

TOWN OF STONEHAM



Proposed Operating Budget and Capital Improvement Plan

Fiscal Year 2022

July 1, 2021 to June 30, 2022



Prepared by

Town Administrator, Town Accountant, & Town Wide Budget Director

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Stoneham

Massachusetts

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Town of Stoneham, Massachusetts**, for its Annual Budget for the fiscal year beginning **July 1, 2020**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

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

TOWN OF STONEHAM

Town Administrator

February 19, 2021
Annual Budget Recommendation
Fiscal Year 2022



Dear Honorable Select Board,

I am pleased to present you the Town Administrator's Proposed Budget for the Town of Stoneham for Fiscal Year 2022. The Town Accountant's Office and I have been working with the department heads and Town Leadership to prepare this proposal since October 2020, with the five year forecast and budget process initiated at the Tri Board meeting of the Select Board, School Committee, and Finance and Advisory Board.

During this challenging time, I am grateful for all the time and commitment that these three Boards have put into the most recent budget cycles. The Tri Board meetings the past few years have allowed for improved communication and understanding from all involved. Due to the virtual environment, size of the three committees, and in cooperation with the Select Board and School Committee, the Finance and Advisory Board held a series of interviews with Department Heads to better understand ongoing budget challenges as well as the impacts of COVID-19 on departmental operations. These meetings can be viewed on stonehamtv.org.

I would be remiss if I did not mention that this year's budget process was led by the newly created position of the Town Wide Budget Director. This shared position between Town and Schools is just one additional step taken this past year to increase communication and collaboration in Town government. As a result of these collaborative approaches, the Town Leadership believes that this year's budget proposal as presented sustains existing service levels for all departments while maintaining the stable financial standing of the Town in a very uncertain fiscal environment.

Budget Highlights

The Fiscal Year 2021 Town Administrator's budget was completely upended by the COVID 19 outbreak and shutdown in March of 2020. Through the partnership of many stakeholders, the Town was able to adjust in a timely fashion and adopt a revised budget to address the financial realities at that time. The Fiscal Year 2022 budget is the first step towards stabilizing our fiscal position and expectations as we continue to be more optimistic about our future.

The financial forecast presentation in October of 2020 predicted a deficit for FY2022 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 uncertainty in projected local receipts and state aid further challenged the development of the FY2022 budget. The Town Accountant and Town Wide Budget Director presented guidelines to departments for developing their FY2022 budgets to address these challenges. The guidelines requested departments to level fund their budgets in line with their FY2021 budgets.

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 2022 Budget Highlights

As required by law, this budget is **structurally balanced**. The budget consists of total anticipated expenditures of \$73.8 million which is an overall increase of 2.8% from FY2021. The General Government budget, which includes Public Safety, Public Works, and Public Services and excludes shared services like pension, health insurance, and vocational education, increased by 2.9% (this percentage increase does not include the additional 53rd pay period in FY2022 or the \$40,000 increase in the Assessor's budget which is being funded by the overlay). The proposed Education operating budget is an increase of 2.78% from FY2021, which results in a combined Education/Town operating budget increase of 3.38%.

An increase in shared costs related to Health Insurance (\$500K), Northeast Vocational School (\$125K), aggressive pension schedule (\$606K), continued contractual increases in property and casualty insurance, and workers compensation insurance continue to put significant pressure on the town's budget in Fiscal Year 2022. 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 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 \$820,000 for a new Fire Engine, \$64,000 for MS4 Drainage compliance, \$25,000 for a design study for the Ice Arena lower roof, \$21,505 to rebuild the 9th hole at Unicorn Golf Course, and \$100,000 dedicated to streets and sidewalks repairs. These are positive steps in the right direction and I look forward to continuing to protect and preserve our infrastructure.

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,

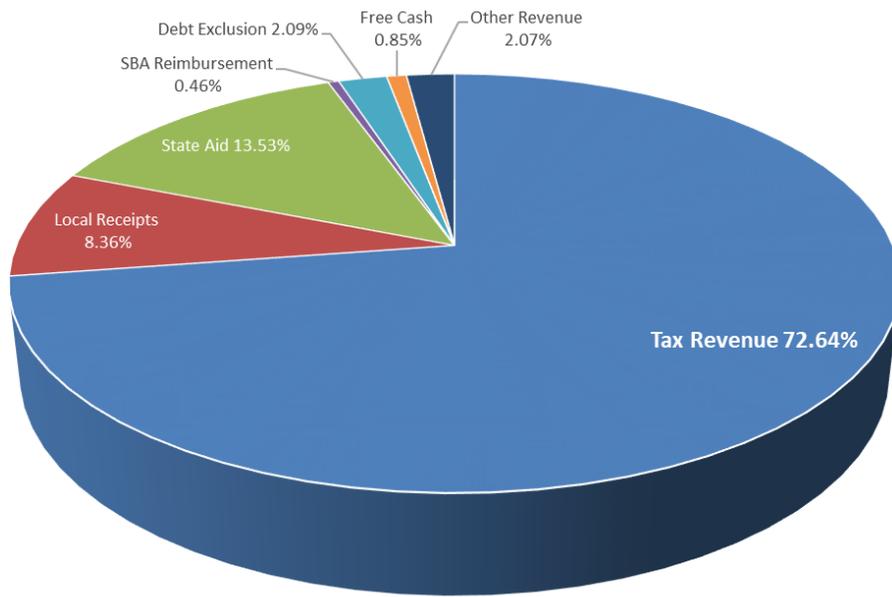


Dennis J. Sheehan
Town Administrator

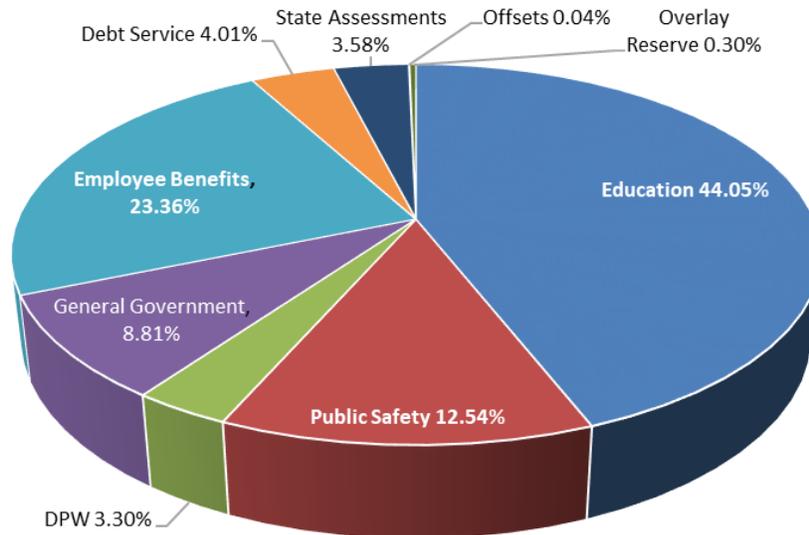
Town of Stoneham
Summary of Revenues and Expenditures
July 1, 2021

	APPROVED TAX RATE FY21	DEPARTMENT REQUEST FY22	ADMINISTRATOR RECOMMENDED FY22
I. REVENUES			
TAX LEVY	51,765,771	53,671,242	53,671,242
DEBT EXCLUSION	1,914,125	1,542,622	1,542,622
NEW GROWTH	596,416	450,000	450,000
SUBTOTAL	54,276,312	55,663,864	55,663,864
LOCAL RECEIPTS	5,450,000	6,175,000	6,175,000
MSBA REIMBURSEMENT	1,148,092	341,826	341,826
EST CHERRY SHEET	9,824,563	9,992,887	9,992,887
FREE CASH	-	-	-
INTERGOVERNMENTAL	959,066	1,039,766	1,039,766
SUBTOTAL	17,381,721	17,549,479	17,549,479
TOTAL REVENUE	71,658,033	73,213,342	73,213,342
II. EXPENSES			
TOWN BUDGETS	16,647,797	17,868,151	17,394,803
SCHOOL BUDGET	30,126,729	31,540,480	30,963,029
VOCATIONAL SCHOOL	1,445,229	1,570,229	1,570,229
SHARED EXPENSES			
HEALTH INSURANCE	8,322,140	8,822,472	8,822,472
RETIREMENT	6,273,630	6,880,229	6,880,229
MEDICARE	550,000	575,000	575,000
PROPERTY & CASUALTY INSURANCE	529,147	554,147	554,147
WORKER'S COMPENSATION	365,267	420,057	420,057
UNCOMPENSATED BALANCES	-	-	-
RESERVE FUND	125,000	125,000	125,000
DEBT	4,154,276	2,964,572	2,964,572
TOWN AUDIT	78,800	85,000	85,000
CAPITAL STABILIZATION(Non Operational)	183,500	203,037	203,037
STABILIZATION (Non Operational)	319,500	327,173	327,173
OPEB TRUST FUND(Non Operational)	100,000	100,000	100,000
OVERLAY PROVISIONS	215,475	225,000	225,000
ASSESSMENTS/OFFSETS	2,441,412	2,673,804	2,673,804
STM		-	-
AMOUNT RAISED ON TAX RATE			
PRINCIPLE PAYMENT			
TAX TITLE		-	-
TOTAL EXPENSES	71,877,902	74,934,351	73,883,552
BALANCE AVAILABLE	(219,869)	(1,721,008)	(670,210)
ONE TIME REVENUES			
FREE CASH	603,000	630,210	630,210
OVERLAY SURPLUS		40,000	40,000
EXCESS/(DEFICIT)	383,131	(1,050,798)	(0)
ENTERPRISE FUNDS			
WATER RECEIPTS	4,483,458	5,301,606	5,301,606
SEWER RECEIPTS	6,203,334	6,858,756	6,858,756
SEWER EXPENSES	6,203,334	6,858,756	6,858,756
WATER EXPENSES	4,483,458	5,301,606	5,301,606
TOTAL BUDGET	82,564,694	87,094,712	86,043,914

FY2022 GENERAL FUND REVENUE \$73,883,552



FY2022 GENERAL FUND EXPENDITURES \$73,883,552



Fiscal 2022 Budget Appropriation by Fund

	General Fund	Enterprise Fund	Capital Fund	Total
Revenues				
Bond Proceeds			1,030,505	1,030,505
Debt Exclusion	1,542,622			1,542,622
Free Cash	630,210	650,000		1,280,210
Local Receipts	6,175,000			6,175,000
Other Revenue	1,529,765			1,529,765
SBA Reimbursement	341,826			341,826
State Aid	9,992,887			9,992,887
Tax Revenue	53,671,242			53,671,242
User Fees		11,510,362		11,510,362
Total Revenues	73,883,552	12,160,362	1,030,505	87,074,419
Expenditures				
Capital Outlay		-	1,030,505	1,030,505
Debt Service	2,964,572	447,486		3,412,058
Direct Cost		1,421,526		1,421,526
DPW	2,438,125			2,438,125
Education	32,533,258			32,533,258
Employee Benefits	17,251,904			17,251,904
General Government	6,532,250			6,532,250
Indirect Cost		1,039,766		1,039,766
MWRA		9,201,584		9,201,584
Offsets	32,169			32,169
Overlay Reserves	225,000			225,000
Public Safety	9,264,639			9,264,639
Reserve		50,000		50,000
State Assessments	2,641,635			2,641,635
Total Expenditures	73,883,552	12,160,362	1,030,505	87,074,419
Available Appropriated Funds	-	-	-	-
Excess/Deficit	(0)	-	-	(0)

Five Year Forecast – Presented November 18, 2020

	FY21 - TM Adopted	FY22 Estimate	FY23 Estimate	FY24 Estimate	FY25 Estimate	FY26 Estimate
REVENUES						
Property Taxes	51,765,771	53,671,242	55,423,023	57,218,598	59,059,063	60,945,540
New Growth	596,416	400,000	400,000	400,000	400,000	400,000
Debt Exclusion	1,914,125	1,542,622	1,425,274	1,258,050	1,257,450	1,260,450
TOTAL TAX REVENUE	54,276,312	55,613,864	57,248,297	58,876,648	60,716,513	62,605,990
Local Receipts	5,450,000	5,450,000	5,475,000	5,500,000	5,525,000	5,550,000
State Aid	9,932,509	9,932,509	10,031,834	10,132,152	10,233,474	10,335,809
Free Cash/Overlay Surplus	603,000	630,210	600,000	600,000	600,000	600,000
Water & Sewer Indirects	959,066	968,657	978,343	988,127	998,008	1,007,988
MSBA Reimbursement	1,148,092	341,826	341,826		-	-
TOTAL REVENUE	72,368,979	72,937,065	74,675,300	76,096,927	78,072,995	80,099,787
Expenses						
Base Operating Expense	49,867,972	51,114,671	52,392,538	53,702,352	55,313,422	56,972,825
Group Health	8,322,140	8,738,247	9,175,159	9,633,917	10,115,613	10,621,394
Contributory Pension	6,273,630	6,880,189	7,118,244	7,364,535	7,619,348	7,882,977
Debt Service - CIP	4,154,276	2,912,188	2,835,647	2,263,434	2,079,063	1,998,987
OPEB/Capital Stabilization/Stabilization	603,000	630,210	600,000	600,000	600,000	600,000
Non Appropriated Expenses	2,778,255	3,056,081	3,086,641	3,117,508	3,148,683	3,180,170
TOTAL EXPENSES	71,999,273	73,331,585	75,208,229	76,681,745	78,876,128	81,256,352
SURPLUS (DEFICIT)	369,706	(394,520)	(532,929)	(584,817)	(803,133)	(1,156,565)

**TOWN OF STONEHAM
FY2022 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
2020 Labor Force	12,834
2020 Unemployment Rate	6.30
2017 DOR Income Per Capita	44,234
2009 Housing Units per Sq Mile	1571.10
2018 Road Miles	80.29
EQV Per Capita (2018 EQV/2015 Population)	183,521
Number of Registered Vehicles (2015)	18,969
2012 Number of Registered Voters	15,285

Bond Ratings	
Moody's Bond Ratings as of August 2020*	Aa2
Standard and Poor's Bond Ratings as of July 2020*	

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

Fiscal Year 2020 Estimated Cherry Sheet Aid	
Education Aid	5,538,429
General Government	4,281,377
Total Receipts	9,819,806
Total Assessments	2,165,950
Net State Aid	7,653,856

Fiscal Year 2021 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	4,175,087,890	45,174,451	10.82
Open Space	0	0	0.00
Commercial	336,196,581	6,892,030	20.50
Industrial	29,723,400	609,330	20.50
Personal Property	59,383,925	1,217,370	20.50
Total	4,600,391,796	53,893,181	

Fiscal Year 2021 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	53,893,181	64.65
State Aid	11,094,026	13.31
Local Receipts	16,861,792	20.23
Other Available	1,512,500	1.81
Total	83,361,499	

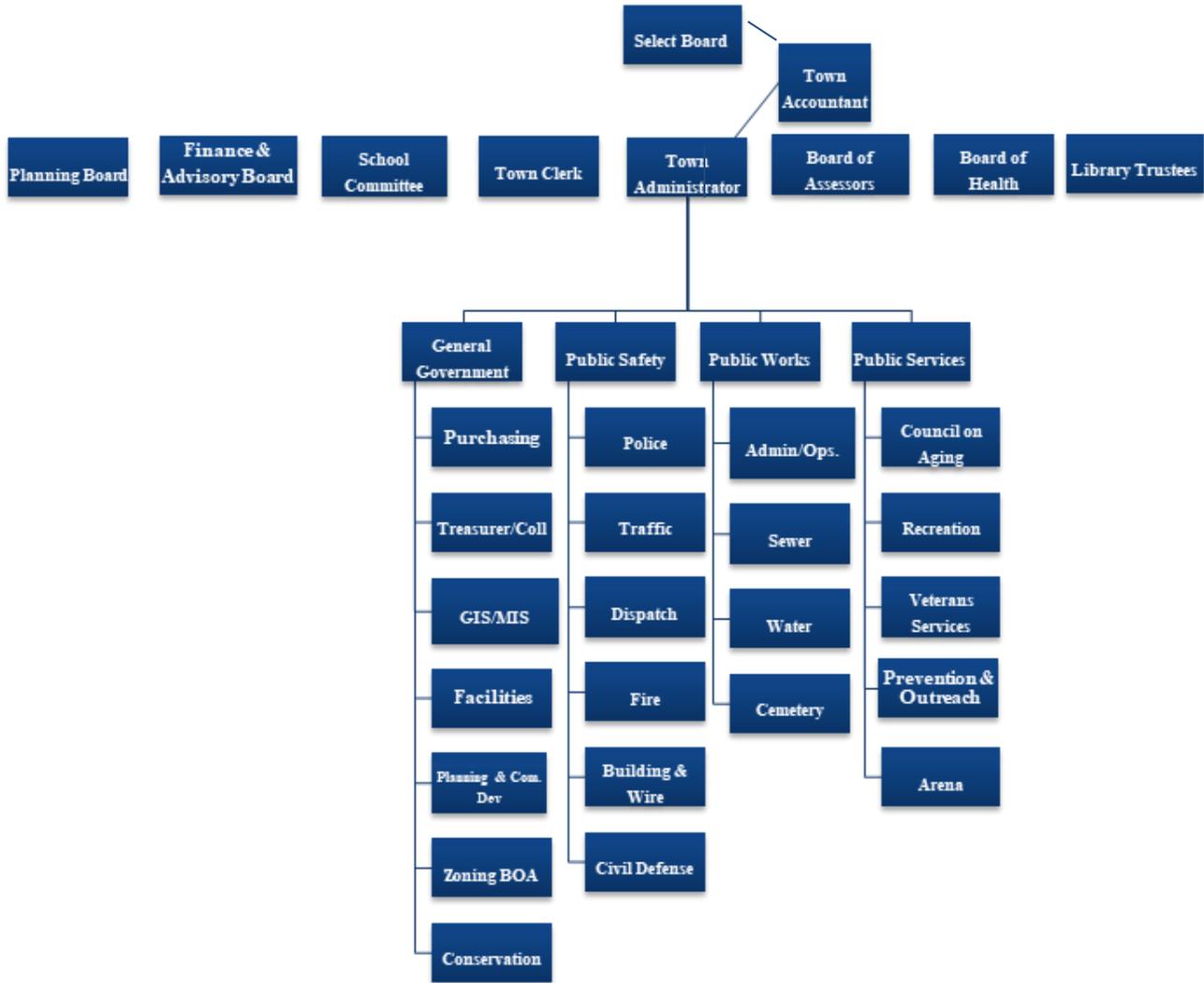
Fiscal Year 2021 Proposition 2 1/2 Levy Capacity	
New Growth	596,416
Override	
Debt Exclusion	1,914,125
Levy Limit	54,276,312
Excess Capacity	383,131
Ceiling	115,009,795
Override Capacity	62,647,608

II. SIGNIFICANT BUDGET CHANGES

Note: The above chart summarizes significant budget changes of at least \$25,000, resulting in a decrease or increase to the FY22 budget. The totals are for the departments affected by the \$25,000 threshold only and do not reflect the overall FY22 total budget.

Department	Description	FY21 Total Budget	FY22 Total Budget	FY21-FY22 Change
300 Public Schools	Please refer to FY22 School Budget Document	\$ 30,126,729	\$ 30,963,029	\$ 836,300
920 Non-Departmental	Increase due to \$7,673 for capital stabilization, \$19,537 for stabilization fund per town's fiscal guidelines and policies. Offset with free cash.	\$ 560,000	\$ 587,402	\$ 27,402
912 Health Insurance	Increase due to conservative forecast of 6% based on current costs	\$ 8,322,140	\$ 8,822,472	\$ 500,332
911 Contributory Pension	Per PERAC schedule, \$606,599K increase for FY22	\$ 6,273,630	\$ 6,880,229	\$ 606,599
220 Fire Department	Increase due to SAFER grant pay allocation change and end of grant in February 2022	\$ 3,581,525	\$ 3,790,275	\$ 208,750
400 Public Works Total	Increase in contract for refuse removal along with addition of MS4 Drainage Cost	\$ 2,284,772	\$ 2,438,125	\$ 153,353
397-399 Vocational Schools	Due to additional enrollment and increase in minimum contribution amount	\$ 1,335,229	\$ 1,460,229	\$ 125,000
Maturing Debt	Debt Service decreased due to project payments ending	\$ 4,154,276	\$ 2,964,572	\$ (1,189,704)
141 Assessors	Increase due to recyclical re-inspection costs	\$ 154,460	\$ 199,686	\$ 45,226
610 Library	Re-filled cut positions and budgeted to ensure MAR compliance	\$ 822,436	\$ 912,143	\$ 89,707
400 Public Works: Water and Sewer	Increase in MWRA payments	\$ 7,859,224	\$ 9,201,584	\$ 1,342,360
210 Police Department	Contractual Agreements and additional 53rd payroll week in FY2022	\$ 4,587,435	\$ 4,786,720	\$ 199,285
Total		\$ 70,061,856	\$ 73,006,466	\$ 2,944,610

Town of Stoneham Organizational Chart



Town of Stoneham FTEs Full-Time Equivalents

General Government DEPARTMENT	Position Title	BUDGET FY2021	TA REC FY2022	FY21 TO FY22 VARIANCE
SELECT BOARD	Administrative Assistant to the SB	1.0	1.0	0.0
	TOTAL	1.0	1.0	0.0
TOWN ADMINISTRATOR	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
	TOTAL	4.0	4.0	0.0
TOWN ACCOUNTANT	Town Accountant	1.0	1.0	0.0
	Town Wide Budget Director	1.0	0.5	-0.6
	Principal Office Assistant	1.8	1.8	0.0
	TOTAL	3.8	3.3	-0.5
PURCHASING	Procurement Officer	0.5	0.5	0.0
	TOTAL	0.5	0.5	0.0
BOARD OF ASSESSORS	Director of Assessing	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	0.0
	TOTAL	2.0	2.0	0.0
TREASURER	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
	TOTAL	4.7	4.7	0.0
GIS/MIS	Chief Information Officer	1.0	1.0	0.0
	Technician/Web Support	1.0	1.0	0.0
	TOTAL	2.0	2.0	0.0
TOWN CLERK	Town Clerk	1.0	1.0	0.0
	Office Assistant	2.8	2.8	0.0
	TOTAL	3.8	3.8	0.0
PLAN BD/BOA	Principal Office Assistant	0.9	0.9	0.0
	Office Assistant	0.6	0.0	*-0.6
	TOTAL	1.5	0.9	-0.6
CONSERVATION	Office Assistant	0.0	0.6	*0.6
	TOTAL	0.0	0.6	0.6
ECONOMIC DEVELOPMENT	Dir. of Planning & Community Dev.	1.0	1.0	0.0
	TOTAL	1.0	1.0	0.0
PUBLIC PROPERTY MAINTENANCE	Director of Facilities	0.5	0.5	0.0
	Administrative Assistant	0.0	0.0	0.0
	HVAC Specialist	0.5	0.5	0.0
	Handyman	0.0	0.0	0.0
	Fulltime Custodians	1.0	1.0	0.0
	TOTAL	2.0	2.0	0.0
General Government	TOTAL	26.3	25.7	(0.5)

