

# **Town of Belmont, Massachusetts**



**Fiscal Year 2024**

**FY2024 Final Recommended Budget & Financing Plan**

**May 17, 2023**

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Town of Belmont, MA

The budget document outlines the Town's financial plan as recommended by the Select Board. The effective period of this budget is from July 1, 2023 to June 30, 2024.

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**Summary of Revenues and Expenditures**

| <b>Revenues</b>       | <b>FY2021 Actual</b>  | <b>FY2022 Actual</b>  | <b>FY2023 Estimated</b> | <b>FY2024 Projected</b> |
|-----------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| Property Tax Levy     | \$ 95,854,621         | \$ 99,431,844         | \$ 102,786,493          | \$ 106,302,480          |
| Levy for Exempt Debt  | \$ 13,638,294         | \$ 12,288,095         | \$ 13,719,329           | \$ 13,154,514           |
| Total Tax Levy        | \$ 109,492,915        | \$ 111,719,939        | \$ 116,505,822          | \$ 119,456,994          |
| State Aid             | \$ 12,253,713         | \$ 12,454,009         | \$ 12,852,939           | \$ 14,571,551           |
| Local Receipts        | \$ 8,092,290          | \$ 9,567,943          | \$ 8,590,889            | \$ 8,603,462            |
| Available Funds       | \$ 4,342,665          | \$ 7,841,118          | \$ 8,565,598            | \$ 10,587,499           |
| Revenue Offsets       | \$ (2,838,733)        | \$ (2,831,921)        | \$ (2,919,157)          | \$ (3,135,055)          |
| Enterprise Receipts   | \$ 2,833,000          | \$ 1,188,000          | \$ 1,388,000            | \$ 942,487              |
| <b>Total Revenues</b> | <b>\$ 134,175,850</b> | <b>\$ 139,939,088</b> | <b>\$ 144,984,091</b>   | <b>\$ 151,026,937</b>   |

| <b>Spending</b>        | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Budget</b> | <b>FY2024 Recommended</b> |
|------------------------|----------------------|----------------------|----------------------|---------------------------|
| Belmont Public Schools | \$ 51,589,917        | \$ 55,259,786        | \$ 55,895,825        | \$ 63,486,981             |
| Regional Schools       | \$ 1,391,511         | \$ 1,124,430         | \$ 1,137,269         | \$ 746,956                |
| Total Education        | \$ 52,981,428        | \$ 56,384,216        | \$ 57,033,094        | \$ 64,233,937             |

|                            |               |               |               |               |
|----------------------------|---------------|---------------|---------------|---------------|
| General Government         | \$ 3,830,936  | \$ 4,510,315  | \$ 5,428,081  | \$ 5,219,752  |
| Public Safety              | \$ 12,228,092 | \$ 12,921,617 | \$ 13,465,276 | \$ 14,160,201 |
| Public Services            | \$ 8,407,046  | \$ 9,317,830  | \$ 10,137,881 | \$ 10,574,116 |
| Health and Human Services  | \$ 2,881,736  | \$ 3,053,356  | \$ 3,493,791  | \$ 3,351,359  |
| Total Municipal Government | \$ 27,347,809 | \$ 29,803,118 | \$ 32,525,029 | \$ 33,305,428 |

|                       |               |               |               |               |
|-----------------------|---------------|---------------|---------------|---------------|
| Facilities            | \$ 5,240,068  | \$ 5,739,210  | \$ 6,948,107  | \$ 7,519,388  |
| Pension Assessment    | \$ 8,728,097  | \$ 9,662,058  | \$ 10,092,024 | \$ 10,041,821 |
| Employee Benefits     | \$ 13,679,110 | \$ 14,001,343 | \$ 15,666,332 | \$ 15,619,669 |
| Debt Service          | \$ 14,724,266 | \$ 14,579,196 | \$ 15,243,002 | \$ 14,642,053 |
| Other Shared          | \$ 511,161    | \$ 435,877    | \$ 1,014,231  | \$ 1,172,376  |
| Total Shared Services | \$ 42,882,702 | \$ 44,417,683 | \$ 48,963,696 | \$ 48,995,307 |

|                         |              |              |              |              |
|-------------------------|--------------|--------------|--------------|--------------|
| Capital - Streets       | \$ —         | \$ 1,812,460 | \$ 1,857,772 | \$ 1,904,216 |
| Capital - Sidewalks     | \$ 226,147   | \$ 231,801   | \$ 237,730   | \$ 243,673   |
| Capital - Discretionary | \$ 950,268   | \$ 1,757,682 | \$ 3,787,495 | \$ 1,791,681 |
| Total Capital           | \$ 1,176,415 | \$ 3,801,943 | \$ 5,882,997 | \$ 3,939,570 |

|                               |           |           |            |            |
|-------------------------------|-----------|-----------|------------|------------|
| Other Warrant Articles (OPEB) | \$ 50,000 | \$ 50,000 | \$ 579,275 | \$ 552,695 |
|-------------------------------|-----------|-----------|------------|------------|

|                                     |                       |                       |                       |                       |
|-------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>Total Spending</b>               | <b>\$ 124,438,354</b> | <b>\$ 134,456,960</b> | <b>\$ 144,984,091</b> | <b>\$ 151,026,938</b> |
| <b>Net Budget Surplus/(Deficit)</b> | N/A                   | N/A                   | \$ —                  | \$ —                  |

# Program Summary

Town of Belmont, MA

| Element                                 | Description                              | FY2020<br>Actual   | FY2021<br>Actual   | FY2022<br>Actual   | FY2023<br>Approp.  | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|---|--|--------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|-------------------|
| <b>Program 1000: General Government</b> |  |                    |                    |                    |                    |                       |                    |                   |
| 1100                                    | Assessors Compensation                   | \$281,169          | \$198,009          | \$222,793          | \$281,598          | \$277,521             | \$(4,077)          | (1.4)%            |
| 1100                                    | Assessors Expenses                       | \$52,186           | \$152,607          | \$101,282          | \$142,500          | \$147,500             | \$5,000            | 3.5%              |
|   | <i>Subtotal 1100 Assessors</i>           | <i>\$333,355</i>   | <i>\$350,616</i>   | <i>\$324,075</i>   | <i>\$424,098</i>   | <i>\$425,021</i>      | <i>\$923</i>       | <i>0.2%</i>       |
| 1200                                    | Human Resources Compensation             | \$250,029          | \$211,922          | \$243,923          | \$200,828          | \$213,664             | \$12,836           | 6.4%              |
| 1200                                    | Human Resources Expenses                 | \$22,987           | \$28,791           | \$37,089           | \$69,700           | \$80,450              | \$10,750           | 15.4%             |
| 1250                                    | Salary Reserve                           | \$6,062            | \$39,899           | \$406,299          | \$750,450          | \$360,949             | \$(389,501)        | (51.9)%           |
|   | <i>Subtotal 1200 Human Resources</i>     | <i>\$279,079</i>   | <i>\$280,612</i>   | <i>\$687,311</i>   | <i>\$1,020,978</i> | <i>\$655,062</i>      | <i>\$(365,915)</i> | <i>(35.8)%</i>    |
| 1300                                    | IT Compensation                          | \$393,489          | \$391,560          | \$342,744          | \$420,193          | \$433,569             | \$13,376           | 3.2%              |
| 1300                                    | IT Expenses                              | \$520,826          | \$537,123          | \$757,202          | \$932,500          | \$980,375             | \$47,875           | 5.1%              |
|   | <i>Subtotal 1300 IT</i>                  | <i>\$914,315</i>   | <i>\$928,683</i>   | <i>\$1,099,946</i> | <i>\$1,352,693</i> | <i>\$1,413,944</i>    | <i>\$61,251</i>    | <i>4.5%</i>       |
| 1400                                    | Town Accountant Compensation             | \$296,199          | \$254,069          | \$293,774          | \$279,852          | \$358,431             | \$78,579           | 28.1%             |
| 1400                                    | Town Accountant Expenses                 | \$76,986           | \$66,600           | \$74,621           | \$82,300           | \$84,600              | \$2,300            | 2.8%              |
|   | <i>Subtotal 1400 Town Accountant</i>     | <i>\$373,185</i>   | <i>\$320,669</i>   | <i>\$368,394</i>   | <i>\$362,152</i>   | <i>\$443,031</i>      | <i>\$80,879</i>    | <i>22.3%</i>      |
| 1500                                    | Town Administration Compensation         | \$566,567          | \$575,361          | \$508,807          | \$603,048          | \$620,057             | \$17,009           | 2.8%              |
| 1500                                    | Town Administration Expenses             | \$284,072          | \$347,762          | \$497,827          | \$415,040          | \$505,040             | \$90,000           | 21.7%             |
|   | <i>Subtotal 1500 Town Administration</i> | <i>\$850,639</i>   | <i>\$923,123</i>   | <i>\$1,006,633</i> | <i>\$1,018,088</i> | <i>\$1,125,097</i>    | <i>\$107,009</i>   | <i>10.5%</i>      |
| 1600                                    | Town Clerk Compensation                  | \$336,318          | \$336,901          | \$327,688          | \$395,926          | \$391,716             | \$(4,210)          | (1.1)%            |
| 1600                                    | Town Clerk Expenses                      | \$75,875           | \$94,400           | \$82,805           | \$129,372          | \$116,445             | \$(12,927)         | (10.0)%           |
|   | <i>Subtotal 1600 Town Clerk</i>          | <i>\$412,193</i>   | <i>\$431,301</i>   | <i>\$410,494</i>   | <i>\$525,298</i>   | <i>\$508,161</i>      | <i>\$(17,137)</i>  | <i>(3.3)%</i>     |
| 1700                                    | Treasurer Compensation                   | \$470,447          | \$475,344          | \$479,753          | \$511,174          | \$435,837             | \$(75,337)         | (14.7)%           |
| 1700                                    | Treasurer Expenses                       | \$154,459          | \$120,589          | \$133,709          | \$213,600          | \$213,600             | \$—                | —%                |
|   | <i>Subtotal 1700 Treasurer</i>           | <i>\$624,906</i>   | <i>\$595,933</i>   | <i>\$613,462</i>   | <i>\$724,774</i>   | <i>\$649,437</i>      | <i>\$(75,337)</i>  | <i>(10.4)%</i>    |
|   | <b>Total General Government</b>          | <b>\$3,787,672</b> | <b>\$3,830,936</b> | <b>\$4,510,315</b> | <b>\$5,428,081</b> | <b>\$5,219,752</b>    | <b>\$(208,329)</b> | <b>(3.8)%</b>     |

# Program Summary

Town of Belmont, MA

| Element                              | Description                         | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|--------------------------------------|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| <b>Program 2000: Shared Services</b> |                                     |                     |                     |                     |                     |                       |                   |                   |
| 2110                                 | Pension                             | \$8,227,468         | \$8,728,097         | \$9,662,058         | \$10,092,024        | \$10,041,821          | \$(50,203)        | (0.5)%            |
| 2200                                 | Retiree Health Insurance            | \$3,162,481         | \$3,285,759         | \$3,529,448         | \$3,781,057         | \$3,338,181           | \$(442,876)       | (11.7)%           |
| 2201                                 | Employee Health Insurance           | \$9,189,408         | \$9,049,834         | \$9,146,575         | \$10,068,276        | \$10,515,468          | \$447,192         | 4.4%              |
| 2210                                 | Life Insurance                      | \$12,708            | \$10,234            | \$11,077            | \$19,425            | \$19,425              | \$—               | —%                |
| 2220                                 | Medicare                            | \$831,395           | \$875,330           | \$908,544           | \$1,064,576         | \$1,097,497           | \$32,921          | 3.1%              |
| 2310                                 | Unemployment                        | \$34,698            | \$142,423           | \$62,279            | \$227,000           | \$193,700             | \$(33,300)        | (14.7)%           |
| 2320                                 | Workers Compensation                | \$346,533           | \$315,529           | \$343,420           | \$505,998           | \$455,398             | \$(50,600)        | (10.0)%           |
|                                      | <i>Subtotal Employee Benefits</i>   | <i>\$21,804,692</i> | <i>\$22,407,207</i> | <i>\$23,663,401</i> | <i>\$25,758,356</i> | <i>\$25,661,490</i>   | <i>\$(96,866)</i> | <i>(0.4)%</i>     |
| 2400                                 | Liability Insurance                 | \$496,273           | \$511,161           | \$435,877           | \$587,259           | \$744,730             | \$157,471         | 26.8%             |
| 2410                                 | Deductible Reserves                 | \$4,610             | \$—                 | \$—                 | \$26,972            | \$27,646              | \$674             | 2.5%              |
|                                      | <i>Subtotal Liability Insurance</i> | <i>\$500,883</i>    | <i>\$511,161</i>    | <i>\$435,877</i>    | <i>\$614,231</i>    | <i>\$772,376</i>      | <i>\$158,145</i>  | <i>25.7%</i>      |
| 2450                                 | Warrant Committee Reserve           | \$—                 | \$—                 | \$—                 | \$400,000           | \$400,000             | \$—               | —%                |
|                                      | <i>Subtotal WC Reserve</i>          | <i>\$—</i>          | <i>\$—</i>          | <i>\$—</i>          | <i>\$400,000</i>    | <i>\$400,000</i>      | <i>\$—</i>        | <i>—%</i>         |
| 2500                                 | Facilities Compensation             | \$1,662,832         | \$1,603,030         | \$1,789,467         | \$2,000,101         | \$2,293,029           | \$292,928         | 14.6%             |
| 2500                                 | Facilities Expenses                 | \$3,316,504         | \$3,637,039         | \$3,949,743         | \$4,948,006         | \$5,226,359           | \$278,353         | 5.6%              |
|                                      | <i>Subtotal 2500 Facilities</i>     | <i>\$4,979,336</i>  | <i>\$5,240,068</i>  | <i>\$5,739,210</i>  | <i>\$6,948,107</i>  | <i>\$7,519,388</i>    | <i>\$571,281</i>  | <i>8.2%</i>       |
|                                      | <b>Total Shared Services</b>        | <b>\$27,284,911</b> | <b>\$28,158,436</b> | <b>\$29,838,488</b> | <b>\$33,720,694</b> | <b>\$34,353,254</b>   | <b>\$632,560</b>  | <b>1.9%</b>       |
| <b>Program 3000: Public Safety</b>   |                                     |                     |                     |                     |                     |                       |                   |                   |
| 3000                                 | Emergency Mgmt Compensation         | \$15,116            | \$16,258            | \$15,667            | \$16,200            | \$16,200              | \$—               | —%                |
| 3000                                 | Emergency Mgmt Expenses             | \$7,843             | \$7,944             | \$6,262             | \$7,944             | \$7,944               | \$—               | —%                |
|                                      | <i>Subtotal 3000 Emergency Mgmt</i> | <i>\$22,959</i>     | <i>\$24,202</i>     | <i>\$21,929</i>     | <i>\$24,144</i>     | <i>\$24,144</i>       | <i>\$—</i>        | <i>—%</i>         |
| 3100                                 | Fire Compensation                   | \$5,181,346         | \$5,196,516         | \$5,445,810         | \$5,347,730         | \$5,734,377           | \$386,647         | 7.2%              |
| 3100                                 | Fire Expenses                       | \$518,299           | \$504,023           | \$488,621           | \$630,550           | \$655,850             | \$25,300          | 4.0%              |
|                                      | <i>Subtotal 3100 Fire</i>           | <i>\$5,699,646</i>  | <i>\$5,700,539</i>  | <i>\$5,934,431</i>  | <i>\$5,978,280</i>  | <i>\$6,390,227</i>    | <i>\$411,947</i>  | <i>6.9%</i>       |
| 3200                                 | Police Compensation                 | \$6,158,068         | \$5,978,535         | \$6,258,108         | \$6,573,687         | \$6,864,199           | \$290,513         | 4.4%              |
| 3200                                 | Police Expenses                     | \$691,832           | \$524,815           | \$707,148           | \$889,165           | \$881,630             | \$(7,535)         | (0.8)%            |
|                                      | <i>Subtotal 3200 Police</i>         | <i>\$6,849,899</i>  | <i>\$6,503,351</i>  | <i>\$6,965,256</i>  | <i>\$7,462,852</i>  | <i>\$7,745,829</i>    | <i>\$282,978</i>  | <i>3.8%</i>       |
|                                      | <b>Total Public Safety</b>          | <b>\$12,572,504</b> | <b>\$12,228,092</b> | <b>\$12,921,617</b> | <b>\$13,465,276</b> | <b>\$14,160,201</b>   | <b>\$694,925</b>  | <b>5.2%</b>       |

# Program Summary

Town of Belmont, MA

| Element                              | Description                                   | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|--------------------------------------|---|---------------------|---------------------|---------------------|---------------------|-----------------------|--------------------|-------------------|
| <b>Program 4000: Education</b>       |   |                     |                     |                     |                     |                       |                    |                   |
| 4100                                 | Belmont Public Schools Compensation           | \$39,233,144        | \$42,194,418        | \$43,751,812        | \$45,745,004        | \$48,194,771          | \$2,449,767        | 5.4%              |
| 4100                                 | Belmont Public Schools Expenses               | \$10,254,036        | \$9,395,499         | \$11,507,974        | \$10,150,821        | \$15,292,210          | \$5,141,389        | 50.6%             |
|                                      | <i>Subtotal 4100 Belmont Public Schools</i>   | <i>\$49,487,180</i> | <i>\$51,589,917</i> | <i>\$55,259,786</i> | <i>\$55,895,825</i> | <i>\$63,486,981</i>   | <i>\$7,591,156</i> | <i>13.6%</i>      |
| 4200                                 | Regional Schools                              | \$984,887           | \$1,391,511         | \$1,124,430         | \$1,137,269         | \$746,956             | \$(390,313)        | (34.3)%           |
|                                      | <i>Subtotal 4200 Regional School Expenses</i> | <i>\$984,887</i>    | <i>\$1,391,511</i>  | <i>\$1,124,430</i>  | <i>\$1,137,269</i>  | <i>\$746,956</i>      | <i>\$(390,313)</i> | <i>(34.3)%</i>    |
|                                      | <b>Total Education</b>                        | <b>\$50,472,067</b> | <b>\$52,981,428</b> | <b>\$56,384,216</b> | <b>\$57,033,094</b> | <b>\$64,233,937</b>   | <b>\$7,200,843</b> | <b>12.6%</b>      |
| <b>Program 5000: Public Services</b> |   |                     |                     |                     |                     |                       |                    |                   |
| 5100                                 | Community Development Compensation            | \$787,971           | \$734,527           | \$719,783           | \$887,081           | \$849,892             | \$(37,189)         | (4.2)%            |
| 5100                                 | Community Development Expenses                | \$150,081           | \$127,211           | \$161,892           | \$109,130           | \$129,130             | \$20,000           | 18.3%             |
|                                      | <i>Subtotal 5100 Community Development</i>    | <i>\$938,052</i>    | <i>\$861,738</i>    | <i>\$881,675</i>    | <i>\$996,211</i>    | <i>\$979,022</i>      | <i>\$(17,189)</i>  | <i>(1.7)%</i>     |
| 5200                                 | Public Works Compensation                     | \$2,060,871         | \$1,950,188         | \$2,022,462         | \$2,176,120         | \$2,312,492           | \$136,371          | 6.3%              |
| 5200                                 | Public Works Expenses                         | \$4,627,663         | \$5,044,225         | \$5,419,332         | \$5,375,624         | \$5,758,173           | \$382,549          | 7.1%              |
|                                      | <i>Subtotal 5200 Public Works</i>             | <i>\$6,688,534</i>  | <i>\$6,994,413</i>  | <i>\$7,441,794</i>  | <i>\$7,551,744</i>  | <i>\$8,070,665</i>    | <i>\$518,920</i>   | <i>6.9%</i>       |
| 5300                                 | Recreation Compensation                       | \$585,886           | \$380,922           | \$592,637           | \$896,435           | \$844,439             | \$(51,996)         | (5.8)%            |
| 5300                                 | Recreation Expenses                           | \$271,765           | \$169,974           | \$401,724           | \$693,490           | \$679,990             | \$(13,500)         | (1.9)%            |
|                                      | <i>Subtotal 5300 Recreation</i>               | <i>\$857,651</i>    | <i>\$550,896</i>    | <i>\$994,361</i>    | <i>\$1,589,925</i>  | <i>\$1,524,429</i>    | <i>\$(65,496)</i>  | <i>(4.1)%</i>     |
|                                      | <b>Total Public Services</b>                  | <b>\$8,484,237</b>  | <b>\$8,407,046</b>  | <b>\$9,317,830</b>  | <b>\$10,137,881</b> | <b>\$10,574,116</b>   | <b>\$436,235</b>   | <b>4.3%</b>       |
| <b>Program 6000: Human Services</b>  |   |                     |                     |                     |                     |                       |                    |                   |
| 6100                                 | Library Compensation                          | \$1,427,924         | \$1,359,268         | \$1,430,861         | \$1,648,407         | \$1,665,057           | \$16,650           | 1.0%              |
| 6100                                 | Library Expenses                              | \$564,751           | \$613,522           | \$685,935           | \$725,908           | \$683,337             | \$(42,571)         | (5.9)%            |
|                                      | <i>Subtotal 6100 Library</i>                  | <i>\$1,992,675</i>  | <i>\$1,972,789</i>  | <i>\$2,116,796</i>  | <i>\$2,374,315</i>  | <i>\$2,348,394</i>    | <i>\$(25,921)</i>  | <i>(1.1)%</i>     |
| 6200                                 | Council on Aging Compensation                 | \$356,531           | \$365,934           | \$378,117           | \$439,136           | \$369,079             | \$(70,057)         | (16.0)%           |
| 6200                                 | Council on Aging Expenses                     | \$26,749            | \$20,793            | \$24,361            | \$38,004            | \$36,775              | \$(1,229)          | (3.2)%            |
|                                      | <i>Subtotal 6200 Council on Aging</i>         | <i>\$383,279</i>    | <i>\$386,727</i>    | <i>\$402,478</i>    | <i>\$477,140</i>    | <i>\$405,854</i>      | <i>\$(71,286)</i>  | <i>(14.9)%</i>    |



# Program Summary

Town of Belmont, MA

| Element                           | Description                               | FY2020<br>Actual     | FY2021<br>Actual     | FY2022<br>Actual     | FY2023<br>Approp.    | FY2024<br>Recommended | Dollar<br>Change     | Percent<br>Change |
|-----------------------------------|---|----------------------|----------------------|----------------------|----------------------|-----------------------|----------------------|-------------------|
| 6300                              | Health Compensation                       | \$415,135            | \$401,094            | \$419,580            | \$504,193            | \$449,951             | \$(54,242)           | (10.8)%           |
| 6300                              | Health Expenses                           | \$120,916            | \$121,125            | \$114,501            | \$138,143            | \$147,161             | \$9,018              | 6.5%              |
|                                   | <i>Subtotal 6300 Health</i>               | <i>\$536,051</i>     | <i>\$522,219</i>     | <i>\$534,082</i>     | <i>\$642,336</i>     | <i>\$597,112</i>      | <i>\$(45,224)</i>    | <i>(7.0)%</i>     |
|                                   | <b>Total Human Services</b>               | <b>\$2,912,005</b>   | <b>\$2,881,736</b>   | <b>\$3,053,356</b>   | <b>\$3,493,791</b>   | <b>\$3,351,359</b>    | <b>\$(142,432)</b>   | <b>(4.1)%</b>     |
| <b>Program 7000: Debt Service</b> |   |                      |                      |                      |                      |                       |                      |                   |
| 7000                              | Within Levy Debt Service                  | \$1,511,462          | \$1,639,620          | \$1,458,739          | \$1,438,989          | \$1,415,039           | \$(23,950)           | (1.7)%            |
| 7000                              | Exempt Debt Service                       | \$8,574,488          | \$13,084,646         | \$13,029,464         | \$13,731,513         | \$13,154,514          | \$(576,999)          | (4.2)%            |
| 7000                              | Short-term Borrowing Costs                | \$2,500              | \$—                  | \$90,993             | \$72,500             | \$72,500              | \$—                  | —%                |
|                                   | <i>Subtotal 7000 Debt Service</i>         | <i>\$10,088,450</i>  | <i>\$14,724,266</i>  | <i>\$14,579,196</i>  | <i>\$15,243,002</i>  | <i>\$14,642,053</i>   | <i>\$(600,949)</i>   | <i>(3.9)%</i>     |
|                                   | <b>Total Debt Service</b>                 | <b>\$10,088,450</b>  | <b>\$14,724,266</b>  | <b>\$14,579,196</b>  | <b>\$15,243,002</b>  | <b>\$14,642,053</b>   | <b>\$(600,949)</b>   | <b>(3.9)%</b>     |
| <b>Capital Expenditures</b>       |   |                      |                      |                      |                      |                       |                      |                   |
| 8000                              | Capital - Streets                         | \$1,725,126          | \$—                  | \$1,812,460          | \$1,857,772          | \$1,904,216           | \$46,444             | 2.5%              |
| 8000                              | Capital - Sidewalks                       | \$220,631            | \$226,147            | \$231,801            | \$237,730            | \$243,673             | \$5,943              | 2.5%              |
| 8000                              | Discretionary Capital                     | \$1,909,232          | \$950,268            | \$1,757,682          | \$3,787,495          | \$1,791,681           | \$(1,995,814)        | (52.7)%           |
|                                   | <i>Subtotal 8000 Capital Expenditures</i> | <i>\$3,854,990</i>   | <i>\$1,176,415</i>   | <i>\$3,801,943</i>   | <i>\$5,882,997</i>   | <i>\$3,939,570</i>    | <i>\$(1,943,427)</i> | <i>(33.0)%</i>    |
|                                   | <b>Total Capital Expenditures</b>         | <b>\$3,854,990</b>   | <b>\$1,176,415</b>   | <b>\$3,801,943</b>   | <b>\$5,882,997</b>   | <b>\$3,939,570</b>    | <b>\$(1,943,427)</b> | <b>(33.0)%</b>    |
| <b>Other Articles</b>             |   |                      |                      |                      |                      |                       |                      |                   |
|                                   | OPEB Contribution                         | \$552,695            | \$50,000             | \$50,000             | \$579,275            | \$552,695             | \$(26,580)           | (4.6)%            |
|                                   | <i>Subtotal Other Articles</i>            | <i>\$552,695</i>     | <i>\$50,000</i>      | <i>\$50,000</i>      | <i>\$579,275</i>     | <i>\$552,695</i>      | <i>\$(26,580)</i>    | <i>(4.6)%</i>     |
|                                   | <b>Total Other Articles</b>               | <b>\$552,695</b>     | <b>\$50,000</b>      | <b>\$50,000</b>      | <b>\$579,275</b>     | <b>\$552,695</b>      | <b>\$(26,580)</b>    | <b>(4.6)%</b>     |
| <b>Grand Total</b>                |   | <b>\$120,009,530</b> | <b>\$124,438,354</b> | <b>\$134,456,960</b> | <b>\$144,984,091</b> | <b>\$151,026,938</b>  | <b>\$6,042,847</b>   | <b>4.2%</b>       |

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# Revenue Executive Summary

Town of Belmont, MA

This revenue projection is based on the most current data available; as new information arises, the projections may be revised. The summary below presents Total General Fund Operating Revenues, and Net General Fund Revenues.

- Total General Fund Operating Revenues are from annually recurring and non-recurring revenue sources, including transfers from special revenue funds, and Specialized Stabilization Funds.
- Net General Fund Revenues are Total General Fund Revenues less revenues recommended to be set-aside to fund designated expenses.

In FY2024, Total General Fund Operating Revenues are projected to increase by approximately \$6.04 million, or 4.17%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$8.22 million, or 5.93%.

| General Fund Revenue Summary                      | FY2020 Actual | FY2021 Actual | FY2022 Actual  | FY2023 Estimated | FY2024 Projected | FY2023-24 Change |          |
|---|---------------|---------------|----------------|------------------|------------------|------------------|----------|
|   |               |               |                |                  |                  | \$               | %        |
| Property Tax Levy (Table 1A)                      | \$92,562,993  | \$ 95,854,621 | \$ 99,431,844  | \$102,786,493    | \$106,302,480    | \$ 3,515,987     | 3.42 %   |
| Tax Levy, Exempt Debt (Table 1B)                  | \$ 8,746,407  | \$ 13,638,294 | \$ 12,288,095  | \$ 13,719,329    | \$ 13,154,514    | \$ (564,815)     | (4.12)%  |
| Combined Property Tax Levy                        | \$101,309,400 | \$109,492,915 | \$ 111,719,939 | \$116,505,822    | \$119,456,994    | \$ 2,951,172     | 2.53 %   |
| State Aid (Table 2)                               | \$ 11,994,553 | \$ 12,253,713 | \$ 12,454,009  | \$ 12,852,939    | \$ 14,571,551    | \$ 1,718,612     | 13.37 %  |
| Local Receipts (Table 3)                          | \$ 9,097,903  | \$ 8,092,290  | \$ 9,567,943   | \$ 8,590,889     | \$ 8,603,462     | \$ 12,573        | 0.15 %   |
| Available Funds (Table 4)                         | \$ 6,083,456  | \$ 4,342,665  | \$ 7,841,118   | \$ 8,565,598     | \$ 10,587,499    | \$ 2,021,901     | 23.60 %  |
| Revenue Offsets (Table 5)                         | \$(2,707,200) | \$(2,838,733) | \$(2,831,921)  | \$(2,919,157)    | \$(3,135,055)    | \$(215,898)      | 7.40 %   |
| Enterprise Receipts (Table 6)                     | \$ 1,688,000  | \$ 2,833,000  | \$ 1,188,000   | \$ 1,388,000     | \$ 942,487       | \$(445,513)      | (32.10)% |
| <b>Total General Fund Operating Revenues</b>      | \$127,466,112 | \$134,175,850 | \$139,939,088  | \$144,984,091    | \$151,026,937    | \$ 6,042,847     | 4.17 %   |
| Less - Revenues Set-Aside for Designated Purposes | \$ 4,286,684  | \$ 1,226,415  | \$ 3,851,943   | \$ 6,462,272     | \$ 4,289,286     | \$(2,172,986)    | (33.63)% |
| <b>Net General Fund Revenues</b>                  | \$123,179,428 | \$132,949,435 | \$136,087,145  | \$138,521,819    | \$146,737,652    | \$ 8,215,833     | 5.93 %   |

## Detailed Description:

**Property Tax Levy:** The FY2024 property tax levy is projected to increase approximately \$3.52 million, or 3.4%. The projected levy is a function of the FY2023 levy limit increased by 2.5% per Proposition 2½, plus an increment for new growth. FY2024 new growth will be a function of construction activity for the period January 1, 2022 to December 31, 2022. FY2023 new growth is estimated at \$860,000 based on a review of historical data on new growth and recommendations from the Board of Assessors.

**Tax Levy - Exempt Debt:** When voters approve a debt exclusion for a capital project, the debt service for those projects is tracked separately from the base tax levy. For FY2024, debt service is projected to decrease by \$(564,815) or (4.12)%, primarily due to the completion of payments for the Town Hall complex renovations. Debt service for the new library building and skating rink will not be reflected until the FY2025 budget.

**State Aid:** In recent years, Local Aid has seen minimal increases, with a notable exception in FY2023 due to robust state revenues. It would appear that FY2024 will also see noteworthy increases. The pending state budget revises the formula for Chapter 70 education aid to

further implement the Student Opportunity Act, for which Belmont receives additional funding. At this point, an overall State Aid increase of \$1,718,612 or 13.37% is projected for FY2024. Final figures are likely to be known in June 2023 when the Legislature adopts, and the Governor signs, the FY2024 State budget.

**Local Receipts:** FY2024 projections for each category of receipt are based on the history of actual collections and projections of 3- and 5-year historical averages. There are minimal adjustments from FY2023 to FY2024, primarily because the FY2023 projections were updated in July 2022 using FY2022 actual revenue data and the same 3- and 5-year averages. This situation will not recur in FY2025. Projections are still somewhat constrained as a result of the pandemic; not all areas have rebounded. Projections for FY2024 Departmental Municipal Receipts reflect the loss of revenue from Rink operations.

**Available Funds:** The significant increase in Available Funds over the FY2023 budget is due to an increase of \$4,312,536 in Free Cash used to support the operating budget, a practice which is not sustainable long-term, but has become a recurring need since the failure of the operating override in April 2021. Free cash use for overall operations is projected at \$9.69 million, with an additional \$552,695 set-aside for funding the Town's OPEB contribution. (Other Post-Employment Benefits)

The Free Cash increase is offset by the use of significant one-time funding sources in FY2023 for capital - specifically, \$1,042,722 from the Sale of Municipal Land Fund, \$366,092 from prior capital authorizations, and \$649,699 in Free Cash for the Fuel Tanks.

**Revenue Offsets:** Revenue Offsets are projected to increase by approximately \$215,898 or 7.40%. Revenue Offsets represent the set-aside of a portion of projected revenues legally required for particular purposes, including:

- (1) cherry sheet assessments - estimated charges to be levied by the Commonwealth to cover the costs of state and regional services provided to the Town, based on preliminary state budget information; and
- (2) the Assessor's Overlay account which covers the cost of abatements and exemptions granted to property taxpayers.

**Enterprise Receipts:** This category of revenue represents transfers from the Water and Sewer Enterprise Funds and the Belmont Municipal Light Department to the General Fund to cover General Fund expenditures that support the operations of the water, sewer and light departments. During FY2021, the Light Department provided advanced funding of \$1 million, offset by lower contributions in FY2022 to FY2024, which are projected to resume at \$650,000 in FY2025. For FY2024, the Finance Director has conducted a detailed review of the water and sewer indirect charges which has resulted in a decrease in indirect transfers, somewhat offset by higher direct payments from water and sewer for other budget elements. This analysis will be updated in future years to ensure that indirect charges are kept in sync with actual budget situations.

| Revenue Summary  |                       |                       |                       |                       |                       |                           |                 |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|---------------------------|-----------------|
|  | FY2020<br>Actual      | FY2021<br>Actual      | FY2022<br>Actual      | FY2023<br>Estimated   | FY2024<br>Projected   | FY2023-24<br>Change<br>\$ | %               |
| <b>Table 1A: Property Tax Levy</b>                           |                       |                       |                       |                       |                       |                           |                 |
| Tax Levy   | \$ 89,250,198         | \$ 92,590,155         | \$ 96,008,913         | \$ 99,443,942         | \$102,870,712         | \$ 3,426,770              | 3.45%           |
| Prop. 2.5%   | \$ 2,231,255          | \$ 2,314,754          | \$ 2,400,223          | \$ 2,486,099          | \$ 2,571,768          | \$ 85,669                 | 3.45%           |
| New Growth   | \$ 1,108,702          | \$ 1,104,005          | \$ 1,034,806          | \$ 940,671            | \$ 860,000            | \$ (80,671)               | (8.58)%         |
| Override/Excess Levy Capacity                                | \$ (27,162)           | \$ (154,293)          | \$ (12,099)           | \$ (84,219)           | NA                    |                           |                 |
| <b>Subtotal</b>  | <b>\$ 92,562,993</b>  | <b>\$ 95,854,621</b>  | <b>\$ 99,431,844</b>  | <b>\$102,786,493</b>  | <b>\$106,302,480</b>  | <b>\$ 3,515,987</b>       | <b>3.42%</b>    |
| <b>Table 1B: Tax Levy - Exempt Debt</b>                      |                       |                       |                       |                       |                       |                           |                 |
| Exempt Debt  | \$ 8,746,407          | \$ 13,638,294         | \$ 12,288,095         | \$ 13,719,329         | \$ 13,154,514         | \$ (564,815)              | (4.12)%         |
| <b>Subtotal - Combined Tax Levy</b>                          | <b>\$101,309,400</b>  | <b>\$109,492,915</b>  | <b>\$111,719,939</b>  | <b>\$116,505,822</b>  | <b>\$119,456,994</b>  | <b>\$ 2,951,172</b>       | <b>2.53%</b>    |
| <b>Table 2: State Aid</b>                                    |                       |                       |                       |                       |                       |                           |                 |
| Chapter 70   | \$ 9,519,647          | \$ 9,755,929          | \$ 9,891,949          | \$ 10,158,889         | \$ 11,784,535         | \$ 1,625,646              | 16.00%          |
| Charter School Reimbursement                                 | \$ 3,157              | \$ 28,381             | \$ 38,838             | \$ 25,761             | \$ 66,416             | \$ 40,655                 | 157.82%         |
| Reimb. - Vocational Transp.                                  | \$ —                  | \$ —                  | \$ 4,480              | \$ —                  | \$ —                  | \$ —                      | —%              |
| Unrestricted General Govt. Aid                               | \$ 2,397,629          | \$ 2,397,629          | \$ 2,481,546          | \$ 2,615,549          | \$ 2,667,860          | \$ 52,311                 | 2.00%           |
| Veterans' Benefits & Exemptions                              | \$ 74,120             | \$ 71,774             | \$ 37,196             | \$ 52,740             | \$ 52,740             | \$ —                      | —%              |
| <b>Subtotal</b>  | <b>\$ 11,994,553</b>  | <b>\$ 12,253,713</b>  | <b>\$ 12,454,009</b>  | <b>\$ 12,852,939</b>  | <b>\$ 14,571,551</b>  | <b>\$ 1,718,612</b>       | <b>13.37%</b>   |
| <b>Table 3: Local Receipts</b>                               |                       |                       |                       |                       |                       |                           |                 |
| Motor Vehicle Excise Tax                                     | \$ 3,418,785          | \$ 3,315,051          | \$ 3,647,472          | \$ 3,522,427          | \$ 3,525,000          | \$ 2,573                  | 0.07%           |
| Other Excise   | \$ 223,636            | \$ 198,767            | \$ 328,822            | \$ 240,000            | \$ 325,000            | \$ 85,000                 | 35.42%          |
| Penalties & Interest   | \$ 348,501            | \$ 357,437            | \$ 515,182            | \$ 330,000            | \$ 330,000            | \$ —                      | —%              |
| PILOT's  | \$ 43,913             | \$ 35,063             | \$ 36,092             | \$ 36,000             | \$ 36,000             | \$ —                      | —%              |
| Rentals  | \$ 9,285              | \$ 1,530              | \$ 6,800              | \$ 5,500              | \$ 5,500              | \$ —                      | —%              |
| Departmental-Schools   | \$ 32,857             | \$ 153,506            | \$ 378,935            | \$ 20,000             | \$ 20,000             | \$ —                      | —%              |
| Departmental-Municipal                                       | \$ 1,789,924          | \$ 1,955,817          | \$ 2,626,950          | \$ 2,734,006          | \$ 2,559,006          | \$ (175,000)              | (6.40)%         |
| Licenses & Permits   | \$ 1,267,537          | \$ 1,322,274          | \$ 1,556,574          | \$ 1,353,632          | \$ 1,353,632          | \$ —                      | —%              |
| Fines & Forfeits   | \$ 216,849            | \$ 181,101            | \$ 200,020            | \$ 199,324            | \$ 199,324            | \$ —                      | —%              |
| Investment Income  | \$ 1,715,007          | \$ 436,171            | \$ 156,917            | \$ 150,000            | \$ 250,000            | \$ 100,000                | 66.67%          |
| Miscellaneous Non-Recurring                                  | \$ 31,608             | \$ 135,575            | \$ 114,179            | \$ —                  | \$ —                  | \$ —                      | ---             |
| <b>Subtotal</b>  | <b>\$ 9,097,903</b>   | <b>\$ 8,092,290</b>   | <b>\$ 9,567,943</b>   | <b>\$ 8,590,889</b>   | <b>\$ 8,603,462</b>   | <b>\$ 12,573</b>          | <b>0.15%</b>    |
| <b>Table 4: Available Funds</b>                              |                       |                       |                       |                       |                       |                           |                 |
| Parking  | \$ 105,000            | \$ 90,000             | \$ 30,000             | \$ 30,000             | \$ 30,000             | \$ —                      | —%              |
| Capital Endowment Fund                                       | \$ 125,000            | \$ 125,000            | \$ 125,000            | \$ 150,000            | \$ 107,761            | \$ (42,239)               | (28.16)%        |
| Capital Projects Fund - Prior Auth.                          | \$ 163,946            | \$ 25,000             | \$ 260,000            | \$ 545,121            | \$ 179,029            | \$ (366,092)              | (67.16)%        |
| Free Cash - Operating Budget                                 | \$ 2,359,710          | \$ 3,792,665          | \$ 7,113,925          | \$ 5,380,478          | \$ 9,693,014          | \$ 4,312,536              | 80.15%          |
| Free Cash - OPEB Contribution                                | \$ 552,695            | \$ 50,000             | \$ 50,000             | \$ 579,275            | \$ 552,695            | \$ (26,580)               | (4.59)%         |
| Free Cash - Capital Projects/Other                           | \$ —                  | \$ —                  | \$ —                  | \$ 649,699            | \$ —                  | \$ (649,699)              | (100.00)%       |
| Perpetual Care Fund  | \$ 121,000            | \$ 25,000             | \$ 27,193             | \$ 25,000             | \$ 25,000             | \$ —                      | —%              |
| Sale of Town-Owned Property                                  | \$ —                  | \$ —                  | \$ —                  | \$ 1,042,722          | \$ —                  | \$ (1,042,722)            | (100.00)%       |
| Overlay Surplus  | \$ 235,000            | \$ 235,000            | \$ 235,000            | \$ —                  | \$ —                  | \$ —                      | ---             |
| American Rescue Plan Act                                     | \$ —                  | \$ —                  | \$ —                  | \$ 163,303            | \$ —                  | \$ (163,303)              | (100.00)%       |
| Bond Premium Amortization                                    | \$ 18,000             | \$ —                  | \$ —                  | \$ —                  | \$ —                  | \$ —                      | ---             |
| General Stabilization Fund                                   | \$ 2,403,105          | \$ —                  | \$ —                  | \$ —                  | \$ —                  | \$ —                      | ---             |
| <b>Subtotal</b>  | <b>\$ 6,083,456</b>   | <b>\$ 4,342,665</b>   | <b>\$ 7,841,118</b>   | <b>\$ 8,565,598</b>   | <b>\$ 10,587,499</b>  | <b>\$ 2,021,901</b>       | <b>23.60%</b>   |
| <b>Table 5: Revenue Offsets</b>                              |                       |                       |                       |                       |                       |                           |                 |
| Cherry Sheet Assessments                                     | \$ (1,862,912)        | \$ (1,976,233)        | \$ (1,982,588)        | \$ (2,089,526)        | \$ (2,295,055)        | \$ (205,529)              | 9.84%           |
| Overlay (Abatements)   | \$ (844,288)          | \$ (862,500)          | \$ (849,333)          | \$ (829,631)          | \$ (840,000)          | \$ (10,369)               | 1.25%           |
| <b>Subtotal</b>  | <b>\$ (2,707,200)</b> | <b>\$ (2,838,733)</b> | <b>\$ (2,831,921)</b> | <b>\$ (2,919,157)</b> | <b>\$ (3,135,055)</b> | <b>\$ (215,898)</b>       | <b>7.40%</b>    |
| <b>Table 6: Enterprise Receipts</b>                          |                       |                       |                       |                       |                       |                           |                 |
| Water  | \$ 519,000            | \$ 664,000            | \$ 519,000            | \$ 519,000            | \$ 244,166            | \$ (274,834)              | (52.95)%        |
| Wastewater (Sewer)   | \$ 519,000            | \$ 519,000            | \$ 519,000            | \$ 519,000            | \$ 248,321            | \$ (270,679)              | (52.15)%        |
| Belmont Municipal Light Dept.                                | \$ 650,000            | \$ 1,650,000          | \$ 150,000            | \$ 350,000            | \$ 450,000            | \$ 100,000                | 28.57%          |
| <b>Subtotal</b>  | <b>\$ 1,688,000</b>   | <b>\$ 2,833,000</b>   | <b>\$ 1,188,000</b>   | <b>\$ 1,388,000</b>   | <b>\$ 942,487</b>     | <b>\$ (445,513)</b>       | <b>(32.10)%</b> |
| <b>Gross General Fund Revenues</b>                           | <b>\$127,466,112</b>  | <b>\$134,175,850</b>  | <b>\$139,939,088</b>  | <b>\$144,984,091</b>  | <b>\$151,026,937</b>  | <b>\$ 6,042,847</b>       | <b>4.17%</b>    |
| <b>Revenues Set Aside for Designated Expenses</b>            | <b>\$ 4,286,684</b>   | <b>\$ 1,226,415</b>   | <b>\$ 3,851,943</b>   | <b>\$ 6,462,272</b>   | <b>\$ 4,289,286</b>   | <b>\$ (2,172,986)</b>     | <b>(33.63)%</b> |
| <b>Net General Fund Revenues Available for Appropriation</b> | <b>\$123,179,428</b>  | <b>\$132,949,435</b>  | <b>\$136,087,145</b>  | <b>\$138,521,819</b>  | <b>\$146,737,652</b>  | <b>\$ 8,215,833</b>       | <b>5.93%</b>    |

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## General Government

| Department Summary              | FY2020 Actual       | FY2021 Actual       | FY2022 Actual       | FY2023 Approp.      | FY2024 Recommended  | Dollar Change       | Percent Change |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Total 1100 Assessors            | \$ 333,355          | \$ 350,616          | \$ 324,075          | \$ 424,098          | \$ 425,021          | \$ 923              | 0.22 %         |
| Total 1200 Human Resources      | \$ 279,078          | \$ 280,612          | \$ 687,311          | \$ 1,020,978        | \$ 655,063          | \$ (365,915)        | (35.84)%       |
| Total 1300 IT                   | \$ 914,315          | \$ 928,683          | \$ 1,099,946        | \$ 1,352,693        | \$ 1,413,944        | \$ 61,251           | 4.53 %         |
| Total 1400 Town Accountant      | \$ 373,185          | \$ 320,669          | \$ 368,394          | \$ 362,152          | \$ 443,031          | \$ 80,879           | 22.33 %        |
| Total 1500 Town Administration  | \$ 850,639          | \$ 923,123          | \$ 1,006,633        | \$ 1,018,088        | \$ 1,125,097        | \$ 107,009          | 10.51 %        |
| Total 1600 Town Clerk           | \$ 412,193          | \$ 431,301          | \$ 410,494          | \$ 525,298          | \$ 508,161          | \$ (17,137)         | (3.26)%        |
| Total 1700 Treasurer            | \$ 624,906          | \$ 595,933          | \$ 613,462          | \$ 724,774          | \$ 649,437          | \$ (75,337)         | (10.39)%       |
| <b>Total General Government</b> | <b>\$ 3,787,671</b> | <b>\$ 3,830,937</b> | <b>\$ 4,510,315</b> | <b>\$ 5,428,081</b> | <b>\$ 5,219,754</b> | <b>\$ (208,327)</b> | <b>(3.84)%</b> |

### Expense Summary

|                                 |                     |                     |                     |                     |                     |                     |                |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Compensation                    | \$ 2,600,280        | \$ 2,483,065        | \$ 2,825,781        | \$ 3,443,069        | \$ 3,091,744        | \$ (351,325)        | (10.20)%       |
| Expenses                        | \$ 1,187,391        | \$ 1,347,872        | \$ 1,684,535        | \$ 1,985,012        | \$ 2,128,010        | \$ 142,998          | 7.20 %         |
| <b>Total General Government</b> | <b>\$ 3,787,671</b> | <b>\$ 3,830,937</b> | <b>\$ 4,510,316</b> | <b>\$ 5,428,081</b> | <b>\$ 5,219,754</b> | <b>\$ (208,327)</b> | <b>(3.84)%</b> |

Note - FY2020 to FY2023 has been restated for Salary Reserve, which had previously been reported under Benefits and Other Reserves. In addition, the Warrant Committee Reserve (\$400,000) had previously been reported with the Town Accountant, and is now reported under Shared Services.



## 1100 Board of Assessors

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### Program Overview

The Board of Assessors is required by Massachusetts General Law to list and value all real and personal property.

Assessors are required to submit these values to the State Department of Revenue (DOR) for certification every five years. In the years between full certification the Assessors must also update values based on a statistical testing reviewed by DOR annually. The Assessors review sales and the market every year and thereby reassess every year.

The Assessor's Office commits Motor Vehicle Excise tax, administers farming, recreation, and foresting programs in the form of Chapter land, processes exemptions and abatements, maintains a parcel-based mapping system for assessment purposes, and maintains the computer based property records and inventory for all land, buildings and personal property within the Town of Belmont.

### List and Value

The Assessors' Office is required by Massachusetts General Law to list and value all real and personal property on an "*ad valorem*" basis or "according to value"; in Massachusetts, values are based on "full and fair cash value" or 100 percent of the fair market value the January 1st prior to the beginning of the fiscal year. There are approximately 8,800 parcels in the Town of Belmont to be appraised and assessed annually.

### New Growth

The Assessors' Office collects building permit information from the Community Development Office. Each property is reviewed, inspected and adjusted according to the permit work performed as of January 1st, and the effect that the update has on market value is evaluated. All changes are processed in the property record of the CAMA system, and the property value is recalculated. A new growth report is compiled each fall, and is reviewed and approved by the Division of Local Services.

### Administer Abatements and Exemptions

Each January, taxpayers have the right to appeal assessments. During that time, staff is responsible for providing abatement applications, answering questions on abatement procedures or other assessment information, preparing submitted applications for the Board of Assessors to review, and processing abatements and denials.

### Excise Taxation

Motor Vehicle Excise data files are received, maintained, processed, and abated by the Assessors' Office. The office answers various questions on motor vehicle excise in person, over the phone, or through email.



## 1100 Board of Assessors

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### FY2022-23 Achievements

- In FY2023, values were certified by the Board of Assessors as part of the Interim Year Revaluation adjustment as supervised by DOR.
- New growth estimates for FY2023 were realized. Cyclical inspections were completed as scheduled.
- Completed over 1,200 inspections of properties based on cyclical review as well as sales and permit inspections.
- The Board of Assessors acted on Appellate Tax Board Cases as necessary.

For a more extensive list of activity please refer to the [Board of Assessors section of the Belmont Annual Report](#).

### FY2024 Goals

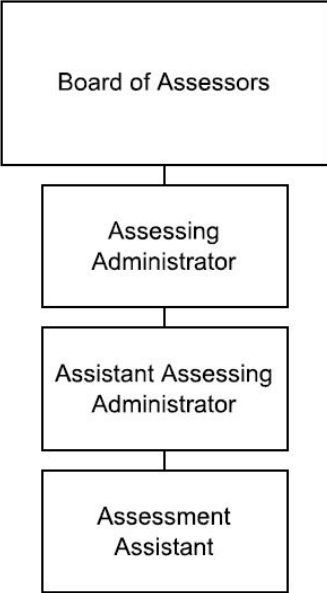
- To fully train the office ahead of the upcoming valuation year.
- To record all transfers of title.
- To ensure that all valid sales are visited for verification and interior inspection.
- To inspect the interior of 50% of all valid sales.
- To submit, through mailing, income and expense statement requests to all commercial properties in Town.
- To have 40% returned and filed income and expense statement requests from commercial properties in Town.
- To visit all new personal property accounts in Town.
- To visit, measure, and list 1,000 parcels annually for cyclical review.

# 1100 Board of Assessors

## Staffing and Structure

The Assessors' Office currently has three full-time employees. There is also an elected three-member Board of Assessors. The work and functions performed by the Board

is approximately equivalent to an additional full-time employee.



| Position Classification           | FTE    |        |        |        |        |        |        |        |        |        |
|-----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                   | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Assessing Administrator           | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Assessing Administrator | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assessment Assistant              | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Part-time Office Assistant        | 0.4    | 0.4    | 0.4    | 0.4    | 0.4    | 0.4    | 0.4    | 0.4    | 0.4    | —      |
| Board of Assessors (3)            | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    |
| Total                             | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 3.6    |

**1100 Board of Assessors**

**Budget Recommendations**

The FY2024 budget request from the Board of Assessors is \$425,021, which is an increase of \$923 or 0.22% from the FY2023 budget. Compensation is \$277,521, a decrease of \$(4,077) or (1.45)% due to the reduction of a part-time

employee offset by contractual compensation increases. Expenses are \$147,500, an increase of \$5,000 or 3.51% due to an increase in cost for revaluation services.

**Assessors Budget Summary**

| <b>Department Summary</b>   | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|------------------|-------------------|
| Compensation                | \$ 281,169        | \$ 198,009        | \$ 222,793        | \$ 281,598        | \$ 277,521            | \$ (4,077)       | (1.45)%           |
| Expenses                    | \$ 52,186         | \$ 152,607        | \$ 101,282        | \$ 142,500        | \$ 147,500            | \$ 5,000         | 3.51 %            |
| <b>Total 1100 Assessors</b> | <b>\$ 333,355</b> | <b>\$ 350,616</b> | <b>\$ 324,075</b> | <b>\$ 424,098</b> | <b>\$ 425,021</b>     | <b>\$ 923</b>    | <b>0.22 %</b>     |

# 1100 Board of Assessors

## Assessors Budget Detail

|                                   |                                   |        | FY2020                        | FY2021             | FY2022            | FY2023            | FY2024            | Dollar            | Percent         |              |
|-----------------------------------|-----------------------------------|--------|-------------------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|                                   |                                   |        | Actual                        | Actual             | Actual            | Approp.           | Recommended       | Change            | Change          |              |
| Compensation                      | Org                               | Object | Description                   |                    |                   |                   |                   |                   |                 |              |
|                                   |                                   | 11411  | 511000                        | Full-Time Salaries | \$ 261,502        | \$ 175,086        | \$ 193,638        | \$ 260,087        | \$ 269,216      | \$ 9,129     |
|                                   | 11411                             | 511100 | Part-Time Salaries            | \$ 10,345          | \$ 14,676         | \$ 20,908         | \$ 13,264         | \$ —              | \$ (13,264)     | (100.0)%     |
|                                   | 11411                             | 511900 | Elected Officials             | \$ 7,422           | \$ 7,422          | \$ 7,422          | \$ 7,422          | \$ 7,430          | \$ 8            | 0.1 %        |
|                                   | 11411                             | 514800 | Longevity                     | \$ 1,900           | \$ 825            | \$ 825            | \$ 825            | \$ 875            | \$ 50           | 6.1 %        |
| <b>Subtotal Compensation</b>      |                                   |        | <b>\$ 281,169</b>             | <b>\$ 198,009</b>  | <b>\$ 222,793</b> | <b>\$ 281,598</b> | <b>\$ 277,521</b> | <b>\$ (4,077)</b> | <b>(1.4)%</b>   |              |
| Expenses                          | 11412                             | 524500 | Repair & Maint. Office Equip. | \$ —               | \$ —              | \$ —              | \$ 1,000          | \$ 1,000          | \$ —            | — %          |
|                                   | 11412                             | 530000 | Prof. and Tech Services       | \$ —               | \$ —              | \$ —              | \$ 1,000          | \$ 1,000          | \$ —            | — %          |
|                                   | 11412                             | 530016 | Conferences & Prof. Dev       | \$ —               | \$ —              | \$ —              | \$ 3,000          | \$ 3,000          | \$ —            | — %          |
|                                   | 11412                             | 530200 | Revaluation Services          | \$ 47,405          | \$ 150,106        | \$ 98,197         | \$ 125,000        | \$ 130,000        | \$ 5,000        | 4.0 %        |
|                                   | 11412                             | 530600 | Data Process                  | \$ —               | \$ —              | \$ —              | \$ 5,000          | \$ 5,000          | \$ —            | — %          |
|                                   | 11412                             | 571000 | In-State Travel               | \$ 899             | \$ —              | \$ —              | \$ 2,000          | \$ 2,000          | \$ —            | — %          |
|                                   | 11412                             | 573000 | Dues and Membership           | \$ 850             | \$ 775            | \$ 745            | \$ 1,000          | \$ 1,000          | \$ —            | — %          |
|                                   | <b>Subtotal Contract Services</b> |        |                               | <b>\$ 49,154</b>   | <b>\$ 150,881</b> | <b>\$ 98,942</b>  | <b>\$ 138,000</b> | <b>\$ 143,000</b> | <b>\$ 5,000</b> | <b>3.6 %</b> |
|                                   | 11412                             | 542100 | Office Supplies               | \$ 1,879           | \$ 940            | \$ 1,548          | \$ 2,500          | \$ 2,500          | \$ —            | — %          |
|                                   | 11412                             | 558100 | Subscriptions                 | \$ 1,153           | \$ 786            | \$ 792            | \$ 2,000          | \$ 2,000          | \$ —            | — %          |
| <b>Subtotal Supplies</b>          |                                   |        | <b>\$ 3,032</b>               | <b>\$ 1,726</b>    | <b>\$ 2,340</b>   | <b>\$ 4,500</b>   | <b>\$ 4,500</b>   | <b>\$ —</b>       | <b>— %</b>      |              |
| <b>Subtotal Expenses</b>          |                                   |        | <b>\$ 52,186</b>              | <b>\$ 152,607</b>  | <b>\$ 101,282</b> | <b>\$ 142,500</b> | <b>\$ 147,500</b> | <b>\$ 5,000</b>   | <b>3.5 %</b>    |              |
| <b>Total 1110 Assessors Admin</b> |                                   |        | <b>\$ 333,355</b>             | <b>\$ 350,616</b>  | <b>\$ 324,075</b> | <b>\$ 424,098</b> | <b>\$ 425,021</b> | <b>\$ 923</b>     | <b>0.2 %</b>    |              |

## 1200 Human Resources

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### **Program Overview**

The primary areas of responsibility for the Human Resources Department are as follows:

#### ***Benefits Administration***

The Human Resources staff is responsible for administering benefits for all Town and School employees and retirees, including the Light Department. Benefits offered include a self-insured health plan offered by Harvard Pilgrim, retiree health plans offered by Harvard Pilgrim and Tufts, dental plans offered by Delta Dental, Life Insurance plans offered by Boston Mutual, and an Employee Assistance Program. Optional benefits include Section 125 Flexible Spending Plans and Deferred Compensation Plans. Administration includes all deductions, bill processing, COBRA notices, and close collaboration with our insurance consultant. Administration also includes handling questions and concerns from employees, retirees and prospective employees.

#### ***Employee/ Labor Relations***

The Human Resources staff is responsible for negotiating the contracts for seven unions, and handling any grievances associated with staff covered under these contracts. Staff also manages worker's compensation issues and unemployment claims, in collaboration with the School

Human Resources office. Lastly, staff manages employee concerns, performance issues/management, drafting and enforcement of policies, and management of the Employee Handbook.

#### ***Pay and Position Classification***

The Human Resources staff is responsible for maintaining and updating all Town job descriptions. Staff is also responsible for the pay plans for all non-union and union employees. Salary and benefit surveys are conducted periodically to ensure that Town of Belmont employees are fairly compensated relative to the municipal job market.

#### ***Recruitment & Retention***

The Human Resources staff is responsible for recruitment of all new employees. The recruitment process ensures compliance with all applicable federal and state laws relative to the posting of positions, union contract obligations, as well as Town of Belmont best practices. Once hired, the Human Resources staff seeks out relevant training for our employees to ensure they remain current in their skills, often utilizing resources available through our partnership with the Massachusetts Municipal Association (MMA).

## 1200 Human Resources

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### FY2022-23 Achievements

- Continued to update and implement employment policies that were either outdated or non-existent.
- Continued our formal employee training program utilizing free available resources and those available from our partnership with the MMA.
- Collaborated with the payroll office and worked with our software vendor (MUNIS) to complete the extensive filing requirements relative to the Affordable Care Act.
- Completed contract negotiations with AFSCME, Joint Public Safety Dispatchers, Police Superior Officers, and SEIU for contracts extending to June 30, 2023.
- Completed contract negotiations with the Belmont Librarian's Association, Firefighters, and Police Patrol Officers for contracts extending to June 30, 2025.
- Completed a comprehensive pay and classification study with Human Resources, Inc. for all non-union benefit-eligible positions and SEIU positions.
- Started a comprehensive pay and classification study with Human Resources, Inc. for all AFSCME positions.
- Worked with Labor Counsel to update the Town Employee Handbook.

For a more extensive list of activity please refer to the [Human Resources section of the Belmont Annual Report.](#)

### FY2024 Goals

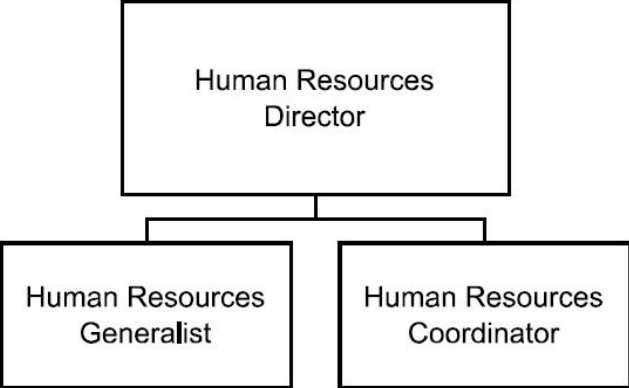
- The primary goal for FY2024 will be to conclude negotiations with any of the seven unions whose contracts are not settled by their current expiration date of June 30, 2023, in a fair and equitable percentage, within the established guidelines the Town can afford.
- Implement changes as recommended from the pay and classification study, as directed by the Select Board.
- Evaluate potential transition to the Group Insurance Commission (GIC) for Employee and Retiree healthcare.
- Monitor and review the job descriptions and pay scales for all employees as necessary.
- Update any outdated/obsolete job descriptions.
- Recruit and retain the best possible talent in order to better serve the residents and businesses of Belmont.

# 1200 Human Resources

## Staffing and Structure

The Human Resources Department is a three-person team, led by the HR Director. The full-time HR Generalist handles administration of employee and retiree benefits including Health, Dental, Life, and Flexible Spending, and collaborates with the Retirement System Administrator and Payroll offices. Also, assists the Director with recruitment and training efforts and a variety of projects related to

Collective Bargaining and other employee matters; and handles many routine tasks associated with Human Resources operations. The part-time Administrative Assistant handles all job postings, processing applications, and billing for the department, and assists with Workers' Compensation and Unemployment matters.



| Position Classification             | FTE    |        |        |        |        |        |        |        |        |        |
|-------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                     | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Director                            | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Director                  | —      | —      | —      | —      | —      | 1      | 1      | 1      | 1      | —      |
| HR Generalist/Benefits Coordinator* | 1      | 1      | 1      | 1      | 1      | —      | —      | —      | —      | 1      |
| Administrative Assistant III        | 0.92   | 0.92   | 0.92   | 0.92   | 0.92   | 0.75   | 0.75   | 0.75   | 0.75   | 0.75   |
| Total                               | 2.92   | 2.92   | 2.92   | 2.92   | 2.92   | 2.75   | 2.75   | 2.75   | 2.75   | 2.75   |

\*Half of the HR Generalist's salary is paid from the Health Insurance Trust Fund.

# 1200 Human Resources

## Budget Recommendations

The FY2024 budget request for Human Resources is \$294,114, which is an increase of \$23,586 or 8.72% from the FY2023 budget. Compensation is \$213,664, an increase of \$12,836 or 6.39% due to contractually obligated cost of living adjustments, and addition of an eyeglass reimbursement line to centralize payment of eligible benefits. Expenses are \$80,450, an increase of \$10,750 or 15.42% due to centralizing expenses for employee onboarding.

The Salary Reserve is a projection of cost for any unsettled collective bargaining contracts, as well as nonunion cost of living adjustments. Amounts are transferred to department accounts as needed to implement contractual increases. FY2024 is the first year for the Salary Reserve to appear in the Human Resources budget; it was previously reflected in Benefits and Other Reserves.

### Human Resources Budget Summary

| <b>Department Summary</b>         | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|------------------|-------------------|
| Compensation                      | \$ 250,029        | \$ 211,922        | \$ 243,923        | \$ 200,828        | \$ 213,664            | \$ 12,836        | 6.39 %            |
| Expenses                          | \$ 22,987         | \$ 28,791         | \$ 37,089         | \$ 69,700         | \$ 80,450             | \$ 10,750        | 15.42 %           |
| <b>Total 1200 Human Resources</b> | <b>\$ 273,016</b> | <b>\$ 240,713</b> | <b>\$ 281,012</b> | <b>\$ 270,528</b> | <b>\$ 294,114</b>     | <b>\$ 23,586</b> | <b>8.72 %</b>     |

| <b>Division Summary</b>           | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|------------------|-------------------|
| Total 1210 HR Admin               | \$ 273,016        | \$ 240,713        | \$ 281,012        | \$ 270,528        | \$ 294,114            | \$ 23,586        | 8.72 %            |
| <b>Total 1200 Human Resources</b> | <b>\$ 273,016</b> | <b>\$ 240,713</b> | <b>\$ 281,012</b> | <b>\$ 270,528</b> | <b>\$ 294,114</b>     | <b>\$ 23,586</b> | <b>8.72 %</b>     |

| <b>Division Summary</b>          | FY2020<br>Actual | FY2021<br>Actual | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change    | Percent<br>Change |
|----------------------------------|------------------|------------------|-------------------|-------------------|-----------------------|---------------------|-------------------|
| Salary Reserve                   | \$ 6,062         | \$ 39,899        | \$ 406,299        | \$ 750,450        | \$ 360,949            | \$ (389,501)        | (51.90)%          |
| <b>Total 1250 Salary Reserve</b> | <b>\$ 6,062</b>  | <b>\$ 39,899</b> | <b>\$ 406,299</b> | <b>\$ 750,450</b> | <b>\$ 360,949</b>     | <b>\$ (389,501)</b> | <b>(51.90)%</b>   |



# 1200 Human Resources

## Human Resources Budget Detail

|                            |                                   |                       | FY2020                        | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent          |               |
|----------------------------|-----------------------------------|-----------------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
|                            |                                   |                       | Actual                        | Actual            | Actual            | Approp.           | Recommended       | Change            | Change           |               |
| Org                        | Object                            | Description           |                               |                   |                   |                   |                   |                   |                  |               |
| Comp.                      | 11521                             | 511000                | Full-Time Salaries            | \$ 201,019        | \$ 151,585        | \$ 190,764        | \$ 149,887        | \$ 157,500        | \$ 7,613         | 5.1 %         |
|                            | 11521                             | 511100                | Part-Time Salaries            | \$ 49,010         | \$ 60,337         | \$ 53,159         | \$ 50,941         | \$ 55,164         | \$ 4,223         | 8.3 %         |
|                            | 11521                             | 514105                | Eyeglass Reimbursement        | \$ —              | \$ —              | \$ —              | \$ —              | \$ 1,000          | \$ 1,000         | — %           |
|                            | <b>Subtotal Compensation</b>      |                       |                               | <b>\$ 250,029</b> | <b>\$ 211,922</b> | <b>\$ 243,923</b> | <b>\$ 200,828</b> | <b>\$ 213,664</b> | <b>\$ 12,836</b> | <b>6.4 %</b>  |
| Expenses                   | 11522                             | 524500                | Repair & Maint. Office Equip. | \$ 842            | \$ 289            | \$ 1,106          | \$ 1,400          | \$ 1,400          | \$ —             | — %           |
|                            | 11522                             | 530000                | Prof. and Tech Services       | \$ 5,349          | \$ 19,678         | \$ 14,625         | \$ 32,250         | \$ 38,750         | \$ 6,500         | 20.2 %        |
|                            | 11522                             | 530016                | Conferences & Prof. Dev       | \$ 2,709          | \$ 319            | \$ 1,105          | \$ 2,900          | \$ 2,900          | \$ —             | — %           |
|                            | 11522                             | 531400                | Employee Assistance Program   | \$ —              | \$ —              | \$ —              | \$ 2,500          | \$ —              | \$ (2,500)       | (100.0)%      |
|                            | 11522                             | 531401                | Medical Services              | \$ —              | \$ —              | \$ —              | \$ 800            | \$ 10,000         | \$ 9,200         | 1150.0 %      |
|                            | 11522                             | 531500                | Drug Testing                  | \$ 1,725          | \$ 2,145          | \$ 2,775          | \$ 2,200          | \$ 3,000          | \$ 800           | 36.4 %        |
|                            | 11522                             | 531501                | Background Checks             | \$ 3,950          | \$ —              | \$ 7,325          | \$ 9,000          | \$ 9,000          | \$ —             | — %           |
|                            | 11522                             | 531700                | Employee Training             | \$ 2,051          | \$ —              | \$ 2,027          | \$ 7,500          | \$ 5,000          | \$ (2,500)       | (33.3)%       |
|                            | 11522                             | 531900                | Advertising                   | \$ 2,850          | \$ 4,074          | \$ 5,875          | \$ 6,850          | \$ 6,850          | \$ —             | — %           |
|                            | 11522                             | 534600                | Printing and Mailing          | \$ 479            | \$ 858            | \$ 523            | \$ 750            | \$ —              | \$ (750)         | (100.0)%      |
|                            | 11522                             | 571000                | In-State Travel               | \$ 97             | \$ —              | \$ 137            | \$ 550            | \$ 550            | \$ —             | — %           |
|                            | 11522                             | 573000                | Dues and Membership           | \$ 1,522          | \$ 360            | \$ 494            | \$ 1,500          | \$ 1,500          | \$ —             | — %           |
|                            | <b>Subtotal Contract Services</b> |                       |                               | <b>\$ 21,574</b>  | <b>\$ 27,724</b>  | <b>\$ 35,991</b>  | <b>\$ 68,200</b>  | <b>\$ 78,950</b>  | <b>\$ 10,750</b> | <b>15.8 %</b> |
|                            | 11522                             | 542100                | Office Supplies               | \$ 1,313          | \$ 1,067          | \$ 1,098          | \$ 1,500          | \$ 1,500          | \$ —             | — %           |
| 11522                      | 552900                            | Books and Periodicals | \$ 100                        | \$ —              | \$ —              | \$ —              | \$ —              | \$ —              | — %              |               |
| <b>Subtotal Supplies</b>   |                                   |                       | <b>\$ 1,413</b>               | <b>\$ 1,067</b>   | <b>\$ 1,098</b>   | <b>\$ 1,500</b>   | <b>\$ 1,500</b>   | <b>\$ —</b>       | <b>— %</b>       |               |
| <b>Subtotal Expenses</b>   |                                   |                       | <b>\$ 22,987</b>              | <b>\$ 28,791</b>  | <b>\$ 37,089</b>  | <b>\$ 69,700</b>  | <b>\$ 80,450</b>  | <b>\$ 10,750</b>  | <b>15.4 %</b>    |               |
| <b>Total 1210 HR Admin</b> |                                   |                       | <b>\$ 273,016</b>             | <b>\$ 240,713</b> | <b>\$ 281,012</b> | <b>\$ 270,528</b> | <b>\$ 294,114</b> | <b>\$ 23,586</b>  | <b>8.7 %</b>     |               |

## 1300 Information Technology

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### Program Overview

The Information Technology (IT) Department has five primary responsibilities:

#### **Desktop Services**

The Department provides Computer Help Desk, Printer, PC replacement and Mobile (laptop, tablet and smartphone) services for all Town Departments.

#### **ERP System Administration**

The Department provides Enterprise Resource Planning (ERP) System administration for the Town's MUNIS system.

#### **GIS and Database Administration**

The Department is responsible for maintaining the Town's Geographical Information System (GIS) including the Master Address Table (MAT) and also maintains several databases developed by Town Departments.

### FY2022-23 Achievements

- Continued to provide remote administration for Town Meetings via Zoom Webinar.
- Conducted Zoom training sessions for Town Meeting members.

For a more extensive list of activity please refer to the [Information Technology section of the Belmont Annual Report](#).

### FY2024 Goals

- To reduce resolution time for tech support requests
- To reduce number of support recalls
- To keep systems at most current patch level

#### **File Server and Communications Administration**

The IT Department maintains the Town's Email System (MSOffice 365), systems security (anti-virus, anti-malware and encryption), Intrusion Detection System (IDS), Identity Management System, Enterprise Network Immune System, User Behavioral Analytics, Security Information and Event Management (SIEM), Browser services, File storage, Fire Dispatch System, Fire Staff Management System, Backup Systems, Cloud-Based Systems, and Virtual Machines.

#### **Technical Training**

The Department is responsible for providing training in the use of a number of the Town's systems such as Email, GIS, File Storage and Remote Access (Zoom, LogMeIn VPN). Also, IT provides training in proper security measures for protection of personal information for residents and staff.

