

Town of Belmont, Massachusetts



Fiscal Year 2025

Town Administrator's Preliminary Budget Recommendation

February 2, 2024

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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, 2024 to June 30, 2025.

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TOWN ADMINISTRATOR

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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 FY2025 Operating Budget for the Town of Belmont. There are two budget versions embedded in the budget message - one that reflects an \$8.4 million Override and one that would be implemented in the event that the Override fails. 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.

Before reviewing the FY2025 Operating Budget, it is important to understand what has been done to help mitigate the override request that will be before the residents on April 2nd. Since my arrival in 2018, we have proposed and implemented many initiatives that have created efficiencies and cost savings across Town government. The Town has looked to increase Revenue by receiving grants, state appropriations, and restructuring ambulance billing, to name a few. Zoning initiatives have also been passed to increase Revenue in Town. The McLean development will provide the Town with new growth as well as additional tax revenue through property taxes. The Town has passed previous zoning that will generate additional revenue in recreational marijuana and streamlined restaurant permitting. In the spring, the Town will be proposing more zoning initiatives to Town Meeting that will increase the potential for new Revenue in the future.

The Town has tightened its belt on spending. I have realized many savings from merging of positions and restructuring departments. DPW, Community Development (now Planning and Building), Board of Health, Recreation, Treasurer, Accounting, Human Resources, Town Administrator, Assessing, and the Library have created efficiencies in their department realizing savings.

The Town has maintained its AAA bond rating, which has resulted in a low interest rate on recent debt exclusions (Middle High School Building), saving a significant amount of money. The acceptance of an appointed Treasurer has also yielded tremendous efficiencies and better management of the Finance Team.

All of these efforts were successful due to the leadership of the Select Board and the hard work of the Town Departments. Any further reductions to the Town will result in a disruption of services that we provide to the residents of Belmont. The following pages reflect a budget including an \$8,400,000 Operating Override and the reductions needed if the override fails on April 2nd.

The **Override Budget** is reflected below:

TABLE 1A Override	FY2024 Appropriated	FY2025 TA Rec.	\$ Change	% Change
Belmont Public Schools	\$ 63,486,981	\$ 66,867,704	\$ 3,380,723	5.3%
Shared Services (Benefits, Facilities, Debt, Voc. Ed.)	\$ 49,742,264	\$ 50,604,383	\$ 862,119	1.7%
Municipal Departments	\$ 33,305,428	\$ 33,376,144	\$ 70,716	0.2%
Capital (Includes Roads, Sidewalks)	\$ 3,939,570	\$ 5,861,654	\$ 1,922,084	48.8%
Other Post-Employment Benefits (OPEB)	\$ 552,695	\$ 552,695	\$ —	—%
Subtotal - Town Operations	\$ 151,026,939	\$ 157,262,580	\$ 6,235,641	4.1%
General/Capital Stabilization Funds	\$ 2,405,000	\$ —	\$(2,405,000)	(100.0)%
Override Mitigation Fund	\$ —	\$ 4,059,439	\$ 4,059,439	—%
Subtotal - One-Time Purposes	\$ 2,405,000	\$ 4,059,439	\$ 1,654,439	68.8%
Total Spending	\$ 153,431,939	\$ 161,322,019	\$ 7,890,080	5.1%
Projected Recurring Revenue	\$ 142,057,201	\$ 145,292,580	\$ 3,235,379	2.3%
Override	\$ —	\$ 8,400,000	\$ 8,400,000	—%
Subtotal - Recurring Revenue	\$ 142,057,201	\$ 153,692,580	\$ 11,635,379	8.2%
One-Time Revenue Used for Operations	\$ 10,245,709	\$ 3,000,000	\$(7,245,709)	(70.7)%
One-Time Revenue - Capital/Fund Transfers	\$ 1,129,029	\$ 4,629,439	\$ 3,500,410	310.0%
Subtotal - One-Time Revenue	\$ 11,374,738	\$ 7,629,439	\$(3,745,299)	(32.9)%
Total Revenue	\$ 153,431,939	\$ 161,322,019	\$ 7,890,080	5.1%
Surplus/(Deficit)	\$ —	\$ —	\$ —	—%

The Preliminary FY2025 **Override Budget** (not including Water & Sewer Enterprise Funds) is a level-service budget that totals **\$161,322,019** which represents an increase of **\$7,890,080** or **5.1%**, over the FY2024 budget. In addition, we are recommending that **\$4,059,439** be set-aside in an Override Mitigation Fund for use in FY2026 and FY2027 to meet anticipated needs of the Town. A more accurate comparison is looking at ongoing Town Operations, which are funded at **\$157,262,580** and reflect an increase of **\$6,235,641** or **4.1%**.

The **No-Override Budget** is reflected below.

TABLE 1B No Override	FY2024 Appropriated	FY2025 No Override	\$ Change	% Change
Belmont Public Schools	\$ 63,486,981	\$ 63,612,104	\$ 125,123	0.2%
Shared Services (Benefits, Facilities, Debt, Voc. Ed.)	\$ 49,742,264	\$ 50,497,164	\$ 754,900	1.5%
Municipal Departments	\$ 33,305,428	\$ 32,613,014	\$ (692,414)	(2.1)%
Capital (Includes Roads, Sidewalks)	\$ 3,939,570	\$ 4,111,654	\$ 172,084	4.4%
Other Post-Employment Benefits (OPEB)	\$ 552,695	\$ 552,695	\$ —	—%
Subtotal - Town Operations	\$ 151,026,939	\$ 151,386,631	\$ 359,692	0.2%
General/Capital Stabilization Funds	\$ 2,405,000	\$ 1,535,388	\$ (869,612)	(36.2)%
Total Spending	\$ 153,431,939	\$ 152,922,019	\$ (509,920)	(0.3)%
Projected Recurring Revenue	\$ 142,057,201	\$ 145,292,580	\$ 3,235,379	2.3%
Override	\$ —	\$ —	\$ —	—%
Subtotal - Recurring Revenue	\$ 142,057,201	\$ 145,292,580	\$ 3,235,379	2.3%
One-Time Revenue Used for Operations	\$ 10,245,709	\$ 6,129,439	\$ (4,116,270)	(40.2)%
One-Time Revenue - Capital/Fund Transfers	\$ 1,129,029	\$ 1,500,000	\$ 370,971	32.9%
Subtotal - One-Time Revenue	\$ 11,374,738	\$ 7,629,439	\$ (3,745,299)	(32.9)%
Total Revenue	\$ 153,431,939	\$ 152,922,019	\$ (509,920)	(0.3)%
Surplus/(Deficit)	\$ —	\$ —	\$ —	—%

In the event that the proposed override fails, I am proposing a **No-Override Budget** (*not including Water & Sewer Enterprise Funds*) of **\$152,922,019** which represents a decrease of **\$(509,920)** or **(0.3)%**, from the FY2024 budget.

In order to mitigate immediate cuts to staff and services, the FY2025 No Override budget includes **\$6,129,439** in Free Cash, **\$3,129,439** of which is *not* considered recurring. Further cuts to staff and services would be needed in FY2026 to cover the loss of those one-time funds. Specific proposals will be developed after April 2024 if needed.

Budget Process and Select Board Priorities

When the FY2024 budget was presented at Annual Town Meeting, the need for an override for FY2025 was plainly communicated. As a result, the FY2025 budget process started earlier than usual to support the development of an override value and planning for a no override budget.

In FY2024, the Town used over \$10 million of one time funds to balance the budget and meet the crucial needs of the community, specifically to open the Middle School. The use of this level of Free Cash in an operating budget is unsustainable and has created a situation where the Town cannot maintain level services without an operating override. In this budget message I will highlight what will be gained and lost in Town Services with each budget scenario.

The priorities in the FY2025 budget are to maintain the level of service that Belmont residents have come to expect as much as possible. In addition, the Select Board understands the

revenue challenges the Town faces to balance the operating budget, and recognizes they need to consider the long-term consequences of decisions made for the FY2025 budget. The Select Board is insistent that the Town maintain its reserve levels following our 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

Assuming passage of the override, the following is a summary of the major **recurring** revenue sources used to fund the FY2025 Budget. *(For non-override scenario, see table 1b.)*

TABLE 2	FY2024 Tax Recap	FY2025 Estimated	\$ Change	% Change	% of Total Revenue
Property Tax Revenue	\$ 119,377,734	\$ 123,913,914	\$ 4,536,180	3.8%	76.8%
Override	\$ —	\$ 8,400,000	\$ 8,400,000	—% 10.8%	5.2% 82.0%
State Aid	\$ 14,608,481	\$ 14,773,408	\$ 164,927	1.1%	9.2%
Local Receipts	\$ 10,057,902	\$ 8,215,549	\$ (1,842,353)	(18.3)%	5.1%
Available Funds	\$ 1,116,069	\$ 1,537,090	\$ 421,021	37.7%	1.0%
"Recurring" Free Cash	\$ 3,000,000	\$ 3,000,000	\$ —	—%	1.9%
State Assessments/Overlay (Abatements)	\$ (3,102,985)	\$ (3,147,380)	\$ (44,395)	1.4%	(2.0)%
Subtotal - Recurring Revenue	\$ 145,057,201	\$ 156,692,580	\$ 11,635,379	8.0%	97.1%
One-Time Funding Sources	\$ 8,374,738	\$ 4,629,439	\$ (3,745,299)	(44.7)%	2.9%
Total Revenue	\$ 153,431,939	\$ 161,322,019	\$ 11,635,379	7.6%	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 ever-increasing demands on limited resources. The absence of significant and consistent increases in property tax revenue from new growth, State Aid, and non-property tax revenue, paired with inflation, a tight labor market, aging infrastructure, and a structural deficit caused by a failed override in 2021 are the primary drivers of this challenge.

In FY2025 revenue estimates were reviewed at a series of Budget Summits attended by the Select Board, School Committee, Warrant Committee and Comprehensive Capital Budget Committee. Non-Property Tax Revenues have been adjusted based on prior year actual receipts and current year estimates.

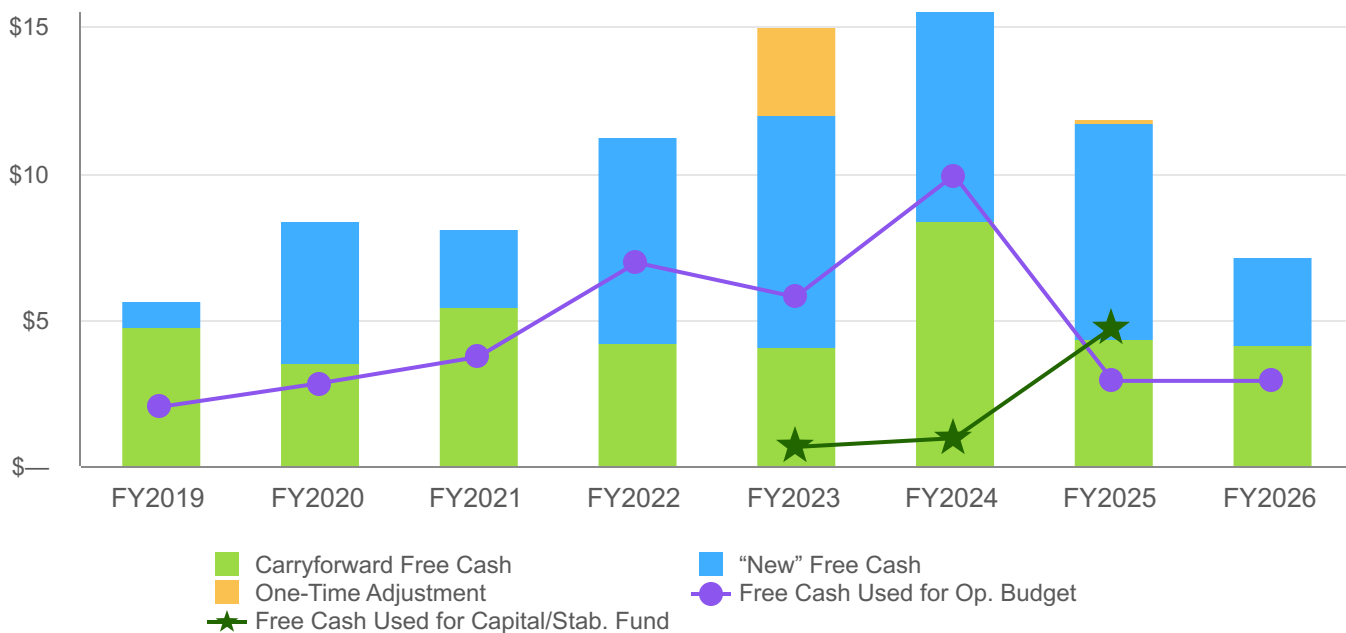
1. One-Time Revenue Use in Fiscal Year 2025

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 each community's Free Cash amount each year based on a fiscal year balance sheet submitted as of June 30. Section C.2 of the Town's Free Cash Policy states: *"The 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 and are not expected to recur.

After considerable analysis, Town leaders have come to consensus that Free Cash has been consistently replenished at \$3,000,000 each year, and can therefore be used in an ongoing basis to fund the budget in FY2025 and out years. In FY2025, this reflects 1.9% of overall revenue. However, this comes at a risk that sufficient Free Cash may not be available to replenish that amount, leaving a potential future shortfall. That will be mitigated by ensuring there are ample reserves that could be tapped if a shortfall occurs.

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 2019. The FY2026 figure is a preliminary projection for June 30, 2024, and is subject to change based on various factors over the next five months.

Free Cash Experience in Recent Fiscal Years, and Potential for FY2026 (\$ millions)



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 below.

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

2. Recurring Revenue Estimates for Fiscal Year 2025

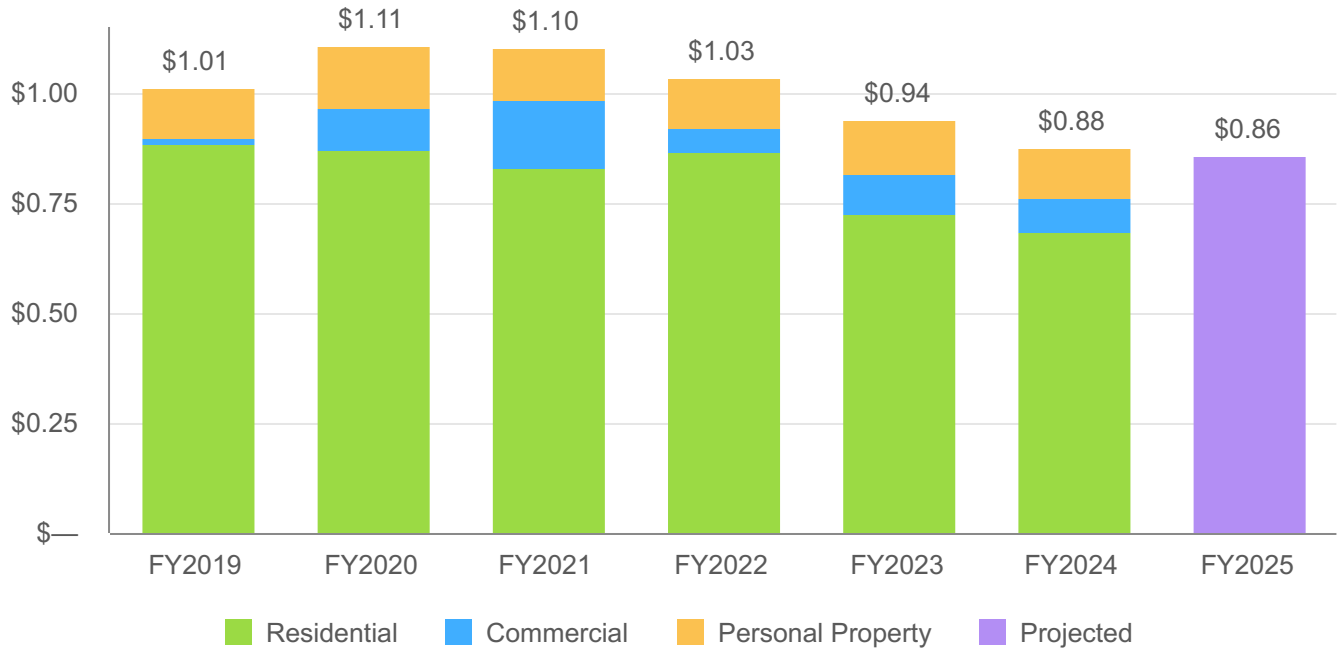
Real Estate and Personal Property Tax Revenue: The Town of Belmont has a single tax rate for residential and commercial/industrial/personal (CIP) properties. In FY2024, residential properties will pay 95.34% of the tax levy, with the remaining 4.66% paid by CIP properties. Table 3 reflects the history of the Town's tax levy split.

TABLE 3	Levy Res Share	Levy CIP Share	Tax Rate	Levy Total	Residential	CIP
FY2025				\$ 132,313,914	TBD	TBD
FY2024	95.34%	4.66%	\$10.56	\$ 119,377,734	\$ 113,813,109	\$ 5,564,625
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 taxes remain the Town's primary revenue source and the most stable source of revenue growth, comprising 82.0% of total projected revenues in FY2025, when \$132,313,914 would be derived from this revenue source once the proposed override is added.

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 for FY2025 is **\$860,000**.

Historical New Growth Levels by Property Type (\$ millions)



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 FY2024 base operating budget and each debt exclusion item. The first debt payments for the Library and Skating Rink will not be made until FY2025.

TABLE 4	FY2024 Tax Levy	Tax Rate Impact
Residential/Commercial/PP	\$ 106,238,549	\$9.40
Debt Exclusions		
Senior Center	\$ 200,214	\$0.02
Fire Station Refunding	\$ 461,107	\$0.04
Underwood Pool	\$ 218,300	\$0.02
Wellington School	\$ 1,507,612	\$0.13
Fire Station Refunding	\$ 102,594	\$0.01
High School Phase 1	\$ 5,315,025	\$0.47
High School Phase 2	\$ 4,583,366	\$0.41
High School Phase 3	\$ 755,475	\$0.07
TOTAL	\$ 119,382,242	\$10.56

State Aid: Total State Aid (Local Aid) is estimated at **\$14,773,408**, or **9.2%** of total revenues used to fund the FY2025 Budget and reflects a net increase of **\$164,927**. The Governor's FY2025 Budget was released on January 24th, and those values have been incorporated into this budget. 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 **\$2,307,380**, for a net local aid amount of **\$12,466,028**.

TABLE 5	FY2021	FY2022	FY2023	FY2024	FY2025
Chapter 70 - Education Unrestricted	\$ 9,755,929	\$ 9,891,949	\$ 10,158,889	\$ 11,784,535	\$ 11,920,165
Reimburse - Charter Sch./Voc. Transport	\$ 28,381	\$ 43,318	\$ 66,832	\$ 91,662	\$ 34,317
General Government Unrestricted	\$ 2,397,629	\$ 2,481,546	\$ 2,615,549	\$ 2,699,247	\$ 2,780,224
Veterans' Benefits & Exemptions	\$ 29,855	\$ 24,646	\$ 3,374	\$ 1,596	\$ 3,426
Loss of Taxes - Vets, Blind, Surv. Spouse	\$ 41,919	\$ 12,550	\$ 12,550	\$ 31,441	\$ 35,276
TOTAL	\$ 12,253,713	\$12,454,009	\$ 12,857,194	\$ 14,608,481	\$ 14,773,408
\$ Change from Prior Year	\$ 259,160	\$ 200,296	\$ 403,185	\$ 1,751,287	\$ 164,927
% Change from Prior Year	2.2%	1.6%	3.2%	13.6%	1.1%
State Assessments (MBTA, MAPC, School Choice/Charter Tuition, etc.)	\$ (1,976,233)	\$ (1,982,588)	\$ (2,089,526)	\$ (2,284,535)	\$ (2,307,380)
Net State Aid	\$ 10,277,480	\$ 10,471,421	\$ 10,767,668	\$ 12,323,946	\$12,466,028
\$ Change from Prior Year	\$ 145,839	\$ 193,941	\$ 296,247	\$ 1,556,278	\$ 142,082
% Change from Prior Year	1.4%	1.9%	2.8%	14.5%	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:

After property tax and State Aid, Local Receipts are a major source of revenue to the Town. These revenues total **\$8,215,549** in FY2025, and represent **5.1%** of total revenues. The main revenue streams in this category are Motor Vehicle Excise **\$3,650,000**, Other Excise, which reflects both Meals and Cannabis **\$345,000**, Penalties and Delinquent Interest Payments **\$330,000**, and Payment In-Lieu-of Taxes **\$48,000**.

The FY2025 revenue projection for Local Receipts reflects a decrease of **\$(1,842,353)**, or **-18.3%** from FY2024 for two main reasons. First, programming for the Recreation Department will be funded via a Revolving Fund in FY2025 rather than the General Fund budget, transferring \$1.28 million in revenue with it. Secondly, the Town has benefited from enhanced interest earnings on its bank balances since mid-2022. In November 2023, Town Meeting transferred \$1 million of such unanticipated revenues in FY2024 to stabilization funds. Some increases to base interest income are projected for FY2025, but are limited to a recurring level. Any unanticipated Investment Income that is captured above what is budgeted is one-time and we recommend it be placed in the Capital Stabilization Fund for future one-time needs.

TABLE 6	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Projected
Motor Vehicle Excise Tax	\$ 3,315,051	\$ 3,647,472	\$ 3,657,004	\$ 3,650,000	\$ 3,650,000
Other Excise (Meals, Cannabis)	\$ 198,767	\$ 328,822	\$ 324,660	\$ 325,000	\$ 345,000
Penalties & Interest	\$ 357,437	\$ 515,182	\$ 245,001	\$ 330,000	\$ 330,000
PILOT's	\$ 35,063	\$ 36,092	\$ 37,059	\$ 36,000	\$ 48,000
Rentals	\$ 1,530	\$ 6,800	\$ 13,531	\$ 5,500	\$ 5,500
Departmental-Schools	\$ 153,506	\$ 378,935	\$ 150,213	\$ 100,000	\$ 100,000
Departmental-Municipal	\$ 1,955,817	\$ 2,626,950	\$ 3,093,947	\$ 2,809,006	\$ 1,666,175
Licenses & Permits	\$ 1,322,274	\$ 1,556,574	\$ 1,645,498	\$ 1,353,072	\$ 1,371,550
Fines & Forfeitures	\$ 181,101	\$ 200,020	\$ 264,872	\$ 199,324	\$ 199,324
Investment Income	\$ 436,171	\$ 156,917	\$ 1,119,249	\$ 1,250,000	\$ 500,000
Miscellaneous Non-Recurring	\$ 135,575	\$ 114,179	\$ 248,997	\$ —	\$ —
Total	\$ 8,092,290	\$ 9,567,943	\$10,800,033	\$10,057,902	\$ 8,215,549

The Town continues to look for ways to increase local receipts, through recent Zoning initiatives and economic development. The Governor has proposed ways for Towns to receive more in meals taxes. If this initiative passes, it will be debated at a future Town Meeting.

Other Available Funds are other funding sources that the Town can access such as PILOT Payments from the Belmont Municipal Light Department, and Indirect Costs from Enterprise Funds. Available funds could be considered one-time in nature, but the Town has consistently been able to access them. Table 7 lists the sources of Other Available Funds.

TABLE 7	FY2023 Actuals	FY2024 Estimated	FY2025 Projected
Receipts Reserved Approp-Parking Meters	\$ 30,000	\$ 30,000	\$ 30,000
Trans from Light Dept for Tax Reduction (PILOT)	\$ 350,000	\$ 450,000	\$ 650,000
Trans from Water for Operating-Indirect Costs	\$ 519,000	\$ 244,166	\$ 246,442
Trans from Sewer for Operating-Indirect Costs	\$ 519,000	\$ 248,321	\$ 273,783
Trans from Leftover Capital Items	\$ 545,121	\$ 179,029	\$ —
Trans from Perpetual Care Fund	\$ 25,000	\$ 25,000	\$ 25,000
Capital Endowment Fund Special Projects	\$ 150,000	\$ 107,761	\$ 107,761
TOTAL OTHER AVAILABLE FUNDS	\$ 2,138,121	\$ 1,284,277	\$ 1,332,986

EXPENDITURES ASSUMING AN OPERATING OVERRIDE

In FY2022, the Town eliminated five positions, due to an unsuccessful override in April 2021. The FY2025 Override operating budget looks to restore positions in needed departments, but not specifically those that were eliminated in FY2022. For example the FY2025 operating budget is reinstating the Resident Engineer position but also adding a Project Manager in the Facilities Department. More detailed information on individual budgets can be found in the complete FY2025 Budget Book.

Table 8 summarizes spending by major government unit in the FY2025 General Fund Budget.

TABLE 8	FY2023 Actual	FY2024 Budgeted	FY2025 Proposed	\$ Change	% Change
<u>Education</u>					
Belmont Public Schools	\$ 56,852,294	\$ 63,486,981	\$ 66,867,704	\$ 3,380,723	5.3%
<u>Municipal</u>					
General Government	\$ 5,309,726	\$ 5,219,752	\$ 5,636,011	\$ 416,259	8.0%
Public Safety	\$ 14,219,725	\$ 14,160,201	\$ 14,555,734	\$ 395,533	2.8%
Public Services	\$ 9,711,335	\$ 10,574,116	\$ 9,753,750	\$ (820,365)	(7.8)%
Human Services	\$ 3,233,233	\$ 3,351,359	\$ 3,430,649	\$ 79,290	2.4%
Subtotal - Municipal	\$ 32,474,019	\$ 33,305,428	\$ 33,376,144	\$ 70,716	0.2%
<u>Shared Services</u>					
Debt Service	\$ 15,170,502	\$ 14,642,053	\$ 15,511,944	\$ 869,891	5.9%
Employee Benefits	\$ 24,897,317	\$ 25,661,491	\$ 25,957,333	\$ 295,842	1.2%
OPEB	\$ 579,275	\$ 552,695	\$ 552,695	\$ —	—%
Prop/Liability Insurances	\$ 362,197	\$ 772,376	\$ 826,725	\$ 54,349	7.0%
Warrant Committee Reserve	\$ —	\$ 400,000	\$ 500,000	\$ 100,000	25.0%
Vocational Education	\$ 886,383	\$ 746,956	\$ 234,580	\$ (512,376)	(68.6)%
Facilities Department	\$ 6,527,027	\$ 7,519,388	\$ 7,573,801	\$ 54,413	0.7%
Capital	\$ 5,882,997	\$ 3,939,570	\$ 5,861,654	\$ 1,922,084	48.8%
Subtotal - Shared Services	\$ 54,305,698	\$ 54,234,529	\$ 57,018,732	\$ 2,784,203	5.1%
Subtotal - All Recurring	\$ 143,632,011	\$ 151,026,938	\$ 157,262,580	\$ 5,709,837	3.8%
Transfers to Stabilization Funds	\$ —	\$ 2,405,000	\$ 4,059,439	\$ 1,654,439	68.8%
Total Expenditures	\$ 143,632,011	\$ 153,431,938	\$ 161,322,019	\$ 7,890,081	5.1%

Shared Services

The proposed FY2025 Shared Services budget is **\$57,018,732** which is **36.3%** of the recurring operating budget. Shared services consists of the following:

1. Debt Service - Principal and Interest
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

Debt Service - Principal and Interest

The FY2025 budget for Debt Service has increased by a net amount of **\$869,891** to a total of **\$15,511,944** due to the initial payment for the first round of debt for the Rink and Library. Exempt debt for FY2025 is **\$14,281,505**, or **9.0%** of the recurring budget, while within levy debt service is **\$1,230,439**, or **0.9%** of the recurring budget. The Exempt Debt total includes three separate borrowings for the Belmont Middle and High School project. Table 9 reflects overall debt services obligations of the Town, including Water and Sewer Enterprise.

TABLE 9	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Proposed
Within Levy Debt Service	\$ 1,511,462	\$ 1,639,620	\$ 1,458,739	\$ 1,438,989	\$ 1,415,039
Prop 2½ Excluded Debt Service	\$ 13,638,294	\$ 12,288,095	\$ 13,719,329	\$ 13,143,693	\$ 14,077,401
Water Debt Service	\$ 925,867	\$ 925,867	\$ 804,188	\$ 794,488	\$ 784,538
Sewer Debt Service	\$ 908,340	\$ 925,124	\$ 915,700	\$ 903,338	\$ 902,901
Total Debt Service	\$ 16,983,962	\$ 15,778,706	\$ 16,897,955	\$ 16,280,507	\$ 17,179,879
Gross Revenues	\$ 134,190,748	\$ 139,952,664	\$ 147,209,680	\$ 153,431,939	\$ 161,322,019
Debt Service as % of Revenue	12.7%	11.3%	11.5%	10.6%	10.6%

Benefits - Insurance, Pension, Other Benefits, and OPEB

Benefits include Pension, Retiree and Employee Health Insurance, Medicare, Workers' Compensation, Unemployment and OPEB. The FY2025 proposed budget for the category is **\$25,957,333**, an increase of **\$295,842**, or **1.15%**, and represents a transition year for health insurance rates. Now that we are moving past the pandemic, employees are reengaging with their healthcare providers, causing claims to increase. Spending trends indicate a 6-8% rate of growth for FY2025; however, I propose to limit FY2025 premium increases to 4%, and rely on healthy balances in the Health Insurance Trusts to offset potential higher expenses. In future years, the Town will need to decide how to address potential increases in health insurance rates, possibly by joining the state's Group Health Insurance (GIC).

In April 2023, the Retirement Board revised its pension funding schedule to level-fund the FY2024 and FY2025 contributions at the FY2023 level. For FY2025, pension costs are projected to decrease further by **\$(168,425)** or **(1.7)%** to reflect full payment of the Town's contribution in July 2024 rather than half in July and the remaining half in January 2025. This allows the Board to begin investing earlier, and they have passed the savings on to the Town.

Property and Liability Insurance and Workers' Compensation premium costs are estimated to increase by a combined **\$31,579** or approximately **2.6%**, with liability insurance increases driven by a volatile insurance marketplace offset by decreases to Workers' Compensation to capture some savings due to lower spending levels in recent years.

Other post-employment benefits (OPEB) are the life and health insurance benefits that employees become eligible for once they retire. The assets of an OPEB trust are held solely to meet the current and future liabilities for group health insurance benefits for retirees and their dependents, and are subject to appropriation. Table 10 shows the OPEB contributions each year since FY2020.

TABLE 10	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Budgeted	FY2025 Proposed
Town	\$ 472,092	\$ 50,000	\$ 50,000	\$ 579,275	\$ 552,695	\$ 552,695
Water	\$ 37,000	\$ 10,485	\$ 6,990	\$ 7,500	\$ 10,485	\$ 10,485
Sewer	\$ 42,000	\$ 5,527	\$ 4,112	\$ 4,500	\$ 5,527	\$ 5,527
Total	\$ 551,092	\$ 66,012	\$ 61,102	\$ 591,275	\$ 568,707	\$ 568,707

Regional Schools (Vocational Education)

The FY2025 Regional School expense is estimated at **\$234,580**, which reflects a **\$(512,376)** decrease of **(68.6)%** 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 **\$54,413** in the Facilities budget, which reflects a net change - electricity savings from the solar panels at the Middle and High School are offset by increases to operating costs, primarily cleaning contracts and hiring a new Project Manager. This position is crucial to implement the wide range of Capital projects in Town.

Capital Budget

The FY2025 Capital Budget contains **\$3,410,068** to support capital projects which will be recommended by the Comprehensive Capital Budget Committee (CCBC), and represents **3.7%** of the General Fund recurring operating budget. That percentage grows to **4.5%** within levy debt service for prior capital projects is added. A more detailed Capital Budget will be released once the CCBC completes its recommendations for FY2025.

Capital Budget - Roads and Sidewalks

The FY2025 Budget contains **\$1,951,821** million to support the ongoing Pavement Management Program which funds roadway reconstruction in Belmont. This amount is in addition to approximately **\$547,276**, which is received annually from State Chapter 90 Highway Funds. As part of the Fair Share Amendment, the state has provided the Town with an additional **\$261,324** in Chapter 90 funds for our roadways. This additional funding will help the Town keep up with rising costs and other infrastructure needs, such as pedestrian, bike and vehicle safety.

The FY2025 Budget contains **\$499,765** to support sidewalk repair. This reflects a base budget of **\$249,765** which was made available as a result of the successful operating override approved by the voters in 2015, and a proposed addition of **\$250,000** to be funded in the operating override. Both amounts are proposed to grow by 2.5% each year in line with Proposition 2½.

I strongly recommend an investment in our sidewalks. As noted, if an operating override is passed an additional **\$250,000** will be directed to Sidewalks. In 2020, cement cost \$6.00 per linear foot; that has grown to \$10.00 in 2024. With increasing costs for cement, the Town is even less able to keep up with the demands of the community. Sidewalks are quickly becoming a public safety issue as more and more residents are tripping and falling resulting in injuries, mostly to our elderly residents. The Town is awaiting the completion of a Sidewalk Assessment Study that will highlight the areas of greatest concern and prioritize the areas in Town to focus for repairs and replacement. The study, coupled with increased funds, will give the Town the tools its needs to create a plan to address the sidewalk infrastructure in the community.

School Department

The attached School Department budget of **\$66,867,704** reflects an increase of **\$3,380,723** from FY2024 or **5.3%**, and is **42.5%** of the overall recurring budget. In addition to the direct appropriations noted, an additional **\$10,497,700** is budgeted for School Benefits in Shared Services to reflect the benefits costs for new School staff. That brings the total School Department budget to **\$77,365,404**.

Municipal Departments

The FY2025 budget for Municipal Departments is **\$33,376,144** which is **21.2%** of the overall recurring budget. There are a net of two new positions being requested in FY2025. As part of budget development, municipal departments requested level-service budgets. Some Departments such as Recreation, Treasurer and DPW have restructured staffing to take advantage of retirements and vacancies.

As an Administrator charged with running the day-to-day operations of the Town, it is troubling that the Town has barely increased total staffing since 2017, while demands on Town staff and resources have grown, resulting in a decrease in services. Given that there has been no increase in staff to accommodate an increase in workload, departments are bare bones. One positive is that staff vacancy rates have decreased in FY2024, relieving some of the immediate stress on departments.

Fire and Police Union Negotiations have been completed, and compensation adjustments are reflected in department salary lines, extending through FY2025, which provides stability in those salary lines and allows the Town to project future years with more certainty. Three unions are currently at the table for negotiations; therefore, no COLA increase is reflected in the salary lines funding those staff.

General Government

The proposed FY2025 General Government budget is **\$5,636,011**, which reflects a increase from FY2024 of **\$416,259** and is **3.6%** of the total recurring budget. The increase is due to salaries and contract services, specifically in the IT Department. The Town Administrator's budget also adds a Rink Manager which will support the new Municipal Rink and Sports Facility once construction is completed in 2025.

Public Safety

The proposed FY2025 Public Safety budget is **\$14,555,734**, an increase of **\$395,533** over FY2024 and is **9.3%** of the total recurring budget. The increases reflect the recent settlement of all collective bargaining contracts at the Police and Fire Departments, with the exception of Dispatchers. 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. Town Meeting recently voted for the Town to leave Civil Service for Police. Once the Town is able to implement this change, the department should be able to fill vacancies much more quickly.

Public Services

The proposed FY2025 Public Services budget is **\$9,753,750**, an decrease of **\$(820,365)** from FY2024, and **6.2%** of the total recurring budget. The decrease reflects the transfer of Recreation program expenses to a new Revolving Fund in FY2025.

The other main change within Public Services is the realignment of the Department of Public Works to create an Engineering Division. Staff from other Departments were transferred, and the Resident Engineer that was cut after the April 2021 failed override is being restored.

Human Services

The proposed FY2025 Human Services budget is **\$3,430,649**, an increase of **\$79,290** from FY2024, and **2.2%** of the total recurring budget. The majority of the increase rests with the Towns commitment to keeping the Library at the Municipal Appropriation Requirement (MAR), a required formula to stay within the Minuteman system.

EXPENDITURES ASSUMING NO OPERATING OVERRIDE

I have proposed an operating budget to the Select Board in the event that the Override does not pass on April 2, 2024. The net proposed cuts for FY2025 total **\$789,447** in salaries, benefits and expenses. In developing the list, I prioritized retaining core services. To be clear initial cuts would be mitigated by the use of one-time funds, further and more widespread cuts would be needed for FY2026. Those will take more time to develop, and would be subject to further conversation with the Select Board. All of the proposed cuts would severely impact services in the Town of Belmont.

A list of proposed reductions can be found on page [17](#). Some cuts include a reduction of yard waste pickup, the elimination of free bulky items, and 4.6 full-time employees across the Council on Aging, Police and Health departments. Again, these reductions will impact the Town's ability to provide basic level services the residents have come to expect.

TABLE 8A	FY2023 Actual	FY2024 Budgeted	FY2025 No Override	\$ Change	% Change
<u>Education</u>					
Belmont Public Schools	\$ 56,852,294	\$ 63,486,981	\$ 63,612,104	\$ 125,123	0.2%
<u>Municipal</u>					
General Government	\$ 5,309,726	\$ 5,219,752	\$ 5,582,011	\$ 362,259	6.9%
Public Safety	\$ 14,219,725	\$ 14,160,201	\$ 14,297,571	\$ 137,370	1.0%
Public Services	\$ 9,711,335	\$ 10,574,116	\$ 9,544,496	\$ (1,029,619)	(9.7)%
Human Services	\$ 3,233,233	\$ 3,351,359	\$ 3,188,936	\$ (162,423)	(4.8)%
Subtotal - Municipal	\$ 32,474,019	\$ 33,305,428	\$ 32,613,014	\$ (692,414)	(2.1)%
<u>Shared Services</u>					
Debt Service	\$ 15,170,502	\$ 14,642,053	\$ 15,511,944	\$ 869,891	5.9%
Employee Benefits	\$ 24,897,317	\$ 25,661,491	\$ 25,950,114	\$ 288,623	1.1%
OPEB	\$ 579,275	\$ 552,695	\$ 552,695	\$ —	—%
Prop/Liability Insurances	\$ 362,197	\$ 772,376	\$ 826,725	\$ 54,349	7.0%
Warrant Committee Reserve	\$ —	\$ 400,000	\$ 500,000	\$ 100,000	25.0%
Vocational Education	\$ 886,383	\$ 746,956	\$ 234,580	\$ (512,376)	(68.6)%
Facilities Department	\$ 6,527,027	\$ 7,519,388	\$ 7,473,801	\$ (45,587)	(0.6)%
Capital	\$ 5,882,997	\$ 3,939,570	\$ 4,111,654	\$ 172,084	4.4%
Subtotal - Shared Services	\$ 54,305,698	\$ 54,234,529	\$ 55,161,513	\$ 926,984	1.7%
Subtotal - All Recurring Spending	\$ 143,632,011	\$ 151,026,938	\$ 151,386,631	\$ 359,693	0.2%
Transfers to Stabilization Funds	\$ —	\$ 2,405,000	\$ 1,535,388	\$ (869,612)	(36.2)%
Total Expenditures	\$ 143,632,011	\$ 153,431,938	\$ 152,922,019	\$ (509,919)	(0.3)%

Additional Comments

Enterprise Funds: Water/Sewer & Stormwater

The FY2025 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 initial estimates have not yet been received for FY2025. Finally, we engaged consultants to review the Water and Sewer rates for FY2024, and have retained them to revisit the assumptions for that analysis for FY2025. All of the above elements will be discussed with the Select Board in March in conjunction with the overall FY2025 Water and Sewer budget proposals.

Reserve Balances

The reserve ratio as of the end of FY2023 is 12.2% of the General Fund budget. Table 11 reflects the balances of the Town's reserves as of June 30, 2023, including carry forward Free Cash.

TABLE 11	General Stabilization	Capital Endowment	Free Cash	Kendall Fund	Ash Landfill Stabilization	TOTAL
Balance - June 30, 2023	\$2,866,237	\$4,792,947	\$4,358,081	\$2,155,388	\$2,873,135	\$17,045,788
% of Gen'l Fund Budget	2.0%	3.4%	3.1%	1.5%	2.0%	12.2%

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 12 lists the Town's Revolving Funds and revenue and expenses to date in FY2024. A new Revolving Fund for Recreation programs will begin in FY2025.

TABLE 12	Authorized Spending	Balance 6/30/23	FY2024 Receipts	FY2024 Spending	FY2024 Balance
Senior Programs	\$ 150,000	\$ 48,751	\$ 39,648	\$ 33,030	\$ 55,369
Art Gallery	\$ 15,000	\$ 4,322	\$ 645	\$ 270	\$ 4,697
Rock Meadow Maintenance	\$ 15,000	\$ 17,070	\$ (75)	\$ 4,875	\$ 12,120
Copying/Lost Books	\$ 15,000	\$ 7,012	\$ 3,926	\$ 6,359	\$ 4,579
Stormwater Improvements	\$ 100,000	\$ 15,200	\$ —	\$ —	\$ 15,200
MLK Day Breakfast	\$ 5,000	\$ —	\$ —	\$ —	\$ —
Non-School Property Maintenance	\$ 60,000	\$ 28,687	\$ 29,763	\$ 52,677	\$ 5,773
Stormwater Consulting	\$ 50,000	\$ 109	\$ —	\$ —	\$ 109
Total	\$ 410,000	\$ 121,152	\$ 73,907	\$ 97,212	\$ 97,847

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 May or June. We welcome any suggestions, comments or feedback from Town Meeting members or citizens concerning the FY2025 Budget. Individuals can email comments to selectboard@belmont-ma.gov.

Regards,

Patrice Garvin
Town Administrator

No Override Impacts

FY2025 Incremental Savings

<u>Department</u>	<u>Description</u>	<u>FTE</u>	<u>Savings</u>
DPW	Bulky Items - Charge per Item		\$ 87,023
DPW	Mattresses - Charge per Item		\$ 50,000
DPW	Reduce Yard Waste Weeks from 23 to 16	—	\$ 47,231
DPW	Eliminate Tree Planting from Operating Budget		\$ 25,000
Police	Eliminate funding for replacement Tasers	—	\$ 43,400
Police	Reduce ongoing Hybrid Cruiser Replacements from 3 to 2	—	\$ 87,333
Police	Eliminate proposed Body Cameras	—	\$ 50,000
Police	Layoff one Records Admin position	1	\$ 46,200
Fire	Layoff PT Admin	0.5	\$ 23,130
Fire	Reduce BEMA from 2 to 1 stipend position	—	\$ 8,100
Health	Transfer Animal Control responsibilities to Police Department; layoff ACO	1	\$ 60,000
Health	Layoff Social Worker	0.5	\$ 33,797
Health	Fund Veterans Benefits at Current Caseload	—	\$ 48,000
COA	Layoff Social Worker	0.5	\$ 41,844
COA	Layoff volunteer coordinator, media specialist and PT admin. staff	1.1	\$ 58,072
Town Admin	Eliminate DEI Line Item	—	\$ 24,000
Town Clerk	Reduce Budget to account for state Early Voting Reimbursement	—	\$ 30,000
Benefits	Additional anticipated Unemployment expenses	—	\$ (35,000)
Benefits	Benefits savings from staff reductions	—	\$ 61,317
FY2025 Town-only Total		4.6	\$ 789,447

FY2025 Shared Services Reductions

Facilities	Eliminate Proposed Project Manager to support Building Capital Projects	1	\$ 100,000
	Subtotal	1	\$ 100,000

FY2026 Possible Areas for Further Review

<u>Department</u>	<u>Description</u>	<u>FTE</u>	<u>Savings</u>
DPW	Privatize Trash/ Recycling/ Solid Waste Pickup	—	\$ 3,100,000
Fire	Review Fire Department staffing patterns	8.0	\$ 600,000
Town	Other Estimated Department Reductions	TBD	\$ 80,000
Library	Library Operations TBD		TBD
	Subtotal	8	\$ 3,780,000
FY2025 & FY2026 Grand Total		13.6	\$ 4,669,447

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Summary of Revenues and Expenditures

Revenues	FY2023 Actual	FY2024 Estimated	FY2025 Override	FY2025 No Override	Change
Property Tax Levy	\$ 102,786,493	\$ 106,234,041	\$ 118,236,512	\$ 109,836,512	\$ (8,400,000)
Levy for Exempt Debt	\$ 13,719,329	\$ 13,143,693	\$ 14,077,401	\$ 14,077,401	\$ —
Total Tax Levy	\$ 116,505,822	\$ 119,377,734	\$ 132,313,914	\$ 123,913,914	\$ (8,400,000)
State Aid	\$ 12,857,194	\$ 14,608,481	\$ 14,773,408	\$ 14,773,408	\$ —
Local Receipts	\$ 10,800,033	\$ 10,057,902	\$ 8,215,549	\$ 8,215,549	\$ —
Available Funds	\$ 8,577,788	\$ 11,548,320	\$ 7,996,304	\$ 7,996,304	\$ —
Revenue Offsets	\$ (2,919,157)	\$ (3,102,985)	\$ (3,147,380)	\$ (3,147,380)	\$ —
Enterprise Receipts	\$ 1,388,000	\$ 942,487	\$ 1,170,225	\$ 1,170,225	\$ —
Total Revenues	\$ 147,209,680	\$ 153,431,939	\$ 161,322,019	\$ 152,922,019	\$ (8,400,000)
Spending	FY2023 Actual	FY2024 Budget	FY2025 Override	FY2025 No Override	Change
Belmont Public Schools	\$ 56,852,294	\$ 63,486,981	\$ 66,867,704	\$ 63,612,104	\$ (3,255,600)
Regional Schools	\$ 886,383	\$ 746,956	\$ 234,580	\$ 234,580	\$ —
Total Education	\$ 57,738,677	\$ 64,233,937	\$ 67,102,284	\$ 63,846,684	\$ (3,255,600)
General Government	\$ 5,309,726	\$ 5,219,752	\$ 5,636,011	\$ 5,582,011	\$ (54,000)
Public Safety	\$ 14,219,725	\$ 14,160,201	\$ 14,555,734	\$ 14,297,571	\$ (258,163)
Public Services	\$ 9,711,335	\$ 10,574,116	\$ 9,753,750	\$ 9,544,496	\$ (209,254)
Health and Human Services	\$ 3,233,233	\$ 3,351,359	\$ 3,430,649	\$ 3,188,936	\$ (241,713)
Total Municipal Government	\$ 32,474,019	\$ 33,305,428	\$ 33,376,144	\$ 32,613,014	\$ (763,130)
Facilities	\$ 6,527,027	\$ 7,519,388	\$ 7,573,801	\$ 7,473,801	\$ (100,000)
Pension Assessment	\$ 10,077,954	\$ 10,041,821	\$ 9,873,396	\$ 9,873,396	\$ —
Employee Benefits	\$ 14,819,363	\$ 15,619,670	\$ 16,083,937	\$ 16,076,718	\$ (7,219)
Debt Service	\$ 15,170,502	\$ 14,642,053	\$ 15,511,944	\$ 15,511,944	\$ —
Other Shared	\$ 362,197	\$ 1,172,376	\$ 1,326,725	\$ 1,326,725	\$ —
Total Shared Services	\$ 46,957,043	\$ 48,995,308	\$ 50,369,803	\$ 50,262,584	\$ (107,219)
Capital - Streets	\$ 1,857,772	\$ 1,904,216	\$ 1,951,821	\$ 1,951,821	\$ —
Capital - Sidewalks	\$ 237,730	\$ 243,673	\$ 499,765	\$ 249,765	\$ (250,000)
Capital - Discretionary	\$ 3,787,495	\$ 1,791,681	\$ 3,410,068	\$ 1,910,068	\$ (1,500,000)
Total Capital	\$ 5,882,997	\$ 3,939,570	\$ 5,861,654	\$ 4,111,654	\$ (1,750,000)
Other Warrant Articles (OPEB, Stabilization Funds)	\$ 579,275	\$ 2,957,695	\$ 4,612,134	\$ 2,088,083	\$ (2,524,051)
Total Spending	\$ 143,632,011	\$ 153,431,938	\$ 161,322,019	\$ 152,922,019	\$ (8,400,000)
Net Budget Surplus/(Deficit)	N/A	\$ —	\$ —	\$ —	\$ —

Program Summary

Town of Belmont, MA

Element	Description	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced
Program 1000: General Government								
1100	Assessors Compensation	\$264,180	\$277,521	\$289,754	\$12,233	4.4%	\$289,754	\$—
1100	Assessors Expenses	\$103,777	\$147,500	\$172,500	\$25,000	16.9%	\$172,500	\$—
	<i>Subtotal 1100 Assessors</i>	<i>\$367,957</i>	<i>\$425,021</i>	<i>\$462,254</i>	<i>\$37,233</i>	<i>8.8%</i>	<i>\$462,254</i>	<i>\$—</i>
1200	Human Resources Compensation	\$212,677	\$213,664	\$222,019	\$8,355	3.9%	\$222,019	\$—
1200	Human Resources Expenses	\$68,839	\$80,450	\$80,450	\$—	—%	\$80,450	\$—
1250	Salary Reserve	\$750,450	\$360,949	\$571,980	\$211,031	58.5%	\$571,980	\$—
	<i>Subtotal 1200 Human Resources</i>	<i>\$1,031,966</i>	<i>\$655,063</i>	<i>\$874,449</i>	<i>\$219,386</i>	<i>33.5%</i>	<i>\$874,449</i>	<i>\$—</i>
1300	IT Compensation	\$394,488	\$433,569	\$452,034	\$18,465	4.3%	\$452,034	\$—
1300	IT Expenses	\$956,928	\$980,375	\$1,093,600	\$113,225	11.5%	\$1,093,600	\$—
	<i>Subtotal 1300 IT</i>	<i>\$1,351,415</i>	<i>\$1,413,944</i>	<i>\$1,545,634</i>	<i>\$131,690</i>	<i>9.3%</i>	<i>\$1,545,634</i>	<i>\$—</i>
1400	Town Accountant Compensation	\$291,593	\$358,431	\$354,795	\$(3,636)	(1.0)%	\$354,795	\$—
1400	Town Accountant Expenses	\$61,873	\$84,600	\$75,930	\$(8,670)	(10.2)%	\$75,930	\$—
	<i>Subtotal 1400 Town Accountant</i>	<i>\$353,466</i>	<i>\$443,031</i>	<i>\$430,725</i>	<i>\$(12,306)</i>	<i>(2.8)%</i>	<i>\$430,725</i>	<i>\$—</i>
1500	Town Administration Compensation	\$610,987	\$620,057	\$678,248	\$58,191	9.4%	\$678,248	\$—
1500	Town Administration Expenses	\$458,191	\$505,040	\$505,040	\$—	—%	\$481,040	\$(24,000)
	<i>Subtotal 1500 Town Administration</i>	<i>\$1,069,177</i>	<i>\$1,125,097</i>	<i>\$1,183,288</i>	<i>\$58,191</i>	<i>5.2%</i>	<i>\$1,159,288</i>	<i>\$(24,000)</i>
1600	Town Clerk Compensation	\$383,914	\$391,716	\$409,383	\$17,666	4.5%	\$389,383	\$(20,000)
1600	Town Clerk Expenses	\$108,280	\$116,445	\$145,085	\$28,640	24.6%	\$135,085	\$(10,000)
	<i>Subtotal 1600 Town Clerk</i>	<i>\$492,194</i>	<i>\$508,161</i>	<i>\$554,468</i>	<i>\$46,306</i>	<i>9.1%</i>	<i>\$524,468</i>	<i>\$(30,000)</i>
1700	Treasurer Compensation	\$400,578	\$435,837	\$397,294	\$(38,543)	(8.8)%	\$397,294	\$—
1700	Treasurer Expenses	\$242,971	\$213,600	\$187,900	\$(25,700)	(12.0)%	\$187,900	\$—
	<i>Subtotal 1700 Treasurer</i>	<i>\$643,549</i>	<i>\$649,437</i>	<i>\$585,194</i>	<i>\$(64,243)</i>	<i>(9.9)%</i>	<i>\$585,194</i>	<i>\$—</i>
Total General Government		\$5,309,726	\$5,219,752	\$5,636,011	\$416,259	8.0%	\$5,582,011	\$(54,000)

