

TOWN ADMINISTRATOR REPORT



Ryan M. McLane

February 27, 2024

Town Events and Town Hall News

Town Hall improvements continue as we move towards creating functional employee workspaces and a welcoming and professional environment for volunteers and visitors. Here are news and event items from Town Hall:

- **Land Use File Project**

All completed patching work in the old flat file section. We are finalizing the employee section design with our contractor and predicting a five-week turnaround for ordering and delivering new office furniture. Once ordered, we will close this wing of Town Hall for 1-2 days while moving and installation occurs, likely in May.

- **Lactation Room**

We have finally completed this space and made it federally compliant. Employees and residents can now use this room for parental needs. While the room will continue to serve multiple purposes, priority will be given to parents.

Human Resources Update

Your February 27th packet included appointment information for Anthony Bertolaccini, recommended for our vacant Heavy Equipment Operator position. Anthony brings experience to this key role and will work to complete his training on all aspects of DPW operations and equipment. We will also hold a short pinning ceremony for Officer John Ryan, our newest police officer appointed at your last meeting.

Juniper Friedman begins March 4th. She will help us stabilize the long-vacant position assisting the Historical Commission, Community Preservation Committee, and the Municipal Facilities Committee. We are excited to formally welcome her to the team!

We continue to search for a DPW Driver Laborer. We received promising applications and are currently conducting resume reviews and initial interviews.

I recently completed the onboarding checklist for our newer hires. This is a program we are running 90, 180, and 365 days after hiring to make sure employees are adjusting to the Town and sharing any improvements we can make to the recruitment and onboarding process.

FY25 Budget Update

Here are a couple small updates to the FY25 budget process:

Friends of Center Park withdrew their request for funding for a shed. They will continue to work with the permitting departments to finalize a design and if they cannot find private funding, they will return in FY26 with a capital request.

The CPC voted to not recommend two applications during their vetting process – the Conservation Commission’s request for Fiske Street Dike design and build funding and the Recreation Commissions’ Splash Pad request. Both projects will undergo further study before coming back onto the capital plan, likely in the fall or for FY26.

The Insurance Advisory Committee (IAC) will likely complete their work on assessing health insurance options. Potential recommendations to the Select Board include plan design changes that would result in reduced costs for the Town. Examples of potential plan changes include increasing deductibles and out-of-pocket costs. MIIA informed us this week that our health insurance increase, barring any plan changes, will be 8.95%. Plan change adjustments average a 3% reduction in the increase.

My budget update to the Board on Tuesday will include nearly 80k in cuts and revenue adjustments to help reduce the draft budget’s guideline deficit. All recommended cuts meet the Select Board and Finance Committee’s 3-percent guideline and were communicated to departments to give them input into the reduction process. Additional cuts would require lowering Town service levels or reducing school department requests.

Q2 Financial Report

The attached mid-year financial report indicates that the Town remains in a strong financial position heading into the second half of the year. We also provided the Board with an update on capital projects and a review of your financial monitoring statistics. The Q3 report should provide final insight into FY25 projections and result in guidance of end-of-year transfers.

Community Outreach

One of the better parts of my job is the ability to get out into the community and meet with our residents. I held my monthly Coffee Hour at Ferns this month. Providing regular hours outside Town Hall is proving valuable for my recommendations regarding Town projects, tax rates, and overall department function.

I also met with our youngest residents last week, reading segments of Trusty Town Hall to the library's preschoolers. I was thrilled to receive the invitation and spent the time teaching our civically minded preschoolers all about the thrilling workings of Town government. I am sure they will all soon be sitting in your Select Board seats, guiding the next generation of Carlisle decisions. A special thanks to Jenn in the library (see employee recognition).

Native Plant Garden

This joint effort between the Environmental Sustainability Committee and the Land Stewards is now a go with a proposed scaled-down design recommended by the Garden Club. As this native plant garden fits within the Select Board's goals and the approved FY24 budget, I authorized this project and agreed to use annual Town hall maintenance funds to support its ongoing operations. The result is an initial investment from the ESC and a cost-neutral future impact.

Procurement and Project Updates

Our departments are procuring projects for the town as we head into the winter months. Here are updates on those efforts:

DPW Trailer Sprinkler System – Connecting the alarm system is the last step in this project with all other aspects of the construction approved and complete. Our contractor is working with Stephen on this final piece. We should have a fully operational trailer by the end of the winter season and a ready space for 2025!

Dog Park – No additional information.

Corey Auditorium Lighting – I am coordinating our design efforts on this project, collaborating with Jeremy, our awarded subcontractor, and our house doctors to get a scoped down electrical design to complete this project. While we still expect this project to come in over budget, we can alleviate the impact with careful planning. More to follow.

Greenough Barn – The pre-bid conference saw more than a dozen interested vendors with a variety of questions about this unique deconstruction project. The deadline for bid submission was extended by one week, closing March 7.

Recreation Mowing and Fertilizing Contracts – We expect to put these contracts out to bid next week, finalizing agreements before the spring seasons begin.

STAM Legislative Priorities

The Small Town Administrators of Massachusetts (STAM) recently passed their 2024 Legislative Priorities, measures intended to increase the visibility of issues that are of high importance to small towns. Communities across the state are signing on to these priorities and forwarding them

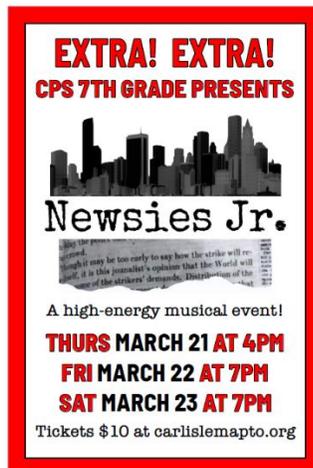
to their legislative delegation. If the Board is willing, I request their endorsement of these legislative priorities and permission to forward them to our delegation. It might also make sense to invite our elected representatives to a future Select Board meeting.

Rotary Sign Notifications

I am notifying the Select Board that the Carlisle Public Schools 7th grade play will advertise their production on the rotary from March 9, 2024, to March 23, 2024.

I am notifying the Select Board that the Scholarship Fund of Concord and Carlisle will advertise their Phonathon on the rotary from March 5, 2024, to March 11, 2024.

It is important for the Board to note that we keep a calendar of all rotary signs and make sure there are never more than two overlapping signs unless demand warrants and safety can be ensured.



Upcoming Discussion Points

This section of my report will outline items likely to come before the Board in future meetings. The intent of this is not just to inform the Board, but to solicit guidance on what information you will need to make decisions.

- *Financial Audit.* The FY2023 financial audit is complete. While our new auditing form did find minor areas for financial control improvement, there were no material weaknesses discovered or areas of significant concern. I brought in a member of the Select Board and a member of the Finance Committee to meet with the auditors and review their process and get to know the new auditing firm. The firm will present their findings to you on March 13, 2024, and the final documents [can be found here](#).

- *Military Leave.* I am travelling to Fort Bliss Texas from March 13-29 to complete my military Non-Commissioned Officer professional development. While I am gone, I will maintain financial and human resources authority, but will delegate in-person responsibilities to our Treasurer/Collector Sandy Nason.

Staff Recognition

This week I would like to recognize the following town employee:

Jenn Buliszak again deserves attention for her incredible work with the Town's youth. I had the chance to observe her work with our preschool population and found young residents heavily engaged in the library programming and warm to her approach. I was honored to take part in their Storytime and hear their thoughtful questions and comments. Speaking with the parents, Jenn's approach makes a difference to not just the children's literacy, but also their social approach to the world.

Upcoming Select Board Dates of Interest

February 15, 2024: MVP Community Forum (SB invited)

February 23, 2024: Select Board Meeting

February 26, 2024: Land Use Summit

March 12, 2024: Select Board Meeting

March 26, 2024: Select Board Meeting

March 13-29, 2024: TA Military Leave (Fort Bliss, TX)

Draft Agenda Review (attached)



Quarterly Financial Report

FY2024 Q2

Submitted to the Select Board and Finance Committee

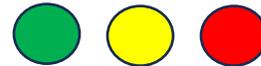
By the Carlisle Financial Management Team

Introduction



This report summarizes a review of the town's quarterly budget performance. The goals of this report are financial transparency and information sharing. The findings should help Town Officials make financial decisions and feel confident in the stewardship of the town's finances. The report contains four key discussion areas:

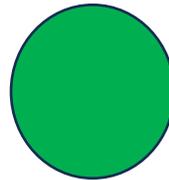
- Operating expenses
- Revenue performance
- Capital/Services updates
- Financial monitoring



This report's narrative serves as a quick glance guide; however, a full review of all finances is available and attached. The green-highlighted items indicate financial areas with little to no concern. The yellow-highlighted items indicate items the financial management team is monitoring. The red-highlighted items indicate issues that must be addressed.



