

Mission Statement:

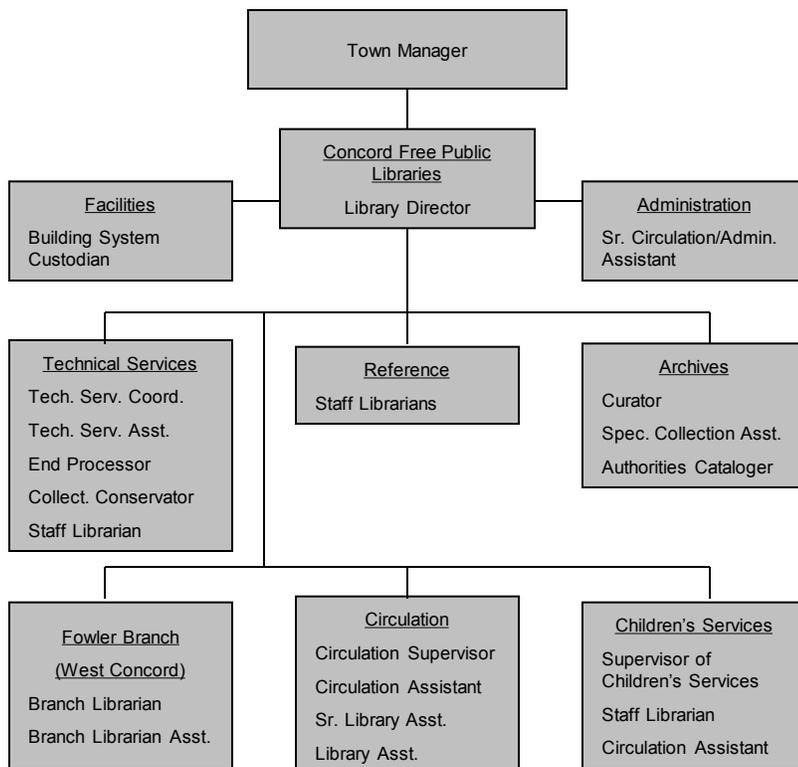
The mission of the Concord Free Public Library is to inspire lifelong learning and to actively promote personal enrichment by connecting community members to information, ideas, culture, unique historical resources, and each other in a tradition of innovation and excellence.

Budget Highlights:

- This budget represents a 1.7% increase in operating expenses over that of the FY12 budget.
- A new position of Assistant Library Director will be funded at \$77,818, necessitating leaving the Head of Reference unfunded at \$71,862. This results in an appropriation increase of \$5,956.
- Due to the volume of use at both buildings and the increased sq. footage at the Fowler Branch, an additional \$17,000 has been allocated to provide afternoon cleaning services for both facilities.
- An additional amount of \$5,000 has been allocated for increased staffing at the Fowler Branch.
- The budget line for Library books and materials (\$95,140) will be augmented by a one-year increase of \$50,000 in the Library Corporation's contribution to the library book and material account.

Expenditure Summary

	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 1,779,225	\$ 1,734,894	\$ 1,828,512	\$ 1,854,082
Other Funds	\$ 14,000	\$ 14,000	\$ 17,422	\$ 23,000
Total Expenditures	\$ 1,793,225	\$ 1,748,894	\$ 1,845,934	\$ 1,877,082



Description:

The Library provides, in an accessible and attractive manner, a collection of informational and recreational materials both online and from the main Library in Concord Center and the Fowler Branch in West Concord.

In the spring of 2011, the Fowler Branch Library reopened after a major renovation. The project enhanced the historical detail of the original design, brought building access up-to-code, and doubled the library's service area. Funding for the project primarily came from private contributions.

The Trustees of the Concord Free Public Library Corporation own the building and grounds, and are responsible for all maintenance and capital improvements. The Library Director oversees the budget of the Library Corporation. The Town budget funds the staffing and operations of the Library.

HUMAN SERVICES: Library

Item 25

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 1,375,753	\$ 1,359,269	\$ 1,492,249	\$ 1,506,778	\$ 1,501,778
Purchased Services	112,721	117,054	104,178	122,340	122,340
Supplies	149,637	104,862	95,690	95,690	95,690
Other Charges	3,249	2,142	4,900	4,900	4,900
Capital Outlay	45,745	51,465	10,000	10,000	10,000
Library Corp. Costs	106,120	114,102	138,917	142,374	142,374
Totals	\$ 1,793,225	\$ 1,748,894	\$ 1,845,934	\$ 1,882,082	\$ 1,877,082

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 1,828,512	99.06%	\$ 1,854,082	98.77%	1.40%
Library Corporation	3,422	0.19%	12,000	0.64%	250.67%
State Aid	14,000	0.76%	11,000	0.59%	-21.43%
Totals	\$ 1,845,934	100.00%	\$ 1,877,082	100.00%	1.69%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
M-1	Computer Equipment	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Totals	\$ 10,000					

Utility Performance Information						
Utility	Cost				Efficiency	
	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed	FY11 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity (Main)	51,557	59,283	58,800	62,369	1.235	8.623
Electricity (Fowler)	4,640	5,412	13,065	13,065	1.082	8.640
Natural Gas (Main)	16,299	19,487	22,755	21,657	0.406	0.297
Natural Gas (Fowler)	5,151	3,423	9,064	8,627	0.685	0.704
Water	1,757	2,031	1,908	2,343	0.042	0.008
Sewer	3,332	3,466	4,324	5,313	0.072	0.008

The Library has a square footage of 48,000 (Main) and 5,000 (Fowler) and is used daily.

Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

HUMAN SERVICES: Library

Item 25

Personnel Services Summary					
		FY12 Budgeted		FY13 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Library Director	1.00	\$ 100,728	1.00	\$ 100,728
	Assistant Library Director	0.00	\$ 77,818	1.00	\$ 77,818
	Technical Services Coordinator	1.00	82,079	1.00	82,079
	Curator	1.00	79,468	1.00	79,468
	Supervisor of Children's Services	1.00	79,201	1.00	79,201
	Circulation Supervisor	1.00	69,944	1.00	69,944
	Head of Reference	1.00	-	0.00	-
	Staff Librarian	2.80	188,396	2.80	188,396
	Staff Librarian (Ref. Lib.)	0.75	48,274	0.75	48,274
	Technical Services Assistant	1.88	98,587	2.00	99,142
	Sr. Circulation/Admin. Asst.	1.00	54,748	1.00	54,748
	Circulation Assistant	1.88	86,215	1.88	86,757
	Building Systems Custodian	1.00	46,494	1.00	46,793
		Sub Total	<u>15.31 FTEs</u>	<u>\$ 1,011,952</u>	<u>15.43 FTEs</u>
5112	Branch Librarian	1.35	\$ 106,272	1.35	\$ 106,711
	Special Collections Assistant	0.50	27,180	0.50	27,180
	Sr. Library Assistant	1.18	60,688	1.18	61,826
	Branch Library Assistant	0.75	38,075	0.75	38,649
	Library Assistant	1.71	69,178	1.71	70,160
	Sub Total	<u>5.49 FTEs</u>	<u>\$ 301,393</u>	<u>5.49 FTEs</u>	<u>\$ 304,526</u>
5115	Library Assistant	1044 hrs.	\$ 25,000	1044 hrs.	\$ 25,000
	Branch Assistant	0 hrs.	\$ -	400 hrs.	\$ 5,000
	Circulation Assistant	157 hrs.	3,345	157 hrs.	3,345
	Library Assistant	2150 hrs.	35,862	2150 hrs.	35,862
	Authorities Cataloguer	783 hrs.	18,134	783 hrs.	18,134
	Librarian	1462 hrs.	33,612	1462 hrs.	33,612
	Maintenance Custodian	522 hrs.	9,519	522 hrs.	9,519
	Collections Conservator	940 hrs.	19,224	940 hrs.	19,224
	End Processor	940 hrs.	12,132	940 hrs.	12,132
	Prof. Project Specialist	365 hrs.	9,250	365 hrs.	9,250
	Library Page	1103 hrs.	8,826	1103 hrs.	8,826
	Sub Total	<u>4.03 FTEs</u>	<u>\$ 174,904</u>	<u>4.22 FTEs</u>	<u>\$ 179,904</u>
5130	Custodial Overtime	94 hrs.	2,500	94 hrs.	2,500
5191	Tuition Reimbursement	0 hrs.	1,500	0 hrs.	1,500
5171	Recruitment Expense	N/A	-	N/A	-
	Total	<u>24.82 FTEs</u>	<u>\$ 1,492,249</u>	<u>25.13 FTEs</u>	<u>\$ 1,501,778</u>

Program Implementation

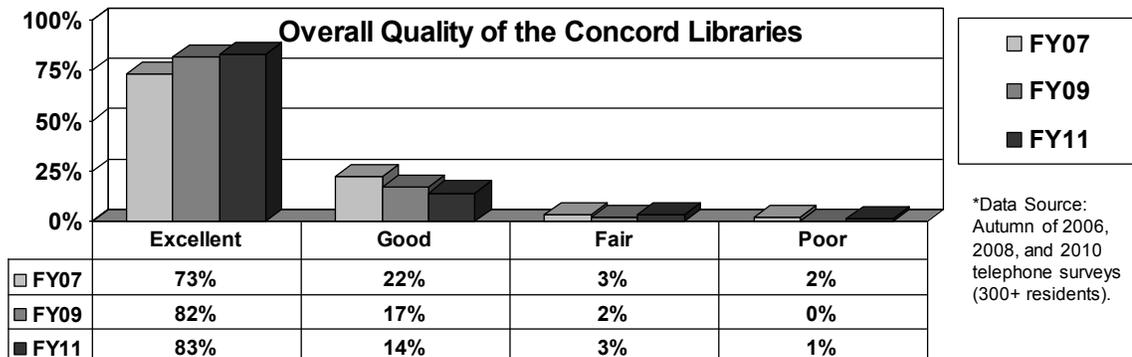
The FY13 budget provides \$95,140 for books and materials. With additional allocations from the Library Corporation of \$125,000, and contributions from the Friends of the Library of \$13,500, the total resources available for books and materials is projected to be \$233,640. This represents level funding over FY12.

In accordance with the terms of a 1987 agreement between the Board of Selectmen and the Library Corporation, the Town pays for the certain building operating costs including electricity (\$75,434), natural gas (\$30,284), and telephone service (\$10,000).

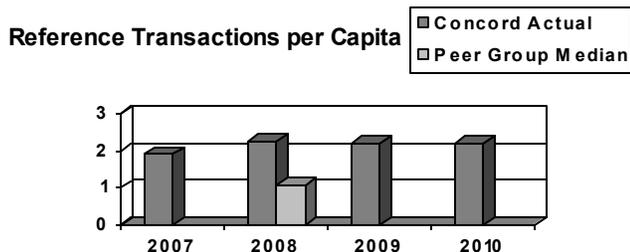
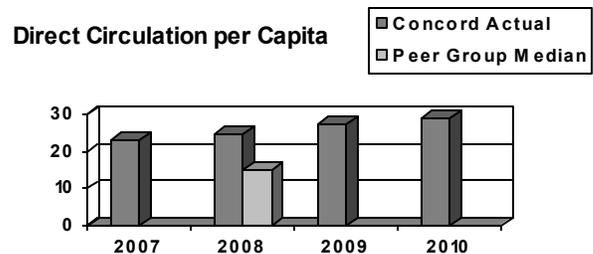
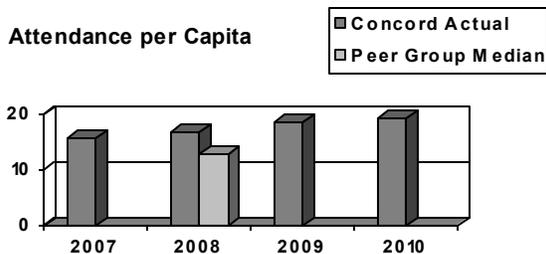
In FY13, the Library will begin implementing new service objectives based on the long range planning process in FY12.

