000	\$ -	0.00%
123-521900	PROFESSIONAL SERVICES	\$ 155,429	\$ 50,000	\$ 38,548	\$ 50,000	\$ 30,000	\$ (20,000)	-40.00%
123-521920	LEGAL NEGOTIATOR	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
123-521950	LEGAL SERVICES	\$ 349,403	\$ 450,000	\$ 360,718	\$ 435,000	\$ 400,000	\$ (35,000)	-8.05%
123-522300	PRINTING AND COPYING	\$ 151	\$ 15,000	\$ 11,402	\$ 12,000	\$ 12,000	\$ -	0.00%
123-522700	CONTRACTUAL SERVICES	\$ 53,444	\$ -	\$ 172,990	\$ -	\$ -	\$ -	-
123-522920	PARK TICKET PROCESSING	\$ 240	\$ -	\$ 717	\$ -	\$ -	\$ -	-
<b>Purchase of Services - Subtotal</b>		<b>\$ 848,165</b>	<b>\$ 762,500</b>	<b>\$ 858,604</b>	<b>\$ 753,500</b>	<b>\$ 690,500</b>	<b>\$ (63,000)</b>	<b>-8.36%</b>
<u>Purchase of Supplies</u>								
123-540100	OFFICE SUPPLIES	\$ 7,088	\$ 4,000	\$ 3,056	\$ 4,000	\$ 3,000	\$ (1,000)	-25.00%
123-540200	OTHER SUPPLIES	\$ 229	\$ -	\$ -	\$ -	\$ -	\$ -	-
123-540300	POSTAGE AND COURIER	\$ 726	\$ 2,000	\$ 637	\$ 1,600	\$ 1,600	\$ -	0.00%
123-540500	BOOKS AND PERIODICALS	\$ 375	\$ -	\$ 375	\$ -	\$ -	\$ -	-
123-540700	MEALS	\$ 1,479	\$ 800	\$ 966	\$ 800	\$ 800	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 9,896</b>	<b>\$ 6,800</b>	<b>\$ 5,033</b>	<b>\$ 6,400</b>	<b>\$ 5,400</b>	<b>\$ (1,000)</b>	<b>-15.63%</b>
<u>Other Charges and Expenses</u>								
123-570910	OTHER INSURANCE	\$ 1,973	\$ -	\$ 1,973	\$ -	\$ -	\$ -	-
<b>Other Charges and Expenses - Subtotal</b>		<b>\$ 1,973</b>	<b>\$ -</b>	<b>\$ 1,973</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Town Manager - Total</b>		<b>\$ 1,760,850</b>	<b>\$ 1,916,285</b>	<b>\$ 1,864,190</b>	<b>\$ 1,681,482</b>	<b>\$ 1,831,314</b>	<b>\$ 149,832</b>	<b>8.91%</b>

**BUDGET NOTES**

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

## CULTURAL COUNCIL

AB Cultural Council (690)	GENERAL FUND - TOWN	FY23	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	BUDGET	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Purchase of Services</i>									
690-522700	CONTRACTUAL SERVICE	\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ -	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies</i>									
690-540200	OTHER SUPPLIES	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
<i>AB Cultural Council - Total</i>		\$ 2,000	\$ 600	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%

### BUDGET NOTES

540200	Other Supplies	Misc. supplies
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**GENERAL GOVERNMENT - TOWN MEETING**

TOWN MEETING (114) GENERAL FUND - TOWN		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Purchase of Services</i>								
114-513000	PROFESSIONAL SALARIES	\$ -	\$ -	\$ 60	\$ -			
114-520700	EQPT RENTAL	\$ -	\$ 7,000	\$ 11,370	\$ 7,000	\$ 7,000	\$ -	0.00%
114-522300	PRINTING AND COPYING	\$ 14,240	\$ 10,000	\$ 16,000	\$ 10,000	\$ 10,000	\$ -	0.00%
114-522700	CONTRACTUAL SERVICE	\$ 1,820	\$ -	\$ -	\$ -	\$ -	\$ -	-
114-522950	SCHOOL CUSTODIAN FEE	\$ -	\$ 3,000	\$ 3,186	\$ 3,000	\$ 3,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 16,060	\$ 20,000	\$ 30,616	\$ 20,000	\$ 20,000	\$ -	0.00%
<i>Purchase of Supplies</i>								
114-540100	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Town Meeting - Total</b>		<b>\$ 16,060</b>	<b>\$ 20,000</b>	<b>\$ 30,616</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>0.00%</b>

**BUDGET NOTES**

510300	Overtime	Election-related overtime
510430	Board Member's Salaries	Salaries for Registrars
511000	Other Salaries & Wages	Salaries for election workers
521800	Professional Development	Certification for both the Town Clerk and Deputy Town Clerk. Takes multiple years of coursework.
521900	Professional Services	Service to accept payment online for dog licenses
522300	Printing and Copying	Street Census, follow up notifications, and other mailings throughout the year
522700	Contractual Services	Election equipment
522910	Binding Service	Vital record keeping services and supplies
522950	School Custodian Fee	Town Meeting/Election Janitorial Services
540100	Office Supplies	Office supplies and small equipment for daily office use
540200	Other Supplies	Miscellaneous office supplies
540300	Postage And Courier	Postage for mailings
520700	Eqpt Rental	Rental of chairs and electronic voting handheld "clickers" and receivers.
522300	Printing And Copying	Production of Town Meeting publications, e.g. Warrants (special, annual town meetings), budget supplements,
522700	Contractual Service	CART transcription service; Contracted audio-visual services and equipment. Moderator compensation at \$20/session.
522950	School Custodian Fee	Custodial services charged by School District.

## COMMISSION ON DISABILITIES

COMMISSION ON DISABILITIES (549) Account Number	GENERAL FUND - TOWN Description	FY23 BUDGET	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 PROPOSED BUDGET	FY26 PROPOSED	\$ Change	% Change
<u>Purchase of Services</u>									
549-521900	PROFESSIONAL SERVICES	\$ 1,900	\$ -	\$ 1,900	\$ 1,065	\$ 1,900	\$ 1,900	\$ -	0.00%
549-522300	PRINTING AND COPYING	\$ -	\$ 112	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Purchase of Services - Subtotal</b>		<b>\$ 1,900</b>	<b>\$ 112</b>	<b>\$ 1,900</b>	<b>\$ 1,065</b>	<b>\$ 1,900</b>	<b>\$ 1,900</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Purchase of Supplies</u>									
549-540200	OTHER SUPPLIES	\$ 100	\$ 650	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 100</b>	<b>\$ 650</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Commission on Disabilities - Total</b>		<b>\$ 2,000</b>	<b>\$ 762</b>	<b>\$ 2,000</b>	<b>\$ 1,065</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>	<b>0.00%</b>



# SUSTAINABILITY



## *Mission Statement*

The mission of the Sustainability Office is to pursue and promote actions that reduce greenhouse gas (GHG) emissions, prioritize climate-resilient infrastructure and spaces, enhance nature-based solutions, and advance the community towards a clean and equitable energy future. The office was created in response to the Town Meeting resolution declaring a “Climate Emergency: A Better Future Starting Now,” passed on September 8th, 2020, with an overwhelming margin of support.

## **Budgets Managed**

General Fund:

- Sustainability (01124)



Cover Photo: Community Conservation Specialist Ian Bergemann, Sustainability Director Andrea Becerra and Environmental Analyst Lauren West tabling at Pumpkin Smash event on November 6, 2024. This event sought to reduce waste and emissions by composting pumpkins.

Organizational Chart



Full Time Equivalent (FTE) Positions

	FY24	FY25	Proposed FY26
<b>General Fund</b>			
Sustainability Director	1.000	1.000	<b>1.000</b>
<b>Enterprise and Revolving Funds</b>			
Environmental Compliance Analyst	1.000	1.000	<b>1.000</b>
Total:	2.000	2.000	<b>2.000</b>

## Sustainability Director, Andrea Becerra

Town Hall, 472 Main St.

[actonma.gov/sustainability](https://actonma.gov/sustainability)

## Sustainability Department

### Services

The office is tasked with the development of a comprehensive set of sustainability goals and actions, including: Tracking climate action and progress towards community-wide net-zero emissions and updating milestones and progress markers via the Climate Action Tracker to reduce emissions in our energy supply, transportation sector, our waste, in our buildings and housing, and through nature-based solutions

- Building community-wide climate resilience through Hazard Mitigation and Municipal Vulnerability Preparedness Planning
- Providing resources for the community through the Clean Energy Coaching program in collaboration with volunteer-led organizations that help residents, building owners, and others in Acton access information to successfully complete clean energy improvements (and other electrification upgrades) for homes and buildings
- Providing resources and information through volunteer-led initiatives such as EnergizeActon.org that supports Acton residents and businesses that want to reduce their GHG emissions footprint, including but not limited to: tips to install solar rooftops, options for buying an electric vehicle, and information on opting-up to Acton Power Choice (APC) Green, the 100% renewable option
- The management of several grant application and reporting processes, including the Green Communities, Mass Clean Energy Center (MassCEC), Executive Office of Energy and Environmental Affairs MVP grant, MassSave, utility incentives, Inflation Reduction Act, and federal grants
- Working with the Department of Public Works to implement solid waste/composting and recycling programs
- Coordinating across departments to provide a sustainability lens and perspective across sectors and projects



*Above: Kids draw what they love about the Earth at the Climate Resiliency Festival*

### Changes and Ongoing Challenges

The greatest challenge is securing the funding and resources, including staff time, to move more quickly on our net zero emissions reduction targets.

### Recent Accomplishments

In FY2024, the Sustainability Office leveraged \$365,456.25 in grant funds to push the following initiatives forward:

- \$95,000 MVP 2.0 Grant (which includes \$45K for plan update process; \$50K for seed project): <https://www.acton-ma.gov/807/Acton-Municipal-Vulnerability-Plan-Updat>
- \$19,800 from MEMA for a Hazard Mitigation Update: <https://www.acton-ma.gov/826/Hazard-Mitigation-Plan>
- \$100,000 Green Communities (Weatherization Town Hall, Recreation, Hybrid vehicle purchase police, F-150 purchase police, F-150 purchase DPW)

- \$4,000 from Mass Save (income-eligible pamphlets, Energy Magic Show, pamphlet mailer)
- \$29,642 MassEVIP funding for chargers at NARA Park
- \$43,000 MassEVIP funding for chargers at Veteran's Field
- \$37,800 MAPC Accelerating Climate Resilience Grant to "Green" the Red House: <https://www.acton-ma.gov/823/Greening-the-Red-House>
- \$20,000 MassCEC Empower grant (Hired two fellows, developed Multi-Family EE website, mailer to all MF properties)
- \$10,000 HEET geothermal outreach grant
- \$6,414.25 Boston MPO Community Connections funding for bike racks Bruce Freeman Rail Trail

In addition to grant-funded initiatives, the Sustainability Office also:



*Environmental Analyst Lauren West tabling at Acton Oktoberfest with coloring materials for kids and sustainability resources.*

- Made progress on meeting the requirements for the Town to become a Climate Leader to leverage hundreds of thousands more DOER Green Communities funds, including passing the Electric Vehicle First Policy for municipal vehicles
- Continued to work with volunteer Clean Energy Advocates and Clean Energy Coaches to grow the Clean Energy Coaching Program and support a greater number of residents and businesses
- Established a Sustainability Subcommittee to promote sustainability within Town Departments and implementing a staff-led composting program to reduce waste within Town operations

- Led the creation of a website to host information about the Opt-in Specialized Stretch Code and Fossil Fuel Free bylaw for the Towns of Lexington, Arlington, and Concord
- Established the Green Business Badge program for businesses on the Acton Power Choice Green program and distributed decals for businesses to showcase on storefront windows
- Developed a Storymap to keep track of gas leaks and inform the community on how to report gas leaks
- Hosted a Climate Festival with community members and volunteers to provide resources and information for residents to learn about climate resilience and climate action opportunities
- Partnered with Eversource to launch the "Main Street" Acton Small Business Energy Efficiency in 2023-2024 and provided a larger discount than normal for a limited time, of up to 90% for qualified energy efficiency upgrades, to a total of 17 businesses in Acton
- Further supported eight businesses in completing energy efficiency upgrades, including heat pump upgrades, through the Acton Business Energy Efficiency Grant Program

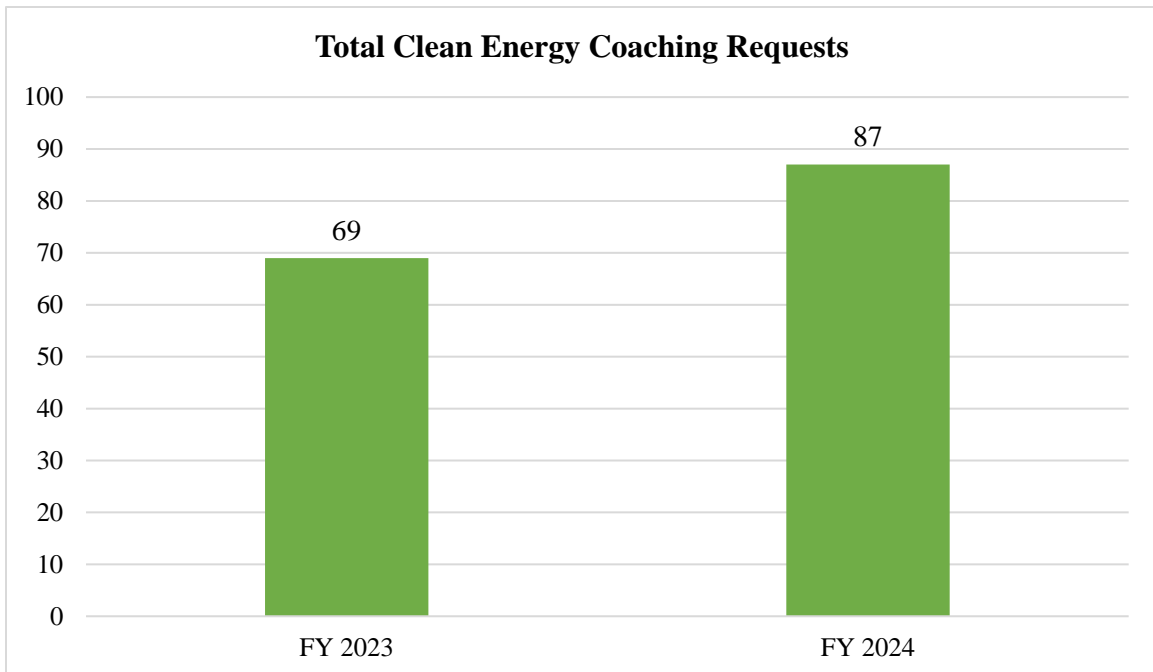
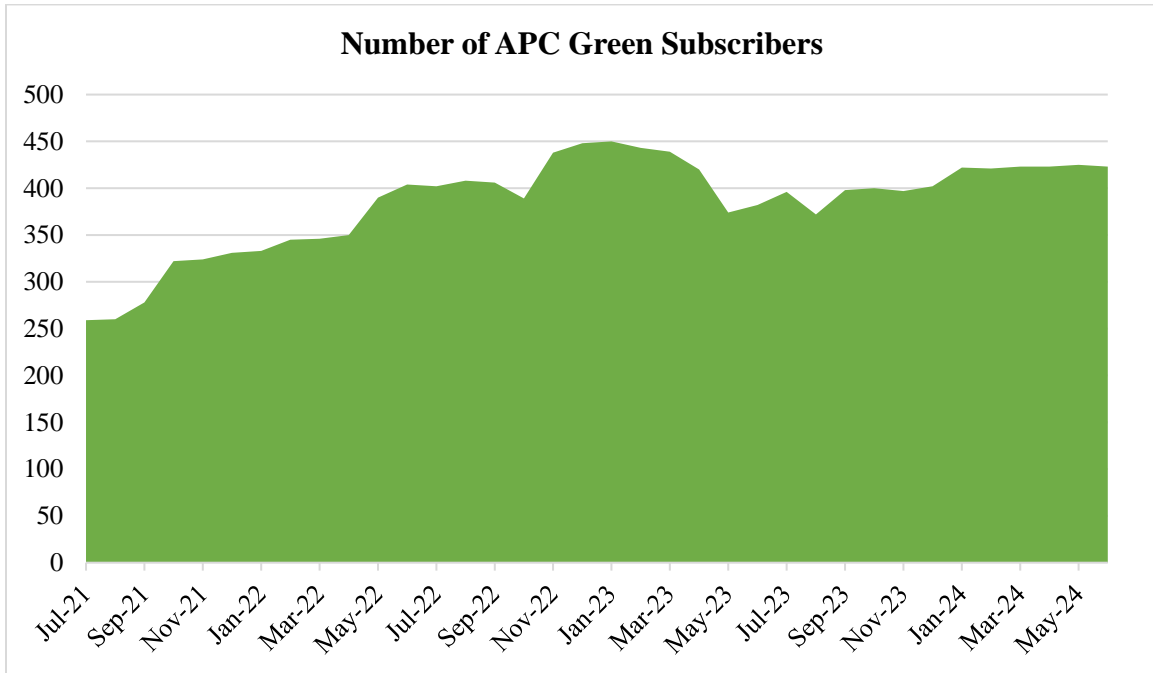
## **FY2026 Goals**

In line with the SB Long-Term Goal from FY24 to "Continue progress on the climate action plan implementation," Town Meeting's Climate Emergency Declaration, the Climate Action Plan, and the Select Board Sustainability Policy, the Sustainability Office has the following goals:

- Continue to make progress on high impact emission reduction initiatives, including electrifying our vehicle fleet, Town Hall and the Red House. This is also in line with the Acton Town Wide Facility & Electrification Study and Electrification Roadmap.
- Work across departments to support additional sustainability initiatives, including waste reduction, sustainable zoning changes, nature-based solutions, and mobility and public transportation access.

- Continue to grow the Clean Energy Coaching Program and to support volunteer-led organizations like Energize Acton
- Increase funding through federal, state, and local grants
- Become a Green Communities Climate Leader

### Performance Metrics



## SUSTAINABILITY

SUSTAINABILITY (124)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
124-510300	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
124-510400	SICK	\$ 8,042	\$ -	\$ 3,271	\$ -	\$ -	\$ -	-
124-510490	MERIT PAY	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	-
124-510500	HOLIDAY	\$ 4,592	\$ -	\$ 5,816	\$ -	\$ -	\$ -	-
124-510600	VACATION	\$ 3,009	\$ -	\$ 5,592	\$ -	\$ -	\$ -	-
124-510900	PERSONAL TIME	\$ 1,041	\$ -	\$ 1,141	\$ -	\$ -	\$ -	-
124-511000	OTHER SALARIES & WAGES	\$ 1,000	\$ -	\$ 447	\$ -	\$ -	\$ -	-
124-512050	CLERICAL SALARIES & WAGES	\$ 550	\$ -	\$ -	\$ -	\$ -	\$ -	-
124-513000	PROFESSIONAL SALARIES	\$ 48,003	\$ 97,303	\$ 89,983	\$ 104,271	\$ 109,547	\$ 5,276	5.06%
<i>Personal Services - Subtotal</i>		<b>\$ 66,237</b>	<b>\$ 97,303</b>	<b>\$ 107,750</b>	<b>\$ 104,271</b>	<b>\$ 109,547</b>	<b>\$ 5,276</b>	<b>5.06%</b>
<i>Purchase of Services</i>								
124-521700	DUES AND MEMBERSHIP	\$ -	\$ 1,700	\$ 463	\$ 1,700	\$ 200	\$ (1,500)	-88.24%
124-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ 250	\$ -	\$ 250	\$ 50	\$ (200)	-80.00%
124-521900	PROFESSIONAL SERVICES	\$ 24,450	\$ 35,000	\$ 28,030	\$ 5,000	\$ 5,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		<b>\$ 24,450</b>	<b>\$ 36,950</b>	<b>\$ 28,493</b>	<b>\$ 6,950</b>	<b>\$ 5,250</b>	<b>\$ (1,700)</b>	<b>-24.46%</b>
<i>Purchase of Supplies</i>								
124-540200	OTHER SUPPLIES	\$ -	\$ 162	\$ 2,494	\$ 162	\$ 300	\$ 138	85.19%
124-540230	COMMUNITY ENGAGEMENT SUPPLI	\$ -	\$ -	\$ -	\$ -	\$ 1,150	\$ 1,150	-
124-540500	BOOKS AND PERIODICALS	\$ -	\$ 50	\$ -	\$ 50	\$ 50	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		<b>\$ -</b>	<b>\$ 212</b>	<b>\$ 2,494</b>	<b>\$ 212</b>	<b>\$ 1,500</b>	<b>\$ 1,288</b>	<b>607.55%</b>
<i>Sustainability - Total</i>		<b>\$ 90,687</b>	<b>\$ 134,465</b>	<b>\$ 138,737</b>	<b>\$ 111,433</b>	<b>\$ 116,297</b>	<b>\$ 4,864</b>	<b>4.36%</b>

### BUDGET NOTES

513000	Professional Salaries	A portion of the Sustainability Directors Salary.
521700	Dues And Membership	Includes annual cost to upkeep Energize Acton website through Mass Energize (\$1,500) and \$200 for annual subscription to Canva, software to develop flyers and social media material for sustainability events; also used intermittently by other departments (i.e. DPW & IT). Funding reduced and transferred to new Community Engagement Supplies to better reflect department needs.
521900	Professional Services	Annual cost to work with Abode (support in implementing PACE program to bring savings for businesses that want to energy efficiency upgrades and development of a detailed plan for us to take advantage of this program)



# OPERATIONS



## *Mission Statement*

**Information Technology and GIS Divisions:** To maintain a reliable technology infrastructure for Town departments so that they can provide services to the citizens of the Town. To ensure reliable networks for data, telecommunication and radio on which to conduct Town operations. To Facilitate communications including electronic mail, Town web sites and document management systems, the geographic information system, the resident notification system and social media. To evaluate and implement technology solutions to meet the needs of the Town. To coordinate data integration between systems. To support decision making with development and interpretation of high-quality geospatial data.

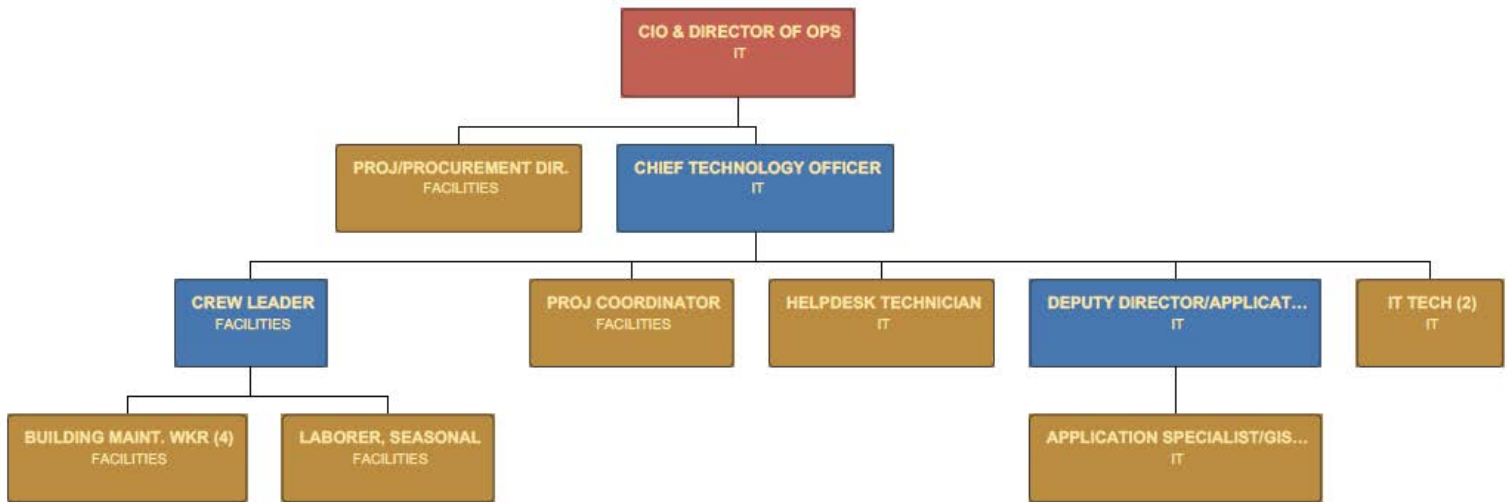
**Facilities Division:** To Provide maintenance and repair services to all municipal buildings (excludes schools). To manage custodial services utilizing a combination of Town staff and contractors. To ensure completion of required annual inspections of building systems. To support the planning, procurement and construction phases of new facility builds, major repairs, and renovations to town facilities. To coordinate “Facilities Studies” to identify and prioritize short and long-term repair needs. To provide procurement support to all Town departments.

## **Budgets Managed**

### **General Fund:**

- Information Technology (01154)
- Public Facilities (01192)

## Organizational Chart



### Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
<i>IT/GIS</i>			
CIO/Director of Operations	0.000	1.000	1.000
Deputy Director/CTO	1.000	1.000	1.000
Information Technology Technician	2.000	2.000	2.000
Deputy Director/Applications & Cust Serv	1.000	1.000	1.000
Application Specialist/GIS Technician	1.000	1.000	1.000
Customer Service and Comms Asst.	0.375	0.375	0.000
Helpdesk Technician**	0.000	0.000	1.000
<i>Public Facilities*</i>			
Procurement & Project Manager	0.000	1.000	1.000
Project Coordinator	0.000	0.000	1.000
Crew Leader	0.000	1.000	1.000
Building Maintenance Person	0.000	4.000	4.000
Craftsperson	0.000	1.000	0.000
Seasonal Laborers	0.000	0.323	0.323
<b>Department Total:</b>	<b>5.375</b>	<b>13.698</b>	<b>14.323</b>

\*The Public Facilities Division was reallocated from Public Works to Operations

\*\*Helpdesk Technician to support community and staffing needs



**Deputy Director, Matt Frost**

**Deputy Director, Kristin Alexander**

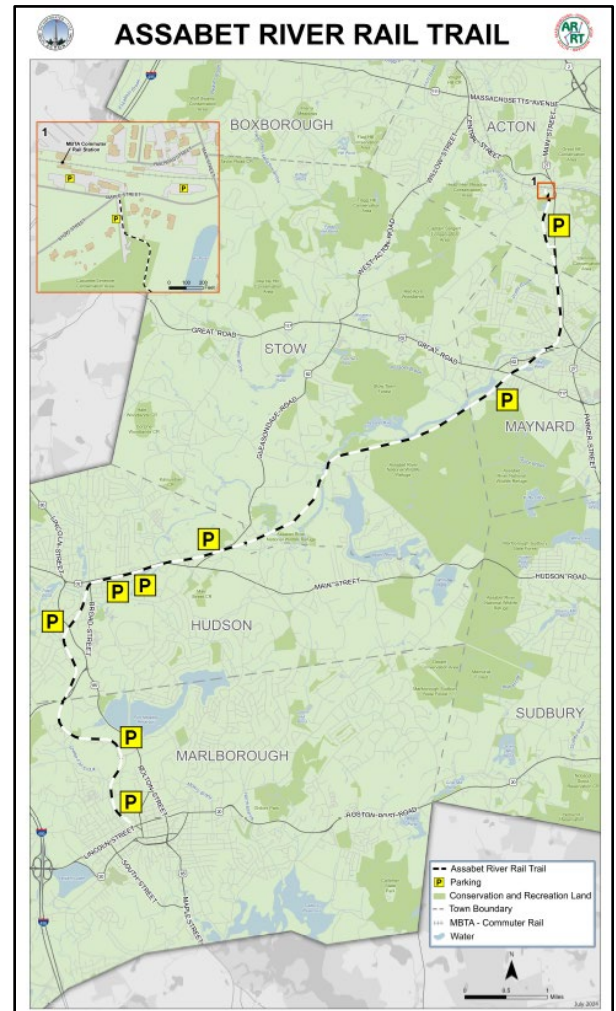
Town Hall, 472 Main St

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

## Information Technology and GIS Divisions

### Services

- **Networks and Systems**
  - Maintain public-use wired and wireless networks.
  - Maintain web services and public access systems.
  - Implement and provide staff and public access to web-based Geographic Information System technologies.
  - Manage current and archival electronic documents.
  - Provide staff with application support and training.
  - Maintain fiber optic network between 30+ municipal and school buildings.
  - Procure and deploy all technology devices; maintain hardware and software maintenance contracts.
  - Manage access to Internet-based (cloud) systems.
- **Security**
  - Securely extend the Town's network for remote staff using virtual private networks (VPN).
  - Maintain network and information security.
  - Maintain backups of network and database systems.
  - Provide for replication of critical systems for disaster recovery.
  - Implement and manage physical building electronic access and surveillance systems.
  - Employee identification and physical access credential management.
- **Communications**
  - Maintain telephony systems, including voice-over-IP, cellular, fax.
  - Maintain radio systems, including public safety and public broadcast (WAEM-LP 94.9 FM).
  - Manage fault-tolerant Internet connections and related hardware such as firewalls.
  - Networked copier/scanners and integration with document management systems.
  - Public Safety in-vehicle computing.
  - Resident reverse emergency notification system ("Reverse 911")
- **Compliance**
  - Develop and implement technology policies and procedures.
  - Coordinate systems between Town departments and external agencies.
  - Maintain archival systems.



*Above: New Assabet River Rail Trail map created by GIS Division.*

## Changes and Ongoing Challenges

- IT has large, organization-wide projects to complete and systems to implement and maintain, but a small division staff. This can make it challenging for the team to balance deadlines and responsibilities, while also providing a high level of service.
- Almost all Town employees and operations are dependent on IT for smooth operation. This often leads to large requests for immediate assistance.

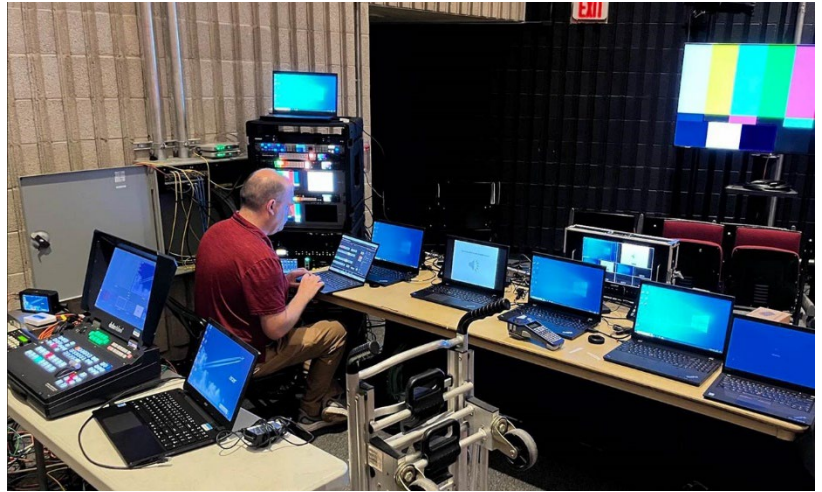
## Recent Accomplishments

### IT:

- Deployed new VPN and Two Factor Authentication to bolster cyber-security organization-wide
- Successfully and seamlessly produced 2024 Annual Town Meeting which included record voter turnout and multiple rooms for voting and public participation. This included sound, audio and microphones, visual presentations, voting systems, and coordinated broadcast with ActonTV. IT also supported a Special Town Meeting in April 2024 and a Special Town Meeting in November 2024.

