

# TOWN OF STONEHAM



## Proposed Operating Budget and Capital Improvement Plan

**Fiscal Year 2021**

July 1, 2020 to June 30, 2021

Prepared by  
Town Administrator & Accounting Department



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# TOWN OF STONEHAM

## Town Administrator



February 19, 2020  
Annual Budget Recommendation  
Fiscal Year 2021

Dear Honorable Select Board,

I am pleased to present you the Town Administrator's Proposed Budget for the Town of Stoneham for Fiscal Year 2021. The Town Accountant's Office and I have been working with the department heads and Town Leadership to prepare this proposal since early September of 2019, with the kick-off of Tri-Board Department Head Meetings. The Tri-Board, which is comprised of the Select Board, School Committee and Finance and Advisory Board, listened to presentations from department heads on their upcoming operational needs, successes and future challenges. As a result of these collaborative conversations, 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 Highlights**

The financial forecast presentation in October of 2019 predicted a \$677,000 deficit for FY2021 due to increased cost pressures from rising health insurance, contributory pension's aggressive funding schedule, and increased contractual operating costs. Conservatively forecasted new growth, unanticipated vocational cost increases, and a net state aid increase of only 3.95% further challenged the development of the FY2021 budget. The Town Accountant presented to departments guidelines for developing their FY2021 budgets to address these challenges. The guidelines limited departments to no more than a 2% increase in budget from FY2020. Each departmental request went through a thorough review over the past six months, and this budget is the result of those efforts. The financial team, in collaboration with department heads, reviews expenses, revenue forecasts, and any other concerns that will impact the budget. This is done over many weeks and many reiterations of the budget. It is imperative that as we plan for short-term needs, we continually evaluate how those decisions will impact our long-term needs and goals.

While the budget presented is for the upcoming fiscal year, it is our responsibility to maintain discipline in our decisions with an eye to our long-term forecasting and challenges. In this regard, the budget presented also adheres to the Fiscal Guidelines adopted in May of 2019. The commitment to these established guidelines continues the allocation of financial resources to improve the Town's overall fiscal standing in the short and long term. The ongoing commitment to these guidelines remains a priority and are included in this document.

### **Fiscal Year 2021 Budget Highlights**

As required by law, this budget is **structurally balanced**. The budget consists of total anticipated expenditures of \$74.6 million. This is an increase of 3.94% over FY2020, which includes General Government, Education, State Assessments, Offsets, and Overlay Reserve. General Government increased by .44%, which excludes shared services like pension and health insurance, and vocational education. The areas of General Government include Public Safety, Public Works, and Public Services. Combined with the proposed Education operating budget, an increase of 3.88%, results in a combined Education/Town operating budget increase of 2.64%.

Increased costs related to Health Insurance (\$350K), Northeast Vocational School (\$323K), aggressive pension schedule (\$221K), and continued contractual increases in property, casualty and workers compensation insurance continue to put significant pressure on the town's budget in Fiscal Year 2021. Demands on all departments also continue to grow and further discussions of community priorities for future needs have to take place during future budget cycles.

The Town and School Department also continues to evaluate and consider ways to share services and improve operations. Additional staffing reviews will take place in subsequent years with the goal of having a full service Facilities Department by year 2024. The first step in this process was taken with the hiring of the Facilities Director in January of 2020. This is a critical investment to maintain our current and planned building infrastructure. The Town and School Department also hired a Procurement Officer in January of 2020. This position will be integral in future cost savings of large projects and the day-to-day purchases of the Town, as well as improved internal control.

The Town also continues to make investments into aging infrastructure as well as maintaining current assets. This year's capital recommendation takes much needed steps to address some of our most pressing infrastructure needs. These include allocations of \$126,000 for Town wide improvements, \$200,000 for Town wide roof repairs/replacements, and \$250,000 dedicated to streets and sidewalks repairs. I will also be asking our residents to approve a warrant article to authorize us to utilize a \$2 million interest-free loan through the Massachusetts Water Resources Authority which would be used to improve the existing 20" water main on Main Street. These are positive steps in the right direction and I look forward to continuing to protect and preserve our infrastructure.

The Town also remains committed to long term planning and community engagement. In the coming months, residents will be encouraged to follow and participate in the High School Feasibility Study process, the Town's Age Friendly Planning Initiative, the Municipal Vulnerability Planning process, the Fire Station Feasibility Study, ADA Self-Evaluation and Transition Plan, Downtown Parking Study and others.

## **Conclusion**

Lastly, this process would not be successful without the leadership from Department Heads and town staff, our Boards and Committees, and civically engaged residents. Their dedication to this process from the very beginning stages only reinforces how dedicated our community is to bettering Stoneham for the present and future.

I strongly urge our residents to read this document to become aware of all the goals our Town Departments, Boards, and Committees are completing and hope to accomplish in the coming years. I also urge our citizens to not only engage myself and town entities during the budget process, but to continually do so throughout the year.

I look forward to this continued budgetary process.

Respectfully Submitted,

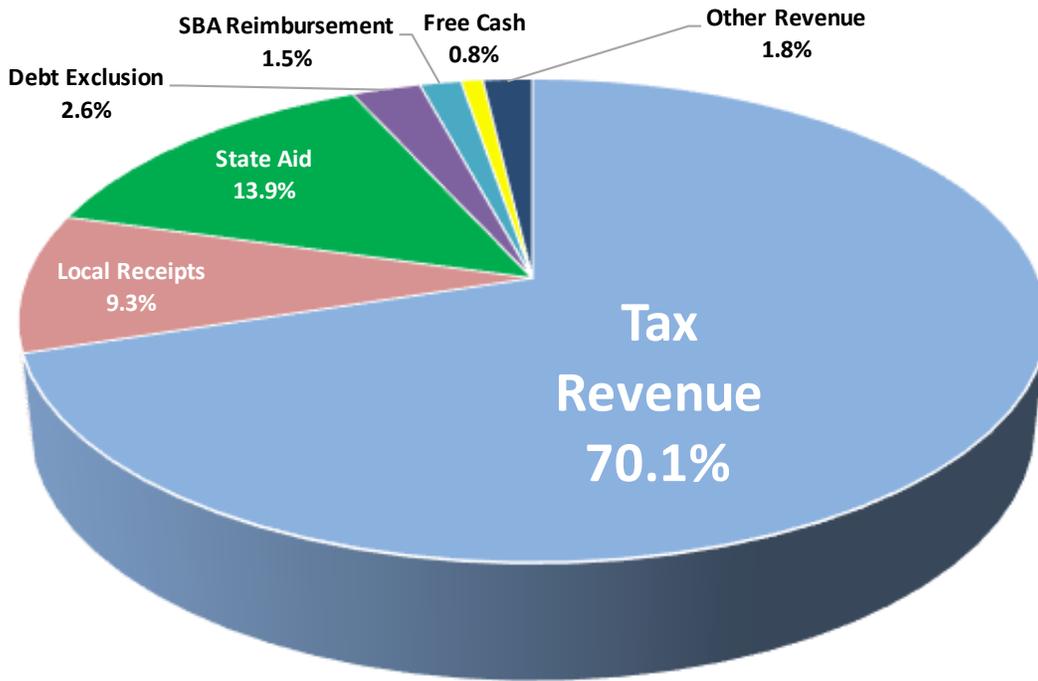


Dennis J. Sheehan  
Town Administrator

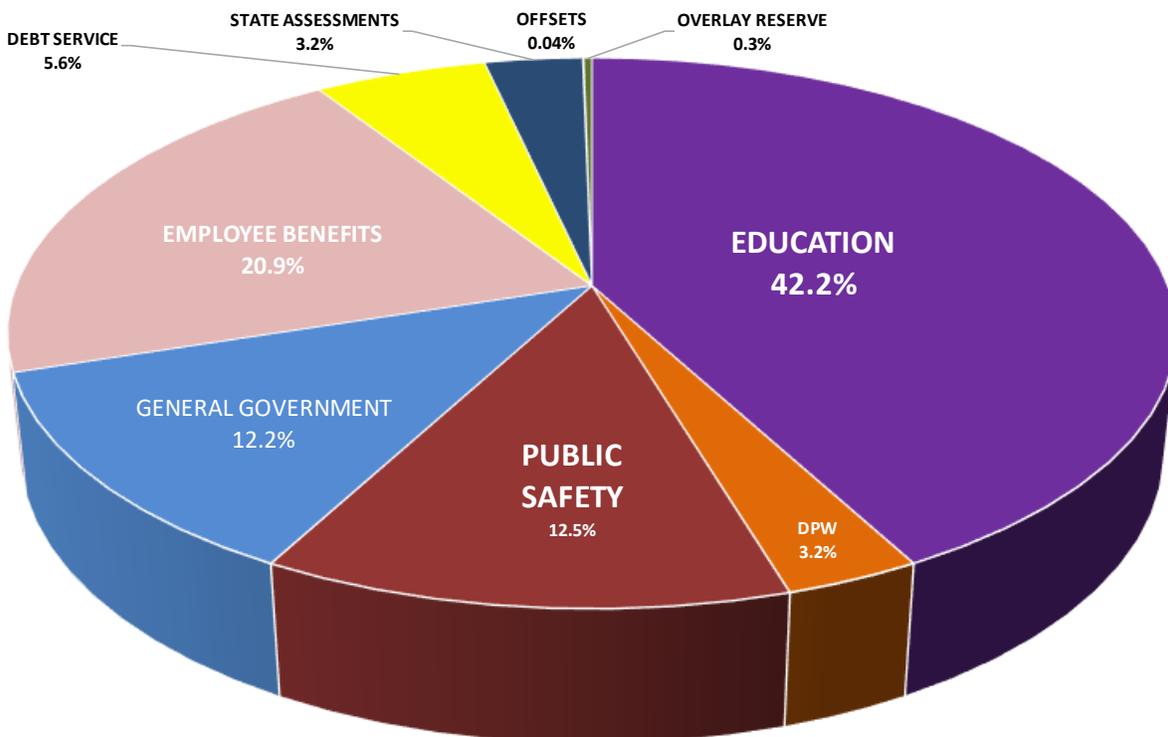
**Town of Stoneham**  
**Summary of Revenues and Expenditures**  
**July 1, 2020**

	<b>APPROVED TAX RATE FY20</b>	<b>DEPARTMENT REQUEST FY21</b>	<b>ADMINISTRATOR RECOMMENDED FY21</b>
<b>I. REVENUES</b>			
TAX LEVY	49,995,241	51,765,771	51,765,771
DEBT EXCLUSION	2,025,731	1,914,125	1,914,125
NEW GROWTH	<u>507,950</u>	<u>550,000</u>	<u>550,000</u>
<b>SUBTOTAL</b>	<b>52,528,922</b>	<b>54,229,896</b>	<b>54,229,896</b>
LOCAL RECEIPTS	6,620,000	6,950,000	6,950,000
SBA REIMBURSEMENT	1,148,092	1,148,092	1,148,092
EST CHERRY SHEET	9,819,806	10,342,464	10,342,464
FREE CASH	-	-	-
INTERGOVERNMENTAL	<u>1,595,404</u>	<u>1,376,597</u>	<u>1,376,597</u>
<b>SUBTOTAL</b>	<b>19,183,302</b>	<b>19,817,153</b>	<b>19,817,153</b>
<b>TOTAL REVENUE</b>	<b>71,712,224</b>	<b>74,047,049</b>	<b>74,047,049</b>
<b>II. EXPENSES</b>			
<b>TOWN BUDGETS</b>	<b>17,087,482</b>	<b>18,362,747</b>	<b>17,163,218</b>
<b>SCHOOL BUDGET</b>	<b>30,291,726</b>	<b>31,791,726</b>	<b>31,466,726</b>
<b>VOCATIONAL SCHOOL</b>	<b>1,153,474</b>	<b>1,308,900</b>	<b>1,487,904</b>
SHARED EXPENSES			
HEALTH INSURANCE	8,384,348	8,824,800	8,734,058
RETIREMENT	6,611,111	6,832,347	6,832,347
MEDICARE	560,000	580,000	580,000
PROPERTY & CASUALTY INSURANCE	565,000	448,413	448,413
WORKER'S COMPENSATION	250,000	329,688	329,688
UNCOMPENSATED BALANCES	-	-	-
RESERVE FUND	100,000	125,000	110,000
DEBT	4,203,459	4,204,276	4,204,276
TOWN AUDIT	85,000	85,000	77,000
<b>CAPITAL STABILIZATION(Non Operational)</b>	<b>25,000</b>	<b>183,500</b>	<b>183,500</b>
<b>STABILIZATION (Non Operational)</b>	<b>25,000</b>	<b>319,500</b>	<b>319,500</b>
<b>OPEB TRUST FUND(Non Operational)</b>	<b>50,000</b>	<b>100,000</b>	<b>100,000</b>
OVERLAY PROVISIONS	235,157	200,000	200,000
ASSESSMENTS/OFFSETS	2,193,206	2,413,346	2,413,346
<b>STM</b>		-	-
<b>AMOUNT RAISED ON TAX RATE</b>			
PRINCIPLE PAYMENT			
TAX TITLE			
<b>TOTAL EXPENSES</b>	<b>71,819,963</b>	<b>76,109,242</b>	<b>74,649,975</b>
<b>BALANCE AVAILABLE</b>	<b>(107,739)</b>	<b>(2,062,193)</b>	<b>(602,926)</b>
<b>ONE TIME REVENUES</b>			
FREE CASH	100,000	603,000	603,000
OVERLAY SURPLUS	15,000	-	-
<b>EXCESS/(DEFICIT)</b>	<b>7,261</b>	<b>(1,459,193)</b>	<b>74</b>
<b>ENTERPRISE FUNDS</b>			
WATER RECEIPTS	4,969,231	5,049,048	5,147,818
SEWER RECEIPTS	6,365,118	6,415,756	6,401,229
SEWER EXPENSES	6,365,118	6,415,756	6,401,229
WATER EXPENSES	4,969,231	5,049,048	5,147,818

**FY2021 GENERAL FUND REVENUE \$74,650,049**



**FY2021 GENERAL FUND EXPENDITURES \$74,649,975**



## Fiscal 2021 Budget Appropriation by Fund

	General Fund	Enterprise Fund	Capital Fund	Total
<b>Revenues</b>				
Bond Proceeds			1,250,000	1,250,000
Debt Exclusion	1,914,125			1,914,125
Free Cash	603,000	550,000		1,153,000
Local Receipts	6,950,000			6,950,000
Other Revenue	1,376,597		40,500	1,417,097
SBA Reimbursement	1,148,092			1,148,092
State Aid	10,342,464			10,342,464
Tax Revenue	52,315,771			52,315,771
User Fees		10,964,426	470,000	11,434,426
<b>Total Revenues</b>	<b>74,650,049</b>	<b>11,514,426</b>	<b>1,760,500</b>	<b>87,924,975</b>
<b>Expenditures</b>				
Capital Outlay		-	1,760,500	1,760,500
Debt Service	4,204,276	537,236		4,741,512
Direct Cost		1,421,113		1,421,113
DPW	2,403,357			2,403,357
Education	31,466,726			31,466,726
Employee Benefits	15,566,405			15,566,405
General Government	8,985,950			8,985,950
Indirect Cost		1,376,597		1,376,597
MWRA		8,154,480		8,154,480
Offsets	26,808			26,808
Overlay Reserves	200,000			200,000
Public Safety	9,299,915			9,299,915
Reserve	110,000	25,000		135,000
State Assessments	2,386,538			2,386,538
<b>Total Expenditures</b>	<b>74,649,975</b>	<b>11,514,426</b>	<b>1,760,500</b>	<b>87,924,901</b>
<b>Available Appropriated Funds</b>	-	-	-	-
<b>Excess/Deficit</b>	<b>74</b>	-	-	<b>74</b>

*Note: Please be advised that the Capital Committee will also be recommending a warrant article for an MWRA interest free loan in the amount of \$2 million dollars. Please note that the town is only asking for authorization for this loan at this time.*

## Five Year Forecast – Presented October 15, 2019

	FY20 - TM Adopted	FY21 Estimate	FY22 Estimate	FY23 Estimate	FY24 Estimate	FY25 Estimate
<b>REVENUES</b>						
Property Taxes	49,995,241	51,655,122	53,356,500	55,100,413	56,887,923	58,720,121
New Growth	400,000	400,000	400,000	400,000	400,000	400,000
Debt Exclusion	2,025,731	1,914,125	1,542,622	1,425,274	1,258,050	1,257,450
<b>TOTAL TAX REVENUE</b>	<b>52,420,972</b>	<b>53,969,247</b>	<b>55,299,122</b>	<b>56,925,687</b>	<b>58,545,973</b>	<b>60,377,571</b>
Local Receipts	6,620,000	6,400,000	6,425,000	6,450,000	6,475,000	6,500,000
State Aid	9,659,611	9,756,207	9,853,769	9,952,307	10,051,830	10,152,348
Free Cash/Overlay Surplus	115,000	552,703	295,151	295,151	295,151	295,151
Water & Sewer Indirects	1,595,404	1,611,358	1,611,358	1,627,472	1,643,746	1,660,184
SBA Reimbursement	1,148,092	1,148,092	341,826	341,826	-	-
<b>TOTAL REVENUE</b>	<b>71,559,079</b>	<b>73,437,607</b>	<b>73,826,226</b>	<b>75,592,442</b>	<b>77,011,700</b>	<b>78,985,253</b>
<b>Expenses</b>						
Base Operating Expense	50,092,681	51,595,461	52,885,348	54,207,482	55,833,706	57,508,717
Group Health	8,384,348	8,719,722	9,068,511	9,431,251	9,808,501	10,200,841
Contributory Pension	6,611,111	6,839,855	7,076,514	7,321,362	7,574,681	1,727,429
Debt Service - CIP	4,203,459	4,218,141	4,230,447	4,200,295	4,122,446	4,213,456
OPEB/Capital Stabilization/Stabilization	100,000	552,703	295,151	295,151	295,151	5,295,151
Non Appropriated Expenses	2,166,913	2,188,582	2,210,468	2,232,573	2,254,898	2,277,447
<b>TOTAL EXPENSES</b>	<b>71,558,512</b>	<b>74,114,466</b>	<b>75,766,439</b>	<b>77,688,113</b>	<b>79,889,383</b>	<b>81,223,042</b>
<b>SURPLUS (DEFICIT)</b>	<b>567</b>	<b>(676,858)</b>	<b>(1,940,213)</b>	<b>(2,095,671)</b>	<b>(2,877,684)</b>	<b>(2,237,788)</b>

**TOWN OF STONEHAM  
FY2021 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	12,561
2016 Unemployment Rate	3.50
2015 DOR Income Per Capita	41,585
2009 Housing Units per Sq Mile	1571.10
2013 Road Miles	81.11
Population)	160,378
Number of Registered Vehicles (2015)	18,969
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 Esimated 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 2020 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	4,056,490,832	43,769,536	10.79
Open Space	0	0	0
Commercial	339,654,939	6,962,926	20.5
Industrial	29,723,400	609,330	20.5
Personal Property	57,554,517	1,179,868	20.5
<b>Total</b>	<b>4,483,423,688</b>	<b>52,521,660</b>	

Fiscal Year 2020 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	52,521,660	63.37
State Aid	10,967,898	13.23
Local Receipts	18,359,173	22.15
Other Available	1,035,000	1.25
<b>Total</b>	<b>82,883,731</b>	

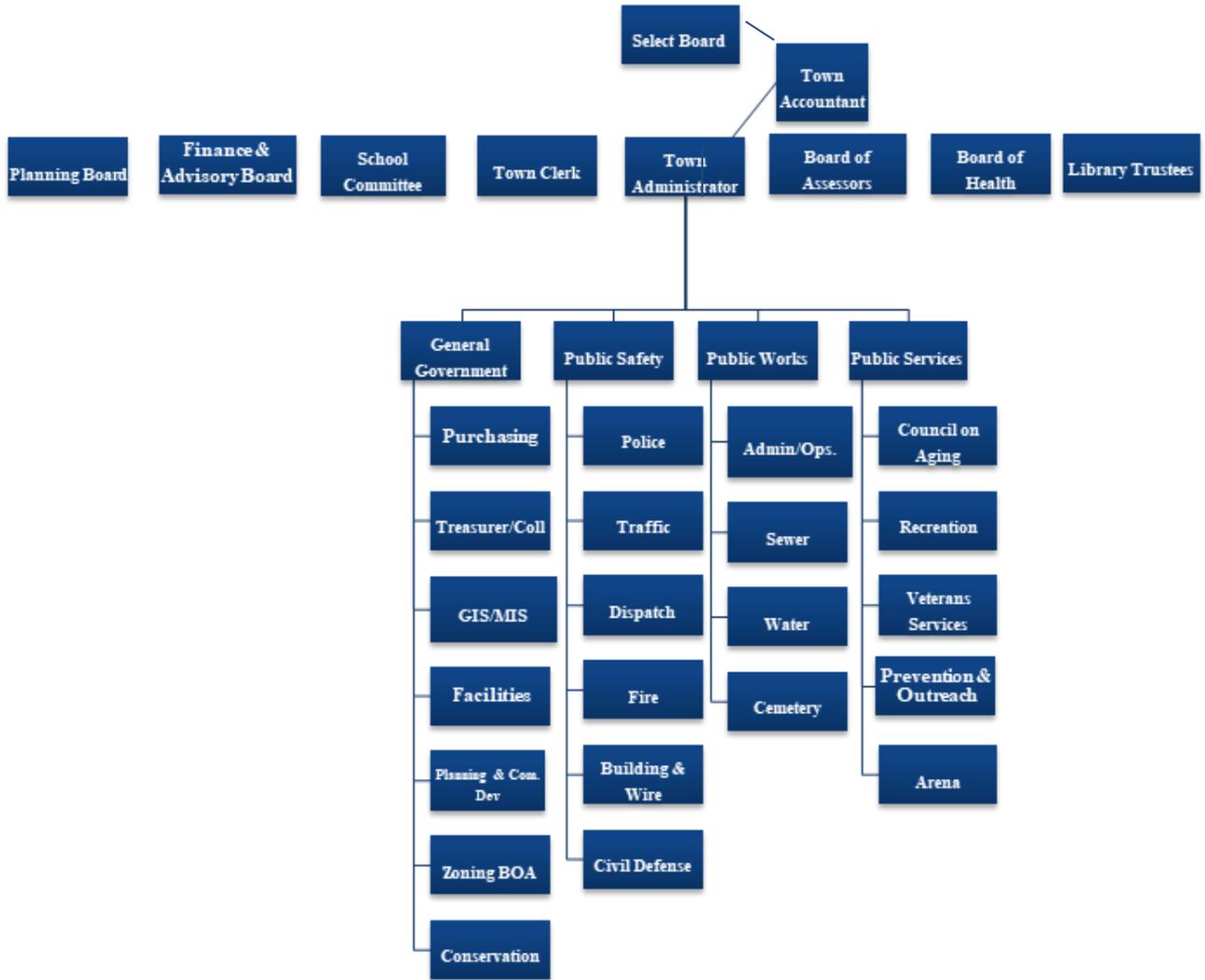
Fiscal Year 2020 Proposition 2 1/2 Levy Capacity	
New Growth	507,950
Override	
Debt Exclusion	2,025,731
Levy Limit	52,528,922
Excess Capacity	7,262
Ceiling	112,085,592
Override Capacity	61,582,401

## II. SIGNIFICANT BUDGET CHANGES

Department	Description	FY20 Total Budget	FY21 Total Budget	FY20-FY21 Change	FY20 Positions	FY21 Positions	FY20-FY21 Change
<b>300 Public Schools</b>	Please refer to FY21 School Budget Document	\$ 30,291,726	\$ 31,466,726	\$ 1,175,000	-	-	-
<b>920 Non-Departmental</b>	Increase due to \$159K for capital stabilization, \$295K for stabilization fund per town's fiscal guidelines and policies. Offset with free cash.	\$ 107,000	\$ 560,000	\$ 453,000	-	-	-
<b>912 Health Insurance</b>	Increase due to conservative forecast of 3% based on current costs. Increase of \$50K PEC contractual agreement.	\$ 8,384,348	\$ 8,734,058	\$ 349,710	-	-	-
<b>399 Northeast Voc. School</b>	Enrollment has increases for FY21, conservatively budgeted based on current rates and enrollment provided by Northeast's Director of Finance.	\$ 979,474	\$ 1,302,904	\$323,430	-	-	-
<b>911 Contributory Pension</b>	Per PERAC schedule, \$221K increase for FY21	\$ 6,611,111	\$ 6,832,347	\$ 221,236	-	-	-
<b>220 Fire Department</b>	Increase due to SAFER grant split increasing from 25% to 65% for 3 months of FY21 in amount of \$26K. Contractual step increases of \$74K. Offset with decreases of \$13K in various operating accounts.	\$ 3,551,881	\$ 3,639,284	\$ 87,403	-	-	-
<b>400 Public Works Total</b>	Increase due to following in Total DPW Budget: <b>DPW Admin:</b> Increase due to contractual increases and budget to match historical spending. <b>Snow &amp; Ice:</b> Increase of \$20K to match spending levels. <b>Street Lighting:</b> Decrease of (\$3.2K) electricity savings. <b>Trash Disposal:</b> Decrease of (\$10K) to match current spending levels. <b>Motor Vehicle:</b> Decrease of (\$4K) in electricity due to Green Communities initiatives. <b>Cemetery:</b> \$952 Additional salary due to contractual step increases. Remainder are related to small budget adjustments across multiple divisions.	\$ 2,352,528	\$ 2,403,357	\$ 50,829			-
<b>950 OPEB</b>	Increase due to 50K per town's fiscal guidelines and policies.	\$ 50,000	\$ 100,000	\$ 50,000	-	-	-
<b>919S Trash Fund Subsidy</b>	Increase due to forecasted 32% contractual increase.	\$ 75,000	\$ 120,000	\$45,000	-	-	-
<b>135 Town Accountant</b>	Increase due to personnel settlements, and Munis Pace training program (town-wide) of \$10K.	\$ 283,130	\$ 317,040	\$ 33,910	-	-	-
<b>919 Unclassified</b>	Due to several large union contracts expiring in FY20. Offet with budget adjustments in other accounts (Liability Insurance, Unclassified, Audit)	\$ 1,808,000	\$ 1,858,960	\$50,960	-	-	-
<b>161 Town Clerk</b>	Increase due to THEA settlement FY18-FY20 of \$15K, increased elections in FY21 of \$11K. Contractual increases of \$3K	\$ 216,617	\$ 246,960	\$ 30,343	-	-	-
<b>543 Veterans' Service</b>	Decrease due to less clients being serviced.	\$ 226,327	\$ 198,738	\$ (27,589)			
<b>631 Arena</b>	Decrease due to hires less than budget (\$11K). Decreased electrical cost of (\$33K) due to green communities initiatives.	\$ 524,687	\$ 480,124	\$ (44,563)			
<b>192 Public Property Maintenance</b>	Decrease due to hires less than budget. Decrease in repairs and maintenance line, offset by October 2019 STM. Decrease of 1 FT Custodian as Facilities Director hired January 2020 will evaluate all future staffing needs.	\$ 413,936	\$ 343,958	\$ (69,978)	27.5	26.5	(1.0)
<b>210 Police Department</b>	Decrease due to Police Vehicles being purchased through FY21 CIP program.	\$ 4,858,880	\$ 4,715,257	\$ (143,623)	-	-	-
<b>Total</b>		\$ 60,734,645	\$ 63,319,713	\$ 2,585,068	27.50	26.50	(1.00)

**Note:** The above chart summarizes significant budget changes of at least \$25,000, resulting in a decrease or increase to FY21 budget. The totals are for the departments affected by the \$25,000 threshold only and do not reflect the overall FY21 total budget.

