

Town of Belmont, Massachusetts



Fiscal Year 2024

Town Administrator's Preliminary Budget Recommendation

February 3, 2023

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Town of Belmont, MA

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

Budget in Brief

Report of the Town Administrator

The Budget Message is a letter to the Select Board from the Town Administrator in support of the enclosed budget recommendations. The letter provides an overview of the operating budget, identifies significant budget issues, and explains the Town Administrator's rationale for budget recommendations.

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TOWN ADMINISTRATOR

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ASSISTANT TOWN ADMINISTRATOR

JENNIFER HEWITT

To: The Honorable Select Board
cc: Warrant Committee
cc: Residents and Taxpayers of Belmont

OVERVIEW

I herewith submit for your consideration the Preliminary FISCAL YEAR 2024 (FY2024) Operating Budget for the Town of Belmont. I want to thank the team that assisted in the development of this budget, Assistant Town Administrator/Finance Director Jennifer Hewitt, Budget Analyst Matt Haskell, and all of the Department Heads. The total Proposed Budget (*not including Water & Sewer Enterprise Funds*) of **\$150,869,221** represents an increase of **\$5,885,131** or **4.1%**, over the FY2023 budget.

TABLE 1	FY2023 Appropriated	FY2024 Budget Rec.	\$ Change	% Change
Belmont Public Schools	\$ 55,895,825	\$ 62,991,297	\$ 7,095,472	12.7%
Shared Services (Benefits, Facilities, Debt, Voc. Ed.)	\$ 50,100,965	\$ 50,084,260	\$ (16,705)	—%
Municipal Departments	\$ 32,525,029	\$ 33,480,428	\$ 955,399	2.9%
Capital (Includes Roads, Sidewalks)	\$ 5,882,997	\$ 3,760,541	\$ (2,122,456)	(36.1)%
Other Post-Employment Benefits (OPEB)	\$ 579,275	\$ 552,695	\$ (26,580)	(4.6)%
Subtotal	\$ 144,984,091	\$ 150,869,221	\$ 5,885,131	4.1%
Projected Recurring Revenue	\$ 137,168,614	\$ 139,436,048	\$ 2,267,435	1.7%
One-Time Revenue (Free Cash, ARPA, Capital)	\$ 7,815,477	\$ 11,433,173	\$ 3,617,696	46.3%
Revenue Subtotal	\$ 144,984,091	\$ 150,869,221	\$ 5,885,131	4.1%
Surplus/(Deficit)	\$ —	\$ —	\$ —	—%

The Preliminary FY2024 Budget is a level-service budget, which reflects the use of **\$11,433,173** in Free Cash to balance spending and revenue. As of the end of FY2022, certified Free Cash was **\$15,553,790**, and is relied upon heavily as a one-time revenue source. Without the use of these funds the current level of service cannot be maintained and service reductions would be required.

Budget Process and Select Board Priorities

This year the Town budget process started earlier than usual. The Town began its budgeting process working from the Collin’s Center Report, published in June 2022. The report recommended that the budget process start by determining available revenue, with budget proposals developed within those parameters. The report also recommended that the Town hire a Finance Director. That hire was brought on in May and she immediately got to work implementing a new budget process.

The Finance Director presented a new Revenue Allocation Model at budget summits held in Fall 2022. The Revenue Allocation Model totals up the available Revenue for FY2024, distributing funds across three categories: Shared Services, Municipal, and School. Shared Services is defined as those costs that support both the Municipal and School operations, such as pension, benefits/insurance, Facilities, capital, and debt service. Per the Revenue Allocation model, the Shared Services are funded first from available revenue, with any remaining funds proportionally allocated between the Municipal and School budgets. The table below shows the Revenue Allocation for FY2024.

FY2024 Revenue Allocation Model				
	\$139,988,743			Projected Available Revenue
	\$ 6,880,478			Assumed Use of Free Cash
		Shared	Municipal	School
(1)	\$ 55,895,825			\$ 55,895,825
(2)	\$ 32,523,029		\$ 32,523,029	
(3)	\$ 1,500,000			\$ 1,500,000
(4)		\$ 10,488,234		
(5)		\$ 3,338,181		
(6)	\$ 26,456,782	\$ 552,695		
(7)		\$ 10,386,981		
(8)		\$ 1,690,691		
(9)	\$ 772,376	\$ 772,376		
(10)	\$ 400,000	\$ 400,000		
(11)	\$ 746,956	\$ 746,956		
(12)	\$ 7,516,340	\$ 7,175,340		
(13)		\$ 341,000		
(14)	\$ 13,154,414	\$ 13,154,414		
(15)		\$ 1,487,539		
(16)	\$ 5,248,080	\$ 1,904,216		
(17)		\$ 243,673		
(18)		\$ 1,612,652		
(19)	\$144,213,803	\$54,294,949	\$ 32,523,029	\$ 57,395,825
(20)			36.17%	63.83%
(21)	\$ 2,655,419		\$ 960,447	\$ 1,694,972
			2.95%	2.95%

It is important to note that the FY2023 and earlier budgets have been restated to reflect the Shared Services for the Revenue Allocation model. The Municipal Budget has been adjusted to remove Facilities (line 12) from the Public Services budget line, remove the Warrant

Committee Reserve (line 10) from the General Government budget line, and add the Salary Reserve from the Benefits and Other Reserve budget line (lines 7 and 8). The School Budget has been adjusted to move School Custodian salaries to Facilities (line 12) and move Retiree and Employee benefits to Shared Benefits (lines 5, 7 and 8).

The priorities in the FY2024 budget are to maintain the services that Belmont residents have come to expect to the greatest extent possible. In addition, the Select Board understands the revenue challenges the Town faces to balance the operating budget, and recognizes that it is important to make decisions about the FY2024 budget, keeping in mind the long-term consequences of those decisions. The Select Board is insistent that the Town maintain its reserve levels following the newly adopted Comprehensive Financial Policies. The Select Board supports efforts for long-range planning and is in the process of developing a long-term capital budget with the newly formed Comprehensive Capital Budget Committee.

REVENUE

The following is a summary of the major revenue sources used to fund the FY2024 Budget.

TABLE 2	FY2023 Tax Recap	FY2024 Estimated	\$ Change	% Change	% of Total Revenue
Property Tax Revenue	\$ 116,505,822	\$ 119,456,894	\$ 2,951,072	2.5%	79.2%
State Aid	\$ 12,852,939	\$ 13,034,970	\$ 182,031	1.4%	8.6%
Local Receipts	\$ 8,590,889	\$ 8,778,462	\$ 187,573	2.2%	5.8%
Available Funds	\$ 2,138,121	\$ 1,147,487	\$(990,634)	(46.3)%	0.8%
One-Time Funding	\$ 7,815,477	\$ 11,433,173	\$ 3,617,696	46.3%	7.6%
State Assessments/Overlay (Abatements)	\$ (2,919,157)	\$ (2,981,764)	\$ (62,607)	2.1%	(2.0)%
TOTAL	\$ 144,984,091	\$ 150,869,221	\$ 5,885,131	4.1%	100.0%

Belmont is not unlike other municipalities that estimate revenue at the Proposition 2½ Property Tax Levy Limit, and derive a majority of their property tax revenue from residential properties. The annual budget process is an ongoing challenge due to an increasing structural deficit. The absence of significant and consistent increases in property tax revenue from new growth, State aid, non-property tax revenue, and the use of cash reserves are the primary drivers of this challenge.

FY2024 revenue estimates were developed in collaboration with the Select Board and Warrant Committee. Non-Property Tax Revenues have been adjusted based on prior year actual receipts and current year estimates.

1. One-Time Revenue Use in Fiscal Year 2024

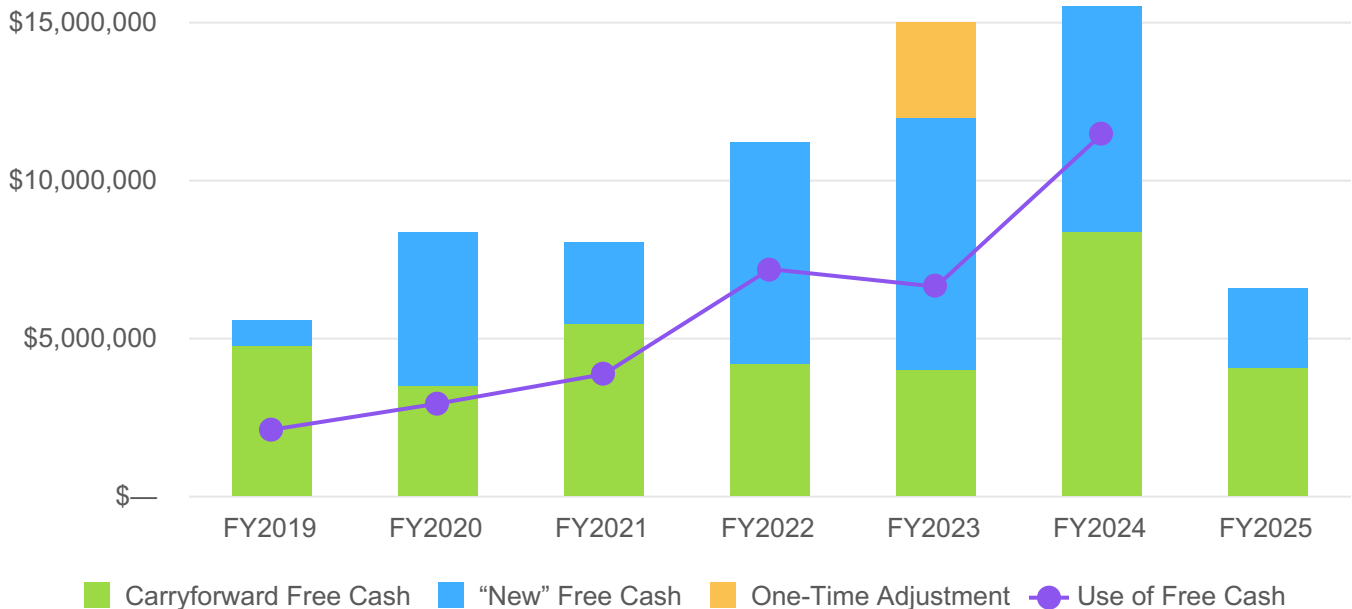
The Town is proposing to use the most one-time revenue it has ever used for its operating budget. The FY2024 budget is balanced using \$11,433,173 in Free Cash, or 7.6% of overall revenue. While this is a high level of one-time funds, the Town is still in compliance with its financial policies.

Free Cash is a one-time revenue source that results from the calculation, as of July 1, of a community's remaining, unrestricted funds from its prior year operations. The Department of

Revenue certifies the Free Cash amount each year based on the balance sheet as of June 30. Section C.2 of the Town’s Free Cash Policy states: *“That Town will seek to maintain Free Cash of 3-5% of the current Fiscal Year’s General Fund Revenue Budget, with the understanding that the goal will be to maintain Free Cash of approximately 4%.”* The amount of Free Cash that is unspent in one year “carries forward” and adds to the amount certified in the following year. Recent growth in certified Free Cash amounts is the result of several factors that impacted Town operations during the COVID-19 pandemic; they are not expected to recur.

The reliance on Free Cash has grown since the failed override in April 2021. The Town has struggled to fund recurring costs in the operating budget, such as salaries and expense contracts. The graph below illustrates the Town’s certified Free Cash since 2018. The FY2025 figure is a preliminary projection for June 30, 2023, and is subject change based on various factors over the next six months.

Free Cash Experience in Recent Fiscal Years, and Potential for FY2025



American Rescue Plan Act (ARPA) Funds. The Town received **\$7,806,251** in federal ARPA funding in 2021. As a grant, the Select Board is authorized to allocate ARPA funds, which must be obligated by December 31, 2024, and spent by December 31, 2026. The Select Board has allocated the full grant amount as of January 2023 in four general categories - direct pandemic response activities, Municipal and School operating budget support, staff stipends for COVID-response work, and capital investments. A summary of those categories is on the next page.

Staff have been supported by ARPA funding in FY2023 and FY2024 for both Municipal and School operations - the Schools have decided to extend their funding through FY2025. The intent is for these functions to transition out of the budget once funding has been depleted.

ARPA Category	FY2022	FY2023	FY2024/25	Total
Pandemic Response	\$344,850			\$344,850
Municipal Budget		\$163,303	\$124,000	\$287,303
School Budget		\$1,000,000	\$1,876,000	\$2,876,000
Staff Stipends		\$270,000		\$270,000
Capital Needs	\$1,000,000	\$1,790,333	\$1,237,765	\$4,028,098
Total	\$1,344,850	\$3,223,636	\$3,237,765	\$7,806,251

Other Available Funds are other funding sources that the Town can access such as PILOT Payments, and Indirect Costs from Enterprise Funds. Available funds could be considered one-time in nature, but the Town has consistently been able to access these funds. One source of other available revenue has been recently impacted by COVID-19. The Parking Reserve Fund is at a reduced level due to decreased demand for parking, and relaxed parking policies in Belmont Center. Table 3 lists the sources of Available Funds.

TABLE 3	FY2022 Actuals	FY2023 Estimated	FY2024 Projected
Receipts Reserved Approp-Parking Meters	\$ 30,000	\$ 30,000	\$ 30,000
Fund Balance Abatement & Exempt/Overlay	\$ 235,000	\$ —	\$ —
Trans from Light Dept for Tax Reduction (PILOT)	\$ 150,000	\$ 350,000	\$ 450,000
Trans from Water for Operating-Indirect Costs	\$ 519,000	\$ 519,000	\$ 244,166
Trans from Sewer for Operating-Indirect Costs	\$ 519,000	\$ 519,000	\$ 248,321
Trans from Leftover Capital Items	\$ 260,000	\$ 545,121	\$ —
Trans from Perpetual Care Fund	\$ 27,193	\$ 25,000	\$ 25,000
Capital Endowment Fund Special Projects	\$ 125,000	\$ 150,000	\$ 150,000
TOTAL OTHER AVAILABLE FUNDS	\$ 1,865,193	\$ 2,138,121	\$ 1,147,487

2. Recurring Revenue Estimates for Fiscal Year 2024

Real Estate and Personal Property Tax Revenue: The Town of Belmont has a single tax rate for residential and commercial/industrial/personal (CIP) properties. In FY2023 residential properties will pay 95.2% of the tax levy, with the remaining 4.8% paid by CIP properties. Table 4 reflects the history of the Town’s tax levy split.

TABLE 4	Levy Res Share	Levy CIP Share	Tax Rate	Levy Total	Residential	CIP
FY2023	95.18%	4.82%	\$11.24	\$ 116,505,822	\$ 110,891,406	\$ 5,614,416
FY2022	94.76%	5.24%	\$11.56	\$ 111,719,938	\$ 105,863,467	\$ 5,856,471
FY2021	95.07%	4.93%	\$11.54	\$ 109,492,914	\$ 104,094,804	\$ 5,398,110
FY2020	94.90%	5.10%	\$11.00	\$ 101,309,400	\$ 96,146,673	\$ 5,162,727
FY2019	94.34%	5.66%	\$11.67	\$ 92,737,732	\$ 87,491,002	\$ 5,246,730
FY2018	94.07%	5.93%	\$12.15	\$ 88,542,898	\$ 83,291,153	\$ 5,251,745
FY2017	94.80%	5.20%	\$12.69	\$ 85,533,440	\$ 81,085,188	\$ 4,448,252
FY2016	94.74%	5.26%	\$12.56	\$ 82,875,502	\$ 78,512,936	\$ 4,362,566
FY2015	94.36%	5.64%	\$12.90	\$ 76,467,837	\$ 72,157,498	\$ 4,310,339

Property tax remains the Town’s primary revenue source and the most stable source of revenue growth, comprising 79.2% of total projected revenues in FY2024, when \$119,456,894 will be derived from this revenue source.

Real estate and personal property tax projections include an estimate from property taxes due to new construction (new growth). New growth is the only way a municipality at the Proposition 2½ levy limit can generate additional property tax revenue. The Board of Assessors’ new growth estimate is **\$860,000**.

The total property tax levy includes property taxes used to finance debt exclusions based on the payment schedule for issued debt. Table 5 shows the allocation of the tax rate for the FY2023 base operating budget and each debt exclusion item.

TABLE 5	FY2023 Tax Levy	Tax Rate Impact
Residential/Commercial/PP	\$ 102,786,493	\$9.92
Debt Exclusions		
Senior Center	\$ 206,600	\$0.02
Town Hall Complex	\$ 560,625	\$0.05
Fire Station Refunding	\$ 461,250	\$0.04
Underwood Pool	\$ 223,850	\$0.02
Wellington School	\$ 1,509,500	\$0.15
Fire Station Refunding	\$ 105,448	\$0.01
High School Phase 1	\$ 5,313,525	\$0.51
High School Phase 2	\$ 4,582,866	\$0.44
High School Phase 3	\$ 755,849	\$0.07
TOTAL	\$ 116,506,006	\$11.24

State Aid: Total State Aid (Local Aid) is estimated at **\$13,034,970**, or **8.6%** of total revenues used to fund the FY2024 Budget and reflects a net increase of **\$182,031**. For the purposes of this budget, State Aid is a conservative estimate based on experience from prior years. The Governor's FY2024 Budget will not be released until March 1st, so State Aid is likely to change. Two major categories of State Aid include Chapter 70 Education Aid and Unrestricted General Government Aid (UGGA). It should be noted that the state offsets this revenue via assessments to pay for certain services, primarily the MBTA. These assessments are projected at **\$2,141,764**, for a net local aid amount of **\$10,893,206**.

TABLE 6	FY2020	FY2021	FY2022	FY2023	FY2024
Chapter 70 - Education Unrestricted	\$ 9,519,647	\$ 9,755,929	\$ 9,891,949	\$ 10,158,889	\$ 10,288,609
Charter School Reimbursement	\$ 3,157	\$ 28,381	\$ 38,838	\$ 25,761	\$ 25,761
Vocational Transp. Reimbursement	\$ —	\$ —	\$ 4,480	\$ —	\$ —
General Government Unrestricted	\$ 2,397,629	\$ 2,397,629	\$ 2,481,546	\$ 2,615,549	\$ 2,667,860
Veterans' Benefits & Exemptions	\$ 31,195	\$ 29,855	\$ 24,646	\$ 21,597	\$ 21,597
Loss of Taxes Veterans, Blind, Surv. Sp	\$ 42,925	\$ 41,919	\$ 12,550	\$ 31,143	\$ 31,143
TOTAL	\$ 11,994,553	\$ 12,253,713	\$ 12,454,009	\$ 12,852,939	\$ 13,034,970
\$ Change from Prior Year	\$ 558,947	\$ 259,160	\$ 200,296	\$ 398,930	\$ 182,031
% Change from Prior Year	4.9%	2.2%	1.6%	3.2%	1.4%
State Assessments (MBTA, MAPC, School Choice/Charter Tuition, etc.)	\$ (1,862,912)	\$ (1,976,233)	\$ (1,982,588)	\$ (2,089,526)	\$ (2,141,764)
Net State Aid	\$ 10,131,641	\$ 10,277,480	\$ 10,471,421	\$ 10,763,413	\$ 10,893,206
\$ Change from Prior Year	\$ 489,921	\$ 145,839	\$ 193,941	\$ 291,992	\$ 129,793
% Change from Prior Year	5.1%	1.4%	1.9%	2.8%	1.2%

Note: The Library receives aid from the State which is controlled by the Board of Library Trustees, so is not reflected in the figures above.

Local Receipts:

Revenue from local receipts (fines, fees, charges) increases in the FY2024 budget by a total of **\$187,573 to \$8,778,462, or 5.8%** of total revenues.

In addition to Property Tax (Real Estate and Personal Property) Local Receipts, including Motor Vehicle Excise **\$3,525,000**, Meals Excise **\$325,000**, Penalties and Delinquency Interest Payments **\$330,000**, and Payment In-Lieu-of Taxes **\$36,000**, are a major source of revenue to the Town. These revenues total **\$8,778,462**, which reflects an increase of **\$187,573, or 2.2%** in the FY2024 Budget and represents **5.8%** of total revenues.

	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Projected
Motor Vehicle Excise Tax	\$ 3,418,785	\$ 3,315,051	\$ 3,647,472	\$ 3,522,427	\$ 3,525,000
Other Excise	\$ 223,636	\$ 198,767	\$ 328,822	\$ 240,000	\$ 325,000
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	\$ 2,734,006
Licenses & Permits	\$ 1,267,537	\$ 1,322,274	\$ 1,556,574	\$ 1,353,632	\$ 1,353,632
Fines & Forfeitures	\$ 216,849	\$ 181,101	\$ 200,020	\$ 199,324	\$ 199,324
Investment Income	\$ 1,715,007	\$ 436,171	\$ 156,917	\$ 150,000	\$ 250,000
Miscellaneous Non-Recurring	\$ 31,608	\$ 135,575	\$ 114,179	\$ —	\$ —
Total	\$ 9,097,903	\$ 8,092,290	\$ 9,567,943	\$ 8,590,889	\$ 8,778,462

Operating Override:

The Town of Belmont derives over 79% of its revenue from property taxes. The Town is restrained by Proposition 2½ which limits the amount of new revenue from property taxes. When salaries and expenses increase by more than 2.5%, recurring revenues do not match recurring expenses, creating a structural deficit. In recent years, the Town has been addressing the deficit by using one-time funds.

The FY2024 budget uses \$10.8 million dollars of one-time revenue from Free Cash towards recurring operating expenses. Because this funding stream will be depleted soon, the Town will need to find another revenue source or else will need to implement massive reductions that will eliminate key services to residents. One way to manage the impact is to pass an Operating Override to replace some or all of the structural gap. But we need to be clear - one override will not provide a long-term solution. The Town will need to pass periodic smaller overrides in the future to meet the needs of the community. Over the next six months the Town will work to provide the community with a plan to reduce the amount of one-time funds and request an operating override in Spring 2024.

EXPENDITURES

In FY2022, the Town eliminated five positions, due to an unsuccessful override in April 2021. Those positions have not been restored in the proposed FY2024 operating budget due to the lack of recurring revenue to fund the budget. More detailed information on individual budgets can be found in the complete FY2024 Budget Book. Table 7 summarizes spending by major government unit in the FY2024 General Fund Budget.

TABLE 7	FY2022 Actual	FY2023 Budgeted	FY2024 Proposed	\$ Change	% Change
General Government	\$ 4,510,315	\$ 5,428,081	\$ 5,242,638	\$ (185,443)	(3.4)%
Public Safety	\$ 12,921,617	\$ 13,465,276	\$ 14,146,319	\$ 681,044	5.1%
Belmont Public Schools	\$ 55,259,786	\$ 55,895,825	\$ 62,991,297	\$ 7,095,472	12.7%
Vocational Education	\$ 1,124,430	\$ 1,137,269	\$ 746,956	\$ (390,313)	(34.3)%
Public Services	\$ 9,317,830	\$ 10,137,881	\$ 10,749,116	\$ 611,235	6.0%
Facilities Department	\$ 5,739,210	\$ 6,948,107	\$ 7,519,388	\$ 571,281	8.2%
Human Services	\$ 3,053,356	\$ 3,493,791	\$ 3,342,354	\$ (151,437)	(4.3)%
Debt Service	\$ 14,579,196	\$ 15,243,002	\$ 14,641,953	\$ (601,049)	(3.9)%
Employee Benefits	\$ 23,663,401	\$ 25,758,356	\$ 26,003,587	\$ 245,231	1.0%
Prop/Liability Insurances	\$ 435,877	\$ 614,231	\$ 772,376	\$ 158,145	25.7%
Warrant Committee Reserve	\$ —	\$ 400,000	\$ 400,000	\$ —	—%
Capital	\$ 3,801,943	\$ 5,882,997	\$ 3,760,541	\$ (2,122,456)	(36.1)%
OPEB	\$ 50,000	\$ 579,275	\$ 552,695	\$ (26,580)	(4.6)%
Total Expenditures	\$ 134,456,960	\$ 144,984,091	\$ 150,869,221	\$ 5,885,131	4.1%

Shared Services

The proposed FY2024 Shared Services is **\$54,702,425** which is 37.82% of the total operating budget. Shared services consists of the following:

1. Principal and Interest Debt Service
2. Benefits, Insurance, Pension, Other Benefits (i.e. Medicare), Other Post Employment Benefit (OPEB)
3. Warrant Committee Reserve
4. Regional School Expenses (i.e. Vocational Education)
5. Facilities Department
6. Capital for Streets, Sidewalks, Discretionary

Principal and Interest and Debt Service

The FY2024 budget for Debt Service has decreased slightly by a net amount of **\$601,049** to a total of **\$14,641,953** due to the retirement of an exempt debt issuance for the Town Hall Complex renovation. Exempt debt for FY2024 is **\$13,154,414**, or **8.7%** of the budget, while within the levy debt service is **\$1,487,539**, or **0.9%** of the budget. The Exempt Debt total includes three separate borrowings for the Belmont Middle and High School project. Table 8 reflects overall debt services obligations of the Town, including Water and Sewer Enterprise.

TABLE 8	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY2024 Proposed
General Fund Debt Service	\$ 1,511,462	\$ 1,639,620	\$ 1,458,739	\$ 1,438,989	\$ 1,415,039
Prop 2½ Excluded Debt Service	\$ 8,746,407	\$ 13,638,294	\$ 12,288,095	\$ 13,719,329	\$ 13,154,414
Water Debt Service	\$ 718,950	\$ 925,867	\$ 625,363	\$ 854,188	\$ 844,488
Sewer Debt Service	\$ 842,373	\$ 842,373	\$ 833,554	\$ 915,700	\$ 913,213
Total Debt Service	\$ 11,819,192	\$ 17,046,154	\$ 15,205,751	\$ 16,928,206	\$ 16,327,154
Gross Revenues	\$ 127,466,112	\$ 134,175,850	\$ 139,939,088	\$ 144,984,091	\$ 150,869,221
Debt Service as % of Revenue	9.3%	12.7%	10.9%	11.7%	10.8%

Benefits, Insurance, Pension, Other Benefits, and OPEB

Benefits includes Pension, Retiree and Employee Health Insurance, Medicare, Workers' Compensation, Unemployment and OPEB. The FY2024 proposed budget is **\$26,556,282**, an increase of **\$218,651**, or **0.83%**, and reflects the work of our Finance Director to streamline budgeting for health insurance in particular.

The Town and Schools have combined their benefits lines including health, Medicare, workers compensation, and unemployment. This is a new model for the Town which will increase transparency and ensure consistent and accurate analysis as the Town looks to transition to the Group Health Insurance (GIC). Health insurance premiums are projected to increase by 3% in FY2024.

Pension costs are projected to increase by **\$396,210** or **3.9%** based on the latest funding schedule approved by the Belmont Retirement Board and the Public Employee Retirement Administration Commission (PERAC). Property and Liability Insurance and Workers' Compensation premium costs are estimated to increase by a combined **\$107,545** or approximately **9.6%**, driven by the need to insure the Belmont Middle and High School once again when it transfers from Builders' Risk insurance in July 2023.

Other post-employment benefits (OPEB) are the life and health insurance benefits that retirees become eligible for once they retire. An OPEB Fund is an expendable trust fund, subject to appropriation. The assets of the trust are held solely to meet the current and future liabilities of the governmental unit for group health insurance benefits for retirees and their dependents. Table 9 shows the OPEB contributions each year since FY2019.

