

*You are invited to attend:*

# **Warrant Briefing**

**Thursday, May 20<sup>th</sup>, 2021**

**at 7:00 PM**

*Viewing Options:*

<https://us02web.zoom.us/j/86589919600>

**Zoom meeting ID: 865 8991 9600**

Live broadcast: Belmont **Ch 8 (Comcast); Ch 28 (Verizon)**  
Livestream or on-demand: [belmontmedia.org/watch/govtv](http://belmontmedia.org/watch/govtv)

*Opportunity to ask questions about:*

## **Warrant Articles**

**prior to**

## **Segment B of**

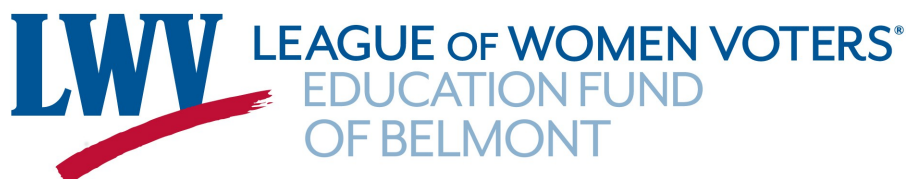
**Annual Town Meeting, June 2<sup>nd</sup>**

**Town Officials and Department Heads  
will be present to provide information**

**Laurie Slap**

**Chair of the Warrant Committee will preside**

**Cosponsored by: the Warrant Committee  
and the**



**INDEX OF WARRANT ARTICLES**

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**TOWN OF BELMONT  
WARRANT FOR 2021 ANNUAL TOWN MEETING  
MAY 3, 2021  
COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To any of the Constables of the Town of Belmont in said County:

Greetings:

In the name of the Commonwealth of Massachusetts you are required to notify and warn the Inhabitants of the Town of Belmont, qualified as the law requires to vote in elections and Town Affairs, to convene on May 3, 2021 at 7:00 p.m. by means of the audio/video conferencing platform described more particularly below, and to notify and warn the Town Meeting Members to convene by said method and act at said time on the Articles set forth on pages 2 through 15 of this Warrant.

The Town Meeting shall be held remotely by the means requested by the Moderator, as follows:

Interested members of the public may see and hear the proceedings by tuning in to the Belmont Media Center's live broadcast of the proceedings on Belmont cable television (Comcast channel 8, Verizon channel 28) or by live-streaming at [www.belmontmedia.org](http://www.belmontmedia.org).

Town Meeting Members will attend and vote by logging into a web page portal operated by the Town's electronic voting vendor with unique credentials that will be issued to each Town Meeting Member before the meeting.

Town Meeting Members and other participants approved by the Moderator who wish to address the meeting will participate in the meeting through the "Zoom" videoconferencing service. Login credentials will be provided to all Town Meeting Members. Registered voters who wish to address the meeting as approved by the Moderator may contact the Town Clerk's office for login credentials, 617-993-2603.

For more information, see the March 1, 2021 Moderator's letter to the Select Board appended to this Warrant as Appendix A.

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**ARTICLE 1:  
REPORTS**

To hear the report of the Select Board and other Town Officers, any Committee heretofore appointed and to act thereon.

*This article accepts the reports of Town departments appearing in the Annual Town Report and allows the Select Board and other Town officers, boards and committees to report orally to the Town Meeting on appropriate matters not otherwise appearing on the Warrant. This article stays "on the table" throughout the Town Meeting to allow Town officials and committees to report at the call of the Moderator.*

**Majority vote required for passage.**

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**ARTICLE 2: MUNICIPAL LIGHT BOARD CHANGE IN GOVERNANCE**

To see if the Town will vote to establish a separate five-member Municipal Light Board for such terms as set forth in M.G.L. c. 164, § 55; said Municipal Light Board members shall be elected by the voters at the next annual town election, and further pursuant to M.G.L. c. 41, § 23 to rescind any prior vote authorizing the Select Board to perform the duties of the Municipal Light Board and to repeal section 40-200 K of the General Bylaws titled *Select Board*, "*The Select Board shall act as the Town's Municipal Light Board.*", or in any way act thereon.

*This article will create a five member independently elected light board.*

Submitted by the Select Board

The Select Board will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 3: AUTHORIZATION TO REPRESENT THE TOWN'S LEGAL INTERESTS**

To see if the Town will authorize the Select Board to bring and defend actions for and against the Town, to submit any such claims to arbitration and to enter into settlement on account of the same on behalf of the Town, as and when they deem it for the best interest of the Town to do so, or in any way act thereon.

*This is a standard article that authorizes the Select Board to represent the Town's legal interests and to settle legal claims.*

Submitted by the Select Board

The Select Board will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 4: AMEND GENERAL BYLAWS:  
§ 40-405 A CAPITAL BUDGET COMMITTEE**

To see if the Town will vote to amend § 40-405 A. of the Town's General Bylaws titled Capital Budget Committee Bylaw as follows:

§ 40-405 Capital Budget Committee.

- A. There shall be a Capital Budget Committee of seven members, consisting of the Chair of the Select Board or a member of that Board designated by its Chair, the Chair of the Warrant Committee or a member of that Committee designated by its Chair, ~~the Chair of the Planning Board or a member of that Board designated by its Chair,~~ the Chair of the School Committee or a member of that Committee designated by its Chair and ~~three~~ **four** members who shall be appointed by the Moderator.

*The Capital Budget Committee (CBC), in consultation with the Planning Board and Moderator, wish to change the designation of committee members. It is no longer relevant to have a member of the Planning Board on the CBC. A fourth member of CBC appointed by the Moderator will contribute more continuity as well as shift the voting balance to the appointed members rather than the representatives of other boards and committees.*

Submitted by the Select Board

The Select Board, Capital Budget Committee and the Bylaw Review Committee will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 5:**

**SANITARY SEWER EASEMENT:  
100 COMMON STREET**

To see if the Town will vote to authorize the Select Board to acquire, by voluntary conveyance, purchase or eminent domain, a permanent easement containing 981 square feet, more or less, and identified on the plan titled "Proposed Easement Plan 86-100 Common Street" prepared by Brennan Consulting dated March 12, 2021, a copy of said plan being on file with the Town Clerk's office, or in any way act thereon.

*This article will authorize the Select Board to create an easement to allow modifications to the sanitary sewer service at 86-100 Common Street, known as The Commons, in order to alleviate private property sewerage overflows.*

Submitted by the Select Board

The Select Board will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 6:**

**CUSHING SQUARE ROAD MODIFICATION  
AND PROPERTY CONVEYANCE**

To see if the Town will vote:

(a) to modify the layout of a portion of Trapelo Road as a public way, in the vicinity of 90 Trapelo Road, containing 965 square feet more or less, and shown as **"The Modification Section of Trapelo Road"** on a Plan entitled **"90 Trapelo Road, Belmont, MA 02478,"** dated March 26, 2021, made by Ashkar Engineering; a copy of which is on file with the Town Clerk's Office; and

(b) to transfer the care, custody, control, and management of said portion of land, pursuant to Chapter 40, Section 15A of the General Laws, containing 965 square feet more or less, and identified on a plan entitled **"90 Trapelo Road, Belmont, MA 02478,"** dated March 26, 2021, made by Ashkar Engineering; a copy of which is on file with the Town Clerk's Office, to the Select Board to be held for the purpose of conveyance, and to authorize the Select Board to sell such parcel in accordance with the applicable public bidding procedures contained in General Laws Chapter 30B, on such terms and conditions as the Select Board deems appropriate, or to do or act thereon.

*The article would modify the layout of a portion of Trapelo Road that is not in use by the Town, allowing the land to be sold to the owners of the abutting parcels.*

Submitted by the Select Board

The Select Board will report on this Article.

**Two-thirds vote required for passage.**

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**ARTICLE 7:****CITIZEN PETITION: MGL THE BRAVE ACT**

To see if the Town will accept the following provisions of Massachusetts General Laws as amended by the Massachusetts BRAVE Act: MGL Chapter 33, § 59; MGL Chapter 59 § 5N; and MGL Chapter 59 § 5 Clauses 22G and 22H regarding military veteran benefits; or in any way act thereon.

Submitted by Aaron Pikcilingis, Town Meeting Member  
Precinct (6)

The Select Board, Warrant Committee, Board of Assessors and sponsor will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 8:****CITIZEN PETITION: AMEND 60-805 OF THE GENERAL BYLAWS-  
PARKING AT INTERSECTIONS AND ENFORCEMENT**

To see if the Town will vote to amend §60-805 of the General Bylaws of the Town of Belmont, with the purpose of increasing traffic safety so that motorists' views of oncoming traffic are not obstructed by illegally parked vehicles, by requiring street signs stating "No Parking Here to Corner", and increasing fines and enforcement, by making the following changes:

A. Amend §60-805.B(3) by deleting the words "or 20 feet of an intersection with another way".

B. Amend §60-805.B by adding a new item (8), to read as follows:

"(8) Parking within 20 feet of a road intersection is prohibited. The Town will install appropriate signs stating "No Parking from here to corner-Violators subject to fine and towing at owner's expense", or words to that effect, at all intersections in the Town of Belmont to the extent practicable. The Town will give priority to installation of such signs at the intersections located within 1000 feet of the Town's construction sites, and the intersections where violations more frequently occur; however, the absence of such signs shall not excuse a violation."

- C. Amend §60-805.G to increase the penalty for multiple violations of §60-805.B(8), by inserting the following sentence after the existing second sentence in §60-805.G:

"For the second and subsequent violations of §80-805.B(8), the penalty shall be \$100 for each offence, and, in addition, the vehicle may be towed at the owner's expense."

Or in any way act thereon.

Submitted by Adriana Poole, Town Meeting Member  
Precinct (1)

The Select Board and the Bylaw Review Committee and the sponsor will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 9:**

**CITIZEN PETITION:  
SKATING RINK BUILDING COMMITTEE**

To see if the Town will vote to establish a New Municipal Skating Rink Building Committee for the purpose of constructing a new public skating rink; to authorize the Town Moderator to appoint the New Municipal Skating Rink Building Committee to oversee the design and construction of said project; to authorize said New Municipal Skating Rink Building Committee to enter into contracts and take all actions necessary to carry out the schematic level design; or in any way act thereon, once monetary appropriations have been established.

The rink building and playing surface are terrible, fragile, past its useful life and not up to code. The wish is to see a building committee appointed, to get this project started immediately.

Submitted by Alex Corbett, Town Meeting Member  
Precinct (8)

The Select Board and sponsor will report on this Article.

**Majority vote required for passage.**

**ARTICLE 10:**

**NON-BINDING RESOLUTION  
TO ESTABLISH INDIGENOUS PEOPLES' DAY**

To see if the Town will vote to adopt the following resolution: Resolution to support the establishment of Indigenous People's Day in Belmont.

WHEREAS, Columbus Day was officially made a federal holiday in 1937 to be celebrated on the second Monday of October, with M.G.L. Part I, Title I, chapter 4, section 7, clause 18 setting aside the second Monday of October as a Massachusetts state holiday, and M.G.L. Part I, Title II, chapter 6, section 12V providing that the Governor declare that day to be Columbus Day; and

WHEREAS, Columbus Day commemorates the landing of Christopher Columbus in the Americas specifically on the Caribbean islands of The Bahamas on October 12, 1492 and, later, on Hispaniola (present-day countries of the Dominican Republic and Haiti); and

WHEREAS, the first voyage of Columbus to the Americas initiated the transatlantic slave trade, journal entries from Columbus show his desire to enslave the Indigenous populations of the Caribbean, and he subsequently imprisoned and transported many hundreds of people to this end; and

WHEREAS, Columbus' second voyage of 1493 was one of conquest, and his governorship of the Caribbean instituted systematic policies of slavery and extermination of Indigenous populations, especially the Taino/Arawak people whose population was reduced from millions to 100,000 during Columbus' reign, being further reduced by the continuation of his policies until near-extinction in 1542, with the example of the Taino/Arawak people indicative of the policies of Columbus and his men; and

WHEREAS, though the introduction of European diseases may account for some of these deaths, starvation and overt extermination policies were mostly to blame; and

WHEREAS, the devastation of Indigenous populations would lead to the kidnapping, deaths, and enslavement of at least 10-12 million African people, and the profound effects of the transatlantic slave trade and African diaspora continue to be felt to the present day; and

WHEREAS, the cultures of the Indigenous Peoples of the Americas are worthy of being promoted, their history is rich, diverse, and worthy of celebration, and the actions and policies of European colonizers of the Americas actively destroyed and suppressed parts of those cultures; and

WHEREAS, Indigenous Peoples of the lands that would later become known as the Americas have occupied these lands since time immemorial, and Belmont is on the ancestral territory of the Massachusett; and

WHEREAS, the Town of Belmont, Massachusetts (the "Town") has a history of opposing racism, this racism serving to perpetuate high rates of Indigenous poverty and leading to inequities in health, education, and housing; and

WHEREAS, the Town wishes to honor our nation's Indigenous roots, history and contributions; and

WHEREAS, the states of Alaska, Maine, Minnesota, New Mexico, South Dakota and Vermont, and many cities and towns across the United States including the Massachusetts municipalities



of Somerville, Cambridge, Brookline, Newton, Marblehead, Salem, Amherst, Provincetown, Mashpee, and Great Barrington have heeded the calls of Indigenous peoples to adopt Indigenous Peoples Day as a counter-celebration in lieu of Columbus Day, to promote Indigenous cultures and commemorate the history of Indigenous Peoples, and thereby use the occasion to reveal a more accurate historical record.

NOW, THEREFORE, BE IT RESOLVED THAT TOWN MEETING URGES AS FOLLOWS:

1. The Select Board to establish that the second Monday of October henceforth be commemorated as Indigenous Peoples Day in Belmont rather than Columbus Day, in recognition of the position of Indigenous Peoples as native to these lands, and the suffering they faced during and since the European conquest,

2. The people of Belmont to observe Indigenous Peoples Day by reflecting upon the dispossession of the homelands and villages of the Massachusett people of this region who lived here for millennia prior to the arrival of European settlers, and upon the history of the other Indigenous Peoples who have lived in Belmont, and to celebrate the survival of Indigenous Peoples against all odds, as well as to celebrate the thriving cultures and values that Indigenous Peoples have brought and continue to bring to our Town and the wider community.

3. Belmont Public Schools to observe this day, with appropriate exercises and instruction in all schools around the time of Indigenous Peoples Day, to the end that the culture, history and diversity of Indigenous Peoples be celebrated and perpetuated,

4. The Select Board to encourage businesses, organizations, and public institutions to recognize and observe Indigenous Peoples Day;

or in any way act thereon.

Submitted by the Select Board

The Select Board will report on this Article.

**Non-binding vote.**

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**ARTICLE 11: NON-BINDING RESOLUTION FOSSIL FREE NEW CONSTRUCTION**

To see if the Town will vote to adopt the following resolution: A Resolution Calling for the Legislature to Mandate Fossil-Free New Construction of Buildings in the Commonwealth.

WHEREAS, The Commonwealth of Massachusetts has a legally binding statewide obligation to substantially eliminate greenhouse gas ("GHG") emissions from all sources by 2050, as reconfirmed by the Baker Administration's Executive Office of Energy and Environmental Affairs on December 30, 2020;

WHEREAS, Belmont has committed to a goal of 80% reduction in GHG emissions from 2007 levels by 2050, and the town's Energy Committee recommends prioritizing plans to achieve zero GHG emissions in Belmont by 2050;

WHEREAS, building emissions represent over 50% of GHG emissions across the entire Commonwealth and, as a result, new fossil-free buildings will be required in order to achieve the Commonwealth's goal;

WHEREAS, natural gas is a potentially dangerous fossil fuel that generates indoor and outdoor air pollution, and puts the health and safety of the Commonwealth's current and future citizens at risk, including recent violent explosions in the Merrimack Valley and elsewhere in the Commonwealth through explosive methane leaking from aging infrastructure;

WHEREAS, all-electric indoor heating systems, all-electric kitchen ranges and overall Zero Net Energy ("ZNE") buildings are operating in the Commonwealth today, are fully functional and cost-effective;

WHEREAS, the availability of renewable energy is growing and Belmont Light has committed to a 100% carbon-free power supply by 2022, facilitating fossil-free construction of new buildings in Belmont:

**FOSSIL-FREE NEW CONSTRUCTION:**

NOW, THEREFORE, BE IT RESOLVED, that the Town of Belmont calls for the Massachusetts State Legislature to pass appropriate legislation in order to meet the Commonwealth's 2050 GHG 85% Policy by mandating fossil-free construction of new buildings in the Commonwealth by directing the Massachusetts Board of Building Regulations and Standards ("BBRS") to amend the State Building Code (780 CMR, 9<sup>th</sup> edition 2018) to restrict fossil fuel infrastructure in new construction statewide;

BE IT FURTHER RESOLVED, the Town of Belmont calls upon the Legislature to direct the Department of Energy Resources ("DOER") to promulgate a Zero Net Energy stretch code that permits municipalities to adopt more stringent building codes mandating energy efficiency and electrification in the construction of all new buildings;

BE IT FURTHER RESOLVED, we call upon the Massachusetts State Legislature to add four (4) energy efficiency members to the BBRS and to align the mission of the BBRS with achieving the Commonwealth's 2050 GHG 85% Policy and the specific goals enumerated in this Resolution;

BE IT FURTHER RESOLVED, we call upon the Massachusetts State Legislature to mandate changes to the Gas Code, 248 CMR 4.00, promulgated pursuant to M.G.L. c. 142 §13, in order to allow municipalities to restrict gas permits in furtherance of the foregoing policy of fossil-free new building construction;

or in any way act thereon

Submitted by the Select Board

The Select Board and the Energy Committee will report on this Article.

**Non-binding vote.**

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**ARTICLE 12:**

**FY22 COMMUNITY PRESERVATION COMMITTEE  
BUDGET & PROJECTS**

To see if the Town will vote to act on the report of the Community Preservation Committee on the Fiscal Year 2022 Community Preservation Budget and to appropriate or reserve for later appropriation monies from the Community Preservation Fund annual revenues or available funds for the administrative and operating expenses of the Community Preservation Committee, the undertaking of Community Preservation Projects as summarized in the table below, and all other necessary and proper expenses for the year, or in any way act thereon.

Amount	Project Name	Category	Funding Source
\$35,000	Phase I – Consulting Services for Payson Park Renovation	RC	Open Space Recreation
\$200,000	Community Path Right of Way Acquisition	RC	Open Space Recreation
\$250,000	Transfer to Belmont Housing Trust	CH	Community Housing
\$190,000	Tennis Court Expansion – Winn Brook School	RC	Open Space Recreation

*This article is a standard article that appropriates funds to support the operations of the Town's Community Preservation Committee and its approved projects. The Community Preservation Fund receives revenues from a 1.5% property tax surcharge to fund the program. The state provides limited matching grant funds to the Town based on the surcharge collections.*

Submitted by the Community Preservation Committee

The Select Board, Community Preservation Committee, Warrant Committee, and Capital Budget Committee will report on this Article.

**Majority vote required for passage.**

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#### ARTICLE 13:

#### FY21 TRANSFER WATER RETAINED EARNINGS

To see if the Town will to transfer \$320,000 from Water Retained Earnings to the Water Operating Budget for the purpose of reimbursing the Water Department operating budget's purchase of modulares, or in any way act thereon.

*This article is a housekeeping article. Back in September 2020 Town Meeting authorized the purchase of the police modulares located at 40 Woodland Street. The proper paperwork was not filed with the Department of Revenue (who has requested this vote) allowing the Town to use FY21 Retained Earnings. The modulares were purchased within the general water budget, and this transfer is a reimbursement.*

Submitted by the Select Board

The Select Board will report on this Article.

**Majority vote required for passage.**

**ARTICLE 14:****SCHOOL REIMBURSEMENT**

To see if the Town will vote, pursuant to M.G.L. c. 44, § 70, to authorize the Superintendent of Schools, with the approval of the Select Board, to enter into contracts with the Executive Office of Health and Human Services (EOHHS), the Department of Children and Families (DCF) and the Department of Elementary and Secondary Education (DESE) provide school transportation services to foster children and to receive reimbursement therefor, or in any way act thereon.

*Under the federal "Every Student Succeeds Act" (ESSA), school districts are required to provide transportation for students in foster care, in certain situations. These transportation costs are eligible for federal reimbursement (currently at 20%) through a claims process coordinated by the Massachusetts Department of Elementary and Secondary Education (DESE), the Department of Children and Families (DCF), and the Executive Office of Health and Human Services (EOHHS). In order for the School Department to submit claims for reimbursement, the district must sign a standard Memorandum of Understanding (MOU) with these three state agencies.*

Submitted by the Select Board

The Select Board, Warrant Committee and School Committee will report on this Article.

**Majority vote required for passage.**

**ARTICLE 15:****SALARIES OF ELECTED OFFICIALS**

To see if the Town will vote to fix the salary and compensation of each and all the elected officers of the Town, appropriate a sum of money for that purpose, determine how the same shall be raised, or in any way act thereon.

<b>Elected Officials of the Town</b>	<b>Salary</b>
Town Moderator	\$450
Chair of the Select Board	\$5,000
Select Board (2)	\$4,500 (each)
Town Clerk	\$104,446
Town Treasurer	\$108,697
Chair of the Board of Assessors	\$3,030
Assessors (2)	\$2,200 (each)

*This is a standard article to comply with the provision in M.G.L. c. 41, § 108 requiring the compensation levels of all elected officers to be fixed at the Annual Town Meeting, and to appropriate the funds necessary for FY22. Please note that Town Meeting will establish and appropriate the compensation of other municipal employees under Article 22. The Town Clerk and The Town Treasurer salaries include a two percent (2%) COLA increase over FY2021.*

Submitted by the Select Board

The Select Board and Warrant Committee will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 16: ENTERPRISE FUNDS FOR  
WATER AND SEWER AND STORMWATER SERVICES**

To see if the Town will vote to appropriate a sum of money from the accounts classified as an "Enterprise Fund", pursuant to Chapter 44, Section 53F½ of the General Laws for water service, and for sewer and stormwater service; or in any way act thereon.

*This is a standard article to appropriate funds to support the operations of the Town's water and sewer functions from enterprise funds that receive revenues from user fees. Enterprise funds are entirely self-supporting from user fees and do not receive any funding from property taxes.*

Submitted by the Select Board

The Select Board, Warrant Committee and Capital Budget Committee will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 17: ESTABLISH EXPENDITURE LIMITATION  
FOR REVOLVING FUNDS**

To see if the Town will vote, pursuant to Chapter 44, Section 53E½, of the General Laws, to establish expenditure limitations for FY2022 for the revolving funds authorized in § 50-220 of the Town Bylaws; or in any way act thereon.

*This is a standard article that sets a limit on the amount of fee revenue that can be expended from the various revolving funds listed in § 50-220 of the Town Bylaws during the upcoming fiscal year.*

Submitted by the Select Board

The Select Board and Warrant Committee will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 18: APPROPRIATION OF TRANSPORTATION GRANT**

To see if the Town will vote to appropriate a sum of money received from the Commonwealth Transportation Infrastructure Fund for the purpose of funding improvements to the Town's transportation infrastructure or any other public purpose substantially related to the operation of transportation network services, or in any way act thereon.

*This article is to appropriate \$29,400.00 received from the Commonwealth as the Town's share of the Transportation Infrastructure Enhancement Trust Fund. The Town has decided to utilize these funds to help defer the costs of design work for intersection improvements at Mill Street, Winter Street and Concord Avenue.*

Submitted by the Select Board

The Select Board and the Warrant Committee will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 19:**

**APPROPRIATION OF CAPITAL EXPENDITURES**

To see if the Town will vote to appropriate sums of money to purchase public safety equipment, computer equipment (including consulting work), public works equipment and furnishings and equipment for Town facilities, construct public ways, and for building and facility and public works construction, major maintenance and alterations (including design work); to determine whether these appropriations shall be raised by borrowing or otherwise, or in any way act thereon.

*This is a standard article to appropriate funds for capital budget expenditures. While the article is general as to the categories of capital expenditures, the motion will be explicit. The recommendations of the Capital Budget Committee for FY2022 capital expenditures will be distributed to Town Meeting Members prior to the Annual Town Meeting.*

Submitted by the Select Board

The Select Board, Warrant Committee, and Capital Budget Committee will report on this Article.

**Majority vote required for passage.**

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**ARTICLE 20:**

**APPROPRIATION TO OTHER POST EMPLOYMENT BENEFITS  
(OPEB) STABILIZATION FUND**

To see if the Town will vote to appropriate, or transfer from available funds in the Treasury, a sum of money to the Other Post-Employment Benefits ("OPEB") Stabilization Fund; and to determine whether the money shall be provided by the tax levy, by transfer from available funds, by transfer from the Departmental Enterprise Funds, or by any combination of these methods; or in any way act thereon.

*This article seeks to appropriate from available free cash or other available funds for future Town liabilities for Other Post-Employment Benefits.*

Submitted by the Select Board

The Select Board and Warrant Committee will report on this Article.

**Majority vote required for passage.**

## TRANSFER TO GENERAL STABILIZATION FUND

*This article seeks to transfer into the General Fund funds not needed for FY22 from the April 2021 Operating Override, if passed by the electorate.*

The Select Board and Warrant Committee will report on this Article.

**FY22 BUDGET APPROPRIATION AND AUTHORIZATION TO  
TRANSFER BALANCES TO FUND THE FY22 BUDGET**

*This is a standard article that appropriates the Town's FY22 budget, commencing on July 1, 2021. The budget consists of several categories of expenditures; each such category, and the transfer of balances from various sources necessary to fund the General Fund Budget, will be presented for a separate vote of Town Meeting. The Warrant Committee Report contains the budget summary and supporting information and will be distributed to Town Meeting Members in advance of the Annual Town Meeting.*

The Select Board and Warrant Committee will report on this Article.

**Majority vote required for passage.**



Given under our hands this 29<sup>th</sup> day of **March, 2021**

**BELMONT SELECT BOARD**

Roy Epstein, Chair

Thomas Caputo, Vice Chair

Adam Dash

A True Copy, Attest  
*Ellen O'Brien Dash*  
Town Clerk of Belmont, MA





**MOTIONS**  
**2021 ANNUAL TOWN MEETING**  
**June 2, 2021**  
**Draft as of June 1, 2021**  
*(Subject to Change)*

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**PRELIMINARY MOTION**

**ORDER OF THE ARTICLES**

**MOVED:** That the Town Meeting hear the motions in the following order:

1, 11, 7, 12, 13, 19, 16, 14, 18, 17, 15, 20, 21, 22

*(Majority Vote)*

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**ARTICLE 1:**

**REPORTS**

**MOVED:** That Article 1 be taken from the table.

**MOVED:** That Article 1 be laid on the table.  
*(Majority Vote)*

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**ARTICLE 11:**

**NON-BINDING  
RESOLUTION FOSSIL FREE NEW CONSTRUCTION**

**MOVED:** That the Town adopt "A Resolution Calling for the Legislature to Mandate Fossil-Free New Construction of Buildings in the Commonwealth" as printed in the Annual Town Meeting Warrant.  
*(Non-Binding Majority Vote)*

Reporting: The Select Board and the Energy Committee will report on this Article.

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**ARTICLE 7:**

**CITIZEN PETITION: MGL BRAVE ACT**

**MOVED:** That the Town accept the following provisions of Massachusetts General Laws as amended by the Massachusetts BRAVE Act regarding military veteran benefits:

*\*Per the Town Moderator ABCD will be voted separately.*

**MOVED:** A. MGL Chapter 33, § 59;

**MOVED:** B. MGL Chapter 59 § 5N;

**MOVED:** C. MGL Chapter 59 § 5 Clauses 22G C.;

**MOVED:** D. MGL Chapter 59 § 5 Clauses 22H.  
*(Majority Vote)*

Reporting: The Select Board, the Warrant Committee, the Board of Assessors and the sponsor will report on this Article.

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**ARTICLE 12:** **FY22 COMMUNITY PRESERVATION COMMITTEE  
BUDGET AND PROJECTS**

**MOVED:** That the Town reserve for appropriation the following amounts from FY22 estimated receipts of \$1,325,000 as recommended by the Community Preservation Committee:

1. \$130,000 for acquisition, creation and preservation of open space and for recreational use;
2. \$130,000 for acquisition, preservation, rehabilitation and restoration of historic resources;
3. \$130,000 for the creation, preservation and support of community housing;
4. \$855,000 to the budgeted reserve; and
5. \$80,000 to be appropriated for the Administrative Expenses and all other necessary proper expenses of the Community Preservation Committee for FY22.

*(Majority Vote)*

And that

**MOVED:** **A. \$35,000** be appropriated from the Undesignated Fund Balance of the Community Preservation Fund for the **Consulting Services for Payson Park Renovation**.

**MOVED:** **B. \$200,000** be appropriated from the Undesignated Fund Balance of the Community Preservation Fund for the **Community Path Right of Way Acquisition**.

**MOVED:** **C. \$250,000** be appropriated from the Undesignated Fund Balance of the Community Preservation Fund for the **Transfer to Belmont Housing Trust**.

**MOVED:** **D. \$190,000** be appropriated from the Undesignated Fund Balance of the Community D. Preservation Fund for the **Tennis Court Expansion-Winn Brook School**.

All said projects being more particularly described in the Final Applications on file with the Community Preservation Committee.

*(Majority Vote)*

Reporting: The Community Preservation Committee, Select Board, Warrant Committee, and Capital Budget Committee will report on this article.

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**ARTICLE 13:** **FY21 TRANSFER WATER RETAINED EARNINGS**

**MOVED:** That the Town transfer \$320,000 from FY20 Water Retained Earnings to the FY21 Water Operating Budget.

*(Majority Vote)*

Reporting: The Select Board and the Warrant Committee will report on this Article.

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**ARTICLE 19:****APPROPRIATION OF CAPITAL EXPENDITURES**

**MOVED:** A) That **\$1,757,682.00** be raised and appropriated for the purchase of Public Safety Equipment, Site Improvements, Public Works Equipment, Equipment for Town Facilities, and consulting services in connection therewith, to construct public ways, and for Building and Facility and Public Works Construction; and for Major Maintenance and Alterations (including design work) as follows, said sum to be expended under the direction of the Select Board as follows:

<u>Department</u>	<u>Project</u>	<u>Total Approved</u>
Accounting	Tyler Content Manual SE	\$50,000
Facilities	Butler Window Replacement	\$200,000
Facilities	Wellington Exterior Damage -	\$40,000
Facilities	Fire Station Roof Repair	\$530,000
Facilities	Burbank and Butler Boilers Replacement.	\$118,000
Fire	Shift Comm Vehicle	\$70,000
Fire	Ambulance Replacement	\$80,000
Fire	Cardiac Monitor	\$7,000
Fire	Portable Radios	\$174,540
Information Tech	Phone Infrastructure Upgrade	\$98,000
Police	Replace Fire and SQL Server	\$26,000
<b><u>Police</u></b>	<b><u>Replace Dispatch Radio Computers</u></b>	<b><u>\$50,000</u></b>
School Department	SAN Storage	\$131,392
Public Works	Material Spreader	\$26,265
Public Works	Dump Truck	\$71,155
Public Works	Riding Mower	\$85,330
<b>Total Approved</b>		<b>\$1,757,682</b>

*(Majority Vote)*

**MOVED:** B) That **\$1,812,460.00** be appropriated for road paving projects, and **\$231,801.00** be appropriated for sidewalks as follows:

Capital Roads Non-Discretionary	\$1,812,460.00
Sidewalks	\$ 231,801.00

Total Paving/Sidewalks \$2,044,261.00

said sum to be raised and expended under the direction of the Select Board.  
(Majority Vote)

Reporting: The Select Board, Warrant Committee, and Capital Budget Committee will report on this article.

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*\*Since 2016, Water and Sewer's total capital expenses were not broken out in the motions sent to Town Meeting members, only one total budget number was provided. There is an in-depth Capital Budget Report that is sent out and a presentation made at Town meeting, each listing in detail capital expenditures. Due to increased interest in this article, we are listing each water and sewer capital item in these updated motions.*

**ARTICLE 16: ENTERPRISE FUNDS FOR WATER AND SEWER AND STORMWATER SERVICES**

**MOVED:** A) That **\$1,398,954.00 be appropriated** from Water Retained Earnings, and **\$6,324,031.00 be appropriated** from Water Revenues to fund the expenses of the Water Department pursuant to Chapter 44, § 53F½ of the General Laws as follows:

FY2022 Water Enterprise Fund Operating Budget	\$7,347,618
Water Department Capital Expenditures	
• Fuel Replacement Tank	\$150,000
• Water Main Replacement	<u>\$225,367</u>
Total Water Department Appropriation	\$7,722,985

said sum to be expended under the direction of the Select Board.  
(Majority Vote)

**MOVED:** B) That **\$974,711.00** be transferred from Sewer Retained Earnings, and **\$8,559,545.00** be transferred from Sewer and Stormwater Revenues to fund the Sewer and Stormwater Enterprise Fund pursuant to Chapter 44, § 53F½ of the General Laws as follows:

FY2022 Sewer and Stormwater Enterprise Fund Operating Budget	\$8,670,006
Sewer and Stormwater Capital Expenditures	
• #4 Pick-up Truck	\$58,310
• #7 4WD Pick-up Truck	\$58,310
• GVW Dump Truck	\$147,630
• Fuel Replacement Tank	\$150,000
• Sewer/Stormwater Capital Program	<u>\$450,000</u>
Total Sewer and Stormwater Enterprise Fund Appropriation	\$9,534,256

said sum to be expended under the direction of the Select Board.  
(Majority Vote)

Reporting: The Select Board, Warrant Committee, and Capital Budget Committee will report on this article.

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**ARTICLE 14:****SCHOOL REIMBURSEMENT**

**MOVED:** That the Town authorize the Belmont School Department to sign a Memorandum of Understanding (MOU) -- with Massachusetts Department of Elementary and Secondary Education (DESE), the Department of Children and Families (DCF), and the Executive Office of Health and Human Services (EOHHS) to enable the Belmont School Department to receive reimbursement for the provision of school transportation services to foster children.  
*(Majority Vote)*

Reporting: The School Committee will report on this article

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**ARTICLE 18:****APPROPRIATION OF TRANSPORTATION GRANT**

**MOVED:** That the Town appropriate **\$29,400.50** received from the Commonwealth Transportation Infrastructure Fund for the purpose of funding improvements to the Town's transportation infrastructure as set forth under Article 18 in the Warrant for this meeting.  
*(Majority Vote)*

Reporting: The Board of Selectmen and Warrant Committee will report on this article.

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**ARTICLE 17:****ESTABLISH EXPENDITURE LIMITATION  
FOR REVOLVING FUNDS**

**MOVED:** That the Town establish expenditure limitations for the revolving accounts authorized in § 50-220 of the Towns General Bylaws for FY2022 as follows:

<b>§ 50-220 Revolving Accounts</b>	<b>FY2022 Expenditure Limit</b>
A. Senior Programs Fund	<b>\$ 150,000</b>
B. Art Gallery Fund	<b>\$ 15,000</b>
C. Rock Meadow Restoration and Maintenance Fund	<b>\$ 11,000</b>
D. Library Lost Book and Copying Fund	<b>\$ 15,000</b>
E. Stormwater Improvement Fund	<b>\$ 100,000</b>
F. Martin Luther King Day Breakfast Fund	<b>\$ 5,000</b>

G. Non-School Property Maintenance Fund	<b>\$ 60,000</b>
H. Stormwater Consulting Fund	<b>\$ 50,000</b>

*(Majority Vote)*

Reporting: The Select Board and the Warrant Committee will report on this article.

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**ARTICLE 15:**

**SALARIES OF ELECTED OFFICIALS**

**MOVED:** That there be paid to the elected officers of the Town as salaries for the fiscal year commencing July 1, 2021 the amount set forth opposite the name of each officer as listed below:

<b>Elected Officials of the Town</b>	<b>Salary</b>
Town Moderator	\$450
Chair of the Select Board	\$5,000
Select Board (2)	\$4,500 (each)
Town Clerk	\$104,466
Town Treasurer	\$108,697
Chair of the Board of Assessors	\$3,030
Assessors (2)	\$2,200 (each)

*(Majority Vote)*

Reporting: The Select Board and the Warrant Committee will report on this article.

**ARTICLE 20: OTHER POST EMPLOYMENT BENEFITS (OPEB) STABILIZATION FUND**

**MOVED:** That the Town appropriate and transfer **\$50,000.00** from the General Fund (Free Cash), and to appropriate and transfer a total of **\$29,000.00** from the Water Enterprise Fund, the Sewer Enterprise Fund and the Light Enterprise Fund to the Other Post Employee Benefits ("OPEB") Stabilization Fund for the purpose of funding Other Post-Employment Benefits, as follows:

Town	63.3%	\$ 50,000
Light	21.5	\$ 17,000
Sewer	5.7	\$ 4,500
Water	<u>9.5</u>	\$ <u>7,500</u>
<b>Total</b>	<b>100%</b>	<b>\$ 79,000</b>

*(Majority Vote)*

Reporting: The Select Board and the Warrant Committee will report on this article.

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**ARTICLE 21: TRANSFER TO GENERAL STABILIZATION FUND**

**MOVED:** That Article 21 be dismissed.  
*(Majority Vote)*

Reporting: The Select Board will report on this article.

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**ARTICLE 22: FISCAL YEAR 2022 BUDGET APPROPRIATION AND TRANSFER BALANCES TO FUND THE FY22 BUDGET**

**MOVED:** That the following amounts be appropriated for the Fiscal Year 2022 operating budget and be raised in the tax levy or from general revenues from the Town:

<b>MOVED:</b>	<b>A. General Government</b>	\$4,852,193.00
<b>MOVED:</b>	<b>B. Employee Benefits, Retirement Expenses</b>	\$9,662,058.00
<b>MOVED:</b>	<b>C. Employee Benefits, Other Reserves</b>	\$6,680,728.00
	(including Health Insurance, Insurance and Salary Reserve)	
<b>MOVED:</b>	<b>D. Public Safety</b>	\$13,343,467.00
<b>MOVED:</b>	<b>E. Belmont Public Schools</b>	\$66,205,558.00
<b>MOVED:</b>	<b>F. Vocational Education</b>	\$1,764,269.00
<b>MOVED:</b>	<b>G. Public Services</b>	\$14,453,829.00
<b>MOVED:</b>	<b>H. Human Services</b>	\$3,284,574.00
<b>MOVED:</b>	<b>I. Principle Debt and Interest</b>	\$14,723,230.00

**MOVED:** That the Town transfer the following sums to meet, in part, appropriations for capital expenditures and for Fiscal Year 2022 operating budgets made at this Town Meeting:

from fund balance in Abatement and Exemption Surplus Account	\$235,000.00
from Belmont Municipal Light Department (PILOT Payment)	\$150,000.00
from Unreserved Fund Balance (Free Cash)	\$7,113,925.00
from Parking Meters Receipts	\$30,000.00
from Water Revenue for indirect costs	\$519,000.00
from Sewer Revenue for indirect costs	\$519,000.00
from Capital Endowment Fund for various capital expenditures	\$125,000.00
from Capital Projects Fund for various capital expenditures	\$260,000.00
from Perpetual Care Fund Interest Transfer Out Account	\$27,193.00

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***(Majority Vote)***

Reporting: The Select Board, Warrant Committee, and Capital Budget Committee will report on this article.



**Revolving Accounts****FY21****Report:****As of May 17, 2021**

<u>Revolving Accounts</u>		<u>Article 5 Limits FY21</u>	<u>Beginning Balance 6/30/2020</u>	<u>FY21 Receipts</u>	<u>FY21 Expenditures</u>	<u>Current FY21 Balance</u>
A. Senior Programs Fund	\$	150,000.00	\$ 76,210.88	\$ 20,944.77	\$ 20,956.29	\$ 76,199.36
B. Art Gallery Fund	\$	15,000.00	\$ 5,316.63	\$ -	\$ 585.00	\$ 4,731.63
C. Rock Meadow Restoration and Mair	\$	11,000.00	\$ 11,341.10	\$ 9,335.00	\$ 11,223.78	\$ 9,452.32
D. Library Lost Book and Copying Fund	\$	15,000.00	\$ 17,418.73	\$ 1,069.87	\$ 4,133.81	\$ 14,354.79
E. Stormwater Improvement Fund	\$	100,000.00	\$ 13,500.00	\$ -	\$ -	\$ 13,500.00
F. Martin Luther King Day Breakfast Fu	\$	5,000.00	\$ -	\$ -	\$ -	\$ -
G. Non-School Property Maintenance I	\$	60,000.00	\$ 23.57	\$ 28,030.43	\$ 25,966.75	\$ 2,087.25
H. Stormwater Consulting Fund	\$	50,000.00	\$ 108.97	\$ -	\$ -	\$ 108.97

TOWN OF BELMONT  
FY22 REVENUE SUMMARY REPORT

ACCOUNTS FOR:  
General Fund

	<b>2018 ACTUALS</b>		<b>2019 ACTUALS</b>		<b>2020 ACTUALS</b>		<b>2021 RECAP</b>		<b>2022 ESTIMATED</b>	
PROPERTY TAXES	\$	87,839,609	\$	92,114,457	\$	100,082,630	\$	109,492,915	\$	111,402,074
ALS (EXP & REV)	\$	813,346	\$	833,302	\$	756,891	\$	450,000	\$	1,020,000
CHERRY SHEET	\$	10,136,506	\$	11,467,096	\$	11,977,304	\$	12,211,516	\$	12,435,399
DEPT REVENUE CEMETER	\$	105,940	\$	104,385	\$	133,740	\$	90,000	\$	102,010
OTHER DEPT REVENUE	\$	242,819	\$	259,031	\$	228,065	\$	128,750	\$	149,959
DEPT REV RECREATION	\$	1,016,376	\$	1,070,388	\$	508,674	\$	464,439	\$	800,000
EARNINGS ON INVEST	\$	466,473	\$	1,156,358	\$	1,715,007	\$	150,000	\$	250,000
FEES	\$	219,997	\$	198,163	\$	186,612	\$	146,465	\$	200,000
FINES	\$	235,091	\$	254,803	\$	216,850	\$	119,074	\$	242,177
ADDED INT & COSTS	\$	345,150	\$	378,529	\$	348,501	\$	100,000	\$	330,000
LICENSES & PERMITS	\$	1,562,711	\$	1,345,630	\$	1,240,952	\$	613,500	\$	1,566,218
LIEU OF TAXES	\$	42,002	\$	9,140	\$	43,913	\$	36,000	\$	36,000
MOTOR VEHICLE EXCISE	\$	3,540,003	\$	3,703,726	\$	3,418,750	\$	1,058,635	\$	3,584,741

TOWN OF BELMONT  
FY22 REVENUE SUMMARY REPORT

ACCOUNTS FOR:  
General Fund

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 RECAP	2022 ESTIMATED
MEALS TAXES	\$ 236,085	\$ 250,949	\$ 223,636	\$ 111,933	\$ 230,000
MARIJUANA EXCISE	\$ -	\$ -	\$ -	\$ -	\$ 250,000
RENTALS INCOME	\$ 28,309	\$ 17,308	\$ 9,135	\$ 9,000	\$ 17,500
OTHER AVAILABLE FUNDS	\$ 3,822,471	\$ 5,016,881	\$ 7,097,761	\$ 7,125,666	\$ 8,979,118
<b>GRAND TOTAL</b>	<b>\$ 110,652,888</b>	<b>\$ 118,180,146</b>	<b>\$ 128,188,421</b>	<b>\$ 132,307,893</b>	<b>\$ 141,595,196</b>

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:  
General Fund

2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
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**AS Assessors Office**

Assessors Salary	\$ 297,782	\$ 272,247	\$ 281,169	\$ 281,586	\$ 284,410
Assessors Expense	\$ 100,927	\$ 94,508	\$ 52,186	\$ 136,000	\$ 136,000
<b>Assessors Office</b>	<b>\$ 398,709</b>	<b>\$ 366,755</b>	<b>\$ 333,355</b>	<b>\$ 417,586</b>	<b>\$ 420,410</b>

**CA Council on Aging**

Council on Aging Salary	\$ 369,442	\$ 383,306	\$ 356,531	\$ 359,461	\$ 366,761
Council on Aging Expense	\$ 30,570	\$ 25,996	\$ 26,749	\$ 36,775	\$ 36,775
<b>Council on Aging</b>	<b>\$ 400,012</b>	<b>\$ 409,303</b>	<b>\$ 383,279</b>	<b>\$ 396,236</b>	<b>\$ 403,536</b>

**CD Community Development**

Planning Salary	\$ 241,897	\$ 228,838	\$ 201,115	\$ 236,959	\$ 210,251
Planning Expense	\$ 26,970	\$ 11,810	\$ 12,946	\$ 30,150	\$ 30,150
Community Development Salary	\$ 358,262	\$ 333,181	\$ 342,487	\$ 342,189	\$ 358,242
Community Development Expense	\$ 27,736	\$ 20,979	\$ 27,982	\$ 34,130	\$ 34,130
Building Inspection Salary	\$ 214,200	\$ 192,218	\$ 139,509	\$ 205,430	\$ 202,345
Building Inspection Expense	\$ 101,799	\$ 105,966	\$ 100,080	\$ 125,470	\$ 125,470
Engineering Services Salary	\$ 104,954	\$ 99,462	\$ 104,860	\$ 112,456	\$ 30,500

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:

General Fund

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Engineering Services Expense	\$ 8,040	\$ 7,243	\$ 9,072	\$ 11,040	\$ 11,040
<b>Community Development</b>	<b>\$ 1,083,858</b>	<b>\$ 999,697</b>	<b>\$ 938,052</b>	<b>\$ 1,097,824</b>	<b>\$ 1,002,128</b>

**EM Emergency Management**

BEMA Salary	\$ 12,447	\$ 13,981	\$ 15,116	\$ 16,200	\$ 16,200
BEMA Expense	\$ 4,858	\$ 9,144	\$ 7,843	\$ 7,944	\$ 7,944
<b>Emergency Management</b>	<b>\$ 17,305</b>	<b>\$ 23,125</b>	<b>\$ 22,959</b>	<b>\$ 24,144</b>	<b>\$ 24,144</b>

**FA Finance & Accounting**

<b>Accounting Warr Com Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 400,000</b>
Town Accountant Salary	\$ 307,965	\$ 286,939	\$ 296,199	\$ 293,518	\$ 302,364
Town Accountant Expense	\$ 83,974	\$ 65,505	\$ 76,986	\$ 106,200	\$ 106,200
<b>Finance &amp; Accounting</b>	<b>\$ 391,939</b>	<b>\$ 352,444</b>	<b>\$ 373,185</b>	<b>\$ 399,718</b>	<b>\$ 408,564</b>

Retirement and Pension	\$ 7,345,620	\$ 7,878,788	\$ 8,227,468	\$ 8,728,097	\$ 9,662,058.00
Unemployment Comp	\$ 29,265	\$ 18,379	\$ 10,213	\$ 40,000	\$ 40,000
Health Insurance	\$ 1,437,023	\$ 1,719,185	\$ 4,634,200	\$ 5,068,288	\$ 5,543,618
Life Insurance	\$ 12,509	\$ 11,990	\$ 12,708	\$ 19,425	\$ 19,425
Medicare Insurance S	\$ (54,456)	\$ (52,253)	\$ 245,979	\$ 315,902	\$ 323,800
<b>Insurance and Benefits</b>	<b>\$ 8,769,961</b>	<b>\$ 9,576,089</b>	<b>\$ 13,130,568</b>	<b>\$ 14,171,712</b>	<b>\$ 15,588,901</b>

