

APPENDIX A
Wage Grid for Fiscal Year 2018

2.00% COLA

Grade	****	Minimum							Maximum
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	Hrly	\$ 9.55	\$ 9.74	\$ 9.93	\$ 10.13	\$ 10.33	\$ 10.54	\$ 10.75	\$ 10.97
	37.5/wk	\$358.13	\$365.25	\$372.38	\$379.88	\$387.38	\$395.25	\$403.13	\$411.38
	52/yr	\$18,622.50	\$18,993.00	\$19,363.50	\$19,753.50	\$20,143.50	\$20,553.00	\$20,962.50	\$21,391.50
	40/wk	\$382.00	\$389.60	\$397.20	\$405.20	\$413.20	\$421.60	\$430.00	\$438.80
	52/yr	\$19,864.00	\$20,259.20	\$20,654.40	\$21,070.40	\$21,486.40	\$21,923.20	\$22,360.00	\$22,817.60
2	Hrly	\$ 10.51	\$ 10.72	\$ 10.93	\$ 11.15	\$ 11.37	\$ 11.60	\$ 11.83	\$ 12.07
	37.5/wk	\$394.13	\$402.00	\$409.88	\$418.13	\$426.38	\$435.00	\$443.63	\$452.63
	52/yr	\$20,494.50	\$20,904.00	\$21,313.50	\$21,742.50	\$22,171.50	\$22,620.00	\$23,068.50	\$23,536.50
	40/wk	\$420.40	\$428.80	\$437.20	\$446.00	\$454.80	\$464.00	\$473.20	\$482.80
	52/yr	\$21,860.80	\$22,297.60	\$22,734.40	\$23,192.00	\$23,649.60	\$24,128.00	\$24,606.40	\$25,105.60
3	Hrly	\$12.61	\$12.86	\$13.12	\$13.38	\$13.65	\$13.92	\$14.20	\$14.48
	37.5/wk	\$472.88	\$482.25	\$492.00	\$501.75	\$511.88	\$522.00	\$532.50	\$543.00
	52/yr	\$24,589.50	\$25,077.00	\$25,584.00	\$26,091.00	\$26,617.50	\$27,144.00	\$27,690.00	\$28,236.00
	40/wk	\$504.40	\$514.40	\$524.80	\$535.20	\$546.00	\$556.80	\$568.00	\$579.20
	52/yr	\$26,228.80	\$26,748.80	\$27,289.60	\$27,830.40	\$28,392.00	\$28,953.60	\$29,536.00	\$30,118.40
4	Hrly	\$15.76	\$16.08	\$16.40	\$16.73	\$17.06	\$17.40	\$17.75	\$18.11
	37.5/wk	\$591.00	\$603.00	\$615.00	\$627.38	\$639.75	\$652.50	\$665.63	\$679.13
	52/yr	\$30,732.00	\$31,356.00	\$31,980.00	\$32,623.50	\$33,267.00	\$33,930.00	\$34,612.50	\$35,314.50
	40/wk	\$630.40	\$643.20	\$656.00	\$669.20	\$682.40	\$696.00	\$710.00	\$724.40
	52/yr	\$32,780.80	\$33,446.40	\$34,112.00	\$34,798.40	\$35,484.80	\$36,192.00	\$36,920.00	\$37,668.80
5	Hrly	\$18.76	\$19.14	\$19.52	\$19.91	\$20.31	\$20.72	\$21.13	\$21.55
	37.5/wk	\$703.50	\$717.75	\$732.00	\$746.63	\$761.63	\$777.00	\$792.38	\$808.13
	52/yr	\$36,582.00	\$37,323.00	\$38,064.00	\$38,824.50	\$39,604.50	\$40,404.00	\$41,203.50	\$42,022.50
	40/wk	\$750.40	\$765.60	\$780.80	\$796.40	\$812.40	\$828.80	\$845.20	\$862.00
	52/yr	\$39,020.80	\$39,811.20	\$40,601.60	\$41,412.80	\$42,244.80	\$43,097.60	\$43,950.40	\$44,824.00
6	Hrly	\$22.04	\$22.48	\$22.93	\$23.39	\$23.86	\$24.34	\$24.83	\$25.33
	37.5/wk	\$826.50	\$843.00	\$859.88	\$877.13	\$894.75	\$912.75	\$931.13	\$949.88
	52/yr	\$42,978.00	\$43,836.00	\$44,713.50	\$45,610.50	\$46,527.00	\$47,463.00	\$48,418.50	\$49,393.50
	40/wk	\$881.60	\$899.20	\$917.20	\$935.60	\$954.40	\$973.60	\$993.20	\$1,013.20
	52/yr	\$45,843.20	\$46,758.40	\$47,694.40	\$48,651.20	\$49,628.80	\$50,627.20	\$51,646.40	\$52,686.40

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		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7	Hrly	\$22.82	\$23.28	\$23.75	\$24.23	\$24.71	\$25.20	\$25.70	\$26.21
	37.5/wk	\$855.75	\$873.00	\$890.63	\$908.63	\$926.63	\$945.00	\$963.75	\$982.88
	52/yr	\$44,499.00	\$45,396.00	\$46,312.50	\$47,248.50	\$48,184.50	\$49,140.00	\$50,115.00	\$51,109.50
	40/wk	\$912.80	\$931.20	\$950.00	\$969.20	\$988.40	\$1,008.00	\$1,028.00	\$1,048.40
	52/yr	\$47,465.60	\$48,422.40	\$49,400.00	\$50,398.40	\$51,396.80	\$52,416.00	\$53,456.00	\$54,516.80
8	Hrly	\$25.67	\$26.18	\$26.70	\$27.23	\$27.77	\$28.33	\$28.90	\$29.48
	37.5/wk	\$962.63	\$981.75	\$1,001.25	\$1,021.13	\$1,041.38	\$1,062.38	\$1,083.75	\$1,105.50
	52/yr	\$50,056.50	\$51,051.00	\$52,065.00	\$53,098.50	\$54,151.50	\$55,243.50	\$56,355.00	\$57,486.00
	40/wk	\$1,026.80	\$1,047.20	\$1,068.00	\$1,089.20	\$1,110.80	\$1,133.20	\$1,156.00	\$1,179.20
	52/yr	\$53,393.60	\$54,454.40	\$55,536.00	\$56,638.40	\$57,761.60	\$58,926.40	\$60,112.00	\$61,318.40
9	Hrly	\$26.96	\$27.50	\$28.05	\$28.61	\$29.18	\$29.76	\$30.36	\$30.97
	37.5/wk	\$1,011.00	\$1,031.25	\$1,051.88	\$1,072.88	\$1,094.25	\$1,116.00	\$1,138.50	\$1,161.38
	52/yr	\$52,572.00	\$53,625.00	\$54,697.50	\$55,789.50	\$56,901.00	\$58,032.00	\$59,202.00	\$60,391.50
	40/wk	\$1,078.40	\$1,100.00	\$1,122.00	\$1,144.40	\$1,167.20	\$1,190.40	\$1,214.40	\$1,238.80
	52/yr	\$56,076.80	\$57,200.00	\$58,344.00	\$59,508.80	\$60,694.40	\$61,900.80	\$63,148.80	\$64,417.60
10	Hrly	\$28.85	\$29.43	\$30.02	\$30.62	\$31.23	\$31.85	\$32.49	\$33.14
	37.5/wk	\$1,081.88	\$1,103.63	\$1,125.75	\$1,148.25	\$1,171.13	\$1,194.38	\$1,218.38	\$1,242.75
	52/yr	\$56,257.50	\$57,388.50	\$58,539.00	\$59,709.00	\$60,898.50	\$62,107.50	\$63,355.50	\$64,623.00
	40/wk	\$1,154.00	\$1,177.20	\$1,200.80	\$1,224.80	\$1,249.20	\$1,274.00	\$1,299.60	\$1,325.60
	52/yr	\$60,008.00	\$61,214.40	\$62,441.60	\$63,689.60	\$64,958.40	\$66,248.00	\$67,579.20	\$68,931.20
11	Hrly	\$30.87	\$31.49	\$32.12	\$32.76	\$33.42	\$34.09	\$34.77	\$35.47
	37.5/wk	\$1,157.63	\$1,180.88	\$1,204.50	\$1,228.50	\$1,253.25	\$1,278.38	\$1,303.88	\$1,330.13
	52/yr	\$60,196.50	\$61,405.50	\$62,634.00	\$63,882.00	\$65,169.00	\$66,475.50	\$67,801.50	\$69,166.50
	40/wk	\$1,234.80	\$1,259.60	\$1,284.80	\$1,310.40	\$1,336.80	\$1,363.60	\$1,390.80	\$1,418.80
	52/yr	\$64,209.60	\$65,499.20	\$66,809.60	\$68,140.80	\$69,513.60	\$70,907.20	\$72,321.60	\$73,777.60
12	Hrly	\$32.25	\$32.90	\$33.56	\$34.23	\$34.91	\$35.61	\$36.32	\$37.05
	37.5/wk	\$1,209.38	\$1,233.75	\$1,258.50	\$1,283.63	\$1,309.13	\$1,335.38	\$1,362.00	\$1,389.38
	52/yr	\$62,887.50	\$64,155.00	\$65,442.00	\$66,748.50	\$68,074.50	\$69,439.50	\$70,824.00	\$72,247.50
	40/wk	\$1,290.00	\$1,316.00	\$1,342.40	\$1,369.20	\$1,396.40	\$1,424.40	\$1,452.80	\$1,482.00
	52/yr	\$67,080.00	\$68,432.00	\$69,804.80	\$71,198.40	\$72,612.80	\$74,068.80	\$75,545.60	\$77,064.00