Operating Budget Expenses



Overall, the operating budget is performing as expected. Although town departments have expended 51.40% of appropriated funds as of December 31, 2023 (over the 50% expectation), large payments to include the annual retirement assessment, liability insurance, and software contracts inflate this percentage. There is also an additional payroll in this report due to the timing. If you remove outliers, town departments spent less than 50 percent of the budget and we should know in Q3 if we are still generating about a 1 percent turnback. While town spending should return funds to Free Cash at year end, we are looking at more than \$80k in year-end transfers to cover concerning line item expenses.

Concerning Line Items



Police Overtime and Special Officers

The need to cover police shifts due to officer vacancies and injuries required additional overtime and special officers in the first half of FY24. This expense should slow as FY24 progresses. Savings in other police lines should cover the deficit, but we are monitoring this trend and applying lessons learned to the FY25 budget process.

Group Health Insurance (Health)

Increases in employee participation (8+ employee additions) and rising health insurance costs continue to stress this budget line. Unless costs or applications stabilize, this line will exceed appropriation by \$20-\$40k. We adjusted the FY25 budget to account for this change. It is important to note we built resilience into this line, but new applications exceeded expectations.

Liability Insurance

Although we increased this line item in FY24, it did not match actual costs. We expect this line to be in deficit by \$5-15k by year end. We researched this expense and worked with MIAA to secure a zero percent increase in the FY25 costs. We adjusted the FY25 budget request based on this unanticipated overage and will see additional savings in FY26.

Vocational Schools

A Minuteman student moved into Carlisle in the late summer months, requiring additional mandatory tuition payments not accounted for in the FY24 budget. Original appropriations accounted for the one current student. This line item will exceed appropriation by \$30k. Assuming there are no additional students added to this line item, Town Officials can expect this line to drop off the budget by FY28.

Monitored Budget Lines



Town Hall Maintenance

This line is currently exceeding expectations, but only due to software contracts and deferred Town Hall maintenance. There are no long term concerns for this budget item as additional costs are earmarked for MFC general maintenance, and the overall Town Hall budget is performing. Still, something to monitor and we will continue to adjust as we build out the town-wide maintenance department.

Police Department Maintenance and Professional Development

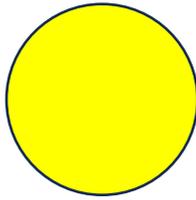
The new Chief and Deputy Chief are focusing on professional development and minor building repairs. These expenses are stressing the administrative lines in the Police budget. Overall, the Police budget is performing as expected so these costs are not concerning at this time and will be covered by department-level transfers.

Unemployment Insurance

Regulation and state guidance requires that we pay UE claims even when they are likely fraudulent. Our finance team monitors these closely and the state returns funding when claims prove fraudulent. There are no long term concerns for this budget item.



Revenue



Q2 revenue receipts are slightly below budgeted projections, hitting 48.37% of a 50% expectation; However, large revenue drivers like motor vehicle excise tax payments and transfer station stickers do not begin until calendar year 2024. There are no long-term concerns with our revenue projections based on Q2 findings. It is important to note that we expect one-time revenues received in Q3 that will offset any concerns found below. We should know in Q3 whether our revenue will generate a 1+ percent performance by the end of Q3.

Concerning Line Items



Building Permits

Permit funding is lagging historical trends, resulting in less projected revenue. The Financial Management Team is monitoring this account.

Monitored Budget Items



All Yellow Highlights

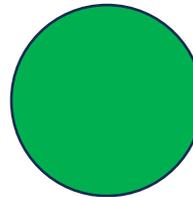
None of the items identified in yellow present any concerns or deviation from past expectations. Future improved reports will further define how carefully these line items need to be monitored, but for now, they are watched, but not concerning.

All Red Highlights

These lines are either in need of further investigation or are simply underperforming historical trends; however, none of them are concerning currently.



Capital and Professional Services



While there are no financial monitoring concerns with the town's capital and professional services line items, the Finance Team is committed in FY2024 to improve project monitoring to ensure timely completion, staff assistance, and adherence to the town's financial policies to include Free Cash generation.

Professional Fees (Various)



Will provide funding for Chart of Account and GIS projects in FY2024. Further refinement of the plan for these funds will be necessary.

Munis Cash Module – ATM 4/25/22 

The Financial Management Team decided this module is no longer needed. We have stopped the implementation process and the money appropriated for this item will be returned to the General Fund.

Tax Title & Foreclosures 

This is an Annual appropriation (Town Meeting) to assist the Treasurer Collector with tax-title management. This is properly monitored and maintained annually.

Master Plan 

Remaining funds from the original Master Plan. Repurposing these funds for implementation with an anticipated close out date of June 30, 2024.

Municipal Facilities Warrant Articles 

This is a combination of several Town Meeting Warrant articles appropriating funds for MFC use. While there are no financial control concerns with this funding, these articles do need reconciliation with the operating budget and long-term capital plan.

Town Hall IT Equipment ATM 5/8/23 

Replacing employee and Town Hall technology systems is underway with an anticipated close out date of June 30, 2024.

Greenough Barn ATM 5/8/23 

The RFP for this project is in the field with an expected close date of February 29. The Q3 report should have a significant update for this project to include construction timeline.

Internal Security Cameras ATM 5/8/23 

Project complete

Corey Auditorium Lighting - ATM 5/8/23 

This procurement continues to be troublesome with costs far exceeding appropriation. We are working closely with the schools to develop a solution that would purchase the equipment and move the installation in-house (or rebid). We expect a significant update on this project in the Q3 report. Town Officials can expect an additional ask of up to \$40k for this installation.

Police Cruiser - ATM 5/8/23 

Project complete. Excess funds will be returned to the general fund (Free Cash).

AFIS Machine - ATM 4/25/22 

Procurement complete (state contract), but not delivered. Expected delivery date now pushed to spring 2024 with an anticipated funds close out date of June 30, 2024.

Firearms - ATM 4/25/22 

Procurement complete (state contract). Delivered in October 2023 with an anticipated funds close out date of June 30, 2024.

Fire UTV Trailer - ATM 4/25/22 

Project complete. Excess funds will be returned to the General Fund.

Fire Hose - ATM 5/8/23 

This project is procured, but delivery delays continue and the product has not yet been delivered. This project has an anticipated funds close out date of June 30, 2025.

DPW Dump Truck - ATM 5/8/23 

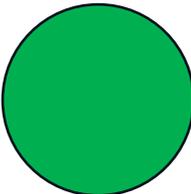
Although we procured and ordered this truck off the state contract, the vehicle backlog caused our supplier to cancel the order, citing a three-year wait. We are trying to find another vendor that can beat that delivery time.

BOH Water Resource Protection - ATM 5/2017 

This account carries over annually to assist the Board of Health with town water quality monitoring and management. It is reconciled annually and monitored by the department and the Financial Management Team.

Encumbrances (FY23 FUNDS) 

The Town Accountant authorizes and monitors encumbrances requested by departments. These funds exist to support pre-approved FY23 projects in the new fiscal year. These funds close to the general fund in June 2024.

 **Financial Monitoring** 

Town Officials and the Financial Management Team are committed to providing transparent budget reporting and adherence to the town's published financial policies.

Town Reserves 

Town policy requires setting aside 12 percent of the annual operating budget in reserve. As of December 31, 2023, the Town has \$5,915,755 in reserve or 17.34%,

FY24 Operating Budget	\$34,104,340
Stabilization as of 12/31/23	\$1,290,025
Certified Free Cash as of 12/31/23	\$4,625,730

Cash Reconciliation



Town policy requires reconciliation of cash receipts between the Treasurer and Accountant within 30 days of the end of a month. Cash is reconciled as of 12/31/23.

Internal Audit



Town policy requires quarterly internal auditing of cash receipts by the Financial Management Team. This is a new policy that the Financial Management Team is looking to establish by the end of the fiscal year.

This deficiency was also identified in the FY23 financial audit. The Financial Management Team and Town Officials are working on a policy to guide this procedure; however, the Financial Management Team will complete an internal audit by the end of the fiscal year.

Department Reconciliation



The Town Accountant reconciles expenditures and revolving funds with departments monthly. Not every department responds to this request. The Financial Management Team recommends reinforcement of this monitoring procedure from the Finance Committee and Select Board. Last budget versus actual was sent to departments for February 2024. The FY23 financial audit indicated that revenues should also be reconciled monthly, which the Financial Management Team will begin reporting on in Q3.

External Audit



The town procured a new auditing firm for FY23. Marcum initiated their FY23 engagement in August and performed field work in early November and mid-December. Final financial statements and management letter reports were issued on February 7, 2024. Marcum will present their findings at the Select Board meeting scheduled for March 12, 2024.

