

Fiscal Year  
2020



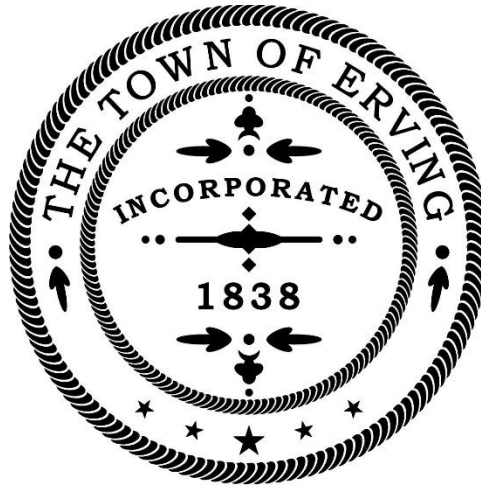
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# Town of Erving Proposed Operating & Capital Improvement Budget

July 1, 2019 through June 30, 2020

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# Town of Erving



## Proposed Fiscal Year 2020 Operating & Capital Improvement Budget

*Beginning July 1, 2019 through June 30, 2020*

### **Board of Selectmen**

Scott Bastarache, *Chair*  
William Bembury  
Jacob A. Smith

### **Finance Committee**

Benjamin Fellows, *Chair*  
Daniel Hammock  
Arthur Johnson  
Debra Smith, *Secretary*

### **Capital Planning Committee**

Benjamin Fellows, *Chair*  
Scott Bastarache  
Linda Downs-Bembury  
Peter Mallet  
Debra Smith, *Secretary*

### **Administrative Coordinator**

Bryan Smith



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## Table of Contents

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Guide to the Budget .....	5
Budget Process.....	5
Budget Calendar .....	5
Town Organizational Structure .....	6
Elected Officials, Boards, Commissions & Committees .....	7
Community Profile .....	8
Budget Message.....	9
Glossary.....	10
Section 1   General Administration .....	1—1
Town Moderator .....	1—2
Board of Selectmen & Administration .....	1—3
Finance Committee & Reserve Fund .....	1—5
Accounting .....	1—6
Board of Assessors’ Office .....	1—7
Treasurer’s Office.....	1—9
Tax Collector’s Office .....	1—10
Information Technology & Support Services .....	1—11
Town Clerk’s Office & Elections .....	1—13
Land Use & Planning .....	1—14
Conservation Commission .....	1—14
Planning Board.....	1—14
Zoning Board of Appeals.....	1—14
Town Buildings & Ground Maintenance.....	1—15
Miscellaneous .....	1—16
Insurance.....	1—16
Franklin Regional Council of Governments Assessment.....	1—16
Around Town Newsletter.....	1—16
Section 2   Public Safety .....	2—1
Police Department .....	2—2
Fire Department & Emergency Medical Services .....	2—4



Emergency Management Department .....	2—6
Animal Control .....	2—7
Building, Electrical, Gas & Plumbing Inspection Services .....	2—8
Tree Warden .....	2—9
Section 3   Education.....	3—1
Erving Elementary School .....	3—2
Secondary Education .....	3—5
Franklin County Technical School .....	3—6
Section 4   Public Works.....	4—1
Highway, Snow Removal, Streetlights, Fuel & Cemetery Maintenance .....	4—2
Solid Waste Management.....	4—4
Wastewater Enterprise Fund .....	4—5
Water Enterprise Fund.....	4—7
Section 5   Health & Human Services.....	5—1
Board of Health & Health Agents.....	5—2
Senior & Community Center / Council on Aging.....	5—3
Veterans’ Services.....	5—5
Section 6   Culture & Recreation Services.....	6—1
Board of Library Trustees & Public Library .....	6—2
Recreation Commission & Park Maintenance .....	6—4
Historical Commission .....	6—5
Town Events & Ceremonial Flags.....	6—5
Section 7   Health Insurance & Employee Benefits.....	7—1
Section 8   Capital Improvement Plan.....	8—1



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# Guide to the Budget

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## Budget Process

The annual budgeting process takes approximately nine (9) months to complete. The Board of Selectmen establish a budget calendar (summarized below) that outlines when instructions are issued, when documents are due for submission, and when public meetings will be held on each request. Throughout the review process, alterations are made to the departmental requests before a finalized proposed budget is submitted to the residents for consideration.

**Capital Budgeting:** Through the establishment of a bylaw and policy, a Capital Planning Committee was established to formally review capital improvement requests and to develop a multi-year capital improvement plan. The Committee makes recommendations to the Board of Selectmen and the Finance Committee annually for the capital projects that should be funded.

**Operational Budgeting:** the operational budget requests for each municipal department and agency are reviewed by the Board of Selectmen and Finance Committee. Each department and agency is invited to meet publicly with the Board and the Committee to explain the request. Based on these discussions, the requests are adopted or adjusted.

## Budget Calendar

<b>September 2018</b>
<ul style="list-style-type: none"><li>Establish budget goals and issue guidance and begin request process for capital requests</li></ul>
<b>October 2018</b>
<ul style="list-style-type: none"><li>Capital budget requests reviewed by Capital Planning Committee and begin operating budget request process</li></ul>
<b>November 2018</b>
<ul style="list-style-type: none"><li>Operating budget requests due and the Capital Planning Committee makes recommendations to Finance Committee &amp; Board of Selectmen</li></ul>
<b>December 2018</b>
<ul style="list-style-type: none"><li>Board of Selectmen &amp; Finance Committee meet jointly to review capital budget requests as well as operating budget requests for general government, public safety &amp; public works departments</li></ul>
<b>January 2019</b>
<ul style="list-style-type: none"><li>Board of Selectmen &amp; Finance Committee meet jointly to review operating budget requests for human service, culture &amp; recreation departments as well as benefits, insurances, and regional assessments</li></ul>
<b>February 2019</b>
<ul style="list-style-type: none"><li>Board of Selectmen &amp; Finance Committee meet jointly to review operating budget requests for educational departments</li></ul>
<b>March 2019</b>
<ul style="list-style-type: none"><li>Board of Selectmen &amp; Finance Committee make final reviews of proposed FY2019 budget and recommendations for Annual Town Meeting</li></ul>
<b>April 2019</b>
<ul style="list-style-type: none"><li>FY2019 proposed budget and Annual Town Meeting warrant mailed to residents</li></ul>
<b>May 2019</b>
<ul style="list-style-type: none"><li>Annual Town Meeting is held</li></ul>

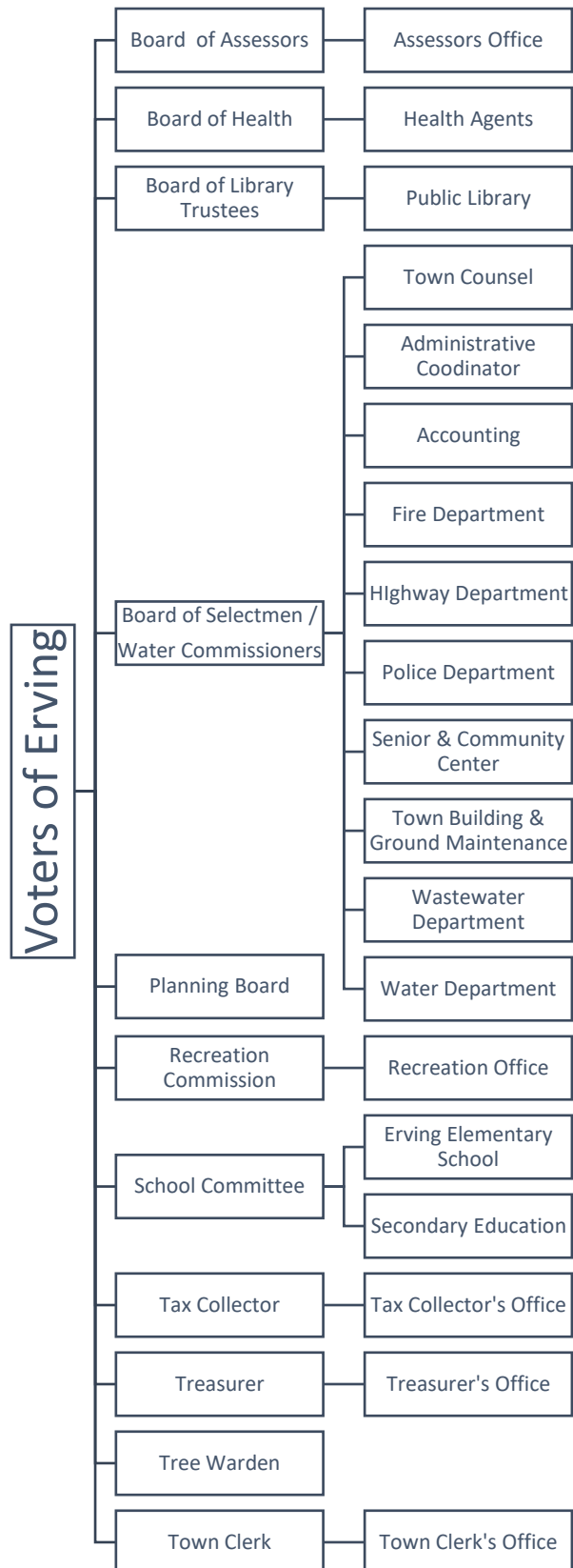


## Town Organizational Structure

The Town of Erving maintains the long-standing New England tradition of governance through Town Meeting. With the voters of Erving fulfilling the role of the legislative branch of governance, the organizational chart to the side outlines the executive or administrative structure of the government.

The voters of Erving elect many Town officials who in turn become the chief administrative officers for their departments. This includes the Board of Assessors, Board of Health, Board of Library Trustees, Board of Selectmen/ Water Commissioners, Planning Board, Recreation Commission, School Committee, Tax Collector, Treasurer, Tree Warden, and Town Clerk.

Some of these elected officials have appointed staff members that conduct the day-to-day work of the departments.





## Elected Officials, Boards, Commissions & Committees

The work of the government is not solely completed by the elected officials and the appointed staff of the Town. In addition, there are many boards, commissions, and committees that are created by statute, bylaw, or special votes of the Board of Selectmen. These groups conduct the business of the Town that is assigned to them and engages the public in the process. The chart below provides an overview of all of the elected officials in Erving's government as well as the officials who appoint members to the various boards, commissions & committees.

Elected by the Voters of Erving	Board of Assessors
	Board of Health
	Board of Library Trustees
	Board of Selectmen / Water Commissioners
	Planning Board
	Recreation Commission
	School Committee
	Tax Collector
	Treasurer
	Tree Warden
	Town Clerk
	Town Moderator
Appointed by the Board of Selectmen	Archaeological Preservation Officers
	Cable Advisory Committee
	Capital Planning Committee
	Conservation Commission
	Council on Aging
	Cultural Council
	Energy Committee
	Historical Commission
	Library Building Committee
	Open Space Committee
	Zoning Board of Appeals
Appointed by Town Moderator	Finance Committee
	Gill-Montague Regional School District Representatives



## Community Profile

Erving is a rural Town in Franklin County, Massachusetts. Founded in 1838, Erving is bound by the Millers River on the south and the Connecticut River on the west. Route 2 runs east/west through Town and serves as a major transportation thoroughway.

The power of the Millers River provided Erving with its industrial base through the 1800's and 1900's. During Erving's peak industrial period the Town had four (4) distinct mill sites along the Millers River producing paper, tools, chairs, and shoe heels. Today Erving is a mix of residential homes, small and large businesses, restaurants, recreational and tourist destinations with large tracts of open farmland and forest.

Erving State Forest, which includes Laurel Lake, is one of several conservation and recreational tourism opportunities within Town. Erving State Forest has over 1,895 acres of land that include hiking trails, camping sites, fishing, boating, snow shoeing and picnicking. The Town also provides several conservation and recreational areas including the Veterans Memorial Park, Zilinski Field, Riverfront Park and the Poplar Mountain Conservation Area.



PHOTO CREDIT: CHARLES ZILINSKI



## QUICK FACTS

**Incorporation:** 1838

**Land Area:** 14.39 sq. mi.

**County:** Franklin County

**Population:** 1,871\*

\*2012-2016 ACS 5 –Year Estimates

**Form of Government:**  
Board of Selectmen  
Town Meeting

### **FY2019 Tax Rate (per thousand)**

Residential/ Open Space: \$7.35  
Commercial/Industrial: \$11.93  
Personal Property: \$11.92

**FY2019 Average Single-Family House Value:** \$189,852.00

**FY2019: Average Single-Family Tax Bill:** \$1,395.41

**FY2019 Town Operating Budget:** \$10,617,841.16

For more information on the Town of Erving, please visit:  
[www.erving-ma.gov](http://www.erving-ma.gov)

**Town Hall**  
12 East Main Street  
Erving, MA 01344

**Phone:** (413) 422-2800

**Fax:** (413) 422-2808

**Email:** [admin@erving-ma.org](mailto:admin@erving-ma.org)

### Letter from the Board of Selectmen Regarding the Budget

The Board of Selectmen, in collaboration with the Finance Committee and the Capital Planning Committee, have once again approached the Fiscal Year 2020 budget process from a needs-based position. The process began early in September when departments, boards and commissions were asked to begin collecting documentation and justifying their requests for both capital projects and the operating budget. The Capital Planning Committee met publicly in the months of October, November, and December to review each request and to make a recommendation. The Board and the Finance Committee met publicly with each department to review the operating budget requests that were submitted, between December and February, to discuss operational needs. Because of these discussions, some departments reduced operational budget requests while other departments justified increases to meet and maintain service needs. This document represents the proposed budget from the Board of Selectmen that resulted after these several months of work.

### Budget Drivers & Changes

**Equalized Valuation:** In the FY2019 budget the Town was beginning to see regional assessment increases based on the substantial increase on the Town's EQV in 2016. The Town's EQV in 2018 increased slightly, but not as much as other jurisdictions within the region. As a result, our assessments with the Franklin Regional Council of Governments and the Franklin County Solid Waste Management District did not increase and exhibit a slight reduction.

Erving's Equalized Valuation Over Time					
2018 EQV	2016 EQV	2014 EQV	2012 EQV	2010 EQV	2008 EQV
\$895,171,300	\$887,378,000	\$659,098,000	\$630,175,100	\$630,436,000	\$608,788,000

**COLA:** This budget does not include a cost of living adjustment (COLA) to non-unionized employees. Unionized employees have a rate increase included in their contracts. This decision was made because the Town is currently engaged in a study to review all non-union jobs, classifications, and the compensation schedule. The Board and the Finance Committee have agreed to review the findings in May and recommend compensation adjustments at the June 2019 Special Town Meeting.

**Capital Improvements:** This budget followed the approach established last year for the way that capital planning is handled. With the Capital Planning Committee in place and a consistent process for reviewing requests, the goal is to address capital requests at the Annual Town Meeting as part of the overall budget and to reduce the reliance on funding projects at the end of the year from Free Cash.

After reviewing all the requests and making the necessary adjustments to the draft budget, the Board is pleased to present what we believe is a budget that meets the operational and capital needs of the Town for Fiscal Year 2020.

Respectfully Submitted,

*Board of Selectmen*



## Glossary

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**APPROPRIATION:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount as to the time when it may be expended. Only a town meeting or the school committee can authorize money appropriated for one purpose to be used for another. Any part of a "general" appropriation not spent or encumbered by June 30 automatically reverts to surplus. A "specific" or "particular" appropriation is carried forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

**ASSESSED VALUATION:** The value placed on a particular property by the local board of assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value," as certified periodically by the state commissioner of revenue.

**CHERRY SHEET:** Traditionally printed on cherry-colored paper, this financial statement from the State still retains its nickname in spite of being pink and green. This form lists all the estimated State and County assessments reduced by any money the State expects to return to the Town. This "Cherry Sheet" must be received by the Assessors before the new tax rate can be set.

**DEPARTMENT HEAD:** Department heads (either appointed, i.e., I-Highway Superintendent, or elected, i.e., Town Clerk) usually prepare their own budgets. Each departmental budget is prepared within the framework and guidelines set by the financial team. Another major role is in the capital planning process. In order to monitor spending activity, department heads must have access to and use interim financial reports. The department head identifies capital needs and usually has the best information regarding level of utilization and specifications for the acquisition. Department heads should meet periodically with the financial team to inform these teammates in the financial management process of major issues facing the department.

**FY-FISCAL YEAR:** July 1st to June 30th. At the Annual Town Meeting in May we vote on the budget for the fiscal year which starts on July 1st. Taxes are assessed as of January 1<sup>st</sup> and billed according to the Fiscal Year July 1<sup>st</sup> to June 30<sup>th</sup>.

**FINANCE COMMITTEE:** The finance committee is the official fiscal watchdog for the town. Finance committees were established so that a representative group of taxpayers could conduct a thorough review of any or all municipal questions on behalf of all the citizens. The finance committee is primarily responsible for submitting its recommendations on the annual budget to the town meeting. The committee is commonly involved in the preparation process involving the development of the budget forms and, in many communities, the establishment of guidelines for department heads. Their statutory authority is limited to making transfers from the town's reserve fund to other line items in the budget as requested.

**FREE CASH:** Free cash is a term which generally represents the amount of community funds that are unrestricted and available for appropriation. Free cash is generated when actual revenue collections are more than budgeted and when expenditures are less than appropriations, or both. Once certified, that amount can only be used through 6/30 of the fiscal year. Free Cash must be certified each year.

**LEVY:** The property tax levy is the revenue a community actually raises through real and personal property taxes. The property tax levy is the largest source of revenue for most towns.

**LEVY CEILING:** The levy ceiling is 2.5% of the total full and fair cash value of all taxable real and personal property in the community. (This is equal to a \$25.00 tax rate.)



**LEVY LIMIT:** The levy limit is the amount the town can raise. This limit is increased from year to year as long as it remains below the levy ceiling. Permanent increases in the levy limit result from the following-. Automatic 2.5% increase yearly; new growth resulting from new construction and overrides.

**LOAN INTEREST:** If the Town has to borrow money, we have to pay back the loan plus interest. The amount voted for Treasurer Loan Interest would be a part of these payments.

**MEDICARE:** Wages of local government employees hired after March 31, 1986, are generally subject to the hospital insurance (Medicare) portion of the social security tax under the Consolidated Omnibus Budget Reconciliation Act which became effective on April 1, 1986. The tax is equal to 1.45% of the employee's pay. The employer is required to contribute an amount equal to that deducted from the employee's pay (An additional 1.45%).

**NEW GROWTH:** New growth is generated by a substantial improvement to a property (generally, any new dwelling unit or an addition adding at least 50% to the value of residential property and not less than \$100,000 or 50% for commercial, industrial and personal property) in a particular year. New growth is calculated by multiplying the allowable new valuation times the prior year's tax rate. It directly increases the levy limit of a community. This is especially important for towns experiencing significant new construction, since growth frequently brings with it a need for increased services.

**OMNIBUS ARTICLE:** A Town Meeting Warrant Article which consolidates budget items for various departments. At the Annual Meeting the Moderator reads the total budget allowing a "question" to be called if more discussion is wanted on a certain item. A vote will be taken first on the total of items not questioned then each questioned item will be voted separately.

**RESERVE FUND:** The reserve fund is a contingency fund usually created as part of the annual budget appropriations which is used to fund extraordinary and unforeseen expenses. It is disbursed through transfers approved by the finance committee. In general, extraordinary and unforeseen items such as an increased insurance premium or a new police cruiser are acceptable. Salary increases are generally not an acceptable use of this reserve.

**SCHOOL DEPARTMENT:** School departments have a special status concerning a municipality's budget. Under state law (71:34), the legislative body of a town (town meeting) shall establish the total appropriation for the support of the public schools but may not limit the authority of the school committee to determine expenditures within the total appropriation.

**SELECTMEN:** The Selectmen are the closest thing a town has to a chief executive. They have overall responsibility for the general operations of town government. As chief executive body of the town, the selectmen develop guidelines consistent with policy, at the same time taking into consideration the available financial resources of the town. As the budget is the single most important policy document that a town develops each year, participation by the selectmen is essential to their maintaining a leadership role in the town. They should review all the budget requests and develop a good understanding of the finance committee's position on the budget. The selectmen should establish policy priorities and provide leadership in the constant debate between the needs of the departments for sufficient resources to deliver public services and what the taxpayer can afford.

**STABILIZATION:** The stabilization fund may be created pursuant to 40:5B. Any interest earned shall be added to and become a part of the fund. This fund may be appropriated for any lawful purpose. The fund may be appropriated in a town at the annual town meeting or a special town meeting by a 2/3 vote.



**TAX COLLECTOR:** The collector is charged with the responsibility for collecting all taxes owed to the municipality. This requires maintaining a good record keeping system and organization to deposit revenue into town accounts as soon as possible. All receipts must be turned over to the treasurer at least once a week (or more often during heavy collection periods). Another major responsibility of the collector is the processing of motor vehicle excise bills. These bills are generated by the Registry of Motor Vehicles and sent to the town for distribution and collection. Timely action pursuing delinquent accounts dramatically increases the likelihood of eventual collection of the tax or payment due.

**TAX TITLE FORECLOSURE:** Foreclosures in the Land Court are, generally speaking, the main avenue by which the treasurer will either be able to force the delinquent taxpayer to redeem the tax title or, if payment is not made, to acquire title to the property for the municipality through foreclosure proceedings.

**TOWN CLERK:** The town clerk certifies town meeting vote, to the treasurer, assessors and accounting officer, with each appropriation in detail including how each appropriation is to be funded. The town clerk certifies all town meeting actions, debt, and overrides to the Department of Revenue.

**TREASURER:** The treasurer is the custodian of all town funds. The position is responsible for the deposit, investment and disbursement of town funds. The treasurer is empowered by town meeting to issue debt on behalf of the town with the approval of the selectmen. During the year, the treasurer must determine the cash needs of the town (i.e., when money will be available to invest and when money will have to be borrowed to meet expenses.) Treasurers should maintain a cash flow budget which is updated and adjusted on a monthly basis. They should review the banking services that are available and competitively seek those that are most cost effective. Investments should be made in accordance with a written investment policy which is reviewed with the selectmen and the finance committee. A strong record keeping system is also important to document performance.