### GIS:

- Updated OpenGov address and flag data and completed historical database migration, so the OpenGov contains all previous permit data housed in the previous system
- Compiled and calculated public works data regarding catch basin buildup and utility pole validation
- Prepared for and implemented Annual Town Meeting and Special Town Meeting
- Created 75 maps



*Deputy Director/CTO Matt Frost setting up for Annual Town Meeting in May 2024*

## FY2026 Goals

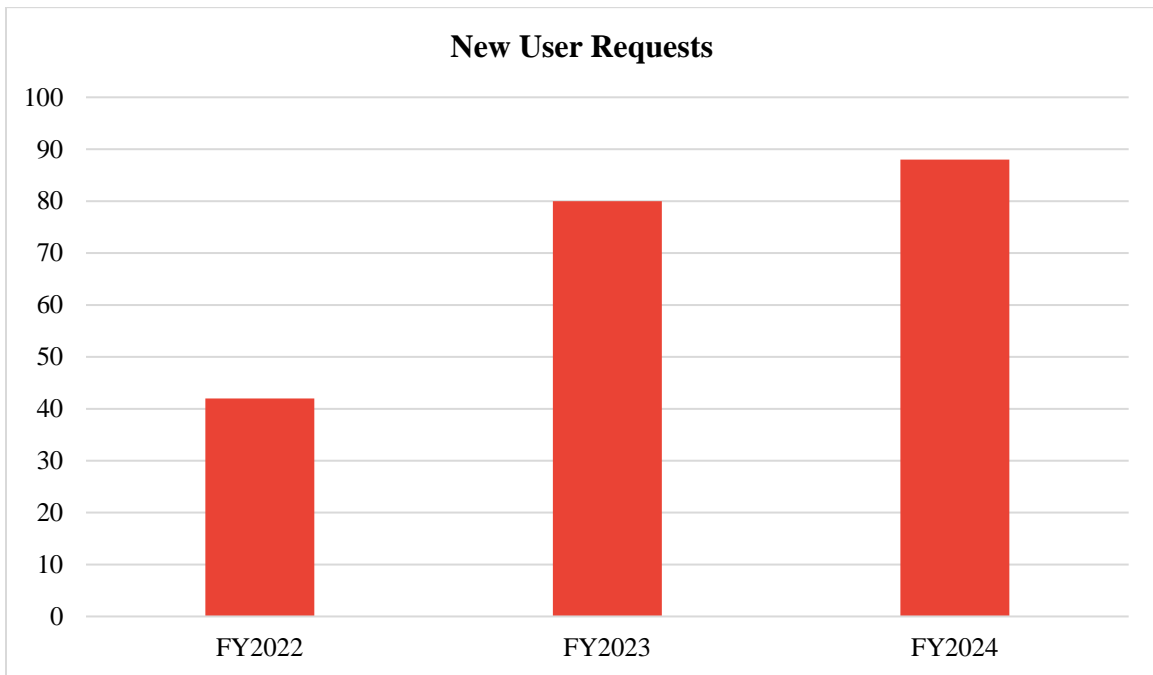
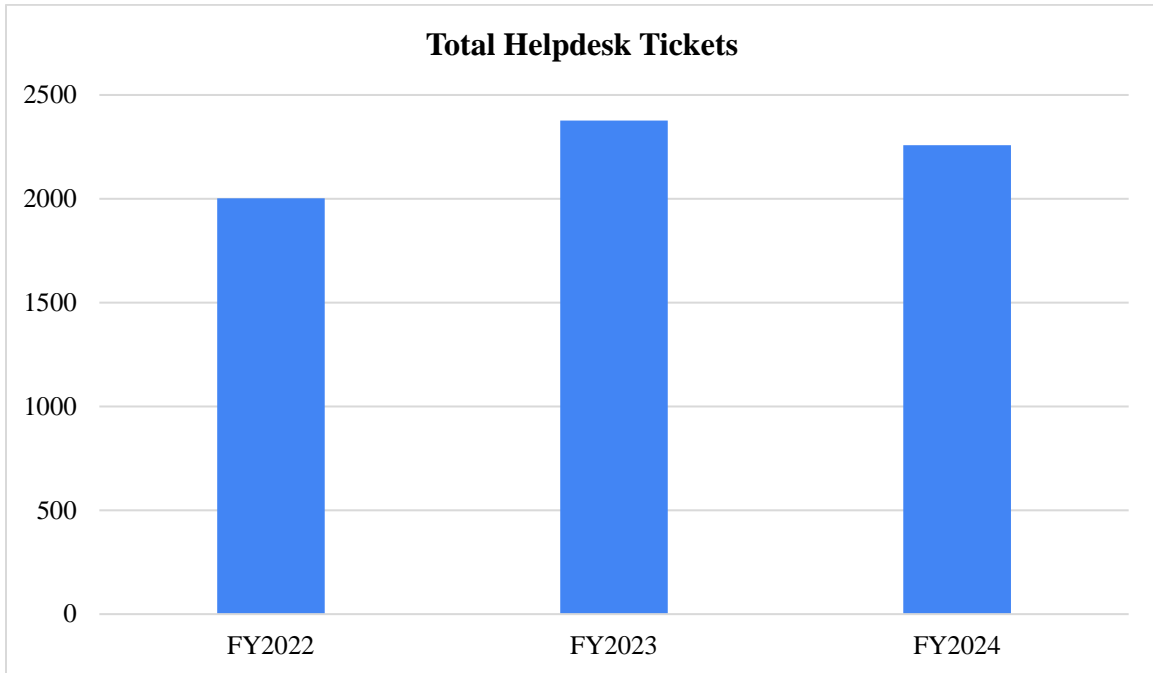
### IT:

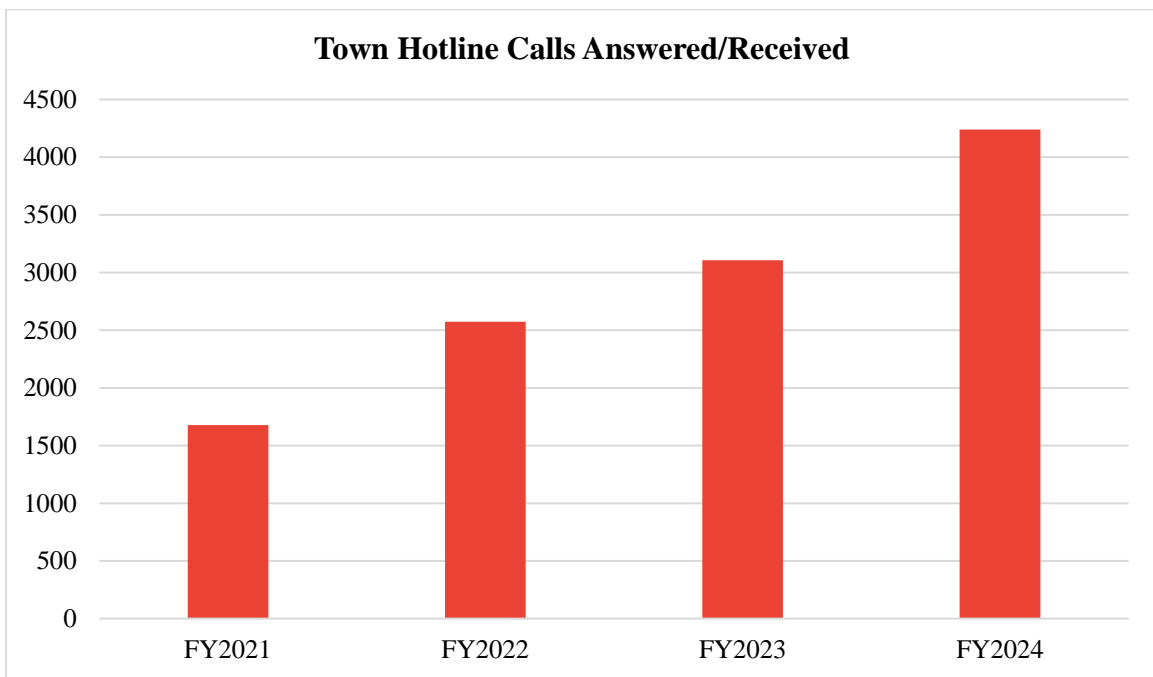
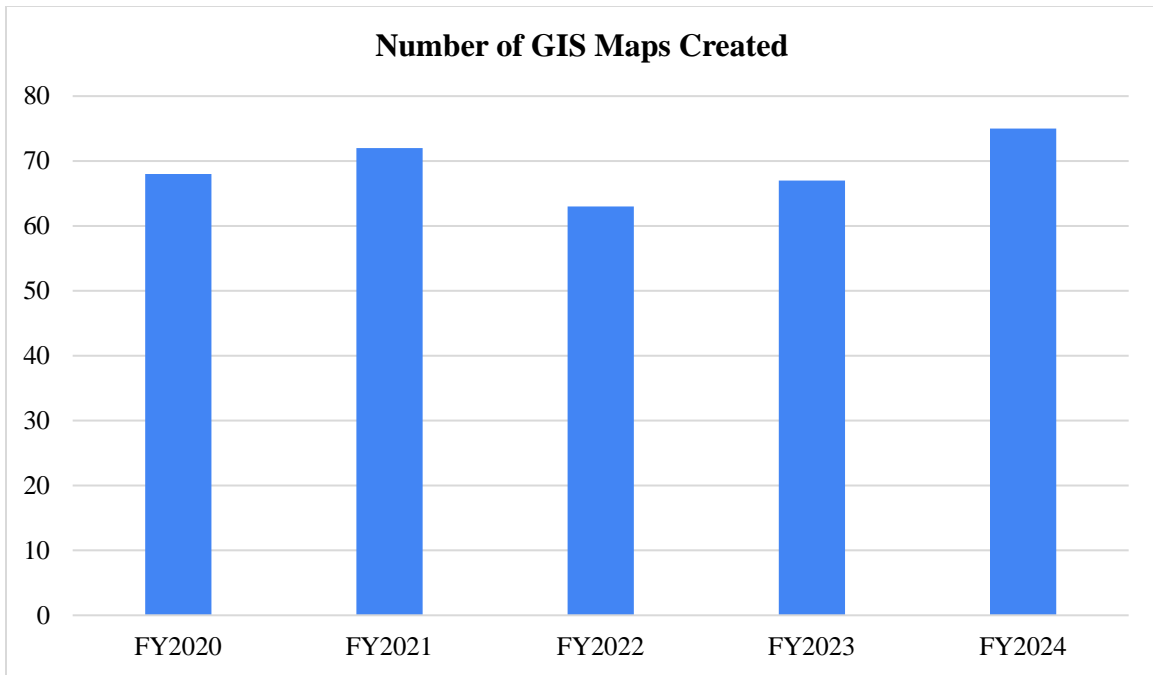
- Electronic Voting (Clicker) replacement to more modern system
- Complete organization-wide phone gateway replacement

### GIS:

- Systemwide GIS upgrade to ArcPro
- Complete MapGeo to OpenGov integration
- Automate the import of permits from OpenGov to Vision

## Performance Metrics





**Deputy Director, Matt Frost**  
**Project and Procurement Manager, Andrea Ristine**  
Town Hall, 472 Main St

## **Public Facilities Division**

### **Services**

#### **Facilities**

- Provide regular cleaning & custodial services to Town facilities.
- Coordinate snow/ice removal to ensure entryways to Town Facilities are accessible.
- Perform general maintenance tasks.
- Respond to Facilities Emergencies (HVAC system outages, generator failures during power outages, plumbing leaks or backups, building envelope failures).
- Facilitate annual inspections to building systems, including:
  - Elevators.
  - Fire Safety Equipment (Fire Extinguishers, Hose Racks, Automatic fire Suppression Systems).
  - Security and Fire Alarm Systems.
  - HVAC Systems & Boilers.

#### **Projects and Procurement**

- Manage operations department projects, facilitate procurement and provide oversight to building projects and facility alterations.
- Assist individual Town departments with compliance to State procurement regulations.
- Coordinate facilities projects in conjunction with the facilities/operations team.
- Implement projects managed by Sustainability department in conjunction with facilities team.

#### **Recent Accomplishments**

- Completed the repointing and restoration project of the Isaac Davis Monument, related markers, other memorials on the Town Common (1914 World War 1918, 1898 Spanish American War, James Edward Kinsley plaque, and WWII Korea and Vietnam Dedication Bench funded by CPC and Veteran's Heritage Grant Program.
- 1889 Acton Memorial Library Repointing Restoration
- NARA Boardwalk Replacement
- New Public Works Facility—procured owner's project manager and architect

#### **FY2026 Goals**

- Clean the Parrot Cannons on the Town Common
- Complete Isaac Davis Plow Case Replacement at Town Hall
- Town Hall Gutter Repairs
- Progress on Town Hall Electrification
- Complete 17 Woodbury renovation and addition project
- PSF Female Locker Room Expansion



*Above: Repointing and restoration of Isaac Davis Monument*



## GENERAL GOVERNMENT - INFORMATION TECHNOLOGY / GIS

INFORMATION TECHNOLOGY / GIS (15-GENERAL FUND - TOWN		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
154-510200	REGULAR TEMP	\$ 2,103	\$ -	\$ 2,137	\$ -	\$ -	\$ -	-
154-510300	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
154-510400	SICK	\$ 33,309	\$ -	\$ 18,014	\$ -	\$ -	\$ -	-
154-510410	FUNERAL LEAVE	\$ -	\$ -	\$ 250	\$ -	\$ -	\$ -	-
154-510490	MERIT PAY	\$ 4,917	\$ -	\$ 7,500	\$ -	\$ -	\$ -	-
154-510500	HOLIDAY	\$ 24,997	\$ -	\$ 27,246	\$ -	\$ -	\$ -	-
154-510600	VACATION	\$ 25,332	\$ -	\$ 41,703	\$ -	\$ -	\$ -	-
154-510760	INTERNSHIP	\$ 1,250	\$ -	\$ 6,113	\$ -	\$ -	\$ -	-
154-510900	PERSONAL TIME	\$ 5,266	\$ -	\$ 6,298	\$ -	\$ -	\$ -	-
154-512050	CLERICAL SALARIES & WAGES	\$ -	\$ 22,040	\$ -	\$ -	\$ 59,931	\$ 59,931	-
154-513000	PROFESSIONAL SALARIES	\$ 428,001	\$ 527,696	\$ 459,795	\$ 723,227	\$ 753,385	\$ 30,158	4.17%
<i>Personal Services - Subtotal</i>		\$ 525,175	\$ 549,736	\$ 569,056	\$ 723,227	\$ 813,316	\$ 90,089	12.46%
<i>Purchase of Services</i>								
154-520400	MIS EQUIPMENT & SOFTWARE	\$ 488,123	\$ 468,000	\$ 488,143	\$ 482,000	\$ 538,000	\$ 56,000	11.62%
154-520410	GIS	\$ 157,560	\$ 145,000	\$ 111,445	\$ 145,000	\$ 145,000	\$ -	0.00%
154-520600	EQUIPMENT MAINTENANCE	\$ 142,574	\$ 137,000	\$ 169,054	\$ 144,000	\$ 139,000	\$ (5,000)	-3.47%
154-521500	TELEPHONE	\$ 77,549	\$ 90,000	\$ 85,073	\$ 90,000	\$ 90,000	\$ -	0.00%
154-521700	DUES AND MEMBERSHIP	\$ 475	\$ 250	\$ 479	\$ 250	\$ 250	\$ -	0.00%
154-521900	PROFESSIONAL SERVICES	\$ 91,777	\$ 90,000	\$ 112,124	\$ 90,000	\$ 90,000	\$ -	0.00%
154-521980	INTERNET SERVICES	\$ 67,039	\$ 51,000	\$ 48,329	\$ 51,000	\$ 51,000	\$ -	0.00%
154-522700	CONTRACTUAL SERVICE	\$ 129,457	\$ 137,500	\$ 128,319	\$ 135,000	\$ 130,000	\$ (5,000)	-3.70%
154-522720	SOFTWARE SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 1,154,553	\$ 1,118,750	\$ 1,142,965	\$ 1,137,250	\$ 1,183,250	\$ 46,000	4.04%
<i>Purchase of Supplies</i>								
154-540100	OFFICE SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
154-540200	OTHER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
154-540900	MATERIAL AND EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Capital Outlay</i>								
154-580000	CAPITAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
154-580020	DIGITIZE RECORDS	\$ 10,000	\$ 10,000	\$ -	\$ 8,500	\$ -	\$ (8,500)	-100.00%
<i>Capital Outlay - Subtotal</i>		\$ 10,000	\$ 10,000	\$ -	\$ 8,500	\$ -	\$ (8,500)	-100.00%
<b>Information Technology / GIS - Total</b>		<b>\$ 1,689,728</b>	<b>\$ 1,678,486</b>	<b>\$ 1,712,021</b>	<b>\$ 1,868,977</b>	<b>\$ 1,996,566</b>	<b>\$ 127,589</b>	<b>6.83%</b>

PUBLIC FACILITIES (192)		GENERAL FUND - TOWN		FY23		FY24		FY25		\$	%	
Account Number	Description	ACTUALS		BUDGET		BUDGET				Change	Change	
<i>Personal Services</i>												
192-510100	REGULAR PERM	\$	270,084	\$	369,686	\$	265,741	\$	373,731	\$	46,523	12.45%
192-510300	OVERTIME	\$	15,772	\$	20,000	\$	46,334	\$	20,000	\$	-	0.00%
192-510400	SICK	\$	18,746	\$	-	\$	19,329	\$	-	\$	-	-
192-510410	FUNERAL LEAVE	\$	1,529	\$	-	\$	681	\$	-	\$	-	-
192-510440	SEASONAL	\$	-	\$	10,764	\$	-	\$	10,764	\$	-	0.00%
192-510460	LONGEVITY	\$	1,500	\$	2,100	\$	2,100	\$	2,100	\$	600	28.57%
192-510490	MERIT PAY	\$	3,900	\$	4,200	\$	4,300	\$	4,200	\$	-	0.00%
192-510500	HOLIDAY	\$	22,095	\$	-	\$	21,141	\$	-	\$	-	-
192-510520	OVERTIME/SICK ADJUSTMENT	\$	-	\$	-	\$	(205)	\$	-	\$	-	-
192-510530	FLSA ADJUSTMENT	\$	167	\$	-	\$	665	\$	-	\$	-	-
192-510600	VACATION	\$	33,288	\$	-	\$	28,367	\$	-	\$	-	-
192-510720	SNOW PLOWING STIPEND	\$	900	\$	-	\$	375	\$	-	\$	-	-
192-510770	PHONE STIPEND	\$	-	\$	1,200	\$	-	\$	1,200	\$	-	0.00%
192-510900	PERSONAL TIME	\$	5,342	\$	-	\$	4,875	\$	-	\$	-	-
192-511000	OTHER SALARIES & WAGES	\$	-	\$	-	\$	-	\$	-	\$	-	-
192-512050	CLERICAL SALARIES & WAGES	\$	-	\$	-	\$	-	\$	-	\$	-	-
192-513000	PROFESSIONAL SALARIES	\$	95,826	\$	118,440	\$	97,366	\$	124,505	\$	2,490	2.00%
<i>Personal Services - Subtotal</i>		\$	469,148	\$	526,390	\$	491,068	\$	536,500	\$	49,613	9.25%
<i>Purchase of Services</i>												
192-520100	ADVERTISING	\$	1,000	\$	1,600	\$	1,672	\$	1,600	\$	-	0.00%
192-520200	BLDG GROUNDS AND MAINT.	\$	193,832	\$	260,000	\$	299,972	\$	260,000	\$	-	0.00%
192-520300	EQPT REP AND SERVICING	\$	15,953	\$	3,000	\$	-	\$	12,000	\$	-	0.00%
192-520500	OTHER EQUIPMENT	\$	6,000	\$	6,000	\$	1,764	\$	-	\$	-	-
192-520900	TRAVEL	\$	-	\$	300	\$	17	\$	300	\$	-	0.00%
192-521100	ELECTRICITY	\$	261,029	\$	261,018	\$	337,579	\$	261,000	\$	-	0.00%
192-521110	WATER	\$	16,247	\$	16,000	\$	17,026	\$	20,000	\$	-	0.00%
192-521120	SEWER	\$	3,196	\$	4,500	\$	3,468	\$	4,500	\$	-	0.00%
192-521200	STREET LIGHTING	\$	26,146	\$	39,344	\$	19,418	\$	39,344	\$	-	0.00%
192-521210	TRAFFIC SIGNAL & SECURITY	\$	14,728	\$	14,276	\$	11,683	\$	14,276	\$	-	0.00%

192-521410	HEATING OIL	\$ 10,840	\$ 11,500	\$ 9,191	\$ 11,500	\$ 11,500	\$ -	0.00%
192-521420	NATURAL GAS	\$ 105,812	\$ 110,100	\$ 135,087	\$ 110,100	\$ 110,100	\$ -	0.00%
192-521500	TELEPHONE	\$ 1,597	\$ 1,500	\$ 957	\$ -	\$ -	\$ -	-
192-521700	DUES AND MEMBERSHIP	\$ 550	\$ 550	\$ 550	\$ 550	\$ 550	\$ -	0.00%
192-521900	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
192-522450	LICENSE FEES	\$ 132	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	0.00%
192-522700	CONTRACTUAL SERVICES	\$ 92,053	\$ 150,550	\$ 177,293	\$ 150,550	\$ 200,000	\$ 49,450	32.85%
192-522800	TRASH REMOVAL	\$ 28,366	\$ 24,700	\$ 28,531	\$ 51,000	\$ 37,000	\$ (14,000)	-27.45%
<b>Purchase of Services - Subtotal</b>		<b>\$ 777,482</b>	<b>\$ 906,138</b>	<b>\$ 1,044,209</b>	<b>\$ 937,920</b>	<b>\$ 973,370</b>	<b>\$ 35,450</b>	<b>3.78%</b>
<i>Purchase of Supplies</i>								
192-540100	OFFICE SUPPLIES	\$ 1,411	\$ 1,200	\$ 720	\$ 1,500	\$ 1,500	\$ -	0.00%
192-540200	OTHER SUPPLIES	\$ 48,914	\$ 50,000	\$ 55,715	\$ 50,000	\$ 43,000	\$ (7,000)	-14.00%
192-540500	BOOKS AND PERIODICALS	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	-
192-540900	MATERIAL AND EQUIPMENT	\$ 3,325	\$ 3,300	\$ 2,240	\$ -	\$ -	\$ -	-
192-540905	COVID-19 SUPPLIES & MATERIALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
192-541000	UNIFORMS	\$ 2,529	\$ 3,900	\$ 1,274	\$ 3,900	\$ 3,900	\$ -	0.00%
192-541050	PROTECTIVE CLOTHING	\$ 887	\$ 3,000	\$ 1,426	\$ 3,000	\$ 3,000	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 57,066</b>	<b>\$ 61,700</b>	<b>\$ 61,375</b>	<b>\$ 58,400</b>	<b>\$ 51,400</b>	<b>\$ (7,000)</b>	<b>-11.99%</b>
<i>Capital Outlay</i>								
192-582500	BUILDING IMPROVEMENTS	\$ 57,868	\$ 80,000	\$ 120,437	\$ 40,000	\$ 40,000	\$ -	0.00%
192-585000	MOTOR VEHICLE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Capital Outlay - Subtotal</b>		<b>\$ 57,868</b>	<b>\$ 80,000</b>	<b>\$ 120,437</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Public Facilities - Subtotal</b>		<b>\$ 1,361,565</b>	<b>\$ 1,574,228</b>	<b>\$ 1,717,090</b>	<b>\$ 1,572,820</b>	<b>\$ 1,650,883</b>	<b>\$ 78,063</b>	<b>4.96%</b>
<b>Operations Total</b>		<b>\$ 3,051,293</b>	<b>\$ 3,252,714</b>	<b>\$ 3,429,111</b>	<b>\$ 3,441,797</b>	<b>\$ 3,647,450</b>	<b>\$ 205,652</b>	<b>5.98%</b>

## BUDGET NOTES

### INFORMATION TECHNOLOGY/GIS

520400	Mis Equipment & Software	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. Change due to additional Zoom room requests, OpenGov permitting system and additional Assessor software modules. Increased due to annual fee for support/maintenance of dispatch radio equipment, Google licenses for staff, two-factor authentication software required by Town insurance, and equipment replacement program.
520410	GIS	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.
520600	Eqpt Maintenance	Town-wide networked copiers, lease maintenance and supplies. Network switches, wireless access points and uninterruptible battery backups maintenance. Time and materials repair. Change due to additional equipment: Town Hall kiosk, Public Safety Facility, and North Acton Fire Station.
521500	Telephone	Town-wide unified (land-line) communications (voice over IP). Public safety mobile data cellular. Multi-departmental cellular telephones and portable data devices.
521700	Dues And Membership	Professional memberships
521900	Professional Services	Weather service subscriptions. Radio system maintenance, VOIP phone system maintenance. Document storage system maintenance and disaster recovery. Managed server services.
521980	Internet Services	Internet connections, security divisions such as firewalls, spam filter subscriptions, web content filters, and financial transaction security compliance. Comcast I-Net fiber optic lease. Social media management licenses. Committee member licenses.
522700	Contractual Service	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
580000	Capital Outlay	Periodic hardware, server, desktop replacements.



# RECREATION



## *Mission Statement*

“Building community through quality recreation.”

## **Budgets Managed**

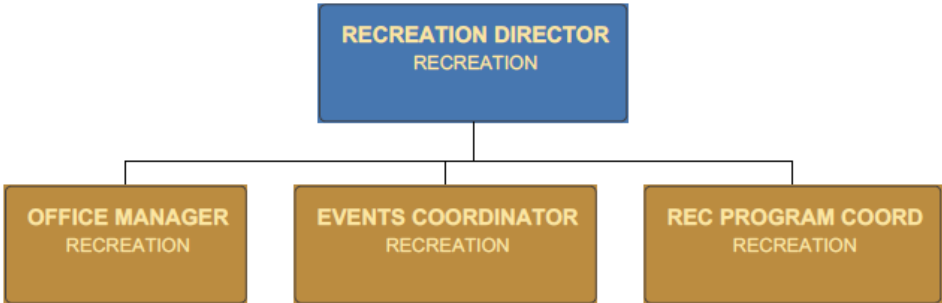
### General Fund:

- Recreation (01620)
- Celebrations (01660)

### Enterprise/Revolving:

- Recreation Programs Revolving (3750)

Organizational Chart



Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
Recreation Director	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000
Events Coordinator/Admin Asst.	1.000	1.000	1.000
<b>Recreation Programs Revolving</b>			
Recreation Program Coordinator	0.000	0.000	1.000
<b>Total:</b>	<b>3.000</b>	<b>3.000</b>	<b>4.000</b>

Recreation Director, Melissa Settipani-Rufo

## Recreation Department

### Services

The Recreation Division manages the Nathaniel Allen Recreation Area (NARA), municipal athletic fields, T.J. O'Grady Memorial Skate Park, municipal playgrounds, Camp Acton, and the indoor Recreation Center at 50 Audubon Drive. It manages NARA Summer Camp, Camp Hill Top, and NARA Beach. It issues rental permits for use of fields and facilities by individuals and organizations. It also runs a well-attended concert series and a variety of sports and enrichment programs.

Self-supported through a revolving account, Recreation funds and operates NARA, an extensive 40-acre public park at 25 Ledge Rock Way in North Acton. NARA boasts seven acres of irrigated playing fields and the uniquely accessible Joseph A. Lalli Miracle Field. The Amphitheater accommodates over 3,000 with a grassy natural bowl, acoustically superior performance stage and related amenities. NARA also has a fenced playground, volleyball courts, one-mile accessible paved walking trail, 500-foot beach with shade structures, nine-acre swimming pond, the Picnic Pavilion, and the new Sports Plaza. The Bathhouse Pavilion serves the Beach area with a snack bar, offices, changing areas, and restrooms. A section of the Bruce Freeman Rail Trail intersects the walking trail on the east side of the Park. The Sports Plaza near the Miracle Field houses fully accessible restroom facilities for people with all abilities.

NARA Summer Camp and Camp Hill Top feature arts and crafts, drama, sports, swimming, nature studies, and field trips. Field and facility rentals are available by paid permit. More than 100 programs are also offered, year-round. Recreation markets through social media, e-newsletters, various websites, and local newsprint and press releases. Registration is in person at our office, by USPS, or online at [www.actonrec.com](http://www.actonrec.com).

### Changes and Ongoing Challenges

The Recreation Department is facing increased competition for programs and offerings throughout the area. Division



*Above: Stage view from summer concert series at NARA Park amphitheater*

staff have been working to identify gaps in programming and amenities within the community and region in hopes of attracting more participants. More recently, the Division has added a Halloween haunted trail walk called *Nightmare at NARA* during October which was very successful, especially with the teen population. Additionally, pickleball nets were added to the Elm St Tennis Courts and have been heavily used by residents. The Department is currently researching potential locations for disc golf and anticipate submitting a CPA application to help fund a course next to NARA. This will help meet an underserved need in our community.

Hiring summer staff, specifically lifeguards, continues to be a challenge as a nationwide shortage of certified guards continues. To help overcome this, the Recreation Director maintains the certification as a Lifeguard Instructor (LGI) that allows her to administer training and certifications. The challenge remains in finding interested individuals.

The Recreation Division has recently transitioned from reporting to the Economic Development Director to the Assistant Town Manager. This was done to better align staff experiences and expertise, allowing for enhanced project and program management and development. This change was also implemented in an effort to help with the challenge of limited resources the Recreation Division has been facing the last few years.

### Recent Accomplishments

Recreation's biggest accomplishment for FY24 was the reconstruction of the NARA Bridge Boardwalk. Recreation received \$200,000 in state earmarked funding and \$155,300 in CPA funding to demolish and then rebuild the NARA Bridge. The old bridge was the original infrastructure, which was in such a deteriorated state that a complete replacement was needed. The bridge was demolished and then reconstructed in the winter and spring, and had a grand opening with a ribbon cutting ceremony in the summer.

The Recreation Division has given the opportunity for up to 45 low-income and refugee families to register for camp and beach memberships through a variety of scholarship services, like the Doli Atamian Campership Program. Our Office Manager, Mary Lou Repucci, worked endless hours helping these families find the best financial support, to give them access to our summer programming.

A huge part of Recreation's summer is putting together a summer events series. The Event and Program Coordinator, Maura Haberman, was able to solicit over \$40,000 in sponsorship money to help fund the events series. This is the largest sponsorship collection in the history of the Recreation Division, which allows for larger and professional performers to play in our community.



*Above: The grand opening and ribbon-cutting of the newly completed NARA Bridge Boardwalk in Summer 2024.*

### **FY2026 Goals**

- To complete the construction of a disc golf course for the community.
- To continue to support low-income families with access to our programming.
- To secure funding for a Recreation Division Master Plan.
- To continue a partnership with community organizations and businesses in relation to Recreation events.

## **Enterprise/Revolving Funds Managed**

### **Recreation Programs**

This fund provides for the various programs, events, and camps provided by the Recreation Department. Revenues primarily include camp and program/event registrations, field and facility rentals, and NARA beach passes. The collections from these sources cover the cost to maintain NARA Park and other Recreation-managed fields and facilities, wages for camp counselors, lifeguards and park rangers, and expenses related to administering camp and the various program and event offerings. Beginning in FY2025, the fund will also support the salary of a full-time Recreation Activities and Program Coordinator.

