

TOWN OF STONEHAM



Proposed Operating Budget and Capital Improvement Plan

Fiscal Year 2020

July 1, 2019 to June 30, 2020

Prepared by
Accounting Department & Town Administrator





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Stoneham

Massachusetts

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Town of Stoneham, Massachusetts**, for its Annual Budget for the fiscal year beginning **July 1, 2018**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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TOWN OF STONEHAM

Town Administrator



February 19th, 2019

Annual Budget Recommendation
Fiscal Year 2020
Dear Honorable Select Board,

I am pleased to present you the Town Administrator's Proposed Budget for the Town of Stoneham for Fiscal Year 2020. The Town Accountant, Assistant Town Accountant, and Town Administrator's Office have been working with the department heads and Town Leadership to prepare this proposal since early October of 2018. The Town Leadership believes that this year's budget proposal as presented sustains existing service levels for all departments and includes improvements for others, while maintaining the stable financial standing of the Town.

Budget Development Guidelines

The FY2020 budget process started with the financial forecast presentation in October of 2018. The forecast predicted a \$1M deficit for FY2020 due to increased cost pressures from rising health insurance, contributory pension, and increased contractual operating costs. Decreased new growth due to a slowdown in construction and forecasted state aid increase of only 1% further challenged the development of FY2020 budget. The Town Accountant's Office presented to departments guidelines for developing their FY2020 budgets to address these challenges. The guidelines limited departments to no more than a 2% increase in budget from FY2019. The Town Accountant's Office then performed a thorough review over the past six months, and this budget is the result of those efforts. The finance team, in collaboration with department heads, review expenses, revenue forecasts, and other concerns that will impact the budget. This is done over many weeks and many reiterations of the budget.

Fiscal Year 2020 Budget Highlights

As required by law, this budget is structurally balanced. The budget consists of total anticipated expenditures of \$71.6 million. This is an increase of 1.9% over FY2019, which includes General Government, Education, State Assessments, Offsets, and Overlay Reserve. General Government increased by 8.03%, which includes shared services like pension and health insurance, and vocational education. Education increased by 4.76% over FY2019, for a combined increase of 5.91%.

Additional resources towards Economic Development, Police, Traffic, Dispatch, Fire, Public Works, Council on Aging, Library and Arena are proposed in this document. However, demands on other departments continue to grow and a further discussion of community priorities needs to take place during the budget review process.

The Town and School Department have taken some important steps to progress through the MSBA process including the formation of the Stoneham High School Building Committee in FY2019. Included in this document is a \$750,000.00 Capital Request for the New High School Project Feasibility Study. This money would be used towards MSBA requirements for anticipated costs for the Project Manager, Architect and Feasibility Study. Throughout the budget development process,

the future needs for this important project were considered and we look forward to the opportunities that lay ahead.

The Town and School Department also continues to evaluate and consider ways to share services and improve operations. Included in this budget is a proposed Facilities Department and Procurement Office between both Town and School. The proposed Facilities Department will oversee all School and Town Buildings and 4.5 new positions are being proposed in FY2020. Additional staffing reviews will take place in subsequent years with the goal of having a full service Facilities Department by year 2024. This is a critical investment to maintain our current and planned building infrastructure.

It is my responsibility to not only fund the needs of the community but also ensure we have fiscally sound plans to address those needs. The Town's new Fiscal Guidelines & Policies manual was adopted in FY2019 and we have already begun the hard work of implementing these policies in FY2019 and beyond. The efforts that were put into that project are seen throughout this document.

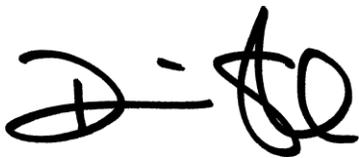
Conclusion

One final note, on February 11th, 2019, I took the oath of office to be the Town Administrator for the Town of Stoneham. It is a great honor to be in this position and I will work diligently in the months and years ahead to ensure the fiscal stability and integrity of Town government is maintained. I am confident that by working collaboratively with our fine team of employees, dedicated boards and committees, and most importantly, our exceptional town residents of all walks of life, we will continue to make the Town of Stoneham a wonderful place to live, work and play. I feel privileged to be working with such a fine community and you have my promise that we will continue to improve our service to the community.

I am extremely grateful for the work of Town Accountant, David Castellarin, Assistant Town Accountant/Budget Manager, Al Rego, and Assistant to Town Administrator, Debbie Pettengill and all the Department Heads for their work during this budget process. The community is in a better place because of them and their work these past few months. Thank you.

I look forward to this continued budgetary process.

Respectfully Submitted,

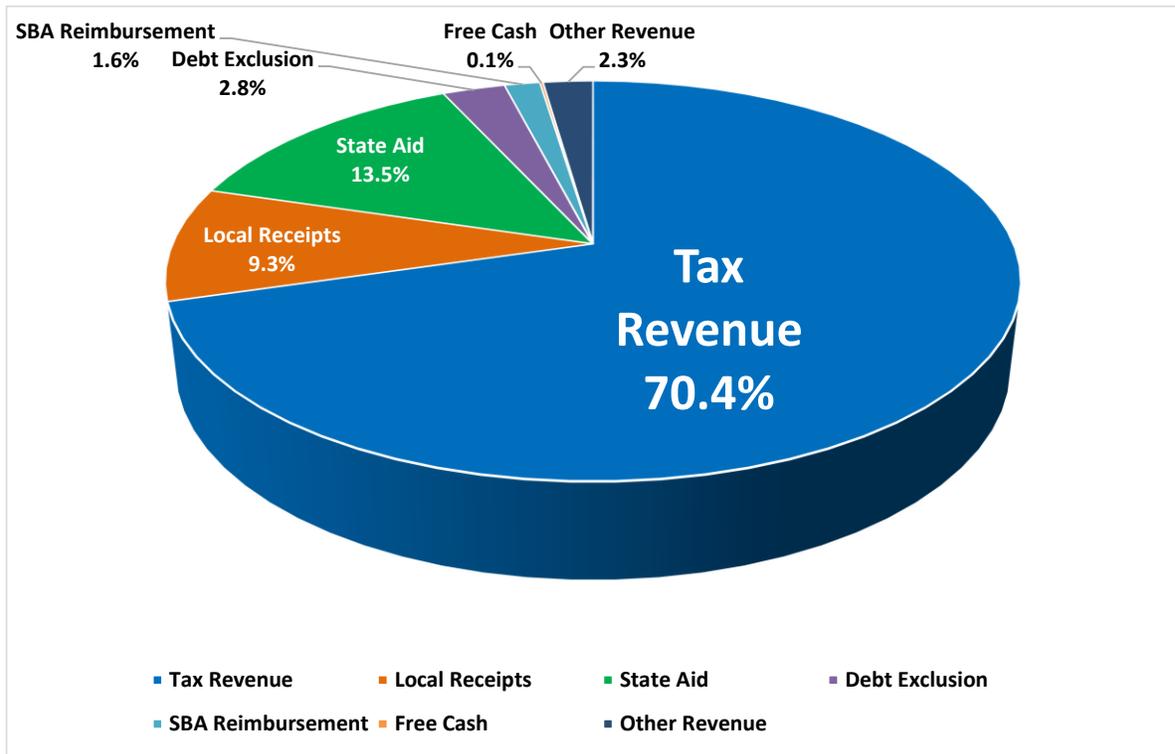
A handwritten signature in black ink, appearing to read 'D. Sheehan', with a stylized flourish at the end.

Dennis J. Sheehan
Town Administrator

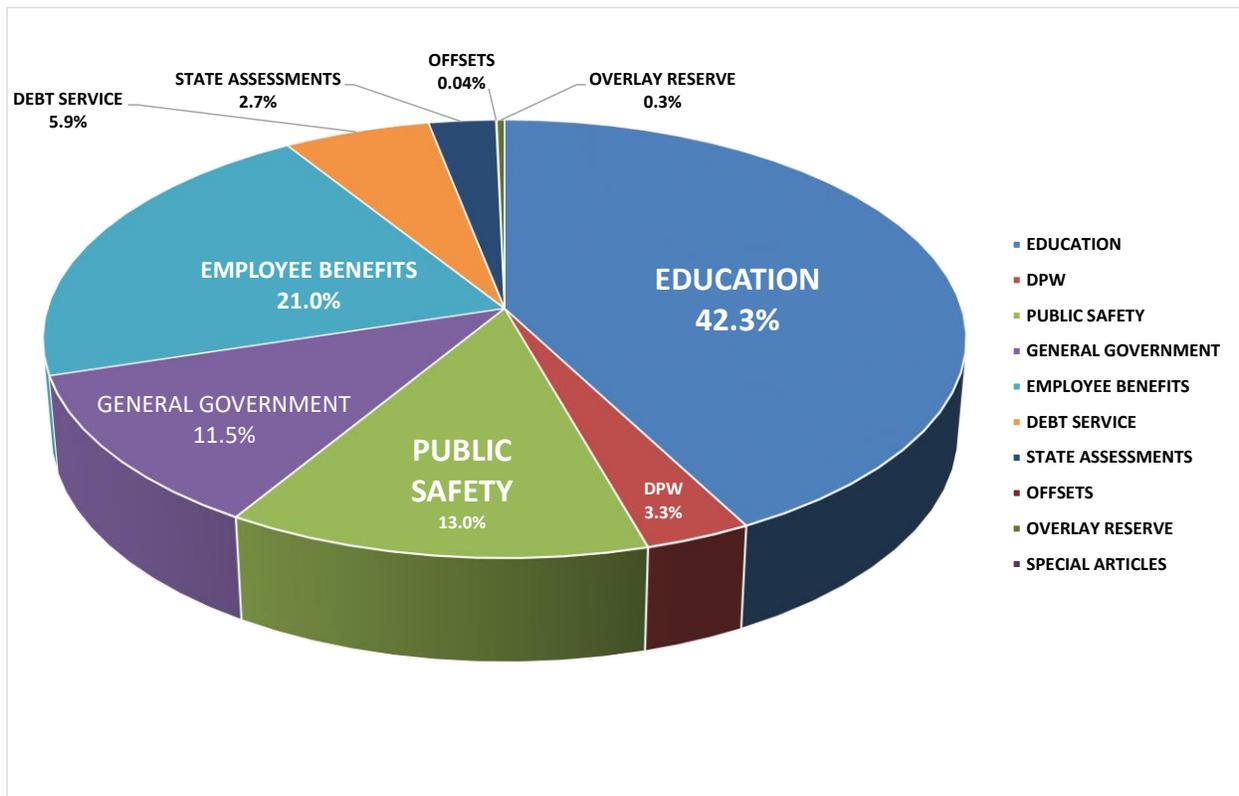
**Town of Stoneham
Summary of Revenues and Expenditures
July 1, 2019**

	APPROVED TAX RATE FY19	DEPARTMENT REQUEST FY20	ADMINISTRATOR RECOMMENDED FY20
I. REVENUES			
TAX LEVY	48,020,211	49,995,241	49,995,241
DEBT EXCLUSION	2,132,163	2,025,731	2,025,731
NEW GROWTH	755,634	400,000	400,000
SUBTOTAL	50,908,008	52,420,972	52,420,972
LOCAL RECEIPTS	6,563,499	6,620,000	6,620,000
SBA REIMBURSEMENT	1,148,092	1,148,092	1,148,092
EST CHERRY SHEET	8,791,846	8,967,683	9,659,611
INTERGOVERNMENTAL(INDIRECTS)	1,257,395	1,595,404	1,595,404
SUBTOTAL	17,760,832	18,331,179	19,023,107
TOTAL REVENUE	68,668,840	70,752,151	71,444,079
II. EXPENSES			
TOWN BUDGETS	15,817,592	17,735,741	17,087,481
SCHOOL BUDGET	28,916,726	30,291,726	30,291,726
VOCATIONAL SCHOOL	1,230,535	1,289,562	1,153,474
SHARED EXPENSES			
HEALTH INSURANCE	8,267,803	8,442,514	8,384,348
RETIREMENT	6,409,652	6,611,111	6,611,111
MEDICARE	465,000	560,000	560,000
PROPERTY & CASUALTY INSURANCE	550,000	550,000	565,000
WORKER'S COMPENSATION	245,000	255,000	250,000
UNCOMPENSATED BALANCES	-	-	-
RESERVE FUND	50,000	50,000	100,000
DEBT	4,514,043	4,115,041	4,203,459
TOWN AUDIT	65,000	85,000	85,000
CAPITAL STABILIZATION(Non Operational)	25,000	25,000	25,000
STABILIZATION (Non Operational)	1,485,000	25,000	25,000
OPEB TRUST FUND(Non Operational)	50,000	50,000	50,000
OVERLAY PROVISIONS	198,810	220,000	220,000
ASSESSMENTS/OFFSETS	1,829,532	1,946,913	1,946,913
ANNUAL TOWN MEETING ARTICLE	1,549,904	-	-
AMOUNT RAISED ON TAX RATE			
PRINCIPLE PAYMENT	100,000	-	-
TAX TITLE	7,105	-	-
TOTAL EXPENSES	71,776,702	72,252,608	71,558,512
BALANCE AVAILABLE	(3,107,862)	(1,500,457)	(114,433)
ONE TIME REVENUES			
FREE CASH	3,109,904	100,000	100,000
OVERLAY SURPLUS	-	15,000	15,000
EXCESS/(DEFICIT)	2,042	(1,385,457)	567
ENTERPRISE FUNDS			
SEWER RECEIPTS	6,005,342	6,388,081	6,365,118
WATER RECEIPTS	4,813,024	5,030,065	4,969,231
SEWER EXPENSES	6,005,342	6,388,081	6,365,118
WATER EXPENSES	4,813,024	5,030,065	4,969,231
TOTAL BUDGET	82,595,068	83,670,754	82,892,862

FY2020 GENERAL FUND REVENUE \$71,559,079



FY2020 GENERAL FUND EXPENDITURES \$71,558,512



Fiscal 2020 Budget Appropriation by Fund

	General Fund	Enterprise Fund	Capital Fund	Total
Revenues				
Bond Proceeds	-	-	1,100,000	1,100,000
Debt Exclusion	2,025,731.00			2,025,731
Free Cash	100,000.00	550,000		650,000
Local Receipts	6,620,000.00			6,620,000
Other Revenue	1,610,404.00			1,610,404
SBA Reimbursement	1,148,092.00			1,148,092
State Aid	9,659,611.00			9,659,611
Tax Revenue	50,395,241.00			50,395,241
User Fees		10,784,350		10,784,350
Total Revenues	71,559,079	11,334,350	1,100,000	83,993,429
Expenditures				
Capital Outlay	-	-	1,375,000	1,375,000
Debt Service	4,203,459	390,886		4,594,345
Direct Cost		1,298,060		1,298,060
DPW	2,352,528			2,352,528
Education	30,291,726			30,291,726
Employee Benefits	14,995,459			14,995,459
General Government	8,215,961			8,215,961
Indirect Cost		1,595,404		1,595,404
MWRA		8,000,000		8,000,000
Offsets	26,437			26,437
Overlay Reserves	220,000			220,000
Public Safety	9,332,466			9,332,466
Reserve		50,000		50,000
State Assessments	1,920,476			1,920,476
Total Expenditures	71,558,512	11,334,350	1,375,000	84,267,862
Available Appropriated Funds	-	-	275,000	275,000
Excess/Deficit	567	-	-	567

Five Year Forecast – Presented October 16, 2018

	FY19 - TM Adopted	FY20 Estimate	FY21 Estimate	FY22 Estimate	FY23 Estimate	FY24 Estimate
REVENUES						
Property Taxes	48,020,211	49,995,241	51,655,122	53,356,500	55,100,413	56,887,923
New Growth	500,000	400,000	400,000	400,000	400,000	400,000
Debt Exclusion	2,132,163	2,025,731	1,914,125	1,542,622	1,425,274	1,258,050
TOTAL TAX REVENUE	50,652,374	52,420,972	53,969,247	55,299,122	56,925,687	58,545,973
Local Receipts	6,683,235	6,350,000	6,375,000	6,400,000	6,425,000	6,450,000
State Aid	8,868,252	8,868,252	9,001,276	9,136,295	9,273,339	9,412,439
Free Cash	1,560,000	160,000	160,000	160,000	160,000	160,000
Water & Sewer Indirects	1,257,395	1,257,395	1,269,969	1,269,969	1,269,969	1,269,969
SBA Reimbursement	1,148,092	1,148,092	1,148,092	341,826	341,826	-
Special Article Free Cash	1,549,904					
TOTAL REVENUE	71,719,252	70,204,711	71,923,584	72,607,212	74,395,821	75,838,381
Expenses						
Base Operating Expense	48,899,851	50,122,347	51,375,406	52,659,791	53,976,286	55,325,693
Group Health	8,267,803	8,500,000	8,755,000	9,017,650	9,288,180	9,566,825
Contributory Pension	6,409,652	6,637,000	6,866,640	7,104,226	7,350,032	7,604,343
Debt Service - CIP	4,514,043	4,115,041	3,827,715	2,610,926	2,328,451	1,810,881
Special Article Expenses	1,549,904	-	-	-	-	-
Non Appropriated Expenses	2,076,333	1,829,532	1,847,827	1,866,306	1,884,969	1,903,818
TOTAL EXPENSES	71,717,586	71,203,921	72,672,588	73,258,898	74,827,918	76,211,560
SURPLUS (DEFICIT)	1,666	(999,210)	(749,004)	(651,686)	(432,097)	(373,179)

**TOWN OF STONEHAM
FY2020 BUDGET**

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I. DIVISION OF LOCAL SERVICES STONEHAM AT-A-GLANCE REPORT

DLS At A Glance Report for Stoneham

Socioeconomic	
County	MIDDLESEX
School Structure	K-12
Form of Government	OPEN TOWN MEETING
2015 Population	22,002
2016 Labor Force	12,661
2016 Unemployment Rate	2.40
2015 DOR Income Per Capita	41,585
2009 Housing Units per Sq Mile	1571.10
2013 Road Miles	81.11
EQV Per Capita (2016 EQV/2015 Population)	160,378
Number of Registered Vehicles (2014)	21,069
2012 Number of Registered Voters	15,285

Bond Ratings	
Moody's Bond Ratings as of December 2017*	Aa2
Standard and Poor's Bond Ratings as of December 2017*	

*Blank indicates the community has not been rated by the bond agency

Fiscal Year 2018 Estimated Cherry Sheet Aid	
Education Aid	4,502,992
General Government	3,920,352
Total Receipts	8,423,344
Total Assessments	1,770,165
Net State Aid	6,653,179

Fiscal Year 2019 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	3,777,171,255	42,379,861	11.22
Open Space	0	0	0
Commercial	316,750,323	6,756,284	21.33
Industrial	26,543,300	566,169	21.33
Personal Property	56,429,868	1,203,649	21.33
Total	4,176,894,746	50,905,963	

Fiscal Year 2019 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	50,905,964	62.31
State Aid	9,939,938	12.17
Local Receipts	17,381,865	21.28
Other Available	3,467,904	4.24
Total	81,695,671	

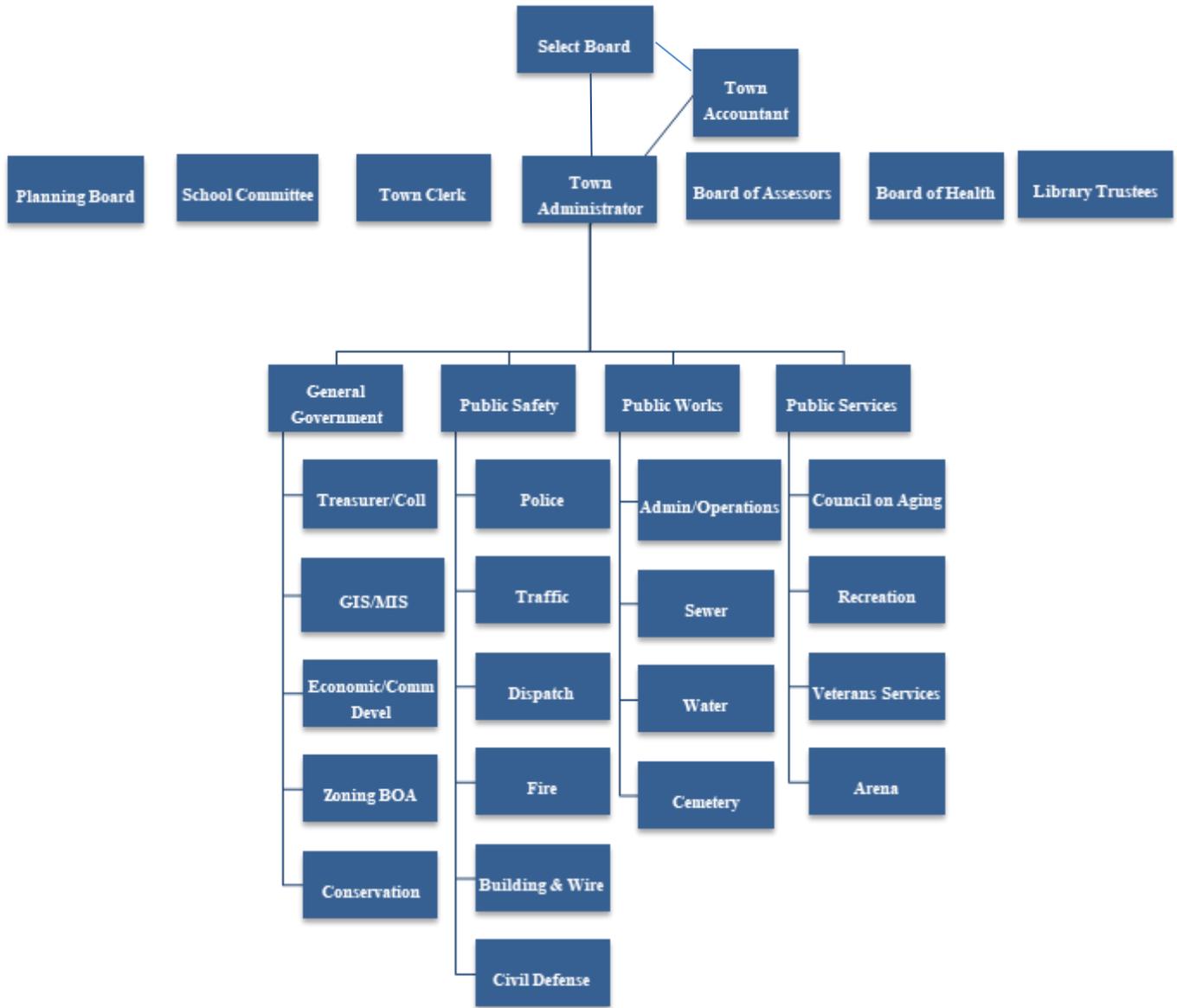
Fiscal Year 2019 Proposition 2 1/2 Levy Capacity	
New Growth	755,634
Override	
Debt Exclusion	2,132,162
Levy Limit	50,908,007
Excess Capacity	2,044
Ceiling	104,422,369
Override Capacity	55,646,524

II. SIGNIFICANT BUDGET CHANGES

Department	Description	FY19 Total Budget	FY20 Total Budget	FY19-FY20 Change	FY20 Position Adds
123 TOWN ADMINISTRATOR	Increase attributed to COLA (2%) \$4K, grade increases of \$3K, new TA salary of \$9K, additional intern dollars of \$2K, and decrease of car allowance of \$2K. Increases in dues of \$3K.	\$ 409,318	\$ 430,638	\$ 21,320	-
132 RESERVE FUND	Increase in reserve, per fiscal policy guidelines for reserve goals.	\$ 50,000	\$ 100,000	\$ 50,000	-
138 PURCHASING/PROCUREMENT	Shared service with school, \$40K for procurement officer and \$5K for supplies.	\$ -	\$ 45,000	\$ 45,000	0.5
145 TREASURER/COLLECTOR	Increase attributed to \$79K for deputy collector, decrease in treasurer and assistant treasurer budgeted salaries of (\$17.8K).	\$ 304,110	\$ 368,995	\$ 64,885	-
151 TOWN COUNSEL	Attributed to increased law expenses.	\$ 100,000	\$ 125,000	\$ 25,000	
161 TOWN CLERK	Town Clerk and Elections department combined into one department. Total combined department savings of \$24K attributed to less elections.	\$ 93,546	\$ 216,617	\$ 123,071	1.5
162 ELECTIONS (COMBINED INTO CLERK)	Town Clerk and Elections department combined into one department. Total combined department savings of \$24K attributed to less elections.	\$ 147,590	\$ -	\$ (147,590)	(1.6)
185 ECON & COMM. DEVELOPMENT	Increase attributed to COLA (2%) and increase of \$20K in professional services.	\$ 93,261	\$ 117,219	\$ 23,958	
192 PUBLIC PROPERTY MAINTENANCE	Shared service with school, 1 FT Director of Facilities, 2 FT Custodians, 1 FT Admin. Assistant, 1 FT HVAC Specialist, 1 FT Handyman cost of \$226K. \$12K of Electric, \$7K of Gas, \$88K for Repairs & Maintenance. Repairs & Maintenance Budget reallocated from following departments: Police \$30K for Repairs & Maintenance, Fire \$15K, Council on Aging \$6K, Library \$2K, and Arena \$3K. \$32K of new funding for shared services. \$15K HVAC Maintenance Budget reallocated from Police .	\$ 80,880	\$ 413,936	\$ 333,056	4.0
210 POLICE DEPARTMENT	Increase attributed to new patrol officer position of \$65K, increase of part time office position to full time of \$20K, contractual COLA's (3%), and grade increases of \$256K. Increase in electricity of \$14K (contractual), gas of \$8K to match actual consumption, and \$12K for EVOC training. \$145K for two police vehicles. \$45K reallocated to facilities department. Decreases in other purchased services, maintenance supplies reallocated to facilities, educational supplies, and uniform and cleaning of \$14.5K	\$ 4,394,969	\$ 4,858,880	\$ 463,911	1.5
212 DISPATCH	Increase attributed to contractual COLA (2%), \$19.7K, offset with \$5K decrease in OT, purchase of new radios \$13K.	\$ 464,594	\$ 491,939	\$ 27,345	
220 FIRE DEPARTMENT	Increase attributed to 25% funding for 4 new fire fighters through grant of \$55K, contractual COLA (3%) of \$65K, grade increases of \$20K, EMT stipend increase of \$29K, other contractual increases of \$10K. Increases to electricity line of \$5K (contractual), gas of \$2K, \$15K reallocation of repairs & maintenance to facilities department, \$10K increase in vehicles supply.	\$ 3,364,976	\$ 3,551,881	\$ 186,905	1.0
300 PUBLIC SCHOOLS	Please refer to FY20 School Budget Document.	\$ 28,916,726	\$ 30,291,726	\$ 1,375,000	
397 ESSEX NORTH SHORE AGRICULTURAL	Decrease based on current enrollment levels and budgeted conservatively.	\$ 210,000	\$ 174,000	\$ (36,000)	
398 MINUTEMAN REGIONAL	Decrease based on current enrollment levels and budgeted conservatively.	\$ 50,000	\$ -	\$ (50,000)	
400 PUBLIC WORKS	Increase attributed to 1 new FT Laborer \$51K, 1 new PT Recycling Coordinator \$16K, contractual COLA (2%) and grades of \$38K, \$15K increase in overtime. Increase in contractual electricity costs of \$3.2K. Increase in repairs and maintenance of \$1.4K.	\$ 1,183,412	\$ 1,308,459	\$ 125,047	1.4
423 DPW SNOW & ICE	Increase attributed to \$10K in snow removal contracts, \$1K in grounds keeping supplies, \$6K in vehicular supplies, and \$5K in snow and ice supplies.	\$ 273,500	\$ 295,500	\$ 22,000	
491 DPW CEMETERY	Increase attributed to reallocation of DPW budget, COLA and grades of \$46K. \$2K increase in overtime. \$4.5K increase of other purchased services.	\$ 192,843	\$ 245,200	\$ 52,357	
541 COUNCIL ON AGING	Increase attributed to grant positions now funded in the general fund and COLA's amounting to \$44K. Electric increase of \$5K (contractual), repairs and maintenance budget of \$6K reallocated to facilities department.	\$ 183,939	\$ 228,195	\$ 44,256	0.7
610 LIBRARY	Increase attributed to 1 new FT Library Tech of \$44K, contractual COLA (2%) and grades of \$18K. Increase of electricity of \$8K (contractual), educational supplies of \$10K, repairs and maintenance reallocated budget of \$2K to facilities department.	\$ 853,752	\$ 933,003	\$ 79,251	1.0
631 ARENA	Increase attributed to 1 new FT Laborer of \$60K, contractual COLA (2%) and grades of \$4K. Increase in electricity of \$35K (contractual), decrease of \$7K office supplies, decrease of natural gas of \$6.5K, and reallocation of repairs and maintenance budget of \$3.2 to facilities.	\$ 441,815	\$ 524,687	\$ 82,872	1.0
710 PRINCIPAL	Decrease in long term debt service.	\$ 3,490,497	\$ 3,235,000	\$ (255,497)	
750 INTEREST	Decrease in long term debt service.	\$ 1,023,546	\$ 968,459	\$ (55,087)	
911 CONTRIBUTORY PENSION	Per PERAC Schedule, \$201K increase.	\$ 6,409,652	\$ 6,611,111	\$ 201,459	
912 HEALTH INSURANCE	Increase due to conservative budgeting of current plans.	\$ 8,267,803	\$ 8,384,348	\$ 116,545	
919 UNCLASSIFIED	Decrease attributed to \$392K of trash subsidy. Offsetting increases attributed to \$15.6K of salary adjustment due to unsettled unions, \$5K workers comp increase, decrease of \$4K of unemployment expense, increase of \$95K of social security tax expense, \$9K increase of fire & police injury expense, \$20K annual audit and OPEB study, increase of \$3K in postage, \$15K of liability insurance increase, decrease of \$13K of unclassified.	\$ 2,129,400	\$ 1,883,000	\$ (246,400)	
920 NON-DEPARTMENTAL	Decrease attributed to \$1.5 million of stabilization funding from FY18 free cash of \$3.4 million.	\$ 1,589,300	\$ 107,000	\$ (1,482,300)	
Total		\$ 64,719,429	\$ 65,909,794	\$ 1,190,365	11.0

Note: The above chart summarizes significant budget changes of at least \$20,000, resulting in a decrease or increase to FY20 budget. The totals are for the departments affected by the \$20,000 threshold only and do not reflect the overall FY20 total budget.

