

TOWN OF AMESBURY

SUPPORT DOCUMENTATION  
FOR THE  
FISCAL YEAR 2008  
OPERATING BUDGET

JULY 1, 2007 THROUGH JUNE 30, 2008

PRESENTED TO:

**MUNICIPAL COUNCIL**

CHRISTOPHER G. LAWRENCE, PRESIDENT

MICHELLE M. THONE, VICE PRESIDENT

ROGER S. BENSON

DONNA M. McCLURE

MARIO J. PINERIO

ANN CONNOLLY KING

ROBERT W. LAVOIE

THOMAS K. IACOBUCCI

ALISON M. LINDSTROM

**MAYOR**

THATCHER W. KEZER III

**MAY 2007**

SUPPORTING DOCUMENTATION  
FISCAL YEAR 2008  
OPERATING BUDGET  
TABLE OF CONTENTS

**TAB 1: SUMMARY**

|                            |   |
|----------------------------|---|
| Mayor's Transmittal Letter | 1 |
| Budget Summary             | 2 |
| Expenses & Revenues        | 5 |

**TAB 2: Operating Budgets (by Divisions)**

**Mayor's Office**

|                   |    |
|-------------------|----|
| Mayor's Office    | 1  |
| Harbormaster      | 6  |
| Liquor Commission | 11 |
| Legal             | 16 |

**Municipal Council/Town Council**

|                       |    |
|-----------------------|----|
| Municipal Council     | 18 |
| Town Clerk            | 23 |
| Election/Registration | 29 |

**Fire**

|                            |    |
|----------------------------|----|
| Fire and Rescue Department | 34 |
| Emergency Management       | 41 |

**Police**

|                   |    |
|-------------------|----|
| Police Department | 47 |
|-------------------|----|

**Health & Human Services**

|  |    |
|--|----|
| Health Services/Health Nurse (formally Board of Health)    | 54 |
| Council on Aging   | 59 |
| Youth Services (formally Community & Economic Development) | 64 |
| Veterans Services  | 69 |
| Animal Control (formally Board of Health)                  | 74 |
| Library  | 79 |

**Administration & Finance**

|                                |     |
|--------------------------------|-----|
| Administration & Finance       | 85  |
| Assessors                      | 91  |
| Treasurer/Collector            | 96  |
| Management Information Systems | 101 |

|   |     |
|---|-----|
| <b>Community &amp; Economic Development</b>                               |     |
| Community & Economic Development  | 107 |
| Conservation Commission   | 113 |
| Planning Board  | 119 |
| Zoning Board of Appeals   | 125 |
| <b>Inspectional Services</b>  |     |
| Inspectional Services (includes Health Agent formally of Board of Health) | 130 |
| Weights & Measures  | 135 |
| <b>Engineering</b>  |     |
| Engineering   | 138 |
| <b>Public Works</b>   |     |
| Public Works  | 145 |
| Sewer (Enterprise)  | 154 |
| Water (Enterprise)  | 161 |
| Recycle & Refuse  | 168 |
| Snow & Ice  | 170 |
| <b>Other</b>  |     |
| Employee Benefits   | 175 |
| Central Supply  | 177 |
| Municipal Buildings   | 180 |
| Landry Stadium (Enterprise)   | 183 |
| Outdoor Lighting  | 186 |
| Debt Service  | 189 |
| Insurance   | 191 |
| State & County Assessments  | 193 |
| Other Assessments   | 195 |
| Reserve Fund  | 197 |
| <b>Instructions and Forms</b>   | 198 |



# Amesbury

Mayor Thatcher W. Kezer III  
Town Hall, 62 Friend Street  
Amesbury, MA 01913-2884

(978) 388-8121  
Fax: (978) 388-6727  
Mayor@ci.amesbury.ma.us

May 8, 2007

Dear Municipal Councilors,

Pursuant to the Town Charter Section 5-2 Submission of Operating Budget, I am pleased to submit the Fiscal Year 2008 Operating Budget. The budget was prepared in consultation with the Chief Financial Officer and the heads of divisions and departments.

Consistent with my approach last year, I set a bottom line for the operating budget based on revenue expectations and the tax levy. The staff submitted budgets built according to goals for the coming year and the actual cost of accomplishing those goals. Using the details provided by the staff, I then set the priorities and limits based on the preset bottom line. This method of budgeting is one of the more effective ways of ensuring a budget that reflects priorities while addressing the needs and challenges of the Town.

I also changed the organization of the budget. The new organization represents my intentions for the Executive Branch's structure and reflects the change made by the Council to separate Youth Services from Community and Economic Development.

I am submitting a \$47,569,262 operating budget (exclusive of enterprise funds) representing an increase of \$2,314,548 or 5.1% over the previous year's budget. To reach this bottom line, I reduced over \$1,685,000 in the school department's request and over \$960,000 in general government requests.

Excluding the increase in schools and employee benefits, the budget is nearly level funded from the previous year. Total increase in other general government spending, excluding those two items, is \$33,862; equaling an increase of only 0.02%. To achieve this bottom line, I evaluated current priorities and made difficult decisions regarding needs and challenges.

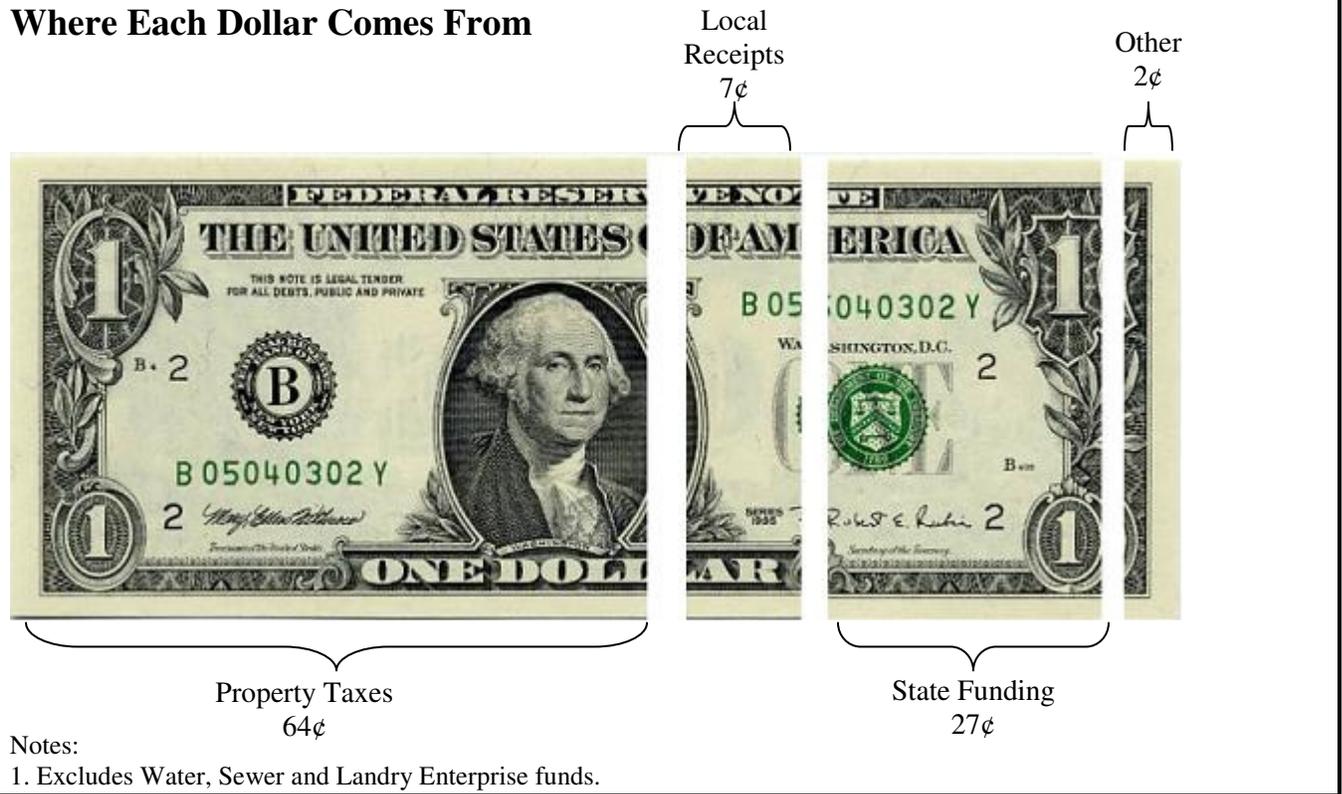
Through the Executive Reorganization plan, improved accountability using AmesStat and maximizing the leveraging of Town funds to obtain external funding for programs and projects, I hope and expect to achieve better performance in delivering municipal services while controlling future tax increases and elevating Amesbury as a community.

Sincerely,

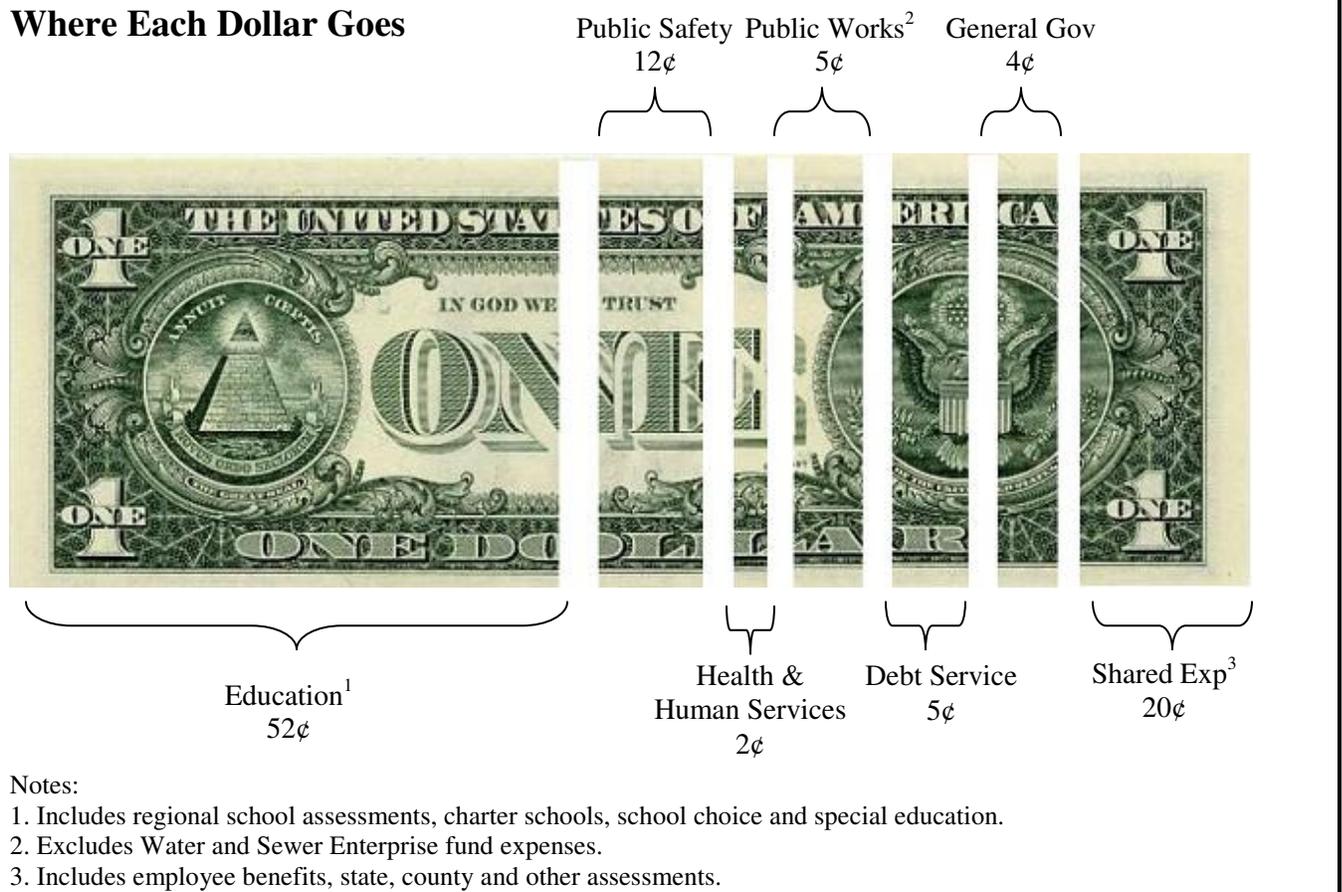
Thatcher W. Kezer III  
Mayor

# BUDGET SUMMARY

## Where Each Dollar Comes From



## Where Each Dollar Goes



## Summary

Including the enterprise funds for Sewer, Water and Landry Stadium, the fiscal year 2008 operating budget is \$52,866,620. The most significant increases are to be found in rising mandatory costs including health insurance, energy, and various required assessments. The budget also represents limited increases for the schools, to cover growing special education expenses, and increases to other departments due to staffing obligations and nondiscretionary programs.

Employee benefits, and specifically health insurance, continue to rise. To verify whether Amesbury was getting the best price possible for its benefits services, I bid out health and dental services in February of this year. Three companies bid on the largest component, health insurance. Our current provider came in at the lowest cost, confirming that Amesbury was getting the best value possible for our health services. Despite this, the total increase in employee benefits cost is \$493,220 or approximately 12.5%.

State, county and other assessments have reduced over the previous year, by approximately \$91,978. The reduction is mainly due to an overall reduction in our Whittier School assessment.

I am proposing a \$1,500,000 increase to the schools in addition to a \$287,486 increase in Chapter 70 funding, for a total budget of \$24,200,719. Factoring in an increase in special education spending of \$1,645,000, the budget leaves the schools with an increase in non SPED spending of \$142,000. Due to the minimal increase in non SPED spending, the schools will have to reduce services and programs and increase user fees. Despite this the School Department has worked diligently to ensure the budget continues to support Amesbury as an attractive school system for families. It is vital that Amesbury continues to increase the number of families choosing our schools.

Due to fiscal constraints, I have not included increases for contracts under negotiation and non union personnel salaries.

Given the fixed cost increases and the bottom line budget I set early on, a number of significant cuts to staff requests were required. The cuts included reduction in program and project goals to meet the bottom line. Examples of cuts include:

- \$100,000 in accumulated unused vacation time for the Police Department
- \$180,000 in economic development planning and marketing
- \$ 85,000 in programs for Health and Human Services
- \$ 10,000 for a records management system in the Town Clerk's Office
- \$ 10,000 for Library security system
- \$ 30,000 in computer and system upgrades
- \$ 50,000 by not replacing a recently retired Public Works employee

All of these items are necessary and important to the functioning of municipal services. However cuts have to be made in order to ensure funding for core services and controlling overall costs.

## **Zero Base and Performance Based Budgeting**

New this year is the so called zero based budgeting approach which I am using as an interim step toward performance based budgeting, also referred to as program based budgeting. Zero based budgeting is a term used to describe a budget development process that relies on detailed information to justify current and increasing expenditures; in contrast to traditional budgeting where justification is required for increases only. Benefits of zero based budgeting include educating management on the detailed functions of complex operations; aids in the detection of inflated budget items; and identifies opportunities for improved efficiency. In contrast, zero based budgeting also highlights under-funded operations and identifies program shortfalls due to the lack of available funding.

Performance based budgeting is a more sophisticated form of budgeting that would allow future budgets to show what each dollar will accomplish, such as processing a permit application, conducting health inspections, filling pot holes, etc. Performance based budgeting starts to show what the expected results should be for each dollar spent. My AmesStat program is a key component to this form of budgeting. This shift to performance based budgeting is expected to take multiple fiscal years to implement.

For this year, I designed the budget process to accomplish a number of objectives. First, each budget was built using a blank work book format. Division and department heads were required to build their budgets using detailed estimates and information regarding spending for similar programs and projects in recent past. In addition, each budget was created using standardized categories and formats. This allowed for aggregating line items and improving comparability among departments and divisions. Finally, I instructed the division and department heads to build their budgets to truly reflect the actual cost of providing their services effectively and efficiently.

Using zero based budgeting, the total requests for general government (excluding schools) came in at \$24,336,046 representing an increase of 1,535,667 or 6.7% over the previous year. This figure represents the true cost of delivering municipal services effectively. Working with departments I was able to reduce that increase to \$527,062 or approximately 2.3% over previous year. Of the \$527,062 increase, 93.5% or \$493,220 is for rising health and employee benefit costs, leaving only \$33,842 for other general government needs.

