

TOWN OF STONEHAM



Proposed Operating Budget and Capital Improvement Plan

Fiscal Year 2023

July 1, 2022 to June 30, 2023



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 01, 2021

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, 2021**. 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 fourth GFOA award.

Cover Photo Credit. J. Craigie

TOWN OF STONEHAM

Town Administrator

February 15, 2022

Annual Budget Recommendation

Fiscal Year 2023



Dear Honorable Select Board,

I am pleased to present you the Town Administrator's Proposed Fiscal Year 2023 Budget for the Town of Stoneham. The Town Accountant's Office and I have been working with the department heads and Town Leadership to prepare this proposal since November 2021, 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.

In fiscal year 2022, the Town was credited AA+ by Standard and Poor's rating agency-one ranking below AAA. The rating agency cited the Town's very strong economy, very strong management with strong financial policies and practices, strong budgetary performance, strong budgetary flexibility, very strong liquidity, and strong debt and contingent liability position as positive credit factors. It is our hope that this year's budget process continues the Town's commitment to improved financial stability.

I would be remiss if I did not mention that this year's budget process was led by the position of the Town Wide Budget Director. This shared position between Town and Schools is just one additional step taken recently to increase communication and collaboration in Town government. This position was particularly valuable in this budget cycle due to the variability in our revenues these past few budget cycles and going into FY 2023.

Budget Highlights

The financial forecast presentation in November of 2021 predicted a deficit for FY2023 due to increased cost pressures from rising health insurance, contributory pension's aggressive funding schedule, and increased contractual operating costs. Conservatively forecasted new growth, vocational school cost increases, and uncertainty in projected local receipts and state aid further challenged the development of the FY2023 budget. The Town Accountant and Town Wide Budget Director presented guidelines to departments for developing their FY2023 budgets to address these challenges. The guidelines requested departments to level fund their budgets in line with their FY2022 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.

As required by law, this budget is **structurally balanced** and one time revenues are not utilized to balance. In this regard, it is important to note that the use of the American Rescue Plan Act funds (\$7.2 million) are not included in these documents and its use will be determined at a later date. The budget consists of total anticipated expenditures of \$83.97 million which is an overall increase of 13.65% from FY2022. The increase is due to the new high school project funding voted on at the Special Election. 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 2.92%. The proposed Education operating budget is an increase of 3.67% from FY2022, which results in a combined Education/Town operating budget increase of 3.40%.

An increase in shared costs related to Health Insurance (\$579K), Northeast Vocational School (\$126K), aggressive pension schedule (\$178K), 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 2023. 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 proposed budget includes one additional Police Officer position, funding for an additional Facilities staff position (shared with the School Department), additional funding for the Council on Aging (removing some staff hours off of the state grant) and Library Staff. Additionally, the proposed budget includes additional funding for the Assessor's Office and the Conservation Office for outside services.

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 \$360K for town roof restorations and design studies, \$50K for town wide ADA improvements, \$253K in DPW dump trucks, \$35K in fire portable radios, \$60K for fire vehicle replacement, \$38K to install drainage on 7th fairway at the golf course, \$30K in library windows, \$70K for a marked police vehicle, \$50K for South School site rehab design, \$100K dedicated to streets and sidewalks repairs, and \$2 million for water rehabilitation and construction projects. 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,

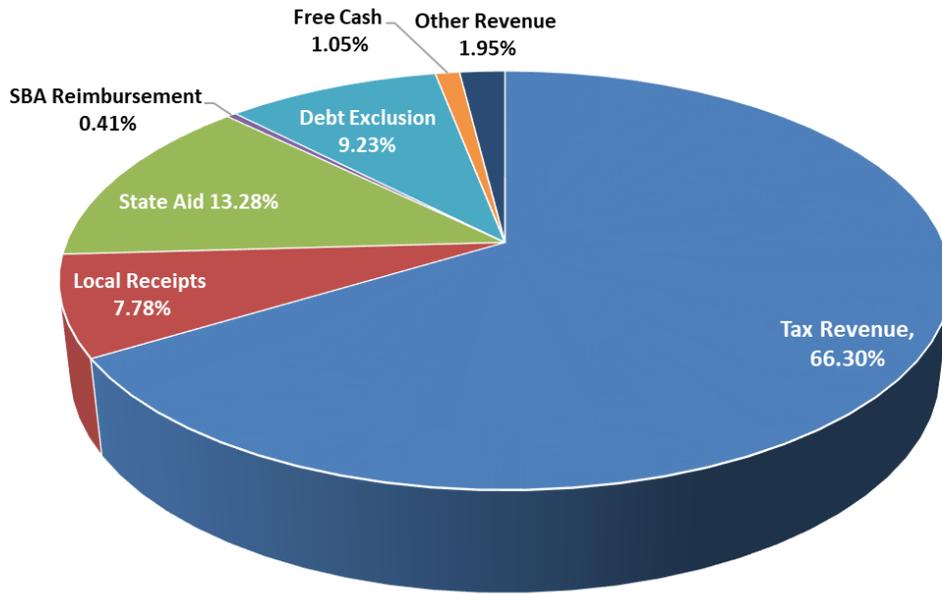


Dennis J. Sheehan
Town Administrator

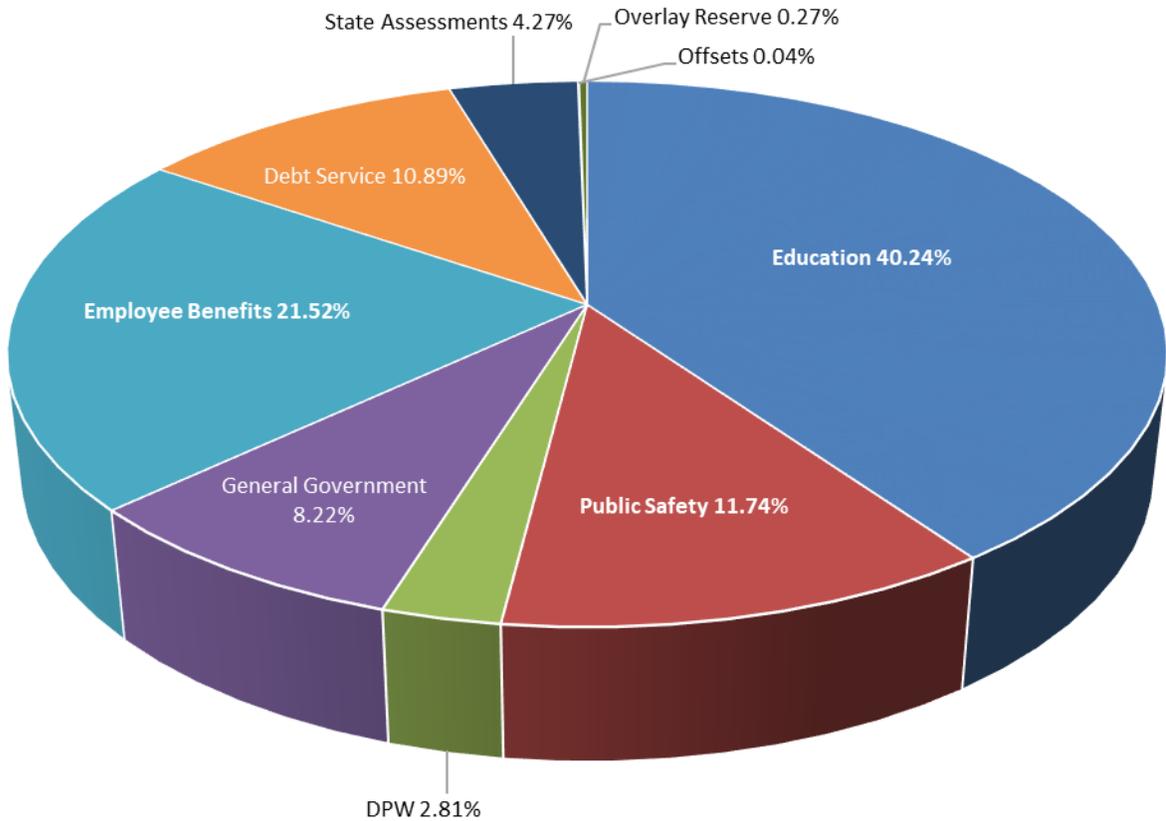
Town of Stoneham
Summary of Revenues and Expenditures
July 1, 2022

	APPROVED TAX RATE FY22	DEPARTMENT REQUEST FY23	ADMINISTRATOR RECOMMENDED FY23
I. REVENUES			
TAX LEVY	53,671,242	55,678,569	55,678,569
DEBT EXCLUSION	1,542,623	7,750,627	7,750,627
NEW GROWTH	649,313	500,000	500,000
SUBTOTAL	55,863,178	63,929,196	63,929,196
LOCAL RECEIPTS	6,175,000	6,536,797	6,536,797
SBA REIMBURSEMENT	341,825	341,825	341,825
EST CHERRY SHEET	10,283,252	11,147,853	11,147,853
FREE CASH			
INTERGOVERNMENTAL	1,039,766	1,100,806	1,100,806
SUBTOTAL	17,839,843	19,127,281	19,127,281
TOTAL REVENUE	73,703,021	83,056,477	83,056,477
II. EXPENSES			
TOWN BUDGETS	17,526,818	19,083,001	18,038,691
SCHOOL BUDGET	30,963,029	33,311,271	32,100,420
VOCATIONAL SCHOOL	1,485,880	1,690,036	1,690,036
SHARED EXPENSES			
HEALTH INSURANCE	8,822,472	9,401,762	9,401,762
RETIREMENT	6,880,229	7,058,350	7,058,350
MEDICARE	575,000	595,000	595,000
PROPERTY & CASUALTY INSURANCE	616,781	678,459	678,459
WORKER'S COMPENSATION	309,537	340,491	340,491
UNCOMPENSATED BALANCES	-	-	-
RESERVE FUND	125,000	125,000	125,000
DEBT	2,964,572	9,141,016	9,141,016
TOWN AUDIT	85,000	85,000	85,000
CAPITAL STABILIZATION(Non Operational)	203,037	280,663	280,663
STABILIZATION (Non Operational)	327,173	498,827	498,827
OPEB TRUST FUND (Non Operational)	100,000	100,000	100,000
OVERLAY PROVISIONS	225,000	225,000	225,000
ASSESSMENTS/OFFSETS	2,673,804	3,617,253	3,617,253
STM		-	-
AMOUNT RAISED ON TAX RATE			
PRINCIPLE PAYMENT			
TAX TITLE		-	-
TOTAL EXPENSES	73,883,332	86,231,129	83,975,968
BALANCE AVAILABLE	(180,311)	(3,174,652)	(919,490)
ONE TIME REVENUES			
FREE CASH	630,210	879,490	879,490
OVERLAY SURPLUS	40,000	40,000	40,000
EXCESS/(DEFICIT)	489,899	(2,255,162)	(0)
ENTERPRISE FUNDS			
WATER RECEIPTS	5,301,606	5,120,225	5,120,225
SEWER RECEIPTS	6,858,756	7,018,973	7,018,973
SEWER EXPENSES	6,858,756	7,018,973	7,018,973
WATER EXPENSES	5,301,606	5,120,225	5,120,225
TOTAL BUDGET	86,043,694	98,370,327	96,115,166

FY2023 GENERAL FUND REVENUE \$83,957,968



FY2023 GENERAL FUND EXPENDITURES \$83,957,968



Fiscal 2023 Budget Appropriation by Fund

	General Fund	Enterprise Fund	Capital Fund	Total
Revenues				
Bond Proceeds			1,045,700	1,045,700
Debt Exclusion	7,750,627			7,750,627
Free Cash	879,490	475,000		1,354,490
Local Receipts	6,536,797			6,536,797
Other Revenue	1,640,806			1,640,806
SBA Reimbursement	341,825			341,825
State Aid	11,147,853			11,147,853
Tax Revenue	55,678,569			55,678,569
User Fees		11,664,198		11,664,198
Total Revenues	83,975,968	12,139,198	1,045,700	97,160,865
Expenditures				
Capital Outlay		-	1,045,700	1,045,700
Debt Service	9,141,016	503,734		9,644,750
Direct Cost		1,437,305		1,437,305
DPW	2,360,825			2,360,825
Education	33,790,456			33,790,456
Employee Benefits	18,074,062			18,074,062
General Government	6,906,486			6,906,486
Indirect Cost		1,100,806		1,100,806
MWRA		9,047,353		9,047,353
Offsets	35,125			35,125
Overlay Reserves	225,000			225,000
Public Safety	9,860,870			9,860,870
Reserve		50,000		50,000
State Assessments	3,582,128			3,582,128
Total Expenditures	83,975,968	12,139,198	1,045,700	97,160,866
Available Appropriated Funds	-	-	-	-
Excess/Deficit	(0)	-	-	(0)

Five Year Forecast – Presented November 10, 2021

	FY22 - TM Adopted	FY23 Estimate	FY24 Estimate	FY25 Estimate	FY26 Estimate	FY27 Estimate
REVENUES						
Property Taxes	53,671,242	55,474,273	57,271,130	59,112,908	61,000,731	62,935,749
New Growth	450,000	400,000	400,000	400,000	400,000	400,000
Debt Exclusion	1,542,622	1,425,274	1,258,050	1,257,450	1,260,450	1,256,850
TOTAL TAX REVENUE	55,663,864	57,299,547	58,929,180	60,770,358	62,661,181	64,592,599
Local Receipts	6,175,000	6,200,000	6,225,000	6,250,000	6,275,000	6,300,000
State Aid	9,992,887	10,242,709	10,498,777	10,761,246	11,030,277	11,306,034
Free Cash/Overlay Surplus	670,210	879,490	731,316	745,943	760,861	776,079
Water & Sewer Indirects	1,039,766	1,050,164	1,060,665	1,071,272	1,081,985	1,092,805
MSBA Reimbursement	341,826	341,826	-	-	-	-
TOTAL REVENUE	73,883,553	76,013,736	77,444,938	79,598,819	81,809,304	84,067,517
Expenses						
Base Operating Expense	51,687,045	53,355,995	55,073,097	57,076,591	59,536,980	62,071,654
Group Health	8,822,472	9,263,596	9,726,775	10,213,114	10,723,770	11,259,958
Contributory Pension	6,880,229	7,086,636	7,299,235	7,518,212	8,073,056	1,714,717
Debt Service - CIP	2,964,572	2,606,163	2,064,588	1,890,463	1,815,388	1,735,187.50
OPEB/Capital Stabilization/Stabilization	630,210	879,490	731,316	745,943	760,861	3,026,706
Non Appropriated Expenses	2,898,804	3,130,708	3,381,165	3,651,658	3,943,791	4,259,294
TOTAL EXPENSES	73,883,332	76,322,587	78,276,176	81,095,981	84,853,846	84,067,517
SURPLUS (DEFICIT)	221	(308,852)	(831,238)	(1,497,162)	(3,044,541)	(0)

**TOWN OF STONEHAM
FY2023 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
2020 Population	23,244
2020 Labor Force	12,834
2020 Unemployment Rate	6.28
2019 DOR Income Per Capita	47,784
2009 Housing Units per Sq Mile	1571.10
2018 Road Miles	80.29
2020 EQV Per Capita	201,179
Number of Registered Vehicles (2015)	18,969
2019 Number of Registered Voters	16,132

Bond Ratings	
Moody's Bond Ratings as of August 2020	Aa2
Standard and Poor's Bond Ratings as of December 2021	AA+

Fiscal Year 2022 Estimated Cherry Sheet Aid	
Education Aid	5,913,825
General Government	4,369,427
Total Receipts	10,283,252
Total Assessments	2,986,353
Net State Aid	7,296,899

Fiscal Year 2022 Tax Classification			
Tax Classification	Assessed Values	Tax Levy	Tax Rate
Residential	4,448,140,059	46,305,138	10.41
Open Space	0	0	0.00
Commercial	370,593,890	7,341,465	19.81
Industrial	33,530,400	664,237	19.81
Personal Property	72,122,194	1,428,741	19.81
Total	4,924,386,543	55,739,581	

Fiscal Year 2022 Revenue by Source		
Revenue Source	Amount	% of Total
Tax Levy	55,739,581	64.37
State Aid	10,625,077	12.27
Local Receipts	18,935,362	21.87
Other Available	1,295,210	1.50
Total	86,595,230	

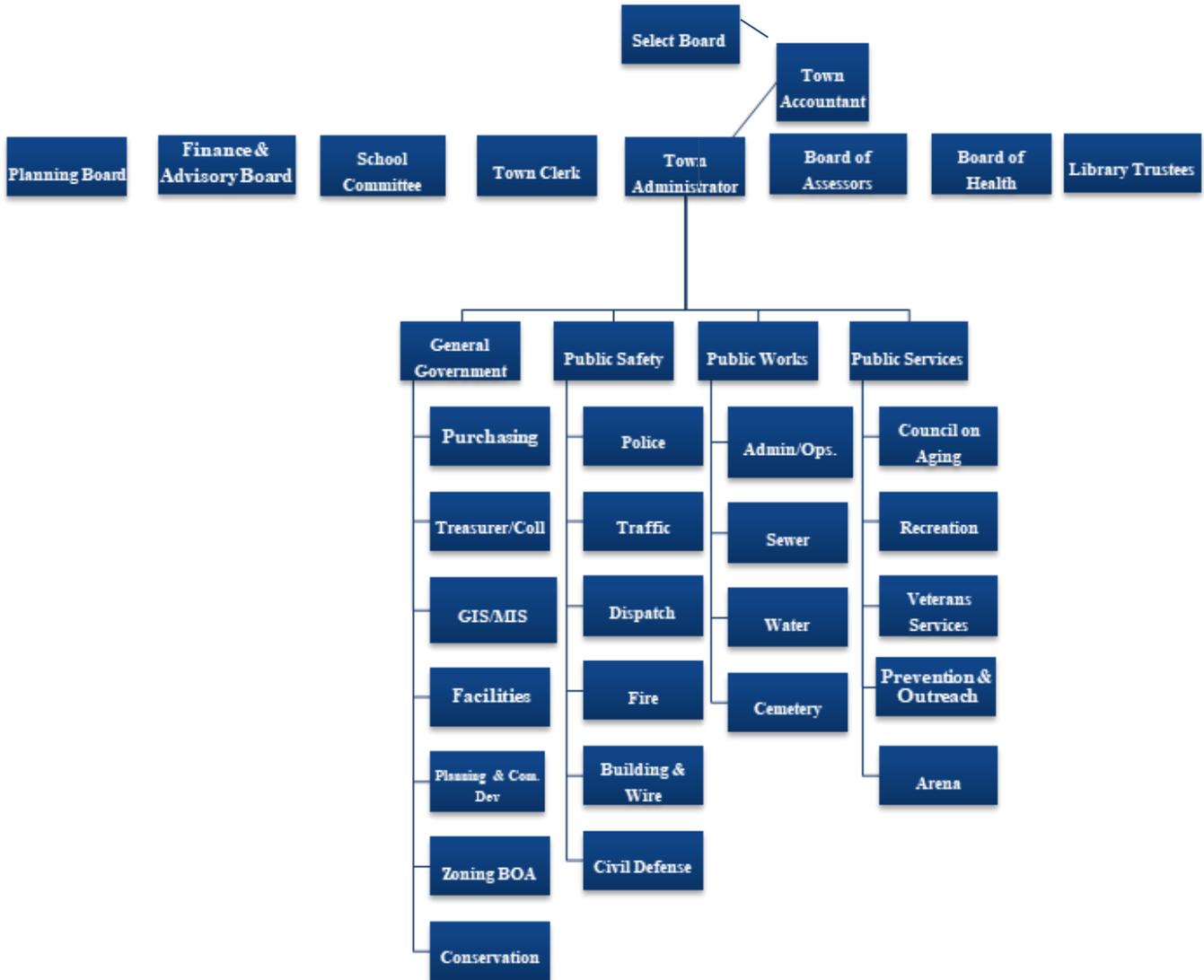
Fiscal Year 2022 Proposition 2 1/2 Levy Capacity	
New Growth	649,313
Override	
Debt Exclusion	1,542,623
Levy Limit	55,863,178
Excess Capacity	123,597
Ceiling	123,109,664
Override Capacity	68,789,109

II. SIGNIFICANT BUDGET CHANGES

Note: The below chart summarizes significant budget changes of at least \$25,000, resulting in a decrease or increase to the FY23 budget. The totals are for the departments affected by the \$25,000 threshold only and do not reflect the overall FY23 total budget.

Department	Description	FY22 Total Budget	FY23 Total Budget	FY22-FY23 Change
135 Town Accountant	Reorganization of staff	\$ 317,040	\$ 250,480	\$ (66,560)
155 GIS/MIS	Increased cost of computer maintenance agreements	\$ 387,646	\$ 423,502	\$ 35,856
192 Public Property Maintenance	New position funded by Town and School	\$ 305,504	\$ 331,856	\$ 26,352
210 Police Department	Contractual Agreements and added one FTE	\$ 4,808,720	\$ 5,030,333	\$ 221,613
220 Fire Department	Contractual Agreements and restored overtime line to pre-covid budget	\$ 3,790,275	\$ 4,162,944	\$ 372,669
241 Building Inspection Services	Adjusted payroll expenses	\$ 301,661	\$ 260,497	\$ (41,164)
300 Public Schools	Please refer to FY23 School Budget Document	\$ 30,963,029	\$ 32,100,420	\$ 1,137,391
397-399 Vocational Schools	Due to additional enrollment and \$118K in Northeast Voc High School new building expense	\$ 1,485,880	\$ 1,690,036	\$ 204,156
400 Public Works Total	Reduction in staff expenses due to retirements and new hires	\$ 2,438,125	\$ 2,360,825	\$ (77,300)
400 Public Works: Water and Sewer	Estimated decrease in MWRA Water assessment	\$ 12,160,362	\$ 12,061,698	\$ (98,664)
510 Health Department	Additional funding for mental health services	\$ 181,774	\$ 208,346	\$ 26,572
541 Council on Aging	Transferring some staff salary off of a state grant and onto Town's budget	\$ 216,326	\$ 241,941	\$ 25,615
710-750 Maturing Debt	Debt Service increased due to new high school project	\$ 2,964,572	\$ 9,141,016	\$ 6,176,444
911 Contributory Pension	Per PERAC schedule, maintaining funding schedule to be fully funded by 2026	\$ 6,880,229	\$ 7,058,350	\$ 178,121
912 Health Insurance	Increase due to conservative forecast of 5.7% based on current costs	\$ 8,822,472	\$ 9,401,762	\$ 579,290
919 Unclassified	Budgeted increase of 10%	\$ 2,210,018	\$ 2,270,803	\$ 60,785
920 Non-Departmental	Increase due to \$78k for capital stabilization, \$172k for stabilization fund per town's fiscal guidelines and policies. Offset with free cash.	\$ 587,402	\$ 836,789	\$ 249,387
Total		\$ 73,889,732	\$ 83,975,968	\$ 10,086,236