TABLE 9	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Budgeted	FY2024 Proposed
Town	\$ 472,092	\$ 552,695	\$ 50,000	\$ 50,000	\$ 579,275	\$ 552,695
Water	\$ 37,000	\$ 10,485	\$ 6,990	\$ 7,500	\$ 7,500	\$ 10,500
Sewer	\$ 42,000	\$ 5,527	\$ 4,112	\$ 4,500	\$ 4,500	\$ 5,500
Total	\$ 551,092	\$ 568,707	\$ 61,102	\$ 62,000	\$ 591,275	\$ 568,695

Regional Schools (Vocational Education)

The FY2024 Regional School expense is estimated at **\$746,956**, which reflects a **\$(390,313)** decrease of **(34.3)%** due to declining enrollments.

Facilities Department

The Facilities Department has absorbed the custodians that were traditionally included in the schools' operating budget. The absorption finalizes the merging of the school and town Facilities Department, initiated over a decade ago. The Town's plan is to eventually incorporate Library facilities costs into the Facilities budget.

We are proposing an increase of **\$571,281** in the Facilities budget, which is primarily driven by increasing needs for opening the Middle School. The contracted cleaning service has increased by \$218,000, and two custodians have been added to oversee the physical plant. For FY2024, the full cost of electricity has been budgeted for the Middle and High School since timing of solar panel activation is uncertain. Savings from the panels will begin to be reflected in the utility budget in FY2025.

Capital Budget

The FY2024 Capital Budget contains **\$1,612,652** to support capital projects which will be recommended by the Comprehensive Capital Budget Committee (CCBC), and represents 2.5% of the General Fund operating budget. That percentage grows to 3.4% when within levy debt service for prior capital projects is added. A copy of the Capital Budget will be released once the CCBC completes its recommendations for FY2024.

The Select Board has expressed their desire to dedicate the remaining ARPA funding to capital, and has asked the CCBC to recommend a list of projects for the Select Board to authorize. They will plan to do so at an upcoming Select Board meeting; ARPA funding does not need to be appropriated by Town Meeting.

Capital Budget - Roads and Sidewalks

The FY2024 Budget contains **\$1,904,216** million to support the ongoing Pavement Management Program which funds roadway reconstruction in Belmont. This amount is in addition to approximately **\$546,469**, which is received annually by the Town from State Chapter 90 Highway Funds. The FY2024 Budget contains **\$243,673** to support sidewalk repair. This funding was made available as a result of the successful operating override approved by the voters in 2015.

School Department

The School Department went through a series of budget meetings in December 2022 and January 2023, reviewing the costs of funding their current staff in FY2024, opening the new Middle School, and covering the cost of at least 30 additional enrollments in Out-of-District schools for special education. That initial budget request in early January totaled \$65.2 million, which is \$6.1 million more than the School Revenue Allocation.

The Select Board and Warrant Committee have requested that the School Department decrease their request by \$2.1 million dollars, with the remainder funded from an increase of \$4 million in Free Cash. The attached budget of **\$62,991,297** reflects a \$2.1 million dollar reduction to the School Department's initial request. Because of the new Shared Services model, some of those reductions will be reflected in the Benefits budgets rather than the School budget.

Municipal Departments

The FY2024 budget for Municipal Departments is **\$33,480,428** which is **22.2%** of the total operating budget. There are no new positions being requested in FY2024. As part of budget development, municipal departments requested level-service budgets, and submitted Program Improvement Requests (PIRs) for any enhancements. Those PIRs totaled \$421,261. Due to funding constraints, the Town is unable to fund any PIRs in FY2024 in the operating budget.

In order to meet the Revenue Allocation for the Municipal budget the Town decreased its request by \$232,000. The Town was able to identify savings in the Library Budget and through staff exchange and fuel savings in the Police Department.

As an Administrator charged to run the day to day operations of the Town, it is troubling that since 2017 the Town has decreased its total staffing levels by 1 FTE. We have not been able to provide the residents with level services. Since 2017, Town Departments have had to do more with less. Given that there has been no increase in staff to accommodate an increase in workload, departments are bare bones. We are also experiencing a large amount of vacancies and are having trouble attracting applicants due to the changing job market. The vacancies take an even bigger toll on already stressed departments and their employees.

Union Negotiations have been completed, and compensation adjustments are reflected in department salary lines. Three contracts extend through FY2025, which provides stability in those salary lines and allows the Town to project future years with more certainty.

General Government

The proposed FY2024 General Government budget is **\$5,242,638**, which reflects a decrease from FY2023 of \$(185,443) and is **3.5%** of the total operating budget. This reflects a decrease in the amount needed to be set aside for future collective bargaining contract settlements, offset by an increase in the Legal budget due to greater legal input needed to address various Planning Board cases. Town Counsel has also raised his rates, effective July 1, 2023.

Public Safety

The proposed FY2024 Public Safety budget is **\$14,146,319**, an increase of **\$681,044** over FY2023 and is **9.4%** of the total operating budget. The increases reflect the recent settlement of all collective bargaining contracts at the Police and Fire Departments. The Police Department has a significant number of vacancies due to retirements, and has been having difficulty hiring qualified officers given the requirements imposed by Civil Service. The vacancies are creating significant overtime costs, that will impact the FY2023 and FY2024 budgets.

Public Services

The proposed FY2024 Public Services budget is **\$10,749,116**, an increase of **\$611,235** from FY2023, and **7.1%** of the total operating budget. For FY2024, the Facilities budget has been moved under the Shared Services category.

The main FY2024 Public Services budget driver is the new Solid Waste Contract. The Solid Waste & Recycling Committee voted unanimously to recommend to the Select Board a five-year contract extension with Waste Management. There were two major areas for increased costs. First, the prevailing wage rate set five years ago increased by 23% to reflect current benchmark wage levels. Second, rising inflation rates currently at 8-9% impacted pricing throughout the contract. Given the volatility in the Solid Waste and Recycling budget we anticipate movement within these budget lines as we move through FY2024.

The Municipal Skating Rink will need a Capital Infusion in order to operate next season. The Town rejected a debt exclusion in November 2022, and the Select Board is contemplating putting the Municipal Rink back on the ballot in April 2023. The Recreation Budget includes maintenance lines for the rink, as well as funding for staff to oversee operations and programming, which is largely covered by revenue collected from programs held at the rink. The fee revenue and Recreation expenses will largely offset each other if the rink does not reopen in Fall 2023. However, the school department will need to decide how to address the impact on their programs if the rink does not open in Fall 2023.

At Annual Town Meeting, the Town will be requesting a Revolving Fund for recreation programs to shift those self-sustaining programs off the General Fund budget. The proposed fund will begin a possible transition to a self-sustaining Recreation Enterprise Fund. Starting in FY2025, Recreation program revenues will be deposited in this fund and used for program expenses.

Human Services

In FY2023, both the Health Department and the Council on Aging (COA) budgets reflected additional ARPA funding for positions. Those positions will continue in FY2024, but have been pulled out of the operating budget since they should instead be assigned to the ARPA grant. For the Health Department, a part-time position was made full-time to address the ongoing COVID needs of the Town. The COA added a part-time Social Worker. These positions will not be funded once ARPA funds are no longer available.

Additional Comments

Enterprise Funds: Water/Sewer & Stormwater

The FY2024 Enterprise budgets are currently in draft form, as there are several key budget elements that are still being developed. First, the MWRA Assessments are the largest parts of both the Water and Sewer enterprise budgets, and they have not yet been received for FY2024. Second, a new framework for calculating Water and Sewer indirect charges has been developed, and still needs to be reviewed by the Select Board. Finally, we have engaged a consultant to review Water and Sewer rates, which have not been adjusted for at least five years. All of the above elements will be discussed in March in conjunction with the overall FY2024 Water and Sewer budget proposals.

Reserve Balances

The reserve ratio as of the end of FY2022 is 15.0% of the General Fund budget. Table 10 reflects the balances of the Town’s reserves as of June 30, 2022, including Free Cash.

TABLE 10	General Stabilization	Capital Endowment	Free Cash	Kendall Fund	Ash Landfill Stabilization	TOTAL
Balance - June 30, 2022	\$1,838,996	\$4,522,912	\$8,417,007	\$2,155,388	\$2,814,828	\$19,749,130
% of Gen'l Fund Budget	1.4%	3.4%	6.4%	1.6%	2.1%	15.0%

Revolving Funds are typically funds that are authorized by Town Meeting for programs or services with expenses that (1) fluctuate with demand, and (2) can be matched against fees, charges or other revenue collected during the year. Table 11 lists the Town’s Revolving Funds and revenue and expenses to date.

TABLE 11	Authorized Spending	Balance 6/30/22	FY2023 Receipts	FY2023 Spending	FY2023 Balance
Senior Programs	\$ 150,000	\$ 64,367	\$ 28,985	\$ 32,603	\$ 60,749
Art Gallery	\$ 15,000	\$ 5,067	\$ 2,501	\$ 2,438	\$ 5,130
Rock Meadow Maintenance	\$ 11,000	\$ 11,875	\$ 500	\$ 3,544	\$ 8,830
Copying/Lost Books	\$ 15,000	\$ 1,380	\$ 5,194	\$ 1,144	\$ 5,430
Stormwater Improvements	\$ 100,000	\$ 13,500			\$ 13,500
MLK Day Breakfast	\$ 5,000	\$ —			\$ —
Non-School Property Maintenance	\$ 60,000	\$ 14,035	\$ 10,513	\$ 23,451	\$ 1,096
Stormwater Consulting	\$ 50,000	\$ 109			\$ 109
Total	\$ 406,000	\$ 110,331	\$ 47,692	\$ 63,180	\$ 94,843

The Town Administrator's Office looks forward to working with the Select Board, School Committee, Warrant Committee and Comprehensive Capital Budget Committee in the months ahead as we finalize the Budget for Town Meeting approval in June. We welcome any suggestions, comments or feedback from Town Meeting members or citizens concerning the FY2024 Budget. Individuals can email comments to selectboard@belmont-ma.gov.

Regards,

Patrice Garvin
Town Administrator

Summary of Revenues and Expenditures

Revenues	FY2021 Actual	FY2022 Actual	FY2023 Estimated	FY2024 Projected
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	\$ 13,154,414
Total Tax Levy	\$ 109,492,915	\$ 111,719,939	\$ 116,505,822	\$ 119,456,894
State Aid	\$ 12,253,713	\$ 12,454,009	\$ 12,852,939	\$ 13,034,970
Local Receipts	\$ 8,092,290	\$ 9,567,943	\$ 8,590,889	\$ 8,778,462
Available Funds	\$ 4,342,665	\$ 7,841,118	\$ 8,565,598	\$ 11,638,173
Revenue Offsets	\$ (2,838,733)	\$ (2,831,921)	\$ (2,919,157)	\$ (2,981,764)
Enterprise Receipts	\$ 2,833,000	\$ 1,188,000	\$ 1,388,000	\$ 942,487
Total Revenues	\$ 134,175,850	\$ 139,939,088	\$ 144,984,091	\$ 150,869,221

Spending	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Recommended
Belmont Public Schools	\$ 51,589,917	\$ 55,259,786	\$ 55,895,825	\$ 62,991,297
Regional Schools	\$ 1,391,511	\$ 1,124,430	\$ 1,137,269	\$ 746,956
Total Education	\$ 52,981,428	\$ 56,384,216	\$ 57,033,094	\$ 63,738,253

General Government	\$ 3,830,936	\$ 4,510,315	\$ 5,428,081	\$ 5,242,638
Public Safety	\$ 12,228,092	\$ 12,921,617	\$ 13,465,276	\$ 14,146,319
Public Services	\$ 8,407,046	\$ 9,317,830	\$ 10,137,881	\$ 10,749,116
Health and Human Services	\$ 2,881,736	\$ 3,053,356	\$ 3,493,791	\$ 3,342,354
Total Municipal Government	\$ 27,347,809	\$ 29,803,118	\$ 32,525,029	\$ 33,480,428

Facilities	\$ 5,240,068	\$ 5,739,210	\$ 6,948,107	\$ 7,519,388
Pension Assessment	\$ 8,728,097	\$ 9,662,058	\$ 10,092,024	\$ 10,488,234
Employee Benefits	\$ 13,679,110	\$ 14,001,343	\$ 15,666,332	\$ 15,515,353
Debt Service	\$ 14,724,266	\$ 14,579,196	\$ 15,243,002	\$ 14,641,953
Other Shared	\$ 511,161	\$ 435,877	\$ 1,014,231	\$ 1,172,376
Total Shared Services	\$ 42,882,702	\$ 44,417,683	\$ 48,963,696	\$ 49,337,304

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	\$ 1,612,652
Total Capital	\$ 1,176,415	\$ 3,801,943	\$ 5,882,997	\$ 3,760,541

Other Warrant Articles	\$ 50,000	\$ 50,000	\$ 579,275	\$ 552,695
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Total Spending	\$ 124,438,354	\$ 134,456,960	\$ 144,984,091	\$ 150,869,221
Net Budget Surplus/(Deficit)	\$ 9,737,496	\$ 5,482,127	\$ —	\$ —

Program Summary

Town of Belmont, MA

Element	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 TA Rec.	Dollar Change	Percent Change
Program 1000: General Government								
1100	Assessors Compensation	\$281,169	\$198,009	\$222,793	\$281,598	\$286,949	\$5,351	1.9%
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>\$434,449</i>	<i>\$10,351</i>	<i>2.4%</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	\$375,336	\$(375,114)	(50.0)%
	<i>Subtotal 1200 Human Resources</i>	<i>\$279,079</i>	<i>\$280,612</i>	<i>\$687,311</i>	<i>\$1,020,978</i>	<i>\$669,449</i>	<i>\$(351,528)</i>	<i>(34.4)%</i>
1300	IT Compensation	\$393,489	\$391,560	\$342,744	\$420,193	\$434,640	\$14,447	3.4%
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>\$1,415,015</i>	<i>\$62,322</i>	<i>4.6%</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	\$433,837	\$(77,337)	(15.1)%
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>\$647,437</i>	<i>\$(77,337)</i>	<i>(10.7)%</i>
	Total General Government	\$3,787,672	\$3,830,936	\$4,510,315	\$5,428,081	\$5,242,638	\$(185,443)	(3.4)%

Program Summary

Town of Belmont, MA

Element	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 TA Rec.	Dollar Change	Percent Change
Program 2000: Shared Services								
2110	Pension	\$8,227,468	\$8,728,097	\$9,662,058	\$10,092,024	\$10,488,234	\$396,210	3.9%
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	\$10,331,952	\$263,676	2.6%
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	\$272,900	\$45,900	20.2%
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>\$26,003,587</i>	<i>\$245,231</i>	<i>1.0%</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>
	Total Shared Services	\$27,284,911	\$28,158,436	\$29,838,488	\$33,720,694	\$34,695,351	\$974,657	2.9%
Program 3000: Public Safety								
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	\$6,850,318	\$276,631	4.2%
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>\$7,731,948</i>	<i>\$269,096</i>	<i>3.6%</i>
	Total Public Safety	\$12,572,504	\$12,228,092	\$12,921,617	\$13,465,276	\$14,146,319	\$681,044	5.1%

Program Summary

Town of Belmont, MA

Element	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 TA Rec.	Dollar Change	Percent Change
Program 4000: Education								
4100	Belmont Public Schools Compensation	\$39,233,144	\$42,194,418	\$43,751,812	\$45,745,004	\$48,099,087	\$2,354,083	5.1%
4100	Belmont Public Schools Expenses	\$10,254,036	\$9,395,499	\$11,507,974	\$10,150,821	\$14,892,210	\$4,741,389	46.7%
	<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>\$62,991,297</i>	<i>\$7,095,472</i>	<i>12.7%</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>
	Total Education	\$50,472,067	\$52,981,428	\$56,384,216	\$57,033,094	\$63,738,253	\$6,705,159	11.8%
Program 5000: Public Services								
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	\$904,439	\$8,004	0.9%
5300	Recreation Expenses	\$271,765	\$169,974	\$401,724	\$693,490	\$794,990	\$101,500	14.6%
	<i>Subtotal 5300 Recreation</i>	<i>\$857,651</i>	<i>\$550,896</i>	<i>\$994,361</i>	<i>\$1,589,925</i>	<i>\$1,699,429</i>	<i>\$109,504</i>	<i>6.9%</i>
	Total Public Services	\$8,484,237	\$8,407,046	\$9,317,830	\$10,137,881	\$10,749,116	\$611,235	6.0%
Program 6000: Human Services								
6100	Library Compensation	\$1,427,924	\$1,359,268	\$1,430,861	\$1,648,407	\$1,656,052	\$7,645	0.5%
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>\$2,339,389</i>	<i>\$(34,926)</i>	<i>(1.5)%</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 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 TA Rec.	Dollar Change	Percent 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>
	Total Human Services	\$2,912,005	\$2,881,736	\$3,053,356	\$3,493,791	\$3,342,354	\$(151,437)	(4.3)%
Program 7000: Debt Service								
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	\$13,154,414	\$(577,099)	(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>\$14,641,953</i>	<i>\$(601,049)</i>	<i>(3.9)%</i>
	Total Debt Service	\$10,088,450	\$14,724,266	\$14,579,196	\$15,243,002	\$14,641,953	\$(601,049)	(3.9)%
Capital Expenditures								
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	\$1,612,652	\$(2,174,843)	(57.4)%
	<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>\$3,760,541</i>	<i>\$(2,122,456)</i>	<i>(36.1)%</i>
	Total Capital Expenditures	\$3,854,990	\$1,176,415	\$3,801,943	\$5,882,997	\$3,760,541	\$(2,122,456)	(36.1)%
Other Articles								
	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>
	Total Other Articles	\$552,695	\$50,000	\$50,000	\$579,275	\$552,695	\$(26,580)	(4.6)%
Grand Total		\$120,009,530	\$124,438,354	\$134,456,960	\$144,984,091	\$150,869,221	\$5,885,131	4.1%

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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 \$5.89 million, or 4.06%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$8.06 million, or 5.82%.

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	\$ 13,154,414	\$ (564,915)	(4.12)%
Combined Property Tax Levy	\$101,309,400	\$109,492,915	\$ 111,719,939	\$116,505,822	\$119,456,894	\$ 2,951,072	2.53 %
State Aid (Table 2)	\$ 11,994,553	\$ 12,253,713	\$ 12,454,009	\$ 12,852,939	\$ 13,034,970	\$ 182,031	1.42 %
Local Receipts (Table 3)	\$ 9,097,903	\$ 8,092,290	\$ 9,567,943	\$ 8,590,889	\$ 8,778,462	\$ 187,573	2.18 %
Available Funds (Table 4)	\$ 6,083,456	\$ 4,342,665	\$ 7,841,118	\$ 8,565,598	\$ 11,638,173	\$ 3,072,575	35.87 %
Revenue Offsets (Table 5)	\$(2,707,200)	\$(2,838,733)	\$(2,831,921)	\$(2,919,157)	\$(2,981,764)	\$ (62,607)	2.14 %
Enterprise Receipts (Table 6)	\$ 1,688,000	\$ 2,833,000	\$ 1,188,000	\$ 1,388,000	\$ 942,487	\$ (445,513)	(32.10)%
Total General Fund Operating Revenues	\$127,466,112	\$134,175,850	\$139,939,088	\$144,984,091	\$150,869,221	\$ 5,885,131	4.06 %
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)%
Net General Fund Revenues	\$123,179,428	\$132,949,435	\$136,087,145	\$138,521,819	\$146,579,935	\$ 8,058,117	5.82 %

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 \$(564,915) or (4.12)%, primarily due to the completion of payments for the Town Hall complex renovations. Debt service for the new library building 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. At this point, a minimal increase of 1.42% is projected

for FY2024. The State is still developing its FY2024 budget; the initial FY2024 State aid numbers will be available on March 1, 2023, once the new Governor releases her budget. 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.

Available Funds: The significant increase in Available Funds is due an increase of \$5,500,000 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 \$10.88 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, \$545,121 from prior capital authorizations, and \$649,699 in Free Cash for the Fuel Tanks.

Revenue Offsets: Revenue Offsets are projected to increase by approximately \$62,607 or 2.14%. 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 historical increases of 2.5%; 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 Actual	FY2021 Actual	FY2022 Actual	FY2023 Estimated	FY2024 Projected	FY2023-24 Change \$	%
Table 1A: Property Tax Levy							
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		
Subtotal	\$ 92,562,993	\$ 95,854,621	\$ 99,431,844	\$102,786,493	\$106,302,480	\$ 3,515,987	3.42%
Table 1B: Tax Levy - Exempt Debt							
Exempt Debt	\$ 8,746,407	\$ 13,638,294	\$ 12,288,095	\$ 13,719,329	\$ 13,154,414	\$ (564,915)	(4.12)%
Subtotal - Combined Tax Levy	\$101,309,400	\$109,492,915	\$111,719,939	\$116,505,822	\$119,456,894	\$ 2,951,072	2.53%
Table 2: State Aid							
Chapter 70	\$ 9,519,647	\$ 9,755,929	\$ 9,891,949	\$ 10,158,889	\$ 10,288,609	\$ 129,720	1.28%
Charter School Reimbursement	\$ 3,157	\$ 28,381	\$ 38,838	\$ 25,761	\$ 25,761	\$ —	—%
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	\$ —	—%
Subtotal	\$ 11,994,553	\$ 12,253,713	\$ 12,454,009	\$ 12,852,939	\$ 13,034,970	\$ 182,031	1.42%
Table 3: Local Receipts							
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	\$ 2,734,006	\$ —	—%
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	\$ —	\$ —	\$ —	---
Subtotal	\$ 9,097,903	\$ 8,092,290	\$ 9,567,943	\$ 8,590,889	\$ 8,778,462	\$ 187,573	2.18%
Table 4: Available Funds							
Parking	\$ 105,000	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ —	—%
Capital Endowment Fund	\$ 125,000	\$ 125,000	\$ 125,000	\$ 150,000	\$ 150,000	\$ —	—%
Capital Projects Fund - Prior Auth.	\$ 163,946	\$ 25,000	\$ 260,000	\$ 545,121	\$ —	\$ (545,121)	(100.00)%
Free Cash - Operating Budget	\$ 2,359,710	\$ 3,792,665	\$ 7,113,925	\$ 5,380,478	\$ 10,880,478	\$ 5,500,000	102.22%
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	\$ —	\$ —	\$ —	\$ —	\$ —	---
Subtotal	\$ 6,083,456	\$ 4,342,665	\$ 7,841,118	\$ 8,565,598	\$ 11,638,173	\$ 3,072,575	35.87%
Table 5: Revenue Offsets							
Cherry Sheet Assessments	\$ (1,862,912)	\$ (1,976,233)	\$ (1,982,588)	\$ (2,089,526)	\$ (2,141,764)	\$ (52,238)	2.50%
Overlay (Abatements)	\$ (844,288)	\$ (862,500)	\$ (849,333)	\$ (829,631)	\$ (840,000)	\$ (10,369)	1.25%
Subtotal	\$ (2,707,200)	\$ (2,838,733)	\$ (2,831,921)	\$ (2,919,157)	\$ (2,981,764)	\$ (62,607)	2.14%
Table 6: Enterprise Receipts							
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%
Subtotal	\$ 1,688,000	\$ 2,833,000	\$ 1,188,000	\$ 1,388,000	\$ 942,487	\$ (445,513)	(32.10)%
Gross General Fund Revenues	\$127,466,112	\$134,175,850	\$139,939,088	\$144,984,091	\$150,869,221	\$ 5,885,131	4.06%
Revenues Set Aside for Designated Expenses	\$ 4,286,684	\$ 1,226,415	\$ 3,851,943	\$ 6,462,272	\$ 4,289,286	\$ (2,172,986)	(33.63)%
Net General Fund Revenues Available for Appropriation	\$123,179,428	\$132,949,435	\$136,087,145	\$138,521,819	\$146,579,935	\$ 8,058,117	5.82%

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General Government

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 1100 Assessors	\$ 333,355	\$ 350,616	\$ 324,075	\$ 424,098	\$ 434,449	\$ 434,449	\$ 10,351	2.44 %
Total 1200 Human Resources	\$ 279,078	\$ 280,612	\$ 687,311	\$ 1,020,978	\$ 669,450	\$ 669,450	\$ (351,528)	(34.43)%
Total 1300 IT	\$ 914,315	\$ 928,683	\$ 1,099,946	\$ 1,352,693	\$ 1,415,015	\$ 1,415,015	\$ 62,322	4.61 %
Total 1400 Town Accountant	\$ 373,185	\$ 320,669	\$ 368,394	\$ 362,152	\$ 443,031	\$ 443,031	\$ 80,879	22.33 %
Total 1500 Town Administration	\$ 850,639	\$ 923,123	\$ 1,006,633	\$ 1,018,088	\$ 1,125,097	\$ 1,125,097	\$ 107,009	10.51 %
Total 1600 Town Clerk	\$ 412,193	\$ 431,301	\$ 410,494	\$ 525,298	\$ 508,161	\$ 508,161	\$ (17,137)	(3.26)%
Total 1700 Treasurer	\$ 624,906	\$ 595,933	\$ 613,462	\$ 724,774	\$ 647,437	\$ 647,437	\$ (77,337)	(10.67)%
Total General Government	\$ 3,787,671	\$ 3,830,937	\$ 4,510,315	\$ 5,428,081	\$ 5,242,640	\$ 5,242,640	\$ (185,441)	(3.42)%

Expense Summary

Compensation	\$ 2,600,280	\$ 2,483,065	\$ 2,825,781	\$ 3,443,069	\$ 3,114,630	\$ 3,114,630	\$ (328,439)	(9.54)%
Expenses	\$ 1,187,391	\$ 1,347,872	\$ 1,684,535	\$ 1,985,012	\$ 2,128,010	\$ 2,128,010	\$ 142,998	7.20 %
Total General Government	\$ 3,787,671	\$ 3,830,937	\$ 4,510,316	\$ 5,428,081	\$ 5,242,640	\$ 5,242,640	\$ (185,441)	(3.42)%

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

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

FY2022-23 Achievements

- In FY2023, values were certified by the 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 Assesses 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

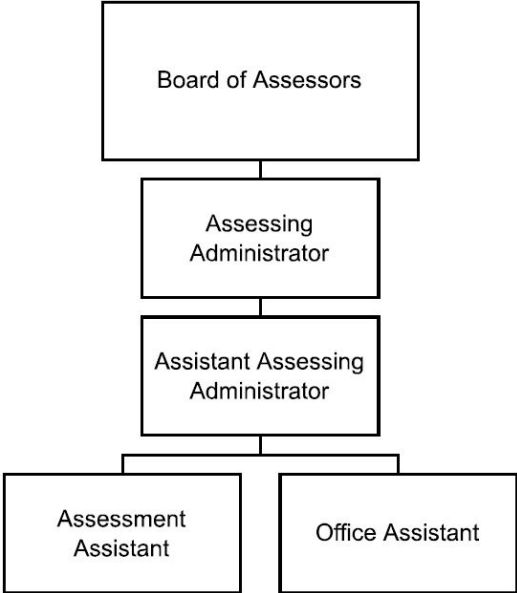
- To fully staff the office ahead of the upcoming valuation year.
- To record all transfers of title.
- To ensure that all valid sales are visited for verification and interior inspection.
- To inspect the interior of 50% of all valid sales.
- To submit, through mailing, income and expense statement 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 and one part-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	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	4

1100 Board of Assessors

Budget Recommendations

The FY2024 budget request from the Board of Assessors is \$434,449, which is an increase of \$10,351 or 2.44% from the FY2023 budget. Compensation is \$286,949, an increase of

\$5,351 or 1.90% due to contractually obligated cost of living adjustments. Expenses are \$147,500, an increase of \$5,000 or 3.51% due to an increase in cost for revaluation services.