Town of Stoneham Organizational Chart



Town of Stoneham FTEs Full-Time Equivalents

General Government DEPARTMENT	Position Title	BUDGET FY2018	BUDGET FY2019	TA REC FY2020	FY19 TO FY20 VARIANCE
SELECT BOARD	Administrative Assistant	1.0	1.0	1.0	0.0
	Social Media Liaison	0.5	0.0	0.0	0.0
	TOTAL	1.5	1.0	1.0	0.0
TOWN ADMINISTRATOR	Town Administrator	1.0	1.0	1.0	0.0
	Office Manager	1.0	1.0	1.0	0.0
	Benefits Coordinator	1.0	1.0	1.0	0.0
	HR Director	1.0	1.0	1.0	0.0
	TOTAL	4.0	4.0	4.0	0.0
TOWN ACCOUNTANT	Town Accountant	1.0	1.0	1.0	0.0
	Asst. Town Accountant/Budget Mg	0.0	1.0	1.0	0.0
	Principal Office Assistant	0.0	1.0	1.0	0.0
	TOTAL	1.0	3.0	3.0	0.0
PURCHASING	Purchasing Agent	0.0	0.0	0.5	0.5
	TOTAL	0.0	0.0	0.5	0.5
BOARD OF ASSESSORS	Director of Assessing	1.0	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	1.0	0.0
	TOTAL	2.0	2.0	2.0	0.0
TREASURER	Treasurer	1.0	1.0	1.0	0.0
	Assistant Treasurer	1.0	1.0	1.0	0.0
	Office Assistant	1.0	0.0	0.0	0.0
	Principal Office Assistant	1.7	2.7	2.7	0.0
	TOTAL	4.7	4.7	4.7	0.0
GIS/MIS	Chief Information Officer	1.0	1.0	1.0	0.0
	Technician/Web Support	1.0	1.0	1.0	0.0
	TOTAL	2.0	2.0	2.0	0.0
TOWN CLERK	Town Clerk	1.0	1.0	1.0	0.0
	Office Assistant	1.3	1.3	2.8	1.5
	TOTAL	2.3	2.3	3.8	1.5
ELECTIONS and REGISTRATIONS	Office Assistant	1.6	1.6	0.0	(1.6)
	TOTAL	1.6	1.6	0.0	-1.6
PLAN BD/BOA/CONSERVATION	Board Secretary	0.9	0.9	0.9	0.0
	Office Assistant	0.4	0.4	0.6	0.2
	TOTAL	1.3	1.3	1.5	0.2
ECONOMIC DEVELOPMENT	Dir. of Planning & Community Dev.	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
PUBLIC PROPERTY MAINTENANCE	Director of Facilities	0.0	0.0	0.5	0.5
	Administrative Assistant	0.0	0.0	0.5	0.5
	HVAC Specialist	0.0	0.0	0.5	0.5
	Handyman	0.0	0.0	0.5	0.5
	Fulltime Custodians	0.0	0.0	2.0	2.0
	TOTAL	0.0	0.0	4.1	4.1
General Government	TOTAL	21.3	22.9	27.5	4.6

Public Safety Department	Position Title	BUDGET FY2018	BUDGET FY2019	TA REC FY2020	FY19 TO FY20 VARIANCE
POLICE	Police Chief	1.0	1.0	1.0	0.0
	Office Manager	1.0	1.0	1.0	0.0
	Office Assistant	1.0	1.0	1.5	0.5
	Lieutenant	2.0	2.0	2.0	0.0
	Sergeant	7.0	7.0	7.0	0.0
	Police Officer	30.0	30.0	31.0	1.0
	Domestic Violence Advocate	0.4	0.4	0.4	0.0
	Custodian	0.6	0.6	0.6	0.0
	TOTAL	43.0	43.0	44.5	1.5
TRAFFIC DIRECTORS	Traffic Director	4.0	4.0	4.3	0.3
	TOTAL	4.0	4.0	4.3	0.3
PUBLIC SAFETY DISPATCH	Head Dispatcher	1.0	1.0	1.0	0.0
	Dispatcher	5.0	6.0	6.0	0.0
	TOTAL	6.0	7.0	7.0	0.0
FIRE & EMERGENCY RESCUE	Fire Chief	1.0	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	1.0	0.0
	Captain	5.0	5.0	5.0	0.0
	Lieutenant	5.0	5.0	5.0	0.0
	Firefighter	28.0	28.0	29.0	1.0
	TOTAL	40.0	40.0	41.0	1.0
BUILDING INSPECTION SERVICES	Building Inspector	1.0	1.0	1.0	0.0
	Principal Office Assistant	1.0	1.0	1.0	0.0
	Part Time Building Inspector	0.5	0.0	0.0	0.0
	Full Time Building Inspector	0.0	1.0	1.0	0.0
	TOTAL	2.5	3.0	3.0	0.0
Public Safety	TOTAL	95.5	97.0	99.8	2.8

Public Services DEPARTMENT	Position Title	BUDGET FY2018	BUDGET FY2019	TA REC FY2020	FY19 TO FY20 VARIANCE
PUBLIC HEALTH SERVICES	Health Inspector	1.0	1.0	1.0	0.0
	Nurse	0.5	0.5	0.5	0.0
	Office Assistant	1.0	1.0	1.0	0.0
	TOTAL	2.5	2.5	2.5	0.0
COUNCIL ON AGING	COA Director	1.0	1.0	1.0	0.0
	Custodian	0.5	0.9	0.9	0.0
	Outreach Worker	0.5	0.5	0.5	0.0
	Administrative Assistant	0.4	0.4	1.0	0.5
	PT Van Driver	0.0	0.5	0.5	0.0
	Receptionist	0.4	0.4	0.6	0.2
	TOTAL	2.8	3.7	4.4	0.70
RECREATION	Director of Recreation	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
VETERANS SERVICES	Veterans Services Director	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
SUBSTANCE ABUSE	Addiction Coordinator	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
PUBLIC LIBRARY	Library Director	1.0	1.0	1.0	0.0
	Assistant Library Director	1.0	1.0	1.0	0.0
	FT Library Tech New	0.0	0.0	1.0	1.0
	Children's Librarian	1.0	1.0	1.0	0.0
	Catalogue Librarian	0.5	0.5	0.5	0.0
	Reference Librarian	1.0	1.0	1.0	0.0
	Circulation Supervisor	1.0	1.0	1.0	0.0
	Senior Library Technician	3.0	3.0	3.0	0.0
	Library Technician	1.5	1.5	1.5	0.0
	Custodian	0.5	0.5	0.5	0.0
	Part Time Support Staff	1.6	1.6	1.6	0.0
TOTAL	12.1	12.1	13.1	1.0	
UNICORN RECREATION-ARENA	Arena Manager	1.0	1.0	1.0	0.0
	Assistant Arena Manager	1.0	1.0	1.0	0.0
	Laborer	0.0	0.0	1.0	1.0
	Office Assistant	0.0	0.5	0.5	0.0
	Senior Office Assistant	0.5	0.0	0.0	0.0
	TOTAL	2.5	2.5	3.5	1.0
Public Services	TOTAL	23.0	23.93	26.53	2.59

Public Works DEPARTMENT	Position Title	BUDGET FY2018	BUDGET FY2019	TA REC FY2020	FY19 TO FY20 VARIANCE
PUBLIC WORKS	DPW Director	1.0	1.0	1.0	0.0
	DPW Deputy Director	1.0	1.0	1.0	0.0
	Laborer I	6.0	6.0	7.0	1.0
	Highway Foreman	1.0	1.0	1.0	0.0
	Grounds Maintenance	1.0	1.0	1.0	0.0
	Cemetery Foreman	1.0	1.0	1.0	0.0
	Time Clerk	1.0	1.0	1.0	0.0
	Heavy Motor Equipment Operator	2.0	2.0	2.0	0.0
	MC/Leo	4.0	4.0	4.0	0.0
	General Foreman	1.0	1.0	1.0	0.0
	Office Manager	1.0	1.0	1.0	0.0
	Motor Equipment Repair/Laborer	2.0	2.0	2.0	0.0
	Senior Engineer	1.0	1.0	1.0	0.0
	Water/Sewer Foreman	2.0	2.0	2.0	0.0
	Light Equipment Operator	1.0	1.0	1.0	0.0
	MEM 1	1.0	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	1.0	0.0
	PT Recycle Coordinator	0.0	0.0	0.4	0.4
	Tree Climber	1.0	1.0	1.0	0.0
Public Works	TOTAL	29.0	29.0	30.4	1.4
Town of Stoneham	GRAND TOTAL	168.9	172.8	184.2	11.4

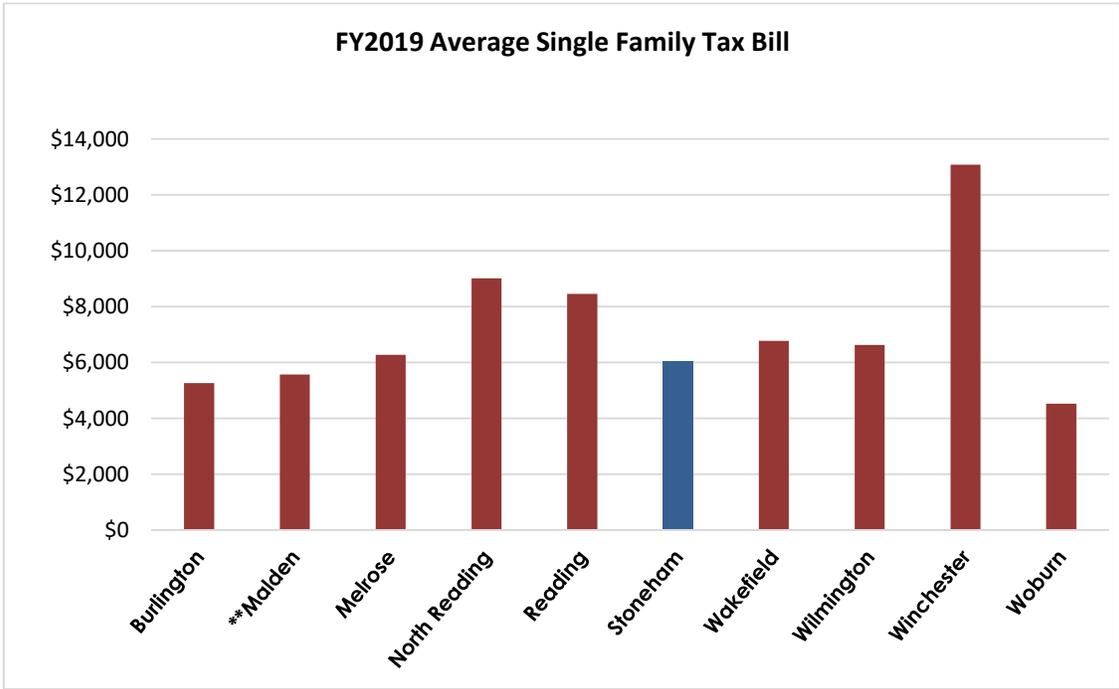
III. COMMUNITY COMPARISON DATA FROM DIVISION OF LOCAL SERVICES

Demographic and Financial Indicators

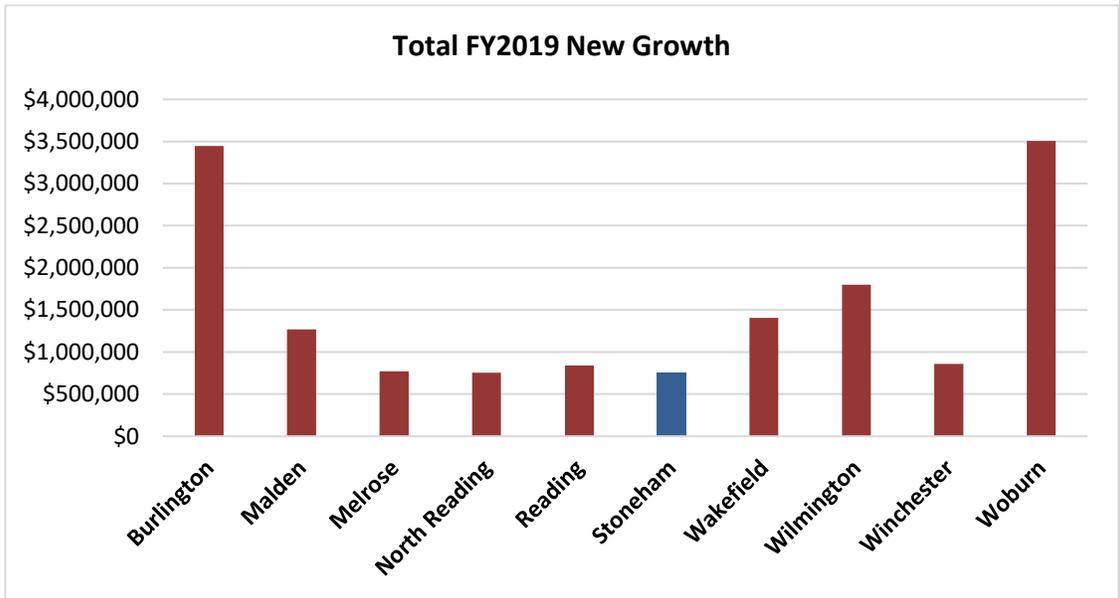
Municipality	2015 US Census	2015 DOR Income Per Capita	2016 EQV Per Capita	Land Area Sq. Miles	Population Density per Sq. Mile	Total 2019 Operating Budget	2017 Moody's Bond Rating
Burlington	25,920	44,437	240,914	11.89	2,180	146,184,376	(S&P) AAA
Malden	61,068	25,183	102,994	5.10	11,981	177,948,635	Aa3
Melrose	27,997	47,560	161,841	4.80	5,833	79,399,946	Aa3
North Reading	15,636	55,655	191,929	13.51	1,157	73,579,107	Aa2
Reading	25,704	55,818	182,464	9.90	2,596	69,291,735	Aa2
Stoneham	22,002	41,585	160,378	6.72	3,275	71,717,586	Aa2
Wakefield	15,639	44,373	167,920	7.90	1,980	91,114,727	Aa2
Wilmington	23,534	42,123	176,716	17.20	1,368	114,400,729	(S&P) AA+
Winchester	22,417	103,807	314,496	6.30	3,558	119,437,447	Aaa
Woburn	39,555	38,361	177,488	12.90	3,066	126,185,814	Aa1

Tax Rates by Class

Fiscal Year	Municipality	Residential	Commerical
2019	Woburn	9.50	23.72
2019	Burlington	10.48	27.22
2019	Melrose	10.81	18.81
2019	Stoneham	11.22	21.33
2019	Winchester	12.11	11.45
2019	Wakefield	12.83	25.15
2019	Malden	13.27	20.53
2019	Wilmington	13.75	30.94
2019	Reading	14.23	14.48
2019	North Reading	15.58	15.58

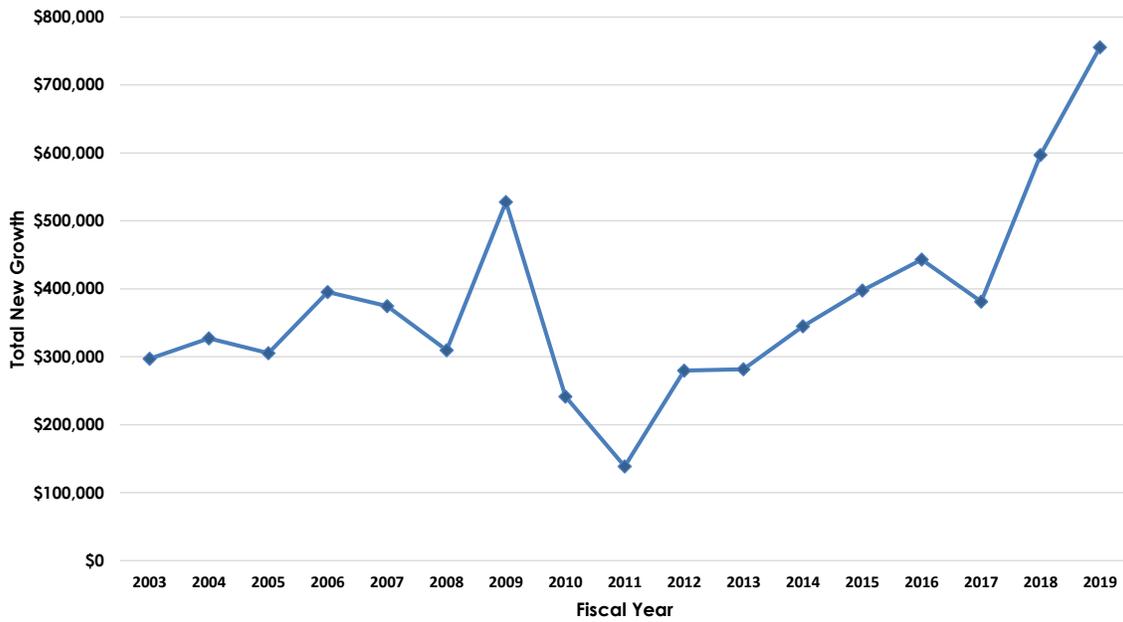


Note: For the communities granting the residential exemptions, DLS does not collect enough information to calculate an average single family tax bill. Malden average single tax bill calculated based on average single assessment provided by Town of Malden.

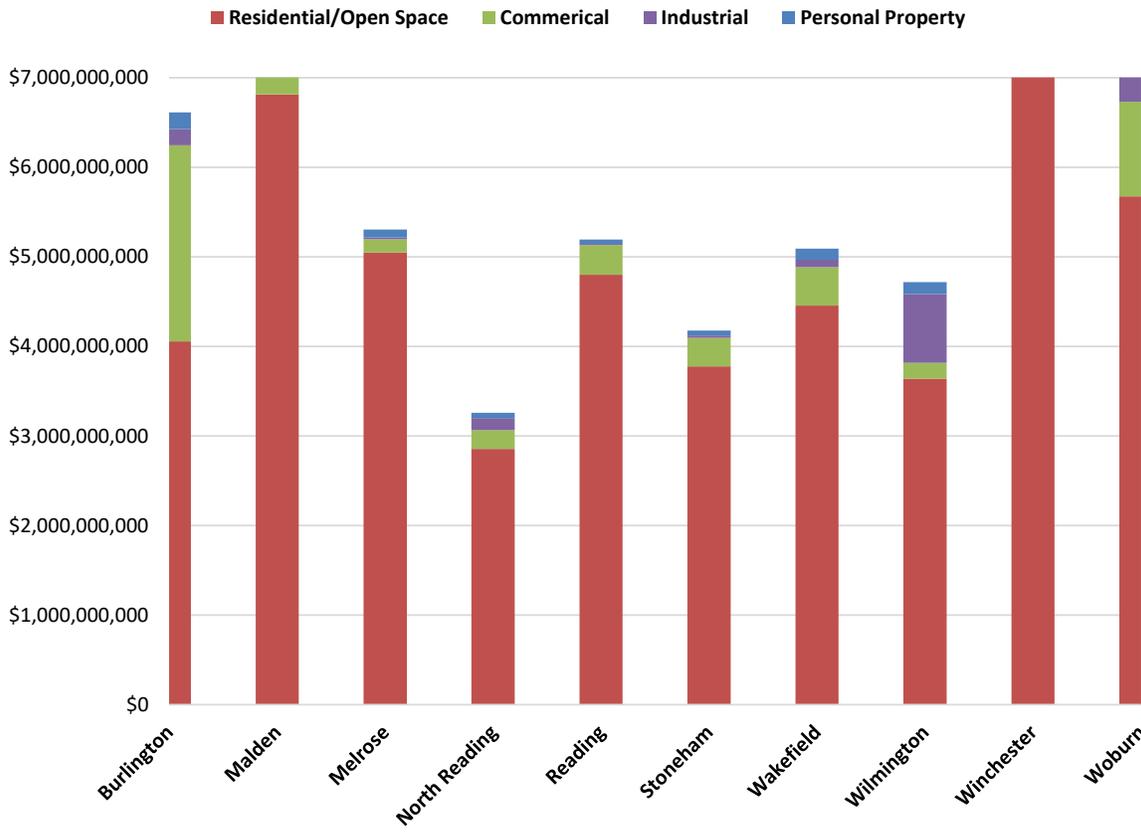


Note: Reading had an override in FY19 in the amount of \$4,150,000.

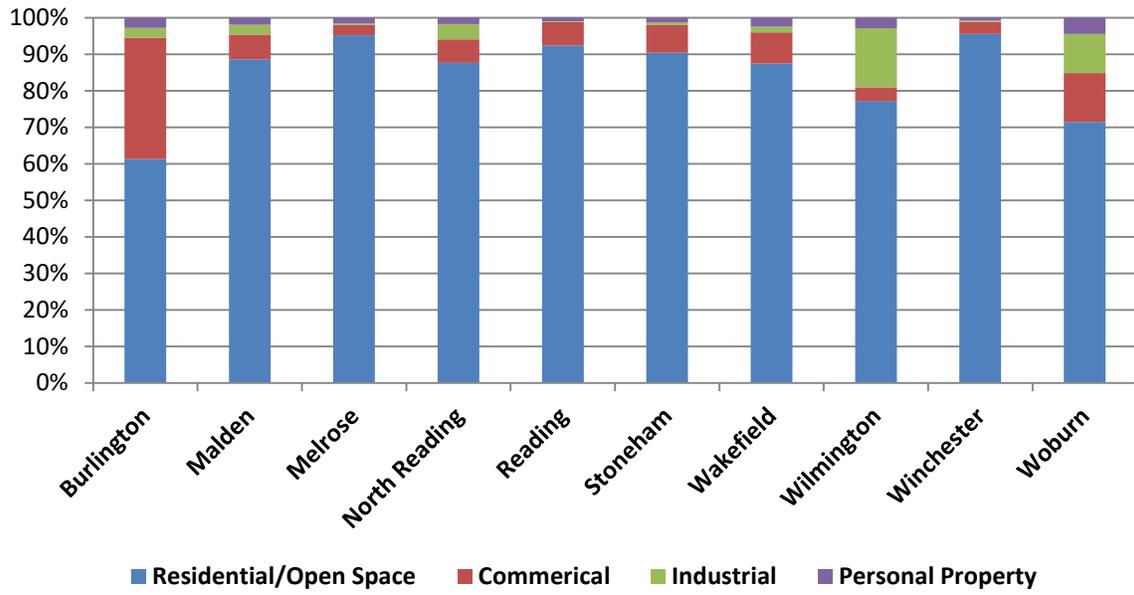
Town of Stoneham Historical New Growth added to Levy Limit



FY2019 Property Values by Class



FY2019 Percent Share of Valuation



IV. BUDGET CALENDAR AND PROCESS

FY2020 Budget Calendar

October 16, 2018	Five-Year Forecast presented by Town Accountant
October 19, 2018	Budget guidelines and request templates distributed to departments with instructions.
November 30, 2018	Department Capital Improvement Requests due to Town Accountant.
November 30, 2018	Departments submit budget requests to Town Accountant.
November 30, 2018 through February 09, 2019	Formal department budget reviews with Town Administrator commence on November 30, with final adjustments and updates, completed by February 09, 2019.
January 25, 2019	School Final Draft Budget submitted to Town Administrator and Select Board.
By January 31, 2019	Forecast Revenues and State Aid.
February 20, 2019*	Capital Improvement Recommendations due to Select Board.
February 20, 2019**	Town Administrator Proposed Final Budget submitted to Finance & Advisory Board and Select Board for ratification.
March 12, 2019***	Select Board ratification and submitted to Finance & Advisory Board.
April 12, 2019	Finance & Advisory Board recommendations due.
May 6, 2019	Town Meeting , budget approved.

Notes:

*Per the Select Board vote policy regarding pre-submission of warrant articles, the capital improvement recommendations/article must be submitted by February 20th.

**Selectmen-Administrator Act requires the Town Administrator budget be provided to the Select Board at least 75 days prior to the annual Town meeting. The 75-day calculation is determined by starting at the Town Meeting date, which is May 6, 2019. The 75th day rule requires Town Administrator submission by February 20, 2019.

***Selectmen-Administrator Act requires the Select Board budget, including Select Board recommendations, be provided to the Finance and Advisory Board on or before the 55th day prior to the annual Town meeting.

V. BUDGET OVERVIEW, FINANCIAL POLICIES AND GOALS

The budget is a blueprint of Town services and facilities for Fiscal Year 2020. It identifies policy decisions by the Town Administrator and Select Board and guides the Town's operations.

Budget Format - The budget summary contains summary totals from all operating segments. The revenue section details revenue sources with expected trends. Each departmental section contains a department narrative, which includes organization, program functions, goals and financial data relating to the entire department. The enterprise section includes revenue and expenditure trends of the self-sustaining enterprise funds along with departmental goals. The capital improvement plan section details all expected capital program outlays in the current fiscal year.

Budget Procedure - The provisions of Chapter 43B govern the preparation of the Annual Budget for the Town. The budget cycle for FY20 was initiated in October 2018, at which time, the Town Accountant presented the five-year forecast and established budgetary guidelines and limitations for the coming year.

In consultation with the Town Accountant, each department then prepared FY 20 operating budgets and a program summary outlining the projected goals for the future. These operating budgets, which include expenditure and revenue estimates, were submitted to the Town Accountant on November 30, 2018 (see section calendar above).

In December and January, each department met with the Interim Town Administrator, justifying proposed budgets and program changes for the coming year. Specific requests were analyzed during these sessions and appropriate revisions were made to the submitted budgets.

As the proposed budgets were reviewed by the Interim Town Administrator, the budgets submitted were adjusted based on the individual needs of each department. During the month of February, the Town Administrator finalized the Annual Budget document for submission to the Select Board. By Charter, the budget must be approved, by a majority vote of the Select Board by March of each year.

During April it is anticipated that the Finance Committee will review the budget submission and make any amendments from those reviews. The Finance Committee budget proposal, as amended, shall be placed before town meeting for its approval, subject to further amendments on the floor.

Mass Gen. Law Requirements - The budget preparation process for all towns is governed by MGL Ch. 44. The General Laws require that the budget be supported by revenues earned during the year plus any savings from prior years. The General Laws also require public involvement in the process, including the requirement for a public hearing on the proposed budget.

Developed under the Town Administrator's Direction - The Town Administrator provides leadership for the budget process by developing budgetary policy and working closely with department heads and the Select Board to assure that the process identifies community needs and priorities and develops a farsighted and well-crafted plan.

VI. FINANCIAL POLICY OBJECTIVES AND RELATED GOALS

The Town of Stoneham is committed to safeguarding public funds, protecting local assets, and complying with financial standards and regulations. Financial policies provide guidance for local planning and decision-making. The policies as a whole are intended to outline objectives, provide direction, and define authority to help ensure sound fiscal stewardship and management practices. Each should be periodically reviewed and updated as necessary.

With these policies, the Town of Stoneham, through its Select Board, Town Administrator, School Committee, Superintendent, Finance & Advisory Board, and employees, commits to the following objectives:

1. Sustaining a consistent level of service and value for residents and businesses
2. Safeguarding financial integrity and minimizing risk through a system of internal controls
3. Ensuring the quality and maintenance of capital assets
4. Conforming to general law, uniform professional standards, and municipal best practices
5. Protecting and enhancing the town's credit rating
6. Promoting transparency and public disclosure
7. Assuring accurate and timely reporting

Financial Goals – include defining budgetary issues for FY20 and the following years, attempting to mitigate the severity of projected structural deficits and developing a responsible plan to allow the Town to maintain and, where necessary and possible, expand services and programs.

Managing incremental increases in State Aid and other sources of revenues so as to limit or avoid an impact on core municipal services and programs;

Controlling costs in “non-discretionary” spending areas, including existing employee and other contracts, health and other insurance premiums, debt service and assessments;

Constraining “discretionary” spending by reviewing and identifying areas of need and prioritization;

Seeking out increases in and/or developing new revenue sources to offset budget shortfalls, being cognizant of revenue raising capabilities and constraints, as well as being sensitive to the impact of revenue raising initiatives on taxpayers;

Minimizing the use of reserve funds to cover the FY20 budget gap while recognizing the need to increase reserves for potential out-year shortfalls;

Continue the capital investment in infrastructure, while managing the impact of debt service on the operating budget.