**FC Facilities Dept Systemwide**

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:  
General Fund

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Facilities Dept System	\$ 637,751	\$ 520,566	\$ 556,442	\$ 564,822	\$ 651,925
Major Building Repair / Additional Equipment	\$ 153,497	\$ 38,918	\$ 13,540	\$ -	\$ 92,000
Facilities - Town Expe	\$ 1,121,464	\$ 983,712	\$ 931,598	\$ 1,064,341	\$ 1,085,626
Facilities - School Op	\$ 2,952,354	\$ 2,741,147	\$ 2,371,366	\$ 3,090,420	\$ 3,152,228
<b>Facilities Dept System</b>	<b>\$ 4,865,066</b>	<b>\$ 4,284,342</b>	<b>\$ 3,872,946</b>	<b>\$ 4,719,583</b>	<b>\$ 4,981,779</b>

**FD Fire Department**

Fire Administration Salary	\$ 681,285	\$ 599,286	\$ 689,785	\$ 679,437	\$ 630,274
Fire Administration Expense	\$ 106,858	\$ 140,759	\$ 133,005	\$ 150,650	\$ 143,650
Fire Admin	\$ 63,393	\$ 20,382	\$ -	\$ -	\$ -
Fire Suppression Salary	\$ 5,076,763	\$ 4,501,488	\$ 4,470,586	\$ 4,687,287	\$ 4,663,695
Fire Suppression Expense	\$ 186,232	\$ 234,997	\$ 178,229	\$ 226,850	\$ 226,850
Fire Suppression Capital	\$ 73,051	\$ 74,800	\$ 56,781	\$ -	\$ 75,850
EMS Salary	\$ 26,404	\$ 22,393	\$ 20,975	\$ 28,530	\$ 28,530
EMS Expense	\$ 147,619	\$ 147,388	\$ 129,863	\$ 149,150	\$ 149,150
EMT Capital Exp	\$ 24,673	\$ 17,571	\$ 20,422	\$ -	\$ 20,000
<b>Fire Department</b>	<b>\$ 6,386,278</b>	<b>\$ 5,759,064</b>	<b>\$ 5,699,646</b>	<b>\$ 5,921,904</b>	<b>\$ 5,937,999</b>

**HD Health Department**

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:  
General Fund

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Animal Care & Control	\$ 61,439	\$ 33,766	\$ 59,234	\$ 63,101	\$ 63,314
Animal Care & Control	\$ 3,800	\$ 4,675	\$ 4,999	\$ 7,875	\$ 7,875
Health Department Salary	\$ 321,357	\$ 333,570	\$ 314,139	\$ 287,722	\$ 293,349
Health Department Expense	\$ 75,092	\$ 78,550	\$ 73,859	\$ 93,163	\$ 94,500
Health Department Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Veterans' Services Salary	\$ 27,418	\$ 39,438	\$ 41,763	\$ 41,444	\$ 42,436
Veterans' Services Expense	\$ 34,723	\$ 46,571	\$ 42,058	\$ 75,601	\$ 75,601
Youth Services PT Salary	\$ -	\$ -	\$ -	\$ 25,495	\$ 25,886
Youth Services Office Supplies	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
<b>Health Department</b>	<b>\$ 523,829</b>	<b>\$ 536,570</b>	<b>\$ 536,051</b>	<b>\$ 596,401</b>	<b>\$ 604,961</b>

**HR Human Resources**

Human Resources Salary	\$ 254,291	\$ 239,825	\$ 250,029	\$ 248,419	\$ 254,367
Human Resources Expense	\$ 33,551	\$ 34,407	\$ 22,987	\$ 36,200	\$ 36,200
<b>Human Resources</b>	<b>\$ 287,842</b>	<b>\$ 274,231</b>	<b>\$ 273,016</b>	<b>\$ 284,619</b>	<b>\$ 290,567</b>

**IT Information Technology**

Information Technology Salary	\$ 431,975	\$ 379,113	\$ 393,489	\$ 389,748	\$ 399,072
Information Technology Expense	\$ 354,749	\$ 351,588	\$ 432,459	\$ 502,700	\$ 561,100

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:  
General Fund

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Informational Technology Outlay	\$ 142,871	\$ 143,928	\$ 144,459	\$ 145,000	\$ 145,000
<b>Information Technology</b>	<b>\$ 929,595</b>	<b>\$ 874,629</b>	<b>\$ 970,407</b>	<b>\$ 1,037,448</b>	<b>\$ 1,105,172</b>

LB Library

Library Administration Salary	\$ 189,526	\$ 182,850	\$ 181,888	\$ 180,445	\$ 183,298
Library Administration Expense	\$ 7,038	\$ 13,671	\$ 10,438	\$ 17,114	\$ 14,825
Library Public Service Salary	\$ 1,051,672	\$ 1,085,562	\$ 973,449	\$ 1,092,999	\$ 1,049,206
Library Public Service Expense	\$ 336,333	\$ 353,246	\$ 363,117	\$ 367,328	\$ 372,807
Library Tech Services Salary	\$ 216,928	\$ 187,095	\$ 190,956	\$ 190,406	\$ 259,699
Library Tech Services Expense	\$ 84,013	\$ 86,761	\$ 87,982	\$ 90,964	\$ 91,529
Library Tech Services Outlay	\$ 11,947	\$ 14,979	\$ 12,474	\$ -	\$ 12,500
Library Plant Operation Salary	\$ 83,965	\$ 87,024	\$ 81,632	\$ 79,975	\$ 81,699
Library Plant Operation Expense	\$ 222,403	\$ 170,495	\$ 90,741	\$ 202,115	\$ 210,514
<b>Library</b>	<b>\$ 2,203,825</b>	<b>\$ 2,181,683</b>	<b>\$ 1,992,675</b>	<b>\$ 2,221,346</b>	<b>\$ 2,276,077</b>

PD Police Department

Police Administration Salary	\$ 461,462	\$ 431,490	\$ 413,738	\$ 431,616	\$ 408,026
Police Administration Expense	\$ 52,566	\$ 48,041	\$ 42,146	\$ 64,416	\$ 65,924
Police Admin - Capital	\$ 17,390	\$ 17,059	\$ 28,802	\$ -	\$ 25,000



TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:  
General Fund

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Police Records Salary	\$ 92,231	\$ 71,132	\$ 74,277	\$ 82,345	\$ 85,718
Police Records Expense	\$ 7,380	\$ 7,304	\$ 8,541	\$ 8,606	\$ 8,306
Police Patrol Salary	\$ 3,866,237	\$ 3,512,647	\$ 3,476,112	\$ 3,731,208	\$ 3,683,520
Police Patrol Expense	\$ 293,194	\$ 271,825	\$ 267,009	\$ 368,873	\$ 368,873
Police Patrol Capital	\$ 165,000	\$ 179,912	\$ 178,202	\$ -	\$ 150,000
Police Traffic Control Salary	\$ 592,872	\$ 474,842	\$ 384,342	\$ 506,700	\$ 503,290
Police Traffic Control Expense	\$ 28,787	\$ 25,462	\$ 28,281	\$ 30,531	\$ 31,731
Police Detectives Salary	\$ 575,909	\$ 597,006	\$ 617,158	\$ 628,822	\$ 610,805
Police Detectives Expense	\$ 13,363	\$ 14,795	\$ 12,949	\$ 15,099	\$ 15,099
Police Community Servi Salary	\$ 341,201	\$ 442,347	\$ 484,282	\$ 471,521	\$ 475,517
Police Community Servi Expense	\$ 15,679	\$ 13,766	\$ 10,526	\$ 17,018	\$ 17,268
Public Safety Comm 911 Salary	\$ 825,635	\$ 701,034	\$ 708,159	\$ 801,081	\$ 805,583
Public Safety Comm 911	\$ 137,524	\$ 106,209	\$ 115,377	\$ 126,664	\$ 126,664
<b>Police Department</b>	<b>\$ 7,486,430</b>	<b>\$ 6,914,873</b>	<b>\$ 6,849,899</b>	<b>\$ 7,284,500</b>	<b>\$ 7,381,324</b>

**PW Public Works**

Public Works Admin Salary	\$ 325,732	\$ 273,883	\$ 290,534	\$ 291,341	\$ 299,209
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TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:

General Fund

Public Works Admin Expense

Street Maintenance Salary

Street Maintenance Expense

Snow & Ice Salary

Snow & Ice Expense

Street Lighting Expense

Central Fleet Maint Salary

Central Fleet Maint Expense

Central Fleet Maint Ca

Forestry Salary

Forestry Expense

Collection & Disposal

Collection & Disposal

Cemetery Salary

Cemetery Expense

Cemetery-Capital

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Public Works Admin Expense	\$ 11,498	\$ 11,523	\$ 10,497	\$ 14,170	\$ 14,170
Street Maintenance Salary	\$ 589,160	\$ 519,803	\$ 587,813	\$ 538,821	\$ 462,418
Street Maintenance Expense	\$ 173,352	\$ 167,177	\$ 179,159	\$ 184,875	\$ 199,800
Snow & Ice Salary	\$ 301,336	\$ 230,279	\$ 140,974	\$ 129,449	\$ 129,449
Snow & Ice Expense	\$ 876,388	\$ 687,692	\$ 446,687	\$ 634,880	\$ 634,880
Street Lighting Expense	\$ 338,618	\$ 331,070	\$ 331,070	\$ 331,070	\$ 337,690
Central Fleet Maint Salary	\$ 323,503	\$ 234,279	\$ 233,203	\$ 290,262	\$ 281,327
Central Fleet Maint Expense	\$ 205,703	\$ 217,579	\$ 214,526	\$ 211,410	\$ 217,095
Central Fleet Maint Ca	\$ 37,509	\$ 46,141	\$ 47,385	\$ -	\$ 47,385
Forestry Salary	\$ 32,298	\$ 43,881	\$ 46,407	\$ 48,187	\$ 50,054
Forestry Expense	\$ 290,564	\$ 329,624	\$ 284,011	\$ 283,415	\$ 335,705
Collection & Disposal	\$ 99,715	\$ 82,676	\$ 67,280	\$ 89,369	\$ 97,831
Collection & Disposal	\$ 2,451,298	\$ 2,697,030	\$ 2,865,027	\$ 3,022,320	\$ 3,261,535
Cemetery Salary	\$ 376,948	\$ 319,156	\$ 344,378	\$ 395,645	\$ 411,706
Cemetery Expense	\$ 66,382	\$ 71,273	\$ 63,380	\$ 74,700	\$ 86,555
Cemetery-Capital	\$ 15,794	\$ 21,854	\$ 6,379	\$ -	\$ 18,205

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:

General Fund

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Parks Salary	\$ 397,127	\$ 346,054	\$ 350,283	\$ 324,005	\$ 393,072
Parks Expense	\$ 112,749	\$ 155,290	\$ 153,745	\$ 146,900	\$ 146,900
Parks & Fac Capital Ex	\$ 9,062	\$ 2,531	\$ 26,049	\$ -	\$ 14,290
Deltas Salary	\$ 66,140	\$ 31,173	\$ -	\$ -	\$ -
Deltas Expense	\$ 4,450	\$ 4,119	\$ -	\$ -	\$ -
<b>Public Works</b>	<b>\$ 7,105,326</b>	<b>\$ 6,824,089</b>	<b>\$ 6,688,785</b>	<b>\$ 7,010,818</b>	<b>\$ 7,439,275</b>

**RC Recreation Department**

Recreation Admin Salary	\$ 87,956	\$ -	\$ -	\$ -	\$ 688,473
Recreation Admin Expense	\$ 8,478	\$ 11,530	\$ -	\$ -	\$ -
Recreation Programs Salary	\$ 530,477	\$ 639,114	\$ 585,886	\$ 482,362	\$ -
Recreation Programs Ex	\$ 302,054	\$ 317,533	\$ 262,801	\$ 271,474	\$ 342,174
<b>Recreation Department</b>	<b>\$ 928,965</b>	<b>\$ 968,177</b>	<b>\$ 848,688</b>	<b>\$ 753,836</b>	<b>\$ 1,030,647</b>

**TA Town Administrator**

Select Board Salary	\$ 30,893	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Select Board Expense	\$ 9,008	\$ 48,512	\$ 96,801	\$ 71,490	\$ 71,490
Town Administrator Salary	\$ 519,115	\$ 468,779	\$ 552,567	\$ 559,766	\$ 631,155
Town Administrator Expense	\$ 33,516	\$ 33,377	\$ 29,127	\$ 25,550	\$ 25,550

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:

General Fund

Legal Expense

	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
Legal Expense	\$ 207,638	\$ 156,624	\$ 150,644	\$ 297,500	\$ 297,500
Town Adm - VFW & Amer	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500
Workers Compensation	\$ 121,432	\$ (96,869)	\$ 114,412	\$ 162,634	\$ 175,645
Liability Insurance Ex	\$ 320,916	\$ 463,807	\$ 519,813	\$ 535,407	\$ 578,240
<b>Town Administrator</b>	<b>\$ 1,250,018</b>	<b>\$ 1,095,730</b>	<b>\$ 1,484,864</b>	<b>\$ 1,673,847</b>	<b>\$ 1,801,080</b>

**TC Town Clerk**

Legislative Salary	\$ 3,375	\$ 3,757	\$ 3,299	\$ 450	\$ 5,545
Legislative Expense	\$ 12,161	\$ 15,969	\$ 5,866	\$ 23,150	\$ 27,750
Town Clerk Salary	\$ 197,311	\$ 201,323	\$ 211,744	\$ 213,972	\$ 216,890
Town Clerk Expense	\$ 13,793	\$ 16,542	\$ 21,841	\$ 21,850	\$ 22,265
Elections Salary	\$ 120,351	\$ 174,372	\$ 121,275	\$ 159,029	\$ 142,572
Elections Expense	\$ 26,954	\$ 50,411	\$ 48,168	\$ 76,250	\$ 59,550
<b>Town Clerk</b>	<b>\$ 373,944</b>	<b>\$ 462,374</b>	<b>\$ 412,193</b>	<b>\$ 494,701</b>	<b>\$ 474,572</b>

**TR Treasurer/Collector**

Treasurer/Collector Salary	\$ 522,039	\$ 469,505	\$ 467,697	\$ 484,662	\$ 495,713
Treasurer/Collector Expense	\$ 79,182	\$ 72,991	\$ 86,343	\$ 114,000	\$ 114,000
Parking Clerk Salary	\$ 3,044	\$ 3,000	\$ 2,750	\$ 3,000	\$ 3,000

TOWN OF BELMONT  
FY22 EXPENDITURE SUMMARY REPORT

ACCOUNTS FOR:	2018 ACTUALS	2019 ACTUALS	2020 ACTUALS	2021 BUDGET	2022 ESTIMATED
General Fund					
Treasurer Expense	\$ 38,769	\$ 65,577	\$ 68,117	\$ 93,000	\$ 93,000
<b>Treasurer/Collector</b>	<b>\$ 643,034</b>	<b>\$ 611,073</b>	<b>\$ 624,906</b>	<b>\$ 694,662</b>	<b>\$ 705,713</b>
Regional School Exp	\$ 910,185	\$ 846,771	\$ 984,887	\$ 1,721,238	\$ 1,764,269
School Salary	\$ 43,647,550	\$ 47,041,382	\$ 48,905,308	\$ 52,090,142	\$ 54,615,673
School Expense	\$ 9,321,935	\$ 9,944,210	\$ 10,254,036	\$ 9,395,499	\$ 11,589,885
<b>School</b>	<b>\$ 52,969,485</b>	<b>\$ 56,985,592</b>	<b>\$ 59,159,344</b>	<b>\$ 61,485,641</b>	<b>\$ 66,205,558</b>
Retirement of Debt	\$ 2,848,134	\$ 3,233,134	\$ 5,194,134	\$ 6,790,500	\$ 6,920,000
Interest on Long-term	\$ 1,441,228	\$ 1,447,667	\$ 4,914,467	\$ 8,697,211	\$ 7,730,731
Interest on Short-term	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
Int on Short term Debt	\$ 16,524	\$ -	\$ -	\$ 70,000	\$ 70,000
<b>Debt &amp; Interest</b>	<b>\$ 4,305,886</b>	<b>\$ 4,680,801</b>	<b>\$ 10,111,101</b>	<b>\$ 15,560,211</b>	<b>\$ 14,723,230</b>
Abatement & Exemptions	\$ 794,554	\$ 800,825	\$ 863,241	\$ 840,000	\$ 840,000
State Assessments	\$ 1,782,753	\$ 1,836,276	\$ 1,887,309	\$ 1,923,503	\$ 1,983,347
Capital Roads Non Discretionary	\$ 1,642,000	\$ 1,683,050	\$ 1,725,126	\$ -	\$ 1,812,460
Sidewalks	\$ 210,000	\$ 215,250	\$ 220,631	\$ 226,147	\$ 231,801
Capital Discretionary	\$ 1,366,600	\$ 2,004,181	\$ 1,788,232	\$ 950,268	\$ 1,757,682
<b>GRAND TOTAL</b>	<b>\$ 108,027,399</b>	<b>\$ 111,566,994</b>	<b>\$ 122,175,345</b>	<b>\$ 132,307,893</b>	<b>\$ 141,595,196</b>

# **Belmont Annual Town Meeting 2021**

**Report from the Community Preservation  
Committee**

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## COMMUNITY PRESERVATION COMMITTEE

Chair: Elizabeth Harmer Dionne, Select Board Appointee  
 Vice-Chair: Margaret Velie, Conservation Commission Appointee  
 David Kane, Recreation Commission Appointee  
 Gloria Leipzig, Housing Authority Appointee  
 Mark Paolillo, Board of Parks Commissioners Appointee  
 Stephen Pinkerton, Planning Board Appointee  
 Michael Smith, Historic District Commission Appointee

May 12, 2021

Dear Town Meeting Member,

The enclosed information summarizes the status of the past eight years of Town Meeting approved projects and describes the four projects which Belmont's Community Preservation Committee (CPC) is recommending to Town Meeting for funding under the State's Community Preservation Act (CPA) in FY 2022. Detailed project descriptions and expense summaries for all Town Meeting approved projects can be found on the CPC webpage on the Town of Belmont website:

<http://www.belmont-ma.gov/community-preservation-committee>.

Town Meeting has the final vote on approving and appropriating funds for these recommendations. According to CPA legislation, Town Meeting actions on CPC recommendations are limited to those listed below.

- Town Meeting may approve, reduce or reject recommended funding amounts.
- Town Meeting may reserve all or part of the amount recommended for a specific project to the applicable reserve (community housing, historic resources, open space/recreation).
- Town Meeting may not increase funding amounts recommended by the CPC or initiate appropriations from Belmont's Community Preservation Fund.

This is the ninth year the CPC will make funding recommendations to Town Meeting, and we welcome your questions and suggestions. Please contact Budget Director Glen Castro at [gcastro@belmont-ma.gov](mailto:gcastro@belmont-ma.gov), or call our hotline at (617) 993-2774.

Due to the Covid-19 crisis, and to encourage social distancing, the CPC does not plan to make paper copies of this packet available. If you need a paper copy, please contact Glen Castro ([gcastro@belmont-ma.gov](mailto:gcastro@belmont-ma.gov)) to make arrangements to receive one.

We look forward to discussing these recommendations with you at Town Meeting.

Elizabeth Harmer Dionne, Chair



## Overview of the CPA in Belmont

### Recommended Community Preservation Act Funding for FY 2022

The Community Preservation Committee (CPC) is recommending four projects for FY 2022 funding. Described in the following pages, each of these projects was evaluated by the CPC in light of the articulated criteria for eligibility and appropriateness under the Community Preservation Act (CPA). The projects have been presented at a CPC public hearing held (via Zoom) on November 12, 2020 and at the Warrant Committee's regularly scheduled meeting (via Zoom) on March 17, 2021. In addition, the four projects and the amendment will be presented at the League of Women Voters Warrant Briefing, held via Zoom on May 20, 2021.

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### Community Preservation Act

The CPA is a state statute which individual communities in the Commonwealth may choose to adopt; Belmont adopted the statute at the State election held November 2, 2010. CPA communities impose a surcharge on their own property taxes of up to 3%, and funds raised from the surcharge are restricted to use for projects in four categories: community housing, historic resources, open space, and recreation. To support expenditures in these areas, the state provides a partial match of the funds raised by the community surcharges.

Belmont elected a 1.5% surcharge on both residential and commercial taxpayers. Mindful of the burden on homeowners, however, the Town also adopted provisions which exempt the first \$100,000 of residential property values from the surcharge and grant a total exemption from the surcharge to lower-income residents who may apply for it through the Assessors Office. In 2020, the annual surcharge averaged \$211.95 per Belmont single-family household. Belmont currently generates approximately \$1.4 million of CPA funding annually. CPA funds are restricted to their statutory uses and are not available to meet other needs or potential shortfalls in the Town's annual budget.

The State CPA Trust Fund (which provides the match to towns that have adopted the CPA) is funded by registry of deed fees, which suffered after the housing crisis and as more communities adopted the CPA. In light of this, in 2019 the state legislature approved an increase in certain registry fees to bolster the State CPA Trust Fund.

As noted in the chart below, Belmont's receipts from the Trust Fund have ranged from a high of \$470,418 (52.46% match) in 2013 to a low of \$189,960 (18.69% match) in 2018. The FY 2020 match for Belmont was \$387,503 (28.17% match). (The State match is paid after the end of the State's fiscal year.) To date Belmont has received \$2,588,359 in State matching funds.

	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	Total
Revenue	12	13	14	15	16	17	18	19	20	21	
Surcharge	\$ 858,359	\$ 890,299	\$ 917,630	\$ 963,355	\$ 1,058,166	\$ 1,095,847	\$ 1,160,347	\$ 1,147,066	\$ 1,371,769	\$ 1,300,000	\$10,762,838
Surcharge-Subsequent Year Collection	-	6,359	7,326	6,204	4,137	6,148	5,473	25,421	3,760	5,275	\$ 70,104
% of Total Belmont's Receipts from Trust Fund State Match (Based off Prior Year Collections)	-	232,884	470,418	291,615	288,337	219,502	189,960	217,934	290,206	387,503	\$ 2,588,359
Earnings On Investment	1,020	8,645	12,399	8,245	9,350	17,166	29,207	74,080	79,582	2,948	\$ 242,643
Added Interest and Costs	454	1,297	1,488	1,480	1,215	1,306	1,390	1,314	892	1,771	\$ 12,607
<b>Total</b>	<b>\$ 859,833</b>	<b>\$ 1,139,484</b>	<b>\$ 1,409,261</b>	<b>\$ 1,270,899</b>	<b>\$ 1,361,205</b>	<b>\$ 1,339,969</b>	<b>\$ 1,386,376</b>	<b>\$ 1,465,815</b>	<b>\$ 1,746,210</b>	<b>\$ 1,697,498</b>	<b>\$13,676,351</b>

## Community Preservation Committee

The CPA requires each adopting community to appoint a Community Preservation Committee. Belmont's CPC consists of nine members, of whom three are appointed by the Select Board as at-large members and six are appointed by the following boards and commissions: the Conservation Commission, the Historic District Commission, the Housing Authority, the Parks Commission (the Select Board in Belmont), the Planning Board, and the Recreation Commission. All members are listed in the Introductory Letter on page 3 of this Report. Due to recent resignations, two of the at-large member positions are currently vacant.

The CPC is responsible for reviewing applications for funding under the CPA and recommending to Town Meeting expenditures of CPA funds on those projects it approves each year. All recommendations to Town Meeting by the CPC are made within the framework of Belmont's **Community Preservation Plan**, which was originally approved by the CPC on August 14, 2013. Each year the CPC updates the Community Preservation Plan, a process in which the public is welcome to participate. The Plan was last updated in August 2020, following the 2020 Annual Town Meeting. The most current version of the Plan is posted on the town website at:

[https://www.belmont-ma.gov/sites/g/files/vyhlf6831/f/uploads/2020-08-16\\_final\\_cpa\\_plan\\_2021.pdf](https://www.belmont-ma.gov/sites/g/files/vyhlf6831/f/uploads/2020-08-16_final_cpa_plan_2021.pdf)

Each year's updated Community Preservation Plan reflects the CPC's experience in helping projects reach a successful conclusion and ways in which to maximize or leverage the benefits of CPA funding. As a result, the CPC is particularly concerned about comprehensive, efficient long-term planning. Questions posed to project applicants in the Preliminary and Final Application Forms (as set out in the Community Preservation Plan) are intended to promote high-quality projects that are thoughtfully integrated into the Town as a whole and which will maintain their value over time.

CPA funds have made a tremendous positive difference in the quality of life of Belmont's residents. Pages 16-19 of this report list the many projects funded by Town Meeting at the recommendation of the CPC. These projects include rebuilding the Underwood Pool, rebuilding of most of the Town's playgrounds and tennis courts, ongoing culling of invasive species from open space, significant and ongoing restoration to the historic municipal buildings in Town Center, preservation of municipal records, ongoing planning regarding preservation and expansion of the Town's community housing stock, preservation and restoration of the historic front of the Police Station, and funding the significant design work necessary to access state funding for Phase I of the Community Path.

With some careful planning and juggling of construction schedules, to date there have been sufficient CPA funds for proposed projects. However, prioritizing CPA expenditures may become necessary in the near future, as the CPC evaluates increasingly expensive projects. Two important examples include design funds for Phase II of the Community Path (estimated at \$1.5- 2 million) and the possible redevelopment of the Town's entire affordable housing stock (using CPA funds as seed money to leverage access federal, state, and other construction grants). The CPC does not have a formal policy for reserving CPA funds for upcoming projects, but project sponsors may come forward to request such reservations as they anticipate significant financial need.

The CPC can allocate up to 5% of its annual revenue for administrative costs, including funding studies or design work related to CPA-eligible projects. The CPC has reached out to both the Recreation Commission and Historic District Commission, asking them to assist the CPC in sponsoring studies to create inventories of current and future CPA-eligible projects. A member of the CPC serves on Belmont's Long-Term Capital Planning Committee (LTCPC), which is creating a master list of Belmont's capital needs. Studies done in conjunction with the Recreation Commission and Historic District Commission could be a valuable addition to the LTCPC's work. Careful stewardship of CPA funds can ensure preservation of current assets, while simultaneously facilitating valuable aspects of Belmont's future.

## FY 2022 CPA Project Summary

<u>No.</u>	<u>Project Title</u>	<u>CPA Category</u>	<u>Name</u>	<u>Amount Requested</u>
1	Phase I - Consulting Services for Payson Park Renovation	RC	Linda Oates / Susanne Croy	\$ 35,000.00
2	Tennis Court Expansion - Winn Brook	RC	Jon Marshall, Assistant Town Administrator	\$ 190,000.00
3	Community Path Right of Way Acquisition	RC	Russ Leino / Patrice Garvin, Town Administrator	\$ 200,000.00
4	Funds Set Aside to Belmont Housing Trust	CH	Betsy Lipson, Co-Chair / Rachel Heller, Co-Chair	\$ 250,000.00
<b>TOTALS</b>				<b>\$ 675,000.00</b>

**Project:** Phase I – Consulting services for Payson Park Renovation  
**CPA Category:** Recreation  
**Amount Requested:** \$35,000  
**Amount Recommended:** \$35,000  
**CPC Vote:** Unanimous favorable recommendation (9-0)  
**Sponsors:** Linda Oates and Susanne Croy, Precinct 6 TMM, and the Belmont Department of Public Works

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### **Project Description:**

This proposal is the first phase of a two-phase plan in renovating Payson Park. Working with the Department of Public Works, this first phase seeks to hire the services of a Landscape Architectural Design Firm to conduct and administer an assessment of existing site conditions, and to develop (based on neighborhood feedback and participation) a conceptual design, and opinion of probable construction costs for renovations to Payson Park. Payson Park is located at the intersections of Payson Road and Elm Street, Elm Street and Stults Road and Stults Road and Van Ness Road.

### **Project Goals and Objectives:**

To utilize the services of a Landscape Architectural Design Firm in order to determine the repairs and improvements, and their costs that might be best suited for the park.

### **Project Benefit:**

This project meets the General and Specific Criteria of the Community Preservation Committee Guidelines as follows:

- Preserves or utilizes a currently owned asset
- Preserves the essential character of the Town
- Endorsed by the Department of Public Works
- Demonstrates practicality and feasibility
- Provides long-term contribution to the Town
- Supports and preserves Belmont's parks, playgrounds and recreational facilities

**Project:** Tennis Court Expansion - Winn Brook  
**CPA Category:** Recreation  
**Amount Requested:** \$190,000  
**Amount Recommended:** \$190,000  
**CPC Vote:** Favorable recommendation (8-1)  
**Sponsors:** Select Board; School Committee; Jon Marshall, Assistant Town Administrator

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### **Project Description:**

The project would add an additional court to the Town's public court inventory which is currently 12 courts. In the past 10 years, the Town has made significant investments in improving the tennis courts in Town. In 2017, the existing 4 courts at Winn Brook were completely renovated. In 2016, the courts at PQ Park were completely renovated, and in 2018 the courts at Grove Street Park were completely renovated. Prior to the renovation of the Town courts, the conditions of the courts were unplayable in many instances.

### **Project Goals and Objectives:**

The Tennis Court Expansion project at Winn Brook Park would add 1 additional tennis court for a total of 5 courts. The courts are located at the Winn Brook Park on Cross Street. The Park is under the care and custody of the Select Board acting as the Park Commissioners for the Town.

### **Project Benefit:**

The Town has heard from the tennis community on their desire to add additional tennis courts. There are currently 3 locations that have tennis courts for a total of 12 public courts.

The High School Tennis program needs a minimum of 5 tennis courts to successfully schedule varsity tennis meets.

**Project:** Preparation for Community Path Right of Way Acquisition  
**CPA Category:** Recreation  
**Amount Requested:** \$200,000  
**Amount Recommended:** \$200,000  
**CPC Vote:** Unanimous favorable recommendation (9-0)  
**Sponsors:** Russell Leino, Chair, Community Path Project Committee; Patrice Garvin, Town Administrator

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### **Project Description:**

The Town of Belmont and its Community Path Project Committee (CPPC) is requesting \$200,000 to fund the initial processes related to right of way (ROW) acquisition for Phases 1a and 1b of the Community Path project (Brighton Street to Clark Street bridge, including the Alexander Avenue underpass). The Town's design consultant (Nitsch Engineering) is nearing completion of the 25% design documents for submission to MassDOT. This submission, combined with the Right of Way plan that Nitsch will produce as a part of the 25%-75% design phase of the project, will provide the Town with sufficient information to begin the process of securing ROW for Phases 1a and 1b of the Community Path Project. Note that while state and federal highway funding will pay for the construction of the community path, the Town is responsible for securing ROW. The specific process for securing ROW is prescribed by MassDOT. The basic process is described below:

- The municipality is required to determine whether any private property will be impacted by construction, whether temporary or permanent.
- Each impacted property owner may provide written consent of their permission for contractors to access the property (called a Certificate of Donation).
- Private property owners who choose not to donate access rights can request to be compensated, prompting an appraisal of the impacted land.
- The appraisal will establish the value of the temporary impact and inform the property owner of how much they will be compensated.
- The municipality is responsible for securing the right-of-way (i.e., compensating property owners).
- Neither Mass DOT nor federal highway funding pays for appraisal services or provides funds to compensate property owners.

**This request is intended to fund the first phases of this process, that is, the final determination of impacted properties, legal costs (including title searches and deed retrievals), and the appraisals of impacted land.** Significantly, this request is not anticipated to fund compensation of any property owners for any needed temporary or permanent easements; the Town and the CPPC anticipate making a subsequent request for CPA funding for that purpose as the project approaches completion of 75% design (anticipated for FY23 CPA application cycle). However, in the event that there is funding remaining after all preliminary ROW activities for all impacted properties are completed, the Town and CPPC would use any remaining CPA funds to compensate property owners for impacts.

The Town and CPPC estimate that up to 40 properties may be at least minimally impacted by Phases 1a and 1b of the Community Path project. These impacts are expected to range from the temporary need for construction personnel or equipment to access or traverse a narrow strip of private property during the construction of the path (the vast majority of impacts are expected to be of this nature), to the need to permanently regrade a piece of private property to facilitate the placement of the path near (but not on) the property, to a small number of locations where the path alignment itself will permanently cross or run along a strip of private property.

### **Project Goals and Objectives:**

The goal of this project is to complete all preliminary ROW activities for Phases 1a and 1b of the Community Path Project, including the final determination of impacted properties, legal costs (including title searches and deed retrievals), and the appraisals of impacted land. Completion of these activities will allow the Town and CPPC to continue moving forward with all aspects of the Community Path project needed to ensure that once the project is fully designed, it is able to be constructed as expeditiously as possible. Because the Town is responsible for securing ROW, this part of the project can proceed in parallel with Nitsch's continued work on design. As noted, compensation for impacted property owners necessary for the Town to secure ROW is expected to be the subject of a subsequent CPA application.

### **Project Benefit:**

Phases 1a and 1b of the Community Path project will be an important asset for the Town – providing a safe and efficient recreational and transportation corridor, connections to regional multimodal transportation hubs, and enhancing integration with civic and business amenities. As well as functioning as a significant recreational and open space resource in its own right, the Community Path will create a connection to a vast network of open space and recreational amenities throughout the Town and the region, as further described below:

#### *Phase 1a (Alexander Avenue underpass and connection to Concord Avenue):*

Phase 1a will provide a safe, off-road connection for several hundred homes in the Winn Brook neighborhood with Belmont High School and Middle School, numerous school facilities, the Wellington neighborhood, the existing bicycle facilities on Concord Avenue. This crossing would provide a safe alternative for Belmont High School students and commuters heading to and from Alewife Station and could also reduce the traffic congestion that regularly occurs on Brighton Street and Concord Avenue during school-day mornings. Additionally, an underpass at this location will offer Winn Brook residents a more direct option to walk and bike to the Underwood Pool, Belmont Memorial Library, the Post Office, and Clay Pit Pond. The addition of a bicycle and pedestrian rail crossing at this location will help reduce parking along Concord Avenue and, more importantly, traffic at the historical bridge in Belmont Center.

#### *Phase 1b (Brighton Street to Clark Street bridge):*

Phase 1b will provide a critical connection between the existing Fitchburg Cutoff Path and Alewife Station to the Town's recreational, civic, and cultural amenities in Belmont Center and along the



Concord Avenue corridor, and ultimately a connection to Phase 2 of the Community Path (Clark Street bridge to the Waltham border) and the Mass Central Rail Trail. This component of the Community Path will also offer Town residents a safer and more direct route to the Western Greenway and Lone Tree Hill open spaces via the trailhead located on Pleasant Street. Town residents will also benefit from more a more direct connection to regional open space and recreational amenities such as Minuteman Bikeway, Alewife Greenway Bike Path, Alewife Linear Park, Somerville Community Path, and the countless recreational assets that can be accessed along each of these bicycle-pedestrian corridors.

**Project:** Transfer to Housing Trust  
**CPA Category:** Affordable Housing  
**Amount Requested:** \$250,000  
**Amount Recommended:** \$250,000  
**CPC Vote:** Unanimous favorable recommendation (9-0)  
**Sponsors:** Betsy Lipson, Co-Chair; Rachel Heller, Co-Chair

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### **Project Description:**

Belmont Housing Trust is applying to CPA for \$250,000 to establish readiness for opportunities that arise in town for creating affordable housing for persons and families whose annual income is less than 80% of the areawide median income (AMI) and seniors whose annual income is less than 100% AMI. This project includes use of an already executed grant agreement between the Community Preservation Committee, the Town, and the Housing Trust.

Spending guidelines for CPA funds indicate that for each fiscal year, towns must spend or reserve at least 10% of the annual revenues in the CPA fund for community housing. This project proposes a carefully constructed mechanism to use the funds to create affordable housing that sustains the unique character of each neighborhood and serves the needs of new generations. As evidenced in other towns, transferring funds to the town Housing Trust increases the likelihood towns are in compliance with the CPA law.

The Housing Trust developed a request for proposal (RFP) that will be sent to developers to notify them of the opportunity to receive town funds for projects that advance affordable housing. A scoring matrix to assess proposal responses considers factors such as sustainability, affordability, site reuse, financing commitment, and demonstrated capacity.

Funds will likely be used for:

- Pre-development due diligence: site surveys, phase I environmental work, title search, etc.
- Leveraging state and private funds to increase number of affordable units
- Helping to purchase land with developers to build deed-restricted housing
- Buying down additional affordable units in developments

*Background:* This would replenish funds previously appropriated by Town Meeting for FY2018. In June 2020, Town Meeting granted permission to the Housing Trust to create a Temporary Emergency Rental Assistance Program for Belmont households who suffered significant loss of income due to Covid. This program used the FY2018 CPC \$250,000 grant previously awarded to the Housing Trust. In Fall 2020, Special Town Meeting approved an additional \$100,000 CPC grant for this emergency program. In total, Belmont's emergency rental assistance program assisted 82 Belmont households (186 people, including 68 children), two-thirds of whom were below 30% AMI.

**Project Goals and Objectives:**

- Funds will enable the Housing Trust to move quickly on real estate opportunities.
- Using the funds to create more affordable units will be the measure of the project's success.

**Project Benefit:**

The costs of land and construction in Belmont are frequently identified as the main barriers to building housing that includes affordable units. Housing costs are rising, as is the cost of living overall, and incomes are not keeping pace. Belmont's Housing Production Plan indicates that 29% of homeowners and 44% renters in town are housing cost-burdened, meaning they spend more than 30% of their household income on housing costs. Building new housing that is priced appropriately for current Belmont residents and for a full range of household income levels helps us to be a welcoming, thriving and strong community. It also helps Belmont on its goal of having 10% of our housing stock be affordable units. The CPA fund is a powerful resource that can be used to implement Belmont's Housing Production Plan.

TOWN OF BELMONT  
COMMUNITY PRESERVATION COMMITTEE  
CPA FUND  
May 10, 2021

<b><u>Revenue (FY2012-FY2021)</u></b>	<b>Total</b>
Local Surcharge	\$ 10,762,838
State Match	\$ 2,588,359
Surcharge-Subsequent Year Collection	\$ 70,104
Interest and Misc. Fees	\$ 255,250
<b>Total</b>	<b>\$ 13,676,551</b>
<b><u>Expenses (FY2012-FY2021)</u></b>	
Project Spending	\$ (8,619,724)
Remaining Appropriated Project Funding	\$ (2,318,351)
Admin. Expenses (see spending guidelines)	\$ (213,559)
<b>Total Expenses</b>	<b>\$ (11,151,634)</b>
<b><u>Proposed Appropriations June 2021 Town Meeting (FY2022)</u></b>	
FY22 Projects	\$ (675,000)
FY22 Admin. Budget (see spending guidelines)	\$ (80,000)
<b>Total Proposed Appropriations (FY22)</b>	<b>\$ (755,000)</b>
<b><u>Summary</u></b>	
Collections	\$ 13,676,551
Expenses	\$ (11,151,634)
Proposed Appropriations June 2020 Town Meeting	\$ (755,000)
<b>Total Estimated CPA Fund Balance (7-1-21)</b>	<b>\$ 1,769,917</b>

## Status of Prior Year Projects

### Administrative Fees

<b><u>Admin Fees</u></b>	<b><u>FY14</u></b>	<b><u>FY15</u></b>	<b><u>FY16</u></b>	<b><u>FY17</u></b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>	<b><u>FY20</u></b>	<b><u>FY21 Estimated</u></b>
Admin Salary	\$ 8,917	\$ 11,412	\$ 10,092	\$ 11,584	\$ 8,236	\$ 4,795	\$ 4,445	\$ 11,000
Procurement Training	450	1,265	-	-	-	-	-	-
Open Space Land and Housing Inventory Project	30,000	-	-	-	-	-	-	-
CPA Coalition Dues	3,000	3,500	3,500	3,500	4,350	4,350	4,350	4,350
Deed Restriction - Homer House	-	-	4,266	-	-	-	-	-
Town Hall Railings and Retaining Wall Study					5,050	-	-	-
McLean Barn Stabilization Study					15,000	-	-	-
Belmont Police Station						21,000	-	-
The Boston Chimney Study							9,671	
Belmont Municipal Light Conditions Study							25,000	
Misc. Office Supplies	154		363					
<b>Total Admin Spending</b>	<b>\$ 42,521</b>	<b>\$ 16,177</b>	<b>\$ 18,220</b>	<b>\$ 15,084</b>	<b>\$ 32,636</b>	<b>\$ 30,145</b>	<b>\$ 43,466</b>	<b>\$ 15,350</b>
Original Appropriated Admin Budget	\$ 58,000	\$ 56,498	\$ 56,200	\$ 50,650	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Administrative Turnback	\$ 15,479	\$ 40,321	\$ 37,980	\$ 35,566	\$ 22,364	\$ 24,855	\$ 11,534	\$ -

<b>COMMUNITY PRESERVATION COMMITTEE</b> <b>CPA Project Statuses</b> <b>May/10/2021</b>								
<b>FY 2014</b>								
<b>PROJECT</b>	<b>SPONSOR</b>	<b>APPROPRIATION</b>	<b>EXPENSES</b>	<b>% COMPLETED</b>	<b>TURNBACK</b>	<b>STATUS UPDATE</b>	<b>PROJECT TYPE</b>	<b>CATEGORY</b>
(Belmont Village) Electric Service Upgrade Underground Wiring	Donna Hamilton	\$ 147,000	\$ 128,161	100.00%	\$ 18,839	CLOSED	UPGRADE	Community Housing
(Town Hall) Concord Avenue Door Remediation	Kevin Looney	\$ 72,000	\$ 71,871	100.00%	\$ 130	CLOSED	REMEDICATION	Historic Preservation
Building Survey and Investigation of the William Flagg Homer House	Susan Smart	\$ 10,000	\$ 9,500	100.00%	\$ 500	CLOSED	SURVEY	Historic Preservation
Comprehensive Cultural Resources Survey	Lisa Harrington	\$ 115,000	\$ 115,000	100.00%	\$ -	CLOSED	SURVEY	Historic Preservation
Irrigation Improvements at Rock Meadow Community Gardens	Mary Trudeau	\$ 10,000	\$ 9,024	100.00%	\$ 976	CLOSED	RENOVATION	Recreation Land
Joey's Park Rehabilitation	Ellen Schreiber	\$ 100,000	\$ 100,000	100.00%	\$ -	CLOSED	RESTORATION	Recreation Land
Landscape Plan for Intergenerational Walking Path at Clay Pit Pond	Mary Trudeau	\$ 20,000	\$ 18,970	100.00%	\$ 1,030	CLOSED	DESIGN	Recreation Land
Preserving and Digitizing Belmont's Vital Records	Ellen O'Brien Cushman	\$ 100,000	\$ 86,604	100.00%	\$ 13,396	CLOSED	PRESERVATION	Historic Preservation
Underwood Park (Plan & Design)	Peter J Castanino	\$ 298,000	\$ 298,000	100.00%	\$ -	CLOSED	DESIGN	Recreation Land
		<b>\$ 872,000</b>	<b>\$ 837,130</b>	<b>100.00%</b>	<b>\$ 34,870</b>			
<b>FY 2015</b>								
<b>PROJECT</b>	<b>SPONSOR</b>	<b>APPROPRIATION</b>	<b>EXPENSES</b>	<b>% COMPLETED</b>	<b>TURNBACK</b>	<b>STATUS UPDATE</b>	<b>PROJECT TYPE</b>	<b>CATEGORY</b>
Belmont Community Moving Image Archive	Jeffrey Hansell	\$ 12,000	\$ 11,964	100.00%	\$ 36	CLOSED	IMAGING	Historic Preservation
Daniel Butler School Playground Project (Phase II)	Michael McAllister, Princ	\$ 66,524	\$ 64,488	100.00%	\$ 2,036	CLOSED	CONSTRUCTION	Recreation Land
(Belmont Village) Electrical Upgrade Interior Wiring	Donna Hamilton	\$ 165,000	\$ 165,000	100.00%	\$ -	CLOSED	RENOVATION	Community Housing
First Time Homebuyer Assistance	Helen Bakeman	\$ 375,000	\$ -	100.00%	\$ 375,000	CLOSED	AFFORDABLE HOUSING	Community Housing
JV Field Irrigation Upgrade	Jim Fitzgerald	\$ 8,700	\$ 8,700	100.00%	\$ -	CLOSED	CONSTRUCTION	Recreation Land
Underwood Pool	David Kale	\$ 2,000,000	\$ 2,000,000	100.00%	\$ -	CLOSED	CONSTRUCTION	Recreation Land
Winn Brook Field Renovation	Peter Thomson	\$ 100,000	\$ 96,374	100.00%	\$ 3,626	CLOSED	RENOVATION	Recreation Land
		<b>\$ 2,727,224</b>	<b>\$ 2,346,525</b>	<b>100.00%</b>	<b>\$ 380,699</b>			

**TOWN OF BELMONT**  
**COMMUNITY PRESERVATION COMMITTEE**  
**CPA Project Statuses**  
**May/10/2021**

FY 2016								
PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK	STATUS UPDATE	PROJECT TYPE	CATEGORY
Belmont Veterans Memorial Project	Kevin Ryan	\$ 60,000	\$ 26,800	100.00%	\$ 33,200	CLOSED	RESTORATION	Historic Preservation
Electrical Upgrade	Donna Hamilton	\$ 522,500	\$ 522,500	100.00%	\$ -	CLOSED	UPGRADE	Community Housing
Digitization of Belmont Newspapers (1890-1923)	Emily Reardon	\$ 17,923	\$ 17,105	100.00%	\$ 818	CLOSED	DIGITIZATION	Historic Preservation
1853 Homer House Rehabilitation and Restoration	Wendy Murphy	\$ 100,000	\$ 99,900	100.00%	\$ 100	CLOSED	RESTORATION	Historic Preservation
Pequossette Tennis Courts Rehabilitation and Restoration	David Kale	\$ 295,000	\$ 210,047	100.00%	\$ 84,953	CLOSED	RESTORATION	Recreation Land
Wellington Station Exterior Restoration and Rehabilitation	Emilio E Mauro, Jr.	\$ 26,300	\$ 26,300	100.00%	\$ -	CLOSED	RESTORATION	Historic Preservation
		\$ 1,021,723	\$ 902,652	100.00%	\$ 119,072			
FY 2017								
PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK	STATUS UPDATE	PROJECT TYPE	CATEGORY
Construction of Intergenerational Walking Path at Clay Pit Pond	Mary Trudeau	\$ 228,350	\$ 228,350	100.00%	\$ -	CLOSED	CONSTRUCTION	Recreation Land
Preserving Belmont's Original Vital Records	Ellen Cushman	\$ 80,000	\$ 25,000	31.25%	\$ -	OPEN	PRESERVATION	Historic Preservation
Digitizing Belmont's Town Meeting Records	Ellen Cushman	\$ 85,000	\$ 61,827	72.74%	\$ -	OPEN	DIGITIZATION	Historic Preservation
Town Hall Exterior Railings Improvements	Gerald R. Boyle	\$ 75,000	\$ -	100.00%	\$ 75,000	CLOSED	RENOVATION	Historic Preservation
PQ Playground Revitalization (Phase I)	Julie Crockett	\$ 25,000	\$ 25,000	100.00%	\$ -	CLOSED	REVITALIZATION	Recreation Land
Winn Brook Tennis Courts	Jay Marcotte	\$ 325,000	\$ 268,000	100.00%	\$ 57,000	CLOSED	CONSTRUCTION	Recreation Land
		\$ 818,350	\$ 608,177	84.00%	\$ 132,000			

**TOWN OF BELMONT**  
**COMMUNITY PRESERVATION COMMITTEE**  
**CPA Project Statuses**  
**May/10/2021**

FY 2018								
PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK	STATUS UPDATE	PROJECT TYPE	CATEGORY
Grove Street Tennis Courts	Jay Marcotte	\$ 336,000	\$ 322,857	100.00%	\$ 13,143.36	<b>CLOSED</b>	REPLACEMENT	Recreation Land
Assessment and Project Redevelopment of Sherman Gardens	Jaclyn Martin	\$ 173,200	\$ 120,499	69.57%	\$ -	<b>OPEN</b>	REDEVELOPMENT	Community Housing
Belmont Headquarters Sons of Italy - Historical Artifacts Preservation	Cynthia Pasciuto	\$ 24,125	\$ 24,051	100.00%	\$ 74.45	<b>CLOSED</b>	PRESERVATION	Historic Preservation
Grove Street Park Intergenerational Walking Path Construction Site Plan	Donna Ruvolo	\$ 35,000	\$ 35,000	100.00%	\$ -	<b>CLOSED</b>	CONSTRUCTION	Recreation Land
PQ Playground Revitalization Project Phase 2	Julie Crockett	\$ 615,000	\$ 591,965	100.00%	\$ 23,035.11	<b>CLOSED</b>	REVITALIZATION	Recreation Land
		\$ 1,183,325	\$ 1,094,371	93.91%	\$ 36,252.92			
FY 2019								
PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK	STATUS UPDATE	PROJECT TYPE	CATEGORY
Town Field Playground Restoration	Cortney Eldridge	\$ 25,000	\$ 25,000	100.00%	\$ -	<b>CLOSED</b>	RESTORATION	Recreation Land
Architectural Drawings for Music Bandstand at Payson Park	Tomi Olsen	\$ 5,000	\$ 3,660	100.00%	\$ 1,340.00	<b>CLOSED</b>	A. DRAWINGS	Recreation Land
McLean Barn Conditions Stabilization	Ellen Cushman	\$ 175,000	\$ 162,738	92.99%	\$ -	<b>OPEN</b>	PRESERVATION	Historic Preservation
Belmont Veterans Memorial Restoration and Enhancement	Angelo Firenze	\$ 103,000	\$ 103,000	100.00%	\$ -	<b>CLOSED</b>	RESTORATION	Historic Preservation
Funds Set Aside to Housing Trust	Judith Feins	\$ 250,000	\$ 250,000	100.00%	\$ -	<b>CLOSED</b>	RENTAL ASSISTANCE	Community Housing
Construction of Grove Street Park Intergenerational Walking Path	Donna Ruvolo	\$ 790,087	\$ 705,550	89.30%	\$ -	<b>OPEN</b>	CONSTRUCTION	Recreation Land
Community Path Off-Cycle Project Alexander Avenue Underpass	Patrice Garvin	\$ 400,000	\$ 185,162	46.29%	\$ -	<b>OPEN</b>	DESIGN	Recreation Land



**TOWN OF BELMONT**  
**COMMUNITY PRESERVATION COMMITTEE**  
**CPA Project Statuses**  
**May/10/2021**

FY 2020								
PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK	STATUS UPDATE	PROJECT TYPE	CATEGORY
Belmont Police Station	Anthony Ferrante	\$ 787,575	\$ 724,346	91.97%	\$ -	OPEN	RESTORATION	Historic Preservation
Town Hall Complex Slate Roofs	Steve Dorrance	\$ 100,000	\$ -	0.00%	\$ -	OPEN	RESTORATION	Historic Preservation
Community Path Phase 1b (Brighton Street to Clark Street Bridge) Design	Patrice Garvin	\$ 1,000,000	\$ 450,000	45.00%	\$ -	OPEN	DESIGN	Recreation Land
Clay Pit Pond: Preservation and Restoration of Vegetation	Mary Trudeau	\$ 20,000	\$ 8,847	44.23%	\$ -	OPEN	PRESERVATION	Recreation Land
Rock Meadow: Habitat Preservation Control of Non-native & Invasive Vegetation	Mary Trudeau	\$ 25,400	\$ -	0.00%	\$ -	OPEN	PRESERVATION	Open Space
Town Field Playground Restoration	Cortney Eldridge	\$ 60,000	\$ 60,000	100.00%	\$ -	OPEN	DESIGN	Recreation Land
		\$ 1,992,975	\$ 1,243,193	46.87%	\$ -			
FY 2021								
PROJECT	SPONSOR	APPROPRIATION	EXPENSES	% COMPLETED	TURNBACK	STATUS UPDATE	PROJECT TYPE	CATEGORY
Chimney Repair	Steve Dorrance	\$ 125,000	\$ -	0.00%	\$ -	OPEN	RESTORATION	Historic Preservation
Belmont Police Station Exterior Stairs	Anthony Ferrante	\$ 100,000	\$ 52,567	52.57%	\$ -	OPEN	PRESERVATION	Historic Preservation
Phase Two Emergency Rental Assistance Program	Besty Lipson	\$ 100,000	\$ 100,000	100.00%	\$ -	OPEN	RENTAL ASSISTANCE	Community Housing
Town Field Playground & Court Restoration	Cortney Eldridge	\$ 680,624	\$ -	0.00%	\$ -	OPEN	RESTORATION	Recreation Land
Homer House Window Restoration	Wendy Murphy	\$ 100,000	\$ -	0.00%	\$ -	OPEN	RESTORATION	Historic Preservation
Feasibility for the Redevelopment and Creation of New Affordable Housing Units at Belmont Village	Jacklyn Martin	\$ 173,000	\$ -	0.00%	\$ -	OPEN	AFFORDABLE HOUSING	Community Housing
		\$ 1,278,624	\$ 152,567	25.43%	\$ -			

FY2022 Capital Budget Committee Report  
To Belmont 2021 Annual Town Meeting

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*Town of Belmont FY 22 Capital Budget*

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The Capital Budget Committee (“CBC” or “Committee”) is established by Article 4, §40-405 of the Town General Bylaws. It is the duty of the Committee to prepare a capital report showing: a list of public improvements and non-recurring major equipment needs that represent the most necessary enhancement projects or purchases to be undertaken by the Town during each fiscal year. Section 40-405 also requires that the CBC provide to Town Meeting a report of the five-year projected capital needs of the Town. This can be found at the end of this report. What items appear on this list and why is explained *infra*.