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
001	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
01000 GEN FUND CONTROL									
01000	59560	TRANSFER TO TRUST F	0	0	27,303.23	.00	-27,303.23	100.0%	
		TOTAL GEN FUND CONTROL	0	0	27,303.23	.00	-27,303.23	100.0%	
01110 TOWN COUNSEL									
01110	53000	LEGAL	150,000	0	150,000	29,880.51	.00	120,119.49	19.9%
		TOTAL TOWN COUNSEL	150,000	0	150,000	29,880.51	.00	120,119.49	19.9%
01111 HISTORICAL COMMISSION									
01111	51120	WAGES PART TIME	14,537	0	14,537	4,360.20	.00	10,176.80	30.0%
01111	55800	EXPENSES	500	0	500	.00	.00	500.00	.0%
		TOTAL HISTORICAL COMMISSION	15,037	0	15,037	4,360.20	.00	10,676.80	29.0%
01112 BOARD OF APPEALS									
01112	51120	WAGES PART TIME	10,903	0	10,903	1,704.96	.00	9,198.04	15.6%
01112	55800	EXPENSES	3,750	0	3,750	.00	.00	3,750.00	.0%
		TOTAL BOARD OF APPEALS	14,653	0	14,653	1,704.96	.00	12,948.04	11.6%
01113 FINANCE COMMITTEE									
01113	55800	EXPENSES	300	0	300	190.00	.00	110.00	63.3%
		TOTAL FINANCE COMMITTEE	300	0	300	190.00	.00	110.00	63.3%
01114 MODERATOR									
01114	51111	ELECTED OFFICIALS S	50	0	50	.00	.00	50.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
001	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
	TOTAL MODERATOR	50	0	50	.00	.00	50.00	.0%	
01122 SELECT BOARD									
01122	51120 WAGES PART TIME	67,092	0	67,092	26,333.53	.00	40,758.47	39.2%	
01122	54200 OFFICE SUPPLIES	1,200	0	1,200	213.22	.00	986.78	17.8%	
01122	55800 EXPENSES	17,000	0	17,000	7,498.00	.00	9,502.00	44.1%	
01122	55900 AFFORDABLE HOUSING	3,000	0	3,000	.00	.00	3,000.00	.0%	
01122	57300 DUES & SUBSCRIPTION	300	0	300	1,180.00	.00	-880.00	393.3%	
	TOTAL SELECT BOARD	88,592	0	88,592	35,224.75	.00	53,367.25	39.8%	
01123 COPY MACHINE									
01123	53000 AGREEMENT	21,000	0	21,000	9,745.46	.00	11,254.54	46.4%	
01123	54200 SUPPLIES	2,100	0	2,100	384.35	.00	1,715.65	18.3%	
	TOTAL COPY MACHINE	23,100	0	23,100	10,129.81	.00	12,970.19	43.9%	
01124 TOWN/FINCOM REPORTS/TOWN MTG.									
01124	54210 PRINTING	6,000	0	6,000	597.52	.00	5,402.48	10.0%	
01124	55800 EXPENSES	2,000	0	2,000	1,800.00	.00	200.00	90.0%	
	TOTAL TOWN/FINCOM REPORTS/TOWN MTG.	8,000	0	8,000	2,397.52	.00	5,602.48	30.0%	
01125 FLAG & CLOCK CARE									
01125	51120 WAGES PART TIME	1,250	0	1,250	545.17	.00	704.83	43.6%	
01125	55800 OTHER SUPPLIES	450	0	450	.00	.00	450.00	.0%	
	TOTAL FLAG & CLOCK CARE	1,700	0	1,700	545.17	.00	1,154.83	32.1%	
01126 MISCELLANEOUS									
01126	53410 POSTAGE	18,000	0	18,000	5,123.36	.00	12,876.64	28.5%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
01126	54200	MISCELLANEOUS	1,500	0	1,500	.00	.00	1,500.00	.0%
01126	54210	PRINTING	3,200	0	3,200	4,021.87	.00	-821.87	125.7%
TOTAL MISCELLANEOUS			22,700	0	22,700	9,145.23	.00	13,554.77	40.3%
01129 TOWN ADMINISTRATOR									
01129	51110	SALARY - TOWN ADMIN	175,100	0	175,100	80,019.08	.00	95,080.92	45.7%
01129	51120	WAGES - ASST TOWN A	91,762	0	91,762	42,352.80	.00	49,409.20	46.2%
01129	53100	TRAININGS & MEETING	8,000	0	8,000	8,662.53	.00	-662.53	108.3%
01129	53200	EXPENSES	3,500	0	3,500	320.00	.00	3,180.00	9.1%
01129	53400	TELEPHONE	600	0	600	400.00	.00	200.00	66.7%
01129	55800	OTHER SUPPLIES	400	0	400	220.00	.00	180.00	55.0%
01129	57300	DUES & SUBSCRIPTION	2,000	0	2,000	835.00	.00	1,165.00	41.8%
TOTAL TOWN ADMINISTRATOR			281,362	0	281,362	132,809.41	.00	148,552.59	47.2%
01133 FACILITIES									
01133	55800	EXPENSES	25,000	0	25,000	1,065.99	.00	23,934.01	4.3%
TOTAL FACILITIES			25,000	0	25,000	1,065.99	.00	23,934.01	4.3%
01135 TOWN ACCOUNTANT									
01135	51110	SALARY	107,040	0	107,040	49,598.64	.00	57,441.36	46.3%
01135	51120	WAGES PART TIME	27,886	0	27,886	13,399.12	.00	14,486.88	48.0%
01135	53100	EDUCATION	2,000	0	2,000	.00	.00	2,000.00	.0%
01135	54200	OFFICE SUPPLIES	798	0	798	74.97	.00	723.03	9.4%
01135	57300	DUES	110	0	110	125.00	.00	-15.00	113.6%
TOTAL TOWN ACCOUNTANT			137,834	0	137,834	63,197.73	.00	74,636.27	45.9%
01136 Professional Fees									
01136	52403	ACTUARIAL	3,000	5,467	8,467	.00	.00	8,466.57	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001	GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
01136	52404	0	23,681	23,681	.00	.00	23,681.25	.0%
01136	52412	0	5,611	5,611	.00	.00	5,611.00	.0%
01136	52415	0	1,093	1,093	.00	.00	1,092.91	.0%
01136	52419	0	7,542	7,542	.00	.00	7,541.96	.0%
01136	52422	0	2,750	2,750	.00	.00	2,750.00	.0%
01136	52441	0	60	60	.00	.00	60.00	.0%
TOTAL Professional Fees		3,000	46,204	49,204	.00	.00	49,203.69	.0%
01137 AUDIT								
01137	52400	40,000	0	40,000	16,500.00	.00	23,500.00	41.3%
TOTAL AUDIT		40,000	0	40,000	16,500.00	.00	23,500.00	41.3%
01138 CITIZEN RECOGNITION								
01138	55800	275	0	275	.00	.00	275.00	.0%
TOTAL CITIZEN RECOGNITION		275	0	275	.00	.00	275.00	.0%
01141 ASSESSORS								
01141	51110	114,763	0	114,763	59,967.60	.00	54,795.40	52.3%
01141	51111	300	0	300	.00	.00	300.00	.0%
01141	51120	61,618	0	61,618	28,434.00	.00	33,184.00	46.1%
01141	52408	15,000	0	15,000	7,788.00	.00	7,212.00	51.9%
01141	53020	12,500	0	12,500	10,870.00	.00	1,630.00	87.0%
01141	53100	0	0	0	195.00	.00	-195.00	100.0%
01141	53200	2,000	0	2,000	.00	.00	2,000.00	.0%
01141	54200	1,000	0	1,000	35.41	.00	964.59	3.5%
01141	54800	500	0	500	.00	.00	500.00	.0%
01141	57300	1,200	0	1,200	361.00	.00	839.00	30.1%
TOTAL ASSESSORS		208,881	0	208,881	107,651.01	.00	101,229.99	51.5%
01145 TREASURER								
01145	51111	147,831	0	147,831	101,623.65	.00	46,207.35	68.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