## RECREATION

RECREATION (620) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
620-510300	OVERTIME	\$ 890	\$ -	\$ 1,593	\$ -	\$ -	\$ -	-
620-510400	SICK	\$ 20,667	\$ -	\$ 53,861	\$ -	\$ -	\$ -	-
620-510490	MERIT PAY	\$ -	\$ -	\$ 4,500	\$ -	\$ -	\$ -	-
620-510500	HOLIDAY	\$ 11,887	\$ -	\$ 12,579	\$ -	\$ -	\$ -	-
620-510600	VACATION	\$ 13,014	\$ -	\$ 5,513	\$ -	\$ -	\$ -	-
620-510900	PERSONAL TIME	\$ 2,621	\$ -	\$ 2,471	\$ -	\$ -	\$ -	-
620-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
620-512050	CLERICAL SALARIES & WAGES	\$ 105,861	\$ 154,926	\$ 92,615	\$ 161,186	\$ 164,409	\$ 3,223	2.00%
620-513000	PROFESSIONAL SALARIES	\$ 77,754	\$ 92,669	\$ 85,288	\$ 99,305	\$ 104,330	\$ 5,025	5.06%
<i>Personal Services - Subtotal</i>		\$ 232,694	\$ 247,595	\$ 258,419	\$ 260,491	\$ 268,739	\$ 8,248	3.17%
<i>Purchase of Services</i>								
620-520200	BLDG GROUNDS AND MAINT.	\$ 8,365	\$ -	\$ -	\$ -	\$ -	\$ -	-
620-521100	ELECTRICITY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
620-521110	WATER	\$ 3,501	\$ -	\$ 1,892	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 11,866	\$ -	\$ 1,892	\$ -	\$ -	\$ -	-
<i>Capital Outlay</i>								
620-580000	CAPITAL	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	-

## CELEBRATIONS

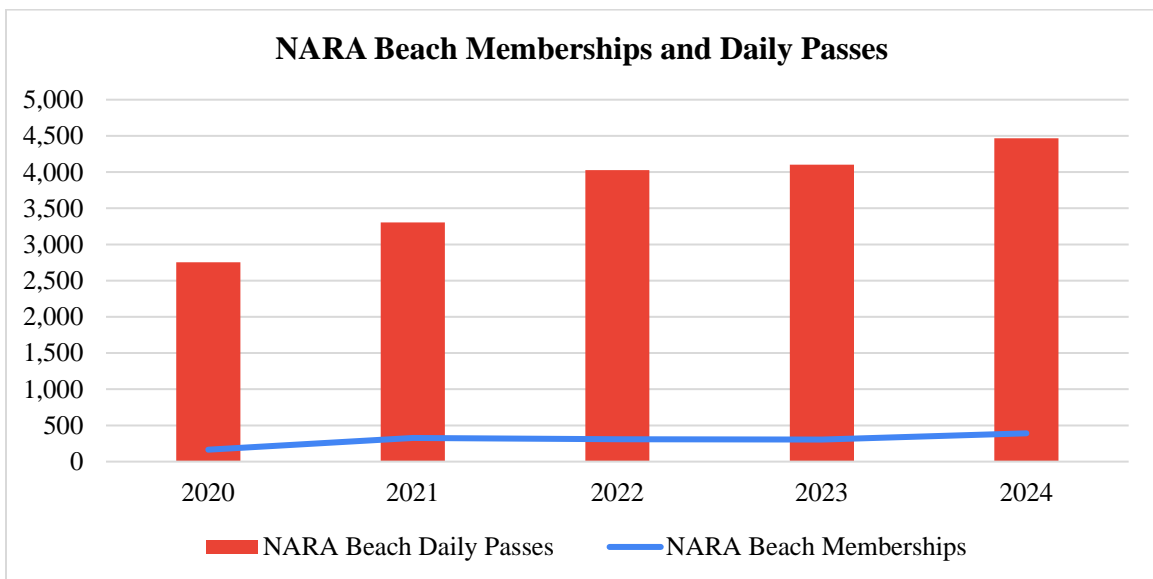
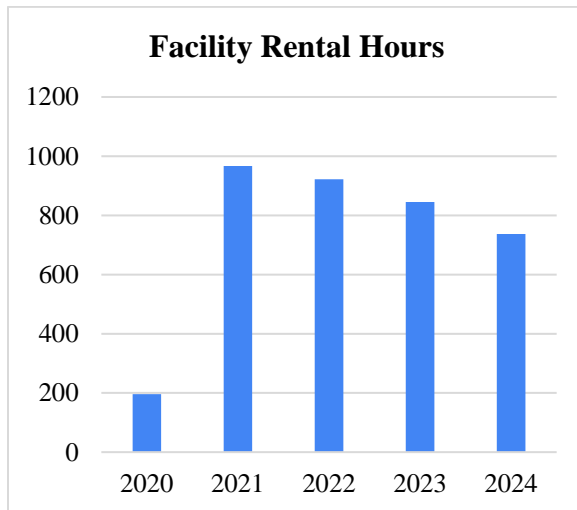
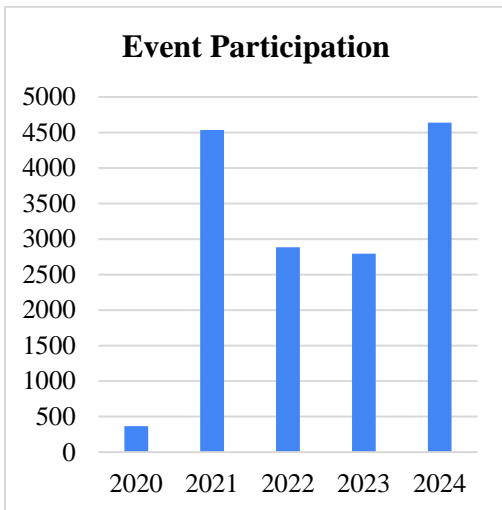
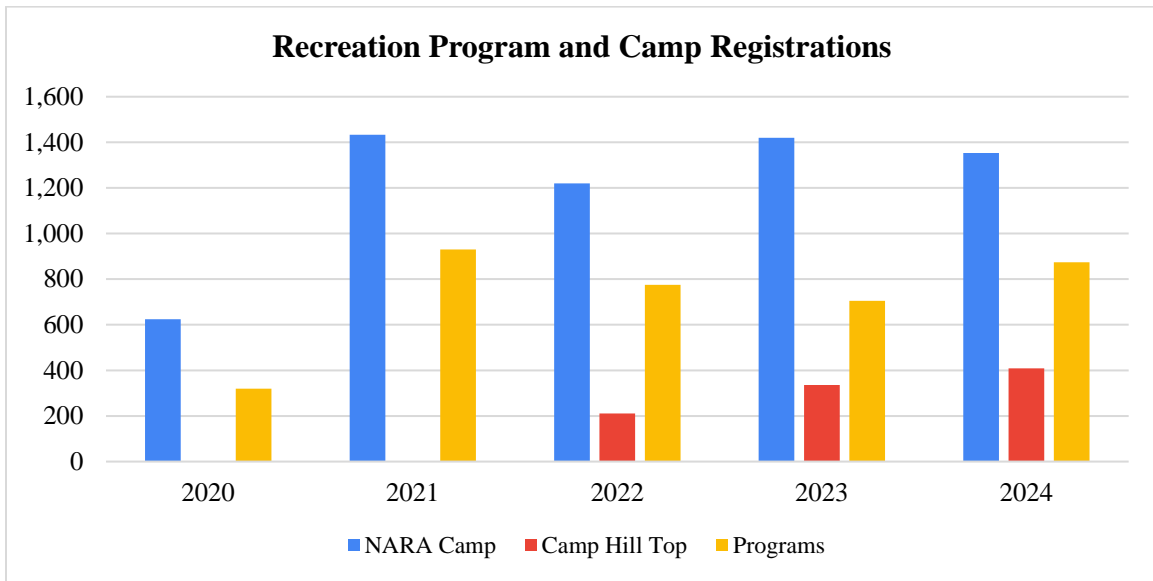
CELEBRATIONS (660) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Purchase of Services</i>								
660-520100	ADVERTISING	\$ -	\$ -	\$ 300	\$ -	\$ -	\$ -	-
660-521830	CELEBRATION	\$ -	\$ 12,900	\$ -	\$ 12,900	\$ 4,500	\$ (8,400)	-65.12%
660-521900	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	-
660-522010	ENTERTAINMENT	\$ -	\$ -	\$ -	\$ 5,000	\$ 3,000	\$ (2,000)	-40.00%
660-522700	CONTRACTUAL SERVICES	\$ 595	\$ -	\$ 410	\$ -	\$ -	\$ -	-
660-523850	FIREWORKS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
660-523900	BUSES	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 595	\$ 12,900	\$ 850	\$ 22,900	\$ 12,500	\$ (10,400)	-45.41%
<i>Purchase of Supplies</i>								
660-540200	OTHER SUPPLIES	\$ 175	\$ 2,000	\$ 1,224	\$ 2,000	\$ 2,000	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 175	\$ 2,000	\$ 1,224	\$ 2,000	\$ 2,000	\$ -	0.00%
<b>Celebrations - Total</b>		<b>\$ 770</b>	<b>\$ 14,900</b>	<b>\$ 2,074</b>	<b>\$ 24,900</b>	<b>\$ 14,500</b>	<b>\$ (10,400)</b>	<b>-41.77%</b>

### BUDGET NOTES

521830	Celebration	Expenses for Patriot's Day, Memorial Day, Veteran's Day, and 4th of July Fireworks
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## Performance Metrics





# LIBRARIES



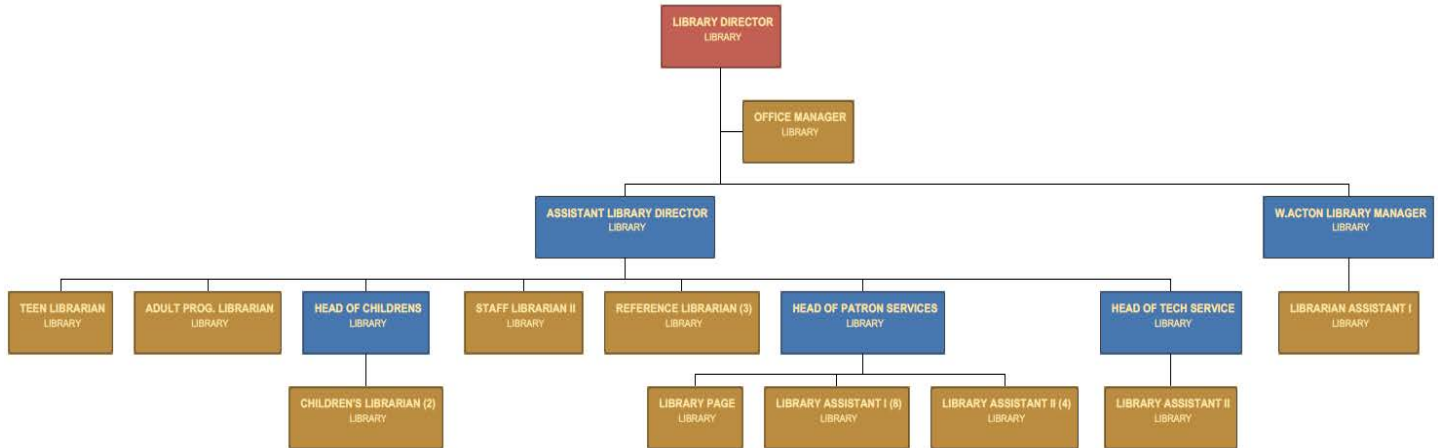
## *Mission Statement*

At the Acton Libraries, stories connect us. Our collections, programs, services, and technology promote and celebrate community and civic engagement through open and equitable access to cultural, informational, recreational, and shared resources.

### **Budgets Managed:**

- **Acton Memorial Library (01610)**
- **Citizen's Library (01611)**

## Organizational Chart



### Full Time Equivalent (FTE) Positions

	FY24	FY25	Proposed FY26
<b>General Fund</b>			
Library Director	1.000	1.000	1.000
Library Manager	0.000	1.000	0.875
Assistant Library Director	1.000	1.000	1.000
Office Manager	0.600	0.770	1.000
Senior Librarian	2.000	3.000	3.000
Reference Librarian	0.017	0.150	0.150
Head of Patron Services	1.000	1.000	1.000
Staff Librarian II (5)	4.575	3.760	3.080
Staff Librarian I	0.050	0.050	1.100
Library Assistant II (4)	3.633	3.030	2.613
Library Assistant I (9)	2.498	3.198	3.138
Page	1.635	0.225	0.225
<b>Total:</b>	<b>18.000</b>	<b>18.183</b>	<b>18.181</b>

## Library Director, Maria Palacio

Acton Memorial Library, 486 Main St.

Citizen's Library, 21 Windsor Ave.

[actonmemoriallibrary.org](http://actonmemoriallibrary.org)

### Acton Libraries

#### Services

- Research and information assistance
- Art exhibits (Memorial Library)
- Themed book displays
- Museum passes
- Programs for all ages including story time, arts and crafts, and more
- Public computers with multilingual support
- Public printers, copy machines, wireless printing
- Microfilm reader, scanners (Memorial Library)
- Database access
- Downloadable audio and eBooks
- Computer classes (Memorial Library)
- WIFI access
- 24/7 online library
- Tax forms
- Summer Reading Program for children, teens and adults
- Book discussion groups (Memorial Library)
- Study rooms (Memorial Library)
- Local history and genealogy collections including historical exhibits and documents (Memorial Library)
- Large print books
- Assistive technology for the deaf & blind
- World Language collections (Memorial Library)
- Access to Minuteman Library Network resources and materials
- Interlibrary loan
- Website with event calendar
- Meeting room space for community groups and boards (Memorial Library)
- Volunteer opportunities for adults and teens
- Seed library (Citizens' Library)



Above: Kelley Cronin from Acton Housing Authority (left) and Rebecca Schmidt (center) and Lin Zhang (right) of Acton Memorial Library advertising the Acton Community Bookshelf. This program takes gently used books from the Acton Libraries and places them in bookshelves throughout the community, with the goal of bringing books directly to community members.



## Changes and Ongoing Challenges

The Acton Libraries have remained steadfast in the mission to provide excellent service and resources to our community despite facing continued staffing challenges over the past year. Recruitment and retention have been impacted by a competitive job market, with libraries nationwide facing similar challenges. Additionally, budget limitations and the need for staff with specialized skills in technology, preservation and programming have compounded these issues. These challenges have occasionally led to a reduction in programs offered and a heavier workload for our dedicated staff. Despite this, the library team continues to prioritize core services and adapt to community needs. To address these challenges, the library has worked hard to hire a pool of substitute and on-call librarians and to hire and train new volunteers. We have also looked for other opportunities to support staffing needs, and enhanced recruitment efforts by promoting the benefits of working in Acton on social media and with our library networks. The Acton Libraries remain dedicated to overcoming these obstacles and delivering exceptional services. We are exploring innovative solutions and look forward to continued support from our community as we navigate these challenges together.

### Recent Accomplishments

- We had our second Holi Celebration of Color in the Spring and later applied and were awarded a Massachusetts Cultural Council Grant for the 2025 celebration.
- We hired a 40-hour per week librarian in August to join the Children's department after the person in the 20-hour position retired. We were able to find the additional hours through an internal reorganization. This person's focus is on collection development, engaging and programming for middle grades students along with weekly story times for young children.
- We hired, for the first time in recent memory, a Teen Services Librarian to engage with the many students who visit the Memorial Library. This person also does collection development and programming for teens.
- We hired a new Head of Patron Services person. This position had been vacant since last fall.
- We successfully developed and completed a new 2024-2029 Strategic Plan for the Acton Libraries. The entire plan can be read here: <https://www.actonmemoriallibrary.org/about-us/strategic-plan/>
- We hosted a very successful Colonial Books and Brews on October 2, 2024 in partnership with the Acton 250 Committee.

### FY2026 Goals

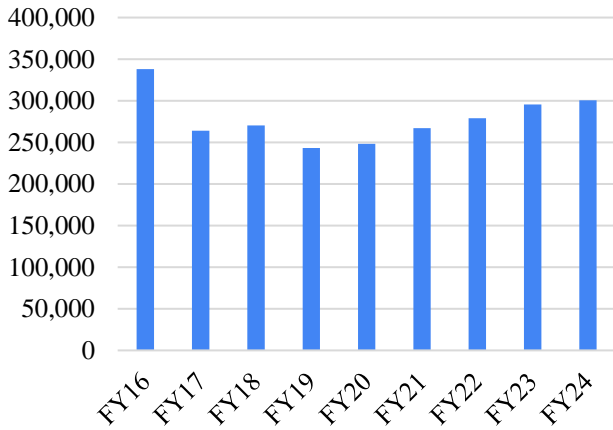
- Foster community and provide cultural enrichment
- Support literacy and access to resources and services
- Serve as a third place
- Connect with people where they are
- Bridge the digital divide



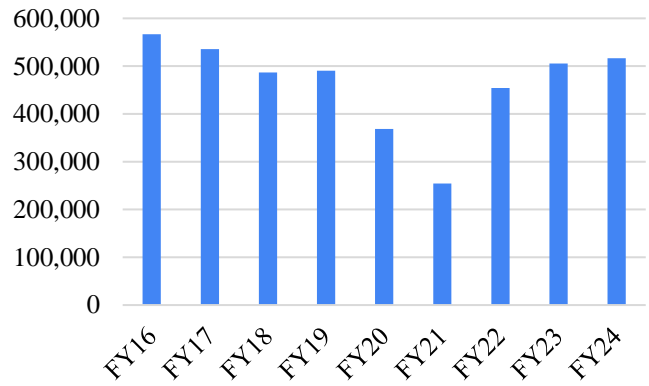
*Above: April 2024 Holi Celebration of Color event at Acton Memorial Library*

## Performance Metrics

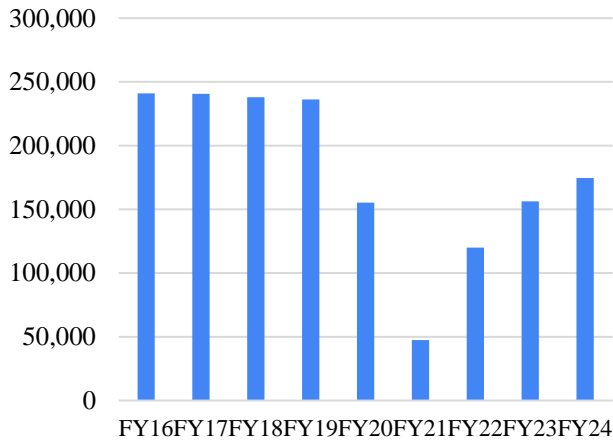
**Total Print and Electronic Holdings**



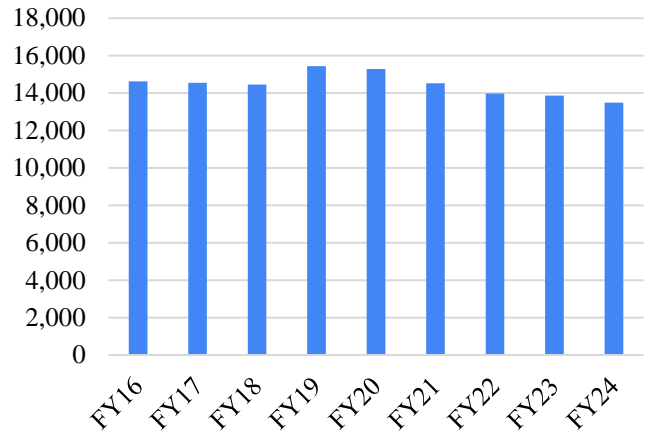
**Circulation of Print and Electronic Materials**



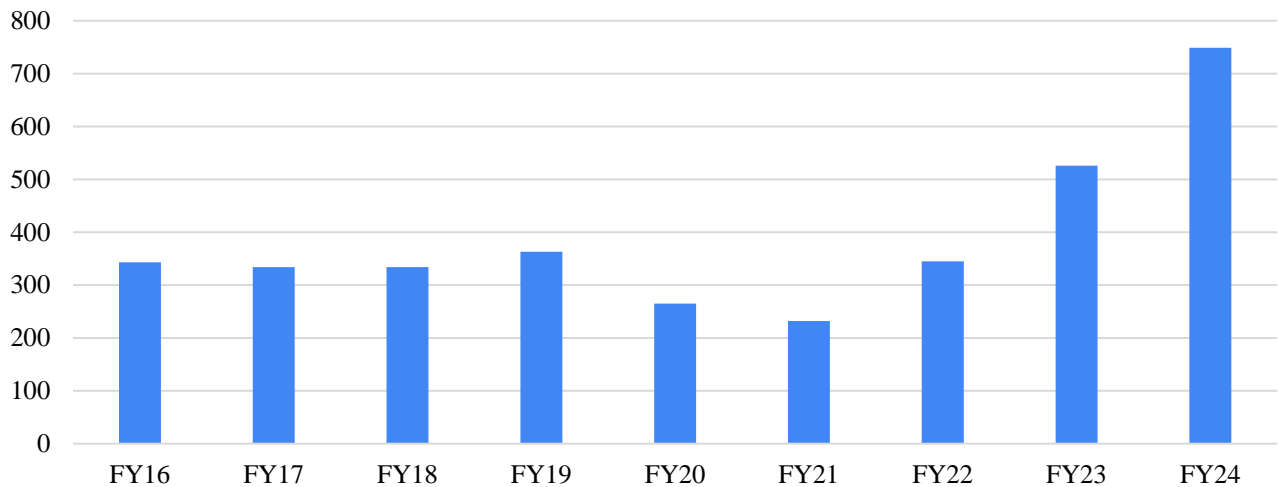
**Number of Visits**



**Residents with Library Cards**



**Programs Offered**



## CULTURE AND RECREATION - MEMORIAL LIBRARY

MEMORIAL LIBRARY (61 GENERAL FUND - TOWN)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
610-510100	REGULAR PERM	\$ 496,443	\$ 610,464	\$ 443,587	\$ 649,697	\$ 689,188	\$ 39,491	6.08%
610-510200	REGULAR TEMPORARY	\$ 179,680	\$ 323,406	\$ 254,890	\$ 289,675	\$ 317,786	\$ 28,111	9.70%
610-510300	OVERTIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
610-510400	SICK	\$ 23,287	\$ -	\$ 33,568	\$ -	\$ -	\$ -	-
610-510410	FUNERAL LEAVE	\$ 202	\$ -	\$ -	\$ -	\$ -	\$ -	-
610-510490	MERIT PAY	\$ 13,688	\$ -	\$ 24,125	\$ -	\$ -	\$ -	-
610-510500	HOLIDAY	\$ 39,924	\$ -	\$ 41,772	\$ -	\$ -	\$ -	-
610-510600	VACATION	\$ 49,740	\$ -	\$ 45,282	\$ -	\$ -	\$ -	-
610-510900	PERSONAL TIME	\$ 7,461	\$ -	\$ 8,917	\$ -	\$ -	\$ -	-
610-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ 720	\$ -	\$ -	\$ -	-
610-512050	CLERICAL SALARIES & WAGES	\$ 45,307	\$ 58,949	\$ 50,017	\$ 61,331	\$ 62,558	\$ 1,227	2.00%
610-513000	PROFESSIONAL SALARIES	\$ 168,210	\$ 209,707	\$ 187,675	\$ 220,803	\$ 227,975	\$ 7,172	3.25%
<i>Personal Services - Subtotal</i>		\$ 1,023,941	\$ 1,202,526	\$ 1,090,554	\$ 1,221,506	\$ 1,297,507	\$ 76,001	6.22%
<i>Purchase of Services</i>								
610-520300	EQPT REP AND SERVICING	\$ -	\$ 500	\$ 265	\$ 500	\$ 500	\$ -	0.00%
610-520400	MIS EQUIPMENT & SOFTWARE	\$ 75,905	\$ 68,000	\$ 75,335	\$ 68,000	\$ 25,000	\$ (43,000)	-63.24%
610-520420	NETWORK MEMBERSHIP	\$ -	\$ -	\$ -	\$ -	\$ 45,806	\$ 45,806	-
610-520900	TRAVEL	\$ 2,387	\$ 1,200	\$ 273	\$ 2,400	\$ 1,000	\$ (1,400)	-58.33%
610-521700	DUES AND MEMBERSHIP	\$ 1,035	\$ 1,500	\$ 435	\$ 700	\$ 700	\$ -	0.00%
610-521800	PROFESSIONAL DEVELOPMENT	\$ 1,399	\$ 600	\$ 880	\$ 5,000	\$ 3,000	\$ (2,000)	-40.00%
610-521850	PUBLIC RELATIONS	\$ 1,044	\$ 500	\$ 448	\$ 500	\$ 500	\$ -	0.00%
610-521900	PROFESSIONAL SERVICES	\$ 1,455	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Services - Subtotal</i>		\$ 83,225	\$ 72,300	\$ 77,636	\$ 77,100	\$ 76,506	\$ (594)	-0.77%
<i>Purchase of Supplies</i>								
610-540100	OFFICE SUPPLIES	\$ 3,024	\$ 3,000	\$ 3,031	\$ 3,000	\$ 3,000	\$ -	0.00%
610-540200	OTHER SUPPLIES	\$ 8,304	\$ 9,500	\$ 62,518	\$ 9,500	\$ 8,500	\$ (1,000)	-10.53%
610-540230	COMMUNITY ENGAGEMENT SUPPLII	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	-
610-540300	POSTAGE AND COURIER	\$ 8	\$ 25	\$ -	\$ 25	\$ 25	\$ -	0.00%
610-540500	BOOKS	\$ 115,615	\$ 106,500	\$ 116,176	\$ 114,250	\$ 65,000	\$ (49,250)	-43.11%
610-540510	CHILDRENS BOOKS	\$ 121,032	\$ 116,000	\$ 125,126	\$ 116,000	\$ 55,000	\$ (61,000)	-52.59%
610-540520	YOUTH BOOKS	\$ 13,712	\$ 12,000	\$ 16,160	\$ 13,715	\$ 10,000	\$ (3,715)	-27.09%
610-540530	PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	-
610-540540	STREAMING	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000	-
610-540550	DATABASES	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000	-
610-540560	AV	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000	-
610-540570	MUSEUMS	\$ -	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500	-
610-540580	LIBRARY OF THINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
610-540900	MATERIALS AND EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200	-
<i>Purchase of Supplies - Subtotal</i>		\$ 261,695	\$ 247,025	\$ 323,011	\$ 256,490	\$ 264,725	\$ 8,235	3.21%
<b>Memorial Library - Total</b>		<b>\$ 1,368,861</b>	<b>\$ 1,521,851</b>	<b>\$ 1,491,200</b>	<b>\$ 1,555,096</b>	<b>\$ 1,638,738</b>	<b>\$ 83,642</b>	<b>5.38%</b>



## CULTURE AND RECREATION - CITIZENS' LIBRARY

CITIZENS' LIBRARY (611) GENERAL FUND - TOWN		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
611-510100	REGULAR PERM	\$ 43,287	\$ -	\$ 18,681	\$ -	\$ -	\$ -	-
611-510200	REGULAR TEMP	\$ 8,556	\$ -	\$ 12,279	\$ -	\$ -	\$ -	-
611-510400	SICK	\$ 504	\$ -	\$ -	\$ -	\$ -	\$ -	-
611-510420	SUBSTITUTE PAY	\$ -	\$ 5,774	\$ -	\$ 6,007	\$ 6,551	\$ 544	9.05%
611-510490	MERIT PAY	\$ 250	\$ -	\$ 500	\$ -	\$ -	\$ -	-
611-510500	HOLIDAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
611-510600	VACATION	\$ 5,817	\$ -	\$ -	\$ -	\$ -	\$ -	-
611-510900	PERSONAL TIME	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
611-512050	CLERICAL SALARIES & WAGES	\$ 118	\$ -	\$ -	\$ -	\$ -	\$ -	-
611-513000	PROFESSIONAL SALARIES	\$ 4,243	\$ 74,787	\$ 431	\$ 74,787	\$ 63,551	\$ (11,236)	-15.02%
<i>Personal Services - Subtotal</i>		\$ 62,776	\$ 80,561	\$ 31,891	\$ 80,794	\$ 70,102	\$ 233	0.29%
<i>Purchase of Services</i>								
611-520400	MIS EQUIPMENT & SOFTWARE	\$ -	\$ -	\$ 1,544	\$ -	\$ -	\$ -	-
611-520420	NETWORK MEMBERSHIP	\$ -	\$ -	\$ -	\$ -	\$ 2,369	\$ 2,369	-
611-520900	TRAVEL	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ -	0.00%
611-522700	CONTRACTUAL SERVICE	\$ 936	\$ 5,000	\$ 1,909	\$ 5,000	\$ 2,500	\$ (2,500)	-50.00%
<i>Purchase of Services - Subtotal</i>		\$ 936	\$ 5,300	\$ 3,453	\$ 5,300	\$ 5,169	\$ -	0.00%
<i>Purchase of Supplies</i>								
611-540100	OFFICE SUPPLIES	\$ 232	\$ 500	\$ 501	\$ 500	\$ 500	\$ -	0.00%
611-540200	OTHER SUPPLIES	\$ 495	\$ 500	\$ 7,204	\$ 500	\$ 500	\$ -	0.00%
611-540230	COMMUNITY ENGAGEMENT SUPPLIES					\$ 200	\$ 200	-
611-540300	POSTAGE AND COURIER	\$ -	\$ 30	\$ -	\$ 30	\$ 30	\$ -	0.00%
611-540500	BOOKS	\$ 10,442	\$ 10,715	\$ 6,699	\$ 7,000	\$ 3,750	\$ (3,250)	-46.43%
611-540510	NON-PRINT MATERIALS	\$ 603	\$ -	\$ 5,234	\$ 2,000	\$ 3,050	\$ 1,050	52.50%
611-540520	PERIODICALS	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ -	-
611-540530	DIGITAL CONTENT	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ 200	-
611-540540	STREAMING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
611-540550	DATABASES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
611-540560	AV	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ 300	-
611-540570	MUSEUMS	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	-
611-540580	LIBRARY OF THINGS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ 11,771	\$ 11,745	\$ 19,988	\$ 10,030	\$ 10,530	\$ 500	4.99%
<b>Citizens' Library - Total</b>		\$ 75,483	\$ 97,606	\$ 55,332	\$ 96,124	\$ 85,801	\$ (10,323)	-10.74%

### BUDGET NOTES

520900	Travel	This is for library manager's professional conference, meetings at MLN, etc.
522700	Contractual Service	Annual Minuteman Membership expenses, cost for transporting books.
540500	Books And Periodicals	This is mandated at 15% of the total budget by the Mass Board of Library Commissioners.

**BUDGET NOTES**

520300	Eqpt Rep And Servicing	Repair of library equipment.
520400	Mis Equipment & Software	Includes AML's Minuteman Library Network membership assessment, planned website upgrade, annual costs for online calendar, museum pass reservation capability, Constant 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
520900	Travel	Mileage for staff to attend Network, Regional and other meetings as well hotel stays at state and national conferences in an effort to build relationships and engage in outreach.
521700	Dues And Membership	Institutional membership in MLA
521800	Professional Development	This is for conference registration fees and courses from organizations such as NELA, MLA and ALA
521850	Public Relations	Costs associated with social media and marketing.
540100	Office Supplies	General office supplies.
540200	Other Supplies	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.
540300	Postage And Courier	Misc. postage and Fedexing grants to meet deadlines and track receipts.
540500	Books And Periodicals	Materials appropriation requirments = 15% of total budget according to Mass Board of Library Commissioners.
540510	Non-Print Materials	Level-funding for the purchase of electronic resources, audio, video, e-content, and databases.
540520	Periodicals	Materials appropriation requirments = 15% of total budget according to Mass Board of Library Commissioners. We reduced this budget because some subscriptions went out of print.

# HEALTH AND HUMAN SERVICES



**Director of Health and Family Services, Penelope Funaiole**

## *Mission Statements*

**Board of Health:** 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.

**Council on Aging:** To advocate for services and programs to enhance the well-being of our older adults in an inclusive and welcoming environment.

**Nursing Services:** Acton Nursing Services is guided by a tradition of personal, clinical and technological excellence. We believe that serving patients in the community setting is the most important activity of the organization. We are dedicated to providing the highest quality of patient care with compassion and respect for each patient based on the individual needs.

**Public Health Nursing:** To foster individual and community health in the Town of Acton.

**Veteran Services:** To advocate for veterans and their families, provide quality services and benefits and to help veterans learn about, apply for, and receive benefits.

**Community Services:** To provide resources, referrals, advocacy, and comprehensive case management to residents in need of social service support, with a focus on those under 60 years of age.

**Transportation:** To optimize transportation services for older adults, people with disabilities, commuters, businesses and the general public.

- To create a community consciousness regarding traffic, transportation and related matters among both residents and the business sector;
- to provide leadership in combining area resources to maximize mobility within 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;
- to make the most efficient use of nearby public transportation services.

## Budgets Managed

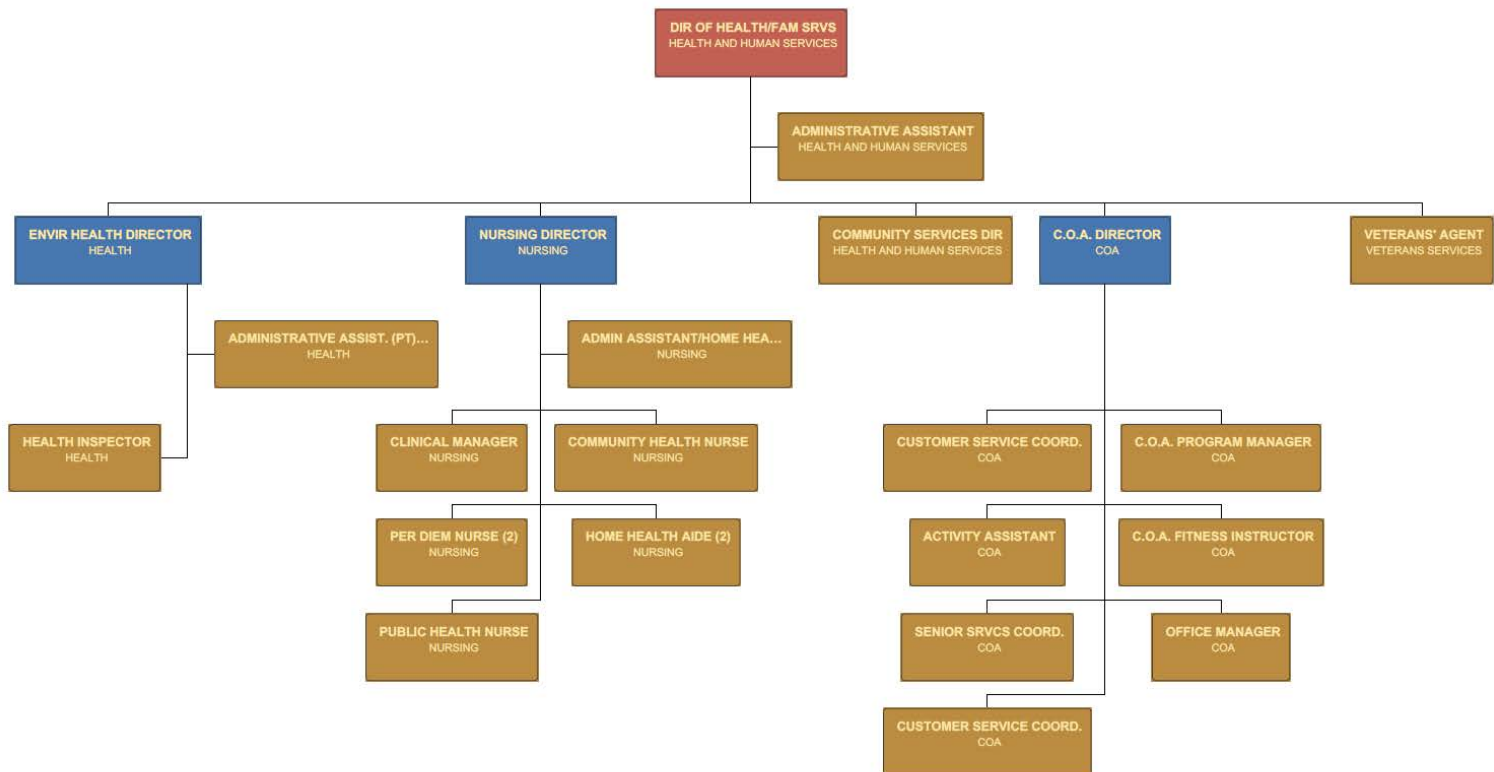
### General Fund:

- Board of Health (01512)
- Council on Aging (01541)
- Nursing Service (01522)
- Public Health Nursing (01520)
- Veterans Services (01542)

### Enterprise/Revolving:

- Sealer of Weights & Measures Revolving (3702)
- Food Service Revolving (3704)
- Hazardous Materials Revolving (3705)
- CrossTown Connect Revolving (3709)
- Septage Enterprise Fund (6300)
- Transportation Enterprise (6700)

## Organizational Chart



### Full Time Equivalent (FTE) Positions

Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
<i>Health and Family Services Division</i>			
Health and Family Services Director*	0.000	1.000	1.000
Community Services Director**	0.000	1.000	1.000
Customer Service and Communications Assistant**	0.000	0.000	1.000
<i>Health Division*</i>			
Environmental Health Director	0.000	1.000	1.000
Health Inspector	0.000	1.000	1.000
Administrative Assistant	0.000	1.000	0.950
<i>Nursing Division</i>			
Nursing Director	1.000	1.000	1.000
Clinical Manager	0.800	0.800	0.800
Community Health Nurse	0.800	0.800	0.800
Admin Assistant/Home Health Aide	1.000	1.000	1.000
Home Health Aides (2)	1.300	1.300	1.100
Per Diem Nurses (2)	0.450	0.375	0.250
Public Health Nurse	0.475	0.475	0.475
<i>Council on Aging Division</i>			
Director	1.000	1.000	1.000
Office Manager	0.750	0.750	0.750
Senior Services Coordinator	1.000	1.000	1.000
Program Manager	0.875	0.875	0.875
Customer Service Coordinator	0.475	0.475	0.475
Fitness Instructor	0.205	0.205	0.205
Activities Assistant***	0.475	0.475	0.475
Customer Service Coordinator***	0.475	0.475	0.475
<i>Veterans Division</i>			
Veterans Services District Director	0.950	0.950	0.950
<b>Department Total:</b>	<b>12.03</b>	<b>16.955</b>	<b>17.580</b>

\*Positions are partially funded by the Septage Enterprise; Food Service Revolving; Hazardous Materials Revolving; and Sealer of Weights and Measures Revolving Funds

\*\*In FY25 and FY26 Community Services were moved under Health and Family Services

\*\*\*Positions are funded by COA formula grant fund

## **Environmental Health Director, Matthew Dow**

Acton Town Hall, 472 Main St.