Program Summary

Town of Belmont, MA

Element	Description	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced
Program 2000: Shared Services								
2110	Pension	\$10,077,954	\$10,041,821	\$9,873,396	\$(168,425)	(1.7)%	\$9,873,396	\$—
2200	Retiree Health Insurance	\$3,492,220	\$3,338,181	\$3,532,575	\$194,394	5.8%	\$3,532,575	\$—
2201	Employee Health Insurance	\$9,886,314	\$10,515,468	\$10,859,911	\$344,443	3.3%	\$10,505,228	\$(354,683)
2210	Life Insurance	\$16,721	\$19,425	\$19,425	\$—	—%	\$19,425	\$—
2220	Medicare	\$1,065,047	\$1,097,497	\$1,149,397	\$51,900	4.7%	\$1,125,797	\$(23,600)
2310	Unemployment	\$76,169	\$193,700	\$90,000	\$(103,700)	(53.5)%	\$461,064	\$371,064
2320	Workers Compensation	\$282,892	\$455,399	\$432,629	\$(22,770)	(5.0)%	\$432,629	\$—
	<i>Subtotal Employee Benefits</i>	<i>\$24,897,317</i>	<i>\$25,661,491</i>	<i>\$25,957,333</i>	<i>\$295,842</i>	<i>1.2%</i>	<i>\$25,950,114</i>	<i>\$(7,219)</i>
2400	Liability Insurance	\$350,167	\$744,730	\$794,932	\$50,202	6.7%	\$794,932	\$—
2410	Deductible Reserves	\$12,030	\$27,646	\$31,793	\$4,147	15.0%	\$31,793	\$—
	<i>Subtotal Liability Insurance</i>	<i>\$362,197</i>	<i>\$772,376</i>	<i>\$826,725</i>	<i>\$54,349</i>	<i>7.0%</i>	<i>\$826,725</i>	<i>\$—</i>
2450	Warrant Committee Reserve	\$—	\$400,000	\$500,000	\$100,000	25.0%	\$500,000	\$—
	<i>Subtotal WC Reserve</i>	<i>\$—</i>	<i>\$400,000</i>	<i>\$500,000</i>	<i>\$100,000</i>	<i>25.0%</i>	<i>\$500,000</i>	<i>\$—</i>
2500	Facilities Compensation	\$1,699,333	\$2,293,029	\$2,401,262	\$108,233	4.7%	\$2,301,262	\$(100,000)
2500	Facilities Expenses	\$4,827,695	\$5,226,359	\$5,172,539	\$(53,820)	(1.0)%	\$5,172,539	\$—
	<i>Subtotal 2500 Facilities</i>	<i>\$6,527,027</i>	<i>\$7,519,388</i>	<i>\$7,573,801</i>	<i>\$54,413</i>	<i>0.7%</i>	<i>\$7,473,801</i>	<i>\$(100,000)</i>
	Total Shared Services	\$31,786,541	\$34,353,255	\$34,857,859	\$504,604	1.5%	\$34,750,640	\$(107,219)
Program 3000: Public Safety								
3000	Emergency Mgmt Compensation	\$15,744	\$16,200	\$16,200	\$—	—%	\$8,100	\$(8,100)
3000	Emergency Mgmt Expenses	\$7,122	\$7,944	\$7,944	\$—	—%	\$7,944	\$—
	<i>Subtotal 3000 Emergency Mgmt</i>	<i>\$22,866</i>	<i>\$24,144</i>	<i>\$24,144</i>	<i>\$—</i>	<i>—%</i>	<i>\$16,044</i>	<i>\$(8,100)</i>
3100	Fire Compensation	\$5,492,448	\$5,734,377	\$5,909,051	\$174,674	3.0%	\$5,885,921	\$(23,130)
3100	Fire Expenses	\$587,183	\$655,850	\$701,650	\$45,800	7.0%	\$701,650	\$—
	<i>Subtotal 3100 Fire</i>	<i>\$6,079,631</i>	<i>\$6,390,227</i>	<i>\$6,610,701</i>	<i>\$220,474</i>	<i>3.5%</i>	<i>\$6,587,571</i>	<i>\$(23,130)</i>
3200	Police Compensation	\$7,288,012	\$6,864,199	\$6,946,373	\$82,174	1.2%	\$6,900,173	\$(46,200)
3200	Police Expenses	\$829,216	\$881,630	\$974,515	\$92,885	10.5%	\$793,782	\$(180,733)
	<i>Subtotal 3200 Police</i>	<i>\$8,117,229</i>	<i>\$7,745,829</i>	<i>\$7,920,888</i>	<i>\$175,059</i>	<i>2.3%</i>	<i>\$7,693,955</i>	<i>\$(226,933)</i>
	Total Public Safety	\$14,219,725	\$14,160,201	\$14,555,734	\$395,533	2.8%	\$14,297,571	\$(258,163)

Program Summary

Town of Belmont, MA

Element	Description	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced
Program 4000: Education								
4100	Belmont Public Schools Compensation	\$46,017,121	\$48,194,771	\$50,887,478	\$2,692,707	5.6%	\$48,807,962	\$(2,079,516)
4100	Belmont Public Schools Expenses	\$10,835,173	\$15,292,210	\$15,980,226	\$688,016	4.5%	\$14,804,142	\$(1,176,084)
	<i>Subtotal 4100 Belmont Public Schools</i>	<i>\$56,852,294</i>	<i>\$63,486,981</i>	<i>\$66,867,704</i>	<i>\$3,380,723</i>	<i>5.3%</i>	<i>\$63,612,104</i>	<i>\$(3,255,600)</i>
4200	Regional Schools	\$886,383	\$746,956	\$234,580	\$(512,376)	(68.6)%	\$234,580	\$—
	<i>Subtotal 4200 Regional School Expenses</i>	<i>\$886,383</i>	<i>\$746,956</i>	<i>\$234,580</i>	<i>\$(512,376)</i>	<i>(68.6)%</i>	<i>\$234,580</i>	<i>\$—</i>
	Total Education	\$57,738,677	\$64,233,937	\$67,102,284	\$2,868,347	4.5%	\$63,846,684	\$(3,255,600)
Program 5000: Public Services								
5100	Planning and Building Compensation	\$768,642	\$849,892	\$656,995	\$(192,897)	(22.7)%	\$656,995	\$—
5100	Planning and Building Expenses	\$75,668	\$129,130	\$84,615	\$(44,515)	(34.5)%	\$84,615	\$—
	<i>Subtotal 5100 Planning and Building</i>	<i>\$844,310</i>	<i>\$979,022</i>	<i>\$741,610</i>	<i>\$(237,412)</i>	<i>(24.2)%</i>	<i>\$741,610</i>	<i>\$—</i>
5200	Public Works Compensation	\$2,094,539	\$2,312,492	\$2,709,357	\$396,865	17.2%	\$2,709,357	\$—
5200	Public Works Expenses	\$5,236,793	\$5,758,173	\$5,979,385	\$221,212	3.8%	\$5,770,131	\$(209,254)
	<i>Subtotal 5200 Public Works</i>	<i>\$7,331,332</i>	<i>\$8,070,665</i>	<i>\$8,688,742</i>	<i>\$618,077</i>	<i>7.7%</i>	<i>\$8,479,488</i>	<i>\$(209,254)</i>
5300	Recreation Compensation	\$819,886	\$844,439	\$323,398	\$(521,041)	(61.7)%	\$323,398	\$—
5300	Recreation Expenses	\$715,806	\$679,990	\$—	\$(679,990)	(100)%	\$—	\$—
	<i>Subtotal 5300 Recreation</i>	<i>\$1,535,693</i>	<i>\$1,524,429</i>	<i>\$323,398</i>	<i>\$(1,201,031)</i>	<i>(78.8)%</i>	<i>\$323,398</i>	<i>\$—</i>
	Total Public Services	\$9,711,335	\$10,574,116	\$9,753,750	\$(820,365)	(7.8)%	\$9,544,496	\$(209,254)
Program 6000: Human Services								
6100	Library Compensation	\$1,573,631	\$1,665,057	\$1,732,944	\$67,888	4.1%	\$1,732,944	\$—
6100	Library Expenses	\$654,608	\$683,337	\$658,858	\$(24,479)	(3.6)%	\$658,858	\$—
	<i>Subtotal 6100 Library</i>	<i>\$2,228,240</i>	<i>\$2,348,394</i>	<i>\$2,391,802</i>	<i>\$43,409</i>	<i>1.8%</i>	<i>\$2,391,802</i>	<i>\$—</i>
6200	Council on Aging Compensation	\$379,625	\$369,079	\$385,086	\$16,007	4.3%	\$285,170	\$(99,916)
6200	Council on Aging Expenses	\$19,305	\$36,775	\$37,000	\$225	0.6%	\$37,000	\$—
	<i>Subtotal 6200 Council on Aging</i>	<i>\$398,931</i>	<i>\$405,854</i>	<i>\$422,086</i>	<i>\$16,232</i>	<i>4.0%</i>	<i>\$322,170</i>	<i>\$(99,916)</i>

Program Summary

Town of Belmont, MA

Element	Description	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced
6300	Health Compensation	\$509,700	\$449,951	\$468,272	\$18,321	4.1%	\$374,475	\$(93,797)
6300	Health Expenses	\$96,363	\$147,161	\$148,489	\$1,328	0.9%	\$100,489	\$(48,000)
	<i>Subtotal 6300 Health</i>	<i>\$606,062</i>	<i>\$597,112</i>	<i>\$616,761</i>	<i>\$19,649</i>	<i>3.3%</i>	<i>\$474,964</i>	<i>\$(141,797)</i>
	Total Human Services	\$3,233,233	\$3,351,359	\$3,430,649	\$79,290	2.4%	\$3,188,936	\$(241,713)
Program 7000: Debt Service								
7000	Within Levy Debt Service	\$1,438,989	\$1,415,039	\$1,157,939	\$(257,100)	(18.2)%	\$1,157,939	\$—
7000	Exempt Debt Service	\$13,731,513	\$13,154,514	\$14,281,505	\$1,126,991	8.6%	\$14,281,505	\$—
7000	Short-term Borrowing Costs	\$—	\$72,500	\$72,500	\$—	—%	\$72,500	\$—
	<i>Subtotal 7000 Debt Service</i>	<i>\$15,170,502</i>	<i>\$14,642,053</i>	<i>\$15,511,944</i>	<i>\$869,891</i>	<i>5.9%</i>	<i>\$15,511,944</i>	<i>\$—</i>
	Total Debt Service	\$15,170,502	\$14,642,053	\$15,511,944	\$869,891	5.9%	\$15,511,944	\$—
Capital Expenditures								
8000	Capital - Streets	\$1,857,772	\$1,904,216	\$1,951,821	\$47,605	2.5%	\$1,951,821	\$—
8000	Capital - Sidewalks	\$237,730	\$243,673	\$499,765	\$256,092	105%	\$249,765	\$(250,000)
8000	Discretionary Capital	\$3,787,495	\$1,791,681	\$3,410,068	\$1,618,387	90.3%	\$1,910,068	\$(1,500,000)
	<i>Subtotal 8000 Capital Expenditures</i>	<i>\$5,882,997</i>	<i>\$3,939,570</i>	<i>\$5,861,654</i>	<i>\$1,922,084</i>	<i>48.8%</i>	<i>\$4,111,654</i>	<i>\$(1,750,000)</i>
	Total Capital Expenditures	\$5,882,997	\$3,939,570	\$5,861,654	\$1,922,084	48.8%	\$4,111,654	\$(1,750,000)
Other Articles								
	OPEB Contribution	\$579,275	\$552,695	\$552,695	\$—	—%	\$552,695	\$—
	Capital Stabilization Fund	\$—	\$727,500	\$—	\$(727,500)	(100)%	\$—	\$—
	General Stabilization Fund	\$—	\$1,677,500	\$—	\$(1,677,500)	(100)%	\$1,500,000	\$1,500,000
	Override Mitigation Fund	\$—	\$—	\$4,059,439	\$4,059,439	—%	\$35,388	\$(4,024,051)
	<i>Subtotal Other Articles</i>	<i>\$579,275</i>	<i>\$2,957,695</i>	<i>\$4,612,134</i>	<i>\$1,654,439</i>	<i>55.9%</i>	<i>\$2,088,083</i>	<i>\$(2,524,051)</i>
	Total Other Articles	\$579,275	\$2,957,695	\$4,612,134	\$1,654,439	55.9%	\$2,088,083	\$(2,524,051)
	Grand Total	\$143,632,011	\$153,431,938	\$161,322,019	\$7,890,081	5.1%	\$152,922,019	\$(8,400,000)

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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 FY2025, Total General Fund Operating Revenues are projected to increase by approximately \$7.89 million, or 5.14%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$4.11 million, or 2.80%.

General Fund Revenue Summary	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated	FY2025 Projected	FY2024-25 Change	
						\$	%
Property Tax Levy (Table 1A)	\$ 95,854,621	\$ 99,431,844	\$102,786,493	\$106,234,041	\$ 118,236,512	\$12,002,472	11.30 %
Tax Levy, Exempt Debt (Table 1B)	\$ 13,638,294	\$ 12,288,095	\$ 13,719,329	\$ 13,143,693	\$ 14,077,401	\$ 933,708	7.10 %
Combined Property Tax Levy	\$109,492,915	\$ 111,719,939	\$116,505,822	\$119,377,734	\$132,313,914	\$12,936,180	10.84 %
State Aid (Table 2)	\$ 12,253,713	\$ 12,454,009	\$ 12,857,194	\$ 14,608,481	\$ 14,773,408	\$ 164,927	1.13 %
Local Receipts (Table 3)	\$ 8,092,290	\$ 9,567,943	\$ 10,800,033	\$ 10,057,902	\$ 8,215,549	\$(1,842,353)	(18.32)%
Available Funds (Table 4)	\$ 4,357,563	\$ 7,854,694	\$ 8,577,788	\$ 11,548,320	\$ 7,996,304	\$(3,552,016)	(30.76)%
Revenue Offsets (Table 5)	\$(2,838,733)	\$(2,831,921)	\$(2,919,157)	\$(3,102,985)	\$(3,147,380)	\$ (44,395)	1.43 %
Enterprise Receipts (Table 6)	\$ 2,833,000	\$ 1,188,000	\$ 1,388,000	\$ 942,487	\$ 1,170,225	\$ 227,738	24.16 %
Total General Fund Operating Revenues	\$134,190,748	\$139,952,664	\$147,209,680	\$153,431,939	\$161,322,019	\$7,890,080	5.14 %
Less - Revenues Set-Aside for Designated Purposes	\$ 1,226,415	\$ 3,851,943	\$ 6,462,272	\$ 6,694,286	\$ 10,473,788	\$ 3,779,502	56.46 %
Net General Fund Revenues	\$132,964,333	\$136,100,721	\$140,747,408	\$146,737,653	\$150,848,231	\$ 4,110,578	2.80 %

Detailed Description:

Property Tax Levy: The FY2025 property tax levy is projected to increase approximately \$12.00 million, or 11.3%. The projected levy is a function of the FY2024 levy limit increased by 2.5% per Proposition 2½, plus an increment for new growth, and \$8.4 million in an operating Override. FY2025 new growth will be a function of construction activity for the period January 1, 2023 to December 31, 2023. FY2025 new growth is projected at \$860,000 based on a review of historical new growth data 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 FY2025, debt service is projected to increase by \$933,708 or 7.10%, primarily due to the initial payments for the first round of debt issued for the new library and skating rink.

State Aid: In recent years, Local Aid has seen minimal increases, with a notable exceptions in FY2023 and FY2024 due to robust state revenues. At this point, an overall State Aid increase of \$164,927 or 1.13% is projected for FY2025, which reflects the initial figures included in the Governor's budget released on January 24th. Final figures are likely to be known in June 2024 when the Legislature adopts, and the Governor signs, the FY2025 State budget.

Local Receipts: FY2025 projections for each category of receipt are based on the history of actual collections and projections of 3- and 5-year historical averages. Main areas for adjustment include -

- Recreation program revenue will move out of the General Fund to a new Revolving Fund that will begin in FY2025 and will support a similar level of spending,
- Investment Income has benefited from interest rate increases since mid-2022. In November 2023, Town Meeting transferred an extra \$1 million in FY2024 investment income revenues to stabilization funds. For FY2025, increases to base interest income are projected, but are limited to \$500,000, which is a level that is deemed recurring. Any revenue received above this level should be used for one-time expenses.
- The Town received the first proceeds from Cannabis excise in Fall 2023. FY2025 includes a total of \$20,000 in Other Excise for Cannabis.

Available Funds: In developing an override value for April 2024, town leaders developed a model for projecting the impact of the override over the next three years. That led to a multi-pronged strategy of confirming the recurring amount of Free Cash to be used in the operating budget going forward for both the operating budget and Other Post-Employment Benefits (OPEB) (\$3,000,000), and identifying an amount to be set aside from Free Cash into an Override Mitigation Fund \$3,129,439, and a strategy for drawing down that fund over the coming years.

An additional \$1,500,000 in Free Cash is dedicated to capital, with the intent to offset most if not all of the cost to replace the boilers at the Chenery which have reached the end of their useful life. There is a growing recognition that one-time funds should be used for one-time purposes such as capital projects.

In the event the Override does not pass, the \$3,129,439 that would have been dedicated to the Override Mitigation Fund will instead be used to offset immediate cuts, and the \$1,500,000 that would have been dedicated to capital would instead be transferred to the General Stabilization Fund to offset reductions in FY2026.

Revenue Offsets: Revenue Offsets are projected to increase by approximately \$44,395 or 1.43%. Revenue Offsets represent the set-aside of a portion of projected revenues legally required for particular purposes, including:

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

Enterprise Receipts: This category of revenue represents transfers from the Water and Sewer Enterprise Funds and the Belmont Municipal Light Department to the General Fund to cover General Fund expenditures that support the operations of the water, sewer and light departments. In FY2024, Finance staff conducted a detailed review of the water and sewer indirect charges which resulted in a decrease in indirect transfers, which were mostly offset by water and sewer making higher direct contributions for other budget items. This analysis was updated in FY2025 and will be updated in future years to ensure that indirect charges are kept in sync with actual budget situations.

Revenue Summary							
Override Budget	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated	FY2025 Projected	FY2024-25 Change \$	%
Table 1A: Property Tax Levy							
Tax Levy	\$ 92,590,155	\$ 96,008,913	\$ 99,443,942	\$102,870,712	\$106,318,549	\$ 3,447,837	3.35%
Prop. 2.5%	\$ 2,314,754	\$ 2,400,223	\$ 2,486,099	\$ 2,571,768	\$ 2,657,964	\$ 86,196	3.35%
New Growth	\$ 1,104,005	\$ 1,034,806	\$ 940,671	\$ 876,069	\$ 860,000	\$ (16,069)	(1.83)%
Override/Excess Levy Capacity	\$ (154,293)	\$ (12,099)	\$ (84,219)	\$ (84,508)	\$ 8,400,000	\$ 8,484,508	---
Subtotal	\$ 95,854,621	\$ 99,431,844	\$102,786,493	\$106,234,041	\$118,236,512	\$12,002,472	11.30%
Table 1B: Tax Levy - Exempt Debt							
Exempt Debt	\$ 13,638,294	\$ 12,288,095	\$ 13,719,329	\$ 13,143,693	\$ 14,077,401	\$ 933,708	7.10%
Subtotal - Combined Tax Levy	\$109,492,915	\$111,719,939	\$116,505,822	\$119,377,734	\$132,313,914	\$12,936,180	10.84%
Table 2: State Aid							
Chapter 70	\$ 9,755,929	\$ 9,891,949	\$ 10,158,889	\$ 11,784,535	\$ 11,920,165	\$ 135,630	1.15%
Reimb. - Charter Sch./Voc. Transp.	\$ 28,381	\$ 43,318	\$ 66,832	\$ 91,662	\$ 34,317	\$ (57,345)	(62.56)%
Unrestricted General Govt. Aid	\$ 2,397,629	\$ 2,481,546	\$ 2,615,549	\$ 2,699,247	\$ 2,780,224	\$ 80,977	3.00%
Veterans' Benefits & Exemptions	\$ 71,774	\$ 37,196	\$ 15,924	\$ 33,037	\$ 38,702	\$ 5,665	17.15%
Subtotal	\$ 12,253,713	\$ 12,454,009	\$ 12,857,194	\$ 14,608,481	\$ 14,773,408	\$ 164,927	1.13%
Table 3: Local Receipts							
Motor Vehicle Excise Tax	\$ 3,315,051	\$ 3,647,472	\$ 3,657,004	\$ 3,650,000	\$ 3,650,000	\$ —	—%
Other Excise	\$ 198,767	\$ 328,822	\$ 324,660	\$ 325,000	\$ 345,000	\$ 20,000	6.15%
Penalties & Interest	\$ 357,437	\$ 515,182	\$ 245,001	\$ 330,000	\$ 330,000	\$ —	—%
PILOT's	\$ 35,063	\$ 36,092	\$ 37,059	\$ 36,000	\$ 48,000	\$ 12,000	33.33%
Rentals	\$ 1,530	\$ 6,800	\$ 13,531	\$ 5,500	\$ 5,500	\$ —	—%
Departmental-Schools	\$ 153,506	\$ 378,935	\$ 150,213	\$ 100,000	\$ 100,000	\$ —	—%
Departmental-Municipal	\$ 1,955,817	\$ 2,626,950	\$ 3,093,947	\$ 2,809,006	\$ 1,666,175	\$ (1,142,831)	(40.68)%
Licenses & Permits	\$ 1,322,274	\$ 1,556,574	\$ 1,645,498	\$ 1,353,072	\$ 1,371,550	\$ 18,478	1.37%
Fines & Forfeits	\$ 181,101	\$ 200,020	\$ 264,872	\$ 199,324	\$ 199,324	\$ —	—%
Investment Income	\$ 436,171	\$ 156,917	\$ 1,119,249	\$ 1,250,000	\$ 500,000	\$ (750,000)	(60.00)%
Miscellaneous Non-Recurring	\$ 135,575	\$ 114,179	\$ 248,997	\$ —	\$ —	\$ —	---
Subtotal	\$ 8,092,290	\$ 9,567,943	\$ 10,800,033	\$ 10,057,902	\$ 8,215,549	\$ (1,842,353)	(18.32)%
Table 4: Available Funds							
Parking	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ —	—%
Capital Endowment Fund	\$ 125,000	\$ 125,000	\$ 150,000	\$ 107,761	\$ 107,761	\$ —	—%
Capital Projects Fund - Prior Auth.	\$ 25,000	\$ 260,000	\$ 545,121	\$ 179,029	\$ —	\$ (179,029)	(100.00)%
Free Cash - Operating Budget	\$ 3,792,665	\$ 7,113,925	\$ 5,380,478	\$ 9,693,014	\$ 2,447,305	\$ (7,245,709)	(74.75)%
Free Cash - OPEB Contribution	\$ 50,000	\$ 50,000	\$ 579,275	\$ 552,695	\$ 552,695	\$ —	—%
Free Cash - Capital Projects	\$ —	\$ —	\$ 649,699	\$ —	\$ 1,500,000	\$ 1,500,000	---
Free Cash - General Stabilization	\$ —	\$ —	\$ —	\$ 950,000	\$ —	\$ (950,000)	(100.00)%
Free Cash - Override Mitigation	\$ —	\$ —	\$ —	\$ —	\$ 3,129,439	\$ 3,129,439	---
Perpetual Care Fund	\$ 25,000	\$ 27,193	\$ 25,000	\$ 25,000	\$ 25,000	\$ —	—%
Sale of Town-Owned Property	\$ —	\$ —	\$ 1,042,722	\$ —	\$ —	\$ —	---
Overlay Surplus	\$ 235,000	\$ 235,000	\$ —	\$ —	\$ —	\$ —	---
American Rescue Plan Act	\$ —	\$ —	\$ 163,303	\$ —	\$ —	\$ —	---
Bond/BAN Premium Amortization	\$ 14,898	\$ 13,576	\$ 12,190	\$ 10,821	\$ 204,104	\$ 193,283	1786.14%
Subtotal	\$ 4,357,563	\$ 7,854,694	\$ 8,577,788	\$ 11,548,320	\$ 7,996,304	\$ (3,552,016)	(30.76)%
Table 5: Revenue Offsets							
Cherry Sheet Assessments	\$ (1,976,233)	\$ (1,982,588)	\$ (2,089,526)	\$ (2,284,535)	\$ (2,307,380)	\$ (22,845)	1.00%
Overlay (Abatements)	\$ (862,500)	\$ (849,333)	\$ (829,631)	\$ (818,450)	\$ (840,000)	\$ (21,550)	2.63%
Subtotal	\$ (2,838,733)	\$ (2,831,921)	\$ (2,919,157)	\$ (3,102,985)	\$ (3,147,380)	\$ (44,395)	1.43%
Table 6: Enterprise Receipts							
Water	\$ 664,000	\$ 519,000	\$ 519,000	\$ 244,166	\$ 246,442	\$ 2,276	0.93%
Wastewater (Sewer)	\$ 519,000	\$ 519,000	\$ 519,000	\$ 248,321	\$ 273,783	\$ 25,462	10.25%
Belmont Municipal Light Dept.	\$ 1,650,000	\$ 150,000	\$ 350,000	\$ 450,000	\$ 650,000	\$ 200,000	44.44%
Subtotal	\$ 2,833,000	\$ 1,188,000	\$ 1,388,000	\$ 942,487	\$ 1,170,225	\$ 227,738	24.16%
Gross General Fund Revenues	\$134,190,748	\$139,952,664	\$147,209,680	\$153,431,939	\$161,322,019	\$ 7,890,080	5.14%
Revenues Set Aside for Designated Expenses	\$ 1,226,415	\$ 3,851,943	\$ 6,462,272	\$ 6,694,286	\$ 10,473,788	\$ 3,779,502	56.46%
Net General Fund Revenues Available for Appropriation	\$132,964,333	\$136,100,721	\$140,747,408	\$146,737,653	\$150,848,231	\$ 4,110,578	2.80%

Revenues Set Aside for Designated Expenses: This represents components of Gross General Fund Revenues that are set aside for designated purposes under the proposed Override budget. The proposed purposes are shown in the table below.

Expense Item		Financing Sources		Total	Notes
		Tax Levy	Free Cash		
1	Other Post-Employment Benefits (OPEB)		\$ 552,695	\$ 552,695	Annual contribution to fund the liability for retiree benefits.
2	Pavement Management Program	\$ 1,951,821		\$ 1,951,821	Dedicated funding from prior overrides which grows 2.5% per year.
3	Sidewalk Replacements	\$ 499,765		\$ 499,765	Dedicated funding from prior overrides, plus an additional \$250,000 requested in 2024
4	Discretionary Capital	\$ 1,910,068	\$ 1,500,000	\$ 3,410,068	Capital projects which are authorized by Town Meeting separate from the Operating Budget.
5	Override Mitigation Fund	\$ 930,000	\$ 3,129,439	\$ 4,059,439	Dedication of portion of Override and Free Cash to establish fund for future budget needs
6	Subtotal	\$ 5,291,654	\$ 5,182,134	\$ 10,473,788	
7	Revenue to Support Operating Budget		\$ 2,447,305	\$ 2,447,305	Town Leaders have reached consensus that \$3M in Free Cash is regularly replenished and can be used for the Operating Budget and OPEB
8	Dedicated Opioid Funding		\$ 107,020	\$ 107,020	Opioid Settlement funding embedded in Free Cash
9	Grand Total	\$ 5,291,654	\$ 7,736,459	\$ 12,921,093	
10	Planned Carry Forward		\$ 4,138,078		

Revenue Summary							
No Override Budget	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated	FY2025 Projected	FY2024-25 Change \$	%
Table 1A: Property Tax Levy							
Tax Levy	\$ 92,590,155	\$ 96,008,913	\$ 99,443,942	\$102,870,712	\$106,318,549	\$ 3,447,837	3.35%
Prop. 2.5%	\$ 2,314,754	\$ 2,400,223	\$ 2,486,099	\$ 2,571,768	\$ 2,657,964	\$ 86,196	3.35%
New Growth	\$ 1,104,005	\$ 1,034,806	\$ 940,671	\$ 876,069	\$ 860,000	\$ (16,069)	(1.83)%
Override/Excess Levy Capacity	\$ (154,293)	\$ (12,099)	\$ (84,219)	\$ (84,508)	\$ —	\$ 84,508	(100.00)%
Subtotal	\$ 95,854,621	\$ 99,431,844	\$102,786,493	\$106,234,041	\$109,836,512	\$ 3,602,472	3.39%
Table 1B: Tax Levy - Exempt Debt							
Exempt Debt	\$ 13,638,294	\$ 12,288,095	\$ 13,719,329	\$ 13,143,693	\$ 14,077,401	\$ 933,708	7.10%
Subtotal - Combined Tax Levy	\$109,492,915	\$111,719,939	\$116,505,822	\$119,377,734	\$123,913,914	\$ 4,536,180	3.80%
Table 2: State Aid							
Chapter 70	\$ 9,755,929	\$ 9,891,949	\$ 10,158,889	\$ 11,784,535	\$ 11,920,165	\$ 135,630	1.15%
Reimb. - Charter Sch./Voc. Transp.	\$ 28,381	\$ 43,318	\$ 66,832	\$ 91,662	\$ 34,317	\$ (57,345)	(62.56)%
Unrestricted General Govt. Aid	\$ 2,397,629	\$ 2,481,546	\$ 2,615,549	\$ 2,699,247	\$ 2,780,224	\$ 80,977	3.00%
Veterans' Benefits & Exemptions	\$ 71,774	\$ 37,196	\$ 15,924	\$ 33,037	\$ 38,702	\$ 5,665	17.15%
Subtotal	\$ 12,253,713	\$ 12,454,009	\$ 12,857,194	\$ 14,608,481	\$ 14,773,408	\$ 164,927	1.13%
Table 3: Local Receipts							
Motor Vehicle Excise Tax	\$ 3,315,051	\$ 3,647,472	\$ 3,657,004	\$ 3,650,000	\$ 3,650,000	\$ —	—%
Other Excise	\$ 198,767	\$ 328,822	\$ 324,660	\$ 325,000	\$ 345,000	\$ 20,000	6.15%
Penalties & Interest	\$ 357,437	\$ 515,182	\$ 245,001	\$ 330,000	\$ 330,000	\$ —	—%
PILOT's	\$ 35,063	\$ 36,092	\$ 37,059	\$ 36,000	\$ 48,000	\$ 12,000	33.33%
Rentals	\$ 1,530	\$ 6,800	\$ 13,531	\$ 5,500	\$ 5,500	\$ —	—%
Departmental-Schools	\$ 153,506	\$ 378,935	\$ 150,213	\$ 100,000	\$ 100,000	\$ —	—%
Departmental-Municipal	\$ 1,955,817	\$ 2,626,950	\$ 3,093,947	\$ 2,809,006	\$ 1,666,175	\$ (1,142,831)	(40.68)%
Licenses & Permits	\$ 1,322,274	\$ 1,556,574	\$ 1,645,498	\$ 1,353,072	\$ 1,371,550	\$ 18,478	1.37%
Fines & Forfeits	\$ 181,101	\$ 200,020	\$ 264,872	\$ 199,324	\$ 199,324	\$ —	—%
Investment Income	\$ 436,171	\$ 156,917	\$ 1,119,249	\$ 1,250,000	\$ 500,000	\$ (750,000)	(60.00)%
Miscellaneous Non-Recurring	\$ 135,575	\$ 114,179	\$ 248,997	\$ —	\$ —	\$ —	---
Subtotal	\$ 8,092,290	\$ 9,567,943	\$ 10,800,033	\$ 10,057,902	\$ 8,215,549	\$ (1,842,353)	(18.32)%
Table 4: Available Funds							
Parking	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ —	—%
Capital Endowment Fund	\$ 125,000	\$ 125,000	\$ 150,000	\$ 107,761	\$ 107,761	\$ —	—%
Capital Projects Fund - Prior Auth.	\$ 25,000	\$ 260,000	\$ 545,121	\$ 179,029	\$ —	\$ (179,029)	(100.00)%
Free Cash - Operating Budget	\$ 3,792,665	\$ 7,113,925	\$ 5,380,478	\$ 9,693,014	\$ 5,576,744	\$ (4,116,270)	(42.47)%
Free Cash - OPEB Contribution	\$ 50,000	\$ 50,000	\$ 579,275	\$ 552,695	\$ 552,695	\$ —	—%
Free Cash - Capital Projects	\$ —	\$ —	\$ 649,699	\$ —	\$ —	\$ —	---
Free Cash - General Stabilization	\$ —	\$ —	\$ —	\$ 950,000	\$ 1,500,000	\$ 550,000	57.89%
Free Cash - Override Mitigation	\$ —	\$ —	\$ —	\$ —	\$ —	\$ —	---
Perpetual Care Fund	\$ 25,000	\$ 27,193	\$ 25,000	\$ 25,000	\$ 25,000	\$ —	—%
Sale of Town-Owned Property	\$ —	\$ —	\$ 1,042,722	\$ —	\$ —	\$ —	---
Overlay Surplus	\$ 235,000	\$ 235,000	\$ —	\$ —	\$ —	\$ —	---
American Rescue Plan Act	\$ —	\$ —	\$ 163,303	\$ —	\$ —	\$ —	---
Bond/BAN Premium Amortization	\$ 14,898	\$ 13,576	\$ 12,190	\$ 10,821	\$ 204,104	\$ 193,283	1786.14%
Subtotal	\$ 4,357,563	\$ 7,854,694	\$ 8,577,788	\$ 11,548,320	\$ 7,996,304	\$ (3,552,016)	(30.76)%
Table 5: Revenue Offsets							
Cherry Sheet Assessments	\$ (1,976,233)	\$ (1,982,588)	\$ (2,089,526)	\$ (2,284,535)	\$ (2,307,380)	\$ (22,845)	1.00%
Overlay (Abatements)	\$ (862,500)	\$ (849,333)	\$ (829,631)	\$ (818,450)	\$ (840,000)	\$ (21,550)	2.63%
Subtotal	\$ (2,838,733)	\$ (2,831,921)	\$ (2,919,157)	\$ (3,102,985)	\$ (3,147,380)	\$ (44,395)	1.43%
Table 6: Enterprise Receipts							
Water	\$ 664,000	\$ 519,000	\$ 519,000	\$ 244,166	\$ 246,442	\$ 2,276	0.93%
Wastewater (Sewer)	\$ 519,000	\$ 519,000	\$ 519,000	\$ 248,321	\$ 273,783	\$ 25,462	10.25%
Belmont Municipal Light Dept.	\$ 1,650,000	\$ 150,000	\$ 350,000	\$ 450,000	\$ 650,000	\$ 200,000	44.44%
Subtotal	\$ 2,833,000	\$ 1,188,000	\$ 1,388,000	\$ 942,487	\$ 1,170,225	\$ 227,738	24.16%
Gross General Fund Revenues	\$134,190,748	\$139,952,664	\$147,209,680	\$153,431,939	\$152,922,019	\$ (509,920)	(0.33)%
Revenues Set Aside for Designated Expenses	\$ 1,226,415	\$ 3,851,943	\$ 6,462,272	\$ 6,694,286	\$ 6,199,737	\$ (494,549)	(7.39)%
Net General Fund Revenues Available for Appropriation	\$132,964,333	\$136,100,721	\$140,747,408	\$146,737,653	\$146,722,282	\$ (15,371)	(0.01)%

Revenues Set Aside for Designated Expenses: This represents components of Gross General Fund Revenues that are set aside for designated purposes in the event that the requested Override does not pass. The proposed purposes are shown in the table below.

		Financing Sources		Total	Notes
		Tax Levy	Free Cash		
1	Other Post-Employment Benefits (OPEB)		\$ 552,695	\$ 552,695	Annual contribution to fund the liability for retiree benefits.
2	Pavement Management Program	\$ 1,951,821		\$ 1,951,821	Dedicated funding from prior overrides which grows 2.5% per year.
3	Sidewalk Replacements	\$ 249,765		\$ 249,765	
4	Discretionary Capital	\$ 1,910,068		\$ 1,910,068	Capital projects which are authorized by Town Meeting separate from the Operating Budget.
5	Override Mitigation Fund	\$ 35,388	\$ —	\$ 35,388	Placeholder - additional funds from Governor's budget.
6	General Stabilization Fund		\$1,500,000	\$ 1,500,000	Intent to use to offset reductions in FY2026
7	Subtotal	\$ 4,147,042	\$ 2,052,695	\$ 6,199,737	
8	Revenue to Support Operating Budget		\$ 5,576,744	\$ 5,576,744	One-time funding used to support ongoing operations. The goal is to reduce reliance as it is not sustainable.
9	Dedicated Opioid Funding		\$ 107,020	\$ 107,020	Opioid Settlement funding embedded in Free Cash
10	Grand Total	\$ 4,147,042	\$ 7,736,459	\$ 11,776,481	
11	Planned Carry Forward		\$ 4,138,078		

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General Government

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 1100 Assessors	\$ 324,075	\$ 367,957	\$ 425,021	\$ 462,254	\$ 37,233	8.76 %	\$ 462,254	\$ —	— %
Total 1200 Human Resources	\$ 687,311	\$ 1,031,966	\$ 655,063	\$ 874,449	\$ 219,386	33.49 %	\$ 874,449	\$ —	— %
Total 1300 IT	\$1,099,946	\$ 1,351,415	\$ 1,413,944	\$1,545,634	\$ 131,690	9.31 %	\$1,545,634	\$ —	— %
Total 1400 Town Accountant	\$ 368,394	\$ 353,466	\$ 443,031	\$ 430,725	\$ (12,306)	(2.78)%	\$ 430,725	\$ —	— %
Total 1500 Town Administration	\$1,006,633	\$ 1,069,177	\$ 1,125,097	\$ 1,183,288	\$ 58,191	5.17 %	\$ 1,159,288	\$ (24,000)	(2.03)%
Total 1600 Town Clerk	\$ 410,494	\$ 492,194	\$ 508,161	\$ 554,468	\$ 46,306	9.11 %	\$ 524,468	\$ (30,000)	(5.41)%
Total 1700 Treasurer	\$ 613,462	\$ 643,549	\$ 649,437	\$ 585,194	\$ (64,243)	(9.89)%	\$ 585,194	\$ —	— %
Total General Government	\$4,510,315	\$5,309,724	\$5,219,754	\$5,636,012	\$ 416,257	7.97 %	\$5,582,012	\$ (54,000)	(0.96)%

Expense Summary

Compensation	\$ 2,825,781	\$3,308,867	\$3,091,744	\$3,375,507	\$ 283,762	9.18 %	\$3,355,507	\$ (20,000)	(0.59)%
Expenses	\$1,684,535	\$2,000,859	\$ 2,128,010	\$2,260,505	\$ 132,495	6.23 %	\$2,226,505	\$ (34,000)	(1.50)%
Total General Government	\$4,510,316	\$5,309,726	\$5,219,754	\$5,636,012	\$ 416,257	7.97 %	\$ —	\$ —	— %

Note - FY2022 to FY2023 has been restated for Salary Reserve, which had previously been reported under Benefits and Other Reserves. In addition, the Warrant Committee Reserve 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 Office of Planning and Building. Each property is reviewed, inspected and adjusted according to the permit work performed as of January 1st, and the effect of the update on market value is evaluated. All changes are processed in the property record in 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 review by the Board of Assessors, 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

FY2023-24 Achievements

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

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

FY2025 Goals

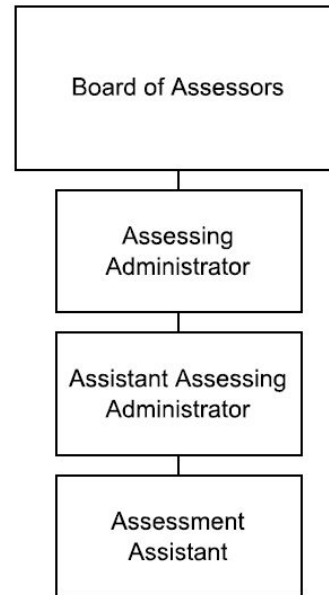
- To complete the Fiscal Year 2025 Full Certification Year.
- To record all transfers of title.
- To ensure that all valid sales are visited for verification and interior inspection.
- To inspect the interior of 50% of all valid sales.
- To submit, through mailing, income and expense statement requests to all commercial properties in Town.
- To have 40% returned and filed income and expense statement requests from commercial properties in Town.
- To visit all new personal property accounts in Town.
- To visit, measure, and list 1,000 parcels annually for cyclical review.

1100 Board of Assessors

Staffing and Structure

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

is approximately equivalent to an additional full-time employee.



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Assessing Administrator	1	1	1	1	1	1	1	1
Assistant Assessing Administrator	1	1	1	1	1	1	1	1
Assessment Assistant	1	1	1	1	1	1	1	1
Part-time Office Assistant	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
Total	4	4	4	4	4	4	3.6	3.6

1100 Board of Assessors

Budget Recommendations

The FY2025 budget request from the Board of Assessors is \$462,254, which is an increase of \$37,233 or 8.76% from the FY2024 budget.

Compensation is \$289,754, an increase of \$12,233 or 4.41% due to contractual compensation increases.

Expenses are \$172,500, an increase of \$25,000 or 16.95% due to an increase in cost during a certification year. During this process the level of inspections, reporting and details required by the state increase, requiring a greater level of effort from both full-time and contracted staff.

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override.

Assessors Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 222,793	\$ 264,180	\$ 277,521	\$ 289,754	\$ 12,233	4.41 %	\$ 289,754	\$ —	— %
Expenses	\$ 101,282	\$ 103,777	\$ 147,500	\$ 172,500	\$ 25,000	16.95 %	\$ 172,500	\$ —	— %
Total 1100 Assessors	\$ 324,075	\$ 367,957	\$ 425,021	\$ 462,254	\$ 37,233	8.76 %	\$ 462,254	\$ —	— %

1100 Board of Assessors

Program: General Government
Town of Belmont, MA

Assessors Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11411	511000	Full-Time Salaries	\$ 193,638	\$ 240,290	\$ 269,216	\$ 281,449	\$ 12,233	4.5 %	\$ 281,449	\$ —	\$ —
	11411	511100	Part-Time Salaries	\$ 20,908	\$ 14,753	\$ —	\$ —	\$ —	— %	\$ —	\$ —	\$ —
	11411	511900	Elected Officials	\$ 7,422	\$ 8,312	\$ 7,430	\$ 7,430	\$ —	— %	\$ 7,430	\$ —	\$ —
	11411	514800	Longevity	\$ 825	\$ 825	\$ 875	\$ 875	\$ —	— %	\$ 875	\$ —	\$ —
	Subtotal Compensation			\$ 222,793	\$ 264,180	\$ 277,521	\$ 289,754	\$ 12,233	4.4 %	\$ 289,754	\$ —	\$ —
Expenses	11412	530000	Prof. and Tech Services	\$ —	\$ —	\$ 6,000	\$ 6,000	\$ —	— %	\$ 6,000	\$ —	\$ —
	11412	530016	Conferences & Prof. Dev	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	\$ —
	11412	530200	Revaluation Services	\$ 98,197	\$ 100,753	\$ 130,000	\$ 155,000	\$ 25,000	19.2 %	\$ 155,000	\$ —	\$ —
	11412	573000	Dues and Membership	\$ 745	\$ 1,220	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	\$ —
	Subtotal Contract Services			\$ 98,942	\$ 101,973	\$ 142,000	\$ 167,000	\$ 25,000	17.6 %	\$ 167,000	\$ —	\$ —
	11412	542100	Office Supplies	\$ 1,548	\$ 1,101	\$ 3,500	\$ 3,500	\$ —	— %	\$ 3,500	\$ —	\$ —
	11412	558100	Subscriptions	\$ 792	\$ 703	\$ 2,000	\$ 2,000	\$ —	— %	\$ 2,000	\$ —	\$ —
	Subtotal Supplies			\$ 2,340	\$ 1,804	\$ 5,500	\$ 5,500	\$ —	— %	\$ 5,500	\$ —	\$ —
	Subtotal Expenses			\$ 101,282	\$ 103,777	\$ 147,500	\$ 172,500	\$ 25,000	16.9 %	\$ 172,500	\$ —	\$ —
	Total 1110 Assessors Admin			\$ 324,075	\$ 367,957	\$ 425,021	\$ 462,254	\$ 37,233	8.8 %	\$ 462,254	\$ —	\$ —

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

FY2023-24 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 the Belmont Patrol Officers Union and International Association of Fire Fighters Local 1637 for contracts extending to June 30, 2025.
- Completed contract negotiations with the Belmont Police Superiors Union for contracts extending to June 30, 2026.
- Completed a comprehensive pay and classification study with Human Resources, Inc. for all non-union benefit-eligible positions and SEIU positions.
- Worked with Labor Counsel to prepare updates to the Town Employee Handbook.

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

FY2025 Goals

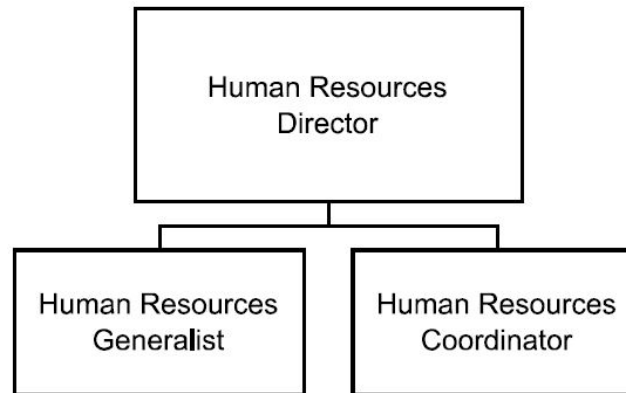
- The primary goal for FY2025 will be to conclude negotiations with any of the seven unions whose contracts are not settled in a fair and equitable percentage, within the established guidelines the Town can afford.
- Implement changes as recommended from the pay and classification study, as directed by the Select Board.
- Continue keeping up with compensation studies to maintain competitive salaries.
- 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.
- Bring Town Employee Handbook updates to the Select Board for approval. Implement any changes embedded in those updates.

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 Human Resources Coordinator handles all job postings, processing applications, and billing for the department, and assists with Workers' Compensation and Unemployment matters.



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Director	1	1	1	1	1	1	1	1
Assistant Director	—	—	1	1	1	1	—	—
HR Generalist/Benefits Coordinator*	1	1	—	—	—	—	1	1
Human Resources Coordinator	0.92	0.92	0.75	0.75	0.75	0.75	0.75	0.75
Total	2.92	2.92	2.75	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 FY2025 budget request for Human Resources is \$302,469, which is an increase of \$8,355 or 2.84% from the FY2024 budget. Compensation is \$222,019, an increase of \$8,355 or 3.91% due to cost of living adjustments. Expenses are \$80,450, level-funded, due to streamlining costs in anticipation of an override.

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

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override. However, the office will be

involved in supporting departments who are more directly impacted.

Human Resources Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 243,923	\$ 212,677	\$ 213,664	\$ 222,019	\$ 8,355	3.91 %	\$ 222,019	\$ —	— %
Expenses	\$ 37,089	\$ 68,839	\$ 80,450	\$ 80,450	\$ —	— %	\$ 80,450	\$ —	— %
Total 1200 Human Resources	\$ 281,012	\$ 281,516	\$ 294,114	\$ 302,469	\$ 8,355	2.84 %	\$ 302,469	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 1210 HR Admin	\$ 281,012	\$ 281,516	\$ 294,114	\$ 302,469	\$ 8,355	2.84 %	\$ 302,469	\$ —	— %
Total 1200 Human Resources	\$ 281,012	\$ 281,516	\$ 294,114	\$ 302,469	\$ 8,355	2.84 %	\$ 302,469	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Salary Reserve	\$ 406,299	\$ 750,450	\$ 360,949	\$ 571,980	\$ 211,031	58.47 %	\$ 571,980	\$ —	— %
Total 1250 Salary Reserve	\$ 406,299	\$ 750,450	\$ 360,949	\$ 571,980	\$ 211,031	58.47 %	\$ 571,980	\$ —	— %

1200 Human Resources

Program: General Government
Town of Belmont, MA

Human Resources Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Comp.	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11521	511000	Full-Time Salaries	\$ 190,764	\$ 149,774	\$ 157,500	\$ 164,475	\$ 6,975	4.4 %	\$ 164,475	\$ —	— %
	11521	511100	Part-Time Salaries	\$ 53,159	\$ 62,902	\$ 55,164	\$ 56,544	\$ 1,380	2.5 %	\$ 56,544	\$ —	— %
	11521	514105	Eyeglass Reimbursement	\$ —	\$ —	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	Subtotal Compensation			\$ 243,923	\$ 212,677	\$ 213,664	\$ 222,019	\$ 8,355	3.9 %	\$ 222,019	\$ —	— %
Expenses	11522	524500	Repair & Maint. Office Equip.	\$ 1,106	\$ 142	\$ 1,400	\$ 1,400	\$ —	— %	\$ 1,400	\$ —	— %
	11522	530000	Prof. and Tech Services	\$ 14,625	\$ 53,453	\$ 38,750	\$ 38,750	\$ —	— %	\$ 38,750	\$ —	— %
	11522	530016	Conferences & Prof. Dev	\$ 1,105	\$ 600	\$ 2,900	\$ 2,900	\$ —	— %	\$ 2,900	\$ —	— %
	11522	531401	Medical Services	\$ —	\$ —	\$ 10,000	\$ 10,000	\$ —	— %	\$ 10,000	\$ —	— %
	11522	531500	Drug Testing	\$ 2,775	\$ 2,500	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	11522	531501	Background Checks	\$ 7,325	\$ —	\$ 9,000	\$ 9,000	\$ —	— %	\$ 9,000	\$ —	— %
	11522	531700	Employee Training	\$ 2,027	\$ —	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %
	11522	531900	Advertising	\$ 5,875	\$ 9,696	\$ 6,850	\$ 6,850	\$ —	— %	\$ 6,850	\$ —	— %
	11522	534600	Printing and Mailing	\$ 523	\$ 394	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	11522	571000	In-State Travel	\$ 137	\$ 376	\$ 550	\$ 550	\$ —	— %	\$ 550	\$ —	— %
	11522	573000	Dues and Membership	\$ 494	\$ 275	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	Subtotal Contract Services			\$ 35,991	\$ 67,435	\$ 78,950	\$ 78,950	\$ —	— %	\$ 78,950	\$ —	— %
11522	542100	Office Supplies	\$ 1,098	\$ 1,404	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %	
Subtotal Supplies			\$ 1,098	\$ 1,404	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %	
Subtotal Expenses			\$ 37,089	\$ 68,839	\$ 80,450	\$ 80,450	\$ —	— %	\$ 80,450	\$ —	— %	
Total 1210 HR Admin			\$ 281,012	\$ 281,516	\$ 294,114	\$ 302,469	\$ 8,355	2.8 %	\$ 302,469	\$ —	— %	

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.

FY2023-24 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](#).

FY2025 Goals

- To reduce resolution time for tech support requests
- To reduce number of support recalls
- To keep systems at most current patch level
- To transition to the new Town phone system.

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.

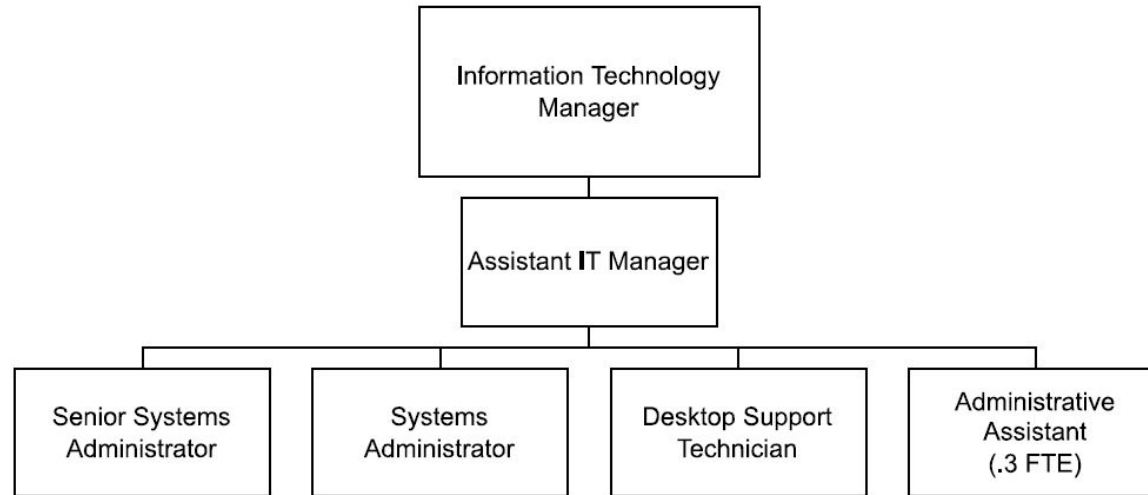
- Replaced 30 Desktop Computers, 8 Laptops, and 5 Printers.
- Expanded Security Information and Event Management (SIEM) and Intrusion Detection (Neturion) System.