* Planning BD/BOA and Conservation split into their own departments

Public Safety		BUDGET	TA REC	FY21 TO FY22
Department	Position Title	FY2021	FY2022	VARIANCE
POLICE	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	30.0	30.0	0.0
	Domestic Violence Advocate	0.4	0.4	0.0
	Custodian	0.8	0.8	0.0
	TOTAL	43.5	43.5	(0.0)
TRAFFIC DIRECTORS	Traffic Director	4.3	4.3	-
	TOTAL	4.3	4.3	0.0
PUBLIC SAFETY DISPATCH	Head Dispatcher	1.0	1.0	0.0
	Dispatcher	6.0	6.0	0.0
	TOTAL	7.0	7.0	0.0
FIRE & EMERGENCY RESCUE	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	31.0	31.0	0.0
	TOTAL	43.0	43.0	0.0
BUILDING INSPECTION SERVICES	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
	TOTAL	3.0	3.0	0.0
Public Safety	TOTAL	100.8	100.8	0.0

Public Services DEPARTMENT	Position Title	BUDGET FY2021	TA REC FY2022	FY21 TO FY22 VARIANCE
PUBLIC HEALTH SERVICES	Health Inspector	1.0	1.0	0.0
	Nurse	0.5	0.5	0.0
	Office Assistant	1.0	1.0	0.0
	TOTAL	2.5	2.5	0.0
COUNCIL ON AGING	COA Director	1.0	1.0	0.0
	Custodian	0.3	0.3	0.0
	Outreach Worker	0.5	1.0	0.5
	Administrative Assistant	1.0	1.0	0.0
	PT Van Driver	0.5	0.5	0.0
	Receptionist	0.6	0.6	0.0
	TOTAL	3.9	4.4	0.5
RECREATION	Director of Recreation	1.0	1.0	0.0
	TOTAL	1.0	1.0	0.0
VETERANS SERVICES	Veterans Services Director	1.0	1.0	0.0
	TOTAL	1.0	1.0	0.0
PUBLIC LIBRARY	Library Director	1.0	1.0	0.0
	Assistant Library Director	0.0	0.0	0.0
	FT Library Tech	1.0	1.0	0.0
	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	4.0	4.0	0.0
	PT Library Technician	0.5	0.5	0.0
	Custodian	0.5	0.5	0.0
	Part Time Support Staff	1.6	1.6	0.0
	TOTAL	12.1	12.1	0.0
UNICORN RECREATION-ARENA	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
	TOTAL	3.5	3.5	0.0
Public Services	TOTAL	23.97	24.46	0.5

Public Works		BUDGET	TA REC	FY21 TO FY22
DEPARTMENT	Position Title	FY2021	FY2022	VARIANCE
PUBLIC WORKS	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	0.0	0.0	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
Public Works	TOTAL	29.4	29.4	0.0
Town of Stoneham	GRAND TOTAL	180.4	180.4	(0.0)

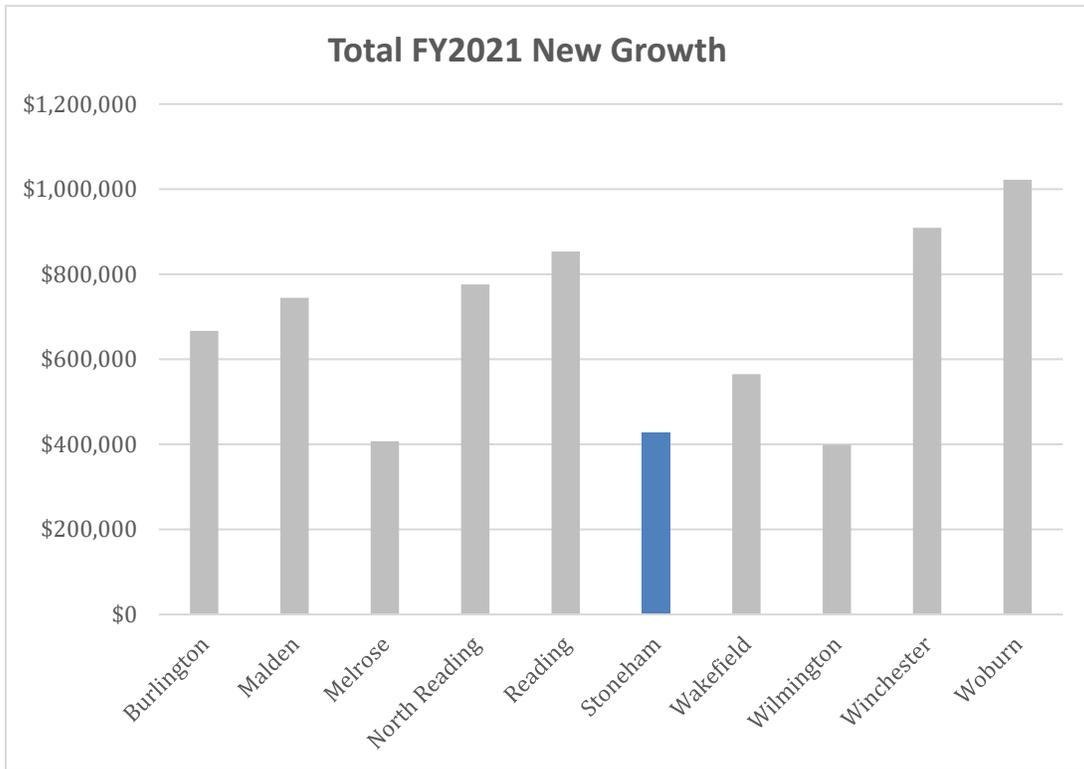
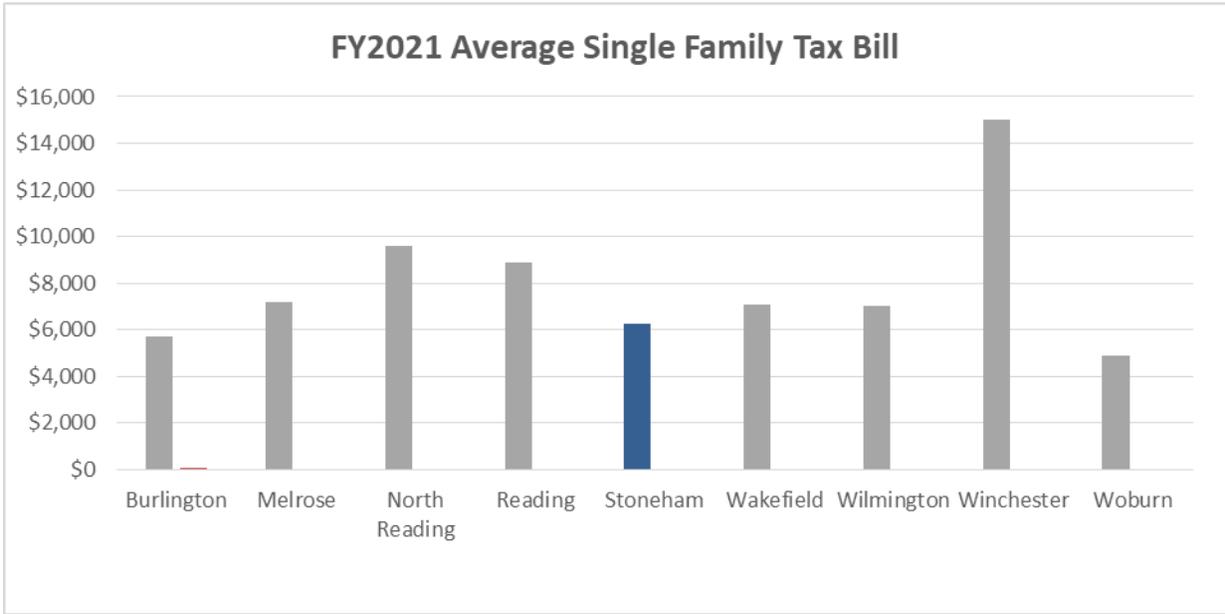
III. COMMUNITY COMPARISON DATA FROM DIVISION OF LOCAL SERVICES

Demographic and Financial Indicators

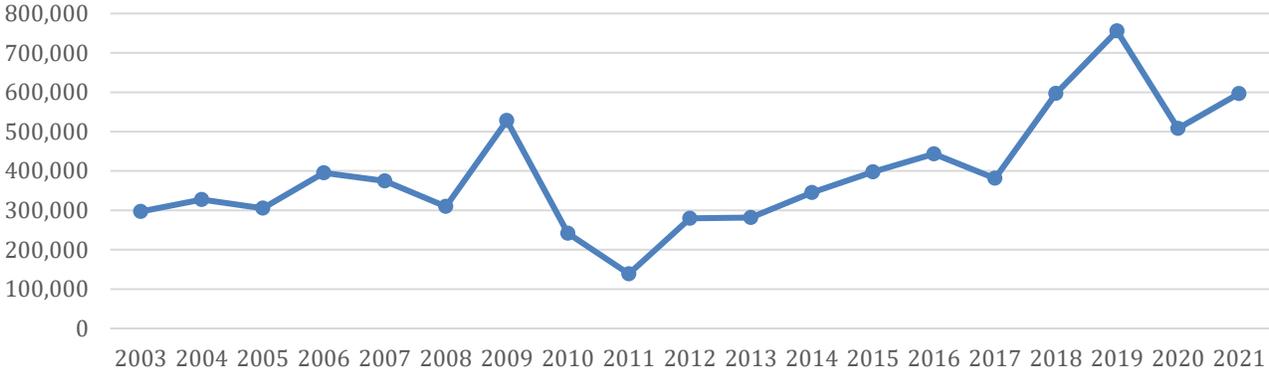
Municipality	2018 Population	FY 2016 DOR Per Capita	FY 2018 EQV Per Capita	Land Area	Population Density	Total 2021 Operating Budget	Moody's Bond Rating
Burlington	28,742	46,169	243,960	11.73	2,450	153,251,241.57	
Malden	61,036	26,412	124,364	5.04	12,110	180,500,780.56	Aa3
Melrose	28,193	49,218	186,008	4.68	6,024	96,353,830.24	Aa3
North Reading	15,710	57,274	201,201	13.14	1,196	74,936,057.05	Aa2
Reading	25,337	58,760	202,985	9.95	2,546	106,563,781.96	
Stoneham	22,729	42,464	177,651	6.02	3,776	71,949,707.04	Aa2
Wakefield	27,135	45,543	187,927	7.36	3,687	102,893,710.20	Aa2
Wilmington	23,907	43,302	193,818	16.98	1,408	120,143,710.62	
Winchester	22,851	100,922	336,137	6.03	3,790	136,133,873.09	Aaa
Woburn	40,397	40,385	195,785	12.64	3,196	150,032,975.26	Aa1

Tax Rates by Class

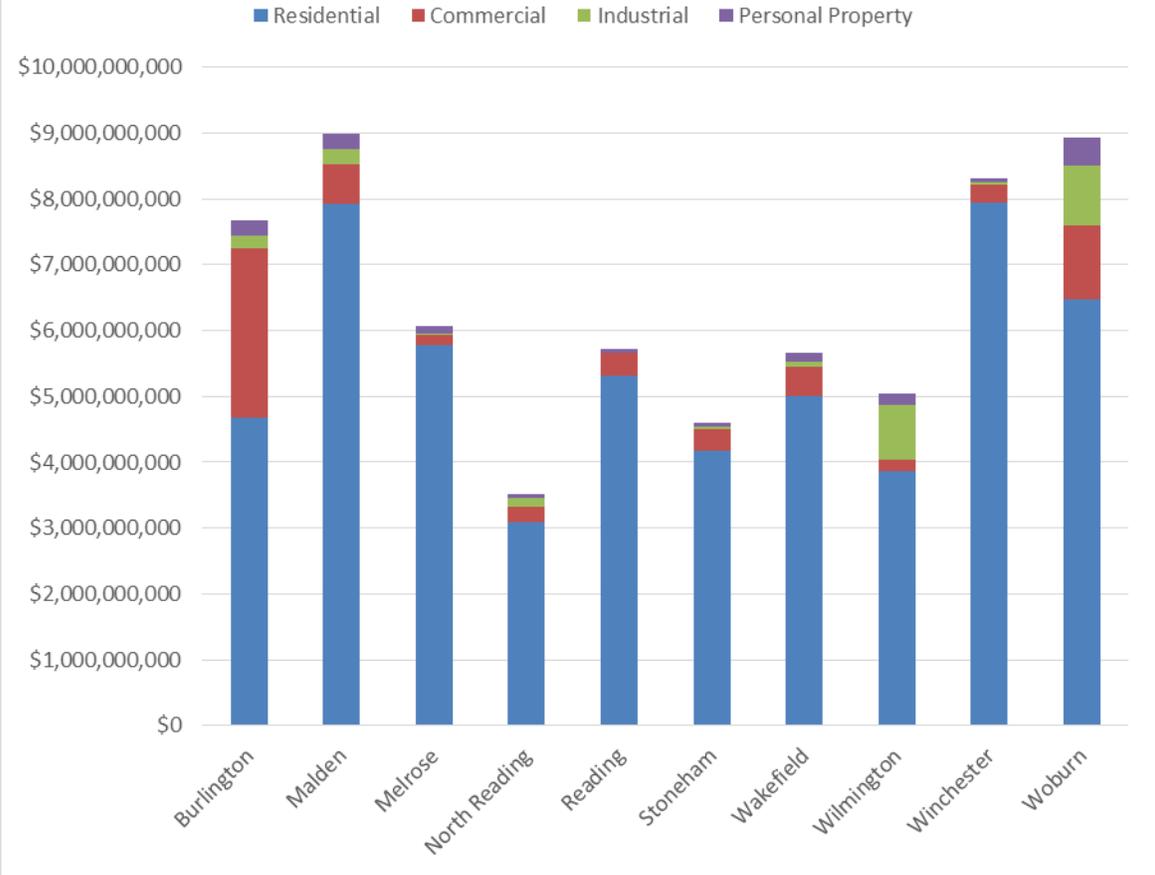
Fiscal Year	Municipality	Residential	Commercial
2021	Woburn	9.33	22.86
2021	Burlington	9.95	25.84
2021	Stoneham	10.82	20.50
2021	Melrose	10.95	18.69
2021	Malden	12.29	19.14
2021	Wakefield	12.73	24.67
2021	Winchester	12.83	12.24
2021	Reading	13.81	14.06
2021	Wilmington	13.84	31.43
2021	North Reading	15.63	15.63



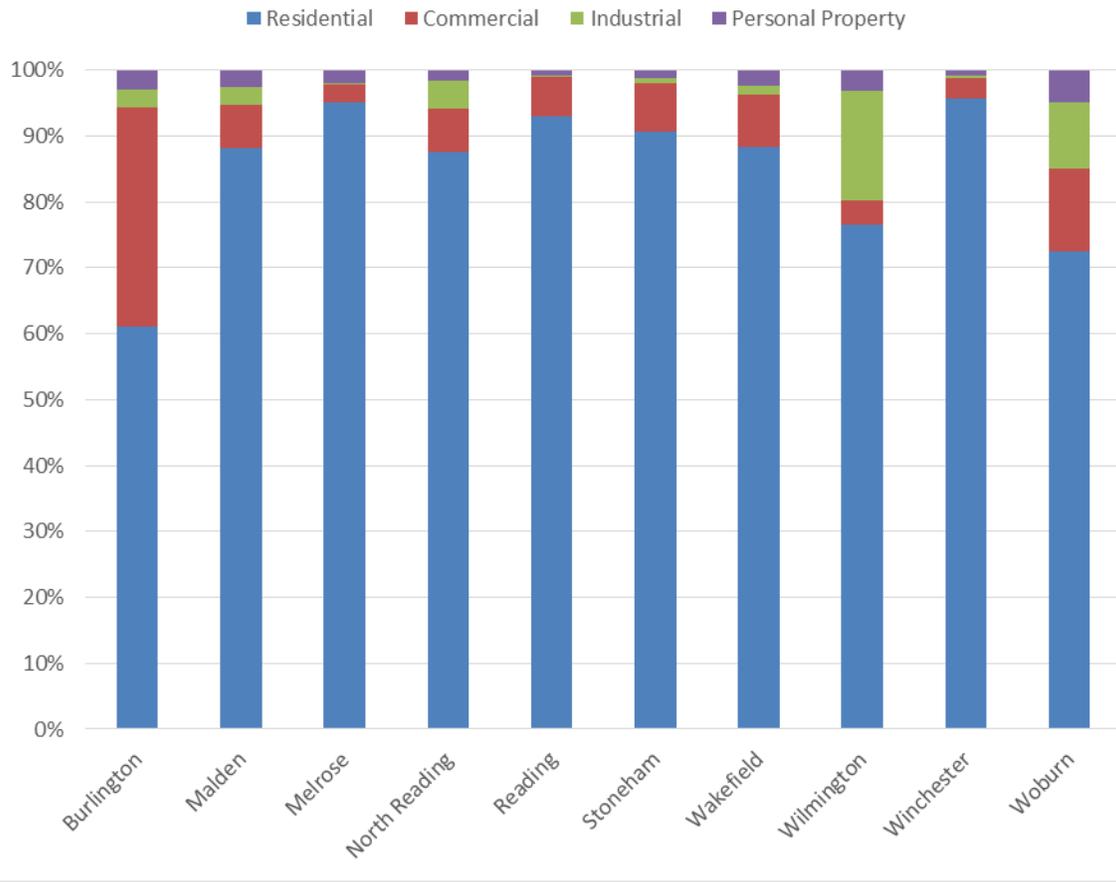
Town of Stoneham Historic New Growth added to Levy Limit



FY2021 Property Values by Class



FY2021 Percent Share of Valuation



IV. BUDGET CALENDAR AND PROCESS

FY2022 Budget Calendar

October 16, 2020	Budget guidelines and request templates distributed to departments with instructions.
November 18, 2020	Tri-Board Meeting- Five Year Forecast Presentation-Departmental Overview
November 20, 2020	Department Capital Improvement Requests due to Town Budget Director.
November 20, 2020	Departments submit budget requests to Town Budget Director.
November 20, 2020 - December 10 2020	Budget meetings with Finance & Advisory Board members and select Departments
November 30, 2020	Start formal department budget meetings with Town Administrator .
December 3, 2020	School Budget Presentation to School Committee
January 7, 2021	School Budget Public Hearings
January 22, 2021	School Final Draft Budget submitted to Town Administrator and Select Board.
By January 29, 2021	Forecast Revenues and State Aid.
February 12, 2021*	Capital Improvement Recommendations due to Select Board.
February 19, 2021**	Town Administrator Proposed Final Budget submitted to Finance & Advisory Board and Select Board for ratification.
March 9, 2021***	Select Board ratification and submitted to Finance & Advisory Board.
April 9, 2021	Finance & Advisory Board recommendations due.
May 3, 2021	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 19th.

**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 3, 2021.

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

V. BUDGET OVERVIEW, FINANCIAL POLICIES AND GOALS

The budget is a blueprint of Town services and facilities for Fiscal Year 2022. 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 FY22 was initiated in November 2020, at which time, the Town Accountant and Town Wide Budget Director presented the five-year forecast and established budgetary guidelines and limitations for the coming year.

In consultation with the Town Wide Budget Director, each department then prepared FY22 operating budgets and a program summary outlining the projected goals for the future. These operating budgets, which include expenditure and revenue estimates, were submitted to the Town Wide Budget Director on November 20, 2020 (see calendar above).

In January and February, departments met with the Town Administrator and the Town Wide Budget Director, 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 FY22 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 FY22 budget gap while recognizing the need to increase reserves for potential out-year shortfalls;

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

VII. FINANCIAL RESERVE POLICIES

Financial Reserve Policies help the Town stabilize finances and maintain operations during difficult economic periods. This policy establishes prudent practices for appropriating to and expending reserve funds. With well-planned sustainability, Stoneham can use its reserves to finance emergencies and other unforeseen needs and 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 FY22 Budget does make a contribution to this fund in the amount of \$327,173 and projects interest to be \$40,000.

Town Stabilization Fund

Fund balance as of June 30, 2020	\$ 3,965,858.49
Projected FY21 Revenue and Interest	\$ 369,500.00
Projected FY21 Use of Fund	\$ _____-
Projected Fund balance as of June 20, 2021	\$ 4,335,358.49
Projected FY22 Contribution and Interest	\$ 367,173.00
Projected FY22 Use of Funds	\$ _____-

Projected Fund Balance as of June 30, 2022 \$ 4,702,,531.49

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 FY22 Budget does make a contribution to this fund in the amount of \$203,037 and projects interest to be \$3,000.

Town Capital Stabilization Fund

Fund balance as of June 30, 2020	\$	242,032.51
Projected FY21 Revenue and Interest	\$	186,500.00
Projected FY21 Use of Fund	\$	<u>-</u>
Projected Fund balance as of June 20, 2021	\$	428,532.51
Projected FY22 Contribution and Interest	\$	206,037.00
Projected FY22 Use of Funds	\$	<u>-</u>
Projected Fund Balance as of June 30, 2022	\$	634,569.51

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 balance as of June 30, 2020	\$	5,168,377.41
Projected FY21 Revenue and financing sources	\$	72,149,158.00
Projected FY21 expenditures and other financing uses	\$	<u>(72,077,284.00)</u>
Projected Fund balance as of June 30, 2021	\$	5,240,251.41

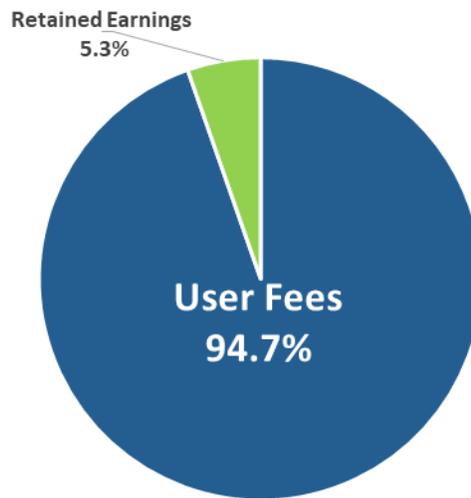
Reserve Fund

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 \$125,000 in the General Fund for FY22. The Town will strive to maintain overall general fund reserves in the level of 10-15% of the general fund operating budget.

