



Article 9. FY2024 Town Budget

ARTICLE 9. Mr. Johnson moves that the Town take affirmative action on Article 9, as printed in the handout pertaining to the Article.



FY2024 Town Budget- Recommendation

	FY23	FY24 Guideline (Revised)	Dollar Increase	Percent Increase	FY24 Town Manager Recommendation	Percent Increase
Operating	\$ 29,735,046	\$ 31,081,983	\$1,346,937	4.53%	\$ 31,081,983	4.53%
FY22 Carry Forward, Class & Comp					\$ 600,000	
Opioid Settlement					\$ 29,850	
Operating Total (Article 9):					\$ 31,711,833	
Capital, Tier 1 (Article 11)	\$ 1,509,700	\$ 1,725,000	\$ 215,300	14.26%	\$ 1,725,000	14.26%
Total:	\$ 31,244,746	\$ 32,806,983	\$1,562,237	5.00%	\$ 32,806,983	5.00%



FY2024 Strategic Issues

- A Great Place to Work
- Governance
- Infrastructure
- Welcoming Community



Strategic Issue: A Great Place to Work

- Compensation on par with peer communities
- Addressing compensation for targeted positions
- Work with Personnel Board to redraft key policies

COST OF EMPLOYEE TURNOVER CALCULATOR		
CURRENT EMPLOYEE COST	COST	NOTES
Annual Base Salary	\$70,000.00	average employee salary
Annual Benefits Cost	\$21,000.00	Estimated at 30% of base salary
Daily Cost (Salary + Benefits)	\$348.66	Based on 261 working days
VACANCY COSTS / LOSS OF PRODUCTIVITY FROM OTHER EMPLOYEES FILLING IN FOR THE VACANT POSITION	COST	NOTES
Daily Cost of Covering for the Position	\$129.00	assumed, at 37% of Daily Cost for departing employee
# of Days Position Vacant	90.00	
Total Cost to "Cover" Position	\$11,610.34	
SEPERATION COST & COST TO HIRE REPLACEMENT	COST	NOTES
HR or Hiring Manager Salary	\$75,000.00	
HR or Hiring Manager Hourly Rate	\$35.92	Based on 261 working days & 8.0 hrs per day
Departing Employee - Exit Interview Cost	\$107.76	assumed, 3hrs of HR managed consumed
Departing Employee - Other Seperation Costs	\$500.00	
New Hire - Resume Screening (Hours)	20.00	
New Hire - Interviews (Hours)	10.00	
Total Hours to Fill Position	30.00	
New Hire - Advertising Costs	\$500.00	
New Hire - Other Admin Costs	\$200.00	
Separation Cost & Cost to Hire Replacement	\$1,885.34	
NEW HIRE TRAINING COST	COST	NOTES
Mentor or Manager Salary	\$125,000.00	
Mentor or Manager Onboarding Daily Rate	\$478.93	Based on 261 working days
Total Training Days Consumed	10.00	
Other Training Costs	\$500.00	
Total New Hire Training Cost	\$5,289.27	
DAYS TO PREVIOUS PRODUCTIVITY	COST	NOTES
Daily Employee Cost	\$348.66	Daily Cost of new hire at same rate as departing employee
Days to 100% Productivity	90.00	
Productivity Loss Cost	\$15,689.66	Prior to reaching 100%, assume individual performs at 50% of replaced employee
CALCULATION FORMULA = (based on 90 day vacancy)		[Cost to "Cover" Position + Cost to Hire Replacement + Vacancy Costs + New Hire Training Cost + Productivity Loss Cost]
TOTAL COST OF TURNOVER		\$34,474.62



Strategic Issue: Community Support

- Public transportation
- Additional social and community supports
- Affordable housing





FY24 Spending Drivers: Guidelines

- Known & anticipated wage adjustments: \$950,000
 - Up to 4.5%
 - Market
 - Attraction & Retention
 - Flagged by Personnel Study Task Force as top issue to address
- Increased Utility & Commodity Costs: \$200,000
 - Diesel fuel (+25.0%)
 - Electricity (+20.0%)
 - Natural Gas (+100.0%)
 - Cardboard Recycling: single-stream would save money
- Build back Tier 1 Funding: \$216,000
 - Still down \$275,000 from pre-pandemic spending levels
 - Article 11, Capital
- Addressing Non-Wage Strategic Issues, through ARPA: \$820,000
 - Infrastructure: \$680,000
 - Governance: \$25,000
 - Welcoming Community: \$105,000



New FTE

	FY23	FY24	Change
General Government	30.03	31.90	1.87
Finance	24.16	23.88	-0.28
DPLM	22.34	26.10	3.76
Human Services	46.63	44.70	-1.93
Public Safety	97.34	99.07	1.73
Engineering	34.83	34.83	0.00
Total:	255.33	260.48	5.15

Notes:

FY23 Commitments

Transportation Planner (FY23)			-0.50
Economic Vitality Manager (FY23)			-1.00
			3.65

Temporary Staffing & Other Funding Resources

Temporary Staffing (HR & IT)			-0.84
Grant Funded (Police & Health)			-1.50
Other Sources (Cemetery)			-1.00
Transfer of funding source (Recreation)			2.00
			2.31

New for FY24

Assistant Fire Chief			1.00
Departmental Assistant, Inspections			1.00
Public Health Nurse (partial)			0.50
Miscellaneous Adjustments			-0.19
Net New, General Fund Supported			2.31



FY24 Spending Drivers: Non-Guidelines

Fixed Expense Category	FY23	% of Total Budget	FY24	% of Total Budget
Group Insurance	\$ 7,468,322	14.64%	\$ 8,140,471	14.65%
Property/ Liability	\$ 378,000	0.74%	\$ 406,350	0.73%
Unemployment & Workers Comp	\$ 262,450	0.51%	\$ 301,818	0.54%
Retirement, General Fund	\$ 3,381,101	6.63%	\$ 3,399,675	6.12%
Retirement, Pension Reserve	\$ 1,501,370	2.94%	\$ 1,650,000	2.97%
Social Security/ Medicare	\$ 942,064	1.85%	\$ 898,168	1.62%
Debt Service	\$ 7,221,605	14.16%	\$ 8,437,464	15.19%
Total, Fixed Costs:	\$ 21,154,912	41.48%	\$ 23,233,946	41.82%



FY23 Budget: Fixed Cost, Debt Service

Debt Service	FY23	FY24
Non-Excluded, Town	\$ 4,235,101	\$ 4,527,700
Excluded, Town	\$ <u>2,986,504</u>	\$ <u>3,909,764</u>
	\$ 7,221,605	\$ 8,437,464
Excluded, Minuteman (Article 15)	\$ 521,385	\$ 488,844
Excluded, CCRSD (Article 16)	\$ <u>3,179,377</u>	\$ <u>3,055,012</u>
	\$ 3,700,762	\$ 3,543,856
Total:	\$ 10,922,367	\$ 11,981,320



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