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		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
13	Hrly	\$34.83	\$35.53	\$36.24	\$36.96	\$37.70	\$38.45	\$39.22	\$40.00
	37.5/wk	\$1,306.13	\$1,332.38	\$1,359.00	\$1,386.00	\$1,413.75	\$1,441.88	\$1,470.75	\$1,500.00
	52/yr	\$67,918.50	\$69,283.50	\$70,668.00	\$72,072.00	\$73,515.00	\$74,977.50	\$76,479.00	\$78,000.00
	40/wk	\$1,393.20	\$1,421.20	\$1,449.60	\$1,478.40	\$1,508.00	\$1,538.00	\$1,568.80	\$1,600.00
	52/yr	\$72,446.40	\$73,902.40	\$75,379.20	\$76,876.80	\$78,416.00	\$79,976.00	\$81,577.60	\$83,200.00
14	Hrly	\$35.18	\$35.88	\$36.60	\$37.33	\$38.08	\$38.84	\$39.62	\$40.41
	37.5/wk	\$1,319.25	\$1,345.50	\$1,372.50	\$1,399.88	\$1,428.00	\$1,456.50	\$1,485.75	\$1,515.38
	52/yr	\$68,601.00	\$69,966.00	\$71,370.00	\$72,793.50	\$74,256.00	\$75,738.00	\$77,259.00	\$78,799.50
	40/wk	\$1,407.20	\$1,435.20	\$1,464.00	\$1,493.20	\$1,523.20	\$1,553.60	\$1,584.80	\$1,616.40
	52/yr	\$73,174.40	\$74,630.40	\$76,128.00	\$77,646.40	\$79,206.40	\$80,787.20	\$82,409.60	\$84,052.80
15	Hrly	\$35.71	\$36.42	\$37.15	\$37.89	\$38.65	\$39.42	\$40.21	\$41.01
	37.5/wk	\$1,339.13	\$1,365.75	\$1,393.13	\$1,420.88	\$1,449.38	\$1,478.25	\$1,507.88	\$1,537.88
	52/yr	\$69,634.50	\$71,019.00	\$72,442.50	\$73,885.50	\$75,367.50	\$76,869.00	\$78,409.50	\$79,969.50
	40/wk	\$1,428.40	\$1,456.80	\$1,486.00	\$1,515.60	\$1,546.00	\$1,576.80	\$1,608.40	\$1,640.40
	52/yr	\$74,276.80	\$75,753.60	\$77,272.00	\$78,811.20	\$80,392.00	\$81,993.60	\$83,636.80	\$85,300.80
16	Hrly	\$36.89	\$37.63	\$38.38	\$39.15	\$39.93	\$40.73	\$41.54	\$42.37
	37.5/wk	\$1,383.38	\$1,411.13	\$1,439.25	\$1,468.13	\$1,497.38	\$1,527.38	\$1,557.75	\$1,588.88
	52/yr	\$71,935.50	\$73,378.50	\$74,841.00	\$76,342.50	\$77,863.50	\$79,423.50	\$81,003.00	\$82,621.50
	40/wk	\$1,475.60	\$1,505.20	\$1,535.20	\$1,566.00	\$1,597.20	\$1,629.20	\$1,661.60	\$1,694.80
	52/yr	\$76,731.20	\$78,270.40	\$79,830.40	\$81,432.00	\$83,054.40	\$84,718.40	\$86,403.20	\$88,129.60
17	Hrly	\$38.01	\$38.77	\$39.55	\$40.34	\$41.15	\$41.97	\$42.81	\$43.67
	37.5/wk	\$1,425.38	\$1,453.88	\$1,483.13	\$1,512.75	\$1,543.13	\$1,573.88	\$1,605.38	\$1,637.63
	52/yr	\$74,119.50	\$75,601.50	\$77,122.50	\$78,663.00	\$80,242.50	\$81,841.50	\$83,479.50	\$85,156.50
	40/wk	\$1,520.40	\$1,550.80	\$1,582.00	\$1,613.60	\$1,646.00	\$1,678.80	\$1,712.40	\$1,746.80
	52/yr	\$79,060.80	\$80,641.60	\$82,264.00	\$83,907.20	\$85,592.00	\$87,297.60	\$89,044.80	\$90,833.60
18	Hrly	\$40.47	\$41.28	\$42.11	\$42.95	\$43.81	\$44.69	\$45.58	\$46.49
	37.5/wk	\$1,517.63	\$1,548.00	\$1,579.13	\$1,610.63	\$1,642.88	\$1,675.88	\$1,709.25	\$1,743.38
	52/yr	\$78,916.50	\$80,496.00	\$82,114.50	\$83,752.50	\$85,429.50	\$87,145.50	\$88,881.00	\$90,655.50
	40/wk	\$1,618.80	\$1,651.20	\$1,684.40	\$1,718.00	\$1,752.40	\$1,787.60	\$1,823.20	\$1,859.60
	52/yr	\$84,177.60	\$85,862.40	\$87,588.80	\$89,336.00	\$91,124.80	\$92,955.20	\$94,806.40	\$96,699.20

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Grade	****	Minimum							Maximum
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
19	Hrly	\$43.11	\$43.97	\$44.85	\$45.75	\$46.67	\$47.60	\$48.55	\$49.52
	37.5/wk	\$1,616.63	\$1,648.88	\$1,681.88	\$1,715.63	\$1,750.13	\$1,785.00	\$1,820.63	\$1,857.00
	52/yr	\$84,064.50	\$85,741.50	\$87,457.50	\$89,212.50	\$91,006.50	\$92,820.00	\$94,672.50	\$96,564.00
	40/wk	\$1,724.40	\$1,758.80	\$1,794.00	\$1,830.00	\$1,866.80	\$1,904.00	\$1,942.00	\$1,980.80
	52/yr	\$89,668.80	\$91,457.60	\$93,288.00	\$95,160.00	\$97,073.60	\$99,008.00	\$100,984.00	\$103,001.60
20	Hrly	\$45.47	\$46.38	\$47.31	\$48.26	\$49.23	\$50.21	\$51.21	\$52.23
	37.5/wk	\$1,705.13	\$1,739.25	\$1,774.13	\$1,809.75	\$1,846.13	\$1,882.88	\$1,920.38	\$1,958.63
	52/yr	\$88,666.50	\$90,441.00	\$92,254.50	\$94,107.00	\$95,998.50	\$97,909.50	\$99,859.50	\$101,848.50
	40/wk	\$1,818.80	\$1,855.20	\$1,892.40	\$1,930.40	\$1,969.20	\$2,008.40	\$2,048.40	\$2,089.20
	52/yr	\$94,577.60	\$96,470.40	\$98,404.80	\$100,380.80	\$102,398.40	\$104,436.80	\$106,516.80	\$108,638.40
21	Hrly	\$47.29	\$48.24	\$49.20	\$50.18	\$51.18	\$52.20	\$53.24	\$54.30
	37.5/wk	\$1,773.38	\$1,809.00	\$1,845.00	\$1,881.75	\$1,919.25	\$1,957.50	\$1,996.50	\$2,036.25
	52/yr	\$92,215.50	\$94,068.00	\$95,940.00	\$97,851.00	\$99,801.00	\$101,790.00	\$103,818.00	\$105,885.00
	40/wk	\$1,891.60	\$1,929.60	\$1,968.00	\$2,007.20	\$2,047.20	\$2,088.00	\$2,129.60	\$2,172.00
	52/yr	\$98,363.20	\$100,339.20	\$102,336.00	\$104,374.40	\$106,454.40	\$108,576.00	\$110,739.20	\$112,944.00
22	Hrly	\$51.54	\$52.57	\$53.62	\$54.69	\$55.78	\$56.90	\$58.04	\$59.20
	37.5/wk	\$1,932.75	\$1,971.38	\$2,010.75	\$2,050.88	\$2,091.75	\$2,133.75	\$2,176.50	\$2,220.00
	52/yr	\$100,503.00	\$102,511.50	\$104,559.00	\$106,645.50	\$108,771.00	\$110,955.00	\$113,178.00	\$115,440.00
	40/wk	\$2,061.60	\$2,102.80	\$2,144.80	\$2,187.60	\$2,231.20	\$2,276.00	\$2,321.60	\$2,368.00
	52/yr	\$107,203.20	\$109,345.60	\$111,529.60	\$113,755.20	\$116,022.40	\$118,352.00	\$120,723.20	\$123,136.00