The most prominent result of this approach was confirmation that many departments are minimally funded to meet the public's service expectations. Furthermore, it became clear that without additional funding for certain operating and capital needs, we will continue to fall behind in our ability to provide the best possible service to the community. However, through a number of efforts I have initiated in the past 16 months, I expect to improve performance in service delivery while controlling tax increases. These efforts will take time for their full benefits to be realized; however with each step we are able to help make Amesbury a great place to live, work and visit.

| <b>EXPENSE SUMMARY</b>                              | <b>Actual<br/>FY05</b> | <b>Actual<br/>FY06</b> | <b>Budget<br/>FY07</b> | <b>Proposed<br/>FY08<br/>Budget</b> | <b>Variance</b> | <b>% Variance</b> | <b>% of<br/>General<br/>Gov</b> |
|---|------------------------|------------------------|------------------------|-------------------------------------|-----------------|-------------------|---------------------------------|
| <b>Mayor's Office</b>                               |                        |                        |                        |                                     |                 |                   |                                 |
| Mayor's Office                                      | 163,284                | 162,569                | 168,442                | 178,784                             | 10,342          | 6.1%              |                                 |
| Harbormaster  | 7,500                  | 7,500                  | 7,500                  | 7,500                               | 0               | 0.0%              |                                 |
| Liquor Commission                                   | 946                    | 945                    | 1,000                  | 1,000                               | 0               | 0.0%              |                                 |
| Legal   | 178,976                | 123,641                | 100,000                | 100,500                             | 500             | 0.5%              |                                 |
| <b>Subtotal Mayor's Office</b>                      | <b>350,706</b>         | <b>294,655</b>         | <b>276,942</b>         | <b>287,784</b>                      | <b>10,842</b>   | <b>3.9%</b>       | <b>0.6%</b>                     |
| <b>Municipal Council/Town Council</b>               |                        |                        |                        |                                     |                 |                   |                                 |
| Municipal Council                                   | 65,613                 | 66,357                 | 69,350                 | 70,455                              | 1,105           | 1.6%              |                                 |
| Town Clerk  | 122,957                | 131,726                | 142,704                | 150,028                             | 7,324           | 5.1%              |                                 |
| Election/Registration                               | 20,837                 | 21,885                 | 26,050                 | 33,031                              | 6,981           | 26.8%             |                                 |
| <b>Subtotal Municipal Council/Town Council</b>      | <b>209,407</b>         | <b>219,968</b>         | <b>238,104</b>         | <b>253,514</b>                      | <b>15,410</b>   | <b>6.5%</b>       | <b>0.5%</b>                     |
| <b>Fire</b>   |                        |                        |                        |                                     |                 |                   |                                 |
| Fire and Rescue Department                          | 2,452,705              | 2,708,132              | 2,649,320              | 2,648,262                           | (1,058)         | 0.0%              |                                 |
| Emergency Management                                | 39,248                 | 39,276                 | 41,930                 | 22,792                              | (19,138)        | -45.6%            |                                 |
| <b>Subtotal Fire</b>                                | <b>2,491,953</b>       | <b>2,747,408</b>       | <b>2,691,250</b>       | <b>2,671,054</b>                    | <b>(20,196)</b> | <b>-0.8%</b>      | <b>5.6%</b>                     |
| <b>Police Department</b>                            | <b>3,203,324</b>       | <b>3,169,913</b>       | <b>3,290,802</b>       | <b>3,362,263</b>                    | <b>71,461</b>   | <b>2.2%</b>       | <b>7.1%</b>                     |
| <b>Health &amp; Human Services</b>                  |                        |                        |                        |                                     |                 |                   |                                 |
| Health Services/Health Nurse (formally Health Dept) | 56,332                 | 60,336                 | 62,407                 | 63,865                              | 1,458           | 2.3%              |                                 |
| Council on Aging                                    | 111,768                | 128,439                | 126,898                | 128,200                             | 1,302           | 1.0%              |                                 |
| Youth Services (formally OCED)                      | 153,587                | 172,988                | 213,872                | 180,000                             | (33,872)        | -15.8%            |                                 |
| Veterans Services                                   | 99,271                 | 109,716                | 113,494                | 124,099                             | 10,605          | 9.3%              |                                 |
| Animal Control (formally Health Dept)               | 33,033                 | 37,933                 | 35,766                 | 36,616                              | 850             | 2.4%              |                                 |
| Library   | 445,281                | 541,647                | 555,258                | 552,030                             | (3,228)         | -0.6%             |                                 |
| <b>Subtotal Health &amp; Human Services</b>         | <b>899,272</b>         | <b>1,051,059</b>       | <b>1,107,695</b>       | <b>1,084,810</b>                    | <b>(22,885)</b> | <b>-2.1%</b>      | <b>2.3%</b>                     |

| <b>EXPENSE SUMMARY</b>                               | <b>Actual<br/>FY05</b> | <b>Actual<br/>FY06</b> | <b>Budget<br/>FY07</b> | <b>Proposed<br/>FY08<br/>Budget</b> | <b>Variance</b> | <b>% Variance</b> | <b>% of<br/>General<br/>Gov</b> |
|--|------------------------|------------------------|------------------------|-------------------------------------|-----------------|-------------------|---------------------------------|
| <b>Administration &amp; Finance</b>                  |                        |                        |                        |                                     |                 |                   |                                 |
| Administration & Finance                             | 264,576                | 261,493                | 270,211                | 276,910                             | 6,699           | 2.5%              |                                 |
| Assessors  | 235,481                | 195,246                | 238,453                | 262,034                             | 23,581          | 9.9%              |                                 |
| Treasurer/Collector                                  | 187,002                | 190,103                | 196,019                | 194,480                             | (1,539)         | -0.8%             |                                 |
| Management Information Systems                       | 189,301                | 252,209                | 238,445                | 238,345                             | (100)           | 0.0%              |                                 |
| <b>Subtotal Administration &amp; Finance</b>         | <b>876,360</b>         | <b>899,051</b>         | <b>943,128</b>         | <b>971,769</b>                      | <b>28,641</b>   | <b>3.0%</b>       | <b>2.0%</b>                     |
| <b>Community &amp; Economic Development</b>          |                        |                        |                        |                                     |                 |                   |                                 |
| Community & Economic Development                     | 244,694                | 262,272                | 304,591                | 300,000                             | (4,591)         | -1.5%             |                                 |
| Conservation Commission                              | 22,897                 | 29,921                 | 23,201                 | 30,500                              | 7,299           | 31.5%             |                                 |
| Planning Board                                       | 13,125                 | 17,178                 | 11,500                 | 15,000                              | 3,500           | 30.4%             |                                 |
| Zoning Board of Appeals                              | 12,547                 | 17,878                 | 8,447                  | 7,600                               | (847)           | -10.0%            |                                 |
| <b>Subtotal Community &amp; Economic Development</b> | <b>293,263</b>         | <b>327,249</b>         | <b>347,739</b>         | <b>353,100</b>                      | <b>5,361</b>    | <b>1.5%</b>       | <b>0.7%</b>                     |
| <b>Inspectional Services</b>                         |                        |                        |                        |                                     |                 |                   |                                 |
| Inspectional Services (includes Health Agent)        | 230,759                | 242,986                | 252,288                | 261,156                             | 8,868           | 3.5%              |                                 |
| Weights & Measures                                   | 4,000                  | 4,500                  | 4,500                  | 4,500                               | 0               | 0.0%              |                                 |
| <b>Subtotal Inspectional Services</b>                | <b>234,759</b>         | <b>247,486</b>         | <b>256,788</b>         | <b>265,656</b>                      | <b>8,868</b>    | <b>3.5%</b>       | <b>0.6%</b>                     |
| <b>Engineering</b>                                   | <b>93,039</b>          | <b>102,835</b>         | <b>107,277</b>         | <b>137,131</b>                      | <b>29,854</b>   | <b>27.8%</b>      | <b>0.3%</b>                     |
| <b>Public Works</b>                                  |                        |                        |                        |                                     |                 |                   |                                 |
| Public Works   | 1,106,008              | 1,332,402              | 1,345,468              | 1,258,397                           | (87,071)        | -6.5%             |                                 |
| Recycle & Refuse                                     | 705,638                | 794,667                | 816,090                | 839,220                             | 23,130          | 2.8%              |                                 |
| Snow & Ice   | 377,599                | 277,865                | 128,000                | 128,000                             | 0               | 0.0%              |                                 |
| <b>Subtotal Public Works</b>                         | <b>2,189,245</b>       | <b>2,404,934</b>       | <b>2,289,558</b>       | <b>2,225,617</b>                    | <b>(63,941)</b> | <b>-2.8%</b>      | <b>4.7%</b>                     |

| <b>EXPENSE SUMMARY</b>      | <b>Actual<br/>FY05</b> | <b>Actual<br/>FY06</b> | <b>Budget<br/>FY07</b> | <b>Proposed<br/>FY08<br/>Budget</b> | <b>Variance</b>  | <b>% Variance</b> | <b>% of<br/>General<br/>Gov</b> |
|-----------------------------|------------------------|------------------------|------------------------|-------------------------------------|------------------|-------------------|---------------------------------|
| <b>Other</b>                |                        |                        |                        |                                     |                  |                   |                                 |
| Employee Benefits           | 3,001,600              | 3,482,896              | 3,946,264              | 4,439,484                           | 493,220          | 12.5%             | 9.3%                            |
| Central Supply              | 78,441                 | 54,091                 | 58,000                 | 68,960                              | 10,960           | 18.9%             | 0.1%                            |
| Municipal Buildings         | 66,046                 | 91,960                 | 109,600                | 121,320                             | 11,720           | 10.7%             | 0.3%                            |
| Outdoor Lighting            | 136,000                | 147,545                | 160,000                | 170,000                             | 10,000           | 6.3%              | 0.4%                            |
| Debt Service                | 2,432,660              | 2,571,106              | 2,293,446              | 2,332,171                           | 38,725           | 1.7%              | 4.9%                            |
| Insurance                   | 304,343                | 347,123                | 367,300                | 358,300                             | (9,000)          | -2.5%             | 0.8%                            |
| State & County Assessments  | 2,163,582              | 2,387,443              | 2,654,961              | 2,673,485                           | 18,524           | 0.7%              | 5.6%                            |
| Other Assessments           | 837,186                | 990,305                | 1,152,627              | 1,042,125                           | (110,502)        | -9.6%             | 2.2%                            |
| Reserve Fund                | -                      | 50,000                 | 50,000                 | 50,000                              | 0                | 0.0%              | 0.1%                            |
| Overlay                     | 500,000                | 500,000                | 500,000                | 500,000                             | 0                | 0.0%              | 1.1%                            |
| <b>Subtotal Other</b>       | <b>9,519,858</b>       | <b>10,622,469</b>      | <b>11,292,198</b>      | <b>11,755,845</b>                   | <b>463,647</b>   | <b>4.1%</b>       | <b>24.7%</b>                    |
| <b>School</b>               |                        | <b>21,413,233</b>      | <b>22,413,233</b>      | <b>24,200,719</b>                   | <b>1,787,486</b> | <b>8.0%</b>       | <b>50.9%</b>                    |
| <b>GENERAL GOVERNMENT</b>   | <b>20,361,186</b>      | <b>43,500,259</b>      | <b>45,254,714</b>      | <b>47,569,262</b>                   | <b>2,314,548</b> | <b>5.1%</b>       | <b>100%</b>                     |
| Sewer (Enterprise)          | 2,189,283              | 2,323,935              | 2,355,628              | 2,627,303                           | 271,675          | 11.5%             |                                 |
| Water (Enterprise)          | 2,091,603              | 2,223,295              | 2,338,455              | 2,663,555                           | 325,100          | 13.9%             |                                 |
| Landry Stadium (Enterprise) | 7,112                  | 11,954                 | 10,000                 | 6,500                               | (3,500)          | -35.0%            |                                 |
| <b>GRAND TOTAL</b>          | <b>24,649,184</b>      | <b>48,059,443</b>      | <b>49,958,797</b>      | <b>52,866,620</b>                   | <b>2,907,823</b> |                   |                                 |

| <b>GENERAL GOV<br/>SUMMARY</b> | <b>Mayor</b>      | <b>Clerk</b>   | <b>Fire</b>      | <b>Police</b>    | <b>H&amp;HS</b>  | <b>Admin<br/>&amp; Fin</b> | <b>OCED</b>    | <b>ISD</b>     | <b>Eng</b>     | <b>PW</b>        | <b>Other</b>   | <b>TOTAL</b>      | <b>% of<br/>Total</b> |
|--------------------------------|-------------------|----------------|------------------|------------------|------------------|----------------------------|----------------|----------------|----------------|------------------|----------------|-------------------|-----------------------|
| <b>Personnel</b>               |                   |                |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Salaries                       | 166,719           | 172,613        | 2,211,183        | 2,601,057        | 799,570          | 628,735                    | 290,471        | 225,511        | 78,090         | 844,665          | -              | 8,018,614         | 34.3%                 |
| Overtime                       | -                 | 7,289          | 154,060          | 445,978          | 500              | -                          | 5,000          | 4,300          | -              | 81,280           | -              | 698,407           | 3.0%                  |
| Other Personnel                | -                 | -              | 60,027           | 61,993           | 3,010            | 107,229                    | -              | -              | -              | 5,000            | -              | 237,259           | 1.0%                  |
| <b>Subtotal Personnel</b>      | <b>166,719</b>    | <b>179,902</b> | <b>2,425,270</b> | <b>3,109,028</b> | <b>803,080</b>   | <b>735,964</b>             | <b>295,471</b> | <b>229,811</b> | <b>78,090</b>  | <b>930,945</b>   | <b>-</b>       | <b>8,954,280</b>  | <b>38.3%</b>          |
| <b>Expenses</b>                |                   |                |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Advertising                    | 400               | 4,500          | -                | 1,515            | -                | -                          | 5,600          | 400            | 700            | 700              | -              | 13,815            | 0.1%                  |
| Bldg Maintenance               | -                 | -              | 17,600           | 26,400           | 16,272           | -                          | -              | -              | -              | 30,000           | 68,720         | 158,992           | 0.7%                  |
| Consultants                    | 100,500           | 42,000         | -                | -                | 250              | 9,360                      | 18,293         | -              | 7,850          | -                | -              | 178,253           | 0.8%                  |
| Dues & Subs                    | 6,479             | 455            | 2,735            | 5,600            | 1,333            | 2,215                      | 2,659          | 800            | 900            | 4,585            | -              | 27,761            | 0.1%                  |
| Prof Dev & Training            | 1,340             | 2,722          | 3,000            | 6,500            | 2,100            | 10,650                     | 5,100          | 4,700          | 1,375          | 500              | -              | 37,987            | 0.2%                  |
| Supplies                       | 1,100             | 7,127          | 56,052           | 31,998           | 13,869           | 7,853                      | 4,423          | 2,000          | 3,146          | 181,365          | 50,500         | 359,433           | 1.5%                  |
| Travel                         | 2,670             | 515            | 200              | 3,000            | 7,428            | 1,977                      | 3,530          | 15,601         | 200            | 200              | -              | 35,321            | 0.2%                  |
| Utilities                      | 3,516             | 1,000          | 33,982           | 40,620           | 25,243           | 11,196                     | 3,032          | 3,744          | 1,080          | 35,088           | 222,600        | 381,101           | 1.6%                  |
| Vehicles & Eqpmnt              | 2,460             | 1,050          | 117,315          | 130,202          | 11,492           | 34,264                     | 300            | 1,000          | 2,790          | 110,390          | 18,460         | 429,723           | 1.8%                  |
| Other                          | 2,600             | 14,244         | 14,900           | 7,400            | 203,743          | 158,290                    | 14,692         | 7,600          | 41,000         | 931,844          | -              | 1,396,312         | 6.0%                  |
| <b>Subtotal Expenses</b>       | <b>121,065</b>    | <b>73,612</b>  | <b>245,784</b>   | <b>253,235</b>   | <b>281,730</b>   | <b>235,805</b>             | <b>57,629</b>  | <b>35,845</b>  | <b>59,041</b>  | <b>1,294,672</b> | <b>360,280</b> | <b>3,018,698</b>  | <b>12.9%</b>          |
| <b>Total Expenses</b>          | <b>287,784</b>    | <b>253,514</b> | <b>2,671,054</b> | <b>3,362,263</b> | <b>1,084,810</b> | <b>971,769</b>             | <b>353,100</b> | <b>265,656</b> | <b>137,131</b> | <b>2,225,617</b> | <b>360,280</b> | <b>11,972,978</b> |                       |
| Total Personnel                | 8,954,280         | 38.3%          |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Employee Benefits              | 4,439,484         | 19.0%          |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| <b>Subtotal Personnel</b>      | <b>13,393,764</b> | <b>57.3%</b>   |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Expenses                       | 3,018,698         | 12.9%          |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Debt Service                   | 2,332,171         | 10.0%          |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Other Assessments              | 1,042,125         | 4.5%           |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| State & County Assmts          | 2,673,485         | 11.4%          |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Insurance                      | 358,300           | 1.5%           |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Reserve Fund                   | 50,000            | 0.2%           |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| Overlay                        | 500,000           | 2.1%           |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| <b>Subtotal Expenses</b>       | <b>9,974,779</b>  | <b>42.7%</b>   |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |
| <b>TOTAL</b>                   | <b>23,368,543</b> |                |                  |                  |                  |                            |                |                |                |                  |                |                   |                       |