01145 51113 ASST TREASURER/COLL	77,478	0	77,478	12,856.90		.00	64,621.10	16.6%	
01145 51120 WAGES PART TIME	49,949	0	49,949	28,771.34		.00	21,177.66	57.6%	
01145 51122 ASSISTANT STIPEND	1,200	0	1,200	400.00		.00	800.00	33.3%	
01145 52401 LOCKBOX	4,300	0	4,300	72.15		.00	4,227.85	1.7%	
01145 52402 PAYROLL EXPENSES	15,400	0	15,400	5,660.22		.00	9,739.78	36.8%	
01145 52410 PROCESS TAX BILLS	3,800	0	3,800	757.56		.00	3,042.44	19.9%	
01145 53000 CONSULTANT	6,300	0	6,300	.00		.00	6,300.00	.0%	
01145 53010 BOND EXPENSE	3,000	0	3,000	.00		.00	3,000.00	.0%	
01145 53100 TRAINING & MEETINGS	3,000	0	3,000	65.00		.00	2,935.00	2.2%	
01145 54200 OFFICE SUPPLIES	3,554	0	3,554	4,414.67		.00	-860.67	124.2%	
01145 54810 MILEAGE	800	0	800	206.98		.00	593.02	25.9%	
01145 57300 DUES & SUBSCRIPTION	500	0	500	300.00		.00	200.00	60.0%	
TOTAL TREASURER	317,112	0	317,112	155,128.47		.00	161,983.53	48.9%	
01147 TREASURER'S ARTICLES									
01147 57833 MUNIS CASH MODULE A	0	3,061	3,061	.00		.00	3,061.00	.0%	
TOTAL TREASURER'S ARTICLES	0	3,061	3,061	.00		.00	3,061.00	.0%	
01158 TAX TITLE FORECLOSURES									
01158 57800 MISCELLANEOUS	0	40,596	40,596	.00		.00	40,595.83	.0%	
TOTAL TAX TITLE FORECLOSURES	0	40,596	40,596	.00		.00	40,595.83	.0%	
01161 TOWN CLERK									
01161 51111 ELECTED OFFICIALS S	84,320	0	84,320	38,527.44		.00	45,792.56	45.7%	
01161 51120 WAGES PART TIME	41,829	0	41,829	14,079.44		.00	27,749.56	33.7%	
01161 51122 ASSISTANT TOWN CLER	1,200	0	1,200	.00		.00	1,200.00	.0%	
01161 51131 REGISTRAR STIPENDS	225	0	225	.00		.00	225.00	.0%	
01161 52410 OFFSITE STORAGE & V	600	0	600	779.65		.00	-179.65	129.9%	
01161 52431 ELECTION SUPPLIES	3,000	0	3,000	961.53		.00	2,038.47	32.1%	
01161 53020 COMPUTER/STREET LIS	4,000	0	4,000	988.53		.00	3,011.47	24.7%	
01161 53100 TRAINING & MEETINGS	5,500	0	5,500	.00		.00	5,500.00	.0%	
01161 53140 ELECTION WORKER CON	1,000	0	1,000	.00		.00	1,000.00	.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
01161 54200 OFFICE SUPPLIES	850	0	850	131.98	.00	718.02	15.5%	
01161 57300 DUES	0	0	0	125.00	.00	-125.00	100.0%	
TOTAL TOWN CLERK	142,524	0	142,524	55,593.57	.00	86,930.43	39.0%	
01171 CONSERVATION COMMISSION								
01171 51120 CONS COM ADMIN ASSI	51,709	0	51,709	23,869.44	.00	27,839.56	46.2%	
01171 51122 CONS COM OFFICER	90,394	0	90,394	41,722.80	.00	48,671.20	46.2%	
01171 53000 CONSULTING	450	0	450	.00	.00	450.00	.0%	
01171 53011 PRINTING & LEGAL NO	300	0	300	468.75	.00	-168.75	156.3%	
01171 53100 DUES	900	0	900	.00	.00	900.00	.0%	
01171 54210 OFFICE SUPPLIES	500	0	500	106.63	.00	393.37	21.3%	
01171 54300 REPAIR & MAINTENANC	29,000	8,600	37,600	10,189.76	.00	27,410.24	27.1%	
01171 54800 MILEAGE	1,000	0	1,000	476.19	.00	523.81	47.6%	
01171 57300 DUES & SUBSCRIPTION	965	0	965	864.00	.00	101.00	89.5%	
TOTAL CONSERVATION COMMISSION	175,218	8,600	183,818	77,697.57	.00	106,120.43	42.3%	
01175 PLANNING BOARD								
01175 51110 PLANNER	85,450	0	85,450	40,545.00	.00	44,905.00	47.4%	
01175 51120 ASSISTANT TO PLANNE	63,259	0	63,259	29,206.03	.00	34,052.97	46.2%	
01175 53010 LEGAL ADS	500	0	500	.00	.00	500.00	.0%	
01175 53100 MEETINGS & SITE VIS	312	0	312	.00	.00	312.00	.0%	
01175 53400 DUES & SUBSCRIPTION	1,602	0	1,602	1,065.72	.00	536.28	66.5%	
01175 54200 OFFICE SUPPLIES	418	0	418	219.47	.00	198.53	52.5%	
TOTAL PLANNING BOARD	151,541	0	151,541	71,036.22	.00	80,504.78	46.9%	
01180 Master Plan								
01180 58330 EXPERT/INTERN SUPPO	0	5,167	5,167	.00	.00	5,166.79	.0%	
TOTAL Master Plan	0	5,167	5,167	.00	.00	5,166.79	.0%	
01191 MUNICIPAL FACILITIES								
01191 55824 M/F "FY22" PROJECTS	0	439,206	439,206	393,975.12	.00	45,231.03	89.7%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
01191 55825 MFC FY23 PROJ ATM 0	0	350,000	350,000	.00	.00	350,000.00	.0%	
01191 55826 MFC - FACILITY MGR	0	25,000	25,000	.00	.00	25,000.00	.0%	
TOTAL MUNICIPAL FACILITIES	0	814,206	814,206	393,975.12	.00	420,231.03	48.4%	
01192 TOWN HALL								
01192 51120 CUSTODIAN/MAINTENAN	49,255	0	49,255	24,461.09	.00	24,793.91	49.7%	
01192 51128 FACILITY MANAGER	55,341	0	55,341	25,542.00	.00	29,799.00	46.2%	
01192 52100 ELECTRICITY	45,000	0	45,000	17,019.75	.00	27,980.25	37.8%	
01192 52110 HEAT	25,000	0	25,000	2,892.73	.00	22,107.27	11.6%	
01192 52301 FACILITY MANAGER -	2,500	0	2,500	421.39	.00	2,078.61	16.9%	
01192 52400 CONTRACTS	67,000	0	67,000	51,540.20	.00	15,459.80	76.9%	
01192 52408 CONTRACTED SERVICES	60,000	0	60,000	.00	.00	60,000.00	.0%	
01192 52700 WATER COOLER	500	0	500	316.41	.00	183.59	63.3%	
01192 53020 COMPUTER MAINTENANC	65,000	0	65,000	49,841.14	.00	15,158.86	76.7%	
01192 53400 TELEPHONE	13,000	0	13,000	10,083.85	.00	2,916.15	77.6%	
01192 54300 BUILDING MAINTENANC	0	0	0	2,762.21	.00	-2,762.21	100.0%	
01192 54301 GROUNDS	500	0	500	.00	.00	500.00	.0%	
01192 54500 SUPPLIES	4,100	0	4,100	2,398.58	.00	1,701.42	58.5%	
01192 54800 MILEAGE/PHONE REIMB	1,500	0	1,500	565.76	.00	934.24	37.7%	
01192 58700 EQUIPMENT REPLACEME	0	0	0	21.58	.00	-21.58	100.0%	
TOTAL TOWN HALL	388,696	0	388,696	187,866.69	.00	200,829.31	48.3%	
01195 TOWN HALL								
01195 57937 TOWN HALL IT EQUIP	0	50,000	50,000	16,307.88	.00	33,692.12	32.6%	
01195 57938 GREENOUGH BARN ATM	0	200,000	200,000	.00	.00	200,000.00	.0%	
TOTAL TOWN HALL	0	250,000	250,000	16,307.88	.00	233,692.12	6.5%	
01198 ENERGY TASK FORCE								
01198 51120 WAGES	30,000	0	30,000	.00	.00	30,000.00	.0%	
01198 55800 EXPENSES	14,925	0	14,925	.00	.00	14,925.00	.0%	
TOTAL ENERGY TASK FORCE	44,925	0	44,925	.00	.00	44,925.00	.0%	
01206 CCRHS								