VII. FINANCIAL RESERVE POLICIES

Financial Reserve Policies help the Town stabilize finances and maintain operations during difficult economic periods, this policy establishes prudent practices for appropriating to and expending reserve funds. With well-planned sustainability, Stoneham can use its reserves to finance emergencies and other unforeseen needs, to hold money for specific purposes. Reserve balances and policies can also positively impact the Town's credit rating and consequently, its long-term cost to fund major projects.

The Town is committed to building and maintaining its reserves so as to have budget flexibility for unexpected events and significant disruptions in revenue-expenditure patterns and to provide a source of available funds for future capital expenditures. The Town will strive to maintain overall general fund reserves in the level of 10-15% of the general fund operating budget. Adherence to this policy will help the Town withstand periods of decreased revenues and control spending during periods of increased revenues. There are multiple types of reserves, including free cash, stabilization funds, retained earnings (Water & Sewer) and overlay surplus.

1. Free Cash
2. Stabilization Fund
3. Capital Stabilization Fund
4. Retained Earnings (Water & Sewer)
5. Overlay Surplus

Free Cash Reserves

The Division of Local Services (DLS) defines free cash as "the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year." DLS must certify free cash before the Town can appropriate it.

Stabilization Fund

A stabilization fund is a reserve account allowed by state law to set aside monies to be available for future spending purposes, including emergencies or capital expenditures, although it may be appropriated for any lawful purpose. The Town has established two (2) stabilization funds, each of which is accounted for and reported as a trust fund, regardless of authorized use.

Appropriations from Town Stabilization Fund are governed by statute and require a two-thirds affirmative vote of Town Meeting.

The Town will endeavor to maintain a minimum balance of five (5) percent (%) of the current operating budget in its general stabilization fund. Withdrawals from general stabilization should only be used to mitigate emergencies or other unanticipated events that cannot be supported by current general fund appropriations. When possible, withdrawals of funds should be limited to the amount available above the five (5) percent (%) minimum reserve target level. If any necessary withdrawal drives the balance below the minimum level, the withdrawal should be limited to one-third (1/3) of the general stabilization balance.

Further, the Town Administrator will develop a detailed plan to replenish the fund to the minimum level within the next two (2) fiscal years, general guideline of building the Stabilization account in order to protect the services of the Town during a down economy, capital, or material unforeseen expenditures which otherwise would cause a dramatic change in the tax rate. The use of the Stabilization Account to fund operating and personnel costs should be avoided whenever possible.

- I. If free cash exceeds five (5) percent (%) of the town budget, the town shall appropriate no less than ten (10) percent (%) of available Surplus Revenue at the next Town Meeting into the general stabilization fund;
- I. If free cash is less than five (5) percent (%) of the town budget, the town shall appropriate no less than five (5) percent (%) of available Surplus Revenue at the next Town Meeting.

The Stabilization Account should be invested in a separate investment account and invested in accordance with Massachusetts General Laws.

The FY20 Budget does make a contribution to this fund in the amount of \$25,000.

Town Stabilization Fund

Fund balance as of June 30, 2018	\$ 2,498,719
Projected FY19 revenues and financing sources	\$ 1,504,080
Projected FY19 Use of Fund	\$ 250,000
Projected Fund Balance as of June 30, 2019	<u>\$ 3,752,799</u>
Projected FY20 Contribution and Other Financing sources	\$ 46,012
Projected FY20 Use of Fund	\$ -
Projected Fund Balance as of June 30, 2019	<u>\$ 3,798,811</u>

Note: Please be advised that projected use of \$250,000 assumes historical use for snow and ice deficits.

Capital Stabilization Fund

This fund is used to provide an alternative funding source for capital projects, as a reserve to offset a portion of debt service and costs related to capital projects.

The Town will annually appropriate five (5) percent (%) of the certified free cash to this fund until it minimally achieves a balance equal to two – four (2-4) percent (%) of the general fund operating budget. By sustaining funding in this reserve, the Town can balance debt with pay-as-you-go practices and protect against unforeseen costs.

The Capital Stabilization Account should be invested in a separate investment account and invested in accordance with Massachusetts General Laws.

The FY20 Budget does make a contribution to this fund in the amount of \$25,000.

Capital Stabilization Fund

Fund balance as of June 30, 2018	\$	183,398
Projected FY19 revenues and financing sources	\$	27,474
Projected FY19 Use of Fund	\$	-
Projected Fund Balance as of June 30, 2019	\$	210,872
Projected FY20 Contribution and Other Financing sources	\$	28,476
Projected FY20 Use of Fund	\$	-
Projected Fund Balance as of June 30, 2019	\$	239,348

Retained Earnings

The Town's Water and Sewer Department's finances are managed under enterprise funds, which allows the Town to effectively identify the utility's true delivery costs-direct, indirect and capital-and set user fees at a level sufficient to recover them. Under this accounting, the Town may reserve the Water and Sewer operation's generated surplus (referred to as retained earnings) rather than closing the amount to the General Fund at year end.

The Town shall maintain a minimum of 20% of the operations total budget respectively, but the reserve target may be significantly higher if major infrastructure improvements are necessary. The reserve will be used to provide rate stabilization and to fund major capital projects. To maintain the target reserve level for the enterprise funds requires a periodic review, and when necessary, adjust user rates.

Overlay Surplus

The purpose of the overlay reserve is to offset unrealized revenue resulting from uncollected property taxes, abatements and exemptions. Each year as part of the budget process, the Board of Assessors will vote to authorize a contribution to the overlay account, which the Town will raise on the annual recapitulation sheet. The amount to be added to the overlay account should be based on the following:

1. Current balance in the overlay account;
2. Three (3)-year average of granted abatements and exemptions;
3. Potential abatement liability in cases pending before, or on appeal from, the Appellate Tax Board (ATB);
4. Timing of next DLS certification review (scheduled every five (5) years).

At the conclusion of each fiscal year, the Board of Assessor's will submit to the Town Administrator and Town Accountant and update of the overlay reserve with data that includes, but is not limited to, the gross balance, potential abatement liabilities and transfers to surplus. If the balance exceeds the amount of potential liabilities, the Town Administrator or Town Accountant may request that the Board of Assessors vote to declare those balances surplus and available for use in the Town's capital improvement plan or for any one-time expense

VIII. OTHER MAJOR FUNDS BALANCES

Operating

The maintenance of adequate operating reserves is essential to the financial strength and flexibility of the Town as a whole. Adequate operating reserves are integral parts of the financial structure of the Town and help make it possible for the Town to issue debt, among many other functions.

Undesignated Fund Balance

Operating fund balance shall be maintained at sufficient levels to absorb unpredictable revenue shortfalls and to ensure desired cash flow levels. With regard to the General Fund, cash balances available at year-end shall, in combination with new revenues be sufficient to preclude any requirement for short-term debt to sustain Town operations.

What is considered the minimum level necessary to maintain the Town's credit worthiness and to adequately address provisions for a) economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy and b) cash flow requirements, c) in addition to the designations noted in (a) and (b) above, fund balance levels shall be sufficient to meet funding requirements for prior year approved projects which are carried forward into the new year, debt service reserve requirements, and other reserves as required by contractual obligations or generally accepted accounting principles. The change in projected fund balance is attributed to:

Undesignated Fund Balance

Fund balances as of June 30, 2018	\$	3,181,413
Projected FY19 revenues and other financing sources	\$	66,748,047
Projected FY19 expenditures and other financing uses	\$	(66,135,724)
Projected Fund Balance as of June 30, 2019	\$	<u><u>3,793,736</u></u>

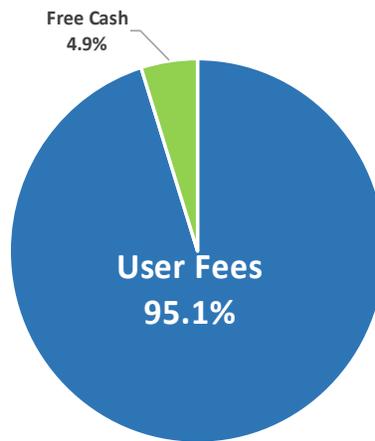
Reserve Fund

The Town shall establish and maintain an operating Contingency Reserve, which will provide for emergency expenditures and unanticipated revenue shortfalls. These funds will be used to avoid cash-flow interruptions, generate interest income and eliminate the need for short-term borrowing and assist in maintaining an investment-grade bond rating. This reserve is budgeted at \$100,000 in the General Fund for FY20. The Town will strive to maintain overall general fund reserves in the level of 10-15% of the general fund operating budget.

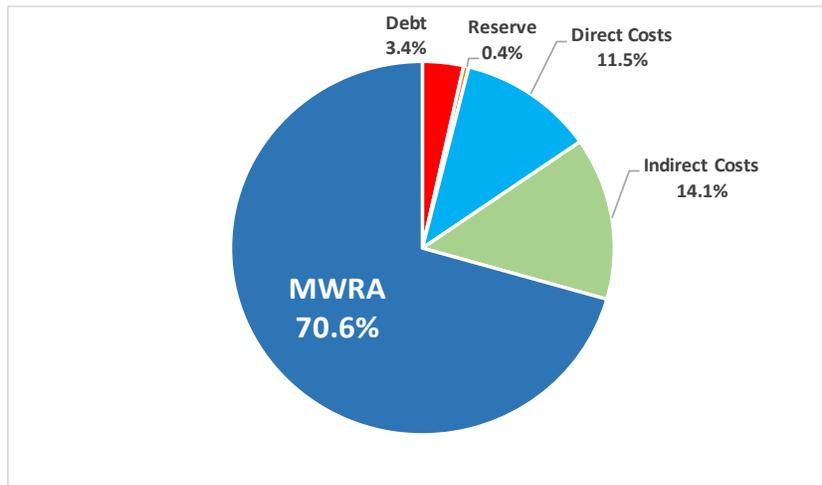
IX. ENTERPRISE FUNDS – WATER AND SEWER

The Water and Sewer Enterprise Funds are used to account for the operations and maintenance of the Town’s water and sewer systems. Separate funds exist to support water-related and sewer-related needs. Both funds are financed by charges for services and miscellaneous revenue. The total appropriation for FY20 is \$11,334,350.

FY20 Enterprise Fund Revenue Sources



FY20 Enterprise Fund Expenses



X. DEBT MANAGEMENT

The Town's debt management policy provides for the appropriate issuance and responsible use of debt. This policy defines the parameters and provisions governing debt management. Policy adherence will help the Town to responsibly address capital needs, provide flexibility in current and future operating budgets, control borrowing, sustain capital investment capacity, and maintain or enhance the Town's bond rating so as to achieve long-term interest savings.

Under the requirements of federal and state laws, the Town may periodically issue debt obligations to finance the construction, reconstruction, or acquisition of infrastructure and other assets or to refinance existing debt. The Town will issue and manage debt obligations in such a manner as to obtain the best long-term financial advantage and will limit the amount of debt to minimize the impact on taxpayers. Debt obligations, which include general obligation bonds, revenue bonds, bond anticipation notes, lease/purchase agreements, and any other debt obligations permitted to be issued under Massachusetts law, will only be issued to construct, reconstruct, or purchase capital assets that cannot be acquired with current revenues.

1. Debt Financing

In financing with debt, the Town will:

- I. Issue long-term debt only for purposes that are authorized by state law and qualify for tax-exempt bonds and only when the financing sources have been clearly identified.
- II. Use available funds to the greatest extent possible to reduce the amount of borrowing on all debt-financed projects.
- III. Confine long-term borrowing to capital improvements and projects that cost at least \$100,000 and that have at least 10 years of useful life or whose useful lifespans will be prolonged by at least 10 years.
- IV. Refrain from using debt to fund any recurring purpose, such as current operating and maintenance expenditures.
- V. Consider using revenue bonds, special assessment bonds, or other types of self-supporting bonds instead of general obligation bonds whenever possible.
- VI. Set user fees to cover capital costs for the water and sewer enterprise operation to the extent practicable.

2. Debt Limits

The Town will adhere to these debt parameters:

- I. Total debt service, excluding debt exclusions and any self-supporting debt, shall be limited to three to five (3-5) percent (%) of the tax levy.
- II. As dictated by state statute, the Town's debt limit shall be five (5) percent (%) of its most recent equalized valuation. The Town of Stoneham can authorize debt up to this amount (currently \$175,597,680) without State approval. The Town can authorize debt up to twice this amount (Double Debt Limit) with the approval of the State Emergency Finance Board.

Debt Limit Calculation (Debt from all sources including Water and Sewer)

Equalized Valuation Fiscal 2016	3,511,953,600
Debt Limit (5%)	175,597,680
Total Outstanding Debt*	29,883,080
Debt authorized but not yet incurred, including this issue	2,345,557
Gross Debt	32,228,637
Outstanding Debt outside Limit 06/30/2018	22,117,574
Authorized but not yet incurred debt which is outside the debt limit	1,096,232
Outstanding debt outside limit plus authorized but not yet incurred debt outside the limit	23,213,806
Net debt subject to the debt limit including this issue.	9,014,831
Debt Limit	175,597,680
Debt Subject to Debt Limit	9,014,831
Borrowing Capacity	166,582,849

3. Structure and Term of Debt

The following shall be the Town's guidelines on debt terms and structure:

- I. The Town will attempt to maintain a long-term debt schedule such that at least 50% of outstanding principal will be paid within 10 years.
- II. The term of any debt shall not exceed the expected useful life of the capital asset being financed and in no case shall it exceed the maximum allowed by law.
- III. The Town will limit bond maturities to no more than 10 years, except for major buildings, land acquisitions, and other purposes in accordance with the useful life borrowing limit guidelines published by the Division of Local Services (DLS).
- IV. Any vote to authorize borrowing will include authorization to reduce the amount of the borrowing by the amount of the net premium and accrued interest.
- V. The Town will work closely with its financial advisor to follow federal regulations and set time frames for spending borrowed funds to avoid committing arbitrage, paying rebates, fines and penalties to the federal government, and jeopardizing any debt issuance's tax-exempt status.

4. Bond Refunding

To achieve potential debt service savings on long-term, tax-exempt debt through bond refunding the Town will:

- I. Issue debt with optional call dates no later than 10 years from issue.
- II. Analyze potential refunding opportunities on outstanding debt as interest rates change.
- III. Use any net premium and accrued interest to reduce the amount of the refunding.
- IV. Work with the Town's financial advisor to determine the optimal time and structure for bond refunding.

5. Protection of Bond Rating

To obtain and maintain a favorable bond rating, the Town will:

- I. Maintain good communications with bond rating agencies, bond counsel, banks, financial advisors, and others involved in debt issuance and management.
- II. Follow a policy of full disclosure on every financial report and bond prospectus, including data on total outstanding debt per capita, as a percentage of per capita personal income, and as a percentage of total assessed property value.

Debt Position Including Water & Sewer (as of 06/30/2018)

Fiscal Year	Total Debt	Principal Payment	Interest	Required Appropriation
2020	31,404,287	3,601,636	842,463	4,444,099
2021	26,960,189	3,417,236	709,663	4,126,899
2022	22,833,290	2,203,236	613,538	2,816,774
2023	20,016,517	1,950,234	546,763	2,496,997
2024	17,519,520	1,464,596	483,938	1,948,534
2025	15,570,987	1,499,350	434,313	1,933,663
2026	13,637,324	1,544,349	382,988	1,927,337
2027	11,709,988	1,360,000	329,788	1,689,788
2028	10,020,200	1,390,000	276,938	1,666,938
2029	8,353,263	1,415,000	232,363	1,647,363
2030	6,705,900	1,460,000	187,138	1,647,138
2031	5,058,763	1,460,000	140,538	1,600,538
2032	3,458,225	1,310,000	97,363	1,407,363
2033	2,050,863	1,340,000	57,988	1,397,988
2034	652,875	180,000	16,250	196,250
2035	456,625	55,000	12,725	67,725
2036	388,900	55,000	11,075	66,075
2037	322,825	55,000	9,425	64,425
2038	258,400	45,000	7,638	52,638
2039	205,763	45,000	6,175	51,175
2040	154,588	45,000	4,713	49,713
2041	104,875	50,000	3,250	53,250
2042	51,625	50,000	1,625	51,625

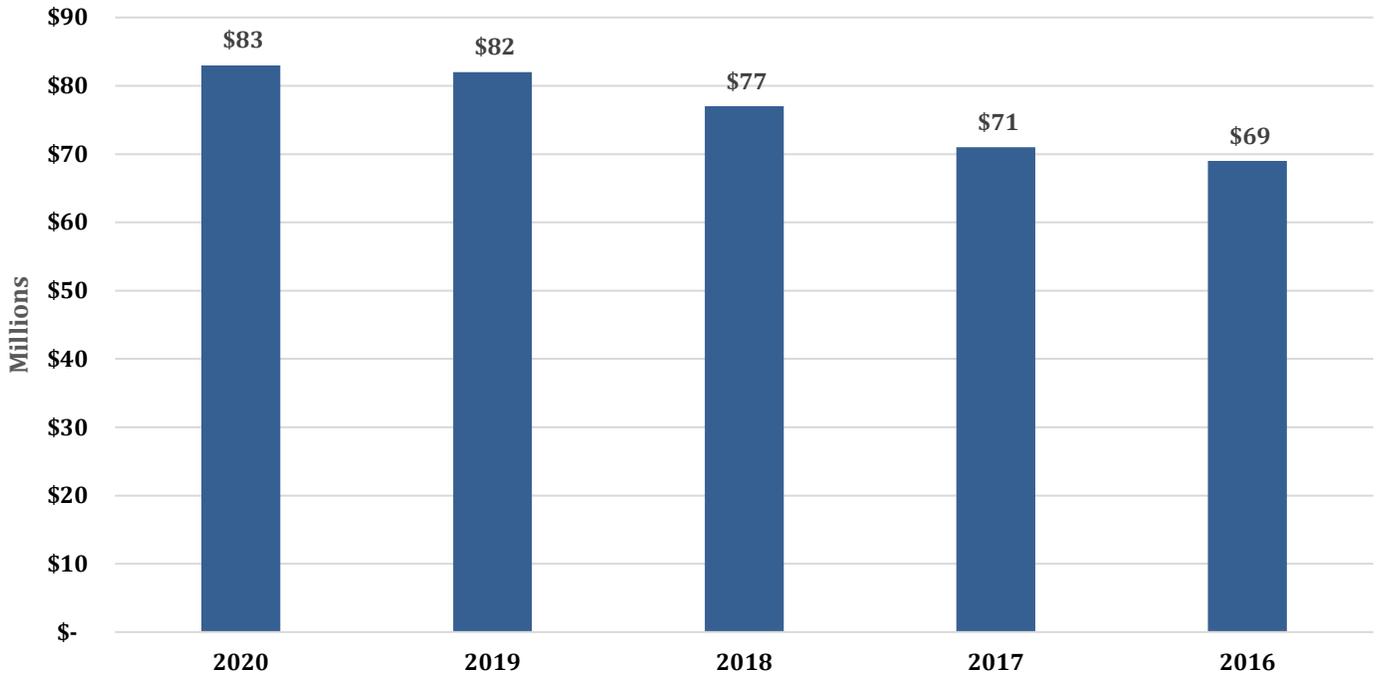
XI. BUDGET SUMMARY

Budget Summary

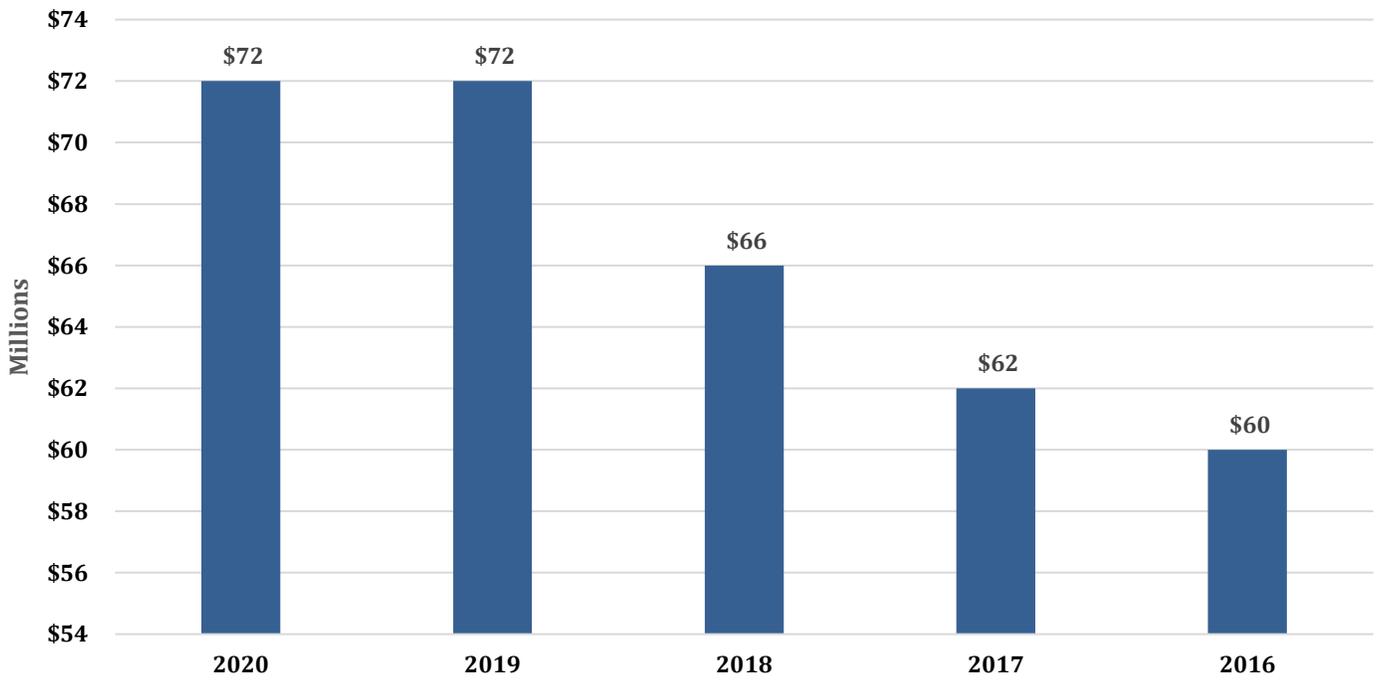
	Unaudited Actual	Approved Tax Rate	Proposed	% Increase
General Fund	FY18	FY19	FY20	FY19-FY20
Revenues				
TAX LEVY	\$ 48,691,983	\$ 48,020,211	\$ 49,995,241	4.1%
NEW GROWTH	\$ -	\$ 755,634	\$ 400,000	-47.1%
DEBT EXCLUSION	\$ 2,233,542	\$ 2,132,163	\$ 2,025,731	-5.0%
LOCAL RECEIPTS	\$ 7,268,069	\$ 6,563,499	\$ 6,620,000	0.9%
STATE AID	\$ 8,423,344	\$ 8,791,846	\$ 9,659,611	9.9%
SBA REIMBURSEMENT	\$ 1,148,092	\$ 1,148,092	\$ 1,148,092	0.0%
FREE CASH	\$ -	\$ 1,560,000	\$ 100,000	0.0%
OVERLAY SURPLUS	\$ 385,392	\$ -	\$ 15,000	0.0%
INTERGOVERNMENTAL(INDIRECTS)	\$ 975,375	\$ 1,257,395	\$ 1,595,404	26.9%
RCN/ VERIZON/COMCAST OPERATING FUNDS	\$ 40,000	\$ -	\$ -	0.0%
CEMETERY PERPETUAL INCOME FUND	\$ 30,000	\$ -	\$ -	0.0%
SALE OF LOT & GRAVES	\$ 50,000	\$ -	\$ -	0.0%
WHIP HILL TRUST/STOCKWELL	\$ 3,500	\$ -	\$ -	0.0%
Total Revenues	\$ 69,249,297	\$ 70,228,840	\$ 71,559,079	1.9%
EXPENDITURES				
GENERAL GOVERNMENT	\$ 12,856,688	\$ 15,817,592	\$ 17,087,481	8.03%
EDUCATION	\$ 27,734,642	\$ 28,916,729	\$ 30,291,726	4.76%
VOCATIONAL SCHOOL	\$ 1,297,604	\$ 1,230,535	\$ 1,153,474	-6.26%
SHARED EXPENSES				
HEALTH INSURANCE	\$ 8,031,144	\$ 8,267,803	\$ 8,384,348	1.41%
RETIREMENT	\$ 5,950,837	\$ 6,409,652	\$ 6,611,111	3.14%
MEDICARE	\$ 500,968	\$ 465,000	\$ 560,000	20.43%
PROPERTY & CASUALTY INSURANCE	\$ 517,228	\$ 550,000	\$ 565,000	2.73%
WORKER'S COMPENSATION	\$ 221,337	\$ 245,000	\$ 250,000	2.04%
RESERVE FUND	\$ -	\$ 50,000	\$ 100,000	100.00%
DEBT	\$ 4,487,738	\$ 4,514,043	\$ 4,203,459	-6.88%
TOWN AUDIT	\$ 58,505	\$ 65,000	\$ 85,000	30.77%
CAPITAL STABILIZATION(Non Operational)	\$ -	\$ 25,000	\$ 25,000	0.00%
STABILIZATION (Non Operational)	\$ -	\$ 1,485,000	\$ 25,000	-98.32%
OPEB TRUST FUND(Non Operational)	\$ 50,000	\$ 50,000	\$ 50,000	0.00%
OVERLAY PROVISIONS	\$ 400,000	\$ 198,810	\$ 220,000	10.66%
ASSESSMENTS/OFFSETS	\$ 1,793,773	\$ 1,829,532	\$ 1,946,913	6.42%
AMOUNT RAISED ON TAX RATE				
PRINCIPLE PAYMENT	\$ -	\$ 100,000	\$ -	0.00%
TAX TITLE	\$ -	\$ 7,105	\$ -	0.00%
Total Expenditures	\$ 63,900,464	\$ 70,226,801	\$ 71,558,512	1.90%

Please note for comparison purposes, FY19 STM article of \$1,549,904 has been removed from expenses in order to compare budget years, without special one-time irregular expenses.

Total Budget Growth FY16-FY20

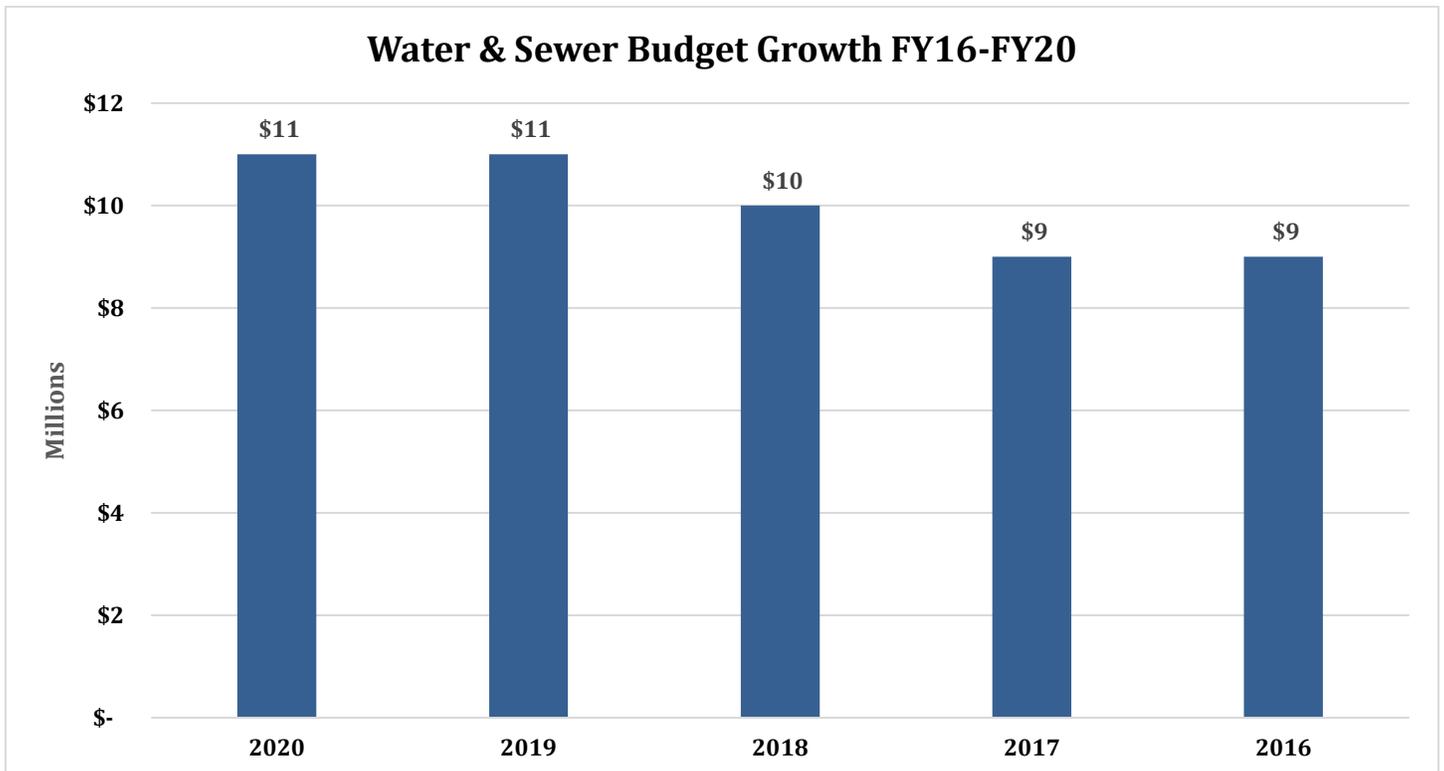


General Fund Budget Growth FY16-FY20



Budget Summary – Water and Sewer

	Unaudited Actual	Proposed Budget	Proposed	% Increase
Water and Sewer	FY18	FY19	FY 2020	FY19-FY20
Revenues				
Sewer Receipts	\$ 6,036,333	\$ 5,505,342	\$ 6,015,118	9.3%
Sewer Fund Retained Earnings	\$ 411,413	\$ 500,000	\$ 350,000	-30.0%
Water Receipts	\$ 4,838,546	\$ 4,563,024	\$ 4,769,232	4.5%
Water Fund Retained Earnings	\$ 460,938	\$ 250,000	\$ 200,000	-20.0%
Total Budgets	\$11,747,230	\$10,818,366	\$11,334,350	4.8%
Expenditures				
440 Sewer	\$ 5,265,355	\$ 5,260,485	\$ 5,414,929	2.9%
710 Maturing P&I - Sewer	\$ 75,756	\$ 73,257	\$ 79,700	8.8%
Sewer Indirects	\$ 514,560	\$ 646,599	\$ 845,489	30.8%
Reserve Fund Sewer	\$ -	\$ 25,000	\$ 25,000	0.0%
450 Water	\$ 4,106,763	\$ 3,828,042	\$ 3,883,130	1.4%
710 Maturing P&I - Water	\$ 360,286	\$ 349,186	\$ 311,186	-10.9%
Water Indirects	\$ 460,815	\$ 610,796	\$ 749,915	22.8%
Reserve Fund Water	\$ -	\$ 25,000	\$ 25,000	0.0%
Total Budgets	\$10,783,535	\$10,818,366	\$11,334,350	4.8%



Recurring Expenditures

General Government

General Government expenditures are utilized by the Town to budget for Town operations with the exception of Education. These areas include General Government, Public Safety, Public Works, and Public Services. The Town Operating budget increase is 8.03% (including shared services with Education). Combined with the proposed Education operating budget increase of 4.76%, results in a combined operating budget increase of 5.58%. Please be advised that no formal approvals have been made on the budgets presented within this budget book.