| <b>REVENUE DETAIL</b>           | <b>2005<br/>Actual</b> | <b>2006<br/>Actual</b> | <b>2007<br/>Budget</b> | <b>2008<br/>Forecast</b> | <b>Dollar Variance</b> | <b>%<br/>Variance</b> |
|---------------------------------|------------------------|------------------------|------------------------|--------------------------|------------------------|-----------------------|
| <b>Property Taxes</b>           |                        |                        |                        |                          |                        |                       |
| Personal Property Tax           | 456,290                | 425,518                | 480,758                | 519,401                  | 38,643                 | 8.0%                  |
| Real Estate Tax                 | 25,006,872             | 26,631,271             | 27,879,038             | 30,157,910               | 2,278,872              | 8.2%                  |
| Tax Possessions                 | -                      | -                      | -                      | -                        | -                      | 0.0%                  |
| Tax Title                       | 139,604                | 147,048                | -                      | -                        | -                      | 0.0%                  |
| <b>Subtotal Property Taxes</b>  | <b>25,602,766</b>      | <b>27,203,837</b>      | <b>28,359,796</b>      | <b>30,677,311</b>        | <b>2,317,515</b>       | <b>8.2%</b>           |
| <b>Local Receipts</b>           |                        |                        |                        |                          |                        |                       |
| <i>Motor Vehicle Excise</i>     |                        |                        |                        |                          |                        |                       |
| Motor Vehicle Excise            | 1,705,090              | 1,736,714              | 1,736,714              | 1,736,714                | -                      | 0.0%                  |
| <i>Other Excise</i>             |                        |                        |                        |                          |                        |                       |
| Hotel Room Tax                  | 81,150                 | 81,446                 | 81,446                 | 81,446                   | -                      | 0.0%                  |
| Boat Excise                     | 7,575                  | 8,564                  | 8,564                  | 8,564                    | -                      | 0.0%                  |
| Other Taxes                     | -                      | -                      | -                      | -                        | -                      |                       |
| Farm Animal Excise              | 3,744                  | 1,277                  | 1,277                  | 1,277                    | -                      | 0.0%                  |
| <i>Penalties &amp; Interest</i> |                        |                        |                        |                          |                        |                       |
| Penalty/ Int. on Prop. Tax      | 75,799                 | 90,132                 | 90,132                 | 90,132                   | -                      | 0.0%                  |
| Penalty/ Int. on Tax Title      | 22,159                 | 23,863                 | 23,863                 | 23,863                   | -                      | 0.0%                  |
| Penalty Int on Excise           | 9,927                  | 13,290                 | 13,290                 | 13,290                   | -                      | 0.0%                  |
| <i>Payment in Lieu</i>          |                        |                        |                        |                          |                        |                       |
| Payment in Lieu of Taxes        | 8,567                  | 2,599                  | 2,599                  | 2,599                    | -                      | 0.0%                  |
| <i>Other Charges</i>            |                        |                        |                        |                          |                        |                       |
| Other Charges for Services      | 6,238                  | 2,563                  | 2,563                  | 2,563                    | -                      | 0.0%                  |
| <i>Fees</i>                     |                        |                        |                        |                          |                        |                       |
| Treasurer Fee                   | 34,698                 | 26,448                 | 26,448                 | 26,448                   | -                      | 0.0%                  |
| Fees                            | 162,799                | 164,428                | 164,428                | 164,428                  | -                      | 0.0%                  |
| <i>Other Receipts</i>           |                        |                        |                        |                          |                        |                       |
| Other Revenue                   | 18,484                 | 19,731                 | 19,731                 | 19,731                   | -                      | 0.0%                  |
| <i>Licenses/ Permits</i>        |                        |                        |                        |                          |                        |                       |
| Liquor License                  | 22,102                 | 23,119                 | 23,119                 | 23,119                   | -                      | 0.0%                  |
| Other License                   | 3,355                  | 9,152                  | 9,152                  | 9,152                    | -                      | 0.0%                  |
| Permits                         | 252,549                | 304,322                | 304,322                | 304,322                  | -                      | 0.0%                  |
| Rentals                         |                        | 6,995                  | 6,995                  | 6,995                    | -                      | 0.0%                  |
| <i>Fines/ Forfeits</i>          |                        |                        |                        |                          |                        |                       |
| Non-Criminal Violations         | 38,450                 | 68,249                 | 68,249                 | 68,249                   | -                      | 0.0%                  |
| Court Fines                     | 98,608                 | 98,520                 | 98,520                 | 98,520                   | -                      | 0.0%                  |
| <i>Investment Income</i>        |                        |                        |                        |                          |                        |                       |
| Interest- General               | 139,820                | 282,107                | 282,107                | 282,107                  | -                      | 0.0%                  |
| <i>Misc. Recurring</i>          |                        |                        |                        |                          |                        |                       |
| Medicare Reimbursement          | 199,443                | 97,874                 | 97,874                 | 175,000                  | 77,126                 | 78.8%                 |
| <b>Subtotal Local Receipts</b>  | <b>2,890,557</b>       | <b>3,061,393</b>       | <b>3,061,393</b>       | <b>3,138,519</b>         | <b>77,126</b>          | <b>2.5%</b>           |

| REVENUE DETAIL                                | 2005<br>Actual    | 2006<br>Actual    | 2007<br>Budget    | 2008<br>Forecast  | Dollar<br>Variance | % Variance    |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| <b>Intergovernmental - State</b>              |                   |                   |                   |                   |                    |               |
| <i>Cherry Sheet</i>                           |                   |                   |                   |                   |                    |               |
| Loss of Tax Vets/ Blind/Widow                 | 20,260            | 25,488            | 20,260            | 39,362            | 19,102             | 94.3%         |
| Loss of Tax Elderly                           | 26,606            | 27,610            | 27,610            | 32,128            | 4,518              | 16.4%         |
| Police Career Incentive                       | 121,818           | 123,000           | 123,000           | 137,500           | 14,500             | 11.8%         |
| Lottery Aid                                   | 1,763,634         | 2,003,131         | 2,385,607         | 2,421,239         | 35,632             | 1.5%          |
| Additional Lottery                            | 168,936           | -                 | -                 | -                 | -                  | 0.0%          |
| Veterans Benefits                             | 19,320            | 8,357             | 24,432            | 42,453            | 18,021             | 73.8%         |
| Chapter 70 Aid                                | 8,322,927         | 8,455,877         | 8,583,727         | 8,706,827         | 123,100            | 1.4%          |
| Charter School                                | 119,021           | 116,639           | 91,372            | 113,022           | 21,650             | 23.7%         |
| Transportation Aid                            | -                 | -                 | -                 | -                 | -                  | 0.0%          |
| School Building Assistance                    | 1,416,754         | 1,416,754         | 1,416,754         | 1,416,754         | -                  | 0.0%          |
| <b>Subtotal Intergovernmental - State</b>     | <b>11,979,276</b> | <b>12,176,856</b> | <b>12,672,762</b> | <b>12,909,285</b> | <b>236,523</b>     | <b>1.9%</b>   |
| <b>Interfund Operating Transfers</b>          |                   |                   |                   |                   |                    |               |
| Transfer from Youth                           | 129,000           | 153,000           | 162,000           | 130,000           | (32,000)           | -19.8%        |
| Transfer from Hospital Enterprise             | -                 | -                 | -                 | -                 | -                  | 0.0%          |
| Transfer from Sale of Cemetery Lots           | 8,000             | 13,900            | 24,100            | 11,800            | (12,300)           | -51.0%        |
| Transfer from Ambulance                       | 372,097           | 452,000           | 407,000           | 400,000           | (7,000)            | -1.7%         |
| Transfer from Sewer                           | 84,800            | 84,800            | 84,800            | 84,800            | -                  | 0.0%          |
| Transfer from Water Enterprise                | 157,200           | 157,200           | 157,200           | 157,200           | -                  | 0.0%          |
| Transfer from Cemetery Trust                  | 14,000            | 26,200            | 16,000            | 12,500            | (3,500)            | -21.9%        |
| Transfer from Special Revenue                 | -                 | -                 | -                 | -                 | -                  | 0.0%          |
| <b>Subtotal Interfund Operating Transfers</b> | <b>765,097</b>    | <b>887,100</b>    | <b>851,100</b>    | <b>796,300</b>    | <b>(54,800)</b>    | <b>-6.4%</b>  |
| <b>Miscellaneous Revenue</b>                  |                   |                   |                   |                   |                    |               |
| Free Cash                                     | -                 | -                 | 208,000           | -                 | (208,000)          | -100.0%       |
| Miscellaneous Revenue                         | 64,752            | 10,473            | -                 | -                 | -                  |               |
| Bond Prem.                                    | 99,704            | 75,476            | -                 | -                 | -                  |               |
| Veterans Benefits                             | 9,957             | 25,379            | 25,379            | 25,379            | -                  | 0.0%          |
| Recycling                                     | -                 | 6,126             | 6,126             | 6,126             | -                  | 0.0%          |
| Compost                                       | -                 | 16,342            | 16,342            | 16,342            | -                  | 0.0%          |
| <b>Subtotal Miscellaneous Revenue</b>         | <b>174,413</b>    | <b>133,796</b>    | <b>255,847</b>    | <b>47,847</b>     | <b>(208,000)</b>   | <b>-81.3%</b> |
| <b>GENERAL FUNDS TOTAL</b>                    | <b>41,412,109</b> | <b>43,462,982</b> | <b>45,200,898</b> | <b>47,569,262</b> | <b>2,368,364</b>   | <b>5.2%</b>   |
| <b>WATER/SEWER/LANDRY</b>                     |                   |                   |                   |                   |                    |               |
| Landry  | 11,825            | 11,105            | 10,000            | 6,500             | (3,500)            | -35.0%        |
| Sewer   | 2,078,114         | 2,448,352         | 2,498,102         | 2,627,303         | 129,201            | 5.2%          |
| Water   | 2,316,151         | 2,584,381         | 2,593,593         | 2,663,555         | 69,962             | 2.7%          |
| <b>Subtotal Water/Sewer/Landry</b>            | <b>4,406,090</b>  | <b>5,043,838</b>  | <b>5,101,695</b>  | <b>5,297,358</b>  | <b>195,663</b>     | <b>3.8%</b>   |
| <b>GRAND TOTAL</b>                            | <b>45,818,199</b> | <b>48,506,820</b> | <b>50,302,593</b> | <b>52,866,620</b> | <b>2,564,027</b>   | <b>5.1%</b>   |

**TAB 2**

**Division: Mayor's Office**  
**Department: Mayor's Office**  
**Department No: 121**

|                                    | <b>FY05</b>    | <b>FY06</b>    | <b>FY07</b>    | <b>FY08</b>    | <b>Variance</b> | <b>Appropriation</b> |
|------------------------------------|----------------|----------------|----------------|----------------|-----------------|----------------------|
|                                    | <i>Actual</i>  | <i>Actual</i>  | <i>Approp</i>  | <i>Request</i> |                 |                      |
| <b>EXPENSES</b>                    |                |                |                |                |                 |                      |
| <b>Personnel</b>                   |                |                |                |                |                 |                      |
| Salaries                           | 143,558        | 144,179        | 153,828        | 159,819        | 5,991           | _____                |
| Overtime                           |                |                |                | -              | -               | _____                |
| Other Personnel Expenses           |                |                |                | -              | -               | _____                |
| <b>Subtotal Personnel</b>          | <b>143,558</b> | <b>144,179</b> | <b>153,828</b> | <b>159,819</b> | <b>5,991</b>    | _____                |
| <b>Operating Expenses</b>          |                |                |                |                |                 |                      |
| Advertising                        | 140            | 823            | 500            | 400            | (100)           | _____                |
| Building Maintenance               | -              | -              | -              | -              | -               | _____                |
| Consultants                        | -              | -              | -              | -              | -               | _____                |
| Dues & Subscriptions               | 6,957          | 6,430          | 6,114          | 6,479          | 365             | _____                |
| Professional Development/Training  | -              | -              | -              | 1,340          | 1,340           | _____                |
| Supplies                           | 1,331          | 1,552          | 500            | 1,000          | 500             | _____                |
| Travel                             | 6,306          | 2,728          | 2,100          | 2,670          | 570             | _____                |
| Utilities                          | 2,258          | 2,615          | 2,600          | 3,516          | 916             | _____                |
| Vehicles & Equipment               | -              | -              | -              | 960            | 960             | _____                |
| Other Expenses                     | 2,734          | 4,242          | 2,800          | 2,600          | (200)           | _____                |
| <b>Subtotal Operating Expenses</b> | <b>19,726</b>  | <b>18,390</b>  | <b>14,614</b>  | <b>18,965</b>  | <b>4,351</b>    | _____                |
| <b>Total Expenses</b>              | <b>163,284</b> | <b>162,569</b> | <b>168,442</b> | <b>178,784</b> | <b>10,342</b>   | _____                |

**Division: Mayor's Office**  
**Department: Mayor's Office**  
**Department No: 121**

| <i>Name</i>            | <i>Position</i>     | <i>Current Munis<br/>Object Code</i> | <i>Base<br/>Salary</i> | <i>Shift<br/>Differential</i> | <i>Longevity</i> | <i>Education<br/>Stipends</i> | <i>Incentives</i> | <i>Uniform</i> | <i>Other<br/>Stipends</i> | <i>Holiday</i> | <i>Vacation</i> | <i>Total Salary</i> |
|------------------------|---------------------|--------------------------------------|------------------------|-------------------------------|------------------|-------------------------------|-------------------|----------------|---------------------------|----------------|-----------------|---------------------|
| Thatcher W Kezer III   | Mayor               | 511110                               | 60,000                 |                               |                  |                               |                   |                |                           |                |                 | 60,000              |
| Kendra Amaral          | Chief of Staff      | 511112                               | 51,991                 |                               |                  |                               |                   |                |                           |                |                 | 51,991              |
| Donna Motsis           | Executive Secretary | 511150                               | 47,828                 |                               |                  |                               |                   |                |                           |                |                 | 47,828              |
|                        |                     |                                      |                        |                               |                  |                               |                   |                |                           |                |                 | -                   |
| <b>Total Personnel</b> |                     |                                      | <b>159,819</b>         | -                             | -                | -                             | -                 | -              | -                         | -              | -               | <b>159,819</b>      |

**Division: Mayor's Office**  
**Department: Mayor's Office**  
**Department No: 121**

| <i>Overtime</i>          | <i>Current Munis<br/>Object Code</i> | <i>Unit Type</i> | <i># of Hours</i> | <i>Hrly<br/>Rate (\$)</i> | <i>Total</i> | <i>Notes</i> |
|--------------------------|--------------------------------------|------------------|-------------------|---------------------------|--------------|--------------|
| General                  |                                      | Hours            |                   |                           | -            |              |
| Recall Overtime          |                                      | Hours            |                   |                           | -            |              |
| Training Overtime        |                                      | Hours            |                   |                           | -            |              |
| <b>Subtotal Overtime</b> |                                      |                  |                   |                           | -            |              |

| <i>Other Personnel Expenses</i> | <i>Current Munis<br/>Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit<br/>Cost</i> | <i>Total</i> | <i>Notes</i> |
|---------------------------------|--------------------------------------|------------------|-------------------|----------------------|--------------|--------------|
| Medical Expenses                |                                      |                  |                   |                      | -            |              |
| Tuition Reimbursement           |                                      |                  |                   |                      | -            |              |
| Training                        |                                      |                  |                   |                      | -            |              |
| <b>Subtotal Overtime</b>        |                                      |                  |                   |                      | -            |              |