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
001	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	USED	
01206	52400	CCHS REG ASSESSMENT	6,942,949	0	6,942,949	3,471,474.12	.00	3,471,474.88	50.0%
01206	52401	CCHS REG ASSESSMENT	951,035	0	951,035	475,517.99	.00	475,517.01	50.0%
TOTAL CCRHS			7,893,984	0	7,893,984	3,946,992.11	.00	3,946,991.89	50.0%
01207 Vocational Schools									
01207	52400	SERVICE CONTRACTS	39,702	0	39,702	.00	.00	39,702.00	.0%
01207	52408	CONTRACTED SERVICES	45,000	0	45,000	14,640.00	.00	30,360.00	32.5%
TOTAL Vocational Schools			84,702	0	84,702	14,640.00	.00	70,062.00	17.3%
01209 SCHOOL ARTICLES									
01209	58981	INTERNAL SECURITY C	0	42,000	42,000	.00	.00	42,000.00	.0%
01209	58982	COREY AUD LIGHTING	0	280,000	280,000	162.50	.00	279,837.50	.1%
TOTAL SCHOOL ARTICLES			0	322,000	322,000	162.50	.00	321,837.50	.1%
01210 POLICE DEPARTMENT									
01210	511200	POLICE CHIEF	181,000	0	181,000	80,769.24	.00	100,230.76	44.6%
01210	511230	LIEUTENANTS	152,405	0	152,405	54,600.48	.00	97,804.52	35.8%
01210	511240	SERGEANTS	366,611	0	366,611	129,134.56	.00	237,476.44	35.2%
01210	511250	PATROLMEN	645,940	0	645,940	255,939.95	.00	390,000.05	39.6%
01210	511255	SPECIAL OFFICERS (62,500	0	62,500	47,936.92	.00	14,563.08	76.7%
01210	511530	ADMIN ASSISTANT	31,686	0	31,686	14,625.62	.00	17,060.38	46.2%
01210	513120	OVERTIME	325,000	0	325,000	195,831.99	.00	129,168.01	60.3%
01210	515010	HOLIDAY	100,527	0	100,527	43,613.94	.00	56,913.06	43.4%
01210	517070	UNIFORMS	20,000	0	20,000	17,387.58	.00	2,612.42	86.9%
01210	519020	BUYBACK	0	0	0	6,740.40	.00	-6,740.40	100.0%
01210	521010	ELECTRICITY	19,000	0	19,000	7,660.55	.00	11,339.45	40.3%
01210	521020	HEAT	4,000	0	4,000	872.44	.00	3,127.56	21.8%
01210	523010	WATER	2,000	0	2,000	405.85	.00	1,594.15	20.3%
01210	524010	MAINTENANCE & SUPP	4,520	0	4,520	12,629.33	.00	-8,109.33	279.4%
01210	524020	CRUISER REPAIR	18,000	0	18,000	6,697.58	.00	11,302.42	37.2%
01210	524030	RADIO REPAIR	1,100	0	1,100	.00	.00	1,100.00	.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
01210 524060 TELEPHONE	7,200	0	7,200	2,882.29		.00	4,317.71	40.0%	
01210 530500 EDUCATION	14,000	0	14,000	9,995.60		.00	4,004.40	71.4%	
01210 541010 FUEL/MAINTENANCE	22,000	0	22,000	9,666.16		.00	12,333.84	43.9%	
01210 542010 OFFICE EQUIPMENT	13,960	0	13,960	10,229.06		.00	3,730.94	73.3%	
01210 555015 SUBSCRIPTIONS	500	0	500	.00		.00	500.00	.0%	
01210 573010 DUES	15,500	0	15,500	15,258.00		.00	242.00	98.4%	
01210 573020 ADMIN EXPENSES	3,826	0	3,826	12,995.11		.00	-9,169.11	339.7%	
01210 585100 EQUIPMENT	37,840	0	37,840	3,368.52		.00	34,471.48	8.9%	
TOTAL POLICE DEPARTMENT	2,049,115	0	2,049,115	939,241.17		.00	1,109,873.83	45.8%	
01211 POLICE DEPT.									
01211 57934 AFIS MACHINE ATM 04	0	17,054	17,054	.00		.00	17,053.80	.0%	
01211 57935 FIREARMS ATM 0422	0	10,000	10,000	.00		.00	10,000.00	.0%	
01211 57936 POLICE CRUISER ATM	0	60,000	60,000	56,108.15		.00	3,891.85	93.5%	
TOTAL POLICE DEPT.	0	87,054	87,054	56,108.15		.00	30,945.65	64.5%	
01220 FIRE DEPARTMENT									
01220 51110 FIRE CHIEF	142,310	0	142,310	65,681.52		.00	76,628.48	46.2%	
01220 51120 SALARIES	63,835	0	63,835	17,755.45		.00	46,079.55	27.8%	
01220 51121 SECRETARIAL WAGES	15,844	0	15,844	5,377.96		.00	10,466.04	33.9%	
01220 51122 FIRE WAGES	53,713	0	53,713	29,431.61		.00	24,281.39	54.8%	
01220 51123 FIRE EDUCATION & TR	48,400	0	48,400	15,522.25		.00	32,877.75	32.1%	
01220 51127 MAINTENANCE WAGES	14,745	0	14,745	5,322.20		.00	9,422.80	36.1%	
01220 51129 FIRE STIPEND-AVAILA	58,009	0	58,009	12,422.96		.00	45,586.04	21.4%	
01220 51150 INSPECTIONS	21,121	0	21,121	7,887.32		.00	13,233.68	37.3%	
01220 52100 ELECTRICITY-STATION	12,000	0	12,000	4,352.43		.00	7,647.57	36.3%	
01220 52110 HEAT	5,000	0	5,000	279.71		.00	4,720.29	5.6%	
01220 52400 RADIO REPAIR	4,000	0	4,000	186.00		.00	3,814.00	4.7%	
01220 53400 TELEPHONE & IT	15,500	0	15,500	5,036.96		.00	10,463.04	32.5%	
01220 54300 BUILDING MAINTENANC	12,000	0	12,000	3,938.53		.00	8,061.47	32.8%	
01220 54400 EQUIPMENT MAINTENAN	5,000	0	5,000	2,013.66		.00	2,986.34	40.3%	
01220 54410 CISTERN MAINTENANCE	5,500	0	5,500	.00		.00	5,500.00	.0%	
01220 54500 CISTERN ELECTRICITY	3,500	0	3,500	2,228.38		.00	1,271.62	63.7%	
01220 54800 VEHICLE REPAIRS	50,000	0	50,000	6,266.16		.00	43,733.84	12.5%	
01220 54810 FUEL	5,000	0	5,000	2,984.90		.00	2,015.10	59.7%	
01220 55810 PROTECTIVE CLOTHING	20,000	0	20,000	5,325.81		.00	14,674.19	26.6%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
01220	57300	DUES & MEMBERSHIPS	5,000	0	5,000	3,750.00	.00	1,250.00	75.0%
01220	57800	MISCELLANEOUS	4,500	0	4,500	204.79	.00	4,295.21	4.6%
01220	57810	FIRE CHIEF EXPENSES	2,000	0	2,000	1,081.35	.00	918.65	54.1%
01220	58500	ADDITIONAL EQUIPMEN	10,000	0	10,000	.00	.00	10,000.00	.0%
01220	58520	HOSE	6,000	0	6,000	800.16	.00	5,199.84	13.3%
01220	58530	MUN FIRE ALARM MAIN	4,000	0	4,000	515.00	.00	3,485.00	12.9%
TOTAL FIRE DEPARTMENT			586,977	0	586,977	198,365.11	.00	388,611.89	33.8%
01223 Fire Dept. Articles									
01223	58595	UTV TRAILER ATM 042	0	45,000	45,000	38,203.54	.00	6,796.46	84.9%
01223	58604	FIRE HOSE ATM 0523	0	15,000	15,000	7,041.69	.00	7,958.31	46.9%
TOTAL Fire Dept. Articles			0	60,000	60,000	45,245.23	.00	14,754.77	75.4%
01231 AMBULANCE									
01231	51121	AMBULANCE WAGES	56,872	0	56,872	32,354.52	.00	24,517.48	56.9%
01231	51123	EMT EDUCATION & TRA	19,570	0	19,570	12,833.08	.00	6,736.92	65.6%
01231	51124	EMT STIPENDS	45,286	0	45,286	13,316.70	.00	31,969.30	29.4%
01231	51130	EMS COORDINATOR	12,638	0	12,638	5,737.69	.00	6,900.31	45.4%
01231	54811	AMBULANCE GAS & OIL	2,000	0	2,000	1,045.56	.00	954.44	52.3%
01231	54820	AMBULANCE MAINTENAN	5,000	0	5,000	109.73	.00	4,890.27	2.2%
01231	55000	MEDICAL SUPPLIES	7,000	0	7,000	1,358.93	.00	5,641.07	19.4%
01231	55800	AMBULANCE BILLING C	5,100	0	5,100	2,489.98	.00	2,610.02	48.8%
TOTAL AMBULANCE			153,466	0	153,466	69,246.19	.00	84,219.81	45.1%
01241 BUILDING INSPECTOR									
01241	51110	BUIDING COMMISSIONE	89,947	0	89,947	41,518.08	.00	48,428.92	46.2%
01241	51121	SECRETARY	28,614	0	28,614	10,118.67	.00	18,495.33	35.4%
01241	51122	INSPECTOR WAGES	48,000	0	48,000	20,953.90	.00	27,046.10	43.7%
01241	52408	CONTRACTED SERVICES	12,000	0	12,000	9,158.42	.00	2,841.58	76.3%
01241	53100	EDUCATION	2,000	0	2,000	845.00	.00	1,155.00	42.3%
01241	53400	TELEPHONE	500	0	500	159.96	.00	340.04	32.0%
01241	54200	OFFICE SUPPLIES	2,000	0	2,000	118.96	.00	1,881.04	5.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
01241 54810 MILEAGE	4,300	0	4,300	1,617.31		.00	2,682.69	37.6%	
TOTAL BUILDING INSPECTOR	187,361	0	187,361	84,490.30		.00	102,870.70	45.1%	
01292 DOG OFFICER									
01292 51120 WAGES PART TIME	10,000	0	10,000	228.16		.00	9,771.84	2.3%	
TOTAL DOG OFFICER	10,000	0	10,000	228.16		.00	9,771.84	2.3%	
01293 Animal Control Officer									
01293 51120 WAGES PART TIME	2,000	0	2,000	31.19		.00	1,968.81	1.6%	
TOTAL Animal Control Officer	2,000	0	2,000	31.19		.00	1,968.81	1.6%	
01299 COMMUNICATIONS									
01299 511280 DISPATCH WAGES	388,589	0	388,589	163,307.20		.00	225,281.80	42.0%	
01299 513120 OVERTIME	44,218	0	44,218	20,133.57		.00	24,084.43	45.5%	
01299 517070 UNIFORMS	911	0	911	.00		.00	911.00	.0%	
01299 521010 ELECTRICITY	6,250	0	6,250	1,944.53		.00	4,305.47	31.1%	
01299 524010 MAINTENANCE & SUPP	3,317	0	3,317	2,689.38		.00	627.62	81.1%	
01299 524060 TELEPHONE	5,896	0	5,896	392.26		.00	5,503.74	6.7%	
01299 530500 EDUCATION	3,373	0	3,373	.00		.00	3,373.00	.0%	
01299 530920 CONTRACTED SERVICE	18,651	0	18,651	14,951.27		.00	3,699.73	80.2%	
01299 542010 OFFICE EQUIPMENT	7,839	0	7,839	3,136.00		.00	4,703.00	40.0%	
TOTAL COMMUNICATIONS	479,044	0	479,044	206,554.21		.00	272,489.79	43.1%	
01421 D.P.W. ADMIN									
01421 511020 DPW DIRECTOR	116,913	0	116,913	42,352.80		.00	74,560.20	36.2%	
01421 511530 ADMIN ASSISTANT	0	0	0	5,909.12		.00	-5,909.12	100.0%	
01421 511660 DPW STAFF WAGES	588,539	0	588,539	201,997.70		.00	386,541.30	34.3%	
01421 513120 OVERTIME	60,650	0	60,650	40,143.45		.00	20,506.55	66.2%	

