

# Town of Agawam, Massachusetts ANNUAL OPERATING BUDGET FISCAL YEAR 2021



*Presented by: Mayor William P. Sapelli*



# Agawam Massachusetts

Office of the Mayor  
36 Main Street, Agawam, MA 01001  
mayor@agawam.ma.us

William P. Sapelli  
Mayor

Tel: 413-786-4520  
Fax: 413-786-9927

May 14, 2021

Dear Councilors,

In accordance with Section 5-1 of Article 5 of the Agawam Home Rule Charter, it is my pleasure to present you with my recommended budget for Fiscal Year 2021.

As you can imagine, the challenges related to Covid-19 have made this one of the most challenging budgets that I have ever been involved with. The fact that we do not know what the future brings regarding federal, state and local revenues is disconcerting. As a team we have developed a budget that is extremely lean and fiscally responsible during this financial uncertainty. Upon reviewing the budget you will observe a significant reduction in the areas of materials, supplies and also equipment in anticipation of a severe shortfall in state and local receipts.

This budget represents a team effort; I want to thank the following people for their exceptional work, fiscal responsibility and invaluable contributions toward putting this budget together:

Laurel Placzek, Treasurer/ Collector  
Coleen Gruska, Personnel Director  
Cheryl St. John, City Auditor  
Steve Lemanski, Superintendent of Schools  
Rebecca Santaniello, Executive Assistant  
All city department heads

I am confident that this budget continues to identify priorities that reflect the needs of our community, while remaining fiscally conservative during Covid-19.

I look forward to working with the City Council to answer any questions and supply any additional information relating to this budget.

Please contact my office with any questions or concerns.

Sincerely,

William P. Sapelli  
Mayor

**A RESOLUTION ADOPTING THE  
FISCAL YEAR 2021 ANNUAL OPERATING BUDGET  
FOR THE TOWN OF AGAWAM**

**WHEREAS**, Under the provisions of Chapter 44, Section 32 of the Massachusetts General Laws and Section 5-1 of Article 5 of the Agawam Home Rule Charter, the proposed FY2021 Annual Operating Budget was submitted on May 14, 2020; and

**WHEREAS**, Under the provisions of Section 5-2(a) of Article 5 of the Charter, a public hearing on the proposed annual operating budget was held on June 1, 2020, notice thereof having been published in one issue of a newspaper of general circulation in the Town of Agawam more than fourteen (14) days before such hearing; and

**WHEREAS**, It is in the best interests of the Town of Agawam to adopt the attached Fiscal Year 2021 Annual Operating Budget; and

**NOW THEREFORE, THE AGAWAM CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:**

1. That pursuant to the provisions of Chapter 44 of the Massachusetts General Laws and Article 5 of the Agawam Home Rule Charter, the Annual Operating Budget for Fiscal Year 2021 which begins July 1, 2020 a copy of which is attached hereto and incorporated herein by reference, is hereby adopted, and the several sums therein set forth to be raised by the levy of a tax upon all taxable property within the corporate limits of the Town of Agawam, Massachusetts, all other funds and receipts are hereby appropriated for the several purposes therein stated.
2. The Fiscal Year 2021 Annual Operating Budget is adopted according to the departmental and line item categories contained therein. Said adoption allowing administrative transfer of funds from any line item within any category of any departmental or the line item budget to any other line item within the same category of the same departmental or line item budget.
3. There is hereby appropriated in the Line Item - Contributory Retirement an appropriation to the credit of the Hampden County Retirement Board to satisfy the Town of Agawam's share of the Pension and Expense Credit Funds.
4. Consideration has been given for anticipated receipt of funds from the Commonwealth of Massachusetts for street reconstruction purposes as set forth in the Highway portion of the budget which is attached hereto.

5. In addition to any specific appropriation, revolving, gift and grant funds are hereby established under Massachusetts General Laws Chapter 40, S 3 and Chapter 44 S 53A, S 53D and S 53 E1/2 for the fiscal year beginning July 1, 2020, with the specific receipts credited to each fund, the purposes for which each fund may be spent and the maximum amount that may be spent from each fund for the fiscal year, as described in Exhibit A.
6. There is hereby appropriated all money from the Commonwealth of Massachusetts, the United States of America, as well as, from any grants or donations received for public purposes.
7. There is hereby appropriated all money received from the interest income on short term investments including the interest earned on funds in interest bearing bank accounts.
8. There is hereby appropriated \$1,000,000.00 from "Overlay Surplus" as been determined by the Assessor to reduce the Fiscal Year 2021 Tax Rate.
9. There is hereby appropriated \$200,000.00 from the Fiscal Year 2020 School department budget and transferred to the Fiscal Year 2021 School department budget pursuant to M.G.L. Ch 44 Section 33B.
10. That the Assessor use not more than \$2,500,000 of "Certified Free Cash" to reduce the Fiscal 2021 Tax Rate.
11. The Agawam City Council hereby resolves, authorizes and appropriates \$27,152 from the Wastewater Retained Earnings, account 22500-31510 to fund a balance appropriations account 22510-48500 and \$1,591,053 from the Water Retained Earnings, account 60100-31510 to Fund Balance Appropriations, account 60110-48500.
12. The Fiscal Year 2021 Annual Operating Budget for the Town of Agawam is hereby adopted as follows:

**GENERAL OPERATING BUDGET**

Council	\$ 177,945
Mayor	\$ 362,636
Administration Building	\$ 194,395
Law Department	\$ 172,500

Auditor	\$ 169,606
Clerk/Elections	\$ 278,236
Assessor	\$ 324,940
IT Department	\$ 368,005
Treasurer/Collector	\$ 392,890
Police Department	\$ 6,292,015
Fire Department	\$ 4,371,811
Inspection Services	\$ 260,636
Health Department	\$ 809,089
Community Development	\$ 215,202
Library	\$ 1,164,142
Parks & Recreation	\$ 241,554
Council on Aging	\$ 427,970
DPW Administration	\$ 134,137
Highway & Grounds	\$ 2,492,306
Motor Vehicle Maintenance	\$ 574,590
Engineering	\$ 160,154
Building Maintenance	\$ 4,386,786
Agawam Public Schools	\$ 47,042,080
Emergency Management	\$ 41,300
Line Items	<u>\$ 25,356,289</u>

**TOTAL - GEN. OPERATING BUDGET** **\$ 96,411,214**

**CAPITAL IMPROVEMENT BUDGET** **\$ 259,500**

**TOTAL GENERAL FUND** **\$ 96,670,714**

**SELF SUSTAINING DEPARTMENTS**

Wastewater Department	\$ 3,901,739
Wastewater Capital Improvement Budget	\$ 47,174
<b>TOTAL - WASTEWATER</b>	<b>\$ 3,948,913</b>
Water Department	\$ 5,872,837
Water Capital Improvement Budget	\$ 125,024
<b>TOTAL - WATER</b>	<b>\$ 5,997,861</b>
Golf Course	\$ 694,164

Golf Course Equipment	\$ 13,450
<b>TOTAL - GOLF</b>	<b>\$ 707,614</b>
<b>TOTAL - SELF SUSTAINING DEPTS</b>	<b><u>\$ 10,654,388</u></b>
<b>TOTAL - ALL DEPARTMENTS</b>	<b><u>\$ 107,325,102</u></b>

13. There is hereby levied upon all taxable property within the corporate limits of the Town of Agawam, Massachusetts upon each dollar of assessed value thereof, taxes in an amount to be determined.

14. The following available funds are transferred/appropriated for use in the Fiscal Year 2021 Annual Operating Budget to help reduce the tax burden:

Ambulance Fees	\$ 160,000
Police Outside Detail Administrative Revenue	\$ 110,000

15. Authorize the Western Hampden District Veteran's Service to exceed its assessment limitation by \$14,113.00 (Agawam's share) pursuant to Massachusetts General Laws, Chapter 59, Section 20B.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**PER ORDER OF THE AGAWAM CITY COUNCIL**

\_\_\_\_\_  
Christopher C. Johnson, President Agawam City Council

**APPROVED AS TO FORM AND LEGALITY**

  
\_\_\_\_\_  
Stephen Buoniconti, City Solicitor

*Revolving Funds*

	Fund	Authorized To Spend	Revenue Source	Use of Fund	FY 2021 Spending Limit
202	PEG Access and Cable Related	IT Director	License Fees	PEG and Cable Related Expnses	\$600,000
204	COA Instructor Revolving	COA Director	Participation Fees and Program Receipts and Instructional Fees and Services	Senior Instructional Programs and Services	\$75,000
206	COA Nutrition Revolving	COA Director	Grants, Nutrition Program Receipts and Snack Donations	Nutrition Program Services, Supplies and Salaries	\$140,000
208	COA Transportation Revolving	COA Director	Grants and Transportation Program Receipts	Transportation Program Services, Supplies and Services	\$50,000
210	Animal Control Ch. 140 S. 136A	Police Chief	Licenses and Fines	Animal Control Expenses	\$210,000
216	Electric Vehicle Fund	Planning	Electric Vehicle Charge Fees	Electric Charger Service and Maintenance and Purchases	\$3,000
218	Parks and Recreation	Parks & Recreation Director	Participation Fees and Program Receipts	Parks and Recreation Programs and Services	\$150,000
219	Perry Lane	Parks & Recreation Director	Participation Fees and Program Receipts	Summer Camp Program Expenses	\$150,000

*Revolving Funds*

Fund		Authorized To Spend	Revenue Source	Use of Fund	FY 2021 Spending Limit
220	Planning Board	Planning Board	Planning Board Application and Permit Filing Fees	Ordinary Operating Costs Associated with Permitting	\$75,000
228	Ambulance	Fire Chief	Fees charged by the Fire Department to provide ambulance services paid by individuals receiving the services or their insurance providers.	Expenses for salaries, supplies and equipment used to provide ambulance services	\$1,700,000
248	Tobacco	Health Agent	Permit Fees and Violation Fines	Tobacco Education and Enforcement Activities	\$20,000
602	Environmental Projects	Recycling Coordinator	Grants & Fees	Environmental Projects/Recycling Expenses	\$210,000
616	ADA Fund	ADA Committee/COA Director	Handicapped Parking Fines	ADA Education/Codes/By-laws/ADA Assistance	\$7,000
620	Health Vaccinations	Health Director	Fees charged by the Health Department to provide vaccinations, flu shots or other health services received from individuals receiving the services or their health insurance providers.	Expenses for supplies and equipment used to provide vaccinations, flu shots or other health services and for educational programs and materials regarding those services	\$130,000
626	Fire Code Violations	Fire Chief	Fines and Penalties	Fire Safety Enforcement and Training	\$3,500



*Revolving Funds*

<b>Fund</b>	<b>Authorized To Spend</b>	<b>Revenue Source</b>	<b>Use of Fund</b>	<b>FY 2021 Spending Limit</b>	
689	<b>Overflow Trash Bag Revolving Fund</b>	<b>DPW Superintendent</b>	<b>Revenue from Sales of Overflow Bags</b>	<b>Purchase and Disposal of Overflow Trash Bags</b>	<b>\$45,000</b>
804	<b>Board of Appeals</b>	<b>Board of Appeals</b>	<b>Board of Appeals Application and Permit Filing Fees</b>	<b>Ordinary Operating Costs Associated with Board of Appeals Permitting</b>	<b>\$20,000</b>

# **ANNUAL OPERATING BUDGET**

Fiscal Year 2021

**William P. Sapelli**  
**Mayor**

## **AGAWAM CITY COUNCIL**

**Christopher C. Johnson, President**  
**Cecilia Calabrese, Vice President**

George Bitzas  
Gina M. Letellier  
Mario Tedeschi  
Robert E. Rossi  
Paul C. Cavallo

Rosemary Sandlin  
Anthony R. Suffriti  
Dino Mercadante  
Joseph Mineo  
Gerald Smith

## **AGAWAM SCHOOL COMMITTEE**

**William P. Sapelli, Chairperson**  
**Carmino Mineo, Vice Chairperson**

Kerri O'Connor  
Anthony C. Bonavita

Wendy Rua  
Dawn Schneider

Shelley Borgatti-Reed

**Mr. Steven Lemanski**  
**Superintendent of Schools**

# BUDGET SUMMARY

Fiscal Year 2021

## GENERAL FUND

### PROJECTED REVENUE

#### I. ESTIMATED RECEIPTS

Local Aid (Estimated Cherry Sheet)	\$24,887,681
Local Receipts	\$5,598,216

#### II. AVAILABLE FUNDS

Overlay Surplus	\$1,000,000
School Appropriations Carried Forward	\$200,000
Certified Free Cash	\$2,500,000

III. REAL ESTATE TAX LEVY	\$65,094,492
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<b>PROJECTED GENERAL FUND REVENUE</b>	<b>\$99,280,389</b>
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### APPROPRIATIONS

I. GENERAL OPERATING BUDGET	\$96,411,214
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II. CAPITAL IMPROVEMENT BUDGET	\$259,500
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III. CHERRY SHEET ASSESSMENTS	\$1,716,933
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IV. CHERRY SHEET OFFSETS	\$491,104
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V. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS (Overlay)	\$401,638
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<b>TOTAL GENERAL FUND APPROPRIATIONS</b>	<b>\$99,280,389</b>
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## SELF SUSTAINING DEPARTMENTS

### PROJECTED REVENUE

Agawam Municipal Golf Course Receipts	\$707,614
Water Receipts	\$5,997,861
Wastewater Receipts	\$3,948,913

<b>SELF SUSTAINING DEPARTMENTS PROJECTED REVENUE</b>	<b>\$10,654,388</b>
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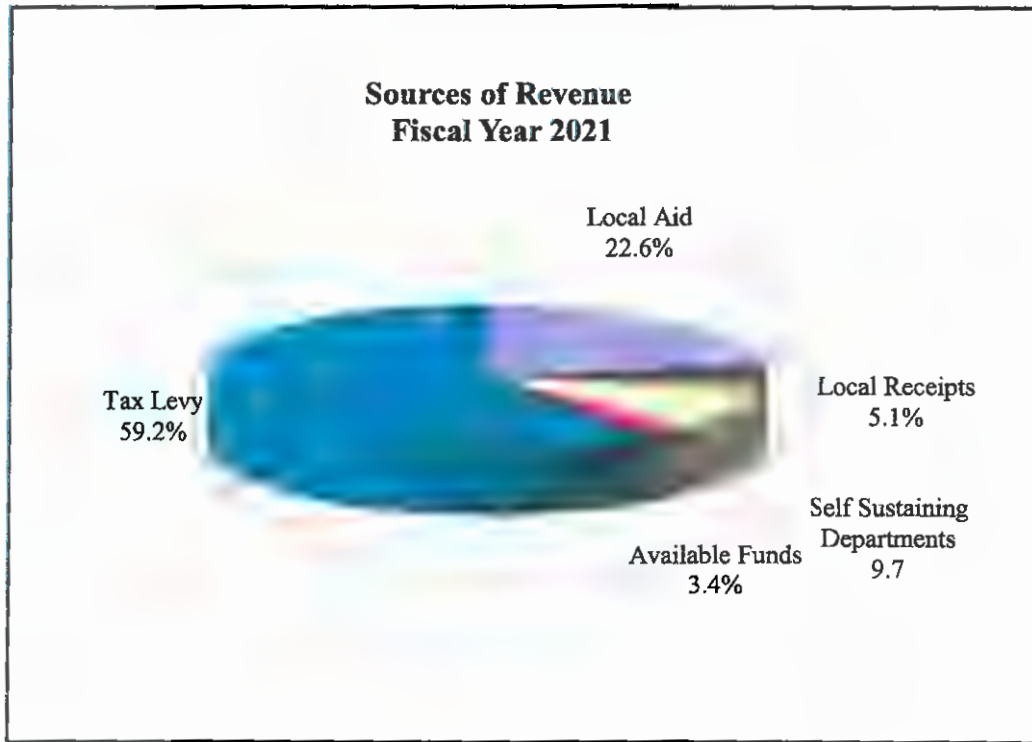
### APPROPRIATIONS

Agawam Municipal Golf Course	\$707,614
Water Department	\$5,997,861
Wastewater Department	\$3,948,913

<b>SELF SUSTAINING DEPARTMENTS TOTAL APPROPRIATIONS</b>	<b>\$10,654,388</b>
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**Sources of Revenue  
Fiscal Year 2021**

<b>Local Aid</b>	<b>\$24,887,681</b>	<b>22.64%</b>
<b>Local Receipts</b>	<b>\$5,598,216</b>	<b>5.09%</b>
<b>Self Sustaining Departments</b>	<b>\$10,654,388</b>	<b>9.69%</b>
<b>Available Funds</b>	<b>\$3,700,000</b>	<b>3.37%</b>
<b>Tax Levy</b>	<b>\$65,094,492</b>	<b>59.21%</b>
<b>TOTAL</b>	<b>\$109,934,777</b>	<b>100.00%</b>



Commonwealth of Massachusetts Department of Revenue  
 Notice to Assessors of Estimated Receipts  
 To Be Used in Determining the Tax Levy  
 General Laws, Chap. 58, Sect. 25A, and Chap. 59, Sect. 23

**A. EDUCATION**

Distributions and Reimbursements	2021
Chapter 70	\$19,586,102
Charter Tuition Assessment Reimbursement	\$380,828
<b>Offset Items - Reserve for Direct Expenditure</b>	
School Lunch 1970, Ch. 871	\$0
School Choice Receiving Tuition	\$445,485
<b>Sub-Total, All Education Items</b>	<b>\$20,412,415</b>

**B. GENERAL GOVERNMENT**

Distributions and Reimbursements	
Lottery, Beano & Charity Games	\$4,021,495
Annual Formula Local Aid	\$0
Veterans' Benefits Ch. 115, s. 6	\$140,188
Exemptions: Vets, Blind & Surviving Spouse Ch. 58, s. 8A; Ch. 59 s. 5 and Elderly Ch. 59, s. 5, Cl. 41, 41B, 41C	\$170,776
State Owned Land Ch. 58, ss. 13 - 17	\$97,188
<b>Offset Item - Reserve for Direct Expenditure</b>	
Public Libraries Ch. 78, s. 19A	\$45,619
<b>Sub-Total, All General Government</b>	<b>\$4,475,266</b>
<b>TOTAL "CHERRY SHEET" RECEIPTS FISCAL 2021*</b>	<b>\$24,887,681</b>
School Construction 1948, Ch. 645; 1976, Ch. 511	\$0
<b>TOTAL ESTIMATED STATE RECEIPTS FISCAL 2021*</b>	<b>\$24,887,681</b>

*\*Local Aid Based on the FY 2021 Governor's Budget Proposal*

*Please Note that this is an Estimate of Cherry Sheet Receipts.*

# ESTIMATED LOCAL RECEIPTS

Fiscal Year 2021

SOURCE	AMOUNT
<b>I. Motor Vehicle Excise</b>	<b>\$3,250,000</b>
Local Option Meals Tax	\$80,000
<b>II. Interest, Demand Charges &amp; Penalties on Late Payments</b>	<b>\$196,000</b>
<b>III. Payments in Lieu of Taxes</b>	<b>\$52,000</b>
<b>IV. Fees</b>	
Assessor	\$1,450
Treasurer-Collector	\$30,000
Clerk & Elections	\$38,000
Police Department	\$6,000
Fire Department	\$45,000
Weights & Measures	\$12,000
Engineering Department	\$2,500
Highway Department	\$5,000
Health Department	\$15,000
<b>Fees - Subtotal</b>	<b>\$154,950</b>
<b>V. Departmental Library</b>	<b>\$16,000</b>
<b>VI. Licenses and Permits</b>	
Alcoholic Beverage Licenses	\$55,000
Building Permits	\$80,000
Electrical Permits	\$60,000
Plumbing Permits	\$35,000
<b>Licenses and Permits - Subtotal</b>	<b>\$230,000</b>
<b>VII. Fines and Forfeits</b>	
Court Fines	\$10,000
Parking Fines	\$1,900
<b>Court &amp; Parking Fines - Subtotal</b>	<b>\$11,900</b>
<b>VIII. Miscellaneous Recurring Revenue</b>	
Medicaid Reimbursement	\$80,000
MEMA Lease	\$92,316
E-Rate	\$49,050
Easements	\$150,000
ECO Springfield LLC Resource Recovery	\$838,000
Casino Mitigation	\$0
<b>Miscellaneous Recurring - Subtotal</b>	<b>\$1,209,366</b>
<b>IX. Investment Income</b>	<b>\$128,000</b>
<b>X. Transfer from Special Revenue/Agency Funds</b>	
Ambulance Fees	\$160,000
Police Outside Detail Administrative Fees	\$110,000
<b>Transfer from Special Revenue/Agency - Subtotal</b>	<b>\$270,000</b>
<b>TOTAL</b>	<b>\$5,598,216</b>

**AMOUNTS TO BE RAISED BY TAXATION**  
**Fiscal Year 2021**

**AMOUNTS TO BE RAISED**

**I. APPROPRIATIONS**

General Operating Budget	\$96,411,214
Capital Improvement Budget	\$259,500

**II. OTHER AMOUNTS TO BE RAISED**

Cherry Sheet Assessments	\$1,716,933
Cherry Sheet Offsets	\$491,104
Allowance for Abatements and Exemptions (Overlay)	\$401,638

**TOTAL AMOUNTS TO BE RAISED** **\$99,280,389**

**ESTIMATED RECEIPTS  
AND OTHER REVENUE SOURCES**

**I. ESTIMATED RECEIPTS - STATE**

Local Aid (Estimated Cherry Sheet)	\$24,887,681
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**II. ESTIMATED RECEIPTS - LOCAL**

Local Receipts	\$5,598,216
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**III. OTHER REVENUE SOURCES APPROPRIATED TO REDUCE TAX RATE**

Overlay Surplus	\$1,000,000
Certified Free Cash	\$2,500,000
School Appopriation Carryforward	\$200,000

**TOTAL ESTIMATED RECEIPTS  
AND OTHER REVENUE SOURCES** **\$34,185,897**

**AMOUNT TO BE RAISED BY TAXATION** **\$65,094,492**

**ESTIMATED  
TAX LEVY  
Fiscal Year 2021**

I. TO CALCULATE THE FY 2021 LEVY LIMIT

A. FY 2020 LEVY LIMIT	\$	76,081,914	
1. ADD AMENDED FY 2020 GROWTH	\$	-	
B. ADD (IA + IA1) X 2.5%	\$	1,902,048	
C. ADD FY 2021 NEW GROWTH (ESTIMATED)	\$	700,000	
D. ADD FY 2021 OVERRIDE	\$		
E. FY 2021 LEVY LIMIT			<b>\$ 78,683,962</b>

II. FY 2021 LEVY CEILING

100% FY 2020 FULL AND FAIR CASH VALUE	\$	3,164,494,200	
			2.50% <b>\$ 79,112,355</b>

**ESTIMATED FISCAL YEAR 2021 LEVY:**

FY 2020 TAX LEVY	\$	64,531,212
ADD 0% TAX INCREASE	\$	-
ADD FY 2021 NEW GROWTH (ESTIMATED)	\$	563,280

<b>FY 2021 TAX LEVY</b>	<b>\$ 65,094,492</b>
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<b>EXCESS LEVY CAPACITY</b>	<b>\$ 13,589,470</b>
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**CHART OF APPROPRIATIONS  
FISCAL YEAR 2021 BUDGET**

