



## ARTICLE 10: FY21 Town Budget

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**ARTICLE 10.** That the Town raise and appropriate the sum of \$44,122,095, transfer \$145,587 from the Parking Meter Fund, transfer \$184,565 from the Cemetery Fund, transfer \$262,165 from the Sewer Fund, transfer \$728,557 from the Water Fund, transfer \$584,136 from the Light Fund, transfer \$148,560 from the Solid Waste Fund, transfer \$38,613 from the Telecom Fund, transfer \$170,880 from the Emergency Services Stabilization Fund, transfer \$3,500 from Transportation Network Fees, transfer \$1,802 from PEG Access Fund and transfer a total of \$555,020 from accounts requiring no further appropriation, for a total appropriation under Article 10 of \$47,660,480, as printed in the handout, as Fiscal 2021 Proposal, Items 1 – 16, for the necessary and expedient purposes of the Town for the Fiscal Year ending June 30, 2021, and that the same be expended only for such purposes under the direction of the Town Manager; and further, that the Town Manager is authorized to turn in or sell at public auction surplus equipment, the amount allowed or received therefore to be applied against the purchase of new equipment; and that the Town appropriate and transfer the sum of \$1,000 from the Dog Inoculation Fees Reserve Account for the cost of the Board of Health's Rabies Clinic; and further that the Town appropriate \$126,334.42 from the Title 5 Septic Loan Betterment Reserve Account to meet the loan payments to the Massachusetts Clean Water Trust due and payable during FY2021.



## Article 10: FY21 Budget

- The original budget met the Finance Committee Guideline of 2.50% increase in General Fund Appropriation
- Revised budget, reflecting assumed revenue reductions, is -2.35% compared to FY20
  - Detailed presentation available online under FinCom Meeting documents



## ARTICLE 10: FY21 Town Budget

# Budget Highlights

- New budget book format; consolidation of budget line items to reflect functional oversight and improve flexibility
- Fire Dept. command structure change
- Increased legal services budget
- 4 new positions (Dispatcher, Land Manager, +2 custodians)
  - Net 1.54 increase in FTEs funded by General Fund
  - Costs for custodians offset by reduction of contractual services
- Reductions in Salary Reserve & elimination of funding for certain vacant positions to offset increases



## FTE Analysis

- Since FY15, 54 additional FTEs (including enterprise funds)
  - CMLP, Fire, and IT combine for 15 of that total
  - Total FTEs in FY21=249.76 General Fund
    - 14% increase (all funds) over 5 years
- Additions largely result of:
  - Service expansion (West Concord Fire Station, Broadband)
  - Increased demands for service (Library, EMS calls, Covid-19)
  - Expanded roles (new boards/committees, PEG, Facilities)
  - Emerging needs (Municipal Archivist, Tourism, Sustainability)



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### FY2021 Town Budget- Recommendation Includes:

- **General Government:**
  - Consolidation of building expenses in Facilities Division- \$10k savings
    - Current budget draft includes consolidation of custodial services; indeterminate savings
  - Additional funding for Legal Services- \$94k
  - Economic Vitality Coordinator combined with Tourism Coordinator- \$12k
  - Part-time position added to Visitor's Center- \$12k
- **Finance:**
  - Retirement System staff salaries not paid through Town Budget; expenditure reduction offset by credit reduction
- **DPLM:**
  - Land Manager position added to DPLM- \$26k net (\$36k offset)
    - Reduction in Inspections as Tree Preservation Bylaw enforcement transferred to Land Manager



## FY2021 Town Budget- Recommendation Includes:

- **Public Safety:**
  - Fire Department command structure change- \$44k
  - Second dispatcher on overnight shift- \$40k
  - Planned reduction in support from Emergency Services Stabilization Fund- \$124k
  - Attrition savings- \$277k
- **Public Works:**
  - Replacement of fuel depot- \$20k
  - Decrease in cost of street lighting due to efficient fixtures- \$12k
- **Human Services:**
  - Attrition savings, Library- \$32k
  - Market adjustment, Social Services- \$25k

