

TOWN OF ACTON

Municipal Budget Supplement

Fiscal Year 2022



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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Ab Cultural Council - 01690								
Purchased Services								
Contractual Service	522700	-	600	-	-	-	-	- %
Total Purchased Services		-	600	-	-	-	-	- %
Supplies								
Other Supplies	540200	2,000	-	2,000	2,000	-	2,000	- %
Total Supplies		2,000	-	2,000	2,000	-	2,000	- %
TOTAL ORG: Ab Cultural Council		2,000	600	2,000	2,000	-	2,000	- %
<u>BUDGET TEXT NOTES</u>								
Other Supplies	540200	Misc. supplies						

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Acton Boxborough Reg School - 01351								
Other								
Abrsd Assessment	560810	61,235,254	61,235,254	65,584,049	65,584,049	65,584,049	67,543,928	2.99%
Abrsd Construction Debt	560811	-	-	-	-	-	-	- %
Abrsd Capital Debt Service	560812	-	-	-	-	-	-	- %
Total Other		61,235,254	61,235,254	65,584,049	65,584,049	65,584,049	67,543,928	2.99%
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Acton Boxborough Reg School		61,235,254	61,235,254	65,584,049	65,584,049	65,584,049	67,543,928	2.99%

BUDGET TEXT NOTES

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Animal Control - 01292								
Purchased Services								
Travel	520900	-	-	-	-	-	-	- %
Dog Boarding Service	522070	2,000	1,300	2,000	2,000	-	2,000	- %
Contractual Service	522700	21,000	19,220	21,000	21,000	19,200	21,000	- %
Total Purchased Services		23,000	20,520	23,000	23,000	19,200	23,000	- %
Office Supplies	540100	-	-	-	-	-	-	- %
Postage And Courier	540300	-	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Animal Control		23,000	20,520	23,000	23,000	19,200	23,000	- %

BUDGET TEXT NOTES

Contractual Service	522700	Job duties of the Animal Control Officer have been changed significantly by the state in the past few years. Also, there is some funding for training in domestic violence recognition since that can often become apparent when abusers mistreat the pets of victims. It is a common trait seen in high risk offenders.
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Assessors - 01137								
Salaries								
Overtime	510300	-	472	-	-	-	-	- %
Sick	510400	-	4,978	-	-	16,279	-	- %
Funeral Leave	510410	-	1,533	-	-	128	-	- %
Board Members Salaries	510430	1,600	1,100	1,600	1,600	550	1,600	- %
Merit Pay	510490	-	-	-	-	-	-	- %
Holiday	510500	-	12,226	-	-	9,947	-	- %
Vacation	510600	-	18,715	-	-	12,086	-	- %
Personal Time	510900	-	2,951	-	-	835	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	65,726	54,471	67,041	67,041	48,240	67,711	1.00%
Professional Salaries	513000	209,019	187,853	214,909	214,909	152,255	218,384	1.62%
Total Salaries		276,345	284,299	283,550	283,550	240,320	287,695	1.46%
Purchased Services								
Advertising	520100	100	235	100	100	91	100	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	400	33	400	400	-	400	- %
Revaluation	520901	3,000	-	3,000	3,000	-	3,000	- %
Dues And Membership	521700	500	462	500	500	250	500	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	74,000	93,150	7,000	7,000	85,750	8,746	24.94%
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		78,000	93,880	11,000	11,000	86,091	12,746	15.87%
Supplies								
Office Supplies	540100	-	275	-	-	151	-	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		-	275	-	-	151	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital Outlay	580000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Assessors		354,345	378,453	294,550	294,550	326,561	300,441	2.00%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Assessors - 01137								

BUDGET TEXT NOTES

Board Members Salaries	510430	Board of Assessors stipend						
Professional Salaries	513000	per position control						
Advertising	520100	Tax classification notices						
Travel	520900	In-Town travel, conferences, Appellate Tax Board.						
Revaluation	520901	Used for annual (interim) valuation updates						
Dues And Membership	521700	used for Massachussetts Association of Assessors (MMA) membership						

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Board Of Health - 01512								
Salaries								
Regular Perm	510100	-	227	-	-	20	-	- %
Overtime	510300	1,900	-	1,900	1,900	1,091	1,900	- %
Sick	510400	-	2,382	-	-	78	-	- %
Funeral Leave	510410	-	32	-	-	-	-	- %
Board Members Salaries	510430	550	250	550	550	450	550	- %
Holiday	510500	-	1,947	-	-	1,571	-	- %
Vacation	510600	-	1,139	-	-	6,578	-	- %
Personal Time	510900	-	480	-	-	57	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	41,169	36,069	43,252	43,252	34,185	80,351	85.77%
Social Services Coordinator	513030	-	-	-	-	-	-	- %
Total Salaries		43,619	42,527	45,702	45,702	44,031	82,801	81.18%
Purchased Services								
Advertising	520100	1,000	342	1,000	1,000	312	1,000	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	20	-	- %
Telephone	521500	3,900	4,380	3,900	3,900	4,489	3,900	- %
Dues And Membership	521700	400	188	400	400	895	400	- %
Professional Development	521800	500	555	500	500	715	500	- %
Professional Services	521900	20,000	9,614	23,000	23,000	6,500	23,000	- %
Printing And Copying	522300	500	-	500	500	-	500	- %
Contractual Service	522700	3,000	5,037	-	-	3,000	-	- %
Hazardous Waste Day	522780	38,500	16,769	35,000	35,000	37,272	36,720	4.91%
Total Purchased Services		67,800	36,885	64,300	64,300	53,202	66,020	2.67%
Supplies								
Office Supplies	540100	500	440	500	500	145	500	- %
Other Supplies	540200	500	8,558	500	500	5,842	500	- %
Postage And Courier	540300	500	-	500	500	-	500	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	1,054	-	-	68	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		1,500	10,052	1,500	1,500	6,055	1,500	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Board Of Health - 01512								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Board Of Health		112,919	89,464	111,502	111,502	103,289	150,321	34.81%

BUDGET TEXT NOTES

Advertising	520100	Board of Health legal ads.
Telephone	521500	Phone use expenses for Health Division employees
Dues And Membership	521700	Memberships required for Inspectores/Director for national and local organizations
Professional Services	521900	Level Funded from FY21
Hazardous Waste Day	522780	Increase of 500 in HHW Day acct from \$36,720 to 37,220

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Building Department - 01251								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	-	1,387	-	-	-	-	- %
Sick	510400	-	4,274	-	-	7,704	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Longevity	510460	-	-	-	-	-	-	- %
Holiday	510500	-	9,578	-	-	7,591	-	- %
Vacation	510600	-	13,337	-	-	11,303	-	- %
Personal Time	510900	-	2,358	-	-	1,311	-	- %
Other Salaries & Wages	511000	-	-	-	-	1,895	-	- %
Clerical Salaries & Wages	512050	-	19,643	-	-	195	-	- %
Professional Salaries	513000	235,355	191,107	208,654	208,654	168,569	210,740	1.00%
Total Salaries		235,355	241,685	208,654	208,654	198,568	210,740	1.00%
Purchased Services								
Travel	520900	-	-	-	-	-	-	- %
Telephone	521500	3,559	3,574	3,559	3,559	2,804	3,559	- %
Dues And Membership	521700	725	800	725	725	245	800	10.34%
Professional Development	521800	-	638	-	-	-	-	- %
Professional Services	521900	-	-	-	-	31,945	-	- %
Laurel Hill Review/Inspection	529000	-	-	-	-	-	-	- %
Total Purchased Services		4,284	5,013	4,284	4,284	34,994	4,359	1.75%
Supplies								
Office Supplies	540100	950	877	950	950	611	850	(10.53%)
Other Supplies	540200	800	165	800	800	100	500	(37.50%)
Books And Periodicals	540500	1,500	-	4,500	4,500	-	4,500	- %
Uniforms	541000	900	448	900	900	807	900	- %
Protective Clothing	541050	-	-	-	-	-	-	- %
Total Supplies		4,150	1,491	7,150	7,150	1,518	6,750	(5.59%)
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Building Department		243,789	248,188	220,088	220,088	235,080	221,849	0.80%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Building Department - 01251								

BUDGET TEXT NOTES

Dues And Membership	521700	Member ship fees to the Mass Building Commissioners & Inspectors Association , the Metrowest Building Officials Organization & the International Code Council and professional licensure for the building inspectors.						
Books And Periodicals	540500	There may be additional expenses for this line item depending on the decision to the State BBRS to adopt an updated building code . If a new code is adopted the costs may be \$6000.						

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Celebrations - 01660								
Overtime	510300	-	-	-	-	-	-	- %
Outside Detail	510480	-	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	-	- %
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Street Banners - Edited	520160	-	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Celebration	521830	2,900	-	2,900	2,900	-	2,900	- %
Acton'S 275Th Anniversary	521840	-	-	-	-	-	-	- %
275Th Anniversary Fireworks	521842	-	-	-	-	-	-	- %
Professional Services	521900	-	6,000	-	-	-	-	- %
Entertainment Services	522010	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Trash Removal	522800	-	-	-	-	-	-	- %
Fireworks	523850	6,000	-	6,000	6,000	-	-	- %
Buses	523900	-	-	-	-	-	-	- %
Food	523910	-	-	-	-	-	-	- %
Total Purchased Services		8,900	6,000	8,900	8,900	-	2,900	(67.42%)
Supplies								
Other Supplies	540200	-	1,300	2,000	2,000	1,750	2,000	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		-	1,300	2,000	2,000	1,750	2,000	- %
Medicare	570400	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Celebrations		8,900	7,300	10,900	10,900	1,750	4,900	(55.05%)

BUDGET TEXT NOTES

Celebration	521830	Expenses for Patriot's Day, Memorial Day and Veterans's Day.
Fireworks	523850	Not recommending fireworks for July 4th.
Other Supplies	540200	Increased due to being over budget in FY 2019.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Citizens Library - 01611								
Salaries								
Sick	510400	-	2,468	-	-	3,134	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Substitute Pay	510420	2,487	380	2,487	2,487	-	2,735	9.97%
Holiday	510500	-	1,234	-	-	1,496	-	- %
Vacation	510600	-	2,116	-	-	2,529	-	- %
Personal Time	510900	-	494	-	-	570	-	- %
Professional Salaries	513000	50,724	45,278	51,739	51,739	36,898	52,256	1.00%
Total Salaries		53,211	51,971	54,226	54,226	44,627	54,991	1.41%
Purchased Services								
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Contractual Service	522700	525	-	525	525	9,150	2,325	342.86%
Total Purchased Services		525	-	525	525	9,150	2,325	342.86%
Supplies								
Office Supplies	540100	200	-	200	200	-	200	- %
Other Supplies	540200	400	158	500	500	666	500	- %
Postage And Courier	540300	30	-	30	30	-	30	- %
Books And Periodicals	540500	8,500	5,627	8,700	8,700	2,675	8,700	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		9,130	5,785	9,430	9,430	3,341	9,430	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Citizens Library		62,866	57,756	64,181	64,181	57,118	66,746	4.00%

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Collector - 01139								
Salaries								
Overtime	510300	-	3	-	-	204	-	- %
Sick	510400	-	6,939	-	-	2,998	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Holiday	510500	-	9,185	-	-	6,034	-	- %
Cpa Administration Salary	510550	(36,000)	(36,000)	-	-	-	-	- %
Vacation	510600	-	5,925	-	-	7,090	-	- %
Personal Time	510900	-	2,441	-	-	2,097	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	86,364	75,051	68,118	68,118	54,701	70,216	3.08%
Professional Salaries	513000	79,867	69,079	79,867	79,867	57,545	82,934	3.84%
Total Salaries		130,231	132,623	147,985	147,985	130,669	153,150	3.49%
Purchased Services								
Advertising	520100	1,500	-	1,500	1,500	500	1,500	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	200	31	200	200	-	145	(27.50%)
Dues And Membership	521700	250	-	250	250	-	250	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	15,000	4,168	5,000	5,000	298	3,220	(35.60%)
Legal Service	521950	-	-	-	-	-	-	- %
Total Purchased Services		16,950	4,199	6,950	6,950	798	5,115	(26.40%)
Supplies								
Office Supplies	540100	550	425	550	550	246	330	(40.00%)
Other Supplies	540200	-	20	-	-	-	-	- %
Postage And Courier	540300	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		550	445	550	550	246	330	(40.00%)
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Collector		147,731	137,267	155,485	155,485	131,713	158,595	2.00%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Collector - 01139								
<u>BUDGET TEXT NOTES</u>								
Advertising	520100							
Travel	520900							
Dues And Membership	521700							
Professional Development	521800							
Professional Services	521900							
Legal Service	521950							
Office Supplies	540100							

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Comm On Disabilities - 01549								
Purchased Services								
Professional Services	521900	1,900	130	1,900	1,900	-	1,900	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		1,900	130	1,900	1,900	-	1,900	- %
Supplies								
Other Supplies	540200	100	203	100	100	-	100	- %
Total Supplies		100	203	100	100	-	100	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Comm On Disabilities		2,000	333	2,000	2,000	-	2,000	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Comptroller - 01133								
Salaries								
Overtime	510300	2,000	4,860	6,000	6,000	9,110	4,115	(31.42%)
Sick	510400	-	15,020	-	-	28,535	-	- %
Funeral Leave	510410	-	-	-	-	1,044	-	- %
Merit Pay	510490	-	-	-	-	-	-	- %
Holiday	510500	-	15,263	-	-	12,140	-	- %
Vacation	510600	-	15,564	-	-	16,604	-	- %
Personal Time	510900	-	3,760	-	-	2,542	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	132,799	103,386	123,400	123,400	93,681	126,240	2.30%
Professional Salaries	513000	199,035	174,865	209,077	209,077	134,787	214,932	2.80%
Total Salaries		333,834	332,717	338,477	338,477	298,443	345,287	2.01%
Purchased Services								
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	300	-	300	300	-	300	- %
Dues And Membership	521700	200	170	250	250	170	250	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	1,553	-	-	-	-	- %
Binding Service	522910	-	-	1,000	1,000	-	1,000	- %
Total Purchased Services		500	1,723	1,550	1,550	170	1,550	- %
Supplies								
Office Supplies	540100	500	288	500	500	169	500	- %
Other Supplies	540200	-	-	-	-	682	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		500	288	500	500	851	500	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Comptroller		334,834	334,728	340,527	340,527	299,464	347,337	2.00%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Comptroller - 01133								
<u>BUDGET TEXT NOTES</u>								
Travel	520900							
Dues And Membership	521700							
Binding Service	522910							
Office Supplies	540100							

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Council On Aging - 01541								
Salaries								
Regular Perm	510100	201,840	177,931	198,349	198,349	158,471	202,281	1.98%
Regular Temp	510200	-	4,743	-	-	2,834	-	- %
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	4,802	-	-	428	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Board Members Salaries	510430	-	-	-	-	-	-	- %
Holiday	510500	-	9,863	-	-	9,103	-	- %
Vacation	510600	-	12,766	-	-	9,816	-	- %
Personal Time	510900	-	3,020	-	-	652	-	- %
Other Salaries & Wages	511000	-	-	-	-	364	-	- %
Clerical Salaries & Wages	512050	-	3,539	-	-	-	-	- %
Instru/Direct Serv Staff	512100	21,500	13,650	21,500	21,500	496	21,500	- %
Professional Salaries	513000	106,742	99,214	111,287	111,287	87,970	115,464	3.75%
Total Salaries		330,082	329,527	331,136	331,136	270,135	339,245	2.45%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	700	431	800	800	1,368	2,200	175.00%
Real Estate Rent/Lease	520800	-	-	-	-	-	-	- %
Travel	520900	600	224	600	600	300	600	- %
Telephone	521500	800	720	800	800	841	800	- %
Dues And Membership	521700	900	1,000	1,050	1,050	123	2,100	100.00%
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Printing And Copying	522300	8,886	6,954	11,000	11,000	11,216	11,400	3.64%
Contractual Service	522700	-	-	2,000	2,000	-	2,000	- %
Total Purchased Services		11,886	9,328	16,250	16,250	13,848	19,100	17.54%
Supplies								
Office Supplies	540100	2,000	2,003	2,000	2,000	800	2,500	25.00%
Other Supplies	540200	2,500	387	3,000	3,000	2,300	3,000	- %
Postage And Courier	540300	8,500	3,595	8,500	8,500	8,445	8,500	- %
Books And Periodicals	540500	100	-	100	100	-	100	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		13,100	5,985	13,600	13,600	11,545	14,100	3.68%
Other								
Minuteman Senior Services	560801	-	-	4,200	4,200	-	-	- %
Total Other		-	-	4,200	4,200	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Council On Aging - 01541								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Council On Aging		355,068	344,841	365,186	365,186	295,527	372,445	1.99%