Assessors Budget Summary

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 281,169	\$ 198,009	\$ 222,793	\$ 281,598	\$ 286,949	\$ 286,949	\$ 5,351	1.90 %
Expenses	\$ 52,186	\$ 152,607	\$ 101,282	\$ 142,500	\$ 147,500	\$ 147,500	\$ 5,000	3.51 %
Total 1100 Assessors	\$ 333,355	\$ 350,616	\$ 324,075	\$ 424,098	\$ 434,449	\$ 434,449	\$ 10,351	2.44 %

Assessors Budget Detail

	Org	Object	Description	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar Change	Percent Change	
				Actual	Actual	Actual	Approp.	Request	TA Rec.			
Compensation	11411	511000	Full-Time Salaries	\$ 261,502	\$ 175,086	\$ 193,638	\$ 260,087	\$ 265,167	\$ 265,167	\$ 5,080	2.0 %	
	11411	511100	Part-Time Salaries	\$ 10,345	\$ 14,676	\$ 20,908	\$ 13,264	\$ 13,477	\$ 13,477	\$ 213	1.6 %	
	11411	511900	Elected Officials	\$ 7,422	\$ 7,422	\$ 7,422	\$ 7,422	\$ 7,430	\$ 7,430	\$ 8	0.1 %	
	11411	514800	Longevity	\$ 1,900	\$ 825	\$ 825	\$ 825	\$ 875	\$ 875	\$ 50	6.1 %	
	Subtotal Compensation				\$ 281,169	\$ 198,009	\$ 222,793	\$ 281,598	\$ 286,949	\$ 286,949	\$ 5,351	1.9 %
Expenses	11412	524500	Repair & Maint. Office Equip.	\$ —	\$ —	\$ —	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %	
	11412	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %	
	11412	530016	Conferences & Prof. Dev	\$ —	\$ —	\$ —	\$ 3,000	\$ 3,000	\$ 3,000	\$ —	— %	
	11412	530200	Revaluation Services	\$ 47,405	\$ 150,106	\$ 98,197	\$ 125,000	\$ 130,000	\$ 130,000	\$ 5,000	4.0 %	
	11412	530600	Data Process	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %	
	11412	571000	In-State Travel	\$ 899	\$ —	\$ —	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	— %	
	11412	573000	Dues and Membership	\$ 850	\$ 775	\$ 745	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %	
	Subtotal Contract Services				\$ 49,154	\$ 150,881	\$ 98,942	\$ 138,000	\$ 143,000	\$ 143,000	\$ 5,000	3.6 %
	11412	542100	Office Supplies	\$ 1,879	\$ 940	\$ 1,548	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %	
	11412	558100	Subscriptions	\$ 1,153	\$ 786	\$ 792	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	— %	
Subtotal Supplies				\$ 3,032	\$ 1,726	\$ 2,340	\$ 4,500	\$ 4,500	\$ 4,500	\$ —	— %	
Subtotal Expenses				\$ 52,186	\$ 152,607	\$ 101,282	\$ 142,500	\$ 147,500	\$ 147,500	\$ 5,000	3.5 %	
Total 1110 Assessors Admin				\$ 333,355	\$ 350,616	\$ 324,075	\$ 424,098	\$ 434,449	\$ 434,449	\$ 10,351	2.4 %	

1200 Human Resources

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

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

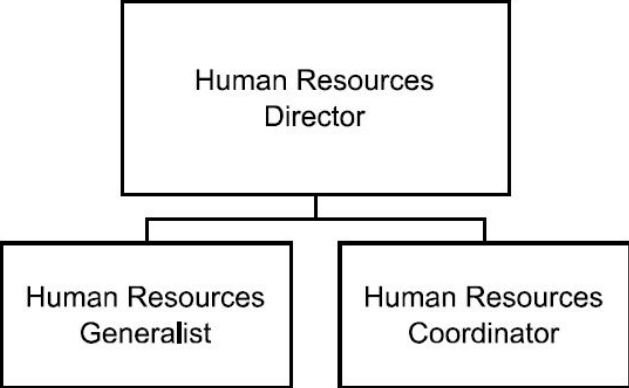
- The primary goal for FY2024 will be to conclude negotiations with any of the seven unions whose contracts are not settled by their current expiration date of June 30, 2023, in a fair and equitable percentage, within the established guidelines the Town can afford.
- Implement changes as recommended 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 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

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

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 1210 HR Admin	\$ 273,016	\$ 240,713	\$ 281,012	\$ 270,528	\$ 294,114	\$ 294,114	\$ 23,586	8.72 %
Total 1200 Human Resources	\$ 273,016	\$ 240,713	\$ 281,012	\$ 270,528	\$ 294,114	\$ 294,114	\$ 23,586	8.72 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Salary Reserve	\$ 6,062	\$ 39,899	\$ 406,299	\$ 750,450	\$ 375,336	\$ 375,336	\$ (375,114)	(49.99)%
Total 1250 Salary Reserve	\$ 6,062	\$ 39,899	\$ 406,299	\$ 750,450	\$ 375,336	\$ 375,336	\$ (375,114)	(49.99)%

1200 Human Resources

Human Resources Budget Detail

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

1300 Information Technology

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.

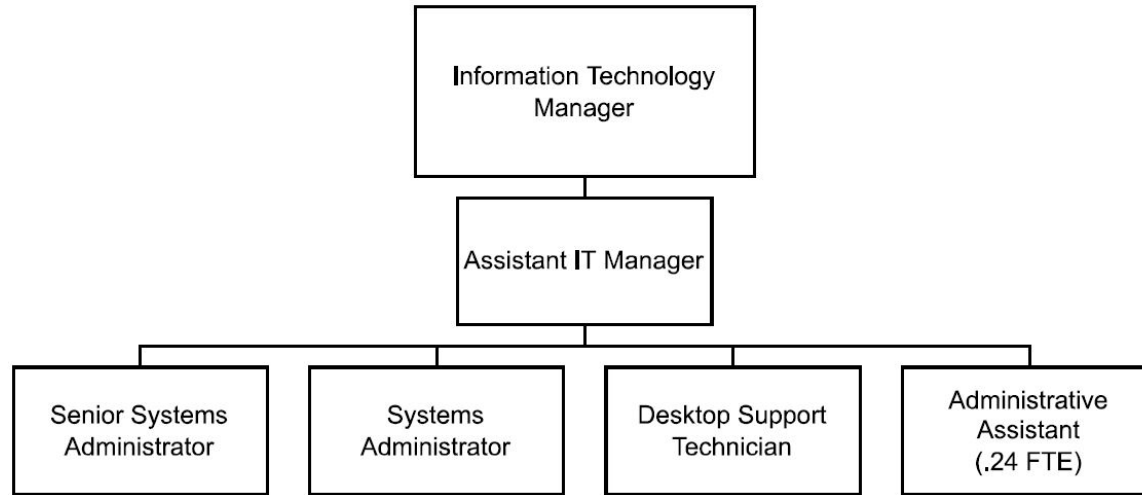
- Replaced 10 Desktop Computers, 3 Laptops, and 2 Printers.
- Expanded Security Information and Event Management (SIEM) and Intrusion Detection (Neturion) System.

- 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	—	—	—	—	—	—	—	—	0.40	0.40
Total	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.40	5.40

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 \$1,415,015, which is an increase of \$62,322 or 4.61% from the FY2023 budget. Compensation is \$434,640, an increase of \$14,447 or 3.44% 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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 393,489	\$ 391,560	\$ 342,744	\$ 420,193	\$ 434,640	\$ 434,640	\$ 14,447	3.44 %
Expenses	\$ 520,826	\$ 537,123	\$ 757,202	\$ 932,500	\$ 980,375	\$ 980,375	\$ 47,875	5.13 %
Total 1300 IT	\$ 914,315	\$ 928,683	\$ 1,099,946	\$ 1,352,693	\$ 1,415,015	\$ 1,415,015	\$ 62,322	4.61 %

1300 Information Technology

IT Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent
Compensation	Org	Object	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
	Description									
	11551	511000	\$ 393,489	\$ 391,560	\$ 342,744	\$ 403,489	\$ 418,000	\$ 418,000	\$ 14,511	3.6 %
	11551	511100	\$ —	\$ —	\$ —	\$ 16,704	\$ 16,640	\$ 16,640	\$ (64)	(0.4)%
	Subtotal Compensation		\$ 393,489	\$ 391,560	\$ 342,744	\$ 420,193	\$ 434,640	\$ 434,640	\$ 14,447	3.4 %
Expenses	11552	524600	\$ 2,150	\$ —	\$ —	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	— %
	11552	530000	\$ 4,120	\$ 3,856	\$ 1,500	\$ 30,000	\$ 30,000	\$ 30,000	\$ —	— %
	11552	530300	\$ 161,057	\$ 186,618	\$ 221,984	\$ 245,000	\$ 263,450	\$ 263,450	\$ 18,450	7.5 %
	11552	530400	\$ 118,043	\$ 131,419	\$ 152,249	\$ 242,000	\$ 253,625	\$ 253,625	\$ 11,625	4.8 %
	11552	531700	\$ 1,991	\$ 4,886	\$ 5,231	\$ 9,300	\$ 15,500	\$ 15,500	\$ 6,200	66.7 %
	11552	534100	\$ 56,092	\$ 103,022	\$ 243,853	\$ 206,000	\$ 217,800	\$ 217,800	\$ 11,800	5.7 %
		Subtotal Contract Services		\$ 343,453	\$ 429,801	\$ 624,817	\$ 734,300	\$ 782,375	\$ 782,375	\$ 48,075
Expenses	11552	542100	\$ 3,006	\$ 3,170	\$ 2,990	\$ 4,000	\$ 4,000	\$ 4,000	\$ —	— %
	11552	542400	\$ 21,507	\$ 3,240	\$ 5,072	\$ 32,000	\$ 32,000	\$ 32,000	\$ —	— %
	11552	542500	\$ 5,020	\$ 1,304	\$ 149	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %
	11552	558100	\$ 3,381	\$ 2,447	\$ 1,174	\$ 1,200	\$ 1,000	\$ 1,000	\$ (200)	(16.7)%
		Subtotal Supplies		\$ 32,914	\$ 10,161	\$ 9,385	\$ 38,200	\$ 38,000	\$ 38,000	\$ (200)
Expenses	11553	585200	\$ 95,953	\$ 87,431	\$ 72,577	\$ 95,000	\$ 95,000	\$ 95,000	\$ —	— %
	11553	587100	\$ 48,506	\$ 9,730	\$ 50,423	\$ 65,000	\$ 65,000	\$ 65,000	\$ —	— %
		Subtotal Minor Capital (Outlay)		\$ 144,459	\$ 97,160	\$ 123,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ —
	Subtotal Expenses		\$ 520,826	\$ 537,123	\$ 757,202	\$ 932,500	\$ 980,375	\$ 980,375	\$ 47,875	5.1 %
	Total 1310 IT Admin		\$ 914,315	\$ 928,683	\$1,099,946	\$1,352,693	\$1,415,015	\$1,415,015	\$ 62,322	4.6 %

1400 Town Accountant

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, in preparation of the Town budget , in Tax Rate setting and in preparing any 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. 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 audit financials and present to Permanent Audit Committee and release publically in January 2023.

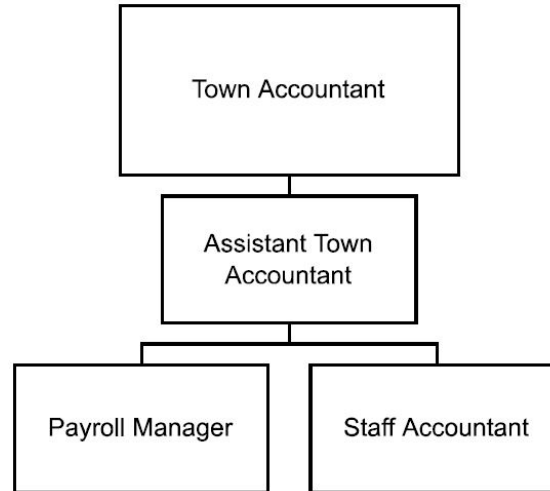
FY2024 Goals

- 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 employees.

Staffing and Structure

The proposed restructuring 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. In FY23 budget, "Management" consists of the Town Accountant. The

"Other Professional Staff" category comprises the Assistant Town Accountant, Staff Accountant, and Payroll Manager. The Accounting Office has taken 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% due to the transition of the Payroll

Manager into the Accounting Office. 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 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 296,199	\$ 254,069	\$ 293,774	\$ 279,852	\$ 358,431	\$ 358,431	\$ 78,579	28.08 %
Expenses	\$ 76,986	\$ 66,600	\$ 74,621	\$ 82,300	\$ 84,600	\$ 84,600	\$ 2,300	2.79 %
Total 1400 Town Accountant	\$ 373,185	\$ 320,669	\$ 368,394	\$ 362,152	\$ 443,031	\$ 443,031	\$ 80,879	22.33 %

Accountant Budget Detail

Comp.	Org	Object	Description	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent
				Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
Comp.	11351	511000	Full-Time Salaries	\$ 272,849	\$ 233,913	\$ 273,667	\$ 279,852	\$ 358,431	\$ 358,431	\$ 78,579	28.1 %
	11351	511100	Part-Time Salaries	\$ 23,350	\$ 20,156	\$ 20,107	\$ —	\$ —	\$ —	\$ —	— %
	Subtotal Compensation			\$ 296,199	\$ 254,069	\$ 293,774	\$ 279,852	\$ 358,431	\$ 358,431	\$ 78,579	28.1 %
Expenses	11352	527200	Rental of Office Equipment	\$ 1,900	\$ 1,076	\$ 1,291	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %
	11352	530000	Prof. and Tech Services	\$ 20,000	\$ 7,000	\$ 8,740	\$ 8,000	\$ 12,800	\$ 12,800	\$ 4,800	60.0 %
	11352	530120	Auditing Town Books	\$ 51,000	\$ 54,323	\$ 53,000	\$ 63,000	\$ 60,000	\$ 60,000	\$ (3,000)	(4.8)%
	11352	571000	In-State Travel	\$ 1,494	\$ 2,920	\$ 6,102	\$ 6,000	\$ 6,000	\$ 6,000	\$ —	— %
	11352	571100	Travel Reimb All Depts	\$ 347	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	11352	573000	Dues and Membership	\$ 630	\$ 580	\$ 740	\$ 1,800	\$ 1,200	\$ 1,200	\$ (600)	(33.3)%
	Subtotal Contract Services			\$ 75,371	\$ 65,899	\$ 69,872	\$ 80,300	\$ 81,500	\$ 81,500	\$ 1,200	1.5 %
11352	542100	Office Supplies	\$ 1,615	\$ 701	\$ 4,749	\$ 2,000	\$ 3,100	\$ 3,100	\$ 1,100	55.0 %	
Subtotal Supplies			\$ 1,615	\$ 701	\$ 4,749	\$ 2,000	\$ 3,100	\$ 3,100	\$ 1,100	55.0 %	
Subtotal Expenses			\$ 76,986	\$ 66,600	\$ 74,621	\$ 82,300	\$ 84,600	\$ 84,600	\$ 2,300	2.8 %	
Total 1410 Accounting Admin			\$ 373,185	\$ 320,669	\$ 368,394	\$ 362,152	\$ 443,031	\$ 443,031	\$ 80,879	22.3 %	

1500 Town Administration

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.
- Continue 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](#).

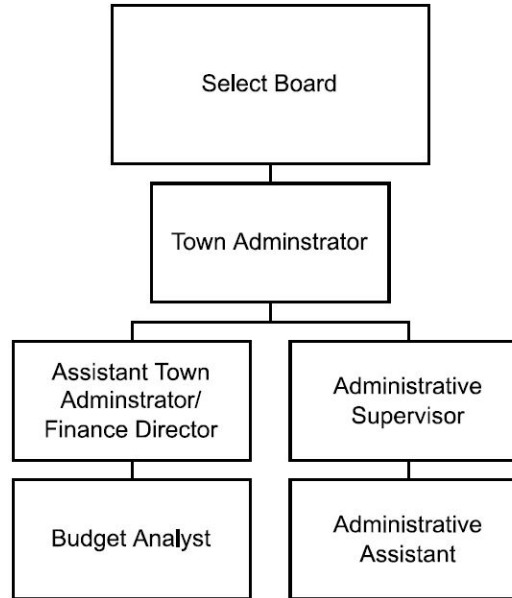
FY2024 Goals

- 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.

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 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 566,567	\$ 575,361	\$ 508,807	\$ 603,048	\$ 620,057	\$ 620,057	\$ 17,009	2.82 %
Expenses	\$ 284,072	\$ 347,762	\$ 497,827	\$ 415,040	\$ 505,040	\$ 505,040	\$ 90,000	21.68 %
Total 1500 Town Administration	\$ 850,639	\$ 923,123	\$ 1,006,633	\$ 1,018,088	\$ 1,125,097	\$ 1,125,097	\$ 107,009	10.51 %

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

Select Board Budget Detail

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

Town Administrator Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Compensation	Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		11231	511000	Full-Time Salaries	\$ 545,067	\$ 546,610	\$ 476,749	\$ 571,548	\$ 588,557	\$ 588,557	\$ 17,009
	11231	519400	Stipends	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %
	11231	513000	Overtime	\$ —	\$ —	\$ 132	\$ —	\$ —	\$ —	\$ —	— %
Subtotal Compensation			\$ 552,567	\$ 554,110	\$ 484,381	\$ 579,048	\$ 596,057	\$ 596,057	\$ 17,009	2.9 %	
Expenses	11232	527200	Rental of Office Equipment	\$ 2,461	\$ 1,305	\$ 275	\$ 1,800	\$ 1,800	\$ 1,800	\$ —	— %
	11232	530000	Prof. and Tech Services	\$ 9,339	\$ 12,537	\$ 33,820	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %
	11232	531700	Employee Training Seminar	\$ 2,155	\$ 235	\$ 2,520	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %
	11232	531900	Advertising	\$ 815	\$ 1,155	\$ 710	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %
	11232	534100	Telephone	\$ 1,468	\$ 2,247	\$ 1,230	\$ 2,250	\$ 2,250	\$ 2,250	\$ —	— %
	11232	571000	In-State Travel	\$ 1,147	\$ 499	\$ —	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %
	11232	573000	Dues and Membership	\$ 6,075	\$ 3,045	\$ 3,119	\$ 3,000	\$ 3,000	\$ 3,000	\$ —	— %
Subtotal Contract Services			\$ 23,461	\$ 21,022	\$ 41,673	\$ 19,550	\$ 19,550	\$ 19,550	\$ —	— %	
	11232	542100	Office Supplies	\$ 5,666	\$ 8,054	\$ 8,773	\$ 6,000	\$ 6,000	\$ 6,000	\$ —	— %
Subtotal Supplies			\$ 5,666	\$ 8,054	\$ 8,773	\$ 6,000	\$ 6,000	\$ 6,000	\$ —	— %	
Subtotal Expenses			\$ 29,127	\$ 29,075	\$ 50,446	\$ 25,550	\$ 25,550	\$ 25,550	\$ —	— %	
Total 1520 Town Administrator			\$ 581,694	\$ 583,185	\$ 534,826	\$ 604,598	\$ 621,607	\$ 621,607	\$ 17,009	2.8 %	

Legal Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Expenses	Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		11512	530100	Legal	\$ 150,644	\$ 250,988	\$ 362,902	\$ 290,000	\$ 380,000	\$ 380,000	\$ 90,000
	11512	576100	Claims and Settlements	\$ —	\$ —	\$ —	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %
Subtotal Expenses			\$ 150,644	\$ 250,988	\$ 362,902	\$ 297,500	\$ 387,500	\$ 387,500	\$ 90,000	30.3 %	
Total 1530 Legal			\$ 150,644	\$ 250,988	\$ 362,902	\$ 297,500	\$ 387,500	\$ 387,500	\$ 90,000	30.3 %	

VFW/Amer. Legion Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Expenses	Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		1544	527100	Rental of Building	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —
Subtotal Expenses			\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %
Total 1540 VFW/Amer. Legion			\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %	

1600 Town Clerk

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

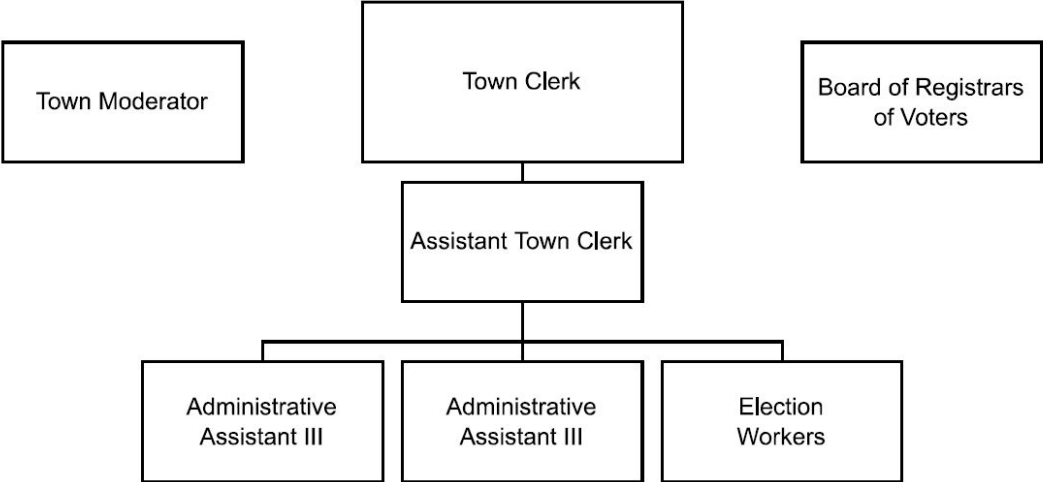
- Provide accessible and accurate election processes and accurate & timely results reports and certifications.
- Successful purchase of new vote tabulators by RFP and electronic poll books, including election worker and voter education.
- Provide opportunities to encourage voter registration & voter 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
Total	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5

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

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

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

1600 Town Clerk

Town Clerk Admin Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Compensation	Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		11611	511000	Full-Time Salaries	\$ 108,119	\$ 109,128	\$ 110,698	\$ 110,774	\$ 117,104	\$ 117,104	\$ 6,330
	11611	511900	Elected Officials	\$ 102,025	\$ 102,417	\$ 104,466	\$ 106,556	\$ 106,556	\$ 106,556	\$ —	— %
	11611	514800	Longevity	\$ 1,600	\$ 1,700	\$ 1,650	\$ 1,700	\$ 1,800	\$ 1,800	\$ 100	5.9 %
Subtotal Compensation			\$ 211,744	\$ 213,245	\$ 216,814	\$ 219,030	\$ 225,460	\$ 225,460	\$ 6,430	2.9 %	
Expenses	11612	524500	Repair & Maint. Office Equip.	\$ —	\$ 95	\$ 255	\$ 500	\$ 500	\$ 500	\$ —	— %
	11612	527200	Rental of Office Equipment	\$ 2,237	\$ 2,532	\$ 2,600	\$ 2,950	\$ 3,200	\$ 3,200	\$ 250	8.5 %
	11612	530000	Prof. and Tech Services	\$ 7,873	\$ 1,896	\$ 2,069	\$ 3,740	\$ 3,680	\$ 3,680	\$ (60)	(1.6)%
	11612	530100	Legal	\$ 9,710	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	11612	530300	Software Licenses	\$ —	\$ 6,713	\$ 7,288	\$ 9,472	\$ 9,472	\$ 9,472	\$ —	— %
	11612	534500	Postage	\$ —	\$ —	\$ —	\$ 100	\$ 100	\$ 100	\$ —	— %
	11612	534700	Printing	\$ 641	\$ 713	\$ 2,249	\$ 2,250	\$ 2,250	\$ 2,250	\$ —	— %
	11612	571000	In-State Travel	\$ —	\$ —	\$ 60	\$ 700	\$ 700	\$ 700	\$ —	— %
	11612	573000	Dues and Membership	\$ 260	\$ 225	\$ 250	\$ 400	\$ 400	\$ 400	\$ —	— %
	11612	574100	Insurance and Bonding	\$ —	\$ —	\$ 255	\$ 300	\$ 300	\$ 300	\$ —	— %
	Subtotal Contract Services			\$ 20,721	\$ 12,173	\$ 15,026	\$ 20,412	\$ 20,602	\$ 20,602	\$ 190	0.9 %
	11612	542100	Office Supplies	\$ 483	\$ 2,417	\$ 1,567	\$ 1,865	\$ 1,865	\$ 1,865	\$ —	— %
	11612	542200	Computer Supplies	\$ 637	\$ —	\$ 1,129	\$ 1,340	\$ 1,525	\$ 1,525	\$ 185	13.8 %
Subtotal Supplies			\$ 1,120	\$ 2,417	\$ 2,696	\$ 3,205	\$ 3,390	\$ 3,390	\$ 185	5.8 %	
Subtotal Expenses			\$ 21,841	\$ 14,589	\$ 17,722	\$ 23,617	\$ 23,992	\$ 23,992	\$ 375	1.6 %	
Total 1610 Town Clerk Admin			\$ 233,585	\$ 227,835	\$ 234,536	\$ 242,647	\$ 249,452	\$ 249,452	\$ 6,805	2.8 %	

1600 Town Clerk

Elections Budget Detail

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

Legislative Budget Detail

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

1700 Treasurer/Collector

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.

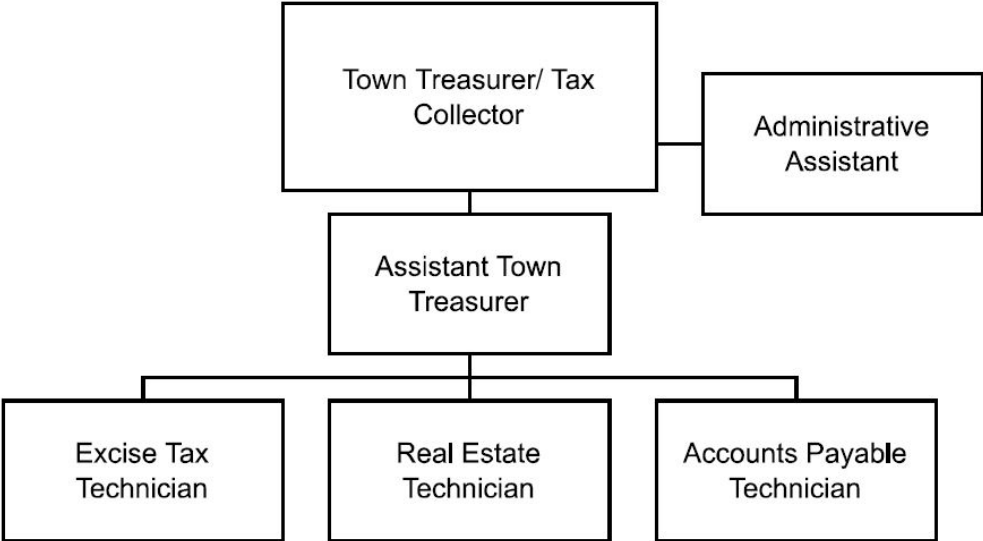
- Continued work with online security challenges preventing external access to our banking network.