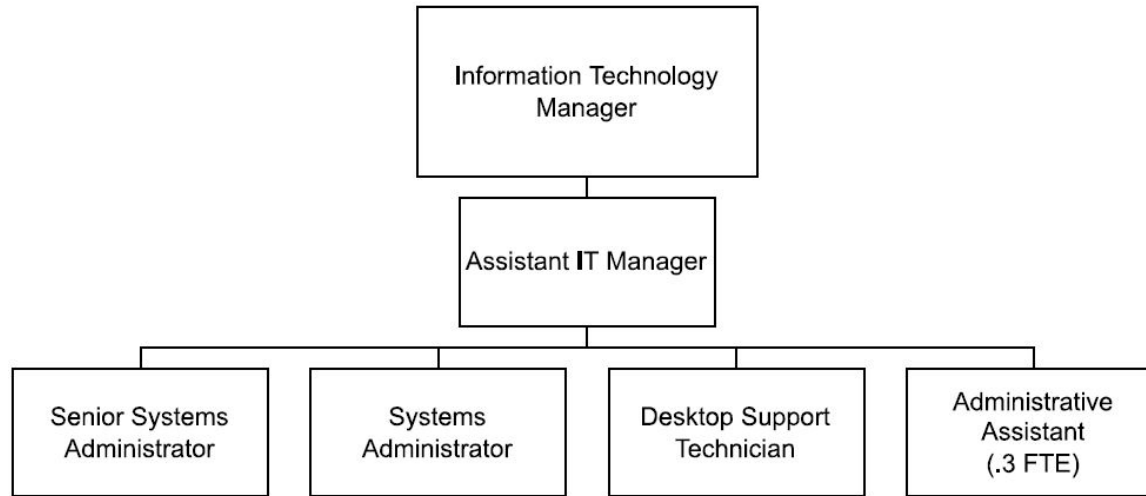
- Replaced 10 Desktop Computers, 3 Laptops, and 2 Printers.
- Expanded Security Information and Event Management (SIEM) and Intrusion Detection (Neturion) System.

- To increase technical proficiency of staff
- To assist in increasing online services for the Health, Fire, and Community Development Departments.

## Staffing and Structure

The Information Technology Department has five full-time employees to support the technology needs of 22 Town Departments and Divisions. Management consists of the IT

Manager and Assistant IT Manager. Part-time administrative support was added in FY2023.



| Position Classification        | FTE         |             |             |             |             |             |             |             |             |             |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                                | FY2015      | FY2016      | FY2017      | FY2018      | FY2019      | FY2020      | FY2021      | FY2022      | FY2023      | FY2024      |
| Information Systems Manager    | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           |
| Assistant IT Manager*          | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           |
| Senior Systems Administrator** | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           |
| System Administrator***        | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           |
| Desktop Support Technician**** | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           | 1           |
| Administrative Assistant       | —           | —           | —           | —           | —           | —           | —           | —           | 0.30        | 0.30        |
| <b>Total</b>                   | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>5.30</b> | <b>5.30</b> |

The IT Department was restructured in FY2023

\*Assistant IT Manager was previously the GIS Database Administrator

\*\*Senior Systems Administrator was previously the Information Specialist I

\*\*\*Systems Administrator was previously the Information Specialist II

\*\*\*\*Desktop Support Technician was previously the Technical Assistant

# 1300 Information Technology

## Budget Recommendations

The FY2024 budget request for Information Technology is \$1,413,944, which is an increase of \$61,251 or 4.53% from the FY2023 budget. Compensation is \$433,569, an increase of \$13,376 or 3.18% due to contractually obligated cost of living adjustments. Expenses are \$980,375, an increase of \$47,875

or 5.13% due to increased costs in contract services, specifically software licenses, network support, phone contracts, and preventative IT security awareness training for all employees.

## IT Budget Summary

| <b>Department Summary</b> | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|---------------------------|-------------------|-------------------|---------------------|---------------------|-----------------------|------------------|-------------------|
| Compensation              | \$ 393,489        | \$ 391,560        | \$ 342,744          | \$ 420,193          | \$ 433,569            | \$ 13,376        | 3.18 %            |
| Expenses                  | \$ 520,826        | \$ 537,123        | \$ 757,202          | \$ 932,500          | \$ 980,375            | \$ 47,875        | 5.13 %            |
| <b>Total 1300 IT</b>      | <b>\$ 914,315</b> | <b>\$ 928,683</b> | <b>\$ 1,099,946</b> | <b>\$ 1,352,693</b> | <b>\$ 1,413,944</b>   | <b>\$ 61,251</b> | <b>4.53 %</b>     |

# 1300 Information Technology

## IT Budget Detail

|              |  |                                   | FY2020                          | FY2021     | FY2022     | FY2023      | FY2024      | Dollar       | Percent    |           |
|--------------|--|-----------------------------------|---------------------------------|------------|------------|-------------|-------------|--------------|------------|-----------|
| Compensation | Org                                    | Object                            | Actual                          | Actual     | Actual     | Approp.     | Recommended | Change       | Change     |           |
|              | Description                            |                                   |                                 |            |            |             |             |              |            |           |
|              | 11551                                  | 511000                            | Full-Time Salaries              | \$ 393,489 | \$ 391,560 | \$ 342,744  | \$ 403,489  | \$ 416,929   | \$ 13,440  | 3.3 %     |
|              | 11551                                  | 511100                            | Part-Time Salaries              | \$ —       | \$ —       | \$ —        | \$ 16,704   | \$ 16,640    | \$ (64)    | (0.4)%    |
|              | <b>Subtotal Compensation</b>           |                                   |                                 | \$ 393,489 | \$ 391,560 | \$ 342,744  | \$ 420,193  | \$ 433,569   | \$ 13,376  | 3.2 %     |
| Expenses     | 11552                                  | 524600                            | Repair & Maint. Computer Equip. | \$ 2,150   | \$ —       | \$ —        | \$ 2,000    | \$ 2,000     | \$ —       | — %       |
|              | 11552                                  | 530000                            | Prof. and Tech Services         | \$ 4,120   | \$ 3,856   | \$ 1,500    | \$ 30,000   | \$ 30,000    | \$ —       | — %       |
|              | 11552                                  | 530300                            | Software Licenses               | \$ 161,057 | \$ 186,618 | \$ 221,984  | \$ 245,000  | \$ 263,450   | \$ 18,450  | 7.5 %     |
|              | 11552                                  | 530400                            | Network Support                 | \$ 118,043 | \$ 131,419 | \$ 152,249  | \$ 242,000  | \$ 253,625   | \$ 11,625  | 4.8 %     |
|              | 11552                                  | 531700                            | Employee Training               | \$ 1,991   | \$ 4,886   | \$ 5,231    | \$ 9,300    | \$ 15,500    | \$ 6,200   | 66.7 %    |
|              | 11552                                  | 534100                            | Telephone                       | \$ 56,092  | \$ 103,022 | \$ 243,853  | \$ 206,000  | \$ 217,800   | \$ 11,800  | 5.7 %     |
|              |  | <b>Subtotal Contract Services</b> |                                 |            | \$ 343,453 | \$ 429,801  | \$ 624,817  | \$ 734,300   | \$ 782,375 | \$ 48,075 |
|              | 11552                                  | 542100                            | Office Supplies                 | \$ 3,006   | \$ 3,170   | \$ 2,990    | \$ 4,000    | \$ 4,000     | \$ —       | — %       |
|              | 11552                                  | 542400                            | Hardware Supplies               | \$ 21,507  | \$ 3,240   | \$ 5,072    | \$ 32,000   | \$ 32,000    | \$ —       | — %       |
|              | 11552                                  | 542500                            | Software Supplies               | \$ 5,020   | \$ 1,304   | \$ 149      | \$ 1,000    | \$ 1,000     | \$ —       | — %       |
|              | 11552                                  | 558100                            | Subscriptions                   | \$ 3,381   | \$ 2,447   | \$ 1,174    | \$ 1,200    | \$ 1,000     | \$ (200)   | (16.7)%   |
|              | <b>Subtotal Supplies</b>               |                                   |                                 | \$ 32,914  | \$ 10,161  | \$ 9,385    | \$ 38,200   | \$ 38,000    | \$ (200)   | (0.5)%    |
|              | 11553                                  | 585200                            | Equipment and Wiring            | \$ 95,953  | \$ 87,431  | \$ 72,577   | \$ 95,000   | \$ 95,000    | \$ —       | — %       |
|              | 11553                                  | 587100                            | Capital Outlay Repl Office Eq   | \$ 48,506  | \$ 9,730   | \$ 50,423   | \$ 65,000   | \$ 65,000    | \$ —       | — %       |
|              | <b>Subtotal Minor Capital (Outlay)</b> |                                   |                                 | \$ 144,459 | \$ 97,160  | \$ 123,000  | \$ 160,000  | \$ 160,000   | \$ —       | — %       |
|              | <b>Subtotal Expenses</b>               |                                   |                                 | \$ 520,826 | \$ 537,123 | \$ 757,202  | \$ 932,500  | \$ 980,375   | \$ 47,875  | 5.1 %     |
|              | <b>Total 1310 IT Admin</b>             |                                   |                                 | \$ 914,315 | \$ 928,683 | \$1,099,946 | \$1,352,693 | \$ 1,413,944 | \$ 61,251  | 4.5 %     |

## 1400 Town Accountant

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### Program Overview

The Town Accountant (TA) maintains fiscal records and internal controls for all Town and School departments. Responsibilities include: a) prepare and maintain key financial records including the Financial Statements and the General Ledger; b) maintain internal controls by monitoring revenues and expenditures of all departments of the Town and School; c) certify availability of funds prior to signing contracts and paying invoices; d) assist in providing financial reports to departments, preparing the Town budget, Tax Rate setting and preparing other requested information or reports. The department ensures that all financial reporting requirements are in accordance with federal and state laws and Town bylaws.

### Accounting

The TA prepares and maintains key financial records for all funds, including General Ledger and Financial Statements. The TA submits Balance Sheets for Free Cash Certification and Schedule A, and assists in the submission of Tax Recap sheets to Department of Revenue for certification of the annual Tax Rate.

### FY2022-23 Achievements

- Absorbed payroll processing from the Treasurer's Office.
- Decentralized payroll through the Town's accounting system (MUNIS).
- Implemented workflow for budget entries.
- Setup three departments with invoice scanning for weekly invoice entries.

For a more extensive list of activity please refer to the [Town Accountant section of the Belmont Annual Report](#).

### Auditing

The TA works with external auditors to present the annual audited financial statements in conformity with GAAP and GASB. The TA regularly audits health insurance, salary and other benefits expenses. The Department reviews internal procedures of all departments and performs fraud risk assessments.

### Payroll

Payroll processing shifted from the Treasurer's Office to Accounting in FY2023. The budget amounts for salary and other expenses will transition from the Treasurer's Office in FY2024.

### Reporting

The TA coordinates with Human Resources, Retirement, Schools and Treasurer to prepare data for the biennial actuarial studies for the Retirement System and for Other Post-Employment Benefits (OPEB).

### Other - Committees

The Town Accountant is an *ex-officio* member of the Permanent Audit Committee and the Retirement Board.

- Automated Belmont Light Department's payroll.
- Supported work of outside auditors to complete FY2022 audited financials, present to Permanent Audit Committee and release publicly in January 2023.

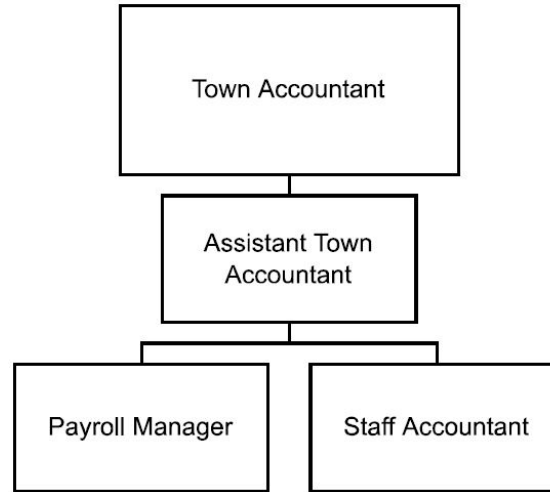
## **FY2024 Goals**

- Train new staff members on entering invoices and guide new department managers and staff on how best to review and manage their budget in MUNIS.
- Automate sick, vacation and personal time accruals.
- Provide financial report training and support for department heads.
- Identify key accounts to monitor and reconcile monthly.
- Implement Employee Self-Service (ESS).
- Implement biweekly payroll once reach agreement with all employee unions.

**Staffing and Structure**

The structure of the accounting department allows the department to be proactive in reviewing town financials, provide a mechanism to look into cost savings measures and increase efficiency. Management consists of the Town

Accountant; other professional staff include the Assistant Town Accountant, Staff Accountant, and Payroll Manager. During FY2023, the Accounting Office took on the role of payroll processing from the Treasurer’s department.



| Position Classification   | FTE    |        |        |        |        |        |        |        |        |        |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                           | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Town Accountant           | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Town Accountant | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Staff Accountant          | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Payroll Manager*          | —      | —      | —      | —      | —      | —      | —      | —      | 1      | 1      |
| AP Specialist**           | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | —      | —      |
| Total                     | 3.6    | 3.6    | 3.6    | 3.6    | 3.6    | 3.6    | 3.6    | 3.6    | 4      | 4      |

\*Payroll Manager transitioned from the Treasurer's Office to the Accounting Office in FY2023

\*\*The AP Specialist position was removed through attrition



# 1400 Town Accountant

## Budget Recommendations

The FY2024 budget request for the Town Accountant is \$443,031, which is an increase of \$80,879 or 22.33% from the FY2023 budget. Compensation is \$358,431, an increase of \$78,579 or 28.08% primarily due to the transition of the Payroll Manager into the Accounting Office. The remaining

increases are due to cost of living increases. Expenses are \$84,600, an increase of \$2,300 or 2.79% due to adjustments in contracts for OPEB actuarial services and the independent auditor.

### Town Accountant Budget Summary

| Department Summary                | FY2020 Actual     | FY2021 Actual     | FY2022 Actual     | FY2023 Approp.    | FY2024 Recommended | Dollar Change    | Percent Change |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|------------------|----------------|
| Compensation                      | \$ 296,199        | \$ 254,069        | \$ 293,774        | \$ 279,852        | \$ 358,431         | \$ 78,579        | 28.08 %        |
| Expenses                          | \$ 76,986         | \$ 66,600         | \$ 74,621         | \$ 82,300         | \$ 84,600          | \$ 2,300         | 2.79 %         |
| <b>Total 1400 Town Accountant</b> | <b>\$ 373,185</b> | <b>\$ 320,669</b> | <b>\$ 368,394</b> | <b>\$ 362,152</b> | <b>\$ 443,031</b>  | <b>\$ 80,879</b> | <b>22.33 %</b> |

### Accountant Budget Detail

|                                    | Org                               | Object          | Description                | FY2020            | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent          |
|------------------------------------|-----------------------------------|-----------------|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
|                                    |                                   |                 |                            | Actual            | Actual            | Actual            | Approp.           | Recommended       | Change            | Change           |
| Comp.                              | 11351                             | 511000          | Full-Time Salaries         | \$ 272,849        | \$ 233,913        | \$ 273,667        | \$ 279,852        | \$ 358,431        | \$ 78,579         | 28.1 %           |
|                                    | 11351                             | 511100          | Part-Time Salaries         | \$ 23,350         | \$ 20,156         | \$ 20,107         | \$ —              | \$ —              | \$ —              | — %              |
|                                    | <b>Subtotal Compensation</b>      |                 |                            |                   | <b>\$ 296,199</b> | <b>\$ 254,069</b> | <b>\$ 293,774</b> | <b>\$ 279,852</b> | <b>\$ 358,431</b> | <b>\$ 78,579</b> |
| Expenses                           | 11352                             | 527200          | Rental of Office Equipment | \$ 1,900          | \$ 1,076          | \$ 1,291          | \$ 1,500          | \$ 1,500          | \$ —              | — %              |
|                                    | 11352                             | 530000          | Prof. and Tech Services    | \$ 20,000         | \$ 7,000          | \$ 8,740          | \$ 8,000          | \$ 12,800         | \$ 4,800          | 60.0 %           |
|                                    | 11352                             | 530120          | Auditing Town Books        | \$ 51,000         | \$ 54,323         | \$ 53,000         | \$ 63,000         | \$ 60,000         | \$ (3,000)        | (4.8)%           |
|                                    | 11352                             | 571000          | In-State Travel            | \$ 1,494          | \$ 2,920          | \$ 6,102          | \$ 6,000          | \$ 6,000          | \$ —              | — %              |
|                                    | 11352                             | 571100          | Travel Reimb All Depts     | \$ 347            | \$ —              | \$ —              | \$ —              | \$ —              | \$ —              | — %              |
|                                    | 11352                             | 573000          | Dues and Membership        | \$ 630            | \$ 580            | \$ 740            | \$ 1,800          | \$ 1,200          | \$ (600)          | (33.3)%          |
|                                    | <b>Subtotal Contract Services</b> |                 |                            |                   | <b>\$ 75,371</b>  | <b>\$ 65,899</b>  | <b>\$ 69,872</b>  | <b>\$ 80,300</b>  | <b>\$ 81,500</b>  | <b>\$ 1,200</b>  |
| 11352                              | 542100                            | Office Supplies | \$ 1,615                   | \$ 701            | \$ 4,749          | \$ 2,000          | \$ 3,100          | \$ 1,100          | \$ 1,100          | 55.0 %           |
| <b>Subtotal Supplies</b>           |                                   |                 |                            | <b>\$ 1,615</b>   | <b>\$ 701</b>     | <b>\$ 4,749</b>   | <b>\$ 2,000</b>   | <b>\$ 3,100</b>   | <b>\$ 1,100</b>   | <b>55.0 %</b>    |
| <b>Subtotal Expenses</b>           |                                   |                 |                            | <b>\$ 76,986</b>  | <b>\$ 66,600</b>  | <b>\$ 74,621</b>  | <b>\$ 82,300</b>  | <b>\$ 84,600</b>  | <b>\$ 2,300</b>   | <b>2.8 %</b>     |
| <b>Total 1410 Accounting Admin</b> |                                   |                 |                            | <b>\$ 373,185</b> | <b>\$ 320,669</b> | <b>\$ 368,394</b> | <b>\$ 362,152</b> | <b>\$ 443,031</b> | <b>\$ 80,879</b>  | <b>22.3 %</b>    |

## 1500 Town Administration

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### Program Overview

The office is responsible for general management of the Town and coordination with departments as necessary to achieve goals and consistent policies throughout the organization. Key functional areas of responsibility include:

#### ***Fiscal & Budgetary Oversight***

This area is responsible for managing the Town's annual budget process and ongoing financial review and oversight. The Town Administrator works with Town Departments and the appointed Warrant Committee and Comprehensive Capital Budget Committee.

#### ***Communications/Public Information***

This function has primary responsibility for centralized townwide communications, media relations, constituent services, Town Meeting preparation and publishing the Town's Annual Report. The office is responsible for website management and public outreach to the community.

### FY2022-23 Achievements

- Continued collaboration between the Select Board, School, Warrant and Capital Budget Committees in developing a fiscal 2023 operating and capital budget.
- Continued to work with the Board of Health on the impacts of the COVID-19 Pandemic
- Implemented Small Business Grant Program to those businesses impacted by COVID-19.
- Redesigned the monthly Town Administrator Bulletin
- Received a grant for the Collins Center to conduct a review of the Town's fiscal structure.
- Hired a Finance Director and Council on Aging Director
- Revamped the budget process to start earlier in the year and focus on available revenue and multi-year forecasts.
- Procured and implemented a revised budget tool for operating and capital budgets, revamped budget model.
- Participate in monthly cable show titled *Belmont Bulletin with the Town Administrator*
- Contracted with a Public Relations firm to promote and highlight Town accomplishments.
- Completed a Wage and Classification Study for SEIU Union and Non-Union employees.
- Settled all open union contracts.

For a more extensive list of activity please refer to the [Town Administration section of the Belmont Annual Report](#).

## **FY2024 Goals**

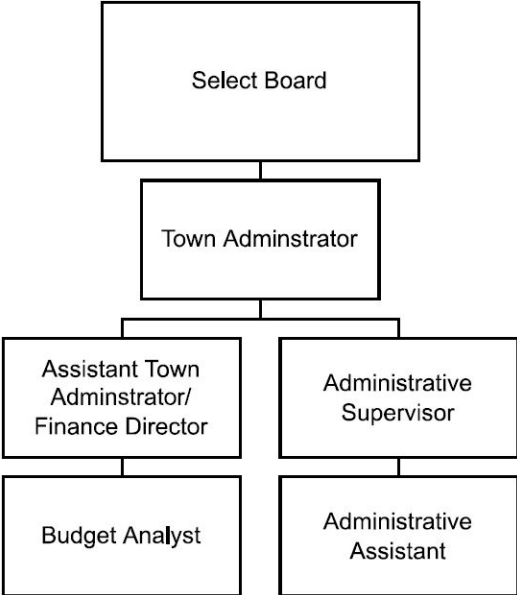
- Work with Structural Change Implementation Committee to review and propose ways to implement structural change.
- Continue work to enhance communication with Belmont residents.
- Conduct a review of existing and potential new revenue streams.
- Implement Wage and Classification Study for SEIU Union and Non-Union employees.

# 1500 Town Administration

## Staffing and Structure

The five department staff currently employed by the department includes the positions of Town Administrator, Assistant Town Administrator/Finance Director, Budget Analyst, Administrative Supervisor, and Administrative

Assistant. The three members of the Select Board receive a small stipend for their leadership role and service to the community.



| Position Classification      |        |        |        |        |        |        |        |        |        |        |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                              | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Town Administrator           | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Town Administrator | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Budget Director              | —      | —      | —      | —      | —      | 1      | 1      | —      | —      | —      |
| Budget Analyst               | 1      | 1      | 1      | 1      | 1      | —      | —      | 1      | 1      | 1      |
| Administrative Supervisor    | —      | —      | —      | —      | —      | —      | —      | 1      | 1      | 1      |
| Administrative Coordinator   | 1      | 1      | 1      | 1      | 1      | 1      | 1      | —      | —      | —      |
| Administrative Assistant     | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Select Board (3)             | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    | 0.6    |
| Total                        | 5.6    | 5.6    | 5.6    | 5.6    | 5.6    | 5.6    | 5.6    | 5.6    | 5.6    | 5.6    |

# 1500 Town Administration

## Budget Recommendations

The FY2024 budget request for Town Administration is \$1,125,097, which is an increase of \$107,009 or 10.51% from the FY2023 budget. Compensation is \$620,057, an increase

of \$17,009 or 2.82% due to cost of living adjustments. Expenses are \$505,040, an increase of \$90,000 or 21.68% due to a trend of increasing legal costs.

### Town Administration Budget Summary

| Department Summary                    | FY2020 Actual     | FY2021 Actual     | FY2022 Actual       | FY2023 Approp.      | FY2024 Recommended  | Dollar Change     | Percent Change |
|---------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------------|----------------|
| Compensation                          | \$ 566,567        | \$ 575,361        | \$ 508,807          | \$ 603,048          | \$ 620,057          | \$ 17,009         | 2.82 %         |
| Expenses                              | \$ 284,072        | \$ 347,762        | \$ 497,827          | \$ 415,040          | \$ 505,040          | \$ 90,000         | 21.68 %        |
| <b>Total 1500 Town Administration</b> | <b>\$ 850,639</b> | <b>\$ 923,123</b> | <b>\$ 1,006,633</b> | <b>\$ 1,018,088</b> | <b>\$ 1,125,097</b> | <b>\$ 107,009</b> | <b>10.51 %</b> |

| Division Summary                      | FY2020 Actual     | FY2021 Actual     | FY2022 Actual       | FY2023 Approp.      | FY2024 Recommended  | Dollar Change     | Percent Change |
|---------------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------------|----------------|
| Total 1510 Select Board               | \$ 110,801        | \$ 81,449         | \$ 101,405          | \$ 108,490          | \$ 108,490          | \$ —              | — %            |
| Total 1520 Town Administrator         | \$ 581,694        | \$ 583,185        | \$ 534,826          | \$ 604,598          | \$ 621,607          | \$ 17,009         | 2.81 %         |
| Total 1530 Legal                      | \$ 150,644        | \$ 250,988        | \$ 362,902          | \$ 297,500          | \$ 387,500          | \$ 90,000         | 30.25 %        |
| Total 1540 VFW/Amer. Legion           | \$ 7,500          | \$ 7,500          | \$ 7,500            | \$ 7,500            | \$ 7,500            | \$ —              | — %            |
| <b>Total 1500 Town Administration</b> | <b>\$ 850,639</b> | <b>\$ 923,123</b> | <b>\$ 1,006,633</b> | <b>\$ 1,018,088</b> | <b>\$ 1,125,097</b> | <b>\$ 107,009</b> | <b>10.51 %</b> |

### Select Board Budget Detail

|                                |                              |        | FY2020 Actual                | FY2021 Actual      | FY2022 Actual     | FY2023 Approp.    | FY2024 Recommended | Dollar Change    | Percent Change |            |     |
|--------------------------------|------------------------------|--------|------------------------------|--------------------|-------------------|-------------------|--------------------|------------------|----------------|------------|-----|
| Compensation                   | Org                          | Object | Description                  |                    |                   |                   |                    |                  |                |            |     |
|                                |                              | 11221  | 511100                       | Part-Time Salaries | \$ —              | \$ 7,251          | \$ 10,426          | \$ 10,000        | \$ 10,000      | \$ —       | — % |
|                                |                              | 11221  | 511900                       | Elected Officials  | \$ 14,000         | \$ 14,000         | \$ 14,000          | \$ 14,000        | \$ 14,000      | \$ —       | — % |
|                                | <b>Subtotal Compensation</b> |        |                              | <b>\$ 14,000</b>   | <b>\$ 21,251</b>  | <b>\$ 24,426</b>  | <b>\$ 24,000</b>   | <b>\$ 24,000</b> | <b>\$ —</b>    | <b>— %</b> |     |
| Expenses                       | 11222                        | 530000 | Prof. and Tech Services      | \$ 89,126          | \$ 52,523         | \$ 69,150         | \$ 53,290          | \$ 53,290        | \$ —           | — %        |     |
|                                | 11222                        | 533300 | Diversity, Equity, and Incl. | \$ —               | \$ —              | \$ —              | \$ 24,000          | \$ 24,000        | \$ —           | — %        |     |
|                                | 11222                        | 573000 | Dues and Membership          | \$ 7,675           | \$ 7,675          | \$ 7,829          | \$ 7,200           | \$ 7,200         | \$ —           | — %        |     |
|                                | <b>Subtotal Expenses</b>     |        |                              | <b>\$ 96,801</b>   | <b>\$ 60,198</b>  | <b>\$ 76,979</b>  | <b>\$ 84,490</b>   | <b>\$ 84,490</b> | <b>\$ —</b>    | <b>— %</b> |     |
| <b>Total 1510 Select Board</b> |                              |        | <b>\$ 110,801</b>            | <b>\$ 81,449</b>   | <b>\$ 101,405</b> | <b>\$ 108,490</b> | <b>\$ 108,490</b>  | <b>\$ —</b>      | <b>— %</b>     |            |     |

**Town Administrator Budget Detail**

|                                      |             |        | FY2020            | FY2021            | FY2022            | FY2023            | FY2024            | Dollar           | Percent      |
|--------------------------------------|-------------|--------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
| Compensation                         | Org         | Object | Actual            | Actual            | Actual            | Approp.           | Recommended       | Change           | Change       |
|                                      | Description |        |                   |                   |                   |                   |                   |                  |              |
|                                      | 11231       | 511000 | \$ 545,067        | \$ 546,610        | \$ 476,749        | \$ 571,548        | \$ 588,557        | \$ 17,009        | 3.0 %        |
|                                      | 11231       | 519400 | \$ 7,500          | \$ 7,500          | \$ 7,500          | \$ 7,500          | \$ 7,500          | \$ —             | — %          |
|                                      | 11231       | 513000 | \$ —              | \$ —              | \$ 132            | \$ —              | \$ —              | \$ —             | — %          |
| <b>Subtotal Compensation</b>         |             |        | <b>\$ 552,567</b> | <b>\$ 554,110</b> | <b>\$ 484,381</b> | <b>\$ 579,048</b> | <b>\$ 596,057</b> | <b>\$ 17,009</b> | <b>2.9 %</b> |
| Expenses                             | 11232       | 527200 | \$ 2,461          | \$ 1,305          | \$ 275            | \$ 1,800          | \$ 1,800          | \$ —             | — %          |
|                                      | 11232       | 530000 | \$ 9,339          | \$ 12,537         | \$ 33,820         | \$ 7,500          | \$ 7,500          | \$ —             | — %          |
|                                      | 11232       | 531700 | \$ 2,155          | \$ 235            | \$ 2,520          | \$ 2,500          | \$ 2,500          | \$ —             | — %          |
|                                      | 11232       | 531900 | \$ 815            | \$ 1,155          | \$ 710            | \$ 1,000          | \$ 1,000          | \$ —             | — %          |
|                                      | 11232       | 534100 | \$ 1,468          | \$ 2,247          | \$ 1,230          | \$ 2,250          | \$ 2,250          | \$ —             | — %          |
|                                      | 11232       | 571000 | \$ 1,147          | \$ 499            | \$ —              | \$ 1,500          | \$ 1,500          | \$ —             | — %          |
|                                      | 11232       | 573000 | \$ 6,075          | \$ 3,045          | \$ 3,119          | \$ 3,000          | \$ 3,000          | \$ —             | — %          |
| <b>Subtotal Contract Services</b>    |             |        | <b>\$ 23,461</b>  | <b>\$ 21,022</b>  | <b>\$ 41,673</b>  | <b>\$ 19,550</b>  | <b>\$ 19,550</b>  | <b>\$ —</b>      | <b>— %</b>   |
|                                      | 11232       | 542100 | \$ 5,666          | \$ 8,054          | \$ 8,773          | \$ 6,000          | \$ 6,000          | \$ —             | — %          |
| <b>Subtotal Supplies</b>             |             |        | <b>\$ 5,666</b>   | <b>\$ 8,054</b>   | <b>\$ 8,773</b>   | <b>\$ 6,000</b>   | <b>\$ 6,000</b>   | <b>\$ —</b>      | <b>— %</b>   |
| <b>Subtotal Expenses</b>             |             |        | <b>\$ 29,127</b>  | <b>\$ 29,075</b>  | <b>\$ 50,446</b>  | <b>\$ 25,550</b>  | <b>\$ 25,550</b>  | <b>\$ —</b>      | <b>— %</b>   |
| <b>Total 1520 Town Administrator</b> |             |        | <b>\$ 581,694</b> | <b>\$ 583,185</b> | <b>\$ 534,826</b> | <b>\$ 604,598</b> | <b>\$ 621,607</b> | <b>\$ 17,009</b> | <b>2.8 %</b> |

**Legal Budget Detail**

|                          |             |        | FY2020            | FY2021            | FY2022            | FY2023            | FY2024            | Dollar           | Percent       |
|--------------------------|-------------|--------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Expenses                 | Org         | Object | Actual            | Actual            | Actual            | Approp.           | Recommended       | Change           | Change        |
|                          | Description |        |                   |                   |                   |                   |                   |                  |               |
|                          | 11512       | 530100 | \$ 150,644        | \$ 250,988        | \$ 362,902        | \$ 290,000        | \$ 380,000        | \$ 90,000        | 31.0 %        |
|                          | 11512       | 576100 | \$ —              | \$ —              | \$ —              | \$ 7,500          | \$ 7,500          | \$ —             | — %           |
| <b>Subtotal Expenses</b> |             |        | <b>\$ 150,644</b> | <b>\$ 250,988</b> | <b>\$ 362,902</b> | <b>\$ 297,500</b> | <b>\$ 387,500</b> | <b>\$ 90,000</b> | <b>30.3 %</b> |
| <b>Total 1530 Legal</b>  |             |        | <b>\$ 150,644</b> | <b>\$ 250,988</b> | <b>\$ 362,902</b> | <b>\$ 297,500</b> | <b>\$ 387,500</b> | <b>\$ 90,000</b> | <b>30.3 %</b> |

**VFW/Amer. Legion Budget Detail**

|                                    |             |        | FY2020          | FY2021          | FY2022          | FY2023          | FY2024          | Dollar      | Percent    |
|------------------------------------|-------------|--------|-----------------|-----------------|-----------------|-----------------|-----------------|-------------|------------|
| Expenses                           | Org         | Object | Actual          | Actual          | Actual          | Approp.         | Recommended     | Change      | Change     |
|                                    | Description |        |                 |                 |                 |                 |                 |             |            |
|                                    | 1544        | 527100 | \$ 7,500        | \$ 7,500        | \$ 7,500        | \$ 7,500        | \$ 7,500        | \$ —        | — %        |
| <b>Subtotal Expenses</b>           |             |        | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ —</b> | <b>— %</b> |
| <b>Total 1540 VFW/Amer. Legion</b> |             |        | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ 7,500</b> | <b>\$ —</b> | <b>— %</b> |

## 1600 Town Clerk

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### **Program Overview**

The Town Clerk's Office secures records and communicates governmental information in a timely manner and is the first point of contact for most resident/agency inquiries. In addition, the Town Clerk's office runs all of the elections, manages the list of voters and residents and fully supports Town Meeting, Belmont's legislative body.

### **Town Clerk**

Responsible for creating, registering and maintaining official Town records, including births, deaths, marriages, Town Meeting votes and transcripts, business licenses and business certificates (d/b/a), pet licenses, legal postings of meetings and filings of committees and governmental bodies, and is the point of contact for Town residents, legal entities and local, state and federal agencies. The Town Clerk is also the Town's Public Records Officer, and central point of information for Ethics and the Open Meeting Law. The office serves as the first point of contact for those who don't know whom to contact about an issue.

### **Elections & Registrations**

Responsible for elections and managing the Town census of voters and residents in compliance with local, state and federal laws. Work with the Board of Registrars of Voters. Verify residency for inquiring agencies.

### **Legislative**

Responsible for managing Town Meeting, its preparation and operations, with the elected Moderator; submitting votes as required to the Attorney General, Department of Revenue and other State agencies, coordinating logistics for Town Meeting with the Moderator and Town staff, maintaining contact information for and official communications to Town Meeting Members and distributing information to Members by email.

## 1600 Town Clerk

### FY2022-23 Achievements

- The Town Clerk's office had 7,693 visitors come through our doors this year, compared to 5,011 last year and 15,964 in 2019 (as counted by our door counters). We have answered and sent 54,000 emails in FY2022. As of November the Clerk's Office has sent and received 22,000 emails in FY2023. (FY2021 was 60,086).
- Licensed 2,575 pets and as of October 30, recorded 172 births, 192 deaths and 80 marriages, totaling 444 new vital records for Belmont residents. Accepted 1,702 notices, minutes for public meetings, including 276 revisions; rejected just 19.
- Our online requests and payment portals continue to grow in popularity. NextRequest Public Records system. Since inception in June 2017, 5,859 requests have been fulfilled (approximately 100 per month), 32,258 downloads of more than 12,144 public documents that we have collectively placed into the system. Online vital records requests, introduced in 2020 with just 135 requests have more than doubled with 401 in 2021, and 440 through November of 2022.
- Successful completion of the decennial "reprecincting" process, in accordance with State and Federal law, to balance our population among the 8 precincts; 4 precincts were redrawn.
- Continued to make improvements in records retention to manage physical storage space and improve access.
- Three elections held. Issued more than 9,676 vote by mail and absentee ballots for the two State Elections held in 2022; the November 8th State Election voter turnout exceeded 66% (11,300 voters).
- Approval by Attorney General of four amendments to the General Bylaws.

For a more extensive list of activity please refer to the [Town Clerk section of the Belmont Annual Report](#).

### FY2024 Goals

- Provide accessible and accurate election processes and accurate & timely results reports and certifications.
- Successful purchase of new vote tabulators by RFP and electronic poll books, including election worker and voter education.
- Provide opportunities to encourage voter registration & voter participation. Recruitment of additional new election workers/poll workers for Presidential Primary in March 2024.
- Provide accessible ways for members of the public to request and secure required licenses and certificates. research select Town records.
- Complete our CPA projects of preserving Belmont's original vital records and digitizing Belmont's Town Meeting records which were both delayed during COVID.
- Properly record Town Meeting tenure, attendance and individual voting records to permit public consideration.

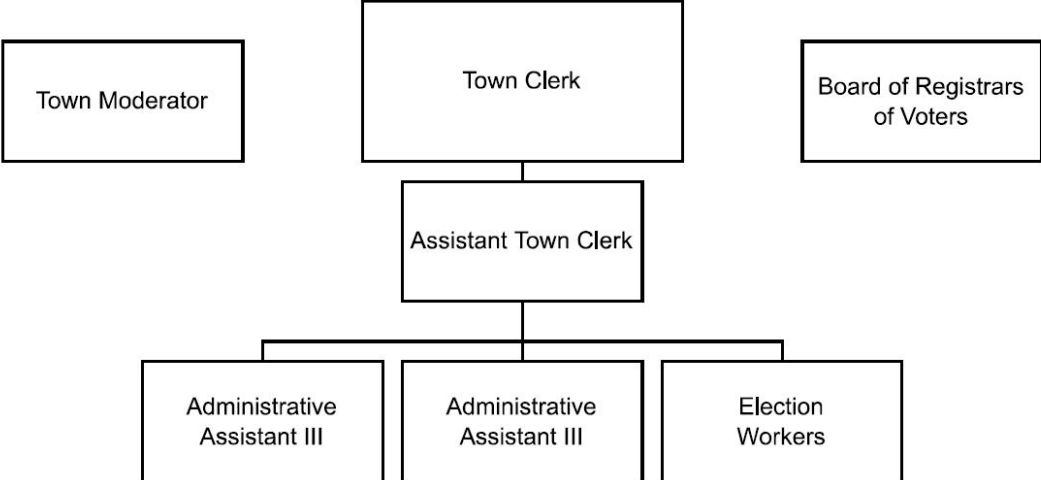


# 1600 Town Clerk

## Staffing and Structure

The Town Clerk’s Office staff consists of four full-time employees (including the elected Town Clerk), the elected

Moderator and four part-time Registrars of Voters and the 195 active and qualified election poll workers.



| Position Classification      | FTE        |            |            |            |            |            |            |            |            |            |
|------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|                              | FY2015     | FY2016     | FY2017     | FY2018     | FY2019     | FY2020     | FY2021     | FY2022     | FY2023     | FY2024     |
| Town Meeting Moderator       | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        | 0.1        |
| Town Clerk                   | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Assistant Town Clerk         | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Administrative Assistant III | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          |
| Board of Registrars (4)      | 0.4        | 0.4        | 0.4        | 0.4        | 0.4        | 0.4        | 0.4        | 0.4        | 0.4        | 0.4        |
| <b>Total</b>                 | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> | <b>4.5</b> |

# 1600 Town Clerk

## Budget Recommendations

The FY2024 budget request from the Town Clerk is \$508,161, which is a decrease of \$(17,137) or (3.26)% from the FY2023 budget. The Elections & Registration budget, is driven by the number and type of elections budgeted, State Elections, Primaries, Annual Town each with their own mandated requirements and cost structures. Legislative and Town Clerk non-personnel budgets are basically flat.

Compensation is \$391,716, a decrease of \$(4,210) or (1.06)% due to a reduction in budgeted elections, offset by increases for contractually obligated cost of living adjustments.

Expenses are \$116,445, a decrease of \$(12,927) or (9.99)% due to the Elections program budget, which varies with the

number and type of elections. In FY2023, there were three elections (two State and one Local Annual). In FY2024 there will be two elections, the Presidential State Primary and Annual Town Election, both of which will include new State mandates for Vote by Mail and In-Person Early Voting. Vote By Mail costs are large and complex, requiring overtime and poll worker support to process the ballot requests, prepare and issue the ballots, account for the returned ballots, and process them through the vote tabulators. Though Early Voting has been determined by the State Auditor to be an unfunded mandate and we receive State reimbursement, the expenses must be budgeted.

## Town Clerk Budget Summary

| <b>Department Summary</b>    | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Compensation                 | \$ 336,318        | \$ 336,901        | \$ 327,688        | \$ 395,926        | \$ 391,716            | \$ (4,210)         | (1.06)%           |
| Expenses                     | \$ 75,875         | \$ 94,400         | \$ 82,805         | \$ 129,372        | \$ 116,445            | \$ (12,927)        | (9.99)%           |
| <b>Total 1600 Town Clerk</b> | <b>\$ 412,193</b> | <b>\$ 431,301</b> | <b>\$ 410,494</b> | <b>\$ 525,298</b> | <b>\$ 508,161</b>     | <b>\$ (17,137)</b> | <b>(3.26)%</b>    |

| <b>Division Summary</b>      | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Total 1610 Town Clerk Admin  | \$ 233,585        | \$ 227,835        | \$ 234,536        | \$ 242,647        | \$ 249,452            | \$ 6,805           | 2.80 %            |
| Total 1620 Elections         | \$ 169,443        | \$ 186,615        | \$ 161,123        | \$ 248,456        | \$ 225,846            | \$ (22,610)        | (9.10)%           |
| Total 1630 Legislative       | \$ 9,165          | \$ 16,851         | \$ 14,834         | \$ 34,195         | \$ 32,863             | \$ (1,332)         | (3.90)%           |
| <b>Total 1600 Town Clerk</b> | <b>\$ 412,193</b> | <b>\$ 431,301</b> | <b>\$ 410,494</b> | <b>\$ 525,298</b> | <b>\$ 508,161</b>     | <b>\$ (17,137)</b> | <b>(3.26)%</b>    |

# 1600 Town Clerk

## Town Clerk Admin Budget Detail

|                                    |                                   |        | FY2020            | FY2021            | FY2022            | FY2023            | FY2024            | Dollar           | Percent       |              |
|------------------------------------|-----------------------------------|--------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|--------------|
| Compensation                       | Org                               | Object | Actual            | Actual            | Actual            | Approp.           | Recommended       | Change           | Change        |              |
|                                    |                                   | 11611  | 511000            | \$ 108,119        | \$ 109,128        | \$ 110,698        | \$ 110,774        | \$ 117,104       | \$ 6,330      | 5.7 %        |
|                                    | 11611                             | 511900 | \$ 102,025        | \$ 102,417        | \$ 104,466        | \$ 106,556        | \$ 106,556        | \$ —             | — %           |              |
|                                    | 11611                             | 514800 | \$ 1,600          | \$ 1,700          | \$ 1,650          | \$ 1,700          | \$ 1,800          | \$ 100           | 5.9 %         |              |
| <b>Subtotal Compensation</b>       |                                   |        | <b>\$ 211,744</b> | <b>\$ 213,245</b> | <b>\$ 216,814</b> | <b>\$ 219,030</b> | <b>\$ 225,460</b> | <b>\$ 6,430</b>  | <b>2.9 %</b>  |              |
| Expenses                           | 11612                             | 524500 | \$ —              | \$ 95             | \$ 255            | \$ 500            | \$ 500            | \$ —             | — %           |              |
|                                    | 11612                             | 527200 | \$ 2,237          | \$ 2,532          | \$ 2,600          | \$ 2,950          | \$ 3,200          | \$ 250           | 8.5 %         |              |
|                                    | 11612                             | 530000 | \$ 7,873          | \$ 1,896          | \$ 2,069          | \$ 3,740          | \$ 3,680          | \$ (60)          | (1.6)%        |              |
|                                    | 11612                             | 530100 | \$ 9,710          | \$ —              | \$ —              | \$ —              | \$ —              | \$ —             | — %           |              |
|                                    | 11612                             | 530300 | \$ —              | \$ 6,713          | \$ 7,288          | \$ 9,472          | \$ 9,472          | \$ —             | — %           |              |
|                                    | 11612                             | 534500 | \$ —              | \$ —              | \$ —              | \$ 100            | \$ 100            | \$ —             | — %           |              |
|                                    | 11612                             | 534700 | \$ 641            | \$ 713            | \$ 2,249          | \$ 2,250          | \$ 2,250          | \$ —             | — %           |              |
|                                    | 11612                             | 571000 | \$ —              | \$ —              | \$ 60             | \$ 700            | \$ 700            | \$ —             | — %           |              |
|                                    | 11612                             | 573000 | \$ 260            | \$ 225            | \$ 250            | \$ 400            | \$ 400            | \$ —             | — %           |              |
|                                    | 11612                             | 574100 | \$ —              | \$ —              | \$ 255            | \$ 300            | \$ 300            | \$ —             | — %           |              |
|                                    | <b>Subtotal Contract Services</b> |        |                   | <b>\$ 20,721</b>  | <b>\$ 12,173</b>  | <b>\$ 15,026</b>  | <b>\$ 20,412</b>  | <b>\$ 20,602</b> | <b>\$ 190</b> | <b>0.9 %</b> |
|                                    | 11612                             | 542100 | \$ 483            | \$ 2,417          | \$ 1,567          | \$ 1,865          | \$ 1,865          | \$ —             | — %           |              |
| 11612                              | 542200                            | \$ 637 | \$ —              | \$ 1,129          | \$ 1,340          | \$ 1,525          | \$ 185            | 13.8 %           |               |              |
| <b>Subtotal Supplies</b>           |                                   |        | <b>\$ 1,120</b>   | <b>\$ 2,417</b>   | <b>\$ 2,696</b>   | <b>\$ 3,205</b>   | <b>\$ 3,390</b>   | <b>\$ 185</b>    | <b>5.8 %</b>  |              |
| <b>Subtotal Expenses</b>           |                                   |        | <b>\$ 21,841</b>  | <b>\$ 14,589</b>  | <b>\$ 17,722</b>  | <b>\$ 23,617</b>  | <b>\$ 23,992</b>  | <b>\$ 375</b>    | <b>1.6 %</b>  |              |
| <b>Total 1610 Town Clerk Admin</b> |                                   |        | <b>\$ 233,585</b> | <b>\$ 227,835</b> | <b>\$ 234,536</b> | <b>\$ 242,647</b> | <b>\$ 249,452</b> | <b>\$ 6,805</b>  | <b>2.8 %</b>  |              |

**Elections Budget Detail**

|                                   |       |        | FY2020                        | FY2021             | FY2022            | FY2023            | FY2024            | Dollar             | Percent        |          |
|-----------------------------------|-------|--------|-------------------------------|--------------------|-------------------|-------------------|-------------------|--------------------|----------------|----------|
| Compensation                      | Org   | Object | Description                   | Actual             | Actual            | Actual            | Approp.           | Recommended        | Change         | Change   |
|                                   |       | 11621  | 511000                        | Full-Time Salaries | \$ 87,320         | \$ 86,987         | \$ 90,760         | \$ 88,726          | \$ 93,337      | \$ 4,611 |
|                                   | 11621 | 511100 | Part-Time Salaries            | \$ 4,310           | \$ 4,640          | \$ 4,500          | \$ 4,500          | \$ 4,500           | \$ —           | — %      |
|                                   | 11621 | 512000 | Election Workers              | \$ 22,297          | \$ 22,331         | \$ 10,628         | \$ 67,875         | \$ 52,527          | \$ (15,348)    | (22.6)%  |
|                                   | 11621 | 513000 | Overtime                      | \$ 7,348           | \$ 5,287          | \$ 1,239          | \$ 9,800          | \$ 10,038          | \$ 238         | 2.4 %    |
| <b>Subtotal Compensation</b>      |       |        | <b>\$ 121,275</b>             | <b>\$ 119,245</b>  | <b>\$ 107,127</b> | <b>\$ 170,901</b> | <b>\$ 160,401</b> | <b>\$ (10,500)</b> | <b>(6.1)%</b>  |          |
| Expenses                          | 11622 | 524500 | Repair & Maint. Office Equip. | \$ 51              | \$ 340            | \$ —              | \$ 500            | \$ 500             | \$ —           | — %      |
|                                   | 11622 | 524700 | Repair & Maint. Voter Equip.  | \$ 16,002          | \$ 19,339         | \$ 22,507         | \$ 23,450         | \$ 21,050          | \$ (2,400)     | (10.2)%  |
|                                   | 11622 | 531600 | Police Details                | \$ 11,089          | \$ 22,523         | \$ 6,501          | \$ 29,550         | \$ 16,848          | \$ (12,702)    | (43.0)%  |
|                                   | 11622 | 534500 | Postage                       | \$ 7,093           | \$ 8,127          | \$ 8,806          | \$ 8,875          | \$ 9,565           | \$ 690         | 7.8 %    |
|                                   | 11622 | 534600 | Printing and Mailing          | \$ 8,385           | \$ 10,807         | \$ 13,334         | \$ 9,900          | \$ 12,222          | \$ 2,322       | 23.5 %   |
|                                   | 11622 | 571000 | In-State Travel               | \$ 652             | \$ —              | \$ —              | \$ 700            | \$ 700             | \$ —           | — %      |
|                                   | 11622 | 573000 | Dues and Membership           | \$ —               | \$ —              | \$ —              | \$ 50             | \$ 50              | \$ —           | — %      |
| <b>Subtotal Contract Services</b> |       |        | <b>\$ 43,273</b>              | <b>\$ 61,135</b>   | <b>\$ 51,148</b>  | <b>\$ 73,025</b>  | <b>\$ 60,935</b>  | <b>\$ (12,090)</b> | <b>(16.6)%</b> |          |
|                                   | 11622 | 542100 | Office Supplies               | \$ 2,771           | \$ 4,075          | \$ 1,533          | \$ 1,400          | \$ 2,100           | \$ 700         | 50.0 %   |
|                                   | 11622 | 549000 | Food Supplies                 | \$ 645             | \$ 1,237          | \$ 334            | \$ 1,600          | \$ 880             | \$ (720)       | (45.0)%  |
|                                   | 11622 | 558300 | Election Supplies             | \$ 1,479           | \$ 922            | \$ 981            | \$ 1,530          | \$ 1,530           | \$ —           | — %      |
| <b>Subtotal Supplies</b>          |       |        | <b>\$ 4,895</b>               | <b>\$ 6,234</b>    | <b>\$ 2,848</b>   | <b>\$ 4,530</b>   | <b>\$ 4,510</b>   | <b>\$ (20)</b>     | <b>(0.4)%</b>  |          |
| <b>Subtotal Expenses</b>          |       |        | <b>\$ 48,168</b>              | <b>\$ 67,370</b>   | <b>\$ 53,996</b>  | <b>\$ 77,555</b>  | <b>\$ 65,445</b>  | <b>\$ (12,110)</b> | <b>(15.6)%</b> |          |
| <b>Total 1620 Elections</b>       |       |        | <b>\$ 169,443</b>             | <b>\$ 186,615</b>  | <b>\$ 161,123</b> | <b>\$ 248,456</b> | <b>\$ 225,846</b> | <b>\$ (22,610)</b> | <b>(9.1)%</b>  |          |

**Legislative Budget Detail**

|                               |                                   |        | FY2020                  | FY2021             | FY2022           | FY2023           | FY2024           | Dollar            | Percent           |               |
|-------------------------------|-----------------------------------|--------|-------------------------|--------------------|------------------|------------------|------------------|-------------------|-------------------|---------------|
| Compensation                  | Org                               | Object | Description             | Actual             | Actual           | Actual           | Approp.          | Recommended       | Change            | Change        |
|                               |                                   | 11101  | 511000                  | Full-Time Salaries | \$ 450           | \$ (450)         | \$ —             | \$ —              | \$ —              | \$ —          |
|                               | 11101                             | 511900 | Elected Officials       | \$ 180             | \$ 720           | \$ 450           | \$ 450           | \$ 450            | \$ —              | — %           |
|                               | 11101                             | 513000 | Overtime                | \$ 2,669           | \$ 4,141         | \$ 3,297         | \$ 5,545         | \$ 5,405          | \$ (140)          | (2.5)%        |
| <b>Subtotal Compensation</b>  |                                   |        | <b>\$ 3,299</b>         | <b>\$ 4,411</b>    | <b>\$ 3,747</b>  | <b>\$ 5,995</b>  | <b>\$ 5,855</b>  | <b>\$ (140)</b>   | <b>(2.3)%</b>     |               |
| Expenses                      | 11102                             | 530000 | Prof. and Tech Services | \$ 5,866           | \$ 12,441        | \$ 10,979        | \$ 26,600        | \$ 25,408         | \$ (1,192)        | (4.5)%        |
|                               | 11102                             | 534700 | Printing                | \$ —               | \$ —             | \$ 109           | \$ 1,600         | \$ 1,600          | \$ —              | — %           |
|                               | <b>Subtotal Contract Services</b> |        |                         | <b>\$ 5,866</b>    | <b>\$ 12,441</b> | <b>\$ 11,087</b> | <b>\$ 28,200</b> | <b>\$ 27,008</b>  | <b>\$ (1,192)</b> | <b>(4.2)%</b> |
| <b>Subtotal Expenses</b>      |                                   |        | <b>\$ 5,866</b>         | <b>\$ 12,441</b>   | <b>\$ 11,087</b> | <b>\$ 28,200</b> | <b>\$ 27,008</b> | <b>\$ (1,192)</b> | <b>(4.2)%</b>     |               |
| <b>Total 1630 Legislative</b> |                                   |        | <b>\$ 9,165</b>         | <b>\$ 16,851</b>   | <b>\$ 14,834</b> | <b>\$ 34,195</b> | <b>\$ 32,863</b> | <b>\$ (1,332)</b> | <b>(3.9)%</b>     |               |

## 1700 Treasurer/Collector

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### Program Overview

The Treasurer's Office has three primary responsibilities:

#### **Treasury Management**

The Treasurer is the cash manager of the town and responsible for the deposit, investment and disbursement of town funds. The Treasurer is authorized by town meeting to issue debt on behalf of the Town with the approval of the Select Board. The banking services for the Town are selected, procured and managed by the Treasurer.

#### **FY2022-23 Achievements**

- During calendar year 2022 closed 6 liens totaling \$796,301
- May 2022 Moody's and S&P AAA rating reaffirmed for Belmont. We are 1 of 11 communities out of 351 in Massachusetts with AAA from both agencies.

For a more extensive list of activity refer to the [Treasurer/Collector section of the Belmont Annual Report](#).

#### **FY2024 Goals**

- Maximize investment earnings
- Sustain cash flow and tax collection rate standard
- Provide timely and accurate data

#### **Collection**

The Department collects Real Estate, Personal Property and Excise Taxes and utility payments.

#### **Parking**

The Department processes parking violations, payments, responds to inquiries and arbitrates parking violation requests for dismissal.

- Tax Collection Rate in FY2022 99.5%
- FY2022 Financial Audit completed on time.

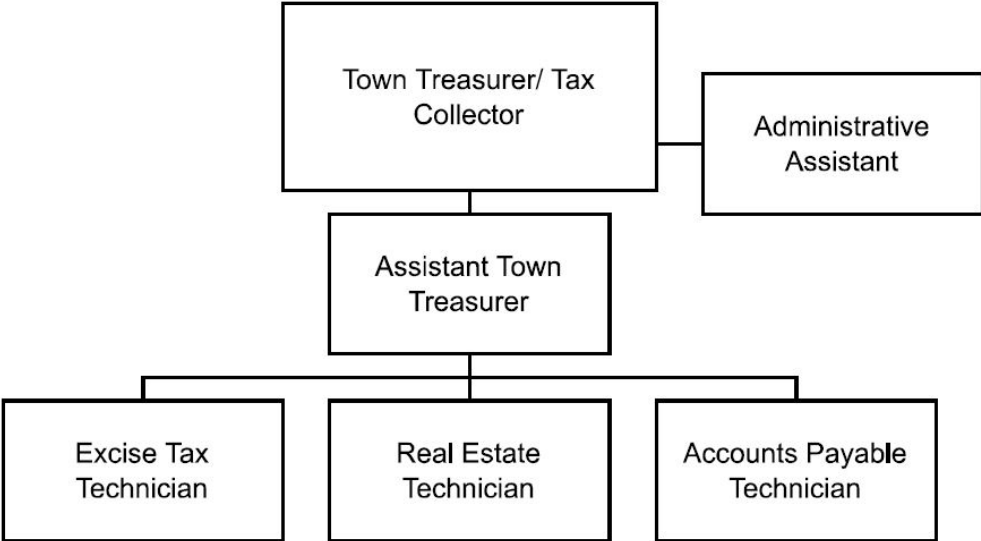
- Continued work with online security challenges preventing external access to our banking network.

**1700 Treasurer/Collector**

**Staffing and Structure**

The Treasurer’s Department staffing is currently 6 full-time and 1 part-time. The office has peak periods at the end of each month for customers paying parking tickets and excise taxes for RMV license or registration renewal. With

the entire office cross-trained in the cashiers functions all hands are on deck if needed. In these stressful times respecting and acknowledging the customer (resident) and the service is still required.



| Position Classification        | FTE        |            |            |            |            |            |            |            |            |            |
|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
|                                | FY2015     | FY2016     | FY2017     | FY2018     | FY2019     | FY2020     | FY2021     | FY2022     | FY2023     | FY2024     |
| Treasurer / Collector          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Asst. Treasurer/Collector      | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Administrative Assistant II    | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Payroll Coordinator*           | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | —          | —          |
| Account Analyst - Property Tax | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Clerk II-Excise                | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Clerk II A/P                   | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          | 1          |
| Office Assistant               | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        | 0.5        |
| <b>Total</b>                   | <b>7.5</b> | <b>7.5</b> | <b>7.5</b> | <b>7.5</b> | <b>7.5</b> | <b>7.5</b> | <b>7.5</b> | <b>7.5</b> | <b>6.5</b> | <b>6.5</b> |

\*Payroll Coordinator was moved to the Town Accountant’s office in FY2023.

# 1700 Treasurer/Collector

## Budget Recommendations

The FY2024 budget request from the Treasurer/Collector is \$649,437, which is a decrease of \$(75,337) or (10.39)% from the FY2023 budget. Compensation is \$435,837, a decrease

of \$(75,337) or (14.74)% due to turnover in the department and moving the Payroll Manager to the Accounting Office. Expenses are \$213,600, level-funded from FY2023.

### Treasurer Budget Summary

| <b>Department Summary</b>   | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Compensation                | \$ 470,447        | \$ 475,344        | \$ 479,753        | \$ 511,174        | \$ 435,837            | \$ (75,337)        | (14.74)%          |
| Expenses                    | \$ 154,459        | \$ 120,589        | \$ 133,709        | \$ 213,600        | \$ 213,600            | \$ —               | — %               |
| <b>Total 1700 Treasurer</b> | <b>\$ 624,906</b> | <b>\$ 595,933</b> | <b>\$ 613,462</b> | <b>\$ 724,774</b> | <b>\$ 649,437</b>     | <b>\$ (75,337)</b> | <b>(10.39)%</b>   |

| <b>Division Summary</b>     | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Total 1710 Treasurer Admin  | \$ 554,039        | \$ 537,079        | \$ 542,052        | \$ 628,274        | \$ 550,937            | \$ (77,337)        | (12.31)%          |
| Total 1720 Parking Clerk    | \$ 70,867         | \$ 58,854         | \$ 71,411         | \$ 96,500         | \$ 98,500             | \$ 2,000           | 2.07 %            |
| <b>Total 1700 Treasurer</b> | <b>\$ 624,906</b> | <b>\$ 595,933</b> | <b>\$ 613,462</b> | <b>\$ 724,774</b> | <b>\$ 649,437</b>     | <b>\$ (75,337)</b> | <b>(10.39)%</b>   |

# 1700 Treasurer/Collector

## Treasurer Admin Budget Detail

|                                   |                                   |                       | FY2020                        | FY2021            | FY2022            | FY2023            | FY2024            | Dollar             | Percent            |                |
|-----------------------------------|-----------------------------------|-----------------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|
|                                   |                                   |                       | Actual                        | Actual            | Actual            | Approp.           | Recommended       | Change             | Change             |                |
| Org                               | Object                            | Description           |                               |                   |                   |                   |                   |                    |                    |                |
| Compensation                      | 11451                             | 511000                | Full-Time Salaries            | \$ 347,357        | \$ 351,628        | \$ 357,372        | \$ 373,185        | \$ 294,606         | \$ (78,579)        | (21.1)%        |
|                                   | 11451                             | 511100                | Part-Time Salaries            | \$ 1,887          | \$ 1,297          | \$ 1,538          | \$ 21,443         | \$ 21,443          | \$ —               | — %            |
|                                   | 11451                             | 511900                | Elected Officials             | \$ 107,386        | \$ 107,001        | \$ 109,122        | \$ 110,871        | \$ 113,088         | \$ 2,217           | 2.0 %          |
|                                   | 11451                             | 514105                | Eyeglass Reimbursement        | \$ —              | \$ 175            | \$ —              | \$ —              | \$ —               | \$ —               | — %            |
|                                   | 11451                             | 514800                | Longevity                     | \$ 3,600          | \$ 3,650          | \$ 2,675          | \$ 2,675          | \$ 1,700           | \$ (975)           | (36.4)%        |
|                                   | 11451                             | 513000                | Overtime                      | \$ 7,466          | \$ 8,593          | \$ 6,047          | \$ —              | \$ —               | \$ —               | — %            |
|                                   | <b>Subtotal Compensation</b>      |                       |                               | <b>\$ 467,697</b> | <b>\$ 472,344</b> | <b>\$ 476,753</b> | <b>\$ 508,174</b> | <b>\$ 430,837</b>  | <b>\$ (77,337)</b> | <b>(15.2)%</b> |
| Expenses                          | 11452                             | 524500                | Repair & Maint. Office Equip. | \$ 2,474          | \$ 1,275          | \$ 1,797          | \$ 3,000          | \$ 3,000           | \$ —               | — %            |
|                                   | 11452                             | 530000                | Prof. and Tech Services       | \$ 22,783         | \$ 13,713         | \$ 9,007          | \$ 29,000         | \$ 29,000          | \$ —               | — %            |
|                                   | 11452                             | 530600                | Data Process                  | \$ 4,200          | \$ —              | \$ 1,875          | \$ 7,000          | \$ 7,000           | \$ —               | — %            |
|                                   | 11452                             | 531700                | Employee Training             | \$ 3,000          | \$ —              | \$ —              | \$ 3,000          | \$ 3,000           | \$ —               | — %            |
|                                   | 11452                             | 534500                | Postage                       | \$ 24,676         | \$ 25,649         | \$ 29,780         | \$ 38,000         | \$ 38,000          | \$ —               | — %            |
|                                   | 11452                             | 534700                | Printing                      | \$ 18,659         | \$ 19,691         | \$ 18,323         | \$ 22,000         | \$ 22,000          | \$ —               | — %            |
|                                   | 11452                             | 571000                | In-State Travel               | \$ 2,445          | \$ 152            | \$ —              | \$ 3,000          | \$ 3,000           | \$ —               | — %            |
|                                   | 11452                             | 573000                | Dues and Membership           | \$ 160            | \$ 100            | \$ 100            | \$ 1,000          | \$ 1,000           | \$ —               | — %            |
|                                   | 11452                             | 574100                | Insurance and Bonding         | \$ 1,679          | \$ 1,679          | \$ 1,679          | \$ 2,400          | \$ 2,400           | \$ —               | — %            |
|                                   | 11452                             | 574101                | Bond Related Expenses         | \$ —              | \$ —              | \$ —              | \$ —              | \$ —               | \$ —               | — %            |
|                                   | <b>Subtotal Contract Services</b> |                       |                               | <b>\$ 80,075</b>  | <b>\$ 62,259</b>  | <b>\$ 62,561</b>  | <b>\$ 108,400</b> | <b>\$ 108,400</b>  | <b>\$ —</b>        | <b>— %</b>     |
| 11452                             | 542100                            | Office Supplies       | \$ 3,982                      | \$ 1,322          | \$ 2,211          | \$ 7,000          | \$ 7,000          | \$ —               | — %                |                |
| 11452                             | 542200                            | Computer Supplies     | \$ 2,286                      | \$ 1,155          | \$ 526            | \$ 4,000          | \$ 4,000          | \$ —               | — %                |                |
| 11452                             | 552900                            | Books and Periodicals | \$ —                          | \$ —              | \$ —              | \$ 700            | \$ 700            | \$ —               | — %                |                |
| <b>Subtotal Supplies</b>          |                                   |                       | <b>\$ 6,268</b>               | <b>\$ 2,477</b>   | <b>\$ 2,738</b>   | <b>\$ 11,700</b>  | <b>\$ 11,700</b>  | <b>\$ —</b>        | <b>— %</b>         |                |
| <b>Subtotal Expenses</b>          |                                   |                       | <b>\$ 86,343</b>              | <b>\$ 64,736</b>  | <b>\$ 65,299</b>  | <b>\$ 120,100</b> | <b>\$ 120,100</b> | <b>\$ —</b>        | <b>— %</b>         |                |
| <b>Total 1710 Treasurer Admin</b> |                                   |                       | <b>\$ 554,039</b>             | <b>\$ 537,079</b> | <b>\$ 542,052</b> | <b>\$ 628,274</b> | <b>\$ 550,937</b> | <b>\$ (77,337)</b> | <b>(12.3)%</b>     |                |



**Parking Clerk Budget Detail**

|          |                                 |                                   | FY2020                  | FY2021             | FY2022    | FY2023    | FY2024    | Dollar      | Percent   |          |
|----------|---------------------------------|-----------------------------------|-------------------------|--------------------|-----------|-----------|-----------|-------------|-----------|----------|
| Comp.    | Org                             | Object                            | Description             | Actual             | Actual    | Actual    | Approp.   | Recommended | Change    | Change   |
|          |                                 | 11471                             | 511100                  | Part-Time Salaries | \$ 2,750  | \$ 3,000  | \$ 3,000  | \$ 3,000    | \$ 5,000  | \$ 2,000 |
|          | <b>Subtotal Compensation</b>    |                                   |                         | \$ 2,750           | \$ 3,000  | \$ 3,000  | \$ 3,000  | \$ 5,000    | \$ 2,000  | 66.7 %   |
| Expenses | 11472                           | 530000                            | Prof. and Tech Services | \$ 25,201          | \$ 24,327 | \$ 36,000 | \$ 44,000 | \$ 44,000   | \$ —      | — %      |
|          | 11472                           | 530021                            | Meters & Devices        | \$ 42,915          | \$ 28,757 | \$ 30,136 | \$ 45,000 | \$ 45,000   | \$ —      | — %      |
|          | 11472                           | 530900                            | Contract Patch          | \$ —               | \$ —      | \$ —      | \$ 1,000  | \$ 1,000    | \$ —      | — %      |
|          | 11472                           | 534700                            | Printing                | \$ —               | \$ 2,769  | \$ 2,275  | \$ 3,500  | \$ 3,500    | \$ —      | — %      |
|          |                                 | <b>Subtotal Contract Services</b> |                         |                    | \$ 68,117 | \$ 55,854 | \$ 68,411 | \$ 93,500   | \$ 93,500 | \$ —     |
|          | <b>Subtotal Expenses</b>        |                                   |                         | \$ 68,117          | \$ 55,854 | \$ 68,411 | \$ 93,500 | \$ 93,500   | \$ —      | — %      |
|          | <b>Total 1720 Parking Clerk</b> |                                   |                         | \$ 70,867          | \$ 58,854 | \$ 71,411 | \$ 96,500 | \$ 98,500   | \$ 2,000  | 2.1 %    |

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| <b>Department Summary</b>            | <b>FY2020 Actual</b> | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Approp.</b> | <b>FY2024 Recommended</b> | <b>Dollar Change</b> | <b>Percent Change</b> |
|--------------------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------------|----------------------|-----------------------|
| Total 2100 Benefits and Insurance    | \$ 21,804,692        | \$ 22,407,207        | \$ 23,663,401        | \$ 25,758,356         | \$ 25,661,490             | \$ (96,866)          | (0.38)%               |
| Total 2400 Liability Insurance       | \$ 500,883           | \$ 511,161           | \$ 435,877           | \$ 614,231            | \$ 772,376                | \$ 158,145           | 25.75 %               |
| Total 2450 Warrant Committee Reserve | \$ —                 | \$ —                 | \$ —                 | \$ 400,000            | \$ 400,000                | \$ —                 | — %                   |
| Total 2500 Facilities                | \$ 4,979,336         | \$ 5,240,068         | \$ 5,739,210         | \$ 6,948,107          | \$ 7,519,388              | \$ 571,281           | 8.22 %                |
| <b>Total Shared Services</b>         | <b>\$ 27,284,911</b> | <b>\$ 28,158,436</b> | <b>\$ 29,838,488</b> | <b>\$ 33,720,694</b>  | <b>\$ 34,353,254</b>      | <b>\$ 632,560</b>    | <b>\$ —</b>           |

| <b>Expense Summary</b>       | <b>FY2020 Actual</b> | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Approp.</b> | <b>FY2024 Recommended</b> | <b>Dollar Change</b> | <b>Percent Change</b> |
|------------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------------|----------------------|-----------------------|
| Compensation                 | \$ 1,662,832         | \$ 1,603,030         | \$ 1,789,467         | \$ 2,000,101          | \$ 2,293,029              | \$ 292,928           | 14.65 %               |
| Expenses                     | \$ 25,622,079        | \$ 26,555,407        | \$ 28,049,021        | \$ 31,720,593         | \$ 32,060,225             | \$ 339,632           | 1.07 %                |
| <b>Total Shared Services</b> | <b>\$ 27,284,911</b> | <b>\$ 28,158,437</b> | <b>\$ 29,838,488</b> | <b>\$ 33,720,694</b>  | <b>\$ 34,353,254</b>      | <b>\$ 632,560</b>    | <b>1.88 %</b>         |



# 2100 - Benefits and Insurance

## Program Overview

Included in the Employee Benefits and Insurance program are costs for the Town’s pension assessment, workers’ compensation, unemployment insurance, health and life insurance benefits and Medicare.

### **Contributory Retirement Assessment:**

The assessment of the Belmont Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Belmont Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on date of hire - provide the majority of pension system funding.

### **Employee/Retiree Benefits:**

The Town’s annual contribution for health and life insurance for active Municipal and School Department employees and

## FY2022-23 Achievements

- Staff have developed a more streamlined process for the monthly reconciliation of benefits and bill payments.
- In addition, a model for forecasting health benefits was developed using a snapshot of enrollees as of December

retirees, and the Town’s 1.45% share of Medicare tax for all employees hired after 1986.

### **Unemployment Compensation:**

The cost of unemployment payments for eligible employees separated from Municipal or School Department employment. The Town self-insures for this expense.

### **Workers’ Compensation:**

The insurance premiums to cover Municipal and School employees injured on the job.

### **Property and Liability Insurance:**

The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town’s vehicles; and (3) cover the Town against liability claims.

### **Deductible Reserves:**

Covers uninsured property losses, settlements and deductibles contained in various insurance policies.

- 2022, a placeholder for vacancies, and a small assumption for enrollment changes.
- Both enhancements resulted in a more precise budget request for FY2024.

# 2100 - Benefits and Insurance

## FY2024 Goals

Once the Group Insurance Commission (GIC) releases its rates for FY2024, staff will begin work with the Town’s healthcare consultant to review the potential to transition the Town from a self-insured healthcare model to the GIC. The goal would be to complete that analysis in early

summer, present the results to the Select Board, and then begin negotiations with the employee unions if deemed viable. The deadline to join the GIC for FY2025 is December 1, 2023, for enrollments beginning July 1, 2024.

## Staffing and Structure

Staff support is provided through the Human Resources Department, Town Administration and the Town Accountant’s Office.

## Budget Recommendations

The FY2024 budget request for Insurance and Benefits is \$26,833,866, which is an overall increase of \$61,279 or 0.23% from the FY2023 budget. This reflects changes to the following budget elements:

some efficiencies were identified, these have been offset by increases in School staff to open the Middle School.

Pension - The FY2024 request is \$10,041,821, which is a decrease of \$(50,203) or (0.50)%, and reflects the most recent funding schedule approved the by the Retirement Board in April 2023. The current schedule fully funds the pension obligation in FY2031, and will be revisited based on data as of January 1, 2024.

Life Insurance - The FY2024 request for both Town and School staff and retirees is level-funded at \$19,425.

Medicare - The FY2024 request for both Town and School staff is \$1,097,497, which is an increase of \$32,921 or 3.09%, and reflects the natural growth of wages due to contractual increases.

Retiree Health Insurance - The FY2024 request is \$3,338,181, which is a decrease of \$(442,876) or (11.71)%. This budget has been restructured to capture both Town and School retirees. In the process, efficiencies and improved forecasting have been identified, which is reflected in the budget recommendation.