<b>DEPARTMENT</b>	<b>Personnel Services</b>	<b>Purchased Services</b>	<b>Supplies</b>	<b>Capital Outlay</b>	<b>TOTAL</b>
<b>GENERAL OPERATING BUDGET</b>					
Council	\$168,345	\$9,100	\$500		\$177,945
Mayor	\$360,386	\$2,250			\$362,636
Administrative Building	\$22,520	\$171,875			\$194,395
Law Department	\$115,500	\$57,000			\$172,500
Auditor	\$168,696	\$910			\$169,606
Clerk/Elections	\$272,501	\$5,735			\$278,236
Assessor	\$195,940	\$129,000			\$324,940
IT Department	\$191,137	\$159,368		\$17,500	\$368,005
Treasurer-Collector	\$362,590	\$25,500		\$4,800	\$392,890
Police Department	\$5,731,815	\$345,590	\$91,175	\$123,435	\$6,292,015
Fire Department	\$4,187,307	\$131,754	\$52,750		\$4,371,811
Inspection Services	\$248,878	\$11,523	\$235		\$260,636
Health Department	\$799,289	\$5,750	\$4,050		\$809,089
Community Development	\$214,002	\$1,200			\$215,202
Agawam Public Library	\$1,033,395	\$6,625	\$124,122		\$1,164,142
Parks & Recreation	\$203,304	\$33,150	\$1,000	\$4,100	\$241,554
Council on Aging	\$357,034	\$69,436	\$1,500		\$427,970
Public Works Administration	\$130,287	\$3,800	\$50		\$134,137
Highway & Grounds	\$1,651,476	\$378,705	\$462,125		\$2,492,306
Motor Vehicle Maintenance	\$145,875	\$91,595	\$337,120		\$574,590
Engineering	\$135,662	\$23,292	\$1,200		\$160,154
Building Maintenance	\$2,645,327	\$1,555,457	\$155,522	\$30,480	\$4,386,786
Agawam Public Schools					\$47,042,080
Emergency Management	\$25,800	\$15,500			\$41,300
Line Items					\$25,356,289
<b>TOTAL - GENERAL OPERATING BUDGET</b>					<b>\$96,411,214</b>
<b>CAPITAL IMPROVEMENT BUDGET</b>					<b>\$259,500</b>
<b>TOTAL GENERAL FUND</b>					<b>\$96,670,714</b>
<b>SELF SUSTAINING DEPARTMENTS</b>					
Agawam Municipal Golf Course	\$416,914	\$116,000	\$161,250	\$0	\$694,164
Agawam Municipal Golf Course Equipment				\$13,450	\$13,450
<b>Agawam Municipal Golf Course Total</b>					<b>\$707,614</b>
Water Department	\$1,077,511	\$4,081,318	\$714,008	\$0	\$5,872,837
Water Capital Improvement Budget				\$125,024	\$125,024
<b>Water Total</b>					<b>\$5,997,861</b>
Wastewater Department	\$668,399	\$3,156,435	\$76,905	\$0	\$3,901,739
Wastewater Capital Improvement Budget				\$47,174	\$47,174
<b>Wastewater Total</b>					<b>\$3,948,913</b>
<b>TOTAL - SELF SUSTAINING DEPARTMENTS</b>					<b>\$10,654,388</b>
<b>TOTAL - GENERAL FUND AND SELF SUSTAINING DEPARTMENTS</b>					<b>\$107,325,102</b>

Commonwealth of Massachusetts Department of Revenue  
 Notice to Assessors of Estimated Charges  
 To Be Used In Determining the Tax Levy  
 GENERAL LAWS, CHAPTER 59, SECTION 21

	Column 1 Estimates	Column 2 PRIOR YEAR Underestimates to be raised	Column 3 PRIOR YEAR Overestimates to be Used as Estimated Receipts - State
<b>A. County Assessment</b>			
County Tax <i>Ch. 35, ss. 30, 31</i>	\$0		
<b>Subtotal, County Assessment</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>B. State Assessments and Charges</b>			
Air Pollution Districts <i>Ch. 111, ss. 142B, 142C</i>	\$8,010		
RMV Non-Renewal Surcharge, <i>Ch. 90; Ch. 60A</i>	\$30,600		
<b>Subtotal, State Assessments</b>	<b>\$38,610</b>	<b>\$0</b>	<b>\$0</b>
<b>C. Transportation Authorities</b>			
Reg'l Trans. Auth's <i>Ch. 161B, ss. 9,10, 23; 1973, Ch. 1141</i>	\$187,561		
<b>Subtotal, Transportation Assessments</b>	<b>\$187,561</b>	<b>\$0</b>	<b>\$0</b>
<b>D. Annual Charges Against Receipts</b>			
Spec. Educ. <i>Ch. 71B, ss. 10, 12</i>	\$0		
<b>Subtotal, Charges Against Receipts</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>E. Tuition Assessments</b>			
School Choice Sending Tuition	\$345,802		
Charter School Sending Tuition	\$1,144,960		
<b>Subtotal, Tuition Assessments</b>	<b>\$1,490,762</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ESTIMATED CHARGES FISCAL 2021</b>	<b>\$1,716,933</b>	<b>\$0</b>	<b>\$0</b>

NET CHARGES, FISCAL 2021 .... (Column 1 + Column 2 - Column 3)\*

**\$1,716,933**

*\*Estimated Assessments Based on the FY 2021 Governor's Budget Proposal*

**BUDGET COMPARISON**  
**Fiscal Year 2021 vs. Fiscal Year 2020**

Category	FY 2020	FY 2021	Difference	% +/-
<b>GENERAL FUND</b>				
<b>I. GENERAL GOVERNMENT</b>				
Council	\$175,866	\$177,945	\$2,079	1.18%
Mayor	\$349,020	\$362,636	\$13,616	3.90%
Administrative Building	\$192,485	\$194,395	\$1,910	0.99%
Law Department	\$166,500	\$172,500	\$6,000	3.60%
Auditor	\$167,333	\$169,606	\$2,273	1.36%
Clerk/Elections	\$252,996	\$278,236	\$25,240	9.98%
Assessor	\$294,521	\$324,940	\$30,419	10.33%
IT Department	\$344,282	\$368,005	\$23,723	6.89%
Treasurer/Collector	\$375,703	\$392,890	\$17,187	4.57%
Community Development	\$197,117	\$215,202	\$18,085	9.17%
Line Items - Administration	\$331,500	\$281,901	(\$49,599)	-14.96%
Line Items - Insurance	\$665,000	\$701,000	\$36,000	5.41%
Line Items - Boards and Commissions	\$17,274	\$18,542	\$1,268	7.34%
<b>General Government Subtotal</b>	<b>\$3,529,597</b>	<b>\$3,657,798</b>	<b>\$128,201</b>	<b>3.63%</b>
<b>II. PUBLIC SAFETY</b>				
Police Department	\$6,107,196	\$6,292,015	\$184,819	3.03%
Fire Department	\$4,248,806	\$4,371,811	\$123,005	2.90%
Inspection Services	\$313,956	\$260,636	(\$53,320)	-16.98%
Emergency Management	\$40,381	\$41,300	\$919	2.28%
Line Items - Street Lights	\$390,000	\$171,339	(\$218,661)	-56.07%
<b>Public Safety Subtotal</b>	<b>\$11,100,339</b>	<b>\$11,137,101</b>	<b>\$36,762</b>	<b>0.33%</b>
<b>III. EDUCATION</b>				
Building Maintenance	\$4,180,591	\$4,386,786	\$206,195	4.93%
Line Items-E-Rate Interscholar Fiber Connectivity	\$34,650	\$34,650	\$0	0.00%
Line Items- E-Rate Contractual Services	\$29,617	\$80,399	\$50,782	171.46%
<b>Education Subtotal</b>	<b>\$4,244,858</b>	<b>\$4,501,835</b>	<b>\$256,977</b>	<b>6.05%</b>
<b>IV. PUBLIC WORKS</b>				
Public Works Administration	\$129,435	\$134,137	\$4,702	3.63%
Engineering	\$219,189	\$160,154	(\$59,035)	-26.93%
Highway & Grounds	\$2,374,052	\$2,492,306	\$118,254	4.98%
Motor Vehicle Maintenance	\$539,325	\$574,590	\$35,265	6.54%
Line Items - Solid Waste	\$1,878,963	\$2,201,364	\$322,401	17.16%
Line Items - Stormwater Management	\$571,100	\$581,800	\$10,700	1.87%
<b>Public Works Subtotal</b>	<b>\$5,712,064</b>	<b>\$6,144,351</b>	<b>\$432,287</b>	<b>7.57%</b>

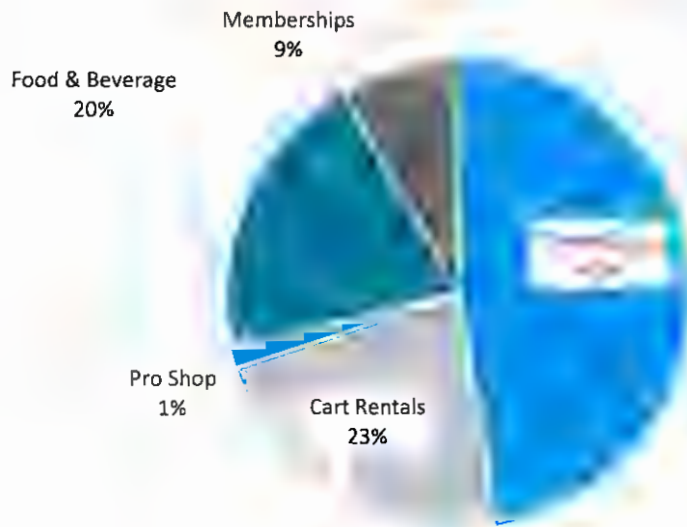
**BUDGET COMPARISON**  
**Fiscal Year 2021 vs. Fiscal Year 2020**

Category	FY 2020	FY 2021	Difference	% +/-
<b>GENERAL FUND</b>				
<b>V. HUMAN SERVICES</b>				
Health	\$762,972	\$809,089	\$46,117	6.04%
Line Items - Veterans	\$321,201	\$341,998	\$20,797	6.47%
<b>Human Services Subtotal</b>	<b>\$1,084,173</b>	<b>\$1,151,087</b>	<b>\$66,914</b>	<b>6.17%</b>
<b>VI. CULTURE &amp; RECREATION</b>				
Agawam Public Library	\$1,117,015	\$1,164,142	\$47,127	4.22%
Parks & Recreation	\$231,452	\$241,554	\$10,102	4.36%
Council on Aging	\$436,707	\$427,970	(\$8,737)	-2.00%
<b>Culture &amp; Recreation Subtotal</b>	<b>\$1,785,174</b>	<b>\$1,833,666</b>	<b>\$48,492</b>	<b>2.72%</b>
<b>TOWN DEPARTMENTAL BUDGETS</b>	<b>\$27,456,205</b>	<b>\$28,425,838</b>	<b>\$969,633</b>	<b>3.53%</b>
<b>VII. EDUCATION</b>				
Agawam Public Schools Operating Budget	\$46,153,111	\$47,042,080	\$888,969	1.93%
Agawam Public Schools Debt Service	\$967,030	\$946,650	(\$20,380)	-2.11%
Agawam Public Schools-Capital Improvements	\$150,000	\$0	(\$150,000)	-100.00%
<b>AGAWAM PUBLIC SCHOOLS BUDGET</b>	<b>\$47,270,141</b>	<b>\$47,988,730</b>	<b>\$718,589</b>	<b>1.52%</b>
<b>VIII. BENEFITS &amp; INSURANCE</b>				
Pension Benefits	\$6,491,454	\$6,748,183	\$256,729	3.95%
Benefits and Insurance	\$11,184,044	\$11,485,435	\$301,391	2.69%
<b>Benefits &amp; Insurance Subtotal</b>	<b>\$17,675,498</b>	<b>\$18,233,618</b>	<b>\$558,120</b>	<b>3.16%</b>
<b>IX. RESERVE FUNDS</b>				
Reserve Fund	\$250,000	\$300,000	\$50,000	20.00%
Salary Reserve	\$711,270	\$0	(\$711,270)	0.00%
<b>Reserve Funds Subtotal</b>	<b>\$961,270</b>	<b>\$300,000</b>	<b>(\$661,270)</b>	<b>-68.79%</b>
<b>X. GENERAL FUND DEBT</b>	<b>\$1,390,546</b>	<b>\$1,363,028</b>	<b>(\$27,518)</b>	<b>-1.98%</b>
<b>XI. OPEB TRUST FUND</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>XII. CAPITAL IMPROVEMENT BUDGET</b>	<b>\$1,524,000</b>	<b>\$259,500</b>	<b>(\$1,264,500)</b>	<b>-82.97%</b>
<b>TOTAL GENERAL FUND BUDGET</b>	<b>\$96,377,660</b>	<b>\$96,670,714</b>	<b>\$293,054</b>	<b>0.30%</b>

## Agawam Municipal Golf Course Projected Revenue by Operation Fiscal Year 2021

Greens Fees	\$335,000
Cart Rentals	\$160,000
Pro Shop	\$10,000
Food & Beverage	\$142,614
Memberships	\$60,000
<hr/>	
<b>TOTAL</b>	<b>\$707,614</b>

## Agawam Municipal Golf Course Projected Revenue-FY 2021



**Agawam Water Department  
Projected Revenue  
Fiscal Year 2021**

Water Use Receipts	\$4,215,478
Meter Charges	\$73,800
Water Fines	\$68,160
Miscellaneous Charges	\$49,370
Water Retained Earnings	\$1,591,053

<b>TOTAL</b>	<b>\$5,997,861</b>
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**Agawam Water Department  
Projected Revenue - FY 2021**

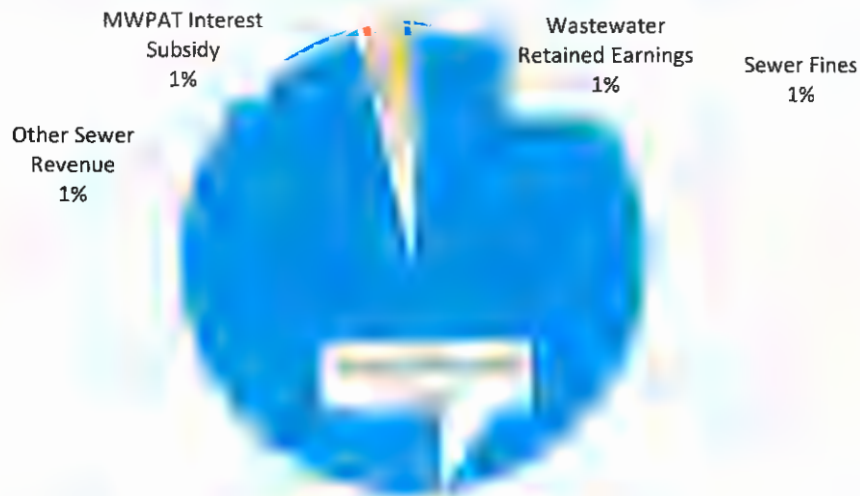


**Agawam Wastewater Department  
Projected Revenue  
Fiscal Year 2021**

Sewer Use Receipts	\$3,801,431
Other Sewer Revenue	\$32,216
Sewer Fines	\$38,515
MWPAT Interest Subsidy	\$49,599
Wastewater Retained Earnings	\$27,152

<b>TOTAL</b>	<b>\$3,948,913</b>
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**Agawam Wastewater Department  
Projected Revenue - FY 2021**



**BUDGET COMPARISON**  
**Fiscal Year 2021 vs. Fiscal Year 2020**

Category	FY 2020	FY 2021	Difference	% +/-
<b>SELF SUSTAINING DEPARTMENTS</b>				
<b>BUDGETED PROPRIETARY FUND</b>				
Agawam Municipal Golf Course	\$620,783	\$694,164	\$73,381	11.82%
Agawam Municipal Golf Course Equipment	\$0	\$13,450	\$13,450	0.00%
<b>Proprietary Fund Subtotal</b>	<b>\$620,783</b>	<b>\$707,614</b>	<b>\$86,831</b>	<b>13.99%</b>
<b>BUDGETED SPECIAL REVENUE FUNDS</b>				
Water Department	\$5,326,704	\$5,872,837	\$546,133	10.25%
Water Capital Improvement Budget	\$204,750	\$125,024	(\$79,726)	-38.94%
Wastewater Department	\$3,893,043	\$3,901,739	\$8,696	0.22%
Wastewater Capital Improvement Budget	\$47,174	\$47,174	\$0	0.00%
<b>Special Revenue Funds Subtotal</b>	<b>\$9,471,671</b>	<b>\$9,946,774</b>	<b>\$475,103</b>	<b>5.02%</b>
<b>TOTAL SELF SUSTAINING DEPTS.</b>	<b>\$10,092,454</b>	<b>\$10,654,388</b>	<b>\$561,934</b>	<b>5.57%</b>



## Principal and Interest Budget - Fiscal Year 2021

PROJECT NAME	PRINCIPAL	INTEREST	TOTAL
Agawam High School Library Expansion	\$33,000.00	\$330.00	\$33,330.00
Middle School Roof	\$22,000.00	\$5,280.00	\$27,280.00
Jr. High /Middle School Repairs	\$6,000.00	\$1,440.00	\$7,440.00
Modular Classrooms	\$80,000.00	\$19,200.00	\$99,200.00
Jr. High Green Repair Project	\$80,000.00	\$9,680.00	\$89,680.00
Athletic Facilities	\$510,000.00	\$126,170.00	\$636,170.00
Roberta Doering School Boiler Repairs	\$40,000.00	\$13,550.00	\$53,550.00
<b>SCHOOLS</b>	<b>\$771,000.00</b>	<b>\$175,650.00</b>	<b>\$946,650.00</b>
Agawam Public Library Expansion	\$201,000.00	\$2,010.00	\$203,010.00
Phase II Stormwater	\$14,529.00	\$2,782.00	\$17,311.00
Phase II Stormwater	\$5,976.00	\$563.00	\$6,539.00
DPW Facility Alterations	\$58,800.00	\$14,112.00	\$72,912.00
Fire Pumper Trucks	\$45,000.00	\$2,723.00	\$47,723.00
Senior Center	\$340,000.00	\$108,865.00	\$448,865.00
Perry Lane Pool	\$15,000.00	\$1,538.00	\$16,538.00
Building Maintenance Bldg. Extension	\$5,000.00	\$1,400.00	\$6,400.00
Recycling and Garbage Carts	\$145,000.00	\$21,750.00	\$166,750.00
Fire Engines	\$240,000.00	\$36,000.00	\$276,000.00
DPW Façade	\$18,000.00	\$6,480.00	\$24,480.00
<b>GENERAL FUND</b>	<b>\$1,088,305.00</b>	<b>\$198,223.00</b>	<b>\$1,286,528.00</b>
DPW Facility Alterations	\$44,100.00	\$10,584.00	\$54,684.00
North Westfield Street Water Main	\$300,000.00	\$126,900.00	\$426,900.00
DPW Façade	\$13,500.00	\$4,860.00	\$18,360.00
<b>WATER ENTERPRISE FUND</b>	<b>\$357,600.00</b>	<b>\$142,344.00</b>	<b>\$499,944.00</b>
Westfield River CSO Project (Local)	\$42,000.00	\$420.00	\$42,420.00
Campbell Dr./Florida Dr. Sewer	\$24,000.00	\$240.00	\$24,240.00
DPW Facility Alterations	\$44,100.00	\$10,584.00	\$54,684.00
Westfield River Force Main	\$34,276.00	\$6,350.00	\$40,626.00
Feeding Hills Southwest Sewer Exp.	\$150,000.00	\$40,700.00	\$190,700.00
Collection Syst. Inflow & Infiltration Engineering	\$50,000.00	\$7,500.00	\$57,500.00
Remove & Replace Storage Tanks	\$30,000.00	\$11,000.00	\$41,000.00
DPW Façade	\$13,500.00	\$4,860.00	\$18,360.00
<b>WASTEWATER ENTERPRISE FUND</b>	<b>\$387,876.00</b>	<b>\$81,654.00</b>	<b>\$469,530.00</b>
<b>TOTAL</b>	<b>\$2,604,781.00</b>	<b>\$597,871.00</b>	<b>\$3,202,652.00</b>
<b>GENERAL FUND - SCHOOL</b>	<b>\$771,000.00</b>	<b>\$175,650.00</b>	<b>\$946,650.00</b>
<b>GENERAL FUND - TOWN</b>	<b>\$1,088,305.00</b>	<b>\$198,223.00</b>	<b>\$1,286,528.00</b>
<b>WATER FUND</b>	<b>\$357,600.00</b>	<b>\$142,344.00</b>	<b>\$499,944.00</b>
<b>WASTEWATER FUND</b>	<b>\$387,876.00</b>	<b>\$81,654.00</b>	<b>\$469,530.00</b>
<b>TOTAL</b>	<b>\$2,604,781.00</b>	<b>\$597,871.00</b>	<b>\$3,202,652.00</b>



SCHOOLS  
 GENERAL FUND  
 WATER ENTERPRISE FUND  
 WASTEWATER ENTERPRISE FUND

**Outstanding Debt  
Fiscal Year 2021**

<b>PROJECT NAME</b>	<b>Principal Balance July 1, 2020</b>	<b>Principal To Be Borrowed FY 2021</b>	<b>Principal To Be Paid FY 2021</b>	<b>Principal Balance June 30, 2021</b>
Westfield River CSO Project-Local	\$42,000		\$42,000	\$0
Campbell Drive/Florida Drive Sewer	\$24,000		\$24,000	\$0
Agawam High School Library Expansion	\$33,000		\$33,000	\$0
Agawam Public Library Expansion	\$201,000		\$201,000	\$0
Phase II Stormwater	\$72,642		\$14,529	\$58,113
Middle School Roof	\$132,000		\$22,000	\$110,000
Jr. High/Middle School Repairs	\$36,000		\$6,000	\$30,000
DPW Facility Alterations	\$882,000		\$147,000	\$735,000
Modular Classrooms	\$480,000		\$80,000	\$400,000
Fire Pumper Trucks	\$90,000		\$45,000	\$45,000
Senior Center	\$2,710,000		\$340,000	\$2,370,000
Perry Lane Pool	\$45,000		\$15,000	\$30,000
Westfield River Force Main	\$334,621		\$34,276	\$300,345
Phase II Stormwater	\$31,109		\$5,976	\$25,133
Feeding Hills Southwest Sewer Expansion	\$1,600,000		\$150,000	\$1,450,000
Building Maintenance Extension	\$55,000		\$5,000	\$50,000
Junior High Green Repair Project	\$320,000		\$80,000	\$240,000
North Westfield Street Water Main	\$4,200,000		\$300,000	\$3,900,000
New Track, Field & School Locker Facility	\$6,145,000		\$510,000	\$5,635,000
Roberta Doering School Boiler Repairs	\$285,000		\$40,000	\$245,000
Recycling and Garbage Carts	\$435,000		\$145,000	\$290,000
Collection System Inflow & Infiltration Engi	\$150,000		\$50,000	\$100,000
Remove & Replace Storage Tanks	\$230,000		\$30,000	\$200,000
Fire Engines	\$720,000		\$240,000	\$480,000
DPW Façade	\$340,000		\$45,000	\$295,000
<b>TOTAL</b>	<b>\$19,593,372</b>	<b>\$ -</b>	<b>\$2,604,781</b>	<b>\$16,988,591</b>
<b>WATER FUND</b>	<b>\$ 4,566,600</b>	<b>\$ -</b>	<b>\$ 357,600</b>	<b>\$ 4,209,000</b>
<b>WASTEWATER FUND</b>	<b>\$ 2,747,221</b>	<b>\$ -</b>	<b>\$ 387,876</b>	<b>\$ 2,359,345</b>
<b>GENERAL FUND (Schools)</b>	<b>\$ 7,431,000</b>	<b>\$ -</b>	<b>\$ 771,000</b>	<b>\$ 6,660,000</b>
<b>GENERAL FUND (Town)</b>	<b>\$ 4,848,551</b>	<b>\$ -</b>	<b>\$ 1,088,305</b>	<b>\$ 3,760,246</b>
<b>TOTAL</b>	<b>\$ 19,593,372</b>	<b>\$ -</b>	<b>\$ 2,604,781</b>	<b>\$ 16,988,591</b>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 111: COUNCIL

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11111	51010	\$ 159,766	\$ 161,695	
REGULAR TEMPORARY	11111	51020	\$ 500	\$ 500	
LONGEVITY	11111	51400	\$ 6,000	\$ 6,150	
PERSONNEL TOTAL			<u>\$ 166,266</u>	<u>\$ 168,345</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & REPL	11112	52030	\$ 600	\$ 600	
DUES & SUBSCRIPTIONS	11112	52170	\$ 500	\$ 500	
PROFESSIONAL SERVICES	11112	52190	\$ 3,500	\$ 3,500	
PRINTING & COPYING	11112	52280	\$ 500	\$ 500	
TRAVEL/TRAINING	11112	52390	\$ 4,000	\$ 4,000	
PURCHASED SERVICES TOTAL			<u>\$ 9,100</u>	<u>\$ 9,100</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
OFFICE SUPPLIES	11113	52230	\$ 500	\$ 500	
SUPPLIES TOTAL			<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>

DEPARTMENT 111: COUNCIL

TOTAL

\$ 175,866

\$ 177,945

\$ -

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

DEPARTMENT 111: COUNCIL

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
211101	COUNCIL PRESIDENT	1.0	1.0	\$ 12,600	\$ 12,000	\$ 600	\$ 12,600
211102	COUNCILOR	10.0	10.0	\$ 105,100	\$ 100,000	\$ 5,250	\$ 105,250
211104	ADMINISTRATIVE ASST.	1.0	1.0	\$ 48,066	\$ 49,695	\$ 300	\$ 49,995
	SUBTOTAL - REG. PERM.	<u>12.0</u>	<u>12.0</u>	<u>\$ 165,766</u>	<u>\$ 161,695</u>	<u>\$ 6,150</u>	<u>\$ 167,845</u>
	INTERMITTENT CLERICAL	0.0	0.0	\$ 500	\$ 500	\$ -	\$ 500
	SUBTOTAL - REG. TEMP.	<u>0.0</u>	<u>0.0</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ 500</u>

TOTAL							
	<u>12.0</u>	<u>12.0</u>	<u>\$ 166,266</u>	<u>\$ 162,195</u>	<u>\$ 6,150</u>	<u>\$ 168,345</u>	

**CITY COUNCIL**

**PROGRAM**

**The City Council consists of eleven (11) members elected at-large by the voters and is the legislative branch of the town government.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair and maintenance of office and recording equipment
52170	Dues and Subscriptions including Massachusetts Municipal Association dues and other dues and subscriptions
52190	Funds are included to provide technical assistance as deemed necessary during the course of the year
52280	Printing of various documents
52390	Travel and expenses for training, seminars and conferences
52230	Office supplies - paper, pens, folders, etc.