APPENDIX A
Compensation / Classification Table for Fiscal Year 2018

Wage Grid

Note # = See footnote - end of Compensation Table

Exempt Positions

Note #	Grade	Steps (2% each)	I	II	III	IV	V	VI	VII	VIII
			Start	6 months	18 months	30 months	42 months	54 months	66 months	78 months
2	21	Chief of Fire (40 Hrs)	98,363.20	100,339.20	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00
	21	Chief of Police (40 Hrs)	98,363.20	100,339.20	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00
	21	Director of Finance/Accountant (40 Hrs)	98,363.20	100,339.20	102,336.00	104,374.40	106,454.40	108,576.00	110,739.20	112,944.00
	20	Director of Planning & Development (40 Hrs)	94,577.60	96,470.40	98,404.80	100,380.80	102,398.40	104,436.80	106,516.80	108,638.40
	20	Director of Public Works (40 Hrs)	94,577.60	96,470.40	98,404.80	100,380.80	102,398.40	104,436.80	106,516.80	108,638.40
1	15	Recreation Director (40 Hrs)	74,276.80	75,753.60	77,272.00	78,811.20	80,392.00	81,993.60	83,636.80	85,300.80
	14	Director of Assessors (37.5 Hrs)	68,601.00	69,966.00	71,370.00	72,793.50	74,256.00	75,738.00	77,259.00	78,799.50
1	14	Treasurer-Collector (37.5 Hrs)	68,601.00	69,966.00	71,370.00	72,793.50	74,256.00	75,738.00	77,259.00	78,799.50
	13	Council on Aging Director (40 Hrs)	72,446.40	73,902.40	75,379.50	76,876.80	78,416.00	79,976.00	81,577.60	83,200.00
	12	Town Clerk (Elected - Salary based on 37.5 Hrs)	62,887.50	64,155.00	65,442.00	66,748.50	68,074.50	69,439.50	70,824.00	72,247.50

Hourly Positions

Grade	Steps (2% each)	I	II	III	IV	V	VI	VII	VIII	
		Start	6 months	18 months	30 months	42 months	54 months	66 months	78 months	
17	Health Agent (<19 Hrs)	38.01	38.77	39.55	40.34	41.15	41.97	42.81	43.67	
12	Public Health Nurse (37.5 Hrs)	32.25	32.90	33.56	34.23	34.91	35.61	36.32	37.05	
12	Chief Appraiser (37.5 Hrs)	32.25	32.90	33.56	34.23	34.91	35.61	36.32	37.05	
11	Assistant Town Accountant (37.5 Hrs)	30.87	31.49	32.12	32.76	33.42	34.09	34.77	35.47	
11	Building/Zoning Inspectors (<19 Hrs)	30.87	31.49	32.12	32.76	33.42	34.09	34.77	35.47	
10	Conservation Coordinator (20 Hrs)	28.85	29.43	30.02	30.62	31.23	31.85	32.49	33.14	
6	10	Community Project Coordinator (<19 Hrs)	28.85	29.43	30.02	30.62	31.23	31.85	32.49	33.14
7	10	Energy Manager (<19 Hrs)	28.85	29.43	30.02	30.62	31.23	31.85	32.49	33.14
9	Assistant Treasurer/Collector (37.5 Hrs)	26.96	27.50	28.05	28.61	29.18	29.76	30.36	30.97	
8	Asst. to the Town Manager (37.5 Hrs)	25.67	26.18	26.70	27.23	27.77	28.33	28.90	29.48	
8	Fire Equipment Mechanic (<19 Hrs)	25.65	26.15	26.66	27.20	27.74	28.31	28.90	29.48	
8	Health Inspector (<19 Hrs)	25.67	26.18	26.70	27.23	27.77	28.33	28.90	29.48	
7	Facilities Maintenance Technician (40 Hrs)	22.82	23.28	23.75	24.23	24.71	25.20	25.70	26.21	
7	Information/Media Specialist (<19 Hrs)	22.82	23.28	23.75	24.23	24.71	25.20	25.70	26.21	
7	Social Services Specialists (<19 Hrs)	22.82	23.28	23.75	24.23	24.71	25.20	25.70	26.21	
4	Clerk/Typist (<19 Hrs)	15.76	16.08	16.40	16.73	17.06	17.40	17.75	18.11	
4	Custodian (<19 Hrs)	15.76	16.08	16.40	16.73	17.06	17.40	17.75	18.11	
	Emergency Center Dispatcher (P/T)	17.51	18.56	19.67	20.85					
	Matron	19.00	20.14	21.35	22.63					
	Reserve Patrolman	19.00	20.14	21.35	22.63					

APPENDIX A
Compensation / Classification Table for Fiscal Year 2018

Collective Bargaining Unions

Administrative Assistant Union - Hourly Compensation table established by Union Contract. In negotiations.								
7/1/15 - (agreement expired 6/30/16)								
	Steps	I	II	III	IV	V	VI	VII
		Start	6 mos.	18 mos.	30 mos.	42 mos.	54 mos.	66 mos.
	Administrative Assts. - Grade I	18.57	19.31	20.08	20.88	21.72	22.59	23.49
	Administrative Assts. - Grade II	19.88	20.68	21.51	22.37	23.26	24.19	25.16

DPW Union - Hourly Compensation table established by Union Contract. In negotiations.											
7/1/16 (existing agreement expires 6/30/17)											
	Steps	I	II	III	IV	V	VI	VII	VIII	IX	X
	Upon completion of service timeframe	0	9 mos.	18 mos.	36 mos.	48 mos.	60 mos.	72 mos.	84 mos.	120 mos.	240 mos.
	Foreman	23.26	23.89	24.54	25.20	25.88	26.58	27.30	27.79	27.96	28.46
	Mechanic	23.26	23.89	24.54	25.20	25.88	26.58	27.30	27.79	27.96	28.46
	Plant Operator-Primary	23.26	23.89	24.54	25.20	25.88	26.58	27.30	27.79	27.96	28.46
	Foreman 2	21.24	21.81	22.40	23.00	23.62	24.26	24.92	25.37	25.52	25.98
	Plant Operator-Secondary	20.86	21.42	22.00	22.59	23.20	23.83	24.47	24.91	25.06	25.51
	Heavy Equipment Operator	20.18	20.72	21.28	21.85	22.44	23.05	23.67	24.10	24.24	24.68
	Truck Driver Labor	18.78	19.29	19.81	20.34	20.89	21.45	22.03	22.43	22.56	22.97

Firefighter Union - Hourly Compensation table established by Union Contract.									
7/1/16 (existing agreement expires 6/30/19)									
	Steps	I	II	III	IV	V	VI	VII	VIII
Grade		0	12 mos.	24 mos.	36 mos.	48 mos.	60 mos.	72 mos.	84 mos.
8	Firefighter/EMT	25.65	26.15	26.66	27.20	27.74	28.31	28.90	29.48
11	FF/Lieutenant-Inspector	30.84	31.44	32.05	32.70	33.35	34.04	34.74	35.44
13	FF/Captain-Inspector	34.81	35.48	36.17	36.90	37.64	38.42	39.20	39.99
	EMT Certification Stipend (Bi-weekly)	115.00							
	On-Call Stipend (per night)	25.00							

**APPENDIX A
Compensation / Classification Table for Fiscal Year 2018**

Police Union - Hourly Compensation table established by Union Contract.

7/1/16 (existing agreement expires 6/30/19)								
PATROLMAN								
	Steps	I	II	III	IV	V	VI	VII
	Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.	25 yrs.
	Employees Hired Prior to 7/1/2010							
1,3	W/O College Degree	25.66	26.61	27.28	27.93	28.60	29.26	29.67
1,3	BA/BS	30.79	31.93	32.73	33.52	34.32	35.11	35.60
1,3	MA/MS	32.08	33.26	34.09	34.91	35.75	36.57	37.08
	Employees Hired After 7/1/2010							
1,3	W/O College Degree	25.66	26.61	27.28	27.93	28.60	29.26	29.67
1,3	BA/BS	28.23	29.27	30.01	30.72	31.46	32.19	32.64
1,3	MA/MS	28.87	29.94	30.69	31.42	32.18	32.92	33.38

SERGEANT								
	Steps	I	II	III	IV	V	VI	VII
	Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.	25 yrs.
	Employees Hired Prior to 7/1/2010							
	BA/BS	35.41	36.72	37.64	38.55	39.47	40.38	40.94
	MA/MS	36.89	38.25	39.20	40.15	41.11	42.06	42.64
	Employees Hired After 7/1/2010							
	BA/BS	32.46	33.66	34.51	35.33	36.18	37.02	37.54
	MA/MS	33.20	34.43	35.29	36.13	37.01	37.86	38.39

LIEUTENANT								
	Steps	I	II	III	IV	V	VI	VII
	Upon completion of years of service	0	1 yrs.	5 yrs.	10 yrs.	15 yrs.	20 yrs.	25 yrs.
	Employees Hired Prior to 7/1/2010							
	BA/BS	38.49	39.91	40.91	41.90	42.90	43.89	44.50
	MA/MS	40.10	41.58	42.61	43.64	44.69	45.71	46.35
	Employees Hired After 7/1/2010							
	BA/BS	35.29	36.59	37.51	38.40	39.33	40.24	40.80
	MA/MS	36.09	37.43	38.36	39.28	40.23	41.15	41.73

APPENDIX A
Compensation / Classification Table for Fiscal Year 2018

Police & Fire Signal Operator Union - <i>Hourly Compensation table established by Union Contract. In negotiations.</i>								
<i>7/1/14 (existing agreement expires 6/30/17)</i>	<i>Six percent (6%) step increments</i>				<i>Four percent (4%) step increments</i>			
Steps	I	II	III	IV	V	VI	VII	VIII
Upon completion of Service Timeframe	0	6 mos.	18 mos.	36 mos.	48 mos.	60 mos.	72 mos.	120 mos.
Dispatcher (annual base)	37,735.11	39,818.16	42,198.48	44,724.96	46,520.64	48,378.96	49,590.00	50,592.24
Dispatcher (weekly rates)	722.89	762.80	808.40	856.80	891.20	926.80	950.00	969.20
Dispatcher (hourly rates)	18.07	19.07	20.21	21.42	22.28	23.17	23.75	24.23