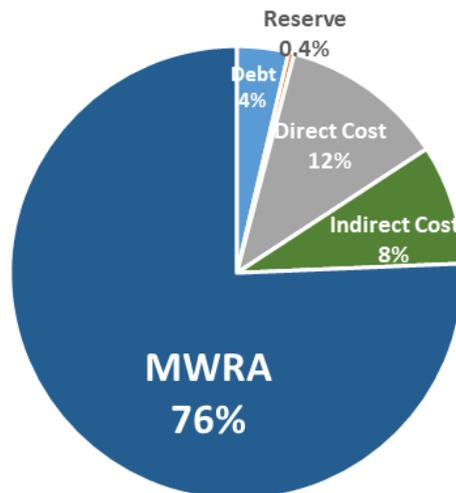
IX. ENTERPRISE FUNDS – WATER AND SEWER

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 FY22 is \$12,160,362.

FY22 Enterprise Fund Revenue Sources



FY22 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 \$224,526,011) 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 2018	4,676,207,700
Debt Limit (5%)	233,810,385
Total Outstanding Debt*	24,047,251
Debt authorized but not yet incurred, including this issue	5,365,557
Gross Debt	29,412,808
Outstanding Debt outside Limit 06/30/2020	17,032,202
Authorized but not yet incurred debt which is outside the debt limit	3,096,232
Outstanding debt outside limit plus authorized but not yet incurred debt outside the limit	20,128,434
Net debt subject to the debt limit including this issue.	9,284,374
Debt Limit	233,810,385
Debt Subject to Debt Limit	9,284,374
Borrowing Capacity	224,526,011

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 06/30/2020)

Fiscal Year	Total Debt	Principal Payment	Interest	Required Appropriation
2022	29,412,808	2,697,486	662,188	3,359,674
2023	26,053,134	2,254,484	581,163	2,835,647
2024	23,217,488	1,758,846	504,588	2,263,434
2025	20,954,054	1,633,600	445,463	2,079,063
2026	18,874,992	1,608,599	390,388	1,998,987
2027	16,876,005	1,424,250	335,188	1,759,438
2028	15,116,568	1,454,250	280,538	1,734,788
2029	13,381,780	1,474,250	234,463	1,708,713
2030	11,673,068	1,495,000	187,838	1,682,838
2031	9,990,230	1,460,000	140,538	1,600,538
2032	8,389,693	1,310,000	97,363	1,407,363
2033	6,982,330	1,340,000	57,988	1,397,988
2034	5,584,343	180,000	16,250	196,250
2035	5,388,093	55,000	12,725	67,725
2036	5,320,368	55,000	11,075	66,075
2037	5,254,293	55,000	9,425	64,425
2038	5,189,868	45,000	7,638	52,638
2039	5,137,230	45,000	6,175	51,175
2040	5,086,055	45,000	4,713	49,713
2041	5,036,343	50,000	3,250	53,250
2042	4,983,093	50,000	1,625	51,625

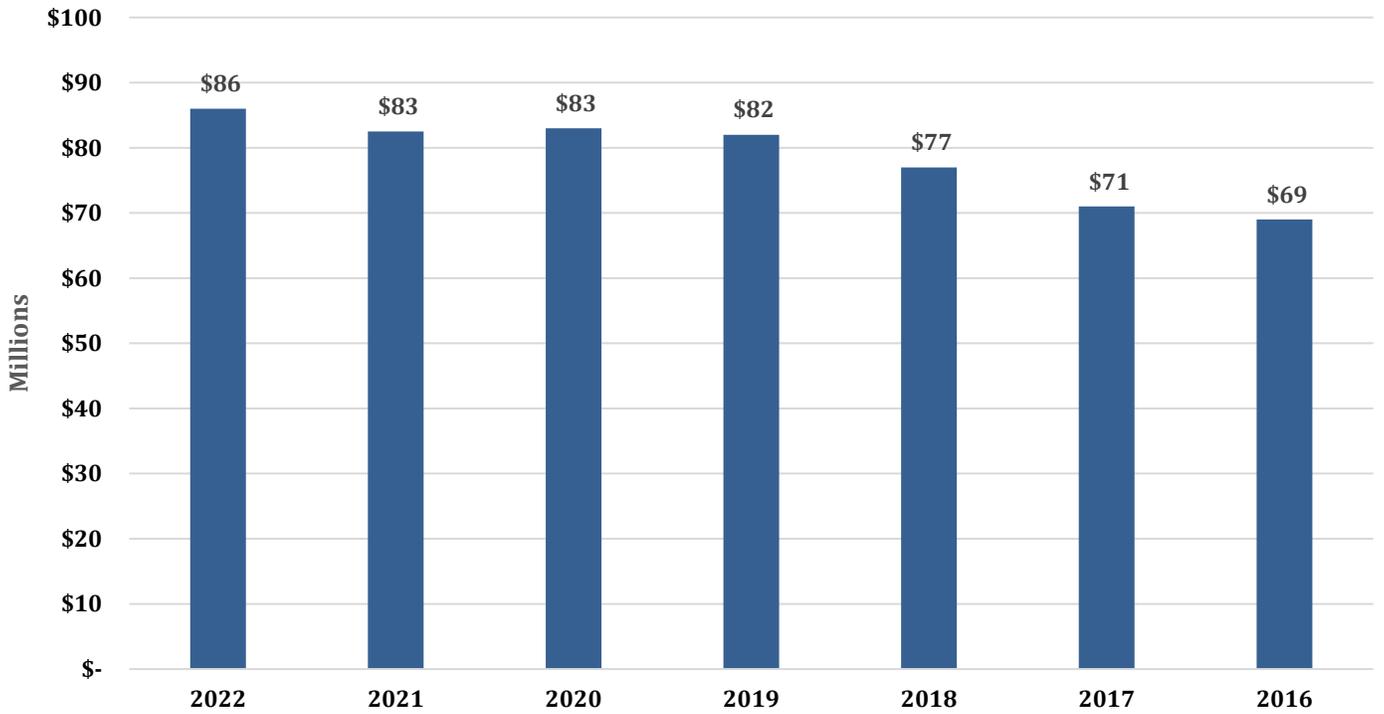
XI. BUDGET SUMMARY

Budget Summary

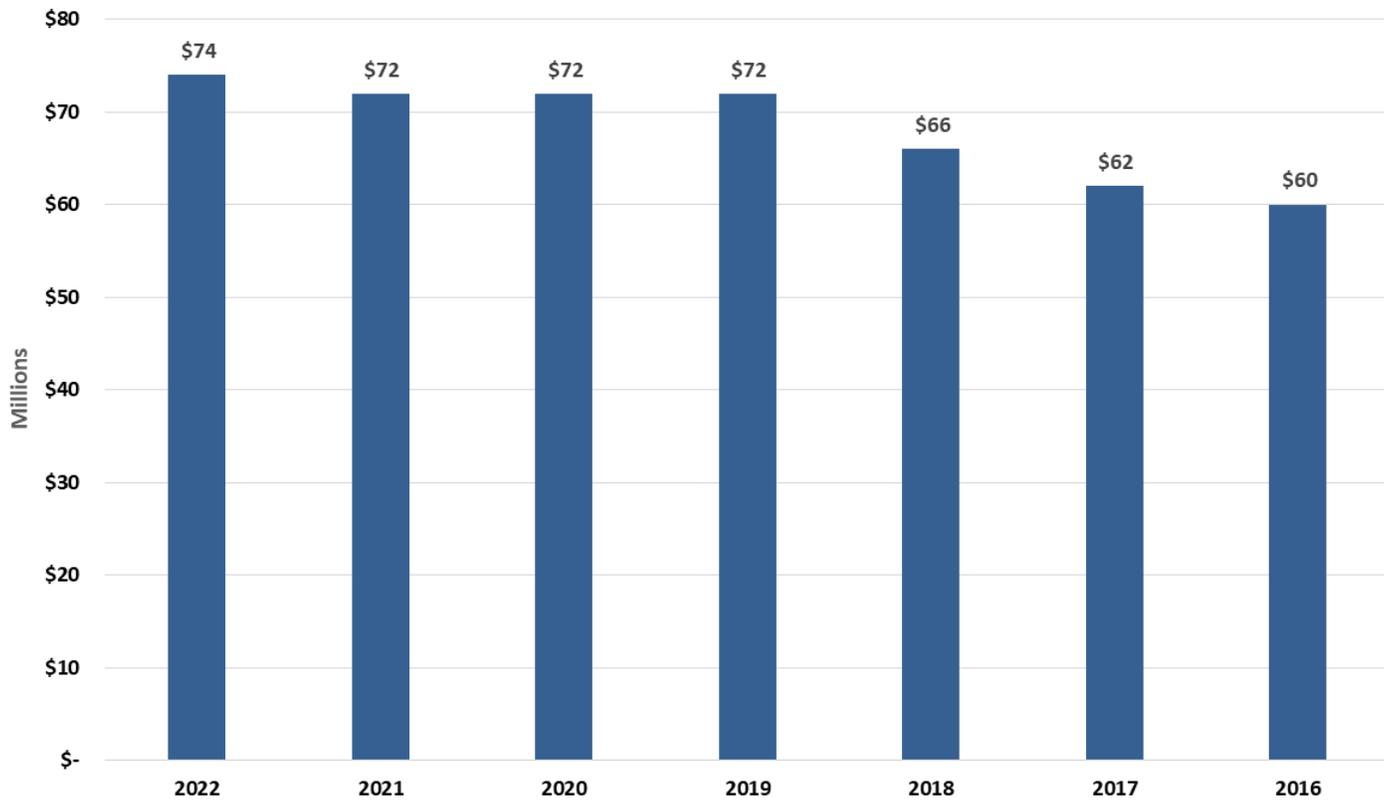
General Fund	Unaudited Actual FY20	Proposed FY21	Approved Tax Rate FY21	Proposed FY22	% Increase vs. Tax Rate FY21-FY22
Revenues					
TAX LEVY	\$ 49,995,241	\$ 51,765,771	\$ 51,765,771	\$ 53,671,242	3.7%
NEW GROWTH	\$ 507,950	\$ 575,000	\$ 596,416	\$ 450,000	-24.5%
DEBT EXCLUSION	\$ 2,025,731	\$ 1,914,125	\$ 1,914,125	\$ 1,542,622	-19.4%
LOCAL RECEIPTS	\$ 6,620,000	\$ 5,450,000	\$ 5,450,000	\$ 6,175,000	13.3%
STATE AID	\$ 9,819,806	\$ 9,819,806	\$ 9,824,563	\$ 9,992,887	1.7%
SBA REIMBURSEMENT	\$ 1,148,092	\$ 1,148,092	\$ 1,148,092	\$ 341,826	-70.2%
FREE CASH	\$ 100,000	\$ 603,000	\$ 603,000	\$ 630,210	0.0%
OVERLAY SURPLUS	\$ 15,000	\$ -	\$ -	\$ 40,000	0.0%
INTERGOVERNMENTAL(INDIRECTS)	\$ 1,595,404	\$ 959,066	\$ 959,066	\$ 1,039,766	8.4%
Total Revenues	\$ 71,827,224	\$ 72,234,860	\$ 72,261,033	\$ 73,883,552	2.2%
EXPENDITURES					
GENERAL GOVERNMENT	\$ 17,087,482	\$ 16,597,800	\$ 16,647,797	\$ 17,374,188	4.36%
EDUCATION	\$ 30,291,726	\$ 30,126,729	\$ 30,126,729	\$ 30,983,645	2.84%
VOCATIONAL SCHOOL	\$ 1,153,474	\$ 1,445,229	\$ 1,445,229	\$ 1,570,229	8.65%
SHARED EXPENSES					
HEALTH INSURANCE	\$ 8,384,348	\$ 8,322,140	\$ 8,322,140	\$ 8,822,472	6.01%
RETIREMENT	\$ 6,611,111	\$ 6,273,630	\$ 6,273,630	\$ 6,880,229	9.67%
MEDICARE	\$ 560,000	\$ 550,000	\$ 550,000	\$ 575,000	4.55%
PROPERTY & CASUALTY INSURANCE	\$ 565,000	\$ 529,147	\$ 529,147	\$ 554,147	4.72%
WORKER'S COMPENSATION	\$ 250,000	\$ 365,267	\$ 365,267	\$ 420,057	15.00%
RESERVE FUND	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	0.00%
DEBT	\$ 4,203,459	\$ 4,204,276	\$ 4,154,276	\$ 2,964,572	-28.64%
TOWN AUDIT	\$ 85,000	\$ 78,800	\$ 78,800	\$ 85,000	7.87%
CAPITAL STABILIZATION(Non Operational)	\$ 25,000	\$ 183,500	\$ 183,500	\$ 203,037	10.65%
STABILIZATION (Non Operational)	\$ 25,000	\$ 319,500	\$ 319,500	\$ 327,173	2.40%
OPEB TRUST FUND(Non Operational)	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
OVERLAY PROVISIONS	\$ 235,157	\$ 200,000	\$ 215,475	\$ 225,000	4.42%
ASSESSMENTS/OFFSETS	\$ 2,193,206	\$ 2,550,627	\$ 2,441,412	\$ 2,673,804	9.52%
AMOUNT RAISED ON TAX RATE					
PRINCIPLE PAYMENT		\$ -	\$ -	\$ -	0.00%
TAX TITLE		\$ -	\$ -	\$ -	0.00%
Total Expenditures	\$ 71,819,963	\$ 71,971,645	\$ 71,877,902	\$ 73,883,552	2.8%

*The decrease in the SBA reimbursement and the debt exclusion is offset by the decrease in debt expense

Total Budget Growth FY16-FY22

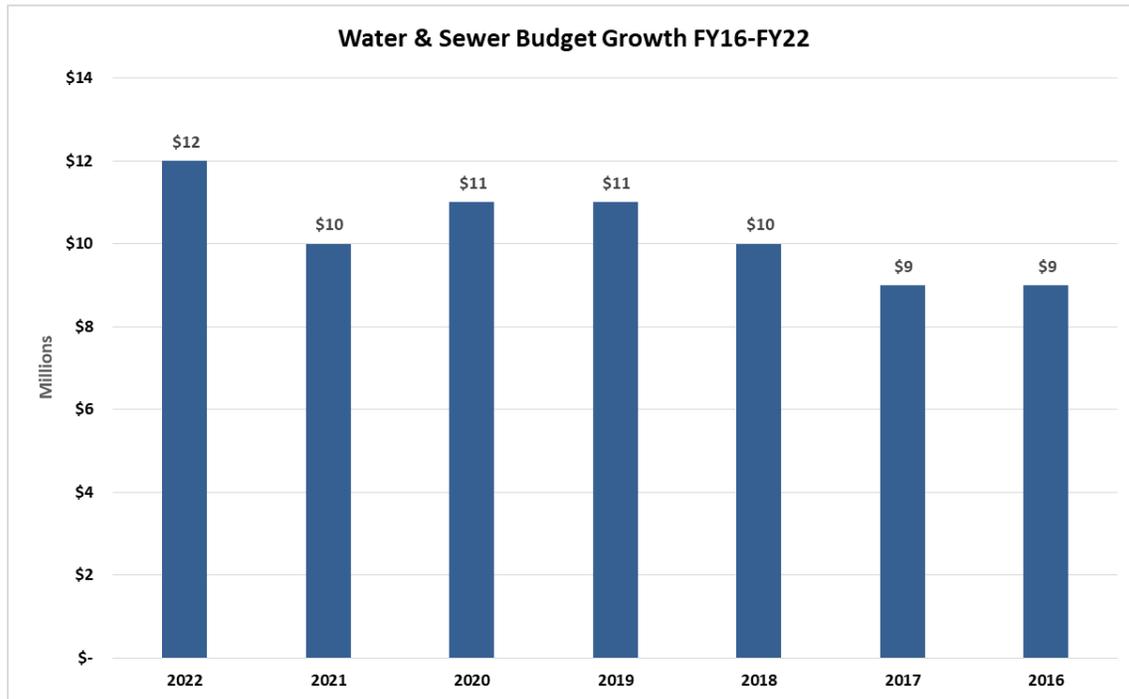


General Fund Budget Growth FY16-FY22



Budget Summary – Water and Sewer

Water and Sewer	Unaudited Actual FY20	Proposed Budget FY21	Proposed FY 2022	% Increase FY21-FY22
Revenues				
Sewer Receipts	\$ 6,425,219	\$ 5,853,334	\$ 6,508,756.00	11.2%
Sewer Fund Retained Earnings	\$ 350,000	\$ 250,000	\$ 350,000.00	40.0%
Water Receipts	\$ 4,788,954	\$ 4,483,458	\$ 5,001,606.00	11.6%
Water Fund Retained Earnings	\$ 200,000	\$ 100,000	\$ 300,000.00	200.0%
Total Budgets	\$ 11,764,173	\$ 10,686,792	\$ 12,160,362	13.8%
Expenditures				
440 Sewer	\$ 5,353,263	\$ 5,586,445	\$ 6,204,539.00	11.1%
710 Maturing P&I - Sewer	\$ 79,700	\$ 74,700	\$ 69,700.00	-6.7%
Sewer Indirects	\$ 845,489	\$ 517,189	\$ 559,517.00	8.2%
Reserve Fund Sewer		\$ 25,000	\$ 25,000.00	0.0%
450 Water	\$ 3,789,810	\$ 3,729,795	\$ 4,418,571.00	18.5%
710 Maturing P&I - Water	\$ 311,186	\$ 286,786	\$ 377,786.00	31.7%
Water Indirects	\$ 749,915	\$ 441,877	\$ 480,249.00	26.6%
Reserve Fund Water	\$ -	\$ 25,000	\$ 25,000.00	0.0%
Total Budgets	\$ 11,129,363	\$ 10,686,792	\$ 12,160,362	13.8%



Recurring Expenditures

General Government

General Government expenditures are utilized by the Town to budget for Town operations with the exception of Education. These areas include General Government, Public Safety, Public Works, and Public Services. The Town Operating budget increase is 2.9 % (excluding the 53rd week of payroll and excluding shared services with Education and vocational schools).

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. The Education operating budget increase is 2.78% for fiscal year 2022. 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 \$225,000 in FY22.

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 27, 2021. 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	Final Budget		Proposed Budget
Assessments	FY20	FY21	FY22
Air Pollution Control District	\$ 7,620	\$ 7,876	\$ 8,406
Charter School	\$ 1,548,739	\$ 1,821,812	\$ 1,979,360
MBTA Assessment	\$ 498,354	\$ 509,092	\$ 546,411
Metropolitan Area Plan Council	\$ 11,782	\$ 12,201	\$ 13,291
Motor Vehicle Parking Surcharge	\$ 21,220	\$ 17,880	\$ 17,880
School Choice	\$ 65,950	\$ 64,446	\$ 64,446
Special Education	\$ 12,285	\$ 8,105	\$ 11,841
Total Assessments	\$ 2,165,950	\$ 2,441,412	\$ 2,641,635
Offsets			
Public Libraries			\$ 32,169
Total Expenditure	\$ 2,165,950	\$ 2,441,412	\$ 2,673,804

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. FY22 budgeted revenues are based on FY20 actuals, FY21 projected collections, historical trends, and anticipated changes that impact particular revenues. The Town met or exceeded most of its FY20 budgeted revenue and expects to do the same in FY21.

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 FY22 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 FY21	Actual FY 2021	Proposed FY 2022
Previous Tax Levy Limit	\$ 49,995,241	\$ 49,995,241	\$ 52,362,187
2.5% Limit	\$ 1,770,530	\$ 1,770,530	\$ 1,309,055
New Growth	\$ 550,000	\$ 596,416	\$ 450,000
Override	\$ -	\$ -	\$ -
FY2021 Levy Limit	\$ 52,315,771	\$ 52,362,187	\$ 54,121,242
Debt Exclusion	\$ 1,914,125	\$ 1,914,125	\$ 1,542,622
Maximum Allowable Limit	\$ 54,229,896	\$ 54,276,312	\$ 55,663,864
% Increase Over Prior Year Budget			2.64%

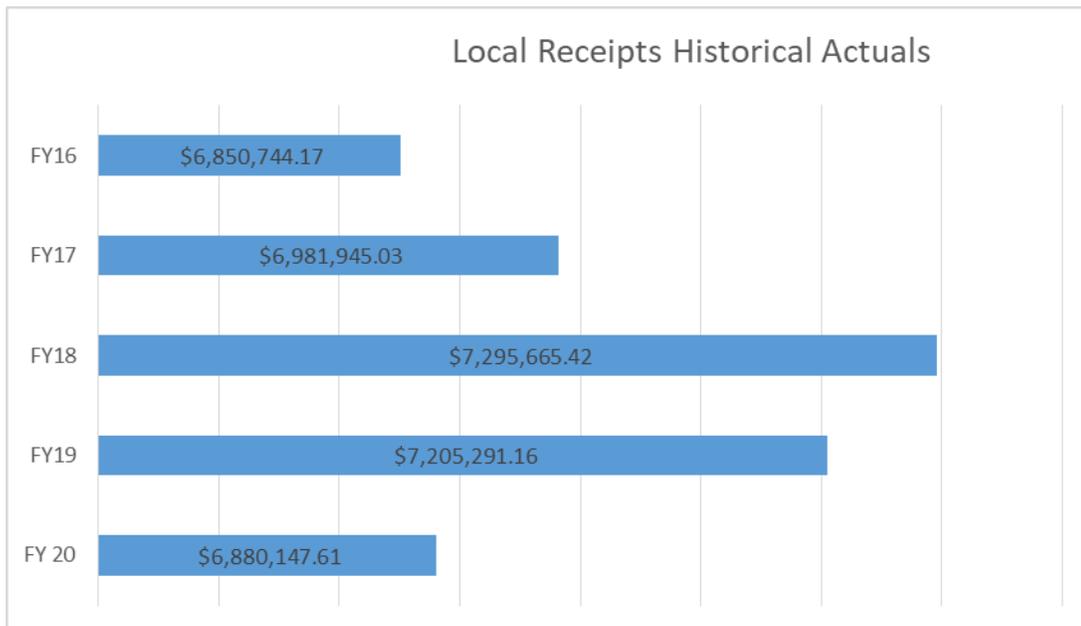
Note: Prior year actual levy limit is always the start of budgeted tax levy calculation.