Unemployment - The FY2024 request for both Town and School staff is \$193,700, which is a decrease of \$(33,300) or (14.67)%. This change captures an adjustment to remove COVID-era increases due to unemployment fraud, somewhat offset by anticipated utilization due to planned layoffs at the Schools to respond to budget constraints.

Employee Health Insurance - The FY2024 request is \$10,515,468, which is an increase of \$447,192 or 4.44%. As with Retiree Health Insurance, this budget has been restructured to capture both Town and School staff. While

Workers’ Compensation - The FY2024 request for both Town and School staff is \$455,398, a decrease of \$(50,600) or (10.00)% to reflect recent experience. Combining the Town and School budgets has helped realize more savings than would otherwise have been possible.

# 2100 - Benefits and Insurance

## Insurance and Benefits Budget Summary

| <b>Department Summary</b>                | FY2020<br>Actual     | FY2021<br>Actual     | FY2022<br>Actual     | FY2023<br>Approp.    | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|--|----------------------|----------------------|----------------------|----------------------|-----------------------|------------------|-------------------|
| Compensation                             | \$ —                 | \$ —                 | \$ —                 | \$ —                 | \$ —                  | \$ —             | — %               |
| Expenses                                 | \$ 22,305,575        | \$ 22,918,368        | \$ 24,099,278        | \$ 26,772,587        | \$ 26,833,866         | \$ 61,279        | 0.23 %            |
| <b>Total 2100 Benefits and Insurance</b> | <b>\$ 22,305,575</b> | <b>\$ 22,918,368</b> | <b>\$ 24,099,278</b> | <b>\$ 26,772,587</b> | <b>\$ 26,833,866</b>  | <b>\$ 61,279</b> | <b>0.23 %</b>     |

| <b>Division Summary</b>                  | FY2020<br>Actual     | FY2021<br>Actual     | FY2022<br>Actual     | FY2023<br>Approp.    | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|--|----------------------|----------------------|----------------------|----------------------|-----------------------|--------------------|-------------------|
| Total 2110 Pension                       | \$ 8,227,468         | \$ 8,728,097         | \$ 9,662,058         | \$ 10,092,024        | \$ 10,041,821         | \$ (50,203)        | (0.50)%           |
| Total 2200 Retiree Health Insurance      | \$ 3,162,481         | \$ 3,285,759         | \$ 3,529,448         | \$ 3,781,057         | \$ 3,338,181          | \$ (442,876)       | (11.71)%          |
| Total 2201 Employee Health Insurance     | \$ 9,189,408         | \$ 9,049,834         | \$ 9,146,575         | \$ 10,068,276        | \$ 10,515,468         | \$ 447,192         | 4.44 %            |
| Total 2200 Life Insurance                | \$ 12,708            | \$ 10,234            | \$ 11,077            | \$ 19,425            | \$ 19,425             | \$ —               | — %               |
| Total 2220 Medicare                      | \$ 831,395           | \$ 875,330           | \$ 908,544           | \$ 1,064,576         | \$ 1,097,497          | \$ 32,921          | 3.09 %            |
| Total 2310 Unemployment                  | \$ 34,698            | \$ 142,423           | \$ 62,279            | \$ 227,000           | \$ 193,700            | \$ (33,300)        | (14.67)%          |
| Total 2320 Workers Comp                  | \$ 346,533           | \$ 315,529           | \$ 343,420           | \$ 505,998           | \$ 455,398            | \$ (50,600)        | (10.00)%          |
| <b>Total 2100 Benefits and Insurance</b> | <b>\$ 21,804,692</b> | <b>\$ 22,407,207</b> | <b>\$ 23,663,401</b> | <b>\$ 25,758,356</b> | <b>\$ 25,661,490</b>  | <b>\$ (96,866)</b> | <b>(0.38)%</b>    |

| <b>Division Summary</b>               | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|
| Total 2400 Liability Insurance        | \$ 496,273        | \$ 511,161        | \$ 435,877        | \$ 587,259        | \$ 744,730            | \$ 157,471        | 26.81 %           |
| Total 2410 Deductible Reserves        | \$ 4,610          | \$ —              | \$ —              | \$ 26,972         | \$ 27,646             | \$ 674            | 2.50 %            |
| <b>Total 2400 Liability Insurance</b> | <b>\$ 500,883</b> | <b>\$ 511,161</b> | <b>\$ 435,877</b> | <b>\$ 614,231</b> | <b>\$ 772,376</b>     | <b>\$ 158,145</b> | <b>25.75 %</b>    |

| <b>Division Summary</b>                     | FY2020<br>Actual | FY2021<br>Actual | FY2022<br>Actual | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|---|------------------|------------------|------------------|-------------------|-----------------------|------------------|-------------------|
| Total 2450 Warrant Committee Reserve        | \$ —             | \$ —             | \$ —             | \$ 400,000        | \$ 400,000            | \$ —             | — %               |
| <b>Total 2450 Warrant Committee Reserve</b> | <b>\$ —</b>      | <b>\$ —</b>      | <b>\$ —</b>      | <b>\$ 400,000</b> | <b>\$ 400,000</b>     | <b>\$ —</b>      | <b>— %</b>        |

# 2100 - Benefits and Insurance

## Pension Budget Detail

| Org                       | Object | Description     | FY2020 Actual | FY2021 Actual | FY2022 Actual | FY2023 Approp. | FY2024 Recommended | Dollar Change | Percent Change |
|---------------------------|--------|-----------------|---------------|---------------|---------------|----------------|--------------------|---------------|----------------|
| 19111                     | 518000 | Retirement Fund | \$ 8,227,468  | \$ 8,728,097  | \$ 9,662,058  | \$10,092,024   | \$ 10,041,821      | \$ (50,203)   | (0.5)%         |
| <b>Total 2110 Pension</b> |        |                 | \$ 8,227,468  | \$ 8,728,097  | \$ 9,662,058  | \$10,092,024   | \$ 10,041,821      | \$ (50,203)   | (0.5)%         |

## Health Insurance Budget Detail

| Org                                    | Object | Description                      | FY2020 Actual | FY2021 Actual | FY2022 Actual | FY2023 Approp. | FY2024 Recommended | Dollar Change | Percent Change |
|--|--------|----------------------------------|---------------|---------------|---------------|----------------|--------------------|---------------|----------------|
| 19141                                  | 518200 | Town Retiree Health Insurance    | \$ 1,599,018  | \$ 1,560,949  | \$ 1,757,729  | \$ 1,798,748   | \$ 1,549,991       | \$ (248,757)  | (13.8)%        |
| 5051605                                | 517101 | School Retiree Health Insurance  | \$ 1,563,463  | \$ 1,724,811  | \$ 1,771,720  | \$ 1,982,309   | \$ 1,788,190       | \$ (194,119)  | (9.8)%         |
| <b>Total Retiree Health Insurance</b>  |        |                                  | \$ 3,162,481  | \$ 3,285,759  | \$ 3,529,448  | \$ 3,781,057   | \$ 3,338,181       | \$ (442,876)  | (11.7)%        |
| 19141                                  | 517000 | Town Employee Health Insurance   | \$ 3,029,119  | \$ 2,932,976  | \$ 2,838,755  | \$ 3,454,596   | \$ 3,254,049       | \$ (200,547)  | (5.8)%         |
| 5150603                                | 517000 | School Employee Health Insurance | \$ 6,160,289  | \$ 6,116,858  | \$ 6,307,820  | \$ 6,613,680   | \$ 7,261,419       | \$ 647,739    | 9.8 %          |
| <b>Total Employee Health Insurance</b> |        |                                  | \$ 9,189,408  | \$ 9,049,834  | \$ 9,146,575  | \$10,068,276   | \$ 10,515,468      | \$ 447,192    | 4.4 %          |

\*Figures have been restated for FY2020, FY2021, FY2022 and FY2023 to reflect the proposed combining of benefit lines in FY2024.

## Medicare Budget Detail

| Org                            | Object | Description              | FY2020 Actual | FY2021 Actual | FY2022 Actual | FY2023 Approp. | FY2024 Recommended | Dollar Change | Percent Change |
|--------------------------------|--------|--------------------------|---------------|---------------|---------------|----------------|--------------------|---------------|----------------|
| 19161                          | 517800 | Town Employee Medicare   | \$ 245,979    | \$ 220,354    | \$ 224,480    | \$ 331,895     | \$ 338,533         | \$ 6,638      | 2.0 %          |
| 5051604                        | 518000 | School Employee Medicare | \$ 585,416    | \$ 654,976    | \$ 684,064    | \$ 732,681     | \$ 758,964         | \$ 26,283     | 3.6 %          |
| <b>Total Employee Medicare</b> |        |                          | \$ 831,395    | \$ 875,330    | \$ 908,544    | \$ 1,064,576   | \$ 1,097,497       | \$ 32,921     | 3.1 %          |

\*Figures have been restated for FY2020, FY2021, FY2022 and FY2023 to reflect the proposed combining of benefit lines in FY2024.

# 2100 - Benefits and Insurance

## Unemployment Budget Detail

| Org                                | Object | Description                  | FY2020<br>Actual | FY2021<br>Actual  | FY2022<br>Actual | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|------------------------------------|--------|------------------------------|------------------|-------------------|------------------|-------------------|-----------------------|--------------------|-------------------|
| 19131                              | 517300 | Town Employee Unemployment   | \$ 10,213        | \$ 30,865         | \$ 16,542        | \$ 40,000         | \$ 40,000             | \$ —               | — %               |
| 5150601                            | 517300 | School Employee Unemployment | \$ 24,485        | \$ 111,558        | \$ 45,737        | \$ 187,000        | \$ 153,700            | \$ (33,300)        | (17.8)%           |
| <b>Total Employee Unemployment</b> |        |                              | <b>\$ 34,698</b> | <b>\$ 142,423</b> | <b>\$ 62,279</b> | <b>\$ 227,000</b> | <b>\$ 193,700</b>     | <b>\$ (33,300)</b> | <b>(14.7)%</b>    |

\*Figures have been restated for FY2020, FY2021, FY2022 and FY2023 to reflect the proposed combining of benefit lines in FY2024.

## Workers' Compensation Insurance Budget Detail

| Org                                | Object | Description                  | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|------------------------------------|--------|------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| 19121                              | 517200 | Town Employee Workers Comp   | \$ 114,412        | \$ 104,513        | \$ 131,457        | \$ 193,213        | \$ 173,892            | \$ (19,321)        | (10.0)%           |
| 5150600                            | 517200 | School Employee Workers Comp | \$ 232,121        | \$ 211,016        | \$ 211,963        | \$ 312,785        | \$ 281,507            | \$ (31,279)        | (10.0)%           |
| <b>Total Employee Workers Comp</b> |        |                              | <b>\$ 346,533</b> | <b>\$ 315,529</b> | <b>\$ 343,420</b> | <b>\$ 505,998</b> | <b>\$ 455,398</b>     | <b>\$ (50,600)</b> | <b>(10.0)%</b>    |

\*Figures have been restated for FY2020, FY2021, FY2022 and FY2023 to reflect the proposed combining of benefit lines in FY2024.

## Historical Use of the Warrant Committee Reserve

| Department       |                  | Description                      | 2013              | 2014              | 2015              | 2016        | 2017              | 2018              | 2019              | 2020              | 2021              | 2022              |
|------------------|------------------|----------------------------------|-------------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 1200             | HR Dept.         | SEIU - Longevity                 |                   |                   |                   |             | \$ 415            |                   |                   |                   |                   |                   |
| 1500             | Town Admin.      | Legal Bills                      |                   |                   |                   |             |                   |                   |                   |                   |                   | \$ 40,000         |
| 2500             | Facilities Dept. | Facilities                       |                   |                   |                   |             |                   | \$ 52,368         | \$ 185,105        |                   |                   |                   |
| 3100             | Fire Dept.       | Medical Bills                    | \$ 21,000         |                   |                   |             |                   |                   |                   |                   |                   |                   |
| 3100             | Fire Dept.       | Vehicle Expense                  | \$ 13,000         |                   |                   |             |                   |                   |                   |                   |                   |                   |
| 3200             | Police Dept.     | BPD Project - Ret. Wall/Oil Tank |                   |                   |                   |             |                   |                   |                   | \$ 315,000        |                   |                   |
| 4100             | School Dept.     | SPED Tuition                     |                   | \$ 200,000        | \$ 285,000        |             |                   |                   |                   |                   |                   |                   |
| 5200             | Public Works     | Hurricane Sandy                  | \$ 124,736        |                   |                   |             |                   |                   |                   |                   |                   |                   |
| 5200             | Public Works     | Snow & Ice                       | \$ 207,391        | \$ 200,000        |                   |             | \$ 322,271        | \$ 347,632        | \$ 90,000         |                   | \$ 137,160        | \$ 204,142        |
| 5200             | Public Works     | Snow Vehicle                     | \$ 19,401         |                   |                   |             |                   |                   |                   |                   |                   |                   |
| <b>Total Use</b> |                  |                                  | <b>\$ 385,528</b> | <b>\$ 400,000</b> | <b>\$ 285,000</b> | <b>\$ —</b> | <b>\$ 322,686</b> | <b>\$ 400,000</b> | <b>\$ 275,105</b> | <b>\$ 315,000</b> | <b>\$ 137,160</b> | <b>\$ 244,142</b> |



# 2500 - Facilities Department

## Program Overview

The Facilities Department is responsible for the maintenance, capital investments, and operation of all of the schools and most of the town buildings.

### Administration

The office manages over 2,500 work orders a year, as well as over a dozen specific service contracts, including fire alarms, HVAC, elevators, and cleaning. Facilities manages the utility contracts for almost all of the town buildings, representing 28% of the overall Facilities budget. Staff supports space rentals at the Beech Street Center and Town Hall Auditorium. All postage and mailing needs are carried out by this department. Facilities is tasked with making sure all building code and regulatory inspections are scheduled and any deficiencies are addressed. Quarterly, semi-annual, and annual maintenance is planned and checked for completeness, so our infrastructure meets its intended useful and life expectancy. We work closely with the Massachusetts Department of Public Safety, Department of Public Health, and the Department of Labor Services, as well as the EPA and OSHA. We are directly responsible for all bidding and solicitations associated with contract services, building and cleaning materials. Lastly, Facilities processes approximately 3,200 invoices annually, for goods and services.

### Operations

The Facilities Department manages a number of working trades that triage the daily calls and works orders. They fix what they are capable of and contract out the more complex or specialty items. The Town has started to install major subsystems in our buildings that are very sophisticated and require specialized equipment and

knowledge for their operation and troubleshooting. Behind the scenes, our Systems Manager oversees building access controls, lighting controls, security cameras, and heating and air conditioning managements systems. We are vigilant about energy efficiency. Over the past few years, we have updated old boilers, installed energy efficient pumps and motors, managed heat pump systems, installed energy management controls, solar panels, and LED lighting, and re-commissioned buildings. This year we are adding our first electric van to our fleet for maintenance staff use. The dedicated maintenance staff consists of one HVAC technician, one electrician, one plumber, one carpenter, five maintenance workers and 20 custodial workers. Management staff share the responsibility of being on-call 24/7 each week to ensure public and infrastructure safety.

### Capital Projects

There are two levels of capital projects in which we have a role, large construction/renovation projects managed by citizen building committees and capital projects approved by the Capital Budget Committee. Projects include everything associated with the building including the building envelope; wall, windows, exterior cladding, and roof. We also closely monitor the buildings for structural changes and life cycles of mechanical systems so we can forecast replacement or repair them before they fail. We are working with the HDC to put together a building envelop study for all historic buildings in the town. Lastly, we will also be collaborating with the Comprehensive Capital Budget Committee to develop a 30-year plan for maintenance and capital projects to anticipate expenses and prevent interruptions to services.

# 2500 - Facilities Department

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## FY2022-23 Achievements

- Supported the move-in of the new High School
- Replaced the failed Heat Pump system at Wellington School; recommissioning of the building is anticipated in late Spring or early Summer 2023.
- Removed the peeling stain from the Wellington School; allowing the Ipe wood to weather naturally will save the town from having to restain or paint every eight years.
- Renewed all eight service contracts.
- Refurbished the Town Hall chimney; the contract for the slate roof will be rebid in Spring 2023.
- Installed a new Fire Alarm and Public Address system at Butler School.

For a more extensive list of activity please refer to the [Facilities Department section of the Belmont Annual Report](#).

## FY2024 Goals

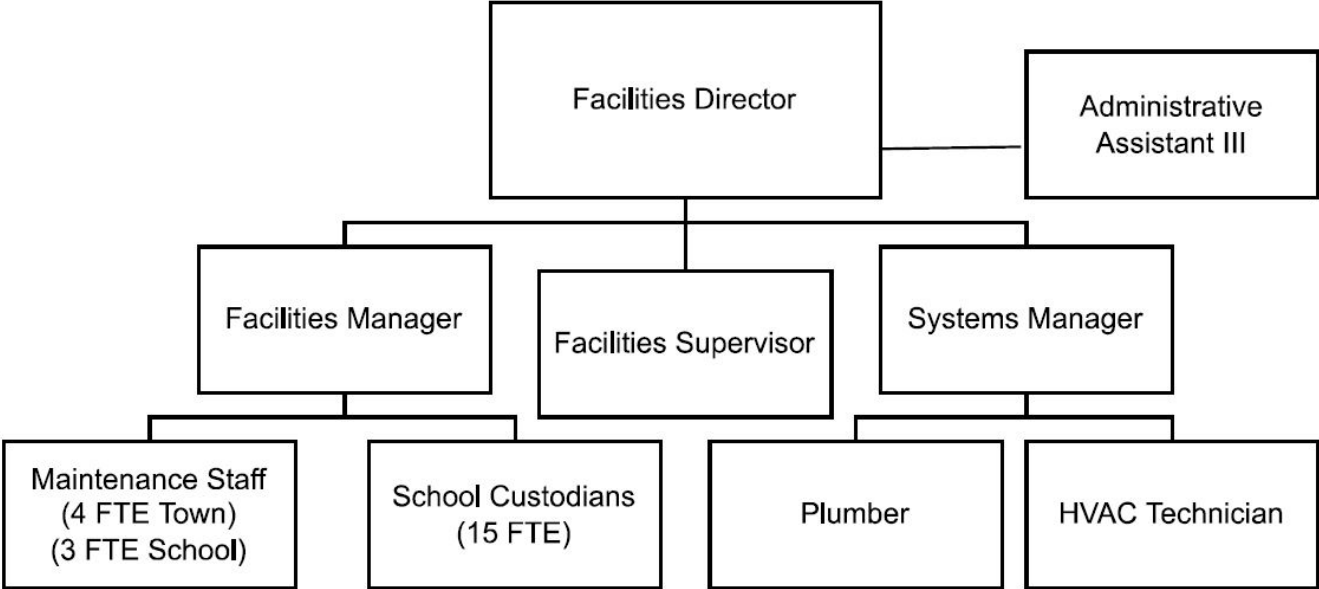
- Replace the Kaiwall windows at Butler School.
- Oversee construction work to repair Benton Library chimney.
- Work with the Historic District Commission to develop and hire a company to assess the building envelopes of the Town's Historic Properties.
- Fill the multiple vacancies in the department.
- Install a new Fire Alarm and Public Address System at Winn Brook School.
- Support the opening of the new Middle School.

# 2500 - Facilities Department

## Staffing and Structure

The Director of Facilities reports to the Public Facilities Board which consists of the Town Administrator and Superintendent of Schools. The Director oversees all aspects of the Facilities Department with concentrations on Capital Projects, resolution of major maintenance challenges and oversight of any related construction projects. The Director is a member of the Belmont Middle and High School (BMHS) Building Committee and Library Building Committee. The Facilities Manager oversees all Town and School maintenance workers and custodians. He

also manages all inspections and regulatory compliance. The Facilities Supervisor is responsible for coordinating outside contractors, procurement of goods and services, and file/plan management. The Systems Manager oversees all HVAC operations, BMHS controls, lighting controls, and energy conservation measures. The HVAC technician, electrician, plumber, and carpenter respond to maintenance issues as they arise. Salaries for school custodians and maintenance workers will be transitioned to the Facilities budget in FY2024.



# 2500 - Facilities Department

| Position Classification            | FTE    |        |        |        |        |        |        |        |        |        |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                    | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Director of Facilities             | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Facilities Manager                 | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Facilities Supervisor              | —      | —      | —      | —      | —      | —      | —      | —      | 1      | 1      |
| Supervisor of Contracts Management | 1      | 1      | 1      | 1      | 1      | —      | —      | —      | —      | —      |
| Facilities Coordinator             | —      | —      | —      | —      | —      | 1      | 1      | 1      | —      | —      |
| Administrative Assistant III       | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| System Manager                     | —      | —      | —      | —      | —      | —      | —      | —      | 1      | 1      |
| HVAC Tech                          | —      | —      | —      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Lead Custodian                     | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Building Specialist/Custodian      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Facilities Custodian               | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Plumber                            | —      | —      | —      | —      | —      | —      | —      | —      | 1      | 1      |
| HVAC Technician                    | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| School Custodians*                 | —      | —      | —      | —      | —      | —      | —      | —      | —      | 15     |
| Schools Maintenance Workers*       | —      | —      | —      | —      | —      | —      | —      | —      | —      | 5      |
| School Summer Hires (.20FTE)*      | —      | —      | —      | —      | —      | —      | —      | —      | —      | 2      |
| Part-time Custodian (0.45 FTE)     | 1.8    | 1.8    | 1.8    | 1.8    | 1.8    | —      | —      | —      | —      | —      |
| Total                              | 9.8    | 9.8    | 9.8    | 10.8   | 10.8   | 9      | 9      | 9      | 11     | 33     |

\*School custodial and maintenance staff are recommended for transfer to the Facilities budget in FY2024.

# 2500 - Facilities Department

## Budget Recommendations

The FY2024 budget request from the Facilities Department is \$7,519,388, which is an increase of \$571,281 or 8.22% from the FY2023 budget. Compensation is \$2,293,029, an increase of \$292,928 or 14.65% due to contractually obligated cost of living adjustments, and the addition of two

custodians for the new Middle School. Expenses are \$5,226,359, an an increase of \$278,353 or 5.63% due to an increase in the custodial contract to open the new Middle School.

## Facilities Budget Summary

| <b>Department Summary</b>    | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Compensation                 | \$ 1,662,832        | \$ 1,603,030        | \$ 1,789,467        | \$ 2,000,101        | \$ 2,293,029          | \$ 292,928        | 14.65 %           |
| Expenses                     | \$ 3,316,504        | \$ 3,637,039        | \$ 3,949,743        | \$ 4,948,006        | \$ 5,226,359          | \$ 278,353        | 5.63 %            |
| <b>Total 2500 Facilities</b> | <b>\$ 4,979,336</b> | <b>\$ 5,240,068</b> | <b>\$ 5,739,210</b> | <b>\$ 6,948,107</b> | <b>\$ 7,519,388</b>   | <b>\$ 571,281</b> | <b>8.22 %</b>     |

| <b>Division Summary</b>        | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Total 2510 Facilities - Town   | \$ 945,138          | \$ 981,153          | \$ 973,971          | \$ 1,320,298        | \$ 1,347,880          | \$ 27,582         | 2.09 %            |
| Total 2520 Facilities - School | \$ 3,477,756        | \$ 3,732,391        | \$ 4,210,552        | \$ 4,886,354        | \$ 5,385,974          | \$ 499,620        | 10.22 %           |
| Total 2530 Facilities Admin    | \$ 556,442          | \$ 526,525          | \$ 554,686          | \$ 741,455          | \$ 785,534            | \$ 44,079         | 5.94 %            |
| <b>Total 2500 Facilities</b>   | <b>\$ 4,979,336</b> | <b>\$ 5,240,068</b> | <b>\$ 5,739,210</b> | <b>\$ 6,948,107</b> | <b>\$ 7,519,388</b>   | <b>\$ 571,281</b> | <b>8.22 %</b>     |

# 2500 - Facilities Department

## Facilities - Town Budget Detail

| Org                                    | Object                   | Description                    | FY2020<br>Actual              | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |               |
|--|--------------------------|--------------------------------|-------------------------------|-------------------|-------------------|---------------------|-----------------------|------------------|-------------------|---------------|
| 11946                                  | 523400                   | Energy Conservation Measures   | \$ —                          | \$ 8,611          | \$ 8,282          | \$ 24,370           | \$ 25,000             | \$ 630           | 2.6 %             |               |
| 11946                                  | 524300                   | Repair & Maint Bldg/Grounds    | \$ 143,157                    | \$ 145,718        | \$ 101,844        | \$ 60,048           | \$ 75,000             | \$ 14,952        | 24.9 %            |               |
| 11946                                  | 524301                   | Repair Contractual Services    | \$ 71,541                     | \$ 89,330         | \$ 172,412        | \$ 185,000          | \$ 200,000            | \$ 15,000        | 8.1 %             |               |
| 11946                                  | 524306                   | R&M HVAC Contract Services     | \$ 97,831                     | \$ 103,259        | \$ 45,000         | \$ 121,980          | \$ 121,980            | \$ —             | — %               |               |
| 11946                                  | 524307                   | Pavement Maintenance           | \$ 5,000                      | \$ —              | \$ 1,950          | \$ 5,100            | \$ 5,100              | \$ —             | — %               |               |
| 11946                                  | 524400                   | Repair & Maint. Vehicles       | \$ 3,698                      | \$ 14,285         | \$ 11,008         | \$ 5,200            | \$ 7,500              | \$ 2,300         | 44.2 %            |               |
| 11946                                  | 527200                   | Rental of Office Equipment     | \$ 12,600                     | \$ 3,707          | \$ 7,225          | \$ 10,000           | \$ 11,500             | \$ 1,500         | 15.0 %            |               |
| 11946                                  | 527400                   | Equipment Rental               | \$ —                          | \$ 99             | \$ 842            | \$ 3,500            | \$ 3,500              | \$ —             | — %               |               |
| 11946                                  | 529300                   | Custodial Service              | \$ 111,553                    | \$ 129,113        | \$ 124,627        | \$ 163,914          | \$ 140,000            | \$ (23,914)      | (14.6)%           |               |
| 11946                                  | 530000                   | Prof. and Tech Services        | \$ 1,802                      | \$ 2,473          | \$ 4,778          | \$ 8,200            | \$ 9,000              | \$ 800           | 9.8 %             |               |
| 11946                                  | 532000                   | Tuition                        | \$ 768                        | \$ —              | \$ (595)          | \$ 2,500            | \$ 2,500              | \$ —             | — %               |               |
| 11946                                  | 534500                   | Postage                        | \$ 19,942                     | \$ 37,816         | \$ 35,000         | \$ 42,432           | \$ 47,000             | \$ 4,568         | 10.8 %            |               |
| <b>Subtotal Contract Services</b>      |                          |                                | <b>\$ 467,891</b>             | <b>\$ 534,412</b> | <b>\$ 512,372</b> | <b>\$ 632,244</b>   | <b>\$ 648,080</b>     | <b>\$ 15,836</b> | <b>2.5 %</b>      |               |
| Expenses                               | 11946                    | 542100                         | Office Supplies               | \$ 3,925          | \$ 8,792          | \$ 8,865            | \$ 5,000              | \$ 8,000         | \$ 3,000          | 60.0 %        |
|  | 11946                    | 543000                         | Building Maintenance Supplies | \$ 13,109         | \$ 2,069          | \$ 12,018           | \$ 16,000             | \$ 20,000        | \$ 4,000          | 25.0 %        |
|  | 11946                    | 545000                         | Custodial Supplies            | \$ 16,520         | \$ 6,851          | \$ 16,201           | \$ 26,878             | \$ 32,000        | \$ 5,122          | 19.1 %        |
|  | 11946                    | 558404                         | Furniture Expense             | \$ 56             | \$ —              | \$ 1,122            | \$ 2,500              | \$ 3,000         | \$ 500            | 20.0 %        |
|  | <b>Subtotal Supplies</b> |                                |                               | <b>\$ 33,609</b>  | <b>\$ 17,713</b>  | <b>\$ 38,207</b>    | <b>\$ 50,378</b>      | <b>\$ 63,000</b> | <b>\$ 12,622</b>  | <b>25.1 %</b> |
| 11946                                  | 523100                   | Water                          | \$ 25,095                     | \$ —              | \$ 34,970         | \$ —                | \$ 12,500             | \$ 12,500        | — %               |               |
| 11946                                  | 522700                   | Oil Used for Heat              | \$ 29,594                     | \$ 26,561         | \$ 24,587         | \$ 40,000           | \$ 56,000             | \$ 16,000        | 40.0 %            |               |
| 11946                                  | 522800                   | Natural Gas                    | \$ 72,843                     | \$ 93,095         | \$ 100,034        | \$ 90,000           | \$ 120,000            | \$ 30,000        | 33.3 %            |               |
| 11946                                  | 522900                   | Electricity                    | \$ 282,475                    | \$ 291,224        | \$ 248,693        | \$ 402,276          | \$ 340,000            | \$ (62,276)      | (15.5)%           |               |
| 11946                                  | 523101                   | Water Fire Protection Services | \$ 6,509                      | \$ 3,353          | \$ 480            | \$ 6,500            | \$ 6,500              | \$ —             | — %               |               |
| 11946                                  | 523300                   | Diesel Fuel - generators       | \$ 13,582                     | \$ 14,794         | \$ 14,629         | \$ 6,900            | \$ 9,800              | \$ 2,900         | 42.0 %            |               |
| <b>Subtotal Utilities</b>              |                          |                                | <b>\$ 430,098</b>             | <b>\$ 429,027</b> | <b>\$ 423,393</b> | <b>\$ 545,676</b>   | <b>\$ 544,800</b>     | <b>\$ (876)</b>  | <b>(0.2)%</b>     |               |
| 11943                                  | 585000                   | Additional Equipment           | \$ 13,540                     | \$ —              | \$ —              | \$ 92,000           | \$ 92,000             | \$ —             | — %               |               |
| <b>Subtotal Minor Capital (Outlay)</b> |                          |                                | <b>\$ 13,540</b>              | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ 92,000</b>    | <b>\$ 92,000</b>      | <b>\$ —</b>      | <b>— %</b>        |               |
| <b>Subtotal Expenses</b>               |                          |                                | <b>\$ 945,138</b>             | <b>\$ 981,153</b> | <b>\$ 973,971</b> | <b>\$ 1,320,298</b> | <b>\$ 1,347,880</b>   | <b>\$ 27,582</b> | <b>2.1 %</b>      |               |
| <b>Total 2510 Facilities - Town</b>    |                          |                                | <b>\$ 945,138</b>             | <b>\$ 981,153</b> | <b>\$ 973,971</b> | <b>\$ 1,320,298</b> | <b>\$ 1,347,880</b>   | <b>\$ 27,582</b> | <b>2.1 %</b>      |               |

# 2500 - Facilities Department

## Facilities - School Budget Detail

|             |                              |             | FY2020                 | FY2021             | FY2022             | FY2023             | FY2024             | Dollar              | Percent           |               |
|-------------|------------------------------|-------------|------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|-------------------|---------------|
|             |                              |             | Actual                 | Actual             | Actual             | Approp.            | Recommended        | Change              | Change            |               |
| Org         | Object                       | Description |                        |                    |                    |                    |                    |                     |                   |               |
| Compensatio | 11948                        | 511000      | Full-Time Salaries     | \$ 935,091         | \$ 945,492         | \$1,068,311        | \$1,077,546        | \$ 1,294,495        | \$ 216,949        | 20.1 %        |
|             | 11948                        | 512000      | Summer Workers         | \$ 72,667          | \$ 25,936          | \$ 28,759          | \$ 61,100          | \$ 60,000           | \$ (1,100)        | (1.8)%        |
|             | 11948                        | 513000      | Custodial Overtime     | \$ 58,247          | \$ 63,582          | \$ 75,517          | \$ 60,000          | \$ 88,000           | \$ 28,000         | 46.7 %        |
|             | 11948                        | 513000      | Bldgs Grounds Overtime | \$ 40,385          | \$ 41,495          | \$ 62,194          | \$ 60,000          | \$ 65,000           | \$ 5,000          | 8.3 %         |
|             | <b>Subtotal Compensation</b> |             |                        | <b>\$1,106,390</b> | <b>\$1,076,505</b> | <b>\$1,234,781</b> | <b>\$1,258,646</b> | <b>\$ 1,507,495</b> | <b>\$ 248,849</b> | <b>19.8 %</b> |

\*Figures have been restated for FY2020, FY2021, FY2022 and FY2023 to reflect the proposed transfer of school custodians to Facilities in FY2024.

|          |                                   |        |                              |                    |                    |                    |                    |                     |                   |               |
|----------|-----------------------------------|--------|------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|-------------------|---------------|
| Expenses | 11947                             | 523400 | Energy Conservation Measures | \$ —               | \$ 101,408         | \$ 36,393          | \$ 188,000         | \$ 150,000          | \$ (38,000)       | (20.2)%       |
|          | 11947                             | 524300 | Repair & Maint Bldg/Grounds  | \$ 304,869         | \$ 402,380         | \$ 299,623         | \$ 315,000         | \$ 330,000          | \$ 15,000         | 4.8 %         |
|          | 11947                             | 524301 | Repair Contractual Services  | \$ 162,775         | \$ 160,590         | \$ 207,742         | \$ 340,522         | \$ 340,522          | \$ —              | — %           |
|          | 11947                             | 524306 | R&M HVAC Contract Services   | \$ 193,936         | \$ 118,662         | \$ 133,471         | \$ 300,707         | \$ 300,707          | \$ —              | — %           |
|          | 11947                             | 524307 | Pavement Maintenance         | \$ 4,000           | \$ —               | \$ —               | \$ 5,000           | \$ 5,000            | \$ —              | — %           |
|          | 11947                             | 524400 | Repair & Maint. Vehicles     | \$ 5,029           | \$ 1,680           | \$ 5,646           | \$ 6,500           | \$ 7,500            | \$ 1,000          | 15.4 %        |
|          | 11947                             | 527400 | Equipment Rental             | \$ 1,744           | \$ 14,890          | \$ 17,184          | \$ 20,000          | \$ 20,000           | \$ —              | — %           |
|          | 11947                             | 529300 | Custodial Service            | \$ 369,894         | \$ 401,121         | \$ 612,916         | \$ 634,148         | \$ 900,000          | \$ 265,852        | 41.9 %        |
|          | 11947                             | 530000 | Prof. and Tech Services      | \$ 2,696           | \$ 19,310          | \$ 335             | \$ 23,000          | \$ 23,000           | \$ —              | — %           |
|          | 11947                             | 532000 | Tuition                      | \$ 1,358           | \$ —               | \$ —               | \$ 2,500           | \$ 2,500            | \$ —              | — %           |
|          | <b>Subtotal Contract Services</b> |        |                              | <b>\$1,046,301</b> | <b>\$1,220,040</b> | <b>\$1,313,310</b> | <b>\$1,835,377</b> | <b>\$ 2,079,229</b> | <b>\$ 243,852</b> | <b>13.3 %</b> |

|                          |        |                               |                   |                   |                   |                   |                   |                  |                  |              |
|--------------------------|--------|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|--------------|
| 11947                    | 542100 | Office Supplies               | \$ —              | \$ —              | \$ 1,245          | \$ —              | \$ 3,000          | \$ 3,000         | \$ —             | — %          |
| 11947                    | 543000 | Building Maintenance Supplies | \$ 50,682         | \$ 35,546         | \$ 23,356         | \$ 80,000         | \$ 80,000         | \$ —             | \$ —             | — %          |
| 11947                    | 545000 | Custodial Supplies            | \$ 114,776        | \$ 80,982         | \$ 135,072        | \$ 135,000        | \$ 141,750        | \$ 6,750         | \$ 6,750         | 5.0 %        |
| 11947                    | 558200 | Other Supplies-Uniforms       | \$ 10,975         | \$ 12,743         | \$ 13,275         | \$ 15,500         | \$ 17,000         | \$ 1,500         | \$ 1,500         | 9.7 %        |
| 11947                    | 558404 | Furniture Expense             | \$ 5,056          | \$ —              | \$ 2,690          | \$ 5,000          | \$ 5,000          | \$ —             | \$ —             | — %          |
| <b>Subtotal Supplies</b> |        |                               | <b>\$ 181,489</b> | <b>\$ 129,270</b> | <b>\$ 175,638</b> | <b>\$ 235,500</b> | <b>\$ 246,750</b> | <b>\$ 11,250</b> | <b>\$ 11,250</b> | <b>4.8 %</b> |

# 2500 - Facilities Department

## Facilities - School Budget Detail

|                                       | Org                       | Object | Description                    | FY2020      | FY2021      | FY2022      | FY2023      | FY2024       | Dollar       | Percent    |
|---------------------------------------|---------------------------|--------|--------------------------------|-------------|-------------|-------------|-------------|--------------|--------------|------------|
|                                       |                           |        |                                | Actual      | Actual      | Actual      | Approp.     | Recommended  | Change       | Change     |
| Expenses                              | 11947                     | 523100 | Water                          | \$ 62,963   | \$ 28,452   | \$ 99,106   | \$ —        | \$ 35,000    | \$ 35,000    | — %        |
|                                       | 11947                     | 522700 | Oil Used for Heat              | \$ 10,159   | \$ 7,210    | \$ 8,106    | \$ 500      | \$ 3,000     | \$ 2,500     | 500.0 %    |
|                                       | 11947                     | 522800 | Natural Gas                    | \$ 423,354  | \$ 519,961  | \$ 415,000  | \$ 345,621  | \$ 300,000   | \$ (45,621)  | (13.2)%    |
|                                       | 11947                     | 522900 | Electricity                    | \$ 643,016  | \$ 747,066  | \$ 964,612  | \$1,200,000 | \$ 1,200,000 | \$ —         | — %        |
|                                       | 11947                     | 523101 | Water Fire Protection Services | \$ 4,084    | \$ 3,886    | \$ —        | \$ 10,710   | \$ 10,000    | \$ (710)     | (6.6)%     |
|                                       | 11947                     | 523300 | Diesel Fuel - generators       | \$ —        | \$ —        | \$ —        | \$ —        | \$ 4,500     | \$ 4,500     | — %        |
|                                       | <b>Subtotal Utilities</b> |        |                                |             | \$1,143,576 | \$1,306,576 | \$1,486,824 | \$1,556,831  | \$ 1,552,500 | \$ (4,331) |
| <b>Subtotal Expenses</b>              |                           |        |                                | \$2,371,366 | \$2,655,886 | \$2,975,772 | \$3,627,708 | \$ 3,878,479 | \$ 250,771   | 6.9 %      |
| <b>Total 2520 Facilities - School</b> |                           |        |                                | \$3,477,756 | \$3,732,391 | \$4,210,552 | \$4,886,354 | \$ 5,385,974 | \$ 499,620   | 10.2 %     |

## Facilities Admin Budget Detail

|                                    | Org   | Object | Description            | FY2020     | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent |
|------------------------------------|-------|--------|------------------------|------------|------------|------------|------------|-------------|------------|---------|
|                                    |       |        |                        | Actual     | Actual     | Actual     | Approp.    | Recommended | Change     | Change  |
| Compensation                       | 11941 | 511000 | Full-Time Salaries     | \$ 544,200 | \$ 502,580 | \$ 544,408 | \$ 720,430 | \$ 765,150  | \$ 44,720  | 6.2 %   |
|                                    | 11941 | 514105 | Eyeglass Reimbursement | \$ 155     | \$ —       | \$ —       | \$ —       | \$ —        | \$ —       | — %     |
|                                    | 11941 | 514800 | Longevity              | \$ 2,175   | \$ 1,350   | \$ 1,350   | \$ 2,300   | \$ 650      | \$ (1,650) | (71.7)% |
|                                    | 11941 | 515000 | Defib Stipend          | \$ 1,185   | \$ 1,305   | \$ —       | \$ —       | \$ —        | \$ —       | — %     |
|                                    | 11941 | 515200 | Availability Stipend   | \$ 786     | \$ 957     | \$ 812     | \$ 1,300   | \$ 1,250    | \$ (50)    | (3.8)%  |
|                                    | 11941 | 515500 | CDL Stipend            | \$ —       | \$ —       | \$ 235     | \$ —       | \$ 260      | \$ 260     | — %     |
|                                    | 11941 | 519001 | Working Out of Grade   | \$ 1,200   | \$ 519     | \$ —       | \$ 1,325   | \$ 1,405    | \$ 80      | 6.0 %   |
|                                    | 11941 | 519900 | Uniform Allowance      | \$ 3,280   | \$ 3,280   | \$ 3,280   | \$ 4,100   | \$ 4,100    | \$ —       | — %     |
|                                    | 11941 | 513000 | Overtime               | \$ 3,461   | \$ 16,534  | \$ 4,602   | \$ 12,000  | \$ 12,720   | \$ 720     | 6.0 %   |
| <b>Subtotal Compensation</b>       |       |        |                        | \$ 556,442 | \$ 526,525 | \$ 554,686 | \$ 741,455 | \$ 785,534  | \$ 44,079  | 5.9 %   |
| <b>Total 2530 Facilities Admin</b> |       |        |                        | \$ 556,442 | \$ 526,525 | \$ 554,686 | \$ 741,455 | \$ 785,534  | \$ 44,079  | 5.9 %   |



**Public Safety**

| <b>Department Summary</b>  | <b>FY2020 Actual</b> | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Approp.</b> | <b>FY2024 Recommended</b> | <b>Dollar Change</b> | <b>Percent Change</b> |
|----------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------------|----------------------|-----------------------|
| Total 3000 Emergency Mgmt  | \$ 22,959            | \$ 24,202            | \$ 21,929            | \$ 24,144             | \$ 24,144                 | \$ —                 | — %                   |
| Total 3100 Fire            | \$ 5,699,646         | \$ 5,700,539         | \$ 5,934,431         | \$ 5,978,280          | \$ 6,390,227              | \$ 411,947           | 6.89 %                |
| Total 3200 Police          | \$ 6,849,899         | \$ 6,503,351         | \$ 6,965,256         | \$ 7,462,852          | \$ 7,745,829              | \$ 282,978           | 3.79 %                |
| <b>Total Public Safety</b> | <b>\$12,572,504</b>  | <b>\$12,228,092</b>  | <b>\$ 12,921,616</b> | <b>\$13,465,276</b>   | <b>\$ 14,160,200</b>      | <b>\$ 694,925</b>    | <b>5.16 %</b>         |

**Expense Summary**

|                            |                     |                      |                      |                     |                      |                   |               |
|----------------------------|---------------------|----------------------|----------------------|---------------------|----------------------|-------------------|---------------|
| Compensation               | \$ 11,354,530       | \$ 11,191,309        | \$ 11,719,585        | \$ 11,937,617       | \$ 12,614,776        | \$ 677,160        | 5.67 %        |
| Expenses                   | \$ 1,217,974        | \$ 1,036,782         | \$ 1,202,031         | \$ 1,527,659        | \$ 1,545,424         | \$ 17,765         | 1.16 %        |
| <b>Total Public Safety</b> | <b>\$12,572,504</b> | <b>\$ 12,228,091</b> | <b>\$ 12,921,616</b> | <b>\$13,465,276</b> | <b>\$ 14,160,200</b> | <b>\$ 694,925</b> | <b>5.16 %</b> |



# 3000 - Belmont Emergency Management Agency

## Program Overview

The Belmont Emergency Management Agency (BEMA) serves the Town as the local extension of the Massachusetts Emergency Management Agency (MEMA), an organization of the Commonwealth of Massachusetts. MEMA assists BEMA as necessary in coordinating with federal, state, and local government agencies, preparing for, responding to, and recovering from emergencies and other disasters. On a local level, BEMA collaborates with agencies including but not limited to the fire department, the police department, the health department, schools, department of public works, private stakeholders, and a multitude of other organizations.

BEMA ensures compliance with objectives of the National Incident Management System (NIMS), a requirement to be awarded federal preparedness grants. State and federal requirements must be satisfied for the Town to receive and ultimately expend specific grants. The state requires annual review of the Comprehensive Emergency Management Plan (CEMP), an all-hazards plan developed to address natural, and person caused hazards that threaten the community. The CEMP plan defines emergency management activities and preparedness within the community.

During an incident the Director and Assistant Director coordinate with the Town Administrator, determining the

need to activate the Emergency Operations Center (EOC). The Town's EOC is located in Belmont Fire Department Headquarters, with a backup EOC at the Chenery Middle School. The Director serves as the primary liaison to MEMA, providing and collecting situational awareness while disseminating public information in collaboration with the Town Administrator, senior officials, incident command, and the public information officer. Recommendations are also provided to the Town Administrator, senior officials, and incident command if and when evacuations or shelter operations become necessary.

A significant amount of the budget is appropriated for maintenance of the communications and technology within the EOC. As infrastructure is upgraded or replaced, portable options are prioritized, expanding the possibility of deploying operations in different locations throughout the community. The Director and Assistant Director attend virtual and in-person trainings and meetings throughout Massachusetts and New England. Trainings provide staff with knowledge and skills for responding to emergencies effectively. Belmont is one of twenty-one Storm Ready communities in the Commonwealth. The Storm Ready application, issued by the National Weather Service, was renewed in FY2023.

## FY2022-23 Achievements

- In FY2022, BEMA successfully secured an Emergency Management Performance Grant (EMPG) that assisted the fire department in some of the purchasing and training associated with the newly formed EMS bicycle unit.
- Anticipating the potential need for additional personal protective equipment (PPE) because of the pandemic, numerous PPE items were secured through MEMA.
- Early in FY2023, BEMA has participated in meetings and exercises in unified incident response.
- The agency recently partnered with Massachusetts Maritime Academy (MMA) for the Fall 2022 semester, to produce a Homeland Security Exercise and Evaluation (HSEEP) compliant tabletop exercise in conjunction with MMA students.
- The developed tabletop exercise is an Active Shooter/Hostile Event Response (ASHER). This combined effort produced a Situation Manual, a handbook for a tabletop exercise, that can be used to practice and test the success of a mock event, improving performance and highlighting areas for continued improvement.
- In FY2023, at the request of the fire department, BEMA coordinated Incident Command System (ICS) 402, ICS overview for executives and senior officials, through the MEMA Training and Exercise Unit.
- Community outreach has been a challenge over the past few years, but the Department continuously works to inform the Town through Twitter. This was seen most recently over the summer as timely information on cooling stations were disseminated to the public. The Department will continue to prioritize keeping the community informed as required, possibly adding additional social media platforms.
- BEMA acquired an additional EMPG grant to assist with the training costs associated with future ASHER exercises in the community, continuing to focus on unified incident response.

For a more extensive list of activity please refer to the [Fire Department section of the Belmont Annual Report](#).

## FY2024 Goals

Members are focused on evaluating and reviewing the CEMP, striving to complete an updated and refreshed document by the end of the fiscal year. This plan is the framework for emergency management in Town, assigning responsibilities for action when operations are required.

Additionally, the Department will work to establish a communication plan to compile contact information for key leaders not only in public safety, but in all departments

within the Town. Once this information is compiled effectively, the data will be revisited at specific times throughout the year to ensure that the information is current and accurate. Ultimately, this will lead to a simplified, accepted notification process of key officials, as appropriate, during emergency incidents.

# 3000 - Belmont Emergency Management Agency

## Staffing and Structure

Belmont Emergency Management Agency is comprised of two part-time employees. Director Andrew Tobio began in May 2022, joining longtime Assistant Director Richard Nohl.

## Budget Recommendations

The FY2024 budget request for the Belmont Emergency Management Agency is \$24,144, which is level-funded from the FY2023 budget.

### Belmont Emergency Management Agency Budget Summary

| Department Summary               | FY2020 Actual    | FY2021 Actual    | FY2022 Actual    | FY2023 Approp.   | FY2024 Recommended | Dollar Change | Percent Change |
|----------------------------------|------------------|------------------|------------------|------------------|--------------------|---------------|----------------|
| Compensation                     | \$ 15,116        | \$ 16,258        | \$ 15,667        | \$ 16,200        | \$ 16,200          | \$ —          | — %            |
| Expenses                         | \$ 7,843         | \$ 7,944         | \$ 6,262         | \$ 7,944         | \$ 7,944           | \$ —          | — %            |
| <b>Total 3000 Emergency Mgmt</b> | <b>\$ 22,959</b> | <b>\$ 24,202</b> | <b>\$ 21,929</b> | <b>\$ 24,144</b> | <b>\$ 24,144</b>   | <b>\$ —</b>   | <b>— %</b>     |

### BEMA Budget Detail

| Comp.                        | Org                               | Object          | Description                   | FY2020 Actual    | FY2021 Actual    | FY2022 Actual      | FY2023 Approp.   | FY2024 Recommended | Dollar Change | Percent Change |
|------------------------------|-----------------------------------|-----------------|-------------------------------|------------------|------------------|--------------------|------------------|--------------------|---------------|----------------|
|                              |                                   |                 |                               | 12911            | 511100           | Part-Time Salaries | \$ 15,116        | \$ 16,258          | \$ 15,667     | \$ 16,200      |
| <b>Subtotal Compensation</b> |                                   |                 | <b>\$ 15,116</b>              | <b>\$ 16,258</b> | <b>\$ 15,667</b> | <b>\$ 16,200</b>   | <b>\$ 16,200</b> | <b>\$ —</b>        | <b>— %</b>    |                |
| Expenses                     | 12912                             | 524500          | Repair & Maint. Office Equip. | \$ 3,481         | \$ 3,615         | \$ 2,826           | \$ 3,000         | \$ 3,000           | \$ —          | — %            |
|                              | 12912                             | 530000          | Prof. and Tech Services       | \$ 1,200         | \$ 2,025         | \$ 1,705           | \$ 2,200         | \$ 2,200           | \$ —          | — %            |
|                              | 12912                             | 534100          | Telephone                     | \$ 3,162         | \$ 2,304         | \$ 1,186           | \$ 2,394         | \$ 1,944           | \$ (450)      | (18.8)%        |
|                              | 12912                             | 573000          | Dues and Membership           | \$ —             | \$ —             | \$ 195             | \$ 50            | \$ 500             | \$ 450        | 900.0 %        |
|                              | <b>Subtotal Contract Services</b> |                 |                               | <b>\$ 7,843</b>  | <b>\$ 7,944</b>  | <b>\$ 5,912</b>    | <b>\$ 7,644</b>  | <b>\$ 7,644</b>    | <b>\$ —</b>   | <b>— %</b>     |
| 12912                        | 542100                            | Office Supplies | \$ —                          | \$ —             | \$ 350           | \$ 300             | \$ 300           | \$ —               | — %           |                |
| <b>Subtotal Supplies</b>     |                                   |                 | <b>\$ —</b>                   | <b>\$ —</b>      | <b>\$ 350</b>    | <b>\$ 300</b>      | <b>\$ 300</b>    | <b>\$ —</b>        | <b>— %</b>    |                |
| <b>Subtotal Expenses</b>     |                                   |                 | <b>\$ 7,843</b>               | <b>\$ 7,944</b>  | <b>\$ 6,262</b>  | <b>\$ 7,944</b>    | <b>\$ 7,944</b>  | <b>\$ —</b>        | <b>— %</b>    |                |
| <b>Total 3010 BEMA</b>       |                                   |                 | <b>\$ 22,959</b>              | <b>\$ 24,202</b> | <b>\$ 21,929</b> | <b>\$ 24,144</b>   | <b>\$ 24,144</b> | <b>\$ —</b>        | <b>— %</b>    |                |

# 3100 - Fire Department

## Program Overview

The Belmont Fire Department’s mission is to protect the lives and property of our community from fires, natural disasters, accidents, hazardous materials incidents, and other causes. We will save lives by providing exceptional emergency medical care, and prevent harm through public education and community risk reduction activities. We will remain community focused, diligent, and loyal to our duty.

In order to accomplish our mission and maintain organizational span of control, the fire department operates within five divisions. Administrative, Operations, Emergency Medical Services, Fire Prevention, and Training/ Support Services. Each division has a major area of responsibility, but all cross-over as needed to accomplish our objectives during incident response. For budgeting purposes, the divisions are condensed to Administration, Suppression and Emergency Medical Services. The Belmont Fire Department is an “all hazards” response agency. The department begins with community risk assessment and reduction services aimed at minimizing the occurrence of emergency responses. These services are

## FY2022-23 Achievements

The Belmont Fire Department (BFD) has made numerous forward-facing as well as internal achievements during the past year. Increasing the department’s community focus has been a recent goal.

- a. Our practice is to attend as many neighborhood block parties as possible. Further, we have become a regular attendee at the Farmer’s Market, Pride Walk, and have held our first post-COVID Open House.
- b. Working with Belmont Media Center, we record and air a monthly program called “Hot Topics” which

provided through focused public engagements and educational opportunities with messaging focused on specific audiences. We provide programs to residents focused on elementary school age children, adults, and seniors.

The Fire Prevention Division works to ensure existing occupancies and new projects are constructed and maintained in accordance with applicable laws and regulations. The Emergency Medical Services Division oversees the response to medical calls that are made by our Advanced Life Support Rescue unit and fire companies. The fire department responds to calls for service each day that range from investigations of hazardous conditions including chemical spills or leaks, to unsafe building conditions. In addition to structure, vehicle and vegetation fires the department has the capability to respond to technical rescue incidents such as vehicle extrication, and rescue of people entrapments such as elevators, heights, or confined spaces.

- provides education information as well as news from the fire department.
- c. BFD has begun to offer certified child car seat inspections and installation for Belmont residents.
- d. We also strive to maintain an active posture on social media to inform residents of our activities.
- e. The Fire Prevention Division recently posted informational fact sheets as well as permit information and fire detail request forms on the fire department page of the Town’s website. This will

## **3100 - Fire Department**

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provide a better understanding of the requirements for each type of service as well as facilitate the completion of necessary documents.

- f. Established an EMS Bike Unit with equipment and training 100% funded by a State grant. The Unit has been deployed numerous times and has already responded to requests for medical assistance.
- g. The department has brought in an instructor to provide training to the entire department on Active Shooter response practices. Co-signed the Metro Boston Active Shooter MOU with BPD. This

establishes a baseline for training, equipment, policies and response to active shooter and hostile events.

- h. The fire department has strengthened its training program to include expert instruction on technical rescue situations, advanced fire pump operations, and use of the Mass Fire Academy search and rescue training trailer.
- i. The department held a well-attended recruitment open house with the goal of attracting potential candidates to the BFD.

For a more extensive list of activity please refer to the [Fire Department section of the Belmont Annual Report](#).

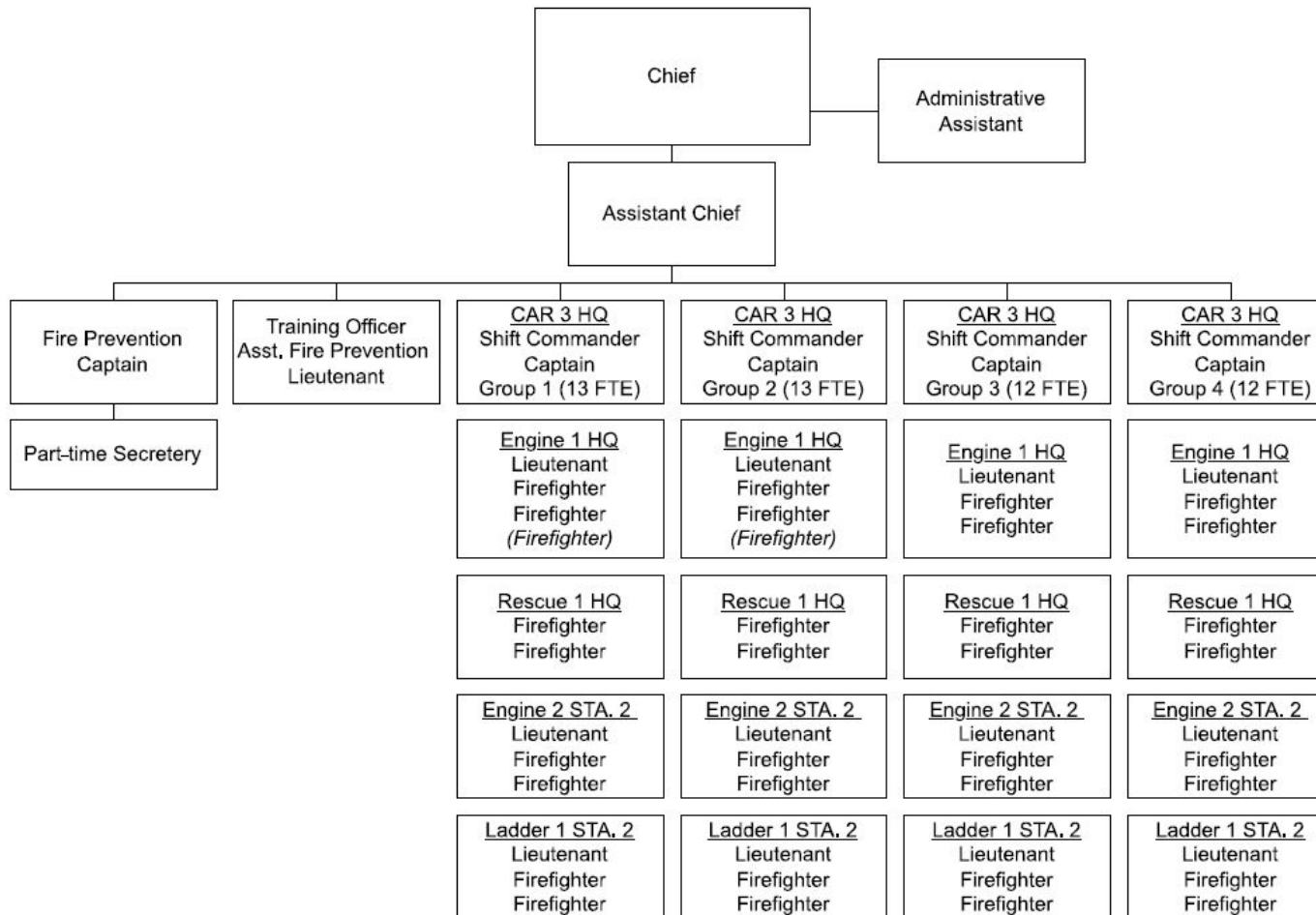
### **FY2024 Goals**

- a. Complete the community risk analysis and formulate risk reduction strategies.
- b. Provide additional EMS Bike Unit patrols
- c. Provide citizen CPR classes
- d. Engage in multiple Community EMS initiatives to reduce the number of emergency incident responses
- e. Provide training for new Fire Investigation Unit members

## Staffing and Structure

The Belmont Fire Department has worked diligently to fill the numerous vacancies created during the previous fiscal year. Currently (October 2022) the department has two vacancies. There has been a challenge finding the necessary number of qualified candidates and securing admission to the Massachusetts Fire Academy. In response to this challenge, we have held a recruitment open house

and Chief DeStefano sits on a Metrofire committee that is exploring options for a regional academy composed of Metrofire members. This arrangement would share training resources and shorten the lead time for training new Metro area firefighters.



| Position Classification      | FTE    |        |        |        |        |        |        |        |        |        |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                              | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| <u>Fire Administration</u>   |        |        |        |        |        |        |        |        |        |        |
| Chief                        | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Chief              | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Captain                      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Lieutenant                   | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Administrative Assistant III | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Administrative Assistant I   | 0.49   | 0.49   | 0.49   | 0.49   | 0.49   | 0.49   | 0.49   | 0.49   | 0.49   | 0.49   |
| Subtotal                     | 5.49   | 5.49   | 5.49   | 5.49   | 5.49   | 5.49   | 5.49   | 5.49   | 5.49   | 5.49   |
| <u>Fire Suppression</u>      |        |        |        |        |        |        |        |        |        |        |
| Captain                      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      |
| Lieutenant                   | 12     | 12     | 12     | 12     | 12     | 12     | 12     | 12     | 12     | 12     |
| FireFighter*                 | 35     | 35     | 35     | 35     | 35     | 35     | 35     | 34     | 34     | 34     |
| Subtotal                     | 51     | 51     | 51     | 51     | 51     | 51     | 51     | 50     | 50     | 50     |
| Total                        | 56.49  | 56.49  | 56.49  | 56.49  | 56.49  | 56.49  | 56.49  | 55.49  | 55.49  | 55.49  |

\*Reflects the reduction of one firefighter after the failed override vote in April 2021.



# 3100 - Fire Department

## Budget Recommendations

The FY2024 budget request for the Fire Department is \$6,390,227, which is an increase of \$411,947 or 6.89% from the FY2023 budget. Compensation is \$5,734,377, an increase of \$386,647 or 7.23% due to contractually obligated

cost of living adjustments. Expenses are \$655,850, an increase of \$25,300 or 4.01% due to an increase in ambulance use which has increased ambulance billing services costs and the need for ambulance supplies.

### Fire Department Budget Summary

| <b>Department Summary</b> | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Compensation              | \$ 5,181,346        | \$ 5,196,516        | \$ 5,445,810        | \$ 5,347,730        | \$ 5,734,377          | \$ 386,647        | 7.23 %            |
| Expenses                  | \$ 518,299          | \$ 504,023          | \$ 488,621          | \$ 630,550          | \$ 655,850            | \$ 25,300         | 4.01 %            |
| <b>Total 3100 Fire</b>    | <b>\$ 5,699,646</b> | <b>\$ 5,700,539</b> | <b>\$ 5,934,431</b> | <b>\$ 5,978,280</b> | <b>\$ 6,390,227</b>   | <b>\$ 411,947</b> | <b>6.89 %</b>     |

| <b>Division Summary</b>     | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Total 3110 Fire Admin       | \$ 822,790          | \$ 686,300          | \$ 686,921          | \$ 760,561          | \$ 760,649            | \$ 88             | 0.01 %            |
| Total 3120 Fire Suppression | \$ 4,705,596        | \$ 4,839,235        | \$ 5,072,483        | \$ 5,016,389        | \$ 5,409,396          | \$ 393,007        | 7.83 %            |
| Total 3130 EMS              | \$ 171,259          | \$ 175,004          | \$ 175,028          | \$ 201,330          | \$ 220,182            | \$ 18,852         | 9.36 %            |
| <b>Total 3100 Fire</b>      | <b>\$ 5,699,646</b> | <b>\$ 5,700,539</b> | <b>\$ 5,934,431</b> | <b>\$ 5,978,280</b> | <b>\$ 6,390,227</b>   | <b>\$ 411,947</b> | <b>6.89 %</b>     |

# 3100 - Fire Department

## Fire Admin Budget Detail

|              |                                   |             | FY2020                          | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent         |               |
|--------------|-----------------------------------|-------------|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|---------------|
| Org          | Object                            | Description | Actual                          | Actual            | Actual            | Approp.           | Recommended       | Change            | Change          |               |
| Compensation | 12211                             | 511000      | Full-Time Salaries              | \$ 613,459        | \$ 502,097        | \$ 521,443        | \$ 533,410        | \$ 530,431        | \$ (2,979)      | (0.6)%        |
|              | 12211                             | 511100      | Part-Time Salaries              | \$ 19,441         | \$ —              | \$ 17,874         | \$ 22,676         | \$ 22,676         | \$ —            | — %           |
|              | 12211                             | 514100      | Specialty Pay                   | \$ 16,169         | \$ 12,949         | \$ 10,798         | \$ 11,546         | \$ 8,000          | \$ (3,546)      | (30.7)%       |
|              | 12211                             | 514102      | ALS Specialty Stipend           | \$ 5,374          | \$ —              | \$ —              | \$ 1,506          | \$ —              | \$ (1,506)      | (100.0)%      |
|              | 12211                             | 514104      | Drug Testing Stipend            | \$ 1,800          | \$ 1,500          | \$ 1,534          | \$ 2,024          | \$ 1,500          | \$ (524)        | (25.9)%       |
|              | 12211                             | 514700      | Night Differential              | \$ 2,312          | \$ 2,034          | \$ 1,990          | \$ 1,929          | \$ 2,174          | \$ 245          | 12.7 %        |
|              | 12211                             | 514800      | Longevity                       | \$ 2,206          | \$ 2,016          | \$ 1,996          | \$ —              | \$ 1,150          | \$ 1,150        | — %           |
|              | 12211                             | 514900      | Holiday Differential            | \$ 10,555         | \$ 8,481          | \$ 9,973          | \$ 9,104          | \$ 10,749         | \$ 1,645        | 18.1 %        |
|              | 12211                             | 519200      | HazMat Stipend                  | \$ 4,068          | \$ 3,403          | \$ 3,469          | \$ 3,404          | \$ 3,400          | \$ (4)          | (0.1)%        |
|              | 12211                             | 519600      | EMD Stipend                     | \$ 6,400          | \$ 8,145          | \$ 8,561          | \$ 7,476          | \$ 12,794         | \$ 5,318        | 71.1 %        |
|              | 12211                             | 519800      | Education Incentive             | \$ 7,391          | \$ 8,392          | \$ 6,162          | \$ 13,336         | \$ 12,825         | \$ (511)        | (3.8)%        |
|              | 12211                             | 519900      | Uniform Allowance               | \$ —              | \$ —              | \$ —              | \$ 7,500          | \$ 7,500          | \$ —            | — %           |
|              | 12211                             | 513000      | Overtime                        | \$ 609            | \$ 3,700          | \$ 348            | \$ —              | \$ —              | \$ —            | — %           |
|              | <b>Subtotal Compensation</b>      |             |                                 | <b>\$ 689,785</b> | <b>\$ 552,718</b> | <b>\$ 584,148</b> | <b>\$ 613,911</b> | <b>\$ 613,199</b> | <b>\$ (712)</b> | <b>(0.1)%</b> |
| Expenses     | 12212                             | 524300      | Repair & Maint Bldg/Grounds     | \$ 15,337         | \$ 11,000         | \$ 9,726          | \$ 11,000         | \$ 16,500         | \$ 5,500        | 50.0 %        |
|              | 12212                             | 524600      | Repair & Maint. Computer Equip. | \$ 7,497          | \$ 12,123         | \$ 5,441          | \$ 10,000         | \$ 10,000         | \$ —            | — %           |
|              | 12212                             | 527200      | Rental of Office Equipment      | \$ 3,315          | \$ 5,037          | \$ 468            | \$ 5,000          | \$ 3,000          | \$ (2,000)      | (40.0)%       |
|              | 12212                             | 530000      | Prof. and Tech Services         | \$ —              | \$ 3,980          | \$ 3,495          | \$ 4,000          | \$ 4,000          | \$ —            | — %           |
|              | 12212                             | 530300      | Software Licenses               | \$ 48,129         | \$ 43,189         | \$ 38,709         | \$ 53,900         | \$ 53,900         | \$ —            | — %           |
|              | 12212                             | 534200      | Communication Services          | \$ 16,101         | \$ 23,367         | \$ 14,021         | \$ 24,500         | \$ 21,000         | \$ (3,500)      | (14.3)%       |
|              | 12212                             | 534700      | Printing                        | \$ 47             | \$ 1,062          | \$ 949            | \$ 1,500          | \$ 1,500          | \$ —            | — %           |
|              | 12212                             | 571000      | In-State Travel                 | \$ 11,352         | \$ 10,252         | \$ 5,821          | \$ 10,000         | \$ 10,000         | \$ —            | — %           |
|              | 12212                             | 573000      | Dues and Membership             | \$ 2,940          | \$ 1,285          | \$ 2,404          | \$ 3,000          | \$ 3,000          | \$ —            | — %           |
|              | <b>Subtotal Contract Services</b> |             |                                 | <b>\$ 104,719</b> | <b>\$ 111,295</b> | <b>\$ 81,034</b>  | <b>\$ 122,900</b> | <b>\$ 122,900</b> | <b>\$ —</b>     | <b>— %</b>    |

# 3100 - Fire Department

## Fire Admin Budget Detail

|                              |                          |             | FY2020                | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent |       |
|------------------------------|--------------------------|-------------|-----------------------|------------|------------|------------|-------------|------------|---------|-------|
| Org                          | Object                   | Description | Actual                | Actual     | Actual     | Approp.    | Recommended | Change     | Change  |       |
| Expenses                     | 12212                    | 523100      | Water                 | \$ 442     | \$ 860     | \$ 779     | \$ —        | \$ 800     | \$ 800  | — %   |
|                              | 12212                    | 542100      | Office Supplies       | \$ 7,345   | \$ 5,282   | \$ 5,563   | \$ 7,250    | \$ 7,250   | \$ —    | — %   |
|                              | 12212                    | 542400      | Hardware Supplies     | \$ 93      | \$ 2,392   | \$ 1,811   | \$ 2,500    | \$ 2,500   | \$ —    | — %   |
|                              | 12212                    | 545000      | Custodial Supplies    | \$ 19,966  | \$ 11,234  | \$ 12,000  | \$ 12,000   | \$ 12,000  | \$ —    | — %   |
|                              | 12212                    | 552900      | Books and Periodicals | \$ 440     | \$ 2,519   | \$ 1,586   | \$ 2,000    | \$ 2,000   | \$ —    | — %   |
|                              | <b>Subtotal Supplies</b> |             |                       | \$ 28,286  | \$ 22,287  | \$ 21,738  | \$ 23,750   | \$ 24,550  | \$ 800  | 3.4 % |
|                              | <b>Subtotal Expenses</b> |             |                       | \$ 133,005 | \$ 133,582 | \$ 102,773 | \$ 146,650  | \$ 147,450 | \$ 800  | 0.5 % |
| <b>Total 3110 Fire Admin</b> |                          |             | \$ 822,790            | \$ 686,300 | \$ 686,921 | \$ 760,561 | \$ 760,649  | \$ 88      | — %     |       |

## Fire Suppression Budget Detail

|              |                              |             | FY2020                | FY2021      | FY2022      | FY2023      | FY2024      | Dollar       | Percent     |         |
|--------------|------------------------------|-------------|-----------------------|-------------|-------------|-------------|-------------|--------------|-------------|---------|
| Org          | Object                       | Description | Actual                | Actual      | Actual      | Approp.     | Recommended | Change       | Change      |         |
| Compensation | 12221                        | 511000      | Full-Time Salaries    | \$3,340,938 | \$3,352,814 | \$3,129,919 | \$3,390,426 | \$ 3,599,213 | \$ 208,787  | 6.2 %   |
|              | 12221                        | 514100      | Specialty Pay         | \$ 1,938    | \$ 3,377    | \$ 2,013    | \$ 2,008    | \$ 6,000     | \$ 3,992    | 198.8 % |
|              | 12221                        | 514102      | ALS Specialty Stipend | \$ 125,894  | \$ 132,722  | \$ 119,778  | \$ 144,016  | \$ 198,605   | \$ 54,589   | 37.9 %  |
|              | 12221                        | 514104      | Drug Testing Stipend  | \$ 28,644   | \$ 26,835   | \$ 23,992   | \$ 24,093   | \$ 23,250    | \$ (843)    | (3.5)%  |
|              | 12221                        | 514300      | Capacity Difference   | \$ 10,849   | \$ 9,062    | \$ 4,383    | \$ 18,911   | \$ 18,911    | \$ —        | — %     |
|              | 12221                        | 514700      | Night Differential    | \$ 38,898   | \$ 38,902   | \$ 36,226   | \$ 39,717   | \$ 41,991    | \$ 2,274    | 5.7 %   |
|              | 12221                        | 514800      | Longevity             | \$ 15,536   | \$ 17,831   | \$ 16,346   | \$ 17,929   | \$ 20,950    | \$ 3,021    | 16.8 %  |
|              | 12221                        | 514900      | Holiday Differential  | \$ 180,630  | \$ 169,286  | \$ 176,248  | \$ 179,532  | \$ 207,647   | \$ 28,115   | 15.7 %  |
|              | 12221                        | 519200      | HazMat Stipend        | \$ 81,446   | \$ 81,987   | \$ 77,639   | \$ 84,125   | \$ 85,000    | \$ 875      | 1.0 %   |
|              | 12221                        | 519500      | In-Service Training   | \$ 20,004   | \$ 1,094    | \$ 1,371    | \$ 24,047   | \$ 500       | \$ (23,547) | (97.9)% |
|              | 12221                        | 519600      | EMD Stipend           | \$ 112,593  | \$ 106,930  | \$ 100,773  | \$ 110,381  | \$ 172,719   | \$ 62,338   | 56.5 %  |
|              | 12221                        | 519800      | Education Incentive   | \$ 51,646   | \$ 51,200   | \$ 53,542   | \$ 64,950   | \$ 60,469    | \$ (4,481)  | (6.9)%  |
|              | 12221                        | 513000      | Overtime              | \$ 461,570  | \$ 623,031  | \$1,088,652 | \$ 605,154  | \$ 655,041   | \$ 49,887   | 8.2 %   |
|              | <b>Subtotal Compensation</b> |             |                       | \$4,470,586 | \$4,615,071 | \$4,830,882 | \$4,705,289 | \$ 5,090,296 | \$ 385,007  | 8.2 %   |

# 3100 - Fire Department

## Fire Suppression Budget Detail

| Org                                    | Object                   | Description                   | FY2020<br>Actual      | FY2021<br>Actual   | FY2022<br>Actual   | FY2023<br>Approp.  | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |              |
|--|--------------------------|-------------------------------|-----------------------|--------------------|--------------------|--------------------|-----------------------|-------------------|-------------------|--------------|
| 12222                                  | 524400                   | Repair & Maint. Vehicles      | \$ 82,857             | \$ 63,193          | \$ 76,735          | \$ 65,000          | \$ 75,000             | \$ 10,000         | 15.4 %            |              |
| 12222                                  | 524501                   | Repair & Maint. Radio Equip.  | \$ 10,702             | \$ 20,145          | \$ 2,007           | \$ 20,000          | \$ 15,000             | \$ (5,000)        | (25.0)%           |              |
| 12222                                  | 530000                   | Prof. and Tech Services       | \$ 22,314             | \$ 20,326          | \$ 9,355           | \$ 20,500          | \$ 20,000             | \$ (500)          | (2.4)%            |              |
| 12222                                  | 530001                   | Medical Bills                 | \$ 6,936              | \$ 34,900          | \$ 15,914          | \$ 35,000          | \$ 35,000             | \$ —              | — %               |              |
| 12222                                  | 530009                   | Occupational Health Service   | \$ 7,500              | \$ 7,500           | \$ 7,500           | \$ 8,000           | \$ 7,500              | \$ (500)          | (6.3)%            |              |
| 12222                                  | 531700                   | Employee Training             | \$ 8,278              | \$ 25,865          | \$ 19,558          | \$ 26,000          | \$ 26,000             | \$ —              | — %               |              |
| 12222                                  | 573000                   | Dues and Membership           | \$ 2,500              | \$ 2,500           | \$ 2,500           | \$ 5,000           | \$ 5,000              | \$ —              | — %               |              |
| <b>Subtotal Contract Services</b>      |                          |                               | <b>\$ 141,087</b>     | <b>\$ 174,429</b>  | <b>\$ 133,569</b>  | <b>\$ 179,500</b>  | <b>\$ 183,500</b>     | <b>\$ 4,000</b>   | <b>2.2 %</b>      |              |
| Expenses                               | 12222                    | 542400                        | Hardware Supplies     | \$ 940             | \$ 738             | \$ 946             | \$ 1,000              | \$ 1,000          | \$ —              | — %          |
|  | 12222                    | 558600                        | Fire Fighter Supplies | \$ 20,664          | \$ 24,704          | \$ 25,112          | \$ 25,000             | \$ 26,000         | \$ 1,000          | 4.0 %        |
|  | <b>Subtotal Supplies</b> |                               |                       | <b>\$ 21,604</b>   | <b>\$ 25,441</b>   | <b>\$ 26,058</b>   | <b>\$ 26,000</b>      | <b>\$ 27,000</b>  | <b>\$ 1,000</b>   | <b>3.8 %</b> |
| 12222                                  | 548900                   | Gasoline                      | \$ 15,538             | \$ 24,294          | \$ 20,257          | \$ 26,000          | \$ 26,000             | \$ —              | — %               |              |
| <b>Subtotal Utilities</b>              |                          |                               | <b>\$ 15,538</b>      | <b>\$ 24,294</b>   | <b>\$ 20,257</b>   | <b>\$ 26,000</b>   | <b>\$ 26,000</b>      | <b>\$ —</b>       | <b>— %</b>        |              |
| 1222                                   | 587003                   | Turnout Gear Replacement      | \$ 26,250             | \$ —               | \$ 19,548          | \$ 30,000          | \$ 33,000             | \$ 3,000          | 10.0 %            |              |
| 1222                                   | 587100                   | Capital Outlay Repl Office Eq | \$ 2,139              | \$ —               | \$ 6,885           | \$ 9,600           | \$ 9,600              | \$ —              | — %               |              |
| 1222                                   | 587200                   | Capital Outlay Other          | \$ 28,392             | \$ —               | \$ 35,284          | \$ 40,000          | \$ 40,000             | \$ —              | — %               |              |
| <b>Subtotal Minor Capital (Outlay)</b> |                          |                               | <b>\$ 56,781</b>      | <b>\$ —</b>        | <b>\$ 61,716</b>   | <b>\$ 79,600</b>   | <b>\$ 82,600</b>      | <b>\$ 3,000</b>   | <b>3.8 %</b>      |              |
| <b>Subtotal Expenses</b>               |                          |                               | <b>\$ 235,010</b>     | <b>\$ 224,164</b>  | <b>\$ 241,601</b>  | <b>\$ 311,100</b>  | <b>\$ 319,100</b>     | <b>\$ 8,000</b>   | <b>2.6 %</b>      |              |
| <b>Total 3120 Fire Suppression</b>     |                          |                               | <b>\$4,705,596</b>    | <b>\$4,839,235</b> | <b>\$5,072,483</b> | <b>\$5,016,389</b> | <b>\$ 5,409,396</b>   | <b>\$ 393,007</b> | <b>7.8 %</b>      |              |

# 3100 - Fire Department

## EMS Budget Detail

|  |                                   |                   | FY2020                     | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent     |          |
|--|-----------------------------------|-------------------|----------------------------|------------|------------|------------|-------------|------------|-------------|----------|
| Comp.                                  | Org                               | Object            | Actual                     | Actual     | Actual     | Approp.    | Recommended | Change     | Change      |          |
|  | Description                       |                   |                            |            |            |            |             |            |             |          |
|  | 12301                             | 513005            | Overtime-EMS Training      | \$ 20,975  | \$ 28,727  | \$ 30,780  | \$ 28,530   | \$ 30,882  | \$ 2,352    | 8.2 %    |
|  | <b>Subtotal Compensation</b>      |                   |                            | \$ 20,975  | \$ 28,727  | \$ 30,780  | \$ 28,530   | \$ 30,882  | \$ 2,352    | 8.2 %    |
| Expenses                               | 12302                             | 524010            | Defibrillator              | \$ 6,222   | \$ 5,000   | \$ 5,256   | \$ 5,000    | \$ 5,500   | \$ 500      | 10.0 %   |
|  | 12302                             | 524400            | Repair & Maint. Vehicles   | \$ 4,440   | \$ 15,088  | \$ 14,306  | \$ 15,000   | \$ 20,000  | \$ 5,000    | 33.3 %   |
|  | 12302                             | 530000            | Prof. and Tech Services    | \$ 6,178   | \$ 9,900   | \$ 7,000   | \$ 13,000   | \$ 13,000  | \$ —        | — %      |
|  | 12302                             | 530010            | ALS Contracted Training    | \$ —       | \$ —       | \$ —       | \$ 10,000   | \$ —       | \$ (10,000) | (100.0)% |
|  | 12302                             | 530011            | ALS Quality Assurance      | \$ 7,459   | \$ 10,000  | \$ —       | \$ 10,000   | \$ 10,000  | \$ —        | — %      |
|  | 12302                             | 530012            | ALS Medical Control        | \$ 10,000  | \$ 10,000  | \$ 10,000  | \$ 8,000    | \$ 10,000  | \$ 2,000    | 25.0 %   |
|  | 12302                             | 530013            | Ambulance Billing Services | \$ 35,062  | \$ 34,844  | \$ 42,764  | \$ 34,000   | \$ 45,000  | \$ 11,000   | 32.4 %   |
|  | 12302                             | 573100            | Licenses & Certifications  | \$ 3,200   | \$ 4,800   | \$ 3,200   | \$ 4,800    | \$ 4,800   | \$ —        | — %      |
|  | <b>Subtotal Contract Services</b> |                   |                            | \$ 72,561  | \$ 89,632  | \$ 82,526  | \$ 99,800   | \$ 108,300 | \$ 8,500    | 8.5 %    |
|  | 12302                             | 550000            | Medical Supplies           | \$ 5,447   | \$ 10,149  | \$ 8,453   | \$ —        | \$ —       | \$ —        | — %      |
|  | 12302                             | 550002            | ALS Consumable Supplies    | \$ 47,894  | \$ 40,489  | \$ 39,581  | \$ 42,000   | \$ 50,000  | \$ 8,000    | 19.0 %   |
|  | <b>Subtotal Supplies</b>          |                   |                            | \$ 53,340  | \$ 50,638  | \$ 48,034  | \$ 42,000   | \$ 50,000  | \$ 8,000    | 19.0 %   |
|  | 12302                             | 548900            | Gasoline                   | \$ 3,961   | \$ 6,007   | \$ 4,494   | \$ 11,000   | \$ 11,000  | \$ —        | — %      |
|  | <b>Subtotal Utilities</b>         |                   |                            | \$ 3,961   | \$ 6,007   | \$ 4,494   | \$ 11,000   | \$ 11,000  | \$ —        | — %      |
| 12303                                  | 587000                            | Replace Equipment | \$ 20,422                  | \$ —       | \$ 9,195   | \$ 20,000  | \$ 20,000   | \$ —       | — %         |          |
| <b>Subtotal Minor Capital (Outlay)</b> |                                   |                   | \$ 20,422                  | \$ —       | \$ 9,195   | \$ 20,000  | \$ 20,000   | \$ —       | — %         |          |
| <b>Subtotal Expenses</b>               |                                   |                   | \$ 150,284                 | \$ 146,277 | \$ 144,248 | \$ 172,800 | \$ 189,300  | \$ 16,500  | 9.5 %       |          |
| <b>Total 3130 EMS</b>                  |                                   |                   | \$ 171,259                 | \$ 175,004 | \$ 175,028 | \$ 201,330 | \$ 220,182  | \$ 18,852  | 9.4 %       |          |

# 3200 - Police Department

## Program Overview

The Belmont Police Department exists to serve the public, enforce the laws, maintain order, and protect the constitutional rights of all people. The members of the Belmont Police Department are committed to working in partnership with all citizens of our community in the delivery of police services, raising the quality of life for all. We promote transparency, dignity, respect and a safe atmosphere by recognizing our responsibility to maintain

order, fairly enforce laws and protect individual rights. The Department strongly believes in collaborating with the community and outside agencies to meet our goal of understanding and serving the needs of the Belmont community by promoting positive values through equitable and impartial policing consistent with and reflective of the shared values of the community.