Other Municipal Positions

Elected/Appointed Positions (MGL 41 s.108 & 108A)	Annual Salary
Town Manager	142,881.87
Chief of Police	133,788.84
Selectmen/Chairman	3,290
Board of Assessors/Chairman	2,936
Selectmen/Members	2,909
Board of Assessors/Members	2,193
Board of Appeals/Chairman	1,681
Board of Health/Chairman	873
Board of Health/Members	495

Professional Stipends	Annual Rate
Animal Control Officer/Inspector	12,000
Animal Pick-Up (Deceased)	2,400
Wildlife Officer	2,400
Call Fire Deputy Chief	1,500
EMT Certification (Police Officers)	1,500
Harbormaster	1,200
Professional Certifications	1,000
Call Fire Captain	750
Call Fire Training Officer	500
Accreditation Stipend (Police)	450
On-Call Stipend (per night)	25

Call Firefighters Rank	Hourly Wage	Certified 5%
Deputy Chief	28.11	29.52
Captain	26.04	27.34
Lieutenant	23.94	25.14
Inspector, Electrical/Building	23.94	n/a
Firefighter w/ CPR 1st. Responder	20.81	21.85
Probationary Firefighter	17.70	n/a

Part-time/Contractual	Contract Rate
MIS Systems Analyst (annually)	34,000.00
Accounting Assistant (hourly rate t/b/d)	27.00

Occasional Help	Range of Compensation	
Registrar of Voters (annually)	400.00	
Recreation Instructor (hourly/per class)	11.00	100.00
Seasonal Employee	11.00	20.00
Senior Work-Off Program	11.00	
	Jul/Dec 2017	Jan/Jan 2018
Poll Worker	11.00	12.00
Warden (Elections/Registration Dept)	12.00	13.00

APPENDIX A
Compensation / Classification Table for Fiscal Year 2018

Legend Notes

- 1 Position also receives either a "Professional Stipend" or additional compensation for certification. See M.G.L. Ch. 41, Sec. 19K & 108P.
- 2 Differs from Wage Grid table; see "Other Municipal Positions" section for additional information.
- 3 Shift differential is 6% for Evening and 8% for Midnight shift.
- 4 Shift differential is 5% for Evening and 7% for Midnight shift.
- 5 Position is shared with the Town of Manchester-by-the-Sea; 50% cost sharing.
- 6 Position funded through the Community Preservation Act Fund and Affordable Housing Trust.
- 7 Position is shared with the Town of Wenham and HWRSD; cost sharing in accordance with contract/approved hours.

APPENDIX B

<u>General Fund Departmental Expenditures/Appropriations</u>	<u>FY2014 Actuals</u>	<u>FY2015 Actuals</u>	<u>FY2016 Actuals</u>	<u>FY2017 Budget</u>	<u>FY2018 Request</u>	<u>Variance \$</u>	<u>Variance %</u>
GENERAL GOVERNMENT							
<i>122 Selectmen</i>							
Personnel Expenses	19,854	25,952	28,896	37,522	39,655	2,133	5.7%
Operating Expenses	5,750	5,063	6,438	10,850	10,850	-	0.0%
<i>Total Selectmen</i>	<u>\$ 25,604</u>	<u>\$ 31,014</u>	<u>\$ 35,333</u>	<u>\$ 48,372</u>	<u>\$ 50,505</u>	<u>\$ 2,133</u>	<u>4.4%</u>
<i>123 Town Manager</i>							
Personnel Expenses	183,399	187,277	179,882	194,772	196,709	1,937	1.0%
Operating Expenses	76,012	109,441	76,005	88,574	103,230	14,656	16.5%
<i>Total Town Manager</i>	<u>\$ 259,412</u>	<u>\$ 296,718</u>	<u>\$ 255,887</u>	<u>\$ 283,346</u>	<u>\$ 299,939</u>	<u>\$ 16,593</u>	<u>5.9%</u>
<i>132 Fin Com/Reserve</i>							
Expenses	21	226	176	250	250	-	0.0%
Reserve Fund	-	-	-	100,000	100,000	-	0.0%
<i>Total Fin Com</i>	<u>\$ 21</u>	<u>\$ 226</u>	<u>\$ 176</u>	<u>\$ 100,250</u>	<u>\$ 100,250</u>	<u>\$ -</u>	<u>0.0%</u>
<i>135 Finance Dept</i>							
Personnel Expenses	149,915	152,358	167,090	187,323	193,540	6,217	3.3%
Operating Expenses	151,780	126,988	247,146	304,469	209,664	(94,805)	-31.1%
<i>Total Finance Dept</i>	<u>\$ 301,695</u>	<u>\$ 279,346</u>	<u>\$ 414,237</u>	<u>\$ 491,792</u>	<u>\$ 403,204</u>	<u>\$ (88,588)</u>	<u>-18.0%</u>
<i>141 Assessor</i>							
Personnel Expenses	140,584	147,072	149,374	156,586	157,139	553	0.4%
Operating Expenses	11,250	12,008	17,787	20,650	22,566	1,916	9.3%
<i>Total Assessor</i>	<u>\$ 151,833</u>	<u>\$ 159,081</u>	<u>\$ 167,161</u>	<u>\$ 177,236</u>	<u>\$ 179,705</u>	<u>\$ 2,469</u>	<u>1.4%</u>
<i>145 Treasurer/Collector</i>							
Personnel Expenses	162,582	168,694	176,559	182,199	185,777	3,578	2.0%
Operating Expenses	27,223	30,240	37,710	48,520	46,450	(2,070)	-4.3%
<i>Total Treasurer/Collector</i>	<u>\$ 189,805</u>	<u>\$ 198,934</u>	<u>\$ 214,270</u>	<u>\$ 230,719</u>	<u>\$ 232,227</u>	<u>\$ 1,508</u>	<u>0.7%</u>

APPENDIX B

General Fund Departmental Expenditures/Appropriations	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Budget	FY2018 Request	Variance \$	Variance %
<i>151 Town Counsel</i>							
Retainer	21,000	27,000	33,000	30,000	37,000	7,000	23.3%
Expenses	77,396	120,182	71,439	98,560	90,000	(8,560)	-8.7%
<i>Total Town Counsel</i>	<u>\$ 98,396</u>	<u>\$ 147,182</u>	<u>\$ 104,439</u>	<u>\$ 128,560</u>	<u>\$ 127,000</u>	<u>\$ (1,560)</u>	<u>-1.2%</u>
<i>161 Town Clerk</i>							
Personnel Expenses	96,104	81,051	89,417	98,304	107,859	9,555	9.7%
Operating Expenses	15,302	25,502	19,509	21,493	20,920	(573)	-2.7%
<i>Total Town Clerk</i>	<u>\$ 111,405</u>	<u>\$ 106,553</u>	<u>\$ 108,926</u>	<u>\$ 119,797</u>	<u>\$ 128,779</u>	<u>\$ 8,983</u>	<u>7.5%</u>
<i>162 Elections & Registration</i>							
Personnel Expenses	8,112	10,449	10,247	18,671	8,896	(9,775)	-52.4%
Operating Expenses	12,929	12,198	15,441	29,050	20,900	(8,150)	-28.1%
<i>Total Elections & Registration</i>	<u>\$ 21,040</u>	<u>\$ 22,647</u>	<u>\$ 25,687</u>	<u>\$ 47,721</u>	<u>\$ 29,796</u>	<u>\$ (17,925)</u>	<u>-37.6%</u>
<i>171 Conservation Commission</i>							
Personnel Expenses	27,054	27,805	28,254	29,524	30,607	1,083	3.7%
Operating Expenses	834	845	1,086	2,205	1,925	(280)	-12.7%
<i>Total Conservation Commission</i>	<u>\$ 27,888</u>	<u>\$ 28,650</u>	<u>\$ 29,340</u>	<u>\$ 31,729</u>	<u>\$ 32,532</u>	<u>\$ 803</u>	<u>2.5%</u>
<i>172 Planning</i>							
Personnel Expenses	29,317	70,011	103,870	107,645	111,935	4,290	4.0%
Operating Expenses	36	3,412	38,294	18,000	4,850	(13,150)	-73.1%
<i>Total Planning</i>	<u>\$ 29,353</u>	<u>\$ 73,423</u>	<u>\$ 142,164</u>	<u>\$ 125,645</u>	<u>\$ 116,785</u>	<u>\$ (8,860)</u>	<u>-7.1%</u>
<i>174 Chebacco Woods</i>							
Operating Expenses	<u>\$ 1,591</u>	<u>\$ 1,705</u>	<u>\$ 785</u>	<u>\$ 2,500</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>0.0%</u>
<i>192 Facilities</i>							
Personnel Expenses	38,799	26,460	59,653	92,081	90,700	(1,381)	-1.5%
Operating Expenses	293,296	238,486	193,908	248,261	198,831	(49,430)	-19.9%
<i>Total Facilities</i>	<u>\$ 332,095</u>	<u>\$ 264,946</u>	<u>\$ 253,561</u>	<u>\$ 340,342</u>	<u>\$ 289,531</u>	<u>\$ (50,811)</u>	<u>-14.9%</u>
<i>Subtotal General Government</i>	<u>\$ 1,550,138</u>	<u>\$ 1,610,424</u>	<u>\$ 1,751,965</u>	<u>\$ 2,128,010</u>	<u>\$ 1,992,754</u>	<u>\$ (135,256)</u>	<u>-6.4%</u>