# Town of Stoneham Organizational Chart



## Town of Stoneham FTEs Full-Time Equivalents

General Government DEPARTMENT	Position Title	BUDGET FY2020	TA REC FY2021	FY20 TO FY21 VARIANCE
<b>SELECT BOARD</b>	Administrative Assistant to the SB	1.0	1.0	0.0
	<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>TOWN ADMINISTRATOR</b>	Town Administrator	1.0	1.0	0.0
	Assistant to the TA	1.0	1.0	0.0
	Benefits Coordinator	1.0	1.0	0.0
	HR Director	1.0	1.0	0.0
	<b>TOTAL</b>	<b>4.0</b>	<b>4.0</b>	<b>0.0</b>
<b>TOWN ACCOUNTANT</b>	Town Accountant	1.0	1.0	0.0
	Asst. Town Accountant/Budget Mg	1.0	1.0	0.0
	Principal Office Assistant	1.8	1.8	0.0
	<b>TOTAL</b>	<b>3.8</b>	<b>3.8</b>	<b>0.0</b>
<b>PURCHASING</b>	Procurement Officer	0.5	0.5	0.0
	<b>TOTAL</b>	<b>0.5</b>	<b>0.5</b>	<b>0.0</b>
<b>BOARD OF ASSESSORS</b>	Director of Assessing	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	0.0
	<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>TREASURER</b>	Treasurer	1.0	1.0	0.0
	Assistant Treasurer	1.0	1.0	0.0
	Office Assistant	0.0	0.0	0.0
	Principal Office Assistant	2.7	2.7	0.0
	<b>TOTAL</b>	<b>4.7</b>	<b>4.7</b>	<b>0.0</b>
<b>GIS/MIS</b>	Chief Information Officer	1.0	1.0	0.0
	Technician/Web Support	1.0	1.0	0.0
	<b>TOTAL</b>	<b>2.0</b>	<b>2.0</b>	<b>0.0</b>
<b>TOWN CLERK</b>	Town Clerk	1.0	1.0	0.0
	Office Assistant	2.8	2.8	0.0
	<b>TOTAL</b>	<b>3.8</b>	<b>3.8</b>	<b>0.0</b>
<b>PLAN BD/BOA/CONSERVATION</b>	Principal Office Assistant	0.9	0.9	0.0
	Office Assistant	0.6	0.6	0.0
	<b>TOTAL</b>	<b>1.5</b>	<b>1.5</b>	<b>0.0</b>
<b>ECONOMIC DEVELOPMENT</b>	Dir. of Planning & Community Dev.	1.0	1.0	0.0
	<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>PUBLIC PROPERTY MAINTENANCE</b>	Director of Facilities	0.5	0.5	0.0
	Administrative Assistant	0.5	0.5	0.0
	HVAC Specialist	0.5	0.5	0.0
	Handyman	0.5	0.5	0.0
	Fulltime Custodians	2.0	1.0	-1.0
	<b>TOTAL</b>	<b>4.1</b>	<b>3.1</b>	<b>-1.0</b>
<b>General Government</b>	<b>TOTAL</b>	<b>28.3</b>	<b>27.3</b>	<b>(1.0)</b>

Public Safety Department	Position Title	BUDGET FY2020	TA REC FY2021	FY20 TO FY21 VARIANCE
<b>POLICE</b>	Police Chief	1.0	1.0	0.0
	Office Manager	1.0	1.0	0.0
	Office Assistant	1.3	1.3	0.0
	Lieutenant	2.0	2.0	0.0
	Sergeant	7.0	7.0	0.0
	Police Officer	32.0	32.0	0.0
	Domestic Violence Advocate	0.4	0.4	0.0
	Custodian	0.8	0.8	0.0
	<b>TOTAL</b>	<b>45.5</b>	<b>45.5</b>	<b>(0.0)</b>
<b>TRAFFIC DIRECTORS</b>	Traffic Director	4.3	4.3	-
	<b>TOTAL</b>	<b>4.3</b>	<b>4.3</b>	<b>0.0</b>
<b>PUBLIC SAFETY DISPATCH</b>	Head Dispatcher	1.0	1.0	0.0
	Dispatcher	6.0	6.0	0.0
	<b>TOTAL</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>FIRE &amp; EMERGENCY RESCUE</b>	Fire Chief	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	0.0
	Captain	5.0	5.0	0.0
	Lieutenant	5.0	5.0	0.0
	Firefighter	29.0	29.0	0.0
	<b>TOTAL</b>	<b>41.0</b>	<b>41.0</b>	<b>0.0</b>
<b>BUILDING INSPECTION SERVICES</b>	Building Inspector	1.0	1.0	0.0
	Principal Office Assistant	1.0	1.0	0.0
	Assistant Building Inspector	1.0	1.0	0.0
	<b>TOTAL</b>	<b>3.0</b>	<b>3.0</b>	<b>0.0</b>
<b>Public Safety</b>	<b>TOTAL</b>	<b>100.8</b>	<b>100.8</b>	<b>0.0</b>

<b>Public Services</b>		<b>BUDGET</b>	<b>TA REC</b>	<b>FY20 TO FY21</b>
<b>DEPARTMENT</b>	<b>Position Title</b>	<b>FY2020</b>	<b>FY2021</b>	<b>VARIANCE</b>
<b>PUBLIC HEALTH SERVICES</b>	Health Inspector	1.0	1.0	0.0
	Nurse	0.5	0.5	0.0
	Office Assistant	1.0	1.0	0.0
	<b>TOTAL</b>	<b>2.5</b>	<b>2.5</b>	<b>0.0</b>
<b>COUNCIL ON AGING</b>	COA Director	1.0	1.0	0.0
	Custodian	0.9	0.3	-0.5
	Outreach Worker	0.5	0.5	0.0
	Administrative Assistant	1.0	1.0	0.0
	PT Van Driver	0.5	0.5	0.0
	Receptionist	0.6	0.6	0.0
	<b>TOTAL</b>	<b>4.4</b>	<b>3.9</b>	<b>-0.5</b>
<b>RECREATION</b>	Director of Recreation	1.0	1.0	0.0
	<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>VETERANS SERVICES</b>	Veterans Services Director	1.0	1.0	0.0
	<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>SUBSTANCE ABUSE</b>	Community Addiction Coordinator	1.0	1.0	0.0
	<b>TOTAL</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>PUBLIC LIBRARY</b>	Library Director	1.0	1.0	0.0
	Assistant Library Director	1.0	1.0	0.0
	FT Library Tech	1.0	0.0	-1.0
	Head of Youth Services	1.0	1.0	0.0
	Catalogue Librarian	0.5	0.5	0.0
	Reference Librarian	1.0	1.0	0.0
	Circulation Supervisor	1.0	1.0	0.0
	Senior Library Technician	5.0	5.0	0.0
	PT Library Technician	0.0	0.5	0.5
	Custodian	0.5	0.5	0.0
	Part Time Support Staff	1.6	1.6	0.0
<b>TOTAL</b>	<b>13.6</b>	<b>13.1</b>	<b>-0.5</b>	
<b>UNICORN RECREATION-ARENA</b>	Arena Manager	1.0	1.0	0.0
	Assistant Arena Manager	1.0	1.0	0.0
	Arena Assistant	1.0	1.0	0.0
	Office Assistant	0.5	0.5	0.0
	<b>TOTAL</b>	<b>3.5</b>	<b>3.5</b>	<b>0.0</b>
<b>Public Services</b>	<b>TOTAL</b>	<b>27.03</b>	<b>26.01</b>	<b>(1.0)</b>

*Note: Public Library: FY20 Tech Position reorganized from FT Library tech to Senior Tech in FY20, PT Library Tech added for FY21.*

<b>Public Works</b>		<b>BUDGET</b>	<b>TA REC</b>	<b>FY20 TO FY21</b>
<b>DEPARTMENT</b>	<b>Position Title</b>	<b>FY2020</b>	<b>FY2021</b>	<b>VARIANCE</b>
<b>PUBLIC WORKS</b>	DPW Director	1.0	1.0	0.0
	DPW Deputy Director	1.0	1.0	0.0
	Laborer I	7.0	7.0	0.0
	Highway Foreman	1.0	1.0	0.0
	Grounds Maintenance	1.0	1.0	0.0
	Cemetery Foreman	1.0	1.0	0.0
	Time & Construction Clerk	1.0	1.0	0.0
	Heavy Motor Equipment Operator	2.0	2.0	0.0
	MC/Leo	4.0	4.0	0.0
	General Foreman	1.0	1.0	0.0
	Utility Billing/Office Mgr	1.0	1.0	0.0
	Motor Equipment Repair/Laborer	2.0	2.0	0.0
	Operational Engineer	1.0	1.0	0.0
	Water/Sewer Foreman	2.0	2.0	0.0
	Light Equipment Operator	1.0	1.0	0.0
	MEM 1	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	0.0
	PT Recycle Coordinator	0.4	0.4	0.0
	Tree Climber	1.0	1.0	0.0
<b>Public Works</b>	<b>TOTAL</b>	<b>30.4</b>	<b>30.4</b>	<b>0.0</b>
<b>Town of Stoneham</b>	<b>GRAND TOTAL</b>	<b>186.5</b>	<b>184.5</b>	<b>(2.0)</b>

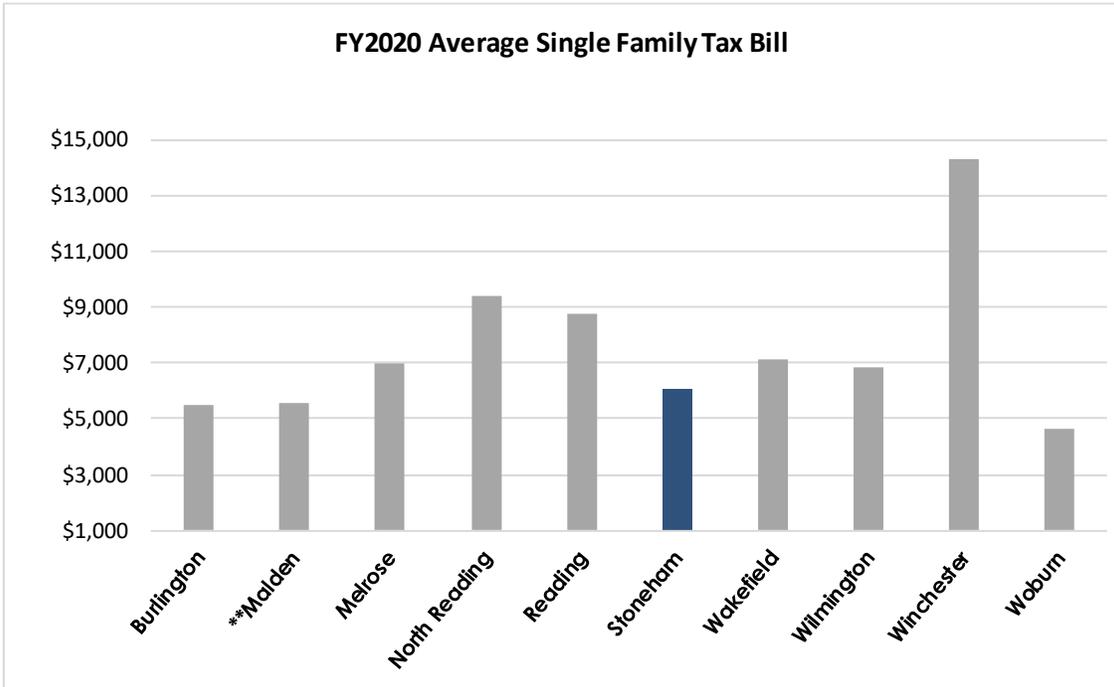
### III. COMMUNITY COMPARISON DATA FROM DIVISION OF LOCAL SERVICES

#### Demographic and Financial Indicators

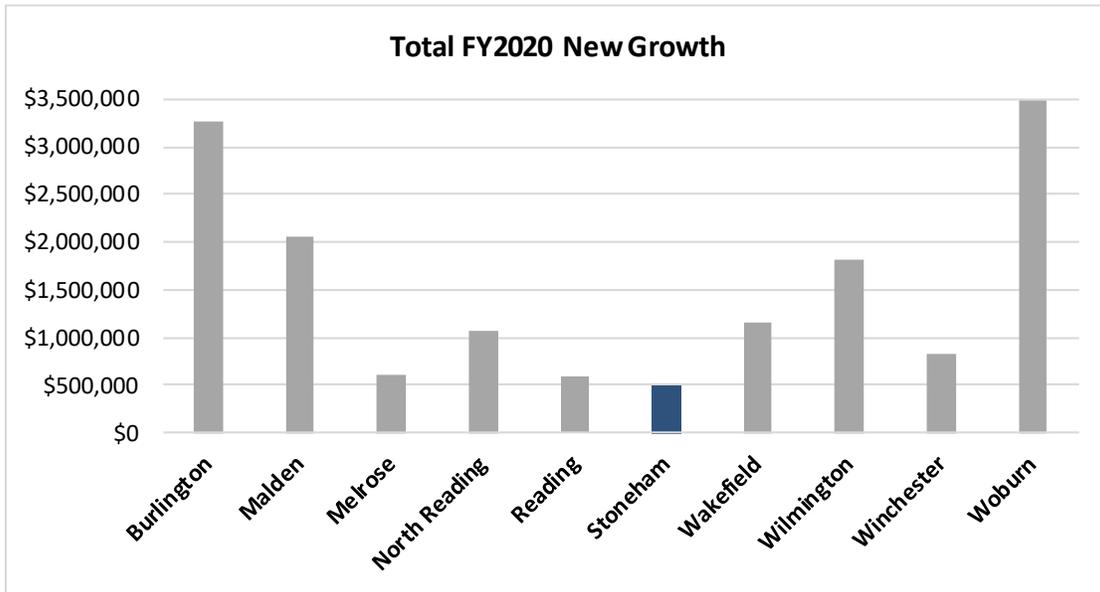
Municipality	2018 DOR Population	2017 DOR Income Per Capita	2018 EQV Per Capita	Land Area Sq. Miles	Population Density per Sq. Mile	Total 2020 Operating Budget	2018 Moody's Bond Rating
Burlington	28,742	44,050	243,960	11.73	2,450	150,619,267	Aa1
Malden	61,036	28,509	124,364	5.04	12,110	179,528,533	Aa3
Melrose	28,193	51,990	186,008	4.68	6,024	86,662,988	Aa3
North Reading	15,710	61,877	201,201	13.14	1,196	70,729,745	Aa2
Reading	25,337	67,795	202,985	9.95	2,546	103,016,753	Aa2
<b>Stoneham</b>	<b>22,729</b>	<b>44,234</b>	<b>177,651</b>	<b>6.02</b>	<b>3,776</b>	<b>71,558,512</b>	<b>Aa2</b>
Wakefield	27,135	47,991	187,927	7.36	3,687	100,520,014	Aa2
Wilmington	23,907	45,047	193,818	16.98	1,408	119,742,842	(S&P) AA+
Winchester	22,851	108,816	336,137	6.03	3,790	123,453,570	Aaa
Woburn	40,397	39,914	195,785	12.64	3,196	172,246,224	Aa1

#### Tax Rates by Class

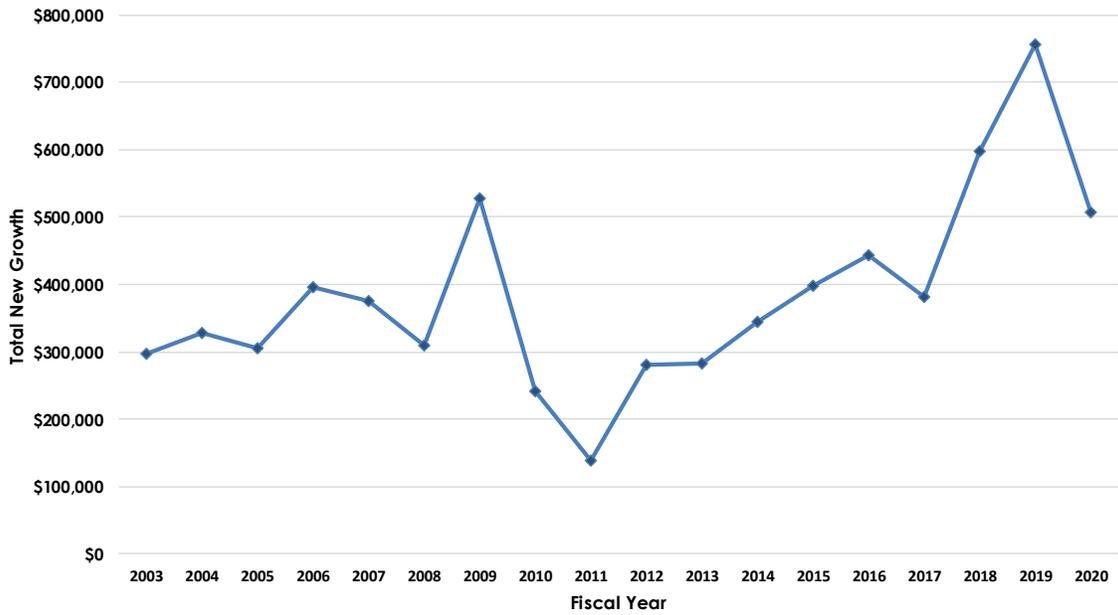
Fiscal Year	Municipality	Residential	Commercial
2020	Woburn	9.32	23.20
2020	Burlington	9.64	25.54
<b>2020</b>	<b>Stoneham</b>	<b>10.79</b>	<b>20.50</b>
2020	Melrose	11.05	18.58
2020	Winchester	12.39	11.80
2020	Malden	12.65	19.58
2020	Wakefield	12.77	24.92
2020	Wilmington	13.58	30.59
2020	Reading	13.95	14.20
2020	North Reading	15.60	15.60



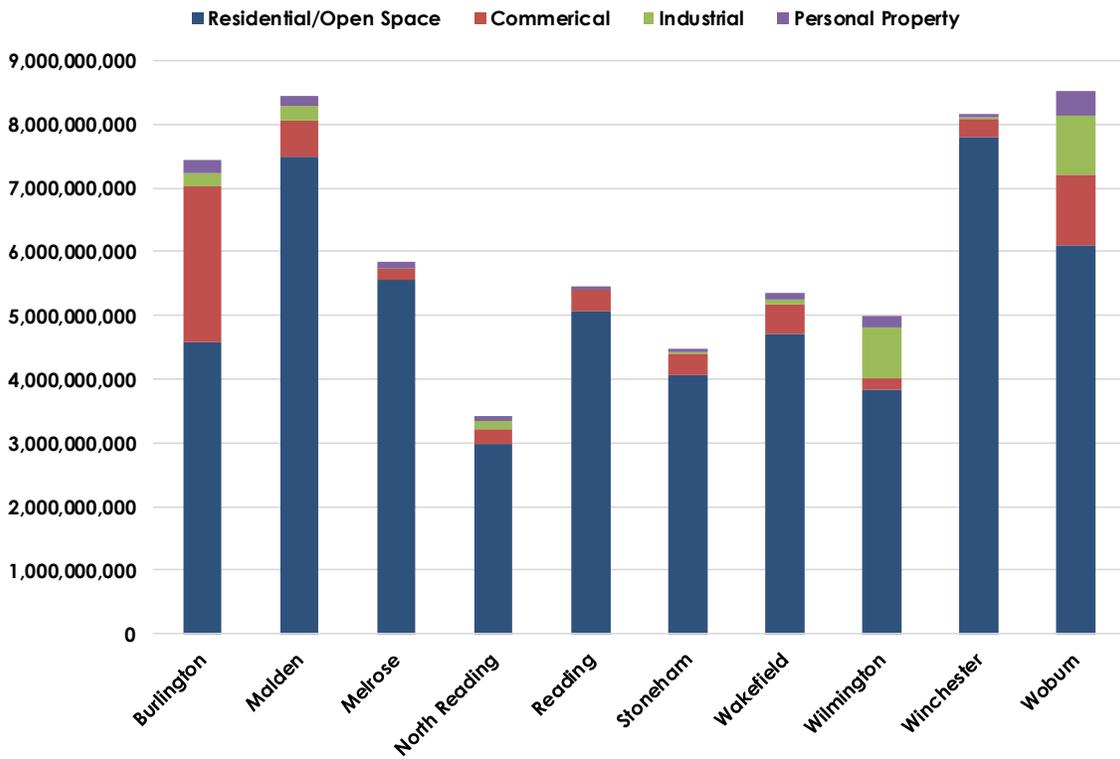
*Note: For the communities granting the residential exemptions, DLS does collect enough information to calculate an average single family tax bill. Malden average single tax bill calculated based on average single assessment provided by Town of Malden. Stoneham's average single family tax bill is \$6,098 for FY21.*



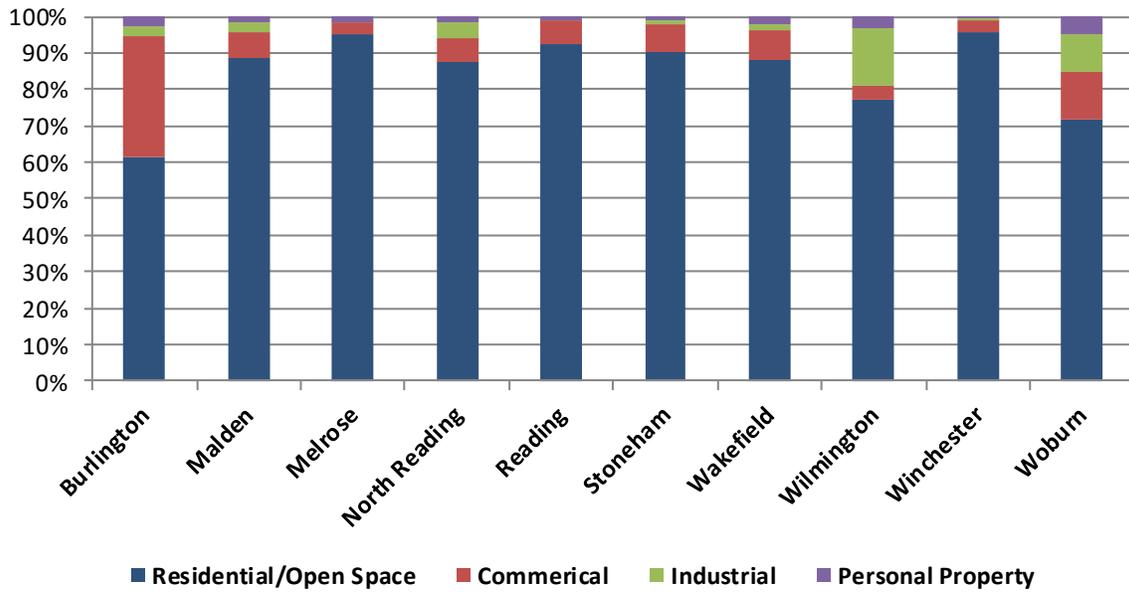
### Town of Stoneham Historical New Growth added to Levy Limit



### FY2020 Property Values by Class



## FY2020 Percent Share of Valuation



## IV. BUDGET CALENDAR AND PROCESS

### FY2020 Budget Calendar

September 18, 2019	Tri-Board Department Head Meetings
October 15, 2019	Five-Year Forecast presented by Town Accountant
October 16, 2019	Tri-Board Department Head Meetings
October 18, 2019	Budget guidelines and request templates distributed to departments with instructions.
November 13, 2019	Tri-Board Department Head Meetings
November 18, 2019	Department Capital Improvement Requests due to Town Accountant.
November 18, 2019	Departments submit budget requests to Town Accountant.
November 30, 2019	Start formal department budget meetings with Town Administrator .
December 5, 2019	School Budget Presentation to School Committee
January 9, 2020	School Budget Public Hearings
January 24, 2020	School Final Draft Budget submitted to Town Administrator and Select Board.
By January 31, 2020	Forecast Revenues and State Aid.
February 14, 2020*	Capital Improvement Recommendations due to Select Board.
February 19, 2020**	Town Administrator Proposed Final Budget submitted to Finance & Advisory Board and Select Board for ratification.
March 3, 2020***	Select Board ratification and submitted to Finance & Advisory Board.
April 10, 2020	Finance & Advisory Board recommendations due.
May 4, 2020	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 14th.

\*\*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 4, 2020. The 75<sup>th</sup> day rule requires Town Administrator submission by February 19, 2020.

\*\*\*Selectmen-Administrator Act requires the Select Board budget, including Select Board recommendations, be provided to the Finance and Advisory Board on or before the 55<sup>th</sup> 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 2021. 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 FY21 was initiated in October 2019, 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 Assistant Town Accountant and Town Accountant, each department then prepared FY21 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 Assistant Town Accountant on November 30, 2019 (see section calendar above).

In December and January, each department met with the Town Administrator, Town Accountant and Assistant Town Accountant, 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 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. The Town of Stoneham's basis of budgeting is on a modified accrual basis.

**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 FY21 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 FY21 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.

Additionally, the Select Board priorities developed on October 17, 2019 were used as guidelines in developing the FY21 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 FY21 Budget does make a contribution to this fund in the amount of \$319,500.

**Town Stabilization Fund**

Fund balance as of June 30, 2019	\$	<b>3,916,846</b>
Projected FY20 revenues and financing sources	\$	252,608
Projected FY20 Use of Fund	\$	250,000
		<hr/> <hr/>
Projected Fund Balance as of June 30, 2020	\$	<b>3,919,453</b>
Projected FY21 Contribution and Other Financing sources	\$	352,817
Projected FY21 Use of Fund	\$	-
		<hr/> <hr/>
Projected Fund Balance as of June 30, 2020	\$	<b>4,272,271</b>

*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 FY21 Budget does make a contribution to this fund in the amount of \$183,500.

### **Capital Stabilization Fund**

Fund balance as of June 30, 2019	\$	<b>215,782</b>
Projected FY20 revenues and financing sources	\$	6,958
Projected FY20 Use of Fund	\$	-
		<hr/> <hr/>
Projected Fund Balance as of June 30, 2020	\$	<b>222,741</b>
Projected FY21 Contribution and Other Financing sources	\$	190,884
Projected FY21 Use of Fund	\$	-
		<hr/> <hr/>
Projected Fund Balance as of June 30, 2020	\$	<b>413,625</b>

### **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 an 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, 2019	\$	4,997,393
Projected FY20 revenues and other financing sources	\$	73,077,018
Projected FY20 expenditures and other financing uses	\$	(73,142,112)
Projected Fund Balance as of June 30, 2019	\$	<u><u>4,932,299</u></u>

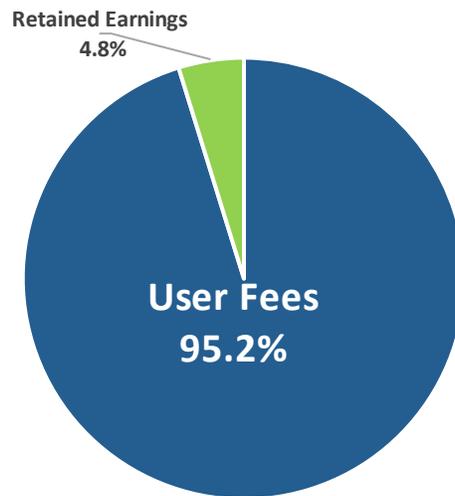
### Reserve Fund

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 \$110,000 in the General Fund for FY21. The Town will strive to maintain overall general fund reserves in the level of 10-15% of the general fund operating budget.