**WARRANT:** There are three types:

- 1) Treasurer's Warrant, which is signed by the board of selectmen which authorizes the Treasurer's to pay a list of bills (41:56)
- 2) Assessor's Warrant to Collect, which authorizes the collector to collect the amount of tax that has been committed to the collector (59:55)
- 3) Town Meeting Warrant. All town meetings must be called by a warrant that state the time and place of the meeting and lists all items of business to be acted upon. The warrant must be posted seven (7) days prior the annual town meeting and 14 days prior to a special town meeting (39:10)



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## Section 1 | General Administration

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Section 1 of the Town budget includes the following departments and funds:

FUND CODE	DEPARTMENT / FUND
01-114	Town Moderator
01-122	Board of Selectmen & Administration
01-131	Finance Committee & Reserve Fund
01-135	Accounting
01-141	Board of Assessors' Office
01-145	Treasurer's Office
01-146	Tax Collector's Office
01-151	Town Counsel
01-152	Personnel
01-155	Information Technology
01-156	Support Services
01-161	Town Clerk
01-163	Elections
01-171	Conservation Commission
01-175	Planning Board
01-176	Zoning Board of Appeals
01-181	Ground Maintenance
01-192	Town Buildings
01-193	Insurance
01-199	Franklin Council Regional of Governments Assessment



## Town Moderator

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
	<i>Salary &amp; Wage</i>						
01-114-100-51000	Moderator	\$ 104.00	\$ 104.00	\$ 200.00		\$ 200.00	\$ -
	<i>Salary &amp; Wage Subtotal</i>	\$ 104.00	\$ 104.00	\$ 200.00	\$ -	\$ 200.00	\$ -
	<b>Department Total</b>	<b>\$ 104.00</b>	<b>\$ 104.00</b>	<b>\$ 200.00</b>	<b>\$ -</b>	<b>\$ 200.00</b>	<b>\$ -</b>





## Board of Selectmen & Administration

### FY2019 Highlights & Challenges

In FY2019 the Board of Selectmen's office worked with Town Departments on a wide range of issues and projects. Relating to infrastructure improvements, the Office worked with the Highway Department and the Metropolitan Area Planning Commission to replace all municipal streetlights with LED fixtures. Working with the Water and Wastewater Departments, the Office procured improvements to the River Street Pump Station, the evaluation of the double barrel siphon to POTW#1, and the pH monitoring system for the well house. The Office has worked to support the Library Director and the Library Building Committee on the bidding for the new Erving Public Library that will break ground in spring 2019. The Office worked with the Massachusetts Department of Transportation (DOT) and residents to finalize plans for the Route 63 streetscape and pedestrian improvements that will begin in Spring 2019.

Related to personnel, the Office worked with the Senior Center Director to hire a Food Services Cook and the Library Director to hire a Library Assistant. The Office is working with the Treasurer's Office to review the Personnel Policy and plans to work on a job classification and wage review. The Office is working with department heads and the Town's insurance company on the implementation of the new OSHA requirements that begin in February 2019.

Related to planning initiatives, the Office worked with Open Space Committee to finalize the 2018 Open Space & Recreation Plan that will make the Town eligible for State grants for park and conservation land improvements. The Office worked with the Tree Warden to submit a planning grant to the State to conduct an inventory and planting plan for public shade trees. The Office is continuing to work with the Franklin Regional Council of Governments on planning initiatives regarding the redevelopment of the IP Mill, the future of Erving Center, the development of an Americans with Disabilities Act (ADA) transition plan, the exploration of developing a regional Information Technology (IT) service, a truck exclusion on North Street, and safety improvements on Route 2 from Farley through Erving Center.

Related to licensing, the Office instituted a new business licensing software to improve the records management and efficiency of the licensing process. Additionally, the Office processed two (2) special permits for projects in the Ground Water Protection Overlay district.

### FY2020 Goals & Initiatives

The Office will continue to pursue the planning initiatives begun in FY2019 and will begin to translate those plans into action items that may be presented in future capital projects. The Office will continue to work with Town departments and officials to execute departmental goals and projects. In order to continue this work, the Office needs to invest in the capacity of professional staff to manage these projects. The Board of Selectmen are requesting the funding of a professional staff position for the coordination of these projects and initiatives.

### Significant Budget Changes

Departmental wages exhibit a significant increase to allow for the funding of a professional staff position as described. The budget request includes the creation of a new line item for the advertising of job vacancies and a software line item for the new business licensing system.



## FY2020 Board of Selectmen & Administration Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
01-122-100-51000	Selectboards Salaries	\$ 11,498.00	\$ 11,498.01	\$ 11,728.00	\$ 4,886.61	\$ 11,728.00	\$ -
01-122-101-51100	Administrative Coordinator	\$ 67,600.00	\$ 67,600.00	\$ 68,952.00	\$ 27,846.00	\$ 68,952.00	\$ -
01-122-102-51160	Admin Coordinator Insurance						\$ -
01-122-103-51100	Municipal Clerk	\$ 40,328.00	\$ 43,260.69	\$ 41,135.00	\$ 17,493.63	\$ 41,135.00	\$ -
01-122-103-51400	Municipal Clerk-Longevity	\$ 667.00	\$ 566.04	\$ 750.00	\$ 750.00	\$ 1,000.00	\$ 250.00
01-122-104-51100	Selectbd-Oth Professional Staff					\$ 41,760.00	\$ 41,760.00
<b>Salary &amp; Wages Subtotal</b>		<b>\$ 120,093.00</b>	<b>\$ 122,924.74</b>	<b>\$ 122,565.00</b>	<b>\$ 50,976.24</b>	<b>\$ 164,575.00</b>	<b>\$ 42,010.00</b>
<b>Ordinary Expenses</b>							
01-122-200-53000	Consulting	\$ 5,000.00	\$ 3,050.00	\$ 5,000.00	\$ 1,400.00	\$ 5,000.00	\$ -
01-122-201-52310	Selectboard-Cell Phones		\$ 947.76	\$ 500.00	\$ 469.89	\$ 1,500.00	\$ 1,000.00
01-122-201-53010	Selectbd-Meetings & Seminars						\$ -
01-122-201-53015	Selectbd-Employee & PreEmpl		\$ 2,051.00	\$ 1,500.00	\$ 245.00		\$ (1,500.00)
01-122-201-53110	Selectboard-Advertising		\$ 2,008.01	\$ 1,000.00	\$ 1,105.96	\$ 1,000.00	\$ -
01-122-201-53210	Selectboard-Print Services					\$ 2,000.00	\$ 2,000.00
01-122-201-53500	Selectboard-Software Support					\$ 750.00	\$ 750.00
01-122-201-54210	Selectbd-Office Supplies		\$ 3,621.79	\$ 3,000.00	\$ 2,030.40	\$ 3,000.00	\$ -
01-122-201-54215	Selectboard-Copier Supplies		\$ 971.94	\$ 2,000.00	\$ 921.60	\$ 2,000.00	\$ -
01-122-201-57300	Selectboard-Dues		\$ 1,134.00	\$ 1,000.00	\$ 850.00	\$ 1,000.00	\$ -
01-122-201-57800	Selectboards Other Expense	\$ 7,000.00	\$ 1,564.63	\$ 1,000.00		\$ 1,000.00	\$ -
01-122-202-53010	Admin Co-ordinator-Meetings		\$ 608.81	\$ 500.00	\$ 16.00	\$ 500.00	\$ -
01-122-202-57100	Admin Co-ordinator-Mileage		\$ 407.90	\$ 500.00	\$ 54.61	\$ 500.00	\$ -
01-122-202-57300	Admin Co-ordinator-Dues		\$ 30.00	\$ 100.00	\$ 30.00	\$ 100.00	\$ -
01-122-202-57800	Admin. Coordinat.Expenses	\$ 2,000.00	\$ 75.00	\$ 900.00	\$ 29.46	\$ 900.00	\$ -
01-122-203-57800	Selectboard Office Supplies	\$ 3,000.00					\$ -
01-151-200-53000	Town Counsel Fee & Exp	\$ 12,000.00	\$ 5,438.75	\$ 12,000.00	\$ 4,048.00	\$ 12,000.00	\$ -
01-152-200-53015	Employee & Pre-Employment					\$ 6,500.00	\$ 6,500.00
01-152-200-53020	Counseling & Support Services					\$ 5,000.00	\$ 5,000.00
01-152-200-53110	Employment Advertising					\$ 1,000.00	\$ 1,000.00
01-152-200-57800	Personnel Board Expense	\$ 500.00					\$ -
01-195-200-57800	Town Reports	\$ 1,500.00	\$ 1,467.02	\$ 1,500.00		\$ 1,500.00	\$ -
<b>Ordinary Expenses Subtotal</b>		<b>\$ 31,000.00</b>	<b>\$ 23,376.61</b>	<b>\$ 30,500.00</b>	<b>\$ 11,200.92</b>	<b>\$ 45,250.00</b>	<b>\$ 14,750.00</b>
<b>Department Total</b>							
<b>Department Total</b>		<b>\$ 151,093.00</b>	<b>\$ 146,301.35</b>	<b>\$ 153,065.00</b>	<b>\$ 62,177.16</b>	<b>\$ 209,825.00</b>	<b>\$56,760.00</b>



## Finance Committee & Reserve Fund

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Ordinary Expenses</i>							
01-131-200-57800	Finance Committee Expense	\$ 2,500.00	\$ 169.50	\$ 2,500.00	\$ 180.00	\$ 2,500.00	\$ -
01-132-200-57800	Reserve Fund	\$ 50,000.00		\$ 50,000.00		\$ 50,000.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 52,500.00	\$ 169.50	\$ 52,500.00	\$ 180.00	\$ 52,500.00	\$ -
<b>Department Total</b>		<b>\$ 52,500.00</b>	<b>\$ 169.50</b>	<b>\$ 52,500.00</b>	<b>\$ 180.00</b>	<b>\$52,500.00</b>	<b>\$ -</b>



## Accounting

### FY2019 Highlights & Challenges

Worked with the Treasurer's office to implement improved methods for balancing withholding accounts to establish closing balance for 6/30/18. Will continue in FY19 to monitor and balance these accounts on a quarterly basis.

Have begun looking at sample policy and procedures manuals from other towns and making some draft edits to adapt to a manual for Erving. To further this goal, will need to collaborate with Admin. Coordinator and other town departments on documenting financial procedures.

### FY2020 Goals & Initiatives

Continue projects above and investigate other ways to improve and streamline procedures.

### Significant Budget Changes

The FY2020 budget reflects an increase to ordinary expenses to allow for an annual financial audit to be conducted. Until recently the Town had maintained a three (3) year audit cycle. With recent federal grants and the potential need to borrow, the Town has conducted an audit in FY2016 and FY2017. The Town is considering maintaining an annual audit cycle and this budget change would allow for that.

### FY2020 Accounting Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Salary &amp; Wages</i>							
01-135-100-51200	Town Accountant	\$ 25,154.00	\$ 25,153.98	\$ 25,658.00	\$ 10,361.88	\$ 25,658.00	\$ -
<i>Salary &amp; Wages Subtotal</i>		\$ 25,154.00	\$ 25,153.98	\$ 25,658.00	\$ 10,361.88	\$ 25,658.00	\$ -
<i>Ordinary Expenses</i>							
01-135-200-57800	Town Accountant Expense	\$ 1,500.00	\$ 231.30	\$ 1,500.00	\$ 50.00	\$ 1,500.00	\$ -
01-135-202-57800	Acct/Treas Software Support	\$ 13,000.00	\$ 8,584.95	\$ 8,930.00	\$ 8,928.34	\$ 9,286.00	\$ 356.00
01-135-203-57800	Financial Audit					\$ 15,000.00	\$ 15,000.00
<i>Ordinary Expenses Subtotal</i>		\$ 14,500.00	\$ 8,816.25	\$ 10,430.00	\$ 8,978.34	\$ 25,786.00	\$ 15,356.00
<i>Department Total</i>		\$ 39,654.00	\$ 33,970.23	\$ 36,088.00	\$ 19,340.22	\$51,444.00	\$15,356.00



## Board of Assessors' Office

### FY2019 Highlights & Challenges

The Board of Assessors Office completed the FY2019 Revaluation that included an appraisal of FirstLight Hydro Electric Facility by Mainstream Associates. This revaluation included some challenges as our Assistant Assessor had to complete the majority of the revaluation independently as our Mass Appraisal Company, Patriot Properties was short staffed and could only help us with the Personal Property revaluation. We used another outside consultant, Pioneer Valuations for our commercial and industrial valuations. In spite of the unexpected obstacles, the tax rate was set on 11/6/2018, a full 6 weeks prior to the last revaluation (FY2016) which occurred on 12/22/2015. We still have two pending ATB cases with taxpayers for multiple years. One of them is Renovators Supply for Fiscal Years 17 & 18 and is anticipated for FY 19 as well and the other is FirstLight Hydro for Fiscal Years 16 & 17. We are waiting on trial dates from the ATB. It is a very slow process, but we are constantly monitoring it to ensure that we can close these cases.

### FY2020 Goals & Initiatives

We will continue to complete our review of all properties in the Town of Erving within our ten-year period, which should be completed by FY2024. With the recent DOR change in Certification period going from 3 years to 5 years, our challenge will be to ensure that all values in Erving including FirstLight stay within the accepted range and that may mean that we will have to do an interim adjustment of values in mid-cycle. Additionally, we want to clear up any pending ATB cases as soon as possible because under the current law, interest is accruing. Furthermore, we are exploring the idea of upgrading our Assessing Software for FY 2021/2022. We are exploring the idea of doing an appraisal of all our utility companies and cell towers for the FY2024 Revaluation or earlier if an Interim Adjustment is warranted. Additionally, we are exploring the idea how to replace our current Assistant Assessor, who has stated that she will retire within the next 4-6 years. Our current budget request will allow us to achieve our goals for the upcoming year but not the future goals.

### Significant Budget Changes

The Board of Assessors has voted a 2.5% Merit Raise for the Assistant Assessor. Jacquie has taken extra steps not requested by the Board of Assessors to learn new and more equitable ways to assess all property owners such as new methods to assess utilities and cell towers. Additionally, the Board of Assessors felt that the Assistant Assessor went beyond the normal to help in her willingness to expedite the tax rate process to assist the Town so that tax bills could be sent out as soon as possible, that included working additional hours and days to make that happen. Finally, the Board of Assessors recognizes that her skill set and professionalism allowed Jacquie to perform 95% of the Town of Erving's Revaluation Certification. This knowledge and skill set saved the Town of Erving considerable money that would have had to be spent on services with an outside consultant and allowed the tax rate to be set a full six weeks earlier than the previous FY2016 certification year.

**Note:** While the Board of Assessors requested an increase for hourly wages, the Board of Selectmen and Finance Committee withheld support for increases until the completion of compensation study that is underway. It is anticipated that this will be addressed at a Special Town Meeting.



## FY2020 Assessors' Office Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
01-141-100-51000	Assessors Salaries	\$ 10,974.00	\$ 10,974.00	\$ 11,194.00	\$ 4,663.95	\$ 11,194.00	\$ -
01-141-101-51200	Asst. Assessors Salary	\$ 36,004.00	\$ 34,923.47	\$ 37,458.00	\$ 15,301.11	\$ 37,458.00	\$ -
01-141-101-51400	Asst Assessor-Longevity	\$ 600.00	\$ 599.50	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
01-141-102-51200	Assessors Certification	\$ 500.00	\$ 500.00	\$ 500.00	\$ 250.00	\$ 500.00	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 48,078.00	\$ 46,996.97	\$ 50,152.00	\$ 21,215.06	\$ 50,152.00	\$ -
<b>Ordinary Expenses</b>							
01-141-200-53100	Assessors Meetings & Seminars	\$ 4,000.00	\$ 1,780.15	\$ 3,800.00	\$ 130.00	\$ 2,500.00	\$ (1,300.00)
01-141-200-54200	Assessors Office Supplies	\$ 2,500.00	\$ 1,969.30	\$ 2,500.00	\$ 452.57	\$ 3,760.00	\$ 1,260.00
01-141-200-57100	Assessors Travel	\$ 1,000.00	\$ 612.45	\$ 1,000.00	\$ 293.12	\$ 1,000.00	\$ -
01-141-200-57300	Assessors Dues & Memberships		\$ 200.00	\$ 200.00	\$ 290.00	\$ 240.00	\$ 40.00
01-141-200-57800	Assessors Expenses		\$ 1,515.98				\$ -
01-141-203-57820	Assessors Software Maint	\$ 6,500.00	\$ 5,990.00	\$ 6,500.00	\$ 6,240.00	\$ 6,500.00	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 14,000.00	\$ 12,067.88	\$ 14,000.00	\$ 7,405.69	\$ 14,000.00	\$ -
<b>Special Articles &amp; Recurring Appropriations</b>							
01-141-902-57800	Assessments Defense						\$ -
01-142-901-53000	Assessors Revaluation	\$ 25,000.00	\$ 32,530.56	\$ 25,000.00	\$ 4,080.00	\$ 25,000.00	\$ -
<b>Special Articles &amp; Recurring Appropriations</b>		\$ 25,000.00	\$ 32,530.56	\$ 25,000.00	\$ 4,080.00	\$ 25,000.00	\$ -
<b>Department Total</b>		\$ 87,078.00	\$ 91,595.41	\$ 89,152.00	\$ 32,700.75	\$89,152.00	\$ -



## Treasurer's Office

### FY2019 Highlights & Challenges

We have been working with the Accountant on creating ways of balancing the withholdings accounts for the end of June 2018 and those are now balanced. We are continuing to balance quarterly with the accountant on those accounts.

We continue to maintain spreadsheets for Affordable Care Act (ACA) and health insurances to file with the Federal government each year.

We added a new FLEX plan and Optional insurances with Colonial Life and SMART plan option for retirement.

### FY2020 Goals & Initiatives

We will continue to balance the withholdings accounts quarterly and maintain the cash spreadsheet to balance with the accountant on a monthly basis.

I would like to explore the option of putting the sick and vacation time into our payroll software to see if that is viable instead of the Excel spreadsheet we currently maintain.

### Significant Budget Changes

There were no significant budget changes this year.

### FY2020 Treasurer's Office Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Salary &amp; Wages</i>							
01-145-100-51000	Treasurers Salary	\$ 43,699.00	\$ 43,699.00	\$ 45,900.00	\$ 18,536.55	\$ 45,900.00	\$ -
01-145-101-51200	Treasurers Staff Wages	\$ 39,648.00	\$ 24,977.69	\$ 39,648.00	\$ 10,652.25	\$ 29,648.00	\$ (10,000.00)
01-145-101-51400	Treasurers Staff-Longevity	\$ 294.00					\$ -
01-145-102-51010	Treasurers Certification	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	\$ -
<i>Salary &amp; Wages Subtotal</i>		\$ 84,641.00	\$ 68,676.69	\$ 86,548.00	\$ 29,188.80	\$ 76,548.00	\$ (10,000.00)
<i>Ordinary Expenses</i>							
01-145-200-57800	Treasurer Expenses	\$ 6,600.00	\$ 6,216.95	\$ 5,000.00	\$ 1,390.62	\$ 5,000.00	\$ -
01-158-200-57800	Tax Title Foreclosure	\$ 4,500.00	\$ 2,716.86	\$ 4,500.00		\$ 4,500.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 11,100.00	\$ 8,933.81	\$ 9,500.00	\$ 1,390.62	\$ 9,500.00	\$ -
<b>Department Total</b>		<b>\$ 95,741.00</b>	<b>\$ 77,610.50</b>	<b>\$ 96,048.00</b>	<b>\$ 30,579.42</b>	<b>\$86,048.00</b>	<b>\$ (10,000.00)</b>



## Tax Collector's Office

### FY2019 Highlights & Challenges

The major accomplishment and challenge of this fiscal year is the cleaning out of the vault. The Massachusetts Records Retention schedule is the guide by which we determine what to keep and what to destroy. After going through all of the records in the vault there will be a large amount of papers that will need to be destroyed. It has been suggested that we work with the Erving Paper Mill and have these documents incinerated.

### FY2020 Goals & Initiatives

Future goals for the next fiscal year are that the office be redesigned to all for the storage of our permanent records in an attractive and practical manner.

A more distant future goal would be to allow for handicap access at the counter of the office. At this time if a resident was in a wheelchair I would need to allow them access to the office or go out into the hallway to meet them. This could be something we think about when discussing renovations of the current Town Hall or new building.

### Significant Budget Changes

The only significant change is that a line item is being added to pay for the Assistant Tax Collector certification.

### FY2020 Tax Collector Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Salary &amp; Wages</i>							
01-146-100-51000	Tax Collector Salary	\$ 10,954.00	\$ 10,954.04	\$ 11,174.00	\$ 4,512.48	\$ 11,174.00	\$ -
01-146-101-51200	Assist Tax Collector	\$ 6,369.00	\$ 4,874.76	\$ 6,497.00	\$ 2,519.20	\$ 6,497.00	\$ -
01-146-102-51010	Tax Coll. - Certification	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 1,500.00	\$ 500.00
<i>Salary &amp; Wages Subtotal</i>		\$ 18,323.00	\$ 16,828.80	\$ 18,671.00	\$ 7,531.68	\$ 19,171.00	\$ 500.00
<i>Ordinary Expenses</i>							
01-146-200-53000	Tax Coll. Sftware Supp.Fee	\$ 2,700.00	\$ 2,828.83	\$ 2,800.00		\$ 2,900.00	\$ 100.00
01-146-201-57800	Tax Collector Expenses	\$ 3,923.00	\$ 1,198.16	\$ 2,000.00	\$ 427.56	\$ 2,000.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 6,623.00	\$ 4,026.99	\$ 4,800.00	\$ 427.56	\$ 4,900.00	\$ 100.00
<b>Department Total</b>		<b>\$ 24,946.00</b>	<b>\$ 20,855.79</b>	<b>\$ 23,471.00</b>	<b>\$ 7,959.24</b>	<b>\$24,071.00</b>	<b>\$ 600.00</b>





## Information Technology & Support Services

### FY2019 Highlights & Challenges

We ordered new computers (Windows 10) that include a mix of laptops and desktop models for most of the departments in Town and will re-purpose the older models that are still in good condition. Our outgoing IT staff member, Jake Smith has currently set them up and installing them with an expected completion date before July 1, 2019. As part of the upgrade, we are installing Office 365. We have migrated our old website erving-ma.org that was hosted by Siteground over to erving-ma.gov, which is hosted by Civicplus. We are training, with the help of Bryan Smith and Betsy Sicard, all departments to utilize the new website. We extended our ESET Anti-virus software for another 3 years until 2021 and we are exploring the cost of upgrading to ADOBE Pro DC. We are still using Crocker Communications to host our email system but are exploring the possibility of switching over to Microsoft Exchange and changing our email addresses over to .gov vs. .org. We have replaced three printers this year - Treasurer, Senior Center and Tax Collector offices.

### FY2020 Goals & Initiatives

We are still working with FRCOG to find a solution to our IT support staff issue. As we grow, we rely more and more on technology and desperately need someone to manage, organize and maintain it. The IT Coordinator position was not designed to be an IT staff position. Our current staff person is helping out but has other commitments. Additionally, we will need to upgrade our Adobe Pro 11 to Adobe Pro DC, which is a monthly fee system - just like Office 365. We are also working towards changing our email system to Microsoft Exchange/Gmail in the upcoming year. Crocker Communication's Zimbra system doesn't archive our emails as we were promised, and it is not very user friendly. We are working towards incorporating GIS Arcview into our Public Works new software and maintain the use of GIS in our EMD software. A long-term goal is to make GIS accessible to all departments. We are budgeting for the Town wide used software in our budget vs the individual departments to ensure that we are all using the same software and that it is up to date.