BUDGET TEXT NOTES

Regular Perm	510100	Per Position Control.
Instru/Direct Serv Staff	512100	For exercise classes offered throughout the year.
Professional Salaries	513000	Per Position Control.
Eqpt Rep And Servicing	520300	Routine maintenance and service as needed for kitchen appliances and other equipment.
Travel	520900	Mileage reimbursement for work related travel.
Telephone	521500	Director's work cell phone.
Dues And Membership	521700	Projected increase due to new census numbers for annual dues to MCOA and Motion picture license.
Printing And Copying	522300	Printing of 16 page monthly newsletter.
Contractual Service	522700	Van service for COA special events and small outings/trips.
Office Supplies	540100	Routine office supplies shared by various departments at Human Service building; includes fax and printer toner.
Other Supplies	540200	Furnishings, COA program and misc. shared supplies.
Postage And Courier	540300	Estimated cost for mailing 2500-2,600 newsletters 12 times a year. Annual bulk mail permit fee postage return fee is included.
Books And Periodicals	540500	Includes subscription to Acton Beacon.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Dispatch - 01221								
Salaries								
Regular Perm	510100	522,097	421,191	570,900	570,900	438,565	561,465	(1.65%)
Overtime	510300	73,000	162,266	73,000	73,000	149,956	73,000	- %
Sick	510400	-	10,790	-	-	22,327	-	- %
Funeral Leave	510410	-	1,164	-	-	-	-	- %
Longevity	510460	4,500	4,500	5,700	5,700	5,300	4,600	(19.30%)
Holiday	510500	-	21,199	-	-	18,977	-	- %
Overtime/Sick Adjustment	510520	-	(2,446)	-	-	(4,241)	-	- %
Flsa Adjustment	510530	2,000	1,330	2,000	2,000	1,596	2,000	- %
Vacation	510600	-	29,165	-	-	28,681	-	- %
Uniform Stipend	510750	-	-	-	-	16	-	- %
Court Time	510800	-	-	-	-	-	-	- %
Personal Time	510900	-	6,021	-	-	4,552	-	- %
Other Salaries & Wages	511000	2,200	2,502	2,200	2,200	3,136	2,200	- %
Total Salaries		603,797	657,682	653,800	653,800	668,865	643,265	(1.61%)
Supplies								
Office Supplies	540100	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Uniforms	541000	6,500	4,334	6,500	6,500	4,236	6,500	- %
Total Supplies		6,500	4,334	6,500	6,500	4,236	6,500	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Dispatch		610,297	662,015	660,300	660,300	673,101	649,765	(1.60%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Elections - 01162								
Salaries								
Overtime	510300	3,000	2,577	3,000	3,000	18,173	3,000	- %
Board Members Salaries	510430	1,300	600	1,300	1,300	600	1,300	- %
Other Salaries & Wages	511000	55,000	35,072	70,000	70,000	21,162	55,000	(21.43%)
Total Salaries		59,300	38,249	74,300	74,300	39,936	59,300	(20.19%)
Purchased Services								
Eqpt Rental	520700	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Printing And Copying	522300	12,000	7,746	12,000	12,000	3,337	12,000	- %
Contractual Service	522700	10,000	16,813	16,500	16,500	10,529	16,500	- %
Miscellaneous	522900	1,000	831	1,000	1,000	-	1,000	- %
School Custodian Fee	522950	1,000	-	1,500	1,500	-	1,500	- %
Total Purchased Services		24,000	25,390	31,000	31,000	13,865	31,000	- %
Supplies								
Office Supplies	540100	-	-	-	-	1,359	-	- %
Other Supplies	540200	7,400	2,586	7,400	7,400	1,989	7,400	- %
Postage And Courier	540300	7,000	3,893	7,000	7,000	288	7,000	- %
Total Supplies		14,400	6,479	14,400	14,400	3,636	14,400	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital Outlay	580000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Elections		97,700	70,118	119,700	119,700	57,437	104,700	(12.53%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Elections - 01162								
<u>BUDGET TEXT NOTES</u>								
Overtime	510300			Elections / Town Meetings				
Printing And Copying	522300			Census est 10,000 households, Ballots 1 Annual / 1 Special				
Contractual Service	522700			Elections - 1 Annual / 1 Special - Programming Automark (for Disabled Voters) \$1500 per machine X 2 \$3000 - Programming Acuvote Voting Machines - \$2000 - Annual Maintenance Accuvote - \$2500 - Annual Maintenance Poll Pads - \$6000				
Miscellaneous	522900			Election / Town Meeting Expenses				
School Custodian Fee	522950			2 Town Election				
Other Supplies	540200			Banners for Annual Town Election . Town Meeting - \$800 Special Election / Special Town Meeting - X 2 \$1600 Supplies for Polling Locations, Ballot Bags/boxes, markers, rulers, etc.. - \$5000				
Postage And Courier	540300			Postage for mailings Census Dog License				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Emergency Management - 01291								
Salaries								
Professional Salaries	513000	23,000	23,885	23,000	23,000	2,008	-	- %
Total Salaries		23,000	23,885	23,000	23,000	2,008	-	- %
Purchased Services								
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Radio Repairs	520310	-	5,000	-	-	5,000	-	- %
Travel	520900	-	-	-	-	-	-	- %
Telephone	521500	4,450	6,240	4,450	4,450	10,920	4,450	- %
Professional Development	521800	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Total Purchased Services		4,450	11,240	4,450	4,450	15,920	4,450	- %
Supplies								
Office Supplies	540100	-	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Photographic Supplies	540210	-	-	-	-	-	-	- %
Material And Equipment	540900	19,000	14,396	19,000	19,000	8,700	19,000	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		19,000	14,396	19,000	19,000	8,700	19,000	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Emergency Management		46,450	49,521	46,450	46,450	26,628	23,450	(49.52%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Engineering - 01410								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	17,609	-	-	1,758	-	- %
Funeral Leave	510410	-	424	-	-	-	-	- %
Longevity	510460	-	-	-	-	-	-	- %
Holiday	510500	-	5,436	-	-	3,398	-	- %
Vacation	510600	-	7,951	-	-	610	-	- %
Personal Time	510900	-	1,724	-	-	708	-	- %
Other Salaries & Wages	511000	-	-	-	-	1,017	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	160,675	86,729	166,229	166,229	63,407	169,372	1.89%
Total Salaries		160,675	119,872	166,229	166,229	70,897	169,372	1.89%
Purchased Services								
Advertising	520100	450	-	450	450	78	450	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Travel	520900	300	47	300	300	-	300	- %
Dues And Membership	521700	800	505	800	800	-	800	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	20,067	20,067	20,067	20,067	33,197	20,500	2.16%
Printing And Copying	522300	500	-	500	500	-	500	- %
Contractual Service	522700	13,000	14,932	13,000	13,000	52,247	13,000	- %
Total Purchased Services		35,117	35,551	35,117	35,117	85,521	35,550	1.23%
Supplies								
Office Supplies	540100	800	-	800	800	187	800	- %
Other Supplies	540200	250	210	250	250	474	250	- %
Books And Periodicals	540500	250	-	250	250	638	250	- %
Material And Equipment	540900	250	-	250	250	-	250	- %
Uniforms	541000	-	-	-	-	-	-	- %
Protective Clothing	541050	250	-	250	250	-	250	- %
Total Supplies		1,800	210	1,800	1,800	1,300	1,800	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Engineering - 01410								
Capital Outlay	580000	-	-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Engineering		197,592	155,633	203,146	203,146	157,718	206,722	1.76%

BUDGET TEXT NOTES

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

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Finance Committee - 01131								
Purchased Services								
Dues And Membership	521700	280	280	280	280	-	280	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		280	280	280	280	-	280	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Reserve Fund	573000	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL ORG: Finance Committee		280	280	280	280	-	280	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Finance Director - 01132								
Salaries								
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	3,506	-	-	4,898	-	- %
Funeral Leave	510410	-	-	-	-	1,960	-	- %
Military Pay	510495	-	-	-	-	-	-	- %
Holiday	510500	-	9,854	-	-	8,028	-	- %
Vacation	510600	-	10,892	-	-	8,842	-	- %
Personal Time	510900	-	1,791	-	-	1,330	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	65,726	35,020	67,041	67,041	44,206	67,711	1.00%
Professional Salaries	513000	230,081	144,352	229,905	229,905	119,753	238,413	3.70%
Total Salaries		295,807	205,413	296,946	296,946	189,017	306,124	3.09%
Purchased Services								
Mis Equipment & Software	520400	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	3,000	2,523	3,000	3,000	1,858	3,000	- %
Travel	520900	-	-	-	-	18	-	- %
Telephone	521500	500	-	500	500	-	500	- %
Dues And Membership	521700	1,000	510	1,000	1,000	765	1,000	- %
Professional Development	521800	-	161	-	-	225	-	- %
Professional Services	521900	40,000	149,564	40,000	40,000	142,908	40,000	- %
Prof. Service - Audit	521930	60,000	134,691	60,000	60,000	61,200	60,000	- %
Gasb 34 Implementation	522110	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Banking Services	522930	30,000	45,838	30,000	30,000	29,824	30,000	- %
Total Purchased Services		134,500	333,288	134,500	134,500	236,799	134,500	- %
Supplies								
Office Supplies	540100	500	3,104	500	500	2,536	2,000	300.00%
Other Supplies	540200	-	10,336	-	-	1,038	-	- %
Postage And Courier	540300	45,000	60,195	42,000	42,000	59,426	45,000	7.14%
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	1,000	1,275	1,000	1,000	636	1,000	- %
Total Supplies		46,500	74,910	43,500	43,500	63,636	48,000	10.34%
Teachers Pay Deferral	560830	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Finance Director - 01132								
Other								
Workers Compensation Ins	570100	75,000	71,296	100,000	100,000	32,330	115,000	15.00%
Unemployment Ins	570200	500	1,811	500	500	30,147	500	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	210,000	234,612	210,000	210,000	193,492	210,000	- %
Life Insurance	570500	7,350	8,555	7,350	7,350	7,127	8,000	8.84%
Health Bc/Bs High Deductible	570600	-	373,081	-	-	315,766	-	- %
Health Ins Bc/Bs Retiree	570610	165,754	217,724	172,384	172,384	214,549	172,384	- %
Health Insurance Mitigation	570611	-	-	-	-	-	-	- %
Health Hmo Blue	570620	1,281,692	674,205	1,315,882	1,315,882	540,358	1,222,000	(7.13%)
Health Hmo Blue Retiree	570621	93,905	89,154	97,661	97,661	112,362	97,661	- %
Tufts Health Plan	570622	23,787	22,372	24,739	24,739	16,983	24,739	- %
Blue Care Elect	570623	30,393	17,095	31,609	31,609	14,422	31,609	- %
Blue Care Elect - Retiree	570624	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	880,056	769,196	915,259	915,259	614,750	915,259	- %
Health Ins Hphp Retiree	570710	52,901	47,705	55,018	55,018	55,263	55,018	- %
Harvard Freedom	570711	-	-	-	-	409	-	- %
Hsa Savings Account	570715	70,400	19,475	70,400	70,400	49,164	60,400	(14.20%)
Medical Opt Out	570720	148,320	168,892	148,320	148,320	143,265	148,320	- %
Life Opt Out	570730	300	260	300	300	173	300	- %
Aps Health Insurance Make Up	570740	-	-	-	-	-	-	- %
Migration Reversal	570741	-	-	-	-	-	-	- %
Middlesex County Retirement	570800	4,229,480	4,236,342	4,533,014	4,533,014	4,615,717	4,900,261	8.10%
Other Retirement	570810	-	-	-	-	-	-	- %
Police Detail Addition	570890	-	-	-	-	-	-	- %
Other Employee Benefit	570900	-	106	-	-	-	-	- %
Opeb Factor	570901	-	-	-	-	-	-	- %
Opeb	570902	-	-	-	-	-	-	- %
Other Insurance	570910	11,000	517	11,000	11,000	527	11,000	- %
Aps Retiree Health	570911	459,639	410,509	420,000	420,000	365,898	410,000	(2.38%)
Property & Liability Insurance	575000	235,000	273,483	265,000	265,000	280,738	255,000	(3.77%)
Insurance - Bonds	575010	9,500	10,625	9,500	9,500	10,900	11,350	19.47%
Refunds	579100	-	-	-	-	-	-	- %
Total Other		7,984,977	7,647,014	8,387,934	8,387,934	7,614,339	8,648,799	3.11%
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Finance Director - 01132								
Other Financing Uses								
Long Term Debt Prin-School	590110	1,375,000	1,375,000	1,415,000	1,415,000	1,395,000	1,410,000	(0.35%)
Long Term Debt Prin-Town	590120	508,464	485,039	1,287,449	1,287,449	519,581	1,085,744	(15.67%)
Long Term Debt Int School	590210	196,969	216,588	143,181	143,181	141,975	87,881	(38.62%)
Long-Term Debt Int-Town	590220	79,558	78,054	151,215	151,215	63,306	485,017	220.75%
Long Term Debt Sewers	590230	44,553	44,553	44,553	44,553	-	44,553	- %
Interest On Temp Loans	590300	-	28	-	-	-	-	- %
Short Term Int - Schools	590310	-	-	-	-	-	-	- %
Short Term Int	590320	405,000	48,961	-	-	137,220	-	- %
Admin Fee Mcwt	590340	200	132	200	200	94	200	- %
Other Debt Service	590400	-	-	-	-	-	-	- %
Grace Btmt Payments	595125	81,375	81,375	-	-	81,375	81,375	- %
Grace Betterment Settlement	595126	-	-	-	-	-	-	- %
Transfers Out	597000	-	193,614	-	-	521,508	-	- %
Opeb Transfer	597001	633,742	633,742	633,742	633,742	633,742	603,742	(4.73%)
Total Other Financing Uses		3,324,861	3,157,086	3,675,340	3,675,340	3,493,801	3,798,511	3.35%
TOTAL ORG: Finance Director		11,786,644	11,417,712	12,538,221	12,538,221	11,597,591	12,935,935	3.17%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Finance Director - 01132								
<u>BUDGET TEXT NOTES</u>								
Eqpt Maintenance	520600			Maintenance Contracts for Postage Meter, check endorser and copier.				
Travel	520900			Fund reserved for mileage.				
Telephone	521500			Finance Directors cell phone service.				
Dues And Membership	521700			Funds for the Government Finance Officers Association (State and Region) Officers, Treasury dues and CPA dues.				
Professional Services	521900			Represents ther cost of obtaining assistants for various projects with tax title and collectors. Includes the cost for CPA credits.				
Prof. Service - Audit	521930			Represents the annual audit.				
Banking Services	522930			Banking service charges.				
Office Supplies	540100			Covers, A/P checks, year end tax and financial reporting supplies and misc. general supplies.				
Postage And Courier	540300			Represents the cost of Postage for the Town including machine maintenance and supplies. Does not include bulk mailings.				
Material And Equipment	540900			printer ink and special ink for check writing.				
Workers Compensation Ins	570100			Workers Compensation Premium for the municipal operations.				
Unemployment Ins	570200			The projected cost of unemployment claims against Municipal Operations.				
Medicare	570400			Payroll Medicare Insurance.				
Life Insurance	570500			Employer Share of Life Insurance.				
Health Ins Bc/Bs Retiree	570610			Represents the Towns share of retirees.				
Health Hmo Blue	570620			Represents the Towns share of active employees low deductible.				
Health Hmo Blue Retiree	570621			Represents the Town share of Retirees.				
Tufts Health Plan	570622			Represents the Towns share of retirees.				
Blue Care Elect	570623			Represents the Towns share of active employees.				
Health Insurance - Harvard	570700			Represents the Towns share of active employees.				
Health Ins Hphp Retiree	570710			Represents the Towns share of retirees.				
Hsa Savings Account	570715			Represents the Towns contribution towards the employees health savings plan.				
Medical Opt Out	570720			For employees who opt out of Medical Insurance offered by the Town.				
Life Opt Out	570730			For employees who opt out of Life Insurance offered by the Town.				
Middlesex County Retirement	570800			Represents an estimate given by the Middlesex Retirement System.				
Other Insurance	570910			Benefit Strategies annual payment.				
Aps Retiree Health	570911			Represents the Towns portion of APS retiree Health Insurance.				
Property & Liability Insurance	575000			The premium cost of a blanket Policy that covers all Municipal Buildings.				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Finance Director - 01132								
Insurance - Bonds	575010			The cost of bonding Municipal employees. This policy protect the Town.				
Long Term Debt Prin-School	590110			Represents the Principal portion of the Local School debt.				
Long Term Debt Prin-Town	590120			Represents the Principal portion of the Municipal debt.				
Long Term Debt Int School	590210			Represents the Interest portion of the Local School debt.				
Long-Term Debt Int-Town	590220			Represents the interest portion of Municipal debt.				
Long Term Debt Sewers	590230			Represents the Towns share of the Sewer Operation debt.				
Grace Btmt Payments	595125			Represents the cost to the Town of the Sewer Betterment units, SBU's purchased by the Town from WR Grace in 2009.				
Opeb Transfer	597001			Other Post Employment Benefits.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Fire - 01220								
Salaries								
Regular Perm	510100	2,080,015	1,557,639	2,029,493	2,208,881	1,355,533	2,249,681	10.85%
Overtime	510300	425,000	527,966	425,000	425,000	565,051	425,000	- %
Overtime Temp Supplement	510310	-	-	-	-	-	-	- %
Sick	510400	-	108,315	-	-	120,287	-	- %
Sick Buyback	510401	15,000	13,200	15,000	15,000	11,800	15,000	- %
Funeral Leave	510410	-	7,176	-	-	11,266	-	- %
Injury Leave	510450	-	54,977	-	-	74,222	-	- %
Longevity	510460	21,000	19,750	20,750	20,750	25,200	22,250	7.23%
Incentive Pay	510470	20,499	18,383	19,343	21,884	20,637	20,705	7.04%
Outside Detail	510480	-	-	-	-	-	-	- %
Holiday	510500	-	25,806	-	-	20,746	-	- %
Overtime/Sick Adjustment	510520	-	(14,500)	-	-	(12,164)	-	- %
Flsa Adjustment	510530	4,800	11,200	4,800	4,800	15,898	4,800	- %
Holiday A&B	510540	100,675	82,582	98,512	107,373	82,741	112,469	14.17%
Vacation	510600	-	190,462	-	-	132,188	-	- %
Emt/Als Stipend	510730	164,497	198,556	166,557	179,992	162,028	224,129	34.57%
Uniform Stipend	510750	3,200	3,700	3,400	3,400	3,000	3,400	- %
Personal Time	510900	-	33,572	-	-	29,562	-	- %
Other Salaries & Wages	511000	-	11,820	-	-	16,844	-	- %
Clerical Salaries & Wages	512050	65,726	55,510	67,041	67,041	49,467	67,711	1.00%
Professional Salaries	513000	259,336	220,023	267,110	267,110	196,598	276,291	3.44%
Total Salaries		3,159,748	3,126,137	3,117,006	3,321,231	2,880,901	3,421,436	9.77%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	14,000	15,780	14,000	14,000	19,036	14,000	- %
Radio Repairs	520310	6,000	21,425	10,000	10,000	38,190	10,000	- %
Travel	520900	500	100	500	500	100	500	- %
Telephone	521500	4,000	1,000	5,000	5,000	5,500	5,000	- %
Dues And Membership	521700	4,500	6,160	6,000	6,000	6,170	6,000	- %
Professional Development	521800	1,000	6,269	1,000	1,000	6,896	1,000	- %
Professional Services	521900	-	-	-	-	-	-	- %
License Fees	522450	8,500	-	9,500	9,500	3,749	12,500	31.58%
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		38,500	50,735	46,000	46,000	79,641	49,000	6.52%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Fire - 01220								
Supplies								
Office Supplies	540100	4,500	6,492	4,500	4,500	6,170	4,500	- %
Other Supplies	540200	8,000	2,027	8,000	8,000	2,174	8,000	- %
Medical Supplies	540250	-	-	-	-	-	-	- %
Books And Periodicals	540500	1,000	1,982	1,000	1,000	2,719	1,000	- %
Meals	540700	1,200	114	1,200	1,200	100	1,200	- %
Material And Equipment	540900	13,000	25,672	13,000	13,000	21,051	14,000	7.69%
Parts/Tires - Fire	540930	70,000	115,362	95,000	95,000	73,746	88,950	(6.37%)
Uniforms	541000	20,000	27,525	22,000	22,000	24,586	22,000	- %
Protective Clothing	541050	25,000	54,990	30,000	30,000	46,221	35,000	16.67%
Total Supplies		142,700	234,165	174,700	174,700	176,767	174,650	(0.03%)
Other Assessment	560800	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Machinery And Equipment	583000	19,000	48,351	-	-	7,373	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		19,000	48,351	-	-	7,373	-	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL ORG: Fire		3,359,948	3,459,388	3,337,706	3,541,931	3,144,682	3,645,086	9.21%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Fire - 01220								
<u>BUDGET TEXT NOTES</u>								
Sick Buyback	510401		per contract.					
Emt/Als Stipend	510730		Per contract					
Uniform Stipend	510750		per contract.					
Eqpt Rep And Servicing	520300		Reflects 2019 actual spending. This account provides funding for repair and servicing of equipment for fire and EMS, with the exception of vehicles and apparatus.					
Radio Repairs	520310		Increase to reflect 2018 & 19 trend. Old radios are failing and need replacing or repairing. 3-6 month lead time for ordering a new one. very important to the safety of our members.					
Travel	520900		This account is for reimbursement for travel to conferences, Fire Academy, trainings and other departmental business.					
Telephone	521500		Cost for telephone and internet services for the phones and tablets in the vehicles.					
Dues And Membership	521700		This account provides funding for dues and membership in professional organizations such as Fire District 14, NFPA, Mass Chief Assn, and Arson investigators Assn to name a few. Reflects FY 18 & 19 trends.					
Professional Development	521800		Funding for various seminars and workshops.					
License Fees	522450		Scheduling software and SOG software annual fees.					
Office Supplies	540100		Office supplies for the fire administration offices as well as the 3 stations.					
Other Supplies	540200		Funding for non specified supplies such as truck cleaning/detailing supplies, station custodial supplies, speedy dry, small hardware items.					
Books And Periodicals	540500		Fire service course texts, Fire codes and trade journals.					
Meals	540700		Out of office meeting meals. Contractual meals during emergency or extended operations.					
Material And Equipment	540900		Purchase and replacement of hand tools, foam, hazardous material supplies, misc materials and equipment.					
Parts/Tires - Fire	540930		This account funds the repair and maintenance of the fire vehicles. Annual pump and aerial ladder testing. Reflects past FY trends.					
Uniforms	541000		Uniforms per the contract.					
Protective Clothing	541050		The personal protective equipment the firefighters wear. Has a useful life of 5 years. Reflects current spending.					