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 121: MAYOR

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<i><b>PERSONNEL</b></i>					
REGULAR PERMANENT	11211	51010	\$ 343,820	\$ 357,286	
LONGEVITY	11211	51400	\$ 2,950	\$ 3,100	
PERSONNEL TOTAL			<u>\$ 346,770</u>	<u>\$ 360,386</u>	<u>\$ -</u>
<i><b>PURCHASED SERVICES</b></i>					
DUES & SUBSCRIPTIONS	11212	52170	\$ 2,250	\$ 2,250	
PURCHASED SERVICES TOTAL			<u>\$ 2,250</u>	<u>\$ 2,250</u>	<u>\$ -</u>

DEPARTMENT 121: MAYOR	TOTAL	<u>\$ 349,020</u>	<u>\$ 362,636</u>	<u>\$ -</u>
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# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

**DEPARTMENT 121: MAYOR**

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
212101	MAYOR	1.0	1.0	\$ 86,000	\$ 85,000	\$ 1,000	\$ 86,000
212102	EXEC. ASST. TO MAYOR	1.0	1.0	\$ 78,859	\$ 81,733	\$ 450	\$ 82,183
212103	ADMINISTRATIVE ASST.	1.0	1.0	\$ 61,720	\$ 65,822	\$ 300	\$ 66,122
215201	PERSONNEL OFFICER	1.0	1.0	\$ 79,459	\$ 81,733	\$ 900	\$ 82,633
215203	PERSONNEL ADMINISTRATIVE AS	1.0	1.0	\$ 49,780	\$ 51,479	\$ 300	\$ 51,779
215202	PERSONNEL ASSISTANT	1.0	1.0	\$ 46,385	\$ 48,103	\$ 150	\$ 48,253
	WATER CONTRIBUTION	0.0	0.0	\$ (25,895)	\$ (26,414)	\$ -	\$ (26,414)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (25,895)	\$ (26,414)	\$ -	\$ (26,414)
	GOLF COURSE CONTRIB.	0.0	0.0	\$ (5,643)	\$ (5,756)	\$ -	\$ (5,756)
	STIPEND - BUDGET PREP.	0.0	0.0	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
	STIPEND - WRKRS. COMP./OSHA	0.0	0.0	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
	PROP. & LIABILITY CONTRIB.	0.0	0.0	\$ (10,000)	\$ (10,000)	\$ -	\$ (10,000)

TOTAL	<u>6.0</u>	<u>6.0</u>	<u>\$ 346,770</u>	<u>\$ 357,286</u>	<u>\$ 3,100</u>	<u>\$ 360,386</u>	

MAYOR

**PROGRAM**

**The Mayor is the chief executive officer of the town and chairperson of the Agawam School Committee. According to the Charter, the Mayor is responsible for exercising general supervision and direction over all town departments and agencies.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Subscriptions to the <i>Springfield Republican</i> and Turley Publications as well as annual dues to the West of the River Chamber of Commerce, the Massachusetts Municipal Association, the Massachusetts Municipal Personnel Association, and COSTCO Wholesale



# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 122: ADMINISTRATIVE BUILDING

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11221	51010	\$ 20,160	\$ 22,070	
LONGEVITY	11221	51400	\$ 450	\$ 450	
PERSONNEL TOTAL			<u>\$ 20,610</u>	<u>\$ 22,520</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & RI	11222	52030	\$ 20,000	\$ 20,000	
EQUIPMENT RENTALS	11222	52070	\$ 10,575	\$ 10,575	
ELECTRICITY/HEAT	11222	52110	\$ 17,000	\$ 17,000	
TELEPHONE	11222	52150	\$ 44,000	\$ 44,000	
POSTAGE & COURIER	11222	52250	\$ 80,300	\$ 80,300	
PURCHASED SERVICES TOTAL			<u>\$ 171,875</u>	<u>\$ 171,875</u>	<u>\$ -</u>
DEPARTMENT 122: ADMIN. BLDG. TOTAL			<u>\$ 192,485</u>	<u>\$ 194,395</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

Position	Position Title	Employees		Salaries		Salaries		Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Fiscal 2021	Benefits		
215000	CHIEF PO/CPA ADMINISTRATOR	1.00	1.00	\$ 68,065	\$ 70,503		\$ 300		\$ 70,803
215000	CPA SHARE -CHIEF PO/CPA ADMIN	-0.20	-0.20	\$ (13,553)	\$ (14,101)		-		\$ (14,101)
215000	CPA MEETING STIPEND	0.00	0.00	\$ 2,500	\$ 2,500		-		\$ 2,500
215000	CPA SHARE -CPA MEETING STIPE	0.00	0.00	\$ (2,500)	\$ (2,500)		-		\$ (2,500)
215001	SENIOR CLERK	0.50	0.50	\$ 19,748	\$ 20,390		\$ 150		\$ 20,540
	WATER CONTRIBUTION	0.00	0.00	\$ (26,825)	\$ (27,361)		-		\$ (27,361)
	WASTEWATER CONTRIB.	0.00	0.00	\$ (26,825)	\$ (27,361)		-		\$ (27,361)

TOTAL	<u>1.3</u>	<u>1.3</u>	<u>\$ 20,610</u>	<u>\$ 22,070</u>	<u>\$ 450</u>	<u>\$ 22,520</u>	

## ADMINISTRATION BUILDING

### PROGRAM

**The Administration Building, under the supervision of the Mayor, provides for the procurement office, operation of the mail room including the switchboard, and accounts attributed to the general operation of the Town Administration Building.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of office equipment such as copiers, calculators, computers, typewriters, printers, etc.
52070	Rental/lease payments on copiers, postage machinery, etc.
52110	Due to the volatile fluctuation of fuel and utility costs, a reserve is required to provide for increases that cannot be properly estimated at this time
52150	Telephone expense for Town Hall
52250	Postage for mailing tax bills, late notices, demand notices and other general correspondence for all town departments

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 151: LAW

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<i><b>PERSONNEL</b></i>					
REGULAR PERMANENT	11511	51010	\$ 91,500	\$ 91,500	
REGULAR TEMPORARY	11511	51020	\$ 18,000	\$ 24,000	
PERSONNEL TOTAL			<u>\$ 109,500</u>	<u>\$ 115,500</u>	<u>\$ -</u>
<i><b>PURCHASED SERVICES</b></i>					
DUES AND SUBSCRIPTIONS	11512	52170	\$ 3,000	\$ 3,000	
PROFESSIONAL SERVICES	11512	52190	\$ 54,000	\$ 54,000	
PURCHASED SERVICES TOTAL			<u>\$ 57,000</u>	<u>\$ 57,000</u>	<u>\$ -</u>

DEPARTMENT 151: LAW	TOTAL	<u>\$ 166,500</u>	<u>\$ 172,500</u>	<u>\$ -</u>
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# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

**DEPARTMENT 151: LAW**

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
215101	SOLICITOR	1.0	1.0	\$ 58,500	\$ 58,500	\$ -	\$ 58,500
215102	ASSOCIATE SOLICITOR	1.0	1.0	\$ 33,000	\$ 33,000	\$ -	\$ 33,000
	SUBTOTAL - REG. PERM.	<u>2.0</u>	<u>2.0</u>	<u>\$ 91,500</u>	<u>\$ 91,500</u>	<u>\$ -</u>	<u>\$ 91,500</u>
215103	LAW CLERK	1.0	1.0	\$ 18,000	\$ 24,000	\$ -	\$ 24,000
	SUBTOTAL - REG. TEMP.	<u>1.0</u>	<u>1.0</u>	<u>\$ 18,000</u>	<u>\$ 24,000</u>	<u>\$ -</u>	<u>\$ 24,000</u>

TOTAL	<u>3.0</u>	<u>3.0</u>	<u>\$ 109,500</u>	<u>\$ 115,500</u>	<u>\$ -</u>	<u>\$ 115,500</u>	

**LAW**  
**PROGRAM**

**The Town Solicitor and Associate Solicitor are responsible for advising all town agencies and staff on matters pertaining to law. The Law Department also handles all litigation initiated by the town and provide defense for the town in suits brought by outside persons.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Mass. General Laws update service and other legal resources
52190	Outside attorneys and work outside retainer by town attorneys; funds for other contract services for law department such as law clerk, deposition expenses, expert witnesses, etc.

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 134: AUDITOR

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<i><b>PERSONNEL</b></i>					
REGULAR PERMANENT	11341	51010	\$ 165,998	\$ 168,096	
LONGEVITY	11341	51400	\$ 450	\$ 600	
PERSONNEL TOTAL			<u>\$ 166,448</u>	<u>\$ 168,696</u>	<u>\$ -</u>
<i><b>PURCHASED SERVICES</b></i>					
DUES AND SUBSCRIPTIONS	11342	52170	\$ 135	\$ 135	
TRAVEL/TRAINING	11342	52390	\$ 750	\$ 775	
PURCHASED SERVICES TOTAL			<u>\$ 885</u>	<u>\$ 910</u>	<u>\$ -</u>

DEPARTMENT 134: AUDITOR	TOTAL	<u>\$ 167,333</u>	<u>\$ 169,606</u>	<u>\$ -</u>
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# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

**DEPARTMENT 134: AUDITOR**

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
213501	AUDITOR	1.0	1.0	\$ 95,392	\$ 98,933	\$ 450	\$ 99,383
213502	ADMINISTRATIVE ASST.	1.0	1.0	\$ 49,630	\$ 51,479	\$ 150	\$ 51,629
213503	PRINCIPAL CLERK	1.0	1.0	\$ 43,384	\$ 40,081	\$ -	\$ 40,081
	WATER CONTRIBUTION	0.0	0.0	\$ (9,305)	\$ (9,491)	\$ -	\$ (9,491)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (9,305)	\$ (9,491)	\$ -	\$ (9,491)
	GOLF COURSE CONTRIB.	0.0	0.0	\$ (3,348)	\$ (3,415)	\$ -	\$ (3,415)

TOTAL		<u>3.0</u>	<u>3.0</u>	<u>\$ 166,448</u>	<u>\$ 168,096</u>	<u>\$ 600</u>	<u>\$ 168,696</u>



**AUDITOR**

**PROGRAM**

The Auditor is responsible for fiscal control of all town agencies. The Auditor maintains fiscal records of the town and is responsible for maintaining accounts receivable, payroll, accounts payable, warrants and vouchers for the Town of Agawam and the Agawam Public Schools.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues for Mass. Auditors Association and Western Mass. Auditors Association
52390	Travel and expenses for training, seminars and conferences

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 161: CLERK & ELECTIONS

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11611	51010	\$ 199,268	\$ 208,761	
REGULAR TEMPORARY	11611	51020	\$ 46,943	\$ 62,690	
LONGEVITY	11611	51400	\$ 1,050	\$ 1,050	
PERSONNEL TOTAL			<u>\$ 247,261</u>	<u>\$ 272,501</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & RI	11612	52030	\$ 2,500	\$ 2,500	
DUES & SUBSCRIPTIONS	11612	52170	\$ 655	\$ 655	
ELECTIONS SOFTWARE SUPP	11612	52247	\$ 780	\$ 780	
CONTRACTUAL SERVICES	11612	52360	\$ 1,800	\$ 1,800	
PURCHASED SERVICES TOTAL			<u>\$ 5,735</u>	<u>\$ 5,735</u>	<u>\$ -</u>
DEPARTMENT 161: CLERK & ELECTIONS			<u>\$ 252,996</u>	<u>\$ 278,236</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 161: CLERK & ELECTIONS

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
216101	TOWN CLERK	1.0	1.0	\$ 84,980	\$ 89,907	\$ 450	\$ 90,357
216102	ASSISTANT TOWN CLERK	1.0	1.0	\$ 58,955	\$ 60,868	\$ 450	\$ 61,318
216103	PRINCIPAL CLERK	1.0	1.0	\$ 43,533	\$ 45,136	\$ 150	\$ 45,286
216202	CLERK-REGISTRARS	0.0	0.0	\$ 2,600	\$ 2,600	\$ -	\$ 2,600
216301	BOARD OF REGISTRARS	3.0	3.0	\$ 2,250	\$ 2,250	\$ -	\$ 2,250
	STIPEND - LIQUOR LIC.	0.0	0.0	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
	STIPEND - HEARINGS OFFICER	0.0	0.0	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	<b>SUBTOTAL - REG. PERM.</b>	<b>6.0</b>	<b>6.0</b>	<b>\$ 198,806</b>	<b>\$ 208,761</b>	<b>\$ 1,050</b>	<b>\$ 209,811</b>
216201	POLL WRKR./CENSUS TMP.	0.0	0.0	\$ 46,943	\$ 62,690	\$ -	\$ 62,690
	<b>SUBTOTAL - REG. TEMP.</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ 46,943</b>	<b>\$ 62,690</b>	<b>\$ -</b>	<b>\$ 62,690</b>
<b>TOTAL</b>		<b>6.0</b>	<b>6.0</b>	<b>\$ 245,749</b>	<b>\$ 271,451</b>	<b>\$ 1,050</b>	<b>\$ 272,501</b>

**CLERK AND ELECTIONS**

**PROGRAM**

**The Town Clerk's Office is responsible for maintaining all of the town's official records and documents and exercises responsibility for the operation of elections together with the maintenance of election records. In addition, it issues marriage licenses along with death, birth and business certificates. The Clerk's Office administers entertainment licenses as well as other various permits and licenses.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52030	Maintenance contracts and programming of new voting machines
52170,52247,52360	Dues for the Mass. Town Clerk's Association, Western Mass. City and Town Clerk's Association and the Hampden County City and Town Clerk's Association as well as various subscriptions including yearly subscription for the Town Code website and election software

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 137: ASSESSOR

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11371	51010	\$ 183,071	\$ 195,040	
LONGEVITY	11371	51400	\$ 750	\$ 900	
PERSONNEL TOTAL			<u>\$ 183,821</u>	<u>\$ 195,940</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & RI	11372	52030	\$ 3,200	\$ 3,200	
DUES & SUBSCRIPTIONS	11372	52170	\$ 1,800	\$ 1,800	
TRAVEL/TRAINING	11372	52390	\$ 1,200	\$ 2,000	
PROFESSIONAL SERVICES	11372	52190	\$ 104,500	\$ 122,000	
PURCHASED SERVICES TOTAL			<u>\$ 110,700</u>	<u>\$ 129,000</u>	<u>\$ -</u>
DEPARTMENT 137: ASSESSOR		TOTAL	<u>\$ 294,521</u>	<u>\$ 324,940</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

**DEPARTMENT 137: ASSESSOR**

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
214101	ASSESSOR	1.0	1.0	\$ 88,214	\$ 94,531	\$ -	\$ 94,531
214102	ADMINISTRATIVE ASST.	1.0	1.0	\$ 51,924	\$ 53,554	\$ 450	\$ 54,004
214103	PRINCIPAL CLERK	1.0	1.0	\$ 43,683	\$ 46,955	\$ 450	\$ 47,405

TOTAL	<u>3.0</u>	<u>3.0</u>	<u>\$ 183,821</u>	<u>\$ 195,040</u>	<u>\$ 900</u>	<u>\$ 195,940</u>
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**ASSESSOR**

**PROGRAM**

**The Assessor's Office is responsible for uniformly and accurately valuing all property both real and personal located within the Town of Agawam so that property tax can be accurately levied and collected. It also handles all abatement and exemption requests by taxpayers.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
51010	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of existing equipment as well as supplies such as cartridges and toner
52170	Dues including MAAO, Marshall & Swift valuation services, Business West, Appraisal Insights and Perspective, and appraisal/assessor license fees and Baystate Multiple Listing Service
52190	Contracted services such as Patriot Software licensing/support and Tighe and Bond mapping and GIS services and support. The account is also used for consulting services for valuation purposes, and defense of values and Appellate Tax Board consulting work as well as inspection work by consultants.
52390	Travel and Training

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 154: IT DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11541	51010	\$ 183,030	\$ 190,087	
LONGEVITY	11541	51400	\$ 900	\$ 1,050	
PERSONNEL TOTAL			<u>\$ 183,930</u>	<u>\$ 191,137</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
IT CONTRACTUAL SERVICES	11542	52041	\$ 121,352	\$ 159,368	
PURCHASED SERVICES TOTAL			<u>\$ 121,352</u>	<u>\$ 159,368</u>	<u>\$ -</u>
<b><i>CAPITAL OUTLAY</i></b>					
IT EQUIPMENT	11544	52040	\$ 39,000	\$ 17,500	
CAPITAL OUTLAY TOTAL			<u>\$ 39,000</u>	<u>\$ 17,500</u>	<u>\$ -</u>

DEPARTMENT 154: IT

TOTAL

\$ 344,282

\$ 368,005

\$ -



# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

**DEPARTMENT 154: IT DEPARTMENT**

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
215502	IT DIRECTOR	1.0	1.0	\$ 105,867	\$ 109,520	\$ 600	\$ 110,120
215503	SYSTEMS ADMINISTRATOR	1.0	1.0	\$ 78,859	\$ 81,733	\$ 450	\$ 82,183
215504	NETWORK SUPPORT TECHNICIAN	0.5	0.5	\$ 17,680	\$ 17,680	\$ -	\$ 17,680
	WATER CONTRIBUTION	0.0	0.0	\$ (8,630)	\$ (8,803)	\$ -	\$ (8,803)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (6,637)	\$ (6,770)	\$ -	\$ (6,770)
	GOLF COURSE CONTRIB.	0.0	0.0	\$ (3,209)	\$ (3,273)	\$ -	\$ (3,273)

TOTAL

2.5	2.5	\$ 183,930	\$ 190,087	\$ 1,050	\$ 191,137
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**IT Department**

**PROGRAM**

**The Information Technology Department is responsible for specifying and maintaining the computer based hardware and software for all Town departments.**

**The department assists in the specification and procurement of all IT related purchases. The IT Department supports and maintains all the Town software systems, PC's, servers, virtual infrastructure, Town VOIP phone system, community access video hardware, LAN and WAN connectivity, network security, the Town website, and the email server.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52041	Funds to pay for service and support contracts such as the MUNIS ERP system, Sonicwall Firewall Support, Antivirus and antispayware maintenance, permit tracking software maintenance, Qscend website support, offsite backup contract and email archiving maintenance. Also included are funds for internet connection and Qscend web hosting
52040	Purchase of essential non-budgeted IT equipment, software, supplies, replacement parts and repair

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 138: TREASURER-COLLECTOR

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11381	51010	\$ 343,003	\$ 359,890	
LONGEVITY	11381	51400	\$ 2,400	\$ 2,700	
PERSONNEL TOTAL			<u>\$ 345,403</u>	<u>\$ 362,590</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
DUES & SUBSCRIPTIONS	11382	52170	\$ 1,500	\$ 1,500	
TRAINING & EDUCATION	11382	52180	\$ 2,000	\$ 2,000	
CONTRACTUAL SERVICES	11382	52360	\$ 22,000	\$ 22,000	
PURCHASED SERVICES TOTAL			<u>\$ 25,500</u>	<u>\$ 25,500</u>	<u>\$ -</u>
<b><i>CAPITAL OUTLAY</i></b>					
CAPITAL OUTLAY	11384	52040	\$ 4,800	\$ 4,800	
CAPITAL OUTLAY TOTAL			<u>\$ 4,800</u>	<u>\$ 4,800</u>	<u>\$ -</u>

DEPARTMENT 138: TREASURER-COLLECTOR \$ 375,703 \$ 392,890 \$ -

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 138: TREASURER-COLLECTOR

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
214501	COLLECTOR/TREASURER	1.0	1.0	\$ 139,265	\$ 139,265	\$ 750	\$ 140,015
214601	ASSISTANT COLLECTOR	1.0	1.0	\$ 60,868	\$ 60,868	\$ 900	\$ 61,768
214502	ASSISTANT TREASURER	0.1	0.1	\$ 7,913	\$ 7,913	\$ -	\$ 7,913
214503	PRINCIPAL CLERK	5.0	5.0	\$ 225,679	\$ 225,679	\$ 1,050	\$ 226,729
	WATER CONTRIBUTION	0.0	0.0	\$ (36,832)	\$ (37,569)	\$ -	\$ (37,569)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (33,682)	\$ (34,356)	\$ -	\$ (34,356)
	GOLF COURSE CONTRIB.	0.0	0.0	\$ (2,853)	\$ (2,910)	\$ -	\$ (2,910)
	STIPEND - CERTIFICATION	0.0	0.0	\$ 1,000	\$ 1,000	\$ -	\$ 1,000

TOTAL	<u>7.1</u>	<u>7.1</u>	<u>\$ 361,358</u>	<u>\$ 359,890</u>	<u>\$ 2,700</u>	<u>\$ 362,590</u>	

## TREASURER-COLLECTOR

### PROGRAM

The Treasurer-Collector's Department is charged with collecting real estate, motor vehicle excise and personal property taxes, betterment assessments, water and sewer user charges, and miscellaneous accounts receivable. This department is also responsible for receiving and accounting for all monies belonging to the town, processing town and school payrolls, processing vendor payments, issuing temporary and permanent debt, state and federal tax reporting, budget and Capital Improvement Plan preparation, tax title administration and performing other statutory functions as required by Massachusetts General Laws.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues for the Mass. Treasurer's and Collector's Association, the MSCPA, the AICPA, VERIBANC, INC. rating service, CPA license renewal and subscriptions to various periodicals
52180	Training and education
52360	Contractual services include bank service charges, maintenance of money handling equipment, fiscal advisory services and similar services
52040	Funds are included for programming, training costs and equipment upgrades