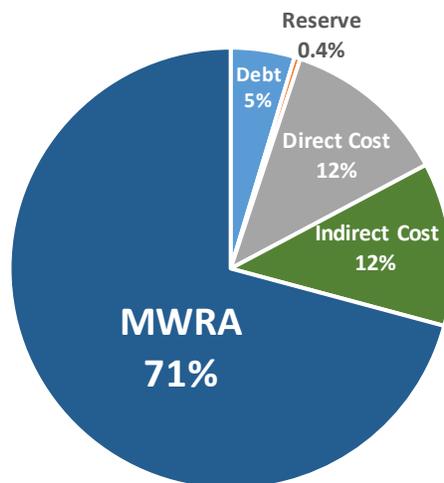
## IX. ENTERPRISE FUNDS – WATER AND SEWER

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 FY21 is \$11,514,426.

### FY21 Enterprise Fund Revenue Sources



### FY21 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 5 years of useful life or whose useful lifespans will be prolonged by at least 5 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 \$201,891,710) 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 2019	4,037,834,200
Debt Limit (5%)	201,891,710
Total Outstanding Debt*	26,238,137
Debt authorized but not yet incurred, including this issue	4,500,557
<b>Gross Debt</b>	<b>30,738,694</b>
Outstanding Debt outside Limit 06/30/2019	19,519,488
Authorized but not yet incurred debt which is outside the debt limit	1,096,232
<b>Outstanding debt outside limit plus authorized but not yet incurred debt outside the limit</b>	<b>20,615,720</b>
<b>Net debt subject to the debt limit including this issue.</b>	<b>10,122,974</b>
Debt Limit	201,891,710
Debt Subject to Debt Limit	10,122,974
<b>Borrowing Capacity</b>	<b>191,768,736</b>

### 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 06/30/2019)**

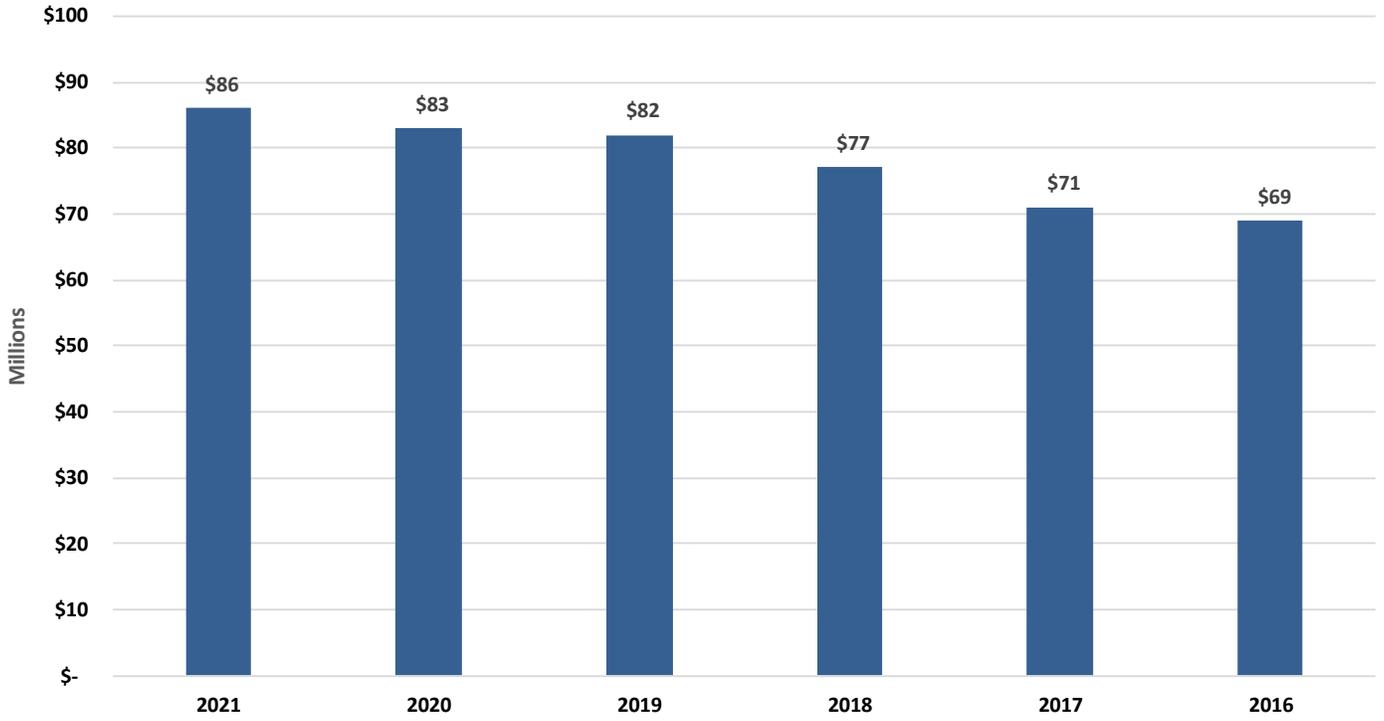
<b>Fiscal Year</b>	<b>Total Debt</b>	<b>Principal Payment</b>	<b>Interest</b>	<b>Required Appropriation</b>
2021	28,810,764	3,736,486	772,938	4,509,424
2022	24,301,340	2,517,486	662,188	3,179,674
2023	21,121,667	2,254,484	581,163	2,835,647
2024	18,286,020	1,758,846	504,588	2,263,434
2025	16,022,587	1,633,600	445,463	2,079,063
2026	13,943,524	1,608,599	390,388	1,998,987
2027	11,944,538	1,424,250	335,188	1,759,438
2028	10,185,100	1,454,250	280,538	1,734,788
2029	8,450,313	1,474,250	234,463	1,708,713
2030	6,741,600	1,495,000	187,838	1,682,838
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

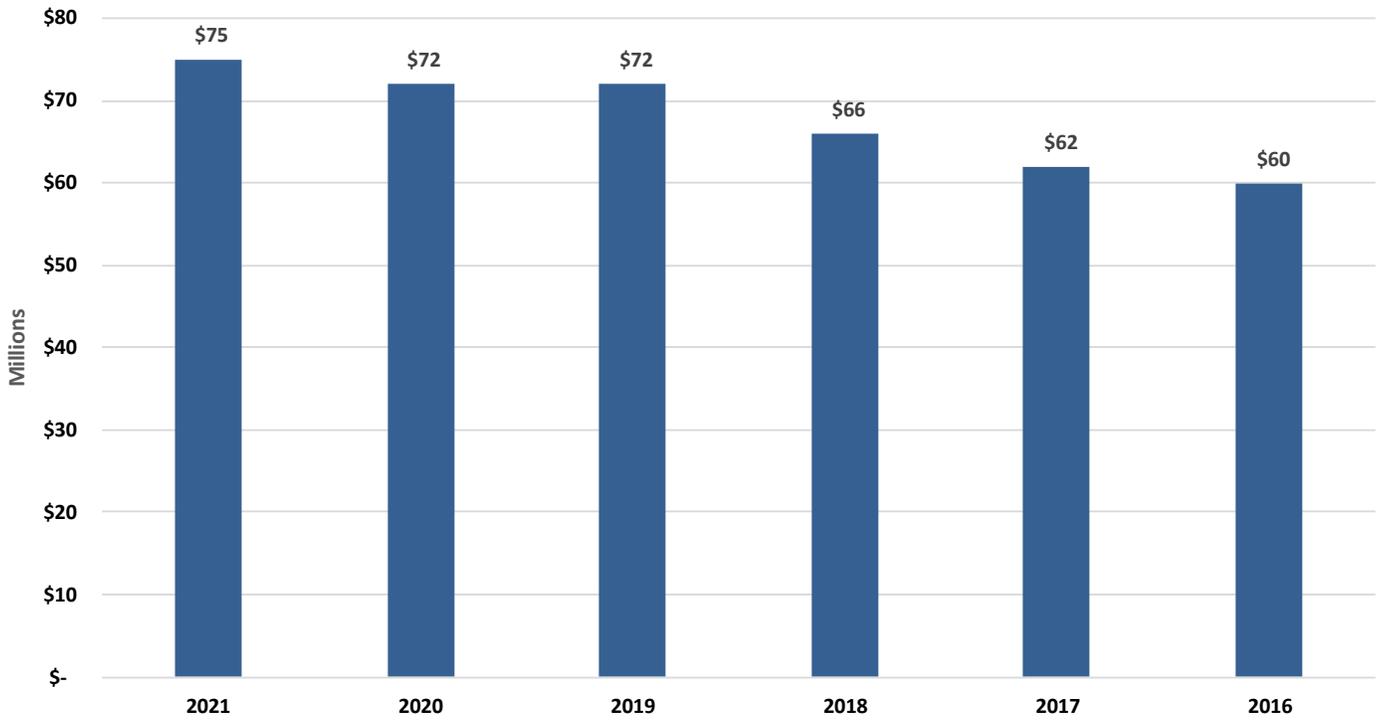
## Budget Summary

General Fund	Unaudited Actual FY19	Proposed FY20	Approved Tax Rate FY20	Proposed FY21	% Increase vs. Tax Rate FY20-FY21
<b>Revenues</b>					
TAX LEVY	\$ 50,754,204	\$ 49,995,241	\$ 49,995,241	\$ 51,765,771	3.5%
NEW GROWTH	\$ -	\$ 400,000	\$ 507,950	\$ 550,000	8.3%
DEBT EXCLUSION	\$ 2,132,162	\$ 2,025,731	\$ 2,025,731	\$ 1,914,125	-5.5%
LOCAL RECEIPTS	\$ 7,204,644	\$ 6,620,000	\$ 6,620,000	\$ 6,950,000	5.0%
STATE AID	\$ 10,192,221	\$ 9,659,611	\$ 9,819,806	\$ 10,342,464	5.3%
SBA REIMBURSEMENT	\$ 1,148,092	\$ 1,148,092	\$ 1,148,092	\$ 1,148,092	0.0%
FREE CASH	\$ 1,560,000	\$ 100,000	\$ -	\$ 603,000	0.0%
OVERLAY SURPLUS	\$ -	\$ 15,000	\$ 235,157	\$ -	0.0%
INTERGOVERNMENTAL(INDIRECTS)	\$ 1,257,395	\$ 1,595,404	\$ 1,595,404	\$ 1,376,597	-13.7%
<b>Total Revenues</b>	<b>\$ 74,248,718</b>	<b>\$ 71,559,079</b>	<b>\$ 71,947,381</b>	<b>\$ 74,650,049</b>	<b>3.8%</b>
<b>EXPENDITURES</b>					
GENERAL GOVERNMENT	\$ 17,004,718	\$ 17,087,481	\$ 17,087,481	\$ 17,163,218	0.44%
EDUCATION	\$ 28,916,729	\$ 30,291,726	\$ 30,291,726	\$ 31,466,726	3.88%
VOCATIONAL SCHOOL	\$ 1,146,121	\$ 1,153,474	\$ 1,153,474	\$ 1,487,904	28.99%
<b>SHARED EXPENSES</b>					
HEALTH INSURANCE	\$ 7,872,144	\$ 8,384,348	\$ 8,384,348	\$ 8,734,058	4.17%
RETIREMENT	\$ 6,411,467	\$ 6,611,111	\$ 6,611,111	\$ 6,832,347	3.35%
MEDICARE	\$ 534,799	\$ 560,000	\$ 560,000	\$ 580,000	3.57%
PROPERTY & CASUALTY INSURANCE	\$ 554,528	\$ 565,000	\$ 565,000	\$ 448,413	-20.63%
WORKER'S COMPENSATION	\$ 241,733	\$ 250,000	\$ 250,000	\$ 329,688	31.88%
RESERVE FUND	\$ 100,000	\$ 100,000	\$ 100,000	\$ 110,000	10.00%
DEBT	\$ 4,588,541	\$ 4,203,459	\$ 4,203,459	\$ 4,204,276	0.02%
TOWN AUDIT	\$ 81,035	\$ 85,000	\$ 85,000	\$ 77,000	-9.41%
CAPITAL STABILIZATION(Non Operational)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 183,500	634.00%
STABILIZATION (Non Operational)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 319,500	1178.00%
OPEB TRUST FUND(Non Operational)	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	100.00%
OVERLAY PROVISIONS	\$ 198,810	\$ 220,000	\$ 235,157	\$ 200,000	-14.95%
ASSESSMENTS/OFFSETS	\$ 1,839,959	\$ 1,946,913	\$ 2,193,206	\$ 2,413,346	10.04%
<b>AMOUNT RAISED ON TAX RATE</b>					
PRINCIPLE PAYMENT	\$ 100,000	\$ -	\$ -	\$ -	0.00%
TAX TITLE	\$ 7,105	\$ -	\$ -	\$ -	0.00%
<b>Total Expenditures</b>	<b>\$ 69,697,689</b>	<b>\$ 71,558,512</b>	<b>\$ 71,819,962</b>	<b>\$ 74,649,975</b>	<b>3.9%</b>

### Total Budget Growth FY16-FY21

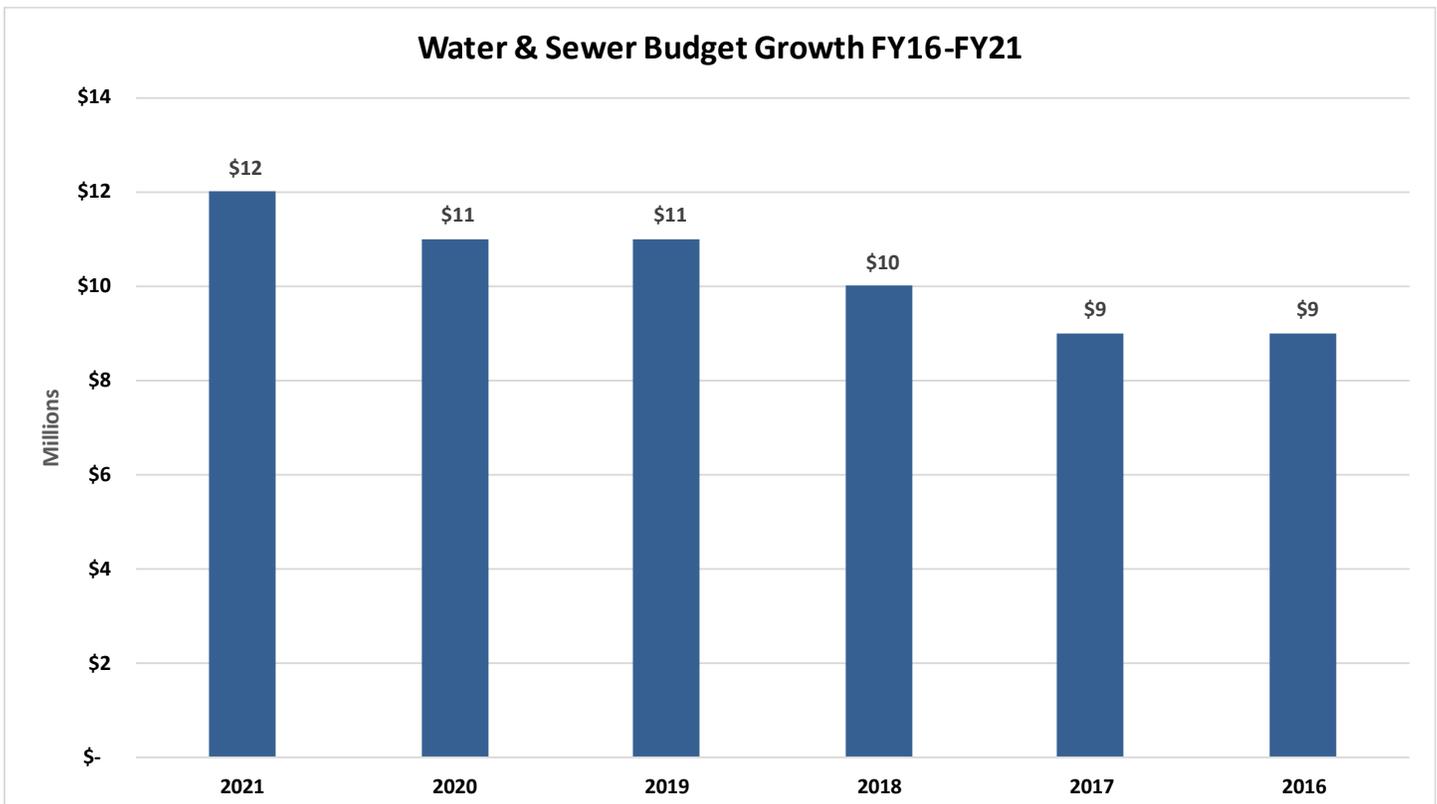


### General Fund Budget Growth FY16-FY21



## Budget Summary – Water and Sewer

Water and Sewer	Unaudited Actual FY19	Proposed Budget FY20	Proposed FY 2021	% Increase FY20-FY21
<b>Revenues</b>				
Sewer Receipts	\$ 5,775,783	\$ 6,015,118	\$ 6,051,229	0.6%
Sewer Fund Retained Earnings	\$ 500,000	\$ 350,000	\$ 350,000	0.0%
Water Receipts	\$ 4,859,851	\$ 4,769,232	\$ 4,913,197	3.0%
Water Fund Retained Earnings	\$ 250,215	\$ 200,000	\$ 200,000	0.0%
<b>Total Budgets</b>	<b>\$11,385,850</b>	<b>\$11,334,350</b>	<b>\$11,514,426</b>	<b>1.6%</b>
<b>Expenditures</b>				
440 Sewer	\$ 4,722,330	\$ 5,414,929	\$ 5,618,708	3.8%
710 Maturing P&I - Sewer	\$ 73,258	\$ 79,700	\$ 50,450	-36.7%
Sewer Indirects	\$ 646,599	\$ 845,489	\$ 707,071	-16.4%
Reserve Fund Sewer	\$ 25,000	\$ 25,000	\$ 25,000	0.0%
450 Water	\$ 3,288,199	\$ 3,883,130	\$ 3,931,884	1.3%
710 Maturing P&I - Water	\$ 349,186	\$ 311,186	\$ 486,786	56.4%
Water Indirects	\$ 610,796	\$ 749,915	\$ 669,527	-10.7%
Reserve Fund Water	\$ 25,000	\$ 25,000	\$ 25,000	0.0%
<b>Total Budgets</b>	<b>\$ 9,740,368</b>	<b>\$11,334,350</b>	<b>\$11,514,426</b>	<b>1.6%</b>



## 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 .44% (excluding shared services with Education and vocational schools). Combined with the proposed Education operating budget increase of 3.88%, results in a combined Education/Town operating budget increase of 2.64%.

### 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 3.88% for fiscal year 2021. Please reference school budget document for more details related to the school budget.

### 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 \$200,000 in FY21.

### 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 22, 2020. 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
	FY19	FY20	FY 2021	FY20-FY21
<b>Assessments</b>				
Air Pollution Control District	\$ 7,367	\$ 7,620	\$ 7,876	3.4%
Charter School	\$1,214,196	\$1,548,739	\$1,773,203	14.5%
MBTA Assessment	\$ 484,861	\$ 498,354	\$ 509,092	2.2%
Metropolitan Area Plan Council	\$ 11,463	\$ 11,782	\$ 12,201	3.6%
Motor Vehicle Parking Surcharge	\$ 18,820	\$ 21,220	\$ 17,880	-15.7%
School Choice	\$ 65,511	\$ 65,950	\$ 58,386	-11.5%
Special Education	\$ 12,691	\$ 12,285	\$ 7,900	0.0%
<b>Total Assessments</b>	<b>\$1,814,909</b>	<b>\$2,165,950</b>	<b>\$2,386,538</b>	<b>10.18%</b>
<b>Offsets</b>				
Public Libraries	\$ 25,050	\$ 27,256	\$ 26,808	0.00%
<b>Total Expenditure</b>	<b>\$1,839,959</b>	<b>\$2,193,206</b>	<b>\$2,413,346</b>	<b>10.04%</b>

## 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.

## 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. FY21 budgeted revenues are based on FY19 actuals, FY20 projected collections, historical trends, and anticipated changes that impact particular revenues. The Town met or exceeded most of its FY19 budgeted revenue and expects to do the same in FY20.

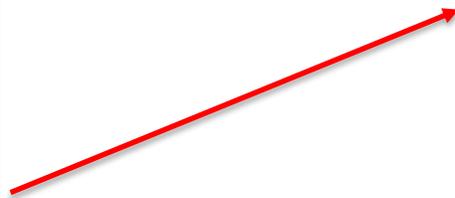
### Taxes Budgeted to be Levied

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 FY21 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 Account Description	Budget FY20	Actual FY 2020
Previous Tax Levy Limit	\$48,775,845	\$ 48,775,845
2.5% Limit	\$ 1,219,396	\$ 1,219,396
New Growth	\$ 400,000	\$ 507,950
Override	\$ -	\$ -
<b>FY2019 Levy Limit</b>	<b>\$50,395,241</b>	<b>\$ 50,503,191</b>
Debt Exclusion	\$ 2,025,731	\$ 2,025,731
<b>Maximum Allowable Limit</b>	<b>\$52,420,972</b>	<b>\$ 52,528,922</b>
<b>% Increase Over Prior Year Budget</b>		

Proposed FY 2021
\$ 50,503,191
\$ 1,262,580
\$ 550,000
\$ -
<b>\$52,315,771</b>
\$ 1,914,125
<b>\$54,229,896</b>
<b>3.45%</b>



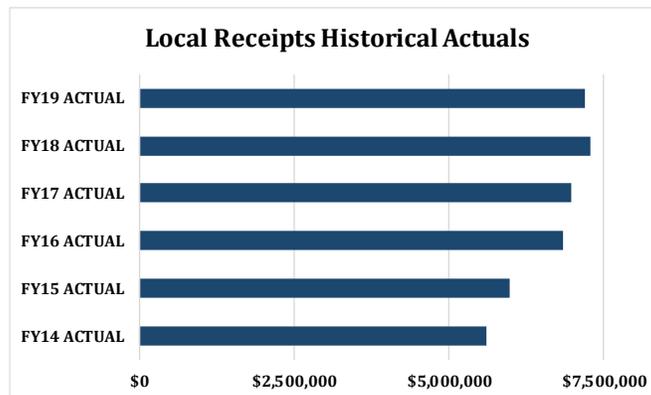
**Note:** Prior year actual levy limit is always the start of budgeted tax levy calculation.

**Local Receipts**

Local receipts include locally generated revenues other than real and personal property taxes and makes up 9.31% 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 FY19	Proposed Budget FY 2020	Proposed Budget FY 2021	% Increase FY20-FY21
Motor Vehicle Excise Tax	\$ 3,876,150	\$ 3,700,000	\$ 3,850,000	4.1%
Meals Tax	\$ 379,451	\$ 355,000	\$ 390,000	9.9%
Penalties and Interest on Taxes	\$ 206,954	\$ 150,000	\$ 170,000	13.3%
Payments In Lieu of Taxes	\$ 60,324	\$ 51,000	\$ 57,621	13.0%
Fees	\$ 441,196	\$ 400,000	\$ 450,000	12.5%
Rentals	\$ 227,068	\$ 100,000	\$ 160,000	60.0%
Departmental Revenue	\$ 623,213	\$ 983,000	\$ 950,000	-3.4%
Other Departmental Revenue	\$ 22,685	\$ 20,000	\$ 20,000	0.0%
Licenses and Permits	\$ 963,676	\$ 640,000	\$ 651,000	1.7%
Fines and Forfeitures	\$ 66,785	\$ 65,000	\$ 70,000	7.7%
Investment Income	\$ 138,883	\$ 50,000	\$ 125,379	150.8%
Medicaid	\$ 191,436	\$ 100,000	\$ 50,000	-50.0%
Msc. Non-Recurring	\$ 7,469	\$ 6,000	\$ 6,000	0.0%
<b>Total Revenues</b>	<b>\$ 7,205,291</b>	<b>\$ 6,620,000</b>	<b>\$ 6,950,000</b>	<b>5.0%</b>



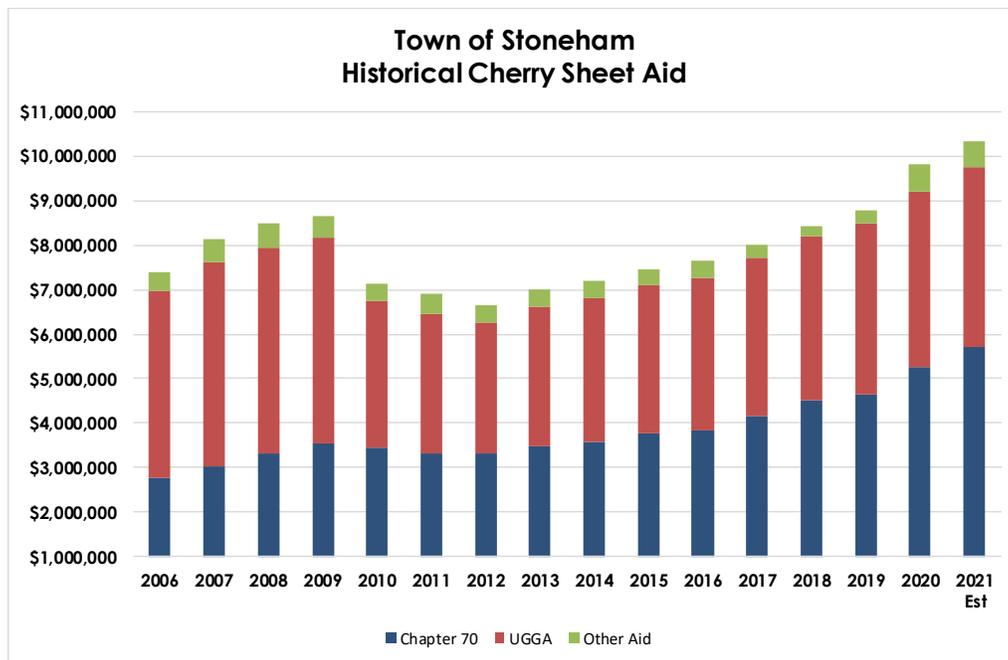
**State Receipts (Cherry Sheet)**

State Aid represents 13.85% 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 22, 2020.