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Highway - 01420								
Salaries								
Regular Perm	510100	728,227	798,194	1,169,149	1,169,149	711,484	1,160,910	(0.70%)
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	52,289	50,884	52,289	52,289	39,089	52,289	- %
Sick	510400	-	29,135	-	-	26,113	-	- %
Funeral Leave	510410	-	2,535	-	-	1,310	-	- %
Seasonal	510440	-	7,490	10,465	10,465	-	10,465	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Longevity	510460	6,600	7,800	6,900	6,900	5,400	6,000	(13.04%)
Incentive Pay	510470	-	-	-	-	-	-	- %
Merit Pay	510490	9,100	8,400	11,200	11,200	-	11,900	6.25%
Holiday	510500	-	53,553	-	-	52,380	-	- %
Overtime/Sick Adjustment	510520	-	(826)	-	-	-	-	- %
Flsa Adjustment	510530	-	1,640	-	-	1,185	-	- %
Vacation	510600	-	74,787	-	-	61,988	-	- %
Snow Plow Stipend	510720	-	-	-	-	-	-	- %
Phone Stipend	510770	-	-	3,400	3,400	-	3,400	- %
Personal Time	510900	-	11,724	-	-	9,890	-	- %
Other Salaries & Wages	511000	-	1,003	-	-	-	-	- %
Clerical Salaries & Wages	512050	69,013	61,493	70,393	70,393	53,143	142,193	102.00%
Professional Salaries	513000	292,402	161,259	192,037	192,037	147,145	206,254	7.40%
Total Salaries		1,157,631	1,269,071	1,515,833	1,515,833	1,109,128	1,593,411	5.12%
Purchased Services								
Eqpt Rep And Servicing	520300	6,800	12,930	8,800	8,800	10,140	8,800	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Travel	520900	-	36	1,000	1,000	-	1,000	- %
Telephone	521500	3,784	4,103	6,184	6,184	3,611	6,184	- %
Dues And Membership	521700	3,000	1,933	4,300	4,300	1,904	4,300	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	75,481	-	- %
Contractual Service	522700	-	159,753	70,000	70,000	225,808	55,000	(21.43%)
Total Purchased Services		13,584	178,755	90,284	90,284	316,944	75,284	(16.61%)
Supplies								
Office Supplies	540100	1,080	2,012	1,080	1,080	1,254	1,080	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Postage And Courier	540300	100	141	100	100	32	100	- %
Books And Periodicals	540500	60	279	60	60	341	60	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Uniforms	541000	13,650	24,981	17,250	17,250	11,710	17,250	- %
Total Supplies		14,890	27,412	18,490	18,490	13,337	18,490	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Highway - 01420								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Highway		1,186,105	1,475,238	1,624,607	1,624,607	1,439,409	1,687,185	3.85%

BUDGET TEXT NOTES

Seasonal	510440	SEASONAL LABORER TRANSFERRED FROM 01192
Phone Stipend	510770	17 guys at \$200.00
Eqpt Rep And Servicing	520300	Maintenance and repair of equipment and of Traffic Signals
Travel	520900	Mileage reimbursement.
Telephone	521500	Wireless phone charges for DPW management.
Dues And Membership	521700	Dues for Mass Highway/ Assn. and DPW licenses.
Contractual Service	522700	Outside contracts such as tree removal services.
Office Supplies	540100	Misc. office supplies.
Books And Periodicals	540500	Construction manuals.
Uniforms	541000	Uniforms and protective clothing for DPW personnel per union contrac (excluding Transfer station employees who are covered under a separate budget).

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Roads - 01421								
Supplies								
Other Supplies	540200	10,450	11,639	13,450	13,450	11,346	13,450	- %
Material And Equipment	540900	53,000	65,423	58,000	58,000	49,171	58,000	- %
Sign Material	540970	19,000	30,209	19,000	19,000	8,429	19,000	- %
Total Supplies		82,450	107,270	90,450	90,450	68,946	90,450	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Paving	586010	163,609	133,888	80,000	80,000	125,105	80,000	- %
Guardrail Rep/Improve	586020	3,920	-	3,920	3,920	325	-	- %
Total Capital / Property		167,529	133,888	83,920	83,920	125,430	80,000	(4.67%)
TOTAL ORG: Roads		249,979	241,157	174,370	174,370	194,376	170,450	(2.25%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Snow And Ice - 01422								
Salaries								
Overtime	510300	135,237	148,852	135,568	135,568	202,043	135,568	- %
Snow Plow Stipend	510720	11,000	10,625	11,000	11,000	13,275	11,000	- %
Meals Stipend	510740	3,200	8,100	6,300	6,300	-	9,000	42.86%
Total Salaries		149,437	167,577	152,868	152,868	215,318	155,568	1.77%
Purchased Services								
Eqpt Rep And Servicing	520300	49,720	27,841	49,720	49,720	50,891	49,720	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Contractual Service	522700	144,457	37,122	144,457	144,457	60,397	144,457	- %
Street Sweeping	522770	-	-	-	-	-	-	- %
Total Purchased Services		194,177	64,963	194,177	194,177	111,288	194,177	- %
Supplies								
Other Supplies	540200	5,000	839	5,000	5,000	2,187	5,000	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	213,929	143,711	213,929	213,929	206,534	213,929	- %
Total Supplies		218,929	144,550	218,929	218,929	208,721	218,929	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Snow And Ice		562,543	377,090	565,974	565,974	535,327	568,674	0.48%

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Gas And Diesel - 01423								
Purchased Services								
Eqpt Rep And Servicing	520300	10,500	3,539	10,500	10,500	6,141	10,500	- %
Fuel And Oil	521300	-	-	-	-	-	-	- %
Diesel	521310	75,000	51,309	75,000	75,000	51,000	75,000	- %
Bio-Diesel	521311	-	-	-	-	-	-	- %
Gasoline	521320	143,000	141,997	141,000	141,000	166,101	131,000	(7.09%)
Total Purchased Services		228,500	196,846	226,500	226,500	223,242	216,500	(4.42%)
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	-	- %
Other								
Social Security	570300	-	-	-	-	-	-	- %
Fuel Tax	570350	9,215	8,000	9,215	9,215	8,540	9,215	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		9,215	8,000	9,215	9,215	8,540	9,215	- %
TOTAL ORG: Gas And Diesel		237,715	204,846	235,715	235,715	231,782	225,715	(4.24%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Machinery - 01424								
Purchased Services								
Eqpt Rep And Servicing	520300	50,400	48,180	50,400	50,400	86,984	50,400	- %
Radio Repairs	520310	1,800	-	1,800	1,800	-	1,800	- %
Total Purchased Services		52,200	48,180	52,200	52,200	86,984	52,200	- %
Supplies								
Parts/Tires - Police	540920	13,400	19,196	13,400	13,400	13,637	13,400	- %
Parts/Tires - Fire	540930	-	-	-	-	-	-	- %
Parts/Tires - Municipal	540940	7,000	12,386	10,000	10,000	4,039	10,000	- %
Parts/Tires - Civil Defense	540950	1,900	1,230	1,900	1,900	216	1,900	- %
Parts/Tires - Highway	540960	95,000	63,651	95,000	95,000	76,952	95,000	- %
Sign Material	540970	-	-	-	-	-	-	- %
Parts/Tires - Nat'L Res/Cem	540980	6,800	4,912	6,800	6,800	4,587	6,800	- %
Small Tools	540990	1,500	1,584	1,500	1,500	1,573	1,500	- %
Total Supplies		125,600	102,959	128,600	128,600	101,004	128,600	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	120,000	104,714	110,000	110,000	106,592	135,000	22.73%
Total Capital / Property		120,000	104,714	110,000	110,000	106,592	135,000	22.73%
TOTAL ORG: Machinery		297,800	255,853	290,800	290,800	294,580	315,800	8.60%

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Special Projects - 01425								
Overtime	510300	-	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	-	- %
Purchased Services								
Eqpt Rental	520700	8,528	-	8,528	8,528	-	8,528	- %
Other Service	522771	12,200	28,279	12,200	12,200	28,106	12,200	- %
Total Purchased Services		20,728	28,279	20,728	20,728	28,106	20,728	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	-	-	-	-	-	-	- %
Sidewalk Repair/Improve	586100	120,000	146,284	12,000	12,000	21,519	12,000	- %
Bridge/Culvert Repair	586200	50,000	96,162	20,000	20,000	80,619	20,000	- %
Total Capital / Property		170,000	242,446	32,000	32,000	102,138	32,000	- %
TOTAL ORG: Special Projects		190,728	270,725	52,728	52,728	130,244	52,728	- %

BUDGET TEXT NOTES

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

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Historical Commission - 01650								
Purchased Services								
Dues And Membership	521700	200	-	200	200	-	200	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Total Purchased Services		200	-	200	200	-	200	- %
Supplies								
Other Supplies	540200	176	-	176	176	145	176	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Total Supplies		176	-	176	176	145	176	- %
TOTAL ORG: Historical Commission		376	-	376	376	145	376	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Human Resources - 01152								
Salaries								
Overtime	510300	8,974	3,804	7,000	7,000	2,348	7,000	- %
Sick	510400	-	3,884	-	-	2,408	-	- %
Funeral Leave	510410	-	306	-	-	-	-	- %
Holiday	510500	-	9,704	-	-	5,266	-	- %
Vacation	510600	-	11,421	-	-	10,109	-	- %
Personal Time	510900	-	2,086	-	-	1,102	-	- %
Salary Adjustment Line	510999	-	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Senior Work Program	511800	52,100	37,678	52,100	52,100	7,266	56,925	9.26%
Clerical Salaries & Wages	512050	69,013	58,249	70,393	70,393	6,208	70,393	- %
Professional Salaries	513000	135,497	123,601	138,207	138,207	109,553	139,589	1.00%
Total Salaries		265,584	250,734	267,700	267,700	144,262	273,907	2.32%
Purchased Services								
Advertising	520100	10,270	8,491	10,270	10,270	1,475	10,500	2.24%
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	400	246	400	400	-	400	- %
Dues And Membership	521700	1,700	956	1,700	1,700	898	1,700	- %
Professional Development	521800	-	1,173	-	-	598	-	- %
Employee Recognition	521820	39,810	31,056	35,000	35,000	34,318	35,000	- %
Professional Services	521900	12,000	11,874	12,000	12,000	46	12,000	- %
Professional Services - Medica	521940	16,350	25,934	16,350	16,350	8,663	18,500	13.15%
Printing And Copying	522300	-	-	-	-	-	500	- %
Total Purchased Services		80,530	79,730	75,720	75,720	45,997	78,600	3.80%
Supplies								
Office Supplies	540100	2,000	46	2,000	2,000	499	1,900	(5.00%)
Other Supplies	540200	990	84	990	990	-	900	(9.09%)
Books And Periodicals	540500	1,350	-	1,350	1,350	-	1,300	(3.70%)
Material And Equipment	540900	400	-	400	400	-	400	- %
Total Supplies		4,740	130	4,740	4,740	499	4,500	(5.06%)
Other								
Chapter 111F Fire	570150	-	-	-	-	-	-	- %
Chapter 111 F Police	570151	-	-	-	-	-	-	- %
Police And Fire Injury Insuran	570152	94,000	94,672	94,000	94,000	131,013	94,000	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Total Other		94,000	94,672	94,000	94,000	131,013	94,000	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Human Resources - 01152								
TOTAL ORG: Human Resources		444,854	425,266	442,160	442,160	321,771	451,007	2.00%
<u>BUDGET TEXT NOTES</u>								
Overtime	510300	Keep at FY21 level, down one staff						
Senior Work Program	511800	Currently, this covers our senior work program at \$15/hour, 105 hours/year. Equates to 33 Senior Workers. Propose to increase hours from 105 to 115, resulting in a \$150/year increase per Senior. Currently \$1,575, will increase to \$1,725.						
Advertising	520100	Advertising for job openings with the MMA Beacon online advertising. Offset by continuing to use free advertising such as Indeed						
Travel	520900	Keep at FY21 level. Will be used for mileage to attend some in-person training and MMHR events.						
Dues And Membership	521700	Two SHRM memberships (\$800) Two MMHR memberships (\$400) Membership in LinkedIn Prime						
Employee Recognition	521820	Projecting to host Professional Development and Team Day, Holiday celebration and S.T.A.R dinner in FY22.						
Professional Services	521900	Level funded, used for various services such as assessment Centers and or studies as needed. Purchasing of Police and Fire promotional exams.						
Professional Services - Medica	521940	Slight increase from FY21 to show past 3 years' increases, but taking into account hiring freezes and possibly less attrition.						
Printing And Copying	522300	Human Resources envelopes						
Office Supplies	540100	Slight decrease from FY21. Have not made any major purchases in past 2 fiscal years; now low on many supplies.						
Other Supplies	540200	Slight decrease from FY21						
Books And Periodicals	540500	Slight decrease from FY21. Proposed purchasing to keep SHRM accreditation for both HR staff.						

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Information Technology - 01154								
Salaries								
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	-	27,218	-	-	2,402	-	- %
Sick	510400	-	10,248	-	-	3,976	-	- %
Funeral Leave	510410	-	662	-	-	1,057	-	- %
Seasonal	510440	-	-	-	-	-	-	- %
Holiday	510500	-	19,087	-	-	15,588	-	- %
Vacation	510600	-	22,994	-	-	16,989	-	- %
Personal Time	510900	-	3,848	-	-	2,839	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	38,463	54,437	- %
Professional Salaries	513000	453,823	344,576	497,724	497,724	305,545	465,610	(6.45%)
Total Salaries		453,823	428,633	497,724	497,724	386,858	520,047	4.49%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	440,000	526,687	442,000	442,000	532,565	442,000	- %
Gis	520410	145,000	217,502	145,000	145,000	180,760	145,000	- %
Eqpt Maintenance	520600	137,000	153,033	137,000	137,000	122,862	137,000	- %
Travel	520900	-	-	-	-	-	-	- %
Telephone	521500	90,000	101,640	90,000	90,000	86,809	90,000	- %
Dues And Membership	521700	250	1,031	250	250	471	250	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	90,000	99,972	90,000	90,000	114,861	90,000	- %
Internet Services	521980	30,000	31,086	50,515	50,515	21,101	61,000	20.76%
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	150,000	173,607	150,000	150,000	124,523	150,000	- %
Software Services	522720	-	-	-	-	-	-	- %
Web Page Services	522730	-	-	-	-	-	-	- %
Total Purchased Services		1,082,250	1,304,558	1,104,765	1,104,765	1,183,953	1,115,250	0.95%
Supplies								
Office Supplies	540100	-	25	-	-	-	-	- %
Other Supplies	540200	-	51	-	-	-	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Material And Equipment	540900	-	(33)	-	-	42,043	-	- %
Total Supplies		-	43	-	-	42,043	-	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Information Technology - 01154								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	30,000	28,284	15,000	15,000	-	-	- %
Digitize Records	580020	40,000	29,967	10,000	10,000	9,836	10,000	- %
Total Capital / Property		70,000	58,251	25,000	25,000	9,836	10,000	(60.00%)
TOTAL ORG: Information Technology		1,606,073	1,791,485	1,627,489	1,627,489	1,622,690	1,645,297	1.09%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Information Technology - 01154								
<u>BUDGET TEXT NOTES</u>								
Professional Salaries	513000			Salary positions per position control				
Mis Equipment & Software	520400			Software maintenance and licensing. Financial packages are the largest component, followed by public safety dispatch, communications, records and mobile data. Server virtualization software maintenance & hosted Munis software modules. Nursing software. Cloud-based storage and licensing for office applications, and digital signage functions.				
Gis	520410			Development and maintenance of enterprise geographic information system (GIS). Layer development and maintenance. GIS training. Hardware and software maintenance. Digital and hardcopy production of maps. Management and coordination of land and permit data.				
Eqpt Maintenance	520600			Town-wide networked copiers, lease maintenance and supplies. Network switches, wireless access points and uninterruptible battery backups maintenance. Time and materials repair.				
Telephone	521500			Town-wide unified (land-line) communications (voice over IP). Public safety mobile data cellular. Multi-departmental cellular telephones and portable data devices.				
Dues And Membership	521700			Professional memberships.				
Professional Services	521900			Weather service subscriptions. Radio system maintenance, VOIP phone system maintenance. Document storage system maintenance and disaster recovery. Managed server services.				
Internet Services	521980			Redundant Internet connections, security devices such as firewalls, spam filter subscriptions, web content filters and financial transaction security compliance. Comcast fiber optic lease per Atty Solomon. Social media management licenses. Committee member licenses.				
Contractual Service	522700			Consulting and special projects, system implementations and upgrades. "Reverse 911" emergency notification (Blackboard) and Verizon subscriber list. Building electronic access control. Software customizations or specialized instruction.				
Capital Outlay	580000			Periodic hardware, server, desktop replacements.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Land Use/Economic Development - 01180								
Salaries								
Overtime	510300	-	2,185	-	-	1,490	-	- %
Sick	510400	-	7,908	-	-	11,814	-	- %
Funeral Leave	510410	-	1,724	-	-	-	-	- %
Holiday	510500	-	12,375	-	-	9,130	-	- %
Vacation	510600	-	13,669	-	-	11,394	-	- %
Personal Time	510900	-	2,907	-	-	1,287	-	- %
Clerical Salaries & Wages	512050	139,223	117,276	128,996	128,996	87,534	124,664	(3.36%)
Professional Salaries	513000	130,687	113,673	137,300	137,300	98,210	142,833	4.03%
Total Salaries		269,910	271,716	266,296	266,296	220,859	267,497	0.45%
Purchased Services								
Travel	520900	750	349	750	750	-	500	(33.33%)
Telephone	521500	1,300	1,100	1,300	1,300	1,565	1,300	- %
Dues And Membership	521700	500	475	500	500	465	500	- %
Professional Development	521800	12,000	6,070	12,000	12,000	300	12,000	- %
Professional Services	521900	7,500	7,971	7,500	7,500	12,051	7,500	- %
Total Purchased Services		22,050	15,966	22,050	22,050	14,381	21,800	(1.13%)
Supplies								
Office Supplies	540100	500	200	500	500	77	500	- %
Total Supplies		500	200	500	500	77	500	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	-	-	8,500	8,500	-	-	- %
Total Capital / Property		-	-	8,500	8,500	-	-	- %
TOTAL ORG: Land Use/Economic Development		292,460	287,882	297,346	297,346	235,317	289,797	(2.54%)

BUDGET TEXT NOTES

Travel	520900	Line items created for various purchased services.
Telephone	521500	Line items were created for various purchased services.
Dues And Membership	521700	Line items created for various purchased services.
Capital Outlay	580000	Playground Study