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 210: POLICE DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	12101	51010	\$ 4,419,423	\$ 4,635,338	
REGULAR TEMPORARY	12101	51020	\$ 15,500	\$ 15,500	
OVERTIME	12101	51030	\$ 333,750	\$ 325,000	
HOLIDAY	12101	51050	\$ 211,019	\$ 220,364	
UNIFORM ALLOWANCE	12101	51070	\$ 9,200	\$ 9,200	
COURT TIME	12101	51080	\$ 50,000	\$ 25,000	
SCIENCE COLLEGE	12101	51120	\$ 361,685	\$ 388,313	
LONGEVITY	12101	51400	\$ 117,250	\$ 113,100	
<b>PERSONNEL TOTAL</b>			<b><u>\$ 5,517,827</u></b>	<b><u>\$ 5,731,815</u></b>	<b><u>\$ -</u></b>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & REPI	12102	52030	\$ 6,350	\$ 6,350	
EQUIPMENT RENTALS	12102	52070	\$ 900	\$ 900	
TELEPHONE	12102	52150	\$ 17,000	\$ 17,000	
DUES & SUBSCRIPTIONS	12102	52170	\$ 3,700	\$ 3,700	
TRAINING & EDUCATION	12102	52180	\$ 123,498	\$ 127,641	
PROFESSIONAL SERVICES	12102	52190	\$ 10,500	\$ 10,500	
CONTRACTUAL SERVICES	12102	52360	\$ 170,846	\$ 176,999	
ANIMAL CONTROL SERVICES	12102	52992	\$ 2,500	\$ 2,500	
<b>PURCHASED SERVICES TOTAL</b>			<b><u>\$ 335,294</u></b>	<b><u>\$ 345,590</u></b>	<b><u>\$ -</u></b>
<b><i>SUPPLIES</i></b>					
OFFICE SUPPLIES	12103	52230	\$ 5,000	\$ 5,000	
OTHER SUPPLIES	12103	52240	\$ 5,000	\$ 5,200	
MEDICAL & SURGICAL	12103	52260	\$ 6,000	\$ 6,000	
CRIME SCENE MGMT. SUPPLIES	12103	52310	\$ 5,000	\$ 5,000	
PROTECTIVE & SAFETY GEAR	12103	52410	\$ 69,975	\$ 69,975	
<b>SUPPLIES TOTAL</b>			<b><u>\$ 90,975</u></b>	<b><u>\$ 91,175</u></b>	<b><u>\$ -</u></b>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 210: POLICE DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<i><b>CAPITAL OUTLAY</b></i>					
DATA PROCESSING EQUIPMEN	12104	52040	\$ 16,100	\$ 16,100	
MOTOR VEHICLE	12104	58500	\$ 147,000	\$ 107,335	
<b>CAPITAL OUTLAY TOTAL</b>			<u>\$ 163,100</u>	<u>\$ 123,435</u>	<u>\$ -</u>

DEPARTMENT 210: POLICE

TOTAL    \$ 6,107,196    \$ 6,292,015    \$ -

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 210: POLICE DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
221001	POLICE CHIEF	1.0	1.0	\$ 175,714	\$ 139,264	\$ 43,480	\$ 182,744
229201	ANIMAL CONTROL OFF.	1.0	1.0	\$ 57,963	\$ 58,848	\$ 1,400	\$ 60,248
221002	LIEUTENANT	3.0	4.0	\$ 352,189	\$ 362,237	\$ 124,967	\$ 487,204
221003	SERGEANT	7.0	7.0	\$ 662,074	\$ 544,290	\$ 129,686	\$ 673,976
221004	POLICE OFFICER	48.0	47.0	\$ 3,150,647	\$ 2,837,967	\$ 369,821	\$ 3,207,788
	SHIFT DIFFERENTIAL	0.0	0.0	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
221005	ADMINISTRATIVE ASST.	1.0	1.0	\$ 52,374	\$ 53,554	\$ 900	\$ 54,454
221006	POLICE DISPATCHER	12.0	12.0	\$ 580,326	\$ 573,315	\$ 34,723	\$ 608,038
221007	SENIOR CLERK	1.0	1.0	\$ 36,290	\$ 39,063	\$ -	\$ 39,063
	<b>SUBTOTAL - REG. PERM.</b>	<b>74.0</b>	<b>74.0</b>	<b>\$ 5,092,577</b>	<b>\$ 4,633,538</b>	<b>\$ 704,977</b>	<b>\$ 5,338,515</b>
	INTERMITTENT SUPER.	0.0	0.0	\$ 15,500	\$ 15,500	\$ -	\$ 15,500
	<b>SUBTOTAL - REG. TEMP.</b>	<b>0.0</b>	<b>0.0</b>	<b>\$ 15,500</b>	<b>\$ 15,500</b>	<b>\$ -</b>	<b>\$ 15,500</b>
	OVERTIME	0.0	0.0	\$ 333,750	\$ 325,000	\$ -	\$ 325,000
	SPECIAL HOLIDAY	0.0	0.0	\$ 25,000	\$ -	\$ 25,000	\$ 25,000
	COURT TIME	0.0	0.0	\$ 50,000	\$ 25,000	\$ -	\$ 25,000
	UNIFORM REPLACEMENT	0.0	0.0	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
	STIPEND - INSPECTOR OF ANIMAL	0.0	0.0	\$ -	\$ 1,800	\$ -	\$ 1,800
	<b>TOTAL</b>	<b>74.0</b>	<b>74.0</b>	<b>\$ 5,517,827</b>	<b>\$ 5,000,838</b>	<b>\$ 730,977</b>	<b>\$ 5,731,815</b>



## POLICE DEPARTMENT

### PROGRAM

The Police Department has the responsibility through its programs and personnel to provide for the protection of all persons and property in the community.

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51030	Overtime for non-court related departmental needs
51050	Holiday pay per collective bargaining agreements
51070	Gear and uniform allowance per collective bargaining agreements
51080	Funds to pay overtime for court related matters
51120	Educational incentive per collective bargaining agreements
51400	See Personnel Sheet
52030	Maintenance agreements and repairs for LIDAR units, Radar/Lidar calibration costs, telephone recording equipment, emergency lighting repairs, and copier and fax supplies and maintenance contract
52070	Parking fees for officers attending court
52150	<p>Our conversion of landline-based calls from the traditional system, to the newly adopted computer-based system provides us with the opportunity to shift those savings into a cellular communications program for some of our officers. This new plan has already been implemented for personnel assigned to the Detective Bureau, and will be expanded for units that are established in the future to include Narcotics and Traffic. Use of devices issued pursuant to this program is guided by Agawam Police Department Policy &amp; procedure 4.18.</p> <p>We have seen an increase in costs associated with our cellular data plan, that are attributable to new surveillance technologies that have been employed by our Detectives in the furtherance of criminal investigations. As such, we are requesting a slight increase in this category to reflect those increased costs.</p>
52170	Association dues for the Chief and other officers with

**POLICE DEPARTMENT - PAGE TWO**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52170	specific duties such as IACP, NEACOP, MCOPA, WMCOPA. Dues and fees associated with our member ship in The Plymouth County Cooperative, and Greater Boston Police Council. Membership in both of these organizations allows us to make capital purchases via their collective procurement agreement.
52180	First Responder and CPR/automated external defibrillator mandated training costs for each officer in accordance with state law as well as re-certification of breath test operators, and supplies associated with this training, CPR certificate cards, and mileage and meals for officers attending training in accordance with the collective bargaining agreements, active shooter overtime and equipment costs, taser program overtime costs and field training program costs.
52190	Cost of physicals in accordance with collective bargaining agreements, funds associated with physicals/ psychological testing for new recruits, funds for a Fitness First program for police officers in accordance with the collective bargaining agreement.
52360	Payment of research and development fees to Information Management Corporation which keeps the police computer information software constantly upgraded; cruiser laptop software agreement and air time; and lease fee for Identi-Kit, consultant fees, contractual services, and mobile radio maintenance contract.
52992	Board fees at kennel for stray animals, euthanasia costs associated with animal control program. In the 2018 calendar year, we also began utilizing a per diem animal control officer for after hours and weekend call outs when our full-time animal control officer is unable to respond. This has proven to be of great benefit, and has been very cost-effective.
52230	Office supplies such as pens, folders, arrest jackets, and receipt books, evidence labels, dot matrix paper for LEAPS terminals, recording tapes and DVD's for recording of confessions.
52240	Photographic printing for court cases, digital cameras, media storage, LTC cards, postage and turnpike toll etc.
52260	Expenses related to the administration of basic first aid and CPR, as well as administration of nasal Narcan to patients suspected of suffering opioid overdose.

**POLICE DEPARTMENT - PAGE THREE**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52310	Expenses related to the processing of crime scenes including narcotics testing supplies, DNA baccul swabs, latent fingerprint recovery, etc. Also covers costs associated with bio-hazard cleanup of cells, booking areas, and cruisers by certified outside contractor.
52410	Ammunition/cleaning equipment, targets, road flares, battery replacements for AED, crowd control supplies, breath test solution, fire resistant blankets for cells, disposable rubber gloves and prisoner meals. A small increase in this category is attributable to qualifying and training a larger number of officers, as well as purchasing additional handguns so that requisite numbers of back-up weapons are available if needed. (repairs, shooting investigations etc.)
52040	Replacement of desktop computers and printers.
58500	Based upon concerns raised about the Chevy Tahoe Police Pursuit Vehicle (Chevy Tahoe PPV,) we began moving toward the Ford Police Utility Interceptor Hybrid at the beginning of the FY20 fiscal year. In FY21 we will need to replace one of our primary patrol units and also one of our unmarked units. We will be seeking future replacements in the next budget.

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 220: FIRE DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	12201	51010	\$ 3,353,733	\$ 3,453,157	
REGULAR TEMPORARY	12201	51020	\$ 52,000	\$ 52,000	
OVERTIME	12201	51030	\$ 325,000	\$ 325,000	
HOLIDAY	12201	51050	\$ 173,456	\$ 176,180	
UNIFORM ALLOWANCE	12201	51070	\$ 4,100	\$ 4,100	
SCIENCE COLLEGE	12201	51120	\$ 120,117	\$ 122,120	
LONGEVITY	12201	51400	\$ 55,950	\$ 54,750	
<b>PERSONNEL TOTAL</b>			<u>\$ 4,084,356</u>	<u>\$ 4,187,307</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
ADVERTISING & PROMOTION	12202	52010	\$ 700	\$ 700	
GROUNDS & BUILDING MAIN	12202	52020	\$ 8,500	\$ 10,000	
EQUIP - REPAIR, MAINT. & RI	12202	52030	\$ 33,000	\$ 33,000	
ELECTRICITY/HEAT	12202	52110	\$ 37,500	\$ 38,500	
TELEPHONE	12202	52150	\$ 9,000	\$ 10,000	
DUES & SUBSCRIPTIONS	12202	52170	\$ 5,610	\$ 5,610	
TRAINING & EDUCATION	12202	52180	\$ 8,500	\$ 8,500	
PROFESSIONAL SERVICES	12202	52190	\$ 6,000	\$ 6,000	
CONTRACTUAL SERVICES	12202	52360	\$ 2,890	\$ 19,444	
<b>PURCHASED SERVICES TOTAL</b>			<u>\$ 111,700</u>	<u>\$ 131,754</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
OTHER SUPPLIES	12203	52240	\$ 1,000	\$ 1,000	
CHEMICALS & LAB	12203	52310	\$ 750	\$ 750	
MATERIALS & EQUIPMENT	12203	52370	\$ 4,000	\$ 4,000	
PROTECTIVE & SAFETY GEA	12203	52410	\$ 47,000	\$ 47,000	
<b>SUPPLIES TOTAL</b>			<u>\$ 52,750</u>	<u>\$ 52,750</u>	<u>\$ -</u>
<b>DEPARTMENT 220: FIRE</b>		<b>TOTAL</b>	<u><u>\$ 4,248,806</u></u>	<u><u>\$ 4,371,811</u></u>	<u><u>\$ -</u></u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 220: FIRE DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	Fiscal 2021
222001	FIRE CHIEF	1.0	1.0	\$ 144,095	\$ 139,265	\$ 10,467	\$ 149,732
222002	DEPUTY FIRE CHIEF	1.0	1.0	\$ 93,096	\$ 95,181	\$ 4,275	\$ 99,456
222003	LIEUTENANT	8.0	8.0	\$ 573,349	\$ 541,834	\$ 55,905	\$ 597,739
222004	FIRE INSPECTOR	1.0	1.0	\$ 76,940	\$ 72,471	\$ 6,786	\$ 79,257
222009	FIRE MECHANIC	1.0	1.0	\$ 71,560	\$ 67,730	\$ 5,536	\$ 73,266
222006	DRILL INSTRUCTOR	1.0	1.0	\$ 77,616	\$ 72,471	\$ 7,291	\$ 79,762
222007	FIREFIGHTER	48.0	47.0	\$ 2,878,204	\$ 2,671,227	\$ 278,285	\$ 2,949,512
222009	ADMINISTRATIVE ASST.	1.0	1.0	\$ 52,375	\$ 53,554	\$ 900	\$ 54,454
223101	FIREFIGHTER - AMBULANCE	-6.0	-6.0	\$ (328,313)	\$ (300,682)	\$ (39,895)	\$ (340,577)
	SHIFT DIFFERENTIAL	0.0	0.0	\$ 42,952	\$ 42,224	\$ -	\$ 42,224
	SHIFT DIFF. AMBULANCE	0.0	0.0	\$ (4,368)	\$ (4,368)	\$ -	\$ (4,368)
	STIPEND - FIREFIGHTER IT	0.0	0.0	\$ 4,500	\$ 4,500	\$ -	\$ 4,500
	STIPEND - IT AMBULANCE	0.0	0.0	\$ (2,250)	\$ (2,250)	\$ -	\$ (2,250)
	SUBTOTAL - REG. PERM.	<u>56.0</u>	<u>55.0</u>	<u>\$ 3,679,756</u>	<u>\$ 3,453,157</u>	<u>\$ 329,550</u>	<u>\$ 3,782,707</u>
222010	INTERMITTENT FIRE OFF.	0.0	0.0	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
	CALL FIREFIGHTER	0.0	0.0	\$ 29,600	\$ 27,000	\$ 2,600	\$ 29,600
	SUBTOTAL - REG. TEMP.	<u>0.0</u>	<u>0.0</u>	<u>\$ 54,600</u>	<u>\$ 52,000</u>	<u>\$ 2,600</u>	<u>\$ 54,600</u>
	OVERTIME	0.0	0.0	\$ 325,000	\$ 325,000	\$ -	\$ 325,000
	ANTICIPATED - HOLIDAY	0.0	0.0	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
	ANTICIPATED - SCHOOL	0.0	0.0	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
	TOTAL	<u>56.0</u>	<u>55.0</u>	<u>\$ 4,084,356</u>	<u>\$ 3,830,157</u>	<u>\$ 357,150</u>	<u>\$ 4,187,307</u>

## FIRE DEPARTMENT

### PROGRAM

**The Fire Department provides emergency services to the community, with the mission of protecting life and property from the ravages of fire through fire prevention and suppression. The Fire Department provides the emergency medical services to the community at the paramedic level.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	Funds for departments call firefighters and out of grade compensation for acting fire officers per collective bargaining
51030	Overtime for fire fighting company
51050	Holiday pay per collective bargaining agreement
51070	Gear and uniform payment per collective bargaining agreement
51120	Educational incentive per collective bargaining agreement
51400	See Personnel Sheet
52010	Educational materials for fire prevention education in the schools and for the public educational programs. Also funds state mandated bid advertisements for purchasing
52020	Costs associated with the building maintenance and aging structures.
52030	Maintenance and repair of all departmental apparatus, vehicles and equipment. Four engines, one aerial platform, heavy rescue, brush truck, boat and five other departmental vehicles all need to be maintained in safe working order.
52110	Heat, electricity and fuel for fire stations
52150	Telephone expenses for fire stations as well as cell telephones

**FIRE DEPARTMENT - PAGE TWO**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52170	Dues and fees for technical and professional associations dealing with fire service
52180	Cost of training aids and equipment for in-service training. This account also pays for the cost of recruit training at the Fire Academy
52190	Insurance deductibles for line of duty injuries, cost of physical fitness program in accordance with collective bargaining agreement
52360	Information Management Corporation computer software support fees and upgrade
52240	Cleaning, sanitary supplies and paper goods necessary to maintain cleanliness within the two stations
52310	Welding and cutting supplies for repair division, dry chemical for recharging portable fire extinguisher, foam concentrate used in fighting fires and smoke detector testing chemicals
52370	Building materials and supplies for maintenance for fire stations
52410	Supplies and safety equipment, turnout gear for fire fighting, all other fire fighting equipment

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 250: INSPECTION SERVICES

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	12501	51010	\$ 296,214	\$ 242,710	
REGULAR TEMPORARY	12501	51020	\$ 3,000	\$ 3,000	
UNIFORM ALLOWANCE	12501	51070	\$ 2,334	\$ 1,868	
LONGEVITY	12501	51400	\$ 650	\$ 1,300	
PERSONNEL TOTAL			<u>\$ 302,198</u>	<u>\$ 248,878</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
DUES AND SUBSCRIPTIONS	12502	52170	\$ 794	\$ 794	
TRAINING & EDUCATION	12502	52180	\$ 729	\$ 729	
CONTRACTUAL SERVICES	12502	52360	\$ 10,000	\$ 10,000	
PURCHASED SERVICES TOTAL			<u>\$ 11,523</u>	<u>\$ 11,523</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
INSPECTIONS SUPPLIES	12503	52230	\$ 235	\$ 235	
SUPPLIES TOTAL			<u>\$ 235</u>	<u>\$ 235</u>	<u>\$ -</u>
DEPARTMENT 250: INSPECTION SERVICES			<u><u>\$ 313,956</u></u>	<u><u>\$ 260,636</u></u>	<u><u>\$ -</u></u>



# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 250: INSPECTION SERVICES

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
224101	INSPECTOR OF BUILDINGS	1.0	1.0	\$ 78,499	\$ 83,371	\$ 800	\$ 84,171
224102	ADMINISTRATIVE ASST.	1.0	1.0	\$ 51,924	\$ 53,554	\$ 450	\$ 54,004
224103	HEAD CLERK	1.0	1.0	\$ 43,383	\$ 47,739	\$ 150	\$ 47,889
224104	ASSISTANT INSPECTOR OF BUILD.	1.0	0.0	\$ 68,465	\$ -	\$ -	\$ -
224301	PLUMBING INSPECTOR P.T.	0.3	0.3	\$ 26,471	\$ 27,244	\$ 368	\$ 27,612
224304	ELECTRICAL INSP. PART TIME	0.5	0.5	\$ 30,456	\$ 30,802	\$ 1,400	\$ 32,202
SUBTOTAL - REG. PERM.		<u>4.8</u>	<u>3.8</u>	<u>\$ 299,198</u>	<u>\$ 242,710</u>	<u>\$ 3,168</u>	<u>\$ 245,878</u>
224302	SEALER OF WEIGHTS/ MEAS	1.0	1.0	\$ 1,000	\$ -	\$ -	\$ -
224501	ELECTRICAL INSP. PART TIME	1.0	1.0	\$ 2,000	\$ 3,000	\$ -	\$ 3,000
SUBTOTAL - REG. TEMP.		<u>2.0</u>	<u>2.0</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 3,000</u>

TOTAL		<u>6.80</u>	<u>5.80</u>	<u>\$ 302,198</u>	<u>\$ 245,710</u>	<u>\$ 3,168</u>	<u>\$ 248,878</u>

## INSPECTION SERVICES

### PROGRAM

**The Inspection Services Department is responsible for the enforcement of the building and zoning codes for the purposes of promoting the health, safety, convenience and welfare of the inhabitants of the community as well as for the testing of all weighing and measuring devices used in town.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51070	Gear and uniform per collective bargaining agreement
51400	See Personnel Sheet
52170	Due and Subscriptions
52180	Training and Education
52230	Supplies
52360	Contractual Services

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 510: HEALTH DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	15101	51010	\$ 636,266	\$ 732,438	
REGULAR TEMPORARY	15101	51020	\$ 106,593	\$ 55,982	
MEETING STIPEND	15101	51320	\$ 1,208	\$ 1,359	
UNIFORM ALLOWANCE	15101	51070	\$ 5,055	\$ 4,500	
LONGEVITY	15101	51400	\$ 4,200	\$ 5,010	
PERSONNEL TOTAL			<u>\$ 753,322</u>	<u>\$ 799,289</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
MILEAGE	15102	52160	\$ 1,000	\$ 1,000	
DUES & SUBSCRIPTIONS	15102	52170	\$ 700	\$ 700	
TRAINING & EDUCATION	15102	52180	\$ 3,500	\$ 3,650	
PROFESSIONAL SERVICES	15102	52190	\$ 400	\$ 400	
PURCHASED SERVICES TOTAL			<u>\$ 5,600</u>	<u>\$ 5,750</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
INSPECTIONS SUPPLIES	15103	52230	\$ 300	\$ 300	
MEDICAL & SURGICAL	15103	52260	\$ 3,500	\$ 3,500	
CHEMICALS & LAB	15103	52310	\$ 250	\$ 250	
SUPPLIES TOTAL			<u>\$ 4,050</u>	<u>\$ 4,050</u>	<u>\$ -</u>
DEPARTMENT 510: HEALTH		TOTAL	<u>\$ 762,972</u>	<u>\$ 809,089</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 510: HEALTH DEPARTMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
251101	HEALTH AGENT	1.0	1.0	\$ 70,845	\$ 75,920	\$ -	\$ 75,920
251102	SANITARIAN	1.0	1.0	\$ 60,084	\$ 63,901	\$ 600	\$ 64,501
252203	HEAD SCHOOL NURSE	1.0	1.0	\$ 57,653	\$ 60,840	\$ 1,225	\$ 62,065
252202	HEALTH NURSE	1.0	1.0	\$ 69,018	\$ 73,029	\$ 1,225	\$ 74,254
252204	SCHOOL NURSE	7.0	8.0	\$ 343,308	\$ 412,248	\$ 5,750	\$ 417,998
251001	PRINCIPAL CLERK	1.0	1.0	\$ 43,833	\$ 46,500	\$ 450	\$ 46,950
SUBTOTAL - REG. PERM.		<u>12.0</u>	<u>13.0</u>	<u>\$ 644,741</u>	<u>\$ 732,438</u>	<u>\$ 9,250</u>	<u>\$ 741,688</u>
252206	SUB SCHOOL NURSE	0.0	0.0	\$ 28,843	\$ 28,800	\$ -	\$ 28,800
252205	PERM. P.T. SCHOOL NURSE	2.0	1.0	\$ 73,971	\$ 22,499	\$ 260	\$ 22,759
	PREP TIME - SCH. NURSES	0.0	0.0	\$ 4,559	\$ 4,683	\$ -	\$ 4,683
SUBTOTAL - REG. TEMP.		<u>2.0</u>	<u>1.0</u>	<u>\$ 107,373</u>	<u>\$ 55,982</u>	<u>\$ 260</u>	<u>\$ 56,242</u>
STIPEND - MEETINGS		0.0	0.0	\$ 1,208	\$ -	\$ 1,359	\$ 1,359
TOTAL		<u>14.0</u>	<u>14.0</u>	<u>\$ 753,322</u>	<u>\$ 788,420</u>	<u>\$ 10,869</u>	<u>\$ 799,289</u>

**HEALTH DEPARTMENT**

**PROGRAM**

**The Health Department is responsible for providing services to the residents in order to improve the public health of the community. It is also responsible for the public health services in the Agawam Public Schools.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
51010	See Personnel Sheet
51020	See Personnel Sheet
51320	Meeting stipend per collective bargaining agreement
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52160	Mileage reimbursement as required by collective bargaining agreement
52170	Licenses, dues and subscriptions
52180	Seminars and continuing education for nurses and health agent
52190	Professional Services
52260	Medical supplies utilized by the school and community nurse
52230	Inspection Supplies
52310	Chemical, lab and vaccines

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 180: COMMUNITY DEVELOPMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11801	51010	\$ 194,867	\$ 212,502	
LONGEVITY	11801	51400	\$ 1,050	\$ 1,500	
PERSONNEL TOTAL			<u>\$ 195,917</u>	<u>\$ 214,002</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
DUES AND SUBSCRIPTIONS	11802	52170	\$ 1,200	\$ 1,200	
PURCHASED SERVICES TOTAL			<u>\$ 1,200</u>	<u>\$ 1,200</u>	<u>\$ -</u>

DEPARTMENT 180: COMMUNITY DEVELOPMENT TOTAL \$ 197,117 \$ 215,202 \$ -

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

**DEPARTMENT 180: COMMUNITY DEVELOPMENT**

Position	Position Title	Employees		Salaries		Salaries		Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Fiscal 2021	Benefits		
217501	DIR.-PLANNING & COMM. DEV.	1.0	1.0	\$ 91,526	\$ 98,080	\$ 150	\$ 150	\$ 98,230	\$ 98,230
217504	ASSISTANT PLANNER	1.0	1.0	\$ 59,404	\$ 60,868	\$ 900	\$ 900	\$ 61,768	\$ 61,768
217502	ADMINISTRATIVE ASST.	1.0	1.0	\$ 44,987	\$ 53,554	\$ 450	\$ 450	\$ 54,004	\$ 54,004