Education

Education expenditures are utilized by the Town to budget for all of the operating costs of the Stoneham Public Schools with the exception of the Vocational School Assessments, which are budgeted in General Government. The Education operating budget increase is 4.76% for fiscal year 2020. Please reference school budget document for more details related to the school budget. Please be advised that no formal approvals have been made on the budgets presented within this budget book.

Allowance for Abatements & Exemptions (Overlay Reserve)

The Overlay Reserve represents funds reserved for property tax abatements and exemptions. This budgeted amount is subject to the approval of the Board of Assessors and is budgeted for \$220,000 in FY20.

State Assessments (Cherry Sheet)

State Assessments expenditures are charges that are levied for services provided to the Town by state and other governmental agencies. The Town conservatively budgets for State Assessments based upon the most current information available from the state, using the prior year's allocation as a base, and adjusting as information is updated through the state budget process. Final assessments will not be known until the state budget is finalized and adopted. As of the printing of this book, the governor's budget was announced on January 24, 2019. This budget is subject to change as the final Cherry Sheet is issued as part of the state's adopted budget.

State Offset Expenditures (Cherry Sheet)

State Offset expenditures are various state programs for which the Town receives funding as a component of State Revenue (Cherry Sheet). These funds cannot be used to support the Town's operating budget as they are restricted funds for a particular purpose and can only be used for that purpose. Since these estimates are included as part of the revenue portion of the Town's budget, the state requires that the Town "offset" an equal amount as an expenditure during the budget process.

State Assessments and Offsets

Account Description	Actual	Proposed Budget	Proposed Budget	% Increase
	FY18	FY 2019	FY 2020	FY19-FY20
Assessments				
Air Pollution Control District	\$ 7,191	\$ 7,367	\$ 7,620	3.4%
Charter School	\$ 1,149,379	\$ 1,229,099	\$ 1,297,738	5.6%
MBTA Assessment	\$ 474,286	\$ 484,861	\$ 498,354	2.8%
Metropolitan Area Plan Council	\$ 11,246	\$ 11,463	\$ 11,782	2.8%
Motor Vehicle Parking Surcharge	\$ 18,820	\$ 18,820	\$ 18,820	0.0%
School Choice	\$ 71,952	\$ 52,872	\$ 73,877	39.7%
Special Education	\$ 37,291	\$ -	\$ 12,285	0.0%
Total Assessments	\$ 1,770,165	\$ 1,804,482	\$ 1,920,476	6.43%
Offsets				
Public Libraries	\$ 23,608	\$ 25,050	\$ 26,437	0.00%
Total Expenditure	\$ 1,793,773	\$ 1,829,532	\$ 1,946,913	6.42%

Non-Recurring Expenditures

Special Warrant Articles

Special Warrant Articles are individual requests within the Town Meeting Warrant that require financial funding. These articles are separately numbered in the warrant and the supporting documents related to these requests are provided separately from this budget book. Please be advised that no formal approvals have been made on the Special Warrant Articles presented within this budget book.

Recurring Revenues

Town revenues are comprised of five major categories: taxes to be levied, local receipts, state receipts (cherry sheet), school building assistance, and non-recurring revenues. The Town practice is to budget revenues conservatively. FY20 budgeted revenues are based on FY18 actuals, FY19 projected collections, historical trends, and anticipated changes that impact particular revenues. The Town met or exceeded most of its FY18 budgeted revenue and expects to do the same in FY19.

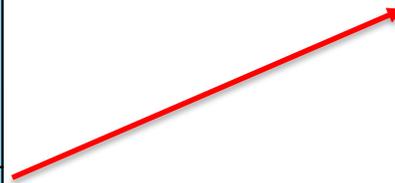
Taxes Budgeted to be Levied

Under Massachusetts General Law, property taxes on the whole are restricted to increases of 2.5% plus tax revenues derived from New Growth. This is referred to as the annual “levy limit”. New Growth is the additional tax revenue generated by new construction, renovations and other increases in the property tax base during the calendar year. The amount budgeted for FY20 is an estimate based upon consultation with the Assessing and Building Departments. The actual value of New Growth will not be known until the tax rate is set and certified by the Department of Revenue. To date, the Town has not passed an override or debt exclusion, which would have additional ramifications for the calculation of the annual “levy limit”.

Budgeted Property Taxes Levy

Budgeted Tax	Budget	Actual
Account Description	FY 2019	FY 2019
Previous Tax Levy Limit	\$46,848,986	\$ 46,848,986
FY18 Amended Growth	\$ -	\$ -
2.5% Limit	\$ 1,171,225	\$ 1,171,225
New Growth	\$ 500,000	\$ 755,634
Override	\$ -	\$ -
FY2019 Levy Limit	\$48,520,211	\$ 48,775,845
Debt Exclusion	\$ 2,132,163	\$ 2,132,163
Maximum Allowable Limit	\$50,652,374	\$ 50,908,008
% Increase Over Prior Year Budget		

Proposed FY 2020
\$48,775,845
\$ -
\$ 1,219,396
\$ 400,000
\$ -
\$ 50,395,241
\$ 2,025,731
\$ 52,420,972
3.49%



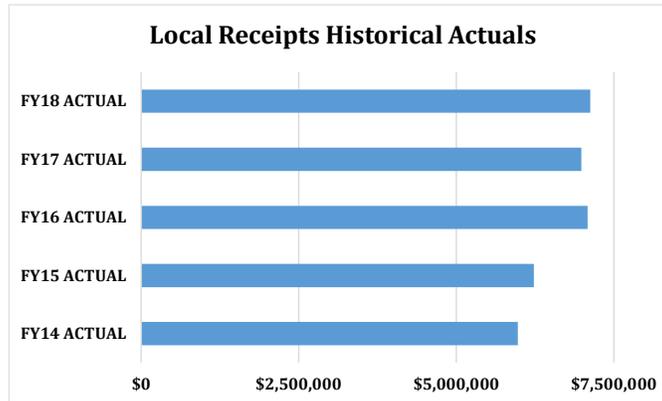
Note: Prior year actual levy limit is always the start of budgeted tax levy calculation.

Local Receipts

Local receipts include locally generated revenues other than real and personal property taxes and makes up 9.27% of the Town’s revenues. These amounts are budgeted based upon the prior year actual receipts, five year averages, and recommendations from department heads responsible for overseeing that revenue. These estimates are subject to the approval of the Department of Revenue.

Budgeted Local Receipts

Account Description	Unaudited Actual	Proposed Budget	Proposed Budget	% Increase
	FY18	FY 2019	FY 2020	FY19-FY20
Motor Vehicle Excise Tax	\$ 3,769,394	\$ 3,550,000	\$ 3,700,000	4.2%
Meals Tax	\$ 354,222	\$ 355,000	\$ 355,000	0.0%
Penalties and Interest on Taxes	\$ 127,467	\$ 280,000	\$ 150,000	-46.4%
Payments In Lieu of Taxes	\$ 67,900	\$ 60,000	\$ 51,000	-15.0%
Fees	\$ 475,337	\$ 366,500	\$ 400,000	9.1%
Rentals	\$ 100,875	\$ 121,000	\$ 100,000	-17.4%
Departmental Revenue	\$ 676,894	\$ 1,127,000	\$ 983,000	-12.8%
Other Departmental Revenue	\$ 9,130	\$ 7,000	\$ 20,000	185.7%
Licenses and Permits	\$ 1,362,379	\$ 580,000	\$ 640,000	10.3%
Fines and Forfeitures	\$ 70,484	\$ 58,000	\$ 65,000	12.1%
Investment Income	\$ 74,127	\$ 20,000	\$ 50,000	150.0%
Medicaid	\$ 142,011	\$ 130,000	\$ 100,000	-23.1%
Misc. Non-Recurring	\$ 37,849	\$ 28,736	\$ 6,000	0.0%
Total Revenues	\$ 7,268,069	\$ 6,683,235	\$ 6,620,000	-0.9%

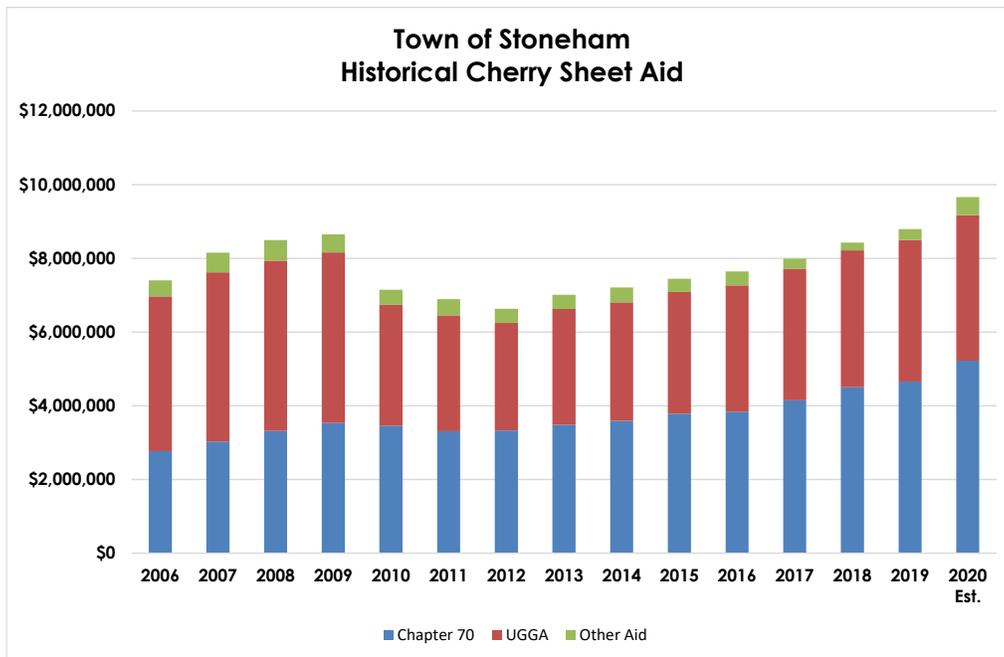


State Receipts (Cherry Sheet)

State Aid represents 13.52% of the Town’s recurring revenues. The Town receives revenue for both General Government and Education purposes. All of these funds with the exception of “offsets” are available to be used to support any Town purpose and are not earmarked for one department’s use. The Town forecasts State Receipts based upon the most current information available from the State. These amounts are subject to change as the State’s budget process progresses. As of the printing of this book, the governor’s budget was announced on January 24, 2019.

State Receipts

	Unaudited Actual	Proposed Budget	Proposed	% Increase
Account Description	FY18	FY19	FY20	FY19-FY20
School Chapter 70	\$ 4,269,807	\$ 4,421,709	\$ 5,222,884	18.1%
Charter Tuition Reimbursement	\$ 233,185	\$ 233,037	\$ 156,282	-32.9%
School Offset Items	\$ -	\$ -	\$ -	0.0%
Subtotal Education	\$ 4,502,992	\$ 4,654,746	\$ 5,379,166	15.6%
Unrestricted General Government Aid	\$ 3,712,808	\$ 3,842,756	\$ 3,946,510	2.7%
Veterans Benefits Reimbursement	\$ 147,826	\$ 146,004	\$ 147,742	1.2%
Exemption for Vets, Blind & Surviving Spouse	\$ 31,284	\$ 121,112	\$ 157,307	29.9%
State Owned Land	\$ 1,974	\$ 2,178	\$ 2,449	12.4%
Public Libraries		\$ 25,050	\$ 26,437	5.5%
Subtotal General Government	\$ 3,893,892	\$ 4,137,100	\$ 4,280,445	3.5%
Total State Receipts	\$ 8,396,884	\$ 8,791,846	\$ 9,659,611	9.9%



School Building Assistance

This represents an annual payment received by the Town for the State's share of School Building Assistance for a previous renovation of the School.

Non-Recurring Revenues

Free Cash

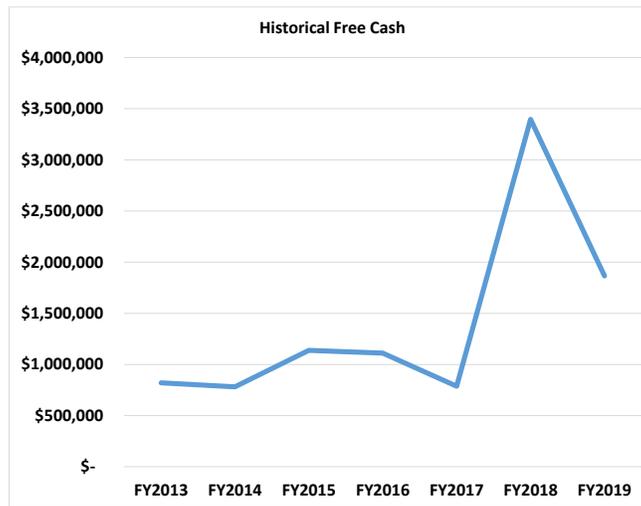
Free Cash is defined as the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is the result of collecting revenue in excess of estimates, expending less than what was appropriated, added to any unexpended Free Cash from the previous fiscal year. Unpaid property taxes and certain deficits reduce the amount

that can be certified as Free Cash. The Town submits its June 30 Balance Sheet to the Department of Revenue for certification on an annual basis. Free Cash cannot be used until it is certified by the State.

Due to the unpredictability of certified Free Cash amounts, it is best practices that Free Cash be used to fund one-time expenditures only; and not to fund annual operating budgets. The following chart shows a history of the Town's certified Free Cash over the last six fiscal years. **Please be advised the Town submitted its Free Cash certification to Department of Revenue January 7th, 2019.**

Certified Free Cash – Recent History

FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
\$ 820,447	\$ 781,512	\$ 1,138,074	\$ 1,111,078	\$ 788,182	\$ 3,396,518	\$ 1,865,349



Overlay Surplus

Overlay surplus is declared by the Board of Assessors when it is determined that the Town's potential liability for abatements and exemptions in any fiscal year has been met. Once the Board is satisfied that the funds are no longer needed, a surplus is declared and these funds are available to be appropriated by Town Meeting. If the overlay surplus is not appropriated by the end of the fiscal year, it closes out to undesignated fund balance and will eventually become part of free cash. Overlay surplus is budgeted for \$15,000 for FY20.

Budget FY 2015	Budget FY 2016	Budget FY 2017	Budget FY 2018	Proposed FY 2019	Proposed FY 2020
\$ -	\$100,000	\$ -	\$ -	\$ -	\$ 15,000

XII. OPERATING BUDGETS

DEPT 114 - TOWN MODERATOR

Description of Services

The moderator shall preside and regulate the proceedings, decide all questions of order and make public declaration of all votes. The moderator may take all votes requiring a two-thirds majority in the same manner in which the moderator conducts the taking of a vote when a majority is required. (1932 Bylaws, Art. 1, Sec. 8; 10-25-99, Art. 23) State law reference - Powers and duties of moderator, G.L. c. 39, sec. 15. Preservation of order, G.L. c. 39, sec. 17. Reception of votes, G.L. c. 39, sec. 18. Oath of office, G.L. c. 41, sec. 107. Town meeting, duties, G.L. c. 39, sec. 10.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

Staffing

(0 Total Positions): Non-salary position, elected official. Town Moderator, (Elected to 2-year term)

	FY20 Proposed	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
114 Town Moderator								
Salary Expenses	\$ 200	\$ 200	\$ -	\$ 200	\$ 33	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45	\$ -
Total	\$ 200	\$ 200	\$ -	\$ 200	\$ 33	\$ -	\$ 45	\$ -

DEPT 122 – Select Board

Description of Services

The Select Board, which sets policy for the Town, continues to be receptive to citizen input, at public hearings, through phone calls received at home, in our contact with the public, and in phone calls and visits made to our office by the public. The Board welcomes this input. The Board holds public hearings on important issues to give the townspeople and businesses an opportunity to be heard. The Select Board and its office continue to perform the multiple, diverse functions required by both Town Bylaws and Massachusetts General Law and to assist the public where needed.

Policy has been a strong focus of the board this past year. Without strong policies and procedures in place the Town leaves itself vulnerable. The board has updated its own policies and procedures and continues to make changes when they are necessary. There are several other policies in process including the creation of a Human Rights Commission, and regulations around BYOB being worked on at the printing of this document.

Significant Changes

- One new Board member was elected in April 2018.
- The Board will hire a new Town Administrator in December 2018.

FY19 Accomplishments

- Completed Select Board policy book.
- Re-instituted monthly tri-chair meetings as well as quarterly tri-board meetings.
- A subcommittee created a sexual harassment policy, and a memorial bench/tree policy.
- Completed study and analysis of licensing fees.
- Created and implemented new applications and procedures for licensing.
- Supported the Town entering into a national lawsuit against big pharma. This is national multi-district opioid litigation in response to the damages incurred by cities and towns as a result of the epidemic.

FY20 Department Goals

- Review licensing study and make appropriate adjustments to fees and procedures by July 2020. Create on-line application process if possible through new website.
- Create and implement new application process for GOL/SP by July 2020. Create on-line application process if possible through new website.
- Create and implement new procedure for warrant submission (with Town Administrator) by July 2020.

Staffing

(1 Full Time Position): (1) Administrative Assistant, (5) Select Board (Elected for 3 year terms)

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
122 Select Board								
Salary Expenses	\$ 71,408	\$ 68,551	\$ 2,857	\$ 70,417	\$ 67,009	\$ 69,774	\$ 77,742	\$ 70,992
Operating Expenses	\$ 16,350	\$ 13,750	\$ 2,600	\$ 11,457	\$ 8,992	\$ 9,986	\$ 9,982	\$ 10,908
Total	\$ 87,758	\$ 82,301	\$ 5,457	\$ 81,874	\$ 76,001	\$ 79,760	\$ 87,724	\$ 81,900

DEPT 123 – TOWN ADMINISTRATOR

Description of Services

The Town Administrator is appointed by the Select Board. The mission of the Town Administrator's office is to implement the policies and work to achieve the goals of the Select Board, and to administer and oversee the day-to-day functions and activities of, and services provided by Town government. The Town Administrator is responsible for ensuring that the resources of the Town (primarily human and fiscal) are utilized in the most efficient and effective manner by encouraging high levels of cooperation and teamwork.

Significant Changes

- New Town Administrator started February of 2019.

FY19 Accomplishments

- Managed the recruitment, evaluation and hiring of seven new employees.
- Successful management of Town during the interim Town Administrator period and assisted in the recruitment and evaluation process for replacement.

FY20 Department Goals

- Increase interactions with other boards and commissions by July 2020.
- In coordination with the Town Accountant's Office, implement new policies and procedures to improve financial stewardship utilizing the financial policies manual and third party recommendations as a guide.
- Evaluate the human resources functions in town and implement new procedures for the recruitment and evaluation process for new hires and promotions.
- Evaluate and the organizational structure and policies of the Department of Public Works and implement improvements by June 2020.

Staffing

(4 Total Positions): (1) Town Administrator, (1) Office Manager, (1) Benefits Coordinator, (1) Human Resources Administrator

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
123 Town Administrator								
Salary Expenses	\$ 402,838	\$ 385,118	\$ 17,720	\$ 368,775	\$ 330,424	\$ 340,733	\$ 324,437	\$ 316,112
Operating Expenses	\$ 27,800	\$ 24,200	\$ 3,600	\$ 23,409	\$ 37,208	\$ 48,000	\$ 61,607	\$ 46,573
Total	\$ 430,638	\$ 409,318	\$ 21,320	\$ 392,183	\$ 367,633	\$ 388,733	\$ 386,044	\$ 362,684

DEPT 131 – Finance & Advisory Board

Description of Services

The Finance and Advisory Board is appointed by the Moderator and derives its authority and responsibilities from the statutes of the Commonwealth of Massachusetts, the Special Act, and the By-Laws of the Town.

Mission: The Stoneham Finance and Advisory Board is to:

- Review fiscal and capital matters
- Consider and balance the needs of all citizens
- Make recommendations
- Explain the impact of decisions to Town Meeting

From the Town By-Laws:

Sec. 2-18. Matters to be considered.

The Finance and Advisory board shall consider matters relating to the appropriation, the borrowing and the expenditures of money by the town; its indebtedness; the methods of administration of its various officers and departments: property valuation and assessments; revenue sources and other municipal affairs; and make recommendations to the town, and any town board, officer or committee, relative to such matters. (1932 Bylaws, Art. 2, Sec 3; revenue sources, 5-4-92)

Significant Changes

N/A

FY19 Accomplishments

- Enhanced communication with Tri-Boards, board liaisons, and department focused subgroups.
- Five members attended training at the Association of Town Finance Committee annual conference.

FY20 Department Goals

- Enhance transparency of town finances by establishing and tracking financial metrics, ongoing through FY20.
- Implement and reinforce newly adopted financial policies. Adopted February 6, 2019.
- Develop a board resource center to provide members with tools, information, and archival capability, by end of June 30th, 2019.

Staffing

(0 Positions): Comprised of 11 members, (appointed to 3-year term by Town Moderator)

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
131 Finance & Advisory Board								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 500	\$ -	\$ 500	\$ -				

DEPT 132 – RESERVE FUND

Description of Services

The Town of Stoneham budgets Reserve Funds that are used to meet a specific purpose and restricted from being used for any other funding, other than that purpose. Interest earned on reserve funds must be allocated to the specific reserve fund that earned it. The Finance and Advisory Board has oversight over the reserve fund.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

Staffing

(0 Positions):

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
132 Reserve Fund								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 100,000	\$ 50,000	\$ 50,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -
Total	\$ 100,000	\$ 50,000	\$ 50,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -

DEPT 135 - TOWN ACCOUNTANT

Description of Services

The Town Accountant is appointed by, and subject to the supervision and control of, the Select Board. The Town Accountant works collaboratively and effectively with the Town Administrator and the administrative team.

Maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Has full audit responsibility for all departmental receipts and expenditures; coordinates the Town's outside audit, and bond rating.

Monitors expenditures of all Town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditure and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer/Collector's cash and receivables balances with the general ledger; oversees preparation of weekly payroll and accounts payable warrants for review by the Town Accountant.

Oversees and participates in the posting of weekly warrants in ledger; posts cash receipts in ledger as received and monthly entries in journal. Assists other town officials in monitoring the town's financial condition; notifies departments of expenditures and account balances monthly; makes recommendations to improve financial condition.

Compiles and submits required state and federal reports during and at the close of the fiscal year; prepares annual balance sheet and breakdown of cash receipts; prepares annual reports for town report.

Assists the Town Administrator in creating financial forecasts; prepares detailed revenue and expenditure estimates for use in the budget process; organizes, updates, and maintains all internal budget documents as well as the budget documents provided to Town Meeting.

The Accounting department is also the primary "financial watchdog" which oversees internal controls and protects the Town's assets. Every year the Accounting Department undergoes an audit by an independent audit firm, which confirms the proper safeguards are in place, and that the information generated by the Accounting Department is accurate, reliable, and are in accordance with Massachusetts General Laws, as well as all Generally Accepted Accounting Principles (GAAP). There have not been any audit findings that would lead to a negative opinion of the Town's financial statements.

Significant Changes

- New audit firm hired July 2018.

FY19 Accomplishments

- Closed FY2018 financials by end of November 2018.
- Submitted the FY19 Budget for the "Distinguished Budget Presentation Award" to the GFOA August 1, 2018.
- Developed Fiscal Guidelines & Policies manual, adopted February 6th, 2019.

FY20 Department Goals

- Implement recommended audit measures by June 2020.
- Submit the FY20 Budget for the “Distinguished Budget Presentation Award” to the GFOA by August 1, 2019.
- Comply with State filing requirements by completing Schedule A (a comprehensive report of Town and School revenues, expenditures and account balances) by October 31, 2019.

Staffing

(4 Total Positions): (1) Town Accountant, (1) Assistant Town Accountant, (2) Office Assistant

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
135 Town Accountant								
Salary Expenses	\$ 273,070	\$ 258,288	\$ 14,782	\$ 227,986	\$ 200,314	\$ 207,466	\$ 169,671	\$ 168,416
Operating Expenses	\$ 10,060	\$ 8,892	\$ 1,168	\$ 18,530	\$ 3,158	\$ 1,521	\$ 685	\$ 628
Total	\$ 283,130	\$ 267,180	\$ 15,950	\$ 246,516	\$ 203,472	\$ 208,987	\$ 170,356	\$ 169,044

DEPT 138 – Purchasing/Procurement

Description of Services

The Town's purchasing department implements and administers the purchasing policies and practices of the Town. It ensures that all purchases of goods and services, including public construction, are made in accordance with state laws and Town ordinances and are open, fair, competitive, and obtained at the lowest possible cost without sacrificing quality. This is a newly created shared service with the School Department.

Significant Changes

- Newly created shared service with School Department and Town.

FY19 Accomplishments

N/A

FY20 Department Goals

- To establish policies and procedures that ensure the Town follows Massachusetts General Law related to purchasing of goods and awarding of contracts.

Staffing

(1 Position): (1) Purchasing Agent/Director

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
138								
Purchasing/Procurement								
Salary Expenses	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 45,000	\$ -	\$ 45,000	\$ -				

DEPT 141 – BOARD OF ASSESSORS

Description of Services

The role of the Assessor’s Office, under the direction of the Board of Assessors, is the valuation of all real and personal property throughout the entire community. The Department of Revenue requires that all property is valued at full and fair cash value, which ensures that all property owners pay their fair and equitable share of the yearly tax burden.

This office is responsible for meeting and adhering to strict certification requirements of the Department of Revenue. To meet these requirements, the assessors are obligated to revalue all properties yearly and, once every three years, undergo a state recertification audit. In addition to its appraisal duties, the Assessors Office responsibilities include the processing of property tax abatements, statutory exemptions, resolving excise tax issues as well as various real estate related inquires.

The goal of the Assessor’s office is to assist the public with your questions and concerns in an efficient and courteous manner.

Significant Changes

- No significant changes to the department.

FY19 Accomplishments

- Training and development of the Assessing Assistant to assist with both exterior inspection work (abatement or building permit) and with annual valuation analysis. Ongoing through FY19.
- Developed a digital extraction and upload of monthly building permits from the Building Department's Munis database into the Assessors Office database.
- Conducted over 600 building permit inspections.

FY20 Department Goals

- To meet the DOR's 5 Year Cyclical Revaluation criteria by June 30th, for Fiscal Year 2020.
- Migration of the Assessors database to the new Patriot Properties AssessPro 5.0 version by June 30th, for Fiscal Year 2020.
- To implement online GIS Mapping Services for public use by June 30th, 2020.

Staffing

(2 Total Positions): (1) Director of Assessing, (1) Administrative Assistant, (3) Board of Assessors, elected for 3 years.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
141 Board of Assessors								
Salary Expenses	\$ 141,631	\$ 137,830	\$ 3,801	\$ 136,246	\$ 133,717	\$ 129,915	\$ 124,610	\$ 129,854
Operating Expenses	\$ 19,200	\$ 4,500	\$ 14,700	\$ 3,398	\$ 3,268	\$ 3,422	\$ 3,956	\$ 4,041
Total	\$ 160,831	\$ 142,330	\$ 18,501	\$ 139,644	\$ 136,985	\$ 133,338	\$ 128,565	\$ 133,895

DEPT 145 – TREASURER/COLLECTOR

Description of Services

The Treasurer's Office is responsible for the receipt of all Town monies and investments, all Tax Title accounts, the administration of the Town Meeting authorized debt, and the timely payment of all bills and payrolls of the Town. Administers weekly payroll for all employees, including Federal and State Tax withholdings, as well as the quarterly and annual reporting and payment of those taxes.