In early FY13, we anticipate going live using Radio Frequency Identification Technology (RFID) at both locations to expedite the circulation and inventory process for library materials. The funding for this project was approved as a FY12 capital budget request and implementation has required significant planning in order to prepare the collection.

In addition to the funds appropriated by the Town, the Library also is supported by grant funds, private contributions, and the Library Corporation. The Library Corporation supplements the library's operating budget with approximately \$260,000 of additional funding. Total FY13 resources from the Town budget and the Library Corporation together are estimated to be about **\$2.13 million**.



Discussion: The vast majority of respondents from the latest resident survey had a positive view of the quality of Concord's Public Libraries, with 83% describing the quality as "Excellent."



Discussion: The Concord Free Public Library system continues to see a rising trend in attendance, direct circulation, and reference transactions per capita. These levels are also far above the levels seen by its peer group.*

*The latest data available for the peer group, at the time of this writing, is from 2008.

Mission Statement:

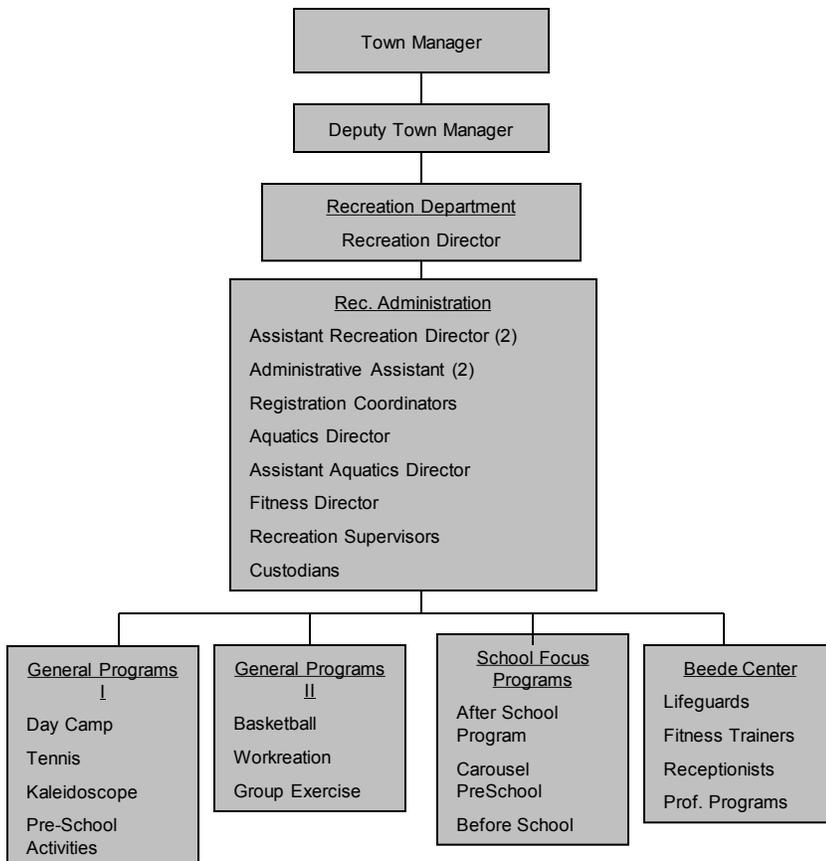
The mission of Recreation Administration is to provide high-quality activities designed to meet the year-round recreation interests of the community in an efficient, cost-effective, affordable, and inclusive manner.

Budget Highlights:

- This budget represents no change in operating expenses from that of the FY12 budget.
- The General Fund supports only the personnel costs associated with the Recreation Director. All other costs are supported by the Recreation Fund, which relies on program fees for funding.
- In FY13, an amount of \$11,292 is to be transferred from the Beede Swim & Fitness Center account to the Recreation Administration account to partially fund the salary of the Recreation Director who is in charge of the Beede Center.

Expenditure Summary

	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 97,537	\$ 99,452	\$ 92,555	\$ 92,555
Other Funds	\$ 1,381,451	\$ 1,327,368	\$ 1,350,445	\$ 1,332,541
Total Expenditures	\$ 1,478,988	\$ 1,426,820	\$ 1,443,000	\$ 1,425,096



Description:

The Recreation Department provides activities that are designed to meet the year-round recreational interests of the community. Seventy employees serve program participants in the fall, winter, and spring, while 80 work in the summer. Approximately 60 work at the Beede Swim & Fitness Center. The Department's services are grouped into four major categories:

- Child Care Programs
- Summer Activities
- Sports Activities
- Swim & Fitness Center

HUMAN SERVICES: Recreation Administration

Item 26

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 1,221,152	\$ 1,198,159	\$ 1,355,381	\$ 1,341,702	\$ 1,341,702
Purchased Services	188,030	157,233	37,248	36,072	36,072
Supplies	23,860	26,288	5,850	5,750	5,750
Other Charges	420	582	-	-	-
Capital Outlay	1,062	-	-	-	-
Rec. Fund Contribution	44,464	44,558	44,521	41,572	41,572
Totals	<u>\$ 1,478,988</u>	<u>\$ 1,426,820</u>	<u>\$ 1,443,000</u>	<u>\$ 1,425,096</u>	<u>\$ 1,425,096</u>

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 92,555	6.41%	\$ 92,555	6.49%	0.00%
Recreation Fund	1,339,153	92.80%	1,321,249	92.71%	-1.34%
Swim and Fitness Fund	11,292	0.78%	11,292	0.79%	0.00%
Totals	<u>\$ 1,443,000</u>	100.00%	<u>\$ 1,425,096</u>	100.00%	-1.24%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	<u>\$ -</u>					