## FY2022-23 Achievements

- In FY2022, the Belmont Police Department applied for and was awarded a grant from the Department of Mental Health to add a Co-Responder social worker to our Patrol Operations. In collaboration with the Advocates, we have added a full-time social worker who will work under the guidance of the Advocates Jail and Emergency Room Diversion Program. The Co-Response clinicians are on scene and ride alongside the officers inside a police cruiser. Co-responders are able to provide rapid assessment and de-escalation when responding to incidents that involve people in crisis.
- In FY2022, we released a comprehensive Five-Year Strategic Plan. Encompassed in this Plan is a new Department Mission Statement, Vision Statement and stated Core Values. This Plan was developed with input

- from police officers, community stakeholders, a citizen survey and an internal SWOT analysis. The Five-Year Plan can be found on our website [belmontpd.org](http://belmontpd.org).
- During FY2022, we added additional less than lethal equipment options to our patrol operations. The goal is to make this equipment easily accessible to our officers on patrol.
- In FY2022, the Police Mountain Bike unit was re-established along with the purchase of two electric bicycles.
- In FY2022, the shooting range at the BPD was renovated and made operational with the help of community volunteers who supplied their time, expertise and material.

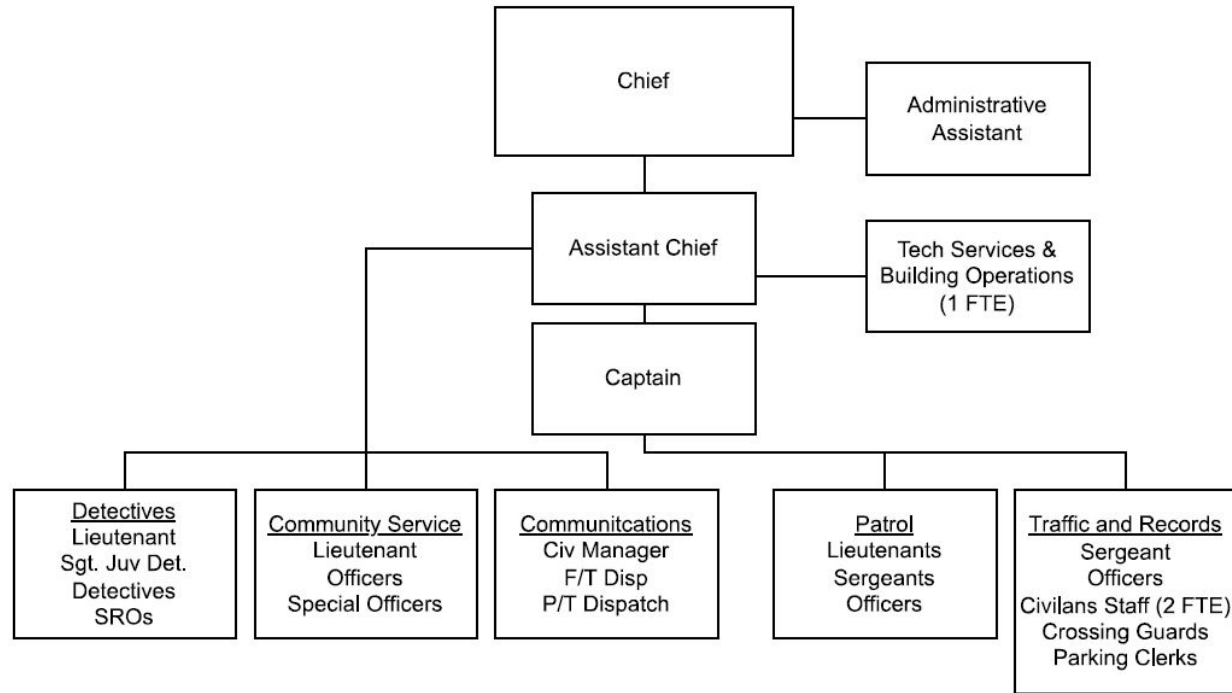
For a more extensive list of activity please refer to the [Police Department section of the Belmont Annual Report](#).

### FY2024 Goals

- To work towards developing and implementing sound policies and procedures towards meeting accreditation standards. This work is ongoing and in FY2022, we hired a company to work directly with our Accreditation Manager.
- Improve on our ability to manage Information Technology.
- Main goal for FY2024 is to continue the review and quality control of all emergency medical dispatch calls.
- To respond to the needs of the community in relation to traffic and parking issues or concerns.
- Work efficiently and maintain high standards across all programs despite vacancies in staff.
- The BPD has entered into a collaborative training effort with the Georgetown University Law Center. Our goal for FY2024, is to train all of our sworn officers in Active Bystandership for Law Enforcement (ABLE). This training teaches officers effective ways to step in when they witness misconduct and helps police agencies create a culture that supports intervention regardless of rank or position within the police department.

## Staffing and Structure

There are 3 FTEs in Administration, 33 assigned to Patrol, 8 assigned to detectives, 2 assigned to traffic, 2 FTEs in Records, 3 assigned to Community Service and 9 FTEs working for dispatch.



| Position Classification      | FTE    |        |        |        |        |        |        |        |        |        |
|------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                              | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| <b>Police Administration</b> |        |        |        |        |        |        |        |        |        |        |
| Chief                        | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Chief              | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Administrative Assistant     | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Subtotal                     | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      |
| <b>Police Records</b>        |        |        |        |        |        |        |        |        |        |        |
| Records Secretary            | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      |
| Subtotal                     | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      |
| <b>Police Patrol</b>         |        |        |        |        |        |        |        |        |        |        |
| Captain                      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Lieutenant                   | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      |
| Sergeant                     | 6      | 6      | 6      | 6      | 7      | 7      | 7      | 7      | 7      | 7      |



# 3200 - Police Department

| Position Classification             | FTE    |        |        |        |        |        |        |        |        |        |
|-------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                     | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Police Officer                      | 24     | 24     | 24     | 24     | 24     | 24     | 24     | 24     | 24     | 24     |
| Subtotal                            | 34     | 34     | 34     | 34     | 35     | 35     | 35     | 35     | 35     | 35     |
| Police Traffic                      |        |        |        |        |        |        |        |        |        |        |
| Sergeant                            | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Police Officer                      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Subtotal                            | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      |
| Crossing Guards                     |        |        |        |        |        |        |        |        |        |        |
| Crossing Guard (0.375 FTE)          | 5.63   | 5.63   | 5.63   | 5.63   | 6.00   | 6.38   | 6.38   | 6.38   | 6.38   | 6.38   |
| Reserve Crossing Guard (0.375 FTE)  | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   |
| Subtotal                            | 7.13   | 7.13   | 7.13   | 7.13   | 7.50   | 7.88   | 7.88   | 7.88   | 7.88   | 7.88   |
| Parking Control Officers            |        |        |        |        |        |        |        |        |        |        |
| Parking Control Officer (0.375 FTE) | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   |
| Subtotal                            | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   | 1.50   |
| Police Detectives                   |        |        |        |        |        |        |        |        |        |        |
| Lieutenant                          | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Detective Sergeant                  | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      |
| School Resource Officer*            | —      | —      | —      | —      | —      | —      | —      | —      | —      | 2      |
| Detective**                         | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 2      | 2      | 2      |
| Subtotal                            | 6      | 6      | 6      | 6      | 6      | 6      | 6      | 5      | 5      | 7      |
| Police Community Services           |        |        |        |        |        |        |        |        |        |        |
| Lieutenant                          | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Police Officer*                     | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 1      |
| Tech Assistant                      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Subtotal                            | 5      | 5      | 5      | 5      | 5      | 5      | 5      | 5      | 5      | 3      |
| Police Public Safety                |        |        |        |        |        |        |        |        |        |        |
| Operations Manager                  | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Supervisor                          | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Dispatcher                          | 8      | 8      | 8      | 8      | 8      | 8      | 7      | 7      | 7      | 7      |
| Subtotal                            | 10     | 10     | 10     | 10     | 10     | 10     | 9      | 9      | 9      | 9      |
| Total                               | 70.63  | 70.63  | 70.63  | 70.63  | 72.00  | 72.38  | 71.38  | 70.38  | 70.38  | 70.38  |

\*Two School Resource Officers were moved from Police Community Services to Detectives in FY2024

\*\*Reflects the reduction of one Detective after the failed override vote in April 2021.

# 3200 - Police Department

## Budget Recommendations

The FY2024 budget request for the Police Department is \$7,745,829, which is an increase of \$282,978 or 3.79% from the FY2023 budget.

offset by the right sizing of the fuel budget. The Police Department has made an effort to purchase hybrid vehicles, which has resulted in a significant fuel savings.

Compensation is \$6,864,199, an increase of \$290,513 or 4.42% due to contractually obligated cost of living adjustments, offset by recognition of savings from the retirement of several high-ranking officers.

For the FY2024 budget, the Police Department has proposed a realignment of staff from Community Service to the Detective Division, which accounts for the reduction in the Community Service budget.

Expenses are \$881,630, a decrease of \$(7,535) or (0.85)% due to an increase in costs to replace equipment which was

### Police Department Budget Summary

| <b>Department Summary</b> | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Compensation              | \$ 6,158,068        | \$ 5,978,535        | \$ 6,258,108        | \$ 6,573,687        | \$ 6,864,199          | \$ 290,513        | 4.42 %            |
| Expenses                  | \$ 691,832          | \$ 524,815          | \$ 707,148          | \$ 889,165          | \$ 881,630            | \$ (7,535)        | (0.85)%           |
| <b>Total 3200 Police</b>  | <b>\$ 6,849,899</b> | <b>\$ 6,503,351</b> | <b>\$ 6,965,256</b> | <b>\$ 7,462,852</b> | <b>\$ 7,745,829</b>   | <b>\$ 282,978</b> | <b>3.79 %</b>     |

| <b>Division Summary</b>      | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Total 3210 Police Admin      | \$ 484,686          | \$ 471,013          | \$ 501,924          | \$ 524,729          | \$ 541,687            | \$ 16,958         | 3.23 %            |
| Total 3220 Police Records    | \$ 82,817           | \$ 84,532           | \$ 73,221           | \$ 89,502           | \$ 99,444             | \$ 9,942          | 11.11 %           |
| Total 3230 Police Patrol     | \$ 3,921,322        | \$ 3,688,293        | \$ 4,013,940        | \$ 4,386,044        | \$ 4,506,066          | \$ 120,022        | 2.74 %            |
| Total 3240 Traffic Control   | \$ 412,623          | \$ 391,126          | \$ 458,508          | \$ 531,697          | \$ 539,857            | \$ 8,161          | 1.53 %            |
| Total 3250 Detectives        | \$ 630,107          | \$ 539,572          | \$ 544,043          | \$ 564,782          | \$ 692,273            | \$ 127,491        | 22.57 %           |
| Total 3260 Community Service | \$ 494,808          | \$ 511,599          | \$ 499,023          | \$ 494,235          | \$ 430,491            | \$ (63,745)       | (12.90)%          |
| Total 3270 Dispatch          | \$ 823,536          | \$ 817,217          | \$ 874,595          | \$ 871,863          | \$ 936,011            | \$ 64,148         | 7.36 %            |
| <b>Total 3200 Police</b>     | <b>\$ 6,849,899</b> | <b>\$ 6,503,351</b> | <b>\$ 6,965,256</b> | <b>\$ 7,462,852</b> | <b>\$ 7,745,829</b>   | <b>\$ 282,978</b> | <b>3.79 %</b>     |

# 3200 - Police Department

## Police Admin Budget Detail

|  |                                   |                               | FY2020                        | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent   |        |
|--|-----------------------------------|-------------------------------|-------------------------------|------------|------------|------------|-------------|------------|-----------|--------|
|  |                                   |                               | Actual                        | Actual     | Actual     | Approp.    | Recommended | Change     | Change    |        |
| Org                                    | Object                            | Description                   |                               |            |            |            |             |            |           |        |
| Comp.                                  | 12111                             | 511000                        | Full-Time Salaries            | \$ 412,763 | \$ 403,295 | \$ 415,308 | \$ 427,830  | \$ 442,538 | \$ 14,708 | 3.4 %  |
|  | 12111                             | 514105                        | Eyeglass Reimbursement        | \$ —       | \$ —       | \$ 175     | \$ —        | \$ —       | \$ —      | — %    |
|  | 12111                             | 514800                        | Longevity                     | \$ 975     | \$ 975     | \$ 975     | \$ 975      | \$ 1,025   | \$ 50     | 5.1 %  |
|  | <b>Subtotal Compensation</b>      |                               |                               | \$ 413,738 | \$ 404,270 | \$ 416,458 | \$ 428,805  | \$ 443,563 | \$ 14,758 | 3.4 %  |
| Expenses                               | 12112                             | 524400                        | Repair & Maint. Vehicles      | \$ 2,687   | \$ 2,576   | \$ 2,692   | \$ 2,719    | \$ 2,719   | \$ —      | — %    |
|  | 12112                             | 524500                        | Repair & Maint. Office Equip. | \$ 4,252   | \$ 5,447   | \$ 3,849   | \$ 5,562    | \$ 5,562   | \$ —      | — %    |
|  | 12112                             | 524600                        | Repair & Maint. Computer      | \$ 2,455   | \$ 4,488   | \$ 3,461   | \$ 3,500    | \$ 3,500   | \$ —      | — %    |
|  | 12112                             | 524900                        | Repair & Maint. Police Equip. | \$ 553     | \$ 688     | \$ —       | \$ 750      | \$ 750     | \$ —      | — %    |
|  | 12112                             | 530001                        | Medical Bills                 | \$ 410     | \$ 480     | \$ 6,618   | \$ 2,000    | \$ 3,700   | \$ 1,700  | 85.0 % |
|  | 12112                             | 530009                        | Occupational Health Service   | \$ 7,500   | \$ 7,500   | \$ 7,500   | \$ 7,500    | \$ 7,500   | \$ —      | — %    |
|  | 12112                             | 531900                        | Advertising                   | \$ 162     | \$ 931     | \$ 546     | \$ 1,000    | \$ 1,000   | \$ —      | — %    |
|  | 12112                             | 534500                        | Postage                       | \$ 12      | \$ 307     | \$ 404     | \$ 300      | \$ 300     | \$ —      | — %    |
|  | 12112                             | 534600                        | Printing and Mailing          | \$ 877     | \$ 636     | \$ 600     | \$ 600      | \$ 600     | \$ —      | — %    |
|  | 12112                             | 571000                        | In-State Travel               | \$ 3,494   | \$ 115     | \$ 626     | \$ 4,000    | \$ 4,000   | \$ —      | — %    |
|  | 12112                             | 573000                        | Dues and Membership           | \$ 11,534  | \$ 11,864  | \$ 12,074  | \$ 16,500   | \$ 17,000  | \$ 500    | 3.0 %  |
|  | <b>Subtotal Contract Services</b> |                               |                               | \$ 33,935  | \$ 35,033  | \$ 38,369  | \$ 44,431   | \$ 46,631  | \$ 2,200  | 5.0 %  |
|  | 12112                             | 542100                        | Office Supplies               | \$ 2,487   | \$ 6,016   | \$ 5,762   | \$ 5,900    | \$ 5,900   | \$ —      | — %    |
|  | 12112                             | 548000                        | Vehicle Supplies              | \$ 2,500   | \$ 2,490   | \$ 2,600   | \$ 2,500    | \$ 2,500   | \$ —      | — %    |
|  | 12112                             | 558012                        | Other Sup ID Renewals         | \$ 255     | \$ 255     | \$ 140     | \$ 600      | \$ 600     | \$ —      | — %    |
|  | 12112                             | 558100                        | Subscriptions                 | \$ 463     | \$ 543     | \$ 493     | \$ 3,600    | \$ 3,600   | \$ —      | — %    |
| 12112                                  | 558200                            | Other Supplies-Uniforms       | \$ 70                         | \$ 2,610   | \$ 4,514   | \$ 3,943   | \$ 3,943    | \$ —       | — %       |        |
| 12112                                  | 558403                            | Fitness Equipment             | \$ —                          | \$ 2,723   | \$ 2,388   | \$ 3,500   | \$ 3,500    | \$ —       | — %       |        |
| 12112                                  | 558404                            | Furniture Expense             | \$ 2,436                      | \$ 6,308   | \$ 6,210   | \$ 6,450   | \$ 6,450    | \$ —       | — %       |        |
| <b>Subtotal Supplies</b>               |                                   |                               | \$ 8,211                      | \$ 20,946  | \$ 22,106  | \$ 26,493  | \$ 26,493   | \$ —       | — %       |        |
| 12113                                  | 587100                            | Capital Outlay Repl Office Eq | \$ 28,802                     | \$ 10,764  | \$ 24,991  | \$ 25,000  | \$ 25,000   | \$ —       | — %       |        |
| <b>Subtotal Minor Capital (Outlay)</b> |                                   |                               | \$ 28,802                     | \$ 10,764  | \$ 24,991  | \$ 25,000  | \$ 25,000   | \$ —       | — %       |        |
| <b>Subtotal Expenses</b>               |                                   |                               | \$ 70,948                     | \$ 66,742  | \$ 85,466  | \$ 95,924  | \$ 98,124   | \$ 2,200   | 2.3 %     |        |
| <b>Total 3210 Police Admin</b>         |                                   |                               | \$ 484,686                    | \$ 471,013 | \$ 501,924 | \$ 524,729 | \$ 541,687  | \$ 16,958  | 3.2 %     |        |

# 3200 - Police Department

## Police Records Budget Detail

| Comp.    | Org                              | Object                            | Description                   | FY2020    | FY2021    | FY2022    | FY2023    | FY2024      | Dollar   | Percent |     |
|----------|----------------------------------|-----------------------------------|-------------------------------|-----------|-----------|-----------|-----------|-------------|----------|---------|-----|
|          |                                  |                                   |                               | Actual    | Actual    | Actual    | Approp.   | Recommended | Change   | Change  |     |
|          | 12121                            | 511000                            | Full-Time Salaries            | \$ 74,277 | \$ 77,198 | \$ 66,411 | \$ 80,896 | \$ 90,838   | \$ 9,942 | 12.3 %  |     |
|          | <b>Subtotal Compensation</b>     |                                   |                               | \$ 74,277 | \$ 77,198 | \$ 66,411 | \$ 80,896 | \$ 90,838   | \$ 9,942 | 12.3 %  |     |
| Expenses | 12122                            | 524500                            | Repair & Maint. Office Equip. | \$ 240    | \$ 238    | \$ 153    | \$ 250    | \$ 250      | \$ —     | — %     |     |
|          | 12122                            | 527200                            | Rental of Office Equipment    | \$ 4,683  | \$ 4,109  | \$ 3,335  | \$ 4,600  | \$ 4,600    | \$ —     | — %     |     |
|          |                                  | <b>Subtotal Contract Services</b> |                               |           | \$ 4,923  | \$ 4,347  | \$ 3,487  | \$ 4,850    | \$ 4,850 | \$ —    | — % |
|          | 12122                            | 542100                            | Office Supplies               | \$ 3,618  | \$ 2,986  | \$ 3,323  | \$ 3,756  | \$ 3,756    | \$ —     | — %     |     |
|          |                                  | <b>Subtotal Supplies</b>          |                               |           | \$ 3,618  | \$ 2,986  | \$ 3,323  | \$ 3,756    | \$ 3,756 | \$ —    | — % |
|          | <b>Subtotal Expenses</b>         |                                   |                               | \$ 8,541  | \$ 7,333  | \$ 6,810  | \$ 8,606  | \$ 8,606    | \$ —     | — %     |     |
|          | <b>Total 3220 Police Records</b> |                                   |                               | \$ 82,817 | \$ 84,532 | \$ 73,221 | \$ 89,502 | \$ 99,444   | \$ 9,942 | 11.1 %  |     |

## Police Patrol Budget Detail

| Compensation | Org                          | Object | Description          | FY2020      | FY2021      | FY2022      | FY2023      | FY2024       | Dollar      | Percent |
|--------------|------------------------------|--------|----------------------|-------------|-------------|-------------|-------------|--------------|-------------|---------|
|              |                              |        |                      | Actual      | Actual      | Actual      | Approp.     | Recommended  | Change      | Change  |
|              | 12131                        | 511000 | Full-Time Salaries   | \$2,729,279 | \$2,578,339 | \$2,520,199 | \$2,851,503 | \$ 2,920,819 | \$ 69,316   | 2.4 %   |
|              | 12131                        | 514002 | NEMLEC Pay           | \$ 28,453   | \$ 9,328    | \$ 10,488   | \$ 27,504   | \$ 20,700    | \$ (6,804)  | (24.7)% |
|              | 12131                        | 514003 | Accreditation        | \$ 1,100    | \$ 1,100    | \$ —        | \$ 1,100    | \$ 1,100     | \$ —        | — %     |
|              | 12131                        | 514100 | Specialty Pay        | \$ 5,725    | \$ 4,500    | \$ 4,700    | \$ 3,600    | \$ 5,050     | \$ 1,450    | 40.3 %  |
|              | 12131                        | 514101 | First Responder Pay  | \$ 92,488   | \$ 88,876   | \$ 83,453   | \$ 97,940   | \$ 175,124   | \$ 77,184   | 78.8 %  |
|              | 12131                        | 514104 | Drug Testing Stipend | \$ 23,250   | \$ 20,250   | \$ 20,250   | \$ 18,750   | \$ 18,750    | \$ —        | — %     |
|              | 12131                        | 514200 | Cap Grade            | \$ 12,325   | \$ 16,382   | \$ 16,410   | \$ 19,512   | \$ 19,512    | \$ —        | — %     |
|              | 12131                        | 514700 | Night Differential   | \$ 108,675  | \$ 103,908  | \$ 105,625  | \$ 131,286  | \$ 138,976   | \$ 7,690    | 5.9 %   |
|              | 12131                        | 514800 | Longevity            | \$ 11,733   | \$ 13,182   | \$ 13,373   | \$ 13,800   | \$ 16,000    | \$ 2,200    | 15.9 %  |
|              | 12131                        | 514900 | Holiday Differential | \$ 125,620  | \$ 113,171  | \$ 137,459  | \$ 129,983  | \$ 135,579   | \$ 5,596    | 4.3 %   |
|              | 12131                        | 518900 | Wellness Stipend     | \$ 45,438   | \$ 41,781   | \$ 26,177   | \$ 47,591   | \$ 48,049    | \$ 458      | 1.0 %   |
|              | 12131                        | 519500 | In-Service Training  | \$ 9,499    | \$ 32,551   | \$ 38,415   | \$ 77,129   | \$ 58,061    | \$ (19,068) | (24.7)% |
|              | 12131                        | 519800 | Education Incentive  | \$ 6,607    | \$ 1,019    | \$ —        | \$ —        | \$ —         | \$ —        | — %     |
|              | 12131                        | 513000 | Overtime             | \$ 275,919  | \$ 386,909  | \$ 575,817  | \$ 372,473  | \$ 372,473   | \$ —        | — %     |
|              | <b>Subtotal Compensation</b> |        |                      | \$3,476,112 | \$3,411,296 | \$3,552,365 | \$3,792,171 | \$ 3,930,193 | \$ 138,022  | 3.6 %   |

# 3200 - Police Department

## Police Patrol Budget Detail

| Org                                    | Object                   | Description                   | FY2020<br>Actual               | FY2021<br>Actual   | FY2022<br>Actual   | FY2023<br>Approp.  | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |            |
|--|--------------------------|-------------------------------|--------------------------------|--------------------|--------------------|--------------------|-----------------------|--------------------|-------------------|------------|
| 12132                                  | 524400                   | Repair & Maint. Vehicles      | \$ 18,418                      | \$ 33,594          | \$ 33,793          | \$ 33,500          | \$ 33,500             | \$ —               | — %               |            |
| 12132                                  | 524900                   | Repair & Maint. Police Equip. | \$ 7,178                       | \$ 10,680          | \$ 14,606          | \$ 12,010          | \$ 12,010             | \$ —               | — %               |            |
| 12132                                  | 530001                   | Medical Bills                 | \$ 23,167                      | \$ 20,052          | \$ 30,113          | \$ 30,000          | \$ 30,000             | \$ —               | — %               |            |
| 12132                                  | 530600                   | Data Process                  | \$ 69,149                      | \$ 63,309          | \$ 64,612          | \$ 67,300          | \$ 67,300             | \$ —               | — %               |            |
| 12132                                  | 531700                   | Employee Training             | \$ 24,199                      | \$ 20,460          | \$ 37,600          | \$ 37,600          | \$ 37,600             | \$ —               | — %               |            |
| 12132                                  | 531701                   | In-Service Training           | \$ 8,855                       | \$ 2,725           | \$ 15,000          | \$ 15,000          | \$ 15,000             | \$ —               | — %               |            |
| 12132                                  | 571000                   | In-State Travel               | \$ 70                          | \$ 605             | \$ 140             | \$ 1,263           | \$ 1,263              | \$ —               | — %               |            |
| 12132                                  | 573000                   | Dues and Membership           | \$ —                           | \$ 30              | \$ —               | \$ 250             | \$ 250                | \$ —               | — %               |            |
| <b>Subtotal Contract Services</b>      |                          |                               | <b>\$ 151,036</b>              | <b>\$ 151,454</b>  | <b>\$ 195,865</b>  | <b>\$ 196,923</b>  | <b>\$ 196,923</b>     | <b>\$ —</b>        | <b>— %</b>        |            |
| Expenses                               | 12132                    | 542100                        | Office Supplies                | \$ 6,297           | \$ 6,303           | \$ 7,873           | \$ 7,900              | \$ 7,900           | \$ —              | — %        |
|  | 12132                    | 548000                        | Vehicle Supplies               | \$ 19,956          | \$ 19,014          | \$ 19,985          | \$ 20,000             | \$ 20,000          | \$ —              | — %        |
|  | 12132                    | 550000                        | Medical Supplies               | \$ 11,615          | \$ 5,721           | \$ 8,970           | \$ 8,000              | \$ 8,000           | \$ —              | — %        |
|  | 12132                    | 558010                        | Other Sup NEMLEC Equip         | \$ 2,086           | \$ 216             | \$ 7,000           | \$ 5,000              | \$ 5,000           | \$ —              | — %        |
|  | 12132                    | 558011                        | Other Sup K-9 Equip            | \$ 1,410           | \$ 1,234           | \$ 4,926           | \$ 5,000              | \$ 5,000           | \$ —              | — %        |
|  | 12132                    | 558200                        | Other Supplies-Uniforms        | \$ 660             | \$ 826             | \$ 675             | \$ 1,500              | \$ 1,500           | \$ —              | — %        |
|  | 12132                    | 558400                        | Police Supplies                | \$ 11,775          | \$ 12,136          | \$ 8,877           | \$ 12,000             | \$ 12,000          | \$ —              | — %        |
|  | 12132                    | 558401                        | Police Supply Crime Prevention | \$ 69              | \$ 482             | \$ —               | \$ 500                | \$ 500             | \$ —              | — %        |
|  | 12132                    | 558402                        | Firearms Training & Ammunition | \$ 7,827           | \$ 33,260          | \$ 25,986          | \$ 25,000             | \$ 25,000          | \$ —              | — %        |
|  | 12132                    | 558901                        | Other Expense Prisoner Meals   | \$ 622             | \$ 1,148           | \$ 1,364           | \$ 2,000              | \$ 2,000           | \$ —              | — %        |
|  | <b>Subtotal Supplies</b> |                               |                                | <b>\$ 62,317</b>   | <b>\$ 80,341</b>   | <b>\$ 85,656</b>   | <b>\$ 86,900</b>      | <b>\$ 86,900</b>   | <b>\$ —</b>       | <b>— %</b> |
| 12132                                  | 548900                   | Gasoline                      | \$ 53,656                      | \$ 45,202          | \$ 40,796          | \$ 85,050          | \$ 55,050             | \$ (30,000)        | (35.3)%           |            |
| <b>Subtotal Utilities</b>              |                          |                               | <b>\$ 53,656</b>               | <b>\$ 45,202</b>   | <b>\$ 40,796</b>   | <b>\$ 85,050</b>   | <b>\$ 55,050</b>      | <b>\$ (30,000)</b> | <b>(35.3)%</b>    |            |
| 12133                                  | 587000                   | Replace Equipment             | \$ 178,202                     | \$ —               | \$ 139,258         | \$ 225,000         | \$ 237,000            | \$ 12,000          | 5.3 %             |            |
| <b>Subtotal Minor Capital (Outlay)</b> |                          |                               | <b>\$ 178,202</b>              | <b>\$ —</b>        | <b>\$ 139,258</b>  | <b>\$ 225,000</b>  | <b>\$ 237,000</b>     | <b>\$ 12,000</b>   | <b>5.3 %</b>      |            |
| <b>Subtotal Expenses</b>               |                          |                               | <b>\$ 445,210</b>              | <b>\$ 276,997</b>  | <b>\$ 461,576</b>  | <b>\$ 593,873</b>  | <b>\$ 575,873</b>     | <b>\$ (18,000)</b> | <b>(3.0)%</b>     |            |
| <b>Total 3230 Police Patrol</b>        |                          |                               | <b>\$3,921,322</b>             | <b>\$3,688,293</b> | <b>\$4,013,940</b> | <b>\$4,386,044</b> | <b>\$ 4,506,066</b>   | <b>\$ 120,022</b>  | <b>2.7 %</b>      |            |

# 3200 - Police Department

## Traffic Control Budget Detail

|                                   |                                   |             | FY2020                         | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent     |          |
|-----------------------------------|-----------------------------------|-------------|--------------------------------|------------|------------|------------|-------------|------------|-------------|----------|
| Org                               | Object                            | Description | Actual                         | Actual     | Actual     | Approp.    | Recommended | Change     | Change      |          |
| Compensation                      | 12141                             | 511000      | Full-Time Salaries             | \$ 126,532 | \$ 133,407 | \$ 165,703 | \$ 171,132  | \$ 191,489 | \$ 20,356   | 11.9 %   |
|                                   | 12141                             | 511100      | Part-Time Salaries             | \$ 228,700 | \$ 205,261 | \$ 235,394 | \$ 295,650  | \$ 275,458 | \$ (20,192) | (6.8)%   |
|                                   | 12141                             | 514003      | Accreditation                  | \$ 100     | \$ 100     | \$ —       | \$ 100      | \$ 100     | \$ —        | — %      |
|                                   | 12141                             | 514100      | Specialty Pay                  | \$ 2,300   | \$ 2,350   | \$ 2,000   | \$ 2,350    | \$ 2,350   | \$ —        | — %      |
|                                   | 12141                             | 514101      | First Responder Pay            | \$ 4,891   | \$ 4,742   | \$ 5,777   | \$ 6,005    | \$ 10,014  | \$ 4,008    | 66.7 %   |
|                                   | 12141                             | 514104      | Drug Testing Stipend           | \$ 1,500   | \$ 1,500   | \$ 1,500   | \$ 1,500    | \$ 1,500   | \$ —        | — %      |
|                                   | 12141                             | 514200      | Cap Grade                      | \$ 30      | \$ 97      | \$ 395     | \$ —        | \$ —       | \$ —        | — %      |
|                                   | 12141                             | 514800      | Longevity                      | \$ 791     | \$ 803     | \$ 803     | \$ 800      | \$ 1,000   | \$ 200      | 25.0 %   |
|                                   | 12141                             | 514900      | Holiday Differential           | \$ 8,117   | \$ 6,610   | \$ 8,937   | \$ 7,254    | \$ 8,804   | \$ 1,550    | 21.4 %   |
|                                   | 12141                             | 519500      | In-Service Training            | \$ —       | \$ —       | \$ —       | \$ 962      | \$ —       | \$ (962)    | (100.0)% |
|                                   | 12141                             | 519900      | Uniform Allowance              | \$ 3,250   | \$ 1,250   | \$ 2,800   | \$ 3,400    | \$ 3,100   | \$ (300)    | (8.8)%   |
|                                   | 12141                             | 513000      | Overtime                       | \$ 8,132   | \$ 5,045   | \$ 7,155   | \$ 10,812   | \$ 10,812  | \$ —        | — %      |
|                                   | <b>Subtotal Compensation</b>      |             |                                | \$ 384,342 | \$ 361,166 | \$ 430,464 | \$ 499,966  | \$ 504,626 | \$ 4,661    | 0.9 %    |
|                                   | 12142                             | 524400      | Repair & Maint. Vehicles       | \$ 6,959   | \$ 4,775   | \$ 5,955   | \$ 7,000    | \$ 7,000   | \$ —        | — %      |
|                                   | 12142                             | 524900      | Repair & Maint. Police Equip.  | \$ 3,114   | \$ 4,012   | \$ 3,439   | \$ 3,700    | \$ 5,200   | \$ 1,500    | 40.5 %   |
|                                   | 12142                             | 571000      | In-State Travel                | \$ 30      | \$ 7       | \$ —       | \$ 110      | \$ 110     | \$ —        | — %      |
|                                   | <b>Subtotal Contract Services</b> |             |                                | \$ 10,103  | \$ 8,794   | \$ 9,394   | \$ 10,810   | \$ 12,310  | \$ 1,500    | 13.9 %   |
| Expenses                          | 12142                             | 542100      | Office Supplies                | \$ 1,528   | \$ 1,257   | \$ 1,617   | \$ 1,546    | \$ 1,546   | \$ —        | — %      |
|                                   | 12142                             | 548000      | Vehicle Supplies               | \$ 3,332   | \$ 3,261   | \$ 3,332   | \$ 3,335    | \$ 3,335   | \$ —        | — %      |
|                                   | 12142                             | 556000      | Motorcycle Leasing             | \$ 10,468  | \$ 11,200  | \$ 11,200  | \$ 11,500   | \$ 13,500  | \$ 2,000    | 17.4 %   |
|                                   | 12142                             | 558200      | Other Supplies-Uniforms        | \$ 1,971   | \$ 4,133   | \$ 1,887   | \$ 3,500    | \$ 3,500   | \$ —        | — %      |
|                                   | 12142                             | 558400      | Police Supplies                | \$ 649     | \$ 925     | \$ 539     | \$ 680      | \$ 680     | \$ —        | — %      |
|                                   | 12142                             | 558401      | Police Supply Crime Prevention | \$ 231     | \$ 390     | \$ 76      | \$ 360      | \$ 360     | \$ —        | — %      |
|                                   | <b>Subtotal Supplies</b>          |             |                                | \$ 18,179  | \$ 21,166  | \$ 18,650  | \$ 20,921   | \$ 22,921  | \$ 2,000    | 9.6 %    |
| <b>Subtotal Expenses</b>          |                                   |             | \$ 28,281                      | \$ 29,960  | \$ 28,044  | \$ 31,731  | \$ 35,231   | \$ 3,500   | 11.0 %      |          |
| <b>Total 3240 Traffic Control</b> |                                   |             | \$ 412,623                     | \$ 391,126 | \$ 458,508 | \$ 531,697 | \$ 539,857  | \$ 8,161   | 1.5 %       |          |

# 3200 - Police Department

## Detectives Budget Detail

|                              |                                   |                                | FY2020                        | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent           |               |
|------------------------------|-----------------------------------|--------------------------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Org                          | Object                            | Description                    | Actual                        | Actual            | Actual            | Approp.           | Recommended       | Change            | Change            |               |
| Compensation                 | 12151                             | 511000                         | Full-Time Salaries            | \$ 535,142        | \$ 452,760        | \$ 458,435        | \$ 457,976        | \$ 561,671        | \$ 103,696        | 22.6 %        |
|                              | 12151                             | 514003                         | Accreditation                 | \$ 300            | \$ 300            | \$ —              | \$ 300            | \$ 300            | \$ —              | — %           |
|                              | 12151                             | 514100                         | Specialty Pay                 | \$ 8,200          | \$ 7,150          | \$ 7,450          | \$ 7,150          | \$ 8,550          | \$ 1,400          | 19.6 %        |
|                              | 12151                             | 514101                         | First Responder Pay           | \$ 18,923         | \$ 16,287         | \$ 16,586         | \$ 16,629         | \$ 34,268         | \$ 17,639         | 106.1 %       |
|                              | 12151                             | 514104                         | Drug Testing Stipend          | \$ 4,500          | \$ 4,500          | \$ 3,750          | \$ 3,750          | \$ 4,500          | \$ 750            | 20.0 %        |
|                              | 12151                             | 514200                         | Cap Grade                     | \$ 120            | \$ 452            | \$ 771            | \$ —              | \$ —              | \$ —              | — %           |
|                              | 12151                             | 514700                         | Night Differential            | \$ 5,485          | \$ 5,464          | \$ 5,464          | \$ 5,464          | \$ 2,142          | \$ (3,322)        | (60.8)%       |
|                              | 12151                             | 514800                         | Longevity                     | \$ 2,342          | \$ 1,826          | \$ 1,807          | \$ 1,800          | \$ 4,400          | \$ 2,600          | 144.4 %       |
|                              | 12151                             | 514900                         | Holiday Differential          | \$ 25,195         | \$ 20,296         | \$ 24,661         | \$ 23,611         | \$ 28,340         | \$ 4,729          | 20.0 %        |
|                              | 12151                             | 519800                         | Education Incentive           | \$ 483            | \$ —              | \$ —              | \$ —              | \$ —              | \$ —              | — %           |
|                              | 12151                             | 513000                         | Overtime                      | \$ 16,469         | \$ 16,505         | \$ 14,715         | \$ 33,003         | \$ 33,003         | \$ —              | — %           |
|                              | <b>Subtotal Compensation</b>      |                                |                               | <b>\$ 617,158</b> | <b>\$ 525,540</b> | <b>\$ 533,638</b> | <b>\$ 549,683</b> | <b>\$ 677,174</b> | <b>\$ 127,491</b> | <b>23.2 %</b> |
| Expenses                     | 12152                             | 524400                         | Repair & Maint. Vehicles      | \$ 6,828          | \$ 6,980          | \$ 6,535          | \$ 7,000          | \$ 7,000          | \$ —              | — %           |
|                              | 12152                             | 524900                         | Repair & Maint. Police Equip. | \$ 36             | \$ 236            | \$ —              | \$ 430            | \$ 430            | \$ —              | — %           |
|                              | 12152                             | 571000                         | In-State Travel               | \$ 29             | \$ —              | \$ —              | \$ 385            | \$ 385            | \$ —              | — %           |
|                              | 12152                             | 573000                         | Dues and Membership           | \$ 180            | \$ —              | \$ —              | \$ 250            | \$ 250            | \$ —              | — %           |
|                              | <b>Subtotal Contract Services</b> |                                |                               | <b>\$ 7,073</b>   | <b>\$ 7,217</b>   | <b>\$ 6,535</b>   | <b>\$ 8,065</b>   | <b>\$ 8,065</b>   | <b>\$ —</b>       | <b>— %</b>    |
|                              | 12152                             | 542100                         | Office Supplies               | \$ 979            | \$ 938            | \$ 966            | \$ 1,000          | \$ 1,000          | \$ —              | — %           |
|                              | 12152                             | 548000                         | Vehicle Supplies              | \$ 2,629          | \$ 2,603          | \$ 2,618          | \$ 2,634          | \$ 2,634          | \$ —              | — %           |
|                              | 12152                             | 558200                         | Other Supplies-Uniforms       | \$ 217            | \$ 400            | \$ —              | \$ 400            | \$ 400            | \$ —              | — %           |
| 12152                        | 558401                            | Police Supply Crime Prevention | \$ 2,052                      | \$ 2,873          | \$ 286            | \$ 3,000          | \$ 3,000          | \$ —              | — %               |               |
| <b>Subtotal Supplies</b>     |                                   |                                | <b>\$ 5,876</b>               | <b>\$ 6,815</b>   | <b>\$ 3,870</b>   | <b>\$ 7,034</b>   | <b>\$ 7,034</b>   | <b>\$ —</b>       | <b>— %</b>        |               |
| <b>Subtotal Expenses</b>     |                                   |                                | <b>\$ 12,949</b>              | <b>\$ 14,031</b>  | <b>\$ 10,405</b>  | <b>\$ 15,099</b>  | <b>\$ 15,099</b>  | <b>\$ —</b>       | <b>— %</b>        |               |
| <b>Total 3250 Detectives</b> |                                   |                                | <b>\$ 630,107</b>             | <b>\$ 539,572</b> | <b>\$ 544,043</b> | <b>\$ 564,782</b> | <b>\$ 692,273</b> | <b>\$ 127,491</b> | <b>22.6 %</b>     |               |

# 3200 - Police Department

## Community Service Budget Detail

|                                     |                                   |             | FY2020                    | FY2021            | FY2022            | FY2023            | FY2024            | Dollar             | Percent            |                |
|-------------------------------------|-----------------------------------|-------------|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|
| Org                                 | Object                            | Description | Actual                    | Actual            | Actual            | Approp.           | Recommended       | Change             | Change             |                |
| Compensation                        | 12161                             | 511000      | Full-Time Salaries        | \$ 427,724        | \$ 447,332        | \$ 434,504        | \$ 424,507        | \$ 363,519         | \$ (60,988)        | (14.4)%        |
|                                     | 12161                             | 514003      | Accreditation             | \$ 100            | \$ 100            | \$ —              | \$ 100            | \$ 100             | \$ —               | — %            |
|                                     | 12161                             | 514100      | Specialty Pay             | \$ 4,100          | \$ 4,700          | \$ 4,800          | \$ 5,600          | \$ 4,700           | \$ (900)           | (16.1)%        |
|                                     | 12161                             | 514101      | First Responder Pay       | \$ 11,610         | \$ 11,566         | \$ 11,523         | \$ 11,584         | \$ 16,448          | \$ 4,863           | 42.0 %         |
|                                     | 12161                             | 514104      | Drug Testing Stipend      | \$ 3,000          | \$ 3,000          | \$ 3,000          | \$ 3,000          | \$ 2,250           | \$ (750)           | (25.0)%        |
|                                     | 12161                             | 514800      | Longevity                 | \$ 2,619          | \$ 2,621          | \$ 2,958          | \$ 3,000          | \$ 2,200           | \$ (800)           | (26.7)%        |
|                                     | 12161                             | 514900      | Holiday Differential      | \$ 16,650         | \$ 15,794         | \$ 19,370         | \$ 16,453         | \$ 13,580          | \$ (2,873)         | (17.5)%        |
|                                     | 12161                             | 519500      | In-Service Training       | \$ —              | \$ —              | \$ —              | \$ 2,298          | \$ —               | \$ (2,298)         | (100.0)%       |
|                                     | 12161                             | 519900      | Uniform Allowance         | \$ 425            | \$ 425            | \$ 425            | \$ 425            | \$ 425             | \$ —               | — %            |
|                                     | 12161                             | 513000      | Overtime                  | \$ 18,054         | \$ 19,049         | \$ 10,663         | \$ 10,000         | \$ 10,000          | \$ —               | — %            |
|                                     | <b>Subtotal Compensation</b>      |             |                           | <b>\$ 484,282</b> | <b>\$ 504,587</b> | <b>\$ 487,243</b> | <b>\$ 476,967</b> | <b>\$ 413,223</b>  | <b>\$ (63,745)</b> | <b>(13.4)%</b> |
| Expenses                            | 12162                             | 524400      | Repair & Maint. Vehicles  | \$ 2,350          | \$ 2,347          | \$ 2,298          | \$ 2,379          | \$ 2,379           | \$ —               | — %            |
|                                     | 12162                             | 525000      | Parking Meter Repairs     | \$ 1,563          | \$ 887            | \$ 2,500          | \$ 2,500          | \$ 2,500           | \$ —               | — %            |
|                                     | 12162                             | 571000      | In-State Travel           | \$ —              | \$ —              | \$ 52             | \$ 189            | \$ 189             | \$ —               | — %            |
|                                     | 12162                             | 573000      | Dues and Membership       | \$ 290            | \$ 290            | \$ 290            | \$ 1,000          | \$ 1,000           | \$ —               | — %            |
|                                     | <b>Subtotal Contract Services</b> |             |                           | <b>\$ 4,202</b>   | <b>\$ 3,524</b>   | <b>\$ 5,140</b>   | <b>\$ 6,068</b>   | <b>\$ 6,068</b>    | <b>\$ —</b>        | <b>— %</b>     |
|                                     | 12162                             | 542100      | Office Supplies           | \$ 596            | \$ 386            | \$ 597            | \$ 600            | \$ 600             | \$ —               | — %            |
|                                     | 12162                             | 545010      | Auxiliary Police Expenses | \$ 1,151          | \$ 200            | \$ 1,555          | \$ 6,000          | \$ 6,000           | \$ —               | — %            |
|                                     | 12162                             | 548000      | Vehicle Supplies          | \$ 1,999          | \$ 1,995          | \$ 1,996          | \$ 2,000          | \$ 2,000           | \$ —               | — %            |
|                                     | 12162                             | 558900      | Other Expense             | \$ 2,577          | \$ 907            | \$ 2,492          | \$ 2,600          | \$ 2,600           | \$ —               | — %            |
|                                     | <b>Subtotal Supplies</b>          |             |                           | <b>\$ 6,323</b>   | <b>\$ 3,487</b>   | <b>\$ 6,640</b>   | <b>\$ 11,200</b>  | <b>\$ 11,200</b>   | <b>\$ —</b>        | <b>— %</b>     |
| <b>Subtotal Expenses</b>            |                                   |             | <b>\$ 10,526</b>          | <b>\$ 7,011</b>   | <b>\$ 11,780</b>  | <b>\$ 17,268</b>  | <b>\$ 17,268</b>  | <b>\$ —</b>        | <b>— %</b>         |                |
| <b>Total 3260 Community Service</b> |                                   |             | <b>\$ 494,808</b>         | <b>\$ 511,599</b> | <b>\$ 499,023</b> | <b>\$ 494,235</b> | <b>\$ 430,491</b> | <b>\$ (63,745)</b> | <b>(12.9)%</b>     |                |



# 3200 - Police Department

## Dispatch Budget Detail

|                            |                                   |             | FY2020                        | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent          |              |
|----------------------------|-----------------------------------|-------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|
| Org                        | Object                            | Description | Actual                        | Actual            | Actual            | Approp.           | Recommended       | Change            | Change           |              |
| Compensation               | 12961                             | 511000      | Full-Time Salaries            | \$ 566,187        | \$ 568,138        | \$ 550,379        | \$ 568,338        | \$ 614,291        | \$ 45,953        | 8.1 %        |
|                            | 12961                             | 511100      | Part-Time Salaries            | \$ 24,488         | \$ 26,254         | \$ 55,942         | \$ 50,179         | \$ 53,190         | \$ 3,011         | 6.0 %        |
|                            | 12961                             | 514104      | Drug Testing Stipend          | \$ 5,289          | \$ 5,283          | \$ 5,690          | \$ 5,271          | \$ 5,250          | \$ (21)          | (0.4)%       |
|                            | 12961                             | 514700      | Night Differential            | \$ 22,977         | \$ 23,128         | \$ 22,542         | \$ 21,893         | \$ 23,634         | \$ 1,741         | 8.0 %        |
|                            | 12961                             | 514800      | Longevity                     | \$ 2,679          | \$ 2,836          | \$ 2,566          | \$ 3,014          | \$ 3,000          | \$ (14)          | (0.5)%       |
|                            | 12961                             | 514900      | Holiday Differential          | \$ 16,612         | \$ 16,719         | \$ 17,099         | \$ 16,748         | \$ 19,699         | \$ 2,951         | 17.6 %       |
|                            | 12961                             | 515000      | Defib Stipend                 | \$ 3,173          | \$ 3,161          | \$ 2,920          | \$ 3,164          | \$ 3,150          | \$ (14)          | (0.4)%       |
|                            | 12961                             | 519002      | Uniform Maintenance           | \$ 2,116          | \$ 2,108          | \$ 1,971          | \$ 2,114          | \$ 2,100          | \$ (14)          | (0.7)%       |
|                            | 12961                             | 519500      | In-Service Training           | \$ —              | \$ —              | \$ —              | \$ 2,120          | \$ 2,100          | \$ (20)          | (0.9)%       |
|                            | 12961                             | 519600      | EMD Stipend                   | \$ 10,018         | \$ 9,984          | \$ 9,162          | \$ 9,807          | \$ 11,865         | \$ 2,058         | 21.0 %       |
|                            | 12961                             | 519800      | Education Incentive           | \$ 439            | \$ 437            | \$ 45             | \$ —              | \$ —              | \$ —             | — %          |
|                            | 12961                             | 513000      | Overtime                      | \$ 54,182         | \$ 36,430         | \$ 103,210        | \$ 62,551         | \$ 66,304         | \$ 3,753         | 6.0 %        |
|                            | <b>Subtotal Compensation</b>      |             |                               | <b>\$ 708,159</b> | <b>\$ 694,477</b> | <b>\$ 771,528</b> | <b>\$ 745,199</b> | <b>\$ 804,582</b> | <b>\$ 59,383</b> | <b>8.0 %</b> |
| Expenses                   | 12962                             | 524600      | Repair & Maint. Computer      | \$ 830            | \$ 2,954          | \$ 2,881          | \$ 3,000          | \$ 3,210          | \$ 210           | 7.0 %        |
|                            | 12962                             | 524900      | Repair & Maint. Police Equip. | \$ 41,031         | \$ 49,484         | \$ 40,749         | \$ 40,925         | \$ 44,925         | \$ 4,000         | 9.8 %        |
|                            | 12962                             | 531700      | Employee Training             | \$ 480            | \$ 633            | \$ 1,797          | \$ 2,000          | \$ 2,140          | \$ 140           | 7.0 %        |
|                            | 12962                             | 534100      | Telephone                     | \$ 69,495         | \$ 65,141         | \$ 54,373         | \$ 75,239         | \$ 75,239         | \$ —             | — %          |
|                            | 12962                             | 572000      | Education & Training          | \$ 196            | \$ —              | \$ —              | \$ —              | \$ —              | \$ —             | — %          |
|                            | 12962                             | 573000      | Dues and Membership           | \$ —              | \$ 255            | \$ —              | \$ 1,000          | \$ 1,100          | \$ 100           | 10.0 %       |
|                            | <b>Subtotal Contract Services</b> |             |                               | <b>\$ 112,032</b> | <b>\$ 118,467</b> | <b>\$ 99,800</b>  | <b>\$ 122,164</b> | <b>\$ 126,614</b> | <b>\$ 4,450</b>  | <b>3.6 %</b> |
|                            | 12962                             | 542100      | Office Supplies               | \$ 993            | \$ 1,715          | \$ 1,414          | \$ 1,500          | \$ 1,605          | \$ 105           | 7.0 %        |
|                            | 12962                             | 542200      | Computer Supplies             | \$ 964            | \$ 1,000          | \$ 725            | \$ 1,000          | \$ 1,070          | \$ 70            | 7.0 %        |
|                            | 12962                             | 558200      | Other Supplies-Uniforms       | \$ 1,388          | \$ 1,559          | \$ 1,129          | \$ 2,000          | \$ 2,140          | \$ 140           | 7.0 %        |
|                            | <b>Subtotal Supplies</b>          |             |                               | <b>\$ 3,345</b>   | <b>\$ 4,273</b>   | <b>\$ 3,267</b>   | <b>\$ 4,500</b>   | <b>\$ 4,815</b>   | <b>\$ 315</b>    | <b>7.0 %</b> |
| <b>Subtotal Expenses</b>   |                                   |             | <b>\$ 115,377</b>             | <b>\$ 122,740</b> | <b>\$ 103,068</b> | <b>\$ 126,664</b> | <b>\$ 131,429</b> | <b>\$ 4,765</b>   | <b>3.8 %</b>     |              |
| <b>Total 3270 Dispatch</b> |                                   |             | <b>\$ 823,536</b>             | <b>\$ 817,217</b> | <b>\$ 874,595</b> | <b>\$ 871,863</b> | <b>\$ 936,011</b> | <b>\$ 64,148</b>  | <b>7.4 %</b>     |              |

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| <b>Department Summary</b>         | <b>FY2020 Actual</b> | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Approp.</b> | <b>FY2024 School Committee</b> | <b>Dollar Change</b> | <b>Percent Change</b> |
|-----------------------------------|----------------------|----------------------|----------------------|-----------------------|--------------------------------|----------------------|-----------------------|
| Total 4100 Belmont Public Schools | \$49,487,180         | \$51,589,917         | \$55,259,786         | \$55,895,825          | \$ 63,486,981                  | \$7,591,156          | 13.58%                |
| Total 4200 Regional Schools       | \$ 984,887           | \$ 1,391,511         | \$ 1,124,430         | \$ 1,137,269          | \$ 746,956                     | \$(390,313)          | (34.32)%              |
| <b>Total Education</b>            | <b>\$50,472,067</b>  | <b>\$52,981,428</b>  | <b>\$56,384,216</b>  | <b>\$57,033,094</b>   | <b>\$ 64,233,937</b>           | <b>\$7,200,843</b>   | <b>12.63 %</b>        |

| <b>Expense Summary</b> |                     |                     |                     |                     |                      |                    |                |
|------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|--------------------|----------------|
| Compensation           | \$ 39,233,144       | \$ 42,194,418       | \$ 43,751,812       | \$ 45,745,004       | \$ 48,194,771        | \$2,449,767        | 5.36 %         |
| Expenses               | \$ 11,238,923       | \$ 10,787,010       | \$ 12,632,404       | \$ 11,288,090       | \$ 16,039,166        | \$4,751,076        | 42.09 %        |
| <b>Total Education</b> | <b>\$50,472,067</b> | <b>\$52,981,428</b> | <b>\$56,384,216</b> | <b>\$57,033,094</b> | <b>\$ 64,233,937</b> | <b>\$7,200,843</b> | <b>12.63 %</b> |



**Budget Recommendations**

The School Committee is scheduled to take a final vote on the FY2024 budget at their May 23, 2023 meeting. This document reflects the work that has been done as of the publication date, and may need to be further revised if adjustments are made on May 23.

The overall recommendation to the School Committee is \$63,486,981, which is an increase of \$7,591,156 or 13.58% from the FY2023 budget.

Compensation is \$48,194,771, an increase of \$2,449,767 or 5.36% due to contractual obligations, and additional staff needed to open the new Middle School in September 2023. Expenses are \$15,292,210, an increase of \$5,141,389 or 50.65% due primarily to increasing out-of-district enrollments and anticipated tuition increases. In addition, \$600,000 in additional State Aid has been dedicated to the School budget with the intent that it be used to replenish the Special Education Reserve.

It should be noted that this budget is a smaller amount than was originally recommended, per the request of the Select Board and Warrant Committee. The Schools are releasing their budget in conjunction with this overall budget; we defer to that document for greater details.

Please note that the budget figures presented below have been adjusted to remove the prior year expenses and FY2023 budgets for school custodians which are proposed to be moved to the Facilities Department, as well as School Employee and Retiree benefits which are proposed to be combined with Town expenses in the overall budget. The intent of the change is to allow for a more direct comparison between fiscal years. The School Committee is planning to discuss the realignment at their meeting on May 23.

**Belmont Public Schools Budget Summary**

| <b>Department Summary</b>                | FY2020<br>Actual     | FY2021<br>Actual     | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>School<br>Committee | Dollar<br>Change    | Percent<br>Change |
|--|----------------------|----------------------|---------------------|---------------------|-------------------------------|---------------------|-------------------|
| Compensation                             | \$ 39,233,144        | \$ 42,194,418        | \$ 43,751,812       | \$45,745,004        | \$ 48,194,771                 | \$ 2,449,767        | 5.36 %            |
| Expenses                                 | \$ 10,254,036        | \$ 9,395,499         | \$ 11,507,974       | \$ 10,150,821       | \$ 15,292,210                 | \$ 5,141,389        | 50.65 %           |
| <b>Total 4100 Belmont Public Schools</b> | <b>\$ 49,487,180</b> | <b>\$ 51,589,917</b> | <b>\$55,259,786</b> | <b>\$55,895,825</b> | <b>\$ 63,486,981</b>          | <b>\$ 7,591,156</b> | <b>13.58 %</b>    |

\*Figures have been restated for FY2020, FY2021, FY2022 and FY2023 to reflect the proposed transfer of custodians to Facilities and combining Town and School benefit lines in FY2024.

**Budget Recommendations**

The FY2024 budget recommendation for students attending Regional Schools is \$746,956, which is a decrease of \$(390,313) or (34.32)% from the FY2023 budget.

increasing enrollment in the Medford Vocational Technical High School. Both schools bill the Town for tuition for attending students.

This reflects declining enrollment in Minuteman Regional Vocational Technical High School, somewhat offset by

Transportation expenses to both schools are also paid from this budget.

**Regional Vocational Schools Budget Summary**

| <b>Department Summary</b>          | FY2020<br>Actual  | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change    | Percent<br>Change |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|-------------------|
| Compensation                       | \$ —              | \$ —                | \$ —                | \$ —                | \$ —                  | \$ —                | — %               |
| Expenses                           | \$ 984,887        | \$ 1,391,511        | \$ 1,124,430        | \$ 1,137,269        | \$ 746,956            | \$ (390,313)        | (34.32)%          |
| <b>Total 4200 Regional Schools</b> | <b>\$ 984,887</b> | <b>\$ 1,391,511</b> | <b>\$ 1,124,430</b> | <b>\$ 1,137,269</b> | <b>\$ 746,956</b>     | <b>\$ (390,313)</b> | <b>(34.32)%</b>   |

| <b>Enrollment Levels</b>                            | FY2018    | FY2019    | FY2020    | FY2021    | FY2022    | FY2023    | FY2024 Budget |
|---|-----------|-----------|-----------|-----------|-----------|-----------|---------------|
| Minuteman Regional Vocational Technical High School | 22        | 28        | 44        | 45        | 33        | 21        | 11            |
| Medford Vocational Technical High School            |           |           |           |           | 2         | 5         | 10            |
| <b>Total Enrollment</b>                             | <b>22</b> | <b>28</b> | <b>44</b> | <b>45</b> | <b>35</b> | <b>26</b> | <b>21</b>     |

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| <b>Department Summary</b>        | <b>FY2020 Actual</b> | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Approp.</b> | <b>FY2024 Recommended</b> | <b>Dollar Change</b> | <b>Percent Change</b> |
|----------------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------------|----------------------|-----------------------|
| Total 5100 Community Development | \$ 938,052           | \$ 861,738           | \$ 881,675           | \$ 996,211            | \$ 979,022                | \$ (17,189)          | (1.73)%               |
| Total 5200 Public Works          | \$ 6,688,534         | \$ 6,994,413         | \$ 7,441,794         | \$ 7,551,744          | \$ 8,070,665              | \$ 518,920           | 6.87 %                |
| Total 5300 Recreation            | \$ 857,651           | \$ 550,896           | \$ 994,361           | \$ 1,589,925          | \$ 1,524,429              | \$ (65,496)          | (4.12)%               |
| <b>Total Public Services</b>     | <b>\$ 8,484,237</b>  | <b>\$ 8,407,047</b>  | <b>\$ 9,317,830</b>  | <b>\$ 10,137,880</b>  | <b>\$ 10,574,116</b>      | <b>\$ 436,235</b>    | <b>4.30 %</b>         |

**Expense Summary**

|                              |                     |                     |                     |                      |                      |                   |               |
|------------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|-------------------|---------------|
| Compensation                 | \$ 3,434,728        | \$ 3,065,637        | \$ 3,334,882        | \$ 3,959,636         | \$ 4,006,823         | \$ 47,186         | 1.19 %        |
| Expenses                     | \$ 5,049,509        | \$ 5,341,410        | \$ 5,982,948        | \$ 6,178,244         | \$ 6,567,293         | \$ 389,049        | 6.30 %        |
| <b>Total Public Services</b> | <b>\$ 8,484,237</b> | <b>\$ 8,407,047</b> | <b>\$ 9,317,830</b> | <b>\$ 10,137,880</b> | <b>\$ 10,574,116</b> | <b>\$ 436,235</b> | <b>4.30 %</b> |



## 5100 - Community Development

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### Program Overview

The Office of Community Development has four divisions with the following primary responsibilities:

#### **Administration**

Coordinate all divisions within the Office of Community Development, administer and monitor requests for proposals, grants, contracts, budgets and reimbursements.

#### **Planning**

Provide professional planning services, project-related services, and public services to residents, committees/boards, developers, and others concerned about the Town's physical development.

### FY2022-23 Achievements

- *Community Path Project Committee (CPPC)* - Worked with and provided support to the CPPC and consultant team on the design of Phase 1 of the path. Ongoing meetings with the MBTA and MassDOT to satisfy design requirements and meet state and federal funding guidelines. Assisted with the development of an RFP and the selection of a designer for Phase 2 of the path.
- *Concord Avenue Bike Lanes and Bus Stops* – Assisted the Transportation Advisory Committee with the implementation of reconfigured bike and parking lanes. Worked with the MBTA to finalize bus stop locations along the corridor.
- *Former Incinerator Site* – Continued working with the Town Administrator, and an environmental consultant on the future capping of the site. Completed a significant amount of environmental analysis. Waiting for feedback from DEP and approval to begin designing the cap for the site.
- *Trapelo Road Culvert* – Worked with the Department of Public Works and the City of Waltham to complete the design process for a new culvert to replace the 100 year old field stone culvert that is failing under Trapelo Road at Beaver Brook. Project bidding is expected in the winter of 2022/2023 with construction to commence in Spring 2023.

For a more extensive list of activity please refer to the [Community Development section of the Belmont Annual Report](#).



## 5100 - Community Development

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### FY2024 Goals

- Implement a semi-automated analysis tool for Pavement Management Program budgeting and planning to improve efficiency with reconstruction and maintenance of roadways.
- Continue to develop projects, and design and construct improvements to the sanitary sewer and storm drain systems with a particular focus on removing sources of infiltration and inflow and correcting illicit connections impacting clean water quality of stormwater.
- To provide traffic engineering services, evaluating potential crosswalk locations, traffic control measures such as stop sign placement, improved pedestrian and bicycle accommodations, and to provide staff support to the Transportation Advisory Committee and the Conservation Commission.
- To enforce Massachusetts state building codes and the Town of Belmont Zoning by reviewing, permitting and inspecting building projects.