**Division: Mayor's Office**  
**Department: Mayor's Office**  
**Department No: 121**

| <i>Description</i>                                | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b>Advertising</b>                                |                                  |                  |                   |                  |                   |              |
| Legal Notices                                     |                                  |                  |                   |                  | -                 |              |
| Open Position/Bid Ads                             |                                  |                  | 2                 | 200              | 400               |              |
| <b>Subtotal Advertising</b>                       |                                  |                  |                   |                  | <b>400</b>        |              |
| <b>Building Maintenance</b>                       |                                  |                  |                   |                  |                   |              |
| Materials   |                                  |                  |                   |                  |                   |              |
| Repairs   |                                  |                  |                   |                  |                   |              |
| Other   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Building Maintenance</b>              |                                  |                  |                   |                  | <b>-</b>          |              |
| <b>Consultants</b>                                |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Consultant</b>                        |                                  |                  |                   |                  | <b>-</b>          |              |
| <b>Dues &amp; Subscriptions</b>                   |                                  |                  |                   |                  |                   |              |
| US Conference of Mayors                           | 542310                           | Annual           | 1                 | 2000             | 2,000             |              |
| Weekly Newspaper                                  | 542310                           | Annual           | 1                 | 22               | 22                |              |
| National League of Cities                         | 542310                           | Annual           | 1                 | 1400             | 1,400             |              |
| Massachusetts Municipal Association Dues          | 542310                           | Annual           | 1                 | 2300             | 2,300             |              |
| Sister Cities International                       | 542310                           | Annual           | 1                 | 350              | 350               |              |
| Mass Municipal Personnel                          | 542310                           | Annual           | 1                 | 155              | 155               |              |
| Constant Contact                                  |                                  | Monthly          | 12                | 21               | 252               |              |
| <b>Subtotal Dues &amp; Subscriptions</b>          |                                  |                  |                   |                  | <b>6,479</b>      |              |
| <b>Professional Development &amp; Training</b>    |                                  |                  |                   |                  |                   |              |
| Public Purchasing Training - Second Phase         | 570010                           |                  | 1                 | 680              | 680               |              |
| Mass Municipal Personnel Meetings                 | 570010                           | month            | 12                | 25               | 300               |              |
| Massachusetts Municipal Association Conference    | 542310                           | Enterance Fee    | 2                 | 180              | 360               |              |
| <b>Subtotal Professional Development/Training</b> |                                  |                  |                   |                  | <b>1,340</b>      |              |
| <b>Supplies</b>                                   |                                  |                  |                   |                  |                   |              |
| Office Supplies                                   |                                  |                  |                   |                  |                   |              |
| General Supplies                                  | 542020                           |                  |                   |                  | 1,000             |              |
| Custodial Supplies                                |                                  |                  |                   |                  |                   |              |
| Food Supplies                                     |                                  |                  |                   |                  |                   |              |
| Other Supplies                                    |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Supplies</b>                          |                                  |                  |                   |                  | <b>1,000</b>      |              |

**Division: Mayor's Office**  
**Department: Mayor's Office**  
**Department No: 121**

| <i>Description</i>                                | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i>   |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|--|
| <b>Travel (In and Out of State)</b>               |                                  |                  |                   |                  |                   |  |
| In State Travel, Conferences, MMA, Meetings       | 570010                           | miles            | 6000              | 0.445            | 2,670             |  |
| Out of State Travel                               | 570020                           |                  |                   |                  | -                 |  |
| <b>Subtotal Travel</b>                            |                                  |                  |                   |                  | <b>2,670</b>      |  |
| <b>Utilities</b>                                  |                                  |                  |                   |                  |                   |  |
| Electricity                                       |                                  |                  |                   |                  | -                 |  |
| Natural Gas                                       |                                  |                  |                   |                  | -                 |  |
| <i>Telephone</i>                                  |                                  |                  |                   |                  |                   |  |
| Mayor's Cell Phone                                | 530220                           | month            | 12                | 106              | 1,272             |  |
| Kendra's Cell Phone                               | 530220                           | month            | 12                | 34               | 408               |  |
| Land Line & Fax                                   | 530220                           | month            | 12                | 153              | 1,836             |  |
| Other Utilities                                   |                                  |                  |                   |                  |                   |  |
| <b>Subtotal Utilities</b>                         |                                  |                  |                   |                  | <b>3,516</b>      |  |
| <b>Vehicles &amp; Equipment</b>                   |                                  |                  |                   |                  |                   |  |
| <i>Office Equipment Purchases (Under \$5,000)</i> |                                  |                  |                   |                  |                   |  |
| File Cabinet                                      | 54202                            | each             | 2                 | 480              | 960               |  |
| Office Equipment Maintenance                      |                                  |                  |                   |                  |                   |  |
| Vehicle Maintenance                               |                                  |                  |                   |                  |                   |  |
| Vehicle Fuel                                      |                                  |                  |                   |                  |                   |  |
| Gasoline  |                                  |                  |                   |                  | -                 |  |
| Other Equipment                                   |                                  |                  |                   |                  |                   |  |
| <b>Subtotal Vehicle &amp; Equipment</b>           |                                  |                  |                   |                  | <b>960</b>        |  |
| <b>Other Expenses</b>                             |                                  |                  |                   |                  |                   |  |
| Town Report                                       | 530240                           |                  | 1                 | 2600             | 2,600             | Production of Town Report, cost varies based on pages, number ordered. |
| <b>Subtotal Other Expenses</b>                    |                                  |                  |                   |                  | <b>2,600</b>      |  |

**Division: Mayor's Office**  
**Department: Harbormaster**  
**Department No: 295**

|                                    | <b>FY05</b>   | <b>FY06</b>   | <b>FY07</b>   | <b>FY08</b>    | <b>Variance</b> | <b>Appropriation</b> |
|------------------------------------|---------------|---------------|---------------|----------------|-----------------|----------------------|
|                                    | <i>Actual</i> | <i>Actual</i> | <i>Approp</i> | <i>Request</i> |                 |                      |
| <b>EXPENSES</b>                    |               |               |               |                |                 |                      |
| <b>Personnel</b>                   |               |               |               |                |                 |                      |
| Salaries                           | 6,000         | 6,000         | 6,000         | 6,000          | -               | _____                |
| Overtime                           | -             | -             | -             | -              | -               | _____                |
| Other Personnel Expenses           | -             | -             | -             | -              | -               | _____                |
| <b>Subtotal Personnel</b>          | <b>6,000</b>  | <b>6,000</b>  | <b>6,000</b>  | <b>6,000</b>   | <b>-</b>        | _____                |
| <b>Operating Expenses</b>          |               |               |               |                |                 |                      |
| Advertising                        | -             | -             | -             | -              | -               | _____                |
| Building Maintenance               | -             | -             | -             | -              | -               | _____                |
| Consultants                        | -             | -             | -             | -              | -               | _____                |
| Dues & Subscriptions               | -             | -             | -             | -              | -               | _____                |
| Professional Development/Training  | -             | -             | -             | -              | -               | _____                |
| Supplies                           | -             | -             | -             | -              | -               | _____                |
| Travel                             | -             | -             | -             | -              | -               | _____                |
| Utilities                          | -             | -             | -             | -              | -               | _____                |
| Vehicles & Equipment               | 1,500         | 1,500         | 1,500         | 1,500          | -               | _____                |
| Other Expenses                     | -             | -             | -             | -              | -               | _____                |
| <b>Subtotal Operating Expenses</b> | <b>1,500</b>  | <b>1,500</b>  | <b>1,500</b>  | <b>1,500</b>   | <b>-</b>        | _____                |
| <b>Total Expenses</b>              | <b>7,500</b>  | <b>7,500</b>  | <b>7,500</b>  | <b>7,500</b>   | <b>-</b>        | _____                |

Division: Mayor's Office  
Department: Harbormaster  
Department No: 295

---

| <i>Name</i> | <i>Position</i> | <i>Current Munis<br/>Object Code</i> | <i>Base<br/>Salary</i> | <i>Shift<br/>Differential</i> | <i>Longevity</i> | <i>Education<br/>Stipends</i> | <i>Incentives</i> | <i>Uniform</i> | <i>Other<br/>Stipends</i> | <i>Holiday</i> | <i>Vacation</i> | <i>Total Salary</i> |
|-------------|-----------------|--------------------------------------|------------------------|-------------------------------|------------------|-------------------------------|-------------------|----------------|---------------------------|----------------|-----------------|---------------------|
| Jack Bailey | Harbormaster    | 512260                               | 6,000                  |                               |                  |                               |                   |                |                           |                |                 | \$ 6,000            |

**Division: Mayor's Office**  
**Department: Harbormaster**  
**Department No: 295**

| <i>Overtime</i>          | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Hours</i> | <i>Hrly Rate (\$)</i> | <i>Total</i> | <i>Notes</i> |
|--------------------------|----------------------------------|------------------|-------------------|-----------------------|--------------|--------------|
| General                  |                                  | Hours            |                   |                       | -            |              |
| Recall Overtime          |                                  | Hours            |                   |                       | -            |              |
| Training Overtime        |                                  | Hours            |                   |                       | -            |              |
| <b>Subtotal Overtime</b> |                                  |                  |                   |                       | -            |              |

| <i>Other Personnel Expenses</i> | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total</i> | <i>Notes</i> |
|---------------------------------|----------------------------------|------------------|-------------------|------------------|--------------|--------------|
| Medical Expenses                |                                  |                  |                   |                  | -            |              |
| Tuition Reimbursement           |                                  |                  |                   |                  | -            |              |
| Training                        |                                  |                  |                   |                  | -            |              |
| <b>Subtotal Overtime</b>        |                                  |                  |                   |                  | -            |              |

**Division: Mayor's Office**  
**Department: Harbormaster**  
**Department No: 295**

| <i>Description</i>   | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|--|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b>Advertising</b>   |                                  |                  |                   |                  |                   |              |
| Legal Notices  |                                  |                  |                   |                  | -                 |              |
| Open Position Ads  |                                  |                  |                   |                  | -                 |              |
| Public Notices   |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Advertising</b>                                    |                                  |                  |                   |                  | -                 |              |
| <b>Building Maintenance</b>                                    |                                  |                  |                   |                  |                   |              |
| Materials  |                                  |                  |                   |                  |                   |              |
| Repairs  |                                  |                  |                   |                  |                   |              |
| Other  |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Building Maintenance</b>                           |                                  |                  |                   |                  | -                 |              |
| <b>Consultants</b>   |                                  |                  |                   |                  |                   |              |
| <i>[Fill In Consultant Description]</i>                        |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Consultant</b>                                     |                                  |                  |                   |                  | -                 |              |
| <b>Dues &amp; Subscriptions</b>                                |                                  |                  |                   |                  |                   |              |
| <i>[Fill in Due &amp; Subscription Description]</i>            |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Dues &amp; Subscriptions</b>                       |                                  |                  |                   |                  | -                 |              |
| <b>Professional Development &amp; Training</b>                 |                                  |                  |                   |                  |                   |              |
| <i>[Fill in Professional Development/Training Description]</i> |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Professional Development/Training</b>              |                                  |                  |                   |                  | -                 |              |
| <b>Supplies</b>  |                                  |                  |                   |                  |                   |              |
| Office Supplies  |                                  |                  |                   |                  |                   |              |
| Custodial Supplies   |                                  |                  |                   |                  |                   |              |
| Food Supplies  |                                  |                  |                   |                  |                   |              |
| Other Supplies   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Supplies</b>                                       |                                  |                  |                   |                  | -                 |              |

**Division: Mayor's Office**  
**Department: Harbormaster**  
**Department No: 295**

| <i>Description</i>   | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|--|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b>Travel (In and Out of State)</b>  |                                  |                  |                   |                  |                   |              |
| <i>[Fill in Travel Description]</i>  |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Travel</b>   |                                  |                  |                   |                  | -                 |              |
| <b>Utilities</b>   |                                  |                  |                   |                  |                   |              |
| Electricity  |                                  |                  |                   |                  | -                 |              |
| Natural Gas  |                                  |                  |                   |                  | -                 |              |
| Telephone  |                                  |                  |                   |                  |                   |              |
| Other Utilities  |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Utilities</b>  |                                  |                  |                   |                  | -                 |              |
| <b>Vehicles &amp; Equipment</b>  |                                  |                  |                   |                  |                   |              |
| Office Equipment Purchases (Under \$5,000)                                 |                                  |                  |                   |                  |                   |              |
| Office Equipment Maintenance   |                                  |                  |                   |                  |                   |              |
| <i>Vehicle Maintenance (include nonfuel consumables i.e. oil, filters)</i> |                                  |                  |                   |                  |                   |              |
| Reimbursement  | 524300                           |                  |                   |                  | 700               |              |
| <i>Vehicle Fuel</i>  |                                  |                  |                   |                  |                   |              |
| Gasoline   | 548000                           |                  |                   |                  | 500               |              |
| <i>Other Equipment</i>   |                                  |                  |                   |                  |                   |              |
| Reimbursement  | 557100                           |                  |                   |                  | 300               |              |
| <b>Subtotal Vehicle &amp; Equipment</b>                                    |                                  |                  |                   |                  | <b>1,500</b>      |              |
| <b>Other Expenses</b>  |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Other Expenses</b>   |                                  |                  |                   |                  | -                 |              |

**Division: Mayor's Office**  
**Department: Liquor Commission**  
**Department No: 166**

|                                    | <b>FY05</b>          | <b>FY06</b>          | <b>FY07</b>          | <b>FY08</b>           | <b>Variance</b> | <b>Appropriation</b> |
|------------------------------------|----------------------|----------------------|----------------------|-----------------------|-----------------|----------------------|
|                                    | <b><i>Actual</i></b> | <b><i>Actual</i></b> | <b><i>Approp</i></b> | <b><i>Request</i></b> |                 |                      |
| <b>EXPENSES</b>                    |                      |                      |                      |                       |                 |                      |
| <b>Personnel</b>                   |                      |                      |                      |                       |                 |                      |
| Salaries                           | 900                  | 900                  | 900                  | 900                   | -               | _____                |
| Overtime                           | -                    | -                    | -                    | -                     | -               | _____                |
| Other Personnel Expenses           | -                    | -                    | -                    | -                     | -               | _____                |
| <b>Subtotal Personnel</b>          | <b>900</b>           | <b>900</b>           | <b>900</b>           | <b>900</b>            | <b>-</b>        | _____                |
| <b>Operating Expenses</b>          |                      |                      |                      |                       |                 |                      |
| Advertising                        | -                    | -                    | -                    | -                     | -               | _____                |
| Building Maintenance               | -                    | -                    | -                    | -                     | -               | _____                |
| Consultants                        | -                    | -                    | -                    | -                     | -               | _____                |
| Dues & Subscriptions               | -                    | -                    | -                    | -                     | -               | _____                |
| Professional Development/Training  | -                    | -                    | -                    | -                     | -               | _____                |
| Supplies                           | 46                   | 45                   | 100                  | 100                   | -               | _____                |
| Travel                             | -                    | -                    | -                    | -                     | -               | _____                |
| Utilities                          | -                    | -                    | -                    | -                     | -               | _____                |
| Vehicles & Equipment               | -                    | -                    | -                    | -                     | -               | _____                |
| Other Expenses                     | -                    | -                    | -                    | -                     | -               | _____                |
| <b>Subtotal Operating Expenses</b> | <b>46</b>            | <b>45</b>            | <b>100</b>           | <b>100</b>            | <b>-</b>        | _____                |
| <b>Total Expenses</b>              | <b>946</b>           | <b>945</b>           | <b>1,000</b>         | <b>1,000</b>          | <b>-</b>        | _____                |

Division: Mayor's Office  
Department: Liquor Commission  
Department No:  
166

---

| <i>Name</i>  | <i>Position</i> | <i>Base Salary</i> | <i>Shift Differential</i> | <i>Longevity</i> | <i>Education Stipends</i> | <i>Incentives</i> | <i>Uniform</i> | <i>Other Stipends</i> | <i>Holiday</i> | <i>Vacation</i> | <i>Total Salary</i> |
|--------------|-----------------|--------------------|---------------------------|------------------|---------------------------|-------------------|----------------|-----------------------|----------------|-----------------|---------------------|
| Donna Motsis | Board Secretary | 900                |                           |                  |                           |                   |                |                       |                |                 | \$ 900              |

**Division: Mayor's Office**  
**Department: Liquor Commission**  
**Department No: 166**

---

| <i><b>Overtime</b></i>          | <i><b>Current Munis<br/>Object Code</b></i> | <i><b>Unit Type</b></i> | <i><b># of Hours</b></i> | <i><b>Hrly<br/>Rate (\$)</b></i> | <i><b>Total</b></i> | <i><b>Notes</b></i> |
|---------------------------------|---|-------------------------|--------------------------|----------------------------------|---------------------|---------------------|
| General                         |   | Hours                   |                          |                                  | -                   |                     |
| Recall Overtime                 |   | Hours                   |                          |                                  | -                   |                     |
| Training Overtime               |   | Hours                   |                          |                                  | -                   |                     |
| <b><i>Subtotal Overtime</i></b> |   |                         |                          |                                  | -                   |                     |