HUMAN SERVICES: Recreation Administration

Item 26

Personnel Services Summary					
		FY12 Budgeted		FY13 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Recreation Director	1.00	102,647	1.00	\$ 102,647
5157	Car Allowance	N/A	1,200	N/A	1,200
	General Fund Sub Total	<u>1.00 FTEs</u>	<u>\$ 103,847</u>	<u>1.00 FTEs</u>	<u>\$ 103,847</u>
5111	Assistant Recreation Director	1.00	80,424	1.00	80,424
	Recreation Supervisor	2.90	142,616	2.48	127,570
	Senior Administrative Assistant	1.00	59,630	1.00	60,797
5112	Recreation Clerk	0.56	21,412	0.56	21,412
	Sub Total	<u>5.46 FTEs</u>	<u>\$ 304,082</u>	<u>5.04 FTEs</u>	<u>\$ 290,203</u>
X	Other Rec. Fund Personnel Costs	39486 hrs.	946,452	39486 hrs.	946,452
5157	Car Allowance	N/A	1,000	N/A	1,200
	Sub Total	<u>18.91 FTEs</u>	<u>\$ 947,452</u>	<u>18.91 FTEs</u>	<u>\$ 947,652</u>
	Recreation Fund Sub Total	<u>24.37 FTEs</u>	<u>\$ 1,251,534</u>	<u>23.95 FTEs</u>	<u>\$ 1,237,855</u>
	Total	<u>25.37 FTEs</u>	<u>\$ 1,355,381</u>	<u>24.95 FTEs</u>	<u>\$ 1,341,702</u>

Program Implementation
<p>In the fiscal year 2011, the Recreation Department served over 8,500 participants and had total program revenues of \$3.9 million (\$1.5 million in various program fees and \$2.4 million associated with the Beede Center).</p> <p>Programs are provided at the Hunt Recreation Center, Emerson Playground, Harvey Wheeler Community Center, 105 Everett Street, Ripley Gymnasium, and the Beede Swim & Fitness Center located at 498 Walden Street.</p> <p>Under the FY13 proposed budget, the general fund supports approximately 90% of the cost of the Recreation Administrator. All other costs, including the cost of employee benefits, are covered by program revenues and are part of the Recreation Fund or the Swim and Fitness Fund (i.e., the Beede Center).</p> <p>In addition, program fees are used to fund most of the cost of the summer and school-year scholarship programs, which provides an average of \$100,000 in support of Concord families that otherwise would not be able to participate. The Recreation Department produces community fundraising events such as The Shamrock Ball, The Concord Open Golf Tournament and the Middle School Halloween Dance to support scholarships.</p>

Recreation Administration Programs

Program 1 – Recreation Administration Operations:

Objective: To manage the Recreation Department in an efficient and effective manner.

Performance Measure 1: Summer Activities

The goal of the Recreation Department is to meet the recreation interests of the community by offering a variety of financially self-supporting activities. In pursuit of this goal, the Department offers an array of programs, camps and clinics during the summer season.

The most significant program the Department offers during the summer is the Day Camp, which averages 175 children each day and relies on a support staff of over 70 employees.

2011 Summer Service Level				
Activity	Participants	Revenue	Expenses	Net
Basketball Clinics	108	24,900	21,165	3,735
Extended Day AM/PM	310	14,143	9,593	4,550
Post Camp	32	11,330	8,359	2,971
Kaleidoscope/PreSchool Adv.	175	32,990	29,372	3,618
Ultimate Frisbee/Disc Sports	20	4,350	3,697	653
Brine Lacrosse	141	19,335	18,335	1,000
Theatre Camps (2)	88	25,510	21,650	3,500
Tennis Clinic	20	4,445	3,778	667
Workreation	169	34,005	20,697	13,308
Summer Adventures	25	6,047	5,895	152
Swim Programs				
Swim Lessons (Children's Center)	55	16,000	14,699	1,301
Family Swim	0	0	0	0
Adult Programs				
Group Exercise (June-August)	114	12,104	13,021	(917)
Minuteman Road Race	305	6,280	5,344	936
Concord Open				
Concord Open – 2011	90	51,076	31,076	20,000
Day Camp				
Day Camp – 2011	977	264,220	246,080	18,140

Mission Statement:

The purpose of this funding is to provide for the costs of operating and maintaining the Hunt Recreation Center ,105 Everett Street and Rideout Playground restrooms in an efficient and cost-effective manner, and to provide office and program space supporting activities designed to meet the year-round recreational needs of the community.

Budget Highlights:

- This budget represents a 5.6% decrease in operating expenses over that of the FY12 budget.
- The decrease is mostly due to the installation of a high-efficiency HVAC system, which is in turn, expected to result in lower utility costs in FY13.
- The routine maintenance of the building is paid for by the Recreation Fund, and is not a General Fund Capital Improvement Program expense.
- This budget includes \$5,580 of funding for utilities at the 105 Everett Street building.

Expenditure Summary

	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 76,023	\$ 75,427	\$ 84,381	\$ 82,119
Other Funds	\$ 24,700	\$ 24,730	\$ 24,833	\$ 20,929
Total Expenditures	\$ 100,723	\$ 100,157	\$ 109,214	\$ 103,048

Description:

The Hunt Recreation Center houses the Recreation Department’s main office and approximately one-half of the Department’s programs. It is located at 90 Stow Street adjacent to the Emerson Playground. The facility underwent a \$1.2 million renovation in 1988, prior to which it had been vacant and unused for a ten year period. The facility’s locker rooms were renovated in Fall 2005 at a cost of approximately \$100,000. The building has offices, conference and multi-purpose rooms, a large second floor gymnasium, and shower facilities. Adjacent to the building on Emerson Playground is a small teaching swimming pool used during summer camp, a children’s spray fountain, basketball/tennis courts (which were rehabilitated in Fall 2006), a state-of-the-art running track (which was resurfaced in Fall 2008), and playground equipment which was completed in April 2009. The center also contains the public restroom for Emerson Playground.