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### Staffing and Structure

The Office of Community Development is comprised of four divisions, Administrative, Planning, Engineering, and Inspection Services. The Director serves as the head of the department as well as the Town Engineer, Inspector of Buildings, and Zoning Enforcement Officer as designated in the zoning by-law. The Administrative division includes the Assistant Director and oversees all activities in the department, monitoring budgets and administering and processing many contracts and service agreements.

The Engineering division oversees all major infrastructure improvements in the Town including sanitary sewer, storm drain, and road repair work valued into the several millions of dollars. Municipal engineering services are also provided when time and resources allow. The Resident Engineer position was eliminated in FY2022 due to lack of funds. Many of the associated duties have been absorbed by the Assistant Director.

The Conservation Agent spends a considerable amount of time managing the Rock Meadow Conservation Land.

Inspection Services performs building code duties including permit review and inspections. This division also enforces local zoning and general bylaws, as well as state codes and regulations such as accessibility regulations. Much of what this division does is mandated by state law.

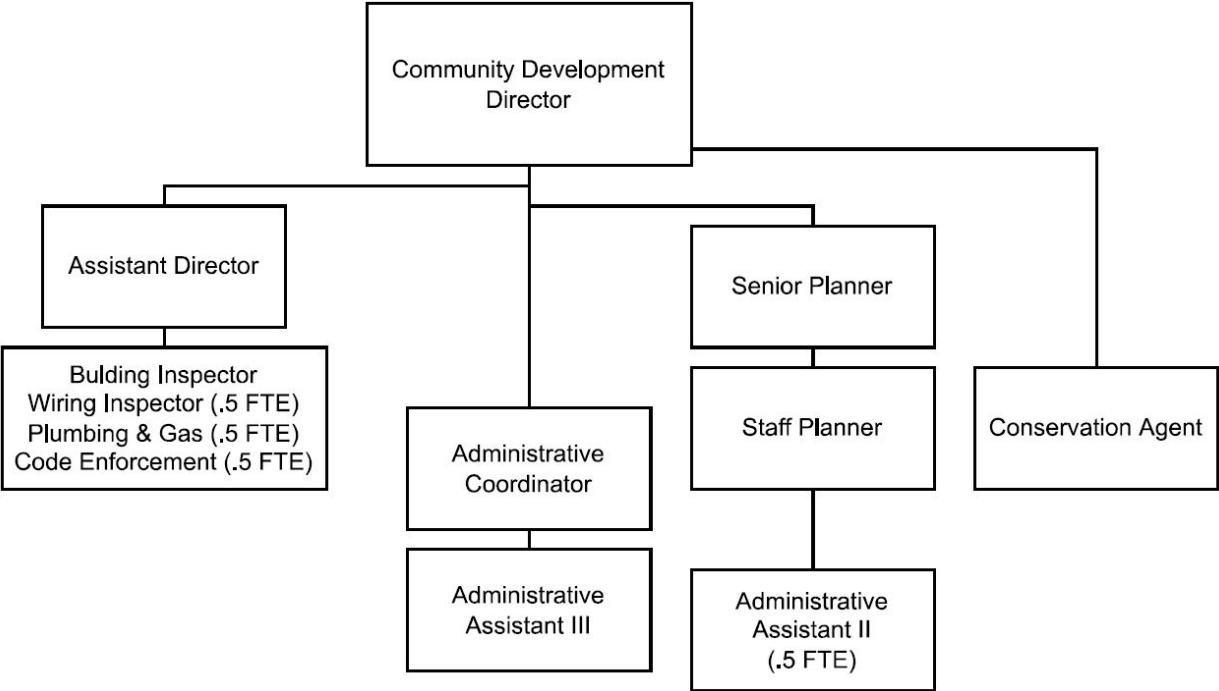
The Plumbing & Gas and Wiring Inspectors were previously shared with Watertown but became part-time, in-house positions in Spring 2022.

New in FY2023, the two former full-time Inspection and Enforcement Officer positions have been reconfigured to become one full-time Inspection and Enforcement Officer and one part-time Code Enforcement Officer. This move allows the full-time Inspector to focus primarily on building code matters while the part-time position focuses on code enforcement issues.

# 5100 - Community Development

The Planning Division handles land use, economic development, zoning and planning issues for the Town. The Division provides professional "in-house" planning services, project-related services including review and discussions of preliminary and final development plans; staff to support

permanent and temporary committees including the Planning Board; and public services through direct interaction with residents, developers, property owners and other interested parties.



# 5100 - Community Development

| Position Classification                | FTE          |              |              |              |              |              |              |              |              |             |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------|
|  | FY2015       | FY2016       | FY2017       | FY2018       | FY2019       | FY2020       | FY2021       | FY2022       | FY2023       | FY2024      |
| Community Development Administration   |              |              |              |              |              |              |              |              |              |             |
| Community Development Director         | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1           |
| Community Development Asst. Director   | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1           |
| Administrative Coordinator             | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1           |
| <b>Subtotal</b>                        | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>    |
| Building Inspection                    |              |              |              |              |              |              |              |              |              |             |
| Building Inspector                     | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1           |
| Code Enforcement Officer               | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 0.5         |
| Administrative Assistant III*          | 0.63         | 0.63         | 0.63         | 0.75         | 0.75         | 0.75         | 0.75         | 0.75         | 0.88         | 0.88        |
| Inspection (Plumbing/Gas and Wiring)** | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1           |
| <b>Subtotal</b>                        | <b>3.63</b>  | <b>3.63</b>  | <b>3.63</b>  | <b>3.75</b>  | <b>3.75</b>  | <b>3.75</b>  | <b>3.75</b>  | <b>3.75</b>  | <b>3.88</b>  | <b>3.38</b> |
| Engineering Services                   |              |              |              |              |              |              |              |              |              |             |
| Resident Engineer***                   | 1            | 1            | 1            | 1            | 1            | 1            | 1            | —            | —            | —           |
| Conservation Commission Agent          | 0.38         | 0.38         | 0.38         | 0.38         | 0.38         | 0.38         | 0.38         | 0.38         | 0.38         | 0.38        |
| <b>Subtotal</b>                        | <b>1.38</b>  | <b>1.38</b>  | <b>1.38</b>  | <b>1.38</b>  | <b>1.38</b>  | <b>1.38</b>  | <b>1.38</b>  | <b>0.38</b>  | <b>0.38</b>  | <b>0.38</b> |
| Planning                               |              |              |              |              |              |              |              |              |              |             |
| Town Planner                           | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1           |
| Staff Planner                          | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1           |
| Administrative Assistant II            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 1            | 0.5         |
| <b>Subtotal</b>                        | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>3</b>     | <b>2.5</b>  |
| <b>Total</b>                           | <b>11.01</b> | <b>11.01</b> | <b>11.01</b> | <b>11.13</b> | <b>11.13</b> | <b>11.13</b> | <b>11.13</b> | <b>10.13</b> | <b>10.26</b> | <b>9.26</b> |

\*In FY2023, the Building Inspection Administrative Assistant was reclassified from a I to a III, and the hours were increased from 30 to 35 per week.

\*\*The Inspection positions were shared with Watertown until FY2023 (There are two 0.5 FTE inspectors)

\*\*\*Reflects the elimination of the Resident Engineer position after the failed override vote in April 2021.

# 5100 - Community Development

## Budget Recommendations

The FY2024 budget request for Community Development is \$979,022, which is a decrease of \$(17,189) or (1.73)% from the FY2023 budget. Compensation is \$849,892, a decrease of \$(37,189) or (4.19)% due to the reduction in hours for the

Planning Admin position. Expenses are \$129,130, an increase of \$20,000 or 18.33% due to moving the savings from the Planning Admin position into an expense line to be used for consultant work.

### Community Development Budget Summary

| <b>Department Summary</b>               | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|---|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Compensation                            | \$ 787,971        | \$ 734,527        | \$ 719,783        | \$ 887,081        | \$ 849,892            | \$ (37,189)        | (4.19)%           |
| Expenses                                | \$ 150,081        | \$ 127,211        | \$ 161,892        | \$ 109,130        | \$ 129,130            | \$ 20,000          | 18.33 %           |
| <b>Total 5100 Community Development</b> | <b>\$ 938,052</b> | <b>\$ 861,738</b> | <b>\$ 881,675</b> | <b>\$ 996,211</b> | <b>\$ 979,022</b>     | <b>\$ (17,189)</b> | <b>(1.73)%</b>    |

| <b>Division Summary</b>                 | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|---|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Total 5110 Community Development        | \$ 370,469        | \$ 377,624        | \$ 410,036        | \$ 396,764        | \$ 407,850            | \$ 11,086          | 2.79 %            |
| Total 5120 Planning                     | \$ 214,062        | \$ 155,882        | \$ 195,629        | \$ 235,622        | \$ 240,414            | \$ 4,792           | 2.03 %            |
| Total 5130 Building Inspections         | \$ 239,588        | \$ 220,314        | \$ 255,039        | \$ 327,945        | \$ 294,878            | \$ (33,067)        | (10.08)%          |
| Total 5140 Engineering                  | \$ 113,933        | \$ 107,917        | \$ 20,970         | \$ 35,880         | \$ 35,880             | \$ —               | — %               |
| <b>Total 5100 Community Development</b> | <b>\$ 938,052</b> | <b>\$ 861,738</b> | <b>\$ 881,675</b> | <b>\$ 996,211</b> | <b>\$ 979,022</b>     | <b>\$ (17,189)</b> | <b>(1.73)%</b>    |

# 5100 - Community Development

## Community Development Admin Budget Detail

|   |                                   |                 | FY2020                        | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent   |          |
|---|-----------------------------------|-----------------|-------------------------------|------------|------------|------------|-------------|------------|-----------|----------|
|   |                                   |                 | Actual                        | Actual     | Actual     | Approp.    | Recommended | Change     | Change    |          |
| Org                                     | Object                            | Description     |                               |            |            |            |             |            |           |          |
| Compensation                            | 11801                             | 511000          | Full-Time Salaries            | \$ 341,662 | \$ 354,021 | \$ 381,676 | \$ 361,809  | \$ 372,970 | \$ 11,161 | 3.1 %    |
|   | 11801                             | 514800          | Longevity                     | \$ 825     | \$ 825     | \$ 825     | \$ 825      | \$ —       | \$ (825)  | (100.0)% |
|   | 11801                             | 519900          | Uniform Allowance             | \$ —       | \$ 750     | \$ —       | \$ —        | \$ 750     | \$ 750    | — %      |
|   | 11801                             | 513000          | Overtime                      | \$ —       | \$ (225)   | \$ 5,411   | \$ —        | \$ —       | \$ —      | — %      |
|   | <b>Subtotal Compensation</b>      |                 |                               | \$ 342,487 | \$ 355,371 | \$ 387,912 | \$ 362,634  | \$ 373,720 | \$ 11,086 | 3.1 %    |
| Expenses                                | 11802                             | 524500          | Repair & Maint. Office Equip. | \$ 5,475   | \$ 4,632   | \$ 4,386   | \$ 7,200    | \$ 7,200   | \$ —      | — %      |
|   | 11802                             | 530000          | Prof. and Tech Services       | \$ 15,958  | \$ 13,194  | \$ 12,384  | \$ 16,000   | \$ 16,000  | \$ —      | — %      |
|   | 11802                             | 530016          | Conferences & Prof. Dev       | \$ 1,896   | \$ —       | \$ 1,500   | \$ 3,000    | \$ 3,000   | \$ —      | — %      |
|   | 11802                             | 531900          | Advertising                   | \$ 750     | \$ 750     | \$ 738     | \$ 750      | \$ 750     | \$ —      | — %      |
|   | 11802                             | 534100          | Telephone                     | \$ 1,317   | \$ 1,652   | \$ 1,393   | \$ 1,680    | \$ 1,680   | \$ —      | — %      |
|   | 11802                             | 534600          | Printing and Mailing          | \$ 291     | \$ 226     | \$ —       | \$ 500      | \$ 500     | \$ —      | — %      |
|   | 11802                             | 573000          | Dues and Membership           | \$ 1,105   | \$ 1,115   | \$ 1,421   | \$ 2,200    | \$ 2,200   | \$ —      | — %      |
|   | <b>Subtotal Contract Services</b> |                 |                               | \$ 26,791  | \$ 21,568  | \$ 21,822  | \$ 31,330   | \$ 31,330  | \$ —      | — %      |
| 11802                                   | 542100                            | Office Supplies | \$ 1,019                      | \$ 685     | \$ 303     | \$ 2,800   | \$ 2,800    | \$ —       | — %       |          |
| <b>Subtotal Supplies</b>                |                                   |                 | \$ 1,191                      | \$ 685     | \$ 303     | \$ 2,800   | \$ 2,800    | \$ —       | — %       |          |
| <b>Subtotal Expenses</b>                |                                   |                 | \$ 27,982                     | \$ 22,253  | \$ 22,125  | \$ 34,130  | \$ 34,130   | \$ —       | — %       |          |
| <b>Total 5110 Community Development</b> |                                   |                 | \$ 370,469                    | \$ 377,624 | \$ 410,036 | \$ 396,764 | \$ 407,850  | \$ 11,086  | 2.8 %     |          |

# 5100 - Community Development

## Planning Budget Detail

|                            |                                   |             | FY2020                  | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent     |         |
|----------------------------|-----------------------------------|-------------|-------------------------|------------|------------|------------|-------------|------------|-------------|---------|
|                            |                                   |             | Actual                  | Actual     | Actual     | Approp.    | Recommended | Change     | Change      |         |
| Org                        | Object                            | Description |                         |            |            |            |             |            |             |         |
| Comp.                      | 11751                             | 511000      | Full-Time Salaries      | \$ 201,115 | \$ 146,991 | \$ 165,473 | \$ 205,472  | \$ 163,698 | \$ (41,774) | (20.3)% |
|                            | 11751                             | 511100      | Part-Time Salaries      | \$ —       | \$ —       | \$ —       | \$ —        | \$ 26,566  | \$ 26,566   | — %     |
|                            | 11751                             | 513000      | Overtime                | \$ —       | \$ 1,020   | \$ 922     | \$ —        | \$ —       | \$ —        | — %     |
|                            | <b>Subtotal Compensation</b>      |             |                         | \$ 201,115 | \$ 148,011 | \$ 166,395 | \$ 205,472  | \$ 190,264 | \$ (15,208) | (7.4)%  |
| Expenses                   | 11752                             | 530000      | Prof. and Tech Services | \$ 8,384   | \$ 7,119   | \$ 28,309  | \$ 23,100   | \$ 43,100  | \$ 20,000   | 86.6 %  |
|                            | 11752                             | 531900      | Advertising             | \$ 2,896   | \$ 74      | \$ 68      | \$ 3,000    | \$ 3,000   | \$ —        | — %     |
|                            | 11752                             | 534700      | Printing                | \$ —       | \$ 62      | \$ 63      | \$ 700      | \$ 700     | \$ —        | — %     |
|                            | 11752                             | 571000      | In-State Travel         | \$ —       | \$ —       | \$ —       | \$ 1,500    | \$ 1,500   | \$ —        | — %     |
|                            | 11752                             | 573000      | Dues and Membership     | \$ 1,462   | \$ 357     | \$ 296     | \$ 800      | \$ 800     | \$ —        | — %     |
|                            | <b>Subtotal Contract Services</b> |             |                         | \$ 12,743  | \$ 7,611   | \$ 28,736  | \$ 29,100   | \$ 49,100  | \$ 20,000   | 68.7 %  |
|                            | 11752                             | 542100      | Office Supplies         | \$ 204     | \$ 260     | \$ 268     | \$ 1,050    | \$ 1,050   | \$ —        | — %     |
|                            | 11752                             | 552900      | Books and Periodicals   | \$ —       | \$ —       | \$ 230     | \$ —        | \$ —       | \$ —        | — %     |
|                            | <b>Subtotal Supplies</b>          |             |                         | \$ 204     | \$ 260     | \$ 498     | \$ 1,050    | \$ 1,050   | \$ —        | — %     |
|                            | <b>Subtotal Expenses</b>          |             |                         | \$ 12,946  | \$ 7,871   | \$ 29,234  | \$ 30,150   | \$ 50,150  | \$ 20,000   | 66.3 %  |
| <b>Total 5120 Planning</b> |                                   |             | \$ 214,062              | \$ 155,882 | \$ 195,629 | \$ 235,622 | \$ 240,414  | \$ 4,792   | 2.0 %       |         |

# 5100 - Community Development

## Building Inspections Budget Detail

|  |                                   |                       | FY2020                        | FY2021            | FY2022            | FY2023            | FY2024            | Dollar             | Percent            |                |
|--|-----------------------------------|-----------------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|
| Org                                    | Object                            | Description           | Actual                        | Actual            | Actual            | Approp.           | Recommended       | Change             | Change             |                |
| Compensation                           | 12411                             | 511000                | Full-Time Salaries            | \$ 88,777         | \$ 85,948         | \$ 84,676         | \$ 156,229        | \$ 120,613         | \$ (35,616)        | (22.8)%        |
|  | 12411                             | 511100                | Part-Time Salaries            | \$ 41,072         | \$ 40,941         | \$ 56,334         | \$ 130,565        | \$ 133,720         | \$ 3,155           | 2.4 %          |
|  | 12411                             | 514105                | Eyeglass Reimbursement        | \$ 175            | \$ —              | \$ —              | \$ —              | \$ —               | \$ —               | — %            |
|  | 12411                             | 514800                | Longevity                     | \$ 656            | \$ 1,481          | \$ 1,481          | \$ 1,481          | \$ 875             | \$ (606)           | (40.9)%        |
|  | 12411                             | 519900                | Uniform Allowance             | \$ 675            | \$ 675            | \$ 2,025          | \$ 2,700          | \$ 2,700           | \$ —               | — %            |
|  | 12411                             | 513000                | Overtime                      | \$ 8,154          | \$ 3,303          | \$ 8,887          | \$ 2,500          | \$ 2,500           | \$ —               | — %            |
|  | <b>Subtotal Compensation</b>      |                       |                               | <b>\$ 139,509</b> | <b>\$ 132,348</b> | <b>\$ 153,403</b> | <b>\$ 293,475</b> | <b>\$ 260,408</b>  | <b>\$ (33,067)</b> | <b>(11.3)%</b> |
| Expenses                               | 12412                             | 524500                | Repair & Maint. Office Equip. | \$ 200            | \$ —              | \$ 120            | \$ —              | \$ —               | \$ —               | — %            |
|  | 12412                             | 530000                | Prof. and Tech Services       | \$ 9,444          | \$ 7,770          | \$ 7,475          | \$ 22,400         | \$ 22,400          | \$ —               | — %            |
|  | 12412                             | 531300                | Joint Inspection Program      | \$ 86,495         | \$ 76,185         | \$ 89,152         | \$ —              | \$ —               | \$ —               | — %            |
|  | 12412                             | 534100                | Telephone                     | \$ 1,920          | \$ 1,920          | \$ 1,920          | \$ 1,920          | \$ 1,920           | \$ —               | — %            |
|  | 12412                             | 534600                | Printing and Mailing          | \$ 245            | \$ 70             | \$ 471            | \$ 700            | \$ 700             | \$ —               | — %            |
|  | 12412                             | 571000                | In-State Travel               | \$ 1,070          | \$ 1,592          | \$ 1,476          | \$ 7,500          | \$ 7,500           | \$ —               | — %            |
|  | 12412                             | 573000                | Dues and Membership           | \$ 295            | \$ 102            | \$ 275            | \$ 800            | \$ 800             | \$ —               | — %            |
|  | 12412                             | 573402                | Electric Contractor Fee       | \$ —              | \$ 120            | \$ —              | \$ —              | \$ —               | \$ —               | — %            |
|  | <b>Subtotal Contract Services</b> |                       |                               | <b>\$ 99,669</b>  | <b>\$ 87,759</b>  | <b>\$ 100,888</b> | <b>\$ 33,320</b>  | <b>\$ 33,320</b>   | <b>\$ —</b>        | <b>— %</b>     |
| 12412                                  | 542100                            | Office Supplies       | \$ 70                         | \$ 208            | \$ 748            | \$ 1,150          | \$ 1,150          | \$ —               | — %                |                |
| 12412                                  | 552900                            | Books and Periodicals | \$ 341                        | \$ —              | \$ —              | \$ —              | \$ —              | \$ —               | — %                |                |
| <b>Subtotal Supplies</b>               |                                   |                       | <b>\$ 411</b>                 | <b>\$ 208</b>     | <b>\$ 748</b>     | <b>\$ 1,150</b>   | <b>\$ 1,150</b>   | <b>\$ —</b>        | <b>— %</b>         |                |
| <b>Subtotal Expenses</b>               |                                   |                       | <b>\$ 100,080</b>             | <b>\$ 87,966</b>  | <b>\$ 101,636</b> | <b>\$ 34,470</b>  | <b>\$ 34,470</b>  | <b>\$ —</b>        | <b>— %</b>         |                |
| <b>Total 5130 Building Inspections</b> |                                   |                       | <b>\$ 239,588</b>             | <b>\$ 220,314</b> | <b>\$ 255,039</b> | <b>\$ 327,945</b> | <b>\$ 294,878</b> | <b>\$ (33,067)</b> | <b>(10.1)%</b>     |                |

# 5100 - Community Development

## Engineering Budget Detail

|                               |                                   |                                 | FY2020                        | FY2021            | FY2022           | FY2023           | FY2024           | Dollar           | Percent     |            |
|-------------------------------|-----------------------------------|---------------------------------|-------------------------------|-------------------|------------------|------------------|------------------|------------------|-------------|------------|
|                               |                                   |                                 | Actual                        | Actual            | Actual           | Approp.          | Recommended      | Change           | Change      |            |
| Org                           | Object                            | Description                     |                               |                   |                  |                  |                  |                  |             |            |
| Compensation                  | 14111                             | 511000                          | Full-Time Salaries            | \$ 83,704         | \$ 86,115        | \$ 409           | \$ —             | \$ —             | \$ —        | — %        |
|                               | 14111                             | 511100                          | Part-Time Salaries            | \$ 16,086         | \$ 12,007        | \$ 11,664        | \$ 25,500        | \$ 25,500        | \$ —        | — %        |
|                               | 14111                             | 519900                          | Uniform Allowance             | \$ 675            | \$ 675           | \$ —             | \$ —             | \$ —             | \$ —        | — %        |
|                               | 14111                             | 513000                          | Overtime                      | \$ 4,395          | \$ —             | \$ —             | \$ —             | \$ —             | \$ —        | — %        |
|                               | <b>Subtotal Compensation</b>      |                                 |                               | <b>\$ 104,860</b> | <b>\$ 98,796</b> | <b>\$ 12,073</b> | <b>\$ 25,500</b> | <b>\$ 25,500</b> | <b>\$ —</b> | <b>— %</b> |
| Expenses                      | 14112                             | 524303                          | Rock Meadow Maintenance       | \$ 6,225          | \$ 6,806         | \$ 7,000         | \$ 7,000         | \$ 7,000         | \$ —        | — %        |
|                               | 14112                             | 524500                          | Repair & Maint. Office Equip. | \$ —              | \$ —             | \$ 40            | \$ 200           | \$ 200           | \$ —        | — %        |
|                               | 14112                             | 534100                          | Telephone                     | \$ 480            | \$ 480           | \$ 480           | \$ 480           | \$ 480           | \$ —        | — %        |
|                               | 14112                             | 534600                          | Printing and Mailing          | \$ 98             | \$ 20            | \$ 26            | \$ 400           | \$ 400           | \$ —        | — %        |
|                               | 14112                             | 571000                          | In-State Travel               | \$ 1,970          | \$ 1,594         | \$ 1,183         | \$ 2,000         | \$ 2,000         | \$ —        | — %        |
|                               | <b>Subtotal Contract Services</b> |                                 |                               | <b>\$ 8,772</b>   | <b>\$ 8,899</b>  | <b>\$ 8,730</b>  | <b>\$ 10,080</b> | <b>\$ 10,080</b> | <b>\$ —</b> | <b>— %</b> |
| 14112                         | 542900                            | Engineering & Drafting Supplies | \$ 300                        | \$ 222            | \$ 167           | \$ 300           | \$ 300           | \$ —             | — %         |            |
| <b>Subtotal Supplies</b>      |                                   |                                 | <b>\$ 300</b>                 | <b>\$ 222</b>     | <b>\$ 167</b>    | <b>\$ 300</b>    | <b>\$ 300</b>    | <b>\$ —</b>      | <b>— %</b>  |            |
| <b>Subtotal Expenses</b>      |                                   |                                 | <b>\$ 9,072</b>               | <b>\$ 9,121</b>   | <b>\$ 8,897</b>  | <b>\$ 10,380</b> | <b>\$ 10,380</b> | <b>\$ —</b>      | <b>— %</b>  |            |
| <b>Total 5140 Engineering</b> |                                   |                                 | <b>\$ 113,933</b>             | <b>\$ 107,917</b> | <b>\$ 20,970</b> | <b>\$ 35,880</b> | <b>\$ 35,880</b> | <b>\$ —</b>      | <b>— %</b>  |            |



# 5200 - Public Works

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## Program Overview

The Department of Public Works (DPW) primary program responsibilities are: Street Maintenance, Central Fleet Maintenance, Parks Maintenance, Cemetery Maintenance, Forestry Service, Street Lighting, Solid Waste Collection and Disposal, Water Administration, Water Distribution and Maintenance Services, Sanitary Sewer

Maintenance, and Stormwater Maintenance, . These services include policy, planning, administration, budgeting, contracts, supervising personnel, customer service, capital equipment and projects, and the allocation of the DPW's limited resources.

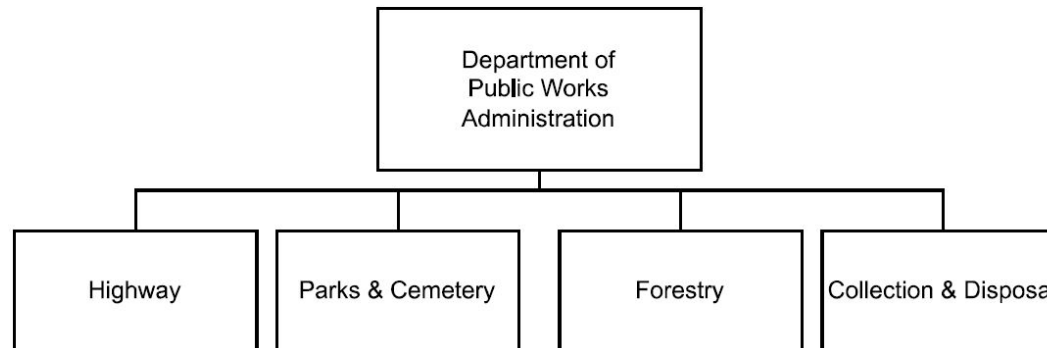
For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).

**Staffing and Structure**

The DPW staffing for FY2024 is projected at 24.46 FTEs, a loss of 3.13 FTEs since the FY2020 budget year. With zero FTEs in Forestry and Collections and Disposal the DPW is running a very lean operation. Running this lean has compounded in FY2023 as the DPW has had difficulty filling some of its positions, which puts it at a further deficit.

The DPW budget is large, complex, and includes many services and maintenance challenges that change seasonally as well as yearly. Today, because of funding

limitations, infrastructure maintenance is mainly reactive and changes from year to year based on repair needs. The budgeted estimated average is based on our experience; but to fairly evaluate these functional demands, a detailed accounting of employee time should be tracked for at least a few years to develop an accurate sense of demand, time spent and the financial impact on the Department. Even if this tracking is completed, this exercise will have limited value because the DPW will always be required to respond to needs as they arise.



| Position Classification                  | FTE          |              |              |              |              |              |              |              |              |              |
|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
|  | FY2015       | FY2016       | FY2017       | FY2018       | FY2019       | FY2020       | FY2021       | FY2022       | FY2023       | FY2024       |
| Public Works Administration              | 3            | 3            | 3            | 3            | 3            | 3            | 3            | 3            | 3            | 3            |
| Street Maintenance                       | 6            | 6            | 6            | 6            | 6            | 6            | 6            | 6            | 6            | 6            |
| Central Fleet Maintenance HWY Facilities | 4            | 4            | 4            | 4            | 4            | 4            | 4            | 4            | 4            | 4            |
| Parks                                    | 5.3          | 5.3          | 5.3          | 5.3          | 5.3          | 5.3          | 5.3          | 5.3          | 5.3          | 5.3          |
| Forestry                                 | 2            | 2            | 2            | 2            | 2            | 2            | —            | —            | —            | —            |
| Cemetery                                 | 5.66         | 5.66         | 5.66         | 5.66         | 5.66         | 5.66         | 6.16         | 6.16         | 6.16         | 6.16         |
| Collection and Disposal                  | 1.63         | 1.63         | 1.63         | 1.63         | 1.63         | 1.63         | 1.63         | —            | —            | —            |
| <b>Total</b>                             | <b>27.59</b> | <b>27.59</b> | <b>27.59</b> | <b>27.59</b> | <b>27.59</b> | <b>27.59</b> | <b>26.09</b> | <b>24.46</b> | <b>24.46</b> | <b>24.46</b> |

# 5200 - Public Works

## Budget Recommendations

The FY2024 budget request for Public Works is \$8,070,665, which is an increase of \$518,920 or 6.87% from the FY2023 budget. Compensation is \$2,312,492, an increase of \$136,371 or 6.27% due to contractually obligated cost of

living adjustments. Expenses are \$5,758,173, an increase of \$382,549 or 7.12% which is largely due to the increased costs for the Town’s contract for collection and disposal services.

## Public Works Budget Summary

| <b>Department Summary</b>      | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Compensation                   | \$ 2,060,871        | \$ 1,950,188        | \$ 2,022,462        | \$ 2,176,120        | \$ 2,312,492          | \$ 136,371        | 6.27 %            |
| Expenses                       | \$ 4,627,663        | \$ 5,044,225        | \$ 5,419,332        | \$ 5,375,624        | \$ 5,758,173          | \$ 382,549        | 7.12 %            |
| <b>Total 5200 Public Works</b> | <b>\$ 6,688,534</b> | <b>\$ 6,994,413</b> | <b>\$ 7,441,794</b> | <b>\$ 7,551,744</b> | <b>\$ 8,070,665</b>   | <b>\$ 518,920</b> | <b>6.87 %</b>     |

| <b>Division Summary</b>          | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change  | Percent<br>Change |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-------------------|-------------------|
| Total 5210 DPW Admin             | \$ 301,031          | \$ 301,547          | \$ 284,322          | \$ 333,282          | \$ 349,358            | \$ 16,076         | 4.82 %            |
| Total 5221 Highway               | \$ 766,972          | \$ 708,122          | \$ 772,097          | \$ 792,206          | \$ 866,351            | \$ 74,145         | 9.36 %            |
| Total 5222 Snow & Ice            | \$ 587,661          | \$ 901,489          | \$ 968,472          | \$ 764,329          | \$ 794,930            | \$ 30,601         | 4.00 %            |
| Total 5223 Street Lighting       | \$ 331,070          | \$ 230,982          | \$ 174,995          | \$ 270,000          | \$ 200,000            | \$ (70,000)       | (25.93)%          |
| Total 5224 Fleet Maintenance     | \$ 495,114          | \$ 448,583          | \$ 549,232          | \$ 558,073          | \$ 589,105            | \$ 31,032         | 5.56 %            |
| Total 5231 Parks                 | \$ 529,826          | \$ 474,897          | \$ 505,217          | \$ 573,866          | \$ 607,201            | \$ 33,335         | 5.81 %            |
| Total 5232 Cemetery              | \$ 414,136          | \$ 453,723          | \$ 460,037          | \$ 528,560          | \$ 563,553            | \$ 34,993         | 6.62 %            |
| Total 5235 Forestry              | \$ 330,418          | \$ 351,076          | \$ 633,959          | \$ 403,845          | \$ 426,655            | \$ 22,810         | 5.65 %            |
| Total 5240 Collection & Disposal | \$ 2,932,307        | \$ 3,123,994        | \$ 3,093,463        | \$ 3,327,583        | \$ 3,673,512          | \$ 345,929        | 10.40 %           |
| <b>Total 5200 Public Works</b>   | <b>\$ 6,688,534</b> | <b>\$ 6,994,413</b> | <b>\$ 7,441,794</b> | <b>\$ 7,551,744</b> | <b>\$ 8,070,665</b>   | <b>\$ 518,920</b> | <b>6.87 %</b>     |

## 5210 - Public Works Administration

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### Program Overview

This program provides central administrative services for all 14 major Public Works programs as detailed below. These services include policy, planning, administration, budget,

capital equipment and projects, contracts, personnel, customer service as well as the allocation and coordination of resources.

### FY2022-23 Achievements

- Reapplied for and secured additional CPA funding for Town Field Playground Project. This addressed increased costs due to the volatile construction market. Construction started in September of 2022 and is expected to be completed early summer of 2023.
- The DPW Director and Asst. DPW Director have been assigned as Acting Tree Wardens for the Town. This will be up to one fiscal year until appropriate funding can be identified to hire a dedicated Tree Warden.
- Secured funding to conduct a comprehensive public shade tree inventory and assessment. This will add another GIS layer of information for DPW to properly prepare annual tree maintenance, removals and replacements. This project is currently underway and is expected to be completed by the end of the calendar year.
- Created the Commemorative Shade Tree Planting program. So far, 32 donors have sponsored a shade tree in town.
- Continued coordination with Community Development for the Pavement Management and Water Main replacement programs.
- Ongoing regulatory work with the MA DEP for capping the former ash landfill at the Incinerator Site.
- Prepare, award and administer all contracts related to outside services and/or materials for most town departments.
- Updated the water and sewer financial plan.
- Represented the Town on the Massachusetts Water Resources Authority Advisory Board and the Arlington-Belmont-Cambridge Stormwater Committee.
- Working with Community Development, continued support of the recent Stormwater Bylaw and the Residential Snow Removal Bylaw.
- Ongoing administrative duties as the representative with the Regional Household Hazardous Waste Program and community sanitation.
- Continued support and assistance for the DPW/BPD Building Committee's requests with labor, material, space or equipment was needed.
- Continued to work with and provide staff support to the Board of Cemetery Commissioners and Water Advisory Board.
- DPW representative to the Transportation Advisory Committee, Community Path Project Committee, Water Advisory Board, DPW/BPD Building Committee, High School/Middle School Transportation Committee, Cemetery Commission, Community Preservation Committee, Energy Committee and a variety of Boards, Commissions and Committee's as required.

For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).

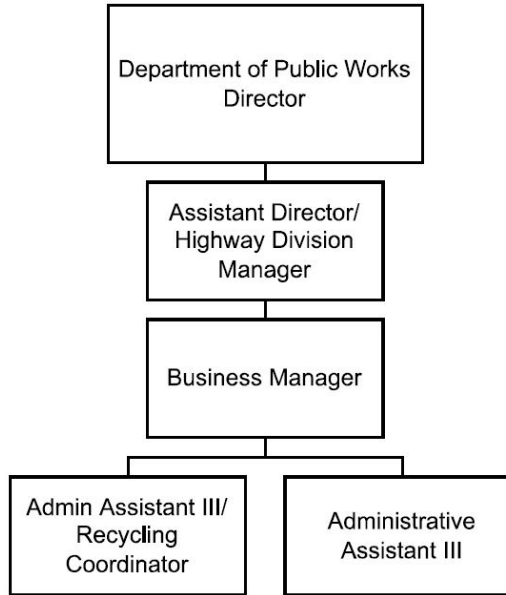
**FY2024 Goals**

- Provide central administrative services for all Public Works functions to Town staff and the general public.
- Continue to provide customer service to Belmont residents.

**Staffing and Structure**

The DPW Administrative Office is made up of 5 FTEs. The Assistant Director of the DPW also acts as the Highway Division Manager and one of the Administrative Assistant's

for the office also acts as the Recycling Coordinator which displays the DPW's commitment to finding efficiencies within the department.



| Position Classification                  | FTE      |          |          |          |          |          |          |          |          |          |
|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
|  | FY2015   | FY2016   | FY2017   | FY2018   | FY2019   | FY2020   | FY2021   | FY2022   | FY2023   | FY2024   |
| Director                                 | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 1        |
| Business Manager                         | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 1        | 1        |
| Admin Assistant III                      | 1        | 1        | 1        | 1        | 1        | 1        | 1        | —        | —        | —        |
| Admin Assistant III/Recycle Coordinator* | —        | —        | —        | —        | —        | —        | —        | 1        | 1        | 1        |
| <b>Subtotal</b>                          | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> | <b>3</b> |

\*The role of Recycling Coordinator has been absorbed within an Administrative Assistant role in the Admin. Division.

# 5210 - Public Works Administration

## Budget Recommendations

The FY2024 budget request for the DPW Admin Division is \$349,358, which is an increase of \$16,076 or 4.82% from the FY2023 budget. Compensation is \$333,013, an increase of \$14,171 or 4.44% due to contractually obligated cost of living

adjustments. Expenses are \$16,345, an increase of \$1,905 or 13.19% due to right sizing the medical invoices budget as well as nominal increases in supplies.

### DPW Admin Budget Summary

| Department Summary                   | FY2020 Actual     | FY2021 Actual     | FY2022 Actual     | FY2023 Approp.    | FY2024 Recommended | Dollar Change    | Percent Change |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|------------------|----------------|
| Compensation                         | \$ 290,534        | \$ 290,690        | \$ 271,701        | \$ 318,842        | \$ 333,013         | \$ 14,171        | 4.44 %         |
| Expenses                             | \$ 10,497         | \$ 10,857         | \$ 12,621         | \$ 14,440         | \$ 16,345          | \$ 1,905         | 13.19 %        |
| <b>Total 5210 DPW Administration</b> | <b>\$ 301,031</b> | <b>\$ 301,547</b> | <b>\$ 284,322</b> | <b>\$ 333,282</b> | <b>\$ 349,358</b>  | <b>\$ 16,076</b> | <b>4.82 %</b>  |

### DPW Admin Budget Detail

|                             | Org                               | Object                | Description                    | FY2020            | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent          |
|-----------------------------|-----------------------------------|-----------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
|                             |                                   |                       |                                | Actual            | Actual            | Actual            | Approp.           | Recommended       | Change            | Change           |
| Compensation                | 14211                             | 511000                | Full-Time Salaries             | \$ 289,285        | \$ 287,534        | \$ 267,886        | \$ 316,184        | \$ 330,313        | \$ 14,129         | 4.5 %            |
|                             | 14211                             | 514001                | Personal Day Paid in lieu time | \$ 1,189          | \$ 2,936          | \$ 3,685          | \$ 2,258          | \$ 2,300          | \$ 42             | 1.9 %            |
|                             | 14211                             | 514400                | Meal Allowance                 | \$ 60             | \$ 220            | \$ 130            | \$ 400            | \$ 400            | \$ —              | — %              |
|                             | <b>Subtotal Compensation</b>      |                       |                                |                   | <b>\$ 290,534</b> | <b>\$ 290,690</b> | <b>\$ 271,701</b> | <b>\$ 318,842</b> | <b>\$ 333,013</b> | <b>\$ 14,171</b> |
| Expenses                    | 14212                             | 519700                | Tuition Reimbursement          | \$ 214            | \$ 25             | \$ 554            | \$ 1,620          | \$ 1,620          | \$ —              | — %              |
|                             | 14212                             | 530001                | Medical Bills                  | \$ 1,040          | \$ 1,545          | \$ 2,308          | \$ 790            | \$ 2,000          | \$ 1,210          | 153.2 %          |
|                             | 14212                             | 531700                | Employee Training              | \$ 1,519          | \$ 1,328          | \$ 1,333          | \$ 1,595          | \$ 1,595          | \$ —              | — %              |
|                             | 14212                             | 531900                | Advertising                    | \$ 1,185          | \$ 2,407          | \$ 2,099          | \$ 1,185          | \$ 1,500          | \$ 315            | 26.6 %           |
|                             | 14212                             | 571000                | In-State Travel                | \$ 39             | \$ —              | \$ 890            | \$ 2,900          | \$ 2,900          | \$ —              | — %              |
|                             | 14212                             | 573000                | Dues and Membership            | \$ 723            | \$ 901            | \$ 1,077          | \$ 785            | \$ 1,000          | \$ 215            | 27.4 %           |
|                             | <b>Subtotal Contract Services</b> |                       |                                |                   | <b>\$ 4,720</b>   | <b>\$ 6,206</b>   | <b>\$ 8,262</b>   | <b>\$ 8,875</b>   | <b>\$ 10,615</b>  | <b>\$ 1,740</b>  |
| 14212                       | 542100                            | Office Supplies       | \$ 3,106                       | \$ 3,000          | \$ 3,245          | \$ 3,000          | \$ 3,090          | \$ 90             | 3.0 %             |                  |
| 14212                       | 553100                            | Public Works Supplies | \$ 2,672                       | \$ 1,651          | \$ 1,114          | \$ 2,565          | \$ 2,640          | \$ 75             | 2.9 %             |                  |
| <b>Subtotal Supplies</b>    |                                   |                       |                                | <b>\$ 5,777</b>   | <b>\$ 4,651</b>   | <b>\$ 4,359</b>   | <b>\$ 5,565</b>   | <b>\$ 5,730</b>   | <b>\$ 165</b>     | <b>3.0 %</b>     |
| <b>Subtotal Expenses</b>    |                                   |                       |                                | <b>\$ 10,497</b>  | <b>\$ 10,857</b>  | <b>\$ 12,621</b>  | <b>\$ 14,440</b>  | <b>\$ 16,345</b>  | <b>\$ 1,905</b>   | <b>13.2 %</b>    |
| <b>Total 5210 DPW Admin</b> |                                   |                       |                                | <b>\$ 301,031</b> | <b>\$ 301,547</b> | <b>\$ 284,322</b> | <b>\$ 333,282</b> | <b>\$ 349,358</b> | <b>\$ 16,076</b>  | <b>4.8 %</b>     |

### Program Overview

Provide repair, patching, general maintenance, cleaning, signing and painting crosswalks, center and parking lines on Belmont's 78 miles of public ways, 8 miles of private ways and 97.34 miles of paved sidewalks. All public and private roads and Town-owned parking lots are cleared and treated during snow and ice conditions. Manage, schedule and provide the resources for vehicle maintenance and repair for all Town-owned equipment.

Included in this program is funding to provide the base facility for Highway Division operations. The Highway Division is responsible for the cleaning, planting, mowing and maintenance of 52 separate deltas, islands and public spaces totaling about 53 acres.

The Highway Division maintains a 24/7/365 emergency response capability for all Highway programs and other Departments that requires support and assistance.

The Highway Division is responsible for the maintenance, construction and repair of the sanitary sewer system. This includes 76 miles of main lines, 6,700 service lines to buildings on both public and private ways and three pumping stations. This program is user-fee funded and sanitary sewer fees are based on 100% of metered water consumption with rates set annually by the Select Board.

The Highway Division is responsible for the maintenance, construction and repair of the storm drain system. This includes 54 miles of main lines, one pumping station and 2,000 catch basins. As the local brooks, streams and water bodies are receiving waters for the storm drain system the Highway Division provides maintenance of these resources. This program is funded as part of the sanitary sewer user fee.

The Highway Division manages a Central Fleet Maintenance operation for all town-owned vehicles and equipment. Staff provides a wide range of vehicle maintenance and repair services at this facility. This is also the base facility for all Highway Division operations and provides storage for all Highway Division vehicles, some Parks & Cemetery Division vehicles as well as the Health Department Animal Control pick-up truck.

The DPW Director and the Asst. DPW Director are Acting Tree Wardens. DPW contracts with a tree service company to care for, remove, and replant the 10,000 or so public shade trees. Public Works staff also assists in this program as necessary.

## 5220 - Public Works Highway Division

### FY2022-23 Achievements

- Worked with Community Development in repairing over 30,000 square feet of public sidewalks.
- Procured, organized, directed and administered private contractors and for snow and ice operations.
- On going work with consultants to fine-tune the townwide sidewalk management program.
- On going administrative duties as the representative with the Regional Household Hazardous Waste Program and community sanitation.
- Provided training for DPW supervisors, equipment mechanics, equipment operators for their respective activities as well as providing supervisors and staff specific training to improve ice and snow operations.
- Continued support and assistance for the Belmont Middle/High School Building requests with labor, material, space, or equipment was needed.
- Secured ARPA funding to remove and replace the 36-year-old timber structure salt shed with a canvas style dome that is semi-permanent and can be moved when the final plan for a new DPW facility is determined.
- Secured funding for the removal and replacement of the 37-year-old fuel tanks to be replaced with a new double walled bifurcated tank. This project is still in the design phase and is expected to start in Spring 2023 and finalized by Spring 2024.
- Secured funding to remove and replace the Claflin Street Culvert. The existing culvert is structurally compromised and inefficiently designed to take on water surges. The new design will minimize potential overflows and while containing potential debris from hindering flow functionality. This project is currently in the design phase and is anticipated to start construction later this fall with final completion early this winter.
- Secured funding for the Trapelo Road Culvert. This project is being shared 50/50 with the City of Waltham. Similar to the Claflin culvert, the current culvert at Trapelo is structurally compromised and is inadequate to take on water flow surges. This project is expected to start and finish in Summer 2023.
- Continued management, procurement and specifications of the vehicle/equipment replacement program.

For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).

### FY2024 Goals

- Provide snow and ice control for all public ways and minor maintenance to private ways.
- Provide maintenance and repair for about 166 vehicles and 350 small pieces of town-owned equipment.
- Provide resources to clean, plant, mow and maintain 53 acres of Town property.
- Provide street lighting.

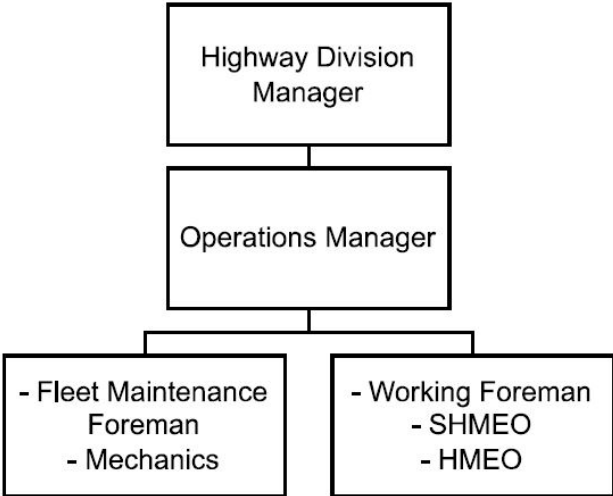


**5220 - Public Works Highway Division**

**Staffing and Structure**

The Highway Department is made up of 9 FTEs in addition to the Assistant DPW Director/ Highway Division Manager. These employees are tasked with Belmont’s street

maintenance and the maintenance of Belmont’s central fleet.



| Position Classification                         | FTE    |        |        |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|   | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| <u>Street Maintenance</u>                       |        |        |        |        |        |        |        |        |        |        |
| Assistant Director/Highway Div. Manager         | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Operations Manager                              | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Working Foreman                                 | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Street & Trench Coord & Insp                    | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| SHMEO/Laborer                                   | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      |
| Subtotal  | 6      | 6      | 6      | 6      | 6      | 6      | 6      | 6      | 6      | 6      |
| <u>Central Fleet Maintenance HWY Facilities</u> |        |        |        |        |        |        |        |        |        |        |
| Shop Foreman                                    | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Mechanic  | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      |
| Subtotal  | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      |
| Total   | 10     | 10     | 10     | 10     | 10     | 10     | 10     | 10     | 10     | 10     |

**5220 - Public Works Highway Division**

**Budget Recommendations**

The FY2024 budget request for the Highway Division is \$2,450,386, which is an increase of \$65,778 or 2.76% from the FY2023 budget. Compensation is \$1,072,986, an increase of \$74,188 or 7.43% due to contractually obligated

cost of living adjustments. Expenses are \$1,377,400, a decrease of \$(8,410) or (0.61)% due to a savings in street lighting costs which offset increases in both street and vehicle maintenance costs.

**Highway Budget Summary**

| <b>Department Summary</b> | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|------------------|-------------------|
| Compensation              | \$ 961,989          | \$ 954,725          | \$ 1,056,814        | \$ 998,798          | \$ 1,072,986          | \$ 74,188        | 7.43 %            |
| Expenses                  | \$ 1,218,827        | \$ 1,334,451        | \$ 1,407,982        | \$ 1,385,810        | \$ 1,377,400          | \$ (8,410)       | (0.61)%           |
| <b>Total 5220 Highway</b> | <b>\$ 2,180,817</b> | <b>\$ 2,289,177</b> | <b>\$ 2,464,796</b> | <b>\$ 2,384,608</b> | <b>\$ 2,450,386</b>   | <b>\$ 65,778</b> | <b>2.76 %</b>     |

| <b>Division Summary</b>      | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|------------------|-------------------|
| Total 5221 Highway           | \$ 766,972          | \$ 708,122          | \$ 772,097          | \$ 792,206          | \$ 866,351            | \$ 74,145        | 9.36 %            |
| Total 5222 Snow & Ice        | \$ 587,661          | \$ 901,489          | \$ 968,472          | \$ 764,329          | \$ 794,930            | \$ 30,601        | 4.00 %            |
| Total 5223 Street Lighting   | \$ 331,070          | \$ 230,982          | \$ 174,995          | \$ 270,000          | \$ 200,000            | \$ (70,000)      | (25.93)%          |
| Total 5224 Fleet Maintenance | \$ 495,114          | \$ 448,583          | \$ 549,232          | \$ 558,073          | \$ 589,105            | \$ 31,032        | 5.56 %            |
| <b>Total 5220 Highway</b>    | <b>\$ 2,180,817</b> | <b>\$ 2,289,177</b> | <b>\$ 2,464,796</b> | <b>\$ 2,384,608</b> | <b>\$ 2,450,386</b>   | <b>\$ 65,778</b> | <b>2.76 %</b>     |

# 5220 - Public Works Highway Division

## Highway Budget Detail

|                              |                                   |             | FY2020                        | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent         |              |
|------------------------------|-----------------------------------|-------------|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Org                          | Object                            | Description | Actual                        | Actual            | Actual            | Approp.           | Recommended       | Change            | Change          |              |
| Compensation                 | 14221                             | 511000      | Full-Time Salaries            | \$ 472,895        | \$ 427,044        | \$ 468,872        | \$ 484,957        | \$ 506,151        | \$ 21,194       | 4.4 %        |
|                              | 14221                             | 514000      | On-Call Pay                   | \$ 11,655         | \$ 12,111         | \$ 13,954         | \$ 12,495         | \$ 14,515         | \$ 2,020        | 16.2 %       |
|                              | 14221                             | 514800      | Longevity                     | \$ 2,450          | \$ 2,775          | \$ 2,825          | \$ 3,175          | \$ 3,775          | \$ 600          | 18.9 %       |
|                              | 14221                             | 515200      | Availability Stipend          | \$ 2,691          | \$ 3,068          | \$ 3,038          | \$ 3,380          | \$ 3,380          | \$ —            | — %          |
|                              | 14221                             | 515500      | CDL Stipend                   | \$ 3,930          | \$ 3,475          | \$ 3,855          | \$ 3,900          | \$ 3,900          | \$ —            | — %          |
|                              | 14221                             | 519001      | Working Out of Grade          | \$ 4,067          | \$ 3,428          | \$ 1,706          | \$ 7,285          | \$ 5,000          | \$ (2,285)      | (31.4)%      |
|                              | 14221                             | 519900      | Uniform Allowance             | \$ 3,135          | \$ 3,477          | \$ 3,135          | \$ 3,135          | \$ 3,135          | \$ —            | — %          |
|                              | 14221                             | 513000      | Overtime                      | \$ 86,989         | \$ 60,931         | \$ 91,365         | \$ 64,689         | \$ 95,000         | \$ 30,311       | 46.9 %       |
| <b>Subtotal Compensation</b> |                                   |             | <b>\$ 587,813</b>             | <b>\$ 516,309</b> | <b>\$ 588,750</b> | <b>\$ 583,016</b> | <b>\$ 634,856</b> | <b>\$ 51,840</b>  | <b>8.9 %</b>    |              |
| Expenses                     | 14222                             | 524500      | Repair & Maint. Office Equip. | \$ 4,130          | \$ 2,351          | \$ 800            | \$ 3,600          | \$ 3,600          | \$ —            | — %          |
|                              | 14222                             | 525100      | Repair & Maintenance of Roads | \$ 72,637         | \$ 69,759         | \$ 73,455         | \$ 76,925         | \$ 85,000         | \$ 8,075        | 10.5 %       |
|                              | 14222                             | 529700      | Soil Removal & Brush Disposal | \$ 10,000         | \$ 9,925          | \$ 6,905          | \$ 20,000         | \$ 20,000         | \$ —            | — %          |
|                              | 14222                             | 531600      | Police Details                | \$ 1,049          | \$ 6,057          | \$ 1,049          | \$ 5,345          | \$ 5,345          | \$ —            | — %          |
|                              | 14222                             | 534100      | Telephone                     | \$ 880            | \$ 560            | \$ 648            | \$ 1,000          | \$ 1,050          | \$ 50           | 5.0 %        |
|                              | <b>Subtotal Contract Services</b> |             |                               | <b>\$ 88,696</b>  | <b>\$ 88,652</b>  | <b>\$ 82,856</b>  | <b>\$ 106,870</b> | <b>\$ 114,995</b> | <b>\$ 8,125</b> | <b>7.6 %</b> |
|                              | 14222                             | 550000      | Medical Supplies              | \$ 1,074          | \$ 1,836          | \$ 1,374          | \$ 765            | \$ 1,500          | \$ 735          | 96.1 %       |
|                              | 14222                             | 553100      | Public Works Supplies         | \$ 17,306         | \$ 16,743         | \$ 18,867         | \$ 18,210         | \$ 20,000         | \$ 1,790        | 9.8 %        |
|                              | 14222                             | 553300      | PW Supplies - Lines/Signs     | \$ 53,934         | \$ 66,433         | \$ 61,555         | \$ 64,650         | \$ 75,000         | \$ 10,350       | 16.0 %       |
|                              | 14222                             | 553400      | Sidewalk Repairs              | \$ 18,150         | \$ 18,150         | \$ 18,695         | \$ 18,695         | \$ 20,000         | \$ 1,305        | 7.0 %        |
| <b>Subtotal Supplies</b>     |                                   |             | <b>\$ 90,463</b>              | <b>\$ 103,161</b> | <b>\$ 100,491</b> | <b>\$ 102,320</b> | <b>\$ 116,500</b> | <b>\$ 14,180</b>  | <b>13.9 %</b>   |              |
| <b>Subtotal Expenses</b>     |                                   |             | <b>\$ 179,159</b>             | <b>\$ 191,813</b> | <b>\$ 183,348</b> | <b>\$ 209,190</b> | <b>\$ 231,495</b> | <b>\$ 22,305</b>  | <b>10.7 %</b>   |              |
| <b>Total 5221 Highway</b>    |                                   |             | <b>\$ 766,972</b>             | <b>\$ 708,122</b> | <b>\$ 772,097</b> | <b>\$ 792,206</b> | <b>\$ 866,351</b> | <b>\$ 74,145</b>  | <b>9.4 %</b>    |              |

# 5220 - Public Works Highway Division

## Snow & Ice Budget Detail

|                                  |                                   |        | FY2020                   | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent   |       |
|----------------------------------|-----------------------------------|--------|--------------------------|------------|------------|------------|-------------|------------|-----------|-------|
|                                  |                                   |        | Actual                   | Actual     | Actual     | Approp.    | Recommended | Change     | Change    |       |
| Comp.                            | Org                               | Object | Description              |            |            |            |             |            |           |       |
|                                  | 14231                             | 514000 | On-Call Pay              | \$ 11,506  | \$ 14,060  | \$ 13,184  | \$ 11,955   | \$ 12,435  | \$ 480    | 4.0 % |
|                                  | 14231                             | 513000 | Overtime                 | \$ 129,468 | \$ 180,363 | \$ 186,044 | \$ 117,494  | \$ 122,195 | \$ 4,701  | 4.0 % |
|                                  | <b>Subtotal Compensation</b>      |        |                          | \$ 140,974 | \$ 194,423 | \$ 199,227 | \$ 129,449  | \$ 134,630 | \$ 5,181  | 4.0 % |
| Expenses                         | 14232                             | 524400 | Repair & Maint. Vehicles | \$ 81,724  | \$ 131,170 | \$ 41,305  | \$ 46,310   | \$ 48,165  | \$ 1,855  | 4.0 % |
|                                  | 14232                             | 529100 | Snow Removal Contractors | \$ —       | \$ —       | \$ —       | \$ —        | \$ —       | \$ —      | — %   |
|                                  | 14232                             | 529101 | Snow Removal Contractors | \$ 138,468 | \$ 352,680 | \$ 418,462 | \$ 180,100  | \$ 187,305 | \$ 7,205  | 4.0 % |
|                                  | 14232                             | 531600 | Police Details           | \$ —       | \$ —       | \$ —       | \$ 16,470   | \$ 17,130  | \$ 660    | 4.0 % |
|                                  | <b>Subtotal Contract Services</b> |        |                          | \$ 220,192 | \$ 483,850 | \$ 459,767 | \$ 242,880  | \$ 252,600 | \$ 9,720  | 4.0 % |
|                                  | 14232                             | 553100 | Public Works Supplies    | \$ 226,495 | \$ 223,216 | \$ 309,477 | \$ 392,000  | \$ 407,700 | \$ 15,700 | 4.0 % |
|                                  | <b>Subtotal Supplies</b>          |        |                          | \$ 226,495 | \$ 223,216 | \$ 309,477 | \$ 392,000  | \$ 407,700 | \$ 15,700 | 4.0 % |
| <b>Subtotal Expenses</b>         |                                   |        | \$ 446,687               | \$ 707,066 | \$ 769,244 | \$ 634,880 | \$ 660,300  | \$ 25,420  | 4.0 %     |       |
| <b>Total 5222 Snow &amp; Ice</b> |                                   |        | \$ 587,661               | \$ 901,489 | \$ 968,472 | \$ 764,329 | \$ 794,930  | \$ 30,601  | 4.0 %     |       |

## Street Lighting Budget Detail

|                                   |                           |        | FY2020          | FY2021     | FY2022     | FY2023     | FY2024      | Dollar      | Percent     |         |
|-----------------------------------|---------------------------|--------|-----------------|------------|------------|------------|-------------|-------------|-------------|---------|
|                                   |                           |        | Actual          | Actual     | Actual     | Approp.    | Recommended | Change      | Change      |         |
| Expenses                          | Org                       | Object | Description     |            |            |            |             |             |             |         |
|                                   | 14242                     | 522500 | Street Lighting | \$ 331,070 | \$ 230,982 | \$ 174,995 | \$ 270,000  | \$ 200,000  | \$ (70,000) | (25.9)% |
|                                   | <b>Subtotal Utilities</b> |        |                 | \$ 331,070 | \$ 230,982 | \$ 174,995 | \$ 270,000  | \$ 200,000  | \$ (70,000) | (25.9)% |
|                                   | <b>Subtotal Expenses</b>  |        |                 | \$ 331,070 | \$ 230,982 | \$ 174,995 | \$ 270,000  | \$ 200,000  | \$ (70,000) | (25.9)% |
| <b>Total 5223 Street Lighting</b> |                           |        | \$ 331,070      | \$ 230,982 | \$ 174,995 | \$ 270,000 | \$ 200,000  | \$ (70,000) | (25.9)%     |         |

# 5220 - Public Works Highway Division

## Fleet Maintenance Budget Detail

|  |                          |                          | FY2020                  | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent         |              |
|--|--------------------------|--------------------------|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
| Org                                    | Object                   | Description              | Actual                  | Actual            | Actual            | Approp.           | Recommended       | Change            | Change          |              |
| Compensation                           | 14251                    | 511000                   | Full-Time Salaries      | \$ 221,324        | \$ 232,971        | \$ 260,330        | \$ 273,268        | \$ 290,285        | \$ 17,017       | 6.2 %        |
|  | 14251                    | 514800                   | Longevity               | \$ 1,575          | \$ 1,240          | \$ 600            | \$ 600            | \$ 1,200          | \$ 600          | 100.0 %      |
|  | 14251                    | 515200                   | Availability Stipend    | \$ 3,536          | \$ 2,769          | \$ 637            | \$ 3,380          | \$ 3,380          | \$ —            | — %          |
|  | 14251                    | 515500                   | CDL Stipend             | \$ 2,745          | \$ 3,050          | \$ 3,915          | \$ 3,900          | \$ 3,900          | \$ —            | — %          |
|  | 14251                    | 519001                   | Working Out of Grade    | \$ 760            | \$ 799            | \$ 295            | \$ 1,450          | \$ 1,000          | \$ (450)        | (31.0)%      |
|  | 14251                    | 519900                   | Uniform Allowance       | \$ 2,813          | \$ 2,765          | \$ 2,460          | \$ 3,135          | \$ 3,135          | \$ —            | — %          |
|  | 14251                    | 519901                   | Tool Allowance          | \$ 450            | \$ 400            | \$ 600            | \$ 600            | \$ 600            | \$ —            | — %          |
| <b>Subtotal Compensation</b>           |                          |                          | <b>\$ 233,203</b>       | <b>\$ 243,994</b> | <b>\$ 268,837</b> | <b>\$ 286,333</b> | <b>\$ 303,500</b> | <b>\$ 17,167</b>  | <b>6.0 %</b>    |              |
| 14252                                  | 524400                   | Repair & Maint. Vehicles | \$ 16,393               | \$ 14,301         | \$ 19,025         | \$ 12,465         | \$ 20,000         | \$ 7,535          | 60.4 %          |              |
| <b>Subtotal Contract Services</b>      |                          |                          | <b>\$ 16,393</b>        | <b>\$ 14,301</b>  | <b>\$ 19,025</b>  | <b>\$ 12,465</b>  | <b>\$ 20,000</b>  | <b>\$ 7,535</b>   | <b>60.4 %</b>   |              |
| Expenses                               | 14252                    | 548000                   | Vehicle Supplies        | \$ 63,296         | \$ 61,208         | \$ 53,798         | \$ 62,615         | \$ 63,870         | \$ 1,255        | 2.0 %        |
|  | 14252                    | 548700                   | Motor Oil and Lube      | \$ 6,144          | \$ 9,666          | \$ 13,753         | \$ 9,850          | \$ 10,050         | \$ 200          | 2.0 %        |
|  | 14252                    | 548800                   | Tires and Tubes         | \$ 11,790         | \$ 9,942          | \$ 13,259         | \$ 11,590         | \$ 11,825         | \$ 235          | 2.0 %        |
|  | 14252                    | 553100                   | Public Works Supplies   | \$ 47,151         | \$ 46,603         | \$ 51,688         | \$ 53,515         | \$ 54,585         | \$ 1,070        | 2.0 %        |
|  | 14252                    | 558200                   | Other Supplies-Uniforms | \$ 3,742          | \$ 5,392          | \$ 3,437          | \$ 4,970          | \$ 5,070          | \$ 100          | 2.0 %        |
|  | <b>Subtotal Supplies</b> |                          |                         | <b>\$ 132,123</b> | <b>\$ 132,812</b> | <b>\$ 135,936</b> | <b>\$ 142,540</b> | <b>\$ 145,400</b> | <b>\$ 2,860</b> | <b>2.0 %</b> |
| 14252                                  | 548900                   | Gasoline                 | \$ 66,010               | \$ 57,477         | \$ 78,050         | \$ 69,350         | \$ 72,820         | \$ 3,470          | 5.0 %           |              |
| <b>Subtotal Utilities</b>              |                          |                          | <b>\$ 66,010</b>        | <b>\$ 57,477</b>  | <b>\$ 78,050</b>  | <b>\$ 69,350</b>  | <b>\$ 72,820</b>  | <b>\$ 3,470</b>   | <b>5.0 %</b>    |              |
| 14253                                  | 587200                   | Capital Outlay Other     | \$ 47,385               | \$ —              | \$ 47,385         | \$ 47,385         | \$ 47,385         | \$ —              | — %             |              |
| <b>Subtotal Minor Capital (Outlay)</b> |                          |                          | <b>\$ 47,385</b>        | <b>\$ —</b>       | <b>\$ 47,385</b>  | <b>\$ 47,385</b>  | <b>\$ 47,385</b>  | <b>\$ —</b>       | <b>— %</b>      |              |
| <b>Subtotal Expenses</b>               |                          |                          | <b>\$ 261,911</b>       | <b>\$ 204,589</b> | <b>\$ 280,395</b> | <b>\$ 271,740</b> | <b>\$ 285,605</b> | <b>\$ 13,865</b>  | <b>5.1 %</b>    |              |
| <b>Total 5224 Fleet Maintenance</b>    |                          |                          | <b>\$ 495,114</b>       | <b>\$ 448,583</b> | <b>\$ 549,232</b> | <b>\$ 558,073</b> | <b>\$ 589,105</b> | <b>\$ 31,032</b>  | <b>5.6 %</b>    |              |

# 5230 - Public Works Parks Division

## Program Overview

Parks provides for the cleaning, mowing, maintenance, repair and improvement of the resources for school athletics and recreational enjoyment for 62 acres of athletic fields, parks, tennis courts, basketball courts and tot lots including the operation of the Skip Viglirolo Skating Rink and Underwood Pool.

The administration of the Belmont Cemetery is governed by the obligations created by M.G.L. Chapter 114. Responsibilities include cleaning, mowing, maintenance, repair and improvement of two cemeteries totaling 24 acres. In addition, staff provide a wide variety of services including selling grave lots, meeting grieving families' needs, coordinating with funeral homes, interments and providing information for the general public.

## FY2022-23 Achievements

- Primary point of contact for all the Parks and Playground CPA projects. Recently this includes, tennis courts at PQ, Winn Brook and Grove Street Playgrounds. The PQ Park Renovations, the Grove Street Intergenerational Walking Path, Town Field Playground Renovations and the upcoming Payson Park Renovations.
- Primary point of contact for Cemetery Master preservation restoration master plan.
- Town Meeting awarded the DPW and the Cemetery Commission \$60,000 through the CPA for a preservation and restoration master plan for the Belmont Cemetery located on Grove Street. This project is expected to be completed by January/February 2023.
- Worked with the Belmont Boosters Club, School Athletic Department and Belmont Youth Hockey Association in acquiring a new scoreboard at the skating rink.
- Working with the "Friends of Payson Park", awarded a second installment of funding for final design and construction. It is estimated that the project will start in Spring 2023 and near completion Fall 2023.
- Recently acquired the maintenance and upkeep of the grounds of the new High School.
- Completed construction of a 5<sup>th</sup> Tennis Court at Winn Brook.

For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).

## FY2024 Goals

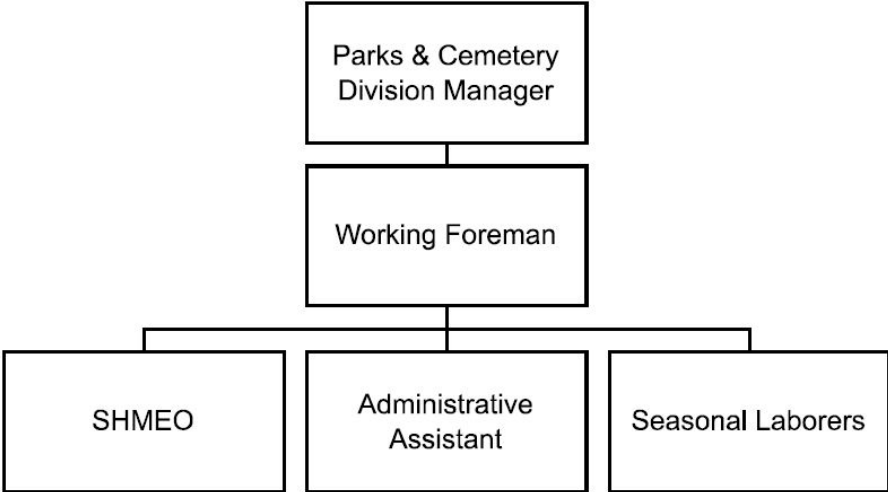
- Support the full opening of the new Middle and High School
- Continue to provide upkeep for school athletics and recreational enjoyment of 62 acres of athletic fields, parks, tennis courts, basketball courts, and tot lots, including the operation of the Underwood Pool.

**5230 - Public Works Parks Division**

**Staffing and Structure**

The Parks and Cemetery divisions are made up of 10 full-time employees and 2 part-time employees. The Parks

division manager oversees both the Parks and Cemetery operations.



| Position Classification      | FTE         |             |             |             |             |             |             |             |             |             |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                              | FY2015      | FY2016      | FY2017      | FY2018      | FY2019      | FY2020      | FY2021      | FY2022      | FY2023      | FY2024      |
| <u>Parks</u>                 |             |             |             |             |             |             |             |             |             |             |
| Manager                      | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         |
| Working Foreman              | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| SHMEO/Laborer                | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| Seasonal Laborers            | 0.8         | 0.8         | 0.8         | 0.8         | 0.8         | 0.8         | 0.8         | 0.8         | 0.8         | 0.8         |
| Subtotal                     | 5.3         | 5.3         | 5.3         | 5.3         | 5.3         | 5.3         | 5.3         | 5.3         | 5.3         | 5.3         |
| <u>Cemetery</u>              |             |             |             |             |             |             |             |             |             |             |
| Manager                      | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         |
| Working Foreman              | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         | 1.0         |
| Administrative Assistant     | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 0.5         | 1.0         | 1.0         | 1.0         | 1.0         |
| Part-Time On-call (0.22 FTE) | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         | 0.7         |
| SHMEO/Laborer                | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         | 3.0         |
| Subtotal                     | 5.7         | 5.7         | 5.7         | 5.7         | 5.7         | 5.7         | 6.2         | 6.2         | 6.2         | 6.2         |
| <b>Total</b>                 | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>11.0</b> | <b>11.5</b> | <b>11.5</b> | <b>11.5</b> | <b>11.5</b> |

**5230 - Public Works Parks Division**

**Budget Recommendations**

The FY2024 budget request for the Parks Division is \$1,170,754, which is an increase of \$68,328 or 6.20% from the FY2023 budget. Compensation is \$865,645, an increase of \$46,833 or 5.72% due to contractually obligated cost of

living adjustments. Expenses are \$305,109, an increase of \$21,495 or 7.58% due to an increase in the cost of supplies used to provide services.