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
Total	7.5	7.5	7.5	7.5	7.5	7.5	7.5	7.5	6.5	6.5

*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 \$647,437, which is a decrease of \$(77,337) or (10.67)% from the FY2023 budget. Compensation is \$433,837, a decrease

of \$(77,337) or (15.13)% 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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 470,447	\$ 475,344	\$ 479,753	\$ 511,174	\$ 433,837	\$ 433,837	\$ (77,337)	(15.13)%
Expenses	\$ 154,459	\$ 120,589	\$ 133,709	\$ 213,600	\$ 213,600	\$ 213,600	\$ —	— %
Total 1700 Treasurer	\$ 624,906	\$ 595,933	\$ 613,462	\$ 724,774	\$ 647,437	\$ 647,437	\$ (77,337)	(10.67)%

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 1710 Treasurer Admin	\$ 554,039	\$ 537,079	\$ 542,052	\$ 628,274	\$ 550,937	\$ 550,937	\$ (77,337)	(12.31)%
Total 1720 Parking Clerk	\$ 70,867	\$ 58,854	\$ 71,411	\$ 96,500	\$ 96,500	\$ 96,500	\$ —	— %
Total 1700 Treasurer	\$ 624,906	\$ 595,933	\$ 613,462	\$ 724,774	\$ 647,437	\$ 647,437	\$ (77,337)	(10.67)%

1700 Treasurer/Collector

Treasurer Admin Budget Detail

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

Parking Clerk Budget Detail

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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 2100 Benefits and Insurance	\$ 21,804,692	\$ 22,407,207	\$ 23,663,401	\$ 25,758,356	\$ 26,308,515	\$ 26,003,587	\$ 245,231	0.95 %
Total 2400 Liability Insurance	\$ 500,883	\$ 511,161	\$ 435,877	\$ 614,231	\$ 772,376	\$ 772,376	\$ 158,145	25.75 %
Total 2450 Warrant Committee Reserve	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000	\$ 400,000	\$ —	— %
Total 2500 Facilities	\$ 4,979,336	\$ 5,240,068	\$ 5,739,210	\$ 6,948,107	\$ 7,178,388	\$ 7,519,388	\$ 571,281	8.22 %
Total Shared Services	\$ 27,284,911	\$ 28,158,436	\$ 29,838,488	\$ 33,720,694	\$ 34,659,279	\$ 34,695,351	\$ 974,657	\$ —

Expense Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 1,662,832	\$ 1,603,030	\$ 1,789,467	\$ 2,000,101	\$ 2,170,029	\$ 2,293,029	\$ 292,928	14.65 %
Expenses	\$ 25,622,079	\$ 26,555,407	\$ 28,049,021	\$ 31,720,593	\$ 32,489,250	\$ 32,402,322	\$ 681,729	2.15 %
Total Shared Services	\$ 27,284,911	\$ 28,158,437	\$ 29,838,488	\$ 33,720,694	\$ 34,659,279	\$ 34,695,351	\$ 974,657	2.89 %



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 \$27,480,891, which is an overall increase of \$403,376 or 1.51% from the FY2023 budget. This reflects changes to the following budget elements:

School, and further offset by decreases in staffing to accommodate budget constraints.

Pension - The FY2024 request is \$10,488,234, which is an increase of \$396,210 or 3.93%, and reflects the most recent funding schedule approved the by the Retirement Board.

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

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.

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.

Employee Health Insurance - The FY2024 request is \$10,331,952, which is an increase of \$263,676 or 2.62%. As with Retiree Health Insurance, this budget has been restructured to capture both Town and School staff. While some efficiencies were identified, these have been offset by proposed increases in School staff to open the Middle

Unemployment - The FY2024 request for both Town and School staff is \$272,900, which is an increase of \$45,900 or 20.22%. This change captures an adjustment to remove COVID-era increases due to unemployment fraud, offset by anticipated utilization due to planned layoffs at the Schools to respond to budget constraints.

Workers’ Compensation - The FY2024 request for both Town and School staff is \$455,398, which is 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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 22,305,575	\$ 22,918,368	\$ 24,099,278	\$ 26,772,587	\$ 27,480,891	\$ 27,175,963	\$ 403,376	1.51 %
Total 2100 Benefits and Insurance	\$ 22,305,575	\$ 22,918,368	\$ 24,099,278	\$ 26,772,587	\$ 27,480,891	\$ 27,175,963	\$ 403,376	1.51 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 2110 Pension	\$ 8,227,468	\$ 8,728,097	\$ 9,662,058	\$ 10,092,024	\$ 10,488,234	\$ 10,488,234	\$ 396,210	3.93 %
Total 2200 Retiree Health Insurance	\$ 3,162,481	\$ 3,285,759	\$ 3,529,448	\$ 3,781,057	\$ 3,338,181	\$ 3,338,181	\$ (442,876)	(11.71)%
Total 2201 Employee Health Insurance	\$ 9,189,408	\$ 9,049,834	\$ 9,146,575	\$ 10,068,276	\$ 10,769,780	\$ 10,331,952	\$ 263,676	2.62 %
Total 2200 Life Insurance	\$ 12,708	\$ 10,234	\$ 11,077	\$ 19,425	\$ 19,425	\$ 19,425	\$ —	— %
Total 2220 Medicare	\$ 831,395	\$ 875,330	\$ 908,544	\$ 1,064,576	\$ 1,107,497	\$ 1,097,497	\$ 32,921	3.09 %
Total 2310 Unemployment	\$ 34,698	\$ 142,423	\$ 62,279	\$ 227,000	\$ 130,000	\$ 272,900	\$ 45,900	20.22 %
Total 2320 Workers Comp	\$ 346,533	\$ 315,529	\$ 343,420	\$ 505,998	\$ 455,398	\$ 455,398	\$ (50,600)	(10.00)%
Total 2100 Benefits and Insurance	\$ 21,804,692	\$ 22,407,207	\$ 23,663,401	\$ 25,758,356	\$ 26,308,515	\$ 26,003,587	\$ 245,231	0.95 %

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

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 2450 Warrant Committee Reserve	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000	\$ 400,000	\$ —	— %
Total 2450 Warrant Committee Reserve	\$ —	\$ —	\$ —	\$ 400,000	\$ 400,000	\$ 400,000	\$ —	— %

2100 - Benefits and Insurance

Pension Budget Detail

Org	Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
19111	518000	Retirement Fund	\$ 8,227,468	\$ 8,728,097	\$ 9,662,058	\$10,092,024	\$10,488,234	\$10,488,234	\$ 396,210	3.9 %
Total 2110 Pension			\$ 8,227,468	\$ 8,728,097	\$ 9,662,058	\$10,092,024	\$10,488,234	\$10,488,234	\$ 396,210	3.9 %

Health Insurance Budget Detail

Org	Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	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	\$ 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	\$ 1,788,190	\$ (194,119)	(9.8)%
Total Retiree Health Insurance			\$ 3,162,481	\$ 3,285,759	\$ 3,529,448	\$ 3,781,057	\$ 3,338,181	\$ 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	\$ 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	\$ 7,515,731	\$ 7,077,903	\$ 464,223	7.0 %
Total Employee Health Insurance			\$ 9,189,408	\$ 9,049,834	\$ 9,146,575	\$10,068,276	\$10,769,780	\$10,331,952	\$ 263,676	2.6 %

*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 Request	FY2024 TA Rec.	Dollar Change	Percent Change
19161	517800	Town Employee Medicare	\$ 245,979	\$ 220,354	\$ 224,480	\$ 331,895	\$ 338,533	\$ 338,533	\$ 6,638	2.0 %
5051604	518000	School Employee Medicare	\$ 585,416	\$ 654,976	\$ 684,064	\$ 732,681	\$ 768,964	\$ 758,964	\$ 26,283	3.6 %
Total Employee Medicare			\$ 831,395	\$ 875,330	\$ 908,544	\$ 1,064,576	\$ 1,107,497	\$ 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 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
19131	517300	Town Employee Unemployment	\$ 10,213	\$ 30,865	\$ 16,542	\$ 40,000	\$ 40,000	\$ 40,000	\$ —	— %
5150601	517300	School Employee Unemployment	\$ 24,485	\$ 111,558	\$ 45,737	\$ 187,000	\$ 90,000	\$ 232,900	\$ 45,900	24.5 %
Total Employee Unemployment			\$ 34,698	\$ 142,423	\$ 62,279	\$ 227,000	\$ 130,000	\$ 272,900	\$ 45,900	20.2 %

*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 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
19121	517200	Town Employee Workers Comp	\$ 114,412	\$ 104,513	\$ 131,457	\$ 193,213	\$ 173,892	\$ 173,892	\$ (19,321)	(10.0)%
5150600	517200	School Employee Workers Comp	\$ 232,121	\$ 211,016	\$ 211,963	\$ 312,785	\$ 281,507	\$ 281,507	\$ (31,279)	(10.0)%
Total Employee Workers Comp			\$ 346,533	\$ 315,529	\$ 343,420	\$ 505,998	\$ 455,398	\$ 455,398	\$ (50,600)	(10.0)%

*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									
Total Use			\$ 385,528	\$ 400,000	\$ 285,000	\$ —	\$ 322,686	\$ 400,000	\$ 275,105	\$ 315,000	\$ 137,160	\$ 244,142

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

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

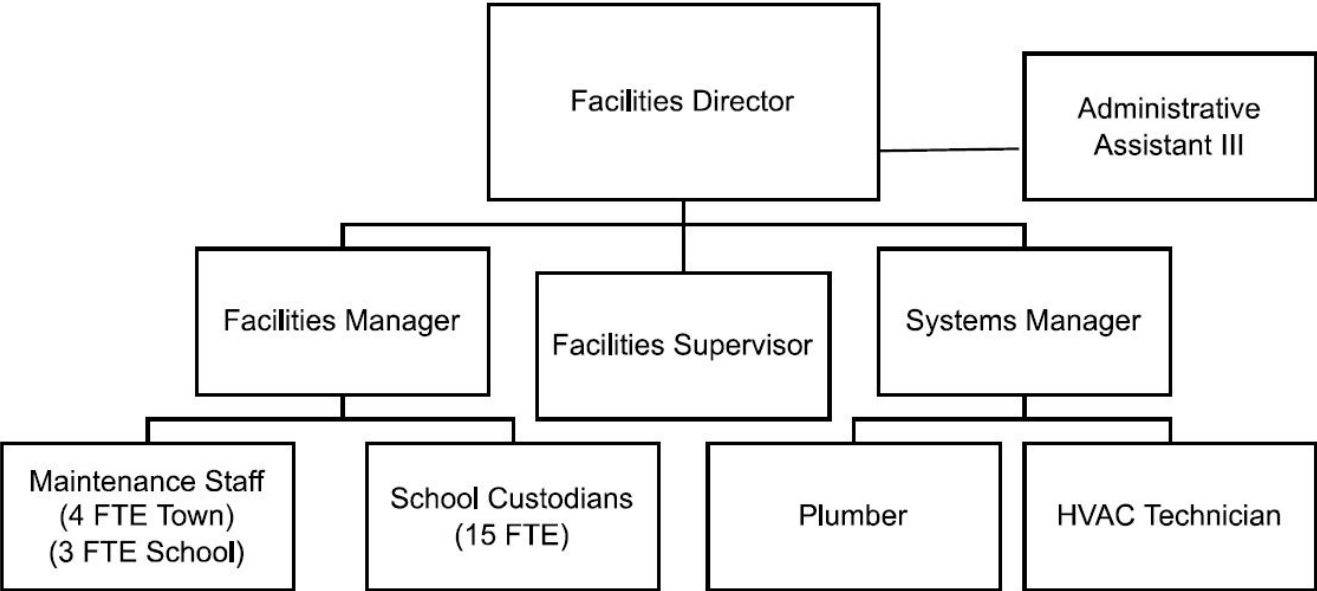
- Replace the Kaiwall windows at Butler School.
- Oversee construction work to repair Benton Library chimney.
- Work with the Historic District Commission to develop and hire a company to assess the building envelopes of the Town's Historic Properties.
- Fill the multiple vacancies in the department.
- 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 \$7,178,388, which is an increase of \$571,281 or 8.22% from the FY2023 budget. Compensation is \$2,170,029, 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 \$5,008,359, 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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 1,662,832	\$ 1,603,030	\$ 1,789,467	\$ 2,000,101	\$ 2,170,029	\$ 2,293,029	\$ 292,928	14.65 %
Expenses	\$ 3,316,504	\$ 3,637,039	\$ 3,949,743	\$ 4,948,006	\$ 5,008,359	\$ 5,226,359	\$ 278,353	5.63 %
Total 2500 Facilities	\$ 4,979,336	\$ 5,240,068	\$ 5,739,210	\$ 6,948,107	\$ 7,178,388	\$ 7,519,388	\$ 571,281	8.22 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 2510 Facilities - Town	\$ 945,138	\$ 981,153	\$ 973,971	\$ 1,320,298	\$ 1,347,880	\$ 1,347,880	\$ 27,582	2.09 %
Total 2520 Facilities - School	\$ 3,477,756	\$ 3,732,391	\$ 4,210,552	\$ 4,886,354	\$ 5,044,974	\$ 5,385,974	\$ 499,620	10.22 %
Total 2530 Facilities Admin	\$ 556,442	\$ 526,525	\$ 554,686	\$ 741,455	\$ 785,534	\$ 785,534	\$ 44,079	5.94 %
Total 2500 Facilities	\$ 4,979,336	\$ 5,240,068	\$ 5,739,210	\$ 6,948,107	\$ 7,178,388	\$ 7,519,388	\$ 571,281	8.22 %

2500 - Facilities Department

Facilities - Town Budget Detail

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

2500 - Facilities Department

Facilities - School Budget Detail

	Org	Object	Description	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent
				Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
Compensatio	11948	511000	Full-Time Salaries	\$ 935,091	\$ 945,492	\$1,068,311	\$1,077,546	\$1,179,495	\$1,294,495	\$ 216,949	20.1 %
	11948	512000	Summer Workers	\$ 72,667	\$ 25,936	\$ 28,759	\$ 61,100	\$ 60,000	\$ 60,000	\$ (1,100)	(1.8)%
	11948	513000	Custodial Overtime	\$ 58,247	\$ 63,582	\$ 75,517	\$ 60,000	\$ 80,000	\$ 88,000	\$ 28,000	46.7 %
	11948	513000	Bldgs Grounds Overtime	\$ 40,385	\$ 41,495	\$ 62,194	\$ 60,000	\$ 65,000	\$ 65,000	\$ 5,000	8.3 %
	Subtotal Compensation				\$1,106,390	\$1,076,505	\$1,234,781	\$1,258,646	\$1,384,495	\$1,507,495	\$ 248,849

*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	\$ 150,000	\$ (38,000)	(20.2)%	
	11947	524300	Repair & Maint Bldg/Grounds	\$ 304,869	\$ 402,380	\$ 299,623	\$ 315,000	\$ 330,000	\$ 330,000	\$ 15,000	4.8 %	
	11947	524301	Repair Contractual Services	\$ 162,775	\$ 160,590	\$ 207,742	\$ 340,522	\$ 340,522	\$ 340,522	\$ —	— %	
	11947	524306	R&M HVAC Contract Services	\$ 193,936	\$ 118,662	\$ 133,471	\$ 300,707	\$ 300,707	\$ 300,707	\$ —	— %	
	11947	524307	Pavement Maintenance	\$ 4,000	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %	
	11947	524400	Repair & Maint. Vehicles	\$ 5,029	\$ 1,680	\$ 5,646	\$ 6,500	\$ 7,500	\$ 7,500	\$ 1,000	15.4 %	
	11947	527400	Equipment Rental	\$ 1,744	\$ 14,890	\$ 17,184	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	— %	
	11947	529300	Custodial Service	\$ 369,894	\$ 401,121	\$ 612,916	\$ 634,148	\$ 682,000	\$ 900,000	\$ 265,852	41.9 %	
	11947	530000	Prof. and Tech Services	\$ 2,696	\$ 19,310	\$ 335	\$ 23,000	\$ 23,000	\$ 23,000	\$ —	— %	
	11947	532000	Tuition	\$ 1,358	\$ —	\$ —	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %	
	Subtotal Contract Services				\$1,046,301	\$1,220,040	\$1,313,310	\$1,835,377	\$1,861,229	\$2,079,229	\$ 243,852	13.3 %
	11947	542100	Office Supplies	\$ —	\$ —	\$ 1,245	\$ —	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	— %
11947	543000	Building Maintenance Supplies	\$ 50,682	\$ 35,546	\$ 23,356	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ —	— %	
11947	545000	Custodial Supplies	\$ 114,776	\$ 80,982	\$ 135,072	\$ 135,000	\$ 141,750	\$ 141,750	\$ 141,750	\$ 6,750	5.0 %	
11947	558200	Other Supplies-Uniforms	\$ 10,975	\$ 12,743	\$ 13,275	\$ 15,500	\$ 17,000	\$ 17,000	\$ 17,000	\$ 1,500	9.7 %	
11947	558404	Furniture Expense	\$ 5,056	\$ —	\$ 2,690	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %	
Subtotal Supplies				\$ 181,489	\$ 129,270	\$ 175,638	\$ 235,500	\$ 246,750	\$ 246,750	\$ 11,250	4.8 %	

2500 - Facilities Department

Facilities - School Budget Detail

	Org	Object	Description	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
				Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Expenses	11947	523100	Water	\$ 62,963	\$ 28,452	\$ 99,106	\$ —	\$ 35,000	\$ 35,000	\$ 35,000	— %	
	11947	522700	Oil Used for Heat	\$ 10,159	\$ 7,210	\$ 8,106	\$ 500	\$ 3,000	\$ 3,000	\$ 2,500	500.0 %	
	11947	522800	Natural Gas	\$ 423,354	\$ 519,961	\$ 415,000	\$ 345,621	\$ 300,000	\$ 300,000	\$ (45,621)	(13.2)%	
	11947	522900	Electricity	\$ 643,016	\$ 747,066	\$ 964,612	\$1,200,000	\$1,200,000	\$1,200,000	\$ —	— %	
	11947	523101	Water Fire Protection Services	\$ 4,084	\$ 3,886	\$ —	\$ 10,710	\$ 10,000	\$ 10,000	\$ (710)	(6.6)%	
	11947	523300	Diesel Fuel - generators	\$ —	\$ —	\$ —	\$ —	\$ 4,500	\$ 4,500	\$ 4,500	— %	
	Subtotal Utilities				\$1,143,576	\$1,306,576	\$1,486,824	\$1,556,831	\$1,552,500	\$1,552,500	\$ (4,331)	(0.3)%
	Subtotal Expenses				\$2,371,366	\$2,655,886	\$2,975,772	\$3,627,708	\$3,660,479	\$3,878,479	\$ 250,771	6.9 %
Total 2520 Facilities - School				\$3,477,756	\$3,732,391	\$4,210,552	\$4,886,354	\$5,044,974	\$5,385,974	\$ 499,620	10.2 %	

Facilities Admin Budget Detail

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

Public Safety

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 3000 Emergency Mgmt	\$ 22,959	\$ 24,202	\$ 21,929	\$ 24,144	\$ 24,144	\$ 24,144	\$ —	— %
Total 3100 Fire	\$ 5,699,646	\$ 5,700,539	\$ 5,934,431	\$ 5,978,280	\$ 6,390,927	\$ 6,390,227	\$ 411,947	6.89 %
Total 3200 Police	\$ 6,849,899	\$ 6,503,351	\$ 6,965,256	\$ 7,462,852	\$ 7,917,613	\$ 7,731,948	\$ 269,096	3.61 %
Total Public Safety	\$12,572,504	\$12,228,092	\$ 12,921,616	\$13,465,276	\$14,332,684	\$ 14,146,319	\$ 681,043	5.06 %

Expense Summary

Compensation	\$ 11,354,530	\$ 11,191,309	\$ 11,719,585	\$ 11,937,617	\$ 12,756,560	\$ 12,600,895	\$ 663,278	5.56 %
Expenses	\$ 1,217,974	\$ 1,036,782	\$ 1,202,031	\$ 1,527,659	\$ 1,576,124	\$ 1,545,424	\$ 17,765	1.16 %
Total Public Safety	\$12,572,504	\$ 12,228,091	\$ 12,921,616	\$13,465,276	\$14,332,684	\$ 14,146,319	\$ 681,043	5.06 %



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.

3000 - Belmont Emergency Management Agency

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 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 15,116	\$ 16,258	\$ 15,667	\$ 16,200	\$ 16,200	\$ 16,200	\$ —	— %
Expenses	\$ 7,843	\$ 7,944	\$ 6,262	\$ 7,944	\$ 7,944	\$ 7,944	\$ —	— %
Total 3000 Emergency Mgmt	\$ 22,959	\$ 24,202	\$ 21,929	\$ 24,144	\$ 24,144	\$ 24,144	\$ —	— %

BEMA Budget Detail

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

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

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](#).

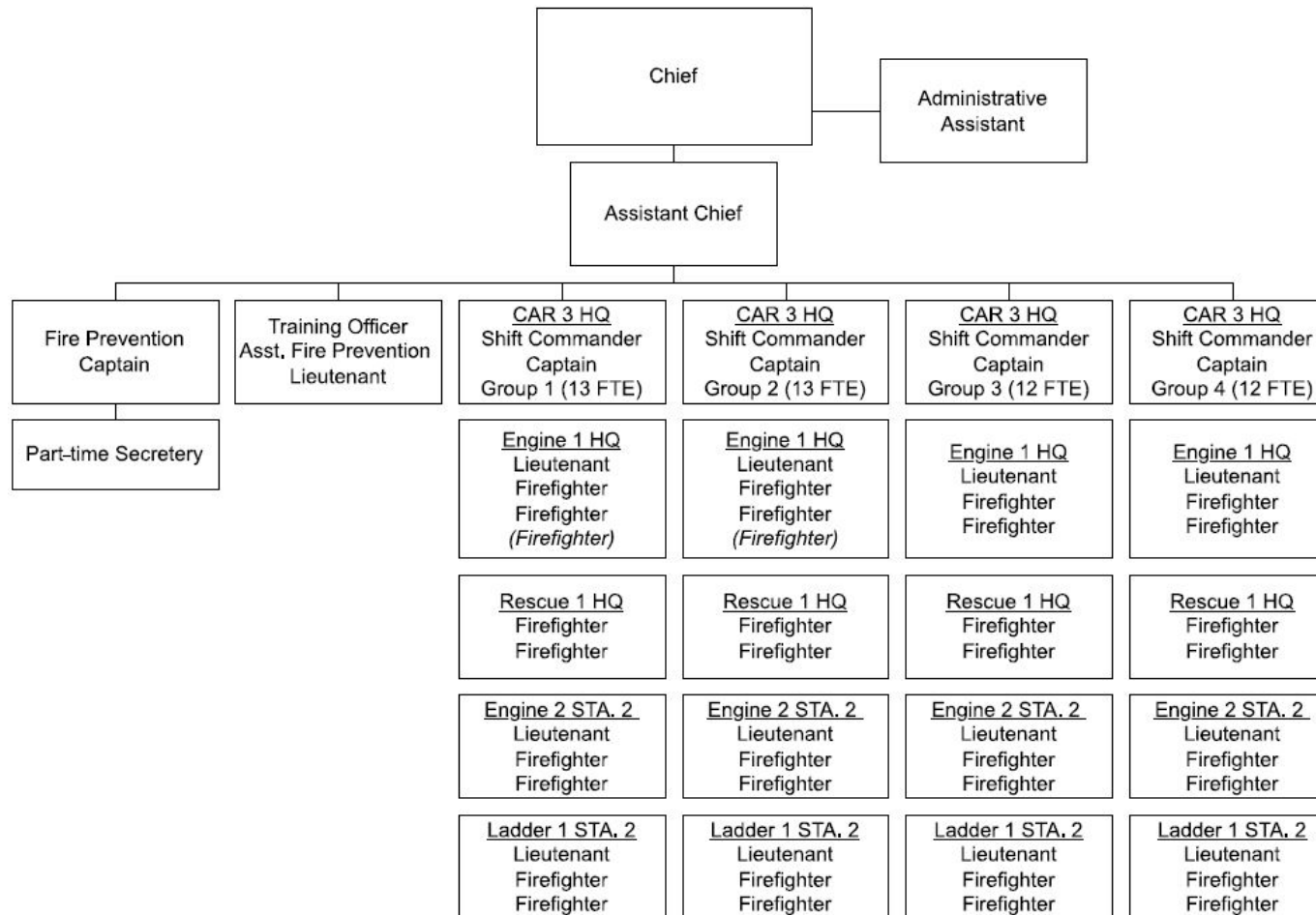
FY2024 Goals

- 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 \$6,390,927, 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 \$656,550, 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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 5,181,346	\$ 5,196,516	\$ 5,445,810	\$ 5,347,730	\$ 5,734,377	\$ 5,734,377	\$ 386,647	7.23 %
Expenses	\$ 518,299	\$ 504,023	\$ 488,621	\$ 630,550	\$ 656,550	\$ 655,850	\$ 25,300	4.01 %
Total 3100 Fire	\$ 5,699,646	\$ 5,700,539	\$ 5,934,431	\$ 5,978,280	\$ 6,390,927	\$ 6,390,227	\$ 411,947	6.89 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 3110 Fire Admin	\$ 822,790	\$ 686,300	\$ 686,921	\$ 760,561	\$ 760,849	\$ 760,649	\$ 88	0.01 %
Total 3120 Fire Suppression	\$ 4,705,596	\$ 4,839,235	\$ 5,072,483	\$ 5,016,389	\$ 5,409,896	\$ 5,409,396	\$ 393,007	7.83 %
Total 3130 EMS	\$ 171,259	\$ 175,004	\$ 175,028	\$ 201,330	\$ 220,182	\$ 220,182	\$ 18,852	9.36 %
Total 3100 Fire	\$ 5,699,646	\$ 5,700,539	\$ 5,934,431	\$ 5,978,280	\$ 6,390,927	\$ 6,390,227	\$ 411,947	6.89 %

3100 - Fire Department

Fire Admin Budget Detail

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

3100 - Fire Department

Fire Admin Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Expenses	12212	523100	Water	\$ 442	\$ 860	\$ 779	\$ —	\$ 1,000	\$ 800	\$ 800	— %
	12212	542100	Office Supplies	\$ 7,345	\$ 5,282	\$ 5,563	\$ 7,250	\$ 7,250	\$ 7,250	\$ —	— %
	12212	542400	Hardware Supplies	\$ 93	\$ 2,392	\$ 1,811	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %
	12212	545000	Custodial Supplies	\$ 19,966	\$ 11,234	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ —	— %
	12212	552900	Books and Periodicals	\$ 440	\$ 2,519	\$ 1,586	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	— %
	Subtotal Supplies			\$ 28,286	\$ 22,287	\$ 21,738	\$ 23,750	\$ 24,750	\$ 24,550	\$ 800	3.4 %
	Subtotal Expenses			\$ 133,005	\$ 133,582	\$ 102,773	\$ 146,650	\$ 147,650	\$ 147,450	\$ 800	0.5 %
Total 3110 Fire Admin			\$ 822,790	\$ 686,300	\$ 686,921	\$ 760,561	\$ 760,849	\$ 760,649	\$ 88	— %	