TOTAL	<u>3.0</u>	<u>3.0</u>	<u>\$ 195,917</u>	<u>\$ 212,502</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 214,002</u>	<u>\$ 214,002</u>	

**COMMUNITY DEVELOPMENT**

**PROGRAM**

**The Community Development Department is responsible for developing, administering, coordinating and directing the planning and development activities in the town. This department is also responsible for affirmative action compliance as well as liaison to the Historical Commission and Beautification Commission. It also provides support for the Agawam Conservation Commission and the Agawam Planning Board.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
51010	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues and subscriptions to <i>The Agawam Advertiser</i> and other publications and periodicals



# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 610: LIBRARY

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	16101	51010	\$ 979,818	\$ 1,025,895	
LONGEVITY	16101	51400	\$ 6,450	\$ 7,500	
PERSONNEL TOTAL			<u>\$ 986,268</u>	<u>\$ 1,033,395</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
ADVERTISING & PROMOTION	16102	52010	\$ 250	\$ 250	
TELEPHONE	16102	52150	\$ 375	\$ 375	
MILEAGE	16102	52160	\$ 400	\$ 400	
DUES & SUBSCRIPTIONS	16102	52170	\$ 200	\$ 200	
POSTAGE & COURIER	16102	52250	\$ 900	\$ 900	
PRINTING & COPYING	16102	52280	\$ 1,000	\$ 1,000	
MISCELLANEOUS	16102	52990	\$ 3,500	\$ 3,500	
PURCHASED SERVICES TOTAL			<u>\$ 6,625</u>	<u>\$ 6,625</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
OTHER SUPPLIES	16103	52240	\$ 27,000	\$ 27,000	
BOOKS & PERIODICALS	16103	52270	\$ 87,000	\$ 87,000	
LIBRARY SUPPLIES	16103	52550	\$ 10,122	\$ 10,122	
SUPPLIES TOTAL			<u>\$ 124,122</u>	<u>\$ 124,122</u>	<u>\$ -</u>
DEPARTMENT 610: LIBRARY		TOTAL	<u>\$ 1,117,015</u>	<u>\$ 1,164,142</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 610: LIBRARY

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
261000	LIBRARY DIRECTOR	1.0	1.0	\$ 84,388	\$ 90,430	\$ =	\$ 90,430
261001	ASST. LIBRARY DIRECTOR	1.0	1.0	\$ 79,460	\$ 81,733	\$ 900	\$ 82,633
261002	LIBRARIAN	3.0	3.0	\$ 201,370	\$ 211,154	\$ 750	\$ 211,904
261004	ADMINISTRATIVE ASST.	1.0	1.0	\$ 51,924	\$ 53,554	\$ 600	\$ 54,154
261005	LIBRARY ASSOCIATE	6.0	6.0	\$ 289,425	\$ 298,307	\$ 2,850	\$ 301,157
261007	SENIOR LIBRARY CLERK	5.5	5.5	\$ 218,914	\$ 227,786	\$ 1,950	\$ 229,736
261009	LIBRARY AIDE/PAGE	1.7	1.7	\$ 60,787	\$ 62,931	\$ 450	\$ 63,381

		<u>19.2</u>	<u>19.2</u>	<u>\$ 986,268</u>	<u>\$ 1,025,895</u>	<u>\$ 7,500</u>	<u>\$ 1,033,395</u>
TOTAL							

**LIBRARY**

**PROGRAM**

**The mission of the Agawam Public Library is to provide materials and services to help residents of all ages and abilities obtain information meeting their personal, educational, recreational and professional needs. Special emphasis is placed on supplying and teaching residents how to use materials in traditional formats as well as materials in formats using emerging technologies. Practical access to all forms of media is provided at the library. The library has a special mission to serve as a place for young children and their parents to discover the joy of reading and learning at the earliest possible age to enhance lifetime literacy.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTIONS</u></b>
51010	See Personnel Sheet
51400	See Personnel Sheet
52010	Funds are used to promote and publicize the Summer Reading Program, National Library Week, Children's Book Week, National Volunteer Week and other important community outreach events
52150	Library telephone lines and fax line
52160	Reimbursement for employee's use of vehicles between municipal buildings and other facilities and educational workshops
52170	Memberships and journals from national, regional and state professional organizations including the American Library Association, New England Library Association and Mass. Library Association
52250	Mailing costs for library correspondence, billings, books, publicity, reserve notification and interlibrary loan returns
52280	Printing of library letterhead, gift book plates, patron library cards, book marks and other printed items utilized by the library
52990	Special library programs including children's programs such as puppet shows, theatrical and other performances, museum passes

**LIBRARY - PAGE TWO**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
52240	Purchase of audio visual materials to serve the educational, informational, cultural and recreational needs of all age groups in the community including compact discs, DVD's, books on CD and computer software games
52270	This account covers all print materials for all age groups in the community
52550	Supplies for copier, printers and computers, circulation and C/W Mars supplies, technical services/processing supplies, program/display supplies, and general/specialized office supplies

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 620: PARKS & RECREATION

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	16201	51010	\$ 137,890	\$ 143,461	
REGULAR TEMPORARY	16201	51020	\$ 54,412	\$ 58,643	
LONGEVITY	16201	51400	\$ 900	\$ 1,200	
PERSONNEL TOTAL			<u>\$ 193,202</u>	<u>\$ 203,304</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
DUES & SUBSCRIPTIONS	16202	52170	\$ 2,150	\$ 2,150	
TRAINING & EDUCATION	16202	52180	\$ 1,000	\$ 1,000	
PROFESSIONAL SERVICES	16202	52190	\$ 4,000	\$ 4,000	
PARK SERVICES	16202	52520	\$ 8,000	\$ 8,000	
WATER PURCHASE	16203	56670	\$ 18,000	\$ 18,000	
PURCHASED SERVICES TOTAL			<u>\$ 33,150</u>	<u>\$ 33,150</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
GROUNDS & BUILDING MAIN	16203	52020	\$ 500	\$ 500	
SPORTS & REC. EQUIP. & SUP	16203	52290	\$ 500	\$ 500	
SUPPLIES TOTAL			<u>\$ 1,000</u>	<u>\$ 1,000</u>	<u>\$ -</u>
<b><i>CAPITAL OUTLAY</i></b>					
EQUIP - REPAIR, MAINT. & RI	16204	52050	\$ 4,100	\$ 4,100	
CAPITAL OUTLAY TOTAL			<u>\$ 4,100</u>	<u>\$ 4,100</u>	<u>\$ -</u>
DEPARTMENT 620: PARKS & RECRE TOTAL			<u>\$ 231,452</u>	<u>\$ 241,554</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 620: PARKS & RECREATION

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
263001	DIR. OF PARKS & RECREATION	1.0	1.0	\$ 86,866	\$ 89,907	\$ 600	\$ 90,507
263002	ADMINISTRATIVE ASST.	1.0	1.0	\$ 51,924	\$ 53,554	\$ 600	\$ 54,154
SUBTOTAL - REG. PERM.		<u>2.0</u>	<u>2.0</u>	<u>\$ 138,790</u>	<u>\$ 143,461</u>	<u>\$ 1,200</u>	<u>\$ 144,661</u>
263009	LIFEGUARDS			\$ 6,000	\$ 6,400	\$ -	\$ 6,400
263017	PROGRAM SUPERVISORS			\$ 34,944	\$ 37,856	\$ -	\$ 37,856
	GROUNDS MAINTENANCE			\$ 5,040	\$ 5,471	\$ -	\$ 5,471
	CONCERT STAFF			\$ 7,020	\$ 7,332	\$ -	\$ 7,332
	CUSTODIAL STAFF			\$ 1,408	\$ 1,584	\$ -	\$ 1,584
SUBTOTAL - REG. TEMP.				<u>\$ 54,412</u>	<u>\$ 58,643</u>	<u>\$ -</u>	<u>\$ 58,643</u>
TOTAL		<u>2.0</u>	<u>2.0</u>	<u>\$ 193,202</u>	<u>\$ 202,104</u>	<u>\$ 1,200</u>	<u>\$ 203,304</u>

## PARKS AND RECREATION

### PROGRAM

**The Parks and Recreation Department is responsible for the development and implementation of a full time recreation program for all residents of the community.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52170	Dues and subscriptions to various associations including Mass. Recreation & Park Association, Pioneer Valley Park & Recreation Association, National Recreation and Park Association and New England Park and Recreation Association
52180	Training and Education
52190	Theory Skate Shop. The maintenance, management and supervision of Shea Field Skatepark
52520	Maintenance of Perry Lane Park and other park and recreation areas including barrels, locks, Perry Lane phone line, picnic table repair, dumpster rentals, loam and clay for ball fields
56670	Water Purchase for School Street Park irrigation and restrooms
52020	Paint for field maintenance and playscape maintenance
52290	Recreational supplies such as basketballs, soccer balls, tennis balls, volleyballs, soccer nets, volleyball nets, posts and bases, staff shirts
52050	Replace baseball/softball pitcher rubbers, bases and home plate, and replace mulch at park and school playgrounds

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 652: MUNICIPAL GOLF COURSE

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b>PERSONNEL</b>					
REGULAR PERMANENT	65261	51010	\$ 226,430	\$ 279,568	
REGULAR TEMPORARY	65261	51020	\$ 127,000	\$ 118,996	
OVERTIME	65261	51030	\$ 16,000	\$ 16,000	
UNIFORM ALLOWANCE	65261	51070	\$ 1,400	\$ 1,600	
LONGEVITY	65261	51400	\$ 600	\$ 750	
PERSONNEL TOTAL			<u>\$ 371,430</u>	<u>\$ 416,914</u>	<u>\$ -</u>
<b>PURCHASED SERVICES</b>					
ADVERTISING & PROMOTION	65262	52010	\$ 5,000	\$ 6,500	
GROUNDS & BUILDING MAIN	65262	52020	\$ 2,500	\$ 3,000	
EQUIP - REPAIR, MAINT. & RI	65262	52030	\$ 15,000	\$ 20,000	
EQUIPMENT RENTALS	65262	52070	\$ 1,500	\$ 2,000	
ELECTRICITY/HEAT	65262	52110	\$ 23,000	\$ 24,000	
TELEPHONE	65262	52150	\$ 2,500	\$ 3,000	
DUES & SUBSCRIPTIONS	65262	52170	\$ 2,500	\$ 2,500	
PROFESSIONAL SERVICES	65262	52190	\$ 500	\$ 1,000	
PRINTING & COPYING	65262	52280	\$ 500	\$ 1,000	
CONTRACTUAL SERVICES	65262	52360	\$ 15,000	\$ 15,000	
MISCELLANEOUS	65262	52990	\$ 1,000	\$ 1,500	
WATER PURCHASE	65262	56670	\$ 27,103	\$ 30,000	
PROPERTY & LIABILITY INSU	65262	57500	\$ 6,500	\$ 6,500	
PURCHASED SERVICES TOTAL			<u>\$ 102,603</u>	<u>\$ 116,000</u>	<u>\$ -</u>
<b>SUPPLIES</b>					
FUEL & OIL	65263	52130	\$ 17,000	\$ 20,000	
FOOD SERVICE SUPPLIES	65263	52220	\$ 60,000	\$ 65,000	
OFFICE SUPPLIES	65263	52230	\$ 250	\$ 250	
CHEMICALS & LAB	65263	52310	\$ 40,000	\$ 45,000	
MATERIALS & EQUIPMENT	65263	52370	\$ 9,000	\$ 10,000	
SIGNS & POSTS	65263	52450	\$ 500	\$ 1,000	
PRO SHOP SUPPLIES	65263	54200	\$ 20,000	\$ 20,000	
SUPPLIES TOTAL			<u>\$ 146,750</u>	<u>\$ 161,250</u>	<u>\$ -</u>
DEPARTMENT 652: MUNICIPAL GOLF COURSE			<u>\$ 620,783</u>	<u>\$ 694,164</u>	<u>\$ -</u>



# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 652: MUNICIPAL GOLF COURSE

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	Fiscal 2021
269001	COURSE MANAGER	1.0	1.0	\$ 76,272	\$ 81,733	\$ -	\$ 81,733
269004	COURSE SUPERINTENDENT	1.0	1.0	\$ 79,409	\$ 81,733	\$ 950	\$ 82,683
269007	MAINTENANCE CRAFTSMAN	1.0	1.0	\$ 54,415	\$ 60,397	\$ 1,400	\$ 61,797
269008	FACILITIES SUPERVISOR	0.0	1.0	\$ -	\$ 37,003	\$ -	\$ 37,003
	ADMINISTRATIVE SUPPORT	0.0	0.0	\$ 18,334	\$ 18,702	\$ -	\$ 18,702
SUBTOTAL - REG. PERM.		<u>3.0</u>	<u>4.0</u>	<u>\$ 228,430</u>	<u>\$ 279,568</u>	<u>\$ 2,350</u>	<u>\$ 281,918</u>
269002	GOLF ATTENDANT/COOK/BARTENDER			\$ 65,000	\$ 56,996	\$ -	\$ 56,996
242009	SEASONAL WORKERS			\$ 62,000	\$ 62,000	\$ -	\$ 62,000
SUBTOTAL - REG. TEMP.				<u>\$ 127,000</u>	<u>\$ 118,996</u>	<u>\$ -</u>	<u>\$ 118,996</u>
OVERTIME				\$ 16,000	\$ 16,000	\$ -	\$ 16,000

TOTAL	<u>3.0</u>	<u>4.0</u>	<u>\$ 371,430</u>	<u>\$ 414,564</u>	<u>\$ 2,350</u>	<u>\$ 416,914</u>	

**MUNICIPAL GOLF COURSE**

**PROGRAM**

**The Agawam Municipal Golf Course offers an eighteen hole golf course and clubhouse facility to residents of Agawam and surrounding communities. Operation of the course is handled by club staff while maintenance is directed by the Public Works Department.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51030	Overtime for course maintenance operations and cart repairs
51070	Clothing expense for seasonal employees to be identified with the golf course, clothing allowance for maintenance workers
51400	See Personnel Sheet
52010	Marketing and advertising to promote golf course and its specials
52020	Maintenance and repair of buildings, course, amenities, irrigation system repairs and upgrades
52030	Repair and maintenance of various equipment and installations such as golf carts, grounds equipment, irrigation system and drainage system repairs/installations
52070	Rental of supplemental carts for tournaments
52110	Funds for electricity, cable tv, heating oil and natural gas
52150	Telephone service at the course and dedicated line for modem control of irrigation system
52170	PGA related memberships and course superintendent's memberships and pesticide licenses
52190	Funds for items such as soil testing and sharpening services

MUNICIPAL GOLF COURSE - PAGE TWO

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52280	Printing of scorecards and miscellaneous items
52360	Solid waste removal, aeration and soil injection services, tree work, stump grinding and exterminating services
52990	Funds for courses and seminars for course employees
56670	Funds provide for water and sewer use charges for club house as well as for irrigation purposes
57500	Golf course share of insurance premiums
57610	Interest payments on bonds for golf course purchase and irrigation system
52130	Gasoline for grounds equipment and golf carts, diesel fuel and lubricants
52220	Purchase of food and beverage products
52230	General office supplies, small equipment and computer purchase
52310	Funds for fertilization for fairways and fungicides
52370	Purchase of grass seed, sod, sand, loam and lime, as well as, miscellaneous small tools and supplies and repairs to cart paths
52450	Advertising and signage on course
54200	Maintenance of inventory of pro shop

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 541: COUNCIL ON AGING

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	15411	51010	\$ 338,667	\$ 353,684	
UNIFORM ALLOWANCE	15411	51070	\$ 800	\$ 800	
LONGEVITY	15411	51400	\$ 2,400	\$ 2,550	
PERSONNEL TOTAL			<u>\$ 341,867</u>	<u>\$ 357,034</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & RI	15412	52030	\$ 4,000	\$ 500	
ELECTRICITY/HEAT	15412	52110	\$ 73,000	\$ 48,990	
TELEPHONE	15412	52150	\$ 800	\$ 800	
MILEAGE	15412	52160	\$ 10,000	\$ 10,000	
DUES & SUBSCRIPTIONS	15412	52170	\$ 1,300	\$ 1,996	
TRAVEL/TRAINING	15412	52390	\$ 600	\$ 600	
CONTRACTUAL SERVICES	15412	52360	\$ 3,340	\$ 6,550	
PURCHASED SERVICES TOTAL			<u>\$ 93,040</u>	<u>\$ 69,436</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
OFFICE SUPPLIES	15413	52230	\$ 1,800	\$ 1,500	
SUPPLIES TOTAL			<u>\$ 1,800</u>	<u>\$ 1,500</u>	<u>\$ -</u>
DEPARTMENT 541: COA		TOTAL	<u>\$ 436,707</u>	<u>\$ 427,970</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 541: COUNCIL ON AGING

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
254101	DIRECTOR - COA	1.00	1.00	\$ 73,511	\$ 78,776	\$ -	\$ 78,776
254102	DEPUTY DIRECTOR	1.00	1.00	\$ 49,780	\$ 51,479	\$ 300	\$ 51,779
254103	PRINCIPAL CLERK	1.00	1.00	\$ 45,731	\$ 46,955	\$ 600	\$ 47,555
254104	COOK	1.00	1.00	\$ 39,624	\$ 40,809	\$ 400	\$ 41,209
254105	SUBSTITUTE KITCHEN ASST.	0.27	0.27	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
254106	ASSISTANT COOK	1.00	1.00	\$ 35,834	\$ 36,710	\$ 550	\$ 37,260
254107	KITCHEN ASSISTANT	1.00	1.00	\$ 29,264	\$ 31,288	\$ 400	\$ 31,688
254109	MEALS ON WHEELS DRIVER	2.18	1.94	\$ 39,150	\$ 40,820	\$ -	\$ 40,820
254111	OUTREACH COORDINATOR	1.00	1.00	\$ 24,115	\$ 45,500	\$ -	\$ 45,500
254113	VOLUNTEER COORDINATOR	0.39	-	\$ 12,350	\$ -	\$ -	\$ -
254114	VAN DRIVER	1.00	1.50	\$ 22,932	\$ 34,106	\$ -	\$ 34,106
254115	COA GREETER	1.50	1.50	\$ 34,110	\$ 34,808	\$ 1,500	\$ 36,308
254116	TRANSPORTATION COORDINATOR	0.86	0.90	\$ 18,720	\$ 22,698	\$ -	\$ 22,698
	GRANT CONTRIBUTIONS:						\$ -
	FORMULA - SUB KIT. ASST.	(0.27)	(0.27)	\$ (6,000)	\$ (6,000)	\$ -	\$ (6,000)
	GSSS GRANT - KITCHEN ASSIST.	(1.00)	(1.00)	\$ (29,264)	\$ (31,288)	\$ (400)	\$ (31,688)
	FORMULA - OUTREACH COORD	(0.50)	(0.73)	\$ (12,000)	\$ (33,385)	\$ -	\$ (33,385)
	FORMULA - VOLUNTEER COORD	(0.39)	-	\$ (12,350)	\$ -	\$ -	\$ -
	FORMULA - VAN DRIVER	-	(0.50)	\$ -	\$ (11,291)	\$ -	\$ (11,291)
	FORMULA - GREETER	(0.50)	(0.50)	\$ (10,920)	\$ (11,603)	\$ -	\$ (11,603)
	MA DOT -TRANSPORTATION	(0.86)	(0.90)	\$ (18,720)	\$ (22,698)	\$ -	\$ (22,698)

	<u>9.68</u>	<u>9.21</u>	<u>\$ 341,867</u>	<u>\$ 353,684</u>	<u>\$ 3,350</u>	<u>\$ 357,034</u>
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**COUNCIL ON AGING**

**PROGRAM**

**The Council on Aging is responsible for coordinating and conducting programs for the elderly and to promote facilities for the health, education, welfare and recreation of these citizens. It is also responsible for the oversight and operation of the Agawam Senior Center.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
51010	See Personnel Sheet
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Repair and maintenance of office equipment, kitchen equipment and maintenance of the Senior Center facility
52110	Heat, light and fuel for senior center building
52150	Telephone and fax line expenses for Senior Center
52160	Mileage reimbursement for personnel of Council on Aging
52170	Dues for Massachusetts Council on Aging professional membership
52230	Office supplies for the Council on Aging
52360	Contractual service expenses for photocopies and Senior Center database
52390	Travel and Training

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 400: PUBLIC WORKS

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	14001	51010	\$ 123,385	\$ 128,137	
UNIFORM ALLOWANCE	14001	51070	\$ 700	\$ 800	
LONGEVITY	14001	51400	\$ 1,500	\$ 1,350	
PERSONNEL TOTAL			<u>\$ 125,585</u>	<u>\$ 130,287</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIPMENT RENTALS	14002	52070	\$ 3,400	\$ 3,400	
DUES & SUBSCRIPTIONS	14002	52170	\$ 400	\$ 400	
PURCHASED SERVICES TOTAL			<u>\$ 3,800</u>	<u>\$ 3,800</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
PROTECTIVE & SAFETY GEA	14003	52410	\$ 50	\$ 50	
SUPPLIES TOTAL			<u>\$ 50</u>	<u>\$ 50</u>	<u>\$ -</u>
DEPARTMENT 400: PUBLIC WORKS TOTAL			<u>\$ 129,435</u>	<u>\$ 134,137</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 400: PUBLIC WORKS

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
242101	SUPERINTENDENT DPW	1.0	1.0	\$ 134,157	\$ 139,264	\$ 450	\$ 139,714
243101	SOL WASTE/STRM DRN COORD	1.0	1.0	\$ 73,215	\$ 74,976	\$ 1,250	\$ 76,226
242011	ADMINISTRATIVE ASSISTANT	1.0	1.0	\$ 51,924	\$ 47,739	\$ 150	\$ 47,889
242102	PRINCIPAL CLERK	1.0	1.0	\$ 43,683	\$ 45,136	\$ 300	\$ 45,436
242103	SENIOR CLERK	1.0	1.0	\$ 36,625	\$ 39,382	\$ -	\$ 39,382
	WATER CONTRIBUTION	0.0	0.0	\$ (106,869)	\$ (109,006)	\$ -	\$ (109,006)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (106,869)	\$ (109,006)	\$ -	\$ (109,006)
	GOLF COURSE CONTRIB.	0.0	0.0	\$ (3,281)	\$ (3,348)	\$ -	\$ (3,348)
	STIPEND - TREE WARDEN	0.0	0.0	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
SUBTOTAL - REG. PERM.		<u>5.0</u>	<u>5.0</u>	<u>\$ 125,585</u>	<u>\$ 128,137</u>	<u>\$ 2,150</u>	<u>\$ 130,287</u>

TOTAL				<u>\$ 251,170</u>	<u>\$ 128,137</u>	<u>\$ 2,150</u>	<u>\$ 130,287</u>



**PUBLIC WORKS - ADMINISTRATION**

**PROGRAM**

**This is the administrative center of the Department of Public Works operation and provides supervision and necessary staff support for the entire department.**

<b>ACCT. CODE</b>	<b>DESCRIPTION</b>
51010	See Personnel Sheet
51400	See Personnel Sheet
51070	Uniform allowance in accordance with collective bargaining agreement
52070	Rental and software support for eTime payroll system, copier and other department office operations
52170	Membership in the American Public Works Association and subscriptions to related publications
52410	Funds for foul weather gear and footwear for Superintendent