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Memorial Library - 01610								
Salaries								
Regular Perm	510100	612,290	472,319	618,610	618,610	376,698	631,807	2.13%
Regular Temp	510200	294,487	220,830	303,776	303,776	178,287	301,368	(0.79%)
Overtime	510300	-	323	-	-	-	-	- %
Sick	510400	-	28,113	-	-	13,675	-	- %
Funeral Leave	510410	-	-	-	-	1,974	-	- %
Holiday	510500	-	34,673	-	-	27,609	-	- %
Vacation	510600	-	46,786	-	-	30,530	-	- %
Personal Time	510900	-	6,681	-	-	4,976	-	- %
Other Salaries & Wages	511000	-	-	-	-	6,672	-	- %
Clerical Salaries & Wages	512050	41,408	33,584	40,225	40,225	30,197	40,627	1.00%
Professional Salaries	513000	176,627	151,148	183,042	183,042	134,418	190,428	4.04%
Total Salaries		1,124,812	994,458	1,145,653	1,145,653	805,037	1,164,230	1.62%
Purchased Services								
Eqpt Rep And Servicing	520300	400	-	400	400	-	400	- %
Mis Equipment & Software	520400	57,000	60,015	63,000	63,000	56,957	65,000	3.17%
Travel	520900	1,200	368	1,200	1,200	-	900	(25.00%)
Dues And Membership	521700	850	149	850	850	-	850	- %
Professional Development	521800	-	-	-	-	100	-	- %
Public Relations	521850	1,275	968	1,250	1,250	853	1,250	- %
Professional Services	521900	-	20,872	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Total Purchased Services		60,725	82,372	66,700	66,700	57,910	68,400	2.55%
Supplies								
Office Supplies	540100	1,900	3,528	1,900	1,900	1,678	3,000	57.89%
Other Supplies	540200	8,439	21,508	9,000	9,000	6,815	9,500	5.56%
Postage And Courier	540300	25	20	25	25	-	25	- %
Books And Periodicals	540500	212,000	69,407	110,000	110,000	64,438	110,000	- %
Non-Print Materials	540510	-	105,014	98,000	98,000	112,013	103,000	5.10%
Periodicals	540520	-	12,644	14,000	14,000	13,545	13,500	(3.57%)
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		222,364	212,120	232,925	232,925	198,490	239,025	2.62%
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Memorial Library		1,407,901	1,288,950	1,445,278	1,445,278	1,061,437	1,471,655	1.83%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Memorial Library - 01610								
<u>BUDGET TEXT NOTES</u>								
Regular Perm	510100		position control					
Regular Temp	510200		position control					
Clerical Salaries & Wages	512050		position control					
Professional Salaries	513000		position control- 2 new people in these positions at lower steps					
Eqpt Rep And Servicing	520300		Repair of library equipment.					
Mis Equipment & Software	520400		Includes AML's Minuteman Library Network membership assessment, annual costs for online calendar, museum pass reservation capability, Constatnt Contact for publicity, print and time management system for public computers, filtering in children's room, RFID maintenance, website hosting, Bookletters website utility and self-check out stations.					
Travel	520900		Mileage for staff to attend Network, Regional and other meetings to keep informed and maintain skills.					
Dues And Membership	521700		Staff Membership in professional associations.					
Public Relations	521850		Volunteer Recognition (at holidays or to pay for the spring event) and movie license, which is used for two adult film series a year plus monthly Family Movie nights.					
Office Supplies	540100		General office supplies.					
Other Supplies	540200		Library and processing supplies, including RFID tags for all items added to the collection: borrower cards; barcodes; book jackets; receipt printer tapes and ribbons; packaging for popular AV formats, etc.					
Postage And Courier	540300		Misc. postage and Fedexing grants to meet deadlines and track receipts.					
Books And Periodicals	540500		Library material of all types.					
Non-Print Materials	540510		Audio, video, e-content, databases					

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Minuteman Tech - 01352								
Other								
Minuteman Assessment	560820	1,455,682	1,455,681	1,732,983	1,732,983	1,732,983	2,189,873	26.36%
Total Other		1,455,682	1,455,681	1,732,983	1,732,983	1,732,983	2,189,873	26.36%
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Minuteman Tech		1,455,682	1,455,681	1,732,983	1,732,983	1,732,983	2,189,873	26.36%

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Natural Resources - 01550								
Salaries								
Regular Perm	510100	290,794	256,667	307,507	307,507	219,077	300,885	(2.15%)
Overtime	510300	24,000	34,721	24,000	24,000	17,797	24,000	- %
Sick	510400	-	18,032	-	-	33,993	-	- %
Funeral Leave	510410	-	211	-	-	1,267	-	- %
Seasonal	510440	-	16,202	-	-	620	-	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Longevity	510460	1,200	1,200	1,200	1,200	900	1,200	- %
Merit Pay	510490	2,800	2,800	2,800	2,800	-	2,800	- %
Holiday	510500	-	32,174	-	-	29,821	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	-	-	- %
Flsa Adjustment	510530	524	255	524	524	314	524	- %
Vacation	510600	-	31,809	-	-	28,336	-	- %
Meals Stipend	510740	800	-	1,200	1,200	-	-	- %
Personal Time	510900	-	4,913	-	-	4,815	-	- %
Other Salaries & Wages	511000	-	-	-	-	1,957	-	- %
Clerical Salaries & Wages	512050	310,164	216,236	314,898	314,898	160,826	259,417	(17.62%)
Professional Salaries	513000	184,311	164,166	122,777	122,777	151,704	192,271	56.60%
Total Salaries		814,593	779,385	774,906	774,906	651,428	781,097	0.80%
Purchased Services								
Advertising	520100	300	265	300	300	-	300	- %
Bldg Grounds And Maint.	520200	7,000	1,401	7,000	7,000	7,180	10,000	42.86%
Eqpt Rep And Servicing	520300	3,500	1,183	3,500	3,500	3,027	3,500	- %
Travel	520900	-	581	300	300	29	300	- %
Electricity	521100	500	-	500	500	88	250	(50.00%)
Water	521110	9,700	5,276	7,000	7,000	4,474	7,000	- %
Fuel And Oil	521300	-	-	-	-	-	-	- %
Telephone	521500	3,000	1,446	2,200	2,200	1,469	1,600	(27.27%)
Dues And Membership	521700	1,000	1,707	1,000	1,000	1,152	1,000	- %
Professional Development	521800	1,500	165	500	500	745	500	- %
Professional Services	521900	12,500	6,327	16,000	16,000	12,823	14,000	(12.50%)
Printing And Copying	522300	2,000	-	250	250	-	250	- %
License Fees	522450	750	1,241	750	750	325	750	- %
Contractual Service	522700	3,500	84,460	2,000	2,000	4,500	6,000	200.00%
Total Purchased Services		45,250	104,052	41,300	41,300	35,812	45,450	10.05%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Natural Resources - 01550								
Supplies								
Office Supplies	540100	750	229	750	750	418	750	- %
Other Supplies	540200	11,000	6,431	11,000	11,000	6,212	10,000	(9.09%)
Photographic Supplies	540210	-	-	-	-	-	-	- %
Medical Supplies	540250	200	-	200	200	-	200	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Sports & Recreation Eqpt	540600	2,500	1,299	2,500	2,500	-	2,500	- %
Land Steward	540610	3,000	120	3,000	3,000	1,249	3,000	- %
Meals	540700	300	200	250	250	-	250	- %
Material And Equipment	540900	4,000	2,447	4,000	4,000	3,351	4,000	- %
Uniforms	541000	7,500	7,619	7,500	7,500	6,300	7,500	- %
Total Supplies		29,250	18,345	29,200	29,200	17,529	28,200	(3.42%)
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Machinery And Equipment	583000	-	2,771	-	-	-	-	- %
Paving	586010	-	-	-	-	-	-	- %
Fence - Nara	586700	-	-	-	-	-	-	- %
Total Capital / Property		-	2,771	-	-	-	-	- %
TOTAL ORG: Natural Resources		889,093	904,553	845,406	845,406	704,769	854,747	1.10%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Natural Resources - 01550								
<u>BUDGET TEXT NOTES</u>								
Regular Perm	510100			Superintendent, 4 full time maintenance who are union positions.				
Overtime	510300			weekend funerals, rec evening and weekend events.				
Merit Pay	510490			performance based.				
Clerical Salaries & Wages	512050			Per position control				
Professional Salaries	513000			Natural Resource Director & Recreation Director per position control.				
Advertising	520100			Legal Ads as per Conservation requirements.				
Bldg Grounds And Maint.	520200			Maintenance of all natural resource facilities including grounds maintenance on Cemetery properties. All projects at Arboretum will be allocated here.				
Eqpt Rep And Servicing	520300			Equipment repairs that cannot be made by Town departments.				
Travel	520900			mileage				
Electricity	521100			Morrison farm well pump				
Water	521110			Four meters for outside water supply at Woodlawn & Mount Hope Cemeteries and increase will cover additional 17 water meters from recreation, community gardens, playgrounds.				
Telephone	521500			smart phones w/data for 6 personnel				
Dues And Membership	521700			MACC dues, MCA and NECA dues.				
Professional Development	521800			Fees associated with maintaining licenses and accreditation				
Professional Services	521900			professional tree work, outside vendors working on public grounds & specimen tree pruning at Arboretum. Additional planting of trees.				
Printing And Copying	522300			PRINTING PROJECTS				
License Fees	522450			Fees for pesticide licenses, hydraulic licenses and CDL licenses for 5-man crew.				
Contractual Service	522700			Contractual Service including extensive tree removal to be done on conservation land.				
Office Supplies	540100			Office Supplies: for Cemetery Office; for Conservation Office.				
Other Supplies	540200			Paint, hardware, etc; chemical supplies, oil, grease for lubrications; Conservation supplies. Arboretum projects, property maintenance. Natural Resources equipment, landscaping supplies.				
Medical Supplies	540250			For updating supplies and replacing first aid kits in all five department vehicles, shop and NARA park				
Sports & Recreation Eqpt	540600			For routine maintenance of existing playground structures and safety ground-cover surfaces, turf maintenance.				
Land Steward	540610			Materials for the maintenance of conservation land, trails, boardwalks, kiosks etc. and eagle scout projects				
Meals	540700			Lunches at training sessions & professional meetings. Increase in projects and planning meetings				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Natural Resources - 01550								
Material And Equipment	540900			Parts, small tools, sand, gravel, stone, cement, flags for flagpoles, and routine equipment repairs, parking lot and accessibility improvements. NARA Park landscaping.				
Uniforms	541000			Uniform service, boots, protective clothing, jackets, t-shirts, sweatshirts, protective gear for five full-time men and uniforms and protective gear for Seasonal employees.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Nursing Service - 01522								
Salaries								
Regular Perm	510100	103,582	79,910	108,457	108,457	60,800	110,255	1.66%
Overtime	510300	2,000	-	2,000	2,000	-	2,000	- %
Sick	510400	-	4,618	-	-	6,740	-	- %
Funeral Leave	510410	-	419	-	-	-	-	- %
Holiday	510500	-	12,558	-	-	11,872	-	- %
Vacation	510600	-	13,605	-	-	10,316	-	- %
Personal Time	510900	-	3,678	-	-	2,295	-	- %
Other Salaries & Wages	511000	5,000	1,808	5,000	5,000	1,831	5,000	- %
On Call	512210	7,152	10,362	7,152	7,152	9,680	7,152	- %
Professional Salaries	513000	230,413	205,704	224,759	224,759	175,541	224,596	(0.07%)
Total Salaries		348,147	332,662	347,368	347,368	279,076	349,003	0.47%
Purchased Services								
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	4,700	3,456	2,000	2,000	2,826	2,000	- %
Mileage (Rn)	520902	5,500	4,362	5,500	5,500	4,155	5,500	- %
Mileage (Hha)	520903	4,000	2,175	4,000	4,000	1,846	4,000	- %
Mileage (Admin)	520904	500	537	500	500	500	500	- %
Telephone	521500	4,000	4,722	4,000	4,000	4,915	4,000	- %
Dues And Membership	521700	10,000	12,931	12,000	12,000	11,404	12,000	- %
Professional Development	521800	-	820	-	-	1,815	-	- %
Professional Services	521900	20,000	16,313	20,000	20,000	1,067	20,000	- %
Prof. Service - Audit	521930	3,500	-	3,500	3,500	-	3,500	- %
Contractual Service	522700	80,000	68,151	80,000	80,000	88,196	80,000	- %
Miscellaneous	522900	-	-	-	-	-	-	- %
Total Purchased Services		132,200	113,468	131,500	131,500	116,723	131,500	- %
Supplies								
Office Supplies	540100	1,000	30	1,000	1,000	1,053	1,000	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Medical Supplies	540250	5,000	1,484	5,000	5,000	1,106	5,000	- %
Billable Supplies	540270	7,000	5,063	7,000	7,000	5,447	7,000	- %
Postage And Courier	540300	2,000	12	2,000	2,000	26	2,000	- %
Books And Periodicals	540500	-	1,800	2,000	2,000	101	2,000	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		15,000	8,390	17,000	17,000	7,734	17,000	- %
Other								
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Property & Liability Insurance	575000	4,600	5,010	5,200	5,200	5,010	5,200	- %
Total Other		4,600	5,010	5,200	5,200	5,010	5,200	- %

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Nursing Service - 01522								
TOTAL ORG: Nursing Service		499,947	459,530	501,068	501,068	408,542	502,703	0.33%
<u>BUDGET TEXT NOTES</u>								
Regular Perm	510100	Certified Homehealth aids.						
Overtime	510300	Over 40 hours a week.						
On Call	512210	Covers all holidays, evenings, nights and weekends. 24 hr on-call Fri-Sun, all Holidays. On-call: Mon-Thur 13hr/day for 24 hour coverage.						
Professional Salaries	513000	Director and clinical manager.						
Eqpt Rep And Servicing	520300	Repair/Services for copier, printers and aging equipment.						
Mis Equipment & Software	520400	Telehealth monitoring.						
Mileage (Rn)	520902	All mileage paid at current IRS rate.						
Mileage (Hha)	520903	All mileage paid at current IRS rate.						
Mileage (Admin)	520904	All mileage paid at current IRS rate.						
Telephone	521500	24/7 answering service, medicare connectivity for OASIS submission to Medicare repository.						
Dues And Membership	521700	Professional organization's visiting Nurse Acssoc. of Amarica Home Care Alliance of MA, VNANE.						
Professional Development	521800	In Service homecare conferences.						
Professional Services	521900	Marketing/graphic design.						
Prof. Service - Audit	521930	medicare cost report - yearly certification requirement.						
Contractual Service	522700	Includes cost for all therapy services provided to patients.						
Medical Supplies	540250	These are the staff bag supplies. Line items is variable depending on amont of patients needing what Medicare defines as "bag supplies", which include wound care supplies and INR testing. Medicare does not pay for reimbursement of particular wound supplies as well as INR testing strips.						
Postage And Courier	540300	Marketing mailings.						
Books And Periodicals	540500	Updated coding books, yearly regulatory update policies, Bi-annual VNAA procedure manual.						
Property & Liability Insurance	575000	required professional liability insurance for agency						

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Planning - 01172								
Salaries								
Overtime	510300	-	431	-	-	-	-	- %
Sick	510400	-	15,223	-	-	9,295	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Holiday	510500	-	12,558	-	-	4,821	-	- %
Cpa Administration Salary	510550	-	-	-	-	-	-	- %
Vacation	510600	-	22,420	-	-	6,732	-	- %
Personal Time	510900	-	2,332	-	-	709	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	269,712	208,902	268,059	268,059	112,790	275,417	2.74%
Total Salaries		269,712	261,867	268,059	268,059	134,345	275,417	2.74%
Purchased Services								
Advertising	520100	736	201	750	750	259	760	1.30%
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	1,065	24	1,084	1,084	-	700	(35.42%)
Dues And Membership	521700	1,880	1,028	1,914	1,914	837	1,939	1.31%
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	768	6,299	782	782	14,950	792	1.30%
Printing And Copying	522300	-	-	-	-	-	-	- %
Total Purchased Services		4,449	7,552	4,530	4,530	16,046	4,191	(7.49%)
Supplies								
Office Supplies	540100	655	437	667	667	20	667	- %
Postage And Courier	540300	-	-	-	-	104	-	- %
Books And Periodicals	540500	439	413	447	447	413	453	1.30%
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		1,094	850	1,114	1,114	537	1,120	0.52%
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Planning		275,255	270,269	273,703	273,703	150,928	280,728	2.57%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Planning - 01172								
<u>BUDGET TEXT NOTES</u>								
Professional Salaries	513000			Three full-time staff per position control.				
Advertising	520100			Legal notices for PIB, ZBA, CPC; adjusted 1.3% over previous year (CPI)				
Travel	520900			Mileage, parking fees, tolls; reduction assumes less in-person meetings and more virtual meetings				
Dues And Membership	521700			APA, AICP, MAPD membership dues, three staff members; adjusted 1.3% over previous year, this assumes the current vacancy in the Planning Division will be an AICP and have membership fees.				
Professional Services	521900			zoning enforcement/constable; Acton 2020 web hosting; adjusted 1.3% over previous year				
Office Supplies	540100			For various office supplies needed.				
Books And Periodicals	540500			law book new/update & other resources; adjusted 1.3% over previous year				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Police - 01210								
Salaries								
Regular Perm	510100	2,642,119	2,163,666	2,802,386	2,802,386	1,829,537	2,885,225	2.96%
Overtime	510300	500,955	502,270	500,955	500,955	342,802	517,255	3.25%
Sick	510400	-	222,438	-	-	148,407	-	- %
Funeral Leave	510410	-	13,691	-	-	4,125	-	- %
Injury Leave	510450	-	33,920	-	-	67,018	-	- %
Longevity	510460	-	-	-	-	-	-	- %
Incentive Pay	510470	522,761	541,382	551,932	551,932	285,126	603,335	9.31%
Outside Detail	510480	-	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	-	- %
Holiday	510500	-	135,201	-	-	77,073	-	- %
Police-Education Incentive	510510	-	-	-	-	-	-	- %
Overtime/Sick Adjustment	510520	-	(13,625)	-	-	(13,161)	-	- %
Flsa Adjustment	510530	45,000	35,359	45,000	45,000	26,273	45,000	- %
Vacation	510600	-	235,727	-	-	209,623	-	- %
Court Time	510800	27,000	14,618	27,000	27,000	2,207	20,000	(25.93%)
Personal Time	510900	-	35,884	-	-	28,643	-	- %
Other Salaries & Wages	511000	-	9,746	-	-	11,144	-	- %
Matron Wages	511010	5,000	814	5,000	5,000	493	2,000	(60.00%)
In Service Training	511020	-	-	-	-	-	-	- %
Juvenile Officer	511030	19,000	5,319	19,000	19,000	2,663	10,000	(47.37%)
Firearms Stipend	511040	17,200	25,800	29,040	29,040	25,800	29,040	- %
Special Duty	511050	25,200	34,020	32,400	32,400	23,400	34,000	4.94%
5 And 2 Schedule	511060	15,000	27,650	25,000	25,000	13,883	30,000	20.00%
Cops In School	511070	-	-	-	-	-	-	- %
Firearm Instructor	511080	-	3,240	-	-	1,800	-	- %
Clerical Salaries & Wages	512050	131,453	106,911	134,082	134,082	96,043	135,423	1.00%
Professional Salaries	513000	470,271	384,423	498,214	498,214	345,735	518,580	4.09%
Total Salaries		4,420,959	4,518,455	4,670,009	4,670,009	3,528,633	4,829,858	3.42%
Purchased Services								
Radio Repairs	520310	8,000	9,889	8,000	8,000	614	8,000	- %
Eqpt Maintenance	520600	15,500	29,396	30,000	30,000	34,353	30,000	- %
Travel	520900	3,200	5,288	4,200	4,200	2,960	4,200	- %
Telephone	521500	15,000	15,423	18,000	18,000	21,143	18,000	- %
Dues And Membership	521700	6,000	7,795	6,000	6,000	8,276	6,000	- %
Professional Development	521800	24,000	12,563	24,000	24,000	10,931	24,000	- %
Professional Services	521900	-	1,133	-	-	1,700	11,939	- %
Professional Services - Medica	521940	10,000	10,370	10,000	10,000	10,400	10,000	- %
Contractual Service	522700	-	-	-	-	6,330	-	- %
Security	523300	1,000	-	1,000	1,000	1,050	1,000	- %
Bullet Proof Vest	523800	-	-	-	-	2,995	-	- %
Total Purchased Services		82,700	91,857	101,200	101,200	100,751	113,139	11.80%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Police - 01210								
Supplies								
Office Supplies	540100	8,600	4,671	8,600	8,600	5,228	8,600	- %
Police Supplies	540110	8,000	6,939	10,000	10,000	10,432	10,000	- %
Photographic Supplies	540210	3,200	-	3,200	3,200	2,340	3,200	- %
Books And Periodicals	540500	1,000	2,671	1,000	1,000	2,756	1,000	- %
Material And Equipment	540900	2,000	262	2,000	2,000	260	2,000	- %
Uniforms	541000	45,000	44,502	45,000	45,000	46,340	45,000	- %
Range & Ammunition	541100	10,000	500	10,000	10,000	7,449	10,000	- %
Total Supplies		77,800	59,545	79,800	79,800	74,805	79,800	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	4,500	3,767	-	-	-	-	- %
Motor Vehicle	585000	128,000	296,912	135,200	135,200	222,960	102,000	(24.56%)
Total Capital / Property		132,500	300,679	135,200	135,200	222,960	102,000	(24.56%)
TOTAL ORG: Police		4,713,959	4,970,536	4,986,209	4,986,209	3,927,148	5,124,797	2.78%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Police - 01210								
<u>BUDGET TEXT NOTES</u>								
Overtime	510300			Sick, funeral & personal coverage for superiors and patrol. Details for Highway and Municipal Properties 4th of July, elections, townmeetings. Arrests, investigations, stakeouts fatal accidents, reports, storms and unforeseen emergencies, etc. Increase to try and reflect COLA increases past few years.				
Incentive Pay	510470			Incentive pay for officers plus educational incentive for officers. New officers are at 20% for a Masters where it was 25% in the past. Trade off for moving civil service from the department.				
Overtime/Sick Adjustment	510520			This line is used as a credit when officers take sick time and are charges based on a 28 day reconciliation period.				
Flsa Adjustment	510530			Based on Federal Law and contract rules.				
Court Time	510800			Covers for court for superiors and patrol.				
Matron Wages	511010			Matron time includes time spent searching and watching female prisoners and watching all prisoners on suicide watch.				
Juvenile Officer	511030			Coverage for juvenile/Youth unit to conduct investigations.				
5 And 2 Schedule	511060			Days off per contract for 5&2 schedule employees.				
Clerical Salaries & Wages	512050			1 secretary and 1 clerk per position control.				
Professional Salaries	513000			Per position control.				
Radio Repairs	520310			Repairs for radio and portables and related equipment.				
Eqpt Maintenance	520600			Repair for office equipment, breathalyzer, radar equipment, Dispatch consoles, cruiser lights & sirens.				
Travel	520900			Travel expenses and parking fees.				
Telephone	521500			Cell phones for use by department personnel. Facilitate secure communication and allows access to email and other data needs, smart phones and tablets. Increased for mobile data for cruisers moving to this account from IT.				
Dues And Membership	521700			Dues for various memberships.				
Professional Development	521800			Instructors fee's for training programs, seminars and conferences.				
Professional Services - Medica	521940			DVSN - Domestic Violence Services Network annual fee and for our contribution to the JDP, jail Diversion Program.				
Security	523300			Drug buy money.				
Office Supplies	540100			paper and routine office supplies.				
Police Supplies	540110			Supplies for breathalyzer, cell block supplies, arrests, drug kits, prisoner meals, crime scene tape, evidence collection kits, traffic unit supplies, cones barriers etc.				
Photographic Supplies	540210			Camera purchase, repairs and supplies.				
Books And Periodicals	540500			Mass General Law updates, subscriptions, professional journals.				