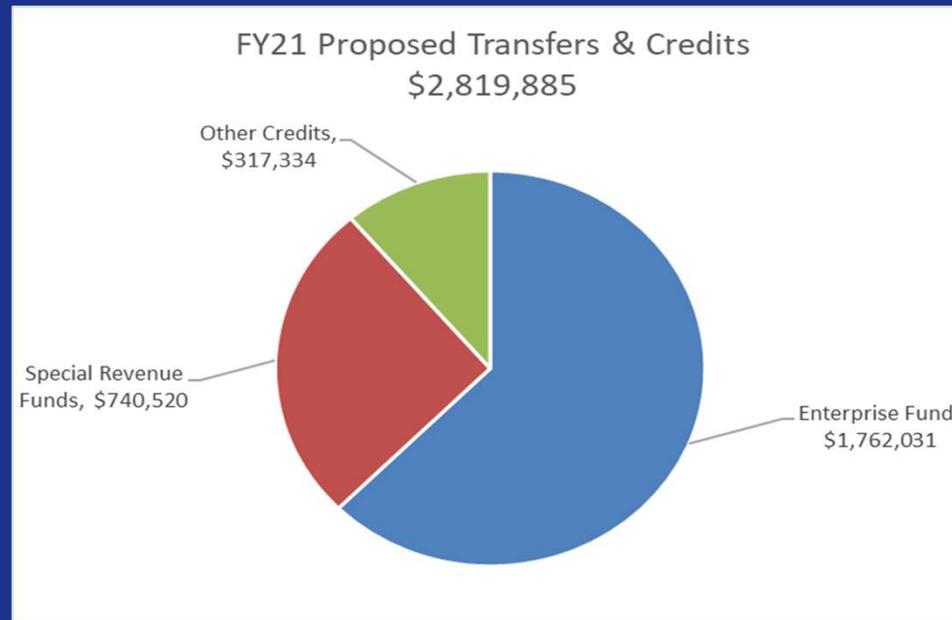


## FY2021 Town Budget- Recommendation Includes:

- Other
  - Salary Grid Adjustments- \$500k (original), reduced to \$250,000
  - Capital Outlay & Debt authorized in one warrant article, and reduced by \$705,340
- Total attrition savings:
  - \$350k+
  - 7 Firefighters; 14 Police; Town Manager; Special Collections Curator
    - Attrition savings will not continue as new employees advance in compensation plan
    - Offset somewhat by increases in training costs



# Transfer/ credit summary



Note: assumes elimination of Recreation (\$205,292) and Beede (\$83,534) contributions to General Fund