Town of Stoneham Organizational Chart



Town of Stoneham FTEs Full-Time Equivalents

General Government		BUDGET	BUDGET	TA REC	FY22 TO FY23
DEPARTMENT	Position Title	FY2021	FY2022	FY2023	VARIANCE
SELECT BOARD	Administrative Assistant to the SB	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
TOWN ADMINISTRATOR	Town Administrator	1.0	1.0	1.0	0.0
	Assistant to the TA	1.0	1.0	1.0	0.0
	Benefits Coordinator	1.0	1.0	1.0	0.0
	HR Director	1.0	1.0	1.0	0.0
	TOTAL	4.0	4.0	4.0	0.0
TOWN ACCOUNTANT	Town Accountant	1.0	1.0	1.0	0.0
	Town Wide Budget Director	1.0	0.5	0.5	0.0
	Principal Office Assistant	1.8	1.8	1.0	*-0.8
	TOTAL	3.8	3.3	2.5	-0.8
PURCHASING	Procurement Officer	0.5	0.5	0.5	0.0
	TOTAL	0.5	0.5	0.5	0.0
BOARD OF ASSESSORS	Director of Assessing	1.0	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	1.0	0.0
	TOTAL	2.0	2.0	2.0	0.0
TREASURER	Treasurer	1.0	1.0	1.0	0.0
	Assistant Treasurer	1.0	1.0	1.0	0.0
	Office Assistant	0.0	0.0	0.0	0.0
	Principal Office Assistant	2.7	2.7	3.5	*0.8
	TOTAL	4.7	4.7	5.5	0.8
GIS/MIS	Chief Information Officer	1.0	1.0	1.0	0.0
	Technician/Web Support	1.0	1.0	1.0	0.0
	TOTAL	2.0	2.0	2.0	0.0
TOWN CLERK	Town Clerk	1.0	1.0	1.0	0.0
	Office Assistant	2.8	1.9	1.9	0.0
	TOTAL	3.8	2.9	2.9	0.0
PLAN BD/BOA	Principal Office Assistant	0.9	0.9	0.9	0.0
	Office Assistant	0.6	0.0	0.0	0.0
	TOTAL	1.5	0.9	0.9	0.0
CONSERVATION	Office Assistant	0.0	0.6	0.6	0.0
	TOTAL	0.0	0.6	0.6	0.0
ECONOMIC DEVELOPMENT	Dir. of Planning & Community Dev.	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
PUBLIC PROPERTY MAINTENANCE	Director of Facilities	0.5	0.5	0.5	0.0
	Administrative Assistant	0.0	0.0	0.0	0.0
	HVAC Specialist	0.5	0.5	0.5	0.0
	Handyman	0.0	0.0	0.5	0.5
	Fulltime Custodians	1.0	1.0	1.0	0.0
	TOTAL	2.0	2.0	2.5	0.5
General Government	TOTAL	26.3	24.9	25.4	0.5

* Moved Payroll clerk from Accounting to Treasurer Department

Public Safety Department	Position Title	Actual FY2021	Actual FY2022	TA REC FY2023	FY22 TO FY23 VARIANCE
POLICE	Police Chief	1.0	1.0	1.0	0.0
	Office Manager	1.0	1.0	1.0	0.0
	Office Assistant	1.3	1.3	1.3	0.0
	Lieutenant	2.0	3.0	3.0	0.0
	Sergeant	7.0	7.0	7.0	0.0
	Police Officer	30.0	29.0	30.0	1.0
	Domestic Violence Advocate	0.4	0.4	0.5	0.1
	Custodian	0.8	0.8	0.8	0.0
	TOTAL	43.5	43.5	44.6	1.1
TRAFFIC DIRECTORS	Traffic Director	4.3	4.3	4.3	0.0
	TOTAL	4.3	4.3	4.3	0.0
PUBLIC SAFETY DISPATCH	Head Dispatcher	1.0	1.0	1.0	0.0
	Dispatcher	6.0	6.0	6.0	0.0
	TOTAL	7.0	7.0	7.0	0.0
FIRE & EMERGENCY RESCUE	Fire Chief	1.0	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	1.0	0.0
	Captain	5.0	5.0	5.0	0.0
	Lieutenant	5.0	5.0	5.0	0.0
	Firefighter	31.0	32.0	32.0	0.0
	TOTAL	43.0	44.0	44.0	0.0
BUILDING INSPECTION SERVICES	Building Inspector	1.0	1.0	1.0	0.0
	Principal Office Assistant	1.0	1.0	1.0	0.0
	Assistant Building Inspector	1.0	1.0	0.5	-0.5
	TOTAL	3.0	3.0	2.5	-0.5
Public Safety	TOTAL	100.8	101.8	102.4	0.6

Public Services DEPARTMENT	Position Title	Actual FY2021	Actual FY2022	TA REC FY2023	FY22 TO FY23 VARIANCE
PUBLIC HEALTH SERVICES	Health Inspector	1.0	1.0	1.0	0.0
	Nurse	0.5	0.5	0.5	0.0
	Office Assistant	1.0	1.0	1.0	0.0
	TOTAL	2.5	2.5	2.5	0.0
COUNCIL ON AGING	COA Director	1.0	1.0	1.0	0.0
	Custodian	0.3	0.3	0.3	0.0
	Outreach Worker	0.5	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	1.0	0.0
	PT Van Driver	0.5	1.0	1.0	0.0
	Receptionist	0.9	0.9	0.9	0.0
	TOTAL	4.2	5.2	5.2	0.0
RECREATION	Director of Recreation	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
VETERANS SERVICES	Veterans Services Director	1.0	1.0	1.0	0.0
	TOTAL	1.0	1.0	1.0	0.0
PUBLIC LIBRARY	Library Director	1.0	1.0	1.0	0.0
	Assistant Library Director	0.0	0.0	1.0	1.0
	FT Library Tech	1.0	1.0	1.0	0.0
	Head of Youth Services	1.0	1.0	1.0	0.0
	Catalogue Librarian	0.5	0.5	0.5	0.0
	Reference Librarian	1.0	1.0	1.0	0.0
	Circulation Supervisor	1.0	1.0	1.0	0.0
	Senior Library Technician	4.0	4.0	4.0	0.0
	PT Library Technician	0.5	0.5	0.5	0.0
	Custodian	0.5	0.5	0.5	0.0
	Part Time Support Staff	1.6	1.6	1.6	0.0
TOTAL	12.1	12.1	13.1	1.0	
UNICORN RECREATION-ARENA	Arena Manager	1.0	1.0	1.0	0.0
	Assistant Arena Manager	1.0	1.0	1.0	0.0
	Arena Assistant	1.0	1.0	1.0	0.0
	Office Assistant	0.5	0.9	0.9	0.0
	TOTAL	3.5	3.9	3.9	0.0
Public Services	TOTAL	24.3	25.7	26.7	1.0

Public Works		Actual	Actual	TA REC	FY22 TO FY23
DEPARTMENT	Position Title	FY2021	FY2022	FY2023	VARIANCE
PUBLIC WORKS	DPW Director	1.0	1.0	1.0	0.0
	DPW Deputy Director	1.0	1.0	1.0	0.0
	Laborer I	7.0	6.0	7.0	1.0
	Highway Foreman	1.0	1.0	1.0	0.0
	Grounds Maintenance	1.0	1.0	1.0	0.0
	Cemetery Foreman	1.0	1.0	1.0	0.0
	Time & Construction Clerk	1.0	1.0	1.0	0.0
	Heavy Motor Equipment Operator	2.0	2.0	1.0	-1.0
	MC/Leo	4.0	4.0	4.0	0.0
	General Foreman	1.0	1.0	1.0	0.0
	Utility Billing/Office Mgr	1.0	1.0	1.0	0.0
	Motor Equipment Repair/Laborer	2.0	2.0	2.0	0.0
	Operational Engineer	0.0	0.0	0.0	0.0
	Water/Sewer Foreman	2.0	1.0	1.0	0.0
	Light Equipment Operator	1.0	1.0	1.0	0.0
	MEM 1	1.0	1.0	1.0	0.0
	Administrative Assistant	1.0	1.0	1.0	0.0
	PT Recycle Coordinator	0.4	0.0	0.0	0.0
	Tree Climber	1.0	1.0	1.0	0.0
Public Works	TOTAL	29.4	27.0	27.0	0.0
Town of Stoneham	GRAND TOTAL	180.7	179.4	181.5	2.1

III. COMMUNITY COMPARISON DATA FROM DIVISION OF LOCAL SERVICES

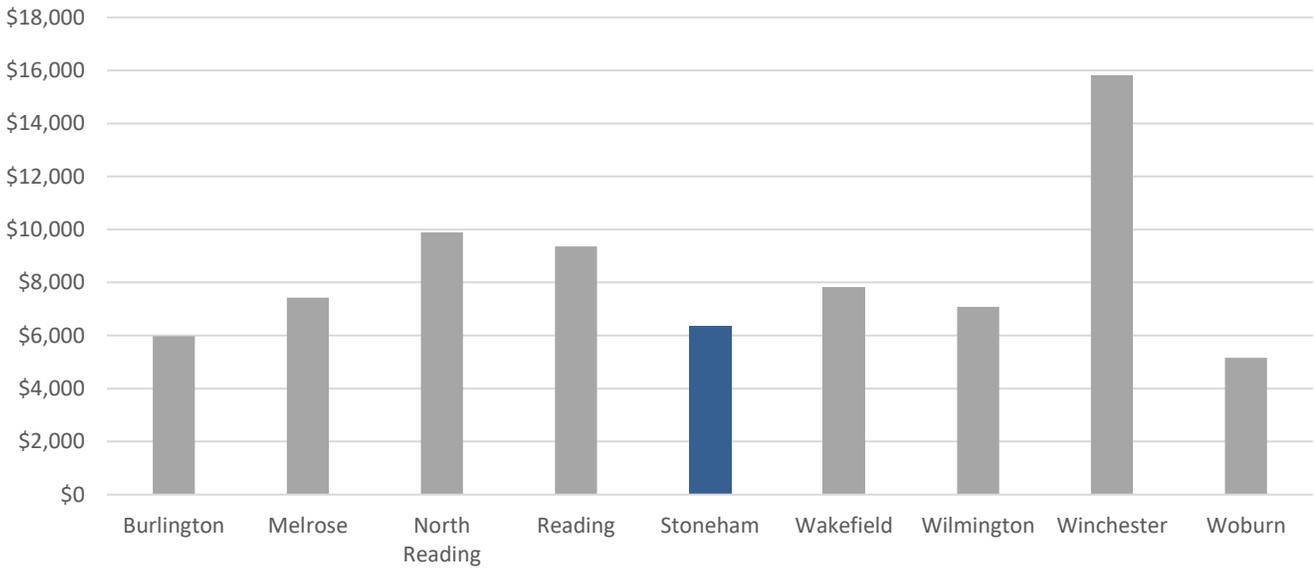
Demographic and Financial Indicators

Municipality	2020 Population	FY 2019 DOR Per Capita	FY 2020 EQV Per Capita	Land Area	Population Density	Total 2022 Operating Budget	Moodys Bond Rating	S&P Bond Rating
Burlington	26,377	53,983	307,110	11.73	2,249	162,015,277.00		AAA
Malden	66,263	29,297	138,981	5.04	13,147	185,458,733.64	Aa3	AA
Melrose	29,817	53,938	208,229	4.68	6,371	99,008,884.33	Aa3	AA+
North Reading	15,554	68,613	231,945	13.14	1,184	80,766,410.40	Aa2	
Reading	25,518	68,897	227,975	9.95	2,565	111,089,662.06		AAA
Stoneham	23,244	47,784	201,179	6.02	3,861	73,834,867.85	Aa2	AA+
Wakefield	27,090	53,217	211,646	7.36	3,681	108,533,134.42	Aa2	AAA
Wilmington	23,349	49,992	228,711	16.98	1,375	120,204,926.00		AA+
Winchester	22,970	121,868	377,913	6.03	3,809	142,435,306.60	Aaa	AAA
Woburn	40,876	44,751	225,718	12.64	3,234	166,761,680.73	Aa1	AAA

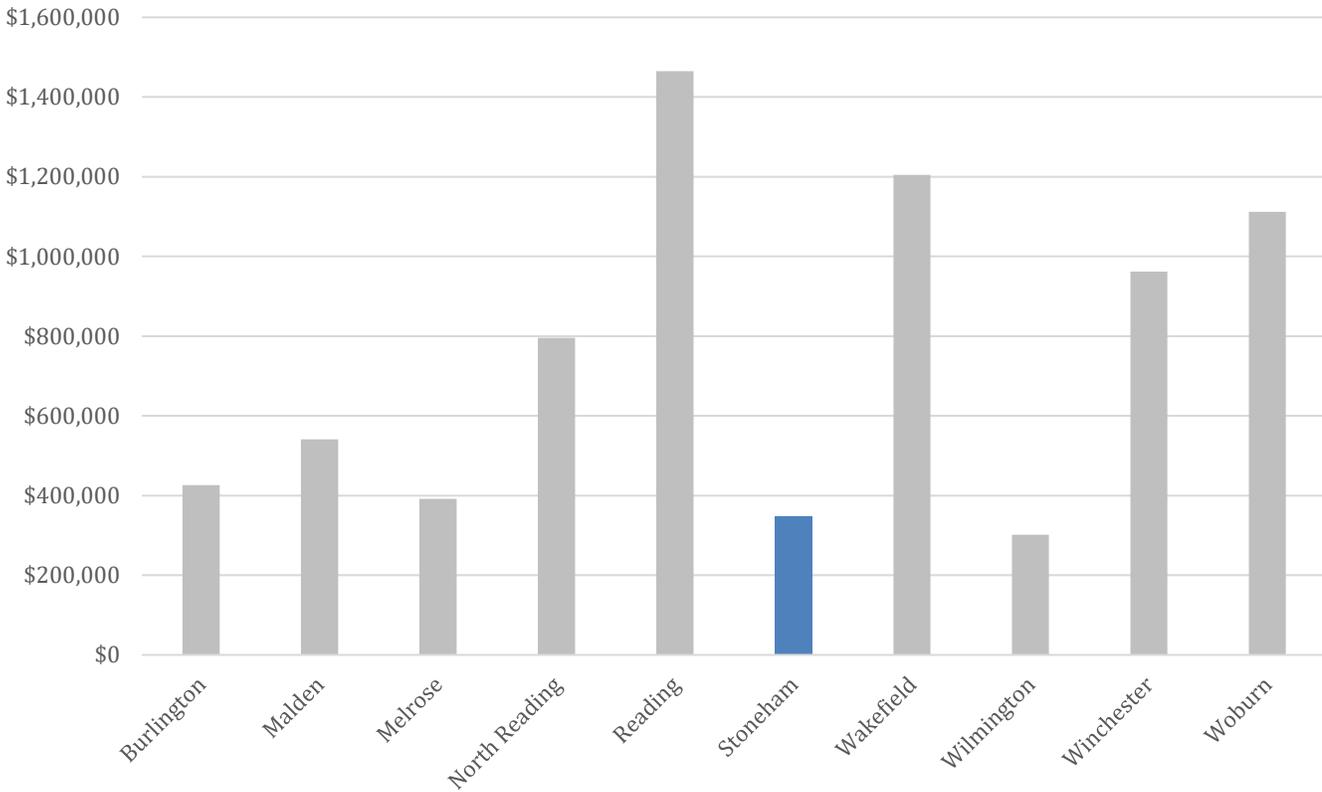
Tax Rates by Class

Fiscal Year	Municipality	Residential	Commercial
2022	Woburn	9.34	22.77
2022	Burlington	9.95	26.64
2022	Stoneham	10.41	19.81
2022	Melrose	10.57	18.03
2022	Malden	12.35	19.17
2022	Wakefield	12.32	23.77
2022	Winchester	12.51	11.89
2022	Reading	13.33	13.55
2022	Wilmington	13.03	30.06
2022	North Reading	15.00	15.00

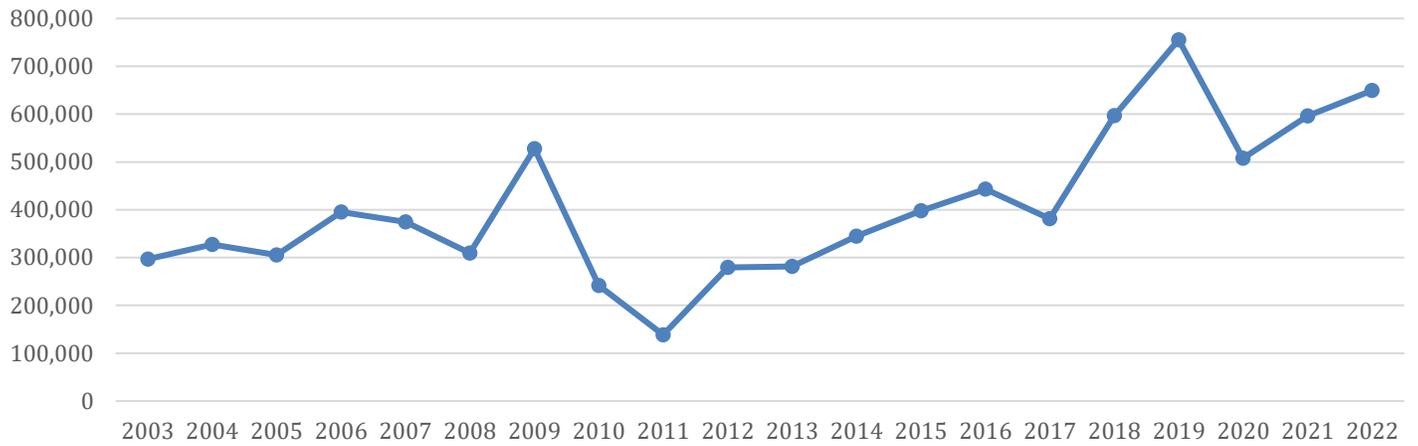
FY2022 Average Single Family Tax Bill



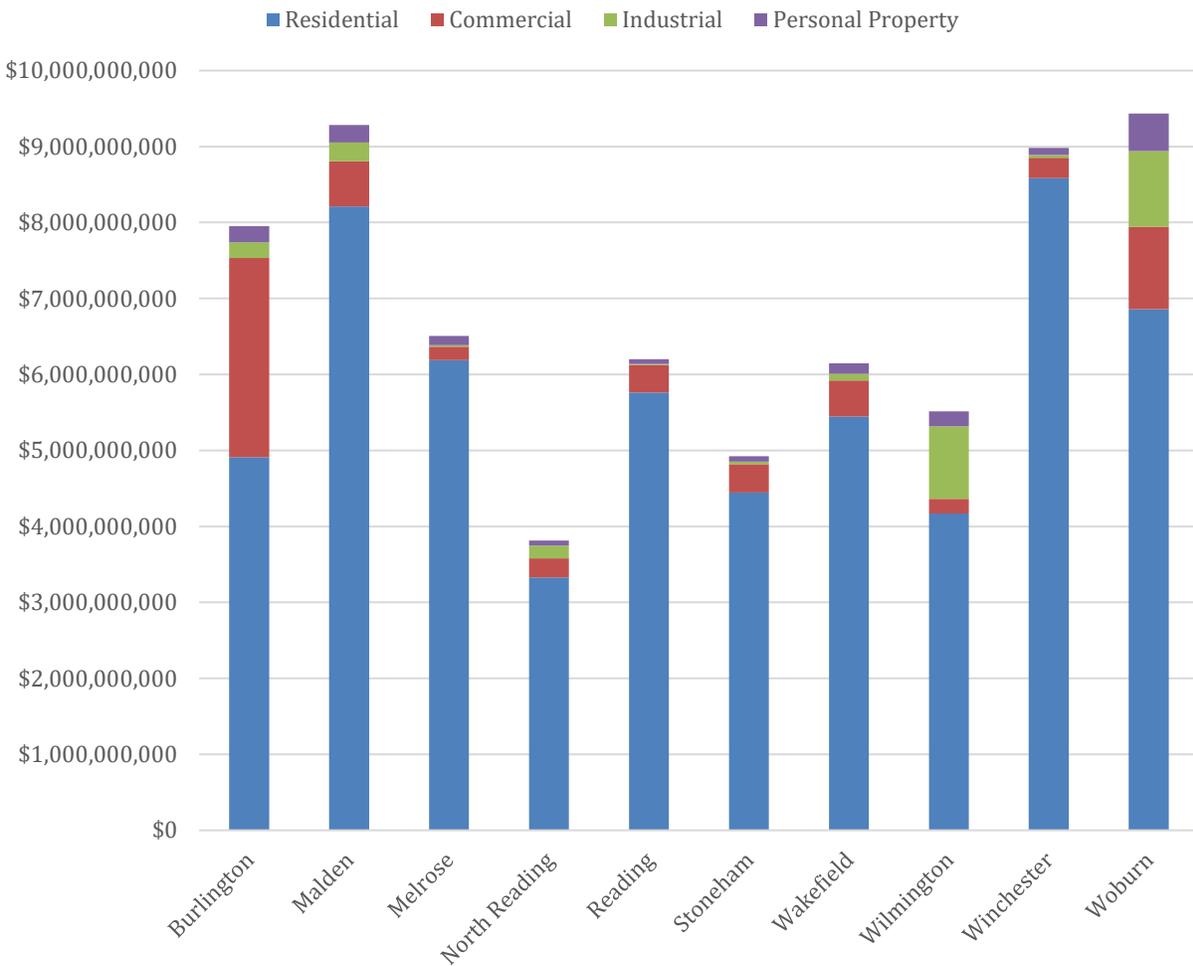
Total FY2022 New Growth



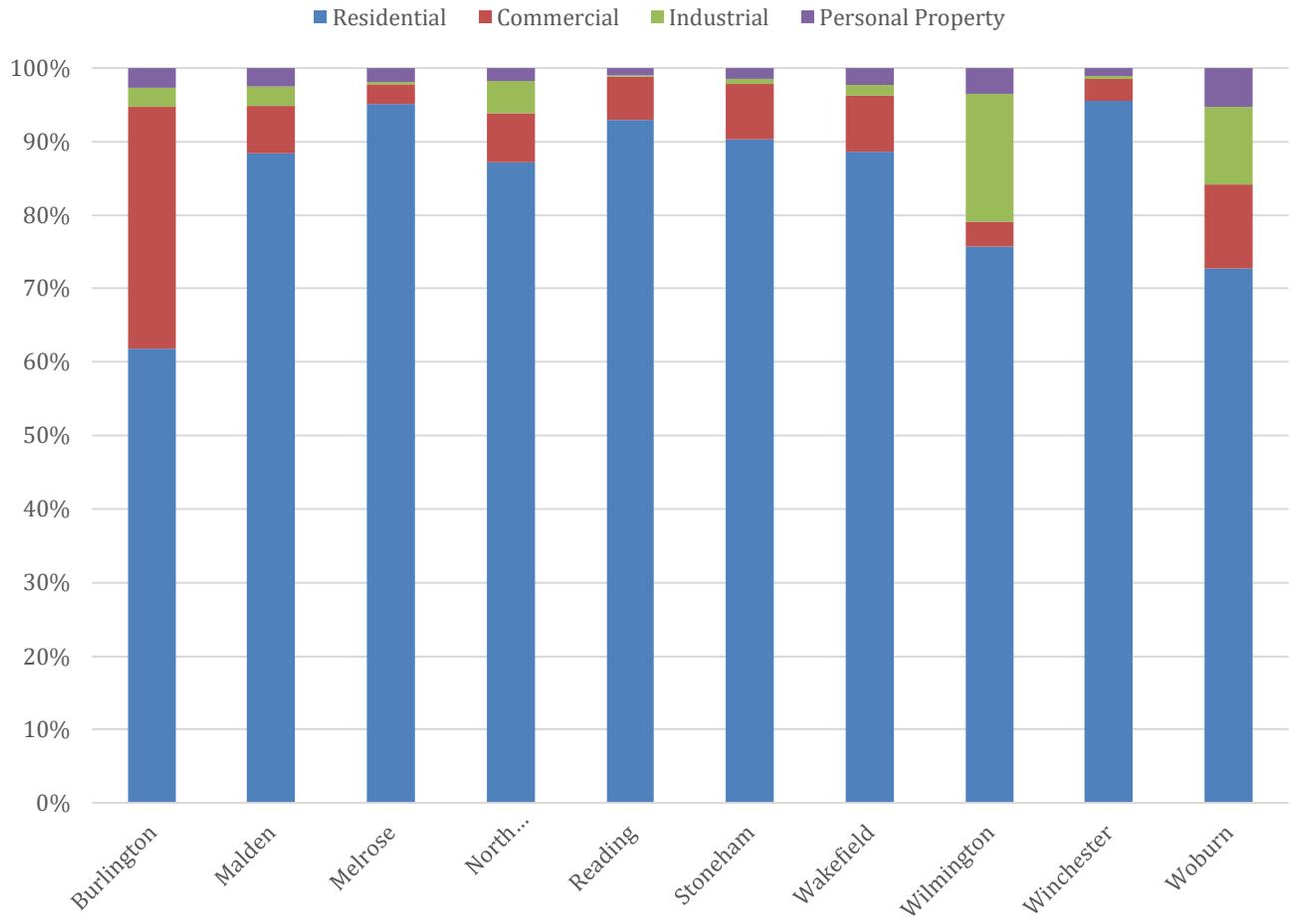
Town of Stoneham Historic New Growth added to Levy Limit



FY2022 Property Values by Class



FY2022 Percent Share of Valuation



IV. BUDGET CALENDAR AND PROCESS

FY2023 Budget Calendar

October 12, 2021	Budget guidelines and request templates distributed to departments with instructions.
November 10, 2021	Tri-Board Meeting- Five Year Forecast Presentation-Departmental Overview.
November 19, 2021	Department Capital Improvement Requests due to Budget Director.
November 19, 2021	Departments submit budget requests to Budget Director.
November 17, 2021- December 8, 2021	Budget meetings with Finance & Advisory Board & Select Board and select Departments.
November 29, 2021	Start formal department budget meetings with Town Administrator .
December 2, 2021	School Budget Presentation to School Committee.
January 6, 2022	School Budget Public Hearings.
January 26, 2022	School Final Draft Budget submitted to Town Administrator and Select Board.
By January 28, 2022	Forecast Revenues and State Aid.
February 8, 2022*	Capital Improvement Recommendations due to Select Board.
February 15, 2022**	Town Administrator Proposed Final Budget submitted to Finance & Advisory Board and Select Board for ratification.
March 7, 2022***	Select Board ratification and submitted to Finance & Advisory Board.
April 7, 2022	Finance & Advisory Board recommendations due.
May 2, 2022	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 a week prior to the Town Administrator's budget submitted to the Finance and Advisory Board and Select Board.