This year the Town allocated approximately \$1,700,000 for discretionary capital spending. This amount represents \$1.5M allocated to capital by the Select Board and \$245K in turn backs from completed capital projects from previous years. For the past several years, the CBC has received requests on average of over \$3,000,000/year. Fiscal Year 2022 requests total \$4,319,722, yet the CBC had less than half that amount to allocate towards these projects.

The following chart shows the total number and costs of requests by Department:

Department	Number of Projects	Costs Requested	Approved	Deferred	Withdrawn
Accounting	1	\$ 50,000	\$ 50,000	\$0	
Council on Aging	1	\$ 65,300			\$ 65,300 (Grant)
Facilities	12	\$3,107,940	\$888,000	\$1,868,934	\$ 351,006
Fire	4	\$ 331,540	\$ 331,540	\$0	\$0
Information Technology	1	\$ 140,000	\$ 98,000	\$0	\$42,000 (Grant)
Library	2	\$ 223,800	\$ 0	\$ 223,800	
Police	3	\$ 87,000	\$ 76,000	\$0*	\$ 11,000 (Grant)
School Department	1	\$ 131,392	\$ 131,392	\$0	
Public Works	3	\$ 182,750	\$ 182,750	\$0	
<b>Total:</b>	<b>28</b>	<b>\$ 4,319,722</b>	<b>\$1,757,682</b>	<b>\$ 2,092,734</b>	<b>\$ 414,245</b>

The following table provides a list of FY22 requests that the CBC is recommending to Annual Town Meeting. These recommendations are contained in Article 19 of the FY22 Annual Town Meeting Warrant.

Department	Project	Total Approved
<b>Accounting</b>	<b>Tyler Content Manual SE</b> - Digital storage of documents by all departments using MUNIS modules. All departments will have access which will improve Town wide efficiency.	\$50,000
<b>Facilities</b>	<b>Butler Window Replacement</b> -Continuation of window replacement project and envelop repointing and sealing. There are 72 remaining windows to be replaced at Burbank-including those in this request.	\$200,000
<b>Facilities</b>	<b>Wellington Exterior Damage</b> - This is neither a reconstruction nor a replacement but a refinishing of failed exterior stain on the windscreen. Some areas of the exterior finish at Wellington are failing. The phase requested, the first phase, is to redo a failed section and determine the best method for fixing it. The building's architect is contributing to the project. The amount requested reflects this.	\$40,000
<b>Facilities</b>	<b>Fire Station Roof Repair</b> - Station #2 needs roof repair work to address the initial issues with construction. The town received an insurance settlement which is not enough to cover the work.	\$530,000
<b>Facilities</b>	<b>Burbank and Butler Boilers Replacement</b> - There is not enough funding available to cover the remaining boiler replacement needs at both Burbank and Butler. This funding would be used to supplement the funds needed.	\$118,000
<b>Fire</b>	<b>Shift Comm Vehicle</b> - The current vehicle (2015) will be placed in reserve status and used as a backup and for other Departmental needs. The current back up vehicle (2007) will be disposed of.	\$70,000
<b>Fire</b>	<b>Ambulance Replacement</b> - Ambulance replacement over five years was \$65,000 up until FY21 annually. In the last year of the five-year cycle (FY22) the total request is \$80,000 to complete the appropriation of 340,000 for a new ambulance. The new ambulance will be ordered this fall.	\$80,000
<b>Fire</b>	<b>Cardiac Monitor</b> - Annual request for \$7,000 towards replacement of a cardiac monitor after five years. Funds from Ambulance revenues. A new monitor is scheduled for purchase in FY23.	\$7,000
<b>Fire</b>	<b>Portable Radios</b> - The Fire Department's radios are required to work under extremely harsh conditions and are the communications lifeline between the firefighters and incident commanders. The current radios will be reassigned and used for other ancillary purposes within the FD.	\$174,540
<b>Information Tech</b>	<b>Phone Infrastructure Upgrade</b> - The Town of Belmont's current network infrastructure will not support a Town – wide hosted VOIP system. This request is to fund the upgrading of the network infrastructure. State grant covers \$42,000 of project cost.	\$98,000
<b>Police</b>	<b>Replace Fire and SQL Server</b> - Replace the PD's file and SQL server, this server holds documents and files as well as running both the time tracking software and the detail tracking and billing software. Also runs the SharePoint information and roll call software.	\$26,000

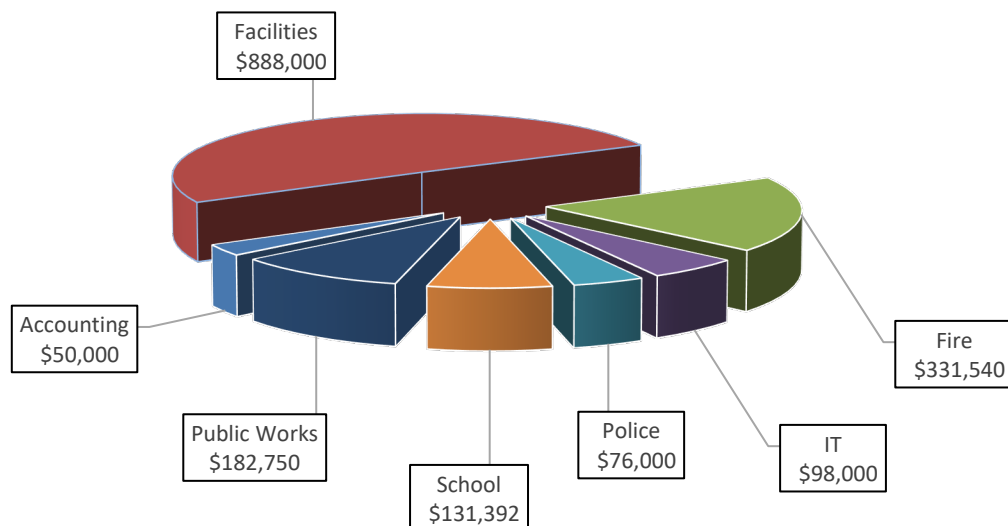
Department	Project	Total Approved
School Department	<b>SAN Storage</b> - Project will replace the central storage device for the school district. This device stores data files as well as virtual databases for district servers.	\$131,392
Public Works	<b>Material Spreader</b> - This primarily spreads salt and sand and attaches to a snowfighter, so it sees use under very harsh conditions. The frame is rotting through. This is one of three (3) units. The DPW replaces one of them every ten (10) years.	\$26,265
Public Works	<b>Dump Truck</b> - The current vehicle is a 2005 F450. The repair costs for the last four (4) years total over \$22K. The engine is in danger of imminent failure.	\$71,155
Public Works	<b>Riding Mower</b> - DPW's Parks Division will be responsible for maintaining the grounds of the new high school. A larger mower will be purchased with money from the BHS FF&E budget; however, this small mower is required for smaller, tighter areas both at the high school and other green spaces around Town.	\$85,330
<b>Total Approved</b>		<b>\$1,757,682</b>

**Below is a chart of the capital requests the CBC either was unable to fund and deferred or were withdrawn. The amount listed as deferred or withdrawn reflects the actual request.**

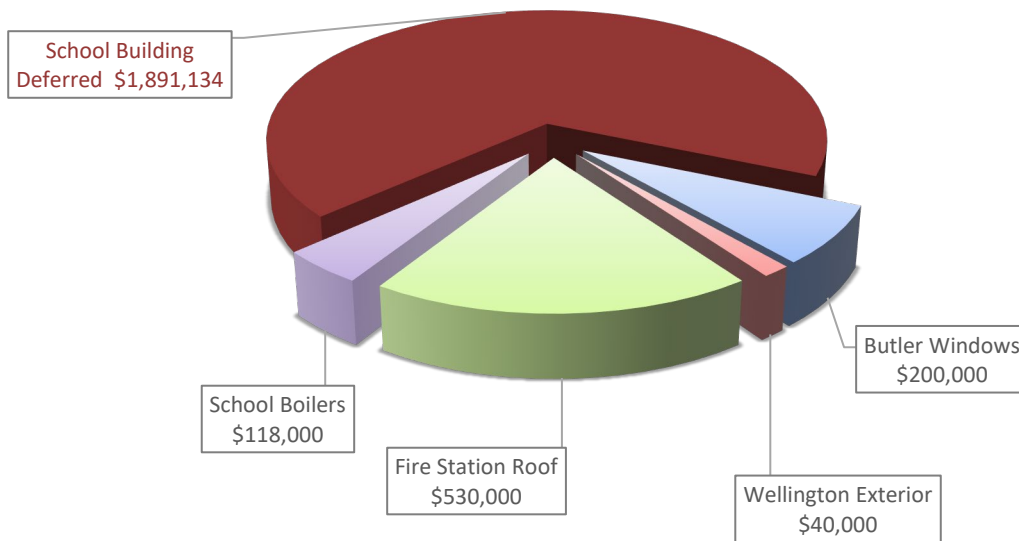
Department	Project	Amount Withdrawn	Amount Deferred
COA	<b>Belderbus</b> – Vehicle at end of useful life. State grant covers entire cost of replacement bus.	\$52,245	
Facilities	<b>Work Truck</b> - The DPW will rehab one of its truck that is being retired and give it to Facilities. The money to rehab a truck was previously approved.	\$53,000	
Facilities	<b>Chenery Cafeteria A/C</b> - There are 4 units, 2 of which were recently replaced. This estimate is for the remaining units.		\$96,000
Facilities	<b>DPW Fuel Tank Replacement</b> – Funding was secured through alternative sources for the remaining portion.	\$200,000	
Facilities	<b>Burbank Secure Vestibule</b> - This would create a remote access controlled secure vestibule with full view cameras and two-way communication with staff. Inner and out wood doors will be replaced.		\$46,963
Facilities	<b>Winn Brook Secure Vestibule</b> - Substantially the same project as that proposed for Burbank.		\$54,671
Facilities	<b>Carpet Replacement(s)</b> - This request was withdrawn. The CBC does not fund ordinary maintenance items.	\$98,000	
Facilities	<b>Chenery Roof</b> - The building is 24 years old. Its roof is at the end of its useful life and leaking. Project deferred until the Fall when the Town will have a better grasp on the scope of the work and its cost.		\$1,571,500

Department	Project	Amount Withdrawn	Amount Deferred
Facilities	<b>Bldg. Management System</b> - This system would assist in managing the complex HVAC programing of Town buildings, with special focus on the Wellington and the High School, which have the latest technologies.		\$122,000
Library	<b>Fire Alarm System</b> - Current system is now obsolete and out of code. It is hard to find replacement parts for it. A new system would have a life expectancy of twenty (20) years.		\$171,800
Library	<b>A/C Equipment</b> - Targeted repairs to A/C units to extend their useful lives for at least another five (5) years. Thousands of dollars are spent in repairing these units annually, which are essential for use of the library in the summer.		\$52,000
Police	<b>Replace Livescan Fingerprint</b> - Replace Livescan Fingerprint System scanner. In FY20 we replaced the computer from the operating budget for FBI compliance. The printer was also replaced under support agreement. The current scanner is no longer actively supported by manufacturer. Entire cost of project will be grant funded.	\$11,000	
<b>Total Deferred</b>			<b>\$2,114,934</b>
<b>Total Withdrawn</b>		<b>\$414,245</b>	

### FY 22 Discretionary Capital



### Facilities Request Breakdown



As the charts above demonstrate the capital needs of the Town far exceed available funding. Town departments submitted over \$4M in requests and the Capital Budget covered less than half of the amount requested.

These recommended projects will be funded from discretionary capital budget dollars. Some capital budget dollars are committed to specific purposes by Town policy and prior overrides. These are used for roads and sidewalk repair. A fuller description of these non-discretionary projects and funds is *infra*.

### Deferring Some Capital Requests

This year, in an unusual move, the Capital Budget Committee is deferring some requests until a Fall Town Meeting. This additional time will allow the Facilities Department, in conjunction with the School Department and the Library, to fully explore very costly repairs to schools and the library. These additional steps will also allow the CBC to work with the Town Treasurer and others to determine appropriate funding for these projects. The CBC has reserved funds to address some of the projects that may come back in the Fall.

### *Chenery Middle School*

The most expensive project will be the replacement of both sections of the flat, rubber membrane roof on the Chenery Middle School along with about twenty roof-top HVAC units. The Chenery opened in September 1997. Thus, the roof and the units are 24 years old, well past their warranty and at the end of their useful lives. The roof is already leaking. The roof top units will soon begin to fail and are more appropriately replaced at the same time as the roof. It is essential to address both these projects to keep the building in top condition. Very preliminary cost estimates – not a detailed proposal, not a bid – suggest that replacing the roof could cost \$4M. Replacing all the roof top units could cost on the same order of magnitude. As noted above, requests submitted by the Facilities Department reflect a cost of approximately \$1,500,000 for roof repair. Prior to the discussion of this project with the Capital Budget Committee, further exploration into the project revealed the likelihood of a much more complex project with a higher cost.

In addition, compressors for the Chenery cafeteria and Community Room have failed and must be replaced. More analysis is needed to form a plan of action with a reliable cost. Other systems at the Chenery have reached the end of their useful life and must be part of a long-term plan to maintain the building for decades to come.

### *Memorial Library*

The Library is waiting in line to go forward with a new building. Meanwhile, numerous systems have failed. Others are outdated and do not meet code. The dilemma faced by the CBC is what systems and replacements should be funded, knowing that the building will be replaced. The most urgent is the fire alarm system. However, HVAC and electrical systems are also issues. The Library has some estimates for this work, but they are now several years old and should be updated.

### *Elementary Schools*

Over the past few years, the CBC has funded the replacement of fire alarm panels and systems at various schools. Some of these projects have been completed but others have not. Additional money may be needed for full completion. Waiting until the Fall gives the new Facilities Director time to determine the scope and updated cost for the work.

Finally, the HVAC system at the Wellington School is under review. This system may need some repair work. We hope to have a determination and cost for the Fall.

### **Capital Budget and the Financial Cliff**

For years the Capital Budget Committee has requested more money to meet the growing department needs for discretionary spending. Other surrounding towns allocate between 5% and 10% of their operating budgets for Capital. Belmont only sets aside 2% to 3%. Historically, the CBC has been able to fund top priority department requests from its yearly discretionary allotment. However, when the Schools Department and the Town combined into one Facilities Department in 2013 no additional money for the CBC followed the merger. Similarly, no additional Capital funds followed the Library's inclusion in the Facilities Department Capital requests. Where once the CBC could fund fire trucks and snowplows, roofs and windows, now large purchases had to be deferred, bonded, or split across two fiscal years. Even if the CBC had enough money, there is not enough staff in the town to accomplish all the projects and purchases for a given year. The Facilities Department has experienced large personnel turnover and the DPW staffing has been reduced. Summer 2020 tells the story. With limited personnel, all the time of the Facilities Department was spent on Covid modifications to the schools and no other approved Facilities projects were completed.

Further, to effectively manage roof, window and building envelop repairs the CBC instituted a roof replacement program and funded it every year. When roofs were finished the program expanded to include building envelope and the goal was to spend \$250,000 a year doing this essential work, building by building. Recently the CBC has been unable to set aside any more than \$200,000 per year, some years much less, and without the worker power to bid and supervise the projects little has been accomplished. The same is true of a multi-year building security upgrade project.

Each of the past five to seven years the CBC has received requests for boiler and fire alarm replacements at the Burbank, Butler and Winn Brook schools. Even with grants for the boilers, Facilities has spread the work over multiple years with multiple requests to complete the projects in each school.

With this background in mind, a short review of recent CBC actions to fund essential work:

- In 2013 the CBC worked with the Town Treasurer to combine a fire department ladder truck and other town vehicle purchases into a \$1.42M five-year bond.
- In 2014 the replacement/refurbishment of the Harris track and field was a ten-year \$960,000 borrowing.
- In 2015 the CBC could not fund the \$1.39M for the Chenery modular classrooms and the money was taken from free cash.
- In 2016 a Police and Fire radio system was rolled into a ten-year, \$1.086M bond with the Belmont High School fire alarm system.
- By 2019 it was clear that the CBC could not purchase the deferred fire pumper and the cost was split over the FY20 and FY21 budgets.

Which brings the CBC to Spring 2021. Throughout the budget season emergency requests came in week after week. The estimates for some projects doubled. The override failed and the available money was limited to \$1.5M plus the turnback money the Committee chose to use. The CBC has been inching toward a fiscal cliff for years. Preparing the FY22 budget pushed the Committee to the edge of the cliff. The request for the Chenery roof and roof top units sent it careening into the chasm. As noted above, very preliminary estimates to replace the Chenery roof are \$4M. The roof top units could be another \$4M but the Committee has no written proposal for this work. Other last minute or additional requests include:

- The FY21 allocation of \$540,000 to replace the fuel tanks at the DPW was insufficient by half. The Weston and Sampson proposal is \$1.033M. The CBC proposes to fund the delta with water and sewer enterprise funds and a payment from Belmont Light.
- The Burbank and Butler boiler projects require an additional \$118,000.
- The roof repairs at the two fire stations require another infusion of \$530,000. (The insurance settlement in 2016 of \$985,000 was supplemented by \$463,500 from Capital Budget that year. In 2018 an additional \$600,000 was taken from free cash for this project.)
- AC compressors, potentially \$96,000 at the Chenery failed. The compressors are deferred until the Fall.

Where does the CBC go from here? The Town needs to make a radical shift in how it funds Capital requests and the personnel to carry out the work. The Committee has been working with the Town Treasurer to rebalance our borrowing schemes and with department heads to gather accurate pricing for all requests. It is hoped that melding the work of the CBC with that of the Long-Term Capital Projects Committee will inform the Town's thinking on addressing both short- and long-term prioritization and funding of projects.

For FY22 the CBC recommends the list outlined in this document. The Committee will work to present additional projects with potential funding to a Fall Town Meeting.



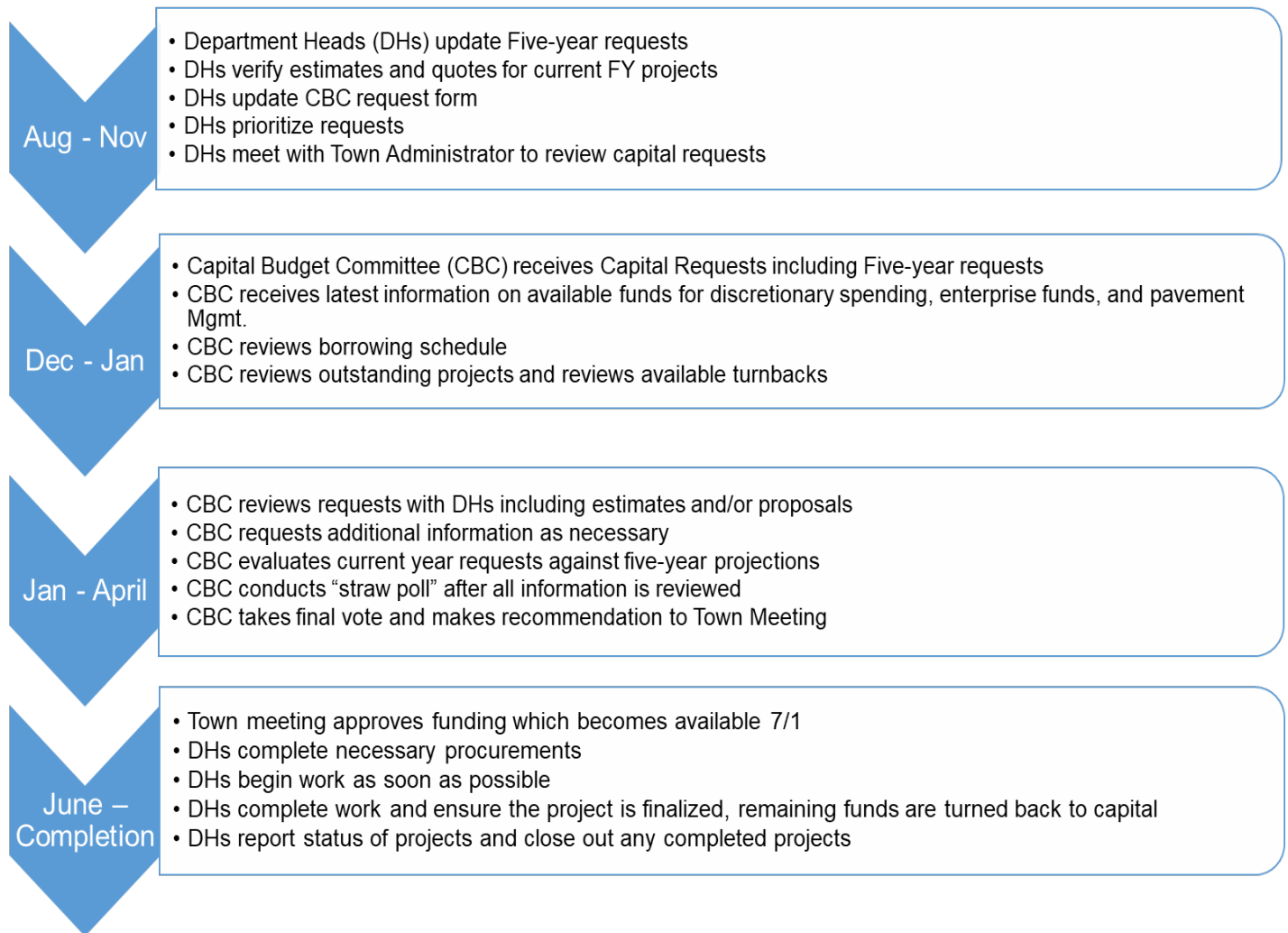
## What is the CBC and What Does it Do?

This spring as the Committee reviewed and analyzed the FY22 capital requests from town departments and the schools, members found that several of the project cost estimates were out of date. This was largely due to (1) the vacancy in the position of Facilities Director and (2) the overwhelming demands of responding to the COVID crisis which swamped Town departments.

As part of its responsibilities, the Committee also received and discussed updates on major capital projects which this year included the high school, the renovation of the Police and DPW facilities and the library.

In FY22 the Capital Budget Committee was comprised of three (3) moderator appointed members, and four members who represent the Select Board, School Committee, Warrant Committee and Planning Board (PB). (A warrant article adopted at the May 2021 session of Annual Town Meeting (ATM) eliminates the PB representative and increases the Moderator appointees to four (4). This Bylaw amendment goes into effect ninety (90) days after the final session of ATM pending the approval of the Attorney General.)

Below is a flow chart of the capital budget process the Committee follows to receive, develop, analyze, and ultimately decide on its annual recommendations of projects to Town Meeting.



## **CBC's Definition of Capital**

It should be noted here that the CBC employs its own definition of “capital” for purposes of developing a recommended budget. Section 40-405 of the Town’s General Bylaws describes a capital expenditure as being for “public improvements and non-recurring major equipment needs.” The CBC’s working definition requires a requested item fall into one of these categories and cost at least \$10,000. Please see APPENDIX A for more on the difference between the common understanding of a “capital asset” and the CBC’s working definition.

## **Some General Remarks**

The Committee has for several years reported to Town Meeting about issues are of critical importance, namely the envelope study and taking a coordinated approach to significant ongoing maintenance work.

Over the years, studies conducted by the Town and the Schools revealed ongoing big-ticket maintenance projects prompting multi-year plans to tackle these needs. This happened for the roofs on Town buildings and the building envelope (the material enclosing the interior of a building – exterior walls, windows, doors, etc.) of School buildings, also discussed *supra*. The result was phased programs to address these major maintenance issues with money being allocated in successive fiscal years. The envelope work continues with the next phase funded when the previous one is complete. Committee members agree that the goal is protection of the Town’s investment in its built infrastructure. Since the creation of the Facilities Department in Fall 2013, the responsibility for overseeing and managing this work rests with that department.

As noted above, this year the position of Director of Facilities was vacant for several months. Before then the Department was overwhelmed with the demands of addressing problems created by the pandemic. Managing the demands of retrofitting work and school spaces to meet health and safety criteria consumed the staff’s time. The confluence of these events made for truly chaotic conditions, exacerbated by understaffing. Many projects from prior years simply could not and did not move forward creating a large backlog that Facilities and its new director, just recently hired, are beginning to tackle.

During the interim period, when Facilities was without a director, Jay Marcotte and Mike Santoro, Director and Assistant Director, respectively, of DPW took on responsibility for managing Facilities. It is important here to acknowledge their herculean efforts. Messrs. Marcotte and Santoro took on this work while fulfilling their DPW duties and did so with professionalism and good cheer. The CBC and the Town owe them a debt of gratitude.

## **Community Preservation Act and Its Interplay with the Capital Budget**

The Capital Budget Committee has long supported additional funding to address the Town’s capital budget needs. The Community Preservation Act (CPA) adopted by the Town in 2011 is a source of funding for certain types of capital projects. Eligible projects must fall into the categories of affordable housing, recreation/open space, and historic preservation. This Committee is again pleased to see the range of projects proposed by the CPA Committee for funding. Some, if not most, of these projects would not meet the criteria for funding in the capital budget, not because they lack merit but because the Town has long stopped supporting certain types of projects for lack of money. Further, the projects on which CPA money can be spent, though very worthy, for the most part may not be considered central to the core functions of town government.

This year the CPA projects include funds to construct one new tennis court at Winn Brook, to study improvements to Payson Park, to begin the process of acquiring rights-of-way for the Community Path and to replenish the funds diverted by Town Meeting last year for emergency rent assistance that create readiness to address the need for affordable housing in Town.

Some of these projects would most certainly be CBC requests were they not funded by the CPA. CPA funds may not always lessen the burden on the Town's capital budget but will support worthy projects that enhance the quality of life in Belmont and preserve valuable public assets that would otherwise suffer neglect. It should also be noted that the Committee, which oversees these CPA projects, requests that project sponsors coordinate the scope and timing of work with the appropriate Town department, i.e., either DPW or Recreation.

### **Non-discretionary Capital Funds**

A portion of the Town's capital funds are non-discretionary. This is because certain funding is either (1) committed by prior override votes in the case of roads and sidewalks or (2) is generated by the Town's Enterprise Funds and can only be spent on items and projects related to water and sewer work.

#### *Roads and Sidewalks*

Although the maintenance (including rebuilding, if needed) of the network of streets in Town is (or should be) a recurring item, the funds for providing the Town with its streets have traditionally been included in the Capital Budget. Much of the work on the Town's streets must be planned and contracted for in advance and accomplished in warm weather over more than one fiscal year. Previous overrides have committed funds to the roads and each year that amount is increased by 2 ½%. There is also state aid available for this in the form of Chapter 90 highway funds. The Warrant article appropriating c. 90 funds will be taken up at the Fall 2021 Special Town Meeting. The annual allocation to roads plus state aid totals the amount that Community Development, which manages the program, can handle given staffing levels and the typical length of the paving season.

Previous Select Board policy omitted curbing and sidewalk work when roads were repaired. This policy was revised a few years ago with respect to curbing that affects pavement work going forward. In 2014 the Committee was able to use \$200,000 in one-time funds for sidewalks and in 2015, the override vote included \$200,000 for sidewalk repair. In the FY22 budget, that sidewalk figure has grown to \$230,000. Sidewalk repair is performed by the DPW. (The Department includes curbs and handicap accessible sidewalks at intersections.)

Last year, readers will recall, the entire roads budget was used to balance the Town's operating budget. This meant that all the roads work that would have been performed with FY21 dollars was deferred to future years. Fortunately, in FY22 that funding has been restored.

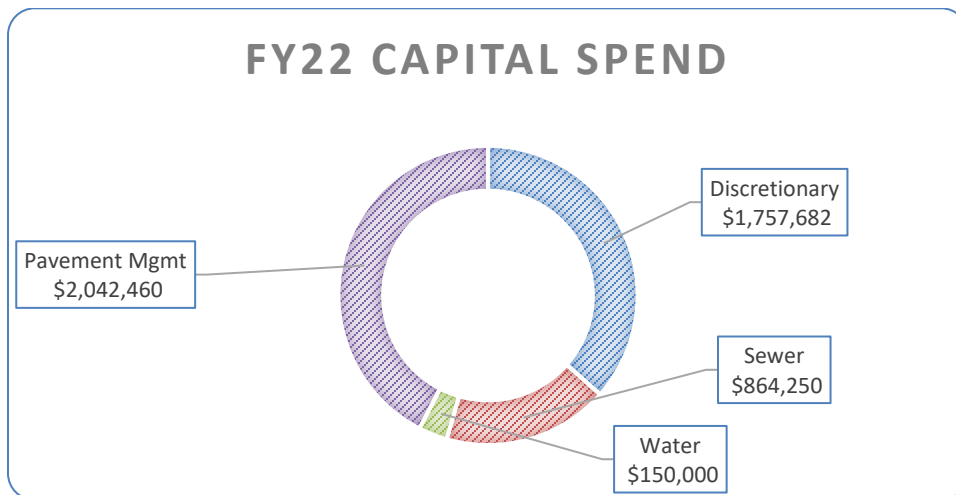
The Committee included extensive discussions of the Town's streets and efforts to maintain them in its 2009 and 2010 reports to the Annual Town Meeting. The reader is referred to those reports for more detailed information.

#### *Water and Sewer Enterprise Funds*

The Director of Community Development who is responsible for the management of these programs reports annually to the Committee on the status of these undertakings and funding mechanisms. They are described here but are not part of the annual capital budget allocation.

Expenditures from the Enterprise Funds are contained in Article 16 of the FY22 ATM Warrant. Below is a table of FY22 Non-discretionary requests from Enterprise Funds as well as Pavement Management and Sidewalk Maintenance funding.

Department	Project	Revised FY22 Cost
Public Works - Sewer	#4 - 1 Ton Pick-up Truck	\$58,310
Public Works - Sewer	#7 – 1 Ton Pick-up Truck	\$58,310
Public Works - Sewer	#18 40,000 GVW Truck	\$147,630
Public Works - Sewer	<b>Fuel Tank Replacement</b> – Additional funds are needed to complete this project. Funds were requested in FY21 based on estimates received from North East Petroleum. Those estimates were incomplete.	\$150,000
Community Development	<b>Sewer and Storm Water Capital Program</b> – Investigate, evaluate and mitigate sewer and storm drain failures. Repair / replace mains and services, test water quality of the storm water system and correct deficiencies as required. Fund the Annual MS4 DEP storm water permitting program.	\$450,000
Public Works – Water	<b>Fuel Tank Replacement</b> – Additional funds are needed to complete this project. Funds were requested in FY21 based on estimates received from North East Petroleum. Those estimates were incomplete.	\$150,000
Community Development	<b>Pavement Management Program</b> - Annual reconstruction of roadways with limited sidewalk and curbing construction.	\$1,812,460
Public Works	<b>Sidewalk Maintenance</b> - Repair or Replace Cement Concrete Sidewalks and Granite Curbing as needed throughout the Town.	\$230,000
Total Sewer Funds		<b>\$ 864,250</b>
Total Water Funds		<b>\$ 150,000</b>
Total Pavement Management		<b>\$2,042,460</b>
<b>Total Non-Discretionary Funds</b>		<b>\$3,056,710</b>



### Status of Large, Extraordinary Capital Projects

Here is a summary of some of the large capital projects the Town is pursuing or faces – projects that cannot be undertaken within this Committee’s annual allocations from general tax. This information will give the reader background on these projects.

### *High School*

The Belmont Middle and High School Project has been moving forward during 2020. Fortunately for this project most of the work in the spring and early summer was outdoors which meant that the impact from Covid restrictions was minimal. Most of the work was done with far greater than 6 ft of social distancing and was not indoors. That permitted a good amount of time to plan for how to keep the workers safe when the building was enclosed in the fall.

There were, of course, many accommodations made for safety precautions, special personnel were hired to monitor the large work force, a lot of hand washings stations were added all over the site, additional facilities were added for female workers, and daily cleaning was done and is still ongoing. Some of this work was covered by money from the CARES Act, and all of it is being tracked separately so that the Town can know exactly what the financial impact has been.

As of the end of 2020, the high school portion of the new facility was mostly enclosed, and work was ongoing on the interior (walls, ceiling, floors). The Covid precautions have forced the project to use double shifts (to decrease the manpower at one time) and to work on Saturdays. During 2020 the building committee also worked on the furnishings for the new building, what is needed to purchase and what can be reused from the current building. The project is still within budget and is on schedule. It is anticipated that grades 9 to 12 will be able to occupy the building beginning in September of 2021.

Once the high school portion of the project is complete (August 2021) work will begin on the existing building with remediation of hazardous material and then demolition of the building itself. Construction will then begin on erecting the remainder of the new building. That portion of the school, which will house the Grades 7 and 8, is anticipated to be occupied in the Fall of 2023.

### *Memorial Library Building*

A feasibility study for a new Memorial Library was completed in 2017, and the Board of Library Trustees voted to approve the recommendation for a new building on the current site. A Library Building Committee was approved by Town Meeting and began working with an architect and an owner's project manager in January of 2018 to produce a schematic design. The Committee was funded half by an appropriation from the town and half by the Belmont Library Foundation, an independent section 501(c) (3) organization.

The town now has a schematic design for a new Library on the current site which was completed and presented to the community in the fall of 2019. The project is on hold until the town can fund it. The cost of the project will rise with every year of delay in moving forward. In the meantime, it will be a constant challenge and drain on the town's capital resources to make necessary investments to ensure the building remains a safe, efficient space for patrons and staff. The needs will continue to grow, with continued awareness that any improvements may have a limited useful life.

### *Department of Public Works/Belmont Police Department Building Project*

The additions and renovations to the DPW facility and the Police Station are complete. A full accounting of the project with a financial summary will be presented to the June session of the Annual Town Meeting. (See report of the DPW/BPD Building Committee to Town Meeting Members, June 2, 2021.) This project has been funded without a debt exclusion. Grants from the Community Preservation Committee, Belmont Savings Bank Foundation, and private donors helped to finance this successful project. While the work at the Police Station necessitated remediating some unforeseen existing conditions which required additional funding from the Town, the project has succeeded in providing \$40M to \$50M of value for about \$12M through creativity and flexibility on the part of the design team and the Building Committee. The bonds on the total borrowing of \$10.9M will be paid annually through the Capital Budget.

The work at the main DPW building was completed in January 2020 and was in full use by that spring. The new spaces are bright and welcoming, providing essential functions such as a break room, training and quiet rest space, locker rooms for both males and females, washing machine and dryer as well as new office space. Contractors have a new check-in room and lavatory in the existing building. While the work is only meant to be a ten-year solution it has been a big boost to the morale of the department. Now, the clock starts on a completely new, permanent facility.

The Police Department moved into the newly renovated 1931 building with two additions in March after working out of trailers at the DPW yard for twenty months. Covid restrictions on obtaining some building materials delayed the completion of the project by several months. The police are thrilled with their new spaces which are bright, cheerful, and highly functional. Architectural features of the original building have been enhanced and blended seamlessly with the additions. Architect Ted Galante was able to accomplish all that the Building Committee desired: elevator, second stairway, locker space for both genders, and safety for prisoner processing. The new construction includes a sally port, secure entrance, and booking area for officers and prisoners. The male and female cells are certified by the Department of Public Health. The other areas of the building include fully outfitted locker rooms, partially funded by the Belmont Savings Bank Foundation, including a lactation room for females. Office space, evidence storage, roll call room, and interview rooms are new along with a spacious conference room which can host large, regional meetings and training sessions. Friends of deceased Assistant Chief Richard Lane funded a renovated kitchen/lunchroom now known as the Richard J. Lane Café. Private donations helped to fund other amenities and the landscaping. The facility will be an asset for the Police Department and Town for decades to come.

### *Other Projects*

There are other, less-well-defined projects that have received some consideration by this or other committees of the Town. They include the Viglirolo skating rink. (In 2015 a group of ice hockey supporters began discussions with School administrators, the School Committee, and the Select Board about a private/public partnership to construct a new rink. The prospect of a new or renovated high school building put those discussions on hold. The Town continues to explore paths forward for the rink and reviewed several options this past year. The Select Board has decided that the incinerator site once capped will be used for solar panels and battery storage as well as some DPW purposes. Also, on the horizon are some updating needs at schools that have not been renovated in the past 20 years. These include the Daniel Butler School (renovated in 1979-80), and the Winn Brook and Burbank Schools (renovated in 1987-89). Affordable housing should also be part of the Town's capital project planning. The DPW renovation was only meant to last for 10 years. The Town must have a plan for a permanent replacement before 2030. Finally, the Community Path project's next step of identifying the cost of acquiring rights-of-way will proceed if Town Meeting approves this as a CPA project.

## **Financial Task Force II**

As of the writing of this report, the Select Board appointed second Financial Task Force (FTF II) is close to finalizing its recommendations. Its signature accomplishment is the development of a financial modeling tool that will guide the Town's budgeting process going forward. The SB has already adopted and implemented the FTF II's recommendations to create a Long Term Capital Planning Committee (LTCPC) and a Structural Change Impact Group (SCIG), the former is permanent and the latter temporary. The SCIG is charged with investigating and recommending a list of key structural changes for the Town. More on the LTCPC is in the following section. The FTFII endorsed the override question that was on the April 2021 ballot. That override would have increased the capital budget by \$500,000, funding that the CBC supported, and this Report demonstrates is badly needed to address the Town's capital needs. In light of its failure, the challenges of maintaining Town and School buildings and equipping Town departments to meet their responsibilities will continue to compound.

## **Long-Term Capital Planning Committee (LTCPC)**

The LTCPC started work in the fall of 2020. Members have looked at the Town's current capital planning process and investigated capital planning in other towns. A crucial first step will be to create a comprehensive inventory of the status and life cycle of all the Town's capital assets. This will require significant time and effort from the staff which has been stretched thin by the response to the pandemic and the vacancy in the leadership of the Facilities Department. This work will now move ahead in the coming months.

To improve the planning process the LTCPC has identified several objectives: identify the capital improvement and infrastructure needs of the Town in the next thirty (30) years as a planning tool; ensure clear guidelines to review and prioritize capital requests, including consideration of full life-cycle costs; plan for the best use of all available sources of funding; and achieve better, broader communication of the town's capital needs across the community and all decision makers.

A preliminary recommendation of the LTCPC will be to broaden both the scope and the membership of the Capital Budget Committee to include responsibilities to make annual recommendations to Town Meeting for appropriations to support capital projects, equipment and infrastructure up-grades in the following year; to prepare for Town Meeting a detailed five (5) year program of capital improvements and expenditures and a more general thirty (30) year plan of anticipated major capital needs; and advocate for sufficient resources to fund the capital improvement plan. The LTCPC will engage other Boards and Committees in discussions to move this recommendation, and the Bylaw change to accomplish it, to Town Meeting for approval.

## **Five-Year Projection of Belmont's Capital Needs**

It is the responsibility of the Capital Budget Committee to present to the Town Meeting, in addition to the items to be funded in the upcoming fiscal year, a list of the expected projects for the following five years. (The available data, however, is often not precisely five years: the implications of some entries go beyond five years and, in a few instances, only four years projections are available. FY22, dealt with above, is sometimes taken as year one.) In the past, it has been the practice of the Capital Budget Committee to compile this five-year list from requests from department heads and to present it largely unaltered. For this year, we will continue with this practice. We have not deleted items that are to us not within our mandate. The appearance of an item in the chart should not be taken as a decision that an item is properly within this Committee's jurisdiction. We might later screen out some items as more appropriate for the operating budget. This chart is a raw document for planning purposes only. The items in the chart have not been "vetted" either by the Town Administrator or the Capital Budget Committee. The chart is attached to this report.

One will note in the chart that there are items requested for buildings that may receive major renovation or replacement in the future. We are uncertain of the timing of any of these projects, and so have included repairs that have been identified in the year that it appears such a need will occur. It is expected that any expenditures of a capital nature will be carefully thought out in terms of the expected future of the facility. However, the buildings do have to function, and be safe and comfortable, for as long as they are being used.

This Committee asked that departments submit costs estimated for the year matching the effective date of the request, thus requiring an adjustment for the economy in future years. Some departments tried to comply with this request; others did not. Moreover, unmet capital requests from the past that we have tried to carry forward are shown at the values originally submitted (without adjustment). Finally, most of the capital items are subject to a bidding process before they are actually purchased. Therefore, these cost values should be treated as only roughly comparable orders of magnitude.

Because the Pavement Management Program must be executed on a seasonal basis, the Committee has not attempted to cast the full planning for roads by the Community Development Department in this fiscal year chart form. The Committee has met in past years with the Director of Community Development, has reviewed his planning and is satisfied that the Pavement Program will make good use of any funds that this Committee is able to allocate to that Program for the indefinite future. A more extensive discussion of the roads situation is available in the reports of the Belmont Pavement Management Committee available from the Town Clerk's Office or on the Town website.

This chart contains some expenditures for sewer and water enterprise funds. The Director of Community Development is responsible for some of those projects in his capacity as Town Engineer. (As a general matter, the Director of Community Development is responsible for sewer capital projects and those items are in the Community Development Department budget; the Director of the Public Works Department is responsible for water capital expenditures and those items are in the DPW budget. The Committee has been assured that planning for water and sewer projects is coordinated between the departments.) Some water and sewer projects are funded or to be funded from the proceeds of borrowing previously authorized or which the Town

Engineer hopes will be authorized. The debt service for that borrowing will be included in the operating budgets of the enterprise funds.

The Parks Division and the Cemetery Division have been combined but are still carried separately for budgeting purposes.

As the five-year chart demonstrates, it is doubtful that the Town can fund all worthy capital requests in coming years from the current, annual allocation to the capital budget. The Committee recommended financing some acquisitions (lease/purchasing of Police and Fire equipment) in previous years. Among Other possible financing approaches the Committee may consider in future are so-called BANS (bond anticipation notes), leasing, capital outlay exclusions, and debt exclusions. It is very likely that the Committee will make further recommendations in this regard in coming years.