## State Receipts

Account Description Aid	Unaudited Actual FY19	Proposed Budget FY20	Proposed FY21	% Increase FY20-FY21
School Chapter 70	\$ 4,448,091	\$ 5,266,351	\$ 5,695,265	8.1%
Charter Tuition Reimbursement	\$ 210,920	\$ 272,078	\$ 297,301	9.3%
School Offset Items	\$ -	\$ -	\$ -	0.0%
<b>Subtotal Education</b>	<b>\$ 4,659,011</b>	<b>\$ 5,538,429</b>	<b>\$ 5,992,566</b>	<b>8.2%</b>
Unrestricted General Government Aid	\$ 3,842,756	\$ 3,946,510	\$ 4,057,012	2.8%
Veterans Benefits Reimbursement	\$ 277,148	\$ 147,742	\$ 99,830	-32.4%
Exemption for Vets, Blind & Surviving Spouse	\$ 163,036	\$ 157,307	\$ 163,698	4.1%
State Owned Land	\$ 2,178	\$ 2,562	\$ 2,550	-0.5%
Public Libraries	\$ 27,256	\$ 27,256	\$ 26,808	-1.6%
<b>Subtotal General Government</b>	<b>\$ 4,312,374</b>	<b>\$ 4,281,377</b>	<b>\$ 4,349,898</b>	<b>1.6%</b>
<b>Total State Receipts</b>	<b>\$ 8,971,385</b>	<b>\$ 9,819,806</b>	<b>\$ 10,342,464</b>	<b>5.3%</b>

Note: FY21 net state aid is 3.95%



### 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

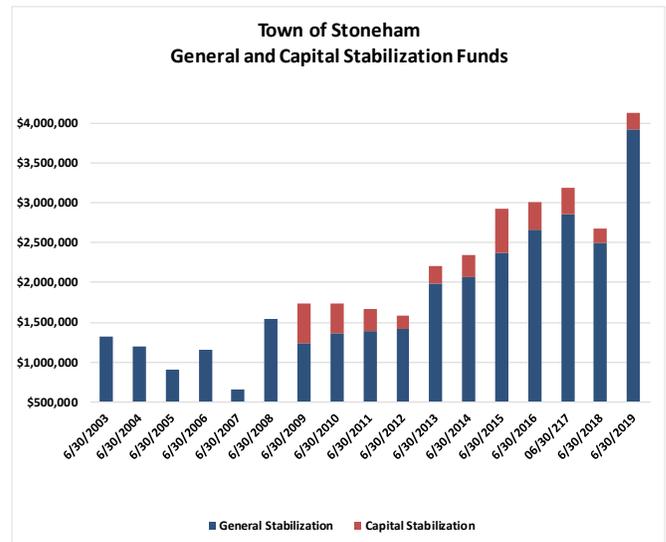
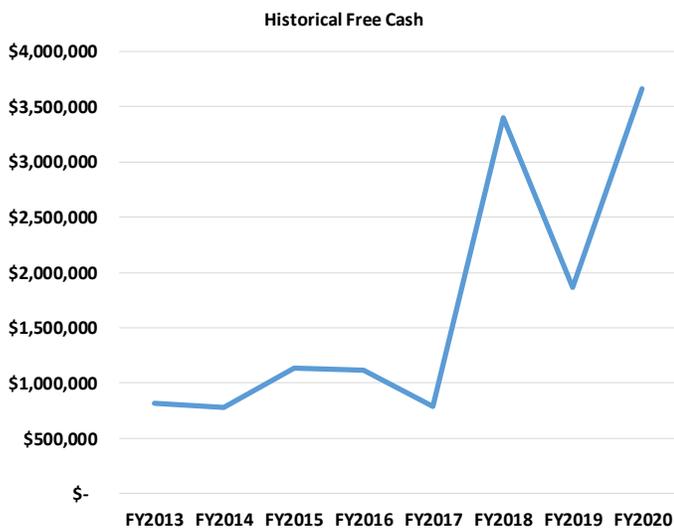
Free Cash is defined as the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is the result of collecting revenue in excess of estimates, expending less than what was appropriated, added to any unexpended Free Cash from the previous fiscal year. Unpaid property taxes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

### Certified Free Cash – Recent History

FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
\$ 820,447	\$ 781,512	\$ 1,138,074	\$ 1,111,078	\$ 788,182	\$ 3,396,518	\$ 1,865,349	\$ 3,664,668

*Note: In FY19, free cash was used to make a contribution to the stabilization fund in the amount of \$1,485,000.*



### 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.

Budget FY 2015	Budget FY 2016	Budget FY 2017	Budget FY 2018	Proposed FY 2019	Proposed FY 2020	Proposed FY 2021
\$ -	\$ 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

**FY20 Accomplishments**

N/A

**FY21 Department Goals**

N/A

**Staffing**

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>114 Town Moderator</b>								
Salary Expenses	\$ 200	\$ 200	\$ -	\$ 200	\$ 200	\$ 33	\$ -	\$ -
Operating Expenses	\$ 200	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ 45
<b>Total</b>	<b>\$ 400</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 200</b>	<b>\$ 33</b>	<b>\$ -</b>	<b>\$ 45</b>

## 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 continues to be 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 regulations around BYOB and Town Common use.



Senior Holiday Party

### Significant Changes

- N/A.

### FY20 Accomplishments

- The Board hired a new Town Administrator in February 2019.
- Created a Human Rights Commission
- Created new application process for those applying for Grants of Location (based on updated by law).
- Completed revised Select Board policies and procedures.
- Created/completed form of government survey.

### FY21 Department Goals

- Increase modes of communication with residents.
- Create new opportunities for resident involvement.
- Identify 1-2 actions items relative to transportation that can reasonably be accomplished.
- Create opportunities for boards to work together.
- Streamline warrant submission process and create policy for department head submissions and citizen petitions.
- Change format and content (narrative reports) of the Annual Report to data-driven reports for each department to create a more useful tool for residents and municipal employees.
- Update all applications and make available on website. Create electronic application process for fall licensing.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>122 Select Board</b>								
<b>Salary Expenses</b>	\$ 80,427	\$ 71,408	\$ 9,019	\$ 68,632	\$ 70,417	\$ 67,009	\$ 69,774	\$ 77,742
<b>Operating Expenses</b>	\$ 17,300	\$ 16,350	\$ 950	\$ 17,613	\$ 11,457	\$ 8,992	\$ 9,986	\$ 9,982
<b>Total</b>	<b>\$ 97,727</b>	<b>\$ 87,758</b>	<b>\$ 9,969</b>	<b>\$ 86,245</b>	<b>\$ 81,874</b>	<b>\$ 76,001</b>	<b>\$ 79,760</b>	<b>\$ 87,724</b>

# 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.



Town Common Winter 2019

## Significant Changes

- N/A.

## FY20 Accomplishments

- Increased interactions with Town boards, committees and commissions.
- In coordination with the Town Accountant's Office, implemented new policies and procedures to improve financial stewardship utilizing the financial policies manual and third party recommendations as a guide.
- Hired Deputy Director of the Department of Public Works.
- Assisted with the submission and award of grants related to improving accessibility, addressing the impacts of climate change, and others.
- Assisted with the initiation of long range planning projects.
- Launching of the Town's new website.
- Worked with the School Department on finalizing MSBA enrollment projections for the High School Building Project and the Owner's Project Manager Selection Process.
- Hired Facilities Director and Procurement Officer in coordination with the School Department.

## FY21 Department Goals

- The completion of planning projects related to the age friendly initiative, ADA self-assessment, Spot Pond Trail loop, downtown parking study, fire station feasibility study, high school feasibility study and others.
- Work with the Town Accountant's Office to implement additional internal control procedures.

## Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>123 Town Administrator</b>								
Salary Expenses	\$ 408,712	\$ 402,838	\$ 5,874	\$ 418,051	\$ 368,775	\$ 330,424	\$ 340,733	\$ 324,437
Operating Expenses	\$ 26,300	\$ 27,800	\$ (1,500)	\$ 38,063	\$ 23,409	\$ 37,208	\$ 48,000	\$ 61,607
<b>Total</b>	<b>\$ 435,012</b>	<b>\$ 430,638</b>	<b>\$ 4,374</b>	<b>\$ 456,114</b>	<b>\$ 392,183</b>	<b>\$ 367,633</b>	<b>\$ 388,733</b>	<b>\$ 386,044</b>

# 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

- 3 New Members appointed for FY21.

## FY20 Accomplishments

- Continued to enhance communication with Tri-Boards, board liaisons, and department focused subgroups.
- Five members attended training at the Association of Town Finance Committee annual conference.
- Implemented and reinforced newly adopted financial policies. Adopted February 6, 2019.

## FY21 Department Goals

- Enhance transparency of town finances by establishing and tracking financial metrics, ongoing through FY21.
- Develop a board resource center to provide members with tools, information, and archival capability, by end of June 30<sup>th</sup>, 2020.

## Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>131 Finance &amp; Advisory Board</b>								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 500	\$ 500	\$ -	\$ 280	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 280</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## 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

### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A

### Staffing

(0 Positions):

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>132 Reserve Fund</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 110,000	\$ 100,000	\$ 10,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -
<b>Total</b>	<b>\$ 110,000</b>	<b>\$ 100,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>

## **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**

- N/A.

### **FY20 Accomplishments**

- Closed FY2019 financials by end of November 2019.
- Submitted the FY20 Budget for the "Distinguished Budget Presentation Award" to the GFOA August 1, 2019. Won the award for the second year in a row.
- Implemented recommended audit measures by June 2020.
- Streamlined Schedule A (a comprehensive report of Town and School revenues, expenditures and account balances) reporting through Munis financial system.

## **FY21 Department Goals**

- Submit the FY21 Budget for the “Distinguished Budget Presentation Award” to the GFOA by August 1, 2020.
- Comply with State filing requirements by completing Schedule A (a comprehensive report of Town and School revenues, expenditures and account balances) by October 31, 2020.
- Close FY2020 financials by end of November 2020.

## **Staffing**

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>135 Town Accountant</b>								
<b>Salary Expenses</b>	\$ 296,230	\$ 273,070	\$ 23,160	\$ 249,534	\$ 227,986	\$ 200,314	\$ 207,466	\$ 169,671
<b>Operating Expenses</b>	\$ 20,810	\$ 10,060	\$ 10,750	\$ 10,714	\$ 18,530	\$ 3,158	\$ 1,521	\$ 685
<b>Total</b>	<b>\$ 317,040</b>	<b>\$ 283,130</b>	<b>\$ 33,910</b>	<b>\$ 260,248</b>	<b>\$ 246,516</b>	<b>\$ 203,472</b>	<b>\$ 208,987</b>	<b>\$ 170,356</b>

## 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

- Hired new Procurement Officer.

### FY20 Accomplishments

- Managed the Owners Project Manager (OPM) selection process for School Building Committee.
- Successfully procured large contracts for Department of Public Works and School, ensuring town follows Massachusetts General Law (Chapter 30B.) and best procurement practices.

### FY21 Department Goals

- To establish policies and procedures that ensure the Town follows Massachusetts General Law related to purchasing of goods and awarding of contracts.
- Successfully guide town through Massachusetts School Building Authority (MSBA) process.

### Staffing

**(1 Position):** (1) Procurement Officer

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>138 Purchasing/Procurement</b>								
Salary Expenses	\$ 42,823	\$ 40,000	\$ 2,823	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 2,000	\$ 5,000	\$ (3,000)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 44,823</b>	<b>\$ 45,000</b>	<b>\$ (177)</b>	<b>\$ -</b>				

## 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 inquiries.

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

### Significant Changes

- Assistant Assessor to begin assuming some permit inspection and valuation responsibilities.

### FY20 Accomplishments

- Revaluation Year Values set and approved using minimal outside consulting services.
- Admin. Assistant achieved her Mass. Assessors Association Designation

### FY21 Department Goals

- Further training of Assistant Assessor in the inspection and valuation of Real Property.
- Migration of GIS mapping capabilities to allow of web based public access.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>141 Board of Assessors</b>								
Salary Expenses	\$ 150,260	\$ 141,631	\$ 8,629	\$ 139,585	\$ 136,246	\$ 133,717	\$ 129,915	\$ 124,610
Operating Expenses	\$ 4,200	\$ 19,200	\$ (15,000)	\$ 4,480	\$ 3,398	\$ 3,268	\$ 3,422	\$ 3,956
<b>Total</b>	<b>\$ 154,460</b>	<b>\$ 160,831</b>	<b>\$ (6,371)</b>	<b>\$ 144,065</b>	<b>\$ 139,644</b>	<b>\$ 136,985</b>	<b>\$ 133,338</b>	<b>\$ 128,565</b>

## 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

- Utility Billing will undergo a conversion in late FY20 and into FY21.

### FY20 Accomplishments

- Implement new Tyler Cashiering in the office for processing payments at the counter. Trained staff on new features.
- Worked diligently to close several major tax title accounts reducing tax title outstanding from \$572,099 (Sept 2018) to \$174,932. (Nov. 2019) (Not including interest and fees.) Also working directly with residents to prevent properties from going into tax title.
- The payment status of payroll and AP checks issued are now being updated directly in MUNIS on a monthly basis. As of FY20 the date the check has cleared the bank is now in MUNIS for reference. Current staff members assigned update MUNIS on a monthly basis as checks are processed.
- Incorporating changes the RMV implemented utilizing the new Atlas system. Treasurer's office will now be able to access marked excise with the RMV's new software.

### FY21 Department Goals

- Review and streamline payroll process by June 30<sup>th</sup>, 2021.
- Continue to be aggressive with outstanding taxes including Personal Property, ongoing through FY21.
- Implement the new Utility Billing system by June 30<sup>th</sup>, 2021.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>145 Treasurer</b>								
<b>Salary Expenses</b>	\$ 273,783	\$ 259,980	\$ 13,803	\$ 274,392	\$ 276,496	\$ 258,812	\$ 262,042	\$ 242,713
<b>Operating Expenses</b>	\$ 101,215	\$ 109,015	\$ (7,800)	\$ 54,481	\$ 20,649	\$ 23,839	\$ 16,346	\$ 15,109
<b>Total</b>	<b>\$ 374,998</b>	<b>\$ 368,995</b>	<b>\$ 6,003</b>	<b>\$ 328,873</b>	<b>\$ 297,146</b>	<b>\$ 282,651</b>	<b>\$ 278,388</b>	<b>\$ 257,822</b>

## 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

### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A

### Staffing

(0 Total Positions):

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>151 Town Counsel</b>								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,692	\$ 110,730	\$ 109,090
Operating Expenses	\$ 110,000	\$ 125,000	\$ (15,000)	\$ 220,507	\$ 143,590	\$ 66,496	\$ 6,725	\$ 5,927
<b>Total</b>	<b>\$ 110,000</b>	<b>\$ 125,000</b>	<b>\$ (15,000)</b>	<b>\$ 220,507</b>	<b>\$ 143,590</b>	<b>\$ 123,189</b>	<b>\$ 117,455</b>	<b>\$ 115,016</b>

## 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

- N/A

### FY20 Accomplishments

- Installed a new server. Removed virtual client machines and replaced with 85 desktop PCs. Enhanced remote support. Cultivated relationship with Wentworth Institute of Technology that will provide continuous supply of unpaid interns.
- Enhanced access control system at Town Hall. Built out CCTV camera system throughout municipal buildings.
- Enhanced firewall protection. Added redundancy to network while increasing available bandwidth. Added additional level of ransomware protection.
- Migration to Windows 2019 across all servers by June 30, 2020.
- Employee training for Office applications by June 30, 2020.
- Network penetration testing, by June 30, 2020.

### FY21 Department Goals

- Enhance penetration testing. Address all audit management letter concerns by June 30, 2021.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>155 GIS/MIS</b>								
<b>Salary Expenses</b>	\$ 166,792	\$ 165,276	\$ 1,516	\$ 162,007	\$ 155,645	\$ 150,750	\$ 106,508	\$ 97,705
<b>Operating Expenses</b>	\$ 212,853	\$ 190,853	\$ 22,000	\$ 181,585	\$ 149,980	\$ 146,202	\$ 131,369	\$ 117,730
<b>Total</b>	<b>\$ 379,645</b>	<b>\$ 356,129</b>	<b>\$ 23,516</b>	<b>\$ 343,592</b>	<b>\$ 305,625</b>	<b>\$ 296,952</b>	<b>\$ 237,877</b>	<b>\$ 215,435</b>

## **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**

- In prior years the Town Clerk's Office was made up of the Town Clerk and Registration & Elections departments. This will be the first fiscal year to combine both budgets. For this reason the Town Clerk operating and part-time personnel budgets will fluctuate in line with the election cycle from year to year.
- With upgraded MUNIS software available we should see a change in our cashiering system in the office.

### **FY20 Accomplishments**

- Sent out the annual/street list to over 10,000 households, continued to assist the US Census Bureau and the Secretary of the Commonwealth with the 2020 Federal Census data while continuing to maintain the voter/resident database on a daily basis. We successfully carried out the Presidential Primary with a five day period of early voting and the Annual Town Election.
- Registered and issued vital records on a daily basis, licensed dogs, registered businesses, renewed gas storage registrations, maintained town records including the recording of town meeting actions and took care of all other Town Clerk business.
- Continued to act as an acceptance facility for US Passports providing a wonderful service to both residents and non-residents of the town.

### **FY21 Department Goals**

- Successfully prepare for and hold the State Primary and the Presidential Election as well as the Early Voting periods which will accompany each and our Annual Town Election during the FY21 period.
- Send out and process another town street list/census as we do on an annual basis.
- 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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>161 Town Clerk</b>								
<b>Salary Expenses</b>	\$ 225,960	\$ 195,617	\$ 30,343	\$ 89,289	\$ 129,889	\$ 129,745	\$ 119,730	\$ 119,881
<b>Operating Expenses</b>	\$ 21,000	\$ 21,000	\$ -	\$ 3,420	\$ 3,425	\$ 3,724	\$ 3,702	\$ 5,211
<b>Total</b>	<b>\$ 246,960</b>	<b>\$ 216,617</b>	<b>\$ 30,343</b>	<b>\$ 92,709</b>	<b>\$ 133,315</b>	<b>\$ 133,469</b>	<b>\$ 123,432</b>	<b>\$ 125,092</b>

## 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):**

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>162 Elections &amp; Registrations</b>								
<b>Salary Expenses</b>	\$ -	\$ -	\$ -	\$ 92,853	\$ 60,739	\$ 81,894	\$ 71,669	\$ 71,947
<b>Operating Expenses</b>	\$ -	\$ -	\$ -	\$ 17,543	\$ 12,649	\$ 15,969	\$ 15,096	\$ 16,087
<b>Total</b>	\$ -	\$ -	\$ -	\$ 110,396	\$ 73,388	\$ 97,863	\$ 86,764	\$ 88,034

## 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.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>172 Whiphill Park</b>								
<b>Salary Expenses</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Operating Expenses</b>	\$ -	\$ -	\$ -		\$ -	\$ 8,928	\$ 4,099	\$ 7,869
<b>Total</b>	\$ -	\$ -	\$ -		\$ -	\$ 8,928	\$ 4,099	\$ 7,869

# 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 FY18, 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

- N/A.

## FY20 Accomplishments

- The Planning Board approved two Zoning Bylaw articles in May 2019 and two Zoning Bylaw Articles in October 2019.
- The Planning Board members also approved the Housing Production Plan.
- Board of Appeals approved 20 petitions, denied two petitions and have continued three petitions.
- The Board of Appeals continues to be active in the appeal of the Weiss Farm petition.
- Conservation plans to have 17 meetings, had 1 Executive Session, and issued 2 Enforcement Orders and 4 Certificate of Compliances.

## FY21 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, CoCom, & BOA to successfully negotiate with Corcoran to obtain fees for Weiss Farm project.

## Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>182 Planning Bd/BOA/Conservation</b>								
<b>Salary Expenses</b>	\$ 72,253	\$ 65,181	\$ 7,072	\$ 55,682	\$ 55,751	\$ 55,226	\$ 41,302	\$ 40,932
<b>Operating Expenses</b>	\$ 6,249	\$ 6,249	\$ -	\$ 5,412	\$ 4,545	\$ 1,075	\$ 792	\$ 1,146
<b>Total</b>	<b>\$ 78,502</b>	<b>\$ 71,430</b>	<b>\$ 7,072</b>	<b>\$ 61,095</b>	<b>\$ 60,296</b>	<b>\$ 56,301</b>	<b>\$ 42,094</b>	<b>\$ 42,078</b>

## 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 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.



Tri-Community Greenway Ribbon Cutting

### Significant Changes

- N/A

### FY20 Accomplishments

- Awarded \$250,000 in Green Community funding. This enabled the community to proceed with necessary interior and exterior lighting improvements at the South School, Robin Hood School, Senior Center, and Library. The Municipality received additional lighting funds from the Metropolitan Area Planning Council. The energy surcharge revolving fund had its first deposit and that funding source remains available to further support sustainability initiatives (**see electrical usage trends in supplemental section**).
- Applied for and was awarded 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.
- Concluded an engaging and informative Housing Production Plan process with the focus on dispelling myths, educating the public, and having an intentional focused conversations about meeting housing demands and concerns in the municipality with concrete but achievable goals. The Plan will be approved by the Select Board as well as the Planning Board and endorsed by the School Committee. The Plan has been forwarded to DHCD for its review and approval.

### FY21 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.
- Complete both projects awarded in the Community Compact Program which include an age friendly initiative planning process and a downtown parking study.
- 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, exploring micro mobility options, 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.

- Facilitate a community-wide, robust engagement process to yield more participation and better understanding of the Census.

**Staffing**

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>185 Economic and Community Development</b>								
<b>Salary Expenses</b>	\$ 85,646	\$ 81,479	\$ 4,167	\$ 81,604	\$ 74,291	\$ 71,329	\$ 69,019	\$ 31,420
<b>Operating Expenses</b>	\$ 35,740	\$ 35,740	\$ -	\$ 15,273	\$ 46,304	\$ 22,951	\$ 22,049	\$ 1,994
<b>Total</b>	<b>\$ 121,386</b>	<b>\$ 117,219</b>	<b>\$ 4,167</b>	<b>\$ 96,877</b>	<b>\$ 120,595</b>	<b>\$ 94,280</b>	<b>\$ 91,067</b>	<b>\$ 33,414</b>

## 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 facilities director.

### FY20 Accomplishments

- Evaluate the town and school’s facilities’ needs by June 30, 2021.

### FY21 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

**(5 Total Position):** (1) Director of Facilities, (1) HVAC Specialist, (1) Handyman, (1) Administrative Assistant, (1) Custodian

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>192 Public Property Maintenance</b>								
<b>Salary Expenses</b>	\$ 186,688	\$ 226,032	\$ (39,344)	\$ 21,381	\$ -	\$ 347	\$ -	\$ -
<b>Operating Expenses</b>	\$ 157,270	\$ 187,904	\$ (30,634)	\$ 95,046	\$ 83,617	\$ 69,927	\$ 69,510	\$ 66,602
<b>Total</b>	<b>\$ 343,958</b>	<b>\$ 413,936</b>	<b>\$ (69,978)</b>	<b>\$ 116,427</b>	<b>\$ 83,617</b>	<b>\$ 70,274</b>	<b>\$ 69,510</b>	<b>\$ 66,602</b>

## 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.



*Stoneham Police Pink Patch for Breast Cancer Month. All proceeds from sales went to breast cancer initiatives*

### Significant Changes

- Due to current vacancies and the resignation of a police officer, the police department will be hiring three (3) officers. Prior to exercising any police powers, the trainees are required to attend a state approved 20 week police academy. Post-graduation, an additional 12 weeks of training will take place within the Stoneham Police Department.

### FY20 Accomplishments

- One (1) police officer candidate will begin training at the Reading Police Academy in January, 2020, with an anticipated graduation in May, 2020.
- With the opening of the Tri-Community Greenway, Stoneham Police officers increased bicycle safety initiatives, including the distribution of bicycle helmets at no cost. To encourage the use of bicycle helmets by children, a program was created rewarding youth who were found by officers riding bicycles, scooters, skates, etc. with coupons for free items at local businesses.
- The Stoneham Police Department conducted a community survey to help the department gauge its strengths and weaknesses and understand areas of improvement based upon feedback received from residents.

### FY21 Department Goals

- Expand our partnership with Eliot Community Services through a mental health/jail diversion clinician shared between the Stoneham Police and Melrose Police Departments. This position would enhance the services currently offered to individuals experiencing a mental health emergency. The Stoneham Police Department has applied for grant funding for this position.
- The police department will be creating a Stoneham Police Department news blog to work in conjunction with social media to provide timely information to the community.
- The police department seeks to work with the Facilities Department to identify police station related building materials and equipment that are in need of repair or replacement. Deficiencies identified will be brought to the attention of the Capital Improvement Committee to be placed onto the Town's capital improvement plan.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>210 Police Department</b>								
<b>Salary Expenses</b>	\$ 4,404,317	\$ 4,377,716	\$ 26,601	\$ 3,871,517	\$ 3,811,976	\$ 3,658,377	\$ 3,563,303	\$ 3,379,023
<b>Operating Expenses</b>	\$ 310,940	\$ 481,164	\$ (170,224)	\$ 332,100	\$ 294,096	\$ 247,075	\$ 291,325	\$ 231,932
<b>Total</b>	<b>\$ 4,715,257</b>	<b>\$ 4,858,880</b>	<b>\$ (143,623)</b>	<b>\$ 4,203,617</b>	<b>\$ 4,106,072</b>	<b>\$ 3,905,452</b>	<b>\$ 3,854,628</b>	<b>\$ 3,610,955</b>

## DEPT 211 – TRAFFIC DIRECTORS

### Description of Services

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

### Significant Changes

- Work on the Eversource 345 kV underground transmission line is anticipated to begin in the spring of 2020. This significant utility construction project will have a significant impact on traffic in and around Stoneham for an extended period of time. Traffic directors will need to monitor the areas around their traffic posts to ensure safe passage of pedestrians.

### FY20 Accomplishments

- In FY20, two (2) traffic directors were hired to fill vacancies caused by resignations.

### FY21 Department Goals

- During monthly traffic director association meetings, continue to provide training relating to traffic safety related matters and programs.
- Evaluate traffic posts to determine if additional signage or equipment is needed to enhance pedestrian and traffic director safety.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>211 Traffic Directors</b>								
<b>Salary Expenses</b>	\$ 150,606	\$ 150,606	\$ -	\$ 134,703	\$ 134,937	\$ 134,388	\$ 130,677	\$ 132,343
<b>Operating Expenses</b>	\$ 4,500	\$ 4,500	\$ -	\$ 2,272	\$ 2,779	\$ 3,504	\$ 2,507	\$ 4,408
<b>Total</b>	<b>\$ 155,106</b>	<b>\$ 155,106</b>	<b>\$ -</b>	<b>\$ 136,975</b>	<b>\$ 137,716</b>	<b>\$ 137,892</b>	<b>\$ 133,184</b>	<b>\$ 136,751</b>

## 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

- N/A.

### FY20 Accomplishments

- In FY2020, two (2) new public safety dispatchers were hired. One position filled a vacancy created by a retirement. The second position is a "floater" position designed to improve shift staffing.