APPENDIX B

General Fund Departmental Expenditures/Appropriations	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Budget	FY2018 Request	Variance \$	Variance %
PUBLIC SAFETY							
<i>210 Police Department</i>							
Personnel Expenses	1,258,733	1,309,823	1,344,799	1,416,279	1,440,152	23,873	1.7%
Operating Expenses	89,812	111,812	102,145	103,290	118,886	15,596	15.1%
<i>Total Police Department</i>	<u>\$ 1,348,545</u>	<u>\$ 1,421,636</u>	<u>\$ 1,446,944</u>	<u>\$ 1,519,569</u>	<u>\$ 1,559,038</u>	<u>\$ 39,469</u>	<u>2.6%</u>
<i>233 Emergency Report Center</i>							
Personnel Expenses	239,067	245,503	237,839	267,910	270,511	2,601	1.0%
Operating Expenses	29,593	22,109	41,272	45,075	38,779	(6,296)	-14.0%
<i>Total Emergency Report Center</i>	<u>\$ 268,660</u>	<u>\$ 267,612</u>	<u>\$ 279,111</u>	<u>\$ 312,985</u>	<u>\$ 309,290</u>	<u>\$ (3,695)</u>	<u>-1.2%</u>
<i>220 Fire Department</i>							
Personnel Expenses	516,078	534,346	485,632	617,411	652,016	34,605	5.6%
Operating Expenses	89,624	98,785	72,242	86,753	87,524	771	0.9%
<i>Total Fire Department</i>	<u>\$ 605,702</u>	<u>\$ 633,131</u>	<u>\$ 557,874</u>	<u>\$ 704,164</u>	<u>\$ 739,540</u>	<u>\$ 35,376</u>	<u>5.0%</u>
<i>241 Inspectional Services</i>							
Personnel Expenses	103,679	111,545	118,370	96,134	102,006	5,872	6.1%
Operating Expenses	2,049	3,546	5,378	10,224	7,850	(2,374)	-23.2%
<i>Total Inspectional Services</i>	<u>\$ 105,728</u>	<u>\$ 115,091</u>	<u>\$ 123,748</u>	<u>\$ 106,358</u>	<u>\$ 109,856</u>	<u>\$ 3,498</u>	<u>3.3%</u>
<i>291 Emergency Management</i>							
Operating Expenses	\$ -	\$ 699	\$ -	\$ 1,300	\$ 1,100	\$ (200)	-15.4%
<i>292 Animal Control</i>							
Personnel Expenses	7,200	5,467	26,031	17,600	17,800	200	1.1%
Operating Expenses	-	75	1,415	2,230	1,240	(990)	-44.4%
<i>Total Animal Control</i>	<u>\$ 7,200</u>	<u>\$ 5,542</u>	<u>\$ 27,446</u>	<u>\$ 19,830</u>	<u>\$ 19,040</u>	<u>\$ (790)</u>	<u>-4.0%</u>
<i>919 Street Lights</i>							
Operating Expenses	\$ 53,888	\$ 57,770	\$ 33,677	\$ 40,000	\$ 20,000	\$ (20,000)	-50.0%
Subtotal Public Safety	<u>\$ 2,389,723</u>	<u>\$ 2,501,480</u>	<u>\$ 2,468,801</u>	<u>\$ 2,704,206</u>	<u>\$ 2,757,864</u>	<u>\$ 53,658</u>	<u>2.0%</u>

APPENDIX B

General Fund Departmental Expenditures/Appropriations	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Budget	FY2018 Request	Variance \$	Variance %
DEPARTMENT OF PUBLIC WORKS							
<i>421 Public Works</i>							
Personnel Expenses	175,319	177,696	146,145	153,128	146,341	(6,786)	-4.4%
Operating Expenses	80,620	82,179	72,871	72,555	93,130	20,575	28.4%
<i>Total Public Works</i>	<u>\$ 255,939</u>	<u>\$ 259,875</u>	<u>\$ 219,016</u>	<u>\$ 225,683</u>	<u>\$ 239,471</u>	<u>\$ 13,788</u>	<u>6.1%</u>
<i>422 Highway</i>							
Personnel Expenses	211,723	248,555	266,933	311,863	312,346	483	0.2%
Operating Expenses	135,525	132,151	209,014	265,097	196,400	(68,697)	-25.9%
<i>Total Highway</i>	<u>\$ 347,248</u>	<u>\$ 380,705</u>	<u>\$ 475,947</u>	<u>\$ 576,960</u>	<u>\$ 508,746</u>	<u>\$ (68,214)</u>	<u>-11.8%</u>
<i>423 Snow & Ice</i>							
Personnel Expenses	89,701	112,789	58,386	84,700	83,200	(1,500)	-1.8%
Operating Expenses	210,995	367,926	120,782	177,450	175,200	(2,250)	-1.3%
<i>Total Snow & Ice</i>	<u>\$ 300,696</u>	<u>\$ 480,715</u>	<u>\$ 179,168</u>	<u>\$ 262,150</u>	<u>\$ 258,400</u>	<u>\$ (3,750)</u>	<u>-1.4%</u>
<i>429 Cemetery</i>							
Personnel Expenses	80,078	75,860	73,810	72,409	72,722	313	0.4%
Operating Expenses	8,418	6,845	9,291	9,800	9,700	(100)	-1.0%
<i>Total Cemetery</i>	<u>\$ 88,496</u>	<u>\$ 82,705</u>	<u>\$ 83,101</u>	<u>\$ 82,209</u>	<u>\$ 82,422</u>	<u>\$ 213</u>	<u>0.3%</u>
<i>433 Waste, Recycling & Landfill</i>							
Personnel Expenses	-	-	-	-	5,170	5,170	0.0%
Operating Expenses	8,040	10,042	-	20,000	591,272	571,272	2856.4%
Enterprise Subsidy	334,270	304,080	323,138	509,302	-	(509,302)	-100.0%
<i>Total Waste, Recycling & Landfill</i>	<u>\$ 342,310</u>	<u>\$ 314,122</u>	<u>\$ 323,138</u>	<u>\$ 529,302</u>	<u>\$ 596,442</u>	<u>\$ 67,140</u>	<u>12.7%</u>
<i>650 Parks & Fields</i>							
Personnel Expenses	37,093	41,519	32,507	78,631	61,686	(16,946)	-21.6%
Operating Expenses	43,914	67,970	9,045	35,516	8,350	(27,166)	-76.5%
<i>Total Parks & Fields</i>	<u>\$ 81,007</u>	<u>\$ 109,489</u>	<u>\$ 41,551</u>	<u>\$ 114,147</u>	<u>\$ 70,036</u>	<u>\$ (44,111)</u>	<u>-38.6%</u>
<i>651 HWRSD Fields & Grounds</i>							
Personnel Expenses	<u>\$ -</u>	<u>\$ 1,772</u>	<u>\$ 14,894</u>	<u>\$ -</u>	<u>\$ 6,689</u>	<u>\$ 6,689</u>	<u>0.0%</u>
Subtotal Public Works	<u>\$ 1,415,695</u>	<u>\$ 1,629,383</u>	<u>\$ 1,336,815</u>	<u>\$ 1,790,451</u>	<u>\$ 1,762,205</u>	<u>\$ (28,246)</u>	<u>-1.6%</u>

APPENDIX B

<u>General Fund Departmental Expenditures/Appropriations</u>	<u>FY2014 Actuals</u>	<u>FY2015 Actuals</u>	<u>FY2016 Actuals</u>	<u>FY2017 Budget</u>	<u>FY2018 Request</u>	<u>Variance \$</u>	<u>Variance %</u>
HEALTH & HUMAN SERVICES							
<i>511 Public Health Dept</i>							
Personnel Expenses	97,994	110,321	110,370	109,994	119,302	9,308	8.5%
Operating Expenses	1,270	2,156	2,196	3,900	3,900	-	0.0%
<i>Total Public Health Dept</i>	<u>\$ 99,263</u>	<u>\$ 112,477</u>	<u>\$ 112,566</u>	<u>\$ 113,894</u>	<u>\$ 123,202</u>	<u>\$ 9,308</u>	<u>8.2%</u>
<i>541 Council on Aging</i>							
Personnel Expenses	54,101	58,178	61,858	73,108	78,676	5,567	7.6%
Operating Expenses	21,673	27,036	26,045	27,291	29,063	1,772	6.5%
<i>Total Council on Aging</i>	<u>\$ 75,775</u>	<u>\$ 85,214</u>	<u>\$ 87,903</u>	<u>\$ 100,400</u>	<u>\$ 107,739</u>	<u>\$ 7,339</u>	<u>7.3%</u>
<i>543 Veterans Benefits</i>							
Operating Expenses	20,335	12,300	18,092	20,400	35,000	14,600	71.6%
Administration Fee	28,187	27,519	27,490	28,663	33,267	4,604	16.1%
<i>Total Veterans Benefits</i>	<u>\$ 48,522</u>	<u>\$ 39,819</u>	<u>\$ 45,582</u>	<u>\$ 49,063</u>	<u>\$ 68,267</u>	<u>\$ 19,204</u>	<u>39.1%</u>
<i>Subtotal Health & Human Services</i>	<u>\$ 223,560</u>	<u>\$ 237,510</u>	<u>\$ 246,051</u>	<u>\$ 263,357</u>	<u>\$ 299,208</u>	<u>\$ 35,852</u>	<u>13.6%</u>
CULTURE & RECREATION - JOINT DEPARTMENTS							
<i>610 Library</i>							
Operating Expenses	593,080	617,367	715,197	697,272	722,436	25,164	3.6%
Government Fee	16,657	19,293	21,072	22,538	22,411	(127)	-0.6%
State contribution	9,546	11,877	12,300	-	12,443	12,443	0.0%
<i>Total Library</i>	<u>\$ 619,282</u>	<u>\$ 648,537</u>	<u>\$ 748,569</u>	<u>\$ 719,810</u>	<u>\$ 757,290</u>	<u>\$ 37,480</u>	<u>5.2%</u>
<i>620 Elder Van Program</i>							
Operating Expenses	<u>\$ 751</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>0.0%</u>
<i>630 Recreation</i>							
Personnel Expenses	70,461	82,937	80,894	90,005	98,008	8,003	8.9%
Operating Expenses	20,767	26,314	18,897	25,560	19,920	(5,640)	-22.1%
<i>Total Recreation</i>	<u>\$ 91,227</u>	<u>\$ 109,251</u>	<u>\$ 99,791</u>	<u>\$ 115,565</u>	<u>\$ 117,928</u>	<u>\$ 2,363</u>	<u>2.0%</u>
<i>Subtotal Culture & Recreation</i>	<u>\$ 711,261</u>	<u>\$ 757,788</u>	<u>\$ 848,361</u>	<u>\$ 835,375</u>	<u>\$ 875,218</u>	<u>\$ 39,843</u>	<u>4.8%</u>