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

### **Board of Health**

#### **Services**

- Review septic plans and issues appropriate permits; conduct inspections and provide building and site plan reviews for Title 5 compliance.
- Provide staff support for Site Plan Special Permit Applications issued by the Select Board.
- Provide enforcement of Town Bylaw Chapter I, "Hazardous Waste Bylaw".
- Enforce 2013 Federal Food Code.
- Enforce Massachusetts General Law Chapter 98 - Sealer of Weights and Measures.
- Enforce the State of Massachusetts Food Code 105 CMR 590.000, Recreational Camp for Children 105 CMR 430.000, Standards for Bathing Beaches 105 CMR 445.000 and 105 CMR 435.000 Sanitary Standards for Swimming Pools, and 105 CMR 410.000, Standards for Human Habitation (Housing).
- Enforce Acton Board of Health Rules and Regulations which includes compliance with Body Art/Body Work, Commercial & Septage Haulers, Tobacco Compliance, Porta Potties, Well Permitting, Car Wash, etc.
- Enforce compliance with Childhood Lead Poisoning Prevention Program (CLPPP).
- Acts as shelter coordinators.
- Participant of the Hoarding Task Force.
- Participant of the Massachusetts Tick Task Force.
- Participant of Region 4AB Emergency Preparedness.
- Participant of the Central Middlesex Medical Reserve Corps.
- Provide Public Health Programming.
- Contract with Central Mass Mosquito Control Program to provide an integrated mosquito program management.

#### **Changes and Ongoing Challenges**

- Ongoing transition due to the retirement of the long-time Health Director as well as reorganization into the Health and Human Services Department. The previous director was involved in all day to day functions of the Health Department and was with the Town for more than 30 years.
- Transition towards online permitting through OpenGov which necessitated the implementation of new processes and systems, in addition to the regular flow of work. This was a major undertaking as the Health Department administers over forty unique permits and each one had to be constructed separately in OpenGov.

#### **Recent Accomplishments**

- Matthew Dow promoted from Interim Health Director to Environmental Health Director
- All permitting moved online in FY2024. This is expected to improve departmental efficiency.
- Implementation of a Naloxone distribution program, which included multiple community trainings in FY24. Naloxone is available to the public at the Health Department located in Town Hall or at the Nursing Department located at the Human Services Building
- The Health Department participated in the Northwest Public Health Coalition (NWPHC) which, through grant funding, resulted in departmental participation in a number of trainings related to public health



## FY2026 Goals

- Continue to simplify permitting process which began with the implementation of OpenGov by expanding information related to the purpose of the permit, as well as the health-related concerns which are the cause for each permit. Update the department's website to include this information.
- In conjunction with the entire Health and Human Services Department, begin work on a Community Needs Assessment. The goals of this project will be to identify key areas of concern for health conditions and barriers to accessing care, allowing the Town to better understand the social determinants of health in Acton.

## Enterprise/Revolving Funds Managed

### Sealer of Weights and Measures Revolving (3702)

The Sealer of Weights and Measures ensures the integrity of marketplace purchases of goods and commodities by testing and certifying annually all commercial used measuring and weighing devices, such as gasoline meters, scales, and scanners. Applicable businesses submit a permit application annually to receive this certification. Revenues from these permits are collected into this revolving fund and pay for staff salaries and health insurance, professional services, and related professional development.

### Food Service Revolving (3704)

Food service operations such as restaurants, retail stores/markets, and other food services such as catering business, as required to apply for a Food Service License which ensures that this entity is abiding by all food safety requirements such as pest control, waste removal, wastewater system requirements, and property sanitary practices. Revenues from these food service permits and licenses are collected in this revolving fund and are used to pay for staff salaries and health insurance, professional services, and supplies related to food service inspections.

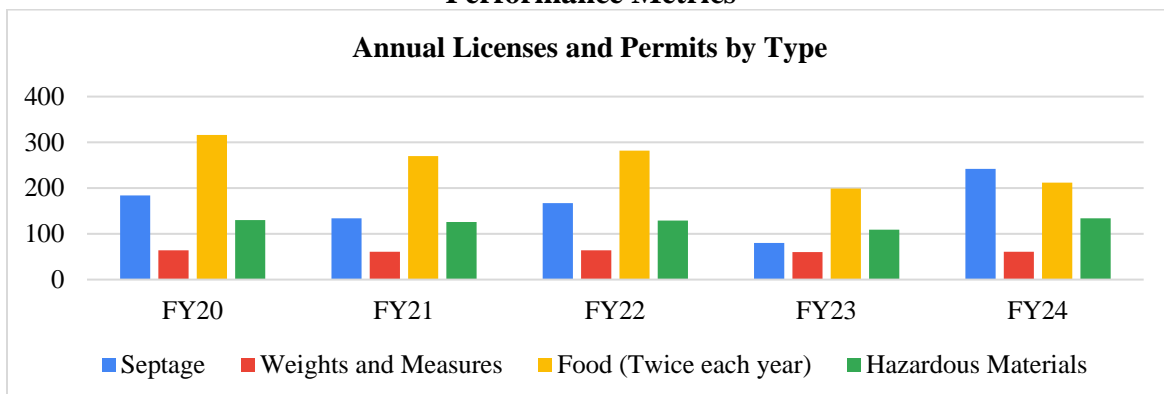
### Hazardous Materials Revolving (3705)

Entities dealing with hazardous materials, or any materials including petroleum products or coal or their derivatives, which contribute to a risk to human health, welfare, or environmental health and safety, must submit for a permit accounting the materials stored, remedial actions following discharge of those materials and details of their storage. Revenue from these permits are collected in this revolving fund and are used to pay for staff salaries and health insurance, contractual and professional services, funding for Hazardous Waste Day, and related supplies.

### Septage Enterprise (6300)

Septage pumpers and haulers must apply for a license which details the where septage waste is hauled to and the general condition of the vehicle used for that hauling. Septage haulers must also pay fees to the Town for each septic tank which is pumped. Septic systems are supposed to be pumped at least once every twenty-four months. Revenues from this septage program are collected into this enterprise fund and are used to pay for associated staff salaries and health insurance, professional services and professional development, and supplies.

## Performance Metrics



## GENERAL GOVERNMENT - HEALTH DEPARTMENT

HEALTH (512) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUAL	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
512-510100	REGULAR PERM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
512-510300	OVERTIME	\$ 812	\$ 1,900	\$ 981	\$ 1,900	\$ 1,900	\$ -	0.00%
512-510400	SICK	\$ 6,808	\$ -	\$ 6,778	\$ -	\$ -	\$ -	-
512-510410	FUNERAL LEAVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
512-510430	BOARD MEMBERS SALARIES	\$ 150	\$ 550	\$ 450	\$ 550	\$ 550	\$ -	0.00%
512-510490	MERIT PAY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
512-510500	HOLIDAY	\$ 7,432	\$ -	\$ 7,929	\$ -	\$ -	\$ -	-
512-510600	VACATION	\$ 8,661	\$ -	\$ 8,685	\$ -	\$ -	\$ -	-
512-510900	PERSONAL TIME	\$ 1,757	\$ -	\$ 1,932	\$ -	\$ -	\$ -	-
512-511000	OTHER SALARIES & WAGES	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	-
512-512050	CLERICAL SALARIES & WAGES	\$ 49,038	\$ 57,897	\$ 47,883	\$ 60,236	\$ 48,436	\$ (11,800)	-19.59%
512-513000	PROFESSIONAL SALARIES	\$ 80,608	\$ 97,307	\$ 113,212	\$ 120,531	\$ 125,735	\$ 5,204	4.32%
<i>Personal Services - Subtotal</i>		\$ 155,581	\$ 157,654	\$ 187,850	\$ 183,217	\$ 176,622	\$ (6,595)	-3.60%
<i>Purchase of Services</i>								
512-520100	ADVERTISING	\$ 274	\$ 1,000	\$ -	\$ 1,000	\$ 500	\$ (500)	-50.00%
512-520900	TRAVEL	\$ 20	\$ -	\$ 24	\$ 20	\$ 420	\$ 400	2000.00%
512-521500	TELEPHONE	\$ 3,838	\$ 4,200	\$ 2,346	\$ 4,478	\$ 3,200	\$ (1,278)	-28.54%
512-521700	DUES AND MEMBERSHIP	\$ 460	\$ 400	\$ 300	\$ 400	\$ 500	\$ 100	25.00%
512-521800	PROFESSIONAL DEVELOPMENT	\$ 3,526	\$ 500	\$ 5,467	\$ 500	\$ 2,000	\$ 1,500	300.00%
512-521900	PROFESSIONAL SERVICES	\$ 27,669	\$ 23,000	\$ 17,138	\$ 36,000	\$ 30,000	\$ (6,000)	-16.67%
512-522300	PRINTING AND COPYING	\$ 2,300	\$ 500	\$ -	\$ 1,606	\$ 1,606	\$ (0)	0.00%
512-522700	CONTRACTUAL SERVICES	\$ 3,132	\$ -	\$ 3,000	\$ -	\$ -	\$ -	-
512-522780	HAZARDOUS WASTE DAY	\$ 26,872	\$ 36,720	\$ 16,492	\$ 16,790	\$ 16,790	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 68,091	\$ 66,320	\$ 44,768	\$ 60,794	\$ 55,016	\$ (5,778)	-9.50%
<i>Purchase of Supplies</i>								
512-540100	OFFICE SUPPLIES	\$ 456	\$ 500	\$ 643	\$ 500	\$ 500	\$ -	0.00%
512-540200	OTHER SUPPLIES	\$ 2,978	\$ 500	\$ 44	\$ 500	\$ 500	\$ -	0.00%
512-540300	POSTAGE AND COURIER	\$ -	\$ 500	\$ -	\$ 500	\$ 500	\$ -	0.00%
512-540900	MATERIALS AND EQUIPMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ 3,434	\$ 1,500	\$ 687	\$ 1,500	\$ 1,500	\$ -	0.00%
<b>Health - Total</b>		\$ 227,106	\$ 225,474	\$ 233,305	\$ 245,511	\$ 233,138	\$ (12,373)	-5.04%

### BUDGET NOTES

520100	Advertising	Board of Health legal ads.
521500	Telephone	Phone use expenses for Health Division employees
521700	Dues And Membership	Memberships required for Inspectors/Director for national and local organizations
521800	Professional Development	Dues and membership and professional development increased to reflect membership fees and necessary trainings to maintain certifications
522780	Hazardous Waste Day	Funds Hazardous Waste Day
540300	Postage And Courier	Courier services to State lab when needed.

## Council on Aging Director, Sharon Mercurio

Human Services Building, 30 Sudbury Rd.

[actoncoa.com](http://actoncoa.com)

### Council on Aging

#### Services

The Council on Aging provides programs and services to Acton residents 60 and over as well as information and referrals for people of any age with concerns about aging relatives, neighbors or friends 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 applications as well as accessing other state and local assistance programs. A Minuteman Senior Services Dining Coordinator works out of the COA kitchen and offers a congregate lunch, with a “grab and go” lunch option and home delivered meals weekdays. The Council on Aging provides a wide variety of classes and programs providing opportunities for socialization, recreation, physical fitness, wellness, cultural and educational programs in art, music, computers, etc. The COA hosts a variety of special meals each month and started “Bistro 30,” a new meal option open to people of all ages twice a week.



*Senior Center visitors at the Bistro 30 celebrating its new name and design on February 28, 2024*



*Senior Center patrons participating in a dumpling making class*



*Bustling and well-attended ukulele class at the Senior Center*

## Changes and Ongoing Challenges

- Ongoing transition related to the creation of the Health and Human Service Department and related reorganization
- The COA saw a 20% increase in participation this fiscal year, but staffing levels remained the same. This combined with rising expectations from the people we serve, force the department to do more with less

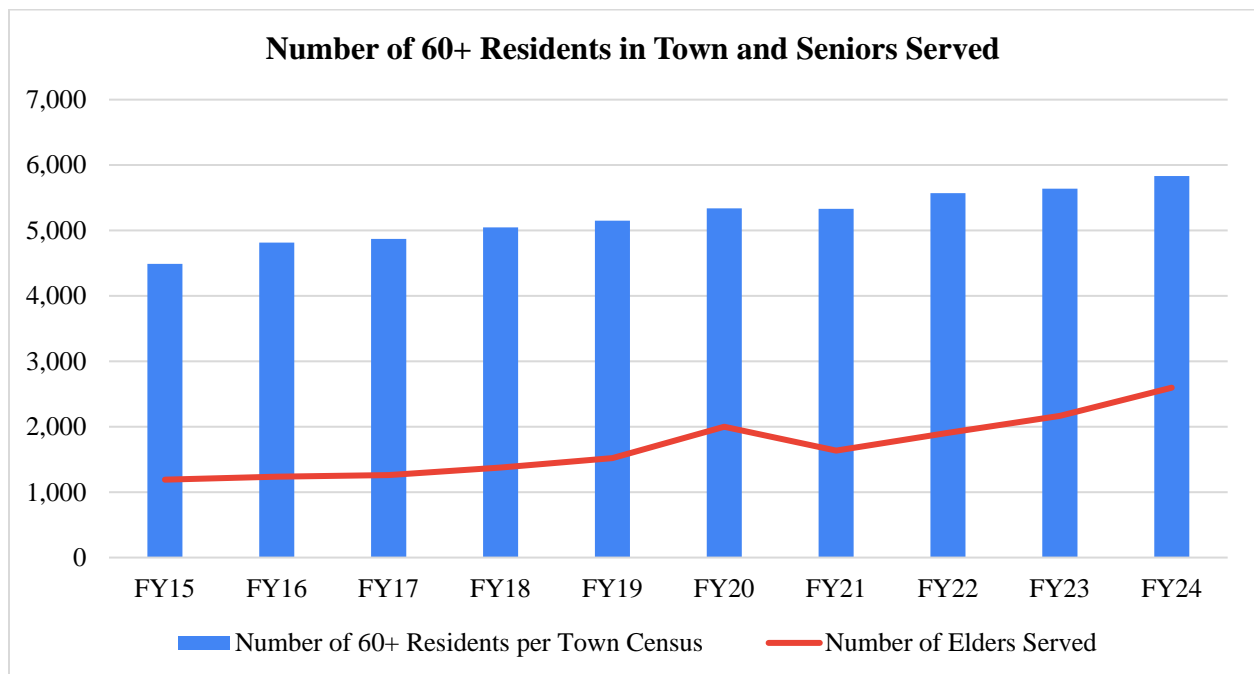
## Recent Accomplishments

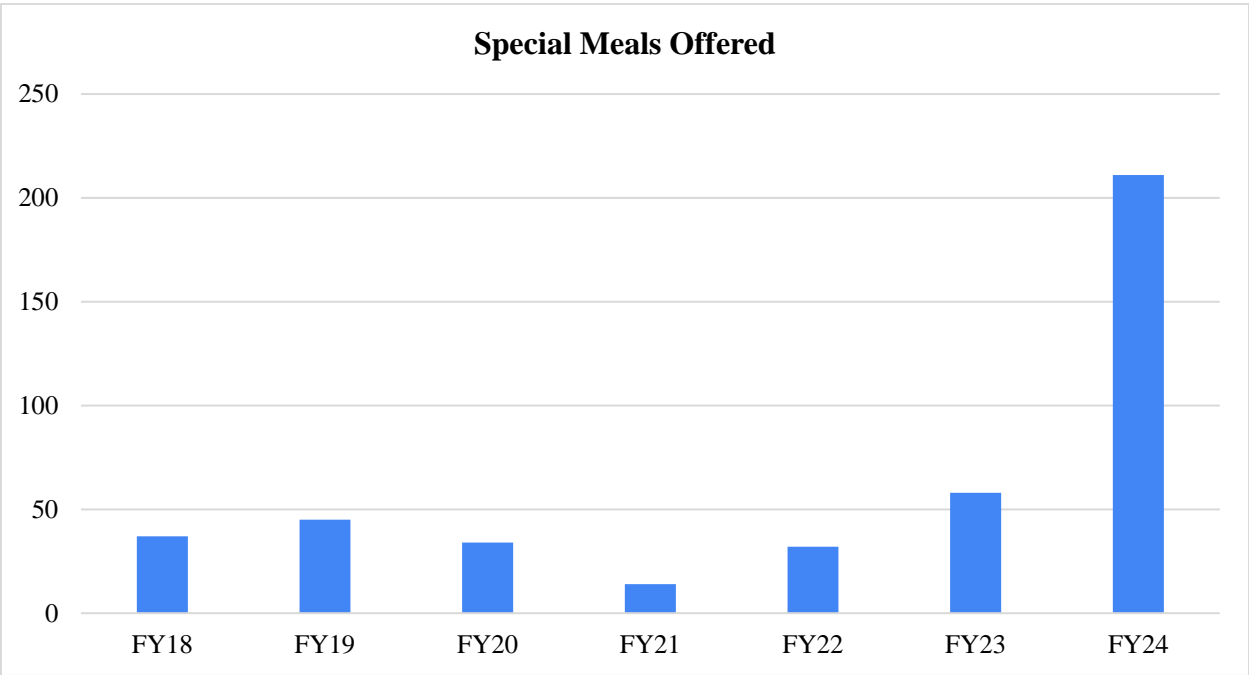
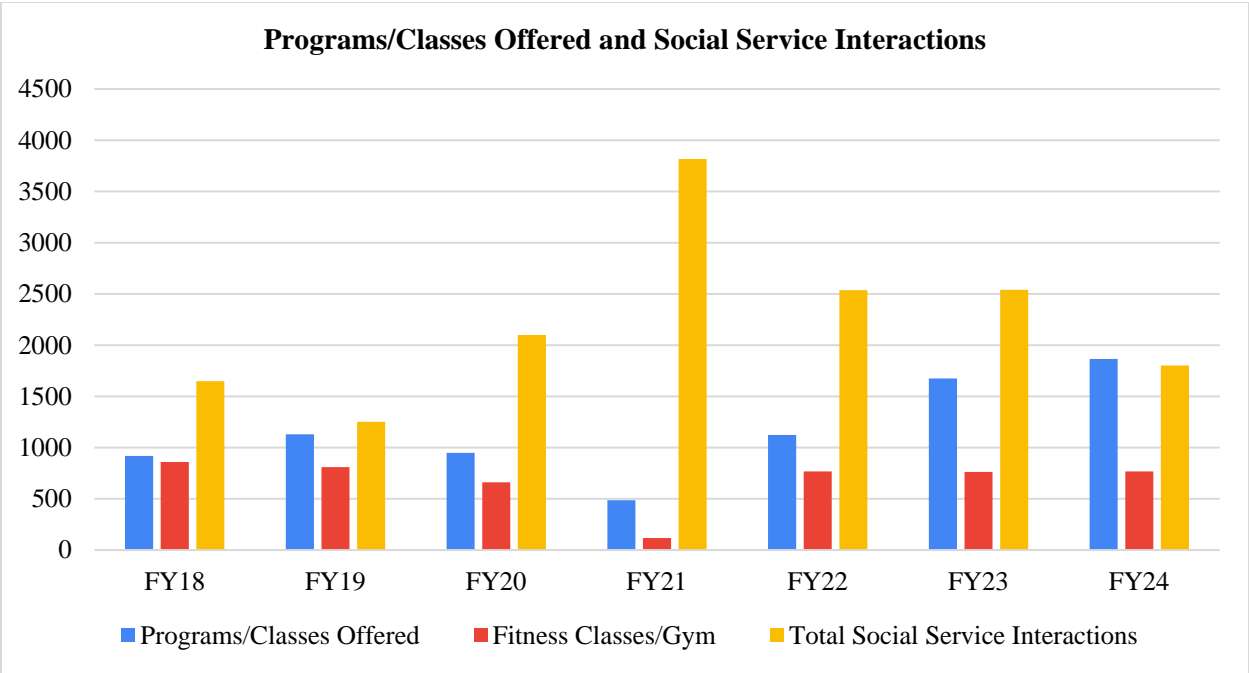
- The COA saw a 20% increase in participation at the Senior Center in FY2024
- The Bistro 30, a drop-in lunch program located at the Senior Center, has enjoyed was enjoyed by many and has proven successful in its first year of operation. The Bistro offers low-cost meals and is open to anyone Wednesday and Thursday from 11:30AM to 1:30PM.

## FY2026 Goals

- Increase outreach efforts to underserved residents and populations
- Continue to attract new users and participants
- Develop a succession plan to support operations despite the eventual departure of key staff

## Performance Metrics





## HUMAN SERVICES - COUNCIL ON AGING

COUNCIL ON AGING (541)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
541-510100	REGULAR PERM	\$ 193,996	\$ 227,800	\$ 199,371	\$ 239,313	\$ 246,526	\$ 7,213	3.01%
541-510200	REGULAR TEMP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
541-510400	SICK	\$ 6,776	\$ -	\$ 4,532	\$ -	\$ -	\$ -	-
541-510410	FUNERAL LEAVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
541-510490	MERIT PAY	\$ 5,000	\$ -	\$ 6,625	\$ -	\$ -	\$ -	-
541-510500	HOLIDAY	\$ 11,269	\$ -	\$ 11,593	\$ -	\$ -	\$ -	-
541-510600	VACATION	\$ 16,373	\$ -	\$ 21,147	\$ -	\$ -	\$ -	-
541-510900	PERSONAL TIME	\$ 2,649	\$ -	\$ 2,718	\$ -	\$ -	\$ -	-
541-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
541-512050	CLERICAL SALARIES & WAGES	\$ 10,550	\$ -	\$ 3,495	\$ -	\$ -	\$ -	-
541-512100	INSTRU/DIRECT SERV STAFF	\$ 19,117	\$ 21,500	\$ 20,350	\$ 25,800	\$ 25,800	\$ -	0.00%
541-513000	PROFESSIONAL SALARIES	\$ 98,923	\$ 119,670	\$ 99,352	\$ 124,505	\$ 126,995	\$ 2,490	2.00%
<i>Personal Services - Subtotal</i>		\$ 364,652	\$ 368,970	\$ 369,183	\$ 389,618	\$ 399,321	\$ 9,703	2.49%
<i>Purchase of Services</i>								
541-520300	EQPT REP AND SERVICING	\$ 688	\$ 2,200	\$ 1,949	\$ 2,200	\$ 2,500	\$ 300	13.64%
541-520900	TRAVEL	\$ 235	\$ 600	\$ 119	\$ 500	\$ 600	\$ 100	20.00%
541-521500	TELEPHONE	\$ 1,100	\$ 800	\$ 600	\$ 700	\$ 700	\$ -	0.00%
541-521700	DUES AND MEMBERSHIP	\$ 1,067	\$ 2,300	\$ 1,450	\$ 2,300	\$ 1,800	\$ (500)	-21.74%
541-521800	PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ -	0.00%
541-522300	PRINTING AND COPYING	\$ 9,898	\$ 11,800	\$ 10,135	\$ 12,000	\$ 12,000	\$ -	0.00%
541-522700	CONTRACTUAL SERVICES	\$ 185	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	-
<i>Purchase of Services - Subtotal</i>		\$ 13,172	\$ 17,700	\$ 14,253	\$ 19,200	\$ 22,100	\$ 2,900	15.10%
<i>Purchase of Supplies</i>								
541-540100	OFFICE SUPPLIES	\$ 1,265	\$ 2,500	\$ 2,674	\$ 2,000	\$ 2,000	\$ -	0.00%
541-540200	OTHER SUPPLIES	\$ 3,424	\$ 3,000	\$ 3,197	\$ 3,500	\$ 2,000	\$ (1,500)	-42.86%
541-540260	PROGRAM EVENT SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	-
541-540300	POSTAGE AND COURIER	\$ 9,580	\$ 8,700	\$ 9,300	\$ 9,700	\$ 9,700	\$ -	0.00%
541-540500	BOOKS AND PERIODICALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ 14,270	\$ 14,200	\$ 15,171	\$ 15,200	\$ 15,700	\$ 500	3.29%
<i>Intergovernmental</i>								
541-560801	MINUTEMAN SENIOR SERVICES	\$ -	\$ 5,179	\$ -	\$ 4,179	\$ 4,179	\$ -	0.00%
<i>Intergovernmental - Subtotal</i>		\$ -	\$ 5,179	\$ -	\$ 4,179	\$ 4,179	\$ -	0.00%
<b>Council on Aging - Total</b>		<b>\$ 392,094</b>	<b>\$ 406,049</b>	<b>\$ 398,607</b>	<b>\$ 428,197</b>	<b>\$ 441,300</b>	<b>\$ 13,103</b>	<b>3.06%</b>

### BUDGET NOTES

512100	Instru/Direct Serv Staff	For exercise classes offered throughout the year.
520300	Eqpt Rep And Servicing	Routine maintenance and service as needed for kitchen appliances, gym, and other equipment.
520900	Travel	Mileage reimbursement for work related travel.
521500	Telephone	Director's work cell phone.



521700	Dues And Membership	Motion picture license; Massachusetts Council on Aging annual dues
521800	Professional Development	MCOA conference; professional development opportunities for COA staff
522300	Printing And Copying	Monthly COA newsletter
522700	Contractual Service	Fitness instructor
540100	Office Supplies	Routine office supplies including paper, ink, and toner
540200	Other Supplies	Kitchen supplies, paper goods, cleaning products, and furnishings
540300	Postage And Courier	Annual bulk mailing permit fee; postage for monthly newsletter with postage return fee
560801	Minuteman Senior Services	Annual assessment from Minuteman Senior Services state home care

## Veterans Services District Director, James MacRae

Human Services Building, 30 Sudbury Rd.

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



### Veteran Services



### Services

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

#### Changes and Ongoing Challenges

- Long-term care benefits for veterans and surviving spouses do not cover their true need
- Limited ability to assist financially unless they meet specific criteria
- The senior housing waitlist is years long
- Minuteman Senior Services has limited staff and capacity to assist

#### Recent Accomplishments

- Assisted with 35 VA Disability Claims for Acton and Boxborough veterans
- 5 decisions on claims resulted in awards of 100% disability, equal to \$3,800 in monthly, tax-free benefits
- There are currently 12 Chapter 115 recipients receiving benefits



*Above: District Director James MacRae speaking at Memorial Day Celebration*

#### FY2026 Goals

- Work with GIS Department to create overhead maps related to Veterans Day, including event parking, etc.
- Work with other Town departments to procure new metal flag poles with permanent ground inserts

## HUMAN SERVICES - VETERANS' SERVICES

VETERANS' SERVICES (542) GENERAL FUND - TOWN		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<u>Personal Services</u>								
542-510400	SICK	\$ 6,341	\$ -	\$ 5,735	\$ -	\$ -	\$ -	-
542-510490	MERIT PAY	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	-
542-510500	HOLIDAY	\$ 4,087	\$ -	\$ 4,177	\$ -	\$ -	\$ -	-
542-510600	VACATION	\$ 4,778	\$ -	\$ 6,131	\$ -	\$ -	\$ -	-
542-510900	PERSONAL TIME	\$ 1,024	\$ -	\$ -	\$ -	\$ -	\$ -	-
542-513000	PROFESSIONAL SALARIES	\$ 62,694	\$ 89,077	\$ 83,791	\$ 92,675	\$ 94,528	\$ 1,853	2.00%
<b>Personal Services - Subtotal</b>		<b>\$ 78,923</b>	<b>\$ 89,077</b>	<b>\$ 101,334</b>	<b>\$ 92,675</b>	<b>\$ 94,528</b>	<b>\$ 1,853</b>	<b>2.00%</b>
<u>Purchase of Services</u>								
542-520900	TRAVEL	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%
542-521500	TELEPHONE	\$ 700	\$ 1,000	\$ 674	\$ 600	\$ 600	\$ -	0.00%
542-521700	DUES AND MEMBERSHIPS	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%
542-522300	PRINTING AND COPYING	\$ 5,778	\$ 5,500	\$ 6,083	\$ 6,000	\$ 6,000	\$ -	0.00%
<b>Purchase of Services - Subtotal</b>		<b>\$ 6,478</b>	<b>\$ 6,700</b>	<b>\$ 6,757</b>	<b>\$ 6,800</b>	<b>\$ 6,800</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Purchase of Supplies</u>								
542-540100	OFFICE SUPPLIES	\$ -	\$ 1,300	\$ 1,000	\$ 1,300	\$ 1,300	\$ -	0.00%
542-540200	FLAGS FLOWERS CEMETERY	\$ 3,857	\$ 3,800	\$ 3,727	\$ 4,000	\$ 4,000	\$ -	0.00%
542-540300	POSTAGE AND COURIER	\$ 250	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
542-540500	BOOKS AND PERIODICALS	\$ -	\$ 100	\$ -	\$ 100	\$ 100	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 4,107</b>	<b>\$ 6,200</b>	<b>\$ 4,727</b>	<b>\$ 6,400</b>	<b>\$ 6,400</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Other Charges and Expenses</u>								
542-571000	VETERANS BENEFITS	\$ 74,535	\$ 80,000	\$ 79,564	\$ 78,000	\$ 78,000	\$ -	0.00%
<b>Other Charges and Expenses - Subtotal</b>		<b>\$ 74,535</b>	<b>\$ 80,000</b>	<b>\$ 79,564</b>	<b>\$ 78,000</b>	<b>\$ 78,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Veterans' Services - Total</b>		<b>\$ 164,043</b>	<b>\$ 181,977</b>	<b>\$ 192,381</b>	<b>\$ 183,875</b>	<b>\$ 185,728</b>	<b>\$ 1,853</b>	<b>1.01%</b>

### BUDGET NOTES

520900	Travel	Potential travel costs to include parking garage fees, interstate tolls, and other
521700	Dues And Membership	Dues for Northeast MVSOA annual membership.
522300	Printing And Copying	Cost for printing and copying of bi-annual veteran mailing
540100	Office Supplies	Various cost of office supplies needed.
540200	Other Supplies	Flags and flowers for cemetery/veteran's graves that are replaced each Spring.
540300	Postage And Courier	Costs for postage of bi-annual veterans mailing
540500	Books And Periodicals	Cost of potential Veteran Benefits related books and periodicals
571000	Veterans Benefits	State mandated form of assistance for veterans and surviving spouses called Chapter 115. Provides monetary benefit to qualifying individuals.

## **Director of Nursing, Heather York, RN**

Human Services Building, 30 Sudbury Rd.