Fire Suppression Budget Detail

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

3100 - Fire Department

Fire Suppression Budget Detail

Org	Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change	
12222	524400	Repair & Maint. Vehicles	\$ 82,857	\$ 63,193	\$ 76,735	\$ 65,000	\$ 75,000	\$ 75,000	\$ 10,000	15.4 %	
12222	524501	Repair & Maint. Radio Equip.	\$ 10,702	\$ 20,145	\$ 2,007	\$ 20,000	\$ 15,000	\$ 15,000	\$ (5,000)	(25.0)%	
12222	530000	Prof. and Tech Services	\$ 22,314	\$ 20,326	\$ 9,355	\$ 20,500	\$ 20,000	\$ 20,000	\$ (500)	(2.4)%	
12222	530001	Medical Bills	\$ 6,936	\$ 34,900	\$ 15,914	\$ 35,000	\$ 35,000	\$ 35,000	\$ —	— %	
12222	530009	Occupational Health Service	\$ 7,500	\$ 7,500	\$ 7,500	\$ 8,000	\$ 8,000	\$ 7,500	\$ (500)	(6.3)%	
12222	531700	Employee Training Seminar	\$ 8,278	\$ 25,865	\$ 19,558	\$ 26,000	\$ 26,000	\$ 26,000	\$ —	— %	
12222	573000	Dues and Membership	\$ 2,500	\$ 2,500	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %	
Subtotal Contract Services			\$ 141,087	\$ 174,429	\$ 133,569	\$ 179,500	\$ 184,000	\$ 183,500	\$ 4,000	2.2 %	
Expenses	12222	542400	Hardware Supplies	\$ 940	\$ 738	\$ 946	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %
	12222	558600	Fire Fighter Supplies	\$ 20,664	\$ 24,704	\$ 25,112	\$ 25,000	\$ 26,000	\$ 1,000	4.0 %	
	Subtotal Supplies			\$ 21,604	\$ 25,441	\$ 26,058	\$ 26,000	\$ 27,000	\$ 1,000	3.8 %	
12222	548900	Gasoline	\$ 15,538	\$ 24,294	\$ 20,257	\$ 26,000	\$ 26,000	\$ 26,000	\$ —	— %	
Subtotal Utilities			\$ 15,538	\$ 24,294	\$ 20,257	\$ 26,000	\$ 26,000	\$ 26,000	\$ —	— %	
1222	587003	Turnout Gear Replacement	\$ 26,250	\$ —	\$ 19,548	\$ 30,000	\$ 33,000	\$ 33,000	\$ 3,000	10.0 %	
1222	587100	Capital Outlay Repl Office Eq	\$ 2,139	\$ —	\$ 6,885	\$ 9,600	\$ 9,600	\$ 9,600	\$ —	— %	
1222	587200	Capital Outlay Other	\$ 28,392	\$ —	\$ 35,284	\$ 40,000	\$ 40,000	\$ 40,000	\$ —	— %	
Subtotal Minor Capital (Outlay)			\$ 56,781	\$ —	\$ 61,716	\$ 79,600	\$ 82,600	\$ 82,600	\$ 3,000	3.8 %	
Subtotal Expenses			\$ 235,010	\$ 224,164	\$ 241,601	\$ 311,100	\$ 319,600	\$ 319,100	\$ 8,000	2.6 %	
Total 3120 Fire Suppression			\$4,705,596	\$4,839,235	\$5,072,483	\$5,016,389	\$5,409,896	\$5,409,396	\$ 393,007	7.8 %	

3100 - Fire Department

EMS Budget Detail

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

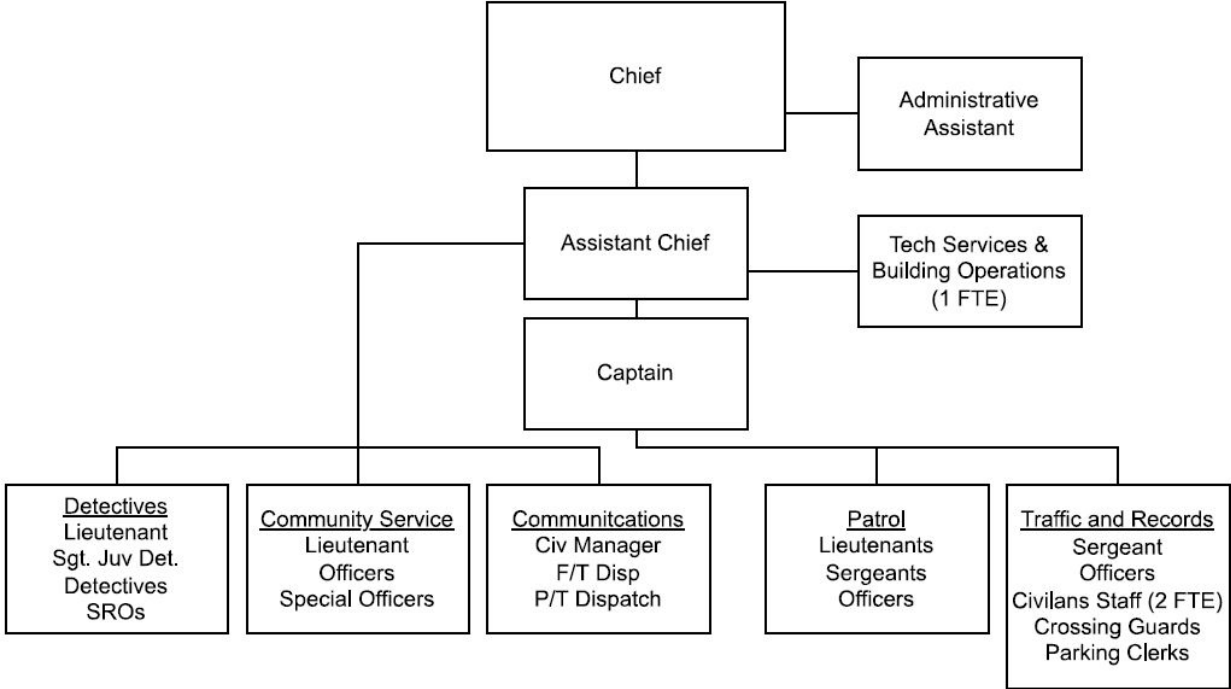
FY2024 Goals

- To work towards developing and implementing sound policies and procedures towards meeting accreditation standards. This work is ongoing and in FY22, we hired a company to work directly with our Accreditation Manager.
- Improve on our ability to manage Information Technology.
- Main goal for FY24 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 FY24, 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.

3200 - 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
Police Administration										
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
Police Records										
Records Secretary	2	2	2	2	2	2	2	2	2	2
Subtotal	2	2	2	2	2	2	2	2	2	2
Police Patrol										
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 \$7,731,948, which is an increase of \$269,096 or 3.61% 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 \$6,850,318, an increase of \$276,631 or 4.21% 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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 6,158,068	\$ 5,978,535	\$ 6,258,108	\$ 6,573,687	\$ 7,005,983	\$ 6,850,318	\$ 276,631	4.21 %
Expenses	\$ 691,832	\$ 524,815	\$ 707,148	\$ 889,165	\$ 911,630	\$ 881,630	\$ (7,535)	(0.85)%
Total 3200 Police	\$ 6,849,899	\$ 6,503,351	\$ 6,965,256	\$ 7,462,852	\$ 7,917,613	\$ 7,731,948	\$ 269,096	3.61 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 3210 Police Admin	\$ 484,686	\$ 471,013	\$ 501,924	\$ 524,729	\$ 544,249	\$ 544,249	\$ 19,520	3.72 %
Total 3220 Police Records	\$ 82,817	\$ 84,532	\$ 73,221	\$ 89,502	\$ 99,444	\$ 99,444	\$ 9,942	11.11 %
Total 3230 Police Patrol	\$ 3,921,322	\$ 3,688,293	\$ 4,013,940	\$ 4,386,044	\$ 4,647,976	\$ 4,506,066	\$ 120,022	2.74 %
Total 3240 Traffic Control	\$ 412,623	\$ 391,126	\$ 458,508	\$ 531,697	\$ 539,857	\$ 539,857	\$ 8,161	1.53 %
Total 3250 Detectives	\$ 630,107	\$ 539,572	\$ 544,043	\$ 564,782	\$ 736,028	\$ 692,273	\$ 127,491	22.57 %
Total 3260 Community Service	\$ 494,808	\$ 511,599	\$ 499,023	\$ 494,235	\$ 431,513	\$ 431,513	\$ (62,723)	(12.69)%
Total 3270 Dispatch	\$ 823,536	\$ 817,217	\$ 874,595	\$ 871,863	\$ 918,546	\$ 918,546	\$ 46,683	5.35 %
Total 3200 Police	\$ 6,849,899	\$ 6,503,351	\$ 6,965,256	\$ 7,462,852	\$ 7,917,613	\$ 7,731,948	\$ 269,096	3.61 %

3200 - Police Department

Police Admin Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
			Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Org	Object	Description									
Comp.	12111	511000	Full-Time Salaries	\$ 412,763	\$ 403,295	\$ 415,308	\$ 427,830	\$ 445,100	\$ 445,100	\$ 17,270	4.0 %
	12111	514105	Eyeglass Reimbursement	\$ —	\$ —	\$ 175	\$ —	\$ —	\$ —	\$ —	— %
	12111	514800	Longevity	\$ 975	\$ 975	\$ 975	\$ 975	\$ 1,025	\$ 1,025	\$ 50	5.1 %
	Subtotal Compensation			\$ 413,738	\$ 404,270	\$ 416,458	\$ 428,805	\$ 446,125	\$ 446,125	\$ 17,320	4.0 %
Expenses	12112	524400	Repair & Maint. Vehicles	\$ 2,687	\$ 2,576	\$ 2,692	\$ 2,719	\$ 2,719	\$ 2,719	\$ —	— %
	12112	524500	Repair & Maint. Office Equip.	\$ 4,252	\$ 5,447	\$ 3,849	\$ 5,562	\$ 5,562	\$ 5,562	\$ —	— %
	12112	524600	Repair & Maint. Computer	\$ 2,455	\$ 4,488	\$ 3,461	\$ 3,500	\$ 3,500	\$ 3,500	\$ —	— %
	12112	524900	Repair & Maint. Police Equip.	\$ 553	\$ 688	\$ —	\$ 750	\$ 750	\$ 750	\$ —	— %
	12112	530001	Medical Bills	\$ 410	\$ 480	\$ 6,618	\$ 2,000	\$ 3,700	\$ 3,700	\$ 1,700	85.0 %
	12112	530009	Occupational Health Service	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %
	12112	531900	Advertising	\$ 162	\$ 931	\$ 546	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %
	12112	534500	Postage	\$ 12	\$ 307	\$ 404	\$ 300	\$ 300	\$ 300	\$ —	— %
	12112	534600	Printing and Mailing	\$ 877	\$ 636	\$ 600	\$ 600	\$ 600	\$ 600	\$ —	— %
	12112	571000	In-State Travel	\$ 3,494	\$ 115	\$ 626	\$ 4,000	\$ 4,000	\$ 4,000	\$ —	— %
	12112	573000	Dues and Membership	\$ 11,534	\$ 11,864	\$ 12,074	\$ 16,500	\$ 17,000	\$ 17,000	\$ 500	3.0 %
	Subtotal Contract Services			\$ 33,935	\$ 35,033	\$ 38,369	\$ 44,431	\$ 46,631	\$ 46,631	\$ 2,200	5.0 %
	12112	542100	Office Supplies	\$ 2,487	\$ 6,016	\$ 5,762	\$ 5,900	\$ 5,900	\$ 5,900	\$ —	— %
	12112	548000	Vehicle Supplies	\$ 2,500	\$ 2,490	\$ 2,600	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %
	12112	558012	Other Sup ID Renewals	\$ 255	\$ 255	\$ 140	\$ 600	\$ 600	\$ 600	\$ —	— %
	12112	558100	Subscriptions	\$ 463	\$ 543	\$ 493	\$ 3,600	\$ 3,600	\$ 3,600	\$ —	— %
	12112	558200	Other Supplies-Uniforms	\$ 70	\$ 2,610	\$ 4,514	\$ 3,943	\$ 3,943	\$ 3,943	\$ —	— %
12112	558403	Fitness Equipment	\$ —	\$ 2,723	\$ 2,388	\$ 3,500	\$ 3,500	\$ 3,500	\$ —	— %	
12112	558404	Furniture Expense	\$ 2,436	\$ 6,308	\$ 6,210	\$ 6,450	\$ 6,450	\$ 6,450	\$ —	— %	
Subtotal Supplies			\$ 8,211	\$ 20,946	\$ 22,106	\$ 26,493	\$ 26,493	\$ 26,493	\$ —	— %	
12113	587100	Capital Outlay Repl Office Eq	\$ 28,802	\$ 10,764	\$ 24,991	\$ 25,000	\$ 25,000	\$ 25,000	\$ —	— %	
Subtotal Minor Capital (Outlay)			\$ 28,802	\$ 10,764	\$ 24,991	\$ 25,000	\$ 25,000	\$ 25,000	\$ —	— %	
Subtotal Expenses			\$ 70,948	\$ 66,742	\$ 85,466	\$ 95,924	\$ 98,124	\$ 98,124	\$ 2,200	2.3 %	
Total 3210 Police Admin			\$ 484,686	\$ 471,013	\$ 501,924	\$ 524,729	\$ 544,249	\$ 544,249	\$ 19,520	3.7 %	

3200 - Police Department

Police Records Budget Detail

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

Police Patrol Budget Detail

Compensation	Org	Object	Description	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar Change	Percent Change
				Actual	Actual	Actual	Approp.	Request	TA Rec.		
	12131	511000	Full-Time Salaries	\$2,729,279	\$2,578,339	\$2,520,199	\$2,851,503	\$3,019,169	\$2,920,819	\$ 69,316	2.4 %
	12131	514002	NEMLEC Pay	\$ 28,453	\$ 9,328	\$ 10,488	\$ 27,504	\$ 20,700	\$ 20,700	\$ (6,804)	(24.7)%
	12131	514003	Accreditation	\$ 1,100	\$ 1,100	\$ —	\$ 1,100	\$ 1,100	\$ 1,100	\$ —	— %
	12131	514100	Specialty Pay	\$ 5,725	\$ 4,500	\$ 4,700	\$ 3,600	\$ 5,050	\$ 5,050	\$ 1,450	40.3 %
	12131	514101	First Responder Pay	\$ 92,488	\$ 88,876	\$ 83,453	\$ 97,940	\$ 178,566	\$ 175,124	\$ 77,184	78.8 %
	12131	514104	Drug Testing Stipend	\$ 23,250	\$ 20,250	\$ 20,250	\$ 18,750	\$ 18,750	\$ 18,750	\$ —	— %
	12131	514200	Cap Grade	\$ 12,325	\$ 16,382	\$ 16,410	\$ 19,512	\$ 19,512	\$ 19,512	\$ —	— %
	12131	514700	Night Differential	\$ 108,675	\$ 103,908	\$ 105,625	\$ 131,286	\$ 145,861	\$ 138,976	\$ 7,690	5.9 %
	12131	514800	Longevity	\$ 11,733	\$ 13,182	\$ 13,373	\$ 13,800	\$ 16,000	\$ 16,000	\$ 2,200	15.9 %
	12131	514900	Holiday Differential	\$ 125,620	\$ 113,171	\$ 137,459	\$ 129,983	\$ 138,812	\$ 135,579	\$ 5,596	4.3 %
	12131	518900	Wellness Stipend	\$ 45,438	\$ 41,781	\$ 26,177	\$ 47,591	\$ 48,049	\$ 48,049	\$ 458	1.0 %
	12131	519500	In-Service Training	\$ 9,499	\$ 32,551	\$ 38,415	\$ 77,129	\$ 58,061	\$ 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	\$ 372,473	\$ —	— %
	Subtotal Compensation			\$3,476,112	\$3,411,296	\$3,552,365	\$3,792,171	\$4,042,103	\$3,930,193	\$ 138,022	3.6 %

3200 - Police Department

Police Patrol Budget Detail

Org	Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change	
12132	524400	Repair & Maint. Vehicles	\$ 18,418	\$ 33,594	\$ 33,793	\$ 33,500	\$ 33,500	\$ 33,500	\$ —	— %	
12132	524900	Repair & Maint. Police Equip.	\$ 7,178	\$ 10,680	\$ 14,606	\$ 12,010	\$ 12,010	\$ 12,010	\$ —	— %	
12132	530001	Medical Bills	\$ 23,167	\$ 20,052	\$ 30,113	\$ 30,000	\$ 30,000	\$ 30,000	\$ —	— %	
12132	530600	Data Process	\$ 69,149	\$ 63,309	\$ 64,612	\$ 67,300	\$ 67,300	\$ 67,300	\$ —	— %	
12132	531700	Employee Training Seminar	\$ 24,199	\$ 20,460	\$ 37,600	\$ 37,600	\$ 37,600	\$ 37,600	\$ —	— %	
12132	531701	In-Service Training	\$ 8,855	\$ 2,725	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	— %	
12132	571000	In-State Travel	\$ 70	\$ 605	\$ 140	\$ 1,263	\$ 1,263	\$ 1,263	\$ —	— %	
12132	573000	Dues and Membership	\$ —	\$ 30	\$ —	\$ 250	\$ 250	\$ 250	\$ —	— %	
Subtotal Contract Services			\$ 151,036	\$ 151,454	\$ 195,865	\$ 196,923	\$ 196,923	\$ 196,923	\$ —	— %	
Expenses	12132	542100	Office Supplies	\$ 6,297	\$ 6,303	\$ 7,873	\$ 7,900	\$ 7,900	\$ 7,900	\$ —	— %
	12132	548000	Vehicle Supplies	\$ 19,956	\$ 19,014	\$ 19,985	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	— %
	12132	550000	Medical Supplies	\$ 11,615	\$ 5,721	\$ 8,970	\$ 8,000	\$ 8,000	\$ 8,000	\$ —	— %
	12132	558010	Other Sup NEMLEC Equip	\$ 2,086	\$ 216	\$ 7,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %
	12132	558011	Other Sup K-9 Equip	\$ 1,410	\$ 1,234	\$ 4,926	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %
	12132	558200	Other Supplies-Uniforms	\$ 660	\$ 826	\$ 675	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %
	12132	558400	Police Supplies	\$ 11,775	\$ 12,136	\$ 8,877	\$ 12,000	\$ 12,000	\$ 12,000	\$ —	— %
	12132	558401	Police Supply Crime Prevention	\$ 69	\$ 482	\$ —	\$ 500	\$ 500	\$ 500	\$ —	— %
	12132	558402	Firearms Training & Ammunition	\$ 7,827	\$ 33,260	\$ 25,986	\$ 25,000	\$ 25,000	\$ 25,000	\$ —	— %
	12132	558901	Other Expense Prisoner Meals	\$ 622	\$ 1,148	\$ 1,364	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	— %
	Subtotal Supplies			\$ 62,317	\$ 80,341	\$ 85,656	\$ 86,900	\$ 86,900	\$ 86,900	\$ —	— %
12132	548900	Gasoline	\$ 53,656	\$ 45,202	\$ 40,796	\$ 85,050	\$ 85,050	\$ 55,050	\$ (30,000)	(35.3)%	
Subtotal Utilities			\$ 53,656	\$ 45,202	\$ 40,796	\$ 85,050	\$ 85,050	\$ 55,050	\$ (30,000)	(35.3)%	
12133	587000	Replace Equipment	\$ 178,202	\$ —	\$ 139,258	\$ 225,000	\$ 237,000	\$ 237,000	\$ 12,000	5.3 %	
Subtotal Minor Capital (Outlay)			\$ 178,202	\$ —	\$ 139,258	\$ 225,000	\$ 237,000	\$ 237,000	\$ 12,000	5.3 %	
Subtotal Expenses			\$ 445,210	\$ 276,997	\$ 461,576	\$ 593,873	\$ 605,873	\$ 575,873	\$ (18,000)	(3.0)%	
Total 3230 Police Patrol			\$3,921,322	\$3,688,293	\$4,013,940	\$4,386,044	\$4,647,976	\$4,506,066	\$ 120,022	2.7 %	

3200 - Police Department

Traffic Control Budget Detail

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

3200 - Police Department

Detectives Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Compensation	12151	511000	Full-Time Salaries	\$ 535,142	\$ 452,760	\$ 458,435	\$ 457,976	\$ 600,124	\$ 561,671	\$ 103,696	22.6 %
	12151	514003	Accreditation	\$ 300	\$ 300	\$ —	\$ 300	\$ 300	\$ 300	\$ —	— %
	12151	514100	Specialty Pay	\$ 8,200	\$ 7,150	\$ 7,450	\$ 7,150	\$ 8,550	\$ 8,550	\$ 1,400	19.6 %
	12151	514101	First Responder Pay	\$ 18,923	\$ 16,287	\$ 16,586	\$ 16,629	\$ 35,614	\$ 34,268	\$ 17,639	106.1 %
	12151	514104	Drug Testing Stipend	\$ 4,500	\$ 4,500	\$ 3,750	\$ 3,750	\$ 4,500	\$ 4,500	\$ 750	20.0 %
	12151	514200	Cap Grade	\$ 120	\$ 452	\$ 771	\$ —	\$ —	\$ —	\$ —	— %
	12151	514700	Night Differential	\$ 5,485	\$ 5,464	\$ 5,464	\$ 5,464	\$ 4,834	\$ 2,142	\$ (3,322)	(60.8)%
	12151	514800	Longevity	\$ 2,342	\$ 1,826	\$ 1,807	\$ 1,800	\$ 4,400	\$ 4,400	\$ 2,600	144.4 %
	12151	514900	Holiday Differential	\$ 25,195	\$ 20,296	\$ 24,661	\$ 23,611	\$ 29,604	\$ 28,340	\$ 4,729	20.0 %
	12151	519800	Education Incentive	\$ 483	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	12151	513000	Overtime	\$ 16,469	\$ 16,505	\$ 14,715	\$ 33,003	\$ 33,003	\$ 33,003	\$ —	— %
	Subtotal Compensation			\$ 617,158	\$ 525,540	\$ 533,638	\$ 549,683	\$ 720,929	\$ 677,174	\$ 127,491	23.2 %
Expenses	12152	524400	Repair & Maint. Vehicles	\$ 6,828	\$ 6,980	\$ 6,535	\$ 7,000	\$ 7,000	\$ 7,000	\$ —	— %
	12152	524900	Repair & Maint. Police Equip.	\$ 36	\$ 236	\$ —	\$ 430	\$ 430	\$ 430	\$ —	— %
	12152	571000	In-State Travel	\$ 29	\$ —	\$ —	\$ 385	\$ 385	\$ 385	\$ —	— %
	12152	573000	Dues and Membership	\$ 180	\$ —	\$ —	\$ 250	\$ 250	\$ 250	\$ —	— %
	Subtotal Contract Services			\$ 7,073	\$ 7,217	\$ 6,535	\$ 8,065	\$ 8,065	\$ 8,065	\$ —	— %
	12152	542100	Office Supplies	\$ 979	\$ 938	\$ 966	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %
	12152	548000	Vehicle Supplies	\$ 2,629	\$ 2,603	\$ 2,618	\$ 2,634	\$ 2,634	\$ 2,634	\$ —	— %
	12152	558200	Other Supplies-Uniforms	\$ 217	\$ 400	\$ —	\$ 400	\$ 400	\$ 400	\$ —	— %
12152	558401	Police Supply Crime Prevention	\$ 2,052	\$ 2,873	\$ 286	\$ 3,000	\$ 3,000	\$ 3,000	\$ —	— %	
Subtotal Supplies			\$ 5,876	\$ 6,815	\$ 3,870	\$ 7,034	\$ 7,034	\$ 7,034	\$ —	— %	
Subtotal Expenses			\$ 12,949	\$ 14,031	\$ 10,405	\$ 15,099	\$ 15,099	\$ 15,099	\$ —	— %	
Total 3250 Detectives			\$ 630,107	\$ 539,572	\$ 544,043	\$ 564,782	\$ 736,028	\$ 692,273	\$ 127,491	22.6 %	

3200 - Police Department

Community Service Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Compensation	12161	511000	Full-Time Salaries	\$ 427,724	\$ 447,332	\$ 434,504	\$ 424,507	\$ 364,542	\$ 364,542	\$ (59,965)	(14.1)%
	12161	514003	Accreditation	\$ 100	\$ 100	\$ —	\$ 100	\$ 100	\$ 100	\$ —	— %
	12161	514100	Specialty Pay	\$ 4,100	\$ 4,700	\$ 4,800	\$ 5,600	\$ 4,700	\$ 4,700	\$ (900)	(16.1)%
	12161	514101	First Responder Pay	\$ 11,610	\$ 11,566	\$ 11,523	\$ 11,584	\$ 16,448	\$ 16,448	\$ 4,863	42.0 %
	12161	514104	Drug Testing Stipend	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 2,250	\$ 2,250	\$ (750)	(25.0)%
	12161	514800	Longevity	\$ 2,619	\$ 2,621	\$ 2,958	\$ 3,000	\$ 2,200	\$ 2,200	\$ (800)	(26.7)%
	12161	514900	Holiday Differential	\$ 16,650	\$ 15,794	\$ 19,370	\$ 16,453	\$ 13,580	\$ 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	\$ 425	\$ —	— %
	12161	513000	Overtime	\$ 18,054	\$ 19,049	\$ 10,663	\$ 10,000	\$ 10,000	\$ 10,000	\$ —	— %
	Subtotal Compensation			\$ 484,282	\$ 504,587	\$ 487,243	\$ 476,967	\$ 414,245	\$ 414,245	\$ (62,723)	(13.2)%
Expenses	12162	524400	Repair & Maint. Vehicles	\$ 2,350	\$ 2,347	\$ 2,298	\$ 2,379	\$ 2,379	\$ 2,379	\$ —	— %
	12162	525000	Parking Meter Repairs	\$ 1,563	\$ 887	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %
	12162	571000	In-State Travel	\$ —	\$ —	\$ 52	\$ 189	\$ 189	\$ 189	\$ —	— %
	12162	573000	Dues and Membership	\$ 290	\$ 290	\$ 290	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %
	Subtotal Contract Services			\$ 4,202	\$ 3,524	\$ 5,140	\$ 6,068	\$ 6,068	\$ 6,068	\$ —	— %
	12162	542100	Office Supplies	\$ 596	\$ 386	\$ 597	\$ 600	\$ 600	\$ 600	\$ —	— %
	12162	545010	Auxiliary Police Expenses	\$ 1,151	\$ 200	\$ 1,555	\$ 6,000	\$ 6,000	\$ 6,000	\$ —	— %
	12162	548000	Vehicle Supplies	\$ 1,999	\$ 1,995	\$ 1,996	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	— %
	12162	558900	Other Expense	\$ 2,577	\$ 907	\$ 2,492	\$ 2,600	\$ 2,600	\$ 2,600	\$ —	— %
	Subtotal Supplies			\$ 6,323	\$ 3,487	\$ 6,640	\$ 11,200	\$ 11,200	\$ 11,200	\$ —	— %
Subtotal Expenses			\$ 10,526	\$ 7,011	\$ 11,780	\$ 17,268	\$ 17,268	\$ 17,268	\$ —	— %	
Total 3260 Community Service			\$ 494,808	\$ 511,599	\$ 499,023	\$ 494,235	\$ 431,513	\$ 431,513	\$ (62,723)	(12.7)%	