### Significant Budget Changes

We are moving the cost of all software used Town wide in our budget. We are looking to change GIS from a concurrent license to multiuser license. We have increased the IT Wages/Training to accommodate the expected increase in services for the new library building/PEG Access for both the Town Hall and the new Library. We decreased the line for the website because we now have an annual hosting fee for the website and the .gov domain name. We increased the line for the email as we expect to migrate to Microsoft Exchange/Gmail and it costs more than what we are currently paying Crocker Communications. We currently pay for 90 users on our email system. We are adding a line item to pay for phone IT support



## FY2020 Information Technology Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
01-155-101-51200	IT Wages/In House IT Training	\$ 9,425.00	\$ 6,813.29	\$ 15,000.00	\$ 4,175.44	\$ 20,000.00	\$ 5,000.00
01-155-102-51200	Tech Coordinator Stipend	\$ 510.00	\$ 510.00	\$ 1,000.00	\$ 250.00	\$ 1,000.00	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 9,935.00	\$ 7,323.29	\$ 16,000.00	\$ 4,425.44	\$ 21,000.00	\$ 5,000.00
<b>Ordinary Expenses</b>							\$ -
01-155-200-57800	Computer/Software Upgrades	\$ 6,000.00	\$ 7,426.43	\$ 6,000.00	\$ 2,142.53	\$ 6,000.00	\$ -
01-155-201-57800	E-mail Domain Expense	\$ 6,500.00	\$ 5,346.00	\$ 6,500.00	\$ 1,782.00	\$ 8,000.00	\$ 1,500.00
01-155-202-57800	Computer Server Maintenance			\$ 2,000.00		\$ 2,000.00	\$ -
01-155-203-57800	Web-site Maintenance	\$ 2,000.00	\$ 793.80	\$ 7,500.00	\$ 6,650.00	\$ 3,000.00	\$ (4,500.00)
01-155-204-52310	IT Support-Telephone				\$ 150.00		\$ -
01-155-205-57800	Software Licenses					\$ 11,000.00	\$ 11,000.00
01-155-206-57800	Phone System Maintenance					\$ 2,000.00	\$ 2,000.00
<b>Ordinary Expenses Subtotal</b>		\$ 14,500.00	\$ 13,566.23	\$ 22,000.00	\$ 10,724.53	\$ 32,000.00	\$ 10,000.00
<b>Special Articles &amp; Recurring Appropriations</b>							\$ -
01-155-906-57800	Restore Permanent Records	\$ 20,000.00	\$ 380.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
<b>Special Articles &amp; Recurring Appropriations</b>		\$ 20,000.00	\$ 380.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -
<b>Department Total</b>		<b>\$ 44,435.00</b>	<b>\$ 21,269.52</b>	<b>\$ 58,000.00</b>	<b>\$ 35,149.97</b>	<b>\$73,000.00</b>	<b>\$15,000.00</b>



## Town Clerk's Office & Elections

### FY2019 Highlights & Challenges

Proposed the idea of the codification of the Town bylaws which was approved, and a vendor has been selected. Work will begin in January 2019 on the process and will take at least a year to complete. The Office ran two (2) State elections and the annual Town election will be done in May 2019. Submitted all bylaw changes to the Attorney General for approval. Implemented a new dog licensing software. Maintain all vital records and all other required filings.

### FY2020 Goals & Initiatives

- 01 Complete the codification of Town bylaws, pass them at Town Meeting and get them approved by the Attorney General.
- 02 Purchase a new electronic ballot box.
- 03 Implement electronic voter check in and check out.

### Significant Budget Changes

As with every year my budget for elections varies greatly depending upon the number of elections within the fiscal year. In FY2019 three (3) elections will have been run while in FY2020 two (2) elections will be run.

### FY2020 Town Clerk & Elections Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Town Clerk</b>							
	<i>Salary &amp; Wages</i>						
01-161-100-51000	Town Clerk Salary	\$ 9,126.00	\$ 9,126.00	\$ 9,309.00	\$ 3,759.31	\$ 9,309.00	\$ -
01-161-101-51200	Assistant Town Clerk	\$ 4,483.00	\$ 1,384.18	\$ 4,573.00	\$ 591.04	\$ 4,573.00	\$ -
	<i>Salary &amp; Wages Subtotal</i>	\$ 13,609.00	\$ 10,510.18	\$ 13,882.00	\$ 4,350.35	\$ 13,882.00	\$ -
	<i>Ordinary Expenses</i>						
01-161-200-53500	Town Clerk-Software Support					\$ 2,300.00	\$ 2,300.00
01-161-200-57800	Town Clerk Expenses	\$ 5,000.00	\$ 5,800.95	\$ 5,000.00	\$ 2,728.50	\$ 5,000.00	\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 5,000.00	\$ 5,800.95	\$ 5,000.00	\$ 2,728.50	\$ 7,300.00	\$ 2,300.00
	<b>Town Clerk Total</b>	<b>\$ 18,609.00</b>	<b>\$ 16,311.13</b>	<b>\$ 18,882.00</b>	<b>\$ 7,078.85</b>	<b>\$ 21,182.00</b>	<b>\$ 2,300.00</b>
<b>Elections</b>							
	<i>Salary &amp; Wages</i>						
01-163-100-51200	Election Wages	\$ 1,053.00	\$ 688.50	\$ 4,593.00	\$ 2,098.88	\$ 3,240.00	\$ (1,353.00)
	<i>Salary &amp; Wages Subtotal</i>	\$ 1,053.00	\$ 688.50	\$ 4,593.00	\$ 2,098.88	\$ 3,240.00	\$ (1,353.00)
	<i>Ordinary Expenses</i>						\$ -
01-163-200-57800	Election Expense	\$ 3,000.00	\$ 1,641.22	\$ 7,200.00	\$ 2,344.60	\$ 5,100.00	\$ (2,100.00)
01-164-200-57800	Board of Registrars Expenses	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00		\$ 1,400.00	\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 4,400.00	\$ 3,041.22	\$ 8,600.00	\$ 2,344.60	\$ 6,500.00	\$ (2,100.00)
							\$ -
	<b>Elections Total</b>	<b>\$ 5,453.00</b>	<b>\$ 3,729.72</b>	<b>\$ 13,193.00</b>	<b>\$ 4,443.48</b>	<b>\$ 9,740.00</b>	<b>\$ (3,453.00)</b>
	<b>Department Total</b>	<b>\$ 24,062.00</b>	<b>\$ 20,040.85</b>	<b>\$ 32,075.00</b>	<b>\$ 11,522.33</b>	<b>\$ 30,922.00</b>	<b>\$ (1,153.00)</b>



## Land Use & Planning

### Conservation Commission

No Report

### Planning Board

#### FY2019 Highlights & Challenges

The Planning Board revised the Zoning Bylaws this year to correct some inconsistencies and update the Marijuana Bylaws. We have printed 100 new copies of the bylaws for the public and mailed out the revised changes to the public using USPS Direct Mail.

#### FY2020 Goals & Initiatives

We will continue to work on updating the Subdivision bylaws. Our operating budget is fine for this work.

#### Significant Budget Changes

None.

### Zoning Board of Appeals

No Report

#### FY2020 Land Use & Planning Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Conservation Commission</b>							
<i>Ordinary Expenses</i>							
01-171-200-57800	Conservation Comm Exp	\$ 2,500.00	\$ 1,073.56	\$ 2,500.00	\$ 332.29	\$ 2,500.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 2,500.00	\$ 1,073.56	\$ 2,500.00	\$ 332.29	\$ 2,500.00	\$ -
							\$ -
<b>Conservation Commission Total</b>		<b>\$ 2,500.00</b>	<b>\$ 1,073.56</b>	<b>\$ 2,500.00</b>	<b>\$ 332.29</b>	<b>\$ 2,500.00</b>	<b>\$ -</b>
							\$ -
<b>Planning Board</b>							
<i>Salary &amp; Wages</i>							
01-175-100-51000	Planning Board Salary	\$ 4,335.00	\$ 4,335.00	\$ 4,422.00	\$ 1,105.50	\$ 4,422.00	\$ -
<i>Salary &amp; Wages Subtotal</i>		\$ 4,335.00	\$ 4,335.00	\$ 4,422.00	\$ 1,105.50	\$ 4,422.00	\$ -
<i>Ordinary Expenses</i>							
01-175-200-53000	Planning Board-Consulting	\$ 1,500.00		\$ 1,500.00		\$ 1,500.00	\$ -
01-175-200-53100	Planning Board-Seminars	\$ 1,000.00	\$ 14.00	\$ 500.00	\$ 70.00	\$ 500.00	\$ -
01-175-200-57100	Planning Board-Travel		\$ 243.31	\$ 500.00	\$ 107.10	\$ 500.00	\$ -
01-175-200-57800	Planning Board Expenses		\$ 511.85		\$ 225.00		\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 2,500.00	\$ 769.16	\$ 2,500.00	\$ 402.10	\$ 2,500.00	\$ -
<b>Planning Board Total</b>		<b>\$ 6,835.00</b>	<b>\$ 5,104.16</b>	<b>\$ 6,922.00</b>	<b>\$ 1,507.60</b>	<b>\$ 6,922.00</b>	<b>\$ -</b>
<b>Zoning Board of Appeals</b>							
<i>Ordinary Expenses</i>							
01-176-200-57800	Zoning Board Appeals Exp.	\$ 550.00	\$ 65.56	\$ 550.00		\$ 550.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 550.00	\$ 65.56	\$ 550.00	\$ -	\$ 550.00	\$ -
							\$ -
<b>Zoning Board of Appeals Total</b>		<b>\$ 550.00</b>	<b>\$ 65.56</b>	<b>\$ 550.00</b>	<b>\$ -</b>	<b>\$ 550.00</b>	<b>\$ -</b>
<b>Land Use &amp; Planning Total</b>		<b>\$ 9,885.00</b>	<b>\$ 6,243.28</b>	<b>\$ 9,972.00</b>	<b>\$ 1,839.89</b>	<b>\$ 9,972.00</b>	<b>\$ -</b>



## Town Buildings & Ground Maintenance

### FY2019 Highlights & Challenges

The Town procured a new two (2) year contract for landscaping services for ground maintenance at many of the Town buildings and along Route 2. The two (2) full time staff members allocated to this budget provide maintenance services to eight (8) Town facilities and five (5) municipal parks.

### FY2020 Goals & Initiatives

The Town Buildings budget includes salary and wages for the Custodial and Building / Ground Maintenance positions that have been included in the Highway Department until recently. This is a more accurate allocation of those expenses. The Town intends on making some landscape improvements to Town Buildings in the coming fiscal year.

### Significant Budget Changes

The budget request reflects a significant increase in salary & wages, but this is a transfer from the Highway Department budget. Additional increases include budgeting for custodial supplies that are used at multiple sites and for landscaping improvements.

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Grounds Maintenance Program</b>							
<i>Ordinary Expenses</i>							
01-181-200-57800	Grounds Maint. Program	\$ 20,000.00	\$ 16,035.00	\$ 20,000.00	\$ 13,756.00	\$ 20,000.00	\$ -
01-181-200-58000	Grounds Maint-Landscape Improvement					\$ 5,000.00	\$ 5,000.00
<b>Ordinary Expenses Subtotal</b>		<b>\$ 20,000.00</b>	<b>\$ 16,035.00</b>	<b>\$ 20,000.00</b>	<b>\$ 13,756.00</b>	<b>\$ 25,000.00</b>	<b>\$ 5,000.00</b>
<b>Grounds Maintenance Total</b>							
		<b>\$ 20,000.00</b>	<b>\$ 16,035.00</b>	<b>\$ 20,000.00</b>	<b>\$ 13,756.00</b>	<b>\$ 25,000.00</b>	<b>\$ 5,000.00</b>
<b>Town Buildings Maintenance</b>							
<i>Salary &amp; Wages</i>							
01-192-100-51100	Town Building Wages, FT	\$ -				\$ 74,800.00	\$ 74,800.00
01-192-100-51200	Town Bldg Wages, PT	\$ -					\$ -
01-192-100-51300	Town Bldg Wages, OT	\$ -			\$ 925.56	\$ 2,000.00	\$ 2,000.00
01-192-100-51400	Town Bldgs Maint-Clothing Allowance					\$ 500.00	\$ 500.00
<b>Salary &amp; Wages Subtotal</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 925.56</b>	<b>\$ 77,300.00</b>	<b>\$ 77,300.00</b>
<i>Ordinary Expenses</i>							
01-192-200-52110	Town Bldg-Electricity		\$ 8,097.37	\$ 8,000.00	\$ 2,903.47	\$ 8,500.00	\$ 500.00
01-192-200-52310	Town Bldg-Phone & Internet		\$ 5,207.52	\$ 5,000.00	\$ 2,001.99	\$ 5,500.00	\$ 500.00
01-192-200-52411	Town Bldg-Smoke Detector & AEDs			\$ 1,000.00		\$ 1,000.00	\$ -
01-192-200-52412	Town Bldg-Fire Alarm Tests		\$ 475.00	\$ 500.00	\$ 475.00	\$ 500.00	\$ -
01-192-200-52413	Town Bldg-Elevator Maint & Testing		\$ 1,591.00	\$ 1,500.00	\$ 779.00	\$ 2,000.00	\$ 500.00
01-192-200-52414	Town Bldg-Generator Preventive Main					\$ 8,000.00	\$ 8,000.00
01-192-200-53016	Town Bldg-Procurement Consulting						\$ -
01-192-200-53410	Town Bldg-Postage & Mailing Fees		\$ 9,659.31	\$ 8,500.00	\$ 4,488.09	\$ 9,600.00	\$ 1,100.00
01-192-200-54110	Town Bldg-Heating Oil		\$ 7,433.85	\$ 7,000.00	\$ 1,445.72	\$ 7,500.00	\$ 500.00
01-192-200-54500	Town Bldg-Custodial Supplies					\$ 5,000.00	\$ 5,000.00
01-192-200-57800	Town Building Other Expenses	\$ 50,000.00	\$ 28,381.54	\$ 18,500.00	\$ 5,305.20	\$ 10,500.00	\$ (8,000.00)
<b>Ordinary Expenses Subtotal</b>		<b>\$ 50,000.00</b>	<b>\$ 60,845.59</b>	<b>\$ 50,000.00</b>	<b>\$ 17,398.47</b>	<b>\$ 58,100.00</b>	<b>\$ 8,100.00</b>
<i>Special Articles &amp; Recurring Appropriations</i>							
01-192-903-57800	Town Bldg. - Maintenance	\$ 40,000.00	\$ 39,257.34	\$ 30,000.00	\$ 3,453.33	\$ 30,000.00	\$ -
<b>Special Articles &amp; Recurring Appropriations</b>		<b>\$ 40,000.00</b>	<b>\$ 39,257.34</b>	<b>\$ 30,000.00</b>	<b>\$ 3,453.33</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>
<b>Town Buildings Maintenance Total</b>							
		<b>\$ 90,000.00</b>	<b>\$ 100,102.93</b>	<b>\$ 80,000.00</b>	<b>\$ 21,777.36</b>	<b>\$ 165,400.00</b>	<b>\$ 85,400.00</b>
<b>Building &amp; Ground Maintenance Total</b>							
		<b>\$ 110,000.00</b>	<b>\$ 116,137.93</b>	<b>\$ 100,000.00</b>	<b>\$ 35,533.36</b>	<b>\$ 190,400.00</b>	<b>\$ 90,400.00</b>



## Miscellaneous

### Insurance

The Town receives insurance coverage for liability, property, automobile, workers compensation, and Police & Firefighter injuries on-duty through the Massachusetts Interlocal Insurance Association (MIIA). MIIA issues a coverage proposal for the following fiscal year between December and January. The FY2020 proposal is similar to the FY2019 assessment. A notable increase is to the premium for Police & Firefighter coverage to provide full coverage as allowed by State law.

### Franklin Regional Council of Governments Assessment

The Franklin Regional Council of Governments (FRCOG) assesses member communities a fee annually to be paid in the new fiscal year. The FY2020 assessment is set by the FRCOG Council at the annual meeting in January. Erving's EQV increased in 2018 and resulted in an increase for FY2019. The current FY2020 request is level funded.

### Around Town Newsletter

This appropriation allows the Town to purchase space in the Around Town Newsletter to communicate program and service information to residents.

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Liability Insurance</b>							
	<b>Ordinary Expenses</b>						
01-193-200-57510	Insurance-Bonds					\$ 1,100.00	\$ 1,100.00
01-193-200-57520	Insurance-Workers Comp					\$ 30,350.00	\$ 30,350.00
01-193-200-57521	Insurance-Police/Fire Injured					\$ 12,500.00	\$ 12,500.00
01-193-200-57580	Insurance-Project Related Coverage					\$ 7,400.00	\$ 7,400.00
01-193-200-57800	Insurance-Other	\$ 108,645.00	\$ 102,006.64	\$ 108,645.00	\$ 103,573.64	\$ 62,000.00	\$ (46,645.00)
	<b>Ordinary Expenses Subtotal</b>	\$ 108,645.00	\$ 102,006.64	\$ 108,645.00	\$ 103,573.64	\$ 113,350.00	\$ 4,705.00
	<b>Liability Insurance Total</b>	<b>\$ 108,645.00</b>	<b>\$ 102,006.64</b>	<b>\$ 108,645.00</b>	<b>\$ 103,573.64</b>	<b>\$ 113,350.00</b>	<b>\$ 4,705.00</b>
<b>Franklin Regional Council of Governments</b>							
	<b>Ordinary Expenses</b>						
01-199-200-57800	FRCOG Assessment	\$ 40,935.00	\$ 41,085.00	\$ 52,397.00	\$ 26,348.50	\$ 52,397.00	\$ -
01-199-200-57801	FRCOG-Regnl Emerg Planning Assessmn					\$ 150.00	\$ 150.00
	<b>Ordinary Expenses Subtotal</b>	\$ 40,935.00	\$ 41,085.00	\$ 52,397.00	\$ 26,348.50	\$ 52,547.00	\$ 150.00
	<b>FRCOG Assessment Total</b>	<b>\$ 40,935.00</b>	<b>\$ 41,085.00</b>	<b>\$ 52,397.00</b>	<b>\$ 26,348.50</b>	<b>\$ 52,547.00</b>	<b>\$ 150.00</b>
<b>Around Town Newsletter</b>							
	<b>Special Articles &amp; Recurring Appropriations</b>						
01-199-901-57800	Around Town Newsletter	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 3,750.00	\$ 7,500.00	
	<b>Special Articles &amp; Recurring Appropriations</b>	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 3,750.00	\$ 7,500.00	\$ -
	<b>Around Town Newsletter Total</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 3,750.00</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>
	<b>Miscellaneous Total</b>	<b>\$ 157,080.00</b>	<b>\$ 150,591.64</b>	<b>\$ 168,542.00</b>	<b>\$ 133,672.14</b>	<b>\$ 173,397.00</b>	<b>\$ 4,855.00</b>



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## Section 2 | Public Safety

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Section 2 of the Town budget includes the following departments and funds:

FUND CODE	DEPARTMENT / FUND
01-210	Police Department
01-220	Fire Department
01-231	Emergency Medical Services
01-241	Building, Electrical, Gas & Plumbing Inspection Services
01-291	Emergency Management Department
01-292	Animal Control
01-294	Tree Warden



## Police Department

### FY2019 Highlights & Challenges

A challenge for the police department throughout the year has been staffing. During the year (2) two different officers of the (5) five that we have were on leave for extended periods. It was difficult maintaining coverage for first and second shift. The third shift routinely was on call, which resulted in call out overtime. The day shift was mainly staffed by (1) one officer which left the station unmanned at times. I received numerous complaints from residents that the phones went unanswered and an officer was not at the station when they came in. The Heroin epidemic and the legalization of marijuana has caused a major spike in drug related offenses. In FY19 the Department had (21) twenty-one (OUI) operating under the influence incidents, (16) sixteen drug related incidents and (8) eight domestic incidents. These types of arrests result in copious amounts of station work generally a second officer is needed to assist. Last year a change in domestic laws mandates we hold an arrested person for six hours. In 2018 the Department processed (330) arrests and criminal complaints.

### FY2020 Goals & Initiatives

The station will be open during business hours during the weekdays with a dedicated officer which will be available for the needs of citizens. Officer safety is a major goal that needs to be addressed. Utilizing (6) six officers (3) three working (10) ten hour shifts and (3) three working (8) eight-hour shifts would enable coverage on all shifts (24) twenty-four hours a day (7) seven days a week with an overlap allowing two officers working together at the busier times of the day. This will give officers available backup and assistance with station processing. Since January 1, 2018 there has been (19) Nineteen OUI incidents, (42) forty-two drug incidents, (22) twenty-two domestic incidents and lastly (3) three arrests involving weapons charges. This clearly shows an increase in serious crimes and more reactive vs proactive Department; The Department needs to step up patrols to lower overall crime in the community. \*Note these statistics do not include the incident that involved an officer involved shooting in New Salem.

### Significant Budget Changes

The Wages account 01-210-100-51100 increased by \$44,078 the bulk of the increase \$41,760 is to add an officer, a slight increase was a step increase for James Loynd from a step g \$23.32 per hour to a step h \$24.43 per hour. Officer Loynd is completing (5) five years of full-time employment in FY2020. The Longevity account 01-210-100-51100 increase due to employee reaching his five-year anniversary. The Overtime 01-210-101-51300 increase of \$2,468 resulting in a change in the holidays overtime. The Phones 01-210-200-52310 increase of \$500 this is the current cost for cell, station phones and aircards. The Uniforms 01-210-200-55810 increase of \$500 is for two police uniforms now cost \$500 these costs have continued to increase. The Electricity 01-210-200-52100 increase \$1,300 electricity costs at the station have gone up mainly due to addressing complaints that it was too dark at night so exterior lights are now left on all night.