YEAR-TO-DATE BUDGET REPORT

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
FOR 2024 06									
01421	513250	SPECIAL DETAILS	0	0	0	4,388.25	.00	-4,388.25	100.0%
01421	517070	UNIFORMS	5,000	0	5,000	2,848.99	.00	2,151.01	57.0%
01421	519020	BUYBACK	0	0	0	4,117.42	.00	-4,117.42	100.0%
01421	521010	ELECTRICITY	8,825	0	8,825	2,342.78	.00	6,482.22	26.5%
01421	521020	HEAT	11,094	0	11,094	1,574.68	.00	9,519.32	14.2%
01421	524010	MAINTENANCE & SUPP	29,000	0	29,000	22,049.90	.00	6,950.10	76.0%
01421	524020	VEHICLE MAINTENANC	20,000	0	20,000	16,434.29	.00	3,565.71	82.2%
01421	524060	TELEPHONE	1,035	0	1,035	712.00	.00	323.00	68.8%
01421	527000	WATER COOLER	0	0	0	816.71	.00	-816.71	100.0%
01421	530500	EDUCATION & LICENS	0	0	0	794.00	.00	-794.00	100.0%
01421	530920	CONTRACTED SERVICE	5,000	0	5,000	.00	.00	5,000.00	.0%
01421	541010	GASOLINE	15,000	0	15,000	5,833.64	.00	9,166.36	38.9%
01421	541011	DIESEL FUEL	10,000	0	10,000	12,145.90	.00	-2,145.90	121.5%
TOTAL D.P.W. ADMIN			871,056	0	871,056	364,461.63	.00	506,594.37	41.8%
01422 D.P.W. CONSTRUCT. & MAINT									
01422	524014	ROAD MAINTENANCE	75,616	0	75,616	22,863.61	.00	52,752.39	30.2%
01422	525040	LINES	10,000	0	10,000	14,643.89	.00	-4,643.89	146.4%
01422	525050	STREET SIGNS	2,800	0	2,800	593.17	.00	2,206.83	21.2%
TOTAL D.P.W. CONSTRUCT. & MAINT			88,416	0	88,416	38,100.67	.00	50,315.33	43.1%
01423 SNOW AND ICE REMOVAL									
01423	524020	VEHICLE REPAIR	14,000	0	14,000	.00	.00	14,000.00	.0%
01423	554020	SALT & SAND	66,000	0	66,000	.00	.00	66,000.00	.0%
01423	554100	MISCELLANEOUS	10,000	0	10,000	1,711.39	.00	8,288.61	17.1%
TOTAL SNOW AND ICE REMOVAL			90,000	0	90,000	1,711.39	.00	88,288.61	1.9%
01424 STREET LIGHTING									
01424	52400	SERVICE CONTRACTS	4,000	0	4,000	2,240.58	.00	1,759.42	56.0%
TOTAL STREET LIGHTING			4,000	0	4,000	2,240.58	.00	1,759.42	56.0%
01431 TRANSFER STATION									
01431	521010	ELECTRICITY	1,880	0	1,880	525.33	.00	1,354.67	27.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT	
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD	EXPENDED	ENCUMBRANCES	BUDGET	USED	
01431 524010 MAINTENANCE & SUPP	21,000	0	21,000	2,719.24		.00	18,280.76	12.9%	
01431 524060 TELEPHONE	959	0	959	.00		.00	959.00	.0%	
01431 529000 RUBBISH & RECYCLIN	75,000	0	75,000	35,934.25		.00	39,065.75	47.9%	
01431 530920 CONTRACTED SERVICE	146,250	0	146,250	76,262.84		.00	69,987.16	52.1%	
01431 541010 GASOLINE	20,000	0	20,000	.00		.00	20,000.00	.0%	
01431 541011 DIESEL FUEL	10,000	0	10,000	.00		.00	10,000.00	.0%	
TOTAL TRANSFER STATION	275,089	0	275,089	115,441.66		.00	159,647.34	42.0%	
01499 D.P.W. ARTICLES									
01499 58673 DPW DUMP TRUCK ATM0	0	180,000	180,000	.00		.00	180,000.00	.0%	
TOTAL D.P.W. ARTICLES	0	180,000	180,000	.00		.00	180,000.00	.0%	
01517 BOH Special Articles									
01517 52421 Water Resource Prot	0	5,756	5,756	.00		.00	5,756.48	.0%	
TOTAL BOH Special Articles	0	5,756	5,756	.00		.00	5,756.48	.0%	
01519 BOARD OF HEALTH									
01519 51105 CLERICAL	26,665	0	26,665	5,089.02		.00	21,575.98	19.1%	
01519 51120 AGENT	99,373	0	99,373	45,864.00		.00	53,509.00	46.2%	
01519 51140 ANIMAL INSPECTOR	1,000	0	1,000	.00		.00	1,000.00	.0%	
01519 51175 PUBLIC HEALTH NURSE	17,675	0	17,675	6,419.54		.00	11,255.46	36.3%	
01519 53030 WATER TESTS	270	0	270	.00		.00	270.00	.0%	
01519 53040 FLU CLINIC	700	0	700	.00		.00	700.00	.0%	
01519 53050 RABIES CLINIC SUPPL	200	0	200	.00		.00	200.00	.0%	
01519 53100 TRAINING & MEETINGS	874	0	874	50.00		.00	824.00	5.7%	
01519 53400 TELEPHONE	0	0	0	248.89		.00	-248.89	100.0%	
01519 54200 OFFICE SUPPLIES	500	0	500	732.07		.00	-232.07	146.4%	
01519 54800 MILEAGE	300	0	300	.00		.00	300.00	.0%	
01519 57300 DUES & SUBSCRIPTION	500	0	500	270.00		.00	230.00	54.0%	
TOTAL BOARD OF HEALTH	148,057	0	148,057	58,673.52		.00	89,383.48	39.6%	
01541 COUNCIL ON AGING									
01541 51120 COAHS STAFF WAGES	252,994	0	252,994	98,317.55		.00	154,676.45	38.9%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001	GENERAL FUND		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
01541	51126	COAHS VAN DRIVER WA	18,865	0	18,865	.00	.00	18,865.00	.0%
01541	55800	OFFICE OPERATIONS	2,500	0	2,500	429.61	.00	2,070.39	17.2%
01541	55801	COA-PROGRAM EXPENSE	1,000	0	1,000	350.00	.00	650.00	35.0%
01541	55802	COA-TRANSPORTATION	1,780	0	1,780	1,112.24	.00	667.76	62.5%
TOTAL COUNCIL ON AGING			277,139	0	277,139	100,209.40	.00	176,929.60	36.2%
01542 YOUTH COMMISSION									
01542	51120	WAGES PART TIME	3,293	0	3,293	.00	.00	3,293.00	.0%
TOTAL YOUTH COMMISSION			3,293	0	3,293	.00	.00	3,293.00	.0%
01544 VETERAN'S AGENT									
01544	51120	VETERAN'S AGENT	11,000	0	11,000	.00	.00	11,000.00	.0%
