

Fiscal Year 2024

Proposed Operating & Capital Improvement Budget

July 1, 2023, through June 30, 2024



Information about the Town's history and the functions of each department, board and commission with an operating budget.



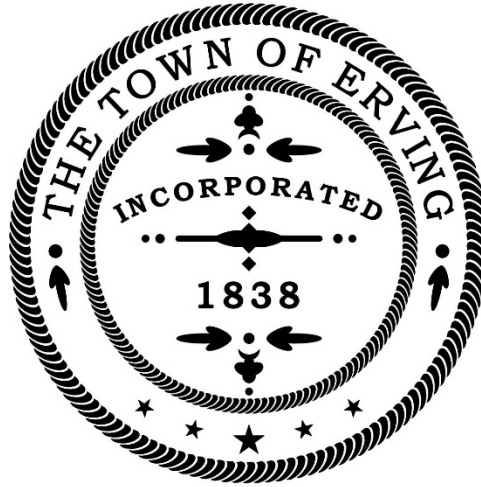
An overview of the organizational structure of the municipality and the processes used to develop the budget.



Aligning the FY2024 budget priorities with the anticipated challenges and strategic opportunities facing the municipality.

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Town of Erving



Proposed Fiscal Year 2024 Operating & Capital Improvement Budget

Beginning July 1, 2023 through June 30, 2024

Select Board

Jacob A. Smith, *Chair*

Scott Bastarache

William A. Bembury

Finance Committee

Debra Smith, *Chair*

Benjamin Fellows

Daniel Hammock

Charles Zilinski

Capital Planning Committee

Benjamin Fellows, *Chair*

Linda Downs-Bembury

Peter Mallet

Debra Smith, *Secretary*

Jacob A. Smith

Town Administrator

Bryan Smith

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Guide to the Budget

Budget Process

The annual budgeting process takes approximately nine (9) months to complete. The Select Board establishes 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 Select Board 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 Select Board and Finance Committee. Each department and agency are 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

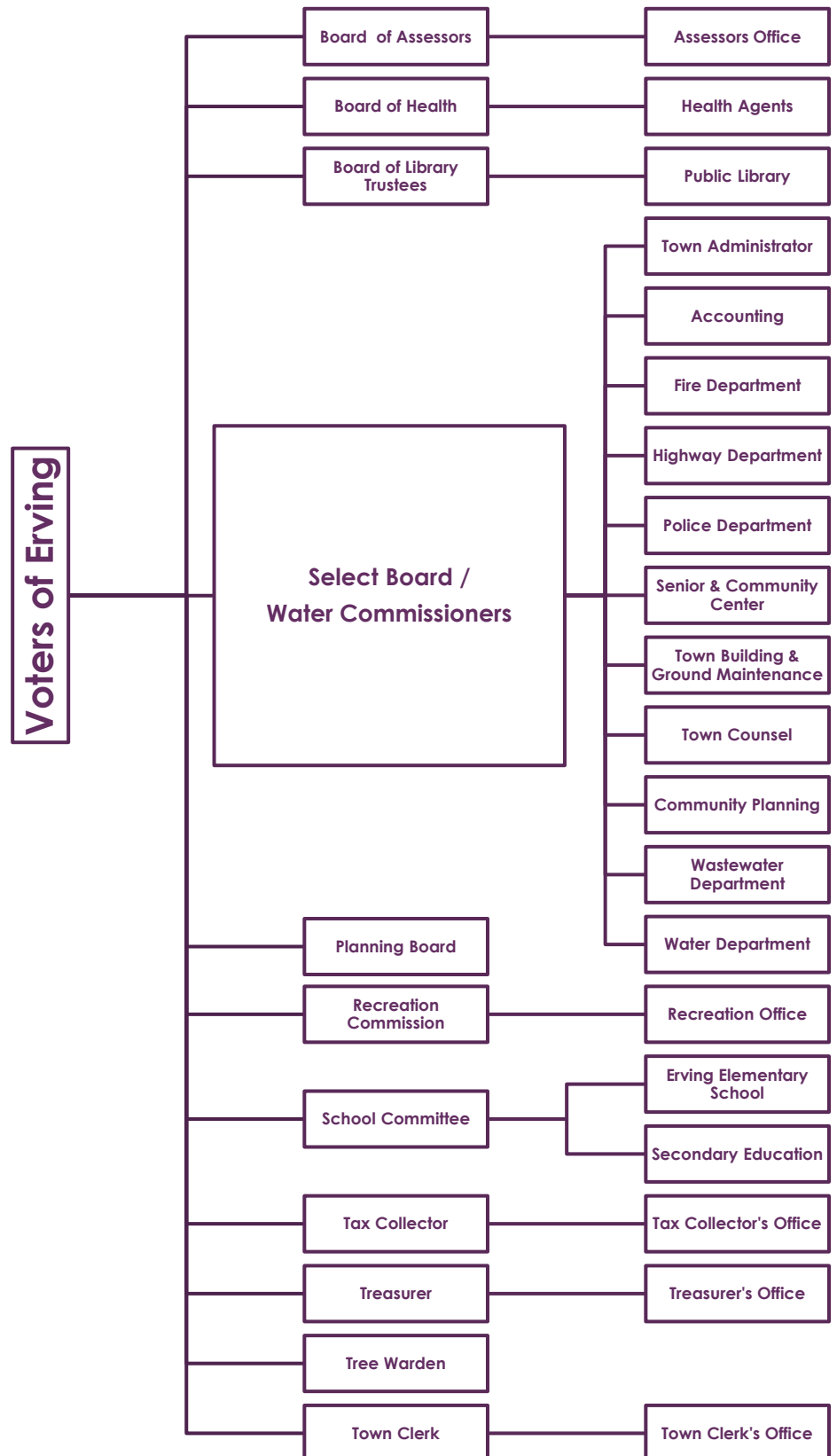
September 2022
<ul style="list-style-type: none">Establish budget goals and issue guidance and begin request process for capital requests
October 2022
<ul style="list-style-type: none">Capital budget requests reviewed by Capital Planning Committee and begin operating budget request process
November 2022
<ul style="list-style-type: none">Operating budget requests due
December 2022
<ul style="list-style-type: none">Select Board & Finance Committee meet jointly to review capital budget requests as well as operating budget requests for general government, public safety & public works departments
January 2023
<ul style="list-style-type: none">Select Board & Finance Committee meet jointly to review operating budget requests for human service, culture & recreation departments as well as benefits, insurances, and regional assessments. Additionally, the Capital Planning Committee presents the proposed Capital Improvement Plan
February 2023
<ul style="list-style-type: none">Select Board & Finance Committee meet jointly to review operating budget requests for educational departments
March 2023
<ul style="list-style-type: none">Select Board & Finance Committee make final reviews of proposed FY2024 budget and recommendations for Annual Town Meeting
April 2023
<ul style="list-style-type: none">FY2024 proposed budget and Annual Town Meeting warrant mailed to residents
May 2023
<ul style="list-style-type: none">Annual Town Meeting is held

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, Select Board / 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 to 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 Select Board. These groups conduct the business of the Town that is assigned to them and engage the public in the process. The chart below provides an overview of all 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
	Planning Board
	Recreation Commission
	Select Board / Water Commissioners
	School Committee
	Tax Collector
	Treasurer
	Tree Warden
	Town Clerk
	Town Moderator
Appointed by the Select Board	Archaeological Preservation Officers
	Cable Advisory Committee
	Capital Planning Committee
	Cemetery Commission
	Conservation Commission
	Council on Aging
	Cultural Council
	Energy Committee
	Golden Cane Committee
	Historical Commission
	Library Building Committee
	Open Space Committee
	Veterans Committee
	Zoning Board of Appeals
Appointed by Town Moderator	Finance Committee
	Gill-Montague Regional School District Representatives
	Franklin County Technical School Representative

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 includes 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: 1,665*

*2020 US Census Bureau

Form of Government:

Select Board

Town Meeting

FY2023 Tax Rate (per thousand)

Residential/ Open Space: \$8.00

Commercial/Industrial: \$13.14

Personal Property: \$13.14

FY2023 Average Single-Family

House Value: \$238,352.00

FY2023: Average Single-Family

Tax Bill: \$1,955.93

FY2023 Total Raised by

Taxation:

\$12,075,783.40

For more information on the
Town of Erving, please visit:

www.erving-ma.gov

Town Hall

12 East Main Street

Erving, MA 01344

Phone: (413) 422-2800

Fax: (413) 422-2808

Email: administrator@erving-ma.gov

Budget Message

Letter from the Select Board Regarding the Budget

The Select Board, in collaboration with the Finance Committee and the Capital Planning Committee, have once again approached the Fiscal Year 2024 budget planning process from a needs-based position. The process began in October 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 November, December, and January to review each request and to make a recommendation. The Select Board and the Finance Committee met publicly with each department to review the operating budget requests that were submitted, between December and March, to discuss operational needs. Departments were asked to first consider if contractual or fixed cost increases could be absorbed within the existing appropriation before requesting budget increases. It was quickly apparent that the total requested increases from all departments exceeded the ability of the Town to raise and appropriate with the existing tax levy and available free cash. The Select Board and Finance Committee asked all departments to go back to review all increase requests and to make reductions. Between all departments, the initial budget increases were reduced by approximately \$800,000. Further, \$300,000 in annual continuing appropriations were adjusted to provide the necessary capacity to fund the proposed FY2024 budget. Because of these discussions, some departments reduced operational budget requests or requested level funding, while other departments justified increases to meet and maintain service needs. This document represents the proposed budget from the Select Board that resulted after these several months of work.

Budget Drivers & Changes

- **Compensation Adjustments:** This budget reflects the changes implemented as a result of a 2% adjustment to the grade & step compensation system for Town staff as well as changes in the agreements between the School Committee and staff. It also requests a special article for future wage adjustments for Town staff that were not completed as of the time of the budget printing.
- **Electricity costs** increased in FY2023 by approximately 40% over the same period in FY2022. As such, departments have planned for an increase in FY2024 to maintain operations.
- **Capital Improvements:** This budget followed the approach established in recent years for the way that capital planning is handled. The proposed capital budget is \$1,086,000, primarily sourced from the Town's ability to raise and appropriate as well as free cash. The budget also leverages some grant resources and retained earnings. The focus has been to prioritize safety projects for staff and the public and maintain infrastructure.

This budget represents several months of challenging conversations and an effort to meet the fiduciary responsibility of the various departments, boards and commissions that oversee the operation of the Town along with working to meet contractual and regulatory obligations. The Select Board members appreciate the engagement from various stakeholders and community members in the process. As such, the Select Board is pleased to present what we believe is a budget that meets the operational and capital needs of the Town for the Fiscal Year 2024.

Respectfully Submitted,

Select Board

Glossary

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., 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.

EQUALIZED VALUATION: A Town's equalized valuation (EQV) a statistical analysis of the estimated full and fair cash value of all of the major classes of property within the Town. The Town's EQV is determined biennially by the Commissioner of Revenue.

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 1st and billed according to the Fiscal Year July 1st to June 30th.

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 June 30th 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 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.

SELECT BOARD: The members of the Select Board 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 Select Board 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 Select Board 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 Select Board 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 the 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 the 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 by the Select Board and the finance committee. A strong record-keeping system is also important to document performance.

WARRANT: There are three types:

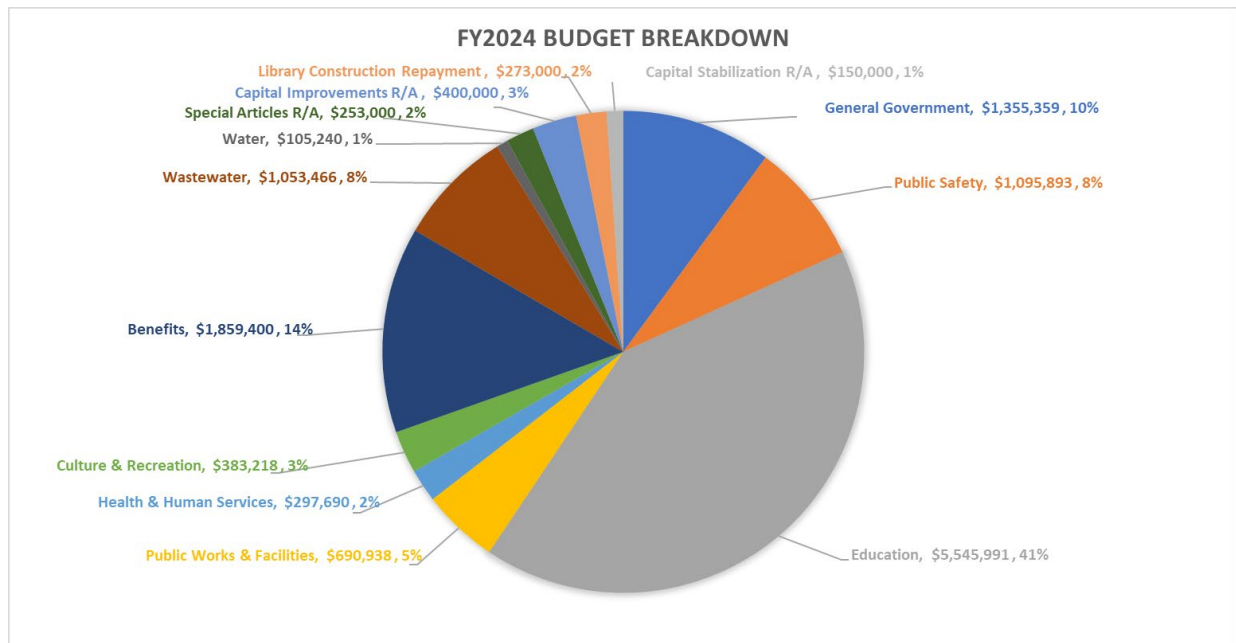
- 1) Treasurer's Warrant, which is signed by the Select Board which authorizes the Treasurer's to pay a list of bills (41:56)
- 2) Assessor's Warrant to Collect, which authorizes the collector to collect the amount of tax that has been committed to the collector (59:55)
- 3) Town Meeting Warrant. All 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)

Section 1 | Financial Overview

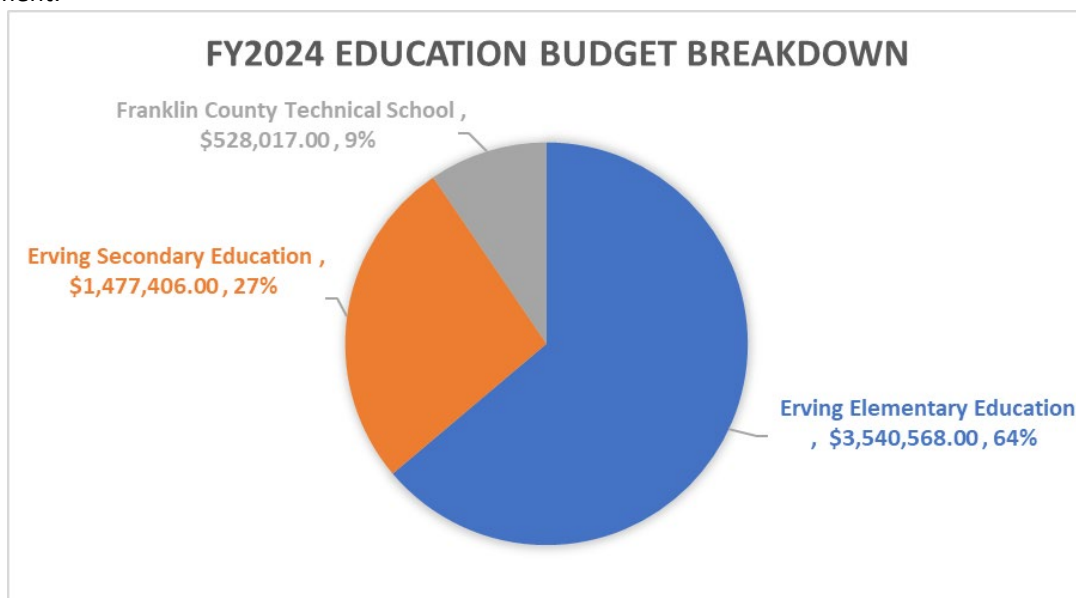
The FY2024 budget has been prepared on the foundation of years of sound financial practices. This is a comprehensive budget document and the corresponding Annual Town Meeting warrant that will address all of the financial articles.

FY2024 Budget Overview

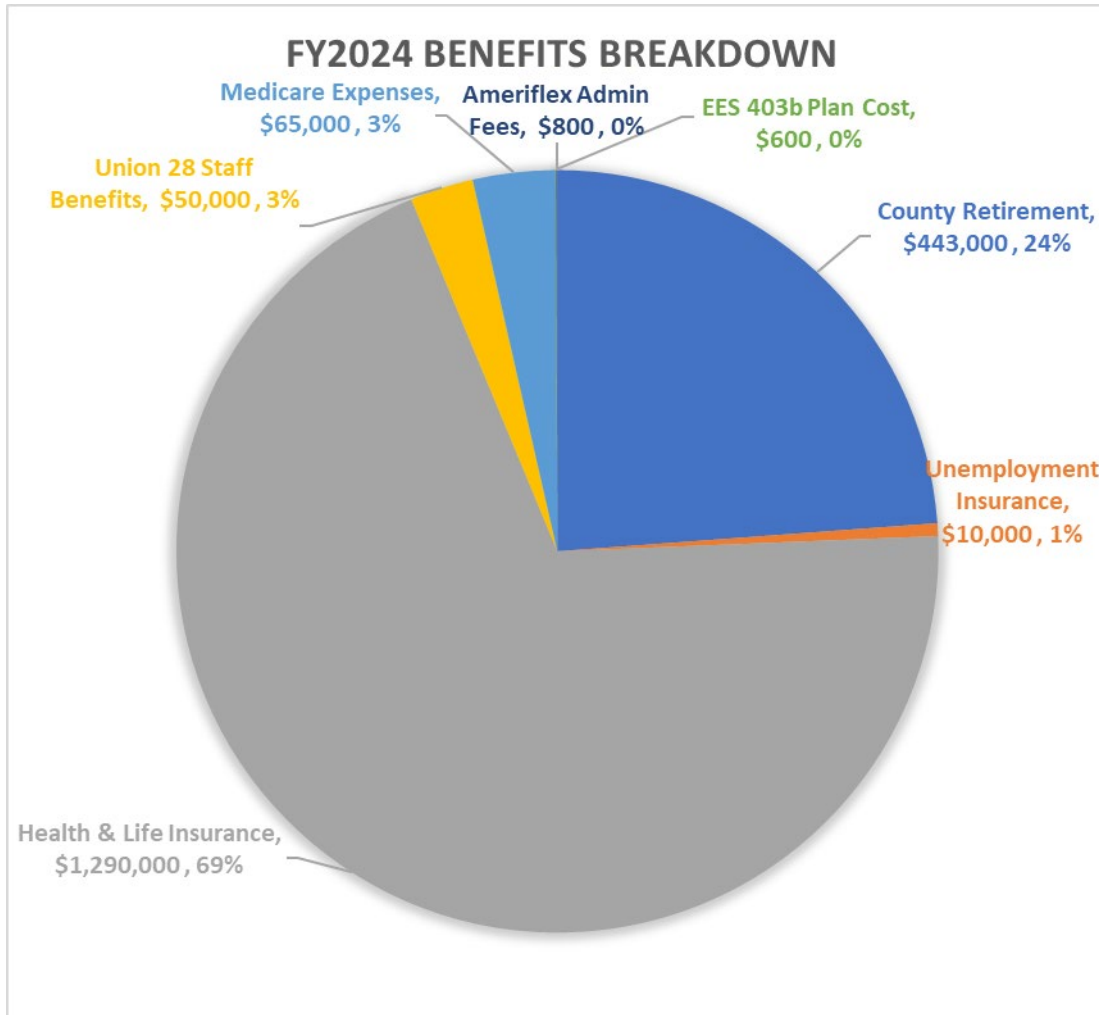
The FY2024 budget overview provides a breakdown of all spending categories that are funded through the Town's ability to raise and appropriate. This includes taxation, state receipts, and available free cash.