## FY2020 Police Department Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
01-210-100-51100	Police Dept Wages	\$ 319,918.00	\$ 297,863.29	\$ 294,801.00	\$ 120,343.36	\$ 338,811.00	\$ 44,010.00
01-210-100-51400	Police Dept-Longevity	\$ 1,970.00	\$ 1,500.00	\$ 1,750.00		\$ 2,250.00	\$ 500.00
01-210-101-51100	Education Incentive	\$ 8,102.00	\$ 8,070.40	\$ 8,101.00	\$ 3,326.40	\$ 8,248.00	\$ 147.00
01-210-101-51300	Police Overtime	\$ 9,500.00	\$ 43,138.62	\$ 38,049.00	\$ 16,368.57	\$ 40,176.00	\$ 2,127.00
<b>Salary &amp; Wages Subtotal</b>		\$ 339,490.00	\$ 350,572.31	\$ 342,701.00	\$ 140,038.33	\$ 389,485.00	\$ 46,784.00
<b>Ordinary Expenses</b>							
01-210-200-52110	Police-Electricity	\$ 7,000.00	\$ 7,540.74	\$ 8,000.00	\$ 3,649.99	\$ 9,300.00	\$ 1,300.00
01-210-200-52310	Police-Office Phones/Cell Phones	\$ 7,500.00	\$ 9,220.95	\$ 8,800.00	\$ 3,661.19	\$ 9,300.00	\$ 500.00
01-210-200-53110	Police-Training General	\$ 5,000.00	\$ 2,673.69	\$ 3,000.00	\$ 928.18	\$ 3,000.00	\$ -
01-210-200-54110	Police-Heating Oil	\$ 7,000.00	\$ 4,753.62	\$ 5,000.00	\$ 618.46	\$ 5,000.00	\$ -
01-210-200-54200	Police-Office Supplies	\$ 3,100.00	\$ 4,160.33	\$ 2,100.00	\$ 178.62	\$ 2,100.00	\$ -
01-210-200-54300	Police-Building Maintenance	\$ 1,800.00	\$ 2,114.57	\$ 1,800.00	\$ 1,005.46	\$ 1,800.00	\$ -
01-210-200-54800	Police-Cruiser Maintenance	\$ 4,000.00	\$ 7,727.49	\$ 4,000.00	\$ 1,573.84	\$ 4,000.00	\$ -
01-210-200-55500	Police-Computer Software	\$ 8,000.00	\$ 5,657.89	\$ 8,000.00	\$ 3,397.88	\$ 8,000.00	\$ -
01-210-200-55510	Police-Fr King Br Camera Software	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00	\$ -
01-210-200-55810	Police-Uniforms	\$ 2,000.00	\$ 1,121.02	\$ 2,500.00	\$ 988.30	\$ 3,000.00	\$ 500.00
01-210-200-55820	Police-Firearms/Ammunition	\$ 3,000.00	\$ 3,075.24	\$ 1,500.00	\$ 958.34	\$ 1,500.00	\$ -
01-210-200-57300	Police-Chief's Dues/Conferences	\$ 1,500.00	\$ 1,640.00	\$ 1,500.00	\$ 886.00	\$ 1,500.00	\$ -
01-210-200-57800	Police Dept Expenses		\$ 638.80	\$ 3,700.00	\$ 1,243.87	\$ 3,700.00	\$ -
01-210-201-57800	County Dues-Radio Ant Maint	\$ 2,600.00	\$ 2,591.22	\$ 2,600.00	\$ 2,636.91	\$ 2,600.00	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 53,500.00	\$ 54,915.56	\$ 54,500.00	\$ 21,727.04	\$ 56,800.00	\$ 2,300.00
<b>Department Total</b>		<b>\$ 392,990.00</b>	<b>\$ 405,487.87</b>	<b>\$ 397,201.00</b>	<b>\$ 161,765.37</b>	<b>\$ 446,285.00</b>	<b>\$49,084.00</b>



## Fire Department & Emergency Medical Services

### FY2019 Highlights & Challenges

With the addition of full-time staff for the department has had an increase in call volume, with the volume of call for services increasing by 37%.

Captain Betters and FF/EMT Breault took the lead in creating a well-rounded Prevention Program to bring to the students at the school and Senior Center. The two took on the task on stream lining the Maintenance program for the vehicles operated by the department and repairing defects noted during the weekly checks. The estimated saving of these repairs to the Department are estimated to be around \$6000.00. With the Governor signing all municipalities in to the OSHA regulations beginning in February of 2019, they started a monthly building check schedule to get ahead of any OSHA violations prior to the start of the law. They have been instrumental in documenting all truck checks preformed and building checks allowing the town to apply for discounts through the Towns Insurance Company, MIIA. The two employees completed a complete inventory of all apparatus and stations to account for every piece of equipment the Town owns and operates. Inputting in to the reporting software to maintain a data base with costs for future budgeting needs. This total brought to light the Town maintains approximately two million dollars in equipment in both stations.

### FY2020 Goals & Initiatives

Goals for the fire department for the Fiscal Year 2020 are to maintain a fiscally prudent spending plan while maintaining the building and equipment operated by the fire department.

### Significant Budget Changes

The submitted Budget for Fiscal Year 2020 is close to a level funded budget from the previous year of 2019. Slight increases are noticed, with increases of materials for equipment and expenses. The Electricity and Heating fuel account lines are level funded for this year for the year, due to the work the department has done to reduce energy cost in the stations. Over the past year we have been able to reduce the energy consumption in the center station by half of the kilowatt hours per month from previous years. There was decreases in line items 01-220-101-51200 and 01-220-200-57800 to compensate for the increase in line item 01-220-101-51200 and that the history of these line items have historically been over funded in years past. The request for the Ambulance service line item 01-231-200-5300 for the Town of Orange providing Advanced Life Support and the County Dues-Radios and Maintenance line item 01-220-203-57800 has not been officially set by the billing agencies, I would expect an increase as they complete their budgets.

Overall, I feel this represents a fiscally sound budget for the coming year for the department to operate effectively and efficiently.



## FY2020 Fire Department Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Fire Department</b>							
<i>Salary &amp; Wages</i>							
01-220-100-51100	FT Fire Chief	\$ 57,068.00	\$ 56,764.41	\$ 58,210.00	\$ 23,419.20	\$ 58,210.00	\$ -
01-220-100-51200	Fire Chief Salary						\$ -
01-220-101-51100	Fire Dept-FT Staff	\$ 80,000.00	\$ 32,856.40	\$ 81,600.00	\$ 32,835.60	\$ 81,600.00	\$ -
01-220-101-51200	Fire Dept Wages-PT	\$ 51,000.00	\$ 40,826.27	\$ 51,000.00	\$ 6,384.97	\$ 41,000.00	\$ (10,000.00)
01-220-101-51300	Fire Dept Wages-OT	\$ 10,000.00	\$ 22,347.14	\$ 10,200.00	\$ 11,561.80	\$ 20,000.00	\$ 9,800.00
01-220-102-51200	Officer Stipends						\$ -
01-220-103-51200	F.D. Drill & Training						\$ -
<b>Salary &amp; Wages Subtotal</b>		<b>\$ 198,068.00</b>	<b>\$ 152,794.22</b>	<b>\$ 201,010.00</b>	<b>\$ 74,201.57</b>	<b>\$ 200,810.00</b>	<b>\$ (200.00)</b>
<i>Ordinary Expenses</i>							
01-220-200-57800	Fire Wells	\$ 9,000.00	\$ 5,982.48	\$ 7,000.00	\$ 5,860.00	\$ 7,000.00	\$ -
01-220-201-57800	F.D. Alarm Maintenance	\$ 750.00	\$ 927.00	\$ 1,000.00	\$ 550.00	\$ 1,000.00	\$ -
01-220-202-52110	Fire Dept-Electricity	\$ 8,000.00	\$ 9,844.89	\$ 9,600.00	\$ 2,792.95	\$ 9,600.00	\$ -
01-220-202-52310	Fire Dept-Phone/Internet/Cable			\$ 5,500.00	\$ 1,343.86	\$ 5,500.00	\$ -
01-220-202-53010	Fire Dept-Conferences/Mtgs			\$ 1,000.00	\$ 200.00	\$ 1,000.00	\$ -
01-220-202-54110	Fire Dept-Heating Oil	\$ 9,000.00	\$ 7,160.43	\$ 10,350.00	\$ 1,190.83	\$ 10,350.00	\$ -
01-220-202-57300	Fire Dept-Dues & Memberships			\$ 1,000.00	\$ 300.00	\$ 1,000.00	\$ -
01-220-202-57800	Fire Dept Expenses	\$ 25,000.00	\$ 27,905.13	\$ 20,000.00	\$ 9,016.54	\$ 21,000.00	\$ 1,000.00
01-220-203-57800	County Dues-Radio Ant Maint	\$ 2,600.00	\$ 2,591.22	\$ 3,500.00	\$ 2,636.91	\$ 4,000.00	\$ 500.00
01-220-204-54320	Fire Dept-Pump/Ladder/Hose Maint			\$ 8,500.00	\$ 4,250.00	\$ 9,000.00	\$ 500.00
01-220-204-57800	Fire Dept. Equipment	\$ 20,000.00	\$ 24,094.86	\$ 15,000.00	\$ 8,165.73	\$ 16,000.00	\$ 1,000.00
01-220-205-57800	Fire Dept SCBA Bottles	\$ 6,500.00	\$ 2,063.11	\$ 3,000.00	\$ 1,271.00	\$ 3,000.00	\$ -
01-220-206-57800	Fire Dept Turn Out Gear	\$ 8,000.00		\$ 8,000.00		\$ 10,000.00	\$ 2,000.00
<b>Ordinary Expenses Subtotal</b>		<b>\$ 88,850.00</b>	<b>\$ 80,569.12</b>	<b>\$ 93,450.00</b>	<b>\$ 37,577.82</b>	<b>\$ 98,450.00</b>	<b>\$ 5,000.00</b>
<b>Fire Department Total</b>		<b>\$ 286,918.00</b>	<b>\$ 233,363.34</b>	<b>\$ 294,460.00</b>	<b>\$ 111,779.39</b>	<b>\$ 299,260.00</b>	<b>\$ 4,800.00</b>
<b>Emergency Medical Services</b>							
<i>Ordinary Expenses</i>							
01-231-200-53000	Orange Ambulance	\$ 35,000.00	\$ 34,973.00	\$ 40,000.00	\$ 17,486.50	\$ 45,000.00	\$ 5,000.00
01-232-200-57323	EMT License & Recertification			\$ 2,500.00		\$ 2,500.00	\$ -
01-232-200-57800	Emergency Med. Services	\$ 5,800.00	\$ 5,570.69	\$ 3,500.00	\$ 1,243.00	\$ 3,500.00	\$ -
<b>Ordinary Expenses Subtotal</b>		<b>\$ 40,800.00</b>	<b>\$ 40,543.69</b>	<b>\$ 46,000.00</b>	<b>\$ 18,729.50</b>	<b>\$ 51,000.00</b>	<b>\$ 5,000.00</b>
<b>Emergency Medical Services Total</b>		<b>\$ 40,800.00</b>	<b>\$ 40,543.69</b>	<b>\$ 46,000.00</b>	<b>\$ 18,729.50</b>	<b>\$ 51,000.00</b>	<b>\$ 5,000.00</b>
<b>Department Total</b>		<b>\$ 327,718.00</b>	<b>\$ 273,907.03</b>	<b>\$ 340,460.00</b>	<b>\$ 130,508.89</b>	<b>\$ 350,260.00</b>	<b>\$ 9,800.00</b>



## Emergency Management Department

### FY2019 Highlights & Challenges

This year the Town applied for a Municipal Vulnerability Preparedness Grant through the State of Massachusetts. We were awarded \$20,000 dollars to assist the Town with planning for Climate change. The required match for this grant is staff time. The Town partnered with the FRCOG to complete this process. Part of this process includes updating the Hazard Mitigation Plan. During the process it was determined that the Emergency Preparedness plan needed to be updated. This process is expected to be completed by June of 2019. The Town was also awarded a grant to assist with the updating of the Hazard Mitigation Plan through FEMA for \$9000 dollars with required match for the grant being the MVP grant awarded amount.

### Significant Budget Changes

The submitted Budget for Fiscal Year FY2020 is level funded.

### FY2020 Emergency Management Department Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Salary &amp; Wages</i>							
01-291-100-51200	Emergency Mgmt. Director	\$ 2,787.00	\$ 2,787.00	\$ 2,843.00	\$ 1,421.50	\$ 2,843.00	\$ -
01-291-101-51200	Emergency Mgmt Deputy Dir.	\$ 1,381.00	\$ 1,381.00	\$ 1,409.00	\$ 704.50	\$ 1,409.00	\$ -
<i>Salary &amp; Wages Subtotal</i>		\$ 4,168.00	\$ 4,168.00	\$ 4,252.00	\$ 2,126.00	\$ 4,252.00	\$ -
<i>Ordinary Expenses</i>							
01-291-200-57800	Emergency Mgmt Expenses	\$ 5,500.00	\$ 3,297.35	\$ 5,500.00	\$ 2,977.43	\$ 5,500.00	\$ -
01-291-201-57800	Emergency Mgmt Equipment	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 8,000.00	\$ 3,297.35	\$ 8,000.00	\$ 2,977.43	\$ 8,000.00	\$ -
<b>Department Total</b>		<b>\$ 12,168.00</b>	<b>\$ 7,465.35</b>	<b>\$ 12,252.00</b>	<b>\$ 5,103.43</b>	<b>\$12,252.00</b>	<b>\$ -</b>



## Animal Control

### FY2019 Highlights & Challenges

Maintaining adequate coverage for a wide variety of animal calls. In addition to (48) forty-eight calls into the dispatch center, the (ACO) animal control officer responded to many more that were called into him directly. There were numerous other calls by residents that were requesting assistance for which he refused service. Several calls for feral cats and animals inside or under houses. Residents have been more demanding of what our capabilities are in the Town for an on call very part time ACO. Many additional calls were handled by the police department. In the future a discussion should be held on the Towns' expectation of services to see if this position should be expanded or kept at its current capacity.

### FY2020 Goals & Initiatives

Maintain basic coverage for loose dogs, dog bites and sick animals.

### Significant Budget Changes

No change.

### FY2020 Animal Control Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Salary &amp; Wages</i>							
01-292-100-51200	Animal Control Officer Wages	\$ 5,410.00	\$ 5,410.00	\$ 6,630.00	\$ 2,762.50	\$ 6,630.00	\$ -
<i>Salary &amp; Wages Subtotal</i>		\$ 5,410.00	\$ 5,410.00	\$ 6,630.00	\$ 2,762.50	\$ 6,630.00	\$ -
<i>Ordinary Expenses</i>							
01-292-200-57800	Dog/Animal Expense	\$ 1,800.00	\$ 418.44	\$ 1,800.00	\$ 350.00	\$ 1,800.00	\$ -
01-292-201-57800	ACO Vehicle	\$ 1,200.00	\$ 939.30	\$ 1,200.00	\$ 307.50	\$ 1,200.00	\$ -
01-292-202-57800	ACO Equipment	\$ 500.00		\$ 500.00		\$ 500.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 3,500.00	\$ 1,357.74	\$ 3,500.00	\$ 657.50	\$ 3,500.00	\$ -
<b>Department Total</b>		<b>\$ 8,910.00</b>	<b>\$ 6,767.74</b>	<b>\$ 10,130.00</b>	<b>\$ 3,420.00</b>	<b>\$10,130.00</b>	<b>\$ -</b>



## Building, Electrical, Gas & Plumbing Inspection Services

The Town of Erving is a member of the Franklin County Cooperative Inspections Program (FCCIP) which is a service of the Franklin Regional Council of Governments (FRCOG). This program coordinates and implements all the permitting and building inspections work of the Building Commissioner, Electrical Inspector, and Gas & Plumbing Inspector. This program also coordinates Zoning enforcement for the Town.

As a member community of the FCCIP, an annual assessment is issued for the services. The annual assessment for FY2020 has been level funded.

### FY2020 FCCIP Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
	<i>Ordinary Expenses</i>						
01-241-200-53000	Cooperative Insp. Program	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 3,750.00	\$ 7,500.00	\$ -
							\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 3,750.00	\$ 7,500.00	\$ -
	<b>Department Total</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 3,750.00</b>	<b>\$ 7,500.00</b>	<b>\$ -</b>



## Tree Warden

### FY2019 Highlights & Challenges

The Tree Warden was newly elected for FY2019. The Warden conducted a tree hearing that focused on the removal of public shade trees in the Ervingside neighborhood as it related to the pending Route 63 streetscape improvement project and additional Americans with Disabilities Act (ADA) compliance concerns. The hearing led to a public discussion about the need to regularly assess the health of public trees and to be proactive with maintenance. Citizens requested a replanting plan to guide the Town's work. In November 2018 the Town applied to the Massachusetts Department of Conservation & Recreation for an Urban & Community Forestry Challenge Grant. If awarded, the grant would help fund an inventory and assessment of public trees by a certified arborist in the defined project areas for Ervingside and Farley. The program would also develop a replanting plan that would guide the Town's work.

In the meantime, the Tree Warden has worked with residents and the Highway Department to identify trees in need of maintenance and has coordinated the priority work.

### FY2020 Goals & Initiatives

In FY2020 the Tree Warden intends to continue proactive maintenance work with a tree company. Additionally, the Tree Warden wants to begin replanting efforts with appropriate tree species for the identified locations.

### Significant Budget Changes

The FY2020 budget reflects a significant increase with tree maintenance services increasing from \$10,000 in FY2019 to \$20,000. The request also includes a new line item to purchase new trees and the necessary supplies for their successful growth in the amount of \$12,000. If the Challenge Grant is awarded, it requires a matching component and the proposed budget request meets the match requirement.

### FY2020 Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Salary &amp; Wages</i>							
01-294-100-51000	Tree Warden	\$ 2,390.00	\$ 2,390.00	\$ 2,438.00	\$ 1,015.81	\$ 2,438.00	\$ -
<b>Salary &amp; Wages Subtotal</b>		<b>\$ 2,390.00</b>	<b>\$ 2,390.00</b>	<b>\$ 2,438.00</b>	<b>\$ 1,015.81</b>	<b>\$ 2,438.00</b>	<b>\$ -</b>
<i>Ordinary Expenses</i>							
01-294-200-53805	Tree Maintenance Services					\$ 20,000.00	\$ 20,000.00
01-294-200-55805	Trees & Planting Supplies					\$ 12,000.00	\$ 12,000.00
01-294-200-57800	Tree Warden Expenses	\$ 10,000.00	\$ 4,300.00	\$ 10,000.00	\$ 6,760.00		\$ (10,000.00)
<b>Ordinary Expenses Subtotal</b>		<b>\$ 10,000.00</b>	<b>\$ 4,300.00</b>	<b>\$ 10,000.00</b>	<b>\$ 6,760.00</b>	<b>\$ 32,000.00</b>	<b>\$ 22,000.00</b>
							\$ -
<b>Department Total</b>		<b>\$ 12,390.00</b>	<b>\$ 6,690.00</b>	<b>\$ 12,438.00</b>	<b>\$ 7,775.81</b>	<b>\$34,438.00</b>	<b>\$22,000.00</b>



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## Section 3 | Education

Section 3 of the Town budget includes the following departments and funds:

FUND CODE	DEPARTMENT / FUND
<b>01-301</b>	Erving School Committee & Elementary School
<b>01-310</b>	Secondary Education
<b>01-320</b>	Franklin County Technical School Committee Representative
<b>01-321 &amp; 322</b>	Franklin County Technical School Assessment

### Education FY2020 Budget Requests

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Erving Elementary School Operating Budget</b>							
01-300-100-51000	School Committee Salary	\$ 6,611.00	\$ 6,500.78	\$ 6,744.00		\$ 6,744.00	\$ -
01-301-200-57800	Erv Elem School Expense	\$ 2,947,297.00	\$ 2,868,689.00	\$ 3,069,682.00	\$ 877,893.83	\$ 3,174,701.00	\$ 105,019.00
<b>Erving Elementary School Operating Budget</b>		<b>\$ 2,953,908.00</b>	<b>\$ 2,875,189.78</b>	<b>\$ 3,076,426.00</b>	<b>\$ 877,893.83</b>	<b>\$ 3,181,445.00</b>	<b>\$ 105,019.00</b>
<b>Erving Secondary Education Operating Budget</b>							
01-310-200-57800	Secondary Education Exp	\$ 1,336,501.00	\$ 1,166,708.28	\$ 1,358,701.00	\$ 87,245.02	\$ 1,358,701.00	\$ -
<b>Erving Secondary Education Operating Budget</b>		<b>\$ 1,336,501.00</b>	<b>\$ 1,166,708.28</b>	<b>\$ 1,358,701.00</b>	<b>\$ 87,245.02</b>	<b>\$ 1,358,701.00</b>	<b>\$ -</b>
<b>Franklin County Technical School Operating</b>							
01-320-100-51000	Tech School Committee Salary	\$ 1,290.00	\$ 1,322.00	\$ 1,349.00		\$ 1,349.00	\$ -
01-321-200-57800	F.C. Tech School Assessmnt	\$ 596,850.00	\$ 596,850.00	\$ 528,828.00	\$ 132,207.00	\$ 561,899.00	\$ 33,071.00
01-322-200-57800	F.C. Tech Sch Capital Assess			\$ 14,110.00	\$ 14,109.17	\$ 17,763.00	\$ 3,653.00
<b>Franklin County Technical School Operating Total</b>		<b>\$ 598,140.00</b>	<b>\$ 598,172.00</b>	<b>\$ 544,287.00</b>	<b>\$ 146,316.17</b>	<b>\$ 581,011.00</b>	<b>\$ 36,724.00</b>
<b>Education Total</b>		<b>\$ 4,888,549.00</b>	<b>\$ 4,640,070.06</b>	<b>\$ 4,979,414.00</b>	<b>\$ 1,111,455.02</b>	<b>\$ 5,121,157.00</b>	<b>\$ 141,743.00</b>



## Erving Elementary School

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### FY2019 Highlights & Challenges

FY19 has seen continued growth in the support we provide for children that have a need for additional social, emotional programming connected to their learning. We have developed an Experiential Learning Program (ELP) that provides learning opportunities for students who require access to alternative forms of education. This programming has enabled us to meet the needs of students attending Erving Elementary School in lieu of sending them to an alternative school in another town/district.

We hired an English Second Language Teacher (ESL) to support the learning needs of students whose English is their second language. State law requires EES provide access for these students through an ESL Teacher. We are also planning for a new principal to take over the reins at EES.

### FY2020 Goals & Initiatives

There are minimal budget requests this year due in part to the majority of the budget amount allocated to salaries

We will continue to serve ELL students through the hiring of the ESL teacher (0.7FTE) and we will continue to provide the Experiential Learning Program.

Support of the above-mentioned programs will enable us to meet the state law requirements for ELL students. We will also be able to better serve the needs of Erving students locally.

### Significant Budget Changes

\$10,000 contracted for the Experiential Learning Program staff.

\$8,000 allocated to smaller Capital Items that would not be considered large enough for the capital Plan.

(\$19,000) saving for School Psychologist new hire

\$6,000 allocated for expected increase in new 5-year transportation contract.