### FY21 Department Goals

- Through the use of \$48,000 in grant funding from the State 9-1-1 Department, the public safety dispatch department was able to purchase a GIS mapping application and state/national law enforcement database query application for use in the computer aided dispatch system. The use of these grant funds to purchase these applications was a savings to the Town of Stoneham.
- In conjunction with the required in-service training for 9-1-1 tele communicators, public safety dispatchers will be sent to additional training classes for professional development.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>212 Dispatchers</b>								
<b>Salary Expenses</b>	\$ 476,322	\$ 457,489	\$ 18,833	\$ 411,081	\$ 381,450	\$ 375,381	\$ 371,519	\$ 369,764
<b>Operating Expenses</b>	\$ 30,050	\$ 34,450	\$ (4,400)	\$ 18,956	\$ 10,085	\$ 9,590	\$ 9,892	\$ 3,134
<b>Total</b>	<b>\$ 506,372</b>	<b>\$ 491,939</b>	<b>\$ 14,433</b>	<b>\$ 430,037</b>	<b>\$ 391,535</b>	<b>\$ 384,971</b>	<b>\$ 381,411</b>	<b>\$ 372,898</b>

# 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.



*Captain James Marshall of Stoneham Fire responding to North Street Fire*

## Significant Changes

- N/A

## FY20 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.

## FY21 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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>220 Fire Department</b>								
<b>Salary Expenses</b>	\$ 3,408,684	\$ 3,311,799	\$ 96,885	\$ 3,065,004	\$ 2,926,087	\$ 2,877,662	\$ 2,754,118	\$ 2,647,816
<b>Operating Expenses</b>	\$ 230,600	\$ 240,082	\$ (9,482)	\$ 265,319	\$ 169,959	\$ 125,668	\$ 124,217	\$ 115,867
<b>Total</b>	<b>\$ 3,639,284</b>	<b>\$ 3,551,881</b>	<b>\$ 87,403</b>	<b>\$ 3,330,323</b>	<b>\$ 3,096,046</b>	<b>\$ 3,003,330</b>	<b>\$ 2,878,334</b>	<b>\$ 2,763,683</b>

## 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

- N/A.

### FY20 Accomplishments

- The new Assistant Building Inspector was able to perform 95% of the Certificates of Inspection required by the building code.
- The Certificates of Inspection brought in over \$25,000 in fees to the department.
- We made good progress in scanning and filing archived building plans.

### FY21 Department Goals

- Continue to file archived building plans electronically.
- Centralize ticketing and fines in Munis.
- Implement C304 tickets for building code violations.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>241 Building and Wire</b>								
<b>Salary Expenses</b>	\$ 265,396	\$ 251,660	\$ 13,736	\$ 214,774	\$ 182,111	\$ 186,200	\$ 179,742	\$ 187,925
<b>Operating Expenses</b>	\$ 11,500	\$ 11,500	\$ -	\$ 5,410	\$ 5,825	\$ 3,150	\$ 4,181	\$ 4,314
<b>Total</b>	<b>\$ 276,896</b>	<b>\$ 263,160</b>	<b>\$ 13,736</b>	<b>\$ 220,184</b>	<b>\$ 187,936</b>	<b>\$ 189,350</b>	<b>\$ 183,923</b>	<b>\$ 192,239</b>

## DEPT 291 – EMERGENCY MANAGEMENT

### Description of Services

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

### Significant Changes

- N/A

### FY20 Accomplishments

- Awarded the emergency management performance grant for \$5,100.
- We received a MIIA Flex grant for \$19,451 to purchase a digital sign board and tactical vests.
- A-tow-behind diesel light tower was placed into service as well as upgraded portable light to LED technology.

### FY21 Department Goals

- Upgrade the equipment and supplies for emergency preparedness
- Finalize the Comprehensive Management Plan (CEM) by June 30<sup>th</sup>, 2021.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>291 Civil Defense/Emergency Management</b>								
Salary Expenses	\$ 2,000	\$ 2,000	\$ -	\$ 1,885	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Operating Expenses	\$ 5,000	\$ 9,500	\$ (4,500)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 7,000</b>	<b>\$ 11,500</b>	<b>\$ (4,500)</b>	<b>\$ 1,885</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

## 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.



*Stoneham Football 2018 Division VI State Champions in action*

### FY20 Accomplishments

- **District Wide:** Partnered with Effective School Solutions (ESS) to provide comprehensive services to students with social emotional challenges in our STRIDE programs at the Middle School and High School. ESS has provided three full time clinical staff to provide wrap around therapeutic support to students throughout their school day and beyond. ESS also has provided clinical supervision for at least two days a week and an off-site data coordinator to monitor student progress and ensure that each student's individual needs are being met. Our STRIDE teachers work collaboratively with the ESS staff to ensure high quality consistent programming for over twenty five students during the school day. Students and families also have access to family therapy and psychoeducational services in the afternoons and evenings as part of the program. ESS has also provided several professional development classes for general and special education teachers and other school staff around meeting the needs of students with significant social emotional challenges. We look forward to continued collaboration and growth this school year. Implemented the Raptor visitor system and are in the process of rolling out a just in time resource, CrisisGo. These systems along with our new camera and door security systems are across all buildings. Technology use in Stoneham is threaded throughout the curriculum and across all departments and offices. Teachers and students are supported in experimentation, discovery, productivity, and in learning how to choose the right tool for the job. Establish Town Wide Facilities & Procurement Departments.
- **High School:** The expanded 1:1 Chromebook program at the high school has made a significant difference in what teachers are able to do in the classroom. When all students have access to a device, positive things can happen, phones are now less visible and student research and creativity are expanding. New Eight Day High School Schedule which allows for flexible opportunities for all students. New Schedule allows Common Planning Time for Teachers. Additional Language Based Program and teacher for our incoming 10th grade students. We began our language based program six years ago and are proud to be able to provide this continuum of service for special education students at the high school. Our 9th and 10th grade Language Based teachers co-teach with regular education teachers in Math, English, Science and History to provide high quality curriculum adapted to meet the needs of students with significant language based disabilities. Students may also receive support in reading, assistive technology, and other needs throughout their school day. This model has proven to be successful for our students and we are excited for next year when our program will move up to the 11th grade.
- **Central Middle School:** Recognized as of 67 schools in the state that had the highest student growth on the MCAS test. Morning check-ins with students checking on student's social emotional well-being has been very successful and has become part of our everyday culture. The utilization of activity periods to connect with students provides teachers with the platform to make connections. CMS schedule provides teachers with time to meet as a team on three days cycle and grade alike subject alike to discuss curriculum. The 1:11 Chromebook program at the middle school continues to be successful.
- **Elementary:** The 19/20 budget funded a second intervention tutor at Colonial Park School. This has enabled us to provide interventions for students in grade 3 and 4. Because of the rigorous demands of the 3rd and 4th grade math curriculum, providing re-teaching, extra practice, and alternative supports ensures all students are learning at high levels. The 19/20 budget funded the purchase of literacy materials for kindergarten to grade 2. These high-quality materials have provided teachers with additional tools in planning instruction and enhance the rigor of that instruction. Professional Development for F&P has been provided for all grades K-2

teachers. This benefits students immensely as well as provide some consistency building wide. The 2019-2020 budget funded the Core 5 Lexia program at Robin Hood after a successful pilot during the 2018-2019 school year. Robin Hood students and teachers are using Lexia with fidelity and are seeing its tangible impact in the classroom. The 2019-2020 budget funded two Title 1 Intervention Tutors at both Robin Hood and South School. This has enabled us to provide additional support in both Literacy and Math Instruction for students across the schools. Because of the rigorous demands of our curriculum, providing re-teaching, extra practice, and alternative support ensures all students are learning at high levels. South Elementary uses data to specifically assign students to specific staff members and has created an initiative by creating before and after school clubs for additional academic support. Currently, each student in grades 3-12 has a Chromebook available to them throughout the school day. Teachers and students are taking advantage of the 1:1 environment with the use of online resources like IXL Math and Lexia Reading. Resources such as these adapt to the student's learning to individualize instruction. Student composition at the keyboard has improved with more opportunities to write across the curriculum. We have standardized the purchasing of materials across the three libraries and meet regularly with the library ESPs to discuss consistency and equity in the library program across the three elementary schools. During the 2019-2020 school year we added an additional half time School Adjustment Counselor (SAC) to the Colonial Park School. This additional SAC allowed us to provide a full time therapeutic staff dedicated to the elementary STRIDE program for students with significant emotional challenges. This added support, along with training provided from McLean Hospital, has allowed our staff to better meet the therapeutic needs of our STRIDE students.

### **FY21 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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>300 Public Schools</b>								
<b>Salary Expenses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Operating Expenses</b>	\$ 31,466,726	\$ 30,291,726	\$ 1,175,000	\$ 28,916,729	\$ 27,734,642	\$ 26,734,742	\$ 25,888,516	\$ 25,022,305
<b>Total</b>	<b>\$31,466,726</b>	<b>\$30,291,726</b>	<b>\$ 1,175,000</b>	<b>\$28,916,729</b>	<b>\$27,734,642</b>	<b>\$26,734,742</b>	<b>\$25,888,516</b>	<b>\$25,022,305</b>

# 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

## FY20 Accomplishments

N/A

## FY21 Department Goals

N/A

## Staffing

(0 Total Position)

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>397 Essex North Shore Vocational</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 185,000	\$ 174,000	\$ 11,000	\$ 135,754	\$ 196,223	\$ 231,243	\$ 279,644	\$ 272,025
<b>Total</b>	<b>\$ 185,000</b>	<b>\$ 174,000</b>	<b>\$ 11,000</b>	<b>\$ 135,754</b>	<b>\$ 196,223</b>	<b>\$ 231,243</b>	<b>\$ 279,644</b>	<b>\$ 272,025</b>

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>398 Minuteman Vocational School</b>								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ 39,832	\$ 54,684	\$ 53,892	\$ 57,168	\$ 41,434
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,832</b>	<b>\$ 54,684</b>	<b>\$ 53,892</b>	<b>\$ 57,168</b>	<b>\$ 41,434</b>

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>399 Northeast Vocational School</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 1,302,904	\$ 979,474	\$ 323,430	\$ 970,535	\$ 1,046,697	\$ 970,818	\$ 1,076,254	\$ 1,099,192
<b>Total</b>	<b>\$ 1,302,904</b>	<b>\$ 979,474</b>	<b>\$ 323,430</b>	<b>\$ 970,535</b>	<b>\$ 1,046,697</b>	<b>\$ 970,818</b>	<b>\$ 1,076,254</b>	<b>\$ 1,099,192</b>

## 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, Operations Engineer, Office Manager/Utility Billing Manager.

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

- Hired new Director and Deputy Director.

### FY20 Accomplishments

- Paved 1 mile of roadways.
- Purchased hotbox equipment for improved pothole repairs.

### FY21 Department Goals

- Bring more technology into the department
- Scan and have water, sewer information available to the field crews.
- Update survey equipment for the Engineering Division.

### 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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>400 Public Works Administration</b>								
<b>Salary Expenses</b>	\$ 1,072,404	\$ 1,024,538	\$ 47,866	\$ 845,131	\$ 783,363	\$ 753,380	\$ 615,061	\$ 539,416
<b>Operating Expenses</b>	\$ 283,300	\$ 283,922	\$ (622)	\$ 282,185	\$ 281,485	\$ 210,965	\$ 246,857	\$ 304,383
<b>Total</b>	<b>\$ 1,355,704</b>	<b>\$ 1,308,459</b>	<b>\$ 47,245</b>	<b>\$ 1,127,316</b>	<b>\$ 1,064,848</b>	<b>\$ 964,345</b>	<b>\$ 861,918</b>	<b>\$ 843,799</b>

### *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**

- N/A.

**FY20 Accomplishments**

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

**FY21 Department Goals**

- Have GPS installed in private contractor vehicles and monitor all snow operations in real time.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>423 Public Works Snow &amp; Ice</b>								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ 117,691	\$ 121,832	\$ 69,119	\$ 179,000
Operating Expenses	\$ 315,500	\$ 295,500	\$ 20,000	\$ 440,702	\$ 494,337	\$ 459,245	\$ 295,663	\$ 469,970
<b>Total</b>	<b>\$ 315,500</b>	<b>\$ 295,500</b>	<b>\$ 20,000</b>	<b>\$ 440,702</b>	<b>\$ 612,028</b>	<b>\$ 581,078</b>	<b>\$ 364,782</b>	<b>\$ 648,970</b>

***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.

**FY20 Accomplishments**

- In the process of completing LED street light replacement. By end of November, all Town street lights will be completed

**FY21 Department Goals**

- Address the underground electrical issues throughout the town, ongoing through FY21.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>424 Public Works Street Lighting</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 155,500	\$ 158,716	\$ (3,216)	\$ 142,500	\$ 133,735	\$ 125,389	\$ 114,488	\$ 114,758
<b>Total</b>	<b>\$ 155,500</b>	<b>\$ 158,716</b>	<b>\$ (3,216)</b>	<b>\$ 142,500</b>	<b>\$ 133,735</b>	<b>\$ 125,389</b>	<b>\$ 114,488</b>	<b>\$ 114,758</b>

### ***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 inquiries 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**

- Tipping fee charged to the town will increase 32% per ton as of July 1, 2020.

#### **FY20 Accomplishments**

- Increase recycling efforts of Town with addition of PT Recycle Coordinator, ongoing through FY20.
- Worked with surrounding communities, Wakefield and Reading, to negotiate better trash processing pricing with vendors.

#### **FY21 Department Goals**

- Work on educating residents on proper trash disposal and recycling.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>433 Public Works Refuse Collection</b>								
Salary Expenses	\$ 20,000	\$ 30,000	\$ (10,000)	\$ 24,970	\$ 21,677	\$ 18,841	\$ 19,915	\$ 9,446
Operating Expenses	\$ 70,500	\$ 70,500	\$ -	\$ 78,523	\$ 70,081	\$ 47,902	\$ 64,639	\$ 91,235
<b>Total</b>	<b>\$ 90,500</b>	<b>\$ 100,500</b>	<b>\$ (10,000)</b>	<b>\$ 103,493</b>	<b>\$ 91,758</b>	<b>\$ 66,743</b>	<b>\$ 84,555</b>	<b>\$ 100,681</b>

### ***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.

#### **FY20 Accomplishments**

- Performed maintenance on approximately 145 pieces of equipment.

**FY21 Department Goals**

- Implement fleet maintenance software to track preventative maintenance and schedule work orders and repairs.
- Update fleet 10 year replacement plan.

**Budget Issues**

There are no budget issues of note.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>490 Public Works Motor Vehicle</b>								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 240,000	\$ 244,152	\$ (4,152)	\$ 237,315	\$ 239,890	\$ 228,210	\$ 215,595	\$ 283,707
<b>Total</b>	<b>\$ 240,000</b>	<b>\$ 244,152</b>	<b>\$ (4,152)</b>	<b>\$ 237,315</b>	<b>\$ 239,890</b>	<b>\$ 228,210</b>	<b>\$ 215,595</b>	<b>\$ 283,707</b>

***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 Lindenwood 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.

**FY20 Accomplishments**

- Opened a new burial area in September of 2019.

**FY21 Department Goals**

- Purchase a cemetery grave box for when graves need to be dug.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>491 Public Works Cemetery</b>								
Salary Expenses	\$ 229,382	\$ 228,430	\$ 952	\$ 164,397	\$ 154,254	\$ 113,386	\$ 138,268	\$ 128,383
Operating Expenses	\$ 16,770	\$ 16,770	\$ -	\$ 11,569	\$ 10,863	\$ 9,675	\$ 8,927	\$ 10,481
<b>Total</b>	<b>\$ 246,152</b>	<b>\$ 245,200</b>	<b>\$ 952</b>	<b>\$ 175,966</b>	<b>\$ 165,117</b>	<b>\$ 123,061</b>	<b>\$ 147,196</b>	<b>\$ 138,863</b>

DPW Consolidated	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>Salary Expenses</b>								
<b>400</b>	1,072,404	1,024,538	47,866	845,131	783,363	753,380	615,061	539,416
<b>423</b>	-	-	-	-	117,691	121,832	69,119	179,000
<b>424</b>	-	-	-	-	-	-	-	-
<b>433</b>	20,000	30,000	(10,000)	24,970	21,677	18,841	19,915	9,446
<b>490</b>	-	-	-	-	-	-	-	-
<b>491</b>	229,382	228,430	952	164,397	154,254	113,386	138,268	128,383
<b>Sub Total</b>	<b>\$ 1,321,786</b>	<b>\$ 1,282,968</b>	<b>\$ 38,818</b>	<b>\$ 1,034,498</b>	<b>\$ 1,076,986</b>	<b>\$ 1,007,439</b>	<b>\$ 842,364</b>	<b>\$ 856,245</b>
<b>Operating Expenses</b>								
<b>400</b>	\$ 283,300	\$ 283,922	\$ (622)	\$ 282,185	\$ 281,485	\$ 210,965	\$ 246,857	\$ 304,383
<b>423</b>	\$ 315,500	\$ 295,500	\$ 20,000	\$ 440,702	\$ 494,337	\$ 459,245	\$ 295,663	\$ 469,970
<b>424</b>	\$ 155,500	\$ 158,716	\$ (3,216)	\$ 142,500	\$ 133,735	\$ 125,389	\$ 114,488	\$ 114,758
<b>433</b>	\$ 70,500	\$ 70,500	\$ -	\$ 78,523	\$ 70,081	\$ 47,902	\$ 64,639	\$ 91,235
<b>490</b>	\$ 240,000	\$ 244,152	\$ (4,152)	\$ 237,315	\$ 239,890	\$ 228,210	\$ 215,595	\$ 283,707
<b>491</b>	\$ 16,770	\$ 16,770	\$ -	\$ 11,569	\$ 10,863	\$ 9,675	\$ 8,927	\$ 10,481
<b>Sub Total</b>	<b>\$ 1,081,570</b>	<b>\$ 1,069,560</b>	<b>\$ 12,010</b>	<b>\$ 1,192,794</b>	<b>\$ 1,230,392</b>	<b>\$ 1,081,386</b>	<b>\$ 946,169</b>	<b>\$ 1,274,534</b>
<b>Total</b>	<b>\$ 2,403,357</b>	<b>\$ 2,352,528</b>	<b>\$ 50,829</b>	<b>\$ 2,227,290</b>	<b>\$ 2,307,378</b>	<b>\$ 2,088,826</b>	<b>\$ 1,788,533</b>	<b>\$ 2,130,779</b>

## DEPT 510 – PUBLIC HEALTH SERVICES

### Description of Services



*BOH Booth at Town Day*

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.

### Significant Changes

- No significant changes to the department.

### FY20 Accomplishments

- Produced and conducted stop the bleed training for town personnel.

### FY21 Department Goals

- Revamping fee schedule by June 30, 2021.
- Improve online presence/permitting capabilities, ongoing through FY21.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>510 Board of Health</b>								
<b>Salary Expenses</b>	\$ 161,039	\$ 150,302	\$ 10,737	\$ 155,733	\$ 151,020	\$ 167,518	\$ 143,637	\$ 140,525
<b>Operating Expenses</b>	\$ 15,900	\$ 20,900	\$ (5,000)	\$ 13,515	\$ 14,604	\$ 9,930	\$ 4,757	\$ 1,262
<b>Total</b>	<b>\$ 176,939</b>	<b>\$ 171,202</b>	<b>\$ 5,737</b>	<b>\$ 169,248</b>	<b>\$ 165,624</b>	<b>\$ 177,448</b>	<b>\$ 148,394</b>	<b>\$ 141,787</b>

## DEPT 541 – COUNCIL ON AGING

### Description of Services



COA Bocce in the fall

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.

### Significant Changes

- N/A

### FY20 Accomplishments

- The senior center now offers 16 exercise classes per week that promote healthy aging. Chair yoga, relaxation circle, dance and tone were all added to the lineup of healthy, affordable and accessible programs at the center.
- The COA has been working with Stoneham TV to film a monthly Podcast entitled "Senior Matters" - 4 have been filmed and aired. The podcasts are available to watch or listen to via Stoneham TV or on our website. Topics include Outreach, a conversation about programs offered at the center, and another on the upcoming Federal Census.
- Successfully received funding from the Stockwell Fund for the "traveling tooth fairy", a mobile dental program for seniors in our community. Individuals receive onsite dental, oral cancer, and blood pressure screenings as well as a dental cleaning, cleaning of dentures and partials, fluoride treatment and patient education.

### FY21 Department Goals

- The COA will continue to work closely with Mystic Valley Elder Services and initiate additional means of communicating to residents the services they provide. Additional outreach will include presentations at the senior center, guest speaker with Chamber of Commerce, cable TV and filming of an additional Podcast.
- To continue to work towards the implementation of the Age Friendly Initiative by partnering with UMass Boston Gerontology Institute. The goal is to develop an action plan focused on 8 specific domains including housing, transportation, and health and wellness. Initial steps will include a study focused on the needs and interests of Stoneham's population.
- Implement more lifelong learning programs at the Senior Center. This will include partnering with Tufts University to become a satellite location for their Lifelong Learning & Osher Institute programming. Programs at the center will include study groups meeting for 8 week sessions and learning about various subject matters such as modern art, the world economy and memoir writing.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>541 Council on Aging</b>								
<b>Salary Expenses</b>	\$ 190,828	\$ 187,370	\$ 3,458	\$ 138,553	\$ 112,508	\$ 103,652	\$ 99,330	\$ 87,672
<b>Operating Expenses</b>	\$ 31,904	\$ 40,825	\$ (8,921)	\$ 48,350	\$ 37,051	\$ 35,020	\$ 29,148	\$ 31,233
<b>Total</b>	<b>\$ 222,732</b>	<b>\$ 228,195</b>	<b>\$ (5,463)</b>	<b>\$ 186,903</b>	<b>\$ 149,559</b>	<b>\$ 138,671</b>	<b>\$ 128,478</b>	<b>\$ 118,905</b>

# 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.



*Pat the Patriot at Recreation Department event*

## Significant Changes

- During Fiscal Year 2020, the recreation department increased the revolving fund for the department to over \$65,000.00. It is anticipated that the growth of this will only increase as programs evolve and grow. The Recreation Department will decrease its use of the General Fund by offsetting a portion of its operational costs with Revolving Fund revenue. Increased program offerings and providing additional services, while maintaining the current infrastructure within the department, is pivotal towards the anticipated and necessary growth of the department.

## FY20 Accomplishments

- The recreation department continued to increase its revolving fund. It is anticipated that the fund will continue to increase as programs evolve and grow.
- During the Summer of FY20, the recreation department had over 20,000 searches for programs over the internet. This was an increase of over 16% from the previous fiscal year.
- During Fiscal Year 2020, the recreation department worked collaboratively with the Community Development Office and Capital Committee to help secure \$100,000 in grant awards from the PARC program through the state to assist with the revitalization of Steele Playground.

## FY21 Department Goals

- By the conclusion of the 2021 Fiscal Year, the Stoneham Recreation department would like to increase the balance of available funds in the Recreation Revolving account by 25% and top \$100,000 in funds available through the account.
- During the FY2021 budgeting process, the recreation department would like to attain capital improvement funding to increase the safety of our playgrounds in the town, as indicated as a major need in the updated 2018 Open Space and Recreation Plan.
- During FY2021, The recreation department will perform a full audit of all playgrounds and play structures within the town and school departments and develop a long term strategic plan for a systematic update of all facilities by FY2026.

## Staffing

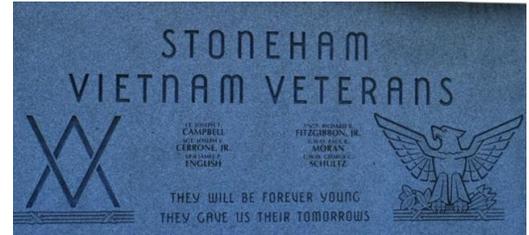
**(1 Total Position):** (1) Director

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>542 Recreation Department</b>								
<b>Salary Expenses</b>	\$ 78,775	\$ 78,775	\$ -	\$ 76,934	\$ 74,510	\$ 69,527	\$ 11,187	\$ -
<b>Operating Expenses</b>	\$ 5,000	\$ 9,290	\$ (4,290)	\$ 7,994	\$ 10,909	\$ 9,116	\$ 9,059	\$ -
<b>Total</b>	<b>\$ 83,775</b>	<b>\$ 88,065</b>	<b>\$ (4,290)</b>	<b>\$ 84,928</b>	<b>\$ 85,420</b>	<b>\$ 78,643</b>	<b>\$ 20,246</b>	<b>\$ -</b>

## 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

- Veteran's property tax work off benefit program to begin implementation January 1, 2020 and November 2020.
- Stoneham Residents receive a total of \$416,375.00 monthly VA benefits or \$4,996,500 annually. This comes directly from the Department of Veteran Services Boston. This is updated from FY20 allotment.

### FY20 Accomplishments

- Adopted Annual May Town Meeting MGL Chapter 59 sec 5N, Veterans property tax work-off program.
- Continuing to file Veterans Affairs claims vetraspec system which allows direct access to all claims, gives ability to upload claims directly. With this system the Town has a more efficient way of tracking awards

### FY21 Department Goals

- Adding POWs to the list of eligible Veterans for property tax abatements, allowing parents of Veterans who died in service to receive real estate credit.
- Request a designated parking spot at town hall for Veterans provided they have Veterans' plate's designation. (Brave Act).
- Updating the list of Vietnam Veterans who are qualified to be put on a Memorial outside Town hall. This would require hours of research and funding for a larger Memorial.

### Staffing

**(1 Total Position):** (1) Director

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>543 Veterans</b>								
<b>Salary Expenses</b>	\$ 53,638	\$ 50,477	\$ 3,161	\$ 49,057	\$ 46,929	\$ 45,353	\$ 41,231	\$ 39,676
<b>Operating Expenses</b>	\$ 145,100	\$ 175,850	\$ (30,750)	\$ 122,133	\$ 169,671	\$ 177,850	\$ 156,415	\$ 156,900
<b>Total</b>	<b>\$ 198,738</b>	<b>\$ 226,327</b>	<b>\$ (27,589)</b>	<b>\$ 171,190</b>	<b>\$ 216,600</b>	<b>\$ 223,204</b>	<b>\$ 197,646</b>	<b>\$ 196,576</b>

## DEPT 590 – Prevention & Outreach

### Description of Services

The Office of Prevention and Outreach’s mission is to address the epidemic of drug and alcohol abuse in our community through education, advocacy, environmental changes, and promoting and creating opportunities for healthy and responsible behavior. Our objectives are to ensure ease of access to resources available, implement programs within the town to help reduce and prevent the growing issue of drug and alcohol abuse, and to identify and advocate for policies at the local, state, and national level that we can support to help communities deal with substance use and mental health.



2019 Run for Recovery

### Significant Changes

- The office of the Community Addictions Coordinator was combined with the Drug Free Communities grant funded positions for substance use prevention to create one collaborative office, Office of Prevention and Outreach.

### FY20 Accomplishments

- Narcan Distribution Program - Provides free training and free narcan for Stoneham residents who are in need.
- Town Diversion Implementation - Provides education, resources, and community service opportunities in lieu of punitive punishments when youth are found using substances.
- Youth Coalition Formation - Middle and high school advisors hired and youth group formation at both schools.
- Prevention Advisory Committee Established - Leadership team dedicated to promoting and implementing evidence-based initiatives for substance use prevention.

### FY21 Department Goals

- Implement a cab voucher system for residents who are in need of treatment services.
- Increase Narcan trainings and narcan distribution for Stoneham residents, businesses, and organizations.

### Staffing

**(1 Total Position):** (1) Addiction Coordinator

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>590 Prevention &amp; Outreach</b>								
Salary Expenses	\$ 67,626	\$ 67,626	\$ -	\$ 66,046	\$ 64,751	\$ -	\$ -	\$ -
Operating Expenses	\$ 4,500	\$ 6,000	\$ (1,500)	\$ 4,148	\$ 2,933	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 72,126</b>	<b>\$ 73,626</b>	<b>\$ (1,500)</b>	<b>\$ 70,194</b>	<b>\$ 67,683</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **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**

- Starting in FY20, with an LSTA grant of \$15,000 and with partnerships through local organizations, we are developing a makerspace and will hold programs for patrons of all ages and abilities. These will continue after this fiscal year and into FY21, as staffing and funding allow.
- In FY21, we are proposing to expand hours in the Junior Room, so that the Junior Room is open the same hours as the rest of the building. There will be little to no increase for utility costs, as the building is already open. The increases therefore will be primarily for staffing. This will allow parents and caretakers more potential time during their already busy days / weeks to get to the Library. This will also expand the window for potential programs. This will fulfill goals from more than ten years ago, after substantial budget cutbacks in 2004-05.
- In FY21, we are also proposing a new account line for programs. This will allow library staff to ensure there are no breaks in programs offered, even when there are staffing changes, as there has been in FY20 in the Junior Room. This will allay concerns of library staff and residents about the quality and quantity of programs offered. Library staff will still apply for grants and create new partnerships, to further expand programs offered.