- Fiber replacement in advance of the demolition of the Library and White Field House.
- To increase technical proficiency of staff
- To assist in increasing online services for the Health, Fire, and Planning & Building 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							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Information Systems Manager	1	1	1	1	1	1	1	1
Assistant IT Manager*	1	1	1	1	1	1	1	1
Senior Systems Administrator**	1	1	1	1	1	1	1	1
System Administrator***	1	1	1	1	1	1	1	1
Desktop Support Technician****	1	1	1	1	1	1	1	1
Administrative Assistant	—	—	—	—	—	0.30	0.30	0.30
Total	5.00	5.00	5.00	5.00	5.00	5.30	5.30	5.30

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 FY2025 budget request for Information Technology is \$1,545,634, which is an increase of \$131,690 or 9.31% from the FY2024 budget. Compensation is \$452,034, an increase of \$18,465 or 4.26% due to contractually obligated cost of living adjustments. Expenses are \$1,093,600, an increase of

\$113,225 or 11.55% due to increased costs in contract services, specifically software licenses, network support, phone contracts, and preventative IT security awareness training for all employees.

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override. However, the office will be

involved in supporting departments who are more directly impacted.

IT Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 342,744	\$ 394,488	\$ 433,569	\$ 452,034	\$ 18,465	4.26 %	\$ 452,034	\$ —	— %
Expenses	\$ 757,202	\$ 956,928	\$ 980,375	\$ 1,093,600	\$ 113,225	11.55 %	\$ 1,093,600	\$ —	— %
Total 1300 IT	\$1,099,946	\$ 1,351,415	\$ 1,413,944	\$ 1,545,634	\$ 131,690	9.31 %	\$ 1,545,634	\$ —	— %

1300 Information Technology

Program: General Government
Town of Belmont, MA

IT Budget Detail

Compensatio				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11551	511000	Full-Time Salaries	\$ 342,744	\$ 387,938	\$ 416,929	\$ 435,803	\$ 18,875	4.5 %	\$ 435,803	\$ —	— %
	11551	511100	Part-Time Salaries	\$ —	\$ 6,550	\$ 16,640	\$ 16,230	\$ (410)	(2.5)%	\$ 16,230	\$ —	— %
Subtotal Compensation				\$ 342,744	\$ 394,488	\$ 433,569	\$ 452,034	\$ 18,465	4.3 %	\$ 452,034	\$ —	— %
Expenses	11552	524600	Computer Equip. Repair/Maint.	\$ —	\$ —	\$ 2,000	\$ 2,000	\$ —	— %	\$ 2,000	\$ —	— %
	11552	530000	Prof. and Tech Services	\$ 1,500	\$ 598	\$ 30,000	\$ 30,000	\$ —	— %	\$ 30,000	\$ —	— %
	11552	530300	Software Licenses	\$ 221,984	\$ 244,299	\$ 263,450	\$ 295,500	\$ 32,050	12.2 %	\$ 295,500	\$ —	— %
	11552	530400	Network Support	\$ 152,249	\$ 244,660	\$ 253,625	\$ 262,300	\$ 8,675	3.4 %	\$ 262,300	\$ —	— %
	11552	531700	Employee Training	\$ 5,231	\$ 11,733	\$ 15,500	\$ 22,000	\$ 6,500	41.9 %	\$ 22,000	\$ —	— %
	11552	534100	Telephone	\$ 243,853	\$ 229,651	\$ 217,800	\$ 230,800	\$ 13,000	6.0 %	\$ 230,800	\$ —	— %
	Subtotal Contract Services			\$ 624,817	\$ 730,941	\$ 782,375	\$ 842,600	\$ 60,225	7.7 %	\$ 842,600	\$ —	— %
Expenses	11552	542100	Office Supplies	\$ 2,990	\$ 5,617	\$ 4,000	\$ 4,000	\$ —	— %	\$ 4,000	\$ —	— %
	11552	542400	Hardware Supplies	\$ 5,072	\$ 59,172	\$ 32,000	\$ 32,000	\$ —	— %	\$ 32,000	\$ —	— %
	11552	542500	Software Supplies	\$ 149	\$ —	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	11552	558100	Subscriptions	\$ 1,174	\$ 1,140	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	Subtotal Supplies			\$ 9,385	\$ 65,930	\$ 38,000	\$ 38,000	\$ —	— %	\$ 38,000	\$ —	— %
11553	585200	Equipment and Wiring	\$ 72,577	\$ 95,057	\$ 95,000	\$ 148,000	\$ 53,000	55.8 %	\$ 148,000	\$ —	— %	
11553	587100	Capital Outlay Repl Office Eq	\$ 50,423	\$ 65,000	\$ 65,000	\$ 65,000	\$ —	— %	\$ 65,000	\$ —	— %	
Subtotal Minor Capital			\$ 123,000	\$ 160,057	\$ 160,000	\$ 213,000	\$ 53,000	33.1 %	\$ 213,000	\$ —	— %	
Subtotal Expenses			\$ 757,202	\$ 956,928	\$ 980,375	\$1,093,600	\$ 113,225	11.5 %	\$1,093,600	\$ —	— %	
Total 1310 IT Admin			\$1,099,946	\$ 1,351,415	\$ 1,413,944	\$1,545,634	\$131,690	9.3 %	\$1,545,634	\$ —	— %	

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, Tax Rate setting and preparing other requested information or reports. The department ensures that all financial reporting requirements are completed 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.

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

Department staff manage the weekly payroll process for all Town and School departments, including Belmont Light, issues W-2s, and submits quarterly unemployment reports.

Accounts Payable

The TA manages vendor setup, reviews invoices processed by all departments, and handles department and vendor requests and questions.

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.

1400 Town Accountant

FY2023-24 Achievements

- Absorbed payroll processing from the Treasurer's Office.
- Decentralized payroll through the Town's accounting system (MUNIS).
- Automated the Belmont Light Department's payroll.
- Worked with IT department to enable option to email pay advices to employees.
- Setup three departments with invoice scanning for weekly invoice entries.
- Supported work of outside auditors to complete FY2022 audited financials, present to Permanent Audit Committee, and release publicly in January 2023.

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

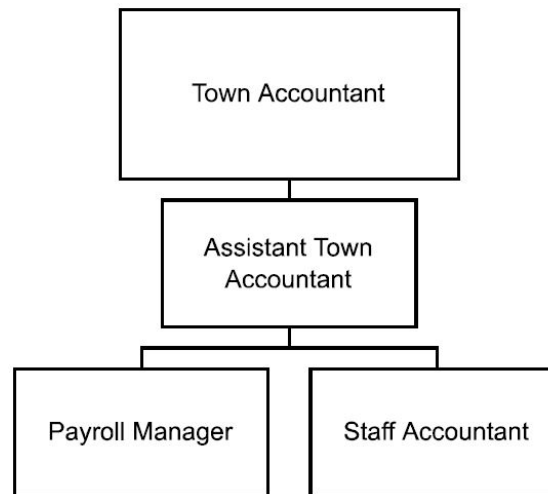
FY2025 Goals

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

Staffing and Structure

The structure of the accounting department allows the department to be proactive in reviewing town financials, provide a mechanism to look into cost savings measures

and increase efficiency. Management consists of the Town Accountant; other professional staff include the Assistant Town Accountant, Staff Accountant, and Payroll Manager.



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Town Accountant	1	1	1	1	1	1	1	1
Assistant Town Accountant	1	1	1	1	1	1	1	1
Staff Accountant	1	1	1	1	1	1	1	1
Payroll Manager*	—	—	—	—	—	1	1	1
AP Specialist**	0.6	0.6	0.6	0.6	0.6	—	—	—
Total	3.6	3.6	3.6	3.6	3.6	4	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 FY2025 budget request for the Town Accountant is \$430,725, which is a decrease of \$(12,306) or (2.78)% from the FY2024 budget.

Compensation is \$354,795, a decrease of \$(3,636) or (1.01)% primarily due to hiring a new Assistant Town Accountant at a lower rate than her predecessor who was promoted to

Town Accountant. This is a net change, with savings offset by cost of living increases.

Expenses are \$75,930, a decrease of \$(8,670) or (10.25)% because the biennial OPEB actuarial report will not be needed again until FY2026.

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override. However, the office will be

involved in supporting departments who are more directly impacted.

Town Accountant Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 293,774	\$ 291,593	\$ 358,431	\$ 354,795	\$ (3,636)	(1.01)%	\$ 354,795	\$ —	— %
Expenses	\$ 74,621	\$ 61,873	\$ 84,600	\$ 75,930	\$ (8,670)	(10.25)%	\$ 75,930	\$ —	— %
Total 1400 Town Accountant	\$ 368,394	\$ 353,466	\$ 443,031	\$ 430,725	\$ (12,306)	(2.78)%	\$ 430,725	\$ —	— %

1400 Town Accountant

Program: General Government
Town of Belmont, MA

Accountant Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Comp.	11351	511000	Full-Time Salaries	\$ 273,667	\$ 291,593	\$ 358,431	\$ 354,795	\$ (3,636)	(1.0)%	\$ 354,795	\$ —	— %
	11351	511100	Part-Time Salaries	\$ 20,107	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	Subtotal Compensation			\$ 293,774	\$ 291,593	\$ 358,431	\$ 354,795	\$ (3,636)	(1.0)%	\$ 354,795	\$ —	— %
Expenses	11352	527200	Rental of Office Equipment	\$ 1,291	\$ 1,291	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	11352	530000	Prof. and Tech Services	\$ 8,740	\$ 740	\$ 12,800	\$ 9,030	\$ (3,770)	(29.5)%	\$ 9,030	\$ —	— %
	11352	530120	Auditing Town Books	\$ 53,000	\$ 53,000	\$ 60,000	\$ 55,000	\$ (5,000)	(8.3)%	\$ 55,000	\$ —	— %
	11352	571000	In-State Travel	\$ 6,102	\$ 735	\$ 6,000	\$ 5,000	\$ (1,000)	(16.7)%	\$ 5,000	\$ —	— %
	11352	573000	Dues and Membership	\$ 740	\$ 420	\$ 1,200	\$ 1,200	\$ —	— %	\$ 1,200	\$ —	— %
	Subtotal Contract Services			\$ 69,872	\$ 56,186	\$ 81,500	\$ 71,730	\$ (9,770)	(12.0)%	\$ 71,730	\$ —	— %
	11352	542100	Office Supplies	\$ 4,749	\$ 5,688	\$ 3,100	\$ 4,200	\$ 1,100	35.5 %	\$ 4,200	\$ —	— %
Subtotal Supplies				\$ 4,749	\$ 5,688	\$ 3,100	\$ 4,200	\$ 1,100	35.5 %	\$ 4,200	\$ —	— %
Subtotal Expenses				\$ 74,621	\$ 61,873	\$ 84,600	\$ 75,930	\$ (8,670)	(10.2)%	\$ 75,930	\$ —	— %
Total 1410 Accounting Admin				\$ 368,394	\$ 353,466	\$ 443,031	\$ 430,725	\$ (12,306)	(2.8)%	\$ 430,725	\$ —	— %

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 and Assistant Town Administrator/ Finance Director work 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.

Committees/Commissions

The office provides administrative support for Select Board appointed committees, the Warrant Committee, the Comprehensive Capital Budget Committee, the Belmont Middle and High School Building Committee, the Municipal Skating Rink Building Committee and the Library Building Committee. Tasks include posting meeting agendas, booking meeting space, coordinating special events, printing notices or publications, and updating the Town's website with meeting minutes, reports and general information. In addition, the office coordinates applications from resident for appointment to various committees and boards by the Select Board.

Risk Management

The office manages the Town's insurances for property, casualty, liability and auto insurance, workers' compensation, and the health insurance trust fund.

Rink Operations

In addition to the traditional categories noted above, the Town Administration intends to develop a transition budget for the Municipal Skating Rink, which is scheduled to open to the public in early 2025. Since the final location for the Rink budget is still in flux, the first year will be placed in Town Administration.

Planning is still in the initial stages, but the intent is to hire an experienced Rink Manager in Fall 2024, and engage them to develop programming, plan for staff support, and develop relationships with the community. They would also inform the FY2026 budget process, which will cover an entire season in the new rink.

First-year funding for the Rink Manager, part-time staff and start-up costs may be requested from a one-time source such as Free Cash, with some further support from a mechanism such as a Revolving Fund which would be able to capture any spend any programming revenue received in FY2025. That structure will be revisited in the FY2026 budget.

FY2023-24 Achievements

- Continued collaboration between the Select Board, School, Warrant and Capital Budget Committees in developing a fiscal 2025 operating and capital budget.
- Revamped the budget process to start even earlier in order to prepare for an override vote in April 2024.
- Continued using the new budget tool for operating and capital budgets, revamped budget model, and found the process to be streamlined in its second year of use.
- Contracted with a Public Relations firm to provide information to residents regarding the override.
- Working to procure a new and more user-friendly Town website.
- Hired several new department heads, including an experienced Town Planner and an experienced Treasurer, and promoted from within for the Town Accountant.

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

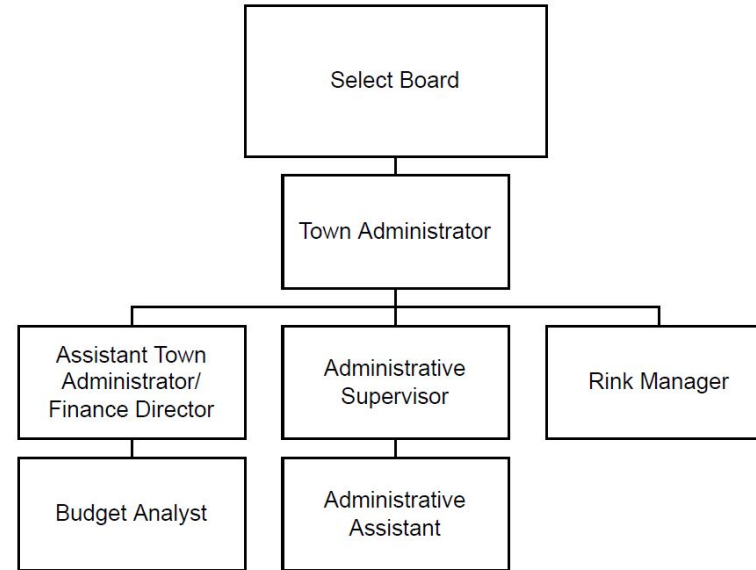
FY2025 Goals

- 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.
- Support the opening of the new Municipal Skating Rink.

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	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Town Administrator	1	1	1	1	1	1	1	1
Assistant Town Administrator	1	1	1	1	1	1	1	1
Budget Analyst	1	1	1	1	1	1	1	1
Administrative Supervisor	1	1	1	1	1	1	1	1
Administrative Assistant	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
Rink Manager*	—	—	—	—	—	—	—	1
Total	5.6	5.6	5.6	5.6	5.6	5.6	5.6	6.6

*A Rink Manager will be hired midway through FY2025 to prepare for the Rink opening in early 2025, and assist in developing the FY2026 budget, including the final location for the Rink Budget.

1500 Town Administration

Budget Recommendations

The FY2024 budget request for Town Administration is \$1,183,288, which is an increase of \$58,191 or 5.17% from the FY2023 budget. Compensation is \$678,248, an increase of \$58,191 or 9.38% due the anticipated hiring of a rink

manager midway through FY2025, as well as cost of living adjustments. Expenses are \$505,040 which is level-funded due to streamlining costs in anticipation of an override.

No Override Impacts

The FY2025 no-override budget impact for the Town Administrator's Department would be a reduction of \$(24,000) or (2.03)%. These dollars represent the elimination of the diversity, equity, and inclusion funding which was

originally added in the FY2023 budget. This will impact employee trainings as well as funding for cultural events in the community.

Town Administration Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 508,807	\$ 610,987	\$ 620,057	\$ 678,248	\$ 58,191	9.38 %	\$ 678,248	\$ —	— %
Expenses	\$ 497,827	\$ 458,191	\$ 505,040	\$ 505,040	\$ —	— %	\$ 481,040	\$ (24,000)	(4.75)%
Total 1500 Town Administration	\$ 1,006,633	\$ 1,069,177	\$ 1,125,097	\$ 1,183,288	\$ 58,191	5.17 %	\$ 1,159,288	\$ (24,000)	(2.03)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 1510 Select Board	\$ 101,405	\$ 92,029	\$ 108,490	\$ 110,490	\$ 2,000	1.84 %	\$ 86,490	\$ (24,000)	(21.72)%
Total 1520 Town Administrator	\$ 534,826	\$ 606,195	\$ 621,607	\$ 627,798	\$ 6,191	1.00 %	\$ 627,798	\$ —	— %
Total 1530 Legal	\$ 362,902	\$ 363,454	\$ 387,500	\$ 387,500	\$ —	— %	\$ 387,500	\$ —	— %
Total 1540 VFW/Amer. Legion	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
Total 1550 Rink Operations	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	— %	\$ 50,000	\$ —	— %
Total 1500 Town Administration	\$ 1,006,633	\$ 1,069,177	\$ 1,125,097	\$ 1,183,288	\$ 58,191	5.17 %	\$ 1,159,288	\$ (24,000)	(2.03)%

1500 Town Administration

Program: General Government
Town of Belmont, MA

Select Board Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Compensation	11221	511100	Part-Time Salaries	\$ 10,426	\$ 9,089	\$ 10,000	\$ 12,000	\$ 2,000	20.0 %	\$ 12,000	\$ —	— %
	11221	511900	Elected Officials	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ —	— %	\$ 14,000	\$ —	— %
	Subtotal Compensation			\$ 24,426	\$ 23,089	\$ 24,000	\$ 26,000	\$ 2,000	8.3 %	\$ 26,000	\$ —	— %
Expenses	11222	530000	Prof. and Tech Services	\$ 69,150	\$ 55,218	\$ 53,290	\$ 53,290	\$ —	— %	\$ 53,290	\$ —	— %
	11222	533300	Diversity, Equity, and Incl.	\$ —	\$ 5,737	\$ 24,000	\$ 24,000	\$ —	— %	\$ —	\$ (24,000)	(100.0)%
	11222	573000	Dues and Membership	\$ 7,829	\$ 7,986	\$ 7,200	\$ 7,200	\$ —	— %	\$ 7,200	\$ —	— %
	Subtotal Expenses			\$ 76,979	\$ 68,940	\$ 84,490	\$ 84,490	\$ —	— %	\$ 60,490	\$ (24,000)	— %
	Total 1510 Select Board			\$ 101,405	\$ 92,029	\$ 108,490	\$ 110,490	\$ 2,000	1.8 %	\$ 86,490	\$ (24,000)	— %

Town Administrator Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Compensation	11231	511000	Full-Time Salaries	\$ 476,749	\$ 580,109	\$ 588,557	\$ 594,748	\$ 6,191	1.1 %	\$ 594,748	\$ —	— %
	11231	519400	Stipends	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
	11231	513000	Overtime	\$ 132	\$ 23	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	Subtotal Compensation			\$ 484,381	\$ 587,898	\$ 596,057	\$ 602,248	\$ 6,191	1.0 %	\$ 602,248	\$ —	— %
Expenses	11232	527200	Rental of Office Equipment	\$ 275	\$ 578	\$ 1,800	\$ 1,800	\$ —	— %	\$ 1,800	\$ —	— %
	11232	530000	Prof. and Tech Services	\$ 33,820	\$ 4,515	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
	11232	531700	Employee Training	\$ 2,520	\$ 1,607	\$ 2,500	\$ 2,500	\$ —	— %	\$ 2,500	\$ —	— %
	11232	531900	Advertising	\$ 710	\$ 1,884	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	11232	534100	Telephone	\$ 1,230	\$ 1,225	\$ 2,250	\$ 2,250	\$ —	— %	\$ 2,250	\$ —	— %
	11232	571000	In-State Travel	\$ —	\$ 165	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	11232	573000	Dues and Membership	\$ 3,119	\$ 2,427	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	Subtotal Contract Services			\$ 41,673	\$ 12,401	\$ 19,550	\$ 19,550	\$ —	— %	\$ 19,550	\$ —	— %
	11232	542100	Office Supplies	\$ 8,773	\$ 5,895	\$ 6,000	\$ 6,000	\$ —	— %	\$ 6,000	\$ —	— %
	Subtotal Supplies			\$ 8,773	\$ 5,895	\$ 6,000	\$ 6,000	\$ —	— %	\$ 6,000	\$ —	— %
Subtotal Expenses				\$ 50,446	\$ 18,297	\$ 25,550	\$ 25,550	\$ —	— %	\$ 25,550	\$ —	— %
Total 1520 Town Administrator				\$ 534,826	\$ 606,195	\$ 621,607	\$ 627,798	\$ 6,191	1.0 %	\$ 627,798	\$ —	— %

Legal Budget Detail

Expenses				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11512	530100	Legal	\$ 362,902	\$ 363,454	\$ 380,000	\$ 380,000	\$ —	— %	\$ 380,000	\$ —	— %
	11512	576100	Claims and Settlements	\$ —	\$ —	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
	Subtotal Expenses			\$ 362,902	\$ 363,454	\$ 387,500	\$ 387,500	\$ —	— %	\$ 387,500	\$ —	— %
	Total 1530 Legal			\$ 362,902	\$ 363,454	\$ 387,500	\$ 387,500	\$ —	— %	\$ 387,500	\$ —	— %

VFW/Amer. Legion Budget Detail

Expenses	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
	1544	527100	Rental of Building	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
	Subtotal Expenses			\$ 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	\$ —	— %

Rink Operations Budget Detail

Comp.	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
	11241	511000	Full-Time Salaries	\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	— %	\$ 50,000	\$ —	— %
	Subtotal Compensation			\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	— %	\$ 50,000	\$ —	— %
	Total 1550 Rink Operations			\$ —	\$ —	\$ —	\$ 50,000	\$ 50,000	— %	\$ 50,000	\$ —	— %

Program Overview

The Town Clerk's Office secures records and communicates governmental information in a timely manner. 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 and appointment 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 and records of Ethics, the Open Meeting Law and Campaign Finance Laws. 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 all aspects of elections and managing the Town census of voters and residents in compliance with local, state and federal laws. Works 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 performing official communications to Town Meeting Members by email.

1600 Town Clerk

FY2023-24 Achievements

- The Town Clerk's office had 7,436 visitors come through our doors in the first nine months this year, compared to 7,693 last year and 5,011 in 2021 (as counted by our door counters). We have answered and sent 58,962 emails in FY2023 (up from 54,000 prior year).
- Licensed 2,485 pets and as of September 20, recorded 152 births, 162 deaths and 75 marriages, totaling 389 new vital records for Belmont residents year to date. Accepted 1,398 notices, minutes for public meetings, including 114 revisions; rejected just 15.
- Our online requests and payment portals continue to grow in popularity. NextRequest Public Records system. Since inception in June 2017, 6,731 requests have been fulfilled (approximately 100 per month), 43,355 downloads of more than 14,606 public documents that we have collectively placed into the system. Online vital records requests fulfilled totaled 242 in FY23.
- Purchased new vote tabulators and consolidation software for Belmont; introduced and trained all election staff, first election deployment at the April 2023 Town Election. Replaced our electronic poll books with Poll Pads, and deployed at April 2023 Town Election.
- Returned to in-person Town Meeting at new Belmont High School Auditorium.
- Supported "hybrid" Town Meeting in November 2023, which was in-person and offered remote participation by Members.
- Participated in State and Federal cybersecurity programs relating to elections, vital records and information technology.
- Continued to make improvements in records retention to manage physical storage space and improve access.
- Two elections scheduled, Presidential Primary and Annual Town. New Votes Act mandates in-person Early Voting period and Vote by Mail for all elections. Anticipating more than 12,000 vote by mail applications in 2024, extraordinarily high voter turnout.
- Submitted three General Bylaw amendments to the Attorney General, awaiting approval.

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

FY2025 Goals

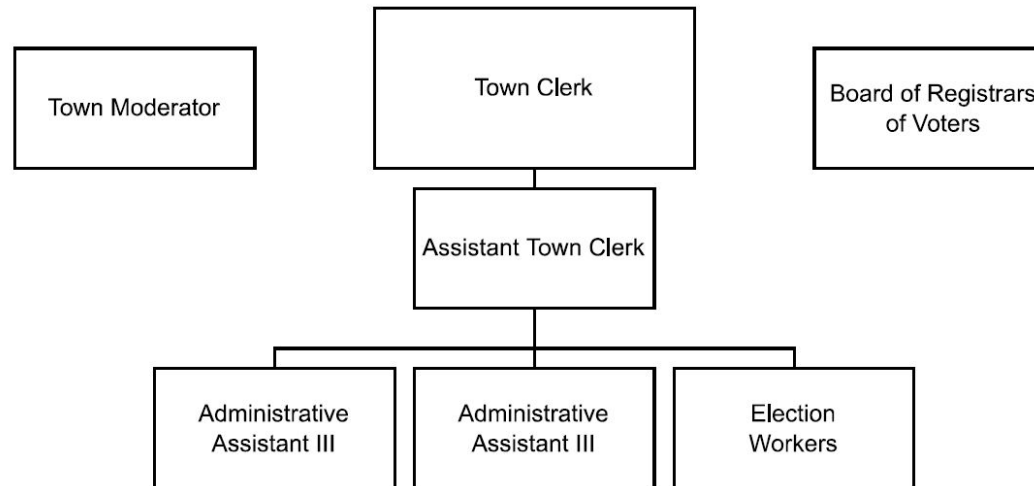
- Relocate Precinct 1 voting location to an appropriate temporary alternative location during the Library reconstruction project in 2024 and 2025; notify voters.
- Provide secure, accessible and accurate election processes and report accurate and timely results and certifications.
- Successfully use new vote tabulators and electronic poll books for Presidential election.
- Provide opportunities to encourage voter registration and voter participation.
- Provide accessible ways for members of the public to request select Town records.
- Complete our CPA projects to preserve Belmont's original vital records and digitize Belmont's Town Meeting records which were both delayed during COVID.
- Support Town Meetings, in-person, remote or hybrid.

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							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Town Meeting Moderator	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
Assistant Town Clerk	1	1	1	1	1	1	1	1
Administrative Assistant III	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
Total	4.5	4.5	4.5	4.5	4.5	4.5	4.5	4.5

1600 Town Clerk

Budget Recommendations

The FY2025 budget request from the Town Clerk is \$554,468, which is an increase of \$46,306 or 9.11% from the FY2024 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 \$409,383, an increase of \$17,666 or 4.51% due to an increase in budgeted elections, including a Presidential Election.

Expenses are \$145,085, an increase of \$28,640 or 24.60% due to the Elections program budget, which varies with the

number and type of elections. In FY2025 there will be three elections, the State Primary, the Presidential Election and Annual Town Election, all 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.

No Override Impacts

In the event that the requested override fails, a total of \$(30,000) or (5.41)% will be cut from the Town Clerk's office. This reflects anticipated funding from the State to offset

unfunded mandates. However, if State funding is not received, the office will be forced offset expenses elsewhere.

Town Clerk Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 327,688	\$ 383,914	\$ 391,716	\$ 409,383	\$ 17,666	4.51 %	\$ 389,383	\$ (20,000)	(4.89)%
Expenses	\$ 82,805	\$ 108,280	\$ 116,445	\$ 145,085	\$ 28,640	24.60 %	\$ 135,085	\$ (10,000)	(6.89)%
Total 1600 Town Clerk	\$ 410,494	\$ 492,194	\$ 508,161	\$ 554,468	\$ 46,306	9.11 %	\$ 524,468	\$ (30,000)	(5.41)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 1610 Town Clerk Admin	\$ 234,536	\$ 247,554	\$ 249,452	\$ 253,976	\$ 4,524	1.81 %	\$ 253,976	\$ —	— %
Total 1620 Elections	\$ 161,123	\$ 223,688	\$ 225,846	\$ 263,600	\$ 37,754	16.72 %	\$ 233,600	\$ (30,000)	(11.38)%
Total 1630 Legislative	\$ 14,834	\$ 20,952	\$ 32,863	\$ 36,892	\$ 4,029	12.26 %	\$ 36,892	\$ —	— %
Total 1600 Town Clerk	\$ 410,494	\$ 492,194	\$ 508,161	\$ 554,468	\$ 46,306	9.11 %	\$ 524,468	\$ (30,000)	(5.41)%

1600 Town Clerk

Program: General Government
Town of Belmont, MA

Town Clerk Admin Budget Detail

Town Clerk Admin Budget Detail				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensatio	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11611	511000	Full-Time Salaries	\$ 110,698	\$ 117,727	\$ 117,104	\$ 117,555	\$ 450	0.4 %	\$ 117,555	\$ —	— %
	11611	511900	Elected Officials	\$ 104,466	\$ 107,349	\$ 106,556	\$ 108,687	\$ 2,131	2.0 %	\$ 108,687	\$ —	— %
	11611	514800	Longevity	\$ 1,650	\$ 1,850	\$ 1,800	\$ 1,800	\$ —	— %	\$ 1,800	\$ —	— %
	Subtotal Compensation			\$ 216,814	\$ 227,924	\$ 225,460	\$ 228,042	\$ 2,582	1.1 %	\$ 228,042	\$ —	— %
Expenses	11612	524500	Repair & Maint. Office Equip.	\$ 255	\$ 438	\$ 500	\$ 500	\$ —	— %	\$ 500	\$ —	— %
	11612	527200	Rental of Office Equipment	\$ 2,600	\$ 1,055	\$ 3,200	\$ 3,328	\$ 128	4.0 %	\$ 3,328	\$ —	— %
	11612	530000	Prof. and Tech Services	\$ 2,069	\$ 3,583	\$ 3,680	\$ 4,460	\$ 780	21.2 %	\$ 4,460	\$ —	— %
	11612	530300	Software Licenses	\$ 7,288	\$ 8,679	\$ 9,472	\$ 10,321	\$ 849	9.0 %	\$ 10,321	\$ —	— %
	11612	534500	Postage	\$ —	\$ 10	\$ 100	\$ 100	\$ —	— %	\$ 100	\$ —	— %
	11612	534700	Printing	\$ 2,249	\$ 2,301	\$ 2,250	\$ 2,400	\$ 150	6.7 %	\$ 2,400	\$ —	— %
	11612	571000	In-State Travel	\$ 60	\$ 293	\$ 700	\$ 700	\$ —	— %	\$ 700	\$ —	— %
	11612	573000	Dues and Membership	\$ 250	\$ 200	\$ 400	\$ 400	\$ —	— %	\$ 400	\$ —	— %
	11612	574100	Insurance and Bonding	\$ 255	\$ —	\$ 300	\$ 300	\$ —	— %	\$ 300	\$ —	— %
	Subtotal Contract Services			\$ 15,026	\$ 16,558	\$ 20,602	\$ 22,509	\$ 1,907	9.3 %	\$ 22,509	\$ —	— %
	11612	542100	Office Supplies	\$ 1,567	\$ 1,834	\$ 1,865	\$ 1,900	\$ 35	1.9 %	\$ 1,900	\$ —	— %
	11612	542200	Computer Supplies	\$ 1,129	\$ 1,238	\$ 1,525	\$ 1,525	\$ —	— %	\$ 1,525	\$ —	— %
	Subtotal Supplies			\$ 2,696	\$ 3,072	\$ 3,390	\$ 3,425	\$ 35	1.0 %	\$ 3,425	\$ —	— %
Subtotal Expenses			\$ 17,722	\$ 19,631	\$ 23,992	\$ 25,934	\$ 1,942	8.1 %	\$ 25,934	\$ —	— %	
Total 1610 Town Clerk Admin			\$ 234,536	\$ 247,554	\$ 249,452	\$ 253,976	\$ 4,524	1.8 %	\$ 253,976	\$ —	— %	

1600 Town Clerk

Elections Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Compensation	11621	511000	Full-Time Salaries	\$ 90,760	\$ 92,035	\$ 93,337	\$ 96,142	\$ 2,805	3.0 %	\$ 96,142	\$ —	— %
	11621	511100	Part-Time Salaries	\$ 4,500	\$ 4,700	\$ 4,500	\$ 4,500	\$ —	— %	\$ 4,500	\$ —	— %
	11621	512000	Election Workers	\$ 10,628	\$ 42,777	\$ 52,527	\$ 64,806	\$ 12,279	23.4 %	\$ 44,806	\$ (20,000)	— %
	11621	513000	Overtime	\$ 1,239	\$ 13,217	\$ 10,038	\$ 10,038	\$ —	— %	\$ 10,038	\$ —	— %
	Subtotal Compensation			\$ 107,127	\$ 152,728	\$ 160,401	\$ 175,486	\$ 15,085	9.4 %	\$ 155,486	\$ (20,000)	(11.4)%
Expenses	11622	524500	Repair & Maint. Office Equip.	\$ —	\$ 162	\$ 500	\$ 500	\$ —	— %	\$ 500	\$ —	— %
	11622	524700	Repair & Maint. Voter Equip.	\$ 22,507	\$ 19,653	\$ 21,050	\$ 29,690	\$ 8,640	41.0 %	\$ 29,690	\$ —	— %
	11622	531600	Police Details	\$ 6,501	\$ 21,407	\$ 16,848	\$ 25,272	\$ 8,424	50.0 %	\$ 25,272	\$ —	— %
	11622	534500	Postage	\$ 8,806	\$ 9,504	\$ 9,565	\$ 11,830	\$ 2,265	23.7 %	\$ 6,830	\$ (5,000)	— %
	11622	534600	Printing and Mailing	\$ 13,334	\$ 12,970	\$ 12,222	\$ 14,222	\$ 2,000	16.4 %	\$ 9,222	\$ (5,000)	— %
	11622	571000	In-State Travel	\$ —	\$ 344	\$ 700	\$ 700	\$ —	— %	\$ 700	\$ —	— %
	11622	573000	Dues and Membership	\$ —	\$ —	\$ 50	\$ 50	\$ —	— %	\$ 50	\$ —	— %
	Subtotal Contract Services			\$ 51,148	\$ 64,041	\$ 60,935	\$ 82,264	\$ 21,329	35.0 %	\$ 72,264	\$ (10,000)	— %
	11622	542100	Office Supplies	\$ 1,533	\$ 3,155	\$ 2,100	\$ 2,100	\$ —	— %	\$ 2,100	\$ —	— %
	11622	549000	Food Supplies	\$ 334	\$ 1,421	\$ 880	\$ 2,220	\$ 1,340	152.3 %	\$ 2,220	\$ —	— %
Expenses	11622	558300	Election Supplies	\$ 981	\$ 2,343	\$ 1,530	\$ 1,530	\$ —	— %	\$ 1,530	\$ —	— %
	Subtotal Supplies			\$ 2,848	\$ 6,918	\$ 4,510	\$ 5,850	\$ 1,340	29.7 %	\$ 5,850	\$ —	— %
	Subtotal Expenses			\$ 53,996	\$ 70,960	\$ 65,445	\$ 88,114	\$ 22,669	34.6 %	\$ 78,114	\$ (10,000)	— %
	Total 1620 Elections			\$ 161,123	\$ 223,688	\$ 225,846	\$ 263,600	\$ 37,754	16.7 %	\$ 233,600	\$ (30,000)	— %

Legislative Budget Detail

Legislative Budget Detail				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11101	511900	Elected Officials	\$ 450	\$ 436	\$ 450	\$ 450	\$ —	— %	\$ 450	\$ —	— %
	11101	513000	Overtime	\$ 3,297	\$ 2,826	\$ 5,405	\$ 5,405	\$ —	— %	\$ 5,405	\$ —	— %
	Subtotal Compensation			\$ 3,747	\$ 3,262	\$ 5,855	\$ 5,855	\$ —	— %	\$ 5,855	\$ —	— %
Expenses	11102	530000	Prof. and Tech Services	\$ 10,979	\$ 17,690	\$ 25,408	\$ 29,437	\$ 4,029	15.9 %	\$ 29,437	\$ —	— %
	11102	534700	Printing	\$ 109	\$ —	\$ 1,600	\$ 1,600	\$ —	— %	\$ 1,600	\$ —	— %
	Subtotal Contract Services			\$ 11,087	\$ 17,690	\$ 27,008	\$ 31,037	\$ 4,029	14.9 %	\$ 31,037	\$ —	— %
	Subtotal Expenses			\$ 11,087	\$ 17,690	\$ 27,008	\$ 31,037	\$ 4,029	14.9 %	\$ 31,037	\$ —	— %
	Total 1630 Legislative			\$ 14,834	\$ 20,952	\$ 32,863	\$ 36,892	\$ 4,029	12.3 %	\$ 36,892	\$ —	— %

1700 Treasurer/Collector

Program Overview

The Treasurer's Office is part of the Finance Directorate and reports directly to the Assistant Town Administrator/ Finance Director. The Treasurer's Office has the following main responsibilities:

Treasury Management

The Treasurer/Collector is responsible for the receipt, investment and disbursement of all Town funds. The Treasurer/Collector 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/Collector.

Collection

The Treasurer/Collector's Office is responsible for the collection of real estate taxes, personal property taxes, motor vehicle taxes, parking fines and utility payments.

FY2023-24 Achievements

- Conducted successful hiring for Treasurer/Collector.
- Successfully filled the Assistant Treasurer/Collector position.
- Reviewed Town bank accounts and increased interest earnings by shifting funds to higher yield accounts.
- Successfully collected \$128,500.29 in tax liens for FY2023.
- Collection Rate in FY2023 was 99.5%.

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

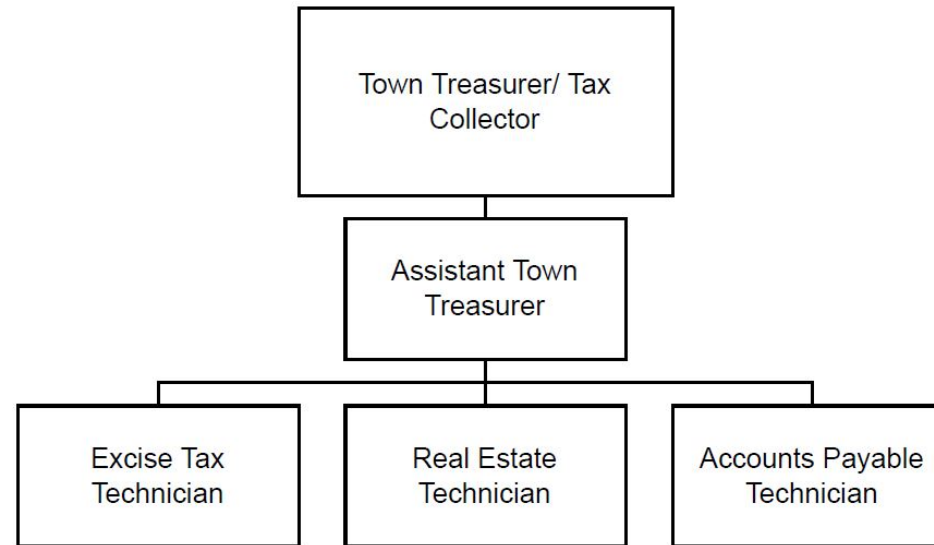
FY2025 Goals

- Continue to maximize investment earnings.
- Implement remote deposit capture which will allow for easier and more timely fund management.
- Implement credit card processing at the counter for real estate, personal property and motor vehicle payments.
- Cross-train staff to ensure that multiple staff can perform critical functions when necessary.
- Maintain an effective and fair collection process to maximize real estate, personal property and motor vehicle tax collections, which will continue to reduce the number of properties in tax title.
- Assistant Treasurer/Collector to attend Massachusetts Treasurer/Collector School.
- Professional development for all staff in department.

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.



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Treasurer / Collector	1	1	1	1	1	1	1	1
Asst. Treasurer/Collector	1	1	1	1	1	1	1	1
Administrative Assistant II*	1	1	1	1	1	1	1	—
Payroll Coordinator**	1	1	1	1	1	—	—	—
Account Analyst - Property Tax	1	1	1	1	1	1	1	1
Clerk II-Excise	1	1	1	1	1	1	1	1
Clerk II A/P	1	1	1	1	1	1	1	1
Office Assistant*	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	6.5	6.5	5.0

*Admin Assistant and Office Assistant positions have been eliminated in the FY2025 budget.

**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 \$585,194, which is a decrease of \$(64,243) or (9.89)% from the FY2023 budget.

Compensation is \$397,294, a decrease of \$(38,543) or (8.84)% due to the elimination of 1.5 FTEs after restructuring to reflect the skill set of the new Treasurer.

Expenses are \$187,900, a decrease of \$(25,700) or (12.03)% from FY2024 due to reductions in Printing, Postage and

Professional services to capture savings from changes implemented by the new Treasurer. This has included switching to a new Deputy Collector which resulted in lower printing costs and savings from bulk mail postage, receiving check stock from our banking partners rather than buying it ourselves, and printing employee pay advices on standard office paper rather than specialty paper purchased at a higher price.

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override. However, the office will be

involved in supporting departments who are more directly impacted.

Treasurer Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 479,753	\$ 400,578	\$ 435,837	\$ 397,294	\$ (38,543)	(8.84)%	\$ 397,294	\$ —	— %
Expenses	\$ 133,709	\$ 242,971	\$ 213,600	\$ 187,900	\$ (25,700)	(12.03)%	\$ 187,900	\$ —	— %
Total 1700 Treasurer	\$ 613,462	\$ 643,549	\$ 649,437	\$ 585,194	\$ (64,243)	(9.89)%	\$ 585,194	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 1710 Treasurer Admin	\$ 542,052	\$ 577,595	\$ 550,937	\$ 486,694	\$ (64,243)	(11.66)%	\$ 486,694	\$ —	— %
Total 1720 Parking Clerk	\$ 71,411	\$ 65,954	\$ 98,500	\$ 98,500	\$ —	— %	\$ 98,500	\$ —	— %
Total 1700 Treasurer	\$ 613,462	\$ 643,549	\$ 649,437	\$ 585,194	\$ (64,243)	(9.89)%	\$ 585,194	\$ —	— %

1700 Treasurer/Collector

Program: General Government
Town of Belmont, MA

Treasurer Admin Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11451	511000	Full-Time Salaries	\$ 357,372	\$ 293,101	\$ 407,694	\$ 390,544	\$ (17,150)	(4.2)%	\$ 390,544	\$ —	— %
	11451	511100	Part-Time Salaries	\$ 1,538	\$ —	\$ 21,443	\$ —	\$ (21,443)	(100.0)%	\$ —	\$ —	— %
	11451	511900	Elected Officials	\$ 109,122	\$ 84,426	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	11451	514800	Longevity	\$ 2,675	\$ —	\$ 1,700	\$ 1,750	\$ 50	2.9 %	\$ 1,750	\$ —	— %
	11451	513000	Overtime	\$ 6,047	\$ 19,743	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Subtotal Compensation				\$ 476,753	\$ 397,270	\$ 430,837	\$ 392,294	\$ (38,543)	(8.9)%	\$ 392,294	\$ —	— %
Expenses	11452	524500	Repair & Maint. Office Equip.	\$ 1,797	\$ 1,620	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	11452	530000	Prof. and Tech Services	\$ 9,007	\$ 20,232	\$ 29,000	\$ 20,000	\$ (9,000)	(31.0)%	\$ 20,000	\$ —	— %
	11452	530600	Data Process	\$ 1,875	\$ 99,739	\$ 7,000	\$ 7,000	\$ —	— %	\$ 7,000	\$ —	— %
	11452	531700	Employee Training	\$ —	\$ —	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	11452	534500	Postage	\$ 29,780	\$ 33,168	\$ 38,000	\$ 30,000	\$ (8,000)	(21.1)%	\$ 30,000	\$ —	— %
	11452	534700	Printing	\$ 18,323	\$ 20,079	\$ 22,000	\$ 18,000	\$ (4,000)	(18.2)%	\$ 18,000	\$ —	— %
	11452	571000	In-State Travel	\$ —	\$ —	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	11452	573000	Dues and Membership	\$ 100	\$ 340	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	11452	574100	Insurance and Bonding	\$ 1,679	\$ 1,147	\$ 2,400	\$ 2,400	\$ —	— %	\$ 2,400	\$ —	— %
	Subtotal Contract Services				\$ 62,561	\$ 176,324	\$ 108,400	\$ 87,400	\$ (21,000)	(19.4)%	\$ 87,400	\$ —
11452	542100	Office Supplies	\$ 2,211	\$ 4,001	\$ 7,000	\$ 7,000	\$ —	— %	\$ 7,000	\$ —	— %	
11452	542200	Computer Supplies	\$ 526	\$ —	\$ 4,000	\$ —	\$ (4,000)	(100.0)%	\$ —	\$ —	— %	
11452	552900	Books and Periodicals	\$ —	\$ —	\$ 700	\$ —	\$ (700)	(100.0)%	\$ —	\$ —	— %	
Subtotal Supplies				\$ 2,738	\$ 4,001	\$ 11,700	\$ 7,000	\$ (4,700)	(40.2)%	\$ 7,000	\$ —	— %
Subtotal Expenses				\$ 65,299	\$ 180,325	\$ 120,100	\$ 94,400	\$ (25,700)	(21.4)%	\$ 94,400	\$ —	— %
Total 1710 Treasurer Admin				\$ 542,052	\$ 577,595	\$ 550,937	\$ 486,694	\$ (64,243)	(11.7)%	\$ 486,694	\$ —	— %

Parking Clerk Budget Detail

Comp.				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11471	511100	Part-Time Salaries	\$ 3,000	\$ 3,308	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %
	Subtotal Compensation			\$ 3,000	\$ 3,308	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %
Expenses	11472	530000	Prof. and Tech Services	\$ 36,000	\$ 29,408	\$ 44,000	\$ 44,000	\$ —	— %	\$ 44,000	\$ —	— %
	11472	530021	Meters & Devices	\$ 30,136	\$ 29,749	\$ 45,000	\$ 45,000	\$ —	— %	\$ 45,000	\$ —	— %
	11472	530900	Contract Patch	\$ —	\$ —	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	11472	534700	Printing	\$ 2,275	\$ 3,489	\$ 3,500	\$ 3,500	\$ —	— %	\$ 3,500	\$ —	— %
	Subtotal Contract Services			\$ 68,411	\$ 62,646	\$ 93,500	\$ 93,500	\$ —	— %	\$ 93,500	\$ —	— %
	Subtotal Expenses			\$ 68,411	\$ 62,646	\$ 93,500	\$ 93,500	\$ —	— %	\$ 93,500	\$ —	— %
	Total 1720 Parking Clerk			\$ 71,411	\$ 65,954	\$ 98,500	\$ 98,500	\$ —	— %	\$ 98,500	\$ —	— %

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Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 2100 Benefits and Insurance	\$ 23,663,401	\$ 24,897,317	\$ 25,661,491	\$25,957,333	\$ 295,842	1.15 %	\$ 25,950,114	\$ (7,219)	(0.03)%
Total 2400 Liability Insurance	\$ 435,877	\$ 362,197	\$ 772,376	\$ 826,725	\$ 54,349	7.04 %	\$ 826,725	\$ —	— %
Total 2450 Warrant Committee Reserve	\$ —	\$ —	\$ 400,000	\$ 500,000	\$ 100,000	25.00 %	\$ 500,000	\$ —	— %
Total 2500 Facilities	\$ 5,739,210	\$ 6,527,027	\$ 7,519,388	\$ 7,573,801	\$ 54,413	0.72 %	\$ 7,473,801	\$ (100,000)	(1.32)%
Total Shared Services	\$29,838,488	\$ 31,786,541	\$34,353,255	\$34,857,859	\$504,604	\$ —	\$34,857,859	\$504,604	33.9 %

Expense Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 1,789,467	\$ 1,699,333	\$ 2,293,029	\$ 2,401,262	\$ 108,233	4.72 %	\$ 2,301,262	\$ (100,000)	(4.16)%
Expenses	\$ 28,049,021	\$ 30,087,209	\$ 32,060,226	\$32,456,597	\$ 396,371	1.24 %	\$ 32,334,551	\$ 274,325	0.85 %
Total Shared Services	\$29,838,488	\$31,786,542	\$34,353,255	\$34,857,859	\$504,604	1.47 %	\$34,737,113	\$ 383,858	1.10 %



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

FY2023-24 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 2023, a placeholder for vacancies, and a small assumption for enrollment changes.

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.

- Both enhancements resulted in a more precise budget request for FY2025.

2100 - Benefits and Insurance

FY2025 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 FY2025 budget request for Insurance and Benefits is \$27,284,058, which is an overall increase of \$450,191 or 1.68% from the FY2024 budget. This reflects changes to the following budget elements:

Pension - The FY2025 request is \$9,873,396, which is a decrease of \$(168,425) or (1.68)%, and reflects the most recent funding schedule approved by the Retirement Board in April 2023. The FY2025 savings reflects a planned change to the Town's contribution schedule from biennial to once in July 2024. The change allows the Board to invest the funds more quickly and they are passing the savings on to the Town. The current schedule fully funds the pension obligation in FY2031, and will be revisited based on data as of January 1, 2024.

Retiree Health Insurance - The FY2025 request is \$3,532,575, which is an increase of \$194,394 or 5.82%. This reflects a larger number of retirees than in FY2024, and a larger number of non-Medicare retirees whose benefits are more expensive, as well as premium increases of 4%.

Employee Health Insurance - The FY2025 request is \$10,859,911, which is an increase of \$344,443 or 3.28%. This reflects modest adjustments to headcount, a premium increase of 4%, and benefit costs for new staff in the proposed override budget for both Town and Schools.

Life Insurance - The FY2025 request for both Town and School staff and retirees is level-funded at \$19,425.

Medicare - The FY2025 request for both Town and School staff is \$1,149,397, which is an increase of \$51,900 or 4.73%, and reflects the natural growth of wages due to contractual increases, as well as costs for new staff in the proposed override budget for both Town and Schools.

Unemployment - The FY2025 request for both Town and School staff is \$90,000, which is a decrease of \$(103,700) or (53.54)%. This change captures an adjustment to remove COVID-era increases due to unemployment fraud.

Workers' Compensation - The FY2025 request for both Town and School staff is \$432,629, a decrease of \$(22,770) or (5.00)% to reflect recent experience.

2100 - Benefits and Insurance

Program: Shared Services
Town of Belmont, MA

No Override Impacts

The FY2025 no-override budget impact for Insurance and Benefits would be a net reduction of \$(7,219) or (0.03)%. These dollars reflect the both the health insurance

\$(354,683) and Medicare \$(23,600) savings from staff layoffs at both the Town and School as well as the additional costs anticipated due to Unemployment claims \$371,064.