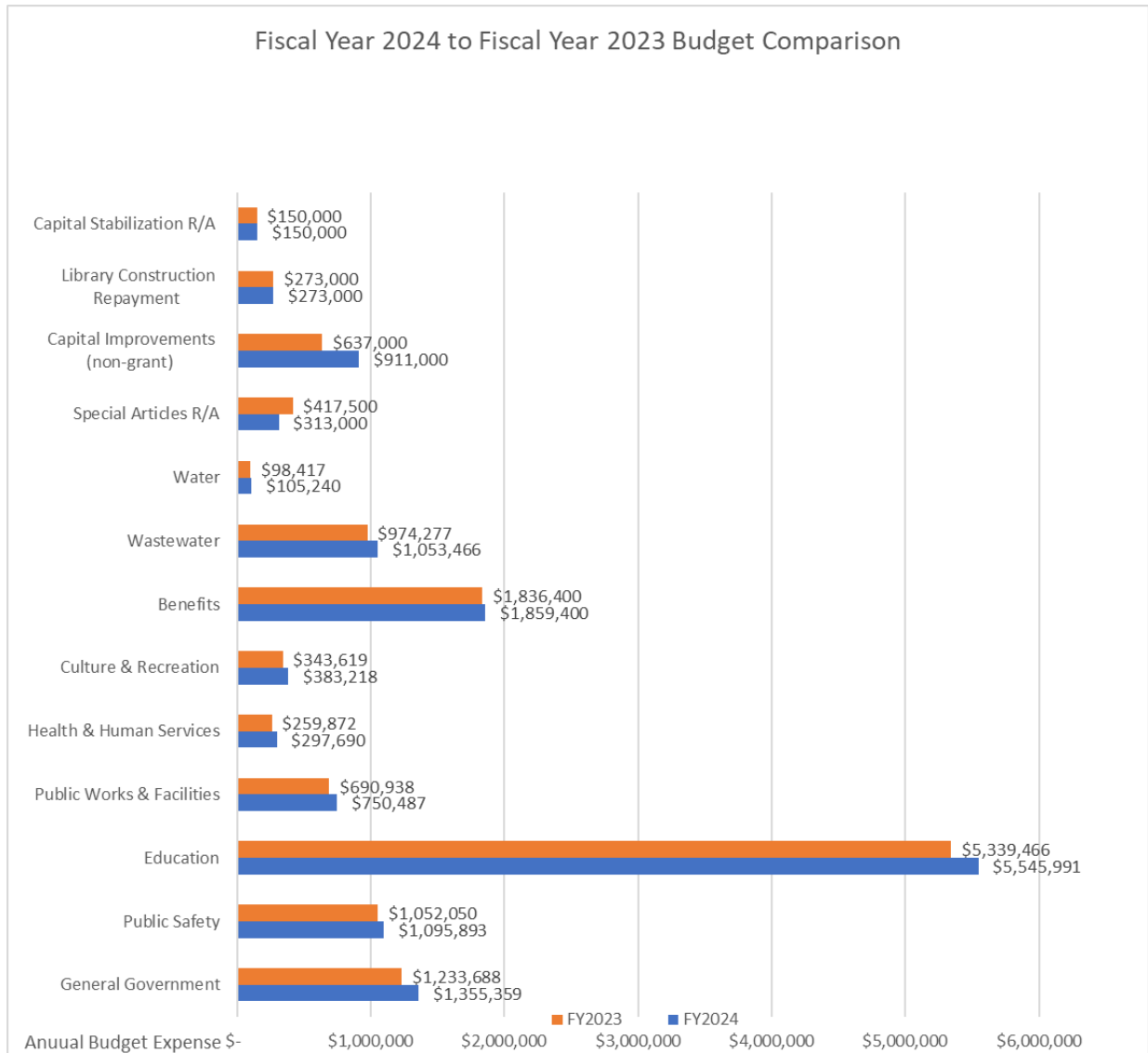
Education Budget Breakdown: The largest section of the FY2024 budget is related to education expense which is comprised of elementary education, secondary education, and the Franklin County Technical School assessment.



Benefits Budget Breakdown: The second largest section of the FY2024 budget is related to the benefits Town’s current and retired employees. This section does not include the annual OPEB contribution. The OBEP contribution is included the Special Articles section of the warrant.



Fiscal Year 2024 to Fiscal Year 2023 Comparison: Erving voters have expressed an interest in understanding the year to year proposed budgetary increase. The following chart compares the FY2024 proposed budget expenses by category to the FY2023 approved budget from Annual Town Meeting. The total FY2023 budget represented \$13,306,227. The proposed FY2024 budget represents \$14,093,744. The percentage change represents approximately an increase of 6%.

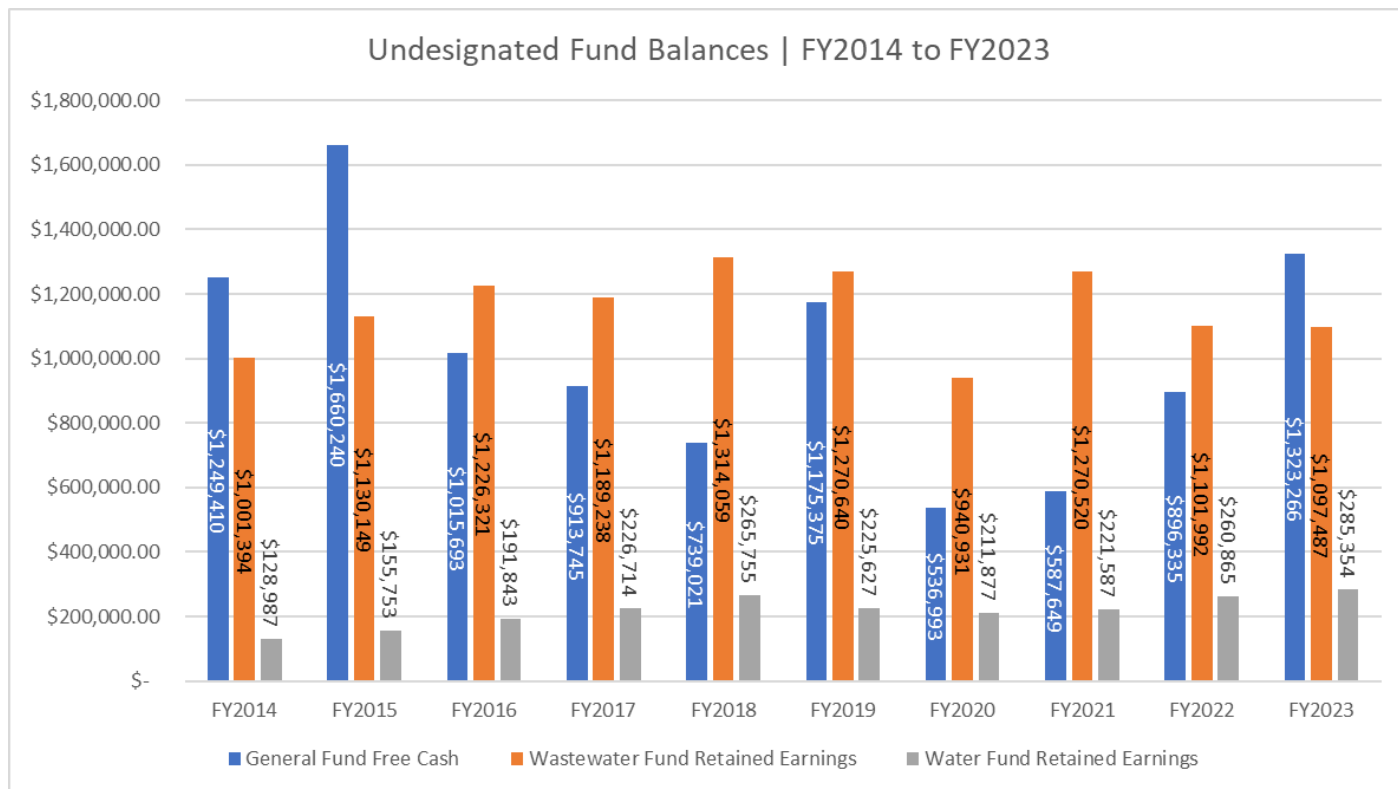


Sources of Revenue

The Town's revenue sources have remained relatively stable over the recent years. The Town has prepared the FY2024 Budget assuming no new growth, the 2.5% increase on taxation as allowed by law, and a reduction in local receipts. The budget plan also uses available Free Cash.

FY2023 Levy Limit + 2.5%	\$12,379,290
FY2024 New Growth Estimate	\$0
State Receipts (Governor's Budget)	\$731,436
State Charges (Governor's Budget)	(\$235,839)
Assessors Overlay Estimate	(\$100,000)
Local Estimated Receipts	\$340,000
Estimated Water Receipts	\$105,240
Wastewater Receipts (Montague)	\$236,232
Available Free Cash	\$1,323,266
Available Revenue:	\$14,779,625

Undesignated Fund Balances: When the Town closes a fiscal year and sends all financial information to the Department of Revenue (DOR) the Town includes the undesignated fund balances for the General Fund, the Wastewater Enterprise Fund, and the Water Enterprise Fund. These balances are determined based on the available cash minus any unrealized expense. The resulting certified Free Cash and Retained Earnings are then available within the current fiscal year for the voters to appropriate. These funds are only available until June 30th, the last day of the fiscal year. After that date, the Town must await a new certification.



These Free Cash funds are often used for appropriations into Stabilization, capital projects, and for special projects. The Retained Earnings for Wastewater and Water are reserved for their respective purposes and are often used for appropriations towards capital improvement projects.

Grant & Special Revenue Sources

The Town's various departments and agencies have worked to seek appropriate grant and special revenue sources to leverage Town appropriations to further progress on capital needs, maintain and expand services, or explore new initiatives. It is important to note that every grant and special revenue source has its own requirements, terms, reports, etc. Grant funding may not align with a single Fiscal Year, and many require the Town to expend funds before reimbursements can be processed.

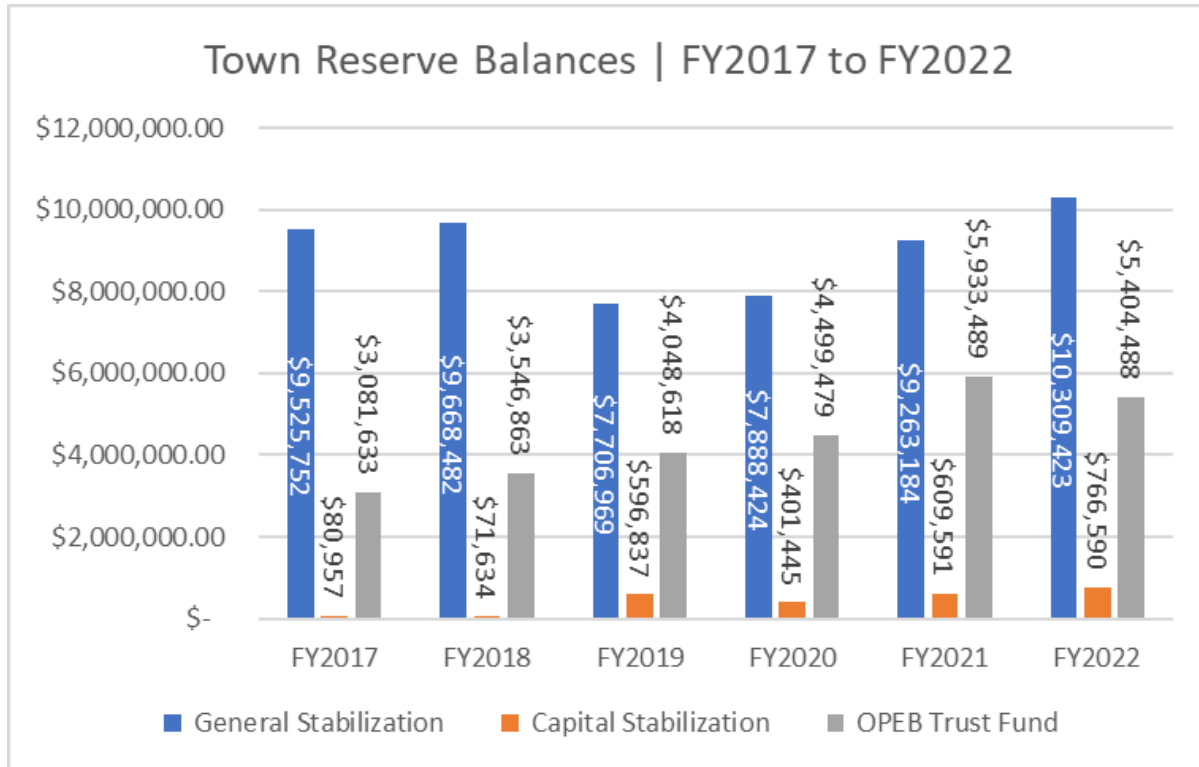
As an example, below are the estimated grants and special review fund totals that the Town was awarded in Fiscal Years 2022 and 2023 to date. These aggregates reflect amounts awarded on the Town side and do not include grants and special funds from the School.

Fiscal Year 2022: \$1,951,877.00
Fiscal Year 2023 (year to date): \$ 400,700.00

Additional grant related information will be made available in future year budget revisions.

Savings & Investments

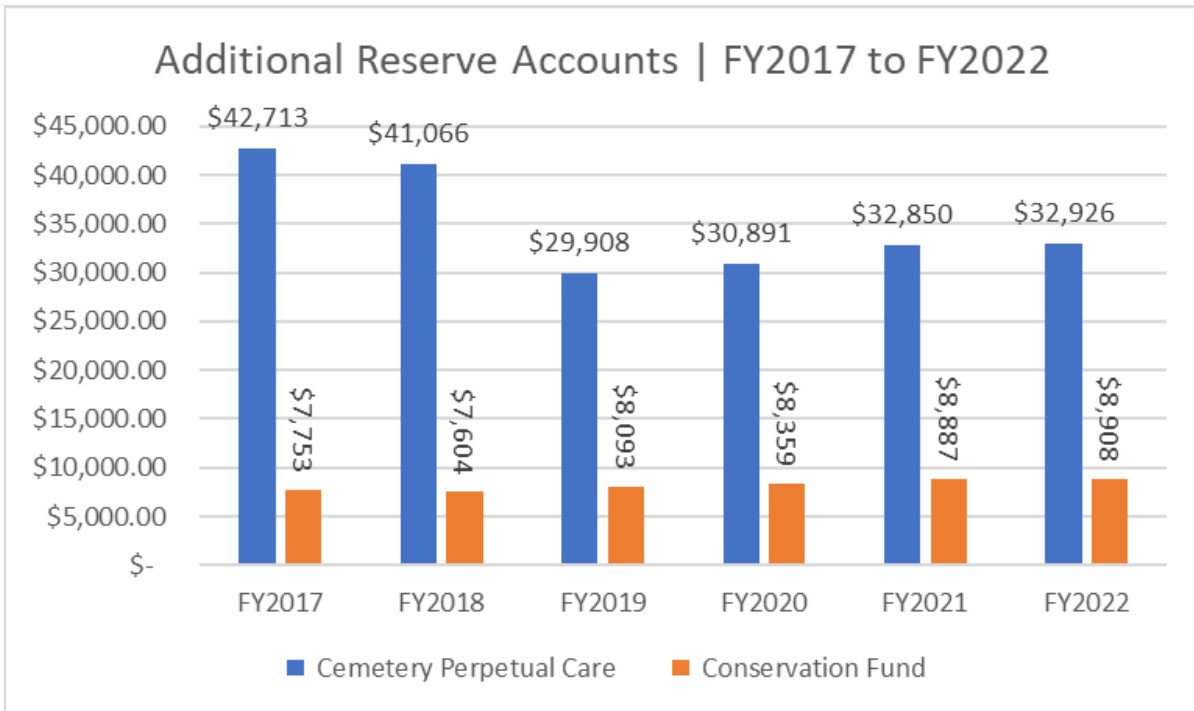
The Town uses several stabilization funds to prepare for the future needs of the community. The following chart provides a three (3) year review of fund balances on June 30th of the fiscal year:



Stabilization Fund: As part of the Public Library construction project, the voters authorized the use of funds from the General Stabilization Fund in the amount of \$2,551,007 and there was a corresponding reduction in the fund for the end of FY2019. The use of the funds was meant to avoid borrowing and incurring interest and loan origination fees with the promise to repay five (5) annual payments of \$273,000 into the fund. The FY2024 operating budget makes the fourth of those deposits back into the General Stabilization Fund.

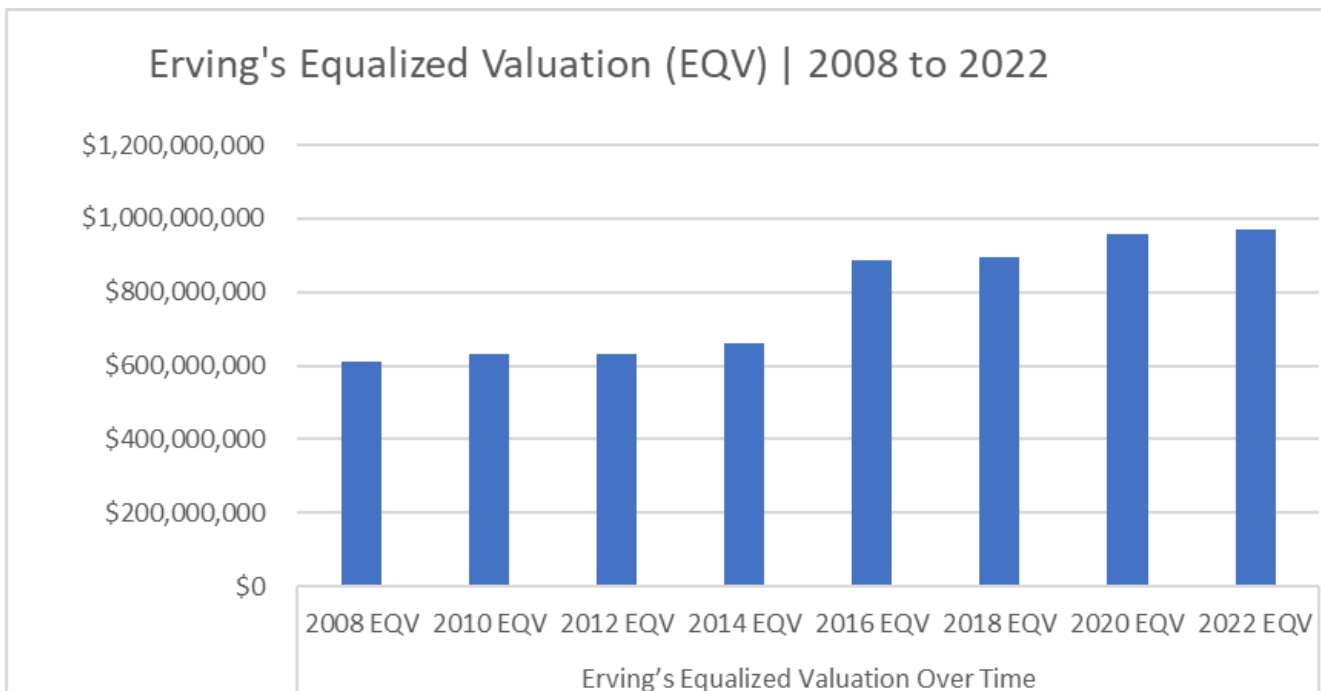
OPEB Trust Fund: In recent years, the Town has made consistent deposits into the Other Post-Employment Benefits (OPEB) fund of \$300,000. The FY2024 operating budget proposes to make a \$100,000 deposit into the fund. This amount is included in the Special Articles section of the warrant.

Cemetery Perpetual Care Fund & Conservation Trust Fund: Cemetery Trust Funds are typically created by a will or bequest, with the interest to be used for care of cemeteries. The Conservation Trust Fund was created by an appropriation according to Chapter 108 of the acts of 1966. Said Chapter allows the Conservation Commission to spend for any purpose other than a taking by eminent domain.