Significant Changes

- The retiring of Treasurer/Tax Collector in December of 2018 and current Assistant Treasurer/Tax Collector appointed as new Treasurer/ Tax Collector in January 2019.
- The hiring of a new Assistant Treasurer/Tax Collector February 2019.

FY19 Accomplishments

- Streamlined the Cash Book to simplify the monthly reconciliation process.
- Reviewed the lockbox process for processing daily payments; eliminated the need for office staff to open and review all payments received. Reduced the processing time on all payments.
- Payroll Checks and Direct Deposit Advices will be folded and sealed for confidentiality along with the ability to send Advices to employees via email. Vendor payments will also be folded and sealed; reducing the need to fold and stuff envelopes weekly by department staff.

FY20 Department Goals

- Implement new Tyler Cashiering in the office for processing payments at the counter. Train staff on new features by June 30th, 2020.
- Research and implement more efficient methods for issuing, collecting and processing parking tickets. Implement updated methods by June 30th, 2020.
- Review the current process for issuing and collecting Excise tax bills. Incorporate the changes the RMV is implementing in calendar year 2019.

Staffing

(5 Total Positions): (1) Treasurer/Collector, (1) Assistant Treasurer/Collector (3) Principal Office Assistant

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
145 Treasurer								
Salary Expenses	\$ 259,980	\$ 277,795	\$ (17,815)	\$ 276,496	\$ 258,812	\$ 262,042	\$ 242,713	\$ 236,717
Operating Expenses	\$ 109,015	\$ 26,315	\$ 82,700	\$ 20,649	\$ 23,839	\$ 16,346	\$ 15,109	\$ 15,660
Total	\$ 368,995	\$ 304,110	\$ 64,885	\$ 297,146	\$ 282,651	\$ 278,388	\$ 257,822	\$ 252,377

DEPT 151 – TOWN COUNSEL

Description of Services

The Town Counsel represents the Town in a variety of legal matters and needs which include but not limited to the following: litigation, contract disputes, legal representation and other legal functions to the maximum extent possible. Town Counsel is provided by outside contractor.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

Staffing

(0 Total Positions):

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
151 Town Counsel								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ 56,692	\$ 110,730	\$ 109,090	\$ 107,480
Operating Expenses	\$ 125,000	\$ 100,000	\$ 25,000	\$ 143,590	\$ 66,496	\$ 6,725	\$ 5,927	\$ 3,878
Total	\$ 125,000	\$ 100,000	\$ 25,000	\$ 143,590	\$ 123,189	\$ 117,455	\$ 115,016	\$ 111,358

DEPT 155 – MANAGEMENT INFORMATION SYSTEMS

Description of Services

The Information Technology Department is responsible for the planning, maintenance and optimization of technology in the Town Hall and other associated buildings.

The MIS department continues to roll out a new Wi-Fi system throughout the Town. Negotiated a bandwidth increase to accommodate new technologies and more simultaneous users. Continue to provide enhancements to municipal network that result in increased bandwidth to end-users.

Continue to fortify the network and further reduce vulnerabilities from spam filtering, virus scanning, and ransomware.

Significant Changes

- We will be testing improved desktop clients for possible rollout to 80+ users. We will also be reconfiguring servers to provide multiple secondary servers in the event of a hardware/software failure.

FY19 Accomplishments

- Server software has been updated from Windows 2008/2012 to 2016. Server 2019 was introduced in October of 2018, and we were able to acquire it with software assurance that was purchased with Server 2016. We are continuing maintenance on server software to avoid the full purchase price of future versions. The upgrade from 2016 to 2019 would not have been possible otherwise.
- Additional Munis modules are being brought online. Munis Forms, Tyler Cashiering and Requisition modules are being introduced by June 30th, 2019.

FY20 Department Goals

- Migration to Windows 2019 across all servers by June 30th, 2020.
- Employee training for Office applications by June 30th, 2020.
- Network penetration testing, by June 30th, 2020.

Staffing

(2 Total Positions): (1) Chief Information Officer, (1) Web Support/Technician

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
155 GIS/MIS								
Salary Expenses	\$ 165,276	\$ 163,818	\$ 1,458	\$ 155,645	\$ 150,750	\$ 106,508	\$ 97,705	\$ 96,257
Operating Expenses	\$ 190,853	\$ 175,980	\$ 14,873	\$ 149,980	\$ 146,202	\$ 131,369	\$ 117,730	\$ 126,976
Total	\$ 356,129	\$ 339,798	\$ 16,331	\$ 305,625	\$ 296,952	\$ 237,877	\$ 215,435	\$ 223,233

DEPT 161 – TOWN CLERK

Description of Services

The Stoneham Town Clerk's Office is committed to providing competent, courteous, and efficient service to all resident and non-residents alike while maintaining the integrity of the Office. The Town Clerk is the chief election official, recording official, registrar of vital records (births, deaths and marriages) and the chief records access officer for public record information requests. The Town Clerk's Office issues licenses and permits including marriage licenses, business licenses (DBA's) and renewals, dog licenses, fuel storage licenses, raffle/bazaar permits and physician registrations. The Town Clerk is responsible for all census and voter registration, preparation for and conducting of all elections and election related activity and all Town Meeting minutes. The Town Clerk records and certifies all official actions of the Town, including town meeting legislation and appropriations. The Town Clerk's Office posts all meetings of town boards and committees in accordance with the Open Meeting Law, distributes Open Meeting Law and Ethics information on an annual basis, administers the oaths of office and maintains appointments and resignations of all Town Officials. The office responds to inquiries from the public as well as from other departments, boards and committees.

As the Ex-Officio member of the Board of Registrars, the Town Clerk is responsible for census records, voter registration, maintenance of the resident/voter database as well as preparing for and overseeing all elections and election related activity that happens in town. The Stoneham Town Clerk's Elections and Registration Department is also a designated Passport Acceptance Agency. The office executes applications for any person applying for a U.S. passport during town hall business hours

Significant Changes

- Town Clerk and Elections department combined into one department.

FY19 Accomplishments

- Completed office restructuring while maintaining a high level of customer service and taking care of all day-to-day operations.
- Successfully implemented online payments for dog licensing during FY19.
- Continued to adhere to all mandates placed upon the office by the State of Massachusetts.

FY20 Department Goals

- Continue to streamline the office and make it as efficient as possible while maintaining the integrity of the office, by December of 2019.
- Adhere to all mandates placed upon the office by the State of Massachusetts, ongoing throughout FY20.
- Provide service to the residents of Stoneham and to support town departments, boards & committees as needed, ongoing throughout FY20.

Staffing

(5 Total Positions): (1) Town Clerk, (4) Office Assistants

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
161 Town Clerk								
Salary Expenses	\$ 195,617	\$ 89,346	\$ 106,271	\$ 129,889	\$ 129,745	\$ 119,730	\$ 119,881	\$ 123,233
Operating Expenses	\$ 21,000	\$ 4,200	\$ 16,800	\$ 3,425	\$ 3,724	\$ 3,702	\$ 5,211	\$ 4,806
Total	\$ 216,617	\$ 93,546	\$ 123,071	\$ 133,315	\$ 133,469	\$ 123,432	\$ 125,092	\$ 128,039

DEPT 162 – Elections & Registrations

Description of Services

As the Ex-Officio member of the Board of Registrars, the Town Clerk is responsible for census records, voter registration, maintenance of the resident/voter database as well as preparing for and overseeing all elections and election related activity that happens in town. The Stoneham Town Clerk's Elections and Registration Department is also a designated Passport Acceptance Agency. The office executes applications for any person applying for a U.S. passport during town hall business hours.

Significant Changes

- ****Town Clerk and Elections department combined into one department. Please note there is no allocated budget dollars associated with Registrars of Voters for FY20. The below information is shown for historical purposes.****

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

Staffing

(0 Total Positions):

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
162 Elections & Registrations								
Salary Expenses	\$ -	\$ 129,190	\$ (129,190)	\$ 60,739	\$ 81,894	\$ 71,669	\$ 71,947	\$ 66,361
Operating Expenses	\$ -	\$ 18,400	\$ (18,400)	\$ 12,649	\$ 15,969	\$ 15,096	\$ 16,087	\$ 24,635
Total	\$ -	\$ 147,590	\$ (147,590)	\$ 73,388	\$ 97,863	\$ 86,764	\$ 88,034	\$ 90,996

DEPT 172 – WHIP HILL PARK

Description of Services

*****Please note there is no allocated budget dollars associated with Whip Hill Park for FY20. The below information is shown for historical purposes.**

Whip Hill Park is a passive recreation area owned by the Town of Stoneham and operated by the Stoneham Conservation Commission. The park is funded by the taxpayers of Stoneham and the continuing generosity of the Whip Hill Park Trust. The Whip Hill estate was built in the 1930's by James and Angie Crockett and was used as a family residence until 1968 when it was presented to the Town of Stoneham by Mrs. Crockett as a memorial to her husband. The gift of the 30-acre estate has presented a remarkable natural resource for the enjoyment of all Stoneham Residents.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
172 Whiphill Park								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ 8,928	\$ 4,099	\$ 7,869	\$ 10,559
Total	\$ -	\$ -	\$ -	\$ -	\$ 8,928	\$ 4,099	\$ 7,869	\$ 10,559

DEPT 182 – PLANNING BOARD/BOARD OF APPEALS/CONSERVATION

Description of Services

The Planning Board generally meets once or twice a month on Wednesday evenings. So far in FY18, the Planning Board has met six times. The Board has reviewed ANR plans, hosted public hearings and issued special permits. Members of the Board have also participated in the Strategic Action Plan Advisory Committee, Housing Production Plan Steering Committee, Capital Planning Committee, and other joint meetings. The Board of Appeals generally meets once a month on Thursday evenings. The mission of the Stoneham Board of Appeals is to work to make the community the best it can be while providing for property and business owners needs through thoughtful consideration and the granting, when applicable, of special permits and variances. So far in FY18, the Board of Appeals has met five times for regular meetings and two times for Weiss Farm related items. Members of the Board have also participated in the Housing Production Plan Steering Committee. The Conservation Commission meets every three weeks typically on Wednesday evenings. The mission of the Stoneham Conservation Committee is to protect wetlands and resources in the Town of Stoneham through acquisition, management, education, and regulation (s); to act as a liaison between the public and other governmental agencies in protecting our natural resources and to become an environmental/educational resource for citizens, groups, organizations, as well as local, State and Federal agencies. So far in FY 18, the Commission has met seven times and issued certificates of compliance, held site visits and made determinations of applicability. Members of the Conservation Commission have also participated in the Open Space & Recreation Plan Update Steering Committee and the Housing Production Plan Steering Committee. All three Boards post their meeting notices in the Clerk’s Office and in the Planning Board/Board of Appeals/Conservation Commission Office. Meetings are posted in the clerk’s office prior and in the Office of the Planning Board/Board of Appeals.

Significant Changes

- Six Additional staffing hours to support Conservation Commission.

FY19 Accomplishments

- Participated in all Planning Board, Board of Appeals, Conservation, & Weiss Farm meetings. All meeting notices and Legal notices posted accurately and on time.
- Worked with committee members and attorneys regarding By-law changes (i.e., Accessory Dwellings).
- Assisted the public with all filings. Generated all AD and BOA legal notices for clients without Attorneys for publication in the newspaper.

FY20 Department Goals

- Make available time to assist the public with new petitions for PB, BOA, and Conservation.
- Continue to participate in town wide initiatives & planning projects including Weiss Farm updates.
- Work with Jon Witten, ConCom, & BOA to successfully negotiate with Corcoran to obtain outstanding consultant fees for Weiss Farm project.

Staffing

(2 Total Positions): (1) Board Secretary (1) Office Assistant

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
182 Planning Bd/BOA/Conservation								
Salary Expenses	\$ 65,181	\$ 58,594	\$ 6,587	\$ 55,751	\$ 55,226	\$ 41,302	\$ 40,932	\$ 38,770
Operating Expenses	\$ 6,249	\$ 5,500	\$ 749	\$ 4,545	\$ 1,075	\$ 792	\$ 1,146	\$ 873
Total	\$ 71,430	\$ 64,094	\$ 7,336	\$ 60,296	\$ 56,301	\$ 42,094	\$ 42,078	\$ 39,643

DEPT 185 – ECONOMIC AND COMMUNITY DEVELOPMENT

Description of Services

The Department of Planning and Community Development provides technical support and leadership regarding land use and development to all Town Department, Committees, and Boards as requested. The mission of the Planning & Community Development Department is to collaborate with residents, town officials and business owners by following best practices of urban planning and development to progress short- and long-range plans that identify and prioritize the needs of the municipality while promoting a well-designed, livable and thriving community. The



Tri-Community Greenway

Department contributes guidance and expertise with civic-minded volunteers on the Stoneham Square Strategic Action Plan, advocacy through the Transportation Advisory Subcommittee, and leads regionally with conversations about first and last mile mobility solutions for Stoneham residents and employers. Additionally, the Department coordinated the easement logistics of the Tri-Community Greenway, initiated conversation about local investment with property owners, applied for grant funding, and managed all projects under the Town's Compact Community designation with the Commonwealth of Massachusetts.

Significant Changes

- New part-time Energy Manager Consultant to support Green Communities programs, projects, and updates.

FY19 Accomplishments

- Achieved Green Communities designation and awarded \$169,615 in funding. This enabled the community to proceed with necessary interior and exterior lighting improvements as well as conduct a lighting audit. Municipality received additional lighting funds from the Metropolitan Area Planning Council. Energy-forward policies were reviewed and adopted by the Select Board and School Committee. An energy surcharge revolving fund was considered and adopted by fall 2018 Town Meeting in order to continue to support sustainability initiatives.
- Successfully aided the Town in receiving Complete Streets funding of \$379,084 to fulfill eight different projects detailed on the town's Prioritization Plan which was created after numerous planning workshops and community engagement tactics. The Town has begun working toward those mobility improvements.
- Hosted an engaging and informative Housing Production Plan process with the focus on dispelling myths, educating the public, and having an intentional focused conversation about meeting housing demands and concerns in the municipality with concrete but achievable goals. The Plan will be presented to the Select Board and Planning Board at a bi-board meeting with the expectation of endorsement. Once approval is achieved, the Plan will be forwarded to DHCD for its review and approval.
- The Open Space and Recreation Plan (OSRP) were approved locally by the Select Board and Planning Board. It was forwarded to the Executive Office of Energy and Environmental Affairs where it received approval. The Town is actively working toward advancing the goals of the Plan.

FY20 Department Goals

- Continue to work with the Massachusetts Green Communities Division of the Department of Energy Resources on competitive energy-related grant funding so the Town may move toward reaching its 20% energy reduction goal over the next four years.
- Apply for two new best practices under phase two of the Community Compact program. The Community Compact is a Commonwealth-wide program that creates clear mutual standards, expectations, and accountability for both the state and municipalities as together we seek to create better government for our citizens.
- Advocate for increased mobility and connectivity throughout the Town of Stoneham using Complete Streets designs and standards. Work with the Commonwealth on extending MBTA service, complimentary

shared services, funding for the Downtown redesign project, and finding solutions for the east/west gaps in service.

- Continue to implement the goals and initiatives within existing approved plans including but not limited to: the Stoneham Square Strategic Action Plan, Open Space and Recreation Plan, and the Housing Production Plan

Staffing

(1 Total Position): (1) Director of Planning & Community Development

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
185 Economic and Community Development								
Salary Expenses	\$ 81,479	\$ 77,561	\$ 3,918	\$ 74,291	\$ 71,329	\$ 69,019	\$ 31,420	\$ -
Operating Expenses	\$ 35,740	\$ 15,700	\$ 20,040	\$ 46,304	\$ 22,951	\$ 22,049	\$ 1,994	\$ -
Total	\$ 117,219	\$ 93,261	\$ 23,958	\$ 120,595	\$ 94,280	\$ 91,067	\$ 33,414	\$ -

DEPT 192 – PUBLIC PROPERTY MAINTENANCE

The Public Property Maintenance department is responsible for all maintenance of the Town and School related to buildings. This newly created department is a shared service with School Department.

Significant Changes

- Newly created facilities department. Shared service with School Department.

FY19 Accomplishments

N/A

FY20 Department Goals

- To provide janitorial and maintenance services, carpentry, painting, plumbing, lock installation and repair, heating and ventilation service to all Town and School buildings.
- Assess all Town and School buildings and facilities and develop a plan to address infrastructure needs.

Staffing

(6 Total Position): (1) Director of Facilities, (1) HVAC Specialist, (1) Handyman, (1) Administrative Assistant, (2) Custodians

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
192 Public Property Maintenance								
Salary Expenses	\$ 226,032	\$ -	\$ 226,032	\$ -	\$ 347	\$ -	\$ -	\$ -
Operating Expenses	\$ 187,904	\$ 80,880	\$ 107,024	\$ 83,617	\$ 69,927	\$ 69,510	\$ 66,602	\$ 55,215
Total	\$ 413,936	\$ 80,880	\$ 333,056	\$ 83,617	\$ 70,274	\$ 69,510	\$ 66,602	\$ 55,215

DEPT 210 – POLICE

Description of Services

The Stoneham Police Department is committed to using their resources to protect and preserve the rights and dignity of every person, regardless of their race, color, sex or religion. We achieve this mission by working in partnership with the community and by practicing all facets of Community Oriented Policing. Serving with compassion and respect to all members of the public, we remain committed to providing these services with professionalism and integrity.



Safety Officer Joseph Ponzo and Sergeant Christopher Apalakis

Significant Changes

- With 2019 being the first operational year of the Tri-Community Greenway, the police department will need to evaluate the services that are required at the local level to ensure that the Greenway and the associated street crossings are safe and enjoyable for residents to use.
- In 2019, public sector employers in Massachusetts need to adhere to safety standards defined by the federal Occupational Safety and Health Administration, which will be enforced by the Commonwealth's Department of Labor Standards. This change in Massachusetts general law will require municipal departments to adopt or modify policies impacting employees or make changes to building or vehicle operations.

FY19 Accomplishments

- The police department completed the indoor firearms range lead remediation project, which included the repair of target systems and improved lighting. The reopening of the indoor range will allow for department personnel to conduct firearms training on-duty to complement the annual Municipal Police Training Committee mandated pistol and patrol rifle qualifications.
- The police department was fortunate to receive a jail/arrest diversion grant from the Department of Mental Health, which provided funding for officers, and dispatch personnel to receive specialized training focusing on calls for service involving individuals experiencing a mental health crisis. All personnel completed an 8 hour Mental Health First Aid course designed to provide effective response options in order to de-escalate incidents for individuals in crisis without compromising safety. Further, select personnel received 40 hours of specialized Crisis Intervention Team training. This training, coupled with a partnership with Eliot Community Services has enhanced our response to the ever-increasing number of calls involving individuals experiencing some type of mental health crisis.
- In this past fiscal year, the police department welcomed two new officers. Through funding provided by the school department, a full-time school resource officer is now assigned to Stoneham High School.

FY20 Department Goals

- With a steady increase in the calls for service involving individuals experiencing a mental health related emergency, the police department will continue to provide specialized training to sworn and dispatch personnel so such interactions result in positive outcomes for all involved. The police department will actively seek grant funding to partner with a mental health service agency to provide a clinician, based out of the police station, to provide emergency services and follow-up with individuals in need. To be completed by June 30th, 2020.
- As the agencies responsible for responding to and stabilizing emergency incidents occurring within Stoneham, the police and fire departments need to collaborate on training to ensure such events come to a successful resolution. The police and fire departments will begin to conduct joint training events in order

for personnel to understand the role of each respective department and how the other department can provide support during a time of crisis. To be completed by June 30th, 2020.

- Throughout FY2020, the police department will need to evaluate existing policies, building operations and vehicle and make necessary adjustments to ensure compliance with applicable OSHA safety regulations and Massachusetts General Laws.

Staffing

(46 Total Positions): (1) Chief, (1) Office Manager, (2) Office Assistant, (2) Lieutenants, (7) Sergeants, (31) Officers, (1) Domestic Violence Advocate, (1) Custodian

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
210 Police Department								
Salary Expenses	\$ 4,377,716	\$ 4,036,544	\$ 341,172	\$ 3,811,976	\$ 3,658,377	\$ 3,563,303	\$ 3,379,023	\$ 3,185,049
Operating Expenses	\$ 481,164	\$ 358,425	\$ 122,739	\$ 294,096	\$ 247,075	\$ 291,325	\$ 231,932	\$ 222,907
Total	\$ 4,858,880	\$ 4,394,969	\$ 463,911	\$ 4,106,072	\$ 3,905,452	\$ 3,854,628	\$ 3,610,955	\$ 3,407,957

DEPT 211 – TRAFFIC DIRECTORS

Description of Services

The Traffic Directors ensure the public’s safety at all major crosswalks and school crossings.

Significant Changes

- In 2019, public sector employers in Massachusetts need to adhere to safety standards defined by the federal Occupational Safety and Health Administration, which will be enforced by the Commonwealth's Department of Labor Standards. This change in Massachusetts general law will require municipal departments to adopt or modify policies impacting employees.
- The fall of 2019 will be the start of the first full school year in which the Tri-Community Greenway can be used by students traveling to and from school.

FY19 Accomplishments

- Traffic Directors assigned to the roadways near Robin Hood School adapted to the daily challenges posed by the Oak Street water line project to ensure that pedestrians were safe traveling to and from school.

FY20 Department Goals

- Throughout FY2020, the police department will need to evaluate existing policies and practices pertaining to Traffic Directors and make necessary adjustments to ensure compliance with applicable OSHA safety regulations and Massachusetts General Laws. To be completed by June 30th, 2020.
- As the school year progresses, walking routes used to travel to school will be monitored to see if the opening of the Tri-Community Greenway alters the traditional routes to school necessitating the need for increased roadway signage or the relocation/hiring of traffic directors. Assessment to be completed by June 30th, 2020.

Staffing

(17 Total Positions): (17) Part Time Contract Traffic Directors (10 Hours)

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
211 Traffic Directors								
Salary Expenses	\$ 150,606	\$ 134,089	\$ 16,517	\$ 134,937	\$ 134,388	\$ 130,677	\$ 132,343	\$ 121,466
Operating Expenses	\$ 4,500	\$ 4,500	\$ -	\$ 2,779	\$ 3,504	\$ 2,507	\$ 4,408	\$ 3,229
Total	\$ 155,106	\$ 138,589	\$ 16,517	\$ 137,716	\$ 137,892	\$ 133,184	\$ 136,751	\$ 124,695

DEPT 212 – PUBLIC SAFETY DISPATCH

Description of Services

Public Safety Dispatch professionals handle emergency 911 calls and non-emergency calls for service and also dispatch police, fire and EMS to incidents in the Town.

Significant Changes

- In July 2019, the Public Safety Dispatch department anticipates the retirement of a dispatcher who served the Town for 24 years.

FY19 Accomplishments

- Dispatch personnel successfully transitioned to the State 9-1-1 Department's NextGen 9-1-1 telephone system. The transition to this equipment will allow for additional data to be sent to 911 call centers—e.g., texts or videos and images that can be forwarded to first responders before they arrive at a scene and can enhance situational awareness, preparedness, and response.

FY20 Department Goals

- Review existing critical radio infrastructure in order to identify items and plan for their timely replacement, by June 30th, 2020.
- Work with our current records management system vendor to integrate a new GIS mapping system and Registry of Motor Vehicles information interface into our computer aided dispatch system, by June 30th, 2020.

Staffing

(7 Total Positions): (1) Head Dispatcher, (6) Dispatchers

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
212 Dispatchers								
Salary Expenses	\$ 457,489	\$ 442,744	\$ 14,745	\$ 381,450	\$ 375,381	\$ 371,519	\$ 369,764	\$ 359,576
Operating Expenses	\$ 34,450	\$ 21,850	\$ 12,600	\$ 10,085	\$ 9,590	\$ 9,892	\$ 3,134	\$ 3,480
Total	\$ 491,939	\$ 464,594	\$ 27,345	\$ 391,535	\$ 384,971	\$ 381,411	\$ 372,898	\$ 363,056

DEPT 220 – FIRE DEPARTMENT

Description of Services

The mission of the Stoneham Fire Department is to protect life, property and the environment while always striving to maintain the public trust and to prevent harm in our community.



Stoneham Fire responding to Wakefield Church Fire October 2018

Significant Changes

- Three fire companies staffed and in service every day, accomplished with the help from the SAFER grant.
- Operating Budget established for Emergency Management and Preparedness.

FY19 Accomplishments

- Decontamination area built in fire station.
- Tactical Vests and helmets purchased for Active Shooter/Hostile event program.
- FEMA Staffing for adequate fire and emergency response grant awarded to Stoneham Fire Department.

FY20 Department Goals

- Complete training for active shooter and hostile event program.
- Replace aging portable radios through grant or capital project.

Staffing

(44 Total Positions): (1) Chief, (1) Administrative Assistant, (5) Captains, (5) Lieutenants, (32) Firefighters

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
220 Fire Department								
Salary Expenses	\$ 3,311,799	\$ 3,132,726	\$ 179,073	\$ 2,926,087	\$ 2,877,662	\$ 2,754,118	\$ 2,647,816	\$ 2,553,378
Operating Expenses	\$ 240,082	\$ 232,250	\$ 7,832	\$ 169,959	\$ 125,668	\$ 124,217	\$ 115,867	\$ 117,026
Total	\$ 3,551,881	\$ 3,364,976	\$ 186,905	\$ 3,096,046	\$ 3,003,330	\$ 2,878,334	\$ 2,763,683	\$ 2,670,404

DEPT 241 – BUILDING INSPECTION SERVICES

Description of Services

The Building Division staff enforces state building, electrical, plumbing, gas and mechanical codes, as well as local zoning by-laws and Architectural Access Board Regulations. Staff issue permits, inspect construction sites, conduct periodic safety inspections of multi-family dwellings, restaurants, schools, religious institutions, museums, and other places of assembly, and levy fines or prosecute when necessary to obtain code compliance.

Significant Changes

- Hired full time Assistant Building Inspector in January of 2019.

FY19 Accomplishments

- Issued over 800 permits.
- Performed over 750 inspections.
- Maintaining the professional and courteous service toward the public as always.

FY20 Department Goals

- Utilize additional staff to issue Certificates of Inspection more efficiently by end of FY20.
- Continue to scan in older plans into database, ongoing through FY20.
- Look into electronic record keeping system by end of FY20.

Staffing

(3 Total Positions): (1) Inspector of Buildings (Department Head), (1) Principal Office Assistant), (1) Assistant Building Inspector

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
241 Building and Wire								
Salary Expenses	\$ 251,660	\$ 248,539	\$ 3,121	\$ 182,111	\$ 186,200	\$ 179,742	\$ 187,925	\$ 172,907
Operating Expenses	\$ 11,500	\$ 11,500	\$ -	\$ 5,825	\$ 3,150	\$ 4,181	\$ 4,314	\$ 5,320
Total	\$ 263,160	\$ 260,039	\$ 3,121	\$ 187,936	\$ 189,350	\$ 183,923	\$ 192,239	\$ 178,227

DEPT 291 – EMERGENCY MANAGEMENT

Description of Services

Provide emergency management oversight within Town to ensure that emergency services operate efficiently and collaboratively.

Significant Changes

- Operating Budget established for Emergency Management and Preparedness.

FY19 Accomplishments

- In FY19 we were awarded the emergency management performance grant for \$4,690. The fire auxiliary trained and was certified as a CERT team, which is the community emergency response team.
- Submitted to FEMA reimbursement for the March 13th & 14th snow event in 2018, which we expect to receive approximately \$140,000 in mitigation.

FY20 Department Goals

- Purchase emergency equipment for Town use.
- Complete the Comprehensive Management Plan (CEM) by June 30th, 2020.

Staffing

(0 Total Positions): (1) Appointed Director in Fire Department

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
291 Civil Defense/Emergency Management								
Salary Expenses	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Operating Expenses	\$ 9,500	\$ -	\$ 9,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 11,500	\$ 2,000	\$ 9,500	\$ 2,000				

DEPT 300 – LOCAL EDUCATION

Description of Services

The school committee, in collaboration with superintendent, develops FY20 school budget. Please see school budget document for details on school budget.

Significant Changes

- Please see school budget document for details on school budget.



Red Ribbon Week at Stoneham Central Middle school October 2018

FY19 Accomplishments

- **District Wide:** Reorganization of Directors – Assistant Supers. Return Secretary to Administrative Office. Hired Part time Special Education Secretary. Implemented Attendance Officer Stipend. Implemented Safety Care District Wide Stipend
- **High School:** Added Full Time Music Teacher. Full Time Language Base Teacher – Grade 9. Speech Support (.2). 3 Full Time ESP's. 2 Part Time ESP's Hall Monitors. Full Time – In House Suspension Coordinator. Full Time – Social and Emotional Coordinator. 1.0 Resource Officer. Additional Therapeutic Support (.2). Increases .6 to 1.0 Full Time Math Position. Additional ABA Support. MCAS Support. 1-1 Chromebooks – Grades 9&10.
- **Central Middle School:** Increased 1.5 Music Position to 2.0. Added Full Time Additional IT Teacher. 1 Full Time ESP. 1:1 Chromebooks – 5-8.
- **Elementary:** Added Full Time Assistant Principals. Kindergarten Teacher – South. Instrumental Support Grade 4. Additional ESP's – All Schools. Two PE Blocks a week. Additional Chromebooks.