[actonnursingservices.com](http://actonnursingservices.com)



## **Acton Nursing Services**

### **Services**

#### **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 – Aids with activities of daily living (ADL's) such as bathing, dressing and meals for patients receiving skilled care

#### **Public Health Nursing Services:**

- Conducts Communicable Disease Surveillance.
- Conducts Blood Pressure and Wellness Clinics.
- Conducts Podiatry Clinics offered by a Certified Foot Care Nurse.
- Conducts Senior Seasonal Flu Clinics.
- Provides Wellness Visits as needed.
- Conducts Monthly Health Discussions.
- Provides Balance Testing and Training Programs.
- Provides Home Safety Evaluations by a Physical and/or Occupational Therapist.
- Provides Public Health Programming.
- Responds too Disease Outbreaks.
- Provides information, education, resource referral and outreach for residents

### **Changes and Ongoing Challenges**

- Staffing remains the predominant challenge for the Nursing Department. Per diem nurses are difficult to find, recruit, and hire, causing the Director of Nursing and Clinical Manager to cover forty plus weekends per year since Fall 2021, on top of their normal workload and overflow visits during the week. These staffing challenges have resulted in overburdened staff and difficulty keeping up with regular tasks to cover patient care.

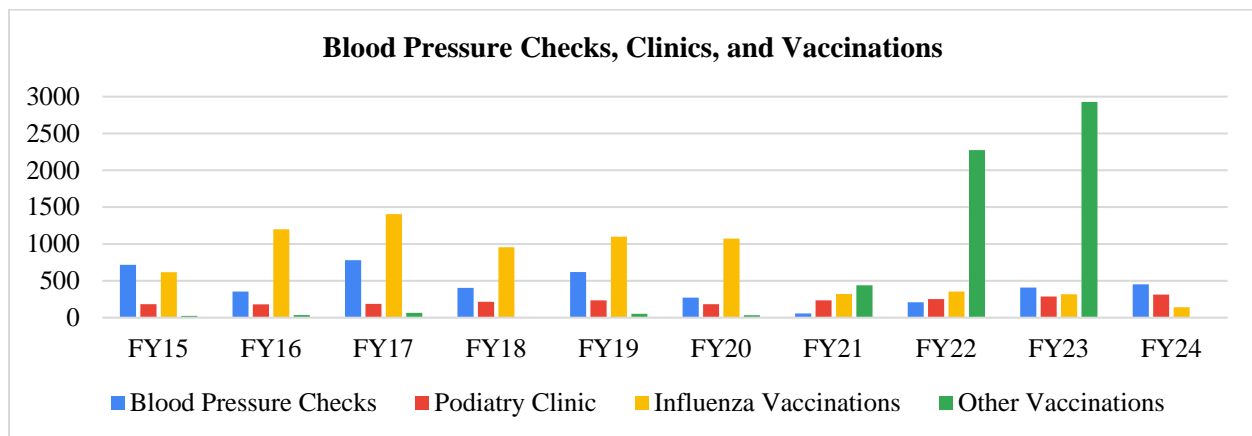
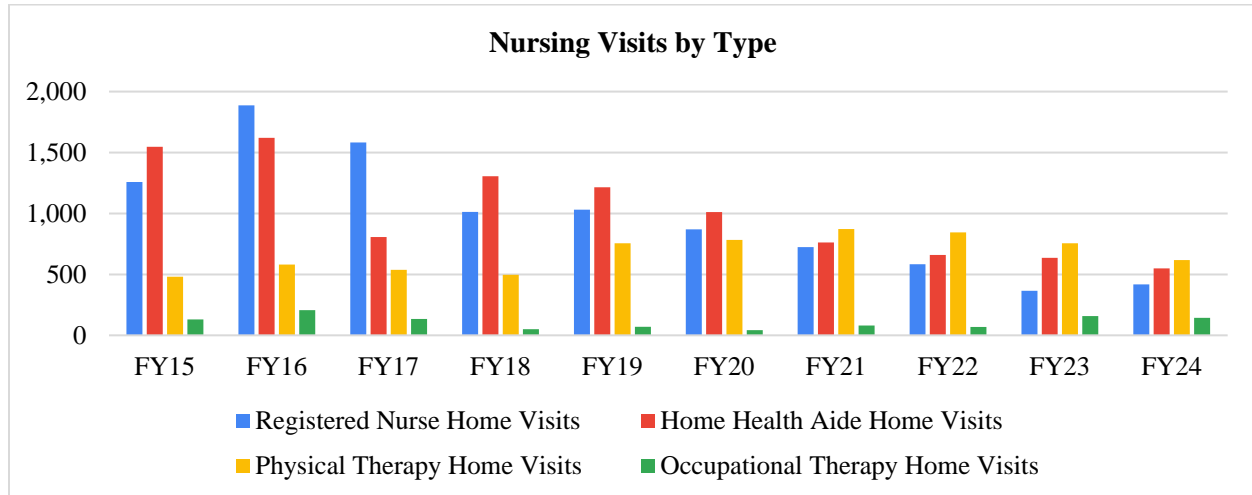
### **Recent Accomplishments**

- The Nursing Department organized and ran a successful walking program for seniors beginning in the Fall of FY2024. This was a continuation of a grant funded program started by the Health Department in the year prior which was focused on improving socialization among isolated seniors in Acton, Boxborough and Littleton. The walks were held on Friday mornings and had an average of fourteen participants, with the largest group consisting of twenty-two participants. The Nursing Department plans to continue this program in FY2025 and FY2026
- The Therapeutic Horticulture Class began as a response to Select Board Goals in FY2022 as a means to address mental health concerns. This class was initially offered once a month, but has grown to be offered three times a month, with bookings filling fully within two days of sign ups opening. In FY2024, 426 community members participated in this class.

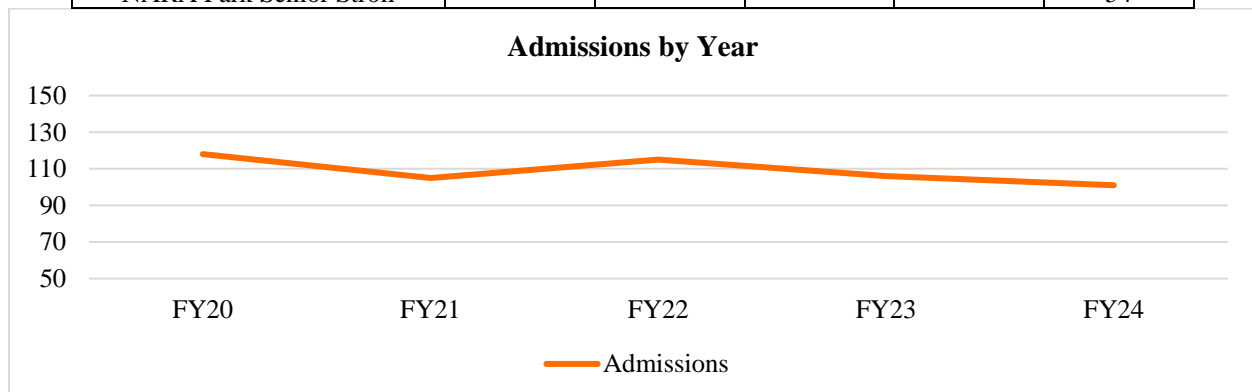
## FY2026 Goals

- Increase referrals for home health services by 10%
- Hire and retain a Public Health Nurse and Per Diem Nurses
- Add additional Public Health programming at the Human Services and Senior Center

## Performance Metrics



Public Health Program	FY2020	FY2021	FY2022	FY2023	FY2024
Balance Matter	60	25	27	47	41
Maintenance Balance					936
Therapeutic Horticulture			132	363	426
NARA Park Senior Stroll					54



## HUMAN SERVICES - NURSING SERVICES

NURSING SERVICE (522)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUAL	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
520-510100	REGULAR PERM	\$ 62,848	\$ 116,184	\$ 70,708	\$ 111,831	\$ 114,067	\$ 2,236	2.00%
520-510300	OVERTIME	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ (2,000)	-100.00%
520-510400	SICK	\$ 15,296	\$ -	\$ 21,739	\$ -	\$ -	\$ -	-
520-510410	FUNERAL LEAVE	\$ 697	\$ -	\$ -	\$ -	\$ -	\$ -	-
520-510490	MERIT PAY	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -	-
520-510500	HOLIDAY	\$ 14,435	\$ -	\$ 16,233	\$ -	\$ -	\$ -	-
520-510600	VACATION	\$ 17,281	\$ -	\$ 17,160	\$ -	\$ -	\$ -	-
520-510900	PERSONAL TIME	\$ 3,660	\$ -	\$ 3,741	\$ -	\$ -	\$ -	-
520-511000	OTHER SALARIES & WAGES	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%
520-512210	ON CALL	\$ 8,690	\$ 7,152	\$ 9,170	\$ 7,123	\$ 14,123	\$ 7,000	98.27%
520-513000	PROFESSIONAL SALARIES	\$ 184,575	\$ 255,769	\$ 196,264	\$ 255,440	\$ 260,079	\$ 4,639	1.82%
<b>Personal Services - Subtotal</b>		<b>\$ 307,481</b>	<b>\$ 386,105</b>	<b>\$ 340,014</b>	<b>\$ 381,394</b>	<b>\$ 388,269</b>	<b>\$ 6,875</b>	<b>1.80%</b>
<i>Purchase of Services</i>								
520-520400	MIS EQUIPMENT & SOFTWARE	\$ 5,625	\$ 4,000	\$ 5,468	\$ 5,400	\$ 6,000	\$ 600	11.11%
520-520902	MILEAGE (RN)	\$ 1,367	\$ 5,500	\$ 1,590	\$ 3,350	\$ 3,350	\$ -	0.00%
520-520903	MILEAGE (HHA)	\$ 1,352	\$ 4,000	\$ 1,425	\$ 3,350	\$ 3,350	\$ -	0.00%
520-520904	MILEAGE (ADMIN)	\$ 54	\$ 500	\$ -	\$ 500	\$ -	\$ (500)	-100.00%
520-521500	TELEPHONE	\$ 5,376	\$ 4,500	\$ 2,054	\$ 2,000	\$ 2,500	\$ 500	25.00%
520-521700	DUES AND MEMBERSHIP	\$ 11,746	\$ 12,000	\$ 12,346	\$ 12,000	\$ 12,500	\$ 500	4.17%
520-521800	PROFESSIONAL DEVELOPMENT	\$ 634	\$ 1,000	\$ 635	\$ 1,000	\$ 1,000	\$ -	0.00%
520-521900	PROFESSIONAL SERVICES	\$ 1,170	\$ 10,000	\$ 7,107	\$ 10,000	\$ 10,000	\$ -	0.00%
520-521930	PROF. SERVICE - AUDIT	\$ 1,500	\$ 3,500	\$ 750	\$ 3,500	\$ 3,500	\$ -	0.00%
520-522700	CONTRACTUAL SERVICE	\$ 83,397	\$ 80,000	\$ 78,292	\$ 83,500	\$ 83,500	\$ -	0.00%
<b>Purchase of Services - Subtotal</b>		<b>\$ 112,220</b>	<b>\$ 125,000</b>	<b>\$ 109,666</b>	<b>\$ 124,600</b>	<b>\$ 125,700</b>	<b>\$ 1,100</b>	<b>0.88%</b>
<i>Purchase of Supplies</i>								
520-540100	OFFICE SUPPLIES	\$ 1,634	\$ 1,000	\$ 1,497	\$ 1,000	\$ 1,500	\$ 500	50.00%
520-540250	MEDICAL SUPPLIES	\$ 968	\$ 2,500	\$ 2,181	\$ 2,500	\$ 2,500	\$ -	0.00%
520-540270	BILLABLE SUPPLIES	\$ 2,001	\$ 7,000	\$ 2,026	\$ 7,000	\$ 6,000	\$ (1,000)	-14.29%
520-540300	POSTAGE AND COURIER	\$ -	\$ 2,000	\$ 18	\$ 2,000	\$ 1,500	\$ (500)	-25.00%
520-540500	BOOKS AND PERIODICALS	\$ 730	\$ 2,000	\$ 2,215	\$ 2,000	\$ 2,500	\$ 500	25.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 5,333</b>	<b>\$ 14,500</b>	<b>\$ 7,937</b>	<b>\$ 14,500</b>	<b>\$ 14,000</b>	<b>\$ (500)</b>	<b>-3.45%</b>
<i>Other Charges and Expenses</i>								
520-575000	PROPERTY & LIABILITY INSURAN	\$ 5,511	\$ 5,200	\$ 5,511	\$ 5,600	\$ 5,800	\$ 200	3.57%
<b>Other Charges and Expenses - Subtotal</b>		<b>\$ 5,511</b>	<b>\$ 5,200</b>	<b>\$ 5,511</b>	<b>\$ 5,600</b>	<b>\$ 5,800</b>	<b>\$ 200</b>	<b>3.57%</b>
<b>Nursing Services - Subtotal</b>		<b>\$ 430,544</b>	<b>\$ 530,805</b>	<b>\$ 463,127</b>	<b>\$ 526,094</b>	<b>\$ 533,769</b>	<b>\$ 7,675</b>	<b>1.46%</b>



PUBLIC HEALTH NURSING (520)		GENERAL FUND - TOWN		FY23	FY24	FY24	FY25	\$		%
Account Number	Description			ACTUALS	BUDGET	ACTUAL	BUDGET	Change	Change	
<i>Personal Services</i>										
520-510100	REGULAR PERM	\$	15,770	\$	28,434	\$	12,892	\$	29,873	\$ 30,470 \$ 597 2.00%
520-510300	OVERTIME	\$	-	\$	-	\$	-	\$	-	\$ - -
520-510400	SICK	\$	4,152	\$	-	\$	6,409	\$	-	\$ - -
520-510490	MERIT PAY	\$	2,500	\$	-	\$	(2,000)	\$	-	\$ - -
520-510500	HOLIDAY	\$	4,120	\$	-	\$	3,256	\$	-	\$ - -
520-510600	VACATION	\$	8,512	\$	-	\$	3,494	\$	-	\$ - -
520-510900	PERSONAL TIME	\$	851	\$	-	\$	870	\$	-	\$ - -
520-511000	OTHER SALARIES & WAGES	\$	-	\$	-	\$	-	\$	-	\$ - -
520-512210	ON CALL	\$	(97)	\$	-	\$	(92)	\$	-	\$ - -
520-513000	PROFESSIONAL SALARIES	\$	93,186	\$	121,350	\$	55,370	\$	126,252	\$ 128,777 \$ 2,525 2.00%
<i>Personal Services - Subtotal</i>		\$	128,995	\$	149,784	\$	80,200	\$	156,125	\$ 159,247 \$ 3,122 2.00%
<i>Purchase of Services</i>										
520-520100	ADVERTISING	\$	-	\$	-	\$	840	\$	-	\$ - -
520-521800	PROFESSIONAL DEVELOPMENT	\$	-	\$	-	\$	-	\$	-	\$ - -
520-521900	PROFESSIONAL SERVICES	\$	10,523	\$	10,300	\$	10,795	\$	14,800	\$ 19,500 \$ 4,700 31.76%
<i>Purchase of Services - Subtotal</i>		\$	10,523	\$	10,300	\$	11,635	\$	14,800	\$ 19,500 \$ 4,700 31.76%
<i>Purchase of Supplies</i>										
520-540100	OFFICE SUPPLIES	\$	-	\$	-	\$	-	\$	-	\$ - -
520-540250	MEDICAL SUPPLIES	\$	15,250	\$	14,000	\$	8,591	\$	9,500	\$ 4,500 \$ (5,000) -52.63%
520-540300	POSTAGE AND COURIER	\$	34	\$	42	\$	18	\$	42	\$ 42 \$ - 0.00%
520-540500	BOOKS AND PERIODICALS	\$	-	\$	-	\$	-	\$	-	\$ - -
<i>Purchase of Supplies - Subtotal</i>		\$	15,285	\$	14,042	\$	8,609	\$	9,542	\$ 4,542 \$ (5,000) -52.40%
<i>Public Health Nursing - Subtotal</i>		\$	154,803	\$	174,126	\$	100,444	\$	180,467	\$ 183,289 \$ 2,822 1.56%
<i>Nursing - Total</i>		\$	585,347	\$	704,931	\$	563,571	\$	706,561	\$ 717,059 \$ 10,498 1.49%

#### BUDGET NOTES

512210	On Call	Covers on-call RN for all holidays, nights, and weekends when the office is not open
520400	Mis Equipment & Software	Web-based referral system
520902	Mileage (RN)	All mileage paid at current IRS rate.
520903	Mileage (HHA)	All mileage paid at current IRS rate.
520904	Mileage (Admin)	All mileage paid at current IRS rate.
521500	Telephone	24/7 answering service
521700	Dues And Membership	Professional organization's visiting Nurse Assoc. of America Home Care Alliance of MA, VNANE.
521800	Professional Development	Yearly in-service requirements and 12 hour CHHA additional training for Medicare COP requirements
521900	Professional Services	Marketing/graphic design.
521930	Prof. Service - Audit	Annual Medicare Cost Reporting - Medicare COP requirement
522700	Contractual Service	Direct care cost for all therapies - PT/OT/ST
540100	Office Supplies	Misc. office supplies including admissions booklets
540250	Medical Supplies	"Bag supplies" that are not covered by Medicare for reimbursement
540300	Postage And Courier	Marketing mailings.
540500	Books And Periodicals	Medical coding books, yearly regulatory updated policies, bi-annual VNAA procedure manuals
575000	Property & Liability Insurance	Required professional liability insurance



## Community Services Coordinator, Laura Ducharme

Human Services Building, 30 Sudbury Rd.

[actonma.gov/communityresources](https://actonma.gov/communityresources)

### Community Resources

#### Services

- Act as an advocate and community resource to promote issues and educate residents on human service needs within the community
- Support existing efforts, including diversity, equity and inclusion efforts
- Collaborate with groups to address community needs and concerns
- Coordinate and communicate human service needs with other town departments
- Provide information and referrals to area resources for: individuals with disabilities, children and families, low-income individuals, transportation, mental health, public housing, fuel assistance, basic needs and those with a variety of other specialized needs
- Assist residents with support to complete applications for services such as: food stamps, social security disability, affordable housing, fuel assistance and MassHealth etc.
- Accept and review applications for the Emergency Assistance along with other financial assistance programs
- Connect residents to resources for school supplies, furniture, clothing and holiday support.



*Above: Holiday gifts donated and collected for children and families in the community.*

#### Changes and Ongoing Challenges

- There has been a marked decrease in charitable resources despite growing need for assistance, resulting in fewer resources and unmet needs

#### FY2024 Accomplishments

- Successful transition and collaboration of back-to-school and hold gift drives over to the Acton Boxborough Resource Center. This resource center is a collaborative effort between Acton Boxborough Regional School System and Acton Boxborough United Way (ABUW)
- Administered \$150,000 in American Rescue Plan Act (ARPA) funds through Emergency Assistance grants for rent, mortgage, utilities, and childcare

#### FY2026 Goals

- Implement new initiative with MetroWest Legal Services for tenant support services
- Continue to support and manage the Town's transportation program, including the implementation of the transportation strategic plan funded by a grant from MA Department of Transportation and to be completed in the latter half of FY2025

#### Performance Metrics

##### Public and Private Resources Allocated by Type and Fiscal Year

Fiscal Year	Rent	Mortgage	Childcare	Food	Utilities	Other	Annual Total
2021	\$231,586	\$46,221	\$49,170	\$3,000	\$16,360	-	<b>\$346,337</b>
2022	\$14,432	\$1,000	\$133,701	\$4,445	\$5,192	\$4,730	<b>\$163,500</b>
2023	\$7,000	-	\$40,324	\$1,250	\$517	\$550	<b>\$49,641</b>
2024	\$33,366	\$1,000	\$40,000	\$3,920	\$26,920	-	<b>\$105,206</b>
<b>Total by Type</b>	<b>\$286,384</b>	<b>\$48,221</b>	<b>\$263,195</b>	<b>\$12,615</b>	<b>\$48,989</b>	<b>\$5,280</b>	<b>\$664,684</b>

## Community Services Coordinator, Laura Ducharme

Human Services Building, 30 Sudbury Rd.

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

## Transportation

### Services

CrossTown Connect provides door to door transportation services within Acton and the surrounding communities. Three handicapped accessible vans provide on demand transport Monday through Friday and provide trips for older adults, people with disabilities and the general public. In addition to the vans, Cross-Acton Transit (CAT) is a fixed route shuttle that provides regular scheduled stops at several apartment and condominium developments, Massachusetts Bay Transit Authority (MBTA) Commuter Rail, town services, shopping and other places of interest. In summer 2023 funding from Mass Development allowed the Town to pilot a livery service program. This successful program ran through mid-fall 2024 and provided transportation services that offset times, days and destinations that were not serviced through CrossTown Connect.

To schedule a ride please contact the CrossTown Connect dispatch services at 978-844-6809.

### Ongoing Changes or Challenges

- Resource and cost issues are outpacing funding for operational costs
- Ridership needs extend beyond existing on-demand and fixed route capabilities
- In early 2025, the Town will embark on a grant-funded Mobility Management study to develop a strategic plan for the Acton transportation program

### Recent Accomplishments

- Secured a grant-funded all electric transportation vehicle from the Lowell Regional Transit Authority (LRTA). The vehicle is the first of its kind deployed by the LRTA and will positively contribute towards the Town's climate goals
- Launched and concluded a very popular and successful grant-funded taxi program which sought to provide transportation to community members, free-of-charge, outside of the normal bounds of the Town's other, complementary transportation services—typically in the evenings and over the weekends.

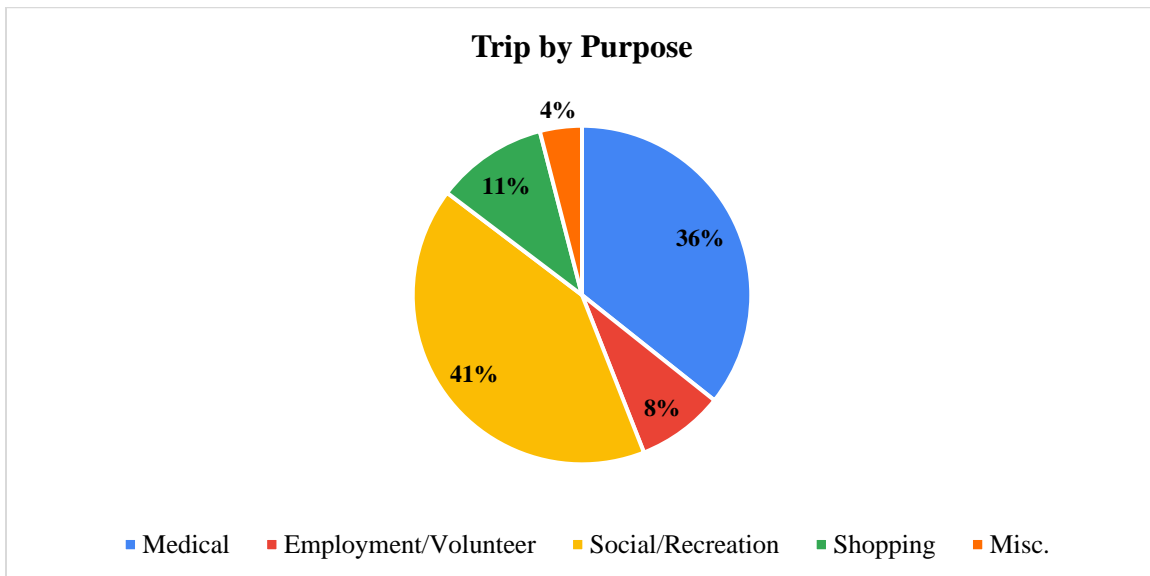
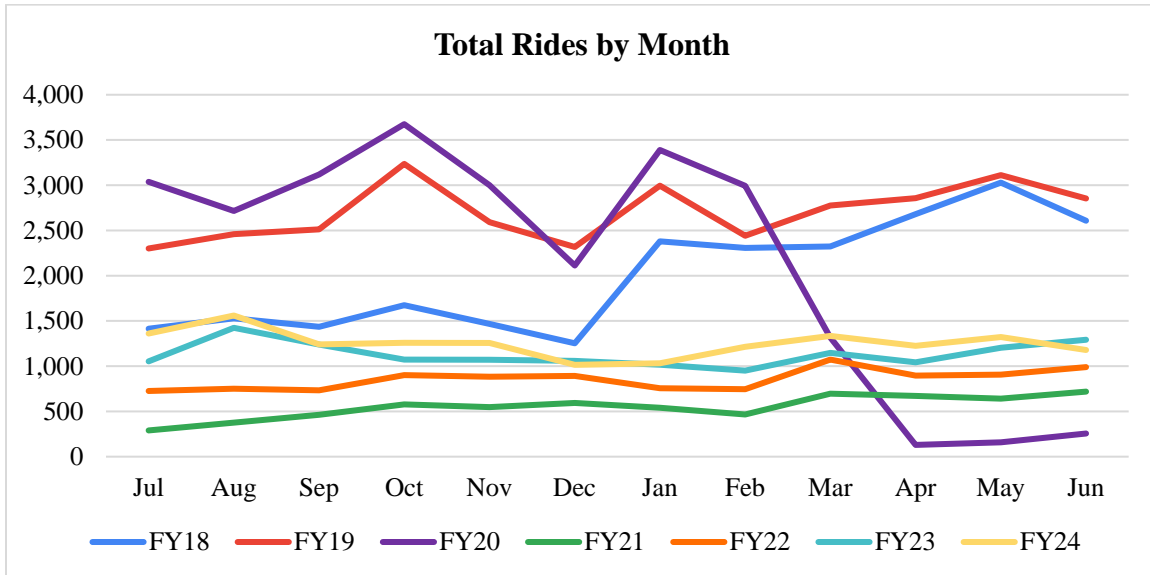


*Above: New EV transportation vehicle purchased in conjunction with the LRTA using grant funding.*

## FY2026 Goals

- Improve outreach of transportation services to populations with limited English proficiency (LEP)
- Develop a formalized participation plan for engagement with the public around transportation needs and services
- Create outreach materials in English and other languages and expand traditional outreach methods to extend to venues such as minority-owned stores/markets, libraries, festivals, and other community-based organizations

## Performance Metrics



# DEPARTMENT OF PUBLIC WORKS



**Department of Public Works Director, Corey York**

## *Mission Statement*

**Engineering Division:** 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.

**Highway Division:** 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.

**Cemetery Division:** To provide a place of solace and beauty to memorialize the deceased while consoling families and individuals with compassion and dignity. To preserve, protect, and strengthen all cemetery assets and to be their stewards for future generations.

## **Budgets Managed**

### **General Fund:**

- Engineering Division (01410)
- Highway Division (01420)
- Roads (01421)
- Snow and Ice (01422)
- Gas and Diesel (01423)
- Machinery (01424)
- Special Projects (01425)

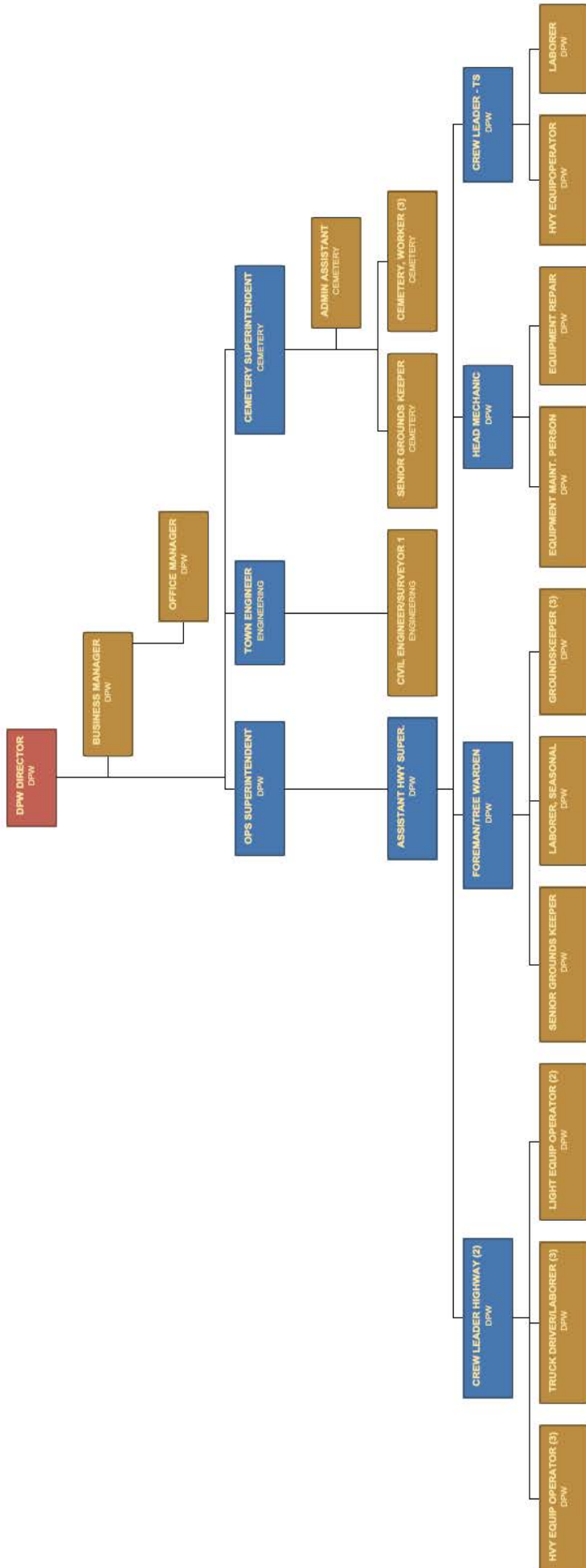
### **Revolving/Enterprise Funds:**

- Stormwater Inspection Revolving (3708)
- Roadway Maintenance Revolving (3709)
- Public Shade Tree Revolving (3711)
- Transfer Station Enterprise Fund (6400)
- Sewer Enterprise Fund (6500)



# Organizational Chart

## Full Time Equivalent (FTE) Positions



Title	FY24	FY25	Proposed FY26
<b>General Fund</b>			
<i>DPW Main Office</i>			
DPW Director	0.770	0.770	0.770
Operations Superintendent	1.000	1.000	1.000
Business Manager	1.000	1.000	1.000
Office Manager	1.000	1.000	1.000
<i>Highway Division</i>			
Assistant Highway Superintendent	1.000	1.000	1.000
Head Mechanic	1.000	1.000	1.000
Equipment Repair Person	1.000	1.000	1.000
Equipment Maintenance Worker	1.000	1.000	1.000
Crew Leader	2.000	2.000	2.000
Heavy Equipment Operator	3.000	3.000	3.000
Light Equipment Operator	2.000	2.000	2.000
Truck Driver/Skilled Laborer	3.000	3.000	3.000
Seasonal Laborers	0.285	0.285	0.285
<i>Public Facilities Division</i>			
Public Facilities Superintendent	1.000	0.000	0.000
Crew Leader	1.000	0.000	0.000
Building Maintenance Person	4.000	0.000	0.000
Craftsperson	1.000	0.000	0.000
Seasonal Laborers	0.325	0.000	0.000
<i>Trees and Grounds Division</i>			
Foreman/Tree Warden	1.000	1.000	1.000
Senior Groundskeeper	1.000	1.000	1.000
Groundskeepers	2.000	2.000	2.000
Deputy Tree Warden	1.000	1.000	0.000
<i>Engineering Division</i>			
Town Engineer	0.800	0.800	0.800
Civil Engineer/Surveyor	1.000	1.000	1.000
<i>Cemetery Division</i>			
Cemetery Superintendent	1.000	1.000	1.000
Cemetery Workers	4.000	4.000	4.000
Office Manager	0.000	0.750	0.600
<b>Non-General Funds</b>			
Sewer: DPW Director, Town Engineer and Clerk	0.800	0.650	0.650
Transfer Station: DPW Director, Heavy Equipment Operator, Crew Leader, and Laborer	3.030	3.030	3.030
<b>Total:</b>	<b>41.010</b>	<b>34.285</b>	<b>34.135</b>

## Town Engineer, QinRui Pang, PE

Public Works Building, 14 Forest Rd.

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

### Engineering Division

#### 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/Select Board 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.
- Maintains and manages all town owned public infrastructure.