---

| <i><b>Other Personnel Expenses</b></i> | <i><b>Current Munis<br/>Object Code</b></i> | <i><b>Unit Type</b></i> | <i><b># of Units</b></i> | <i><b>Unit<br/>Cost</b></i> | <i><b>Total</b></i> | <i><b>Notes</b></i> |
|--|---|-------------------------|--------------------------|-----------------------------|---------------------|---------------------|
| Medical Expenses                       |   |                         |                          |                             | -                   |                     |
| Tuition Reimbursement                  |   |                         |                          |                             | -                   |                     |
| Training                               |   |                         |                          |                             | -                   |                     |
| <b><i>Subtotal Overtime</i></b>        |   |                         |                          |                             | -                   |                     |

**Division: Mayor's Office**  
**Department: Liquor Commission**  
**Department No: 166**

| <i>Description</i>                                | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b>Advertising</b>                                |                                  |                  |                   |                  |                   |              |
| Legal Notices                                     |                                  |                  |                   |                  | -                 |              |
| Open Position Ads                                 |                                  |                  |                   |                  | -                 |              |
| Public Notices                                    |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Advertising</b>                       |                                  |                  |                   |                  | -                 |              |
| <b>Building Maintenance</b>                       |                                  |                  |                   |                  |                   |              |
| Materials   |                                  |                  |                   |                  |                   |              |
| Repairs   |                                  |                  |                   |                  |                   |              |
| Other   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Building Maintenance</b>              |                                  |                  |                   |                  | -                 |              |
| <b>Consultants</b>                                |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Consultant</b>                        |                                  |                  |                   |                  | -                 |              |
| <b>Dues &amp; Subscriptions</b>                   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Dues &amp; Subscriptions</b>          |                                  |                  |                   |                  | -                 |              |
| <b>Professional Development &amp; Training</b>    |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Professional Development/Training</b> |                                  |                  |                   |                  | -                 |              |
| <b>Supplies</b>                                   |                                  |                  |                   |                  |                   |              |
| <i>Office Supplies</i>                            |                                  |                  |                   |                  |                   |              |
| Liquor License Forms                              | 542020                           | pck              | 1                 | 100              | 100               |              |
| Custodial Supplies                                |                                  |                  |                   |                  |                   |              |
| Food Supplies                                     |                                  |                  |                   |                  |                   |              |
| Other Supplies                                    |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Supplies</b>                          |                                  |                  |                   |                  | <b>100</b>        |              |

**Division: Mayor's Office**  
**Department: Liquor Commission**  
**Department No: 166**

| <i>Description</i>  | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b><i>Subtotal Travel</i></b>                                       |                                  |                  |                   |                  | -                 |              |
| <b>Utilities</b>  |                                  |                  |                   |                  |                   |              |
| Electricity   |                                  |                  |                   |                  | -                 |              |
| Natural Gas   |                                  |                  |                   |                  | -                 |              |
| Telephone   |                                  |                  |                   |                  |                   |              |
| Other Utilities   |                                  |                  |                   |                  |                   |              |
| <b><i>Subtotal Utilities</i></b>                                    |                                  |                  |                   |                  | -                 |              |
| <b>Vehicles &amp; Equipment</b>                                     |                                  |                  |                   |                  |                   |              |
| Office Equipment Purchases (Under \$5,000)                          |                                  |                  |                   |                  |                   |              |
| Office Equipment Maintenance  |                                  |                  |                   |                  |                   |              |
| Vehicle Maintenance (include nonfuel consumables i.e. oil, filters) |                                  |                  |                   |                  |                   |              |
| Vehicle Fuel  |                                  |                  |                   |                  |                   |              |
| Gasoline  |                                  |                  |                   |                  | -                 |              |
| Other Equipment   |                                  |                  |                   |                  |                   |              |
| <b><i>Subtotal Vehicle &amp; Equipment</i></b>                      |                                  |                  |                   |                  | -                 |              |
| <b>Other Expenses</b>   |                                  |                  |                   |                  |                   |              |
| <b><i>Subtotal Other Expenses</i></b>                               |                                  |                  |                   |                  | -                 |              |

**Division: Mayor's Office**  
**Department: Legal**  
**Department No: 151**

|                                    | <b>FY05</b>    | <b>FY06</b>    | <b>FY07</b>    | <b>FY08</b>    | <b>Variance</b> | <b>Appropriation</b> |
|------------------------------------|----------------|----------------|----------------|----------------|-----------------|----------------------|
|                                    | <i>Actual</i>  | <i>Actual</i>  | <i>Approp</i>  | <i>Request</i> |                 |                      |
| <b>EXPENSES</b>                    |                |                |                |                |                 |                      |
| <b>Personnel</b>                   |                |                |                |                |                 |                      |
| Salaries                           | -              | -              | -              | -              |                 | _____                |
| Overtime                           | -              | -              | -              | -              |                 | _____                |
| Other Personnel Expenses           | -              | -              | -              | -              |                 | _____                |
| <b>Subtotal Personnel</b>          | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |                 | _____                |
| <b>Operating Expenses</b>          |                |                |                |                |                 |                      |
| General                            | 92,242         | 95,362         | 60,000         | 75,000         | 15,000          | _____                |
| Litigation                         | 83,484         | 23,858         | 30,000         | 15,000         | (15,000)        | _____                |
| Labor                              | 3,250          | 4,421          | 10,000         | 6,000          | (4,000)         | _____                |
| Ordinance Review                   | -              | -              | -              | 4,500          | 4,500           | _____                |
| <b>Subtotal Operating Expenses</b> | <b>178,976</b> | <b>123,641</b> | <b>100,000</b> | <b>100,500</b> | <b>500</b>      | _____                |
| <b>Total Expenses</b>              | <b>178,976</b> | <b>123,641</b> | <b>100,000</b> | <b>100,500</b> | <b>500</b>      | _____                |

**Division: Mayor's Office**  
**Department: Legal**  
**Department No: 151**

| <i>Description</i>             | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i>                              |
|--------------------------------|----------------------------------|------------------|-------------------|------------------|-------------------|---|
| <b>Legal Services</b>          |                                  |                  |                   |                  |                   |   |
| General Government             | 530050                           | hours            | 500               | 150              | 75,000            |   |
| Litigation and Development     | 530055                           | hours            | 100               | 150              | 15,000            | 40B in litigation, continuation of Fafard |
| Labor                          | 530060                           | hours            | 40                | 150              | 6,000             | Six unions to be negotiated in 07 and 08  |
| Ordinance Review               | New                              | hours            | 30                | 150              | 4,500             |   |
| <b>Subtotal Legal Services</b> |                                  |                  |                   |                  | <b>100,500</b>    |   |

**Division: Municipal Council/Town Clerk**  
**Department: Municipal Council**  
**Department No: 111**

|                                    | <b>FY05</b>   | <b>FY06</b>   | <b>FY07</b>   | <b>FY08</b>    | <b>Variance</b> | <b>Appropriation</b> |
|------------------------------------|---------------|---------------|---------------|----------------|-----------------|----------------------|
|                                    | <b>Actual</b> | <b>Actual</b> | <b>Approp</b> | <b>Request</b> |                 |                      |
| <b>EXPENSES</b>                    |               |               |               |                |                 |                      |
| <b>Personnel</b>                   |               |               |               |                |                 |                      |
| Salaries                           | 17,295        | 17,846        | 20,600        | 15,100         | (5,500)         | _____                |
| Overtime                           | -             | -             | -             | 5,498          | 5,498           | _____                |
| Other Personnel Expenses           | -             | -             | -             | -              | -               | _____                |
| <b>Subtotal Personnel</b>          | <b>17,295</b> | <b>17,846</b> | <b>20,600</b> | <b>20,598</b>  | <b>(2)</b>      | _____                |
| <b>Operating Expenses</b>          |               |               |               |                |                 |                      |
| Advertising                        | 4,326         | 6,084         | 4,500         | 4,500          | -               | _____                |
| Building Maintenance               | -             | -             | -             | -              | -               | _____                |
| Consultants                        | 42,000        | 40,000        | 42,000        | 42,000         | -               | _____                |
| Dues & Subscriptions               | -             | -             | 250           | -              | (250)           | _____                |
| Professional Development/Training  | -             | -             | -             | 1,800          | 1,800           | _____                |
| Supplies                           | 693           | 870           | 1,000         | 1,218          | 218             | _____                |
| Travel                             | 1,291         | 1,325         | 1,000         | 89             | (911)           | _____                |
| Utilities                          | -             | -             | -             | -              | -               | _____                |
| Vehicles & Equipment               | -             | -             | -             | -              | -               | _____                |
| Other Expenses                     | 8             | 232           | -             | 250            | 250             | _____                |
| <b>Subtotal Operating Expenses</b> | <b>48,318</b> | <b>48,511</b> | <b>48,750</b> | <b>49,857</b>  | <b>1,107</b>    | _____                |
| <b>Total Expenses</b>              | <b>65,613</b> | <b>66,357</b> | <b>69,350</b> | <b>70,455</b>  | <b>1,105</b>    | _____                |

**Division: Municipal Council/Town Clerk**  
**Department: Municipal Council**  
**Department No: 111**

| <i>Name</i>            | <i>Position</i>      | <i>Current Munis<br/>Object Code</i> | <i>Base<br/>Salary</i> | <i>Shift<br/>Differential</i> | <i>Longevity</i> | <i>Education<br/>Stipends</i> | <i>Incentives</i> | <i>Uniform</i> | <i>Other<br/>Stipends</i> | <i>Holiday</i> | <i>Vacation</i> | <i>Total<br/>Salary</i> |
|------------------------|----------------------|--------------------------------------|------------------------|-------------------------------|------------------|-------------------------------|-------------------|----------------|---------------------------|----------------|-----------------|-------------------------|
| Christopher Lawrence   | President -At Large  | 512100                               | 1,500                  |                               |                  |                               |                   |                |                           |                |                 | 1,500                   |
| Michelle Thone         | District 1           | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Mario Pinierio         | District 2           | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Ann Connolly King      | District 3           | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Robert Lavoie          | District 4           | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Tom Iaccobucci         | District 5           | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Alison Lindstrom       | District 6           | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Roger Benson           | At Large             | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Donna McClure          | At Large             | 512100                               | 1,200                  |                               |                  |                               |                   |                |                           |                |                 | 1,200                   |
| Bonnijo Kitchin        | Clerk to the Council | 512100                               |                        |                               |                  |                               |                   |                | 4,000                     |                |                 | 4,000                   |
| <b>Total Personnel</b> |                      |                                      | <b>11,100</b>          | -                             | -                | -                             | -                 | -              | <b>4,000</b>              | -              | -               | <b>15,100</b>           |

**Division: Municipal Council/Town Clerk**  
**Department: Municipal Council**  
**Department No: 111**

| <b>Overtime</b>          | <b>Current Munis<br/>Object Code</b> | <b>Unit Type</b> | <b># of Hours</b> | <b>Hrly<br/>Rate (\$)</b> | <b>Total</b> | <b>Notes</b>   |
|--------------------------|--------------------------------------|------------------|-------------------|---------------------------|--------------|--|
| General                  |                                      | Hours            |                   |                           | -            |  |
| Recall Overtime          |                                      | Hours            |                   |                           | -            |  |
| Training Overtime        |                                      | Hours            |                   |                           | -            |  |
| Christine Reed           | 512100                               | Hours            | 72.00             | 38.10                     | 2,743        | Municipal Council Meetings/<br>minutes in off hours                                |
| Sharon Dunning           | 512100                               | Hours            | 97.58             | 28.23                     | 2,755        | Finance & Ordinance<br>Committee - All Budget<br>Hearings/ minutes in off<br>hours |
| <b>Subtotal Overtime</b> |                                      |                  |                   |                           | <b>5,498</b> |  |

| <b>Other Personnel Expenses</b> | <b>Current Munis<br/>Object Code</b> | <b>Unit Type</b> | <b># of Units</b> | <b>Unit<br/>Cost</b> | <b>Total</b> | <b>Notes</b> |
|---------------------------------|--------------------------------------|------------------|-------------------|----------------------|--------------|--------------|
| Medical Expenses                |                                      |                  |                   |                      | -            |              |
| Tuition Reimbursement           |                                      |                  |                   |                      | -            |              |
| Training                        |                                      |                  |                   |                      | -            |              |
| <b>Subtotal Overtime</b>        |                                      |                  |                   |                      | <b>-</b>     |              |

**Division: Municipal Council/Town Clerk**  
**Department: Municipal Council**  
**Department No: 111**

| <i>Description</i>                                | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b>Advertising</b>                                |                                  |                  |                   |                  |                   |              |
| Legal Notices                                     |                                  |                  |                   |                  | 4,500             |              |
| Open Position Ads                                 |                                  |                  |                   |                  | -                 |              |
| Public Notices                                    |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Advertising</b>                       |                                  |                  |                   |                  | <b>4,500</b>      |              |
| <b>Building Maintenance</b>                       |                                  |                  |                   |                  |                   |              |
| Materials   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Building Maintenance</b>              |                                  |                  |                   |                  | <b>-</b>          |              |
| <b>Consultants - Auditing Services</b>            |                                  |                  |                   |                  |                   |              |
| Auditing Services                                 | 530010                           |                  |                   |                  | 42,000            |              |
| <b>Subtotal Consultant</b>                        |                                  |                  |                   |                  | <b>42,000</b>     |              |
| <b>Dues &amp; Subscriptions</b>                   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Dues &amp; Subscriptions</b>          |                                  |                  |                   |                  | <b>-</b>          |              |
| <b>Professional Development &amp; Training</b>    |                                  |                  |                   |                  |                   |              |
| Conference/MMA                                    | 570010                           |                  | 9                 | 200              | 1,800             |              |
| <b>Subtotal Professional Development/Training</b> |                                  |                  |                   |                  | <b>1,800</b>      |              |
| <b>Supplies</b>                                   |                                  |                  |                   |                  |                   |              |
| <i>Office Supplies</i>                            |                                  |                  |                   |                  |                   |              |
| Transcriber                                       | 542020                           |                  | 1                 | 199              | 199               |              |
| Audio Tapes                                       | 542020                           |                  | 100               | 4.48             | 448               |              |
| Sheet Protectors                                  | 542020                           | pkg              | 5                 | 13               | 65                |              |
| File Folders                                      | 542020                           | box              | 3                 | 20               | 60                |              |
| Municipal Council Envelopes                       | 542020                           | box              | 2                 | 88               | 176               |              |
| Business Cards                                    | 542020                           |                  | 9                 | 30               | 270               |              |
| Custodial Supplies                                |                                  |                  |                   |                  | -                 |              |
| Food Supplies                                     |                                  |                  |                   |                  | -                 |              |
| Other Supplies                                    |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Supplies</b>                          |                                  |                  |                   |                  | <b>1,218</b>      |              |

**Division: Municipal Council/Town Clerk**  
**Department: Municipal Council**  
**Department No: 111**

| <i>Description</i>  | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b>Travel (In and Out of State)</b>                                 |                                  |                  |                   |                  |                   |              |
| mileage   | 570010                           |                  | 200               | 0.445            | 89                |              |
| <b>Subtotal Travel</b>  |                                  |                  |                   |                  | <b>89</b>         |              |
| <b>Utilities</b>  |                                  |                  |                   |                  |                   |              |
| Electricity   |                                  |                  |                   |                  | -                 |              |
| Natural Gas   |                                  |                  |                   |                  | -                 |              |
| Telephone   |                                  |                  |                   |                  |                   |              |
| Other Utilities   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Utilities</b>   |                                  |                  |                   |                  | <b>-</b>          |              |
| <b>Vehicles &amp; Equipment</b>                                     |                                  |                  |                   |                  |                   |              |
| Office Equipment Purchases (Under \$5,000)                          |                                  |                  |                   |                  | -                 |              |
| Office Equipment Maintenance  |                                  |                  |                   |                  | -                 |              |
| Vehicle Maintenance (include nonfuel consumables i.e. oil, filters) |                                  |                  |                   |                  | -                 |              |
| Vehicle Fuel  |                                  |                  |                   |                  | -                 |              |
| Gasoline  |                                  |                  |                   |                  | -                 |              |
| Other Equipment   |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Vehicle &amp; Equipment</b>                             |                                  |                  |                   |                  | <b>-</b>          |              |
| <b>Other Expenses</b>   |                                  |                  |                   |                  |                   |              |
| Committee Expense - Swearing in Ceremony                            | 530100                           |                  |                   |                  | 250               |              |
| <b>Subtotal Other Expenses</b>                                      |                                  |                  |                   |                  | <b>250</b>        |              |