Insurance and Benefits Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Expenses	\$24,099,278	\$25,259,514	\$26,833,867	\$27,284,058	\$ 450,191	1.68 %	\$27,276,839	\$ (7,219)	(0.03)%
Total 2100 Benefits and Insurance	\$24,099,278	\$25,259,514	\$26,833,867	\$27,284,058	\$ 450,191	1.68 %	\$27,276,839	\$ (7,219)	(0.03)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 2110 Pension	\$9,662,058	\$10,077,954	\$10,041,821	\$9,873,396	\$ (168,425)	(1.68)%	\$9,873,396	\$ —	— %
Total 2200 Retiree Health Insurance	\$3,529,448	\$3,492,220	\$3,338,181	\$3,532,575	\$ 194,394	5.82 %	\$3,532,575	\$ —	— %
Total 2201 Employee Health Insurance	\$9,146,575	\$9,886,314	\$10,515,468	\$10,859,911	\$ 344,443	3.28 %	\$10,505,228	\$ (354,683)	(3.27)%
Total 2200 Life Insurance	\$ 11,077	\$ 16,721	\$ 19,425	\$ 19,425	\$ —	— %	\$ 19,425	\$ —	— %
Total 2220 Medicare	\$ 908,544	\$1,065,047	\$1,097,497	\$1,149,397	\$ 51,900	4.73 %	\$1,125,797	\$ (23,600)	(2.05)%
Total 2310 Unemployment	\$ 62,279	\$ 76,169	\$ 193,700	\$ 90,000	\$ (103,700)	(53.54)%	\$ 461,064	\$ 371,064	412.29 %
Total 2320 Workers Comp	\$ 343,420	\$ 282,892	\$ 455,399	\$ 432,629	\$ (22,770)	(5.00)%	\$ 432,629	\$ —	— %
Total 2100 Benefits and Insurance	\$23,663,401	\$24,897,317	\$25,661,491	\$25,957,333	\$ 295,842	1.15 %	\$25,950,114	\$ (7,219)	(0.03)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 2400 Liability Insurance	\$ 435,877	\$ 350,167	\$ 744,730	\$ 794,932	\$ 50,202	6.74 %	\$ 794,932	\$ —	— %
Total 2410 Deductible Reserves	\$ —	\$ 12,030	\$ 27,646	\$ 31,793	\$ 4,147	15.00 %	\$ 31,793	\$ —	— %
Total 2400 Liability Insurance	\$ 435,877	\$ 362,197	\$ 772,376	\$ 826,725	\$ 54,349	7.04 %	\$ 826,725	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 2450 Warrant Committee Reserve	\$ —	\$ —	\$ 400,000	\$ 500,000	\$ 100,000	25.00 %	\$ 500,000	\$ —	— %
Total 2450 Warrant Committee Reserve	\$ —	\$ —	\$ 400,000	\$ 500,000	\$ 100,000	25.00 %	\$ 500,000	\$ —	— %

2100 - Benefits and Insurance

Pension Budget Detail

Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
19111	518000	Retirement Fund	\$9,662,058	\$10,077,954	\$10,041,821	\$9,873,396	\$(168,425)	(1.7)%	\$9,873,396	\$ —	— %
Total 2110 Pension			\$9,662,058	\$10,077,954	\$10,041,821	\$9,873,396	\$(168,425)	(1.7)%	\$9,873,396	\$ —	— %

Health Insurance Budget Detail

Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
19141	518200	Town Retiree Health Insurance	\$ 1,757,729	\$ 1,765,215	\$ 1,549,991	\$ 1,683,501	\$ 133,510	8.6 %	\$ 1,683,501	\$ —	— %
19141	518201	School Retiree Health Insurance	\$ 1,771,720	\$ 1,727,005	\$ 1,788,190	\$ 1,849,074	\$ 60,884	3.4 %	\$ 1,849,074	\$ —	— %
Total Retiree Health Insurance			\$3,529,448	\$3,492,220	\$ 3,338,181	\$3,532,575	\$ 194,394	5.8 %	\$3,532,575	\$ —	— %
19141	517000	Town Employee Health Insurance	\$2,838,755	\$ 3,332,213	\$3,254,049	\$3,336,038	\$ 81,989	2.5 %	\$3,266,355	\$ (69,683)	(2.1)%
19141	517001	School Employee Health Insurance	\$6,307,820	\$ 6,554,102	\$ 7,261,419	\$ 7,523,873	\$ 262,454	3.6 %	\$ 7,238,873	\$ (285,000)	(3.8)%
Total Employee Health Insurance			\$ 9,146,575	\$ 9,886,314	\$10,515,468	\$10,859,911	\$344,443	3.3 %	\$10,505,228	\$ (354,683)	(3.3)%

*Figures have been restated for FY2022 and FY2023 to reflect the combined benefit lines implemented in FY2024.

Medicare Budget Detail

Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
19161	517800	Town Employee Medicare	\$ 224,480	\$ 371,756	\$ 338,533	\$ 352,074	\$ 13,541	4.0 %	\$ 349,274	\$ (2,800)	(0.8)%
19161	517801	School Employee Medicare	\$ 684,064	\$ 693,291	\$ 758,964	\$ 797,323	\$ 38,359	5.1 %	\$ 776,523	\$ (20,800)	(2.6)%
Total Employee Medicare			\$ 908,544	\$1,065,047	\$1,097,497	\$ 1,149,397	\$ 51,900	4.7 %	\$ 1,125,797	\$ (23,600)	(2.1)%

*Figures have been restated for FY2022 and FY2023 to reflect the combined benefit lines implemented in FY2024.

2100 - Benefits and Insurance

Unemployment Budget Detail

Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
19131	517300	Town Employee Unemployment	\$ 16,542	\$ 30,523	\$ 40,000	\$ 30,000	\$ (10,000)	(25.0)%	\$ 65,000	\$ 35,000	116.7 %
19131	517301	School Employee Unemployment	\$ 45,737	\$ 45,646	\$ 153,700	\$ 60,000	\$ (93,700)	(61.0)%	\$ 396,064	\$ 336,064	560.1 %
Total Employee Unemployment			\$ 62,279	\$ 76,169	\$ 193,700	\$ 90,000	\$ (103,700)	(53.5)%	\$ 461,064	\$ 371,064	412.3 %

*Figures have been restated for FY2022 and FY2023 to reflect the combined benefit lines implemented in FY2024.

Workers' Compensation Insurance

Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
19121	517200	Town Employee Workers Comp	\$ 131,457	\$ 91,444	\$ 173,892	\$ 165,197	\$ (8,695)	(5.0)%	\$ 165,197	\$ —	— %
19121	517201	School Employee Workers Comp	\$ 211,963	\$ 191,447	\$ 281,507	\$ 267,432	\$ (14,075)	(5.0)%	\$ 267,432	\$ —	— %
Total Employee Workers Comp			\$ 343,420	\$ 282,892	\$ 455,399	\$ 432,629	\$ (22,770)	(5.0)%	\$ 432,629	\$ —	— %

*Figures have been restated for FY2022 and FY2023 to reflect the combined benefit lines implemented in FY2024.

Historical Use of the Warrant Committee Reserve

Department	Description	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
1200	HR Dept.	SEIU - Longevity			\$ 415						
1500	Town Admin.	Legal Bills								\$ 40,000	
1700	Treasurer	Grant Repayment									\$ 14,296
2500	Facilities Dept.	Facilities				\$ 52,368	\$ 185,105				
3200	Police Dept.	BPD Project - Ret. Wall/Oil Tank						\$ 315,000			
4100	School Dept.	SPED Tuition	\$ 200,000	\$ 285,000							\$ 250,000
5200	Public Works	Snow & Ice	\$ 200,000			\$ 322,271	\$ 347,632	\$ 90,000	\$ 137,160	\$ 204,142	
Total Use		\$ 400,000	\$ 285,000	\$ —	\$ 322,686	\$ 400,000	\$ 275,105	\$ 315,000	\$ 137,160	\$ 244,142	\$ 264,296

Program Overview

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

Administration

The office continues to manage 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 25% of the overall Facilities budget. Staff supports space rentals at the Beech Street Center, Town Hall Auditorium, and Schools. 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 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 continues to support and monitor sophisticated and specialized equipment all

over Belmont. 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. In 2023, we added 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 Facilities plays a role - large construction/renovation projects managed by citizen building committees and capital projects approved by the Comprehensive Capital Budget Committee or Community Preservation Committee.

Currently, we are wrapping up the High School and Middle School Building project, but there is still a lot of coordination with close-out documents, punch list items, and training for new systems.

The new Library and Rink Projects are underway and require collaboration with the numerous stakeholders of both projects, and attendance at numerous building committee meetings.

FY2023-24 Achievements

- Installed a new Kalwall System at the Butler School Gym.
- Installed new exterior and interior video cameras at the Butler, Burbank, and Winn Brook Schools.
- Installed new security vestibules at the Butler, Burbank, and Winn Brook Schools.
- Started the recommissioning of the heating and cooling system at the Wellington School.
- Installed a new Public Address system at the Butler School.
- Installed a new Fire Alarm and Public Address System at the Winn Brook School.
- Resurfaced the gym floor at the Butler School.
- Major restoration and replacement of slate on the Town Hall roof.
- Painted the wood structure at the Burbank School.
- Painted the wood trim and doors at the School Administration Building.
- Benton Library Chimney rebuilt; roof repairs pending.
- Completed the building envelope repairs at the Leonard Street Fire Substation.
- Removed the modular classrooms at the Chenery Middle School.
- Work alongside the Historic District Commission to support a comprehensive building envelope study at the Town Hall, Homer Building, and School Administration Building.
- Changed all the exterior lights at Burbank School to LED.
- Installed solar film on the windows at the Burbank School to reduce heat infiltration.
- Replaced the old boilers at the Butler and Winn Brook schools with more efficient models.

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

FY2025 Goals

- Develop a plan to rebuild the retaining wall next to the Town Hall Concord Street entrance that failed in spring 2023.
- Upgrade the exterior and interior cameras at the Chenery and Wellington schools.
- Repoint and replace the slate roof at the Butler Elementary School.
- Refinish the gym floors at the Burbank and Winn Brook schools.
- Start a comprehensive building assessment of the town and school buildings.
- Replace the boilers at the Chenery Middle School.
- Begin the design and engineering of a new roof and rooftop HVAC units at the Chenery School.
- Install new paddle fans in the classrooms at the Winn Brook School.
- Support the Town's implementation of the new Skating Rink.

2500 - Facilities Department

Staffing and Structure

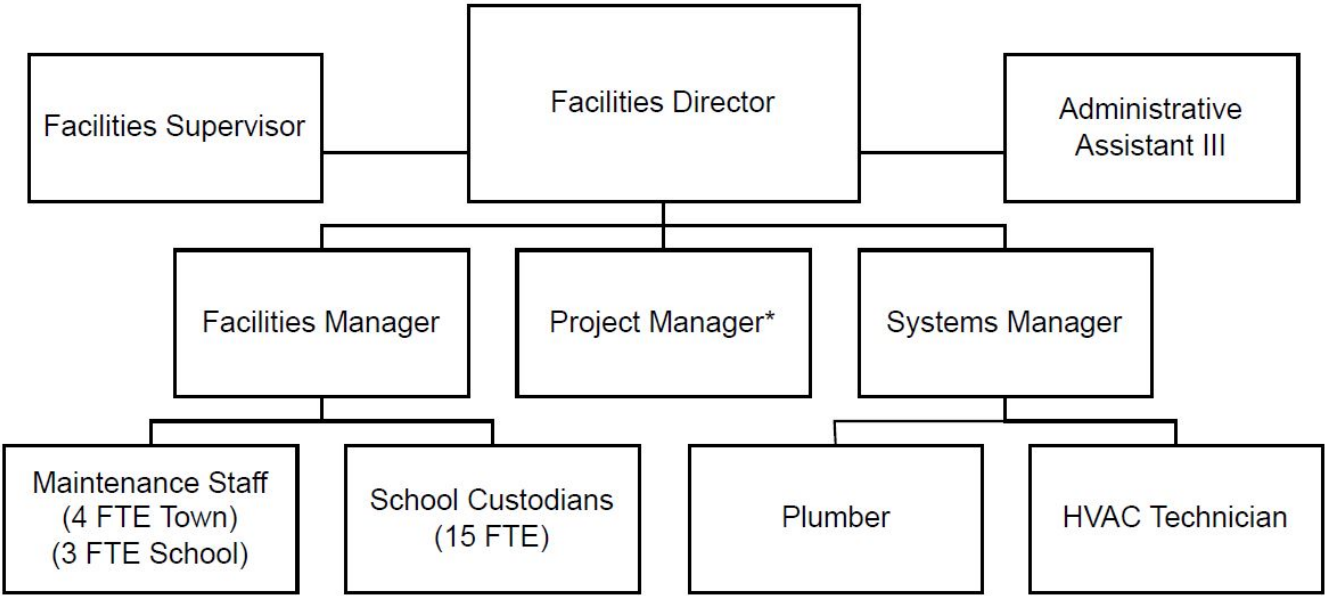
The Director of Facilities reports to the Public Facilities Board which consists of the Town Administrator and Superintendent of Schools. The Director oversees all aspects of the Facilities Department with concentrations on Capital Projects, resolution of major maintenance challenges and oversight of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

Due to the overwhelming increase in annual projects and planned capital projects, Facilities is requesting the addition of a Project Manager in FY2025 to provide day-to-day oversight of these projects along with energy analysis and reporting.

The Facilities Manager oversees all Town and School maintenance workers and custodians. He also manages all inspections and regulatory compliance.

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.

The Facilities Supervisor is responsible for coordinating outside contractors, procurement of goods and services, and file/plan management. The Administrative Assistant manages department payroll, contracts and invoices, among other functions.



2500 - Facilities Department

Program: Shared Services
Town of Belmont, MA

Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Director of Facilities	1	1	1	1	1	1	1	1
Facilities Manager	1	1	1	1	1	1	1	1
Facilities Supervisor	—	—	—	—	—	1	1	1
Facilities Project Manager*	—	—	—	—	—	—	—	1
Supervisor of Contracts Management	1	1	—	—	—	—	—	—
Facilities Coordinator	—	—	1	1	1	—	—	—
Administrative Assistant III	1	1	1	1	1	1	1	1
Systems Manager	—	—	—	—	—	1	1	1
HVAC Technician	1	1	1	1	1	1	1	1
Lead Custodian	1	1	1	1	1	1	1	1
Building Specialist/Custodian	1	1	1	1	1	1	1	1
Facilities Custodian	1	1	1	1	1	1	1	1
Plumber	—	—	—	—	—	1	1	1
School Custodians**	—	—	—	—	—	—	15	15
Schools Maintenance Workers*	—	—	—	—	—	—	5	5
School Summer Hires (.20FTE)*	—	—	—	—	—	—	2	2
Part-time Custodian (0.45 FTE)	1.8	1.8	—	—	—	—	—	—
Total	9.8	9.8	8	8	8	10	32	33

*Proposed new position for FY2025.

**School custodial and maintenance staff were transferred to the Facilities budget in FY2024.

2500 - Facilities Department

Program: Shared Services
Town of Belmont, MA

Budget Recommendations

The FY2025 budget request from the Facilities Department is \$7,573,801, which is an increase of \$54,413 or 0.72% from the FY2024 budget.

Compensation is \$2,401,262, an increase of \$108,233 or 4.72% due to contractually obligated cost of living adjustments, and addition of a new Project Manager.

Expenses are \$5,172,539, which is a decrease of \$(53,820) or (1.03)% due to recognizing more than \$200,000 in electricity savings from the new solar panels at the high school, offset by increases in other areas, notably cleaning service contracts.

No Override Impacts

In the event that the requested override fails, a total of \$(100,000) or (1.32)% would be cut from the Facilities Department, which is the anticipated salary for the new Project Manager. This position was added to provide more capacity for the Town to oversee capital projects of all sizes

and sources. Without this position, the Facilities department will continue to be spread across many projects, acting in a reactive rather than proactive manner for building maintenance and energy efficiency planning. We also risk burnout for the Facilities Director.

Facilities Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 1,789,467	\$ 1,699,333	\$ 2,293,029	\$ 2,401,262	\$ 108,233	4.72 %	\$ 2,301,262	\$ (100,000)	(4.16)%
Expenses	\$ 3,949,743	\$ 4,827,695	\$ 5,226,359	\$ 5,172,539	\$ (53,820)	(1.03)%	\$ 5,172,539	\$ —	— %
Total 2500 Facilities	\$ 5,739,210	\$ 6,527,027	\$ 7,519,388	\$ 7,573,801	\$ 54,413	0.72 %	\$ 7,473,801	\$ (100,000)	(1.32)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 2510 Facilities - Town	\$ 973,971	\$ 1,266,058	\$ 1,347,880	\$ 1,367,075	\$ 19,195	1.42 %	\$ 1,367,075	\$ —	— %
Total 2520 Facilities - School	\$ 4,210,552	\$ 4,582,443	\$ 5,385,974	\$ 5,317,505	\$ (68,469)	(1.27)%	\$ 5,317,505	\$ —	— %
Total 2530 Facilities Admin	\$ 554,686	\$ 678,527	\$ 785,534	\$ 889,222	\$ 103,688	13.20 %	\$ 789,222	\$ (100,000)	(11.25)%
Total 2500 Facilities	\$ 5,739,210	\$ 6,527,027	\$ 7,519,388	\$ 7,573,801	\$ 54,413	0.72 %	\$ 7,473,801	\$ (100,000)	(1.32)%

2500 - Facilities Department

Program: Shared Services
Town of Belmont, MA

Facilities - Town Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Expenses	11946	523400	Energy Conservation Measures	\$ 8,282	\$ 13,512	\$ 25,000	\$ 22,500	\$ (2,500)	(10.0)%	\$ 22,500	\$ —	— %
	11946	524300	Repair & Maint Bldg/Grounds	\$ 101,844	\$ 111,128	\$ 75,000	\$ 75,500	\$ 500	0.7 %	\$ 75,500	\$ —	— %
	11946	524301	Repair Contractual Services	\$ 172,412	\$ 199,531	\$ 200,000	\$ 201,500	\$ 1,500	0.8 %	\$ 201,500	\$ —	— %
	11946	524306	R&M HVAC Contract Services	\$ 45,000	\$ 130,983	\$ 121,980	\$ 121,950	\$ (30)	— %	\$ 121,950	\$ —	— %
	11946	524307	Pavement Maintenance	\$ 1,950	\$ —	\$ 5,100	\$ 5,000	\$ (100)	(2.0)%	\$ 5,000	\$ —	— %
	11946	524400	Repair & Maint. Vehicles	\$ 11,008	\$ 25,879	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
	11946	527200	Rental of Office Equipment	\$ 7,225	\$ 9,575	\$ 11,500	\$ 10,500	\$ (1,000)	(8.7)%	\$ 10,500	\$ —	— %
	11946	527400	Equipment Rental	\$ 842	\$ 1,263	\$ 3,500	\$ 3,500	\$ —	— %	\$ 3,500	\$ —	— %
	11946	529300	Custodial Service	\$ 124,627	\$ 122,696	\$ 140,000	\$ 142,000	\$ 2,000	1.4 %	\$ 142,000	\$ —	— %
	11946	530000	Prof. and Tech Services	\$ 4,778	\$ 4,072	\$ 9,000	\$ 8,500	\$ (500)	(5.6)%	\$ 8,500	\$ —	— %
	11946	532000	Tuition	\$ (595)	\$ —	\$ 2,500	\$ 2,500	\$ —	— %	\$ 2,500	\$ —	— %
	11946	534500	Postage	\$ 35,000	\$ 42,432	\$ 47,000	\$ 47,000	\$ —	— %	\$ 47,000	\$ —	— %
	Subtotal Contract Services			\$ 512,372	\$ 661,071	\$ 648,080	\$ 647,950	\$ (130)	— %	\$ 647,950	\$ —	— %
	11946	542100	Office Supplies	\$ 8,865	\$ 6,754	\$ 8,000	\$ 8,000	\$ —	— %	\$ 8,000	\$ —	— %
	11946	543000	Building Maintenance Supplies	\$ 12,018	\$ 15,446	\$ 20,000	\$ 20,000	\$ —	— %	\$ 20,000	\$ —	— %
	11946	545000	Custodial Supplies	\$ 16,201	\$ 21,720	\$ 32,000	\$ 32,000	\$ —	— %	\$ 32,000	\$ —	— %
	11946	558404	Furniture Expense	\$ 1,122	\$ 5,933	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	Subtotal Supplies			\$ 38,207	\$ 49,852	\$ 63,000	\$ 63,000	\$ —	— %	\$ 63,000	\$ —	— %
	11946	523100	Water	\$ 34,970	\$ 2,669	\$ 12,500	\$ 17,050	\$ 4,550	36.4 %	\$ 17,050	\$ —	— %
	11946	522700	Oil Used for Heat	\$ 24,587	\$ 33,643	\$ 56,000	\$ 52,250	\$ (3,750)	(6.7)%	\$ 52,250	\$ —	— %
	11946	522800	Natural Gas	\$ 100,034	\$ 96,523	\$ 120,000	\$ 120,000	\$ —	— %	\$ 120,000	\$ —	— %
	11946	522900	Electricity	\$ 248,693	\$ 314,326	\$ 340,000	\$ 380,525	\$ 40,525	11.9 %	\$ 380,525	\$ —	— %
	11946	523101	Water Fire Protection Services	\$ 480	\$ 1,513	\$ 6,500	\$ 1,500	\$ (5,000)	(76.9)%	\$ 1,500	\$ —	— %
	11946	523300	Diesel Fuel - generators	\$ 14,629	\$ 18,312	\$ 9,800	\$ 9,800	\$ —	— %	\$ 9,800	\$ —	— %
	Subtotal Utilities			\$ 423,393	\$ 466,985	\$ 544,800	\$ 581,125	\$ 36,325	6.7 %	\$ 581,125	\$ —	— %
	11943	585000	Additional Equipment	\$ —	\$ 88,150	\$ 92,000	\$ 75,000	\$ (17,000)	(18.5)%	\$ 75,000	\$ —	— %
	Subtotal Minor Capital (Outlay)			\$ —	\$ 88,150	\$ 92,000	\$ 75,000	\$ (17,000)	(18.5)%	\$ 75,000	\$ —	— %
	Subtotal Expenses			\$ 973,971	\$1,266,058	\$1,347,880	\$1,367,075	\$ 19,195	1.4 %	\$1,367,075	\$ —	— %
	Total 2510 Facilities - Town			\$ 973,971	\$1,266,058	\$1,347,880	\$1,367,075	\$ 19,195	1.4 %	\$1,367,075	\$ —	— %

2500 - Facilities Department

Program: Shared Services
Town of Belmont, MA

Facilities - School Budget Detail

	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	11948	511000	Full-Time Salaries	\$1,068,311	\$ 899,579	\$1,294,495	\$1,299,041	\$ 4,546	0.4 %	\$1,299,041	\$ —	— %
	11948	512000	Summer Workers	\$ 28,759	\$ 36,632	\$ 60,000	\$ 60,000	\$ —	— %	\$ 60,000	\$ —	— %
	11948	513000	Custodial Overtime	\$ 75,517	\$ 47,587	\$ 88,000	\$ 88,000	\$ —	— %	\$ 88,000	\$ —	— %
	11948	513001	Bldgs Grounds Overtime	\$ 62,194	\$ 37,008	\$ 65,000	\$ 65,000	\$ —	— %	\$ 65,000	\$ —	— %
	Subtotal Compensation			\$1,234,781	\$1,020,806	\$1,507,495	\$1,512,041	\$ 4,546	0.3 %	\$1,512,041	\$ —	— %

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

Expenses	11947	523400	Energy Conservation Measures	\$ 36,393	\$ 176,203	\$ 150,000	\$ 122,500	\$ (27,500)	(18.3)%	\$ 122,500	\$ —	— %
	11947	524300	Repair & Maint Bldg/Grounds	\$ 299,623	\$ 414,483	\$ 330,000	\$ 330,125	\$ 125	— %	\$ 330,125	\$ —	— %
	11947	524301	Repair Contractual Services	\$ 207,742	\$ 334,867	\$ 340,522	\$ 340,522	\$ —	— %	\$ 340,522	\$ —	— %
	11947	524306	R&M HVAC Contract Services	\$ 133,471	\$ 236,800	\$ 300,707	\$ 300,707	\$ —	— %	\$ 300,707	\$ —	— %
	11947	524307	Pavement Maintenance	\$ —	\$ —	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %
	11947	524400	Repair & Maint. Vehicles	\$ 5,646	\$ 4,840	\$ 7,500	\$ 7,250	\$ (250)	(3.3)%	\$ 7,250	\$ —	— %
	11947	527400	Equipment Rental	\$ 17,184	\$ 20,971	\$ 20,000	\$ 19,525	\$ (475)	(2.4)%	\$ 19,525	\$ —	— %
	11947	529300	Custodial Service	\$ 612,916	\$ 665,555	\$ 900,000	\$1,090,190	\$ 190,190	21.1 %	\$1,090,190	\$ —	— %
	11947	530000	Prof. and Tech Services	\$ 335	\$ 5,934	\$ 23,000	\$ 22,975	\$ (25)	(0.1)%	\$ 22,975	\$ —	— %
	11947	532000	Tuition	\$ —	\$ —	\$ 2,500	\$ 2,500	\$ —	— %	\$ 2,500	\$ —	— %
	Subtotal Contract Services			\$1,313,310	\$1,859,652	\$2,079,229	\$2,241,294	\$ 162,065	7.8 %	\$2,241,294	\$ —	— %
	11947	542100	Office Supplies	\$ 1,245	\$ 31	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	11947	543000	Building Maintenance Supplies	\$ 23,356	\$ 95,187	\$ 80,000	\$ 80,125	\$ 125	0.2 %	\$ 80,125	\$ —	— %
	11947	545000	Custodial Supplies	\$ 135,072	\$ 140,076	\$ 141,750	\$ 141,750	\$ —	— %	\$ 141,750	\$ —	— %
	11947	558200	Other Supplies-Uniforms	\$ 13,275	\$ 14,695	\$ 17,000	\$ 16,950	\$ (50)	(0.3)%	\$ 16,950	\$ —	— %
	11947	558404	Furniture Expense	\$ 2,690	\$ 547	\$ 5,000	\$ 4,750	\$ (250)	(5.0)%	\$ 4,750	\$ —	— %
	Subtotal Supplies			\$ 175,638	\$ 250,537	\$ 246,750	\$ 246,575	\$ (175)	(0.1)%	\$ 246,575	\$ —	— %

2500 - Facilities Department

Program: Shared Services
Town of Belmont, MA

Facilities - School Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Expenses	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11947	523100	Water	\$ 99,106	\$ 883	\$ 35,000	\$ 40,595	\$ 5,595	16.0 %	\$ 40,595	\$ —	— %
	11947	522700	Oil Used for Heat	\$ 8,106	\$ 7,128	\$ 3,000	\$ —	\$ (3,000)	(100.0)%	\$ —	\$ —	— %
	11947	522800	Natural Gas	\$ 415,000	\$ 293,835	\$ 300,000	\$ 301,500	\$ 1,500	0.5 %	\$ 301,500	\$ —	— %
	11947	522900	Electricity	\$ 964,612	\$1,127,274	\$1,200,000	\$963,500	\$(236,500)	(19.7)%	\$963,500	\$ —	— %
	11947	523101	Water Fire Protection Services	\$ —	\$ 7,628	\$ 10,000	\$ 7,500	\$ (2,500)	(25.0)%		\$ —	— %
	11947	523300	Diesel Fuel - generators	\$ —	\$ —	\$ 4,500	\$ 4,500	\$ —	— %	\$ 4,500	\$ —	— %
	Subtotal Utilities			\$1,486,824	\$1,436,748	\$1,552,500	\$1,317,595	\$(234,905)	(15.1)%	\$1,317,595	\$ —	— %
	Subtotal Expenses			\$2,975,772	\$3,561,637	\$3,878,479	\$3,805,464	\$ (73,015)	(1.9)%	\$3,805,464	\$ —	— %
Total 2520 Facilities - School			\$4,210,552	\$4,582,443	\$5,385,974	\$5,317,505	\$ (68,469)	(1.3)%	\$5,317,505	\$ —	— %	

Facilities Admin Budget Detail

Compensation	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
	11941	511000	Full-Time Salaries	\$ 544,408	\$ 664,199	\$ 723,550	\$ 827,552	\$ 104,002	14.4 %	\$ 727,552	\$(100,000)	(12.1)%
	11941	511100	Part-Time Salaries	\$ —	\$ 800	\$ 41,600	\$ 41,600	\$ —	— %	\$ 41,600	\$ —	— %
	11941	514800	Longevity	\$ 1,350	\$ 1,525	\$ 650	\$ 700	\$ 50	7.7 %	\$ 700	\$ —	— %
	11941	515200	Availability Stipend	\$ 812	\$ 424	\$ 1,250	\$ 1,250	\$ —	— %	\$ 1,250	\$ —	— %
	11941	515500	CDL Stipend	\$ 235	\$ 650	\$ 260	\$ 1,300	\$ 1,040	400.0 %	\$ 1,300	\$ —	— %
	11941	519001	Working Out of Grade	\$ —	\$ 292	\$ 1,405	\$ —	\$ (1,405)	(100.0)%	\$ —	\$ —	— %
	11941	519900	Uniform Allowance	\$ 3,280	\$ 3,519	\$ 4,100	\$ 4,100	\$ —	— %	\$ 4,100	\$ —	— %
	11941	513000	Overtime	\$ 4,602	\$ 7,117	\$ 12,720	\$ 12,720	\$ —	— %	\$ 12,720	\$ —	— %
Subtotal Compensation				\$ 554,686	\$ 678,527	\$ 785,534	\$ 889,222	\$ 103,688	13.2 %	\$ 789,222	\$(100,000)	(11.2)%
Total 2530 Facilities Admin				\$ 554,686	\$ 678,527	\$ 785,534	\$ 889,222	\$ 103,688	13.2 %	\$ 789,222	\$(100,000)	— %

Public Safety

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 3000 Emergency Mgmt	\$ 21,929	\$ 22,866	\$ 24,144	\$ 24,144	\$ —	— %	\$ 16,044	\$ (8,100)	(33.55)%
Total 3100 Fire	\$ 5,934,431	\$ 6,079,631	\$ 6,390,227	\$ 6,610,701	\$ 220,474	3.45 %	\$ 6,587,571	\$ (23,130)	(0.35)%
Total 3200 Police	\$ 6,965,256	\$ 8,117,229	\$ 7,745,829	\$ 7,920,888	\$ 175,059	2.26 %	\$ 7,693,955	\$ (226,933)	(2.86)%
Total Public Safety	\$ 12,921,616	\$ 14,219,726	\$ 14,160,200	\$ 14,555,733	\$ 395,533	2.79 %	\$14,297,570	\$(258,163)	(3.77)%

Expense Summary

Compensation	\$ 11,719,585	\$ 12,796,204	\$ 12,614,776	\$ 12,871,624	\$ 256,848	2.04 %	\$ 12,794,194	\$ (77,430)	(1.29)%
Expenses	\$ 1,202,031	\$ 1,423,521	\$ 1,545,424	\$ 1,684,109	\$ 138,685	8.97 %	\$ 1,503,376	\$ (180,733)	(21.26)%
Total Public Safety	\$ 12,921,616	\$ 14,219,725	\$ 14,160,200	\$ 14,555,733	\$ 395,533	2.79 %	\$14,297,570	\$(258,163)	(3.77)%



3000 - Belmont Emergency Management Agency

Program Overview

The Belmont Emergency Management Agency (BEMA) serves Belmont as the local extension of the Massachusetts Emergency Management Agency (MEMA), an organization of the Commonwealth of Massachusetts. MEMA assists BEMA, coordinating with federal, state, and local government agencies, preparing for, responding to, and recovering from emergencies and other disasters. Locally, 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 numerous 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 Belmont to receive specific grants. The state requires an annual review of the Comprehensive Emergency Management Plan (CEMP), an all-hazards plan to address natural and person-caused hazards that threaten the community. The CEMP 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 continue to take part in virtual and in-person trainings and meetings throughout Massachusetts and New England. Trainings keep the staff up-to-date with the knowledge and skills necessary to effectively respond to emergencies.

FY2023-24 Achievements

- BEMA partnered with Massachusetts Maritime Academy (MMA) in the Fall 2022 semester, producing a Homeland Security Exercise and Evaluation (HSEEP) compliant tabletop exercise in conjunction with MMA students.
- Acquired an Emergency Management Performance Grant (EMPG) in November of 2022. The grant, focused on unified response, will offset past and future Active Shooter Hostile Event Response (ASHER) training exercises in Town.
- Assisted in the planning and facilitation of ASHER table top exercises conducted with Belmont Fire and Belmont Police in August 2022 and May 2023.
- In August 2023, BEMA presented a well-attended course at the Beech Street Center, focusing on Hurricane Preparedness.
- Worked with public safety and numerous other Town Departments to coordinate cooling centers and warming centers as required. In February 2023, BEMA opened a warming center during record low temperatures for the region.

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

FY2025 Goals

- In FY2024, BEMA is focused on updating our Comprehensive Emergency Management Plan (CEMP). The CEMP provides a framework to address hazards that threaten the Town, assigning responsibilities as appropriate. The director attended a workshop in Fall 2023, and reviewed a complete draft of the CEMP with the Massachusetts Emergency Management Agency (MEMA).
- The combination of Hyper-Reach, the new emergency alert system in Town, and an updated CEMP plan will inform an accurate communication plan for disseminating information to key officials within the community as appropriate during an emergency.
- Offer courses to the public on a quarterly basis in topics relevant to the Town and community.
- Continue to identify new mediums to inform the public in addition to social media platforms.
- Renew the National Weather Service "StormReady" status.

3000 - Belmont Emergency Management Agency

Staffing and Structure

Belmont Emergency Management Agency is comprised of two part-time employees, Director Andrew Tobio and an Assistant Director which is currently vacant.

Budget Recommendations

The FY2025 budget request for the Belmont Emergency Management Agency is \$24,144, which is level-funded from the FY2024 budget.

No Override Impacts

In the event that the requested override fails, a total of \$(8,100) or (33.55)% would be cut from the BEMA budget. This represents one of the two stipend positions within

BEMA, and would require the Assistant Fire Chief to spend more hours each month on this function.

Belmont Emergency Management Agency Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 15,667	\$ 15,744	\$ 16,200	\$ 16,200	\$ —	— %	\$ 8,100	\$ (8,100)	(50.00)%
Expenses	\$ 6,262	\$ 7,122	\$ 7,944	\$ 7,944	\$ —	— %	\$ 7,944	\$ —	— %
Total 3000 Emergency Mgmt	\$ 21,929	\$ 22,866	\$ 24,144	\$ 24,144	\$ —	— %	\$ 16,044	\$ (8,100)	(33.55)%

3000 - Belmont Emergency Management Agency

Program: Public Safety
Town of Belmont, MA

BEMA Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Comp.	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12911	511100	Part-Time Salaries	\$ 15,667	\$ 15,744	\$ 16,200	\$ 16,200	\$ —	— %	\$ 8,100	\$ (8,100)	— %
	Subtotal Compensation			\$ 15,667	\$ 15,744	\$ 16,200	\$ 16,200	\$ —	— %	\$ 8,100	\$ (8,100)	(50.0)%
Expenses	12912	524500	Repair & Maint. Office Equip.	\$ 2,826	\$ 2,663	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	12912	530000	Prof. and Tech Services	\$ 1,705	\$ 2,200	\$ 2,200	\$ 2,200	\$ —	— %	\$ 2,200	\$ —	— %
	12912	534100	Telephone	\$ 1,186	\$ 1,939	\$ 1,944	\$ 1,944	\$ —	— %	\$ 1,944	\$ —	— %
	12912	573000	Dues and Membership	\$ 195	\$ 42	\$ 500	\$ 500	\$ —	— %	\$ 500	\$ —	— %
	Subtotal Contract Services			\$ 5,912	\$ 6,845	\$ 7,644	\$ 7,644	\$ —	— %	\$ 7,644	\$ —	— %
	12912	542100	Office Supplies	\$ 350	\$ 277	\$ 300	\$ 300	\$ —	— %	\$ 300	\$ —	— %
	Subtotal Supplies			\$ 350	\$ 277	\$ 300	\$ 300	\$ —	— %	\$ 300	\$ —	— %
	Subtotal Expenses			\$ 6,262	\$ 7,122	\$ 7,944	\$ 7,944	\$ —	— %	\$ 7,944	\$ —	— %
Total 3010 BEMA			\$ 21,929	\$ 22,866	\$ 24,144	\$ 24,144	\$ —	— %	\$ 16,044	\$ (8,100)	— %	

Program Overview

The Belmont Fire Department (BFD) protects the lives and property of residents and visitors of Belmont from fires, accidents, medical emergencies, natural and human-created disasters, as well as hazardous materials incidents and other causes. We save lives by providing exceptional care and service that includes efficient deployment and response by our resources as well as preventing harm through community risk reduction activities.

We are able to accomplish our mission and maintain organizational span of control operating within five divisions. Administrative, Operations, Emergency Medical Services (EMS), 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 emergency response.

In order to maintain an adequate standard of coverage and safe response time, the BFD operates from two strategically located fire stations. Using this deployment model, we are able to provide EMS, fire suppression and other services within the time constraints crucial to saving lives and property. Providing the “all-hazards” response that the community expects and deserves from a modern fire department is directly related to our community risk assessment and reduction goals. We provide the best possible prevention, inspection, and educational services to lessen the number of incidents, and reduce the severity of those that do occur.

Along with efficient fire/rescue response capabilities, a community well-educated in safety and health strategies and safe surroundings will be as resilient as possible to incidents that may occur. Bringing the prevention, education, and response capabilities of the BFD together for the well-being of all residents is a direct result of our daily training in EMS, firefighting, technical rescue operations, emerging trends such as lithium-ion battery fires and hostile event response.

Many of our firefighters serve additional roles in community education of our youth and seniors. Providing CPR, traumatic bleeding control classes as well child safety seat inspections are also examples of addressing our community risk profile.

The inspection services provided by our firefighters in addition to their response duties helps address the life safety needs residents, visitors and businesses in Belmont. We encourage any interested residents to allow us to provide a home safety survey to identify risks in the home environment and provide solutions that will make our town a safer place to live and work.

FY2023-24 Achievements

The Belmont Fire Department (BFD) continues to progress in forward-facing as well as internal achievements. Providing a strong community presence as well as improving our customer service and support have been our recent goals. Supporting our residents and businesspeople with an online portal where requests for permits and inspections as well as payments for most activities can be made without visiting fire department headquarters in person.

- a. Instituting a Residential Home Safety Survey. We have partnered with the Council on Aging for the initial phase of this program, and will now offer this service to anyone in our community.
- b. The BFD continues to be a leader in training. We have sponsored a very popular class presented by the Department of Fire Services and attended by almost 100 firefighters from across the Commonwealth.

- c. We have also updated our equipment and training to enable us to more effectively rescue people who may become injured or trapped in below grade or confined spaces. This capability is important not only for routine projects conducted daily throughout town, but the several major public and private construction projects scheduled to begin soon.
- d. With the support of our residents the BFD was able to place in service a new Rescue (ambulance) in Summer 2023. This vehicle will fully support our Advanced Life Support Service and will increase reliability and efficiency.
- e. We identified and completed a supplemental report to maximize reimbursement revenues from Medicaid transports. Final results will not be known until June 2024, but we anticipate receiving up to \$85,000 in enhanced reimbursements in FY2024.

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

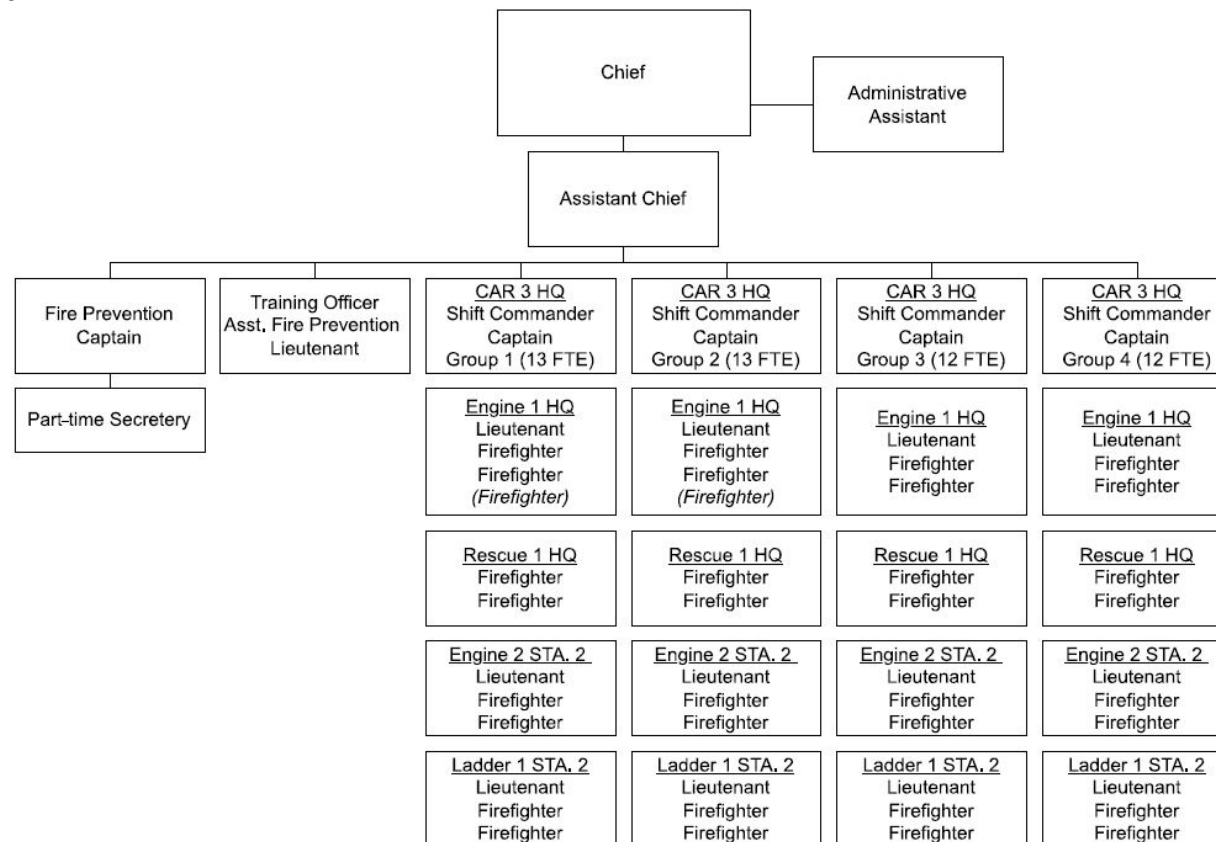
FY2025 Goals

- a. Complete a Five-year Strategic Plan and begin implementation.
- b. Provide "Stop the Bleed" traumatic bleeding control training to municipal employees and residents.
- c. Increase the Residential Home Safety Survey Program.
- d. Research and move toward a Community EMS model to assist numerous members of the community in managing their care and safety in an out-of-hospital environment.

Staffing and Structure

The BFD is working to attract highly motivated and diverse applicants for the positions of firefighter/paramedic and EMT. We have held an open house to showcase the department and the fire service as a career, and have partnered with the Human Rights Commission and the Diversity, Equity and Inclusion Implementation Committee to spread the word about a career in fire service. Most recently we have paired a potential candidates with individual members of the department to explain the missions of the modern fire service and the career experience offered by the BFD.

The BFD has a recruit that will begin training at the Massachusetts Fire Academy in February 2024. We are also vetting three candidates to fill current and scheduled vacancies. Two are current firefighters and would come to the Belmont Fire Department with the necessary credentials to begin work almost immediately. The Massachusetts Fire Academy has recently increased the number of students admitted to each class and is providing more offerings that have decreased the delay in training new firefighters.



3100 - Fire Department

Program: Public Safety
Town of Belmont, MA

Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<u>Fire Administration</u>								
Chief	1	1	1	1	1	1	1	1
Assistant Chief	1	1	1	1	1	1	1	1
Captain	1	1	1	1	1	1	1	1
Lieutenant	1	1	1	1	1	1	1	1
Administrative Assistant III	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
Subtotal	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
Lieutenant	12	12	12	12	12	12	12	12
FireFighter*	35	35	35	35	34	34	34	34
Subtotal	51	51	51	51	50	50	50	50
Total	56.49	56.49	56.49	56.49	55.49	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 FY2025 budget request for the Fire Department is \$6,610,701, which is an increase of \$220,474 or 3.45% from the FY2024 budget.

Compensation is \$5,909,051, an increase of \$174,674 or 3.05% due to contractually obligated cost of living adjustments and the restoration of the in-service training line for fire suppression.

No Override Impacts

In the event that the requested override fails, a total of \$(23,130) or (0.35)% would be cut from the Fire Department budget. This represents the elimination of the part time administrative assistant in Fire Prevention and would increase the workload for the Fire Prevention Captain. The

Expenses are \$701,650, an increase of \$45,800 or 6.98% due to an increase in ambulance use which has resulted in a corresponding increase in ambulance billing services costs and the need for ambulance supplies.

administrative burden shifted to the captain would result in about half as many hours available for inspections, plan review, permit applications, and code enforcement duties, which may lead to delays in performing those duties.

Fire Department Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 5,445,810	\$ 5,492,448	\$ 5,734,377	\$ 5,909,051	\$ 174,674	3.05 %	\$ 5,885,921	\$ (23,130)	(0.39)%
Expenses	\$ 488,621	\$ 587,183	\$ 655,850	\$ 701,650	\$ 45,800	6.98 %	\$ 701,650	\$ —	— %
Total 3100 Fire	\$ 5,934,431	\$ 6,079,631	\$ 6,390,227	\$ 6,610,701	\$ 220,474	3.45 %	\$ 6,587,571	\$ (23,130)	(0.35)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 3110 Fire Admin	\$ 686,921	\$ 768,546	\$ 760,649	\$ 793,319	\$ 32,670	4.30 %	\$ 770,189	\$ (23,130)	(2.92)%
Total 3120 Fire Suppression	\$ 5,072,483	\$ 5,110,717	\$ 5,409,396	\$ 5,574,882	\$ 165,486	3.06 %	\$ 5,574,882	\$ —	— %
Total 3130 EMS	\$ 175,028	\$ 200,367	\$ 220,182	\$ 242,500	\$ 22,318	10.14 %	\$ 242,500	\$ —	— %
Total 3100 Fire	\$ 5,934,431	\$ 6,079,631	\$ 6,390,227	\$ 6,610,701	\$ 220,474	3.45 %	\$ 6,587,571	\$ (23,130)	(0.35)%

3100 - Fire Department

Program: Public Safety
Town of Belmont, MA

Fire Admin Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12211	511000	Full-Time Salaries	\$ 521,443	\$ 570,620	\$ 530,431	\$ 545,892	\$ 15,461	2.9 %	\$ 545,892	\$ —	— %
	12211	511100	Part-Time Salaries	\$ 17,874	\$ 14,617	\$ 22,676	\$ 23,130	\$ 454	2.0 %	\$ —	\$ (23,130)	(100.0)%
	12211	514100	Specialty Pay	\$ 10,798	\$ 8,031	\$ 8,000	\$ 13,000	\$ 5,000	62.5 %	\$ 13,000	\$ —	— %
	12211	514102	ALS Specialty Stipend	\$ —	\$ —	\$ —	\$ 9,933	\$ 9,933	— %	\$ 9,933	\$ —	— %
	12211	514104	Drug Testing Stipend	\$ 1,534	\$ 1,505	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	12211	514700	Night Differential	\$ 1,990	\$ 2,535	\$ 2,174	\$ 2,197	\$ 23	1.1 %	\$ 2,197	\$ —	— %
	12211	514800	Longevity	\$ 1,996	\$ 1,132	\$ 1,150	\$ 1,300	\$ 150	13.0 %	\$ 1,300	\$ —	— %
	12211	514900	Holiday Differential	\$ 9,973	\$ 11,987	\$ 10,749	\$ 11,556	\$ 807	7.5 %	\$ 11,556	\$ —	— %
	12211	519200	HazMat Stipend	\$ 3,469	\$ 4,153	\$ 3,400	\$ 3,400	\$ —	— %	\$ 3,400	\$ —	— %
	12211	519600	EMD Stipend	\$ 8,561	\$ 14,774	\$ 12,794	\$ 7,536	\$ (5,258)	(41.1)%	\$ 7,536	\$ —	— %
	12211	519800	Education Incentive	\$ 6,162	\$ 10,501	\$ 12,825	\$ 12,825	\$ —	— %	\$ 12,825	\$ —	— %
	12211	519900	Uniform Allowance	\$ —	\$ 3,506	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
	12211	513000	Overtime	\$ 348	\$ 658	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Subtotal Compensation				\$ 584,148	\$ 644,020	\$ 613,199	\$ 639,769	\$ 26,570	4.3 %	\$ 616,639	\$ (23,130)	(3.6)%
Expenses	12212	524300	Repair & Maint Bldg/Grounds	\$ 9,726	\$ 11,877	\$ 16,500	\$ 18,000	\$ 1,500	9.1 %	\$ 18,000	\$ —	— %
	12212	524600	Computer Equip. Repair/Maint.	\$ 5,441	\$ 9,348	\$ 10,000	\$ 11,000	\$ 1,000	10.0 %	\$ 11,000	\$ —	— %
	12212	527200	Rental of Office Equipment	\$ 468	\$ 640	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	12212	530000	Prof. and Tech Services	\$ 3,495	\$ 3,791	\$ 4,000	\$ 5,000	\$ 1,000	25.0 %	\$ 5,000	\$ —	— %
	12212	530300	Software Licenses	\$ 38,709	\$ 53,883	\$ 53,900	\$ 56,000	\$ 2,100	3.9 %	\$ 56,000	\$ —	— %
	12212	534200	Communication Services	\$ 14,021	\$ 14,438	\$ 21,000	\$ 20,000	\$ (1,000)	(4.8)%	\$ 20,000	\$ —	— %
	12212	534700	Printing	\$ 949	\$ 1,014	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	12212	571000	In-State Travel	\$ 5,821	\$ 4,958	\$ 10,000	\$ 10,000	\$ —	— %	\$ 10,000	\$ —	— %
	12212	573000	Dues and Membership	\$ 2,404	\$ 2,089	\$ 3,000	\$ 3,500	\$ 500	16.7 %	\$ 3,500	\$ —	— %
Subtotal Contract Services				\$ 81,034	\$ 102,038	\$ 122,900	\$ 128,000	\$ 5,100	4.1 %	\$ 128,000	\$ —	— %

3100 - Fire Department

Program: Public Safety
Town of Belmont, MA

Fire Admin Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Expenses	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12212	523100	Water	\$ 779	\$ —	\$ 800	\$ 800	\$ —	— %	\$ 800	\$ —	— %
	12212	542100	Office Supplies	\$ 5,563	\$ 7,228	\$ 7,250	\$ 7,500	\$ 250	3.4 %	\$ 7,500	\$ —	— %
	12212	542400	Hardware Supplies	\$ 1,811	\$ 2,084	\$ 2,500	\$ 2,750	\$ 250	10.0 %	\$ 2,750	\$ —	— %
	12212	545000	Custodial Supplies	\$ 12,000	\$ 11,638	\$ 12,000	\$ 12,500	\$ 500	4.2 %	\$ 12,500	\$ —	— %
	12212	552900	Books and Periodicals	\$ 1,586	\$ 1,537	\$ 2,000	\$ 2,000	\$ —	— %	\$ 2,000	\$ —	— %
	Subtotal Supplies			\$ 21,738	\$ 22,488	\$ 24,550	\$ 25,550	\$ 1,000	4.1 %	\$ 25,550	\$ —	— %
	Subtotal Expenses			\$ 102,773	\$ 124,526	\$ 147,450	\$ 153,550	\$ 6,100	4.1 %	\$ 153,550	\$ —	— %
Total 3110 Fire Admin				\$ 686,921	\$ 768,546	\$ 760,649	\$ 793,319	\$ 32,670	4.3 %	\$ 770,189	\$ (23,130)	— %

Fire Suppression Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Compensation	12221	511000	Full-Time Salaries	\$3,129,919	\$3,335,160	\$3,599,213	\$3,680,254	\$ 81,040	2.3 %	\$3,680,254	\$ —	— %
	12221	514100	Specialty Pay	\$ 2,013	\$ 2,008	\$ 6,000	\$ 8,000	\$ 2,000	33.3 %	\$ 8,000	\$ —	— %
	12221	514102	ALS Specialty Stipend	\$ 119,778	\$ 169,001	\$ 198,605	\$ 228,470	\$ 29,865	15.0 %	\$ 228,470	\$ —	— %
	12221	514104	Drug Testing Stipend	\$ 23,992	\$ 21,490	\$ 23,250	\$ 20,250	\$ (3,000)	(12.9)%	\$ 20,250	\$ —	— %
	12221	514300	Capacity Difference	\$ 4,383	\$ 10,472	\$ 18,911	\$ 18,911	\$ —	— %	\$ 18,911	\$ —	— %
	12221	514700	Night Differential	\$ 36,226	\$ 38,710	\$ 41,991	\$ 41,627	\$ (364)	(0.9)%	\$ 41,627	\$ —	— %
	12221	514800	Longevity	\$ 16,346	\$ 15,466	\$ 20,950	\$ 22,350	\$ 1,400	6.7 %	\$ 22,350	\$ —	— %
	12221	514900	Holiday Differential	\$ 176,248	\$ 189,920	\$ 207,647	\$ 208,416	\$ 769	0.4 %	\$ 208,416	\$ —	— %
	12221	519200	HazMat Stipend	\$ 77,639	\$ 75,072	\$ 85,000	\$ 81,600	\$ (3,400)	(4.0)%	\$ 81,600	\$ —	— %
	12221	519500	In-Service Training	\$ 1,371	\$ 13,340	\$ 500	\$ 24,000	\$ 23,500	4700.0 %	\$ 24,000	\$ —	— %
	12221	519600	EMD Stipend	\$ 100,773	\$ 164,216	\$ 172,719	\$ 188,394	\$ 15,675	9.1 %	\$ 188,394	\$ —	— %
	12221	519800	Education Incentive	\$ 53,542	\$ 59,502	\$ 60,469	\$ 60,470	\$ 1	— %	\$ 60,470	\$ —	— %
	12221	513000	Overtime	\$1,088,652	\$ 729,207	\$ 655,041	\$ 655,041	\$ —	— %	\$ 655,041	\$ —	— %
	Subtotal Compensation			\$4,830,882	\$4,823,564	\$5,090,296	\$5,237,782	\$ 147,486	2.9 %	\$5,237,782	\$ —	— %

3100 - Fire Department

Program: Public Safety
Town of Belmont, MA

Fire Suppression Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
12222	524400	Repair & Maint. Vehicles	\$ 76,735	\$ 114,455	\$ 75,000	\$ 80,000	\$ 5,000	6.7 %	\$ 80,000	\$ —	— %
12222	524501	Repair & Maint. Radio Equip.	\$ 2,007	\$ 307	\$ 15,000	\$ 18,000	\$ 3,000	20.0 %	\$ 18,000	\$ —	— %
12222	530000	Prof. and Tech Services	\$ 9,355	\$ 13,249	\$ 20,000	\$ 21,000	\$ 1,000	5.0 %	\$ 21,000	\$ —	— %
12222	530001	Medical Bills	\$ 15,914	\$ 7,812	\$ 35,000	\$ 35,000	\$ —	— %	\$ 35,000	\$ —	— %
12222	530009	Occupational Health Service	\$ 7,500	\$ 5,000	\$ 7,500	\$ 8,000	\$ 500	6.7 %	\$ 8,000	\$ —	— %
12222	531700	Employee Training	\$ 19,558	\$ 17,937	\$ 26,000	\$ 26,000	\$ —	— %	\$ 26,000	\$ —	— %
12222	573000	Dues and Membership	\$ 2,500	\$ 5,000	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %
Subtotal Contract Services			\$ 133,569	\$ 163,760	\$ 183,500	\$ 193,000	\$ 9,500	5.2 %	\$ 193,000	\$ —	— %
12222	542400	Hardware Supplies	\$ 946	\$ 839	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
12222	558600	Fire Fighter Supplies	\$ 25,112	\$ 24,481	\$ 26,000	\$ 27,500	\$ 1,500	5.8 %	\$ 27,500	\$ —	— %
Subtotal Supplies			\$ 26,058	\$ 25,320	\$ 27,000	\$ 28,500	\$ 1,500	5.6 %	\$ 28,500	\$ —	— %
12222	548900	Gasoline	\$ 20,257	\$ 25,675	\$ 26,000	\$ 28,000	\$ 2,000	7.7 %	\$ 28,000	\$ —	— %
Subtotal Utilities			\$ 20,257	\$ 25,675	\$ 26,000	\$ 28,000	\$ 2,000	7.7 %	\$ 28,000	\$ —	— %
12223	587003	Turnout Gear Replacement	\$ 19,548	\$ 28,661	\$ 33,000	\$ 36,000	\$ 3,000	9.1 %	\$ 36,000	\$ —	— %
12223	587100	Capital Outlay Repl Office Eq	\$ 6,885	\$ 5,195	\$ 9,600	\$ 9,600	\$ —	— %	\$ 9,600	\$ —	— %
12223	587200	Capital Outlay Other	\$ 35,284	\$ 38,543	\$ 40,000	\$ 42,000	\$ 2,000	5.0 %	\$ 42,000	\$ —	— %
Subtotal Minor Capital (Outlay)			\$ 61,716	\$ 72,398	\$ 82,600	\$ 87,600	\$ 5,000	6.1 %	\$ 87,600	\$ —	— %
Subtotal Expenses			\$ 241,601	\$ 287,153	\$ 319,100	\$ 337,100	\$ 18,000	5.6 %	\$ 337,100	\$ —	— %
Total 3120 Fire Suppression			\$5,072,483	\$ 5,110,717	\$5,409,396	\$5,574,882	\$ 165,486	3.1 %	\$5,574,882	\$ —	— %

3100 - Fire Department

Program: Public Safety
Town of Belmont, MA

EMS Budget Detail

Comp.	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12301	513005	Overtime-EMS Training	\$ 30,780	\$ 24,864	\$ 30,882	\$ 31,500	\$ 618	2.0 %	\$ 31,500	\$ —	— %
	Subtotal Compensation			\$ 30,780	\$ 24,864	\$ 30,882	\$ 31,500	\$ 618	2.0 %	\$ 31,500	\$ —	— %
Expenses	12302	524010	Defibrillator	\$ 5,256	\$ 4,470	\$ 5,500	\$ 6,000	\$ 500	9.1 %	\$ 6,000	\$ —	— %
	12302	524400	Repair & Maint. Vehicles	\$ 14,306	\$ 14,489	\$ 20,000	\$ 20,000	\$ —	— %	\$ 20,000	\$ —	— %
	12302	530000	Prof. and Tech Services	\$ 7,000	\$ 4,694	\$ 13,000	\$ 15,000	\$ 2,000	15.4 %	\$ 15,000	\$ —	— %
	12302	530010	ALS Contracted Training	\$ —	\$ 10,000	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	12302	530011	ALS Quality Assurance	\$ —	\$ 1,727	\$ 10,000	\$ 10,000	\$ —	— %	\$ 10,000	\$ —	— %
	12302	530012	ALS Medical Control	\$ 10,000	\$ —	\$ 10,000	\$ 10,000	\$ —	— %	\$ 10,000	\$ —	— %
	12302	530013	Ambulance Billing Services	\$ 42,764	\$ 51,511	\$ 45,000	\$ 55,000	\$ 10,000	22.2 %	\$ 55,000	\$ —	— %
	12302	573100	Licenses & Certifications	\$ 3,200	\$ 3,314	\$ 4,800	\$ 4,500	\$ (300)	(6.3)%	\$ 4,500	\$ —	— %
	Subtotal Contract Services			\$ 82,526	\$ 90,205	\$ 108,300	\$ 120,500	\$ 12,200	11.3 %	\$ 120,500	\$ —	— %
	12302	550000	Medical Supplies	\$ 8,453	\$ 382	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	12302	550002	ALS Consumable Supplies	\$ 39,581	\$ 42,056	\$ 50,000	\$ 53,000	\$ 3,000	6.0 %	\$ 53,000	\$ —	— %
	Subtotal Supplies			\$ 48,034	\$ 42,438	\$ 50,000	\$ 53,000	\$ 3,000	6.0 %	\$ 53,000	\$ —	— %
	12302	548900	Gasoline	\$ 4,494	\$ 10,838	\$ 11,000	\$ 12,500	\$ 1,500	13.6 %	\$ 12,500	\$ —	— %
	Subtotal Utilities			\$ 4,494	\$ 10,838	\$ 11,000	\$ 12,500	\$ 1,500	13.6 %	\$ 12,500	\$ —	— %
	12303	587000	Replace Equipment	\$ 9,195	\$ 32,022	\$ 20,000	\$ 25,000	\$ 5,000	25.0 %	\$ 25,000	\$ —	— %
	Subtotal Minor Capital (Outlay)			\$ 9,195	\$ 32,022	\$ 20,000	\$ 25,000	\$ 5,000	25.0 %	\$ 25,000	\$ —	— %
	Subtotal Expenses			\$ 144,248	\$ 175,504	\$ 189,300	\$ 211,000	\$ 21,700	11.5 %	\$ 211,000	\$ —	— %
	Total 3130 EMS			\$ 175,028	\$ 200,367	\$ 220,182	\$ 242,500	\$ 22,318	10.1 %	\$ 242,500	\$ —	— %

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.