**Parks Budget Summary**

| <b>Department Summary</b> | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|---------------------------|-------------------|-------------------|-------------------|---------------------|-----------------------|------------------|-------------------|
| Compensation              | \$ 694,661        | \$ 661,972        | \$ 686,995        | \$ 818,812          | \$ 865,645            | \$ 46,833        | 5.72 %            |
| Expenses                  | \$ 249,301        | \$ 266,648        | \$ 278,259        | \$ 283,614          | \$ 305,109            | \$ 21,495        | 7.58 %            |
| <b>Total 5230 Parks</b>   | <b>\$ 943,962</b> | <b>\$ 928,620</b> | <b>\$ 965,254</b> | <b>\$ 1,102,426</b> | <b>\$ 1,170,754</b>   | <b>\$ 68,328</b> | <b>6.20 %</b>     |

| <b>Division Summary</b> | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|-------------------------|-------------------|-------------------|-------------------|---------------------|-----------------------|------------------|-------------------|
| Total 5231 Parks        | \$ 529,826        | \$ 474,897        | \$ 505,217        | \$ 573,866          | \$ 607,201            | \$ 33,335        | 5.81 %            |
| Total 5232 Cemetery     | \$ 414,136        | \$ 453,723        | \$ 460,037        | \$ 528,560          | \$ 563,553            | \$ 34,993        | 6.62 %            |
| <b>Total 5230 Parks</b> | <b>\$ 943,962</b> | <b>\$ 928,620</b> | <b>\$ 965,254</b> | <b>\$ 1,102,426</b> | <b>\$ 1,170,754</b>   | <b>\$ 68,328</b> | <b>6.20 %</b>     |



# 5230 - Public Works Parks Division

## Parks Budget Detail

|  |        |                         | FY2020                         | FY2021            | FY2022           | FY2023           | FY2024            | Dollar           | Percent       |         |
|--|--------|-------------------------|--------------------------------|-------------------|------------------|------------------|-------------------|------------------|---------------|---------|
| Org                                    | Object | Description             | Actual                         | Actual            | Actual           | Approp.          | Recommended       | Change           | Change        |         |
| Compensation                           | 16501  | 511000                  | Full-Time Salaries             | \$274,898         | \$257,947        | \$249,382        | \$280,301         | \$ 290,533       | \$ 10,232     | 3.7 %   |
|  | 16501  | 511100                  | Part-Time Salaries             | \$ 18,048         | \$ 28,701        | \$ 26,310        | \$ 30,680         | \$ 38,340        | \$ 7,660      | 25.0 %  |
|  | 16501  | 514001                  | Personal Day Paid in lieu time | \$ 949            | \$ 969           | \$ 553           | \$ 2,045          | \$ 1,500         | \$ (545)      | (26.7)% |
|  | 16501  | 514800                  | Longevity                      | \$ 1,900          | \$ 1,900         | \$ 1,350         | \$ 1,300          | \$ 1,350         | \$ 50         | 3.8 %   |
|  | 16501  | 515500                  | CDL Stipend                    | \$ 5,240          | \$ 4,730         | \$ 3,670         | \$ 5,200          | \$ 5,200         | \$ —          | — %     |
|  | 16501  | 519001                  | Working Out of Grade           | \$ 2,437          | \$ 1,846         | \$ 2,702         | \$ 3,000          | \$ 3,120         | \$ 120        | 4.0 %   |
|  | 16501  | 519900                  | Uniform Allowance              | \$ 3,280          | \$ 3,622         | \$ 2,938         | \$ 3,280          | \$ 3,280         | \$ —          | — %     |
|  | 16501  | 513000                  | Overtime                       | \$ 2,612          | \$ —             | \$ 8,193         | \$ 21,842         | \$ 23,153        | \$ 1,311      | 6.0 %   |
|  | 16501  | 513002                  | Scheduled Overtime             | \$ 40,919         | \$ —             | \$ 36,156        | \$ 53,794         | \$ 57,022        | \$ 3,228      | 6.0 %   |
| <b>Subtotal Compensation</b>           |        |                         | <b>\$350,283</b>               | <b>\$299,714</b>  | <b>\$331,254</b> | <b>\$401,442</b> | <b>\$ 423,497</b> | <b>\$ 22,055</b> | <b>5.5 %</b>  |         |
| Expenses                               | 16502  | 519700                  | Tuition Reimbursement          | \$ 604            | \$ 892           | \$ 673           | \$ 860            | \$ 860           | \$ —          | — %     |
|  | 16502  | 524300                  | Repair & Maint Bldg/Grounds    | \$ 1,360          | \$ 5,703         | \$ 1,742         | \$ 1,360          | \$ 1,500         | \$ 140        | 10.3 %  |
|  | 16502  | 524301                  | Repair Contractual Services    | \$ 37,925         | \$ 55,815        | \$ 34,646        | \$ 45,905         | \$ 45,905        | \$ —          | — %     |
|  | 16502  | 524302                  | Repair & Maint Synthetic       | \$ 8,180          | \$ 8,180         | \$ 7,861         | \$ 8,180          | \$ 8,180         | \$ —          | — %     |
|  | 16502  | 524400                  | Repair & Maint. Vehicles       | \$ 25,315         | \$ 31,745        | \$ 27,767        | \$ 26,585         | \$ 30,000        | \$ 3,415      | 12.8 %  |
|  | 16502  | 530000                  | Prof. and Tech Services        | \$ 6,500          | \$ 3,348         | \$ 6,500         | \$ 6,500          | \$ 6,500         | \$ —          | — %     |
|  | 16502  | 534100                  | Telephone                      | \$ 4,605          | \$ 3,410         | \$ 15,859        | \$ 4,605          | \$ 4,835         | \$ 230        | 5.0 %   |
| <b>Subtotal Contract Services</b>      |        |                         | <b>\$ 84,489</b>               | <b>\$109,094</b>  | <b>\$ 95,047</b> | <b>\$ 93,995</b> | <b>\$ 97,780</b>  | <b>\$ 3,785</b>  | <b>4.0 %</b>  |         |
| 16502                                  | 523100 | Water                   | \$ 6,740                       | \$ —              | \$ 3,508         | \$ —             | \$ 3,780          | \$ 3,780         | \$ —          | — %     |
| 16502                                  | 542100 | Office Supplies         | \$ 390                         | \$ 1,973          | \$ 416           | \$ 390           | \$ 400            | \$ 10            | 2.6 %         |         |
| 16502                                  | 543100 | Chain Link Fencing      | \$ 10,335                      | \$ 18,051         | \$ 8,810         | \$ 11,639        | \$ 11,639         | \$ —             | — %           |         |
| 16502                                  | 546000 | Groundskeeping Supplies | \$ 26,960                      | \$ 29,246         | \$ 30,328        | \$ 27,530        | \$ 30,000         | \$ 2,470         | 9.0 %         |         |
| <b>Subtotal Supplies</b>               |        |                         | <b>\$ 44,425</b>               | <b>\$ 49,270</b>  | <b>\$ 43,062</b> | <b>\$ 39,559</b> | <b>\$ 45,819</b>  | <b>\$ 6,260</b>  | <b>15.8 %</b> |         |
| 16502                                  | 522900 | Electricity             | \$ 15,545                      | \$ 9,593          | \$ 13,690        | \$ 15,545        | \$ 16,325         | \$ 780           | 5.0 %         |         |
| 16502                                  | 548900 | Gasoline                | \$ 9,035                       | \$ 7,226          | \$ 7,874         | \$ 9,035         | \$ 9,490          | \$ 455           | 5.0 %         |         |
| <b>Subtotal Utilities</b>              |        |                         | <b>\$ 24,580</b>               | <b>\$ 16,819</b>  | <b>\$ 21,564</b> | <b>\$ 24,580</b> | <b>\$ 25,815</b>  | <b>\$ 1,235</b>  | <b>5.0 %</b>  |         |
| 16503                                  | 585000 | Additional Equipment    | \$ 26,049                      | \$ —              | \$ 14,290        | \$ 14,290        | \$ 14,290         | \$ —             | — %           |         |
| <b>Subtotal Minor Capital (Outlay)</b> |        |                         | <b>\$ 26,049</b>               | <b>\$ —</b>       | <b>\$ 14,290</b> | <b>\$ 14,290</b> | <b>\$ 14,290</b>  | <b>\$ —</b>      | <b>— %</b>    |         |
| <b>Subtotal Expenses</b>               |        |                         | <b>\$179,543</b>               | <b>\$ 175,183</b> | <b>\$173,963</b> | <b>\$172,424</b> | <b>\$ 183,704</b> | <b>\$ 11,280</b> | <b>6.5 %</b>  |         |
| <b>Total 5231 Parks</b>                |        |                         | <b>\$529,826</b>               | <b>\$474,897</b>  | <b>\$505,217</b> | <b>\$573,866</b> | <b>\$ 607,201</b> | <b>\$ 33,335</b> | <b>5.8 %</b>  |         |

# 5230 - Public Works Parks Division

## Cemetery Budget Detail

|  |                                   |                   | FY2020                         | FY2021           | FY2022           | FY2023            | FY2024            | Dollar           | Percent           |               |
|--|-----------------------------------|-------------------|--------------------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|---------------|
| Org                                    | Object                            | Description       | Actual                         | Actual           | Actual           | Approp.           | Recommended       | Change           | Change            |               |
| Compensation                           | 14911                             | 511000            | Full-Time Salaries             | \$300,140        | \$324,992        | \$298,398         | \$338,017         | \$ 359,190       | \$ 21,172         | 6.3 %         |
|  | 14911                             | 511100            | Part-Time Salaries             | \$ 25,492        | \$ 12,069        | \$ 32,236         | \$ 36,828         | \$ 36,828        | \$ —              | — %           |
|  | 14911                             | 514001            | Personal Day Paid in lieu time | \$ 839           | \$ —             | \$ —              | \$ 1,275          | \$ 1,275         | \$ —              | — %           |
|  | 14911                             | 514800            | Longevity                      | \$ 1,700         | \$ 1,700         | \$ 2,575          | \$ 2,575          | \$ 3,375         | \$ 800            | 31.1 %        |
|  | 14911                             | 515500            | CDL Stipend                    | \$ 3,965         | \$ 4,420         | \$ 5,220          | \$ 5,200          | \$ 5,200         | \$ —              | — %           |
|  | 14911                             | 519001            | Working Out of Grade           | \$ 2,056         | \$ 1,847         | \$ 2,879          | \$ 3,000          | \$ 3,000         | \$ —              | — %           |
|  | 14911                             | 519900            | Uniform Allowance              | \$ 2,733         | \$ 3,007         | \$ 3,280          | \$ 3,280          | \$ 3,280         | \$ —              | — %           |
|  | 14911                             | 513000            | Overtime                       | \$ 7,453         | \$ 14,222        | \$ 11,153         | \$ 27,194         | \$ 30,000        | \$ 2,806          | 10.3 %        |
| <b>Subtotal Compensation</b>           |                                   |                   | <b>\$344,378</b>               | <b>\$362,257</b> | <b>\$355,741</b> | <b>\$417,370</b>  | <b>\$ 442,148</b> | <b>\$ 24,778</b> | <b>5.9 %</b>      |               |
| Expenses                               | 14912                             | 519700            | Tuition Reimbursement          | \$ 105           | \$ 205           | \$ 215            | \$ 750            | \$ 750           | \$ —              | — %           |
|  | 14912                             | 524500            | Repair & Maint. Office Equip.  | \$ —             | \$ 8,306         | \$ —              | \$ 8,885          | \$ 5,000         | \$ (3,885)        | (43.7)%       |
|  | 14912                             | 529700            | Soil Removal & Brush Disposal  | \$ 10,000        | \$ 8,958         | \$ 14,155         | \$ 20,000         | \$ 20,000        | \$ —              | — %           |
|  | 14912                             | 534200            | Communication Services         | \$ 2,210         | \$ 2,464         | \$ 3,004          | \$ 6,795          | \$ 7,135         | \$ 340            | 5.0 %         |
|  | 14912                             | 573000            | Dues and Membership            | \$ —             | \$ —             | \$ 111            | \$ 90             | \$ 110           | \$ 20             | 22.2 %        |
|  | 14912                             | 573100            | Licenses & Certifications      | \$ 794           | \$ 437           | \$ 856            | \$ 385            | \$ 450           | \$ 65             | 16.9 %        |
|  | <b>Subtotal Contract Services</b> |                   |                                | <b>\$ 13,109</b> | <b>\$ 20,369</b> | <b>\$ 18,341</b>  | <b>\$ 36,905</b>  | <b>\$ 33,445</b> | <b>\$ (3,460)</b> | <b>(9.4)%</b> |
|  | 14912                             | 523100            | Water                          | \$ 830           | \$ —             | \$ 1,041          | \$ —              | \$ 1,100         | \$ 1,100          | — %           |
|  | 14912                             | 542100            | Office Supplies                | \$ 1,155         | \$ 1,187         | \$ 2,531          | \$ 1,190          | \$ 1,225         | \$ 35             | 2.9 %         |
|  | 14912                             | 543000            | Building Maintenance Supplies  | \$ —             | \$ 906           | \$ 722            | \$ 1,060          | \$ 1,060         | \$ —              | — %           |
|  | 14912                             | 546000            | Groundskeeping Supplies        | \$ 20,212        | \$ 27,705        | \$ 26,279         | \$ 23,615         | \$ 30,000        | \$ 6,385          | 27.0 %        |
|  | 14912                             | 546001            | Groundskeeping Supplies Cem    | \$ 12,141        | \$ 12,433        | \$ 21,011         | \$ 15,360         | \$ 20,000        | \$ 4,640          | 30.2 %        |
|  | 14912                             | 548000            | Vehicle Supplies               | \$ 9,882         | \$ 10,432        | \$ 11,668         | \$ 8,785          | \$ 10,000        | \$ 1,215          | 13.8 %        |
|  | 14912                             | 558200            | Other Supplies-Uniforms        | \$ —             | \$ 872           | \$ —              | \$ 210            | \$ 210           | \$ —              | — %           |
|  | <b>Subtotal Supplies</b>          |                   |                                | <b>\$ 44,221</b> | <b>\$ 53,535</b> | <b>\$ 63,252</b>  | <b>\$ 50,220</b>  | <b>\$ 63,595</b> | <b>\$ 13,375</b>  | <b>26.6 %</b> |
| 14912                                  | 522900                            | Electricity       | \$ —                           | \$ —             | \$ (34)          | \$ —              | \$ —              | \$ —             | — %               |               |
| 14912                                  | 548900                            | Gasoline          | \$ 3,461                       | \$ 2,889         | \$ 2,893         | \$ 3,540          | \$ 3,720          | \$ 180           | 5.1 %             |               |
| 14912                                  | 548901                            | Diesel Fuel       | \$ 2,589                       | \$ 2,845         | \$ 1,639         | \$ 2,320          | \$ 2,440          | \$ 120           | 5.2 %             |               |
| <b>Subtotal Utilities</b>              |                                   |                   | <b>\$ 6,050</b>                | <b>\$ 5,735</b>  | <b>\$ 4,498</b>  | <b>\$ 5,860</b>   | <b>\$ 6,160</b>   | <b>\$ 300</b>    | <b>5.1 %</b>      |               |
| 14913                                  | 587000                            | Replace Equipment | \$ 6,379                       | \$ 11,826        | \$ 18,205        | \$ 18,205         | \$ 18,205         | \$ —             | — %               |               |
| <b>Subtotal Minor Capital (Outlay)</b> |                                   |                   | <b>\$ 6,379</b>                | <b>\$ 11,826</b> | <b>\$ 18,205</b> | <b>\$ 18,205</b>  | <b>\$ 18,205</b>  | <b>\$ —</b>      | <b>— %</b>        |               |
| <b>Subtotal Expenses</b>               |                                   |                   | <b>\$ 69,758</b>               | <b>\$ 91,466</b> | <b>\$104,296</b> | <b>\$ 111,190</b> | <b>\$ 121,405</b> | <b>\$ 10,215</b> | <b>9.2 %</b>      |               |
| <b>Total 5232 Cemetery</b>             |                                   |                   | <b>\$ 414,136</b>              | <b>\$453,723</b> | <b>\$460,037</b> | <b>\$528,560</b>  | <b>\$ 563,553</b> | <b>\$ 34,993</b> | <b>6.6 %</b>      |               |

**5235 - Public Works Forestry Division**

**Program Overview**

Under the direction of the designated Tree Warden, the DPW contracts with a tree service company to care for, remove, and replant approximately 10,000 public shade

trees. Public Works staff also assist in this program as necessary.

**FY2022-23 Achievements**

- 2022 was the thirty-eighth year Belmont has been awarded recognition as a Tree City USA by the National Arbor Day Foundation.
- Worked with a third party vendor to complete a comprehensive tree health assessment and to create a future tree management plan.

For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).

**FY2024 Goals**

- Provide service to care for, remove, and replant 10,000 public shade trees in the urban forest in conformance with State law for public safety and enjoyment.

**Staffing and Structure**

There are no dedicated staff to this DPW function. The DPW Director and the Asst. DPW Director are Co-Acting Interim Tree Wardens and the DPW contracts with a tree

service company to care for, remove, and replant public shade trees.

| Position Classification | FTE    |        |        |        |        |        |        |        |        |        |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                         | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| HMEO/Laborer            | 1.00   | 1.00   | 1.00   | 1.00   | 1.00   | 1.00   | —      | —      | —      | —      |
| Tree Warden/Arborist**  | 1.00   | 1.00   | 1.00   | 1.00   | 1.00   | 1.00   | —      | —      | —      | —      |
| Subtotal                | 2.00   | 2.00   | 2.00   | 2.00   | 2.00   | 2.00   | —      | —      | —      | —      |

\*\*Reflects retirement of former Tree Warden. Two staff members have been trained and receive a stipend for their extra responsibilities.

# 5235 - Public Works Forestry Division

## Budget Recommendations

The FY2024 budget request for the Forestry Division is \$426,655, which is an increase of \$22,810 or 5.65% from the FY2023 budget. Compensation is \$20,000, which is level-

funded from FY2023. Expenses are \$406,655, an increase of \$22,810 or 5.94% due to increased costs for tree planting and removal contracts.

### Forestry Budget Summary

| Department Summary         | FY2020 Actual     | FY2021 Actual     | FY2022 Actual     | FY2023 Approp.    | FY2024 Recommended | Dollar Change    | Percent Change |
|----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|------------------|----------------|
| Compensation               | \$ 46,407         | \$ 35,214         | \$ —              | \$ 20,000         | \$ 20,000          | \$ —             | — %            |
| Expenses                   | \$ 284,011        | \$ 315,862        | \$ 633,959        | \$ 383,845        | \$ 406,655         | \$ 22,810        | 5.94 %         |
| <b>Total 5235 Forestry</b> | <b>\$ 330,418</b> | <b>\$ 351,076</b> | <b>\$ 633,959</b> | <b>\$ 403,845</b> | <b>\$ 426,655</b>  | <b>\$ 22,810</b> | <b>5.65 %</b>  |

### Forestry Budget Detail

|                            | Org                               | Object | Description             | FY2020            | FY2021            | FY2022            | FY2023           | FY2024            | Dollar            | Percent          |
|----------------------------|-----------------------------------|--------|-------------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|
|                            |                                   |        |                         | Actual            | Actual            | Actual            | Approp.          | Recommended       | Change            | Change           |
| Compensation               | 14261                             | 511000 | Full-Time Salaries      | \$ 44,277         | \$ 33,429         | \$ —              | \$ 20,000        | \$ 20,000         | \$ —              | — %              |
|                            | 14261                             | 515500 | CDL Stipend             | \$ 1,310          | \$ 965            | \$ —              | \$ —             | \$ —              | \$ —              | — %              |
|                            | 14261                             | 519900 | Uniform Allowance       | \$ 820            | \$ 820            | \$ —              | \$ —             | \$ —              | \$ —              | — %              |
|                            | <b>Subtotal Compensation</b>      |        |                         |                   | <b>\$ 46,407</b>  | <b>\$ 35,214</b>  | <b>\$ —</b>      | <b>\$ 20,000</b>  | <b>\$ 20,000</b>  | <b>\$ —</b>      |
| Expenses                   | 14262                             | 530000 | Prof. and Tech Services | \$ 14,070         | \$ 14,070         | \$ 74,070         | \$ 25,000        | \$ 25,000         | \$ —              | — %              |
|                            | 14262                             | 530002 | Contractor Labor        | \$237,604         | \$268,600         | \$559,050         | \$352,190        | \$ 375,000        | \$ 22,810         | 6.5 %            |
|                            | 14262                             | 530003 | Tree Warden             | \$ 28,392         | \$ 29,245         | \$ —              | \$ —             | \$ —              | \$ —              | — %              |
|                            | 14262                             | 531600 | Police Details          | \$ 3,584          | \$ 3,932          | \$ 839            | \$ 6,655         | \$ 6,655          | \$ —              | — %              |
|                            | 14262                             | 571000 | In-State Travel         | \$ 195            | \$ —              | \$ —              | \$ —             | \$ —              | \$ —              | — %              |
|                            | 14262                             | 573000 | Dues and Membership     | \$ 165            | \$ 15             | \$ —              | \$ —             | \$ —              | \$ —              | — %              |
|                            | <b>Subtotal Contract Services</b> |        |                         |                   | <b>\$ 284,011</b> | <b>\$ 315,862</b> | <b>\$633,959</b> | <b>\$383,845</b>  | <b>\$ 406,655</b> | <b>\$ 22,810</b> |
| <b>Subtotal Expenses</b>   |                                   |        |                         | <b>\$ 284,011</b> | <b>\$ 315,862</b> | <b>\$633,959</b>  | <b>\$383,845</b> | <b>\$ 406,655</b> | <b>\$ 22,810</b>  | <b>5.9 %</b>     |
| <b>Total 5235 Forestry</b> |                                   |        |                         | <b>\$ 330,418</b> | <b>\$ 351,076</b> | <b>\$633,959</b>  | <b>\$403,845</b> | <b>\$ 426,655</b> | <b>\$ 22,810</b>  | <b>5.6 %</b>     |

# 5240 - Public Works Collection & Disposal Division

## Program Overview

This program provides contracted trash collection and disposal, recycling collection and marketing, yard waste collection, and commercial composting to serve 10,000 residential households and public buildings. The Town

participates in a regional Household Hazardous waste program which offers monthly events for Belmont residents to dispose household hazardous materials in a safe and economic manner.

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## FY2022-23 Achievements

- Successfully completed the third year of curbside mattress recycling. Instead of throwing away mattresses and box springs as trash, the town has partnered with Green Mattress of Natick where more than 95% of mattresses and box springs can be recycled. Since starting the program, the town is on-pace to recycle

- more than 4,000 mattresses and box springs by the end FY2023.
- Successfully completed second year with Black Earth Compost. Residents receive preferred pricing for weekly curbside organics collection. Over 900 Belmont households have subscribed.

For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).

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## FY2024 Goals

- Provide a balance between controlling the costs of the collection of solid waste, recycling and yard waste for all residential property and Town facilities in conformance with Federal, State and Local regulations.

# 5240 - Public Works Collection & Disposal Division

## Staffing and Structure

There are no dedicated staff to this DPW function. An Administrative Assistant functions as the Recycling

Coordinator, and staff are assigned to complete tasks as needed.

| Position Classification  | FTE         |             |             |             |             |             |             |          |          |          |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|
|                          | FY2015      | FY2016      | FY2017      | FY2018      | FY2019      | FY2020      | FY2021      | FY2022   | FY2023   | FY2024   |
| Recycling Coordinator*** | 0.63        | 0.63        | 0.63        | 0.63        | 0.63        | 0.63        | 0.63        | —        | —        | —        |
| HMEO Laborer***          | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        | —        | —        | —        |
| <b>Total</b>             | <b>1.63</b> | <b>1.63</b> | <b>1.63</b> | <b>1.63</b> | <b>1.63</b> | <b>1.63</b> | <b>1.63</b> | <b>—</b> | <b>—</b> | <b>—</b> |

\*\*\*Reflects the loss of two positions due to the failed override vote in April 2021. The role of Recycling Coordinator has been absorbed within an Administrative Assistant role in the Admin. Division.

## Budget Recommendations

The FY2024 budget request for the Collection & Disposal Division is \$3,673,512, which is an increase of \$345,929 or 10.40% from the FY2023 budget. Compensation is \$20,848, an increase of \$1,180 or 6.00% due to contractually

obligated cost of living adjustments. Expenses are \$3,652,664, an increase of \$344,749 or 10.42% due to the rising costs associated with trash, and recycling collection, disposal and processing.

## Collection & Disposal Budget Summary

| Department Summary                          | FY2020 Actual       | FY2021 Actual       | FY2022 Actual       | FY2023 Approp.      | FY2024 Recommended  | Dollar Change     | Percent Change |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|-------------------|----------------|
| Compensation                                | \$ 67,280           | \$ 7,587            | \$ 6,952            | \$ 19,668           | \$ 20,848           | \$ 1,180          | 6.00 %         |
| Expenses                                    | \$ 2,865,027        | \$ 3,116,407        | \$ 3,086,512        | \$ 3,307,915        | \$ 3,652,664        | \$ 344,749        | 10.42 %        |
| <b>Total 5240 Collection &amp; Disposal</b> | <b>\$ 2,932,307</b> | <b>\$ 3,123,994</b> | <b>\$ 3,093,463</b> | <b>\$ 3,327,583</b> | <b>\$ 3,673,512</b> | <b>\$ 345,929</b> | <b>10.40 %</b> |

# 5240 - Public Works Collection & Disposal Division

## Collection & Disposal Budget Detail

|   |                                   |                       | FY2020                      | FY2021             | FY2022             | FY2023             | FY2024              | Dollar              | Percent           |               |
|---|-----------------------------------|-----------------------|-----------------------------|--------------------|--------------------|--------------------|---------------------|---------------------|-------------------|---------------|
|   |                                   |                       | Actual                      | Actual             | Actual             | Approp.            | Recommended         | Change              | Change            |               |
| Org   | Object                            | Description           |                             |                    |                    |                    |                     |                     |                   |               |
| Compensation                                | 14331                             | 511000                | Full-Time Salaries          | \$ 43,515          | \$ 5,462           | \$ —               | \$ —                | \$ —                | \$ —              | — %           |
|   | 14331                             | 511100                | Part-Time Salaries          | \$ 14,106          | \$ 438             | \$ —               | \$ —                | \$ —                | \$ —              | — %           |
|   | 14331                             | 514800                | Longevity                   | \$ —               | \$ 752             | \$ —               | \$ —                | \$ —                | \$ —              | — %           |
|   | 14331                             | 515500                | CDL Stipend                 | \$ 985             | \$ 115             | \$ —               | \$ —                | \$ —                | \$ —              | — %           |
|   | 14331                             | 519900                | Uniform Allowance           | \$ 273             | \$ 820             | \$ —               | \$ —                | \$ —                | \$ —              | — %           |
|   | 14331                             | 513000                | Overtime                    | \$ 8,400           | \$ —               | \$ 6,952           | \$ 19,668           | \$ 20,848           | \$ 1,180          | 6.0 %         |
|   | <b>Subtotal Compensation</b>      |                       |                             | <b>\$ 67,280</b>   | <b>\$ 7,587</b>    | <b>\$ 6,952</b>    | <b>\$ 19,668</b>    | <b>\$ 20,848</b>    | <b>\$ 1,180</b>   | <b>6.0 %</b>  |
| Expenses                                    | 14332                             | 529000                | Transfer Station Site Maint | \$ 22,235          | \$ 22,200          | \$ 51,050          | \$ 54,490           | \$ 60,000           | \$ 5,510          | 10.1 %        |
|   | 14332                             | 529100                | Trash Collection & Disposal | \$1,123,643        | \$1,227,388        | \$ 1,219,211       | \$1,249,500         | \$ 1,377,598        | \$ 128,098        | 10.3 %        |
|   | 14332                             | 529400                | Recycling                   | \$ 739,849         | \$ 790,354         | \$ 794,784         | \$ 802,602          | \$ 926,301          | \$ 123,699        | 15.4 %        |
|   | 14332                             | 529402                | Outside Processing -Recycle | \$ 148,797         | \$ 175,230         | \$ 122,395         | \$ 200,663          | \$ 225,000          | \$ 24,337         | 12.1 %        |
|   | 14332                             | 529403                | Trash Overflow Bags         | \$ 2,500           | \$ 1,720           | \$ 960             | \$ 2,500            | \$ 2,500            | \$ —              | — %           |
|   | 14332                             | 529500                | Solid Waste Disposal        | \$ 432,674         | \$ 494,510         | \$ 494,555         | \$ 570,500          | \$ 599,470          | \$ 28,970         | 5.1 %         |
|   | 14332                             | 529600                | Leaf and Yard Waste         | \$ 342,554         | \$ 369,993         | \$ 367,990         | \$ 380,870          | \$ 409,435          | \$ 28,565         | 7.5 %         |
|   | 14332                             | 534100                | Telephone                   | \$ 880             | \$ 960             | \$ 739             | \$ 1,050            | \$ 1,105            | \$ 55             | 5.2 %         |
|   | <b>Subtotal Contract Services</b> |                       |                             | <b>\$2,813,132</b> | <b>\$3,082,355</b> | <b>\$3,051,684</b> | <b>\$3,262,175</b>  | <b>\$ 3,601,409</b> | <b>\$ 339,234</b> | <b>10.4 %</b> |
|   | 14332                             | 545901                | Hazardous Waste             | \$ 20,513          | \$ 15,999          | \$ 12,138          | \$ 20,250           | \$ 25,000           | \$ 4,750          | 23.5 %        |
| 14332                                       | 553100                            | Public Works Supplies | \$ 31,383                   | \$ 18,053          | \$ 22,689          | \$ 25,490          | \$ 26,255           | \$ 765              | 3.0 %             |               |
| <b>Subtotal Supplies</b>                    |                                   |                       | <b>\$ 51,896</b>            | <b>\$ 34,052</b>   | <b>\$ 34,827</b>   | <b>\$ 45,740</b>   | <b>\$ 51,255</b>    | <b>\$ 5,515</b>     | <b>12.1 %</b>     |               |
| <b>Subtotal Expenses</b>                    |                                   |                       | <b>\$2,865,027</b>          | <b>\$3,116,407</b> | <b>\$3,086,512</b> | <b>\$3,307,915</b> | <b>\$ 3,652,664</b> | <b>\$ 344,749</b>   | <b>10.4 %</b>     |               |
| <b>Total 5240 Collection &amp; Disposal</b> |                                   |                       | <b>\$2,932,307</b>          | <b>\$3,123,994</b> | <b>\$3,093,463</b> | <b>\$3,327,583</b> | <b>\$ 3,673,512</b> | <b>\$ 345,929</b>   | <b>10.4 %</b>     |               |

*This is a recommendation for the Water Division that will be voted on by the Select Board on May 22, 2023.*

### Program Overview

The Public Works Water Division maintains the water distribution system to deliver reliable, safe drinking water to the community in adequate quantities for domestic and business use as well as for public safety firefighting. In addition, the Water Division is responsible for compliance with the USEPA Safe Drinking Water Act and Mass DEP regulations.

The Water Division performs all maintenance and repair functions for the Town's 93 miles of water main pipes and 2,743 gate valves in the water distribution system, 825 fire hydrants, and 7,745 individual water service pipes on both a scheduled and emergency basis maintaining a 24-7-365 emergency response capability. Staff also support the Water Advisory Board.

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### FY2022-23 Achievements

- Continued the 27th year of a 30-year Water Main System Improvement Plan. For FY2023, the work to be completed is an estimated 3,200 linear feet of new water main being installed on Sycamore Street, Chester Road, and Gorham Road.
- Finalized new SMART water meter system town wide and converted to monthly billing. Smart meters will allow the Town and our customers to be better and more knowledgeable consumers by having immediate access to consumption and billing history.
- Continued annual water system Leak Detection Program, in which a total of 15 leaks were identified and repaired. These repairs help the water department reduce unaccounted for water loss. Our unaccounted for water loss for calendar year 2022 was 12% which is at the MWRA goal. MWRA's benchmark is for unaccounted for water to be 12% or under.

For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).



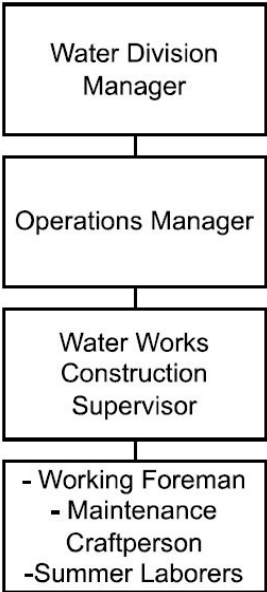
# 5200 - Public Works Water Division

## FY2024 Goals

- Continue to provide management for the administrative functions of water supply, distribution, maintenance, metering, billing and improvement for the water distribution system.
- Continue the implementation of new Water Sewer Billing software.
- Consult with Weston & Sampson Engineers on design of the Water Main Capital Improvement Program.
- Continue to provide resources for water distribution system maintenance, metering, billing and improvement for the water distribution system.
- Continue to initiate Isolation Water Valve Exercising Pilot Program.
- Continue employee training. (Cross Connection Control and Survey , Licensed Water Operators)

## Staffing and Structure

The Water Division is made up of 12 full-time employees and 2 summer laborers. The Water division manager oversees the Water operation and distribution.



# 5200 - Public Works Water Division

| Position Classification            | FTE    |        |        |        |        |        |        |        |        |        |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                    | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Division Manager                   | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Administrative Assistant III       | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Operations Manager                 | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Waterworks Construction Supervisor | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Maintenance Craftsperson           | 7      | 7      | 7      | 7      | 7      | 7      | 7      | 7      | 7      | 7      |
| Working Foreman                    | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Seasonal Help                      | 0.33   | 0.33   | 0.33   | 0.33   | 0.33   | 0.30   | 0.30   | 0.30   | 0.30   | 0.30   |
| Total                              | 12.33  | 12.33  | 12.33  | 12.33  | 12.33  | 12.30  | 12.30  | 12.30  | 12.30  | 12.30  |

# 5200 - Public Works Water Division

## Budget Recommendations

The FY2024 budget request for the Water Division is \$8,008,367, which is an increase of \$98,543 or 1.25% from the revised FY2023 budget. The FY2023 budget has been revised to reflect a lower MWRA assessment. This is a recommendation for the Water Division that will be voted on by the Select Board on May 22, 2023.

Expenses are \$6,441,473, an increase of \$35,942 or 0.56%. This is a net increase which reflects an increase of \$353,225 in capital expenses due to the need to purchase a vector truck for emergency operations, offset by a decrease in indirect expenses to reflect a more refined calculation of costs.

Compensation and Benefits is \$1,566,894, an increase of \$62,601 or 4.16% due to an in-depth review of the benefit lines.

The MWRA Assessment is growing by \$45,077 or 1.39% and reflects the preliminary rates for FY2024. Final rates will not be known until late June 2023.

## Water Division Budget Summary

| <b>Department Summary</b>        | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Revised   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|------------------|-------------------|
| Compensation & Benefits          | \$ 1,581,517        | \$ 1,349,519        | \$ 1,393,960        | \$ 1,504,293        | \$ 1,566,894          | \$ 62,601        | 4.16 %            |
| Expenses                         | \$ 5,709,943        | \$ 5,313,689        | \$ 5,390,857        | \$ 6,405,531        | \$ 6,441,473          | \$ 35,942        | 0.56 %            |
| <b>Total 5250 Water Division</b> | <b>\$ 7,291,460</b> | <b>\$ 6,663,208</b> | <b>\$ 6,784,817</b> | <b>\$ 7,909,824</b> | <b>\$ 8,008,367</b>   | <b>\$ 98,543</b> | <b>1.25 %</b>     |

| <b>Division Summary</b>          | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Revised   | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|------------------|-------------------|
| Total 5251 Water Dept. Operating | \$ 2,254,514        | \$ 2,022,476        | \$ 1,928,161        | \$ 2,624,599        | \$ 2,606,804          | \$ (17,795)      | (0.68)%           |
| Total 5253 MWRA Assessment       | \$ 3,001,040        | \$ 3,040,437        | \$ 3,321,668        | \$ 3,234,847        | \$ 3,279,924          | \$ 45,077        | 1.39 %            |
| Total 5254 Debt Service          | \$ 903,500          | \$ 851,392          | \$ 797,813          | \$ 854,188          | \$ 844,488            | \$ (9,700)       | (1.14)%           |
| Cash Capital                     | \$ 602,280          | \$ 77,750           | \$ 210,000          | \$ 669,275          | \$ 1,022,500          | \$ 353,225       | 52.78 %           |
| Indirect Expenses                | \$ 519,000          | \$ 664,000          | \$ 519,000          | \$ 519,000          | \$ 244,166            | \$ (274,834)     | (52.95)%          |
| OPEB Contribution                | \$ 10,485           | \$ 6,990            | \$ 7,500            | \$ 7,500            | \$ 10,485             | \$ 2,985         | 39.80 %           |
| <b>Total 5250 Water Division</b> | <b>\$ 7,290,819</b> | <b>\$ 6,663,045</b> | <b>\$ 6,784,142</b> | <b>\$ 7,909,409</b> | <b>\$ 8,008,367</b>   | <b>\$ 98,958</b> | <b>1.25 %</b>     |

# 5200 - Public Works Water Division

## Water Dept. Operating Budget Detail

|              |                              |             | FY2020                         | FY2021             | FY2022             | FY2023             | FY2024             | Dollar              | Percent          |              |
|--------------|------------------------------|-------------|--------------------------------|--------------------|--------------------|--------------------|--------------------|---------------------|------------------|--------------|
| Org          | Object                       | Description | Actual                         | Actual             | Actual             | Revised            | Recommended        | Change              | Change           |              |
| Compensation | 6504601                      | 511000      | Full-Time Salaries             | \$ 777,262         | \$ 754,350         | \$ 763,351         | \$ 812,036         | \$ 860,053          | \$ 48,017        | 5.9%         |
|              | 6504601                      | 511100      | Part-Time Salaries             | \$ 3,264           | \$ 3,875           | \$ 22,468          | \$ 45,670          | \$ 16,770           | \$ (28,900)      | -63.3%       |
|              | 6504601                      | 513000      | Overtime                       | \$ 152,278         | \$ 174,405         | \$ 158,595         | \$ 168,030         | \$ 150,000          | \$ (18,030)      | -10.7%       |
|              | 6504601                      | 514000      | On-Call Pay                    | \$ 40,394          | \$ 37,684          | \$ 39,581          | \$ 45,900          | \$ 46,815           | \$ 915           | 2.0%         |
|              | 6504601                      | 514001      | Personal Day Paid in lieu time | \$ 1,556           | \$ 827             | \$ 421             | \$ 2,400           | \$ 2,450            | \$ 50            | 2.1%         |
|              | 6504601                      | 514400      | Meal Allowance                 | \$ 410             | \$ 360             | \$ 320             | \$ 300             | \$ 300              | \$ —             | —%           |
|              | 6504601                      | 514800      | Longevity                      | \$ 6,750           | \$ 7,850           | \$ 7,500           | \$ 7,500           | \$ 8,025            | \$ 525           | 7.0%         |
|              | 6504601                      | 515200      | Availability Stipend           | \$ 6,487           | \$ 6,227           | \$ 6,136           | \$ 6,760           | \$ 6,760            | \$ —             | —%           |
|              | 6504601                      | 515500      | CDL Stipend                    | \$ 10,480          | \$ 10,120          | \$ 9,455           | \$ 10,400          | \$ 10,400           | \$ —             | —%           |
|              | 6504601                      | 519001      | Working Out of Grade           | \$ 359             | \$ 3,671           | \$ 1,658           | \$ 2,500           | \$ 2,000            | \$ (500)         | -20.0%       |
|              | 6504601                      | 519900      | Uniform Allowance              | \$ 7,705           | \$ 8,389           | \$ 7,090           | \$ 7,910           | \$ 7,910            | \$ —             | —%           |
|              | <b>Subtotal Compensation</b> |             |                                | <b>\$1,006,945</b> | <b>\$1,007,758</b> | <b>\$1,016,574</b> | <b>\$1,109,406</b> | <b>\$ 1,111,483</b> | <b>\$ 2,077</b>  | <b>0.2%</b>  |
| Benefits     | 6504601                      | 517000      | Health Insurance               | \$ 120,010         | \$ 124,810         | \$ 128,555         | \$ 134,983         | \$ 169,440          | \$ 34,457        | 25.5%        |
|              | 6504601                      | 517101      | Health Insurance Retirees      | \$ —               | \$ —               | \$ —               | \$ —               | \$ 50,193           | \$ 50,193        | —%           |
|              | 6504601                      | 517200      | Workers Compensation           | \$ 2,442           | \$ —               | \$ —               | \$ —               | \$ 39,045           | \$ 39,045        | —%           |
|              | 6504601                      | 517800      | Medicare                       | \$ 15,061          | \$ —               | \$ —               | \$ —               | \$ 14,632           | \$ 14,632        | —%           |
|              | 6504601                      | 518000      | Retirement Fund                | \$ 437,059         | \$ 216,950         | \$ 248,832         | \$ 259,904         | \$ 182,101          | \$ (77,803)      | -29.9%       |
|              | <b>Subtotal Benefits</b>     |             |                                | <b>\$ 574,572</b>  | <b>\$ 341,760</b>  | <b>\$ 377,387</b>  | <b>\$ 394,887</b>  | <b>\$ 455,411</b>   | <b>\$ 60,524</b> | <b>15.3%</b> |

# 5200 - Public Works Water Division

## Water Dept. Operating Budget Detail

|                            |        |                                | FY2020     | FY2021     | FY2022     | FY2023     | FY2024      | Dollar      | Percent |
|----------------------------|--------|--------------------------------|------------|------------|------------|------------|-------------|-------------|---------|
| Org                        | Object | Description                    | Actual     | Actual     | Actual     | Revised    | Recommended | Change      | Change  |
| 6504602                    | 524100 | Repair & Maint Backflow Prev   | \$ 290     | \$ —       | \$ 170     | \$ 2,655   | \$ 2,735    | \$ 80       | 3.0%    |
| 6504602                    | 524300 | Repair & Maint Bldg/Grounds    | \$ 8,000   | \$ 3,000   | \$ 13,950  | \$ 34,597  | \$ 9,310    | \$ (25,287) | -73.1%  |
| 6504602                    | 524301 | Repair Contractual Services    | \$ 440     | \$ 2,330   | \$ 1,205   | \$ 1,740   | \$ 1,795    | \$ 55       | 3.2%    |
| 6504602                    | 524400 | Repair & Maint. Vehicles       | \$ 37,438  | \$ 21,411  | \$ 16,119  | \$ 102,040 | \$ 27,850   | \$ (74,190) | -72.7%  |
| 6504602                    | 524500 | Repair & Maint. Office Equip.  | \$ 2,007   | \$ 170     | \$ 135     | \$ 2,415   | \$ 2,490    | \$ 75       | 3.1%    |
| 6504602                    | 524502 | Wat Munis Tyler Tech Maint     | \$ 20,047  | \$ 20,648  | \$ 21,267  | \$ 47,392  | \$ —        | \$ (47,392) | -100.0% |
| 6504602                    | 529700 | Soil Removal & Brush Disposal  | \$ 20,000  | \$ 12,415  | \$ 10,875  | \$ 45,000  | \$ 46,350   | \$ 1,350    | 3.0%    |
| 6504602                    | 530000 | Prof. and Tech Services        | \$ 4,730   | \$ 12,560  | \$ 2,215   | \$ 7,960   | \$ 8,200    | \$ 240      | 3.0%    |
| 6504602                    | 530007 | Leak Detection MWRA            | \$ 15,639  | \$ 18,484  | \$ 14,370  | \$ 17,000  | \$ 17,510   | \$ 510      | 3.0%    |
| 6504602                    | 530700 | Laboratory                     | \$ 360     | \$ 120     | \$ 610     | \$ 700     | \$ 720      | \$ 20       | 2.9%    |
| 6504602                    | 530800 | Meter Reading                  | \$ 136,941 | \$ 279,849 | \$ 160,254 | \$ 320,000 | \$ 340,000  | \$ 20,000   | 6.3%    |
| 6504602                    | 530900 | Contract Patch                 | \$ 95,075  | \$ 51,458  | \$ 120,211 | \$ 186,174 | \$ 191,760  | \$ 5,586    | 3.0%    |
| 6504602                    | 531600 | Police Details                 | \$ 12,815  | \$ 12,027  | \$ 2,726   | \$ 4,290   | \$ 4,420    | \$ 130      | 3.0%    |
| 6504602                    | 531700 | Employee Training              | \$ 2,955   | \$ 725     | \$ 1,357   | \$ 4,120   | \$ 4,245    | \$ 125      | 3.0%    |
| 6504602                    | 531900 | Advertising                    | \$ 499     | \$ 500     | \$ —       | \$ 530     | \$ 545      | \$ 15       | 2.8%    |
| 6504602                    | 534100 | Telephone                      | \$ 2,054   | \$ 2,424   | \$ 2,184   | \$ 4,465   | \$ 4,690    | \$ 225      | 5.0%    |
| 6504602                    | 534500 | Postage                        | \$ 134     | \$ 162     | \$ 359     | \$ 310     | \$ 320      | \$ 10       | 3.2%    |
| 6504602                    | 534700 | Printing                       | \$ 324     | \$ 106     | \$ —       | \$ 515     | \$ 530      | \$ 15       | 2.9%    |
| 6504602                    | 534800 | Prof Services - GIS Maint      | \$ 8,750   | \$ 10,448  | \$ 9,600   | \$ 21,000  | \$ 21,630   | \$ 630      | 3.0%    |
| 6504602                    | 538300 | Emergency Tree Damage          | \$ —       | \$ —       | \$ —       | \$ 5,200   | \$ 5,360    | \$ 160      | 3.1%    |
| 6504602                    | 538500 | Reserve Fund                   | \$ 27,000  | \$ 16,084  | \$ 1,728   | \$ 61,390  | \$ 83,835   | \$ 22,445   | 36.6%   |
| 6504602                    | 569500 | Safe Drinking Water Assessment | \$ 6,103   | \$ 7,092   | \$ 6,685   | \$ 7,193   | \$ 8,240    | \$ 1,047    | 14.6%   |
| 6504602                    | 571000 | In-State Travel                | \$ 1,811   | \$ 17      | \$ 92      | \$ 1,470   | \$ 1,515    | \$ 45       | 3.1%    |
| 6504602                    | 573000 | Dues and Membership            | \$ 2,313   | \$ 1,022   | \$ 906     | \$ 5,150   | \$ 5,305    | \$ 155      | 3.0%    |
| 6504602                    | 573100 | Licenses & Certifications      | \$ 432     | \$ 389     | \$ 558     | \$ 900     | \$ 930      | \$ 30       | 3.3%    |
| 6504602                    | 573400 | Street Opening Permits         | \$ 4,800   | \$ 3,400   | \$ —       | \$ —       | \$ 5,000    | \$ 5,000    | —%      |
| Subtotal Contract Services |        |                                | \$ 410,957 | \$ 476,841 | \$ 387,576 | \$ 884,206 | \$ 795,285  | \$ (88,921) | -10.1%  |

# 5200 - Public Works Water Division

## Water Dept. Operating Budget Detail

|   |                    |                       | FY2020      | FY2021      | FY2022      | FY2023      | FY2024       | Dollar      | Percent  |      |
|---|--------------------|-----------------------|-------------|-------------|-------------|-------------|--------------|-------------|----------|------|
| Org                                     | Object             | Description           | Actual      | Actual      | Actual      | Revised     | Recommended  | Change      | Change   |      |
| 6504602                                 | 542100             | Office Supplies       | \$ 1,914    | \$ 3,415    | \$ 4,016    | \$ 3,385    | \$ 3,490     | \$ 105      | 3.1%     |      |
| 6504602                                 | 542200             | Computer Supplies     | \$ 960      | \$ 880      | \$ 960      | \$ 1,760    | \$ 1,815     | \$ 55       | 3.1%     |      |
| 6504602                                 | 545000             | Custodial Supplies    | \$ 1,136    | \$ 2,952    | \$ —        | \$ 760      | \$ 785       | \$ 25       | 3.3%     |      |
| 6504602                                 | 549000             | Medical Supplies      | \$ —        | \$ —        | \$ —        | \$ —        | \$ 430       | \$ 430      | —%       |      |
| 6504602                                 | 553100             | Public Works Supplies | \$ 112,115  | \$ 115,892  | \$ 66,170   | \$ 87,830   | \$ 90,465    | \$ 2,635    | 3.0%     |      |
| 6504602                                 | 553400             | Sidewalk Repairs      | \$ 14,477   | \$ 34,405   | \$ 16,620   | \$ 28,155   | \$ 29,000    | \$ 845      | 3.0%     |      |
| 6504602                                 | 553500             | Water Meters          | \$ 210      | \$ —        | \$ 20       | \$ 13,335   | \$ 13,735    | \$ 400      | 3.0%     |      |
| 6504602                                 | 553600             | Water Repair Supplies | \$ 11,276   | \$ 1,143    | \$ 12,911   | \$ 50,235   | \$ 51,745    | \$ 1,510    | 3.0%     |      |
| 6504602                                 | 558900             | Other Expense         | \$ 510      | \$ 220      | \$ 112      | \$ 720      | \$ 740       | \$ 20       | 2.8%     |      |
| Subtotal Supplies                       |                    |                       | \$ 142,597  | \$ 158,906  | \$ 100,808  | \$ 186,180  | \$ 192,205   | \$ 6,025    | 3.2%     |      |
| Expenses                                | 6504602            | 522800                | Natural Gas | \$ 10,035   | \$ 12,892   | \$ 12,093   | \$ 12,525    | \$ 13,150   | \$ 625   | 5.0% |
|   | 6504602            | 522900                | Electricity | \$ 10,134   | \$ 13,790   | \$ 23,045   | \$ 14,280    | \$ 14,995   | \$ 715   | 5.0% |
|   | 6504602            | 548900                | Gasoline    | \$ 5,498    | \$ 6,582    | \$ 7,581    | \$ 7,355     | \$ 7,725    | \$ 370   | 5.0% |
|   | 6504602            | 548901                | Diesel Fuel | \$ 4,214    | \$ 3,947    | \$ 3,098    | \$ 15,760    | \$ 16,550   | \$ 790   | 5.0% |
|   | Subtotal Utilities |                       |             | \$ 29,881   | \$ 37,211   | \$ 45,816   | \$ 49,920    | \$ 52,420   | \$ 2,500 | 5.0% |
| 6504503                                 | 585200             | Equipment and Wiring  | \$ 89,562   | \$ —        | \$ —        | \$ —        | \$ —         | \$ —        | —%       |      |
| Subtotal Minor Capital (Outlay)         |                    |                       | \$ 89,562   | \$ —        | \$ —        | \$ —        | \$ —         | \$ —        | —%       |      |
| <b>Subtotal Expenses</b>                |                    |                       | \$ 672,997  | \$ 672,958  | \$ 534,201  | \$1,120,306 | \$ 1,039,910 | \$ (80,396) | -7.2%    |      |
| <b>Total 5251 Water Dept. Operating</b> |                    |                       | \$2,254,514 | \$2,022,476 | \$1,928,161 | \$2,624,599 | \$ 2,606,804 | \$ (17,795) | -0.7%    |      |

# 5200 - Public Works Water Division

## Water MWRA Assessment Budget Detail

| Expenses | Org                               | Object | Description     | FY2020      | FY2021      | FY2022      | FY2023      | FY2024      | FY2024      | Dollar    | Percent |
|----------|-----------------------------------|--------|-----------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------|---------|
|          |                                   |        |                 | Actual      | Actual      | Actual      | Revised     | Request     | Recomm      | Change    | Change  |
|          | 6504512                           | 569400 | MWRA Assessment | \$3,001,040 | \$3,040,437 | \$3,321,668 | \$3,234,847 | \$3,279,924 | \$3,279,924 | \$ 45,077 | 1.4 %   |
|          | Subtotal Contract Services        |        |                 | \$3,001,040 | \$3,040,437 | \$3,321,668 | \$3,234,847 | \$3,279,924 | \$3,279,924 | \$ 45,077 | 1.4 %   |
|          | <b>Subtotal Expenses</b>          |        |                 | \$3,001,040 | \$3,040,437 | \$3,321,668 | \$3,234,847 | \$3,279,924 | \$3,279,924 | \$ 45,077 | 1.4 %   |
|          | <b>Total 5253 MWRA Assessment</b> |        |                 | \$3,001,040 | \$3,040,437 | \$3,321,668 | \$3,234,847 | \$3,279,924 | \$3,279,924 | \$ 45,077 | 1.4 %   |

## Water Debt Service Budget Detail

| Expenses | Org                            | Object | Description                 | FY2020     | FY2021     | FY2022     | FY2023     | FY2024     | FY2024     | Dollar     | Percent |
|----------|--------------------------------|--------|-----------------------------|------------|------------|------------|------------|------------|------------|------------|---------|
|          |                                |        |                             | Actual     | Actual     | Actual     | Approp.    | Request    | Recomm     | Change     | Change  |
|          | 6504512                        | 591003 | Water Debt Service Payments | \$ 903,500 | \$ 851,392 | \$ 797,813 | \$ 854,188 | \$ 844,488 | \$ 844,488 | \$ (9,700) | -1.1 %  |
|          | Subtotal Debt Service          |        |                             | \$ 903,500 | \$ 851,392 | \$ 797,813 | \$ 854,188 | \$ 844,488 | \$ 844,488 | \$ (9,700) | (1.1)%  |
|          | <b>Subtotal Expenses</b>       |        |                             | \$ 903,500 | \$ 851,392 | \$ 797,813 | \$ 854,188 | \$ 844,488 | \$ 844,488 | \$ (9,700) | (1.1)%  |
|          | <b>Total 5254 Debt Service</b> |        |                             | \$ 903,500 | \$ 851,392 | \$ 797,813 | \$ 854,188 | \$ 844,488 | \$ 844,488 | \$ (9,700) | (1.1)%  |

# 5200 - Public Works Sewer Division

*This is a recommendation for the Sewer Division that will be voted on by the Select Board on May 22, 2023.*

## Program Overview

The Highway Division is responsible for the maintenance, construction and repair of the sanitary sewer system. This includes 76 miles of main lines, 2,365 manholes, 6,700 service lines to buildings on both public and private ways and three pumping stations. This program is funded by user fees which are based on 100% of metered water consumption. Rates are set annually by the Select Board.

Provide service for the collection, transportation and treatment of wastewater for public health in conformance

with Federal and State law and regulation.

The Highway Division is also responsible for the maintenance, construction and repair of the storm drain system. This includes 54 miles of main lines, one pumping station and 2,000 catch basins. As the local brooks, streams and water bodies are receiving waters for the storm drain system the Highway Division provides maintenance of these resources. This program is funded as part of the sanitary sewer user fee.

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## FY2022-23 Achievements

- In 2022, 18 individual building connections were televised to determine the condition and priority for repair. As a part of our ongoing maintenance program 10 sanitary sewer lines were repaired. The Highway Division responded to 201 building service pipeline blockages during the year.
- The annual cleaning of approximately 1,990 stormwater catch basins was completed during the spring by a private contractor. The Highway Division also repaired 24 catch basins.

For a more extensive list of activity please refer to the [Public Works section of the Belmont Annual Report](#).

## FY2024 Goals

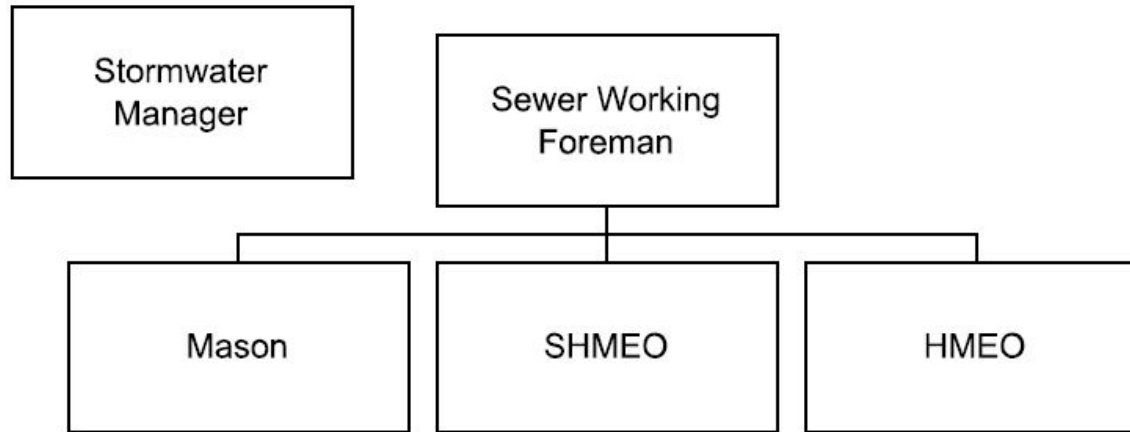
- Provide for the collection and transportation of stormwater in conformance with Federal and State law and regulation to minimize flooding for public safety and convenience.
- The proposed revision of Environmental Protection Agency (EPA) National Pollution Discharge Elimination System (NPDES) "MS-4" permits which is expected to significantly increase the regulation of municipal stormwater discharge into receiving waters. There is concern that these expanded regulations will challenge the Town's ability to fund required engineering investigations and the resulting structural improvements to the stormwater system. One option to fund these expenses would be a user-based enterprise fund. The DPW has been researching the creation of a potential Stormwater Utility Enterprise fund.



**Staffing and Structure**

The Sewer Division is made up of 13 full-time employees. In FY2024, a Stormwater Manager is proposed to respond to increasing demands of state and federal stormwater

requirements. The Highway Division manager oversees the Sewer operations.



| Position Classification | FTEs   |        |        |        |        |        |        |        |        |        |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                         | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Stormwater Manager*     | —      | —      | —      | —      | —      | —      | —      | —      | —      | 1      |
| Working Foreman         | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      |
| SHMEO/Laborer           | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      | 3      |
| Mason                   | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      |
| HMEO/Laborer            | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      | 4      |
| Total                   | 12     | 12     | 12     | 12     | 12     | 12     | 12     | 12     | 12     | 13     |

Notes

\*The Stormwater Manager is a recommended addition in FY2024 to help oversee the increasing demands of state and federal stormwater requirements.

# 5200 - Public Works Sewer Division

## Budget Recommendations

The FY2024 budget request for the Sewer Division is \$9,800,208, which is a decrease of \$(1,084,374) or (9.96)% from the FY2023 budget. This is a recommendation for the Sewer Division that will be voted on by the Select Board on May 22, 2023.

Compensation and Benefits is \$1,424,626, an increase of \$404,724 or 39.68% due to an in-depth review of the benefits lines, shifting a portion of the cost of the pension assessment from the water division, and the addition of one position to manage increasing stormwater requirements. Expenses are \$8,375,582, a decrease of \$(1,489,098) or

(15.10)%. The largest contributor to this change is in capital expenses which is decreasing \$(1,285,700) after funding two culverts in FY2023 for Trapelo Road and Claflin Street. A second area of reduction is in Indirect Costs where a refined calculation updated values for both indirect expenses and health insurance benefits paid directly by the enterprise funds.

While the MWRA Assessment is the largest cost center for Sewer, the preliminary rates for FY2024 reflect a marginal increase of \$72,128 or 1.27%. Final rates will not be known until late June 2023.

## Sewer Division Budget Summary

| <b>Department Summary</b>        | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Revised    | FY2024<br>Recommended | Dollar<br>Change     | Percent<br>Change |
|----------------------------------|---------------------|---------------------|---------------------|----------------------|-----------------------|----------------------|-------------------|
| Compensation & Benefits          | \$ 1,321,952        | \$ 1,384,494        | \$ 922,946          | \$ 1,019,902         | \$ 1,424,626          | \$ 404,724           | 39.68 %           |
| Expenses                         | \$ 8,097,483        | \$ 8,438,604        | \$ 8,262,413        | \$ 9,864,680         | \$ 8,375,582          | \$(1,489,098)        | (15.10)%          |
| <b>Total 5260 Sewer Division</b> | <b>\$ 9,419,436</b> | <b>\$ 9,823,099</b> | <b>\$ 9,185,359</b> | <b>\$ 10,884,582</b> | <b>\$ 9,800,208</b>   | <b>\$(1,084,374)</b> | <b>(9.96)%</b>    |

| <b>Division Summary</b>                 | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Revised    | FY2024<br>Recommended | Dollar<br>Change     | Percent<br>Change |
|---|---------------------|---------------------|---------------------|----------------------|-----------------------|----------------------|-------------------|
| Total 5261 Sewer & Stormwater Operating | \$ 1,997,051        | \$ 1,845,808        | \$ 1,389,770        | \$ 1,781,682         | \$ 2,183,019          | \$ 401,337           | 22.53 %           |
| Total 5262 MWRA Assessment              | \$ 5,312,385        | \$ 5,332,639        | \$ 5,482,714        | \$ 5,678,000         | \$ 5,750,128          | \$ 72,128            | 1.27 %            |
| Total 5263 Debt Service                 | \$ 843,373          | \$ 908,340          | \$ 925,124          | \$ 915,700           | \$ 913,213            | \$ (2,487)           | (0.27)%           |
| Cash Capital                            | \$ 742,100          | \$ 1,213,200        | \$ 864,250          | \$ 1,985,700         | \$ 700,000            | \$(1,285,700)        | (64.75)%          |
| Indirect Expenses                       | \$ 519,000          | \$ 519,000          | \$ 519,000          | \$ 519,000           | \$ 248,321            | \$ (270,679)         | (52.15)%          |
| OPEB Contribution                       | \$ 5,527            | \$ 4,112            | \$ 4,500            | \$ 4,500             | \$ 5,527              | \$ 1,027             | 22.82 %           |
| <b>Total 5260 Sewer Division</b>        | <b>\$ 9,419,436</b> | <b>\$ 9,823,099</b> | <b>\$ 9,185,359</b> | <b>\$ 10,884,582</b> | <b>\$ 9,800,208</b>   | <b>\$(1,084,374)</b> | <b>(9.96)%</b>    |

# 5200 - Public Works Sewer Division

## Sewer and Stormwater Operating Budget Detail

|                              |                          |             | FY2020                         | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent          |               |
|------------------------------|--------------------------|-------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
|                              |                          |             | Actual                         | Actual            | Actual            | Revised           | Recommended       | Change            | Change           |               |
| Org                          | Object                   | Description |                                |                   |                   |                   |                   |                   |                  |               |
| Compensation                 | 6604401                  | 511000      | Full-Time Salaries             | \$ 659,744        | \$ 658,617        | \$ 637,936        | \$ 703,505        | \$ 839,340        | \$135,835        | 19.3%         |
|                              | 6604401                  | 513000      | Overtime                       | \$ 74,988         | \$ 77,256         | \$ 75,756         | \$ 81,750         | \$ 83,385         | \$ 1,635         | 2.0%          |
|                              | 6604401                  | 514000      | On-Call Pay                    | \$ 11,715         | \$ 11,526         | \$ 12,419         | \$ 16,120         | \$ 16,445         | \$ 325           | 2.0%          |
|                              | 6604401                  | 514001      | Personal Day Paid in lieu time | \$ 1,326          | \$ 1,951          | \$ 553            | \$ 2,500          | \$ 2,500          | \$ —             | —%            |
|                              | 6604401                  | 514400      | Meal Allowance                 | \$ —              | \$ 10             | \$ —              | \$ 200            | \$ 200            | \$ —             | —%            |
|                              | 6604401                  | 514800      | Longevity                      | \$ 4,300          | \$ 5,050          | \$ 5,050          | \$ 5,700          | \$ 6,300          | \$ 600           | 10.5%         |
|                              | 6604401                  | 515500      | CDL Stipend                    | \$ 15,695         | \$ 15,120         | \$ 9,870          | \$ 15,600         | \$ 15,600         | \$ —             | —%            |
|                              | 6604401                  | 515600      | AFSCME Trainer Stipend         | \$ 1,008          | \$ 1,004          | \$ 1,004          | \$ 1,000          | \$ 1,000          | \$ —             | —%            |
|                              | 6604401                  | 519001      | Working Out of Grade           | \$ 4,517          | \$ 1,447          | \$ 1,640          | \$ 1,760          | \$ 1,795          | \$ 35            | 2.0%          |
|                              | 6604401                  | 519900      | Uniform Allowance              | \$ 9,635          | \$ 9,772          | \$ 8,063          | \$ 9,840          | \$ 9,840          | \$ —             | —%            |
| <b>Subtotal Compensation</b> |                          |             | <b>\$ 782,927</b>              | <b>\$ 781,752</b> | <b>\$ 752,292</b> | <b>\$ 837,975</b> | <b>\$ 976,405</b> | <b>\$138,430</b>  | <b>16.5%</b>     |               |
| Benefits                     | 6604401                  | 517000      | Health Insurance               | \$ 159,311        | \$ 165,683        | \$ 170,654        | \$ 178,208        | \$ 228,429        | \$ 50,221        | 28.2%         |
|                              | 6604401                  | 517101      | Health Insurance Retirees      | \$ —              | \$ —              | \$ —              | \$ —              | \$ 54,415         | \$ 54,415        | —%            |
|                              | 6604401                  | 517200      | Workers Compensation           | \$ 2,442          | \$ —              | \$ —              | \$ —              | \$ 40,326         | \$ 40,326        | —%            |
|                              | 6604401                  | 517800      | Medicare                       | \$ 11,369         | \$ —              | \$ —              | \$ 3,719          | \$ 15,590         | \$ 11,871        | 319.2%        |
|                              | 6604401                  | 517900      | Life Insurance                 | \$ —              | \$ —              | \$ —              | \$ —              | \$ 200            | \$ 200           | —%            |
|                              | 6604401                  | 518000      | Retirement Fund                | \$ 365,903        | \$ 437,059        | \$ —              | \$ —              | \$ 109,261        | \$109,261        | —%            |
|                              | <b>Subtotal Benefits</b> |             |                                | <b>\$ 539,025</b> | <b>\$ 602,742</b> | <b>\$ 170,654</b> | <b>\$ 181,927</b> | <b>\$ 448,221</b> | <b>\$266,294</b> | <b>146.4%</b> |

# 5200 - Public Works Sewer Division

## Sewer and Stormwater Operating Budget Detail

|  |        |                               | FY2020      | FY2021      | FY2022      | FY2023      | FY2024       | Dollar      | Percent |
|--|--------|-------------------------------|-------------|-------------|-------------|-------------|--------------|-------------|---------|
| Org  | Object | Description                   | Actual      | Actual      | Actual      | Revised     | Recommended  | Change      | Change  |
| 6604402  | 524502 | Wat Munis Tyler Tech Maint    | \$ 20,047   | \$ 20,648   | \$ 21,267   | \$ —        | \$ 47,392    | \$ 47,392   | —%      |
| 6604402  | 527300 | Rental of Construction Equip  | \$ 60,068   | \$ 60,615   | \$ 56,172   | \$ 65,165   | \$ 65,165    | \$ —        | —%      |
| 6604402  | 529700 | Soil Removal & Brush Disposal | \$ 30,000   | \$ 9,000    | \$ 18,000   | \$ 70,000   | \$ 70,000    | \$ —        | —%      |
| 6604402  | 530000 | Prof. and Tech Services       | \$ 4,640    | \$ 500      | \$ —        | \$ 4,925    | \$ 4,925     | \$ —        | —%      |
| 6604442  | 530002 | Contractor Labor              | \$ 8,000    | \$ 8,000    | \$ 6,000    | \$ 8,665    | \$ 8,665     | \$ —        | —%      |
| 6604442  | 530006 | Storm Water Regulation        | \$ 49,995   | \$ 12,552   | \$ 25,286   | \$ 51,500   | \$ 51,500    | \$ —        | —%      |
| 6604402  | 530800 | Meter Reading                 | \$ 102,457  | \$ —        | \$ —        | \$ —        | \$ —         | \$ —        | —%      |
| 6604402  | 530900 | Contract Patch                | \$ 74,905   | \$ 74,905   | \$ 77,155   | \$ 92,561   | \$ 92,561    | \$ —        | —%      |
| 6604402  | 531600 | Police Details                | \$ 3,183    | \$ 3,046    | \$ 839      | \$ 8,010    | \$ 8,010     | \$ —        | —%      |
| 6604402  | 534100 | Telephone                     | \$ (6)      | \$ —        | \$ —        | \$ 1,900    | \$ 1,900     | \$ —        | —%      |
| 6604402  | 534800 | Prof Services - GIS Maint     | \$ 8,750    | \$ 10,448   | \$ 9,600    | \$ —        | \$ —         | \$ —        | —%      |
| 6604402  | 538200 | Outside Labor                 | \$ 108,205  | \$ 107,749  | \$ 56,834   | \$ 118,175  | \$ 118,175   | \$ —        | —%      |
| 6604442  | 538300 | Emergency Tree Damage         | \$ —        | \$ —        | \$ —        | \$ 71,149   | \$ 20,000    | \$ (51,149) | -71.9%  |
| 6604402  | 573400 | Street Opening Permits        | \$ 5,000    | \$ 375      | \$ —        | \$ 10,200   | \$ 10,200    | \$ —        | —%      |
| 6604402  | 578500 | Reserve Fund                  | \$ 96,749   | \$ 48,196   | \$ 90,930   | \$ 130,050  | \$ 130,050   | \$ —        | —%      |
| Subtotal Contract Services                         |        |                               | \$ 571,993  | \$ 356,034  | \$ 362,083  | \$ 632,300  | \$ 628,543   | \$ (3,757)  | -0.6%   |
| 6604402  | 553100 | Public Works Supplies         | \$ 98,803   | \$ 102,000  | \$ 100,363  | \$ 122,070  | \$ 122,070   | \$ —        | —%      |
| Subtotal Supplies                                  |        |                               | \$ 98,803   | \$ 102,000  | \$ 100,363  | \$ 122,070  | \$ 122,070   | \$ —        | —%      |
| 6604402  | 522900 | Electricity                   | \$ 4,302    | \$ 3,280    | \$ 4,379    | \$ 7,410    | \$ 7,780     | \$ 370      | 5.0%    |
| Subtotal Utilities                                 |        |                               | \$ 4,302    | \$ 3,280    | \$ 4,379    | \$ 7,410    | \$ 7,780     | \$ 370      | 5.0%    |
| Subtotal Expenses                                  |        |                               | \$ 675,099  | \$ 461,314  | \$ 466,825  | \$ 761,780  | \$ 758,393   | \$ (3,387)  | -0.4%   |
| <b>Total 5261 Sewer &amp; Stormwater Operating</b> |        |                               | \$1,997,051 | \$1,845,808 | \$1,389,770 | \$1,781,682 | \$ 2,183,019 | \$401,337   | 22.5%   |

# 5200 - Public Works Sewer Division

## Sewer MWRA Assessment Budget Detail

| Expenses | Org     | Object | Description                       | FY2020      | FY2021      | FY2022      | FY2023      | FY2024       | Dollar    | Percent |
|----------|---------|--------|-----------------------------------|-------------|-------------|-------------|-------------|--------------|-----------|---------|
|          |         |        |                                   | Actual      | Actual      | Actual      | Revised     | Recommended  | Change    | Change  |
|          | 6604402 | 569400 | MWRA Assessment                   | \$5,312,385 | \$5,332,639 | \$5,482,714 | \$5,678,000 | \$ 5,750,128 | \$ 72,128 | 1.3 %   |
|          |         |        |                                   | \$5,312,385 | \$5,332,639 | \$5,482,714 | \$5,678,000 | \$ 5,750,128 | \$ 72,128 | 1.3 %   |
|          |         |        | <b>Subtotal Expenses</b>          | \$5,312,385 | \$5,332,639 | \$5,482,714 | \$5,678,000 | \$ 5,750,128 | \$ 72,128 | 1.3 %   |
|          |         |        | <b>Total 5262 MWRA Assessment</b> | \$5,312,385 | \$5,332,639 | \$5,482,714 | \$5,678,000 | \$ 5,750,128 | \$ 72,128 | 1.3 %   |

## Sewer Debt Service Budget Detail

| Expenses | Org     | Object  | Description                    | FY2020     | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent |
|----------|---------|---------|--------------------------------|------------|------------|------------|------------|-------------|------------|---------|
|          |         |         |                                | Actual     | Actual     | Actual     | Approp.    | Recommended | Change     | Change  |
|          | 6607102 | Various | Sewer Debt Service Payments    | \$ 843,373 | \$ 908,340 | \$ 925,124 | \$ 915,700 | \$ 913,213  | \$ (2,487) | -0.3 %  |
|          |         |         | Subtotal Debt Service          | \$ 843,373 | \$ 908,340 | \$ 925,124 | \$ 915,700 | \$ 913,213  | \$ (2,487) | (0.3)%  |
|          |         |         | <b>Subtotal Expenses</b>       | \$ 843,373 | \$ 908,340 | \$ 925,124 | \$ 915,700 | \$ 913,213  | \$ (2,487) | (0.3)%  |
|          |         |         | <b>Total 5263 Debt Service</b> | \$ 843,373 | \$ 908,340 | \$ 925,124 | \$ 915,700 | \$ 913,213  | \$ (2,487) | (0.3)%  |

# 5300 - Recreation

## Program Overview

The department offers quality year-round activities and services for residents of all ages and abilities. Offerings include:

### Summer Programs

During the summer season, the department offers preschool, youth, and teen camp and recreational programs. In addition, the department offers a variety of special community events.

### School Year Programs

During the school year the department offers a multitude of activities for residents of all ages.

### Skip Vigliolo Rink

In FY2024, the Vigliolo Skating Rink will not be available due to construction. The Municipal Skating Rink Building Committee is targeting November/December 2024 to open the new rink. Staff will be working during the year to

develop an operating plan, which will be reflected in the FY2025 budget.

### Underwood Pool

Continues to be the "Happiest Place in Belmont," a true community gathering place. Swimmers of all ages and abilities, from toddlers to seniors enjoy the summer months locally. Patrons participate in lap swimming, free swim, and lessons. The slide and diving board continue to be big attractions.