**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 2, 2022.

***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 2023. 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 FY23 was initiated in November 2021, 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 FY23 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 19, 2021 (see calendar above).

In December and January, 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 FY23 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 FY23 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;
- II. 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 FY23 Budget does make a contribution to this fund in the amount of \$498,827 and projects interest to be \$61,000.

Town Stabilization Fund

Fund balance as of June 30, 2021	\$ 4,543,910.82
Projected FY22 Revenue and Interest	\$ 367,173.00
Projected FY22 Use of Funds	\$ _____-
Projected Fund balance as of June 30, 2022	\$ 4,911,083.82
Projected FY23 Contribution and Interest	\$ 559,827.00
Projected FY23 Use of Funds	\$ _____-

Projected Fund Balance as of June 30, 2023 \$ 5,470,910.82

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 \$280,663 and projects interest to be \$4,000.

Town Capital Stabilization Fund

Fund balance as of June 30, 2021	\$	441,234.04
Projected FY22 Revenue and Interest	\$	206,037.00
Projected FY22 Use of Funds	\$	<u>-</u>
Projected Fund balance as of June 30, 2022	\$	647,271.04
Projected FY23 Contribution and Interest	\$	284,663.00
Projected FY23 Use of Funds	\$	<u>-</u>
Projected Fund Balance as of June 30, 2023	\$	931,934.04

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, 2021	\$	6,289,395.97
Projected FY22 Revenue and financing sources	\$	73,703,021.00
Projected FY22 expenditures and other financing uses	\$	<u>(73,213,122.00)</u>
Projected Fund balance as of June 30, 2022	\$	6,779,294.97

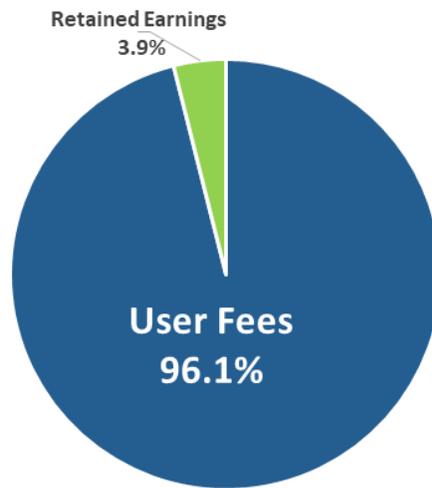
Reserve Fund

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 FY23. The Town will strive to maintain overall general fund reserves in the level of 10-15% of the general fund operating budget.

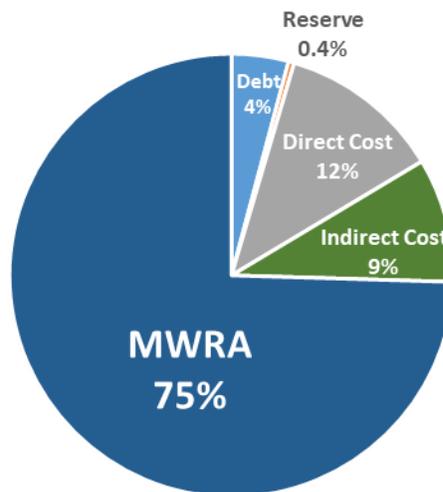
IX. ENTERPRISE FUNDS – WATER AND SEWER

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 FY23 is \$12,069,198.

FY23 Enterprise Fund Revenue Sources



FY23 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 \$224,354,906) 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 as of January 1, 2020	4,676,207,700
Debt Limit (5%)	233,810,385
Total Outstanding Debt*	22,110,765
Debt authorized but not yet incurred, including this issue	4,596,062
Gross Debt	26,706,827
Outstanding Debt outside Limit 06/30/2021	15,955,116
Authorized but not yet incurred debt which is outside the debt limit	1,296,232
Outstanding debt outside limit plus authorized but not yet incurred debt outside the limit	17,251,348
Net debt subject to the debt limit including this issue.	9,455,479
Debt Limit	233,810,385
Debt Subject to Debt Limit	9,455,479
Borrowing Capacity	224,354,906

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 06/30/2021)

Fiscal Year	Total Debt	Principal Payment	Interest	Required Appropriation
2023	214,647,239	5,138,734	4,496,016	9,634,750
2024	205,012,489	4,628,096	4,423,506	9,051,602
2025	195,960,887	4,627,850	4,235,806	8,863,656
2026	187,097,231	4,737,849	4,045,906	8,783,755
2027	178,313,476	4,688,500	3,849,256	8,537,756
2028	169,775,719	4,853,500	3,646,406	8,499,906
2029	161,275,813	5,018,500	3,445,331	8,463,831
2030	152,811,982	5,329,250	3,236,406	8,565,656
2031	144,246,326	5,274,250	3,018,806	8,293,056
2032	135,953,269	5,119,250	2,801,931	7,921,181
2033	128,032,088	5,220,000	2,578,906	7,798,906
2034	120,233,182	4,245,000	2,345,269	6,590,269
2035	113,642,913	4,200,000	2,260,444	6,460,444
2036	107,182,469	4,280,000	2,175,894	6,455,894
2037	100,726,575	4,300,000	2,089,744	6,389,744
2038	94,336,832	4,380,000	1,997,750	6,377,750
2039	87,959,082	4,475,000	1,904,169	6,379,169
2040	81,579,913	4,575,000	1,803,031	6,378,031
2041	75,201,882	4,680,000	1,699,644	6,379,644
2042	68,822,238	4,785,000	1,593,844	6,378,844
2043	62,443,394	4,875,000	1,450,169	6,325,169
2044	56,118,225	5,025,000	1,303,919	6,328,919
2045	49,789,307	5,175,000	1,153,169	6,328,169
2046	43,461,138	5,310,000	1,017,325	6,327,325
2047	37,133,813	5,450,000	877,938	6,327,938
2048	30,805,875	5,595,000	734,875	6,329,875
2049	24,476,000	5,730,000	595,000	6,325,000
2050	18,151,000	5,875,000	451,750	6,326,750
2051	11,824,250	6,020,000	304,875	6,324,875
2052	5,499,375	6,175,000	154,375	6,329,375

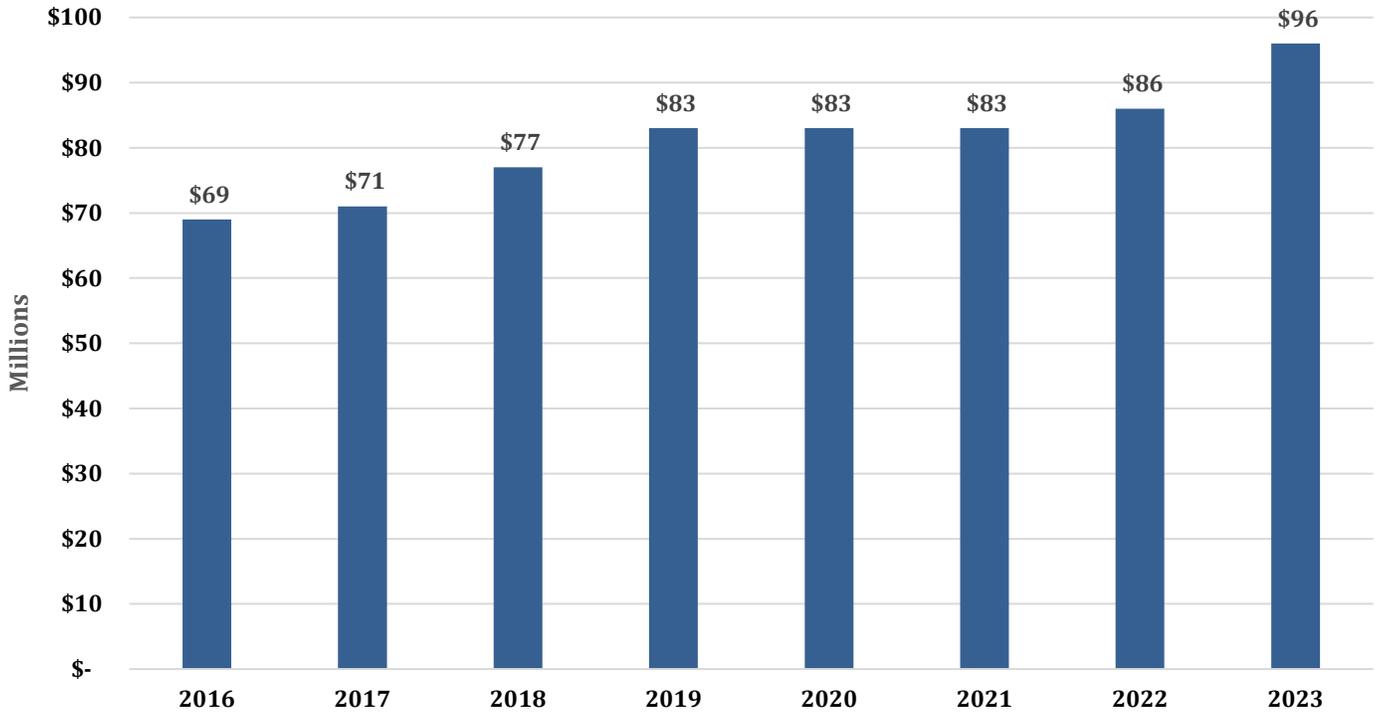
XI. BUDGET SUMMARY

Budget Summary

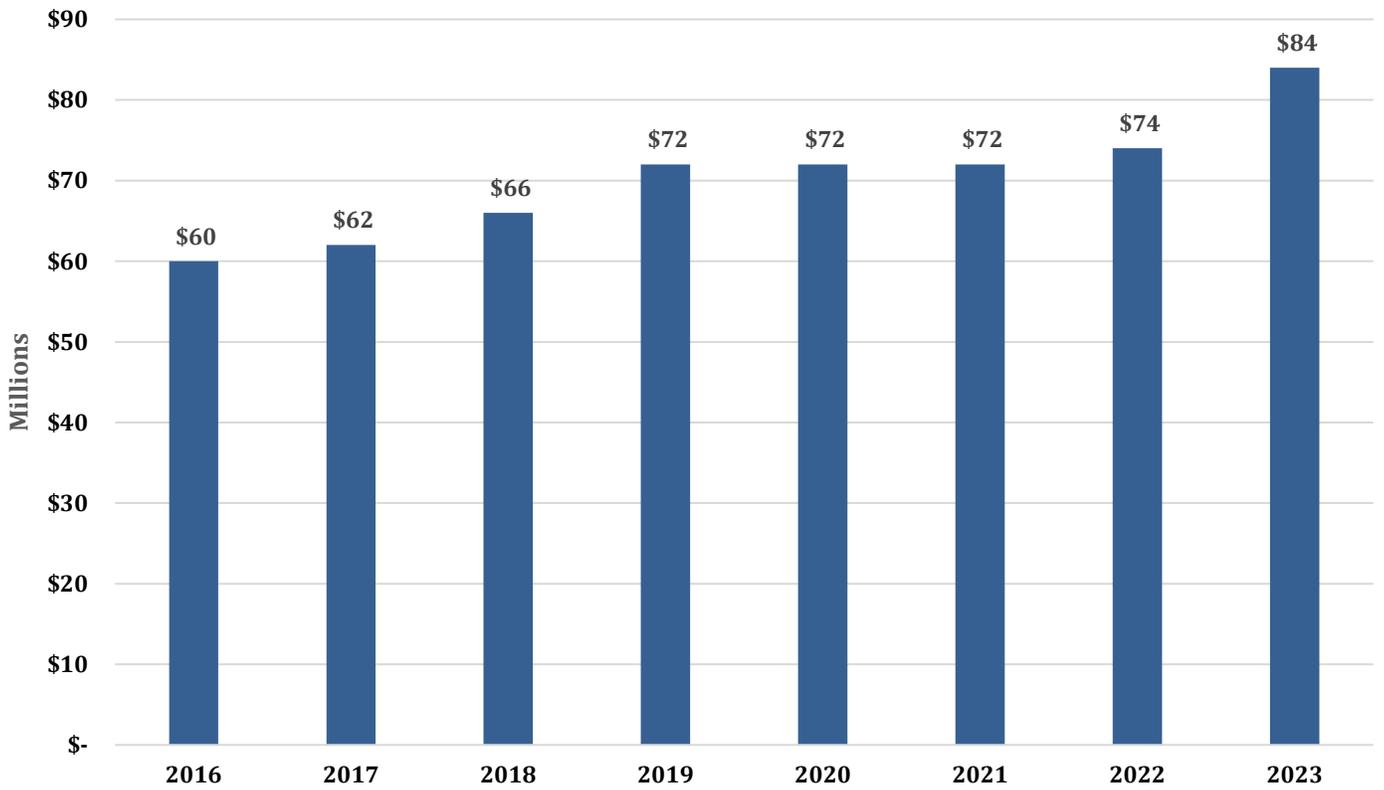
General Fund	Actual FY21	Proposed FY22	Approved Tax Rate FY22	Proposed FY23	% Increase vs. Tax Rate FY22-FY23
Revenues					
TAX LEVY	\$ 51,765,771	\$ 53,671,242	\$ 53,671,242	\$ 55,678,569	3.7%
NEW GROWTH	\$ 596,416	\$ 450,000	\$ 649,313	\$ 500,000	-23.0%
DEBT EXCLUSION	\$ 1,914,125	\$ 1,542,622	\$ 1,542,623	\$ 7,750,627	402.4%
LOCAL RECEIPTS	\$ 6,970,562	\$ 6,175,000	\$ 6,175,000	\$ 6,536,797	5.9%
STATE AID	\$ 9,824,563	\$ 9,992,887	\$ 10,283,252	\$ 11,147,853	8.4%
SBA REIMBURSEMENT*	\$ 1,148,093	\$ 341,826	\$ 341,825	\$ 341,825	0.0%
FREE CASH	\$ 603,000	\$ 630,210	\$ 630,210	\$ 879,490	39.6%
OVERLAY SURPLUS	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	0.0%
INTERGOVERNMENTAL (INDIRECTS)	\$ 959,066	\$ 1,039,766	\$ 1,039,766	\$ 1,100,806	5.9%
Total Revenues	\$ 73,781,596	\$ 73,883,552	\$ 74,373,231	\$ 83,975,968	12.9%
EXPENDITURES					
GENERAL GOVERNMENT	\$ 35,346,875	\$ 17,374,188	\$ 17,526,818	\$ 18,038,691	2.92%
EDUCATION	\$ 30,126,729	\$ 30,983,645	\$ 30,963,029	\$ 32,100,420	3.67%
VOCATIONAL SCHOOL	\$ 1,436,975	\$ 1,570,229	\$ 1,485,880	\$ 1,690,036	13.74%
SHARED EXPENSES					
HEALTH INSURANCE	\$ -	\$ 8,822,472	\$ 8,822,472	\$ 9,401,762	6.57%
RETIREMENT	\$ -	\$ 6,880,229	\$ 6,880,229	\$ 7,058,350	2.59%
MEDICARE	\$ 42,524	\$ 575,000	\$ 575,000	\$ 595,000	3.48%
PROPERTY & CASUALTY INSURANCE	\$ 66,041	\$ 554,147	\$ 616,781	\$ 678,459	10.00%
WORKER'S COMPENSATION	\$ 215,000	\$ 420,057	\$ 309,537	\$ 340,491	10.00%
RESERVE FUND	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	0.00%
DEBT	\$ 779,276	\$ 2,964,572	\$ 2,964,572	\$ 9,141,016	208.34%
TOWN AUDIT	\$ 8,037	\$ 85,000	\$ 85,000	\$ 85,000	0.00%
CAPITAL STABILIZATION(Non Operational)	\$ 319,500	\$ 203,037	\$ 203,037	\$ 280,663	38.23%
STABILIZATION (Non Operational)	\$ -	\$ 327,173	\$ 327,173	\$ 498,827	52.47%
OPEB TRUST FUND(Non Operational)	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	0.00%
OVERLAY PROVISIONS	\$ 32,968	\$ 225,000	\$ 225,000	\$ 225,000	0.00%
ASSESSMENTS/OFFSETS	\$ 2,489,091	\$ 2,680,204	\$ 2,680,204	\$ 3,617,253	34.96%
AMOUNT RAISED ON TAX RATE					
PRINCIPLE PAYMENT					
TAX TITLE					
Total Expenditures	\$ 71,088,016	\$ 73,889,952	\$ 73,889,732	\$ 83,975,968	13.7%

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

Total Budget Growth FY16-FY23

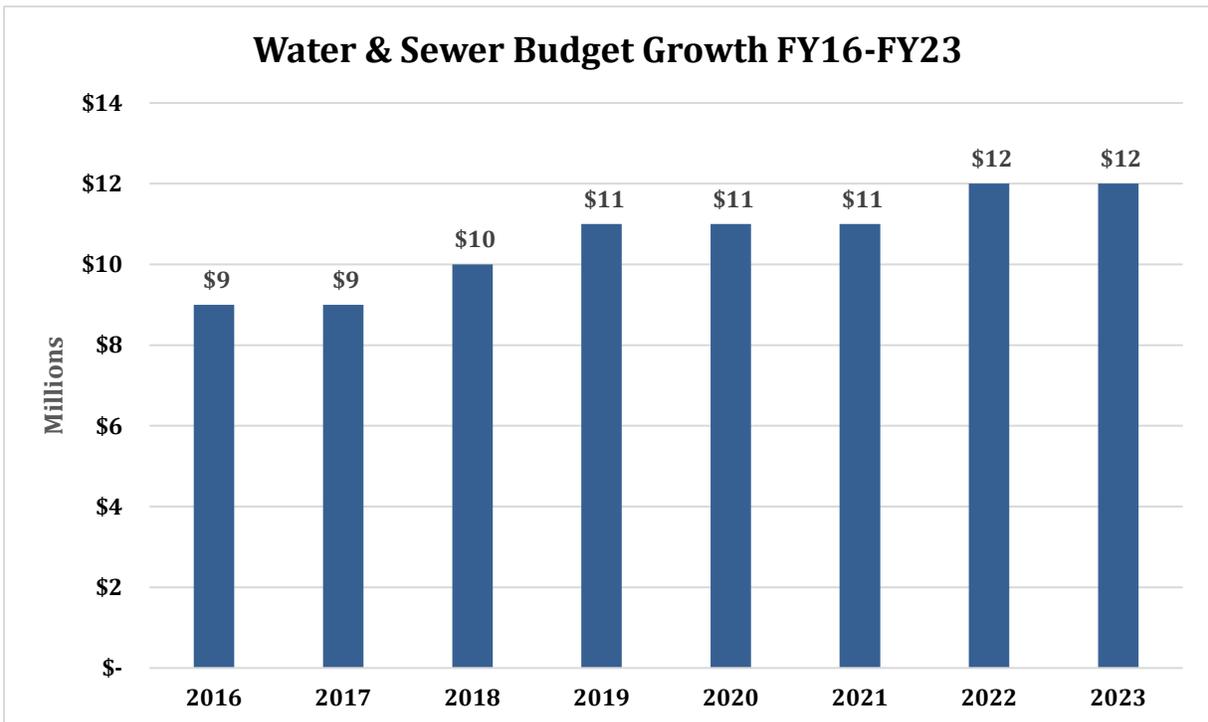


General Fund Budget Growth FY16-FY23



Budget Summary – Water and Sewer

Water and Sewer	Unaudited Actual FY21	Proposed Budget FY22	Proposed Budget FY23	% Increase FY22-FY23
Revenues				
Sewer Receipts	\$ 6,411,652	\$ 6,508,756	\$ 6,743,973	3.6%
Sewer Fund Retained Earnings	\$ 250,000	\$ 350,000	\$ 275,000	-21.4%
Water Receipts	\$ 5,325,995	\$ 5,001,606	\$ 4,920,225	-1.6%
Water Fund Retained Earnings	\$ 100,000	\$ 300,000	\$ 200,000	-33.3%
Total Budgets	\$12,087,647	\$ 12,160,362	\$ 12,139,198	-0.2%
Expenditures				
440 Sewer	\$ 5,487,455	\$ 6,204,539	\$ 6,327,939	2.0%
710 Maturing P&I - Sewer	\$ 74,700	\$ 69,700	\$ 78,950	13.3%
Sewer Indirects	\$ 517,189	\$ 559,517	\$ 587,084	4.9%
Reserve Fund Sewer	\$ -	\$ 25,000	\$ 25,000	0.0%
450 Water	\$ 3,618,074	\$ 4,418,571	\$ 4,156,719	-5.9%
710 Maturing P&I - Water	\$ 286,786	\$ 377,786	\$ 424,784	12.4%
Water Indirects	\$ 441,877	\$ 480,249	\$ 513,722	7.0%
Reserve Fund Water	\$ -	\$ 25,000	\$ 25,000	0.0%
Total Budgets	\$10,426,081	\$ 12,160,362	\$ 12,139,198	-0.2%



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 2.92% for fiscal year 2023 (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 3.67% for fiscal year 2023. 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 FY23.

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 26, 2022. 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 Assessments	FY21	Final Budget FY22	Proposed Budget FY23
Mosquito Control Projects	\$ -	\$ -	\$ 16,000
Air Pollution Control District	\$ 7,876	\$ 8,406	\$ 8,370
Charter School	\$ 1,869,711	\$ 2,332,719	\$ 2,932,495
MBTA Assessment	\$ 509,092	\$ 546,411	\$ 536,756
Metropolitan Area Plan Council	\$ 12,201	\$ 13,291	\$ 12,982
Motor Vehicle Parking Surcharge	\$ 17,880	\$ 17,880	\$ 12,820
School Choice	\$ 60,441	\$ 55,280	\$ 62,041
Special Education	\$ 11,890	\$ 12,366	\$ 664
Total Assessments	\$ 2,489,091	\$ 2,986,353	\$ 3,582,128
Offsets			
Public Libraries	\$ 32,968	\$ 38,569	\$ 35,125
Total Expenditure	\$ 2,522,059	\$ 3,024,922	\$ 3,617,253

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. FY23 budgeted revenues are based on FY21 actuals, FY22 projected collections, historical trends, and anticipated changes that impact particular revenues.

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 FY23 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, which would have additional ramifications for the calculation of the annual “levy limit”.