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 420: HIGHWAYS & GROUNDS

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	14201	51010	\$ 1,278,388	\$ 1,377,134	
REGULAR TEMPORARY	14201	51020	\$ 64,607	\$ 65,900	
OVERTIME	14201	51030	\$ 83,227	\$ 84,892	
SNOW & ICE OVERTIME	14201	51031	\$ 95,000	\$ 95,000	
UNIFORM ALLOWANCE	14201	51070	\$ 18,900	\$ 22,400	
LONGEVITY	14201	51400	\$ 6,600	\$ 6,150	
PERSONNEL TOTAL			<u>\$ 1,546,722</u>	<u>\$ 1,651,476</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
GROUND & BUILDING MAIN	14202	52020	\$ 39,900	\$ 39,900	
EQUIP - REPAIR, MAINT. & RE	14202	52030	\$ 680	\$ 680	
EQUIPMENT RENTALS	14202	52070	\$ 36,600	\$ 36,600	
EQUIP RENTALS-SNOW	14202	52071	\$ 111,000	\$ 111,000	
ELECTRICITY/HEAT	14202	52110	\$ 31,000	\$ 36,000	
DUES & SUBSCRIPTIONS	14202	52170	\$ 100	\$ 100	
PROFESSIONAL SERVICES	14202	52190	\$ 150,000	\$ 150,000	
MISCELLANEOUS	14202	52990	\$ 4,425	\$ 4,425	
PURCHASED SERVICES TOTAL			<u>\$ 373,705</u>	<u>\$ 378,705</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
ICE CONTROL MATERIALS	14203	52210	\$ 250,000	\$ 250,000	
OTHER SUPPLIES	14203	52240	\$ 260	\$ 260	
MEDICAL & SURGICAL	14203	52260	\$ 400	\$ 400	
CHEMICALS & LAB	14203	52310	\$ 7,365	\$ 7,365	
MATERIALS & EQUIPMENT	14203	52370	\$ 51,600	\$ 60,100	
SIGNS & POSTS	14203	52450	\$ 20,000	\$ 20,000	
ROAD MATERIALS	14203	52460	\$ 84,000	\$ 84,000	
STORM DRAIN MATERIALS	14203	52470	\$ 40,000	\$ 40,000	
SUPPLIES TOTAL			<u>\$ 453,625</u>	<u>\$ 462,125</u>	<u>\$ -</u>
DEPT 420: HGWYS & GRNDS		TOTAL	<u>\$ 2,374,052</u>	<u>\$ 2,492,306</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 420: HIGHWAYS & GROUNDS

Position	Position Title	Employees		Salaries	Salaries	Direct	
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	Fiscal 2021
242000	DPTY SUPT/GEN FOREMAN	1.0	1.0	\$ 95,872	\$ 98,080	\$ 1,700	\$ 99,780
242001	WORKING FOREMAN	1.0	1.0	\$ 52,714	\$ 55,464	\$ 1,100	\$ 56,564
242002	MAINTENANCE CRAFTSMAN	2.0	2.0	\$ 110,739	\$ 112,508	\$ 2,800	\$ 115,308
242003	SPEC HVY MTR EQUIP OPER	2.0	2.0	\$ 105,038	\$ 107,606	\$ 2,200	\$ 109,806
242004	HVY MTR EQPT OPERATOR	7.0	8.0	\$ 340,556	\$ 395,297	\$ 7,750	\$ 403,047
242005	MAINTENANCE MAN	4.0	4.0	\$ 181,446	\$ 181,454	\$ 3,650	\$ 185,104
242006	LABORER	9.0	8.0	\$ 319,508	\$ 333,386	\$ 6,400	\$ 339,786
242010	FOREMAN	2.0	2.0	\$ 149,144	\$ 145,491	\$ 2,950	\$ 148,441
	WATER CONTRIBUTION	0.0	0.0	\$ (43,614)	\$ (44,486)	\$ -	\$ (44,486)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (7,515)	\$ (7,666)	\$ -	\$ (7,666)
SUBTOTAL - REG. PERM.		<u>28.0</u>	<u>28.0</u>	<u>\$ 1,303,888</u>	<u>\$ 1,377,134</u>	<u>\$ 28,550</u>	<u>\$ 1,405,684</u>
INTERMITTENT OPERATOR		0.0	0.0	\$ 4,328	\$ 4,415	\$ -	\$ 4,415
TEMPORARY		0.0	0.0	\$ 60,279	\$ 61,485	\$ -	\$ 61,485
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 64,607</u>	<u>\$ 65,900</u>	<u>\$ -</u>	<u>\$ 65,900</u>
OVERTIME		0.0	0.0	\$ 52,931	\$ 53,990	\$ -	\$ 53,990
EMERGENCY STANDBY OVERTIME		0.0	0.0	\$ 30,296	\$ 30,902	\$ -	\$ 30,902
SNOW AND ICE OVERTIME		0.0	0.0	\$ 95,000	\$ 95,000	\$ -	\$ 95,000
TOTAL		<u>28.0</u>	<u>28.0</u>	<u>\$ 1,546,722</u>	<u>\$ 1,622,926</u>	<u>\$ 28,550</u>	<u>\$ 1,651,476</u>

**PUBLIC WORKS - HIGHWAY & GROUNDS**

**PROGRAM**

**The Highway Division is responsible for maintaining the road system, providing snow and ice control, traffic and regulatory sign maintenance and other various programs involved in the maintenance and upkeep of existing road systems, public grounds, athletic fields and shade trees.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	Funds to pay police services on road repairs, seasonal employees in grounds maintenance
51030	Overtime for emergencies such as storm cleanup and flooding relief, weekend standby duty
51031	Overtime for snow and ice control
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52020	Routine maintenance and repair of traffic signals and controllers, guard rail replacement and installation program, routine maintenance and repair of grounds maintenance equipment and funds to privatize painting of pavement center line and lane markings. Funds are also included for thermoplastic lane markings as well as maintenance of the DPW facility overhead doors
52030	Repair and maintenance of tools, saw blades, chains, computer, software, service contract for time clock and fuel system
52070	Rental of equipment not owned by the town such as barricade rental, sweeper rental, construction equipment, and tree maintenance
52071	Rental of equipment not owned by the town used in snow removal efforts
52110	Division's share of energy costs at DPW facility as well as energy costs for the Raymond Circle pump
52170	Membership costs in Mass. Highway Association and Tri-County Highway Superintendents Association
52190	Funds for the specialized weather forecasts and the internet satellite weather services, laboratory and administrative services for the drug and alcohol testing program which has expanded to all employees

**PUBLIC WORKS - HIGHWAY & GROUNDS - PAGE TWO**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52190 (cont.)	funds are also included for tree trimming, tree removal and stump grinding
52990	Hoisting licenses and CDL licenses. The funding in this line item was increased to accommodate new Federal Regulations regarding licensing, seminar requirements and additional personnel in the department holding licenses.
52210	Purchase of salt and liquid magic pre-treatment to combat snow and ice
52240	Purchase of rags, hand soap and assorted other cleaners
52260	Funds are utilized to maintain and stock first aid kits
52310	Purchase of welding and cutting gases needed for repairs, straightening, strengthening and removal of plows and plow frames cutting edge bolts
52370	Purchase of various supplies, tools and repair parts needed for the care of roadways and grounds such as traffic paint for pavement marking, traffic cones, miscellaneous tools and parts, lime, fertilizer and chemicals, turf paint for sport field marking, lumber, cement, fence and backstop supplies, landscape maintenance and equipment and irrigation parts
52450	Funds are used to manufacture, install and maintain warning, regulatory and directional signs. Larger street signs on major roadways are required to conform with new Traffic Control Devices Manual. Several years are allowed for this changeover as well as for new pedestrian and regulatory signs and pavement markings
52460	This account consists of materials and services for routine maintenance of streets and grounds and includes purchase of cold mix for winter patching, bituminous concrete for permanent repairs, and aggregates and loam and seed
52470	Repairs to existing storm drains and culverts

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 490: MOTOR VEHICLE MAINTENANCE

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	14901	51010	\$ 123,610	\$ 135,425	
OVERTIME	14901	51030	\$ 7,500	\$ 7,500	
UNIFORM ALLOWANCE	14901	51070	\$ 2,200	\$ 2,500	
LONGEVITY	14901	51400	\$ 450	\$ 450	
PERSONNEL TOTAL			<u>\$ 133,760</u>	<u>\$ 145,875</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & RE	14902	52030	\$ 4,900	\$ 10,000	
MTR. VEH. MAINT. & REPR.	14902	52060	\$ 42,450	\$ 45,000	
ELECTRICITY/HEAT	14902	52110	\$ 31,000	\$ 35,000	
TRAINING & EDUCATION	14902	52180	\$ 1,000	\$ 1,000	
MISCELLANEOUS	14902	52990	\$ 250	\$ 250	
BUILDING IMPROVEMENTS	14902	58250	\$ 345	\$ 345	
PURCHASED SERVICES TOTAL			<u>\$ 79,945</u>	<u>\$ 91,595</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
FUEL & OIL	14903	52130	\$ 175,000	\$ 175,000	
OTHER SUPPLIES	14903	52240	\$ 3,500	\$ 3,500	
MEDICAL & SURGICAL	14903	52260	\$ 120	\$ 120	
CHEMICALS & LAB	14903	52310	\$ 1,000	\$ 1,500	
MATERIALS & EQUIPMENT	14903	52370	\$ 16,000	\$ 17,000	
MTR. VEH. PARTS & ACCESS.	14903	52430	\$ 130,000	\$ 140,000	
SUPPLIES TOTAL			<u>\$ 325,620</u>	<u>\$ 337,120</u>	<u>\$ -</u>
DEPARTMENT 490: M.V. MAINT.		TOTAL	<u>\$ 539,325</u>	<u>\$ 574,590</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 490: MOTOR VEHICLE MAINTENANCE

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
242501	FOREMAN	1.0	1.0	\$ 60,199	\$ 66,953	\$ 1,100	\$ 68,053
242502	M.V. EQUIP. REPAIRMAN	2.0	2.0	\$ 101,284	\$ 104,503	\$ 1,750	\$ 106,253
	WATER CONTRIBUTION	0.0	0.0	\$ (20,968)	\$ (21,388)	\$ -	\$ (21,388)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (14,355)	\$ (14,643)	\$ -	\$ (14,643)
	SUBTOTAL - REG. PERM.	<u>3.0</u>	<u>3.0</u>	<u>\$ 126,160</u>	<u>\$ 135,425</u>	<u>\$ 2,850</u>	<u>\$ 138,275</u>
	OVERTIME	0.0	0.0	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
	PROTECTIVE GEAR	0.0	0.0	\$ 100		\$ 100	\$ 100

TOTAL							
	<u>3.0</u>	<u>3.0</u>	<u>\$ 133,760</u>	<u>\$ 142,925</u>	<u>\$ 2,950</u>	<u>\$ 145,875</u>	

## MOTOR VEHICLE MAINTENANCE

### PROGRAM

**The Motor Vehicle Maintenance Division maintains and repairs the municipal fleet of motor vehicles and equipment, performs preventive maintenance and provides repair services ranging from engine replacement to tune-ups/oil changes.**

<u>ACCT. CODE</u>	<u>DESCRIPTIONS</u>
51010	See Personnel Sheet
51030	Overtime for emergency vehicle repairs and weekend standby
51070	Gear and uniform allowance as per collective bargaining agreement
51400	See Personnel Sheet
52030	Repair and maintenance of equipment such as vehicle lift, door openers, ventilation system, air compressor, fuel system computer, engine analyzer, time clock, fuel pumps and personal computer.
52060	Funds to perform repairs to all municipal vehicles and equipment - excluding those of the Water, Wastewater, Fire Dept. and Municipal Golf Course - that can not be handled in house. Work includes transmission rebuilds, machine shop work, body repairs, insurance deductibles, large truck spring repair, special welding services and injector rebuilds and sandblasting
52110	Division's share of energy costs at the DPW facility
52180	Funds permit employees to attend various training seminars as well as participate in ASE mechanics certification program. Increase covers new hoisting license physical exam
52990	Hoisting licenses for three of the mechanics as well as the differential cost for Class A or B operator's licenses as provided for in the collective bargaining agreement
58250	Division's share of maintenance and repair of DPW facility including overhead doors, and plumbing and electrical repairs, hoists, HVAC, etc.
52130	Gasoline, diesel fuel, motor oils, hydraulic oils, lubricants, propane and waste oil disposal for the municipal fleet except Water, Wastewater and Municipal Golf Course vehicles and equipment. Approximately 61,967 gallons of unleaded gasoline and 36,505 gallons of diesel fuel are purchased



**MOTOR VEHICLE MAINTENANCE - PAGE TWO**

<b>ACCT. CODE</b>	<b>DESCRIPTION</b>
52240	Purchase of various cleaners, washers and absorbents required in motor vehicle and garage maintenance as well as absorbents for oil spills
52260	First aid supplies at the garage and in the pick-up truck
52310	Welding and cutting gases used in repair and maintenance of equipment and vehicles
52370	Funds are utilized for welding materials, tools and supplies, engine analyzer software and update and repair manuals
52430	Maintenance and repair supplies and parts for all municipal vehicles and equipment except those operated by the Water and Wastewater Divisions, the Fire Department and Municipal Golf Course

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 410: ENGINEERING

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	14101	51010	\$ 186,997	\$ 128,562	
OVERTIME	14101	51030	\$ 3,000	\$ 3,000	
UNIFORM ALLOWANCE	14101	51070	\$ 3,500	\$ 3,200	
LONGEVITY	14101	51400	\$ 1,200	\$ 900	
PERSONNEL TOTAL			<u>\$ 194,697</u>	<u>\$ 135,662</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & RI	14102	52030	\$ 11,200	\$ 11,200	
TELEPHONE	14102	52150	\$ 360	\$ 360	
DUES & SUBSCRIPTIONS	14102	52170	\$ 300	\$ 300	
TRAINING & EDUCATION	14102	52180	\$ 1,500	\$ 1,500	
PROFESSIONAL SERVICES	14102	52190	\$ 9,932	\$ 9,932	
PURCHASED SERVICES TOTAL			<u>\$ 23,292</u>	<u>\$ 23,292</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
OTHER SUPPLIES	14103	52240	\$ 1,150	\$ 1,150	
CHEMICALS & LAB	14103	52310	\$ 50	\$ 50	
SUPPLIES TOTAL			<u>\$ 1,200</u>	<u>\$ 1,200</u>	<u>\$ -</u>
DEPARTMENT 410: ENGINEERING TOTAL			<u>\$ 219,189</u>	<u>\$ 160,154</u>	<u>\$ -</u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 410: ENGINEERING

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
241000	TOWN ENGINEER	1.0	1.0	\$ 95,572	\$ 105,087	\$ 1,400	\$ 106,487
241002	ASST. TOWN ENGINEER	1.0	1.0	\$ 80,471	\$ 82,682	\$ 1,100	\$ 83,782
241001	CIVIL ENGINEER I	3.0	1.0	\$ 179,260	\$ 62,178	\$ 800	\$ 62,978
241002	CIVIL ENGINEER II	0.0	2.0	\$ -	\$ 63,693	\$ 800	\$ 64,493
	WATER CONTRIBUTION	0.0	0.0	\$ (81,803)	\$ (92,539)	\$ -	\$ (92,539)
	WASTEWATER CONTRIB.	0.0	0.0	\$ (81,803)	\$ (92,539)	\$ -	\$ (92,539)
SUBTOTAL - REG. PERM.		<u>5.0</u>	<u>5.0</u>	<u>\$ 191,697</u>	<u>\$ 128,562</u>	<u>\$ 4,100</u>	<u>\$ 132,662</u>
OVERTIME		0.0	0.0	\$ 3,000	\$ 3,000	\$ -	\$ 3,000

		<u>5.0</u>	<u>5.0</u>	<u>\$ 194,697</u>	<u>\$ 131,562</u>	<u>\$ 4,100</u>	<u>\$ 135,662</u>
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## ENGINEERING

### PROGRAM

**The majority of this division's operations are centered on providing engineering and administrative services. In addition, the Engineering Division provides advice and assistance to the Planning Board, Conservation Commission, Board of Appeals, School Department and other boards and agencies.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51030	Overtime to inspect construction work
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Maintenance contract on HP plotter, OCE and printer maintenance
52150	Cell phone to assist in communication between field personnel and the office
52170	Subscription to Engineer News Record, MEANS Cost Guide and soil evaluators licenses, professional licenses
52180	Funds requested allow attendance by staff at seminars
52190	Funds are requested to cover materials testing costs, ESRI GIS software license, LandDesk software annual license, Hydrocad software and upgrades to our traffic counting technology and 2 counters and OCE software license
52240	Purchase of paper, survey tapes, grade stakes, boundary markers, and other specialized engineering supplies
52310	Purchase of materials, supplies and tests for soil lab as well as water testing equipment

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 450: WATER

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	60141	51010	\$ 928,070	\$ 972,619	
REGULAR TEMPORARY	60141	51020	\$ 23,013	\$ 23,474	
OVERTIME	60141	51030	\$ 65,700	\$ 67,500	
UNIFORM ALLOWANCE	60141	51070	\$ 9,334	\$ 10,668	
LONGEVITY	60141	51400	\$ 2,825	\$ 3,250	
<b>PERSONNEL TOTAL</b>			<b>\$ 1,028,942</b>	<b>\$ 1,077,511</b>	<b>\$ -</b>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & REPL	60142	52030	\$ 82,814	\$ 91,686	
MTR. VEH. MAINT. & REPAIR	60142	52060	\$ 29,393	\$ 32,813	
EQUIPMENT RENTALS	60142	52070	\$ 14,000	\$ 14,000	
TRAVEL IN-STATE	60142	52090	\$ 600	\$ 600	
TRAVEL OUT-OF-STATE	60142	52100	\$ 200	\$ 200	
ELECTRICITY/HEAT	60142	52110	\$ 34,750	\$ 39,000	
TELEPHONE	60142	52150	\$ 2,500	\$ 2,500	
DUES & SUBSCRIPTIONS	60142	52170	\$ 2,500	\$ 2,500	
TRAINING & EDUCATION	60142	52180	\$ 12,000	\$ 12,000	
PROFESSIONAL SERVICES	60142	52190	\$ 219,345	\$ 247,501	
POSTAGE & COURIER	60142	52250	\$ 20,500	\$ 20,500	
PRINTING & COPYING	60142	52280	\$ 23,600	\$ 25,800	
MISCELLANEOUS	60142	52990	\$ 3,360	\$ 3,360	
WATER PURCHASE	60142	56670	\$ 2,357,701	\$ 2,637,112	
MEDICARE INSURANCE	60142	57040	\$ 15,218	\$ 14,680	
MEDICAL CLAIMS/INSURANCE	60142	57060	\$ 156,888	\$ 197,143	
CONTRIBUTORY RETIREMENT	60142	57070	\$ 148,282	\$ 155,259	
PROPERTY & LIABILITY INS.	60142	57500	\$ 60,720	\$ 64,720	
LONG TERM DEBT PRINCIPAL	60142	57600	\$ 357,600	\$ 357,600	
LONG TERM DEBT INTEREST	60142	57610	\$ 156,783	\$ 142,344	
OTHER DEBT SERVICE	60142	57690	\$ 20,000	\$ 20,000	
<b>PURCHASED SERVICES TOTAL</b>			<b>\$ 3,718,754</b>	<b>\$ 4,081,318</b>	<b>\$ -</b>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 450: WATER

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>SUPPLIES</i></b>					
FUEL & OIL	60143	52130	\$ 30,883	\$ 30,883	
OFFICE SUPPLIES	60143	52230	\$ 2,700	\$ 2,700	
OTHER SUPPLIES	60143	52240	\$ 1,400	\$ 1,400	
MEDICAL & SURGICAL	60143	52260	\$ 125	\$ 125	
CHEMICALS & LAB	60143	52310	\$ 2,000	\$ 2,000	
MATERIALS & EQUIPMENT	60143	52370	\$ 12,000	\$ 12,000	
MTR. VEH. PARTS & ACCESS.	60143	52430	\$ 12,900	\$ 14,900	
WATER SYSTEM MATERIALS	60143	52440	\$ 352,000	\$ 420,000	
ROAD MATERIALS	60143	52460	\$ 165,000	\$ 230,000	
 SUPPLIES TOTAL			<u>\$ 579,008</u>	<u>\$ 714,008</u>	<u>\$ -</u>

DEPARTMENT 450: WATER

TOTAL \$ 5,326,704    \$ 5,872,837    \$ -

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 450: WATER

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
242105	DEPUTY SUPERINTENDENT	0.50	0.50	\$ 47,636	\$ 49,041	\$ 625	\$ 49,666
245001	FOREMAN	1.00	1.00	\$ 63,965	\$ 66,953	\$ 1,400	\$ 68,353
245002	WORKING FOREMAN	1.00	1.00	\$ 57,709	\$ 56,979	\$ 1,250	\$ 58,229
245003	MAINTENANCE CRAFTSMAN	3.50	3.50	\$ 182,507	\$ 187,904	\$ 3,475	\$ 191,379
245004	SPEC. HWY. MTR. EQPT. OPER.	1.00	1.00	\$ 51,393	\$ 53,803	\$ 950	\$ 54,753
245005	HVY. MTR. EQPT. OPER.	1.00	1.00	\$ 46,969	\$ 49,591	\$ 950	\$ 50,541
245006	MAINTENANCE MAN	3.00	3.00	\$ 137,292	\$ 142,497	\$ 3,300	\$ 145,797
245007	LABORER	2.00	2.00	\$ 84,895	\$ 83,287	\$ 1,600	\$ 84,887
224302	PLUMBING INSPECTOR P.T.	0.30	0.30	\$ 26,470	\$ 27,244	\$ 368	\$ 27,612
	MAYOR OFFICE SUPPORT	0.00	0.00	\$ 25,895	\$ 26,414	\$ -	\$ 26,414
	ADMIN. BUILDING SUPPORT	0.00	0.00	\$ 26,825	\$ 27,361	\$ -	\$ 27,361
	ADMINISTRATIVE SUPPORT	0.00	0.00	\$ 106,869	\$ 109,006	\$ -	\$ 109,006
	ENGINEERING SUPPORT	0.00	0.00	\$ 81,803	\$ 92,539	\$ -	\$ 92,539
SUBTOTAL - REG. PERM.		<u>13.3</u>	<u>13.3</u>	<u>\$ 940,228</u>	<u>\$ 972,619</u>	<u>\$ 13,918</u>	<u>\$ 986,537</u>
	INTERMITTENT OPERATOR	0.0	0.0	\$ 3,246	\$ 3,311	\$ -	\$ 3,311
	REGULAR TEMPORARY	0.0	0.0	\$ 19,768	\$ 20,163	\$ -	\$ 20,163
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 23,014</u>	<u>\$ 23,474</u>	<u>\$ -</u>	<u>\$ 23,474</u>
OVERTIME		0.0	0.0	\$ 65,700	\$ 67,500	\$ -	\$ 67,500
TOTAL		<u>13.3</u>	<u>13.3</u>	<u>\$ 1,028,942</u>	<u>\$ 1,063,593</u>	<u>\$ 13,918</u>	<u>\$ 1,077,511</u>

**PUBLIC WORKS - WATER**

**PROGRAM**

**The Water Division is responsible for installation of new water lines and maintenance of the existing system. The Water Division is also required to make necessary tie-ins for service, install meters and hydrants and maintain the entire system. Water Department personnel also read meters and prepare bills and commitments.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	Police services for traffic control on construction projects
51030	Overtime for water main breaks, home service calls
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Funds are utilized for outside repair service for the Division's various equipment and installations such as office and meter reader equipment and software, GIS and network support, field and garage equipment and Liswell Hill Pump Station. Also, funds are included for payment to the Highway Division for repair of roadway excavations made by the Water Division for routine repairs and connections and water main projects. Funds are included for hydrant painting and a share of repair and maintenance of the DPW Garage, road plates and replacement part increases
52060	Divisions share of DPW mechanics costs and other outside services for motor vehicle repair and maintenance such as tire service, suspension service, body and interior repairs, motor vehicle inspections and drive line repairs
52070	Rental of construction barricades, construction equipment, saw cutting of pavements and eTime software and equipment
52090	Funds provide for attendance at various seminars as well as continued training requirements for drinking water system operator's license