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Police - 01210								
Material And Equipment	540900			Purchase of anything used by officers that is re-useable such as flashlights, prisoner supplie, restraints, blankets, etc.				
Uniforms	541000			Uniform purchases for officers, \$900 each as well as academy uniforms for new hires.				
Range & Ammunition	541100			For range facility use, ammunition and gun repairs. Officers qualify twice year.				
Motor Vehicle	585000			Purchase of 4 marked hybrid cruisers.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Public Facilities - 01192*								
Salaries								
Regular Perm	510100	547,933	278,053	339,052	339,052	243,073	348,013	2.64%
Overtime	510300	20,000	16,061	20,000	20,000	30,170	20,000	- %
Sick	510400	-	29,778	-	-	6,803	-	- %
Funeral Leave	510410	-	1,048	-	-	-	-	- %
Seasonal	510440	20,930	17,782	10,465	10,465	-	10,465	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Longevity	510460	6,300	2,700	1,800	1,800	1,800	1,800	- %
Merit Pay	510490	7,000	2,800	4,200	4,200	-	4,200	- %
Holiday	510500	-	22,428	-	-	20,893	-	- %
Overtime/Sick Adjustment	510520	-	-	-	-	-	-	- %
Flsa Adjustment	510530	-	300	-	-	517	-	- %
Vacation	510600	-	25,787	-	-	25,547	-	- %
Snow Plow Stipend	510720	-	775	-	-	1,050	-	- %
Meals Stipend	510740	2,000	-	3,000	3,000	-	-	- %
Phone Stipend	510770	-	-	600	600	-	1,200	100.00%
Personal Time	510900	-	3,005	-	-	3,479	-	- %
Other Salaries & Wages	511000	-	222	-	-	-	-	- %
Clerical Salaries & Wages	512050	69,013	59,579	70,393	70,393	52,831	-	- %
Professional Salaries	513000	115,020	89,415	101,572	101,572	79,191	107,717	6.05%
Total Salaries		788,196	549,733	551,082	551,082	465,353	493,395	(10.47%)
Purchased Services								
Advertising	520100	1,200	775	1,200	1,200	-	1,200	- %
Bldg Grounds And Maint.	520200	231,750	245,462	226,750	226,750	265,725	226,750	- %
Eqpt Rep And Servicing	520300	5,000	6,212	3,000	3,000	3,040	3,000	- %
Other Equipment	520500	11,000	29,554	5,000	5,000	55,706	6,000	20.00%
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	-	-	-	-	-	-	- %
Travel	520900	2,000	24	500	500	-	500	- %
Electricity	521100	185,310	210,729	195,000	195,000	220,851	235,000	20.51%
Water	521110	14,075	14,324	14,100	14,100	12,260	16,000	13.48%
Sewer	521120	4,300	4,035	4,500	4,500	4,163	4,500	- %
Street Lighting	521200	35,000	35,678	35,000	35,000	34,000	6,500	(81.43%)
Traffic Signal & Security	521210	7,000	8,537	7,000	7,000	8,183	10,125	44.64%
Heating Oil	521410	11,500	8,429	11,500	11,500	5,524	11,500	- %
Natural Gas	521420	101,470	86,220	110,100	110,100	87,975	110,100	- %
Telephone	521500	5,000	1,811	2,100	2,100	2,312	2,000	(4.76%)
Dues And Membership	521700	1,100	925	500	500	550	550	10.00%
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	33,325	-	-	30,424	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
License Fees	522450	1,500	1,319	1,500	1,500	425	1,500	- %
Contractual Service	522700	225,550	209,431	150,550	150,550	183,962	150,550	- %
Trash Removal	522800	20,909	20,434	20,909	20,909	20,909	20,909	- %
Total Purchased Services		863,664	917,223	789,209	789,209	936,007	806,684	2.21%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Public Facilities - 01192*								
Supplies								
Office Supplies	540100	1,500	779	1,500	1,500	904	1,500	- %
Other Supplies	540200	45,000	33,968	40,000	40,000	26,786	42,000	5.00%
Postage And Courier	540300	-	-	-	-	-	-	- %
Books And Periodicals	540500	300	242	300	300	46	300	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	6,000	6,691	3,000	3,000	6,488	3,000	- %
Covid-19 Supplies & Materials	540905	-	655	-	-	22,219	-	- %
Uniforms	541000	5,000	3,984	3,000	3,000	1,561	3,000	- %
Protective Clothing	541050	4,000	2,995	2,400	2,400	2,733	3,000	25.00%
Total Supplies		61,800	49,314	50,200	50,200	60,737	52,800	5.18%
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	-	-	-	-	-	-	- %
Building Improvements	582500	30,000	20,714	50,000	50,000	20,157	80,000	60.00%
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		30,000	20,714	50,000	50,000	20,157	80,000	60.00%
TOTAL ORG: Public Facilities		1,743,660	1,536,984	1,440,491	1,440,491	1,482,254	1,432,879	(0.53%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Public Facilities - 01192*								
<u>BUDGET TEXT NOTES</u>								
Meals Stipend	510740			Stipend moved to 01422				
Advertising	520100			Legal notice & advertisements				
Bldg Grounds And Maint.	520200			Preventative maintenance for all buildings; repairs, applicable permit/inspection fees; building mechanical equipment, fire protection, plumbing, electrical, septic, overhead doors, elevators, carpentry, painting, roof repairs etc.				
				No increase maintenance expense been added at this line item for the NAFS for FY22. Building is due to be completed 10/2022, all building HVAC, equipment, doors etc. will have a one year warranty from the date of substantial completion.				
Eqpt Rep And Servicing	520300			Service & repairs for equipment not covered by Highway Department budget - small engine and specialized equipment repair such as snow blowers, flooring machines, vacuums etc.				
Other Equipment	520500			Various maintenance tools/equipment; FY22 increase to outfit NAFS for various building janitorial maintenance equipment.				
Travel	520900			Mileage reimbursement, travel expenses (workshops and recertification classes)				
Electricity	521100			SUPPORTED FROM JOHN M 2.25.21				
				electric expenses for all building service locations based on FY20 actuals (15.35% increase to convert to Power Choice Green 100% renewable electricity {excluding ATH, PSF & AML on seperate aggregation agreement} - NAFS Estimate \$26K				
Water	521110			Domestic water, fire protection systems for all buildings. Increase based on FY20 actuals and addition estimated expense for NAFS .				
Sewer	521120			Sewer O & M - three buildings (F1, CD & 50AD)				
Street Lighting	521200			INCOMPLETE PENDING SUPPORT FROM JOHN M				
				Street light electric consumption includes 15.35% increase to convert to Power Choice Green 100% renewable aggregation (EXCLUDING #4000 street light account due to current net meter credit balance & 0.0% FY21 Sched.Z PelleVerde). O & M contract with WMLP through 12/2021, carrying contingency for potential street light additions.				
Traffic Signal & Security	521210			INCOMPLETE PENDING SUPPORT FROM JOHN M				
				Security lighting in town owned parking lot, traffic, speed sign and crosswalk signal expenses - based on FY20 actuals, includes 15.35% estimated increase to convert to Power Choice Green 100% renewable aggregation				
Heating Oil	521410			heat source (3 buildings)				
Natural Gas	521420							

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Public Facilities - 01192*								
				Natural gas all buildings. State contract \$5.2940 per DTH - 48-month term effective 11/1/2019 at \$5.2940 \$/dth. Level fund FY22 from FY21 (actual FY20 actuals mild winter) .				
Telephone	521500			Division cell phones & equipment				
Dues And Membership	521700			Memberships fees - professional organizations MAPPO & MFAA - based on FY21 YTD actuals				
License Fees	522450			License & certification fees - Level fund FY22				
Contractual Service	522700			Custodial, design and engineering services & CAM fees 30SR - Level fund FY22				
Trash Removal	522800			Trash Removal - tipping fees provided by DPW.				
Other Supplies	540200			Supplies for custodial, buildings (paper products, hardware, light bulbs, filters, paint etc.) - increase for NAFS due to complete 10/2021.				
Books And Periodicals	540500			manuals, subscriptions				
Material And Equipment	540900			Routine replacement of small equipment - power tools, vacuum cleaners, carpet cleaning machines etc.				
Uniforms	541000			Uniform rental as per AFSCME contract, 6 employees, purchase of seasonal shirts & sweatshirts				
Protective Clothing	541050			As per AFSCME contract, two pair safety shoes annually @ \$175ea., two seasonal coats, rain gear, gloves, safety glasses etc. (6 FTEs)				
Building Improvements	582500			Town Hall floor & PSF design/Engineering of HVAC.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Public Health Nursing - 01520								
Salaries								
Regular Perm	510100	17,666	11,583	18,269	18,269	13,594	18,451	1.00%
Overtime	510300	-	-	-	-	1,814	-	- %
Sick	510400	-	1,773	-	-	2,916	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Board Members Salaries	510430	-	-	-	-	-	-	- %
Holiday	510500	-	3,795	-	-	3,581	-	- %
Vacation	510600	-	5,062	-	-	3,810	-	- %
Personal Time	510900	-	421	-	-	581	-	- %
Other Salaries & Wages	511000	-	(2,476)	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
On Call	512210	-	(473)	-	-	-	-	- %
Professional Salaries	513000	134,621	82,012	134,943	134,943	78,227	138,957	2.97%
Social Services Coordinator	513030	-	-	-	-	-	-	- %
Total Salaries		152,287	101,697	153,212	153,212	104,523	157,408	2.74%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Mileage (Rn)	520902	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	-	- %
Professional Development	521800	-	875	-	-	-	-	- %
Professional Services	521900	300	260	300	300	-	300	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Miscellaneous	522900	-	-	-	-	-	-	- %
Total Purchased Services		300	1,135	300	300	-	300	- %
Supplies								
Office Supplies	540100	-	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Medical Supplies	540250	24,000	21,501	24,000	24,000	24,222	22,869	(4.71%)
Postage And Courier	540300	42	-	42	42	13	42	- %
Books And Periodicals	540500	-	15	-	-	-	-	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		24,042	21,516	24,042	24,042	24,236	22,911	(4.70%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Public Health Nursing - 01520								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Public Health Nursing		176,629	124,348	177,554	177,554	128,759	180,619	1.73%

BUDGET TEXT NOTES

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

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Recreation - 01620								
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Recreation		-	-	-	-	-	-	- %

BUDGET TEXT NOTES

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Sustainability - 01124								
Salaries								
Overtime	510300	1,170	126	1,170	1,170	254	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Professional Salaries	513000	13,234	13,743	13,234	13,234	5,600	39,960	201.95%
Total Salaries		14,404	13,869	14,404	14,404	5,854	39,960	177.42%
Bldg Grounds And Maint.	520200	-	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	-	- %
Professional Development	521800	250	-	250	250	-	250	- %
Professional Services	521900	-	-	11,784	11,784	-	1,170	(90.07%)
Total Purchased Services		250	-	12,034	12,034	-	1,420	(88.20%)
Supplies								
Other Supplies	540200	162	-	162	162	-	162	- %
Books And Periodicals	540500	50	-	50	50	-	50	- %
Total Supplies		212	-	212	212	-	212	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Sustainability		14,866	13,869	26,650	26,650	5,854	41,592	56.07%

BUDGET TEXT NOTES

Professional Salaries	513000	A portion of the Sustainability Directors Salary.
Professional Services	521900	Sustainability Initiatives and Green Advisory Board Initiatives.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Town Clerk - 01161								
Salaries								
Overtime	510300	-	876	-	-	718	-	- %
Sick	510400	-	4,949	-	-	190	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Holiday	510500	-	5,961	-	-	3,747	-	- %
Vacation	510600	-	4,171	-	-	-	-	- %
Personal Time	510900	-	697	-	-	-	-	- %
Other Salaries & Wages	511000	-	14,188	-	-	44,267	-	- %
Clerical Salaries & Wages	512050	65,726	12,805	67,041	67,041	-	67,711	1.00%
Professional Salaries	513000	96,818	89,419	98,754	98,754	86,548	99,742	1.00%
Total Salaries		162,544	133,066	165,795	165,795	135,471	167,453	1.00%
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Travel	520900	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Dues And Membership	521700	125	160	125	125	100	125	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Binding Service	522910	-	112	-	-	-	-	- %
Total Purchased Services		125	272	125	125	100	125	- %
Supplies								
Office Supplies	540100	4,500	2,563	5,000	5,000	1,587	5,000	- %
Other Supplies	540200	-	200	-	-	85	-	- %
Books And Periodicals	540500	-	-	-	-	-	-	- %
Meals	540700	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		4,500	2,763	5,000	5,000	1,673	5,000	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL ORG: Town Clerk		167,169	136,100	170,920	170,920	137,244	172,578	0.97%