APPENDIX B

General Fund Departmental Expenditures/Appropriations	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Budget	FY2018 Request	Variance \$	Variance %
UNCLASSIFIED							
148 Salary Reserve	-	-	-	83,988	45,000	(38,988)	-46.4%
149 Capital Spending	222,529	435,113	190,826	234,437	551,757	317,320	135.4%
692 Public Celebrations	2,195	2,983	2,867	610	2,300	1,690	277.0%
722 Debt Service	874,927	862,560	1,046,775	1,010,641	982,638	(28,003)	-2.8%
820 State Assessments	245,567	228,079	230,532	237,134	237,134	-	0.0%
911 Retirement	671,950	704,356	721,863	821,236	789,304	(31,932)	-3.9%
913 Unemployment	-	5,710	-	16,432	10,000	(6,432)	-39.1%
914 Health & Life Insurance	706,691	729,545	800,986	897,737	876,159	(21,578)	-2.4%
916 Other Insurance	175,466	177,673	184,933	190,000	212,793	22,793	12.0%
917 Medicare Tax	48,916	52,081	50,762	56,485	79,077	22,592	40.0%
992 Transfer to Special Revenue	120	44,584	-	-	-	-	0.0%
994 Transfer to Capital Project	-	100,000	-	-	-	-	0.0%
996 Transfer to OPEB	25,000	25,000	25,000	75,000	100,000	25,000	33.3%
997 Transfer to Agency	65,000	65,000	65,000	65,000	65,000	-	0.0%
Subtotal Unclassified	\$ 3,038,362	\$ 3,432,683	\$ 3,319,545	\$ 3,688,700	\$ 3,951,163	\$ 262,462	7.1%
TOWN EXPENDITURES	\$ 9,328,738	\$ 10,169,268	\$ 9,971,537	\$ 11,410,098	\$ 11,638,412	\$ 228,313	2.0%
TOWN EXPENDITURES (EXCLUDING CAPITAL)	\$ 9,106,210	\$ 9,734,155	\$ 9,780,711	\$ 11,175,661	\$ 11,086,655	\$ (89,007)	-0.8%
SCHOOLS							
300 Schools							
Regional Assessment	14,705,190	16,302,008	16,417,016	16,837,972	16,776,063	(61,909)	-0.4%
Ag Assessment	89,064	163,748	197,798	236,766	205,594	(31,172)	-13.2%
Debt Service	481,829	584,907	604,453	686,020	650,901	(35,119)	-5.1%
Total Schools	\$ 15,276,083	\$ 17,050,663	\$ 17,219,267	\$ 17,760,758	\$ 17,632,558	\$ (128,200)	-0.7%
TOTAL GENERAL FUND	\$ 24,604,821	\$ 27,219,931	\$ 27,190,804	\$ 29,170,856	\$ 29,270,970	\$ 100,113	0.3%

NOTE: The Capital and Debt tables below are presented as supplemental information.



Appendix C

Hamilton Wenham Regional School District FY18 Budget Level Service Net Assessment Budget

Total Expenses								
	FY15 BUD	FY15 ACT	FY16 BUD	FY16 ACT	FY17 BUD	FY18 BUD	Difference	
General Operating Expense (Before Offsets)	\$ 28,420,061	\$ 28,481,864	\$ 29,343,112	\$ 29,062,981	\$ 30,166,532	\$ 31,403,624	\$ 1,237,092	4.10%
Expense Offsets	\$ 987,200	\$ 1,061,192	\$ 1,013,510	\$ 1,038,712	\$ 1,016,500	\$ 1,203,808	\$ 187,308	18.43%
General Operating Expenses (After Offsets)	\$ 27,432,861	\$ 27,420,672	\$ 28,329,602	\$ 28,024,269	\$ 29,150,032	\$ 30,199,816	\$ 1,049,784	3.60%
Debt Service Expense	\$ 1,970,392	\$ 1,970,392	\$ 1,993,488	\$ 1,991,941	\$ 2,129,250	\$ 2,092,860	\$ (36,390)	-1.71%
TOTAL EXPENDITURES	\$ 29,403,253	\$ 29,391,064	\$ 30,323,089	\$ 30,016,210	\$ 31,279,282	\$ 32,292,676	\$ 1,013,394	3.24%

Total Funding Sources								
	FY15 BUD	FY15 ACT	FY16 BUD	FY16 ACT	FY17 BUD	FY18 BUD	Difference	
<i>Revenues</i>								
Chapter 70-Base Aid	\$ 3,413,341	\$ 3,413,341	\$ 3,413,341	\$ 3,457,966	\$ 3,457,966	\$ 3,554,656	\$ 96,690	2.8%
MSBA Debt Service Reimbursement	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ 1,132,065	\$ -	0.0%
State Transportation Reimbursement	\$ 290,000	\$ 290,000	\$ 290,000	\$ 290,000	\$ 331,304	\$ 340,686	\$ 9,382	2.8%
Medicaid Reimbursement	\$ 85,000	\$ 82,767	\$ 85,000	\$ 172,481	\$ 85,000	\$ 85,000	\$ -	0.0%
Interest Income	\$ 4,000	\$ 2,880	\$ 4,000	\$ 3,160	\$ 4,000	\$ 4,000	\$ -	0.0%
Prior Year Unexpended Encumbrances	\$ -	\$ 13,217	\$ -	\$ 39,336	\$ -	\$ -	\$ -	#DIV/0!
Other Non-recurring Income (Including Transp)	\$ -	\$ 7,502	\$ -	\$ 85,079	\$ -	\$ -	\$ -	#DIV/0!
Total Revenues	\$ 4,924,406	\$ 4,941,772	\$ 4,924,406	\$ 5,180,086	\$ 5,010,335	\$ 5,116,407	\$ 106,072	2.1%
<i>Transfers In From Other Funds</i>								
Excess and Deficiency	\$ -	\$ -	\$ 395,781	\$ 395,781	\$ 555	\$ 568,821	\$ 568,266	102329.9%
Total Transfers	\$ -	\$ -	\$ 395,781	\$ 395,781	\$ 555	\$ 568,821	\$ 568,266	102329.9%
Total Funding Sources	\$ 4,924,406	\$ 4,941,772	\$ 5,320,187	\$ 5,575,867	\$ 5,010,890	\$ 5,685,228	\$ 674,338	13.5%
Total Expenditures	\$ 29,403,253	\$ 29,391,064	\$ 30,323,089	\$ 30,016,210	\$ 31,279,282	\$ 32,292,676	\$ 1,013,394	3.2%
Less Total Funding Sources	\$ 4,924,406	\$ 4,941,772	\$ 5,320,187	\$ 5,575,867	\$ 5,010,890	\$ 5,685,228	\$ 674,338	13.5%
NET ASSESSMENT including Debt Service	\$ 24,478,847	\$ 24,449,292	\$ 25,002,902	\$ 24,440,343	\$ 26,268,391	\$ 26,607,448	\$ 339,057	1.3%

Total Town Assessments								
	FY15 BUD	FY15 ACT	FY16 BUD	FY16 ACT	FY17 BUD	FY18 BUD	Difference	
Hamilton	\$ 16,867,884	\$ 16,867,884	\$ 16,991,972	\$ 16,990,933	\$ 17,494,749	\$ 17,401,271	\$ (93,478)	-0.5%
Wenham	\$ 7,610,963	\$ 7,610,963	\$ 8,010,930	\$ 8,010,402	\$ 8,773,643	\$ 9,206,177	\$ 432,534	4.9%
NET ASSESSMENT including Debt Service	\$ 24,478,847	\$ 24,478,847	\$ 25,002,902	\$ 25,001,335	\$ 26,268,391	\$ 26,607,448	\$ 339,057	1.3%



Appendix C

Hamilton Wenham Regional School District FY18 Budget *3 Year Summary of Assessments to the Towns*

	<u>FY16 BUD (1)</u>	<u>FY17 BUD (2)</u>	<u>FY18 BUD (3)</u>
Operations *			
Hamilton	\$16,417,016	\$16,837,974	\$16,776,063
Wenham	<u>\$7,724,443</u>	<u>\$8,433,233</u>	<u>\$8,870,590</u>
SubTotal	\$24,141,459	\$25,271,207	\$25,646,653
 Debt			
Hamilton	\$574,956	\$656,775	\$625,208
Wenham	<u>\$286,487</u>	<u>\$340,410</u>	<u>\$335,587</u>
SubTotal	\$861,443	\$997,185	\$960,795
 Total			
Hamilton	\$16,991,972	\$17,494,749	\$17,401,271
Wenham	<u>\$8,010,930</u>	<u>\$8,773,643</u>	<u>\$9,206,177</u>
Total	\$25,002,902	\$26,268,392	\$26,607,448
 * Includes Debt Offsets			
Hamilton	\$10,467	\$7,350	\$3,152
Wenham	(\$10,467)	(\$7,350)	(\$3,152)

(1) FY16 Assessment reduced by \$395,781 (return of Certified E&D) per School Committee Policy D4021.