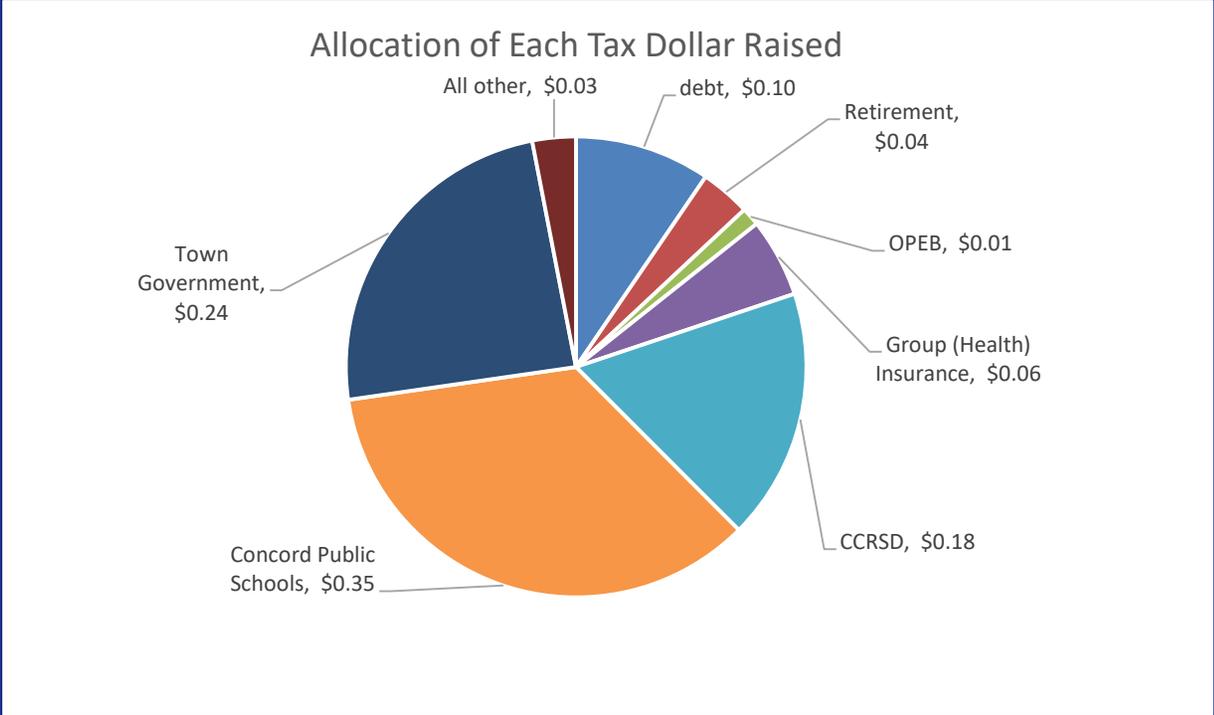


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	FY21 Original	FY21 Revised	FY21 Revised vs FY20	
			Dollar	Percent
Town Government				
General Fund Portion	\$ 26,017,179	\$ 25,211,778	\$ (87,735)	-0.35%
Transfers	\$ 3,112,531	\$ 2,819,885	\$ (587,250)	-17.24%
Total Appropriation	\$ 29,129,710	\$ 28,031,663	\$ (674,985)	-2.35%
Concord Public Schools	\$ 40,782,874	\$ 40,777,203	\$ 1,387,040	3.52%
Concord Carlisle Regional	\$ 20,746,322	\$ 20,436,322	\$ 439,448	2.20%
sub-total: Guidelines	\$ 90,658,906	\$ 89,245,188	\$ 1,151,503	1.31%
Non-Guidelines	\$ 26,892,459	\$ 26,525,241	\$ 601,505	2.32%
Total: Budget Plan	\$ 117,551,365	\$ 115,770,429	\$ 1,753,008	1.54%
Note: assumes CCRSD assessment is reduced by \$310k; also assumes reduction in transfers (Recreation & Beede)				



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FY20 budget item no.	FY21 budget item no.	FY20 Budget Heading	FY21 Budget Heading	FY20 Budget	FY21 Proposed
1.A.	1.A.	Town Manager's Office	Town Manager	\$ 702,371	\$ 707,457
1.B.	1.B.	Town Manager's Office	Human Resources	\$ 437,700	\$ 474,854
1.C.	N/A	Town Manager's Office	Facilities Management	\$ 434,773	\$ -
N/A	1.F.1	Town Manager's Office	Facilities Administration	\$ -	\$ 623,700
1.D.	1.F.3	Town Manager's Office	Resource Sustainability Fund	\$ 229,388	\$ 160,995
1.E.	1.F.4	Town Manager's Office	Visitor's Center and Restroom	\$ 105,760	\$ 29,765
N/A	1.E	Town Manager's Office	Economic Vitality and Tourism	\$ 89,238	\$ 112,400
1.F.	1.F.6	Town Manager's Office	37 Knox Trail	\$ 29,192	\$ 19,991
1.G.	1.F.5	Town Manager's Office	55 Church Street	\$ 116,714	\$ 109,376
1.H.	1.F.2	Town Manager's Office	Parks and Playgrounds	\$ 124,334	\$ 127,560
2	2	Legal Services	SUBTOTAL:	\$ 250,000	\$ 344,585



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3.A.	3.F	Elections and Registrars	Elections	\$ 42,653	\$ 76,176
3.B.	3G.	Elections and Registrars	Registrars	\$ 7,374	\$ 7,971
4	1.D	Town Meeting and Reports		\$ 100,250	\$ 101,225
5.A.	4.A	Planning	Planning Administration	\$ 518,336	\$ 562,302
5.B.	4.B	Planning	Natural Resources	\$ 296,000	\$ 345,173
5.C.	4.C	Planning	Inspections	\$ 487,309	\$ 459,084
5.D.	4.D	Planning	Health	\$ 453,886	\$ 444,182
6	4.E	141 Keyes Road	SUBTOTAL:	\$ 74,433	\$ 48,199
7		Finance Committee	SUBTOTAL:	\$ 3,410	\$ -
8.A	3.A	Finance Dept.	Finance Administration	\$ 696,555	\$ 610,697
8.B	3.B	Finance Dept.	Treasurer-Collector	\$ 510,733	\$ 507,240
8.C.	3.C	Finance Dept.	Town Accountant	\$ 321,271	\$ 347,020
8.D.	3.D	Finance Dept.	Assessors	\$ 438,001	\$ 452,553
8.E.	3.E	Finance Dept.	Town Clerk	\$ 266,738	\$ 371,934