Anne Marie Mahoney, Chairman	Moderator Appointee (Term ending 2022)
Rebecca Vose, Secretary	Moderator Appointee (Term ending 2023)
M. Patricia Brusch	Moderator Appointee (Term ending 2021)
Amy Checkoway	School Committee
Susan Burgess-Cox	Liaison to Planning Board
Jennifer Fallon	Warrant Committee
Thomas Caputo	Select Board (until April 6, 2021)
Roy Epstein	Select Board (beginning April 7, 2021)



## Five Year Projection of Belmont's Capital Needs

Department	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY22-27
Accounting	Tyler Content Manual SE	50,000						50,000
Accounting Summary		50,000						50,000
Facilities	BUTLER PHASE VI WINDOW	200,000	245,000					460,000
Facilities	CREATION OF SECURE		46,963					46,963
Facilities	CREATION OF SECURE		54,671					54,671
Facilities	WELLINGTON PAINT	40,000	-	-				40,000
Facilities	BMS CHASE UPGRADES		122,000					122,000
Facilities	Chenery Middle School		2,299,150					2,299,150
Facilities	Chenery Cafeteria AC		96,000					96,000
Facilities	Burbank & Butler Boiler	118,000						118,000
Facilities	Station #2 Roof Repair	530,000						530,000
Facilities Summary		888,000	2,863,784	-	-	-	-	3,766,784
Fire	Replace Shift Commander's	70,000						70,000
Fire	Ambulance Replacement	80,000	70,000	70,000	70,000	70,000	90,000	450,000
Fire	Cardiac monitor	7,000	7,000	7,000	7,000	7,000	7,000	42,000
Fire	Portable radio replacement	174,540						174,540
Fire	Replace Staff Car		75,000					75,000
Fire	Replace 2005/2014		804,320					804,320
Fire	Replace Staff Vehicle				72,000			72,000
Fire	Replace 2007 Engine						940,940	940,940
Fire Summary		331,540	956,320	77,000	149,000	77,000	1,037,940	2,628,800
Information Technology	Phone Infrastructure	98,000						98,000
Information Technology	Increase Network		60,000					60,000
IT Summary		98,000	60,000	-	-	-	-	158,000

Department	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY22-27
Library	Extend Useful Life of Existing		52,000					52,000
Library	Upgrade Fire Alarm System		171,600					171,600
Library	Expand existing		26,000					26,000
Library	Upgrade & Replace Unit		83,200					83,200
Library	Chiller Rooftop Replacement		233,626					233,626
Library	Replace Windows and		312,000					312,000
Library	Repoint Masonry			162,000				162,000
Library	Renovate 8-10 bathrooms(ne			199,800				199,800
Library	Elevator Replacement			270,000				270,000
Library	Replace Interior Doors				134,400			134,400
Library	New Furniture				168,000			168,000
Library	Repave Parking Lot				270,950			270,950
Library	Fire Suppression					40,600		40,600
Library	Automatic Sprinkler					290,000		290,000
Library	Upgrade electrical					290,000		290,000
Library	Replace HVAC System						1,440,000	1,440,000
Library	Building Management						300,000	300,000
Library Summary		-	878,426	631,800	573,350	620,600	1,740,000	4,444,176

Department	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY22-27
Police	Replacement of Police				20,000			20,000
Police	Radio Console Server			100,000				100,000
Police	Redundant fiber line to		100,000					100,000
Police	Replace Police portable radios			150,000	150,000			300,000
Police	Town-wide Base Radio					100,000	100,000	200,000
Police	Replacement of Police					35,000		35,000
Police	Replace File and SQL Server	26,000						26,000
Police	Replace Dispatch Radio	50,000						50,000
Police	Replace Netclock		13,000					13,000
Police	Replace EMD Server		11,000					11,000
Police	Replace Update Server			11,000				11,000
Police	Replace Fiber Multiplexers				100,000			100,000
Police	Replace CAD and RMS						18,000	18,000
Police	Replace Call/Radio			18,000				18,000
Police	Replace Department					30,000		30,000
Police Summary		76,000	124,000	279,000	270,000	165,000	118,000	1,032,000
School Department	School Department	131,392						131,392
School Summary		131,392	-	-	-	-	-	131,392

Department	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY22-27
Public Works	#74 10' Material	26,265	-	-	-	-		26,265
Public Works	#73 - 10" Material			26,265				26,265
Public Works	#32 - Snowfighter			49,545				49,545
Public Works	#1 - Administrative				40,850			40,850
Public Works	#67 - 9' Material					16,710		16,710
Public Works	#37 - Snow Fighter					49,545		49,545
Public Works	#34 - Snow Fighter						49,545	49,545
Public Works	#47 - Wacker Sidewalk Snow						90,000	90,000
Public Works	#55 Brush Chipper		57,950					57,950
Public Works - Cemetery	#117 - 1 Ton 4WD Pick-up		58,310					58,310
Public Works - Cemetery	#119 - 19,000 GVW Dump			71,155				71,155
Public Works - Cemetery	#116 - 19,000 GVW Dump				71,155			71,155
Public Works - Parks	#106 19,000 GVW Dump	71,155						71,155
Public Works - Parks	Toro 10' Riding Mower	85,330						85,330
Public Works - Parks	#108 - Small Front End		86,800					86,800
Public Works - Parks	#110 - 1 Ton 4WD Pick-up		58,310					58,310
Public Works - Parks	#102 - 1 Ton 4WS Pick-up			58,310				58,310
Public Works - Parks	Toro - 16' Cut Riding Mower			92,925				92,925
Public Works - Parks	#104 - 1 Ton 4WD Pick-up				58,310			58,310
Public Works - Parks	#107 John Deere Tractor					44,570		44,570
Highway Park Cemetery		182,750	261,370	298,200	170,315	110,825	139,545	1,163,005

Department	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY22-27
Public Works - Sewer	#4 - 1 Ton Pick-up Truck	58,310						58,310
Public Works - Sewer	#7 - 1 Ton 4WD Pick-up	58,310						58,310
Public Works - Sewer	#18 - 40,000 GVW Dump	147,630						147,630
Public Works - Sewer	Fuel Tank Replacement	200,000						200,000
Public Works - Sewer	#24 - Front End Loader		220,625					220,625
Public Works - Sewer	#21 - 1 Ton 4WD Pick-up		58,310					58,310
Public Works - Sewer	#5 - 1 Ton 4WD Pick-up			58,310				58,310
Public Works - Sewer	#52 - Emergency			38,310				38,310
Public Works - Sewer	#2 - Administrative			40,950				40,950
Public Works - Sewer	#17 - 40,000 GVW Dump			153,320				153,320
Public Works - Sewer	#8 - 1 Ton 4WD Pick-up				58,310			58,310
Public Works - Sewer	#50 - Vactor Machine				250,000			250,000
Public Works - Sewer	#11- 40,000GVW					153,320		153,320
Public Works - Sewer	#12 - 40,000 GVW Dump					153,320		153,320
Public Works - Sewer	Replace #25 Front End					220,625		220,625
Community Development	Sewer and Storm Water	450,000	600,000	600,000	600,000	600,000	600,000	3,450,000
Sewer Summary		914,250	878,935	890,890	908,310	1,127,265	600,000	5,319,650

Department	Project Title	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027	FY22-27
Public Works - Water	#81 Administrative						40,850	40,850
Public Works - Water	#85 - 40,000 GVW Dump			153,320				153,320
Public Works - Water	#77 - Administrative		40,850					40,850
Public Works - Water	#88 - Closed Utility 4WD		79,800					79,800
Public Works - Water	#83 - Closed Utility 4WD			79,800				79,800
Public Works - Water	#76 - Administrative				40,850			40,850
Public Works - Water	#50 - Vactor Machine				250,000			250,000
Public Works - Water	#80 - Emergency					38,310		38,310
Public Works - Water	#89 - Emergency					25,450		25,450
Public Works - Water	Fuel Tank Replacement	200,000						200,000
Public Works - Water	Replace #79 Backhoe		110,000					110,000
Public Works - Water	Material Storage		100,000					100,000
Water Summary		200,000	330,650	233,120	290,850	63,760	40,850	1,159,230
Community Development	Pavement Management	1,812,460	1,857,772	1,904,216	1,951,821	2,000,617	2,050,632	11,577,518
Public Works	Sidewalk Maintenance	230,000	235,750	241,640	247,680	253,870	260,220	1,469,160
Pavement Summary		2,042,460	2,093,522	2,145,856	2,199,501	2,254,487	2,310,852	13,046,678
Discretionary Total		1,757,682	5,143,900	1,286,000	1,162,665	973,425	3,035,485	13,374,157
Sewer Total		914,250	878,935	890,890	908,310	1,127,265	600,000	5,319,650
Water Total		200,000	330,650	233,120	290,850	63,760	40,850	1,159,230
Pavement Total		2,042,460	2,093,522	2,145,856	2,199,501	2,254,487	2,310,852	13,046,678
		4,914,392	8,447,007	4,555,866	4,561,326	4,418,937	5,987,187	32,899,715

## APPENDIX A

### The Difference between the Common Understanding of “Capital Asset” and the CBC’S Working Definition

The definition of capital expenditure for which the Committee is responsible is *not* the common understanding of a capital asset – it is a narrower concept. The common understanding of a capital asset is some asset that can be used and enjoyed for an extended period, often taken as more than one year, or that can be used to produce another product. It is often thought of as anything that is not for immediate consumption. This is *not* the definition with which this Committee works.

Note the key words in the Bylaw responsibility quoted previously – “public improvements and non-recurring major equipment needs.” An example of the differences between the two concepts that is very relevant to the Town’s budgeting process is police cruisers. In common understanding, an automobile is a capital item, but a police cruiser is a “recurring” item. (The average front-line cruiser is driven 25,000-30,000 miles in its first year. Cruisers must be replaced on a regular cycle.) In the view of the Committee, replacement of police cruisers belongs in the regular operating budget.

To draw a “bright line” between what it would consider and not, more than twenty-five years ago a previous Capital Budget Committee established a \$10,000-per-item requirement for requests addressed to it. There may be a time in the near future when this definition should be revisited. This may happen with the recently created Capital Planning committee, which is being considered by the Select Board recently appointed second Financial Task Force (FTF II). More on FTF II *infra*.

Please see prior Capital Budget Reports to Annual Town Meeting for a more complete description of the history of the Committee’s thinking on what constitutes capital for purposes of Belmont’s capital budget.

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# Department of Public Works/ Belmont Police Department Building Project

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## Report to Town Meeting June 2, 2021

### Building Committee

Anne Marie S. Mahoney - Chair  
Anthony A. Ferrante - Vice-Chair  
Kathleen Fitzie Cowing - Secretary  
Judith Ananian Sarno - Treasurer

Roy J. Epstein  
Chief (ret'd) Richard J. McLaughlin  
Stephen B. Rosales  
William J. Shea  
Michael A. Smith

### Project Team

James MacIsaac - Police Chief  
Mark Hurley - Assistant Police Chief  
John Steeves – Police Technical Assistant

Jason Marcotte - DPW Director  
Michael Santoro - Assistant DPW Director  
Patrice Garvin – Town Administrator

Theodore Galante – Architect, The Galante Architecture Studio, Cambridge  
Thomas Gatzunis – Owner's Project Manager, Daedalus Projects/CHA, Boston

DPW Construction - E. A. Colangeli Construction Company, Malden  
Police Station Construction – G.V.W., Inc. General Contractor, East Boston

### Overview

It is with great pleasure that the Department of Public Works/Belmont Police Department Building Committee announces the completion of the DPW and Police Station construction project. We could not be happier with the results and we look forward to inviting the community to tour the buildings. The project was completed for a total of \$13.5 M without a debt exclusion. This figure includes Town appropriations, grants, donations, and supplemental funds for unanticipated conditions. This near miracle was possible through the continued cooperation of numerous Town departments, committees, boards, and generous citizens.

The Building Committee was appointed in December 2017 and soon thereafter hired Tom Gatzunis of Daedalus Projects as the Owner's Project Manager. Tom was well known to us as the former



Director of Community Development. Ted Galante of The Galante Architecture Studio was hired in February 2018. Ted's creativity and experience in designing public safety buildings has been an asset on this project. Initial funding was approved by Town Meeting in May 2018. In May 2019 total funding was approved by Town Meeting and contracts were awarded to E. A. Colangeli Construction Company for the DPW and G. V. W., Inc. General Contractor for the Police Station. Construction began that summer.

## Department of Public Works Building

The work on the DPW main building was always intended to be a ten-year stopgap until funding could be arranged for a complete rebuild of the ancient facility. Thus, the scope of the proposed work was modest and cost about \$1.3 M, exclusive of design, furnishings, and soft costs. Construction commenced in June 2019 and the project was completed with remaining minor adjustments by January 2020. In the existing building the new work includes:

- Office space
- Contractor check-in and lavatory
- Upgraded heat, ventilation, and security

An addition was constructed on the back of the building which includes:

- Break room
- Office space
- Locker, shower and bathroom facilities for males and females
- Laundry area with washer and dryer
- Large room for training and quiet rest during weather events

Overall, the new spaces are bright and fresh and have been a real boost to morale for the workers. However, what was accomplished for exceedingly small dollars is only temporary and the clock is ticking to plan and fund a long-term solution for the DPW facility.

## Belmont Police Station

The Building Committee knew that renovating and adding to the existing police station was a huge challenge, one well met by our design team. The original goal for the police station was a modest plan to build an elevator, a female locker room, safe cells and processing area. What we ultimately completed, on a problematic site, was so much more. Our first round of funding from Town Meeting covered two additions for the 1931 historic station which included:

- |  |                  |
|--|------------------|
| Sally port and safe prisoner entrance and processing | Interview room   |
| Fingerprinting space                                 | Evidence storage |
| DPH approved holding cells for both genders          | Secure storage   |
| Roll Call room                                       | Small break room |
| Conference room                                      | Offices          |

Male/Female locker rooms with showers/bathrooms	Lactation room
Elevator	Second stair
Three bay garage for cars, vans, motorcycles	Additional on-site parking
Relocated entrance and exit	Landscaping

A grant from the Community Preservation Committee funded exterior work on the historic building. A second CPC grant funded restoration of the historic front stairs.

As the plans were finalized it became apparent to the architect and the Building Committee that the interior of the existing building would have to be addressed to match the work in the new additions. Additional money was approved by Town Meeting. The construction bid, exclusive of design, furnishings and soft costs, was \$7.67 M and the following scope of work was added:

Upgrade HVAC systems	Improve energy savings
Extend fire safety and security upgrades	Renovate kitchen/break room
Replace or refresh floors, walls, ceilings, doors, some lighting	

Getting across the finish line of this project was facilitated by generous donations from the community. The friends of retired Assistant Chief, Richie Lane, funded a completely refinished kitchen/breakroom, the Richard J. Lane Café, in his memory. As of May 27, 2021 more than thirty donors contributed \$60,975 to the Police Station project for the Lane Café, the landscaping, flagpole and walkway, and other amenities. The Belmont Savings Bank Foundation granted the project \$100,000 which was applied to the purchase of the lockers. A generous donation by Liz and Graham Allison was acknowledged by naming the conference room in their honor.

Groundbreaking for the Police Station took place on July 9, 2019. However, the police did not fully move out until August when they occupied temporary trailers in the DPW yards. Police personnel returned to the station in the second week of March 2021 after substantial completion of the interior and furniture delivery. Exterior work is due to be completed by late June. Covid has caused some delays for last minute exterior finishes. Covid also substantially delayed the arrival of the terra cotta panels for the exterior of the new additions.

The story of the Police Station project would not be complete without acknowledging that we encountered numerous existing conditions on the site and in the building that the Building Committee was able to remediate for the Town with emergency funding from the Warrant Committee, Facilities Department and Town Administrator. These unanticipated site conditions included contaminated soil that was not found on pre-construction testing; unstable “urban junk” fill that would not support the retaining wall; code requirements that led us to remove the underground fuel tanks; water leaks in the foundation that could have manifest before, during or after the construction. The Building Committee was able to remediate the problems, thus rendering the building and the site free of any concerns for the future. It is a bright, cheerful, functional facility that should serve the Police Department and the Town for decades to come.

On a personal note, I cannot thank enough the Building Committee; the leadership and personnel of the Police Department and Department of Public Works; and the teams from Galante Architecture Studio and Daedalus Projects. This project was a challenge from day one. We were on a very tight budget, making every penny count. With the police relocated the clock was always ticking since our prisoners were housed at the Watertown Police Station and we were paying the lease on the trailers. To a person, the Committee members contributed in more ways than I can enumerate from historic preservation to keeping the books (a special thanks to Bob Sarno) and applying personal professional skills to this project. Both facilities are beautiful and functional. Little touches like bringing the original maple floors in the Police Station back to life and painting the DPW with vibrant colors gave such a lift to the finished product and the personnel occupying the spaces. Cooperation and enthusiastic support from Patrice Garvin, Town Administrator, Town departments, boards and committees facilitated the process. We are grateful for the extra in-kind work by DPW and Belmont Light. Generous support from donors allowed us to finish in the black. The Town should be extremely proud of this project and take its execution as a model for smaller construction projects in the future.

*Anne Marie S. Mahoney*

DPW/BPD Building Committee Chair

An interim financial report is attached. A full and final financial report will be sent to Town Meeting Members by September when all outstanding invoices and requisitions have been paid. And, after all Community Preservation grants have been reconciled along with the supplemental funds from the Warrant Committee for remediating unanticipated conditions.

# DPW/BPD Project Financial Summary

as of May 27, 2021

Final Financial Summary anticipated by September 2021

Total Revenue	\$13,568,771
Total Expenses*	\$13,451,472*

\*Does not reflect unpaid Police Station invoices, last GVW requisition, return of unused funds to Community Preservation Committee and Warrant Committee.

Department of Public Works		Police Station*	
OPM	\$ 78,000	OPM	\$ 406,281
A & E	\$ 178,309	A & E	\$ 879,961
(Architect & Engineer Services)		(Architect & Engineer Services)	
Construction	\$ 1,694,735	Construction	\$10,087,448*
(Includes misc. costs, furnishings, equipment, contingency.)		(Includes misc. costs, furnishings, equipment, contingency, trailer leases, moving.)	
Feasibility	\$ 61,699	Feasibility	\$ 65,036
Total	\$2,012,744	Total	\$11,438,727*

\$180,975 of Total Revenue includes donations and grants to the Police Station Project

\$ 60,975	Total private donations which include:
	Richard J. Lane Fund
	Flagpole and Walk
	Landscaping
	Unrestricted

\$100,000	Belmont Savings Bank Foundation Grant for lockers
\$ 20,000	Paramount Pictures donation to Town for movie filming
DPW	Washing machine
Police	Mini refrigerator for lactation room

Total Revenue also includes additional funds for Fixtures, Furnishings, and Equipment, as well as Police Station expanded scope of work and/or unanticipated conditions. Final figures in September will reflect the additional funds received minus unused funds returned to source. These additional funds include:

- Community Preservation Act Funds for Police Station historic front entrance stairs
- Capital Budget allocation for DPW fixtures, furnishings, and equipment
- Capital Budget allocation for Police Station fixtures, furnishings, and equipment
- Capital Budget Security Systems allocation from Facilities for Police Station
- Facilities Department funds to repair leaks in Police Station concrete foundation
- Warrant Committee transfer for fuel tank removal
- Warrant Committee transfer for removal and replacement of unanticipated urban junk soils
- Warrant Committee transfer for soils remediation, unanticipated conditions
- Police Department operating budget for security systems
- Police Department operating budget for cell antennae. Not in scope of building project.
- Balance of Mugar Fund dedicated to kitchen work applied to break room.
- Police Station driveway resurfacing which belongs to Belmont Light
- Town Legal Fund for miscellaneous legal bills



# Warrant Committee Report Town of Belmont FY 2022 Budget

May 2021

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## 2020–2021 Warrant Committee Members

*John Alcock*

*Elizabeth Dionne*

*Christine Doyle (Vice-Chair)*

*Jennifer Fallon*

*Elizabeth Goss*

*Daniel Halston*

*Anne Helgen*

*Andrew Levin*

*Geoffrey Lubien (Secretary)*

*Robert McLaughlin*

*Lynn Peterson Read*

*Paul Rickter*

*Ellen Schreiber*

*Laurie Slap (Chair)*

*Jack Weis*

*Ex officio*

*Michael Crowley (School Committee)*

*Adam Dash (Chair, Select Board)*

*Roy Epstein (former Chair, Select Board)*



## Executive Summary

### Report of the Belmont Warrant Committee to Town Meeting May 2021

**Authorization:** *As prescribed by the Town of Belmont's By-Laws, it is the duty of the Warrant Committee to consider for all town meetings all articles in the Warrant that involve an appropriation of money and to report thereon to Town Meeting. The Warrant Committee is specifically charged with recommending a budget to Town Meeting and such recommendations are contained herein.*

#### **Overview of FY22 Recommended General Fund Budget**

The FY22 recommended General Fund budget is \$141.6 million, up \$9.3 million (7.0%) from FY21.<sup>1</sup> More than one-third of this increase results from the restoration of expenditures suspended in FY21 to help balance the budget during the pandemic. At the time, it was explicitly recognized that the cuts were unsustainable. \$1.8 million in roads spending is restored for FY22 (after \$0 in FY21), along with \$0.56 million of discretionary capital spending, and \$1.3 million to the General Fund budget for out-of-district special education. Another \$1.1 million of the increase also stems from unusual circumstances: in August 2020, the School Committee and School Department decided to eliminate kindergarten fees, given indication from the state that the increased General Fund expenses would be offset by an increase in Chapter 70 funding to Belmont. Unfortunately, this increased support has not yet materialized. If not for the increases listed above, the FY22 budget would grow 2.8% from FY21.

On April 6, 2021, the \$6.4 million override was defeated by a margin of 56% to 44%. Town and school departments have made the necessary adjustments to meet the 'no override' budget that is approximately \$3.0 million less than the preliminary 'override budget'.

#### **Use of One-Time Funds**

The FY22 budget includes an unprecedented \$7.11 million of unreserved fund balances or 'free cash' to balance the budget. The free cash balance at the end of FY20 (July 1, 2020), at \$11.2 million, was significantly higher than usual due to several COVID-related factors: the Town proactively adopted spending and hiring freezes in the face of great uncertainty at the onset of the pandemic; spending naturally slowed when all was shut down last spring/early summer; and federal aid received in FY21 reimbursed most COVID-related town and school expenditures.

As the Warrant Committee has noted repeatedly, Belmont faces a structural deficit wherein recurring expenditures outpace recurring revenues. For the last several years, it has been relying on one-time funds to balance its budget. Even before the COVID-19 outbreak, the recommended FY21 budget drew revenue from one-time sources to preserve Town services [\$1 million more from Free Cash than the previous year, an additional \$1M from the Light Department for accelerated payment-in-lieu-of taxes (PILOT), and a draw down from the School Department's Special Education reserves of \$1.7 million). Then, with the onset of the pandemic and anticipated COVID-related revenue shortfalls, Town Departments deferred just over \$440,000 in overlay expenses (for example, police patrol cruisers, fire suppression turn-out gear, public

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<sup>1</sup> The General Fund budget does not include expenditures budgeted under the Enterprise accounts (i.e., water and sewer), the Belmont Housing Trust, or Belmont Light.

works fleet equipment and replacement, library computer equipment, and facilities equipment) in FY21. The revised FY21 budget included an additional \$400,000 in Free Cash, a \$525,000 reduction in discretionary capital spending, and a one-time deferral of \$1.8 million in capital budget road repairs.

#### American Rescue Plan Act

On May 10, 2021, the U.S. Department of the Treasury announced the launch of the Coronavirus State and Local Fiscal Recovery Funds, established by the American Rescue Plan Act of 2021 ([link to Fact Sheet here](#)). Belmont expects to receive \$7.6 million for combined town and school expenses (limited by eligibility) and \$1.0 million from the 'Elementary and Secondary School Emergency Relief Fund III' to abet school costs. According to the Treasury announcement, local governments like Belmont will receive this funding through the state government, and funding will be released in two tranches, with 50% provided beginning in May 2021 and the balance delivered 12 months later. Further details from the state are expected by the end of May.

Town leaders are in the process of developing plans to use these funds to the full extent possible. It is important to remember, however, that their one-time nature can only temporarily fill the structural budget gap. The underlying gap will continue to widen unless (a) the rate of expenditure growth is reduced and/or (b) the rate of revenue growth increases. Belmont has formed a Structural Change Impact Group (SCIG) to help tackle this challenge. The SCIG will report on its progress at the June Town Meeting.

#### General Fund Revenues

Expected and projected revenues are summarized below in Table 1.

Note: The FY21 COVID year produced another anomaly. Given the uncertainties abounding last spring, Belmont conservatively budgeted a 25% drop in State Aid. When the FY21 State Budget finally passed after the conclusion of the 2020 Belmont Town Meeting, state aid for Belmont actually increased slightly from FY20. The Department of Revenue (DOR) requires that the "Recap" sheet filed with the state in the fall reflect the actual state aid received ("FY21 Recap"). To ensure that the increased state aid that had not been appropriated by Town Meeting in June 2020 would fall to Belmont's free cash balance, the Town received permission from the DOR to lower the reported "FY21 Recap" amount of local receipts by a corresponding amount.

Table 1 includes estimated FY22 state aid to Belmont based on the Governor's Budget and recent indications from the state legislature. Table 1 also illustrates the large increase in free cash used to balance the budget that is unlikely to be sustainable in future years.

**Table 1: FY22 Expected General Fund Revenues vs. FY21 Revenues (\$ million)**

	<b>FY22</b>	<b>FY21 RECAP</b>	<b>\$ Change</b>	<b>% Change</b>
Total Property Taxes	\$95.03	\$92.44	\$2.59	2.8%
Allowable 2.5% increase	\$2.38	\$2.31	\$0.06	2.8%
New Growth	\$0.80	\$1.10	-\$0.30	-27.5%
Debt Exclusion	\$13.19	\$13.64	-\$0.45	-3.3%
Local Receipts	\$8.78	\$3.48	\$5.30	152.4%
State Aid	\$12.44	\$12.21	\$0.22	1.8%
Free cash	\$7.11	\$3.79	\$3.32	86.4%
General Stabilization Fund	\$0.00	\$0.00	\$0.00	
Other Available Funds*	\$2.41	\$3.33	-\$1.47	-37.9%
<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$141.60</b>	<b>\$132.31</b>	<b>\$9.29</b>	<b>7.0%</b>

\*Other Available Funds include receipts from reserved parking meters, abatement & exempt overlay, transfer from BMLD PILOT, transfers from water and sewer indirect operating cost, transfers from leftover capital items, transfers from perpetual care fund, transfers from endowment fund.

Note: Subject to adjustment when the state budget (including final state aid amounts) is approved. Calculations reflect rounding.

### General Fund Expenditures

Table 2 compares the recommended FY22 General Fund budget expenditures to corresponding data for FY21. This FY22 budget is as of May 14, 2021 and is subject to minor adjustments before the June Town Meeting.

**Table 2: Summary of FY22 General Fund Budget vs. FY21 (\$ million)**

	<b>FY22</b>	<b>FY21</b>	<b>\$ Change</b>	<b>% Change</b>
Town Operating	\$42.61	\$40.87	\$1.74	4.3%
School Operating	\$66.21	\$61.49	\$4.72	7.7%
Capital Budget	\$1.76	\$0.95	\$0.81	85.0%
Fixed Costs	\$31.02	\$29.00	\$2.02	6.8%
<b>Total General Fund Budget</b>	<b>\$141.60</b>	<b>\$132.31</b>	<b>\$9.29</b>	<b>7.0%</b>

Note: Data does not include expenses budgeted in Enterprise Funds, trust accounts, or Belmont Light. FY21 data is adjusted budget, not budget as voted by Town Meeting. Calculations reflect rounding.

As shown in Table 2, the FY22 General Fund budget is 7.0% higher than in FY21. As noted above, a significant portion of the increase is due to the restoration of expenditures that were suspended for one year for the FY21 'COVID' budget (School Operating: \$1.3 million out-of-district special education to the General Fund; Capital Budget: \$0.5 million; Fixed Costs: \$1.8 million roads). And, as also noted above, the increase includes approximately \$1.1 million in kindergarten expenses previously paid through fees that were not offset by an increase in state aid as expected.

School operating expenditures funded by the General Fund rise 7.7%. It is important to note, however, that in addition to the General Fund, the Belmont Public Schools also draw revenue from grants and revolving funds. In FY21, the district utilized accumulated grant reserves and reduced out-of-district special education tuitions by \$1.3 million. For FY22, this \$1.3 million has been restored to the tuition budget. Table 3 shows that the total budget for the schools from all sources rises 2.5% in FY22.

**Table 3: FY22 Total Belmont Public School Budget (\$ million)**

<b>Belmont Public Schools</b>	<b>FY22</b>	<b>FY21</b>	<b>\$ Change</b>	<b>% Change</b>
General Fund	66.21	61.49	4.72	7.7%
Grants & Revolving Accts	6.90	9.80	-2.90	-29.6%
<b>TOTAL - ALL SOURCES</b>	<b>73.10</b>	<b>71.29</b>	<b>1.82</b>	<b>2.5%</b>

Table 4 breaks out the increases in spending by service area.

**Table 4: FY22 General Fund Budget vs. FY21 by Department or Function (\$ million)**

		<b>FY22</b>	<b>FY21</b>	<b>\$ Change</b>	<b>% Change</b>
<b>Belmont Public Schools</b>		<b>66.21</b>	<b>61.49</b>	<b>4.72</b>	<b>7.7%</b>
<b>Public Services</b>		<b>14.45</b>	<b>13.58</b>	<b>0.87</b>	<b>6.4%</b>
	Community Development	1.00	1.10	-0.10	-8.7%
	Facilities	4.98	4.72	0.26	5.6%
	Recreation	1.03	0.75	0.28	36.7%
	Public Works	7.44	7.01	0.43	6.1%
<b>Public Safety</b>		<b>13.34</b>	<b>13.23</b>	<b>0.11</b>	<b>0.9%</b>
	Police Department	7.38	7.28	0.10	1.3%
	Fire Department	5.94	5.92	0.02	0.3%
	BEMA	0.02	0.02	0.00	0.0%
<b>General Government</b>		<b>4.85</b>	<b>4.70</b>	<b>0.15</b>	<b>3.1%</b>
	Town Clerk	0.47	0.49	-0.02	-4.1%
	Town Administration	1.05	0.98	0.07	7.3%
	Human Resources	0.29	0.28	0.01	2.1%
	Information Technology	1.11	1.04	0.07	6.5%
	Town Accountant	0.41	0.40	0.01	2.2%
	Town Treasurer	0.71	0.69	0.01	1.6%

	Assessors' Office	0.42	0.42	0.00	0.7%
<b>Human Services</b>		<b>3.28</b>	<b>3.21</b>	<b>0.07</b>	<b>2.2%</b>
	Council on Aging	0.40	0.40	0.01	1.8%
	Library	2.28	2.22	0.05	2.5%
	Health Department	0.60	0.60	0.01	1.4%
<b>Insurance</b>		<b>6.68</b>	<b>6.14</b>	<b>0.54</b>	<b>8.8%</b>
<b>Operating Budget</b>		<b>108.82</b>	<b>102.36</b>	<b>6.46</b>	<b>6.3%</b>
<b>Capital Budget</b>		<b>1.76</b>	<b>0.95</b>	<b>0.81</b>	<b>85.0%</b>
Regional School Assessment		1.76	1.72	0.04	2.5%
Pension Expense*		9.66	8.73	0.93	10.7%
Debt & Interest		14.72	15.56	-0.84	-5.4%
Other**		4.87	2.99	1.88	62.8%
<b>Fixed Costs</b>		<b>31.02</b>	<b>29.00</b>	<b>2.02</b>	<b>7.0%</b>
<b>TOTAL GENERAL FUND BUDGET</b>		<b>141.60</b>	<b>132.31</b>	<b>9.29</b>	<b>7.0%</b>

\* Does not include pension expenses budgeted in Enterprise Funds, Belmont Light, or trust accounts.

\*\* Includes state charges (e.g., MBTA), roads and sidewalks, and Assessor's abatement reserves.

Notes: Data do not include expenses budgeted in enterprise funds or trust accounts. FY21 data is adjusted budget, not budget as voted by Town Meeting. Calculations reflect rounding.

FY22 budgets for each department will be discussed in detail in this report.

## Enterprise Funds

Belmont maintains separate Water Enterprise and Sewer Enterprise Funds. The Enterprise Funds receive revenue from rates charged for these services that are used to fund expenses incurred in the operation and upkeep of the Town's water and sewer system, including storm water management. The total expenditures for the Enterprise Funds are summarized in Table 4.

**Table 4: Enterprise Funds Expenditure Summary (\$ million)**

	<b>FY22</b>	<b>FY21</b>	<b>\$ Change</b>	<b>% Change</b>
Water	\$7.72	\$7.69	\$0.03	0.4%
Sewer	\$9.53	\$9.66	-\$0.12	-1.3%
<b>Total Enterprise Funds</b>	<b>\$17.26</b>	<b>\$17.35</b>	<b>-\$0.09</b>	<b>-0.5%</b>

Note: Calculations reflect rounding.

### **Risks in the FY22 Budget**

By law, Belmont must operate with a balanced budget. If actual spending appears likely to exceed the total budget by year-end, either spending must be reduced or reserves such as free cash must be utilized.

*Coronavirus.* The extent of the financial impact of COVID-19 in FY22 is uncertain. The Town and School budgets do not include COVID-related expenditures as Belmont anticipates reimbursement from federal and state government relief and rescue packages.

*Facilities.* As reported in recent years, it has become apparent that Town facilities have not received required maintenance on a timely schedule; and this year, the Town is again underfunding capital projects due to budget pressures. Therefore, the risk of unanticipated need for repairs in FY22 is high.

*Free Cash:* In prior years Free Cash has been used to fund unanticipated expenditures (capital equipment, overages in public safety overtime, facilities emergency repairs, snow removal, etc.). Due to the use of Free Cash to balance the FY22 budget (see below), the town will begin its fiscal year with Free Cash balances below the recommended guideline, which, in turn will limit flexibility to fund unanticipated needs and/or help support future operating budgets.

*Healthcare costs.* Belmont self-insures for healthcare. If health insurance costs rise more than the budgeted 3%, the Town Health Insurance Trust Fund would have to cover any overage.

### **Risks in the FY 23 Budget**

One-time funds, like federal relief funding or increases in the free cash balances, can temporarily fill the structural budget gap, but without fundamental changes to revenue sources or expenditures, the gap will continue to widen. The Schools' one-year union contracts expire in June 2021, and those on the Town side expired in June 2020. Negotiations are underway and cannot be discussed publicly, but compensation represents the bulk of the operating budget, and the result of negotiations will impact the FY23 budget and beyond.

School enrollment is also a key budget driver. A rapid enrollment rebound in FY22-FY23 as COVID wanes and the new high school building opens would put additional pressure on the budget.

### **Free Cash and Stabilization Fund Update**

Free Cash represents the town's unrestricted funds from operations. Generally, these funds arise from excess receipts over budgeted revenues and from unspent expenses from departmental budgets. By law, the Massachusetts Department of Revenue must certify each city or town's free cash as of July 1 of the beginning of the following fiscal year before it can be appropriated.

As shown below, Belmont started FY21 with \$11.2 million in certified Free Cash as of July 1, 2020, compared with \$8.1 million as of July 1, 2019. Much of the increase was related to COVID-19: with so much unknown at the outset of the pandemic, Belmont was proactive early last spring to enact hiring and spending freezes across all departments (including schools); spending was naturally slower in March

through June during the shut-down; and federal assistance became available to reimburse COVID-related expenditures.

Given the override defeat in April 2021 and the relatively high free cash balance, an extraordinarily large amount of free cash is being used in FY22 to bridge the gap between recurring revenues and recurring expenses and balance the budget. Prior to FY21, operating budgets typically included use of approximately \$2.0 million of free cash. As shown below, the amount of free cash used to balance the budgets increased as the impact of increased revenue from the 2015 override began to diminish. The FY22 Budget includes \$7.11 million in Free Cash, up 88% from the \$3.8 million used in FY21. A small amount of Free Cash has also been appropriated to fund OPEB contributions in the FY22 budget (\$50,000).

**Free Cash (FC) Usage (\$ million)**

<b>Fiscal Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Certified Free Cash (CFC) as of July 1	\$5.65	\$8.41	\$8.11	\$11.24	
<b>CFC Available for FY Appropriation</b>	<b>\$7.14</b>	<b>\$5.65</b>	<b>\$8.41</b>	<b>\$8.11</b>	<b>\$11.24</b>
<b>Less Amount Appropriated:</b>					
Operating Budget	-\$2.32	-\$1.61	-\$2.36	-\$3.79	-\$7.11
General Stabilization Fund	-\$1.00	\$ -	\$ -	-\$1.50	\$0.00
OPEB	-\$0.35	-\$0.47	-\$0.55	-\$0.05	-\$0.05
Fire Station	\$ -	-\$0.60	\$ -	\$ -	
Fire Pumper	\$ -	\$ -	\$ -	-\$0.35	
Chenery Middle School Modules	-\$1.45	\$ -	\$ -	\$ -	
<b>Net Free Cash after Appropriations</b>	<b>\$2.01</b>	<b>\$2.96</b>	<b>\$5.49</b>	<b>\$2.42</b>	<b>\$4.08</b>

*Note: Free Cash is certified by the state in the fall after fiscal year end. Once certified, town meeting can appropriate funds from FC for the following year. Net Free Cash represents the amount of Certified Free Cash available to appropriate for that FY less TM appropriations for that FY's budget.*

The \$7.11M in free cash accounts for 5.0% of the overall operating budget and is not a sustainable or prudent financial practice. The amount of free cash generated in FY21 was an anomaly unlikely to recur. The known sources of one-time funds at this time are \$3.2 million in state aid and the remaining stabilization balance of \$1.8 million and revenue-shortfall funds from the federal American Rescue Plan Act. However, these sources cannot indefinitely continue to fill the recurring structural deficit created by contractual compensation rate increases, pension liability amortization, deferred expenditures and school enrollment increases that outpace recurring revenue.

**Free Cash (FC) and Reserves as % of General Fund Budget (million)**

<b>Fiscal Year</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
FY General Fund Revenue Budget	\$110.81	\$116.23	\$128.32	\$132.31	\$142.19
<b>FC Support of FY Budget</b>	\$2.32	\$1.61	\$2.36	\$3.79	\$7.11
<b>Free Cash Use as % of Budget</b>	2.10%	1.39%	1.80%	2.90%	5.00%
Gen. Stabilization Fund Draw	\$ -	\$1.34	\$2.40	\$ -	\$ -
<b>Total Stabilization and FC Usage</b>	\$2.32	\$2.95	\$4.76	\$3.79	\$7.11
<b>Stabilization and FC as % of Budget</b>	<b>2.10%</b>	<b>2.54%</b>	<b>3.71%</b>	<b>2.86%</b>	<b>5.02%</b>

*Note: The current Stabilization Fund balance is \$1.8 million.*

As shown below, the net balance of Free Cash after current year appropriations will be \$4.1 million, or 2.9% of General Fund revenues. This is just below the minimum recommended Select Board/Warrant Committee guideline of maintaining Free Cash balances of 3-5% of general fund revenues.

**Free Cash (FC) Guideline Calculation (\$million)**

	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
General Fund Budget Revenues	\$110.81	\$116.23	\$128.32	\$132.31	\$142.19
Town Free Cash Minimum Guideline*	3%	3%	3%	3%	3%
Minimum Guideline Amount	\$3.32	\$3.49	\$3.85	\$3.97	\$4.27
Net Free Cash After Appropriations	\$2.01	\$2.96	\$5.49	\$2.42	\$4.08
\$ Net FC Surplus (Deficit) to Guideline	-\$1.32	-\$0.53	\$1.64	-\$1.55	-\$0.19
<b>% Net FC Guideline Calculation</b>	<b>1.8%</b>	<b>2.5%</b>	<b>4.3%</b>	<b>1.8%</b>	<b>2.9%</b>

*\*The Town's Free Cash Guideline recommends a Free Cash balance of 3-5% of General Fund Revenues.*

## Departmental Highlights

The Warrant Committee has subcommittees that are responsible for analyzing individual departmental budgets and practices. Key highlights for FY22 are summarized below.

### PUBLIC SERVICES

#### Community Development

Community Development continues to fulfill its mission for the town. Budget cuts required due to the override failure will include elimination of 1 FT position, permanent increase in permitting/inspection wait times, delays in fulfillment of public records requests and reduction of public office hours to allow staff to work backlogs. The department is innovative in its thinking about how to fill the gap left by staff vacancies



and position elimination, but the department cannot be expected to sustain current operational services long-term. There is no flexibility in the system to deal with a sudden staff departure or other unforeseen circumstances that may arise.

#### Facilities

The discussion with the Facilities department uncovered two primary needs for the Town to address. 1) A Systems Manager is needed to develop expertise in Town to support and manage new town systems (e.g., HS, Middle School, Police Department) and to explore state and regional funds to retrofit and update the existing systems. Without this in-house expertise, the Town will unnecessarily pay for outside contractors, which may end up costing more than the position itself. 2) Several years of underfunding needed capital improvements and maintenance have left the Town in the position of facing ever-increasing large capital expenditures if any unplanned failures occur.

#### Recreation

In FY22, the Recreation Department expects partial recovery from the many cancellations and program reductions caused by the pandemic, but uncertainty still looms large. The Underwood Pool and many camps will reopen in summer 2021 with state-mandated capacity restrictions and safety protocols, which has an impact on both program fees and costs. Progress toward break even and the creation of a recreation enterprise fund has been delayed due to the pandemic, but the department used the time to implement structural changes and operational improvements that will speed the pace of recovery.

#### Department of Public Works (DPW)

With the override not passing in the spring 2021, the DPW will be down two heavy equipment operators (HMEO). Part of the responsibility of these heavy equipment operators is snow removal. In the fall of 2021, the new High School will open which will increase the demands on the department for snow removal as all the snow needs to be removed from the premises. This will be a full-time operation for a moderate snow event. This will put even more pressure on the department during ice and snow events and will result in snow removal delays across the town.

#### PUBLIC SAFETY

Both the Fire Department and the Police Department will be reducing staffing due to the failure of the override; the Fire Department will be eliminating 1 firefighter and the Police Department will be eliminating 1 patrol officer.

The reduced staffing comes at a time when both departments are facing vacancies and are imposing additional demands on their current employees; the combination of eliminating positions, vacancies that will take some time to fill, the need to cover additional shifts due to the eliminated/unfilled positions, and morale issues will not only lead to an increase in overtime usage, but also further negatively impact morale in the departments.

The modest increase in the Public Safety budget is largely due to some restored capital expenses (e.g., turnout gear and police cruisers) and some restored deferred overtime, which had been deferred last

year; the budgets are otherwise essentially flat as they have been for several years. Deferred capital outlays will need to be addressed in FY23.

The continued role of the departments in the Civil Service System could be an issue for Town Meeting in the future.

The new Fire Chief will be preparing a “SWOT” and benchmarking analysis of the Department.

The Police Department is considering the use of body cameras. This could be a risk mitigation measure for the Department and the Town.

## GENERAL GOVERNMENT

### Town Administrator

The Town Administrator's office will continue to lead in the collection of the COVID-related expenses and will apply for reimbursement under the American Recovery Plan Act (ARP) for items not included in the operating budget.

### Assessors' Office

The Town is increasingly dependent on residential property taxes for revenue. We recommend continuing to focus on business-friendly policies and appropriate commercial development to increase commercial property tax revenue. In addition, increasing senior tax relief and finding ways to more successfully pursue payments in lieu of taxes (PILOT) by non-profits that own land in Belmont are topics that deserve further attention.

### Information Technology

The increasing risk and cost of ransomware attacks makes cyber-security a crucial focus. The IT department needs to continue receiving adequate resources to keep the Town's network and data secure.

## HUMAN SERVICES

Council on Aging and the Library were remarkably adroit in continuing their mission with such innovations as curbside delivery of meals and books. Unfortunately, with the unsuccessful override, the COA's long-sought full-time social worker will not happen this year. The Library will have reduced hours with few and possibly no Sunday openings and earlier evening closings. The Health Department which continues to be burdened with COVID-19 responsibilities will continue to draw upon the Animal Control Officer and the Veterans Service Officer from their usual responsibilities to assist in meeting the COVID-19 challenges.

## EDUCATION

- The total FY22 School Department budget is increasing by \$1.8 million, or 2.55%, to \$73.1 million. The General Fund portion of that budget is projected at \$66.2 million, or about 90% of the total. The General Fund portion of the budget is growing by \$4.7 million, or 7.68%. The disproportionate

increase in the General Fund budget in comparison to the increase in the total budget is primarily attributable to two factors – 1) the restoration of a one-time \$1.3 million reduction in the FY 21 budget in the amount of special education out-of-district tuitions that were covered by the General Fund, and 2) a \$1.0 million transfer to the General Fund budget for full-day kindergarten costs that were previously covered through revolving account user fees.

- In late September 2020, the School Department and School Committee made the decision to adopt universal full-day kindergarten, thereby eliminating the user fees previously charged to parents who opted for the full-day program. The expectation was that increased Chapter 70 state aid would offset the reduction in user fees. However, the overall decline in student enrollment in the 2020-2021 school year has, at least temporarily, meant that the anticipated increase in state aid has not materialized.
- As of October 1, 2020, when the official enrollment counts are set by the state, Belmont's total school enrollment was down by 262 students (5.7%). The School Department is expecting that enrollment will return to pre-Pandemic levels in the 2021-2022 school year, and the FY22 budget has been developed accordingly.
- The School Department was the town department that was most impacted by COVID. To date, the costs associated with addressing the pandemic have been covered by various federal and state COVID relief programs. There are additional unused relief funds that are still available to assist with the anticipated costs of returning to a full-time, in-person learning environment in 2021-2022, as well as the new ARP funds. However, the FY22 budget contains no funds to cover COVID-related costs, imposing some budgetary risk should COVID-related costs in FY22 exceed those that can be covered by Belmont's unexpended federal and state relief funds.
- The FY22 General Fund budget shows an increase of 21.22 FTEs. That increase is misleading, however, because it reflects 22.52 existing FTEs associated with the kindergarten program that were formerly covered under the kindergarten revolving account now being funded through the General Fund. Overall, the Department's headcount is largely unchanged. The Department is budgeting three new positions – a diversity director and two elementary school SPED chairs (one of which will be funded by repurposing a federal IDEA grant). Offsetting those increases, the Department is laying off 5.83 classroom FTEs, including two elementary school teachers, two kindergarten teachers, and 1.83 FTE kindergarten aides.

## Longer-Term Issues

Five issues continue to stand out as long-term challenges for the Town: 1) structural deficit, 2) employee compensation costs, 3) school enrollment growth and special education, 4) capital projects, and 5) unfunded pension and healthcare liabilities. The Select Board and Town Administrator launched a second Financial Task Force in FY19 to create a 3-5-year financial plan for the Town to address these challenges. The Financial Task Force II will present final recommendations to the Select Board in June 2021.

### Structural Deficit

Expenditures have outpaced revenues for the last several years as the impact of the 2015 override waned and the Town has been relying on one-time funds to bridge the gap. Expenditure increases are due to increasing labor costs on both the municipal and school sides, health care expenditures, and greater non-labor costs such as escalating pension fund payments. With only four passed overrides in the last 33 years and 80% of the Town's revenue coming from property taxes, the Town's operating revenues are not in line with operating expenditures, which has resulted in a structural deficit.

Clear and transparent communication about the budget challenges and options to Town residents is essential. While Belmont obviously welcomes the federal American Rescue Plan (ARP) funds, these temporary, one-time funds will not solve the structural deficit. Once the aid funds are used up, Belmont will again confront the growing deficit gap as long as recurring expenditures grow more quickly than recurring revenue.

#### Compensation Costs

Employee compensation represents over 65% of Belmont's operating budget. Many municipal and school employees are unionized, with contracts that typically last three years. The last three-year cycle ended on June 30, 2020. The School Committee negotiated one-year contracts with its employees that included a 1% COLA for FY21. Negotiations are now beginning for a new contract. On the town side, negotiations are also in process. It is difficult to change the trajectory of contract terms, and there is always a tension between controlling compensation growth and attracting and retaining top-quality talent. **As long as compensation costs rise faster than Belmont's sustainable revenue growth of 3-3.5% pressure will continue to mount for further operating overrides or cuts in service.**

#### Enrollment Growth and Mandated School Costs.

The primary driver of the increase in the School Department budget over the past decade has been the steady and relentless growth in enrollment across the school system. Total enrollment over the nine-year period from October 1, 2010 through October 1, 2019 increased by 756 students, or almost 20%, and growth was pervasive across all three levels of the system – elementary, middle, and high school. In the midst of the pandemic, enrollment fell by 262 students (5.7%) as of October 1, 2020. The decline was especially steep in the lower elementary grades – for example, Kindergarten enrollment as of 10/1/2020 was 253, compared with 348 on 10/1/2019. It is assumed that enrollment will start to rebound in the 2021-22 school year as the pandemic wanes and will continue its upward trajectory through FY28. (Note: Oct. 1 is used for annual enrollment comparisons, consistent with state reporting requirements.)