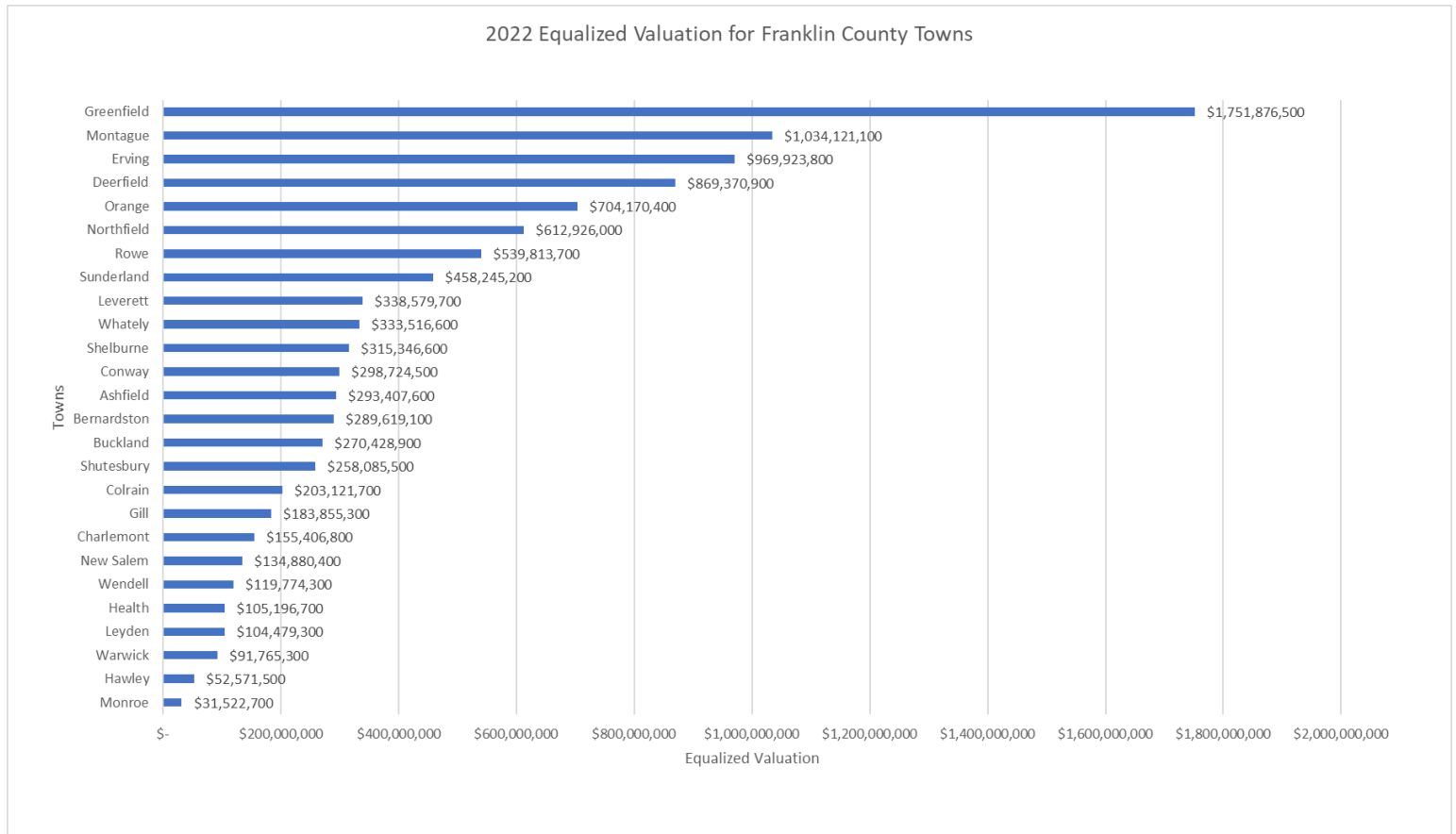


Equalized Valuation

The Town's equalized valuation (EQV) a statistical analysis of the estimated full and fair cash value of all of the major classes of property within the Town. The Town's EQV is determined biennially by the Commissioner of Revenue. The EQV is used, in part, to help to determine some sources of State aid to the municipality as well as in formulas for regional assessments. Therefore, the Town's EQV has both an impact on revenue and expenses. The Town's EQV was last calculated in 2022.



For comparison purposes, the following chart provides the 2022 Equalized Valuation estimates for all Franklin County towns:



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Section 2 | General Administration

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

FUND CODE	DEPARTMENT / FUND
01-114	Town Moderator
01-122	Select Board & 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 & Support
01-156	Support Services
01-161	Town Clerk
01-163	Elections
01-171	Conservation Commission
01-175	Office of Community Planning & 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	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wage							
01-114-100-51000	Moderator	\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -
Salary & Wage Subtotal		\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -
Department Total		\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -

Select Board & Administration

FY2023 Highlights & Challenges

During FY2022, several projects were delayed or extended because of supply chain and labor challenges that required the beginning of FY2023 to be spent closing projects. The Office worked with the Wastewater Department to close out the Arch Street force sewer main replacement project, the Papermill Road pumpstation and force sewer main project, and with the Library to finalize LEED certification and to close out the Library construction project. The Select Board worked with the Town Clerk and other Town officials to complete the review of the draft Town Code project for suggested bylaw and regulation revisions. Once the drafts bylaw revisions in the Town Code format, the project will be presented to the voters and brought to a Town Meeting for consideration and hopefully adoption.

The Office also worked with State and regional partners to work towards funding for the replacement of the Church Street Bridge and for comprehensive safety improvements to Route 2 in Farley and Erving Center. These projects are long-term engagements that will benefit from active citizen participation. The Office is also working with the Highway Department on the reconstruction planning and improvements for Bridge Street and Maple Avenue and with the Treasurer and Accountant to explore a new financial software solution for the Town.

The Office worked with the Select Board, the Treasurer's Office, Counsel, and employees to revise the personnel policies and procedures. This is a project that had begun prior to the COVID-19 pandemic and stalled. A sustained effort was put into this review and feedback process and as of December the project is nearing completion. The Office also worked with departments on hiring, the review and adoption of revised position descriptions, and is conducting a new compensation and benefits study.

These initiatives and challenges are in addition to the general day-to-day administration of the Town, addressing concerns, and responding to the needs of the public.

FY2024 Goals & Initiatives

The Office continues to assess town-wide priorities and available funding resources. The Office is preparing to support other Town departments with a variety of projects that include software conversions and implementation, bridge and road reconstruction, playground improvements, and other planning initiatives. The Office plans to continue to work on maintaining progress on personnel policies.

Significant Budget Changes

The budget request reflects the removal of the Planning Assistant position from the office with the understanding that the cost of the Community Planning Office has shifted to a standalone budget request. Increases includes the step increases for staff, an increase for office software support, an increase in Counsel fees and an increase in employment advertising.

FY2024 Select Board & Administration Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-122-100-51000	Selectboards Salaries	\$ 12,452	\$ 12,701	\$ 12,452	\$ 5,188	\$ 12,452	\$ -
01-122-101-51100	Town Administrator	\$ 75,878	\$ 94,744	\$ 98,680	\$ 38,618	\$ 100,654	\$ 1,974
01-122-101-51400	Town Administrator- Longevity	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
01-122-103-51100	Administrative Assistant	\$ 46,436	\$ 47,727	\$ 48,304	\$ 19,185	\$ 49,254	\$ 950
01-122-103-51400	Administrative Assistant-Longevity	\$ 1,250	\$ 1,000	\$ 1,250	\$ 1,000	\$ 1,250	\$ -
01-122-104-51100	Selectbd-Oth Professional Staff	\$ 49,590	\$ 43,593	\$ 51,305	\$ 11,350	\$ -	\$ (51,305)
Salary & Wages Subtotal		\$ 185,606	\$ 200,265	\$ 212,491	\$ 75,841	\$ 164,110	\$ (48,381)
Ordinary Expenses							
01-122-200-53000	Consulting	\$ 10,000.00	\$ 600.00	\$ 10,000.00	\$ 500.00	\$ 10,000	\$ -
01-122-201-52310	Selectboard-Cell Phones	\$ 2,400.00	\$ 1,106.88	\$ 2,400.00	\$ 318.96	\$ 2,400	\$ -
01-122-201-53010	Selectbd-Meetings & Seminars	\$ 2,000.00	\$ 55.00	\$ 2,000.00	\$ -	\$ 1,000	\$ (1,000)
01-122-201-53110	Selectboard-Advertising	\$ 1,000.00	\$ 4,275.39	\$ 1,500.00	\$ 274.75	\$ 1,500	\$ -
01-122-201-53210	Selectboard-Print Services	\$ 2,000.00	\$ 971.21	\$ 2,000.00	\$ 181.20	\$ 2,000	\$ -
01-122-201-53500	Selectboard-Software Support	\$ 2,000.00	\$ 742.50	\$ 2,000.00	\$ -	\$ 5,000	\$ 3,000
01-122-201-54210	Selectbd-Office Supplies	\$ 3,000.00	\$ 2,623.19	\$ 3,000.00	\$ 391.16	\$ 3,000	\$ -
01-122-201-54215	Selectboard-Copier Supplies	\$ 2,000.00	\$ 841.50	\$ 1,500.00	\$ -	\$ 1,500	\$ -
01-122-201-57100	Selectbd/ Staff Mileage & Travel	\$ 250.00	\$ 160.22	\$ 250.00	\$ 81.88	\$ 250	\$ -
01-122-201-57300	Selectboard-Dues	\$ 1,000.00	\$ 1,174.00	\$ 1,000.00	\$ 907.00	\$ 1,000	\$ -
01-122-201-57800	Selectboards Other Expense	\$ 1,000.00	\$ 1,395.92	\$ 1,000.00	\$ 246.45	\$ 1,000	\$ -
01-122-202-53010	Administrator-Meetings	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500	\$ -
01-122-202-57100	Administrator-Mileage	\$ 500.00	\$ 0.35	\$ 500.00	\$ -	\$ 500	\$ -
01-122-202-57300	Administrator-Dues	\$ 100.00	\$ 130.00	\$ 150.00	\$ 130.00	\$ 150	\$ -
01-122-202-57800	Administrator- Expenses	\$ 900.00	\$ 1,216.78	\$ 900.00	\$ 305.96	\$ 900	\$ -
01-151-200-53000	Town Counsel Fee & Exp	\$ 50,000.00	\$ 53,825.11	\$ 50,000.00	\$ 33,869.00	\$ 60,000	\$ 10,000
01-195-200-57800	Town Reports	\$ 1,500.00	\$ 162.75	\$ 1,500.00	\$ -	\$ 1,000	\$ (500)
Ordinary Expenses Subtotal		\$ 80,150	\$ 69,281	\$ 80,200	\$ 37,206	\$ 91,700	\$ 11,500
Human Resource Expenses							
01-152-200-53010	Training & Seminars	\$ -	\$ 838	\$ 2,000	\$ -	\$ 2,000	\$ -
01-152-200-53015	Employee & Pre-Employment Testing	\$ 6,500	\$ 2,411	\$ 6,500	\$ 1,080	\$ 6,500	\$ -
01-152-200-53020	Counseling & Support Services	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
01-152-200-53110	Employment Advertising	\$ 1,000	\$ 5,274	\$ 2,000	\$ -	\$ 4,000	\$ 2,000
01-152-200-57800	Personnel Board Expense	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -	\$ (2,500)
Human Resource Subtotal		\$ 15,000	\$ 8,523	\$ 18,000	\$ 1,080	\$ 17,500	\$ (500)
Department Total		\$ 280,756	\$ 278,069	\$ 310,691	\$ 114,127	\$ 273,310	\$ (37,381)

Finance Committee & Reserve Fund

Significant Budget Changes

The Finance Committee has proposed reducing their expense line item by \$2,000 to allow the funding to be used elsewhere in the operating budget.

The budget request includes a special article appropriation of \$60,000 to allow the funding of wage adjustments for Town staff for FY2024.

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Ordinary Expenses							
01-131-200-57800	Finance Committee Expense	\$ 2,500	\$ 135	\$ 2,500	\$ 138	\$ 500	\$ (2,000)
01-132-200-57800	Reserve Fund	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -
Ordinary Expenses Subtotal		\$ 52,500	\$ 135	\$ 52,500	\$ 138	\$ 50,500	\$ (2,000)
Special Articles & Recurring Appropriations							
01-132-901-57800	Wage & Comp Adjstment Reserve	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Special Articles & Recurring Appropriations Subtotal		\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
Department Total		\$ 52,500	\$ 135	\$ 52,500	\$ 138	\$ 110,500	\$ 58,000

Accounting

FY2023 Highlights & Challenges

Things have been running smoothly for this fiscal year. Free cash has been certified and monthly and quarterly reconciliations are up to date. The main goal is to keep current with the reporting and reconciliation processes that have been implemented in recent years. New initiatives include investigating software upgrade options and documenting bill paying procedures.

FY2024 Goals & Initiatives

FY2024 may bring changes related to a software upgrade/conversion.

Significant Budget Changes

The budget is expected to remain relatively the same except for possible changes in software support costs so a placeholder amount has been requested. Additionally, it is anticipated that the Town may have to conduct a federal single audit for FY2023, so the audit line item has been increased.

FY2024 Accounting Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Salary & Wages</i>							
01-135-100-51200	Town Accountant	\$ 28,806	\$ 28,806	\$ 29,971	\$ 11,866	\$ 30,571	\$ 600
<i>Salary & Wages Subtotal</i>		\$ 28,806	\$ 28,806	\$ 29,971	\$ 11,866	\$ 30,571	\$ 600
<i>Ordinary Expenses</i>							
01-135-200-57800	Town Accountant Expense	\$ 1,500	\$ 93	\$ 1,500	\$ 50	\$ 1,500	\$ -
01-135-202-57800	Acct/Treas Software Support	\$ 13,500	\$ 13,684	\$ 14,250	\$ 14,232	\$ 25,000	\$ 10,750
01-135-203-57800	Financial Audit	\$ 30,000	\$ 30,000	\$ 15,000	\$ -	\$ 21,000	\$ 6,000
01-135-204-57800	OPEB Study	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 51,000	\$ 49,777	\$ 36,750	\$ 14,282	\$ 53,500	\$ 16,750
Department Total		\$ 79,806	\$ 78,583	\$ 66,721	\$ 26,147	\$ 84,071	\$ 17,350

Board of Assessors' Office

FY2023 Highlights & Challenges

We had begun the process of preparing to hire a replacement for our retiring Principal Assessor by creating a job description for an Assistant Assessor. There has been a change and we no longer anticipate the retirement of the Principal Assessor in FY2024, therefore the plan to hire and train has been postponed. Our biggest challenge this year was the early upgrade to our 20-year assessing software that took longer than expected to complete but in spite of that delay, we have started the tax rate process and are hopeful to have tax rate approved by the end of November with bills issued in the beginning of December 2022. Additional highlights included the withdrawal of the FY2016 and 2017 Appellate Tax Board (ATB) cases by Northfield Mountain LLC in August of 2022.

FY2024 Goals & Initiatives

Our goals and initiatives include learning how to use the new assessing software proficiently. As with any software upgrade, there is a learning curve. We are hopefully to have our Principal Assessor trained in the new software during the FY2024 year. Additionally, we will transition to preliminary billing for the Town of Erving. This will require a change in processes for the Assessor's office, which will take time to become comfortable with. The preliminary tax bills will be issued in August with a due date of October 1st with the actual bill being issued sometime in November with the 2nd half of the tax bill being due on April 1st. Additionally, we are actively pursuing having the remaining pending cases with Northfield Mountain Hydro LLC (FY2019, 2020, 2021 and 2022) be heard as soon as possible as well as Renovators Supply and Eversource's outstanding ATB cases.

Significant Budget Changes

Our budget changes include a decrease in the Assistant Assessor line for a full fiscal year and an increase to cover the cost of the cell phone used by staff for fieldwork and town business. There is a continued appropriation for the Assessment Defense continuing appropriation. We spent a total of \$57,410.58 on legal and professional services for the defense of two Appellate Tax Board cases – Renovators Supply and Northfield Mountain LLC. The ATB found in favor of Renovators Supply Inc. However, Northfield Mountain LLC withdrew their motion to challenge the values for FY2016 and 2017 on 8/11/2022 for a case that was to be heard in October of 2022. The bulk of the expenses were for the preparation of that hearing that did not take place. We expect costs to exceed that amount for the remaining pending cases with Northfield Mountain LLC for FY2019, 2020, 2021 and 2022 as well as have expenses for our four remaining ATB cases (FY2021 & 2022) with Renovators Supply and Eversource.

FY2024 Assessors' Office Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-141-100-51000	Assessors Salaries	\$ 11,721	\$ 11,718	\$ 11,721	\$ 4,097	\$ 11,721	\$ -
01-141-101-51200	Principal Assessor	\$ 41,442	\$ 39,309	\$ 43,116	\$ 15,938	\$ 43,980	\$ 864
01-141-101-51400	Principal Assessor-Longevity	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250	\$ -
01-141-103-51200	Assistant Assessor	\$ -	\$ -	\$ 17,056	\$ -	\$ -	\$ (17,056)
01-141-102-51200	Assessors Certification	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
Salary & Wages Subtotal		\$ 54,913	\$ 52,777	\$ 73,643	\$ 21,785	\$ 57,451	\$ (16,192)
Ordinary Expenses							
01-141-200-53100	Assessors Meetings & Seminars	\$ 2,500	\$ 148	\$ 2,500	\$ 1,025	\$ 2,500	\$ -
TBD	Assessor Cell Phone	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700
01-141-200-54200	Assessors Office Supplies	\$ 3,710	\$ 1,914	\$ 3,710	\$ 22	\$ 3,500	\$ (210)
01-141-200-57100	Assessors Travel	\$ 1,000	\$ 126	\$ 1,000	\$ 79	\$ 1,000	\$ -
01-141-200-57300	Assessors Dues & Memberships	\$ 290	\$ 290	\$ 290	\$ 225	\$ 350	\$ 60
01-141-203-57820	Assessors Software Maint	\$ 7,500	\$ 6,190	\$ 8,500	\$ 6,190	\$ 8,500	\$ -
Ordinary Expenses Subtotal		\$ 15,000	\$ 8,669	\$ 16,000	\$ 7,541	\$ 16,550	\$ 550
Special Articles & Recurring Appropriations							
01-141-902-57800	Assessments Defense	\$ -	\$ 7,896	\$ 25,000	\$ 57,410	\$ 25,000	\$ -
01-142-901-53000	Assessors Revaluation	\$ 25,000	\$ 45,200	\$ 35,000	\$ 23,250	\$ 35,000	\$ -
Special Articles & Recurring Appropriations Subtotal		\$ 25,000	\$ 53,096	\$ 60,000	\$ 80,660	\$ 60,000	\$ -
Department Total		\$ 94,913	\$ 114,542	\$ 149,643	\$ 109,986	\$ 134,001	\$ (15,642)

Treasurer's Office

FY2023 Highlights & Challenges

Our office has had another successful year with payroll and personnel matters. We seem to become more proficient in our roles with each passing year. The new personnel policy is coming to fruition after many months/years of hard work from the people involved. Many thanks to all of them!

We continue to struggle with our current software. Reports are not customizable, which in turn is time consuming to become creative to get the job done. SoftRight is not ideal for the work that we do in the Treasurer's Office and for any office, quite frankly.

FY2024 Goals & Initiatives

We are hoping to have a new financial software system up and running for FY24. Our operating budget will not be impacted by this change.

Significant Budget Changes

We have no large increases to our budget. The only additional amounts are due to rising prices of premiums/ assessments.

FY2024 Treasurer's Office Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Salary & Wages</i>							
01-145-100-51000	Treasurers Salary	\$ 49,694	\$ 49,694	\$ 60,827	\$ 24,331	\$ 60,827	\$ -
01-145-101-51200	Treasurers Staff Wages	\$ 30,241	\$ 29,145	\$ 30,846	\$ 11,395	\$ 31,463	\$ 617
01-145-101-51400	Treasurers Staff-Longevity	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
01-145-102-51010	Treasurers Certification	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -
<i>Salary & Wages Subtotal</i>		\$ 80,935	\$ 78,839	\$ 92,673	\$ 35,726	\$ 93,790	\$ 1,117
<i>Ordinary Expenses</i>							
01-145-200-57800	Treasurer Expenses	\$ 5,000	\$ 4,887	\$ 5,500	\$ 1,025	\$ 5,500	\$ -
01-158-200-57800	Tax Title Foreclosure	\$ 4,500	\$ 1,991	\$ 4,000		\$ 2,000	\$ (2,000)
<i>Ordinary Expenses Subtotal</i>		\$ 9,500	\$ 6,877	\$ 9,500	\$ 1,025	\$ 7,500	\$ (2,000)
Department Total		\$ 90,435	\$ 85,717	\$ 102,173	\$ 36,750	\$ 101,290	\$ (883)

Tax Collector's Office

FY2023 Highlights & Challenges

The office continues to run efficiently and accurately and staff the office three days a week with our part-time office hours. We have consistent procedures and processes in place to maintain collections of taxes and turnover of funds to the Treasurer. We also continue to have timely, complete reconciliation of receivables each quarter with the Town Accountant.

FY2024 Goals & Initiatives

Our goals this year are to create a current Operation Manual for the office of the Tax Collector. This would be an in-depth look at what happens over the course of a year and a how-to step-by-step procedure book. We are giving ourselves plenty of time to create this procedure guide but do hope that it will be a benefit to the office if/when there is a change in staff/elected officials.