FY2023-24 Achievements

- In FY2023, our department achieved a significant milestone by completing the Active Bystandership for Law Enforcement (ABLE) Project training, a program administered by the Georgetown University Law Center. This is especially noteworthy given that only sixteen law enforcement agencies in Massachusetts are participating in this transformative initiative, and we are immensely proud to be among them. Our involvement in ABLE underscores our dedication to reform and our commitment to aligning with best practices in law enforcement. We are gratified by the support we have received from local community organizations and elected officials for our participation in this project.
- Through our active involvement in the Co-Responder Jail Diversion Program, we've secured an additional \$25,000 in crucial grant funding to bolster the operations of our Communications Division, particularly in covering overtime costs. This program has proven to be a valuable asset, with the Co-Responder team consistently conducting an average of 16 evaluations each month. Remarkably, a significant 70% of these evaluations have resulted in successful client diversions away from arrests and emergency room admissions.
- Receiving this grant not only underscores the effectiveness of the Co-Responder program but also highlights our commitment to innovative solutions that improve our community's well-being while optimizing resource allocation within our department.

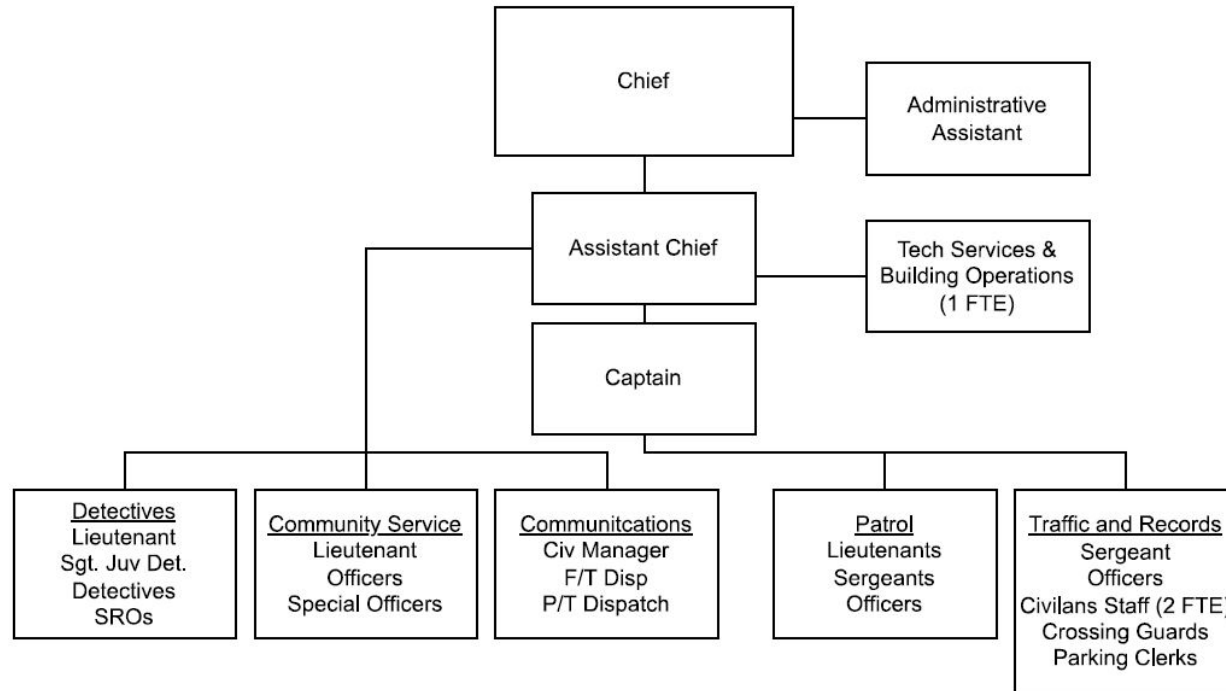
For a more extensive list of activity please refer to the [Police Department section of the Belmont Annual Report](#).

FY2025 Goals

- **Enhance Accreditation Standards:** Our ongoing commitment to developing and implementing robust policies and procedures aligns with our goal to meet accreditation standards. In FY2022, we initiated a partnership with a specialized company to collaborate closely with our Accreditation Manager. We will persist in these efforts to ensure our department's compliance with industry standards.
- **Strengthen Information Technology Management:** We aim to significantly improve our Information Technology (IT) management capabilities in FY2025. This goal reflects our dedication to optimizing IT infrastructure, security, and operations, enabling us to better serve our community and enhance our internal processes.
- **Emergency Medical Dispatch Calls:** Our primary focus in FY2025 is to maintain an unwavering commitment to reviewing and maintaining the highest quality control standards for all emergency medical dispatch calls. Ensuring the accuracy and efficiency of these crucial operations remains paramount.
- **Community-Centered Traffic and Parking Solutions:** We pledge to address the community's concerns related to traffic and parking effectively. In FY2025, we will actively engage with our community to understand their needs and work collaboratively to implement solutions that improve traffic flow and parking issues, enhancing the overall quality of life for our residents.
- **Efficiency Amidst Staffing Challenges:** Despite potential staffing vacancies, our commitment to efficiency and excellence in all programs remains resolute. In FY2025, we will implement strategies to optimize resources and maintain high standards across our department's initiatives, ensuring our community receives the quality services they deserve.
- These FY2025 objectives reflect our dedication to continuous improvement, community engagement, and the highest standards of service delivery. We look forward to working collaboratively to achieve these goals for the betterment of our community.

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							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<u>Police Administration</u>								
Chief	1	1	1	1	1	1	1	1
Assistant Chief	1	1	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1	1	1
Subtotal	3	3	3	3	3	3	3	3
<u>Police Records</u>								
Records Secretary	2	2	2	2	2	2	2	2
Subtotal	2	2	2	2	2	2	2	2
<u>Police Patrol</u>								
Captain	1	1	1	1	1	1	1	1
Lieutenant	3	3	3	3	3	3	3	3
Sergeant	6	7	7	7	7	7	7	7

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Police Officer	24	24	24	24	24	24	24	23
Subtotal	34	35	35	35	35	35	35	34
<u>Police Traffic</u>								
Sergeant	1	1	1	1	1	1	1	1
Police Officer	1	1	1	1	1	1	1	1
Subtotal	2	2	2	2	2	2	2	2
<u>Crossing Guards</u>								
Crossing Guard (0.375 FTE)	5.63	6.00	6.38	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
Subtotal	7.13	7.50	7.88	7.88	7.88	7.88	7.88	7.88
<u>Parking Control Officers</u>								
Parking Control Officer (0.375 FTE)	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
<u>Police Detectives</u>								
Lieutenant	1	1	1	1	1	1	1	1
Detective Sergeant	2	2	2	2	2	2	2	2
School Resource Officer*	—	—	—	—	—	—	2	2
Detective**	3	3	3	3	2	2	2	2
Subtotal	6	6	6	6	5	5	7	7
<u>Police Community Services</u>								
Lieutenant	1	1	1	1	1	1	1	1
Police Officer*	3	3	3	3	3	3	1	2
Tech Assistant	1	1	1	1	1	1	1	1
Subtotal	5	5	5	5	5	5	3	4
<u>Police Public Safety</u>								
Operations Manager	1	1	1	1	1	1	1	1
Supervisor	1	1	1	1	1	1	1	1
Dispatcher	8	8	8	7	7	7	7	7
Subtotal	10	10	10	9	9	9	9	9
Total	70.63	72.00	72.38	71.38	70.38	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 FY2025 budget request for the Police Department is \$7,920,888, which is an increase of \$175,059 or 2.26% from the FY2024 budget.

Compensation is \$6,946,373, an increase of \$82,174 or 1.20% due to contractually obligated cost of living adjustments, offset by recognition of savings from the recent retirements.

Expenses are \$974,515, an increase of \$92,885 or 10.54% due to an increase in costs to replace department vehicles, and

No Override Impacts

In the event that the requested override fails, a total of \$(226,933) or (2.86)% would be cut from the Police Department budget. This reflects:

- eliminating one records administrative assistant,
- reducing annual police cruiser replacements to two vehicles instead of three,
- removing an FY2025 investment for potential implementation of body cameras, and
- eliminating new capital funding for replacing Tasers.

The elimination of the records assistant would impact the department's ability to respond to the large number of public records requests that it receives every week. These requests are usually completed timely, but this reduction would introduce delays and a lowered standard of service.

an expanded capital outlay to replace 10 Tasers which will not be supported by the manufacturer after February of 2025, and expand the total number to provide one to each uniformed member so they are available during off-duty details. Tasers have proven to be an important tool in police officers' deescalation toolbox. This is partially offset by decreases in other expense items, including the removal of motorcycles from the fleet.

Reducing fleet replacement to two vehicles per year puts the department at risk of having higher maintenance costs and therefore keeping a vehicle offline while being repaired.

Removing Tasers as an option for de-escalation might impact a future police interaction.

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 6,258,108	\$ 7,288,012	\$ 6,864,199	\$ 6,946,373	\$ 82,174	1.20 %	\$ 6,900,173	\$ (46,200)	(0.67)%
Expenses	\$ 707,148	\$ 829,216	\$ 881,630	\$ 974,515	\$ 92,885	10.54 %	\$ 793,782	\$ (180,733)	(18.55)%
Total 3200 Police	\$6,965,256	\$ 8,117,229	\$ 7,745,829	\$ 7,920,888	\$ 175,059	2.26 %	\$ 7,693,955	\$ (226,933)	(2.86)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 3210 Police Admin	\$ 501,924	\$ 533,500	\$ 541,687	\$ 560,493	\$ 18,806	3.47 %	\$ 560,493	\$ —	— %
Total 3220 Police Records	\$ 73,221	\$ 85,646	\$ 99,444	\$ 103,120	\$ 3,676	3.70 %	\$ 56,920	\$ (46,200)	(44.80)%
Total 3230 Police Patrol	\$ 4,013,940	\$ 4,800,929	\$ 4,506,066	\$ 4,631,209	\$ 125,142	2.78 %	\$ 4,450,476	\$ (180,733)	(3.90)%
Total 3240 Traffic Control	\$ 458,508	\$ 453,305	\$ 539,857	\$ 536,314	\$ (3,543)	(0.66)%	\$ 536,314	\$ —	— %
Total 3250 Detectives	\$ 544,043	\$ 626,834	\$ 692,273	\$ 720,140	\$ 27,867	4.03 %	\$ 720,140	\$ —	— %
Total 3260 Community Service	\$ 499,023	\$ 529,189	\$ 430,491	\$ 432,746	\$ 2,255	0.52 %	\$ 432,746	\$ —	— %
Total 3270 Dispatch	\$ 874,595	\$ 1,087,826	\$ 936,011	\$ 936,867	\$ 856	0.09 %	\$ 936,867	\$ —	— %
Total 3200 Police	\$6,965,256	\$ 8,117,229	\$ 7,745,829	\$ 7,920,888	\$ 175,059	2.26 %	\$ 7,693,955	\$ (226,933)	(2.86)%

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Police Admin Budget Detail

Comp.	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change	
	12111	511000	Full-Time Salaries	\$ 415,308	\$ 447,246	\$ 442,538	\$ 460,344	\$ 17,806	4.0 %	\$ 460,344	\$ —	— %	
	12111	514105	Eyeglass Reimbursement	\$ 175	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	12111	514800	Longevity	\$ 975	\$ 975	\$ 1,025	\$ 1,025	\$ —	— %	\$ 1,025	\$ —	— %	
	Subtotal Compensation			\$ 416,458	\$ 448,221	\$ 443,563	\$ 461,369	\$ 17,806	4.0 %	\$ 461,369	\$ —	— %	
Expenses	12112	524400	Repair & Maint. Vehicles	\$ 2,692	\$ 1,424	\$ 2,719	\$ 2,719	\$ —	— %	\$ 2,719	\$ —	— %	
	12112	524500	Repair & Maint. Office Equip.	\$ 3,849	\$ 5,430	\$ 5,562	\$ 5,562	\$ —	— %	\$ 5,562	\$ —	— %	
	12112	524600	Computer Equip. Repair/Maint.	\$ 3,461	\$ 3,435	\$ 3,500	\$ 3,500	\$ —	— %	\$ 3,500	\$ —	— %	
	12112	524900	Repair & Maint. Police Equip.	\$ —	\$ 37	\$ 750	\$ 750	\$ —	— %	\$ 750	\$ —	— %	
	12112	530001	Medical Bills	\$ 6,618	\$ 3,381	\$ 3,700	\$ 3,700	\$ —	— %	\$ 3,700	\$ —	— %	
	12112	530009	Occupational Health Service	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %	
	12112	531900	Advertising	\$ 546	\$ 644	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %	
	12112	534500	Postage	\$ 404	\$ 300	\$ 300	\$ 300	\$ —	— %	\$ 300	\$ —	— %	
	12112	534600	Printing and Mailing	\$ 600	\$ 564	\$ 600	\$ 600	\$ —	— %	\$ 600	\$ —	— %	
	12112	571000	In-State Travel	\$ 626	\$ 1,980	\$ 4,000	\$ 4,000	\$ —	— %	\$ 4,000	\$ —	— %	
	12112	573000	Dues and Membership	\$ 12,074	\$ 12,005	\$ 17,000	\$ 18,000	\$ 1,000	5.9 %	\$ 18,000	\$ —	— %	
		Subtotal Contract Services			\$ 38,369	\$ 36,701	\$ 46,631	\$ 47,631	\$ 1,000	2.1 %	\$ 47,631	\$ —	— %
	12112	542100	Office Supplies	\$ 5,762	\$ 4,312	\$ 5,900	\$ 5,900	\$ —	— %	\$ 5,900	\$ —	— %	
	12112	548000	Vehicle Supplies	\$ 2,600	\$ 2,394	\$ 2,500	\$ 2,500	\$ —	— %	\$ 2,500	\$ —	— %	
	12112	558012	Other Sup ID Renewals	\$ 140	\$ 300	\$ 600	\$ 600	\$ —	— %	\$ 600	\$ —	— %	
	12112	558100	Subscriptions	\$ 493	\$ 2,289	\$ 3,600	\$ 3,600	\$ —	— %	\$ 3,600	\$ —	— %	
	12112	558200	Other Supplies-Uniforms	\$ 4,514	\$ 3,986	\$ 3,943	\$ 3,943	\$ —	— %	\$ 3,943	\$ —	— %	
	12112	558403	Fitness Equipment	\$ 2,388	\$ 3,500	\$ 3,500	\$ 3,500	\$ —	— %	\$ 3,500	\$ —	— %	
	12112	558404	Furniture Expense	\$ 6,210	\$ 6,800	\$ 6,450	\$ 6,450	\$ —	— %	\$ 6,450	\$ —	— %	
		Subtotal Supplies			\$ 22,106	\$ 23,581	\$ 26,493	\$ 26,493	\$ —	— %	\$ 26,493	\$ —	— %
		12113	587100	Capital Outlay Repl Office Eq	\$ 24,991	\$ 24,998	\$ 25,000	\$ 25,000	\$ —	— %	\$ 25,000	\$ —	— %
		Subtotal Minor Capital (Outlay)			\$ 24,991	\$ 24,998	\$ 25,000	\$ 25,000	\$ —	— %	\$ 25,000	\$ —	— %
		Subtotal Expenses			\$ 85,466	\$ 85,280	\$ 98,124	\$ 99,124	\$ 1,000	1.0 %	\$ 99,124	\$ —	— %
	Total 3210 Police Admin			\$ 501,924	\$ 533,500	\$ 541,687	\$ 560,493	\$ 18,806	3.5 %	\$ 560,493	\$ —	— %	

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Police Records Budget Detail

Comp.	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
	12121	511000	Full-Time Salaries	\$ 66,411	\$ 81,956	\$ 90,838	\$ 94,514	\$ 3,676	4.0 %	\$ 48,314	\$ (46,200)	(48.9)%
	Subtotal Compensation			\$ 66,411	\$ 81,956	\$ 90,838	\$ 94,514	\$ 3,676	4.0 %	\$ 48,314	\$ (46,200)	(48.9)%
Expenses	12122	524500	Repair & Maint. Office Equip.	\$ 153	\$ —	\$ 250	\$ 250	\$ —	— %	\$ 250	\$ —	— %
	12122	527200	Rental of Office Equipment	\$ 3,335	\$ 631	\$ 4,600	\$ 4,600	\$ —	— %	\$ 4,600	\$ —	— %
	Subtotal Contract Services			\$ 3,487	\$ 631	\$ 4,850	\$ 4,850	\$ —	— %	\$ 4,850	\$ —	— %
	12122	542100	Office Supplies	\$ 3,323	\$ 3,059	\$ 3,756	\$ 3,756	\$ —	— %	\$ 3,756	\$ —	— %
	Subtotal Supplies			\$ 3,323	\$ 3,059	\$ 3,756	\$ 3,756	\$ —	— %	\$ 3,756	\$ —	— %
	Subtotal Expenses			\$ 6,810	\$ 3,690	\$ 8,606	\$ 8,606	\$ —	— %	\$ 8,606	\$ —	— %
	Total 3220 Police Records			\$ 73,221	\$ 85,646	\$ 99,444	\$ 103,120	\$ 3,676	3.7 %	\$ 56,920	\$ (46,200)	— %

Police Patrol Budget Detail

	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	12131	511000	Full-Time Salaries	\$2,520,199	\$2,878,224	\$2,920,819	\$2,828,028	\$ (92,791)	(3.2)%	\$2,828,028	\$ —	— %
	12131	514002	NEMLEC Pay	\$ 10,488	\$ 15,682	\$ 20,700	\$ 18,000	\$ (2,700)	(13.0)%	\$ 18,000	\$ —	— %
	12131	514003	Accreditation	\$ —	\$ 1,750	\$ 1,100	\$ 1,100	\$ —	— %	\$ 1,100	\$ —	— %
	12131	514100	Specialty Pay	\$ 4,700	\$ 3,700	\$ 5,050	\$ 3,250	\$ (1,800)	(35.6)%	\$ 3,250	\$ —	— %
	12131	514101	First Responder Pay	\$ 83,453	\$ 133,511	\$ 175,124	\$ 253,574	\$ 78,450	44.8 %	\$ 253,574	\$ —	— %
	12131	514104	Drug Testing Stipend	\$ 20,250	\$ 19,500	\$ 18,750	\$ 17,250	\$ (1,500)	(8.0)%	\$ 17,250	\$ —	— %
	12131	514200	Cap Grade	\$ 16,410	\$ 12,358	\$ 19,512	\$ 19,512	\$ —	— %	\$ 19,512	\$ —	— %
	12131	514700	Night Differential	\$ 105,625	\$ 105,418	\$ 138,976	\$ 158,872	\$ 19,896	14.3 %	\$ 158,872	\$ —	— %
	12131	514800	Longevity	\$ 13,373	\$ 29,309	\$ 16,000	\$ 38,000	\$ 22,000	137.5 %	\$ 38,000	\$ —	— %
	12131	514900	Holiday Differential	\$ 137,459	\$ 125,923	\$ 135,579	\$ 135,160	\$ (420)	(0.3)%	\$ 135,160	\$ —	— %
	12131	518900	Wellness Stipend	\$ 26,177	\$ 35,315	\$ 48,049	\$ 39,056	\$ (8,993)	(18.7)%	\$ 39,056	\$ —	— %
	12131	519500	In-Service Training	\$ 38,415	\$ 69,429	\$ 58,061	\$ 58,061	\$ —	— %	\$ 58,061	\$ —	— %
	12131	511200	Prior Year Retro	\$ —	\$ 129,239	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	12131	513000	Overtime	\$ 575,817	\$ 677,181	\$ 372,473	\$ 379,922	\$ 7,449	2.0 %	\$ 379,922	\$ —	— %
	Subtotal Compensation			\$3,552,365	\$4,236,539	\$3,930,193	\$3,949,786	\$ 19,592	0.5 %	\$3,949,786	\$ —	— %

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Police Patrol Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Expenses	12132	524400	Repair & Maint. Vehicles	\$ 33,793	\$ 31,385	\$ 33,500	\$ 33,500	\$ —	— %	\$ 33,500	\$ —	— %
	12132	524900	Repair & Maint. Police Equip.	\$ 14,606	\$ 11,458	\$ 12,010	\$ 12,010	\$ —	— %	\$ 12,010	\$ —	— %
	12132	530001	Medical Bills	\$ 30,113	\$ 60,051	\$ 30,000	\$ 30,000	\$ —	— %	\$ 30,000	\$ —	— %
	12132	530600	Data Process	\$ 64,612	\$ 65,047	\$ 67,300	\$ 117,300	\$ 50,000	74.3 %	\$ 67,300	\$ (50,000)	(42.6)%
	12132	531700	Employee Training	\$ 37,600	\$ 28,956	\$ 37,600	\$ 37,600	\$ —	— %	\$ 37,600	\$ —	— %
	12132	531701	In-Service Training	\$ 15,000	\$ 10,158	\$ 15,000	\$ 15,000	\$ —	— %	\$ 15,000	\$ —	— %
	12132	571000	In-State Travel	\$ 140	\$ —	\$ 1,263	\$ 1,263	\$ —	— %	\$ 1,263	\$ —	— %
	12132	573000	Dues and Membership	\$ —	\$ —	\$ 250	\$ 250	\$ —	— %	\$ 250	\$ —	— %
	Subtotal Contract Services			\$ 195,865	\$ 207,054	\$ 196,923	\$ 246,923	\$ 50,000	25.4 %	\$ 196,923	\$ (50,000)	(20.2)%
	12132	542100	Office Supplies	\$ 7,873	\$ 7,790	\$ 7,900	\$ 7,900	\$ —	— %	\$ 7,900	\$ —	— %
	12132	548000	Vehicle Supplies	\$ 19,985	\$ 19,320	\$ 20,000	\$ 20,000	\$ —	— %	\$ 20,000	\$ —	— %
	12132	550000	Medical Supplies	\$ 8,970	\$ 2,887	\$ 8,000	\$ 3,000	\$ (5,000)	(62.5)%	\$ 3,000	\$ —	— %
	12132	558010	Other Sup NEMLEC Equip	\$ 7,000	\$ 2,966	\$ 5,000	\$ —	\$ (5,000)	(100.0)%	\$ —	\$ —	— %
	12132	558011	Other Sup K-9 Equip	\$ 4,926	\$ 3,332	\$ 5,000	\$ —	\$ (5,000)	(100.0)%	\$ —	\$ —	— %
	12132	558200	Other Supplies-Uniforms	\$ 675	\$ 1,421	\$ 1,500	\$ —	\$ (1,500)	(100.0)%	\$ —	\$ —	— %
	12132	558400	Police Supplies	\$ 8,877	\$ 11,549	\$ 12,000	\$ 18,700	\$ 6,700	55.8 %	\$ 18,700	\$ —	— %
	12132	558401	Police Supply Crime Prevention	\$ —	\$ 309	\$ 500	\$ —	\$ (500)	(100.0)%	\$ —	\$ —	— %
	12132	558402	Firearms Training & Ammunition	\$ 25,986	\$ 28,731	\$ 25,000	\$ 27,500	\$ 2,500	10.0 %	\$ 27,500	\$ —	— %
	12132	558901	Other Expense Prisoner Meals	\$ 1,364	\$ 817	\$ 2,000	\$ 2,000	\$ —	— %	\$ 2,000	\$ —	— %
	Subtotal Supplies			\$ 85,656	\$ 79,121	\$ 86,900	\$ 79,100	\$ (7,800)	(9.0)%	\$ 79,100	\$ —	— %
	12132	548900	Gasoline	\$ 40,796	\$ 52,618	\$ 55,050	\$ 50,000	\$ (5,050)	(9.2)%	\$ 50,000	\$ —	— %
	Subtotal Utilities			\$ 40,796	\$ 52,618	\$ 55,050	\$ 50,000	\$ (5,050)	(9.2)%	\$ 50,000	\$ —	— %
	12133	587000	Replace Equipment	\$ 139,258	\$ 225,597	\$ 237,000	\$ 305,400	\$ 68,400	28.9 %	\$ 174,667	\$ (130,733)	(42.8)%
	Subtotal Minor Capital (Outlay)			\$ 139,258	\$ 225,597	\$ 237,000	\$ 305,400	\$ 68,400	28.9 %	\$ 174,667	\$ (130,733)	(42.8)%
	Subtotal Expenses			\$ 461,576	\$ 564,391	\$ 575,873	\$ 681,423	\$ 105,550	18.3 %	\$ 500,690	\$ (180,733)	(26.5)%
	Total 3230 Police Patrol			\$4,013,940	\$4,800,929	\$4,506,066	\$4,631,209	\$ 125,142	2.8 %	\$4,450,476	\$ (180,733)	(3.9)%

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Traffic Control Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
			Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change	
Compensation	Org	Object	Description									
	12141	511000	Full-Time Salaries	\$ 165,703	\$ 171,805	\$ 191,489	\$ 191,981	\$ 493	0.3 %	\$ 191,981	\$ —	— %
	12141	511100	Part-Time Salaries	\$ 235,394	\$ 228,156	\$ 275,458	\$ 275,458	\$ —	— %	\$ 275,458	\$ —	— %
	12141	514003	Accreditation	\$ —	\$ 100	\$ 100	\$ 100	\$ —	— %	\$ 100	\$ —	— %
	12141	514100	Specialty Pay	\$ 2,000	\$ 2,350	\$ 2,350	\$ 900	\$ (1,450)	(61.7)%	\$ 900	\$ —	— %
	12141	514101	First Responder Pay	\$ 5,777	\$ 5,395	\$ 10,014	\$ 18,786	\$ 8,773	87.6 %	\$ 18,786	\$ —	— %
	12141	514104	Drug Testing Stipend	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	12141	514200	Cap Grade	\$ 395	\$ 39	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	12141	514800	Longevity	\$ 803	\$ 418	\$ 1,000	\$ 2,600	\$ 1,600	160.0 %	\$ 2,600	\$ —	— %
	12141	514900	Holiday Differential	\$ 8,937	\$ 6,863	\$ 8,804	\$ 9,579	\$ 775	8.8 %	\$ 9,579	\$ —	— %
	12141	519900	Uniform Allowance	\$ 2,800	\$ 1,650	\$ 3,100	\$ 2,650	\$ (450)	(14.5)%	\$ 2,650	\$ —	— %
	12141	513000	Overtime	\$ 7,155	\$ 3,987	\$ 10,812	\$ 11,028	\$ 216	2.0 %	\$ 11,028	\$ —	— %
Subtotal Compensation			\$ 430,464	\$ 422,262	\$ 504,626	\$ 514,583	\$ 9,957	2.0 %	\$ 514,583	\$ —	— %	
Expenses	12142	524400	Repair & Maint. Vehicles	\$ 5,955	\$ 6,998	\$ 7,000	\$ 7,000	\$ —	— %	\$ 7,000	\$ —	— %
	12142	524900	Repair & Maint. Police Equip.	\$ 3,439	\$ 3,630	\$ 5,200	\$ 5,200	\$ —	— %	\$ 5,200	\$ —	— %
	12142	571000	In-State Travel	\$ —	\$ —	\$ 110	\$ 110	\$ —	— %	\$ 110	\$ —	— %
	Subtotal Contract Services			\$ 9,394	\$ 10,628	\$ 12,310	\$ 12,310	\$ —	— %	\$ 12,310	\$ —	— %
	12142	542100	Office Supplies	\$ 1,617	\$ 1,459	\$ 1,546	\$ 1,546	\$ —	— %	\$ 1,546	\$ —	— %
	12142	548000	Vehicle Supplies	\$ 3,332	\$ 3,267	\$ 3,335	\$ 3,335	\$ —	— %	\$ 3,335	\$ —	— %
	12142	556000	Motorcycle Leasing	\$ 11,200	\$ 12,870	\$ 13,500	\$ —	\$ (13,500)	(100.0)%	\$ —	\$ —	— %
	12142	558200	Other Supplies-Uniforms	\$ 1,887	\$ 1,778	\$ 3,500	\$ 3,500	\$ —	— %	\$ 3,500	\$ —	— %
	12142	558400	Police Supplies	\$ 539	\$ 680	\$ 680	\$ 680	\$ —	— %	\$ 680	\$ —	— %
	12142	558401	Police Supply Crime Prevention	\$ 76	\$ 360	\$ 360	\$ 360	\$ —	— %	\$ 360	\$ —	— %
	Subtotal Supplies			\$ 18,650	\$ 20,414	\$ 22,921	\$ 9,421	\$ (13,500)	(58.9)%	\$ 9,421	\$ —	— %
	Subtotal Expenses			\$ 28,044	\$ 31,043	\$ 35,231	\$ 21,731	\$ (13,500)	(38.3)%	\$ 21,731	\$ —	— %
Total 3240 Traffic Control			\$ 458,508	\$ 453,305	\$ 539,857	\$ 536,314	\$ (3,543)	(0.7)%	\$ 536,314	\$ —	— %	

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Detectives Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12151	511000	Full-Time Salaries	\$ 458,435	\$ 503,226	\$ 561,671	\$ 567,487	\$ 5,816	1.0 %	\$ 567,487	\$ —	— %
	12151	514003	Accreditation	\$ —	\$ 300	\$ 300	\$ 200	\$ (100)	(33.3)%	\$ 200	\$ —	— %
	12151	514100	Specialty Pay	\$ 7,450	\$ 6,550	\$ 8,550	\$ 6,600	\$ (1,950)	(22.8)%	\$ 6,600	\$ —	— %
	12151	514101	First Responder Pay	\$ 16,586	\$ 22,297	\$ 34,268	\$ 48,600	\$ 14,332	41.8 %	\$ 48,600	\$ —	— %
	12151	514104	Drug Testing Stipend	\$ 3,750	\$ 3,000	\$ 4,500	\$ 3,750	\$ (750)	(16.7)%	\$ 3,750	\$ —	— %
	12151	514200	Cap Grade	\$ 771	\$ 345	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	12151	514700	Night Differential	\$ 5,464	\$ 5,799	\$ 2,142	\$ 11,299	\$ 9,156	427.4 %	\$ 11,299	\$ —	— %
	12151	514800	Longevity	\$ 1,807	\$ 25,520	\$ 4,400	\$ 8,100	\$ 3,700	84.1 %	\$ 8,100	\$ —	— %
	12151	514900	Holiday Differential	\$ 24,661	\$ 22,015	\$ 28,340	\$ 25,342	\$ (2,998)	(10.6)%	\$ 25,342	\$ —	— %
	12151	513000	Overtime	\$ 14,715	\$ 25,160	\$ 33,003	\$ 33,663	\$ 660	2.0 %	\$ 33,663	\$ —	— %
Subtotal Compensation			\$ 533,638	\$ 614,211	\$ 677,174	\$ 705,041	\$ 27,867	4.1 %	\$ 705,041	\$ —	— %	
Expenses	12152	524400	Repair & Maint. Vehicles	\$ 6,535	\$ 6,644	\$ 7,000	\$ 7,000	\$ —	— %	\$ 7,000	\$ —	— %
	12152	524900	Repair & Maint. Police Equip.	\$ —	\$ 76	\$ 430	\$ 430	\$ —	— %	\$ 430	\$ —	— %
	12152	571000	In-State Travel	\$ —	\$ —	\$ 385	\$ 385	\$ —	— %	\$ 385	\$ —	— %
	12152	573000	Dues and Membership	\$ —	\$ —	\$ 250	\$ 250	\$ —	— %	\$ 250	\$ —	— %
	Subtotal Contract Services			\$ 6,535	\$ 6,719	\$ 8,065	\$ 8,065	\$ —	— %	\$ 8,065	\$ —	— %
	12152	542100	Office Supplies	\$ 966	\$ 945	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	12152	548000	Vehicle Supplies	\$ 2,618	\$ 2,536	\$ 2,634	\$ 2,634	\$ —	— %	\$ 2,634	\$ —	— %
	12152	558200	Other Supplies-Uniforms	\$ —	\$ —	\$ 400	\$ 400	\$ —	— %	\$ 400	\$ —	— %
	12152	558401	Police Supply Crime Prevention	\$ 286	\$ 2,422	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %
	Subtotal Supplies			\$ 3,870	\$ 5,904	\$ 7,034	\$ 7,034	\$ —	— %	\$ 7,034	\$ —	— %
Subtotal Expenses			\$ 10,405	\$ 12,623	\$ 15,099	\$ 15,099	\$ —	— %	\$ 15,099	\$ —	— %	
Total 3250 Detectives			\$ 544,043	\$ 626,834	\$ 692,273	\$ 720,140	\$ 27,867	4.0 %	\$ 720,140	\$ —	— %	

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Community Service Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12161	511000	Full-Time Salaries	\$ 434,504	\$ 455,823	\$ 363,519	\$ 362,887	\$ (633)	(0.2)%	\$ 362,887	\$ —	— %
	12161	514003	Accreditation	\$ —	\$ 100	\$ 100	\$ 100	\$ —	— %	\$ 100	\$ —	— %
	12161	514100	Specialty Pay	\$ 4,800	\$ 4,700	\$ 4,700	\$ 2,900	\$ (1,800)	(38.3)%	\$ 2,900	\$ —	— %
	12161	514101	First Responder Pay	\$ 11,523	\$ 19,470	\$ 16,448	\$ 16,947	\$ 499	3.0 %	\$ 16,947	\$ —	— %
	12161	514104	Drug Testing Stipend	\$ 3,000	\$ 3,000	\$ 2,250	\$ 2,250	\$ —	— %	\$ 2,250	\$ —	— %
	12161	514800	Longevity	\$ 2,958	\$ 3,011	\$ 2,200	\$ 5,200	\$ 3,000	136.4 %	\$ 5,200	\$ —	— %
	12161	514900	Holiday Differential	\$ 19,370	\$ 17,701	\$ 13,580	\$ 14,569	\$ 989	7.3 %	\$ 14,569	\$ —	— %
	12161	519900	Uniform Allowance	\$ 425	\$ 425	\$ 425	\$ 425	\$ —	— %	\$ 425	\$ —	— %
	12161	513000	Overtime	\$ 10,663	\$ 11,102	\$ 10,000	\$ 10,200	\$ 200	2.0 %	\$ 10,200	\$ —	— %
Subtotal Compensation			\$ 487,243	\$ 515,331	\$ 413,223	\$ 415,478	\$ 2,255	0.5 %	\$ 415,478	\$ —	— %	
Expenses	12162	524400	Repair & Maint. Vehicles	\$ 2,298	\$ 2,210	\$ 2,379	\$ 2,379	\$ —	— %	\$ 2,379	\$ —	— %
	12162	525000	Parking Meter Repairs	\$ 2,500	\$ 2,592	\$ 2,500	\$ 2,500	\$ —	— %	\$ 2,500	\$ —	— %
	12162	571000	In-State Travel	\$ 52	\$ —	\$ 189	\$ 189	\$ —	— %	\$ 189	\$ —	— %
	12162	573000	Dues and Membership	\$ 290	\$ 340	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	Subtotal Contract Services			\$ 5,140	\$ 5,142	\$ 6,068	\$ 6,068	\$ —	— %	\$ 6,068	\$ —	— %
	12162	542100	Office Supplies	\$ 597	\$ 617	\$ 600	\$ 600	\$ —	— %	\$ 600	\$ —	— %
	12162	545010	Auxiliary Police Expenses	\$ 1,555	\$ 3,499	\$ 6,000	\$ 6,000	\$ —	— %	\$ 6,000	\$ —	— %
	12162	548000	Vehicle Supplies	\$ 1,996	\$ 1,994	\$ 2,000	\$ 2,000	\$ —	— %	\$ 2,000	\$ —	— %
	12162	558900	Other Expense	\$ 2,492	\$ 2,606	\$ 2,600	\$ 2,600	\$ —	— %	\$ 2,600	\$ —	— %
	Subtotal Supplies			\$ 6,640	\$ 8,716	\$ 11,200	\$ 11,200	\$ —	— %	\$ 11,200	\$ —	— %
	Subtotal Expenses			\$ 11,780	\$ 13,858	\$ 17,268	\$ 17,268	\$ —	— %	\$ 17,268	\$ —	— %
Total 3260 Community Service			\$ 499,023	\$ 529,189	\$ 430,491	\$ 432,746	\$ 2,255	0.5 %	\$ 432,746	\$ —	— %	

3200 - Police Department

Program: Public Safety
Town of Belmont, MA

Dispatch Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change	
Compensation	12961	511000	Full-Time Salaries	\$ 550,379	\$ 627,130	\$ 614,291	\$ 616,330	\$ 2,039	0.3 %	\$ 616,330	\$ —	— %	
	12961	511100	Part-Time Salaries	\$ 55,942	\$ 58,232	\$ 53,190	\$ 53,190	\$ —	— %	\$ 53,190	\$ —	— %	
	12961	514104	Drug Testing Stipend	\$ 5,690	\$ 4,949	\$ 5,250	\$ 5,250	\$ —	— %	\$ 5,250	\$ —	— %	
	12961	514700	Night Differential	\$ 22,542	\$ 23,584	\$ 23,634	\$ 23,835	\$ 201	0.9 %	\$ 23,835	\$ —	— %	
	12961	514800	Longevity	\$ 2,566	\$ 2,559	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %	
	12961	514900	Holiday Differential	\$ 17,099	\$ 19,471	\$ 19,699	\$ 21,424	\$ 1,726	8.8 %	\$ 21,424	\$ —	— %	
	12961	515000	Defib Stipend	\$ 2,920	\$ 2,986	\$ 3,150	\$ 3,150	\$ —	— %	\$ 3,150	\$ —	— %	
	12961	519002	Uniform Maintenance	\$ 1,971	\$ 7	\$ 2,100	\$ —	\$ (2,100)	(100.0)%	\$ —	\$ —	— %	
	12961	519500	In-Service Training	\$ —	\$ —	\$ 2,100	\$ 2,100	\$ —	— %	\$ 2,100	\$ —	— %	
	12961	519600	EMD Stipend	\$ 9,162	\$ 11,179	\$ 11,865	\$ 11,020	\$ (845)	(7.1)%	\$ 11,020	\$ —	— %	
	12961	519800	Education Incentive	\$ 45	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	12961	513000	Overtime	\$ 103,210	\$ 164,235	\$ 66,304	\$ 66,304	\$ —	— %	\$ 66,304	\$ —	— %	
	Subtotal Compensation				\$ 771,528	\$ 969,492	\$ 804,582	\$ 805,603	\$ 1,021	0.1 %	\$ 805,603	\$ —	— %
Expenses	12962	524600	Computer Equip. Repair/Maint.	\$ 2,881	\$ 2,448	\$ 3,210	\$ 3,210	\$ —	— %	\$ 3,210	\$ —	— %	
	12962	524900	Repair & Maint. Police Equip.	\$ 40,749	\$ 50,456	\$ 44,925	\$ 48,925	\$ 4,000	8.9 %	\$ 48,925	\$ —	— %	
	12962	531700	Employee Training	\$ 1,797	\$ 1,413	\$ 2,140	\$ 1,386	\$ (754)	(35.2)%	\$ 1,386	\$ —	— %	
	12962	534100	Telephone	\$ 54,373	\$ 59,574	\$ 75,239	\$ 70,968	\$ (4,271)	(5.7)%	\$ 70,968	\$ —	— %	
	12962	573000	Dues and Membership	\$ —	\$ 402	\$ 1,100	\$ 1,100	\$ —	— %	\$ 1,100	\$ —	— %	
	Subtotal Contract Services				\$ 99,800	\$ 114,293	\$ 126,614	\$ 125,589	\$ (1,025)	(0.8)%	\$ 125,589	\$ —	— %
	12962	542100	Office Supplies	\$ 1,414	\$ 1,470	\$ 1,605	\$ 1,605	\$ —	— %	\$ 1,605	\$ —	— %	
	12962	542200	Computer Supplies	\$ 725	\$ 1,030	\$ 1,070	\$ 1,070	\$ —	— %	\$ 1,070	\$ —	— %	
	12962	558200	Other Supplies-Uniforms	\$ 1,129	\$ 1,540	\$ 2,140	\$ 3,000	\$ 860	40.2 %	\$ 3,000	\$ —	— %	
	Subtotal Supplies				\$ 3,267	\$ 4,040	\$ 4,815	\$ 5,675	\$ 860	17.9 %	\$ 5,675	\$ —	— %
	Subtotal Expenses				\$ 103,068	\$ 118,333	\$ 131,429	\$ 131,264	\$ (165)	(0.1)%	\$ 131,264	\$ —	— %
	Total 3270 Dispatch				\$ 874,595	\$1,087,826	\$ 936,011	\$ 936,867	\$ 856	0.1 %	\$ 936,867	\$ —	— %

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Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 4100 Belmont Public Schools	\$55,259,786	\$56,852,294	\$63,486,981	\$66,867,704	\$ 3,380,723	5.33%	\$63,612,104	\$(3,255,600)	(4.87)%
Total 4200 Regional Schools	\$ 1,124,430	\$ 886,383	\$ 746,956	\$ 234,580	\$ (512,376)	(68.60)%	\$ 234,580	\$ —	—%
Total Education	\$56,384,216	\$57,738,677	\$64,233,937	\$67,102,284	\$ 2,868,347	4.47 %	\$63,846,684	\$(3,255,600)	(4.85)%

Expense Summary

Compensation	\$ 11,507,974	\$ 46,017,121	\$ 48,194,771	\$ 50,887,478	\$ 2,692,707	5.59 %	\$ 48,807,962	\$ (2,079,516)	(4.09)%
Expenses	\$ 44,876,242	\$ 11,721,556	\$ 16,039,166	\$ 16,214,806	\$ 175,640	1.10 %	\$ 15,038,722	\$ (1,176,084)	(7.25)%
Total Education	\$56,384,216	\$57,738,677	\$64,233,937	\$67,102,284	\$ 2,868,347	4.47 %	\$63,846,684	\$(3,255,600)	(4.85)%



Budget Recommendations

For FY2025, the School Superintendent is proposing an overall budget recommendation to the School Committee of \$66,867,704, which is an increase of \$3,380,723 or 5.33% from the FY2024 budget.

Compensation is \$50,887,478, an increase of \$2,692,707 or 5.59% due to contractual obligations, and some additional staff investments to support students on IEPs in-district in FY2025, and begin to reduce the reliance on out-of-district placements. Expenses are \$15,980,226, an increase of \$688,016 or 4.50% due primarily to increasing out-of-district enrollments, anticipated tuition increases, and increased busing costs to finalize the transition from the Chenery Middle School to the Middle School and from the Elementary Schools to the Chenery Upper Elementary School.

The Schools are releasing their budget in conjunction with this overall budget; we defer to that document for greater details.

Please note that the budget figures presented below have been adjusted to remove FY2022 and FY2023 expenses for school custodians which were moved to the Facilities Department in FY2024, as well as School Employee and Retiree benefits were combined with Town expenses in FY2024. The intent of the change is to allow for a more direct comparison between fiscal years.

No Override Impacts

In the event that the override fails, the Belmont School Superintendent is proposing decreases to the School Department budget of \$(3,255,600) or (4.87)%. The

Superintendent's budget document describes the impacts of these reductions.

Belmont Public Schools Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 11,507,974	\$ 46,017,121	\$ 48,194,771	\$ 50,887,478	\$ 2,692,707	5.59 %	\$ 48,807,962	\$ (2,079,516)	(4.09)%
Expenses	\$ 43,751,812	\$ 10,835,173	\$ 15,292,210	\$ 15,980,226	\$ 688,016	4.50 %	\$ 14,804,142	\$ (1,176,084)	(7.36)%
Total 4100 Belmont Public Schools	\$ 55,259,786	\$ 56,852,294	\$ 63,486,981	\$ 66,867,704	\$ 3,380,723	5.33 %	\$ 63,612,104	\$ (3,255,600)	(4.87)%

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

Budget Recommendations

The FY2025 budget recommendation for students attending Regional Schools is \$234,580, which is a decrease of \$(512,376) or (68.60)% from the FY2024 budget.

This reflects declining enrollment at both Minuteman Regional Vocational Technical High School and Medford Vocational Technical High School, as detailed in the table

below. The FY2025 budgeted enrollments assume that one Freshman will be admitted for September 2024, which may or may not be realized. Both schools bill the Town for tuition for attending students.

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

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override.