## FY2020 Budget Request

####		2016	2016	2017	2017	2018	2018	2019	2020	2020 less 2019	
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	\$ DIFF	% DIFF
ADMINISTRATION											
1	SC CONTRACTED SERVICES	4,000	8,683	4,000	4,659	4,000	7,993	4,000	4,000	0	0.0%
2	SCHOOL COMMITTEE ADVERTISING	4,000	1,467	4,000	1,430	4,000	1,930	4,000	4,000	0	0.0%
3	OTHER EXPENSE-SCHOOL COMMITTEE	4,500	750	2,000	750	2,000	300	2,000	2,000	0	0.0%
4	LEGAL COUNSEL-LOCAL BUDGET	5,000	4,800	5,000	4,800	5,000	5,247	5,000	5,000	0	0.0%
5	U28 SUPERINTENDENT'S SALARY	33,964	31,523	30,735	30,809	30,825	30,836	32,995	31,984	(1,011)	-3.1%
6	U28 SECRETARY'S SALARY	12,840	12,806	13,136	13,778	13,991	14,890	14,951	13,848	(1,103)	-7.4%
7	U28 CONTRACTED SERVICES	112	199	38	0	185	285	194	359	165	84.9%
8	U28 PROFESSIONAL LIBRARY	50	28	50	0	49	128	52	120	68	130.0%
9	U28 SUPERINTENDENT MISC EXPENSE								927	927	FY19=0
10	U28 EDUC LEADERSHIP IMPRVMT DUES	624	589	653	580	642	614	725	670	(55)	-7.6%
11	U28 SUPT'S CONFERENCE	624	409	753	1,855	741	1,134	777	957	180	23.1%
12	U28 SUPERINTENDENT'S TRAVEL	624	729	628	552	617	593	777	718	(59)	-7.6%
13	U28 DIRECTOR OF FINANCE/OPERATIONS	20,725	20,740	23,819	23,780	25,184	23,826	25,503	24,015	(1,488)	-5.8%
14	U28 FISCAL AGENT TREASURER	320	0	350	0	350	0	0	0	0	FY19=0
15	U28 FINANCE SUPPORT SALARIES	24,142	24,111	25,161	25,433	25,072	26,726	26,828	26,333	(495)	-1.8%
16	U28 SUB CALLER	1,501	1,497	1,535	1,535	1,540	1,532	1,647	1,552	(95)	-5.7%
17	U28 OFFICE SUPPLIES	1,498	1,166	1,507	1,420	1,481	1,297	1,555	1,435	(120)	-7.7%
18	U28 POSTAGE	936	386	942	956	617	374	648	478	(170)	-26.2%
19	U28 MACHINE RENTAL CONTRACT	255	255	256	192	252	596	264	718	454	171.8%
20	U28 MACHINE MAINTENANCE	812	542	628	618	617	76	700	646	(54)	-7.7%
21	U28 CLASSIFIED ADS	375	20	251	354	62	58	130	120	(10)	-8.0%
22	U28 OTHER CONFERENCES	250	145	251	0	247	472	518	478	(40)	-7.6%
23	U28 DIRECTOR OF FINANCE TRAVEL	312	317	314	292	309	309	324	299	(25)	-7.7%
24	U28 LEGAL COUNSEL-UNION	599	599	603	603	593	543	622	574	(48)	-7.7%
25	U28 RECORDS RETENTION								0	0	FY19=0
26	U28 COMPUTER CONTRACTED SERVICES	3,477	3,227	3,515	3,902	3,526	3,065	3,757	3,827	70	1.9%
27	U28 ADMINISTRATIVE TECHNOLOGY SUPPLIES	250	58	126	126	123	0	130	120	(10)	-8.0%
28	U28 SUPT AND FINANCE DR MISC EXP							518	359	(159)	-30.7%
	TOTAL ADMINISTRATION	121,790	115,046	120,249	118,424	122,023	122,824	128,615	125,535	(3,080)	-2.4%
INSTRUCTION											
29	PRINCIPAL'S SALARY	91,258	91,258	93,083	93,083	97,000	97,000	101,000	101,000	0	0.0%
30	CLERICAL SALARY	46,337	41,775	50,707	55,861	56,638	56,079	57,091	58,770	1,679	2.9%
31	COPIER MAINTENANCE	4,100	2,554	4,100	2,530	4,100	6,724	4,100	6,000	1,900	46.3%
32	OFFICE SUPPLIES	5,400	5,659	5,400	5,280	5,400	3,359	5,400	5,400	0	0.0%
33	PRINCIPAL PROFESSIONAL EXPENSE	2,000	1,125	2,000	1,674	2,000	1,249	2,000	2,000	0	0.0%
34	PRINCIPAL TECHNOLOGY	1,000	0	1,000	0	1,000	0	1,000	1,000	0	0.0%
35	SUMMER / TUTOR PROGRAMS	20,500	16,183	20,500	17,798	20,500	22,783	24,000	26,000	2,000	8.3%
36	CLASSROOM TEACHERS' SALARIES REG ED	771,563	771,156	891,296	784,720	864,854	911,219	891,912	936,005	44,093	4.9%
37	SPECIALIST TEACHERS' SALARIES REG ED	108,090	105,694	89,048	126,319	178,123	68,033	175,396	202,761	27,365	15.6%
38	SPECIALIST TEACHERS' SALARIES SPED	232,986	230,089	261,691	243,299	268,410	238,683	247,119	289,022	41,903	17.0%
39	EARLY CHILDHOOD COORDINATOR	20,808	35,292	28,785	34,543	48,387	36,290	38,220	14,056	(24,164)	-63.2%
40	INCLUSION/CURR SPECIALIST	14,138	0	20,236	0	0	0			0	FY19=0
41	THERAPEUTIC SERVICE (SPEECH, OT)	163,132	165,845	173,738	169,575	176,325	176,325	180,293	183,899	3,606	2.0%
42	SPED CONTRACTED SERVICES	5,000	14,988	5,000	15,345	11,000	20,445	15,000	19,000	4,000	26.7%
43	SUBSTITUTES' SALARIES-REG ED	19,000	26,832	19,000	21,226	21,000	25,875	21,000	23,000	2,000	9.5%
44	SUBSTITUTES' SALARIES-SPED	3,500	75	3,500	895	3,500	1,249	3,500	3,500	0	0.0%
45	TEACHER AIDES' SALARIES REG ED	59,895	90,342	75,717	94,041	68,401	106,454	76,284	59,096	(17,188)	-22.5%
46	TEACHER AIDES' SALARIES SPED	286,650	264,205	302,929	266,422	307,574	287,314	337,082	344,732	7,650	2.3%
47	LIBRARY TEACHER	54,262	56,979	69,354	67,654	70,741	69,724	72,333	73,780	1,447	2.0%
48	PROF DEV SUBSTITUTES' SALARIES REG ED	4,000	415	4,000	1,300	4,000	1,010	4,000	4,000	0	0.0%
49	PROF DEV SUBSTITUTES' SALARIES SPED	1,000	0	1,000	195	1,000	550	1,000	1,000	0	0.0%
50	PROF DEV CONTRACTED SERVICE	9,000	5,587	9,000	15,481	13,000	17,712	15,000	15,000	0	0.0%
51	PROF DEV STAFF LIBRARY MATERIALS	500	522	500	413	500	478	500	500	0	0.0%
52	TEXTBOOKS & INSTRUCTIONAL MATERIALS	9,500	28,944	9,500	18,928	13,500	10,944	13,500	13,500	0	0.0%
53	AUDIO VISUAL MATERIALS	1,950	1,923	0	599	0	0			0	FY19=0
54	LIBRARY MATERIALS	2,250	2,246	4,200	3,702	4,200	4,207	4,200	4,200	0	0.0%
55	SPED INSTRUCTIONAL SUPPLIES	2,500	705	2,500	3,061	2,500	799	3,000	3,000	0	0.0%
56	COPIER LEASE	4,600	4,602	4,600	4,602	4,600	4,770	6,000	6,000	0	0.0%
57	INSTRUCTIONAL SUPPLIES	14,000	13,567	14,000	13,074	17,000	10,576	17,000	17,000	0	0.0%
58	FIELD TRIPS & PROGRAMS	7,000	12,428	9,000	8,344	9,000	8,236	10,000	10,000	0	0.0%
59	INSTRUCTIONAL SERVICES-CONT S			0	23,640	0	0	0		0	FY19=0
60	INSTRUCTIONAL TECHNOLOGY MATERIALS	9,000	16,595	9,000	9,229	9,000	2,653	12,000	12,000	0	0.0%
61	TESTING & ASSESSMENT MATERIALS	1,600	45	1,600	316	1,600	72	1,600	1,600	0	0.0%
62	PSYCHOLOGIST'S SALARY	72,474	72,474	72,827	74,417	75,533	75,550	77,304	57,648	(19,656)	-25.4%
63	U28 DIRECTOR OF STUDENT SUPPORT	16,385	16,030	22,573	15,799	22,665	16,665	25,038	23,601	(1,437)	-5.7%
64	U28 STUDENT SUPPORT COORDINATOR	5,916	7,867	9,570	8,635	9,968	8,468	10,655	11,078	423	4.0%
65	U28 DATA & EVAL SPECIALIST							0	0	0	FY19=0
66	U28 DIRECTOR OF LEARNING DESIGN	0	0	0	0	9,382	9,382	10,760	10,142	(618)	-5.7%
67	U28 EC COORDINATOR	0	0	0	0	458	467	782	1,256	474	60.6%
68	U28 EC PROGRAM ASSISTANT	0	0	0	0	191	191	272	670	398	146.5%
69	U28 GRANT APPLICATION STIPENDS								120	120	FY19=0
70	U28 SPED DIR INSTRUCTIONAL SUPPLIES	250	69	251	54	123	26	130	120	(10)	-8.0%
71	U28 SPED DIRECTOR'S TRAVEL	749	749	753	753	741	741	777	718	(59)	-7.6%
72	U28 PROFESSIONAL DEVELOPMENT	2,497	3,843	2,511	2,447	0	1,320	1,036	718	(318)	-30.7%
	TOTAL INSTRUCTION	2,074,790	2,108,662	2,294,470	2,205,254	2,403,914	2,303,622	2,467,284	2,542,890	75,606	3.1%



	OTHER SCHOOL SERVICES										
73	VOLUNTEER COORDINATOR	500	500	500	500	500	0	500	500	0	0.0%
74	HOME INSTRUCTION-PARENT LIASON OTH EXP	0	57	1,000	30	1,000	54	1,000	1,000	0	0.0%
75	NURSE'S SALARY-REG ED	56,258	56,258	56,322	57,497	64,986	65,080	66,616	67,911	1,295	1.9%
76	DOCTOR'S CONTRACTED SERVICE-REG ED	500	500	500	500	500	500	500	500	0	0.0%
77	HEALTH SUPPLIES	1,350	953	1,350	1,432	1,350	635	1,500	1,500	0	0.0%
78	AFTER SCHOOL ACADEMY	7,000	5,440	7,000	6,957	8,000	11,082	10,000	10,000	0	0.0%
79	NATURES CLASSROOM	12,500	9,295	12,500	5,169	12,500	8,715	12,500	12,500	0	0.0%
80	TRANSPORTATION	103,765	91,443	106,878	93,109	111,153	91,363	116,711	112,000	(4,711)	-4.0%
81	SPED TRANSPORTATION	5,000	2,209	5,000	3,370	5,000		5,000	5,000	0	0.0%
82	FOOD SERVICE	15,000	14,371	15,000	23,200	16,000	17,000	18,000	20,000	2,000	11.1%
	TOTAL OTHER SCHOOL SERVICES	201,873	181,026	206,050	191,764	220,989	194,429	232,327	230,911	(1,415)	-0.6%
	PLANT OPERATIONS/MAINTENANCE										
83	SUBSTITUTE CUSTODIANS' SALARIES	6,000	2,448	1,400	6,594	1,400	0	1,400	1,400	0	0.0%
84	CUSTODIAL SALARIES	101,030	90,863	94,419	85,817	90,953	93,645	96,095	103,072	6,977	7.3%
85	CUSTODIAL SUPPLIES	6,500	7,948	7,000	16,620	9,000	9,503	10,000	12,000	2,000	20.0%
86	FUEL	49,500	34,109	51,500	36,661	47,000	33,231	47,000	42,000	(5,000)	-10.6%
87	E'SIDE FUEL	7,500	7,228	10,500	5,256	10,000	5,694	10,000	10,000	0	0.0%
88	SCHOOL TELEPHONE	2,000	1,255	2,000	1,126	2,000	1,161	2,000	2,000	0	0.0%
89	WATER	3,000	1,710	3,000	1,901	3,000	2,057	3,000	3,000	0	0.0%
90	SCHOOL POWER	70,000	54,212	67,000	54,782	58,000	57,968	68,000	63,000	(5,000)	-7.4%
91	E'SIDE POWER	7,350	4,797	5,350	5,209	5,350	4,666	6,200	6,200	0	0.0%
92	SCHOOL GROUNDS MAINTENANCE	2,000	2,554	2,500	6,850	4,000	1,722	4,000	4,000	0	0.0%
93	E'SIDE BUILDING MAINT MTLs	3,000	0	2,000	0	2,000	110	2,000	2,000	0	0.0%
94	SCHOOL BUILDING MAINT MTLs	10,000	23,581	11,000	33,892	21,000	17,816	25,000	25,000	0	0.0%
95	E'SIDE EQUIPMENT MAINTENANCE	500	0	500	0	500	0	500	500	0	0.0%
96	EQUIPMENT MAINTENANCE	10,000	15,685	10,000	29,922	20,000	28,030	20,000	20,000	0	0.0%
97	NETWORKING & TELECOM C/S	0	0	0	807	5,000	3,287	10,500	7,500	(3,000)	-28.6%
98	NETWORKING & TELECOM MTLs	9,500	17,954	9,500	17,111	9,500	5,650	9,500	9,500.0	0	0.0%
99	TECHNOLOGY MAINTENANCE & SUPPLIES	4,600	4,492	4,600	8,657	4,600	719	5,000	5,000	0	0.0%
100	U28 CTRL OFFICE CUSTODIAN'S SALARY	833	837	852	838	901	885	963	908	(55)	-5.8%
101	U28 CENTRAL OFFICE TELEPHONE	375	282	377	251	333	427	350	478	128	36.7%
102	U28 SUB CALLER TELEPHONE	350	367	352	330	346	202	363	239	(124)	-34.1%
103	U28 BUILDING MAINT CONT SERV	112	105	113	13	111	43	117	108	(9)	-8.0%
104	U28 BUILDING MAINT MATERIALS	0	34	0	0	0		0	0	0	FY19=0
105	U28 NETWORKING/TELECOMMUNICATIONS	50	0	50	50	49	199	52	239	187	360.0%
106	U28 TECHNOLOGY MAINTENANCE	62	0	63	63	0		0	0	0	FY19=0
107	U28 TECHNOLOGY MAINTENANCE	250	1,184	1,316	1,393	1,541	216	1,067	1,196	129	12.1%
	TOTAL PLANT OPERATIONS/MAINTENANCE	294,512	271,645	285,391	314,143	296,584	267,232	323,107	319,340	(3,767)	-1.2%
	FIXED CHARGES										
108	STUDENT INSURANCE COVERAGE	1,045	1,045	1,045	1,045	1,100	1,045	1,100	1,100	0	0.0%
109	U28 DISABILITY INSURANCE	155	146	156	138	153	140	161	167	6	4.0%
110	U28 COMMERCIAL LIABILITY INSURANCE	1,871	1,297	1,919	1,460	2,099	2,411	2,202	2,033	(169)	-7.7%
111	U28 SCHOOL BOARD LIABILITY INSURANCE	262	275	264	282	278	278	291	335	44	15.1%
112	U28 CENTRAL OFFICE RENT	0	0	0	0	0	0	0	0	0	FY19=0
	TOTAL FIXED CHARGES	3,333	2,763	3,383	2,925	3,630	3,874	3,754	3,636	(118)	-3.2%
	ACQ/IMPROVEMENT - FIXED ASSETS										
113	ACQUISITION OF NEW EQUIPMENT	0	7,836	0	468	2,000	0	2,000	10,000	8,000	400.0%
114	REPLACEMENT OF EQUIPMENT	4,000	10,717	4,000	7,162	5,000	1,549	5,000	12,000	7,000	140.0%
115	EQUIPMENT LEASE								14,500	14,500	FY19=0
116	U28 NEW EQUIPMENT	200	2,748	1,537	108	1,358	699	1,425	1,076	(349)	-24.5%
	TOTAL ACQUISITION OF FIXED ASSETS	4,200	21,301	5,537	7,738	8,358	2,248	8,425	37,576	29,151	526.5%
	PROGRAMS WITH OTHER SCHOOLS										
117	SPED TUITION OTHER SCHOOLS	0	0	0	0	0	0	0		0	FY19=0
	TOTAL PROGRAMS WITH OTHER SCHOOLS	0	0	0	0	0		0	0	0	FY19=0
118	GROSS TOTAL ELEMENTARY	2,700,497	2,700,442	2,970,407	2,969,899	3,055,498		3,163,512	3,259,888	96,377	3.05%
119	GRANTS (EES salaries)			122,151	122,151	98,630		86,330	77,687	(8,643)	-10.0%
120	GRANTS (U28 salaries)			7,500	7,500	9,570		7,500	7,500	0	0.0%
121	NET TOTAL ELEMENTARY	2,700,497	2,700,442	2,840,756	2,840,248	2,947,298	2,894,229	3,069,682	3,174,701	105,020	3.42%
	GRANTS/REVENUES (Included in Above)										
122	Fed Special Education	31,500		27,500		27,500		27,500	27,500	0	0.0%
123	Fed Special Education Early Childhood	1,350		1,350		1,393		1,393	1,300	(93)	-6.9%
124	Title I	20,204		19,704		22,000		22,000	30,000	8,000	39.6%
125	Title IIA	5,667		5,667		4,250		4,250		(4,250)	-75.0%
126	Community Partnerships/IPLE (FY19 final year)	37,772		37,772		24,600		12,300	0	(12,300)	-32.6%
127	Kindergarten Enhancement	11,200		11,200		0		0		0	0.0%
128	REAP	13,958		13,958		13,887		13,887	13,887	0	0.0%
129	Early Childhood RF	5,000		5,000		5,000		5,000	5,000	0	0.0%
	TOTAL GRANTS/REVENUES	126,651	0	122,151	0	98,630		86,330	77,687	(8,643)	-7.1%



## Secondary Education

The FY2020 budget has been level funded.

Line	ACCOUNT NUMBER	ACCOUNT TITLE	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2020 BUDGET	2020 less 2019	% DIFF
		<b>ADMINISTRATION</b>										
1	10011.11.1.110.8.03.13.0.00	SCHOOL COMMITTEE SALARIES	3,150	0	3,150	164	3,150	645	3,150	3,150	0	0.0%
2	10011.11.1.110.8.04.42.0.00	CONTRACTED SERVICES	600	0	600	0	600	0	600	600	0	0.0%
3	10011.11.1.110.8.06.60.0.00	MASC DUES	1,200	432	1,200	457	1,200	482	1,200	1,200	0	0.0%
4	10011.11.1.110.8.06.69.0.00	OTHER EXPENSE	100	0	100	0	100	0	100	100	0	0.0%
5	10011.11.1.430.8.04.40.0.00	LEGAL SERVICES SECONDARY	600	600	600	71	600	0	600	600	0	0.0%
		<b>TOTAL ADMINISTRATION</b>	<b>5,650</b>	<b>1,032</b>	<b>5,650</b>	<b>692</b>	<b>5,650</b>	<b>1,127</b>	<b>5,650</b>	<b>5,650</b>	<b>0</b>	<b>0.0%</b>
		<b>INSTRUCTION</b>										
6	10011.11.2.210.8.02.11.0.00	SPED SECRETARY	1,972	0	2,018	0	2,200	0	2,200	0	(2,200)	-100.0%
7	10011.11.2.210.8.02.12.0.00	STUDENT SUPPT SVS COORD SEC								5,700	5,700	FY19=0
8	10011.11.2.110.2.06.64.0.00	SPED TRAVEL	250	0	250	0	250	0	250	250	0	0.0%
9	10011.11.2.310.1.01.10.0.00	LIAISON STIPEND	3,500	0	3,500	0	3,500	0	3,500	0	(3,500)	-100.0%
10	10011.11.2.320.2.04.27.0.00	SPED CONTRACTED SERVICES	6,000	4,732	6,000	1,059	6,000	600	6,000	2,000	(4,000)	-66.7%
11	10011.11.2.415.2.05.50.0.00	SPED INSTRUCTIONAL MATERIALS	0	1,290	0	0	1,200	0	1,200	1,200	0	0.0%
12	10011.11.2.440.1.04.47.0.00	CONTRACTED SERVICES	1,500	0	1,500	0	1,500	0	1,500	1,500	0	0.0%
		<b>TOTAL INSTRUCTION</b>	<b>13,222</b>	<b>6,022</b>	<b>13,268</b>	<b>1,059</b>	<b>14,650</b>	<b>600</b>	<b>14,650</b>	<b>10,650</b>	<b>(4,000)</b>	<b>-27.3%</b>
		<b>OTHER SCHOOL SERVICES</b>										
13	10011.11.3.300.1.04.42.0.00	SECONDARY TRANSPORTATION	95,585	108,048	98,453	91,531	110,000	91,363	105,000	106,000	1,000	1.0%
14	10011.11.3.300.2.04.47.0.00	SPED TRANSPORTATION	39,600	53,903	77,314	74,752	37,447	62,705	40,602	60,000	19,398	47.8%
		<b>TOTAL OTHER SCHOOL SERVICES</b>	<b>135,185</b>	<b>161,951</b>	<b>175,767</b>	<b>166,283</b>	<b>147,447</b>	<b>154,068</b>	<b>145,602</b>	<b>166,000</b>	<b>20,398</b>	<b>14.0%</b>
		<b>PROGRAMS WITH OTHER SCHOOLS</b>										
15	10011.11.9.100.1.00.85.0.00	REGULAR TUITION PUBLIC SCHOOLS	671,614	621,754	678,896	548,385	597,757	532,433	686,795	638,460	(48,335)	-7.0%
16	10011.11.9.100.2.00.85.0.00	SPED TUITION PUBLIC SCHOOLS	162,572	194,888	329,343	214,659	271,378	283,549	314,460	349,890	35,430	11.3%
17	10011.11.9.300.2.00.85.0.00	SPED TUITION NON PUBLIC SCHOOLS	218,621	206,716	290,863	287,041	299,588	220,769	191,545	188,051	(3,494)	-1.8%
18	10011.11.9.400.2.00.85.0.00	SPED TUITION COLLABORATIVE	0	1,191	126,000	0	0	0	0	0	0	FY19=0
		<b>TOTAL PROGRAMS WITH OTHER SCHOOLS</b>	<b>1,052,807</b>	<b>1,024,549</b>	<b>1,425,102</b>	<b>1,050,085</b>	<b>1,168,723</b>	<b>1,036,751</b>	<b>1,192,799</b>	<b>1,176,401</b>	<b>(16,398)</b>	<b>-1.4%</b>
19		<b>GRAND TOTAL SECONDARY EDUCATION</b>	<b>1,206,864</b>	<b>1,193,554</b>	<b>1,619,787</b>	<b>1,218,118</b>	<b>1,336,470</b>	<b>1,192,546</b>	<b>1,358,701</b>	<b>1,358,701</b>	<b>(0)</b>	<b>0.0%</b>





# Franklin County Technical School

## FRANKLIN COUNTY TECHNICAL SCHOOL

82 Industrial Boulevard  
Turners Falls, Massachusetts 01376  
TEL: 413-863-9561 FAX: 413-863-2816

Richard J. Martin  
Superintendent



### Fiscal Year 2020 Budget Highlights

For the upcoming fiscal year the Franklin County Technical School presents a total operating budget of \$11,721,000. The school committee and administrative team have worked hard over the past years to right size the school's budget. In order to modify our technical shop offerings to better reflect the needs of a 21<sup>st</sup> century local economy, we spent a previous budget cycle downsizing the school by eliminating an undersubscribed shop program. We also spent a couple of budget cycles squeezing other personnel efficiencies out of our existing programs. These years of austerity allowed us to accumulate enough budget capacity to prepare for an opportune time to grow the school back to 13 technical shop offerings. As we adapt our school to the needs of a 21<sup>st</sup> century economy, we are committed to providing an educationally responsible and financially sustainable spending plan.