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
<u>BUDGET TEXT NOTES</u>								
Travel	520900			Reimbursement for mileage - meetings / conference				
Dues And Membership	521700			Dues and membership				
Binding Service	522910			Archive for all records				
Office Supplies	540100			General supplies				
				Dog Licenses and mailing for billing of licenses (City Hall)				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Town Manager - 01123								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Overtime	510300	7,100	3,416	7,100	7,100	4,470	5,000	(29.58%)
Sick	510400	-	5,730	-	-	1,754	-	- %
Funeral Leave	510410	-	140	-	-	-	-	- %
Substitute Pay	510420	-	-	-	-	-	-	- %
Board Members Salaries	510430	3,350	3,846	3,350	3,350	2,846	3,350	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	-	- %
Holiday	510500	-	29,753	-	-	24,636	-	- %
Vacation	510600	-	34,478	-	-	31,740	-	- %
Travel Reimb. Stipend	510710	-	-	-	-	-	-	- %
Internship	510760	15,000	11,784	15,000	15,000	-	15,000	- %
Personal Time	510900	-	3,393	-	-	3,155	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Compensation Reserve	511200	365,000	1,000	204,225	-	-	200,000	(2.07%)
Clerical Salaries & Wages	512050	158,871	72,086	112,256	112,256	50,481	115,334	2.74%
Professional Salaries	513000	474,434	513,789	572,713	572,713	475,750	605,832	5.78%
Parity	517777	-	-	-	-	-	-	- %
Police Dispatch Retro	518888	-	-	-	-	-	-	- %
Total Salaries		1,023,755	679,416	914,644	710,419	594,832	944,516	3.27%
Purchased Services								
Advertising	520100	5,000	4,318	4,000	4,000	4,160	4,000	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Eqpt Maintenance	520600	-	-	-	-	-	-	- %
Eqpt Rental	520700	-	-	-	-	-	-	- %
Real Estate Rent/Lease	520800	196,000	195,831	196,000	196,000	195,823	196,000	- %
Travel	520900	6,000	2,560	6,000	6,000	-	3,500	(41.67%)
Travel Out-Of-State	521000	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Dues And Membership	521700	17,500	20,645	17,500	17,500	20,642	17,500	- %
Professional Development	521800	27,000	23,001	27,000	27,000	18,467	23,000	(14.81%)
Public Relations	521850	2,000	8,944	2,000	2,000	14,604	2,000	- %
Professional Services	521900	83,100	87,270	83,100	83,100	84,786	50,000	(39.83%)
Legal - Wr Grace	521910	-	-	-	-	-	-	- %
Legal Negotiator	521920	-	800	-	-	-	-	- %
Legal Service	521950	425,000	575,534	425,000	425,000	448,980	450,000	5.88%
Internet Services	521980	-	-	-	-	-	-	- %
Printing And Copying	522300	27,850	6,532	27,850	27,850	6,950	20,000	(28.19%)
Contractual Service	522700	-	240	-	-	360	-	- %
Business Outreach	522710	-	-	-	-	-	-	- %
Park Ticket Processing	522920	-	1,794	-	-	-	-	- %
Magic Support	522940	-	-	-	-	-	-	- %
Total Purchased Services		789,450	927,470	788,450	788,450	794,771	766,000	(2.85%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Town Manager - 01123								
Supplies								
Office Supplies	540100	2,400	7,762	2,400	2,400	5,910	2,400	- %
Other Supplies	540200	-	50	-	-	589	-	- %
Postage And Courier	540300	2,000	3,822	2,000	2,000	357	2,000	- %
Books And Periodicals	540500	-	67	-	-	67	-	- %
Meals	540700	1,300	4,219	1,300	1,300	465	800	(38.46%)
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		5,700	15,920	5,700	5,700	7,389	5,200	(8.77%)
Local Aid Cut Town Mgr Reserve	569999	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Other								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Hmo Blue Retiree	570621	-	-	-	-	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Other Insurance	570910	-	1,632	-	-	1,669	-	- %
Total Other		-	1,632	-	-	1,669	-	- %
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Land Purchase Deposit	586000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL ORG: Town Manager		1,818,905	1,624,439	1,708,794	1,504,569	1,398,661	1,715,716	0.41%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Town Manager - 01123								
<u>BUDGET TEXT NOTES</u>								
Board Members Salaries	510430			Board of Selectmen salaries				
Internship	510760			Town Manager's multi-departmental internship program				
Clerical Salaries & Wages	512050			Hourly positions per position control				
Professional Salaries	513000			Salary positions per position control				
Advertising	520100			Legal advertisements for procurements, public notices & hearings, etc.				
Real Estate Rent/Lease	520800			Lease for 30 Sudbury Road (fixed at \$8.76/sq ft through 12/31/2026 with two 5-year options to follow)				
Travel	520900			Parking, travel and conference fees				
Dues And Membership	521700			Membership in Massachusetts Municipal Association, International City/County Management Association, Metropolitan Area Planning Council, Minuteman Advisory Group on Interlocal Coordination, and other organizations				
Professional Development	521800			Multi-departmental professional development, training, conferences and fees				
Public Relations	521850			Expressions of congratulations, awards, retirements and sympathies				
Professional Services	521900			Specialized professional contractual and consulting services				
Legal Service	521950			Legal services				
Printing And Copying	522300			Multi-departmental paper and production of publications, e.g. annual Town reports				
Office Supplies	540100			General office supplies				
Postage And Courier	540300			Postage and shipping fees for town meeting publications and other mailed documents				
Books And Periodicals	540500			Subscriptions and reference publications				
Meals	540700			Meals and refreshments for special meetings of the Board, staff, public functions, collaboratives, etc.				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Town Meeting - 01114								
Professional Salaries	513000	-	-	-	-	-	-	- %
Total Salaries		-	-	-	-	-	-	- %
Purchased Services								
Eqpt Rental	520700	13,000	4,794	10,000	10,000	-	7,000	(30.00%)
Printing And Copying	522300	10,000	13,914	10,000	10,000	19,114	10,000	- %
Contractual Service	522700	9,800	7,989	13,000	13,000	1,545	-	- %
School Custodian Fee	522950	4,000	1,425	4,000	4,000	650	3,000	(25.00%)
Total Purchased Services		36,800	28,122	37,000	37,000	21,309	20,000	(45.95%)
Supplies								
Office Supplies	540100	-	54	-	-	7	-	- %
Total Supplies		-	54	-	-	7	-	- %
TOTAL ORG: Town Meeting		36,800	28,176	37,000	37,000	21,316	20,000	(45.95%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Veterans Services - 01542								
Salaries								
Sick	510400	-	918	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Holiday	510500	-	3,669	-	-	2,875	-	- %
Vacation	510600	-	2,927	-	-	2,548	-	- %
Personal Time	510900	-	928	-	-	318	-	- %
Professional Salaries	513000	84,258	69,966	96,992	96,992	58,666	98,870	1.94%
Total Salaries		84,258	78,408	96,992	96,992	64,407	98,870	1.94%
Purchased Services								
Travel	520900	100	-	100	100	-	100	- %
Telephone	521500	1,500	754	1,000	1,000	941	1,000	- %
Dues And Membership	521700	100	100	100	100	-	100	- %
Professional Development	521800	-	-	-	-	-	-	- %
Printing And Copying	522300	1,300	1,640	1,600	1,600	2,335	1,600	- %
Total Purchased Services		3,000	2,494	2,800	2,800	3,276	2,800	- %
Supplies								
Office Supplies	540100	800	-	1,300	1,300	-	1,300	- %
Other Supplies	540200	3,500	3,192	3,500	3,500	3,366	3,500	- %
Postage And Courier	540300	500	-	650	650	986	650	- %
Books And Periodicals	540500	300	-	100	100	-	100	- %
Total Supplies		5,100	3,192	5,550	5,550	4,352	5,550	- %
Other								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Veterans Benefits	571000	95,000	80,944	90,000	90,000	72,436	90,000	- %
Total Other		95,000	80,944	90,000	90,000	72,436	90,000	- %
TOTAL ORG: Veterans Services		187,358	165,038	195,342	195,342	144,471	197,220	0.96%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: - General Fund - Town

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Actual	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Town Manager	% Chg 2021 Budget
Veterans Services - 01542								
<u>BUDGET TEXT NOTES</u>								
Travel	520900							
Telephone	521500							
Dues And Membership	521700							
Printing And Copying	522300							
Office Supplies	540100							
Other Supplies	540200							
Postage And Courier	540300							
Books And Periodicals	540500							
Veterans Benefits	571000							
TOTAL FUND: General Fund - Town		97,437,475	96,977,387	102,932,234	102,932,234	99,020,913	106,351,636	3.32%

FY22 Town Budget	\$36,617,835.00
FY22 ABRHS Budget	\$67,543,928.00
FY22 Minuteman Budget	\$2,189,873.00
TOTAL	\$106,351,636.00
Transportation subsidy	\$225,000.00
Ambulance subsidy	\$150,000.00
Use of Stabilization	\$601,000.00
Capital Debt Service	\$213,997.00
ALG Plan Total	\$107,541,633.00

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: FIRE ALARM NETWORK

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Fire Alarm Network - 3700								
Salaries								
Overtime	510300	38,415	16,090	38,415	38,415	14,198	38,415	- %
Total Salaries		38,415	16,090	38,415	38,415	14,198	38,415	- %
Purchased Services								
Eqpt Rep And Servicing	520300	25,000	5,798	25,000	25,000	10,450	25,000	- %
Telephone	521500	1,700	981	1,700	1,700	1,041	1,700	- %
Professional Services	521900	-	-	-	-	-	-	- %
Total Purchased Services		26,700	6,778	26,700	26,700	11,491	26,700	- %
Other Expenditures	570000	-	-	-	-	-	-	- %
Medicare	570400	-	-	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
Capital / Property								
Capital Outlay	580000	-	-	30,000	30,000	-	-	- %
Total Capital / Property		-	-	30,000	30,000	-	-	- %
TOTAL FUND: Fire Alarm Network		65,115	22,869	95,115	95,115	25,689	65,115	(31.54%)

BUDGET TEXT NOTES

Overtime	510300	Overtime provides the labor necessary to keep the network operating properly. Training new personnel and the effects of OSHA are uncertain.
Eqpt Rep And Servicing	520300	Wire and supplies needed to keep the network operating properly.
Telephone	521500	cell phone charges
Capital Outlay	580000	No capital expected this year

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: BUILDING INSPECTOR

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Building Inspector - 3701								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Regular Temp	510200	16,881	-	-	-	-	-	- %
Overtime	510300	-	421	-	-	-	-	- %
Sick	510400	-	788	-	-	1,609	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Holiday	510500	-	1,153	-	-	640	-	- %
Vacation	510600	-	719	-	-	748	-	- %
Personal Time	510900	-	285	-	-	296	-	- %
Clerical Salaries & Wages	512050	5,565	4,298	25,770	25,770	11,803	25,896	0.49%
Professional Salaries	513000	-	-	33,936	33,936	-	33,281	(1.93%)
Total Salaries		22,446	7,663	59,706	59,706	15,097	59,177	(0.89%)
Purchased Services								
Professional Services	521900	-	-	-	-	6,022	-	- %
Contractual Service	522700	225,000	161,193	225,000	225,000	224,638	225,000	- %
Total Purchased Services		225,000	161,193	225,000	225,000	230,660	225,000	- %
Supplies								
Other Supplies	540200	1,000	-	1,000	1,000	-	1,000	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		1,000	-	1,000	1,000	-	1,000	- %
Other								
Other Expenditures	570000	-	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	1,000	175	1,000	1,000	212	1,000	- %
Life Insurance	570500	4	10	4	4	10	4	- %
Health Bc/Bs High Deductible	570600	-	1,450	1,456	1,456	1,154	1,456	- %
Health Ins Bc/Bs Retiree	570610	-	-	-	-	-	-	- %
Health Hmo Blue	570620	329	-	-	-	-	-	- %
Health Insurance - Harvard	570700	7,810	-	-	-	-	-	- %
Hsa Savings Account	570715	150	30	-	-	113	-	- %
Medical Opt Out	570720	215	-	-	-	-	-	- %
Life Opt Out	570730	8	-	-	-	-	-	- %
Total Other		9,516	1,665	2,460	2,460	1,488	2,460	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Motor Vehicle	585000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL FUND: Building Inspector		257,962	170,522	288,166	288,166	247,245	287,637	(0.18%)

BUDGET TEXT NOTES

Professional Salaries 513000 Part time Inspector

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: SEALER WEIGHTS & MEASURES

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Sealer Weights & Measures - 3702								
Salaries								
Overtime	510300	-	55	-	-	46	-	- %
Sick	510400	-	47	-	-	21	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Holiday	510500	-	74	-	-	343	-	- %
Vacation	510600	-	102	-	-	490	-	- %
Personal Time	510900	-	15	-	-	71	-	- %
Other Salaries & Wages	511000	-	11,838	-	-	9,646	-	- %
Clerical Salaries & Wages	512050	6,350	1,366	1,668	1,668	1,295	1,693	1.50%
Professional Salaries	513000	16,274	-	19,081	19,081	5,749	19,631	2.88%
Total Salaries		22,624	13,499	20,749	20,749	17,661	21,324	2.77%
Purchased Services								
Dues And Membership	521700	500	320	500	500	-	500	- %
Professional Development	521800	250	30	250	250	-	250	- %
Professional Services	521900	250	60	250	250	-	250	- %
Total Purchased Services		1,000	410	1,000	1,000	-	1,000	- %
Supplies								
Office Supplies	540100	200	-	200	200	-	200	- %
Other Supplies	540200	350	-	350	350	1,300	350	- %
Total Supplies		550	-	550	550	1,300	550	- %
Other								
Other Expenditures	570000	-	-	-	-	-	-	- %
Medicare	570400	-	181	-	-	250	-	- %
Life Insurance	570500	12	7	12	12	8	12	- %
Health Bc/Bs High Deductible	570600	-	865	-	-	668	-	- %
Health Hmo Blue	570620	200	573	208	208	466	208	- %
Health Insurance - Harvard	570700	2,699	-	2,807	2,807	-	2,806	(0.03%)
Hsa Savings Account	570715	-	22	-	-	64	-	- %
Medical Opt Out	570720	-	104	-	-	338	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		2,911	1,752	3,027	3,027	1,793	3,026	(0.03%)
TOTAL FUND: Sealer Weights & Measures		27,085	15,661	25,326	25,326	20,754	25,900	2.27%

BUDGET TEXT NOTES

Professional Salaries	513000	Sealer inspectional services
Professional Services	521900	Used for assistance if needed.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: FOOD SERVICE

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Food Service - 3704								
Salaries								
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	2,433	-	-	49	-	- %
Funeral Leave	510410	-	194	-	-	-	-	- %
Holiday	510500	-	1,843	-	-	1,876	-	- %
Vacation	510600	-	1,538	-	-	2,172	-	- %
Personal Time	510900	-	455	-	-	207	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	48,100	33,359	51,312	51,312	39,684	44,031	(14.19%)
Total Salaries		48,100	39,821	51,312	51,312	43,988	44,031	(14.19%)
Purchased Services								
Advertising	520100	250	-	250	250	-	250	- %
Professional Services	521900	5,000	8,157	5,000	5,000	7,000	5,000	- %
Contractual Service	522700	-	-	-	-	-	-	- %
Total Purchased Services		5,250	8,157	5,250	5,250	7,000	5,250	- %
Supplies								
Other Supplies	540200	1,000	2,630	1,000	1,000	-	1,000	- %
Total Supplies		1,000	2,630	1,000	1,000	-	1,000	- %
Other								
Other Expenditures	570000	-	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	583	579	583	583	623	583	- %
Life Insurance	570500	20	20	20	20	19	20	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	355	2,364	369	369	2,001	369	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	75	-	75	75	-	75	- %
Medical Opt Out	570720	2,000	623	2,000	2,000	846	2,000	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		3,033	3,586	3,047	3,047	3,489	3,047	- %
Capital Outlay	580000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL FUND: Food Service		57,383	54,194	60,609	60,609	54,477	53,328	(12.01%)

BUDGET TEXT NOTES

Professional Services	521900	These funds cover unexpected food related contingences for professional services
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: HAZARDOUS MATERIALS

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Hazardous Materials - 3705								
Salaries								
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	2,746	-	-	-	-	- %
Funeral Leave	510410	-	32	-	-	-	-	- %
Holiday	510500	-	1,709	-	-	1,813	-	- %
Vacation	510600	-	2,234	-	-	2,474	-	- %
Personal Time	510900	-	417	-	-	483	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	35,502	35,905	44,971	44,971	34,390	22,605	(49.73%)
Total Salaries		35,502	43,043	44,971	44,971	39,160	22,605	(49.73%)
Purchased Services								
Professional Services	521900	1,000	-	1,000	1,000	-	1,000	- %
Contractual Service	522700	5,000	-	5,000	5,000	-	5,000	- %
Hazardous Waste Day	522780	6,000	-	6,000	6,000	-	6,000	- %
Total Purchased Services		12,000	-	12,000	12,000	-	12,000	- %
Supplies								
Other Supplies	540200	1,000	1,625	1,000	1,000	-	1,000	- %
Books And Periodicals	540500	200	-	200	200	-	200	- %
Material And Equipment	540900	200	-	200	200	-	200	- %
Total Supplies		1,400	1,625	1,400	1,400	-	1,400	- %
Other								
Other Expenditures	570000	-	-	-	-	-	-	- %
Medicare	570400	600	489	600	600	528	600	- %
Life Insurance	570500	2,500	17	2,500	2,500	15	2,500	- %
Health Bc/Bs High Deductible	570600	-	5,344	-	-	4,390	-	- %
Health Hmo Blue	570620	1,590	60	1,654	1,654	-	1,654	- %
Health Insurance - Harvard	570700	-	92	-	-	-	-	- %
Hsa Savings Account	570715	600	138	600	600	424	600	- %
Medical Opt Out	570720	1,600	104	1,600	1,600	339	1,600	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		6,890	6,243	6,954	6,954	5,695	6,954	- %
Capital Outlay	580000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL FUND: Hazardous Materials		55,792	50,911	65,325	65,325	44,855	42,959	(34.24%)

BUDGET TEXT NOTES

Professional Services 521900

Contingencies for emergencies

Hazardous Waste Day 522780

We can't predict what items will be dropped off and this line item allows for contingencies.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: HISTORIC DISTRICT COMM

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Historic District Comm - 3706								
Professional Services	521900	-	-	-	-	-	-	- %
Total Purchased Services		-	-	-	-	-	-	- %
Supplies								
Office Supplies	540100	200	-	200	200	-	200	- %
Total Supplies		200	-	200	200	-	200	- %
Other Expenditures	570000	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL FUND: Historic District Comm		200	-	200	200	-	200	- %

BUDGET TEXT NOTES

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: STORMWATER INSPECTIONS

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Stormwater Inspections - 3708								
Salaries								
Overtime	510300	-	38	-	-	-	-	- %
Sick	510400	-	-	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	275	-	- %
Holiday	510500	-	-	-	-	359	-	- %
Vacation	510600	-	-	-	-	464	-	- %
Personal Time	510900	-	-	-	-	102	-	- %
Clerical Salaries & Wages	512050	3,175	666	1,668	1,668	188	1,693	1.50%
Professional Salaries	513000	7,960	-	8,684	8,684	6,589	9,305	7.15%
Total Salaries		11,135	704	10,352	10,352	7,977	10,998	6.24%
Purchased Services								
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Professional Services	521900	20,000	724	50,000	50,000	25,000	50,000	- %
Contractual Service	522700	20,000	-	20,000	20,000	-	20,000	- %
Total Purchased Services		40,000	724	70,000	70,000	25,000	70,000	- %
Supplies								
Other Supplies	540200	350	-	350	350	-	350	- %
Books And Periodicals	540500	200	-	200	200	-	200	- %
Material And Equipment	540900	3,000	-	3,000	3,000	-	3,000	- %
Total Supplies		3,550	-	3,550	3,550	-	3,550	- %
Other								
Other Expenditures	570000	-	-	-	-	-	-	- %
Medicare	570400	-	10	-	-	107	-	- %
Life Insurance	570500	-	-	-	-	3	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	1,097	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	-	-	-	106	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	10	-	-	1,314	-	- %
TOTAL FUND: Stormwater Inspections		54,685	1,437	83,902	83,902	34,291	84,548	0.77%

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: CROSSTOWN CONNECT

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Crosstown Connect - 3709								
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	-	- %
Professional Services	521900	8,000	-	8,000	8,000	-	8,000	- %
Contractual Service	522700	162,000	89,569	162,000	162,000	21,526	162,000	- %
Total Purchased Services		170,000	89,569	170,000	170,000	21,526	170,000	- %
Supplies								
Office Supplies	540100	5,000	-	5,000	5,000	-	5,000	- %
Other Supplies	540200	5,000	-	5,000	5,000	-	5,000	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		10,000	-	10,000	10,000	-	10,000	- %
Other Expenditures	570000	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL FUND: Crosstown Connect		180,000	89,569	180,000	180,000	21,526	180,000	- %

BUDGET TEXT NOTES

Contractual Service	522700	Dispatche services for member communities.
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: ROADWAY MAINTENANCE

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Roadway Maintenance - 3710								
Salaries								
Clerical Salaries & Wages	512050	-	3,844	-	-	3,784	-	- %
Total Salaries		-	3,844	-	-	3,784	-	- %
Purchased Services								
Advertising	520100	-	-	-	-	-	-	- %
Eqpt Rep And Servicing	520300	-	-	-	-	-	-	- %
Mis Equipment & Software	520400	-	-	-	-	-	-	- %
Professional Services	521900	-	-	-	-	-	-	- %
Contractual Service	522700	47,000	-	47,000	47,000	3,867	47,000	- %
Total Purchased Services		47,000	-	47,000	47,000	3,867	47,000	- %
Office Supplies	540100	-	-	-	-	-	-	- %
Other Supplies	540200	-	-	-	-	-	-	- %
Material And Equipment	540900	-	-	-	-	-	-	- %
Total Supplies		-	-	-	-	-	-	- %
Other Expenditures	570000	-	-	-	-	-	-	- %
Total Other		-	-	-	-	-	-	- %
TOTAL FUND: Roadway Maintenance		47,000	3,844	47,000	47,000	7,650	47,000	- %