Regional Vocational Schools Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ —	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Expenses	\$ 1,124,430	\$ 886,383	\$ 746,956	\$ 234,580	\$ (512,376)	(68.60)%	\$ 234,580	\$ —	— %
Total 4200 Regional Schools	\$ 1,124,430	\$ 886,383	\$ 746,956	\$ 234,580	\$ (512,376)	(68.60)%	\$ 234,580	\$ —	— %

Enrollment Levels	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025 Budget
Minuteman Regional Vocational Technical High School	22	28	44	45	33	21	9	2
Medford Vocational Technical High School					2	5	4	4
Total Enrollment	22	28	44	45	35	26	13	6

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Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 5100 Planning and Building	\$ 881,675	\$ 844,310	\$ 979,022	\$ 741,610	\$ (237,412)	(24.25)%	\$ 741,610	\$ —	— %
Total 5200 Public Works	\$7,441,794	\$7,331,332	\$8,070,665	\$8,688,742	\$ 618,077	7.66 %	\$8,479,488	\$ (209,254)	(2.41)%
Total 5300 Recreation	\$ 994,361	\$1,535,693	\$1,524,429	\$ 323,398	\$(1,201,031)	(78.79)%	\$ 323,398	\$ —	— %
Total Public Services	\$9,317,830	\$9,711,335	\$10,574,116	\$9,753,750	\$ (820,366)	(7.76)%	\$9,544,496	\$ (209,254)	(2.15)%

Expense Summary									
Compensation	\$3,334,882	\$3,683,067	\$4,006,823	\$3,689,750	\$ (317,073)	(7.91)%	\$3,689,750	\$ —	— %
Expenses	\$5,982,948	\$6,028,267	\$6,567,293	\$6,064,000	\$ (503,293)	(7.66)%	\$5,854,746	\$ (209,254)	(3.45)%
Total Public Services	\$9,317,830	\$9,711,334	\$10,574,116	\$9,753,750	\$ (820,366)	(7.76)%	\$9,544,496	\$ (209,254)	(2.15)%



5100 - Planning and Building

Program Overview

The Office of Planning and Building has two divisions with the following primary responsibilities:

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. Also provides coordination and administrative support for the office.

Building and Permitting

Review permit applications and issue building permits and other land use permits. Investigate and follow-up on building code, zoning and general bylaw violations. Conduct inspections required for various certificates. Review and issue plumbing and gas permits.

FY2023-24 Achievements

- *Housing Production Plan Update* - The 2023 Housing Production Plan Update was completed and approved in 2023. This is a precursor to seeking certification for the Plan which can provide Safe Harbor status for Belmont.
- *Town Hall Complex Assessment* - Funding for the Comprehensive Conditions Assessment of the Town Hall Complex was obtained in 2023.
- *MBTA Communities* - Planning staff continued to provide staff technical and administrative assistance to the MBTA Communities Advisory Committee. The Committee has made excellent progress over the past year.
- *Levels of Service* - Maintained uninterrupted service levels to the public despite lacking a local inspector and code enforcement staff for three months.
- *Staff Training* - Inexperienced new hires in roles of Building Inspector and Staff Planner required significant

Training effort and time; Inspector trained to effectively handle all tasks including building plan reviews, zoning compliance review, and building inspections; Planner trained in zoning review preparing them to serve as liaison for the Zoning Board of Appeals.

- *Construction Monitoring* - Effective oversight of construction projects, even with the position of a resident engineer vacant.
- *Planning Duties* - Effective coverage of planning duties and tasks even with vacancies in planner positions over part of the year.
- *Efficiency* - Achieved faster processing times for building permits, and electrical and plumbing applications compared to previous years.

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

5100 - Planning and Building

FY2025 Goals

- Key amendments to Restaurant Zoning Bylaw and consider strategic amendments to other Bylaw provisions.
- *MBTA Communities Zoning* - Have a full set of Zoning Bylaw Amendments ready for Fall 2024 Town Meeting that will Comply with MBTA 3A requirements and be aligned with town goals and needs.
- *Community Preservation* - Secure CPC funding to secure money for much needed repairs to the School Department.
- *Committee Vacancies* - Work with the Select Board to recruit new members to Committees that have vacancies.
- *Staff Vacancies* - Fill vacated roles in the Planning Division for Staff Planner and Minutes Taker.
- *Inspector Ongoing Training* - Enhance the proficiency of the local inspector in reviewing building and zoning applications through continuous training and support.
- *Efficiency* - Develop additional guidelines to expedite the processing of building permits and certificate of occupancy applications.
- *Responsiveness* - Formulate more guidelines to improve responsiveness to General By-Law code enforcement.
- *Advance Key Special Projects* – Evaluate opportunity to initiate comprehensive plan, market/fiscal impact analysis, and zoning bylaw reform projects.
- *Provide Support to Other Town Boards and Committees* – The planning Division provides some technical and administrative assistance, as time allows, to the Historic Districts Commission, The Housing Trust, the Economic Development Committee.
- *Research and Analysis* – The Planning Division provides as-needed research and analysis services for other departments and the administration for special programs and projects.

Staffing and Structure

The newly formed Office of Planning and Building includes the Planning Division and the Building Division.

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.

Planning staff include the department Director and Town Planner, a Staff Planner, and an Administrative Coordinator for the Department, and Minutes Taker for the Planning Board, ZBA, and other committees as may be needed.

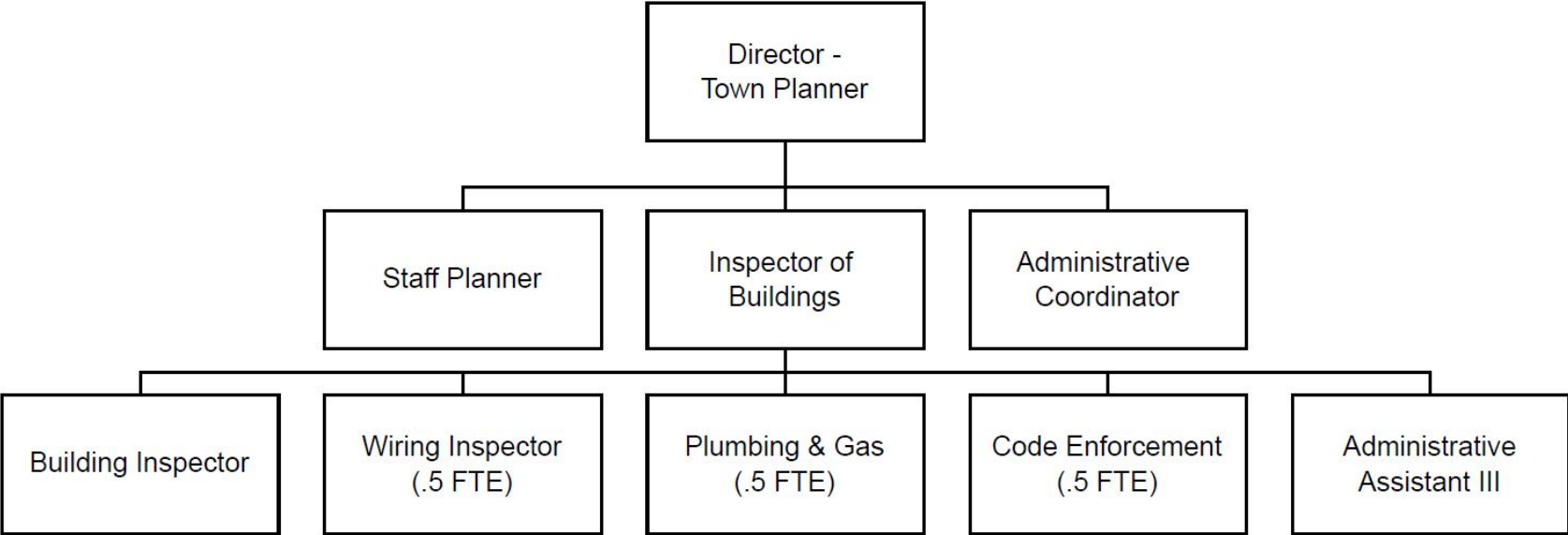
Building and Inspection Services performs building code duties including permit review and inspections. This division also enforces local zoning and general bylaws, as well as

5100 - Planning and Building

state codes and regulations such as accessibility regulations. Much of what this division does is mandated by state law.

Building includes the Inspector of Buildings, an Inspection and Enforcement Officer, an Administrative Assistant III,

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



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<u>Administration*</u>								
Community Development Director	1	1	1	1	1	1	1	—
Community Development Asst. Director	1	1	1	1	1	1	1	—

5100 - Planning and Building

Program: Public Services
Town of Belmont, MA

Administrative Coordinator	1	1	1	1	1	1	1	—
Subtotal	3	3	3	3	3	3	3	—

Planning

Director, Town Planner*	1	1	1	1	1	1	1	1
Staff Planner	1	1	1	1	1	1	1	1
Administrative Coordinator*								0
Administrative Assistant II	1	1	1	1	1	1	0.5	1.0
Subtotal	3	3	3	3	3	3	2.5	3

Building Inspection

Inspector of Buildings*	—	—	—	—	—	—	—	1
Building Inspector	1	1	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1	0.5	0.5
Administrative Assistant III**	0.75	0.75	0.75	0.75	0.75	0.88	0.88	0.88
Inspection (Plumbing/Gas and Wiring)***	1	1	1	1	1	1	1	1
Subtotal	3.75	3.75	3.75	3.75	3.75	3.88	3.38	4.38

Engineering Services*

Resident Engineer****	1	1	1	1	—	—	—	—
Conservation Commission Agent	0.38	0.38	0.38	0.38	0.38	0.38	0.38	—
Subtotal	1.38	1.38	1.38	1.38	0.38	0.38	0.38	—

Total	11.13	11.13	11.13	11.13	10.13	10.26	9.26	7.38
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*A proposed reorganization for FY2025 moves the CD Director/Town Engineer and Conservation Agent to a new Engineering Division within Public Works. The Town Planner becomes the Director of a new Office of Planning and Building, and the CD Assistant Director becomes the new Inspector of Buildings.

**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 - Planning and Building

Program: Public Services
Town of Belmont, MA

Budget Recommendations

The FY2025 budget request for Planning and Building is \$741,610, which is a decrease of \$(237,412) or (24.25)% from the FY2023 budget.

Conservation Commission Agent to Public Works as well as eliminating the part-time Administrative Assistant II position.

Compensation is \$656,995, a decrease of \$(192,897) or (22.70)% due to moving the Town Engineer and

Expenses are \$84,615, a decrease of \$(44,515) or (34.47)% due to moving Engineering costs to Public Works.

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override.

Planning and Building Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 719,783	\$ 768,642	\$ 849,892	\$ 656,995	\$ (192,897)	(22.70)%	\$ 656,995	\$ —	— %
Expenses	\$ 161,892	\$ 75,668	\$ 129,130	\$ 84,615	\$ (44,515)	(34.47)%	\$ 84,615	\$ —	— %
Total 5100 Planning and Building	\$ 881,675	\$ 844,310	\$ 979,022	\$ 741,610	\$ (237,412)	(24.25)%	\$ 741,610	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 5110 Admin	\$ 410,036	\$ 401,287	\$ 407,850	\$ —	\$ (407,850)	(100.00)%	\$ —	\$ —	— %
Total 5120 Planning	\$ 195,629	\$ 152,325	\$ 240,414	\$ 287,211	\$ 46,797	19.47 %	\$ 287,211	\$ —	— %
Total 5130 Building Inspections	\$ 255,039	\$ 270,560	\$ 294,878	\$ 454,399	\$ 159,521	54.10 %	\$ 454,399	\$ —	— %
Total 5140 Engineering	\$ 20,970	\$ 20,138	\$ 35,880	\$ —	\$ (35,880)	(100.00)%	\$ —	\$ —	— %
Total 5100 Planning and Building	\$ 881,675	\$ 844,310	\$ 979,022	\$ 741,610	\$ (237,412)	(24.25)%	\$ 741,610	\$ —	— %

5100 - Planning and Building

Program: Public Services
Town of Belmont, MA

Planning and Building Admin Budget

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11801	511000	Full-Time Salaries	\$ 381,676	\$ 370,925	\$ 372,970	\$ —	\$(372,970)	(100.0)%	\$ —	\$ —	— %
	11801	514800	Longevity	\$ 825	\$ 423	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	11801	519900	Uniform Allowance	\$ —	\$ —	\$ 750	\$ —	\$ (750)	(100.0)%	\$ —	\$ —	— %
	11801	513000	Overtime	\$ 5,411	\$ (219)	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	Subtotal Compensation			\$ 387,912	\$ 371,130	\$ 373,720	\$ —	\$(373,720)	(100.0)%	\$ —	\$ —	— %
Expenses	11802	524500	Repair & Maint. Office Equip.	\$ 4,386	\$ 7,758	\$ 7,200	\$ —	\$ (7,200)	(100.0)%		\$ —	— %
	11802	530000	Prof. and Tech Services	\$ 12,384	\$ 16,000	\$ 16,000	\$ —	\$ (16,000)	(100.0)%		\$ —	— %
	11802	530016	Conferences & Prof. Dev	\$ 1,500	\$ 1,133	\$ 3,000	\$ —	\$ (3,000)	(100.0)%		\$ —	— %
	11802	531900	Advertising	\$ 738	\$ —	\$ 750	\$ —	\$ (750)	(100.0)%		\$ —	— %
	11802	534100	Telephone	\$ 1,393	\$ 2,273	\$ 1,680	\$ —	\$ (1,680)	(100.0)%		\$ —	— %
	11802	534600	Printing and Mailing	\$ —	\$ 116	\$ 500	\$ —	\$ (500)	(100.0)%		\$ —	— %
	11802	573000	Dues and Membership	\$ 1,421	\$ 793	\$ 2,200	\$ —	\$ (2,200)	(100.0)%		\$ —	— %
	Subtotal Contract Services			\$ 21,822	\$ 28,072	\$ 31,330	\$ —	\$ (31,330)	(100.0)%	\$ —	\$ —	— %
	11802	542100	Office Supplies	\$ 303	\$ 1,929	\$ 2,800	\$ —	\$ (2,800)	(100.0)%		\$ —	— %
	Subtotal Supplies			\$ 303	\$ 2,084	\$ 2,800	\$ —	\$ (2,800)	(100.0)%	\$ —	\$ —	— %
Subtotal Expenses			\$ 22,125	\$ 30,156	\$ 34,130	\$ —	\$ (34,130)	(100.0)%	\$ —	\$ —	— %	
Total 5110 Admin			\$ 410,036	\$ 401,287	\$ 407,850	\$ —	\$(407,850)	(100.0)%	\$ —	\$ —	— %	

Note: The Community Development Admin. budget is being discontinued in FY2025. Staff and expenses have been transferred to Planning, Building and Inspections, and DPW Engineering.

5100 - Planning and Building

Program: Public Services
Town of Belmont, MA

Planning Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Comp.	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	11751	511000	Full-Time Salaries	\$ 165,473	\$ 135,792	\$ 163,698	\$ 252,806	\$ 89,108	54.4 %	\$ 252,806	\$ —	— %
	11751	511100	Part-Time Salaries	\$ —	\$ —	\$ 26,566	\$ —	\$ (26,566)	(100.0)%	\$ —	\$ —	— %
	11751	513000	Overtime	\$ 922	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	Subtotal Compensation			\$ 166,395	\$ 135,792	\$ 190,264	\$ 252,806	\$ 62,542	32.9 %	\$ 252,806	\$ —	— %
Expenses	11752	530000	Prof. and Tech Services	\$ 28,309	\$ 15,769	\$ 43,100	\$ 23,100	\$ (20,000)	(46.4)%	\$ 23,100	\$ —	— %
	11752	530016	Conferences & Prof. Dev	\$ —	\$ —	\$ —	\$ 1,500	\$ 1,500	— %	\$ 1,500	\$ —	— %
	11752	531900	Advertising	\$ 68	\$ 372	\$ 3,000	\$ 5,000	\$ 2,000	66.7 %	\$ 5,000	\$ —	— %
	11752	534700	Printing	\$ 63	\$ —	\$ 700	\$ 700	\$ —	— %	\$ 700	\$ —	— %
	11752	571000	In-State Travel	\$ —	\$ —	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	11752	573000	Dues and Membership	\$ 296	\$ —	\$ 800	\$ 1,255	\$ 455	56.9 %	\$ 1,255	\$ —	— %
	Subtotal Contract Services			\$ 28,736	\$ 16,141	\$ 49,100	\$ 33,055	\$ (16,045)	(32.7)%	\$ 33,055	\$ —	— %
	11752	542100	Office Supplies	\$ 268	\$ 392	\$ 1,050	\$ 1,050	\$ —	— %	\$ 1,050	\$ —	— %
	11752	552900	Books and Periodicals	\$ 230	\$ —	\$ —	\$ 300	\$ 300	— %	\$ 300	\$ —	— %
Subtotal Supplies			\$ 498	\$ 392	\$ 1,050	\$ 1,350	\$ 300	28.6 %	\$ 1,350	\$ —	— %	
Subtotal Expenses			\$ 29,234	\$ 16,533	\$ 50,150	\$ 34,405	\$ (15,745)	(31.4)%	\$ 34,405	\$ —	— %	
Total 5120 Planning			\$ 195,629	\$ 152,325	\$ 240,414	\$ 287,211	\$ 46,797	19.5 %	\$ 287,211	\$ —	— %	

5100 - Planning and Building

Program: Public Services
Town of Belmont, MA

Building Inspections Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12411	511000	Full-Time Salaries	\$ 84,676	\$ 114,676	\$ 120,613	\$ 258,875	\$ 138,262	114.6 %	\$ 258,875	\$ —	— %
	12411	511100	Part-Time Salaries	\$ 56,334	\$ 127,186	\$ 133,720	\$ 139,165	\$ 5,445	4.1 %	\$ 139,165	\$ —	— %
	12411	514800	Longevity	\$ 1,481	\$ 875	\$ 875	\$ 875	\$ —	— %	\$ 875	\$ —	— %
	12411	519900	Uniform Allowance	\$ 2,025	\$ 6,412	\$ 2,700	\$ 2,775	\$ 75	2.8 %	\$ 2,775	\$ —	— %
	12411	513000	Overtime	\$ 8,887	\$ 1,580	\$ 2,500	\$ 2,500	\$ —	— %	\$ 2,500	\$ —	— %
	Subtotal Compensation			\$ 153,403	\$ 250,729	\$ 260,408	\$ 404,189	\$ 143,781	55.2 %	\$ 404,189	\$ —	— %
Expenses	12412	524500	Repair & Maint. Office Equip.	\$ 120	\$ 166	\$ —	\$ 3,900	\$ 3,900	— %	\$ 3,900	\$ —	— %
	12412	530000	Prof. and Tech Services	\$ 7,475	\$ 12,874	\$ 22,400	\$ 30,400	\$ 8,000	35.7 %	\$ 30,400	\$ —	— %
	12412	530016	Conferences & Prof. Dev	\$ —	\$ —	\$ —	\$ 2,000	\$ 2,000	— %	\$ 2,000	\$ —	— %
	12412	531300	Joint Inspection Program	\$ 89,152	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	12412	534100	Telephone	\$ 1,920	\$ 1,920	\$ 1,920	\$ 3,000	\$ 1,080	56.3 %	\$ 3,000	\$ —	— %
	12412	534600	Printing and Mailing	\$ 471	\$ 603	\$ 700	\$ 728	\$ 28	4.0 %	\$ 728	\$ —	— %
	12412	571000	In-State Travel	\$ 1,476	\$ 1,870	\$ 7,500	\$ 7,500	\$ —	— %	\$ 7,500	\$ —	— %
	12412	573000	Dues and Membership	\$ 275	\$ 398	\$ 800	\$ 832	\$ 32	4.0 %	\$ 832	\$ —	— %
	Subtotal Contract Services			\$ 100,888	\$ 18,686	\$ 33,320	\$ 48,360	\$ 15,040	45.1 %	\$ 48,360	\$ —	— %
12412	542100	Office Supplies	\$ 748	\$ 795	\$ 1,150	\$ 1,150	\$ —	— %	\$ 1,150	\$ —	— %	
12412	552900	Books and Periodicals	\$ —	\$ 350	\$ —	\$ 700	\$ 700	— %	\$ 700	\$ —	— %	
Subtotal Supplies			\$ 748	\$ 1,145	\$ 1,150	\$ 1,850	\$ 700	60.9 %	\$ 1,850	\$ —	— %	
Subtotal Expenses			\$ 101,636	\$ 19,831	\$ 34,470	\$ 50,210	\$ 15,740	45.7 %	\$ 50,210	\$ —	— %	
Total 5130 Building Inspections			\$ 255,039	\$ 270,560	\$ 294,878	\$ 454,399	\$ 159,521	54.1 %	\$ 454,399	\$ —	— %	

5100 - Planning and Building

Program: Public Services
Town of Belmont, MA

Engineering Budget Detail

Compensati				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	14111	511000	Full-Time Salaries	\$ 409	\$ (1,764)	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	14111	511100	Part-Time Salaries	\$ 11,664	\$ 12,756	\$ 25,500	\$ —	\$ (25,500)	(100)%	\$ —	\$ —	— %
Subtotal Compensation				\$ 12,073	\$ 10,991	\$ 25,500	\$ —	\$ (25,500)	(100)%	\$ —	\$ —	— %
Expenses	14112	524303	Rock Meadow Maintenance	\$ 7,000	\$ 7,000	\$ 7,000	\$ —	\$ (7,000)	(100)%	\$ —	\$ —	— %
	14112	524500	Repair & Maint. Office Equip.	\$ 40	\$ —	\$ 200	\$ —	\$ (200)	(100)%	\$ —	\$ —	— %
	14112	534100	Telephone	\$ 480	\$ 480	\$ 480	\$ —	\$ (480)	(100)%	\$ —	\$ —	— %
	14112	534600	Printing and Mailing	\$ 26	\$ 67	\$ 400	\$ —	\$ (400)	(100)%	\$ —	\$ —	— %
	14112	571000	In-State Travel	\$ 1,183	\$ 1,471	\$ 2,000	\$ —	\$ (2,000)	(100)%	\$ —	\$ —	— %
	Subtotal Contract Services			\$ 8,730	\$ 9,018	\$ 10,080	\$ —	\$ (10,080)	(100)%	\$ —	\$ —	— %
	14112	542900	Engineering & Drafting Supplies	\$ 167	\$ 129	\$ 300	\$ —	\$ (300)	(100)%	\$ —	\$ —	— %
Subtotal Supplies			\$ 167	\$ 129	\$ 300	\$ —	\$ (300)	(100)%	\$ —	\$ —	— %	
Subtotal Expenses			\$ 8,897	\$ 9,147	\$ 10,380	\$ —	\$ (10,380)	(100)%	\$ —	\$ —	— %	
Total 5140 Engineering			\$ 20,970	\$ 20,138	\$ 35,880	\$ —	\$ (35,880)	(100)%	\$ —	\$ —	— %	

Note: The Community Development Engineering budget is being discontinued in FY2025. Staff and expenses have been transferred to DPW Engineering.

Program Overview

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

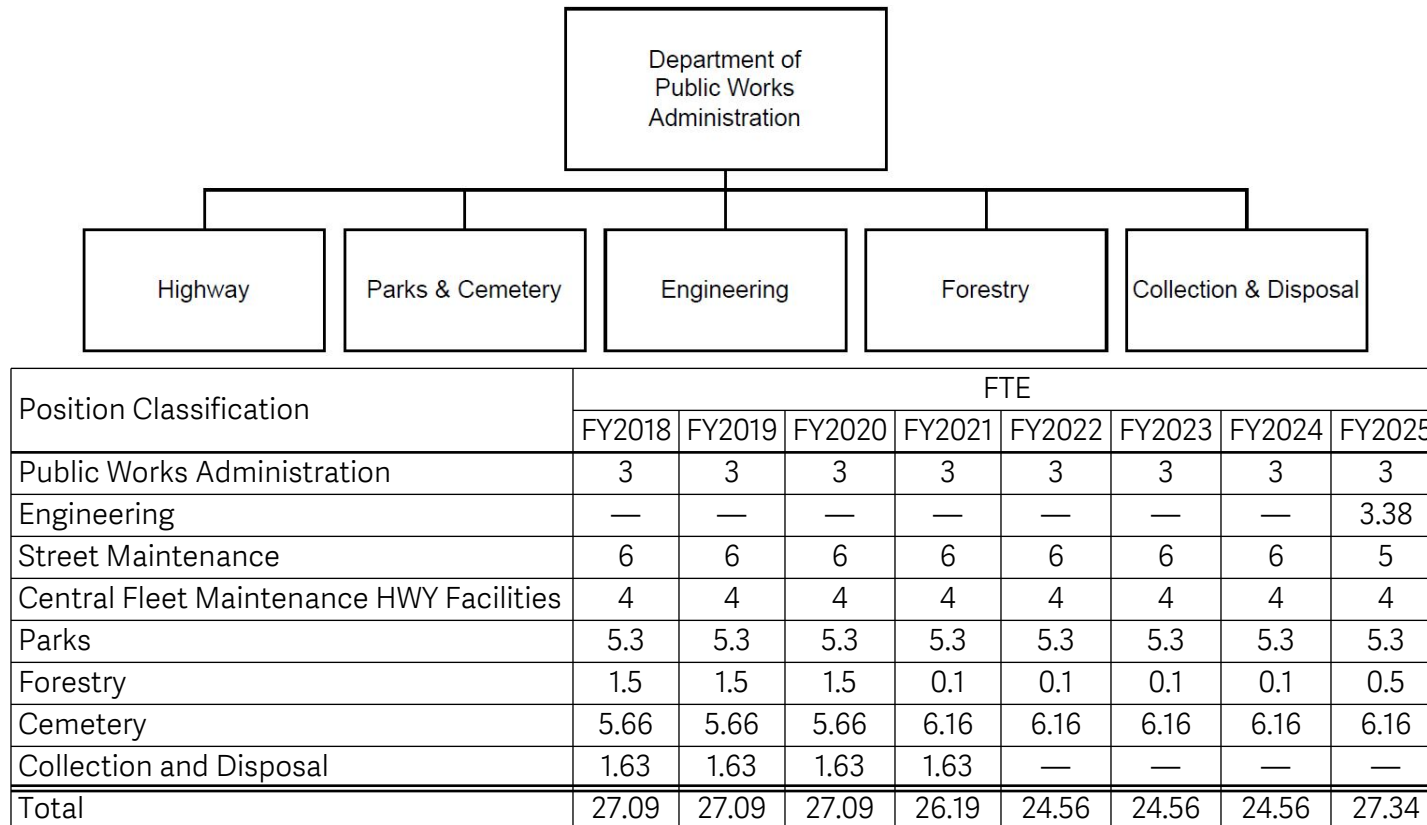
5200 - Public Works

Staffing and Structure

The DPW staffing for FY2025 is projected at 27.34 FTEs, a net increase of 2.78 FTEs over FY2024 due to the transition of the Engineering division into DPW. With zero FTEs in Forestry and Collections and Disposal, the DPW is running a very lean operation. Running this lean has compounded in FY2024 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.



5200 - Public Works

Budget Recommendations

The FY2025 budget request for Public Works is \$8,688,742, which is an increase of \$618,077 or 7.66% from the FY2024 budget. Compensation is \$2,709,357, an increase of \$396,865 or 17.16% due to adding the engineering division to

the Public Works budget in FY2025. Expenses are \$5,979,385, an increase of \$221,212 or 3.84% which is largely due to the increased costs for the Town's contract for collection and disposal services and tree removal services.

No Override Impacts

In the event that the requested override fails, a total of \$(209,254) or (2.41)% would be cut from the Department of Public Works. This represents three main areas - eliminating tree planting from the General Fund budget and

shifting it to donations and grants, reducing the number of weeks of yard waste cleanup from 23 to 16, and implementing a per-item charge for residents to dispose of bulky items and recycle mattresses.

Public Works Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 2,022,462	\$ 2,094,539	\$ 2,312,492	\$ 2,709,357	\$ 396,865	17.16 %	\$ 2,709,357	\$ —	— %
Expenses	\$ 5,419,332	\$ 5,236,793	\$ 5,758,173	\$ 5,979,385	\$ 221,212	3.84 %	\$ 5,770,131	\$ (209,254)	(3.50)%
Total 5200 Public Works	\$ 7,441,794	\$ 7,331,332	\$ 8,070,665	\$ 8,688,742	\$ 618,077	7.66 %	\$ 8,479,488	\$ (209,254)	(2.41)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 5210 DPW Admin	\$ 284,322	\$ 318,674	\$ 349,358	\$ 363,539	\$ 14,182	4.06 %	\$ 363,539	\$ —	— %
Total 5215 Engineering	\$ —	\$ —	\$ —	\$ 428,221	\$ 428,221	— %	\$ 428,221	\$ —	— %
Total 5221 Highway	\$ 772,097	\$ 805,879	\$ 866,351	\$ 803,573	\$ (62,778)	(7.25)%	\$ 803,573	\$ —	— %
Total 5222 Snow & Ice	\$ 968,472	\$ 716,588	\$ 794,930	\$ 794,930	\$ —	— %	\$ 794,930	\$ —	— %
Total 5223 Street Lighting	\$ 174,995	\$ 143,418	\$ 200,000	\$ 155,000	\$ (45,000)	(22.50)%	\$ 155,000	\$ —	— %
Total 5224 Fleet Maintenance	\$ 549,232	\$ 563,657	\$ 589,105	\$ 606,566	\$ 17,461	2.96 %	\$ 606,566	\$ —	— %
Total 5231 Parks	\$ 505,217	\$ 450,438	\$ 607,201	\$ 622,787	\$ 15,586	2.57 %	\$ 622,787	\$ —	— %
Total 5232 Cemetery	\$ 460,037	\$ 504,223	\$ 563,553	\$ 583,131	\$ 19,579	3.47 %	\$ 583,131	\$ —	— %
Total 5235 Forestry	\$ 633,959	\$ 514,180	\$ 426,655	\$ 500,880	\$ 74,225	17.40 %	\$ 475,880	\$ (25,000)	(4.99)%
Total 5240 Collection & Disposal	\$ 3,093,463	\$ 3,314,276	\$ 3,673,512	\$ 3,830,114	\$ 156,602	4.26 %	\$ 3,645,860	\$ (184,254)	(4.81)%
Total 5200 Public Works	\$ 7,441,794	\$ 7,331,332	\$ 8,070,665	\$ 8,688,742	\$ 618,077	7.66 %	\$ 8,479,488	\$ (209,254)	(2.41)%

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.

FY2023-24 Achievements

- Townwide Tree Inventory and Assessment Plan completed.
- DPW representative to the Transportation Advisory Committee, Community Path Project Committee, Water Advisory Board, High School/Middle School Transportation Committee, Cemetery Commission, Community Preservation Committee, Energy Committee and a variety of Boards, Commissions and Committee's as required.
- Continued updating of the recent Stormwater Bylaw and the Residential Snow Removal Bylaw.
- On-going work with the MA DEP in regards to the regulatory process of capping the former ash landfill at the Incinerator Site.
- Continued to work with and provide staff support to the Board of Cemetery Commissioners and Water Advisory Board.
- Continued management, procurement and specifications of the vehicle/equipment replacement program.
- Prepare, award and administer all contracts related to outside services and/or materials for most town departments.
- Represented the Town as a member of the Massachusetts Water Resources Authority Advisory Board and the Arlington-Belmont-Cambridge Stormwater Committee.
- 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 updates for the water and sewer financial plan.

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

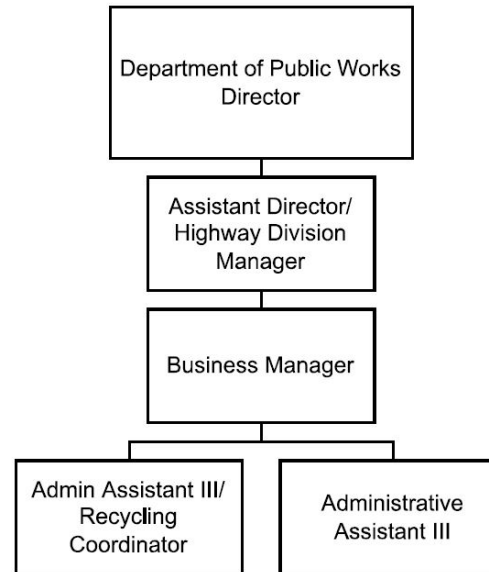
FY2025 Goals

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

Staffing and Structure

The DPW Administrative Office is made up of 3 FTEs. The Assistant Director of the DPW also acts as the Highway Division Manager and one of the Administrative Assistants

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



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Director	1	1	1	1	1	1	1	1
Business Manager	1	1	1	1	1	1	1	1
Admin Assistant III	1	1	1	1	—	—	—	—
Admin Assistant III/Recycle Coordinator*	—	—	—	—	1	1	1	1
Subtotal	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 FY2025 budget request for the DPW Admin Division is \$363,539, which is an increase of \$14,182 or 4.06% from the FY2024 budget. Compensation is \$345,499, an increase of \$12,487 or 3.75% due to contractually obligated cost of

living adjustments. Expenses are \$18,040, an increase of \$1,695 or 10.37% due to Town employees planning to return to the American Public Works Association conference in FY2025 after taking a hiatus due to Covid.

No Override Impacts

There are no anticipated direct impacts to the Administration division of the Department of Public Works due to a failed override.

Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 271,701	\$ 305,547	\$ 333,013	\$ 345,499	\$ 12,487	3.75 %	\$ 345,499	\$ —	— %
Expenses	\$ 12,621	\$ 13,127	\$ 16,345	\$ 18,040	\$ 1,695	10.37 %	\$ 18,040	\$ —	— %
Total 5210 DPW Administration	\$ 284,322	\$ 318,674	\$ 349,358	\$ 363,539	\$ 14,182	4.06 %	\$ 363,539	\$ —	— %

5210 - Public Works Administration

Program: Public Services
Town of Belmont, MA

DPW Admin Budget Detail

DPW Admin Budget Detail				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	14211	511000	Full-Time Salaries	\$ 267,886	\$ 301,363	\$ 330,313	\$ 341,799	\$ 11,487	3.5 %	\$ 341,799	\$ —	— %
	14211	514001	Personal Day Paid in lieu time	\$ 3,685	\$ 3,455	\$ 2,300	\$ 2,300	\$ —	— %	\$ 2,300	\$ —	— %
	14211	514400	Meal Allowance	\$ 130	\$ 80	\$ 400	\$ 400	\$ —	— %	\$ 400	\$ —	— %
	14211	519001	Working Out of Grade	\$ —	\$ 649	\$ —	\$ 1,000	\$ 1,000	— %	\$ 1,000	\$ —	— %
	Subtotal Compensation			\$ 271,701	\$ 305,547	\$ 333,013	\$ 345,499	\$ 12,487	3.7 %	\$ 345,499	\$ —	— %
Expenses	14212	519700	Tuition Reimbursement	\$ 554	\$ 801	\$ 1,620	\$ 3,180	\$ 1,560	96.3 %	\$ 3,180	\$ —	— %
	14212	530001	Medical Bills	\$ 2,308	\$ 1,862	\$ 2,000	\$ 2,060	\$ 60	3.0 %	\$ 2,060	\$ —	— %
	14212	531700	Employee Training	\$ 1,333	\$ 1,031	\$ 1,595	\$ 1,595	\$ —	— %	\$ 1,595	\$ —	— %
	14212	531900	Advertising	\$ 2,099	\$ 1,191	\$ 1,500	\$ 1,545	\$ 45	3.0 %	\$ 1,545	\$ —	— %
	14212	571000	In-State Travel	\$ 890	\$ 931	\$ 2,900	\$ 2,900	\$ —	— %	\$ 2,900	\$ —	— %
	14212	573000	Dues and Membership	\$ 1,077	\$ 1,116	\$ 1,000	\$ 1,030	\$ 30	3.0 %	\$ 1,030	\$ —	— %
	Subtotal Contract Services			\$ 8,262	\$ 6,933	\$ 10,615	\$ 12,310	\$ 1,695	16.0 %	\$ 12,310	\$ —	— %
	14212	542100	Office Supplies	\$ 3,245	\$ 4,188	\$ 3,090	\$ 3,090	\$ —	— %	\$ 3,090	\$ —	— %
	14212	553100	Public Works Supplies	\$ 1,114	\$ 2,007	\$ 2,640	\$ 2,640	\$ —	— %	\$ 2,640	\$ —	— %
	Subtotal Supplies			\$ 4,359	\$ 6,195	\$ 5,730	\$ 5,730	\$ —	— %	\$ 5,730	\$ —	— %
Subtotal Expenses			\$ 12,621	\$ 13,127	\$ 16,345	\$ 18,040	\$ 1,695	10.4 %	\$ 18,040	\$ —	— %	
Total 5210 DPW Admin			\$ 284,322	\$ 318,674	\$ 349,358	\$ 363,539	\$ 14,182	4.1 %	\$ 363,539	\$ —	— %	

5215 - Engineering

Program Overview

The Engineering Division performs design, review, implementation and permanent record keeping of municipal infrastructure improvement programs including

major road reconstruction and sanitary sewer and storm drain repairs. It also provides municipal engineering services.

FY2023-24 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 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 [Public Works section of the Belmont Annual Report](#).

FY2025 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.

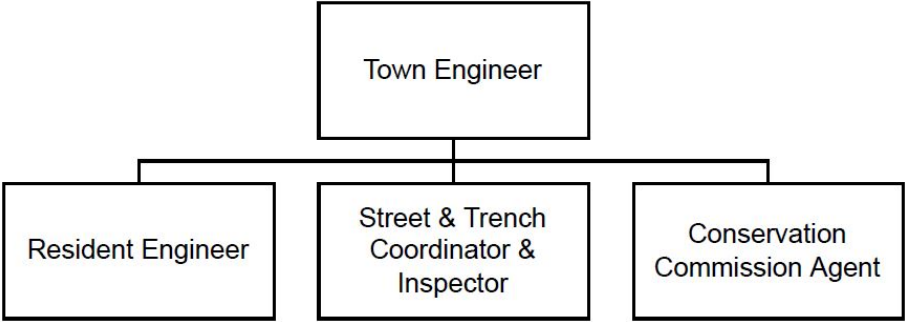
5215 - Engineering

Staffing and Structure

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 that was eliminated in FY2022 is proposed to be

restored in FY2025 as part of an overall restructuring with the Office of Planning and Building.

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



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Town Engineer	—	—	—	—	—	—	—	1
Resident Engineer	—	—	—	—	—	—	—	1
Street & Trench Coord & Insp	—	—	—	—	—	—	—	1
Conservation Commission Agent	—	—	—	—	—	—	—	0.38
Subtotal	—	—	—	—	—	—	—	3.38

**The Engineering Division is a proposed restructuring for FY2025 within Public Works. Several staff are transferring from other areas of municipal operations - Town Engineer and Conservation Commission Agent from Community Development, Street & Trench Coordinator from Street Maintenance. The Stormwater Manager in Sewer Enterprise also reports to Engineering. The Resident Engineer is the restoration of a position cut after the failed April 2021 override.

5215 - Engineering

Budget Recommendations

The FY2025 budget request for the DPW Engineering Division is \$428,221, which reflects a shift of staff and expenses from other town budgets and the addition of a

Resident Engineer. Compensation is \$398,421, and Expenses are \$29,800.

No Override Impacts

There are no anticipated direct impacts to the Engineering division of the Department of Public Works due to a failed override.

Engineering Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ —	\$ —	\$ —	\$ 398,421	\$ 398,421	100.00 %	\$ 398,421	\$ —	— %
Expenses	\$ —	\$ —	\$ —	\$ 29,800	\$ 29,800	100.00 %	\$ 29,800	\$ —	— %
Total 5215 Engineering	\$ —	\$ —	\$ —	\$ 428,221	\$ 428,221	100.00 %	\$ 428,221	\$ —	— %

5215 - Engineering

Program: Public Services
Town of Belmont, MA

Engineering Budget Detail

Comp.	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Comp.	14271	511000	Full-Time Salaries	\$ —	\$ —	\$ —	\$ 372,411	\$ 372,411	— %	\$ 372,411	\$ —	— %
	14271	511100	Part-Time Salaries	\$ —	\$ —	\$ —	\$ 26,010	\$ 26,010	— %	\$ 26,010	\$ —	— %
	Subtotal Compensation			\$ —	\$ —	\$ —	\$ 398,421	\$ 398,421	— %	\$ 398,421	\$ —	— %
Expenses	14272	524303	Rock Meadow Maintenance	\$ —	\$ —	\$ —	\$ 7,000	\$ 7,000	— %	\$ 7,000	\$ —	— %
	14272	524500	Repair & Maint. Office Equip.	\$ —	\$ —	\$ —	\$ 3,500	\$ 3,500	— %	\$ 3,500	\$ —	— %
	14272	530000	Prof. and Tech Services	\$ —	\$ —	\$ —	\$ 8,000	\$ 8,000	— %	\$ 8,000	\$ —	— %
	14272	530016	Conferences & Prof. Dev	\$ —	\$ —	\$ —	\$ 1,000	\$ 1,000	— %	\$ 1,000	\$ —	— %
	14272	534100	Telephone	\$ —	\$ —	\$ —	\$ 3,500	\$ 3,500	— %	\$ 3,500	\$ —	— %
	14272	534600	Printing and Mailing	\$ —	\$ —	\$ —	\$ 500	\$ 500	— %	\$ 500	\$ —	— %
	14272	571000	In-State Travel	\$ —	\$ —	\$ —	\$ 2,000	\$ 2,000	— %	\$ 2,000	\$ —	— %
	14272	573000	Dues and Membership	\$ —	\$ —	\$ —	\$ 1,200	\$ 1,200	— %	\$ 1,200	\$ —	— %
	Subtotal Contract Services			\$ —	\$ —	\$ —	\$ 26,700	\$ 26,700	— %	\$ 26,700	\$ —	— %
	14272	542100	Office Supplies	\$ —	\$ —	\$ —	\$ 2,800	\$ 2,800	— %	\$ 2,800	\$ —	— %
	14272	542900	Engineering & Drafting Supplies	\$ —	\$ —	\$ —	\$ 300	\$ 300	— %	\$ 300	\$ —	— %
Subtotal Supplies				\$ —	\$ —	\$ —	\$ 3,100	\$ 3,100	— %	\$ 3,100	\$ —	— %
Subtotal Expenses				\$ —	\$ —	\$ —	\$ 29,800	\$ 29,800	— %	\$ 29,800	\$ —	— %
Total 5215 Engineering				\$ —	\$ —	\$ —	\$ 428,221	\$ 428,221	— %	\$ 428,221	\$ —	— %

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.

As of January 2024 the Town was able to hire a part-time Tree Warden to relieve the DPW Director and DPW Assistant Director of this additional duty. The Town last had this position filled in the FY2020 budget and is excited to have this position filled again. The 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.

For the FY2025 budget the Town is looking at ways to incentivize current DPW staff to operate Town-owned snow removal equipment so the Town does not have to hire as many outside contractors during snow storms.

FY2023-24 Achievements

- Continued work on replacing the 37-year-old fuel tanks with a new double-walled bifurcated tank. This project is expected to start in late 2023 and be finalized during the summer of 2024.
- 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 the summer of 2024.
- Repaired over 30,000 square feet of public sidewalks.
- Planned, procured, organized, directed and administered private contractors for snow and ice operations.
- Ongoing work with our consultants to fine-tune the townwide sidewalk assessment.
- Ongoing administrative duties as the representative to the Regional Household Hazardous Waste Program and community sanitation.
- Removed and replaced the Claflin Street Culvert. The previous culvert was structurally compromised and inefficiently designed to take on water surges. The new design minimizes potential overflows and contains debris to prevent it from hindering flow functionality.
- Continued to manage, procure and define specifications for the vehicle/equipment replacement program.

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

FY2025 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.

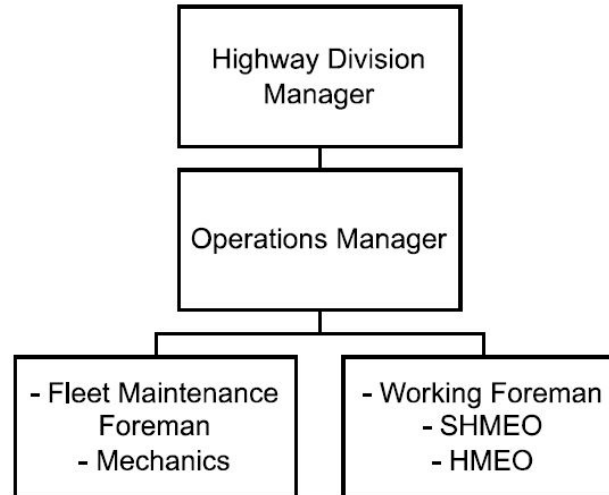
5220 - Public Works Highway Division

Program: Public Services
Town of Belmont, MA

Staffing and Structure

The Highway Department is made up of 8 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							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<u>Street Maintenance</u>								
Assistant Director/Highway Div. Manager	1	1	1	1	1	1	1	1
Operations Manager	1	1	1	1	1	1	1	1
Working Foreman	1	1	1	1	1	1	1	1
Street & Trench Coord & Insp**	1	1	1	1	1	1	1	—
SHMEO/Laborer	2	2	2	2	2	2	2	2
Subtotal	6	6	6	6	6	6	6	5
<u>Central Fleet Maintenance HWY Facilities</u>								
Shop Foreman	1	1	1	1	1	1	1	1
Mechanic	3	3	3	3	3	3	3	3
Subtotal	4	4	4	4	4	4	4	4
Total	10	10	10	10	10	10	10	9

**The Street & Trench Coordinator is transferring to the Engineering Division in FY2025.

5220 - Public Works Highway Division

Program: Public Services
Town of Belmont, MA

Budget Recommendations

The FY2025 budget request for the Highway Division is \$2,360,069, which is a decrease of \$(90,317) or (3.69)% from the FY2024 budget. Compensation is \$1,017,084, a decrease of \$(55,902) or (5.21)% due to moving the Stop Coordinator

position to be under the engineering division. Expenses are \$1,342,985, a decrease of \$(34,415) or (2.50)% due to a savings in street lighting costs which offset increases in both street and vehicle maintenance costs.

No Override Impacts

There are no anticipated direct impacts to the Highway division of the Department of Public Works due to a failed override.

Highway Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 1,056,814	\$ 1,045,703	\$ 1,072,986	\$ 1,017,084	\$ (55,902)	(5.21)%	\$ 1,017,084	\$ —	— %
Expenses	\$ 1,407,982	\$ 1,183,839	\$ 1,377,400	\$ 1,342,985	\$ (34,415)	(2.50)%	\$ 1,342,985	\$ —	— %
Total 5220 Highway	\$ 2,464,796	\$ 2,229,542	\$ 2,450,386	\$ 2,360,069	\$ (90,317)	(3.69)%	\$ 2,360,069	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 5221 Highway	\$ 772,097	\$ 805,879	\$ 866,351	\$ 803,573	\$ (62,778)	(7.25)%	\$ 803,573	\$ —	— %
Total 5222 Snow & Ice	\$ 968,472	\$ 716,588	\$ 794,930	\$ 794,930	\$ —	— %	\$ 794,930	\$ —	— %
Total 5223 Street Lighting	\$ 174,995	\$ 143,418	\$ 200,000	\$ 155,000	\$ (45,000)	(22.50)%	\$ 155,000	\$ —	— %
Total 5224 Fleet Maintenance	\$ 549,232	\$ 563,657	\$ 589,105	\$ 606,566	\$ 17,461	2.96 %	\$ 606,566	\$ —	— %
Total 5220 Highway	\$ 2,464,796	\$ 2,229,542	\$ 2,450,386	\$ 2,360,069	\$ (90,317)	(3.69)%	\$ 2,360,069	\$ —	— %

5220 - Public Works Highway Division

Program: Public Services
Town of Belmont, MA

Highway Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change	
	14221	511000	Full-Time Salaries	\$ 468,872	\$ 483,828	\$ 506,151	\$ 424,643	\$ (81,508)	(16.1)%	\$ 424,643	\$ —	— %	
	14221	514000	On-Call Pay	\$ 13,954	\$ 13,029	\$ 14,515	\$ 14,515	\$ —	— %	\$ 14,515	\$ —	— %	
	14221	514800	Longevity	\$ 2,825	\$ 3,175	\$ 3,775	\$ 3,775	\$ —	— %	\$ 3,775	\$ —	— %	
	14221	515200	Availability Stipend	\$ 3,038	\$ 3,055	\$ 3,380	\$ 3,380	\$ —	— %	\$ 3,380	\$ —	— %	
	14221	515500	CDL Stipend	\$ 3,855	\$ 3,940	\$ 3,900	\$ 3,900	\$ —	— %	\$ 3,900	\$ —	— %	
	14221	519001	Working Out of Grade	\$ 1,706	\$ 2,126	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %	
	14221	519900	Uniform Allowance	\$ 3,135	\$ 3,135	\$ 3,135	\$ 3,135	\$ —	— %	\$ 3,135	\$ —	— %	
	14221	513000	Overtime	\$ 91,365	\$ 85,228	\$ 95,000	\$ 110,000	\$ 15,000	15.8 %	\$ 110,000	\$ —	— %	
Subtotal Compensation				\$ 588,750	\$ 597,517	\$ 634,856	\$ 568,348	\$ (66,508)	(10.5)%	\$ 568,348	\$ —	— %	
Expenses	14222	524500	Repair & Maint. Office Equip.	\$ 800	\$ 3,600	\$ 3,600	\$ 3,675	\$ 75	2.1 %	\$ 3,675	\$ —	— %	
	14222	525100	Repair & Maintenance of Roads	\$ 73,455	\$ 76,965	\$ 85,000	\$ 86,700	\$ 1,700	2.0 %	\$ 86,700	\$ —	— %	
	14222	529700	Soil Removal & Brush Disposal	\$ 6,905	\$ 20,000	\$ 20,000	\$ 20,000	\$ —	— %	\$ 20,000	\$ —	— %	
	14222	531600	Police Details	\$ 1,049	\$ 1,516	\$ 5,345	\$ 5,345	\$ —	— %	\$ 5,345	\$ —	— %	
	14222	534100	Telephone	\$ 648	\$ 840	\$ 1,050	\$ 1,105	\$ 55	5.2 %	\$ 1,105	\$ —	— %	
	Subtotal Contract Services				\$ 82,856	\$ 102,922	\$ 114,995	\$ 116,825	\$ 1,830	1.6 %	\$ 116,825	\$ —	— %
	14222	550000	Medical Supplies	\$ 1,374	\$ 2,632	\$ 1,500	\$ 3,000	\$ 1,500	100.0 %	\$ 3,000	\$ —	— %	
	14222	553100	Public Works Supplies	\$ 18,867	\$ 18,260	\$ 20,000	\$ 20,400	\$ 400	2.0 %	\$ 20,400	\$ —	— %	
	14222	553300	PW Supplies - Lines/Signs	\$ 61,555	\$ 65,853	\$ 75,000	\$ 75,000	\$ —	— %	\$ 75,000	\$ —	— %	
	14222	553400	Sidewalk Repairs	\$ 18,695	\$ 18,695	\$ 20,000	\$ 20,000	\$ —	— %	\$ 20,000	\$ —	— %	
	Subtotal Supplies				\$ 100,491	\$ 105,440	\$ 116,500	\$ 118,400	\$ 1,900	1.6 %	\$ 118,400	\$ —	— %
	Subtotal Expenses				\$ 183,348	\$ 208,362	\$ 231,495	\$ 235,225	\$ 3,730	1.6 %	\$ 235,225	\$ —	— %
	Total 5221 Highway				\$ 772,097	\$ 805,879	\$ 866,351	\$ 803,573	\$ (62,778)	(7.2)%	\$ 803,573	\$ —	— %

5220 - Public Works Highway Division

Program: Public Services
Town of Belmont, MA

Snow & Ice Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Comp.	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	14231	514000	On-Call Pay	\$ 13,184	\$ 16,431	\$ 12,435	\$ 12,435	\$ —	— %	\$ 12,435	\$ —	— %
	14231	513000	Overtime	\$ 186,044	\$ 148,321	\$ 122,195	\$ 122,195	\$ —	— %	\$ 122,195	\$ —	— %
	Subtotal Compensation			\$ 199,227	\$ 164,752	\$ 134,630	\$ 134,630	\$ —	— %	\$ 134,630	\$ —	— %
Expenses	14232	524400	Repair & Maint. Vehicles	\$ 41,305	\$ 50,422	\$ 48,165	\$ 48,165	\$ —	— %	\$ 48,165	\$ —	— %
	14232	529100	Snow Removal Contractors	\$ —	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	14232	529101	Snow Removal Contractors	\$ 418,462	\$ 244,664	\$ 187,305	\$ 187,305	\$ —	— %	\$ 187,305	\$ —	— %
	14232	531600	Police Details	\$ —	\$ —	\$ 17,130	\$ 17,130	\$ —	— %	\$ 17,130	\$ —	— %
	Subtotal Contract Services			\$ 459,767	\$ 295,086	\$ 252,600	\$ 252,600	\$ —	— %	\$ 252,600	\$ —	— %
	14232	553100	Public Works Supplies	\$ 309,477	\$ 256,749	\$ 407,700	\$ 407,700	\$ —	— %	\$ 407,700	\$ —	— %
	Subtotal Supplies			\$ 309,477	\$ 256,749	\$ 407,700	\$ 407,700	\$ —	— %	\$ 407,700	\$ —	— %
	Subtotal Expenses			\$ 769,244	\$ 551,835	\$ 660,300	\$ 660,300	\$ —	— %	\$ 660,300	\$ —	— %
	Total 5222 Snow & Ice			\$ 968,472	\$ 716,588	\$ 794,930	\$ 794,930	\$ —	— %	\$ 794,930	\$ —	— %

Street Lighting Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Expenses	14242	522500	Street Lighting	\$ 174,995	\$ 143,418	\$ 200,000	\$ 155,000	\$ (45,000)	(22.5)%	\$ 155,000	\$ —	— %
	Subtotal Utilities			\$ 174,995	\$ 143,418	\$ 200,000	\$ 155,000	\$ (45,000)	(22.5)%	\$ 155,000	\$ —	— %
	Subtotal Expenses			\$ 174,995	\$ 143,418	\$ 200,000	\$ 155,000	\$ (45,000)	(22.5)%	\$ 155,000	\$ —	— %
	Total 5223 Street Lighting			\$ 174,995	\$ 143,418	\$ 200,000	\$ 155,000	\$ (45,000)	(22.5)%	\$ 155,000	\$ —	— %

5220 - Public Works Highway Division

Program: Public Services
Town of Belmont, MA

Fleet Maintenance Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	14251	511000	Full-Time Salaries	\$ 260,330	\$ 271,872	\$ 290,285	\$ 300,891	\$ 10,606	3.7 %	\$ 300,891	\$ —	— %
	14251	514800	Longevity	\$ 600	\$ 600	\$ 1,200	\$ 1,200	\$ —	— %	\$ 1,200	\$ —	— %
	14251	515200	Availability Stipend	\$ 637	\$ 3,328	\$ 3,380	\$ 3,380	\$ —	— %	\$ 3,380	\$ —	— %
	14251	515500	CDL Stipend	\$ 3,915	\$ 3,915	\$ 3,900	\$ 3,900	\$ —	— %	\$ 3,900	\$ —	— %
	14251	519001	Working Out of Grade	\$ 295	\$ 96	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
	14251	519900	Uniform Allowance	\$ 2,460	\$ 3,023	\$ 3,135	\$ 3,135	\$ —	— %	\$ 3,135	\$ —	— %
	14251	519901	Tool Allowance	\$ 600	\$ 600	\$ 600	\$ 600	\$ —	— %	\$ 600	\$ —	— %
Subtotal Compensation			\$ 268,837	\$ 283,434	\$ 303,500	\$ 314,106	\$ 10,606	3.5 %	\$ 314,106	\$ —	— %	
Expenses	14252	524400	Repair & Maint. Vehicles	\$ 19,025	\$ 17,476	\$ 20,000	\$ 20,400	\$ 400	2.0 %	\$ 20,400	\$ —	— %
	Subtotal Contract Services			\$ 19,025	\$ 17,476	\$ 20,000	\$ 20,400	\$ 400	2.0 %	\$ 20,400	\$ —	— %
	14252	548000	Vehicle Supplies	\$ 53,798	\$ 54,414	\$ 63,870	\$ 65,055	\$ 1,185	1.9 %	\$ 65,055	\$ —	— %
	14252	548700	Motor Oil and Lube	\$ 13,753	\$ 8,646	\$ 10,050	\$ 10,250	\$ 200	2.0 %	\$ 10,250	\$ —	— %
	14252	548800	Tires and Tubes	\$ 13,259	\$ 5,331	\$ 11,825	\$ 12,060	\$ 235	2.0 %	\$ 12,060	\$ —	— %
	14252	553100	Public Works Supplies	\$ 51,688	\$ 53,294	\$ 54,585	\$ 55,680	\$ 1,095	2.0 %	\$ 55,680	\$ —	— %
	14252	558200	Other Supplies-Uniforms	\$ 3,437	\$ 4,546	\$ 5,070	\$ 5,170	\$ 100	2.0 %	\$ 5,170	\$ —	— %
	Subtotal Supplies			\$ 135,936	\$ 126,232	\$ 145,400	\$ 148,215	\$ 2,815	1.9 %	\$ 148,215	\$ —	— %
	14252	548900	Gasoline	\$ 78,050	\$ 89,138	\$ 72,820	\$ 76,460	\$ 3,640	5.0 %	\$ 76,460	\$ —	— %
	Subtotal Utilities			\$ 78,050	\$ 89,138	\$ 72,820	\$ 76,460	\$ 3,640	5.0 %	\$ 76,460	\$ —	— %
	14253	587200	Capital Outlay Other	\$ 47,385	\$ 47,377	\$ 47,385	\$ 47,385	\$ —	— %	\$ 47,385	\$ —	— %
Subtotal Minor Capital (Outlay)			\$ 47,385	\$ 47,377	\$ 47,385	\$ 47,385	\$ —	— %	\$ 47,385	\$ —	— %	
Subtotal Expenses			\$ 280,395	\$ 280,223	\$ 285,605	\$ 292,460	\$ 6,855	2.4 %	\$ 292,460	\$ —	— %	
Total 5224 Fleet Maintenance			\$ 549,232	\$ 563,657	\$ 589,105	\$ 606,566	\$ 17,461	3.0 %	\$ 606,566	\$ —	— %	

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 Underwood Pool.