The facility received a new HVAC system in the Fall 2011. The equipment which is of a high efficiency nature is projected to produce lower utility costs effective in FY 12.

The Hunt Recreation Center operates from 8:00 a.m. to 10:00 p.m. Monday through Friday, 8:00 a.m. to 6:00 p.m. on Saturday, and 8:00 a.m. to 10:00 p.m. on Sunday. The primary summer activity is the day camp that operates Monday through Friday. The summer season also includes a family swim program. The Center is also very busy throughout the year with activities that include the following: girl’s basketball, men’s and women’s basketball, co-ed volleyball, aerobics, and “Saturday Night Live” dances for middle school students. The Center is also home for the Department’s Grades 3-to-6 after-school childcare program, which operates from September through June. In addition, the Center can be rented for private events and is used by several community and sports organizations and by Town committees for meetings. It is also the polling site for Precinct 5.

HUMAN SERVICES: Hunt Recreation Center

Item 27

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 42,803	\$ 30,763	\$ 41,630	\$ 42,011	\$ 42,011
Purchased Services	36,200	38,519	42,046	37,157	37,157
Supplies	5,870	4,671	13,200	10,800	10,800
105 Everett Street	10,350	9,329	4,838	5,580	5,580
Rideout Fieldhouse	-	-	7,500	7,500	7,500
Capital Outlay	5,500	16,875	-	-	-
Totals	\$ 100,723	\$ 100,157	\$ 109,214	\$ 103,048	\$ 103,048

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 84,381	77.26%	\$ 82,119	79.69%	-2.68%
Recreation Fund	24,833	22.74%	20,929	20.31%	-15.72%
Totals	\$ 109,214	100.00%	\$ 103,048	100.00%	-5.65%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	\$ -					

Personnel Services Summary					
		FY12 Budgeted		FY13 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Building Maintenance Custodian	1.00	\$ 41,630	1.00	\$ 42,011
	Total	1.00 FTEs	\$ 41,630	1.00 FTEs	\$ 42,011

Utility Performance Information						
Utility	Cost				Efficiency	
	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed	FY11 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity	10,583	11,631	12,600	11,840	0.931	8.128
Natural Gas	10,600	11,718	11,803	9,660	0.938	0.705
Water	1,018	890	1,320	1,172	0.071	0.031
Sewer	1,662	1,977	2,990	2,657	0.158	0.031

The Hunt Gym has a square footage of 631 and is used daily.

Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

Mission Statement:

The purpose of this funding is to provide for the costs of operating and maintaining the Harvey Wheeler Community Center as office and program space for both the Council on Aging and the Recreation Department Carousel Preschool and After School Care Program and as general meeting space for other Town departments and community groups.

Budget Highlights:

- This budget represents a 2.3% decrease in operating expenses over that of the FY12 budget.
- Funding for building improvements is proposed to increase by \$5,000 from FY12 to \$10,000 in FY13.

Expenditure Summary

	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 130,057	\$ 133,062	\$ 135,972	\$ 137,934
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 130,057	\$ 133,062	\$ 135,972	\$ 137,934

Description:

The space at the Harvey Wheeler Community Center (HWCC) provides office and programming space for the Council on Aging, as well as Recreation Department pre-school and after-school programs.

HWCC was also used during the evenings and on the weekends by many different Town departments, local not-for-profit groups and private individuals. In calendar year 2011, income from rent and donations for use of HWCC totaled approximately \$14,000. This building fills a need in the community for small to medium-sized meeting spaces with adequate parking.

Utility Performance Information

Utility	Cost				Efficiency	
	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed	FY11 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity	\$ 18,096	\$ 20,123	\$18,948	\$19,708	1.402	8.307
Natural Gas	17,074	20,400	\$19,575	\$18,473	1.422	1.011
Water	426	545	\$522	\$575	0.038	0.009
Sewer	877	1,137	\$1,174	\$1,304	0.079	0.009

The Harvey Wheeler Center has a square footage of 14,350 and is used on weekdays, weekends and evenings. Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

HUMAN SERVICES: Harvey Wheeler Community Center

Item 28

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 58,336	\$ 61,485	\$ 64,544	\$ 65,680	\$ 64,820
Purchased Services	51,228	60,356	58,599	56,679	56,679
Supplies	5,493	5,286	7,769	6,435	6,435
Other Charges	-	-	60	-	-
Capital Outlay	15,000	5,935	5,000	10,000	10,000
Totals	<u>\$ 130,057</u>	<u>\$ 133,062</u>	<u>\$ 135,972</u>	<u>\$ 138,794</u>	<u>\$ 137,934</u>

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 135,972	100.00%	\$ 137,934	100.00%	1.44%
Totals	<u>\$ 135,972</u>	100.00%	<u>\$ 137,934</u>	100.00%	1.44%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
O-1	HWCC Building Improvements	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Totals	<u>\$ 5,000</u>	<u>\$ 10,000</u>				

Personnel Services Summary					
Code	Position Title	FY12 Budgeted		FY13 Proposed	
		# of Positions	\$ Amount	# of Positions	\$ Amount
5111	Building Maintenance Custodian	1.00	\$ 50,296	1.00	\$ 50,572
	Sub Total	<u>1.00 FTEs</u>	<u>\$ 50,296</u>	<u>1.00 FTEs</u>	<u>\$ 50,572</u>
5115	Part-Time Custodian	783 hrs.	12,920	783 hrs.	\$12,920
5130	Overtime	80 hrs.	1,328	60 hrs.	\$1,328
	Total	<u>1.38 FTEs</u>	<u>\$ 64,544</u>	<u>1.38 FTEs</u>	<u>\$ 64,820</u>

Mission Statement:

The mission of the Council on Aging is to assist Concord citizens over the age of 60 in maintaining their dignity, self-esteem, independence, and ability to participate in the community.