Significant Budget Changes

No Significant Changes for the Upcoming FY. Step increases have been factored into wages. I would like to increase the line #01-146-200-53000 to \$6000.00 tentatively. I should know what exactly to expect for a Software Support fee in the Spring as the current contract expires 6/30/2023.

FY2024 Tax Collector Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Salary & Wages</i>							
01-146-100-51000	Tax Collector Salary	\$ 16,308	\$ 16,308	\$ 16,964	\$ 6,716	\$ 17,304	\$ 340
01-146-101-51200	Assist Tax Collector	\$ 9,889	\$ 6,383	\$ 10,292	\$ 3,767	\$ 10,498	\$ 206
01-146-102-51010	Tax Coll. - Certification	\$ 1,500	\$ 1,000	\$ 1,500	\$ 500	\$ 1,500	\$ -
<i>Salary & Wages Subtotal</i>		\$ 27,697	\$ 23,691	\$ 28,756	\$ 10,983	\$ 29,302	\$ 546
<i>Ordinary Expenses</i>							
01-146-200-53000	Tax Coll. Software Supp.Fee	\$ 5,400	\$ 5,329	\$ 5,400	\$ 5,329	\$ 6,000	\$ 600
01-146-201-57800	Tax Collector Expenses	\$ 2,000	\$ 1,894	\$ 2,000	\$ 998	\$ 2,000	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 7,400	\$ 7,223	\$ 7,400	\$ 6,327	\$ 8,000	\$ 600
Department Total		\$ 35,097	\$ 30,914	\$ 36,156	\$ 17,310	\$ 37,302	\$ 1,146

Information Technology & Support Services

FY2023 Highlights & Challenges

Some highlights include the revised and updated Town website including a build out of the Library sub site as well as adding features to improve compliance with the Americans with Disabilities Act. The server in the Town Hall has been removed and all departments are now cloud based. We upgraded our Office 365 software licenses this year as well to a more robust model.

FY2024 Goals & Initiatives

We are hoping to create a sub site for the Town website for both the Police Department and the Senior Center (Council of Aging). Additionally, we are looking to finish the network conversion at the Town Hall and POTW. The Police department needs to have the IT closet moved to a different location than where it currently resides as there have been weather-related incidents that are causing damage to the equipment.

We will be working on updating the Fire Department IT that will include purchasing a network cabinet to house the network equipment.

Significant Budget Changes

We have increased our website line item for the anticipated built-out of the Police and Senior Center sub sites. We have increased our software licensing line item to accommodate the increased cost of our licenses and the increase in people using the licenses. We have increased the copier maintenance line item because we have added a copier at the POTW that will require maintenance. Additionally, an increase in funding for wages has been requested as IT needs have continued to expand across Town departments.

The annual appropriation for permanent record preservation has been reduced for FY2024. There is sufficient funding in the special article at this time to complete the work that needs to be done.

FY2024 Information Technology & Support Services Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-155-101-51200	IT Wages/In House IT Training	\$ 21,303	\$ 25,273	\$ 24,480	\$ 16,711	\$ 30,000	\$ 5,520
01-155-102-51200	Tech Coordinator Stipend	\$ 1,061	\$ 1,061	\$ 1,082	\$ 271	\$ 1,082	\$ 0
Salary & Wages		\$ 22,364	\$ 26,334	\$ 25,562	\$ 16,982	\$ 31,082	\$ 5,520
Ordinary Expenses							
01-155-200-57800	Computer/Software Upgrades	\$ 10,000	\$ 9,142	\$ 10,000	\$ 170	\$ 10,000	\$ -
01-155-202-57800	Computer Server Maintenance	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
01-155-203-57800	Web-site Maintenance	\$ 9,000	\$ 7,893	\$ 3,000	\$ 1,969	\$ 7,000	\$ 4,000
01-155-204-52310	IT Support-Telephone	\$ -	\$ 600	\$ 2,000	\$ 100	\$ 2,000	\$ -
01-155-205-57800	Software Licenses	\$ 28,700	\$ 32,468	\$ 28,700	\$ 22,132	\$ 57,000	\$ 28,300
01-155-206-57800	Phone System Maintenance	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
01-155-207-57800	Copier Maintenance	\$ -	\$ 1,788	\$ 3,000	\$ 2,755	\$ 3,250	\$ 250
Ordinary Expenses		\$ 51,700	\$ 51,891	\$ 50,700	\$ 27,125	\$ 83,250	\$ 32,550
Special Articles & Recurring Appropriations							
01-155-906-57800	Restore Permanent Records	\$ 20,000	\$ 9,580	\$ 20,000	\$ -	\$ -	\$ (20,000)
Special Articles & Recurring Appropriations Subtotal		\$ 20,000	\$ 9,580	\$ 20,000	\$ -	\$ -	\$ (20,000)
Department Total		\$ 94,064	\$ 87,804	\$ 96,262	\$ 44,107	\$ 114,332	\$ 18,070

Community Access Television

FY2023 Highlights & Challenges

In FY2023 the Select Board issued a procurement and contracted for a term of three (3) years with Bernardston Northfield Community TV, Inc. (BNCTV) of Northfield, Massachusetts to provide professional services for the recording of public meetings and the broadcasting of content. The current work builds on the initial year of recording and streaming public meetings on the internet. The work that was necessary to acquire the equipment and infrastructure to broadcast over cable television is being completed. Erving Community TV will begin broadcasting on local cable in FY2023. Currently, Select Board meetings, School Committee meetings and Town Meetings are recorded and broadcast.

FY2024 Goals & Initiatives

For FY2024 the Town will continue to work with Bernardston Northfield TV, Inc. to formalize the process for broadcasting public meetings and explore the potential to expand offerings. The Town will work to notify residents about the local channel option for public content on the Community Access channel.

Significant Budget Changes

There are no significant budget changes expected in FY2024.

FY2024 Community Access TV Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Ordinary Expenses							
24-155-200-57800	Local Access Channel Operations	\$ 15,000	\$ 13,112	\$ 16,000	\$ 5,833	\$ 16,000	\$ -
24-155-201-57800	Insurance	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,200	\$ 200
Ordinary Expenses Subtotal		\$ 15,000	\$ 13,112	\$ 17,000	\$ 5,833	\$ 17,200	\$ 200
Special Articles & Recurring Appropriations							
24-155-901-57800	Equipment to Televis Meetings	\$ -	\$ 9,151	\$ 3,000	\$ 2,795	\$ 3,000	\$ -
Special Articles & Recurring Appropriations Subtotal		\$ -	\$ 9,151	\$ 3,000	\$ 2,795	\$ 3,000	\$ -
Department Total		\$ 15,000	\$ 22,262	\$ 20,000	\$ 8,628	\$ 20,200	\$ 200

Town Clerk's Office & Elections

FY2023 Highlights & Challenges

The biggest challenge this year was understanding and implementing the major election law changes made by the legislature. Starting in July the Secretary of State Office conducted weekly zoom training sessions through November that all Town Clerks attended. Moreover, the Town purchased a new electronic ballot counting machine, and that constituted more training, albeit by the vendor instead of the State. The good news was that both the primary and State election went off without a hitch in Erving.

Sadly, due to the above, the bylaw codification once again was placed on the back burner for a considerable time, and it is uncertain if it will be ready to be presented to the voters before the new fiscal year 2024.

FY2024 Goals & Initiatives

1. Make certain the bylaw codification is completed.
2. Select and implement new software for dog licensing and other licensing, cemetery management, and boards and commissions tracking.

Significant Budget Changes

This budget is level funded for most line items except the Town Clerk and Assistant Town Clerk wages (which have been adjusted according to the Town Compensation Schedule) and the Election Wages and Election Expenses accounts. The election accounts have decreased by \$2,347 and \$1,600 respectively due to needing to run only two elections, the Presidential Primary in March, and the Annual Town Election in May. I have attached a detailed election budget calculation sheet with this narrative form. The request for an increase in software support is related to the transition of new software.

FY2024 Town Clerk & Elections Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-161-100-51000	Town Clerk Salary	\$ 24,461	\$ 24,461	\$ 25,445	\$ 10,075	\$ 25,956	\$ 511
01-161-101-51200	Assistant Town Clerk	\$ 5,152	\$ 3,898	\$ 5,358	\$ 1,540	\$ 5,466	\$ 108
01-163-100-51200	Election Wages	\$ 1,300	\$ 908	\$ 4,800	\$ 3,564	\$ 2,426	\$ (2,374)
Salary & Wages Subtotal		\$ 30,913	\$ 29,267	\$ 35,603	\$ 15,179	\$ 33,848	\$ (1,755)
Ordinary Expenses							
01-161-200-53010	Town Clerk- Meetings & Seminars	\$ -	\$ -	\$ 2,100	\$ -	\$ 2,100	\$ -
01-161-200-53500	Town Clerk-Software Support	\$ 2,700	\$ 2,085	\$ 2,700	\$ -	\$ 5,000	\$ 2,300
01-161-200-53810	Town Clerk- Codify Bylaw Updates	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -
01-161-200-57800	Town Clerk Expenses	\$ 4,400	\$ 3,495	\$ 4,400	\$ 2,375	\$ 4,400	\$ -
01-163-200-57800	Election Expense	\$ 3,050	\$ 4,150	\$ 7,200	\$ 1,288	\$ 5,600	\$ (1,600)
01-164-200-57800	Board of Registrars Expenses	\$ 1,400	\$ 1,400	\$ 1,400	\$ -	\$ 1,400	\$ -
Ordinary Expenses Subtotal		\$ 14,050	\$ 11,130	\$ 20,300	\$ 3,664	\$ 21,000	\$ 700
Department Total		\$ 44,963	\$ 40,397	\$ 55,903	\$ 18,842	\$ 54,848	\$ (1,055)

Office of Community Planning

FY2023 Highlights & Challenges

As a new department, I'm just figuring out how the budget process works and figuring out what a true Community Planning Department should include for goals and budgets.

FY2024 Goals & Initiatives

Goals for the upcoming year include continuing professional development, establishing interdepartmental procedures, increasing public engagement with a diversity of opportunities, collaborating with other departments, identifying ways to increase transparency and efficiency with processes.

Since this is the inaugural planning budget, this year will act as a test to understand how much funding is truly needed to meet the goals identified above as well as to rise to the expectations laid out in the Town Planner job description. The amounts may be adjusted in future years to account for lessons learned this year.

Significant Budget Changes

This budget as a stand-alone department is new and serves as a general increase, while the costs for professional planning assistance and associated costs were previously embedded in the Select Board & Administration budget.

FY2024 Office of Community Planning Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Office of Community Planning							
<i>Salary & Wages</i>							
01-175-101-51000	Town Planner	\$ -	\$ -	\$ -	\$ 8,343	\$ 63,710	\$ 63,710
01-175-101-51300	Overtime	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Salary & Wages Subtotal		\$ -	\$ -	\$ -	\$ 8,343	\$ 65,710	\$ 65,710
<i>Ordinary Expenses</i>							
TBD	Consulting & Surveying Services	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
TBD	Public Engagement Services	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500
TBD	Meetings/Seminars- Professional Develop	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700
TBD	Print Services	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
TBD	Advertising	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
TBD	Public Engagement Supplies	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800
TBD	Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ 400
TBD	Travel	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 600
TBD	Membership / Dues	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
Ordinary Expenses Subtotal		\$ -	\$ -	\$ -	\$ -	\$ 18,500	\$ 18,500
Planning Board Total		\$ -	\$ -	\$ -	\$ 8,343	\$ 84,210	\$ 84,210

Land Use & Planning

Conservation Commission

FY2023 Highlights & Challenges

- Provide a safe, accessible parking area for visitors to the Poplar Mountain Conservation Area.
- Hosts clean-up events in and around the conservation area.
- Continued trail maintenance to provide a safer experience for visitors.
- Evaluate incoming permits and applications.

FY2024 Goals & Initiatives

- Continue to provide a peaceful and safe area for residents and visitors to enjoy the natural wonders that our community provides.
- Offer educational opportunities to the community.
- Guided hikes.
- Clean-up events around town.
- Resource conservation events/projects.
- Continue to protect our community's water and other natural resources.

Significant Budget Changes

We'd like to expand our educational and recreational offerings for the community and to attract visitors from outside the community to encourage tourism opportunities. This could include hands-on learning events, guided hikes, kids' activities, and more.

The commissioners would also benefit from attending more training to keep current with the changing resource protection rules and regulations to aid in the permit/application decision making process.

Planning Board

FY2023 Highlights & Challenges

Our highlights include a long-needed review of our current bylaws. We hope to have a completed update ready for the May 2023 Annual Town Meeting. We have committed to keeping abreast of changes in planning and have started taking some online training with various Land Use organizations. Our challenge is finding a fifth member, so we are a full five-member committee and an alternate to attend meetings.

FY2024 Goals & Initiatives

Our goal for the upcoming year is to revise the Rules and Regulations for Subdivisions and to streamline the special permit process if possible. We are committed to taking more online classes to help educate ourselves in land use.

Significant Budget Changes

We have asked for a budget increase to attend more training and an increase in expenses as the revised bylaws will need to be printed and sent to all households.

Zoning Board of Appeals

FY2023 Highlights & Challenges

No report submitted.

FY2024 Land Use & Planning Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Planning Board							
	<i>Salary & Wages</i>						
01-175-100-51000	Planning Board Salary	\$ 5,075	\$ 4,542	\$ 5,075	\$ 1,250	\$ 5,075	\$ -
	<i>Salary & Wages Subtotal</i>	\$ 5,075	\$ 4,542	\$ 5,075	\$ 1,250	\$ 5,075	\$ -
	<i>Ordinary Expenses</i>						
01-175-200-53000	Planning Board-Consulting	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
01-175-200-53100	Planning Board-Seminars	\$ 500	\$ -	\$ 500	\$ 250	\$ 750	\$ 250
01-175-200-57100	Planning Board-Travel	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -
01-175-200-57800	Planning Board Expenses	\$ 150	\$ 2,483	\$ 150	\$ 90	\$ 1,000	\$ 850
	<i>Ordinary Expenses Subtotal</i>	\$ 4,150	\$ 2,483	\$ 4,150	\$ 340	\$ 5,250	\$ 1,100
	Planning Board Total	\$ 9,225	\$ 7,025	\$ 9,225	\$ 1,590	\$ 10,325	\$ 1,100
Conservation Commission							
	<i>Ordinary Expenses</i>						
TBD	Conservation Comm-Agent Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-171-200-53000	Conservation Comm-Consulting	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
01-171-200-53020	Conservation Comm- Community Education	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
01-171-200-53110	Conservation Comm- Advertising	\$ -	\$ -	\$ -	\$ 310	\$ 1,500	\$ 1,500
01-171-200-57500	Conservation Comm- Memberships/Training	\$ -	\$ -	\$ -	\$ 95	\$ 1,100	\$ 1,100
01-171-200-57800	Conservation Comm Exp	\$ 2,500	\$ 2,213	\$ 4,000	\$ -	\$ 500	\$ (3,500)
01-171--200-57830	Conservation Comm- Trail Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 2,500	\$ 2,213	\$ 4,000	\$ 405	\$ 10,100	\$ 6,100
	Conservation Commission Total	\$ 2,500	\$ 2,213	\$ 4,000	\$ 405	\$ 10,100	\$ 6,100
Zoning Board of Appeals							
	<i>Ordinary Expenses</i>						
01-176-200-57800	Zoning Board Appeals Exp.	\$ 550	\$ 193	\$ 550	\$ -	\$ 550	\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 550	\$ 193	\$ 550	\$ -	\$ 550	\$ -
	Department Total	\$ 550	\$ 193	\$ 550	\$ -	\$ 550	\$ -
	Total Land Use	\$ 12,275	\$ 9,431	\$ 13,775	\$ 1,995	\$ 20,975	\$ 7,200

Town Buildings & Grounds Maintenance

FY2023 Highlights & Challenges

The Buildings & Grounds staff have continued to maintain a high level of sanitation throughout all Town-buildings. The Town is in the process of selling 17 Moore Street and 18 Pleasant Street. While their use over the last two years has been limited, the costs associated with those properties have been covered by this budget. The Town has experienced pest management issues at a few properties and is working to engage a professional service provider to structure a management plan. The staff is also working with Town administration to review OSHA requirements and inform policy development. The Town is also working on procurements for on-call trades contracts and a new multi-year agreement for landscaping.

FY2024 Goals & Initiatives

Continue progress on OSHA requirement implementation and policy development as well as the necessary training. For facility maintenance, will work on multi-year preventative maintenance plans.

Significant Budget Changes

Increases in wages are associated with step increases for maintenance staff, a change in the clothing allowance policy, and an employee who is now eligible for longevity. The majority of the budget changes are related to service costs such as electricity, internet, and maintenance costs. The Town is looking to restore the generator maintenance service agreement and will need to include the new generators at the well house and the Library. The Town is also looking to secure a professional pest management service provider.

FY2024 Town Buildings & Ground Maintenance Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Salary & Wages</i>							
01-192-100-51100	Town Building Wages, FT	\$ 121,898	\$ 116,348	\$ 125,154	\$ 47,621	\$ 129,460	\$ 4,306
01-192-100-51200	Town Bldg Wages, PT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-192-100-51300	Town Bldg Wages, OT	\$ 3,000	\$ 1,108	\$ 3,060	\$ 187	\$ 3,060	\$ -
01-192-100-51410	Town Bldg Longevity	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
01-192-100-51400	Town Bldgs Maint-Clothing Allowance	\$ 750	\$ 750	\$ 750	\$ 500	\$ 1,500	\$ 750
<i>Salary & Wages Subtotal</i>		\$ 125,648	\$ 118,206	\$ 128,964	\$ 48,308	\$ 134,520	\$ 5,556
<i>Ordinary Expenses</i>							
01-181-200-57800	Grounds Maint. Program	\$ 40,000	\$ 16,923	\$ 40,000	\$ 8,057	\$ 30,000	\$ (10,000)
01-181-200-58000	Grounds Maint-Landscape Improvement	\$ 5,000	\$ 872	\$ 5,000	\$ 137	\$ 5,000	\$ -
01-192-200-52110	Town Bldg-Electricity	\$ 8,500	\$ 10,284	\$ 8,500	\$ 3,550	\$ 13,000	\$ 4,500
01-192-200-52310	Town Bldg-Phone & Internet	\$ 7,000	\$ 13,505	\$ 10,500	\$ 4,904	\$ 12,000	\$ 1,500
01-192-200-52411	Town Bldg-Smoke Detector & AEDs	\$ 500	\$ 243	\$ 500	\$ 48	\$ 500	\$ -
01-192-200-52412	Town Bldg-Fire Alarm Tests	\$ 1,000	\$ 730	\$ 1,000	\$ 210	\$ 1,000	\$ -
01-192-200-52413	Town Bldg-Elevator Maint & Testing	\$ 2,000	\$ 2,505	\$ 2,000	\$ 201	\$ 2,500	\$ 500
01-192-200-52414	Town Bldg-Generator Preventive Main	\$ 10,000	\$ -	\$ 12,000	\$ -	\$ 15,000	\$ 3,000
TBD	Town Bldg- Pest Management Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
01-192-200-53410	Town Bldg-Postage & Mailing Fees	\$ 9,600	\$ 13,409	\$ 13,000	\$ 3,646	\$ 14,000	\$ 1,000
01-192-200-54110	Town Bldg-Heating Oil	\$ 7,500	\$ 9,774	\$ 7,000	\$ 36	\$ 9,000	\$ 2,000
01-192-200-54500	Town Bldg-Custodial Supplies	\$ 8,000	\$ 5,964	\$ 8,000	\$ 2,489	\$ 8,000	\$ -
01-192-200-57800	Town Building Other Expenses	\$ 10,500	\$ 16,890	\$ 10,000	\$ 13,877	\$ 10,000	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 109,600	\$ 91,098	\$ 117,500	\$ 37,155	\$ 125,000	\$ 7,500
<i>Special Articles & Recurring Appropriations</i>							
01-192-903-57800	Town Bldg. - Maintenance	\$ 30,000	\$ 31,924	\$ 30,000	\$ 6,687	\$ 30,000	\$ -
<i>Special Articles & Recurring Appropriations Subtotal</i>		\$ 30,000	\$ 31,924	\$ 30,000	\$ 6,687	\$ 30,000	\$ -
Department Total		\$ 265,248	\$ 241,228	\$ 276,464	\$ 92,150	\$ 289,520	\$ 13,056

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 FY2024 proposal has not been received at this time. There are several factors that will impact the proposal and therefore I am proactively requesting increases for the injured-on duty policy and the property & liability policy. The FY2024 premiums will be impacted if the Town sells lesser used properties and therefore reduces coverage needs while increases may be experienced because of claim history in previous years.