**Division: Municipal Council/Town Clerk**  
**Department: Town Clerk**  
**Department No: 161**

|                                    | <b>FY05</b>    | <b>FY06</b>    | <b>FY07</b>    | <b>FY08</b>    | <b>Variance</b> | <b>Appropriation</b> |
|------------------------------------|----------------|----------------|----------------|----------------|-----------------|----------------------|
|                                    | <b>Actual</b>  | <b>Actual</b>  | <b>Approp</b>  | <b>Request</b> |                 |                      |
| <b>EXPENSES</b>                    |                |                |                |                |                 |                      |
| <b>Personnel</b>                   |                |                |                |                |                 |                      |
| Salaries                           | 119,404        | 127,645        | 136,804        | 142,359        | 5,555           | _____                |
| Overtime                           | -              | -              | -              | -              | -               | _____                |
| Other Personnel Expenses           | -              | -              | -              | -              | -               | _____                |
| <b>Subtotal Personnel</b>          | <b>119,404</b> | <b>127,645</b> | <b>136,804</b> | <b>142,359</b> | <b>5,555</b>    | _____                |
| <b>Operating Expenses</b>          |                |                |                |                |                 |                      |
| Advertising                        | -              | -              | -              | -              | -               | _____                |
| Building Maintenance               | -              | -              | -              | -              | -               | _____                |
| Consultants                        | -              | -              | -              | -              | -               | _____                |
| Dues & Subscriptions               | 290            | 296            | 230            | 455            | 225             | _____                |
| Professional Development/Training  | -              | -              | -              | 922            | 922             | _____                |
| Supplies                           | 1,173          | 2,053          | 1,500          | 1,523          | 23              | _____                |
| Travel                             | 150            | 683            | 250            | 276            | 26              | _____                |
| Utilities                          | 794            | 745            | 800            | 1,000          | 200             | _____                |
| Vehicles & Equipment               | -              | -              | -              | -              | -               | _____                |
| Other Expenses                     | 1,146          | 304            | 3,120          | 3,494          | 374             | _____                |
| <b>Subtotal Operating Expenses</b> | <b>3,553</b>   | <b>4,081</b>   | <b>5,900</b>   | <b>7,669</b>   | <b>1,769</b>    | _____                |
| <b>Total Expenses</b>              | <b>122,957</b> | <b>131,726</b> | <b>142,704</b> | <b>150,028</b> | <b>7,324</b>    | _____                |

**Division: Municipal Council/Town Clerk**  
**Department: Town Clerk**  
**Department No: 161**

| <i>Name</i>            | <i>Position</i>       | <i>Current Munis<br/>Object Code</i> | <i>Base<br/>Salary</i> | <i>Shift<br/>Differential</i> | <i>Longevity</i> | <i>Education<br/>Stipends</i> | <i>Incentives</i> | <i>Uniform</i> | <i>Other<br/>Stipends</i> | <i>Holiday</i> | <i>Vacation</i> | <i>Total Salary</i> |
|------------------------|-----------------------|--------------------------------------|------------------------|-------------------------------|------------------|-------------------------------|-------------------|----------------|---------------------------|----------------|-----------------|---------------------|
| Bonnijo Kitchin        | Town Clerk            | 511120                               | 58,712                 |                               | 2,055            |                               |                   |                |                           |                |                 | 60,767              |
| Christine Reed         | Asst. Town Clerk      | 511158                               | 44,034                 |                               | 3,303            |                               |                   |                |                           |                |                 | 47,337              |
| Sharon Dunning         | Asdministrative Asst. | 511162                               | 34,255                 |                               |                  |                               |                   |                |                           |                |                 | 34,255              |
| New                    | records management    | New                                  | -                      |                               |                  |                               |                   |                |                           |                |                 | -                   |
| <b>Total Personnel</b> |                       |                                      | <b>137,001</b>         | <b>-</b>                      | <b>5,358</b>     | <b>-</b>                      | <b>-</b>          | <b>-</b>       | <b>-</b>                  | <b>-</b>       | <b>-</b>        | <b>142,359</b>      |

**Division: Municipal Council/Town Clerk**  
**Department: Town Clerk**  
**Department No: 161**

---

| <b><i>Overtime</i></b>          | <b><i>Current Munis<br/>Object Code</i></b> | <b><i>Unit Type</i></b> | <b><i># of Hours</i></b> | <b><i>Hrly<br/>Rate (\$)</i></b> | <b><i>Total</i></b> | <b><i>Notes</i></b> |
|---------------------------------|---|-------------------------|--------------------------|----------------------------------|---------------------|---------------------|
| General                         |   | Hours                   |                          |                                  | -                   |                     |
| Recall Overtime                 |   | Hours                   |                          |                                  | -                   |                     |
| Training Overtime               |   | Hours                   |                          |                                  | -                   |                     |
| <b><i>Subtotal Overtime</i></b> |   |                         |                          |                                  | -                   |                     |

---

| <b><i>Other Personnel Expenses</i></b> | <b><i>Current Munis<br/>Object Code</i></b> | <b><i>Unit Type</i></b> | <b><i># of Units</i></b> | <b><i>Unit<br/>Cost</i></b> | <b><i>Total</i></b> | <b><i>Notes</i></b> |
|--|---|-------------------------|--------------------------|-----------------------------|---------------------|---------------------|
| Medical Expenses                       |   |                         |                          |                             | -                   |                     |
| Tuition Reimbursement                  |   |                         |                          |                             | -                   |                     |
| Training                               |   |                         |                          |                             | -                   |                     |
| <b><i>Subtotal Overtime</i></b>        |   |                         |                          |                             | -                   |                     |

**Division: Municipal Council/Town Clerk**  
**Department: Town Clerk**  
**Department No: 161**

| <i>Description</i>                                | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|--------------|
| <b>Advertising</b>                                |                                  |                  |                   |                  |                   |              |
| Legal Notices                                     |                                  |                  |                   |                  | -                 |              |
| Open Position Ads                                 |                                  |                  |                   |                  | -                 |              |
| Public Notices                                    |                                  |                  |                   |                  | -                 |              |
| <b>Subtotal Advertising</b>                       |                                  |                  |                   |                  |                   | -            |
| <b>Building Maintenance</b>                       |                                  |                  |                   |                  |                   |              |
| Materials   |                                  |                  |                   |                  |                   |              |
| Repairs   |                                  |                  |                   |                  |                   |              |
| Other   |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Building Maintenance</b>              |                                  |                  |                   |                  |                   | -            |
| <b>Consultants</b>                                |                                  |                  |                   |                  |                   |              |
| <b>Subtotal Consultant</b>                        |                                  |                  |                   |                  |                   | -            |
| <b>Dues &amp; Subscriptions</b>                   |                                  |                  |                   |                  |                   |              |
|   | 542310                           |                  |                   |                  |                   |              |
| Massachusetts Town Clerks Association             |                                  | annual           | 1                 | 150              | 150               |              |
| Massachusetts City Clerks Association             |                                  | annual           | 1                 | 150              | 150               |              |
| North Shore City & Town Clerks Association        |                                  | annual           | 1                 | 30               | 30                |              |
| New England Association of City & Town Clerks     |                                  | annual           | 1                 | 25               | 25                |              |
| International Institute of Municipal Clerks       |                                  | annual           | 1                 | 100              | 100               |              |
| <b>Subtotal Dues &amp; Subscriptions</b>          |                                  |                  |                   |                  |                   | <b>455</b>   |
| <b>Professional Development &amp; Training</b>    |                                  |                  |                   |                  |                   |              |
| MCTCA Conference Seacrest(Certification Credits)  |                                  |                  | 1                 | 358              | 358               |              |
| MCTCAJiminy Peak (Certification Credits)          |                                  |                  | 1                 | 300              | 300               |              |
| NEACTC Conference Maine(Certification Credits)    |                                  |                  | 1                 | 200              | 200               |              |
| Quarterly NSCTCA Meetings                         |                                  |                  | 4                 | 16               | 64                |              |
| <b>Subtotal Professional Development/Training</b> |                                  |                  |                   |                  |                   | <b>922</b>   |

**Division: Municipal Council/Town Clerk**  
**Department: Town Clerk**  
**Department No: 161**

| <i>Description</i>   | <i>Current Munis Object Code</i> | <i>Unit Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i>                     |
|--|----------------------------------|------------------|-------------------|------------------|-------------------|----------------------------------|
| <i>Office Supplies</i>                                       |                                  |                  |                   |                  |                   |                                  |
| Bond Paper   | 542020                           | pkg              | 6                 | 30               | 180               | Security paper for vital records |
| File Folders   | 542020                           | box              | 3                 | 20               | 60                |                                  |
| Permanent Markers  | 542020                           | pkg              | 1                 | 13               | 13                |                                  |
| Pens   | 542020                           | pkg              | 2                 | 7                | 14                |                                  |
| Vital Record Binders   | 542020                           | each             | 3                 | 23               | 69                |                                  |
| Mylar Visu-u-lopes   | 542020                           | pkg              | 6                 | 43               | 258               |                                  |
| Paper clips/typewriter ribbons, calendars, post-its, staples | 542020                           |                  |                   |                  | 150               |                                  |
| Sheet Protectors   | 542020                           | pkg              | 5                 | 14               | 70                |                                  |
| Large Mailing envelopes                                      | 542020                           | box              | 2                 | 25               | 50                |                                  |
| CD's / Discs   |                                  |                  |                   |                  | 15                |                                  |
| <i>Custodial Supplies</i>                                    |                                  |                  |                   |                  |                   |                                  |
| <i>Food Supplies</i>   |                                  |                  |                   |                  |                   |                                  |
| <i>Other Supplies</i>  |                                  |                  |                   |                  |                   |                                  |
| Town Clerk Envelopes # 9                                     | 542030                           | box              | 3                 | 84               | 252               |                                  |
| Town Clerk Envelopes #10                                     | 542030                           | box              | 3                 | 84               | 252               |                                  |
| Dog Licenses   | 542030                           |                  |                   |                  | 140               |                                  |
| <b>Subtotal Supplies</b>                                     |                                  |                  |                   |                  | <b>1,523</b>      |                                  |
| <b>Travel (In and Out of State)</b>                          |                                  |                  |                   |                  |                   |                                  |
| Travel to Seacrest Conference - Falmouth, MA                 |                                  | mileage          | 220               | 0.445            | 98                |                                  |
| Travel to Jiminy Peak Conference-Hanover, MA                 |                                  | mileage          | 130               | 0.445            | 58                |                                  |
| Travel to Maine Conference- Ogunquit, ME                     |                                  | mileage          | 70                | 0.445            | 31                |                                  |
| Travel to Quarterly Meetings - Danvers, MA                   |                                  | mileage          | 200               | 0.445            | 89                |                                  |
| <b>Subtotal Travel</b>                                       |                                  |                  |                   |                  | <b>276</b>        |                                  |
| <b>Utilities</b>   |                                  |                  |                   |                  |                   |                                  |
| Electricity  |                                  |                  |                   |                  | -                 |                                  |
| Natural Gas  |                                  |                  |                   |                  | -                 |                                  |
| Telephone  |                                  | month            | 12                | 83               | 1,000             |                                  |
| Other Utilities  |                                  |                  |                   |                  |                   |                                  |
| <b>Subtotal Utilities</b>                                    |                                  |                  |                   |                  | <b>1,000</b>      |                                  |

**Division: Municipal Council/Town Clerk**  
**Department: Town Clerk**  
**Department No: 161**

| <b>Description</b>  | <b>Current Munis Object Code</b> | <b>Unit Type</b> | <b># of Units</b> | <b>Unit Cost</b> | <b>Total Cost</b> | <b>Notes</b>  |
|---|----------------------------------|------------------|-------------------|------------------|-------------------|---|
| Office Equipment Purchases (Under \$5,000)                          |                                  |                  |                   |                  |                   |   |
| Office Equipment Maintenance  |                                  |                  |                   |                  |                   |   |
| Vehicle Maintenance (include nonfuel consumables i.e. oil, filters) |                                  |                  |                   |                  |                   |   |
| <i>Vehicle Fuel</i>   |                                  |                  |                   |                  |                   |   |
| Gasoline  |                                  |                  |                   |                  | -                 |   |
| Other Equipment   |                                  |                  |                   |                  |                   |   |
| <b>Subtotal Vehicle &amp; Equipment</b>                             |                                  |                  |                   |                  | -                 |   |
| <b>Other Expenses</b>   |                                  |                  |                   |                  |                   |   |
| Parking Ticket Processing   | 530015                           | tickets          | 850               | 4.11             | 3,494             | Parking Ticket printing (previously done by Police) |
| <b>Subtotal Other Expenses</b>                                      |                                  |                  |                   |                  | <b>3,494</b>      |   |

**Division: Municipal Council/Town Clerk**  
**Department: Elections**  
**Department No: 162**

|                                    | <b>FY05</b>   | <b>FY06</b>   | <b>FY07</b>   | <b>FY08</b>    | <b>Variance</b> | <b>Appropriation</b> |
|------------------------------------|---------------|---------------|---------------|----------------|-----------------|----------------------|
|                                    | <b>Actual</b> | <b>Actual</b> | <b>Approp</b> | <b>Request</b> |                 |                      |
| <b>EXPENSES</b>                    |               |               |               |                |                 |                      |
| <b>Personnel</b>                   |               |               |               |                |                 |                      |
| Salaries                           | 9,142         | 10,472        | 12,900        | 15,154         | 2,254           |                      |
| Overtime                           | -             | -             | -             | 1,791          | 1,791           |                      |
| Other Personnel Expenses           | -             | -             | -             | -              | -               |                      |
| <b>Subtotal Personnel</b>          | <b>9,142</b>  | <b>10,472</b> | <b>12,900</b> | <b>16,945</b>  | <b>4,045</b>    |                      |
| <b>Operating Expenses</b>          |               |               |               |                |                 |                      |
| Advertising                        | -             | -             | -             | -              | -               |                      |
| Building Maintenance               | -             | -             | -             | -              | -               |                      |
| Consultants                        | -             | -             | -             | -              | -               |                      |
| Dues & Subscriptions               | -             | -             | -             | -              | -               |                      |
| Professional Development/Training  | -             | -             | -             | -              | -               |                      |
| Supplies                           | 3,414         | 3,384         | 4,000         | 4,386          | 386             |                      |
| Travel                             | 179           | 275           | 300           | 150            | (150)           |                      |
| Utilities                          | -             | -             | -             | -              | -               |                      |
| Vehicles & Equipment               | 900           | 1,050         | 1,050         | 1,050          | -               |                      |
| Other Expenses                     | 7,202         | 6,704         | 7,800         | 10,500         | 2,700           |                      |
| <b>Subtotal Operating Expenses</b> | <b>11,695</b> | <b>11,413</b> | <b>13,150</b> | <b>16,086</b>  | <b>2,936</b>    |                      |
| <b>Total Expenses</b>              | <b>20,837</b> | <b>21,885</b> | <b>26,050</b> | <b>33,031</b>  | <b>6,981</b>    |                      |

**Division: Municipal Council/Town Clerk**  
**Department: Elections**  
**Department No: 162**

| <i>Name</i>                  | <i>Position</i>                          | <i>Current Munis<br/>Object Code</i> | <i>Base<br/>Salary</i> | <i>Shift<br/>Differential</i> | <i>Longevity</i> | <i>Education<br/>Stipends</i> | <i>Incentives</i> | <i>Uniform</i> | <i>Other<br/>Stipends</i> | <i>Holiday</i> | <i>Vacation</i> | <i>Total Salary</i> |
|------------------------------|--|--------------------------------------|------------------------|-------------------------------|------------------|-------------------------------|-------------------|----------------|---------------------------|----------------|-----------------|---------------------|
| Bonnijo Kitchin              | Board of Registrar                       | 512160                               |                        |                               |                  |                               |                   |                | 400                       |                |                 | 400                 |
| William Croteau              | Board of Registrar                       | 512160                               |                        |                               |                  |                               |                   |                | 300                       |                |                 | 300                 |
| Robert Gaudet                | Board of Registrar                       | 512160                               |                        |                               |                  |                               |                   |                | 300                       |                |                 | 300                 |
| Normand Pare                 | Board of Registrar                       | 512160                               |                        |                               |                  |                               |                   |                | 300                       |                |                 | 300                 |
| Poll Workers/ Census<br>Help | Wardens                                  | 512162                               |                        |                               |                  |                               |                   |                | 2,376                     |                |                 | 2,376               |
| Poll Workers/ Census<br>Help | Clerks                                   | 512162                               |                        |                               |                  |                               |                   |                | 2,232                     |                |                 | 2,232               |
| Poll Workers/ Census<br>Help | Poll Workers                             | 512162                               |                        |                               |                  |                               |                   |                | 7,830                     |                |                 | 7,830               |
| Poll Workers/ Census<br>Help | Tabulators                               | 512162                               |                        |                               |                  |                               |                   |                | 216                       |                |                 | 216                 |
| Poll Workers/ Census<br>Help | Census<br>Help/election set<br>up assist | 512162                               |                        |                               |                  |                               |                   |                | 1,200                     |                |                 | 1,200               |
| <b>Total Personnel</b>       |  |                                      | -                      | -                             | -                | -                             | -                 | -              | <b>15,154</b>             | -              | -               | <b>15,154</b>       |