The administration of the Belmont Cemetery is governed by the obligations created by M.G.L. Chapter 114. The DPW is reviewing the potential for contract services for Cemetery upkeep for FY2025. This would be accomplished without increasing the total DPW budget and with reallocating the

existing Cemetery staff throughout the department. This idea is being reviewed through the collective bargaining agreements with the respective unions starting in October 2023 with an unknown end date.

Responsibilities of the Cemetery division 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.

FY2023-24 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, Payson Park Renovation, PQ Basketball Court Renovation.
- Town Field Playground Project completion.
- Payson Park Playground Project completion.
- Grove Street Playground Basketball Court and Baseball Field project completion.
- PQ Basketball Court and drainage improvement project completion.
- Recently acquired the maintenance and upkeep of the grounds of the new Middle/High School.
- Continued support and assistance for the Belmont Middle/High School Building project with requests for labor, materials, space, or equipment as needed.

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

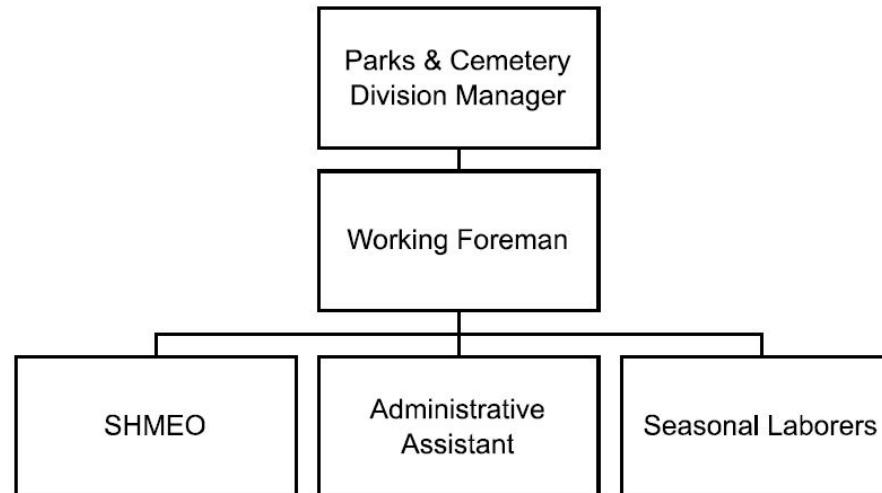
FY2025 Goals

- 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.

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							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<u>Parks</u>								
Manager	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Working Foreman	1	1	1	1	1	1	1	1
SHMEO/Laborer	3	3	3	3	3	3	3	3
Seasonal Laborers	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
<u>Cemetery</u>								
Manager	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
Working Foreman	1	1	1	1	1	1	1	1
Administrative Assistant	0.5	0.5	0.5	1	1	1	1	1
Part-Time On-call (0.22 FTE)	0.66	0.66	0.66	0.66	0.66	0.66	0.66	0.66
SHMEO/Laborer	3	3	3	3	3	3	3	3
Subtotal	5.66	5.66	5.66	6.16	6.16	6.16	6.16	6.16
Total	10.96	10.96	10.96	11.46	11.46	11.46	11.46	11.46

5230 - Public Works Parks Division

Program: Public Services
Town of Belmont, MA

Budget Recommendations

The FY2025 budget request for the Parks Division is \$1,205,919, which is an increase of \$35,165 or 3.00% from the FY2024 budget. Compensation is \$886,625, an increase of \$20,980 or 2.42% due to contractually obligated cost of

living adjustments. Expenses are \$319,294, an increase of \$14,185 or 4.65% due to an increase in the cost of supplies used to provide services.

No Override Impacts

There are no anticipated direct impacts to the Parks and Cemetery divisions of the Department of Public Works due to a failed override.

Parks Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 686,995	\$ 708,533	\$ 865,645	\$ 886,625	\$ 20,980	2.42 %	\$ 886,625	\$ —	— %
Expenses	\$ 278,259	\$ 246,128	\$ 305,109	\$ 319,294	\$ 14,185	4.65 %	\$ 319,294	\$ —	— %
Total 5230 Parks	\$ 965,254	\$ 954,661	\$ 1,170,754	\$ 1,205,919	\$ 35,165	3.00 %	\$ 1,205,919	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 5231 Parks	\$ 505,217	\$ 450,438	\$ 607,201	\$ 622,787	\$ 15,586	2.57 %	\$ 622,787	\$ —	— %
Total 5232 Cemetery	\$ 460,037	\$ 504,223	\$ 563,553	\$ 583,131	\$ 19,579	3.47 %	\$ 583,131	\$ —	— %
Total 5230 Parks	\$ 965,254	\$ 954,661	\$ 1,170,754	\$ 1,205,919	\$ 35,165	3.00 %	\$ 1,205,919	\$ —	— %

5230 - Public Works Parks Division

Program: Public Services
Town of Belmont, MA

Parks Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	16501	511000	Full-Time Salaries	\$ 249,382	\$ 205,765	\$ 290,533	\$ 294,018	\$ 3,485	1.2 %	\$ 294,018	\$ —	— %
	16501	511100	Part-Time Salaries	\$ 26,310	\$ 36,392	\$ 38,340	\$ 38,340	\$ —	— %	\$ 38,340	\$ —	— %
	16501	514001	Personal Day Paid in lieu time	\$ 553	\$ 587	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	16501	514800	Longevity	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,700	\$ 350	25.9 %	\$ 1,700	\$ —	— %
	16501	515500	CDL Stipend	\$ 3,670	\$ 2,635	\$ 5,200	\$ 5,200	\$ —	— %	\$ 5,200	\$ —	— %
	16501	519001	Working Out of Grade	\$ 2,702	\$ 2,453	\$ 3,120	\$ 3,120	\$ —	— %	\$ 3,120	\$ —	— %
	16501	519900	Uniform Allowance	\$ 2,938	\$ 1,845	\$ 3,280	\$ 3,280	\$ —	— %	\$ 3,280	\$ —	— %
	16501	513000	Overtime	\$ 8,193	\$ 11,534	\$ 23,153	\$ 23,153	\$ —	— %	\$ 23,153	\$ —	— %
	16501	513002	Scheduled Overtime	\$ 36,156	\$ 33,616	\$ 57,022	\$ 57,022	\$ —	— %	\$ 57,022	\$ —	— %
Subtotal Compensation			\$ 331,254	\$ 296,176	\$ 423,497	\$ 427,333	\$ 3,836	0.9 %	\$ 427,333	\$ —	— %	
Expenses	16502	519700	Tuition Reimbursement	\$ 673	\$ 545	\$ 860	\$ 860	\$ —	— %	\$ 860	\$ —	— %
	16502	524300	Repair & Maint Bldg/Grounds	\$ 1,742	\$ 8,442	\$ 1,500	\$ 1,530	\$ 30	2.0 %	\$ 1,530	\$ —	— %
	16502	524301	Repair Contractual Services	\$ 34,646	\$ 45,054	\$ 45,905	\$ 46,825	\$ 920	2.0 %	\$ 46,825	\$ —	— %
	16502	524302	Repair & Maint Synthetic	\$ 7,861	\$ —	\$ 8,180	\$ 8,180	\$ —	— %	\$ 8,180	\$ —	— %
	16502	524400	Repair & Maint. Vehicles	\$ 27,767	\$ 20,151	\$ 30,000	\$ 30,600	\$ 600	2.0 %	\$ 30,600	\$ —	— %
	16502	530000	Prof. and Tech Services	\$ 6,500	\$ 4,959	\$ 6,500	\$ 6,500	\$ —	— %	\$ 6,500	\$ —	— %
	16502	534100	Telephone	\$ 15,859	\$ 1,205	\$ 4,835	\$ 5,080	\$ 245	5.1 %	\$ 5,080	\$ —	— %
	Subtotal Contract Services			\$ 95,047	\$ 80,355	\$ 97,780	\$ 99,575	\$ 1,795	1.8 %	\$ 99,575	\$ —	— %
	16502	523100	Water	\$ 3,508	\$ —	\$ 3,780	\$ 7,435	\$ 3,655	96.7 %	\$ 7,435	\$ —	— %
	16502	542100	Office Supplies	\$ 416	\$ 796	\$ 400	\$ 410	\$ 10	2.5 %	\$ 410	\$ —	— %
16502	543100	Chain Link Fencing	\$ 8,810	\$ 5,400	\$ 11,639	\$ 11,639	\$ —	— %	\$ 11,639	\$ —	— %	
16502	546000	Groundskeeping Supplies	\$ 30,328	\$ 35,307	\$ 30,000	\$ 35,000	\$ 5,000	16.7 %	\$ 35,000	\$ —	— %	
Subtotal Supplies			\$ 43,062	\$ 41,503	\$ 45,819	\$ 54,484	\$ 8,665	18.9 %	\$ 54,484	\$ —	— %	
16502	522900	Electricity	\$ 13,690	\$ 7,252	\$ 16,325	\$ 17,140	\$ 815	5.0 %	\$ 17,140	\$ —	— %	
16502	548900	Gasoline	\$ 7,874	\$ 10,932	\$ 9,490	\$ 9,965	\$ 475	5.0 %	\$ 9,965	\$ —	— %	
Subtotal Utilities			\$ 21,564	\$ 18,184	\$ 25,815	\$ 27,105	\$ 1,290	5.0 %	\$ 27,105	\$ —	— %	
16503	585000	Additional Equipment	\$ 14,290	\$ 14,221	\$ 14,290	\$ 14,290	\$ —	— %	\$ 14,290	\$ —	— %	
Subtotal Minor Capital (Outlay)			\$ 14,290	\$ 14,221	\$ 14,290	\$ 14,290	\$ —	— %	\$ 14,290	\$ —	— %	
Subtotal Expenses			\$ 173,963	\$ 154,262	\$ 183,704	\$ 195,454	\$ 11,750	6.4 %	\$ 195,454	\$ —	— %	
Total 5231 Parks			\$ 505,217	\$ 450,438	\$ 607,201	\$ 622,787	\$ 15,586	2.6 %	\$ 622,787	\$ —	— %	

5230 - Public Works Parks Division

Program: Public Services
Town of Belmont, MA

Cemetery Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change	
	14911	511000	Full-Time Salaries	\$ 298,398	\$ 318,072	\$ 359,190	\$ 356,983	\$ (2,206)	(0.6)%	\$ 356,983	\$ —	— %	
	14911	511100	Part-Time Salaries	\$ 32,236	\$ 30,892	\$ 36,828	\$ 36,828	\$ —	— %	\$ 36,828	\$ —	— %	
	14911	514001	Personal Day Paid in lieu time	\$ —	\$ 862	\$ 1,275	\$ 1,275	\$ —	— %	\$ 1,275	\$ —	— %	
	14911	514800	Longevity	\$ 2,575	\$ 1,875	\$ 3,375	\$ 2,725	\$ (650)	(19.3)%	\$ 2,725	\$ —	— %	
	14911	515500	CDL Stipend	\$ 5,220	\$ 4,170	\$ 5,200	\$ 5,200	\$ —	— %	\$ 5,200	\$ —	— %	
	14911	519001	Working Out of Grade	\$ 2,879	\$ 3,407	\$ 3,000	\$ 3,000	\$ —	— %	\$ 3,000	\$ —	— %	
	14911	519900	Uniform Allowance	\$ 3,280	\$ 3,280	\$ 3,280	\$ 3,280	\$ —	— %	\$ 3,280	\$ —	— %	
	14911	513000	Overtime	\$ 11,153	\$ 49,800	\$ 30,000	\$ 50,000	\$ 20,000	66.7 %	\$ 50,000	\$ —	— %	
Subtotal Compensation				\$ 355,741	\$ 412,357	\$ 442,148	\$ 459,291	\$ 17,144	3.9 %	\$ 459,291	\$ —	— %	
Expenses	14912	519700	Tuition Reimbursement	\$ 215	\$ 498	\$ 750	\$ 750	\$ —	— %	\$ 750	\$ —	— %	
	14912	524500	Repair & Maint. Office Equip.	\$ —	\$ 499	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %	
	14912	529700	Soil Removal & Brush Disposal	\$ 14,155	\$ 16,791	\$ 20,000	\$ 20,000	\$ —	— %	\$ 20,000	\$ —	— %	
	14912	534200	Communication Services	\$ 3,004	\$ 1,259	\$ 7,135	\$ 7,940	\$ 805	11.3 %	\$ 7,940	\$ —	— %	
	14912	546500	Cemetery Landscaping	\$ —	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	14912	573000	Dues and Membership	\$ 111	\$ —	\$ 110	\$ 110	\$ —	— %	\$ 110	\$ —	— %	
	14912	573100	Licenses & Certifications	\$ 856	\$ 489	\$ 450	\$ 475	\$ 25	5.6 %	\$ 475	\$ —	— %	
	Subtotal Contract Services				\$ 18,341	\$ 19,536	\$ 33,445	\$ 34,275	\$ 830	2.5 %	\$ 34,275	\$ —	— %
	14912	523100	Water	\$ 1,041	\$ —	\$ 1,100	\$ 1,155	\$ 55	5.0 %	\$ 1,155	\$ —	— %	
	14912	542100	Office Supplies	\$ 2,531	\$ 2,529	\$ 1,225	\$ 1,265	\$ 40	3.3 %	\$ 1,265	\$ —	— %	
	14912	543000	Building Maintenance Supplies	\$ 722	\$ —	\$ 1,060	\$ 1,060	\$ —	— %	\$ 1,060	\$ —	— %	
	14912	546000	Groundskeeping Supplies	\$ 26,279	\$ 21,723	\$ 30,000	\$ 30,600	\$ 600	2.0 %	\$ 30,600	\$ —	— %	
	14912	546001	Groundskeeping Supplies Cem	\$ 21,011	\$ 13,082	\$ 20,000	\$ 20,400	\$ 400	2.0 %	\$ 20,400	\$ —	— %	
	14912	548000	Vehicle Supplies	\$ 11,668	\$ 10,209	\$ 10,000	\$ 10,200	\$ 200	2.0 %	\$ 10,200	\$ —	— %	
	14912	558200	Other Supplies-Uniforms	\$ —	\$ —	\$ 210	\$ 210	\$ —	— %	\$ 210	\$ —	— %	
	Subtotal Supplies				\$ 63,252	\$ 47,543	\$ 63,595	\$ 64,890	\$ 1,295	2.0 %	\$ 64,890	\$ —	— %
	14912	548900	Gasoline	\$ 2,859	\$ 4,321	\$ 3,720	\$ 3,905	\$ 185	5.0 %	\$ 3,905	\$ —	— %	
	14912	548901	Diesel Fuel	\$ 1,639	\$ 3,545	\$ 2,440	\$ 2,565	\$ 125	5.1 %	\$ 2,565	\$ —	— %	
	Subtotal Utilities				\$ 4,498	\$ 7,866	\$ 6,160	\$ 6,470	\$ 310	5.0 %	\$ 6,470	\$ —	— %
	14913	587000	Replace Equipment	\$ 18,205	\$ 16,920	\$ 18,205	\$ 18,205	\$ —	— %	\$ 18,205	\$ —	— %	
	Subtotal Minor Capital (Outlay)				\$ 18,205	\$ 16,920	\$ 18,205	\$ 18,205	\$ —	— %	\$ 18,205	\$ —	— %
Subtotal Expenses				\$ 104,296	\$ 91,866	\$ 121,405	\$ 123,840	\$ 2,435	2.0 %	\$ 123,840	\$ —	— %	
Total 5232 Cemetery				\$ 460,037	\$ 504,223	\$ 563,553	\$ 583,131	\$ 19,579	3.5 %	\$ 583,131	\$ —	— %	

5235 - Public Works Forestry Division

Program Overview

Under the direction of the appointed 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.

FY2023-24 Achievements

- 2023 was the thirty-ninth year Belmont has been awarded recognition as a Tree City USA by the National Arbor Day Foundation.
- Michael Santoro was appointed the Tree Wardens for the Town of Belmont in January of 2024
- Second year of the Commemorative Shade Tree Planting program. Since we started the program. 81 donors have commemorated a shade tree in town.
- Town-Wide Tree Inventory and Assessment Plan completed.

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

FY2025 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

In January 2024 Michael Santoro was appointed the Town of Belmont’s part-time Tree Warden. This position was previously covered by both the DPW Director and Asst. DPW Director. With a part-time staff member now dedicated to this position the department can be more forward thinking. In addition to the part-time Tree Warden the DPW contracts with a tree service company to care for, remove, and replant public shade trees.

Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
HMEO/Laborer	1	1	1	—	—	—	—	—
Tree Warden/Arborist***	0.5	0.5	0.5	0.1	0.1	0.1	0.1	0.5
Subtotal	1.5	1.5	1.5	0.1	0.1	0.1	0.1	0.5

***In the FY2025 budget the Town has hired a PT Tree Warden

5235 - Public Works Forestry Division

Program: Public Services
Town of Belmont, MA

Budget Recommendations

The FY2025 budget request for the Forestry Division is \$500,880, which is an increase of \$74,225 or 17.40% from the FY2024 budget. Compensation is \$40,880, which is an

increase from FY2024. Expenses are \$460,000, an increase of \$53,345 or 13.12% due to increased costs for tree planting and removal contracts.

No Override Impacts

In the event that the requested override fails, a total of \$(25,000) or (4.99)% would be cut from the Forestry Division of the Department of Public Works. This reflects the

removal of tree planting from the General Fund budget, instead relying on donations and grants to replant trees lost to age, condition, or illness.

Forestry Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ —	\$ 20,880	\$ 20,000	\$ 40,880	\$ 20,880	104.40 %	\$ 40,880	\$ —	— %
Expenses	\$ 633,959	\$ 493,300	\$ 406,655	\$ 460,000	\$ 53,345	13.12 %	\$ 435,000	\$ (25,000)	(5.43)%
Total 5235 Forestry	\$ 633,959	\$ 514,180	\$ 426,655	\$ 500,880	\$ 74,225	17.40 %	\$ 475,880	\$ (25,000)	(4.99)%

Forestry Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Comp.	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	14261	511000	Full-Time Salaries	\$ —	\$ 20,880	\$ 20,000	\$ 40,880	\$ 20,880	104.4 %	\$ 40,880	\$ —	— %
	Subtotal Compensation			\$ —	\$ 20,880	\$ 20,000	\$ 40,880	\$ 20,880	104.4 %	\$ 40,880	\$ —	— %
Expenses	14262	530000	Prof. and Tech Services	\$ 74,070	\$ 25,000	\$ 25,000	\$ 25,000	\$ —	— %	\$ —	\$ (25,000)	(100.0)%
	14262	530002	Contractor Labor	\$ 559,050	\$ 467,190	\$ 375,000	\$ 430,000	\$ 55,000	14.7 %	\$ 430,000	\$ —	— %
	14262	531600	Police Details	\$ 839	\$ 1,109	\$ 6,655	\$ 5,000	\$ (1,655)	(24.9)%	\$ 5,000	\$ —	— %
	Subtotal Contract Services			\$ 633,959	\$ 493,300	\$ 406,655	\$ 460,000	\$ 53,345	13.1 %	\$ 435,000	\$ (25,000)	(5.4)%
	Subtotal Expenses			\$ 633,959	\$ 493,300	\$ 406,655	\$ 460,000	\$ 53,345	13.1 %	\$ 435,000	\$ (25,000)	(5.4)%
	Total 5235 Forestry			\$ 633,959	\$ 514,180	\$ 426,655	\$ 500,880	\$ 74,225	17.4 %	\$ 475,880	\$ (25,000)	(5.0)%

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.

FY2023-24 Achievements

- Successfully negotiated and secured a 5-year contract with Waste Management.
- Successfully completed the 4th 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 we started the program, the town is on-pace to recycle more than 5,000 mattresses and box springs by the end FY24.
- Successfully completed our 3rd year with Black Earth Compost from Gloucester, residents of the town receive preferred pricing for weekly curbside organics collection. To date, over 1,210 Belmont households have signed up for weekly curbside organics collection.

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

FY2025 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

Program: Public Services
Town of Belmont, MA

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							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Recycling Coordinator****	0.63	0.63	0.63	0.63	—	—	—	—
HMEO Laborer****	1.00	1.00	1.00	1.00	—	—	—	—
Total	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 FY2025 budget request for the Collection & Disposal Division is \$3,830,114, which is an increase of \$156,602 or 4.26% from the FY2024 budget. Compensation is \$20,848, which is level-funded from FY2024. Expenses are

\$3,809,266, an increase of \$156,602 or 4.29% due to the rising costs associated with trash, and recycling collection, disposal and processing.

No Override Impacts

In the event that the requested override fails, a total of \$(184,254) or (4.81)% would be cut from the Collection and Disposal budget at the Department of Public Works. This

reflects a reduction of weeks of yard waste cleanup from 23 to 16, and implementation of a per-item charge for residents to dispose of bulky items and recycle mattresses.

Collection & Disposal Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 6,952	\$ 13,876	\$ 20,848	\$ 20,848	\$ —	— %	\$ 20,848	\$ —	— %
Expenses	\$ 3,086,512	\$ 3,300,400	\$ 3,652,664	\$ 3,809,266	\$ 156,602	4.29 %	\$ 3,625,012	\$ (184,254)	(4.84)%
Total 5240 Collection & Disposal	\$ 3,093,463	\$ 3,314,276	\$ 3,673,512	\$ 3,830,114	\$ 156,602	4.26 %	\$ 3,645,860	\$ (184,254)	(4.81)%

5240 - Public Works Collection & Disposal Division

Program: Public Services
Town of Belmont, MA

Collection & Disposal Budget Detail

Comp.	Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
	14331	513000	Overtime	\$ 6,952	\$ 13,876	\$ 20,848	\$ 20,848	\$ —	— %	\$ 20,848	\$ —	— %
	Subtotal Compensation			\$ 6,952	\$ 13,876	\$ 20,848	\$ 20,848	\$ —	— %	\$ 20,848	\$ —	— %
Expenses	14332	529000	Transfer Station Site Maint	\$ 51,050	\$ 54,490	\$ 60,000	\$ 62,100	\$ 2,100	3.5 %	\$ 62,100	\$ —	— %
	14332	529100	Trash Collection & Disposal	\$ 1,219,211	\$ 1,249,500	\$ 1,377,598	\$ 1,427,192	\$ 49,594	3.6 %	\$ 1,340,169	\$ (87,023)	(6.1)%
	14332	529400	Recycling	\$ 794,784	\$ 802,602	\$ 926,301	\$ 973,550	\$ 47,249	5.1 %	\$ 923,550	\$ (50,000)	(5.1)%
	14332	529402	Outside Processing -Recycle	\$ 122,395	\$ 203,117	\$ 225,000	\$ 232,875	\$ 7,875	3.5 %	\$ 232,875	\$ —	— %
	14332	529403	Trash Overflow Bags	\$ 960	\$ 4,000	\$ 2,500	\$ 2,590	\$ 90	3.6 %	\$ 2,590	\$ —	— %
	14332	529500	Solid Waste Disposal	\$ 494,555	\$ 570,500	\$ 599,470	\$ 623,449	\$ 23,979	4.0 %	\$ 623,449	\$ —	— %
	14332	529600	Leaf and Yard Waste	\$ 367,990	\$ 380,870	\$ 409,435	\$ 424,175	\$ 14,740	3.6 %	\$ 376,944	\$ (47,231)	(11.1)%
	14332	534100	Telephone	\$ 739	\$ 675	\$ 1,105	\$ 1,160	\$ 55	5.0 %	\$ 1,160	\$ —	— %
	Subtotal Contract Services			\$ 3,051,684	\$ 3,265,754	\$ 3,601,409	\$ 3,747,091	\$ 145,682	4.0 %	\$ 3,562,837	\$ (184,254)	(4.9)%
	14332	545901	Hazardous Waste	\$ 12,138	\$ 20,250	\$ 25,000	\$ 35,000	\$ 10,000	40.0 %	\$ 35,000	\$ —	— %
14332	553100	Public Works Supplies	\$ 22,689	\$ 14,395	\$ 26,255	\$ 27,175	\$ 920	3.5 %	\$ 27,175	\$ —	— %	
	Subtotal Supplies			\$ 34,827	\$ 34,645	\$ 51,255	\$ 62,175	\$ 10,920	21.3 %	\$ 62,175	\$ —	— %
	Subtotal Expenses			\$ 3,086,512	\$ 3,300,400	\$ 3,652,664	\$ 3,809,266	\$ 156,602	4.3 %	\$ 3,625,012	\$ (184,254)	(4.8)%
	Total 5240 Collection & Disposal			\$ 3,093,463	\$ 3,314,276	\$ 3,673,512	\$ 3,830,114	\$ 156,602	4.3 %	\$ 3,645,860	\$ (184,254)	(4.8)%

5300 - Recreation

Program Overview

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

Summer Programs

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

School Year Programs

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

Skip Vigliolo Rink

In FY2024 and part of FY2025, the Vigliolo Skating Rink will not be available due to construction. The Municipal Skating Rink Building Committee is targeting early 2025 to open the new rink. The Town Administration budget includes funding for a Rink Manager who will be tasked with developing an operating plan.

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.

FY2023-24 Achievements

- Successful summer at the Underwood Pool with robust attendance and a full staff of well-trained lifeguards.
- Successfully facilitated the return of Summer camp field trips and events.
- Increase of in-person S.P.O.R.T. programs and events such as the popular Friday night socials.
- Completed Town Field CPA project and began construction on 3 other CPA projects following support at Town Meeting.
- 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

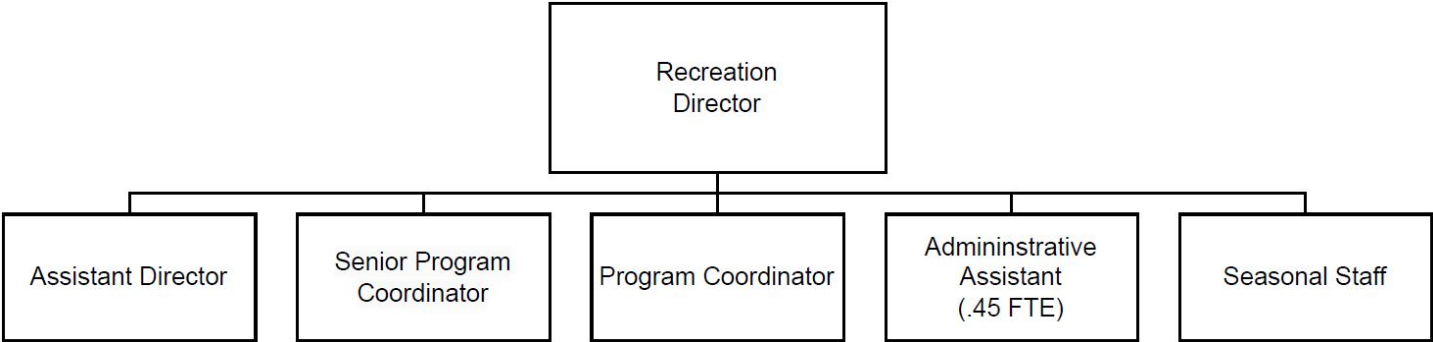
FY2025 Goals

- To provide a more robust range of recreational activities and events 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 revamp and reimagine summer camp to work more collaboratively with the schools.
- To work with the town to implement and transition to a revolving fund for Recreation programs beginning in FY2025.
- To find more secure spaces to facilitate programming in order to support our new revolving fund.
- Support the Town’s implementation of the new Skating rink.

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 continues 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

**Program: Public Services
Town of Belmont, MA**

Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Recreation Director	—	—	—	1	1	1	1	1
Assistant Recreation Director*	1	—	—	1	1	—	—	1
Office Manager	1	1	1	—	—	—	—	—
Program Coordinator Union*	1	1	1	1	1	1	1	1
Program Coordinator Non-Union*	—	—	—	—	—	1	1	1
Administrative Assistant	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	2.60	2.60	2.60	2.40	2.40	2.40
Seasonal Employees / Skating Rink**	1.15	1.15	1.20	1.20	1.20	1.40	—	—
Seasonal Employees / Special Needs Program	0.63	0.63	0.40	0.40	0.40	0.40	0.40	0.40
Seasonal Employees / Spring Programs	0.10	0.10	—	—	—	—	—	—
Seasonal Employees / Summer Pool Programs	3.89	3.89	3.90	3.90	3.90	3.90	3.90	3.90
Seasonal Employees / Summer Sports Programs	3.57	3.57	3.60	3.60	3.60	3.60	3.60	3.60
Total	15.44	14.44	14.15	15.15	15.15	16.15	14.75	14.75

*The Program Coordinator Non-Union was promoted to the Assistant Director for FY2025. The Program Coordinator Union was promoted to fill that vacancy, and the Youth Coordinator was promoted to fill the Program Coordinator Union vacancy. The Youth Commission function, which was transferred from the Health Department in FY2023, will be absorbed by the Program Coordinator positions in FY2025.

**The Skating Rink did not operate in FY2024, so no seasonal staff were needed.

5300 - Recreation

Budget Recommendations

The FY2025 General Fund budget request for Recreation is \$323,398, which is a decrease of \$(1,201,031) or (78.79)% from the FY2024 General Fund budget since a total of \$1,279,115 will be funded by a new Revolving Fund in FY2025.

Compensation is \$323,398, a decrease of \$(521,041) or (61.70)%. The remaining General Fund compensation costs are for full-time staff; seasonal and part-time staff are being transferred to the Revolving Fund.

Expenses are all being transferred to the new Revolving Fund, none remain in the General Fund.

Overall, the Recreation budget is increasing \$78,084 or 5.12% from the FY2024 budget, reflecting the flexibility that is gained by allowing the program to grow based on the enhanced revenues it generates for itself.

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override.

Recreation Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 592,637	\$ 819,886	\$ 844,439	\$ 323,398	\$ (521,041)	(61.70)%	\$ 323,398	\$ —	— %
Expenses	\$ 401,724	\$ 715,806	\$ 679,990	\$ —	\$ (679,990)	(100.00)%	\$ —	\$ —	— %
Total 5300 Recreation	\$ 994,361	\$ 1,535,693	\$ 1,524,429	\$ 323,398	\$ (1,201,031)	(78.79)%	\$ 323,398	\$ —	— %
General Fund Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 5310 Recreation Admin	\$ 265,444	\$ 333,846	\$ 345,729	\$ 323,398	\$ (22,331)	(6.46)%	\$ 323,398	\$ —	— %
Total 5320 Recreation Programs	\$ 728,917	\$ 1,201,847	\$ 1,178,700	\$ —	\$ (1,178,700)	(100.00)%	\$ —	\$ —	— %
Total General Fund	\$ 994,361	\$ 1,535,693	\$ 1,524,429	\$ 323,398	\$ (1,201,031)	(78.79)%	\$ 323,398	\$ —	— %
Revolving Fund Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 5320 Recreation Programs	\$ —	\$ —	\$ —	\$ 1,279,115	\$ 1,279,115	— %	\$ 1,279,115	\$ —	— %
Total Revolving Fund	\$ —	\$ —	\$ —	\$ 1,279,115	\$ 1,279,115	— %	\$ 1,279,115	\$ —	— %
Combined Total	\$ 994,361	\$ 1,535,693	\$ 1,524,429	\$ 1,602,513	\$ 78,084	5.12 %	\$ 1,602,513	\$ —	— %

5300 - Recreation

Program: Public Services
Town of Belmont, MA

Recreation Admin Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Org	Object	Description										
Compensation	16311	511000	Full-Time Salaries	\$ 219,483	\$ 279,927	\$ 292,035	\$ 323,398	\$ 31,363	10.7 %	\$ 323,398	\$ —	— %
	16311	511100	Part-Time Salaries	\$ 21,272	\$ 23,861	\$ 23,404	\$ —	\$ (23,404)	(100.0)%	\$ —	\$ —	— %
	16311	514105	Eyeglass Reimbursement	\$ 145	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	16311	513000	Overtime	\$ 4,082	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	Subtotal Compensation			\$ 244,982	\$ 303,788	\$ 315,439	\$ 323,398	\$ 7,959	2.5 %	\$ 323,398	\$ —	— %
Expenses	16322	530000	Prof. and Tech Services	\$ 2,099	\$ 2,070	\$ 2,000	\$ —	\$ (2,000)	(100.0)%	\$ —	\$ —	— %
	16322	530300	Software Licenses	\$ 8,595	\$ 10,290	\$ 10,290	\$ —	\$ (10,290)	(100.0)%	\$ —	\$ —	— %
	16322	534100	Telephone	\$ 757	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	16322	534700	Printing	\$ 7,111	\$ 15,865	\$ 16,000	\$ —	\$ (16,000)	(100.0)%	\$ —	\$ —	— %
	Subtotal Contract Services			\$ 18,562	\$ 28,225	\$ 28,290	\$ —	\$ (28,290)	(100.0)%	\$ —	\$ —	— %
	16322	542100	Office Supplies	\$ 1,900	\$ 1,833	\$ 2,000	\$ —	\$ (2,000)	(100.0)%	\$ —	\$ —	— %
Subtotal Supplies				\$ 1,900	\$ 1,833	\$ 2,000	\$ —	\$ (2,000)	(100.0)%	\$ —	\$ —	— %
Subtotal Expenses				\$ 20,463	\$ 30,058	\$ 30,290	\$ —	\$ (30,290)	(100.0)%	\$ —	\$ —	— %
Total 5310 Recreation Admin				\$ 265,444	\$ 333,846	\$ 345,729	\$ 323,398	\$ (22,331)	(6.5)%	\$ 323,398	\$ —	— %

5300 - Recreation

Program: Public Services
Town of Belmont, MA

Recreation Programs Budget Detail			General Fund			Revolving Fund					
Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
16325	438002	Summer Programs Revenue	\$(295,402)	\$(364,772)	\$(337,000)	\$(315,000)	\$ 22,000	(6.5)%	\$(315,000)	\$ —	— %
16311	511106	Part-Time Salaries Camps Prog	\$ 85,749	\$ 131,211	\$ 160,000	\$ 175,000	\$ 15,000	9.4 %	\$ 175,000	\$ —	— %
16380012	529300	Custodial Service	\$ 594	\$ —	\$ 16,500	\$ 16,500	\$ —	— %	\$ 16,500	\$ —	— %
16380012	530000	Prof. and Tech Services	\$ —	\$ 58,318	\$ 70,000	\$ 70,000	\$ —	— %	\$ 70,000	\$ —	— %
16380012	533000	Transportation Reg Bus	\$ —	\$ —	\$ 12,200	\$ 12,200	\$ —	— %	\$ 12,200	\$ —	— %
16380012	545001	Program Supplies	\$ 26,588	\$ 17,316	\$ 15,000	\$ 15,000	\$ —	— %	\$ 15,000	\$ —	— %
Subtotal Summer Program Spending			\$ 112,931	\$ 206,844	\$ 273,700	\$ 288,700	\$ 15,000	5.5 %	\$ 288,700	\$ —	— %
16325	438010	School Year Program Revenue	\$(205,019)	\$(497,740)	\$(350,000)	\$(385,000)	\$ (35,000)	10.0 %	\$(385,000)	\$ —	— %
16311	511104	Part-Time Salaries Fall/Winter	\$ 40,633	\$ 69,701	\$ 20,000	\$ 45,000	\$ 25,000	125.0 %	\$ 45,000	\$ —	— %
16380022	527400	Equipment Rental	\$ 23,830	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16380022	529300	Custodial Service	\$ 2,028	\$ 50,476	\$ 15,000	\$ 15,000	\$ —	— %	\$ 15,000	\$ —	— %
16380022	530000	Prof. and Tech Services	\$ —	\$ 276,571	\$ 306,000	\$ 308,000	\$ 2,000	0.7 %	\$ 308,000	\$ —	— %
16380022	533000	Transportation Reg Bus	\$ —	\$ —	\$ 12,000	\$ 12,000	\$ —	— %	\$ 12,000	\$ —	— %
16380022	530300	Software Licenses	\$ —	\$ —	\$ —	\$ 12,415	\$ 12,415	— %	\$ 12,415	\$ —	— %
16380022	534700	Printing	\$ —	\$ —	\$ —	\$ 16,000	\$ 16,000	— %	\$ 16,000	\$ —	— %
16380022	545001	Program Supplies	\$ 102,042	\$ 8,930	\$ 15,000	\$ 15,000	\$ —	— %	\$ 15,000	\$ —	— %
Subtotal School Year Programs			\$ 168,534	\$ 405,678	\$ 368,000	\$ 423,415	\$ 55,415	15.1 %	\$ 423,415	\$ —	— %
16325	43800	SPORT Revenue	\$ (20,970)	\$ (21,000)	\$ (25,000)	\$ (25,000)	\$ —	— %	\$ (25,000)	\$ —	— %
16311	511101	Part-Time Salaries SPORT	\$ 3,508	\$ 5,764	\$ 4,000	\$ 4,000	\$ —	— %	\$ 4,000	\$ —	— %
16384042	529300	Custodial Service	\$ 5,266	\$ 109	\$ 10,000	\$ 10,000	\$ —	— %	\$ 10,000	\$ —	— %
16384042	533000	Transportation Reg Bus	\$ 1,340	\$ 867	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
16384042	545001	Program Supplies	\$ 995	\$ 1,470	\$ 1,000	\$ 1,000	\$ —	— %	\$ 1,000	\$ —	— %
Subtotal SPORT Program			\$ 11,108	\$ 8,210	\$ 16,500	\$ 16,500	\$ —	— %	\$ 16,500	\$ —	— %

5300 - Recreation

Program: Public Services
Town of Belmont, MA

Recreation Programs Budget Detail			General Fund			Revolving Fund					
Org	Object	Description	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
16325	43800	Pool Revenue	\$(509,521)	\$(499,774)	\$(475,000)	\$(475,000)	\$ —	— %	\$(475,000)	\$ —	— %
16311	511103	Part-Time Salaries Summer Prog	\$ 174,257	\$ 247,142	\$ 310,000	\$ 325,000	\$ 15,000	4.8 %	\$ 325,000	\$ —	— %
16384582	530000	Prof. and Tech Services	\$ —	\$ 4,037	\$ 5,000	\$ 5,000	\$ —	— %	\$ 5,000	\$ —	— %
16384582	523100	Water	\$ 20,261	\$ —	\$ 14,000	\$ 14,000	\$ —	— %	\$ 14,000	\$ —	— %
16384582	545001	Program Supplies	\$ 24,426	\$ 15,391	\$ 14,000	\$ 14,000	\$ —	— %	\$ 14,000	\$ —	— %
16384582	545002	Pool Supplies	\$ 71,146	\$ 94,560	\$ 55,000	\$ 60,000	\$ 5,000	9.1 %	\$ 60,000	\$ —	— %
16384582	522900	Electricity	\$ 9,160	\$ 11,597	\$ 14,000	\$ 14,000	\$ —	— %	\$ 14,000	\$ —	— %
Subtotal Underwood Pool Expenses			\$ 299,250	\$ 372,727	\$ 412,000	\$ 432,000	\$ 20,000	4.9 %	\$ 432,000	\$ —	— %
16311	511105	Part-Time Salaries Skating Rink	\$ 43,507	\$ 62,280	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16384592	530000	Prof. and Tech Services	\$ —	\$ 23,315	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16384592	523100	Water	\$ —	\$ 90	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16384592	545001	Program Supplies	\$ 1,800	\$ 290	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16384592	545003	Skating Rink Supplies	\$ 33,881	\$ 48,167	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16384592	522700	Oil Used for Heat	\$ 4,499	\$ 6,874	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16384592	522900	Electricity	\$ 53,407	\$ 67,371	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Subtotal Rink Expenses			\$ 137,094	\$ 208,388	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
16325	43800	Higginbottom Pool Revenue	\$ —	\$ —	\$ (65,000)	\$ (65,000)	\$ —	— %	\$ (65,000)	\$ —	— %
16380032	511104	Part-Time Salaries Fall/Winter	\$ —	\$ —	\$ 30,000	\$ 40,000	\$ 10,000	33.3 %	\$ 40,000	\$ —	— %
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	\$ 61,000	\$ 10,000	19.6 %	\$ 61,000	\$ —	— %
16325	483011	Adult Education Revenue	\$ —	\$ —	\$ (15,000)	\$ (15,000)	\$ —	— %	\$ (15,000)	\$ —	— %
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			\$ 728,917	\$1,201,847	\$1,178,700	\$1,279,115	\$ 100,415	8.5 %	\$1,279,115	\$ —	— %
Total Revolving Fund Revenue						\$(1,280,000)					

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Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 6100 Library	\$ 2,116,796	\$2,228,240	\$2,348,394	\$2,391,802	\$ 43,409	1.85 %	\$2,391,802	\$ —	— %
Total 6200 Council on Aging	\$ 402,478	\$ 398,931	\$ 405,854	\$ 422,086	\$ 16,232	4.00 %	\$ 322,170	\$ (99,916)	(23.67)%
Total 6300 Health	\$ 534,082	\$ 606,062	\$ 597,112	\$ 616,761	\$ 19,649	3.29 %	\$ 474,964	\$ (141,797)	(22.99)%
Total Human Services	\$3,053,356	\$3,233,233	\$3,351,360	\$3,430,649	\$ 79,290	2.37 %	\$3,188,936	\$ (241,713)	(7.05)%

Expense Summary

Compensation	\$2,228,558	\$2,462,956	\$2,484,087	\$2,586,302	\$ 102,216	4.11 %	\$2,392,589	\$ (193,713)	(7.49)%
Expenses	\$ 824,797	\$ 770,276	\$ 867,273	\$ 844,347	\$ (22,926)	(2.64)%	\$ 796,347	\$ (48,000)	(5.68)%
Total Human Services	\$3,053,355	\$3,233,232	\$3,351,360	\$3,430,649	\$ 79,290	2.37 %	\$3,188,936	\$ (241,713)	(7.05)%



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

FY2023-24 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. FY2023 showed one of the **highest usage years in our Library history**, 660,618 in total collection use.
- We also enjoyed a 26% increase in foot traffic boasting a total of 155,937 visitors over the course of the year. The devotion of our patrons to the library and the hard work of our staff to keep making our services even better as prepare to move into our temporary Library spaces.
- In FY2023 we enjoyed the highest digital circulation in Library History as well with 166,232. This is a 42% increase in just the last five years. While physical item circulation continues to be our #1 function, digital library use is the way of the future, and something we'll highlight heavily during construction.
- Our Library Director was appointed to be the President of the Minuteman Library Network. This is the 1st time Belmont has had a Director be the Network President.
- After a 23 year long effort, the community took it's first vote for a new library in over 60 years. The Residents, and then Town Meeting, voted overwhelmingly to support building a new library - and a final design development phase began.
- Construction begins in the early months of 2024, and with that in mind the Library Trustees and Director secured partnerships with colleagues in Town Government, Council on Aging, and School Department to secure public and staff spaces for temporary library services, preserving funding in the project budget for the new library.

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

FY2025 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 FY2024 we will work to continue transitioning 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 Department has several part-time (non-union) staff that helps cover the Reference Desk during the 68 hours open. All staff in this department are professional Librarians, and must have a Master's Degree in Library Science. The total FTEs for this department is 5.6.

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

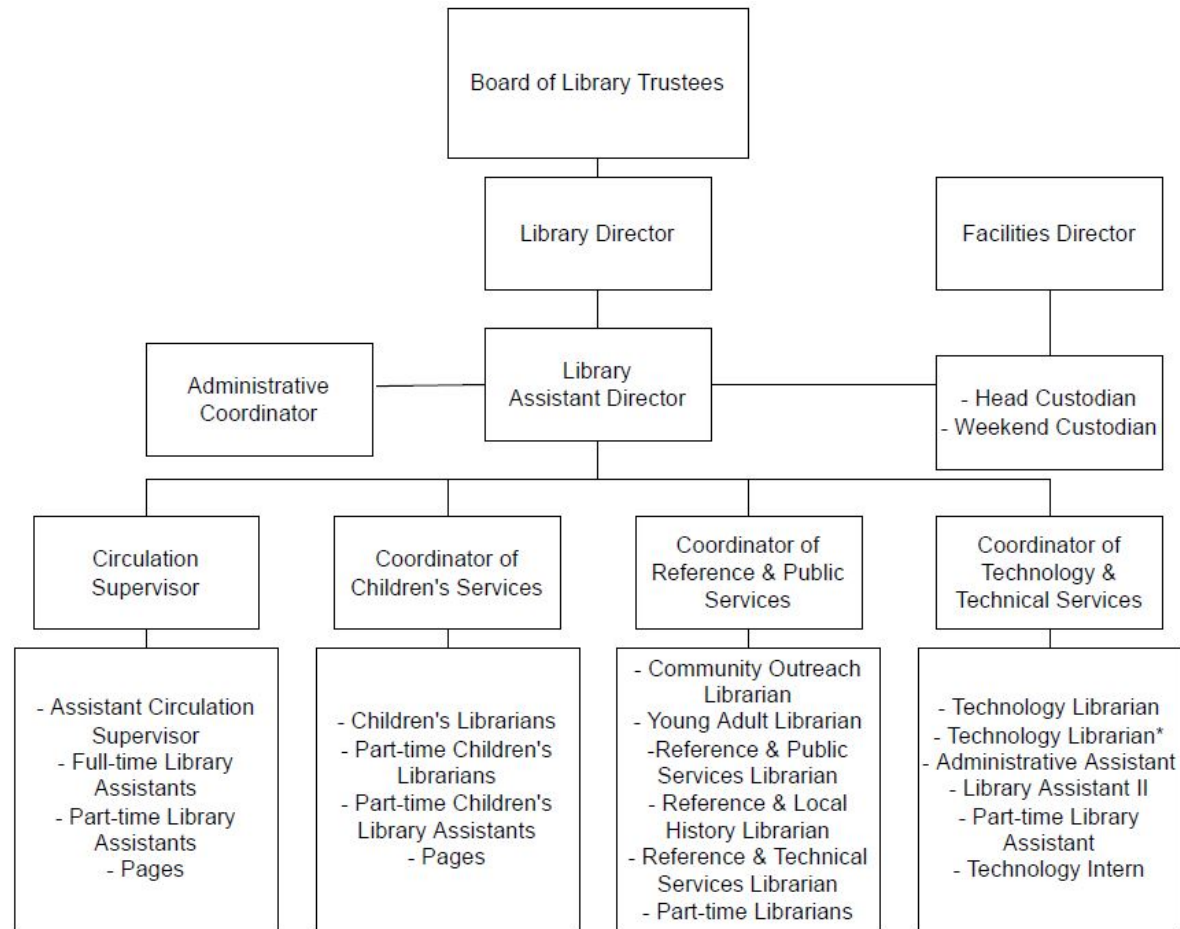
Children's Services consist of a Coordinator and two full-time Children's Librarians. The department has one part-time (25 hours) library assistant and several part-time (non-

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

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

Plant Operations is beginning a transition to the Facilities Department, which will be absorbing the custodial duties in FY2026 once the new library opens; a part-time custodian covers weekends and vacation. A contractual cleaning service also covers additional hours each week. The total FTEs for this department is 0.3 this year. But we project a need for both a Custodian and Head Custodian in FY2026.