Local Receipts

Local receipts include locally generated revenues other than real and personal property taxes and makes up 8.4 % 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	Actual FY19	Actual FY 2020	Budgeted FY 2021	Proposed Budget FY2022	% Increase FY21-FY22
Motor Vehicle Excise Tax	\$ 3,876,150	\$ 3,662,780	\$ 3,400,000	\$ 3,200,000	-5.9%
Meals Tax	\$ 379,451	\$ 342,303	\$ 177,000	\$ 315,000	78.0%
Penalties and Interest on Taxes	\$ 206,954	\$ 201,410	\$ 175,000	\$ 179,000	2.3%
Payments In Lieu of Taxes	\$ 60,324	\$ 55,040	\$ 55,000	\$ 55,000	0.0%
Fees	\$ 441,196	\$ 527,399	\$ 425,000	\$ 507,500	19.4%
Rentals	\$ 227,068	\$ 259,801	\$ 90,200	\$ 207,000	129.5%
Departmental Revenue	\$ 623,213	\$ 741,693	\$ 400,000	\$ 750,000	87.5%
Other Departmental Revenue	\$ 22,685	\$ 8,014	\$ 7,500	\$ 7,000	-6.7%
Licenses and Permits	\$ 963,676	\$ 739,639	\$ 560,000	\$ 762,000	36.1%
Fines and Forfeitures	\$ 66,785	\$ 54,653	\$ 45,000	\$ 47,500	5.6%
Investment Income	\$ 138,883	\$ 77,197	\$ 65,000	\$ 20,000	-69.2%
Medicaid	\$ 191,436	\$ 83,822	\$ 50,000	\$ 125,000	150.0%
Library			\$ 300		-100.0%
Msc. Non-Recurring	\$ 7,469	\$ 126,376			
Total Revenues	\$7,205,291	\$6,880,127	\$ 5,450,000	\$ 6,175,000	13.3%

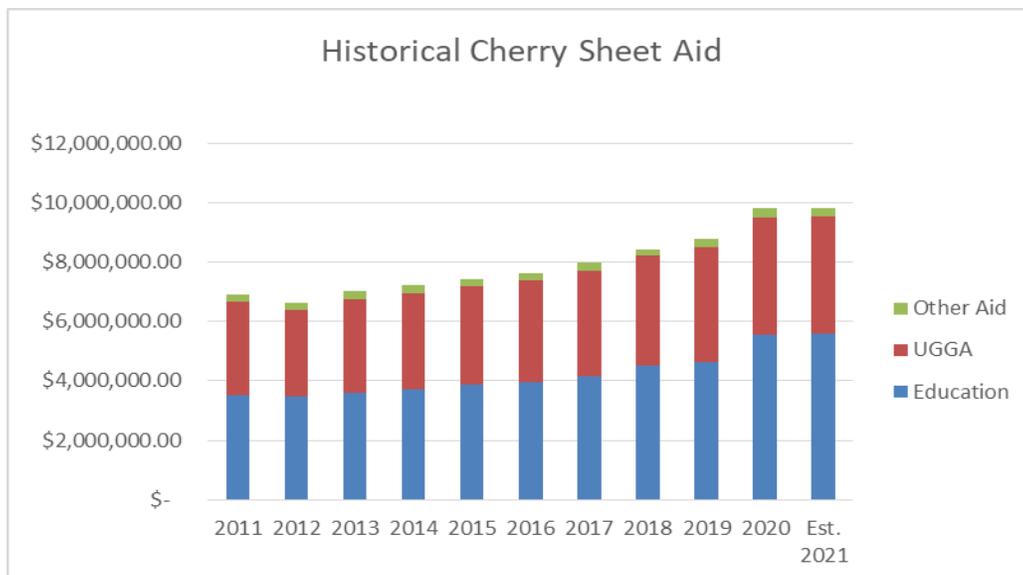


State Receipts (Cherry Sheet)

State Aid represents 14% 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 27, 2021.

State Receipts

Account Description Aid	Budget FY20	Budget FY21	Proposed FY22	% Increase FY20-FY21
School Chapter 70	\$ 5,266,351	\$ 5,266,351	\$ 5,337,631	1.4%
Charter Tuition Reimbursement	\$ 272,078	\$ 313,376	\$ 292,583	-6.6%
School Offset Items	\$ -	\$ -		
Subtotal Education	\$ 5,538,429	\$ 5,579,727	\$ 5,630,214	0.9%
Unrestricted General Government Aid	\$ 3,946,510	\$ 3,946,510	\$ 4,084,638	3.5%
Veterans Benefits Reimbursement	\$ 147,742	\$ 99,830	\$ 99,704	-0.1%
Exemption for Vets, Blind & Surviving Spouse	\$ 157,307	\$ 163,698	\$ 143,422	-12.4%
State Owned Land	\$ 2,562	\$ 2,629	\$ 2,740	4.2%
Public Libraries	\$ 27,256	\$ 32,169	\$ 32,169	0.0%
Subtotal General Government	\$ 4,281,377	\$ 4,244,836	\$ 4,362,673	2.8%
Total State Receipts	\$ 9,819,806	\$ 9,824,563	\$ 9,992,887	1.7%



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

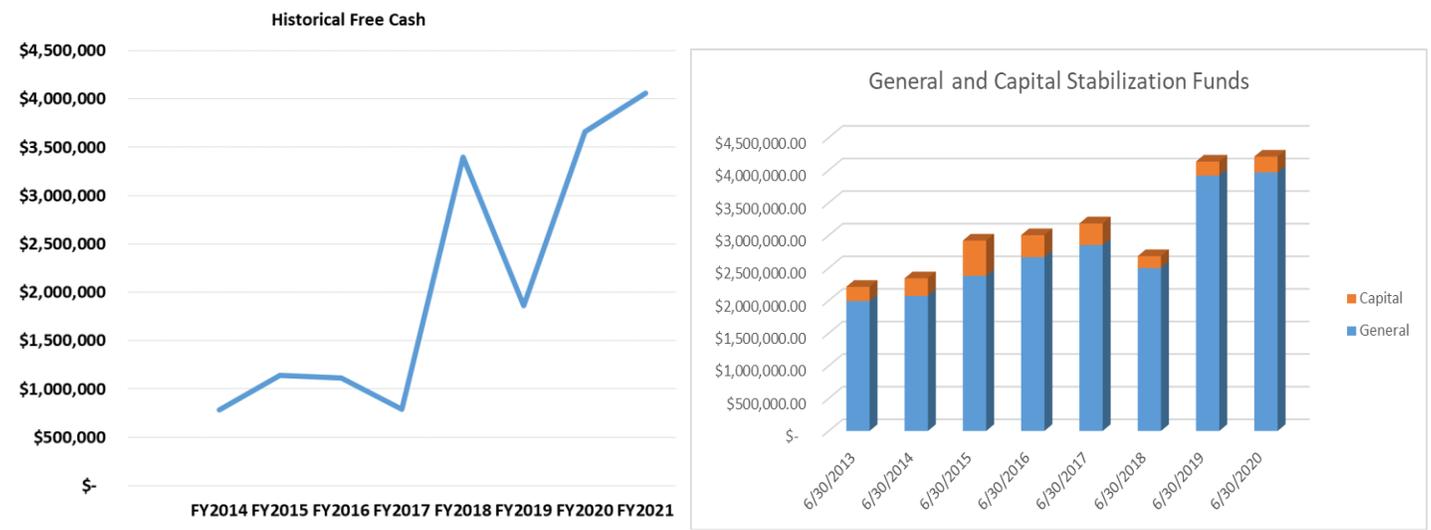
Free Cash

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

FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021
\$ 781,512	\$ 1,138,074	\$ 1,111,078	\$ 788,182	\$ 3,396,518	\$ 1,865,349	\$ 3,664,668	\$ 4,060,733



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. The use of overlay funds is reserved for one time Assessor projects.

Budget FY 2015	Budget FY 2016	Budget FY 2017	Budget FY 2018	Budget FY 2019	Budget FY 2020	Budget FY 2021	Proposed FY22
\$ -	\$100,000	\$ -	\$ -	\$ -	\$ 15,000	\$ 40,500	\$ 40,000

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
114 Town Moderator								
Salary Expenses	\$ 200.00	\$ 200	\$ -	\$ 200	\$ 200	\$ 200	\$ 33	\$ -
Operating Expenses	\$ 200.00	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 400.00	\$ 400	-	\$ 200	\$ 200	\$ 200	\$ 33	\$ -

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.



2020 was a year that brought unprecedented national and local challenges. The global health pandemic, caused by the Corona Virus, changed the focus of almost every aspect of the day to day operation of the Town and, in turn, shifted the Board’s priority to maintaining the health and welfare of our residents and employees. The Select Board worked collaboratively with our State delegation, the Town Administrator, the Board of Health, the School Department, and department heads to make some challenging decisions with respect to this year’s budget. The Town of Stoneham is grateful to our Federal and State delegations for assisting the Town with funds provided from the CARES Act. Without this support Stoneham would have faced even deeper budget cuts. The Select Board is grateful to all who worked tirelessly on this budget, and is happy to present a balanced FY22 budget.

Significant Changes

- N/A.

FY21 Accomplishments

- Provided uninterrupted service to residents during pandemic including the use of virtual meetings to ensure open and transparent dialogue.
- Created process for virtual review of license applications for outdoor seating and licensing.
- Improved internal warrant article submission process.

FY22 Department Goals

- Continue to work toward online licensing process.
- Improve efficiencies in Site Plan and Grant of Location application process.
- Review existing by-laws and regulations for consistency and efficiency. Recommend changes as necessary.

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
122 Select Board								
Salary Expenses	\$ 86,933.00	\$ 80,430	\$ 6,503	\$ 71,408	\$ 68,632	\$ 70,417	\$ 67,009	\$ 69,774
Operating Expenses	\$ 17,300.00	\$ 17,300	\$ -	\$ 16,350	\$ 17,613	\$ 11,457	\$ 8,992	\$ 9,986
Total	\$ 104,233.00	\$ 97,730	\$ 6,503	\$ 87,758	\$ 86,245	\$ 81,874	\$ 76,001	\$ 79,760

DEPT 123 – TOWN ADMINISTRATOR

Description of Services

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



Significant Changes

- To ensure the safety of residents and town employees while also allowing residents to conduct business, staffing levels, hours of operation and changes in technology use were implemented.

FY21 Accomplishments

- Working with School Building Committee on the new high project; facilitated the selection of the Owner's Project Manager, designer, and construction manager at risk firm
- The Town was awarded the Kenneth E Pickard Municipal Innovation Award from MMA for Community Needs during the Pandemic
- Maintained current water and sewer rates.
- Assisted with the initiation of long range planning projects including ADA self-assessment, Age Friendly Initiative, Spot Pond loop concept and downtown parking study.
- Created and hired new Town Wide Budget Director in coordination with the School Department.
- Hired new Veterans Agent and Health Agent.

FY22 Department Goals

- Continue to navigate and adapt the Town's COVID response to ensure the safety and health of residents and the community at large
- The completion of projects including Steele Playground, Fire Station Feasibility study, downtown parking study and others.

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
123 Town Administrator								
Salary Expenses	\$ 414,802.00	\$ 408,712	\$ 6,090	\$ 402,838	\$ 418,051	\$ 368,775	\$ 330,424	\$ 340,733
Operating Expenses	\$ 26,580.00	\$ 26,300	\$ 280	\$ 27,800	\$ 38,063	\$ 23,409	\$ 37,208	\$ 48,000
Total	\$ 441,382.00	\$ 435,012	\$ 6,370	\$ 430,638	\$ 456,114	\$ 392,183	\$ 367,633	\$ 388,733

DEPT 131 – Finance & Advisory Board

Description of Services

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

Mission: The Stoneham Finance and Advisory Board is to:

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

From the Town By-Laws:

Sec. 2-18. Matters to be considered.

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

Significant Changes

- N/A

FY21 Accomplishments

- The Board successfully transitioned to a remote meeting model in response to social distancing guidelines. The use of these meeting techniques will increase the Board's ability to conduct business when distancing guidelines are eased.
- Successful analysis of proposed FY21 budget. The Board continues to increase its use of Fiscal Guideline best practices to evaluate budgets against the established metrics.
- Tri-Board meetings have been held on a regular basis with the Select Board, School Committee and Finance & Advisory Board. This has enabled more communication across the committees and a more efficient budget process with departments attending one meeting to review their budget requests. The Finance & Advisory Board also met with four town departments about their FY22 budget requests.
- Designated a Finance and Advisory Board member to participate on the School Building Committee that decided on the site plan for the new Stoneham High School.

FY22 Department Goals

- Analyze FY22 department needs and the Town Administrator's proposed budget. Evaluate whether the budget follows Stoneham's fiscal guidelines; provides sufficient support for ongoing repair and maintenance of capital assets as well as their renewal and replacement.
- Review and provide recommendations on all Town Meeting articles with a fiscal impact.

- Understand, evaluate, and communicate financial impacts of the proposed new High School and ensure the FY22 and FY23 budgets reflect those impacts.
- Embark on greater understanding of the current and proposed Town Enterprise Funds. Facilitate increased communication between the Finance Board and the Water and Sewer Review Board. Explore challenges surrounding collection rates.

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
131 Finance & Advisory Board								
Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 500.00	\$ 500	\$ -	\$ 500	\$ 280	\$ -	\$ -	\$ -
Total	\$ 500.00	\$ 500	\$ -	\$ -	\$ 280	\$ -	\$ -	\$ -

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

Staffing

(0 Positions):

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
132 Reserve Fund								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses	\$ 125,000.00	\$ 110,000	\$ 10,000	\$ 100,000	\$ -	\$ -	\$ 40,000	\$ -
Total	\$ 125,000.00	\$ 110,000	\$ 15,000	\$ 100,000	\$ -	\$ -	\$ 40,000	\$ -

DEPT 135 - TOWN ACCOUNTANT

Description of Services

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

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

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

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

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

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

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

Significant Changes

- The resignation of the Assistant Town Accountant/Budget Manager and the hiring of a Town Wide Budget Director shared between the Town and School Department.

FY21 Accomplishments

- Submitted the FY21 Budget for the "Distinguished Budget Presentation Award" to the GFOA before August 1, 2020. Won the award for the third year in a row.
- Complied with the State filing requirements by October 31, 2020
- Closed FY2020 financials before November 2020

FY21 Department Goals

- Submit the FY22 Budget for the "Distinguished Budget Presentation Award" within 60 days of adoption
- Comply with the State filing requirements for reporting
- Close FY2021 financials by September 1, 2021

Staffing

(3.3 Total Positions): (1) Town Accountant, (.5) Town Wide Budget Director (1.8) Office Assistant

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
135 Town Accountant								
Salary Expenses	\$ 291,740.00	\$ 296,230	\$ (4,490)	\$ 273,070	\$ 249,534	\$ 227,986	\$ 200,314	\$ 207,466
Operating Expenses	\$ 25,300.00	\$ 20,810	\$ 4,490	\$ 10,060	\$ 10,714	\$ 18,530	\$ 3,158	\$ 1,521
Total	\$ 317,040.00	\$ 317,040	\$ -	\$ 283,130	\$ 260,248	\$ 246,516	\$ 203,472	\$ 208,987

DEPT 138 – Purchasing/Procurement

Description of Services

The Procurement Office is committed to supporting all of our municipal departments with the acquisition of supplies & services, equipment, public construction and disposal of surplus equipment. We achieve this through an open and fair competitive process that will ensure cost effectiveness and efficient operation of the Town of Stoneham while maintaining compliance with all related MA general laws, regulations and Town bylaws.

Significant Changes

- Although the Procurement Department is still in its infancy, many advances have been made in centralizing the Towns Procurement practice where it seems obvious. The Department will continue to establish and advance in FY22 as the Munis requisition and purchase order system is rolled out throughout the Town and School. Policy and procedures along with training and guidance on procurement practices will be the focus of the department.

FY21 Accomplishments

- Stoneham High School OPM Request for Qualifications: Reviewed 11 bid responses, prepared vendor summaries for the school building committee to use in rankings. Coordinated 5 vendor presentations for shortlisted vendors, originated spreadsheets for scoring and ranking final vendors. Assembled, prepared and submitted all MSBA required documentation resulting in the successful award of the OPM contract to SMMA.
- Working with Head School Nurse Sandra Malzone, Superintendent Assistants and Facilities Director, Brian McNeil successfully sourced, bid and procured all necessary PPE, signage, storage and adaptive classroom equipment for both indoor and outdoor usage to satisfy Covid 19 protocols for public school opening.
- Achieved MCPPO Certification.
- Established and Administer Municibid Account for the sale of surplus equipment. Through items sold on behalf of the DPW, Senior Center and Fire Department, FY 22 YTD sales are \$ 14,252.00. This unexpected revenue is put into the general fund. Additional Town owned surplus equipment has been identified by Sterling Golf Management and the Stoneham Police Department and will be sold during FY 22.
- Essential member of the Town's Emergency Operations Center established to assist the most vulnerable residents of Stoneham during the Covid 19 pandemic.

FY22 Department Goals

- Continue to explore where commodities/services overlap across departments to find where vendor consolidation and cost savings can be realized.
- In conjunction with the Accounting Department roll out the requisition/purchasing module in Munis Set approval thresholds and establish procurement policies and procedures in accordance with MGL for Public Procurement.
- Establish hard copy and online filing system for all Procurements \$10,000.00 -\$50,000.00, IFB, RFP and Contract Documents.
- Identify expiring Town contracts and rebid as required.

Staffing

(.5 Position): (.5) Procurement Officer

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
138									
Purchasing/Procurement									
Salary Expenses	\$ 45,000.00	\$ 42,823	\$ 2,177	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 2,000.00	\$ 2,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 47,000.00	\$ 44,823	\$ 2,177	\$ 45,000	\$ -				

DEPT 141 – BOARD OF ASSESSORS

Description of Services

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

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

- The recollection of Real Property is required by the D.O.R. and needs to be implemented

FY21 Accomplishments

- Assistant Assessor achieved designation as a Massachusetts Accredited Assessor.
- The training of the Assistant Assessor in the mass appraisal of condominium class.

FY22 Department Goals

- To continue to training of the Assistant Assessor in the mass appraisal of additional Residential Property Classes
- The installation, testing and utilization of the new AssessPro 5.0. Due to Covid-19, this project was significantly delayed during Fiscal Year 2021.
- The development of Public Utilities Personal Property valuation model. A new requirement by the DOR for FY22.

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
141 Board of Assessors								
Salary Expenses	\$ 155,486.00	\$ 150,260	\$ 5,226	\$ 141,631	\$ 139,585	\$ 136,246	\$ 133,717	\$ 129,915
Operating Expenses	\$ 44,200.00	\$ 4,200	\$ 40,000	\$ 19,200	\$ 4,480	\$ 3,398	\$ 3,268	\$ 3,422
Total	\$ 199,686	\$ 154,460	\$ 45,226	\$ 160,831	\$ 144,065	\$ 139,644	\$ 136,985	\$ 133,338

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

- Implementation and use of the new UB Billing System

FY21 Accomplishments

- Implemented new Utility Billing System; new cleaner invoice format including additional information on payment options. This upgrade should eliminate some previous issues our system was having relating to payment allocation.
- Worked with residents on outstanding taxes for FY19 and FY20. Covid halted the progress of tax title for FY19 and delayed the process for FY20, worked diligently to close several outstanding accounts.
- All employees are now on direct deposit; many receiving their payroll advice electronically
- Completed additional training with MUNIS (remotely) on Excise Tax processing, Position Control, Tax Title, and UB Migration

FY22 Department Goals

- Continue to streamline the payroll process, as the original plan was put on hold due to the COVID Pandemic
- Increase the usage of our online payment service, including additional training for staff on services offered thru Invoice Cloud. (Online payment provider)

Staffing

(4.7 Total Positions): (1) Treasurer/Collector, (1) Assistant Treasurer/Collector (2.7) Principal Office Assistant

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
145 Treasurer								
Salary Expenses	\$ 294,355.00	\$ 273,783	\$ 20,572	\$ 259,980	\$ 274,392	\$ 276,496	\$ 258,812	\$ 262,042
Operating Expenses	\$ 92,815.00	\$ 91,215	\$ (17,800)	\$ 109,015	\$ 54,481	\$ 20,649	\$ 23,839	\$ 16,346
Total	\$ 387,170	\$ 364,998	\$ 22,172	\$ 368,995	\$ 328,873	\$ 297,146	\$ 282,651	\$ 278,388

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

Staffing

(0 Total Positions):

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
151 Town Counsel								
Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,692	\$ 110,730
Operating Expenses	\$ 100,000.00	\$ 100,000	\$ -	\$ 125,000	\$ 220,507	\$ 143,590	\$ 66,496	\$ 6,725
Total	\$ 100,000.00	\$ 100,000	\$ -	\$ 125,000	\$ 220,507	\$ 143,590	\$ 123,189	\$ 117,455

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

- The IT department has had to shift its focus to providing remote access for employees due to COVID. We already had the ability to provide remote support, but this has now become the norm. IT support for users is happening more frequently at night and on weekends.

FY21 Accomplishments

- Installation of a new camera system at the Arena. There are roughly 16 cameras protecting the inside and exterior of the building. In addition, we upgraded the computer network at that location.
- Installation of cameras at Steven Street Recycling to deter illegal dumping. Violators are warned on 1st offense and fined for subsequent offenses.

FY22 Department Goals

- Upgrade the Police Department camera system.
- Install an access control system to provide card access to the Senior Center. This will also log access and allow disabling lost or stolen keys.
- Upgrade the Library network and add telephones to locations.

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
155 GIS/MIS								
Salary Expenses	\$ 174,793.00	\$ 166,792	\$ 8,001	\$ 165,276	\$ 162,007	\$ 155,645	\$ 150,750	\$ 106,508
Operating Expenses	\$ 212,853.00	\$ 212,853	\$ -	\$ 190,853	\$ 181,585	\$ 149,980	\$ 146,202	\$ 131,369
Total	\$ 387,646.00	\$ 379,645	\$ 8,001	\$ 356,129	\$ 343,592	\$ 305,625	\$ 296,952	\$ 237,877

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 (DBAs) and renewals, dog licenses, fuel storage license renewals, 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.

Significant Changes

- Our staffing levels decreased due to the Assistant Town Clerk stipend being removed and a 30 hour position being cut in FY21.