(2) FY17 Assessment reduced by \$555 (return of Certified E&D) per School Committee Policy D4021.

(3) FY18 Assessment reduced by \$568,821 (return of Certified E&D) per School Committee Policy D4021.

APPENDIX D

WATER ENTERPRISE	FY2014 Actuals	FY2015 Actuals	FY2016 Actuals	FY2017 Budget	FY2018 Request	Variance \$	Variance %
REVENUES							
PENALTY & INTEREST WATER INCOME (usage & service charges)	2,854	3,101	4,884	3,033	3,500	467	15.4%
WATER LIEN REVENUE	981,476	1,097,448	1,649,396	1,734,621	1,800,571	65,950	3.8%
EARNINGS ON INVESTMENTS	26,917	28,309	42,579	33,000	35,000	2,000	6.1%
BOND/BAN PREMIUM	1,347	2,366	2,675	-	1,000	1,000	0.0%
MISCELLANEOUS INCOME	-	168,236	-	-	-	-	0.0%
TOTAL REVENUE	\$ 19,195	\$ 9,113	\$ 21,057	\$ 12,000	\$ 10,000	(2,000)	-16.7%
	\$ 1,031,788	\$ 1,308,573	\$ 1,720,591	\$ 1,782,654	\$ 1,850,071	\$ 67,417	3.8%
EXPENDITURES							
<i>Personnel</i>							
TEMPORARY WAGES	1,500	-	-	-	-	-	0.0%
SEASONAL WAGES	-	80	-	1,760	1,760	-	0.0%
PERMANENT WAGES	179,253	200,804	204,132	229,103	229,018	(85)	0.0%
PERSONNEL/CONTRACT RESERVE	-	-	-	6,000	6,000	-	0.0%
OVERTIME WAGES	43,201	40,056	44,945	70,213	70,213	-	0.0%
LONGEVITY/STIPEND/DIFFERENTIAL	2,700	900	900	900	900	-	0.0%
MEDICARE	3,320	3,533	3,740	4,084	4,400	316	7.7%
WORKER COMPENSATION	-	-	3,242	-	-	-	0.0%
MEAL/UNIFORM/CLEAN ALLOWANCE	2,329	2,258	2,194	2,220	2,400	180	8.1%
Total Personnel	\$ 232,303	\$ 247,631	\$ 259,153	\$ 314,280	\$ 314,691	\$ 411	0.1%
<i>Expenses</i>							
UTILITIES/FUEL CHARGES	81,982	96,848	80,747	102,500	102,500	-	0.0%
REPAIR & MTC VEHICLES	-	264	-	2,000	1,000	(1,000)	-50.0%
REPAIR & MTC PLANT	86,681	51,789	52,751	80,988	99,100	18,112	22.4%
REPAIR & MTC DISTRIBUTION SYST	19,305	30,818	19,060	28,500	20,000	(8,500)	-29.8%
RENTAL/LEASE UNIFORMS	1,199	1,431	1,410	1,128	1,400	272	24.1%
PROFESSIONAL EMPLOY TRAINING	490	1,650	-	2,000	2,000	-	0.0%
LITIGATION SERVICES	2,625	1,621	4,464	15,000	5,000	(10,000)	-66.7%
BILL COLLECT & DATA SERVICES	8,444	8,793	6,661	9,000	9,000	-	0.0%
CONSULTATIVE SERVICES	1,872	1,455	4,205	20,874	20,000	(874)	-4.2%
INSPECTIONAL SERVICES	15,660	13,132	13,368	26,500	17,500	(9,000)	-34.0%
MIS & SOFTWARE SERVICES	-	-	-	15,900	1,300	(14,600)	-91.8%
VOICE DATA & VIDEO SERVICES	10,126	9,757	9,922	11,000	11,000	-	0.0%
ADVERTISING & PRINTING SERVICE	1,822	6,554	700	2,030	2,500	470	23.2%
POSTAGE AND SHIPPING	641	601	1,950	1,530	1,500	(30)	-2.0%
PUBLIC SAFETY DETAIL SERV	3,248	2,229	6,003	4,635	4,500	(135)	-2.9%
HVAC/ELECT/PLUMB SUPPLIES	9,014	1,702	956	2,030	2,500	470	23.2%
CUSTODIAL SUPPLIES	372	342	243	500	500	-	0.0%

APPENDIX D

	FY2014	FY2015	FY2016	FY2017	FY2018		
<u>WATER ENTERPRISE</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Actuals</u>	<u>Budget</u>	<u>Request</u>	<u>Variance \$</u>	<u>Variance %</u>
VEHICLE & EQUIP SUPPLIES	3,490	1,381	1,767	2,800	2,500	(300)	-10.7%
VEHICLE & EQUIP FUEL	7,962	7,652	4,569	9,900	9,000	(900)	-9.1%
SMALL EQUIP SUPPLIES	2,703	590	2,163	2,000	2,000	-	0.0%
FOOD SUPPLIES	628	591	387	700	700	-	0.0%
MEDICAL & EQUIP SUPPLIES	230	-	-	400	400	-	0.0%
WATER TREATMENT SUPPLIES	47,505	60,439	51,066	62,500	62,500	-	0.0%
UNIFORMS AND GEAR	-	477	183	300	300	-	0.0%
GOVERNMENTAL FEES	2,529	2,590	2,662	3,000	3,000	-	0.0%
IN STATE TRAVEL	-	-	-	400	400	-	0.0%
WATER EMERGENCY FUND	-	-	-	15,000	15,000	-	0.0%
DUES MEMBERSHIP ETC	454	829	908	850	850	-	0.0%
OFU - TRANSFER TO GENERAL FUND	334,307	328,982	334,307	414,489	386,157	(28,332)	-6.8%
Total Expenses	\$ 643,289	\$ 632,516	\$ 600,454	\$ 838,454	\$ 784,107	\$ (54,347)	-6.5%
<i>Debt</i>							
DEBT SERVICE INTEREST (O)	5,025	4,125	148,682	145,048	212,273	67,225	46.3%
DEBT SVC PRINCIPAL (O)	45,000	45,000	305,000	300,000	390,000	90,000	30.0%
BORROWING DISCLOSURE	1,195	-	-	-	-	-	0.0%
Total Debt	\$ 51,220	\$ 49,125	\$ 453,682	\$ 445,048	\$ 602,273	\$ 157,225	35.3%
<i>Capital</i>							
CAPITAL PLANT 580030	-	10,195	12,886	10,000	160,000	150,000	1500.0%
CAPITAL DISTRIBUTION SYSTEM 580031	5,579	24,894	4,796	60,000	-	(60,000)	-100.0%
CAPITAL WATER METERS 580032	12,575	9,509	34,919	15,000	15,000	-	0.0%
ART 2011 10/2 - 2 DISTRIBUTION	-	-	-	4,450	-	(4,450)	-100.0%
NEW SOFTWARE 580042	-	-	-	14,850	-	(14,850)	-100.0%
REPLACEMENT EQUIPMENT -VEHICLE	-	77,500	31,667	-	-	-	0.0%
INTEREST ON TEMPORARY LOANS	-	35,618	-	30,000	-	(30,000)	-100.0%
Total Capital	\$ 18,155	\$ 157,716	\$ 84,268	\$ 134,300	\$ 175,000	\$ 40,700	30.3%
PRIOR YEAR ENCUMBRANCE	\$ 15,935	\$ -	\$ 8,685	\$ 2,142	\$ -	\$ (2,142)	-100.0%
TOTAL OPERATING EXPENDITURES	\$ 960,902	\$ 1,086,988	\$ 1,406,241	\$ 1,734,224	\$ 1,876,071	\$ 141,846	8.2%
BEGINNING FUND BALANCE	\$ 286,694	\$ 357,580	\$ 579,165	\$ 893,516	\$ 941,946		
NET INCOME/(LOSS)	\$ 70,886	\$ 221,585	\$ 314,351	\$ 48,430	\$ -		
RETAINED EARNINGS	\$ -	\$ -	\$ -	\$ -	\$ (26,000)		
ENDING FUND BALANCE	\$ 357,580	\$ 579,165	\$ 893,516	\$ 941,946	\$ 915,946		
				Projected	Projected		

APPENDIX D
Water Enterprise Capital Improvement for Fiscal Year 2018

Water Department	Purchase Price	Planned Usage	Notes
Test Well Exploration	\$ 25,000	Investigate areas for additional wells and sources	Improve water quality and increase sources
Water Treatment Plan Analysis	\$ 30,000	Evaluate current operations at the WTP to develop capital plan	Maintain efficiency and quality of water to residents
Upgrade to SCADA System	\$ 40,000	Replace archaic SCADA system at the WTP and old copper communications to wells, water tank, and pump station	Maintain necessary communication with the water system components vital for production
Water System Master Plan	\$ 65,000	Study will serve as blue print for future improvements and capital requests	Will address water supply, distribution system and storage facilities, future sources, pressure and other infrastructure issues
Meter Replacement Program	\$ 15,000	Distribution System	Annual meter replacement program
TOTAL	\$ 175,000		

APPENDIX E
COMMUNITY PRESERVATION COMMITTEE BUDGET

1) Open Space and Recreation - Project

To appropriate \$25,000.00 from the Community Preservation Fund Balance for the construction of a playground at Pingree Park, conditioned upon a financial contribution from the Town of Wenham and commencement of construction by June 30, 2019. The Town of Wenham must appropriate funds and all funds for the project must be raised prior to the disbursement of funds from the Town of Hamilton.