Budgeted Property Taxes Levy

Budgeted Tax Account Description	Budget FY22	Actual FY 2022	Proposed FY 2023
Previous Tax Levy Limit	\$ 52,362,187	\$ 52,362,187	\$ 54,320,555
2.5% Limit	\$ 1,309,055	\$ 1,309,055	\$ 1,358,014
New Growth	\$ 450,000	\$ 649,313	\$ 500,000
Override	\$ -	\$ -	\$ -
FY2022 Levy Limit	\$ 54,121,242	\$ 54,320,555	\$ 56,178,569
Debt Exclusion	\$ 1,542,622	\$ 1,542,622	\$ 7,750,627
Maximum Allowable Limit	\$ 55,663,864	\$ 55,863,177	\$ 63,929,196
% Increase Over Prior Year Budget			14.85%

New High School Added

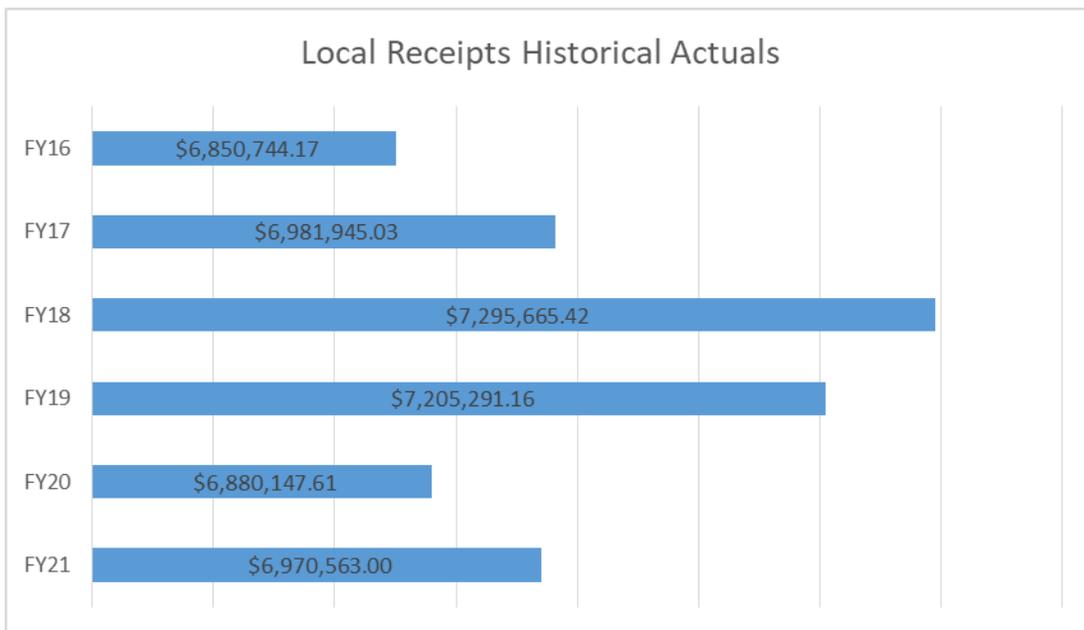
Note: Prior year actual levy limit is always the start of budgeted tax levy calculation.

Local Receipts

Local receipts include locally generated revenues other than real and personal property taxes and makes up 7.87% 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 FY20	Actual FY21	Budgeted FY22	Proposed Budget FY23	% Increase FY22-FY23
Motor Vehicle Excise Tax	\$ 3,662,800	\$ 3,648,010	\$ 3,245,025	\$ 3,420,031	5.4%
Meals Tax	\$ 342,303	\$ 306,775	\$ 306,000	\$ 340,000	11.1%
Penalties and Interest on Taxes	\$ 201,410	\$ 178,887	\$ 178,000	\$ 183,000	2.8%
Payments In Lieu of Taxes	\$ 55,040	\$ 2,736	\$ 55,000	\$ 4,000	-92.7%
Fees	\$ 527,399	\$ 590,887	\$ 507,500	\$ 526,766	3.8%
Rentals	\$ 259,801	\$ 244,772	\$ 207,000	\$ 207,000	0.0%
Departmental Revenue	\$ 741,307	\$ 906,508	\$ 743,000	\$ 865,000	16.4%
Other Departmental Revenue	\$ 8,014	\$ 10,577	\$ 7,000	\$ 7,000	0.0%
Licenses and Permits	\$ 739,639	\$ 814,976	\$ 762,000	\$ 797,500	4.7%
Fines and Forfeitures	\$ 54,653	\$ 30,366	\$ 29,475	\$ 36,500	23.8%
Investment Income	\$ 77,197	\$ 14,054	\$ 10,000	\$ 10,000	0.0%
Medicaid	\$ 83,822	\$ 151,405	\$ 125,000	\$ 140,000	12.0%
Library	\$ 386				
Msc. Non-Recurring	\$ 126,376	\$ 70,610			
Total Revenues	\$ 6,880,147	\$ 6,970,563	\$ 6,175,000	\$ 6,536,797	5.9%

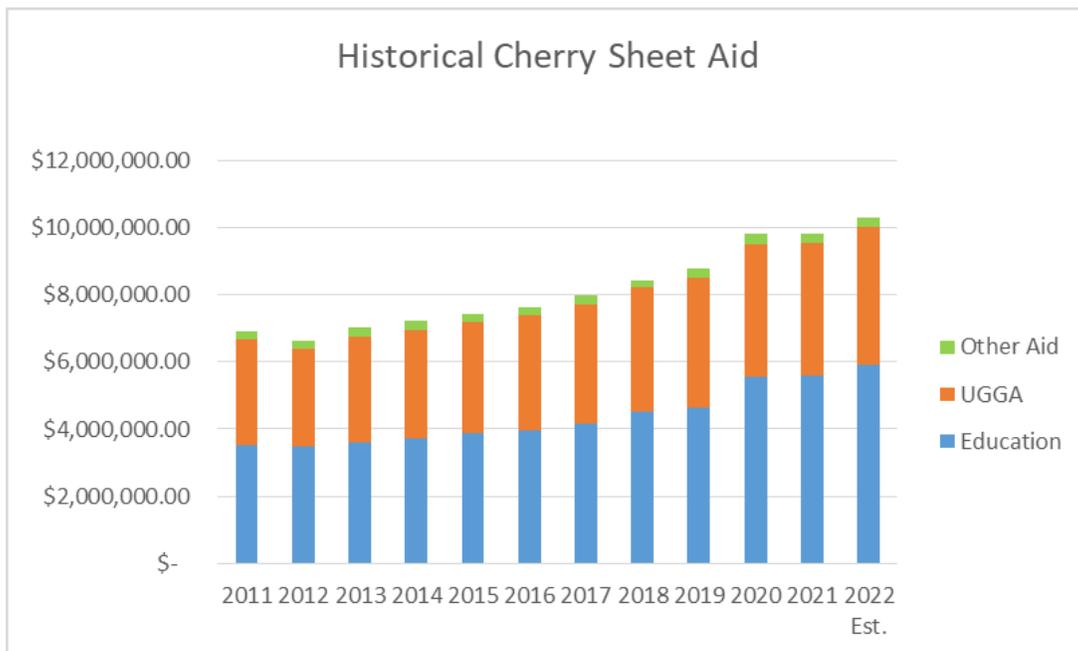


State Receipts (Cherry Sheet)

State Aid represents 13% 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 26, 2022.

State Receipts

Account Description Aid	Budget	Budget	Proposed FY23	% Increase FY22-FY23
	FY21	FY22		
School Chapter 70	\$ 5,266,351	\$ 5,337,631	\$ 5,737,555	7.5%
Charter Tuition Reimbursement	\$ 313,376	\$ 576,194	\$ 916,418	59.0%
School Offset Items	\$ -	\$ -		
Subtotal Education	\$ 5,579,727	\$ 5,913,825	\$ 6,653,973	12.5%
Unrestricted General Government Aid	\$ 3,946,510	\$ 4,084,638	\$ 4,194,923	2.7%
Veterans Benefits Reimbursement	\$ 99,830	\$ 99,704	\$ 123,415	23.8%
Exemption for Vets, Blind & Surviving Spouse	\$ 163,698	\$ 143,422	\$ 137,326	-4.3%
State Owned Land	\$ 2,629	\$ 3,094	\$ 3,091	-0.1%
Public Libraries	\$ 32,169	\$ 38,569	\$ 35,125	-8.9%
Subtotal General Government	\$ 4,244,836	\$ 4,369,427	\$ 4,493,880	2.8%
Total State Receipts	\$ 9,824,563	\$ 10,283,252	\$ 11,147,853	8.4%



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

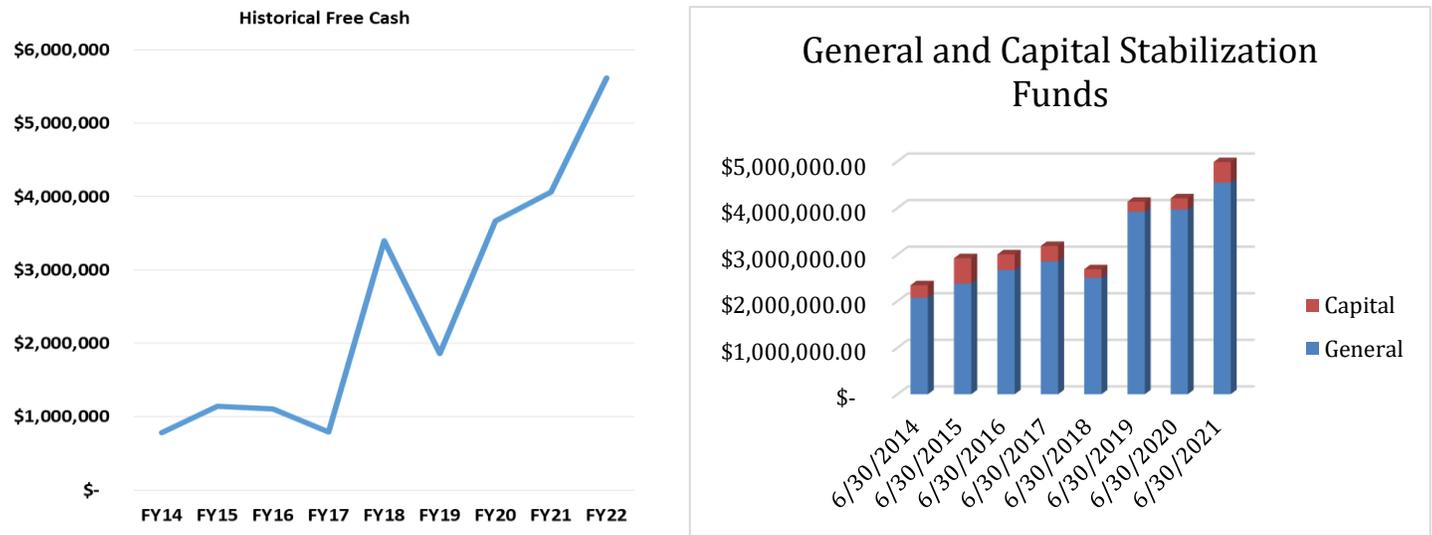
Free Cash is defined as the remaining, unrestricted funds from operations of the previous fiscal year. Free Cash is the result of collecting revenue in excess of estimates, expending less than what was appropriated, added to any unexpended Free Cash from the previous fiscal year. Unpaid property taxes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

Certified Free Cash – Recent History

FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
\$ 781,512	\$ 1,138,074	\$ 1,111,078	\$ 788,182	\$ 3,396,518	\$ 1,865,349	\$ 3,664,668	\$ 4,060,733	\$ 5,613,265

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



Overlay Surplus

Overlay surplus is declared by the Board of Assessors when it is determined that the Town’s potential liability for abatements and exemptions in any fiscal year has been met. Once the Board is satisfied that the funds are no longer needed, a surplus is declared and these funds are available to be appropriated by Town Meeting. If the overlay surplus is not appropriated by the end of the fiscal year, it closes out to undesignated fund balance and will eventually become part of free cash. 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	Budget FY 2022	Proposed FY 2023
\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 15,000	\$ 40,500	\$ 40,000	\$ 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

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
114 Town Moderator								
Salary Expenses	\$ 200	\$ 200	\$ -	\$ 300	\$ 200	\$ 200	\$ 200	\$ 33
Operating Expenses	\$ 200	\$ 200	\$ -	\$ 120	\$ 200	\$ -	\$ -	\$ -
Total	\$ 400	\$ 400	\$ -	\$ 420	\$ 400	\$ 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.



The Select Board held 39 meetings this year and processed many applications for site plan approval, grants of location, restaurant licensing, entertainment licensing, alcohol licensing, and cable licensing. The Board continues to improve and implement internal policies and guidelines and work toward efficiency in all processes.

Significant Changes

- N/A.

FY22 Accomplishments

- Improved efficiencies in Site Plan and Grant of Location procedures. Created new application process for Site Plan Approval. Working toward multiple board review and approval.
- Provided uninterrupted licensing processes for 2021/2022 with continuously changing ABCC processes/emergency orders/outdoor seating licensing/online applications/fee refunds.
- Updated/created numerous policies, procedures, and applications.

FY23 Department Goals

- Review all Site Plan procedures/by-laws with multiple Boards. Improve process and processing ability/efficiencies.
- Create permanent outdoor seating regulations/licensing process.
- Explore online licensing software options for FY24 purchase.

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
122 Select Board								
Salary Expenses	\$ 90,549	\$ 86,933	\$ 3,616	\$ 81,356	\$ 78,044	\$ 68,632	\$ 70,417	\$ 67,009
Operating Expenses	\$ 17,300	\$ 17,300	\$ -	\$ 12,096	\$ 9,583	\$ 17,613	\$ 11,457	\$ 8,992
Total	\$ 107,849	\$ 104,233	\$ 3,616	\$ 93,452	\$ 87,627	\$ 86,245	\$ 81,874	\$ 76,001

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

- Town Hall opened completely back up to the public after the COVID shutdown
- Reorganization of town/school finance functions
- Town was awarded \$7.2 million in ARPA Funding

FY22 Accomplishments

- Steele playground project was completed
- October town meeting voted to authorize the borrowing for the new high school project;
- November special election voted to allow debt exclusion to fund for the new high school project
- Improved bond rating to S&P's AA+. The rating agency cited the Town's very strong economy, very strong management with strong financial policies and practices, strong budgetary performance, strong budgetary flexibility, very strong liquidity, and strong debt and contingent liability position and as positive credit factors.
- Worked with Stoneham Coalition on revised model in coordination with the Boys and Girls Club

FY23 Department Goals

- The completion of the projects including downtown redesign, fire station feasibility study, initiation of new high school construction
- Initiate projects and programs with ARPA funding

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
123 Town Administrator								
Salary Expenses	\$ 425,156	\$ 414,802	\$ 10,354	\$ 401,402	\$ 405,924	\$ 418,051	\$ 368,775	\$ 330,424
Operating Expenses	\$ 26,580	\$ 26,580	\$ -	\$ 25,841	\$ 22,438	\$ 38,063	\$ 23,409	\$ 37,208
Total	\$ 451,736	\$ 441,382	\$ 10,354	\$ 427,243	\$ 428,362	\$ 456,114	\$ 392,183	\$ 367,633

DEPT 131 – Finance & Advisory Board

Description of Services

The Finance & Advisory Board (FAB) is an independent committee of 11 residents who are appointed by the Town Moderator. Its primary role is to analyze the town's operating and capital expenditures as well as its revenue sources. The FAB uses this analysis to make recommendations to Town Meeting. In this role, the FAB works with the Town Accountant, the Town Administrator, the Superintendent of Schools, the Select Board, and all town departments to review the budget in detail.

Significant Changes

- N/A

FY22 Accomplishments

- The Board successfully transitioned back to an in-person meeting model as COVID restrictions relaxed. The use of remote and hybrid meeting techniques has increased member participation and allowed the Board flexibility to carry on its business when conditions for in-person meeting becomes difficult.
- Successful analysis of proposed FY22 budget. The Board continues to utilize its Fiscal Guidelines subcommittee to ensure all budget requests fit the Town's guidelines. The Board has emphasized its preference for departments to develop replacement cycles if the department has material capital needs (vehicles for example).
- The Board made special efforts to undertake analysis of the recently approved High School Building Project. The Board brought community concerns to debate and promoted a balanced approach to the major ballot question that addressed concerns of competing interests. The Board ultimately favored continuation of the project by unanimous vote.
- Created a Water & Sewer subcommittee tasked with making recommendations related to the future of the Water & Sewer Review Board. The FAB also elected two new members to the existing Water & Sewer Review Board.
- Continued joint meetings with both the Select Board and School Board to continue fostering dialogue among the Town bodies.

FY23 Department Goals

- Analyze FY23 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.
- Continue to monitor the fiscal impacts of the ongoing School Building Project on the overall Town financial situation.
- Develop a system to track repeated requests for funding, including requests that were submitted but not approved in past fiscal years.
- Assist in a solution to the question of the future of the Water and Sewer Review Board. Create a contingency plan for the Board to potentially absorb oversight functions of the Review Board if it is ultimately dissolved.

- Participate in, and provide feedback on, the dispensation of federal COVID-19 relief funds received from the American Rescue Plan Act.
- Increase participation in the Association of Town Finance Committees (ATFC) training opportunities to continue the development of skills and competencies on the board. Utilize resources made available through the ATFC, as well as the Massachusetts Municipal Association and Massachusetts Division of Local Services.
- Create tools and resources to improve the onboarding of future board members.
- Research and compile non-budgetary funding sources (grants, revolving funds, etc.). Explore opportunities to maximize this type of funding.
- Develop a set of metrics and tests to determine Stoneham’s fiscal health compared to both its immediate neighbors, as well as its demographic peers in the Commonwealth.
- Create a deeper understanding of the Town’s current revenue streams. Also investigate current revenue growth plans being pursued by the Town

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
131 Finance & Advisory Board								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 500	\$ 500	\$ -	\$ 280	\$ 280	\$ 280	\$ -	\$ -
Total	\$ 500	\$ 500	\$ -	\$ 280	\$ 280	\$ 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

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

Staffing

(0 Positions):

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
132 Reserve Fund								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Operating Expenses	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ 180,000	\$ 50,000	\$ 50,000	\$ 40,000
Total	\$ 125,000	\$ 125,000	\$ -	\$ 125,000	\$ 180,000	\$ 50,000	\$ -	\$ 40,000

DEPT 135 - TOWN ACCOUNTANT

Description of Services

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

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

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

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

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

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

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

Significant Changes

- The integration of the School Finance Department into the Town Accountant's Office to make the Town's financial process more efficient and effective.
- New Town Accountant and New Town Wide Budget Director appointed at the end of FY2021
- Hiring and training of new Town and School Account Payable Clerks

FY22 Accomplishments

- Submitted the FY22 Budget for the "Distinguished Budget Presentation Award" to the GFOA before August 1, 2020. Received the GFOA budget award for the fourth straight year.
- The Town ended the FY2021 year with a surplus budget, which helped increase the Town's Free Cash and Stabilization funds

- Successfully combined the finances of the Town and School with the hiring and training of a Town Wide Budget Director

FY23 Department Goals

- Implement requisitions and purchase orders for all operating expenses
- Cross train Town Accountant's office staff to improve efficiency and effectiveness
- Submit and receive the GFOA's "Distinguished Budget Presentation Award" for the Town's FY23 budget

Staffing

(2.5 Total Positions): (1) Town Accountant, (0.5) Town Wide Budget Director (1) Principal Office Assistant

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
135 Town Accountant								
Salary Expenses	\$ 208,100	\$ 291,740	\$ (83,640)	\$ 258,757	\$ 304,945	\$ 249,534	\$ 227,986	\$ 200,314
Operating Expenses	\$ 34,880	\$ 25,300	\$ 9,580	\$ 17,760	\$ 7,295	\$ 10,714	\$ 18,530	\$ 3,158
Total	\$ 242,980	\$ 317,040	\$ (74,060)	\$ 276,517	\$ 312,240	\$ 260,248	\$ 246,516	\$ 203,472

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

- The Procurement Department continues to make advances in centralizing the Town and Schools Procurement where it seems obvious. Of note, Elevator Maintenance and Service along with Fire Safety Suppression Detection Inspection, Testing, Maintenance and Repair Services were consolidated and bid in FY22. Both services were awarded to a single lowest, responsive and responsible vendor. Previous to this bidding exercise, there were 4-5 vendors performing these respective services throughout School and Town Buildings. The Department will continue to establish and advance in FY23 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.

FY22 Accomplishments

- Several town services were bid out to consolidate vendors and services; these consolidations resulted in a first year cost savings of approximately \$8,700.00 cost savings for the first year of the contract.
- A filing system for all procurement documents over \$10,000.00 has been established. Hard copy files are locked in the Procurement Office with corresponding scanned copies saved to the Procurement Officers hard drive.
- Conducted an RFP process to hire a consultant to perform a feasibility study for future building options for the Stoneham Fire Station.
- Conducted an RFP process to hire a firm to perform a renovation of the Clara Steele Playground. Park renovation completed on time and on budget in June.
- Although exempt from Chapter 30b procurement laws, the Town conducted its first Request for Services bid for Ambulance Services in 30 years. On recommendation of the committee and approval by the Select Board, Cataldo Ambulance was chosen to service the Town of Stoneham's ambulatory needs for the next three (3) years becoming only the 2nd ambulance company to service the Town in 38 years.
- Utilizing MA State Contract ITC66, negotiated the next term of the Public Schools copier and lease agreement with Konica Minolta. The new contract will provide a monthly cost savings of \$577.55 for a total savings of \$20,790.72 over the 36 month term.

FY23 Department Goals

- Due in part to a reorganizing of the Accounting Department structure, the roll out of the requisition/purchasing module in Munis has been pushed out to FY23. This will allow for new Accounting Department personnel to become acclimated to the team and collaborate on policy and procedures as the new system is implemented throughout the Town and School.

- Establish policy and procedures, provide guidance and assist with training for all things procurement during and after new requisition and purchase order system has been put into practice Town and School wide.
- Commencing upon the completion of the partial roof replacement at Stoneham Arena, conduct an RFP process for a food and beverage concessionaire to fill the currently unoccupied space that has been vacant for 2 years.
- With Capital funding approval, conduct an RFP to furnish and install a modular building to serve as a meeting/break room for golf course personnel. Work will include the demolition and removal of the current structure that is currently uninhabitable.
- Pursue Strategic Sourcing Certificate through Operational Services Division's 7 week program.

Staffing

(0.5 Position): (0.5) Procurement Officer

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
138 Purchasing/Procurement								
Salary Expenses	\$ 46,466	\$ 45,000	\$ 1,466	\$ 42,359	\$ 36,624	\$ -	\$ -	\$ -
Operating Expenses	\$ 2,000	\$ 2,000	\$ -	\$ 1,991	\$ 2,089	\$ -	\$ -	\$ -
Total	\$ 48,466	\$ 47,000	\$ 1,466	\$ 44,350	\$ 38,713	\$ -	\$ -	\$ -

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 Assessor's 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

- Current vacancy in Director of Assessing Position
- Outsourcing of GIS map maintenance and the implementation of an Abutters List generation tool outside of ArcGIS.
- A full Personal Property Account recollection including the outsourcing of a DOR mandated special use appraisal for local 504 class utilities at \$2,000 per account.
- The outsourcing of annual Commercial Property valuation adjustments.

FY22 Accomplishments

- The implementation, testing and configuration of a new C.A.M.A software, AssessPro 5.0, for use during the FY22 valuation cycle. Significant time and effort was devoted to resolving functionality and operational issue with the product. The department, through the efforts of both the Assistant Assessor and the Director of Assessing, continued to meet the daily needs of the public, internal requests from other departments as well generate FY22 property valuations.
- The valuation of all Real and Personal Property to the DOR mandated guidelines to their full and fair cash value.
- Update of Stoneham's GIS parcel layer to maintain MassGIS mandated Level 3 compliance as well as in-house Assessors Maps as required by the Department of Revenue.

FY23 Department Goals

- To assist with the acquisition, testing and configuration of a newly requested Assessors Abutters List application with hopes for bringing Stoneham's GIS layers online.
- The continued testing and configuration of AssessPro 5.0 to maximize the product to its full capabilities.
- Management and oversight of the recollection of all Personal Property Accounts as well as an additional 1,000 to 2,000 Real Property accounts to meet the DOR mandated 10 year cyclical reinspection cycle.

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
141 Board of Assessors								
Salary Expenses	\$ 156,118	\$ 155,486	\$ 632	\$ 152,562	\$ 143,500	\$ 139,585	\$ 136,246	\$ 133,717
Operating Expenses	\$ 62,200	\$ 44,200	\$ 18,000	\$ 4,758	\$ 5,512	\$ 4,480	\$ 3,398	\$ 3,268
Total	\$ 218,318	\$ 199,686	\$ 18,632	\$ 157,320	\$ 149,012	\$ 144,065	\$ 139,644	\$ 136,985

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

- Moved town and school payroll functions to the Treasurer's office.
- New Assistant Treasurer due to promotions.