FY20 Key Goals

- Through an inclusive philosophy that goes beyond the needs of students with disabilities we will develop a comprehensive system of accessible instruction and positive behavior supports that generates successful outcomes for every student. We will develop systems and processes that guarantee that all students have access to differentiated instruction using research based best practices and ongoing data collection. By June 2023, every Stoneham Public School student will be exposed to an agreed upon, consistent approach to teaching and learning across academic and social emotional realms as measured by observations of teaching best practices with 90% adherence; and by “Meeting Targets” for the district’s lowest performing students as defined by DESE’s new accountability measures (which begin in 2018-2019).
- With the goal of providing students the tools to be college and career ready, by June 2023 Stoneham Public Schools will create matrices that articulate the vertical alignment of standards in Guidance, Family & Consumer Sciences, World Language, English Language Arts, Math, Science, Social Studies, STEM, Fine and Performing Arts, Physical Education, and Health and Wellness as measured by published final product and distribution to appropriate teaching faculty.
- By June 2021 Stoneham Public Schools will embrace a culture that encourages respect, reflection, creative thinking, problem solving and positive partnerships throughout the school community. This will be measured by an analysis of successful implementation of formal structures (faculty meetings, Professional Learning Communities (PLC’s), professional development, common planning) that build effective staff relationships based on transparency and open, two-way communication across staff and school teams (surveys, forums, and observations). These structures will be solution oriented and focused on improvement.

- By June 2020 the district will have systems and processes for anticipating and addressing school staffing, instructional, and operational needs in a timely, efficient and effective way. Schedules and structures will be researched and created to provide sufficient flexibility to maximize student learning time while providing time for staff collaboration and professional development within and outside of the school day and year. This will be demonstrated by school schedules, district calendar, PD calendar, and PLC work.
- Stoneham Public Schools will develop a comprehensive technology plan so that by June 2021, technology is an integral part of teaching and learning in all classrooms. All students and teachers will use technology for collaboration, communication, creation and critical thinking in a variety of mediums and methods. Every student will be prepared to master the current information landscape, to be productive, ethical workers in the global environment. This will be measured by the implementation of a 1:1 initiative.
- By June 2024, the Stoneham Public Schools will have a comprehensive state of the art High School project completed or nearing completion. This will be measured by progress of construction phases in accordance with anticipated timeline and MSBA approval process. All other school facilities will be updated and maintained at 21st Century levels as measured by documented preventative maintenance programs.
- In conjunction with the Town of Stoneham’s goal of long-range fiscal planning, by August 2020 Stoneham Public Schools will create a budget that clearly reflects where funds are spent and where additional appropriation is needed on a line-item basis. This will be measured by an analysis of monthly reports against budget projections.

Staffing

(N/A)

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
300 Public Schools								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 30,291,726	\$ 28,916,729	\$ 1,375,000	\$ 27,734,642	\$ 26,734,742	\$ 25,888,516	\$ 25,022,305	\$ 24,231,891
Total	\$30,291,726	\$28,916,729	\$ 1,375,000	\$27,734,642	\$26,734,742	\$25,888,516	\$25,022,305	\$24,231,891

DEPT 397-399 – ESSEX NORTH SHORE, MINUTEMAN, & NORTHEAST VOCATIONAL SCHOOLS

Description of Services

The budget lines for Essex, Minuteman, and Northeast vocational schools are funds allocated for the cost of Stoneham students to attend those educational institutions.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

Staffing

(0 Total Position)

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
397 Essex North Shore Vocational								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 174,000	\$ 210,000	\$ (36,000)	\$ 196,223	\$ 231,243	\$ 279,644	\$ 272,025	\$ -
Total	\$ 174,000	\$ 210,000	\$ (36,000)	\$ 196,223	\$ 231,243	\$ 279,644	\$ 272,025	\$ -

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
398 Minuteman Vocational School								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ 50,000	\$ (50,000)	\$ 54,684	\$ 53,892	\$ 57,168	\$ 41,434	\$ 46,618
Total	\$ -	\$ 50,000	\$ (50,000)	\$ 54,684	\$ 53,892	\$ 57,168	\$ 41,434	\$ 46,618

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
399 Northeast Vocational School								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 979,474	\$ 970,535	\$ 8,939	\$ 1,046,697	\$ 970,818	\$ 1,076,254	\$ 1,099,192	\$ 948,815
Total	\$ 979,474	\$ 970,535	\$ 8,939	\$ 1,046,697	\$ 970,818	\$ 1,076,254	\$ 1,099,192	\$ 948,815

DEPT 400-491 – PUBLIC WORKS

The mission of the Stoneham Department of Public Works is to provide and maintain the Public Services necessary for the continued growth and improvement of quality of life of the citizens of Stoneham.

The Public Works Administration is responsible for providing continuous coordination to all divisions of the Department of Public Works through effective leadership in order to ensure that all the functions of the Department are carried out completely and efficiently. The Administration consists of the Director of Public Works, Deputy Director, Assistant Town Engineer, Office Manager, Utility Billing Manager and Time and Construction Clerk.

The Divisions within the Department include Administration; Water and Sewer; Cemetery; Parks and Grounds; Engineering; Vehicle Maintenance; Highway; Solid Waste and Recycling. The Department is also responsible for the care and maintenance of Town trees, Snow and Ice removal, and Street Lighting.

Significant Changes

- Retirement of Director, Deputy Director and Water and Sewer Foreman.

FY19 Accomplishments

- Paved 4 miles of roadways.
- Completed Pavement Management Study in October of 2018.

FY20 Department Goals

- Increase pothole repairs, ongoing through FY20.
- Work with new Town Administrator during Public Works leadership transition to ensure maintained levels of service during interim period.

Staffing

(31 Total Positions): (1) Director of DPW, (1) Deputy Director of DPW, (1) General Foreman, (1) Ground Maintenance, (2) Water & Sewer Foremen, (1) Highway Foreman, (1) Cemetery Foremen, (7) Laborer I, (1) Light Equipment Operator, (4) Master Craftsmen/Light Equipment Operator, (2) Heavy Equipment Operator, (1) Motor Equipment Maintenance I, (2) Motor Equipment Repairmen/Laborer, (1) Administrative Assistant, (1) Office Manager, (1) Senior Engineer, (1) Time Clerk, (1) Tree Climber, (1) PT Recycle Coordinator

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
400 Public Works Administration								
Salary Expenses	\$ 1,024,538	\$ 904,212	\$ 120,326	\$ 783,363	\$ 753,380	\$ 615,061	\$ 539,416	\$ 575,315
Operating Expenses	\$ 283,922	\$ 279,200	\$ 4,722	\$ 281,485	\$ 210,965	\$ 246,857	\$ 304,383	\$ 244,971
Total	\$ 1,308,459	\$ 1,183,412	\$ 125,047	\$ 1,064,848	\$ 964,345	\$ 861,918	\$ 843,799	\$ 820,287

423 Snow & Ice Removal

Description of Services

Under the Snow and Ice Program, the Department of Public Works is responsible for the plowing, sanding and chemical treatment of approximately 85 miles of streets in Stoneham, as well as the clearing of parking lots at Town Buildings and Schools and removing snow from approximately 30 miles of sidewalks in the vicinity of the Schools.

The labor of the Snow and Ice program is furnished by all the employees of the Department of Public Works and is supplemented by hiring contractual help.

Significant Changes

- Ensure a high level of response during weather events with new management structure by June 2020.

FY19 Accomplishments

- Replaced steel slide in sanders with stainless steel in December of 2018.

FY20 Department Goals

- Continue to provide clear and safe roads with efficient snow removal operations, on-going through FY20.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
423 Public Works Snow & Ice								
Salary Expenses	\$ -	\$ -	\$ -	\$ 117,691	\$ 121,832	\$ 69,119	\$ 179,000	\$ 126,143
Operating Expenses	\$ 295,500	\$ 273,500	\$ 22,000	\$ 494,337	\$ 459,245	\$ 295,663	\$ 469,970	\$ 478,919
Total	\$ 295,500	\$ 273,500	\$ 22,000	\$ 612,028	\$ 581,078	\$ 364,782	\$ 648,970	\$ 605,062

424 Street Lighting

Description of Services

As of November 2000, the Town of Stoneham has purchased the street lighting system from NStar Electric. The Engineering Division manages the street lighting program.

Significant Changes

- No significant changes to the department.

FY19 Accomplishments

- Repairs to underground wiring.
- With the streetlight audit completed with Green Communities designation funds, the Town was able to upgrade their higher watt lights and a large percentage of its lower watt lamps as well. By upgrading roughly half of the town’s lights to LED, and implementing part-night dimming, the Town should see substantial energy savings.

FY20 Department Goals

- Continue replacement of street lights with high efficiency LED lights, ongoing for FY20.
- Exterior lighting at other public building will be upgraded to LED lights through FY20.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
424 Public Works Street Lighting								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 158,716	\$ 142,500	\$ 16,216	\$ 133,735	\$ 125,389	\$ 114,488	\$ 114,758	\$ 104,539
Total	\$ 158,716	\$ 142,500	\$ 16,216	\$ 133,735	\$ 125,389	\$ 114,488	\$ 114,758	\$ 104,539

433 Collections and Disposal

Description of Services

The Stoneham Public Works Solid Waste and Recycling Department is responsible for the collection of residential solid waste (trash) and recyclable materials from the residents of Stoneham.

The specific functions of this Department include:

- Administering the Town’s Solid Waste Collection and Curbside Recycling Collections contracts under which all solid waste and recyclable goods are recycled.
- Responding to citizen inquires and complaints relative to the solid waste program.
- Maintaining and staffing the Town’s Stevens Street Recycling Center. A recycling sticker is required.
- Conducting an annual Hazardous Waste Collection Day, through which residents of Stoneham may properly dispose of household quantities of hazardous materials.
- Tracking waste trends and calculating and preparing trash bills.

Significant Changes

- New PT Recycle Coordinator.

FY19 Accomplishments

- Received a D.E.P. Grant to monitor recycling in June of 2018, for implementation for FY19.

FY20 Department Goals

- Increase recycling efforts of Town with addition of PT Recycle Coordinator, ongoing through FY20.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
433 Public Works Refuse Collection								
Salary Expenses	\$ 30,000	\$ 44,094	\$ (14,094)	\$ 21,677	\$ 18,841	\$ 19,915	\$ 9,446	\$ 15,266
Operating Expenses	\$ 70,500	\$ 70,500	\$ -	\$ 70,081	\$ 47,902	\$ 64,639	\$ 91,235	\$ 1,304,201
Total	\$ 100,500	\$ 114,594	\$ (14,094)	\$ 91,758	\$ 66,743	\$ 84,555	\$ 100,681	\$ 1,319,466

490 Motor Vehicle Maintenance

The Motor Vehicle Maintenance department is responsible for all the maintenance of Town Vehicles. There are no salary expenses in this division.

Significant Changes

- No significant changes to the department.

FY19 Accomplishments

- Continued to maintain the fleet of vehicles for Town, to avoid disruptions in use, and extend longevity.

FY20 Department Goals

- Update fleet to a 10-year replacement plan (small vehicles).
- Update fleet to a 20-year replacement plan (large vehicles).

Budget Issues

There are no budget issues of note.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
490 Public Works Motor Vehicle								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 244,152	\$ 237,500	\$ 6,652	\$ 239,890	\$ 228,210	\$ 215,595	\$ 283,707	\$ 280,178
Total	\$ 244,152	\$ 237,500	\$ 6,652	\$ 239,890	\$ 228,210	\$ 215,595	\$ 283,707	\$ 280,178

491 Cemetery

Description of Services

The Stoneham Public Works Cemetery Department is responsible for maintenance and care of approximately 31 acres of grounds at the Lindenwood Cemetery. Department employees also assist in snow removal, emergency response and other Departmental functions as needed.

The specific functions of this Department include:

- Laying out burial lots, preparing lots for burial, and coordinating and assisting in burials.
- Maintaining and improving the grounds at Linderwoods Cemetery.
- Installing foundations and repairing and maintaining gravesites.
- Conducting seasonal maintenance of grounds, including mowing grass, fertilizing, and aerating grounds.
- Pruning trees and completing spring and fall cleanup of grounds.
- Selling burial lots and maintaining cemetery records.

Significant Changes

- No significant changes to the department.

FY19 Accomplishments

- Opened a new burial area in September of 2018.

FY20 Department Goals

- Continue to enhance the appearance of burial grounds, throughout FY20.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
491 Public Works Cemetery								
Salary Expenses	\$ 228,430	\$ 180,718	\$ 47,712	\$ 154,254	\$ 113,386	\$ 138,268	\$ 128,383	\$ 131,655
Operating Expenses	\$ 16,770	\$ 12,125	\$ 4,645	\$ 10,863	\$ 9,675	\$ 8,927	\$ 10,481	\$ 11,332
Total	\$ 245,200	\$ 192,843	\$ 52,357	\$ 165,117	\$ 123,061	\$ 147,196	\$ 138,863	\$ 142,987

DPW Consolidated	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
Salary Expenses								
400	1,024,538	904,212	120,326	783,363	753,380	615,061	539,416	575,315
423	-	-	-	117,691	121,832	69,119	179,000	126,143
424	-	-	-	-	-	-	-	-
433	30,000	44,094	(14,094)	21,677	18,841	19,915	9,446	15,266
490	-	-	-	-	-	-	-	-
491	228,430	180,718	47,712	154,254	113,386	138,268	128,383	131,655
Sub Total	\$ 1,282,968	\$ 1,129,024	\$ 153,944	\$ 1,076,986	\$ 1,007,439	\$ 842,364	\$ 856,245	\$ 848,378
Operating Expenses								
400	\$ 283,922	\$ 279,200	\$ 4,722	\$ 281,485	\$ 210,965	\$ 246,857	\$ 304,383	\$ 244,971
423	\$ 295,500	\$ 273,500	\$ 22,000	\$ 494,337	\$ 459,245	\$ 295,663	\$ 469,970	\$ 478,919
424	\$ 158,716	\$ 142,500	\$ 16,216	\$ 133,735	\$ 125,389	\$ 114,488	\$ 114,758	\$ 104,539
433	\$ 70,500	\$ 70,500	\$ -	\$ 70,081	\$ 47,902	\$ 64,639	\$ 91,235	\$ 1,304,201
490	\$ 244,152	\$ 237,500	\$ 6,652	\$ 239,890	\$ 228,210	\$ 215,595	\$ 283,707	\$ 280,178
491	\$ 16,770	\$ 12,125	\$ 4,645	\$ 10,863	\$ 9,675	\$ 8,927	\$ 10,481	\$ 11,332
Sub Total	\$ 1,069,560	\$ 1,015,325	\$ 54,235	\$ 1,230,392	\$ 1,081,386	\$ 946,169	\$ 1,274,534	\$ 2,424,140
Total	\$ 2,352,528	\$ 2,144,349	\$ 208,179	\$ 2,307,378	\$ 2,088,826	\$ 1,788,533	\$ 2,130,779	\$ 3,272,518

DEPT 510 – PUBLIC HEALTH SERVICES

Description of Services

The Board of Health promotes and protects the health and wellness of the community and performs the core functions of public health assessment, assurance and surveillance under the guidance of the Stoneham Board of Health.



BOH Heartsafe Community Designation: June 26, 2018

Significant Changes

- No significant changes to the department.

FY19 Accomplishments

- Produced and conducted first responder trainings for Fire and Police.
- Organized and conducted Several Emergency Preparedness tabletop exercises in conjunction with other Health Departments in the region.

FY20 Department Goals

- Produce new revenue by revamping fee schedule by June 30th, 2020.
- Improve online presence/permitting capabilities, ongoing through FY20.

Staffing

(4 Total Positions): (1) Health Inspector, (1) Nurse, (2) Office Assistants

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
510 Board of Health								
Salary Expenses	\$ 150,302	\$ 147,889	\$ 2,413	\$ 151,020	\$ 167,518	\$ 143,637	\$ 140,525	\$ 134,262
Operating Expenses	\$ 20,900	\$ 20,900	\$ -	\$ 14,604	\$ 9,930	\$ 4,757	\$ 1,262	\$ 1,210
Total	\$ 171,202	\$ 168,789	\$ 2,413	\$ 165,624	\$ 177,448	\$ 148,394	\$ 141,787	\$ 135,472

DEPT 541 – COUNCIL ON AGING

Description of Services

The mission of the Stoneham Council on Aging is to welcome all to the Senior Center and provide outstanding services to all seniors with kindness, respect, and dignity; offer services to meet social, nutritional, and medical needs; and provide outreach to seniors in the community.



COA Walking Groups

Significant Changes

- Addition of new part time van driver with focus on medical transportation services.
- Implementing "healthy happenings" programming that focuses on making all exercise programs available and accessible to all seniors in the community (availability of transportation and reasonable cost).
- Made significant change to congregate meal site (at center): offering hot/cold lunches at Senior Public Housing twice a week while still providing meals at center five days a week (2 days nutritional cold lunch only).

FY19 Accomplishments

- Successfully acquired Age-Friendly designation from AARP in May of 2018 - an initiative to ensure we build a community that supports healthy aging thereby improving the quality and well-being of senior in our community.
- Delivery of new 4 passenger van in June 2018, for use at start of FY19, through grant award from MassDOT (focus on meeting the crucial need of providing transportation to medical appointments).
- Implemented new programming associated with our Dementia Friendly designation on January 18th, 2019, awarded by Mass Council on Aging: Memory Café, Caregiver Support Group, and Savvy Caregiver Training.

FY20 Department Goals

- Convene a group of local stakeholders who will assess, plan and implement age and dementia friendly efforts by April of 2019, implement by July 1, 2019.
- Continue to grow our outreach initiatives to better communicate the COA's programs and initiatives, i.e. - reestablish our cable program "Senior Insights" by March of 2019, implement by 2019.
- Collaborate with community partners (library, Boys & Girls Club, public housing for example) to bring seniors programming to various locations in the community, July 2019.

Staffing

(8 Total Positions): (1) Director, (1) Custodian, (2) Part-Time Administrative Assistant, (1) Outreach Worker, (2) Part-Time Receptionist, (1) Van Driver

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
541 Council on Aging								
Salary Expenses	\$ 187,370	\$ 143,085	\$ 44,285	\$ 112,508	\$ 103,652	\$ 99,330	\$ 87,672	\$ 72,373
Operating Expenses	\$ 40,825	\$ 40,854	\$ (29)	\$ 37,051	\$ 35,020	\$ 29,148	\$ 31,233	\$ 30,781
Total	\$ 228,195	\$ 183,939	\$ 44,256	\$ 149,559	\$ 138,671	\$ 128,478	\$ 118,905	\$ 103,154

DEPT 542 – RECREATION DEPARTMENT

Description of Services

The mission of the Stoneham Recreation department is to provide educational and enjoyable recreational programming for the youth, adults and seniors of the Stoneham community. The need for continuous growth and expansion of programs will complement the continued growth and recreational expectations of the Stoneham community. The department strives to work with the citizens of Stoneham to develop programming which will help enhance and encourage the sense of community within the town.



Recreation Department video game night.

Significant Changes

- In FY20, the recreation department has added a line item under professional development to represent course work which will allow for the department and staff to be recognized on a national basis, therein making the town more eligible for grant and funding opportunities.
- In FY20, the recreation department would like to expand the community engagement programming. This programming is free of charge and is established to promote community building throughout the town.

FY19 Accomplishments

- During Fiscal Year 2019, the recreation department increased the revolving fund for the department to over \$40,000.00. It is anticipated that the growth of this will only increase as programs evolve and grow.
- During Fiscal Year 2019, the recreation department saw a 95% increase in overall participation over Fiscal Year 2018.
- During the Summer of FY19, the recreation department had over 18,700 searches for programs over the internet. This was an increase of over 13,000 from the previous fiscal year.

FY20 Department Goals

- Increase revenue in the department by 20% by June 30th, 2020. This increase will be possible by the addition of new programs and the increases visibility of the departmental offerings throughout the community.
- Host and run over 100 successful recreational events by June 30th, 2020. These events will include formal recreation programs and community enhancing events such as the annual Egg Hunt and Halloween Stroll.
- The recreation department strives to create a new registration platform and website for the department. This new platform will allow for better marketing, more user-friendly options and an improved communication vehicle to keep families informed of upcoming events and programs. Ongoing through FY20.

Staffing

(1 Total Position): (1) Director

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
542 Recreation Department								
Salary Expenses	\$ 78,774	\$ 76,824	\$ 1,950	\$ 74,510	\$ 69,527	\$ 11,187	\$ -	\$ -
Operating Expenses	\$ 9,290	\$ 8,320	\$ 970	\$ 10,909	\$ 9,116	\$ 9,059	\$ -	\$ -
Total	\$ 88,064	\$ 85,144	\$ 2,920	\$ 85,420	\$ 78,643	\$ 20,246	\$ -	\$ -

DEPT 543 – VETERANS SERVICES

Description of Services

The purpose of the Department of Veterans Services is to provide Veterans Benefits, a public assistance program for veterans and dependents mandated by Chapter 115, Massachusetts General Laws, and for the conduct of the federal program to provide counseling, information and assistance for the acquisition of veterans' benefits and services sponsored by the Department of Veterans Affairs (VA).

Significant Changes

- Implementing the new Vetraspec system to file all V.A. claims which gives me direct access to all claims, allows me to upload claims directly. With this system I can have a better way of tracking awards.
- Veteran's assistance fund previously passed now has enough money in it to start helping Veterans and dependents who may not qualify otherwise.

FY19 Accomplishments

- Saved approximately \$20,000 in claims working with clients to ensure they are meeting VA requirements.

FY20 Department Goals

- Request at May Town meeting to adopt MGL Chapter 59 sec 5N along with other recently passed legislation by the Commonwealth. (The Brave Act), to become effective July 1, 2019.
- Request of two designated parking spots at town hall for Veterans provided they have Veterans plates' designation. (Brave Act). To be effective July 1, 2019.

Staffing

(1 Total Position): (1) Director

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
543 Veterans								
Salary Expenses	\$ 50,477	\$ 48,286	\$ 2,191	\$ 46,929	\$ 45,353	\$ 41,231	\$ 39,676	\$ 38,143
Operating Expenses	\$ 175,850	\$ 187,540	\$ (11,690)	\$ 169,671	\$ 177,850	\$ 156,415	\$ 156,900	\$ 170,597
Total	\$ 226,327	\$ 235,826	\$ (9,499)	\$ 216,600	\$ 223,204	\$ 197,646	\$ 196,576	\$ 208,740

DEPT 590 – COMMUNITY ADDICTION COORDINATOR

Description of Services

The primary function of the Community Addiction Coordinator department is to provide information to parents about information and referral resources. This includes post overdose follow up with police and fire for families. The Community Addiction Coordinator department provides other social work, consultation, and case management functions for other town departments, clergy and community groups around problematic issues for residents. We are also charged with screening residents who are experiencing financial emergencies and needing access to the resources of the local non-profit and volunteer group, People Helping People. Staff also provide prevention services through the high school with the peer education program.



Recovery Yoga in the Common

Significant Changes

- Drug Fee Communities Grant was received in February of 2018, dedicated to efforts focusing more on substance use prevention; allowing Community Addiction Coordinator to focus on substance dependence.
- Increase in submissions of grants, increase in sponsors and donors.
- Increase activities and implementation planning at the High School.

FY19 Accomplishments

- Held School Assembly this year at the High School in September of 2018.
- Applied for the Community Health Grant through Winchester Hospital in January of 2019. Case load is approximately 150 individuals.
- Check on reports from police, action ambulance, fire department on substance use, overdoses or substance related activities.

FY20 Department Goals

- Implement new programs proposed in the grant of Community Health Grant is received, by June 30th, 2020.
- Increase in community events with an additional 3 events added for FY20.
- Continue to work on community partnerships and sponsors and apply for as much grant funding as possible. Ongoing through FY20.

Staffing

(1 Total Position): (1) Addiction Coordinator

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
590 Substance Abuse								
Salary Expenses	\$ 67,626	\$ 65,000	\$ 2,626	\$ 64,751	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 6,000	\$ 5,500	\$ 500	\$ 2,933	\$ -	\$ -	\$ -	\$ -
Total	\$ 73,626	\$ 70,500	\$ 3,126	\$ 67,683	\$ -	\$ -	\$ -	\$ -

DEPT 610 – PUBLIC LIBRARY

Description of Services

A free public library is essential to the preservation and growth of our democratic institutions. The mission of the Stoneham Public Library is to ensure that all people of Stoneham have free and open access to recorded information and ideas. The Library promotes these ideals by focusing on its independent learning role. The library is committed to cost-effective information delivery using traditional materials and state-of-the-art technology. In addition, our staff is dedicated to effective public services in a welcoming atmosphere.

Significant Changes

- New full time library technician

FY19 Accomplishments

- New solid-state drive computers for patrons and for staff.
- New walkway and railing, to be installed spring 2019.
- New Library website funded with State Aid.
- Completed new safety manual and installation of new security measures.
- Completed digitization of Stoneham Independent.

FY20 Department Goals

- Acquire LSTA grant to create makerspace focused on coding and robotics for all ages and hold regularly scheduled programs using new devices
- Write Long Range Plan (FY2021-FY2025), focused partially on marketing and fundraising, as well as update and formalize Donation Policy
- Start a Teen Advisory Committee in an effort to reach more Young Adults
- Submit Capital project for replacement of windows on older side of building and other projects

Staffing

(20 Total Positions): (1) Library Director, (1) Assistant Libaray Director, (1) Child Librarian, (1) Catagory Librarian, (1) Reference Librarian, (1) Circulation Supervisor, (3) Senior Librarian Technician, (3) Librarian Technician, (1) Custodian , (7) Part-Time Support Staff

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
610 Public Library								
Salary Expenses	\$ 660,897	\$ 598,712	\$ 62,185	\$ 567,821	\$ 565,264	\$ 579,098	\$ 547,826	\$ 541,002
Operating Expenses	\$ 272,106	\$ 255,040	\$ 17,066	\$ 242,316	\$ 219,593	\$ 195,435	\$ 191,163	\$ 177,069
Total	\$ 933,003	\$ 853,752	\$ 79,251	\$ 810,137	\$ 784,857	\$ 774,532	\$ 738,990	\$ 718,071

DEPT 631 – UNICORN RECREATION - ARENA

Description of Services

Stoneham Arena offers a variety of programs including Public Skating, Adult Stick Practice, Open Freestyle Figure Skating, Pre-School skating classes in addition to private rentals and events.

Some of the programs that call Stoneham Arena home are Stoneham Youth Hockey, Stoneham High School, Austin Prep High School, Matignon High School, Learn to Figure Skate, Stoneham Arena Summer Open Freestyle Program, M.I.A.A. State High School Hockey Tournament, Mass. Hockey, Boston Bruins Alumni Association, Mass. Firefighters tournament, Middlesex Yankee Girls Hockey League, Hockey North High School league, North Shore Girls Summer Hockey League, Middle School Development Hockey League, Dunbar Hockey School, Pro Ambitions Hockey Camps, and Power Edge Hockey School.



Rededication of Arena after renovation November of 2018.

Significant Changes

- Increase of ice rentals

FY19 Accomplishments

- Renovation: New Ice Floor, Compressors, dehumidifier, cooling tower, heater, Completed Renovation On-Time.
- Office: Walls repainted, new rug, new desk, 2-new chairs, new booking software, new contracts.
- Rink: Walls painted, stair rubber repaired/replaced, bench floor replaced, new updated security system, finished updating all lights to LED.

FY20 Department Goals

- With addition of new Laborer, run arena more efficiently and look to provide more services like skate sharpening. Ongoing through FY20.