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 FY2024 assessment is set by the FRCOG Council at the annual meeting in January. The request has been level funded at this time.

Around Town Newsletter

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

FY2024 Miscellaneous Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Liability Insurance							
	<i>Ordinary Expense</i>						
01-193-200-57510	Insurance-Bonds	\$ 1,100	\$ 612	\$ 1,500	\$ 621	\$ 1,500	\$ -
01-193-200-57520	Insurance-Workers Comp	\$ 32,000	\$ 27,447	\$ 32,000	\$ 25,856	\$ 32,000	\$ -
01-193-200-57521	Insurance-Police/Fire Injured on Duty	\$ 13,000	\$ 13,610	\$ 14,000	\$ 13,733	\$ 15,000	\$ 1,000
01-193-200-57580	Insurance-Project Related Coverage	\$ 7,400	\$ 4,395	\$ 7,400	\$ 8,381	\$ 9,000	\$ 1,600
01-193-200-57800	Insurance-Property & Liability	\$ 70,000	\$ 79,066	\$ 75,000	\$ 79,154	\$ 85,000	\$ 10,000
TBD	Insurance-Deductibles	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
	Liability Expenses Subtotal	\$ 123,500	\$ 125,130	\$ 129,900	\$ 127,745	\$ 147,500	\$ 17,600
Franklin Council of Governments							
	<i>Ordinary Expense</i>						\$ -
01-199-200-57800	FRCOG Assessment	\$ 52,921	\$ 48,977	\$ 53,000	\$ 23,465	\$ 53,000	\$ -
01-199-200-57801	FRCOG-Regnl Emerg Planning Assessmn	\$ 150	\$ 150	\$ 150	\$ -	\$ 150	\$ -
	FRCOG Expenses Subtotal	\$ 53,071	\$ 49,127	\$ 53,150	\$ 23,465	\$ 53,150	\$ -
Around Town Newsletter							
	<i>Ordinary Expense</i>						\$ -
01-199-901-57800	Around Town Newsletter	\$ 7,500	\$ 7,500	\$ 7,500	\$ 1,875	\$ 8,000	\$ 500
	Around Town Newsletter Expenses Subtotal	\$ 7,500	\$ 7,500	\$ 7,500	\$ 1,875	\$ 8,000	\$ 500
	Miscellaneous Total	\$ 184,071.00	\$ 181,757.12	\$ 190,550.00	\$ 153,084.60	\$ 208,650.00	\$ 18,100.00

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Section 3 | Public Safety

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

FY2023 Highlights & Challenges

Accomplishments: We are currently for the first time in a long time at full staff with six full-time officers. We have brought the canine program back to the Town. We partnered with surrounding communities and Clinical & Support Options (CSO) Greenfield to bring a mental health clinician on staff. Union finalized their contract. Re-established part-time officers.

Challenges: Getting staffing numbers back to six was a long process. We had a cruiser accident. We have one officer that has met the POST requirements for full-time status, but still needs 2400 hours to receive certification. Working on fixing / being better prepared for staffing issues by looking into a cadet program.

FY2024 Goals & Initiatives

Upcoming Goals: The department will continue to work towards getting all full-time officers their certifications and hours. We will need to send one part-time officer to the bridge academy. Staffing first and second shift with two officers. Begin the process of updating our department policies. Looking to continue to advance in areas that Police Reform require (department certification/ accreditation). Finalizing a cadet position. Maintaining a successful canine program.

Adding to the Police Wages a seventh member will allow for the cadet program to begin. Having part-time officers will help where there are not two officers on a shift or the need to force. Adding to the budget funds for the canine program to properly run a successful program.

Significant Budget Changes

01-210-100-51100 - Yearly set increases for officers.
01-210-100-51200 - Four part-time officer shifts a month.
01-210-100-51401 - Shift differential per union contract.
01-210-101-51100 - Ed incentive per union contract (anticipated 3 members with bachelor's degrees)
01-210-200-52310 - Added mifi, raise in Verizon and Comcast bills.
01-210-202-57800 - New line item for canine program, membership, food, equipment
01-210-202-57801 - New line item for canine health care.
01-210-200-54300 - Cost for building supplies equipment maintenance, went into the red last year.
01-210-905-57800 - Two new vests will be needed.
01-210-200-52110 - Rise in cost

FY2024 Police Department Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-210-100-51100	Police Dept Wages	\$ 339,802	\$ 320,816	\$ 362,100	\$ 126,435	\$ 377,000	\$ 14,900
01-210-100-51200	Police Dept- Wages Part Time	\$ -	\$ 3,531	\$ -	\$ 3,007	\$ 6,000	\$ 6,000
01-210-100-51400	Police Dept-Longevity	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -
01-210-100-51401	Police Dept-Shift Differential	\$ -	\$ 347	\$ -	\$ 1,469	\$ 5,400	\$ 5,400
01-210-101-51100	Education Incentive	\$ -	\$ 2,380	\$ 9,000	\$ -	\$ 9,000	\$ -
01-210-101-51300	Police Overtime	\$ 61,473	\$ 39,306	\$ 62,700	\$ 16,814	\$ 65,000	\$ 2,300
Salary & Wages Subtotal		\$ 402,525	\$ 367,630	\$ 435,050	\$ 147,724	\$ 463,650	\$ 28,600
Ordinary Expenses							
01-210-200-52110	Police-Electricity	\$ 9,300	\$ 6,915	\$ 9,300	\$ 3,247	\$ 10,000	\$ 700
01-210-200-52310	Police-Office Phones/Cell Phones	\$ 10,300	\$ 10,882	\$ 11,800	\$ 4,383	\$ 11,800	\$ -
01-210-200-53110	Police-Training General	\$ 5,000	\$ 924	\$ 5,000	\$ 1,690	\$ 5,000	\$ -
01-210-200-54110	Police-Heating Oil	\$ 5,000	\$ 5,560	\$ 5,000	\$ 260	\$ 6,000	\$ 1,000
01-210-200-54200	Police-Office Supplies	\$ 2,100	\$ 874	\$ 2,100	\$ -	\$ 2,100	\$ -
01-210-200-54300	Police-Building Maintenance	\$ 1,800	\$ 4,359	\$ 1,800	\$ 1,043	\$ 1,800	\$ -
01-210-200-54800	Police-Cruiser Maintenance	\$ 4,000	\$ 6,776	\$ 7,000	\$ 698	\$ 7,000	\$ -
01-210-200-55500	Police-Computer Software	\$ 8,000	\$ 4,028	\$ 8,000	\$ 312	\$ 8,000	\$ -
01-210-200-55510	Police-Fr King Br Camera Software	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -
01-210-200-55520	Police- Cruiser/Body Camera Support	\$ -	\$ -	\$ 17,300	\$ -	\$ 17,300	\$ -
01-210-200-55810	Police-Uniforms	\$ 6,000	\$ 6,543	\$ 6,000	\$ 1,565	\$ 6,000	\$ -
01-210-200-55820	Police-Firearms/Ammunition	\$ 1,500	\$ 1,404	\$ 2,500	\$ 1,543	\$ 2,500	\$ -
01-210-200-57300	Police-Chief's Dues/Conferences	\$ 2,000	\$ 1,599	\$ 2,000	\$ 397	\$ 2,000	\$ -
01-210-200-57500	Police- Academy	\$ -	\$ -	\$ 15,300	\$ 1,029	\$ 5,000	\$ (10,300)
01-210-200-57800	Police Dept Expenses	\$ 3,700	\$ 2,780	\$ 3,700	\$ 1,224	\$ 3,700	\$ -
01-210-201-57800	County Dues-Radio Ant Maint	\$ 3,000	\$ 2,981	\$ 4,200	\$ 3,164	\$ 4,200	\$ -
01-210-202-57800	Police Canine Prog General Expense	\$ -	\$ -	\$ -	\$ 407	\$ 6,000	\$ 6,000
01-210-202-57801	Police Canine Prog Medical Expense	\$ -	\$ -	\$ -	\$ 302	\$ 1,500	\$ 1,500
Ordinary Expenses Subtotal		\$ 63,700	\$ 57,624	\$ 103,000	\$ 21,264	\$ 101,900	\$ (1,100)
Department Total		\$ 466,225	\$ 425,254	\$ 538,050	\$ 168,989	\$ 565,550	\$ 27,500

Fire Department & Emergency Medical Services

FY2023 Highlights & Challenges

The Fire Department continues to strive to keep all apparatus and equipment in top working order through weekly, monthly, and yearly preventative maintenance. Upkeep and beautification of the Stations continued through the summer. Members of the department continued to train with our counterparts establishing a county Wildfire Crew ensuring a ready deployment availability Statewide. We continue to attempt to remain financially and fiscally responsible to the taxpayers of the town during these times of trying financial times.

FY2024 Goals & Initiatives

This year the department will be exploring more ways to reduce our carbon footprint in ways of reducing energy cost at both stations, continued weatherization of the buildings. Exploring and reducing chemical products to ensure compliance with the OSHA regulations. And assisting the Town over all with OSHA compliance through policy and procedures.

Significant Budget Changes

Challenges are focused on the unknown increases in services from the Utility Companies and service providers. This is shown in an increase to the budget lines for Electricity, Phone, Internet, Cable, Pump/Ladder/Hose testing and Oil delivery services. The past year has seen combining services for apparatus with other communities to reduce costs to all. Pump service was combined over a 2-day period to save on travel charges incurred with the participation of 5 communities in the area. I anticipate seeing this type of approach continue as a reduction in mileage charged from the vendor is shared. Expenses and Equipment cost lines are anticipated to be within needed funding. Turn out gear has been increased in keeping with the purchase of at least 3 sets per year to ensure the department maintains the NFPA complaint gear on our fire fighters. Budget lines for Fire Wells and Radio maintenance have been reduced to reflect an accurate assessment.

FY2024 Fire Department & Emergency Medical Services Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-220-100-51100	FT Fire Chief	\$ 66,470	\$ 74,869	\$ 77,799	\$ 30,563	\$ 79,353	\$ 1,554
01-220-101-51100	Fire Dept-FT Staff	\$ 100,000	\$ 104,721	\$ 107,100	\$ 42,161	\$ 111,427	\$ 4,327
01-220-101-51200	Fire Dept Wages-PT	\$ 42,000	\$ 7,665	\$ 32,640	\$ 8,017	\$ 32,640	\$ -
01-220-101-51300	Fire Dept Wages-OT	\$ 25,000	\$ 26,186	\$ 25,500	\$ 10,027	\$ 25,500	\$ -
01-220-101-51400	Fire Dept- Longevity	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
Salary & Wages Subtotal		\$ 233,470	\$ 213,440	\$ 244,539	\$ 92,269	\$ 250,420	\$ 5,881
Ordinary Expenses							
01-220-200-57800	Fire Wells	\$ 7,000	\$ 5,860	\$ 6,500	\$ 5,860	\$ 6,000	\$ (500)
01-220-201-57800	F.D. Alarm Maintenance	\$ 1,500	\$ 1,232	\$ 1,500	\$ 764	\$ 1,500	\$ -
01-220-202-52110	Fire Dept-Electricity	\$ 9,600	\$ 8,233	\$ 9,600	\$ 2,299	\$ 13,000	\$ 3,400
01-220-202-52310	Fire Dept-Phone/Internet/Cable	\$ 9,000	\$ 6,806	\$ 9,000	\$ 2,401	\$ 9,000	\$ -
01-220-202-53010	Fire Dept-Conferences/Mtgs	\$ 1,500	\$ 889	\$ 1,500	\$ -	\$ 1,500	\$ -
01-220-202-54110	Fire Dept-Heating Oil	\$ 10,000	\$ 12,993	\$ 10,000	\$ 694	\$ 15,000	\$ 5,000
01-220-202-57300	Fire Dept-Dues & Memberships	\$ 1,500	\$ 1,335	\$ 1,500	\$ 935	\$ 1,500	\$ -
01-220-202-57800	Fire Dept Expenses	\$ 25,000	\$ 18,334	\$ 25,000	\$ 6,544	\$ 25,000	\$ -
01-220-203-57800	County Dues-Radio Ant Maint	\$ 4,000	\$ 2,981	\$ 3,500	\$ 2,864	\$ 3,000	\$ (500)
01-220-204-54320	Fire Dept-Pump/Ladder/Hose Maint	\$ 9,000	\$ 8,473	\$ 10,000	\$ 4,960	\$ 12,000	\$ 2,000
01-220-204-57800	Fire Dept. Equipment	\$ 25,000	\$ 17,448	\$ 25,000	\$ 8,260	\$ 25,000	\$ -
01-220-205-57800	Fire Dept SCBA Bottles	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
01-220-206-57800	Fire Dept Turn Out Gear	\$ 10,000	\$ 10,039	\$ 10,000	\$ 484	\$ 12,000	\$ 2,000
Fire Department Ordinary Expenses Subtotal		\$ 115,100	\$ 94,623	\$ 115,100	\$ 36,066	\$ 126,500	\$ 11,400
Emergency Medical Services Ordinary Expenses							
01-231-200-53000	Ambulance Services	\$ 63,000	\$ 65,342	\$ 80,000	\$ 42,202	\$ 78,000	\$ (2,000)
01-232-200-57323	EMT License & Recertification	\$ 2,500	\$ 1,700	\$ 2,500	\$ -	\$ 2,500	\$ -
01-232-200-57800	Emergency Med. Supplies	\$ 4,000	\$ 2,360	\$ 4,000	\$ 292	\$ 4,000	\$ -
Ordinary Expenses Subtotal		\$ 69,500	\$ 69,403	\$ 86,500	\$ 42,493	\$ 84,500	\$ (2,000)
Department Total		\$ 418,070	\$ 377,466	\$ 446,139	\$ 170,828	\$ 461,420	\$ 15,281

Emergency Management Department

FY2023 Highlights & Challenges

No report submitted.

Significant Budget Changes

FY2024 Emergency Management Department Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Salary & Wages</i>							
01-291-100-51200	Emergency Mgmt. Director	\$ 3,018	\$ 3,015	\$ 3,078	\$ 1,209	\$ 3,140	\$ 62
01-291-101-51200	Emergency Mgmt Deputy Dir.	\$ 1,496	\$ 75	\$ 1,526	\$ -	\$ 1,526	\$ -
<i>Salary & Wages Subtotal</i>		\$ 4,514	\$ 3,090	\$ 4,604	\$ 1,209	\$ 4,666	\$ 62
<i>Ordinary Expenses</i>							
01-291-200-57800	Emergency Mgmt Expenses	\$ 5,500	\$ 4,463	\$ 5,500	\$ 4,440	\$ 5,500	\$ -
01-291-201-57800	Emergency Mgmt Equipment	\$ 3,000	\$ 698	\$ 3,000	\$ -	\$ 3,000	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 8,500	\$ 5,161	\$ 8,500	\$ 4,440	\$ 8,500	\$ -
Department Total		\$ 13,014	\$ 8,251	\$ 13,104	\$ 5,649	\$ 13,166	\$ 62

Animal Control

FY2023 Highlights & Challenges

The Police Department has been faced with having to take on Animal Control Officer duties, due to an unanticipated extended leave. We have been able to maintain ACO duties but have also looked to outsource assistance with the Athol/ Orange ACO.

FY2024 Goals & Initiatives

The Department will look to restore the ACO position and ensure that training is current. If the current ACO is unable to return, the Department will look to hire for the position and will address certification and training needs.

Significant Budget Changes

There are no significant budget changes.

FY2024 Animal Control Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-292-100-51200	Animal Control Officer Wages	\$ 8,645	\$ 405	\$ 8,820	\$ -	\$ 8,820	\$ -
	Salary & Wages Subtotal	\$ 8,645	\$ 405	\$ 8,820	\$ -	\$ 8,820	\$ -
Ordinary Expenses							
01-292-200-57800	Dog/Animal Expense	\$ 1,800	\$ 612	\$ 1,800	\$ 350	\$ 1,800	\$ -
01-292-201-57800	ACO Vehicle	\$ 1,500	\$ 3,533	\$ 1,500	\$ -	\$ 1,500	\$ -
01-292-202-57800	ACO Equipment	\$ 500	\$ 30	\$ 500	\$ -	\$ 500	\$ -
	Ordinary Expenses Subtotal	\$ 3,800	\$ 4,175	\$ 3,800	\$ 350	\$ 3,800	\$ -
	Department Total	\$ 12,445	\$ 4,581	\$ 12,620	\$ 350	\$ 12,620	\$ -

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 FY2024 has been level funded.

FY2024 FCCIP Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Ordinary Expenses</i>							
01-241-200-53000	Cooperative Insp. Program	\$ 7,600	\$ 7,600	\$ 7,600	\$ 3,800	\$ 7,600	\$ -
	<i>Ordinary Expenses Subtotal</i>	\$ 7,600	\$ 7,600	\$ 7,600	\$ 3,800	\$ 7,600	\$ -
	<i>Department Total</i>	\$ 7,600	\$ 7,600	\$ 7,600	\$ 3,800	\$ 7,600	\$ -

Tree Warden

FY2023 Highlights & Challenges

- No challenges beyond normal
- Completed Park Street Park plantings (16 bushes & 5 more trees)
- Completed sidewalk project plantings (5 trees)
- Maintained watering on all new plantings during a drought!
- Did various tree trimming and removal as needed.

FY2024 Goals & Initiatives

- Continue proper trimming and trouble tree removal
- Continue with new tree plantings

Significant Budget Changes

Requesting a separate line item for police details in the amount of \$2,000.

FY2024 Tree Warden Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-294-100-51000	Tree Warden	\$ 2,537	\$ 2,537	\$ 2,537	\$ 1,057	\$ 2,537	\$ -
Salary & Wages Subtotal		\$ 2,537	\$ 2,537	\$ 2,537	\$ 1,057	\$ 2,537	\$ -
Ordinary Expenses							
01-294-200-53805	Tree Maintenance Services	\$ 20,000	\$ 17,100	\$ 20,000	\$ 8,300	\$ 20,000	\$ -
01-294-200-55805	Trees & Planting Supplies	\$ 12,000	\$ 6,591	\$ 12,000	\$ 555	\$ 11,000	\$ (1,000)
TBD	Police Details	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
01-294-200-57800	Tree Warden Expenses	\$ -	\$ 2,987	\$ -	\$ 212	\$ -	\$ -
Ordinary Expenses Subtotal		\$ 32,000	\$ 26,677	\$ 32,000	\$ 9,067	\$ 33,000	\$ 1,000
Department Total		\$ 34,537	\$ 29,214	\$ 34,537	\$ 10,124	\$ 35,537	\$ 1,000

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Section 4 | Education

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

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

Education FY2024 Budget Requests

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Erving Elementary School Operating Budget							
01-300-100-51000	School Committee Salary	\$ 7,090.00	\$ 5,687.00	\$ 7,090.00	\$ -	\$ 7,090.00	\$ -
01-301-200-57800	Erv Elem School Expense	\$ 3,362,443.00	\$ 3,125,981.47	\$ 3,324,096.00	\$ 949,056.48	\$ 3,533,478.00	\$ 209,382.00
Erving Elementary School Operating Budget Total		\$ 3,369,533.00	\$ 3,131,668.47	\$ 3,331,186.00	\$ 949,056.48	\$ 3,540,568.00	\$ 209,382.00
Erving Secondary Education Operating Budget							
01-310-200-57800	Secondary Education Exp	\$ 1,477,405.00	\$ 1,310,274.56	\$ 1,477,405.00	\$ 67,376.82	\$ 1,477,406.00	\$ 1.00
Erving Secondary Education Operating Budget Total		\$ 1,477,405.00	\$ 1,310,274.56	\$ 1,477,405.00	\$ 67,376.82	\$ 1,477,406.00	\$ 1.00
Franklin County Technical School Operating Budget							
01-320-100-51000	Tech School Committee Salary	\$ 1,403.00	\$ 467.68	\$ 1,403.00	\$ -	\$ 1,403.00	\$ -
01-321-200-57800	F.C. Tech School Assessmnt	\$ 484,534.00	\$ 484,534.00	\$ 514,437.00	\$ 127,192.50	\$ 513,033.00	\$ (1,404.00)
01-322-200-57800	F.C. Tech Sch Capital Assess	\$ 14,377.00	\$ 14,376.30	\$ 15,035.00	\$ 15,034.69	\$ 13,581.00	\$ (1,454.00)
Franklin County Technical School Operating Total		\$ 500,314.00	\$ 499,377.98	\$ 530,875.00	\$ 142,227.19	\$ 528,017.00	\$ (2,858.00)
Education Total		\$ 5,347,252.00	\$ 4,941,321.01	\$ 5,339,466.00	\$ 1,158,660.49	\$ 5,545,991.00	\$ 206,525.00

Erving Elementary School

FY2023 Highlights & Challenges

FY 23 has been a year where it started to feel “normal” despite the lingering effects of the pandemic. We are fortunate to have our doors open without any restrictions and have been able to bring back some of the traditions that make Erving Elementary School so special. All of our staff, from teachers, to office staff, kitchen staff and custodians are committed to excellence at EES. Our classroom teaching teams and student support staff are committed to providing high quality education for our students, teaching them to be kind, caring individuals who are productive members of the school and wider community. As our students continue to transition back to life after the pandemic, the staff at EES focus on academics but more importantly the social emotional needs of our students. The addition of a new full-time school adjustment counselor and a new full-time school psychologist has been a blessing for our needy school community.