### **FY20 Accomplishments**

- The Library Director and staff have gone through or will go through the interview / hiring process seven times, between the second half of FY19 and all of FY20. Current staff have been able to move up into positions with increased responsibility, but new staff have also been welcomed.
- Several inconsistencies with specific positions have been adjusted, with cooperation of Town Administrative staff and the SCEA and the MLSA, as other staffing changes and new hires have been made.
- The Library will complete the Long Range Plan affecting the next five years by the end of FY20. This process was assisted by a strategic planning consultant familiar with libraries in the greater Boston area, Barbara Alevras of Sage Consulting. The Director and Board of Trustees hired Barbara with the intention of creating a plan that focused on the changing needs and wants of the residents and key figures in the community.

### **FY21 Department Goals**

- With expanded hours in the Junior Room, increased funding in the budget, and continuation of partnerships through the LSTA grant, the Library will drastically expand the quantity and quality of programs offered, for all ages. This could include regular movie previews, crafting groups for adults and for children, open makerspace and coding times, and much more.
- The Library will develop a more active and current marketing plan. This process may involve hiring a marketing consultant and will use information gathered from the strategic planning process as well as conversations with local partners and more. This process will assist the Library Director and senior-level staff in ensuring that increased funds for programs and hours will be best used.
- The Library staff will continue to improve in best practices and efficiencies, including focusing on all aspects of the Materials Selection policy, in realizing use of building space, wider and professional marketing processes and strategies, regular maintenance of the building systems, improvement in the appearance of interior through smaller projects as the budget will allow, and more. 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) Head of Youth Services, (1) Catalogue Librarian, (1) Reference Librarian, (1) Circulation Supervisor, (5) Senior Librarian Technician, (1) Librarian Technician, (1) Custodian , (7) Part-Time Support Staff

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>610 Public Library</b>								
<b>Salary Expenses</b>	\$ 652,301	\$ 660,897	\$ (8,596)	\$ 601,145	\$ 567,821	\$ 565,264	\$ 579,098	\$ 547,826
<b>Operating Expenses</b>	\$ 266,940	\$ 272,106	\$ (5,166)	\$ 255,040	\$ 242,316	\$ 219,593	\$ 195,435	\$ 191,163
<b>Total</b>	<b>\$ 919,241</b>	<b>\$ 933,003</b>	<b>\$ (13,762)</b>	<b>\$ 856,185</b>	<b>\$ 810,137</b>	<b>\$ 784,857</b>	<b>\$ 774,532</b>	<b>\$ 738,990</b>

## 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.



Stoneham hockey in action.

### Significant Changes

- N/A

### FY20 Accomplishments

- This summer's Freestyle Programs surpasses all past programs.
- Added Melrose High School Home Games this year. Bringing the total to 5 High Schools for Stoneham Arena to be there "Home Ice".
- With addition of new Arena Assistant, run arena more efficiently and look to provide more services. Ongoing through FY20

### FY21 Department Goals

- Look for more energy savings through Green Communities Initiatives.

### Staffing

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

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>631 Arena</b>								
<b>Salary Expenses</b>	\$ 242,874	\$ 254,301	\$ (11,427)	\$ 191,369	\$ 185,871	\$ 186,324	\$ 172,645	\$ 161,448
<b>Operating Expenses</b>	\$ 237,250	\$ 270,386	\$ (33,136)	\$ 268,056	\$ 242,250	\$ 248,856	\$ 259,280	\$ 252,843
<b>Total</b>	<b>\$ 480,124</b>	<b>\$ 524,687</b>	<b>\$ (44,563)</b>	<b>\$ 459,425</b>	<b>\$ 428,121</b>	<b>\$ 435,181</b>	<b>\$ 431,925</b>	<b>\$ 414,291</b>

## 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.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>630 Golf (Annual Debt/Project Exp)</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 88,972	\$ 137,706
Operating Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 207,817	\$ 263,259
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 296,789</b>	<b>\$ 400,965</b>

## 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

### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>710 Maturing Debt &amp; Interest</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses Deb	\$ 3,425,000	\$ 3,235,000	\$ 190,000	\$ 3,565,000	\$ 3,428,000	\$ 3,395,000	\$ 3,435,400	\$ 3,340,000
Operating Expenses Inter	\$ 779,276	\$ 968,459	\$ (189,183)	\$ 1,023,541	\$ 1,059,738	\$ 1,159,045	\$ 1,222,519	\$ 1,280,087
<b>Total</b>	<b>\$ 4,204,276</b>	<b>\$ 4,203,459</b>	<b>\$ 817</b>	<b>\$ 4,588,541</b>	<b>\$ 4,487,738</b>	<b>\$ 4,554,045</b>	<b>\$ 4,657,919</b>	<b>\$ 4,620,087</b>

## 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

### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>911 Contributory Pension</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 6,832,347	\$ 6,611,111	\$ 221,236	\$ 6,411,467	\$ 5,950,837	\$ 5,538,241	\$ 5,135,261	\$ 4,788,848
<b>Total</b>	<b>\$ 6,832,347</b>	<b>\$ 6,611,111</b>	<b>\$ 221,236</b>	<b>\$ 6,411,467</b>	<b>\$ 5,950,837</b>	<b>\$ 5,538,241</b>	<b>\$ 5,135,261</b>	<b>\$ 4,788,848</b>

## 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

### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>912 Health Insurance</b>								
<b>Salary Expenses</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
<b>Operating Expenses</b>	\$ 8,734,058	\$ 8,384,348	\$ 349,710	\$ 7,872,144	\$ 8,031,144	\$ 7,787,790	\$ 7,428,874	\$ 7,541,980
<b>Total</b>	<b>\$ 8,734,058</b>	<b>\$ 8,384,348</b>	<b>\$ 349,710</b>	<b>\$ 7,872,144</b>	<b>\$ 8,031,144</b>	<b>\$ 7,787,790</b>	<b>\$ 7,428,874</b>	<b>\$ 7,541,980</b>

## 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.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>918 Capital Improvements</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 322,265	\$ -
<b>Total</b>	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 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

### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>919 Unclassified</b>								
<b>Salary Expenses</b>	\$ 192,160	\$ 125,000	\$ 67,160	\$ 24,395	\$ -	\$ -	\$ 13,079	\$ -
<b>Operating Expenses</b>	\$ 1,786,800	\$ 1,758,000	\$ 28,800	\$ 2,110,993	\$ 2,043,581	\$ 2,305,045	\$ 2,300,303	\$ 2,008,750
<b>Total</b>	<b>\$ 1,978,960</b>	<b>\$ 1,883,000</b>	<b>\$ 95,960</b>	<b>\$ 2,135,388</b>	<b>\$ 2,043,581</b>	<b>\$ 2,305,045</b>	<b>\$ 2,313,382</b>	<b>\$ 2,008,750</b>

## 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

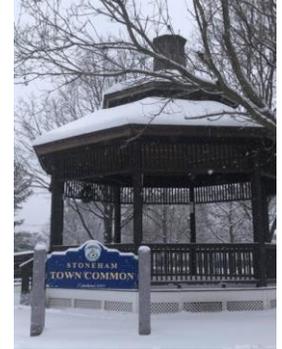
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### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A



Stoneham Town Common

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>920 Non-Departmental</b>								
Salary Expenses	\$ -	\$ -	\$ -					
Operating Expenses	\$ 560,000	\$ 107,000	\$ 453,000	\$ 1,565,410	\$ 75,100	\$ 38,201	\$ 36,716	\$ 35,348
<b>Total</b>	<b>\$ 560,000</b>	<b>\$ 107,000</b>	<b>\$ 453,000</b>	<b>\$ 1,565,410</b>	<b>\$ 75,100</b>	<b>\$ 38,201</b>	<b>\$ 36,716</b>	<b>\$ 35,348</b>

## DEPT 950 – OTHER POST-EMPLOYMENT BENEFITS TRUST

### Description of Services

For the purpose of satisfying the requirements of the Government Accounting Standards Board (GASB) Statements No. 74 and 75, Stone Consulting, Inc. has prepared a set of illustrative tables and other Required Supplementary Information (RSI) based on the July 1, 2017 actuarial valuation of the Town of Stoneham Other Post-employment Benefits (OPEB) plan performed by Stone Consulting, Inc. The valuation and this report were prepared using generally accepted actuarial principles and practices and meet the parameters set by the Governmental Accounting Standards Board (GASB).

For GASB 74, the results are as of a valuation date of July 1, 2017, and an OPEB plan fiscal year-end of June 30, 2019. For GASB 75, the results are as of a valuation date of July 1, 2017, a measurement date of June 30, 2019, and a reporting date of June 30, 2019.

### Significant Changes

N/A

### FY20 Accomplishments

N/A

### FY21 Department Goals

N/A

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>950 OPEB Trust Contribution</b>								
Salary Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>

## **XIII. ENTERPRISE FUNDS**

### **DEPT 440 & 450 – SEWER & WATER**

#### **Description of Services**



*Water main leak*

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.

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**

- N/A.

#### **FY20 Accomplishments**

- Water: MWRA completed the new 48" water main on Main Street
- Sewer: Continuing on identifying and removing extraneous inflow and infiltration from entering into the sanitary sewer system.

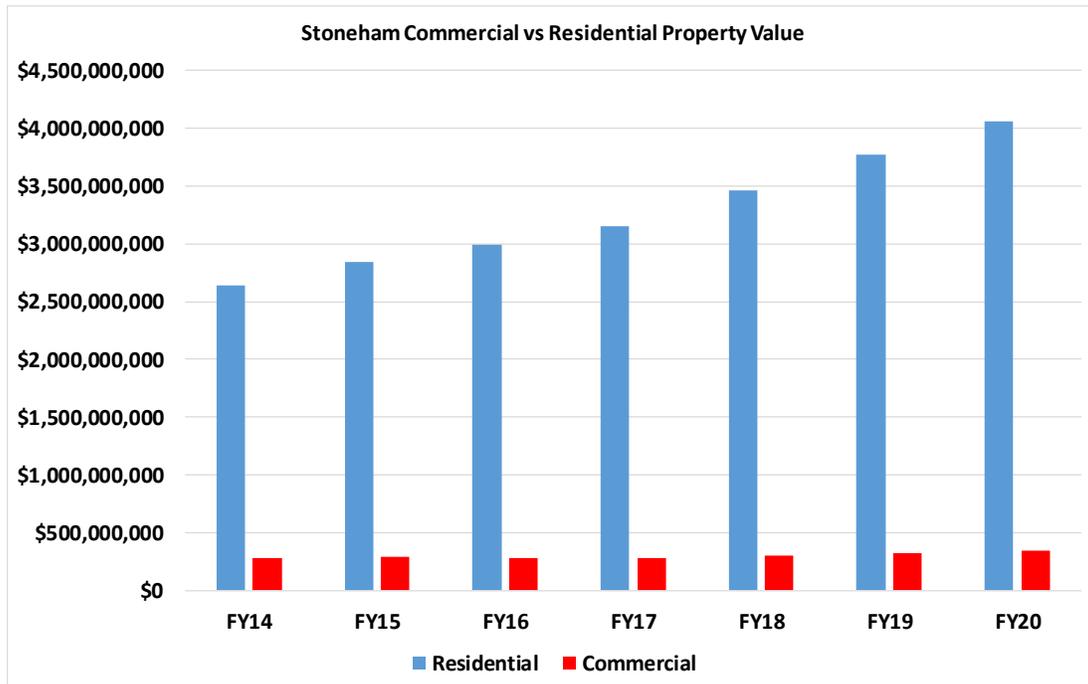
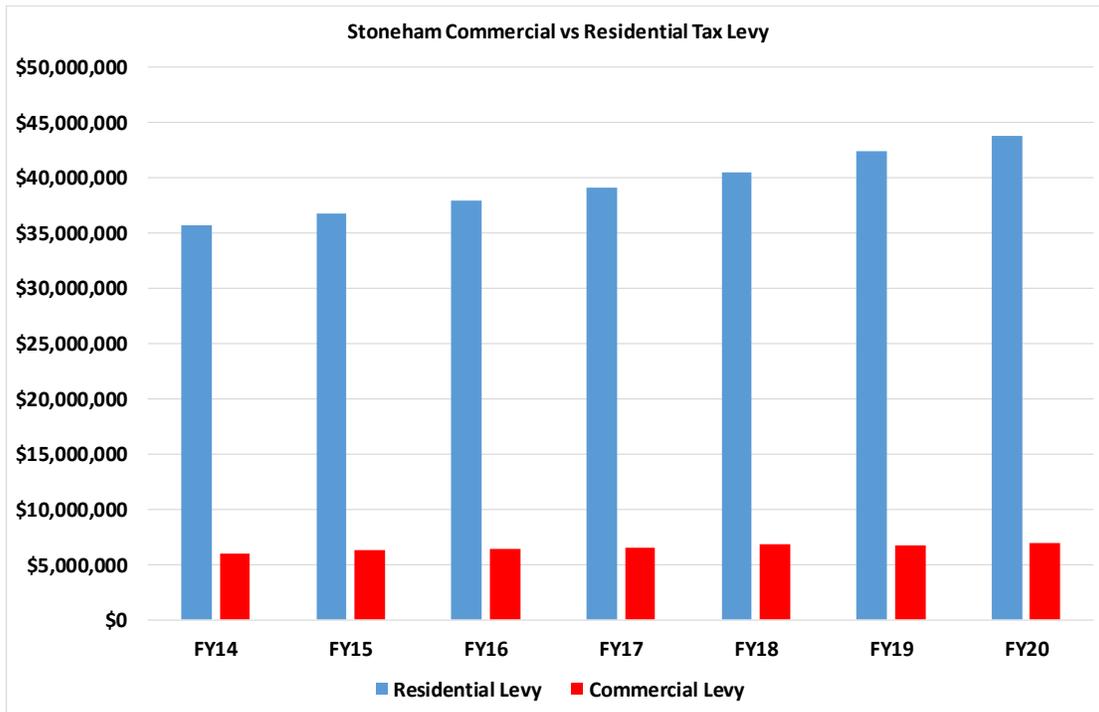
#### **FY21 Department Goals**

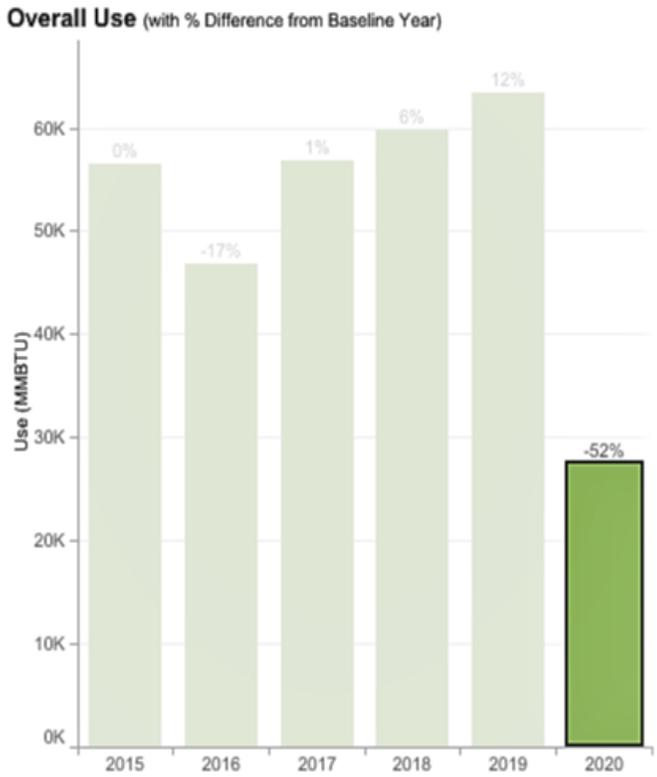
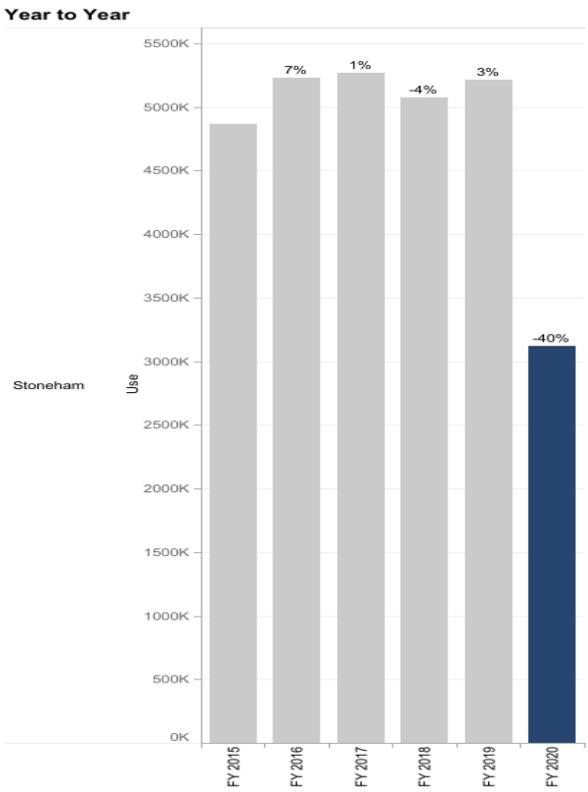
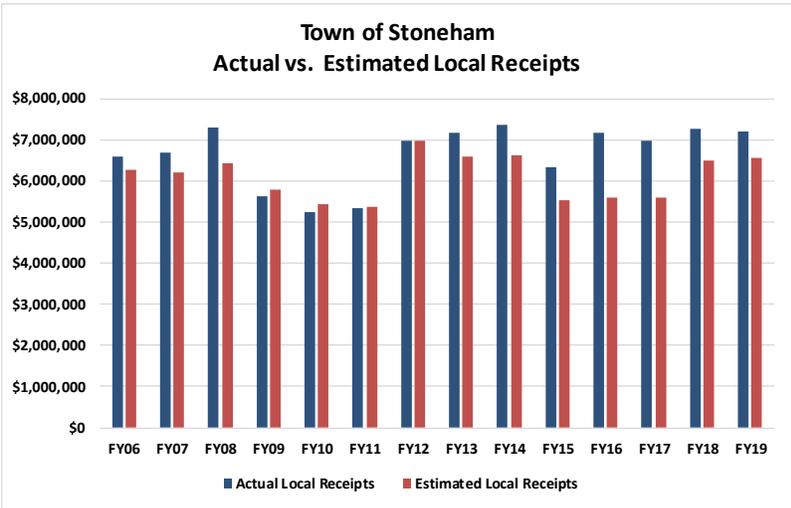
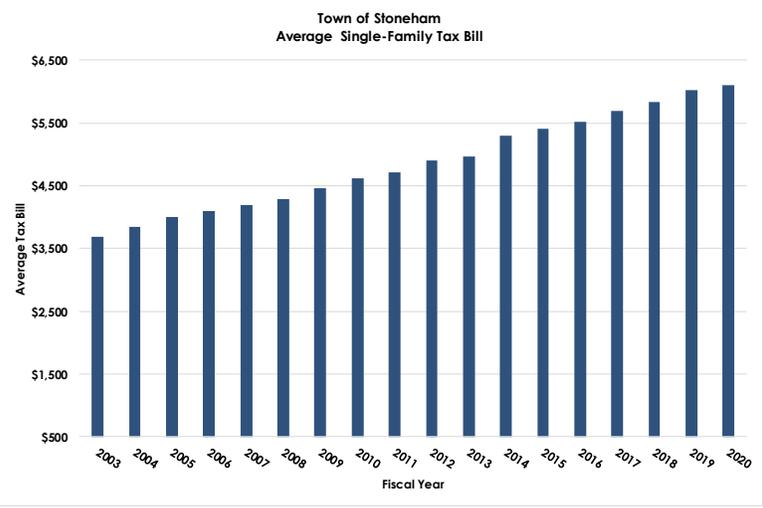
- Water: Use more technology in the department to have all water records in an electronic format for the field crews.
- Water: Continue to improve water quality through hydrant flushing and valve exercising.
- Water: Clean and cement line the 20 inch water main on Main Street

- Sewer: Design/Construction of Phase 2 Fallon Road sewer Project.
- Sewer: Continue to reduce/eliminate extraneous inflow and infiltration into the municipal sewer system.
- Hire a new Water & Sewer foreman.
- Evaluate the Vactor truck for potential replacement through capital funding.

	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>440 Public Works Sewer</b>								
Salary Expenses	\$ 487,928	\$ 480,495	\$ 7,433	\$ 526,136	\$ 545,505	\$ 516,581	\$ 596,524	\$ 614,187
Operating Expenses	\$ 5,913,301	\$ 5,884,623	\$ 28,678	\$ 5,467,187	\$ 5,310,165	\$ 5,274,574	\$ 5,093,657	\$ 5,546,325
<b>Total</b>	<b>\$ 6,401,229</b>	<b>\$ 6,365,118</b>	<b>\$ 36,111</b>	<b>\$ 5,993,323</b>	<b>\$ 5,855,671</b>	<b>\$ 5,791,154</b>	<b>\$ 5,690,181</b>	<b>\$ 6,160,512</b>
	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>450 Public Works Water</b>								
Salary Expenses	\$ 469,505	\$ 464,183	\$ 5,322	\$ 462,475	\$ 483,447	\$ 464,758	\$ 529,747	\$ 551,264
Operating Expenses	\$ 4,643,692	\$ 4,505,048	\$ 138,644	\$ 4,505,048	\$ 4,444,418	\$ 4,254,805	\$ 4,008,569	\$ 4,687,484
<b>Total</b>	<b>\$ 5,113,197</b>	<b>\$ 4,969,231</b>	<b>\$ 143,966</b>	<b>\$ 4,967,523</b>	<b>\$ 4,927,865</b>	<b>\$ 4,719,563</b>	<b>\$ 4,538,316</b>	<b>\$ 5,238,748</b>
	FY21 Proposed Budget	FY20 Budget	Change FY20-FY21	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
<b>Public Works Water &amp; Sewer Total Budget</b>								
Salary Expenses	\$ 957,433	\$ 944,678	\$ 12,755	\$ 988,611	\$ 1,028,953	\$ 981,338	\$ 1,126,271	\$ 1,165,451
Operating Expenses	\$ 10,556,993	\$ 10,389,671	\$ 167,322	\$ 9,972,235	\$ 9,754,583	\$ 9,529,379	\$ 9,102,226	\$ 10,233,809
<b>Total</b>	<b>\$ 11,514,426</b>	<b>\$ 11,334,349</b>	<b>\$ 180,077</b>	<b>\$10,960,846</b>	<b>\$ 10,783,536</b>	<b>\$ 10,510,717</b>	<b>\$10,228,497</b>	<b>\$ 11,399,260</b>

# XIV. SUPPLEMENTAL INFORMATION





**Note:** FY20 electrical usage is as of 02/19/2020. With four months left in FY20, the town expects significant energy savings as a result of Green Communities Initiatives.

## XV. CAPITAL IMPROVEMENT PLAN

The Capital Committee met starting in November of 2019 to begin a new process for the May 2020 Town Meeting. The process for the FY21 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 5 times in November, December and early January to achieve the requested timeline for presenting a Warrant Article for May 2020 and supporting documentation to the Select Board by February 14th.

The Capital Committee continued to meet after the warrant submission to assure a full and prioritized 5 year Capital Improvement Plan (CIP) and report is 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 \$20,000 or greater that will increase their utility (through increased capacity or serviceability) or extend their total useful life. For FY21 consideration, all department requests were found to have merit but funding is not adequate for all requests. In discussion for FY21, 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

In prioritizing the department requests for FY21, the committee also considered revenue sources available for Capital. Revenue sources identified in conjunction with the Town Administrator and Town Accountant are:

Department	Amount	FY21 Funded Projects (Bonding)	Funding Source
Planning & Community Development	\$ 20,000.00	Green Communities Energy Updates	Bonding
Public Property Maintenance (Town)	\$ 126,000.00	Town Wide Improvements	Bonding
Public Property Maintenance (Town)	\$ 200,000.00	Town Wide Roof Replace/Repair	Bonding
Public Property Maintenance (School)	\$ 100,000.00	School Technology Capital Replacement Program	Bonding
Public Property Maintenance (School)	\$ 36,000.00	Ford Transit Van (Food Deliveries etc.)	Bonding
Police	\$ 35,000.00	Unmarked Police Vehicle	Bonding
Department of Public Works	\$ 225,000.00	Front End Loader	Bonding
Department of Public Works	\$ 110,000.00	Excavator	Bonding
Department of Public Works	\$ 80,000.00	Dump Truck VW Grant Match	Bonding
Department of Public Works	\$ 250,000.00	Streets & Sidewalks Capital Plan	Bonding
Council on Aging	\$ 68,000.00	COA Van	Bonding
<b>Total</b>	<b>1,250,000.00</b>		

Department	Amount	FY21 Funded Projects (Other Sources)	Funding Source
GIS/MIS/Assessing	\$ 40,500.00	AssessPro 5.0 Software Upgrade	Overlay
Department of Public Works	\$ 45,000.00	Sewer/Drain line Video Inspection Camera	Sewer
Department of Public Works	\$ 425,000.00	Pump/Vac Truck	Sewer
<b>Total</b>	<b>510,500.00</b>		

Department	Amount	FY21 Funded Projects (Other Sources)	Funding Source
Water	\$ 2,000,000.00	Cleaning & Lining of 20" water main on Main Street. LWSAP (0% Loan)	MWRA Loan
<b>Total</b>	<b>2,000,000.00</b>		

*Note: The projects approved and financed by bonding, will impact the Town's operating budget by adding debt service to the Town's general fund expenses. Projects funded with other sources will not impact the operations significantly.*

## FY21 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 FY21 Significant Non-Routine Capital Items for Appropriation:

- \$200,000 for Town Wide Roof Replace/Repair.
- \$225,000 for Front End Loader.
- \$425,000 for Pump/Vac Truck
- \$2,000,000 for Cleaning & Lining of 20" water main on Main Street. LWSAP (0% Loan). Please advised this is just for authorization approval to borrow for the MWRA loan. The town has not committed to the actual cleaning at this time.