Staffing

(4 Total Positions): (1) Arena Manager, (1) Assistant Manager, (1) Office Assistant, (1) Laborer

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
631 Arena								
Salary Expenses	\$ 254,301	\$ 190,190	\$ 64,111	\$ 185,871	\$ 186,324	\$ 172,645	\$ 161,448	\$ 163,859
Operating Expenses	\$ 270,386	\$ 251,625	\$ 18,761	\$ 242,250	\$ 248,856	\$ 259,280	\$ 252,843	\$ 254,040
Total	\$ 524,687	\$ 441,815	\$ 82,872	\$ 428,121	\$ 435,181	\$ 431,925	\$ 414,291	\$ 417,899

DEPT 630 – GOLF COURSE ANNUAL DEBT PROJECTED PAYMENT

Description of Services

***Please note there are no allocated budget dollars associated with Golf Course Annual Debt for FY20. The below information is shown for historical purposes.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
630 Golf (Annual Debt/Project Exp)								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 88,972	\$ 137,706	\$ 160,769
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 207,817	\$ 263,259	\$ 271,344
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 296,789	\$ 400,965	\$ 432,113

DEPT 710 – DEBT SERVICE

Description of Services

This budget is used to account for principal and interest payments due on all of the Town’s short term and long term tax supported debt issuances.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
710 Maturing Debt & Interest								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses Deb	\$ 3,235,000	\$ 3,490,497	\$ (255,497)	\$ 3,428,000	\$ 3,395,000	\$ 3,435,400	\$ 3,340,000	\$ 3,495,000
Operating Expenses Inter	\$ 968,459	\$ 1,023,546	\$ (55,087)	\$ 1,059,738	\$ 1,159,045	\$ 1,222,519	\$ 1,280,087	\$ 1,352,205
Total	\$ 4,203,459	\$ 4,514,043	\$ (310,584)	\$ 4,487,738	\$ 4,554,045	\$ 4,657,919	\$ 4,620,087	\$ 4,847,205

DEPT 911 – CONTRIBUTORY PENSIONS

Description of Services

Non-Contributory Pensions are a separate category of retirement budgeted funds that are financed solely with Town funds.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
911 Contributory Pension								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 6,611,111	\$ 6,409,652	\$ 201,459	\$ 5,950,837	\$ 5,538,241	\$ 5,135,261	\$ 4,788,848	\$ 4,454,753
Total	\$ 6,611,111	\$ 6,409,652	\$ 201,459	\$ 5,950,837	\$ 5,538,241	\$ 5,135,261	\$ 4,788,848	\$ 4,454,753

DEPT 912 – HEALTH INSURANCE

Description of Services

The Town offers a variety of health maintenance organization (HMO's), point-of-service (POS) and indemnity plan options. Over 160 employees are covered by these plans. The Town currently funds 80% of the costs, with the remaining 20% paid by employees. Please note this split varies amongst retiree's health plans.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
912 Health Insurance								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 8,384,348	\$ 8,267,803	\$ 116,545	\$ 8,031,144	\$ 7,787,790	\$ 7,428,874	\$ 7,541,980	\$ 7,545,589
Total	\$ 8,384,348	\$ 8,267,803	\$ 116,545	\$ 8,031,144	\$ 7,787,790	\$ 7,428,874	\$ 7,541,980	\$ 7,545,589

DEPT 918 – CAPITAL IMPROVEMENTS

***Please note there are no allocated budget dollars associated with Golf Course Annual Debt for FY20. The below information is shown for historical purposes.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
918 Capital Improvements								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322,265	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 322,265	\$ -	\$ -

DEPT 919 – UNCLASSIFIED

Description of Services

The unclassified budget is used for miscellaneous Town budget line items like the salary adjustment budget, unemployment, postage, and life insurance costs.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
919 Unclassified								
Salary Expenses	\$ 125,000	\$ 109,400	\$ 15,600	\$ -	\$ -	\$ 13,079	\$ -	\$ -
Operating Expenses	\$ 1,758,000	\$ 2,020,000	\$ (262,000)	\$ 2,043,581	\$ 2,305,045	\$ 2,300,303	\$ 2,008,750	\$ 2,109,519
Total	\$ 1,883,000	\$ 2,129,400	\$ (246,400)	\$ 2,043,581	\$ 2,305,045	\$ 2,313,382	\$ 2,008,750	\$ 2,109,519

DEPT 920 – NON-DEPARTMENTAL

Description of Services

The non-departmental budget are used for smaller budget items that are not large enough to fit into separate departmental categories like Massachusetts Municipal Association and Memorial Day Parade costs.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A



Original music score played by Clark Wilson from Ohio on newly refurbished 1930 Mighty Wurlitzer theatre pipe organ. Joint Project: Historical Commission, Stoneham Organ Society and Stoneham Community Development Corp.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
920 Non-Departmental								
Salary Expenses	\$ -	\$ -	\$ -					
Operating Expenses	\$ 107,000	\$ 1,589,300	\$ (1,482,300)	\$ 75,100	\$ 38,201	\$ 36,716	\$ 35,348	\$ 36,083
Total	\$ 107,000	\$ 1,589,300	\$ (1,482,300)	\$ 75,100	\$ 38,201	\$ 36,716	\$ 35,348	\$ 36,083

DEPT 950 – OTHER POST-EMPLOYMENT BENEFITS TRUST

Description of Services

The Town of Stoneham receives an actuarial report every two years. The last being as of December 31, 2016. This report establishes the liabilities of the post-employment benefits in accordance with GASB Statements 43 and 45. The Town periodically reviews its contribution to OPEB every two years, when the report is updated.

Significant Changes

N/A

FY19 Accomplishments

N/A

FY20 Department Goals

N/A

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
950 OPEB Trust Contribution								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -
Total	\$ 50,000	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -

XIII. ENTERPRISE FUNDS

DEPT 440 & 450 – SEWER & WATER

Description of Services

The Stoneham Public Works Water/Sewer Department is responsible for the operation and maintenance of the Town's five (5) sewer pumping stations, approximately 75 miles of water mains, 800 fire hydrants, 75 miles of sewer and 6,100 water service connections and water meters. Employees also assist in snow removal, emergency response and other Departmental functions as needed.



Water Break at Fairlane Road February 2019

The specific functions include:

- Maintaining and repairing all facilities required to supply water/sewer service to the residents and businesses of Stoneham.
- Replace and oversee the replacement of approximately 1 mile of water main pipe per year. Replace water meters on a 15 year cycle.
- Ensuring that the water provided meets all federal, state and local regulations for safe drinking water.
- Repair, replacement and rehabilitation of the Town's sewer system to reduce/eliminate infiltration and inflow.
- Responding to citizen inquiries and complaints relative to water quality, poor pressure, leaks and water bills; sewer plugs and odors.
- Conducting quarterly and monthly readings and billings of the Town's water/sewer customers.
- Repairing leaks in water mains and water services in a timely manner to avoid the waste of water.
- Conducting an annual water distribution system flushing program.
- Maintaining fire hydrants to ensure that the domestic and fire protection needs of Stoneham are met.
- Coordinate and oversee the Town's water service backflow device program.

Significant Changes

- Retirement of Water and Sewer Foreman

FY19 Accomplishments

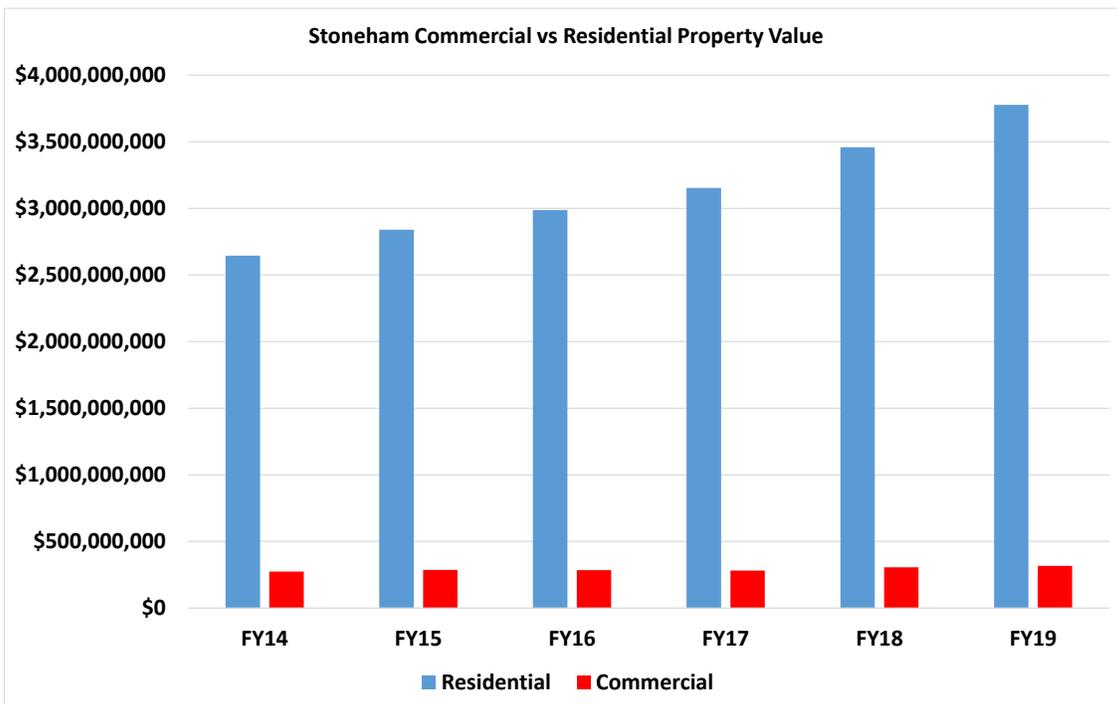
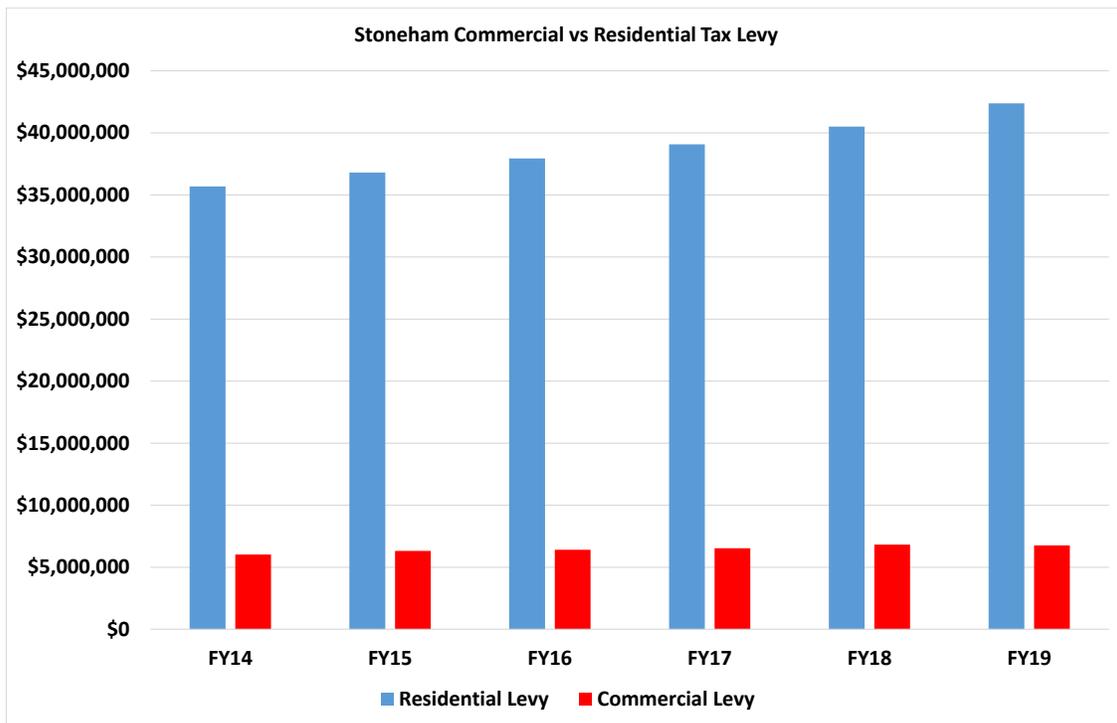
- Water: New MWRA metered connection at North Street and Forest Street.
- Sewer: Completed Phase 1 of Fallon Road sewer main replacement ---Maple Street to Hillside Road.
- Sewer: Completed Phase 6 of infiltration/inflow program.
- Sewer: Received MWRA grants/interest free loan to continue I/I programs.

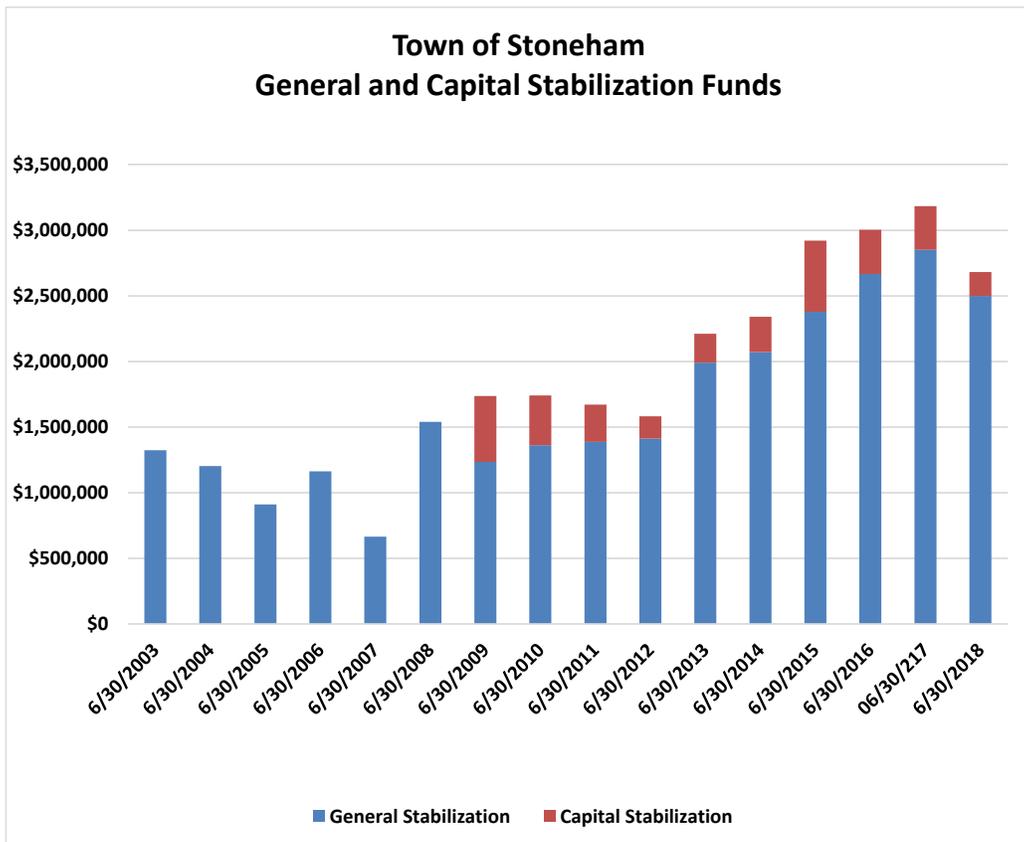
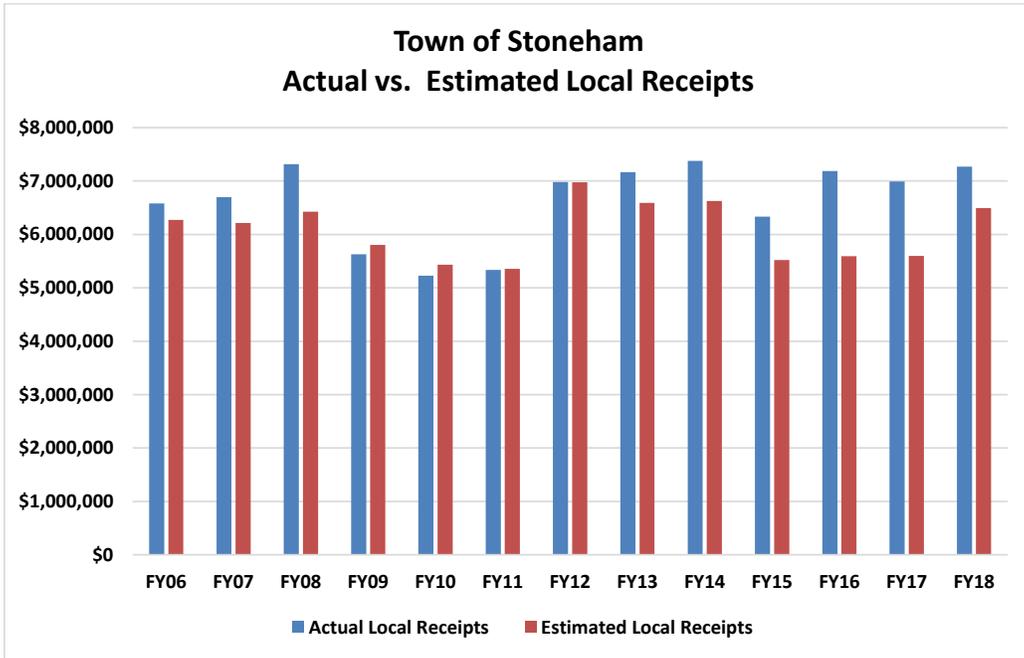
FY20 Department Goals

- Water: Continue working with MWRA to replace Town water mains in vicinity of new MWRA pipe, ongoing through FY20.
- Sewer: Design/construct Phase 2 Fallon Road sewer project by June 30th, 2020.

	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
440 Public Works Sewer								
Salary Expenses	\$ 480,495	\$ 477,119	\$ 3,376	\$ 545,505	\$ 516,581	\$ 596,524	\$ 614,187	\$ 538,471
Operating Expenses	\$ 5,884,623	\$ 5,528,223	\$ 356,400	\$ 5,310,165	\$ 5,274,574	\$ 5,093,657	\$ 5,546,325	\$ 5,179,310
Total	\$ 6,365,118	\$ 6,005,342	\$ 359,776	\$ 5,855,671	\$ 5,791,154	\$ 5,690,181	\$ 6,160,512	\$ 5,717,781
	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
450 Public Works Water								
Salary Expenses	\$ 464,183	\$ 465,526	\$ (1,343)	\$ 483,447	\$ 464,758	\$ 529,747	\$ 551,264	\$ 521,251
Operating Expenses	\$ 4,505,048	\$ 4,347,498	\$ 157,550	\$ 4,444,418	\$ 4,254,805	\$ 4,008,569	\$ 4,687,484	\$ 4,122,854
Total	\$ 4,969,231	\$ 4,813,024	\$ 156,207	\$ 4,927,865	\$ 4,719,563	\$ 4,538,316	\$ 5,238,748	\$ 4,644,105
	FY20 Proposed Budget	FY19 Budget	Change FY19-FY20	FY18 Actual	2017 Actual	2016 Actual	2015 Actual	2014 Actual
Public Works Water & Sewer Total Budget								
Salary Expenses	\$ 944,678	\$ 942,645	\$ 2,033	\$ 1,028,953	\$ 981,338	\$ 1,126,271	\$ 1,165,451	\$ 1,059,722
Operating Expenses	\$ 10,389,671	\$ 9,875,721	\$ 513,950	\$ 9,754,583	\$ 9,529,379	\$ 9,102,226	\$ 10,233,809	\$ 9,302,164
Total	\$ 11,334,350	\$ 10,818,366	\$ 515,984	\$10,783,536	\$ 10,510,717	\$ 10,228,497	\$11,399,260	\$ 10,361,885

XIV. SUPPLEMENTAL INFORMATION





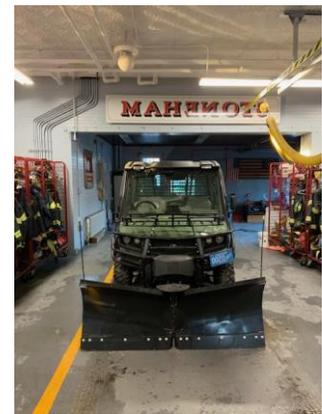
XV. CAPITAL IMPROVEMENT PLAN

The Capital Committee met starting in November of 2018 to begin a new process for the May 2019 Town Meeting. The process for the FY20 Capital Improvement Program (CIP) recommendations included standardized forms and deadlines for capital requests, meetings with all department heads and time to debate prior to final recommendations. The committee met 6 times in November, December and early January to achieve the requested timeline for presenting a Warrant Article for May 2019 and supporting documentation to the BOS by February 20th.

The Capital Committee continued to meet after the warrant submission to assure a full and prioritized 5 year Capital Improvement Plan (CIP) and report are available for town meeting as required by section C of the Town of Stoneham Financial Guidelines and Town Code Section 2-37.3.c.

Capital expenditures are defined as any tangible asset with a life span greater than five years and with a value of \$10,000 or greater that will increase their utility (through increased capacity or serviceability) or extend their total useful life. For FY20 consideration, all department requests were found to have merit but funding is not adequate for all requests. In discussion for FY20, the committee considered the following points to help prioritize:

- Public or employee safety
- Potential to increase in cost if delayed
- Age and condition of items being replaced or repaired
- Regular maintenance / replacement cycles
- Department priority



New Fire Department Gator with Plow

In prioritizing the department requests for FY20, the committee also considered revenue sources available for Capital. Revenue sources identified in conjunction with the Town Administrator and Town Accountant are:

Department	Amount	Description	Funding Source
Arena	\$ 210,000.00	Arena Project Close Out	Available Funds
Planning & Community Development	\$ 10,000.00	Green Communities Energy Updates	Available Funds
Fire	\$ 30,000.00	Portable Radios	Available Funds
Golf	\$ 25,000.00	Install Net at 3rd hole	Available Funds
Schools	\$ 750,000.00	MSBA Feasibility Study	Bonding
Recreation	\$ 210,000.00	Clara Steele Playground Renovation	Bonding
Public Works	\$ 140,000.00	Streets (Paving)	Bonding
Total	1,375,000.00		

The distinction between debt and cash became important in the Capital Committee debate process. Financial guidelines recommend that cash be used for items below \$50,000. Further, financial institutions will not issue debt for some items such as studies. Finally, it is not good practice to take out long-term debt on items with shorter lifespans, such as a police car.

Please note, the capital expenditures recommended are below the available funds listed above. Please see separate capital committee report for further detail of FY20 capital recommendations.

FY20 Capital Committee Recommendations:

Significant Non-Routine Capital Items for Appropriation: Significant capital items are items that have an appropriation of at least \$200,000 and are not items that town meeting considers each year. Please note the following FY20 Significant Non-Routine Capital Items for Appropriation:

- \$750,000 for Stoneham high school Feasibility Study.
- \$210,000 for Arena Project Close Out.

Department	Amount	Description
Planning & Community Development	\$ 10,000.00	Green Communities Energy Updates - By applying for Green Communities designation, the Town has made a commitment to reduce its energy consumption by 20% over the next five years. This funding is used to not only update existing infrastructure but also to create ongoing savings for our useage and maintenance.
Schools	\$ 750,000.00	MSBA Feasibility Study - Feasibility Study of Stoneham High School located at 149 Franklin Street, Stoneham, and for which the Town of Stoneham may be eligible for a grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended under the direction of the Stoneham School Building Committee.
Recreation	\$ 210,000.00	Clara Steele Playground Renovation - The structure has become a safety hazard for children and is commonly being repaired by Public Works. Many of the safety chains and infastrucutre is beginning to fail due to overuse and standard aging. The offering of a state-of-the art, all-inclusive playground for the community is essential to provide safe, recreational opportunities for all members of our community.
Fire	\$ 30,000.00	Radios - The radios have reached the end of their service life and are failing at fires/incidents in Stoneham as well as out of town. In the next couple of years Motorola will not service the radios because they have been discontinued.
Public Works	\$ 140,000.00	Streets - For paving throughout Town. Chapter 90 funds have not been a sufficient source of funding in the past. These capital funds will be combined to provide a sustainable paving program in town.
Golf	\$ 25,000.00	Install Net at 3rd Hole - Install a 200 ft by 40/50 foot net in front of 30 Country Club Rd, 3rd Hole. This net is needed to protect the homes of residents at 30 Country Club Road from errant golf balls.
Arena	\$ 210,000.00	Arena Project Close Out - Close out change orders from Arena Renovation.
Total	\$ 1,375,000.00	



Public Works Freightliner Purchase from FY19

XVI. GLOSSARY OF TERMS

Appropriation	Authority granted by town meeting, or other legislative body, to make expenditures, or to incur obligations to make expenditures, for a specific public purpose. In the operating budget, the authority concludes at the end of the fiscal year.
Chapter 70 School Aid	Refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed through the Cherry Sheet to aid in establishing educational equity among municipal and regional school districts.
Chapter 90 Highway Funds	State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on the formula under the provisions of MGL Ch. 90 §34. Communities receive cost reimbursements to the limit of the grant upon submission of expenditure reports to the Massachusetts Highway Department, for previously approved local highway projects.
Cherry Sheet	The official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs of services. Links to the Cherry Sheets are located on the DLS website at www.mass.gov/dls
Deficit	When expenditures exceed revenue in a given account.
Estimated Receipts	Projections of anticipated local revenues, based on the previous year's receipts which represent funding sources necessary to support a community's annual budget.
Excess Capacity	Difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Each year, the select board must be informed of excess levy capacity and their acknowledgement must be submitted to the Department of Revenue when setting the Town's tax rate.
Fiscal Year	The budget cycle which the Commonwealth and municipalities have operated on since 1974 which begins July 1 and concludes June 30. (i.e. Fiscal year 2019 is from July 1, 2018 through June 30, 2018).
Free Cash	Remaining, unrestricted funds from operations of the previous fiscal year, certified annually by the Department of Revenue.
GASB	The General Accounting Standards Board is the source of generally accepted accounting principles used by state and local governments in the United States. As with most of the entities involved in creating GAAP in the United States, it is a private, non-governmental organization.
General Fund	Fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.
Local Receipts	Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment earnings, and hotel tax.

Long-Term Debt	Community borrowing, or outstanding balance at any given time, of loans with an original maturity date of 12 months or more.
Massachusetts Water Resources Authority (MWRA)	A Massachusetts public authority established by an act of the Legislature in 1984 to provide wholesale water and sewer services to 2.5 million people and more than 5,500 large industrial users in 61 metropolitan Boston communities. Stoneham is a member of MWRA for sewer.
New Growth	The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year; excluding value increases caused by normal market forces or by revaluations. This is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate.
Operating Budget	A plan of proposed expenditure for personnel, supplies, and other expenses for the coming fiscal year.
Other Post-Employment Benefits (OPEB)	A form of deferred compensation which is <i>not</i> an integral part of a pension plan for an eligible retiree (i.e. healthcare).
Overlay	(Overlay Reserve or Allowance for Abatements and Exemptions)- An account established on an annual basis to fund anticipated property tax abatements, exemptions and uncollected taxes in that year.
Overlay Surplus	Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account; the amount of overlay available for transfer must be certified by the assessor. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue (<i>i.e. becomes part of free cash</i>).
Raise and Appropriate	A phrase used to identify a funding source for an expenditure or expenditures, which refers to money generated by the tax levy or other local receipts.
Recurring Revenue	A source of money used to support municipal expenditures, which can be relied upon at some level in future years.
Reserve Fund	An amount set aside on an annual basis within the town budget, administered by the Ways & Means Committee, to provide a funding source in the event that extraordinary or unforeseen expenditures are incurred by the town. Per Mass General Law, the amount set aside is not to exceed 5% of the preceding year's tax levy.
School Building Authority	The Massachusetts School Building Authority is a quasi-independent government authority created to reform the process of funding capital improvement projects in the Commonwealth's public schools. The MSBA strives to work with local communities to create affordable, sustainable, and energy efficient schools across Massachusetts .
Sewer Enterprise Fund	A separate accounting and financial reporting mechanism of municipal services, for which a fee is charged in exchange for goods and/or services. It allows for the Town to easily decipher the total costs of a service recovered through user charges; Stoneham uses this

fund to account for the Town's the Massachusetts Water Resource Authority (MWRA) assessment for sewer services.

Special Revenue Funds

Funds used to account for the proceeds of special revenue sources (other than for capital projects) that are legally restricted to expenditures for a specific purpose.

Stabilization Funds

Funds designated to accumulate amounts for capital and other future spending purposes. Communities can establish one or multiple funds for different purposes. The establishment of, an amendment of purpose, or the appropriation of money from stabilization all require a two-thirds vote of town meeting; however, appropriation in aggregate in any given year cannot exceed 10% of the prior year's tax levy.