FY2024 Goals & Initiatives

Erving Elementary School will make all students feel fully welcome and a part of our school, regardless of race, social class, gender, culture, language, religion, sexuality, academic success, or physical abilities.

Erving Elementary School will sustain a physically and emotionally safe environment in our schools for students and staff.

Erving Elementary School will implement a research based social emotional curriculum.

Erving elementary School will continue to employ high quality personnel with experience in elementary education

Erving Elementary School will create an environment that achieves equity for all students and ensures that each student is a successful learner, is fully respected, and learns to respect others.

Significant Budget Changes

Line 4 - Increase in Legal Counsel Retainer
Line 28 - Increase in Principal Salary - year-round position
Line 30 - Increase in copier maintenance
Line 35 - Increase in classroom teachers - (return of staff and lane changes)
Line 39 - Increase in Therapeutic Services
Lines 41/42 - Increase in substitute salaries
Line 44 - Increase in Paraeducator salaries
Line 74 - Increase in Special Education Transportation
Line 79/83 - Increase in Fuel/Power
Line 86 - Increase in School Building Maintenance
Line 89 - Increase in Network/Telecom
Line 105- Increase in Special Education tuition
Line 58 - Decrease in School Psychologist salary
Line 77 - Decrease in Custodian Salary due to retirement
Line 34 - Decrease in Summer Tutoring/Programing

Line 33 - Decrease to Principal's Technology
Line 50 - Decrease in Textbooks and Instructional Materials
Line 52 - Decrease in Library Materials
Line 55 - Decrease in Field Trips
Line 56 - Decrease in Instructional Technology
Line 71 - Decrease in After School Academy
Line 72 - Decrease in Experiential Learning
Line 86 - Decrease in School Ground Maintenance
Line 101 - Decrease in Acquisitions of New Equipment
Line 102 - Decrease in Replacement of Equipment
Line 103 - Decrease in Equipment Lease

Erving Elementary School
Fiscal Year 2024
Uses of Funding Budget Summary

	FY 2022	FY 2023	FY 2024		
<u>Uses of Funding</u>	<u>Operating Budget</u>	<u>Operating Budget</u>	<u>Requested Budget</u>	<u>\$ Difference</u>	<u>% Difference</u>
Administration	\$130,160	\$136,291	\$129,257	-\$7,034	-5.16%
Instruction	\$2,717,787	\$2,712,204	\$2,610,320	-\$101,884	-3.76%
Other School Services	\$231,769	\$238,931	\$377,621	\$138,690	58.05%
Plant Operations/Maintanance	\$310,378	\$317,051	\$347,809	\$30,758	9.70%
Fixed Charges	\$4,843	\$6,274	\$6,112	-\$162	-2.58%
ACQ/Improvement - Fixed Assets	\$27,623	\$28,182	\$12,200	-\$15,982	-56.71%
Programs with Other Schools	\$0	\$0	\$243,226	\$243,226	FY23=0
Total Use of Funding	\$3,422,560	\$3,438,933	\$3,726,545	\$287,612	8.36%

	FY 2022	FY 2023	FY 2024		
<u>Sources of Funding</u>	<u>Operating Budget</u>	<u>Operating Budget</u>	<u>Anticipated Value</u>	<u>\$ Difference</u>	<u>% Difference</u>
Amount remaining for Town Appropriations	\$3,315,223	\$3,331,596	\$3,533,478	\$201,881.86	6.06%
Other Revenues (Grants)	\$107,337	\$107,337	\$193,067	\$85,730.00	79.87%
Total Sources of Funding	\$3,422,560	\$3,438,933	\$3,726,545	\$287,611.86	8.36%

		2022	2022	2023	2024	\$ DIFF	% DIFF
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
ADMINISTRATION							
1	SC CONTRACTED SERVICES	4,000	7,124	4,000	4,000	0	0.0%
2	SCHOOL COMMITTEE ADVERTISING	4,000	67	4,000	500	(3,500)	-87.5%
3	OTHER EXPENSE-SCHOOL COMMITTEE	2,000	1,846	2,000	2,000	0	0.0%
4	LEGAL COUNSEL-LOCAL BUDGET	5,000	7,300	5,600	7,000	1,400	25.0%
5	U28 OTHER EXPENSE-SCHOOL COMMITTEE	374	526	388	375	(13)	-3.4%
6	U28 SUPERINTENDENT'S SALARY	34,675	35,872	37,998	37,453	(545)	-1.4%
7	U28 SECRETARY'S SALARY	15,028	14,938	15,831	15,727	(104)	-0.7%
8	U28 PROFESSIONAL LIBRARY	125	7	129	125	(4)	-3.1%
9	U28 CONTRACTED SERVICES	1,123	1,072	1,164	1,125	(39)	-3.4%
10	U28 EDUC LEADERSHIP IMPRVMT DUES	699	578	1,164	1,125	(39)	-3.4%
11	U28 SUPT'S CONFERENCE	998	336	776	750	(26)	-3.4%
12	U28 SUPERINTENDENT'S TRAVEL	749	620	259	0	(259)	-100.0%
13	U28 DIRECTOR OF FINANCE/OPERATIONS	26,068	25,665	26,564	25,749	(815)	-3.1%
14	U28 BOOKKEEPER'S SALARY	23,889	25,869	23,887	24,964	1,077	4.5%
15	U28 SUB CALLER	1,685	1,676	1,770	1,764	(6)	-0.3%
16	U28 OFFICE SUPPLIES	1,372	2,247	1,423	1,500	77	5.4%
17	U28 POSTAGE	499	369	517	500	(17)	-3.3%
18	U28 MACHINE RENTAL CONTRACT	1,039	1,409	1,475	1,625	150	10.2%
19	U28 MACHINE MAINTENANCE	374	0	388	375	(13)	-3.4%
20	U28 CLASSIFIED ADS	125	29	129	125	(4)	-3.1%
21	U28 OTHER CONFERENCES	749	81	776	750	(26)	-3.4%
22	U28 DIRECTOR OF FINANCE TRAVEL	374	186	388	375	(13)	-3.4%
23	U28 LEGAL COUNSEL-UNION	599	549	621	600	(21)	-3.4%
24	U28 COMPUTER CONTRACTED SERVICES	4,366	3,765	4,786	0	(4,786)	-100.0%
25	U28 ADMINISTRATIVE TECHNOLOGY SUPPLIES	125	583	129		(129)	-100.0%
26	U28 MISC EXP	125	583	129	500	371	287.6%
27	U28 TRAVEL				250	250	FY23=0
	TOTAL ADMINISTRATION	130,160	133,297	136,291	129,257	(7,034)	-5.2%

INSTRUCTION							
28	PRINCIPAL'S SALARY	91,500	91,740	95,160	98,015	2,855	3.0%
29	CLERICAL SALARY	61,690	60,152	59,381	63,461	4,080	6.9%
30	COPIER MAINTENANCE	6,000	8,997	6,000	9,000	3,000	50.0%

		2022	2022	2023	2024	\$ DIFF	% DIFF
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
31	OFFICE SUPPLIES	3,400	2,680	3,400	3,000	(400)	-11.8%
32	PRINCIPAL PROFESSIONAL EXPENSE	2,000	839	2,000	0	(2,000)	-100.0%
33	PRINCIPAL TECHNOLOGY	1,000	0	1,000	500	(500)	-50.0%
34	SUMMER / TUTOR PROGRAMS	26,000	1,125	26,000	15,000	(11,000)	-42.3%
35	CLASSROOM TEACHERS' SALARIES REG ED	989,349	854,474	944,237	819,693	(124,544)	-13.2%
36	SPECIALIST TEACHERS' SALARIES REG ED	219,440	212,769	314,440	281,141	(33,299)	-10.6%
37	SPECIALIST TEACHERS' SALARIES SPED	287,672	328,218	238,438	244,846	6,408	2.7%
38	EARLY CHILDHOOD COORDINATOR	48,362	0	0	0	0	FY23=0
39	THERAPEUTIC SERVICE (SPEECH, PT, OT)	197,285	197,585	202,217	271,337	69,120	34.2%
40	SPED CONTRACTED SERVICES	24,000	61,448	30,000	30,000	0	0.0%
41	SUBSTITUTES' SALARIES-REG ED	28,000	41,922	30,000	40,000	10,000	33.3%
42	SUBSTITUTES' SALARIES-SPED	3,500	7,928	4,000	6,000	2,000	50.0%
43	TEACHER PARA'S SALARIES REG ED	300,961	301,246	335,072	303,660	(31,412)	-9.4%
44	TEACHERS PARA'S SALARIES SPECIAL EDUCATION	146,821	187,400	122,030	157,422	35,392	29.0%
45	LIBRARY TEACHER	64,962	76,761	78,680	84,065	5,385	6.8%
46	PROF DEV SUBSTITUTES' SALARIES REG ED	4,000	120	4,000	0	(4,000)	-100.0%
47	PROF DEV SUBSTITUTES' SALARIES SPED	1,000	200	1,000	1,000	0	0.0%
48	PROF DEV CONTRACTED SERVICE	20,000	6,887	20,000	10,000	(10,000)	-50.0%
49	PROF DEV STAFF LIBRARY MATERIALS	500	72	500	0	(500)	-100.0%
50	TEXTBOOKS & INSTRUCTIONAL MATERIALS	13,500	8,027	13,500	6,750	(6,750)	-50.0%
51	LIBRARY MATERIALS	4,200	3,449	4,200	2,100	(2,100)	-50.0%
52	SPED INSTRUCTIONAL SUPPLIES	3,000	3,007	3,000	3,000	0	0.0%
53	COPIER LEASE	6,000	5,748	6,000	6,000	0	0.0%
54	INSTRUCTIONAL SUPPLIES	17,000	21,548	17,000	17,000	0	0.0%
55	FIELD TRIPS & PROGRAMS	10,000	3,563	10,000	5,000	(5,000)	-50.0%
56	INSTRUCTIONAL TECHNOLOGY MATERIALS	12,000	5,140	12,000	3,000	(9,000)	-75.0%
57	TESTING & ASSESSMENT MATERIALS	1,600	883	1,600	1,600	0	0.0%
58	PSYCHOLOGIST'S SALARY	66,810	0	68,480	61,912	(6,568)	-9.6%
59	U28 DIRECTOR OF STUDENT SUPPORT	25,618	24,800	26,387	25,749	(638)	-2.4%
60	U28 STUDENT SUPPORT COORDINATOR	14,276	14,191	15,040	14,943	(97)	-0.6%
61	U28 CURRICULUM & INSTRUCTION COORDINATOR	11,009	0	11,598	19,052	7,454	64.3%
62	U28 EC COORDINATOR	1,961	1,907	2,203	2,556	353	16.0%
63	U28 EC PROGRAM ASSISTANT	1,000	994	1,184	1,144	(40)	-3.4%
64	U28 STIPENDS	125	0	129	125	(4)	-3.1%

		2022	2022	2023	2024	\$ DIFF	% DIFF
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
65	U28 SPED DIRECTOR'S TRAVEL	749	124	776	750	(26)	-3.4%
66	U28 PROFESSIONAL DEVELOPMENT	1,497	958	1,552	1,500	(52)	-3.4%
	TOTAL INSTRUCTION	2,717,787	2,536,902	2,712,204	2,610,320	(101,884)	-3.8%

	OTHER SCHOOL SERVICES						
67	HOME INSTRUCTION-PARENT LIAISON OTH EXP	500	65	0	0	0	FY23=0
68	NURSE'S SALARY-REG ED	70,469	70,469	72,231	73,421	1,190	1.6%
69	DOCTOR'S CONTRACTED SERVICE-REG ED	500	500	500	500	0	0.0%
70	HEALTH SUPPLIES	1,500	2,305	2,500	2,500	0	0.0%
71	AFTER SCHOOL ACADEMY	5,000	4,988	5,000	2,500	(2,500)	-50.0%
72	EXPERIENTIAL LEARNING	10,000	0	10,000	5,000	(5,000)	-50.0%
73	TRANSPORTATION	114,800	117,268	117,700	117,700	0	0.0%
74	SPED TRANSPORTATION	5,000	0	5,000	150,000	145,000	2900.0%
75	FOOD SERVICE	24,000	20,688	26,000	26,000	0	0.0%
	TOTAL OTHER SCHOOL SERVICES	231,769	216,283	238,931	377,621	138,690	58.0%

	PLANT OPERATIONS/MAINTENANCE						
76	SUBSTITUTE CUSTODIANS' SALARIES	1,400	14,916	1,400	2,000	600	42.9%
77	CUSTODIAL SALARIES	100,031	97,983	102,745	99,634	(3,111)	-3.0%
78	CUSTODIAL SUPPLIES	14,000	12,317	14,000	14,000	0	0.0%
79	FUEL	42,000	59,326	42,000	50,000	8,000	19.0%
80	E'SIDE FUEL	1,000	0	0	0	0	FY23=0
81	SCHOOL TELEPHONE	2,000	5,073	7,500	7,500	0	0.0%
82	WATER	3,000	1,569	3,000	3,000	0	0.0%
83	SCHOOL POWER	73,000	73,000	73,000	85,000	12,000	16.4%
84	E'SIDE POWER	1,000	0	0	0	0	FY23=0
85	SCHOOL GROUNDS MAINTENANCE	4,000	2,270	4,000	2,000	(2,000)	-50.0%
86	SCHOOL BUILDING MAINT MTLs	25,000	29,097	25,000	28,000	3,000	12.0%
87	EQUIPMENT MAINTENANCE	20,000	23,617	20,000	20,000	0	0.0%
88	NETWORKING & TELECOM C/S	7,500	10,040	7,500	10,000	2,500	33.3%
89	NETWORKING & TELECOM MTLs	9,500	8,234	9,500	19,450	9,950	104.7%
90	TECHNOLOGY MAINTENANCE & SUPPLIES	5,000	3,894	5,000	5,000	0	0.0%
91	U28 CENTRAL OFFICE TELEPHONE	299	717	698	825	127	18.2%
92	U28 SUB CALLER TELEPHONE	150	124	155	150	(5)	-3.2%

		2022	2022	2023	2024	\$ DIFF	% DIFF
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
93	U28 NETWORKING/TELECOMMUNICATIONS	250	296	259	250	(9)	-3.5%
94	U28 TECHNOLOGY MAINTENANCE	1,248		1,294	1,000	(294)	-22.7%
	TOTAL PLANT OPERATIONS/MAINTENANCE	310,378	342,473	317,051	347,809	30,758	9.7%

	FIXED CHARGES						
95	STUDENT INSURANCE COVERAGE	1,100	1,045	1,100	1,100	0	0.0%
96	U28 DISABILITY INSURANCE	187	174	194	200	6	3.1%
97	U28 BENEFIT CONTINGENCY		0	1,164	1,125	(39)	-3.4%
98	U28 COMMERCIAL LIABILITY INSURANCE	3,119	2,042	3,363	3,250	(113)	-3.4%
99	U28 SCHOOL BOARD LIABILITY INSURANCE	437	1,129	453	437	(16)	-3.5%
100	U28 CENTRAL OFFICE RENT				375	375	FY23=0
	TOTAL FIXED CHARGES	4,843	4,390	6,274	6,112	(162)	-3.3%

	ACQ/IMPROVEMENT - FIXED ASSETS						
101	ACQUISITION OF NEW EQUIPMENT	5,000	4,709	5,000	2,500	(2,500)	-50.0%
102	REPLACEMENT OF EQUIPMENT	7,000	0	7,000	3,500	(3,500)	-50.0%
103	EQUIPMENT LEASE	14,500	0	14,500	4,500	(10,000)	-69.0%
104	U28 NEW EQUIPMENT	1,123	1,703	1,682	1,700	18	1.1%
	TOTAL ACQUISITION OF FIXED ASSETS	27,623	6,412	28,182	12,200	(15,982)	-56.7%

	PROGRAMS WITH OTHER SCHOOLS						
105	SPED TUITION OTHER SCHOOLS		0	0	243,226	243,226	FY23=0
	TOTAL PROGRAMS WITH OTHER SCHOOLS	0			243,226	243,226	FY23=0

				2023 Budget	2024 Requested Budget	\$ DIFF	% DIFF
	GROSS TOTAL ELEMENTARY			3,438,933	3,726,545	287,612	8.4%
106	GRANTS (EES salaries)			107,337	185,567	78,230	72.9%
107	GRANTS (U28 salaries)			7,500	7,500	0	0.0%
108	NET TOTAL ELEMENTARY			3,324,096	3,533,478	209,382	6.3%

		2022	2022	2023	2024	\$ DIFF	% DIFF
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF

	GRANTS/REVENUES			FY23	FY24		
109	305 - Title I: Improving Basic Programs			23,895	25,000	1,105	4.6%
110	140 - Title II: Building Systems of Support for Excellent Teaching and Leading			2,863	3,000	137	4.8%
111	309 - Title IV: Student Support and Academic Enrichment			10,000	10,000	0	0.0%
112	240 - IDEA Federal Special Education Entitlement Grant			47,095	49,000	1,905	4.0%
113	262 - Early Childhood Special Education Entitlement Grant			1,516	1,516	0	0.0%
127	264 - American Rescue Plan: IDEA- Early Childhood			576	576	0	0.0%
128	252 - American Rescue Plan: IDEA			6,475	6,475	0	0.0%
129	Circuit Breaker			0	65,000	65,000	FY23=0
130	Rural Aid			0	10,000	10,000	FY23=0
131	REAP			14,917	15,000	83	0.6%
	TOTAL GRANTS/REVENUES			107,337	185,567	78,230	72.9%

Secondary Education

The FY2024 Secondary Education budget request reflects an increase of \$1.00 over the FY2023 appropriation.

Line	ACCOUNT NUMBER	ACCOUNT TITLE	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2024 REQUESTED BUDGET	Difference \$ DIFF	% DIFF
		ADMINISTRATION								
1	10011.11.1.110.8.03.13.0.00	SCHOOL COMMITTEE SALARIES	3,150	688	3,150	324	3,150	3,150	0	0.0%
2	10011.11.1.110.8.04.42.0.00	CONTRACTED SERVICES	600	0	600	0	600	600	0	0.0%
3	10011.11.1.110.8.06.60.0.00	MASC DUES	1,200	0	1,200	0	1,200	1,200	0	0.0%
4	10011.11.1.110.8.06.69.0.00	OTHER EXPENSE	100	0	100	0	100	100	0	0.0%
5	10011.11.1.430.8.04.40.0.00	LEGAL SERVICES SECONDARY	600	0	600	0	600	600	0	0.0%
		TOTAL ADMINISTRATION	5,650	688	5,650	324	5,650	5,650	0	0.0%
		INSTRUCTION								
6	10011.11.2.110.2.06.64.0.00	SPED TRAVEL	250	0	250	0	250	250	0	0.0%
7	10011.11.2.210.8.02.11.0.00	STUDENT SUPPT SVS COORD SEC	5,825	2,218	5,936	3,012	6,031	6,031	(0)	0.0%
8	10011.11.2.320.2.04.27.0.00	SPED CONTRACTED SERVICES	2,000	2,816	2,000	3,078	2,000	3,000	1,000	50.0%
9	10011.11.2.415.2.05.50.0.00	SPED INSTRUCTIONAL MATERIALS	1,200	0	1,200	0	1,200	1,200	0	0.0%
10	10011.11.2.440.1.04.47.0.00	CONTRACTED SERVICES	1,500	595	1,500	0	1,500	1,500	0	0.0%
		TOTAL INSTRUCTION	10,775	5,629	10,886	6,090	10,981	11,981	1,000	9.1%
		OTHER SCHOOL SERVICES								
11	10011.11.3.300.1.04.42.0.00	SECONDARY TRANSPORTATION	108,763	108,235	111,482	149,353	114,269	117,126	2,857	2.5%
12	10011.11.3.300.2.04.47.0.00	SPED TRANSPORTATION	37,000	50,893	25,000	46,629	85,180	89,439	4,259	5.0%
		TOTAL OTHER SCHOOL SERVICES	145,763	159,128	136,482	195,982	199,449	206,565	7,116	3.6%
		PROGRAMS WITH OTHER SCHOOLS								
13	10011.11.9.100.1.00.85.0.00	REGULAR TUITION PUBLIC SCHOOLS	777,806	653,705	690,213	714,354	853,640	880,767	27,127	3.2%
14	10011.11.9.100.2.00.85.0.00	SPED TUITION PUBLIC SCHOOLS	356,560	480,679	489,676	344,108	262,123	207,318	(54,805)	-20.9%
15	10011.11.9.300.2.00.85.0.00	SPED TUITION NON PUBLIC SCHOOLS	89,574	62,656	144,499	53,364	145,563	165,125	19,562	13.4%
16	10011.11.9.400.2.00.85.0.00	SPED TUITION COLLABORATIVE			0	11,000	0	0	0	FY23=0
		TOTAL PROGRAMS WITH OTHER SCHOOLS	1,223,940	1,197,040	1,324,388	1,122,826	1,261,326	1,253,210	(8,116)	-0.6%
17		GRAND TOTAL SECONDARY EDUCATION	1,386,128	1,362,485	1,477,406	1,325,222	1,477,406	1,477,406	(0)	0.0%

Fiscal Year 2024 Budget - Executive Summary

By the numbers:

- Total **FY24** budget is **4.5%** higher than the **FY23** budget.
- **Town Assessments** on average are up **3%** higher than **FY23** (individual town assessments vary based on the # of students sent).
- The amount of **Chapter 70 State Aid** we receive is up by almost **9%** from last year.
- Enrollment is up **2.5%** from last year and **21%** over the past 5 years (**97** more students).
- **School Transportation** - We anticipated a greater amount of Reimbursement than we received. Approx. **\$60,000** less. We hope the legislature will add that back.
- **E&D** was certified at **\$724,000** and we are using **\$665,000**. This source of funding is a result of efficiencies achieved during the past fiscal year (Budget line items unspent and Revenues received greater than anticipated). Helps keep town assessments lower.
- 53 students are currently out with ____ # of our local business partners.
- Which towns have FCTS community projects?