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9	1.C	Information Systems		\$ 1,189,082	\$ 1,088,066
10		Town House		\$ 152,107	\$ -
11	6.A	Police Dept.		\$ 4,906,210	\$ 4,624,613
12	6.D	Fire Dept.		\$ 5,206,056	\$ 5,291,544
13	6.F	West Concord Fire Station		\$ 35,769	\$ 20,738
14	6.C	Police-Fire Station		\$ 261,627	\$ 231,869
15	6.E	Emergency Management		\$ 16,060	\$ 16,000
16	6.B	Animal Control Officer		\$ 27,236	\$ 27,500
17.A	7.A	Public Works	CPW Administration	\$ 424,718	\$ 446,983
17.B.	7.B	Public Works	Engineering	\$ 726,156	\$ 684,215
17.C.	7.C	Public Works	Highway Maintenance	\$ 1,479,266	\$ 1,517,682
17.D	7.E	Public Works	Parks and Trees	\$ 826,590	\$ 774,001
17.E	7.F	Public Works	Cemetery	\$ 241,533	\$ 257,789



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18	7.D	Snow and Ice Removal	Winter Maintenance	\$ 625,000	\$ 640,000
19	7.I	Street lighting		\$ 57,400	\$ 27,500
20	7.H.4	CPW Equipment		\$ 325,000	\$ -
21	7.H.2	Drainage Program		\$ 205,000	\$ -
22	7.H.3	Sidewalk Management		\$ 125,000	\$ -
23	7.H.1	Road improvements		\$ 100,000	\$ -
24	7.G	133/135 Keyes Road		\$ 148,660	\$ 124,923
25	5.A	Library		\$ 2,351,798	\$ 2,290,638
26.A	5.D		Human Services	\$ 68,335	\$ 71,084
26.B	5.B.1		Senior Services	\$ 577,880	\$ 663,216
26.C	5.C.1		Recreation Services	\$ 108,376	\$ 118,882
27	5.B.2	Harvey Wheeler		\$ 115,133	\$ 93,548
28	5.C.2	Hunt Recreation Center		\$ 113,759	\$ 103,628
29	5.E	Veterans		\$ 86,696	\$ 74,646
30	5.F	Ceremonies and Celebrations		\$ 19,030	\$ 29,631



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31.A	8.A	Town Employee Benefits	Unused sick leave	\$ 90,000	\$ 65,000
31.B	8.B	Town Employee Benefits	public safety disability	\$ 2,500	\$ 2,500
31.C	8.C	Town Employee Benefits	employee assistance program	\$ 7,500	\$ 7,500
32	9	Reserve Fund		\$ 225,000	\$ 225,000
33	10	Salary Reserve		\$ 1,168,988	\$ 250,000
34	11	Land Fund		\$ 10,000	\$ 10,000
35.A	12.A	insurance	group insurance	\$ 5,966,069	\$ 6,383,694
35.B	12.B	insurance	OPEB	\$ 1,697,850	\$ 1,500,000
35.C	12.C	insurance	Property/liability	\$ 288,750	\$ 300,000
36.A	13.A	unemployment/workers comp	unemployment	\$ 110,000	\$ 110,000
36.B	13.B	unemployment/workers comp	workers comp	\$ 100,000	\$ 110,500
37	14	retirement		\$ 3,965,861	\$ 4,064,734
38	15	social security and medicare		\$ 800,000	\$ 866,864
39.A	16.A	debt service	long term debt	\$ 4,196,145	\$ 3,999,012
39.B	16.B	debt service	excluded debt	\$ 3,221,181	\$ 3,375,867



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