#### Changes and Ongoing Challenges

- Limited resources available to address needs

#### Recent Accomplishments

- Asset Management Program
  - Stormwater Program—ongoing inventory, analysis, and inspections
  - Designed two bridges and three culvert replacements
  - Completed three sewer infrastructure improvement projects
  - Managed 375 permit applications
- Complete Streets Program
  - Completed town-wide Complete Street Prioritization Update project
  - Completed three traffic studies
  - Completed six Complete Streets studies
  - Began six sidewalk design projects which are currently underway



*Above: Contracted crews completing smoke testing to identify areas in the sewer system where there might be inflow and infiltration (I/I).*

#### FY2026 Goals

- Implementation of sustainable Complete Street and Stormwater Management programs

Enterprise/Revolving Funds Managed

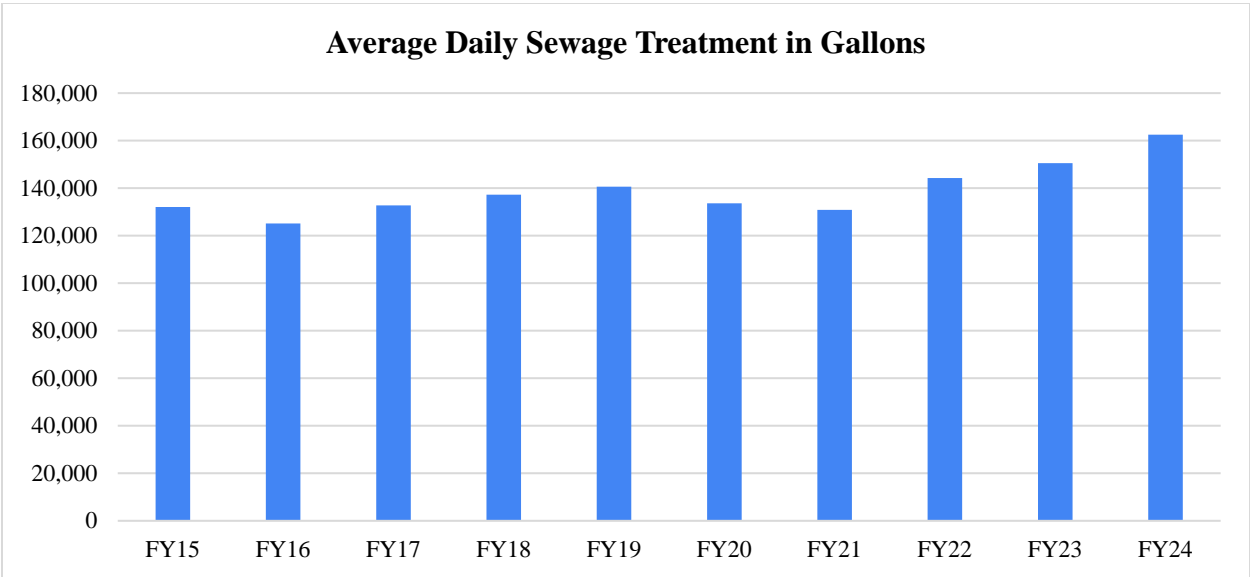
Stormwater Inspections (3708)

Parcels containing commercial and large multi-family residential properties, such as apartment buildings, which have significant impervious surface area are assessed an annual fee. This revenue is used to pay in part of the inspection of the Town’s stormwater infrastructure and assets, as well as associated staff salaries, materials and equipment, and supplies.

Sewer Enterprise (6500)

The Sewer Enterprise Fund supports the operations of the Town’s sewerage and wastewater disposal utility. Sewer customers connected to the system are billed monthly for their sewer service to pay for the daily operations and maintenance of the sewer system. Revenues are also collected for all parcels in the sewer district in the form of betterments which are used to pay for the debt service associated with the original construction of the sewer system. Town sewer operations are self-supported and managed through this enterprise fund.

Performance Metrics



## **Highway Division, DPW Operations Superintendent Carl Maria**

Public Works Building, 14 Forest Rd.

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

### **Highway Division**

#### **Services**

- Construction, milling, resurfacing, patching, sealing, sweeping of town roads, sidewalks, bicycle facilities, curbing and municipal parking lots.
- Storm water management (drainage, culvert installation, inspection and repairs).
- Catch basin and manhole installation, maintenance and repair.
- Applying deicing chemical and removing ice and snow from town roads.
- Constructing accessible pedestrian ramps and parking areas.
- Complete Street construction.
- Stone and brick work (walls and walkways).
- Arboriculture, landscaping and mowing at Town buildings and along public ways.
- Manufacturing, installation and maintenance of road signs.
- Line painting and striping of town roads and parking lots.
- Work zone safety (traffic management, signage, electronic message boards)
- Maintenance and repair of town vehicles and equipment
- Fleet maintenance program
- Maintenance and record-keeping of town fueling system
- Bidding in accordance with public procurement requirements
- Operation of the Transfer Station and Recycling Facility
- Coordinating annual transfer station sticker sales
- Transporting of recyclables to designated sites
- Maintenance of the Bruce Freeman and Assabet River Rail Trails
- Testing of waste oil and removal as required
- Reporting of all waste and recycling activities
- Assist Board of Health with hazardous waste day
- Assist Sustainability with polystyrene collection
- 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

#### **Changes and Ongoing Challenges**

- Limited staffing levels which make it challenging to address the needs of the community

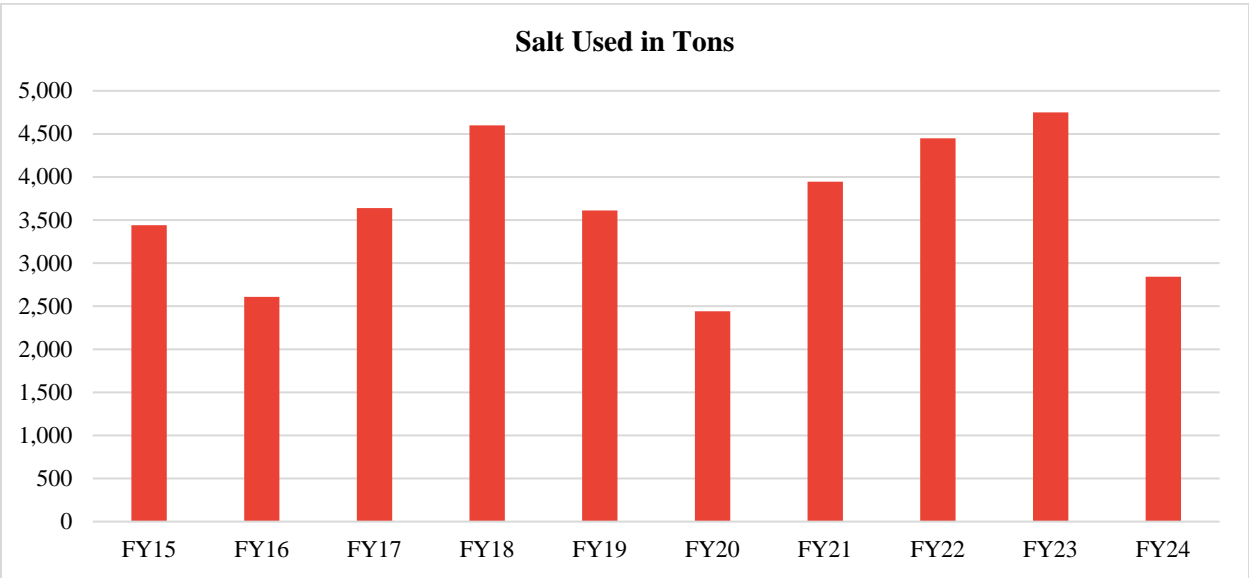
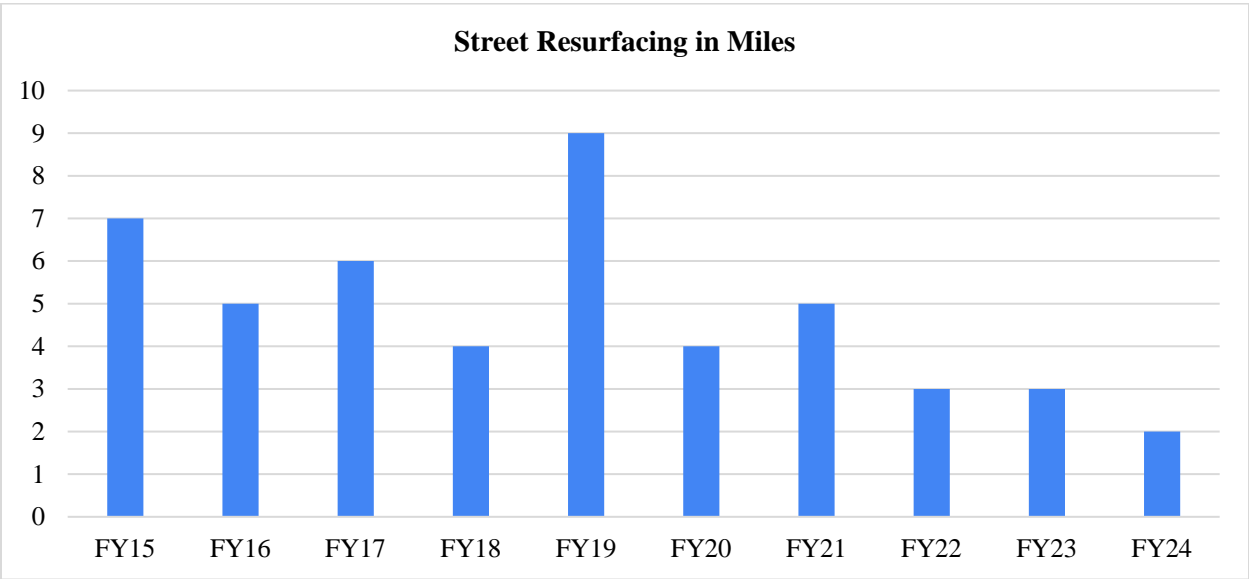
#### **Recent Accomplishments**

- Completion of the Gardner Field Playground
- Complete Street Program
  - Willow Street and Taylor Road sidewalks
  - Traffic Calming Pilot Program on Spruce Street
- Stormwater Management Program
  - Installation of 2,000 feet of curb throughout Town
  - Repaired 1,000 feet of drainage pipe and over 100 drainage structures

#### **FY2026 Goals**

- Move forward with the construction of a new DPW facility
- Construct new DPW Fueling Depot
- Reconstruction of the Prospect and Main Street intersection

Performance Metrics



## **Cemetery Division**

Kennedy Building, 104 Concord Rd.

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

### **Cemetery Division**

#### **Services**

- Operating and maintaining three cemeteries in Acton with a total of 47 developed acres: Woodlawn Cemetery (est. 1737), Forest Cemetery (est. 1750), and Mount Hope Cemetery (est. 1848).
- Keeping all cemetery grounds in their excellent condition and providing critical oversight to all cemetery operations and maintenance.
- Enforcing and updating cemetery rules and regulations.
- Maintaining and preserving up-to-date print and digital databases from more than 250 years of cemetery operating history, including burial records, maps, grave locations, lot proprietorships, and monument sites.
- Handling cemetery relations with other Town departments while interacting professionally with cemetery patrons, funeral homes, local businesses, and the general public for all cemetery matters. These include burials, sales, cemetery issues, and genealogy requests.

#### **Changes and Ongoing Challenges**

- Limited resources to address community needs

#### **Recent Accomplishments**

- Advanced the design of a new burial section at Woodlawn Cemetery
- Awarded Municipal ADA Grant for the Woodlawn Chapel
- Conducted over 75 funerals, sold 58 burial lots, and constructed 50 monument foundations
- Repaired over 25 historic burial monuments

#### **FY2026 Goals**

- Complete Woodlawn Chapel renovations
- Implement new burial section at Woodlawn Cemetery



# DEPARTMENT OF PUBLIC WORKS

CEMETERY (426)	GENERAL FUND - TOWN	FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
426-510100	REGULAR PERM	\$ 234,765	\$ 330,854	\$ 211,791	\$ 329,572	\$ 358,009	\$ 28,437	8.63%
426-510300	OVERTIME	\$ 17,534	\$ 24,000	\$ 16,577	\$ 24,000	\$ 24,000	\$ -	0.00%
426-510400	SICK	\$ 24,620	\$ -	\$ 26,109	\$ -	\$ -	\$ -	-
426-510410	FUNERAL LEAVE	\$ -	\$ -	\$ 263	\$ -	\$ -	\$ -	-
426-510460	LONGEVITY	\$ 1,800	\$ 1,800	\$ 1,200	\$ 1,500	\$ 600	\$ (900)	-60.00%
426-510490	MERIT PAY	\$ 3,100	\$ 2,800	\$ 3,200	\$ 2,800	\$ 2,800	\$ -	0.00%
426-510500	HOLIDAY	\$ 16,338	\$ -	\$ 14,869	\$ -	\$ -	\$ -	-
426-510530	FLSA ADJUSTMENT	\$ 237	\$ 522	\$ 143	\$ 522	\$ 522	\$ -	0.00%
426-510600	VACATION	\$ 17,299	\$ -	\$ 16,030	\$ -	\$ -	\$ -	-
426-510770	PHONE STIPEND	\$ -	\$ -	\$ -	\$ 600	\$ 800	\$ 200	33.33%
426-510900	PERSONAL TIME	\$ 3,722	\$ -	\$ 3,705	\$ -	\$ -	\$ -	-
426-511000	OTHER SALARIES & WAGES	\$ 243	\$ -	\$ 227	\$ -	\$ -	\$ -	-
426-512050	CLERICAL SALARIES & WAGES	\$ 45,408	\$ 53,655	\$ 45,838	\$ 57,498	\$ 35,274	\$ (22,224)	-38.65%
<i>Personal Services - Subtotal</i>		\$ 365,066	\$ 413,631	\$ 339,950	\$ 416,492	\$ 422,005	\$ 5,513	1.32%
<i>Purchase of Services</i>								
426-520300	EQPT REP AND SERVICING	\$ 2,010	\$ 3,500	\$ 1,906	\$ 3,500	\$ 2,000	\$ (1,500)	-42.86%
426-520900	TRAVEL	\$ -	\$ 150	\$ -	\$ 150	\$ -	\$ (150)	-100.00%
426-521110	WATER	\$ 1,938	\$ 1,500	\$ 1,598	\$ 1,500	\$ 2,000	\$ 500	33.33%
426-521500	TELEPHONE	\$ 980	\$ 1,600	\$ 1,150	\$ 1,600	\$ 1,500	\$ (100)	-6.25%
426-521900	PROFESSIONAL SERVICES	\$ 7,700	\$ 11,500	\$ 6,445	\$ 11,500	\$ 8,000	\$ (3,500)	-30.43%
426-522450	LICENSE FEES	\$ 439	\$ 750	\$ 875	\$ 750	\$ 900	\$ 150	20.00%
426-522700	CONTRACTUAL SERVICE	\$ 4,553	\$ 3,000	\$ 7,930	\$ 3,000	\$ 7,600	\$ 4,600	153.33%
<i>Purchase of Services - Subtotal</i>		\$ 17,621	\$ 22,000	\$ 19,905	\$ 22,000	\$ 22,000	\$ -	0.00%
<i>Purchase of Supplies</i>								
426-540100	OFFICE SUPPLIES	\$ 380	\$ 650	\$ 395	\$ 650	\$ 400	\$ (250)	-38.46%
426-540200	OTHER SUPPLIES	\$ 8,631	\$ 8,000	\$ 7,016	\$ 8,000	\$ 8,000	\$ -	0.00%
426-540250	MEDICAL SUPPLIES	\$ -	\$ 200	\$ 415	\$ 200	\$ -	\$ (200)	-100.00%
426-540900	MATERIALS AND EQUIPMENT	\$ 9,296	\$ 5,000	\$ 9,656	\$ 5,000	\$ 5,450	\$ 450	9.00%
426-541000	UNIFORMS	\$ 5,945	\$ 7,500	\$ 4,178	\$ 7,500	\$ 7,500	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 24,253	\$ 21,350	\$ 21,660	\$ 21,350	\$ 21,350	\$ -	0.00%
<i>Cemetery - Subtotal</i>		\$ 406,940	\$ 456,981	\$ 381,515	\$ 459,842	\$ 465,355	\$ 5,513	1.20%

ENGINEERING (410) Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUALS	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
410-510400	SICK	\$ 6,639	\$ -	\$ 3,820	\$ -	\$ -	\$ -	-
410-510410	FUNERAL LEAVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
410-510490	MERIT PAY	\$ 1,000	\$ -	\$ 1,500	\$ -	\$ -	\$ -	-
410-510500	HOLIDAY	\$ 7,231	\$ -	\$ 7,497	\$ -	\$ -	\$ -	-
410-510600	VACATION	\$ 10,439	\$ -	\$ 11,190	\$ -	\$ -	\$ -	-
410-510900	PERSONAL TIME	\$ 1,669	\$ -	\$ 1,739	\$ -	\$ -	\$ -	-
410-511000	OTHER SALARIES & WAGES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
410-513000	PROFESSIONAL SALARIES	\$ 120,002	\$ 147,200	\$ 127,209	\$ 157,741	\$ 168,352	\$ 10,611	6.73%
<i>Personal Services - Subtotal</i>		\$ 146,981	\$ 147,200	\$ 152,955	\$ 157,741	\$ 168,352	\$ 10,611	6.73%
<i>Purchase of Services</i>								
410-520100	ADVERTISING	\$ 166	\$ 450	\$ 675	\$ 450	\$ 450	\$ -	0.00%
410-520900	TRAVEL	\$ -	\$ 300	\$ -	\$ 300	\$ 300	\$ -	0.00%
410-521700	DUES AND MEMBERSHIP	\$ -	\$ 800	\$ -	\$ 800	\$ 800	\$ -	0.00%
410-521900	PROFESSIONAL SERVICES	\$ 12,400	\$ 21,000	\$ 63,716	\$ 21,000	\$ 18,000	\$ (3,000)	-14.29%
410-522300	PRINTING AND COPYING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
410-522700	CONTRACTUAL SERVICE	\$ 16,250	\$ 13,000	\$ 8,741	\$ 13,000	\$ 12,000	\$ (1,000)	-7.69%
<i>Purchase of Services - Subtotal</i>		\$ 28,816	\$ 35,550	\$ 73,132	\$ 35,550	\$ 31,550	\$ (4,000)	-11.25%
<i>Purchase of Supplies</i>								
410-540100	OFFICE SUPPLIES	\$ -	\$ 800	\$ 686	\$ 800	\$ 800	\$ -	0.00%
410-540200	OTHER SUPPLIES	\$ 475	\$ 250	\$ 498	\$ 250	\$ 250	\$ -	0.00%
410-540500	BOOKS AND PERIODICALS	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.00%
410-540900	MATERIALS AND EQUIPMENT	\$ 2,964	\$ 250	\$ 33	\$ 250	\$ 250	\$ -	0.00%
410-541000	UNIFORMS	\$ 225	\$ -	\$ -	\$ -	\$ -	\$ -	-
410-541050	PROTECTIVE CLOTHING	\$ -	\$ 250	\$ -	\$ 250	\$ 250	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 3,664	\$ 1,800	\$ 1,217	\$ 1,800	\$ 1,800	\$ -	0.00%
<i>Engineering - Subtotal</i>		\$ 179,461	\$ 184,550	\$ 227,305	\$ 195,091	\$ 201,702	\$ 6,611	3.39%

HIGHWAY Account Number	GENERAL FUND - TOWN Description	FY23 ACTUALS	FY24 BUDGET	FY24 ACTUALS	FY25 BUDGET	FY26 PROPOSED	\$ Change	% Change
<i>Personal Services</i>								
420-510100	HIGHWAY - REGULAR PERM	\$ 913,607	\$ 1,311,605	\$ 936,658	\$ 1,275,516	\$ 1,328,936	\$ 53,420	4.19%
420-510300	HIGHWAY - OVERTIME	\$ 72,009	\$ 58,290	\$ 110,952	\$ 62,685	\$ 62,685	\$ -	0.00%
420-510400	HIGHWAY - SICK	\$ 50,981	\$ -	\$ 104,442	\$ -	\$ -	\$ -	-
420-510410	HIGHWAY - FUNERAL LEAVE	\$ 4,024	\$ -	\$ 5,052	\$ -	\$ -	\$ -	-
420-510440	HIGHWAY - SEASONAL	\$ -	\$ 10,914	\$ -	\$ 10,914	\$ 10,914	\$ (1)	0.00%
420-510460	HIGHWAY - LONGEVITY	\$ 6,600	\$ 6,900	\$ 7,200	\$ 7,200	\$ 5,400	\$ (1,800)	-25.00%
420-510490	HIGHWAY - MERIT PAY	\$ 13,300	\$ 11,900	\$ 19,300	\$ 11,900	\$ 11,200	\$ (700)	-5.88%
420-510500	HIGHWAY - HOLIDAY	\$ 72,105	\$ -	\$ 77,358	\$ -	\$ -	\$ -	-
420-510520	HIGHWAY - OVERTIME/SICK ADJUSTMENT	\$ (507)	\$ -	\$ (381)	\$ -	\$ -	\$ -	-
420-510530	HIGHWAY - FLSA ADJUSTMENT	\$ 2,527	\$ -	\$ 2,438	\$ -	\$ -	\$ -	-
420-510600	HIGHWAY - VACATION	\$ 101,665	\$ -	\$ 103,716	\$ -	\$ -	\$ -	-
420-510770	HIGHWAY - PHONE STIPEND	\$ -	\$ 3,400	\$ -	\$ 3,600	\$ 3,200	\$ (400)	-11.11%
420-510900	HIGHWAY - PERSONAL TIME	\$ 15,752	\$ -	\$ 17,681	\$ -	\$ -	\$ -	-
420-511000	HIGHWAY - OTHER SALARIES & WAGES	\$ 258	\$ -	\$ -	\$ -	\$ -	\$ -	-
420-512050	HIGHWAY - CLERICAL SALARIES & WAGES	\$ 121,083	\$ 154,926	\$ 119,260	\$ 161,186	\$ 164,409	\$ 3,223	2.00%
420-513000	HIGHWAY - PROFESSIONAL SALARIES	\$ 182,861	\$ 220,832	\$ 182,425	\$ 229,754	\$ 237,636	\$ 7,882	3.43%
422-510300	SNOW & ICE - OVERTIME	\$ 191,529	\$ 135,568	\$ 139,040	\$ 135,568	\$ 135,568	\$ 0	0.00%
422-510720	SNOW & ICE - SNOW PLOWING STIPEND	\$ 10,875	\$ 11,000	\$ 5,925	\$ 11,000	\$ 11,000	\$ -	0.00%
422-510740	SNOW & ICE - MEALS STIPEND	\$ 10,000	\$ 12,000	\$ 10,800	\$ 12,000	\$ 12,000	\$ -	0.00%
<i>Personal Services - Subtotal</i>		\$ 1,768,669	\$ 1,937,335	\$ 1,841,867	\$ 1,921,323	\$ 1,982,947	\$ 61,624	3.21%
<i>Purchase of Services</i>								
420-520300	HIGHWAY - EQPT REP AND SERVICING	\$ 11,605	\$ 8,800	\$ 26,569	\$ 8,800	\$ 12,500	\$ 3,700	42.05%
420-520900	HIGHWAY - TRAVEL	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ (1,000)	-100.00%
420-521500	HIGHWAY - TELEPHONE	\$ 2,719	\$ 6,184	\$ 1,963	\$ 6,184	\$ 3,000	\$ (3,184)	-51.49%
420-521700	HIGHWAY - DUES AND MEMBERSHIP	\$ 3,517	\$ 4,300	\$ 3,423	\$ 4,300	\$ 4,300	\$ -	0.00%
420-521900	HIGHWAY - PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
420-522700	HIGHWAY - CONTRACTUAL SERVICE	\$ 78,497	\$ 90,000	\$ 67,169	\$ 90,000	\$ 83,500	\$ (6,500)	-7.22%
422-520300	SNOW & ICE - EQPT REP AND SERVICING	\$ 67,369	\$ 49,720	\$ 67,378	\$ 49,720	\$ 49,720	\$ -	0.00%
422-522700	SNOW & ICE - CONTRACTUAL SERVICE	\$ 86,130	\$ 144,457	\$ 72,050	\$ 144,457	\$ 144,457	\$ -	0.00%
423-520300	GAS & DIESEL - EQPT REP AND SERVICING	\$ 5,000	\$ 10,500	\$ 4,010	\$ 10,500	\$ 4,000	\$ (6,500)	-61.90%
423-521310	GAS & DIESEL - DIESEL	\$ 106,636	\$ 75,000	\$ 91,120	\$ 85,000	\$ 94,000	\$ 9,000	10.59%
423-521320	GAS & DIESEL - GASOLINE	\$ 181,595	\$ 153,000	\$ 168,009	\$ 160,000	\$ 172,000	\$ 12,000	7.50%
424-520300	MACHINERY - EQPT REP AND SERVICING	\$ 31,194	\$ 50,400	\$ 65,111	\$ 50,400	\$ 52,200	\$ 1,800	3.57%
424-520310	MACHINERY - RADIO REPAIRS	\$ -	\$ 1,800	\$ -	\$ 1,800	\$ -	\$ (1,800)	-100.00%
425-520700	SPECIAL PROJECTS - EQPT RENTAL	\$ -	\$ 8,528	\$ -	\$ 8,528	\$ -	\$ (8,528)	-100.00%
425-522771	SPECIAL PROJECTS - OTHER SERVICE	\$ 36,675	\$ 12,200	\$ 10,212	\$ 12,200	\$ 12,200	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 610,936	\$ 615,889	\$ 577,015	\$ 632,889	\$ 631,877	\$ (1,012)	-0.16%
<i>Purchase of Supplies</i>								
420-540100	HIGHWAY - OFFICE SUPPLIES	\$ 1,766	\$ 1,080	\$ 732	\$ 1,080	\$ 1,140	\$ 60	5.56%
420-540200	HIGHWAY - OTHER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
420-540300	HIGHWAY - POSTAGE AND COURIER	\$ 118	\$ 100	\$ 66	\$ 100	\$ 100	\$ -	0.00%
420-540500	HIGHWAY - BOOKS AND PERIODICALS	\$ -	\$ 60	\$ -	\$ 60	\$ -	\$ (60)	-100.00%
420-541000	HIGHWAY - UNIFORMS	\$ 17,146	\$ 17,250	\$ 15,041	\$ 17,250	\$ 17,250	\$ -	0.00%
421-540200	ROADS - OTHER SUPPLIES	\$ 15,727	\$ 13,450	\$ 7,178	\$ 13,450	\$ 11,450	\$ (2,000)	-14.87%
421-540900	ROADS - MATERIALS AND EQUIPMENT	\$ 82,918	\$ 58,000	\$ 112,725	\$ 58,000	\$ 58,000	\$ -	0.00%
421-540970	ROADS - SIGN MATERIAL	\$ 10,901	\$ 19,000	\$ 4,885	\$ 19,000	\$ 10,000	\$ (9,000)	-47.37%
422-540200	SNOW & ICE - OTHER SUPPLIES	\$ 1,888	\$ 5,000	\$ 721	\$ 5,000	\$ 5,000	\$ -	0.00%
422-540900	SNOW & ICE - MATERIALS AND EQUIPMENT	\$ 391,625	\$ 213,929	\$ 206,884	\$ 213,929	\$ 213,929	\$ -	0.00%
424-540920	MACHINERY - PARTS/TIRES - POLICE	\$ 21,178	\$ 13,400	\$ 33,085	\$ 13,400	\$ 24,000	\$ 10,600	79.10%
424-540940	MACHINERY - PARTS/TIRES - MUNICIPAL	\$ 717	\$ 10,000	\$ 389	\$ 10,000	\$ 800	\$ (9,200)	-92.00%
424-540950	MACHINERY - PARTS/TIRES - CIVIL DEFENSE	\$ 684	\$ 1,900	\$ 679	\$ 1,900	\$ 800	\$ (1,100)	-57.89%
424-540960	MACHINERY - PARTS/TIRES - HIGHWAY	\$ 83,082	\$ 87,000	\$ 103,230	\$ 87,000	\$ 96,000	\$ 9,000	10.34%
424-540980	MACHINERY - PARTS/TIRES - NAT'L RES/CEM	\$ 3,943	\$ 6,800	\$ 7,047	\$ 6,800	\$ 5,000	\$ (1,800)	-26.47%
424-540990	MACHINERY - SMALL TOOLS	\$ 1,247	\$ 1,500	\$ 685	\$ 1,500	\$ 1,000	\$ (500)	-33.33%
<i>Purchase of Supplies - Subtotal</i>		\$ 632,941	\$ 448,469	\$ 493,348	\$ 448,469	\$ 444,469	\$ (4,000)	-0.89%

<u>Intergovernmental</u>														
423-570350	GAS & DIESEL - FUEL TAX	\$	7,327	\$	9,215	\$	6,278	\$	9,215	\$	8,000	\$	-	0.00%
Intergovernmental - Subtotal		\$	7,327	\$	9,215	\$	6,278	\$	9,215	\$	8,000	\$	(1,215)	-13.19%
<u>Capital Outlay</u>														
421-586010	ROADS - PAVING	\$	99,006	\$	100,000	\$	59,816	\$	80,000	\$	80,000	\$	-	0.00%
421-586020	ROADS - GUARDRAIL REP/IMPROVE	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	-
424-580000	MACHINERY - CAPITAL OUTLAY	\$	82,365	\$	245,000	\$	188,147	\$	265,000	\$	265,000	\$	-	0.00%
425-580000	CAPITAL OUTLAY	\$	160,000			\$	24,643	\$	-	\$	-	\$	-	-
425-586100	SPECIAL PROJECTS - SIDEWALK REPAIR/IMPR	\$	2,912	\$	40,000	\$	31,423	\$	40,000	\$	40,000	\$	-	0.00%
425-586200	SPECIAL PROJECTS - BRIDGE REP/IMPROVE	\$	16,130	\$	20,000	\$	60,000	\$	20,000	\$	20,000	\$	-	0.00%
Capital Outlay - Subtotal		\$	360,414	\$	405,000	\$	364,028	\$	405,000	\$	405,000	\$	-	0.00%
Highway - Subtotal		\$	3,380,286	\$	3,415,909	\$	3,282,536	\$	3,416,897	\$	3,472,294	\$	55,397	1.62%
Public Works - Total		\$	3,966,687	\$	4,057,440	\$	3,891,356	\$	4,071,830	\$	4,139,351	\$	67,521	1.66%

## **BUDGET NOTES**

CEMETERY			
520300	Eqpt Rep And Servicing		equipment repairs that cannot be made by town departments.
520900	Travel		mileage
521110	Water		water at Mt Hope and Woodlawn Cemetery
521500	Telephone		telephone/data for 2 staff.
521900	Professional Services		tree work, outside vendors working on public grounds.
522450	License Fees		fees for pesticide, hydraulic, CDL licenses for 5 crew.
522700	Contractual Service		tree removal, seeding, grub control within cemeteries.
540100	Office Supplies		office supplies for Kennedy Building.
540200	Other Supplies		paints, hardware, chemicals, property maintenance, landscaping supplies.
540250	Medical Supplies		first aid supplies for vehicles and shop.
540900	Material And Equipment		parts, small tools, sand, gravel, stone, cement for cemetery foundations, routine equipment repairs, parking lot accessibility
541000	Uniforms		uniform service, boots, jackets, t shirts, protective gear.
ENGINEERING			
520100	Advertising		Legal advertisements
521900	Professional Services		Engineering consulting/peer review and design services such as traffic studies, structural engineering and architectural design, EPA MS4 compliance
522700	Contractual Services		Engineering testing and contractual services such as equipment calibration/upgrades, soil testing and annual service contracts for equipment related to GIS, GPS, software and CAD
540200	Other Supplies		Field and survey supplies, stakes, paint, flagging, nails, etc.
540900	Materials and Equipment		Reusable (durable) equipment, hand tools, tapes, etc.
541050	Protective Equipment		Work boots, gloves, rain gear, and protective clothing
HIGHWAY			
510300	Overtime		Work required outside of the normal work day such as emergency response for non-snow related storms, road closures, reflective line painting, and street sweeping
510440	Seasonal		Seasonal laborer
510770	Phone Stipend		Stipend for the use of personal cell phones for work
520300	Eqpt Rep And Servicing		Maintenance and repair of equipment and of Traffic Signals
520900	Travel		Mileage reimbursement.
521500	Telephone		Wireless phone charges for DPW management.
521700	Dues And Membership		Dues for Mass Highway/ Assn. and DPW licenses.
522700	Contractual Service		Outside contracts such as tree removal services and seasonal grounds maintenance.