How have we grown:

- More Instruction - **English** instructor added (FY24), **Welding** instructor added (FY24)
Prior year (FY23) an Electrical and a Math instructor were added
- More Supervision - A **Dean of Students** position was added to help with student discipline and additional student support
- More Extracurricular - Increased enrollment means **increased participation** on sports and extracurricular activities
- Contractual salary increases for staff have only modestly increased our budget (on avg 3% cost of living adjustments).

The Future is now:

- One major capital project concludes, the longterm lease on our heating & cooling systems, and one major project begins, a possible new school building.
\$500,000 of lease funds are now moved to the Capital Stabilization fund to pay for a **Feasibility Study** for a new building (required 1st step with the MA School Building Authority).
- New programs on the horizon are a **Veterinary Science** and **Aviation Mechanics**. These programs will increase our capacity to enroll more students. Vet Science is being funded by a \$500,000 grant for equipment and additional funding from Capital Stabilization. Aviation Mechanics is being entirely funded through a \$4.2 million grant where we will build and equip an aviation hangar.

**Franklin County Technical School
FY 2024 ANNUAL ASSESSMENTS
(Statutory Assessment Method)**

TOWN	Oct. 1, 2022 Enrollment	FY 2024 Rate	MINIMUM CONTRIBUTION	TRANSPORTATION (Net of State Aid)	Above Net School Spending	E & D CREDIT	LOCAL ASSESSMENT	Assessment Per Pupil
						Total		
BERNARDSTON	25	4.4643%	\$279,066	\$14,439	\$50,497	(\$29,702)	\$314,300	\$12,572
BUCKLAND	17	3.0357%	\$187,371	\$9,819	\$34,338	(\$20,198)	\$211,330	\$12,431
COLRAIN	21	3.7500%	\$259,675	\$12,129	\$42,417	(\$24,950)	\$289,271	\$13,775
CONWAY	9	1.6071%	\$158,588	\$5,198	\$18,179	(\$10,693)	\$171,272	\$19,030
DEERFIELD	25	4.4643%	\$436,181	\$14,439	\$50,497	(\$29,702)	\$471,415	\$18,857
ERVING	28	5.0000%	\$473,571	\$16,172	\$56,556	(\$33,267)	\$513,033	\$18,323
GILL	15	2.6786%	\$201,894	\$8,664	\$30,298	(\$17,821)	\$223,034	\$14,869
GREENFIELD	117	20.8929%	\$1,015,455	\$67,576	\$236,324	(\$139,006)	\$1,180,349	\$10,088
HEATH	8	1.4286%	\$63,925	\$4,621	\$16,159	(\$9,505)	\$75,200	\$9,400
LEYDEN	1	0.1786%	\$14,294	\$578	\$2,020	(\$1,188)	\$15,703	\$15,703
MONTAGUE	93	16.6071%	\$896,774	\$53,714	\$187,848	(\$110,492)	\$1,027,844	\$11,052
NEW SALEM	11	1.9643%	\$141,758	\$6,353	\$22,219	(\$13,069)	\$157,261	\$14,296
NORTHFIELD	40	7.1429%	\$594,326	\$23,103	\$80,795	(\$47,524)	\$650,700	\$16,268
ORANGE	95	16.9643%	\$513,760	\$54,870	\$191,887	(\$112,868)	\$647,648	\$6,817
SHELBURNE	9	1.6071%	\$139,351	\$5,198	\$18,179	(\$10,693)	\$152,035	\$16,893
SUNDERLAND	9	1.6071%	\$153,635	\$5,198	\$18,179	(\$10,693)	\$166,319	\$18,480
WARWICK	6	1.0714%	\$71,558	\$3,465	\$12,119	(\$7,129)	\$80,014	\$13,336
WENDELL	9	1.6071%	\$69,370	\$5,198	\$18,179	(\$10,693)	\$82,054	\$9,117
WHATELY	22	3.9286%	\$332,606	\$12,707	\$44,437	(\$26,138)	\$363,612	\$16,528
TOTAL	560	100%	\$6,003,158	\$323,442	\$1,131,125	(\$665,330.00)	\$6,792,395	\$12,129.28

**Franklin County Technical School
ANNUAL OPERATING ASSESSMENTS - 4 YEAR TREND**

Town	Enrollment				Enrollment %				FY 21	FY 22	FY 23	FY 24	Assessment	Enrollment
	Oct-19	Oct-20	Oct-21	Oct-22	FY 21	FY 22	FY 23	FY 24	Assessment	Assessment	Assessment	Assessment	Change	Change
BERNARDSTON	28	36	26	25	5.77%	6.77%	4.76%	4.46%	\$372,388	\$434,266	\$325,872	\$314,300	-3.55%	-3.85%
BUCKLAND	6	8	18	17	1.24%	1.50%	3.30%	3.04%	\$84,300	\$111,754	\$225,345	\$211,330	-6.22%	-5.56%
COLRAIN	25	23	27	21	5.15%	4.32%	4.95%	3.75%	\$338,602	\$334,287	\$361,048	\$289,271	-19.88%	-22.22%
CONWAY	5	4	10	9	1.03%	0.75%	1.83%	1.61%	\$94,375	\$71,783	\$176,212	\$171,272	-2.80%	-10.00%
DEERFIELD	17	18	29	25	3.51%	3.38%	5.31%	4.46%	\$313,756	\$323,023	\$541,163	\$471,415	-12.89%	-13.79%
ERVING	26	27	28	28	5.36%	5.08%	5.13%	5.00%	\$488,703	\$484,534	\$508,770	\$513,033	0.84%	0.00%
GILL	12	15	17	15	2.47%	2.82%	3.11%	2.68%	\$189,183	\$224,776	\$230,742	\$223,034	-3.34%	-11.76%
GREENFIELD	100	123	122	117	20.62%	23.12%	22.34%	20.89%	\$1,143,142	\$1,280,132	\$1,234,846	\$1,180,349	-4.41%	-4.10%
HEATH	5	7	9	8	1.03%	1.32%	1.65%	1.43%	\$56,303	\$63,980	\$88,707	\$75,200	-15.23%	-11.11%
LEYDEN	3	1	0	1	0.62%	0.19%	0.00%	0.18%	\$56,625	\$17,945	\$0	\$15,703	100.00%	100.00%
MONTAGUE	105	107	93	93	21.65%	20.11%	17.03%	16.61%	\$1,230,125	\$1,196,460	\$1,003,999	\$1,027,844	2.37%	0.00%
NEW SALEM	7	9	13	11	1.44%	1.69%	2.38%	1.96%	\$107,270	\$123,870	\$177,330	\$157,261	-11.32%	-15.38%
NORTHFIELD	27	27	28	40	5.57%	5.08%	5.13%	7.14%	\$462,069	\$461,831	\$454,573	\$650,700	43.15%	42.86%
ORANGE	66	76	82	95	13.61%	14.29%	15.02%	16.96%	\$563,195	\$594,099	\$601,024	\$647,648	7.76%	15.85%
SHELBURNE	14	17	11	9	2.89%	3.20%	2.01%	1.61%	\$230,072	\$268,649	\$171,228	\$152,035	-11.21%	-18.18%
SUNDERLAND	10	8	6	9	2.06%	1.50%	1.10%	1.61%	\$188,749	\$143,566	\$102,435	\$166,319	62.37%	50.00%
WARWICK	6	6	7	6	1.24%	1.13%	1.28%	1.07%	\$92,051	\$96,881	\$101,596	\$80,014	-21.24%	-14.29%
WENDELL	11	9	7	9	2.27%	1.69%	1.28%	1.61%	\$117,838	\$85,985	\$65,997	\$82,054	24.33%	28.57%
WHATELY	12	11	13	22	2.47%	2.07%	2.38%	3.93%	\$223,341	\$193,067	\$223,881	\$363,612	62.41%	69.23%
TOTAL	485	532	546	560	100%	100%	100%	100%	\$6,352,087	\$6,510,889	\$6,594,768	\$6,792,395		

**Franklin County Technical School
FY 2024 CAPITAL ASSESSMENTS**

TOWN	US Census Population 2020	Population Rate to Total District Population	Equalized Valuation 2022	E.V. Rate to Total District Equalized Valuation	Capital Assessment Rate (Pop.Rate + EV Rate/2)	Capital Assessment \$200,118.00
BERNARDSTON	2102	3.30%	\$289,619,100	3.27%	3.29%	\$6,577.21
BUCKLAND	1816	2.85%	\$270,428,900	3.06%	2.95%	\$5,910.83
COLRAIN	1606	2.52%	\$203,121,700	2.29%	2.41%	\$4,819.96
CONWAY	1761	2.77%	\$298,724,500	3.37%	3.07%	\$6,144.27
DEERFIELD	5090	7.99%	\$869,370,900	9.82%	8.91%	\$17,826.52
ERVING	1665	2.61%	\$969,923,800	10.96%	6.79%	\$13,580.90
GILL	1551	2.44%	\$183,855,300	2.08%	2.26%	\$4,515.73
GREENFIELD	17768	27.91%	\$1,751,876,500	19.79%	23.85%	\$47,727.87
HEATH	723	1.14%	\$105,196,700	1.19%	1.16%	\$2,325.36
LEYDEN	734	1.15%	\$104,479,300	1.18%	1.17%	\$2,334.54
MONTAGUE	8580	13.48%	\$1,034,121,100	11.68%	12.58%	\$25,173.37
NEW SALEM	983	1.54%	\$134,880,400	1.52%	1.53%	\$3,069.50
NORTHFIELD	2866	4.50%	\$612,926,000	6.92%	5.71%	\$11,432.60
ORANGE	7569	11.89%	\$704,170,400	7.96%	9.92%	\$19,854.71
SHELBURNE	1884	2.96%	\$315,346,600	3.56%	3.26%	\$6,525.46
SUNDERLAND	3663	5.75%	\$458,245,200	5.18%	5.47%	\$10,936.50
WARWICK	780	1.23%	\$91,765,300	1.04%	1.13%	\$2,263.10
WENDELL	924	1.45%	\$119,774,300	1.35%	1.40%	\$2,806.02
WHATELY	1607	2.52%	\$333,516,600	3.77%	3.15%	\$6,295.56
TOTAL	63672	100.00%	\$8,851,342,600	100.00%	100.00%	\$200,120.00

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

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Section 5 | Public Works

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

FY2023 Highlights & Challenges

The Highway Department has been repairing and replacing failed culverts, catch basins and rebuilding drainage swales.

The highlights of these projects are knowing the staff has full knowledge of this work and completed areas will last many years.

Challenges of these projects are availability of supplies and ongoing price increases for all material needed to complete the projects.

FY2024 Goals & Initiatives

A couple years ago FRCOG came and did a complete inventory and assessment of our storm water management system.

The report showed we have some parts in very good all the way to very bad. We have been addressing the ones that fit into the operating budget, but most are outside of that. Last month we did an emergency replacement of a collapsed culvert across Mountain Rd costing around \$7,000.00
This is a good budget number for ones needing full replacement.

If funded, we will have a full summer of this work.

Significant Budget Changes

A new budget line request has been added for survey work. Having survey work funds available will allow base work to be completed before a project goes out to bid. Because of budget constraints this is not being funded in FY2024, but should be considered in future years.

Another increase is because contracted services and all material costs have increased significantly in some areas.

In the past money has been approved for the Highway Road Work/Improvement line 01-422-906-57800 for larger projects. When the River, Warner, Strachan Street paving/ sidewalk project was happening this line wasn't funded for any other use. Because of budget constraints this is not being funded in FY2024 but should be considered in future years.

The budget increase request for this line is so we can continue repairing and or replacing the failing drainage system.

Misc. Bridge Repairs 01-422-901-57800 The Highway Dept. repairs the wooden bridge deck every year. After Mass DOT bridge inspections are completed, we can do minor repair requests from this expense line. Because of budget constraints this is not being funded in FY2024 but should be considered in future years.

FY2024 Highway, Snow Removal, Streetlights, Fuel & Cemetery Maintenance Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Highway Department							
	<i>Salary & Wages</i>						
01-422-100-51100	Highway Wages	\$ 169,304	\$ 178,805	\$ 178,296	\$ 69,304	\$ 181,862	\$ 3,566
01-422-100-51400	Highway Dept-Longevity	\$ 2,275	\$ 750	\$ 2,275	\$ 500	\$ 2,275	\$ -
01-422-100-51900	Highway Dept-Clothing Allowance	\$ 750	\$ 750	\$ 750	\$ 1,000	\$ 1,500	\$ 750
01-422-103-51300	Highway Overtime	\$ 15,000	\$ 20,899	\$ 18,360	\$ 9,812	\$ 20,000	\$ 1,640
01-423-100-51100	Snow Removal Wages	\$ 28,050	\$ 26,234	\$ 28,600	\$ 601	\$ 28,600	\$ -
	Salary & Wages Subtotal	\$ 215,379	\$ 227,438	\$ 228,281	\$ 81,217	\$ 234,237	\$ 5,956
	<i>Ordinary Expenses</i>						
01-422-201-53800	Highway-Contracted Services	\$ 30,000	\$ 12,888	\$ 30,000	\$ 9,277	\$ 30,000	\$ -
TBD	Highway- Surveying Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-422-201-55800	Highway-Materials	\$ 14,750	\$ 4,667	\$ 14,750	\$ 2,799	\$ 20,000	\$ 5,250
01-422-201-57800	Highway Mat.-Roads-Equip	\$ 15,000	\$ 14,151	\$ 15,000	\$ 8,836	\$ 20,000	\$ 5,000
01-422-202-52110	Hwy Dept-Electricity	\$ 600	\$ 912	\$ 600	\$ 160	\$ 900	\$ 300
01-422-202-52310	Hwy-Telephone	\$ 3,950	\$ 3,817	\$ 3,950	\$ 1,383	\$ 4,550	\$ 600
01-422-202-52400	Hwy-Vehicle Repair & Maint	\$ 30,000	\$ 29,809	\$ 30,000	\$ 18,425	\$ 30,000	\$ -
01-422-202-53000	Hwy Dept-Software Maint	\$ 7,500	\$ 8,633	\$ 8,250		\$ 8,600	\$ 350
01-422-202-53805	Hwy-FRCOG Bids/Contracts	\$ 2,500	\$ 2,426	\$ 3,000	\$ 2,669	\$ 3,000	\$ -
01-422-202-53810	Hwy-Roadside Mower	\$ 1,000	\$ -	\$ 3,000		\$ 3,000	\$ -
01-422-202-55805	Hwy-Safety Wear	\$ 2,000	\$ 3,335	\$ 2,000	\$ 710	\$ 3,000	\$ 1,000
01-422-202-55806	Hwy-OSHA Equipment	\$ 3,000	\$ 703	\$ 3,000	\$ -	\$ 3,000	\$ -
01-422-202-57800	Hwy Office & Misc	\$ 1,000	\$ 3	\$ 1,000	\$ -	\$ 1,000	\$ -
01-422-202-57810	Hwy-Certifications/Licenses	\$ 500	\$ 2,835	\$ 1,000	\$ -	\$ 1,000	\$ -
01-423-200-57800	Snow Removal Material	\$ 35,000	\$ 38,572	\$ 35,000	\$ -	\$ 40,000	\$ 5,000
	Ordinary Expenses Subtotal	\$ 146,800	\$ 122,753	\$ 150,550	\$ 44,259	\$ 168,050	\$ 17,500
	<i>Special Articles & Recurring Appropriations</i>						
01-422-901-57800	Misc Bridge Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
01-422-904-57800	Highway Road Work/Improvements	\$ -	\$ 117,171	\$ -	\$ 12,349	\$ -	\$ -
01-429-924-57800	DPW Wheel Loader Lease	\$ -	\$ -	\$ 60,000	\$ 54,669	\$ 55,000	\$ (5,000)
	Special Articles & Recurring Appropriations Subtotal	\$ -	\$ 117,171	\$ 60,000	\$ 67,019	\$ 55,000	\$ -
	Highway Department Total	\$ 362,179	\$ 467,362	\$ 438,831	\$ 192,494	\$ 457,287	\$ 23,456
Streetlights							
	<i>Ordinary Expenses</i>						
01-424-200-52110	Street Lights-Electricity	\$ 15,000	\$ 8,992	\$ 15,000	\$ 2,748	\$ 15,000	\$ -
01-424-200-53800	Street Lights-Purchased Services	\$ 10,000	\$ 1,100	\$ 10,000	\$ -	\$ 10,000	\$ -
01-424-200-55805	Street Lights-Supplies & Equipment	\$ 5,000	\$ 891	\$ 5,000	\$ -	\$ 5,000	\$ -
01-424-200-57800	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Ordinary Expenses Subtotal	\$ 30,000	\$ 10,983	\$ 30,000	\$ 2,748	\$ 30,000	\$ -
	Streetlights Total	\$ 30,000	\$ 10,983	\$ 30,000	\$ 2,748	\$ 30,000	\$ -
Town-wide Fuel							
	<i>Ordinary Expenses</i>						
01-429-200-52110	Fuel Fund- EV Charging Fees	\$ -	\$ -	\$ -	\$ 20.00	\$ 1,000.00	\$ 1,000
01-429-200-54112	Fuel Fund-Gasoline	\$ 24,000	\$ 30,643	\$ 24,000	\$ 11,257.24	\$ 35,000	\$ 11,000
01-429-200-54113	Fuel Fund-Diesel	\$ 24,000	\$ 18,824	\$ 24,000	\$ 8,219.24	\$ 24,000	\$ -
01-429-200-54810	Fuel Fund	\$ -	\$ 25	\$ -	\$ -	\$ -	\$ -
	Ordinary Expenses Subtotal	\$ 48,000	\$ 49,491	\$ 48,000	\$ 19,496	\$ 60,000	\$ 12,000
	Town-wide Fuel Total	\$ 48,000	\$ 49,491	\$ 48,000	\$ 19,496	\$ 60,000	\$ 12,000
Cemetery Maintenance							
	<i>Ordinary Expenses</i>						
01-491-200-53805	Cemetery-Mowing/Landscaping Servic	\$ 14,000	\$ 11,676	\$ 14,000	\$ 7,416	\$ 14,000	\$ -
01-491-200-57800	Cemetery Expenses	\$ 20,000	\$ 9,895	\$ 10,000	\$ -	\$ 10,000	\$ -
01-491-201-57800	Cemetery Software	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
	Ordinary Expenses Subtotal	\$ 34,000	\$ 21,571	\$ 26,000	\$ 7,416	\$ 26,000	\$ -
	Cemetery Maintenance Total	\$ 34,000	\$ 21,571	\$ 26,000	\$ 7,416	\$ 26,000	\$ -
	Highway, Streetlight, Fuel & Cemetery Maintenance Total	\$ 474,179.00	\$ 549,407.42	\$ 542,831.00	\$ 222,154.78	\$ 573,287.00	\$ 35,456.00

Solid Waste Management

FY2023 Highlights & Challenges

The Town is in the second year of the stickering program for the collection of residential household waste. While the initial start of the program came with some initial confusion, the second year has worked with fewer issues. The spike in trash tonnage that was seen in fiscal year 2021 and the start of 2022 has returned to a level that is in line with the Town's previous experience. In fiscal year 2023 the Town began to experience a decline in the market value of recycling materials and though value is still being realized, the Town has begun to experience a monthly cost for the disposal of recycled materials. The Town had annually budgeted for this scenario so there are no concerns.