FY21 Accomplishments

- Although the Town Hall was closed to the public for several months due to the COVID-19 pandemic, the Town Clerk's Office continued to provide service throughout that time. We increased use of our online payment system during this time and limited the in person transactions to those that were absolutely necessary such as filing for marriage licenses.
- We were able to successfully conduct all elections including the State Primary and State Election, both of which provided a challenge. This was due to the massive increase in mail in voting as well as weeks of in person early voting being held following strict social distancing and safety guidelines during the pandemic.
- We 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 final stages of the 2020 Federal Census data while continuing to maintain the voter/resident database on a daily basis.

FY22 Department Goals

- Continue to provide service, support and information to residents, State and Federal agencies, and Town departments as needed.
- We will continue to register and issue vital records on a daily basis, license dogs, register businesses, renew gas storage registrations, and maintain town records including the recording of town meeting actions and taking care of all other Town Clerk business.
- We will continue to promote increased transparency by supplying as much information as possible to the residents of Stoneham.

Staffing

(3.8 Total Positions): (1) Town Clerk, (2.8) Office Assistants

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
161 Town Clerk								
Salary Expenses	\$ 177,924.00	\$ 191,507	\$ (13,583)	\$ 195,617	\$ 89,289	\$ 129,889	\$ 129,745	\$ 119,730
Operating Expenses	\$ 21,100.00	\$ 21,000	\$ 100	\$ 21,000	\$ 3,420	\$ 3,425	\$ 3,724	\$ 3,702
Total	\$ 199,024.00	\$ 212,507	\$ (13,483)	\$ 216,617	\$ 92,709	\$ 133,315	\$ 133,469	\$ 123,432

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 FY22. The below information is shown for historical purposes.****

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

Staffing

(0 Total Positions):

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
162 Elections & Registrations								
Salary Expenses		\$ -	\$ -	\$ -	\$ 92,853	\$ 60,739	\$ 81,894	\$ 71,669
Operating Expenses		\$ -	\$ -	\$ -	\$ 17,543	\$ 12,649	\$ 15,969	\$ 15,096
Total		\$ -	\$ -	\$ -	\$ 110,396	\$ 73,388	\$ 97,863	\$ 86,764

DEPT 172 – WHIP HILL PARK

Description of Services

*****Please note there is no allocated budget dollars associated with Whip Hill Park for FY22. 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.

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
172 Whiphill Park								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses		\$ -	\$ -	\$ -		\$ -	\$ 8,928	\$ 4,099
Total		\$ -	\$ -	\$ -		\$ -	\$ 8,928	\$ 4,099

DEPT 182 – PLANNING BOARD/BOARD OF APPEALS

Description of Services

The Planning Board generally meets once or twice a month on Wednesday evenings. 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.

Significant Changes

- Planning Board and Conservation each has its own budget now.
- The Planning Board and Board of Appeals generally meet once or twice a month. The Planning Board has met 12 times and the Board of Appeals has met 14 times this year.

FY21 Accomplishments

- Made thoughtful determinations and decisions based on Bylaws and State Regulations.
- Coordinate with property owners, attorneys, and developers on submitted requests.

FY22 Department Goals

- Continue to serve as a resource to petitioners with filing questions and inquiries.

Staffing

(.8 Total Positions): (.8) Board Secretary

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
182 Planning Bd/BOA								
Salary Expenses	\$ 49,253.00	\$ 72,253	\$ (23,000)	\$ 65,181	\$ 55,682	\$ 55,751	\$ 55,226	\$ 41,302
Operating Expenses	\$ 4,192.00	\$ 6,249	\$ (2,057)	\$ 6,249	\$ 5,412	\$ 4,545	\$ 1,075	\$ 792
Total	\$ 53,445.00	\$ 78,502	\$ (25,057)	\$ 71,430	\$ 61,095	\$ 60,296	\$ 56,301	\$ 42,094

DEPT 171 – CONSERVATION

Description of Services

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.

Significant Changes

- Proposed Conservation agent added to staff to insure proactive wetlands management and alleviate workload for volunteer commissioners.
- Updated bylaw suggested to Town Meeting to improve ambiguous language about wetland resource areas.
- First year as standalone department for Conservation Commission.

FY21 Accomplishments

- Educational outreach. Commissioner Jessica Gerke published environmental tips for Stoneham residents.
- Separation of Conservation from Planning Board and Board of Appeals as standalone department.
- Retained Co-Chairs for Conservation Commission continuity, as well as office staff. Transitioned to all virtual meetings.

FY22 Department Goals

- Clarification of roles and responsibilities, specifically with hiring of Conservation agent.
- Whip Hill management review to include proactive plan for when caretaker retires, including recording of his institutional knowledge and experience.
- Clarification of tree committee, tree warden's role and inventory of Town trees.

Staffing

(.6 Total Positions): (.6) Office Assistant

	FY22 Proposed Budget	FY21 Budget	Change FY2	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
171 Conservation								
Salary Expenses	\$ 23,000.00	\$ -	\$ 23,000	\$ 65,181	\$ 55,682	\$ 55,751	\$ 55,226	\$ 41,302
Operating Expenses	\$ 2,057.00	\$ -	\$ 2,057	\$ 6,249	\$ 5,412	\$ 4,545	\$ 1,075	\$ 792
Total	\$ 25,057.00	\$ -	\$ 25,057	\$ 71,430	\$ 61,095	\$ 60,296	\$ 56,301	\$ 42,094

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, Open Space & Recreation Plan, and Housing Production Plan; advocacy through the Transportation Advisory Subcommittee and Traffic Commission; and leads regionally with conversations about first and last mile mobility solutions for Stoneham residents and employers. Additionally, the Department coordinates transportation logistics throughout the municipality, initiates conversation about local investment with property owners, applies for grant funding, and managed all projects under the Town’s Green Community designation, Housing Choice, DOT Shared Streets Program, Municipal Vulnerability Preparedness program, and Compact Community designation with the Commonwealth of Massachusetts.



Solar Panels installed at Stoneham Ice Arena

Significant Changes

- N/A

FY21 Accomplishments

- Worked with the Massachusetts Green Communities Division of the Department of Energy Resources on competitive energy-related grant funding. Town was awarded maximum financial award and was able to be eligible for another year of competitive funding.
- Advocates 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.
- Facilitated a robust community-wide engagement process to yield more participation and better understanding of the 2020 Census.

FY22 Department Goals

- Continue to work with DOER & Green Communities Division on energy improvements throughout town so the Town may move toward reaching its 20% energy reduction goal over the next three years.
- Continue to support the Age-Friendly assessment & MVP planning processes to its completion.
- Complete the PARC construction project at Steele Playground and fulfill all grant funding and programmatic requirements.
- Assist in the transition of the new Stoneham CEA (Community Electrical Aggregation) contract. Approve marketing content, conduct educational presentations as necessary and collaborate with partner Good Energy on programmatic details.

- Develop more arts and culture focused projects and programs throughout town.

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
185 Economic and Community Development								
Salary Expenses	\$ 96,746.00	\$ 85,646	\$ 11,100	\$ 81,479	\$ 81,604	\$ 74,291	\$ 71,329	\$ 69,019
Operating Expenses	\$ 35,740.00	\$ 35,740	\$ -	\$ 35,740	\$ 15,273	\$ 46,304	\$ 22,951	\$ 22,049
Total	\$ 132,486.00	\$ 121,386	\$ 11,100	\$ 117,219	\$ 96,877	\$ 120,595	\$ 94,280	\$ 91,067

DEPT 192 – PUBLIC PROPERTY MAINTENANCE

The Facilities Department oversees and maintains all town and school owned facilities. Provide all maintenance and janitorial services for each building.

Significant Changes

- Utilities-10% increase in electric and gas
- New positions- Addition of an HVAC tech

FY21 Accomplishments

- The Facilities Department is new as of January 2020, combining the town and school's facilities under one umbrella.
- Putting safety measures/plans in place for the safe reopening of all town and school facilities during the pandemic.
- Began to assess all buildings and begin to put preventative maintenance plans and replacement for equipment in place.

FY21 Department Goals

- Work with the Procurement and Finance Departments to perform a service bid for all major services the town and school utilize.
- Develop a five year timeline for roof replacements/renovation for all buildings.
- Continue to assess and implement preventative maintenance plans and equipment replacement for all facilities.

Staffing

(2 Total Position): (.5) Director of Facilities, (.5) HVAC Specialist, (1) Custodian

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
192 Public Property Maintenance								
Salary Expenses	\$ 137,954.00	\$ 137,970	\$ (16)	\$ 226,032	\$ 21,381	\$ -	\$ 347	\$ -
Operating Expenses	\$ 164,550.00	\$ 157,270	\$ 7,280	\$ 187,904	\$ 95,046	\$ 83,617	\$ 69,927	\$ 69,510
Total	\$ 302,504.00	\$ 295,240	\$ 7,264	\$ 413,936	\$ 116,427	\$ 83,617	\$ 70,274	\$ 69,510

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. By cooperating with other agencies and groups to resolve community concerns, we shall strive to ensure that the Stoneham Police Department meets the demands and needs of the community in the most professional manner possible.



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

Significant Changes

- The police department has two vacant police officer positions which are currently funded, but unfilled due to uncertain town finances.

FY21 Accomplishments

- The Department created the StonehamPDnews.com news blog. The news blog and Department's Twitter account - @StonehamMAPD are designed to provide the community information the Department would like to share.
- A newly hired police officer entered the Reading Police Academy in September 2020. This officer replaces an officer that was hired in March 2020 and resigned shortly thereafter.
- The Department created an online portal on our webpage where residents and businesses can report certain types of crime without the need to meet face to face with an officer. This portal was established in response to concerns over COVID-19.

FY22 Department Goals

- In response to the ever increasing number of calls for service with a mental health component, the police department will be creating an internal position designed to oversee our response to these calls, facilitate mental health related training for sworn and civilian personnel and coordinate with outside services.
- 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.
- During a time of a crisis, police and fire personnel need to have an understanding of each departments' respective role and how personnel can work efficiently together. Police and fire department personnel will work to identify opportunities for collaborative training opportunities.

Staffing

(43.5 Total Positions): (1) Chief, (1) Office Manager, (1.3) Office Assistant, (2) Lieutenants, (7) Sergeants, (30) Officers, (.4) Domestic Violence Advocate, (.8) Custodian

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
210 Police Department								
Salary Expenses	\$ 4,470,705.00	\$ 4,276,495	\$ 194,210	\$ 4,377,716	\$ 3,871,517	\$ 3,811,976	\$ 3,658,377	\$ 3,563,303
Operating Expenses	\$ 316,015.00	\$ 310,940	\$ 5,075	\$ 481,164	\$ 332,100	\$ 294,096	\$ 247,075	\$ 291,325
Total	\$ 4,786,720.00	\$ 4,587,435	\$ 199,285	\$ 4,858,880	\$ 4,203,617	\$ 4,106,072	\$ 3,905,452	\$ 3,854,628

DEPT 211 – TRAFFIC DIRECTORS

Description of Services

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

Significant Changes

N/A

FY21 Accomplishments

- Traffic directors successfully modified their work schedules to adapt to changes in school starting and dismissal times.

FY22 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

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
211 Traffic Directors								
Salary Expenses	\$ 154,684.00	\$ 150,606	\$ 4,078	\$ 150,606	\$ 134,703	\$ 134,937	\$ 134,388	\$ 130,677
Operating Expenses	\$ 4,500.00	\$ 4,500	\$ -	\$ 4,500	\$ 2,272	\$ 2,779	\$ 3,504	\$ 2,507
Total	\$ 159,184.00	\$ 155,106	\$ 4,078	\$ 155,106	\$ 136,975	\$ 137,716	\$ 137,892	\$ 133,184

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

- Staff needed to adapt to the unknown challenges relating to dispatching emergency calls for service during the COVID-19 era.

FY21 Accomplishments

- The Town hired one additional full-time dispatcher. This dispatcher position was created to fill vacancies that naturally occur due to the nature of rotating shifts. We were fortunate to have this additional dispatcher position in place as another dispatcher has been unable to work due to a long term injury.
- Computer software purchased through grant funding for a GIS mapping application and state/national law enforcement database query application were implemented.

FY22 Department Goals

- Evaluate the Town's public safety radio system, identify components that will be in need of replacement and in what time frame.

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
212 Dispatchers								
Salary Expenses	\$ 491,409.00	\$ 476,322	\$ 15,087	\$ 457,489	\$ 411,081	\$ 381,450	\$ 375,381	\$ 371,519
Operating Expenses	\$ 30,050.00	\$ 30,050	\$ -	\$ 34,450	\$ 18,956	\$ 10,085	\$ 9,590	\$ 9,892
Total	\$ 521,459.00	\$ 506,372	\$ 15,087	\$ 491,939	\$ 430,037	\$ 391,535	\$ 384,971	\$ 381,411

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.



Significant Changes

- Military commitments- Firefighter returning in July 2021 from Texas & Fire Prevention Captain deploying in July 2021 to Kuwait for 9 months
- Federal grant for staffing of adequate firefighters expiring approximately half way through FY22
- The unknown of when the Covid pandemic will end and the access to Federal funds.

FY21 Accomplishments

- Completed the hiring of all vacant positions in accordance with the SAFER grant narrative.
- Securing PPE that was not readily available. Operating throughout the pandemic including shift schedule changes and preventative measures to stop the spread of COVID throughout the Fire Department in a single station operation.
- Emergency Management procured- display boards, lighting, pumps, and PPE.

FY22 Department Goals

- Completion of Fire Station Feasibility Study
- Maintain current staffing levels per the FEMA SAFER grant requirements.
- Reorganization of the Fire Department Command Structure. Fill the Deputy Fire Chief position which has been vacant since 2004. Promote four firefighters to the rank of Lieutenant which ensures there is an officer assigned to every company, thus meeting industry standards in span of control within the Incident Command System, Engine and Ladder company standards within NFPA 1710, and Massachusetts adopted OSHA regulations.

Staffing

(43 Total Positions): (1) Chief, (1) Administrative Assistant, (5) Captains, (5) Lieutenants, (31) Firefighters

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
220 Fire Department								
Salary Expenses	\$ 3,570,325.00	\$ 3,361,925	\$ 208,400	\$ 3,311,799	\$ 3,065,004	\$ 2,926,087	\$ 2,877,662	\$ 2,754,118
Operating Expenses	\$ 219,950.00	\$ 219,600	\$ 350	\$ 240,082	\$ 265,319	\$ 169,959	\$ 125,668	\$ 124,217
Total	\$ 3,790,275.00	\$ 3,581,525	\$ 208,750	\$ 3,551,881	\$ 3,330,323	\$ 3,096,046	\$ 3,003,330	\$ 2,878,334

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

- Department adjustments to the COVID Pandemic

FY21 Accomplishments

- C304 tickets have been implemented
- Continued to make progress on electronic filing plans

FY22 Department Goals

- Research online permitting
- Continue electronically filling plans
- Update Permit Fees

Staffing

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

	FY22 Proposed Budget†	FY21 Budget†	Change FY21-FY22	FY20 Budget†	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
241 Building and Wire								
Salary Expenses	\$ 274,646.00	\$ 265,396	\$ 9,250	\$ 251,660	\$ 214,774	\$ 182,111	\$ 186,200	\$ 179,742
Operating Expenses	\$ 11,500.00	\$ 11,500	\$ -	\$ 11,500	\$ 5,410	\$ 5,825	\$ 3,150	\$ 4,181
Total	\$ 286,146.00	\$ 276,896	\$ 9,250	\$ 263,160	\$ 220,184	\$ 187,936	\$ 189,350	\$ 183,923

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

FY21 Accomplishments

- Awarded the emergency management performance grant for \$5,100.
- Secured PPE and various supplies from MEMA and vendors throughout the COVID Pandemic
- Upgraded inventory of sump pumps and hoses for assisting residents during floods
- Purchased an additional digital display board for emergency roadside messaging

FY22 Department Goals

- Upgrade the equipment and supplies for emergency preparedness
- Finalize the Towns Comprehensive Management Plan (CEM)

Staffing

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
291 Civil Defense/Emergency Management								
Salary Expenses	\$ 2,000.00	\$ 2,000	\$ -	\$ 2,000	\$ 1,885	\$ 2,000	\$ 2,000	\$ 2,000
Operating Expenses	\$ 5,000.00	\$ 5,000	-	\$ 9,500	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,000.00	\$ 7,000	-	\$ 11,500	\$ 1,885	\$ 2,000	\$ 2,000	\$ 2,000

DEPT 300 – LOCAL EDUCATION

Description of Services

The School Committee, in collaboration with the Superintendent, develops the 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

FY21 Accomplishments

- District Wide: Over 300 students participate in a Remote Academy. Grades PK-8, the district hired sixteen additional staff to teach full remote students. High school students participate in an online academy called TECCA.
- Remaining students participate in a Hybrid/Remote model which allows students in PK, and K to attend four half days a week, Grades 1-8 –two days in person and three days remote and our Grades 9-12 attend every other day in person/remote however could move into a full remote by choice model per their request at any time.

FY22 Key Goals

- To create Human Resource Department for Stoneham Public Schools employees to ensure all matters are handled in a separate office other than the Superintendent’s office to maintain employee confidentiality.
- To create Guidance Supervisor at Stoneham High School who will be the point person and Power School Manger and assist with Master Scheduling and Student Records. Position will also assist with the implementation of MYCAP Guidance Curriculum.
- To create a TV Production/Media specialist for Stoneham High School. This position is part of the Vision statement and needs to begin now not when the school is completed in 2024.
- To create Full time Drama Specialists at Stoneham Central Middle School. Middle school students face difficult peer pressure at their pre-teen and teen years. This position will allow students to grow confidence in themselves while learning how to work collaboratively with each other.
- To reinstate a full time Assistant Principal at Colonial Park. Colonial may be the smallest enrollment for elementary schools however their needs are the greatest due to their additional district wide elementary Special Education programs.
- To transfer current Grade 4 section to a Grade 1 section at Robin Hood. This would allow class sizes to equal district wide. Due to Covid-19 our remote classes allowed manageable class size in kindergarten but would be very high in Grade 1.
- To create a full time interventionist. South Elementary students due to MCAS analysis need added support for our students in reading and writing.
- To increase utility lines such as electric and phones and not be so reliant on elementary afterschool care.
- Review Special Education programs and if when required add those additional classrooms.

Staffing

N/A

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
300 Public Schools								
Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 30,963,029.00	\$ 30,126,729	\$ 836,300	\$ 30,291,726	\$ 28,916,729	\$ 27,734,642	\$ 26,734,742	\$ 25,888,516
Total	\$ 30,963,029.00	\$30,126,729	\$ 836,300	\$30,291,726	\$28,916,729	\$27,734,642	\$26,734,742	\$25,888,516

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

Staffing

(0 Total Position)

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
397 Essex North Shore Vocational								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses	\$ 110,000.00	\$ 110,000	\$ -	\$ 174,000	\$ 135,754	\$ 196,223	\$ 231,243	\$ 279,644
Total	\$ 110,000.00	\$ 110,000	\$ -	\$ 174,000	\$ 135,754	\$ 196,223	\$ 231,243	\$ 279,644
	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
398 Minuteman Vocational School								
Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses		\$ -	\$ -	\$ -	\$ 39,832	\$ 54,684	\$ 53,892	\$ 57,168
Total		\$ -	\$ -	\$ -	\$ 39,832	\$ 54,684	\$ 53,892	\$ 57,168
	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
399 Northeast Vocational School								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses	\$ 1,360,229.00	\$ 1,335,229	\$ 25,000	\$ 979,474	\$ 970,535	\$ 1,046,697	\$ 970,818	\$ 1,076,254
Total	\$ 1,360,229.00	\$ 1,335,229	\$ 25,000	\$ 979,474	\$ 970,535	\$ 1,046,697	\$ 970,818	\$ 1,076,254

DEPT 400-491 – PUBLIC WORKS

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, Office Manager, Utility Billing Manager and Time and Construction Clerk.

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

Significant Changes

- Added a budget item to assist in professional development

FY21 Accomplishments

- Introduced a work order system for the Towns Fleet Maintenance
- Updated the Towns survey equipment
- Purchased a drain/sewer camera to inspect the underground utilities.
- Purchased a new Cat front end loader, Hot box asphalt hot box, mini miller attachment for Bobcat

FY22 Department Goals

- Have the water and sewer tie cards on tablets for the crews in the field

Staffing

(29.4 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, (2) Motor Equipment Repairmen/Laborer, (1) Administrative Assistant, (1) Office Manager, (1) MEM 1, (1) Time Clerk, (1) Tree Climber, (.4) PT Recycle Coordinator

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
400 Public Works Administration								
Salary Expenses	\$ 1,025,002.00	\$ 973,820	\$ 51,182	\$ 1,024,538	\$ 845,131	\$ 783,363	\$ 753,380	\$ 615,061
Operating Expenses	\$ 365,065.00	\$ 283,300	\$ 81,765	\$ 283,922	\$ 282,185	\$ 281,485	\$ 210,965	\$ 246,857
Total	\$ 1,390,067.00	\$ 1,257,120	\$ (51,339)	\$ 1,308,459	\$ 1,127,316	\$ 1,064,848	\$ 964,345	\$ 861,918

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

FY21 Accomplishments

- Ensured a high level of response during weather events

FY22 Department Goals

- Purchase a snow blower attachment for new Cat loader.

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
423 Public Works Snow & Ice								
Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ 117,691	\$ 121,832	\$ 69,119
Operating Expenses	\$ 295,500.00	\$ 295,500	\$ -	\$ 295,500	\$ 440,702	\$ 494,337	\$ 459,245	\$ 295,663
Total	\$ 295,500.00	\$ 295,500	\$ -	\$ 295,500	\$ 440,702	\$ 612,028	\$ 581,078	\$ 364,782

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.

FY21 Accomplishments

- Street light LED upgrade Town wide has been completed

FY22 Department Goals

- Address the underground electrical issues throughout the town, ongoing through FY22.

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
424 Public Works Street Lighting								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses	\$ 122,500.00	\$ 155,500	\$ -	\$ 158,716	\$ 142,500	\$ 133,735	\$ 125,389	\$ 114,488
Total	\$ 122,500.00	\$ 155,500	\$ -	\$ 158,716	\$ 142,500	\$ 133,735	\$ 125,389	\$ 114,488

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

- Trash hauling fees have increased to \$90 per ton

FY21 Accomplishments

- Continue to provide service through the COVID Pandemic

FY22 Department Goals

- Continue on educating residents on proper recycling and trash disposal

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
433 Public Works Refuse Collection								
Salary Expenses	\$ 20,000.00	\$ 20,000	\$ -	\$ 30,000	\$ 24,970	\$ 21,677	\$ 18,841	\$ 19,915
Operating Expenses	\$ 108,500.00	\$ 70,500	\$ 38,000	\$ 70,500	\$ 78,523	\$ 70,081	\$ 47,902	\$ 64,639
Total	\$ 128,500.00	\$ 90,500	\$ 38,000	\$ 100,500	\$ 103,493	\$ 91,758	\$ 66,743	\$ 84,555

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.