Administration consists of the Library Director Assistant Director and Administrative Coordinator. The total FTEs for this department is 3.



*A 2nd Technology Librarian has been requested for FY2025 by the Department

6100 - Library

Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
<u>Library Administration</u>								
Director	1	1	1	1	1	1	1	1
Assistant Director*	—	—	—	—	—	—	1	1
Administrative Coordinator	1	1	1	1	1	1	1	1
Subtotal	2	2	2	2	2	2	3	3
<u>Library Public Services</u>								
Children's Librarian	1	1	1	1	1	2	2	2
Circulation Supervisor	1	1	1	1	1	1	1	1
Community Outreach Librarian	1	1	1	1	1	1	1	1
Coordinator of Child Services	1	1	1	1	1	1	1	1
Coordinator of Reference & Public Services	1	1	1	1	1	1	1	1
Library Assistant I	2.70	2.70	3	3	3	3	3	3
Assistant Circulation Supervisor	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
Part-timers and Library Pages	3.45	3.45	2.95	4.85	4.85	4.85	4.25	3.75
Reference/Technical Services Librarian	1	1	1	1	1	1	1	1
Reference & Local History Librarian	1	1	1	1	1	1	1	1
Reference Librarian & Public Services Librarian	1	1	1	1	1	1	1	1
Young Adult Librarian	1	1	1	1	1	1	1	1
Subtotal	16.85	16.85	16.65	18.55	18.55	19.55	18.95	18.45
<u>Library Tech Services</u>								
Administrative Assistant II	1	1	1	1	1	1	1	1
Coordinator of Technology & Tech Services	1	1	1	1	1	1	1	1
Technology Librarian**	1	1	1	1	1	1	1	2
Part-time Library Assistant	0.37	0.37	0.4	0.4	0.4	0.4	—	—
Library Assistant II	1	1	1	1	1	1	1	1
Subtotal	4.37	4.37	4.4	4.4	4.4	4.4	4	5
<u>Library Plant Operations</u>								
Lead Custodian***	1	1	1	1	1	1	—	—
Part-time Custodian	0.25	0.25	0.3	0.3	0.3	0.3	0.3	0.3
Subtotal	1.25	1.25	1.3	1.3	1.3	1.3	0.3	0.3
Total	24.47	24.47	24.35	26.25	26.25	27.25	26.25	26.75

*The Library hired an Assistant Director midway through FY2024.

**The Library intends to hire an additional Technology Librarian midway through FY2025.

Budget Recommendations

The recommended FY2025 budget for the Library is \$2,391,802, which is an increase of \$43,409 or 1.85% from the FY2024 budget, and reflects sufficient funding to maintain state certification for the Municipal Appropriation Requirement (MAR).

The Library Board of Trustees recommends the addition of an additional Technology Librarian, and has worked to offset the costs by reducing some part-time positions. The

position will be hired midway through FY2025. Finally, various collective bargaining contracts have been resolved, and their incremental cost increases are captured. The net compensation recommendation is \$1,732,944, which is an increase of \$67,888 or 4.08% from the FY2024 budget.

Expenses are \$658,858, which is a decrease of \$(24,479) or (3.58)% due to the fact that the Library will be in temporary spaces in FY2025.

No Override Impacts

There are no anticipated direct impacts to this department in FY2025 due to a failed override; however, some longer-term adjustments may be needed in FY2026. Those

decisions will be made as part of the FY2026 budget process, pending the outcome of the override vote.

Library Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 1,430,861	\$ 1,573,631	\$ 1,665,057	\$ 1,732,944	\$ 67,888	4.08 %	\$ 1,732,944	\$ —	— %
Expenses	\$ 685,935	\$ 654,608	\$ 683,337	\$ 658,858	\$ (24,479)	(3.58)%	\$ 658,858	\$ —	— %
Total 6100 Library	\$ 2,116,796	\$ 2,228,240	\$ 2,348,394	\$ 2,391,802	\$ 43,409	1.85 %	\$ 2,391,802	\$ —	— %

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 6110 Library Admin	\$ 195,307	\$ 207,584	\$ 260,805	\$ 315,230	\$ 54,425	20.87 %	\$ 315,230	\$ —	— %
Total 6120 Library Services	\$ 1,296,765	\$ 1,403,887	\$ 1,461,097	\$ 1,462,358	\$ 1,261	0.09 %	\$ 1,462,358	\$ —	— %
Total 6130 Library Technical	\$ 349,262	\$ 372,538	\$ 391,620	\$ 437,774	\$ 46,154	11.79 %	\$ 437,774	\$ —	— %
Total 6140 Library Plant Operations	\$ 275,463	\$ 244,231	\$ 234,871	\$ 176,440	\$ (58,431)	(24.88)%	\$ 176,440	\$ —	— %
Total 6100 Library	\$ 2,116,796	\$ 2,228,240	\$ 2,348,394	\$ 2,391,802	\$ 43,409	1.85 %	\$ 2,391,802	\$ —	— %

6100 - Library

Program: Human Services
Town of Belmont, MA

Library Admin Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Comp.	16111	511000	Full-Time Salaries	\$ 182,223	\$ 194,773	\$ 246,208	\$ 297,683	\$ 51,475	20.9 %	\$ 297,683	\$ —	— %
	16111	514800	Longevity	\$ 925	\$ 925	\$ 975	\$ 975	\$ —	— %	\$ 975	\$ —	— %
	Subtotal Compensation			\$ 183,148	\$ 195,698	\$ 247,183	\$ 298,658	\$ 51,475	20.8 %	\$ 298,658	\$ —	— %
Expenses	16112	524500	Repair & Maint. Office Equip.	\$ 6,500	\$ 5,750	\$ 5,750	\$ 6,500	\$ 750	13.0 %	\$ 6,500	\$ —	— %
	16112	530001	Medical Bills	\$ 623	\$ 847	\$ 1,400	\$ 1,700	\$ 300	21.4 %	\$ 1,700	\$ —	— %
	16112	531700	Employee Training	\$ 1,065	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000	100.0 %	\$ 2,000	\$ —	— %
	16112	531900	Advertising	\$ 157	\$ —	\$ 500	\$ 500	\$ —	— %	\$ 500	\$ —	— %
	16112	534500	Postage	\$ 1,352	\$ 1,573	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	16112	534700	Printing	\$ 1,598	\$ 1,247	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	16112	571000	In-State Travel	\$ 283	\$ 605	\$ 400	\$ 1,200	\$ 800	200.0 %	\$ 1,200	\$ —	— %
	16112	573000	Dues and Membership	\$ 150	\$ 255	\$ 800	\$ 900	\$ 100	12.5 %	\$ 900	\$ —	— %
	Subtotal Contract Services			\$ 11,728	\$ 11,276	\$ 12,850	\$ 15,800	\$ 2,950	23.0 %	\$ 15,800	\$ —	— %
	16112	542100	Office Supplies	\$ 431	\$ 610	\$ 772	\$ 772	\$ —	— %	\$ 772	\$ —	— %
Subtotal Supplies				\$ 431	\$ 610	\$ 772	\$ 772	\$ —	— %	\$ 772	\$ —	— %
Subtotal Expenses				\$ 12,159	\$ 11,886	\$ 13,622	\$ 16,572	\$ 2,950	21.7 %	\$ 16,572	\$ —	— %
Total 6110 Library Admin				\$ 195,307	\$ 207,584	\$ 260,805	\$ 315,230	\$ 54,425	20.9 %	\$ 315,230	\$ —	— %

6100 - Library

Program: Human Services
Town of Belmont, MA

Library Services Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change	
	16121	511000	Full-Time Salaries	\$ 703,790	\$ 820,860	\$ 860,534	\$ 895,441	\$ 34,908	4.1 %	\$ 895,441	\$ —	— %	
	16121	511100	Part-Time Salaries	\$ 208,233	\$ 213,121	\$ 247,826	\$ 210,826	\$ (37,000)	(14.9)%	\$ 210,826	\$ —	— %	
	16121	514105	Eyeglass Reimbursement	\$ 175	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	16121	514800	Longevity	\$ 5,421	\$ 5,971	\$ 6,222	\$ 5,525	\$ (697)	(11.2)%	\$ 5,525	\$ —	— %	
	16121	513000	Overtime	\$ 6,588	\$ 9,981	\$ 8,000	\$ 8,000	\$ —	— %	\$ 8,000	\$ —	— %	
	Subtotal Compensation			\$ 924,208	\$1,049,933	\$1,122,581	\$1,119,792	\$ (2,789)	(0.2)%	\$1,119,792	\$ —	— %	
Expenses	16122	530000	Prof. and Tech Services	\$ 3,112	\$ 3,000	\$ 3,000	\$ 4,000	\$ 1,000	33.3 %	\$ 4,000	\$ —	— %	
	16122	534100	Telephone	\$ 4,895	\$ 4,169	\$ 6,500	\$ 6,500	\$ —	— %	\$ 6,500	\$ —	— %	
	16122	573000	Dues and Membership	\$ 628	\$ 265	\$ 1,100	\$ 2,000	\$ 900	81.8 %	\$ 2,000	\$ —	— %	
	Subtotal Contract Services			\$ 8,635	\$ 7,434	\$ 10,600	\$ 12,500	\$ 1,900	17.9 %	\$ 12,500	\$ —	— %	
	16122	552900	Books and E-Resources	\$ 361,766	\$ 341,650	\$ 322,066	\$ 322,066	\$ —	— %	\$ 322,066	\$ —	— %	
	Subtotal Supplies			\$ 361,766	\$ 341,650	\$ 322,066	\$ 322,066	\$ —	— %	\$ 322,066	\$ —	— %	
16122	585250	Software	\$ 2,157	\$ 4,869	\$ 5,850	\$ 8,000	\$ 2,150	36.8 %	\$ 8,000	\$ —	— %		
Subtotal Minor Capital (Outlay)			\$ 2,157	\$ 4,869	\$ 5,850	\$ 8,000	\$ 2,150	36.8 %	\$ 8,000	\$ —	— %		
Subtotal Expenses			\$ 372,557	\$ 353,954	\$ 338,516	\$ 342,566	\$ 4,050	1.2 %	\$ 342,566	\$ —	— %		
Total 6120 Library Services			\$1,296,765	\$1,403,887	\$1,461,097	\$1,462,358	\$ 1,261	0.1 %	\$1,462,358	\$ —	— %		

6100 - Library

Program: Human Services
Town of Belmont, MA

Library Technical Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Comp.	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	16131	511000	Full-Time Salaries	\$ 241,181	\$ 247,354	\$ 262,351	\$ 281,879	\$ 19,528	7.4 %	\$ 281,879	\$ —	— %
	16131	514800	Longevity	\$ 1,675	\$ 2,175	\$ 3,000	\$ 2,075	\$ (925)	(30.8)%	\$ 2,075	\$ —	— %
	Subtotal Compensation			\$ 242,856	\$ 249,529	\$ 265,351	\$ 283,954	\$ 18,603	7.0 %	\$ 283,954	\$ —	— %
Expenses	16132	530600	Computer Services	\$ 82,272	\$ 84,769	\$ 87,769	\$ 115,320	\$ 27,551	31.4 %	\$ 115,320	\$ —	— %
	Subtotal Contract Services			\$ 82,272	\$ 84,769	\$ 87,769	\$ 115,320	\$ 27,551	31.4 %	\$ 115,320	\$ —	— %
	16132	542200	Processing Supplies	\$ 11,634	\$ 11,740	\$ 12,000	\$ 12,000	\$ —	— %	\$ 12,000	\$ —	— %
	Subtotal Supplies			\$ 11,634	\$ 11,740	\$ 12,000	\$ 12,000	\$ —	— %	\$ 12,000	\$ —	— %
	16133	587100	Capital Outlay	\$ 12,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ —	— %	\$ 26,500	\$ —	— %
	Subtotal Minor Capital (Outlay)			\$ 12,500	\$ 26,500	\$ 26,500	\$ 26,500	\$ —	— %	\$ 26,500	\$ —	— %
	Subtotal Expenses			\$ 106,406	\$ 123,009	\$ 126,269	\$ 153,820	\$ 27,551	21.8 %	\$ 153,820	\$ —	— %
Total 6130 Library Technical				\$ 349,262	\$ 372,538	\$ 391,620	\$ 437,774	\$ 46,154	11.8 %	\$ 437,774	\$ —	— %

6100 - Library

Program: Human Services
Town of Belmont, MA

Library Plant Operations Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change	
	16141	511000	Full-Time Salaries	\$ 58,954	\$ 57,652	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	16141	511100	Part-Time Salaries	\$ 9,443	\$ 12,075	\$ 29,941	\$ 30,540	\$ 599	2.0 %	\$ 30,540	\$ —	— %	
	16141	514100	Specialty Pay	\$ 261	\$ 136	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	16141	514800	Longevity	\$ 1,100	\$ 1,100	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	16141	519900	Uniform Allowance	\$ 820	\$ 820	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
	16141	513000	Overtime	\$ 10,072	\$ 6,689	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %	
Subtotal Compensation				\$ 80,650	\$ 78,471	\$ 29,941	\$ 30,540	\$ 599	2.0 %	\$ 30,540	\$ —	— %	
Expenses	16142	524300	Repair & Maint Bldg/Grounds	\$ 116,745	\$ 101,490	\$ 120,000	\$ 110,000	\$ (10,000)	(8.3)%	\$ 110,000	\$ —	— %	
	16142	524306	R&M HVAC Contract Services	\$ 12,259	\$ 7,275	\$ 17,000	\$ 6,000	\$ (11,000)	(64.7)%	\$ 6,000	\$ —	— %	
	Subtotal Contract Services				\$ 129,004	\$ 108,765	\$ 137,000	\$ 116,000	\$ (21,000)	(15.3)%	\$ 116,000	\$ —	— %
	16142	523100	Water	\$ 5,677	\$ 705	\$ 2,500	\$ 1,250	\$ (1,250)	(50.0)%	\$ 1,250	\$ —	— %	
	16142	545000	Custodial Supplies	\$ 8,200	\$ 5,249	\$ 7,000	\$ 2,500	\$ (4,500)	(64.3)%	\$ 2,500	\$ —	— %	
	Subtotal Supplies				\$ 13,877	\$ 5,954	\$ 9,500	\$ 3,750	\$ (5,750)	(60.5)%	\$ 3,750	\$ —	— %
	16142	522800	Natural Gas	\$ 14,906	\$ 15,454	\$ 16,000	\$ 11,000	\$ (5,000)	(31.3)%	\$ 11,000	\$ —	— %	
	16142	522900	Electricity	\$ 37,000	\$ 35,567	\$ 42,280	\$ 15,000	\$ (27,280)	(64.5)%	\$ 15,000	\$ —	— %	
	16142	548900	Gasoline	\$ 25	\$ 20	\$ 150	\$ 150	\$ —	— %	\$ 150	\$ —	— %	
	Subtotal Utilities				\$ 51,931	\$ 51,041	\$ 58,430	\$ 26,150	\$ (32,280)	(55.2)%	\$ 26,150	\$ —	— %
	Subtotal Expenses				\$ 194,813	\$ 165,760	\$ 204,930	\$ 145,900	\$ (59,030)	(28.8)%	\$ 145,900	\$ —	— %
	Total 6140 Library Plant Operations				\$ 275,463	\$ 244,231	\$ 234,871	\$ 176,440	\$ (58,431)	(24.9)%	\$ 176,440	\$ —	— %

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.

FY2023-24 Achievements

- Our new volunteer coordinator and assistant director were hired within the first five months of the center's transitions.
- We supported the town and other departments by offering the building to be used by the Belmont Historical Society and the Belmont Public Library.
- We're very proud of the medical taxi program. The Beech Street Center is one of the few agencies offering medical taxi rides to locations outside of Belmont, including Boston and the North Shore.
- Our transportation coordinator was recognized in the Belmont Bulletin under the "employee spotlight" section.
- Resumed our Tuesday evening hours
- Pursued and was awarded a hybrid and virtual grant for \$98,700 in partnership with the Belmont Media Center.

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

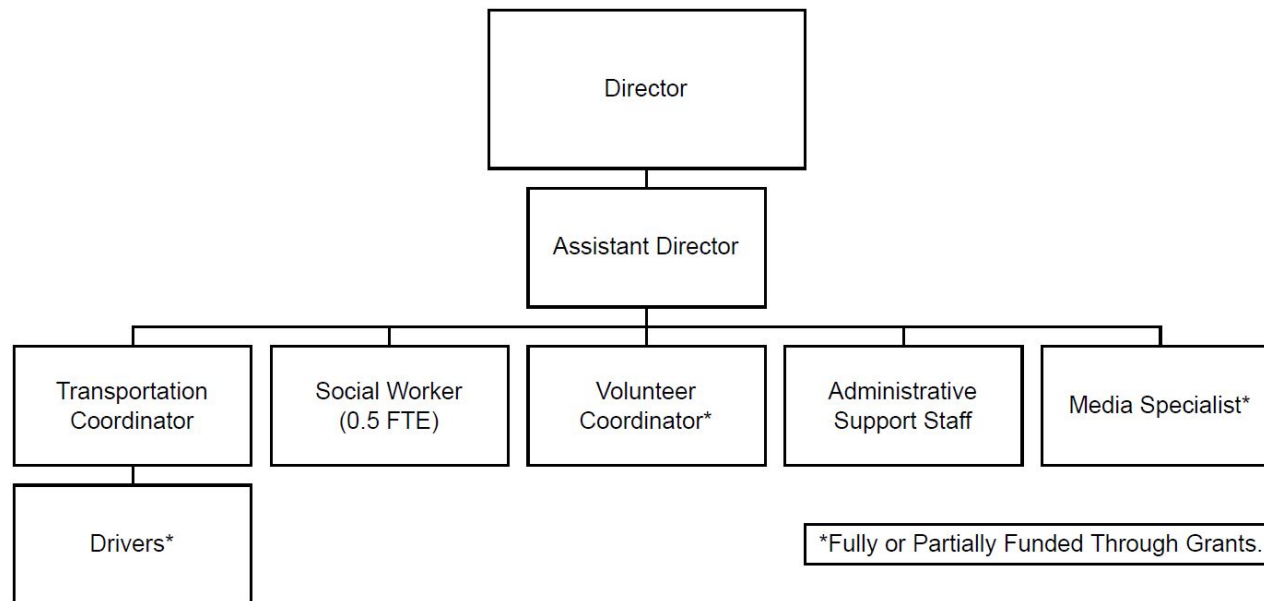
FY2025 Goals

- Support seniors living in senior housing during the redevelopment of Sherman Gardens.
- We will increase our programming around timely topics and information, including Medicare, Social Security, solo aging, food insecurity, and scams.
- Create and implement a marketing project highlighting our services and programs attracting new people to the center.
- Seek funding and develop new ideas to support the medical taxi ride program.
- Continue to enhance and develop virtual and hybrid programming moving us into the future.

Staffing and Structure

The Department functions with 6.37 FTEs, which includes 1.41 FTEs funded by grants. Although the Town and grant-funded staff members are those whose work duties require

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



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Director	1	1	1	1	1	1	1	1
Assistant Director	1	1	1	1	1	1	1	1
Transportation Coordinator	1	1	1	1	1	1	1	1
Drivers*	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
Administrative Assistant I	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
Social Worker	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
Volunteer Coordinator**	0.13	0.13	0.13	0.13	0.13	0.13	0.13	0.13
Social Worker - ARPA Position***	—	—	—	—	—	0.75	—	—
Total	6.37	6.37	6.37	6.37	6.37	7.12	6.37	6.37

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

**Grant funded position

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

6200 - Council on Aging

Budget Recommendations

The FY2025 budget request for the Council on Aging is \$422,086, which is an increase of \$16,232 or 4.00% from the FY2024 budget.

Compensation is \$385,086, an increase of \$16,007 or 4.34% due to contractual obligations and cost of living

adjustments, as well as an increase in hours from 35 to 40 for the transportation coordinator.

Expenses are \$37,000, an increase of \$225 or 0.61% due to right-sizing the budgets for both office rental equipment as well as vehicle supplies.

No Override Impacts

In the event that the requested override fails, a total of \$(99,916) or (23.67)% would be cut from the Council on Aging. This would eliminate the social worker that is shared with the Health Department, as well as the volunteer coordinator, the media specialist, and the part-time administrative staff members, for a total of 1.1 FTEs.

There is no doubt that these reductions would negatively affect the Senior Center and the greater community. The quality and level of services provided to Belmont's seniors would be adversely impacted.

Council on Aging Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 378,117	\$ 379,625	\$ 369,079	\$ 385,086	\$ 16,007	4.34 %	\$ 285,170	\$ (99,916)	(25.95)%
Expenses	\$ 24,361	\$ 19,305	\$ 36,775	\$ 37,000	\$ 225	0.61 %	\$ 37,000	\$ —	— %
Total 6200 Council on Aging	\$ 402,478	\$ 398,931	\$ 405,854	\$ 422,086	\$ 16,232	4.00 %	\$ 322,170	\$ (99,916)	(23.67)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 6210 COA Admin	\$ 402,478	\$ 398,931	\$ 405,854	\$ 422,086	\$ 16,232	4.00 %	\$ 322,170	\$ (99,916)	(23.67)%
Total 6200 Council on Aging	\$ 402,478	\$ 398,931	\$ 405,854	\$ 422,086	\$ 16,232	4.00 %	\$ 322,170	\$ (99,916)	(23.67)%

6200 - Council on Aging

Program: Human Services
Town of Belmont, MA

COA Admin Budget Detail

			FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent	
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	15411	511000	Full-Time Salaries	\$ 280,474	\$ 277,916	\$ 263,811	\$ 279,855	\$ 16,045	6.1 %	\$ 279,855	\$ —	— %
	15411	511100	Part-Time Salaries	\$ 93,182	\$ 96,979	\$ 100,004	\$ 99,916	\$ (87)	(0.1)%	\$ —	\$ (99,916)	(100.0)%
	15411	514800	Longevity	\$ 825	\$ —	\$ 1,425	\$ 1,475	\$ 50	3.5 %	\$ 1,475	\$ —	— %
	15411	515500	CDL Stipend	\$ 2,254	\$ 2,339	\$ 2,340	\$ 2,340	\$ —	— %	\$ 2,340	\$ —	— %
	15411	519900	Uniform Allowance	\$ 820	\$ 820	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	15411	513000	Overtime	\$ 562	\$ 1,572	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Subtotal Compensation			\$ 378,117	\$ 379,625	\$ 369,079	\$ 385,086	\$ 16,007	4.3 %	\$ 285,170	\$ (99,916)	(25.9)%	
Expenses	15412	524400	Repair & Maint. Vehicles	\$ 5,631	\$ 5,684	\$ 7,000	\$ 7,000	\$ —	— %	\$ 7,000	\$ —	— %
	15412	527200	Rental of Office Equipment	\$ 2,762	\$ —	\$ 7,000	\$ 7,000	\$ —	— %	\$ 7,000	\$ —	— %
	15412	530000	Prof. and Tech Services	\$ 5,676	\$ 690	\$ 6,500	\$ 6,500	\$ —	— %	\$ 6,500	\$ —	— %
	15412	534500	Postage	\$ 22	\$ —	\$ 250	\$ 250	\$ —	— %	\$ 250	\$ —	— %
	15412	534600	Printing and Mailing	\$ 56	\$ —	\$ 250	\$ 250	\$ —	— %	\$ 250	\$ —	— %
	15412	571000	In-State Travel	\$ 261	\$ —	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	15412	573000	Dues and Membership	\$ 823	\$ 1,453	\$ 1,275	\$ 1,500	\$ 225	17.6 %	\$ 1,500	\$ —	— %
	Subtotal Contract Services			\$ 15,232	\$ 7,827	\$ 23,775	\$ 24,000	\$ 225	0.9 %	\$ 24,000	\$ —	— %
	15412	542100	Office Supplies	\$ 3,137	\$ 3,156	\$ 4,000	\$ 4,000	\$ —	— %	\$ 4,000	\$ —	— %
	15412	548000	Vehicle Supplies	\$ 5,992	\$ 8,322	\$ 9,000	\$ 9,000	\$ —	— %	\$ 9,000	\$ —	— %
	Subtotal Supplies			\$ 9,129	\$ 11,478	\$ 13,000	\$ 13,000	\$ —	— %	\$ 13,000	\$ —	— %
Subtotal Expenses			\$ 24,361	\$ 19,305	\$ 36,775	\$ 37,000	\$ 225	0.6 %	\$ 37,000	\$ —	— %	
Total 6210 COA Admin			\$ 402,478	\$ 398,931	\$ 405,854	\$ 422,086	\$ 16,232	4.0 %	\$ 322,170	\$ (99,916)	(23.7)%	

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

This division 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

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. The Youth and Family Services Coordinator position is shared with the Council on Aging and provides social work services to residents.

Disease Control

The Disease Control division investigates and monitors disease outbreaks, oversees and coordinates seasonal flu and COVID-19 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.

FY2023-24 Achievements

- In FY23, the Health Department held 20 vaccine clinics and administered 1,202 doses for COVID-19 and 811 for flu.
- The Health Department was awarded a \$5,000 grant for a second year 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 added Arlington to its regional collaborative to share a Public Health Excellence grant from the Massachusetts Department of Public Health. The state provided additional funding to accommodate this effort to further increase regional capacity in epidemiology and public health education.

6300 - Board of Health

- 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](#).

FY2025 Goals

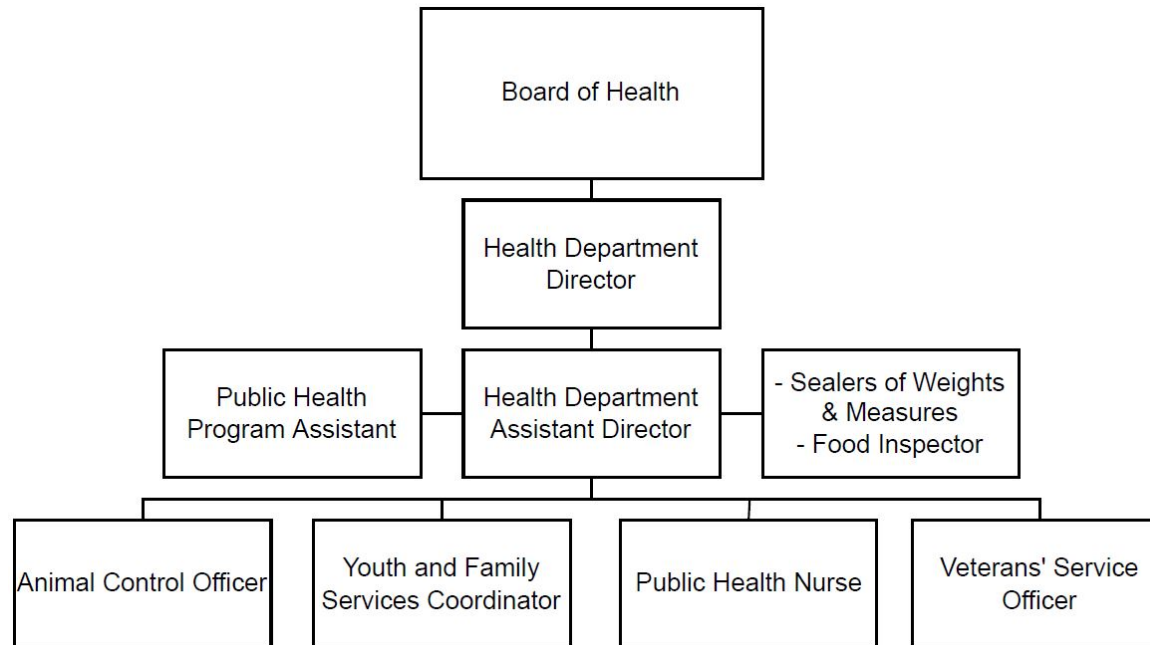
- To hold local vaccine clinics at which residents can receive both flu vaccines and COVID-19 boosters at one convenient time and location.
- To collaborate with the Recreation Department to oversee the Off-Leash Dog Program.
- To provide assistance and connections to resources for residents who require 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.
- To work with regional public health partners to maintain and increase grant funding opportunities.

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 emergency pandemic funding for the temporary Public Health Agent position will come to an end at the conclusion of FY24.

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 each week in Arlington.

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.



Position Classification	FTE							
	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
Director	1	1	1	1	1	1	1	1
Assistant Health Director	1	1	1	1	1	1	1	1
Program Assistant	1	1	1	1	1	1	1	1
Social Worker	0.42	0.42	0.4	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
Youth Coordinator*	0.47	0.47	0.50	0.50	0.50	—	—	—
Public Health Agent**	0.1	0.1	0.1	0.1	1	1	1	0.1
Animal Control Officer	1	1	1	1	1	1	1	1
Veterans Officer	0.47	0.47	0.5	0.5	0.5	0.5	0.5	0.5
Total	5.81	5.81	5.87	5.87	6.77	6.27	6.27	5.37

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

**In FY2022, FY2023 and FY2024 this position was federally funded through CARES/FEMA and then ARPA.

6300 - Board of Health

Budget Recommendations

The FY2025 budget request from the Board of Health is \$616,761, which is an increase of \$19,649 or 3.29% from the FY2024 budget. Compensation is \$468,272, an increase of

\$18,321 or 4.07% due to contracted salary increases. Expenses are \$148,489, an increase of \$1,328 or 0.90% which requests nominal increases to various items.

No Override Impacts

In the event that the requested override fails, a total of \$(141,797) or (22.99)% would be cut from the Health Department. This would eliminate the social worker that is shared with the Council on Aging, and would eliminate the Animal Control Officer and shift that function to the Police Department. Finally, it would also include a reduction in the Veterans Benefits item to reflect spending on current caseload.

The elimination of these two positions would have a direct quality of life impact on the Town. Both positions have current caseloads that would either be pushed to the Police Department or would have to be redirected to services at the state level.

Health Department Budget Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Compensation	\$ 419,580	\$ 509,700	\$ 449,951	\$ 468,272	\$ 18,321	4.07 %	\$ 374,475	\$ (93,797)	(20.03)%
Expenses	\$ 114,501	\$ 96,363	\$ 147,161	\$ 148,489	\$ 1,328	0.90 %	\$ 100,489	\$ (48,000)	(32.33)%
Total 6300 Health	\$ 534,082	\$ 606,062	\$ 597,112	\$ 616,761	\$ 19,649	3.29 %	\$ 474,964	\$ (141,797)	(22.99)%

Division Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Total 6310 Health Admin	\$ 384,449	\$ 466,098	\$ 412,748	\$ 428,448	\$ 15,701	3.80 %	\$ 394,651	\$ (33,797)	(7.89)%
Total 6320 Veterans' Services	\$ 76,898	\$ 67,155	\$ 109,940	\$ 111,226	\$ 1,286	1.17 %	\$ 63,226	\$ (48,000)	(43.16)%
Total 6330 Animal Control	\$ 69,115	\$ 72,810	\$ 74,424	\$ 77,086	\$ 2,662	3.58 %	\$ 17,086	\$ (60,000)	(77.84)%
Total 6340 Youth Services	\$ 3,619	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Total 6300 Health	\$ 534,082	\$ 606,062	\$ 597,112	\$ 616,761	\$ 19,649	3.29 %	\$ 474,964	\$ (141,797)	(22.99)%

6300 - Board of Health

Program: Human Services
Town of Belmont, MA

Health Admin Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Compensation	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	15101	511000	Full-Time Salaries	\$ 274,616	\$ 378,107	\$ 307,129	\$ 306,862	\$ (267)	(0.1)%	\$ 306,862	\$ —	— %
	15101	511100	Part-Time Salaries	\$ 33,264	\$ 33,523	\$ 39,258	\$ 53,797	\$ 14,539	37.0 %	\$ 20,000	\$ (33,797)	(62.8)%
	15101	514800	Longevity	\$ 875	\$ 925	\$ 925	\$ 925	\$ —	— %	\$ 925	\$ —	— %
	15101	513000	Overtime	\$ 1,239	\$ 190	\$ 1,750	\$ 1,750	\$ —	— %	\$ 1,750	\$ —	— %
	Subtotal Compensation			\$ 309,995	\$ 412,745	\$ 349,063	\$ 363,334	\$ 14,272	4.1 %	\$ 329,537	\$ (33,797)	(9.3)%
Expenses	15102	530000	Prof. and Tech Services	\$ 2,628	\$ 8,700	\$ 7,700	\$ 7,700	\$ —	— %	\$ 7,700	\$ —	— %
	15102	530017	Public Health Nurse	\$ 27,065	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	15102	530018	Sealer of Weights & Measures	\$ 6,634	\$ 7,417	\$ 7,106	\$ 7,461	\$ 355	5.0 %	\$ 7,461	\$ —	— %
	15102	530019	Food Establishment Inspections	\$ 9,465	\$ 7,535	\$ 15,000	\$ 15,525	\$ 525	3.5 %	\$ 15,525	\$ —	— %
	15102	530020	Nursing Services	\$ 875	\$ 890	\$ 1,200	\$ 1,200	\$ —	— %	\$ 1,200	\$ —	— %
	15102	530600	Data Process	\$ 834	\$ 2,516	\$ 2,200	\$ 2,200	\$ —	— %	\$ 2,200	\$ —	— %
	15102	531700	Employee Training	\$ —	\$ —	\$ 600	\$ 600	\$ —	— %	\$ 600	\$ —	— %
	15102	533200	Mosquito Control Program	\$ 20,010	\$ 20,500	\$ 20,979	\$ 21,508	\$ 529	2.5 %	\$ 21,508	\$ —	— %
	15102	534700	Printing	\$ 254	\$ 650	\$ 650	\$ 650	\$ —	— %	\$ 650	\$ —	— %
	15102	571000	In-State Travel	\$ 1,256	\$ 2,754	\$ 2,700	\$ 2,700	\$ —	— %	\$ 2,700	\$ —	— %
	15102	573000	Dues and Membership	\$ 380	\$ 356	\$ 1,100	\$ 1,100	\$ —	— %	\$ 1,100	\$ —	— %
	Subtotal Contract Services			\$ 69,402	\$ 51,318	\$ 59,235	\$ 60,644	\$ 1,409	2.4 %	\$ 60,644	\$ —	— %
15102	542100	Office Supplies	\$ 1,341	\$ 1,231	\$ 1,000	\$ 1,020	\$ 20	2.0 %	\$ 1,020	\$ —	— %	
15102	548000	Vehicle Supplies	\$ 1,739	\$ 72	\$ 1,250	\$ 1,250	\$ —	— %	\$ 1,250	\$ —	— %	
15102	550000	Medical Supplies	\$ 1,973	\$ 732	\$ 2,200	\$ 2,200	\$ —	— %	\$ 2,200	\$ —	— %	
Subtotal Supplies			\$ 5,052	\$ 2,034	\$ 4,450	\$ 4,470	\$ 20	0.4 %	\$ 4,470	\$ —	— %	
Subtotal Expenses			\$ 74,454	\$ 53,352	\$ 63,685	\$ 65,114	\$ 1,429	2.2 %	\$ 65,114	\$ —	— %	
Total 6310 Health Admin			\$ 384,449	\$ 466,098	\$ 412,748	\$ 428,448	\$ 15,701	3.8 %	\$ 394,651	\$ (33,797)	(7.9)%	

6300 - Board of Health

Program: Human Services
Town of Belmont, MA

Veterans' Services Budget Detail

				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
Comp.	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	15431	511100	Part-Time Salaries	\$ 41,901	\$ 31,386	\$ 34,339	\$ 35,726	\$ 1,387	4.0 %	\$ 35,726	\$ —	— %
	Subtotal Compensation			\$ 41,901	\$ 31,386	\$ 34,339	\$ 35,726	\$ 1,387	4.0 %	\$ 35,726	\$ —	— %
Expenses	15432	571000	In-State Travel	\$ 133	\$ 489	\$ 1,300	\$ 1,300	\$ —	— %	\$ 1,300	\$ —	— %
	15432	573000	Dues and Membership	\$ 195	\$ 90	\$ 200	\$ 200	\$ —	— %	\$ 200	\$ —	— %
	Subtotal Contract Services			\$ 328	\$ 579	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	15432	542100	Office Supplies	\$ —	\$ 2,418	\$ 150	\$ 150	\$ —	— %	\$ 150	\$ —	— %
	15432	558921	Vet Svcs Recipient & Other Misc.	\$ 30,005	\$ 26,970	\$ 68,101	\$ 68,000	\$ (101)	(0.1)%	\$ 20,000	\$ (48,000)	(70.6)%
	15432	558922	Vet Svcs Town Celebrations	\$ 2,864	\$ 3,202	\$ 3,250	\$ 3,250	\$ —	— %	\$ 3,250	\$ —	— %
	15432	558923	Vet Svcs US Flags	\$ 1,800	\$ 1,800	\$ 1,800	\$ 2,600	\$ 800	44.4 %	\$ 2,600	\$ —	— %
	15432	558924	Vet Svcs Grave Markers & Misc.	\$ —	\$ 800	\$ 800	\$ —	\$ (800)	(100.0)%	\$ —	\$ —	— %
	Subtotal Supplies			\$ 34,669	\$ 35,190	\$ 74,101	\$ 74,000	\$ (101)	(0.1)%	\$ 26,000	\$ (48,000)	(64.9)%
Subtotal Expenses			\$ 34,998	\$ 35,769	\$ 75,601	\$ 75,500	\$ (101)	(0.1)%	\$ 27,500	\$ (48,000)	(63.6)%	
Total 6320 Veterans' Services			\$ 76,898	\$ 67,155	\$ 109,940	\$ 111,226	\$ 1,286	1.2 %	\$ 63,226	\$ (48,000)	(43.2)%	

6300 - Board of Health

Program: Human Services
Town of Belmont, MA

Animal Control Budget Detail

Compensati				FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
	Org	Object	Description	Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
	12921	511000	Full-Time Salaries	\$ 63,920	\$ 64,915	\$ 65,899	\$ 68,561	\$ 2,662	4.0 %	\$ 8,561	\$ (60,000)	(87.5)%
	12921	519900	Uniform Allowance	\$ 592	\$ 654	\$ 650	\$ 650	\$ —	— %	\$ 650	\$ —	— %
	Subtotal Compensation			\$ 64,512	\$ 65,569	\$ 66,549	\$ 69,211	\$ 2,662	4.0 %	\$ 9,211	\$ (60,000)	(86.7)%
Expenses	12922	524400	Repair & Maint. Vehicles	\$ 302	\$ 626	\$ 1,500	\$ 1,500	\$ —	— %	\$ 1,500	\$ —	— %
	12922	530000	Prof. and Tech Services	\$ 1,485	\$ 4,699	\$ 2,930	\$ 2,930	\$ —	— %	\$ 2,930	\$ —	— %
	12922	571000	In-State Travel	\$ 195	\$ 346	\$ 500	\$ 500	\$ —	— %	\$ 500	\$ —	— %
	12922	573000	Dues and Membership	\$ —	\$ —	\$ 50	\$ 50	\$ —	— %	\$ 50	\$ —	— %
	Subtotal Contract Services			\$ 1,982	\$ 5,672	\$ 4,980	\$ 4,980	\$ —	— %	\$ 4,980	\$ —	— %
	12922	548000	Vehicle Supplies	\$ 820	\$ 839	\$ 750	\$ 750	\$ —	— %	\$ 750	\$ —	— %
	12922	558900	Other Expense	\$ 435	\$ 112	\$ 600	\$ 600	\$ —	— %	\$ 600	\$ —	— %
	Subtotal Supplies			\$ 1,255	\$ 951	\$ 1,350	\$ 1,350	\$ —	— %	\$ 1,350	\$ —	— %
	12922	548900	Gasoline	\$ 1,367	\$ 618	\$ 1,545	\$ 1,545	\$ —	— %	\$ 1,545	\$ —	— %
	Subtotal Utilities			\$ 1,367	\$ 618	\$ 1,545	\$ 1,545	\$ —	— %	\$ 1,545	\$ —	— %
Subtotal Expenses			\$ 4,603	\$ 7,241	\$ 7,875	\$ 7,875	\$ —	— %	\$ 7,875	\$ —	— %	
Total 6330 Animal Control			\$ 69,115	\$ 72,810	\$ 74,424	\$ 77,086	\$ 2,662	3.6 %	\$ 17,086	\$ (60,000)	(77.8)%	

Youth Services Budget Detail

	Org	Object	Description	FY2022	FY2023	FY2024	FY2025	Dollar	Percent	No	Amount	Percent
				Actual	Actual	Approp.	TA Rec.	Change	Change	Override	Reduced	Change
Comp.	15421	511000	Full-Time Salaries	\$ —	\$ —	\$ —	\$ —	\$ —	— %		\$ —	— %
	15421	511100	Part-Time Salaries	\$ 3,173	\$ —	\$ —	\$ —	\$ —	— %		\$ —	— %
	Subtotal Compensation			\$ 3,173	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
Exp.	15422	542100	Office Supplies	\$ 446	\$ —	\$ —	\$ —	\$ —	— %		\$ —	— %
	Subtotal Expenses			\$ 446	\$ —	\$ —	\$ —	\$ —	— %	\$ —	\$ —	— %
	Total 6340 Youth Services			\$ 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	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Within Levy Debt Service	\$ 1,458,739	\$ 1,438,989	\$ 1,415,039	\$ 1,157,939	\$ (257,100)	(18.17) %	\$ 1,157,939	\$ —	— %
Exempt Debt Service	\$13,029,464	\$13,731,513	\$13,154,514	\$14,281,505	\$ 1,126,991	8.57 %	\$14,281,505	\$ —	— %
Short-term Borrowing Costs	\$ 90,993	\$ —	\$ 72,500	\$ 72,500	\$ —	— %	\$ 72,500	\$ —	— %
Total Debt Service	\$14,579,196	\$15,170,502	\$14,642,053	\$15,511,944	\$ 869,891	5.94 %	\$15,511,944	\$ —	— %



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.

FY2023-24 Achievements

- First issuance of short-term notes for the Municipal Skating Rink and Belmont Library issued in November 2023.
- Town's AAA bond rating reaffirmed by Moody's in October 2023.

FY2025 Goals

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

Staffing and Structure

The Finance Director and Town Treasurer's Office provide staff support for this function.

Budget Recommendations

The FY2025 budget request for combined Debt Service is \$15,511,944, which is an increase of \$869,891 or 5.94% from the FY2024 budget based on payment schedules for issued debt.

Within Levy debt service is \$1,157,939, which is a decrease of \$(257,100) or (18.17)%; a corresponding amount has been added to the Discretionary Capital budget in FY2025.

Exempt debt service is \$14,281,505, which is an increase of \$1,126,991 or 8.57% due to the first interest payment for the new library and skating rink projects.

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

No Override Impacts

There are no anticipated direct impacts to this department due to a failed override.

7000 - Debt Service

Town of Belmont, MA

Summary

Department Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Within Levy Debt Service	\$1,458,739	\$1,438,989	\$1,415,039	\$1,157,939	\$ (257,100)	(18.17)%	\$1,157,939	\$ —	— %
Exempt Debt Service	\$13,029,464	\$13,731,513	\$13,154,514	\$14,281,505	\$ 1,126,991	8.57 %	\$14,281,505	\$ —	— %
Short-term Borrowing Costs	\$ 90,993	\$ —	\$ 72,500	\$ 72,500	\$ —	— %	\$ 72,500	\$ —	— %
Total 7000 Debt Service	\$14,579,196	\$15,170,502	\$14,642,053	\$15,511,944	\$ 869,891	5.94 %	\$15,511,944	\$ —	— %

Debt Service Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Within Levy Principal - Municipal	\$ 591,250	\$ 635,000	\$ 640,000	\$ 510,000	\$ (130,000)	(20.31)%	\$ 510,000	\$ —	— %
Within Levy Principal - School	\$ 320,000	\$ 330,000	\$ 340,000	\$ 255,000	\$ (85,000)	(25.00)%	\$ 255,000	\$ —	— %
Within Levy Interest - Municipal	\$ 449,089	\$ 386,139	\$ 362,739	\$ 337,639	\$ (25,100)	(6.92)%	\$ 337,639	\$ —	— %
Within Levy Interest - School	\$ 98,400	\$ 87,850	\$ 72,300	\$ 55,300	\$ (17,000)	(23.51)%	\$ 55,300	\$ —	— %
Short-term Borrowing Costs	\$ 90,993	\$ —	\$ 72,500	\$ 72,500	\$ —	— %	\$ 72,500	\$ —	— %
<i>Within Levy Debt Service</i>	<i>\$1,549,731</i>	<i>\$1,438,989</i>	<i>\$1,487,539</i>	<i>\$1,230,439</i>	<i>\$ (257,100)</i>	<i>(17.28)%</i>	<i>\$1,230,439</i>	<i>\$ —</i>	<i>— %</i>
Exempt Debt Principal - Municipal	\$1,445,000	\$1,435,000	\$ 910,000	\$ 460,000	\$ (450,000)	(49.45)%	\$ 460,000	\$ —	— %
Exempt Debt Principal - School	\$4,460,000	\$4,915,000	\$5,140,000	\$5,390,000	\$ 250,000	4.86 %	\$5,390,000	\$ —	— %
Exempt Debt Interest - Municipal	\$ 189,373	\$ 124,773	\$ 73,548	\$1,414,489	\$1,340,941	1823.22 %	\$1,414,489	\$ —	— %
Exempt Debt Interest - School	\$6,935,091	\$7,256,740	\$7,030,966	\$7,017,016	\$ (13,950)	(0.20)%	\$7,017,016	\$ —	— %
<i>Exempt Debt Service</i>	<i>\$13,029,464</i>	<i>\$13,731,513</i>	<i>\$13,154,514</i>	<i>\$14,281,505</i>	<i>\$ 1,126,991</i>	<i>8.57 %</i>	<i>\$14,281,505</i>	<i>\$ —</i>	<i>— %</i>
Total 7000 Debt Service	\$14,579,196	\$15,170,502	\$14,642,053	\$15,511,944	\$ 869,891	5.94 %	\$15,511,944	\$ —	— %

8000 - TA Recommended Capital Investments

Town of Belmont, MA

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Capital - Streets	\$ 1,812,460	\$ 1,857,772	\$ 1,904,216	\$ 1,951,821	\$ 47,605	2.50 %	\$ 1,951,821	\$ —	— %
Capital - Sidewalks	\$ 231,801	\$ 237,730	\$ 243,673	\$ 499,765	\$ 256,092	105.10 %	\$ 249,765	\$ (250,000)	(50.02)%
Discretionary Capital	\$ 1,757,682	\$ 3,787,495	\$ 1,791,681	\$ 3,410,068	\$ 1,618,387	90.33 %	\$ 1,910,068	\$ (1,500,000)	(43.99)%
Total Capital Investments	\$3,801,943	\$5,882,997	\$3,939,570	\$5,861,654	\$1,922,084	48.79 %	\$4,111,654	\$ (1,750,000)	(29.86)%



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.
- For FY2025, an additional \$250,000 is included in the override request to voters to be dedicated to Sidewalk Maintenance.
- 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.

FY2023-24 Achievements

- Town Meeting approved formation of a Comprehensive Capital Budget Committee, which began meeting in October 2022.
- Approved FY2023 discretionary capital projects totaled \$3.8 million thanks to more than \$1 million in funding from the sale of the Cushing Square parking lot, and nearly \$550,000 in turnbacks from prior capital projects.
- Passed two debt exclusions, one for the new Belmont Public Library and the second for the new Belmont Skating Rink.

- Completed a Townwide tree inventory including tree health assessment and a tree management plan.
- A Townwide sidewalk assessment is underway, scheduled for review in late Winter 2024 which will update the sidewalk replacement list.
- A Townwide pavement assessment is underway, scheduled for review in late Winter 2024 which will allow the Town to revisit its pavement management priorities.

FY2025 Goals

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

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

Staffing and Structure

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

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

Budget Recommendations

The FY2025 budget request for Capital Investments is \$5,861,654, which is an increase of \$1,922,084 or 48.79% from the FY2024 budget.

The increase is attributable to three main areas -

- The annual increase of 2.5% for the Non-Discretionary and Discretionary capital items;

- The continued transfer of reductions in Within Levy debt service payments as prior capital projects are paid off, which amounts to \$233,150 in FY2025;
- Inclusion of \$250,000 for Sidewalk Maintenance as part of the override request; and
- Dedication of \$1,500,000 in Free Cash to offset large capital needs at the Chenery.

No Override Impacts

In the event that the requested override fails, a total of \$(1,750,000) would be cut from the proposed Capital Budget. This includes the proposed increase of \$(250,000) in sidewalk funding that is part of the Override, and

\$(1,500,000) in Free Cash that was originally intended to fund boiler replacements at the Chenery Middle School and would instead be transferred to the General Stabilization Fund to offset operating budget reductions in FY2026.

8000 - TA Recommended Capital Investments

Town of Belmont, MA

Capital Budget Summary

Appropriation Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Capital - Streets	\$ 1,812,460	\$ 1,857,772	\$ 1,904,216	\$ 1,951,821	\$ 47,605	2.50 %	\$ 1,951,821	\$ —	— %
Capital - Sidewalks	\$ 231,801	\$ 237,730	\$ 243,673	\$ 499,765	\$ 256,092	105.10 %	\$ 249,765	\$ (250,000)	(50.02)%
Discretionary Capital	\$ 1,757,682	\$ 3,787,495	\$ 1,791,681	\$ 3,410,068	\$ 1,618,387	90.33 %	\$ 1,910,068	\$ (1,500,000)	(43.99)%
Total 8000 Capital	\$ 3,801,943	\$ 5,882,997	\$ 3,939,570	\$ 5,861,654	\$ 1,922,084	48.79 %	\$ 4,111,654	\$ (1,750,000)	(29.86)%

Capital Project Summary	FY2022 Actual	FY2023 Actual	FY2024 Approp.	FY2025 TA Rec.	Dollar Change	Percent Change	No Override	Amount Reduced	Percent Change
Capital - Streets	\$ 1,812,460	\$ 1,857,772	\$ 1,904,216	\$ 1,951,821	\$ 47,605	2.50 %	\$ 1,951,821	\$ —	— %
Capital - Sidewalks	\$ 231,801	\$ 237,730	\$ 243,673	\$ 499,765	\$ 256,092	105.10 %	\$ 249,765	\$ (250,000)	(50.02)%
<i>Non-Discretionary Capital</i>	<i>\$ 2,044,261</i>	<i>\$ 2,095,502</i>	<i>\$ 2,147,889</i>	<i>\$ 2,451,586</i>	<i>\$ 303,697</i>	<i>14.14 %</i>	<i>\$ 2,201,586</i>	<i>\$ (250,000)</i>	<i>(10.20)%</i>
Discretionary Capital - Tax Levy	\$ 1,497,682	\$ 1,549,953	\$ 1,588,702	\$ 1,652,968	\$ 64,266	4.05 %	\$ 1,652,968	\$ —	— %
Discretionary Capital - Debt Service			\$ 23,950	\$ 257,100	\$ 233,150	973.49 %	\$ 257,100	\$ —	— %
Discretionary Capital - Free Cash			\$ —	\$ 1,500,000	\$ 1,500,000	— %	\$ —	\$ (1,500,000)	(100.00)%
Discretionary Capital - Turnbacks	\$ 260,000	\$ 545,121	\$ 179,029	\$ —	\$ (179,029)	(100.00)%	\$ —	\$ —	— %
<i>Discretionary Capital</i>	<i>\$ 1,757,682</i>	<i>\$ 3,787,495</i>	<i>\$ 1,791,681</i>	<i>\$ 3,410,068</i>	<i>\$ 1,618,387</i>	<i>90.33 %</i>	<i>\$ 1,910,068</i>	<i>\$ (1,500,000)</i>	<i>(43.99)%</i>
Total 8000 Capital	\$ 3,801,943	\$ 5,882,997	\$ 3,939,570	\$ 5,861,654	\$ 1,922,084	48.79 %	\$ 4,111,654	\$ (1,750,000)	(29.86)%

Budget Book Appendices



APPENDIX - 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 Select Board 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 Select Board 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 Select Board 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.

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 Town Meeting.

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 Select Board 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.

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.