**PUBLIC WORKS - WATER - PAGE TWO**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52100	Funds provide for attendance at seminars out-of-state sponsored by the American Water Works Association and the New England Water Works Association
52110	Energy costs for the division's share of energy costs at 1000 Suffield Street
52150	Division's share of DPW telephone costs at 1000 Suffield Street as well as a cell phone for departmental use
52170	Membership in the American Water Works Association, New England Water Works Association and the Mass. Water Works Association
52180	Attendance at seminars as well as training required to maintain water system operator licenses and backflow tester and cross connection surveyor certifications.
52190	Costs of services provided to the Water Department by municipal offices, lab services for water quality, lead and copper rule testing and Safe Drinking Water Act required bacterial testing, drug and alcohol tests, disinfection by-product testing, state assessment for enforcement of drinking water standards and pumping stations maintenance contract
52250	Postage for mailing bills and notices as well as purchase of reading cards and funds for the required consumer confidence report mailing to each bill payer
52280	Purchase of water bills, late and demand and lien notices, reading post cards, envelopes and meter and connection payment forms. Funds are included for printing, folding and addressing of consumer confidence report mandated by the federal government
52990	Hoisting licenses for equipment operators, Class A, B & C license fee differentials, drinking water system operator's licenses, backflow protection device testers and physical exams for equipment operators

**PUBLIC WORKS - WATER - PAGE THREE**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
56670	Purchase of water from the Springfield Water and Sewer Commission
57040	Medicare Insurance
57060	Water Division's share of hospitalization insurance including appropriate portions of Engineering and Administration support
57070	Water Division's share of the retirement program
57500	Water Division's share of automotive, general liability, workmen's compensation premiums and medical and indemnity payments
57600	Water share of the Public Works facility bond principal
57610	Interest payments on the Public Works facility
57690	Other debt service
52130	Fuel and lubricants for division's motor vehicles and equipment
52230	Office supplies for division including computer system supplies, location cards and maintenance kit/toner cartridges for laser printer used in printing water bills
52240	Engineering supplies such as plan paper, blue print supplies, construction stakes for water related undertakings, rags, soap and cleansers
52260	First aid supplies maintained in division's trucks
52310	Purchase of hydrant antifreeze, chlorine for disinfecting new mains, propane and rust remover
52370	Purchase of various materials utilized by the Water Division including batteries and light bulbs, marking paint for dig safe, pipe cutting blades, taps, drills and bits, miscellaneous tools and supplies, stakes and wedges, hydrant paint and meter installation supplies as well as repair parts for Liswell Hill pumping station and DPW garage repair and maintenance parts

**PUBLIC WORKS - WATER - PAGE FOUR**

<b>ACCT. CODE</b>	<b>DESCRIPTION</b>
52430	Maintenance and repair parts for the division's vehicles and equipment including tires, maintenance items and repair parts
52440	Major supplies included in this account are water meters, hydrants and parts, service supplies and main line supplies. Projects scheduled to be undertaken with division personnel
52460	Purchase of bituminous concrete, gravel and bedding stone for the installation of water connections and repair of water breaks and materials for the above described project

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 440: WASTEWATER

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b>PERSONNEL</b>					
REGULAR PERMANENT	22541	51010	\$ 587,734	\$ 615,405	
REGULAR TEMPORARY	22541	51020	\$ 6,763	\$ 6,898	
OVERTIME	22541	51030	\$ 37,871	\$ 38,628	
UNIFORM ALLOWANCE	22541	51070	\$ 5,084	\$ 5,718	
LONGEVITY	22541	51400	\$ 1,025	\$ 1,750	
<b>PERSONNEL TOTAL</b>			<b>\$ 638,477</b>	<b>\$ 668,399</b>	<b>\$ -</b>
<b>PURCHASED SERVICES</b>					
GROUNDS & BUILDING MAINT	22542	52020	\$ 69,515	\$ 69,515	
EQUIP - REPAIR, MAINT. & REPL	22542	52030	\$ 3,900	\$ 23,400	
MTR. VEH. MAINT. & REPAIR	22542	52060	\$ 16,805	\$ 19,593	
EQUIPMENT RENTALS	22542	52070	\$ 10,000	\$ 10,000	
ELECTRICITY/HEAT	22542	52110	\$ 34,750	\$ 38,000	
TELEPHONE	22542	52150	\$ 1,000	\$ 1,000	
PROFESSIONAL SERVICES	22542	52190	\$ 697,434	\$ 714,374	
POSTAGE & COURIER	22542	52250	\$ 8,300	\$ 8,300	
PRINTING & COPYING	22542	52280	\$ 5,200	\$ 7,300	
MISCELLANEOUS	22542	52990	\$ 750	\$ 750	
WASTEWATER TREATMENT	22542	56600	\$ 1,489,164	\$ 1,524,974	
MEDICARE INSURANCE	22542	57040	\$ 9,443	\$ 9,396	
MEDICAL CLAIMS/INSURANCE	22542	57060	\$ 65,355	\$ 87,503	
CONTRIBUTORY RETIREMENT	22542	57070	\$ 95,936	\$ 100,369	
PROPERTY & LIABILITY INS.	22542	57500	\$ 48,548	\$ 52,431	
LONG TERM DEBT PRINCIPAL	22542	57600	\$ 512,248	\$ 387,876	
LONG TERM DEBT INTEREST	22542	57610	\$ 96,513	\$ 81,654	
OTHER DEBT SERVICE	22542	57690	\$ 20,000	\$ 20,000	
<b>PURCHASED SERVICES TOTAL</b>			<b>\$ 3,184,861</b>	<b>\$ 3,156,435</b>	<b>\$ -</b>
<b>SUPPLIES</b>					
FUEL & OIL	22543	52130	\$ 22,535	\$ 22,535	
OFFICE SUPPLIES	22543	52230	\$ 2,000	\$ 2,000	
OTHER SUPPLIES	22543	52240	\$ 1,150	\$ 1,150	
MEDICAL & SURGICAL	22543	52260	\$ 120	\$ 120	
CHEMICALS & LAB	22543	52310	\$ 2,500	\$ 2,500	
MATERIALS & EQUIPMENT	22543	52370	\$ 6,900	\$ 12,100	

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 440: WASTEWATER

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<i>SUPPLIES (CONTINUED)</i>					
MTR. VEH. PARTS & ACCESS.	22543	52430	\$ 14,500	\$ 16,500	
ROAD MATERIALS	22543	52460	\$ 10,000	\$ 10,000	
SEWER SYSTEM MATERIALS	22543	52480	\$ 10,000	\$ 10,000	
 SUPPLIES TOTAL			<u>\$ 69,705</u>	<u>\$ 76,905</u>	<u>\$ -</u>

DEPARTMENT 440: WASTEWATER	TOTAL	<u>\$ 3,893,043</u>	<u>\$ 3,901,739</u>	<u>\$ -</u>
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# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 440: WASTEWATER

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
242105	DEPUTY SUPERINTENDENT	0.5	0.5	\$ 47,636	\$ 49,040	\$ 625	\$ 49,665
244003	SPEC HWY MTR EQUIP OPER	0.5	0.5	\$ 25,146	\$ 26,496	\$ 475	\$ 26,971
244004	HVY MTR EQPT OPERATOR	1.0	1.0	\$ 47,812	\$ 50,331	\$ 950	\$ 51,281
244005	MAINTENANCE MAN	1.0	1.0	\$ 41,991	\$ 44,205	\$ 800	\$ 45,005
244006	LABORER	1.0	1.0	\$ 38,350	\$ 40,398	\$ 800	\$ 41,198
244007	FOREMAN	1.0	1.0	\$ 69,831	\$ 66,953	\$ 1,400	\$ 68,353
244008	MAINTENANCE CRAFTSMAN	1.0	1.0	\$ 54,565	\$ 55,418	\$ 1,400	\$ 56,818
224301	PLUMBING INSPECTOR P.T.	0.3	0.3	\$ 26,470	\$ 27,244	\$ 368	\$ 27,612
	MAYOR OFFICE SUPPORT	0.0	0.0	\$ 25,895	\$ 26,414	\$ -	\$ 26,414
	ADMIN. BUILDING SUPPORT	0.0	0.0	\$ 26,825	\$ 27,361	\$ -	\$ 27,361
	ADMINISTRATIVE SUPPORT	0.0	0.0	\$ 106,869	\$ 109,006	\$ -	\$ 109,006
	ENGINEERING SUPPORT	0.0	0.0	\$ 81,803	\$ 92,539	\$ -	\$ 92,539
SUBTOTAL - REG. PERM.		<u>6.3</u>	<u>6.3</u>	<u>\$ 593,193</u>	<u>\$ 615,405</u>	<u>\$ 6,818</u>	<u>\$ 622,223</u>
	INTERMITTENT OPERATOR	0.0	0.0	\$ 3,246	\$ 3,311	\$ -	\$ 3,311
	REGULAR TEMPORARY	0.0	0.0	\$ 3,517	\$ 3,587	\$ -	\$ 3,587
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 6,763</u>	<u>\$ 6,898</u>	<u>\$ -</u>	<u>\$ 6,898</u>
	OVERTIME	0.0	0.0	\$ 37,871	\$ 38,628	\$ -	\$ 38,628
	PROTECTIVE GEAR	0.0	0.0	\$ 650	\$ -	\$ 650	\$ 650
TOTAL		<u>6.3</u>	<u>6.3</u>	<u>\$ 638,477</u>	<u>\$ 660,931</u>	<u>\$ 7,468</u>	<u>\$ 668,399</u>

**PUBLIC WORKS - WASTEWATER**

**PROGRAM**

**This division is responsible for maintaining all the town's sewage and drainage systems including sanitary sewers and their laterals, force mains, pumping stations, storm drains, culverts and catch basins.**

<b>ACCT. CODE</b>	<b>DESCRIPTIONS</b>
51010	See Personnel Sheet
51020	Police officers for traffic duty
51030	Overtime for emergencies such as plugged sewers, pipe repairs and weekend standby duty
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52020	Reimbursement for highway costs in excavation repairs, capital repairs, improvements at wastewater pumping stations including meter updates, SCADA controls and alarm systems. A share of the DPW facility maintenance and repair are also budgeted
52030	Repair and maintenance of office equipment, computer and software maintenance, division's share of garage repair and maintenance and replacement/repair of division's small tools and equipment.
52060	Division's share of DPW mechanics costs in the repair and maintenance of wastewater vehicles and equipment, repairs and services performed by outside sources such as large tire repair, brakes and suspension work, hydraulic systems and transmissions, body repairs and welding and motor vehicle inspections
52070	Rental of equipment such as television inspection of sewers, vacuum of sludge, root treatment, large excavators and shoring for deep excavations, concrete saw, cores and construction barricades and share of eTime
52110	Wastewater share of energy for DPW facility

**PUBLIC WORKS - WASTEWATER - PAGE TWO**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
52190	Reimbursement for staff services provided by other town departments, operation and maintenance of the existing wastewater pumping stations, attendance at seminars as well as training required to maintain hoisting licenses, miscellaneous consulting engineering and lab service that may be needed during the course of the year; and drug and alcohol testing for employees with CDL's
52250	Postage expenses for the division
52280	Wastewater share of printing of bills (shared with Water Division), entrance fee and connection charge forms, copying costs
52990	Employee hoisting licenses and motor vehicle operator differential for heavy trucks
56600	Cost of wastewater treatment at Bondi's Island treatment plant
57040	Medicare Insurance
57060	Wastewater share of its personnel hospitalization costs
57070	Wastewater share of its personnel retirement system costs
57500	Wastewater share of automotive, general liability and workmen's compensation premiums
57600	Principal payments on sewer construction bonds, the CSO Project, the Campbell Drive Pump Station/Florida Drive, a portion of the DPW facility, the Westfield River Pump Station and the Westfield River Force Main repair. This figure does not include subsidies
57610	Funds in this account cover interest due on wastewater fund's permanent and temporary debt within this fiscal year. Detail is found in the Budget Summary Materials
52130	Fuel, lubricant and oil for division's vehicles and equipment
52150	Telephone



**PUBLIC WORKS - WASTEWATER - PAGE THREE**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52230	Office supplies for division including computer printer ink, toner, copier support and paper
52240	Purchase of wiping rags, hand soap and cleansers. Funds are included for supplies used by the Engineering Division in support of wastewater activities
52260	First aid supplies for division's vehicles
52310	Purchase of grease control bacteria, deodorants and disinfectants and tracer dye
52370	Funds are included for purchase of buckets, cables, rods and cutters, high pressure hose and nozzles, valves for sewer cleaning, tools, pump station paint and supplies, lumber, batteries and lights and the division's share of garage materials
52430	Purchase of repair and maintenance items for motor vehicles and equipment including tires, maintenance items and repair items
52460	Materials for pavement repair, gravel, crushed stone for pipe bedding and loam and seed used in the installation and repair of sewer connections and pipelines
52480	Purchase of materials for installation and repair of building sewers and mainline sewer connections as well as supplies for the repair of mainline sewers and manholes. Items include building sewer pipe and fittings, main line pipe and fittings, structures and particularly manhole frames and covers
57690	Other Debt Service - Funds in this account cover bank charges for existing debt, bond counsel costs, printing, postage, book entry, registration and other costs association with temporary and permanent bond issues

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 192: BUILDING MAINTENANCE

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>PERSONNEL</i></b>					
REGULAR PERMANENT	11921	51010	\$ 2,338,397	\$ 2,472,627	
REGULAR TEMPORARY	11921	51020	\$ 30,700	\$ 31,200	
OVERTIME	11921	51030	\$ 95,000	\$ 101,500	
UNIFORM ALLOWANCE	11921	51070	\$ 21,600	\$ 27,250	
LONGEVITY	11921	51400	\$ 13,500	\$ 12,750	
PERSONNEL TOTAL			<u>\$ 2,499,197</u>	<u>\$ 2,645,327</u>	<u>\$ -</u>
<b><i>PURCHASED SERVICES</i></b>					
EQUIP - REPAIR, MAINT. & RI	11922	52030	\$ 179,736	\$ 179,736	
ELECTRICITY/HEAT	11922	52110	\$ 1,045,617	\$ 1,045,617	
TELEPHONE	11922	52150	\$ 7,500	\$ 7,500	
DUES & SUBSCRIPTIONS	11922	52170	\$ 800	\$ 800	
TRAINING & EDUCATION	11922	52180	\$ 3,500	\$ 3,500	
PROFESSIONAL SERVICES	11922	52190	\$ 40,852	\$ 77,752	
POSTAGE & COURIER	11922	52250	\$ 150	\$ 150	
MILEAGE/TRANSPORTATION	11922	52993	\$ 9,296	\$ 9,296	
BUILDING IMPROVEMENTS	11922	58250	\$ 231,106	\$ 231,106	
PURCHASED SERVICES TOTAL			<u>\$ 1,518,557</u>	<u>\$ 1,555,457</u>	<u>\$ -</u>
<b><i>SUPPLIES</i></b>					
GROUNDS & BLDG. MAINT.	11923	52020	\$ 49,150	\$ 49,150	
EQUIPMENT RENTALS	11923	52070	\$ 800	\$ 800	
SIGNS & POSTS	11923	52450	\$ 2,009	\$ 2,009	
JANITORIAL SUPPLIES	11923	54300	\$ 93,563	\$ 103,563	
SUPPLIES TOTAL			<u>\$ 145,522</u>	<u>\$ 155,522</u>	<u>\$ -</u>
<b><i>CAPITAL OUTLAY</i></b>					
JANITORIAL EQUIPMENT	11924	58310	\$ 17,315	\$ 30,480	
CAPITAL OUTLAY TOTAL			<u>\$ 17,315</u>	<u>\$ 30,480</u>	<u>\$ -</u>
DEPARTMENT 192: BUILDING MAIN TOTAL			<u><u>\$ 4,180,591</u></u>	<u><u>\$ 4,386,786</u></u>	<u><u>\$ -</u></u>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 192: BUILDING MAINTENANCE

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
219202	BLDG. MAINT. DIRECTOR	1.0	1.0	\$ 91,609	\$ 81,540	\$ 300	\$ 81,840
219203	DEP. BLDG. MAINT. DIR.	1.0	1.0	\$ 71,445	\$ 73,707	\$ 750	\$ 74,457
219204	WORKING FOREMAN	4.0	4.0	\$ 221,634	\$ 224,840	\$ 2,550	\$ 227,390
219205	BLDG. MAINT. CRAFTSMAN	1.0	2.0	\$ 58,467	\$ 99,829	\$ 600	\$ 100,429
219206	PLUMBER/CARPENTER/ELECTRIC	1.0	1.0	\$ 62,532	\$ 65,835	\$ 750	\$ 66,585
219207	ADMINISTRATIVE ASST.	1.0	1.0	\$ 51,924	\$ 53,554	\$ 450	\$ 54,004
219208	SENIOR CLERK	1.0	1.0	\$ 39,345	\$ 40,779	\$ 150	\$ 40,929
219210	PLUMBER HELPER	1.0	1.0	\$ 40,601	\$ 43,551	\$ 300	\$ 43,851
319201	SR. BLDG. CUSTODIAN	3.0	3.0	\$ 158,135	\$ 161,247	\$ 3,000	\$ 164,247
319202	SR. CLASS A CUSTODIAN	4.0	4.0	\$ 197,053	\$ 202,856	\$ 3,450	\$ 206,306
319203	MAINTENANCE MAN	1.0	1.0	\$ 47,978	\$ 49,032	\$ 750	\$ 49,782
319204	JR. CLASS A CUSTODIAN	4.0	4.0	\$ 189,726	\$ 194,987	\$ 2,250	\$ 197,237
319205	JR. BLDG. CUSTODIAN	26.0	26.0	\$ 1,128,430	\$ 1,163,050	\$ 10,950	\$ 1,174,000
319206	CUSTODIAL - PART TIME	0.5	0.5	\$ 11,018	\$ 14,820	\$ 300	\$ 15,120
	STIPEND - CITY ELECTRICIAN	0.0	0.0	\$ -	\$ 3,000	\$ -	\$ 3,000
SUBTOTAL - REG. PERM.		<u>49.5</u>	<u>50.5</u>	<u>\$ 2,369,897</u>	<u>\$ 2,472,627</u>	<u>\$ 26,550</u>	<u>\$ 2,499,177</u>
COVERAGE - CLASS A & SRS.		0.0	0.0	\$ 2,200	\$ 2,200	\$ -	\$ 2,200
TEMPORARY SEASONAL		0.0	0.0	\$ 28,500	\$ 29,000	\$ -	\$ 29,000
SUBTOTAL - REG. TEMP.		<u>0.0</u>	<u>0.0</u>	<u>\$ 30,700</u>	<u>\$ 31,200</u>	<u>\$ -</u>	<u>\$ 31,200</u>
OVERTIME		0.0	0.0	\$ 95,000	\$ 101,500	\$ -	\$ 101,500
UNIFORM CLEANING & RENTAL		0.0	0.0	\$ 3,600	\$ -	\$ 13,450	\$ 13,450
TOTAL		<u>49.5</u>	<u>50.5</u>	<u>\$ 2,499,197</u>	<u>\$ 2,605,327</u>	<u>\$ 40,000</u>	<u>\$ 2,645,327</u>

## BUILDING MAINTENANCE

### PROGRAM

**The Building Maintenance Department is responsible for the maintenance, repair and upkeep of all school and town buildings.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
51010	See Personnel Sheet
51020	See Personnel Sheet
51030	Overtime required to cover illness replacements, special cleaning needed to be performed out of hours and summer coverage at Perry Lane
51070	Gear and uniform allowance per collective bargaining agreement
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of air conditioners, boiler cleaning and service, burner cleaning, clocks and master clocks, elevator (6) and chairlift (9) inspections, fire extinguisher replacement and recharge of equipment, fluorescent light fixtures replacement, intercom system repair and replacement, thermostat replacement, heating controls, equipment repair and replace, equipment rental, telephone/radio equipment repair and replacement for town and school buildings. Fees-licenses and inspections, projects include sprinkler system repair, motor repair and replacement throughout Town buildings
52110	Energy costs for Town hall, Police headquarters, Library, Perry Lane, Skate Park, School Street Park, McGrath Park, Fire Museum and all school buildings and Building Maintenance Building, High School concession stand and carts.
52150	Fire alarm lines, beeper telephone line, update of software for all school buildings as well as alarm lines at town buildings
52170	Dues and subscriptions to various associations and periodicals including Handicap Advisory Service and BBP Supervisors Bulletin
52180	Rental of safety and training films, seminar attendance and continuing education
52190	Outside professional services such as pest control in accordance with new State regulations, architectural services and asbestos services.

**BUILDING MAINTENANCE- PAGE TWO**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
52250	Postage for general correspondence
52993	Mileage for personnel who travel between buildings
58250	Expenses associated with preventative maintenance, general repair and replacement of equipment and parts for all town buildings including the Schools, Town hall, Police headquarters, Library, Perry Lane Park, Senior center
52020	Construction and building maintenance materials for Schools, Town hall, Police headquarters, Library and Perry Lane Park
52070	Funds to cover rental of equipment for repairs at all schools and town buildings
52450	Replacement of signage at town facilities such as "No Smoking" and "No Loitering"
54300	Purchase of waxes, cleaners, sealers, mops, paper products, incandescent and fluorescent bulbs for town and school buildings
58310	Janitorial equipment, provide sanitary supplies in all schools

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 300: SCHOOL DEPARTMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
GENERAL SCHOOL DEPARTMENT			\$ 43,858,907	\$ 44,821,661	
TRANSPORTATION			\$ 2,294,504	\$ 2,220,419	

DEPARTMENT 300: SCHOOL	TOTAL	\$ 46,153,411	\$ 47,042,080	\$ -
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## SCHOOL DEPARTMENT

### PROGRAM

**The School Department provides educational, cultural and athletic training and enrichment for children in pre-school through 12. It also provides educational opportunities to students requiring special education services beginning at age 3. The School Department operates the Early Childhood Center, four elementary schools, one middle school, one junior high school and one senior high school.**

<u>ACCT. CODE</u>	<u>DESCRIPTION</u>
59000	The General School Account includes all administrative and operating costs of the School Department
59000	The Transportation Cost Center provides funding for transportation of students during the school year

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 230: EMERGENCY MANAGEMENT

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<i><b>PERSONNEL</b></i>					
REGULAR PERMANENT	16604	51010	\$ 22,956	\$ 23,500	
REGULAR TEMPORARY	16604	51020	\$ 825	\$ 850	
LONGEVITY	16604	51400	\$ 1,300	\$ 1,450	
PERSONNEL TOTAL			<u>\$ 25,081</u>	<u>\$ 25,800</u>	<u>\$ -</u>
<i><b>PURCHASED SERVICES</b></i>					
EQUIP - REPAIR, MAINT. & RE	16604	52030	\$ 5,300	\$ 5,500	
EMERGENCY NOTIFICATION	16604	52190	\$ 10,000	\$ 10,000	
PURCHASED SERVICES TOTAL			<u>\$ 15,300</u>	<u>\$ 15,500</u>	<u>\$ -</u>
DEPARTMENT 230: EMERGENCY M/TOTAL			<u><u>\$ 40,381</u></u>	<u><u>\$ 41,300</u></u>	<u><u>\$ -</u></u>



# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 230: EMERGENCY MANAGEMENT

Position	Position Title	Employees		Salaries	Salaries	Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Benefits	
222005	DIR. OF EMERGENCY MGMT.	1.0	1.0	\$ 12,733	\$ 12,000	\$ 1,000	\$ 13,000
222015	NIMS & COOP COORDINATOR	1.0	1.0	\$ 11,523	\$ 11,500	\$ 450	\$ 11,950
	SUBTOTAL - REG. PERM.	<u>2.0</u>	<u>2.0</u>	<u>\$ 24,256</u>	<u>\$ 23,500</u>	<u>\$ 1,450</u>	<u>\$ 24,950</u>
222016	SECRETARY	0.3	0.3	\$ 825	\$ 850	\$ -	\$ 850
	SUBTOTAL - REG. TEMP.	<u>0.3</u>	<u>0.3</u>	<u>\$ 825</u>	<u>\$ 850</u>	<u>\$ -</u>	<u>\$ 850</u>

TOTAL							
	<u>2.3</u>	<u>2.3</u>	<u>\$ 25,081</u>	<u>\$ 24,350</u>	<u>\$ 1,450</u>	<u>\$ 25,800</u>	

**EMERGENCY MANAGEMENT**

**PROGRAM**

**The Emergency Management Program provides emergency services as needed, predisaster planning, participates in annual policy reviews, offers assistance to all departments in planning for emergencies, attends various conferences and training sessions to stay abreast of the latest innovations and works with various Municipal, State and Federal agencies.**