**Division: Municipal Council/Town Clerk**  
**Department: Elections**  
**Department No: 162**

---

| <b>Overtime</b>          | <b>Current Munis<br/>Object Code</b> | <b>Unit Type</b> | <b># of Hours</b> | <b>Hrly<br/>Rate (\$)</b> | <b>Total</b> | <b>Notes</b> |
|--------------------------|--------------------------------------|------------------|-------------------|---------------------------|--------------|--------------|
| General                  |                                      | Hours            |                   |                           | -            |              |
| Recall Overtime          |                                      | Hours            |                   |                           | -            |              |
| Training Overtime        |                                      | Hours            |                   |                           | -            |              |
| Christine Reed           | 512162                               | Hours            | 27.00             | 38.10                     | 1,029        |              |
| Sharon Dunning           | 512162                               | Hours            | 27.00             | 28.23                     | 762          |              |
| <b>Subtotal Overtime</b> |                                      |                  |                   |                           | <b>1,791</b> |              |

---

| <b>Other Personnel Expenses</b> | <b>Current Munis<br/>Object Code</b> | <b>Unit Type</b> | <b># of Units</b> | <b>Unit<br/>Cost</b> | <b>Total</b> | <b>Notes</b> |
|---------------------------------|--------------------------------------|------------------|-------------------|----------------------|--------------|--------------|
| Medical Expenses                |                                      |                  |                   |                      | -            |              |
| Tuition Reimbursement           |                                      |                  |                   |                      | -            |              |
| Training                        |                                      |                  |                   |                      | -            |              |
| <b>Subtotal Overtime</b>        |                                      |                  |                   |                      | <b>-</b>     |              |

**Division: Municipal Council/Town Clerk**  
**Department: Elections**  
**Department No: 162**

| <i>Description</i>                                | <i>Current Munis<br/>Object Code</i> | <i>Unit<br/>Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i>  |
|---|--------------------------------------|----------------------|-------------------|------------------|-------------------|---|
| <b>Advertising</b>                                |                                      |                      |                   |                  |                   |   |
| Legal Notices                                     |                                      |                      |                   |                  |                   |   |
| Open Position Ads                                 |                                      |                      |                   |                  | -                 |   |
| Public Notices                                    |                                      |                      |                   |                  | -                 |   |
| <b>Subtotal Advertising</b>                       |                                      |                      |                   |                  | -                 |   |
| <b>Building Maintenance</b>                       |                                      |                      |                   |                  |                   |   |
| Materials   |                                      |                      |                   |                  |                   |   |
| Repairs   |                                      |                      |                   |                  |                   |   |
| Other   |                                      |                      |                   |                  |                   |   |
| <b>Subtotal Building Maintenance</b>              |                                      |                      |                   |                  | -                 |   |
| <b>Consultants</b>                                |                                      |                      |                   |                  |                   |   |
| <b>Subtotal Consultant</b>                        |                                      |                      |                   |                  | -                 |   |
| <b>Dues &amp; Subscriptions</b>                   |                                      |                      |                   |                  |                   |   |
| <b>Subtotal Dues &amp; Subscriptions</b>          |                                      |                      |                   |                  | -                 |   |
| <b>Professional Development &amp; Training</b>    |                                      |                      |                   |                  |                   |   |
| <b>Subtotal Professional Development/Training</b> |                                      |                      |                   |                  | -                 |   |
| <b>Supplies</b>                                   |                                      |                      |                   |                  |                   |   |
| <i>Office Supplies</i>                            |                                      |                      |                   |                  |                   |   |
| Voting Supplies                                   | 524263                               |                      |                   | 1500             | 1,500             | Secrecy sleeves, paper, ink for voting machines, ballot transfer seals, memory card seals, printer tapes, calculators, red pens |
| File Folders                                      | 542020                               | box                  | 3                 | 20               | 60                |   |
| Highlight Markers                                 | 542020                               | pkg                  | 1                 | 10               | 10                |   |
| Pens  | 542020                               | pkg                  | 2                 | 8                | 16                |   |
| Census Postage                                    | 530200                               |                      | 1                 | 2500             | 2,500             |   |
| Custodial Supplies                                |                                      |                      |                   |                  |                   |   |

**Division: Municipal Council/Town Clerk**  
**Department: Elections**  
**Department No: 162**

| <i>Description</i>  | <i>Current Munis<br/>Object Code</i> | <i>Unit<br/>Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|--------------------------------------|----------------------|-------------------|------------------|-------------------|--------------|
| Food Supplies   |                                      |                      |                   |                  |                   |              |
| Pizza, coffee, water, donuts  | 542162                               |                      | 3                 | 100              | 300               |              |
| Other Supplies  |                                      |                      |                   |                  |                   |              |
| <b>Subtotal Supplies</b>  |                                      |                      |                   |                  | <b>4,386</b>      |              |
| <b>Travel (In and Out of State)</b>                                 |                                      |                      |                   |                  |                   |              |
| Registration for Jiminy Peak  | 570010                               |                      | 1                 | 50               | 50                |              |
| Registration for Seacrest   | 570010                               |                      | 1                 | 50               | 50                |              |
| Registration for NEACTC   | 570010                               |                      | 1                 | 50               | 50                |              |
| <b>Subtotal Travel</b>  |                                      |                      |                   |                  | <b>150</b>        |              |
| <b>Utilities</b>  |                                      |                      |                   |                  |                   |              |
| Electricity   |                                      |                      |                   |                  | -                 |              |
| Natural Gas   |                                      |                      |                   |                  | -                 |              |
| Telephone   |                                      |                      |                   |                  |                   |              |
| Other Utilities   |                                      |                      |                   |                  |                   |              |
| <b>Subtotal Utilities</b>   |                                      |                      |                   |                  | <b>-</b>          |              |
| <b>Vehicles &amp; Equipment</b>                                     |                                      |                      |                   |                  |                   |              |
| Office Equipment Purchases (Under \$5,000)                          |                                      |                      |                   |                  |                   |              |
| Office Equipment Maintenance  |                                      |                      |                   |                  |                   |              |
| Voting Machine Maintenance  | 524262                               | contract             | 1                 | 1050             | 1,050             |              |
| Vehicle Maintenance (include nonfuel consumables i.e. oil, filters) |                                      |                      |                   |                  |                   |              |
| Vehicle Fuel  |                                      |                      |                   |                  |                   |              |
| Gasoline  |                                      |                      |                   |                  | -                 |              |
| Other Equipment   |                                      |                      |                   |                  |                   |              |
| <b>Subtotal Vehicle &amp; Equipment</b>                             |                                      |                      |                   |                  | <b>1,050</b>      |              |
| <b>Other Expenses</b>   |                                      |                      |                   |                  |                   |              |
| MGL Books,updates   | 530230                               |                      | 1                 | 1500             | 1,500             |              |
| Printing ballots/coding of memory cards                             | 530230                               |                      | 3                 | 2000             | 6,000             |              |
| List of Residents   | 530230                               |                      | 1                 | 1500             | 1,500             |              |
| Census Forms  | 530230                               |                      | 1                 | 1500             | 1,500             |              |
| <b>Subtotal Other Expenses</b>                                      |                                      |                      |                   |                  | <b>10,500</b>     |              |

**Division: Fire**  
**Department: Fire**  
**Department No: 220**

|                                    | <i>FY05</i>      | <i>FY06</i>      | <i>FY07</i>      | <i>FY08</i>      |                 |                      |
|------------------------------------|------------------|------------------|------------------|------------------|-----------------|----------------------|
|                                    | <i>Actual</i>    | <i>Actual</i>    | <i>Approp</i>    | <i>Request</i>   | <i>Variance</i> | <i>Appropriation</i> |
| <b>EXPENSES</b>                    |                  |                  |                  |                  |                 |                      |
| <b>Personnel</b>                   |                  |                  |                  |                  |                 |                      |
| Salaries                           | 2,011,578        | 2,057,375        | 2,187,248        | 2,203,683        | 16,435          | _____                |
| Overtime                           | 270,630          | 156,110          | 183,000          | 154,060          | (28,940)        | _____                |
| Other Personnel Expenses           | 21,962           | 17,807           | 25,320           | 60,027           | 34,707          | _____                |
| <b>Subtotal Personnel</b>          | <b>2,304,170</b> | <b>2,231,292</b> | <b>2,395,568</b> | <b>2,417,770</b> | <b>22,202</b>   | _____                |
| <b>Operating Expenses</b>          |                  |                  |                  |                  |                 |                      |
| Advertising                        | -                | -                | -                | -                | -               | _____                |
| Building Maintenance               | 20,784           | 8,900            | 17,100           | 17,500           | 400             | _____                |
| Consultants                        | -                | -                | -                | -                | -               | _____                |
| Dues & Subscriptions               | 2,069            | 1,380            | 1,135            | 2,735            | 1,600           | _____                |
| Professional Development/Training  | 3,447            | 1,633            | 3,000            | 3,000            | -               | _____                |
| Supplies                           | 36,314           | 41,475           | 47,697           | 54,552           | 6,855           | _____                |
| Utilities                          | 28,318           | 28,185           | 26,000           | 28,000           | 2,000           | _____                |
| Vehicles & Equipment               | 52,190           | 343,157          | 140,120          | 109,805          | (30,315)        | _____                |
| Other Expenses                     | 5,413            | 52,110           | 18,700           | 14,900           | (3,800)         | _____                |
| <b>Subtotal Operating Expenses</b> | <b>148,535</b>   | <b>476,840</b>   | <b>253,752</b>   | <b>230,492</b>   | <b>(23,260)</b> | _____                |
| <b>Total Expenses</b>              | <b>2,452,705</b> | <b>2,708,132</b> | <b>2,649,320</b> | <b>2,648,262</b> | <b>(1,058)</b>  | _____                |

Notes:

1. FY6 Actual includes 48,272 in storm related expenses.

| <i>Name</i>            | <i>Position</i>            | <i>Current Munis<br/>Object Code</i> | <i>Base Salary</i> | <i>Shift<br/>Differential</i> | <i>Longevity</i> | <i>Education<br/>Stipends</i> | <i>Incentives</i> | <i>Uniform</i> | <i>Other<br/>Stipends</i> | <i>Holiday</i> | <i>Vacation</i> | <i>Total Salary</i> |
|------------------------|----------------------------|--------------------------------------|--------------------|-------------------------------|------------------|-------------------------------|-------------------|----------------|---------------------------|----------------|-----------------|---------------------|
| Jameson R. Ayotte      | Lieutenant/Paramedic       | 511224                               | 54,248             |                               |                  | 1,350                         |                   | 1,300          | 5,000                     | 2,869          |                 | 64,767              |
| James D. Bateman       | Firefighter/Paramedic      | 511220                               | 45,974             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,492          |                 | 54,741              |
| Jonathan R. Brickett   | Deputy Chief/Paramedic     | 511228                               | 65,965             |                               | 4,948            | 1,350                         |                   | 1,300          | 5,000                     | 3,268          |                 | 81,831              |
| Darcie W. Britner      | Firefighter/Paramedic      | 511220                               | 40,960             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,177          |                 | 49,412              |
| Mark Bruno             | Firefighter/Paramedic      | 511220                               | 43,784             |                               |                  | 1,350                         |                   | 1,275          | 5,000                     | 2,315          |                 | 53,724              |
| Michael Burke          | Firefighter/Paramedic      | 511220                               | 45,595             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,421          | -               | 54,291              |
| Todd R. Calderwood     | Firefighter/EMT            | 511220                               | 44,668             |                               |                  | 1,000                         |                   | 1,275          |                           | 2,347          |                 | 49,290              |
| Jamie A. Clark         | Firefighter/Fire Alarm Sup | 512221                               | 45,974             |                               | 1,149            |                               |                   | 1,275          | 13,000                    | 2,492          |                 | 63,890              |
| Scott D. Cloutier      | Lieutenant                 | 511224                               | 54,249             |                               | 1,356            |                               |                   | 1,300          |                           | 2,941          |                 | 59,846              |
| Erik J. Cole           | Firefighter/Paramedic      | 511220                               | 45,973             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,431          |                 | 54,679              |
| Craig Deguio           | Lieutenant                 | 511224                               | 54,249             |                               | 1,356            |                               |                   | 1,300          |                           | 2,941          |                 | 59,846              |
| Brian S. Dixon         | Firefighter/EMT            | 511220                               | 45,974             |                               | 3,294            |                               |                   | 1,275          |                           | 2,608          |                 | 53,151              |
| James W. Drouin        | Firefighter/EMT            | 511220                               | 45,974             |                               | 6,897            |                               |                   | 1,275          |                           | 2,796          |                 | 56,942              |
| Michael S. Feinberg    | Firefighter/Paramedic      | 511220                               | 45,973             |                               |                  | 1,350                         |                   | 1,275          | 5,000                     | 2,431          |                 | 56,029              |
| Glenn A. Fournier      | Firefighter/EMT            | 511220                               | 45,974             |                               | 4,598            | 1,000                         |                   | 1,275          |                           | 2,619          |                 | 55,466              |
| Robert Fredette, Jr    | Firefighter/EMT            | 511220                               | 45,974             |                               | 4,598            |                               |                   | 1,275          |                           | 2,674          |                 | 54,521              |
| Timothy Haynes         | Firefighter/Paramedic      | 511220                               | 45,974             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,431          |                 | 54,680              |
| John E. Kane           | Firefighter/Paramedic      | 511220                               | 45,974             |                               |                  | 1,350                         |                   | 1,275          | 5,000                     | 2,431          |                 | 56,030              |
| James Kukene           | Lieutenant                 | 511224                               | 54,249             |                               | 8,138            | 1,350                         |                   | 1,300          |                           | 3,299          |                 | 68,336              |
| Steven S. Mason        | Firefighter/EMT/Mechanic   | 512221                               | 45,805             |                               | 1,145            |                               |                   | 1,275          | 7,700                     | 2,266          |                 | 58,191              |
| David B. Mather        | Firefighter/EMS Coord.     | 512221                               | 45,974             |                               | 1,149            | 1,000                         |                   | 1,275          | 7,700                     | 2,492          |                 | 59,590              |
| Iain McGregor          | Firefighter/Paramedic      | 511220                               | 42,704             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,245          |                 | 51,224              |
| Brian W. Moran         | Firefighter/Paramedic      | 511220                               | 45,974             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,431          |                 | 54,680              |
| Earl Morrill, Jr.      | Firefighter/EMT            | 511220                               | 45,974             |                               | 6,897            |                               |                   | 1,275          |                           | 2,796          |                 | 56,942              |
| Gerard Morrill         | Firefighter/EMT/Mechanic   | 512221                               | 45,974             |                               | 3,448            |                               |                   | 1,275          | 5,200                     | 2,614          |                 | 58,511              |
| Thomas Mullaley        | Firefighter/EMT            | 511220                               | 45,974             |                               | 1,149            |                               |                   | 1,275          |                           | 2,492          |                 | 50,890              |
| James M. Nolan         | Firefighter/EMT            | 511220                               | 45,974             |                               | 1,149            |                               |                   | 1,275          |                           | 2,492          |                 | 50,890              |
| Matthew Patterson      | Firefighter/Paramedic      | 511220                               | 45,595             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,421          |                 | 54,291              |
| Robert T. Picard       | Firefighter/EMT            | 511220                               | 45,974             |                               | 4,598            |                               |                   | 1,275          |                           | 2,674          |                 | 54,521              |
| Gregory M. Rexford     | Firefighter/EMT            | 511220                               | 45,974             |                               | 3,338            |                               |                   | 1,275          |                           | 2,608          |                 | 53,195              |
| Russell T. Ricker      | Firefighter/Paramedic      | 511220                               | 45,974             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,431          |                 | 54,680              |
| Richard P. Shellene    | Firefighter/Paramedic      | 511220                               | 45,974             |                               |                  |                               |                   | 1,275          | 5,000                     | 2,431          |                 | 54,680              |
| William F. Shute       | Chief of Department        | 511220                               | 86,783             |                               | 6,509            | 1,350                         |                   | 1,300          |                           | 4,005          |                 | 99,947              |
| Ryan L. York           | Firefighter/EMT            | 511220                               | 45,047             |                               |                  |                               |                   | 1,275          |                           | 2,379          |                 | 48,700              |
| Tracy A. Cronin        | Dispatcher                 | 511203                               | 46,039             |                               |                  |                               |                   | 675            |                           | 2,192          |                 | 48,906              |
| Keith Deguio           | Dispatcher                 | 511203                               | 46,039             |                               |                  |                               |                   | 675            |                           | 2,192          |                 | 48,906              |
| Karen J. Devlin        | Communications Co-ord      | 511203                               | 40,186             |                               |                  |                               |                   | 675            |                           | -              |                 | 40,861              |
| George Lorden          | Dispatcher                 | 511203                               | 46,039             |                               |                  |                               |                   | 675            |                           | 2,192          |                 | 48,906              |
| Emmanuel Tickelis      | Dispatcher                 | 511203                               | 44,313             |                               |                  |                               |                   | 675            |                           | 2,110          |                 | 47,099              |
| Int. Dispatchers       |                            | 512203                               | 6,600              |                               |                  |                               |                   |                |                           |                |                 | 6,600               |
| <b>Total Personnel</b> |                            |                                      | <b>1,872,595</b>   | <b>-</b>                      | <b>65,717</b>    | <b>12,450</b>                 | <b>-</b>          | <b>46,875</b>  | <b>108,597</b>            | <b>97,449</b>  | <b>-</b>        | <b>2,203,683</b>    |