FY21 Accomplishments

- Performed maintenance on various pieces of equipment
- Installed a fleet equipment maintenance software to manage the entire DPW fleet and preventative maintenance.

FY22 Department Goals

- Update fleet 10 year replacement plan

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
490 Public Works Motor Vehicle								
Salary Expenses		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 240,000.00	\$ 240,000	\$ -	\$ 244,152	\$ 237,315	\$ 239,890	\$ 228,210	\$ 215,595
Total	\$ 240,000.00	\$ 240,000	\$ -	\$ 244,152	\$ 237,315	\$ 239,890	\$ 228,210	\$ 215,595

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.

FY21 Accomplishments

- Repaired a 15 in drain line that was collapsing

FY22 Department Goals

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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
491 Public Works Cemetery								
Salary Expenses	\$ 244,788.00	\$ 229,382	\$ 15,406	\$ 228,430	\$ 164,397	\$ 154,254	\$ 113,386	\$ 138,268
Operating Expenses	\$ 16,770.00	\$ 16,770	\$ -	\$ 16,770	\$ 11,569	\$ 10,863	\$ 9,675	\$ 8,927
Total	\$ 261,558.00	\$ 246,152	\$ 15,406	\$ 245,200	\$ 175,966	\$ 165,117	\$ 123,061	\$ 147,196

DPW Consolidated	FY21 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
Salary Expenses								
400	\$ 1,025,002.00	973,820	51,182	1,024,538	845,131	783,363	753,380	615,061
423		-	-	-	-	117,691	121,832	69,119
424		-	-	-	-	-	-	-
433	\$ 20,000.00	20,000	-	30,000	24,970	21,677	18,841	19,915
490		-	-	-	-	-	-	-
491	\$ 244,788.00	229,382	15,406	228,430	164,397	154,254	113,386	138,268
Sub Total	\$ 1,289,790.00	\$ 1,223,202	66,588	\$ 1,282,968	\$ 1,034,498	\$ 1,076,986	\$ 1,007,439	\$ 842,364
Operating Expenses								
400	\$ 365,065.00	\$ 283,300	81,765	\$ 283,922	\$ 282,185	\$ 281,485	\$ 210,965	\$ 246,857
423	\$ 295,500.00	\$ 315,500	(20,000)	\$ 295,500	\$ 440,702	\$ 494,337	\$ 459,245	\$ 295,663
424	\$ 122,500.00	\$ 155,500	(33,000)	\$ 158,716	\$ 142,500	\$ 133,735	\$ 125,389	\$ 114,488
433	\$ 108,500.00	\$ 70,500	38,000	\$ 70,500	\$ 78,523	\$ 70,081	\$ 47,902	\$ 64,639
490	\$ 240,000.00	\$ 240,000	-	\$ 244,152	\$ 237,315	\$ 239,890	\$ 228,210	\$ 215,595
491	\$ 16,770.00	\$ 16,770	-	\$ 16,770	\$ 11,569	\$ 10,863	\$ 9,675	\$ 8,927
Sub Total	\$ 1,148,335	\$ 1,081,570	66,765	\$ 1,069,560	\$ 1,192,794	\$ 1,230,392	\$ 1,081,386	\$ 946,169
Total	\$ 2,438,125	\$ 2,304,773	\$ 133,352	\$ 2,352,528	\$ 2,227,290	\$ 2,307,378	\$ 2,088,826	\$ 1,788,533

DEPT 510 – PUBLIC HEALTH SERVICES

Description of Services



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

BOH Booth at Town Day

Significant Changes

- New Health Agent hired

FY21 Accomplishments

- Worked across the Town to help prevent and assist residents dealing with the COVID pandemic

FY22 Department Goals

- Ensure a safe and smooth vaccine program for the residents of Stoneham

Staffing

(2.5 Total Positions): (1) Health Agent, (.5) Nurse, (1) Office Assistants

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
510 Board of Health								
Salary Expenses	\$ 165,874.00	\$ 161,039	\$ 4,835	\$ 150,302	\$ 155,733	\$ 151,020	\$ 167,518	\$ 143,637
Operating Expenses	\$ 15,900.00	\$ 15,900	\$ -	\$ 20,900	\$ 13,515	\$ 14,604	\$ 9,930	\$ 4,757
Total	\$ 181,774.00	\$ 176,939	\$ 4,835	\$ 171,202	\$ 169,248	\$ 165,624	\$ 177,448	\$ 148,394

DEPT 541 – COUNCIL ON AGING

Description of Services



(High Tea)

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

- EOEA formula grant to cover non-union employees salary increases and cover salaries of 2 employees - total expenditure from grant for employees \$44,200.
- Funding for PT Social Worker to full-time.

FY21 Accomplishments

- Completed the Age Friendly Initiative with the assistance from UMass Boston Gerontology Institute. A needs assessment was completed and findings will be presented in December 2020. - Grant from Community Compact (\$15,000) awarded and partially used for assessment.
- Responded to Pandemic -Cooperative effort of town employees of setting up "command center" at senior center to respond to the needs of all residents - focus on access to food, transportation, PPE and emotional support. Identified, planned and executed agreed upon efforts.
- Development of long-term outreach plans to seniors as likelihood of re-opening center diminished. Programs included Care Calls to seniors to "check in" and assess needs, delivery of groceries, books, activity bags, greeting cards, development of programs accessible on Zoom, friendly safe-distancing brief home visits- use of grants and revolving funds to deliver services

FY22 Department Goals

- Re-opening of senior center to community for face to face socialization and engagement. All programming needs funded by grants and revolving fund.
- Address the technology divide and work with various organizations to work towards bridging the gap: access to Wi-Fi, education, training, and the consideration of financial limitations for many seniors. Seek grant funding for programs focused on this gap.
- Work with town departments and community stakeholders in evaluating, considering and executing recommendations from findings of the Age-Friendly Needs Assessment facilitated by UMass Boston Gerontology Institute.

Staffing

(4.4 Total Positions): (1) Director, (1) Administrative Assistant, (1) Outreach Worker, (.6) Part-Time Receptionist, (.5) Van Driver, (.3) Custodian

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
541 Council on Aging								
Salary Expenses	\$ 184,422.00	\$ 152,829	\$ 31,593	\$ 187,370	\$ 138,553	\$ 112,508	\$ 103,652	\$ 99,330
Operating Expenses	\$ 31,904.00	\$ 31,904	\$ -	\$ 40,825	\$ 48,350	\$ 37,051	\$ 35,020	\$ 29,148
Total	\$ 216,326.00	\$ 184,733	\$ 31,593	\$ 228,195	\$ 186,903	\$ 149,559	\$ 138,671	\$ 128,478

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.

Significant Changes

- N/A

FY21 Accomplishments

- During the COVID-19 Pandemic, The Stoneham Recreation Department worked under strict state mandates and regulations and was still able to offer dozens of in person programs over the summer of 2020. During the summer, the department sold out more programs than any other season of recreational programming since 2016.
- The Steele Playground Renovation project has been scheduled and is anticipated to be completed by May of 2021. Throughout FY21, we have hired a vendor, finished design, and scheduled installation for the Town of Stoneham's first ADA compliant playground.
- Despite working to develop one of the most extensive summer programming lists offered by any Recreation Department in the region, the Recreation Department also served as a major contributor towards the Emergency Management team and COVID Command Center based out of the Stoneham Senior Center.

FY22 Department Goals

- Continue to increase the amount of programs for FY22. The goal of the department is to return to over 70 offerings each year and increasing the Revolving Fund to help support the department and future recreational projects.
- Secure Town and State Funding for renovations or addition of a playground to enhance the recreational opportunities residents of all ages in Stoneham.
- Look into establishing a user fee system for all youth sport participants who use Stoneham Fields in an attempt to established annual funding for better upkeep and renovation of our existing athletic fields and passive recreation areas.

Staffing

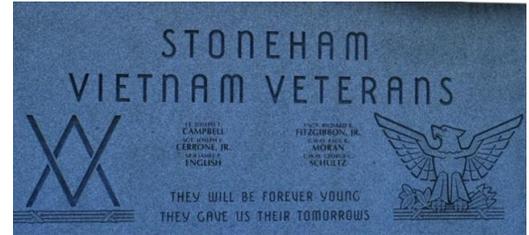
(1 Total Position): (1) Director

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
542 Recreation Department								
Salary Expenses	\$ 86,327.00	\$ 78,775	\$ 7,552	\$ 78,775	\$ 76,934	\$ 74,510	\$ 69,527	\$ 11,187
Operating Expenses	\$ 5,000.00	\$ 5,000	\$ -	\$ 9,290	\$ 7,994	\$ 10,909	\$ 9,116	\$ 9,059
Total	\$ 91,327.00	\$ 83,775	\$ 7,552	\$ 88,065	\$ 84,928	\$ 85,420	\$ 78,643	\$ 20,246

DEPT 543 – VETERANS SERVICES

Description of Services

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



Significant Changes

- Veterans' property tax work off benefit program to begin implementation
- Assigned a new director of Veterans Services.

FY21 Accomplishments

- Adopted Annual May Town Meeting MGL Chapter 59 sec 5N, Veterans property tax work-off program.
- Picked up food pantry delivery as a serve to veterans in need in the Town of Stoneham.

FY22 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

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
543 Veterans								
Salary Expenses	\$ 53,000.00	\$ 53,638	\$ (638)	\$ 50,477	\$ 49,057	\$ 46,929	\$ 45,353	\$ 41,231
Operating Expenses	\$ 152,750.00	\$ 145,100	\$ 7,650	\$ 175,850	\$ 122,133	\$ 169,671	\$ 177,850	\$ 156,415
Total	\$ 205,750.00	\$ 198,738	\$ 7,012	\$ 226,327	\$ 171,190	\$ 216,600	\$ 223,204	\$ 197,646

DEPT 590 – Prevention & Outreach

Description of Services

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. 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.

Significant Changes

- Elliott Services started to provide prevention and outreach for the Town. This allows for better services for the most vulnerable and at-risk population

FY21 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.
- Started working with Elliott Services

FY22 Department Goals

- Increase Narcan trainings and narcan distribution for Stoneham residents, businesses, and organizations.

Staffing

(0 Total Position):

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
590 Prevention & Outreach								
Salary Expenses		\$ -	\$ -	\$ 67,626	\$ 66,046	\$ 64,751	\$ -	\$ -
Operating Expenses	\$ 24,600.00	\$ 24,600	\$ -	\$ 6,000	\$ 4,148	\$ 2,933	\$ -	\$ -
Total	\$ 24,600.00	\$ 24,600	\$ -	\$ 73,626	\$ 70,194	\$ 67,683	\$ -	\$ -

DEPT 610 – PUBLIC LIBRARY

Description of Services

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

Significant Changes

- COVID forced the closing of the Library to the public until the conditions were safe for residents and staff
- Even after it is safe to do so, the Library will likely continue to offer some programs virtually while hosting others in-person. However, the benefits of having some virtual programs are significant, especially for those who may be capable of participating from home but are not mobile enough to get to the Library.
- Until there is a widely-distributed vaccine for COVID-19, there will continue to be differences in the layout and access to parts or all of the Library. This includes limited seating and access by appointment. Depending on the changes, especially with the layout, some new features may be permanent.

FY21 Accomplishments

- The Library was able to continue programs virtually in FY20 and into FY21, but there have also been new services begun, including Mobile Printing and a Remote Administrator, which allow staff to help patrons when necessary but also allow patrons to do more independently.
- Especially in the second half of FY20 and into FY21, Library staff have been able to more fully utilize the Materials Selection policy and have been able to ensure the items in the collection fulfill the mission of the Library and also reflect what the residents of the Town have indicated is important through checkout statistics.
- The Library was able to fill the position of Head of Youth Services in February 2020, after the position was vacation in June 2019. The staff in the Junior Room including the new department head have improved workflow by rearranging areas and collections for different age groups. Families have already benefited from the improvements and will continue to do so into the future.

FY22 Department Goals

- The Library staff will continue to improve in best practices and efficiencies, including focusing on all aspects of the Materials Selection policy, on reanalyzing use of building space, on regular maintenance of the building systems, on improvement in the appearance of interior through smaller projects as the budget will allow, and more. New services like self-checkout machines and wireless hotspots to lend will be considered again.
- The Library staff and Board of Trustees will use every available tool to maintain State certification, including working with the Town administrative staff as well as frequent conversations with the Massachusetts Board of Library Commissioners' staff and members of the community.
- The Library Director and Board of Trustees will continue researching alternative methods of funding and support, including the establishment of a library foundation and finding residents with the skills and ability to revitalize the Friends of the Library.

- The Library will revamp and release parts of the strategic planning process done in FY20 and into FY21. When this is complete, Library staff and the Board of Trustees 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.

Staffing

(12.1 Total Positions): (1) Library Director, (1) Head of Youth Services, (.5) Catalogue Librarian, (1) Reference Librarian, (1) Circulation Supervisor, (4) Senior Librarian Technician, (1.5) Librarian Technician, (.5) Custodian , (1.6) Part-Time Support Staff

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual	2015 Actual
610 Public Library									
Salary Expenses	\$ 617,005.00	\$ 555,496	\$ 61,509	\$ 660,897	\$ 601,145	\$ 567,821	\$ 565,264	\$ 579,098	\$ 547,826
Operating Expenses	\$ 295,138.00	\$ 266,940	\$ 28,198	\$ 272,106	\$ 255,040	\$ 242,316	\$ 219,593	\$ 195,435	\$ 191,163
Total	\$ 912,143.00	\$ 822,436	\$ 89,707	\$ 933,003	\$ 856,185	\$ 810,137	\$ 784,857	\$ 774,532	\$ 738,990

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

- Closure at various times due to the COVID Pandemic

FY21 Accomplishments

- Saving Electric Funds with the Solar Project that has been connected.
- Maintaining a clean environment and keeping up with all Covid Protocols.

FY22 Department Goals

- To keep the facility going and not having to shut down at any time due to COVID. Allowing us to maintain and grow our summer sessions as well as all our other programs.

Staffing

(3.5 Total Positions): (1) Arena Manager, (1) Assistant Manager, (.5) Office Assistant, (1) Rink Assistant

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
631 Arena								
Salary Expenses	\$ 245,034.00	\$ 242,874	\$ 2,160	\$ 254,301	\$ 191,369	\$ 185,871	\$ 186,324	\$ 172,645
Operating Expenses	\$ 244,975.00	\$ 237,250	\$ 7,725	\$ 270,386	\$ 268,056	\$ 242,250	\$ 248,856	\$ 259,280
Total	\$ 490,009.00	\$ 480,124	\$ 9,885	\$ 524,687	\$ 459,425	\$ 428,121	\$ 435,181	\$ 431,925

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 FY22. The below information is shown for historical purposes.

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
630 Golf (Annual Debt/Project Exp)								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ 88,972
Operating Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ 207,817
Total		\$ -	\$ -	\$ -		\$ -	\$ -	\$ 296,789

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
710 Maturing Debt & Interest								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses Deb	\$ 2,300,000.00	\$ 3,375,000	\$ (1,075,000)	\$ 3,235,000	\$ 3,565,000	\$ 3,428,000	\$ 3,395,000	\$ 3,435,400
Operating Expenses Inter	\$ 664,572.00	\$ 779,276	\$ (114,704)	\$ 968,459	\$ 1,023,541	\$ 1,059,738	\$ 1,159,045	\$ 1,222,519
Total	\$ 2,964,572.00	\$ 4,154,276	\$ (1,189,704)	\$ 4,203,459	\$ 4,588,541	\$ 4,487,738	\$ 4,554,045	\$ 4,657,919

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
911 Contributory Pension								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses	\$ 6,880,229.00	\$ 6,273,630	\$ 606,599	\$ 6,611,111	\$ 6,411,467	\$ 5,950,837	\$ 5,538,241	\$ 5,135,261
Total	\$ 6,880,229.00	\$ 6,273,630	\$ 606,599	\$ 6,611,111	\$ 6,411,467	\$ 5,950,837	\$ 5,538,241	\$ 5,135,261

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
912 Health Insurance								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses	\$ 8,822,472.00	\$ 8,322,140	\$ 500,332	\$ 8,384,348	\$ 7,872,144	\$ 8,031,144	\$ 7,787,790	\$ 7,428,874
Total	\$ 8,822,472.00	\$ 8,322,140	\$ 500,332	\$ 8,384,348	\$ 7,872,144	\$ 8,031,144	\$ 7,787,790	\$ 7,428,874

DEPT 918 – CAPITAL IMPROVEMENTS

***Please note there are no allocated budget dollars associated with Golf Course Annual Debt for FY22. The below information is shown for historical purposes.

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
918 Capital Improvements								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ 322,265
Total		\$ -	\$ -	\$ -		\$ -	\$ -	\$ 322,265

DEPT 919 – UNCLASSIFIED

Description of Services

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

Significant Changes

N/A

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
919 Unclassified								
Salary Expenses	\$ 165,000.00	\$ 215,000	\$ (50,000)	\$ 125,000	\$ 24,395	\$ -	\$ -	\$ 13,079
Operating Expenses	\$ 1,998,404.00	\$ 1,933,814	\$ 64,590	\$ 1,758,000	\$ 2,110,993	\$ 2,043,581	\$ 2,305,045	\$ 2,300,303
Total	\$ 2,163,404.00	\$ 2,148,814	\$ 14,590	\$ 1,883,000	\$ 2,135,388	\$ 2,043,581	\$ 2,305,045	\$ 2,313,382

DEPT 920 – NON-DEPARTMENTAL

Description of Services

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

Significant Changes

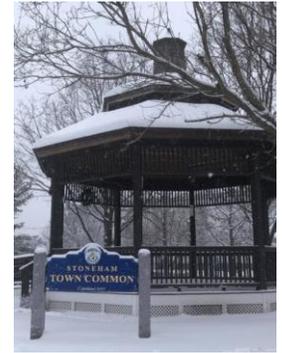
N/A

FY21 Accomplishments

N/A

FY22 Department Goals

N/A



Stoneham Town Common

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
920 Non-Departmental								
Salary Expenses		\$ -	\$ -	\$ -				
Operating Expenses	\$ 587,402.00	\$ 560,000	\$ 27,402	\$ 107,000	\$ 1,565,410	\$ 75,100	\$ 38,201	\$ 36,716
Total	\$ 587,402.00	\$ 560,000	\$ 27,402	\$ 107,000	\$ 1,565,410	\$ 75,100	\$ 38,201	\$ 36,716

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

FY21 Accomplishments

N/A

FY22 Department Goals

N/A

	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
950 OPEB Trust Contribution								
Salary Expenses		\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
Operating Expenses	\$ 100,000.00	\$ 100,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Total	\$ 100,000.00	\$ 100,000	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -

XIII. ENTERPRISE FUNDS

DEPT 440 & 450 – SEWER & WATER

Description of Services



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

Water main leak

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.

FY21 Accomplishments

- Water: Received approval from Town meeting to clean and cement line 5,000 linear feet of 1907 20-inch cast iron water main on Main Street South St to Franklin St). The project will commence in the spring.

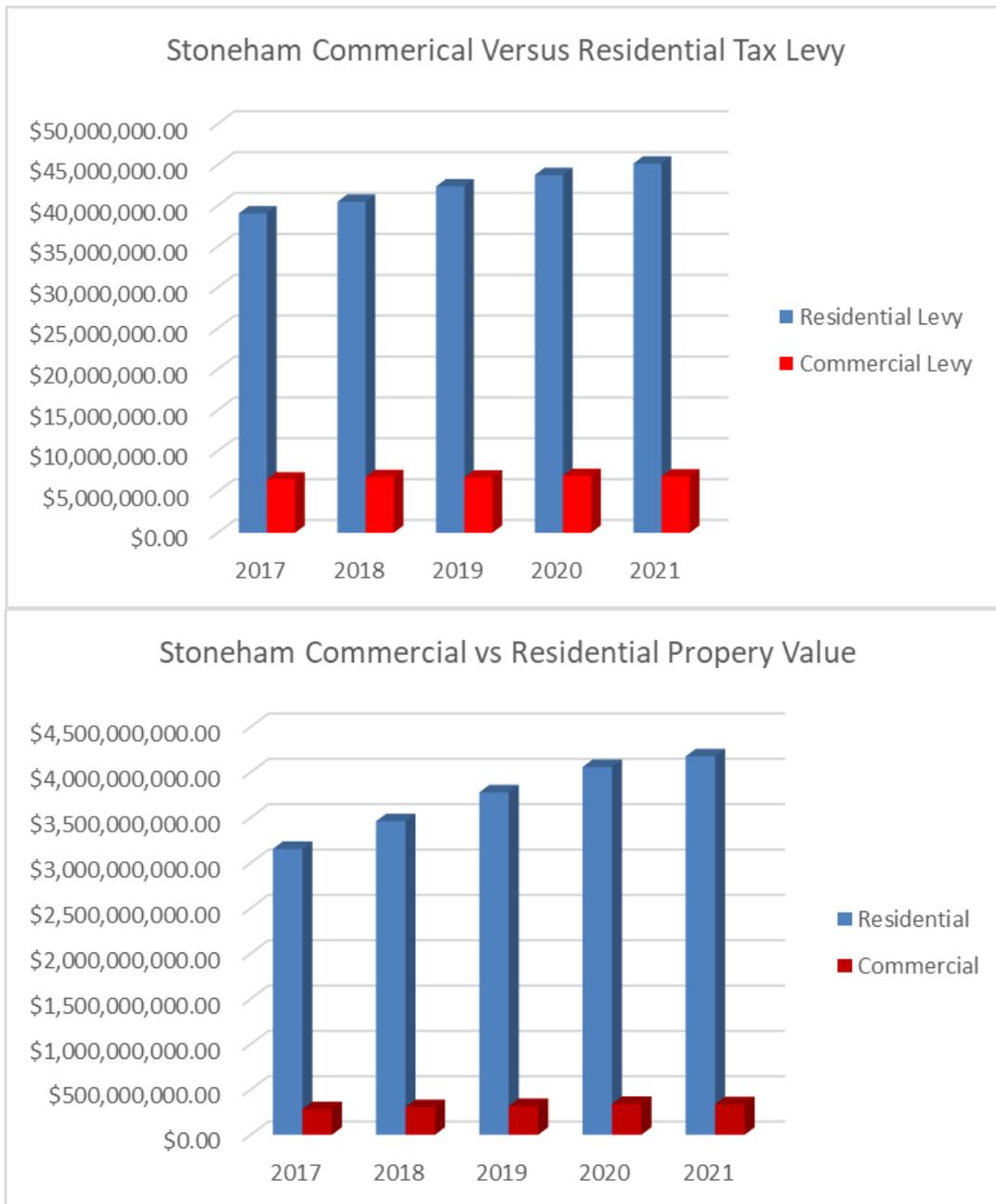
- Sewer: Continuing on identifying and removing extraneous inflow and infiltration from entering into the sanitary sewer system.