<b><u>ACCT. CODE</u></b>	<b><u>DESCRIPTION</u></b>
51010	See Personnel Sheet
51020	See Personnel Sheet
51400	See Personnel Sheet
52030	Repair, maintenance and replacement of various equipment
52190	Yearly fee for Connect CTY and other updates to the web site

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 660: LINE ITEMS

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b>DEBT SERVICE</b>					
LONG TERM DEBT PRINCIPAL	16601	57600	\$ 1,869,554	\$ 1,859,305	
DEBT INTEREST	16601	57610	\$ 438,022	\$ 373,873	
OTHER DEBT SERVICE	16601	57690	\$ 50,000	\$ 76,500	
<b>DEBT SERVICE TOTAL</b>			<b>\$ 2,357,576</b>	<b>\$ 2,309,678</b>	<b>\$ -</b>
<b>ADMINISTRATION</b>					
OVERTIME	16602	51030	\$ 5,000	\$ 5,000	
DAMAGE TO PERSONS & PROP	16602	52001	\$ 5,500	\$ 5,500	
ADVERTISING & PROMOTION	16602	52010	\$ 9,000	\$ 9,000	
STREET LIGHTING	16602	52120	\$ 390,000	\$ 171,339	
DUES & SUBSCRIPTIONS	16602	52170	\$ 5,500	\$ 5,500	
TRAINING & EDUCATION	16602	52180	\$ 4,000	\$ 4,000	
PROFESSIONAL SERVICES	16602	52190	\$ 90,000	\$ 90,000	
OFFICE SUPPLIES	16602	52230	\$ 15,000	\$ 15,000	
PRINTING & COPYING	16602	52280	\$ 50,000	\$ 50,000	
PARKING TICKET EXPENSE	16602	52360	\$ 2,500	\$ 2,500	
TRAVEL/TRAINING	16602	52390	\$ 5,000	\$ 5,000	
SOLID WASTE EXPENSE	16602	52420	\$ 1,878,963	\$ 2,201,364	
STORMWATER MANAGEMENT	16602	52425	\$ 571,100	\$ 581,800	
SEWER & WATER	16602	52490	\$ 70,000	\$ 70,000	
PREVIOUS YEARS' BILLS	16602	57501	\$ 4,000	\$ 4,000	
TAX TITLE COSTS	16602	57700	\$ 31,000	\$ 37,400	
BLIGHTED PROPERTY EXPENS	16602	57710	\$ 15,000	\$ 25,000	
OFFICE EQUIPMENT	16602	58800	\$ 20,000	\$ 20,000	
E-RATE INTERSCHOOL FIBER C	16602	52367	\$ 34,650	\$ 34,650	
E-RATE CONTRACTUAL SVCS.	16602	52368	\$ 29,617	\$ 14,400	
<b>ADMINISTRATION TOTAL</b>			<b>\$ 3,235,830</b>	<b>\$ 3,351,453</b>	<b>\$ -</b>
<b>EMPLOYEE BENEFITS &amp; INSURANCE</b>					
EMPLOYEE BENEFIT BUYBACK	16603	51040	\$ 100,000	\$ 80,000	
FRINGE BENEFITS	16603	52350	\$ 2,000	\$ 2,000	
UNEMPLOYMENT CLAIMS/INSUR	16603	57020	\$ 50,000	\$ 30,000	
MEDICARE INSURANCE	16603	57040	\$ 807,691	\$ 805,000	
MEDICAL CLAIMS/INSURANCE	16603	57060	\$ 10,224,353	\$ 10,568,435	
CONTRIBUTORY RETIREMENT	16603	57070	\$ 6,491,454	\$ 6,748,183	
PROPERTY & LIA. INSURANCE	16603	57500	\$ 665,000	\$ 701,000	
<b>EMPLOYEE BEN. &amp; INSURANCE TOTAL</b>			<b>\$ 18,340,498</b>	<b>\$ 18,934,618</b>	<b>\$ -</b>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 660: LINE ITEMS

Account Description	Org Code	Object Code	Fiscal 2020 Appropriated	Fiscal 2021 Recommended	Fiscal 2021 Adopted
<b><i>BOARDS &amp; COMMISSIONS</i></b>					
BEAUTIFICATION COMMITTEE	16604	52004	\$ 1,000	\$ 1,000	
BOARD OF APPEALS	16604	51100	\$ 3,750	\$ 3,900	
CEMETERY COMMISSION	16604	52005	\$ 820	\$ 820	
CULTURAL COUNCIL	16604	52010	\$ 3,000	\$ 3,000	
VETERANS' COUNCIL	16604	56540	\$ 4,000	\$ 5,000	
VETERANS' BENEFITS	16604	57100	\$ 190,000	\$ 190,000	
W. HAMPDEN DST. VETS. OFF.	16604	57150	\$ 131,201	\$ 151,998	
LPVPC	16604	57200	\$ 4,704	\$ 4,822	
<b>BOARDS &amp; COMMISSIONS TOTAL</b>			<b>\$ 338,475</b>	<b>\$ 360,540</b>	<b>\$ -</b>
<b><i>RESERVE FUNDS</i></b>					
RESERVE FUND	16605	57300	\$ 250,000	\$ 300,000	
SALARY RESERVE	16605	57350	\$ 711,270	\$ -	
<b>RESERVE FUND TOTAL</b>			<b>\$ 961,270</b>	<b>\$ 300,000</b>	<b>\$ -</b>
<b><i>TRUST FUNDS</i></b>					
OPEB TRUST FUND	16820	59000	\$ 100,000	\$ 100,000	
<b>TRUST FUND TOTAL</b>			<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>DEPARTMENT 660: LINE ITEMS TOTAL</b>			<b>\$ 25,333,649</b>	<b>\$ 25,356,289</b>	<b>\$ -</b>

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## PERSONNEL SERVICES

### DEPARTMENT 660: BOARD OF APPEALS

Position	Position Title	Employees		Salaries		Salaries		Direct	Fiscal 2021
		FY20	FY21	Fiscal 2020	Fiscal 2021	Fiscal 2021	Benefits		
217605	CHAIR. BD. OF APPEALS	1.0	1.0	\$ 1,750	\$ 1,000	\$ 1,000	\$ 750	\$	\$ 1,750
217604	VICE CHR. BD. OF APPEALS	1.0	1.0	\$ 750	\$ 600	\$ 600	\$ 300	\$	\$ 900
217603	CLERK BD. OF APPEALS	1.0	1.0	\$ 950	\$ 800	\$ 800	\$ 150	\$	\$ 950
217602	ALT. BD. OF APPEALS	2.0	2.0	\$ 300	\$ 300	\$ 300	\$ -	\$	\$ 300
217503	SENIOR CLERK - P.T.	0.3	0.3	\$ -	\$ -	\$ -	\$ -	\$	\$ -

TOTAL				\$ 3,750	\$ 2,700	\$ 2,700	\$ 1,200		\$ 3,900

## LINE ITEMS

### CATEGORY: PRINCIPAL AND INTEREST

**Long-Term Debt Principal** - Funds in this account cover principal payments due on the Town's permanent debt within this fiscal year. Detail is found in the Principal and Interest Budget in the Budget Summary Materials.

**Long-Term Debt Interest** - Funds in this account cover interest payments due on the Town's permanent and temporary debt within this fiscal year. Detail is found in the Budget Summary Materials.

**Other Debt Service** - Funds in this account cover bank charges for existing debt, bond counsel costs, printing, postage, book entry, registration and other costs associated with temporary and permanent bond issues.

### CATEGORY: ADMINISTRATION

**Overtime** - Funds are requested to cover compensation of any clerical workers required to work overtime in accordance with union contract as well as payment for any temporary/emergency staffing needs. Overtime is under the direct control of the Mayor.

**Damage to Persons & Property** - This account provides funds to pay for costs of damages by the Town to a person or their property. (Primarily small claims which are not submitted to the Town's insurance carrier.)

**Advertising & Promotion** - Funds are requested to cover all advertising requirements for all departments during the upcoming fiscal year such as public hearing notices, employment ads and approved ordinances.

**Street Lighting** - Funds requested provide payment for the Town's street lighting program and traffic signals. Administration continues to work with representatives to install energy efficient fixtures, maintain the adopted street lighting policy and maintain adequate lighting to insure public safety.

**Training & Education** - This item affords employees the opportunity for training or retraining programs. These funds are included in the event an employee wishes to avail themselves of this opportunity.

**Professional Services** - Funds requested provide payment to outside consultants utilized on small projects. Funds are included for the mandatory annual audit, the LPVEC consulting services utilized for medicaid reimbursement, stipend for municipal ticketing hearings officer, outside consultants and for the payment of college interns and other consultants as required. This account is under the direct control of the Mayor.

**Office Supplies** - Funds cover office supply needs for Town departments except the Water, Wastewater, Golf Course, Library and Police departments. By grouping these funds into one account, a substantial savings has been realized.

**Printing and Copying** - Funds cover the various printing needs of all departments and are under the control of the Mayor's Office.

## LINE ITEMS – PAGE TWO

**Parking Ticket Expense** - These funds are provided for the billing and collection of parking tickets, pursuing delinquent parking violations and compensate the Parking Clerk.

**Travel and Training** - Funds in this account cover travel and expenses for training, seminars and conferences.

**Solid Waste Expenses** - This account includes all funds required for the collection and disposal of solid waste including weekly rubbish collection(\$645,076.70), bi-weekly recyclable collection (\$345,945.00), municipal building trash and recycling collection (\$65,500.00), yard waste collections (\$95,998.00), bulk collection and disposal(\$73,959.15), solid waste disposal(\$498,075.00), recycling processing (\$333,500.00), miscellaneous disposal (\$25,000.00), yard waste disposal (\$82,500.00), household hazardous waste collection (\$15,800) and equipment replacement (\$20,000).  
(Grand Total \$2,201,363.00)

**Storm Water Management** – In previous years, the Agawam DPW used a combination of the stormwater management line item and funding, labor, supplies and resources from the remainder of its budget to meet the NPDES requirements. The funds listed above are an increase from previous years and are needed in order to stay compliant with the ever increasing demands and requirements of the NPDES program. The amounts requested have been estimated based on the work completed annually since 2003, the suggested increases in funding provided by an analysis completed by the Town's consultant as part of the ongoing Stormwater System Assessment and Utility/Fee Planning Project, and projected work expected in the upcoming fiscal year. Funds have been included in this Fiscal Year to sweep all 291 curb miles of Town roads. This will also allow an increase in the level of routine maintenance for as many of the Town's 5,000+ catch basins and other storm drain infrastructure as funding will allow. Additionally, unexpended funds may be used for unanticipated large capital expenditures due to storm water system failures. Funding will likely be adjusted in future years as new data is acquired from forthcoming investigations and as new regulations and requirements are mandated by the DEP.

**Sewer and Water** - In an attempt to control the amount of money appropriated each year to pay for water and sewer charges in Town buildings; we have centralized the amount needed into a single line item. The water department is self-sufficient and must bill and receive payment for all water usage including the Town's own buildings.

**Previous Year Bills** - In accordance with the provisions of Chapter 44, Section 64, we appropriate funds to pay any previous year bills which are received during FY2021.

**Tax Title Costs** - Tax title costs include recording costs, legal fees and Land Court Costs incurred as we proceed with foreclosure on properties held in tax title accounts and for the costs associated with the auction of foreclosed properties.

**Blighted Property Expense** – Funds cover court costs, legal fees, tax title work and demolition for properties deemed to be a public health and safety hazard.

## LINE ITEMS – PAGE THREE

**Office Equipment** - Funds cover small office equipment such as computers, printers, calculators, typewriters, etc. Again, funds grouped from all departments under the control of the Mayor's Office offer the Town substantial savings in purchases.

**E-Rate Interschool Fiber Connectivity** - Funds are requested to cover the cost of providing interschool network connectivity. This represents the reimbursable share of the costs and is expected to be reimbursable by the E-Rate program. The anticipated corresponding reimbursement is included in estimated local receipts.

**E-Rate Contractual Services** - Funds are requested to cover the cost of school department internet, cell phones and telephones under the E-Rate Program. This represents the reimbursable share of the costs and is expected to be reimbursable by the E-Rate program. The anticipated corresponding reimbursement is included in estimated local receipts.

**E-Rate Computer Hardware** - Funds are requested to cover the cost of educational networking hardware under the E-Rate Program. This represents the reimbursable share of the costs and is expected to be reimbursable by the E-Rate program. The anticipated corresponding reimbursement is included in estimated local receipts.

### **CATEGORY: EMPLOYEE BENEFITS AND INSURANCE**

**Employee Benefits Buy Back** - Funds in this account are used to pay employees for unused sick leave and other accrued benefits upon retirement or resignation as per collective bargaining agreements and Town ordinances.

**Fringe Benefits** - These funds cover employee recognition and service awards as well as medical expenses for fire fighters and police officers who have retired as a result of a line of duty injury.

**Unemployment Compensation** - The amount required here is unpredictable. Federal regulations require the Town to pay municipal employees who collect unemployment compensation because they have left our employ and covers both Town and School employees who are terminated.

**Medicare** - Funding requested covers the requirements of the Federal Law pertaining to new employees effective April 1, 1986 (1.45%).

**Medical Claims/Insurance** - These funds cover the Town's share of the premiums due for dental, health and life insurance policies for active and retired Town and School employees. This account also includes the Town's payment of initiation fees to health fitness facilities.

**Contributory Retirement** - The amount requested reflects the Town's share of pension costs of all Town and School employees as set by the Hampden County Retirement Board, excluding teachers. A portion of these funds are budgeted in both the water and wastewater budget.



## LINE ITEMS – PAGE FOUR

**Property & Liability Insurance** - Insurance costs covered in this account are worker's compensation and administration stipend, package policy for property, contents and general liability, auto policy, surety bonds for those employees handling money, fire and police accident policy, professional liability policies and other insurance matters. Funds are also included for satisfaction of deductibles, audit premiums and contract services for the procurement of insurance, risk control and claims payments, handling and processing. Funds are also included for Town's contracted Employee Assistance Program.

### **CATEGORY: BOARDS & COMMISSIONS**

**Beautification Committee** - Funds have been provided to the committee in order for them to continue their various programs as in previous years. The funds are used annually for the maintenance and replacement of planters and barrels.

**Board of Appeals** – See Personnel Sheet.

**Cemetery** - The amount budgeted here is to satisfy the Town's obligation to maintain the veteran's graves and the Town lot in the Springfield Street Cemetery and the Agawam Center Cemetery.

**Cable TV Commission** - Funds are requested to cover office supplies, maintenance of equipment costs and salaries for two part-time employees.

**Cultural Council** – Funding has been included to provide support for the programs offered by the Cultural Council. A state match of the Town's contribution will be sought.

**Veterans' Council** - These funds are to be used by the Veteran's Agent and the Veteran's Council to direct Memorial Day and Veteran's Day services in memory of the veterans of American wars. Funds in this account are used for purchasing urns, wreaths, flags, markers, bands, etc.

**Veterans' Benefits** - Chapter 115 of the General Laws requires the Town to actively and financially participate in the well-being of veterans; i.e., hospitalization, medical and direct aid. The Town is affiliated with the Western Hampden District for veterans services which includes Agawam, Southwick, Granville and Tolland, with the district office located in Agawam. The funds are paid to veterans or are used to pay bills directly on their behalf.

**Western Hampden District Veterans Office** - This line item reflects Agawam's share of the cost of operating the Veteran's Office.

**Lower Pioneer Valley Planning Commission** - This assessment is Agawam's share of the Pioneer Valley Planning Commission's annual costs as provided for in M.G.L. Chapter 40B.

### **CATEGORY: RESERVE FUND**

**LINE ITEMS – PAGE FIVE**

**Reserve Fund** - The Reserve Fund is appropriated to provide for extraordinary or unforeseen expenditures which may occur during the year.

**OPEB Trust Fund** - Other Post Employment Benefits Trust Fund: Funding of post employment benefits i.e., retiree health insurance, is required by the Governmental Accounting Standards Board (“GASB”) Statement # 45. Funds are appropriated and placed in the OPEB Trust Fund.

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 665: CAPITAL IMPROVEMENTS

Account Description	Org Code	Object Code	Fiscal 2020 Adopted	Fiscal 2021 Recommended
DPW VEHICLES AND EQUIPMENT	16610	52450	\$ 414,000	\$ -
STREET/INFRASTRUCTURE IMPROVEMENT PR.	16610	52460	\$ 500,000	\$ 150,000
SIDEWALK REHABILITATION & EXTENSION	16610	58914	\$ 500,000	\$ 100,000
TRAFFIC LIGHT IMPROVEMENTS	16610	58415	\$ 30,000	\$ -
HAMPDEN COUNTY LAND ACQUISITION	16610	58913	\$ 9,500	\$ 9,500
ASSESSOR OFFICE CAMA SYSTEM	16610	57805	\$ 70,500	\$ -
JR HIGH ENERGY MANAGEMENT SYSTEM	16610	57806	\$ 150,000	\$ -

DEPARTMENT 665: CAPITAL IMPROVEMENTS

TOTAL    \$ 1,674,000    \$ 259,500

**TOWN OF AGAWAM  
FISCAL YEAR 2021 BUDGET**

**CAPITAL IMPROVEMENT BUDGET**

1. **STREET/INFRASTRUCTURE IMPROVEMENT PLAN (\$150,000)** Significant work has been done in the last few years to improve and maintain our local streets and infrastructure. In view of the financial constraints posed by the onset of Covid-19 in recent weeks, fund for fiscal year 2021 will be limited to \$150,000 and money will be conserved for other needed spending. In subsequent fiscal years, funding is scheduled for the improvement and maintenance of our local infrastructure. This will gradually ramp up to \$500,000 by fiscal year 2024. Municipal infrastructure projects include the construction, reconstruction, widening, resurfacing of roads, maintenance of historic street lights, repair and installation of guard rails, repair of culverts and drainage systems, catch basin cleaning, trimming and/or removing diseased and dead trees on Town property, to repair and paving of town owned property and related work in the Town's Right of Way, pavement markings and signage. This work will be completed in conjunction with the Town's pavement management program. Appropriations will be supplemented with Chapter 90 funds to enhance pavement management and Complete Streets Program. Pavement management includes:

1. **Pavement Reconstruction:** including but not limited to millings of top course pavement layer installation of a crack reducing interlayer (SAMI), overlay of new bituminous asphalt and full-depth reclamation and pavement construction;
2. **Pavement Preservation/Management:** including but not limited to fog sealing, crack sealing, chip sealing, cape sealing, microsurface or similar asphalt surface treatment application, and any other work related to pavement preservation;
3. **Related Work:** any work needed to accomplish pavement reconstruction or maintenance items such as street sweeping, tack coat, pavement markings, saw cutting, driveway apron installation, berm/curbing adjustment or installation, police/traffic management detail, etc.;
4. **Engineering Design or Pavement Management Related Work:** any work relating to the management, survey, design, or layout of pavement projects including but not limited to right of way takings and pavement management program/studies;
5. **Utility Structure Adjustments and Upgrades:** utility adjustments required as a result of pavement projects including but not limited to manhole, catch basin, water gate, hydrant and other related infrastructure adjustments or upgrades.

2. **SIDEWALK REHABILITATION AND EXTENSION (\$100,000.00)** Significant work has also been done in the last few years to address deteriorating sidewalks and to comply with the American with Disabilities Act. In view of the financial constraints posed by the onset of Covid-19 in recent weeks, funds for the fiscal year 2021 will be reduced to \$100,000 and money

**TOWN OF AGAWAM  
FISCAL YEAR 2021 BUDGET**

**CAPITAL IMPROVEMENT BUDGET**

will be conserved for other needed spending. In subsequent fiscal years, funding is scheduled for the sidewalk improvements and extensions. This will gradually ramp up to \$500,000 per year by fiscal year 2024. In order to implement a cost effective means of addressing deteriorating and comply with Title II of the Americans with Disabilities Act to Provide Curb Ramps and fulfill the sidewalk rehabilitation requirements as outlined in our Complete Streets Policy. A crew of four (4) is dedicated specifically to the repair, rehabilitation and replacement of sidewalks and implementation of a true Sidewalk Master Plan. The funds in this account will be used for material to repair, replace and construct new ADA complaint sidewalks. Funds are included to remove trees that are impacting sidewalks, impairing our ability to repair and/or replace sidewalks. Additionally, these funds are to be used to hire a contractor to install new and/or replace non-complaint sidewalks in disrepair. Private contractors will be used to install longer contiguous sections of sidewalk while the DPW sidewalk crew will focus on smaller projects, ADA curb cut compliance, and smaller projects for which it would be too expensive to deploy a large contractor. Typically, this work will be performed in conjunction with adjacent Chapter 90 road work in compliance with federal regulations which require that sidewalks be brought up to ADA standards when an adjacent roadway is resurfaced.

3. HAMPDEN COUNTY LAND (\$9,500.00) Agawam acquired most of the holdings of the Hampden County government that were within the Town's boundaries when the county was dissolved. The Town is required to reimburse the other county communities for their share of these assets.

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 450: WATER FUND CAPITAL IMPROVEMENTS

<b>Account Description</b>	<b>Org Code</b>	<b>Object Code</b>	<b>Fiscal 2020 Adopted</b>	<b>Fiscal 2021 Recommended</b>
WATER DEPT. VEHICLES & EQUIPMENT	60144	58500	\$ 204,750	\$ 125,024

DEPARTMENT 450: CAPITAL IMPROVEMENTS

TOTAL \$ 204,750 \$ 125,024

**TOWN OF AGAWAM  
FISCAL YEAR 2021 BUDGET**

**WATER FUND CAPITAL IMPROVEMENT BUDGET**

1. *Water Department Vehicle Replacement:* (\$77,850.00) An annual capital appropriation is included to provide for the ongoing replacement of equipment or vehicles on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large water capital equipment.

In fiscal year 2021, funds are requested to purchase a current year Ford F450 4x4 extended cab truck with a 9ft. service body with left gate to be used as the Water Department's Foreman vehicle. This truck will replace a 2003 Ford F2504x2 pickup truck. The new truck will allow for greatly improved safety and allow for enhanced emergency response.

2. *Water Equipment Replacement:* (\$47,174.00) An annual capital appropriation is included to provide for the ongoing replacement of equipment or vehicles on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large wastewater capital equipment.

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 440: WASTEWATER FUND CAPITAL IMPROVEMENTS

<u>Account Description</u>	<u>Org Code</u>	<u>Object Code</u>	<u>Fiscal 2020 Adopted</u>	<u>Fiscal 2021 Recommended</u>
WASTEWATER VEHICLES & EQUIPMENT	22544	58500	\$ 47,174	\$ 47,174

DEPARTMENT 440: CAPITAL IMPROVEMENTS

TOTAL \$ 47,174 \$ 47,174



**TOWN OF AGAWAM  
FISCAL YEAR 2021 BUDGET**

**WASTEWATER FUND CAPITAL IMPROVEMENT BUDGET**

1. WasteWater Department Vehicle Replacement: (\$47,174.00) An annual capital appropriation is included to provide for the ongoing replacement of equipment or vehicles on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large wastewater capital equipment.

# TOWN OF AGAWAM - FISCAL YEAR 2021 BUDGET

## DEPARTMENT 652: MUNICIPAL GOLF COURSE

<u>Account Description</u>	<u>Org Code</u>	<u>Object Code</u>	<u>Fiscal 2020 Adopted</u>	<u>Fiscal 2021 Recommended</u>
SIGNS & EQUIPMENT REPLACEMENT	65264	52050	-	\$ 13,450

DEPARTMENT 440: CAPITAL IMPROVEMENTS

TOTAL \$ - \$ 13,450

**TOWN OF AGAWAM  
FISCAL YEAR 2021 BUDGET  
MUNICIPAL GOLF COURSE CAPITAL IMPROVEMENT BUDGET**

1. *Municipal Golf Course Equipment Replacement: (\$13,450.00)* Resuming in fiscal year 2022, an annual capital appropriation is included to provide for the ongoing replacement of equipment on a scheduled maintenance program. Funds may be carried from one fiscal year to the next in order to provide funding for high value, large Municipal Golf Course capital equipment. Funds are requested in fiscal year 2021 for the purchase of a fryolater and griddle for the kitchen, a front entrance sign and a computer upgrade for the irrigation system.

## Town of Agawam Fiscal Year 2021 Budget