01544	55800	VETERAN'S BENEFITS	10,000	0	10,000	.00	.00	10,000.00	.0%
TOTAL VETERAN'S AGENT			21,000	0	21,000	.00	.00	21,000.00	.0%
01610 LIBRARY									
01610	51120	WAGES	489,389	0	489,389	221,706.85	.00	267,682.15	45.3%
01610	51121	CUSTODIAL	39,506	0	39,506	19,942.77	.00	19,563.23	50.5%
01610	52400	AUTOMATION	29,083	0	29,083	29,102.50	.00	-19.50	100.1%
01610	53100	TRAINING & MEETINGS	800	0	800	44.52	.00	755.48	5.6%
01610	54200	OFFICE SUPPLIES	4,000	0	4,000	2,549.64	.00	1,450.36	63.7%
01610	54300	REPAIRS & MAINTENAN	17,000	0	17,000	13,575.41	.00	3,424.59	79.9%
01610	54500	SUPPLIES	3,700	0	3,700	4,393.20	.00	-693.20	118.7%
01610	55101	BOOKS	29,000	0	29,000	11,650.24	.00	17,349.76	40.2%
01610	55102	TEEN BOOKS	4,500	0	4,500	1,455.99	.00	3,044.01	32.4%
01610	55103	CHILDREN'S BOOKS	15,000	0	15,000	7,580.03	.00	7,419.97	50.5%
01610	55120	DIGITAL	33,500	0	33,500	17,028.00	.00	16,472.00	50.8%
01610	55131	AUDIO	7,000	0	7,000	3,619.27	.00	3,380.73	51.7%
01610	55132	VISUAL	5,500	0	5,500	2,835.27	.00	2,664.73	51.6%
01610	55140	PERIODICALS	7,500	0	7,500	4,387.66	.00	3,112.34	58.5%
01610	55822	LIBRARY-PROGRAMS &	2,000	0	2,000	454.65	.00	1,545.35	22.7%
01610	58500	ADDITIONAL EQUIPMEN	5,570	0	5,570	2,731.35	.00	2,838.65	49.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
TOTAL LIBRARY	693,048	0	693,048	343,057.35	.00	349,990.65	49.5%	
01650 PARKS & FIELDS								
01650 51110 RECREATION DIRECTOR	99,373	0	99,373	45,864.00	.00	53,509.00	46.2%	
01650 58401 MOWING	44,117	0	44,117	35,815.00	.00	8,302.00	81.2%	
01650 58402 SPRINKLER MAINTENAN	6,452	0	6,452	1,350.00	.00	5,102.00	20.9%	
01650 58403 ELECTRICITY	4,590	0	4,590	160.77	.00	4,429.23	3.5%	
01650 58404 SCHEDULED MAINTENAN	23,830	0	23,830	13,350.00	.00	10,480.00	56.0%	
01650 58405 GENERAL MAINTENANCE	30,333	0	30,333	4,028.00	.00	26,305.00	13.3%	
01650 58406 SANITATION	3,376	0	3,376	1,632.00	.00	1,744.00	48.3%	
TOTAL PARKS & FIELDS	212,071	0	212,071	102,199.77	.00	109,871.23	48.2%	
01692 MEMORIAL DAY								
01692 51120 WAGES PART TIME	600	0	600	.00	.00	600.00	.0%	
01692 57800 MISCELLANEOUS	800	0	800	.00	.00	800.00	.0%	
TOTAL MEMORIAL DAY	1,400	0	1,400	.00	.00	1,400.00	.0%	
01710 RETIREMENT OF DEBT								
01710 57400 DEBT PAYMENT	935,000	0	935,000	820,000.00	.00	115,000.00	87.7%	
TOTAL RETIREMENT OF DEBT	935,000	0	935,000	820,000.00	.00	115,000.00	87.7%	
01751 LONG TERM DEBT INTEREST								
01751 57400 DEBT INTEREST	345,569	0	345,569	183,034.38	.00	162,534.62	53.0%	
TOTAL LONG TERM DEBT INTEREST	345,569	0	345,569	183,034.38	.00	162,534.62	53.0%	
01820 STATE & COUNTY CHARGES								
01820 57600 STATE & COUNTY CHAR	0	57,948	57,948	28,986.00	.00	28,962.00	50.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06									
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT		
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	EXPENDED		BUDGET	USED		
TOTAL STATE & COUNTY CHARGES	0	57,948	57,948	28,986.00		28,962.00	50.0%		
01911 MIDDLESEX CO. RETIREMENT									
01911 57500 COUNTY RETIREMENT	1,402,244	0	1,402,244	1,402,244.00		.00	100.0%		
TOTAL MIDDLESEX CO. RETIREMENT	1,402,244	0	1,402,244	1,402,244.00		.00	100.0%		
01913 UNEMPLOYMENT COMPENSATION									
01913 57400 INSURANCE PREMIUMS	30,000	0	30,000	18,923.00		11,077.00	63.1%		
TOTAL UNEMPLOYMENT COMPENSATION	30,000	0	30,000	18,923.00		11,077.00	63.1%		
01914 GROUP INSURANCE									
01914 57400 INSURANCE PAYMENTS	1,474,712	0	1,474,712	752,497.97		722,214.03	51.0%		
TOTAL GROUP INSURANCE	1,474,712	0	1,474,712	752,497.97		722,214.03	51.0%		
01919 BLANKET & WORKMENS COMP.									
01919 57400 INSURANCE PREMIUMS	389,000	0	389,000	398,097.00		-9,097.00	102.3%		
TOTAL BLANKET & WORKMENS COMP.	389,000	0	389,000	398,097.00		-9,097.00	102.3%		
01920 RESERVE FUND									
01920 59610 RESERVE FUND TRANSF	150,000	-8,600	141,400	.00		141,400.00	.0%		
TOTAL RESERVE FUND	150,000	-8,600	141,400	.00		141,400.00	.0%		
01996 TRANS. TO TRUST FUNDS									
01996 59560 TRANSFER TO TRUST F	215,000	0	215,000	215,000.00		.00	100.0%		

YEAR-TO-DATE BUDGET REPORT

FOR 2024 06								
ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL TRANS. TO TRUST FUNDS	215,000	0	215,000	215,000.00	.00	.00	100.0%
	TOTAL GENERAL FUND	21,313,243	1,871,992	23,185,235	11,905,893.68	.00	11,279,341.06	51.4%
	TOTAL EXPENSES	21,313,243	1,871,992	23,185,235	11,905,893.68	.00	11,279,341.06	

YEAR-TO-DATE BUDGET REPORT

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	21,313,243	1,871,992	23,185,235	11,905,893.68	.00	11,279,341.06	51.4%
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** END OF REPORT - Generated by Kelly Beyer **