BUDGET TEXT NOTES

Contractual Service	522700	Roadway construction permit fees collected and used, roadway maintenance.
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TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Recreation Programs - 3750								
Salaries								
Regular Temp	510200	-	-	-	-	-	30,000	- %
Overtime	510300	9,000	799	20,000	20,000	192	5,000	(75.00%)
Sick	510400	-	-	-	-	-	-	- %
Seasonal	510440	60,000	34,418	60,000	60,000	24,092	30,000	(50.00%)
Lifeguard Wages	512220	70,000	42,042	70,000	70,000	19,379	75,000	7.14%
Counselor Wages	512230	95,000	85,688	95,000	95,000	106,163	120,000	26.32%
Professional Salaries	513000	-	-	62,070	62,070	-	-	- %
Total Salaries		234,000	162,947	307,070	307,070	149,826	260,000	(15.33%)
Purchased Services								
Advertising	520100	10,500	8,429	10,500	10,500	6,430	12,000	14.29%
Marketing Cost - Printing	520120	9,500	-	9,500	9,500	-	-	- %
Sponsorship Letters	520150	100	-	100	100	-	-	- %
Street Banners - Edited	520160	300	-	300	300	-	-	- %
Bldg Grounds And Maint.	520200	26,000	24,812	30,000	30,000	36,972	30,000	- %
Eqpt Rep And Servicing	520300	7,000	5,183	7,000	7,000	4,363	5,000	(28.57%)
Travel	520900	300	355	1,000	1,000	-	500	(50.00%)
Lighting (Electricity)	521101	24,000	2,695	24,000	24,000	11,392	24,000	- %
Water	521110	-	1,067	-	-	-	-	- %
Dues And Membership	521700	2,000	1,118	2,000	2,000	1,431	1,500	(25.00%)
Professional Development	521800	2,000	1,120	7,000	7,000	1,346	3,000	(57.14%)
Professional Services	521900	23,000	14,793	23,000	23,000	2,897	20,000	(13.04%)
Band Fee	521970	12,000	1,998	-	-	-	-	- %
Food	522201	1,000	2,965	2,500	2,500	365	3,000	20.00%
Printing And Copying	522300	-	225	-	-	218	-	- %
License Fees	522450	4,000	609	3,000	3,000	246	2,000	(33.33%)
Contractual Service	522700	45,000	24,980	55,000	55,000	23,376	55,000	- %
Banking Services	522930	6,000	(1,287)	6,000	6,000	(2,759)	2,000	(66.67%)
Light Towers	523710	1,800	1,620	1,800	1,800	-	-	- %
Production Costs	523720	12,500	1,320	12,500	12,500	-	10,000	(20.00%)
Band Amentities	523801	2,500	2,541	3,500	3,500	-	3,000	(14.29%)
Moon Bounce	523830	5,500	3,170	5,500	5,500	-	4,000	(27.27%)
Portable Toilets	523840	7,000	6,550	7,000	7,000	3,996	7,000	- %
Fireworks	523850	-	-	-	-	-	-	- %
Product Glo Necklaces	523880	1,100	-	-	-	-	-	- %
Buses	523900	18,600	2,315	18,600	18,600	-	5,000	(73.12%)
Total Purchased Services		221,700	106,576	229,800	229,800	90,274	187,000	(18.62%)
Supplies								
Office Supplies	540100	4,500	-	4,500	4,500	2,750	2,000	(55.56%)
Other Supplies	540200	12,000	36,673	24,000	24,000	17,317	20,000	(16.67%)
Medical Supplies	540250	-	-	-	-	-	-	- %
Sports & Recreation Eqpt	540600	3,000	954	3,000	3,000	10,747	3,000	- %
Material And Equipment	540900	-	-	-	-	150	-	- %
Other Food	544080	18,000	6,546	18,000	18,000	1,000	-	- %
Total Supplies		37,500	44,174	49,500	49,500	31,965	25,000	(49.49%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Other								
Other Expenditures	570000	16,000	21,597	16,000	16,000	9,632	20,000	25.00%
Medicare	570400	4,000	2,683	4,000	4,000	2,234	4,000	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	17,078	17,078	-	-	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Refunds	579100	-	16,832	-	-	5,153	-	- %
Total Other		20,000	41,113	37,078	37,078	17,019	24,000	(35.27%)
Capital / Property								
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Lease	587000	1,200	1,200	1,200	1,200	1,200	1,200	- %
Total Capital / Property		1,200	1,200	1,200	1,200	1,200	1,200	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL FUND: Recreation Programs		514,400	356,010	624,648	624,648	290,283	497,200	(20.40%)

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
<u>BUDGET TEXT NOTES</u>								
Overtime	510300			Decreased to \$15,000 since we didn't use much of the overtime budget this past year (mostly due to COVID and cancelled events). 1/7/2020 increased to \$20,000 per Melissa R				
Seasonal	510440			Salaries for (4) Natural Resources seasonal staff, (2) Park Rangers, (1) Groundskeeper. Reduced due to less staff. Increased to \$60,000 per Melissa R. 1/7/2021				
Lifeguard Wages	512220			Kept the same due to minimum wage increase for Lifeguards and the elimination of snack bar jobs.				
Counselor Wages	512230			Summer Camp staff salary rates will rise due to minimum wage increase.				
Professional Salaries	513000			Recreation Director is paid from NR.				
Advertising	520100			Increased \$6,500 and eliminated Marketing Costs and Sponsorship Letters line items. increased to \$18,500 per Melissa R. 1/7/2021				
Marketing Cost - Printing	520120			Decreased and added to Advertising.				
Sponsorship Letters	520150			Added to the line item "Advertising."				
Street Banners - Edited	520160			This was coming from another line item. Moving it back to this one. Decreased to \$0 per Melissa R. 1/7/2021				
Bldg Grounds And Maint.	520200			Keeping the same.				
Eqpt Rep And Servicing	520300			Keeping the same.				
Travel	520900			Keeping the same.				
Lighting (Electricity)	521101			Increased by \$6,000 due to new facilities like the Sports Pavilion.				
Water	521110			NR pays the Rec water bills.				
Dues And Membership	521700			Keeping the same.				
Professional Development	521800			Decreased by \$2,000 due to less professional development requests.				
Professional Services	521900			Reducing to reflect the past two fiscal years spending.				
Band Fee	521970			Reduced because the money is being paid out of contractual services.				
Food	522201			Increased due to eliminating line item titled "Other Food" and merging them. Decreased to \$3,000 per Melissa R. 1/7/2021				
License Fees	522450			BMI, SESAC and ASCAP music license fees are not exceeding this amount in past years.				
Contractual Service	522700			Increased due to adding a janitorial service at NARA. Increased to \$65,000 per Melissa R. 1/7/2021				
Banking Services	522930			Keeping the same.				
Light Towers	523710			Eliminating July 4th Celebration.				
Production Costs	523720			Typical Production costs events at NARA.				
Band Amentities	523801			Decreased by \$500. Increased to \$5,000 per Melissa R. 1/7/2021				

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: RECREATION PROGRAMS

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Moon Bounce	523830		Decreased by \$500 to reflect on past moon bounce rentals.					
Portable Toilets	523840		Keeping the same.					
Fireworks	523850		Not recommending fireworks.					
Buses	523900		Decreased budget due to eliminating July 4th buses.					
Office Supplies	540100		Reduction to reflect office supply spending.					
Other Supplies	540200		Keeping the same.					
Sports & Recreation Eqpt	540600		Keeping the same.					
Other Food	544080		Added to "Food" line item. Not running a snack bar at the beach.					
Other Expenditures	570000		Increased to reflect the spending over the past 2 years.					
Medicare	570400		Seasonal employee contributions.					
Health Hmo Blue	570620		Haven't spent from this line item in the past.					
Lease	587000		Lease of Hebert Farm Community Garden.					

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
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FUND: SEPTAGE ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Septage Enterprise Fund - 6300								
Salaries								
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	-	386	-	-	323	-	- %
Sick	510400	-	10,132	-	-	160	-	- %
Funeral Leave	510410	-	1,035	-	-	-	-	- %
Holiday	510500	-	6,906	-	-	4,568	-	- %
Vacation	510600	-	8,896	-	-	6,091	-	- %
Personal Time	510900	-	1,678	-	-	1,037	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	3,175	9,565	10,008	10,008	9,063	10,157	1.49%
Professional Salaries	513000	112,956	103,051	107,321	107,321	82,425	114,771	6.94%
Total Salaries		116,131	141,648	117,329	117,329	103,667	124,928	6.48%
Purchased Services								
Water	521110	300	-	300	300	-	300	- %
Professional Development	521800	300	325	300	300	100	300	- %
Printing And Copying	522300	650	-	650	650	-	650	- %
Contractual Service	522700	6,000	-	6,000	6,000	-	6,000	- %
Total Purchased Services		7,250	325	7,250	7,250	100	7,250	- %
Supplies								
Other Supplies	540200	4,000	558	4,000	4,000	1,083	4,000	- %
Material And Equipment	540900	4,000	-	4,000	4,000	300	4,000	- %
Total Supplies		8,000	558	8,000	8,000	1,383	8,000	- %
Other								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	2,600	2,107	2,600	2,600	1,448	2,600	- %
Life Insurance	570500	200	69	200	200	41	200	- %
Health Bc/Bs High Deductible	570600	8,000	8,016	8,320	8,320	5,487	8,320	- %
Health Hmo Blue	570620	14,696	697	15,284	15,284	590	5,284	(65.43%)
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Hsa Savings Account	570715	-	207	-	-	531	-	- %
Medical Opt Out	570720	800	4,050	800	800	2,454	800	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		26,296	15,146	27,204	27,204	10,552	17,204	(36.76%)
Capital Outlay	580000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
TOTAL FUND: Septage Enterprise Fund		157,677	157,676	159,783	159,783	115,701	157,382	(1.50%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: RECYCLING/TRANSFER STATION

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Recycling/Transfer Station - 6400								
Salaries								
Regular Perm	510100	167,896	100,005	185,200	185,200	74,763	129,224	(30.22%)
Overtime	510300	46,600	54,651	46,600	46,600	62,192	46,600	- %
Sick	510400	-	7,669	-	-	9,038	-	- %
Funeral Leave	510410	-	934	-	-	962	-	- %
Seasonal	510440	-	-	-	-	-	-	- %
Injury Leave	510450	-	-	-	-	-	-	- %
Longevity	510460	600	600	600	600	900	900	50.00%
Merit Pay	510490	2,100	1,200	2,800	2,800	-	1,400	(50.00%)
Holiday	510500	-	5,279	-	-	5,023	-	- %
Overtime/Sick Adjustment	510520	-	(210)	-	-	(45)	-	- %
Flsa Adjustment	510530	-	279	-	-	268	-	- %
Vacation	510600	-	6,937	-	-	9,286	-	- %
Phone Stipend	510770	-	-	600	600	-	400	(33.33%)
Personal Time	510900	-	1,373	-	-	1,382	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Professional Salaries	513000	12,825	3,518	3,970	3,970	3,122	12,433	213.17%
Total Salaries		230,021	182,237	239,770	239,770	166,891	190,957	(20.36%)
Purchased Services								
Eqpt Maintenance	520600	4,458	7,144	4,458	4,458	16,958	4,458	- %
Electricity	521100	6,000	6,246	6,000	6,000	6,245	6,000	- %
Fuel And Oil	521300	20,000	13,000	20,000	20,000	11,811	20,000	- %
Telephone	521500	824	-	824	824	-	824	- %
Professional Services	521900	15,000	13,459	10,000	10,000	15,138	10,000	- %
Legal Service	521950	-	-	-	-	-	-	- %
Contractual Service	522700	-	-	-	-	160	-	- %
Trash Removal	522800	130,000	108,000	130,000	130,000	140,761	105,000	(19.23%)
Recycling	522805	60,000	127,274	60,000	60,000	179,221	95,000	58.33%
Total Purchased Services		236,282	275,122	231,282	231,282	370,294	241,282	4.32%
Supplies								
Trash Bags	540280	60,000	60,000	60,000	60,000	60,356	60,000	- %
Material And Equipment	540900	15,000	12,581	15,000	15,000	7,569	15,000	- %
Tires	540910	3,374	4,613	3,374	3,374	1,064	3,374	- %
Uniforms	541000	1,600	2,262	3,100	3,100	1,932	3,100	- %
Total Supplies		79,974	79,456	81,474	81,474	70,921	81,474	- %
Other								
Unemployment Ins	570200	-	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	2,800	2,513	2,800	2,800	2,121	2,800	- %
Life Insurance	570500	125	103	125	125	82	125	- %
Health Bc/Bs High Deductible	570600	-	417	-	-	407	-	- %
Health Hmo Blue	570620	32,320	25,412	33,613	33,613	20,997	33,613	- %
Blue Care Elect	570623	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	2,101	4,094	2,185	2,185	4,016	2,185	- %
Hsa Savings Account	570715	-	11	-	-	33	-	- %
Medical Opt Out	570720	177	-	177	177	-	177	- %
Total Other		37,523	32,550	38,900	38,900	27,655	38,900	- %

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: RECYCLING/TRANSFER STATION

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Capital / Property								
Capital Outlay	580000	35,000	35,000	190,000	190,000	196,442	180,000	(5.26%)
Compost Equipment	580001	-	-	-	-	-	-	- %
Machinery And Equipment	583000	-	2,876	-	-	3,861	-	- %
Lease Purchase/Fixed Asset	584000	-	-	-	-	-	-	- %
Paving	586010	-	-	-	-	-	-	- %
Total Capital / Property		35,000	37,876	190,000	190,000	200,303	180,000	(5.26%)
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL FUND: Recycling/Transfer Station		618,800	607,240	781,426	781,426	836,064	732,613	(6.25%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: SEWER O&M ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Sewer O&M Enterprise Fund - 6500								
Salaries								
Overtime	510300	-	-	-	-	47	-	- %
Sick	510400	-	597	-	-	267	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Merit Pay	510490	-	-	-	-	-	-	- %
Holiday	510500	-	2,725	-	-	2,276	-	- %
Vacation	510600	-	2,664	-	-	2,189	-	- %
Personal Time	510900	-	448	-	-	290	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	46,858	18,033	45,815	45,815	17,571	47,067	2.73%
Sewer Clerk Wages	512060	-	-	-	-	-	-	- %
Professional Salaries	513000	52,486	44,610	59,413	59,413	28,974	55,349	(6.84%)
Total Salaries		99,344	69,077	105,228	105,228	51,615	102,416	(2.67%)
Purchased Services								
Eqpt Rep And Servicing	520300	75,000	28,000	75,000	75,000	28,000	75,000	- %
Electricity	521100	49,000	54,271	49,000	49,000	54,580	49,000	- %
Water	521110	-	-	-	-	-	-	- %
Heating Oil	521410	-	-	-	-	-	-	- %
Telephone	521500	-	-	-	-	-	-	- %
Professional Development	521800	-	-	-	-	-	-	- %
Professional Services	521900	5,000	4,145	5,000	5,000	3,235	5,000	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	540,000	503,684	540,000	540,000	535,025	540,000	- %
Banking Services	522930	-	-	-	-	-	-	- %
Total Purchased Services		669,000	590,101	669,000	669,000	620,840	669,000	- %
Supplies								
Office Supplies	540100	-	-	-	-	-	-	- %
Pass Thru Cost Contact	540220	140,000	79,435	140,000	140,000	92,577	140,000	- %
Total Supplies		140,000	79,435	140,000	140,000	92,577	140,000	- %
Other								
Unemployment Ins	570200	-	-	-	-	-	-	- %
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	570	945	570	570	678	570	- %
Life Insurance	570500	-	32	-	-	23	-	- %
Health Bc/Bs High Deductible	570600	-	5,763	6,344	6,344	5,054	6,344	- %
Health Hmo Blue	570620	18,717	704	1,768	1,768	-	1,768	- %
Health Insurance - Harvard	570700	-	1,175	1,177	1,177	1,001	1,177	- %
Hsa Savings Account	570715	450	199	-	-	550	-	- %
Medical Opt Out	570720	-	231	-	-	339	-	- %
Property & Liability Insurance	575000	-	-	-	-	-	-	- %
Depreciation-Sewer Plan	578010	-	-	-	-	-	-	- %
Depreciation - Collection Pump	578020	-	-	-	-	-	-	- %
Refunds	579100	-	-	-	-	-	-	- %
Total Other		19,737	9,049	9,859	9,859	7,645	9,859	- %
Capital / Property								
Capital Outlay	580000	225,000	315,796	195,000	195,000	216,246	275,000	41.03%
Machinery And Equipment	583000	70,000	-	70,000	70,000	-	70,000	- %
Total Capital / Property		295,000	315,796	265,000	265,000	216,246	345,000	30.19%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: SEWER O&M ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Other Financing Uses								
Long-Term Debt Principal	590100	668,999	668,999	675,632	675,632	675,632	671,803	(0.57%)
Ltd - Principal Mkt Rate	590150	35,000	35,000	35,000	35,000	35,000	35,000	- %
Long-Term Debt Interest	590200	174,775	174,775	159,242	159,242	159,242	145,388	(8.70%)
Ltd - Interest Market Rate	590250	7,315	7,315	5,915	5,915	5,915	4,498	(23.96%)
Short Term Int	590320	-	-	-	-	-	-	- %
Short Term Debt Interest	590330	-	-	-	-	-	-	- %
Admin Fee Mcwt	590340	21,000	18,191	21,000	21,000	16,920	16,000	(23.81%)
Bad Debt Expense	595110	-	-	-	-	-	-	- %
Betterment Overlay	595120	-	-	-	-	-	-	- %
Grace Btmt Payments	595125	-	-	81,375	81,375	-	-	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		907,089	904,280	978,163	978,163	892,708	872,688	(10.78%)
TOTAL FUND: Sewer O&M Enterprise Fund		2,130,170	1,967,738	2,167,251	2,167,251	1,881,631	2,138,963	(1.31%)