Special Education (SPED) and English Language Learner (ELL) enrollment, which require mandated and costly services, continue to grow. The School Department has been largely able to insulate the General Fund budget from unanticipated in-year and year-over-year variances in the largest and most volatile of the special education expenses – out-of-district tuitions – through management of reimbursements from federal grants, the state Circuit Breaker fund, and other outside funding sources. Nonetheless, if the number and percentage of students requiring SPED and ELL services continues to rise, there will be a higher proportional impact on the General Fund budget.

#### Capital Projects

The Capital Budget Committee ("CBC") identifies and recommends capital projects that can be funded with the operating resources made available to it. This year the CBC's discretionary budget is \$1.76 million.

Even without the challenges of funding the FY22 budget the town has not had adequate resources to keep up with its necessary capital investment needs. For years \$3 million has been identified as the appropriate level for the annual capital discretionary fund, and the cost of needed equipment and infrastructure up-grades and acquisitions continues to grow. It will be a challenge to bring support for capital investments to an appropriate level to maintain our infrastructure and roughly 1,000,000 square feet of physical plant.

Construction of the 7-12 Middle and High School remains on schedule and on budget. The High School portion of the project will open in September 2021, and the Middle School in September 2023. The upgrade of the DPW facilities is complete, and the renovated Police Department opened in March 2021.

The great challenge in planning major capital projects is finding solutions that minimize the tax burden. The stages of design development for the Community Path are being funded through the Community Preservation Committee, with construction to be funded largely by state and/or federal sources. The Select Board is working with the School Committee to develop plans for a new skating rink. The town now has a schematic design for a new Library which was completed in 2019. Plans to move this project ahead are on hold due to the economic circumstances - understanding the financial implications of delaying and continuing to maintain the current building will be important as we review capital challenges.

The recently formed Long-Term Capital Planning Committee is charged with “assisting the Town Administrator in the preparation and an annual review of a long-term capital improvement program.” The Committee is working recommendations for how to restructure our capital planning and make the most of our resources.

Unfunded Pension and Healthcare Liabilities

Pension, OPEB (Other Post Employment Benefits) are discussed in detail beginning on page 59.

## DEPARTMENTAL BUDGETS

### PUBLIC SERVICES

#### Community Development

##### **A. FY22 Budget Changes from FY21**

	FY22 Budget	Change from FY21	% Change	FY22FTEs
Total Budget	\$1,002,128	(\$95,696)	-8.7%	9.13

- The total FY22 budget for Community Development is \$1,002,128, a decrease of \$95,696 or 8.7% from FY21. Budget cuts include elimination of 1 FT position, permanent increase in permitting/inspection wait times, delays in fulfillment of public records requests and reduction of public office hours to allow staff to work backlogs.

##### **B. FY22 Expectations**

- The FY22 budget cuts have forced the elimination of one staff position. The Department has proactively analyzed its functions and re-aligned its positions to fulfill its mission within budget. To best serve department needs, it will hire a Code Enforcement Officer. The elimination of both 1 engineering position and the second Inspector position allows for the Code Enforcement Officer position to be created.
- The Department was one of the few in the area that remained open and functioning during the early days of the pandemic. The permitting applications numbers and processing remained consistent throughout FY21. The open building inspector has been difficult to recruit for based on the certification requirements and higher competitive salaries in adjacent towns. The elimination of one position due to budget cuts in the department makes permanent the current delay in the permitting process from 10-15 days to 20-25 days.
- Over FY21 the department suffered unforeseeable setbacks including the inability to find a second Inspector for the department and the loss of their Senior Planner. The Senior Planner position has been filled and the new person will begin in May. The Staff Planner which is currently vacant will be filled soon thereafter. Until the new team members have settled in, some delays should be expected.
- Annual inspections required for varying occupancy types remain 2-3 months as well. There is no bandwidth in the department to proactively go back and engage with the space to ensure that the proper fixes have been employed. Increased burden on the one inspector negates the time available for proactive inspection of many public buildings. The office as it is staffed now is reactive in nature which has long term implications of higher costs in the future and pressure on the budget.
- Cushing Village project update: The residential piece is complete and being actively marketed. The commercial piece is currently in litigation and there is no known schedule for the resolution blocking commercial development fees and tax benefits to the Town. The ongoing litigation between the original owner and the buyer is based on the post-sale finding of soil contamination and increased

costs of building. This is a matter between the buyer-seller and the Town is not involved in the litigation. Unfortunately, while the litigation drags on, the Town is losing out of potential permitting fees as well as commercial space revenues.

- Two prior overrides and Chapter 90 State funding earmarked for roads and sidewalks allow for 7 fully funded road maintenance projects in FY22:

ROAD	FROM	TO
Hillcrest Rd	Goden St	Common St
Cedar Rd	Goden St	Common St
Becket Rd	Concord Ave	Watson Rd
Fairmont Street	Goden St	Common St
Claremont Road	Prospect St	Rutledge Rd
Highland Road	Fairmont St	Cedar Rd
Amelia Street	Orchard St	Benjamin Rd

### **C. Budget Risks**

- FY22 reductions significantly impacts the department's ability to be proactive in the community. There continues to be a further risk of impact with any revenue shortfall.
- The Planning Department provides support to the Select Board and numerous committees on traffic, housing, historic districts, business & economic development, retail marijuana, and other zoning issues. Current support levels cannot be maintained indefinitely with current staffing levels. The department is working to innovate ways around the gap left by staff vacancies and position elimination, but the department cannot be expected to sustain current operational services long-term that without additional staff. There is no flexibility in the system to deal with a sudden staff departure or other unforeseen circumstances that may arise.
- Permitting application numbers have remained consistent over the last three years with a slight bump in the last 3 months. If permitting increases remain consistent continued pressure on the system would negatively impact processing times.
- The department is currently able to deliver services based on the quality and dedication of the current employees and fortuitous circumstance, such as a mild winter. For now, the department may be able to survive the increased burdens with current staff levels, inclusive of filling all open positions. However, the department service levels remain reliant on good fortune moving forward.

### **D. Outlook FY23 and Beyond**

- Community Development has seen increasing demands from the Town and continues to be more and more involved in the economic and business development of the Town. Even fully staffed, the department is stretched thin.
- Many of the functions of the office are mandated by state and local regulation. Thus, the department is obligated to provide certain services regardless of the budgetary restrictions. Exposure for the Town is left with the dependency on employees providing constant work levels that are realistically unsustainable over the long-term.

- Delaying road maintenance results in high direct and indirect costs. Addressing the needs of the Town on a proactive basis avoids the necessity to address more extensive and costly repair projects. Poor road conditions affect quality of life for Town residents. In addition to general public safety issue, failure to maintain roads inhibit the Towns' ability to facilitate essential services such as trash, recycling, fire and ambulance. Poor road conditions can also lead to increased vehicle operating costs driving more frequent repairs and greater fuel use. Lack of consistency in full budgetary funding remains an issue for the Town.

## Facilities

### A. FY22 Budget Changes from FY21

	FY22 Budget	Change from FY21	% Change	FY22FTEs
Total Budget	\$4,981,779	\$262,196	5.6%	8.0*

\*Salaries (\$87,103); expenses (\$83,093) and capital outlay (\$92,000)

- The proposed increase of \$118,889 for additional salaries and \$12,000 for overtime expenses for FY22 was not approved due to the override vote decision, thereby putting at risk the new planned Systems Manager position for the new Middle and High school.
- Due to new revenues anticipated from an increase in pricing for ambulance services, the Town now anticipates allocating some of those increased revenues towards the Systems Manager position, thus explaining the increase in salaries.
- The balance of the 5.6% increase from FY21 is due to an increase in non-salary expenses of \$83,093 (the department's standard projection of a 2.5% annual increase plus a projected increase of 5.0% from Belmont Light) and an increase of \$92,000 in capital outlays (re-inserting the FY20 capital outlay projection that was removed in FY21 due to COVID-19).
- Approximately 49% of the department's budget is allocated to building maintenance, and a little more than 36% of the budget is directed to utility expenses over which the department has little control.

### B. Impact of Proposed FY22 Budget on Department Operations

- The Town had anticipated a new Systems Manager to support new technology in several buildings, most notably in the new Middle and High School, but also in the Police Dept. and in support of various new boiler replacements. The position was intended to develop expertise in Town to maintain and manage these systems and to explore state and regional funds to retrofit and update the existing systems. Without this in-house expertise, the Town will unnecessarily need to spend for outside contractor assistance both this year (there is money already in the school contract for outside contractor assistance this year), but also next year given the lack of



on the job training this year. The Public Services Committee recommends that the department reallocate monies for this position, if at all feasible, from some other area of the budget given the importance of this position and the costs that could be avoided in the future if in-house expertise can be gained this year.

- The new systems also allow the Town to meet its climate action goals. If the Dept. is unable to fill this position it will be a real loss to the Town. Although there is money in the school contract to have these responsibilities performed by its outside contractor this year, the intent was for Town personnel to learn these responsibilities under the supervision of the outside contractor.
- The department is, and has historically been, short staffed, and it currently lacks essential plumbing, contracting, custodial and maintenance staff. Moreover, there are increased demands being placed on the department. Specifically:
  - Since the hiring of a new Facilities Director a few months ago, the department has made significant strides in transitioning from performing solely reactive maintenance and repair work to active preventative maintenance. The new Facilities Director anticipates continuing that change in focus. However, years of deferred maintenance and the inability to replace systems at the end of their anticipated useful lives has resulted in increasing levels of unplanned repairs.
  - Although the department has significantly improved its responsiveness in recent years to maintenance and repair requests from other Town departments, not surprisingly that has led to a corresponding increase in the number of requests for service.
  - Facilities is currently engaged in 11 capital projects and 3 CPA projects that represent over \$3.5M in previously-approved funding. A partial list of capital projects within the Town include boiler replacements at Butler, Burbank, and Winn Brook, an upgrade to all the uninvent heaters, and a heating control project at Town Hall. The department's ability to undertake additional approved and required capital projects, and to maintain existing systems, is constrained by its current level of personnel. The department is also responsible for the maintenance of the new Police Dept. renovation and, in conjunction with Public Works, the recent DPW project. While custodial level services for these buildings is not currently budgeted, the Town was able to negotiate a one-time non-increase of fees to cover these items in FY22, due to the COVID-19 shutdowns in 2020. The preventive maintenance of the additional HVAC equipment at the new high school is not included within the scope of the vendor agreement and it remains to be determined what the required level of labor and materials will be.
  - The overtime reduction will impact the ability to respond to off hour needs town wide.

**C. Budget Risks in FY22 and Beyond**

- Unanticipated capital repair work is unavoidable and is almost always non-discretionary. The FY22 budget contains no contingency for unanticipated major capital repairs. Although these costs previously ranged between about \$75,000 and \$250,000 in FY 16 through FY 18, the past cannot be taken as a predictor of the need for future capital repair work and cannot be used as a placeholder without additional examination by the department. Moreover, there are limited funds in the budget to address identified deferred maintenance needs.

- Phase 2 of the new high school will bring an additional 150,000 sq ft online for maintenance in 2024. Future year planning will need to address how to incorporate this additional space into future budgets.

## Recreation Department

The mission of the Recreation Department is to offer quality year-round activities and services for residents of all ages and abilities. These offerings include summer and school-year programs, the Underwood Pool, the Skip Viglirolo Rink, and S.P.O.R.T. adaptive programs.

### **A. FY22 Budget Changes from FY21**

	FY22 Budget	Change from FY21	% Change	FY22 FTEs	FTE Change
Total Budget	\$1,030,647	\$276,811	36.7%*	15.2	6.1

- The total FY22 budget for Recreation is \$1,030,647, an increase of \$276,811 or 36.7% from FY21. This increase is misleading, however, due to the impact of the pandemic on recreation programs in FY21, when the recreation budget was reduced by \$300,000 from the closure of the Underwood Pool. The increase in headcount reflects the FY21 reductions in part-time summer employees rather than a meaningful increase in headcount in FY22.
- The changes in salaries and expenses for the department are similarly distorted by the cancellation of many programs in FY21, including the Underwood Pool season. In FY22, \$446,500 of salaries are part-time employees hired as camp counselors, lifeguards, etc. – a category that was significantly smaller in FY21 due to reductions in programming. The increase in expenses reflects the return of contracted programs and expenses for programs like the Underwood Pool that were reduced or eliminated in FY21.

	FY21 Budget	FY22 Budget	\$ Change	% Change	FY22 FTE
Total Salaries	\$482,362	\$688,473	\$206,111	42.7%*	15.2
Total Expenses	\$271,474	\$342,174	\$70,700	26.0%*	
Grand Total	\$753,836	\$1,030,647	\$276,811	36.7%*	

The changes in the budget from FY21 to FY22 are entirely driven by the impact of the pandemic on the department, so it is necessary to begin with the shutdown.

- SHUTDOWN:** Recreation programming, revenue, and expense were all immediately and significantly impacted by the pandemic. All 2020 spring programming was cancelled with the shutdown, but in just a few months, the department was able to complete the state camp licensing process, which enabled them to offer successful summer camps (with reduced capacity and new protocols). It cannot be emphasized enough what an achievement it was for the department to regroup, go through the licensure process, hire and train a summer staff, and connect with families and children in the middle

of the shutdown – all while adjusting to enormous uncertainty and rapidly shifting restrictions and protocols. They also used the spring months to implement structural changes that would position the department to expand programming and reduce expenses in future years.

- **FY21 PROGRAMMING:** The 2020 Underwood Pool season was cancelled because of the potential health risk, financial risk, and significant restrictions (25% capacity, restrictive protocols). Because revenue and expense for the pool and summer programming crosses the beginning and end of the fiscal year, this impact was felt in both FY20 and FY21. The bulk of recreation programming takes place during the summer, but not all. From fall 2020 through spring 2021, a reduced number of programs were offered outdoors – but it is an achievement that they were offered at all. Throughout the challenges, the department continued to offer as much programming for residents as possible.
- **UNDERWOOD POOL:** Beginning in June 2021 and throughout FY22, the Underwood Pool will reopen and programming will increase, but pandemic restrictions and protocols will still have an impact on both revenue and expense. The 2021 Underwood Pool season will have new pricing structures and operating protocols. Despite the changes, 250 memberships (family, individual, and senior) were sold in the first 13 minutes of going live, and most memberships have already been sold (as of this writing). The department has created a financial plan for the pool that could break even at 50% capacity (based on current state guidelines in phase 4 step 1) and could come close to 30% cost recovery at 65% capacity (depending on state guidelines in July and August). The actual revenue and cost will depend significantly on the trajectory of the pandemic and the status of state guidelines
- **LOSS OF SPACE:** Even without the challenges of the pandemic, FY20, FY21, and FY22 were going to be difficult years because of the loss of space to run camps and programs due to the reconstruction of Belmont High School. During the summers of 2019-2021, the Wenner Field House, Higginbottom Pool, and BHS fields were closed for construction, reducing the number of summer camps and programs that could be offered. The department has explored every possible space for programming, including both public and private facilities, and in the summer of 2020, the department was creative in finding outdoor spaces to run programs – including the deck of the closed Underwood Pool. But Belmont is space-constrained, which has been a significant challenge for the department for many years.
- **FY22 PROGRAMMING:** The good news is that the ability to run programs is coming back. When we are able to have a full slate of programs, revenue from recreation programs can cover both the direct costs of programs and staff and office costs – and in a typical year, the department regularly came in under-budget. From the beginning of the pandemic, when the department had to run fewer programs, both revenue and expense were reduced, but the amount of programming was insufficient to completely cover all departmental costs. As the guidelines allow more programs and larger numbers of participants, the department can return to a net positive (revenue to expense) financial position.
- **STRUCTURAL CHANGES:** In the last few years – with the hiring of a new Recreation Director/Assistant Town Administrator – and especially during the pandemic – there have been many changes in the way the Recreation Department operates, serves residents, and impacts the budget. Department staffing has been restructured, creating efficiencies and opportunities for revenue growth. The department has a new and improved website and software system. State licensing for camps has been achieved, increasing summer programming (and revenue) opportunities. Contracts with vendors have been renegotiated with more favorable terms. New partnerships with other towns and town departments have increased the number of programs offered to residents. The department introduced new marketing initiatives to better reach and bring programming to residents. These changes position the

department to deliver significant program improvements and, at the same time, increase the efficiency of the department.

**B. Impact of Proposed FY22 Budget on Department Operations**

- In FY22, department budget cuts of \$36,000 will result in the elimination of buses for camp field trips, the swim team, and the Nashoba winter program, as well as a general reduction in program supplies – changes that will have an impact on recreation program users.

**C. Budget Risks in FY22**

- Recreation department programming is heavily dependent on the course of the pandemic and the number of programs offered and participants that can attend.
- During the winter of 2020/2021, the Recreation Department, in partnership with the Parks Department, was able to open the Skip Viglirolo Rink and operate it safely under the state's COVID-19 guidelines. However, the rink is on its last legs. Many parts for the cooling systems are no longer manufactured, and breakdowns requiring repairs happen each year approximately 3-5 times in a 4½ month season. An RFP was issued to find a developer for a public-private partnership to build a new rink – at no cost to the Belmont taxpayer – but it was not possible to agree on terms that met the programming needs of the town and the financial needs of the developer. Planning for a new rink is an open issue that must balance funding for other pressing capital needs with the imminent risk of a catastrophic failure forcing the permanent closure of the rink.

**D. Outlook for FY23 and Beyond**

- ENTERPRISE FUND: Because of the revenue and expense nature of recreation, the department has developed a plan to create a Recreation Enterprise Fund – an independently-operated town “enterprise” that manages its own revenues and expenses, with the goal of becoming entirely self-funding. (Most towns run their recreation departments as either enterprise funds or revolving accounts; they do not have recreation program revenue or expense in the regular operating budget.) The department was close to this financial goal before the shutdown, but the pandemic and loss of fields and gyms have been a setback. Plans are being adjusted, and the establishment of a Recreation Enterprise Fund – similar to the Water and Sewer Enterprise Funds – should be on the radar screen for Town Meeting Members.
- The following chart shows the net profit/loss when you look at the department as an enterprise (not including allocated costs). It is clear that the impact of the pandemic and the availability of recreation facilities – the Underwood Pool, BHS Field House, etc. – have a tremendous impact on the performance of the enterprise. With the return to a pre-pandemic level of programming, the department can again recoup overhead costs and move forward with plans for an enterprise fund.

Recreation	Net Profit (Loss)	Impacted by:
FY15 Actuals	(\$158,116)	(Old) Underwood Pool closed for construction
FY16 Actuals	\$146,945	(New) Underwood Pool reopens; FY16 includes add'l revenue due to timing of grand reopening
FY17 Actuals	\$97,794	
FY18 Actuals	\$87,411	
FY19 Actuals	\$102,211	
FY20 Actuals	(\$340,014)	Pandemic impact – 2020 closure of pool & cancelled programs; loss of BHS field house & fields
FY21 Estimate	Based on Q1-Q3 actuals, in the range of (\$140K) to (\$165K)	Pandemic impact – 2020 closure of pool & smaller programs; loss of BHS field house & fields
FY22 Estimate	In the range of \$20K to (\$230K)	FY22 budget is very conservative, but there is tremendous upside based on pace of recovery
FY23 Estimate	Cautiously optimistic that we are back to break even	Highly dependent on pace of recovery; also, BHS field house is back, but not BHS fields

## Department of Public Works

### **A. FY22 Budget Changes from FY21**

	FY22 Budget	Change from FY20	% Change	FY22 FTEs	FTE Change
General Fund Budget	\$ 7,439,275	\$428,457	6.1%	24.9	(2)
Enterprise Budget	\$17,257,241	(\$91,707)	-0.5%	24.3	-
Total Budget	\$24,696,517	\$336,751	1.4%	49.2	(2)

- The total FY22 budget for the DPW is \$24,847,790 an increase of \$224,462 or 0.9% from FY21. The General Fund Budget for DPW operations is up \$412,123 or 6.0% from FY21 at \$7431,942. The Water and Sewer Enterprise Budget is \$17,415,848, a decrease of \$196,661 or -1.1% from FY21.
- There were increases in the DPW General Fund Budget emanating from contractual agreements such as trash collection and disposal (8.0%) to a doubling of the cost of soil removal and disposal. There was also the restoration of most of the overtime and capital overlay cuts that took place in FY21 to mitigate the expected declines in revenue due to COVID-19 pandemic. There was a 42.5% or \$309,050 increase in forestry contracted labor as costs have increased as well as the continued significant demand for tree services in Belmont.
- However, with the override not passing in the spring 2021, the DPW will be down two heavy equipment operators (HMEO) totaling \$110,000 and another \$40,000 in benefits from the Town's general budget. Also \$30,000 of street maintenance overtime will not be restored from the FY21 cuts and is now budgeted at \$54,689 compared to \$83,028 in FY20.

- Overall total salaries for the department are flat with the restoration of most overtime and the reductions in staff netting out. Total expenses are up 6.7% and is mainly driven by increases in contractual costs and general cost pressures. The FY21 reduction in outlays for fleet maintenance and capital equipment for parks, facilities and, cemetery has been restored to FY20 levels for FY22.

	FY21 Budget	FY22 Budget	\$ Change	% Change	FY22 FTE
<b>Total Salaries</b>	\$2,107,078	\$2,117,732	\$10,654	0.5%	49.2
<b>Total Expenses</b>	\$4,903,740	\$5,234,330	\$330,590	6.7%	
<b>Total Outlay</b>	\$0	\$79,880	\$79,880		
<b>Grand Total</b>	\$7,010,818	\$7,431,942	\$421,124	6.0%	

#### **B. Impact of Proposed FY22 Budget on Department Operations**

- The reductions in two FTEs and the lack of full replenishment of street maintenance overtime from FY20 levels due to the no outcome of the override vote in the spring of 2021 will impact several services in FY22 and beyond. The following is a list of those services and the impact to them:
  - The loss of staff will delay work from being completed in a timely manner such as snow plowing, street sweeping, roadway repair, street markings, and mowing will all be delayed. In fact, many projects will be delay creating a backlog that will increase over time.
  - Overtime is budgeted for Street Maintenance to cover the costs of the department providing services for town events throughout the year that occur on weekends or weeknights, such as Town Day, Memorial Day Parade, Cushing Square Fall Festival, Porch Fest, and the Tree Lighting Event in Belmont Center. To hold these events, funds will need to be raised privately to cover the cost of DPW services such as trash collection.
  - Street Maintenance overtime budget allows for weekend trash pick-up of town barrels, which will not take place in FY22 with pick-ups only during normal business hours.
  - Town recycling events such as the carboard recycling will be eliminated unless a fee is charged to cover the costs associated with the event.
  - Street painting that takes place over night due to less vehicles on the road will be reduced with less staff and overtime funds.
- Other impacts are increased demands to address the additional pressures that will be put on the Department as new responsibilities come online in FY22 with the new High School opening in the fall. Snow removal is going to be a challenge as all the snow needs to be removed from the premises which will be a full-time operation for a moderate snow event and the department is now down two FTEs responsible for snow removal. This will put even more pressure on the department during ice and snow events that will result in snow removal delays across the town.

#### **C. Budget Risks in FY22**

- If further department budget reductions are needed in FY22 due unanticipated expenses and/or revenue challenges in the overall Town and School budget there would be even more significant

impacts on the level of service the department provides to the Town given how thin the department is already.

**D. Outlook for FY23 and Beyond**

- The DPW is a lean operation already facing significant challenges with even more limited staff and with increasing demands for more services especially with the new High School and Upper Middle School opening in FY22 and FY24. This Department is doing a good job of trying to get all the tasks done but does have to shift priorities and has a growing backlog. If the requirements of the Department continue to increase without additional staffing in the future further difficult decisions will need to be made about what is priority and what is not.

## PUBLIC SAFETY (Fire, Police, Emergency Management)

	<u>FY22</u>	<u>Change from FY21</u>	<u>% Change</u>	<u>FTEs</u>
Fire Department	\$ 5,937,999	\$16,095*	0.3%	54.49 (down 1)
Police Department	\$7,381,324	\$96,824^	1.3%	70.38 (down 1)
BEMA	\$24,144	\$0	0.0%	Within FD

\*Positive variance a result of deferred capital outlays from FY21 (salaries and expenses down 1.3%)

^Positive variance a result of deferred capital outlays from FY21 (salaries down 1.2%/ expenses up .4%)

### FY22 Budget Changes from FY21

#### Fire

- The Fire Department (Department) budget has been essentially flat for the past several years, and in FY21 the Department participated in the Town's efforts to reduce expenses to address budget uncertainty due to COVID, thus the FY21 budget was reduced by \$88,315 or 1.5% from FY20.
- For FY22, the budget is expected to require the Department to reduce staffing by 1 firefighter.
- The proposed FY22 Fire Department budget remains essentially flat compared to FY21 last year's reduced budget (a modest \$16,095 increase).
- The budgeted amount for salaries is down \$72,755 (-1.3%). Budgeted expenses are down \$7,000 (-1.3%).
- Capital expenses for Turnout Gear and certain EMT equipment were eliminated from FY21 budget but can no longer be postponed and thus are restored at FY20 levels.
- The modest increase in the Department's budget over FY21 (\$16,095) is due to restoration of deferred overtime and these urgent capital expenses.
- The Department hopes to provide additional revenue to the Town through the increase in pricing for ambulance services.

#### Police

- The Police Department budget has been essentially flat for the past several years, and in FY21 the Department participated in the Town's efforts to reduce expenses to address budget uncertainty due to COVID by deferring capital expenses in the purchases of new cruisers. No new positions have been added since 2014, with the exception of a School Resource Officer (SRO) in 2018. The budgeted amount of 48 patrol officers for FY22 is now the same as it was for FY14.
- For FY22, the budget is expected to require the Department to reduce staffing by 1 patrol officer (PO).
- The budgeted amount for salaries is down \$80,834 (-1.2%). Budgeted expenses are slightly up \$2,658 (.4%).
- The Department capital purchases have been significantly deferred over the past 2 years: 3 cruisers were deferred last year and 1 this year. Although the capital outlay is up \$175,000 for FY22, when considered in the context of the budget over the past 2 years, it has been down significantly over that time period. They cannot be deferred longer.
- The modest increase in the Department's budget over FY21 (\$96,824) is due to restoration of deferred overtime and these urgent capital expenses.
- Salaries savings are in part due to lower salaries for the current Chief and Asst. Chief as compared to the salaries for the prior Chief and Asst. Chief.



- The Department has received donations from Town residents to defray the costs of physical fitness equipment for the station, software, radios, tasers, K9 equipment, and other equipment, approaching \$500,000 over the past 15 years, which has provided enhancements to the Department at no cost to taxpayers.

### **Impact of Proposed FY22 Budget on Department Operations**

#### **Fire**

- In FY21, 1.5% was cut from this Department's budget, and this year increases only a modest \$16,095 to the budget.
- The continuation of last year's cuts in this FY22 budget is expected to require eliminating one position from among four current vacancies (2 retirements, 2 transfers to other towns).
- The Department expects to be able to meet its obligation to respond to the public safety needs of the Town, assuming no changes to its current staffing model, but the cuts will increase reliance on overtime. The Department will try to fill vacancies as quickly as possible to minimize the impact to the overtime budget.
- The cuts will also prevent the Department from replacing other aging equipment, which was postponed in FY21.
- Morale at the Department is low due to the proposed budget cuts, and it could lead to departures.
- The new Chief will continue to review all operations into FY22.

#### **Police**

- Although the budget is essentially flat (the modest increase of \$96,824 due to the two deferred/replaced cruisers from FY21), the Department nonetheless expects to be able to maintain its obligations to respond to the public safety needs of the Town. That said, it is becoming a challenge with various new unfunded mandates, the loss of 1 PO, and growing morale issues. The Department has only been fully staffed in 1 year over the past 15 years.
- Whereas since 2011, Town population has increased from approx. 24,500 to 26,113 and calls for service have increased from 17,388 to 20,797 (in 2020), the Department staffing has remained flat.
- Overtime usage will be higher for FY21 (at 83% now for current FY) and likely FY22.
- Morale at the Department is low due to the proposed budget cuts and the lack of investment in the Department, the overall external environment, and the lower use of personal days in an effort to keep OT to a minimum. Chief and Asst. Chief continue to conduct review of all operations into FY22.

### **Budget Risks in FY22; impact on Town services**

#### **Fire**

- The continuation in FY22 of the FY21 cuts to the Fire Department is expected to result in elimination of one firefighter position from among several current vacancies. This would lead to an increase in use of overtime to cover the vacant positions unless shift staffing is reduced.
- If the overtime account is exhausted, then there may be a need to reduce a fire company or the ambulance service from time to time based on staffing availability.
- The Department expects to be able to meet its obligation to respond to the public safety needs of the Town, assuming no change to its current staffing model.

### **Police**

- The Department is facing 4-6 vacancies this year. Two supervisors have been called to the National Guard and there are 4 other vacancies. Three future officers are entering the Academy in May. The Department is looking to fill the 4 vacancies whereas it will need to hold open the 2 vacancy positions due to the National Guard call ups; any significant delay in filling the 4 vacant positions could lead to greater use of OT. There was a greater use of OT this past year due to the vacancies created from the National Guard call ups.
- The Department believes that the Town will likely incur greater maintenance costs for its cruisers because of the delays in purchasing new vehicles.
- A lack of investment in the Department will likely impact other town services (e.g., there is no planned overtime for details at town events). In addition, the Department expects OT will be impacted by a likely increase of court duty once courts reopen and officers are required to appear for delayed trials, etc.
- The lack of crossing guards still remains an issue for the Town; now that the school is returning to fulltime in-person learning, this could put a strain on crossing guards and general traffic control.
- Due to likely increases in OT, there is expected to be a lower-than-normal turnback of Department operating funds in FY21.

### **Outlook for FY23**

#### **Fire**

- Deferred capital outlays (e.g., replacement equipment) will need to be addressed in FY23.
- The Chief intends to prepare a SWOT (strengths, weaknesses, opportunities, threats) analysis and a benchmarking study (similar to what the Police Department prepared last year).
- Continued role in Civil Service system is under consideration

#### **Police**

- Deferred capital outlays (e.g., cruisers) will need to be addressed in FY23, as the Department will be 2 years behind its capital replacement schedule.
- The Department is exploring the purchase of body and dashboard cameras through grants or some form of emergency appropriation by the Town.
- Continued role in Civil Service system is under consideration

## GENERAL GOVERNMENT

General Government departments are responsible for the administrative, financial, legal, and management functions of the Town. They are Town Clerk, Town Administration, Human Resources, Information Technology, Town Accountant, Town Treasurer, and Assessors' Office.

The FY21 budget numbers for the seven General Government departments are listed in the table below. The details about each department are included in the sections that follow.

	FY21 Budget	FY22 Budget	\$ Change	% Change	FY22 FTE	Change from FY21
Town Clerk	\$494,701	\$474,572	-\$20,129	-4.1%	4.5	0
Town Administration	\$975,806	\$1,047,195	\$71,389	7.3%	5.0	0
Human Resources	\$284,619	\$290,567	\$5,948	2.1%	2.75	0
Information Technology	\$1,037,448	\$1,105,172	\$67,724	6.5%	5.0	0
Town Accountant	\$399,718	\$408,564	\$8,846	2.2%	3.6	0
Town Treasurer	\$694,662	\$705,713	\$11,051	1.6%	7.5	0
Board of Assessors	\$417,586	\$420,410	\$2,824	0.7%	4.0	0

### Town Clerk

The Town Clerk's Office has three main programs:

- Town Clerk maintains all official Town records, including, among others, birth, death and marriage certificates, and licenses. The office is also the point of contact for Town residents and others for information concerning the Town ethics and open public meeting law
- Elections and registration, including management of Town census, coordination with Board of Register of Voters and verifying residencies
- Legislative responsibilities for managing Town Meeting in coordination with elected Moderator, point of contact with Attorney General and other state agencies, and official communications with Town Meeting Members

The Town Clerk's Office was remarkably successful in pivoting to deal with the constraints imposed by the COVID-19 pandemic. Fortunately, the Office has recently shifted into a more online operation (for example, payment online for records). The proximity of the office itself near the front door of Town Hall allowed the Clerk's Office to deal with the public outdoors in such matters as marriage licenses and other personal interfaces with the public.

The work level of the Clerk's Office expanded greatly to manage its functions consistent with COVID-19 protocol. Securing approval and arranging the technology to implement two successful online Town Meetings were daunting tasks. The authorization of early voting and exponential growth in absentee voting put additional unexpected burdens on the Office staff.

The Clerk's Office was successful in securing an \$11,700 grant from the Center for Tech and Civic Life that helped to defray the cost of running elections during COVID, including some related to early voting. This grant is expected to reimburse many of the direct early voting costs, especially the early vote by mail. The office secured an additional \$1,000 grant to ensure ballot box security during the final week of the national election.

Among unforeseen expenses was \$3,800 for plexiglass shields on polling booths and 16 sanitizer stations. It is hoped that such direct expenses caused by the pandemic will be reimbursed under the CARES Act.

The Clerk's Office has continued digitizing public records with the use of CPA funds by engaging outsourced contractors, although Office personnel were required to provide oversight of the process.

The revised state law providing access to public records in the last few years has put a substantial burden on the Clerk's Office. Fortunately, since 2017, they have developed a computer-based system that has enabled it to timely process an average of 100 requests per month.

In the light of the additional burdens on the Office, the Clerk's Office has transferred the function of verifying resident's requirements requested back to the school department.

On the horizon is the acquisition of next generation voting machines, but this initiative is on hold in anticipation of changes in federal and state requirements for the security in such machines and paper ballots appear to be in Belmont's indefinite future.

### Town Administration

The Town Administration department is responsible for general management of the Town and coordination of the departments, including fiscal and budgetary oversight, communication & public information, committees, and risk management. The Town Administrator is appointed by the Select Board, the executive branch of Town government, and the department supports all work of the Select Board. The Town Administrator also oversees and works with Town Counsel to manage the Town's legal services.

The Town's response to the COVID19 pandemic was swift and all-encompassing. Town buildings closed and, overnight, a plan was put together for employees to work from home. Safety protocols and accommodations were put in place for employees whose jobs required that they be on site. Efforts to keep the public safe and informed, while at the same time ensuring the continuous functioning of critical governmental functions, required an unprecedented level of rapid response and Town-wide coordination under very difficult working conditions.

To keep government functioning, the Town Administrator's department helped move all Town committee and board meetings – including Town Meeting – online, requiring close work with the state, all Town departments, and over 500 volunteer members of the boards and committees. The result was not just the

continuous operation of Town government – in addition, there has been a dramatic increase in public participation in all committee and board meetings, both large and small. The result has been a much more informed and engaged citizenry. Now, as things continue to open up, the department is working with our state legislators to determine how a hybrid solution could restore in-person meetings while retaining the remote component that enables more residents to participate.

Financially, the pandemic had a huge impact. Immediately, the FY21 budget (that was under final review) had to be reworked, in just a few weeks, due to anticipated losses of local revenue and state aid. At the same time, the Town Administrator instructed departments to track every expense that was related to pandemic mitigation in order to maximize reimbursements from the anticipated federal relief programs – a process that was well managed and generated a \$2,321,456 CARES Act grant allocation and approximately \$380,000 in FEMA reimbursement submissions that are still awaiting approval by FEMA. (In addition, we received \$2,628,229 in school-specific grant allocations managed through the school department.) The new recovery program – the American Rescue Plan Act – was recently signed and specific funding amounts and implementation guidelines have not yet been released.

During this time, the Town Administrator and Budget Director worked with the Financial Task Force II to continue development of a financial model that allows assumptions and scenarios to be analyzed for their impact on the town's financial forecast. Following two-years of model-creation and analysis, the FTF II created a three-year recommendation that included the use of reserves and an override, which was not supported by voters in the April 2021 Town election. Moving forward, the Town Administrator department will help lead the effort, with the Financial Task Force II, to adjust to significant fiscal uncertainties, update the financial model, and create a budget recommendation for FY23.

The failed override will impact the Town Administration department, as well all departments, as a result of the lack of a Procurement Manager. The procurement manager would bring significant expertise in procurement law, which changes frequently, to make sure purchasing in all departments meets all legal requirements and projects are shepherded through the process efficiently. Without the position, there will be additional legal fees and work will continue to be bottlenecked in the Accounting department, where procurement questions are now resolved.

When the Town Administrator began in Belmont in 2018, a new emphasis was placed on applying for grants, both small and large, to provide funding to supplement tax revenues. We have since received over \$1.2 million in grants for financial modeling, trees, technology, elections, design of the Alexander Ave underpass, economic development, mold mitigation, Lexington/Sycamore intersection improvements, security vestibules, ADA plan, and more. This work continues as a high priority, especially under current budget constraints.

The Town Administrator's work on major capital projects continues to be a priority. The renovated police station and DPW facility were both completed during the year. Design of the community path is underway, and the Town is working to secure the necessary easements for the project. The proposed public-private partnership for the development of a new ice rink was not successful, so discussions have begun to determine what happens next.

Three critical projects were initiated in the last year and will be a significant focus for FY22:

- The Website Renewal Committee is evaluating the needs of the public to access information and interact with Town departments in a process that will create a much-needed new Town website.
- The Structural Change Impact Group is creating recommendations for the Select Board to improve the delivery of Town services and find cost efficiencies. To date, the committee has received several hundred suggestions from residents and every suggestion is being evaluated.

- The Economic Development Committee is a permanent committee recommended by the temporary Belmont Business Study committee to expand Belmont's commercial sector, streamline processes for businesses, and attract funding for economic development. To this end, the Town has recently been approved for a consulting grant to identify opportunities for the Trapelo Road Corridor (Cushing through Waverley Squares).

## Human Resources

The Human Resources Department is responsible for administering employee benefits for all Town and school employees, negotiating contracts and managing relations with seven unions and union employees, pay and position classification, and staff recruitment and retention.

When the pandemic shutdown began in March, the HR department worked closely with all departments and the unions to facilitate working from home for all jobs that could be done remotely and to create a safe environment for those employees who had to work in person (e.g. DPW). The department worked with employees and departments to implement (and adjust to rapidly changing) pandemic protocols; to manage the impact on health, family/medical leave, vacation, and other benefits; and to address numerous staff and staffing needs.

The HR department is working with the unions to negotiate all staff reductions resulting from budget cuts. In addition, the HR department and Town leadership is engaged in negotiations with all Town unions for the FY21 through FY23 contract years.

## Information Technology

The Information Technology department manages the following responsibilities for all Town departments:

- Desktop Services
- Enterprise Resource Planning (ERP) System administration
- Geographical Information System (GIS) and Database Administration
- File Server and Communications Administration
- Technical Training

The IT department budget in FY22 is increasing by \$67,724, or 6.5%. This increase is attributable to rising costs of existing software licenses and network security systems.

During the past year, the Information Technology department has been a key element of the town's response to the COVID-19 pandemic. In addition to their usual work, the IT department implemented remote access for 100 town employees who worked from home, implemented and managed Zoom remote meeting technology for all committees and boards, and responded to an exponential rise in cyber attacks on the town network.

Cyber threats targeting government networks have risen 400% in the past year and the IT department devotes 80-90% of their time to cybersecurity. Those security efforts have to be multifaceted and these

include training for town staff to avoid email phishing attacks and sophisticated network security tools to detect unusual activity on the network.

The IT department handles all computer software and hardware needs in town departments. Desktop computers are replaced on a five-year schedule and software is upgraded as needed. That includes implementing new security protocols, such as multi factor authentication for all town staff. Because the integrity of the town computer network is so crucial and the risk of financial cost to the town is significant, the security work done by the IT department is absolutely essential.

### Town Accountant

The Town Accounting Department has been operating in compliance with the Government Accounting Standards Board (GASB) standards and also by the Generally Accepted Accounting Principles (GAAP) as certified by an outside auditor.

The use of the upgraded MUNIS software paid dividends this year when the Covid-19 pandemic required that employees work away from the town offices. The department was able to continue the work needed without interruption, with employees working from home by using the cloud based software. Since March 1 the department has instituted an electronic ticket system that departments can access to reduce paperwork and speed up response times. In April, the department implemented existing Accounts Payable workflow within the accounting software to decrease paperwork. The department also plans on implementing contract manager tracking in the beginning FY22, an existing accounting software module that is not being utilized.

The Police Station and the DPW projects are winding down but the BMHS project continues to add to the workload for the Accounting Department.

The Budget Director from the Administrator's office has been the Acting Town Accountant for the past 5 months. The departments have found efficiencies by making some changes in the operation of the Accounting Department. The changes made have improved the connectivity to the Town Administrator and as a result, changes will be incorporated when a permanent Town Accountant is appointed. A new Town Accountant will be considered after completion of the review of the department and how it collaborates with the Town Administrator's office.

Requested add not included in budget: Request that the Capital Budget Committee approve funding for MUNIS Content Manager software for further efficiencies in storing, managing and retrieving data.

### Town Treasurer

The Tax Collection rate for the Town of Belmont remains quite high at 99.503% for 2020, however there is a noticeable increase in taxpayers requesting payment terms for their real estate bills due to the current economy. Tax liens have also increased on real estate property but remain at a manageable level.

The Treasurer meets monthly with the Massachusetts School Building Authority (MSBA) for the Belmont Middle High School project to review the Cash Flow of the project to among other activities monitor the reimbursements that are due the town (total of a maximum of \$80.6 million) from the commonwealth.

The town is expecting a decline in parking receipts again this summer due to the closing of the parking spaces in Belmont Center for outside dining. However, the summer closing should help the restaurant businesses and hopefully increase the meals tax collections.

The Treasurer has completed most of the bonding needs of the town and does not expect a need for additional borrowing this year.

Due to the Covid-19 pandemic, the challenge this year will be even greater to maintain the tax collection rate while being helpful and respectful to the taxpayers.

### Assessors' Office

The mission of the Assessors' Office is to list and value all real and personal property for purposes of taxation by the Town. The Assessors' office is responsible for accurately listing and valuing all real estate and personal property in Belmont, in accordance with state law and as certified by the Massachusetts Department of Revenue. It is also charged with the administration of tax exemptions, excise and real estate and personal property abatements, as well as inspections and changes in value due to structural additions and modifications. It operates under the oversight and direction of an elected Board of Assessors.

The new growth figure for FY22 is expected to be \$800,000. No large developments are expected to contribute to new growth this year, although there are some smaller projects coming on-line in Waverley Square. The Bradford in Cushing Square is now 90% on-line. Typical new growth figures are in the range of \$750,000 annually and are largely driven by residential additions or renovations. Since Prop. 2 ½ went into effect in 1982, the Assessors' Office has diligently captured new growth, which currently accounts for one-third of the Town's overall levy.

The Abatements and Exemptions reserve is now \$840,000, which is approximately 1% of the property tax revenue. (The Commonwealth would approve a range of 1-5%. Consistent performance by the Assessors' Office justifies a reserve at the low end of the range.) The reserve accounts for new growth valuations that might create additional abatement requests. It also accounts for property tax work-off programs provided to Belmont seniors.

The Department uses CAMA (computer assisted mass appraisal) software developed by J.F. Ryan, a company with which the Department has worked for over 30 years. Ryan's CAMA software is both state-of-the-art and user-friendly. In the past, there have been concerns about the company's small size and possible succession planning, but it is currently gaining market share. The Assessors' Office is in year two of a three-year software contract.

Increased assessments in recent years are attributable to limited supply and increased demand for entry-level, single-family homes. The state Department of Revenue audits Belmont appraisals to test for any deviation between assessed and market values and to ensure that deviations remain limited and consistent along the entire range of the market.

There has been an increase in abatement requests in recent years. (Abatement requests were due this year on February 1, 2021.)



<u>Year</u>	<u>Number of requests</u>
2019	200
2020	556
2021	408

## **FY22 Recommendations**

Business property (both real and person) once accounted for approximately 10% of Belmont’s annual property tax receipts. Business property currently accounts for approximately 5% of annual property tax receipts. This differential is driven in part by the significant increase in residential property values, the ongoing development of residential housing units, and limited opportunities for commercial development. We encourage the Select Board to continue their focus on business-friendly policies and for the Planning Board to continue to consider appropriate commercial development. The Select Board may wish to convene a multi-constituency committee to consider the future of west Belmont, which contains Belmont’s only significant parcels of undeveloped land, including land owned by the Belmont Country Club, which is zoned for single-family residences.

Due to the overwhelmingly residential nature of the Town’s tax base and pursuant to the report issued by the Property Tax Working Group of the Warrant Committee of July 1, 2020, we do not recommend adopting a residential property tax exemption, as Belmont lacks a sufficient commercial tax base to result in a meaningful shift of the tax burden.

We recommend finding ways to better inform seniors of currently available property tax exemptions and the tax deferral program, particularly given the reduction in the interest rate on deferred taxes from 8% to 4.5% (as authorized by Town Meeting in 2018). We appreciate the ongoing efforts of the Board of Assessors to lobby the state to increase current exemption levels. It may be appropriate for Belmont to consider (a) filing a home-rule petition to allow further senior tax relief and (b) to coordinate with other municipalities to amend MGL Ch. 61B, which currently provides significant property tax exemptions to private golf clubs.

Finally, the Select Board may wish to convene a multi-constituency committee to consider PILOT (payments in lieu of taxes) by non-profits that own land in Town. The Assessors Office annually sends out written requests for PILOT, but payment is voluntary and generally not forthcoming. PILOT is unlikely to make a significant difference in the Town’s overall revenues, but it nonetheless represents a source of revenue the Town should capture if at all possible. The Town may also want to coordinate with other municipalities to seek state legislation that would require non-profits to contribute to essential town services.

## HUMAN SERVICES

	<b>FY22</b>	<b>change from FY21</b>	<b>% change</b>	<b>FY22 FTEs</b>
Council on Aging	\$403,536	\$7,300	1.8%	5.6
Library	\$2,276,077	\$54,731	2.5%	24.5
Health	\$604,961	\$8,560	1.4%	5.5
<b>Total Human Services</b>	<b>\$3,248,574</b>	<b>\$70,591</b>	<b>2.2%</b>	<b>35.6</b>

### Council on Aging

The Council on Aging has eight primary programs:

- *Transportation*: transportation for seniors and disabled persons for shopping, banking, medical trips, etc.
- *Social Services*: social evaluations for seniors, assistance with financial, social and safety needs
- *Nutrition*: provides meals funded through regional and state funded non-profits
- *Health and Wellness*: provides an array of fitness, aerobics, yoga, etc., and health education
- *Socialization*: provides recreational, educational, and arts programs
- *Volunteer Services*: recruits, screens and places volunteers to help the COA
- *Senior Trips*: organizes trips and outings for seniors and otherwise homebound, frail residents
- *Rental of Beech Street Facility*: coordinates all after-hour use at the Beech Street Center both for Town departments and committees and public outside renters

In anticipation of a successful override, the financial overview of the Council on Aging is depicted in the following table:

	FY21 Budget	FY22 Budget	\$ Change	% Change	FY22 FTE
Total Salaries	\$359,461	\$427,664	\$68,203	19.0%	6.6
Total Expenses	\$36,775	\$36,775	\$0	0%	
Grand Total	\$396,236	\$464,439	\$68,203	17.2%	

In light of the unsuccessful override, the Council on Aging will have a reduced budget. At the time of this writing, the final budget has not been settled upon, but “no override” planning indicates that the Council on Aging’s budget will be reduced by \$60,903 previously budgeted for the addition of a full-time social worker. Therefore, with the unsuccessful override, the Council on Aging’s FY22 budget will be as follows:

	FY21 Budget	FY22 Budget	\$ Change	% Change	FY22 FTE
Total Salaries	\$359,461	\$366,761	\$7,300	1.8%	5.6
Total Expenses	\$36,775	\$36,775	\$0	0%	
Grand Total	\$396,236	\$403,536	\$7,300	1.8%	

For approximately the last decade, the Council on Aging has made a compelling case each year for the need for an additional social worker. They presently share a social worker with the Department of Health. Particularly this year, Belmont's senior residents have been severely impacted by the COVID-19 pandemic and the need for social services is greater than ever. Nevertheless, with the unsuccessful override vote, it is unlikely the additional social worker will be provided.