Department	Amount	Description	Funding Source
Public Property Maintenance (Town)	\$ 200,000.00	Town Wide Roof Replace/Repair	Bonding
Department of Public Works	\$ 225,000.00	Front End Loader	Bonding
<b>Total</b>	<b>425,000.00</b>		

Department	Amount	Description	Funding Source
Department of Public Works	\$ 425,000.00	Pump/Vac Truck	Sewer
<b>Total</b>	<b>425,000.00</b>		

Department	Amount	Description	Funding Source
Water	\$ 2,000,000.00	Cleaning & Lining of 20" water main on Main Street. LWSAP (0% Loan)	MWRA Loan
<b>Total</b>	<b>2,000,000.00</b>		

## FY21 Five-Year Capital Improvement Program FY21-FY25:

Department	Department #	Title	FY2021	FY2022	FY2023	FY2024	FY2025	Five Year Total
<b>GENERAL FUND</b>								
<b>Information Technology</b>								
GIS/MIS/Assessing	141/155	AssessPro 5.0 Software Upgrade	40,500	-	-	-	-	40,500
GIS/MIS	155	Town-wide Security & Software Upgrades	-	50,000	50,000	50,000	50,000	200,000
<b>Total Information Technology</b>			<b>40,500</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>240,500</b>
<b>Town Clerk</b>								
Town Clerk	161	Voting Equipment Replacement/ Voting Booths	-	-	-	75,000	-	75,000
<b>Total Elections &amp; Registration</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>-</b>	<b>75,000</b>
<b>Planning &amp; Community Development</b>								
Community Development	185	Green Communities Energy Updates	20,000	20,000	20,000	20,000	-	80,000
Community Development	185	Downtown Stoneham Configuration Complete Streets Improvement Program, Design Study	-	100,000	-	-	-	100,000
<b>Total Community Development</b>			<b>20,000</b>	<b>120,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>180,000</b>

Department	Department #	Title	FY2021	FY2022	FY2023	FY2024	FY2025	Five Year Total
<b>Public Property/Facilities</b>								
Public Property Maintenance	192	ADA Building Compliance Town Wide				5,000,000		5,000,000
Public Property Maintenance	192	Town Hall Exterior Painting	20,000					20,000
Public Property Maintenance	192	New Roof for Auditorium & Town Hall		200,000				200,000
Public Property Maintenance	192	Town Hall Boiler Redundancy			40,000			40,000
Public Property Maintenance	192	Town Hall Auditorium Interior Painting				30,000		30,000
Public Property Maintenance	192	Auditorium A/C Installation (Heating & Cooling)	200,000	-	-	-	-	200,000
Fire	192	Fire Station Kitchen	-	-	-	-	-	-
Fire	192	Fire Station Brick Repointing	-	-	1,100,000	-	-	1,100,000
Fire	192	Fire Station Windows	-	-	100,000	-	-	100,000
Fire	192	Garage Roof Repair	-	-	20,000	-	-	20,000
Fire	192	Emergency Back Up Generator	-	-	-	50,000	-	50,000
Fire	192	Cascade Air System	-	-	-	45,000	-	45,000
Police	192	Window Upgrades			50,000			50,000
Library	192	Security Gate Replacement	20,000	-	-	-	-	20,000
Library	192	Interior Painting	50,000	-	-	-	-	50,000
Arena	192	Little Roof & Ventilation Replacement	275,000	-	-	-	-	275,000
Public Property Maintenance	192	Town Wide Improvements	326,000					
Arena	192	Generator	-	-	-	-	-	-
Arena	192	ADA Accessible Inside and Out	-	-	-	-	-	-
Arena	192	Updating Security Cameras	-	-	-	-	-	-
Arena	192	Upper Level Bathroom Storage	-	-	-	-	-	-
		<b>Subtotal Town</b>	<b>891,000</b>	<b>200,000</b>	<b>1,310,000</b>	<b>5,125,000</b>	<b>-</b>	<b>7,200,000</b>
Schools	192	South School Site Study (Playground, Parking Lot, Traffic Pattern)	75,000					75,000
Schools	192	South School Site Rehab -Playground, Park Lot		500,000				500,000
Schools	192	Roof Repair/Replacement - Colonial Park				350,000		350,000
Schools	192	Roof Repair/Replacement - South School					350,000	350,000
Schools	192	Roof Repair/Replacement - Robin Hood			350,000			350,000
Schools	192	Roof Repair/Replacement for D Building CMS					350,000	350,000
Schools	192	Transit Van/Facilities Vehicle	35,000					
Schools	192	Motorized Shades for Central Gym			90,000			90,000
Schools	192	Truck Vehicle w/plow						-
		<b>Subtotal School</b>	<b>110,000</b>	<b>500,000</b>	<b>440,000</b>	<b>350,000</b>	<b>700,000</b>	<b>2,065,000</b>
<b>Total Public Property/Facilities</b>			<b>1,001,000</b>	<b>700,000</b>	<b>1,750,000</b>	<b>5,475,000</b>	<b>700,000</b>	<b>9,265,000</b>
<b>Police Department</b>								
Police	210	Marked Police Vehicles	73,500	147,000	150,000	75,000	154,000	599,500
Police	210	Unmarked Police Vehicles	35,000	50,000		38,000		123,000
<b>Total Police Department</b>			<b>108,500</b>	<b>197,000</b>	<b>150,000</b>	<b>113,000</b>	<b>154,000</b>	<b>722,500</b>
<b>Dispatch Department</b>								
Dispatch	212	Public Safety Dispatch Console	-	-	896,000	-	-	896,000
<b>Total Police Department</b>			<b>-</b>	<b>-</b>	<b>896,000</b>	<b>-</b>	<b>-</b>	<b>896,000</b>
<b>Fire Department</b>								
Fire	220	Portable Radios	-	40,000	-	-	-	40,000
Fire	220	Fire Engine	-	730,000	-	-	-	730,000
Fire	220	Fire Facility	-	-	8,000,000	-	-	8,000,000
Fire	220	Pick-up Brush Truck	-	50,000	-	-	-	50,000
Fire	220	Vehicle Replacement	-	50,000	-	-	-	50,000
<b>Total Fire Department</b>			<b>-</b>	<b>870,000</b>	<b>8,000,000</b>	<b>-</b>	<b>-</b>	<b>8,870,000</b>
<b>School Department</b>								
Schools	300	School Technology Capital Replacement Program	100,000		100,000	100,000	-	300,000
Schools	300	Ford Transit Van (Food Deliveries etc.)	36,000					36,000
Schools	300	Elementary Furniture Upgrade - All Schools				100,000		100,000
Schools	300	Robin Hood School Playground Upgrade	105,000					105,000
Schools	300	High School Marching Band Uniforms			50,000			50,000
Schools	300	Colonial Park School Playground Upgrade		200,000				200,000
<b>Total School Department</b>			<b>241,000</b>	<b>200,000</b>	<b>150,000</b>	<b>200,000</b>	<b>-</b>	<b>791,000</b>

Department	Department #	Title	FY2021	FY2022	FY2023	FY2024	FY2025	Five Year Total
<b>Department of Public Works</b>								
Public Works	400	Front End Loader	225,000	-	-			225,000
Public Works	400	Fueling Station Placeholder		95,000				95,000
Public Works	400/491	Excavator	110,000					110,000
Public Works	400	Drainage		100,000				100,000
Public Works	400	6 Wheel Dump Truck VW Grant Match	80,000					80,000
Public Works	400	Snow Blower Attachment for Front End Loader	130,000					130,000
Public Works	400	Compressor	25,000					25,000
Public Works	400	Ford Explorer SUV	25,000					25,000
Public Works	400	One Ton Dump Truck		55,000				55,000
Public Works	400	Utility Truck w/plow		55,000				55,000
Public Works	400	Mower		20,000				20,000
Public Works	400	Sweeper		240,000				240,000
Public Works	400	One Ton Dump Truck			55,000			55,000
Public Works	400	3/4 Ton Pickup w/plow			40,000			40,000
Public Works	400	Sidewalk Plow			150,000			150,000
Public Works	400	Mower			20,000			20,000
Public Works	400	3/4 Ton Pickup w/plow				45,000		45,000
Public Works	400	One Ton Dump Truck w/plow				55,000		55,000
Public Works	400	Loader					260,000	260,000
Public Works	400	Bobcat					45,000	45,000
Public Works	400	Streets & Sidewalks Capital Plan	250,000	1,200,000	1,200,000	1,200,000	1,200,000	5,050,000
<b>Total Department of Public Works</b>			<b>845,000</b>	<b>1,765,000</b>	<b>1,465,000</b>	<b>1,300,000</b>	<b>1,505,000</b>	<b>6,880,000</b>
<b>Council on Aging</b>								
COA	541	COA Van Request	68,000	-	-	-	-	68,000
<b>Total Recreation Department</b>			<b>68,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,000</b>
<b>Recreation Department</b>								
								<b>Grant Reimbursement</b>
Recreation	542	Playground Improvements	-	176,000	(98,500)	-	-	77,500
<b>Total Recreation Department</b>			<b>-</b>	<b>176,000</b>	<b>(98,500)</b>	<b>-</b>	<b>-</b>	<b>77,500</b>
<b>Golf Course</b>								
Golf	630	Rebuild Hole 4		26,950	18,700			45,650
Golf	630	Rebuild Hole 9	18,700					18,700
Golf	630	Install Net at 3rd hole						-
Golf	630	Tree Work	10,000	10,000	10,000	10,000	10,000	50,000
Golf	630	Rebuild Hole 8			23,700			23,700
Golf	630	Rebuild Hole 2				23,650		23,650
Golf	630	Rebuild Hole 6				23,650	20,900	44,550
Golf	630	Rebuild Hole 1				18,700		18,700
Golf	630	Rebuild Hole 7				9,350		9,350
Golf	630	Rebuild Hole 5				9,350		9,350
Golf	630	Install Drainage on 7th Fairway		33,000				33,000
Golf	630	Install Drainage on 5th Fairway			28,600			28,600
Golf	630	Install 2-Bay Hitting Cage	16,500					16,500
Golf	630	Install kitchen, exhaust hood, grill, fryer in Clubhouse					42,000	42,000
Golf	630	Renovation of maintenance building staff lunch/break room	18,700					18,700
Golf	630	New Carpet in Clubhouse	12,100					12,100
Golf	630	Replacement and Upgrade of Clubhouse Exterior					40,000	40,000
Golf	630	Renovate Clubhouse Basement		16,500				16,500
Golf	630	Golf Course Improvements	25,000					-
<b>Total Golf Course</b>			<b>101,000</b>	<b>86,450</b>	<b>81,000</b>	<b>94,700</b>	<b>112,900</b>	<b>451,050</b>
<b>Arena</b>								
Arena	631	Ice Resurfacers	200,000	-	-	-	-	200,000
Arena	631	Skate Sharpening Machine	-	-	-	-	15,000	15,000
<b>Total Arena</b>			<b>200,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>215,000</b>
<b>Non-Departmental</b>								
ND	920	Old Burying Ground Master Preservation Plan	29,000	15,000	34,000	145,000	100,000	323,000
<b>Total Non-Departmental</b>			<b>29,000</b>	<b>15,000</b>	<b>34,000</b>	<b>145,000</b>	<b>100,000</b>	<b>323,000</b>
<b>GENERAL FUND TOTAL</b>			<b>2,654,000</b>	<b>4,179,450</b>	<b>12,497,500</b>	<b>7,472,700</b>	<b>2,636,900</b>	<b>29,054,550</b>

Department	Department #	Title	FY2021	FY2022	FY2023	FY2024	FY2025	Five Year Total
<b>ENTERPRISE FUNDS</b>								
<b>Sewer Enterprise</b>								
Sewer	440	Sewer/Drain line Video Inspection Camera	45,000	-	-	-	-	45,000
Sewer	440	MWRA Projects (Town Portion)	-	-	-	-	-	-
Sewer	440	#7 Pump/Vac Truck	425,000	-	-	-	-	425,000
<b>Total Sewer Enterprise</b>			<b>470,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>470,000</b>
<b>Water Enterprise</b>								
Water	450	Gate Replacement on Main Street	50,000	-	-	-	-	50,000
Water	450	Cleaning & Lining of 20" water main on Main Street. LWSAP (0% Loan)	2,000,000	-	-	-	-	2,000,000
Water	450	Water Main Replacement (Downtown)	-	2,000,000	-	-	-	2,000,000
<b>Total Water Enterprise</b>			<b>2,050,000</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,050,000</b>
<b>ENTERPRISE FUNDS TOTAL</b>			<b>2,520,000</b>	<b>2,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,520,000</b>
<b>GRAND TOTAL: 5-YEAR CAPITAL PLAN</b>			<b>5,174,000</b>	<b>6,179,450</b>	<b>12,497,500</b>	<b>7,472,700</b>	<b>2,636,900</b>	<b>33,574,550</b>

## XVI. GLOSSARY OF TERMS

<b>Appropriation</b>	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.
<b>Chapter 70 School Aid</b>	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.
<b>Chapter 90 Highway Funds</b>	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.
<b>Cherry Sheet</b>	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 <a href="http://www.mass.gov/dls">www.mass.gov/dls</a>
<b>Deficit</b>	When expenditures exceed revenue in a given account.
<b>Estimated Receipts</b>	Projections of anticipated local revenues, based on the previous year's receipts which represent funding sources necessary to support a community's annual budget.
<b>Excess Capacity</b>	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.
<b>Fiscal Year</b>	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).
<b>Free Cash</b>	Remaining, unrestricted funds from operations of the previous fiscal year, certified annually by the Department of Revenue.
<b>GASB</b>	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.
<b>General Fund</b>	Fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.
<b>Local Receipts</b>	Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment earnings, and hotel tax.

<b>Long-Term Debt</b>	Community borrowing, or outstanding balance at any given time, of loans with an original maturity date of 12 months or more.
<b>Massachusetts Water Resources Authority (MWRA)</b>	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.
<b>New Growth</b>	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.
<b>Operating Budget</b>	A plan of proposed expenditure for personnel, supplies, and other expenses for the coming fiscal year.
<b>Other Post-Employment Benefits (OPEB)</b>	A form of deferred compensation which is <i>not</i> an integral part of a pension plan for an eligible retiree (i.e. healthcare).
<b>Overlay</b>	(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.
<b>Overlay Surplus</b>	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> ).
<b>Raise and Appropriate</b>	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.
<b>Recurring Revenue</b>	A source of money used to support municipal expenditures, which can be relied upon at some level in future years.
<b>Reserve Fund</b>	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.
<b>School Building Authority</b>	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.
<b>Sewer Enterprise Fund</b>	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 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, 2020 through June 30, 2021

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>114 MODERATOR</u></b>					
200	200	1	Elected Salary	200	200
\$ -	\$ -	2	Expenses	\$ 200	\$ 200
<b>\$ 200</b>	<b>\$ 200</b>		<b>Total Moderator Budget</b>	<b>\$ 400</b>	<b>\$ 400</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>122 SELECT BOARD</u></b>					
56,632	59,408		Full-Time Salaries	69,286	67,927
12,000	12,000		Elected Official Salaries	15,000	12,500
<b>\$ 68,632</b>	<b>\$ 71,408</b>	3	<b>Total Salaries</b>	<b>\$ 84,286</b>	<b>\$ 80,427</b>
9,863	7,000		Advertising	7,000	7,000
4,706	2,600		Printing Services	2,600	2,600
2,014	3,050		Other Purchased Services	5,050	4,000
527	1,200		Office Supplies	1,200	1,200
503	2,500		In State Travel	2,500	2,500
<b>17,613</b>	<b>16,350</b>	4	<b>Total Expenses</b>	<b>18,350</b>	<b>17,300</b>
<b>\$ 86,245</b>	<b>\$ 87,758</b>		<b>Total Select Board Budget</b>	<b>\$ 102,636</b>	<b>\$ 97,727</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>123 TOWN ADMINISTRATOR</u></b>					
350,355	330,540		Full-Time Salaries	340,901	339,781
59,071	60,298		Part-Time Salaries	62,660	61,431
7,859	12,000		Interns	12,000	7,500
766	-		Car Allowance	-	-
<b>\$ 418,051</b>	<b>\$ 402,838</b>	5	<b>Total Salaries</b>	<b>\$ 415,561</b>	<b>\$ 408,712</b>
5,544	2,800		Professional Services	2,800	2,800
13,469	8,000		Medical Services	8,000	8,000
6,738	3,000		Advertising	3,000	3,000
745	1,000		Printing Services	1,000	1,000
5,529	6,500		Office Supplies	6,500	6,500
2,967	3,000		In State Travel	3,000	2,000
3,071	3,500		Dues & Subscriptions	3,500	3,000
<b>38,063</b>	<b>27,800</b>	6	<b>Total Expenses</b>	<b>27,800</b>	<b>26,300</b>
<b>\$ 456,114</b>	<b>\$ 430,638</b>		<b>Total Town Administrator Budget</b>	<b>\$ 443,361</b>	<b>\$ 435,012</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>131 FINANCE &amp; ADVISORY BOARD</u></b>					
280	500	7	Expenses	500	500
<b>\$ 280</b>	<b>\$ 500</b>		<b>Total Finance &amp; Advisory Budget</b>	<b>\$ 500</b>	<b>\$ 500</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>132 RESERVE FUND</u></b>					
-	100,000	8	Expenses	125,000	110,000
\$ -	\$ 100,000		<b>Total Finance &amp; Advisory Budget</b>	\$ 125,000	\$ 110,000

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>135 Town Accountant</u></b>					
214,756	240,881		Full-Time Salaries	268,919	254,132
34,778	32,189		Part-Time Salaries	42,820	42,098
<b>249,534</b>	<b>273,070</b>	9	<b>Total Salaries</b>	<b>311,739</b>	<b>296,230</b>
3,917	6,700		Education & Training	7,500	7,500
4,192	800		Office Supplies	1,000	1,000
1,190	1,300		In State Travel	1,300	1,300
1,415	1,260		Dues & Subscriptions	1,260	1,260
-	-		Outside Services	9,750	9,750
<b>10,714</b>	<b>10,060</b>	10	<b>Total Expenses</b>	<b>20,810</b>	<b>20,810</b>
\$ 260,248	\$ 283,130		<b>Total Accounting Budget</b>	\$ 332,549	\$ 317,040

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>138 Purchasing/Procurement</u></b>					
-	40,000	11	Full-Time Salaries	43,650	42,823
-	5,000	12	Office Supplies	5,000	2,000
\$ -	\$ 45,000		<b>Total Purchasing/Procurement Budget</b>	\$ 48,650	\$ 44,823

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>141 ASSESSOR'S</u></b>					
136,385	138,031		Full-Time Salaries	142,627	146,660
3,200	3,600		Elected Salaries	3,600	3,600
\$ 139,585	\$ 141,631	13	<b>Total Salaries</b>	\$ 146,227	\$ 150,260
1,861	1,500		Education & Training	1,500	1,500
1,000	1,000		Data Processing	1,000	1,000
-	15,000		Outside Services	2,000	-
666	200		In State Travel	200	200
953	1,500		Dues & Subscriptions	1,500	1,500
<b>4,480</b>	<b>19,200</b>	14	<b>Total Expenses</b>	<b>6,200</b>	<b>4,200</b>
\$ 144,064	\$ 160,831		<b>Total Assessor's Budget</b>	\$ 152,427	\$ 154,460