#### **BUDGET IMPACT:**

The total amount to be assessed to our 19 member towns in fiscal year 2020 is \$6,167,075 which represents a 2.8% increase or \$167,975 over the prior year's operating assessments. Fiscal year 2020 also brings a capital assessment of \$237,420 to our towns the first full payment on 15 year bonds.

#### **FCTS POISED FOR FUTURE GROWTH:**

The following budget for fiscal year 2020 represents a stable educational institution looking for better, more efficient ways to enhance the student educational experience.

The Franklin County Technical School has proudly taken on the initiative of applying for a new Chapter 74 vocational technical program to better serve our member communities. The application process for a Veterinary Animal Sciences program was initiated during school year 2018-2019. If approved for the new program, FCTS will be accepting freshman students for the fall of 2019 into a year-long animal science curriculum with the goal of adding a new class of students per year until a full program is running by school year 2022-2023. During this process, FCTS has put together a Veterinary Science Ad Hoc Committee to review curriculum, a potential new veterinary science building and proposed expansion of the program in future years.

Franklin County Technical School serves more special education students on individual education plans (IEPs) than any other high school in Franklin County. During the last two years, Franklin County Technical School has an average special education population of 38.5%, which far exceeds the average of the 6 other Franklin County Regional High Schools at 17.7%. As a result, FCTS continues to expand services to accommodate the individual needs of these students. FCTS Advanced Placement Program has been recognized as one of 18 School Districts in Massachusetts and was named to the AP Honor Roll, which recognizes schools that demonstrated significant increase, access, and performance. 370 districts have AP programs in Massachusetts and FCTS was the only vocational-technical school to be recognized for this honor.

## FRANKLIN COUNTY TECHNICAL SCHOOL

### Fiscal Year 2020 Budget Summary

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Sources of Funding	FY 2016 Operating Budget	FY 2017 Operating Budget	FY 2018 Operating Budget	FY 2019 Operating Budget	FY 2020 Proposed Budget
Town Assessments-From Taxation	\$5,490,000	\$5,654,700	\$5,824,400	\$5,999,100	\$6,167,075
Town Capital Assessments	0	0	0	0	237,420
State Aid - Chapter 70	3,437,000	3,458,000	3,473,000	3,497,000	3,925,205
State Aid - Transportation	412,000	532,000	532,000	561,300	566,000
Tuition from Non-member Towns	615,000	500,000	500,000	600,000	495,000
Tuition from Pre-employment Program	150,000	150,000	100,000	75,000	100,000
Other Revenues (Interest, Reimb.	5,000	5,000	5,000	10,000	10,000
Medicaid, Sale of Surplus Equipment, Etc.)					
Appropriation of E&D	50,000	50,000	50,000	250,000	220,300

<b>Total Sources of Funding</b>	<b>\$10,159,000</b>	<b>\$10,349,700</b>	<b>\$10,484,400</b>	<b>\$10,992,400</b>	<b>\$11,721,000</b>
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Uses of Funding	FY 2016 Operating Budget	FY 2017 Operating Budget	FY 2018 Operating Budget	FY 2019 Operating Budget	FY 2020 Proposed Budget
District Leadership & Administration	\$630,448	\$625,780	\$636,980	\$682,300	\$695,290
Instructional Services	5,309,426	5,322,491	5,379,433	5,647,730	5,817,630
Student Services	476,857	455,868	480,822	479,930	473,590
Pupil Transportation	822,770	826,000	826,000	842,000	909,000
Plant Operations and Maintenance	813,030	823,085	824,025	830,160	869,470
Retirement Contributions	273,000	290,000	285,640	299,330	343,000
Insurance - Active Employees	930,294	1,046,176	1,045,300	1,200,700	1,278,200
Insurance - Retirees	405,000	420,000	450,000	460,150	505,000
Other Non Employee Insurance	90,175	113,300	108,600	102,800	107,400
School Choice Tuition	15,000	15,000	15,000	5,300	10,000
Asset Acquisition	393,000	412,000	432,600	442,000	475,000
Long Term Debt	0	0	0	0	237,420
<b>Total Uses of Funding</b>	<b>\$10,159,000</b>	<b>\$10,349,700</b>	<b>\$10,484,400</b>	<b>\$10,992,400</b>	<b>\$11,721,000</b>



# FRANKLIN COUNTY TECHNICAL SCHOOL

82 Industrial Boulevard

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**Richard J. Martin**  
Superintendent

## 2018 Annual Report to Towns

We submit this annual report for 2018 on behalf of the Franklin County Technical School District and its administration, faculty, staff and students.

Enrollment for member towns as of October 1, 2018 was 461 students with town breakdowns as follows:

Bernardston	29	Erving	30	Montague	85	Sunderland	6
Buckland	8	Gill	11	New Salem	7	Warwick	7
Colrain	23	Greenfield	96	Northfield	28	Wendell	12
Conway	6	Heath	9	Orange	68	Whately	9
Deerfield	15	Leyden	5	Shelburne	7		

Franklin County Technical School awarded 112 diplomas to our seniors in June of 2018. Massachusetts students are required to pass the MCAS in order to receive a high school diploma and once again our students were very successful in meeting this high academic standard. The state has adjusted their measures for evaluating district/school accountability. FCTS was placed in the Not Requiring Support category, which would be equivalent to being classified as a Level 2 school in past accountability ratings. Additionally, the district is meeting targets set by the Department of Education for passing rates of students of high risk with disabilities.

On June 23, 2015 Franklin County Technical School District was fortunate to have received approval from all nineteen member towns to participate in a bond authorization which allowed FCTS to fund the MSBA 73.89% reimbursed Window and Door Replacement Project, as well as afford FCTS the opportunity to repair its twenty year-old roof and ensure paving upgrades of its forty year old driveway, track, parking lot and associated areas, which were original to the school in 1976. Payment for the 15 year bond is in its second year, which will impact member towns in FY20. FCTS has the advantage of utilizing vocational students and licensed instructors from carpentry, electrical, plumbing and landscaping to provide maintenance and repairs to our school grounds and facility saving member towns tens of thousands of dollars annually. These shop programs also saved member towns an estimated \$100,000 on the projects. Additionally, Automotive and Collision Repair shop programs maintain our school vehicle fleet, which reduces costly vehicle maintenance. Many of our school vehicles are used for our various construction jobs within Franklin County and also provide for athletic transportation, which significantly reduces our overall transportation costs.

Franklin County Technical School students are learning the value of paid work opportunities through a newly revamped Cooperative Education Program (Coop). There are more than 56% of our seniors involved in paid Coop jobs and internships related to their vocational field of study.

On December 12, 2018, Franklin County Technical School's Advanced Placement (AP) test scores, were recognized by National Advanced Placement Center as one of the Commonwealth's top 18 school districts. The AP District Honor Roll recognizes school districts who have demonstrated significant increases with their AP scores for all areas. Franklin County Technical School's AP students were honored for the percentage of students which scored 3 or higher on their AP exams. FCTS was also recognized for their diverse student population and overall participation of students taking the AP exams. Franklin County Tech offers AP courses in Computer Science, Statistics, and English Language and Composition.

Franklin County Technical School has been busy with community-based projects that act as learning opportunities for our students. Every year the shop programs, with instructors and students, embrace the authentic work that is done in our communities. The instructional nature of our work may cause the duration of a project to increase, but costs associated with a project are significantly decreased for our member communities. Following is a list of just some of the many projects completed by FCTS students and instructors within Franklin County over this past year: In Bernardston, the Carpentry program has begun working with the town to build a new transfer station building. In Buckland, Landscaping students have installed a playground and rehabilitated a ballfield for the recreation department. Electrical students completed an annual clean up and placement of flags at Colrain's Farley Cemetery. In Gill, Landscaping students worked the Source to Sea Watershed cleanup; and built raised garden beds and an outdoor classroom at the Gill Elementary School. The Culinary Arts program once again assisted the Sheriff's Department at the "Senior Safety Expo" at Schuetzen Verein by preparing and serving food to participants. Landscaping students conducted a fall cleanup and pruning at the North Cemetery in Leyden, as well as refurbishing a wishing well at the cemetery, with our CAD/CAM students creating a plaque for the well.

In Greenfield, students in the Pre-Employment Program visit clients at the Greenfield Adult Day services each month to make crafts and play games with the clients. The Cosmetology program visits GVNA HealthCare, Charlene Manor and Poet Seat Health Care to provide hand massage and nail painting for the clients, and Health Tech students offer chair yoga, relaxation, nail care and aroma touch hand therapy to adult health care clients, as well. Health Tech students also work with the faculty at the Parent Child Development Center (PCDC) to create and teach health and safety topics to preschoolers and parents in Greenfield and Turners Falls; and also volunteer at the annual YMCA Girls Day Out event. Plumbing and Electrical students have completed work on the Habitat for Humanity house on Smith Street. Electrical students continue to volunteer at the Relay for Life with wiring and setup help. Carpentry and Landscaping were involved in work on a new cabin for Camp Kewawance. They also built and installed six ADA accessible picnic tables for the Poet Seat Health Care Center. Future Farmers of America (Landscaping students) donated generously to this year's annual food drive that is conducted school wide, with the food being donated to the Family Inn in Greenfield.

Within the Millers Falls/Turners Falls/Montague area, Electrical has installed a new paddle fan and security lighting at the Turners Falls airport and updated the pilots lounge. The Landscaping program is contracted to grow naturalizing plants and bushes for the airport, and have installed temporary irrigation. The Electrical program students are involved in the electrical wiring of the new Ja'Duke Performing Arts Center.

In Orange, Landscaping worked on a Memorial garden in town. Carpentry students worked on the Athol/Orange Regional Animal Shelter and worked with our Electrical students at the Orange Municipal Airport. In Shelburne, Landscaping did a fall cleanup of the Hill Cemetery; and Collision and Repair provided major renovations to the Bridge of Flowers donation box. Landscaping rehabilitated Cricket Field and installed sod at the ballfield.

Our partnerships with our communities are important for our programs, and we thank those who allow our students the opportunity to practice their trades out in the field.

Respectfully,

Mr. Richard J. Kuklewicz  
School Committee Chairman

Mr. Richard J. Martin  
Superintendent-Director

## Franklin County Technical School District Committee 2018

Bernardston-Bradley Stafford; Buckland-Laura J. Earl; Colrain-Nicole Slowinski;  
Conway-Brian Kuzmeskus; Deerfield-David Thiel; Erving-Robert F. Bitzer; Gill-Sandy Brown;  
Greenfield-Paul R. Doran, Christopher L. Joseph, Mark M. Maloney, Donna M. Woodcock;  
Heath-Arthur A. Schwenger; Leyden-Gerald N. Levine; Montague-Richard J. Kuklewicz, Chairperson;  
Dennis L. Grader; New Salem-Bryan Camden; Northfield-Scott Milton; Orange-Clifford J. Fournier, Secretary; Linda R. Chapman; Shelburne-Angus Dun, Vice-Chairperson;  
Sunderland-James Bernotas; Warwick-A. George Day, Jr.; Wendell-Jeffrey D. Budine; Whately-Donald C. Stuter





**FY 2020 ANNUAL ASSESSMENTS**  
(Statutory Assessment Method)

TOWN	Oct. 1, 2018 Enrollment	FY 2020 Rate	MINIMUM CONTRIBUTION	TRANSPORTATION (Net of State Aid)	Above Net School Spending	E & D CREDIT	LOCAL ASSESSMENT	Assessment Per Pupil
BERNARDSTON	29	6.2635%	\$271,021	\$12,454	\$125,119	(\$13,798)	\$394,796	\$13,614
BUCKLAND	8	1.7279%	\$76,617	\$3,436	\$34,515	(\$3,806)	\$110,762	\$13,845
COLRAIN	23	4.9676%	\$223,072	\$9,877	\$99,232	(\$10,943)	\$321,238	\$13,967
CONWAY	6	1.2959%	\$86,774	\$2,577	\$25,887	(\$2,855)	\$112,380	\$18,730
DEERFIELD	15	3.2397%	\$211,772	\$6,442	\$64,716	(\$7,137)	\$275,794	\$18,386
ERVING	30	6.4795%	\$433,856	\$12,884	\$129,433	(\$14,273)	\$561,899	\$18,730
GILL	11	2.3758%	\$122,769	\$4,724	\$47,459	(\$5,234)	\$169,718	\$15,429
GREENFIELD	96	20.7343%	\$721,871	\$41,227	\$414,185	(\$45,675)	\$1,131,609	\$11,788
HEATH	9	1.9438%	\$63,388	\$3,865	\$38,830	(\$4,282)	\$101,801	\$11,311
LEYDEN	5	1.0799%	\$72,309	\$2,147	\$21,572	(\$2,379)	\$93,650	\$18,730
MONTAGUE	85	18.3585%	\$692,389	\$36,503	\$366,727	(\$40,441)	\$1,055,178	\$12,414
NEW SALEM	7	1.5119%	\$71,888	\$3,006	\$30,201	(\$3,330)	\$101,765	\$14,538
NORTHFIELD	28	6.0475%	\$342,709	\$12,025	\$120,804	(\$13,322)	\$462,216	\$16,508
ORANGE	70	15.1188%	\$334,745	\$30,062	\$302,010	(\$33,305)	\$633,512	\$9,050
SHELburne	7	1.5119%	\$87,231	\$3,006	\$30,201	(\$3,330)	\$117,108	\$16,730
SUNDERLAND	6	1.2959%	\$80,564	\$2,577	\$25,887	(\$2,855)	\$106,173	\$17,695
WARWICK	7	1.5119%	\$69,148	\$3,006	\$30,201	(\$3,330)	\$99,025	\$14,146
WENDELL	12	2.5918%	\$100,075	\$5,153	\$51,773	(\$5,709)	\$151,292	\$12,608
WHATELY	9	1.9438%	\$128,749	\$3,865	\$38,830	(\$4,282)	\$167,162	\$18,574
<b>TOTAL</b>	<b>463</b>	<b>100%</b>	<b>\$4,190,944</b>	<b>\$198,836</b>	<b>\$1,997,582</b>	<b>(\$220,287.00)</b>	<b>\$6,167,075</b>	<b>\$13,320</b>

**FY 2020 CAPITAL ASSESSMENTS**  
(First full year of 15 year bonds)

TOWN	US Census Population 2010	Population Rate to Total District Population	Equalized Valuation 2018	E.V. Rate to Total District Equalized Valuation	Capital Assessment Rate (Pop.Rate + EV Rate/2)	Est. FY 19 Capital Assessment \$237,420.00
BERNARDSTON	2129	3.33%	\$216,624,000	2.94%	3.14%	\$7,444.59
BUCKLAND	1902	2.98%	\$216,985,500	2.94%	2.96%	\$7,028.68
COLRAIN	1671	2.62%	\$179,350,200	2.43%	2.52%	\$5,993.32
CONWAY	1897	2.97%	\$270,902,400	3.68%	3.32%	\$7,887.84
DEERFIELD	5125	8.02%	\$711,485,200	9.65%	8.84%	\$20,981.57
ERVING	1800	2.82%	\$895,171,300	12.15%	7.48%	\$17,762.84
GILL	1500	2.35%	\$160,146,100	2.17%	2.26%	\$5,366.30
GREENFIELD	17456	27.32%	\$1,502,607,800	20.39%	23.85%	\$56,633.64
HEATH	706	1.10%	\$93,228,900	1.26%	1.18%	\$2,813.31
LEYDEN	711	1.11%	\$92,167,800	1.25%	1.18%	\$2,805.50
MONTAGUE	8437	13.20%	\$878,728,100	11.92%	12.56%	\$29,828.63
NEW SALEM	990	1.55%	\$113,802,700	1.54%	1.55%	\$3,672.33
NORTHFIELD	3032	4.75%	\$425,727,800	5.78%	5.26%	\$12,490.32
ORANGE	7839	12.27%	\$534,082,800	7.25%	9.76%	\$23,166.36
SHELburne	1893	2.96%	\$249,718,300	3.39%	3.18%	\$7,539.19
SUNDERLAND	3684	5.77%	\$374,363,600	5.08%	5.42%	\$12,874.31
WARWICK	780	1.22%	\$78,434,800	1.06%	1.14%	\$2,712.50
WENDELL	848	1.33%	\$95,742,900	1.30%	1.31%	\$3,117.62
WHATELY	1496	2.34%	\$280,732,300	3.81%	3.08%	\$7,301.17
<b>TOTAL</b>	<b>63896</b>	<b>100.00%</b>	<b>\$7,370,002,500</b>	<b>100.00%</b>	<b>100.00%</b>	<b>\$237,420.00</b>

On September 20, 2018 the Franklin County Technical School sold bonds valued at \$2,215,000.





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## Section 4 | Public Works

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Section 4 of the Town budget includes the following departments and funds:

FUND CODE	DEPARTMENT / FUND
01-422	Highway Department
01-423	Snow Removal
01-424	Streetlights
01-429	Fuel
01-433	Solid Waste Management
01-491	Cemetery Maintenance
60-440	Wastewater Enterprise Fund
61-450	Water Enterprise Fund



## Highway, Snow Removal, Streetlights, Fuel & Cemetery Maintenance

### FY2019 Highlights & Challenges

The Department completed and is in the process of several projects. The municipal parking lots in Erving Center were paved with the addition of handicap accessible parking spaces and warning pads were added as required by the Americans with Disabilities Act (ADA). The sand shed in Erving Center was moved from the Town Hall parking lot to the Fire Station #1 parking lot. All street lights in town were replaced with LED fixtures. The Town worked with Baystate Roads to host training on sidewalk construction and replaced a 100' section of sidewalk on Park Street. The Department continued with snow removal, roadside mowing, fall leaf collection, the annual anything goes collection, and crosswalk repainting.

The Cemetery began a gravestone restoration project where 19 stones were cleaned, repaired, and reset. A report is generated that details the repair on each stone and has been placed on the Town website. Additionally, the Town is working with Tighe & Bond on possible erosion control options to address concerns with the slope from the Cemetery to Mountain Road and Gary Street.

### FY2020 Goals & Initiatives

In FY2020 the Department is planning to repave Strachan, River, and Warner streets. The sidewalks from Bridge street down River Street will be replaced down towards Renovators Supply. The Department will continue to work on tree maintenance and sidewalk repairs throughout town. Two (2) sewer structures on Central Street will be replaced with 140 feet of sewer line. The Department plans to work with the Recreation Commission to install a volley ball court at Zilinski Field. The Department will continue with roadside mowing, snow removal, fall leaf collection, and the annual anything goes collection.

### Significant Budget Changes

The Highway Department wage line item decreased significantly because the Custodial and Building/Ground Maintenance positions have been reassigned to the Town Buildings Department budget. The Highway overtime and Snow Removal overtime line items were increased to consider several years of wage and COLA increases. The Snow Removal materials line item was increased due to increases in material costs. Cemetery maintenance was increased, and landscaping services was added to allow for the cost of the ground maintenance contract and to continue with the gravestone restoration efforts. The Highway material, roads, and equipment line item was also increased to account for increased costs.



## FY2020 Highway, Snow Removal, Streetlights, Fuel & Cemetery Maintenance Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Highway Department</b>							
	<i>Salary &amp; Wages</i>						
01-422-100-51100	Highway Wages	\$ 225,957.00	\$ 231,863.02	\$ 253,434.00	\$ 95,872.56	\$ 179,000.00	\$ (74,434.00)
01-422-100-51400	Highway Dept-Longevity		\$ 1,750.00	\$ 1,250.00		\$ 1,250.00	\$ -
01-422-100-51900	Highway Dept-Clothing Allowance	\$ 1,000.00	\$ 1,500.00	\$ 1,250.00	\$ 1,500.00	\$ 750.00	\$ (500.00)
01-422-103-51300	Highway Overtime	\$ 3,000.00	\$ 13,429.81	\$ 7,140.00	\$ 9,496.05	\$ 10,000.00	\$ 2,860.00
01-423-100-51100	Snow Removal Wages	\$ 20,000.00	\$ 26,099.03	\$ 20,000.00	\$ 3,444.54	\$ 27,500.00	\$ 7,500.00
	<i>Salary &amp; Wages Subtotal</i>	\$ 249,957.00	\$ 274,641.86	\$ 283,074.00	\$ 110,313.15	\$ 218,500.00	\$ (64,574.00)
	<i>Ordinary Expenses</i>						
01-422-200-57800	Clothing Allowance						
01-422-201-57800	Highway Mat.-Roads-Equip	\$ 69,100.00	\$ 79,988.06	\$ 54,500.00	\$ 20,111.81	\$ 60,000.00	\$ 5,500.00
01-422-202-52110	Hwy Dept-Electricity		\$ 30.00	\$ 500.00		\$ 500.00	\$ -
01-422-202-53000	Hwy Dept-Software Maint					\$ 7,500.00	\$ 7,500.00
01-422-202-57800	Hwy Office & Misc	\$ 1,000.00	\$ 507.55	\$ 1,000.00	\$ 145.49	\$ 1,000.00	\$ -
01-423-200-57800	Snow Removal Material	\$ 22,500.00	\$ 19,770.25	\$ 22,500.00	\$ 5,267.54	\$ 25,000.00	\$ 2,500.00
	<i>Ordinary Expenses Subtotal</i>	\$ 92,600.00	\$ 100,295.86	\$ 78,500.00	\$ 25,524.84	\$ 94,000.00	\$ 15,500.00
	<b>Highway Department</b>	<b>\$ 342,557.00</b>	<b>\$ 374,937.72</b>	<b>\$ 361,574.00</b>	<b>\$ 135,837.99</b>	<b>\$312,500.00</b>	<b>\$(49,074.00)</b>
<b>Streetlights</b>							
	<i>Ordinary Expenses</i>						
01-424-200-52110	Street Lights-Electricity	\$ 400.00	\$ 13,892.94	\$ 20,000.00	\$ 4,330.90	\$ 15,000.00	\$ (5,000.00)
01-424-200-53800	Street Lights-Purchased Services					\$ 3,000.00	\$ 3,000.00
01-424-200-55805	Street Lights-Supplies & Equipment					\$ 2,000.00	\$ 2,000.00
01-424-200-57800	Street Lights	\$ 32,400.00	\$ 707.77		\$ 175.30		\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 32,800.00	\$ 14,600.71	\$ 20,000.00	\$ 4,506.20	\$ 20,000.00	\$ -
	<b>Streetlights Total</b>	<b>\$ 32,800.00</b>	<b>\$ 14,600.71</b>	<b>\$ 20,000.00</b>	<b>\$ 4,506.20</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>
<b>Town-wide Fuel</b>							
	<i>Ordinary Expenses</i>						
01-429-200-54112	Fuel Fund-Gasoline	\$ 24,000.00	\$ 20,947.72	\$ 24,000.00	\$ 7,902.35	\$ 24,000.00	\$ -
01-429-200-54113	Fuel Fund-Diesel	\$ 24,000.00	\$ 17,349.70	\$ 24,000.00	\$ 5,168.56	\$ 24,000.00	\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 48,000.00	\$ 38,297.42	\$ 48,000.00	\$ 13,070.91	\$ 48,000.00	\$ -
	<b>Town-wide Fuel Total</b>	<b>\$ 48,000.00</b>	<b>\$ 38,297.42</b>	<b>\$ 48,000.00</b>	<b>\$ 13,070.91</b>	<b>\$ 48,000.00</b>	<b>\$ -</b>
<b>Cemetery Maintenance</b>							
	<i>Ordinary Expenses</i>						
01-491-200-53805	Cemetery-Mowing/Landscaping Servic					\$ 14,000.00	\$ 14,000.00
01-491-200-57800	Cemetery Expenses	\$ 750.00	\$ 20.94	\$ 1,000.00		\$ 10,000.00	\$ 9,000.00
	<i>Ordinary Expenses Subtotal</i>	\$ 750.00	\$ 20.94	\$ 1,000.00	\$ -	\$ 24,000.00	\$ 23,000.00
	<b>Cemetery Maintenance Total</b>	<b>\$ 750.00</b>	<b>\$ 20.94</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ 24,000.00</b>	<b>\$ 23,000.00</b>
	<b>Highway, Streetlight, Fuel &amp; Cemetery Maintenance</b>	<b>\$ 424,107.00</b>	<b>\$ 427,856.79</b>	<b>\$ 430,574.00</b>	<b>\$ 153,415.10</b>	<b>\$404,500.00</b>	<b>\$(26,074.00)</b>



## Solid Waste Management

### FY2019 Highlights & Challenges

In FY2019 the Board of Selectmen procured a new two (2) year agreement with Alternative Recycling Systems of West Hatfield, Massachusetts for curbside collection of household waste and recycling. The first 5 months of the service has resulted in timely collection of refuse, no cancellations, and a significant reduction in calls from residents about service issues. Alternative has recently merged with USA Hauling & Recycling who will operate from the West Hatfield location. There will be no changes in services.