TOWN OF CARLISLE
FISCAL YEAR 2024
QUARTER ENDING December 31, 2023

DEPARTMENT	BUDGET	YEAR-TO-DATE REVENUE	OVER/(UNDER) BUDGET	% RECEIVED
PERSONAL PROPERTY REVENUE	365,000.00	182,088.43	(182,911.57)	49.89%
REAL ESTATE REVENUE	30,249,354.00	14,726,161.70	(15,523,192.30)	48.68%
TAX LIENS REDEEMED	-	-	-	
DEFERRED TAX REVENUE	-	2,420.11	2,420.11	
MOTOR VEHICLE EXCISE REVENUE	875,000.00	175,336.18	(699,663.82)	20.04%
PENALTIES & INT ON RE TAX	51,300.00	27,922.20	(23,377.80)	54.43%
PENALTIES & INT ON MVE TAX	8,000.00	8,568.25	568.25	107.10%
MARKINGS	700.00	600.00	(100.00)	85.71%
MUNICIPAL LIEN CERTIFICATES	4,000.00	1,100.00	(2,900.00)	27.50%
INTEREST & CHARGES	-	-	-	
PAYMENTS IN LIEU OF TAXES	15,000.00	8,457.75	(6,542.25)	56.39%
TRANSFER STATION STICKERS	60,000.00	10,135.00	(49,865.00)	16.89%
CHARGING STATIONS	-	908.83	908.83	
RECYCLE	10,000.00	4,419.05	(5,580.95)	44.19%
BURIALS	4,000.00	4,750.00	750.00	118.75%
MARRIAGE LICENSES	500.00	150.00	(350.00)	30.00%
FIRE ALARMS	8,000.00	3,600.00	(4,400.00)	45.00%
GUN PERMITS	1,000.00	1,325.00	325.00	132.50%
POLICE SPECIAL DETAIL	10,000.00	12,907.53	2,907.53	129.08%
BUILDING PERMITS	233,000.00	110,651.00	(122,349.00)	47.49%
GAS PERMITS	4,000.00	2,990.00	(1,010.00)	74.75%
PLUMBING PERMITS	7,000.00	6,115.00	(885.00)	87.36%
WIRE PERMITS	17,500.00	19,975.00	2,475.00	114.14%
SEPTIC LICENSES	4,000.00	-	(4,000.00)	0.00%
TOWN CLERK	3,000.00	1,300.00	(1,700.00)	43.33%
SELECTMEN	1,500.00	-	(1,500.00)	0.00%
DOG LICENSES	12,000.00	3,091.03	(8,908.97)	25.76%
PLANNING BOARD	7,000.00	2,900.00	(4,100.00)	41.43%
CONSERVATION COMMISSION	12,000.00	6,675.00	(5,325.00)	55.63%
BOARD OF APPEALS	1,250.00	150.00	(1,100.00)	12.00%
ASSESSORS	2,250.00	1,050.00	(1,200.00)	46.67%
OPIOID SETTLEMENT	-	4,038.42	4,038.42	
OTHER	-	1,946.61	1,946.61	
COURT FINES	600.00	452.50	(147.50)	75.42%
SOLAR LEASE	-	25,949.96	25,949.96	
ABATEMENTS TO VETS	8,975.00	-	(8,975.00)	0.00%
ABATEMENTS TO ELDERLY	-	750.00	750.00	
VETERANS BENEFITS	5,927.00	3,262.85	(2,664.15)	55.05%
ADDITIONAL ASSIST/UNRESTRICTED	262,246.00	131,118.00	(131,128.00)	50.00%
CHAPTER 70	1,387,990.00	693,990.00	(694,000.00)	50.00%
OTHER REVENUE FROM STATE	267,785.00	135,431.00	(132,354.00)	50.57%
D.M.A. MEDICAID AAC	25,000.00	5,579.78	(19,420.22)	22.32%
LIBRARY FINES	600.00	499.59	(100.41)	83.27%
EARNINGS ON INVESTMENTS	19,811.00	87,091.39	67,280.39	439.61%
OTHER MISCELLANEOUS REVENUE	-	3,001.06	3,001.06	

TRANSFER FROM SPECIAL REVENUE (REC)

-

-

-

33,945,288.00

16,418,858.22

(17,526,429.78)

48.37%



2024 LEGISLATIVE PRIORITIES

More than 100 Chief Administrative Officers representing communities with populations of 12,000 or less from across the Commonwealth joins with the Town of _____ to advocate for legislative priorities impacting resident lives. We call upon our legislative leaders to pass bills related to these priorities to properly equip small towns with the resources they need.

STAM members listed addressing crumbling Infrastructure as their top legislative priority

- Permanently change the **CHAPTER 90 FORMULA**, increasing total funding to more than \$330 million per year to help small towns improve roads, bridges and water systems
- Create and fund the **MUNICIPAL BUILDING ASSISTANCE AUTHORITY**

Regional school support and sustainable approaches to education remain a top priority

- Reform the **EDUCATION FUNDING FORMULAS** to provide more support for regional school districts in towns having to choose between schools and municipal services
- Create regional incentives for districts looking to create **SUSTAINABLE PATHWAYS** in the face of declining enrollment and increased costs for personnel and transportation

Members continually cite common-sense reductions in procurement burdens

- Increase state **PROCUREMENT THRESHOLDS** to reduce administrative and cost burdens on small towns with limited budgets and vendor choices
- **IMPROVE PREVAILING WAGE LAWS** by provide exemptions and rural factors that would allow small towns to complete necessary projects

Small towns consistently advocate for legislative changes with a big “small-town” impact

- Reform the state-owned land **PAYMENT IN LIEU OF TAXES (PILOT)** to create more equity for towns constrained by necessary land preservation
- Provide **STAFFING AND SUPPORT** for the Office of Rural Affairs
- Reduce **ADMINISTRATIVE BURDENS** that prevent small towns from getting state grants

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Wednesday, February 14, 2024 8:33 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Rotary for Private Signs

Reserve Rotary for Private Signs

Name	Catherine Mastromarino
Email Address	cathywm@gmail.com
Address	212 E Riding Dr
City	Carlisle
State	MA
Zip Code	01741
Phone Number	617-538-0584
Date(s) of Reservation	3/9/2024 9:00 AM - 3/23/2024 9:00 PM
All Day	Yes
Size and Type of Sign	Sandwich Board, 2x3ft
Organization and Purpose	7th Grade Play, Carlisle Public School
Language	Extra! Extra! CPS 7th Grade Presents Newsies Jr. A high-energy musical event! Thurs March 21 at 4pm. Fri March 22 at 7pm. Sat March 23 at 7pm. Tickets \$10 at carlislemapto.org
Attach File	Newsies sandwich board final.pdf
Terms of Use	Yes

Email not displaying correctly? [View it in your browser.](#)

Gretchen Gallimore

From: noreply@civicplus.com
Sent: Wednesday, February 21, 2024 1:28 PM
To: Gretchen Gallimore; Aubrey Thomas
Subject: Online Form Submittal: Reserve Rotary for Private Signs

Reserve Rotary for Private Signs

Name	Sandy Eisenbies
Email Address	disk4fun@gmail.com
Address	420 Heald Rd
City	Carlisle
State	MA
Zip Code	01741
Phone Number	9377605568
Date(s) of Reservation	3/5/2024 9:00 AM - 3/11/2024 9:30 PM
All Day	Yes
Size and Type of Sign	Standard Sandwich Board
Organization and Purpose	The Scholarship Fund of Concord and Carlisle - draw awareness to the Phonathon on Sunday 10 and Monday the12th
Language	Please Answer the Call Phonathan is coming Sunday March 10 Monday March 11 it is amazing what you can do!
Attach File	IMG_8872.JPG
Terms of Use	Yes

Email not displaying correctly? [View it in your browser.](#)

Gretchen Gallimore

From: Martha Feeney-Patten <mpatten@gleasonlibrary.org>
Sent: Monday, February 26, 2024 12:01 PM
To: Ryan McLane; Gretchen Gallimore
Subject: Banner request question
Attachments: Copy of 24.03.15 First Annual Gleason Grown-Up Spelling Bee (1).png

Hi,

My fundraising committee asked me to check if it's possible to request permission for us to hang a banner over School Street starting as soon as possible through March 15th, for our spelling bee event (info attached, banner design would have similar graphic). If not, we'll plan farther ahead of time next time 😊 Thanks!

Martha

Martha Feeney-Patten, Director
Pronouns: she/her/hers
Gleason Public Library
22 Bedford Rd., Carlisle, MA 01741
www.gleasonlibrary.org
(978) 369-4898

FIRST ANNUAL GLEASON GROWN-UP



FRIDAY
MARCH
15

ADULTS
21+

6:30 PM

**FOOD, DRINKS, RAFFLE,
AND LIVE MUSIC!**

100% of proceeds will go toward the renovation of the young children's reading room at our community's historic library.

Hosted by the Gleason Endowment Board of Trustees



SELECT BOARD
TUESDAY, MARCH 12TH, 2024
AT 7:00 P.M.
TOWN HALL (CLARK ROOM)
66 WESTFORD ST, CARLISLE, MA
HYBRID MEETING

AGENDA

TIME	PURPOSE
7:00 p.m.	1. Community Input
7:05 p.m.	2. Appointments and Resignations
7:15 p.m.	3. Center Park Picnic Table
7:30 p.m.	4. Audit Presentation
8:00 p.m.	5. FY25 Budget and Town Meeting Review with Finance Committee <ul style="list-style-type: none">• Operating Budget• Capital• Warrant Articles• Ballot Questions
8:45 p.m.	6. Cemetery Task Force and Safety Committee <ul style="list-style-type: none">• Finalize charges
9:00 p.m.	7. Shared Services Next Steps
9:25 p.m.	8. ESC – Climate Leader
9:35 p.m.	9. Policy Approvals
9:50 p.m.	10. TA Report
10:00 p.m.	11. Minutes and Warrants
10:05 p.m.	12. Liaison Reports
10:10 p.m.	13. Community Input
	Adjourn

* The meeting agenda lists all topics reasonably anticipated by the Chair at the time of posting. Agenda times are approximate, and items may be taken up out of order to facilitate the use of time.

Join Zoom Meeting

<https://us02web.zoom.us/j/84860744090?pwd=K3pTbFRtemJrMjVmNU00dURhMGNVZz09>

One tap mobile

+16469313860,,84860744090#,,,,*992633#

+19292056099,,84860744090#,,,,*992633# (US New York)