FY22 Accomplishments

- Completed an 18-month implementation period for water billing upgrade; new software is up and running without any major glitches. Had a great response from the residents on the new cleaner invoices, and overall a more efficient way of running the bills.
- Payroll Department merged with the Treasurer's office bringing the two payroll clerks into the office. The whole process is ongoing and we are all working together to streamline the overall payroll process.
- Now accepting many various forms of online payment platforms, such as Apple pay, Venmo, Google pay, in addition to credit cards for real estate, water and excise tax. We also have many of our departments also accepting online payments. This has had a positive impact on our collection rate while reducing the number of payments that need to process manually, while getting the money into the bank faster.

FY23 Department Goals

- Continue to streamline the payroll process, and cross train the new Assistant Treasurer and each payroll clerk on each other's duties.
- Implement, train, and learn the new Munis software upgrade.
- Continue to focus on increasing the use of online payments and educate the staff on this service.

Staffing

(5.5 Total Positions): (1) Treasurer/Collector, (1) Assistant Treasurer/Collector (3.5) Principal Office Assistant

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
145 Treasurer								
Salary Expenses	\$ 347,064	\$ 294,355	\$ 52,709	\$ 279,062	\$ 272,868	\$ 274,392	\$ 276,496	\$ 258,812
Operating Expenses*	\$ 34,735	\$ 92,815	\$ (58,080)	\$ 88,874	\$ 78,674	\$ 54,481	\$ 20,649	\$ 23,839
Total	\$ 381,799	\$ 387,170	\$ (5,371)	\$ 367,936	\$ 351,542	\$ 328,873	\$ 297,146	\$ 282,651
* Removed \$60,000 in collected excise tax fees paid to Deputy Collector from operating expenses								

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

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

Staffing

(0 Total Positions):

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
151 Town Counsel								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,692
Operating Expenses	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 82,460	\$ 220,507	\$ 143,590	\$ 66,496
Total	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 82,460	\$ 220,507	\$ 143,590	\$ 123,189

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 department is starting to install access control and CCTV systems. The department constantly monitors the town’s systems looking for ways to protect the infrastructure and data from malware and other attacks.

Significant Changes

- The department increased the ability to accommodate more remote workers.

FY22 Accomplishments

- Servers upgraded to provide better performance and redundancy. Virtual servers upgraded from Server 2012 to Server 2019. Upgraded firewall to allow more security with remote access and better protection from malware.
- Added a cloud backup to the myriad of backup solutions currently being performed.
- Installed access control system at the Senior Center
- Increased bandwidth of secondary internet connection to 300mbps. This also increased the speed of the Town's public Wi-Fi.

FY23 Department Goals

- Upgrading Munis from 11.3 to the latest version; scheduled for September 2023.
- Wiring infrastructure upgrades in the Police and Fire Departments.

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
155 GIS/MIS								
Salary Expenses	\$ 188,736	\$ 174,793	\$ 13,943	\$ 172,162	\$ 166,681	\$ 162,007	\$ 155,645	\$ 150,750
Operating Expenses	\$ 234,766	\$ 212,853	\$ 21,913	\$ 205,572	\$ 212,081	\$ 181,585	\$ 149,980	\$ 146,202
Total	\$ 423,502	\$ 387,646	\$ 35,856	\$ 377,734	\$ 378,762	\$ 343,592	\$ 305,625	\$ 296,952

DEPT 161 – TOWN CLERK

Description of Services

The 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 has changed. A vacancy occurred with a 15 hour part-time position. Instead of filling the vacant position with a new employee, an existing 18 hour part-time employee increased hours to 30 hours per week.
- The election cycle will be increased from last fiscal year. We will hold the State Primary, State Election and our Annual Town Election in FY2023.

FY22 Accomplishments

- The Town Clerk's Office continued to provide the same level of service throughout the COVID-19 pandemic.
- Successfully conducted our Annual Town Election in April and a Special Election in November which passed a debt exclusion ballot question to fund a new Stoneham High School. As a member community of the Northeast Regional Vocational School District, in January 2023 another Special Election needed to be held to vote for a new vocational school building.
- Sent out the annual street list/town census to well over 10,000 households and processed them as they were returned. We also approved a new Voter Precinct Map in response to the 2020 Federal Census numbers.

FY23 Department Goals

- Continue to promote increased transparency by supplying as much information as possible.
- Continue to register and issue vital records on a daily basis, license dogs, maintain the voter/resident database, issue and renew business certificates and maintain town records as mandated while taking care of all other Town Clerk business.
- Continue to act as a US Passport Acceptance Facility by executing passport applications during our regular business hours.

Staffing

(2.9 Total Positions): (1) Town Clerk, (1.9) Office Assistant

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
161 Town Clerk								
Salary Expenses	\$ 187,156	\$ 177,924	\$ 9,232	\$ 146,637	\$ 177,876	\$ 89,289	\$ 129,889	\$ 129,745
Operating Expenses	\$ 21,100	\$ 21,100	\$ -	\$ 22,410	\$ 17,336	\$ 3,420	\$ 3,425	\$ 3,724
Total	\$ 208,256	\$ 199,024	\$ 9,232	\$ 169,047	\$ 195,212	\$ 92,709	\$ 133,315	\$ 133,469

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 FY23. The below information is shown for historical purposes.**

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

Staffing

(0 Total Positions):

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
162 Elections & Registrations								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,853	\$ 60,739	\$ 81,894
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,543	\$ 12,649	\$ 15,969
Total		\$ -	\$ -	\$ -	\$ -	\$ 110,396	\$ 73,388	\$ 97,863

DEPT 172 – WHIP HILL PARK

Description of Services

****Please note there is no allocated budget dollars associated with Whip Hill Park for FY23. 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.

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
172 Whiphill Park								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,928
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,928

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

- Additional funding for professional services added to support wetlands management.
- Work in unison with Town departments, especially DPW as Tree Warden is determined.
- Utilize eDEP submissions when possible.

FY22 Accomplishments

- Town website is up to date with minutes. All Commission members current. Meetings held virtually throughout year. Transition to stand alone Conservation Commission office is complete.
- Thoughtful determinations based on bylaws and state regulations completed.
- Working remotely with coordination of property owners and developers submission has been successful.

FY23 Department Goals

- Will continue to serve Commission as office manager and handle public requests as needed. Meeting and deadline schedules clearly communicated.
- Coordination of office tasks remotely and in person as needed.
- Continue ongoing efforts to educate Stoneham residents about wetlands and preservation of Conservation resources.

Staffing

(0.6 Total Positions): (0.6) Office Assistant

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
171 Conservation								
Salary Expenses	\$ 24,426	\$ 23,000	\$ 1,426	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 19,080	\$ 2,057	\$ 17,023	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 43,506	\$ 25,057	\$ 18,449	\$ -				

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

- Current Planning Board office staff vacancy

FY22 Accomplishments

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

FY23 Department Goals

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

Staffing

(0.9 Total Positions): (0.9) Board Secretary

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
182 Planning Bd/BOA								
Salary Expenses	\$ 37,861	\$ 49,253	\$ (11,392)	\$ 66,293	\$ 68,043	\$ 55,682	\$ 55,751	\$ 55,226
Operating Expenses	\$ 4,192	\$ 4,192	\$ -	\$ 5,158	\$ 3,873	\$ 5,412	\$ 4,545	\$ 1,075
Total	\$ 42,053	\$ 53,445	\$ (11,392)	\$ 71,451	\$ 71,916	\$ 61,095	\$ 60,296	\$ 56,301

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

FY22 Accomplishments

- Successfully partnered with the Massachusetts Green Communities Division in the Department of Energy Resources on competitive energy-related funding. The Town completed all projects from its maximum financial award from FY2022 and was able to be eligible for another year of competitive funding.
- Completed all the programmatic requirements and construction improvements for the PARC grant at Steele Playground. The newly updated space is the town's first ADA compliant playground and has been widely used since the project completion.
- Assisted the Age-Friendly Assessment and MVP Planning Grant processes to completion. Both projects are available on the town's website and enable the municipality funding opportunities to implement strategies within the plans.

FY23 Department Goals

- Continue to work with DOER & the Green Communities Division on energy improvements so the Town may move toward reaching its 20% energy reduction goal over the next two years.
- Install mobility improvements throughout downtown so users may have a more enjoyable and safer experience
- Complete the Downtown Parking Study and prioritize/implement improvements based on the study

- Meet with the DHCD Funding Resource Team to address Rapid Recovery Plan Financial Assistance. The department will use the Community Funding Alternatives Matrix to determine project submission based on the community's identified needs.
- Aid in the adoption of the Affordable Housing Trust at Annual Town Meeting.

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
185 Economic and Community Development								
Salary Expenses	\$ 99,612	\$ 96,746	\$ 2,866	\$ 91,676	\$ 85,317	\$ 81,604	\$ 74,291	\$ 71,329
Operating Expenses	\$ 35,240	\$ 35,740	\$ (500)	\$ 31,193	\$ 32,400	\$ 15,273	\$ 46,304	\$ 22,951
Total	\$ 134,852	\$ 132,486	\$ 2,366	\$ 122,869	\$ 117,717	\$ 96,877	\$ 120,595	\$ 94,280

DEPT 192 – PUBLIC PROPERTY MAINTENANCE

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

Significant Changes

- Funding for new Handyman position
- New elevator contract for Town and Schools now has the same vendor for all elevators. Monthly service and annual inspections are included.
- New Fire and Life Safety contract for Town and Schools utilize the same vendor for all inspections and repair.

FY22 Accomplishments

- Upgraded lighting to LED. The Town Hall interior, Fire Station interior and Town Hall exterior all converted to LED. Projected annual cost savings total \$19.7K.
- The Ice Arena is currently replacing the lower roof.
- Worked with the Procurement Department to execute contracts for elevator services and fire and life safety services. The Town and Schools will now use the same vendor for each service.

FY23 Department Goals

- Implement a new work order system for Town and Schools. Ability to inventory all building equipment and add life spans.
- Assess each building and determine a timeline of facility needs.
- Continue to assess and implement preventative maintenance plans and equipment replacement for all facilities.

Staffing

(2.5 Total Position): (0.5) Director of Facilities, (0.5) HVAC Specialist, (1) Custodian, (0.5) Handyman

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
192 Public Property Maintenance								
Salary Expenses	\$ 169,806	\$ 137,954	\$ 31,852	\$ 109,809	\$ 72,650	\$ 21,381	\$ -	\$ 347
Operating Expenses	\$ 162,050	\$ 164,550	\$ (2,500)	\$ 126,616	\$ 167,630	\$ 95,046	\$ 83,617	\$ 69,927
Total	\$ 331,856	\$ 302,504	\$ 29,352	\$ 236,425	\$ 240,280	\$ 116,427	\$ 83,617	\$ 70,274

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

- With the enactment of police reform legislation, there are several commissions being established to examine areas such as body worn cameras, school resource officers, emergency hospitalization, Civil Service and police hiring. As many of these commissions have yet to be established, their findings and any potential implications on our police department is unknown.
- As a result of training requirements for individuals exercising police powers that arose from police reform legislation, it was necessary for the Department to disband our Auxiliary Police Department in its currently exists. In existence for decades, options will be explored as to what form a new auxiliary style group could be organized.

FY22 Accomplishments

- Creation of the Police Department Behavioral Health Specialist position that oversees the Department's mental health initiatives and serves as the point person with Eliot Community.
- In October, the police department promoted one sergeant to the rank of lieutenant. This was the first time since 2006 that the department has been funded for this command level position. Also, two police officers graduated from the Reading Police Academy and began a 12 week field training program.
- The Department of Mental Health acted favorably on a grant application from the Stoneham and Melrose Police Department's seeking funding for a mental health clinician to be shared between both departments. The grant funding provides for a clinician that can co-respond with officers on calls that have a mental health component or conduct follow-up with individuals after a police response. The clinician will be provided by Eliot Community Human Services.

FY23 Department Goals

- Seek funding to hire three (3) additional police officers. With these additional officers, create a "community service officer" position to work on a daily basis with our mental health clinician and recovery coach.
- Continue to develop or modify Department policies and procedures based upon the requirements of the newly created Peace Officers Standards and Training Commission.
- Continue to work towards certification from the Massachusetts Police Accreditation Commission.

Staffing

(44.6 Total Positions): (1) Chief, (1) Office Manager, (1.3) Office Assistant, (3) Lieutenants, (7) Sergeants, (30) Officers, (0.5) Domestic Violence Advocate, (0.8) Custodian

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
210 Police Department								
Salary Expenses	\$ 4,677,423	\$ 4,492,705	\$ 184,718	\$ 4,116,881	\$ 4,043,562	\$ 3,871,517	\$ 3,811,976	\$ 3,658,377
Operating Expenses	\$ 329,115	\$ 316,015	\$ 13,100	\$ 304,349	\$ 398,324	\$ 332,100	\$ 294,096	\$ 247,075
Total	\$ 5,006,538	\$ 4,808,720	\$ 197,818	\$ 4,421,230	\$ 4,441,886	\$ 4,203,617	\$ 4,106,072	\$ 3,905,452

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

FY22 Accomplishments

- Traffic directors assigned to posts around the Central Middle School continue to adapt to the traffic and detour challenges from the Eversource electric transmission project.

FY23 Department Goals

- During monthly traffic director association meetings, continue to provide training relating to traffic safety related matters and programs.

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
211 Traffic Directors								
Salary Expenses	\$ 161,047	\$ 154,684	\$ 6,363	\$ 117,685	\$ 126,540	\$ 134,703	\$ 134,937	\$ 134,388
Operating Expenses	\$ 4,500	\$ 4,500	\$ -	\$ 3,049	\$ 1,770	\$ 2,272	\$ 2,779	\$ 3,504
Total	\$ 165,547	\$ 159,184	\$ 6,363	\$ 120,734	\$ 128,310	\$ 136,975	\$ 137,716	\$ 137,892

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.

FY22 Accomplishments

- Provide community education regarding the spring 2022 retirement of the cellular 3G networks which rely on older technology. The retirement of this 3G network will prevent older cellular telephones that utilize the network to be able to make telephone calls, including calls to 9-1-1.

FY23 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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
212 Dispatchers								
Salary Expenses	\$ 487,791	\$ 491,409	\$ (3,618)	\$ 399,453	\$ 401,435	\$ 411,081	\$ 381,450	\$ 375,381
Operating Expenses	\$ 31,550	\$ 30,050	\$ 1,500	\$ 22,520	\$ 28,830	\$ 18,956	\$ 10,085	\$ 9,590
Total	\$ 519,341	\$ 521,459	\$ (2,118)	\$ 421,973	\$ 430,265	\$ 430,037	\$ 391,535	\$ 384,971

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

- Federal grant for staffing of adequate firefighters expiring approximately half way through FY22
- Scheduled delivery of a new Fire Engine.

FY22 Accomplishments

- Continuation of Fire Station Feasibility Study
- Maintained staffing levels as set by FEMA.
- Vocational school installation of new kitchen nearly complete.

FY23 Department Goals

- Completion of kitchen project and transformation of former kitchen space into a gear storage room.
- 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.
- Maintain current staffing level, and replace vacant positions promptly.

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
220 Fire Department								
Salary Expenses	\$ 3,927,994	\$ 3,570,325	\$ 357,669	\$ 3,425,124	\$ 3,038,044	\$ 3,065,004	\$ 2,926,087	\$ 2,877,662
Operating Expenses	\$ 234,450	\$ 219,950	\$ 14,500	\$ 234,759	\$ 277,925	\$ 265,319	\$ 169,959	\$ 125,668
Total	\$ 4,162,444	\$ 3,790,275	\$ 372,169	\$ 3,659,883	\$ 3,315,969	\$ 3,330,323	\$ 3,096,046	\$ 3,003,330

DEPT 241 – BUILDING INSPECTION SERVICES

Description of Services

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

Significant Changes

- N/A

FY22 Accomplishments

- Online permitting research begun and in process
- Continued to make progress on electronic filing plans

FY23 Department Goals

- Research online permitting
- Update storage room and filing
- Analyze and update application fee schedule

Staffing

(2.5 Total Positions): (1) Inspector of Buildings (Department Head), (1) Principal Office Assistant), (0.5) Assistant Building Inspector

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
241 Building and Wire								
Salary Expenses	\$ 248,998	\$ 290,161	\$ (41,163)	\$ 234,252	\$ 264,431	\$ 214,774	\$ 182,111	\$ 186,200
Operating Expenses	\$ 11,500	\$ 11,500	\$ -	\$ 5,873	\$ 5,651	\$ 5,410	\$ 5,825	\$ 3,150
Total	\$ 260,498	\$ 301,661	\$ (41,163)	\$ 240,125	\$ 270,082	\$ 220,184	\$ 187,936	\$ 189,350

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

FY22 Accomplishments

- Awarded the emergency management performance grant for \$5,100.
- Completed the Towns Comprehensive Management Plan (CEM)

FY23 Department Goals

- Upgrade Town’s inventory of work zone safety equipment
- Secure funding for an Interdepartmental Active Shooter drill

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
291 Civil Defense/Emergency Management								
Salary Expenses	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 1,885	\$ 2,000	\$ 2,000
Operating Expenses	\$ 5,000	\$ 5,000	\$ -	\$ 4,769	\$ 9,500	\$ -	\$ -	\$ -
Total	\$ 7,000	\$ 7,000	\$ -	\$ 6,769	\$ 11,500	\$ 1,885	\$ 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.



Stoneham Football 2018 Division VI State Champions in action

Significant Changes

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

FY22 Accomplishments

- Resumed in person learning for all students district wide.
- Hired a new Director of Special Education and Director of IT.
- Began the process of hiring a Human Resources Director for the school district.

FY23 Department Goals

- To create a 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.
- Review Special Education programs and if when required add those additional classrooms.
- Successful transition of new Superintendent and hiring a new Assistant Superintendent.

Staffing

N/A

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
300 Public Schools								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 32,100,420	\$ 30,963,029	\$ 1,137,391	\$ 30,126,729	\$ 30,298,496	\$ 28,916,729	\$ 27,734,642	\$ 26,734,742
Total	\$ 32,100,420	\$ 30,963,029	\$ 1,137,391	\$ 30,126,729	\$ 30,298,496	\$ 28,916,729	\$ 27,734,642	\$ 26,734,742

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

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

Staffing

(0 Total Position)

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
397 Essex North Shore Vocational								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -
Operating Expenses	\$ 154,541	\$ 110,000	\$ 44,541	\$ 101,746	\$ 107,267	\$ 135,754	\$ 196,223	\$ 231,243
Total	\$ 154,541	\$ 110,000	\$ 44,541	\$ 101,746	\$ 107,267	\$ 135,754	\$ 196,223	\$ 231,243
	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
398 Minuteman Vocational School								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,832	\$ 54,684	\$ 53,892
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,832	\$ 54,684	\$ 53,892
	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
399 Northeast Vocational School								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 1,535,495	\$ 1,375,880	\$ 159,615	\$ 1,335,229	\$ 1,038,573	\$ 970,535	\$ 1,046,697	\$ 970,818
Total	\$ 1,535,495	\$ 1,375,880	\$ 159,615	\$ 1,335,229	\$ 1,038,573	\$ 970,535	\$ 1,046,697	\$ 970,818

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

- Hired a new deputy director.
- Operating budget was level funded for FY23.

FY22 Accomplishments

- Concentrated on repaving streets to improve the roadway ride ability.
- Focused on sidewalk repairs from tree root damage.

FY23 Department Goals

- Continue with sidewalk repairs throughout the upcoming construction season.
- Continue with roadway paving.

Staffing

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
400 Public Works Administration								
Salary Expenses	\$ 979,652	\$ 1,025,002	\$ (45,350)	\$ 880,698	\$ 901,693	\$ 845,131	\$ 783,363	\$ 753,380
Operating Expenses	\$ 365,065	\$ 365,065	\$ -	\$ 244,634	\$ 192,861	\$ 282,185	\$ 281,485	\$ 210,965
Total	\$ 1,344,717	\$ 1,390,067	\$ (45,350)	\$ 1,125,332	\$ 1,094,554	\$ 1,127,316	\$ 1,064,848	\$ 964,345

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

FY22 Accomplishments

- Ensured a high level of response during weather events.

FY23 Department Goals

- Clear the snow covered roads during the winter season.
- Continue to pretreat paved roads to assist with icing conditions prior to a snow storm.

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
423 Public Works Snow & Ice								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,691	\$ 121,832
Operating Expenses	\$ 295,500	\$ 295,500	\$ -	\$ 433,043	\$ 300,594	\$ 440,702	\$ 494,337	\$ 459,245
Total	\$ 295,500	\$ 295,500	\$ -	\$ 433,043	\$ 300,594	\$ 440,702	\$ 612,028	\$ 581,078

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.

FY22 Accomplishments

- Addressed the underground electrical issues throughout the town.

FY23 Department Goals

- Maintain the town's street light inventory

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
424 Public Works Street Lighting								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 92,000	\$ 122,500	\$ (30,500)	\$ 90,860	\$ 90,223	\$ 142,500	\$ 133,735	\$ 125,389
Total	\$ 92,000	\$ 122,500	\$ (30,500)	\$ 90,860	\$ 90,223	\$ 142,500	\$ 133,735	\$ 125,389

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 fees have increased for \$90 per ton to \$92.70 per ton as of July 1, 2021.

FY22 Accomplishments

- Continue to provide service through the COVID Pandemic

FY23 Department Goals

- Continue on educating residents on proper recycling and trash disposal

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
433 Public Works Refuse Collection								
Salary Expenses	\$ 20,000	\$ 20,000	\$ -	\$ 24,345	\$ 25,024	\$ 24,970	\$ 21,677	\$ 18,841
Operating Expenses	\$ 111,740	\$ 108,500	\$ 3,240	\$ 78,464	\$ 67,050	\$ 78,523	\$ 70,081	\$ 47,902
Total	\$ 131,740	\$ 128,500	\$ 3,240	\$ 102,809	\$ 92,074	\$ 103,493	\$ 91,758	\$ 66,743

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

- N/A

FY22 Accomplishments

- Performed maintenance on approximately 130 pieces of equipment throughout the year.

FY23 Department Goals

- Update fleet 10 year replacement plan
- Hire another maintenance man to assist with the vehicle repair workload.

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
490 Public Works Motor Vehicle								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 240,000	\$ 240,000	\$ -	\$ 335,669	\$ 218,174	\$ 237,315	\$ 239,890	\$ 228,210
Total	\$ 240,000	\$ 240,000	\$ -	\$ 335,669	\$ 218,174	\$ 237,315	\$ 239,890	\$ 228,210

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.

FY22 Accomplishments

- Purchased a monument lifter to assist the cemetery crew removing and placing head stones safely.

FY23 Department Goals

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

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
491 Public Works Cemetery								
Salary Expenses	\$ 240,098	\$ 244,788	\$ (4,690)	\$ 208,691	\$ 207,854	\$ 164,397	\$ 154,254	\$ 113,386
Operating Expenses	\$ 16,770	\$ 16,770	\$ -	\$ 12,608	\$ 16,902	\$ 11,569	\$ 10,863	\$ 9,675
Total	\$ 256,868	\$ 261,558	\$ (4,690)	\$ 221,299	\$ 224,756	\$ 175,966	\$ 165,117	\$ 123,061

DPW Consolidated	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
Salary Expenses								
400	\$ 979,652	\$ 1,025,002	\$ (45,350)	\$ 880,698	\$ 901,693	\$ 845,131	\$ 783,363	\$ 753,380
423	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 117,691	\$ 121,832
424	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
433	\$ 20,000	\$ 20,000	\$ -	\$ 24,345	\$ 25,024	\$ 24,970	\$ 21,677	\$ 18,841
490	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
491	\$ 240,098	\$ 244,788	\$ (4,690)	\$ 208,691	\$ 207,854	\$ 164,397	\$ 154,254	\$ 113,386
Sub Total	\$ 1,239,750	\$ 1,289,790	\$ (50,040)	\$ 1,113,733	\$ 1,134,571	\$ 1,034,498	\$ 1,076,986	\$ 1,007,439
Operating Expenses								
400	\$ 365,065	\$ 365,065	\$ -	\$ 244,634	\$ 192,861	\$ 282,185	\$ 281,485	\$ 210,965
423	\$ 295,500	\$ 295,500	\$ -	\$ 433,043	\$ 300,594	\$ 440,702	\$ 494,337	\$ 459,245
424	\$ 92,000	\$ 122,500	\$ (30,500)	\$ 90,860	\$ 90,223	\$ 142,500	\$ 133,735	\$ 125,389
433	\$ 111,740	\$ 108,500	\$ 3,240	\$ 78,464	\$ 67,050	\$ 78,523	\$ 70,081	\$ 47,902
490	\$ 240,000	\$ 240,000	\$ -	\$ 335,669	\$ 218,174	\$ 237,315	\$ 239,890	\$ 228,210
491	\$ 16,770	\$ 16,770	\$ -	\$ 12,608	\$ 16,902	\$ 11,569	\$ 10,863	\$ 9,675
Sub Total	\$ 1,121,075	\$ 1,148,335	\$ (27,260)	\$ 1,195,280	\$ 885,804	\$ 1,192,794	\$ 1,230,392	\$ 1,081,386
Total	\$ 2,360,825	\$ 2,438,125	\$ (77,300)	\$ 2,309,013	\$ 2,020,375	\$ 2,227,290	\$ 2,307,378	\$ 2,088,826

DEPT 510 – PUBLIC HEALTH SERVICES

Description of Services



BOH Booth at Town Day

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

Significant Changes

- An increase in hours of the Animal Control Officer to ensure that animal issues are addressed in a timely manner by a trained professional, also allowing us to provide residents with more services.