Budget Highlights:

- This budget represents a 5.3% increase in operating expenses over that of the FY12 budget.

- The State Formula Grant for FY 2013 is expected to be \$29,163, which provides funding for the following positions: Wellness Clinic Coordinator (\$10,350), Activity Coordinator (\$7,200), and Outreach Coordinator (\$7,500). Benefits: \$1916 and \$2197 for volunteer recognition.

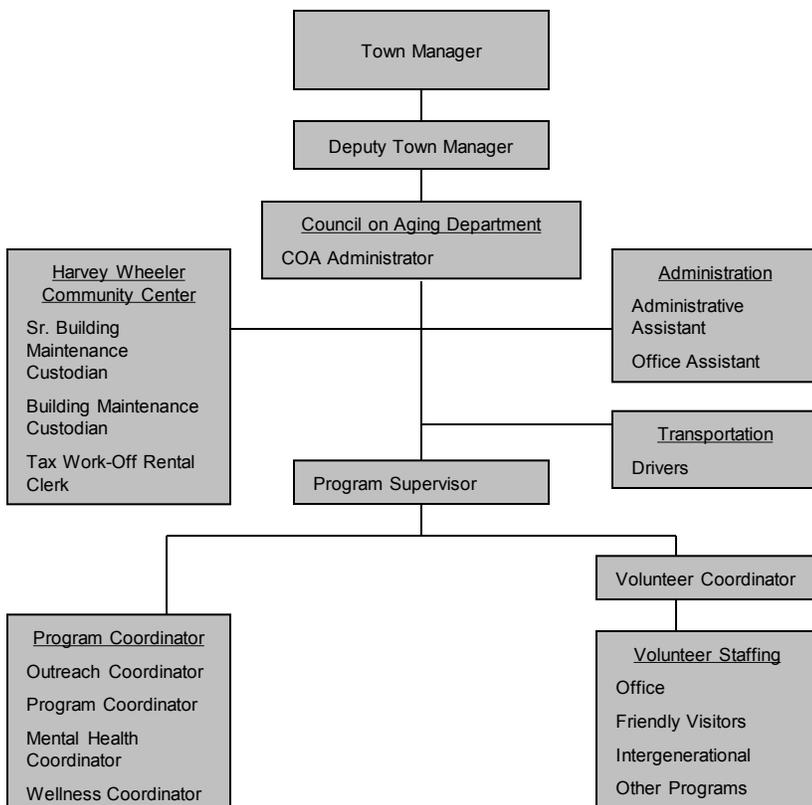
- An expected gift from the Community Chest of \$27,600 will be used to fund the Outreach Coordinator (\$12,000) Mental Health Worker (\$10,000), and Volunteer Coordinator (\$5,600).

- An increase of \$25,657 was requested to move the office assistant to a full time position. Due to limited resources, this request was partially funded for an increase of \$12,000.

- The van driver budget was increased to replace a two year gift from the Concord Friends of the Aging that was used to fund a wage increase and to allow for some additional driver time.

- The COA continues to be challenged by the growing number of senior citizens in Concord and the increasing referrals for help to frail elders through our Outreach Program.

Expenditure Summary				
	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 220,963	\$ 236,895	\$ 242,053	\$ 255,932
Other Funds	\$ 49,900	\$ 54,781	\$ 54,781	\$ 56,763
Total Expenditures	\$ 270,863	\$ 291,676	\$ 296,834	\$ 312,695



Description:

The Council on Aging (COA) provides a variety of essential services to Concord citizens over the age of 60. These services include information and referral, counseling, crisis intervention, transportation, educational programs, and recreational activities. The COA also cooperates with other local and regional elder service providers to ensure the wellbeing of elders in Concord.

HUMAN SERVICES: Council on Aging

Item 29

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 185,142	\$ 202,806	\$ 266,077	\$ 298,572	\$ 278,415
Purchased Services	23,460	17,703	18,298	17,612	17,612
Supplies	7,673	14,388	9,114	12,613	12,613
Other Charges	1,688	1,997	3,345	4,055	4,055
Capital Outlay	3,000	-	-	-	-
Totals	<u>\$ 220,963</u>	<u>\$ 236,895</u>	<u>\$ 296,834</u>	<u>\$ 332,852</u>	<u>\$ 312,695</u>

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 242,053	81.54%	\$ 255,932	81.85%	5.73%
EOEA Grant	25,207	8.49%	29,163	9.33%	15.69%
Friends of the Aging	7,774	2.62%	-	0.00%	-100.00%
Community Chest Gift	21,800	7.34%	27,600	8.83%	26.61%
Totals	<u>\$ 296,834</u>	100.00%	<u>\$ 312,695</u>	100.00%	5.34%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	<u>\$ -</u>					

Personnel Services Summary					
		FY12 Budgeted		FY13 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5111	COA Director	1.00	\$ 70,603	1.00	\$ 66,150
	COA Supervisor	1.00	51,901	1.00	49,350
	Administrative Assistant	1.00	52,118	1.00	45,498
	Sub Total	<u>3.00 FTEs</u>	\$ 174,622	<u>3.00 FTEs</u>	\$ 160,998
5115	Van Drivers	2221 hrs.	\$26,722	2548 hrs.	\$30,576
	Office Assistant	726 hrs.	\$7,623	1869 hrs.	\$19,623
	Wellness Clinic Coordinator	528 hrs.	\$9,108	600 hrs.	\$10,350
	Activity Coordinator	480 hrs.	\$4,440	600 hrs.	\$7,200
	Outreach Coordinator	1440 hrs.	\$18,264	1600 hrs.	\$24,000
	Mental Health Worker	529 hrs.	\$13,225	500 hrs.	\$12,500
	Volunteer Coordinator	800 hrs.	\$10,000	800 hrs.	\$11,200
5130	Overtime	60 hrs.	\$2,073	60 hrs.	\$1,968
	Total	<u>6.22 FTEs</u>	\$ 266,077	<u>7.08 FTEs</u>	\$ 278,415

Program Implementation

The FY13 budget recommendation provides funding to cover the full-time positions of the Director, Program Supervisor and Administrative Assistant; a part-time office assistant; 9 part-time Van Drivers who cover 40 hours of van service per week plus special trips and a portion of the Outreach Worker's and Volunteer Coordinator's hours.