BUDGET TEXT NOTES

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

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: AMBULANCE - ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Ambulance - Enterprise Fund - 6600								
Salaries								
Regular Perm	510100	493,362	405,491	500,585	500,585	368,867	543,593	8.59%
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	150,000	146,955	150,000	150,000	154,719	150,000	- %
Sick	510400	-	16,462	-	-	13,665	-	- %
Sick Buyback	510401	-	1,200	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Injury Leave	510450	-	2,322	-	-	-	-	- %
Longevity	510460	-	250	-	-	-	-	- %
Incentive Pay	510470	-	2,278	1,080	1,080	502	-	- %
Merit Pay	510490	-	-	-	-	-	-	- %
Holiday	510500	-	3,047	-	-	2,294	-	- %
Overtime/Sick Adjustment	510520	-	(1,053)	-	-	(288)	-	- %
Flsa Adjustment	510530	500	1,634	500	500	5,672	500	- %
Holiday A&B	510540	20,795	17,628	17,655	17,655	17,214	24,015	36.02%
Vacation	510600	-	12,826	-	-	7,228	-	- %
Emt/Als Stipend	510730	73,571	17,035	74,582	74,582	69,005	80,603	8.07%
Uniform Stipend	510750	900	200	900	900	900	900	- %
Personal Time	510900	-	12,012	-	-	4,624	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	-	10,212	-	-	-	-	- %
Total Salaries		739,128	648,498	745,302	745,302	644,403	799,611	7.29%
Purchased Services								
Eqpt Rep And Servicing	520300	50,000	26,313	60,000	60,000	50,355	64,000	6.67%
Telephone	521500	10,000	9,065	10,000	10,000	7,295	10,500	5.00%
Professional Development	521800	12,000	10,324	20,000	20,000	13,460	25,000	25.00%
Professional Services	521900	-	-	-	-	-	-	- %
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	-	5,000	-	-	-	-	- %
Total Purchased Services		72,000	50,702	90,000	90,000	71,110	99,500	10.56%
Supplies								
Other Supplies	540200	20,000	59,421	40,000	40,000	61,849	48,000	20.00%
Material And Equipment	540900	-	-	-	-	1,706	-	- %
Uniforms	541000	-	-	-	-	-	-	- %
Total Supplies		20,000	59,421	40,000	40,000	63,555	48,000	20.00%
Other								
Als - Assessment	560500	47,000	52,237	50,000	50,000	50,502	52,000	4.00%
Total Other		47,000	52,237	50,000	50,000	50,502	52,000	4.00%

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: AMBULANCE - ENTERPRISE FUND

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Other								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	7,800	9,522	8,320	8,320	8,771	8,320	- %
Life Insurance	570500	300	370	300	300	244	300	- %
Health Bc/Bs High Deductible	570600	-	5,323	-	-	10,075	-	- %
Health Hmo Blue	570620	48,844	45,959	47,866	47,866	52,599	47,866	- %
Health Insurance - Harvard	570700	48,844	11,542	8,320	8,320	14,064	8,320	- %
Hsa Savings Account	570715	-	1,481	-	-	1,703	-	- %
Medical Opt Out	570720	4,000	13,423	16,000	16,000	154	16,000	- %
Life Opt Out	570730	50	-	50	50	-	50	- %
Total Other		109,837	87,621	80,856	80,856	87,609	80,856	- %
Capital / Property								
Machinery And Equipment	583000	112,000	77,281	50,000	50,000	50,000	55,200	10.40%
Motor Vehicle	585000	-	-	140,000	140,000	-	140,000	- %
Total Capital / Property		112,000	77,281	190,000	190,000	50,000	195,200	2.74%
Other Financing Uses								
Long Term Debt Prin-Town	590120	160,380	160,380	160,380	160,380	160,380	155,380	(3.12%)
Long-Term Debt Int-Town	590220	28,246	28,246	22,184	22,184	31,184	16,223	(26.87%)
Opeb Transfer	597001	-	-	-	-	-	30,000	- %
Total Other Financing Uses		188,626	188,626	182,565	182,565	191,565	201,603	10.43%
TOTAL FUND: Ambulance - Enterprise Fund		1,288,591	1,164,387	1,378,723	1,378,723	1,158,743	1,476,770	7.11%

BUDGET TEXT NOTES

Overtime	510300	Funds overtime for shift covarge due to vacations, training, sick, personnel time and all other overtime needs.
Eqpt Rep And Servicing	520300	Ambulance matainance and repairs, extended warrantees on monitors and stretchers.
Telephone	521500	Communication capability for patient care and calls. Cell phones and tablets.
Professional Development	521800	Cost of EMS training, bringing in outside instructors. Recertification expenses.
Other Supplies	540200	Medical supplies including medication. Defib pads and batteries.
Als - Assessment	560500	This is the 4% ambulance billing fee we pay PRO EMS Solutions.
Medical Opt Out	570720	Health insurance opt out. 4 personnel @ \$4,000 each.
Machinery And Equipment	583000	Command vehicle replacement.
Motor Vehicle	585000	Ambulance replacement, 3 year lease.

TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022

FUND: TRANSPORTATION

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
Transportation - 6700								
Salaries								
Regular Perm	510100	-	-	-	-	-	-	- %
Regular Temp	510200	-	-	-	-	-	-	- %
Overtime	510300	-	-	-	-	-	-	- %
Sick	510400	-	-	-	-	-	-	- %
Funeral Leave	510410	-	-	-	-	-	-	- %
Holiday	510500	-	-	-	-	-	-	- %
Vacation	510600	-	-	-	-	-	-	- %
Personal Time	510900	-	-	-	-	-	-	- %
Other Salaries & Wages	511000	-	-	-	-	-	-	- %
Clerical Salaries & Wages	512050	-	-	-	-	-	-	- %
Professional Salaries	513000	46,835	4,171	-	-	-	-	- %
Total Salaries		46,835	4,171	-	-	-	-	- %
Purchased Services								
Eqpt Rep And Servicing	520300	-	7,215	-	-	1,232	-	- %
Gasoline	521320	24,000	18,230	24,720	24,720	-	24,720	- %
Telephone	521500	-	-	-	-	-	-	- %
Dues And Membership	521700	-	-	-	-	-	-	- %
Professional Services	521900	27,065	20,762	34,910	34,910	10,582	36,000	3.12%
Printing And Copying	522300	-	-	-	-	-	-	- %
Contractual Service	522700	544,500	557,105	548,000	548,000	379,995	384,280	(29.88%)
Total Purchased Services		595,565	603,311	607,630	607,630	391,808	445,000	(26.76%)
Supplies								
Other Supplies	540200	-	-	-	-	805	-	- %
Material And Equipment	540900	-	764	-	-	-	-	- %
Total Supplies		-	764	-	-	805	-	- %
Other								
Social Security	570300	-	-	-	-	-	-	- %
Medicare	570400	-	98	-	-	-	-	- %
Life Insurance	570500	-	-	-	-	-	-	- %
Health Bc/Bs High Deductible	570600	-	-	-	-	-	-	- %
Health Hmo Blue	570620	-	-	-	-	-	-	- %
Health Insurance - Harvard	570700	-	-	-	-	-	-	- %
Medical Opt Out	570720	-	-	-	-	-	-	- %
Life Opt Out	570730	-	-	-	-	-	-	- %
Total Other		-	98	-	-	-	-	- %
Machinery And Equipment	583000	-	-	-	-	-	-	- %
Lease	587000	-	-	-	-	-	-	- %
Total Capital / Property		-	-	-	-	-	-	- %
Transfers Out	597000	-	-	-	-	-	-	- %
Total Other Financing Uses		-	-	-	-	-	-	- %
TOTAL FUND: Transportation		642,400	608,343	607,630	607,630	392,613	445,000	(26.76%)

**TOWN OF ACTON
TOWN MANAGERS RECOMMENDED BUDGET
FY 2022**

FUND: TRANSPORTATION

ACCOUNT DESCRIPTION	ACCOUNT	2020 Budget	2020 Expenditures	2021 Original Budget	2021 Revised Budget	2021 YTD Thru 5/24/2021	2022 Level 1	% Chg 2021 Budget
<u>BUDGET TEXT NOTES</u>								
Professional Services	521900		Van repairs, clock tower rent, software lease, Microtransit Pilot					
Contractual Service	522700		COA = 87,000, Minute Van 1 = 97,000, Minute Van 2/Commuter Shuttle: = 90,000 VAN LEASE = 33,000, N.ACTON TRANSIT = 79,000 RIAL SHUTTLE = 80,000, ROAD RUNNER = 76,000, Mt Calvary Parking = 6,000					

Fund 6700

6/14/2021

Town of Acton
Transportation Enterprise Fund

Revenue and Expense Projections FY21-FY25

	Start Balance 6/30/2020	FY21	FY21 Projection	FY22	FY23	FY24	FY25	End Balance
Estimated Revenues	\$ 16,066							\$ 39,416
Fees & Fares	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Cherry Sheet (LRTA) Assessment	\$ 187,630	\$ 220,000	\$ 220,000	\$ 225,500	\$ 231,138	\$ 236,916		
Parking Fund Contribution	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ 50,000	\$ 51,500		
General Fund Contribution	\$ 260,000	\$ 260,000	\$ 225,000	\$ 260,000	\$ 267,800	\$ 275,834		
Revenues - Total	\$ 607,630	\$ 640,000	\$ 445,000	\$ 485,500	\$ 548,938	\$ 564,250		
Estimated Expenditures								
<i>Professional Services</i>								
Coordinator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Gasoline	\$ 24,720	\$ 24,720	\$ 24,720	\$ 25,462	\$ 26,225	\$ 27,012		
Syncromatics	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		
Professional Services	\$ 11,410	\$ 14,375	\$ 14,375	\$ 14,806	\$ 15,250	\$ 15,708		
Misc. exp.	\$ 13,500	\$ 13,905	\$ 13,905	\$ 20,000	\$ 20,600	\$ 21,218		
Subtotal	\$ 59,630	\$ 63,000	\$ 70,268	\$ 72,076	\$ 73,938			
<i>Capital</i>								
						\$ 100,000		
<i>Contractual Services</i>								
Fixed Route	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
North Acton Shuttle	\$ 79,000	\$ -	\$ -	\$ 85,000	\$ 87,550	\$ 90,177		
Acton Rail Shuttle	\$ 80,000	\$ -	\$ -	\$ 90,000	\$ 92,700	\$ 95,481		
Council on Aging	\$ 87,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 87,550	\$ 90,177		
Road Runner	\$ 76,000	\$ 81,000	\$ 103,000	\$ 106,090	\$ 109,273	\$ 112,551		
MinuteVan 1	\$ 97,000	\$ 80,000	\$ 85,000	\$ 85,000	\$ 87,550	\$ 90,177		
MinuteVan 2 / Commuter Shuttle	\$ 90,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000		
Key Government - Van Lease	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000		
Mt. Calvary Parking Lease	\$ 548,000	\$ 382,000	\$ 490,090	\$ 503,623	\$ 517,561			
Subtotal	\$ 607,630	\$ 360,000	\$ 445,000	\$ 560,358	\$ 675,699	\$ 591,500		
Expenses - Total	\$ 607,630	\$ 280,000	\$ -	\$ (74,858)	\$ (126,761)	\$ (27,250)		
Fiscal year profit/loss	\$ -	\$ 280,000	\$ -	\$ (74,858)	\$ (126,761)	\$ (27,250)		
Ending Balance	\$ 16,066	\$ 296,066	\$ 296,066	\$ 221,208	\$ 94,447	\$ 67,197		

Note: 21 projected column meant to highlight pandemic impact on Fund operations

Special Revenue Fund
6/14/2021

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

	6/30/2020 Start Balance	FY21	21 projected	FY22	FY23	FY24	FY25	End Balance
Est. Revenues	\$ 365,342							\$ 297,878
Parking Meters (Main Lot)	\$ 108,864			\$ 43,546	\$ 70,762	\$ 92,534	\$ 108,864	
Resident Sticker Program	\$ 54,000			\$ 21,600	\$ 35,100	\$ 45,900	\$ 54,000	
Jone Field Parking Program	\$ 29,160			\$ 11,664	\$ 18,954	\$ 24,786	\$ 29,160	
19-21 Maple Street Parking	\$ 52,448			\$ 20,979	\$ 34,091	\$ 44,580	\$ 52,448	
1 Maple St Lot	\$ 35,438			\$ 14,175	\$ 23,034	\$ 30,122	\$ 35,438	
Bicycle Locker Rental Program	\$ 3,780			\$ 1,512	\$ 2,457	\$ 3,213	\$ 3,780	
	\$ 283,689	\$ 42,345	\$ 113,476	\$ 184,398	\$ 241,136	\$ 283,689		
Est. Expenditures								
Maintenance/Utilities	\$ 60,415	\$ 60,415	\$ 45,000	\$ 45,000	\$ 46,350	\$ 47,741		
Service Fees	\$ 58,792	\$ 6,000	\$ 15,000	\$ 15,450	\$ 15,914	\$ 16,391		
Transportation	\$ 160,000	\$ 160,000			\$ 50,000	\$ 50,000		
Debt Service - (19-21 Maple St)	\$ 11,000	\$ 11,000	\$ 89,762	\$ 87,962	\$ 86,162	\$ 84,362		
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Bike Share	\$ 290,207	\$ 237,415	\$ 149,762	\$ 148,412	\$ 198,426	\$ 198,493		
	\$ (6,518)	\$ (195,070)	\$ (36,286)	\$ 35,986	\$ 42,710	\$ 85,196		
Fiscal year profit/loss								
Ending Balance	\$ 358,824	\$ 170,272	\$ 133,986	\$ 169,972	\$ 212,682	\$ 297,878		

Note: 21 projected column meant to highlight pandemic impact on Fund operation

Fund 6600

14-Jun-21

TOWN OF ACTON
AMBULANCE ENTERPRISE FUND
REVENUE AND EXPENSE PROJECTIONS FY21-25

	6/30/2020 Start Balance *	BUDGET FY21	BUDGET FY22	BUDGET FY23	BUDGET FY24	BUDGET FY25	End Balance
<u>Est. revenues</u>	\$610,365						\$88,627
Ambulance Fees		\$1,097,000	\$1,000,000	\$1,150,000	\$1,150,000	\$1,150,000	
CPR Fees		\$2,500	\$0	\$2,500	\$2,500	\$2,500	
Interest Income		\$500	\$0	\$500	\$500	\$500	
Subsidy		\$150,000	\$150,000	\$200,000	\$200,000	\$200,000	
Retained earnings appropriated			\$0	\$0	\$0	\$0	
Total Revenues		\$1,250,000	\$1,150,000	\$1,353,000	\$1,353,000	\$1,353,000	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$1,006,158	\$1,079,967	\$1,123,166	\$1,168,092	\$1,214,816	
Debt service	\$	182,565	\$ 171,603	\$ 111,798	\$ 108,048	\$ 108,048	
OPEB			\$30,000	\$30,000	\$30,000	\$30,000	
Capital - Ambulance (5 year term)		\$140,000	\$140,000	\$140,000	\$140,000	\$140,000	
Command Vehicle		\$50,000	\$55,200	\$53,045	\$54,636	\$56,275	
Capital Outlay		\$0	\$0	\$0	\$0	\$0	
Total Expenses		\$1,378,723	\$1,476,770	\$1,374,964	\$1,416,140	\$1,462,864	
Net Position		-\$128,723	-\$326,770	-\$21,964	-\$63,140	-\$109,864	
Ending Balance		\$610,365	\$283,595	\$261,631	\$198,491	\$88,627	

* Certified Free Cash nets out Fund Balance reservations for subsequent year

Fund 6400

TOWN OF ACTON

Transfer Station and Recycling Facility Enterprise Budget

6/14/2021

Revenue and Expense Projections FY21-25

	6/30/2020								
	<u>Start Balance</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>End Balance</u>		
<u>Est. Revenues</u>	\$ 475,846						\$ 350,030		
Stickers	\$ 230,000	\$ 253,000	\$ 260,590	\$ 260,590	\$ 265,802				
Bags	\$ 200,000	\$ 220,000	\$ 226,600	\$ 226,600	\$ 231,132				
Coupons	\$ 72,000	\$ 72,000	\$ 74,160	\$ 74,160	\$ 75,643				
Recycling	\$ 18,000	\$ 18,000	\$ 18,540	\$ 18,540	\$ 18,911				
Metal Recycling	\$ 22,000	\$ 22,000	\$ 22,660	\$ 22,660	\$ 23,113				
Other (Retained Earnings)									
Total Revenues	\$ 542,000	\$ 585,000	\$ 602,550	\$ 602,550	\$ 614,601				
<u>Est. Expenditures</u>									
Salaries	\$ 236,922	\$ 190,957	\$ 196,686	\$ 202,586	\$ 208,664				
Purchased Services	\$ 236,282	\$ 241,282	\$ 241,282	\$ 241,282	\$ 241,282				
Supplies	\$ 79,574	\$ 81,474	\$ 81,474	\$ 81,474	\$ 81,474				
Other (benefits)	\$ 38,649	\$ 38,900	\$ 38,900	\$ 38,900	\$ 38,900				
Capital / Property Maintenance	\$ 190,000	\$ 180,000	\$ 35,000	\$ 35,000	\$ 35,000				
Total Expenses	\$ 781,426	\$ 732,613	\$ 593,342	\$ 599,242	\$ 605,320				
Fiscal year profit/loss	\$ (239,426)	\$ (147,613)	\$ 9,208	\$ 3,308	\$ 9,281				
Ending Balance	\$ 475,846	\$ 328,233	\$ 337,441	\$ 340,749	\$ 350,030				

* Certified Free Cash nets out Fund Balance Reservations

Fund 6300

6/14/2021

TOWN OF ACTON
SEPTAGE ENTERPRISE FUND
REVENUE AND EXPENSE PROJECTIONS FY21-25

	<u>Start Balance</u> 6/30/2020		<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>End Balance</u>
<u>Est. revenues</u>	\$ 90,051 *							\$ 76,051
Fees			\$136,000	\$157,382	\$136,000	\$150,000	\$150,000	
Total Revenues			\$ 136,000	\$ 157,382	\$ 136,000	\$ 150,000	\$ 150,000	
<u>Est. Expenditures</u>								
FY Operating Budget Expenses			\$ 159,783	\$ 157,382	\$ 150,000	\$ 150,000	\$ 150,000	
Capital Outlay								
Total Expenses			\$ 159,783	\$ 157,382	\$ 150,000	\$ 150,000	\$ 150,000	
Net Position			\$ (23,783)	\$ -	\$ (14,000)	\$ -	\$ -	
Estimated Fund Balance			\$ 90,051	\$ 90,051	\$ 76,051	\$ 76,051	\$ 76,051	

* Certified Free Cash nets out Fund Balance reservations for subsequent year

Fund 6500

TOWN OF ACTON
Sewer Enterprise Fund
Revenue and Expense Projections

6/14/2021

	6/30/2020 Start Balance *	FY21	FY22	FY23	FY24	FY25	End Balance
<u>Est. revenues</u>	\$ 1,039,374						\$ 834,618
Betterments		\$860,000	\$889,536	\$889,536	\$889,536	\$889,536	
O&M		\$890,000	\$950,885	\$979,412	\$1,008,794	\$1,039,058	
Other (Interest)		\$30,000	\$30,000	\$10,000	\$10,000	\$10,000	
Total Revenues		\$ 1,780,000	\$ 1,870,421	\$ 1,878,948	\$ 1,908,330	\$ 1,938,594	
<u>Est. Expenditures</u>							
FY Operating Budget Expenses		\$ 924,088	\$ 921,277	\$ 930,490	\$ 939,795	\$ 949,193	
Machinery & Equipment		\$ 70,000	\$ 70,000	\$ 58,000	\$ 58,000	\$ 58,000	
Capital / Studies & Initiatives		\$ 195,000	\$ 275,000	\$ -	\$ -	\$ -	
Debt Service		\$ 978,163	\$ 872,686	\$ 889,536	\$ 889,536	\$ 889,536	
Total Expenses		\$ 2,167,251	\$ 2,138,963	\$ 1,878,026	\$ 1,887,331	\$ 1,896,729	
Net position		\$ (387,251)	\$ (268,542)	\$ 922	\$ 20,999	\$ 41,865	
Ending Balance		\$ 1,039,374	\$ 770,832	\$ 771,754	\$ 792,753	\$ 834,618	

* Certified Free Cash nets out Fund Balance reservations

** Sewer Capital Stabilization Fund Balance of \$1.6m not reflected above