FY22 Accomplishments

- With the delta SARS-CoV-2 variant, the Health Department is still using a majority of resources to address the spread of COVID in the community.
- Baseline inspections of all food establishments to assess risk of establishments and focus of food safety education program.
- COVID-19 vaccinations of homebound residents and residents of affordable housing and low-income senior housing. Flu vaccinations have been administered by the Health Department in several locations and our Public Health Nurse has been able to resume activities that were halted during the COVID-19 state of emergency.

FY23 Department Goals

- Complete all routine food safety inspections, which includes 254 routine food safety inspections, pool inspections, camp inspections, and pre-occupancy inspections of all rental units.
- Join the East Middlesex mosquito control project, which includes surveillance of WNV/EEE and catch basin larval application.
- Provide continuity of services for residents and businesses by adding a grant funded part-time Health Inspector (shared services with Winchester).

Staffing

(2.5 Total Positions): (1) Health Agent, (0.5) Nurse, (1) Office Assistant

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
510 Board of Health								
Salary Expenses	\$ 181,396	\$ 165,874	\$ 15,522	\$ 159,746	\$ 175,547	\$ 155,733	\$ 151,020	\$ 167,518
Operating Expenses	\$ 26,950	\$ 15,900	\$ 11,050	\$ 15,900	\$ 21,093	\$ 13,515	\$ 14,604	\$ 9,930
Total	\$ 208,346	\$ 181,774	\$ 26,572	\$ 175,646	\$ 196,640	\$ 169,248	\$ 165,624	\$ 177,448

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

- New COA Director
- Funding for part-time Social Worker to full-time.

FY22 Accomplishments

- The center has successfully opened and continues to add programs each month. The average number of seniors coming to the center each week is 175. This number is lower than usual in part because of difficulty getting to the center due to road construction and concerns about COVID. The center has mandated masks be worn while inside.
- Received a \$3,000 grant from Winchester Hospital for a Technology Program using Kindles and teaching seniors how to use them to connect with family, friends and tele health.
- We now have a full time Social Worker who is working with seniors in the community. The Licensed Social worker completes calls and visits to seniors in need in the community and works with the center on any needs within the site. She provides short term case management and carries a caseload of senior community members to regularly engage and offer support and services.

FY23 Department Goals

- Work with all town departments to continue to build an Age Friendly Community by addressing housing, transportation, civic participation and employment for older adults.
- Complete a phone survey to ask seniors in Stoneham if they are interested in learning about their community and the center and how they would access that information. Provide more outreach in the community and become a more visible connection for all the seniors in Stoneham through local TV, newspaper and social media.
- Make efforts to attract qualified candidates and provide safe and reliable transportation to seniors in Stoneham.

Staffing

(5.2 Total Positions): (1) Director, (1) Administrative Assistant, (1) Outreach Worker, (0.9) Part-Time Receptionist, (1.0) Van Driver, (0.3) Custodian

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
541 Council on Aging								
Salary Expenses	\$ 205,162	\$ 184,422	\$ 20,740	\$ 144,132	\$ 182,653	\$ 138,553	\$ 112,508	\$ 103,652
Operating Expenses	\$ 36,779	\$ 31,904	\$ 4,875	\$ 36,946	\$ 40,195	\$ 48,350	\$ 37,051	\$ 35,020
Total	\$ 241,941	\$ 216,326	\$ 25,615	\$ 181,078	\$ 222,848	\$ 186,903	\$ 149,559	\$ 138,671

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

- Transitioning to a new Recreation Director

FY22 Accomplishments

- Newly renovated Steele Playground has been fully functional since the start of FY22.
- The department has offered a full slate of programming for each season in FY22 utilizing town athletic fields, courts, indoor spaces, and recreational locations. The summer and fall programs hosted over 600 participants with the majority residing in Stoneham.
- The department issued field permitting that has amassed over 3,000 field / court hours including usage for Stoneham Little League, Stoneham Youth Lacrosse, Stoneham Youth Soccer, Stoneham Youth Football and Cheer, and Stoneham Youth Basketball.

FY23 Department Goals

- Increase participation numbers by 10-20% across all programming. The goal is to continue to increase program participation each year growing the revolving fund in order to support the department's growth.
- Look into updating our field permitting system to align more with neighboring towns and cities.
- Secure State and Town funding for the upgrades of playgrounds. This will allow for more park usage and more recreational opportunities for residents of all ages in Stoneham.
- Increase the awareness of the Recreation Department through new programming, partnerships, town events, and an increased social media presence.

Staffing

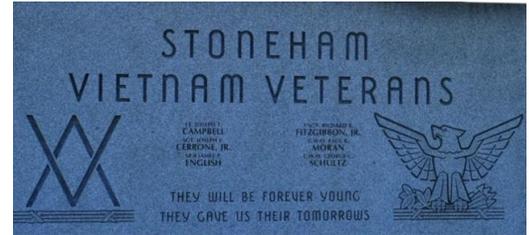
(1 Total Position): (1) Director

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
542 Recreation Department								
Salary Expenses	\$ 73,706	\$ 86,327	\$ (12,621)	\$ 98,363	\$ 78,473	\$ 76,934	\$ 74,510	\$ 69,527
Operating Expenses	\$ 5,000	\$ 5,000	\$ -	\$ 3,700	\$ 6,621	\$ 7,994	\$ 10,909	\$ 9,116
Total	\$ 78,706	\$ 91,327	\$ (12,621)	\$ 102,063	\$ 85,094	\$ 84,928	\$ 85,420	\$ 78,643

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

- As Covid precautions begin to subside, we will begin veteran outreach in the town with focus on meeting with veterans in the Town of Stoneham and members of veteran organizations such as the VFW and American Legion.

FY22 Accomplishments

- Created a proclamation for Stoneham to be designated as a Purple Heart Community which has been voted on and signed by the Stoneham Select Board.
- Added a veteran who had been overlooked on the Vietnam in-country memorial and presented him a citation at the Veterans Day ceremony for his meritorious service and great credit to the Town of Stoneham.
- Replaced all Veteran Memorial Square Street signs with larger and more modern street signs to show rank, wartime service and any medals that may have been earned.

FY23 Department Goals

- Establish funding to purchase Purple Heart Community street signs to put up in town and create a Purple Heart event for the town of Stoneham to present the proclamation for designation of Stoneham as a Purple Heart Community and to honor Stoneham's Purple Heart recipients and their family members.
- Create a Town Hall flag collection system with a collection bin and location for flag drop off for safe retirement of US flags.
- Create a monthly outreach event for veterans in the Town of Stoneham to gather, socialize, and bring up important topics of information.

Staffing

(1 Total Position): (1) Director

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
543 Veterans								
Salary Expenses	\$ 53,429	\$ 53,000	\$ 429	\$ 42,848	\$ 42,523	\$ 49,057	\$ 46,929	\$ 45,353
Operating Expenses	\$ 152,750	\$ 152,750	\$ -	\$ 143,042	\$ 130,303	\$ 122,133	\$ 169,671	\$ 177,850
Total	\$ 206,179	\$ 205,750	\$ 429	\$ 185,890	\$ 172,826	\$ 171,190	\$ 216,600	\$ 223,204

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.

FY22 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.
- Transitioned in additional Jail Diversion Coordinator

FY23 Department Goals

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

Staffing

(0 Total Position):

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
590 Prevention & Outreach								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ 77,809	\$ 66,046	\$ 64,751	\$ -
Operating Expenses	\$ 34,000	\$ 24,600	\$ 9,400	\$ 22,284	\$ 3,918	\$ 4,148	\$ 2,933	\$ -
Total	\$ 34,000	\$ 24,600	\$ 9,400	\$ 22,284	\$ 81,727	\$ 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 ideas 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

- The Library will likely continue to offer some programs virtually while hosting others in-person. Other programs will be broadcast on local cable through StonehamTV. The benefits of having some virtual/broadcast programs are significant, especially for those who may be capable of participating from home but are not mobile enough to get to the Library or comfortable in attending programs with others.

FY22 Accomplishments

- The Library was able to increase programs and services offered in 2022, including a series of gaming programs for each age group as well as a variety of programs for children. Many in-person programs for children were held outside as long as the weather cooperated with regular attendance over 50 people. Local resources and partnerships like with StonehamTV and with Haley Booksellers and other local public libraries were used. Previous programs like the two book discussion groups for adults were continued successfully using Zoom. Additionally, the Library started a lending program with the Senior Center, to deliver books and other library items to homebound Stoneham residents.

FY23 Department Goals

- Regular programs for adults will be added when the Library's Assistant Director position is reinstated. These programs will include makerspace and other technology programs and trainings. The Library has devices like a large format printer and a 3D printer that need a staff person to coordinate and to be shared with the public. Additionally, the Library will also be able to offer regular craft programs and more.
- The Director, staff, and Board of Trustees will continue to analyze the condition of the building through a full facility assessment and the ADA report provided by the Town. Secondly, use of space and access to parts or all of the Library will be reviewed and updated. Depending on the changes, especially with the layout, some new features may be permanent. Information and results will be shared with the residents and Town administrative staff through informal conversations, community meetings, and the strategic planning process.
- The Strategic Planning Committee will complete the next five year plan, with the assistance of other Library staff and input from residents and other Town staff. This plan will provide the Library with a plan focused on those programs and services that residents have requested and need.

Staffing

(13.1 Total Positions): (1) Library Director, (1) Assistant Library Director, (1) Head of Youth Services, (0.5) Catalogue Librarian, (1) Reference Librarian, (1) Circulation Supervisor, (4) Senior Librarian Technician, (1.5) Librarian Technician, (0.5) Custodian , (1.6) Part-Time Support Staff

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
610 Public Library								
Salary Expenses	\$ 662,747	\$ 617,004	\$ 45,743	\$ 534,622	\$ 569,916	\$ 601,145	\$ 567,821	\$ 565,264
Operating Expenses	\$ 269,345	\$ 295,139	\$ (25,794)	\$ 253,360	\$ 186,324	\$ 255,040	\$ 242,316	\$ 219,593
Total	\$ 932,092	\$ 912,143	\$ 19,949	\$ 787,982	\$ 756,240	\$ 856,185	\$ 810,137	\$ 784,857

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

- Maintaining a clean environment and keeping up with all changing Covid protocols.

FY22 Accomplishments

- Saved electric funds with the Solar Project that has been connected.

FY23 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

(3.9 Total Positions): (1) Arena Manager, (1) Assistant Manager, (0.9) Office Assistant, (1) Rink Assistant

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
631 Arena								
Salary Expenses	\$ 260,034	\$ 245,034	\$ 15,000	\$ 221,364	\$ 202,463	\$ 191,369	\$ 185,871	\$ 186,324
Operating Expenses	\$ 229,975	\$ 244,975	\$ (15,000)	\$ 204,570	\$ 226,076	\$ 268,056	\$ 242,250	\$ 248,856
Total	\$ 490,009	\$ 490,009	\$ -	\$ 425,934	\$ 428,539	\$ 459,425	\$ 428,121	\$ 435,181

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

- Debt Exclusion vote passed to finance the borrowing for a new High School

FY22 Accomplishments

- Increased Town’s bond rating to Standard and Poor’s AA+

FY23 Department Goals

N/A

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
710 Maturing Debt & Interest								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses Debt	\$ 4,635,000	\$ 2,300,000	\$ 2,335,000	\$ 3,375,000	\$ 3,285,000	\$ 3,565,000	\$ 3,428,000	\$ 3,395,000
Operating Expenses Interest	\$ 4,506,016	\$ 664,572	\$ 3,841,444	\$ 779,276	\$ 907,532	\$ 1,023,541	\$ 1,059,738	\$ 1,159,045
Total	\$ 9,141,016	\$ 2,964,572	\$ 6,176,444	\$ 4,154,276	\$ 4,192,532	\$ 4,588,541	\$ 4,487,738	\$ 4,554,045

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

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
911 Contributory Pension								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 7,058,350	\$ 6,880,229	\$ 178,121	\$ 6,271,371	\$ 6,611,111	\$ 6,411,467	\$ 5,950,837	\$ 5,538,241
Total	\$ 7,058,350	\$ 6,880,229	\$ 178,121	\$ 6,271,371	\$ 6,611,111	\$ 6,411,467	\$ 5,950,837	\$ 5,538,241

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 390 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

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
912 Health Insurance								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 9,401,762	\$ 8,822,472	\$ 579,290	\$ 8,046,485	\$ 8,521,422	\$ 7,872,144	\$ 8,031,144	\$ 7,787,790
Total	\$ 9,401,762	\$ 8,822,472	\$ 579,290	\$ 8,046,485	\$ 8,521,422	\$ 7,872,144	\$ 8,031,144	\$ 7,787,790

DEPT 919 – UNCLASSIFIED

Description of Services

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

Significant Changes

N/A

FY22 Accomplishments

N/A

FY23 Department Goals

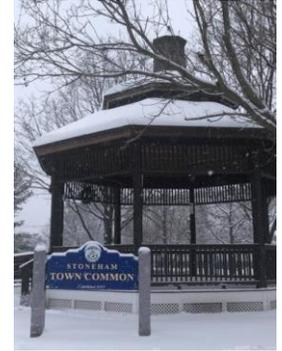
N/A

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
919 Unclassified								
Salary Expenses	\$ 191,854	\$ 184,500	\$ 7,354	\$ 215,000	\$ 125,000	\$ 24,395	\$ -	\$ -
Operating Expenses	\$ 2,078,950	\$ 2,025,518	\$ 53,432	\$ 2,025,581	\$ 1,765,610	\$ 2,110,993	\$ 2,043,581	\$ 2,305,045
Total	\$ 2,270,803	\$ 2,210,018	\$ 60,785	\$ 2,240,581	\$ 1,890,610	\$ 2,135,388	\$ 2,043,581	\$ 2,305,045

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, as well as Stabilization and Capital Stabilization contributions.



Stoneham Town Common

Significant Changes

N/A

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
920 Non-Departmental								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 836,789	\$ 587,402	\$ 249,387	\$ 558,893	\$ 103,106	\$ 1,565,410	\$ 75,100	\$ 38,201
Total	\$ 836,789	\$ 587,402	\$ 249,387	\$ 558,893	\$ 103,106	\$ 1,565,410	\$ 75,100	\$ 38,201

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, 2019 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, 2019, and an OPEB plan fiscal year-end of June 30, 2021. For GASB 75, the results are as of a valuation date of July 1, 2019, a measurement date of June 30, 2021, and a reporting date of June 30, 2021.

Significant Changes

N/A

FY22 Accomplishments

N/A

FY23 Department Goals

N/A

	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
950 OPEB Trust Contribution								
Salary Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Total	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

XIII. ENTERPRISE FUNDS

DEPT 440 & 450 – SEWER & WATER

Description of Services



Water main leak

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

The specific functions include:

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

Significant Changes

- N/A

FY22 Accomplishments

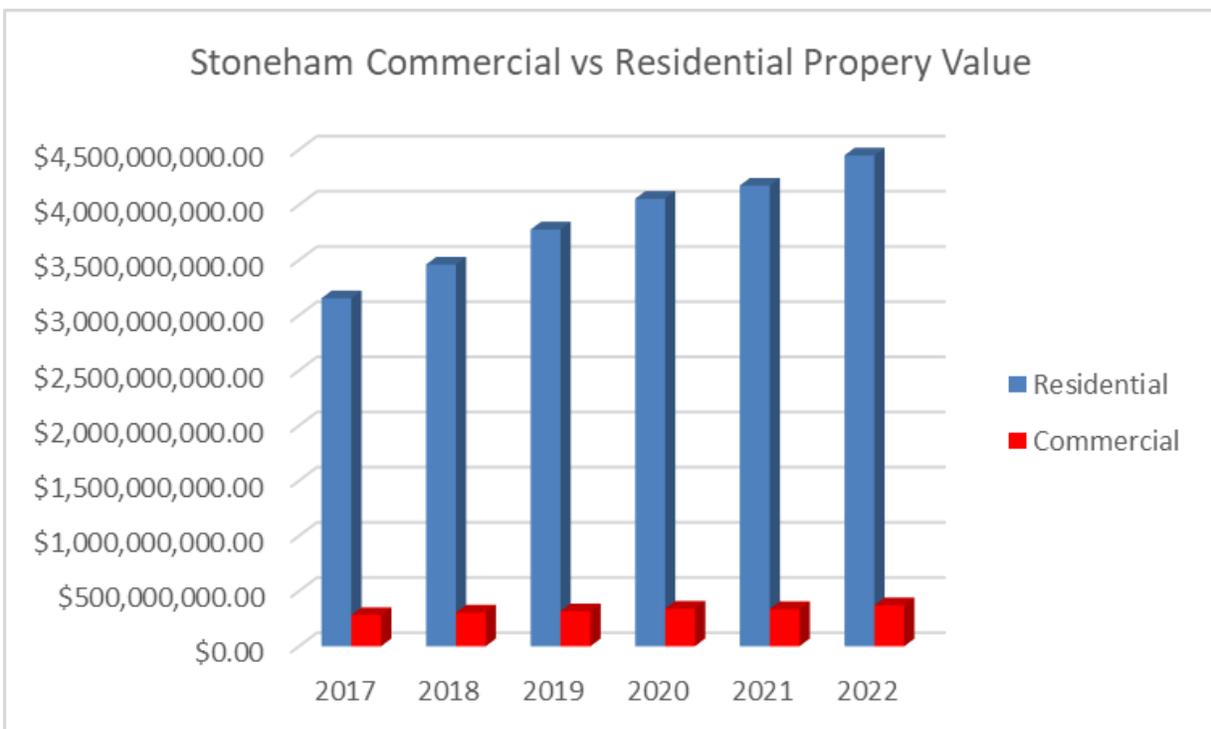
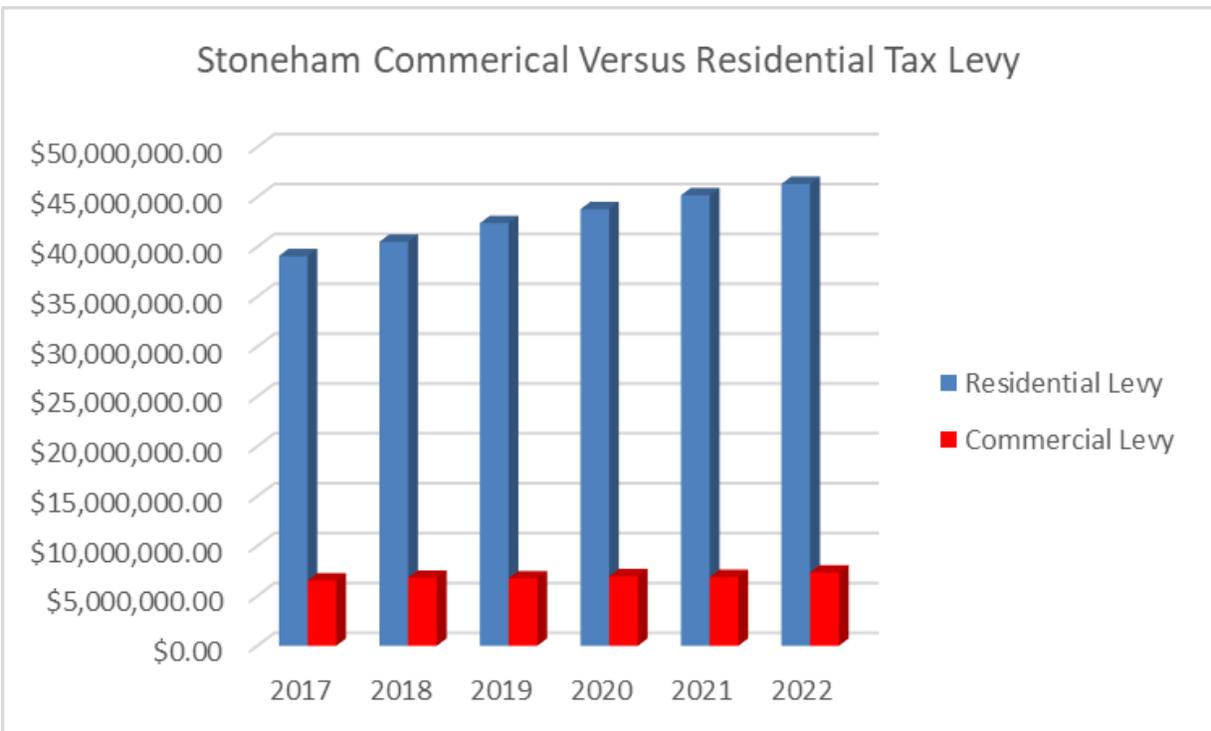
- Water: Cleaned and line approximately 5000 lf of 20 inch water main
- Sewer: Completed Phase 7 on Sewer inflow and infiltration repairs.

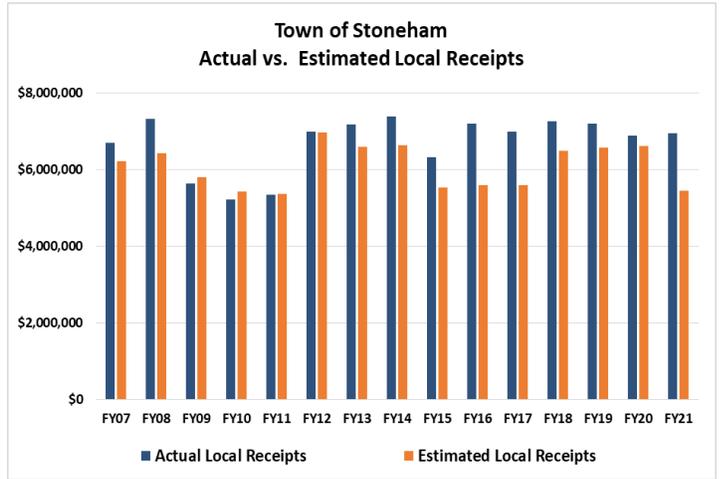
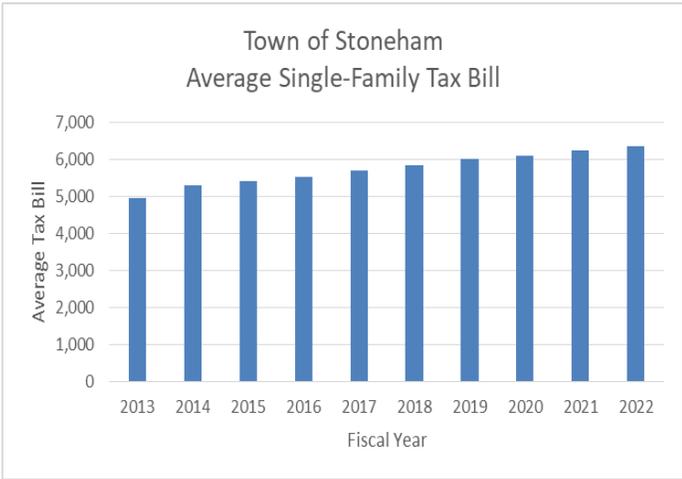
FY23 Department Goals

- Water: Create and institute a valve exercising program.
- Sewer: Continue to identify areas in inflow and infiltration and prepare measures to repair these areas.
- Hire a new Water & Sewer supervisor.