Note: The vote of the Community Preservation Committee was 6 votes in favor, with none opposed.

2) Open Space and Recreation - Project

To appropriate \$25,000.00 from the Community Preservation Fund Balance for the construction of a playground at the Buker School, conditioned upon a financial contribution from the Hamilton-Wenham Regional School District, a financial contribution from the Town of Wenham and the commencement of construction by June 30, 2019. The Town of Wenham must appropriate funds and all funds for the project must be raised prior to the disbursement of funds from the Town of Hamilton.

Note: The vote of the Community Preservation Committee was 6 votes in favor, with none opposed.

3) Open Space and Recreation - Project

To appropriate \$43,600.00 of FY18 Community Preservation Fund Revenues to fund the debt service for the Donovan Acquisition (\$40,000.00 in principal and \$3,600.00 in interest).

4) Open Space and Recreation - Project

To appropriate \$135,000.00 (\$131,263 from the Community Preservation Fund Balance and 3,737 from the Community Preservation Revenues) to fund the debt service for the Sagamore Hill conservation project.

5) Historic Preservation - Reserve

To reserve \$46,973.00 of FY18 Community Preservation Fund Revenues to the Historic Resources Reserve.

Note: The vote of the Community Preservation Committee was six in favor, with none opposed.

6) Community Housing - Project

To appropriate \$400,000 from the Community Preservation Fund Balance to the Affordable Housing Trust.

Note: The vote of the Community Preservation Committee was six in favor, with none opposed.

7) Community Housing - Project

To appropriate \$89,075 (\$46,973 from FY18 Community Preservation Fund Revenues and \$42,102 from the Community Preservation Fund Balance) to the Hamilton Housing Authority to repair the roofs at Lamson Crossing, including 135 Railroad Avenue, 24 Rust Street and 34 Rust Street, conditioned upon the commencement of construction by June 30, 2019.

Note: The vote of the Community Preservation Committee was 6 votes in favor, with none opposed.

8) Community Housing - Project

To appropriate \$60,000 to Habitat for Humanity North Shore from the Community Preservation Fund Balance for the construction of two affordable housing units at 270 Asbury Street, conditioned upon the commencement of construction by June 30, 2019.

Note: The vote of the Community Preservation Committee was 6 votes in favor, with none opposed.

9) Administration - Expense

To appropriate \$23,486.00 of FY18 Community Preservation Fund Revenues for administration costs including, but not limited to, annual Community Preservation Coalition membership fees and salary for part-time Community Projects Coordinator position.

APPENDIX F

DEPARTMENTAL REVOLVING FUNDS

Revolving Fund	Authorized to Spend Fund	Revenue Source	Use of Fund	FY18 Spending Limit	Disposition of FY17 Fund Balance
Recreation and Parks (reauthorization)	Recreation Board	Recreation program fees	Salaries, expenses, supplies, and contractual services to operate recreational programs	\$251,623	Balance available for expenditure
Pool Fund (reauthorization)	Town Manager	Receipts from pool passes and pool programs	Salaries, expenses, supplies, contractual services, and related capital expenses to operate and maintain the pool	\$150,000	Balance available for expenditure
Council on Aging (reauthorization)	Council on Aging	Receipts and fees from COA programs, activities and trips	Salaries, expenses, supplies, and contractual services to operate COA programs, activities and trips	\$20,000	Balance available for expenditure
Emergency Dispensing Services and Clinics (reauthorization)	Town Manager	Receipts from insurance reimbursement, bequest and contributions	Expenses, supplies, and contractual services to operate EDS and clinics	\$12,000	Balance available for expenditure

Notes:

- *The FY18 Spending Limit is the maximum amount authorized that can be spent from the particular fund. The figures above do not equate to a department budget.*
- *The Recreation and Parks Fund and the Pool Fund are separate funds with distinct revenue sources and expense limitations.*
- *The Pool Fund was specifically created to allow for the collection of Pool Registration fees that in turn will be utilized to offset costs related to the construction of the pool and ongoing operations.*
- *The Recreation and Parks Fund allows for the collection of fees and payment of expenses related to programs operated by the Recreation Department.*

APPENDIX G

TEMPORARY MORATORIUM ON SALE AND DISTRIBUTION OF RECREATIONAL MARIJUANA (ZONING BY-LAW SECTION 3.8/SECTION V.J)

3.8.1 **PURPOSE.** By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law, Chapter 334 of the Acts of 2016, regulating the cultivation, distribution, possession, and use of marijuana for recreational purposes. By act of the Legislature, Chapter 351 of the Acts of 2016 delays by six months the time within which the Cannabis Control Commission must issue marijuana establishment licenses to applicants.

Pursuant to G.L. c. 94G, § 3, a town may adopt by-laws that impose reasonable safeguards on the operation of marijuana establishments. Chapter 334 of the Acts of 2016 established a Cannabis Advisory Board to, *inter alia*, advise on the preparation of regulations. It is expected that the Cannabis Advisory Board's guidance will inform the Town in the regulation of recreational marijuana establishments and marijuana retailers.

Currently under the Zoning By-law, recreational marijuana establishments and marijuana retailers are not express permitted uses in Hamilton. The regulations on such establishments and retailers raise novel and complex legal, planning, and public safety issues. This temporary moratorium will provide Hamilton with time to study and promulgate a by-law and regulations to address such issues as well as to assess and incorporate state guidance and regulations consistent with sound local land use planning and zoning goals.

3.8.2 **DEFINITIONS.** For purposes of this moratorium, the definitions set forth in G.L. c. 94G, § 1 shall apply.

3.8.3 **TEMPORARY MORATORIUM.** For the reasons set forth above and notwithstanding any other provision of the Zoning By-law, the Town hereby imposes a temporary moratorium on the development or use of land or structures for recreational marijuana establishments and marijuana retailers. The moratorium shall be in effect through June 30, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in Hamilton, consider the Cannabis Advisory Board regulations regarding recreational marijuana establishments and marijuana retailers and related uses, determine whether the Town shall restrict any or all licenses for recreational marijuana establishments and marijuana retailers, and consider such other and further matters as set forth in G.L. c. 94G, § 3 and G.L. c. 64N, § 3.

APPENDIX H

Ch. XXXIV "Departmental Revolving Funds"

Section 1. Purpose. This by-law/ordinance establishes and authorizes revolving funds for use by town/city departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

Section 2. Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.

B. No liability shall be incurred in excess of the available balance of the fund.

C. The total amount spent during a fiscal year shall not exceed the amount authorized by the town on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the board of selectmen, town manager, and finance committee.

Section 3. Interest. Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.

Section 4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Finance Director shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the Finance Director provides the department, board, committee, agency or officer on appropriations made for its use.

Section 5. Authorized Revolving Funds.

The Table establishes:

- A. Each revolving fund authorized for use by a town department, board, committee, agency or officer;
- B. The department or agency head, board, committee or officer authorized to spend from each fund;
- C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Finance Director;
- D. The expenses of the program or activity for which each fund may be used;
- E. Any restrictions or conditions on expenditures from each fund;
- F. Any reporting or other requirements that apply to each fund, and
- G. The fiscal years each fund shall operate under this by-law.

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to Spend	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Restrictions or Conditions on Expenses Payable from Fund	F Other Requirements/ Reports	G Fiscal Years
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	from Fund					
Recreation and Parks	Town Manager	Recreation Program Fees	Salaries, expenses, supplies, and contractual services to operate recreational programs	None	Balance available for expenditure	All years on or after July 1, 2018
Pool Fund	Town Manager	Receipts from pool passes and pool programs	Salaries, expenses, supplies, contractual services and related capital expenses to operate and maintain the pool	None	Balance available for expenditure	All years on or after July 1, 2018
Council on Aging	Town Manager	Receipts and fees from COA programs, activities, and trips	Salaries, expenses, supplies, and contractual services to operate COA programs, activities and trips	None	Balance available for expenditure	All years on or after July 1, 2018
Emergency Dispensing Services and Clinics	Town Manager	Receipts from insurance reimbursement, bequest, and contributions	Expenses, supplies, and contractual services to operate EDS and clinics	None	Balance available for expenditure	All years on or after July 1, 2018