### FY2020 Goals & Initiatives

The Town is awaiting the decision of a new recycling disposal agreement for FY2020 with the facility in Springfield to understand how disposal costs will impact the Town's Collection contract in FY2021.

### Significant Budget Changes

The cost of trash & recycling disposal has increased slightly to cover the cost of the new contract. Also, an increase in the cost to monitor the Maple Avenue landfill as required by State regulations.

### FY2020 Solid Waste Management Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Ordinary Expenses</i>							
01-431-200-53000	F.C. Wast Mgn Dist.	\$ 14,756.00	\$ 14,756.00	\$ 15,374.00	\$ 7,687.00	\$ 15,214.00	\$ (160.00)
01-433-200-53800	Trash/Recycling Collection	\$ 100,000.00	\$ 86,492.05	\$ 100,000.00	\$ 32,560.00	\$ 104,000.00	\$ 4,000.00
01-433-200-53801	Almost Anything Goes	\$ 15,000.00	\$ 11,664.94	\$ 15,000.00	\$ 145.00	\$ 15,000.00	\$ -
01-433-201-53800	Hazardous Waste Collection	\$ 1,000.00	\$ 315.00	\$ 1,000.00		\$ 1,000.00	\$ -
01-433-202-53800	Maple Ave Landfill Monitoring	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00		\$ 15,000.00	\$ 3,000.00
<i>Ordinary Expenses Subtotal</i>		\$ 142,756.00	\$ 125,227.99	\$ 143,374.00	\$ 40,392.00	\$ 150,214.00	\$ 6,840.00
<b>Department Total</b>		<b>\$ 142,756.00</b>	<b>\$ 125,227.99</b>	<b>\$ 143,374.00</b>	<b>\$ 40,392.00</b>	<b>\$ 150,214.00</b>	<b>\$ 6,840.00</b>



## Wastewater Enterprise Fund

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### FY2019 Highlights & Challenges

The Department completed system upgrades at the River Street Pump station along with site cleaning for evaluation of the double barrel siphon at POTW#1 and the Arch Street forced main replacement to POTW#2. The evaluation of the double barrel siphon will be completed in the spring of 2019 while planning is underway for the replacement of the forced main on Arch Street.

### FY2020 Goals & Initiatives

- 01 Continuing required trainings for TCH and OSHA requirements.
- 02 Exploring how GIS mapping can be used to support Department work.

### Significant Budget Changes

Increased participation in training and for three (3) staff personnel.



## FY2020 Wastewater Enterprise Fund Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
60-440-100-51100	Director of Public Works						
60-440-101-51100	Chief Operator	\$ 62,765.00	\$ 62,524.80	\$ 64,020.00	\$ 25,754.40	\$ 64,020.00	\$ -
60-440-102-51100	Assistant Operator	\$ 46,813.00	\$ 46,633.60	\$ 47,750.00	\$ 19,210.80	\$ 47,750.00	\$ -
60-440-103-51100	Operator	\$ 39,797.00	\$ 31,951.52	\$ 40,593.00	\$ 16,774.80	\$ 40,593.00	\$ -
60-440-105-51200	Secretary						\$ -
60-440-106-51300	Unforeseen Overtime	\$ 15,300.00	\$ 18,845.71	\$ 15,300.00	\$ 9,491.05	\$ 15,300.00	\$ -
60-440-107-51100	Longevity Pay						\$ -
60-440-107-51400	Longevity Pay	\$ 1,250.00	\$ 1,250.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00	\$ -
60-440-107-51900	Clothing Allowance	\$ 750.00	\$ 500.00	\$ 750.00	\$ 500.00	\$ 750.00	\$ -
60-440-108-51100	Operator Education Incentive	\$ 2,500.00		\$ 2,500.00		\$ 2,500.00	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 169,175.00	\$ 161,705.63	\$ 172,913.00	\$ 72,231.05	\$ 172,913.00	\$ -
<b>Ordinary Expenses</b>							
60-440-209-57800	Electricity	\$ 40,000.00	\$ 40,805.98	\$ 64,000.00	\$ 16,664.30	\$ 54,000.00	\$ (10,000.00)
60-440-210-57800	Employee Benefits	\$ 28,500.00	\$ 51,883.22	\$ 28,500.00	\$ 24,351.08	\$ 52,000.00	\$ 23,500.00
60-440-211-57800	Maintenance	\$ 31,000.00	\$ 28,864.90	\$ 31,000.00	\$ 11,503.20	\$ 31,000.00	\$ -
60-440-212-57800	Fuel & Gas	\$ 22,500.00	\$ 11,881.31	\$ 22,500.00		\$ 22,500.00	\$ -
60-440-213-57800	Office	\$ 7,000.00	\$ 12,241.12	\$ 7,000.00	\$ 4,883.80	\$ 12,000.00	\$ 5,000.00
60-440-215-57800	Lab	\$ 12,000.00	\$ 15,006.45	\$ 12,000.00	\$ 5,878.36	\$ 15,000.00	\$ 3,000.00
60-440-216-57800	Chemicals	\$ 23,000.00	\$ 11,690.80	\$ 23,000.00	\$ 9,548.48	\$ 23,000.00	\$ -
60-440-217-57800	Water	\$ 1,500.00	\$ 1,020.16	\$ 1,500.00	\$ 967.44	\$ 1,500.00	\$ -
60-440-220-57800	River St. Pump Station	\$ 12,000.00	\$ 9,856.38	\$ 12,000.00	\$ 4,679.02	\$ 12,000.00	\$ -
60-440-221-57800	Consulting	\$ 2,000.00		\$ 2,000.00		\$ 2,000.00	\$ -
60-440-222-57800	Sludge Disposal	\$ 32,000.00	\$ 24,472.99	\$ 32,000.00	\$ 11,785.50	\$ 32,000.00	\$ -
60-440-223-57800	Reserve Fund						\$ -
60-440-224-57800	Capital Improvement	\$ 10,000.00	\$ 7,542.50	\$ 10,000.00		\$ 10,000.00	\$ -
60-440-225-57800	Licenses/Training	\$ 2,000.00	\$ 3,460.61	\$ 2,000.00	\$ 1,072.44	\$ 4,000.00	\$ 2,000.00
60-440-226-57800	Innoculations	\$ 600.00	\$ 1,190.00	\$ 2,000.00	\$ 515.00	\$ 2,000.00	\$ -
60-440-227-57800	Legal	\$ 4,000.00		\$ 4,000.00		\$ 4,000.00	\$ -
60-440-228-57800	Postage	\$ 600.00	\$ 350.00	\$ 600.00	\$ 150.00	\$ 600.00	\$ -
60-440-229-57800	Other Insurance	\$ 6,200.00		\$ 6,200.00		\$ 6,200.00	\$ -
60-440-230-57800	Retirement	\$ 15,000.00		\$ 15,000.00		\$ 15,000.00	\$ -
60-449-230-57800	Erving Ctr. W.W.T.P.	\$ 1.00		\$ 1.00		\$ 1.00	\$ -
60-449-240-57800	Sewer Maint Expenses	\$ 22,000.00	\$ 1,269.97	\$ 22,000.00	\$ 9,995.62	\$ 22,000.00	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 271,901.00	\$ 221,536.39	\$ 297,301.00	\$ 101,994.24	\$ 320,801.00	\$ 23,500.00
<b>Debt Service</b>							
60-750-201-57800	POTW1-SRF Loan Prin	\$ 216,702.00	\$ 216,702.00	\$ 221,079.00	\$ 221,079.00	\$ 225,546.00	\$ 4,467.00
60-751-201-57800	POTW1-SRF Loan Int	\$ 60,230.00	\$ 60,229.54	\$ 55,524.00	\$ 28,950.00	\$ 50,723.00	\$ (4,801.00)
<b>Debt Service Subtotal</b>		\$ 276,932.00	\$ 276,931.54	\$ 276,603.00	\$ 250,029.00	\$ 276,269.00	\$ (334.00)
<b>Wastewater Enterprise Fund Total</b>		\$ 718,008.00	\$ 660,173.56	\$ 746,817.00	\$ 424,254.29	\$ 769,983.00	\$ 23,166.00



## Water Enterprise Fund

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### FY2019 Highlights & Challenges

The Department replaced water meters as necessary and cleared brush and growth away from the water tank and the well house. The Department is working with Tighe & Bond on the installation of a pH monitoring system for the well house as recommend by Massachusetts Department of Environmental Protection. The site was prepared with the line of sight clearing between the well house and the main offices for the communication of the radio equipment.

### FY2020 Goals & Initiatives

- 01 Continue training for newly licensed personnel
- 02 Setup a water tank detection program
- 03 Explore how GIS mapping can be used to support department work
- 04 Installation of a generator for the well house

### Significant Budget Changes

Would like to establish a new line item for water line repair and maintenance in the amount of \$10,000 for unexpected system repairs.



## FY2020 Water Enterprise Fund Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
61-450-100-51000	Commissioners Salaries	\$ 828.00	\$ 828.00	\$ 845.00	\$ 352.23	\$ 845.00	\$ -
61-450-101-51100	Water Supply Operator	\$ 7,654.00	\$ 7,654.00	\$ 7,807.00	\$ 3,252.94	\$ 7,807.00	\$ -
61-450-102-51110	Back-Up Water Supply Oper	\$ 4,888.00	\$ 6,130.24	\$ 4,986.00	\$ 2,077.50	\$ 4,986.00	\$ -
61-450-102-51111	Distribution Licenses	\$ 2,484.00		\$ 2,484.00		\$ 2,484.00	\$ -
61-450-103-51130	Cross Connect.Compl.Wages	\$ 422.00	\$ 422.00	\$ 431.00		\$ 431.00	\$ -
61-450-104-51200	Meter Reader						\$ -
61-450-105-51200	Administrative/Clerical						\$ -
61-450-106-51100	Water Rates - Collector	\$ 1,834.00	\$ 1,834.02	\$ 1,871.00	\$ 750.36	\$ 1,871.00	\$ -
61-450-107-51110	Water Rates - Treasurer	\$ 1,698.00	\$ 1,698.03	\$ 1,732.00	\$ 699.36	\$ 1,732.00	\$ -
61-450-108-51100	Accounting Services	\$ 662.00	\$ 661.98	\$ 676.00	\$ 273.00	\$ 676.00	\$ -
61-450-109-51200	Tax Coll Water Rates Assistant	\$ 1,616.00	\$ 1,299.33	\$ 1,649.00	\$ 897.70	\$ 1,649.00	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 22,086.00	\$ 20,527.60	\$ 22,481.00	\$ 8,303.09	\$ 22,481.00	\$ -
<b>Ordinary Expenses</b>							
61-450-201-53400	Postage	\$ 700.00	\$ 350.00	\$ 700.00	\$ 150.00	\$ 700.00	\$ -
61-450-202-54200	Office Supplies/Expenses	\$ 2,500.00	\$ 1,067.00	\$ 2,500.00	\$ 1,170.16	\$ 2,500.00	\$ -
61-450-203-53090	Audit Account						\$ -
61-450-204-58500	Software Support Fees	\$ 1,500.00	\$ 2,609.22	\$ 1,500.00	\$ 2,028.00	\$ 3,000.00	\$ 1,500.00
61-450-205-57400	Insurance Policies						\$ -
61-450-206-53000	Consulting	\$ 500.00		\$ 500.00			\$ (500.00)
61-450-207-53050	Training	\$ 1,500.00	\$ 784.69	\$ 1,500.00		\$ 2,000.00	\$ 500.00
61-450-208-53100	Legal Counsel	\$ 250.00		\$ 250.00		\$ 250.00	\$ -
61-450-209-53110	Printing/Ads	\$ 150.00		\$ 150.00		\$ 150.00	\$ -
61-450-210-53800	Water Testing	\$ 7,000.00	\$ 4,335.00	\$ 7,000.00	\$ 1,995.00	\$ 7,000.00	\$ -
61-450-211-51100	Water Department Maint.-Wages	\$ 2,000.00	\$ 1,394.48	\$ 2,000.00	\$ 501.00	\$ 2,000.00	\$ -
61-450-211-57800	Water Department Maint. Repair	\$ 10,700.00	\$ 8,016.08	\$ 10,700.00	\$ 7,384.74	\$ 24,700.00	\$ 14,000.00
61-450-213-57800	Well and Pump Station	\$ 15,000.00	\$ 18,245.24	\$ 15,000.00	\$ 7,962.50	\$ 15,000.00	\$ -
61-450-214-57800	Capital Improvement Fund	\$ 12,000.00		\$ 12,000.00		\$ -	\$ (12,000.00)
61-450-215-52100	Water Tank Inspection	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00	\$ -
61-450-700-57800	Reserve Fund	\$ 2,000.00		\$ 2,000.00		\$ -	\$ (2,000.00)
<b>Ordinary Expenses Subtotal</b>		\$ 56,800.00	\$ 36,801.71	\$ 56,800.00	\$ 21,191.40	\$ 58,300.00	\$ 1,500.00
<b>Debt Service</b>							
61-750-201-57800	Debt Service-Water Tank-Prin	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00	\$ -
61-751-201-57800	Debt Service-Water Tank-Int	\$ 1,500.00	\$ 1,500.00	\$ 1,200.00		\$ 900.00	\$ (300.00)
<b>Debt Service Subtotal</b>		\$ 13,500.00	\$ 13,500.00	\$ 13,200.00	\$ -	\$ 12,900.00	\$ (300.00)
<b>Water Enterprise Fund Total</b>		\$ 92,386.00	\$ 70,829.31	\$ 92,481.00	\$ 29,494.49	\$ 93,681.00	\$ 1,200.00





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## Section 5 | Health & Human Services

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Section 5 of the Town budget includes the following departments and funds:

FUND CODE	DEPARTMENT / FUND
01-510	Board of Health
01-511	Health Agents
01-541	Senior & Community Center/ Council on Aging
01-543	Veterans' Services



## Board of Health & Health Agents

### FY2019 Highlights & Challenges

During the FY2019, the Eastern Franklin Health District has continued to partner with the Attorney General's Office (AGO) through the Abandoned Housing Initiative (AHI). The District has been able to successfully clean up abandoned properties that pose significant health risks to the public and neighbors. The AHI process starts with interested municipalities sharing the addresses of abandoned residential properties with the AGO. The AGO then uses its investigatory tools to identify the delinquent owner. Once identified, the AGO attempts to contact the owner and any party with a legal interest in an attempt to reach an agreement under which the owner will complete the necessary repairs. Generally, the owner is asked to show proof that he or she can finance the necessary repairs and will use a licensed contractor for the work. If these negotiations fail, the State Sanitary Code contains a receivership provision which can be used to address code violations.

In addition, the District has partnered with the Erving Police and Fire Departments as well as the State Fire Marshall's Office.

### FY2020 Goals & Initiatives

The District expects to see a FY increase of 2.5% for 2020 which is within the normal parameters of the operating budget in order to continue to protect the health and safety of Erving residents. Additionally, the increase to the health clinics line item will allow the Town to contract for Nursing services to offer a variety of health-related clinics including for the flu, as well as the monitoring of communicable diseases, and to conduct the State required reporting and planning functions.

### Significant Budget Changes

No significant changes anticipated.

### FY2020 Board of Health & Health Agents Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Salary &amp; Wages</i>							
01-510-100-51000	Board of Health Wages	\$ 2,750.00	\$ 2,750.04	\$ 2,805.00	\$ 701.25	\$ 2,805.00	\$ -
<i>Salary &amp; Wages Subtotal</i>		\$ 2,750.00	\$ 2,750.04	\$ 2,805.00	\$ 701.25	\$ 2,805.00	\$ -
<i>Ordinary Expenses</i>							
01-510-200-57800	Health Clinics	\$ 4,000.00	\$ 2,530.63	\$ 4,000.00	\$ 666.00	\$ 12,500.00	\$ 8,500.00
01-510-201-53500	Bd of Health-Software Support					\$ 250.00	\$ 250.00
01-510-201-57800	Board of Health Expense	\$ 1,750.00	\$ 1,464.80	\$ 1,750.00	\$ 180.00	\$ 1,750.00	\$ -
01-510-202-52900	Bd of Health-Board/Secure/Demo Prop			\$ 10,000.00		\$ 10,000.00	\$ -
01-510-202-53000	Bd of Health-Legal Services & Fees			\$ 2,000.00	\$ 305.94	\$ 2,000.00	\$ -
01-511-200-53000	Health Agent	\$ 18,548.00	\$ 18,548.00	\$ 27,822.00	\$ 27,822.00	\$ 28,518.00	\$ 696.00
<i>Ordinary Expenses Subtotal</i>		\$ 24,298.00	\$ 22,543.43	\$ 45,572.00	\$ 28,973.94	\$ 55,018.00	\$ 9,446.00
<b>Department Total</b>		<b>\$ 27,048.00</b>	<b>\$ 25,293.47</b>	<b>\$ 48,377.00</b>	<b>\$ 29,675.19</b>	<b>\$57,823.00</b>	<b>\$ 9,446.00</b>



## Senior & Community Center / Council on Aging

### FY2019 Highlights & Challenges

We have had a 28% increase in attendance for this fiscal year. I attribute that to always up-dating new programs services & events. The Center added exercise equipment and made it available to the community. This has increased the number of seniors coming to us after their time in a rehab program has ended.

Hiring a 15hr kitchen person. Now offering meals 5 days a week. Marketing our center on Face-book, new website and word of mouth has been our best asset. Receiving 3 grants and our 1st cultural grant. Facilitated 4 blood drives. Offered Flu clinic 5% increase TY vs LY. Large increase in participation has increased donations towards our services up 38% this helps with additional equipment for programs. Three successful bus trips. Seven informative presentations relating to health, safety, medical and other related topics. Purchased personal hearing devices for anyone needing them. Friends purchased wireless mic system tied into surround sound. All great. Challenge is to continue doing this with little to no help and maintain the same quality standards I expect of myself and others to receive when attending the Center.

### FY2020 Goals & Initiatives

My goal is to complete the Shed project. Have the pool table deemed surplus when the COA approves the move. This will make room for 3 additional pieces of exercise equipment. The room would then be complete and make sense as an exercise location. I have exercise equipment in my capital expense request.

Creating a wellness room (currently Nana's Attic) that would include a pedicure & manicure station. This would be open to the community during operating hours. More details on request form. Mulch replaced around building with 3/4" stone to give building exterior walls better drainage; a recommendation submitted as a capital improvement. Most important a 19 hr. a week position to help with many basic details of running the center efficiently. In Dec 2018 I will have a 15hr kitchen helper. I will not have any other assistance and that will make a huge difference of what I am able to offer. I can put together what I currently have to do as a Director and all other hats I wear in the position. Currently I have not planned this in the budget.

### Significant Budget Changes

I have requested a \$5,925.00 increase. \$750 for Travel mileage the new position requires for shopping. \$1,000 for purchased services. This covers for any additional instructor for added program or any wage increase. COA other supplies \$800 increase this covers a multitude of various expenses, example double boiler, lg brazier, shelving etc. It is the misc. category for many purchased items for the center. There are 3 categories that are very similar in nature. Building maintenance supplies, custodial supplies and repair & maintenance I added a total of \$762 we had a lot of unexpected issues. Door sticking need locksmith, broken window & casing, bathroom fixtures requiring expensive batteries, buffer special wax for floors just to name a few. Propane added \$925 LY we had issues with generator as well as hot water tank. It continues to flux, and I want to be prepared. I have noted these changes on the budget request. If you need more detail I can do that for you.