3200 - Police Department

Dispatch Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Compensation	12961	511000	Full-Time Salaries	\$ 566,187	\$ 568,138	\$ 550,379	\$ 568,338	\$ 597,721	\$ 597,721	\$ 29,383	5.2 %
	12961	511100	Part-Time Salaries	\$ 24,488	\$ 26,254	\$ 55,942	\$ 50,179	\$ 53,190	\$ 53,190	\$ 3,011	6.0 %
	12961	514104	Drug Testing Stipend	\$ 5,289	\$ 5,283	\$ 5,690	\$ 5,271	\$ 5,250	\$ 5,250	\$ (21)	(0.4)%
	12961	514700	Night Differential	\$ 22,977	\$ 23,128	\$ 22,542	\$ 21,893	\$ 23,171	\$ 23,171	\$ 1,278	5.8 %
	12961	514800	Longevity	\$ 2,679	\$ 2,836	\$ 2,566	\$ 3,014	\$ 3,000	\$ 3,000	\$ (14)	(0.5)%
	12961	514900	Holiday Differential	\$ 16,612	\$ 16,719	\$ 17,099	\$ 16,748	\$ 19,266	\$ 19,266	\$ 2,518	15.0 %
	12961	515000	Defib Stipend	\$ 3,173	\$ 3,161	\$ 2,920	\$ 3,164	\$ 3,150	\$ 3,150	\$ (14)	(0.4)%
	12961	519002	Uniform Maintenance	\$ 2,116	\$ 2,108	\$ 1,971	\$ 2,114	\$ 2,100	\$ 2,100	\$ (14)	(0.7)%
	12961	519500	In-Service Training	\$ —	\$ —	\$ —	\$ 2,120	\$ 2,100	\$ 2,100	\$ (20)	(0.9)%
	12961	519600	EMD Stipend	\$ 10,018	\$ 9,984	\$ 9,162	\$ 9,807	\$ 11,865	\$ 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	\$ 66,304	\$ 3,753	6.0 %
	Subtotal Compensation			\$ 708,159	\$ 694,477	\$ 771,528	\$ 745,199	\$ 787,117	\$ 787,117	\$ 41,918	5.6 %
Expenses	12962	524600	Repair & Maint. Computer	\$ 830	\$ 2,954	\$ 2,881	\$ 3,000	\$ 3,210	\$ 3,210	\$ 210	7.0 %
	12962	524900	Repair & Maint. Police Equip.	\$ 41,031	\$ 49,484	\$ 40,749	\$ 40,925	\$ 44,925	\$ 44,925	\$ 4,000	9.8 %
	12962	531700	Employee Training Seminar	\$ 480	\$ 633	\$ 1,797	\$ 2,000	\$ 2,140	\$ 2,140	\$ 140	7.0 %
	12962	534100	Telephone	\$ 69,495	\$ 65,141	\$ 54,373	\$ 75,239	\$ 75,239	\$ 75,239	\$ —	— %
	12962	572000	Education & Training	\$ 196	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	12962	573000	Dues and Membership	\$ —	\$ 255	\$ —	\$ 1,000	\$ 1,100	\$ 1,100	\$ 100	10.0 %
	Subtotal Contract Services			\$ 112,032	\$ 118,467	\$ 99,800	\$ 122,164	\$ 126,614	\$ 126,614	\$ 4,450	3.6 %
12962	542100	Office Supplies	\$ 993	\$ 1,715	\$ 1,414	\$ 1,500	\$ 1,605	\$ 1,605	\$ 105	7.0 %	
12962	542200	Computer Supplies	\$ 964	\$ 1,000	\$ 725	\$ 1,000	\$ 1,070	\$ 1,070	\$ 70	7.0 %	
12962	558200	Other Supplies-Uniforms	\$ 1,388	\$ 1,559	\$ 1,129	\$ 2,000	\$ 2,140	\$ 2,140	\$ 140	7.0 %	
Subtotal Supplies			\$ 3,345	\$ 4,273	\$ 3,267	\$ 4,500	\$ 4,815	\$ 4,815	\$ 315	7.0 %	
Subtotal Expenses			\$ 115,377	\$ 122,740	\$ 103,068	\$ 126,664	\$ 131,429	\$ 131,429	\$ 4,765	3.8 %	
Total 3270 Dispatch			\$ 823,536	\$ 817,217	\$ 874,595	\$ 871,863	\$ 918,546	\$ 918,546	\$ 46,683	5.4 %	

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Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 Supt. Rec.	Dollar Change	Percent Change
Total 4100 Belmont Public Schools	\$49,487,180	\$51,589,917	\$55,259,786	\$55,895,825	\$64,808,044	\$62,991,297	\$7,095,472	12.69%
Total 4200 Regional Schools	\$ 984,887	\$ 1,391,511	\$ 1,124,430	\$ 1,137,269	\$ 746,956	\$ 746,956	\$(390,313)	(34.32)%
Total Education	\$50,472,067	\$52,981,428	\$56,384,216	\$57,033,094	\$65,555,000	\$63,738,253	\$6,705,159	11.76 %

Expense Summary

Compensation	\$ 39,233,144	\$ 42,194,418	\$ 43,751,812	\$ 45,745,004	\$ 49,545,387	\$ 48,099,087	\$2,354,083	5.15 %
Expenses	\$ 11,238,923	\$ 10,787,010	\$ 12,632,404	\$ 11,288,090	\$ 16,009,613	\$ 15,639,166	\$4,351,076	38.55 %
Total Education	\$50,472,067	\$52,981,428	\$56,384,216	\$57,033,094	\$65,555,000	\$63,738,253	\$6,705,159	11.76 %



Budget Recommendations

The FY2024 budget recommendation from the School Superintendent is \$62,991,297, which is an increase of \$7,095,472 or 12.69% from the FY2023 budget.

Compensation is \$48,099,087, an increase of \$2,354,083 or 5.15% due to contractually obligated cost of living adjustments, and additional staff needed to open the new Middle School in September 2023. Expenses are \$14,892,210, an increase of \$4,741,389 or 46.71% due primarily to increasing out-of-district enrollments and anticipated tuition increases.

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 School Superintendent is releasing his 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, and 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.

Belmont Public Schools Budget Summary

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 Supt. Rec.	Dollar Change	Percent Change
Compensation	\$ 39,233,144	\$ 42,194,418	\$ 43,751,812	\$45,745,004	\$49,545,387	\$48,099,087	\$ 2,354,083	5.15 %
Expenses	\$ 10,254,036	\$ 9,395,499	\$ 11,507,974	\$ 10,150,821	\$ 15,262,657	\$ 14,892,210	\$ 4,741,389	46.71 %
Total 4100 Belmont Public Schools	\$ 49,487,180	\$ 51,589,917	\$55,259,786	\$55,895,825	\$64,808,044	\$ 62,991,297	\$ 7,095,472	12.69 %

*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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
Expenses	\$ 984,887	\$ 1,391,511	\$ 1,124,430	\$ 1,137,269	\$ 746,956	\$ 746,956	\$ (390,313)	(34.32)%
Total 4200 Regional Schools	\$ 984,887	\$ 1,391,511	\$ 1,124,430	\$ 1,137,269	\$ 746,956	\$ 746,956	\$ (390,313)	(34.32)%

Enrollment Levels	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
Total Enrollment	22	28	44	45	35	26	21

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Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 5100 Community Development	\$ 938,052	\$ 861,738	\$ 881,675	\$ 996,211	\$ 979,022	\$ 979,022	\$ (17,189)	(1.73)%
Total 5200 Public Works	\$ 6,688,534	\$ 6,994,413	\$ 7,441,794	\$ 7,551,744	\$ 8,073,965	\$ 8,070,665	\$ 518,920	6.87 %
Total 5300 Recreation	\$ 857,651	\$ 550,896	\$ 994,361	\$ 1,589,925	\$ 1,699,429	\$ 1,699,429	\$ 109,504	6.89 %
Total Public Services	\$ 8,484,237	\$ 8,407,047	\$ 9,317,830	\$ 10,137,880	\$ 10,752,416	\$ 10,749,116	\$ 611,235	6.03 %

Expense Summary

Compensation	\$ 3,434,728	\$ 3,065,637	\$ 3,334,882	\$ 3,959,636	\$ 4,066,823	\$ 4,066,823	\$ 107,186	2.71 %
Expenses	\$ 5,049,509	\$ 5,341,410	\$ 5,982,948	\$ 6,178,244	\$ 6,685,593	\$ 6,682,293	\$ 504,049	8.16 %
Total Public Services	\$ 8,484,237	\$ 8,407,047	\$ 9,317,830	\$ 10,137,880	\$ 10,752,416	\$ 10,749,116	\$ 611,235	6.03 %



5100 - Community Development

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

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.

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 FY22 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.

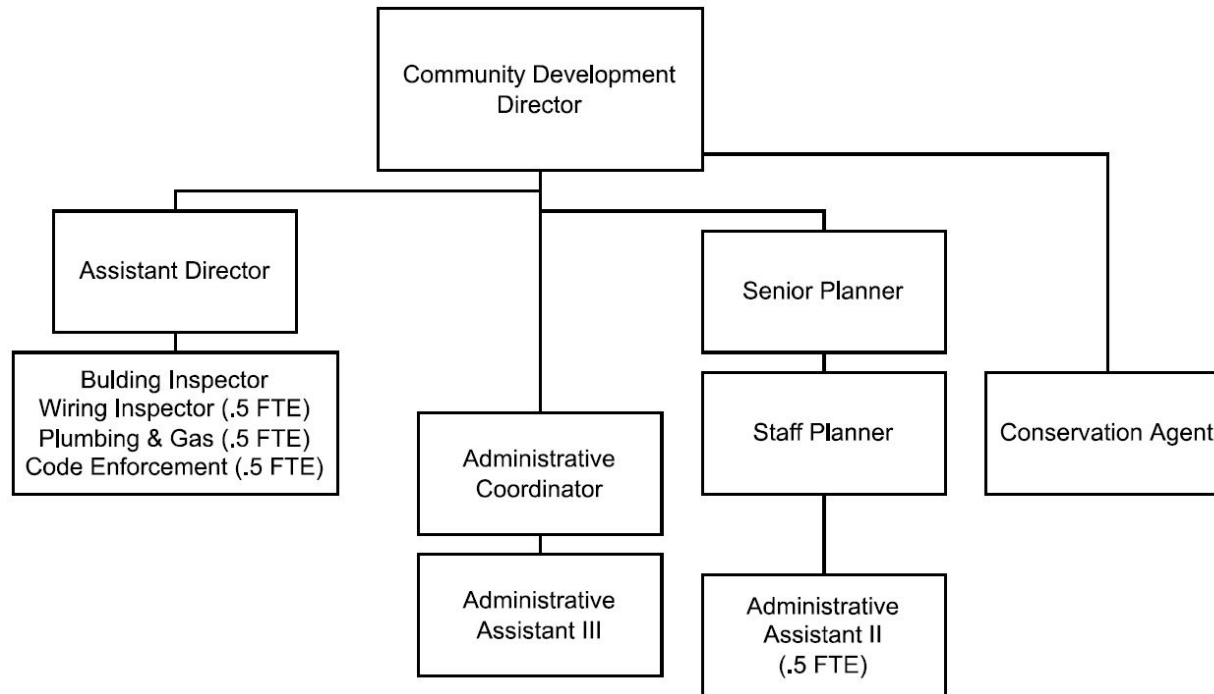
The Plumbing & Gas and Wiring Inspectors were previously shared with Watertown but became part-time, in-house positions in Spring 2022.

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
Subtotal	3	3	3	3	3	3	3	3	3	3
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
Subtotal	3.63	3.63	3.63	3.75	3.75	3.75	3.75	3.75	3.88	3.38
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
Subtotal	1.38	1.38	1.38	1.38	1.38	1.38	1.38	0.38	0.38	0.38
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
Subtotal	3	3	3	3	3	3	3	3	3	2.5
Total	11.01	11.01	11.01	11.13	11.13	11.13	11.13	10.13	9.76	9.26

*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

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

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

5100 - Community Development

Community Development Admin Budget Detail

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

5100 - Community Development

Planning Budget Detail

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

5100 - Community Development

Building Inspections Budget Detail

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

5100 - Community Development

Engineering Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
			Actual	Actual	Actual	Approp.	Request	TA Rec.	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	\$ 25,500	\$ —	— %
	14111	519900	Uniform Allowance	\$ 675	\$ 675	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	14111	513000	Overtime	\$ 4,395	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	Subtotal Compensation			\$ 104,860	\$ 98,796	\$ 12,073	\$ 25,500	\$ 25,500	\$ 25,500	\$ —	— %
Expenses	14112	524303	Rock Meadow Maintenance	\$ 6,225	\$ 6,806	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ —	— %
	14112	524500	Repair & Maint. Office Equip.	\$ —	\$ —	\$ 40	\$ 200	\$ 200	\$ 200	\$ —	— %
	14112	534100	Telephone	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ 480	\$ —	— %
	14112	534600	Printing and Mailing	\$ 98	\$ 20	\$ 26	\$ 400	\$ 400	\$ 400	\$ —	— %
	14112	571000	In-State Travel	\$ 1,970	\$ 1,594	\$ 1,183	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	— %
	Subtotal Contract Services			\$ 8,772	\$ 8,899	\$ 8,730	\$ 10,080	\$ 10,080	\$ 10,080	\$ —	— %
14112	542900	Engineering & Drafting Supplies	\$ 300	\$ 222	\$ 167	\$ 300	\$ 300	\$ 300	\$ —	— %	
Subtotal Supplies			\$ 300	\$ 222	\$ 167	\$ 300	\$ 300	\$ 300	\$ —	— %	
Subtotal Expenses			\$ 9,072	\$ 9,121	\$ 8,897	\$ 10,380	\$ 10,380	\$ 10,380	\$ —	— %	
Total 5140 Engineering			\$ 113,933	\$ 107,917	\$ 20,970	\$ 35,880	\$ 35,880	\$ 35,880	\$ —	— %	

5200 - Public Works

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](#).

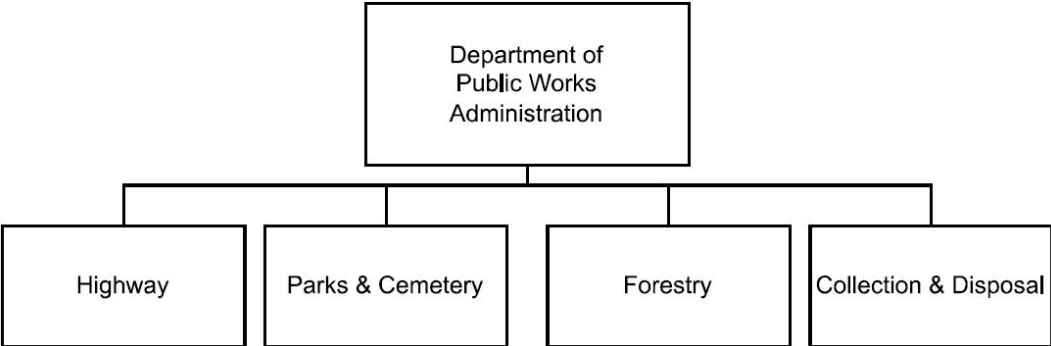
5200 - Public Works

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	—	—	—
Total	27.59	27.59	27.59	27.59	27.59	27.59	26.09	24.46	24.46	24.46

5200 - Public Works

Budget Recommendations

The FY2024 budget request for Public Works is \$8,073,965, 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 \$5,761,473, 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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 2,060,871	\$ 1,950,188	\$ 2,022,462	\$ 2,176,120	\$ 2,312,492	\$ 2,312,492	\$ 136,371	6.27 %
Expenses	\$ 4,627,663	\$ 5,044,225	\$ 5,419,332	\$ 5,375,624	\$ 5,761,473	\$ 5,758,173	\$ 382,549	7.12 %
Total 5200 Public Works	\$ 6,688,534	\$ 6,994,413	\$ 7,441,794	\$ 7,551,744	\$ 8,073,965	\$ 8,070,665	\$ 518,920	6.87 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 5210 DPW Admin	\$ 301,031	\$ 301,547	\$ 284,322	\$ 333,282	\$ 349,358	\$ 349,358	\$ 16,076	4.82 %
Total 5221 Highway	\$ 766,972	\$ 708,122	\$ 772,097	\$ 792,206	\$ 866,351	\$ 866,351	\$ 74,145	9.36 %
Total 5222 Snow & Ice	\$ 587,661	\$ 901,489	\$ 968,472	\$ 764,329	\$ 794,930	\$ 794,930	\$ 30,601	4.00 %
Total 5223 Street Lighting	\$ 331,070	\$ 230,982	\$ 174,995	\$ 270,000	\$ 200,000	\$ 200,000	\$ (70,000)	(25.93)%
Total 5224 Fleet Maintenance	\$ 495,114	\$ 448,583	\$ 549,232	\$ 558,073	\$ 589,105	\$ 589,105	\$ 31,032	5.56 %
Total 5231 Parks	\$ 529,826	\$ 474,897	\$ 505,217	\$ 573,866	\$ 610,501	\$ 607,201	\$ 33,335	5.81 %
Total 5232 Cemetery	\$ 414,136	\$ 453,723	\$ 460,037	\$ 528,560	\$ 563,553	\$ 563,553	\$ 34,993	6.62 %
Total 5235 Forestry	\$ 330,418	\$ 351,076	\$ 633,959	\$ 403,845	\$ 426,655	\$ 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	\$ 3,673,512	\$ 345,929	10.40 %
Total 5200 Public Works	\$ 6,688,534	\$ 6,994,413	\$ 7,441,794	\$ 7,551,744	\$ 8,073,965	\$ 8,070,665	\$ 518,920	6.87 %

5210 - Public Works Administration

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.

5210 - Public Works Administration

Program: Public Services
Town of Belmont, MA

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

FY2024 Goals

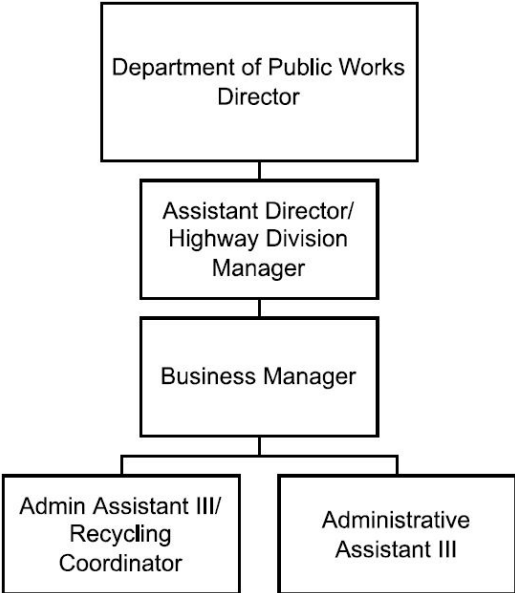
- Provide central administrative services for all Public Works functions to Town staff and the general public.
- Continue to provide customer service to Belmont residents.

5210 - Public Works Administration

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
Subtotal	3	3	3	3	3	3	3	3	3	3

*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 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 290,534	\$ 290,690	\$ 271,701	\$ 318,842	\$ 333,013	\$ 333,013	\$ 14,171	4.44 %
Expenses	\$ 10,497	\$ 10,857	\$ 12,621	\$ 14,440	\$ 16,345	\$ 16,345	\$ 1,905	13.19 %
Total 5210 DPW Administration	\$ 301,031	\$ 301,547	\$ 284,322	\$ 333,282	\$ 349,358	\$ 349,358	\$ 16,076	4.82 %

5210 - Public Works Administration

DPW Admin Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Compensation	Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		14211	511000	Full-Time Salaries	\$ 289,285	\$ 287,534	\$ 267,886	\$ 316,184	\$ 330,313	\$ 330,313	\$ 14,129
	14211	514001	Personal Day Paid in lieu time	\$ 1,189	\$ 2,936	\$ 3,685	\$ 2,258	\$ 2,300	\$ 2,300	\$ 42	1.9 %
	14211	514400	Meal Allowance	\$ 60	\$ 220	\$ 130	\$ 400	\$ 400	\$ 400	\$ —	— %
			Subtotal Compensation	\$ 290,534	\$ 290,690	\$ 271,701	\$ 318,842	\$ 333,013	\$ 333,013	\$ 14,171	4.4 %
Expenses	14212	519700	Tuition Reimbursement	\$ 214	\$ 25	\$ 554	\$ 1,620	\$ 1,620	\$ 1,620	\$ —	— %
	14212	530001	Medical Bills	\$ 1,040	\$ 1,545	\$ 2,308	\$ 790	\$ 2,000	\$ 2,000	\$ 1,210	153.2 %
	14212	531700	Employee Training Seminar	\$ 1,519	\$ 1,328	\$ 1,333	\$ 1,595	\$ 1,595	\$ 1,595	\$ —	— %
	14212	531900	Advertising	\$ 1,185	\$ 2,407	\$ 2,099	\$ 1,185	\$ 1,500	\$ 1,500	\$ 315	26.6 %
	14212	571000	In-State Travel	\$ 39	\$ —	\$ 890	\$ 2,900	\$ 2,900	\$ 2,900	\$ —	— %
	14212	573000	Dues and Membership	\$ 723	\$ 901	\$ 1,077	\$ 785	\$ 1,000	\$ 1,000	\$ 215	27.4 %
				Subtotal Contract Services	\$ 4,720	\$ 6,206	\$ 8,262	\$ 8,875	\$ 10,615	\$ 10,615	\$ 1,740
	14212	542100	Office Supplies	\$ 3,106	\$ 3,000	\$ 3,245	\$ 3,000	\$ 3,090	\$ 3,090	\$ 90	3.0 %
	14212	553100	Public Works Supplies	\$ 2,672	\$ 1,651	\$ 1,114	\$ 2,565	\$ 2,640	\$ 2,640	\$ 75	2.9 %
			Subtotal Supplies	\$ 5,777	\$ 4,651	\$ 4,359	\$ 5,565	\$ 5,730	\$ 5,730	\$ 165	3.0 %
			Subtotal Expenses	\$ 10,497	\$ 10,857	\$ 12,621	\$ 14,440	\$ 16,345	\$ 16,345	\$ 1,905	13.2 %
			Total 5210 DPW Admin	\$ 301,031	\$ 301,547	\$ 284,322	\$ 333,282	\$ 349,358	\$ 349,358	\$ 16,076	4.8 %

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

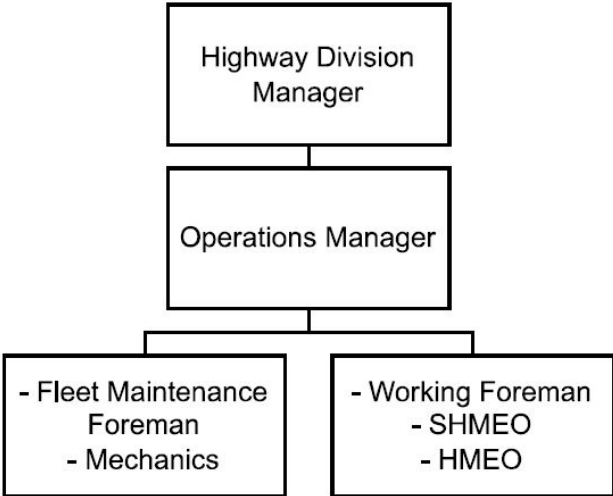
- Provide snow and ice control for all public ways and minor maintenance to private ways.
- Provide maintenance and repair for about 166 vehicles and 350 small pieces of town-owned equipment.
- Provide resources to clean, plant, mow and maintain 53 acres of Town property.
- Provide street lighting.

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

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

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

5220 - Public Works Highway Division

Highway Budget Detail

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

5220 - Public Works Highway Division

Snow & Ice Budget Detail

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

Street Lighting Budget Detail

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

5220 - Public Works Highway Division

Fleet Maintenance Budget Detail

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

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 5th 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

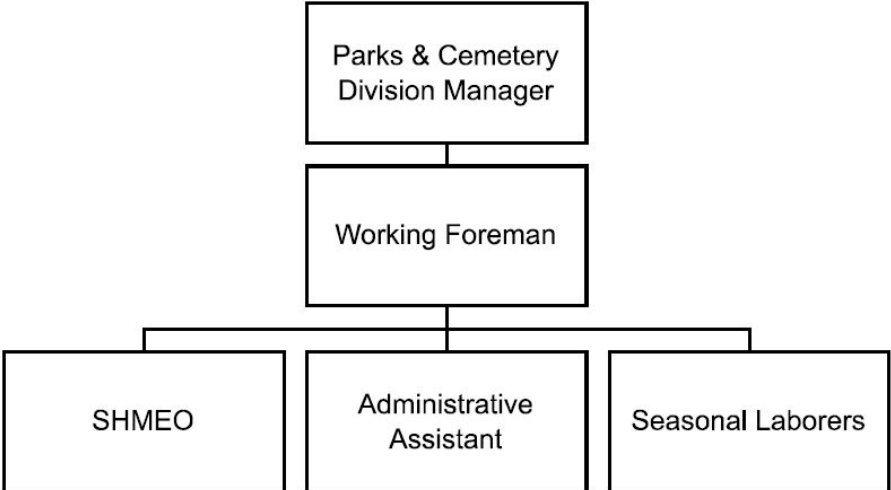
- Support the skating rink as it enters a new season
- Support the full opening of the new Middle and High School
- Continue to provide upkeep for school athletics and recreational enjoyment of 62 acres of athletic fields, parks, tennis courts, basketball courts, and tot lots, including the operation 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
Total	11.0	11.0	11.0	11.0	11.0	11.0	11.5	11.5	11.5	11.5

5230 - Public Works Parks Division

Budget Recommendations

The FY2024 budget request for the Parks Division is \$1,600,709, which is an increase of \$91,138 or 6.05% from the FY2023 budget. Compensation is \$885,645, an increase of \$46,833 or 5.58% due to contractually obligated cost of

living adjustments. Expenses are \$715,064, an increase of \$44,305 or 6.64% due to an increase in the cost of supplies used to provide services.