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>145 TREASURER/COLLECTOR</u></b>					
241,137	229,660		Full-Time Salaries	248,751	241,697
33,256	30,320		Part-Time Salaries	32,140	32,086
<b>274,392</b>	<b>259,980</b>	<b>15</b>	<b>Total Salaries</b>	<b>280,891</b>	<b>273,783</b>
-	100		Repairs & Maintenance	828	200
46,605	17,500		Legal Services	17,500	15,000
332	1,200		Advertising	1,200	1,200
2,341	3,100		Printing Services	2,700	2,700
3,679	85,000		Other Purchased Services	85,000	80,000
1,170	1,760		In State Travel	1,760	1,760
355	355		Dues & Subscriptions	355	355
<b>54,481</b>	<b>109,015</b>	<b>16</b>	<b>Total Expenses</b>	<b>109,343</b>	<b>101,215</b>
<b>\$ 328,874</b>	<b>\$ 368,995</b>		<b>Total Treasurer/Collector Budget</b>	<b>\$ 390,234</b>	<b>\$ 374,998</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>151 Town Counsel</u></b>					
220,507	125,000	17	Town Counsel Contract Expense	125,000	110,000
<b>\$ 220,507</b>	<b>\$ 125,000</b>		<b>Total Law Budget</b>	<b>\$ 125,000</b>	<b>\$ 110,000</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>155 GIS/MIS</u></b>					
162,007	165,276		Full-Time Salaries	170,128	166,792
<b>162,007</b>	<b>165,276</b>	<b>18</b>	<b>Total Salaries</b>	<b>170,128</b>	<b>166,792</b>
137,300	140,653		Computer Equipment Maintenance	149,150	162,653
35	6,000		Data Processing	6,000	6,000
16,706	18,000		Telephones	18,000	18,000
7,350	3,800		Cellphones	8,000	3,800
12,026	10,000		Printing & Copying	11,000	10,000
8,168	10,000		Data Processing Supplies	56,696	10,000
-	2,400		Dues & Subscriptions	2,400	2,400
<b>181,585</b>	<b>190,853</b>	<b>19</b>	<b>Total Expense</b>	<b>251,246</b>	<b>212,853</b>
<b>\$ 343,593</b>	<b>\$ 356,129</b>		<b>Total Technology Budget</b>	<b>\$ 421,374</b>	<b>\$ 379,645</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>161 TOWN CLERK</u></b>					
-	33,749		Full-Time Salaries	36,663	38,445
-	800		Ex-Officio	800	800
15,635	80,958		Part Time Salaries	103,975	106,220
73,654	80,110		Elected Salaries	84,193	80,495
<b>\$ 89,289</b>	<b>\$ 195,617</b>	<b>20</b>	<b>Total Salaries</b>	<b>\$ 225,631</b>	<b>\$ 225,960</b>
372	2,600		Repairs & Maintenance	2,700	2,600
175	3,100		Professional Services	4,500	3,100
676	10,600		Printing Services	10,000	10,600
355	1,500		Other Purchased Services	2,000	1,500
1,134	1,300		Office Supplies	1,500	1,300
339	1,500		In State Travel	1,500	1,500
370	400		Dues & Subscriptions	400	400
<b>3,420</b>	<b>21,000</b>	<b>21</b>	<b>Total Expenses</b>	<b>22,600</b>	<b>21,000</b>
<b>\$ 92,709</b>	<b>\$ 216,617</b>		<b>Total Clerk Budget</b>	<b>\$ 248,231</b>	<b>\$ 246,960</b>
<b><u>162 ELECTIONS</u></b>					
7,866	-		Full-Time Salaries	-	-
82,488	-		Part-Time Salaries	-	-
886	-		Elected Salaries	-	-
881	-		Overtime	-	-
733	-		Ex-Officio	-	-
<b>\$ 92,853</b>	<b>\$ -</b>		<b>Total Salaries</b>	<b>\$ -</b>	<b>\$ -</b>
2,829	-		Repairs & Maintenance	-	-
4,313	-		Professional Services	-	-
8,409	-		Printing Services	-	-
1,572	-		Other Purchased Services	-	-
420	-		Office Supplies	-	-
<b>17,543</b>	<b>-</b>		<b>Total Expenses</b>	<b>-</b>	<b>-</b>
<b>\$ 110,396</b>	<b>\$ -</b>		<b>Total Clerk Budget</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>182 Planning Bd/BOA/Conserv.</u></b>					
55,682	65,181		Part-Time Salaries	69,235	72,253
<b>55,682</b>	<b>65,181</b>	<b>22</b>	<b>Total Salaries</b>	<b>69,235</b>	<b>72,253</b>
-	100		Car Allowance	100	-
1,438	860		Education & Training	705	960
2,051	1,000		Advertising	1,000	1,000
1,132	1,250		Printing Services	1,250	1,250
-	2,465		Office Supplies	3,450	2,465
791	574		Dues	575	574
<b>5,412</b>	<b>6,249</b>	<b>23</b>	<b>Total Expenses</b>	<b>7,080</b>	<b>6,249</b>
<b>\$ 61,095</b>	<b>\$ 71,430</b>		<b>Total IPLN/CONS/ ZBA Budget</b>	<b>\$ 76,315</b>	<b>\$ 78,502</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>185 PLANNING &amp; COMMUNITY DEV.</u></b>					
81,604	81,479		Full-Time Salaries	115,625	85,646
<b>81,604</b>	<b>81,479</b>	<b>24</b>	<b>Total Salaries</b>	<b>115,625</b>	<b>85,646</b>
11,700	31,700		Professional Services	32,400	31,700
170	1,000		Education & Training	500	1,000
993	1,020		Office Supplies	1,000	1,020
1,069	1,020		In State Travel	1,750	1,020
1,341	1,000		Dues	750	1,000
<b>15,273</b>	<b>35,740</b>	<b>25</b>	<b>Total Expenses</b>	<b>36,400</b>	<b>35,740</b>
<b>\$ 96,878</b>	<b>\$ 117,219</b>		<b>Total Planning Budget</b>	<b>\$ 152,025</b>	<b>\$ 121,386</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>192 PUBLIC PROPERTY MAINTENANCE</u></b>					
-	226,032		Full-Time Salaries	226,802	186,688
21,381	-		Part-Time Salaries	-	-
<b>21,381</b>	<b>226,032</b>	<b>26</b>	<b>Total Salaries</b>	<b>226,802</b>	<b>186,688</b>
43,792	42,134		Electric	42,134	33,500
16,164	15,000		Gas	15,000	15,000
-	1,000		Heating	1,000	1,000
22,096	122,000		Repairs & Maintenance	122,000	100,000
12,994	7,770		Custodial Supplies	7,770	7,770
<b>\$ 95,046</b>	<b>\$ 187,904</b>	<b>27</b>	<b>Total Expenses</b>	<b>\$ 187,904</b>	<b>\$ 157,270</b>
<b>\$ 116,427</b>	<b>\$ 413,936</b>		<b>Total Budget - Public Property Maintenance</b>	<b>\$ 414,706</b>	<b>\$ 343,958</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>210 POLICE DEPARTMENT</u></b>					
3,293,202	3,803,252		Full-Time Salaries	4,012,950	3,807,587
82,938	94,382		Part-Time Salaries	124,324	115,190
388,581	360,000		Overtime	370,000	360,000
30,995	35,000		OT Train	35,000	35,000
52,193	62,882		Court	64,140	64,140
23,608	22,200		Uniform & Clothing Allowance	24,000	22,400
<b>3,871,517</b>	<b>4,377,716</b>	<b>28</b>	<b>Total Salaries</b>	<b>4,630,414</b>	<b>4,404,317</b>
60,327	70,224		Electric	65,000	65,000
34,309	30,000		Gas	34,000	30,000
55,980	21,250		Repairs & Maintenance	21,250	21,250
15,000	-		HVAC Equipment Maintenance	-	-
8,398	14,500		Professional Services	17,375	14,500
-	12,000		Education & Training	-	12,000
-	200		Advertising	200	200
13,776	27,500		Tuition	27,000	27,500
13,252	11,500		Telephone	14,000	11,500
6,868	5,500		Other Purchased Services	5,500	5,500
11,348	13,000		Office Supplies	13,000	13,000
5,509	6,500		Maintenance Supplies	5,500	6,500
652	1,000		Food Service Supplies	1,000	1,000
1,180	5,000		Educational Supplies	5,000	5,000
43,536	57,500		Public Safety	40,500	37,500
36,893	38,000		Uniform & Clothing Expense	51,900	38,000
4,994	4,000		In State Travel	10,000	4,000
12,880	11,290		Dues & Subscriptions	11,290	11,290
7,200	7,200		Ballistic Body Armor	13,600	7,200
<b>332,100</b>	<b>336,164</b>	<b>29</b>	<b>Total Expenses</b>	<b>336,115</b>	<b>310,940</b>
-	145,000	<b>30</b>	Police Vehicles (Purchased w/FY21 CIP)	145,000	
<b>\$ 4,203,617</b>	<b>\$ 4,858,880</b>		<b>Total Police Budget</b>	<b>\$ 5,111,529</b>	<b>\$ 4,715,257</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>211 TRAFFIC DIRECTORS</u></b>					
134,703	150,606		Part-Time Salaries	153,081	150,606
<b>134,703</b>	<b>150,606</b>	<b>31</b>	<b>Total Salaries</b>	<b>153,081</b>	<b>150,606</b>
2,272	4,500		Uniform & Clothing Expense	6,500	4,500
<b>2,272</b>	<b>4,500</b>	<b>32</b>	<b>Total Expenses</b>	<b>6,500</b>	<b>4,500</b>
<b>\$ 136,975</b>	<b>\$ 155,106</b>		<b>Total Traffic Budget</b>	<b>\$ 159,581</b>	<b>\$ 155,106</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>212 Dispatch</u></b>					
327,643	365,739		Full-Time Salaries	374,965	384,572
4,713	13,000		Part-Time Salaries	13,000	13,000
74,781	70,000		Overtime	70,000	70,000
3,944	8,750		Holiday Differential	8,750	8,750
<b>411,081</b>	<b>457,489</b>	<b>33</b>	<b>Total Salaries</b>	<b>466,715</b>	<b>476,322</b>
15,929	13,500		Repairs & Maintenance	14,500	13,500
593	2,500		Education & Training	2,500	2,500
155	200		Telephone	200	200
372	450		Office Supplies	450	450
1,486	4,000		Uniform & Clothing Expense	4,000	4,000
205	200		In State Travel	200	200
217	400		Dues & Subscriptions	400	400
-	13,200		Portable Radios	13,200	8,800
<b>18,956</b>	<b>34,450</b>	<b>34</b>	<b>Total Expenses</b>	<b>35,450</b>	<b>30,050</b>
<b>\$ 430,037</b>	<b>\$ 491,939</b>		<b>Total Dispatch Budget</b>	<b>\$ 502,165</b>	<b>\$ 506,372</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>220 FIRE DEPARTMENT</u></b>					
2,703,330	3,016,799		Full-Time Salaries	3,200,386	3,113,684
4,850	10,000		Part-Time Salaries	10,000	10,000
343,291	265,000		Overtime	305,000	265,000
<u>13,533</u>	<u>20,000</u>		Mutual Aid Callback	<u>20,000</u>	<u>20,000</u>
<b>3,065,004</b>	<b>3,311,799</b>	<b>35</b>	<b>Total Salaries</b>	<b>3,535,386</b>	<b>3,408,684</b>
16,282	22,982		Electric	22,982	16,500
13,597	13,000		Gas	13,000	13,000
27,670	21,000		Repair	21,000	21,000
26,954	22,500		Public Safety Services	33,100	22,500
12,089	8,000		Organizational Development	18,000	8,000
2,360	3,000		Office Supplies	3,000	3,000
4,334	5,000		Maintenance Supplies	5,000	5,000
5,640	5,000		Custodial Supplies	5,000	5,000
61,685	55,000		Vehicle Supplies	60,000	55,000
40,497	25,000		Public Safety	45,000	25,000
9,669	7,500		Uniform & Clothing	7,500	7,500
16,849	22,100		Safety Equipment	22,100	22,100
21,218	24,000		FD Turnout Gear	27,000	21,000
<u>6,475</u>	<u>6,000</u>		Dues & Subscriptions	<u>6,000</u>	<u>6,000</u>
<b>265,319</b>	<b>240,082</b>	<b>36</b>	<b>Total Expenses</b>	<b>288,682</b>	<b>230,600</b>
<b>\$ 3,330,323</b>	<b>\$ 3,551,881</b>		<b>Total Fire Budget</b>	<b>\$ 3,824,068</b>	<b>\$ 3,639,284</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>241 BUILDING INSPECTION SERVICES</u></b>					
155,174	185,868		Full-Time Salaries	195,182	199,493
56,430	59,492		Part-Time Salaries	59,603	59,603
<u>3,170</u>	<u>6,300</u>		Car Allowance	<u>6,300</u>	<u>6,300</u>
<b>214,774</b>	<b>251,660</b>	<b>37</b>	<b>Total Salaries</b>	<b>261,085</b>	<b>265,396</b>
220	3,000		Education & Training	3,000	3,000
2,406	5,000		Public Safety Services	5,000	5,000
1,697	3,000		Office Supplies	3,000	3,000
11	500		In State Travel	500	500
<u>1,076</u>	<u>-</u>		Dues & Subscriptions	<u>-</u>	<u>-</u>
<b>5,410</b>	<b>11,500</b>	<b>38</b>	<b>Total Expenses</b>	<b>11,500</b>	<b>11,500</b>
<b>\$ 220,184</b>	<b>\$ 263,160</b>		<b>Total Building Budget</b>	<b>\$ 272,585</b>	<b>\$ 276,896</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>291 EMERGENCY MANAGEMENT</u></b>					
<u>1,885</u>	<u>2,000</u>		Part-Time Salaries	<u>5,000</u>	<u>2,000</u>
<b>1,885</b>	<b>2,000</b>	<b>39</b>	<b>Total Salaries</b>	<b>5,000</b>	<b>2,000</b>
-	9,500		Emergency Preparedness Supplies	9,500	5,000
<u>-</u>	<u>9,500</u>	<b>40</b>	<b>Total Expenses</b>	<b>9,500</b>	<b>5,000</b>
<b>1,885</b>	<b>11,500</b>		<b>Total Emergency Management Budget</b>	<b>14,500</b>	<b>7,000</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>Schools</u></b>					
<b>28,916,729</b>	<b>30,291,726</b>	<b>41</b>	<b>300 PUBLIC SCHOOLS TOTAL BUDGET</b>	<b>31,791,726</b>	<b>31,466,726</b>
<b>\$ 135,754</b>	<b>\$ 174,000</b>		397 ESSEX NORTH SHORE AGRICULTURAL	<b>\$ 179,000</b>	<b>\$ 185,000</b>
<b>\$ 39,832</b>	<b>\$ -</b>		398 MINUTEMAN REGIONAL	<b>\$ 40,000</b>	<b>\$ -</b>
<b>\$ 970,535</b>	<b>\$ 979,474</b>		399 NORTHEAST VOCATIONAL	<b>\$ 1,089,900</b>	<b>\$ 1,302,904</b>
<b>\$ 1,146,121</b>	<b>\$ 1,153,474</b>	<b>42</b>	<b>TOTAL REG VOCATIONAL SCHOOL</b>	<b>\$ 1,308,900</b>	<b>\$ 1,487,904</b>
<b>\$ 30,062,850</b>	<b>\$ 31,445,200</b>		<b>TOTAL SCHOOLS</b>	<b>\$ 33,100,626</b>	<b>\$ 32,954,630</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>Public Works</u></b>					
<b><u>400 DPW Administration</u></b>					
768,484	950,338		Full-Time Salaries	995,419	978,904
36,760	44,200		Part-Time Salaries	48,500	48,500
<u>39,887</u>	<u>30,000</u>		Overtime	<u>55,000</u>	<u>45,000</u>
<b>\$ 845,131</b>	<b>\$ 1,024,538</b>	<b>43</b>	<b>Total Salaries</b>	<b>\$ 1,098,919</b>	<b>\$ 1,072,404</b>
14,634	15,322		Electric	15,322	14,700
-	1,000		Gas	1,000	1,000
3,284	5,000		Heating Oil	5,000	5,000
118,434	121,000		Repairs & Maintenance	121,000	121,000
-	500		Rentals & Leases	1,500	500
9,969	10,000		Public Safety Services	10,000	10,000
262	2,000		Other Communications	2,000	2,000
59,936	55,000		Other Purchased Services	80,900	55,000
1,600	1,600		Office Supplies	1,600	1,600
1,501	1,000		Custodial Supplies	1,000	1,000
20,093	17,500		Groundskeeping Supplies	17,500	17,500
44,150	40,000		PW General Supplies	40,000	40,000
2,685	8,000		PW Signs	8,000	8,000
			Streets & Sidewalks Repairs		-
5,100	5,000		Uniform & Clothing Expenses	5,000	5,000
50	500		In State Travel	3,400	500
<u>487</u>	<u>500</u>		Dues & Subscriptions	<u>1,001</u>	<u>500</u>
<b>282,185</b>	<b>283,922</b>	<b>44</b>	<b>Total Expenses</b>	<b>314,223</b>	<b>283,300</b>
<b>\$ 1,127,316</b>	<b>\$ 1,308,460</b>		<b>TOTAL DPW ADMIN</b>	<b>\$ 1,413,142</b>	<b>\$ 1,355,704</b>
<b><u>423 DPW Snow &amp; Ice</u></b>					
12,404	10,000		Repairs & Maintenance	10,000	10,000
244,484	195,000		Snow Removal Contracts	205,000	205,000
-	1,000		Public Safety Services	1,000	1,000
-	1,000		Other Purchased Services	1,000	1,000
-	2,000		Groundskeeping Supplies	2,000	2,000
43,471	10,000		Vehicular Supplies	10,000	10,000
-	1,500		Food Service Supplies	1,500	1,500
<u>140,343</u>	<u>75,000</u>		Snow & Ice Supplies	<u>85,000</u>	<u>85,000</u>
<b>440,702</b>	<b>295,500</b>	<b>45</b>	<b>Total Expenses</b>	<b>315,500</b>	<b>315,500</b>
<b>\$ 440,702</b>	<b>\$ 295,500</b>		<b>TOTAL DPW Snow &amp; Ice</b>	<b>\$ 315,500</b>	<b>\$ 315,500</b>
<b><u>424 DPW Street Lighting</u></b>					
120,000	136,216		Electricity	136,216	133,000
<u>22,500</u>	<u>22,500</u>		Underground Street	<u>22,500</u>	<u>22,500</u>
<b>\$ 142,500</b>	<b>\$ 158,716</b>	<b>46</b>	<b>TOTAL DPW Snow &amp; Ice</b>	<b>\$ 158,716</b>	<b>\$ 155,500</b>
<b><u>433 DPW REFUSE</u></b>					
21,386	30,000		Overtime	30,000	20,000
<u>3,584</u>	<u>-</u>		Stevens Street Additional Hours	<u>-</u>	<u>-</u>
<b>\$ 24,970</b>	<b>\$ 30,000</b>	<b>47</b>	<b>Total Salaries</b>	<b>\$ 30,000</b>	<b>\$ 20,000</b>
<b>EXPENSES</b>					
78,023	70,000		Other Purchased Services	70,000	70,000
<u>500</u>	<u>500</u>		PW General Supplies	<u>500</u>	<u>500</u>
<b>78,523</b>	<b>70,500</b>	<b>48</b>	<b>Total Expenses</b>	<b>70,500</b>	<b>70,500</b>
<b>\$ 103,493</b>	<b>\$ 100,500</b>		<b>TOTAL DPW Refuse</b>	<b>\$ 100,500</b>	<b>\$ 90,500</b>

**490 DPW MOTOR VEHICLE**

12,562	19,152	Electricity	19,152	15,000
15,604	12,000	Gas	12,000	12,000
25,000	27,500	Repairs & Maintenance	32,500	27,500
216	500	Custodial Supplies	600	500
85,000	85,000	Vehicular Supplies	90,000	85,000
98,933	100,000	Vehicular Gasoline	100,000	100,000
<u>\$ 237,315</u>	<u>\$ 244,152</u>	<b>49 TOTAL DPW Motor Vehicle</b>	<u>\$ 254,252</u>	<u>\$ 240,000</u>

**491 DPW Cemetery**

129,205	198,430	Full-Time Salaries	200,851	199,382
19,961	20,000	Part-Time Salaries	20,000	20,000
15,230	10,000	Overtime	10,000	10,000
<u>\$ 164,397</u>	<u>\$ 228,430</u>	<b>50 Total Salaries</b>	<u>\$ 230,851</u>	<u>\$ 229,382</u>
588	670	Electric	670	670
1,924	1,800	Heating Oil	1,800	1,800
169	400	Repairs & Maintenance	400	400
-	50	Printing Services	50	50
1,922	6,500	Other Purchased Services	14,500	6,500
100	100	Office Supplies	100	100
-	50	Custodial Supplies	50	50
2,000	2,000	Groundskeeping Supplies	2,000	2,000
-	200	Food Service Supplies	200	200
4,865	5,000	PW General Supplies	5,000	5,000
<u>11,569</u>	<u>16,770</u>	<b>51 Total Expenses</b>	<u>24,770</u>	<u>16,770</u>
<u>\$ 175,965</u>	<u>\$ 245,200</u>	<b>TOTAL DPW Cemetery</b>	<u>\$ 255,621</u>	<u>\$ 246,152</u>
<u>\$ 2,227,290</u>	<u>\$ 2,352,528</u>	<b>Total Budget - DPW General Fund</b>	<u>\$ 2,497,732</u>	<u>\$ 2,403,357</u>

Actual FY'19	Approp. FY'20	It. No.	Department Requested FY'21	Administrator Recommended FY'21
<b><u>WAGES - Sewer</u></b>				
472,754	427,495		441,321	434,928
14,528	23,000		23,000	23,000
38,855	30,000		30,000	30,000
<b>\$ 526,136</b>	<b>\$ 480,495</b>	<b>52</b>	<b>\$ 494,321</b>	<b>\$ 487,928</b>
33,517	42,134		42,134	34,000
1,740	2,000		2,000	2,000
306	1,000		1,000	1,000
50,395	50,000		50,000	50,000
300	300		300	300
230	500		500	500
642	500		500	500
4,000	4,000		4,000	4,000
8,000	8,000		8,000	8,000
26,376	21,000		21,000	21,000
5,000	5,000		5,000	5,000
4,616,825	4,800,000		5,004,480	5,004,480
73,258	79,700		50,450	50,450
<b>4,820,588</b>	<b>5,014,134</b>	<b>53</b>	<b>5,189,364</b>	<b>5,181,230</b>
-	25,000	<b>54</b>	25,000	25,000
646,599	845,489	<b>55</b>	707,071	707,071
<b>\$ 5,467,187</b>	<b>\$ 5,884,623</b>		<b>\$ 5,921,435</b>	<b>\$ 5,913,301</b>
<b>\$ 5,993,324</b>	<b>\$ 6,365,118</b>		<b>\$ 6,415,756</b>	<b>\$ 6,401,229</b>
<b><u>WAGES - Water</u></b>				
413,403	391,183		400,788	396,505
14,724	23,000		23,000	23,000
34,348	50,000		50,000	50,000
<b>\$ 462,475</b>	<b>\$ 464,183</b>	<b>56</b>	<b>\$ 473,788</b>	<b>\$ 469,505</b>
191	3,447		3,447	1,500
6,398	7,000		7,000	7,000
35,571	45,000		45,000	45,000
37,595	40,000		40,000	40,000
-	1,000		1,000	1,000
4,000	4,000		4,000	4,000
-	100		100	100
50	1,000		1,000	1,000
20,010	-		25,000	95,379
2,000	2,000		2,000	2,000
500	500		500	500
171	400		400	400
2,462	9,000		9,000	9,000
20,000	20,000		20,000	20,000
-	500		500	500
68,097	70,000		70,000	70,000
3,162	5,000		5,000	5,000
3,105,808	3,200,000		3,150,000	3,150,000
7,184	10,000		10,000	10,000
349,186	311,186		486,786	486,786
<b>3,662,385</b>	<b>3,730,133</b>	<b>57</b>	<b>3,880,733</b>	<b>3,949,165</b>
-	25,000	<b>58</b>	25,000	25,000
-	-		-	-
610,796	749,915	<b>59</b>	669,527	669,527
<b>\$ 4,273,181</b>	<b>\$ 4,505,048</b>		<b>\$ 4,575,260</b>	<b>\$ 4,643,692</b>
<b>\$ 4,735,655</b>	<b>\$ 4,969,231</b>		<b>\$ 5,049,048</b>	<b>\$ 5,113,197</b>
<b>\$ 10,728,979</b>	<b>\$ 11,334,349</b>		<b>\$ 11,464,804</b>	<b>\$ 11,514,426</b>
<b>\$ 12,956,269</b>	<b>\$ 13,686,877</b>		<b>\$ 13,962,535</b>	<b>\$ 13,917,783</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>510 HEALTH DEPARTMENT</u></b>					
70,693	70,965		Full-Time Salaries	72,334	77,149
82,650	76,937		Part-Time Salaries	95,310	81,490
2,391	2,400		Car Allowance	2,400	2,400
<b>155,733</b>	<b>150,302</b>	<b>60</b>	<b>Total Salaries</b>	<b>170,044</b>	<b>161,039</b>
-	150		Repairs & Maintenance	150	150
34	500		Professional Services	500	500
-	150		Advertising	150	150
4,726	6,000		Public Safety Service	6,000	6,000
-	1,000		Printing Services	1,000	1,000
195	350		Office Supplies	350	350
7,504	10,400		Medical Supplies	10,400	5,400
1,056	2,350		Dues & Subscriptions	2,350	2,350
<b>13,515</b>	<b>20,900</b>	<b>61</b>	<b>Total Expenses</b>	<b>20,900</b>	<b>15,900</b>
<b>\$ 169,248</b>	<b>\$ 171,202</b>		<b>Total Health Budget</b>	<b>\$ 190,944</b>	<b>\$ 176,939</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>541 COUNCIL ON AGING</u></b>					
64,298	64,545		Full-Time Salaries	65,836	75,369
74,255	122,825		Part-Time Salaries	129,679	115,459
<b>138,553</b>	<b>187,370</b>	<b>62</b>	<b>Total Salaries</b>	<b>195,515</b>	<b>190,828</b>
19,155	23,621		Electric	21,621	18,200
6,762	4,000		Gas	2,000	2,000
15,109	5,000		Repair	3,500	3,500
1,387	1,500		Printing	1,500	1,500
1,117	1,130		Other Purchased Services	1,130	1,130
1,775	2,500		Office Supplies	2,500	2,500
1,971	2,000		Custodial Supplies	2,000	2,000
1,074	1,074		Dues & Subscriptions	1,074	1,074
<b>48,350</b>	<b>40,825</b>	<b>63</b>	<b>Total Expenses</b>	<b>35,325</b>	<b>31,904</b>
<b>\$ 186,902</b>	<b>\$ 228,195</b>		<b>Total Council on Aging Budget</b>	<b>\$ 230,840</b>	<b>\$ 222,732</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>542 RECREATION</u></b>					
76,934	78,775		Full-Time Salaries	86,953	78,775
<b>76,934</b>	<b>78,775</b>	<b>64</b>	<b>Total Salaries</b>	<b>86,953</b>	<b>78,775</b>
7,994	9,290		Other Purchased Services	12,390	5,000
<b>7,994</b>	<b>9,290</b>	<b>65</b>	<b>Total Expenses</b>	<b>12,390</b>	<b>5,000</b>
<b>\$ 84,928</b>	<b>\$ 88,065</b>		<b>Total Recreation Budget</b>	<b>\$ 99,343</b>	<b>\$ 83,775</b>

Actual FY'19	Approp. FY'20	It. No.	Department Requested FY'21	Administrator Recommended FY'21
<b><u>543 VETERANS' SERVICE</u></b>				
49,057	50,477		52,737	53,638
<b>49,057</b>	<b>50,477</b>	<b>66</b>	<b>52,737</b>	<b>53,638</b>
-	450		450	450
448	-		-	-
-	-		-	-
467	750		750	750
426	750		1,200	750
64,093	75,000		113,150	113,150
7,415	19,000		-	-
475	1,900		-	-
1,558	5,000		-	-
175	2,000		-	-
798	3,000		-	-
46,277	68,000		30,000	30,000
<b>122,133</b>	<b>175,850</b>	<b>67</b>	<b>145,550</b>	<b>145,100</b>
<b>\$ 171,190</b>	<b>\$ 226,327</b>		<b>\$ 198,287</b>	<b>\$ 198,738</b>

Actual FY'19	Approp. FY'20	It. No.	Department Requested FY'21	Administrator Recommended FY'21
<b><u>590 Prevention and Outreach</u></b>				
66,046	67,626		135,897	67,626
			35,869	-
<b>66,046</b>	<b>67,626</b>	<b>68</b>	<b>171,766</b>	<b>67,626</b>
1,062	900		900	900
620	600		600	600
1,376	3,500		3,500	2,000
1,090	1,000		14,000	1,000
<b>4,148</b>	<b>6,000</b>	<b>69</b>	<b>19,000</b>	<b>4,500</b>
<b>\$ 70,194</b>	<b>\$ 73,626</b>		<b>\$ 190,766</b>	<b>\$ 72,126</b>

Actual FY'19	Approp. FY'20	It. No.	Department Requested FY'21	Administrator Recommended FY'21
<b><u>610 LIBRARY</u></b>				
464,249	539,987		549,562	534,035
136,896	114,410		161,417	111,766
-	6,500		6,500	6,500
<b>601,145</b>	<b>660,897</b>	<b>70</b>	<b>717,479</b>	<b>652,301</b>
29,120	37,666		37,666	32,000
13,739	14,000		14,000	14,000
23,763	25,000		30,000	25,000
300	1,000		3,000	1,000
-	240		240	240
3,045	3,500		5,000	3,500
2,885	3,200		3,400	3,200
50,142	50,000		65,000	50,000
<b>122,994</b>	<b>134,606</b>	<b>71</b>	<b>158,306</b>	<b>128,940</b>
132,046	137,500	<b>72</b>	154,000	138,000
<b>\$ 856,185</b>	<b>\$ 933,003</b>		<b>\$ 1,029,785</b>	<b>\$ 919,241</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>631 ARENA</u></b>					
114,444	188,090		Full-Time Salaries	186,778	170,310
76,924	66,211		Part-Time Salaries	72,570	72,564
<b>191,369</b>	<b>254,301</b>	<b>73</b>	<b>Total Salaries</b>	<b>259,348</b>	<b>242,874</b>
136,660	185,136		Electric	185,136	152,000
26,130	38,000		Natural Gas	38,000	38,000
400	-		Water	-	-
43,155	25,000		Repairs & Maintenance	25,000	25,000
7,011	2,400		Other Property Service	2,400	2,400
24,433	7,400		Other Purchased Services	7,400	7,400
5,779	500		Office Supplies	600	500
7,816	8,000		Maintenance Supplies	10,000	8,000
4,912	3,000		Custodial Supplies	4,000	3,000
11,368	500		Vehicle Supplies	500	500
242	300		Medical Supplies	1,500	300
150	150		Dues & Subscription	175	150
<b>268,056</b>	<b>270,386</b>	<b>74</b>	<b>Total Expenses</b>	<b>274,711</b>	<b>237,250</b>
<b>\$ 459,424</b>	<b>\$ 524,687</b>		<b>Total Arena Budget</b>	<b>\$ 534,059</b>	<b>\$ 480,124</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>Maturing Debt</u></b>					
<b><u>DEBT SERVICE (P&amp;I)</u></b>					
3,565,000	3,235,000		710 Principal	3,425,000	3,425,000
1,023,541	968,459		750 Interest	779,276	779,276
<b>\$ 4,588,541</b>	<b>\$ 4,203,459</b>	<b>75</b>	<b>Tot. Budget-Non-Sewer Debt Serv.</b>	<b>\$ 4,204,276</b>	<b>\$ 4,204,276</b>

<b><u>911 Contributory Pension</u></b>					
6,411,467	6,611,111		Contributory Pension Expense	6,832,347	6,832,347
<b>\$ 6,411,467</b>	<b>\$ 6,611,111</b>	<b>76</b>	<b>Tot. Budget-Non-Sewer Debt Serv.</b>	<b>\$ 6,832,347</b>	<b>\$ 6,832,347</b>

<b><u>912 Health Insurance</u></b>					
208,669	413,000		Medicare Part B Surcharge	413,000	425,000
11,175	8,500		Flex Spending Enroll Fee	8,500	8,500
7,402,302	7,662,848		Health Insurance	8,053,300	7,950,558
249,998	300,000		Health Reimbursement Account	350,000	350,000
<b>7,872,144</b>	<b>8,384,348</b>	<b>77</b>	<b>Total Health Insurance Budget</b>	<b>8,824,800</b>	<b>8,734,058</b>

Actual FY'19	Approp. FY'20	It. No.		Department Requested FY'21	Administrator Recommended FY'21
<b><u>919 UNCLASSIFIED</u></b>					
24,395	125,000	78	Other Salaries	192,160	192,160
241,733	250,000	79	Workers Compensation	329,688	329,688
16,376	20,000	80	Unemployment Payments	20,000	20,000
33,311	50,000	81	Life Insurance	51,500	51,500
534,799	560,000	82	Medicare Tax	580,000	580,000
70,653	65,000	83	Fire & Police Injured on Duty	82,400	82,400
-	5,000	84	FD & PD IOD R/X & MED Coverage	5,000	5,000
81,035	85,000	85	Annual Audit/OPEB Study	85,000	77,000
71,579	63,000	86	Postage	65,000	65,000
554,528	565,000	87	Multi Peril/Liability/Auto	448,413	448,413
39,977	20,000	88	UNCLASSIFIED	15,000	7,800
467,000	75,000	89	Trash Subsidy	100,000	120,000
<b>\$ 2,135,388</b>	<b>\$ 1,883,000</b>		<b>Total Unclassified Budget</b>	<b>\$ 1,974,160</b>	<b>\$ 1,978,960</b>
<b><u>920 NON-DEPARTMENTAL</u></b>					
1,485,000	25,000	90	Stabilization	319,500	319,500
25,000	25,000	91	Capital Stabilization	183,500	183,500
5,260	5,200	92	Mass Municipal Association	5,200	5,200
-	400	93	Veterans Graves	400	400
2,952	3,400	94	Historical Commission	9,800	3,400
7,198	8,000	95	Memorial Day Parade	8,000	8,000
40,000	40,000	96	MVES-Resident Coordinator	40,000	40,000
<b>\$ 1,565,410</b>	<b>\$ 107,000</b>		<b>Total Unclassified Budget</b>	<b>\$ 566,400</b>	<b>\$ 560,000</b>
<b><u>950 OPEB</u></b>					
50,000	50,000		OPEB Expense	100,000	100,000
<b>\$ 50,000</b>	<b>\$ 50,000</b>	97	<b>Total OPEB</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>\$ 67,551,815</b>	<b>\$ 69,391,603</b>		<b>TOTAL FY2021 GENERAL FUND BUDGET</b>	<b>\$ 73,492,200</b>	<b>\$ 72,036,629</b>
1,814,909	1,920,476		State Assessments	2,386,538	2,386,538
25,050	26,437		Offsets	26,808	26,808
198,810	220,000		Overlay Reserve	200,000	200,000
<b>\$ 2,038,769</b>	<b>\$ 2,166,913</b>		<b>Total Other Budget Items</b>	<b>\$ 2,613,346</b>	<b>\$ 2,613,346</b>
<b>\$ 69,590,584</b>	<b>\$ 71,558,516</b>		<b>Grand Total FY2020 Budget</b>	<b>\$ 76,105,546</b>	<b>\$ 74,649,975</b>
<b>\$ 10,728,979</b>	<b>\$ 11,334,349</b>		<b>TOTAL WATER &amp; SEWER BUDGET</b>	<b>\$ 11,464,804</b>	<b>\$ 11,514,426</b>

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