The Council on Aging has done a remarkable job of continuing to provide services to Belmont's seniors given the constraints of the COVID-19 protocol and particularly the closing of the Beech Street Center. Presently, the staff is alternating between working from home and coming into the office.

The previous year, Springwell sponsored luncheon has been replaced by "grab and go" lunches with a curbside pickup, as well as delivery of meals to homebound seniors. An added breakfast two times per week, funded by the use of a state grant, has been instituted. Food insecurities have been addressed by delivery of donated fresh produce and other goods.

In April of 2020 and February of 2021, the COA called every senior over age 75 to assess their needs and follow-up with well-being checks. Other new services included providing them masks as requested, assistance with vaccination appointments as well as on-site assistance at the local vaccination clinics. The COA established a robocall system for updates and notifications to the senior community and announcements of programs targeted to older adults.

Online programs were instituted, including exercise programs and yoga by Zoom, televised programs on computer literacy helped in a variety of ways to make seniors more comfortable with technology. The Town's IT Department provided refurbished computers to the seniors to take home to use and a grant was awarded for special iPads that were senior friendly.

All of the forgoing services have been provided without the use of approximately 100 volunteers which the COA relies upon for its functions. The COA is presently conducting a survey to determine when the volunteers will be comfortable to return and what can be done to assist them to comfortably come back into the office.

The launch of a pre-pandemic volunteer drivers' program was interrupted by compliance with the COVID-19 protocol, but hopefully as we approach near normal, it will be reinstituted. Similarly, the action plan to implement Belmont's designation last year as an age-friendly community has been delayed but is now being finalized.

As in the past, the modest budget of the COA has been augmented by approximately \$550,000 by outside funds that include state grants, small private grants, the value of the lunch program as provided by Springwell, the value of volunteer labor, donations by the friends of COA and corporate-sponsored programs.

## Library Budget Overview

<u>FY22</u>	<u>Change from FY21</u>	<u>% Change</u>	<u>FTEs</u>
\$ 2,226,077	\$54,731	2.5%	24.5

### Budget by Program

The Library has four main program areas: Public Services, which includes Circulation, Adult/Reference, Young Adult and Children's Services, all directly serving patrons; and three areas supporting those services, Technology and Technical Services, Plant Operations and Administration.

Program	Budget \$	Budget%
Public Services	\$1,422,031	62.5%
Technology and Technical Services	\$363,728	16%
Plant Operations	\$292,213	12.8%
Administration	\$198,123	8.7%
Total	\$2,276,077	100%

### Successes

In FY19, the last year of full opening, the Library ranked 10<sup>th</sup> in the Commonwealth with circulation of 648,000 materials, the highest in the Library's history. With the advent of COVID and closings things changed. In FY21 the Library saw a year over year drop of 1.5% in its budget, participating in hiring and spending freezes and returning money to the town to help with the budget challenges. With the building closed the staff did an outstanding job to pivot and keep programs and services accessible, including parking lot pick-up of materials, distributing "care packages" of books to residents, fielding questions and providing personalized recommendations for patrons remotely, and offering online programming. Work moved forward to install plexiglass and air filters and distribute PPE, so that the building could begin to open, giving residents access to computers, copiers and other equipment, among other things. The Library was among the first 10% of libraries to open its doors, and the first open public building in Belmont.

### Challenges

The Library faces three main challenges:

1. With a very constrained budget in FY22, the Library will have reduced hours, with few and possibly no Sunday openings and earlier evening closings. The book budget will increase only .7%, limiting the purchase of new print and digital material for circulation. The Library is trying to keep up with rising demand for electronic offerings which are generally more expensive than print material. There will be no cushion in the budget for plant operations and maintenance, limiting ability to respond to emergencies and invest in energy conservation measures.
2. The FY22 budget will be less than 1% above the Municipal Appropriation Requirement (MAR) set by the MA Board of Library Commissioners for state certification and membership in the Minuteman Library Network. Loss of accreditation, and the possibility of network membership, would mean loss of interlibrary loans and reciprocal borrowing privileges, where Belmont has

been a net borrower, loss of free use of libraries in other towns for Belmont patrons, and being ineligible for any grants or state aid. This could be a serious risk in FY23.

3. The Library building continues to age and its infrastructure systems – HVAC, plumbing, electrical, the elevator and building envelope – continue to experience failures. The Town now has a schematic design for a new Library on the current site, produced by the work of the Library Building Committee with an architect and owner’s project manager. This project is on hold until the town can fund it. In the meantime, it will be a constant challenge and drain on the town’s capital resources to make necessary investments to ensure the building remains a safe, efficient space for patrons and staff. The needs will continue to grow, with continued awareness that any improvements may have a limited useful life.

## Health Department

### Budget Overview

<b>FY22</b>	<b>\$ change from prior year</b>	<b>% change from prior year</b>	<b>FY22 FTEs</b>
\$604,961	\$8,560	1.4%	5.5

### Budget by Program

The Health Department’s largest shares of time and budget are allocated to youth, family, and veterans services, together with environmental health (67.9%), while administration, animal control and disease control comprise the rest of the department’s activity.

<b>Program</b>	<b>Budget \$</b>	<b>Budget %</b>
Animal Care & Control	\$58,002	11.8%
Environmental Health	\$185,808	33.8%
Youth & Family/Veterans	\$222,481	34.1%
Disease Control	\$71,439	6.7%
Administration	\$67,232	13.6%
<b>Total</b>	<b>\$604,961</b>	<b>100%</b>

In FY21 the COVID-19 pandemic put enormous demands on the Health Department to develop and implement the Town and School response to the pandemic and conduct testing, contact tracing, and some vaccination clinics. The Department provided regular and timely information to the Town about COVID and the Town and State responses. The Department has no full-time Public Health Nurse but contracts for 14 hours per week from the Town of Lexington Public Health Nurse. To meet its expanded role, all Department staff including the Animal Control Officer and Veterans Service Officer worked on pandemic services. The Youth and Family Services Coordinator experienced increased demand for social services to residents struggling with food insecurity, housing expenses and needing personal services. These needs are likely to increase.

The Department received a \$22,000 state grant and an \$80,000 federal grant to augment personnel. As a result, the department brought back its part-time summer environmental health intern as a full-time employee and added three part-time trainees. Nevertheless, full-time staff members regularly worked 70 to 80 hours per week throughout the fiscal year.

COVID response consumed most of the Department's staffing resources and severely limited its ability to carry out its traditional responsibilities to enforce minimum sanitary standards for retail food sales and rental housing, investigate nuisance complaints and inspect swimming pools and summer camps. Nevertheless, the Department's accomplishments included welcoming a new Youth Coordinator, leading trainings for food service workers, and the Veterans Services Officer provided support for Memorial Day and Veterans Day observances and a National Purple Heart Day observance.

In FY22 demands on the Health Department will remain high, to continue planning for reopening of Belmont Schools and businesses at higher capacity, increasing local need for COVID testing, tracing and vaccination. The small budget for this Department's Disease Control program is likely to result in continued unpaid overtime. The FY22 budget for Human Services as a whole omits funding for a licensed Social Worker planned for the Council on Aging, which would have provided cross-departmental services with the Health Department to address the increased need to address food insecurity, housing, and support for homebound residents.

## EDUCATION

### Budget Overview

	<b>FY 22</b>	<b>\$ Change from FY 21</b>	<b>% Change</b>	<b>FY 22 FTEs</b>	<b>Change from FY 21</b>
General Fund Budget	\$66,205,558	\$4,719,917	7.68%	536.71	21.22
Total Budget (All Sources)	\$73,102,900	\$1,817,466	2.55%	571.66	0.69

#### A. FY21 Recap

Of all the Town departments, the Belmont Public Schools were arguably the most directly affected in FY20 by COVID, and they continue to be severely affected well into FY21. In the spring of 2020 (FY20), the Belmont public schools transitioned to remote learning and all students continued their education online through remote learning for the remainder of the 2019-20 school year. This continued through FY21, albeit with the introduction of a hybrid mix of in-person and remote learning for families that selected that option, beginning in late October 2020 for the elementary schools and the middle school and beginning in the middle of December of 2020 for the high school. Full in-person learning resumed for a high proportion of all students in April 2021. For the remainder of the 2020-21 school year, the Belmont Public Schools will continue to offer a fully remote model provided by Belmont educators for students from families that prefer that option.

#### Enrollment

As discussed more fully later in this report, there was a loss of 262 students systemwide (a decline of 5.7% from last year) for the current academic year. The decline is mostly attributable to elementary school enrollment (down 9.5%) contrasted with a decline of a total of just nine high school students. Now that the Belmont schools have returned to in-person learning, the following percentages of students were participating in in-person instead of remote learning as of April 2021:

- 90% of elementary school students
- 86% of middle school students
- 69% of high school students

#### COVID Grant Funding

Since July 2020, the School Department has received \$1,773,311 in one-time federal and state grants to support the increased needs in FY21 driven by the pandemic.

<b>Grant Name</b>	<b>Amount</b>	<b>Funding Source</b>	<b>Expended in FY21</b>	<b>Available for Use in FY22</b>
CVRF ("225")	\$1,043,000	Federal	\$1,043,000	Not Allowed
ESSER I	\$127,474	Federal	\$127,474	Not Allowed
SCPF	\$146,863	State	\$146,863	Not Allowed
ESSER II	\$456,001	Federal	\$0	\$456,001
ESSER III	\$1,000,000 (est.)	Federal	Not Allowed	\$1,000,000 (est.)
ARP	TBD	Federal	Not Allowed	TBD

ESSER II grant funding, which is legally authorized for use in either FY21 or FY22, will be used in FY22 in combination with ESSER III funds, currently estimated at \$1 million. That provides the School Department with an estimated total of \$1.465 million to be used for COVID relief expenses in FY22. Additionally, the School Department will benefit to some extent from the American Rescue Plan (ARP) in

FY22, though the Town is currently awaiting additional guidance and specific plans have yet to be determined.

COVID-related grant expenditures are legally limited to new expenditures that address COVID-related needs. The funding cannot be used for recurring expenses or be repurposed for other budgetary shortfalls.

Grant-funded expenditures cover COVID-related expenses such as personal protective equipment (PPE), air purifiers, technology devices, supplies and materials, surveillance testing, and an additional nurse (0.4 FTE) for the remainder of the 20-21 academic year. Forty-six educators (Units A & D) were hired for one year to assist with COVID-related school changes. All 46 have recently been notified that their assignments will be ending, and 22 of the 46 will be returning to their pre-COVID positions in the 2021-2022 academic year.

COVID grants are also expected to cover summer school and an Academic Recovery Camp. The coming summer will be critical for student transition back to an anticipated fully in-person school year in the fall.

#### Financial Results through the Third Quarter of FY21

FY21 third-quarter General Fund financial results currently show a projected year-end net positive variance of \$250,000 in the School Department budget. The potential surplus reflects aggressive use of federal COVID funds to support the district, turnover savings in staffing, and lower expenditures for supplies during the remote and hybrid portions of the school year. However, this positive variance includes negative variances of approximately \$1.3 million in expenditures that potentially could be at least partly charged to non-General Fund sources. These negative variances include \$683,000 in district wide COVID-related expenditures and \$640,000 in special education out-of-district (OOD) tuitions beyond the amounts that were originally budgeted to be charged to the General Fund. If those costs were charged to outside sources by year end, there could be a positive variance of up to \$1.5 million that would flow to the town's Free Cash account for use in upcoming years. The School Department has indicated that these negative variances are point-in-time estimates and that they are supportive of using all available federal and state COVID relief funds to minimize the impact of COVID-related costs to the General Fund. They have also indicated that the final mix of utilizing General Fund dollars versus reserve funds to cover higher out-of-district tuitions has not been determined at this point. (See the recommendations at the end of this chapter for more information on these topics.)

#### **B. FY22 Budget Summary**

As shown in the table at the top of the first page of this chapter, the total FY22 School Department General Fund budget is \$66,205,558, an increase of \$4,719,917 (or 7.68%) from FY21. The total FY22 School Department budget from all sources is \$73,102,900, an increase of 2.55% from FY21.

About half of the increase in the FY22 General Fund budget is attributable to two shifts in the allocation of expenditures in FY22 from other revenue sources to the General Fund. The other half of the year-over-year increase is due to the built-in step-and-lane contractual increases in salaries for existing staff. The specific details of these changes are outlined below:

- To help balance the FY21 budget, the General Fund contribution toward out-of-district special education tuitions was reduced by \$1.3 million from the prior year, and the School Department relied more heavily on grants than in prior years to fund these tuitions. At the time, this was



explicitly recognized as an unsustainable reduction in the General Fund's contribution toward special education costs. The FY22 budget restores the General Fund's planned expenditures toward these costs to be in line with historical levels of funding.

- In FY21, the School Committee and School Department converted kindergarten to a full-day program. Belmont kindergarten had previously been a half-day program with a fee-based full-day option. This change results in a shift of approximately \$1.1 million from the kindergarten revolving account to the General Fund in FY22. The decision to eliminate fee-based kindergarten was made based on guidance from the state that the increased General Fund costs would be offset by an increase in Chapter 70 state aid to Belmont. However, as discussed more fully below, that anticipated aid has not materialized.
- Increases in compensation account for about half of the increase in the FY22 General Fund budget. This reflects the contracted step-and-lane salary increases for existing staff. These increases average about 4%, partly offset by the planned layoffs of 5.83 FTEs.

### 1. General Fund Budget

The table below shows a summary of the FY22 General Fund budget that Town Meeting is being asked to approve, broken out by the major budget categories and compared to the FY21 budget.

**General Fund Budget by Program Category**

Program Category	Budget \$			FTEs	
	FY21	FY22	% chg.	FY21	FY22
Regular Instruction <sup>1</sup>	\$23,684,458	\$25,044,084	5.7%	257.37	273.41
Special Instruction <sup>2</sup>	\$15,310,930	\$17,908,800	17.0%	141.45	145.06
Student & Instructional Services <sup>3</sup>	\$7,253,809	\$7,250,102	(0.1%)	52.90	53.04
Operations <sup>4</sup>	\$1,153,526	\$1,192,034	3.3%	19.30	20.30
Leadership & Administration <sup>5</sup>	\$3,859,099	\$3,835,601	(0.6%)	44.46	44.90
Contract Allowances & Benefits <sup>6</sup>	\$10,223,819	\$10,974,937	7.3%	0.0	0.0
<b>TOTAL</b>	<b>\$61,485,641</b>	<b>\$66,205,558</b>	<b>7.7%</b>	<b>515.49</b>	<b>536.71</b>

1. Core academic education for Grades K-12. Includes physical education, fine arts, music, etc.

2. Special Education (including some pre-K) and English Language Learning.

3. Guidance/Health/Psychological Services, Library/Technology, Curriculum/Staff Development, Food Services, Transportation, Athletics & Student Activities, METCO.

4. Custodial Services, Buildings & Grounds.

5. District-Wide Administration, Individual School Administration, Legal.

6. Primarily health insurance and Medicare, as well as an allowance for future union contract increases.

The following is a summary-level synopsis by program category of the proposed 7.7% increase to the General Fund budget:

- Overall, the Regular Instruction and Special Instruction budget categories represent 65% of the total FY22 General Fund budget. Collectively, these two categories are increasing by \$3,993,496 (10.3%) from FY21, accounting for over 85% of the total FY22 General Fund budget increase. The increases in these two budget categories are primarily driven by the three changes described above: the step-and-lane salary increases for teachers and aides, the \$1.3 million restoration of the General Fund contribution toward special education out-of-district tuitions, and the \$1.1 million transfer of full-day kindergarten expenses to the General Fund from the revolving fund as a result of the elimination of user fees for this program.

- The Regular Instruction and Special Instruction budget categories also account for 19.65 of the 21.22 FTEs being added to the General Fund budget in FY22. A total of 22.52 FTEs that were previously paid out of the revolving funds have been added to the General Fund budget as a result of the conversion of the kindergarten program to a full-day program. This increase in FTEs is partially offset by the elimination of 5.83 FTE classroom positions in FY22, which was done to meet the School Department's FY22 General Fund budget target. These eliminated positions consist of two elementary school teachers, two kindergarten teachers, and 1.83 FTE kindergarten assistants.
- Contract Allowances & Benefits represents about 17% of the General Fund budget and accounts for \$751,118 of the FY22 budget increase. The 7.3% year-over-year increase in this account is primarily attributable to a modest 3% increase in Town-wide health insurance costs for existing employees, as well as an allowance for potential COLA salary increases that may be required as part of the Department's upcoming negotiations with the unions on expiring labor contracts.

Although not a direct part of the School Department budget, the town receives Chapter 70 aid from the state to offset educational expenses. Included in the School Department's General Fund appropriation of \$66,205,558 is \$9,891,949 of projected Chapter 70 state aid. This means that Chapter 70 state aid is anticipated to indirectly cover 14.9% of the FY22 General Fund budget. In FY22, Belmont's Chapter 70 aid allocation is expected to increase by only \$136,020, or 1.4%, well below the 7.7% rate of increase in the General Fund budget expenses.

## 2. Grants and Revolving Funds

In addition to the General Fund appropriation, the School Department relies on various outside funding sources, such as grants and revolving accounts, to cover its overall operations. As shown in the table below, these additional sources of revenue total \$6,897,342 in FY22 and represent 9.4% of the Department's overall FY22 operating budget. These funds are not part of the budget being voted on by Town Meeting. However, it still is important for Town Meeting members to understand these additional sources of revenue, because they fund essential departmental expenses – particularly special education and student activities.

### Grants and Revolving Funds

Program Category	Budget \$			Grant & Revolving Fund Changes from FY21	
	Total FY22 Budget	Grants & Revolving Funds	% Grants & Revolving	\$	%
Regular Instruction	\$25,418,133	\$374,049	1.5%	(\$1,066,187)	(74.0%)
Special Instruction	\$20,943,412	\$3,034,612	14.5%	(\$1,911,964)	(38.7%)
Student & Instructional Services	\$10,530,133	\$3,280,031	31.2%	\$142,125	4.5%
Operations	\$1,371,866	\$179,832	13.1%	(\$67,498)	(27.3%)
Leadership & Administration	\$3,864,419	\$28,818	0.8%	\$1,073	3.9%
Allowances & Benefits	\$10,974,937	--	--	--	--
<b>TOTAL</b>	<b>\$73,102,900</b>	<b>\$6,897,342</b>	<b>9.4%</b>	<b>(\$2,902,451)</b>	<b>(29.6%)</b>

Overall, the amount of grants and revolving funds being used to cover the School Department's total operating budget is projected to decrease by \$2,902,451, or 29.6%, in FY22. Below are some key highlights of the Department's anticipated utilization of these outside revenue sources in FY22 that describe the sources of this decrease.

Special Instruction: The Department expects to utilize various federal and state grants to cover \$3,034,612 of special education expenses in FY22. These grants represent almost 45% of all the outside revenue sources projected to be used in the FY22 School Department operating budget. As shown in the table above, these grants cover about 15% of the department's total special education expenses and the projected utilization of these outside revenues in FY22 is anticipated to decline by \$1.9 million, or almost 40%. Much of this decline is due to the previously mentioned fact that, to help fill a budget gap in the town's finances in FY21, the FY21 School Department budget relied on accumulated special education reserves to an extent that was unsustainable. The FY22 budget restores the General Fund's contribution toward special education expenses to a more typical percentage. For more details on how these various revenue sources are expected to be used, see the "Special Departmental Topics and Budget Drivers" section later in this chapter.

Student and Instructional Services: Just under half of the Department's total outside revenues go toward Student & Instructional Services expenses. The vast majority of these revenues are covered by revolving accounts, in which user fees are used to cover athletics and other after-school activities, bus transportation fees, and school lunches. The Department is projecting to increase its reliance on these revolving account funds by about \$142,000 in FY22. This increased reliance on revolving funds is made possible by tapping into the accumulated reserves in the various accounts, instead of increasing the user fees being charged. More than half of the increased use of revolving account funds in FY22 is due to the spending of \$100,000 of accumulated reserves in the Pre-K tuition account to relieve pressure on the General Fund budget. The School Department and School Committee have opted to keep the user fee schedules unchanged out of a concern that Belmont's fees for these services are already higher than most surrounding communities.

Regular Instruction: The use of outside funds to cover Regular Instruction expenses is down almost \$1.1 million, or 74%, primarily due to the previously-discussed decision by the School Committee and School Department to eliminate fees for full-day kindergarten.

### **3. Impact of Proposed FY22 Budget on Department Operations**

- As previously noted, the FY22 School Department budget includes the layoffs of 5.83 current FTEs, comprised of two elementary school teachers, two kindergarten teachers, and 1.83 FTE kindergarten aides. These reductions follow a year in which there were no budgeted increases in staff due to budget cuts. Despite that, the Department is able to add three new administrative positions that it views as critical – a director of diversity and two special education chairs at the elementary school level. These special education chairs will provide crucial administrative support that currently falls to teachers. One of these two positions is being funded through the repurposing of the Town's federal IDEA grant allocation.
- The Department had originally been planning to also add another 8.6 FTEs in FY22 had the April 2021 override passed. These additional staff members would have included four middle school teachers to alleviate large class sizes in Grades 7 and 8, two FTE high school teachers to address increased enrollment at that level, a technology specialist to help maintain the district's growing investment in electronic devices and technological tools, and a 0.6 FTE communications position. None of these positions are being added in the FY22 budget.

- The FY22 budget includes the elimination of a half-dozen after-school activities at the middle and high school levels. It also includes reductions in the athletic department budget for supplies, uniforms, equipment, and preseason scrimmages, but avoids eliminating any sports at either the high school or middle school levels.
- The FY22 budget includes a cut of about \$200,000 to the various text, supplies, materials, and equipment accounts at all three levels.

#### **4. Budget Risks in FY22**

- COVID-Related Expenses: The FY22 budget does not include any funds explicitly for COVID-related expenses. As noted in the earlier “FY21 Recap” section, the School Department still has remaining federal COVID relief funds available to spend in FY22. However, the School Department is concerned that those funds may not be adequate to cover additional COVID-related expenses that are not included in the FY22 departmental budget. Such expenses might include not only direct COVID-related expenses like Personal Protective Equipment (PPE), but also indirect expenses such as academic recovery programming and increased social and emotional support to help offset the impact of a year of remote and hybrid learning on the student population. Moreover, while the majority of students are expected to participate in in-person learning in the 2021-2022 school year, the FY22 budget does not include any contingency funds to support remote learning should the department also be required to support remote learning for some percentage of the student population. It is currently unclear to what extent the state Department of Elementary and Secondary Education (DESE) will mandate that school districts provide such additional services, who will be eligible to receive those services, and what those services will look like.
- Total Enrollment: As discussed more fully later in the “Special Departmental Topics and Budget Drivers” section, total district-wide enrollment in FY21 declined by 262 students (5.65%) as parents sought alternatives to remote learning. (Almost two-thirds of this decline was at the elementary level, particularly in kindergarten.) The FY22 budget is generally based on the assumption that enrollment will largely return to pre-pandemic levels. Predicting overall enrollment, as well as the distribution across grades and schools, is particularly difficult at this time due to a number of factors. These factors include the number of students who will return to the Belmont schools, the status of staff and student vaccinations, the impact of new COVID variants, and budgetary cuts to existing staff and extracurricular activities. In addition, lower real estate turnover within the Town – which has helped drive enrollment increases in the past – could also impact the overall enrollment picture. To the extent that enrollment is lower than expected, the School Department may be able to adjust staffing needs and recalibrate other expenditures. To the extent enrollment is higher, the current FY22 budget will likely face additional pressure.
- SPED Enrollment: In contrast to the slight decline in overall enrollment in FY21, there has been a notable uptick in SPED students over the course of the pandemic, and there is a concern that this number will increase more than usual once full in-person school reentry occurs. Between October 1, 2019 and 2020, the number of SPED students increased by 27 — equal to the increase in the prior two years. To the extent that additional mandated services accompany this increase, this could adversely affect the SPED FY22 budget. Moreover, as of April 1, 2021, the number of FY21 out-of-

district placements had increased by nine (9.5%) from FY 20. To the extent these students remain out-of-district in FY22, overall OOD tuition expenses could exceed the FY22 budgeted numbers. After they prepared the budget, the School Department revised its OOD tuition expense projections for both FY21 and FY22 and is now anticipating higher OOD tuition expenses in both years. That, in turn, results in lower projected “carry-forward” reserve balances at both the beginning and end of FY22. (Current reserves should be sufficient to cover any excess tuition expenses in FY22 but could leave reserves underfunded in FY23.)

- Union Contracts: Labor contracts were negotiated in FY21, but only for one year. Consequently, those contracts are again under negotiation. The outcome of those negotiations is unknown and may differ from the assumptions that are incorporated into the FY22 budget.
- Chapter 70 Aid: While admittedly not a direct line item in the School Department budget per se, a reduction in Belmont’s Chapter 70 state aid allocation from the \$9,891,949 currently in the town’s overall revenue forecast would put even further pressure on the School Department to make additional budgetary cuts beyond those that are currently contained in the FY22 budget.

### **C. Special Departmental Topics and Budget Drivers**

#### **1. Changes in Enrollment**

A consistent trend over the past ten years has been the steady growth in enrollment in the Belmont Public Schools. In the 11 years between 2008 and 2019, total enrollment grew by 843 students (22.2%), from 3,791 to 4,634. This trend has been a significant cost driver in the Belmont budget, as more teachers are required to teach these new students.

However, during the past year, total enrollment has declined. This decline is a result of the COVID pandemic, during which some parents transferred their children from public schools to alternative arrangements, such as private schools or home schooling. Our neighboring peer communities have experienced comparable drops in public school enrollment in the past year. For example, Arlington, Lexington, and Winchester experienced declines of between 3.9% and 4.8%.

In total, Belmont enrollment declined by 262 students (5.7%), from a total of 4,634 last year to 4,372 this year. This decline was greatest in the elementary schools, which experienced a 9.5% (174 students) drop in enrollment. Enrollment at the middle school declined by 5.3% (79 students) and the high school declined by 0.7% (9 students). Of all grades, kindergarten experienced the steepest decline -- 96 students, or 37% of the total K-12 decline.

The table below shows the elementary, middle, and high school enrollment figures over the past ten years.

### 10-Year Enrollment Growth by Grade Cohort

Year	Grade K-4	Grade 5-8	Grade 9-12	Total K-12	Change from Prior Year
FY21	1,653	1,410	1,309	<b>4,372</b>	<b>(262)</b>
FY20	1,827	1,489	1,318	<b>4,634</b>	<b>73</b>
FY19	1,825	1,428	1,308	<b>4,561</b>	<b>34</b>
FY18	1,812	1,421	1,294	<b>4,527</b>	<b>122</b>
FY17	1,784	1,357	1,264	<b>4,405</b>	<b>104</b>
FY16	1,733	1,323	1,245	<b>4,301</b>	<b>81</b>
FY15	1,699	1,285	1,236	<b>4,220</b>	<b>83</b>
FY14	1,686	1,268	1,183	<b>4,137</b>	<b>143</b>
FY13	1,634	1,240	1,120	<b>3,994</b>	<b>99</b>
FY12	1,601	1,211	1,083	<b>3,895</b>	<b>29</b>
FY11	1,558	1,204	1,104	<b>3,866</b>	<b>(37)</b>
<hr/>					
5-Yr. Change					
#	(80)	87	64	<b>71</b>	
%	(4.6%)	6.6%	5.1%	<b>1.7%</b>	
<hr/>					
10-Yr. Change					
#	95	206	205	<b>506</b>	
%	6.1%	17.1%	18.6%	<b>13.1%</b>	

Enrollment is measured as of October 1st of each Fiscal Year.  
Source: MA DESE Enrollment by Grade Reports

Before the pandemic, the expectation was that enrollment in the Belmont Public Schools would continue to increase year to year for most of the next decade. If, as seems likely, the enrollment decline this year was a response to COVID, we should see a significant increase in enrollment in the 2021-2022 school year. The FY22 budget is based on that expectation. Because steady increases in enrollment have been a major cost driver in the school budget, a key element of future planning for the school budget will be monitoring public school enrollment and adjusting staffing accordingly.

Another facet of school enrollment are the numbers of students who are in three categories:

- English language learners (ELL) – students whose first language is not English and who are unable to perform ordinary classroom work in English.
- Special education (SPED) – students who have some type of disability that affects their ability to make effective educational progress and requires special education services through an Individualized Education Program (IEP).
- Out-of-district special education (OOD) – students who are enrolled in facilities outside of Belmont because the district cannot meet these students' needs internally.

As shown in the table below, ELL and SPED enrollment has grown faster than overall enrollment over the past five years, as indicated by the rising percentage of students in these two cohorts. These increases affect the budget over time, because the state mandates a higher level of services (and therefore

additional staff) than is required for regular education. The costs of providing educational services for SPED and OOD students and how those costs are managed are described in the next section.

### Special Education and English Language Learner Enrollment

	English Language Learners		Special Education Students		Out-of-District SPED Students	
	#	%	#	%	#	%
FY21	347	7.9%	540	12.0%	96	17.8%
FY20	385	8.3%	513	10.7%	95	18.5%
FY19	361	7.8%	498	10.6%	93	18.7%
FY18	336	7.3%	486	10.4%	107	22.0%
FY17	279	6.2%	458	10.0%	104	22.7%
FY16	257	5.9%	444	10.0%	98	22.0%
FY15	225	5.3%	405	9.3%	93	22.1%
FY14	173	4.1%	394	9.2%	83	23.0%
FY13	105	2.6%	391	9.5%	80	20.5%
FY12	106	2.7%	397	9.9%	N/A	N/A
FY11	107	2.7%	398	10.0%	N/A	N/A
<hr/>						
5-Yr. Change						
#	90		96		(2)	
%	35%		22%		(2%)	
<hr/>						
10-Yr. Change						
#	240		142		16	
%	224%		36%		20%	

Enrollment is measured as of October 1<sup>st</sup> of each Fiscal Year.

Source: MA DESE Enrollment by Selected Populations Reports, Belmont Public Schools

## 2. Special Education Costs and Funding Sources

### Special Education (SPED) Costs and Out-of-District (OOD) Tuitions

Special Education (SPED) expenditures include all SPED teachers, aides, occupational therapists, tutors, and contracted and other services for over 500 students with a wide variety of individual learning, behavioral, physical, developmental, social and emotional, and other specialized educational needs. The SPED budget includes mandated SPED transportation and out-of-district (OOD) tuitions. For FY22, SPED expenditures being covered by the General Fund budget are projected at \$16,062,339, which is 24.3% of the overall School Department General Fund budget. The SPED budget is increasing in FY22 by 18.4% over FY21, reflecting a restoration of the General Fund portion of OOD tuitions after a year in which the district relied more heavily on OOD reserves to fund tuitions (see below). In FY22, the portion of SPED expenditures not related to OOD tuitions is budgeted to grow by 4.1%, reflecting continued growth of the SPED cohort and the higher teacher-to-student ratio required (and mandated) to meet student needs.

OOD tuitions are mandated for students whose needs cannot be adequately served in the Belmont school system. Total OOD tuitions in FY22 are projected to increase by \$75,227 over the FY21 budget. However, the portion of those tuitions covered by the General Fund budget is projected to increase by \$2,094,461 in FY22, representing almost 85% of the overall SPED increase in the General Fund budget. During FY21, General Fund OOD expenditures were reduced by \$1.3 million and the School Department used reserve funds from the state Circuit Breaker, federal IDEA grants, and other reserves to fund a larger portion of OOD tuitions than usual. In FY22, the School Department returns to its prior practice of allocating a higher portion of tuitions to the General Fund budget in order to preserve the current remaining reserves for unanticipated OOD tuition needs.

OOD tuition expenditures are highly variable and unpredictable from year to year, because the district cannot always anticipate the number of students in this cohort or the level of services needed. At the same time, external funding sources vary from year to year and not necessarily in tandem with placements. OOD schools include LABBB (a five-town collaborative school for students with disabilities, of which Belmont is a member) and other collaborative schools as well as private schools that provide expanded and specific services. The cost varies by student, depending on the type of placement and the individual's needs. Tuitions are funded by the General Fund, by LABBB credits issued by the consortium to reflect cost savings realized in the prior year compared to what the member towns were assessed, and by annual federal and state grants that are designed to offset increases in OOD tuition expenses that might otherwise overwhelm a school budget. The largest external funding source is the state Circuit Breaker that reimburses the district for a portion of prior year OOD tuitions. The specific reimbursement amount varies based on the number and amount of prior year tuitions, the amount of total statewide district claims, and the absolute dollar amount appropriated by the state to the Circuit Breaker account. There is a one-year lag in the reimbursement, after which school districts have two years to spend these funds for allowable OOD expenses. IDEA funds, federal grants allocated through the state for students with disabilities, are also a significant source of external OOD tuition funding.

The following chart shows the breakdown of tuition by type of school and the funding sources for the district. The chart illustrates the FY21 dip in tuition charges that are projected to be funded by the General Fund and the impact of restoring the General Fund budget for tuitions in FY22. Please note that the FY21 and FY22 numbers in these charts are from draft budgets prepared in anticipation of additional funding. These numbers will change if tuitions exceed budgeted amounts, the School Department and School Committee opt to charge additional OOD tuitions to the budget in FY21, and/or reserves are used in FY22 to mitigate the impact of budget and FTE reductions in the General Fund budget.



### Tuition by Type of Placement and by Funding Sources

	Actual FY19	Budget FY20	Actual FY20	Budget FY21	Budget FY22
<b>Tuition by Type of Placement</b>					
LABBB and other Collaboratives	\$3,591,364	\$4,114,556	\$3,483,461	\$3,658,407	\$3,914,496
Private Placements	\$3,687,217	\$4,568,336	\$4,213,653	\$4,634,461	\$4,434,227
Out-of-State	\$239,801	\$258,630	\$144,000	\$276,735	\$296,105
<b>Total Tuitions</b>	<b>\$7,518,382</b>	<b>\$8,941,522</b>	<b>\$7,841,114</b>	<b>\$8,569,603</b>	<b>\$8,644,828</b>
<b>Funding Sources:</b>					
General Fund	\$5,113,095	\$5,266,487	\$4,593,597	\$3,935,141	\$6,029,602
Circuit Breaker Grants	\$1,314,789	\$2,329,816	\$1,847,064	\$2,735,873	\$1,552,280
IDEA Grants	\$808,340	\$1,016,032	\$623,137	\$1,225,696	\$1,062,946
LABBB tuition credits	\$282,158	\$329,186	\$777,316	--	--
SPED Reserve	--	--	--	\$672,891	--
<b>Total Funding Sources</b>	<b>\$7,518,382</b>	<b>\$8,941,521</b>	<b>\$7,841,114</b>	<b>\$8,569,601</b>	<b>\$8,644,828</b>
<b>General Fund as a % of Total OOD Tuitions</b>	<b>68.0%</b>	<b>58.9%</b>	<b>58.6%</b>	<b>45.9%</b>	<b>69.7%</b>

*Note: The components of FY21 funding differ from the FY21 budget book due to an accounting change subsequent to the issuance of the budget.*

Prior to the 2015 override, actual OOD tuitions often grew at a faster rate than budgeted in the General Fund, necessitating a freeze of regular education general fund expenditures or, in some years, an appropriation of additional Town funds to cover unanticipated increase in OOD students and tuitions. The 2015 override addressed this problem by providing an increase to the baseline General Fund tuition line of over 20%, which allowed budgeted tuitions to grow faster than the overall budget. Over time, the School Department was able to build carryover reserves. These reserves include unused and unencumbered Circuit Breaker and IDEA funds, LABBB credits, the General Fund SPED reserve, and other SPED stabilization funds. The cumulative reserves provide a hedge against unpredictable and unbudgeted increases in OOD tuition expenditures.

In FY19, the number of out-of-district students dropped from 107 to 93 and stayed relatively flat in FY20. Actual tuitions were significantly below budget in both years. This, combined with an inflow of higher grant receipts from prior year OOD placements and unbudgeted LABBB credits, resulted in substantial reserves of \$3.1 million by the end of FY20, as shown below. In FY21, the School Department budgeted \$1.3 million less in General Fund tuitions and is expected to use more reserves, resulting in lower “carry-forward” reserve amounts at the end FY21. The current estimate for end-of-year FY22 reserves is \$1.7 million, not including any LABBB credits that may be issued and used in FY22.

### Overview of OOD Tuitions and Reserves

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Budget	FY22 Budget
Total OOD Students (as of October 1 <sup>st</sup> )	93	98	104	107	93	96	95 <sup>2</sup>	N/A
Budgeted Tuitions <sup>1</sup>	\$5,267,232	\$5,909,232	\$7,058,892	\$7,340,434	\$8,145,841	\$8,941,522	\$8,569,601	\$8,644,828
Actual Tuitions <sup>1</sup>	<u>\$5,936,648</u>	<u>\$6,516,480</u>	<u>\$6,874,827</u>	<u>\$7,545,010</u>	<u>\$7,518,382</u>	<u>\$7,841,114</u>	<u>N/A</u>	<u>N/A</u>
Surplus/Deficit	(\$669,416)	(\$607,248)	\$184,065	(\$204,576)	\$627,459	\$1,100,408	N/A	N/A
<b>End-of-Year</b>								
Carry-Forward Reserves	N/A	N/A	\$1,543,065	\$1,595,874	\$2,291,165	\$3,114,026	\$1,547,654	\$1,741,254
<b>Increase/Decrease in Reserves</b>	N/A	N/A	N/A	\$52,809	\$695,291	\$822,861	(\$1,566,372)	\$193,600
Reserves as a % of Budgeted Tuitions	N/A	N/A	21.9%	21.7%	28.1%	34.8%	18.1%	20.1%

1. Includes total tuitions funded by both the General Fund and outside sources.

2. 104 as of April 1, 2021.

Over the course of the pandemic, the number of students requiring out-of-district placements increased by nine students – from 95 on October 1, 2020 to 104 as of April 1, 2021. The Department is now anticipating that FY21 OOD tuitions will be slightly higher than were budgeted in FY21. Although the FY22 General Fund budget for tuitions is \$2.1 million higher than FY21, the Department is concerned that additional OOD placements may be needed in FY22 for vulnerable students who may have trouble with reentry to school after a significant time away from the traditional educational model. In fact, as previously noted, the Department is currently anticipating higher OOD tuition expenses than when the FY22 budget was initially prepared. That change would result in lower ending reserve balances in FY22 than those that are shown in the FY 22 budget and in this report.

#### OOD Funding and Reserves

Typically, the School Department draws fully on the General Fund amount and charges tuition amounts beyond that to the reserve funds. Both the Circuit Breaker and IDEA funds may be carried forward for one additional year as a buffer against unexpected tuition expenses and these "carry-forwards" represent most of the reserves. The District uses a rolling three-year projection of OOD funding sources and expenses to forecast these reserves. However, the specific reserves will vary year-to-year based on the number of OOD tuitions, the type of placements, and the services required. In addition to tuition variables, reserves are also affected by the one-year lag in Circuit Breaker funding and the use of unbudgeted LABBB credits. The Department of Elementary and Secondary Education (DESE) recently ruled that LABBB credits must be used during the year they were issued. Therefore, while LABBB credits represent an unbudgeted source of additional funding for OOD tuitions, the impact of the credits on total funding is only known after the fact and is difficult to predict.

As previously detailed and also shown below, total grants vary year-to-year based on prior year placements and state and federal allocations. Between FY16 and FY20, available funds for current year

OOD tuitions ranged from a low of \$2.5 million to a high of \$6.4 million. Most of the increase occurred in FY19 and FY20 when a combination of higher available funds and fewer placements resulted in a \$3.1 million reserve at the end of FY20. During those two years, usage of total available reserves was just over 50%, down from 80% in FY16, as shown below.

**Total OOD Funding Usage and "Carry-Forward" Reserves**  
(Dollars in 000's)

	<b>FY16 Actual</b>	<b>FY17 Actual</b>	<b>FY18 Actual</b>	<b>FY19 Actual</b>	<b>FY20 Actual</b>	<b>FY21 Budget</b>	<b>FY22 Budget</b>
<b><u>Total Reserve Utilization</u></b>							
<b>Available Reserves</b>							
Beginning Reserve Balances: <sup>1</sup>	\$29.9	\$488.9	\$1,574.2	\$1,462.4	\$2,291.2	\$3,114.0	\$1,547.7
Annual Allocations:							
Circuit Breaker & IDEA	\$2,367.4	\$2,629.6	\$2,669.6	\$3,044.3	\$2,795.4	\$2,731.7	\$2,808.8
LABBB Credits	<u>\$151.9</u>	<u>\$283.3</u>	<u>----</u>	<u>\$175.6</u>	<u>\$602.1</u>	<u>----</u>	<u>----</u>
Total Annual Allocations:	\$2,519.3	\$2,912.9	\$2,669.6	\$3,219.9	\$3,397.5	\$2,731.7	\$2,808.8
General Fund SPED Reserve:	----	----	----	----	\$672.9	----	----
<b>Total Available Reserves</b>	<b>\$2,549.2</b>	<b>\$3,401.8</b>	<b>\$4,243.8</b>	<b>\$4,682.3</b>	<b>\$6,361.6</b>	<b>\$5,845.7</b>	<b>\$4,356.5</b>
<b>Total Reserve Utilization</b>	<b>(\$2,042.8)</b>	<b>(\$1,858.7)</b>	<b>(\$2,827.9)</b>	<b>(\$2,405.3)</b>	<b>(\$3,247.5)</b>	<b>(\$4,298.1)</b>	<b>(\$2,615.2)</b>
Carry-Forward Reserve Balances <sup>1</sup>	\$506.4	\$1,543.1	\$1,415.9	\$2,277.0	\$3,114.1	\$1,547.6	\$1,741.3
Current Year Utilization as % of Total Available Reserves	80.1%	54.6%	66.6%	51.4%	51.0%	73.5%	60.0%

**Carry-Forward Reserve Balances by Funding Source**

State Circuit Breaker	\$1,052.5	\$1,854.4	\$1,830.4	\$937.4	\$1,163.3
Federal IDEA Grant	----	\$261.5	\$610.8	\$610.2	\$578.0
LABBB Credits	\$283.3	\$175.2	----	----	----
General Fund SPED Reserve <sup>2</sup>	----	----	\$672.9	----	----
<b>Carry-Forward Reserve Balances<sup>1</sup></b>	<b>\$1,335.8</b>	<b>\$2,291.2</b>	<b>\$3,114.0</b>	<b>\$1,547.7</b>	<b>\$1,741.3</b>

1. The "Beginning Balance" in any one year may not match the prior year ending balance due to adjustments made after the close of the budget. This may include small increases in awards or reallocation of expenditures.

2. To meet state "Maintenance of Effort" requirements, the School Department appropriated \$672,900 to the General Fund SPED reserve fund in FY20 by increasing the usage of IDEA funds and reducing General Fund usage relative to what was originally budgeted.

### **3. Full-Day Kindergarten**

In FY21, the School Department and School Committee initiated free, full-day kindergarten. This accomplished a long-term goal to provide equity for all Belmont families and to align Belmont's kindergarten program with other districts. The Department calculated that a combination of excess funds in the kindergarten revolving account and additional support from the General Fund budget would cover the transfer of kindergarten expenditures to the General Fund budget in FY21, after which time an increase in Chapter 70 aid to the town based on full-time, non-fee-paying kindergarten students would offset the increased expense in the School Department budget.

In making that decision, the School Department and School Committee relied in part on guidance from the Department of Elementary and Secondary Education (DESE) regarding the impact that the conversion would have on Chapter 70 state aid, which is, in part, determined by the total enrollment in the school system. For Chapter 70 calculation purposes, each Belmont kindergartner has historically been counted as one-half of a student since a fee was charged to those that enroll in the extended full-day program. The School Committee and School Department, in consultation with DESE, calculated that the establishment of free, full-day Kindergarten in FY21 would allow each Belmont kindergartner to be counted as one full student in DESE's funding model for FY22, thereby increasing Belmont's Chapter 70 aid by \$1.3 million. That increased aid was expected to more than cover the \$1 million of kindergarten revolving fund expenditures that were transferred to the General Fund starting in FY21.

Unfortunately, the impact of COVID and the resulting decline in total school enrollment in FY21 disrupted this calculation. Given the widespread enrollment declines in most school districts across the state, the state decided to hold communities harmless by not reducing Chapter 70 state aid in FY22 due to these lower enrollments. However, that decision means that Belmont will not receive the expected increase in Chapter 70 aid associated with the conversion to full-day kindergarten. As a result, there is a \$1 million increase in the FY22 School Department budget that will not be offset by increased state aid.

The School Department expects that Belmont will receive increased Chapter 70 aid for full-day kindergarten enrollees in FY23 based on October 2021 enrollment, and that this increased aid will provide additional recurring revenue for the Town going forward. However, the amount of aid is dependent on the expectation that Belmont kindergarten and total school enrollments will recover in the 2021-2022 school year, as well as a return to historical state aid allocation formulas.

### **4. Vocational Education**

In October 2016, Belmont Town Meeting voted to withdraw the Town from membership in the Minuteman Regional Vocational Technical High School District. That withdrawal was effective as of June 30, 2020. Consequently, the 2020-2021 school year is the first year that students who are attending Minuteman are considered to be non-member students.

When Belmont was a member of the Minuteman District, Belmont students opting for a vocational education program were required to enroll in Minuteman. Now, students are also free to seek out other vocational programs if they are so inclined and if other schools are accepting non-member students. In FY21, a total of 45 Belmont students attended Minuteman, essentially unchanged from those who

attended in FY20. Belmont's enrollment at Minuteman in FY20 and FY21 is the highest that it has been in the past 20 years and matches its peak Minuteman enrollment in the late 1990's. In addition, another three Belmont students are enrolled in FY21 at the Medford Vocational Technical High School.

Because it is now a non-member town, Belmont pays fees for each of its students who attend Minuteman. These fees include a per-student tuition fee set by the Department of Elementary and Secondary Education (DESE), a capital assessment fee equal to the per-student debt service cost on the debt incurred to build the new high school, and a surcharge for each special education student attending on an IEP plan. Belmont is also responsible for any costs associated with transporting students to and from Minuteman. In addition, as a former member of the District, Belmont also pays its pro-rata share of a small amount of as-yet unretired debt that was previously issued to undertake certain energy efficiency projects on the former school building. Belmont pays a separate tuition fee for students attending Medford Vocational Technical High School and is also responsible for transportation costs for those students.

When Belmont was a member of Minuteman, the Town was annually assessed a fee based on a formula in the District's Regional Agreement. That fee was calculated in arrears, using the Town's enrollment in prior years. The fees were carried in the Town's budget as a so-called fixed cost, because even though the amount varied year to year, the fee for the upcoming fiscal year was known in advance of the annual budget being approved. Now, as a non-member town, Belmont is assessed an annual fee based on its current school year enrollment, which is not known when the Town budget is developed. Consequently, as with special education out-of-district tuitions, Belmont's annual vocational educational expenses are not known with certainty when the budget is approved.

From a budgeting presentation standpoint, although Belmont's vocational education expenses are no longer determined with certainty in advance of the annual budget being approved, these projected costs continue to be carried on the Town's budget as a so-called fixed cost rather than on the School Department budget. Nevertheless, the Warrant Committee believes that these costs are an important component of the Town's overall educational expenses and should be understood by Town Meeting Members.

In FY21, the Town budgeted a total of \$1,721,238 for Minuteman costs. For FY22, the Town is budgeting \$1,764,269, an increase of \$43,031, or 2.5%.