Parks Budget Summary

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 741,068	\$ 697,185	\$ 686,995	\$ 838,812	\$ 885,645	\$ 885,645	\$ 46,833	5.58 %
Expenses	\$ 533,311	\$ 582,510	\$ 912,217	\$ 667,459	\$ 715,064	\$ 711,764	\$ 44,305	6.64 %
Total 5230 Parks	\$ 1,274,379	\$ 1,279,696	\$ 1,599,212	\$ 1,506,271	\$ 1,600,709	\$ 1,597,409	\$ 91,138	6.05 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 5231 Parks	\$ 529,826	\$ 474,897	\$ 505,217	\$ 573,866	\$ 610,501	\$ 607,201	\$ 33,335	5.81 %
Total 5232 Cemetery	\$ 414,136	\$ 453,723	\$ 460,037	\$ 528,560	\$ 563,553	\$ 563,553	\$ 34,993	6.62 %
Total 5230 Parks	\$ 943,962	\$ 928,620	\$ 965,254	\$ 1,102,426	\$ 1,174,054	\$ 1,170,754	\$ 68,328	6.20 %

5230 - Public Works Parks Division

Parks Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent		
Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change		
Compensation	16501	511000	Full-Time Salaries	\$274,898	\$257,947	\$249,382	\$280,301	\$290,533	\$290,533	\$ 10,232	3.7 %	
	16501	511100	Part-Time Salaries	\$ 18,048	\$ 28,701	\$ 26,310	\$ 30,680	\$ 38,340	\$ 38,340	\$ 7,660	25.0 %	
	16501	514001	Personal Day Paid in lieu time	\$ 949	\$ 969	\$ 553	\$ 2,045	\$ 1,500	\$ 1,500	\$ (545)	(26.7)%	
	16501	514800	Longevity	\$ 1,900	\$ 1,900	\$ 1,350	\$ 1,300	\$ 1,350	\$ 1,350	\$ 50	3.8 %	
	16501	515500	CDL Stipend	\$ 5,240	\$ 4,730	\$ 3,670	\$ 5,200	\$ 5,200	\$ 5,200	\$ —	— %	
	16501	519001	Working Out of Grade	\$ 2,437	\$ 1,846	\$ 2,702	\$ 3,000	\$ 3,120	\$ 3,120	\$ 120	4.0 %	
	16501	519900	Uniform Allowance	\$ 3,280	\$ 3,622	\$ 2,938	\$ 3,280	\$ 3,280	\$ 3,280	\$ —	— %	
	16501	513000	Overtime	\$ 2,612	\$ —	\$ 8,193	\$ 21,842	\$ 23,153	\$ 23,153	\$ 1,311	6.0 %	
	16501	513002	Scheduled Overtime	\$ 40,919	\$ —	\$ 36,156	\$ 53,794	\$ 57,022	\$ 57,022	\$ 3,228	6.0 %	
Subtotal Compensation			\$350,283	\$299,714	\$331,254	\$401,442	\$423,497	\$423,497	\$ 22,055	5.5 %		
Expenses	16502	519700	Tuition Reimbursement	\$ 604	\$ 892	\$ 673	\$ 860	\$ 860	\$ 860	\$ —	— %	
	16502	524300	Repair & Maint Bldg/Grounds	\$ 1,360	\$ 5,703	\$ 1,742	\$ 1,360	\$ 1,500	\$ 1,500	\$ 140	10.3 %	
	16502	524301	Repair Contractual Services	\$ 37,925	\$ 55,815	\$ 34,646	\$ 45,905	\$ 45,905	\$ 45,905	\$ —	— %	
	16502	524302	Repair & Maint Synthetic	\$ 8,180	\$ 8,180	\$ 7,861	\$ 8,180	\$ 8,180	\$ 8,180	\$ —	— %	
	16502	524400	Repair & Maint. Vehicles	\$ 25,315	\$ 31,745	\$ 27,767	\$ 26,585	\$ 30,000	\$ 30,000	\$ 3,415	12.8 %	
	16502	530000	Prof. and Tech Services	\$ 6,500	\$ 3,348	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ —	— %	
	16502	534100	Telephone	\$ 4,605	\$ 3,410	\$ 15,859	\$ 4,605	\$ 4,835	\$ 4,835	\$ 230	5.0 %	
	Subtotal Contract Services			\$ 84,489	\$109,094	\$ 95,047	\$ 93,995	\$ 97,780	\$ 97,780	\$ 3,785	4.0 %	
	16502	523100	Water	\$ 6,740	\$ —	\$ 3,508	\$ —	\$ 7,080	\$ 3,780	\$ 3,780	\$ —	— %
	16502	542100	Office Supplies	\$ 390	\$ 1,973	\$ 416	\$ 390	\$ 400	\$ 400	\$ 10	2.6 %	
16502	543100	Chain Link Fencing	\$ 10,335	\$ 18,051	\$ 8,810	\$ 11,639	\$ 11,639	\$ 11,639	\$ —	— %		
16502	546000	Groundskeeping Supplies	\$ 26,960	\$ 29,246	\$ 30,328	\$ 27,530	\$ 30,000	\$ 30,000	\$ 2,470	9.0 %		
Subtotal Supplies			\$ 44,425	\$ 49,270	\$ 43,062	\$ 39,559	\$ 49,119	\$ 45,819	\$ 6,260	15.8 %		
16502	522900	Electricity	\$ 15,545	\$ 9,593	\$ 13,690	\$ 15,545	\$ 16,325	\$ 16,325	\$ 780	5.0 %		
16502	548900	Gasoline	\$ 9,035	\$ 7,226	\$ 7,874	\$ 9,035	\$ 9,490	\$ 9,490	\$ 455	5.0 %		
Subtotal Utilities			\$ 24,580	\$ 16,819	\$ 21,564	\$ 24,580	\$ 25,815	\$ 25,815	\$ 1,235	5.0 %		
16503	585000	Additional Equipment	\$ 26,049	\$ —	\$ 14,290	\$ 14,290	\$ 14,290	\$ 14,290	\$ —	— %		
Subtotal Minor Capital (Outlay)			\$ 26,049	\$ —	\$ 14,290	\$ 14,290	\$ 14,290	\$ 14,290	\$ —	— %		
Subtotal Expenses			\$179,543	\$ 175,183	\$173,963	\$172,424	\$187,004	\$183,704	\$ 11,280	6.5 %		
Total 5231 Parks			\$529,826	\$474,897	\$505,217	\$573,866	\$ 610,501	\$607,201	\$ 33,335	5.8 %		

5230 - Public Works Parks Division

Cemetery Budget Detail

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

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 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 46,407	\$ 35,214	\$ —	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	— %
Expenses	\$ 284,011	\$ 315,862	\$ 633,959	\$ 383,845	\$ 406,655	\$ 406,655	\$ 22,810	5.94 %
Total 5235 Forestry	\$ 330,418	\$ 351,076	\$ 633,959	\$ 403,845	\$ 426,655	\$ 426,655	\$ 22,810	5.65 %

Forestry Budget Detail

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

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.

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](#).

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	—	—	—
Total	1.63	1.63	1.63	1.63	1.63	1.63	1.63	—	—	—

***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 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 67,280	\$ 7,587	\$ 6,952	\$ 19,668	\$ 20,848	\$ 20,848	\$ 1,180	6.00 %
Expenses	\$ 2,865,027	\$ 3,116,407	\$ 3,086,512	\$ 3,307,915	\$ 3,652,664	\$ 3,652,664	\$ 344,749	10.42 %
Total 5240 Collection & Disposal	\$ 2,932,307	\$ 3,123,994	\$ 3,093,463	\$ 3,327,583	\$ 3,673,512	\$ 3,673,512	\$ 345,929	10.40 %

5240 - Public Works Collection & Disposal Division

Collection & Disposal Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
			Actual	Actual	Actual	Approp.	Request	TA Rec.	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	\$ 20,848	\$ 1,180	6.0 %
	Subtotal Compensation			\$ 67,280	\$ 7,587	\$ 6,952	\$ 19,668	\$ 20,848	\$ 20,848	\$ 1,180	6.0 %
Expenses	14332	529000	Transfer Station Site Maint	\$ 22,235	\$ 22,200	\$ 51,050	\$ 54,490	\$ 60,000	\$ 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	\$1,377,598	\$ 128,098	10.3 %
	14332	529400	Recycling	\$ 739,849	\$ 790,354	\$ 794,784	\$ 802,602	\$ 926,301	\$ 926,301	\$ 123,699	15.4 %
	14332	529402	Outside Processing -Recycle	\$ 148,797	\$ 175,230	\$ 122,395	\$ 200,663	\$ 225,000	\$ 225,000	\$ 24,337	12.1 %
	14332	529403	Trash Overflow Bags	\$ 2,500	\$ 1,720	\$ 960	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %
	14332	529500	Solid Waste Disposal	\$ 432,674	\$ 494,510	\$ 494,555	\$ 570,500	\$ 599,470	\$ 599,470	\$ 28,970	5.1 %
	14332	529600	Leaf and Yard Waste	\$ 342,554	\$ 369,993	\$ 367,990	\$ 380,870	\$ 409,435	\$ 409,435	\$ 28,565	7.5 %
	14332	534100	Telephone	\$ 880	\$ 960	\$ 739	\$ 1,050	\$ 1,105	\$ 1,105	\$ 55	5.2 %
	Subtotal Contract Services			\$2,813,132	\$3,082,355	\$3,051,684	\$3,262,175	\$3,601,409	\$3,601,409	\$ 339,234	10.4 %
	14332	545901	Hazardous Waste	\$ 20,513	\$ 15,999	\$ 12,138	\$ 20,250	\$ 25,000	\$ 25,000	\$ 4,750	23.5 %
14332	553100	Public Works Supplies	\$ 31,383	\$ 18,053	\$ 22,689	\$ 25,490	\$ 26,255	\$ 26,255	\$ 765	3.0 %	
Subtotal Supplies			\$ 51,896	\$ 34,052	\$ 34,827	\$ 45,740	\$ 51,255	\$ 51,255	\$ 5,515	12.1 %	
Subtotal Expenses			\$2,865,027	\$3,116,407	\$3,086,512	\$3,307,915	\$3,652,664	\$3,652,664	\$ 344,749	10.4 %	
Total 5240 Collection & Disposal			\$2,932,307	\$3,123,994	\$3,093,463	\$3,327,583	\$3,673,512	\$3,673,512	\$ 345,929	10.4 %	

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

The Vigliolo Skating Rink is available for residents and non-residents for public skating, hockey practices and skating lessons for both children and adults, as well as a robust rental program.

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.

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

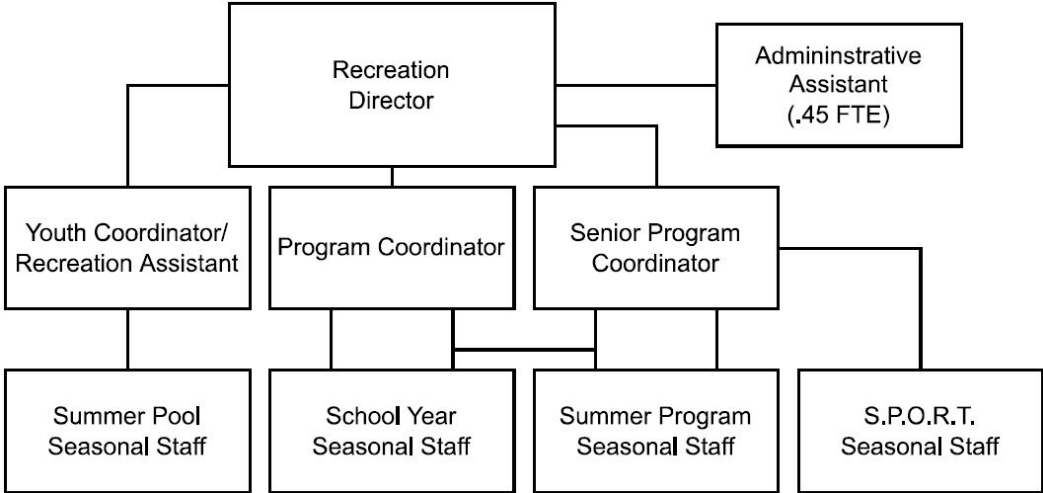
FY2024 Goals

- 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.

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	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	15.65	16.15

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

5300 - Recreation

Budget Recommendations

The FY2024 budget request for Recreation is \$1,699,429, which is an increase of \$109,504 or 6.89% from the FY2023 budget. Compensation is \$904,439, an increase of \$8,004 or 0.89% due to contractually obligated cost of living

adjustments. Expenses are \$794,990, an increase of \$101,500 or 14.64% due to expanded program offerings, particularly for summer programs.

Recreation Budget Summary

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 585,886	\$ 380,922	\$ 592,637	\$ 896,435	\$ 904,439	\$ 904,439	\$ 8,004	0.89 %
Expenses	\$ 271,765	\$ 169,974	\$ 401,724	\$ 693,490	\$ 794,990	\$ 794,990	\$ 101,500	14.64 %
Total 5300 Recreation	\$ 857,651	\$ 550,896	\$ 994,361	\$ 1,589,925	\$ 1,699,429	\$ 1,699,429	\$ 109,504	6.89 %

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 5310 Recreation Admin	\$ 270,434	\$ 270,218	\$ 265,444	\$ 344,225	\$ 345,729	\$ 345,729	\$ 1,504	0.44 %
Total 5320 Recreation Programs	\$ 587,217	\$ 280,678	\$ 728,917	\$ 1,245,700	\$ 1,353,700	\$ 1,353,700	\$ 108,000	8.67 %
Total 5300 Recreation	\$ 857,651	\$ 550,896	\$ 994,361	\$ 1,589,925	\$ 1,699,429	\$ 1,699,429	\$ 109,504	6.89 %

5300 - Recreation

Recreation Admin Budget Detail

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

5300 - Recreation

Recreation Programs Budget Detail

Org	Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
16311	511106	Part-Time Salaries Camps Prog	\$ 93,439	\$ 51,784	\$ 85,749	\$ 165,000	\$ 160,000	\$ 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	\$ 16,500	\$ 9,000	120.0 %
16380012	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 50,000	\$ 70,000	\$ 70,000	\$ 20,000	40.0 %
16380012	533000	Transportation Reg Bus	\$ 7,357	\$ —	\$ —	\$ 5,000	\$ 12,200	\$ 12,200	\$ 7,200	144.0 %
16380012	545001	Program Supplies	\$ 8,936	\$ 5,560	\$ 26,588	\$ 24,000	\$ 15,000	\$ 15,000	\$ (9,000)	(37.5)%
Subtotal Summer Program Spending			\$ 110,420	\$ 57,344	\$ 112,931	\$ 254,000	\$ 273,700	\$ 273,700	\$ 19,700	7.8 %
16311	511104	Part-Time Salaries Fall/Winter	\$ 41,729	\$ 6,074	\$ 40,633	\$ 25,000	\$ 20,000	\$ 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	\$ 15,000	\$ (6,000)	(28.6)%
16380022	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 211,950	\$ 238,000	\$ 238,000	\$ 26,050	12.3 %
16380022	533000	Transportation Reg Bus	\$ 20,014	\$ 2,195	\$ —	\$ 12,000	\$ 12,000	\$ 12,000	\$ —	— %
16380022	545001	Program Supplies	\$ 11,438	\$ 4,551	\$ 102,042	\$ 2,000	\$ 15,000	\$ 15,000	\$ 13,000	650.0 %
Subtotal School Year Programs			\$ 101,993	\$ 17,999	\$ 168,534	\$ 274,950	\$ 300,000	\$ 300,000	\$ 25,050	9.1 %
16311	511101	Part-Time Salaries SPORT	\$ 10,037	\$ 2,998	\$ 3,508	\$ 7,500	\$ 4,000	\$ 4,000	\$ (3,500)	(46.7)%
16384042	527400	Equipment Rental	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	— %
16384042	529300	Custodial Service	\$ 218	\$ —	\$ 5,266	\$ 5,000	\$ 10,000	\$ 10,000	\$ 5,000	100.0 %
16384042	533000	Transportation Reg Bus	\$ 239	\$ —	\$ 1,340	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %
16384042	545001	Program Supplies	\$ 613	\$ —	\$ 995	\$ 1,500	\$ 1,000	\$ 1,000	\$ (500)	(33.3)%
Subtotal SPORT Program			\$ 11,107	\$ 2,998	\$ 11,108	\$ 15,500	\$ 16,500	\$ 16,500	\$ 1,000	6.5 %
16311	511103	Part-Time Salaries Summer	\$ 172,483	\$ 13,680	\$ 174,257	\$ 290,000	\$ 310,000	\$ 310,000	\$ 20,000	6.9 %
16384582	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 10,000	\$ 5,000	\$ 5,000	\$ (5,000)	(50.0)%
16384582	523100	Water	\$ 8,035	\$ —	\$ 20,261	\$ —	\$ 14,000	\$ 14,000	\$ 14,000	— %
16384582	545001	Program Supplies	\$ 7,416	\$ 11,881	\$ 24,426	\$ 12,750	\$ 14,000	\$ 14,000	\$ 1,250	9.8 %
16384582	545002	Pool Supplies	\$ 32,798	\$ 34,139	\$ 71,146	\$ 50,000	\$ 55,000	\$ 55,000	\$ 5,000	10.0 %
16384582	522900	Electricity	\$ 10,368	\$ 2,958	\$ 9,160	\$ 14,000	\$ 14,000	\$ 14,000	\$ —	— %
Subtotal Underwood Pool Expenses			\$ 231,100	\$ 62,658	\$ 299,250	\$ 376,750	\$ 412,000	\$ 412,000	\$ 35,250	9.4 %

5300 - Recreation

Recreation Programs Budget Detail

Org	Object	Description	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Revised	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
16311	511105	Part-Time Salaries Skating Rink	\$ 33,971	\$ 50,104	\$ 43,507	\$ 60,000	\$ 60,000	\$ 60,000	\$ —	— %
16384592	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 50,000	\$ 65,000	\$ 65,000	\$ 15,000	30.0 %
16384592	523100	Water	\$ 5,730	\$ —	\$ —	\$ —	\$ 6,000	\$ 6,000	\$ 6,000	— %
16384592	545001	Program Supplies	\$ 175	\$ 1,029	\$ 1,800	\$ —	\$ —	\$ —	\$ —	— %
16384592	545003	Skating Rink Supplies	\$ 28,730	\$ 36,943	\$ 33,881	\$ 40,500	\$ 40,000	\$ 40,000	\$ (500)	(1.2)%
16384592	522700	Oil Used for Heat	\$ 5,627	\$ 3,125	\$ 4,499	\$ 8,500	\$ 15,000	\$ 15,000	\$ 6,500	76.5 %
16384592	522900	Electricity	\$ 58,365	\$ 48,479	\$ 53,407	\$ 57,000	\$ 57,000	\$ 57,000	\$ —	— %
Subtotal Rink Expenses			\$ 132,597	\$ 139,679	\$ 137,094	\$ 216,000	\$ 243,000	\$ 243,000	\$ 27,000	12.5 %
16380032	511104	Part-Time Salaries Fall/Winter	\$ —	\$ —	\$ —	\$ 30,000	\$ 30,000	\$ 30,000	\$ —	— %
16380032	529300	Custodial Service	\$ —	\$ —	\$ —	\$ 17,000	\$ 17,000	\$ 17,000	\$ —	— %
16380032	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %
16380032	545001	Program Supplies	\$ —	\$ —	\$ —	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	— %
Subtotal Higginbottom Pool Expenses			\$ —	\$ —	\$ —	\$ 51,000	\$ 51,000	\$ 51,000	\$ —	— %
16380042	511104	Part-Time Salaries Fall/Winter	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %
16380042	529300	Custodial Service	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %
16380042	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	\$ 40,000	\$ —	— %
16380042	545001	Program Supplies	\$ —	\$ —	\$ —	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %
Subtotal Adult Education Expenses			\$ —	\$ —	\$ —	\$ 57,500	\$ 57,500	\$ 57,500	\$ —	— %
Total 5320 Recreation Programs			\$ 587,217	\$ 280,678	\$ 728,917	\$1,245,700	\$1,353,700	\$1,353,700	\$ 108,000	8.7 %

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 6100 Library	\$ 1,992,675	\$ 1,972,789	\$ 2,116,796	\$ 2,374,315	\$ 2,437,488	\$ 2,339,389	\$ (34,926)	(1.47)%
Total 6200 Council on Aging	\$ 383,279	\$ 386,727	\$ 402,478	\$ 477,140	\$ 405,854	\$ 405,854	\$ (71,286)	(14.94)%
Total 6300 Health	\$ 536,051	\$ 522,219	\$ 534,082	\$ 642,336	\$ 597,112	\$ 597,112	\$ (45,224)	(7.04)%
Total Human Services	\$ 2,912,005	\$ 2,881,735	\$ 3,053,356	\$ 3,493,791	\$ 3,440,454	\$ 3,342,355	\$ (151,436)	(4.33)%

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	\$ 2,569,681	\$ 2,475,082	\$ (116,654)	(4.50)%
Expenses	\$ 712,416	\$ 755,440	\$ 824,797	\$ 902,055	\$ 870,773	\$ 867,273	\$ (34,782)	(3.86)%
Total Human Services	\$ 2,912,006	\$ 2,881,736	\$ 3,053,355	\$ 3,493,791	\$ 3,440,454	\$ 3,342,355	\$ (151,436)	(4.33)%



6100 - Library

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 FY23 and 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

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.

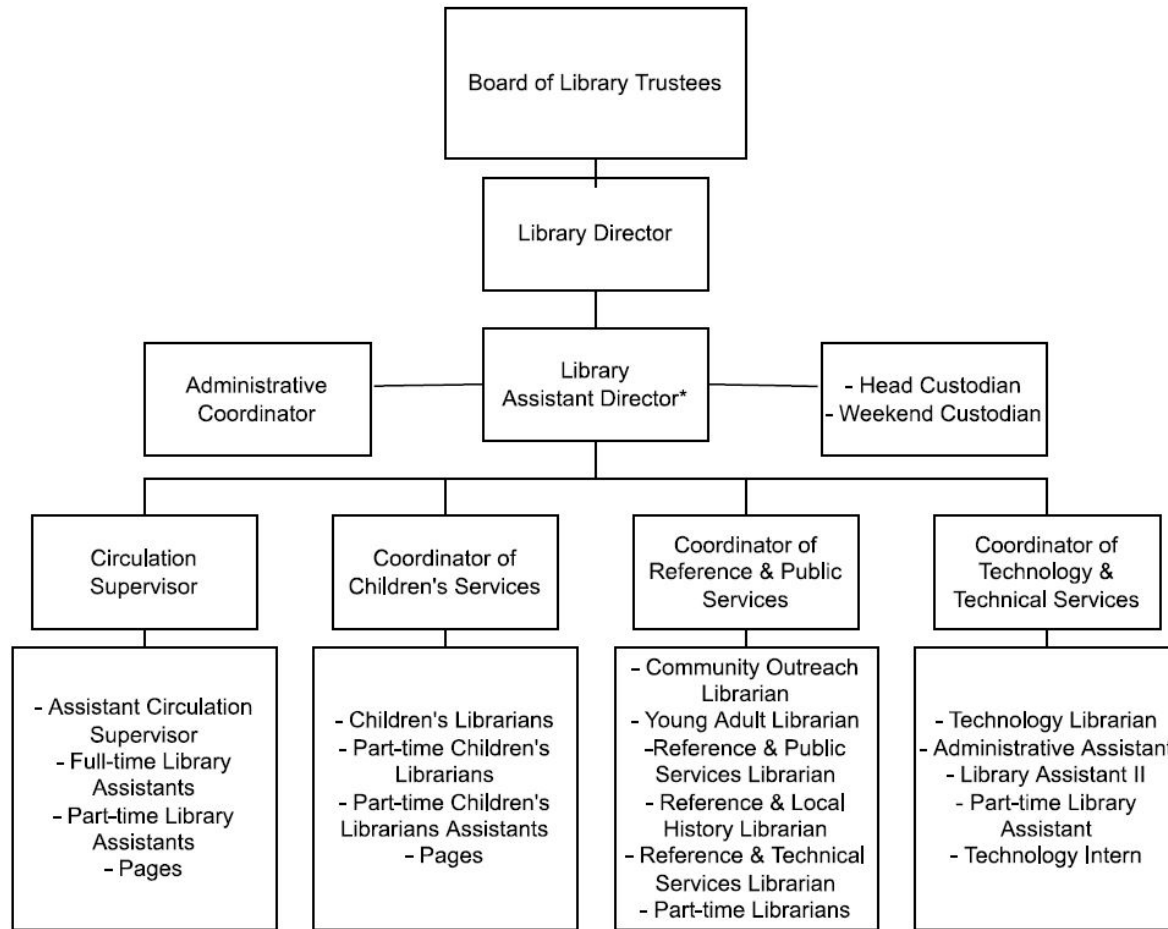
Children's Services consist of a Coordinator and two full-time Children's Librarians. The department has one part-

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

Plant Operations is staffed with a Head Custodian and a part-time custodian who covers weekends and vacation. A contractual cleaning service also covers additional hours each week. The total FTEs for this department is 1.3

Administration consists of the Library Director. In FY2024 we have requested the creation an Assistant Library Director and have absorbed all the costs for this role (including benefits) 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*	—	—	—	—	—	—	—	—	—	—
Administrative Coordinator	1	1	1	1	1	1	1	1	1	1
Subtotal	2	2	2	2	2	2	2	2	2	2
<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	1
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	1.3
Total	23.77	23.77	23.77	24.47	24.47	24.35	26.25	26.25	27.25	26.85

*This position was requested in FY2024 by the Department

Budget Recommendations

The FY2024 budget request from the Library Board of Trustees is \$2,437,488; however, the Town Administrator is recommending a budget of \$2,339,389, which is a decrease of \$(34,926) or (1.47)% from the FY2023 budget.

The Town Administrator’s recommendation removes that position, for a total compensation recommendation of \$1,656,052, which is an increase of \$7,645 or 0.46% from the FY2023 budget.

The main difference between budget requests is in Compensation. The Library Board of Trustees is recommending the addition of an Assistant Library Director, for a total compensation request of \$1,750,651.

Expenses are \$683,337, a decrease of \$(42,571) or (5.86)% due to anticipated reduced costs in building maintenance because of the positive vote for a debt exclusion to fund building a new library.