## FY2020 Senior & Community Center Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
01-541-100-51100	Senior Center Director	\$ 40,967.00	\$ 41,074.47	\$ 41,787.00	\$ 16,898.46	\$ 41,787.00	\$ -
01-541-101-51200	Senior Center- Part Time Staff	\$ 1,600.00		\$ 13,300.00	\$ 4,060.00	\$ 13,300.00	\$ -
01-541-110-51200	Part-Time Maintenance	\$ 15,889.00	\$ 14,751.49	\$ 16,207.00	\$ 6,208.80	\$ 16,207.00	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 58,456.00	\$ 55,825.96	\$ 71,294.00	\$ 27,167.26	\$ 71,294.00	\$ -
<b>Ordinary Expenses</b>							
01-541-200-52000	Cncl on Aging-Purchased Services	\$ 9,500.00	\$ 5,810.00	\$ 11,500.00	\$ 2,060.00	\$ 12,500.00	\$ 1,000.00
01-541-200-52110	Cncl on Aging-Electricity	\$ 18,000.00	\$ 17,374.68	\$ 21,000.00	\$ 6,163.27	\$ 21,000.00	\$ -
01-541-200-52300	Cncl on Aging-Water	\$ 1,000.00	\$ 573.60	\$ 1,000.00	\$ 48.16	\$ 1,000.00	\$ -
01-541-200-52310	Cncl on Aging-Phone/Internt/Cable	\$ 3,000.00	\$ 3,041.18	\$ 3,300.00	\$ 1,320.88	\$ 3,600.00	\$ 300.00
01-541-200-52400	Cncl on Aging-Repair & Maint	\$ 500.00	\$ 150.17	\$ 500.00	\$ 356.00	\$ 1,000.00	\$ 500.00
01-541-200-53000	Cncl on Aging-Professnl& Techncl	\$ 5,325.00	\$ 4,181.02	\$ 5,325.00	\$ 797.00	\$ 5,500.00	\$ 175.00
01-541-200-53110	Cncl on Aging-Meetings & Seminars	\$ 1,000.00	\$ 740.84	\$ 1,200.00	\$ 505.00	\$ 1,200.00	\$ -
01-541-200-53410	Cncl on Aging-Postage	\$ 225.00	\$ 51.32	\$ 225.00		\$ 225.00	\$ -
01-541-200-54111	Cncl on Aging-Propane	\$ 1,700.00	\$ 2,625.78	\$ 1,700.00		\$ 2,600.00	\$ 900.00
01-541-200-54200	Cncl on Aging-Office Supplies	\$ 2,000.00	\$ 1,067.48	\$ 2,000.00	\$ 340.52	\$ 2,000.00	\$ -
01-541-200-54300	Cncl on Aging-Bldg Maint Supplies	\$ 1,000.00	\$ 1,069.22	\$ 2,000.00	\$ 331.64	\$ 2,000.00	\$ -
01-541-200-54500	Cncl on Aging-Custodial Supplies	\$ 1,000.00	\$ 1,238.55		\$ 214.72	\$ 1,500.00	\$ 1,500.00
01-541-200-55800	Cncl on Aging-Other Supplies	\$ 1,200.00	\$ 2,135.12	\$ 1,200.00	\$ 864.62	\$ 2,000.00	\$ 800.00
01-541-200-57100	Cncl on Aging-Travel	\$ 250.00		\$ 250.00	\$ 240.89	\$ 1,000.00	\$ 750.00
01-541-200-57300	Cncl on Aging-Dues & Memberships	\$ 400.00	\$ 190.00	\$ 400.00	\$ 190.00	\$ 400.00	\$ -
01-541-200-57800	Council on Aging Expense	\$ 1,500.00	\$ 4,927.88				\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 47,600.00	\$ 45,176.84	\$ 51,600.00	\$ 13,432.70	\$ 57,525.00	\$ 5,925.00
<b>Department Total</b>							
		<b>\$ 106,056.00</b>	<b>\$ 101,002.80</b>	<b>\$ 122,894.00</b>	<b>\$ 40,599.96</b>	<b>\$ 128,819.00</b>	<b>\$ 5,925.00</b>



## Veterans' Services

### Significant Budget Changes

The Veterans District has issued a FY2020 assessment to Erving in the amount of \$8,223 which represents an increase of \$301.00. Chapter 115 benefits for FY2020 are estimated to be \$13,464. This is only an estimate and is subject to change. After a review of past years of appropriation and spending, it is suggested to level fund this line item at \$30,000.

### FY2020 Veterans' Services Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Ordinary Expenses</i>							
01-543-200-57800	Veterans Ser Center Adm	\$ 7,764.00	\$ 7,763.75	\$ 7,922.00	\$ 7,921.56	\$ 8,223.00	\$ 301.00
01-543-201-57700	Veterans Benefits	\$ 37,080.00	\$ 12,304.46	\$ 30,000.00	\$ 5,284.21	\$ 30,000.00	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 44,844.00	\$ 20,068.21	\$ 37,922.00	\$ 13,205.77	\$ 38,223.00	\$ 301.00
<b>Department Total</b>		\$ 44,844.00	\$ 20,068.21	\$ 37,922.00	\$ 13,205.77	\$ 38,223.00	\$ 301.00



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## Section 6 | Culture & Recreation Services

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Section 6 of the Town budget includes the following departments and funds:

FUND CODE	DEPARTMENT / FUND
01-610	Board of Library Trustees & Public Library
01-630	Recreation Commission
01-650	Park Maintenance
01-691	Historical Commission
01-692	Town Events & Ceremonial Flags



## Board of Library Trustees & Public Library

### FY2019 Highlights & Challenges

ACCOMPLISHMENTS: All indicators show more use of the library in 2018 over all other years. This includes: visits to the library, attendance at programs, circulation and interlibrary loans both sent and received. In addition, the use of digital services: eBooks, audiobook downloads, music, and streaming video continue to increase in popularity. Program offerings and attendance is likely to exceed all other years with over 30 programs or events already offered in the first four months of FY19 with many led by staff and volunteers.

CHALLENGES: Added new staff (14 hrs.); lost Community Action Worker (12 hrs.); added hours to Library Asst. (6 hrs.) = 8 hrs. net gain, but new staff has more qualifications and will grow with the new library. Staff training is ongoing; and library project requires extra meetings, emails, reports, in-person communication between the committee, architects, project managers, trustees, town and state officials and staff. The aging furnace, lighting, pest invasions are everyday challenges that will be solved with a new library.

### FY2020 Goals & Initiatives

Each year the Library Director prepares an Action Plan based on the most recent Long-Range Plan (FY16-FY20) for the Library as required by the Massachusetts Board of Library Commissioners.

Please see the newly drafted Action Plan for FY20. This report is due in Boston by December 2018 and is a requirement for receiving state funding. \*

\*For the last ten years, the Library Director has applied for and rec'd over 20 grants through state funding totaling nearly \$2.8 million.

### Significant Budget Changes

Staffing FY2020: We are requesting an increase to the Director's salary to \$35 per hour (\$34,713 per annum) due to increased responsibilities while increasing library services and laying the groundwork through research and grants for a new library.

The Trustees anticipate hiring a new library director with up to two months transition time in the new library. At this time the salary to be posted for a new librarian is unknown. \$11,200 is a guesstimate for this transition period.

These increases will increase the 01-610-200-55120-line item (Media) which according to state aid requirements must be 20% of the budget.

Propane for the generator for the first year of operation was added in the amount of \$3000.

**Note:** While the Board of Library Trustees requested an increase for hourly wages, the Board of Selectmen and Finance Committee withheld support for increases until the completion of compensation study that is underway. It is anticipated that this will be addressed at a Special Town Meeting.





## FY2020 Public Library Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b>Salary &amp; Wages</b>							
01-610-100-51000	Library Trustees Salaries	\$ 1,500.00	\$ 1,333.33	\$ 2,295.00		\$ 2,295.00	\$ -
01-610-100-51100	Librarian Wages	\$ 39,943.00	\$ 39,120.50	\$ 53,907.00	\$ 23,822.76	\$ 78,657.00	\$ 24,750.00
01-610-101-51200	Substitute Librarian	\$ 5,200.00	\$ 5,637.00	\$ 6,550.00		\$ 1,000.00	\$ (5,550.00)
<b>Salary &amp; Wages Subtotal</b>		\$ 46,643.00	\$ 46,090.83	\$ 62,752.00	\$ 23,822.76	\$ 81,952.00	\$ 19,200.00
<b>Ordinary Expenses</b>							
01-610-200-52110	Library-Electricity	\$ 2,000.00	\$ 1,908.76	\$ 1,500.00	\$ 993.12	\$ 2,000.00	\$ 500.00
01-610-200-52300	Library-Water	\$ 500.00	\$ 104.96	\$ 550.00		\$ 550.00	\$ -
01-610-200-52310	Library-Phone/Internet/Cable	\$ 500.00	\$ 336.85	\$ 355.00	\$ 153.50	\$ 355.00	\$ -
01-610-200-54110	Library-Fuel Oil	\$ 2,000.00	\$ 1,048.30	\$ 1,200.00	\$ 145.96	\$ 1,200.00	\$ -
01-610-200-54111	Library-Propane					\$ 3,000.00	\$ 3,000.00
01-610-200-54200	Library-Office Supplies	\$ 2,000.00	\$ 479.92	\$ 500.00		\$ 500.00	\$ -
01-610-200-54300	Library-Bldg Maint	\$ 500.00		\$ 1,000.00		\$ 1,000.00	\$ -
01-610-200-55120	Library - Multimedia	\$ 14,500.00	\$ 14,651.60	\$ 17,350.00	\$ 8,564.54	\$ 22,000.00	\$ 4,650.00
01-610-201-57800	Library Expenses		\$ 2,154.39	\$ 2,000.00	\$ 564.00	\$ 2,200.00	\$ 200.00
01-610-203-57810	Library Programs	\$ 1,500.00	\$ 1,627.12	\$ 1,500.00	\$ 1,451.27	\$ 2,000.00	\$ 500.00
01-610-204-57800	Library Automation	\$ 4,682.00	\$ 4,070.94	\$ 4,700.00	\$ 2,589.00	\$ 4,700.00	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 28,182.00	\$ 26,382.84	\$ 30,655.00	\$ 14,461.39	\$ 39,505.00	\$ 8,850.00
<b>Department Total</b>		<b>\$ 74,825.00</b>	<b>\$ 72,473.67</b>	<b>\$ 93,407.00</b>	<b>\$ 38,284.15</b>	<b>\$ 121,457.00</b>	<b>\$28,050.00</b>



## Recreation Commission & Park Maintenance

### FY2019 Highlights & Challenges

The Recreation Commission created a new website with the MyRec.com Company. This program will help us track and document our expenses and income.

### FY2020 Goals & Initiatives

Track and streamline Summer Park payroll with the addition of a new payroll line item. Continue to work with MyRec.com to further track and document our expense and income.

### Significant Budget Changes

Increased the Recreation Office Expense line item by \$1,725 to pay for the new MyRec.com software membership. Increased the Park Maintenance and Ground Maintenance line items by \$3,500 each to help with the additional costs of the new Riverfront Park and other maintenance needs. Asking for an additional \$3,000 for a phase 2 installation of the brick walk way and \$2,500 for the installation of a flag pole at the Riverfront Park.

### FY2020 Recreation & Ground Maintenance Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<b><i>Salary &amp; Wages</i></b>							
01-630-100-51000	Recreation Comm Salaries	\$ 4,372.00	\$ 3,643.33	\$ 4,460.00	\$ 1,115.00	\$ 4,460.00	\$ -
01-630-101-51200	Rec Comm Clerk	\$ 6,302.00	\$ 5,411.58	\$ 6,938.00		\$ 15,000.00	\$ 8,062.00
01-630-102-51200	Rec Summer Park-Payroll				\$ 23,543.41	\$ 20,000.00	\$ 20,000.00
<b><i>Salary &amp; Wages Subtotal</i></b>		\$ 10,674.00	\$ 9,054.91	\$ 11,398.00	\$ 24,658.41	\$ 39,460.00	\$ 28,062.00
<b><i>Ordinary Expenses</i></b>							
01-630-200-57800	Recreational Programs	\$ 39,050.00	\$ 38,899.25	\$ 39,050.00	\$ 13,653.83	\$ 19,050.00	\$ (20,000.00)
01-630-201-57100	Rec Comm-Travel						\$ -
01-630-201-57800	Recreation Office Expenses	\$ 2,500.00	\$ 2,441.94	\$ 3,000.00	\$ 857.78	\$ 4,725.00	\$ 1,725.00
01-650-201-52110	Parks Maint-Electricity					\$ 5,000.00	\$ 5,000.00
01-650-201-57800	Parks Maintenance	\$ 5,000.00	\$ 4,728.79	\$ 6,500.00	\$ 5,596.13	\$ 15,000.00	\$ 8,500.00
01-650-202-57800	Grounds Maintenance	\$ 6,500.00	\$ 2,453.50	\$ 6,500.00	\$ 2,617.07	\$ 10,000.00	\$ 3,500.00
<b><i>Ordinary Expenses Subtotal</i></b>		\$ 53,050.00	\$ 48,523.48	\$ 55,050.00	\$ 22,724.81	\$ 53,775.00	\$ (1,275.00)
<b>Department Total</b>							
		\$ 63,724.00	\$ 57,578.39	\$ 66,448.00	\$ 47,383.22	\$93,235.00	\$26,787.00



## Historical Commission

### Significant Budget Changes

No significant changes expected.

### FY2020 Historical Commission Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019
<i>Ordinary Expenses</i>							
01-691-200-57800	Historical Commission Expense	\$ 3,000.00	\$ 1,683.35	\$ 3,000.00		\$ 3,000.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 3,000.00	\$ 1,683.35	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -
<b>Department Total</b>		<b>\$ 3,000.00</b>	<b>\$ 1,683.35</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$3,000.00</b>	<b>\$ -</b>

## Town Events & Ceremonial Flags

This budget provides the Town with the resources to annually replace the American flags at all Town properties, the roadside flags on Route 2 and Route 63, and the flags for Veterans in the Erving cemeteries. Additionally, this budget provides the necessary funds for the Memorial Day ceremony.

### Significant Budget Changes

There is an increase in the ceremonial flags line item. Costs have increased, and the Town wants to invest in higher quality flags for the roadside display. These flags endure significant wear and tear from the sun, wind, and traffic. Additionally, this budget provides a new line item to allow the Town to provide seasonal displays as appropriate.

### FY2020 Town Events & Ceremonial Flags Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Ordinary Expenses</i>							
01-692-200-57800	Ceremonial Flags	\$ 4,000.00	\$ 4,269.40	\$ 4,000.00		\$ 5,000.00	\$ 1,000.00
01-692-201-57800	Memorial Day Services	\$ 1,500.00	\$ 762.74	\$ 1,500.00		\$ 1,500.00	\$ -
01-692-202-57800	Seasonal/ Celebratory					\$ 5,000.00	\$ 5,000.00
<i>Ordinary Expenses Subtotal</i>		\$ 5,500.00	\$ 5,032.14	\$ 5,500.00	\$ -	\$ 11,500.00	\$ 6,000.00
<b>Department Total</b>		<b>\$ 5,500.00</b>	<b>\$ 5,032.14</b>	<b>\$ 5,500.00</b>	<b>\$ -</b>	<b>\$11,500.00</b>	<b>\$ 6,000.00</b>



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## Section 7 | Health Insurance & Employee Benefits

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### Franklin County Regional Retirement

There is an increase in the FY2020 Franklin County Regional Retirement appropriation of \$30,182 over FY2019.

### Health & Life Insurance

The current increase in the FY2020 request reflects the anticipation of new hires in the fiscal year.

### Post- Employment Benefits

The Town has been annually appropriating \$300,000 to the OPEB Trust Fund.

### FY2020 Health Insurance & Employee Benefits Budget Request

Account #	Account Description	FY2018 Budget	FY2018 Expended	FY2019 Budget	FY2019 Expended YTD (12/06/2018)	FY2020 Budget Request	+/- diff from FY2019 Budget
<i>Ordinary Expenses</i>							
01-911-200-51700	County Retirement	\$ 272,500.00	\$ 267,509.00	\$ 287,086.00	\$ 287,086.00	\$ 317,268.00	\$ 30,182.00
01-913-200-51700	Unemployment Insurance	\$ 13,000.00	\$ 7,944.12	\$ 17,500.00	\$ 1,860.70	\$ 17,500.00	\$ -
01-914-200-51700	Health & Life Insurance	\$ 1,160,000.00	\$ 990,646.17	\$ 1,188,000.00	\$ 472,508.41	\$ 1,250,000.00	\$ 62,000.00
01-914-250-51700	Union 28 Staff Benefits	\$ 40,000.00	\$ 37,885.96	\$ 40,000.00	\$ 19,827.61	\$ 40,000.00	\$ -
01-916-200-51700	Medicare Expenses	\$ 43,000.00	\$ 55,874.12	\$ 55,000.00	\$ 23,942.75	\$ 55,000.00	\$ -
01-919-200-51700	EES 403b Plan Cost	\$ 600.00	\$ 550.00	\$ 600.00	\$ 250.00	\$ 600.00	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 1,529,100.00	\$ 1,360,409.37	\$ 1,588,186.00	\$ 805,475.47	\$ 1,680,368.00	\$ 92,182.00
<i>Special Article &amp; Recurring Appropriation</i>							
01-996-901-59661	Transfer to OPEB Trust	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00		\$ 300,000.00	\$ -
<i>Special Article &amp; Recurring Appropriation</i>		\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 300,000.00	\$ -
<b>Department Total</b>		<b>\$ 1,829,100.00</b>	<b>\$ 1,660,409.37</b>	<b>\$ 1,888,186.00</b>	<b>\$ 805,475.47</b>	<b>\$ 1,980,368.00</b>	<b>\$92,182.00</b>



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## Section 8 | Capital Improvement Plan

**Capital Planning Bylaw & Committee:** In accordance with MGL Chapter 41 § 106B, the bylaw established a five (5) member Committee. Per the bylaw, the Committee shall receive, evaluate and prioritize all capital expenditure requests for the next fiscal year and report out its recommendations in accordance with policies approved by the Finance Committee and adopted by the Board of Selectmen. The policies shall address, but are not be limited to:

- A. the definition of a capital expenditure and under what circumstances the Committee may make exceptions;
- B. the development and details of an annual capital budget calendar;
- C. responsibility for developing a standardized request form, distributing forms and communicating with departments, boards, committees and commissions regarding submissions;
- D. the treatment of expenditure requests submitted after established deadlines;
- E. the process for evaluating and prioritizing requests, and the steps for recommending and approving capital expenditures for Town Meeting consideration;
- F. the role of subjective opinion and objective criteria in the evaluation process;
- G. potential funding sources;
- H. the form a capital article or articles take in the Town Meeting Warrant;

**Capital Expenditure Definition:** A capital expenditure is defined as the purchase or acquisition of goods and services with a cost or value of \$5,000 or greater or an anticipated useful life of five (5) years or more. An expenditure may be a single item, multiple purchase of the same item, or a group of substantially similar items. Further, the Committee may include or exclude a proposed expenditure, if in the judgement of its member's common sense and practicality so dictate.

### FY2020 Capital Improvement Plan:

The Capital Planning Committee reviewed all FY2020 requests, met with department heads, and through a series of public meetings developed the following FY2020 recommendation:

FY 2020 Capital Improvement Program								
Department	Request	Amount Requested						Total
			Appropriation	Free Cash	Water Retained Earnings	Wastewater Retained Earnings	Borrowing	
Information Tech	Server Maintenance /Upgrade	\$ 8,000	\$ 8,000					\$ 8,000
Highway	Road/Pavement/Sidwalk repair/replace	\$ 200,000	\$ 200,000					\$ 200,000
Highway	Enclosed Utility Trailer	\$ 8,000	\$ 8,000					\$ 8,000
Highway	Site Preparation for Dry Storage Building	\$ 35,000	\$ 35,000					\$ 35,000
Highway	Street Light Expansion Project	\$ 22,250	\$ 22,250					\$ 22,250
Police	Speed Monitoring Equipment & Trailer	\$ 13,000	\$ 13,000					\$ 13,000
Recreation	Volleyball Court Restoration at Zilinski Park	\$ 5,000	\$ 5,000					\$ 5,000
Recreation	ADA Compliance & Upgrades to Zilinski Park	\$ 30,000	\$ 30,000					\$ 30,000
School	EES Classroom Furniture	\$ 20,000	\$ 20,000					\$ 20,000
School	EES Technology Replacement / Upgrades	\$ 73,600	\$ 73,600					\$ 73,600
Senior Ctr	Wellness Room Upgrades	\$ 9,850	\$ 9,850					\$ 9,850
Senior Ctr	Fitness Equipment	\$ 6,700	\$ 6,700					\$ 6,700
Water	Well House Emergency Generator	\$ 35,000			\$ 35,000			\$ 35,000
Wastewater	2019 Ford F250	\$ 45,000				\$ 45,000		\$ 45,000
								\$ -
	<b>Total</b>	<b>\$ 511,400</b>	<b>\$ 431,400</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 511,400</b>



### FY2020 Capital Improvement Plan Justification

**Server Maintenance/Upgrades** – This is to replace the server at Town Hall. The approximate cost is \$25,000. There is already \$17,000 allocated to this project. The requested \$8000 would provide the additional funding.

**Roadwork and Sidewalk Repairs** – This is to redesign the roadways and sidewalks of River, Strachan and Warner St. to meet 2020 standards including ADA compliance of sidewalks. A combination of both Chapter 90 and Town funding will be used for the project.

**Enclosed Utility Trailer** – The new enclosed utility trailer replaces an existing open utility trailer that is at the end of its useful life. An enclosed trailer will allow equipment to remain loaded inside the trailer.

**Site Preparation for Dry Storage Building** – This is part of a multiyear project to build a new dry storage building for the Highway Department. This new building will allow the highway department to safely store all equipment in a central location. This initial appropriation allows for the clearing of the site.

**Street Lights** – Currently Mountain Rd, Ridge Rd and North St (to the town line) do not have streetlights. Streetlights are being installed for the safety of residents and motorists.

**Speed Monitoring Equipment and Trailer** – The current speed trailer and mobile monitoring sign is at the end of its useful life. This would allow for the purchase of a new trailer and sign.

**Volleyball Court Restoration** – This would restore the volley ball court at Zilinski field.

**ADA Compliance and Upgrades to Zilinski Park** – this allows for the proper walkways to the recreation areas and the proper woodchips under the playground equipment.

**EES Classroom Furniture** – This allows for 2 classrooms to be upgraded with new furniture.

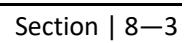
**EES Technology Replacement/Upgrades** – This allows for the replacement of 18 iMac computers and for the upgrade of 13 Promethean Boards to 13 Epson Bright Link projectors and whiteboards. The current promethean boards are outdated and at the end of their lifespan.

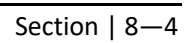
**COA Wellness Room Upgrades** – This allows for the purchase of equipment for the Wellness room.

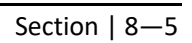
**COA Fitness Equipment** – This allows for the replacement of the noncommercial grade treadmill and recumbent bike that are at the end of their life. They will be replaced with commercial grade equipment. This also for the purchase of a new exercise machine a cardio strider.





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Board of Selectmen  
12 East Main Street  
Erving, Massachusetts 01344

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# Town of Erving

\*\*\*\*\*ECRWSS\*\*\*

LOCAL  
POSTAL CUSTOMER  
ERVING MA 01344

## Fiscal Year 2020

## Proposed Operating & Capital Budget

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## Annual Town Meeting

## May 01, 2019

**Time: 7:00 PM | Location: Erving Elementary School**

*Please bring this copy with you to the  
Annual Town Meeting.*

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Erving, should contact the office of the Board of Selectmen as soon as possible but no later than 48 hours before the scheduled event.

The office of the Board of Selectmen is located at 12 East Main Street, Erving, MA 01344.

Email: [admin@erving-ma.org](mailto:admin@erving-ma.org) | Phone: (413) 422-2800