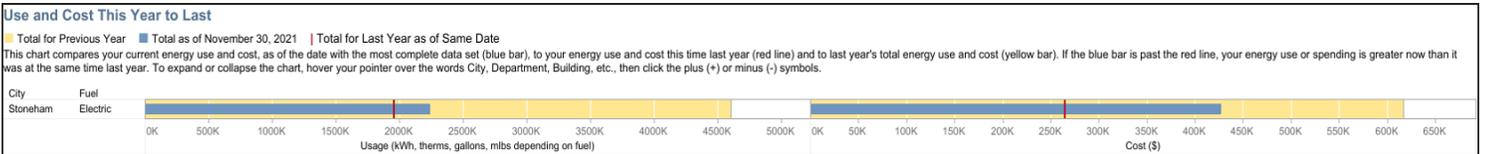
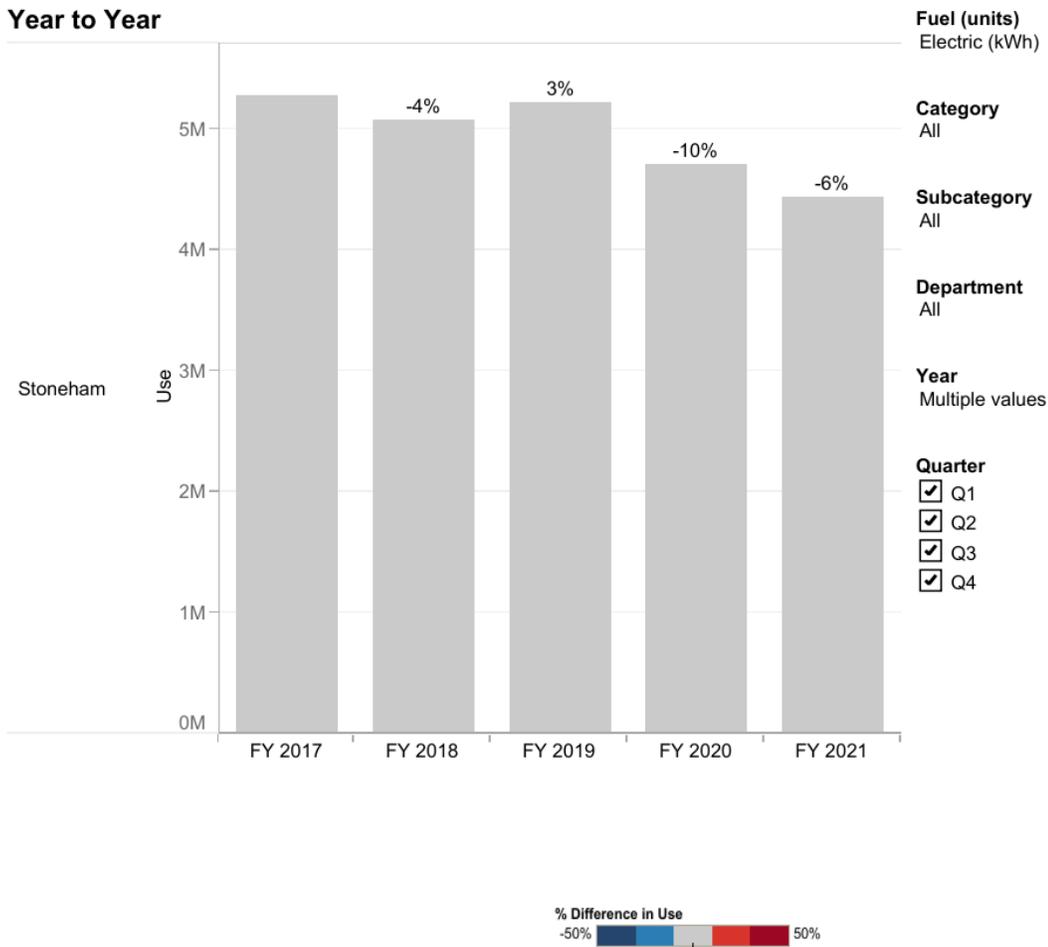
	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
440 Public Works Sewer								
Salary Expenses	\$ 448,577	\$ 453,429	\$ (4,852)	\$ 433,058	\$ 433,200	\$ 526,136	\$ 545,505	\$ 516,581
Operating Expenses	\$ 6,570,396	\$ 6,405,327	\$ 165,069	\$ 5,646,286	\$ 5,845,252	\$ 5,467,187	\$ 5,310,165	\$ 5,274,574
Total	\$ 7,018,973	\$ 6,858,756	\$ 160,217	\$ 6,079,344	\$ 6,278,452	\$ 5,993,323	\$ 5,855,671	\$ 5,791,154
	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
450 Public Works Water								
Salary Expenses	\$ 432,928	\$ 412,297	\$ 20,631	\$ 349,588	\$ 400,361	\$ 462,475	\$ 483,447	\$ 464,758
Operating Expenses	\$ 4,687,297	\$ 4,889,309	\$ (202,012)	\$ 3,997,149	\$ 4,450,550	\$ 4,505,048	\$ 4,444,418	\$ 4,254,805
Total	\$ 5,120,225	\$ 5,301,606	\$ (181,381)	\$ 4,346,737	\$ 4,850,911	\$ 4,967,523	\$ 4,927,865	\$ 4,719,563
	FY23 Proposed Budget	FY22 Budget	Change FY22-FY23	FY21 Actual	FY20 Actual	FY19 Actual	FY18 Actual	FY17 Actual
Public Works Water & Sewer Total Budget								
Salary Expenses	\$ 881,505	\$ 865,726	\$ 15,779	\$ 782,646	\$ 833,561	\$ 988,611	\$ 1,028,953	\$ 981,338
Operating Expenses	\$ 11,257,693	\$ 11,294,636	\$ (36,943)	\$ 9,643,435	\$ 10,295,802	\$ 9,972,235	\$ 9,754,583	\$ 9,529,379
Total	\$ 12,139,198	\$ 12,160,362	\$ (21,164)	\$ 10,426,081	\$ 11,129,363	\$ 10,960,846	\$ 10,783,536	\$ 10,510,717

XIV. SUPPLEMENTAL INFORMATION





Year to Year



XV. CAPITAL IMPROVEMENT PLAN

The Capital Committee met starting in January of 2022 to begin a new process for the May 2022 Town Meeting. The process for the FY23 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 2022 and supporting documentation to the Select Board by February 8th.

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 FY23 consideration, all department requests were found to have merit but funding is not adequate for all requests. In discussion for FY23, 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 FY23, 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	FY23 Funded Projects (Bonding)	Funding Source
DPW	\$ 100,000.00	Streets and Sidewalks	Bonding
DPW	\$ 198,000.00	6 Wheel Dump Truck w/ plow	Bonding
DPW	\$ 55,000.00	One-ton Dump Truck	Bonding
Facilities	\$ 359,700.00	Town roof restoration and design studies	Bonding
Facilities	\$ 50,000.00	Town Wide ADA improvements	Bonding
Fire	\$ 35,000.00	4 Portable Radios & Chargers (8,666/each)	Bonding
Fire	\$ 60,000.00	Vehicle Replacement	Bonding
Golf	\$ 38,000.00	Install drainage on 7th fairway	Bonding
Library	\$ 30,000.00	Library Windows	Bonding
Police	\$ 70,000.00	Marked Police Vehicle	Bonding
Schools	\$ 50,000.00	South School Site Rehab-Playground and Park Lot Design	Bonding
Water**	\$ 830,000.00	Rehabilitation and construction projects	MWRA Loan
Total	\$ 1,875,700.00	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.

*** \$130,000 will be allocated from previous MWRA funds*

FY23 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 FY23 Significant Non-Routine Capital Items for Appropriation:

- \$359,700 for Town roof restoration and design studies
- \$2,000,000 for Water Rehabilitation and construction projects

Department	Amount	FY23 Funded Projects (Bonding)	Funding Source
Water**	\$ 830,000.00	Rehabilitation and construction projects	MWRA Loan
Facilities	\$ 359,700.00	Town roof restoration and design studies	Bonding
Total	\$ 1,189,700.00	General Fund Funding	

FY23 Five-Year Capital Improvement Program FY23-FY27:

Department	Department #	Title	FY2023	FY2024	FY2025	FY2026	FY2027	Five Year Total
GENERAL FUND								
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 (\$4,999,000 in grants)		4,999,000				4,999,000
Community Development	185	Zoning Code Recodification		100,000				100,000
Total Community Development			-	5,099,000	-	-	-	5,099,000
Public Property/Facilities								
Public Property Maintenance	192	Town Roof Restoration and design studies	359,700					359,700
Public Property Maintenance	192	Town Wide ADA Improvements	50,000					50,000
Public Property Maintenance	192	Fire Station Roof			97,000			97,000
Public Property Maintenance	192	Library Roof Slate Replacement					169,300	169,300
Total Public Property/Facilities			409,700	-	97,000	-	169,300	676,000
Police Department								
Police	210	Marked Police Vehicles	140,000	150,000	154,000	158,000	160,000	762,000
Police	210	Unmarked Police Vehicles	45,000	45,000	45,000	47,000	47,000	229,000
Total Police Department			185,000	195,000	199,000	205,000	207,000	991,000
Dispatch Department								
Dispatch	212	Public Safety Dispatch Radio Transmitter	17,416					17,416
Dispatch	212	Public Safety Dispatch Radio Infrastructure (console/radios)	388,000	750,000				1,138,000
Total Dispatch Department			405,416	750,000	-	-	-	1,155,416
Fire Department								
Fire	220	Portable Radios	35,000					35,000
Fire	220	Vehicle Replacement	60,000					60,000
Fire	220	Fire Alarm Truck		140,000				140,000
Fire	220	Air compressor for SCBA		40,000				40,000
Fire	220	Station Envelope Repair			3,250,000			3,250,000
Fire	220	New Fire stations			18,670,000		31,380,000	50,050,000
Fire	220	Vehicle Replacement				60,000		60,000
Fire	220	Backup Emergency Diesel Generator				50,000		50,000
Total Fire Department			95,000	180,000	21,920,000	110,000	31,380,000	53,685,000

Department	Department #	Title	FY2023	FY2024	FY2025	FY2026	FY2027	Five Year Total
GENERAL FUND								
School Department								
Schools	300	Colonial Park roof restoration (replacement \$1.7m)	550,000					550,000
Schools	300	Colonial Park gutter replacement	30,000					30,000
Schools	300	South School-Site Rehab- Playground, Park Lot Design	50,000					50,000
Schools	300	Robin Hood roof restoration (replacement \$1.6m)		517,000				517,000
Schools	300	South School roof restoration (replacement \$340k)		110,000				110,000
Schools	300	Motorized Shades School Gym- Central		90,000				90,000
Schools	300	Additional Bus/Van for athletics/SPED		65,000				65,000
Schools	300	South School shingle replacement with metal			384,000			384,000
Schools	300	Technology upgrades/equipment			100,000			100,000
Schools	300	Elementary Furniture upgrade- all schools			100,000			100,000
Schools	300	Additional Bus/Van for athletics/SPED			65,000			65,000
Schools	300	Playground Upgrade- Colonial Park			200,000			200,000
Schools	300	Elementary School outside Painting- All schools				150,000		150,000
Schools	300	Playground Upgrade- Robin Hood				200,000		200,000
Schools	300	Marching Bank Uniforms- HS				50,000		50,000
Schools	300	MS/Elem Schools Gym Floors- Resurfaced/sanded					100,000	100,000
Schools	300	Technology needs					200,000	200,000
Total School Department			630,000	782,000	849,000	400,000	300,000	2,961,000
Department of Public Works								
Public Works	400	Streets and Sidewalks	100,000	500,000	500,000	500,000	500,000	2,100,000
Public Works	400	6 Wheel dump Truck w/ Plow	198,000					198,000
Public Works	400	One Ton Dump Truck	55,000					55,000
Public Works	400	Mini Excavator	95,000					95,000
Public Works	400	Street sweeper		255,000				255,000
Public Works	400	3/4 Ton Pickup w/ Plow		50,000				50,000
Public Works	400	Snow Blower Attachment			151,000			151,000
Public Works	400	Sander			30,000			30,000
Public Works	400	Compressor			25,000			25,000
Public Works	400	SUV Vehicle			25,000			25,000
Public Works	400	Utility Truck w/ Plow				55,000		55,000
Public Works	400	One Ton Dump Truck				55,000		55,000
Public Works	400	One Ton Dump Truck				55,000		55,000
Public Works	400	3/4 Ton Pickup w/ Plow				45,000		45,000
Public Works	400	Sidewalk Tractor					150,000	150,000
Public Works	400	3/4 Ton Pickup w/ Plow					55,000	55,000
Public Works	400	One Ton Dump Truck					55,000	55,000
Total Department of Public Works			448,000	805,000	731,000	710,000	760,000	3,454,000
Recreation Department								
Recreation	542	Recreation Park Revitalization Plan	30,000					30,000
Recreation	542	Arsenault Playground Upgrade		200,000				200,000
Recreation	542	Capen Street Playground Remodel			82,000			82,000
Total Recreation Department			30,000	200,000	82,000	-	-	312,000
Library Department								
Library	610	Library Windows	30,000	30,000	30,000	30,000	30,000	150,000
Library	610	Library Carpeting		75,000				75,000
Total Library Department			30,000	105,000	30,000	30,000	30,000	225,000
Golf Course								
Golf	630	Tree Work	14,000	15,000	15,000	15,000	15,000	74,000
Golf	630	Renovation of maintenance building staff lunch/break room	125,000					125,000
Golf	630	New Carpet in Unicorn Clubhouse	15,000					15,000
Golf	630	Stoneham Oaks HVAC system	10,500					10,500
Golf	630	Bathroom renovations	9,000					9,000
Golf	630	Install drainage on 7th fairway	38,000					38,000
Golf	630	3-bay hitting cage for practice/lessons	22,000					22,000
Golf	630	Renovate Unicorn Clubhouse Basement	21,000					21,000
Golf	630	Rebuild Hole 4		33,000	23,000			56,000
Golf	630	Rebuild Hole 8			29,000			29,000
Golf	630	Rebuild Hole 2				29,000		29,000
Golf	630	Rebuild Hole 6				29,000	26,000	55,000
Golf	630	Rebuild Hole 1				23,000		23,000
Golf	630	Rebuild Hole 7				11,500		11,500
Golf	630	Rebuild Hole 5				11,500		11,500
Golf	630	Install Drainage and fill gully on 5th Fairway			33,000			33,000
Golf	630	Install kitchen, exhaust hood, grill, fryer in Unicorn Clubhouse					50,000	50,000
Golf	630	Replacement and Upgrade of Unicorn Clubhouse Exterior					49,000	49,000
Total Golf Course			254,500	48,000	100,000	119,000	140,000	661,500

Department	Department #	Title	FY2023	FY2024	FY2025	FY2026	FY2027	Five Year Total
GENERAL FUND								
Arena								
Arena	631	Ice Resurfacers	145,573					145,573
Arena	631	Generator		45,000				45,000
Arena	631	Skate Sharpener Machine		120,000				120,000
Arena	631	Upper level bathroom/storage room		100,000				100,000
Arena	631	Handicapp Accessible Inside and out			200,000			200,000
Total Arena			145,573	265,000	200,000	-	-	610,573
Non-Departmental								
Historical Commission	920	2012 Old Burying Ground Preservation Plan	27,090	21,500	25,100	26,500	30,000	130,190
Total Non-Departmental			27,090	21,500	25,100	26,500	30,000	130,190
GENERAL FUND TOTAL			2,660,278	8,525,500	24,233,100	1,600,500	33,016,300	70,035,678
ENTERPRISE FUNDS								
Sewer Enterprise								
Sewer	440	Replacement and Rehab of sewers- Atwood, Park, Marble, Katherine		2,901,450				2,901,450
Total Sewer Enterprise			-	2,901,450	-	-	-	2,901,450
Water Enterprise								
Water	450							-
Total Water Enterprise			-	-	-	-	-	-
ENTERPRISE FUNDS TOTAL			-	2,901,450	-	-	-	2,901,450
GRAND TOTAL: 5-YEAR CAPITAL PLAN			2,660,278	11,426,950	24,233,100	1,600,500	33,016,300	72,937,128

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, 2022 through June 30, 2023
DEPARTMENTAL BUDGET
July 1, 2022 through June 30, 2023

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>114 MODERATOR</u>					
300	200	1	Elected Salary	200	200
120	200	2	Expenses	200	200
\$ 420	\$ 400		Total Moderator Budget	\$ 400	\$ 400

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>122 SELECT BOARD</u>					
68,856	71,933		Full-Time Salaries	75,549	75,549
12,500	15,000		Elected Official Salaries	15,000	15,000
81,356	86,933	3	Total Salaries	90,549	90,549
6,769	7,000		Advertising	7,000	7,000
1,906	2,600		Printing Services	2,600	2,600
2,154	4,000		Other Purchased Services	4,000	4,000
882	1,200		Office Supplies	1,200	1,200
385	2,500		In State Travel	2,500	2,500
12,096	17,300	4	Total Expenses	17,300	17,300
\$ 93,452	\$ 104,233		Total Select Board Budget	\$ 107,849	\$ 107,849

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>123 TOWN ADMINISTRATOR</u>					
338,431	351,373		Full-Time Salaries	360,124	360,124
62,276	63,429		Part-Time Salaries	65,032	65,032
695	-		Interns	10,000	-
-	-		Car Allowance	-	-
401,402	414,802	5	Total Salaries	435,156	425,156
5,033	3,080		Professional Services	3,080	3,080
8,656	8,000		Medical Services	8,000	8,000
2,000	-		Legal Services	-	-
2,727	3,000		Advertising	3,000	3,000
630	1,000		Printing Services	1,000	1,000
5,010	6,500		Office Supplies	6,500	6,500
1,291	2,000		In State Travel	2,000	2,000
494	3,000		Dues & Subscriptions	3,000	3,000
25,841	26,580	6	Total Expenses	26,580	26,580
\$ 427,243	\$ 441,382		Total Town Administrator Budget	\$ 461,736	\$ 451,736

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>131 FINANCE & ADVISORY BOARD</u>					
280	500	7	Dues & Subscriptions	500	500
\$ 280	\$ 500		Total Finance & Advisory Budget	\$ 500	\$ 500

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>132 RESERVE FUND</u>					
125,000	125,000	8	Expenses	125,000	125,000
\$ 125,000	\$ 125,000		Total Reserve Fund Budget	\$ 125,000	\$ 125,000

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>135 Town Accountant</u>					
221,981	243,270		Full-Time Salaries	208,100	208,100
36,776	48,470		Part-Time Salaries	-	-
258,757	291,740	9	Total Salaries	208,100	208,100
3,832	11,190		Education & Training	12,480	4,980
2,211	1,000		Office Supplies	1,000	1,000
-	1,850		In State Travel	1,850	1,850
820	1,260		Dues & Subscriptions	1,300	1,300
10,897	10,000		Outside Services	38,150	25,750
17,760	25,300	10	Total Expenses	54,780	34,880
\$ 276,517	\$ 317,040		Total Accounting Budget	\$ 262,880	\$ 242,980

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>138 Purchasing/Procurement</u>					
42,359	45,000	11	Full-Time Salaries	46,466	46,466
1,991	2,000	12	Office Supplies	2,000	2,000
\$ 44,350	\$ 47,000		Total Purchasing/Procurement Budget	\$ 48,466	\$ 48,466

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>141 ASSESSOR'S</u>					
148,962	151,886		Full-Time Salaries	152,518	152,518
3,600	3,600		Elected Salaries	3,600	3,600
152,562	155,486	13	Total Salaries	156,118	156,118
1,225	1,500		Education & Training	2,500	2,500
946	1,000		Data Processing	1,000	1,000
-	40,000		Outside Services	55,500	55,500
126	200		In State Travel	200	200
2,461	1,500		Dues & Subscriptions	3,000	3,000
4,758	44,200	14	Total Expenses	62,200	62,200
\$ 157,320	\$ 199,686		Total Assessor's Budget	\$ 218,318	\$ 218,318

Actual FY21	Approp. FY22	lt. No.		Department Requested FY23	Administrator Recommended FY23
<u>145 TREASURER/COLLECTOR</u>					
246,817	261,776		Full-Time Salaries	272,094	272,094
32,245	32,579		Part-Time Salaries	74,970	74,970
279,062	294,355	15	Total Salaries	347,064	347,064
764	1,000		Repairs & Maintenance	1,000	1,000
6,379	15,000		Legal Services	15,000	15,000
543	1,200		Advertising	700	700
8,513	8,000		Printing Services	9,200	9,200
72,340	65,500		Other Purchased Services	6,720	6,720
-	1,760		In State Travel	1,760	1,760
335	355		Dues & Subscriptions	355	355
88,874	92,815	16	Total Expenses	34,735	34,735
\$ 367,936	\$ 387,170		Total Treasurer/Collector Budget	\$ 381,799	\$ 381,799

Actual FY21	Approp. FY22	lt. No.		Department Requested FY23	Administrator Recommended FY23
<u>151 Town Counsel</u>					
100,000	100,000	17	Town Counsel Contract Expense	100,000	100,000
\$ 100,000	\$ 100,000		Total Law Budget	\$ 100,000	\$ 100,000

Actual FY21	Approp. FY22	lt. No.		Department Requested FY23	Administrator Recommended FY23
<u>155 GIS/MIS</u>					
172,162	174,793		Full-Time Salaries	188,736	188,736
172,162	174,793	18	Total Salaries	188,736	188,736
153,793	162,653		Computer Equipment Maintenance	183,978	183,978
8,928	6,000		Data Processing	6,000	6,000
20,575	18,000		Telephones	18,000	18,000
7,759	3,800		Cellphones	3,800	3,800
9,062	10,000		Printing & Copying	10,000	10,000
5,455	10,000		Data Processing Supplies	10,000	10,000
-	2,400		Dues & Subscriptions	2,988	2,988
205,572	212,853	19	Total Expense	234,766	234,766
\$ 377,734	\$ 387,646		Total Technology Budget	\$ 423,502	\$ 423,502

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>161 TOWN CLERK</u>					
25,876	39,029		Full-Time Salaries	42,746	42,746
803	850		Ex-Officio	850	850
39,772	55,141		Part Time Salaries	57,383	57,383
80,187	82,904		Elected Salaries	86,177	86,177
146,638	177,924	20	Total Salaries	187,156	187,156
2,772	2,600		Repairs & Maintenance	3,100	3,100
4,103	2,200		Professional Services	3,300	3,300
7,134	13,600		Printing Services	13,600	11,000
750	500		Other Purchased Services	1,500	1,500
7,276	1,300		Office Supplies	1,300	1,300
-	500		In State Travel	500	500
375	400		Dues & Subscriptions	400	400
22,410	21,100	21	Total Expenses	23,700	21,100
\$ 169,048	\$ 199,024		Total Clerk Budget	\$ 210,856	\$ 208,256

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>171 Conservation</u>					
-	-		Full-Time Salaries	-	-
-	23,000		Part-Time Salaries	63,426	24,426
-	23,000	22	Total Salaries	63,426	24,426
-	-		Car Allowance	33	-
-	-		Advertising	330	-
-	250		Printing Services	250	250
-	1,233		Office Supplies	1,233	1,233
-	-		Contract Services	-	17,000
-	-		Education and Training	-	-
-	574		Dues & Subscriptions	597	597
-	2,057	23	Total Expenses	2,443	19,080
\$ -	\$ 25,057		Total Conservation Budget	\$ 65,869	\$ 43,506

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>182 Planning Bd/BOA</u>					
66,293	49,253		Part-Time Salaries	37,861	37,861
66,293	49,253	24	Total Salaries	37,861	37,861
-	100		Car Allowance	100	100
-	342		Education & Training	342	342
1,943	1,000		Advertising	1,000	1,000
250	950		Printing Services	950	950
2,965	1,800		Office Supplies	1,800	1,800
-	-		Dues	-	-
5,158	4,192	25	Total Expenses	4,192	4,192
\$ 71,451	\$ 53,445		Total Planning Bd/ZBA Budget	\$ 42,053	\$ 42,053