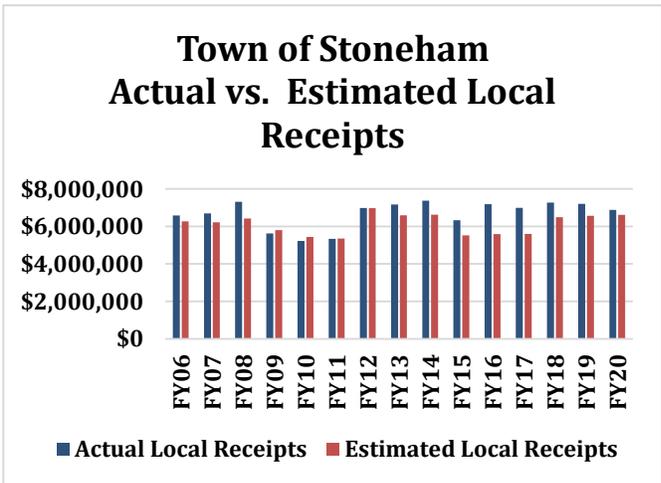
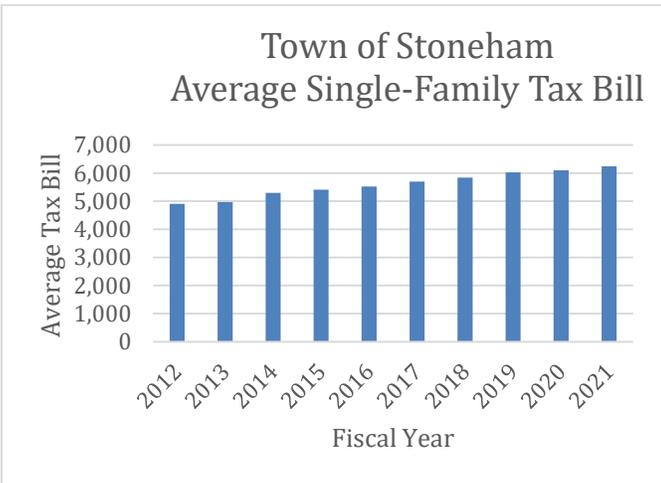
FY22 Department Goals

- 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: 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.

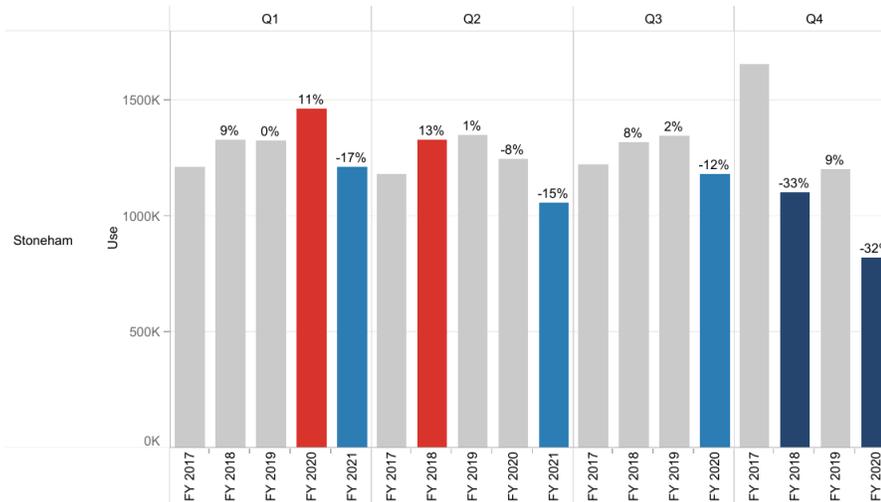
	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
440 Public Works Sewer								
Salary Expenses	\$ 453,429.00	\$ 471,526	\$ (18,097)	\$ 480,495	\$ 526,136	\$ 545,505	\$ 516,581	\$ 596,524
Operating Expenses	\$ 6,405,327.00	\$ 6,405,327	\$ 520,704	\$ 5,884,623	\$ 5,467,187	\$ 5,310,165	\$ 5,274,574	\$ 5,093,657
Total	\$ 6,858,756	\$ 6,876,853	\$ (18,097)	\$ 6,365,118	\$ 5,993,323	\$ 5,855,671	\$ 5,791,154	\$ 5,690,181
		FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
450 Public Works Water								
Salary Expenses	\$ 412,297	\$ 432,190	\$ (19,893)	\$ 464,183	\$ 462,475	\$ 483,447	\$ 464,758	\$ 529,747
Operating Expenses	\$ 4,889,309	\$ 4,051,268	\$ 838,041	\$ 4,505,048	\$ 4,505,048	\$ 4,444,418	\$ 4,254,805	\$ 4,008,569
Total	\$ 5,301,606	\$ 4,483,458	\$ 818,148	\$ 4,969,231	\$ 4,967,523	\$ 4,927,865	\$ 4,719,563	\$ 4,538,316
	FY22 Proposed Budget	FY21 Budget	Change FY21-FY22	FY20 Budget	FY19 Actual	FY18 Actual	2017 Actual	2016 Actual
Public Works Water & Sewer Total Budget								
Salary Expenses	\$ 865,726.00	\$ 903,716	\$ (37,990)	\$ 944,678	\$ 988,611	\$ 1,028,953	\$ 981,338	\$ 1,126,271
Operating Expenses	\$ 11,294,636.00	\$ 10,456,595	\$ 838,041	\$ 10,389,671	\$ 9,972,235	\$ 9,754,583	\$ 9,529,379	\$ 9,102,226
Total	\$ 12,160,362.00	\$ 11,360,311	\$ 800,051	\$ 11,334,349	\$ 10,960,846	\$ 10,783,536	\$ 10,510,717	\$ 10,228,497

XIV. SUPPLEMENTAL INFORMATION

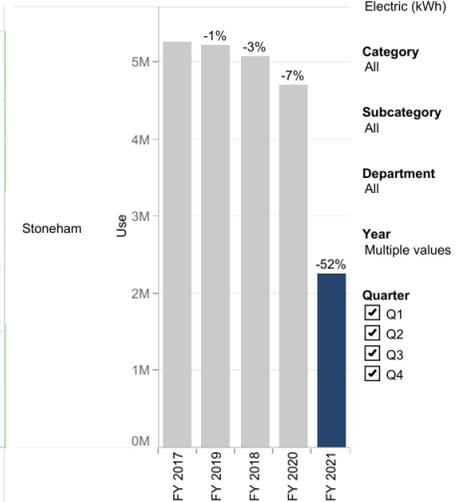




Quarter to Quarter



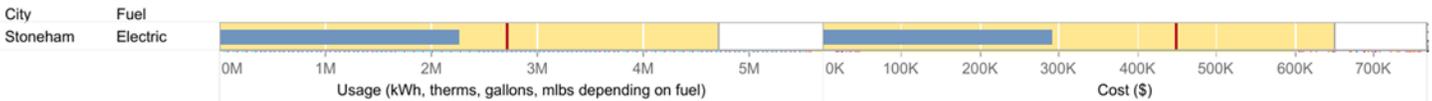
Year to Year



Use and Cost This Year to Last

■ Total for Previous Year
 ■ Total as of December 31, 2020
 | Total for Last Year as of Same Date

This chart compares your current energy use and cost, as of the date with the most complete data set (blue bar), to your energy use and cost this time last year (red line) and to last year's total energy use and cost (yellow bar). If the blue bar is past the red line, your energy use or spending is greater now than it was at the same time last year. To expand or collapse the chart, hover your pointer over the words City, Department, Building, etc., then click the plus (+) or minus (-) symbols.



Note: FY21 electrical usage is as of 12/31/2020. With six months left in FY21, the town expects significant energy savings as a result of Green Communities Initiatives.

XV. CAPITAL IMPROVEMENT PLAN

The Capital Committee met starting in January of 2021 to begin a new process for the May 2021 Town Meeting. The process for the FY22 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 five times in January and early February to achieve the requested timeline for presenting a Warrant Article for May 2021 and supporting documentation to the Select Board by February 19th.

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 FY22 consideration, all department requests were found to have merit but funding is not adequate for all requests. In discussion for FY22, 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 FY22, the committee also considered revenue sources available for Capital. Revenue sources identified in conjunction with the Town Administrator, Town Accountant, and Town Wide Budget Director are:

Department	Amount	FY21 Funded Projects (Bonding)	Funding Source
Public Works	\$ 100,000.00	Streets and Sidewalks	Bonding
Public Works	\$ 64,000.00	Drainage MS4	Bonding
Fire	\$ 820,000.00	Fire Engine	Bonding
Golf Course	\$ 21,505.00	Rebuild Hole 9	Bonding
Public Facilities	\$ 25,000.00	Design study: Ice Arena Lower Roof and Envelope Replacement	Bonding
Total	1,030,505.00	General Fund Funding	

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.

FY22 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 FY22 Significant Non-Routine Capital Items for Appropriation:

- \$820,000 for new Fire Engine

Department	Amount	FY22 Funded Projects (Bonding)	Funding Source
Fire	\$ 820,000.00	Fire Engine	Bonding
Total	820,000.00		

FY22 Five-Year Capital Improvement Program FY22-FY26:

Department	Department #	Title	FY2022	FY2023	FY2024	FY2025	FY2026	Five Year Total
GENERAL FUND								
Information Technology								
GIS/MIS/Assessing	141/155	Town Wide Security and Software Upgrade	-	50,000	50,000	50,000	50,000	200,000
GIS/MIS	155							
Total Information Technology			-	50,000	50,000	50,000	50,000	200,000
Town Clerk								
Town Clerk	161	Voting Equipment	-	-	75,000	-	-	75,000
Total Elections & Registration			-	-	75,000	-	-	75,000
Planning & Community Development								
Community Development	185	Downtown Reconfiguration (\$4,900,000 in grants)	-	-	4,900,000	-	-	4,900,000
Community Development	185		-	20,000	15,000	-	-	35,000
Total Community Development			-	20,000	4,915,000	-	-	4,935,000

Public Property/Facilities

		Stoneham Ice Arena Lower Roof and Envelope Replacement						
Public Property Maintenance	192		357,000					357,000
Public Property Maintenance	192	Boiler Redundancy	40,000					40,000
Public Property Maintenance	192	Town Hall Roof Restoration		151,200				151,200
Public Property Maintenance	192	Library Roof Slate Replacement				191,800		191,800
Public Property Maintenance	192							-
Public Property Maintenance	192							-
Total Public Property/Facilities			397,000	151,200	-	191,800	-	740,000

Police Department

Police	210	Marked Police Vehicles	145,000					145,000
Police	210	Unmarked Police Vehicles	45,000					45,000
Total Police Department			190,000	-	-	-	-	190,000

Dispatch Department

		Public Safety Dispatch Console		896,000				
								896,000
Total Dispatch Department								896,000

Fire Department

Fire	220	Kitchen/Female Bathroom	40,000					40,000
Fire	220	Portable Radios		100,000				100,000
Fire	220	Fire Engine	820,000					820,000
Fire	220	Exterior Brick repointed		1,100,000				1,100,000
Fire	220	Window Replacement					100,000	100,000
Fire	220	Construction of substation				10,000,000		10,000,000
Fire	220	Vehicle Replacement	55,000					55,000
Fire	220	Replace tar and gravel roofs				130,000		130,000
Fire	220	Backup Emergency Diesel Generator		50,000				50,000
Fire	220	Compressor			40,000			40,000
Fire	220							-
Fire	220							-
Fire	220							-
Total Fire Department			915,000	1,250,000	40,000	10,130,000	100,000	12,435,000

School Department

Schools	300	Robin Hood Playground Upgrade	200,000					200,000
		South School Site Rehab-Playground and Park						
Schools	300	Lot	500,000					500,000
Schools	300	Marching Band Uniforms-HS		50,000				50,000
Schools	300	Motorized Shades School Gym-Central		90,000				90,000
Schools	300	Roof Restoration-Robin Hood	376,000					376,000
Schools	300	Playground Upgrade- Colonial Park	200,000					200,000
Schools	300	Roof Restoration- Colonial Park			400,000			400,000
Schools	300	Technology Upgrades/Equipment			100,000			100,000
Schools	300	Elementary Furniture Upgrade-All Schools			100,000			100,000
Schools	300	Flat Roof Restoration-South School				80,000		80,000
		Replace Shingle Roof with Metal Shingles-South School				384,000		384,000
Schools	300	Three Golf Carts (AD, Trainer, Facilities)				60,000		60,000
Schools	300	Technology Upgrades/Equipment					100,000	100,000
Schools	300	Replacement of Athletic/School Bus					60,000	60,000
		Elementary School Outside Painting-All Elem Schools					200,000	200,000
Total School Department			700,000	716,000	600,000	524,000	360,000	2,900,000

Arena

Arena	631	Little Roof and Vent Replacement		357,000					357,000
Arena	631	Ice Resurfacer	162,000						162,000
Arena	631	Generator			50,000				50,000
Arena	631	Skate Sharpener Machine				120,000			120,000
Arena	631	Handicapp Accessible Inside and out			40,000				40,000
Arena	631								-
Total Arena			162,000	357,000	90,000	120,000	-	-	729,000
Non-Departmental									
Historical Commission	920	2012 Old Burying Ground Preservation Plan	29,500	31,000	34,100	25,100	26,500		146,200
Total Non-Departmental			29,500	31,000	34,100	25,100	26,500	-	146,200
GENERAL FUND TOTAL			3,324,582	4,447,650	6,860,100	11,875,600	1,459,400	-	27,967,332

ENTERPRISE FUNDS

Sewer Enterprise

Sewer	440	Replacement and Rehab of Sewers Atwood Ave		2,901,450					2,901,450
Sewer	440	Park, Marble, Katherine							92,500
Sewer	440	Dump Truck	92,500						-
Total Sewer Enterprise			92,500	2,901,450	-	-	-	-	2,993,950

Water Enterprise

Water	450	Dump Truck	92,500						92,500
Water	450								-
Total Water Enterprise			92,500	-	-	-	-	-	92,500

ENTERPRISE FUNDS TOTAL			185,000	2,901,450	-	-	-	-	3,086,450
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GRAND TOTAL: 5-YEAR CAPITAL PLAN			3,509,582	7,349,100	6,860,100	11,875,600	1,459,400	-	31,053,782
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XVI. GLOSSARY OF TERMS

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

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

fund to account for the Town's 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, 2021 through June 30, 2022

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>114 MODERATOR</u>					
200	200	1	Elected Salary	200	200
\$ 200	\$ 200	2	Expenses	\$ 200	\$ 200
\$ 400	\$ 400		Total Moderator Budget	\$ 400	\$ 400

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>122 SELECT BOARD</u>					
66,044	67,930		Full-Time Salaries	71,933	71,933
12,000	12,500		Elected Official Salaries	15,000	15,000
\$ 78,044	\$ 80,430	3	Total Salaries	\$ 86,933	\$ 86,933
5,468	7,000		Advertising	7,000	7,000
2,202	2,600		Printing Services	2,600	2,600
725	4,000		Other Purchased Services	4,000	4,000
343	1,200		Office Supplies	1,200	1,200
845	2,500		In State Travel	2,500	2,500
9,583	17,300	4	Total Expenses	17,300	17,300
\$ 87,627	\$ 97,730		Total Select Board Budget	\$ 104,233	\$ 104,233

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>123 TOWN ADMINISTRATOR</u>					
336,433	339,781		Full-Time Salaries	351,373	351,373
60,071	61,435		Part-Time Salaries	63,429	63,429
9,420	-		Interns	10,000	
-	-		Car Allowance	-	-
\$ 405,924	\$ 401,216	5	Total Salaries	\$ 424,802	\$ 414,802
4,697	2,800		Professional Services	3,080	3,080
6,878	8,000		Medical Services	8,000	8,000
3,576	3,000		Advertising	3,000	3,000
400	1,000		Printing Services	1,000	1,000
4,286	6,500		Office Supplies	6,500	6,500
1,253	2,000		In State Travel	2,000	2,000
1,348	3,000		Dues & Subscriptions	3,000	3,000
22,438	26,300	6	Total Expenses	26,580	26,580
\$ 428,362	\$ 427,516		Total Town Administrator Budget	\$ 451,382	\$ 441,382

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>131 FINANCE & ADVISORY BOARD</u>					
280	500	7	Dues & Subscriptions	500	500
\$ 280	\$ 500		Total Finance & Advisory Budget	\$ 500	\$ 500

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>132 RESERVE FUND</u>					
100,000	125,000	8	Expenses	125,000	125,000
\$ 100,000	\$ 125,000		Total Finance & Advisory Budget	\$ 125,000	\$ 125,000

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>135 Town Accountant</u>					
265,640	254,130		Full-Time Salaries	243,270	243,270
39,305	42,100		Part-Time Salaries	48,470	48,470
304,945	296,230	9	Total Salaries	291,740	291,740
2,212	7,500		Education & Training	11,190	11,190
3,696	1,000		Office Supplies	1,000	1,000
67	1,300		In State Travel	1,850	1,850
1,320	1,260		Dues & Subscriptions	1,260	1,260
-	9,750		Outside Services	10,000	10,000
7,295	20,810	10	Total Expenses	25,300	25,300
\$ 312,240	\$ 317,040		Total Accounting Budget	\$ 317,040	\$ 317,040

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>138 Purchasing/Procurement</u>					
36,624	42,823	11	Full-Time Salaries	45,000	45,000
2,089	2,000	12	Office Supplies	2,000	2,000
\$ 38,713	\$ 44,823		Total Purchasing/Procurement Budget	\$ 47,000	\$ 47,000

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>141 ASSESSOR'S</u>					
139,900	146,660		Full-Time Salaries	151,886	151,886
3,600	3,600		Elected Salaries	3,600	3,600
\$ 143,500	\$ 150,260	13	Total Salaries	\$ 155,486	\$ 155,486
1,259	1,500		Education & Training	1,500	1,500
945	1,000		Data Processing	1,000	1,000
2,355	-		Outside Services	40,000	40,000
-	200		In State Travel	200	200
953	1,500		Dues & Subscriptions	1,500	1,500
5,512	4,200	14	Total Expenses	44,200	44,200
\$ 149,012	\$ 154,460		Total Assessor's Budget	\$ 199,686	\$ 199,686

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>145 TREASURER/COLLECTOR</u>					
238,919	241,697		Full-Time Salaries	266,532	261,776
<u>33,949</u>	<u>32,086</u>		Part-Time Salaries	<u>32,579</u>	<u>32,579</u>
272,868	273,783	15	Total Salaries	299,111	294,355
-	200		Repairs & Maintenance	1,000	1,000
14,933	15,000		Legal Services	15,000	15,000
174	1,200		Advertising	1,200	1,200
1,862	2,700		Printing Services	8,000	8,000
60,351	70,000		Other Purchased Services	65,500	65,500
999	1,760		In State Travel	1,760	1,760
<u>355</u>	<u>355</u>		Dues & Subscriptions	<u>355</u>	<u>355</u>
78,674	91,215	16	Total Expenses	92,815	92,815
\$ 351,542	\$ 364,998		Total Treasurer/Collector Budget	\$ 391,926	\$ 387,170

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>151 Town Counsel</u>					
<u>82,460</u>	<u>100,000</u>	17	Town Counsel Contract Expense	<u>100,000</u>	<u>100,000</u>
\$ 82,460	\$ 100,000		Total Law Budget	\$ 100,000	\$ 100,000

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>155 GIS/MIS</u>					
<u>166,681</u>	<u>166,792</u>		Full-Time Salaries	<u>174,793</u>	<u>174,793</u>
166,681	166,792	18	Total Salaries	174,793	174,793
157,335	162,653		Computer Equipment Maintenance	162,653	162,653
5,191	6,000		Data Processing	6,000	6,000
16,663	18,000		Telephones	18,000	18,000
9,572	3,800		Cellphones	3,800	3,800
4,995	10,000		Printing & Copying	10,000	10,000
18,325	10,000		Data Processing Supplies	10,000	10,000
-	<u>2,400</u>		Dues & Subscriptions	<u>2,400</u>	<u>2,400</u>
212,081	212,853	19	Total Expense	212,853	212,853
\$ 378,762	\$ 379,645		Total Technology Budget	\$ 387,646	\$ 387,646

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>161 TOWN CLERK</u>					
19,504	38,445		Full-Time Salaries	39,029	39,029
797	800		Ex-Officio	850	850
78,445	71,767		Part Time Salaries	55,141	55,141
79,130	80,495		Elected Salaries	84,193	82,904
\$ 177,876	\$ 191,507	20	Total Salaries	\$ 179,213	\$ 177,924
3,226	2,600		Repairs & Maintenance	2,600	2,600
3,435	3,100		Professional Services	2,200	2,200
8,099	10,600		Printing Services	13,600	13,600
1,123	1,500		Other Purchased Services	500	500
1,083	1,300		Office Supplies	1,300	1,300
-	1,500		In State Travel	1,500	500
370	400		Dues & Subscriptions	400	400
17,336	21,000	21	Total Expenses	22,100	21,100
\$ 195,212	\$ 212,507		Total Clerk Budget	\$ 201,313	\$ 199,024
<u>171 Conservation</u>					
-	-		Full-Time Salaries	-	-
-	-		Part-Time Salaries	23,000	23,000
-	-			-	-
\$ -	\$ -		Total Salaries	\$ 23,000	\$ 23,000
-	-		Advertising	-	-
-	-		Printing Services	250	250
-	-		Office Supplies	1,233	1,233
-	-		Education and Training	-	-
-	-		Dues & Subscriptions	574	574
-	-		Total Expenses	2,057	2,057
\$ -	\$ -		Total Conservation Budget	\$ 25,057	\$ 25,057
<u>182 Planning Bd/BOA</u>					
68,043	72,253		Part-Time Salaries	49,253	49,253
68,043	72,253	22	Total Salaries	49,253	49,253
-	-		Car Allowance	100	100
691	960		Education & Training	342	342
448	1,000		Advertising	1,000	1,000
748	1,250		Printing Services	950	950
1,744	2,465		Office Supplies	1,800	1,800
242	574		Dues	-	-
3,873	6,249	23	Total Expenses	4,192	4,192
\$ 71,916	\$ 78,502		Total IPLN/CONS/ ZBA Budget	\$ 53,445	\$ 53,445