#### **D. Recommendations**

**Use of COVID Relief Funds:** While recognizing the complexity of federal and state government regulations, timing, uncertainties of the pandemic and ever-changing circumstances, the Education Subcommittee strongly encourages, to the extent possible, applying any and all available federal and state dollars to all such expenses rather than charging them to the General Fund.

We strongly support the Superintendent's commitment to ensuring all available state/federal school and Town grant funds are used to offset FY21 and FY22 COVID expenditures to minimize the impact to the General Fund. We recommend ongoing coordination with the Town Administrator to make sure that any funds available to cover FY21 COVID expenditures are used to cover COVID costs incurred by the School Department in the third and fourth quarters of FY21. In addition, as American Rescue Plan funds

become available and understood more fully, the School Department should work with the Town on a three-year plan to prudently manage these funds and maximize their uses.

**FTE Hiring:** The availability of federal COVID relief funds, depending on any restrictions on how these funds can be used, may make it possible to hire additional staff in FY22 to address academic recovery, social and emotional needs, vaccination clinics, and other COVID related needs. The funding of any COVID-related, short-term FTEs should include all benefits and separation costs in order to minimize the impact on the FY23 General Fund budget. While these positions are critical to support returning students, the cost per FTE can be significantly higher due to their temporary nature and negotiated separation requirements.

The Education Subcommittee strongly recommends against funding ongoing operating positions or restoring staffing cuts using one-time sources of funds, such as grants. The addition of staff members who need to remain on the payroll after grants have been exhausted exacerbates the structural deficit by creating new, recurring costs without recurring revenue, and, as such, increases painful FTE reductions that may need to be made in FY23.

**OOD Funding:** The School Department budget carries forward reserve funds from state and federal grants as a buffer against unbudgeted and unpredictable out-of-district (OOD) tuitions. To the extent that FY21 OOD tuitions exceed the budget, the Education Subcommittee recommends that the School Department and School Committee carefully consider those accumulated balances as a source of funding to offset the higher costs rather than first charging any excess amounts against any other surplus in the Department's FY21 General Fund budget. We believe that the accumulated reserve funds provide an opportunity for the Department to offset some of the impact that those higher costs have on the General Fund while still leaving the School Department with a cushion to offset future unbudgeted costs. To the extent that accumulated reserve funds are used to cover increased costs, the savings to the General Fund budget will flow through as free cash, thereby benefiting the entire Town.

**Use of Revolving Funds:** After two years of shifting expenses away from various revolving fund accounts to the General Fund in order to ensure the solvency of those revolving fund accounts, in FY22 the School Department is relying to a greater extent on the accumulated balances in those accounts to offset constraints in the General Fund budget. While utilizing account balances to offset General Fund expenses may be a prudent use of those funds, the Department also needs to closely monitor individual revolving account balances to ensure that tapping those funds is not jeopardizing the ability of those accounts to help offset General Fund expenses in future years as well.

**Transparency:** Clarity and understanding of financial details of the School Department budget allows Town Meeting members and residents to make informed decisions on the future of Belmont. To help us understand how the School Department might improve and expand the level of detailed information on the budget that it provides to the public, the Education Subcommittee studied the financial information provided by school departments in our peer communities. We found a variety of examples where financial data is presented in ways that we think could help support a better understanding of school finances and needs. In many cases, these examples present data that is already required for DESE reporting. In March 2021, the Education Subcommittee shared with the School Department and School Committee our initial recommendations about additional information that we think should be included in the annual School Department budget materials. In particular, we recommended that the Department's budget materials include more information about staffing and compensation, which is the largest single driver of the School Department budget, and special education OOD tuitions, which is a

complex and volatile departmental expense. We look forward to discussing these recommendations with the School Committee and School Department in the months ahead.

**Vocational Education:** Belmont's withdrawal from the Minuteman Regional Vocational Technical High School District has changed both how Belmont provides vocational education to its students and how it pays for those services. While a member of the district, Belmont's annual assessment was based on a formula and was carried as a so-called fixed cost in the Town's budget. Now, however, the annual tuition costs for vocational education are much more akin to special education out-of-district tuitions in that they are directly related to the number of vocational education tuition students and the particular schools that those students attend. Consequently, it may be prudent for these costs to be projected and budgeted more similarly to how OOD tuitions are handled, including incorporating those costs into the School Department budget (rather than the Town's fixed cost section) and potentially establishing and capitalizing a reserve fund to insulate the Town's General Fund budget from year-over-year volatility in these expenses. The Education Subcommittee plans to focus on this topic further in the year ahead.

## Pension, OPEB and Debt Liabilities

### *Introduction*

Approximately 17 % of the Town's FY22 budget (\$141.6 million) consists of certain fixed costs related to the Town's debt, its retirement system, and its retiree healthcare obligations (known as OPEB – "Other than Pension Employment Benefits"). These three items are non-discretionary, budget expenditures that the Town must pay. Debt service on the Town's \$243 million of debt is a fixed budget item, without latitude for negotiation. The Town's pension appropriation is paid to the Belmont Retirement System under a funding schedule imposed on the Town by the Belmont Retirement System and approved by the State's municipal pension oversight board (PERAC – "Public Employee Retirement Administration Commission"). If the Town fails to make its mandated pension appropriation, the State will garnish the Town's state aid. In contrast, the Town has chosen to fund OPEB contributions on a "pay-as-you-go" basis, making only modest, non-obligatory contributions to the Town's OPEB Trust, which is set aside to fund future OPEB obligations. The pay-as-you-go OPEB obligations represent current healthcare bills for Town retirees. Each of these three types of costs is examined in greater detail below.

### Pension

Employees of the Town of Belmont are enrolled in the Belmont Retirement System ("BRS"), except for teachers, who are members of the Massachusetts Teachers' Retirement System (as are all public school teachers in MA). The BRS was created in 1938 to provide retirement benefits to Town employees and their beneficiaries under the provisions of Massachusetts General Laws Chapter 32. The BRS is an independent governmental unit that is overseen by a five-member board ("BRS Board") and is subject to rules and regulations promulgated by PERAC. The BRS Board consists of two members elected by members of the System (i.e., retirees and active employees), one member appointed by the Select Board (In June 2020 the Select Board reappointed Floyd Carmen to a second three-year term), the Town Accountant (a voting *ex-officio* member), and a fifth member selected by the other four members who cannot be a member of the BRS. In January 2021 the BRS Board reappointed Tom Gibson as the fifth member. None of the other applicants for the fifth-member position was interviewed by the BRS Board.

Every two years the BRS Board commissions an independent actuarial report that determines the Town's annual pension contribution schedule. The most recent actuarial report is dated January 1, 2020 and was submitted to the BRS Board in October 2020. The next report will be dated January 1, 2022.

For FY22, the Town's appropriation to the BRS increased 4.45% or \$479,000 to \$11.263 million for all components (General Fund, non-teaching School Department, Enterprises, Housing Authority, Belmont Light). This compares to an appropriation of \$10.784 million in FY21 for all Town components. The portion of the appropriation related to the Town's enterprise funds is paid by those funds and is not part of the Town's General Fund. Of the \$11.263 million appropriation, the FY22 pension cost for the Town General Fund and the non-teaching School Department is \$9,662,058 which is about 6.7% of the non-enterprise fund Town budget in FY22. The chart below presents the total pension contribution in FY21 and FY22, along with detail about some components of the pension funding requirement. For example, about 21% or \$2.331 million of the FY22 \$11.263 million requirement is calculated to cover the Town's



projected pension costs for the current employees (the so-called “Employer Normal Cost”); the 80% balance of about \$8.932 million is the required contribution for the amortization of pension obligations earned by prior employees (the so-called “Amortization of Remaining Unfunded Liability”).

The annual total pension contribution is expected to increase about 4.45% each year through 2031, based on the January 1, 2020 actuarial report. Due to the fiscal pressures of the COVID pandemic, and in consultation with the Town Administrator, the BRS Board adopted a revised pension schedule that extended the full-funding contribution schedule from a final date of June 30, 2029 to June 30, 2031. PERAC has approved this revised schedule, which is now locked in place for the next two years. Had the BRS Board not extended the funding schedule, the FY22 appropriation would have been \$11.4 million or \$137,000 higher than the proposed \$11.263 million. The annual appropriation only dropped modestly even in concert with the extension of the funding schedule for two years to 2031 because of changes in other inputs and assumptions in the actuarial study, especially the drop in assumed investment rate from 7.40% to 7.15%.

#### *Pension Funding Schedule (\$millions)*

The chart below presents the projected pension funding schedule through 2031, based on current actuarial assumptions. Myriad assumptions drive this funding schedule. Some of the more important assumptions are:

- Market investment rate of return
- Longevity of participants
- Salary increases
- Demographic changes (timing of retirements, disability experience, turnover, etc.)

	<b>Employer Normal Cost</b>	<b>Amort of ERI &amp; Remaining Unfunded Liabilities</b>	<b>Total Actuarial Contribution</b>	<b>% Change from Prior Year</b>
FY19	\$1.875	\$7.766	\$9.641	
FY20	\$1.958	\$8.239	\$10.197	5.8%
FY21	\$2.256	\$8.528	\$10.784	5.8%
FY22	\$2.331	\$8.932	\$11.263	4.4%
FY23	\$2.409	\$9.356	\$11.765	4.5%
FY24	\$2.489	\$9.799	\$12.288	4.4%
FY25	\$2.572	\$10.264	\$12.836	4.5%
FY26	\$2.657	\$10.749	\$13.406	4.4%
FY27	\$2.746	\$11.257	\$14.003	4.5%
FY28	\$2.837	\$11.789	\$14.626	4.4%
FY29	\$2.931	\$12.345	\$15.276	4.4%
FY30	\$3.03	\$12.928	\$15.957	4.5%
FY31	\$3.130	\$13.129	\$16.259	1.9%
FY32	\$3.234		\$3.234	-80.1%

### *Investment Returns*

The BRS Board pays an investment advisor (currently New England Pension Consultants) to provide guidance on investing the System's assets (about \$124 million market value as of 12/31/19). The BRS Board develops an investment policy and hires investment managers for the approximately 12-15 mandates that its policy delineates. The Select Board appointee, Town Treasurer Floyd Carman, is the only investment professional currently serving on the BRS Board.

The retirement systems of approximately 65 Massachusetts cities, towns, and agencies direct the investment of their own retirement assets, as does Belmont. The remaining Massachusetts cities, towns, and agencies (about 40) have outsourced the investments of their retirement assets to the State's Pension Reserves Investment Trust ("PRIT"), under the management of the Massachusetts Pension Reserves Investment Management Board ("PRIM"). PRIM manages approximately \$87 billion (as of 12/31/20) and it benefits from the low investment fees and access to investment options that come with this considerable scale. Belmont resident Michael Trotsky currently serves as PRIM's Executive Director and Chief Investment Officer. Over the past thirty-five years, PRIT's aggregate returns have been higher than BRS returns, net of management fees. Lower investment returns lead to the need for increased Town appropriations at the time the funding schedules are revisited every two years by the actuary. During the past decade, the BRS Board has selected PRIT as a manager for certain mandates (i.e., real estate, hedge funds, and others) and these selections have resulted in about 49% of BRS assets being managed by PRIT. However, by maintaining control of the investment of the remaining assets, and continuing to pay the associated management fees, the Retirement System's expenses are higher than they would be otherwise and the System is potentially missing higher investment earnings from PRIT.

The assumed rate of return on assets is a significant input in the actuarial analysis. The "assumed rate of return on the actuarial value of assets" should represent the expected long-term rate of return based on the Retirement System's investment policy. Variations between this assumed rate of return and the actual rate of return leads to actuarial gains and losses in the funding calculation. The "rate of return on the market value of the assets" is calculated annually on a net-of-fee basis, based on actual investment returns for the year on the Retirement System's assets. The "actual rate of return on an actuarial basis" represents the five-year weighted average of actual investment returns. The chart below presents these three types of rates, to the extent they have been determined as of April 1, 2021. (It should be noted that the BRS Board operates on a calendar fiscal year.)

	<b>Assumed Return for Actuarial Asset Valuation</b>	<b>Actual Return for Actuarial Valuation</b>	<b>Market Rate of Return for Market Asset Valuation</b>
2015	7.50%	7.46%	1.06%
2016	7.50%	7.76%	8.89%
2017	7.50%	8.42%	13.79%
2018	7.40%	5.37%	-3.04%
2019	7.40%	6.62%	15.72%
2020	7.15%	TBD	10.2%*
Not reviewed by PERAC yet.			

### *Members of the Retirement System*

As of December 31, 2019, the Retirement System served 351 retirees and their related beneficiaries. At that time, there were 498 active participants (employees) in the System. There were 270 inactive participants. (These inactive participants consist mainly of participants entitled to a return of their employee contributions and also a few participants with a vested right to a deferred or immediate benefit.) The ratio of “non-active” participants (retirees + inactive participants) to “active” participants has remained approximately even the last few years at 1.25X as of December 31, 2019.

### *Other Aspects of the System*

The current total unfunded liability for the Retirement System is \$79 million, meaning the Retirement System is about 60% funded. When compared to other communities in the State, Belmont ranks about 70<sup>th</sup> out of about 105 systems in terms of its funding level.

In 2021, the Retirement Board approved a cost of living increase of 3% on the retirement base eligible for the maximum cost of living adjustment (“COLA”), which is \$13,000 of each retiree’s benefit. In 2019 Town Meeting approved an increase of \$1,000 in the COLA base from \$12,000 to \$13,000.

### *Warrant Committee Recommendations*

1. The Warrant Committee recommends that the BRS Board make an annual presentation to the Warrant Committee and the Select Board that will include the status of the System and a comparison of the investment performance of the BRS to that of PRIT. BRS returns should consistently outperform PRIT in order to justify ongoing active management by the BRS Board of assets that are not already invested in PRIT.
2. The Warrant Committee recommends that the Town engage the BRS Board in active review of two ways to reduce the Board’s administrative costs, all of which come out of the Town’s General Fund – moving Board staff from leased space to Town-owned space and utilizing the Town’s labor counsel, rather than keeping separate counsel on retainer.
3. The Warrant Committee recommends that the Select Board and the Warrant Committee receive an update from the BRS Board when the next draft actuarial report is prepared, prior to the BRS Board formally adopting that report being formally adopted and sent to PERAC.

### *Other Post-Employment Benefits (“OPEB”)*

In addition to pensions, Belmont provides its employees with healthcare and life insurance benefits upon retirement. These OPEB benefits are managed and overseen by the Town and not by the Belmont Retirement Board. There is no state oversight agency such as PERAC monitoring the status of compliance with OPEB funding. The Town pays OPEB benefits for retirees on a “pay-as-you-go” basis, meaning the Town makes payments out of the current year’s budget to cover retiree health costs; the Town does not have meaningful reserves upon which to draw for current year retiree health costs.

In FY22, the Town estimates that it will fund Town-only retiree healthcare costs of \$1,746,357 (excluding Light Department and water/sewer enterprises). Since 2019 the Town has separated retiree healthcare

costs from employee healthcare costs, which provides better visibility on this budget item. Beginning in about 2015, the Town began to fully ascribe OPEB costs for enterprise funds to those enterprises. See the chart below.

Although the Town has fully covered costs of current retirees' OPEB benefits on a pay-as-you-go basis, the Town does not have adequate reserves to cover projected OPEB benefits accrued by Town employees, as determined by an actuarial analysis. The most recent Belmont OPEB actuarial report is dated as of June 30, 2019, and was presented to the Town on April 22, 2020. As of June 30, 2019, the Town's unfunded OPEB liability was \$95,366,808, which is higher than the unfunded liability of \$89,852,077 as of the prior report dated June 30, 2017. The liability increase is the net result of several factors including: updated healthcare cost experience, updated teacher mortality assumptions, changes in federal tax treatment of high-cost healthcare plans, the alteration of the Town's plan design, and updated Medicare enrollment and marriage assumptions. Despite the increase, the unfunded liability is still substantially lower than the \$186 million unfunded liability from the report of June 30, 2015.

The Town created an "OPEB Trust Fund" in early 2000s to segregate funds for future OPEB obligations owed to retirees. The OPEB Trust has a balance of approximately \$6 million. (The Town Treasurer manages these funds.)

#### *Town Funding of OPEB*

In FY22, the Town proposes to allocate \$50,000 from Free Cash to the OPEB Trust. This mirrors the FY21 contribution of \$50,000. This is the minimum contribution permitted by the Town's OPEB funding policy and is far below the Town's prior pattern of depositing at least \$250,000 per year.

Prior to FY21, the Town had planned to make level annual contributions to the OPEB Trust in the range of \$250,000 until after the BRS was fully funded (2029 under the prior pension funding schedule). At that point the current plan calls for OPEB contributions to increase dramatically (to approximately \$12 million annually). As discussed earlier, the pension schedule has been extended to 2031. That extension will postpone the substantial increase in OPEB in funding until 2032, which will then continue to at least 2043 in order to fully fund the projected OPEB requirements.

	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>
	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
<b>Health Insurance Retired Employees</b>	\$1,646,109	\$1,695,492	\$1,746,357
<b>Medicare insurance</b>	\$308,197	\$315,902	\$323,800
<b>Life Insurance Premiums</b>	\$19,425	\$19,425	\$19,425
<b>Contributions to OPEB Trust</b>	\$552,695	\$50,000	\$50,000
<b>TOTAL OPEB SPEND</b>	<b>\$2,526,426</b>	<b>\$2,080,819</b>	<b>\$2,139,582</b>

#### *Warrant Committee Recommendations*

1. We support the active collection, monitoring, and isolating of the retirees' healthcare costs in the annual budget and quarterly over the course of the year to build a more reliable database on anonymized OPEB costs.

2. We also support the full loading of proportional OPEB costs onto the enterprise funds.
3. The Warrant Committee will continue to communicate with the Town administration as it undertakes periodic OPEB actuarial reports. Given the extension of full funding of the BRS to 2031, the Town should revise its OPEB funding schedule accordingly.

## Debt

The Town's General Fund budget includes \$14,723,230 for debt service in FY22, down by over \$800,000 from the FY21 debt service of \$15,560,211. Debt service is split between principal (47%) and interest (53%) and does not include the debt service of the Light, Sewer, and Water enterprises. Debt service will comprise about 10% of the Town budget in FY22, down from 12% of the budget in FY21. About 90% of the Town's debt service (\$13,191,991) relates to so-called "exempt debt" – debt that is supported by debt exclusion votes. Such exempt debt is "serviced" by separate, specific slices of property tax revenues that are only levied after project-specific debt exclusion votes of the Town residents. Only the 10% balance of debt service (\$1,531,240) is funded through the regular town operating budget, under the Proposition 2.5% cap.

To assist in funding its capital plan, the Town has often issued "replacement" non-exempt debt after prior non-exempt debt has matured. The Warrant Committee is supportive of this prudent debt management policy and observes that it is used in many other communities. For example, \$107,000 of the current non-exempt debt service supports debt that funded a new Harris Field in 2014. That slice of non-exempt debt service is informally "reserved" to fund the inevitable next replacement of Harris Field that will arise in about two or three years. In addition, about \$554,000 of the non-exempt debt service is linked to the recent renovations of the Police Station and the DPW yard. This debt replaced non-exempt debt that matured in FY20.

The Town's water and sewer enterprise funds also issue debt to support their capital projects; this debt is serviced by user fees paid to the Town enterprises. The Warrant Committee notes that the Belmont water and sewer enterprises often take advantage of zero interest loans offered by the MWRA. The Warrant Committee strongly support full and maximal use of the zero-interest loan program to assist in funding the utility capital plans.

The table below presents the Town's debt service, separated between exempt and non-exempt, for FY20-FY22.

	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
<b>Exempt Debt Service</b>	\$8,762,711	\$13,812,473	\$13,191,991
<b>Non-exempt Debt Service</b>	\$1,585,962	\$1,747,738	\$1,531,240
<b>Total Debt Service</b>	<b>\$10,348,673</b>	<b>\$15,560,211</b>	<b>\$14,723,231</b>

## *Town's Bond Rating*

The Town's debt carries two ratings, Aaa from Moody's (as of May 21, 2020) and AAA from Standard & Poor's (as of May 26, 2020). The agencies' reports on Belmont indicate support for the Town's financial

position and confidence in the Town's financial management. Maintenance of the Aaa/AAA ratings could be regarded as a burden when viewed in isolation, but this burden needs to be considered in conjunction with the debt service savings the Town achieves by virtue of these high ratings. Currently, in an extremely low interest rate environment, when credit spreads are compressed, the interest rate difference between a AAA and AA rating is low; but, as rates rise, the interest rate differential builds, and the AAA rating quickly becomes considerably more cost effective than lower ratings on both cash and present value bases. The Town will have debt to issue in the future to support capital projects and thus, the Aaa/AAA ratings merit support through prudent financial planning.

#### *Warrant Committee Recommendations*

1. The Warrant Committee supports maintenance of the Town's Aaa/AAA bond ratings.
2. The Warrant Committee support the use of replacement non-exempt debt to support capital projects.
3. The Warrant Committee supports full use of the 0% loan program of the MWRA for the water and sewer enterprises.

#### Note

This report is a collaborative report that reflects many hours of work by all members of the Warrant Committee with assistance from the Town Administrator, the Town Treasurer, the Town Clerk, the School Committee, School Superintendent and Finance Director, and each of the department heads. The Chair of the Warrant Committee takes responsibility for the content of this report. We welcome all feedback that could help make the report more useful to Town Meeting Members. Please email any comments to [warrcommpublic@belmont-ma.gov](mailto:warrcommpublic@belmont-ma.gov).

# BELMONT PUBLIC SCHOOLS

## FY22 Budget (July 1, 2021–June 30, 2022)



### **BELMONT SCHOOL COMMITTEE**

Amy Checkoway, *Chair*  
Meghan Moriarty, *Secretary*  
Catherine Bowen  
Michael Crowley  
Andrea Prestwich  
Jamal Saeh

### **SCHOOL ADMINISTRATION**

John P. Phelan  
- *Superintendent of Schools*  
Janice Darias  
- *Assistant Superintendent for Curriculum & Instruction*  
Anthony DiCologero  
- *Director of Finance, Business, and Operations*

## A letter from the School Committee...

Dear Town Meeting Members and Residents of the Belmont Community,

The Belmont Public Schools' FY22 budget is carefully constructed to preserve a high-quality educational experience for all students. Although it was challenging to make significant reductions to the budget after a failed override in April, and the more than \$2 million in reductions will impact district operations over the next year, I believe that the final budget will allow us to maintain a foundational level of services to carry out the district's mission statement, which is:

*"With a commitment to teaching and learning, the Belmont Public Schools strive to nurture the knowledge, skills, and emotional development of each student in order to create a community of engaged learners who contribute to the common good and are of service to others."*

The School Committee developed the FY22 budget in close partnership with the Superintendent and district leadership team, along with the Warrant Committee's Education Subcommittee. We worked through multiple iterations, listened carefully to extensive input from community members, and incorporated feedback in the final budget.

In FY22, it is more important than ever for us to use our resources to differentiate academic programming and services for each student, provide a variety of social-emotional and mental health supports, and provide opportunities to re-engage students and staff in our vibrant school community.

The past 14 months have been extremely challenging for everyone, including our schools, as we navigated an international pandemic. As a School Committee, at times we struggled to meet the community's expectations. We hope to build trust and engage families and other residents in the months ahead through listening to feedback and focusing on improved communications, transparency, and decision-making processes.

We remain incredibly grateful for the tireless work of our educators, staff, and district leaders. Their commitment, work ethic, and focus on our students every day is remarkable. We are also deeply thankful for the support that our district receives from volunteers, including the PTOs/PTAs, Foundation for Belmont Education, many other community organizations, and individuals who are committed to our school system.

The School Committee will carefully manage the district's budget in the year ahead and work in close partnership with other boards and committees to plan for the financial future of our town and schools.

Sincerely,

Amy Checkoway  
Chair, Belmont School Committee



## A note from the Superintendent...

Dear Town Meeting Members and Residents of the Belmont Community,

The 2021 fiscal year has presented the school district with numerous challenges ranging from teaching and learning during a global pandemic, to funding adequate staff for our various learning models, to simply delivering the ongoing instructional experience in the classroom for which we are known. As we look ahead to fiscal year 2022, it is imperative that we first take a look at those years leading up to our present day situation.

Prior to the last successful override for the Town in 2015, budgets were commonly underfunded. We were an organization in need of consistent funding which would allow planning of a successful move forward. The override afforded us the opportunity to address enrollment and move into a culture of hiring and retention, seeking the best candidates for our needs with a newly invigorated budget. We made capital improvements with the addition of modular classrooms at several of our schools. We focused on long-term needs and began the campaign for the new Belmont Middle and High School, which will open for grades 9-12 in September of 2021.

In 2020, COVID-19 unexpectedly paused the school district, interrupting teaching and learning as we had known it. We continued working toward excellence for students, both in the classroom and remotely during the pandemic year, and will continue to work over the next several years to ensure academic and social and emotional recovery throughout the district. In FY21, we have utilized \$2.7M in Federal funds to provide technical services and safe classrooms.

We continue to experience the impact of COVID-19 and its effect on the FY22 budget. Current funding variables include state aid, Federal aid via the American Rescue Plan, and allocation of the ESSER II and III funds for COVID-related expenses. Given the current uncertainty of these funds in conjunction with the “no” override vote, we have partnered with the Town in reducing our FY22 school budget by \$2,070,000. This reduction includes 8.60 new FTEs (\$707,500) originally included to address enrollment and class size as well as social and emotional learning. The reductions also include 6.50 FTEs (\$398,740) in existing positions, co- and extra-curricular programs and associated stipends, and texts, supplies, and materials (\$258,760) district-wide. Additionally, we will need to address COVID-related requirements related to health, safety, remote services, and academic recovery through the use of Federal ESSER II and III dollars.

The following detailed overview of the FY22 annual operating budget demonstrates our commitment to an educationally, socially, and emotionally robust environment that will enrich the teaching and learning of all students as we move forward to a new school year.

Respectfully,

John P. Phelan  
Superintendent of Schools

[Belmont Public Schools Budget](#)  
[District Configuration Plan](#)

**PART I: FY22 BUDGET DOCUMENTS**

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## **PREFACE TO THE FY22 BUDGET**

FY21 budget development occurred between February and June of 2020 and was presented with approximately \$3M in reductions. Our inability to add enrollment FTEs for the Chenery Middle School and Belmont High School in FY21 paused our configuration work. Given the 2020-2021 school year, the Town and School Department agreed to utilize one-time Federal funds in conjunction with the school's budget to maintain operations through the end of the fiscal year. By maximizing \$2.7M in Federal aid, the School Department was able to support COVID expenses such as increased staffing (one-year), Personal Protective Equipment, Technology Integration Specialists, additional texts, supplies, and materials, and various services to support families.

Our FY21 COVID experience informed our planning and preparation for FY22. The School Department began working with the Financial Task Force II to align this work with the FY22 budget process. In October, 2020, the School Department began preparation of two budgets:

- a contingent budget based on a “yes” override vote
- a non-contingent budget based on a “no” override vote

The School Department has worked tirelessly to separate one-time COVID-related expenses in its FY22 budget. Therefore, it continued planning its operating budget intending the use of Federal dollars for one-time COVID expenses to the extent possible in FY22.

The School Department successfully navigated FY21 with a reduced operating budget by utilizing the maximum available Federal funding. We hope to accomplish the similar task of implementing the FY22 budget with reductions of \$2,070,000 for the 2021-2022 school year.

## **FY22 SCHOOL DEPARTMENT INITIATIVES**

- ❖ Continue the district-wide professional development of staff to support the outcomes of culturally responsive teaching practices.
- ❖ Continue the work of the District Configuration Education Plan Committee to articulate the district vision for teaching and learning.
- ❖ Commit resources to the service delivery models for Special Education programs and develop plans to improve in-district capacity to meet a variety of Special Education needs.
- ❖ Continue to enhance the new Technology Plan for technology infrastructure and integration in support of teaching and learning at the new Belmont Middle and High School as well as the district-wide 1:1 device initiative accelerated due to COVID.
- ❖ Professional development focus areas pre-K-12: Curriculum and assessment development and review; Technology tools and applications to improve instruction; Teaching English Language Learners, Development of critical thinking skills; Social-emotional learning to improve the district's capacity to engage and support all learners.
- ❖ Commit to learning recovery and targeted student supports throughout the next academic year.
- ❖ Review the district's work through the lens of equity and access for all students of the Belmont Public Schools.
- ❖ Ensure sufficient class size for overcrowded middle and high school grades to the extent possible.

## **FY22 BUDGET OBJECTIVES**

- ❖ Align FY22 Budget to the priorities and initiatives outlined above.
- ❖ Maintain and support the continuous improvement of our staff through professional development and our vision of teaching and learning for the Belmont Public Schools.
- ❖ Continue the transition of grade reconfigurations in conjunction with the 7-12 Belmont Middle and High School Building Project, including: staffing, curriculum and instruction, and operations.
- ❖ Support positions and programs that allow equity and access for all students.
- ❖ Maintain the staffing levels commensurate to enrollment and preserve the existing quality of educational services for our students.
- ❖ Maintain a well-rounded education comprised of rigorous academics, strong performing arts, and high participation in athletics, extra-curricular experiences, and community service.
- ❖ Meet existing contractual commitments.
- ❖ To the extent possible, address increasing class sizes and program offerings.
- ❖ Meet the space challenges presented by continued increased enrollment.
- ❖ Respond to student, staffing and district needs related to COVID requirements and impact on instruction and operations.

## TECHNICAL BUDGET ASSUMPTIONS

- ❖ School General Fund Budget for FY22 is \$62,205,558.
- ❖ Health insurance premiums are budgeted to increase by 3% over FY21 rates (Town-wide).
- ❖ Federal grants budgeted in FY22 as level funded from FY21 including contractual increases for staff allocated to grants.
- ❖ User fees remain the same for FY22.
- ❖ State Circuit Breaker and IDEA allocations will be used strategically, in accordance with the School Department's Multi-Year Out-of-District Funding Plan.
- ❖ COVID-related demands for health and safety protocols, PPE, busing, instructional models, virtual school models, and academic recovery services will be funded by Federal grants in FY22, to the extent possible.

## PRIMARY COST DRIVERS

### • Department Initiative- Based Cost Drivers

- ❖ Student enrollment has increased each year for the past decade and is expected to continually increase through the next several years.
- ❖ Consistently increasing enrollment for multiple years has resulted in the need for:
  - Additional professional and support staff.
  - Increase in supports for services for mandated costs (Special Education and English Language Learners).
  - Maintain level of purchases texts/materials/supplies, technology, equipment, furniture.
- ❖ The increasing utilization of technology in all instructional models.
- ❖ Supports and services for students and staff related to COVID.

### • External Cost Drivers

- ❖ Health insurance premiums increase by 3% for FY22.
- ❖ Special Education:
  - Restore \$2M in Special Education tuitions, reduced in the FY21 Budget. Tuitions will continue to be supported by State Circuit Breaker funds and IDEA Grant funds.
  - Special Education transportation is budgeted at the Financial Task Force 2 index factor of 7% over the FY21 Budget.
- ❖ COVID-related costs including health and safety protocols, PPE, busing, instructional models, virtual school models, and academic recovery services.

## UNKNOWN VARIABLES

- ❖ Fluctuation in student enrollment, and the cost of any additional student supports needed, especially in the areas of EL, Special Education and spatial needs.
- ❖ Fluctuation in State and Federal grant funding (METCO, Circuit Breaker Reimbursement, IDEA, Title I, Title IIA, etc.), which have not yet been determined for FY22.
- ❖ Impact of overall decrease in Out-of-District (OOD) funding available.
- ❖ Ch. 70 process & dollar amount.
- ❖ COVID-related demands for health and safety protocols, PPE, busing, instructional models, virtual school models, and academic recovery services.
- ❖ Availability and amount of one-time Federal funds for FY22.

## **PART II: ENROLLMENT AND PER PUPIL EXPENDITURE**

The following charts and data provide information and context for enrollment trends in the areas of general enrollment, English Language Learner population, and Special Education out-of-district enrollment. Also illustrated are data related to Per Pupil Expenditure for the Belmont Public Schools.

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## ENROLLMENT – DISTRICT WIDE

### Enrollment Changes Since 2011

	Oct. 1, 2011	Oct. 1, 2012	Oct. 1, 2013	Oct. 1, 2014	Oct. 1, 2015	Oct. 1, 2016	Oct. 1, 2017	Oct. 1, 2018	Oct. 1, 2019	Oct. 1, 2020
<b>K-12 Enrollment</b>	3900	3994	4136	4222	4303	4408	4531	4568	4633	4378

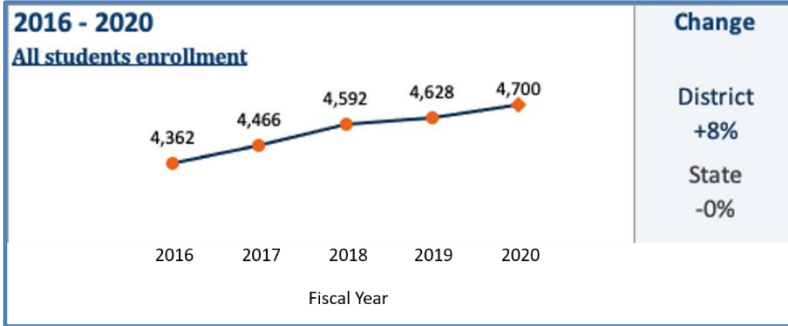
- **K-12 Enrollment increase 2011 → 2019 = 733**
  - **K-12 Enrollment decrease 2019 → 2020 = 255**
    - **Decrease > 20 students in grades K, 2, 3, 5, 6, 10**
    - **Homeschool increased by 14 (total = 32)**
- 

## ENROLLMENT – COMPARISON BY LEVEL

	<b>2019-20 Enrollment as of October 1, 2019</b>	<b>2020-21 Enrollment as of October 1, 2020</b>	<b>Difference</b>
Elementary	1,825	1,652	-173
Middle	1,490	1,413	-77
High	1,318	1,313	5
<b>Totals</b>	<b>4,633</b>	<b>4,378</b>	<b>-255</b>



## How Has Belmont's Enrollment Been Changing?



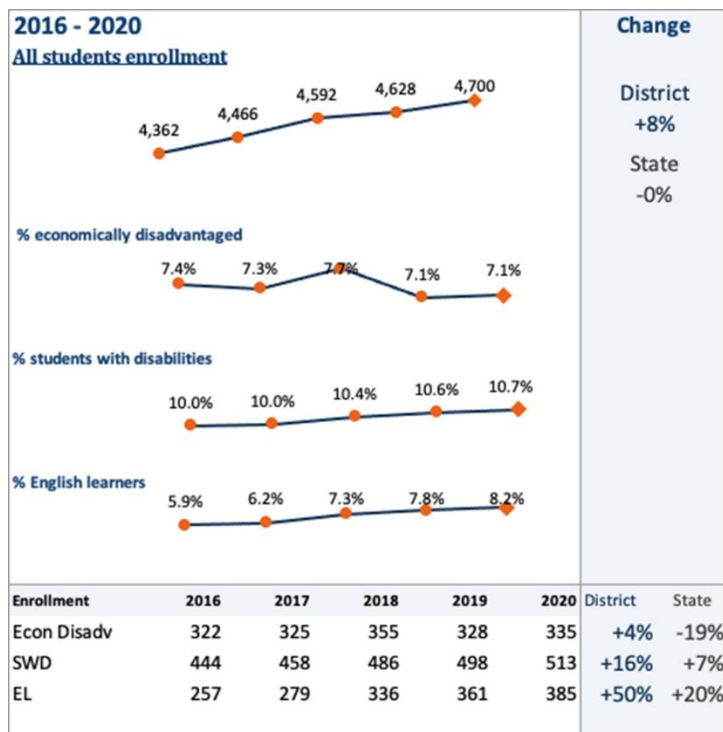
From 2016-2020, Belmont's enrollment **increased by 8% (338 students)** while statewide enrollment remained unchanged.

From 2010-2020, Belmont's enrollment **increased by 21% (823 students)**.

### What this means:

Belmont schools have a strong history of **increasing enrollment** which is projected to continue over the coming years.

## How has Belmont's enrollment been changing in terms of subgroups?



### What this means:

Enrollment of students with disabilities and enrollment of English learners are **increasing faster** than Belmont's overall enrollment.

## ENGLISH LANGUAGE LEARNER POPULATION INCREASE/DECREASE K-12

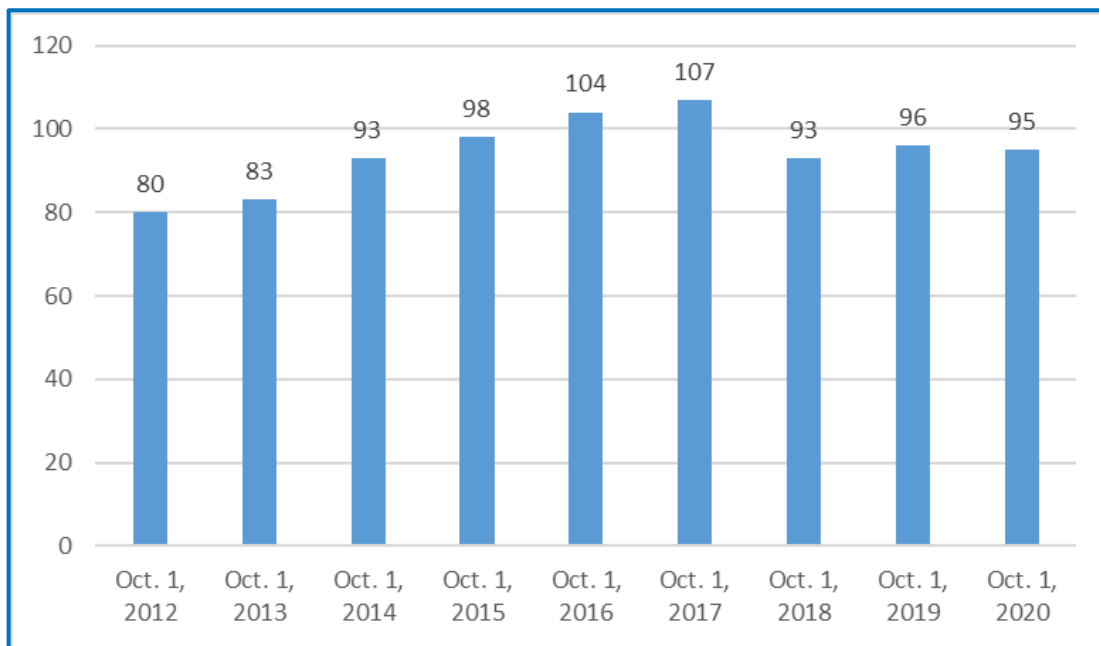
DATE	TOTAL EL POPULATION	CHANGE FROM PREVIOUS YEAR	% CHANGE
Oct. 1, 2010	118		
Oct. 1, 2011	114	-4	-3%
Oct. 1, 2012	117	3	3%
Oct. 1, 2013	180	63	54%
Oct. 1, 2014	233	53	29%
Oct. 1, 2015	261	28	12%
Oct. 1, 2016	281	20	8%
Oct. 1, 2017	340	59	21%
Oct. 1, 2018	369	29	9%
Oct. 1, 2019	404	35	9%
Oct. 1, 2020	356	-48	-12%

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## ENGLISH LANGUAGE LEARNER POPULATION

DATE	TOTAL ENROLLMENT	TOTAL EL POPULATION	% OF TOTAL
Oct. 1, 2010	3877	118	3.0%
Oct. 1, 2011	3900	114	2.9%
Oct. 1, 2012	3994	117	2.9%
Oct. 1, 2013	4136	180	4.4%
Oct. 1, 2014	4222	233	5.5%
Oct. 1, 2015	4303	261	6.1%
Oct. 1, 2016	4408	281	6.4%
Oct. 1, 2017	4531	340	7.5%
Oct. 1, 2018	4568	369	8.1%
Oct. 1, 2019	4633	404	8.7%
Oct. 1, 2020	4378	356	8.1%

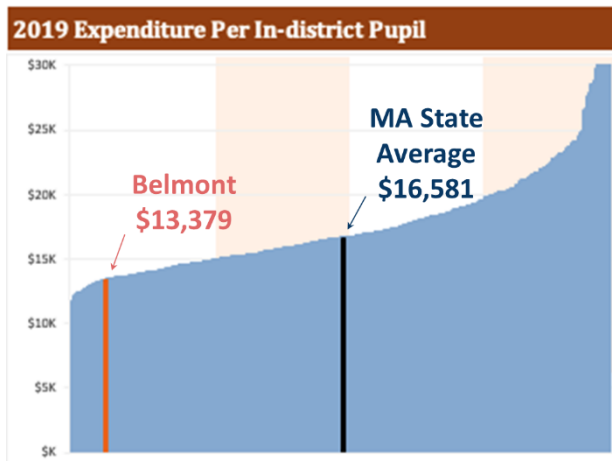
## OUT-OF-DISTRICT (OOD) ENROLLMENT OCTOBER 2012 THROUGH OCTOBER, 2020



### Financial Impact:

- The average cost per OOD pupil is approximately \$65,000 per student inclusive of transportation.
- The average cost range per OOD pupil is from \$50,000 - \$150,000 per student, inclusive of transportation.

## What is Belmont's Per Pupil Expenditure?

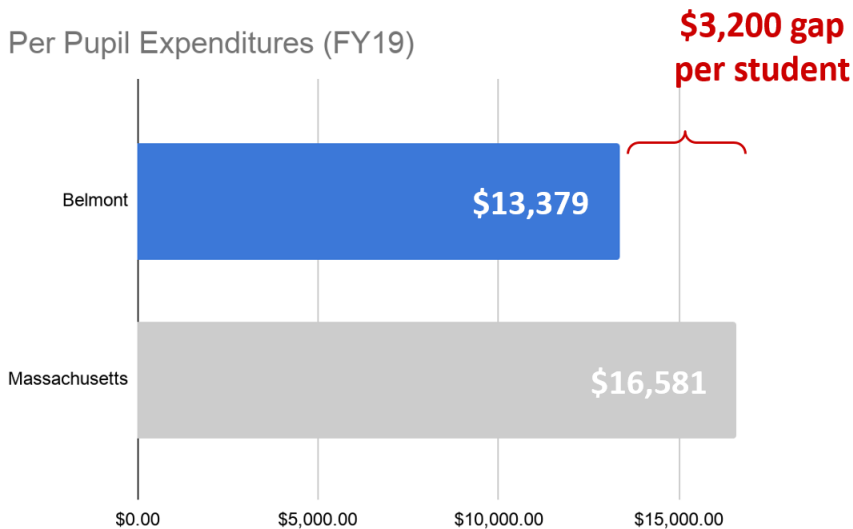


Belmont is in the **bottom 6%** in the state of Massachusetts in per pupil expenditures.

### **What this means:**

Students in Belmont schools are served by **lower funding** per student than in **almost every other district** in the state.

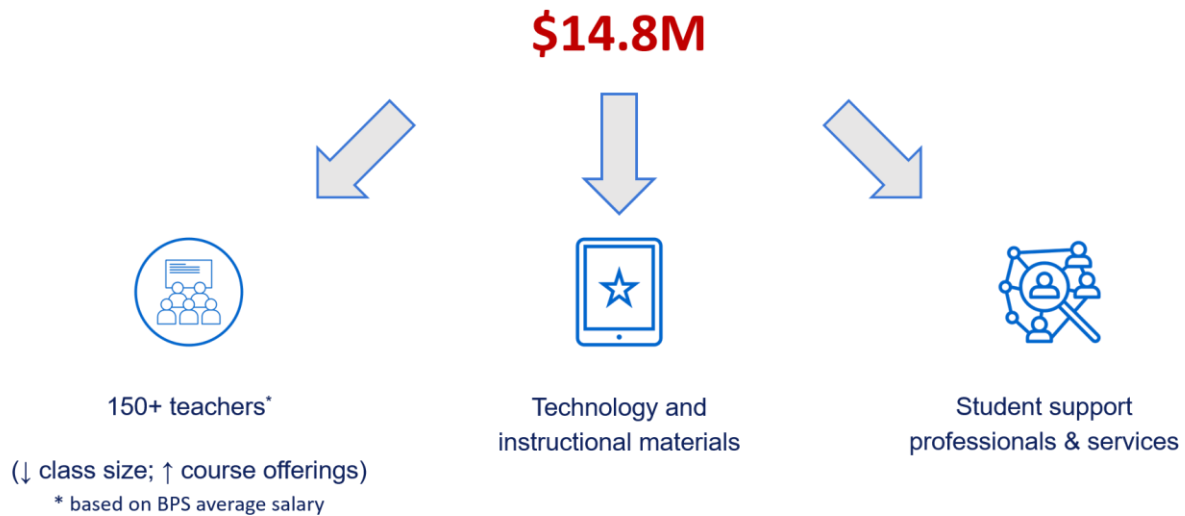
## What is the cost of Belmont Public Schools' lower PPE? (1.0)



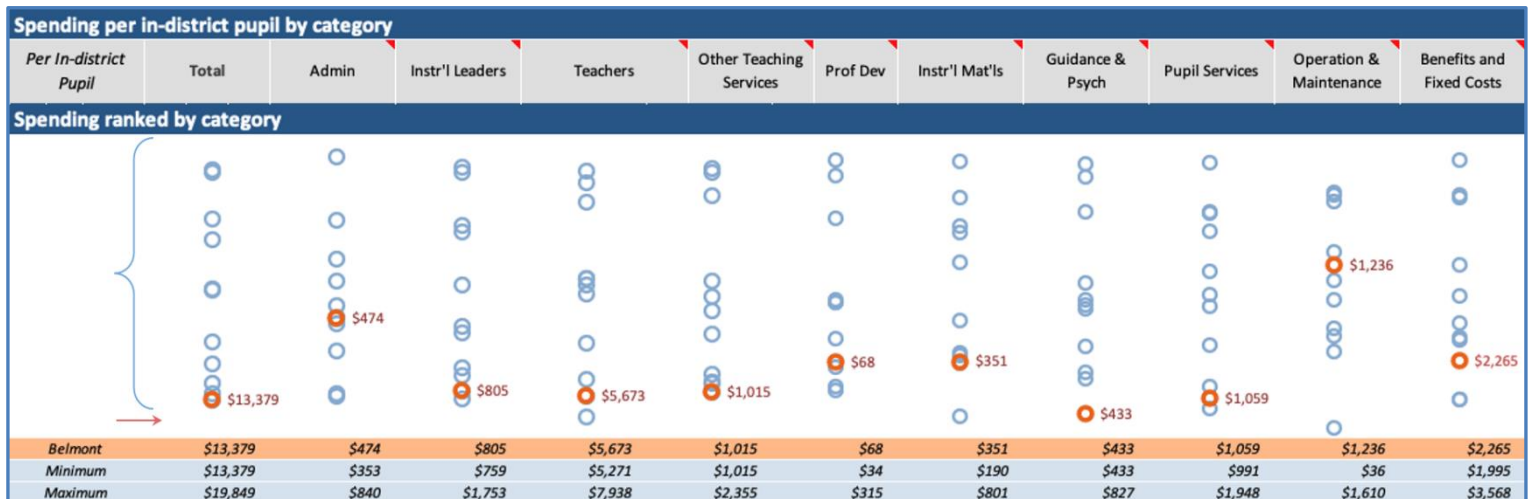
Belmont's per pupil expenditures were **\$3,200 per student lower** than the Massachusetts state average.

Across all 4,628 students in Belmont Public Schools in 2019, this represented a **\$14.8M funding shortfall**.