**Division: Fire**  
**Department: Fire**  
**Department No: 220**

| <b>Overtime</b>            | <b>Current Munis<br/>Object Code</b> | <b>Unit Type</b> | <b># of Hours</b> | <b>Hrly Rate<br/>(\$)</b> | <b>Total</b>   | <b>Notes</b>   |
|----------------------------|--------------------------------------|------------------|-------------------|---------------------------|----------------|--|
| General                    | 513100                               | Hours            | 750               | 38.00                     | 28,500         | Fires, Haz Mats, Multiple Calls, Mutual Aid & Storm Coverage |
| Ambulance Overtime         | 513101                               | Hours            | 1,200             | 38.00                     | 45,600         | to cover Fire apparatus during 911 Medical calls             |
| Training Overtime          |                                      | Hours            |                   |                           | -              |  |
| Fire/Rescue                | 514216                               | Hours            | 265               | 38.00                     | 10,070         | Training Coverage Fire/Rescue                                |
| Shift coverage - sick      | 513150                               | Hours            | 790               | 38.00                     | 30,020         | Sick Leave Coverage  |
| Shift coverage - injury    | 513151                               | Hours            | 135               | 38.00                     | 5,130          | Injury on Duty Coverage                                      |
| Communications coverage    | 513103                               | Hours            | 630               | 31.75                     | 20,000         | Non per diem dispatch coverage                               |
| Personal hours             | 514217                               | Hours            | 230               | 38.00                     | 8,740          |  |
| Dispatch Per Diem Coverage | 512203                               |                  |                   |                           | 6,000          |  |
| <b>Subtotal Overtime</b>   |                                      |                  |                   |                           | <b>154,060</b> |  |

| <b>Other Personnel Expenses</b> | <b>Current Munis<br/>Object Code</b> | <b>Unit Type</b> | <b># of Units</b> | <b>Unit Cost</b> | <b>Total</b>  | <b>Notes</b>  |
|---------------------------------|--------------------------------------|------------------|-------------------|------------------|---------------|---|
| Medical Expenses                | 519420                               |                  |                   |                  | 10,000        | On the job injuries-Mass Law 111F, We are self insured. |
| Ambulance/Medical training      | 513102                               |                  |                   |                  | 30,000        | Recert training yrly-16 medics, 1 EMT-I & 16 EMT's      |
| Sick Leave Buy Out              | 517910                               |                  |                   |                  | 20,027        | Chief retirement buy back sick leave                    |
| <b>Subtotal Overtime</b>        |                                      |                  |                   |                  | <b>60,027</b> |   |

**Division: Fire**  
**Department: Fire**  
**Department No: 220**

| <i>Description</i>  | <i>Current Munis<br/>Object Code</i> | <i>Unit<br/>Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i>         |
|---|--------------------------------------|----------------------|-------------------|------------------|-------------------|----------------------|
| <b>Advertising</b>  |                                      |                      |                   |                  |                   |                      |
| <b>Subtotal Advertising</b>   |                                      |                      |                   |                  | -                 |                      |
| <b>Building Maintenance</b>   |                                      |                      |                   |                  |                   |                      |
| <i>Materials</i>  | 524005                               |                      |                   |                  |                   |                      |
| Install last Plymovent Diesel Exhaust Pipe which complete all vehicles                                |                                      |                      |                   |                  | 8,000             |                      |
| <i>Repairs</i>  | 524005                               |                      |                   |                  |                   |                      |
| Repaint Elm Street Station  |                                      |                      |                   |                  | 1,000             |                      |
| Replace damaged door panels-School St. Station  |                                      |                      |                   |                  | 1,000             |                      |
| Annual Plumbing problem & Back Ups  |                                      |                      |                   |                  | 500               |                      |
| Repair Window - Elm Street Station  |                                      |                      |                   |                  | 500               |                      |
| Miscellaneous Electrical repairs  |                                      |                      |                   |                  | 500               |                      |
| Repair Floors - School Street Station   |                                      |                      |                   |                  | 1,500             |                      |
| Repair Water Damage   |                                      |                      |                   |                  | 500               |                      |
| <i>Other</i>  | 524005                               |                      |                   |                  |                   |                      |
| Climate Design Heat/AC Maintenance Agreement  |                                      | annual               |                   |                  | 1,000             |                      |
| Other Annual Maintenance  |                                      |                      |                   |                  | 3,000             | Varies based on need |
| <b>Subtotal Building Maintenance</b>  |                                      |                      |                   |                  | <b>17,500</b>     |                      |
| <b>Consultants</b>  |                                      |                      |                   |                  |                   |                      |
| <b>Subtotal Consultants</b>   |                                      |                      |                   |                  | -                 |                      |
| <b>Dues &amp; Subscriptions</b>   | 542310                               |                      |                   |                  |                   |                      |
| Essex County Chiefs Assessment for Mutual Aid and Radio maintenance agreement & Specialized Equipment |                                      |                      | 1                 | 1,500            | 1,500             |                      |
| NFPA-National Fire Protection Association   |                                      |                      | 1                 | 135              | 135               |                      |
| Trade Magazines   |                                      |                      | 1                 | 100              | 100               |                      |
| Seacoast Chief Fire Officer Association   |                                      |                      | 2                 | 500              | 1,000             |                      |
| <b>Subtotal Dues &amp; Subscriptions</b>  |                                      |                      |                   |                  | <b>2,735</b>      |                      |

**Division: Fire**  
**Department: Fire**  
**Department No: 220**

| <i>Description</i>                                | <i>Current Munis<br/>Object Code</i> | <i>Unit<br/>Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i>   |
|---|--------------------------------------|----------------------|-------------------|------------------|-------------------|--|
| <b>Professional Development &amp; Training</b>    |                                      |                      |                   |                  |                   |  |
| Training  | 530321                               |                      |                   |                  | 3,000             | National Fire Academy, Massachusetts Fire Academy, Barnstable County Fire Academy, Outside the Fire Department |
| <b>Subtotal Professional Development/Training</b> |                                      |                      |                   |                  | <b>3,000</b>      |  |
| <b>Supplies</b>                                   |                                      |                      |                   |                  |                   |  |
| <i>Office Supplies</i>                            | 542220                               |                      |                   |                  |                   |  |
| pencils,pens,staples,tape,paper clips, etc        |                                      |                      |                   |                  | 2,000             |  |
| Copier/Printer Lease                              |                                      | month                | 12                | 146              | 1,752             |  |
| Printing costs for special permit forms           |                                      |                      |                   |                  | 300               |  |
| <i>Custodial Supplies</i>                         | 545005                               |                      |                   |                  |                   |  |
| Paper Towels/Toilet Paper                         |                                      |                      |                   |                  | -                 |  |
| Linen & Regular towels                            |                                      |                      |                   |                  | -                 |  |
| Cleaner and soaps, etc.                           |                                      |                      |                   |                  | 3,000             |  |
| <i>Fire Supplies</i>                              | 542220                               |                      |                   |                  |                   |  |
| IMC Dispatch Service Agreement                    |                                      |                      | 1                 | 2,900            | 2,900             |  |
| Fire Extinguisher Annual Maintenance              |                                      |                      |                   |                  | 600               |  |
| Haz-Mat Supplies                                  |                                      |                      |                   |                  | 1,000             |  |
| Fire Hose as needed                               |                                      |                      |                   |                  | -                 |  |
| Fire Tools - 4 inch hose equipment                |                                      |                      |                   |                  | 3,000             |  |
| Hand Lights                                       |                                      |                      |                   |                  | -                 |  |
| Food Supplies                                     |                                      |                      |                   |                  | -                 |  |
| <i>Other Supplies</i>                             |                                      |                      |                   |                  |                   |  |
| Medical Supplies                                  | 542224                               |                      |                   |                  | 36,000            |  |
| Annual Service Agreement for the Defibrillators   |                                      | annual               |                   |                  | 4,000             |  |
| <b>Subtotal Supplies</b>                          |                                      |                      |                   |                  | <b>54,552</b>     |  |
| <b>Utilities</b>                                  |                                      |                      |                   |                  |                   |  |
| Electricity                                       | 521001                               |                      |                   |                  | 14,000            |  |
| Natural Gas                                       | 521020                               |                      |                   |                  | 9,000             |  |
| <i>Telephones</i>                                 |                                      |                      |                   |                  |                   |  |
| Nextel  |                                      |                      |                   |                  | -                 |  |
| Monthly fixed cost for E911 line                  |                                      |                      | 12                | 30               | 360               |  |
| Other Monthly charges for local and long distance |                                      |                      | 12                | 80               | 960               |  |
| <b>Division: Fire</b>                             |                                      |                      |                   |                  |                   |  |
| <b>Department: Fire</b>                           |                                      |                      |                   |                  |                   |  |
| <b>Department No: 220</b>                         |                                      |                      |                   |                  |                   |  |

| <b>Description</b>   | <b>Current Munis<br/>Object Code</b> | <b>Unit<br/>Type</b> | <b># of Units</b> | <b>Unit Cost</b> | <b>Total Cost</b> | <b>Notes</b> |
|--|--------------------------------------|----------------------|-------------------|------------------|-------------------|--------------|
| 5 Nextels  |                                      |                      | 12                | 300              | 3,600             |              |
| Miscellaneous phone charges  |                                      |                      |                   |                  | 80                |              |
| <b>Subtotal Utilities</b>  |                                      |                      |                   |                  | <b>28,000</b>     |              |
| <b>Vehicles &amp; Equipment</b>  |                                      |                      |                   |                  |                   |              |
| <i>Maintain Fire Vehicles</i>  | 524322                               |                      |                   |                  |                   |              |
| Annual Ladder test w/ground ladders  |                                      |                      |                   |                  | 1,500             |              |
| Annual Ladder Truck Ariel & Chasis Service   |                                      |                      | 1                 | 6,000            | 6,000             |              |
| Annual Maintenance on Pumpers  |                                      |                      | 3                 | 335              | 1,005             |              |
| Annual Fire Pump Test on 3 Pumps   |                                      |                      |                   |                  | -                 |              |
| Tire Replacement   |                                      |                      |                   |                  | 10,000            |              |
| Replace siren on Engine 1  |                                      |                      | 1                 | 3,500            | 3,500             |              |
| Routine Maintenance brakes,other<br>unanticipated needs  |                                      |                      |                   |                  | 8,000             |              |
| Vehicle Inspections  |                                      |                      |                   |                  | 350               |              |
| Annual Lube/Oil Service for all vehicles   |                                      |                      |                   |                  | 10,000            |              |
| Body and Paint repairs   |                                      |                      |                   |                  | 10,000            |              |
| Tool replacement/Upgrade Mechanics tools   |                                      |                      |                   |                  | 2,000             |              |
| Misc items that may appear   |                                      |                      |                   |                  |                   |              |
| <i>Maintain Ambulance Vehicles</i>   | 524323                               |                      |                   |                  |                   |              |
| Routine & Emergency repairs  |                                      |                      |                   |                  | 5,000             |              |
| Licensing through the States of MA and NH  |                                      |                      | 2                 | 2,000            | 4,000             |              |
| Nextel phones for medical control  |                                      |                      | 2                 | 500              | 1,000             |              |
| <i>Maintain Fire Alarm</i>   | 524425                               |                      |                   |                  |                   |              |
| Replace outside cable, repair city owned<br>Master Boxes and                                     |                                      |                      |                   |                  | -                 |              |
| Maintain City owned Fire Alarm devices   |                                      |                      |                   |                  | 1,000             |              |
| Annual Inspection Certification of Bucket Truck  |                                      |                      |                   |                  | 1,500             |              |
| Other emergency problems & yearly upgrades to system such as<br>replacing radio master alarm box |                                      |                      |                   |                  | -                 |              |
| <i>Vehicle Fuel</i>  | 548000                               |                      |                   |                  |                   |              |
| Diesel   |                                      | gallons              | 6000              | 2.50             | 15,000            |              |
| Gasoline & Oil   |                                      | gallons              | 2000              | 2.50             | 5,000             |              |
| <i>Equipment for Firefighters</i>  | 542225                               |                      |                   |                  |                   |              |
| Replace turnout gear   |                                      | each                 | 4                 | 1,500            | 6,000             |              |
| <b>Division: Fire</b>  |                                      |                      |                   |                  |                   |              |
| <b>Department: Fire</b>  |                                      |                      |                   |                  |                   |              |
| <b>Department No: 220</b>  |                                      |                      |                   |                  |                   |              |

| <i>Description</i>                              | <i>Current Munis<br/>Object Code</i> | <i>Unit<br/>Type</i> | <i># of Units</i> | <i>Unit Cost</i> | <i>Total Cost</i> | <i>Notes</i> |
|---|--------------------------------------|----------------------|-------------------|------------------|-------------------|--------------|
| Replace protective hoods                        |                                      | each                 | 32                | 25               | 800               |              |
| Replace gloves                                  |                                      |                      |                   |                  | 400               |              |
| Helmets   |                                      |                      |                   |                  | 950               |              |
| Replacement Boots                               |                                      |                      |                   |                  | 1,000             |              |
| Misc  |                                      |                      |                   |                  | 500               |              |
| <i>Radio Equipment Maintenance</i>              | 524220                               |                      |                   |                  |                   |              |
| Annual Maintenance Agreement with Motorola      |                                      | annual               | 1                 | 1,600            | 1,600             |              |
| Verizon Phone lines for radios                  |                                      | line                 | 2                 | 1,350            | 2,700             |              |
| Replacement batteries for Portables             |                                      |                      |                   |                  | 2,000             |              |
| Replacement batteries for Pagers & Misc items   |                                      |                      |                   |                  | 1,000             |              |
| <b><i>Vehicles &amp; Equipment Subtotal</i></b> |                                      |                      |                   |                  | <b>109,805</b>    |              |
| <b>Other Expenses</b>                           |                                      |                      |                   |                  |                   |              |
| <i>Maintain SCBA &amp; Compressor</i>           | 524270                               |                      |                   |                  |                   |              |
| Annual Service Posicheck                        |                                      |                      |                   |                  | 1,000             |              |
| Annual service on compressor                    |                                      |                      |                   |                  | 1,000             |              |
| Quarterly Breathing Air quality test            |                                      |                      |                   |                  | 300               |              |
| Overall Kits                                    |                                      |                      |                   |                  | 400               |              |
| replace 4 air bottles                           |                                      | each                 | 4                 | 500              | 2,000             |              |
| Upgrade 5 SCBAs                                 |                                      | each                 | 5                 | 1,000            | 5,000             |              |
| Misc. items per year/breakdowns                 |                                      |                      |                   |                  | 1,000             |              |
| <i>Fire Prevention</i>                          | 542221                               |                      |                   |                  |                   |              |
| Annual Updates to Codes,Standards & Laws-NFPA   |                                      |                      |                   |                  | 500               |              |
| Mandatory training seminars                     |                                      |                      |                   |                  | 2,500             |              |
| National Fire Academy                           |                                      |                      |                   |                  | 700               |              |
| Fire Prevention meetings                        |                                      |                      |                   |                  | 500               |              |
| Fire Prevention Dues                            |                                      |                      |                   |                  | -                 |              |
| <b><i>Subtotal Other Expenses</i></b>           |                                      |                      |                   |                  | <b>14,900</b>     |              |