Library Budget Summary

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Compensation	\$ 1,427,924	\$ 1,359,268	\$ 1,430,861	\$ 1,648,407	\$ 1,750,651	\$ 1,656,052	\$ 7,645	0.46 %
Expenses	\$ 564,751	\$ 613,522	\$ 685,935	\$ 725,908	\$ 686,837	\$ 683,337	\$ (42,571)	(5.86)%
Total 6100 Library	\$ 1,992,675	\$ 1,972,789	\$ 2,116,796	\$ 2,374,315	\$ 2,437,488	\$ 2,339,389	\$ (34,926)	(1.47)%

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 6110 Library Admin	\$ 192,326	\$ 190,552	\$ 195,307	\$ 205,946	\$ 306,493	\$ 212,069	\$ 6,123	2.97 %
Total 6120 Library Services	\$ 1,336,565	\$ 1,276,477	\$ 1,296,765	\$ 1,482,102	\$ 1,455,977	\$ 1,455,802	\$ (26,300)	(1.77)%
Total 6130 Library Technical	\$ 291,412	\$ 280,039	\$ 349,262	\$ 369,516	\$ 389,596	\$ 389,596	\$ 20,080	5.43 %
Total 6140 Library Plant Operations	\$ 172,373	\$ 225,721	\$ 275,463	\$ 316,751	\$ 285,421	\$ 281,921	\$ (34,830)	(11.00)%
Total 6100 Library	\$ 1,992,675	\$ 1,972,789	\$ 2,116,796	\$ 2,374,315	\$ 2,437,488	\$ 2,339,389	\$ (34,926)	(1.47)%

6100 - Library

Library Admin Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
			Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Org	Object	Description									
Comp.	16111	511000	Full-Time Salaries	\$ 180,963	\$ 179,520	\$ 182,223	\$ 190,981	\$ 291,896	\$ 197,472	\$ 6,491	3.4 %
	16111	514800	Longevity	\$ 925	\$ 925	\$ 925	\$ 925	\$ 975	\$ 975	\$ 50	5.4 %
	Subtotal Compensation			\$ 181,888	\$ 180,445	\$ 183,148	\$ 191,906	\$ 292,871	\$ 198,447	\$ 6,541	3.4 %
Expenses	16112	524500	Repair & Maint. Office Equip.	\$ 6,524	\$ 5,037	\$ 6,500	\$ 5,750	\$ 5,750	\$ 5,750	\$ —	— %
	16112	530001	Medical Bills	\$ 595	\$ 1,710	\$ 623	\$ 1,640	\$ 1,400	\$ 1,400	\$ (240)	(14.6)%
	16112	531700	Employee Training Seminar	\$ 321	\$ —	\$ 1,065	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	— %
	16112	531900	Advertising	\$ —	\$ 112	\$ 157	\$ 500	\$ 500	\$ 500	\$ —	— %
	16112	534500	Postage	\$ 1,155	\$ 1,432	\$ 1,352	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %
	16112	534700	Printing	\$ 509	\$ 1,050	\$ 1,598	\$ 1,475	\$ 1,500	\$ 1,500	\$ 25	1.7 %
	16112	571000	In-State Travel	\$ 413	\$ 12	\$ 283	\$ —	\$ 400	\$ 400	\$ 400	— %
	16112	573000	Dues and Membership	\$ 220	\$ —	\$ 150	\$ —	\$ 800	\$ 800	\$ 800	— %
	Subtotal Contract Services			\$ 9,737	\$ 9,353	\$ 11,728	\$ 11,865	\$ 12,850	\$ 12,850	\$ 985	8.3 %
	16112	542100	Office Supplies	\$ 701	\$ 754	\$ 431	\$ 975	\$ 772	\$ 772	\$ (203)	(20.8)%
	16112	545000	Custodial Supplies	\$ —	\$ —	\$ —	\$ 400	\$ —	\$ —	\$ (400)	(100.0)%
	Subtotal Supplies			\$ 701	\$ 754	\$ 431	\$ 1,375	\$ 772	\$ 772	\$ (603)	(43.9)%
	16112	548900	Gasoline	\$ —	\$ —	\$ —	\$ 800	\$ —	\$ —	\$ (800)	(100.0)%
Subtotal Utilities			\$ —	\$ —	\$ —	\$ 800	\$ —	\$ —	\$ (800)	(100.0)%	
Subtotal Expenses			\$ 10,438	\$ 10,107	\$ 12,159	\$ 14,040	\$ 13,622	\$ 13,622	\$ (418)	(3.0)%	
Total 6110 Library Admin			\$ 192,326	\$ 190,552	\$ 195,307	\$ 205,946	\$ 306,493	\$ 212,069	\$ 6,123	3.0 %	

6100 - Library

Library Services Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
			Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Org	Object	Description									
Compensation	16121	511000	Full-Time Salaries	\$ 747,134	\$ 704,790	\$ 703,790	\$ 803,642	\$ 855,906	\$ 855,906	\$ 52,264	6.5 %
	16121	511100	Part-Time Salaries	\$ 212,381	\$ 192,119	\$ 208,233	\$ 306,110	\$ 247,159	\$ 247,159	\$ (58,951)	(19.3)%
	16121	514105	Eyeglass Reimbursement	\$ 525	\$ 175	\$ 175	\$ —	\$ 175	\$ —	\$ —	— %
	16121	514800	Longevity	\$ 6,021	\$ 5,922	\$ 5,421	\$ 5,922	\$ 6,222	\$ 6,222	\$ 300	5.1 %
	16121	513000	Overtime	\$ 7,387	\$ 6,118	\$ 6,588	\$ 10,000	\$ 8,000	\$ 8,000	\$ (2,000)	(20.0)%
	Subtotal Compensation			\$ 973,449	\$ 909,124	\$ 924,208	\$1,125,674	\$ 1,117,461	\$1,117,286	\$ (8,388)	(0.7)%
Expenses	16122	530000	Prof. and Tech Services	\$ 1,487	\$ 1,903	\$ 3,112	\$ 3,000	\$ 3,000	\$ 3,000	\$ —	— %
	16122	534100	Telephone	\$ 4,044	\$ 5,158	\$ 4,895	\$ 6,324	\$ 6,500	\$ 6,500	\$ 176	2.8 %
	16122	573000	Dues and Membership	\$ —	\$ —	\$ 628	\$ 1,020	\$ 1,100	\$ 1,100	\$ 80	7.8 %
	Subtotal Contract Services			\$ 5,531	\$ 7,061	\$ 8,635	\$ 10,344	\$ 10,600	\$ 10,600	\$ 256	2.5 %
	16122	552900	Books and E-Resources	\$ 357,586	\$ 360,292	\$ 361,766	\$ 341,234	\$ 322,066	\$ 322,066	\$ (19,168)	(5.6)%
	Subtotal Supplies			\$ 357,586	\$ 360,292	\$ 361,766	\$ 341,234	\$ 322,066	\$ 322,066	\$ (19,168)	(5.6)%
	16122	585250	Software	\$ —	\$ —	\$ 2,157	\$ 4,850	\$ 5,850	\$ 5,850	\$ 1,000	20.6 %
	Subtotal Minor Capital (Outlay)			\$ —	\$ —	\$ 2,157	\$ 4,850	\$ 5,850	\$ 5,850	\$ 1,000	20.6 %
	Subtotal Expenses			\$ 363,117	\$ 367,353	\$ 372,557	\$ 356,428	\$ 338,516	\$ 338,516	\$ (17,912)	(5.0)%
	Total 6120 Library Services			\$1,336,565	\$1,276,477	\$1,296,765	\$1,482,102	\$1,455,977	\$1,455,802	\$ (26,300)	(1.8)%

Library Technical Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
Compensation	Org	Object	Description	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		16131	511000	Full-Time Salaries	\$ 175,395	\$ 175,334	\$ 241,181	\$ 244,332	\$ 260,327	\$ 260,327	\$ 15,995
	16131	511100	Part-Time Salaries	\$ 12,736	\$ 12,734	\$ —	\$ —	\$ —	\$ —	\$ —	— %
	16131	514800	Longevity	\$ 2,825	\$ 1,875	\$ 1,675	\$ 2,175	\$ 3,000	\$ 3,000	\$ 825	37.9 %
			Subtotal Compensation	\$ 190,956	\$ 189,943	\$ 242,856	\$ 246,507	\$ 263,327	\$ 263,327	\$ 16,820	6.8 %
	16132	530600	Computer Services	\$ 77,267	\$ 78,168	\$ 82,272	\$ 84,769	\$ 87,769	\$ 87,769	\$ 3,000	3.5 %
			Subtotal Contract Services	\$ 77,267	\$ 78,168	\$ 82,272	\$ 84,769	\$ 87,769	\$ 87,769	\$ 3,000	3.5 %
Expenses	16132	542200	Processing Supplies	\$ 10,715	\$ 11,929	\$ 11,634	\$ 11,740	\$ 12,000	\$ 12,000	\$ 260	2.2 %
				Subtotal Supplies	\$ 10,715	\$ 11,929	\$ 11,634	\$ 11,740	\$ 12,000	\$ 260	2.2 %
	16133	587100	Capital Outlay	\$ 12,474	\$ —	\$ 12,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ —	— %
			Subtotal Minor Capital (Outlay)	\$ 12,474	\$ —	\$ 12,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ —	— %
			Subtotal Expenses	\$ 100,456	\$ 90,096	\$ 106,406	\$ 123,009	\$ 126,269	\$ 126,269	\$ 3,260	2.7 %
			Total 6130 Library Technical	\$ 291,412	\$ 280,039	\$ 349,262	\$ 369,516	\$ 389,596	\$ 389,596	\$ 20,080	5.4 %

Library Plant Operations Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent	
			Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change	
Org	Object	Description									
Compensation	16141	511000	Full-Time Salaries	\$ 59,746	\$ 58,766	\$ 58,954	\$ 59,468	\$ 53,816	\$ 53,816	\$ (5,652)	(9.5)%
	16141	511100	Part-Time Salaries	\$ 9,163	\$ 8,305	\$ 9,443	\$ 12,113	\$ 12,355	\$ 12,355	\$ 242	2.0 %
	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	\$ 820	\$ —	— %
	16141	513000	Overtime	\$ 10,591	\$ 10,553	\$ 10,072	\$ 10,559	\$ 10,000	\$ 10,000	\$ (559)	(5.3)%
	Subtotal Compensation			\$ 81,632	\$ 79,756	\$ 80,650	\$ 84,320	\$ 76,991	\$ 76,991	\$ (7,329)	(8.7)%
	16142	524300	Repair & Maint Bldg/Grounds	\$ 21,588	\$ 87,539	\$ 116,745	\$ 144,376	\$ 120,000	\$ 120,000	\$ (24,376)	(16.9)%
	16142	524306	R&M HVAC Contract Services	\$ 13,096	\$ 8,877	\$ 12,259	\$ 18,000	\$ 17,000	\$ 17,000	\$ (1,000)	(5.6)%
	Subtotal Contract Services			\$ 34,684	\$ 96,416	\$ 129,004	\$ 162,376	\$ 137,000	\$ 137,000	\$ (25,376)	(15.6)%
Expenses	16142	523100	Water	\$ 5,184	\$ —	\$ 5,677	\$ 5,905	\$ 6,000	\$ 2,500	\$ (3,405)	(57.7)%
	16142	545000	Custodial Supplies	\$ 3,394	\$ 3,593	\$ 8,200	\$ 7,000	\$ 7,000	\$ 7,000	\$ —	— %
	Subtotal Supplies			\$ 8,578	\$ 3,593	\$ 13,877	\$ 12,905	\$ 13,000	\$ 9,500	\$ (3,405)	(26.4)%
	16142	522800	Natural Gas	\$ 12,316	\$ 11,114	\$ 14,906	\$ 17,000	\$ 16,000	\$ 16,000	\$ (1,000)	(5.9)%
	16142	522900	Electricity	\$ 35,144	\$ 34,811	\$ 37,000	\$ 40,000	\$ 42,280	\$ 42,280	\$ 2,280	5.7 %
16142	548900	Gasoline	\$ 19	\$ 31	\$ 25	\$ 150	\$ 150	\$ 150	\$ —	— %	
Subtotal Utilities			\$ 47,479	\$ 45,956	\$ 51,931	\$ 57,150	\$ 58,430	\$ 58,430	\$ 1,280	2.2 %	
Subtotal Expenses			\$ 90,741	\$ 145,965	\$ 194,813	\$ 232,431	\$ 208,430	\$ 204,930	\$ (27,501)	(11.8)%	
Total 6140 Library Plant Operations			\$ 172,373	\$ 225,721	\$ 275,463	\$ 316,751	\$ 285,421	\$ 281,921	\$ (34,830)	(11.0)%	

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](#).

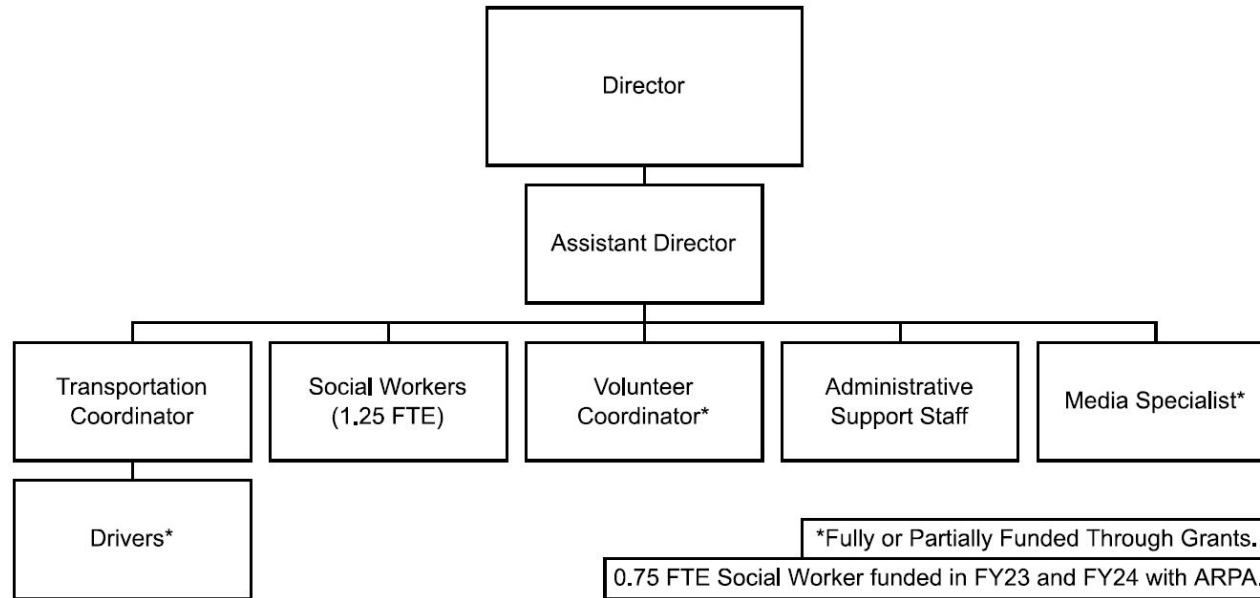
FY2024 Goals

- 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 5.6 FTEs, which including 1.16 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*	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2	1.2
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	6.07	6.07	6.07	6.07	6.07	6.07	6.07	6.07	6.82	6.82

*1 FT driver and 1 PT grant funded driver

**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

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

Division Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Total 6210 COA Admin	\$ 383,279	\$ 386,727	\$ 402,478	\$ 477,140	\$ 405,854	\$ 405,854	\$ (71,286)	(14.94)%
Total 6200 Council on Aging	\$ 383,279	\$ 386,727	\$ 402,478	\$ 477,140	\$ 405,854	\$ 405,854	\$ (71,286)	(14.94)%

COA Admin Budget Detail

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

6300 - Board of Health

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.

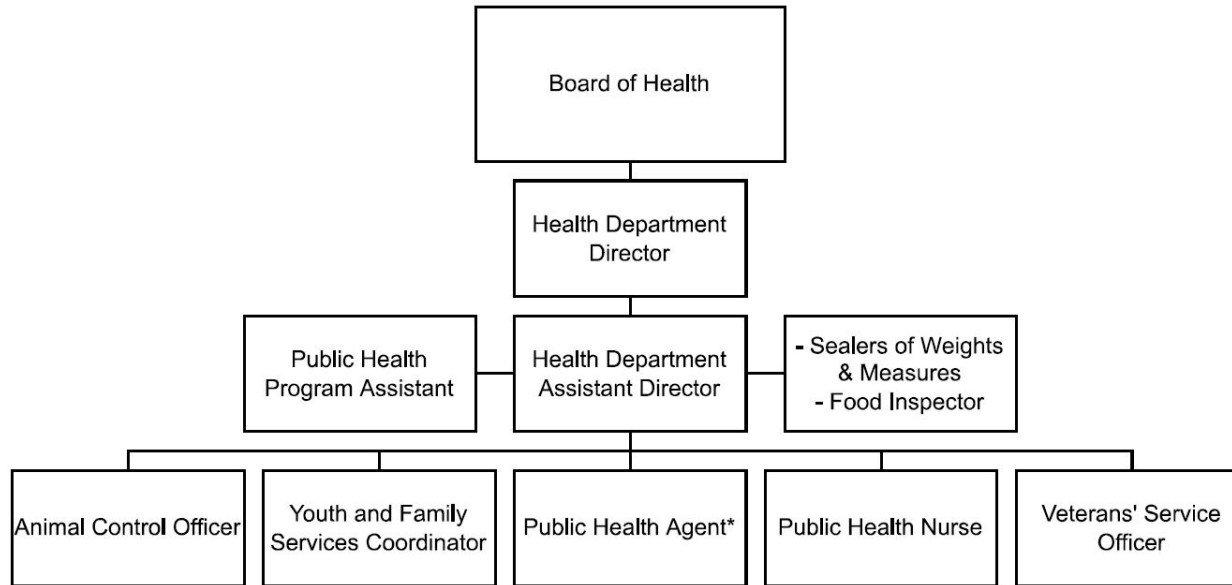
Staffing and Structure

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

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

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

6300 - Board of Health

Health Admin Budget Detail

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

6300 - Board of Health

Veterans' Services Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent
Comp.	Org	Object	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		15431	511100	\$ 41,763	\$ 41,603	\$ 41,901	\$ 43,284	\$ 34,339	\$ 34,339	\$ (8,945)
	Subtotal Compensation		\$ 41,763	\$ 41,603	\$ 41,901	\$ 43,284	\$ 34,339	\$ 34,339	\$ (8,945)	(20.7)%
	15432	571000	\$ 198	\$ 29	\$ 133	\$ 1,300	\$ 1,300	\$ 1,300	\$ —	— %
	15432	573000	\$ 60	\$ 85	\$ 195	\$ 200	\$ 200	\$ 200	\$ —	— %
	Subtotal Contract Services		\$ 258	\$ 114	\$ 328	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %
Expenses	15432	542100	\$ 93	\$ —	\$ —	\$ 150	\$ 150	\$ 150	\$ —	— %
	15432	558921	\$ 38,388	\$ 38,519	\$ 30,005	\$ 68,101	\$ 68,101	\$ 68,101	\$ —	— %
	15432	558922	\$ 1,690	\$ 3,250	\$ 2,864	\$ 3,250	\$ 3,250	\$ 3,250	\$ —	— %
	15432	558923	\$ 1,628	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ —	— %
	15432	558924	\$ —	\$ 800	\$ —	\$ 800	\$ 800	\$ 800	\$ —	— %
		Subtotal Supplies		\$ 41,800	\$ 44,369	\$ 34,669	\$ 74,101	\$ 74,101	\$ 74,101	\$ —
	Subtotal Expenses		\$ 42,058	\$ 44,483	\$ 34,998	\$ 75,601	\$ 75,601	\$ 75,601	\$ —	— %
Total 6320 Veterans' Services			\$ 83,820	\$ 86,087	\$ 76,898	\$ 118,885	\$ 109,940	\$ 109,940	\$ (8,945)	(7.5)%

6300 - Board of Health

Animal Control Budget Detail

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

Youth Services Budget Detail

			FY2020	FY2021	FY2022	FY2023	FY2024	FY2024	Dollar	Percent
Comp.	Org	Object	Actual	Actual	Actual	Approp.	Request	TA Rec.	Change	Change
		15421	511000	\$ —	\$ 17,024	\$ —	\$ —	\$ —	\$ —	\$ —
	15421	511100	\$ —	\$ —	\$ 3,173	\$ —	\$ —	\$ —	\$ —	— %
Subtotal Compensation			\$ —	\$ 17,024	\$ 3,173	\$ —	\$ —	\$ —	\$ —	— %
Exp.	15422	542100	\$ —	\$ —	\$ 446	\$ —	\$ —	\$ —	\$ —	— %
	Subtotal Expenses			\$ —	\$ —	\$ 446	\$ —	\$ —	\$ —	\$ —
Total 6340 Youth Services			\$ —	\$ 17,024	\$ 3,619	\$ —	\$ —	\$ —	\$ —	— %

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

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Within Levy Debt Service	\$ 1,511,462	\$ 1,639,620	\$ 1,458,739	\$ 1,438,989	\$ 1,415,039	\$ 1,415,039	\$ (23,950)	(1.66)%
Exempt Debt Service	\$ 8,574,488	\$ 13,084,646	\$ 13,029,464	\$ 13,731,513	\$ 13,154,414	\$ 13,154,414	\$ (577,099)	(4.20)%
Short-term Borrowing Costs	\$ 2,500	\$ —	\$ 90,993	\$ 72,500	\$ 72,500	\$ 72,500	\$ —	— %
Total Debt Service	\$10,088,450	\$14,724,266	\$ 14,579,196	\$15,243,002	\$ 14,641,953	\$ 14,641,953	\$ (601,049)	(3.94)%



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.

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 to manage cash flow and the timing of debt issuances for that new debt exclusion project.
 - 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 \$14,641,953, which is a decrease of \$(601,049) or (3.94)% from the FY2023 budget based on payment schedules for issued debt.

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 \$13,154,414, which is a decrease of \$(577,099) or (4.20)% due to the completion of debt service payments for the Town Hall Complex renovations. Debt service for the new library is not yet reflected in the budget; the first issuance is anticipated in Spring 2024.

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

Debt Service Budget Summary

Department Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Within Levy Debt Service	\$ 1,511,462	\$ 1,639,620	\$ 1,458,739	\$ 1,438,989	\$ 1,415,039	\$ 1,415,039	\$ (23,950)	(1.66)%
Exempt Debt Service	\$ 8,574,488	\$ 13,084,646	\$ 13,029,464	\$ 13,731,513	\$ 13,154,414	\$ 13,154,414	\$ (577,099)	(4.20)%
Short-term Borrowing Costs	\$ 2,500	\$ —	\$ 90,993	\$ 72,500	\$ 72,500	\$ 72,500	\$ —	— %
Total 7000 Debt Service	\$ 10,088,450	\$ 14,724,266	\$ 14,579,196	\$ 15,243,002	\$ 14,641,953	\$ 14,641,953	\$ (601,049)	(3.94)%

Debt Service Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Within Levy Principal - Municipal	\$ 531,450	\$ 587,350	\$ 591,250	\$ 635,000	\$ 640,000	\$ 640,000	\$ 5,000	0.79 %
Within Levy Principal - School	\$ 465,000	\$ 470,000	\$ 320,000	\$ 330,000	\$ 340,000	\$ 340,000	\$ 10,000	3.03 %
Within Levy Interest - Municipal	\$ 377,812	\$ 465,720	\$ 449,089	\$ 386,139	\$ 362,739	\$ 362,739	\$ (23,400)	(6.06)%
Within Levy Interest - School	\$ 137,200	\$ 116,550	\$ 98,400	\$ 87,850	\$ 72,300	\$ 72,300	\$ (15,550)	(17.70)%
Short-term Borrowing Costs	\$ 2,500	\$ —	\$ 90,993	\$ 72,500	\$ 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>\$ 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	\$ 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	\$ 5,140,000	\$ 225,000	4.58 %
Exempt Debt Interest - Municipal	\$ 302,898	\$ 254,498	\$ 189,373	\$ 124,773	\$ 73,548	\$ 73,548	\$ (51,225)	(41.05)%
Exempt Debt Interest - School	\$ 4,108,590	\$ 7,062,675	\$ 6,935,091	\$ 7,256,740	\$ 7,030,866	\$ 7,030,866	\$ (225,874)	(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>\$ 13,154,414</i>	<i>\$ 13,154,414</i>	<i>\$ (577,099)</i>	<i>(4.20)%</i>
Total 7000 Debt Service	\$ 10,088,450	\$ 14,724,266	\$ 14,579,196	\$ 15,243,002	\$ 14,641,953	\$ 14,641,953	\$ (601,049)	(3.94)%

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8000 - Capital Investments

Town of Belmont, MA

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Capital - Streets	\$ 1,725,126	\$ —	\$ 1,812,460	\$ 1,857,772	\$ 1,904,216	\$ 1,904,216	\$ 46,444	2.50 %
Capital - Sidewalks	\$ 220,631	\$ 226,147	\$ 231,801	\$ 237,730	\$ 243,673	\$ 243,673	\$ 5,943	2.50 %
Discretionary Capital	\$ 1,909,232	\$ 950,268	\$ 1,757,682	\$ 3,787,495	\$ 1,612,652	\$ 1,612,652	\$(2,174,843)	(57.42)%
Total Capital Investments	\$ 3,854,990	\$ 1,176,415	\$ 3,801,943	\$ 5,882,997	\$ 3,760,541	\$ 3,760,541	\$(2,122,456)	(36.08)%



8000 - Capital Investments

Town of Belmont, MA

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.

FY2024 Goals

- Complete an initial long-term capital plan.
- Identify additional sources of funding to support capital investments.

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 - Capital Investments

Town of Belmont, MA

Budget Recommendations

The FY2024 budget request for Capital Investments is \$3,760,541, which is a decrease of \$(2,122,456) or (36.08)% from the FY2023 budget due to a considerable amount of one-time funding being available in FY2023 that does not recur in FY2024.

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

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. These increases are offset by a combined \$2,237,542 reduction in one-time funding sources.

Further detail on discretionary capital projects will be released by the CCBC in their report to Town Meeting.

Capital Budget Summary

Appropriation Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Capital - Streets	\$ 1,725,126	\$ —	\$ 1,812,460	\$ 1,857,772	\$ 1,904,216	\$ 1,904,216	\$ 46,444	2.50 %
Capital - Sidewalks	\$ 220,631	\$ 226,147	\$ 231,801	\$ 237,730	\$ 243,673	\$ 243,673	\$ 5,943	2.50 %
Discretionary Capital	\$ 1,909,232	\$ 950,268	\$ 1,757,682	\$ 3,787,495	\$ 1,612,652	\$ 1,612,652	\$ (2,174,843)	(57.42)%
Total 8000 Capital	\$ 3,854,990	\$ 1,176,415	\$ 3,801,943	\$ 5,882,997	\$ 3,760,541	\$ 3,760,541	\$ (2,122,456)	(36.08)%

Capital Project Summary	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Approp.	FY2024 Request	FY2024 TA Rec.	Dollar Change	Percent Change
Capital - Streets	\$ 1,725,126	\$ —	\$ 1,812,460	\$ 1,857,772	\$ 1,904,216	\$ 1,904,216	\$ 46,444	2.50 %
Capital - Sidewalks	\$ 220,631	\$ 226,147	\$ 231,801	\$ 237,730	\$ 243,673	\$ 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	\$ 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	\$ 1,588,702	\$ 38,749	2.50 %
Discretionary Capital - Debt Service				\$ —	\$ 23,950	\$ 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	\$ —	\$ —	\$ (545,121)	(100.00)%
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	\$ 1,612,652	\$ 1,612,652	\$ (2,174,843)	(57.42)%
Total 8000 Capital	\$ 3,854,990	\$ 1,176,415	\$ 3,801,943	\$ 5,882,997	\$ 3,760,541	\$ 3,760,541	\$ (2,122,456)	(36.08)%

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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	\$ —
Subtotal		\$ 215,000	\$ 44,753	\$ 218,000	\$ 477,753	\$ 362,425	\$ 115,329

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
Subtotal		\$ 7,400	\$ 107	\$ —	\$ 7,507	\$ —	\$ 7,507

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
Subtotal		\$ 207,300	\$ 44,642	\$ —	\$ 251,942	\$ —	\$ 251,942

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
Subtotal		\$ 32,914	\$ 14,356	\$ (10,787)	\$ 36,483	\$ —	\$ 36,483

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
Subtotal		\$ —	\$ —	\$ 10,000	\$ 10,000	\$ —	\$ 10,000

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	\$ —
Total - Enterprise Fund		\$ 100,000	\$ 15,329	\$ —	\$ 115,329	\$ 115,329	\$ —

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.