The State Formula Grant, received from the Executive Office of Elder Affairs (EOEA), increased by \$3,956 in FY12 after the new Federal census figures were released. This grant is expected to remain stable in FY13. The grant provides full funding for a Wellness Clinic Coordinator (\$10,350), an Activity Coordinator (\$7,200), as well as partial funding for the Outreach Coordinator (\$7,500). EOEA funds of \$2,197 are available for volunteer recognition and \$1,916 for associated Social Security and Medicare benefits.

A gift from Concord Carlisle Community Chest (CCCC) is expected to partially fund a Volunteer Coordinator (\$5,600), part-time Outreach Coordinator (\$12,000), and a part-time Mental Health Worker (\$10,000), as well as associated social security and Medicare benefits.

Funding for vans in FY13 includes a \$30,576 Town appropriation for van drivers. In addition, the budget funds \$9,133 for gasoline, and \$5,500 for vehicle maintenance.

Council on Aging Programs

Program 1 – COA Operations:

Objective: To offer COA services effectively and efficiently.

Performance Measures

- Approximately 26,500 phone calls came into the COA office for general information
- 3,538 rides were provided on the COA van
- 936 health screenings were provided
- 252 outreach clients were monitored by the social work staff
- 13,450 congregate meals were served
- 3,602 people participated in 272 fitness classes

Volunteer statistics:

	2008	2009	2010	2011
Hours of Service	12,483 hrs.	9,152hrs.	9,125 hrs.	11,430
Value of Hours*	\$225,693	\$178,555	\$190,256	\$238,316

•Value of hours based on the hourly value of \$20.85 established by the Points of Light Foundation.

A small sample of COA volunteer opportunities:

- Friendly visitors, grocery shoppers, handyman helpers, “Concord on Call” volunteers to provide rides
- Wellness Clinic Volunteer Nurses , Greeters and aides
- Reception Desk Hosts, lunch set up and clean up assistance
- “Dream Team” members (youth groups and their leaders) for seasonal yard work for seniors
- Board Members, gift shop workers, COA library assistants, trip leaders
- Teachers /Leaders for craft , computer , fitness , and art classes
- Harvey Wheeler Community Center Art exhibit committee members

Mission Statement:

The mission of Veterans Services and Benefits is to provide information, advice, and assistance to veterans in need of service, including assistance regarding benefits to veterans and their dependants.

Budget Highlights:

- This budget represents a 0.8% increase in operating expenses from that of the FY12 budget.
- The benefits portion of this account reflects one qualifying resident currently receiving monetary benefits, with a small contingency included to address the ever-present possibility of a mid-year addition of another qualifying resident.
- Purchased services for this account include a small increase from \$1,404 to \$1,540 to cover telephone service and telephone maintenance costs for the Veterans' Agent.
- Funds are allocated for office supplies, gasoline, vehicle supplies, and conference/training expenses.

Expenditure Summary

	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 30,189	\$ 26,682	\$ 30,222	\$ 30,468
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 30,189	\$ 26,682	\$ 30,222	\$ 30,468

Description:

The Veterans Services Program is mandated according to Massachusetts General Law, Ch. 115, and is administered under State guidelines. Every city and town in the Commonwealth is required to have a benefits program for its resident veterans and their dependents, as well as a full-time Director of Veterans Services/Veterans Agent. State law also requires that the Town's Director of Veterans Services/Veterans Agent be a war-era veteran, and be available on a full-time basis to provide assistance.

The purpose of this program is to provide information, advice, and assistance regarding benefits to veterans and their dependents. The Town is reimbursed by the State for 75% of benefits paid under the mandated program. The reimbursement occurs about 12-15 months after the expenditure and is received as State aid revenue rather than as a credit to this appropriation account. Administrative costs, including salary, are not reimbursable.

The Office of Veterans Services serves as a one-stop human service office, with the top priority of providing services that improve the quality of life for every one of the Town's veterans, as well as their families and surviving dependents.

HUMAN SERVICES: Veterans Services & Benefits

Item 30

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
<u>Veterans Services</u>					
Personnel Services	\$ 18,212	\$ 16,943	\$ 18,550	\$ 18,550	\$ 18,550
Purchased Services	1,287	1,379	1,404	1,540	1,540
Supplies	363	2,006	468	578	578
Other Charges	351	132	800	800	800
Sub Total	\$ 20,213	\$ 20,460	\$ 21,222	\$ 21,468	\$ 21,468
<u>Veterans Benefits</u>					
Other Charges	\$ 9,976	\$ 6,222	\$ 9,000	\$ 9,000	\$ 9,000
Totals	<u>\$ 30,189</u>	<u>\$ 26,682</u>	<u>\$ 30,222</u>	<u>\$ 30,468</u>	<u>\$ 30,468</u>

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 30,222	100.00%	\$ 30,468	100.00%	0.81%
Totals	<u>\$ 30,222</u>	100.00%	<u>\$ 30,468</u>	100.00%	0.81%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	<u>\$ -</u>					

Personnel Services Summary					
		FY12 Budgeted		FY13 Proposed	
Code	Position Title	# of Positions	\$ Amount	# of Positions	\$ Amount
5115	Veterans Service Agent	783 hrs.	18,550	783 hrs.	18,550
	Total	<u>0.38 FTEs</u>	<u>\$ 18,550</u>	<u>0.38 FTEs</u>	<u>\$ 18,550</u>

Mission Statement:

The purpose of this funding is to provide the community with efficient and cost-effective services in planning for and carrying-out Concord’s annual, tradition-rich, public ceremonies and celebrations.