### S.P.O.R.T. – Adaptive Programs

Belmont/Watertown, Special Programs Organized for Recreation Time, better known as "S.P.O.R.T.", is a year-round program for individuals with disabilities. Activities include competitive and non-competitive sports training (with the option of Special Olympics competition). Additionally, recreational and social programs draw participants of all ages.

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## FY2022-23 Achievements

- Successful summer at the Underwood Pool with record attendance and a full staff of lifeguards.
- Re-implementation of in-person S.P.O.R.T. programs and events.
- Transitioned from the Health Department, transformed, and hired a new full-time Youth Coordinator/Recreation Assistant.
- Greatly expanded youth and adult program offerings.

For a more extensive list of activity please refer to the [Recreation Department section of the Belmont Annual Report](#).

# 5300 - Recreation

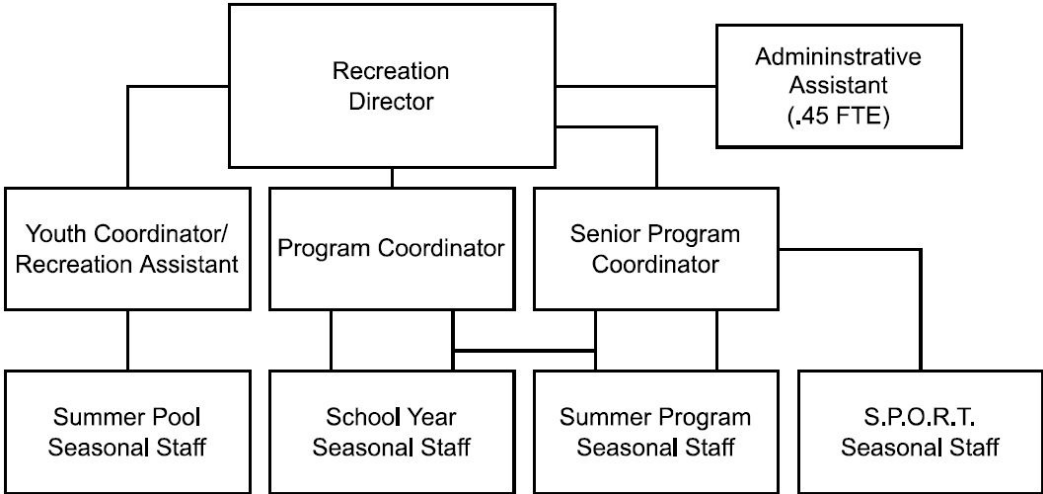
## FY2024 Goals

- To provide a more robust range of recreational activities for individuals of all ages and abilities.
- To grow and expand the Youth Coordinator position as well as program offerings related to the Youth Commission.
- To expand the summer camp system capacity, bring back field trips, and new summer offerings.
- To work with the town to establish a revolving fund for Recreation programs at Town Meeting and implement the budget transition in FY2025.
- To develop and refine an operating plan for the new rink, which is targeted to open in November/December 2024.

## Staffing and Structure

The Recreation Department operates with a recreation director, 3 program coordinators, and 1 permanent part-time administrative assistant. The department is supported annually by approximately 100 seasonal employees and several volunteers. While many towns struggled to hire lifeguards and staff, the Recreation Department continued to employ a healthy number of seasonal employees across multiple programs.

In FY2023, the Recreation Department, in partnership with the Health Department, transitioned the Youth Commission staff member to Recreation. Having the Youth Commission housed within the Recreation Department will allow the commission greater access to resources which will enhance program offerings.



# 5300 - Recreation

| Position Classification                     | FTE    |        |        |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|   | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Recreation Director                         | —      | —      | —      | —      | —      | —      | 1      | 1      | 1      | 1      |
| Assistant Recreation Director*              | 1      | 1      | 1      | 1      | —      | —      | 1      | 1      | —      | —      |
| Office Manager                              | 1      | 1      | 1      | 1      | 1      | 1      | —      | —      | —      | —      |
| Program Coordinator Union                   | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Program Coordinator Non-Union*              | —      | —      | —      | —      | —      | —      | —      | —      | 1      | 1      |
| Administrative Assistant                    | 0.45   | 0.45   | 0.45   | 0.45   | 0.45   | 0.45   | 0.45   | 0.45   | 0.45   | 0.45   |
| Youth Coordinator**                         | —      | —      | —      | —      | —      | —      | —      | —      | 1      | 1      |
| Seasonal Employees / Fall Winter Program    | 2.65   | 2.65   | 2.65   | 2.65   | 2.65   | 2.60   | 2.60   | 2.60   | 2.40   | 2.40   |
| Seasonal Employees / Skating Rink***        | 1.15   | 1.15   | 1.15   | 1.15   | 1.15   | 1.20   | 1.20   | 1.20   | 1.40   | —      |
| Seasonal Employees / Special Needs Program  | 0.63   | 0.63   | 0.63   | 0.63   | 0.63   | 0.40   | 0.40   | 0.40   | 0.40   | 0.40   |
| Seasonal Employees / Spring Programs        | 0.10   | 0.10   | 0.10   | 0.10   | 0.10   | —      | —      | —      | —      | —      |
| Seasonal Employees / Summer Pool Programs   | 3.89   | 3.89   | 3.89   | 3.89   | 3.89   | 3.90   | 3.90   | 3.90   | 3.90   | 3.90   |
| Seasonal Employees / Summer Sports Programs | 3.57   | 3.57   | 3.57   | 3.57   | 3.57   | 3.60   | 3.60   | 3.60   | 3.60   | 3.60   |
| Total                                       | 15.44  | 15.44  | 15.44  | 15.44  | 14.44  | 14.15  | 15.15  | 15.15  | 16.15  | 14.75  |

\*The Assistant Director was promoted to Director in FY2022, and a Program Coordinator was hired to fill the position in FY2023.

\*\*The Youth Coordinator was transitioned from the Health Department to Recreation in FY2023

\*\*\*The Skating Rink will not operate in FY2024, so no seasonal staff is needed.



**5300 - Recreation**

**Budget Recommendations**

The FY2024 budget request for Recreation is \$1,524,429, which is a decrease of \$(65,496) or (4.12)% from the FY2023 budget. This is solely due to the fact that the skating rink will not be operational in FY2024 during construction.

Compensation is \$844,439, a decrease of \$(51,996) or (5.80)% which is a net change, with increases due to contractually obligated cost of living adjustments offset by reductions from removing the rink.

Expenses are \$679,990, a decrease of \$(13,500) or (1.95)%. Again, this is a net change with increases from expanded program offerings, particularly for summer programs and school year programming, offset by reductions from removing the rink. Some hockey programming is anticipated for FY2024, but planning is still underway with details and specific budget amounts being developed. A further update to the budget is possible in Fall 2023.

**Recreation Budget Summary**

| <b>Department Summary</b>    | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Revised   | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|------------------------------|-------------------|-------------------|-------------------|---------------------|-----------------------|--------------------|-------------------|
| Compensation                 | \$ 585,886        | \$ 380,922        | \$ 592,637        | \$ 896,435          | \$ 844,439            | \$ (51,996)        | (5.80)%           |
| Expenses                     | \$ 271,765        | \$ 169,974        | \$ 401,724        | \$ 693,490          | \$ 679,990            | \$ (13,500)        | (1.95)%           |
| <b>Total 5300 Recreation</b> | <b>\$ 857,651</b> | <b>\$ 550,896</b> | <b>\$ 994,361</b> | <b>\$ 1,589,925</b> | <b>\$ 1,524,429</b>   | <b>\$ (65,496)</b> | <b>(4.12)%</b>    |

| <b>Division Summary</b>        | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Revised   | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|--------------------------------|-------------------|-------------------|-------------------|---------------------|-----------------------|--------------------|-------------------|
| Total 5310 Recreation Admin    | \$ 270,434        | \$ 270,218        | \$ 265,444        | \$ 344,225          | \$ 345,729            | \$ 1,504           | 0.44 %            |
| Total 5320 Recreation Programs | \$ 587,217        | \$ 280,678        | \$ 728,917        | \$ 1,245,700        | \$ 1,178,700          | \$ (67,000)        | (5.38)%           |
| <b>Total 5300 Recreation</b>   | <b>\$ 857,651</b> | <b>\$ 550,896</b> | <b>\$ 994,361</b> | <b>\$ 1,589,925</b> | <b>\$ 1,524,429</b>   | <b>\$ (65,496)</b> | <b>(4.12)%</b>    |

# 5300 - Recreation

## Recreation Admin Budget Detail

|                                    |                                   |                 | FY2020                  | FY2021            | FY2022            | FY2023            | FY2024            | Dollar            | Percent         |              |
|------------------------------------|-----------------------------------|-----------------|-------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------|--------------|
|                                    |                                   |                 | Actual                  | Actual            | Actual            | Approp.           | Recommended       | Change            | Change          |              |
| Org                                | Object                            | Description     |                         |                   |                   |                   |                   |                   |                 |              |
| Compensation                       | 16311                             | 511000          | Full-Time Salaries      | \$ 221,280        | \$ 213,165        | \$ 219,483        | \$ 290,531        | \$ 292,035        | \$ 1,504        | 0.5 %        |
|                                    | 16311                             | 511100          | Part-Time Salaries      | \$ 12,774         | \$ 17,787         | \$ 21,272         | \$ 23,404         | \$ 23,404         | \$ —            | — %          |
|                                    | 16311                             | 514105          | Eyeglass Reimbursement  | \$ 175            | \$ —              | \$ 145            | \$ —              | \$ —              | \$ —            | — %          |
|                                    | 16311                             | 513000          | Overtime                | \$ —              | \$ 25,331         | \$ 4,082          | \$ —              | \$ —              | \$ —            | — %          |
|                                    | <b>Subtotal Compensation</b>      |                 |                         | <b>\$ 234,229</b> | <b>\$ 256,283</b> | <b>\$ 244,982</b> | <b>\$ 313,935</b> | <b>\$ 315,439</b> | <b>\$ 1,504</b> | <b>0.5 %</b> |
| Expenses                           | 16322                             | 529300          | Custodial Service       | \$ 10,720         | \$ —              | \$ —              | \$ —              | \$ —              | \$ —            | — %          |
|                                    | 16322                             | 530000          | Prof. and Tech Services | \$ 2,057          | \$ 3,163          | \$ 2,099          | \$ 2,000          | \$ 2,000          | \$ —            | — %          |
|                                    | 16322                             | 530300          | Software Licenses       | \$ 9,000          | \$ 7,895          | \$ 8,595          | \$ 10,290         | \$ 10,290         | \$ —            | — %          |
|                                    | 16322                             | 534100          | Telephone               | \$ 1,362          | \$ 1,275          | \$ 757            | \$ —              | \$ —              | \$ —            | — %          |
|                                    | 16322                             | 534700          | Printing                | \$ 8,105          | \$ 192            | \$ 7,111          | \$ 16,000         | \$ 16,000         | \$ —            | — %          |
|                                    | <b>Subtotal Contract Services</b> |                 |                         | <b>\$ 31,244</b>  | <b>\$ 12,525</b>  | <b>\$ 18,562</b>  | <b>\$ 28,290</b>  | <b>\$ 28,290</b>  | <b>\$ —</b>     | <b>— %</b>   |
| 16322                              | 542100                            | Office Supplies | \$ 4,962                | \$ 1,410          | \$ 1,900          | \$ 2,000          | \$ 2,000          | \$ —              | — %             |              |
| <b>Subtotal Supplies</b>           |                                   |                 | <b>\$ 4,962</b>         | <b>\$ 1,410</b>   | <b>\$ 1,900</b>   | <b>\$ 2,000</b>   | <b>\$ 2,000</b>   | <b>\$ —</b>       | <b>— %</b>      |              |
| <b>Subtotal Expenses</b>           |                                   |                 | <b>\$ 36,205</b>        | <b>\$ 13,935</b>  | <b>\$ 20,463</b>  | <b>\$ 30,290</b>  | <b>\$ 30,290</b>  | <b>\$ —</b>       | <b>— %</b>      |              |
| <b>Total 5310 Recreation Admin</b> |                                   |                 | <b>\$ 270,434</b>       | <b>\$ 270,218</b> | <b>\$ 265,444</b> | <b>\$ 344,225</b> | <b>\$ 345,729</b> | <b>\$ 1,504</b>   | <b>0.4 %</b>    |              |

# 5300 - Recreation

## Recreation Programs Budget Detail

| Org                                     | Object | Description                    | FY2020<br>Actual  | FY2021<br>Actual | FY2022<br>Actual  | FY2023<br>Revised | FY2024<br>Recommended | Dollar<br>Change | Percent<br>Change |
|---|--------|--------------------------------|-------------------|------------------|-------------------|-------------------|-----------------------|------------------|-------------------|
| 16311                                   | 511106 | Part-Time Salaries Camps Prog  | \$ 93,439         | \$ 51,784        | \$ 85,749         | \$ 165,000        | \$ 160,000            | \$ (5,000)       | (3.0)%            |
| 16380012                                | 527400 | Equipment Rental               | \$ —              | \$ —             | \$ —              | \$ 2,500          | \$ —                  | \$ (2,500)       | (100.0)%          |
| 16380012                                | 529300 | Custodial Service              | \$ 689            | \$ —             | \$ 594            | \$ 7,500          | \$ 16,500             | \$ 9,000         | 120.0 %           |
| 16380012                                | 530000 | Prof. and Tech Services        | \$ —              | \$ —             | \$ —              | \$ 50,000         | \$ 70,000             | \$ 20,000        | 40.0 %            |
| 16380012                                | 533000 | Transportation Reg Bus         | \$ 7,357          | \$ —             | \$ —              | \$ 5,000          | \$ 12,200             | \$ 7,200         | 144.0 %           |
| 16380012                                | 545001 | Program Supplies               | \$ 8,936          | \$ 5,560         | \$ 26,588         | \$ 24,000         | \$ 15,000             | \$ (9,000)       | (37.5)%           |
| <b>Subtotal Summer Program Spending</b> |        |                                | <b>\$ 110,420</b> | <b>\$ 57,344</b> | <b>\$ 112,931</b> | <b>\$ 254,000</b> | <b>\$ 273,700</b>     | <b>\$ 19,700</b> | <b>7.8 %</b>      |
| 16311                                   | 511104 | Part-Time Salaries Fall/Winter | \$ 41,729         | \$ 6,074         | \$ 40,633         | \$ 25,000         | \$ 20,000             | \$ (5,000)       | (20.0)%           |
| 16380022                                | 527400 | Equipment Rental               | \$ 19,000         | \$ 4,717         | \$ 23,830         | \$ 3,000          | \$ —                  | \$ (3,000)       | (100.0)%          |
| 16380022                                | 529300 | Custodial Service              | \$ 9,813          | \$ 462           | \$ 2,028          | \$ 21,000         | \$ 15,000             | \$ (6,000)       | (28.6)%           |
| 16380022                                | 530000 | Prof. and Tech Services        | \$ —              | \$ —             | \$ —              | \$ 211,950        | \$ 306,000            | \$ 94,050        | 44.4 %            |
| 16380022                                | 533000 | Transportation Reg Bus         | \$ 20,014         | \$ 2,195         | \$ —              | \$ 12,000         | \$ 12,000             | \$ —             | — %               |
| 16380022                                | 545001 | Program Supplies               | \$ 11,438         | \$ 4,551         | \$ 102,042        | \$ 2,000          | \$ 15,000             | \$ 13,000        | 650.0 %           |
| <b>Subtotal School Year Programs</b>    |        |                                | <b>\$ 101,993</b> | <b>\$ 17,999</b> | <b>\$ 168,534</b> | <b>\$ 274,950</b> | <b>\$ 368,000</b>     | <b>\$ 93,050</b> | <b>33.8 %</b>     |
| 16311                                   | 511101 | Part-Time Salaries SPORT       | \$ 10,037         | \$ 2,998         | \$ 3,508          | \$ 7,500          | \$ 4,000              | \$ (3,500)       | (46.7)%           |
| 16384042                                | 527400 | Equipment Rental               | \$ —              | \$ —             | \$ —              | \$ —              | \$ —                  | \$ —             | — %               |
| 16384042                                | 529300 | Custodial Service              | \$ 218            | \$ —             | \$ 5,266          | \$ 5,000          | \$ 10,000             | \$ 5,000         | 100.0 %           |
| 16384042                                | 533000 | Transportation Reg Bus         | \$ 239            | \$ —             | \$ 1,340          | \$ 1,500          | \$ 1,500              | \$ —             | — %               |
| 16384042                                | 545001 | Program Supplies               | \$ 613            | \$ —             | \$ 995            | \$ 1,500          | \$ 1,000              | \$ (500)         | (33.3)%           |
| <b>Subtotal SPORT Program</b>           |        |                                | <b>\$ 11,107</b>  | <b>\$ 2,998</b>  | <b>\$ 11,108</b>  | <b>\$ 15,500</b>  | <b>\$ 16,500</b>      | <b>\$ 1,000</b>  | <b>6.5 %</b>      |
| 16311                                   | 511103 | Part-Time Salaries Summer      | \$ 172,483        | \$ 13,680        | \$ 174,257        | \$ 290,000        | \$ 310,000            | \$ 20,000        | 6.9 %             |
| 16384582                                | 530000 | Prof. and Tech Services        | \$ —              | \$ —             | \$ —              | \$ 10,000         | \$ 5,000              | \$ (5,000)       | (50.0)%           |
| 16384582                                | 523100 | Water                          | \$ 8,035          | \$ —             | \$ 20,261         | \$ —              | \$ 14,000             | \$ 14,000        | — %               |
| 16384582                                | 545001 | Program Supplies               | \$ 7,416          | \$ 11,881        | \$ 24,426         | \$ 12,750         | \$ 14,000             | \$ 1,250         | 9.8 %             |
| 16384582                                | 545002 | Pool Supplies                  | \$ 32,798         | \$ 34,139        | \$ 71,146         | \$ 50,000         | \$ 55,000             | \$ 5,000         | 10.0 %            |
| 16384582                                | 522900 | Electricity                    | \$ 10,368         | \$ 2,958         | \$ 9,160          | \$ 14,000         | \$ 14,000             | \$ —             | — %               |
| <b>Subtotal Underwood Pool Expenses</b> |        |                                | <b>\$ 231,100</b> | <b>\$ 62,658</b> | <b>\$ 299,250</b> | <b>\$ 376,750</b> | <b>\$ 412,000</b>     | <b>\$ 35,250</b> | <b>9.4 %</b>      |

# 5300 - Recreation

## Recreation Programs Budget Detail

| Org  | Object | Description                     | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Revised   | FY2024<br>Recommended | Dollar<br>Change    | Percent<br>Change |
|--|--------|---------------------------------|-------------------|-------------------|-------------------|---------------------|-----------------------|---------------------|-------------------|
| 16311                                      | 511105 | Part-Time Salaries Skating Rink | \$ 33,971         | \$ 50,104         | \$ 43,507         | \$ 60,000           | \$ —                  | \$ (60,000)         | (100.0)%          |
| 16384592                                   | 530000 | Prof. and Tech Services         | \$ —              | \$ —              | \$ —              | \$ 50,000           | \$ —                  | \$ (50,000)         | (100.0)%          |
| 16384592                                   | 523100 | Water                           | \$ 5,730          | \$ —              | \$ —              | \$ —                | \$ —                  | \$ —                | — %               |
| 16384592                                   | 545001 | Program Supplies                | \$ 175            | \$ 1,029          | \$ 1,800          | \$ —                | \$ —                  | \$ —                | — %               |
| 16384592                                   | 545003 | Skating Rink Supplies           | \$ 28,730         | \$ 36,943         | \$ 33,881         | \$ 40,500           | \$ —                  | \$ (40,500)         | (100.0)%          |
| 16384592                                   | 522700 | Oil Used for Heat               | \$ 5,627          | \$ 3,125          | \$ 4,499          | \$ 8,500            | \$ —                  | \$ (8,500)          | (100.0)%          |
| 16384592                                   | 522900 | Electricity                     | \$ 58,365         | \$ 48,479         | \$ 53,407         | \$ 57,000           | \$ —                  | \$ (57,000)         | (100.0)%          |
| <b>Subtotal Rink Expenses</b>              |        |                                 | <b>\$ 132,597</b> | <b>\$ 139,679</b> | <b>\$ 137,094</b> | <b>\$ 216,000</b>   | <b>\$ —</b>           | <b>\$ (216,000)</b> | <b>(100.0)%</b>   |
| 16380032                                   | 511104 | Part-Time Salaries Fall/Winter  | \$ —              | \$ —              | \$ —              | \$ 30,000           | \$ 30,000             | \$ —                | — %               |
| 16380032                                   | 529300 | Custodial Service               | \$ —              | \$ —              | \$ —              | \$ 17,000           | \$ 17,000             | \$ —                | — %               |
| 16380032                                   | 530000 | Prof. and Tech Services         | \$ —              | \$ —              | \$ —              | \$ 1,500            | \$ 1,500              | \$ —                | — %               |
| 16380032                                   | 545001 | Program Supplies                | \$ —              | \$ —              | \$ —              | \$ 2,500            | \$ 2,500              | \$ —                | — %               |
| <b>Subtotal Higginbottom Pool Expenses</b> |        |                                 | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ 51,000</b>    | <b>\$ 51,000</b>      | <b>\$ —</b>         | <b>— %</b>        |
| 16380042                                   | 511104 | Part-Time Salaries Fall/Winter  | \$ —              | \$ —              | \$ —              | \$ 5,000            | \$ 5,000              | \$ —                | — %               |
| 16380042                                   | 529300 | Custodial Service               | \$ —              | \$ —              | \$ —              | \$ 5,000            | \$ 5,000              | \$ —                | — %               |
| 16380042                                   | 530000 | Prof. and Tech Services         | \$ —              | \$ —              | \$ —              | \$ 40,000           | \$ 40,000             | \$ —                | — %               |
| 16380042                                   | 545001 | Program Supplies                | \$ —              | \$ —              | \$ —              | \$ 7,500            | \$ 7,500              | \$ —                | — %               |
| <b>Subtotal Adult Education Expenses</b>   |        |                                 | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ —</b>       | <b>\$ 57,500</b>    | <b>\$ 57,500</b>      | <b>\$ —</b>         | <b>— %</b>        |
| <b>Total 5320 Recreation Programs</b>      |        |                                 | <b>\$ 587,217</b> | <b>\$ 280,678</b> | <b>\$ 728,917</b> | <b>\$ 1,245,700</b> | <b>\$ 1,178,700</b>   | <b>\$ (67,000)</b>  | <b>(5.4)%</b>     |

| <b>Department Summary</b>   | <b>FY2020 Actual</b> | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Approp.</b> | <b>FY2024 Recommended</b> | <b>Dollar Change</b> | <b>Percent Change</b> |
|-----------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------------|----------------------|-----------------------|
| Total 6100 Library          | \$ 1,992,675         | \$ 1,972,789         | \$ 2,116,796         | \$ 2,374,315          | \$ 2,348,394              | \$ (25,921)          | (1.09)%               |
| Total 6200 Council on Aging | \$ 383,279           | \$ 386,727           | \$ 402,478           | \$ 477,140            | \$ 405,854                | \$ (71,286)          | (14.94)%              |
| Total 6300 Health           | \$ 536,051           | \$ 522,219           | \$ 534,082           | \$ 642,336            | \$ 597,112                | \$ (45,224)          | (7.04)%               |
| <b>Total Human Services</b> | <b>\$ 2,912,005</b>  | <b>\$ 2,881,735</b>  | <b>\$ 3,053,356</b>  | <b>\$ 3,493,791</b>   | <b>\$ 3,351,360</b>       | <b>\$ (142,431)</b>  | <b>(4.08)%</b>        |

*The FY2023 budgets for the Council on Aging and Health include ARPA funding for two temporary positions. In FY2024, those positions are funded from the ARPA grant directly, which causes the budget for both departments to decrease.*

**Expense Summary**

|                             |                     |                     |                     |                     |                     |                     |                |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Compensation                | \$ 2,199,590        | \$ 2,126,296        | \$ 2,228,558        | \$ 2,591,736        | \$ 2,484,087        | \$ (107,649)        | (4.15)%        |
| Expenses                    | \$ 712,416          | \$ 755,440          | \$ 824,797          | \$ 902,055          | \$ 867,273          | \$ (34,782)         | (3.86)%        |
| <b>Total Human Services</b> | <b>\$ 2,912,006</b> | <b>\$ 2,881,736</b> | <b>\$ 3,053,355</b> | <b>\$ 3,493,791</b> | <b>\$ 3,351,360</b> | <b>\$ (142,431)</b> | <b>(4.08)%</b> |



## 6100 - Library

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### **Program Overview**

The library has five primary program areas:

#### ***Circulation Services***

The main public service point in the library. Staff are responsible for the handling of all print and audiovisual material and the return of materials owned by the Belmont Library and from libraries in and outside the Minuteman network. Other services include maintaining the order of the entire collection in the stacks, renewing materials, processing holds/reserves, registering patrons, creating displays, and jointly supervising volunteers.

#### ***Adult/Reference Services***

A public service department where professional librarians assist users with advice on library collections and services, assist patrons with access to the internet, provide instruction in downloading e-books and audiobooks to various devices, and provide expertise on multiple kinds of information from many sources and direction to library materials. Reference staff are responsible for the oversight and management of all circulating materials, this includes the selection and deletion of books, e-books, databases, and other materials (print and non-print) for the adult and reference collections. The staff also organize a wide range of programs for the public; including book discussion groups, lectures, concerts, films, and the community-wide reading program, One Book One Belmont.

#### ***Young Adult Services***

Provides library and information services to students in middle and high school and selects appropriate materials

for the collection. The Young Adult Librarian additionally schedules, designs, and delivers programming for teens, ranging from instructional workshops that supplement and support school learning, to volunteer opportunities, to unique opportunities for entertainment, creativity, and socialization. Other services provided include homework help, summer reading, book discussions, reading lists, and a Teen Page on the website. Collaboration with the schools is a priority to ensure library resources complement and support Belmont's students.

#### ***Children's Services***

Provides library and information services to young children from infancy through grade six. The staff selects a user-appropriate collection of materials in all formats. The department offers a variety of programs including story times, music programs, STEM (science, technology, engineering, and math) events, parent workshops, book clubs, community service opportunities, and special performances.

#### ***Technology & Technical Services***

The department prepares new materials for patrons to check out and manages all library technology. Responsible for the acquisition, cataloging, data entry, processing, and withdrawal of items from the collection. They also process all the mail including correspondence, packages, bills and invoices, and library subscriptions to magazines and newspapers.

## 6100 - Library

### FY2022-23 Achievements

- The Belmont Public Library continues to be a top circulating public library in the Commonwealth of Massachusetts, even when compared to communities that are much larger than Belmont. FY2022 showed the **highest usage in our Library history**, 676,640 in total collection use. This was a 43% increase from FY2021, bringing the library back from the lower COVID numbers. The devotion of our patrons to the library and the hard work of our staff to keep making our services even better are an important part of why that number is so high.
- In FY2022 we enjoyed the highest digital circulation in Library History as well with 161,944. This is a 250% increase in just the last five years. While physical item circulation continues to be our #1 function, digital library use grows each day.
- Completed One Book One Belmont Programs in back-to-back years for the first time. While FY2022 focused on wellness and Antiracism, FY2023 celebrated all things Library with NYT best seller Susan Orleans. This kicked off a year-long 50th anniversary celebration of the Friends of the Library, helping the Library be great since 1972.
- Our Library Director was nominated and appointed to be the Vice President of the Minuteman Library Network. This carries a three-year commitment with successive terms as President and Past President. This is the 1st time Belmont has had a leadership role on the Minuteman Executive Board.
- Worked in support of the Library Building Committee and Board of Library Trustees to see the Select Board place a new Library on the townwide ballot. This has been a library goal for 23 years, and was the first vote taken in over 60 years.
- The Belmont Library Foundation and Board of Trustees raised over \$5 million for a new library, which is the most money ever raised for any reason in Belmont's history.

For a more extensive list of activity please refer to the [Board of Library Trustees section of the Belmont Annual Report](#).

### FY2024 Goals

- Provide excellent customer service to Library patrons and assist them in accessing the Belmont Library collection and the overall Minuteman Library Network.
- Maintain a strong print collection while providing new media and online resources to meet patrons' changing needs and interests.
- Select new materials for the collection to meet the needs and interests of the patrons.
- Provide community wide programming for patrons of all ages and interests. Continue to help our Library be an outward facing organization each and every year.
- In FY2023-24 we will work to transition our library collection into a RFID model to provide easier access for patrons and continue the process of automation.
- To build a new library while offering the same level of service while the building is under construction.

## 6100 - Library

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### Staffing and Structure

**Circulation Services** consists of a supervisor, four full-time circulation assistants. The department also has several part-time (non-union) employees who help cover the seven days, 68 hours that the department is normally open each week. The total FTEs for this department is 5.8.

**Adult References Services** consists of a Coordinator and five full-time librarians; all full-time librarians report to the Coordinator of Adult Services. The Technology Librarian also covers the Reference Desk but reports to the Coordinator of Technology & Technical Services. The Department has several part-time (non-union) staff that helps cover the Reference Desk during the 68 hours open. All staff in this department are professional Librarians, and must have a Master's Degree in Library Science. The total FTEs for this department is 5.6.

**Young Adult Services** consist of a Librarian (1 FTE) who covers the reference desk part-time and reports to the Coordinator of Public Services.

**Children's Services** consist of a Coordinator and two full-time Children's Librarians. The department has one part-time (25 hours) library assistant and several part-time (non-

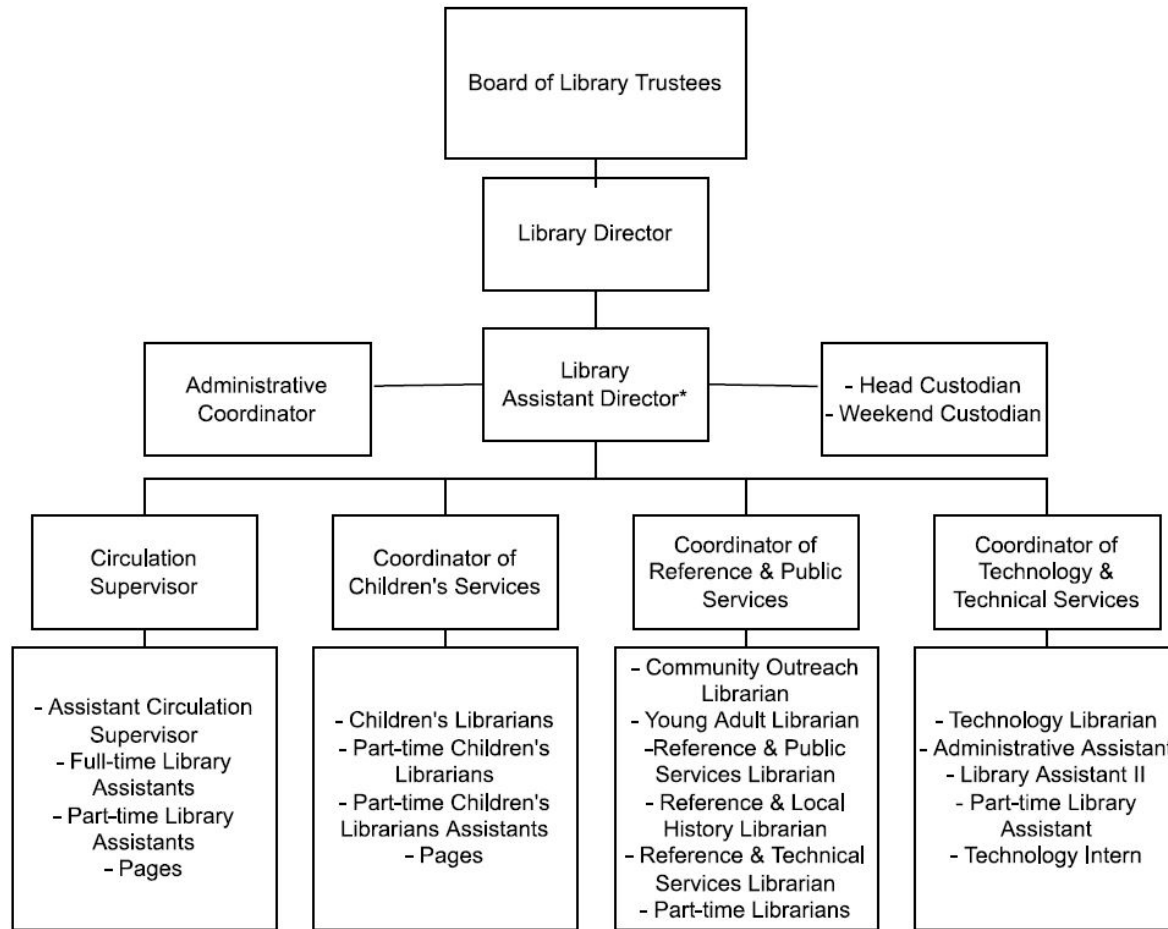
union) staff that help cover the room seven days a week. The total FTEs for this department is 4.4.

**Technology & Technical Services** consists of a Coordinator, one full-time Technology Librarian, one full-time Administration Assistant, and one full-time Library Assistant. The Coordinator is a Librarian who also helps cover the reference desk. The department is open 35 hours a week. The total FTEs for this department is 4.0.

**Plant Operations** is beginning a transition to the Facilities Department, which will be absorbing the Head Custodian duties in FY2024; a part-time custodian covers weekends and vacation. A contractual cleaning service also covers additional hours each week. The total FTEs for this department is 0.3.

**Administration** consists of the Library Director. In FY2024 we have requested the creation an Assistant Library Director and have absorbed the costs of salary and benefits for this role within our previously appropriated funding which makes this a cost neutral role for the budget process. With the change, total FTEs for this department would be 3.





\*This position was requested in FY2024 by the Department

# 6100 - Library

| Position Classification                         | FTE    |        |        |        |        |        |        |        |        |        |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|   | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| <u>Library Administration</u>                   |        |        |        |        |        |        |        |        |        |        |
| Director  | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Director*                             | —      | —      | —      | —      | —      | —      | —      | —      | —      | 1      |
| Administrative Coordinator                      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Subtotal  | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 2      | 3      |
| <u>Library Public Services</u>                  |        |        |        |        |        |        |        |        |        |        |
| Children's Librarian                            | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 2      | 2      |
| Circulation Supervisor                          | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Community Outreach Librarian                    | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Coordinator of Child Services                   | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Coordinator of Reference & Public Services      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Library Assistant I                             | 2.7    | 2.7    | 2.7    | 2.7    | 2.7    | 3      | 3      | 3      | 3      | 3      |
| Assistant Circulation Supervisor                | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Library Assistant II                            | 0.7    | 0.7    | 0.7    | 0.7    | 0.7    | 0.7    | 0.7    | 0.7    | 0.7    | 0.7    |
| Library Page                                    | 0.85   | 0.85   | 0.85   | 0.85   | 0.85   | 0.85   | 0.85   | 0.85   | 0.85   | 0.85   |
| Part-timers                                     | 1.9    | 1.9    | 1.9    | 2.6    | 2.6    | 2.1    | 4      | 4      | 4      | 4      |
| Reference/Technical Services Librarian          | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Reference & Local History Librarian             | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Reference Librarian & Public Services Librarian | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Young Adult Librarian                           | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Subtotal  | 16.15  | 16.15  | 16.15  | 16.85  | 16.85  | 16.65  | 18.55  | 18.55  | 19.55  | 19.55  |
| <u>Library Tech Services</u>                    |        |        |        |        |        |        |        |        |        |        |
| Administrative Assistant II                     | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Coordinator of Technology & Tech Services       | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Technology Librarian                            | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Part-time Library Assistant                     | 0.37   | 0.37   | 0.37   | 0.37   | 0.37   | 0.4    | 0.4    | 0.4    | 0.4    | —      |
| Library Assistant II                            | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Subtotal  | 4.37   | 4.37   | 4.37   | 4.37   | 4.37   | 4.4    | 4.4    | 4.4    | 4.4    | 4      |
| <u>Library Plant Operations</u>                 |        |        |        |        |        |        |        |        |        |        |
| Lead Custodian**                                | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 0      |
| Part-time Custodian                             | 0.25   | 0.25   | 0.25   | 0.25   | 0.25   | 0.3    | 0.3    | 0.3    | 0.3    | 0.3    |
| Subtotal  | 1.25   | 1.25   | 1.25   | 1.25   | 1.25   | 1.3    | 1.3    | 1.3    | 1.3    | 0.3    |
| Total   | 23.77  | 23.77  | 23.77  | 24.47  | 24.47  | 24.35  | 26.25  | 26.25  | 27.25  | 26.85  |

\*The Library intends to hire an Assistant Director midway through FY2024.

\*\*The Lead Custodian duties will be absorbed by the Facilities Department in FY2024.

**Budget Recommendations**

The recommended FY2024 budget for the Library is \$2,348,394, which is a decrease of \$(25,921) or (1.09)% from the FY2023 budget, and reflects sufficient funding to maintain state certification for the Municipal Appropriation Requirement (MAR).

The Library Board of Trustees recommends the addition of an Assistant Library Director, and has worked to offset the costs by reducing some part-time positions. The position will be hired midway through FY2024. In addition, after the retirement of the long-time Lead Custodian, the Facilities

department will be absorbing that function in FY2024. Finally, various collective bargaining contracts have been resolved, and their incremental cost increases are captured. The net compensation recommendation is \$1,665,057, which is an increase of \$16,650 or 1.01% from the FY2023 budget.

Expenses are \$683,337, which is a decrease of \$(42,571) or (5.86)% due to reductions in building maintenance because the building will be vacated partway through FY2024.

**Library Budget Summary**

| <b>Department Summary</b> | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|--------------------|-------------------|
| Compensation              | \$ 1,427,924        | \$ 1,359,268        | \$ 1,430,861        | \$ 1,648,407        | \$ 1,665,057          | \$ 16,650          | 1.01 %            |
| Expenses                  | \$ 564,751          | \$ 613,522          | \$ 685,935          | \$ 725,908          | \$ 683,337            | \$ (42,571)        | (5.86)%           |
| <b>Total 6100 Library</b> | <b>\$ 1,992,675</b> | <b>\$ 1,972,789</b> | <b>\$ 2,116,796</b> | <b>\$ 2,374,315</b> | <b>\$ 2,348,394</b>   | <b>\$ (25,921)</b> | <b>(1.09)%</b>    |

| <b>Division Summary</b>             | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|--------------------|-------------------|
| Total 6110 Library Admin            | \$ 192,326          | \$ 190,552          | \$ 195,307          | \$ 205,946          | \$ 260,805            | \$ 54,859          | 26.64 %           |
| Total 6120 Library Services         | \$ 1,336,565        | \$ 1,276,477        | \$ 1,296,765        | \$ 1,482,102        | \$ 1,461,097          | \$ (21,005)        | (1.42)%           |
| Total 6130 Library Technical        | \$ 291,412          | \$ 280,039          | \$ 349,262          | \$ 369,516          | \$ 391,620            | \$ 22,104          | 5.98 %            |
| Total 6140 Library Plant Operations | \$ 172,373          | \$ 225,721          | \$ 275,463          | \$ 316,751          | \$ 234,871            | \$ (81,880)        | (25.85)%          |
| <b>Total 6100 Library</b>           | <b>\$ 1,992,675</b> | <b>\$ 1,972,789</b> | <b>\$ 2,116,796</b> | <b>\$ 2,374,315</b> | <b>\$ 2,348,394</b>   | <b>\$ (25,921)</b> | <b>(1.09)%</b>    |

# 6100 - Library

## Library Admin Budget Detail

|                                 |                                   |             | FY2020                        | FY2021     | FY2022     | FY2023     | FY2024      | Dollar     | Percent   |          |
|---------------------------------|-----------------------------------|-------------|-------------------------------|------------|------------|------------|-------------|------------|-----------|----------|
|                                 |                                   |             | Actual                        | Actual     | Actual     | Approp.    | Recommended | Change     | Change    |          |
| Org                             | Object                            | Description |                               |            |            |            |             |            |           |          |
| Comp.                           | 16111                             | 511000      | Full-Time Salaries            | \$ 180,963 | \$ 179,520 | \$ 182,223 | \$ 190,981  | \$ 246,208 | \$ 55,227 | 28.9 %   |
|                                 | 16111                             | 514800      | Longevity                     | \$ 925     | \$ 925     | \$ 925     | \$ 925      | \$ 975     | \$ 50     | 5.4 %    |
|                                 | <b>Subtotal Compensation</b>      |             |                               | \$ 181,888 | \$ 180,445 | \$ 183,148 | \$ 191,906  | \$ 247,183 | \$ 55,277 | 28.8 %   |
| Expenses                        | 16112                             | 524500      | Repair & Maint. Office Equip. | \$ 6,524   | \$ 5,037   | \$ 6,500   | \$ 5,750    | \$ 5,750   | \$ —      | — %      |
|                                 | 16112                             | 530001      | Medical Bills                 | \$ 595     | \$ 1,710   | \$ 623     | \$ 1,640    | \$ 1,400   | \$ (240)  | (14.6)%  |
|                                 | 16112                             | 531700      | Employee Training             | \$ 321     | \$ —       | \$ 1,065   | \$ 1,000    | \$ 1,000   | \$ —      | — %      |
|                                 | 16112                             | 531900      | Advertising                   | \$ —       | \$ 112     | \$ 157     | \$ 500      | \$ 500     | \$ —      | — %      |
|                                 | 16112                             | 534500      | Postage                       | \$ 1,155   | \$ 1,432   | \$ 1,352   | \$ 1,500    | \$ 1,500   | \$ —      | — %      |
|                                 | 16112                             | 534700      | Printing                      | \$ 509     | \$ 1,050   | \$ 1,598   | \$ 1,475    | \$ 1,500   | \$ 25     | 1.7 %    |
|                                 | 16112                             | 571000      | In-State Travel               | \$ 413     | \$ 12      | \$ 283     | \$ —        | \$ 400     | \$ 400    | — %      |
|                                 | 16112                             | 573000      | Dues and Membership           | \$ 220     | \$ —       | \$ 150     | \$ —        | \$ 800     | \$ 800    | — %      |
|                                 | <b>Subtotal Contract Services</b> |             |                               | \$ 9,737   | \$ 9,353   | \$ 11,728  | \$ 11,865   | \$ 12,850  | \$ 985    | 8.3 %    |
|                                 | 16112                             | 542100      | Office Supplies               | \$ 701     | \$ 754     | \$ 431     | \$ 975      | \$ 772     | \$ (203)  | (20.8)%  |
|                                 | 16112                             | 545000      | Custodial Supplies            | \$ —       | \$ —       | \$ —       | \$ 400      | \$ —       | \$ (400)  | (100.0)% |
|                                 | <b>Subtotal Supplies</b>          |             |                               | \$ 701     | \$ 754     | \$ 431     | \$ 1,375    | \$ 772     | \$ (603)  | (43.9)%  |
| 16112                           | 548900                            | Gasoline    | \$ —                          | \$ —       | \$ —       | \$ 800     | \$ —        | \$ (800)   | (100.0)%  |          |
| <b>Subtotal Utilities</b>       |                                   |             | \$ —                          | \$ —       | \$ —       | \$ 800     | \$ —        | \$ (800)   | (100.0)%  |          |
| <b>Subtotal Expenses</b>        |                                   |             | \$ 10,438                     | \$ 10,107  | \$ 12,159  | \$ 14,040  | \$ 13,622   | \$ (418)   | (3.0)%    |          |
| <b>Total 6110 Library Admin</b> |                                   |             | \$ 192,326                    | \$ 190,552 | \$ 195,307 | \$ 205,946 | \$ 260,805  | \$ 54,859  | 26.6 %    |          |

Library Services Budget Detail

|  |                                   |             | FY2020                  | FY2021      | FY2022      | FY2023      | FY2024       | Dollar       | Percent     |         |
|--|-----------------------------------|-------------|-------------------------|-------------|-------------|-------------|--------------|--------------|-------------|---------|
|  |                                   |             | Actual                  | Actual      | Actual      | Approp.     | Recommended  | Change       | Change      |         |
| Org                                    | Object                            | Description |                         |             |             |             |              |              |             |         |
| Compensation                           | 16121                             | 511000      | Full-Time Salaries      | \$ 747,134  | \$ 704,790  | \$ 703,790  | \$ 803,642   | \$ 860,534   | \$ 56,892   | 7.1 %   |
|  | 16121                             | 511100      | Part-Time Salaries      | \$ 212,381  | \$ 192,119  | \$ 208,233  | \$ 306,110   | \$ 247,826   | \$ (58,284) | (19.0)% |
|  | 16121                             | 514105      | Eyeglass Reimbursement  | \$ 525      | \$ 175      | \$ 175      | \$ —         | \$ —         | \$ —        | — %     |
|  | 16121                             | 514800      | Longevity               | \$ 6,021    | \$ 5,922    | \$ 5,421    | \$ 5,922     | \$ 6,222     | \$ 300      | 5.1 %   |
|  | 16121                             | 513000      | Overtime                | \$ 7,387    | \$ 6,118    | \$ 6,588    | \$ 10,000    | \$ 8,000     | \$ (2,000)  | (20.0)% |
|  | <b>Subtotal Compensation</b>      |             |                         | \$ 973,449  | \$ 909,124  | \$ 924,208  | \$1,125,674  | \$ 1,122,581 | \$ (3,093)  | (0.3)%  |
| Expenses                               | 16122                             | 530000      | Prof. and Tech Services | \$ 1,487    | \$ 1,903    | \$ 3,112    | \$ 3,000     | \$ 3,000     | \$ —        | — %     |
|  | 16122                             | 534100      | Telephone               | \$ 4,044    | \$ 5,158    | \$ 4,895    | \$ 6,324     | \$ 6,500     | \$ 176      | 2.8 %   |
|  | 16122                             | 573000      | Dues and Membership     | \$ —        | \$ —        | \$ 628      | \$ 1,020     | \$ 1,100     | \$ 80       | 7.8 %   |
|  | <b>Subtotal Contract Services</b> |             |                         | \$ 5,531    | \$ 7,061    | \$ 8,635    | \$ 10,344    | \$ 10,600    | \$ 256      | 2.5 %   |
|  | 16122                             | 552900      | Books and E-Resources   | \$ 357,586  | \$ 360,292  | \$ 361,766  | \$ 341,234   | \$ 322,066   | \$ (19,168) | (5.6)%  |
|  | <b>Subtotal Supplies</b>          |             |                         | \$ 357,586  | \$ 360,292  | \$ 361,766  | \$ 341,234   | \$ 322,066   | \$ (19,168) | (5.6)%  |
|  | 16122                             | 585250      | Software                | \$ —        | \$ —        | \$ 2,157    | \$ 4,850     | \$ 5,850     | \$ 1,000    | 20.6 %  |
| <b>Subtotal Minor Capital (Outlay)</b> |                                   |             | \$ —                    | \$ —        | \$ 2,157    | \$ 4,850    | \$ 5,850     | \$ 1,000     | 20.6 %      |         |
| <b>Subtotal Expenses</b>               |                                   |             | \$ 363,117              | \$ 367,353  | \$ 372,557  | \$ 356,428  | \$ 338,516   | \$ (17,912)  | (5.0)%      |         |
| <b>Total 6120 Library Services</b>     |                                   |             | \$1,336,565             | \$1,276,477 | \$1,296,765 | \$1,482,102 | \$ 1,461,097 | \$ (21,005)  | (1.4)%      |         |

Library Technical Budget Detail

|  |                          |        | FY2020            | FY2021            | FY2022            | FY2023            | FY2024            | Dollar           | Percent      |  |
|--|--------------------------|--------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|--------------|--|
| Compensation                           | Org                      | Object | Actual            | Actual            | Actual            | Approp.           | Recommended       | Change           | Change       |  |
|  | Description              |        |                   |                   |                   |                   |                   |                  |              |  |
|  | 16131                    | 511000 | \$ 175,395        | \$ 175,334        | \$ 241,181        | \$ 244,332        | \$ 262,351        | \$ 18,019        | 7.4 %        |  |
|  | 16131                    | 511100 | \$ 12,736         | \$ 12,734         | \$ —              | \$ —              | \$ —              | \$ —             | — %          |  |
|  | 16131                    | 514800 | \$ 2,825          | \$ 1,875          | \$ 1,675          | \$ 2,175          | \$ 3,000          | \$ 825           | 37.9 %       |  |
| <b>Subtotal Compensation</b>           |                          |        | <b>\$ 190,956</b> | <b>\$ 189,943</b> | <b>\$ 242,856</b> | <b>\$ 246,507</b> | <b>\$ 265,351</b> | <b>\$ 18,844</b> | <b>7.6 %</b> |  |
|  |                          |        |                   |                   |                   |                   |                   |                  |              |  |
|  | 16132                    | 530600 | \$ 77,267         | \$ 78,168         | \$ 82,272         | \$ 84,769         | \$ 87,769         | \$ 3,000         | 3.5 %        |  |
| <b>Subtotal Contract Services</b>      |                          |        | <b>\$ 77,267</b>  | <b>\$ 78,168</b>  | <b>\$ 82,272</b>  | <b>\$ 84,769</b>  | <b>\$ 87,769</b>  | <b>\$ 3,000</b>  | <b>3.5 %</b> |  |
|  |                          |        |                   |                   |                   |                   |                   |                  |              |  |
| Expenses                               | 16132                    | 542200 | \$ 10,715         | \$ 11,929         | \$ 11,634         | \$ 11,740         | \$ 12,000         | \$ 260           | 2.2 %        |  |
|  | <b>Subtotal Supplies</b> |        |                   | <b>\$ 10,715</b>  | <b>\$ 11,929</b>  | <b>\$ 11,634</b>  | <b>\$ 11,740</b>  | <b>\$ 260</b>    | <b>2.2 %</b> |  |
|  |                          |        |                   |                   |                   |                   |                   |                  |              |  |
|  | 16133                    | 587100 | \$ 12,474         | \$ —              | \$ 12,500         | \$ 26,500         | \$ 26,500         | \$ —             | — %          |  |
| <b>Subtotal Minor Capital (Outlay)</b> |                          |        | <b>\$ 12,474</b>  | <b>\$ —</b>       | <b>\$ 12,500</b>  | <b>\$ 26,500</b>  | <b>\$ 26,500</b>  | <b>\$ —</b>      | <b>— %</b>   |  |
| <b>Subtotal Expenses</b>               |                          |        | <b>\$ 100,456</b> | <b>\$ 90,096</b>  | <b>\$ 106,406</b> | <b>\$ 123,009</b> | <b>\$ 126,269</b> | <b>\$ 3,260</b>  | <b>2.7 %</b> |  |
| <b>Total 6130 Library Technical</b>    |                          |        | <b>\$ 291,412</b> | <b>\$ 280,039</b> | <b>\$ 349,262</b> | <b>\$ 369,516</b> | <b>\$ 391,620</b> | <b>\$ 22,104</b> | <b>6.0 %</b> |  |

Library Plant Operations Budget Detail

|  |                                   |             | FY2020                      | FY2021            | FY2022            | FY2023            | FY2024            | Dollar             | Percent            |                |
|--|-----------------------------------|-------------|-----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|
|  |                                   |             | Actual                      | Actual            | Actual            | Approp.           | Recommended       | Change             | Change             |                |
| Org  | Object                            | Description |                             |                   |                   |                   |                   |                    |                    |                |
| Compensation                               | 16141                             | 511000      | Full-Time Salaries          | \$ 59,746         | \$ 58,766         | \$ 58,954         | \$ 59,468         | \$ —               | \$ (59,468)        | (100.0)%       |
|  | 16141                             | 511100      | Part-Time Salaries          | \$ 9,163          | \$ 8,305          | \$ 9,443          | \$ 12,113         | \$ 29,941          | \$ 17,828          | 147.2 %        |
|  | 16141                             | 514100      | Specialty Pay               | \$ 262            | \$ 261            | \$ 261            | \$ 260            | \$ —               | \$ (260)           | (100.0)%       |
|  | 16141                             | 514800      | Longevity                   | \$ 1,050          | \$ 1,050          | \$ 1,100          | \$ 1,100          | \$ —               | \$ (1,100)         | (100.0)%       |
|  | 16141                             | 519900      | Uniform Allowance           | \$ 820            | \$ 820            | \$ 820            | \$ 820            | \$ —               | \$ (820)           | (100.0)%       |
|  | 16141                             | 513000      | Overtime                    | \$ 10,591         | \$ 10,553         | \$ 10,072         | \$ 10,559         | \$ —               | \$ (10,559)        | (100.0)%       |
|  | <b>Subtotal Compensation</b>      |             |                             | <b>\$ 81,632</b>  | <b>\$ 79,756</b>  | <b>\$ 80,650</b>  | <b>\$ 84,320</b>  | <b>\$ 29,941</b>   | <b>\$ (54,379)</b> | <b>(64.5)%</b> |
|  | 16142                             | 524300      | Repair & Maint Bldg/Grounds | \$ 21,588         | \$ 87,539         | \$ 116,745        | \$ 144,376        | \$ 120,000         | \$ (24,376)        | (16.9)%        |
|  | 16142                             | 524306      | R&M HVAC Contract Services  | \$ 13,096         | \$ 8,877          | \$ 12,259         | \$ 18,000         | \$ 17,000          | \$ (1,000)         | (5.6)%         |
|  | <b>Subtotal Contract Services</b> |             |                             | <b>\$ 34,684</b>  | <b>\$ 96,416</b>  | <b>\$ 129,004</b> | <b>\$ 162,376</b> | <b>\$ 137,000</b>  | <b>\$ (25,376)</b> | <b>(15.6)%</b> |
| Expenses                                   | 16142                             | 523100      | Water                       | \$ 5,184          | \$ —              | \$ 5,677          | \$ 5,905          | \$ 2,500           | \$ (3,405)         | (57.7)%        |
|  | 16142                             | 545000      | Custodial Supplies          | \$ 3,394          | \$ 3,593          | \$ 8,200          | \$ 7,000          | \$ 7,000           | \$ —               | — %            |
|  | <b>Subtotal Supplies</b>          |             |                             | <b>\$ 8,578</b>   | <b>\$ 3,593</b>   | <b>\$ 13,877</b>  | <b>\$ 12,905</b>  | <b>\$ 9,500</b>    | <b>\$ (3,405)</b>  | <b>(26.4)%</b> |
|  | 16142                             | 522800      | Natural Gas                 | \$ 12,316         | \$ 11,114         | \$ 14,906         | \$ 17,000         | \$ 16,000          | \$ (1,000)         | (5.9)%         |
|  | 16142                             | 522900      | Electricity                 | \$ 35,144         | \$ 34,811         | \$ 37,000         | \$ 40,000         | \$ 42,280          | \$ 2,280           | 5.7 %          |
| 16142                                      | 548900                            | Gasoline    | \$ 19                       | \$ 31             | \$ 25             | \$ 150            | \$ 150            | \$ —               | — %                |                |
| <b>Subtotal Utilities</b>                  |                                   |             | <b>\$ 47,479</b>            | <b>\$ 45,956</b>  | <b>\$ 51,931</b>  | <b>\$ 57,150</b>  | <b>\$ 58,430</b>  | <b>\$ 1,280</b>    | <b>2.2 %</b>       |                |
| <b>Subtotal Expenses</b>                   |                                   |             | <b>\$ 90,741</b>            | <b>\$ 145,965</b> | <b>\$ 194,813</b> | <b>\$ 232,431</b> | <b>\$ 204,930</b> | <b>\$ (27,501)</b> | <b>(11.8)%</b>     |                |
| <b>Total 6140 Library Plant Operations</b> |                                   |             | <b>\$ 172,373</b>           | <b>\$ 225,721</b> | <b>\$ 275,463</b> | <b>\$ 316,751</b> | <b>\$ 234,871</b> | <b>\$ (81,880)</b> | <b>(25.9)%</b>     |                |

### **Program Overview**

The Belmont Council on Aging (COA) is committed to enriching the lives of seniors and enabling them to live safe, independent, meaningful and healthy lives. The COA provides and advocates for essential services to promote these aims.

### **Transportation**

The COA provides and coordinates transportation services for Town seniors and disabled persons. This includes operating the Belder Bus and other means of transportation to support quality of life and allow seniors to continue to live an active life in town.

### **Social Services**

The COA provides social work evaluations, resource identification and assistance with financial, social and safety needs.

### **Nutrition**

The COA sponsors on-site and home-delivered meals and provides other nutritional resources.

### **Health and Wellness**

The COA provides an array of user-funded fitness activities such as aerobics, Tai Chi, yoga, water aerobics, walking, fitness room program, bocce and dance classes, a variety of health education opportunities including evidence based

programs, as well as direct health services such as weekly blood pressure clinics.

### **Socialization, Adult Education & Arts**

The COA sponsors a variety of recreational, educational and arts programs. Most of these programs are user funded and/or rely on volunteers.

### **Volunteer Services**

The COA recruits, screens and places volunteers. These volunteer services not only benefit the COA and its operations, but also provide an opportunity for the volunteers to give back to the community and keep them engaged in meaningful activities.

### **Senior Trips**

The trips organized by the COA provide additional socialization opportunities for home-bound frail seniors who otherwise are not able to enjoy outings. In addition, the COA also makes available opportunities for seniors to organize trips. Except for minimal administrative costs, all trips are fully funded by the participants.

### **Rentals & After-Hour Use of Facility**

The coordination of all after-hours use of the building has been centralized through the COA for the past five years.



# 6200 - Council on Aging

## FY2022-23 Achievements

- Expanded opportunities for hybrid programming by working with our media coordinator and the Belmont Media Center.
- Assisted seniors and community members with access to COVID-19 testing and vaccinations, by either being a vaccination host site or providing transportation.
- Awarded state grant funding to continue our diversity efforts.

For a more extensive list of activity please refer to the [Council on Aging section of the Belmont Annual Report](#).

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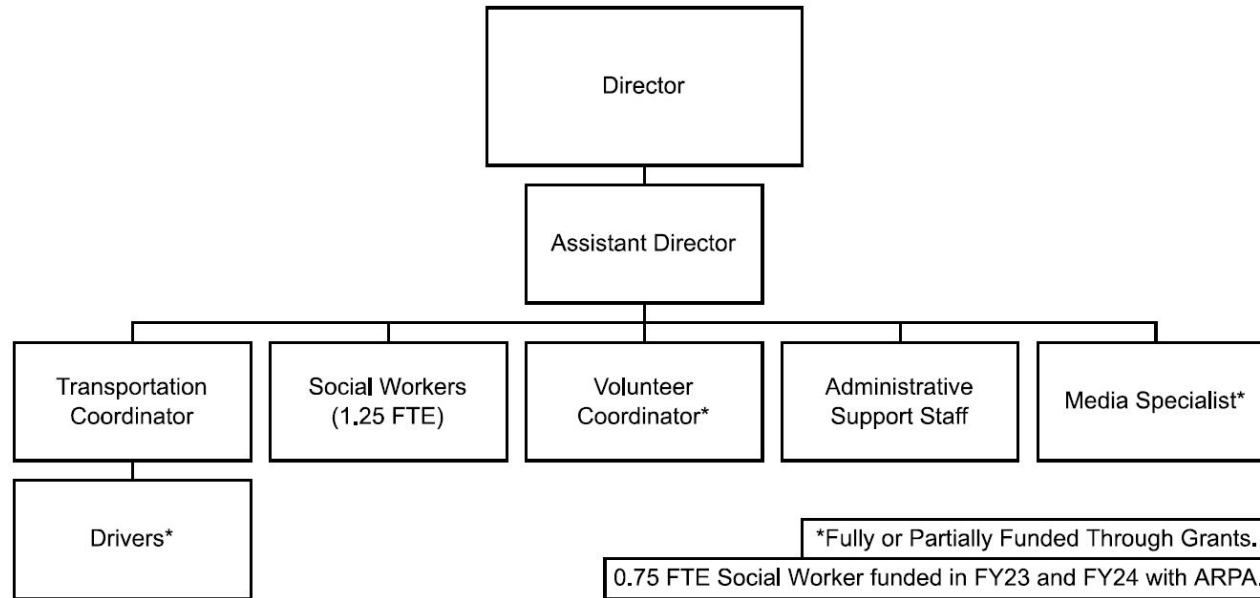
## FY2024 Goals

- Reopen our evening hours and continue efforts to reach younger seniors. Evening hours also work better for volunteers who are working or in school during the day.
- Grow our volunteer opportunities - having more volunteers would bring more people to the center.
- In collaboration with the Age Friendly Action Committee, offer more life-long learning classes and programs to address the interests and needs of older adults.
- Utilize new social worker to address social isolation after living through the pandemic, and connect with those who may not come to center.
- New marketing and innovative outreach strategies through social media and online platforms.
- Continue collaborating with Belmont Police and Fire to bring more programs regarding safety. (e.g., Fire prevention, safe driving, pedestrian safety).

**Staffing and Structure**

The Department functions with 7.12 FTEs, which includes 1.41 FTEs funded by grants. Although the Town and grant-funded staff members are those whose work duties require

a higher level of accountability, many of the functions could not be achieved without volunteer and other contracted resources.



# 6200 - Council on Aging

| Position Classification          | FTE    |        |        |        |        |        |        |        |        |        |
|----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                                  | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Director                         | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Director               | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Transportation Coordinator       | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Drivers*                         | 1.5    | 1.5    | 1.5    | 1.5    | 1.5    | 1.5    | 1.5    | 1.5    | 1.5    | 1.5    |
| Administrative Assistant I       | 0.43   | 0.43   | 0.43   | 0.43   | 0.43   | 0.43   | 0.43   | 0.43   | 0.43   | 0.43   |
| Administrative Assistant II      | 0.54   | 0.54   | 0.54   | 0.54   | 0.54   | 0.54   | 0.54   | 0.54   | 0.54   | 0.54   |
| Social Worker                    | 0.5    | 0.5    | 0.5    | 0.5    | 0.5    | 0.5    | 0.5    | 0.5    | 0.5    | 0.5    |
| Media Specialist**               | 0.28   | 0.28   | 0.28   | 0.28   | 0.28   | 0.28   | 0.28   | 0.28   | 0.28   | 0.28   |
| Volunteer Coordinator**          | 0.13   | 0.13   | 0.13   | 0.13   | 0.13   | 0.13   | 0.13   | 0.13   | 0.13   | 0.13   |
| Social Worker - ARPA Position*** | —      | —      | —      | —      | —      | —      | —      | —      | 0.75   | 0.75   |
| Total                            | 6.37   | 6.37   | 6.37   | 6.37   | 6.37   | 6.37   | 6.37   | 6.37   | 7.12   | 7.12   |

\*1 FT driver, 1 PT driver (.25 FTE), and 1 PT grant funded driver (.25 FTE)

\*\*Grant funded position

\*\*\*The Social Worker is funded in FY2023 and FY2024 from ARPA funding as a pilot project.

**6200 - Council on Aging**

**Budget Recommendations**

The FY2024 budget request for the Council on Aging is \$405,854, which is a decrease of \$(71,286) or (14.94)% from the FY2023 budget. Compensation is \$369,079, a decrease of \$(70,057) or (15.95)% due to recognition that the ARPA

grant funding should not be reflected in the budget. Expenses are \$36,775, a decrease of \$(1,229) or (3.23)% due to right-sizing the budgets for both office rental equipment as well as vehicle supplies.

**Council on Aging Budget Summary**

| <b>Department Summary</b>          | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Compensation                       | \$ 356,531        | \$ 365,934        | \$ 378,117        | \$ 439,136        | \$ 369,079            | \$ (70,057)        | (15.95)%          |
| Expenses                           | \$ 26,749         | \$ 20,793         | \$ 24,361         | \$ 38,004         | \$ 36,775             | \$ (1,229)         | (3.23)%           |
| <b>Total 6200 Council on Aging</b> | <b>\$ 383,279</b> | <b>\$ 386,727</b> | <b>\$ 402,478</b> | <b>\$ 477,140</b> | <b>\$ 405,854</b>     | <b>\$ (71,286)</b> | <b>(14.94)%</b>   |

| <b>Division Summary</b>            | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Total 6210 COA Admin               | \$ 383,279        | \$ 386,727        | \$ 402,478        | \$ 477,140        | \$ 405,854            | \$ (71,286)        | (14.94)%          |
| <b>Total 6200 Council on Aging</b> | <b>\$ 383,279</b> | <b>\$ 386,727</b> | <b>\$ 402,478</b> | <b>\$ 477,140</b> | <b>\$ 405,854</b>     | <b>\$ (71,286)</b> | <b>(14.94)%</b>   |

COA Admin Budget Detail

|                             |                                   |                  | FY2020                     | FY2021            | FY2022            | FY2023            | FY2024            | Dollar             | Percent            |                |
|-----------------------------|-----------------------------------|------------------|----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|
|                             |                                   |                  | Actual                     | Actual            | Actual            | Approp.           | Recommended       | Change             | Change             |                |
| Org                         | Object                            | Description      |                            |                   |                   |                   |                   |                    |                    |                |
| Compensation                | 15411                             | 511000           | Full-Time Salaries         | \$ 266,946        | \$ 274,929        | \$ 280,474        | \$ 346,680        | \$ 263,811         | \$ (82,869)        | (23.9)%        |
|                             | 15411                             | 511100           | Part-Time Salaries         | \$ 85,352         | \$ 87,936         | \$ 93,182         | \$ 87,197         | \$ 100,004         | \$ 12,807          | 14.7 %         |
|                             | 15411                             | 514800           | Longevity                  | \$ 825            | \$ 825            | \$ 825            | \$ 1,425          | \$ 1,425           | \$ —               | — %            |
|                             | 15411                             | 515500           | CDL Stipend                | \$ 1,048          | \$ 1,934          | \$ 2,254          | \$ 2,340          | \$ 2,340           | \$ —               | — %            |
|                             | 15411                             | 519900           | Uniform Allowance          | \$ 1,495          | \$ —              | \$ 820            | \$ 1,495          | \$ 1,500           | \$ 5               | 0.3 %          |
|                             | 15411                             | 513000           | Overtime                   | \$ 864            | \$ 310            | \$ 562            | \$ —              | \$ —               | \$ —               | — %            |
|                             | <b>Subtotal Compensation</b>      |                  |                            | <b>\$ 356,531</b> | <b>\$ 365,934</b> | <b>\$ 378,117</b> | <b>\$ 439,136</b> | <b>\$ 369,079</b>  | <b>\$ (70,057)</b> | <b>(16.0)%</b> |
| Expenses                    | 15412                             | 524400           | Repair & Maint. Vehicles   | \$ 4,490          | \$ 6,446          | \$ 5,631          | \$ 7,000          | \$ 7,000           | \$ —               | — %            |
|                             | 15412                             | 527200           | Rental of Office Equipment | \$ 5,502          | \$ 4,179          | \$ 2,762          | \$ 7,959          | \$ 7,000           | \$ (959)           | (12.0)%        |
|                             | 15412                             | 530000           | Prof. and Tech Services    | \$ 6,391          | \$ 4,308          | \$ 5,676          | \$ 6,500          | \$ 6,500           | \$ —               | — %            |
|                             | 15412                             | 534500           | Postage                    | \$ 74             | \$ 228            | \$ 22             | \$ 250            | \$ 250             | \$ —               | — %            |
|                             | 15412                             | 534600           | Printing and Mailing       | \$ 250            | \$ —              | \$ 56             | \$ 250            | \$ 250             | \$ —               | — %            |
|                             | 15412                             | 571000           | In-State Travel            | \$ 675            | \$ 15             | \$ 261            | \$ 1,500          | \$ 1,500           | \$ —               | — %            |
|                             | 15412                             | 573000           | Dues and Membership        | \$ 1,274          | \$ —              | \$ 823            | \$ 1,275          | \$ 1,275           | \$ —               | — %            |
|                             | <b>Subtotal Contract Services</b> |                  |                            | <b>\$ 18,656</b>  | <b>\$ 15,176</b>  | <b>\$ 15,232</b>  | <b>\$ 24,734</b>  | <b>\$ 23,775</b>   | <b>\$ (959)</b>    | <b>(3.9)%</b>  |
| 15412                       | 542100                            | Office Supplies  | \$ 4,014                   | \$ 1,758          | \$ 3,137          | \$ 4,000          | \$ 4,000          | \$ —               | — %                |                |
| 15412                       | 548000                            | Vehicle Supplies | \$ 4,079                   | \$ 3,859          | \$ 5,992          | \$ 9,270          | \$ 9,000          | \$ (270)           | (2.9)%             |                |
| <b>Subtotal Supplies</b>    |                                   |                  | <b>\$ 8,093</b>            | <b>\$ 5,617</b>   | <b>\$ 9,129</b>   | <b>\$ 13,270</b>  | <b>\$ 13,000</b>  | <b>\$ (270)</b>    | <b>(2.0)%</b>      |                |
| <b>Subtotal Expenses</b>    |                                   |                  | <b>\$ 26,749</b>           | <b>\$ 20,793</b>  | <b>\$ 24,361</b>  | <b>\$ 38,004</b>  | <b>\$ 36,775</b>  | <b>\$ (1,229)</b>  | <b>(3.2)%</b>      |                |
| <b>Total 6210 COA Admin</b> |                                   |                  | <b>\$ 383,279</b>          | <b>\$ 386,727</b> | <b>\$ 402,478</b> | <b>\$ 477,140</b> | <b>\$ 405,854</b> | <b>\$ (71,286)</b> | <b>(14.9)%</b>     |                |

## 6300 - Board of Health

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### **Program Overview**

The core mission of the Health Department is to improve the health and quality of life for all Belmont residents through the enforcement of local and state environmental health regulations. The department also provides the community with timely health information to help prevent disease and promote better health. The collaborative efforts of the five divisions listed below are required to fulfill its mission:

#### ***Environmental Health***

Is responsible for the enforcement of mandated State Sanitary Codes and local public health regulations.

#### ***Animal Care and Control***

The Animal Control Officer (ACO) enforces local and state regulations related to the humane care and control of animals.

#### ***Social Services***

The Social Services division consists of two programs: Youth and Family Services and Veterans Services. The

### **FY2022-23 Achievements**

- In 2022, the Health Department held 18 COVID-19 vaccine clinics and administered 1,490 doses.
- The Health Department was awarded a \$5,000 grant from the US Food and Drug Administration (FDA) to participate in the FDA's Food Program Standards Programs to reduce the risk of food borne illness.
- The Health Departments in Belmont, Brookline and Newton were jointly awarded a 10-year Public Health

Veterans' Service Officer (VSO) helps to identify the needs of veterans, links them to available services, and either coordinates or participates in ceremonies and parades honoring veterans.

#### ***Disease Control***

The Disease Control division investigates and monitors disease outbreaks, oversees and coordinates seasonal flu vaccinations, provides health education, and participates in public health emergency preparedness activities.

#### ***Administration***

The Public Health Program Assistant coordinates, processes, and distributes health permits for food service establishments, pools, and recreational camps for children, septic installations, animals, temporary dumpsters, and burial permits. The Program Assistant logs and dispatches calls, serves as a clerk to the Board of Health, and provides administrative support for all Health Department programs.

- Excellence grant from the Massachusetts Department of Public Health to regionalize efforts to increase local capacity in epidemiology and public health education.
- The Animal Control Officer (ACO) partnered with the Town Clerk's Office to reinstate the town's annual low-cost rabies vaccine clinic with convenient onsite pet licensing renewals.

For a more extensive list of activity please refer to the [Board of Health section of the Belmont Annual Report](#).

# 6300 - Board of Health

## FY2024 Goals

- To hold local vaccine clinics at which residents can receive both flu vaccines and COVID-19 boosters at one convenient time and location.
- To collaborate with the Recreation Department to oversee the Off-Leash Dog Program.
- To provide assistance and connections to resources for residents who require counseling and/or resources to obtain food, shelter, and utilities so they can maintain an acceptable and safe lifestyle.
- To provide assistance to Belmont veterans and their surviving spouses or family members, and to provide referrals to State and Federal benefit programs, where applicable.