XVII. TOWN MEETING WARRANT FORMAT

DEPARTMENTAL BUDGET

July 1, 2019 through June 30, 2020

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>114 MODERATOR</u>					
200	200	1	Salary	200	200
\$ -	\$ -		Expenses	\$ -	\$ -
\$ 200	\$ 200		Total Moderator Budget	\$ 200	\$ 200

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>122 SELECT BOARD</u>					
56,167	56,551		Full-Time Salaries	59,408	59,408
14,250	12,000		Elected Official Salaries	12,000	12,000
\$ 70,417	\$ 68,551	2	Total Salaries	\$ 71,408	\$ 71,408
7,708	7,000		Advertising	7,000	7,000
1,739	2,600		Printing Services	2,600	2,600
972	1,050		Other Purchased Services	3,050	3,050
558	600		Office Supplies	1,200	1,200
480	2,500		In State Travel	2,500	2,500
11,457	13,750	3	Total Expenses	16,350	16,350
\$ 81,874	\$ 82,301		Total Selectmen Budget	\$ 87,758	\$ 87,758

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>123 TOWN ADMINISTRATOR</u>					
296,814	314,292		Full-Time Salaries	352,290	330,540
60,841	58,826		Part-Time Salaries	60,298	60,298
9,127	10,000		Interns	12,000	12,000
1,992	2,000		Car Allowance	2,000	-
\$ 368,774	\$ 385,118	4	Total Salaries	\$ 426,588	\$ 402,838
2,540	2,800		Professional Services	2,800	2,800
5,502	7,500		Medical Services	8,000	8,000
4,098	3,000		Advertising	3,000	3,000
350	1,500		Printing Services	1,000	1,000
6,340	6,000		Office Supplies	11,000	6,500
4,179	2,900		In State Travel	3,000	3,000
400	500		Dues & Subscriptions	500	3,500
23,409	24,200	5	Total Expenses	29,300	27,800
\$ 392,183	\$ 409,318		Total Town Administrator Budget	\$ 455,888	\$ 430,638

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>131 FINANCE & ADVISORY BOARD</u>					
-	-	6	Dues & Subscriptions	500	500
\$ -	\$ -		Total Finance & Advisory Budget	\$ 500	\$ 500

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>132 RESERVE FUND</u>					
-	50,000	7	Reserve Fund	50,000	100,000
\$ -	\$ 50,000		Total Finance & Advisory Budget	\$ 50,000	\$ 100,000

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>135 Town Accountant</u>					
194,478	226,099		Full Time Salaries	240,881	240,881
33,508	32,189		Part-Time Salaries	32,189	32,189
227,986	258,288	8	Total Salaries	273,070	273,070
12,829	5,220		Education & Training	6,700	6,700
5,028	700		Office Supplies	800	800
408	1,300		In State Travel	1,300	1,300
265	1,672		Dues & Subscriptions	1,260	1,260
-	-		Outside Services	-	-
18,530	8,892	9	Total Expenses	10,060	10,060
\$ 246,516	\$ 267,180		Total Accounting Budget	\$ 283,130	\$ 283,130

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>138 Purchasing/Procurement</u>					
-	-		Full Time Salaries	40,000	40,000
-	-	10	Total Salaries	40,000	40,000
-	-		Office Supplies	5,000	5,000
-	-	11	Total Expenses	5,000	5,000
\$ -	\$ -		Total Purchasing/Procurement Budget	\$ 45,000	\$ 45,000

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>141 ASSESSOR'S</u>					
132,646	134,230		Full Time Salaries	138,031	138,031
3,600	3,600		Elected Salaries	3,600	3,600
\$ 136,246	\$ 137,830	12	Total Salaries	\$ 141,631	\$ 141,631
1,170	1,500		Education & Training	1,500	1,500
846	1,000		Data Processing	1,000	1,000
-	-		Outside Services	15,000	15,000
169	500		In State Travel	200	200
1,214	1,500		Dues & Subscriptions	1,500	1,500
3,399	4,500	13	Total Expenses	19,200	19,200
\$ 139,645	\$ 142,330		Total Assessor's Budget	\$ 160,831	\$ 160,831

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>145 TREASURER/COLLECTOR</u>					
246,292	247,923		Full Time Salaries	241,399	229,660
30,204	29,872		Part Time Salaries	30,320	30,320
276,496	277,795	14	Total Salaries	271,719	259,980
265	100		Repairs & Maintenance	100	100
10,630	15,000		Legal Services	20,000	17,500
560	1,000		Advertising	1,200	1,200
3,011	2,600		Printing Services	3,100	3,100
4,342	5,500		Other Purchased Services	6,000	85,000
1,486	1,760		In State Travel	1,760	1,760
355	355		Dues & Subscriptions	355	355
20,649	26,315	15	Total Expenses	32,515	109,015
\$ 297,145	\$ 304,110		Total Treasurer/Collector Budget	\$ 304,234	\$ 368,995
<u>151 Town Counsel</u>					
143,590	100,000	16	Town Counsel Contract Expense	125,000	125,000
\$ 143,590	\$ 100,000		Total Law Budget	\$ 125,000	\$ 125,000
<u>155 MIS</u>					
155,645	163,818		Full Time Salaries	165,276	165,276
\$ 155,645	\$ 163,818	17	Total Salaries	\$ 165,276	\$ 165,276
106,952	124,880		Computer Equipment Maintenance	155,153	140,653
6,090	6,000		Data Processing	6,000	6,000
14,361	18,000		Telephones	18,000	18,000
3,480	4,700		Cellphones	3,800	3,800
9,017	10,000		Printing & Copying	10,000	10,000
10,080	10,000		Data Processing Supplies	10,000	10,000
-	2,400		Dues & Subscriptions	2,400	2,400
149,980	175,980	18	Total Expense	205,353	190,853
\$ 305,625	\$ 339,798		Total Technology Budget	\$ 370,629	\$ 356,129

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>161 TOWN CLERK</u>					
41,244	-		Full Time Salaries	-	33,749
	-		Ex-Officio	-	800
15,682	16,423		Part Time Salaries	16,202	80,958
72,963	72,923		Elected Salaries	79,111	80,110
\$ 129,889	\$ 89,346	19	Total Salaries	\$ 95,313	\$ 195,617
652	500		Repairs & Maintenance	500	2,600
90	100		Professional Services	100	3,100
540	600		Printing Services	600	10,600
322	500		Other Purchased Services	500	1,500
670	600		Office Supplies	700	1,300
762	1,500		In State Travel	1,500	1,500
390	400		Dues & Subscriptions	400	400
3,426	4,200	20	Total Expenses	4,300	21,000
\$ 133,315	\$ 93,546		Total Clerk Budget	\$ 99,613	\$ 216,617
<u>162 Elections (Combined into Clerk)</u>					
-	41,475		Full Time Salaries	33,749	-
59,773	85,966		Part Time Salaries	64,756	-
966	999		Elected Salaries	999	-
-	750		Ex-Officio	800	-
\$ 60,739	\$ 129,190	21	Total Salaries	\$ 100,304	\$ -
2,344	2,000		Repairs & Maintenance	2,100	-
1,358	4,500		Professional Services	3,000	-
8,214	10,000		Printing Services	10,000	-
449	1,500		Other Purchased Services	1,000	-
283	400		Office Supplies	600	-
12,648	18,400	22	Total Expenses	16,700	-
\$ 73,387	\$ 147,590		Total Elections Budget	\$ 117,004	\$ -
<u>182 Planning Bd/BOA/Conserv.</u>					
55,751	58,394		Part Time Salaries	69,973	65,181
55,751	58,394	23	Total Salaries	69,973	65,181
-	200		Car Allowance	100	100
507	1,500		Education & Training	860	860
193	1,000		Advertising	1,000	1,000
1,906	2,000		Printing Services	1,250	1,250
1,059	-		Office Supplies	2,465	2,465
881	1,000		Dues	574	574
4,545	5,700	24	Total Expenses	6,249	6,249
\$ 60,296	\$ 64,094		Total PLN/CONS/ ZBA Budget	\$ 76,222	\$ 71,430

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>185 Econ. & Comm. Development</u>					
74,291	77,561		Full Time Salaries	101,238	81,479
74,291	77,561	25	Total Salaries	101,238	81,479
43,631	-		Island Maintenance	-	-
579	11,700		Professional Services	46,700	31,700
-	1,000		Education & Training	1,000	1,000
438	1,000		Office Supplies	1,020	1,020
1,188	1,000		In State Travel	1,020	1,020
468	1,000		Dues	1,000	1,000
46,304	15,700	26	Total Expenses	50,740	35,740
\$ 120,595	\$ 93,261		Total Planning Budget	\$ 151,978	\$ 117,219

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>192 Public Property Maintenance</u>					
-	-		Fulltime	226,032	226,032
-	-		Part time	-	-
-	-	27	Total Salaries	226,032	226,032
28,764	30,500		Electric	40,000	42,134
15,024	7,500		Gas	10,000	15,000
-	1,000		Heating	1,000	1,000
39,255	34,110		Repairs & Maintenance	35,000	122,000
574	7,770		Custodial Supplies	7,770	7,770
\$ 83,617	\$ 80,880	28	Total Expenses	\$ 93,770	\$ 187,904
\$ 83,617	\$ 80,880		Total Budget - Public Property Maintenance	\$ 319,802	\$ 413,936

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
<u>210 POLICE DEPARTMENT</u>				
3,264,380	3,475,454		3,966,004	3,803,252
81,390	93,540		94,382	94,382
371,458	355,000		375,000	360,000
21,483	29,500		54,000	35,000
47,424	61,050		62,882	62,882
25,841	22,000		24,200	22,200
3,811,976	4,036,544	29	4,576,468	4,377,716
48,363	56,500		55,000	70,224
29,336	22,000		30,000	30,000
29,258	51,075		58,700	21,250
12,554	15,000		15,000	-
9,860	13,400		14,500	14,500
-	200		200	200
24,760	25,500		25,000	27,500
10,621	11,500		11,500	11,500
-	11,000		5,500	5,500
12,991	13,000		13,000	13,000
4,957	7,500		6,500	6,500
582	1,000		1,000	1,000
1,943	8,500		8,500	5,000
66,794	57,500		59,000	57,500
28,303	42,500		44,400	38,000
2,670	4,000		4,000	4,000
11,105	11,050		11,290	11,290
-	-		12,000	12,000
-	7,200		7,200	7,200
294,096	358,425	30	382,290	336,164
-	-	31	177,000	145,000
\$ 4,106,072	\$ 4,394,969		\$ 5,135,758	\$ 4,858,880

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
<u>211 TRAFFIC DIRECTORS</u>				
134,937	134,089		150,606	150,606
134,937	134,089	32	150,606	150,606
2,779	4,500		4,500	4,500
2,779	4,500	33	4,500	4,500
\$ 137,716	\$ 138,589		\$ 155,106	\$ 155,106

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
<u>212 Dispatch</u>				
303,403	345,994		365,739	365,739
8,389	13,000		13,000	13,000
65,871	75,000		75,000	70,000
3,788	8,750		8,750	8,750
381,450	442,744	34	462,489	457,489
8,198	13,500		14,000	13,500
200	3,000		2,500	2,500
-	200		200	200
75	450		450	450
1,300	4,000		4,000	4,000
94	300		200	200
-	-		13,200	13,200
217	400		400	400
10,085	21,850	35	34,950	34,450
\$ 391,535	\$ 464,594		\$ 497,439	\$ 491,939

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
<u>220 FIRE DEPARTMENT</u>				
2,622,682	2,837,726		3,036,259	3,016,799
7,610	10,000		10,000	10,000
295,795	265,000		268,000	265,000
-	20,000		20,000	20,000
2,926,087	3,132,726	36	3,334,259	3,311,799
14,366	18,000		18,000	22,982
10,359	11,000		13,000	13,000
-	36,000		36,000	21,000
20,341	20,000		27,500	22,500
4,474	10,000		20,000	8,000
2,479	1,650		3,000	3,000
1,641	5,000		5,000	5,000
4,788	5,000		5,000	5,000
30,889	45,000		55,000	55,000
30,506	25,000		30,000	25,000
3,200	6,000		12,000	7,500
18,136	20,100		22,100	22,100
24,191	24,000		27,000	24,000
4,590	5,500		7,500	6,000
169,959	232,250	37	281,100	240,082
\$ 3,096,046	\$ 3,364,976		\$ 3,615,359	\$ 3,551,881

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
<u>241 BUILDING INSPECTION SERVICES</u>				
120,464	186,836		185,868	185,868
58,180	57,203		59,492	59,492
3,467	4,500		6,300	6,300
182,111	248,539	38	251,660	251,660
956	1,500		3,000	3,000
2,100	5,000		7,000	5,000
877	2,000		4,000	3,000
-	500		500	500
1,892	2,500		-	-
5,825	11,500	39	14,500	11,500
\$ 187,936	\$ 260,039		\$ 266,160	\$ 263,160

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>291 EMERGENCY MANAGEMENT</u>					
2,000	2,000		Part Time Salaries	2,000	2,000
2,000	2,000	40	Total Salaries	2,000	2,000
-	-		Emergency Preparedness Supplies	15,000	9,500
-	-	41	Total Expenses	15,000	9,500
2,000	2,000		Total Emergency Management Budget	\$ 17,000	\$ 11,500
<u>Schools</u>					
\$ 27,734,642	28,916,726	42	300 PUBLIC SCHOOLS TOTAL BUDGET	30,291,726	30,291,726
\$ 196,223	210,000		397 ESSEX NORTH SHORE AGRICULTURAL	220,500	174,000
\$ 54,684	50,000		398 MINUTEMAN REGIONAL	50,000	-
\$ 1,046,697	970,535		399 NORTHEAST VOCATIONAL	1,019,062	979,474
\$ 1,297,604	\$ 1,230,535	43	TOTAL REG VOCATIONAL SCHOOL	\$ 1,289,562	\$ 1,153,474
\$ 29,032,246	\$ 30,147,261		TOTAL SCHOOLS	\$ 31,581,288	\$ 31,445,200

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>Public Works</u>					
<u>400 DPW Administration</u>					
695,701	861,648		Full Time Salaries	1,082,556	950,338
36,452	27,924		Part Time Salaries	27,924	44,200
<u>51,211</u>	<u>14,640</u>		Overtime	<u>15,906</u>	<u>30,000</u>
\$ 783,363	\$ 904,212	44	Total Salaries	\$ 1,126,386	\$ 1,024,538
6,118	12,000		Electric	12,000	15,322
-	1,000		Gas	1,000	1,000
3,329	5,000		Heating Oil	5,000	5,000
120,770	119,600		Repairs & Maintenance	130,000	121,000
-	500		Rentals & Leases	500	500
7,779	10,000		Public Safety Services	10,000	10,000
696	2,000		Other Communications	2,000	2,000
57,635	55,000		Other Purchased Services	60,000	55,000
1,600	1,600		Office Supplies	1,600	1,600
2,639	1,000		Custodial Supplies	1,000	1,000
15,695	17,500		Grounds keeping Supplies	20,000	17,500
42,995	40,000		PW General Supplies	40,000	40,000
16,287	8,000		PW Signs	8,000	8,000
5,000	5,000		Uniform & Clothing Expenses	5,000	5,000
100	500		In State Travel	500	500
<u>840</u>	<u>500</u>		Dues & Subscriptions	<u>500</u>	<u>500</u>
281,485	279,200	45	Total Expenses	297,100	283,922
\$ 1,064,848	\$ 1,183,412		TOTAL DPW ADMIN	\$ 1,423,486	\$ 1,308,459
<u>423 DPW Snow & Ice</u>					
<u>117,691</u>	<u>-</u>		Overtime	<u>-</u>	<u>-</u>
\$ 117,691	\$ -		Total Salaries	\$ -	\$ -
10,460	10,000		Repairs & Maintenance	10,000	10,000
259,958	185,000		Snow Removal Contracts	200,000	195,000
880	1,000		Public Safety Services	1,000	1,000
-	1,000		Other Purchased Services	1,000	1,000
-	1,000		Grounds keeping Supplies	2,000	2,000
28,913	4,000		Vehicular Supplies	10,000	10,000
1,275	1,500		Food Service Supplies	1,500	1,500
<u>192,852</u>	<u>70,000</u>		Snow & Ice Supplies	<u>80,000</u>	<u>75,000</u>
494,337	273,500	46	Total Expenses	305,500	295,500
\$ 612,028	\$ 273,500		TOTAL DPW Snow & Ice	\$ 305,500	\$ 295,500
<u>424 DPW Street Lighting</u>					
117,206	120,000		Electricity	120,000	136,216
<u>16,529</u>	<u>22,500</u>		Underground Street	<u>22,500</u>	<u>22,500</u>
\$ 133,735	\$ 142,500	47	TOTAL DPW Street Lighting	\$ 142,500	\$ 158,716

433 DPW REFUSE

21,677	30,000	Overtime	30,000	30,000
-	<u>14,094</u>	Stevens Street Additional Hours	<u>14,094</u>	-
\$ 21,677	\$ 44,094	48 Total Salaries	\$ 44,094	\$ 30,000
70,081	70,000	Other Purchased Services	70,000	70,000
-	<u>500</u>	PW General Supplies	<u>500</u>	<u>500</u>
70,081	70,500	49 Total Expenses	70,500	70,500
\$ 91,758	\$ 114,594	TOTAL DPW Refuse	\$ 114,594	\$ 100,500

490 DPW MOTOR VEHICLE

12,503	15,000	Electricity	15,000	19,152
15,827	12,000	Gas	12,000	12,000
23,276	25,000	Repairs & Maintenance	30,000	27,500
308	500	Custodial Supplies	500	500
86,759	85,000	Vehicular Supplies	90,000	85,000
<u>101,218</u>	<u>100,000</u>	Vehicular Gasoline	<u>100,000</u>	<u>100,000</u>
\$ 239,890	\$ 237,500	50 TOTAL DPW Motor Vehicle	\$ 247,500	\$ 244,152

491 DPW Cemetery

130,647	152,721	Full Time Salaries	153,223	198,430
15,873	20,000	Part Time Salaries	20,000	20,000
<u>7,734</u>	<u>7,997</u>	Overtime	<u>10,000</u>	<u>10,000</u>
\$ 154,254	\$ 180,718	51 Total Salaries	\$ 183,223	\$ 228,430
632	525	Electric	525	670
1,916	1,800	Heating Oil	1,800	1,800
400	400	Repairs & Maintenance	400	400
-	50	Printing Services	50	50
443	2,000	Other Purchased Services	12,000	6,500
50	100	Office Supplies	100	100
-	50	Custodial Supplies	50	50
1,353	2,000	Grounds keeping Supplies	2,000	2,000
-	200	Food Service Supplies	200	200
<u>6,070</u>	<u>5,000</u>	PW General Supplies	<u>5,000</u>	<u>5,000</u>
10,863	12,125	52 Total Expenses	22,125	16,770
\$ 165,117	\$ 192,843	TOTAL DPW Cemetery	\$ 205,348	\$ 245,200
\$ 2,307,378	\$ 2,144,349	Total Budget - DPW General Fund	\$ 2,438,928	\$ 2,352,528

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
<u>WAGES - Sewer</u>				
514,503	426,520		Full Time Salaries	483,154
2,093	23,688		Part Time Salaries	23,688
28,909	26,911		Overtime	30,000
\$ 545,505	\$ 477,119		Total Salaries - Sewer	\$ 536,842
28,259	33,000		Electric	33,000
1,837	2,000		Gas	2,000
365	1,000		Heating	1,000
55,221	50,000		Repairs & Maintenance	50,000
300	300		Office Supplies	300
-	500		Maintenance Supplies	500
33	500		Custodial Supplies	500
1,293	4,000		Vehicle Supplies	4,000
8,000	8,000		Gasoline	8,000
20,557	21,000		Sewer Supplies	21,000
3,650	5,000		Uniform & Protective Clothing	5,000
4,600,334	4,658,067		MWRA Assessment	4,800,000
75,756	73,257		MWRA Sewer DEBT Service (P&I)	55,450
4,795,605	4,856,624		Expenses Subtotal	4,980,750
-	25,000		SEWER RESERVE FUND	25,000
514,560	646,599		Indirect Costs	845,489
\$ 5,310,165	\$ 5,528,223		Subtotal Expenses - Sewer	\$ 5,851,239
\$ 5,855,671	\$ 6,005,342	53	Total Budget - Sewer Enterprise Fund	\$ 6,388,081
<u>WAGES - Water</u>				
437,948	391,386		Full Time Salaries	447,076
1,612	23,688		Part Time Salaries	23,688
43,888	50,452		Overtime	50,000
\$ 483,447	\$ 465,526		Total Salaries - Water	\$ 520,764
268	2,700		Electricity	2,700
5,449	7,000		Gas	7,000
42,786	45,000		Water Expense	50,000
39,940	40,000		Repairs & Maintenance	40,000
-	1,000		Rentals & Leases	1,000
3,750	-		Legal Services	-
3,677	4,000		Public Safety Services	4,000
-	100		Postage	100
479	1,000		Other Communication	1,000
2,000	2,000		Office Supplies	2,000
-	500		Maintenance Supplies	500
-	400		Custodial Supplies	400
6,040	9,000		Vehicle Supplies	9,000
15,696	20,000		Gasoline	20,000
-	500		Food Service	500
67,977	70,000		Water Supplies	70,000
-	5,000		Uniforms	5,000
3,027,480	3,144,316		MWRA Assessment	3,200,000
7,773	10,000		DEP Assessment	10,000
360,286	349,186		MWRA Water Debt Service (P&I)	311,186
3,583,603	3,711,702		Expenses Subtotal	3,734,386
-	25,000		WATER RESERVE FUND	25,000
400,000	-		STM Article Water Capital Projects	-
460,815	610,796		Indirect Expenses Subtotal	749,915
\$ 4,444,418	\$ 4,347,498		Subtotal Expenses - Water	\$ 4,509,301
\$ 4,927,865	\$ 4,813,024	54	Total Budget - Water Enterprise Fund	\$ 4,969,231
\$ 10,783,536	\$ 10,818,366		TOTAL WATER & SEWER BUDGET	\$ 11,418,146
\$ 13,090,913	\$ 12,962,715		TOTAL PUBLIC WORKS	\$ 13,686,878

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>510 HEALTH DEPARTMENT</u>					
69,355	69,706		Full Time Salaries	68,486	70,965
79,274	75,783		Part Time Salaries	94,613	76,937
2,391	2,400		Car Allowance	4,603	2,400
151,020	147,889	55	Total Salaries	167,702	150,302
-	150		Repairs & Maintenance	150	150
34	500		Professional Services	500	500
79	150		Advertising	150	150
3,553	6,000		Public Safety Service	6,000	6,000
-	1,000		Printing Services	1,000	1,000
272	350		Office Supplies	350	350
10,566	10,400		Medical Supplies	10,400	10,400
100	2,350		Dues & Subscriptions	2,350	2,350
14,604	20,900	56	Total Expenses	20,900	20,900
\$ 165,624	\$ 168,789		Total Health Budget	\$ 188,602	\$ 171,202

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>541 COUNCIL ON AGING</u>					
63,037	63,280		Full Time Salaries	64,545	64,545
49,471	79,805		Part Time Salaries	142,259	122,825
112,508	143,085	57	Total Salaries	206,804	187,370
17,768	18,500		Electric	18,500	23,621
6,483	4,000		Gas	4,000	4,000
8,176	10,650		Repairs & Maintenance	11,550	5,000
370	1,500		Printing	1,500	1,500
990	1,130		Other Purchased Services	1,130	1,130
1,245	2,000		Office Supplies	2,500	2,500
1,464	2,000		Custodial Supplies	2,000	2,000
555	1,074		Dues & Subscriptions	1,074	1,074
37,051	40,854	58	Total Expenses	42,254	40,825
\$ 149,559	\$ 183,939		Total Council on Aging Budget	\$ 249,058	\$ 228,195

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>542 RECREATION</u>					
74,510	76,824	59	Full Time Salaries	80,727	78,774
74,510	76,824		Total Salaries	80,727	78,774
10,909	8,320	60	Other Purchased Services	9,290	9,290
10,909	8,320		Total Expenses	9,290	9,290
\$ 85,419	\$ 85,144		Total Recreation Budget	\$ 90,017	\$ 88,064

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
<u>543 VETERANS' SERVICE</u>					
46,929	48,286	61	Full Time Salaries	50,477	50,477
46,929	48,286		Total Salaries	50,477	50,477
-	400		Computer Equipment	450	450
2,600	-		Other Purchased Services	-	-
70	-		Office Supplies	-	-
199	750		Flags	750	750
801	750		In State Travel	750	750
70,172	84,116		Veteran Ordinary Benefits	75,000	75,000
18,484	20,320		Veteran Fuel	19,000	19,000
1,719	2,500		Veteran Doctors	1,900	1,900
5,325	6,000		Veteran Medicines	5,000	5,000
1,233	2,000		Veteran Hospitals	2,000	2,000
1,222	2,000		Veteran Dentist	3,000	3,000
67,846	68,704		Veteran Other Benefits	68,000	68,000
169,671	187,540	62	Total Expenses	175,850	175,850
\$ 216,600	\$ 235,826		Total Veteran's Budget	\$ 226,327	\$ 226,327
<u>590 SUBSTANCE ABUSE</u>					
64,751	65,000		Full Time Salaries	67,626	67,626
64,751	65,000	63	Total Salaries	67,626	67,626
-	900		Education & Training	900	900
	600		Advertising	600	600
2,933	3,000		Public Safety	3,500	3,500
-	1,000		Office Supplies	-	-
			Printing Services	1,000	1,000
2,933	5,500	64	Total Expenses	6,000	6,000
\$ 67,684	\$ 70,500		Total Substance Abuse Budget	\$ 73,626	\$ 73,626
<u>610 LIBRARY</u>					
438,740	483,454		Full time salaries	593,726	539,987
129,081	109,738		Part time salaries	148,029	114,410
-	5,520		Other Salaries (Shift Differential)	5,520	6,500
567,821	598,712	65	Total Salaries	747,275	660,897
29,971	29,500		Electric	29,500	37,666
12,917	14,000		Natural Gas	14,000	14,000
28,285	27,000		Repairs & Maintenance	30,000	25,000
998	300		Printing	1,000	1,000
-	240		Telephone	240	240
2,911	3,200		Office Supplies	3,500	3,500
2,400	3,000		Custodial Supplies	3,200	3,200
48,000	50,000		Other	60,000	50,000
125,482	127,240	66	Total Expenses	141,440	134,606
116,834	127,800	67	Educational Supplies	152,477	137,500
\$ 810,137	\$ 853,752		Total Library Budget	\$ 1,041,192	\$ 933,003

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
631 ARENA				
122,701	124,399		166,540	188,090
63,171	65,791		66,211	66,211
185,871	190,190	68	232,751	254,301
128,303	150,000		150,000	185,136
33,651	44,500		44,500	38,000
19,255	-		-	-
37,202	28,200		30,200	25,000
3,501	2,200		2,400	2,400
4,470	7,400		7,400	7,400
1,045	7,375		500	500
6,356	8,000		8,000	8,000
6,197	3,000		3,000	3,000
1,769	500		500	500
350	300		300	300
150	150		150	150
242,250	251,625	69	246,950	270,386
\$ 428,121	\$ 441,815		\$ 479,701	\$ 524,687

Actual FY'18	Approp. FY'19	It. No.	Department Requested FY'20	Administrator Recommended FY'20
Maturing Debt				
DEBT SERVICE (P&I)				
3,428,000	3,490,497		3,260,500	3,235,000
1,059,738	1,023,546		854,541	968,459
\$ 4,487,738	\$ 4,514,043	70	\$ 4,115,041	\$ 4,203,459
911 Contributory Pension				
5,950,837	6,409,652		6,611,111	6,611,111
\$ 5,950,837	\$ 6,409,652	71	\$ 6,611,111	\$ 6,611,111

912 Health Insurance

255,890	257,890		Medicare Part B Surcharge	413,000	413,000
7,158	8,500		Flex Spending Enroll Fee	8,500	8,500
7,618,026	7,751,413		Health Insurance	7,721,014	7,662,848
<u>150,071</u>	<u>250,000</u>		Health Reimbursement Account	<u>300,000</u>	<u>300,000</u>
8,031,144	8,267,803	72	Total Health Insurance Budget	8,442,514	8,384,348

Actual FY'18	Approp. FY'19	It. No.		Department Requested FY'20	Administrator Recommended FY'20
919 UNCLASSIFIED					
-	109,400	73	Other Salaries	252,000	125,000
221,337	245,000	74	Workers Compensation	255,000	250,000
10,228	24,000	75	Unemployment Payments	24,000	20,000
43,780	50,000	76	Life Insurance	50,000	50,000
500,968	465,000	77	Social Security Medicare Tax	560,000	560,000
62,097	56,000	78	Fire & Police Injured on Duty	65,000	65,000
2,112	5,000	79	FD & PD IOD R/X & MED Coverage	5,000	5,000
58,505	65,000	80	Annual Audit/OPEB Study	85,000	85,000
63,948	60,000	81	Postage	65,000	63,000
517,228	550,000	82	Multi Peril/Liability/Auto	550,000	565,000
38,378	33,000	83	UNCLASSIFIED	33,000	20,000
<u>525,000</u>	<u>467,000</u>	84	Trash Subsidy	<u>100,000</u>	<u>75,000</u>
\$ 2,043,581	\$ 2,129,400		Total Unclassified Budget	\$ 2,044,000	\$ 1,883,000

Actual FY'18	Approp. -	It. No.		Department Requested 0	Administrator Recommended 0
920 NON-DEPARTMENTAL					
-	1,485,000	85	Stabilization	25,000	25,000
-	25,000	86	Capital Stabilization	25,000	25,000
5,132	5,200	87	Mass Municipal Association	5,200	5,200
4,161	4,500		Riverside	-	-
-	6,800		E MID ASSOC FOR RET CIT	-	-
11,133	7,800		Mystic Valley Elderly Service	-	-
7,500	3,200		EMARC Recreation	-	-
-	400	88	Veterans Graves	400	400
657	3,400	89	Historical Commission	16,079	3,400
1,487	-	90	Historical Society	-	-
8,363	8,000	91	Memorial Day Parade	8,000	8,000
<u>36,667</u>	<u>40,000</u>	92	MVES-Resident Coordinator	<u>40,000</u>	<u>40,000</u>
\$ 75,100	\$ 1,589,300		Total Unclassified Budget	\$ 119,679	\$ 107,000

950 OPEB

<u>50,000</u>	<u>50,000</u>		OPEB Expense	<u>50,000</u>	<u>50,000</u>
\$ 50,000	\$ 50,000	93	Total OPEB Budget	\$ 50,000	\$ 50,000

\$ 63,900,464 \$ 68,091,351 TOTAL FY2020 GENERAL FUND BUDGET \$ 70,085,695 \$ 69,391,599

1,770,165	1,804,482		State Assessments	1,920,476	1,920,476
23,608	25,050		Offsets	26,437	26,437
400,000	200,000		Overlay Reserve	220,000	220,000
<u>-</u>	<u>1,549,904</u>		Special Articles -Munis Upgrade-Capital	<u>-</u>	<u>-</u>
\$ 2,193,773	\$ 3,579,436		Total Other Budget Items	\$ 2,166,913	\$ 2,166,913

\$ 66,094,237 \$ 71,670,787 Grand Total FY2020 Budget \$ 72,252,608 \$ 71,558,512

\$ 10,783,536 \$ 10,818,366 TOTAL WATER & SEWER BUDGET \$ 11,418,146 \$ 11,334,350

\$ 76,877,773 \$ 82,489,153 Total Budget Incl. Water & Sewer \$ 83,670,754 \$ 82,892,862

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