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>185 ECONOMIC & COMMUNITY DEV.</u>					
85,317	85,646		Full-Time Salaries	115,082	96,746
85,317	85,646	24	Total Salaries	115,082	96,746
30,876	31,700		Professional Services	31,700	31,700
505	1,000		Education & Training	1,000	1,000
415	1,020		Office Supplies	1,020	1,020
514	1,020		In State Travel	1,020	1,020
90	1,000		Dues	1,000	1,000
32,400	35,740	25	Total Expenses	35,740	35,740
\$ 117,717	\$ 121,386		Total Planning Budget	\$ 150,822	\$ 132,486

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>192 PUBLIC PROPERTY MAINTENANCE</u>					
59,458	137,970		Full-Time Salaries	163,880	137,954
13,192	-		Part-Time Salaries	-	-
72,650	137,970	26	Total Salaries	163,880	137,954
30,273	33,500		Electric	36,850	36,850
16,709	15,000		Gas	16,500	16,500
-	1,000		Heating	1,000	1,000
119,457	100,000		Repairs & Maintenance	102,500	102,500
1,191	7,770		Custodial Supplies	7,700	7,700
\$ 167,630	\$ 157,270	27	Total Expenses	\$ 164,550	\$ 164,550
\$ 240,280	\$ 295,240		Total Budget - Public Property Maintenance	\$ 328,430	\$ 302,504

Actual FY20	Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>210 POLICE DEPARTMENT</u>				
3,496,963	3,679,765		3,978,907	3,849,035
107,251	115,190		140,130	140,130
362,216	360,000		390,000	360,000
17,901	35,000		35,000	35,000
29,227	64,140		64,140	64,140
30,004	22,400		29,400	22,400
4,043,562	4,276,495	28	4,637,577	4,470,705
59,621	65,000		65,000	65,000
30,237	30,000		32,000	32,000
22,790	21,250		21,250	21,250
-	-		-	-
13,796	14,500		18,275	18,275
2,291	12,000		12,000	12,000
-	200		200	200
10,892	27,500		28,500	28,500
17,094	11,500		13,000	13,000
4,403	5,500		5,500	5,500
6,341	13,000		13,000	13,000
4,370	6,500		6,500	6,500
567	1,000		1,000	1,000
627	5,000		5,000	5,000
45,209	37,500		37,500	37,500
19,203	38,000		38,000	38,000
3,759	4,000		4,000	4,000
12,124	11,290		11,290	11,290
-	7,200		4,000	4,000
253,324	310,940	29	316,015	316,015
145,000	-	30	145,000	-
			-	-
			8,000	8,000
\$ 4,441,886	\$ 4,587,435		\$ 5,106,592	\$ 4,786,720
Total Police Budget				
<hr/>				
Actual FY20	Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>211 TRAFFIC DIRECTORS</u>				
126,540	150,605		154,684	154,684
126,540	150,605	31	154,684	154,684
1,770	4,500		4,500	4,500
1,770	4,500	32	4,500	4,500
\$ 128,310	\$ 155,105		\$ 159,184	\$ 159,184
Total Traffic Budget				
<hr/>				
Actual FY20	Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>212 Dispatch</u>				
357,873	384,575		399,659	399,659
600	13,000		13,000	13,000
38,093	70,000		70,000	70,000
4,869	8,750		8,750	8,750
401,435	476,325	33	491,409	491,409
13,534	13,500		13,500	13,500
244	2,500		2,500	2,500
156	200		200	200
239	450		450	450
1,213	4,000		4,000	4,000
119	200		200	200
125	400		400	400
13,200	8,800		8,800	8,800
28,830	30,050	34	30,050	30,050
\$ 430,265	\$ 506,375		\$ 521,459	\$ 521,459
Total Dispatch Budget				

Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>220 FIRE DEPARTMENT</u>			
3,091,925		3,300,325	3,300,325
10,000		10,000	10,000
245,000		300,000	245,000
15,000		15,000	15,000
3,361,925	35	3,625,325	3,570,325
16,500		16,500	16,500
13,000		13,000	13,000
15,000		15,000	15,000
22,500		22,850	22,850
8,000		8,000	8,000
3,000		3,000	3,000
5,000		5,000	5,000
5,000		5,000	5,000
50,000		50,000	50,000
25,000		25,000	25,000
7,500		7,500	7,500
22,100		22,100	22,100
21,000		21,000	21,000
6,000		6,000	6,000
219,600	36	219,950	219,950
\$ 3,581,525	Total Fire Budget	\$ 3,845,275	\$ 3,790,275
<u>241 BUILDING INSPECTION SERVICES</u>			
199,493		207,943	207,943
59,603		60,403	60,403
6,300		6,300	6,300
265,396	37	274,646	274,646
3,000		3,000	3,000
5,000		5,000	5,000
3,000		3,000	3,000
500		500	500
-		-	-
11,500	38	11,500	11,500
\$ 276,896	Total Building Budget	\$ 286,146	\$ 286,146
<u>291 EMERGENCY MANAGEMENT</u>			
2,000		2,000	2,000
2,000	39	2,000	2,000
5,000		5,000	5,000
5,000	40	5,000	5,000
7,000	Total Emergency Management Budget	7,000	7,000
<u>Schools</u>			
30,126,729	41	31,540,480	30,963,029
\$ 110,000		\$ 110,000	\$ 110,000
\$ -		\$ -	\$ -
\$ 1,335,229		\$ 1,460,229	\$ 1,460,229
\$ 1,445,229	42	\$ 1,570,229	\$ 1,570,229
\$ 31,571,958	TOTAL SCHOOLS	\$ 33,110,709	\$ 32,533,258

Actual FY20	Approp. FY21	lt. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>Public Works</u>					
<u>400 DPW Administration</u>					
854,401	903,320		Full-Time Salaries	953,502	953,502
14,228	25,500		Part-Time Salaries	26,500	26,500
<u>33,064</u>	<u>45,000</u>		Overtime	<u>45,000</u>	<u>45,000</u>
\$ 901,693	\$ 973,820	43	Total Salaries	\$ 1,025,002	\$ 1,025,002
5,390	14,700		Electric	14,700	14,700
-	1,000		Gas	1,000	1,000
2,939	5,000		Heating Oil	5,000	5,000
74,821	121,000		Repairs & Maintenance	121,000	121,000
-	500		Rentals & Leases	500	500
10,000	10,000		Public Safety Services	10,000	10,000
-	2,000		Other Communications	2,000	2,000
34,280	55,000		Other Purchased Services	55,000	55,000
1,600	1,600		Office Supplies	1,600	1,600
38	1,000		Custodial Supplies	1,000	1,000
9,895	17,500		Groundskeeping Supplies	17,500	17,500
40,000	40,000		PW General Supplies	40,000	40,000
8,185	8,000		PW Signs	8,000	8,000
-	-		MS4 Drainage	81,000	81,000
5,000	5,000		Uniform & Clothing Expenses	5,000	5,000
213	500		In State Travel	3,400	500
<u>500</u>	<u>500</u>		Dues & Subscriptions	<u>1,265</u>	<u>1,265</u>
192,861	283,300	44	Total Expenses	367,965	365,065
\$ 1,094,554	\$ 1,257,120		TOTAL DPW ADMIN	\$ 1,392,967	\$ 1,390,067
<u>423 DPW Snow & Ice</u>					
3,629	10,000		Repairs & Maintenance	10,000	10,000
131,204	195,000		Snow Removal Contracts	195,000	195,000
-	1,000		Public Safety Services	1,000	1,000
340	1,000		Other Purchased Services	1,000	1,000
-	2,000		Groundskeeping Supplies	2,000	2,000
26,119	10,000		Vehicular Supplies	10,000	10,000
60	1,500		Food Service Supplies	1,500	1,500
<u>139,242</u>	<u>75,000</u>		Snow & Ice Supplies	<u>75,000</u>	<u>75,000</u>
300,594	295,500	45	Total Expenses	295,500	295,500
\$ 300,594	\$ 295,500		TOTAL DPW Snow & Ice	\$ 295,500	\$ 295,500
<u>424 DPW Street Lighting</u>					
90,088	133,000		Electricity	133,000	100,000
<u>135</u>	<u>22,500</u>		Underground Street	<u>22,500</u>	<u>22,500</u>
\$ 90,223	\$ 155,500	46	TOTAL DPW Snow & Ice	\$ 155,500	\$ 122,500
<u>433 DPW REFUSE</u>					
24,576	20,000		Overtime	20,000	20,000
<u>448</u>	<u>-</u>		Stevens Street Additional Hours	<u>-</u>	<u>-</u>
\$ 25,024	\$ 20,000	47	Total Salaries	\$ 20,000	\$ 20,000
EXPENSES					
67,050	70,000		Other Purchased Services	108,000	108,000
-	500		PW General Supplies	500	500
<u>67,050</u>	<u>70,500</u>	48	Total Expenses	108,500	108,500
\$ 92,074	\$ 90,500		TOTAL DPW Refuse	\$ 128,500	\$ 128,500

490 DPW MOTOR VEHICLE

14,116	15,000	Electricity	15,000	15,000
12,669	12,000	Gas	12,000	12,000
27,500	27,500	Repairs & Maintenance	27,500	27,500
491	500	Custodial Supplies	500	500
69,560	85,000	Vehicular Supplies	85,000	85,000
93,838	100,000	Vehicular Gasoline	100,000	100,000
\$ 218,174	\$ 240,000	49 TOTAL DPW Motor Vehicle	\$ 240,000	\$ 240,000

491 DPW Cemetery

188,419	199,382	Full-Time Salaries	214,788	214,788
9,037	20,000	Part-Time Salaries	20,000	20,000
10,398	10,000	Overtime	10,000	10,000
\$ 207,854	\$ 229,382	50 Total Salaries	\$ 244,788	\$ 244,788
670	670	Electric	670	670
1,800	1,800	Heating Oil	1,800	1,800
564	400	Repairs & Maintenance	400	400
-	50	Printing Services	50	50
6,313	6,500	Other Purchased Services	6,500	6,500
-	100	Office Supplies	100	100
-	50	Custodial Supplies	50	50
2,555	2,000	Groundskeeping Supplies	2,000	2,000
-	200	Food Service Supplies	200	200
5,000	5,000	PW General Supplies	5,000	5,000
16,902	16,770	51 Total Expenses	16,770	16,770
\$ 224,756	\$ 246,152	TOTAL DPW Cemetery	\$ 261,558	\$ 261,558
\$ 2,020,375	\$ 2,284,772	Total Budget - DPW General Fund	\$ 2,474,025	\$ 2,438,125

Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>WAGES - Sewer</u>				
418,526		Full-Time Salaries	400,429	400,429
23,000		Part-Time Salaries	23,000	23,000
30,000		Overtime	30,000	30,000
\$ 471,526	52	Total Salaries - Sewer	\$ 453,429	\$ 453,429
34,000		Electric	34,000	34,000
2,000		Gas	2,000	2,000
1,000		Heating	1,000	1,000
50,000		Repairs & Maintenance	50,000	50,000
300		Office Supplies	300	300
500		Maintenance Supplies	500	500
500		Custodial Supplies	500	500
4,000		Vehicle Supplies	4,000	4,000
8,000		Gasoline	8,000	8,000
21,000		Sewer Supplies	21,000	21,000
5,000		Uniform & Protective Clothing	5,000	5,000
4,988,619		MWRA Assessment	5,624,810	5,624,810
74,700		MWRA Sewer DEBT Service (P&I)	69,700	69,700
5,189,619	53	Expenses Subtotal	5,820,810	5,820,810
25,000	54	SEWER RESERVE FUND	25,000	25,000
517,189	55	Indirect Costs	559,517	559,517
\$ 5,731,808		Subtotal Expenses - Sewer	\$ 6,405,327	\$ 6,405,327
\$ 6,203,334		Total Budget - Sewer EntErprise Fund	\$ 6,858,756	\$ 6,858,756
<u>WAGES - Water</u>				
359,190		Full-Time Salaries	339,297	339,297
23,000		Part-Time Salaries	23,000	23,000
50,000		Overtime	50,000	50,000
\$ 432,190	56	Total Salaries - Water	\$ 412,297	\$ 412,297
1,500		Electricity	1,500	1,500
7,000		Gas	7,000	7,000
45,000		Water Expense	45,000	45,000
40,000		Repairs & Maintenance	40,000	40,000
1,000		Rentals & Leases	1,000	1,000
4,000		Public Safety Services	4,000	4,000
100		Postage	100	100
1,000		Other Communication	1,000	1,000
210,000		Other Purchased Services	210,000	210,000
2,000		Office Supplies	2,000	2,000
500		Maintenance Supplies	500	500
400		Custodial Supplies	400	400
9,000		Vehicle Supplies	9,000	9,000
20,000		Gasoline	20,000	20,000
500		Food Service	500	500
70,000		Water Supplies	70,000	70,000
5,000		Uniforms	7,500	7,500
2,870,605		MWRA Assessment	3,576,774	3,576,774
10,000		DEP Assessment	10,000	10,000
286,786		MWRA Water Debt Service (P&I)	377,786	377,786
3,584,391	57	Expenses Subtotal	4,384,060	4,384,060
25,000	58	WATER RESERVE FUND	25,000	25,000
-		STM Article Water Capital Projects	-	-
441,877	59	Indirect Expenses Subtotal	480,249	480,249
\$ 4,051,268		Subtotal Expenses - Water	\$ 4,889,309	\$ 4,889,309
\$ 4,483,458		Total Budget - Water Enterprise Fund	\$ 5,301,606	\$ 5,301,606
\$ 10,686,792		TOTAL WATER & SEWER BUDGET	\$ 12,160,362	\$ 12,160,362
\$ 12,971,564		TOTAL PUBLIC WORKS	\$ 14,634,387	\$ 14,598,487

Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>510 HEALTH DEPARTMENT</u>				
77,149		Full-Time Salaries	79,795	79,795
81,490		Part-Time Salaries	83,679	83,679
2,400		Car Allowance	2,400	2,400
161,039	60	Total Salaries	165,874	165,874
150		Repairs & Maintenance	150	150
500		Professional Services	500	500
150		Advertising	150	150
6,000		Public Safety Service	6,000	6,000
1,000		Printing Services	1,000	1,000
350		Office Supplies	350	350
5,400		Medical Supplies	5,400	5,400
2,350		Dues & Subscriptions	2,350	2,350
15,900	61	Total Expenses	15,900	15,900
\$ 176,939		Total Health Budget	\$ 181,774	\$ 181,774

Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>541 COUNCIL ON AGING</u>				
75,369		Full-Time Salaries	120,492	120,492
77,460		Part-Time Salaries	63,930	63,930
152,829	62	Total Salaries	184,422	184,422
18,200		Electric	18,200	18,200
2,000		Gas	2,000	2,000
3,500		Repair	4,000	3,500
1,500		Printing	1,500	1,500
1,130		Other Purchased Services	1,130	1,130
2,500		Office Supplies	2,500	2,500
2,000		Custodial Supplies	2,000	2,000
1,074		Dues & Subscriptions	1,074	1,074
31,904	63	Total Expenses	32,404	31,904
\$ 184,733		Total Council on Aging Budget	\$ 216,826	\$ 216,326

Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>542 RECREATION</u>				
78,775		Full-Time Salaries	86,496	86,327
78,775	64	Total Salaries	86,496	86,327
-		Professional Development	1,250	500
-		Equipment	500	500
5,000		Other Purchased Series	4,000	4,000
5,000	65	Total Expenses	5,750	5,000
\$ 83,775		Total Recreation Budget	\$ 92,246	\$ 91,327

Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>543 VETERANS' SERVICE</u>			
53,638		53,000	53,000
53,638	66	53,000	53,000
450	Computer Equipment	-	-
-	Other Purchased Services	-	-
-	Office Supplies	500	500
750	Flags	750	750
750	In State Travel	-	-
113,150	Veteran Ordinary Benefits	120,000	120,000
-	Veteran Fuel	-	-
-	Veteran Doctors	-	-
-	Veteran Medicines	-	-
-	Veteran Hospitals	-	-
	Professional Development	1,000	1,000
	Military Holiday Events	500	500
-	Veteran Dentist	-	-
30,000	Veteran Other Benefits	30,000	30,000
145,100	67 Total Expenses	152,750	152,750
\$ 198,738	Total Veteran's Budget	\$ 205,750	\$ 205,750

Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>590 Prevention and Outreach</u>			
-	Full-Time Salaries	-	-
-	Part-Time Salaries	-	-
-	68 Total Salaries	-	-
-	Education & Training	-	-
600	Advertising	600	600
1,000	Public Safety	1,000	1,000
22,000	Outside Services	22,000	22,000
1,000	Office Supplies	1,000	1,000
24,600	69 Total Expenses	24,600	24,600
\$ 24,600	Total Substance Abuse Budget	\$ 24,600	\$ 24,600

Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>610 LIBRARY</u>			
441,223	Full-Time Salaries	483,735	483,735
107,773	Part-Time Salaries	126,769	126,769
6,500	Other Salaries	6,500	6,500
555,496	70 Total Salaries	617,005	617,005
32,000	Electric	32,000	32,000
14,000	Natural Gas	14,000	14,000
25,000	Repairs & Maintenance	30,000	25,000
1,000	Printing	1,000	1,000
240	Telephone	240	240
3,500	Office Supplies	3,500	3,500
	Programs (New account request)	5,000	5,000
3,200	Custodial Supplies	5,000	5,000
50,000	Other	60,000	53,000
128,940	71 Total Expenses	150,740	138,740
138,000	72 Educational Supplies	144,248	156,398
\$ 822,436	Total Library Budget	\$ 911,993	\$ 912,143

Actual FY20	Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>631 ARENA</u>				
146,793	170,310		179,034	179,034
55,670	72,564		66,000	66,000
202,463	242,874	73	245,034	245,034
136,753	152,000		152,000	152,000
21,419	38,000		38,000	38,000
-	-		-	-
34,684	25,000		25,000	25,000
5,113	2,400		2,400	2,400
9,611	7,400		7,400	7,400
638	500		1,000	1,000
11,131	8,000		14,000	14,000
4,419	3,000		3,000	3,000
1,266	500		500	500
867	300		1,500	1,500
175	150		175	175
226,076	237,250	74	244,975	244,975
\$ 428,539	\$ 480,124		\$ 490,009	\$ 490,009

Actual FY20	Approp. FY21	It. No.	Department Requested FY'22	Administrator Recommended FY'22
<u>Maturing Debt</u>				
<u>DEBT SERVICE (P&I)</u>				
3,285,000	3,375,000		2,300,000	2,300,000
907,532	779,276		664,572	664,572
\$ 4,192,532	\$ 4,154,276	75	\$ 2,964,572	\$ 2,964,572

<u>911 Contributory Pension</u>				
6,611,111	6,273,630		6,880,229	6,880,229
\$ 6,611,111	\$ 6,273,630	76	\$ 6,880,229	\$ 6,880,229

<u>912 Health Insurance</u>				
421,891	425,000		330,600	330,600
23,685	8,500		8,500	8,500
1,044,574	1,102,440		1,140,000	1,140,000
1,551,698	1,581,350		1,676,231	1,676,231
3,354,616	3,300,000		3,498,000	3,498,000
1,824,962	1,904,850		2,019,141	2,019,141
299,996	-		150,000	150,000
8,521,422	8,322,140	77	8,822,472	8,822,472

Actual FY20	Approp. FY21	It. No.		Department Requested FY'22	Administrator Recommended FY'22
<u>919 UNCLASSIFIED</u>					
125,000	215,000	78	Other Salaries	165,000	165,000
327,318	365,267	79	Workers Compensation	420,057	420,057
9,559	75,000	80	Unemployment Payments	7,500	7,500
44,180	51,500	81	Life Insurance	60,000	60,000
556,955	550,000	82	Medicare Tax	575,000	575,000
77,734	82,400	83	Fire & Police Injured on Duty	90,000	90,000
-	5,000	84	FD & PD IOD R/X & MED Coverage	5,000	5,000
78,615	78,800	85	Annual Audit/OPEB Study	85,000	85,000
53,652	65,000	86	Postage	65,000	65,000
437,119	529,147	87	Multi Peril/Liability/Auto	554,147	554,147
5,478	11,700	88	UNCLASSIFIED	11,700	11,700
175,000	120,000	89	Trash Subsidy	125,000	125,000
\$ 1,890,610	\$ 2,148,814		Total Unclassified Budget	\$ 2,163,404	\$ 2,163,404
<u>920 NON-DEPARTMENTAL</u>					
25,000	319,500	90	Stabilization	327,173	327,173
25,000	183,500	91	Capital Stabilization	203,037	203,037
5,392	5,200	92	Mass Municipal Association	5,392	5,392
-	400	93	Veterans Graves	400	400
2,893	3,400	94	Historical Commission	3,400	3,400
4,821	8,000	95	Memorial Day Parade	8,000	8,000
40,000	40,000	96	MVES-Resident Coordinator	40,000	40,000
\$ 103,106	\$ 560,000		Total Unclassified Budget	\$ 587,402	\$ 587,402
50,000	100,000		OPEB Expense	100,000	100,000
\$ 50,000	\$ 100,000	97	Total OPEB	\$ 100,000	\$ 100,000
\$ 67,929,945	\$ 69,221,018		TOTAL FY2021 GENERAL FUND BUDGET	\$ 72,035,547	\$ 70,984,748
2,295,733	2,441,412		State Assessments	2,641,635	2,641,635
26,078	26,808		Offsets	32,169	32,169
235,157	200,000		Overlay Reserve	225,000	225,000
\$ 2,556,968	\$ 2,668,220		Total Other Budget Items	\$ 2,898,804	\$ 2,898,804
\$ 70,486,913	\$ 71,889,238		Grand Total FY2020 Budget	\$ 74,934,351	\$ 73,883,552
\$ 11,129,363	\$ 10,686,792		TOTAL WATER & SEWER BUDGET	\$ 12,160,362	\$ 12,160,362
\$ 81,616,276	\$ 82,576,030		Total Budget Incl. Water & Sewer	\$ 87,094,712	\$ 86,043,914

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