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>185 ECONOMIC & COMMUNITY DEV.</u>					
91,676	96,746		Full-Time Salaries	99,612	99,612
91,676	96,746	26	Total Salaries	99,612	99,612
30,995	31,700		Professional Services	31,200	31,200
-	1,000		Education & Training	1,000	1,000
109	1,020		Office Supplies	1,020	1,020
-	1,020		In State Travel	1,020	1,020
90	1,000		Dues	1,000	1,000
31,194	35,740	27	Total Expenses	35,240	35,240
\$ 122,870	\$ 132,486		Total Planning Budget	\$ 134,852	\$ 134,852

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>192 PUBLIC PROPERTY MAINTENANCE</u>					
109,625	137,954		Full-Time Salaries	207,306	167,306
184	-		Part-Time Salaries	-	-
-	-		Car Allowance	2,500	2,500
109,809	137,954	28	Total Salaries	209,806	169,806
29,551	36,850		Electric	36,850	36,850
18,154	16,500		Gas	16,500	16,500
-	1,000		Heating	1,000	1,000
78,552	102,500		Repairs & Maintenance	100,000	100,000
358	7,700		Custodial Supplies	7,700	7,700
126,616	164,550	29	Total Expenses	162,050	162,050
\$ 236,425	\$ 302,504		Total Budget - Public Property Maintenance	\$ 371,856	\$ 331,856

Actual FY21	Approp. FY22	It. No.	Department Requested FY23	Administrator Recommended FY23
<u>210 POLICE DEPARTMENT</u>				
3,547,959	3,871,035		4,150,711	4,036,561
119,273	140,130		149,322	149,322
393,010	360,000		380,000	365,000
19,591	35,000		35,000	35,000
-	-		6,000	5,000
6,683	64,140		64,140	64,140
30,363	22,400		22,400	22,400
4,116,879	4,492,705	30	4,807,573	4,677,423
63,083	65,000		74,750	65,000
33,450	32,000		36,480	32,000
24,163	21,250		30,000	21,250
14,915	18,275		20,600	18,275
1,398	12,000		12,000	12,000
-	200		200	200
19,587	28,500		28,000	28,000
17,357	13,000		18,000	13,000
4,766	5,500		5,500	5,500
13,411	13,000		13,000	13,000
5,566	6,500		6,500	6,500
242	1,000		1,000	1,000
2,357	5,000		5,000	5,000
41,696	37,500		52,500	37,500
34,044	38,000		52,500	52,500
448	4,000		4,000	4,000
10,534	11,290		11,690	11,690
17,333	4,000		2,700	2,700
304,350	316,015	31	374,420	329,115
		32	140,000	-
			45,000	-
			10,000	-
\$ 4,421,229	\$ 4,808,720		\$ 5,376,993	\$ 5,006,538

Actual FY21	Approp. FY22	It. No.	Department Requested FY23	Administrator Recommended FY23
<u>211 TRAFFIC DIRECTORS</u>				
117,685	154,684		161,047	161,047
117,685	154,684	33	161,047	161,047
3,049	4,500		4,500	4,500
3,049	4,500	34	4,500	4,500
\$ 120,734	\$ 159,184		\$ 165,547	\$ 165,547

Actual FY21	Approp. FY22	It. No.	Department Requested FY23	Administrator Recommended FY23
<u>212 Dispatch</u>				
351,043	399,659		396,041	396,041
-	13,000		13,000	13,000
43,137	70,000		70,000	70,000
5,273	8,750		8,750	8,750
399,453	491,409	35	487,791	487,791
11,875	13,500		15,000	15,000
125	2,500		2,500	2,500
137	200		200	200
-	450		450	450
1,255	4,000		4,000	4,000
60	200		200	200
268	400		400	400
8,800	8,800		8,800	8,800
22,520	30,050	36	31,550	31,550
\$ 421,973	\$ 521,459		\$ 519,341	\$ 519,341

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>220 FIRE DEPARTMENT</u>					
3,088,989	3,300,325		Full-Time Salaries	3,782,994	3,592,994
4,484	10,000		Part-Time Salaries	10,000	10,000
315,227	245,000		Overtime	400,000	310,000
<u>16,424</u>	<u>15,000</u>		Mutual Aid Callback	<u>15,000</u>	<u>15,000</u>
3,425,124	3,570,325	37	Total Salaries	4,207,994	3,927,994
15,329	16,500		Electric	16,500	16,500
12,978	13,000		Gas	13,000	13,000
21,710	15,000		Repair	25,000	25,000
22,593	22,850		Public Safety Services	30,000	22,850
7,521	8,000		Organizational Development	18,000	8,000
2,627	3,000		Office Supplies	3,000	3,000
3,574	5,000		Maintenance Supplies	5,000	5,000
4,297	5,000		Custodial Supplies	5,000	5,000
64,574	50,000		Vehicle Supplies	75,000	50,000
33,681	25,000		Public Safety	30,000	25,000
2,466	7,500		Uniform & Clothing	7,500	7,500
18,137	22,100		Safety Equipment	22,100	22,100
20,873	21,000		FD Turnout Gear	24,000	21,500
<u>4,400</u>	<u>6,000</u>		Dues & Subscriptions	<u>10,000</u>	<u>10,000</u>
234,759	219,950	38	Total Expenses	284,100	234,450
\$ 3,659,883	\$ 3,790,275		Total Fire Budget	\$ 4,492,094	\$ 4,162,444

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>241 BUILDING INSPECTION SERVICES</u>					
168,589	221,083		Full-Time Salaries	217,647	149,355
61,931	60,403		Part-Time Salaries	61,743	91,743
<u>3,733</u>	<u>8,675</u>		Car Allowance	<u>7,900</u>	<u>7,900</u>
234,252	290,161	39	Total Salaries	287,290	248,998
942	3,000		Education & Training	3,000	3,000
2,168	5,000		Public Safety Services	5,000	5,000
2,762	3,000		Office Supplies	3,000	3,000
-	500		In State Travel	500	500
-	-		Contract Services	-	-
-	-		Dues & Subscriptions	-	-
<u>5,873</u>	<u>11,500</u>	40	Total Expenses	11,500	11,500
\$ 240,125	\$ 301,661		Total Building Budget	\$ 298,790	\$ 260,498

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>291 EMERGENCY MANAGEMENT</u>					
<u>2,000</u>	<u>2,000</u>		Part-Time Salaries	<u>2,000</u>	<u>2,000</u>
2,000	2,000	41	Total Salaries	2,000	2,000
<u>4,769</u>	<u>5,000</u>		Emergency Preparedness Supplies	<u>65,125</u>	<u>5,000</u>
4,769	5,000	42	Total Expenses	65,125	5,000
\$ 6,769	\$ 7,000		Total Emergency Management Budget	\$ 67,125	\$ 7,000

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>Schools</u>					
30,126,729	30,963,029	43	300 PUBLIC SCHOOLS TOTAL BUDGET	33,311,271	32,100,420
101,746	110,000		397 ESSEX NORTH SHORE AGRICULTURAL	154,541	154,541
-	-		398 MINUTEMAN REGIONAL	-	-
<u>1,335,229</u>	<u>1,375,880</u>		399 NORTHEAST VOCATIONAL	<u>1,535,495</u>	<u>1,535,495</u>
\$ 1,436,975	\$ 1,485,880	44	TOTAL REG VOCATIONAL SCHOOL	\$ 1,690,036	\$ 1,690,036
\$ 31,563,704	\$ 32,448,909		TOTAL SCHOOLS	\$ 35,001,308	\$ 33,790,456

Actual FY21	Approp. FY22	It. No.	Department Requested FY23	Administrator Recommended FY23
<u>Public Works</u>				
<u>400 DPW Administration</u>				
828,697	953,502		908,152	908,152
14,929	26,500		26,500	26,500
<u>37,072</u>	<u>45,000</u>		<u>45,000</u>	<u>45,000</u>
880,698	1,025,002	45	979,652	979,652
6,313	14,700		14,700	14,700
-	1,000		1,000	1,000
1,592	5,000		5,000	5,000
101,664	121,000		121,000	121,000
-	500		500	500
8,928	10,000		10,000	10,000
-	2,000		2,000	2,000
54,358	55,000		55,000	55,000
1,619	1,600		1,600	1,600
-	1,000		1,000	1,000
16,677	17,500		17,500	17,500
39,984	40,000		40,000	40,000
8,000	8,000		8,000	8,000
-	81,000		81,000	81,000
5,000	5,000		5,000	5,000
-	500		500	500
<u>500</u>	<u>1,265</u>		<u>1,265</u>	<u>1,265</u>
244,634	365,065	46	365,065	365,065
\$ 1,125,332	\$ 1,390,067		\$ 1,344,717	\$ 1,344,717
<u>423 DPW Snow & Ice</u>				
4,023	10,000		10,000	10,000
236,706	195,000		195,000	195,000
-	1,000		1,000	1,000
-	1,000		1,000	1,000
-	2,000		2,000	2,000
13,796	10,000		10,000	10,000
-	1,500		1,500	1,500
<u>178,518</u>	<u>75,000</u>		<u>75,000</u>	<u>75,000</u>
433,043	295,500	47	295,500	295,500
\$ 433,043	\$ 295,500		\$ 295,500	\$ 295,500
<u>424 DPW Street Lighting</u>				
74,136	100,000		75,000	75,000
<u>16,724</u>	<u>22,500</u>		<u>17,000</u>	<u>17,000</u>
\$ 90,860	\$ 122,500	48	\$ 92,000	\$ 92,000
<u>433 DPW REFUSE</u>				
<u>24,345</u>	<u>20,000</u>		<u>20,000</u>	<u>20,000</u>
24,345	20,000	49	20,000	20,000
78,464	108,000		111,240	111,240
-	500		500	500
<u>78,464</u>	<u>108,500</u>	50	<u>111,740</u>	<u>111,740</u>
\$ 102,809	\$ 128,500		\$ 131,740	\$ 131,740

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>490 DPW MOTOR VEHICLE</u>					
13,628	15,000		Electricity	15,000	15,000
14,029	12,000		Gas	12,000	12,000
149,355	27,500		Repairs & Maintenance	27,500	27,500
-	500		Custodial Supplies	500	500
57,073	85,000		Vehicular Supplies	85,000	85,000
<u>101,584</u>	<u>100,000</u>		Vehicular Gasoline	<u>100,000</u>	<u>100,000</u>
\$ 335,669	\$ 240,000	51	TOTAL DPW Motor Vehicle	\$ 240,000	\$ 240,000
<u>491 DPW Cemetery</u>					
187,004	214,788		Full-Time Salaries	210,098	210,098
13,076	20,000		Part-Time Salaries	20,000	20,000
<u>8,610</u>	<u>10,000</u>		Overtime	<u>10,000</u>	<u>10,000</u>
208,691	244,788	52	Total Salaries	240,098	240,098
620	670		Electric	670	670
1,467	1,800		Heating Oil	1,800	1,800
-	400		Repairs & Maintenance	400	400
-	50		Printing Services	50	50
5,678	6,500		Other Purchased Services	6,500	6,500
199	100		Office Supplies	100	100
-	50		Custodial Supplies	50	50
2,000	2,000		Groundskeeping Supplies	2,000	2,000
-	200		Food Service Supplies	200	200
<u>2,645</u>	<u>5,000</u>		PW General Supplies	<u>5,000</u>	<u>5,000</u>
12,608	16,770	53	Total Expenses	16,770	16,770
\$ 221,299	\$ 261,558		TOTAL DPW Cemetery	\$ 256,868	\$ 256,868
\$ 2,309,013	\$ 2,438,125		Total Budget - DPW General Fund	\$ 2,360,825	\$ 2,360,825

Actual FY21	Approp. FY22	It. No.		Requested FY23	Recommended FY23
<u>WAGES - Sewer</u>					
391,191	400,429		Full-Time Salaries	395,577	395,577
14,691	23,000		Part-Time Salaries	23,000	23,000
27,176	30,000		Overtime	30,000	30,000
433,058	453,429	54	Total Salaries - Sewer	448,577	448,577
25,294	34,000		Electric	34,000	34,000
1,746	2,000		Gas	2,000	2,000
653	1,000		Heating	1,000	1,000
19,151	50,000		Repairs & Maintenance	50,000	50,000
300	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
13,635	21,000		Sewer Supplies	21,000	21,000
5,000	5,000		Uniform & Protective Clothing	5,000	5,000
4,988,619	5,624,810		MWRA Assessment	5,753,062	5,753,062
74,700	69,700		MWRA Sewer DEBT Service (P&I)	78,950	78,950
5,129,097	5,820,810	55	Expenses Subtotal	5,958,312	5,958,312
-	25,000	56	Sewer Reserve Fund	25,000	25,000
517,189	559,517	57	Indirect Costs	587,084	587,084
\$ 5,646,286	\$ 6,405,327		Subtotal Expenses - Sewer	\$ 6,570,396	\$ 6,570,396
\$ 6,079,344	\$ 6,858,756		Total Budget - Sewer Enterprise Fund	\$ 7,018,973	\$ 7,018,973
<u>WAGES - Water</u>					
303,853	339,297		Full-Time Salaries	359,928	359,928
11,264	23,000		Part-Time Salaries	23,000	23,000
34,471	50,000		Overtime	50,000	50,000
349,588	412,297	58	Total Salaries - Water	432,928	432,928
-	1,500		Electricity	1,500	1,500
5,760	7,000		Gas	7,000	7,000
36,784	45,000		Water Expense	45,000	45,000
35,672	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
253,638	210,000		Other Purchased Services	210,000	210,000
2,379	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
154	500		Food Service	500	500
50,280	70,000		Water Supplies	70,000	70,000
6,081	7,500		Uniforms	7,500	7,500
2,870,605	3,576,774		MWRA Assessment	3,294,291	3,294,291
7,133	10,000		DEP Assessment	10,000	10,000
286,786	377,786		MWRA Water Debt Service (P&I)	424,784	424,784
3,555,272	4,384,060	59	Expenses Subtotal	4,148,575	4,148,575
-	25,000	60	Water Reserve Fund	25,000	25,000
441,877	480,249	61	Indirect Costs	513,722	513,722
\$ 3,997,149	\$ 4,889,309		Subtotal Expenses - Water	\$ 4,687,297	\$ 4,687,297
\$ 4,346,737	\$ 5,301,606		Total Budget - Water Enterprise Fund	\$ 5,120,225	\$ 5,120,225
\$ 10,426,081	\$ 12,160,362		TOTAL WATER & SEWER BUDGET	\$ 12,139,198	\$ 12,139,198
\$ 12,735,094	\$ 14,598,487		TOTAL PUBLIC WORKS	\$ 14,500,023	\$ 14,500,023

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>510 HEALTH DEPARTMENT</u>					
67,985	79,795		Full-Time Salaries	82,001	82,001
91,088	83,679		Part-Time Salaries	96,470	96,470
672	2,400		Car Allowance	2,925	2,925
159,746	165,874	62	Total Salaries	181,396	181,396
22	150		Repairs & Maintenance	150	150
5,372	500		Professional Services	500	500
-	150		Advertising	150	150
5,063	6,000		Public Safety Service	6,000	6,000
1,000	1,000		Printing Services	1,000	1,000
411	350		Office Supplies	350	350
			Contracted Services	15,000	15,000
3,105	5,400		Medical Supplies	2,000	2,000
927	2,350		Dues & Subscriptions	1,800	1,800
15,900	15,900	63	Total Expenses	26,950	26,950
\$ 175,646	\$ 181,774		Total Health Budget	\$ 208,346	\$ 208,346
<u>541 COUNCIL ON AGING</u>					
75,049	120,492		Full-Time Salaries	133,128	133,128
69,083	63,930		Part-Time Salaries	114,704	72,034
144,132	184,422	64	Total Salaries	247,832	205,162
13,658	18,200		Electric	18,200	18,200
6,056	2,000		Gas	6,000	6,000
11,000	3,500		Repair	4,000	4,000
840	1,500		Printing	1,500	1,500
795	1,130		Other Purchased Services	4,290	1,290
2,112	2,500		Office Supplies	2,500	2,500
2,486	2,000		Custodial Supplies	2,000	2,000
-	1,074		Dues & Subscriptions	1,289	1,289
36,946	31,904	65	Total Expenses	39,779	36,779
\$ 181,078	\$ 216,326		Total Council on Aging Budget	\$ 287,611	\$ 241,941
<u>542 RECREATION</u>					
98,363	86,327		Full-Time Salaries	73,706	73,706
98,363	86,327	66	Total Salaries	73,706	73,706
-	500		Professional Development	500	500
-	500		Equipment	500	500
3,700	4,000		Other Purchased Series	4,000	4,000
3,700	5,000	67	Total Expenses	5,000	5,000
\$ 102,063	\$ 91,327		Total Recreation Budget	\$ 78,706	\$ 78,706

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>543 VETERANS' SERVICE</u>					
42,848	53,000		Full-Time Salaries	53,429	53,429
42,848	53,000	68	Total Salaries	53,429	53,429
850	-		Computer Equipment	-	-
3,076	-		Other Purchased Services	-	-
-	500		Office Supplies	500	500
-	750		Flags	750	750
112,953	120,000		Veteran Ordinary Benefits	120,000	120,000
-	1,000		Professional Development	1,000	1,000
-	500		Military Holiday Events	500	500
26,164	30,000		Veteran Other Benefits	30,000	30,000
143,042	152,750	69	Total Expenses	152,750	152,750
\$ 185,890	\$ 205,750		Total Veteran's Budget	\$ 206,179	\$ 206,179

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>590 Prevention and Outreach</u>					
-	-		Full-Time Salaries	-	-
-	-		Part-Time Salaries	-	-
-	-	70	Total Salaries	-	-
-	-		Education & Training	-	-
-	600		Advertising	-	-
40	1,000		Public Safety	-	-
22,244	22,000		Outside Services	34,000	34,000
-	1,000		Office Supplies	-	-
22,284	24,600	71	Total Expenses	34,000	34,000
\$ 22,284	\$ 24,600		Total Substance Abuse Budget	\$ 34,000	\$ 34,000

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>610 LIBRARY</u>					
418,342	483,735		Full-Time Salaries	541,549	541,549
116,281	126,769		Part-Time Salaries	114,698	114,698
-	6,500		Other Salaries	6,500	6,500
534,622	617,004	72	Total Salaries	662,747	662,747
24,768	32,000		Electric	32,000	32,000
13,960	14,000		Natural Gas	14,350	14,000
23,053	25,000		Repairs & Maintenance	40,000	25,000
191	1,000		Printing	1,000	1,000
203	240		Telephone	630	240
3,308	3,500		Office Supplies	6,500	3,500
-	5,000		Programs	5,000	5,000
2,962	5,000		Custodial Supplies	5,000	5,000
60,463	53,000		Other	64,575	43,791
128,907	138,740	73	Total Expenses	169,055	129,531
124,453	156,399	74	Educational Supplies	156,399	139,814
\$ 787,982	\$ 912,143		Total Library Budget	\$ 988,201	\$ 932,092

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>631 ARENA</u>					
170,034	179,034		Full-Time Salaries	211,140	211,140
51,330	66,000		Part-Time Salaries	48,894	48,894
221,364	245,034	75	Total Salaries	260,034	260,034
107,643	152,000		Electric	152,000	137,000
24,414	38,000		Natural Gas	38,000	38,000
32,359	25,000		Repairs & Maintenance	45,000	35,000
5,522	2,400		Other Property Service	3,700	2,400
20,705	7,400		Other Purchased Services	10,100	7,400
716	1,000		Office Supplies	1,000	1,000
5,738	14,000		Maintenance Supplies	4,000	4,000
4,292	3,000		Custodial Supplies	3,000	3,000
1,663	500		Vehicle Supplies	500	500
1,343	1,500		Medical Supplies	1,500	1,500
175	175		Dues & Subscription	175	175
204,570	244,975	76	Total Expenses	258,975	229,975
\$ 425,934	\$ 490,009		Total Arena Budget	\$ 519,009	\$ 490,009

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>Maturing Debt</u>					
<u>DEBT SERVICE (P&I)</u>					
3,375,000	2,300,000		710 Principal	4,635,000	4,635,000
779,276	664,572		750 Interest	4,506,016	4,506,016
\$ 4,154,276	\$ 2,964,572	77	Tot. Budget-Non-Sewer Debt Serv.	\$ 9,141,016	\$ 9,141,016

<u>911 Contributory Pension</u>					
6,271,371	6,880,229		Contributory Pension Expense	7,058,350	7,058,350
\$ 6,271,371	\$ 6,880,229	78	Tot. Budget-Contributory Pension	\$ 7,058,350	\$ 7,058,350

<u>912 Health Insurance</u>					
423,415	330,600		Medicare Part B Surcharge	389,404	389,404
8,179	8,500		Flex Spending Enroll Fee	8,500	8,500
1,048,121	1,140,000		Health Insurance Retirees	1,204,980	1,204,980
1,363,169	1,676,231		Health Insurance Town Employee	1,817,260	1,817,260
3,301,706	3,498,000		Health Insurance School Employee	3,697,386	3,697,386
1,901,894	2,019,141		Health Insurance Retired Teacher	2,134,232	2,134,232
-	150,000		Health Reimbursement Account	150,000	150,000
\$ 8,046,485	\$ 8,822,472	79	Total Health Insurance Budget	\$ 9,401,762	\$ 9,401,762

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>919 UNCLASSIFIED</u>					
215,000	184,500	80	Other Salaries	212,000	191,854
384,877	309,537	81	Workers Compensation	340,491	340,491
32,721	7,500	82	Unemployment Payments	20,000	20,000
42,524	60,000	83	Life Insurance	55,000	55,000
573,902	575,000	84	Medicare Tax	595,000	595,000
101,151	90,000	85	Fire & Police Injured on Duty	90,000	90,000
8,037	5,000	86	FD & PD IOD R/X & MED Coverage	5,000	5,000
84,844	85,000	87	Annual Audit/OPEB Study	85,000	85,000
66,041	65,000	88	Postage	65,000	65,000
497,830	616,781	89	Multi Peril/Liability/Auto	678,459	678,459
13,654	11,700	90	UNCLASSIFIED	20,000	20,000
220,000	200,000	91	Trash Subsidy	125,000	125,000
\$ 2,240,581	\$ 2,210,018		Total Unclassified Budget	\$ 2,290,950	\$ 2,270,803

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>920 NON-DEPARTMENTAL</u>					
319,500	327,173	92	Stabilization	498,827	498,827
183,500	203,037	93	Capital Stabilization	280,663	280,663
5,392	5,392	94	Mass Municipal Association	5,499	5,499
-	400	95	Veterans Graves	400	400
3,396	3,400	96	Historical Commission	3,400	3,400
7,105	8,000	97	Memorial Day Parade	8,000	8,000
40,000	40,000	98	MVES-Resident Coordinator	40,000	40,000
\$ 558,893	\$ 587,402		Total Non-Departmental Budget	\$ 836,789	\$ 836,789

Actual FY21	Approp. FY22	It. No.		Department Requested FY23	Administrator Recommended FY23
<u>950 OPEB TRUST</u>					
100,000	100,000		OPEB Trust Contributions	100,000	100,000
\$ 100,000	\$ 100,000	99	Total OPEB Trust Budget	\$ 100,000	\$ 100,000

\$ 68,565,957 \$ 70,984,528 TOTAL FY2021 GENERAL FUND BUDGET \$ 82,388,876 \$ 80,133,715

2,489,091	2,641,635		State Assessments	3,582,128	3,582,128
32,968	38,569		Offsets	35,125	35,125
227,440	225,000		Overlay Reserve	225,000	225,000
\$ 2,749,499	\$ 2,905,204		Total Other Budget Items	\$ 3,842,253	\$ 3,842,253

\$ 71,315,456 \$ 73,889,732 Grand Total FY2022 Budget \$ 86,231,129 \$ 83,975,968

\$ 10,426,081 \$ 12,160,362 TOTAL WATER & SEWER BUDGET \$ 12,139,198 \$ 12,139,198

\$ 81,741,537 \$ 86,050,094 Total Budget Incl. Water & Sewer \$ 98,370,327 \$ 96,115,166

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