## What is the cost of Belmont Public Schools' lower PPE? (2.0)

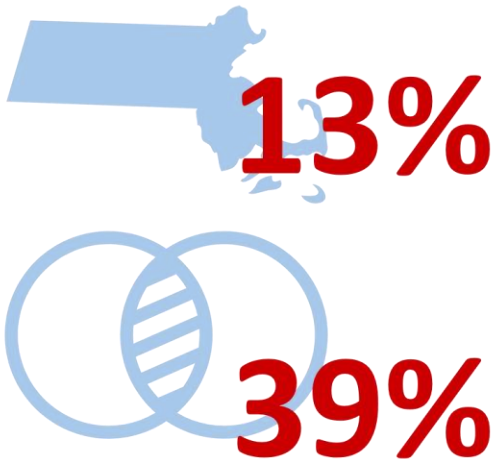


## How is Belmont's Per Pupil Expenditure Used?



## Is Belmont Public Schools' lower PPE based on student subgroups?

Economically Disadvantaged	Students with Disabilities	English Learners	Student Mobility
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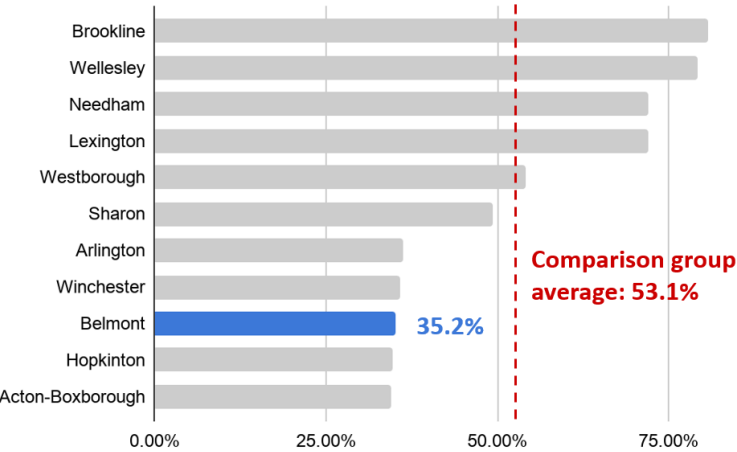
Statewide, **student subgroup differences** account for **only 13%** of the **variation** in per pupil expenditures (PPE) across districts.

Within comparison districts, **student subgroup differences** account for **only 39%** of the **variation** in PPE across districts.

**What this means:**  
 Belmont's **lower PPE** funding is **not due** mainly to its low percentages of certain student **subgroups**.  
 However, even those increases come with increased responsibility for **compliance**.

## How does Belmont's actual spending compare to its required spending?

Percent Above Required Net School Spending (FY20)



Like almost every other district, Belmont spends more than is required by the state of Massachusetts. However, Belmont spends **at a lower percentage** above its required amount.

**What this means:**  
 On average, **comparison districts fund** their schools **at higher levels** above the state required minimum.

## PART III: FY22 BUDGET DETAILS

The following charts and data are included to provide clarity and transparency in the School Department's budget request. Included are the amounts budgeted by program and category of expenditures as well as amounts budgeted from general funds, state and Federal grants, and revolving accounts.

The FY22 Budget Details section includes:

<b>FY22 Budget: Total General Fund Budget Amount – Draft 1 &amp; Draft 2 .....</b>	<b>14</b>
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The full School Department budget is posted to the Belmont Public Schools website at [Belmont Public Schools Budget](#).

## **FY22 BUDGET: TOTAL GENERAL FUND BUDGET AMOUNT DRAFT 1 & DRAFT 2**

### **BELMONT PUBLIC SCHOOLS**

#### **FY22 BUDGET: TOTAL GENERAL FUND BUDGET AMOUNT -- DRAFT 1 & DRAFT 2**

FY22 SCHOOL DEPARTMENT CONTINGENT BUDGET	\$ 68,275,558	DRAFT 1 (MARCH 3, 2021)
LESS REDUCTIONS	<u>\$ (2,070,000)</u>	
FY22 SCHOOL DEPARTMENT NON-CONTINGENT BUDGET	<b>\$ 66,205,558</b>	DRAFT 2 (MAY 11, 2021)

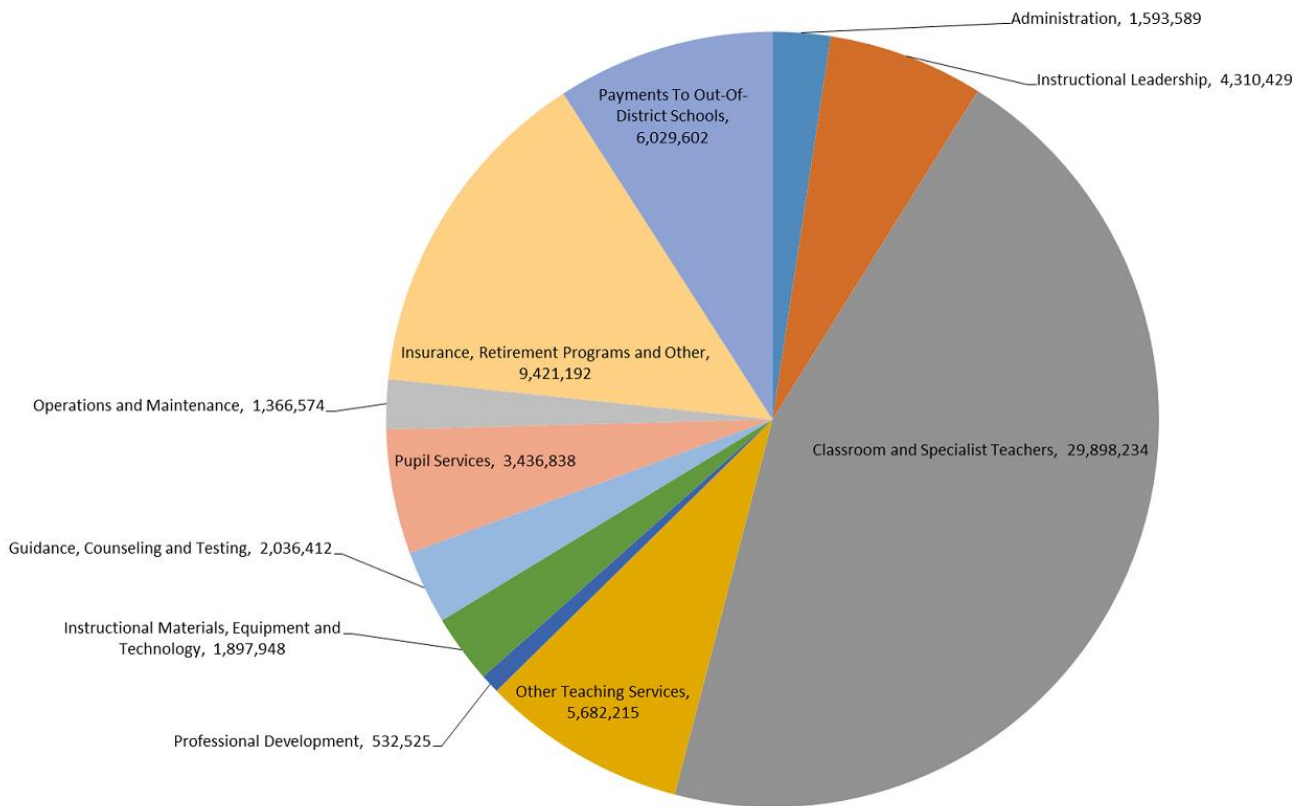


## FY22 GENERAL FUND BUDGET REDUCTIONS

<b>BELMONT PUBLIC SCHOOLS</b>		
<b>FY22 GENERAL FUND BUDGET REDUCTIONS</b>		
<i>APPROVED BY SCHOOL COMMITTEE, MAY 11, 2021</i>		
	<b>REDUCTION AMOUNT</b>	<b>subtotals</b>
<b>ELIMINATION OF PROPOSED NEW POSITIONS FOR FY22</b>		
TECHNOLOGY INTEGRATION SPECIALIST	\$ 81,500	
MS TEACHERS (GR 7, 8) (4)	\$ 326,000	
HS TEACHERS (2)	\$ 163,000	
COMMUNICATIONS POSITION (1)	\$ 55,500	\$ 626,000
<b>REDUCTIONS OF EXISTING POSITIONS</b>		
KINDERGARTEN TEACHER (2)	\$ 123,000	
KINDERGARTEN CLASSROOM ASSISTANT (2)	\$ 61,240	
GR 1 TEACHER (1)	\$ 61,500	
BUTLER GR 4 "BUBBLE" CLSRM TEACHER (1)	\$ 61,500	\$ 307,240
DIRECTOR OF PHYSICAL EDUCATION, ATHLETICS & STUDENT ACTIVITIES	\$ 91,500	\$ 91,500
<b>REDUCTIONS OF CO-CURRICULARS, EXTRA-CURRICULARS</b>		
<u>VISUAL &amp; PERFORMING ARTS</u>		
Chamber Group (small) (2)	\$ 2,860	
Marching Band Color Guard	\$ 1,839	\$ 4,699
<u>ATHLETICS</u>		
Equipment Manager	\$ 6,363	
Scrimmages (V&JV)	\$ 14,016	
New Equipment (zero out)	\$ 6,000	
Supplies 50% reduction total	\$ 20,000	
Uniforms 50% reduction	\$ 15,000	\$ 61,379
<u>NON-ATHLETIC, NON-VPA STIPENDS</u>		
DC Program Coordinator	\$ 3,065	
Science Olympiad	\$ 4,902	
Belmontian Club Advisor	\$ 1,839	
Debate Club Advisor	\$ 1,282	
Detention Monitor (3)	\$ 7,428	\$ 18,516
<b>ONE-TIME ADDITIONAL CHARGES TO REVOLVING ACCOUNTS</b>		
LOST BOOKS	\$ 5,000	
TUITION - STUDENTS	\$ 100,000	
SUMMER SCHOOL	\$ 25,000	
INSTRUMENTAL MUSIC	\$ 10,000	
BHS FINE & PERM ARTS	\$ 30,000	
BHS CLUB ACTIVITIES	\$ 50,000	
CMS FINE ARTS, CLUB ACTIVITIES & ATHLETICS	\$ 50,000	\$ 270,000
<b>OTHER REDUCTIONS</b>		
CONTRACT ALLOWANCE	\$ 300,000	\$ 300,000
<b>CONTINUATION OF FY21 CUTS, INITIALLY RESTORED IN FY22 BUDGET</b>		
CUSTODIAL OVERTIME	\$ 20,000	
SUBSTITUTES	\$ 80,000	
DISTRICT-WIDE CENTRAL SUPPLIES/EXPENSES/TRAVEL	\$ 116,926	
DW TECHNOLOGY HARDWARE/SOFTWARE	\$ 35,000	\$ 251,926
<b>SCHOOL/PROGRAM-LEVEL SUPPLIES/EXPENSES</b>		
BURBANK (K-4)	\$ 4,941	
BUTLER (K-4)	\$ 4,336	
WELLINGTON (K-4)	\$ 6,728	
WINN BROOK (K-4)	\$ 5,585	
CHENERY (5-8)	\$ 18,501	
BELMONT HIGH SCHOOL (9-12)	\$ 17,149	\$ 57,240
<b>TOTAL REDUCTIONS</b>	\$ 2,070,000	\$ 1,988,500
<b>NEW POSITIONS FOR FY22</b>		
SPED ELEM CHAIR		
SPED ELEM CHAIR ( <i>funded through federal IDEA grant</i> )	\$ 81,500	\$ 81,500
DISTRICT-WIDE EQUITY POSITION	\$ -	

## DISTRIBUTION OF PROPOSED GENERAL FUND ALLOCATIONS

FY22 School General Fund Budget  
by Department of Elementary and Secondary Education (DESE) Function Category



## DISTRIBUTION OF PROPOSED GENERAL FUND ALLOCATIONS

FY22 School General Fund Budget by DESE Function Category

Function (DESE Categories)		FTE	\$	% of Total
1	Administration	10.61	1,593,589	2.4%
2	Instructional Leadership	57.88	4,310,429	6.5%
3	Classroom and Specialist Teachers	305.12	29,898,234	45.2%
4	Other Teaching Services	110.38	5,682,215	8.6%
5	Professional Development	2.00	532,525	0.8%
6	Instructional Materials, Equipment and Technology	0.63	1,897,948	2.9%
7	Guidance, Counseling and Testing	20.17	2,036,412	3.1%
8	Pupil Services	9.60	3,436,838	5.2%
9	Operations and Maintenance	20.30	1,366,574	2.1%
10	Insurance, Retirement Programs and Other	-	9,421,192	14.2%
11	Payments To Out-Of-District Schools	-	6,029,602	9.1%
<b>TOTAL EXPENDITURES</b>		<b>536.70</b>	<b>66,205,558</b>	<b>100.0%</b>

## FY22 BUDGET OVERVIEW: GENERAL FUND ONLY

<i>GENERAL FUND ONLY</i>	FY20 Budget	FY21 Budget	FY22 Budget	Change (FY22-FY21)	Change (%)
<b>Salaries &amp; Fringe</b>	50,420,376	52,339,366	54,952,861	2,613,495	5.0%
<b>Instructional Expenditures</b> (supplies, materials, software)	1,728,175	1,733,451	1,655,561	-77,890	-4.5%
<b>Operations</b> (Central Office, IT, reg. ed. transport, maintenance, utilities)	1,011,979	1,102,480	1,088,787	-13,693	-1.2%
<b>SPED</b> (tuition, transport, expenses)	7,488,921	6,310,344	8,508,349	2,198,005	34.8%
<b>Total</b>	<b>60,649,451</b>	<b>61,485,641</b>	<b>66,205,558</b>	<b>4,719,917</b>	<b>7.7%</b>
Total Salary & Fringe	50,420,376	52,339,366	54,952,861	2,613,495	5.0%
Total Non-Salary	10,229,075	9,146,275	11,252,697	2,106,422	23.0%
<b>Grand Total</b>	<b>60,649,451</b>	<b>61,485,641</b>	<b>66,205,558</b>	<b>4,719,917</b>	<b>7.7%</b>

## FY22 BUDGET OVERVIEW: ALL FUNDING SOURCES

<i>ALL FUNDS: incl. General Fund, Grants, Rev. Accts.</i>	FY20 Budget	FY21 Budget	FY22 Budget	Change (FY22-FY21)	Change (%)
<b>Salaries &amp; Fringe</b>	53,007,252	55,074,271	56,904,723	1,830,452	3.3%
<b>Instructional Expenditures</b> (supplies, materials, software)	1,862,161	1,887,063	1,798,820	-88,243	-4.7%
<b>Operations</b> (Central Office, IT, reg. ed. transport, maintenance, utilities)	2,955,860	3,380,346	3,275,782	-104,564	-3.1%
<b>SPED</b> (tuition, transport, expenses)	11,163,955	10,944,804	11,123,575	178,771	1.6%
<b>Total</b>	<b>68,989,228</b>	<b>71,286,484</b>	<b>73,102,900</b>	<b>1,816,416</b>	<b>2.5%</b>
Total Salary & Fringe	53,007,252	55,074,271	56,904,723	1,830,452	3.3%
Total Non-Salary	15,981,976	16,212,213	16,198,177	-14,036	-0.1%
<b>Grand Total</b>	<b>68,989,228</b>	<b>71,286,484</b>	<b>73,102,900</b>	<b>1,816,416</b>	<b>2.5%</b>

## PROPOSED FY22 SCHOOL BUDGET (ALL FUNDING SOURCES)

	FY20 BUDGET	FY21 BUDGET	FY22 BUDGET	CHANGE FY22-FY21	
GENERAL FUND	60,649,451	61,485,641	66,205,558	4,719,917	7.7%
GRANTS and REVOLVING	8,339,777	9,800,843	6,897,342	-2,903,501	-29.6%
TOTAL	68,989,228	71,286,484	73,102,900	1,816,416	2.5%

# SUMMARY OF FY22 PROPOSED BUDGET BY PROGRAM (General Fund)

	BUDGET	BUDGET	BUDGET	BUDGET			
	FY21	FY21	FY22	FY22	CHANGE: FY21 VS FY22		
	FTE	\$	FTE	\$	FTE	\$	%(%)
<b>REGULAR INSTRUCTION</b>							
1 English, Grades 5-12	26.40	2,481,781	26.90	2,575,886	0.50	94,105	3.79%
2 Reading, Grades K-8	8.52	866,924	8.96	931,502	0.44	64,578	7.45%
3A-D Elementary, grades 1-4	70.73	5,820,953	67.95	5,793,845	(2.78)	(27,108)	-0.47%
4 Fine Arts Supervisory	1.30	137,643	1.30	137,707	-	64	0.05%
5 Art, Grades 1-12	11.50	1,161,965	11.50	1,187,302	-	25,337	2.18%
6 Music, Grades K-12	10.91	1,055,836	10.81	1,058,809	(0.10)	2,973	0.28%
7 Theater Arts, Grades 7-12	1.00	121,333	1.00	120,772	-	(561)	-0.46%
8 Kindergarten	9.10	807,770	26.78	1,654,764	17.68	846,994	104.86%
9 Mathematics, Grades 5-12	27.90	2,511,991	28.40	2,650,836	0.50	138,845	5.53%
10 Physical Education, Grades K-12	9.53	891,183	10.28	1,007,941	0.75	116,758	13.10%
11 Science, Grades 5-12	26.50	2,656,045	27.00	2,710,200	0.50	54,155	2.04%
12 Health Education, Grades 6-12	4.42	386,149	4.42	402,964	-	16,815	4.35%
13 Technology Education, Grades 6-12	3.00	246,009	3.00	253,696	-	7,687	3.12%
14 Social Studies, Grades 5-12	27.60	2,696,389	27.10	2,723,582	(0.50)	27,193	1.01%
15 Foreign Languages, Grades 5-12	18.96	1,842,487	19.00	1,907,324	0.04	64,837	3.52%
<b>SUBTOTAL</b>	<b>257.37</b>	<b>23,684,458</b>	<b>274.41</b>	<b>25,117,130</b>	<b>17.03</b>	<b>1,432,672</b>	<b>6.05%</b>
<b>SPECIAL INSTRUCTION</b>							
20 ELL	12.60	1,083,741	13.00	1,177,259	0.40	93,518	8.63%
21 Early Childhood Education Pre-Kinder.	12.00	658,506	12.88	668,715	0.88	10,209	1.55%
22 Special Education, Grades K-12	116.85	13,568,683	119.18	16,062,339	2.33	2,493,656	18.38%
<b>SUBTOTAL</b>	<b>141.45</b>	<b>15,310,930</b>	<b>145.06</b>	<b>17,908,313</b>	<b>3.61</b>	<b>2,597,383</b>	<b>16.96%</b>
<b>STUDENT &amp; INSTRUCTIONAL SERVICES</b>							
30 Athletics & Intramurals, Grades 5-12	1.00	606,108	1.00	527,519	-	(78,589)	-12.97%
31 Student Activities, Grades 5-12	0.25	168,523	-	21,783	(0.25)	(146,740)	-87.07%
32 Food Service	-	0	-	0	-	-	#DIV/0!
33 Guidance, Grades K-12	13.54	1,276,649	13.54	1,300,179	-	23,530	1.84%
34 Psychological Services, Grades Pre-K-12	7.63	745,861	7.63	780,745	-	34,884	4.68%
35 Health Services, Grades Pre-K - 12	8.60	759,214	8.60	758,049	-	(1,165)	-0.15%
36 Library	6.30	322,103	5.68	271,026	(0.62)	(51,077)	-15.86%
37 Technology & Audio Visual	10.50	1,536,201	10.50	1,515,986	-	(20,215)	-1.32%
38 Curriculum Development	1.00	190,025	1.00	210,594	-	20,569	10.82%
39 Staff Development	1.00	302,652	1.00	303,221	-	569	0.19%
40 Substitutes	3.08	850,000	3.08	950,000	-	100,000	11.76%
41 METCO	-	0	-	0	-	-	#DIV/0!
42 Adult Education	-	0	-	0	-	-	#DIV/0!
52 Regular-Day Transportation	-	496,473	-	551,000	-	54,527	10.98%
<b>SUBTOTAL</b>	<b>52.90</b>	<b>7,253,809</b>	<b>52.04</b>	<b>7,190,102</b>	<b>(0.87)</b>	<b>-63,707</b>	<b>-0.88%</b>
<b>OPERATIONS</b>							
50 Buildings & Grounds	5.00	385,671	5.00	381,560	-	(4,111)	-1.07%
51 Custodial Services	14.30	767,855	15.30	810,474	1.00	42,619	5.55%
53 Utilities	-	0	-	0	-	-	#DIV/0!
<b>SUBTOTAL</b>	<b>19.30</b>	<b>1,153,526</b>	<b>20.30</b>	<b>1,192,034</b>	<b>1.00</b>	<b>38,508</b>	<b>3.34%</b>
<b>LEADERSHIP &amp; ADMINISTRATION</b>							
60A-F Building Administration	34.85	2,489,242	34.28	2,393,022	(0.57)	(96,220)	-3.87%
61 Central Administration	9.61	1,184,907	10.61	1,210,070	1.00	25,163	2.12%
62 Legal Services	-	171,950	-	206,950	-	35,000	20.35%
63 School Committee	-	13,000	-	13,000	-	-	0.00%
<b>SUBTOTAL</b>	<b>44.46</b>	<b>3,859,099</b>	<b>44.90</b>	<b>3,823,042</b>	<b>0.43</b>	<b>-36,057</b>	<b>-0.93%</b>
<b>CONTRACT ALLOWANCE &amp; FRINGE BENEFITS</b>							
70 Contractual Allowance	-	1,112,511	-	1,553,745	-	441,234	39.66%
71 Fringe Benefits	-	9,111,308	-	9,421,192	-	309,884	3.40%
<b>SUBTOTAL</b>	<b>-</b>	<b>10,223,819</b>	<b>-</b>	<b>10,974,937</b>	<b>-</b>	<b>751,118</b>	<b>7.35%</b>
<b>GRAND TOTAL</b>	<b>515.49</b>	<b>61,485,641</b>	<b>536.70</b>	<b>66,205,558</b>	<b>21.21</b>	<b>4,719,917</b>	<b>7.68%</b>

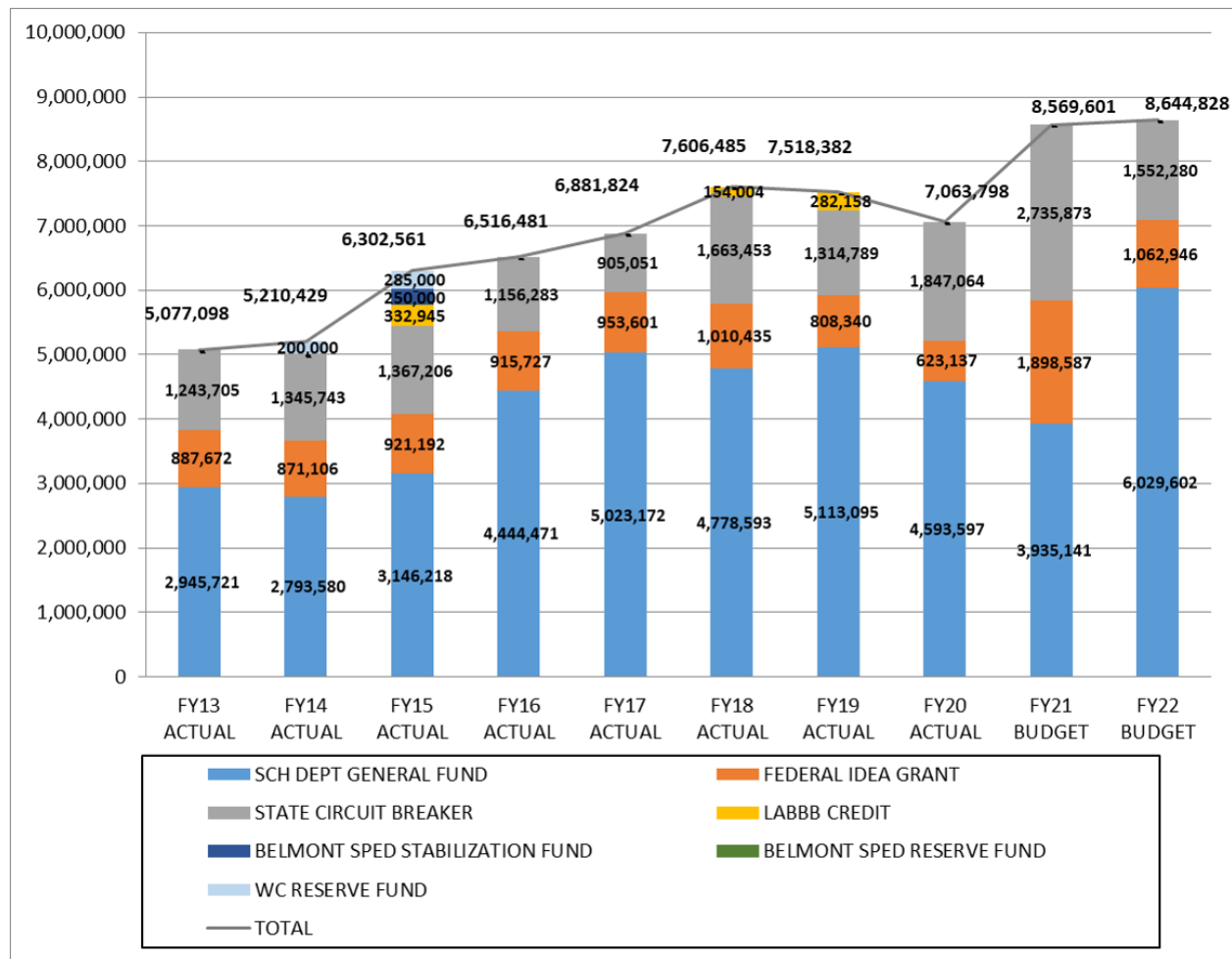
## SUMMARY OF FY22 PROPOSED BUDGET BY GRANT AND REVOLVING ACCOUNT

	Budget FY21	Budget FY22	
	\$	FTE	\$
<b>GRANTS:</b>			
SPED IDEA	1,961,087	-	1,122,946
SPED PROGRAM IMPROVEMENT	0	(stipends)	0
CIRCUIT BREAKER	2,735,873	-	1,552,280
TITLE IIA - TEACHER QUALITY	66,641	0.60	67,033
SPED PRE-K	26,127	0.25	25,968
SPED PRE-K Improvement	0	-	0
TITLE I	161,555	1.24	142,266
TITLE III	52,093	(stipends)	61,570
TITLE III Immigrant Support	0	(stipends)	0
TITLE III Summer Support	0	(stipends)	0
TITLE IV A Safe & Healthy Schools	10,000	-	11,287
ACADEMIC SUPPORT	0	(stipends)	0
METCO	682,765	5.76	713,899
FULL DAY KINDERGARTEN GRANT	0	-	0
<b>SUBTOTAL</b>	<b>5,696,141</b>	<b>7.85</b>	<b>3,697,249</b>
<b>REVOLVING ACCOUNTS:</b>			
LOST BOOKS	1,050		5,000
BHS ATHLETIC REVOLVING	514,052	(stipends)	514,052
CMS FINE ARTS, CLUBS & REVOLVING	36,336	(stipends)	86,336
TUITION - STUDENTS	173,312	2.67	273,764
BUSING FEES	277,527	-	250,000
FULL DAY KINDERGARTEN REVOLV	1,089,344	-	0
FOOD SERVICE	1,424,625	21.11	1,438,426
BELMONT AGAINST RACISM	11,367	-	10,000
INSTRUMENTAL MUSIC REVOLVING	127,358	1.52	143,659
BHS FINE & PERM ARTS REV	61,979	(stipends)	82,529
BHS CLUBS & ACTIVITIES	840	(stipends)	50,840
ADULT ED	35,082	(stipends)	35,082
SATURDAY MORNING MUSIC	0	(stipends)	0
SUMMER SCHOOL	52,478	(stipends)	77,478
SCHOOL BUILDING RENTALS	264,352	0.30	197,927
<b>SUBTOTAL</b>	<b>4,069,702</b>	<b>25.60</b>	<b>3,165,093</b>
<b>OTHER:</b>			
TOWN TRANSFER-SHARED IT SUPPORT*	35,000	0.50	35,000
LABBB OOD TUITION CREDIT	0	-	0
<b>SUBTOTAL</b>	<b>35,000</b>	<b>0.50</b>	<b>35,000</b>
<b>TOTAL GRANTS AND REVOLVING</b>	<b>9,800,843</b>	<b>33.95</b>	<b>6,897,342</b>

## OUT-OF-DISTRICT TUITION EXPENDITURES BY FUNDING SOURCE: FY13-FY22

FUNDING SOURCE	FY13 ACTUAL	FY14 ACTUAL	FY15 ACTUAL	FY16 ACTUAL	FY17 ACTUAL	FY18 ACTUAL	FY19 ACTUAL	FY20 ACTUAL	FY21 BUDGET	FY22 BUDGET
SCH DEPT GENERAL FUND	2,945,721	2,793,580	3,146,218	4,444,471	5,023,172	4,778,593	5,113,095	4,593,597	3,935,141	6,029,602
FEDERAL IDEA GRANT	887,672	871,106	921,192	915,727	953,601	1,010,435	808,340	623,137	1,898,587	1,062,946
STATE CIRCUIT BREAKER	1,243,705	1,345,743	1,367,206	1,156,283	905,051	1,663,453	1,314,789	1,847,064	2,735,873	1,552,280
LABBB CREDIT	-	-	332,945	-	-	154,004	282,158	-	-	-
BELMONT SPED STABILIZATION FUND	-	-	250,000	-	-	-	-	-	-	-
BELMONT SPED RESERVE FUND	-	-	-	-	-	-	-	-	-	-
WC RESERVE FUND	-	200,000	285,000	-	-	-	-	-	-	-
<b>TOTAL</b>	<b>5,077,098</b>	<b>5,210,429</b>	<b>6,302,561</b>	<b>6,516,481</b>	<b>6,881,824</b>	<b>7,606,485</b>	<b>7,518,382</b>	<b>7,063,798</b>	<b>8,569,601</b>	<b>8,644,828</b>

## OUT-OF-DISTRICT TUITION EXPENDITURES BY FUNDING SOURCE (BAR) FY13-FY22



# CURRENT BELMONT PUBLIC SCHOOLS ENROLLMENT

## MAY 1, 2021

	Pre	K	Gr 1	Gr 2	Gr 3	Gr 4	Subtotals 2021	Subtotals 2020	Subtotals 2019	Subtotals 2018	Subtotals 2017	Subtotals 2016	Subtotals 2015
<b>Burbank</b>			20	19		16							
		17	16	19	21	19							
		17	16	19	22	19							
		17	16	21	22	17							
<b>Remote</b>		5	8	8	9	10							
<b>Total Burbank</b>		<b>56</b>	<b>76</b>	<b>86</b>	<b>74</b>	<b>81</b>	<b>373</b>	<b>421</b>	<b>430</b>	<b>380</b>	<b>372</b>	<b>346</b>	<b>352</b>
<b>Butler</b>		17	21	20	20	18							
		18	20	17	17	19							
		17	20	20	19	23							
						16							
<b>Remote</b>		4	4	6	8	3							
<b>Total Butler</b>		<b>56</b>	<b>65</b>	<b>63</b>	<b>64</b>	<b>79</b>	<b>327</b>	<b>365</b>	<b>383</b>	<b>391</b>	<b>369</b>	<b>371</b>	<b>340</b>
<b>Wellington</b>	11	16	18	18	21	20							
	11	17	19	20	23	22							
	10		20	15	20	24							
	10	16	18	19	19	23							
	9	17	20	19	19	22							
	9												
<b>Remote</b>	7	9	10	8	10	4							
<b>Total Pre</b>	<b>67</b>						<b>67</b>	<b>66</b>	<b>75</b>	<b>78</b>	<b>74</b>	<b>70</b>	<b>72</b>
<b>Total Wellington 1-4</b>		<b>75</b>	<b>105</b>	<b>99</b>	<b>112</b>	<b>115</b>	<b>506</b>	<b>562</b>	<b>572</b>	<b>569</b>	<b>592</b>	<b>579</b>	<b>557</b>
<b>Winn Brook</b>		19	21	18	23	24							
		16	20	19	24								
		16	17	21	20	24							
		16	18	19	23	23							
<b>Remote</b>		1	14	10	2	17							
<b>Total Winn Brook</b>		<b>68</b>	<b>90</b>	<b>87</b>	<b>92</b>	<b>88</b>	<b>425</b>	<b>465</b>	<b>465</b>	<b>474</b>	<b>474</b>	<b>457</b>	<b>456</b>
<b>Total Elementary</b>	<b>67</b>	<b>255</b>	<b>336</b>	<b>335</b>	<b>342</b>	<b>363</b>	<b>1698</b>	<b>1879</b>	<b>1925</b>	<b>1892</b>	<b>1881</b>	<b>1823</b>	<b>1777</b>
<b>Chenery M.S.</b>			<b>Gr 5</b>	<b>Gr 6</b>	<b>Gr 7</b>	<b>Gr 8</b>							
<b>Remote</b>			<b>41</b>	<b>52</b>	<b>42</b>	<b>50</b>	<b>185</b>						
			<b>329</b>	<b>368</b>	<b>366</b>	<b>338</b>	<b>1401</b>	<b>1490</b>	<b>1437</b>	<b>1361</b>	<b>1361</b>	<b>1322</b>	<b>1283</b>
<b>Belmont H.S.</b>			<b>Gr 9</b>	<b>Gr 10</b>	<b>Gr 11</b>	<b>Gr 12</b>							
<b>Remote</b>			<b>68</b>	<b>90</b>	<b>96</b>	<b>78</b>	<b>332</b>						
			<b>336</b>	<b>318</b>	<b>334</b>	<b>317</b>	<b>1305</b>	<b>1318</b>	<b>1310</b>	<b>1262</b>	<b>1262</b>	<b>1243</b>	<b>1231</b>
<b>Total Secondary</b>							<b>2706</b>	<b>2808</b>	<b>2747</b>	<b>2623</b>	<b>2623</b>	<b>2565</b>	<b>2514</b>
<b>Grand Total</b>							<b>4404</b>	<b>4687</b>	<b>4672</b>	<b>4515</b>	<b>4504</b>	<b>4388</b>	<b>4291</b>
<b>Annual Change</b>							<b>-283</b>	<b>15</b>	<b>157</b>	<b>11</b>	<b>116</b>	<b>97</b>	<b>75</b>

## ENROLLMENT BY RACE/ETHNICITY AND SELECTED POPULATIONS (2020-2021)

<b>Race</b>	<b>% of District</b>	<b>% of State</b>
African American	3.2	9.3
Asian	21.4	7.2
Hispanic	3.8	22.3
Native American	0.1	0.2
White	63.1	56.7
Native Hawaiian, Pacific Islander	0.1	0.1
Multi-Race, Non-Hispanic	8.3	4.1
<b>Title</b>	<b>% of District</b>	<b>% of State</b>
First Language not English	26.9	23.4
English Language Learner	7.9	10.5
Students With Disabilities	12	18.7



**Article 7 – Amendment offered by Aaron Pikcilingis, Precinct 6**

[aaron.pikc@gmail.com](mailto:aaron.pikc@gmail.com)

Moved: that the main motion under article 7 be amended as follows, by adding the following language after the words "Clauses 22G and 22H":

"; the Select Board will issue a report to Town Meeting Members on each provision annually for the first five years after they become effective"

**Text as amended:**

"That theTown accept the following provisions of Massachusetts General Laws as amended by the Massachusetts BRAVE Act regarding military veteran benefits: MGL Chapter 33, § 59; MGL Chapter 59 § 5N; and MGL Chapter 59 §5 Clauses 22G and 22H; **the Select Board will issue a report to Town Meeting Members on each provision annually for the first five years after they become effective.**"

Rationale for this amendment: I believe it is important that Town Meeting Members stay informed about the impacts of our decisions, and this Article is no exception. Tracking and reporting on these provisions will allow Town Meeting Members to see their impacts.

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**Amendment Article 11 by the Sponsor, Energy Committee, Marty Bitner Precinct 8 co-chair**

On behalf of the Energy Committee, I move to amend the main motion of Article 11 by deleting the 3rd clause in its entirety, specifically:

BE IT FURTHER RESOLVED, we call upon the Massachusetts State Legislature to add four (4) energy efficiency members to the BBRS and to align the mission of the BBRS with achieving the Commonwealth's 2050 GHG 85% Policy and the specific goals enumerated in this Resolution;

A redline version of the original document showing the above edit is attached.

Marty Bitner  
Co-chair, Belmont Energy Committee, Precinct 8  
(617) 817-6726  
[mbitner.belmont@gmail.com](mailto:mbitner.belmont@gmail.com)

**Warrant Article Text:**

ARTICLE 11:

To see if the Town will vote to adopt the following resolution:

**A Resolution Calling for the Legislature to Mandate Fossil-Free New Construction of Buildings in the Commonwealth.**

**WHEREAS,** The Commonwealth of Massachusetts has a legally binding statewide obligation to substantially eliminate greenhouse gas (“GHG”) emissions from all sources by 2050, as reconfirmed by the Baker Administration’s Executive Office of Energy and Environmental Affairs on December 30, 2020;

**WHEREAS,** Belmont has committed to a goal of 80% reduction in GHG emissions from 2007 levels by 2050, and the town’s Energy Committee recommends prioritizing plans to achieve zero GHG emissions in Belmont by 2050;

**WHEREAS,** building emissions represent over 50% of GHG emissions across the entire Commonwealth and, as a result, new fossil-free buildings will be required in order to achieve the Commonwealth’s goal;

**WHEREAS,** natural gas is a potentially dangerous fossil fuel that generates indoor and outdoor air pollution, and puts the health and safety of the Commonwealth’s current and future citizens at risk, including recent violent explosions in the Merrimack Valley and elsewhere in the Commonwealth through explosive methane leaking from aging infrastructure;

**WHEREAS,** all-electric indoor heating systems, all-electric kitchen ranges and overall Zero Net Energy (“ZNE”) buildings are operating in the Commonwealth today, are fully functional and cost-effective;

**WHEREAS,** the availability of renewable energy is growing and Belmont Light has committed to a 100% carbon-free power supply by 2022, consistent with a modest rate impact, facilitating fossil-free construction of new buildings in Belmont:

**FOSSIL-FREE NEW CONSTRUCTION:**

**NOW, THEREFORE, BE IT RESOLVED,** that the Town of Belmont calls for the Massachusetts State Legislature to pass appropriate legislation in order to meet the Commonwealth’s 2050 GHG 85% Policy by mandating fossil-free construction of new buildings in the Commonwealth

by directing the Massachusetts Board of Building Regulations and Standards (“BBRS”) to amend the State Building Code (780 CMR, 9<sup>th</sup> edition 2018) to restrict fossil fuel infrastructure in new construction statewide;

**BE IT FURTHER RESOLVED**, the Town of Belmont calls upon the Legislature to direct the Department of Energy Resources (“DOER”) to promulgate a Zero Net Energy stretch code that permits municipalities to adopt more stringent building codes mandating energy efficiency and electrification in the construction of all new buildings;

~~**BE IT FURTHER RESOLVED**, we call upon the Massachusetts State Legislature to add four (4) energy efficiency members to the BBRS and to align the mission of the BBRS with achieving the Commonwealth’s 2050 GHG 85% Policy and the specific goals enumerated in this Resolution;~~

**BE IT FURTHER RESOLVED**, we call upon the Massachusetts State Legislature to mandate changes to the Gas Code, 248 CMR 4.00, promulgated pursuant to G.L. c. 142 §13, in order to allow municipalities to restrict gas permits in furtherance of the foregoing policy of fossil-free new building construction.

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#### **Article 12 – Amendment offered by Frank French, Precinct 2**

I move that the main motion under Article 12 be amended by deleting the request for \$200,000 for the Community Path Right of Way Acquisition. Deletion of this amount would be reflected back into the Undesignated CPA Fund.

**Article 16, Motion A – Amendment offered by Judith Ananian Sarno, Precinct 3 ([judithas30@comcast.net](mailto:judithas30@comcast.net), 617-484-2553); Lisa Oteri, Precinct 3 ([laoteri@gmail.com](mailto:laoteri@gmail.com)); and Robert Sarno, Precinct 3 ([bobsarno@comcast.net](mailto:bobsarno@comcast.net))**

We move to amend Motion A under Article 16 in the Warrant for the 2021 Annual Town Meeting to remove \$150,000 in funding for the Department of Public Works fuel tank installation project from the Water Department Capital Expenditures, so that the Motion will read as follows:

MOVED: A) That **\$1,248,954.00 be appropriated** from Water Retained Earnings, and **\$6,324,031.00 be appropriated** from Water Revenues to fund the expenses of the Water Department pursuant to Chapter 44, Section 53F½ of the General Laws as follows:

FY2022 Water Enterprise Fund Operating Budget	\$7,347,618
Water Department Capital Expenditures	<u>\$ 225,367</u>
Total Water Department Appropriation	<b>\$7,572,985</b>

Said sum to be expended under the direction of the Select Board.

**Rationale for this amendment:** The installation of two 6,000-gallon above-ground fuel tanks (gasoline and diesel) at the DPW Yard to replace the current underground tanks will cost Belmont over \$1 million, however, it does not seem that the town administration has fully vetted the cost estimates, analyzed our actual fueling requirements, or explored alternate solutions. Our current tanks are not out of compliance with MassDEP regulations, and the planned tanks, besides creating a visual blight and potential safety risk to residents, represent an investment in a fixed asset that provides more fuel storage than we need and runs counter to Belmont's plan to become less dependent on fossil fuel energy sources as we convert our fleet to electric or hybrid vehicles in the coming years.

**Article 16, Motion B – Amendment offered by Judith Ananian Sarno, Precinct 3  
([judithas30@comcast.net](mailto:judithas30@comcast.net), 617-484-2553); Lisa Oteri, Precinct 3 ([laoteri@gmail.com](mailto:laoteri@gmail.com)); and  
Robert Sarno, Precinct 3 ([bobsarno@comcast.net](mailto:bobsarno@comcast.net))**

We move to amend Motion B under Article 16 in the Warrant for the 2021 Annual Town Meeting to remove \$150,000 in funding for the Department of Public Works fuel tank installation project from the Sewer and Stormwater Capital Expenditures, so that the Motion will read as follows:

MOVED: B) That **\$824,711.00** be transferred from Sewer Retained Earnings, and **\$8,559,545.00** be transferred from Sewer and Stormwater Revenues to fund the Sewer and Stormwater Enterprise Fund pursuant to Chapter 44, Section 53F½ of the General Laws as follows:

FY2022 Sewer and Stormwater Enterprise Fund Operating Budget	\$8,670,006
Sewer and Stormwater Capital Expenditures	<u>\$ 714,250</u>
Total Sewer and Stormwater Enterprise Fund Appropriation	<b>\$9,384,256</b>

Said sum to be expended under the direction of the Select Board.

**Rationale for this amendment:** The installation of two 6,000-gallon above-ground fuel tanks (gasoline and diesel) at the DPW Yard to replace the current underground tanks will cost Belmont over \$1 million, however, it does not seem that the town administration has fully vetted the cost estimates, analyzed our actual fueling requirements, or explored alternate solutions. Our current tanks are not out of compliance with MassDEP regulations, and the planned tanks, besides creating a visual blight and potential safety risk to residents, represent an investment in a fixed asset that provides more fuel storage than we need and runs counter to Belmont's plan to become less dependent on fossil fuel energy sources as we convert our fleet to electric or hybrid vehicles in the coming years.

**Article 12 – Amendment offered by Frank French, Precinct 2**  
[ffrench@fefrench.com](mailto:ffrench@fefrench.com)

I move that the main motion under Article 12 be amended by deleting the request for \$200,000 for the Community Path Right of Way Acquisition. Deletion of this amount would be reflected back into the Undesignated CPA Fund.

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**Article 16, Motion A – Amendment offered by Judith Ananian Sarno, Precinct 3**  
[judithas30@comcast.net](mailto:judithas30@comcast.net), 617-484-2553); Lisa Oteri, Precinct 3 ([laoteri@gmail.com](mailto:laoteri@gmail.com)); and  
Robert Sarno, Precinct 3 ([bobsarno@comcast.net](mailto:bobsarno@comcast.net))

We move to amend Motion A under Article 16 in the Warrant for the 2021 Annual Town Meeting to delete the item “Fuel Replacement Tank” and its associated \$150,000 in funding from the Water Department Capital Expenditures, so that the Motion will read as follows:

MOVED: A) That **\$1,248,954.00** be appropriated from Water Retained Earnings, and **\$6,324,031.00** be appropriated from Water Revenues to fund the expenses of the Water Department pursuant to Chapter 44, Section 53F½ of the General Laws as follows:

FY2022 Water Enterprise Fund Operating Budget	\$7,347,618
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Water Department Capital Expenditures

- ~~Fuel Replacement Tank~~ ~~\$ 150,000~~
- Water Main Replacement \$ 225,367

Total Water Department Appropriation	<b>\$7,572,985</b>
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Said sum to be expended under the direction of the Select Board.

**Rationale for this amendment:** The installation of two 6,000-gallon above-ground fuel tanks (gasoline and diesel) at the DPW Yard to replace the current underground tanks will cost Belmont over \$1 million, however, it does not seem that the town administration has fully vetted the cost estimates, analyzed our actual fueling requirements, or explored alternate solutions. Our current tanks are not out of compliance with MassDEP regulations, and the planned tanks, besides creating a visual blight and safety risk to residents, represent an investment in a fixed asset that provides more fuel storage than we need and runs counter to

Belmont's plan to become less dependent on fossil fuel energy sources as we convert our fleet (to the extent possible) to electric or hybrid vehicles in the coming years.

This amendment has been revised to correspond to the revised wording of Article 16, Motion A issued on June 1, 2021.

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**Article 16, Motion B – Amendment offered by Judith Ananian Sarno, Precinct 3 ([judithas30@comcast.net](mailto:judithas30@comcast.net), 617-484-2553); Lisa Oteri, Precinct 3 ([laoteri@gmail.com](mailto:laoteri@gmail.com)); and Robert Sarno, Precinct 3 ([bobsarno@comcast.net](mailto:bobsarno@comcast.net))**

We move to amend Motion B under Article 16 in the Warrant for the 2021 Annual Town Meeting to delete the item "Fuel Replacement Tank" and its associated \$150,000 in funding from the Sewer and Stormwater Capital Expenditures, so that the Motion will read as follows:

MOVED: B) That **\$824,711.00** be transferred from Sewer Retained Earnings, and **\$8,559,545.00** be transferred from Sewer and Stormwater Revenues to fund the Sewer and Stormwater Enterprise Fund pursuant to Chapter 44, Section 53F½ of the General Laws as follows:

FY2022 Sewer and Stormwater Enterprise Fund Operating Budget	\$8,670,006
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Sewer and Stormwater Capital Expenditures

- |                                    |                       |
|------------------------------------|-----------------------|
| • #4 Pick-up Truck                 | \$ 58,310             |
| • #7 4WD Pick-up Truck             | \$ 58,310             |
| • GVW Dump Truck                   | \$ 147,630            |
| • <del>Fuel Replacement Tank</del> | <del>\$ 150,000</del> |
| • Sewer/Stormwater Capital Program | \$ 450,000            |

Total Sewer and Stormwater Enterprise Fund Appropriation	<b>\$9,384,256</b>
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Said sum to be expended under the direction of the Select Board.

**Rationale for this amendment:** The installation of two 6,000-gallon above-ground fuel tanks (gasoline and diesel) at the DPW Yard to replace the current underground tanks will cost Belmont over \$1 million, however, it does not seem that the town administration has fully vetted the cost estimates, analyzed our actual fueling requirements, or explored alternate solutions. Our current tanks are not out of compliance with MassDEP regulations, and the planned tanks, besides creating a visual blight and safety risk to residents, represent an investment in a fixed asset that provides more fuel storage than we need and runs counter to Belmont's plan to become less dependent on fossil fuel energy sources as we convert our fleet (to the extent possible) to electric or hybrid vehicles in the coming years.

This amendment has been revised to correspond to the revised wording of Article 16, Motion B issued on June 1, 2021.