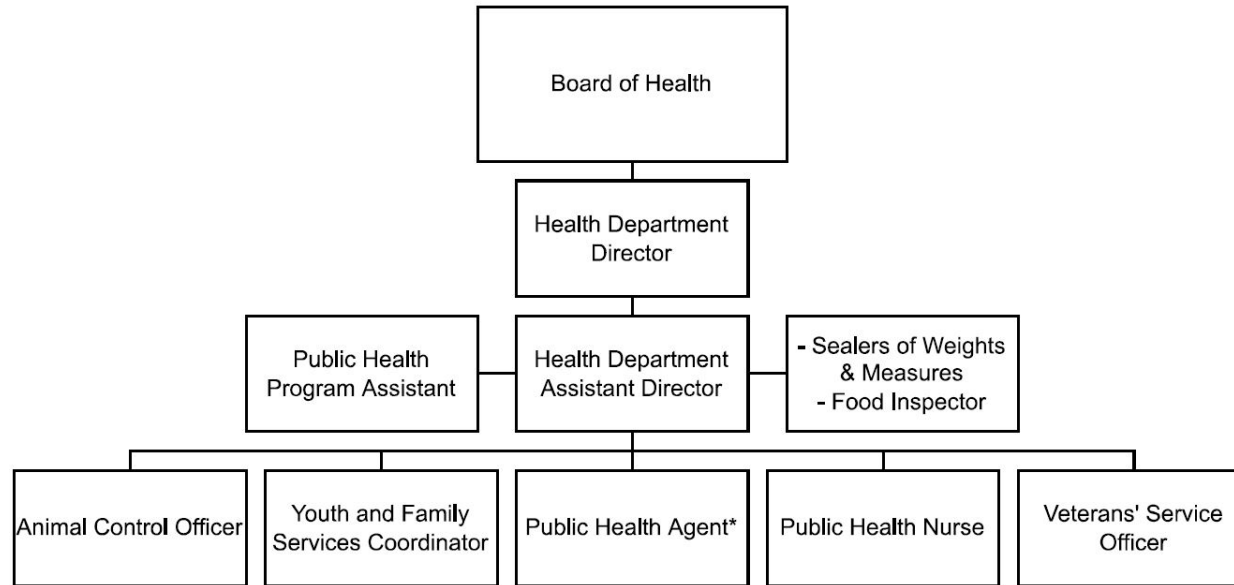
## Staffing and Structure

The Health Department has four full-time employees that include a Director, Assistant Director, Animal Control Officer, and Public Health Program Assistant. Part-time employees include a 20-hour per week Youth and Family Coordinator/Social Worker and a 20-hour per week Veterans' Services Officer. In FY2023 and FY2024, the Department received ARPA funding to hire a temporary Public Health Agent to help out with the increased workload due to the COVID-19 pandemic.

The Department has a shared Public Health Nursing agreement with the Town of Arlington. The Public Health

Nurse is an employee of the Town of Belmont and works 14 hours per week in Belmont, and spends his remaining time in Arlington. This is a change from an earlier arrangement with Lexington, where we paid for nursing time via contract services.

In order to meet program mandates, the Assistant Director, Youth and Family Services Coordinator, Animal Control Officer, and Public Health Nurse spend much of their time out of the office on inspections, investigations, home visits, vehicle patrols, disease investigations, and other clinical activities.



\*Public Health Agent funded in FY23 and FY24 with ARPA.

| Position Classification   | FTE    |        |        |        |        |        |        |        |        |        |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|                           | FY2015 | FY2016 | FY2017 | FY2018 | FY2019 | FY2020 | FY2021 | FY2022 | FY2023 | FY2024 |
| Director                  | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Assistant Health Director | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Program Assistant         | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Social Worker             | 0.42   | 0.42   | 0.42   | 0.42   | 0.42   | 0.4    | 0.4    | 0.4    | 0.4    | 0.4    |
| Public Health Nurse       | 0.35   | 0.35   | 0.35   | 0.35   | 0.35   | 0.35   | 0.35   | 0.35   | 0.35   | 0.35   |
| Youth Coordinator*        | 0.47   | 0.47   | 0.47   | 0.47   | 0.47   | 0.50   | 0.50   | 0.50   | —      | —      |
| Public Health Agent**     | —      | —      | —      | 0.1    | 0.1    | 0.1    | 0.1    | 1      | 1      | 1      |
| Animal Control Officer    | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      | 1      |
| Veterans Officer          | 0.47   | 0.47   | 0.47   | 0.47   | 0.47   | 0.5    | 0.5    | 0.5    | 0.5    | 0.5    |
| Total                     | 5.71   | 5.71   | 5.71   | 5.81   | 5.81   | 5.87   | 5.87   | 6.77   | 6.27   | 6.27   |

\*The Youth Coordinator was transitioned to the Recreation Department in the FY2023 budget.

\*\*In FY2023 and FY2024 this position has been funded through ARPA



# 6300 - Board of Health

## Budget Recommendations

The FY2024 budget request from the Board of Health is \$597,112, which is a decrease of \$(45,224) or (7.04)% from the FY2023 budget. Compensation is \$449,951, a decrease of \$(54,242) or (10.76)% due to recognition that the ARPA grant funding should not be reflected in the budget, and a

reduction in hours for the Veterans' Service Officer. Expenses are \$147,161, an increase of \$9,018 or 6.53% due to a need to use contract services to catch up with Food Inspections due to competing priorities over the past two fiscal years.

## Health Department Budget Summary

| <b>Department Summary</b> | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Compensation              | \$ 415,135        | \$ 401,094        | \$ 419,580        | \$ 504,193        | \$ 449,951            | \$ (54,242)        | (10.76)%          |
| Expenses                  | \$ 120,916        | \$ 121,125        | \$ 114,501        | \$ 138,143        | \$ 147,161            | \$ 9,018           | 6.53 %            |
| <b>Total 6300 Health</b>  | <b>\$ 536,051</b> | <b>\$ 522,219</b> | <b>\$ 534,082</b> | <b>\$ 642,336</b> | <b>\$ 597,112</b>     | <b>\$ (45,224)</b> | <b>(7.04)%</b>    |

| <b>Division Summary</b>       | FY2020<br>Actual  | FY2021<br>Actual  | FY2022<br>Actual  | FY2023<br>Approp. | FY2024<br>Recommended | Dollar<br>Change   | Percent<br>Change |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|--------------------|-------------------|
| Total 6310 Health Admin       | \$ 387,997        | \$ 351,640        | \$ 384,449        | \$ 451,029        | \$ 412,748            | \$ (38,281)        | (8.49)%           |
| Total 6320 Veterans' Services | \$ 83,820         | \$ 86,087         | \$ 76,898         | \$ 118,885        | \$ 109,940            | \$ (8,945)         | (7.52)%           |
| Total 6330 Animal Control     | \$ 64,233         | \$ 67,468         | \$ 69,115         | \$ 72,422         | \$ 74,424             | \$ 2,002           | 2.76 %            |
| Total 6340 Youth Services     | \$ —              | \$ 17,024         | \$ 3,619          | \$ —              | \$ —                  | \$ —               | — %               |
| <b>Total 6300 Health</b>      | <b>\$ 536,051</b> | <b>\$ 522,219</b> | <b>\$ 534,082</b> | <b>\$ 642,336</b> | <b>\$ 597,112</b>     | <b>\$ (45,224)</b> | <b>(7.04)%</b>    |

# 6300 - Board of Health

## Health Admin Budget Detail

|                                |                                   |                  | FY2020                         | FY2021            | FY2022            | FY2023            | FY2024            | Dollar             | Percent            |                |
|--------------------------------|-----------------------------------|------------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|--------------------|----------------|
|                                |                                   |                  | Actual                         | Actual            | Actual            | Approp.           | Recommended       | Change             | Change             |                |
| Org                            | Object                            | Description      |                                |                   |                   |                   |                   |                    |                    |                |
| Compensation                   | 15101                             | 511000           | Full-Time Salaries             | \$ 252,932        | \$ 249,846        | \$ 274,616        | \$ 362,924        | \$ 307,129         | \$ (55,795)        | (15.4)%        |
|                                | 15101                             | 511100           | Part-Time Salaries             | \$ 60,202         | \$ 29,853         | \$ 33,264         | \$ 30,763         | \$ 39,258          | \$ 8,495           | 27.6 %         |
|                                | 15101                             | 514800           | Longevity                      | \$ 875            | \$ 875            | \$ 875            | \$ 925            | \$ 925             | \$ —               | — %            |
|                                | 15101                             | 513000           | Overtime                       | \$ 129            | \$ —              | \$ 1,239          | \$ 1,750          | \$ 1,750           | \$ —               | — %            |
|                                | <b>Subtotal Compensation</b>      |                  |                                | <b>\$ 314,139</b> | <b>\$ 280,574</b> | <b>\$ 309,995</b> | <b>\$ 396,362</b> | <b>\$ 349,063</b>  | <b>\$ (47,299)</b> | <b>(11.9)%</b> |
| Expenses                       | 15102                             | 530000           | Prof. and Tech Services        | \$ 2,627          | \$ 3,092          | \$ 2,628          | \$ 7,000          | \$ 7,700           | \$ 700             | 10.0 %         |
|                                | 15102                             | 530017           | Public Health Nurse            | \$ 36,898         | \$ 37,688         | \$ 27,065         | \$ —              | \$ —               | \$ —               | — %            |
|                                | 15102                             | 530018           | Sealer of Weights & Measures   | \$ 6,124          | \$ 6,504          | \$ 6,634          | \$ 6,767          | \$ 7,106           | \$ 339             | 5.0 %          |
|                                | 15102                             | 530019           | Food Establishment Inspections | \$ 4,100          | \$ 900            | \$ 9,465          | \$ 7,500          | \$ 15,000          | \$ 7,500           | 100.0 %        |
|                                | 15102                             | 530020           | Nursing Services               | \$ —              | \$ —              | \$ 875            | \$ 1,200          | \$ 1,200           | \$ —               | — %            |
|                                | 15102                             | 530600           | Data Process                   | \$ 247            | \$ 488            | \$ 834            | \$ 2,200          | \$ 2,200           | \$ —               | — %            |
|                                | 15102                             | 531700           | Employee Training              | \$ —              | \$ —              | \$ —              | \$ 600            | \$ 600             | \$ —               | — %            |
|                                | 15102                             | 533200           | Mosquito Control Program       | \$ 19,139         | \$ 19,618         | \$ 20,010         | \$ 20,500         | \$ 20,979          | \$ 479             | 2.3 %          |
|                                | 15102                             | 534700           | Printing                       | \$ 336            | \$ 425            | \$ 254            | \$ 650            | \$ 650             | \$ —               | — %            |
|                                | 15102                             | 571000           | In-State Travel                | \$ 953            | \$ 238            | \$ 1,256          | \$ 2,700          | \$ 2,700           | \$ —               | — %            |
|                                | 15102                             | 573000           | Dues and Membership            | \$ 792            | \$ 389            | \$ 380            | \$ 1,100          | \$ 1,100           | \$ —               | — %            |
|                                | <b>Subtotal Contract Services</b> |                  |                                | <b>\$ 71,216</b>  | <b>\$ 69,342</b>  | <b>\$ 69,402</b>  | <b>\$ 50,217</b>  | <b>\$ 59,235</b>   | <b>\$ 9,018</b>    | <b>18.0 %</b>  |
|                                | 15102                             | 542100           | Office Supplies                | \$ 2,096          | \$ 1,081          | \$ 1,341          | \$ 750            | \$ 1,000           | \$ 250             | 33.3 %         |
| 15102                          | 548000                            | Vehicle Supplies | \$ 3                           | \$ —              | \$ 1,739          | \$ 1,500          | \$ 1,250          | \$ (250)           | (16.7)%            |                |
| 15102                          | 550000                            | Medical Supplies | \$ 544                         | \$ 643            | \$ 1,973          | \$ 2,200          | \$ 2,200          | \$ —               | — %                |                |
| <b>Subtotal Supplies</b>       |                                   |                  | <b>\$ 2,643</b>                | <b>\$ 1,724</b>   | <b>\$ 5,052</b>   | <b>\$ 4,450</b>   | <b>\$ 4,450</b>   | <b>\$ —</b>        | <b>— %</b>         |                |
| <b>Subtotal Expenses</b>       |                                   |                  | <b>\$ 73,859</b>               | <b>\$ 71,066</b>  | <b>\$ 74,454</b>  | <b>\$ 54,667</b>  | <b>\$ 63,685</b>  | <b>\$ 9,018</b>    | <b>16.5 %</b>      |                |
| <b>Total 6310 Health Admin</b> |                                   |                  | <b>\$ 387,997</b>              | <b>\$ 351,640</b> | <b>\$ 384,449</b> | <b>\$ 451,029</b> | <b>\$ 412,748</b> | <b>\$ (38,281)</b> | <b>(8.5)%</b>      |                |

# 6300 - Board of Health

## Veterans' Services Budget Detail

|                                      |                                   |                          | FY2020                           | FY2021             | FY2022    | FY2023    | FY2024     | Dollar      | Percent    |            |
|--------------------------------------|-----------------------------------|--------------------------|----------------------------------|--------------------|-----------|-----------|------------|-------------|------------|------------|
| Comp.                                | Org                               | Object                   | Description                      | Actual             | Actual    | Actual    | Approp.    | Recommended | Change     | Change     |
|                                      |                                   | 15431                    | 511100                           | Part-Time Salaries | \$ 41,763 | \$ 41,603 | \$ 41,901  | \$ 43,284   | \$ 34,339  | \$ (8,945) |
|                                      | <b>Subtotal Compensation</b>      |                          |                                  | \$ 41,763          | \$ 41,603 | \$ 41,901 | \$ 43,284  | \$ 34,339   | \$ (8,945) | (20.7)%    |
|                                      | 15432                             | 571000                   | In-State Travel                  | \$ 198             | \$ 29     | \$ 133    | \$ 1,300   | \$ 1,300    | \$ —       | — %        |
|                                      | 15432                             | 573000                   | Dues and Membership              | \$ 60              | \$ 85     | \$ 195    | \$ 200     | \$ 200      | \$ —       | — %        |
|                                      | <b>Subtotal Contract Services</b> |                          |                                  | \$ 258             | \$ 114    | \$ 328    | \$ 1,500   | \$ 1,500    | \$ —       | — %        |
| Expenses                             | 15432                             | 542100                   | Office Supplies                  | \$ 93              | \$ —      | \$ —      | \$ 150     | \$ 150      | \$ —       | — %        |
|                                      | 15432                             | 558921                   | Vet Svcs Recipient & Other Misc. | \$ 38,388          | \$ 38,519 | \$ 30,005 | \$ 68,101  | \$ 68,101   | \$ —       | — %        |
|                                      | 15432                             | 558922                   | Vet Svcs Town Celebrations       | \$ 1,690           | \$ 3,250  | \$ 2,864  | \$ 3,250   | \$ 3,250    | \$ —       | — %        |
|                                      | 15432                             | 558923                   | Vet Svcs US Flags                | \$ 1,628           | \$ 1,800  | \$ 1,800  | \$ 1,800   | \$ 1,800    | \$ —       | — %        |
|                                      | 15432                             | 558924                   | Vet Svcs Grave Markers & Misc.   | \$ —               | \$ 800    | \$ —      | \$ 800     | \$ 800      | \$ —       | — %        |
|                                      |                                   | <b>Subtotal Supplies</b> |                                  |                    | \$ 41,800 | \$ 44,369 | \$ 34,669  | \$ 74,101   | \$ 74,101  | \$ —       |
|                                      | <b>Subtotal Expenses</b>          |                          |                                  | \$ 42,058          | \$ 44,483 | \$ 34,998 | \$ 75,601  | \$ 75,601   | \$ —       | — %        |
| <b>Total 6320 Veterans' Services</b> |                                   |                          |                                  | \$ 83,820          | \$ 86,087 | \$ 76,898 | \$ 118,885 | \$ 109,940  | \$ (8,945) | (7.5)%     |

**Animal Control Budget Detail**

|                                  |                                   |        | FY2020           | FY2021           | FY2022           | FY2023           | FY2024           | Dollar          | Percent      |            |
|----------------------------------|-----------------------------------|--------|------------------|------------------|------------------|------------------|------------------|-----------------|--------------|------------|
| Compensation                     | Org                               | Object | Actual           | Actual           | Actual           | Approp.          | Recommended      | Change          | Change       |            |
|                                  |                                   | 12921  | 511000           | \$ 58,965        | \$ 61,436        | \$ 63,920        | \$ 63,897        | \$ 65,899       | \$ 2,002     | 3.1 %      |
|                                  | 12921                             | 514000 | \$ 243           | \$ —             | \$ —             | \$ —             | \$ —             | \$ —            | — %          |            |
|                                  | 12921                             | 519900 | \$ 26            | \$ 456           | \$ 592           | \$ 650           | \$ 650           | \$ —            | — %          |            |
| <b>Subtotal Compensation</b>     |                                   |        | <b>\$ 59,234</b> | <b>\$ 61,892</b> | <b>\$ 64,512</b> | <b>\$ 64,547</b> | <b>\$ 66,549</b> | <b>\$ 2,002</b> | <b>3.1 %</b> |            |
| Expenses                         | 12922                             | 524400 | \$ 926           | \$ 932           | \$ 302           | \$ 1,500         | \$ 1,500         | \$ —            | — %          |            |
|                                  | 12922                             | 530000 | \$ 1,213         | \$ 1,390         | \$ 1,485         | \$ 2,930         | \$ 2,930         | \$ —            | — %          |            |
|                                  | 12922                             | 571000 | \$ 148           | \$ 104           | \$ 195           | \$ 500           | \$ 500           | \$ —            | — %          |            |
|                                  | 12922                             | 573000 | \$ —             | \$ —             | \$ —             | \$ 50            | \$ 50            | \$ —            | — %          |            |
|                                  | <b>Subtotal Contract Services</b> |        |                  | <b>\$ 2,287</b>  | <b>\$ 2,426</b>  | <b>\$ 1,982</b>  | <b>\$ 4,980</b>  | <b>\$ 4,980</b> | <b>\$ —</b>  | <b>— %</b> |
|                                  | 12922                             | 548000 | \$ 1,289         | \$ 545           | \$ 820           | \$ 750           | \$ 750           | \$ —            | — %          |            |
|                                  | 12922                             | 558900 | \$ 678           | \$ 1,426         | \$ 435           | \$ 600           | \$ 600           | \$ —            | — %          |            |
|                                  | <b>Subtotal Supplies</b>          |        |                  | <b>\$ 1,966</b>  | <b>\$ 1,971</b>  | <b>\$ 1,255</b>  | <b>\$ 1,350</b>  | <b>\$ 1,350</b> | <b>\$ —</b>  | <b>— %</b> |
|                                  | 12922                             | 548900 | \$ 746           | \$ 1,180         | \$ 1,367         | \$ 1,545         | \$ 1,545         | \$ —            | — %          |            |
|                                  | <b>Subtotal Utilities</b>         |        |                  | <b>\$ 746</b>    | <b>\$ 1,180</b>  | <b>\$ 1,367</b>  | <b>\$ 1,545</b>  | <b>\$ 1,545</b> | <b>\$ —</b>  | <b>— %</b> |
| <b>Subtotal Expenses</b>         |                                   |        | <b>\$ 4,999</b>  | <b>\$ 5,576</b>  | <b>\$ 4,603</b>  | <b>\$ 7,875</b>  | <b>\$ 7,875</b>  | <b>\$ —</b>     | <b>— %</b>   |            |
| <b>Total 6330 Animal Control</b> |                                   |        | <b>\$ 64,233</b> | <b>\$ 67,468</b> | <b>\$ 69,115</b> | <b>\$ 72,422</b> | <b>\$ 74,424</b> | <b>\$ 2,002</b> | <b>2.8 %</b> |            |

**Youth Services Budget Detail**

|                                  |                          |        | FY2020      | FY2021           | FY2022          | FY2023        | FY2024      | Dollar      | Percent     |
|----------------------------------|--------------------------|--------|-------------|------------------|-----------------|---------------|-------------|-------------|-------------|
| Comp.                            | Org                      | Object | Actual      | Actual           | Actual          | Approp.       | Recommended | Change      | Change      |
|                                  |                          | 15421  | 511000      | \$ —             | \$ 17,024       | \$ —          | \$ —        | \$ —        | \$ —        |
|                                  | 15421                    | 511100 | \$ —        | \$ —             | \$ 3,173        | \$ —          | \$ —        | \$ —        | — %         |
| <b>Subtotal Compensation</b>     |                          |        | <b>\$ —</b> | <b>\$ 17,024</b> | <b>\$ 3,173</b> | <b>\$ —</b>   | <b>\$ —</b> | <b>\$ —</b> | <b>— %</b>  |
| Exp.                             | 15422                    | 542100 | \$ —        | \$ —             | \$ 446          | \$ —          | \$ —        | \$ —        | — %         |
|                                  | <b>Subtotal Expenses</b> |        |             | <b>\$ —</b>      | <b>\$ —</b>     | <b>\$ 446</b> | <b>\$ —</b> | <b>\$ —</b> | <b>\$ —</b> |
| <b>Total 6340 Youth Services</b> |                          |        | <b>\$ —</b> | <b>\$ 17,024</b> | <b>\$ 3,619</b> | <b>\$ —</b>   | <b>\$ —</b> | <b>\$ —</b> | <b>— %</b>  |

Note - Youth Services transitioned to Recreation in FY2023. This budget detail will be removed once historical detail is no longer relevant.

| <b>Department Summary</b>  | <b>FY2020 Actual</b> | <b>FY2021 Actual</b> | <b>FY2022 Actual</b> | <b>FY2023 Approp.</b> | <b>FY2024 Recommended</b> | <b>Dollar Change</b> | <b>Percent Change</b> |
|----------------------------|----------------------|----------------------|----------------------|-----------------------|---------------------------|----------------------|-----------------------|
| Within Levy Debt Service   | \$ 1,511,462         | \$ 1,639,620         | \$ 1,458,739         | \$ 1,438,989          | \$ 1,415,039              | \$ (23,950)          | (1.66)%               |
| Exempt Debt Service        | \$ 8,574,488         | \$ 13,084,646        | \$ 13,029,464        | \$ 13,731,513         | \$ 13,154,514             | \$ (576,999)         | (4.20)%               |
| Short-term Borrowing Costs | \$ 2,500             | \$ —                 | \$ 90,993            | \$ 72,500             | \$ 72,500                 | \$ —                 | — %                   |
| <b>Total Debt Service</b>  | <b>\$10,088,450</b>  | <b>\$14,724,266</b>  | <b>\$ 14,579,196</b> | <b>\$15,243,002</b>   | <b>\$ 14,642,053</b>      | <b>\$(600,949)</b>   | <b>(3.94)%</b>        |



### Program Overview

The Town Treasurer manages both debt issuances and debt service payments on behalf of the town. Debt service includes General Fund interest and principal payments for

levy-supported as well as excluded debt. Town Meeting authorizes both types of debt, but Belmont voters must approve debt exclusion projects.

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### FY2022-23 Achievements

- Third issuance of debt for the Belmont Middle and High School project issued in June 2022.
  - Town's AAA bond rating reaffirmed by both Moody's and Standard and Poor's in May 2022.
- 

### FY2024 Goals

- Work with the Belmont Library Building Committee and the Municipal Skating Rink Building Committee to manage cash flow and the timing of debt issuances for those new debt exclusion projects.
  - Collaborate as needed with the new Comprehensive Capital Budget Committee on financing projects as part of the long-term capital plan they are developing.
- 

### Staffing and Structure

The Town Treasurer's Office provides staff support for this function.

**Budget Recommendations**

The FY2024 budget request for combined Debt Service is \$14,642,053, which is a decrease of \$(600,949) or (3.94)% from the FY2023 budget based on payment schedules for issued debt.

payments for the Town Hall Complex renovations. Debt service for the new library and skating rink projects is not yet reflected in the budget; the first issuances are anticipated in Winter/Spring 2024.

Within Levy debt service is \$1,415,039, which is a decrease of \$(23,950) or (1.66)%; a corresponding amount has been added to the Discretionary Capital budget in FY2024. Exempt debt service is \$13,154,514, which is a decrease of \$(576,999) or (4.20)% due to the completion of debt service

Debt service supported by the Water and Sewer Enterprise funds will be reflected in those budgets.

**Debt Service Budget Summary**

| <b>Department Summary</b>      | FY2020<br>Actual     | FY2021<br>Actual     | FY2022<br>Actual     | FY2023<br>Approp.    | FY2024<br>Recommended | Dollar<br>Change    | Percent<br>Change |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|---------------------|-------------------|
| Within Levy Debt Service       | \$ 1,511,462         | \$ 1,639,620         | \$ 1,458,739         | \$ 1,438,989         | \$ 1,415,039          | \$ (23,950)         | (1.66)%           |
| Exempt Debt Service            | \$ 8,574,488         | \$ 13,084,646        | \$ 13,029,464        | \$ 13,731,513        | \$ 13,154,514         | \$ (576,999)        | (4.20)%           |
| Short-term Borrowing Costs     | \$ 2,500             | \$ —                 | \$ 90,993            | \$ 72,500            | \$ 72,500             | \$ —                | — %               |
| <b>Total 7000 Debt Service</b> | <b>\$ 10,088,450</b> | <b>\$ 14,724,266</b> | <b>\$ 14,579,196</b> | <b>\$ 15,243,002</b> | <b>\$ 14,642,053</b>  | <b>\$ (600,949)</b> | <b>(3.94)%</b>    |

| <b>Debt Service Summary</b>       | FY2020<br>Actual     | FY2021<br>Actual     | FY2022<br>Actual     | FY2023<br>Approp.    | FY2024<br>Recommended | Dollar<br>Change    | Percent<br>Change |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|---------------------|-------------------|
| Within Levy Principal - Municipal | \$ 531,450           | \$ 587,350           | \$ 591,250           | \$ 635,000           | \$ 640,000            | \$ 5,000            | 0.79 %            |
| Within Levy Principal - School    | \$ 465,000           | \$ 470,000           | \$ 320,000           | \$ 330,000           | \$ 340,000            | \$ 10,000           | 3.03 %            |
| Within Levy Interest - Municipal  | \$ 377,812           | \$ 465,720           | \$ 449,089           | \$ 386,139           | \$ 362,739            | \$ (23,400)         | (6.06)%           |
| Within Levy Interest - School     | \$ 137,200           | \$ 116,550           | \$ 98,400            | \$ 87,850            | \$ 72,300             | \$ (15,550)         | (17.70)%          |
| Short-term Borrowing Costs        | \$ 2,500             | \$ —                 | \$ 90,993            | \$ 72,500            | \$ 72,500             | \$ —                | — %               |
| <i>Within Levy Debt Service</i>   | <i>\$ 1,513,962</i>  | <i>\$ 1,639,620</i>  | <i>\$ 1,549,731</i>  | <i>\$ 1,511,489</i>  | <i>\$ 1,487,539</i>   | <i>\$ (23,950)</i>  | <i>(1.58)%</i>    |
| Exempt Debt Principal - Municipal | \$ 1,480,000         | \$ 1,455,000         | \$ 1,445,000         | \$ 1,435,000         | \$ 910,000            | \$ (525,000)        | (36.59)%          |
| Exempt Debt Principal - School    | \$ 2,683,000         | \$ 4,312,473         | \$ 4,460,000         | \$ 4,915,000         | \$ 5,140,000          | \$ 225,000          | 4.58 %            |
| Exempt Debt Interest - Municipal  | \$ 302,898           | \$ 254,498           | \$ 189,373           | \$ 124,773           | \$ 73,548             | \$ (51,225)         | (41.05)%          |
| Exempt Debt Interest - School     | \$ 4,108,590         | \$ 7,062,675         | \$ 6,935,091         | \$ 7,256,740         | \$ 7,030,966          | \$ (225,774)        | (3.11)%           |
| <i>Exempt Debt Service</i>        | <i>\$ 8,574,488</i>  | <i>\$ 13,084,646</i> | <i>\$ 13,029,464</i> | <i>\$ 13,731,513</i> | <i>\$ 13,154,514</i>  | <i>\$ (576,999)</i> | <i>(4.20)%</i>    |
| <b>Total 7000 Debt Service</b>    | <b>\$ 10,088,450</b> | <b>\$ 14,724,266</b> | <b>\$ 14,579,196</b> | <b>\$ 15,243,002</b> | <b>\$ 14,642,053</b>  | <b>\$ (600,949)</b> | <b>(3.94)%</b>    |

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# 8000 - TA Recommended Capital Investments

Town of Belmont, MA

| Appropriation Summary            | FY2020 Actual       | FY2021 Actual       | FY2022 Actual       | FY2023 Approp.      | FY2024 Recommended  | Dollar Change        | Percent Change  |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|-----------------|
| Capital - Streets                | \$ 1,725,126        | \$ —                | \$ 1,812,460        | \$ 1,857,772        | \$ 1,904,216        | \$ 46,444            | 2.50 %          |
| Capital - Sidewalks              | \$ 220,631          | \$ 226,147          | \$ 231,801          | \$ 237,730          | \$ 243,673          | \$ 5,943             | 2.50 %          |
| Discretionary Capital            | \$ 1,909,232        | \$ 950,268          | \$ 1,757,682        | \$ 3,787,495        | \$ 1,791,681        | \$(1,995,814)        | (52.69)%        |
| <b>Total Capital Investments</b> | <b>\$ 3,854,990</b> | <b>\$ 1,176,415</b> | <b>\$ 3,801,943</b> | <b>\$ 5,882,997</b> | <b>\$ 3,939,570</b> | <b>\$(1,943,427)</b> | <b>(33.03)%</b> |



## Program Overview

The Belmont Capital plan consists of Non-Discretionary, Discretionary and Enterprise capital projects.

- Non-Discretionary projects are for the Pavement Management Program and Sidewalk Maintenance, both of which were funded by voters via operating overrides in prior years. Funding grows by 2.5% each year, in parallel with Proposition 2½ growth.
- Discretionary capital funds were set-aside through an earlier override, and also grow by 2.5% each year.

- A subset of discretionary projects have previously been funded by within levy debt issuances. As those obligations are paid down, the funding is transferred back to the Capital budget.
- Both Water and Sewer Enterprise also have capital investments in their respective systems, which are funded from user charges.
- The Comprehensive Capital Budget Committee (CCBC) reviews annual requests from Town departments for capital projects.

## FY2022-23 Achievements

- Town Meeting approved formation of a Comprehensive Capital Budget Committee, which began meeting in October 2022.
- Approved FY2023 discretionary capital projects totaled \$3.8 million thanks to more than \$1 million in funding from the sale of the Cushing Square parking lot, and nearly \$550,000 in turnbacks from prior capital projects.

- Passed two debt exclusions, one for the new Belmont Public Library and the second for the new Belmont Skating Rink.
- Completed a Townwide tree inventory including tree health assessment and a tree management plan.

## FY2024 Goals

- Complete an initial long-term capital plan.
- Identify additional sources of funding to support capital investments.
- Complete a Townwide sidewalk assessment and update the sidewalk replacement list.

- Complete a building assessment for all Town-owned buildings.

## Staffing and Structure

Staff from Town Administration support the work of the Comprehensive Capital Budget Committee. Departments

work with the CCBC as needed to submit capital requests, respond to questions, and implement the projects.

# 8000 - TA Recommended Capital Investments

Town of Belmont, MA

## Budget Recommendations

The FY2024 budget request for Capital Investments is \$3,939,570, which is a decrease of \$(1,943,427) or (33.03)% from the FY2023 budget due to a considerable amount of one-time funding being available in FY2023 that does not recur in FY2024.

Discretionary Capital funding from the Tax Levy increases by \$38,749 or 2.50%, plus an additional \$23,950 from Within Levy debt service principal and interest payment reductions from prior capital projects, and \$179,029 from turnbacks from prior capital projects. These increases are offset by a combined \$2,058,513 reduction in one-time funding sources.

Both of the Non-Discretionary Programs for Streets and Sidewalks increase by 2.5%, to \$1,904,216 and \$243,673, respectively.

## Capital Budget Summary

| <b>Appropriation Summary</b> | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change      | Percent<br>Change |
|------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------|
| Capital - Streets            | \$ 1,725,126        | \$ —                | \$ 1,812,460        | \$ 1,857,772        | \$ 1,904,216          | \$ 46,444             | 2.50 %            |
| Capital - Sidewalks          | \$ 220,631          | \$ 226,147          | \$ 231,801          | \$ 237,730          | \$ 243,673            | \$ 5,943              | 2.50 %            |
| Discretionary Capital        | \$ 1,909,232        | \$ 950,268          | \$ 1,757,682        | \$ 3,787,495        | \$ 1,791,681          | \$ (1,995,814)        | (52.69)%          |
| <b>Total 8000 Capital</b>    | <b>\$ 3,854,990</b> | <b>\$ 1,176,415</b> | <b>\$ 3,801,943</b> | <b>\$ 5,882,997</b> | <b>\$ 3,939,570</b>   | <b>\$ (1,943,427)</b> | <b>(33.03)%</b>   |

| <b>Capital Project Summary</b>        | FY2020<br>Actual    | FY2021<br>Actual    | FY2022<br>Actual    | FY2023<br>Approp.   | FY2024<br>Recommended | Dollar<br>Change      | Percent<br>Change |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|-----------------------|-------------------|
| Capital - Streets                     | \$ 1,725,126        | \$ —                | \$ 1,812,460        | \$ 1,857,772        | \$ 1,904,216          | \$ 46,444             | 2.50 %            |
| Capital - Sidewalks                   | \$ 220,631          | \$ 226,147          | \$ 231,801          | \$ 237,730          | \$ 243,673            | \$ 5,943              | 2.50 %            |
| <i>Non-Discretionary Capital</i>      | \$ 1,945,758        | \$ 226,147          | \$ 2,044,261        | \$ 2,095,502        | \$ 2,147,890          | \$ 52,388             | 2.50 %            |
| Discretionary Capital - Tax Levy      | \$ 1,624,286        | \$ 925,268          | \$ 1,497,682        | \$ 1,549,953        | \$ 1,588,702          | \$ 38,749             | 2.50 %            |
| Discretionary Capital - Debt Service  |                     |                     |                     | \$ —                | \$ 23,950             | \$ 23,950             | — %               |
| Discretionary Capital - Free Cash     |                     |                     |                     | \$ 649,699          | \$ —                  | \$ (649,699)          | (100.00)%         |
| Discretionary Capital - Turnbacks     | \$ 163,946          | \$ 25,000           | \$ 260,000          | \$ 545,121          | \$ 179,029            | \$ (366,092)          | (67.16)%          |
| Discretionary Capital - Other Sources | \$ 121,000          |                     |                     | \$ 1,042,722        | \$ —                  | \$ (1,042,722)        | (100.00)%         |
| <i>Discretionary Capital</i>          | \$ 1,909,232        | \$ 950,268          | \$ 1,757,682        | \$ 3,787,495        | \$ 1,791,681          | \$ (1,995,814)        | (52.69)%          |
| <b>Total 8000 Capital</b>             | <b>\$ 3,854,990</b> | <b>\$ 1,176,415</b> | <b>\$ 3,801,943</b> | <b>\$ 5,882,997</b> | <b>\$ 3,939,570</b>   | <b>\$ (1,943,427)</b> | <b>(33.03)%</b>   |

# 8000 - TA Recommended Capital Investments

Town of Belmont, MA

|                            | Department            | Project Description                         | Recommendation      | Override            | Tax Levy            | Debt                | ARPA                | Enterprise          |
|----------------------------|-----------------------|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 1                          | Community Development | Pavement Management Program                 | \$ 1,904,216        | \$ 1,904,216        |                     |                     |                     |                     |
| 2                          | Public Works          | Sidewalk Maintenance                        | \$ 243,680          | \$ 243,680          |                     |                     |                     |                     |
| 3                          | Public Works          | Street Tree Planting                        | \$ 50,000           |                     | \$ 50,000           |                     |                     |                     |
| 4                          | Public Works          | DPW Parks Equipment                         | \$ 244,625          |                     | \$ 244,625          |                     |                     |                     |
| 5                          | Public Works          | DPW Cemetery Equipment                      | \$ 78,270           |                     | \$ 78,270           |                     |                     |                     |
| 6                          | Public Works          | Sidewalk Assessment Update                  | \$ 50,000           |                     | \$ 50,000           |                     |                     |                     |
| 7                          | Water Dept.           | Water Main Replacement                      | \$ 756,000          |                     |                     | \$ 500,000          |                     | \$ 256,000          |
| 8                          | Water Dept.           | Water Enterprise Equipment                  | \$ 500,000          |                     |                     |                     |                     | \$ 500,000          |
| 9                          | Water Dept.           | GIS Updates                                 | \$ 87,700           |                     |                     |                     |                     | \$ 87,700           |
| 10                         | Water Dept.           | Hydraulic Modeling & Valve Exercising Tasks | \$ 96,400           |                     |                     |                     |                     | \$ 96,400           |
| 11                         | Sewer Dept.           | Sewer and Drain Rehabilitation              | \$ 700,000          |                     |                     |                     |                     | \$ 700,000          |
| 12                         | Facilities            | Butler Elementary School Repairs            | \$ 1,500,000        |                     | \$ 607,786          |                     | \$ 892,214          |                     |
| 13                         | Facilities            | Video Camera Improvements - School          | \$ 170,000          |                     |                     |                     | \$ 170,000          |                     |
| 14                         | Facilities            | New Electric Fleet Vehicle                  | \$ 55,000           |                     | \$ 55,000           |                     |                     |                     |
| 15                         | Facilities            | Security Vestibules                         | \$ 75,000           |                     |                     |                     | \$ 75,000           |                     |
| 16                         | Facilities            | Belmont Building Assessments                | \$ 100,000          |                     | \$ 100,000          |                     |                     |                     |
| 17                         | Facilities            | Refinish Butler School Gym Floor            | \$ 25,000           |                     | \$ 25,000           |                     |                     |                     |
| 18                         | Fire Dept.            | Ambulance Replacement                       | \$ 80,000           |                     | \$ 80,000           |                     |                     |                     |
| 19                         | Fire Dept.            | Replace Pumper Truck                        | \$ 910,000          |                     | \$ 125,000          | \$ 785,000          |                     |                     |
| 20                         | Police Dept.          | Replace Police Portable Radios              | \$ 216,000          |                     | \$ 216,000          |                     |                     |                     |
| <b>Total Project Costs</b> |                       |   | <b>\$ 7,841,891</b> | <b>\$ 2,147,896</b> | <b>\$ 1,631,681</b> | <b>\$ 1,285,000</b> | <b>\$ 1,137,214</b> | <b>\$ 1,640,100</b> |

## Capital Projects Funded via Dedicated Override Funds

1. **Pavement Management Program - \$1,904,216 (Tax Levy, Dedicated Override funding):** Reflects annual pavement management program funded from dedicated override funding, adjusted by 2.5% per year. In addition to the dedicated local funding, state Chapter 90 funding is applied to this purpose. In FY2024, \$546,469 is projected to be available from Chapter 90 funding.
2. **Sidewalk Maintenance - \$243,680 (Tax Levy, Dedicated Override funding):** Sidewalk repair is one of the most common requests from residents and businesses. The Department of Public Works has received countless requests for repair, and has diligently been working through them. Unfortunately, it will take more than the current annual allotment to make meaningful progress. A sidewalk assessment is also being proposed for FY2024 (#15 below), which should inform the use and level of this funding going forward. This program was originally funded via an override and grows by 2.5% per year.

## Public Works

3. **Street Tree Planting - \$50,000 (Tax Levy):** Trees are an under-recognized element of Belmont's overall infrastructure. The Town has engaged a consultant to conduct a Street Tree assessment, which will inform where the DPW will focus its tree maintenance efforts, as well as investments in new plantings to replace removed trees and areas where there are gaps in the tree canopy. The final report was published in April 2023 ([view here](#)), and will

further inform the timing and proposed level of investment in this important aspect of life in Belmont.

4. **DPW Parks Equipment - \$244,625 (Tax Levy):** The DPW Parks Division relies on numerous apparatus to maintain the playgrounds, fields, swimming pool, medians, and other locations around Belmont. A replacement plan for the equipment was developed years ago to ensure that staff had the right tools to be efficient in their tasks, while ensuring the Town was maximizing the useful life. The current schedule would replace a 1-ton pickup truck, and a Toro 16' Cut Riding Lawn Mower.
5. **DPW Cemetery Equipment - \$78,270 (Tax Levy):** The DPW Cemetery Division maintains two cemeteries in Belmont, and provides a variety of funeral related services. While DPW staff do share equipment across divisions when feasible, some pieces are used exclusively by Cemetery Division staff. For FY2024, a large (19,000 GVW) dump truck is scheduled to be replaced. It will also be available during snow storms.
6. **Sidewalk Assessment Update - \$50,000 (Tax Levy):** The demand for sidewalk repairs in Belmont exceed the available funding to address the growing backlog. Updating the Town's sidewalk assessment, which was last done in 2017, will help the DPW prioritize which segments to repair with available funding, and help to develop a longer-term investment plan to potentially increase the amount of funding dedicated to sidewalks each year. If approved, the sidewalk assessment will begin in July 2023, and should be available to inform the FY2025 capital plan

submissions. It is helpful to reassess sidewalk conditions every 5-7 years to ensure capital planning is using current conditions.

### Water Department

7. **Water Main Replacement - \$756,000 (Water User Fees/ MWRA Loan):** Ongoing water main replacement program which typically addresses 5,000 linear feet of pipe each year. The division has been able to take advantage of zero-interest loans from the MWRA to support its efforts. In addition, a 30-year program to replace unlined mains is nearing completion, and staff have begun planning for the next phase of work.
8. **Water Enterprise Equipment - \$500,000 (Water User Fees):** During a water or sewer main break, staff work to stop the flow of fluids, and then have to clear the area to make repairs. A Vactor truck is essential to that work, as it pumps the fluid, dirt and other debris from the location. The department has been without such a vehicle for all of FY2023, and have had to rely on the generosity of neighboring communities to loan their vehicles during this time. A replacement is on order and is anticipated for delivery in July 2023.
9. **GIS Updates - \$87,700 (Water User Fees):** There is an October 2024 EPA deadline that the Town inventory its water service lines. The Water Division will use GIS to conduct and maintain that inventory and manage overall water system assets.
10. **Hydraulic Modeling & Valve Exercising Tasks - \$96,400 (Water User Fees):** Also in response to EPA requirements, the Water Division will develop a hydraulic model which will assist in identifying

problems with the distribution system. Routinely exercising the water system valves identifies broken valves before they have an impact on water quality, water pressure or other impacts.

### Sewer Department

11. **Sewer and Drain Rehabilitation - \$700,000 (Sewer User Fees):** Reflects annual sewer and stormwater infrastructure evaluation, maintenance, and rehabilitation program, typically conducted in conjunction with the work done for the pavement management program and EPA/DEP mandated work.

### Facilities Department

12. **Butler Elementary School Repairs - \$1,500,000 (\$892,214 in ARPA funding, \$607,786 Tax Levy):** An envelope study was undertaken in April 2021 by RJ Kenney. The results recommended a number of improvements. In 2022, Town Meeting approved window replacements and repointing the exterior brick. This year the roof has shown drastic deterioration. Slate tiles have begun to loosen and fall to the ground. Facilities has contracted with a roof company to perform emergency repairs of the loose slate around the entire roof area. This will help control further deterioration until a permanent roof replacement be done.

The Select Board approved the use of \$892,214 in American Rescue Plan Act (ARPA) funding at their April 3, 2023 meeting. This early funding will allow the Facilities department to begin work on final design and specifications for the roof project. The remaining balance of \$607,786 is being requested for

approval by Town Meeting, and will allow Facilities to put the project out to bid in Spring 2024 for completion in Summer 2024. Duration of the project is approximately 2-3 months.

### 13. **Video Camera Improvements - School - \$170,000**

**(ARPA funding):** The current video security system used for the schools is aging. The clarity, versatility, and dependability has declined and the main recording device has been maxed out and cannot be expanded. When cameras are replaced, the system works but does not have the best capability. Because of concerns around having a functional system, the Select Board approved ARPA funding for three schools (Butler, Burbank and Winn Brook) at their April 3, 2023 meeting. This will allow work to start immediately in the Summer of 2023. No funding will be requested from Town Meeting in 2023; however, funding for the remaining schools (Chenery and Wellington) will be requested in 2024, as well as funding for town office buildings which are in similar condition.

### 14. **New Electric Fleet Vehicle - \$55,000 (Tax Levy):**

The Facilities Department has an aging fleet of pick-up trucks and vans. The most recent vehicle from the DPW is questionably reliable. Facilities has had to borrow the Recreation van when it is not used to perform our daily work while our vehicles are being repaired. We need to be able to response to day to day operations that make our buildings safe for Belmont's employees, students, and general public. Reliable working infrastructure supports Facilities' response to emergencies and everyday maintenance needs.

15. **Security Vestibules - \$75,000 (ARPA funding):** The ability to secure a school from people entering and bring harm to teachers, staff, and students is paramount. Three of the older elementary schools have only one line of defense from someone trying to enter the schools. When buzzing a door open for a visiting guest the line of sight is not always clearly defined. With an added vestibule, office staff can contain the visitor until they can be completely analyzed. This has become the new standard in schools across America. The project will install new security glass and doors where needed, a dedicated video camera, and a remote entry door lock system. The intent is to pair this project with the first phase of the School Video camera work for efficiency. The Select Board authorized ARPA funding at their April 3, 2023 meeting to allow the project to move forward without further delay, and design work has already begun. No funding will be requested from Town Meeting in 2023.

16. **Belmont Building Assessments - \$100,000 (Tax Levy):** As a means of determining the overall condition of the public buildings in Belmont, staff recommend undertaking a thorough review and cataloging of current buildings and their component parts, along with a timeframe for replacement. The results will be overwhelming, but will provide a solid assessment of building conditions, and allow the administration and the capital committee to better prioritize limited capital dollars. If funding is approved in June 2023, some initial results may inform the FY2025 capital budget process; however, a full-blown plan will likely not be feasible until FY2026 or later. Since the assessment will cover all

aspects of a building, it would help the department focus on maintenance items to keep Belmont's buildings in good working order.

- 17. Refinish Butler School Gym Floor - \$25,000 (Tax Levy):** The current gym floor is showing signs of wear. The surface is slippery and can cause avoidable injury during competitive sports or running type activity. Based on usage, gym floors should be replaced every 15-20 years.

### Fire Department

- 18. Ambulance Replacement - \$80,000 (Tax Levy):** An ambulance will be ordered once full funding has been authorized; this is the second year in the next 5-year replacement cycle. An ambulance was ordered in January 2022 using the FY2018-22 authorizations. The former front-line vehicle will be placed in reserve status for 5 years. Each ambulance has a 10-year total service period within the department, and the old reserve vehicle is traded in for credit on the new purchase. In order to provide life-saving service the fire department must operate safe and functional apparatus, including ambulances. These vehicles are under extreme use, including transporting patients to hospitals in Boston daily. As an ambulance approaches the 5-year mark, it typically requires more intensive repairs and maintenance. This has an obvious financial impact, but also places the ambulance out of service for ever-increasing periods of time.
- 19. Replace Pumper Truck - \$910,000 (\$125,000 Tax Levy and \$785,000 General Fund Debt):** This will allow for the replacement of a 2008 commercial cab pumper that does not meet the requirements of the

Belmont Fire Department in terms of equipment storage, capability and firefighter safety. A 2014 pumper will be placed in reserve status, and a modern pumper will be designed and outfitted to respond to fire & EMS incidents with functional efficiency. Pumpers have an approximate 20-year life cycle. The first 10 years are in front-line service and the next 10 years are in reserve status to provide coverage during maintenance of front-line apparatus, large incidents, etc. This timing is approximate and may vary based upon review of serviceability. Due to lingering supply and labor shortages, apparatus delivery times have doubled in the last two years. If this is not abated we will need to factor this excessive timeframe into our purchases.

### Police Department

- 20. Replace Police Portable Radios - \$216,000 (Tax Levy):** This request is for the replacement of 75 portable radios for the department. The police department issues radios to each officer as well as to the animal control officer, street traffic control officers and parking control officers. We are requesting a 2-year project for FY2024 and FY2025, replacing half of the radios in 2 consecutive fiscal years. The radios currently in use were purchased in FY2016 and will have 8 years of use in FY2024, recommended replacement is around 7 years.



## 8000 - Approved FY2024 CPA Projects

Town of Belmont, MA

### Community Preservation Committee Projects

The Community Preservation Committee (CPC) recommended seven (7) projects to Town Meeting for FY2024 funding. Each of these projects was evaluated by the CPC in light of the articulated criteria for eligibility and appropriateness under the Community Preservation Act (CPA). The projects have been presented at a CPC public hearings held on November 9, 2022 and its regularly scheduled meeting on February 8, 2023; at the Select

Board's regularly scheduled meetings on March 6 and 20, 2023; and at the Warrant Committee's regularly scheduled meetings on March 8 and 15, 2023. All seven projects were approved by Town Meeting on Monday, May 1, 2023. More information about these projects and the Belmont CPC can be found on the Town website here: <https://www.belmont-ma.gov/community-preservation-committee>.

| <b>Project Sponsor</b>    | <b>Project Description</b>                                   | <b>Recommendation</b> | <b>Funding Category</b> | <b>Funding Source</b>      |
|---------------------------|--|-----------------------|-------------------------|----------------------------|
| Recreation Department     | Grove Street Baseball and Basketball Reconstruction          | \$ 941,935            | Recreation              | Community Preservation Act |
| Belmont Housing Authority | Predevelopment Planning for Rejuvenation of Sherman Gardens  | \$ 400,000            | Community Housing       | Community Preservation Act |
| Belmont Housing Trust     | Fund to Support the Creation of New Affordable Housing       | \$ 250,000            | Community Housing       | Community Preservation Act |
| Conservation Commission   | Conservation Fund  | \$ 200,000            | Open Space              | Community Preservation Act |
| Recreation Department     | PQ Basketball Court Replacement - In Kind                    | \$ 124,592            | Recreation              | Community Preservation Act |
| Library Board of Trustees | Historical Object Preservation Plan - Belmont Public Library | \$ 86,787             | Historic Preservation   | Community Preservation Act |
| Belmont Woman's Club      | Off-Cycle Final Application - Belmont Woman's Club Request   | \$ 31,500             | Historic Preservation   | Community Preservation Act |

## 8000 - Approved FY2024 CPA Projects

Town of Belmont, MA

### Community Preservation Act Projects

1. **Grove Street Baseball and Basketball Reconstruction - \$941,935:** This project will address issues with the court and fields that are used by hundreds of residents weekly. This project will address the CPC goal of preserving the Town's precious assets. This project would address issues identified in previous work at the Grove Street Park.
2. **Predevelopment Planning for Rejuvenation of Sherman Gardens - \$400,000:** The \$400,000 in CPA funding requested in this application will further support design activities required for zoning approval, which will make the project shovel-ready. Both a zoning approval and the Town's ongoing financial commitment will enhance BHA's ability to leverage funding from other entities, such as Community Economic Development Assistance Corporation (CEDAC), Local Initiatives Support Corporation (LISC), Massachusetts Housing Partnership (MHP) and the Massachusetts Department of Housing and Community Development (DHCD).
3. **Fund to Support the Creation of New Affordable Housing - \$250,000:** For the purpose of developing or supporting affordable housing within the Town. This project builds on CPA funds Town Meeting approved in 2021 for the same purpose. The funds will be expended at the discretion of the Housing Trust under terms of a grant agreement signed Spring 2022 by the Town of Belmont, the Community Preservation Committee, and the Housing Trust.
4. **Conservation Fund - \$200,000:** The goal of this fund is to provide a dedicated account (Conservation Fund) as a source of readily accessible funds to be used solely to facilitate the purchase of Open Space, and or deed restrictions, for allowable Community Preservation Act purposes (CPA).
5. **PQ Basketball Court Replacement - In Kind - \$124,592:** This project will address issues with the basketball court. This project will address the CPC goal of preserving the Town's precious assets. This court at PQ Park is a critical piece of infrastructure within the parks system in town. Replacing it in-kind and making it playable will allow many residents to enjoy the sport.
6. **Historical Object Preservation Plan - Belmont Public Library - \$86,787:** The goal of this project is to protect, preserve, restore, and reinstall specific historic artifacts that are currently housed in the Belmont Public Library building. The residents of the town and meeting members have enthusiastically endorsed the construction of a new library building.
7. **Off-Cycle Final Application - Belmont Woman's Club Request - \$31,500:** This request is to supplement a prior approved CPC project from FY2021 to restore all of the windows at the Homer House. As the project has continued the crew reinstalling the windows determined that the window frames were too unstable to support the windows in the third floor. This request is for funding to brace or replace the window frames as needed to allow for the third floor windows to be safely reinstalled.

# Budget Book Appendices



# Program Improvement Request Summary

## General Fund Budget Requests

### Department of Public Facilities

| Element                          | PIR Title                                       | Salary            | Benefits         | Expenses          | Total             | Recommend         | Not Rec.          |
|----------------------------------|---|-------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| 2530 - Facilities Administration | New Position: Construction Manager              | \$ 100,000        | \$ 15,329        | \$ —              | \$ 115,329        |                   | \$ 115,329        |
| 2520 - Facilities School         | Lead Custodian for New Middle School            | \$ 64,000         | \$ 14,807        | \$ —              | \$ 78,807         | \$ 78,807         | \$ —              |
| 2520 - Facilities School         | Assistant Custodian for New Middle School       | \$ 51,000         | \$ 14,618        | \$ —              | \$ 65,618         | \$ 65,618         | \$ —              |
| 2520 - Facilities Schools        | Addition to Cleaning Contract for Middle School | \$ —              | \$ —             | \$ 218,000        | \$ 218,000        | \$ 218,000        | \$ —              |
| <b>Subtotal</b>                  |   | <b>\$ 215,000</b> | <b>\$ 44,753</b> | <b>\$ 218,000</b> | <b>\$ 477,753</b> | <b>\$ 362,425</b> | <b>\$ 115,329</b> |

### Belmont Fire Department

| Element                 | PIR Title                        | Salary          | Benefits      | Expenses    | Total           | Recommend   | Not Rec.        |
|-------------------------|----------------------------------|-----------------|---------------|-------------|-----------------|-------------|-----------------|
| 3120 - Fire Suppression | CPR Classes and EMS Bike Patrols | \$ 7,400        | \$ 107        | \$ —        | \$ 7,507        |             | \$ 7,507        |
| <b>Subtotal</b>         |                                  | <b>\$ 7,400</b> | <b>\$ 107</b> | <b>\$ —</b> | <b>\$ 7,507</b> | <b>\$ —</b> | <b>\$ 7,507</b> |

### Belmont Police Department

| Element                      | PIR Title                    | Salary            | Benefits         | Expenses    | Total             | Recommend   | Not Rec.          |
|------------------------------|------------------------------|-------------------|------------------|-------------|-------------------|-------------|-------------------|
| 3210 - Police Administration | IT Communications Specialist | \$ 66,500         | \$ 14,843        | \$ —        | \$ 81,343         |             | \$ 81,343         |
| 3230 - Police Patrol         | Police Officer (two)         | \$ 140,800        | \$ 29,799        | \$ —        | \$ 170,599        |             | \$ 170,599        |
| <b>Subtotal</b>              |                              | <b>\$ 207,300</b> | <b>\$ 44,642</b> | <b>\$ —</b> | <b>\$ 251,942</b> | <b>\$ —</b> | <b>\$ 251,942</b> |

### Belmont Public Library

| Element                         | PIR Title                  | Salary           | Benefits         | Expenses           | Total            | Recommend   | Not Rec.         |
|---------------------------------|----------------------------|------------------|------------------|--------------------|------------------|-------------|------------------|
| 6140 - Library Plant Operations | Long Term Van Rental       | \$ —             | \$ —             | \$ 36,400          | \$ 36,400        |             | \$ 36,400        |
| 6110 - Library Administration   | Assistant Library Director | \$ 32,914        | \$ 14,356        | \$ (47,187)        | \$ 83            |             | \$ 83            |
| <b>Subtotal</b>                 |                            | <b>\$ 32,914</b> | <b>\$ 14,356</b> | <b>\$ (10,787)</b> | <b>\$ 36,483</b> | <b>\$ —</b> | <b>\$ 36,483</b> |

### Council on Aging

| Element                   | PIR Title                            | Salary      | Benefits    | Expenses         | Total            | Recommend   | Not Rec.         |
|---------------------------|--------------------------------------|-------------|-------------|------------------|------------------|-------------|------------------|
| 6210 - COA Administration | Expanding Belmont Taxi and Marketing | \$ —        | \$ —        | \$ 10,000        | \$ 10,000        |             | \$ 10,000        |
| <b>Subtotal</b>           |                                      | <b>\$ —</b> | <b>\$ —</b> | <b>\$ 10,000</b> | <b>\$ 10,000</b> | <b>\$ —</b> | <b>\$ 10,000</b> |

**Combined General Fund Total \$ 462,614 \$ 103,859 \$ 217,213 \$ 783,686 \$ 362,425 \$ 421,261**

## Enterprise Fund Budget Requests

### Department of Public Works

| Element                            | PIR Title  | Salary            | Benefits         | Expenses    | Total             | Recommend         | Not Rec.    |
|------------------------------------|--|-------------------|------------------|-------------|-------------------|-------------------|-------------|
| 5260 - Sewer/Stormwater Operations | Stormwater Engineer & MS4 Compliance Administrator | \$ 100,000        | \$ 15,329        | \$ —        | \$ 115,329        | \$ 115,329        | \$ —        |
| <b>Total - Enterprise Fund</b>     |  | <b>\$ 100,000</b> | <b>\$ 15,329</b> | <b>\$ —</b> | <b>\$ 115,329</b> | <b>\$ 115,329</b> | <b>\$ —</b> |

**Combined Total - All Funds \$ 562,614 \$ 119,187 \$ 217,213 \$ 899,014 \$ 477,753 \$ 421,261**

## APPENDIX B - GLOSSARY OF KEY TERMS

**Abatement** - A complete or partial cancellation of a tax levy imposed by a governmental unit as administered by the local Board of Assessors.

**Accounting System** - A system of financial recordkeeping which records, classifies, and reports information on the financial status and operation of an organization.

**Accrual Basis** - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows.

**Adopted Budget** - The resulting budget approved by Town Meeting.

**Advance Refunding Bonds** - Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advance refunding bonds are deposited in escrow with a fiduciary, invested in U.S. Treasury Bonds or other authorized securities, and used to redeem the underlying bonds at maturity or call date and to pay interest on the bonds being refunded or the advance refunding bonds.

**Allocation** - The distribution of available monies, personnel, buildings and equipment among various Town departments, divisions or cost centers.

**Annual Budget** - Estimate of expenditures for specific purposes during the fiscal year (July 1 - June 30) and the proposed means for financing those activities using revenues.

**Appropriation** - An authorization by the Town to make obligations and payments from the treasury for a specific purpose.

**Arbitrage** - Investing funds borrowed at a lower interest cost in investments providing a higher rate of return.

**Assessed Valuation** - A valuation set upon real or personal property by the board of assessors as a basis for levying taxes.

**Audit** - A study of the Town's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law and city charter.

**Availability** - Available Square Feet divided by the Net Rentable Area.

**Balanced Budget** - A budget in which receipts are greater than (or equal to) expenditures required by statute for all Massachusetts cities and towns. A balanced budget is a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined budget period.

**Basis of Accounting** - Basis of accounting refers to when revenues and expenditures or expenses are recognized in accounts and reported on financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

**Bond** - A written promise to pay a specified sum of money, called the face value (par value) or principal amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.

**Bond Anticipation Notes** - Notes issued in anticipation of later issuance of bonds, usually payable from the proceeds of the sale of the bonds or of renewal notes.

**Bonds Authorized and Unissued** - Bonds that a government has been authorized to sell but has not sold. Issuance at this point is only contingent upon action by the treasurer.

**Bond Counsel** - An attorney or law firm engaged to review and submit an opinion on the legal aspects of a municipal bond or note issue.

**Bond Issue** - The sale of a certain number of bonds at one time by a governmental unit.

**Budget (Operating)** – The operating budget is a plan of financial operation including an estimate of proposed expenditures for a defined period and the proposed means of financing expenditures.

**Budget Basis of Accounting** - The Town's General Fund budget is prepared on a basis other than generally accepted accounting principles (GAAP). The actual results of operations are presented on a "budget (cash) basis" to provide a meaningful comparison of actual results with the budget.

**Budget Calendar** - The schedule of key dates or milestones a government follows in the preparation and adoption of the budget.

**Budget Message** - A general discussion of the submitted budget presented in writing by the Town Administrator as part of the budget document.

**Capital Budget** - The Capital Budget is a plan of proposed outlays for acquiring long-term assets and the means of financing those acquisitions during the current fiscal period.

**Capital Expenditures** - Expenditures which result in the acquisition or addition to fixed assets.

**Capital Improvements Program** - A comprehensive schedule for planning a community's capital expenditures. It coordinates community planning, fiscal capacity and physical development. While all of a community's needs should be identified in the program, there should also be a set of criteria that prioritizes expenditures. A capital program is a plan for capital expenditures that extends four years beyond the capital budget and is updated yearly.

**Cash Basis of Accounting** - Revenues recorded when cash is received and expenses are recognized when cash is paid out.

**Charges for Service** - (Also called User Charges or Fees) The charges levied on the users of particular goods or services provided by local government, requiring individuals to pay for the private benefits they receive. Such charges reduce the reliance on property tax funding.

**Cherry Sheet** - A form showing all state charges and reimbursements distributed to the Town as certified by the state director of accounts. Years ago this document was printed on cherry colored paper.

**Community Preservation Act** - On November 2, 2010, residents of Belmont accepted the Community Preservation Act (CPA) which allows the Town to impose a surcharge of 1.5% on real estate taxes. Property exempt from this tax includes the first \$100,000 of residential property as well as certain low-income properties. By enacting the CPA, the Town will receive the maximum available matching funds from the state. Proceeds from both the amount raised by the Town and the amount matched by the State will be used to fund renovations to, and the construction of affordable housing, open space acquisition and historic preservation.

**Cost-Benefit Analysis** – A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost incurred for each different alternative.

**Cost Center** - The lowest hierarchical level of allocating monies, often referred to as a program, project or operation.

**Debt Authorization** - Formal approval to incur debt by municipal officials, in accordance with procedures stated in M.G.L. Ch. 44, specifically sections 2, 3, 4 and 6 through 15.

**Debt Burden** - The debt burden is the level of debt of an issuer, usually as compared to a measure of value (debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden is used in referring to debt service costs as a percentage of the annual budget.

**Debt Limits** - The general debt limit of a city or town consists of the normal debt limit, which is 5% of the valuation of taxable property and a double debt limit, which is 10% of that valuation. Cities and towns may authorize debt up to the normal limit without state approval, while debt up to the double debt limit requires state approval. It should be noted that there are certain categories of debt which are exempt from these limits.

**Debt Service** - Payment of interest and repayment of principal to holders of a government's debt instruments.

**Deficit or Budget Deficit** - The deficit or budget deficit occurs when there is an excess of budget expenditures over receipts/revenues. The city charter requires a balanced budget.

**Department** - A principal, functional and administrative entity created by statute and/or the Board of Selectmen to carry out specified public services.

**Departmental Accomplishments** - Completion of a goal or activity that warrants announcement by one or more department.

**Encumbrance** - Obligations in the form of purchase orders and contracts which are chargeable to an appropriation and are reserved. They cease to be encumbrances when paid or when an actual liability is set up.

**Enterprise Fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. The intent is that the full cost of providing the goods or services be financed primarily through charges and fees thus removing the expenses from the tax rate.

**Equalized Valuations - (EQVs)** The determination of the full and fair cash value of all property in the Commonwealth that is subject to local taxation. EQVs have historically been used as variables in distributing certain state aid accounts, and for determining county assessments and certain other costs. The Commissioner of Revenue, in accordance with M.G.L. Ch. 58, s. 10C, is charged with the responsibility of biennially determining an equalized valuation for each town and city in the Commonwealth.

**Excess Levy Capacity** - The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Board of Selectmen must be informed of excess levying capacity and evidence of their acknowledgement must be submitted to DOR when setting the tax rate.

**Expenditures** - The amount of money, cash or checks actually paid or obligated for payment from the treasury.

**Fiduciary Fund** - Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units and other funds. These include expendable trusts, non-expendable trusts, pension trusts and other agency funds.

**Financing Plan** - The estimate of revenues and their sources that will pay for the service programs outlined in the annual budget.

**Financial Task Force – FTF** – The Task Force was formed by the Board of Selectmen to develop a long term financial and capital plan.

**Fiscal Year** - The twelve month financial period used by all Massachusetts municipalities, beginning July 1 and ending June 30 of the following calendar year. The fiscal year is identified by the year in which it ends.

**Free Cash** - (Also Budgetary Fund Balance) Funds remaining from the operations of the previous fiscal year which are certified by DOR's director of accounts as available for appropriation. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet and unspent amounts



in budget line-items. Unpaid property taxes and certain deficits reduce the amount of remaining funds which can be certified as free cash.

**Full and Fair Market Valuation** - The requirement, by State law, that all real and personal property be assessed at 100% of market value for taxation purposes. "Proposition 2½" laws set the Town's tax levy limit at 2½% of the full market (assessed) value of all taxable property.

**Fund** - A set of interrelated accounts which record assets and liabilities related to a specific purpose. Also a sum of money available for specified purposes.

**Fund Accounting** - Governmental accounting systems should be organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

**Fund Balance** - The excess of assets of a fund over its liabilities and reserves.

**GASB 34** - A major pronouncement of the Governmental Accounting Standards Board (GASB) requires a report on overall financial health, including trends, prospects for the future, cost of delivering services and value estimates on public infrastructure assets.

**General Fund** - The major municipality-owned fund, which is created with City receipts and which is charged with expenditures payable from such revenues.

**Generally Accepted Accounting Principles (GAAP)** - A set of uniform accounting and financial reporting rules and procedures that define accepted accounting practice.

**General Obligation Bonds** - Bonds issued by a municipality which are backed by the full faith and credit of its taxing authority.

**Geographical Information System (GIS)** - Computerized mapping system and analytical tool that allows a community to raise and sort information on a parcel, area or community wide basis.

**Goal** - A proposed course of action toward which departmental effort is directed.

**Governmental Funds** - Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

**Grant** - A contribution of assets by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal government. Grants are usually made for specific purposes.

**Hotel/Motel Excise** - Allows a community to assess a tax on short-term room occupancy at hotels, motels and lodging houses, as well as convention centers in selected cities.

**Interest** - Compensation paid or to be paid for the use of money, including interest payable at periodic intervals or as a discount at the time a loan is made.

**Interfund Transactions.** Payments from one administrative budget fund to another or from one trust fund to another, which results in the recording of a receipt and an expenditure.

**Intrafund Transactions** - Financial transactions between activities within the same fund, an example would be a budget transfer.

**License and Permit Fees** - The charges related to regulatory activities and privileges granted by government as defined in bylaw and regulat

**Levy Limit** - The maximum amount of tax a community can levy in a given year. The limit can grow each year by 2.5 percent of the prior year's levy limit (M.G.L. Ch. 59, s. 21C (f,g,k)), plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion or special exclusion.

**Line-Item Budget** - A format of budgeting which organizes costs by type of expenditure such as supplies, equipment, maintenance or salaries.

**Massachusetts Water Pollution Abatement Trust (MWPAT)** - A statewide revolving fund that commenced operations in 1990 to address necessary environmental actions outlined in the Federal Clean Water Act. This fund revolves by the MWPAT issuing large pooled bond issues for various environmental construction projects and then loaning these funds to communities, with subsidies from the state reducing the debt service payments for these communities.

**Meals Excise** - Local excise option which allows communities to assess a sales tax on sales of restaurant meals originating in the city by a vendor.

**Modified Accrual Basis** - The accrual basis of accounting adapted to the governmental fund type, wherein only current assets and current liabilities are generally reported on fund balance sheets and the fund operating statements present financial flow information (revenues and expenditures). Revenues are recognized when they become both measurable and available to finance expenditures in the current period. Expenditures are recognized when the related fund liability is incurred, except for a few specific exceptions. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

**N/A** - The information is not available or not applicable.

**Non-Tax Revenue** - All revenue coming from non-tax sources including licenses and permits, intergovernmental revenue, charges for service, fines and forfeits and other miscellaneous revenue.

**Official Statement** - A document prepared for potential investors containing information about a prospective bond or note issue and the issuer.

**Overlay** - The amount raised by the assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements and exemptions.

**Pay-As-You-Go Funds** - The appropriation of current revenues, including Property Taxes and Free Cash, to fund capital improvements, as opposed to incurring debt to cover the costs.

**Performance Based Budget** - A budget that bases expenditures primarily upon measurable performance of activities and work programs. A performance budget may also incorporate other bases of expenditure classifications, such as character and object class, but these are secondary to activity performance.

**Performance Measure** - An instrument for determining the amount or degree a department or division executes an action or task; the degree of goal fulfillment achieved by programs.

**Performance Standard** - A statement of conditions that exists when a job is well done.

**Policy** - A definite course of action adopted after a review of information, and directed at the realization of goals.

**Procedure** - A method used in carrying out a policy or plan of action.

**Program** - Collections of work-related activities initiated to accomplish a desired end.

**Program Budget** - A budget format which organizes expenditures and revenues around the type of activity or service provided and specifies the extent or scope of service to be provided, stated whenever possible in precise units of measure.

**Proposition 2½** - A statewide tax limitation initiative petition limiting the property tax levy in cities and towns in the Commonwealth to 2½ percent of the full and fair cash valuation of the taxable real and personal property in that city or town. The statute also places an annual growth cap of 2½ percent on the increase in the property tax levy.

**Purchase Order** - A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated or estimated price. Outstanding purchase orders are called encumbrances.

**Purpose & Overview** - A short description of a Town department or division describing the charges and/or functions of that particular department or division.

**Rating Agencies** - This term usually refers to Moody's Investors Service, Standard and Poor's Corporation and Fitch Ratings. These are the three major agencies that issue credit ratings on municipal bonds.

**Refunding Bonds** - Retirement of an existing bond issue through the sale of a new bond issue when interest rates have fallen, issuers may want to exercise the call feature of a bond and replace it with another debt instrument paying a lower interest rate.

**Registered Bonds** - Bonds registered on the books of the issuer as to ownership; the transfer of ownership must also be recorded on the books of the issuer. Recent changes in federal tax laws mandate that all municipal bonds be registered if their tax exempt status is to be retained.

**Reserves** - An account used to indicate that portion of fund equity which is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

**Reserve for Contingencies** - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Revaluation** - A reasonable and realistic program to achieve the fair cash valuation of property, in order to ensure that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of their property.

**Revenue** - Additions to the Town's financial assets (such as taxes and grants) which do not in themselves increase the Town's liabilities or cancel out a previous expenditure. Revenue may also be created by cancelling liabilities, provided there is no corresponding decrease in assets or increase in other liabilities.

**Revolving Fund** - A fund established to finance a continuing cycle of operations in which receipts are available for expenditure without further action by the Board of Selectmen.

**Service Level** - The extent or scope of the Town's service to be provided in a given budget year. Whenever possible, service levels should be stated in precise units of measure.

**Service Program** - A planned agenda for providing benefit to citizens.

**Significant Budget Modification** - An increase or decrease of a departmental budget of such importance that highlighting is necessary.

**Submitted Budget** - The proposed budget approved by the Board of Selectmen and forwarded to Town Meeting for their approval. The Council must act upon the submitted budget within prescribed guidelines and limitations according to statute and the Town charter.

**Supplemental Appropriations** - Appropriations made by Town Meeting after an initial appropriation, to cover expenditures beyond original estimates.

**Tax Anticipation Notes** - Notes issued in anticipation of taxes, which are usually retired from taxes collected.

**Tax Rate** - The amount of tax levy stated per \$1,000 in value of the tax base. Prior to a 1978 amendment to the Massachusetts Constitution, a single tax rate applied to all of the taxable real and personal property in a city or town. The 1978 amendment allowed the legislature to create three classes of taxable property:

1) residential real property, 2) open space land, and 3) all other (commercial, industrial and personal) property, each of which may be taxed at a different rate. Within limits, cities and towns are given the option of determining the share of the levy to be borne by the different classes of property. The share borne by residential real property must be at least 65% of the full rate. The share of commercial, industrial and personal property must not exceed 175% of the full rate. Property may not be classified until the state department of revenue has certified that all property has been assessed at its full value.

**Unit Cost** - The cost required to produce a specific product or unit of service. For example, the cost of providing 100 cubic feet of water or the cost to sweep one mile of street.

**Unrestricted General Government Aid (UGGA)** - The components of local aid including additional assistance and lottery aid, which were combined into this one category, UGGA.

**Valuation (100%)** - A requirement that the assessed valuation must be the same as the market value for all properties.