Budget Highlights:

- This budget represents a 1.1% increase in operating expenses over that of the FY12 budget.
- Public safety (police overtime) remains a significant but necessary portion of this account at \$10,300, calculated based upon prior years’ experience as well as FY13 contractual wage obligations.
- Other event-related expenses include band/musician fees, participant refreshments, honored-citizen related expenses, horse and carriage rentals, etc.
- Flag replacement remains an important element of this account, for the annual purchase of Memorial Day flags and for maintenance of the street flags placed out for various significant days and events during the year. This line, reduced in FY11 due to budget constraints, remains at \$2,500.

Expenditure Summary

	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 23,636	\$ 23,478	\$ 23,540	\$ 23,800
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 23,636	\$ 23,478	\$ 23,540	\$ 23,800

Description:

This budget provides funding for equipment and activities associated with several distinctly separate functions that are related to various Concord ceremonies and celebrations. Committees and volunteers, with the assistance of staff from the Town departments, carry out the related activities. Notable public ceremonies supported by this account include the Veteran’s Day Flag Retirement Ceremony, the Honored Citizen Reception, the Meriam’s Corner Exercise, and Patriots’ Day and Memorial Day events. Net of Public Safety coverage for the various ceremonies and events, a very austere budget remains to cover other Town-wide event-related expenses. The Public Ceremonies and Celebrations Committee reports it to be an increasing challenge to secure sufficient event participants given their limited resources, but this citizen committee does not wish to request additional General Fund support at this time.

HUMAN SERVICES: Ceremonies & Celebrations

Item 31

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
Public Ceremonies	\$ 20,621	\$ 20,469	\$ 21,040	\$ 21,300	\$ 21,300
Memorial Day Flags	1,960	2,385	1,500	1,500	1,500
Street Flags	1,055	624	1,000	1,000	1,000
Totals	<u>\$ 23,636</u>	<u>\$ 23,478</u>	<u>\$ 23,540</u>	<u>\$ 23,800</u>	<u>\$ 23,800</u>

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 23,540	100.00%	\$ 23,800	100.00%	1.10%
Totals	<u>\$ 23,540</u>	100.00%	<u>\$ 23,800</u>	100.00%	1.10%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
	None	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	<u>\$ -</u>					

Mission Statement:

The purpose of this funding is to provide for the costs of operating and maintaining the Visitors Center and Restroom in an efficient and cost-effective manner, to provide free public restroom service in the same manner, and to provide space for an information services program.

Budget Highlights:

- This budget represents a 1.7% increase in operating expenses from that of the FY12 budget.
- Daily restroom cleaning of this highly used facility remains a high priority, with cleaning costs split between part-time staff custodial costs (weekends) and contract cleaning (weekdays).
- Custodial supplies also remain a significant portion of this account.

Expenditure Summary

	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed
General Fund	\$ 27,162	\$ 23,788	\$ 22,854	\$ 23,206
Other Funds	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 27,162	\$ 23,788	\$ 22,854	\$ 23,206

Description:

This account provides for utility costs, daily restroom cleaning expenses, and building maintenance expenditures for the Visitors' Center/Public Restroom Facility located on Main Street. The Concord Chamber of Commerce is currently a tenant in the Visitors' Center portion of the building, in the tenth year of a 10-year lease, managing the information center service. The Chamber compensates the Town for a proportionate share of natural gas and electric costs for the building and is responsible for cleaning costs within its occupied space. Care and maintenance of the facility is coordinated by the Town Manager's Office. The public restrooms are open 365 days-a-year and are cleaned and re-stocked with supplies at least once each day.

Utility Performance Information

Utility	Cost				Efficiency	
	FY10 Actual	FY11 Actual	FY12 Budgeted	FY13 Proposed	FY11 Actual \$/ Sq.Ft.	Units/Sq.Ft.
Electricity	702	972	822	819	0.868	7.586
Natural Gas	681	1,748	543	524	1.561	0.554
Water	674	424	698	665	0.379	0.171
Sewer	1,491	943	1,582	1,507	0.842	0.171

The Visitors Center has a square footage of 1,120 and is used daily.

Units are defined as follows: Electricity (kWhs), Natural Gas (Therms), Water and Sewer (100 Cubic Feet).

HUMAN SERVICES: Visitors Center Restroom

Item 32

Expenditure Detail					
	Previous Fiscal Years			FY13 Proposed	
	FY10 Actual	FY11 Actual	FY12 Budgeted	Department Request	Town Manager's Proposed
Personnel Services	\$ 8,090	\$ 3,504	\$ 2,340	\$ 2,340	\$ 2,340
Purchased Service	8,796	12,232	13,964	14,316	14,316
Supplies	3,154	2,375	4,050	4,050	4,050
Other Charges and Expenses	-	-	-	-	-
Capital Outlay	7,122	5,678	2,500	5,000	2,500
Totals	\$ 27,162	\$ 23,788	\$ 22,854	\$ 25,706	\$ 23,206

Funding Plan					
	FY12 Budgeted	% of Budget	FY13 Proposed	% of Budget	% Change in Dollars
General Fund	\$ 22,854	100.00%	\$ 23,206	100.00%	1.54%
Totals	\$ 22,854	100.00%	\$ 23,206	100.00%	1.54%

Capital Outlay Plan							
Ref. #	Description	FY12 Budgeted	FY13 Proposed	FY14 Proposed	FY15 Proposed	FY16 Proposed	FY17 Proposed
A-5	Building Improvements	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
	Totals	\$ 2,500					

Personnel Services Summary					
Code	Position Title	FY12 Budgeted		FY13 Proposed	
		# of Positions	\$ Amount	# of Positions	\$ Amount
5115	Limited Status (custodian)	156 hrs.	\$ 2,340	156 hrs.	\$ 2,340
5130	Overtime (custodian)	0 hrs.	-	0 hrs.	-
	Total		\$ 2,340		\$ 2,340