540100	Office Supplies	Misc. office supplies.
540500	Books And Periodicals	Construction manuals.
541000	Uniforms	Uniforms and protective clothing for DPW personnel per union contract, excluding Transfer Station employees who are covered under that separate budget.
540200	Roads - Other Supplies	Purchase of all tools used by the work crew.
540900	Roads - Material And Equipment	Hot top, sand, stone, pipes, drainage materials, and supplies for upkeep of Town ways
540970	Roads - Sign Material	Purchase all materials used for the manufacture and installation of signs and message boards.
586010	Roads - Paving	Resurfacing, line painting, cold patching and maintenance of Town ways. Also includes drainage repairs and adjustments and interior Cemetery driveways.
510300	Snow & Ice - Overtime	All overtime related to snow and ice removal
510720	Snow & Ice - Snow Plow Stipend	Per union contract
510740	Snow & Ice - Meals Stipend	Per Contract
520300	Snow & Ice - Eqpt Rep And Servicing	Parts and repair for snow removal equipment
522700	Snow & Ice - Contractual Service	Outside contractors that supplement Highway force for snow removal on roads & sidewalks.
540200	Snow & Ice - Other Supplies	Repair of snow damage, purchase of snow stakes, snow fence, sand barrels, etc.
540900	Snow & Ice - Material And Equipment	De-icing chemicals
520300	Gas & Diesel - Eqpt Rep And Servicing	Inspections/ certifications as required by the State. Also used to repair and maintain fuel pumps used by Town vehicles.
521310	Gas & Diesel - Diesel	Purchase of diesel fuel for Town vehicles. The additional funds are proposed due to the increases in fuel costs.
521320	Gas & Diesel - Gasoline	Purchase of gasoline for all Town vehicles. The additional funds are proposed due to the increases in fuel costs.
570350	Gas & Diesel - Fuel Tax	Diesel fuel tax from which the Town is not exempt.
520300	Machinery - Eqpt Rep And Servicing	Repair such as alignments, spring repairs, inspections and other repairs that the garage is not equipped to perform.
540920	Machinery - Parts/Tires - Police	Parts and tires for Police, IT, and Town Manager vehicles.
540940	Machinery - Parts/Tires - Municipal	Parts and tires for Operations Department and Facilities Division vehicles.
540950	Machinery - Parts/Tires - Civil Defense	Parts and tires for Civil Defense vehicles and equipment
540960	Machinery - Parts/Tires - Highway	Parts and tires for the Highway and Town Hall vehicles and equipment.
540980	Machinery - Parts/Tires - Nat'l Res/Cem	Parts and tires for Conservation, Cemetery, and Recreation vehicles and equipment
540990	Machinery - Small Tools	Purchase of small tools used by the mechanics.
580000	Machinery - Capital Outlay	Replacement program for dump trucks, inspectional fleet, and heavy equipment.
522771	Special Projects - Other Service	Environmental compliance (quarterly landfill gas monitoring and tight tank testing/pumping)
586100	Special Projects - Sidewalk Repair/Improvement	Construction and repair of sidewalks
586200	Special Projects - Bridge/Culvert Repair	Stormwater Management (including culverts & bridges) repair, reconstruction, improvements, design & inspections.

# ENTERPRISE AND REVOLVING FUNDS



## **Enterprise Funds:**

- Septage
- Transfer Station
- Sewer
- Ambulance
- Transportation

## **Revolving Funds:**

- Fire Alarm
- Building Inspector
- Sealer of Weights & Measures
- Food Service
- Hazardous Materials
- Stormwater
- CrossTown Connect
- Roadway Maintenance
- Public Shade Tree
- Fire Prevention
- Council on Aging
- Recreation Programs



## SEPTAGE ENTERPRISE FUND

SEPTAGE ENTERPRISE (6300)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
6300-510300	OVERTIME	\$ 72	\$ -	\$ 35	\$ -	\$ -	\$ -	-
6300-510400	SICK	\$ 5,884	\$ -	\$ 4,257	\$ -	\$ -	\$ -	-
6300-510410	FUNERAL LEAVE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6300-510500	HOLIDAY	\$ 6,319	\$ -	\$ 4,305	\$ -	\$ -	\$ -	-
6300-510600	VACATION	\$ 10,048	\$ -	\$ 6,058	\$ -	\$ -	\$ -	-
6300-510900	PERSONAL TIME	\$ 1,494	\$ -	\$ 1,627	\$ -	\$ -	\$ -	-
6300-512050	CLERICAL SALARIES & WAGES	\$ 8,916	\$ 10,527	\$ 8,706	\$ 10,952	\$ 6,040	\$ (4,912)	-44.85%
6300-513000	PROFESSIONAL SALARIES	\$ 98,353	\$ 121,078	\$ 67,205	\$ 110,878	\$ 121,319	\$ 10,441	9.42%
<i>Personal Services - Subtotal</i>		\$ 131,087	\$ 131,605	\$ 92,193	\$ 121,830	\$ 127,359	\$ 5,529	4.54%
<i>Purchase of Services</i>								
6300-521110	WATER	\$ -	\$ 300	\$ -	\$ 400	\$ -	\$ (400)	-100.00%
6300-521800	PROFESSIONAL DEVELOPMENT	\$ 250	\$ 300	\$ -	\$ 1,000	\$ 3,000	\$ 2,000	200.00%
6300-522300	PRINTING AND COPYING	\$ -	\$ 650	\$ -	\$ 650	\$ 650	\$ -	0.00%
6300-522700	CONTRACTUAL SERVICES	\$ 3,000	\$ 6,000	\$ -	\$ 8,000	\$ 9,999	\$ 1,999	24.99%
<i>Purchase of Services - Subtotal</i>		\$ 3,250	\$ 7,250	\$ -	\$ 10,050	\$ 13,649	\$ 3,599	35.81%
<i>Purchase of Supplies</i>								
6300-540200	OTHER SUPPLIES	\$ 1,787	\$ 4,000	\$ 340	\$ 5,250	\$ 2,000	\$ (3,250)	-61.90%
6300-540900	MATERIALS AND EQUIPMENT	\$ 331	\$ 4,000	\$ -	\$ 5,250	\$ 2,000	\$ (3,250)	-61.90%
<i>Purchase of Supplies - Subtotal</i>		\$ 2,118	\$ 8,000	\$ 340	\$ 10,500	\$ 4,000	\$ (6,500)	-61.90%
<i>Other Charges and Expenses</i>								
6300-570300	SOCIAL SECURITY TAXES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6300-570400	MEDICARE INSURANCE	\$ 1,857	\$ 2,600	\$ 1,481	\$ 2,600	\$ 2,600	\$ -	0.00%
6300-570500	LIFE INSURANCE	\$ 50	\$ 200	\$ 37	\$ 200	\$ 200	\$ -	0.00%
6300-570600	HEALTH INSURANCE - BC/BS	\$ 727	\$ 8,320	\$ 912	\$ 10,217	\$ 10,217	\$ -	0.00%
6300-570620	HEALTH HMO BLUE	\$ 4,050	\$ 5,284	\$ 5,182	\$ 6,662	\$ 6,662	\$ -	0.00%
6300-570715	HSA SAVINGS ACCOUNT	\$ 75	\$ -	\$ 75	\$ -	\$ -	\$ -	-
6300-570720	MEDICAL OPT OUT	\$ 2,800	\$ 800	\$ 1,362	\$ 2,000	\$ 2,000	\$ -	0.00%
<i>Other Charges and Expenses - Subtotal</i>		\$ 9,559	\$ 17,204	\$ 9,049	\$ 21,679	\$ 21,679	\$ -	0.00%
<b>Septage Enterprise Fund - Total</b>		<b>\$ 146,014</b>	<b>\$ 164,059</b>	<b>\$ 101,582</b>	<b>\$ 164,059</b>	<b>\$ 166,687</b>	<b>\$ 2,628</b>	<b>1.60%</b>

### BUDGET NOTES

521110	Water	Distilled water for Water Testing Lab
521800	Professional Development	Increased to reflect department training needs.
522300	Printing and Copying	New/updated regulation printing needs
522700	Contractual Services	Increased to reflect contract with septic design company for review of septic plans
540200	Other Supplies	Reduced- in house lab no longer used
540900	Materials and Equipment	Equipment and materials for maintaining water sampling program

## TRANSFER STATION ENTERPRISE FUND

TRANSFER STATION ENTERPRISE (6400)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
6400-510100	REGULAR PERMANENT	\$ 88,011	\$ 131,449	\$ 86,710	\$ 189,353	\$ 212,188	\$ 22,835	12.06%
6400-510300	OVERTIME	\$ 67,161	\$ 46,600	\$ 76,610	\$ 46,600	\$ 46,600	\$ -	0.00%
6400-510400	SICK	\$ 2,870	\$ -	\$ 7,364	\$ -	\$ -	\$ -	-
6400-510410	FUNERAL LEAVE	\$ 18	\$ -	\$ 54	\$ -	\$ -	\$ -	-
6400-510460	LONGEVITY	\$ 600	\$ 600	\$ -	\$ 600	\$ 2,100	\$ 1,500	250.00%
6400-510490	MERIT PAY	\$ 700	\$ 1,400	\$ -	\$ 1,400	\$ 2,100	\$ 700	50.00%
6400-510500	HOLIDAY	\$ 5,719	\$ -	\$ 5,593	\$ -	\$ -	\$ -	-
6400-510520	OVERTIME/SICK ADJUSTMENT	\$ (46)	\$ -	\$ (111)	\$ -	\$ -	\$ -	-
6400-510530	FLSA ADJUSTMENT	\$ 415	\$ -	\$ 408	\$ -	\$ -	\$ -	-
6400-510600	VACATION	\$ 3,712	\$ -	\$ 9,027	\$ -	\$ -	\$ -	-
6400-510770	PHONE STIPEND	\$ -	\$ 400	\$ -	\$ 400	\$ 600	\$ 200	50.00%
6400-510900	PERSONAL TIME	\$ 1,191	\$ -	\$ 1,636	\$ -	\$ -	\$ -	-
6400-511000	OTHER SALARIES	\$ -	\$ -	\$ -	\$ -	\$ 9,627	\$ 9,627	-
6400-512050	CLERICAL SALARIES & WAGES	\$ -	\$ -	\$ 7,408	\$ -	\$ -	\$ -	-
6400-513000	PROFESSIONAL SALARIES	\$ 3,956	\$ 13,481	\$ 3,993	\$ 14,205	\$ 21,721	\$ 7,516	52.91%
<i>Personal Services - Subtotal</i>		\$ 174,306	\$ 193,930	\$ 198,693	\$ 252,558	\$ 294,936	\$ 42,378	16.78%
<i>Purchase of Services</i>								
6400-520600	EQUIPMENT MAINTENANCE	\$ -	\$ 4,458	\$ 4,078	\$ 4,458	\$ 4,458	\$ -	0.00%
6400-521100	ELECTRICITY	\$ 3,000	\$ 6,000	\$ 10,619	\$ 6,000	\$ 9,000	\$ 3,000	50.00%
6400-521300	FUEL AND OIL	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.00%
6400-521500	TELEPHONE	\$ -	\$ 824	\$ -	\$ 824	\$ 824	\$ -	0.00%
6400-521900	PROFESSIONAL SERVICES	\$ 18,195	\$ 10,000	\$ 13,526	\$ 15,000	\$ 15,000	\$ -	0.00%
6400-522700	CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6400-522800	TRASH REMOVAL	\$ 96,474	\$ 115,000	\$ 100,166	\$ 115,000	\$ 150,000	\$ 35,000	-
6400-522805	RECYCLING	\$ 119,859	\$ 135,000	\$ 124,702	\$ 135,000	\$ 135,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 257,528	\$ 291,282	\$ 273,091	\$ 296,282	\$ 334,282	\$ 38,000	12.83%
<i>Purchase of Supplies</i>								
6400-540280	TRASH BAGS	\$ 67,769	\$ 55,000	\$ 58,530	\$ 62,000	\$ 59,000	\$ (3,000)	-4.84%
6400-540900	MATERIALS AND EQUIPMENT	\$ 16,700	\$ 12,000	\$ 17,827	\$ 12,000	\$ 12,000	\$ -	0.00%
6400-540910	TIRES	\$ -	\$ 3,374	\$ 5,347	\$ 3,374	\$ 3,374	\$ -	0.00%
6400-541000	UNIFORMS	\$ 936	\$ 2,500	\$ 2,118	\$ 1,500	\$ 2,000	\$ 500	33.33%
<i>Purchase of Supplies - Subtotal</i>		\$ 85,406	\$ 72,874	\$ 83,822	\$ 78,874	\$ 76,374	\$ (2,500)	-3.17%
<i>Other Charges and Expenses</i>								
6400-570400	MEDICARE INSURANCE	\$ 2,172	\$ 2,800	\$ 2,606	\$ 2,800	\$ 2,800	\$ -	0.00%
6400-570500	LIFE INSURANCE	\$ 55	\$ 125	\$ 60	\$ 125	\$ 125	\$ -	0.00%
6400-570600	HEALTH INSURANCE - BC/BS	\$ 4,791	\$ -	\$ 8,194	\$ -	\$ -	\$ -	-
6400-570620	HEALTH HMO BLUE	\$ 20,380	\$ 33,613	\$ 25,783	\$ 41,277	\$ 41,277	\$ -	0.00%
6400-570700	HEALTH INSURANCE - HCHP	\$ 3,289	\$ 2,185	\$ 2,800	\$ 2,783	\$ 2,783	\$ -	0.00%
6400-570715	HSA SAVINGS ACCOUNT	\$ 471	\$ -	\$ 706	\$ -	\$ -	\$ -	-
6400-570720	MEDICAL OPT OUT	\$ -	\$ 177	\$ 249	\$ 177	\$ 177	\$ -	0.00%
6400-570730	LIFE OPT OUT	\$ 10	\$ -	\$ 15	\$ -	\$ -	\$ -	-
<i>Other Charges and Expenses - Subtotal</i>		\$ 31,168	\$ 38,900	\$ 40,413	\$ 47,162	\$ 47,162	\$ -	0.00%
<i>Capital Outlay</i>								
6400-580000	CAPITAL OUTLAY	\$ 7,595	\$ 168,000	\$ 108,395	\$ 165,000	\$ 240,000	\$ 75,000	45.45%
6400-583000	MACHINERY AND EQUIPMENT	\$ 5,051	\$ -	\$ 16,111	\$ -	\$ -	\$ -	-
<i>Capital Outlay - Subtotal</i>		\$ 12,646	\$ 168,000	\$ 124,506	\$ 165,000	\$ 240,000	\$ 75,000	45.45%
<b>Transfer Station Enterprise Fund - Total</b>		<b>\$ 561,053</b>	<b>\$ 764,986</b>	<b>\$ 720,525</b>	<b>\$ 839,876</b>	<b>\$ 992,754</b>	<b>\$ 152,878</b>	<b>18.20%</b>

### BUDGET NOTES

510100	Regular Permanent	Reflects updated compensation per union contract approved at November 2024 Special Town Meeting.
513000	Professional Salaries	Increased due to allocation of part of the Budget Manager's salary to this fund. Budget Manager handles financial planning and rate setting.
520600	Equipment Maintenance	Costs associated with repair to Transfer Station equipment
521100	Electricity	To operate the Transfer Station

521300	Fuel and Oil	To operate vehicles and equipment
521900	Professional Services	Tight tank testing/environmental compliance and compliance inspections required
522800	Trash Removal	Tipping fees for refuse
522805	Recycling	Costs associated with hauling, handling & removal of recycable material
540280	Trash Bags	Purchase of trash bags
540900	Materials and Equipment	Supplies and equipment necessary for the daily operations of the Transfer Station. Reallocated \$824 from Telephone which is no longer used. Employees are compensated for personal phone use under Phone Stipend budget.
540910	Tires	Tires for Transfer Station Equipment (loader, yard tractor & trailers used to transport refuse)
541000	Uniforms	Uniforms, workboots and safety for 3 Transfer Station employees
580000	Capital Outlay	Building equipment repair/replacement. Includes funding for a new Front-End Loader, per FY2026 CIP.

## SEWER ENTERPRISE FUND

SEWER ENTERPRISE (6500)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<u>Personal Services</u>								
6500-510300	OVERTIME	\$ -	\$ -	\$ 172	\$ -		\$ -	-
6500-510400	SICK	\$ 2,001	\$ -	\$ 1,926	\$ -		\$ -	-
6500-510410	FUNERAL LEAVE	\$ 117	\$ -	\$ 358	\$ -		\$ -	-
6500-510490	MERIT PAY	\$ -	\$ -	\$ -	\$ -		\$ -	-
6500-510500	HOLIDAY	\$ 3,468	\$ -	\$ 4,571	\$ -		\$ -	-
6500-510600	VACATION	\$ 5,050	\$ -	\$ 5,596	\$ -		\$ -	-
6500-510900	PERSONAL TIME	\$ 687	\$ -	\$ 1,094	\$ -		\$ -	-
6500-512050	CLERICAL SALARIES & WAGES	\$ -	\$ 27,544	\$ 22,929	\$ 29,213	\$ 29,798	\$ 585	2.00%
6500-513000	PROFESSIONAL SALARIES	\$ 57,098	\$ 70,575	\$ 55,088	\$ 75,613	\$ 95,191	\$ 19,578	25.89%
<b>Personal Services - Subtotal</b>		<b>\$ 68,421</b>	<b>\$ 98,119</b>	<b>\$ 91,733</b>	<b>\$ 104,826</b>	<b>\$ 124,989</b>	<b>\$ 20,163</b>	<b>19.23%</b>
<u>Purchase of Services</u>								
6500-520300	EQPT REP AND SERVICING	\$ -	\$ -	\$ 6,291	\$ -	\$ -	\$ -	-
6500-521100	ELECTRICITY	\$ 82,000	\$ 84,000	\$ 81,900	\$ 89,000	\$ 89,000	\$ -	0.00%
6500-521900	PROFESSIONAL SERVICES	\$ 3,271	\$ 5,000	\$ 3,299	\$ 5,000	\$ 5,000	\$ -	0.00%
6500-522700	CONTRACTUAL SERVICES	\$ 473,384	\$ 560,000	\$ 699,546	\$ 594,000	\$ 719,000	\$ 125,000	21.04%
<b>Purchase of Services - Subtotal</b>		<b>\$ 558,656</b>	<b>\$ 649,000</b>	<b>\$ 791,036</b>	<b>\$ 688,000</b>	<b>\$ 813,000</b>	<b>\$ 125,000</b>	<b>18.17%</b>
<u>Purchase of Supplies</u>								
6500-540220	PASS THRU COST CONTACT	\$ 78,930	\$ 285,000	\$ 225,000	\$ 285,000	\$ 285,000	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 78,930</b>	<b>\$ 285,000</b>	<b>\$ 225,000</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Other Charges and Expenses</u>								
6500-570400	MEDICARE INSURANCE	\$ 944	\$ 570	\$ 1,286	\$ 570	\$ 570	\$ -	0.00%
6500-570500	LIFE INSURANCE	\$ 25	\$ -	\$ 39	\$ -	\$ -	\$ -	-
6500-570600	HEALTH INSURANCE - BC/BS	\$ 3,544	\$ 6,344	\$ 4,452	\$ 7,790	\$ 7,790	\$ -	0.00%
6500-570620	HEALTH HMO BLUE	\$ -	\$ 1,768	\$ -	\$ 2,171	\$ 2,171	\$ -	0.00%
6500-570700	HEALTH INSURANCE - HCHP	\$ 1,726	\$ 1,177	\$ 1,992	\$ 1,456	\$ 1,456	\$ -	0.00%
6500-570715	HSA SAVINGS ACCOUNT	\$ 300	\$ -	\$ 300	\$ -	\$ -	\$ -	-
6500-570720	MEDICAL OPT OUT	\$ 1,000	\$ -	\$ 1,770	\$ -	\$ -	\$ -	-
<b>Other Charges and Expenses - Subtotal</b>		<b>\$ 7,539</b>	<b>\$ 9,859</b>	<b>\$ 9,839</b>	<b>\$ 11,987</b>	<b>\$ 11,987</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Capital Outlay</u>								
6500-580000	CAPITAL OUTLAY	\$ -	\$ 150,000	\$ 12,525	\$ 150,000	\$ 150,000	\$ -	0.00%
6500-583000	MACHINERY AND EQUIPMENT	\$ -	\$ 420,000	\$ 149,000	\$ 70,000	\$ 70,000	\$ -	0.00%
<b>Capital Outlay - Subtotal</b>		<b>\$ -</b>	<b>\$ 570,000</b>	<b>\$ 161,525</b>	<b>\$ 220,000</b>	<b>\$ 220,000</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Debt Service</u>								
6500-590100	LONG-TERM DEBT PRINCIPAL	\$ 721,326	\$ 557,045	\$ 557,045	\$ 458,671	\$ 1,021,698	\$ 563,027	122.75%
6500-590150	LTD - PRINCIPAL MKT RATE	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	-
6500-590200	LONG-TERM DEBT INTEREST	\$ 130,165	\$ 159,455	\$ 114,455	\$ 102,287	\$ 136,640	\$ 34,353	33.58%
6500-590250	LTD - INTEREST MARKET RATE	\$ 3,045	\$ 1,575	\$ 1,575	\$ -	\$ -	\$ -	-
6500-590340	ADMIN FEE MWPAT	\$ 14,235	\$ 15,000	\$ 12,821	\$ 14,000	\$ 13,000	\$ (1,000)	-7.14%
<b>Debt Service - Subtotal</b>		<b>\$ 903,771</b>	<b>\$ 768,075</b>	<b>\$ 720,896</b>	<b>\$ 574,958</b>	<b>\$ 1,171,338</b>	<b>\$ 596,380</b>	<b>103.73%</b>
<b>Sewer Enterprise Fund - Total</b>		<b>\$ 1,617,316</b>	<b>\$ 2,380,053</b>	<b>\$ 2,000,029</b>	<b>\$ 1,884,771</b>	<b>\$ 2,626,313</b>	<b>\$ 741,542</b>	<b>39.34%</b>

### BUDGET NOTES

513000	Professional Salaries	Increased due to allocation of part of the Budget Manager's salary to this fund. Budget Manager handles financial planning, rate setting, and sewer billing.
521900	Professional Services	The cost to bill the monthly sewer O&M bills
522700	Contractual Services	Represents changes for Sewer Treatment Plant operations. Current contract ends at conclusion of FY2025, budget increased to account for unknown cost of new contract.
540220	Pass Thru Cost Contract	Utilized for maintaining Treatment Plant and collection systems
590100	Long-Term Debt Principal	Represents the principal portion of the MWPAT bonds per debt service schedule. Increased to account for WWTF Rehab project debt service, first payment is due July 2025.
590150	LTD - Principle Mkt Rate	Permanent sewer debt outside the MWPAT loan
590200	Long-Term Debt Interest	Represents the interest portion of thw MWPAT bonds per debt schedule
590250	LTD - Interest Market Rate	Outside MWPAT loan interest
590340	Admin Fee MWPAT	Represents the .075% administrative fee due to the MWPAT on the total outstanding principal balance on the sewer bonds

## AMBULANCE ENTERPRISE FUND

AMBULANCE ENTERPRISE (6600)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
6600-510100	REGULAR PERM	\$ 532,829	\$ 666,958	\$ 531,818	\$ 741,579	\$ 757,698	\$ 16,119	2.17%
6600-510300	OVERTIME	\$ 236,847	\$ 210,000	\$ 172,703	\$ 210,000	\$ 210,000	\$ -	0.00%
6600-510400	SICK	\$ 23,141	\$ -	\$ 35,733	\$ -	\$ -	\$ -	-
6600-510401	SICK BUYBACK	\$ 4,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	-
6600-510410	FUNERAL LEAVE	\$ -	\$ -	\$ 3,447	\$ -	\$ -	\$ -	-
6600-510450	INJURY LEAVE	\$ 35,147	\$ -	\$ 9,564	\$ -	\$ -	\$ -	-
6600-510460	LONGEVITY	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ -	0.00%
6600-510470	INCENTIVE PAY	\$ 5,053	\$ 4,600	\$ 3,552	\$ 4,600	\$ 4,600	\$ -	0.00%
6600-510500	HOLIDAY	\$ 6,046	\$ -	\$ 5,429	\$ -	\$ -	\$ -	-
6600-510520	OVERTIME/SICK ADJUSTMENT	\$ (4,735)	\$ -	\$ (4,903)	\$ -	\$ -	\$ -	-
6600-510530	FLSA ADJUSTMENT	\$ 4,496	\$ 500	\$ 4,255	\$ 500	\$ 500	\$ -	0.00%
6600-510540	HOLIDAY A&B	\$ 28,106	\$ 32,578	\$ 28,168	\$ 33,089	\$ 32,484	\$ (605)	-1.83%
6600-510600	VACATION	\$ 21,236	\$ -	\$ 25,336	\$ -	\$ -	\$ -	-
6600-510730	ALS STIPEND	\$ 86,938	\$ 97,874	\$ 93,691	\$ 108,321	\$ 110,578	\$ 2,257	2.08%
6600-510750	UNIFORM STIPEND	\$ 900	\$ 1,100	\$ 700	\$ 1,000	\$ 1,100	\$ 100	10.00%
6600-510900	PERSONAL TIME	\$ 10,198	\$ -	\$ 11,747	\$ -	\$ -	\$ -	-
6600-513000	PROFESSIONAL SALARIES	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services - Subtotal</i>		\$ 995,001	\$ 1,013,910	\$ 924,539	\$ 1,099,389	\$ 1,117,260	\$ 17,871	1.63%
<i>Purchase of Services</i>								
6600-520300	EQPT REP AND SERVICING	\$ 28,990	\$ 65,000	\$ 42,567	\$ 65,000	\$ 65,000	\$ -	0.00%
6600-521500	TELEPHONE	\$ 10,253	\$ 10,500	\$ 7,705	\$ 10,500	\$ 10,500	\$ -	0.00%
6600-521800	PROFESSIONAL DEVELOPMENT	\$ 5,644	\$ 25,000	\$ 1,898	\$ 32,000	\$ 30,000	\$ (2,000)	-6.25%
6600-522450	LICENSE FEES	\$ 2,400	\$ -	\$ 2,800	\$ -	\$ 2,400	\$ 2,400	-
6600-522700	CONTRACTUAL SERVICES	\$ -	\$ 60,000	\$ 2,100	\$ 60,000	\$ 60,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 47,287	\$ 160,500	\$ 57,070	\$ 167,500	\$ 167,900	\$ 400	0.24%
<i>Purchase of Supplies</i>								
6600-540200	OTHER SUPPLIES	\$ 66,381	\$ 80,000	\$ 26	\$ 90,000	\$ 30,000	\$ (60,000)	-66.67%
6600-540900	MATERIALS AND EQUIPMENT	\$ -	\$ -	\$ 146,159	\$ 54,000	\$ 135,000	\$ 81,000	150.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 66,381	\$ 80,000	\$ 146,185	\$ 144,000	\$ 165,000	\$ 21,000	14.58%
<i>Intergovernmental</i>								
6600-560500	ALS - ASSESSMENT	\$ 60,119	\$ 75,000	\$ 69,500	\$ 75,000	\$ 80,000	\$ 5,000	6.67%
<i>Intergovernmental - Subtotal</i>		\$ 60,119	\$ 75,000	\$ 69,500	\$ 75,000	\$ 80,000	\$ 5,000	6.67%
<i>Other Charges and Expenses</i>								
6600-570400	MEDICARE INSURANCE	\$ 13,823	\$ 8,320	\$ 12,740	\$ 8,320	\$ 8,320	\$ -	0.00%
6600-570500	LIFE INSURANCE	\$ 290	\$ 300	\$ 288	\$ 300	\$ 300	\$ -	0.00%
6600-570600	HEALTH INSURANCE - BC/BS	\$ 27,763	\$ -	\$ 17,579	\$ -	\$ -	\$ -	-
6600-570620	HEALTH HMO BLUE	\$ 33,989	\$ 77,866	\$ 74,724	\$ 95,620	\$ 95,620	\$ -	0.00%
6600-570700	HEALTH INSURANCE - HCHP	\$ 51,438	\$ 9,993	\$ 36,088	\$ 12,271	\$ 12,271	\$ -	0.00%
6600-570715	HSA SAVINGS ACCOUNT	\$ 5,674	\$ -	\$ 3,028	\$ -	\$ -	\$ -	-
6600-570720	MEDICAL OPT OUT	\$ 654	\$ 16,000	\$ 1,461	\$ 16,000	\$ 16,000	\$ -	0.00%
6600-570730	LIFE OPT OUT	\$ 32	\$ 50	\$ 22	\$ 50	\$ 50	\$ -	0.00%
<i>Other Charges and Expenses - Subtotal</i>		\$ 133,663	\$ 112,529	\$ 145,932	\$ 132,561	\$ 132,561	\$ -	0.00%
<i>Capital Outlay</i>								
6600-583000	MACHINERY AND EQUIPMENT	\$ -	\$ 75,200	\$ 93,141	\$ 75,200	\$ 75,200	\$ -	0.00%
6600-585000	AMBULANCE	\$ 135,887	\$ 140,000	\$ 172,631	\$ 140,000	\$ 140,000	\$ -	0.00%
<i>Capital Outlay - Subtotal</i>		\$ 135,887	\$ 215,200	\$ 265,771	\$ 215,200	\$ 215,200	\$ -	0.00%
<i>Debt Service</i>								
6600-590120	LONG TERM DEBT PRIN-TOWN	\$ 100,380	\$ 100,380	\$ 100,380	\$ 65,000	\$ 65,000	\$ -	0.00%
6600-590220	LONG-TERM DEBT INT-TOWN	\$ 11,410	\$ 7,668	\$ 7,668	\$ 3,900	\$ 1,950	\$ (1,950)	-50.00%
6600-597001	OPEB TRANSFER	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	0.00%
<i>Debt Service - Subtotal</i>		\$ 151,790	\$ 148,048	\$ 148,048	\$ 108,900	\$ 106,950	\$ (1,950)	-1.79%
<b>Ambulance Enterprise Fund - Total</b>		<b>\$ 1,590,127</b>	<b>\$ 1,805,187</b>	<b>\$ 1,757,046</b>	<b>\$ 1,942,550</b>	<b>\$ 1,984,871</b>	<b>\$ 42,321</b>	<b>2.18%</b>

**BUDGET NOTES**

510300	Overtime	Funds overtime for shift coverage due to vacations, training, sick, personal time and all other overtime needs
520300	Eqpt Rep And Servicing	Primarily covers repairs and servicing for ambulances and ALS Coordinator, tires, state inspections, and EMS equipment repairs. These vehicles have hard miles on them and repair costs are expected to continue to increase
521500	Telephone	Includes cell phones for each ambulance and the ALS Coordinator, as well as service for the tablets in each vehicle which are used for completing and submitting Patient Care Reports.
521800	Professional Development	Cost of EMS training, bringing in outside instructors. Recertification expenses.
522700	Contractual Services	Includes new hire psychological evaluations, equipment maintenance contracts for EKG monitor/defibrillators, LUCAS Device, power stretchers, EMS stair chairs etc. All require annual maintenance and certification.
540200	Other Supplies	Covers items such as Pelican Cases to protect sensitive equipment and medications, lockable storage for medications, ancillary non-consumable equipment such as EMS Fist In Bags and Quick Response Bags, IV pumps, etc.
560500	ALS - Assessment	This is a 4% ambulance billing fee and ALS intercept fees we pay to Pro EMS Solutions
570720	Medical Opt Out	Health insurance opt out. 4 personnel @ 4,000 each
583000	Machinery and Equipment	Funding towards command vehicle replacement.
585000	Ambulance	Funding towards the replacement of ambulances.



## TRANSPORTATION ENTERPRISE FUND

TRANSPORTATION ENTERPRISE (6700)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Purchase of Services</i>								
6700-520300	EQPT REP AND SERVICING	\$ 8,597	\$ -	\$ 3,360	\$ 10,000	\$ 5,000	\$ (5,000)	-50.00%
6700-521320	GASOLINE	\$ -	\$ 20,000	\$ -	\$ 15,000	\$ 15,000	\$ -	0.00%
6700-521900	PROFESSIONAL SERVICES	\$ 10,135	\$ 45,600	\$ 8,486	\$ 45,600	\$ 15,000	\$ (30,600)	-67.11%
6700-522700	CONTRACTUAL SERVICES	\$ 498,686	\$ 512,000	\$ 482,721	\$ 399,961	\$ 530,599	\$ 130,638	32.66%
<i>Purchase of Services - Subtotal</i>		\$ 517,418	\$ 577,600	\$ 494,567	\$ 470,561	\$ 565,599	\$ 95,038	20.20%
<i>Purchase of Supplies</i>								
6700-540200	OTHER SUPPLIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
6700-540900	MATERIALS AND EQUIPMENT	\$ -	\$ -	\$ 249	\$ -	\$ -	\$ -	-
<i>Purchase of Supplies - Subtotal</i>		\$ -	\$ -	\$ 249	\$ -	\$ -	\$ -	-
<i>Other Charges and Expenses</i>								
6700-570400	MEDICARE INSURANCE	\$ -	\$ -	\$ -	\$ -		\$ -	-
<i>Other Charges and Expenses - Subtotal</i>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Transportation Enterprise Fund - Total</b>		<b>\$ 517,418</b>	<b>\$ 577,600</b>	<b>\$ 494,816</b>	<b>\$ 470,561</b>	<b>\$ 565,599</b>	<b>\$ 95,038</b>	<b>20.20%</b>

### BUDGET NOTES

521900	Professional Services	Budget reduced and funding for software lease transferred to Contractual Services.
522700	Contractual Services	Covers the cost of the operations of fixed-route and demand response services, van leases, and software lease.

## **FIRE ALARM NETWORK**

<b>FIRE ALARM NETWORK (3700)</b>		<b>FY23</b>	<b>FY24</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>\$</b>	<b>%</b>
<b>Account Number</b>	<b>Description</b>	<b><u>ACTUALS</u></b>	<b><u>BUDGET</u></b>	<b><u>ACTUALS</u></b>	<b><u>BUDGET</u></b>	<b><u>PROPOSED</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
<i>Personal Services</i>								
3700-510300	OVERTIME	\$ 13,706	\$ 38,415	\$ 23,896	\$ 38,415	\$ 38,415	\$ -	0.00%
<i>Personal Services - Subtotal</i>		\$ 13,706	\$ 38,415	\$ 23,896	\$ 38,415	\$ 38,415	\$ -	0.00%
<i>Purchase of Services</i>								
3700-520300	EQPT REPAIR & SERVICING	\$ 16,493	\$ 35,000	\$ 36,066	\$ 35,000	\$ 35,000	\$ -	0.00%
3700-521500	TELEPHONE	\$ 710	\$ 1,700	\$ 1,125	\$ 1,700	\$ 1,700	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 17,203	\$ 36,700	\$ 37,191	\$ 36,700	\$ 36,700	\$ -	0.00%
<b>Fire Alarm Network Revolving Fund - Total</b>		<b>\$ 30,909</b>	<b>\$ 75,115</b>	<b>\$ 61,087</b>	<b>\$ 75,115</b>	<b>\$ 75,115</b>	<b>\$ -</b>	<b>0.00%</b>

### **BUDGET NOTES**

510300	Overtime	Overtime provides the labor necessary to keep the network operating properly.
520300	Equipment Repair & Servicing	Materials and equipment required for the maintenance of the Fire Alarm System: wire, hangers and clips, replacement parts, nails, screws, bolts, register paper, bucket truck inspection, repairs and maintenance
521500	Telephone	Cell phone for the Fire Alarm Superintendent and personnel so that they are available to be reached at all hours

## BUILDING INSPECTOR

BUILDING INSPECTOR (3701)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<u>Personal Services</u>								
3701-510400	SICK	\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	-
3701-510490	MERIT PAY	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ -	-
3701-510500	HOLIDAY	\$ 54	\$ -	\$ -	\$ -	\$ -	\$ -	-
3701-510600	VACATION	\$ 214	\$ -	\$ -	\$ -	\$ -	\$ -	-
3701-510900	PERSONAL TIME	\$ 76	\$ -	\$ -	\$ -	\$ -	\$ -	-
3701-512050	CLERICAL SALARIES & WAGES	\$ 3,909	\$ 32,364	\$ 3,202	\$ -	\$ -	\$ -	-
3701-513000	PROFESSIONAL SALARIES	\$ -	\$ 91,112	\$ 85,073	\$ 98,332	\$ 188,513	\$90,181	91.71%
<b>Personal Services - Subtotal</b>		<b>\$ 4,411</b>	<b>\$ 123,476</b>	<b>\$ 89,775</b>	<b>\$ 98,332</b>	<b>\$ 188,513</b>	<b>\$90,181</b>	<b>91.71%</b>
<u>Purchase of Services</u>								
3701-521900	PROFESSIONAL SERVICES	\$ 4,693	\$ -	\$ 1,963	\$ 50,000	\$ 50,000	\$ -	0.00%
3701-522700	CONTRACTUAL SERVICE	\$ 288,727	\$ 357,117	\$ 87,610	\$ 357,117	\$ 357,117	\$ -	0.00%
<b>Purchase of Services - Subtotal</b>		<b>\$ 293,420</b>	<b>\$ 357,117</b>	<b>\$ 89,573</b>	<b>\$ 407,117</b>	<b>\$ 407,117</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Purchase of Supplies</u>								
3701-540200	OTHER SUPPLIES	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Other Charges and Expenses</u>								
3701-570000	OTHER EXPENDITURES	\$ 107	\$ -	\$ -	\$ -	\$ -	\$ -	-
3701-570400	MEDICARE	\$ 57	\$ 1,000	\$ 1,271	\$ 1,000	\$ 1,000	\$ -	0.00%
3701-570500	LIFE INSURANCE	\$ 3	\$ 4	\$ 2	\$ 4	\$ 4	\$ -	0.00%
3701-570600	HEALTH INS BC/BS	\$ 455	\$ 1,456	\$ -	\$ 1,456	\$ 1,456	\$ -	0.00%
3701-570620	HEALTH HMO BLUE	\$ 589	\$ -	\$ -	\$ -	\$ -	\$ -	-
3701-570715	HSA SAVINGS ACCOUNT	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Other Charges and Expenses - Subtotal</b>		<b>\$ 1,281</b>	<b>\$ 2,460</b>	<b>\$ 1,273</b>	<b>\$ 2,460</b>	<b>\$ 2,460</b>	<b>\$ -</b>	<b>0.00%</b>
<u>Capital Outlay</u>								
3701-585000	INSPECTIONAL VEHICLE REPL	\$ -	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ -	0.00%
<b>Capital Outlay - Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Building Inspector Revolving Fund Total</b>		<b>\$ 299,112</b>	<b>\$ 484,053</b>	<b>\$ 180,622</b>	<b>\$ 517,909</b>	<b>\$ 608,090</b>	<b>\$90,181</b>	<b>17.41%</b>

### BUDGET NOTES

513000	Professional Salaries	Part-time inspector.
521900	Professional Services	OpenGov software annual payment.
522700	Contractual Service	IMA with Littleton for shared inspection services, mileage for part-time inspectors, building plan scanning, and other services

## SEALER OF WEIGHTS AND MEASURES

SEALER OF WEIGHTS AND MEASURES (3702)		FY23		FY24		FY24		FY25		FY26		\$		%
Account Number	Description	ACTUALS		BUDGET		ACTUALS		BUDGET		PROPOSED		Change		Change
<i>Personal Services</i>														
3702-510300	OVERTIME	\$ 262	\$	1,600	\$	924	\$	1,600	\$	1,600	\$	-		0.00%
3702-510400	SICK	\$ 547	\$	-	\$	653	\$	-	\$	-	\$	-		-
3702-510500	HOLIDAY	\$ 709	\$	-	\$	749	\$	-	\$	-	\$	-		-
3702-510600	VACATION	\$ 1,015	\$	-	\$	954	\$	-	\$	-	\$	-		-
3702-510900	PERSONAL TIME	\$ 168	\$	-	\$	249	\$	-	\$	-	\$	-		-
3702-511000	OTHER SALARIES & WAGES	\$ 6,000	\$	-	\$	5,077	\$	-	\$	-	\$	-		-
3702-512050	CLERICAL SALARIES & WAGES	\$ 1,486	\$	1,754	\$	1,451	\$	1,825	\$	3,049	\$	1,224		67.06%
3702-513000	PROFESSIONAL SALARIES	\$ 10,773	\$	18,954	\$	13,716	\$	13,602	\$	14,466	\$	864		6.35%
<i>Personal Services - Subtotal</i>		\$ 20,961	\$	22,308	\$	23,773	\$	17,027	\$	19,115	\$	2,088		12.26%
<i>Purchase of Services</i>														
3702-521700	DUES AND MEMBERSHIP	\$ -	\$	500	\$	125	\$	500	\$	1,000	\$	500		100.00%
3702-521800	PROFESSIONAL DEVELOPMENT	\$ 449	\$	250	\$	60	\$	500	\$	1,000	\$	500		100.00%
3702-521900	PROFESSIONAL SERVICES	\$ -	\$	250	\$	-	\$	-	\$	-	\$	-		-
<i>Purchase of Services - Subtotal</i>		\$ 449	\$	1,000	\$	185	\$	1,000	\$	2,000	\$	1,000		100.00%
<i>Purchase of Supplies</i>														
3702-540100	OFFICE SUPPLIES	\$ 344	\$	-	\$	-	\$	-	\$	-	\$	-		-
3702-540200	OTHER SUPPLIES	\$ -	\$	550	\$	-	\$	550	\$	550	\$	-		0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 344	\$	550	\$	-	\$	550	\$	550	\$	-		0.00%
<i>Other Charges and Expenses</i>														
3702-570400	MEDICARE	\$ 300	\$	-	\$	324	\$	-	\$	-	\$	-		-
3702-570500	LIFE INSURANCE	\$ 9	\$	12	\$	9	\$	12	\$	12	\$	-		0.00%
3702-570600	HEALTH INS BC/BS	\$ 407	\$	-	\$	550	\$	-	\$	-	\$	-		-
3702-570620	HEALTH HMO BLUE	\$ 532	\$	208	\$	1,606	\$	208	\$	208	\$	-		0.00%
3702-570700	HEALTH INSURANCE - HARVAF	\$ -	\$	2,806	\$	-	\$	2,806	\$	2,806	\$	-		0.00%
3702-570715	HSA SAVINGS ACCOUNT	\$ 38	\$	-	\$	41	\$	-	\$	-	\$	-		-
3702-570720	MEDICAL OPT OUT	\$ 400	\$	-	\$	204	\$	-	\$	-	\$	-		-
<i>Other Charges and Expenses - Subtotal</i>		\$ 1,684	\$	3,026	\$	2,734	\$	3,026	\$	3,026	\$	-		0.00%
<b>Sealer of Weights and Measures Revolving Fund - Total</b>														
		\$ 23,437	\$	26,884	\$	26,692	\$	21,603	\$	24,691	\$	3,088		14.29%

### BUDGET NOTES

513000	Professional Salaries	Sealer inspectional services.
521700	Dues and Membership	Trainings required for Sealer credentials.
521800	Professional Development	Increased to reflect department training needs.
540200	Other Supplies	Supplies for Sealer.

## FOOD SERVICE

FOOD SERVICE (3704)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
3704-510400	SICK	\$ 1,521	\$ -	\$ 1,303	\$ -		\$ -	-
3704-510500	HOLIDAY	\$ 1,737	\$ -	\$ 1,538	\$ -		\$ -	-
3704-510600	VACATION	\$ 2,417	\$ -	\$ 1,491	\$ -		\$ -	-
3704-510900	PERSONAL TIME	\$ 411	\$ -	\$ 485	\$ -		\$ -	-
3704-513000	PROFESSIONAL SALARIES	\$ 29,907	\$ 36,356	\$ 31,427	\$ 38,493	\$ 40,817	\$ 2,324	6.04%
<i>Personal Services - Subtotal</i>		\$ 35,992	\$ 36,356	\$ 36,244	\$ 38,493	\$ 40,817	\$ 2,324	6.04%
<i>Purchase of Services</i>								
3704-520100	ADVERTISING	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	-
3704-521900	PROFESSIONAL SERVICES	\$ 3,742	\$ 5,000	\$ 4,704	\$ 5,250	\$ -	\$ (5,250)	-100.00%
3704-522700	CONTRACTUAL SERVICES					\$ 9,999	\$ 9,999	-
<i>Purchase of Services - Subtotal</i>		\$ 3,742	\$ 5,250	\$ 4,704	\$ 5,250	\$ 9,999	\$ 4,749	90.46%
<i>Purchase of Supplies</i>								
3704-540200	OTHER SUPPLIES	\$ 562	\$ 1,000	\$ 11	\$ 1,000	\$ 1,000	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 562	\$ 1,000	\$ 11	\$ 1,000	\$ 1,000	\$ -	0.00%
<i>Other Charges and Expenses</i>								
3704-570000	OTHER EXPENDITURES	\$ 443	\$ -	\$ -	\$ -	\$ -	\$ -	-
3704-570400	MEDICARE	\$ 502	\$ 583	\$ 500	\$ 583	\$ 583	\$ -	0.00%
3704-570500	LIFE INSURANCE	\$ 15	\$ 20	\$ 13	\$ 20	\$ 20	\$ -	0.00%
3704-570600	HEALTH INS BC/BS	\$ 1,090	\$ -	\$ 1,369	\$ -		\$ -	-
3704-570620	HEALTH HMO BLUE	\$ 810	\$ 369	\$ 2,335	\$ 369	\$ 369	\$ -	0.00%
3704-570715	HSA SAVINGS ACCOUNT	\$ 113	\$ 75	\$ 112	\$ 75	\$ 75	\$ -	0.00%
3704-570720	MEDICAL OPT OUT	\$ 500	\$ 2,000	\$ 173	\$ 2,000	\$ 2,000	\$ -	0.00%
<i>Other Charges and Expenses - Subtotal</i>		\$ 3,473	\$ 3,047	\$ 4,502	\$ 3,047	\$ 3,047	\$ -	0.00%
<b>Food Service Revolving Fund - Total</b>		<b>\$ 43,770</b>	<b>\$ 45,653</b>	<b>\$ 45,461</b>	<b>\$ 47,790</b>	<b>\$ 54,864</b>	<b>\$ 7,073</b>	<b>14.80%</b>

### BUDGET NOTES

521900	Professional Services	Reduced to zero, funding transferred to Contractual Services
522700	Contractual Services	Funding for contracted food inspector

## HAZARDOUS MATERIALS

HAZARDOUS MATERIALS (3705)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
3705-510400	SICK	\$ 1,252	\$ -	\$ 702	\$ -	\$ -	\$ -	-
3705-510500	HOLIDAY	\$ 1,252	\$ -	\$ 866	\$ -	\$ -	\$ -	-
3705-510600	VACATION	\$ 2,078	\$ -	\$ 871	\$ -	\$ -	\$ -	-
3705-510900	PERSONAL TIME	\$ 296	\$ -	\$ 305	\$ -	\$ -	\$ -	-
3705-513000	PROFESSIONAL SALARIES	\$ 21,067	\$ 26,157	\$ 19,285	\$ 27,657	\$ 31,082	\$ 3,425	12.38%
<i>Personal Services - Subtotal</i>		\$ 25,945	\$ 26,157	\$ 22,029	\$ 27,657	\$ 31,082	\$ 3,425	12.38%
<i>Purchase of Services</i>								
3705-521900	PROFESSIONAL SERVICES	\$ 1,020	\$ 1,000	\$ 595	\$ 1,980	\$ 1,980	\$ -	0.00%
3705-522700	CONTRACTUAL SERVICE	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%
3705-522780	HAZARDOUS WASTE DAY	\$ -	\$ 6,000	\$ 13,352	\$ 6,000	\$ 6,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 1,020	\$ 12,000	\$ 13,947	\$ 12,980	\$ 12,980	\$ -	0.00%
<i>Purchase of Supplies</i>								
3705-540200	OTHER SUPPLIES	\$ 943	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	0.00%
3705-540900	MATERIAL AND EQUIPMENT	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ 943	\$ 1,200	\$ -	\$ 1,200	\$ 1,200	\$ -	0.00%
<i>Other Charges and Expenses</i>								
3705-570400	MEDICARE	\$ 364	\$ 600	\$ 310	\$ 600	\$ 600	\$ -	0.00%
3705-570500	LIFE INSURANCE	\$ 9	\$ 2,500	\$ 7	\$ 2,500	\$ 2,500	\$ -	0.00%
3705-570620	HEALTH HMO BLUE	\$ 1,215	\$ 1,654	\$ 2,172	\$ 1,654	\$ 1,654	\$ -	0.00%
3705-570715	HSA SAVINGS ACCOUNT	\$ -	\$ 600	\$ -	\$ 600	\$ 600	\$ -	0.00%
3705-570720	MEDICAL OPT OUT	\$ 400	\$ 1,600	\$ 139	\$ 1,600	\$ 1,600	\$ -	0.00%
<i>Other Charges and Expenses - Subtotal</i>		\$ 1,989	\$ 6,954	\$ 2,628	\$ 6,954	\$ 6,954	\$ -	0.00%
<b>Hazardous Materials Revolving Fund - Total</b>		<b>\$ 29,897</b>	<b>\$ 46,311</b>	<b>\$ 38,604</b>	<b>\$ 48,791</b>	<b>\$ 52,216</b>	<b>\$ 3,425</b>	<b>7.02%</b>

### BUDGET NOTES

521900	Professional Services	This line item is for any services needed to assist with spills, third party reviews, or hazardous material related emergen
522700	Contractual Service	Contingencies if needed.
522780	Hazardous Waste Day	Funding towards town Hazardous Waste Day.
540200	Other Supplies	Supplies needed for inspections.
540500	Books and Periodicals	This line item was reduced by \$200.
540900	Materials and Equipment	Used for PPE.



**HISTORIC DISTRICT COMMISSION**

HISTORIC DISTRICT COMMISSION (3706)		FY23		FY24		FY24		FY25		FY26		\$	%
Account Number	Description	ACTUALS		BUDGET		ACTUALS		BUDGET		PROPOSED		Change	Change
<i>Purchase of Supplies</i>													
3706-540100	OFFICE SUPPLIES	\$	-	\$	200	\$	100	\$	200	\$	200	\$	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$	-	\$	200	\$	100	\$	200	\$	200	\$	0.00%
<i>Other Charges and Expenses</i>													
3706-570000	OTHER EXPENDITURES	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
<i>Other Charges and Expenses - Subtotal</i>		\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Historic District Commission Revolving Fund - Total		\$	-	\$	200	\$	100	\$	200	\$	200	\$	-

**BUDGET NOTES**

## STORMWATER INSPECTIONS

STORMWATER INSPECTIONS (3708)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Personal Services</i>								
3708-510300	OVERTIME	\$ -	\$ -	\$ 26	\$ -		\$ -	-
3708-510400	SICK	\$ -	\$ -	\$ 108	\$ -		\$ -	-
3708-510500	HOLIDAY	\$ -	\$ -	\$ 803	\$ -		\$ -	-
3708-510600	VACATION	\$ -	\$ -	\$ -	\$ -		\$ -	-
3708-510900	PERSONAL TIME	\$ -	\$ -	\$ 207	\$ -		\$ -	-
3708-512050	CLERICAL SALARIES & WAGES	\$ -	\$ -	\$ 14,866	\$ -		\$ -	-
3708-513000	PROFESSIONAL SALARIES	\$ -	\$ 17,858	\$ -	\$ 18,940	\$ 19,319	\$ 379	2.00%
<b>Personal Services - Subtotal</b>		<b>\$ -</b>	<b>\$ 17,858</b>	<b>\$ 16,010</b>	<b>\$ 18,940</b>	<b>\$ 19,319</b>	<b>\$ 379</b>	<b>2.00%</b>
<i>Purchase of Services</i>								
3708-521900	PROFESSIONAL SERVICES	\$ 13,354	\$ 50,000	\$ 47,530	\$ 50,000	\$ 150,000	\$ 100,000	200.00%
3708-522700	CONTRACTUAL SERVICE	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ -	0.00%
<b>Purchase of Services - Subtotal</b>		<b>\$ 13,354</b>	<b>\$ 70,000</b>	<b>\$ 47,530</b>	<b>\$ 70,000</b>	<b>\$ 170,000</b>	<b>\$ 100,000</b>	<b>142.86%</b>
<i>Purchase of Supplies</i>								
3708-540200	OTHER SUPPLIES	\$ -	\$ 350	\$ -	\$ 350	\$ 350	\$ -	0.00%
3708-540500	BOOKS AND PERIODICALS	\$ -	\$ 200	\$ -	\$ 200	\$ 200	\$ -	0.00%
3708-540900	MATERIAL AND EQUIPMENT	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	0.00%
<b>Purchase of Supplies - Subtotal</b>		<b>\$ -</b>	<b>\$ 3,550</b>	<b>\$ -</b>	<b>\$ 3,550</b>	<b>\$ 3,550</b>	<b>\$ -</b>	<b>0.00%</b>
<i>Other Charges and Expenses</i>								
3708-570400	MEDICARE	\$ 1	\$ -	\$ 223	\$ -	\$ -	\$ -	-
3708-570500	LIFE INSURANCE	\$ 0	\$ -	\$ 11	\$ -	\$ -	\$ -	-
3708-570620	HEALTH HMO BLUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
3708-570720	MEDICAL OPT OUT	\$ -	\$ -	\$ 499	\$ -	\$ -	\$ -	-
<b>Other Charges and Expenses - Subtotal</b>		<b>\$ 1</b>	<b>\$ -</b>	<b>\$ 733</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Stormwater Inspections Revolving Fund - Total</b>		<b>\$ 13,355</b>	<b>\$ 91,408</b>	<b>\$ 64,273</b>	<b>\$ 92,490</b>	<b>\$ 192,869</b>	<b>\$ 100,379</b>	<b>108.53%</b>

### BUDGET NOTES

522700	Contractual Services	Consultant help with MS4 permit.
540200	Other Supplies	Additional water testing supplies.
540900	Materials and Equipment	Two testing meters as required by NPDES permit.

## CROSTOWN CONNECT

CROSTOWN CONNECT (3709)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<i>Purchase of Services</i>								
3709-521900	PROFESSIONAL SERVICES	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ 8,000	\$ -	0.00%
3709-522700	CONTRACTUAL SERVICE	\$ 35,930	\$ 162,000	\$ -	\$ 162,000	\$ 162,000	\$ -	0.00%
<i>Purchase of Services - Subtotal</i>		\$ 35,930	\$ 170,000	\$ -	\$ 170,000	\$ 170,000	\$ -	0.00%
<i>Purchase of Supplies</i>								
3709-540100	OFFICE SUPPLIES	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%
3709-540200	OTHER SUPPLIES	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	0.00%
<i>Purchase of Supplies - Subtotal</i>		\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	0.00%
<b>Crosstown Connect Revolving Fund - Total</b>		<b>\$ 35,930</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>	<b>\$ -</b>	<b>\$ -</b>

### BUDGET NOTES

522700	Contractual Services	Dispatcher services for member communities.
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## ROADWAY MAINTENANCE

ROADWAY MAINTENANCE (3710)		FY23		FY24		FY24		FY25		FY26		\$		%
Account Number	Description	ACTUALS		BUDGET		ACTUALS		BUDGET		PROPOSED		Change		Change
<i>Personal Services</i>														
3710-510300	OVERTIME	\$	-	\$	-	\$	9	\$	-	\$	-	\$	-	-
3710-510400	SICK	\$	-	\$	-	\$	38	\$	-	\$	-	\$	-	-
3710-510500	HOLIDAY	\$	-	\$	-	\$	280	\$	-	\$	-	\$	-	-
3710-510900	PERSONAL TIME	\$	-	\$	-	\$	72	\$	-	\$	-	\$	-	-
3710-512050	CLERICAL SALARIES & WAGES	\$	1,408	\$	6,235	\$	5,190	\$	6,613	\$	6,745	\$	132	2.00%
<i>Personal Services - Subtotal</i>		\$	1,408	\$	6,235	\$	5,589	\$	6,613	\$	6,745	\$	132	2.00%
<i>Purchase of Services</i>														
3710-521900	PROFESSIONAL SERVICES	\$	-	\$	-	\$	39,075	\$	-	\$	-	\$	-	-
3710-522700	CONTRACTUAL SERVICE	\$	-	\$	47,000	\$	-	\$	47,000	\$	47,000	\$	-	0.00%
<i>Purchase of Services - Subtotal</i>		\$	-	\$	47,000	\$	39,075	\$	47,000	\$	47,000	\$	-	0.00%
<i>Other Charges and Expenses</i>														
3710-570400	MEDICARE	\$	20	\$	-	\$	79	\$	-	\$	-	\$	-	-
3710-570500	LIFE INSURANCE	\$	-	\$	-	\$	2	\$	-	\$	-	\$	-	-
3710-570720	MEDICAL OPT OUT	\$	-	\$	-	\$	174	\$	-	\$	-	\$	-	-
<i>Other Charges and Expenses - Subtotal</i>		\$	20	\$	-	\$	255	\$	-	\$	-	\$	-	-
<b>Roadway Maintenance Revolving Fund - Total</b>														
		\$	1,428	\$	53,235	\$	44,919	\$	53,613	\$	53,745	\$	132	0.25%

### BUDGET NOTES

522700	Contractual Services	Roadway construction permit fees collected and used, roadway maintenance.
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PUBLIC SHADE TREE

PUBLIC SHADE TREE (3711)		FY23		FY24		FY24		FY25		FY26		\$	%		
Account Number	Description	ACTUALS		BUDGET		ACTUALS		BUDGET		PROPOSED		Change	Change		
<i>Purchase of Supplies</i>															
3711-540900	MATERIAL AND EQUIPMENT	\$	-	\$	25,000	\$	-	\$	25,000	\$	25,000	\$	-	0.00%	
<i>Purchase of Supplies - Subtotal</i>		\$	-	\$	25,000	\$	-	\$	25,000	\$	25,000	\$	-	0.00%	
Public Shade Tree Revolving Fund - Total		\$	-	\$	25,000	\$	-	\$	25,000	\$	25,000	\$	-	\$	-

BUDGET NOTES

FIRE PREVENTION

FIRE PREVENTION (3712)		FY23		FY24		FY24		FY25		FY26		\$		%	
Account Number	Description	ACTUALS		BUDGET		ACTUALS		BUDGET		PROPOSED		Change		Change	
<i>Purchase of Supplies</i>															
3712-520300	EQPT REPAIR AND SERVICING	\$	-	\$	-	\$	-	\$	75,000	\$	75,000	\$	-		0.00%
<i>Purchase of Supplies - Subtotal</i>		\$	-	\$	-	\$	-	\$	75,000	\$	75,000	\$	-		0.00%
Fire Prevention Revolving Fund - Total		\$	-	\$	-	\$	-	\$	75,000	\$	75,000	\$	-		0.00%

BUDGET NOTES

## RECREATIONS PROGRAMS

RECREATION PROGRAMS (3750)		FY23	FY24	FY24	FY25	FY26	\$	%
Account Number	Description	ACTUALS	BUDGET	ACTUALS	BUDGET	PROPOSED	Change	Change
<u>Personal Services</u>								
3750-510200	REGULAR TEMP	\$ -	\$ 30,000	\$ -	\$ 30,000	\$ -	\$ (30,000)	-100.00%
3750-510300	OVERTIME	\$ 848	\$ 5,000	\$ 426	\$ 5,000	\$ 6,000	\$ 1,000	20.00%
3750-510440	SEASONAL	\$ 58,181	\$ 40,000	\$ 37,682	\$ 40,000	\$ 35,000	\$ (5,000)	-12.50%
3750-510760	INTERNSHIP	\$ 33	\$ -	\$ 1,134	\$ 4,000	\$ 4,000	\$ -	0.00%
3750-512220	LIFEGUARD WAGES	\$ 50,104	\$ 75,000	\$ 40,315	\$ 70,000	\$ 65,000	\$ (5,000)	-7.14%
3750-512230	COUNSELOR WAGES	\$ 144,516	\$ 150,000	\$ 185,065	\$ 175,000	\$ 204,000	\$ 29,000	16.57%
3750-513000	PROFESSIONAL SALARIES	\$ -	\$ -	\$ -	\$ -	\$ 68,057	\$ 68,057	-
<b>Personal Services - Subtotal</b>		<b>\$ 253,683</b>	<b>\$ 300,000</b>	<b>\$ 264,622</b>	<b>\$ 324,000</b>	<b>\$ 382,057</b>	<b>\$ 58,057</b>	<b>17.92%</b>
<u>Purchase of Services</u>								
3750-520100	ADVERTISING	\$ 5,867	\$ 10,500	\$ 8,029	\$ 8,000	\$ 7,000	\$ (1,000)	-12.50%
3750-520150	SPONSORSHIP LETTERS		\$ 500	\$ -	\$ 500	\$ -	\$ (500)	-100.00%
3750-520200	BLDG GROUNDS AND MAINT.	\$ 84,426	\$ 60,000	\$ 113,410	\$ 80,000	\$ 65,000	\$ (15,000)	-18.75%
3750-520300	EQPT REP AND SERVICING	\$ 7,041	\$ 8,000	\$ 11,253	\$ 10,000	\$ 10,000	\$ -	0.00%
3750-520900	TRAVEL	\$ -	\$ 500	\$ 604	\$ 500	\$ 2,000	\$ 1,500	300.00%
3750-521101	LIGHTING (ELECTRICITY)	\$ 10,521	\$ 30,000	\$ 6,672	\$ 25,000	\$ 11,000	\$ (14,000)	-56.00%
3750-521110	WATER	\$ 1,071	\$ 3,500	\$ 3,030	\$ 3,000	\$ 2,000	\$ (1,000)	-33.33%
3750-521700	DUES AND MEMBERSHIP	\$ 770	\$ 1,500	\$ 1,210	\$ 1,500	\$ 1,400	\$ (100)	-6.67%
3750-521800	PROFESSIONAL DEVELOPMENT	\$ 2,785	\$ 3,000	\$ 4,458	\$ 3,000	\$ 5,000	\$ 2,000	66.67%
3750-521900	PROFESSIONAL SERVICES	\$ 48,263	\$ 22,000	\$ 19,522	\$ 50,000	\$ 40,000	\$ (10,000)	-20.00%
3750-522201	FOOD	\$ 2,411	\$ 7,000	\$ 1,201	\$ 6,000	\$ 3,000	\$ (3,000)	-50.00%
3750-522450	LICENSE FEES	\$ 720	\$ 1,500	\$ 1,594	\$ 2,000	\$ 2,000	\$ -	0.00%
3750-522700	CONTRACTUAL SERVICE	\$ 49,178	\$ 60,000	\$ 66,421	\$ 60,000	\$ 62,000	\$ 2,000	3.33%
3750-522930	BANKING SERVICES	\$ (3,496)	\$ 4,000	\$ (4,559)	\$ 4,000	\$ 2,000	\$ (2,000)	-50.00%
3750-523710	LIGHT TOWERS	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	0.00%
3750-523720	PRODUCTION COSTS	\$ -	\$ 15,000	\$ 370	\$ 15,000	\$ 12,000	\$ (3,000)	-20.00%
3750-523801	BAND AMENITIES	\$ 3,055	\$ 3,000	\$ 2,500	\$ 4,000	\$ 3,000	\$ (1,000)	-25.00%
3750-523830	MOON BOUNCE	\$ -	\$ 3,000	\$ 3,195	\$ 3,000	\$ 3,000	\$ -	0.00%
3750-523840	PORTABLE TOILETS	\$ 10,235	\$ 8,500	\$ 9,784	\$ 12,000	\$ 12,000	\$ -	0.00%
3750-523900	BUSES	\$ 11,861	\$ 12,000	\$ 9,985	\$ 15,000	\$ 15,000	\$ -	0.00%
<b>Purchase of Services - Subtotal</b>		<b>\$ 234,708</b>	<b>\$ 253,500</b>	<b>\$ 258,679</b>	<b>\$ 304,500</b>	<b>\$ 259,400</b>	<b>\$ (45,100)</b>	<b>-14.81%</b>
<u>Purchase of Supplies</u>								
3750-540100	OFFICE SUPPLIES	\$ 3,764	\$ 2,000	\$ 2,126	\$ 3,000	\$ 2,000	\$ (1,000)	-33.33%
3750-540200	OTHER SUPPLIES	\$ 46,493	\$ 50,000	\$ 37,623	\$ 50,000	\$ 55,000	\$ 5,000	10.00%
3750-540600	SPORTS & RECREATION EQPT	\$ 5,995	\$ 7,000	\$ 6,549	\$ 8,000	\$ 8,000	\$ -	0.00%
3750-544080	OTHER FOOD	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Purchase of Supplies - Subtotal</b>		<b>\$ 56,283</b>	<b>\$ 59,000</b>	<b>\$ 46,298</b>	<b>\$ 61,000</b>	<b>\$ 65,000</b>	<b>\$ 4,000</b>	<b>6.56%</b>
<u>Other Charges and Expenses</u>								
3750-570000	OTHER EXPENDITURES	\$ 34,408	\$ 25,000	\$ 14,508	\$ 40,000	\$ -	\$ (40,000)	-100.00%
3750-570400	MEDICARE	\$ 3,506	\$ 3,000	\$ 4,048	\$ 4,000	\$ 5,000	\$ 1,000	25.00%
3750-570620	HMO BLUE	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ 22,000	-
3750-579100	REFUNDS	\$ 17,871	\$ 10,000	\$ 20,831	\$ 20,000	\$ 20,000	\$ -	0.00%
<b>Other Charges and Expenses - Subtotal</b>		<b>\$ 55,785</b>	<b>\$ 38,000</b>	<b>\$ 39,387</b>	<b>\$ 64,000</b>	<b>\$ 47,000</b>	<b>\$ (17,000)</b>	<b>-26.56%</b>
<u>Capital Outlay</u>								
3750-580000	CAPITAL OUTLAY	\$ 20,036	\$ -	\$ -	\$ -	\$ -	\$ -	-
3750-587000	LEASE	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	0.00%
<b>Capital Outlay - Subtotal</b>		<b>\$ 21,236</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Recreation Programs Revolving Fund - Total</b>		<b>\$ 621,695</b>	<b>\$ 651,700</b>	<b>\$ 610,186</b>	<b>\$ 754,700</b>	<b>\$ 754,657</b>	<b>\$ (43)</b>	<b>-0.01%</b>

### BUDGET NOTES

510440	Seasonal	Salaries for 4 grounds seasonal staff
512230	Counselor Wages	Summer camp staff salaries.
513000	Professional Salaries	Funding added to accommodate new Activities and Program Coordinator position
520900	Travel	Incresed to account for attendance of Recreation Director at the NRPA Conference
570000	Other Expenditures	Funding reduced to zero and tranferred to offset increased Professional Salaries costs.
570620	HMO Blue	Health insurance for new Activities and Program Coordinator.
587000	Lease	Lease of Hebert Farm Community Garden.