FY2024 Goals & Initiatives

The Town will need to determine if it is extending the existing multi year agreement with Casella Waste Management for the collection and hauling of residential solid waste and recycling, or if it will look to competitively procure a new agreement. The current agreement included an anticipated 5% cost escalator for year 4 of the agreement and that has been factored into the budget request as a place holder until agreements are met.

Significant Budget Changes

Increases have been requested for the collection contract, for the almost anything goes program, and for the annual monitoring of the Maple Avenue landfill.

FY2024 Solid Waste Management Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Salary & Wages</i>							
01-431-200-53000	F.C. Wast Mgn Dist.	\$ 17,553	\$ 17,336	\$ 17,607	\$ 8,804	\$ 17,200	\$ (407)
01-433-200-53800	Trash/Recycling Collection	\$ 95,000	\$ 94,962	\$ 98,000	\$ 24,453	\$ 120,000	\$ 22,000
01-433-200-53801	Almost Anything Goes	\$ 19,000	\$ 24,726	\$ 25,000	\$ 1,670	\$ 27,500	\$ 2,500
01-433-200-53802	Recycling Disposal	\$ 5,000	\$	\$ 5,000	\$ 537	\$ 4,000	\$ (1,000)
01-433-200-53803	Electronic Waste Disposal	\$ 1,500	\$ 1,195	\$ 1,500		\$ 1,500	\$ -
01-433-200-53804	Scrap Metal Disposal	\$ 1,500	\$ 541	\$ 1,500	\$ 355	\$ 1,500	\$ -
01-433-200-53805	Trash Disposal	\$ 40,000	\$ 27,649	\$ 40,000	\$ 9,488	\$ 40,000	\$ -
01-433-200-57800	Trash/Recycling Other Expense		\$ 6,500	\$ 3,500	\$ 153	\$ 3,500	\$ -
01-433-201-53800	Hazardous Waste Collection	\$ 1,000	\$ 752	\$ 1,000	\$ 683	\$ 1,000	\$ -
01-433-202-53800	Maple Ave Landfill Monitoring	\$ 15,000	\$ 14,176	\$ 15,000	\$ -	\$ 16,000	\$ 1,000
<i>Ordinary Expenses Subtotal</i>		\$ 195,553	\$ 187,837	\$ 208,107	\$ 46,143	\$ 232,200	\$ 24,093
Department Total		\$ 195,553	\$ 187,837	\$ 208,107	\$ 46,143	\$ 232,200	\$ 24,093

Wastewater Enterprise Fund

FY2023 Highlights & Challenges

Maintaining compliance with DEP and EPA. Started Nitrogen Limits protocol and testing for both plants 1 & 3. Started new permit MAG580021 with new limits for POTW #3. Painted snorkel vents at POTW #3. In the process of finalizing a new permit for POTW# 1. Started preliminary PF A's testing on sludge for future limits. Repairing of blower at plant and rebuilding of UV system. Repairs and rebuild of pumps at Arch St. Pump Station. Maintenance of pump stations. Following new permit testing for POTW #1. Continuing Pretreatment Program for POTW #2.

FY2024 Goals & Initiatives

Staying in compliance, keeping license's current while continuing TCH's. With the uprising cost of parts and supply demands we would like to build up an inventory for the UV system. New signage at Pump Stations and Plants.

The agreement with the Town of Montague will also be up for renewal.

Significant Budget Changes

- Clothing allowance increase would offset the increased cost of clothing for work, between chemicals and wear and tear \$250.00 doesn't buy as much as it used to.
- Chemical costs have risen, PAC (Poly Aluminum Chloride) alone has gone up \$1.00 per gallon.
- Sludge Disposal has increased. F.C.S.W.M.D. said to expect a 30% increase.
- UV parts have gone up. Example: ballast was \$550.00 now \$950.00. UV bulbs are \$250-\$300. We used up our supply due to a power spike last fall and available parts were 6 months out.
- Wastewater Testing costs have gone up and with new permits there are more and new Analytes to test for. DEP requirements

FY2024 Wastewater Enterprise Fund Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
60-440-101-51100	Chief Operator	\$ 69,335	\$ 70,245	\$ 72,138	\$ 28,544	\$ 73,581	\$ 1,443
60-440-102-51100	Assistant Operator	\$ 55,971	\$ 55,895	\$ 58,238	\$ 22,669	\$ 59,403	\$ 1,165
60-440-103-51100	Operator	\$ 47,731	\$ 47,666	\$ 49,670	\$ 19,254	\$ 50,664	\$ 994
60-440-104-51100	Maintenance Laborer	\$ 33,408	\$ 18,497	\$ 42,212	\$ 16,330	\$ 43,057	\$ 845
60-440-105-51200	Secretary	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60-440-106-51300	Unforeseen Overtime	\$ 15,300	\$ 31,178	\$ 15,300	\$ 13,704	\$ 20,000	\$ 4,700
60-440-107-51400	Longevity Pay	\$ 2,250	\$ 2,250	\$ 2,250	\$ 750	\$ 2,250	\$ -
60-440-107-51900	Clothing Allowance	\$ 1,000	\$ 750	\$ 1,000	\$ 1,000	\$ 2,000	\$ 1,000
60-440-108-51100	Operator Education Incentive	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -
Salary & Wages Subtotal		\$ 227,495	\$ 226,482	\$ 243,308	\$ 102,251	\$ 253,455	\$ 10,147
Ordinary Expenses							
60-440-209-57800	Electricity	\$ 49,000	\$ 53,604	\$ 49,000	\$ 20,323	\$ 70,000	\$ 21,000
60-440-210-57800	Employee Benefits	\$ 70,000	\$ 57,316	\$ 70,000	\$ 23,912	\$ 75,000	\$ 5,000
60-440-211-57800	Plant & Pump Station Maintenance	\$ 48,074	\$ 51,064	\$ 36,000	\$ 6,844	\$ 56,000	\$ 20,000
60-440-212-57800	Fuel & Propane	\$ 22,500	\$ 34,965	\$ 22,500	\$ -	\$ 22,500	\$ -
60-440-213-57800	Office	\$ 12,000	\$ 15,451	\$ 15,000	\$ 5,131	\$ 15,000	\$ -
60-440-215-53805	Testing Services	\$ -	\$ -	\$ -	\$ 5,042	\$ 12,000	\$ 12,000
60-440-215-57800	Lab	\$ 15,000	\$ 20,041	\$ 15,000	\$ 7,116	\$ 15,000	\$ -
60-440-216-57800	Chemicals	\$ 18,000	\$ 12,661	\$ 18,000	\$ 2,779	\$ 18,000	\$ -
60-440-217-57800	Water	\$ 1,500	\$ 1,083	\$ 1,500	\$ 306	\$ 1,500	\$ -
60-440-219-57100	Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
60-440-220-57800	River St. Pump Station	\$ 12,000	\$ 2,572	\$ 12,000	\$ 4,734	\$ 12,000	\$ -
60-440-221-57800	Consulting	\$ 2,000	\$ 8,595	\$ 2,000	\$ -	\$ 2,000	\$ -
60-440-222-57800	Sludge Disposal	\$ 32,000	\$ 31,212	\$ 32,000	\$ 21,402	\$ 42,000	\$ 10,000
60-440-224-57800	Capital Improvement	\$ 10,000	\$ -	\$ 10,000	\$ 7,911	\$ -	\$ (10,000)
60-440-225-57800	Licenses/Training	\$ 4,000	\$ 150	\$ 4,000	\$ 925	\$ 4,000	\$ -
60-440-226-57800	Innoculations	\$ 2,000	\$ 365	\$ 2,000	\$ -	\$ 2,000	\$ -
60-440-227-57800	Legal	\$ 4,000	\$ 10,895	\$ 6,000	\$ 300	\$ 6,000	\$ -
60-440-228-57800	Postage	\$ 600	\$ 450	\$ 600	\$ 100	\$ 600	\$ -
60-440-229-57800	Other Insurance	\$ 6,200	\$ 11,411	\$ 9,500	\$ 9,894	\$ 13,000	\$ 3,500
60-440-230-57800	Retirement	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 5,000
60-449-230-57800	Erving Ctr. W.W.T.P.	\$ 1	\$ 1	\$ 1	\$ -	\$ 1	\$ -
60-449-240-57800	Sewer Line Maint Expenses	\$ 20,646	\$ 6,235	\$ 20,646	\$ -	\$ 20,301	\$ (345)
Ordinary Expenses Subtotal		\$ 349,521	\$ 338,070	\$ 345,747	\$ 136,719	\$ 411,902	\$ 66,155
Debt Service							
60-750-201-57800	POTW1-SRF Loan Prin	\$ 234,751	\$ 234,751	\$ 239,493	\$ 239,493	\$ 244,331	\$ 4,838
60-750-202-57800	Arch Street Sewer Loan Prin	\$ -	\$ -	\$ 58,000	\$ -	\$ 50,000	\$ (8,000)
60-751-201-57800	POTW1-SRF Loan Int	\$ 41,003	\$ 40,827	\$ 35,729	\$ 19,152	\$ 30,528	\$ (5,201)
60-751-202-57800	Arch Street Sewer Loan Int	\$ -	\$ -	\$ 52,000	\$ 30,318	\$ 63,250	\$ 11,250
Debt Service Expenses Subtotal		\$ 275,754	\$ 275,578	\$ 385,222	\$ 288,963	\$ 388,109	\$ 2,887
Wastewater Department Total		\$ 852,770	\$ 840,130	\$ 974,277	\$ 527,932	\$ 1,053,466	\$ 79,189

Water Enterprise Fund

FY2023 Highlights & Challenges

Staying in compliance with DEP, EPA regulations. PFA's testing program for PWS-1091000, PWS-1091004, and PWS-1091014, all have passed. Flushing and painting of hydrants, plus hydrant repairs. Replacing meters as needed. Monthly reporting.

FY2024 Goals & Initiatives

Continue painting of hydrants until completed. Continue maintenance of the tank, pump house, water distribution system, flushing of hydrants. New signage at water tank and pump house.

Significant Budget Changes

The increase to well and pump station line is due to increase in electricity. The water testing line increase is due to the rising cost of running water tests.

FY2024 Water Enterprise Fund Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
61-450-100-51000	Commissioners Salaries	\$ 879	\$ 879	\$ 879	\$ 366	\$ 879	\$ -
61-450-101-51100	Water Supply Operator	\$ 9,905	\$ 9,571	\$ 10,305	\$ 4,799	\$ 10,512	\$ 207
61-450-102-51110	Back-Up Water Supply Oper	\$ 5,260	\$ 5,275	\$ 5,380	\$ 2,242	\$ 5,490	\$ 110
61-450-102-51111	Distribution Licenses	\$ 2,484	\$ -	\$ 2,484	\$ -	\$ 2,484	\$ -
61-450-103-51130	Cross Connect.Compl.Wages	\$ 431	\$ 440	\$ 450	\$ -	\$ 460	\$ 10
61-450-106-51100	Water Rates - Collector	\$ 1,947	\$ 1,947	\$ 1,986	\$ 810	\$ 2,026	\$ 40
61-450-107-51110	Water Rates - Treasurer	\$ 1,802	\$ 1,802	\$ 1,838	\$ 748	\$ 1,875	\$ 37
61-450-108-51100	Accounting Services	\$ 676	\$ 676	\$ 704	\$ 295	\$ 718	\$ 14
61-450-109-51200	Tax Coll Water Rates Assistant	\$ 1,649	\$ 858	\$ 2,011	\$ 230	\$ 2,051	\$ 40
61-450-211-51100	Water Department Maint.-Wages	\$ 10,000	\$ 8,804	\$ 13,260	\$ 203	\$ 13,525	\$ 265
Salary & Wages Subtotal		\$ 35,033	\$ 30,252	\$ 39,297	\$ 9,693	\$ 40,020	\$ 723
Ordinary Expenses							
61-450-201-53400	Postage	\$ 700	\$ 450	\$ 700	\$ 100	\$ 700	\$ -
61-450-202-54200	Office Supplies/Expenses	\$ 2,320	\$ 1,201	\$ 2,320	\$ 142	\$ 2,320	\$ -
61-450-203-53090	Audit Account	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61-450-204-58500	Software Support Fees	\$ 3,000	\$ 1,074	\$ 3,000	\$ 1,012	\$ 3,000	\$ -
61-450-205-57400	Insurance Policies	\$ -	\$ 926	\$ -	\$ 996	\$ 1,100	\$ 1,100
61-450-206-53000	Consulting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61-450-207-53050	Training	\$ 2,000	\$ 245	\$ 2,000	\$ 125	\$ 2,000	\$ -
61-450-208-53100	Legal Counsel	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -
61-450-209-53110	Printing/Ads	\$ 150	\$ -	\$ 150	\$ -	\$ 150	\$ -
61-450-210-53800	Water Testing	\$ 7,000	\$ 5,292	\$ 8,000	\$ 2,090	\$ 10,000	\$ 2,000
61-450-211-57800	Water Department Maint.	\$ 24,700	\$ 18,676	\$ 24,700	\$ 2,981	\$ 24,700	\$ -
61-450-213-57800	Well and Pump Station	\$ 15,000	\$ 20,825	\$ 17,000	\$ 8,119	\$ 20,000	\$ 3,000
61-450-214-57800	Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
61-450-215-52100	Water Tank Inspection	\$ 1,000	\$ 3,780	\$ 1,000	\$ -	\$ 1,000	\$ -
Ordinary Expenses Subtotal		\$ 56,120	\$ 52,469	\$ 59,120	\$ 15,565	\$ 65,220	\$ 6,100
Debt Service							
61-750-201-57800	Debt Service-Water Tank-Prin	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ -	\$ -
61-751-201-57800	Debt Service-Water Tank-Int	\$ 300	\$ 300	\$ -	\$ -	\$ -	\$ -
Debt Service Expenses Subtotal		\$ 12,300	\$ 12,300	\$ -	\$ -	\$ -	\$ -
Water Department Total		\$ 103,453	\$ 95,021	\$ 98,417	\$ 25,257	\$ 105,240	\$ 6,823

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Section 6 | Health & Human Services

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 Department

FY2023 Highlights & Challenges

ACOMPLISHMENTS: The Board/Secure/Demo has been successfully using the previous funding to address the ongoing abandoned and dilapidated structures in town. To date all previous receivership properties have been resolved. The public Health Nurses through the FRCOG continue to be an asset to the town providing open clinic hours at the Erving Senior/Community center, home visits, and vaccination clinics. They continue to provide monitoring through MAVEN of regional communicable diseases including COVID-19 and vector borne illnesses. The town has continued to supply free at-home COVID-19 testing for residents.

With the support of the Select Board, the Board of Health has hired the current health agent through the Town of Erving to supply appropriate benefits and ensure an ongoing sustainable partnership among the member towns of the Eastern Franklin County Health District through a new intermunicipal agreement.

CHALLENGES: The Health Agents continue to address ongoing complex cases. During a vaccination clinic held in October at the Erving Senior/Community center a process failure allowed excess registrations. The providers of the event also had several call-outs. The event exemplified the professionalism and skill of the Town employees; and the community interest in vaccine clinics.

FY2024 Goals & Initiatives

- 1) The Board of Health will continue to address all abandoned and dilapidated structures through the Receivership program. Level funding is sufficient for this goal.
- 2) The Board of Health will continue to utilize the Public Health Nurses provided by the FRCOG. Level funding is sufficient for this goal.
- 3) The Board of Health will support the town initiative of updating the Town's software. See below for changes.
- 4) The Board of Health seeks to increase its community engagement and support health and safety by offering educational opportunities for residents. Level funding should be sufficient for this goal.
- 5) The Board of Health will continue to fund COVID-19 Management and support residents through State and Federal grants.

Significant Budget Changes:

The Board of Health is requesting increased funding to support the Town initiative in updating its software. A funding increase of Software Support to \$2,000.00 is made.

The Board of Health is actively working with the Eastern Franklin County Health District members and their respective town administrators to transition into a new memorandum that provides the health agent that works for the district appropriate pay and benefits, and a sustainable working environment that benefits all member towns and employees. To do this the Board of Health will continue to evaluate the service and work with member towns to set program goals and address cost sharing and budget changes.

FY2024 Board of Health & Health Agents Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-510-100-51000	Board of Health Wages	\$ 3,075	\$ 2,917	\$ 3,075	\$ 750	\$ 3,075	\$ -
01-511-100-51100	Health Agent- Full-time wages	\$ -	\$ -	\$ -	\$ -	\$ 46,722	\$ 46,722
01-511-100-51200	Health Agent- Part-time wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Salary & Wages Subtotal		\$ 3,075	\$ 2,917	\$ 3,075	\$ 750	\$ 49,797	\$ 46,722
Ordinary Expenses							
01-510-200-53800	Nursing Contracted Services	\$ 11,294	\$ 9,600	\$ 11,294	\$ 4,992	\$ 11,294	\$ -
01-510-200-53810	Mosquito Control District Fees	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
01-510-200-57800	Health Clinics	\$ 3,085	\$ 736	\$ 3,085	\$ 184	\$ 3,085	\$ -
01-510-201-53500	Bd of Health-Software Support	\$ 250	\$ 248	\$ 250	\$ -	\$ 2,000	\$ 1,750
01-510-201-57800	Board of Health Expense	\$ 1,750	\$ 220	\$ 1,750	\$ 77	\$ 1,750	\$ -
01-510-202-52900	Bd of Health-Board/Secure/Demo Prop	\$ 10,000	\$ 1,000	\$ 10,000	\$ -	\$ 10,000	\$ -
01-510-202-53000	Bd of Health-Legal Services & Fees	\$ 2,000	\$ 209	\$ 2,000	\$ -	\$ 2,000	\$ -
01-511-200-53000	Health Agent	\$ 29,817	\$ 29,670	\$ 30,412	\$ 30,412	\$ -	\$ (30,412)
01-511-200-53010	Health Dept- Meetings & Seminars	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
01-511-200-57100	Health Dept- Mileage/travel	\$ -	\$ -	\$ -	\$ -	\$ 4,415	\$ 4,415
01-511-200-57300	Health Dept- Dues & Memberships	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
01-511-200-52310	Health Dept- Cell Phone	\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 600
Ordinary Expenses Subtotal		\$ 63,196	\$ 41,682	\$ 63,791	\$ 35,665	\$ 41,644	\$ (22,147)
Department Total		\$ 66,271	\$ 44,599	\$ 66,866	\$ 36,415	\$ 91,441	\$ 24,575

Senior & Community Center / Council on Aging

FY2023 Highlights & Challenges

We have had very little challenges with the exception of offering lunches daily. I am working on options to make that happen at least monthly. Highlights have been the strong turnout of new seniors as well as the continued participation of our older seniors. Exercise classes have been highly successful almost to the point of having to offer more classes to reduce the size of people per class. Another highlight is the “emerging senior.” Many are just beginning their retirement and are looking to stay busy. With that said the volunteer workforce looks strong. Now that we have been approved to hire an Activities Coordinator to manage that program this will only expand our opportunities to have additional programs. This will include cooking and serving themed lunches monthly. Possibly adding a few evening programs to offer the community. These programs will be designed to innovate and motivate not only our seniors but to include intergenerational opportunities.

FY2024 Goals & Initiatives

As explained above, with the hiring of an Activities Coordinator many new opportunities can now come to fruition. I have increased our purchased services budget to accommodate new programs and opportunities. I look forward to expanding the senior center website within our existing Town website. It is not in this budget request, but I wanted to be sure it was still happening as planned. This will give us increased exposure with the hopes of expanding our programs and opportunities we have to offer. I added a slight increase to meetings and seminars. Now that I will have coverage, I can get more involved with outside meetings & seminars. I will continue to offer new ideas and new programs. My goal will be 4 senior bus trips. Explore more lunch ideas and opportunities for ways to make it all happen.

Significant Budget Changes

COA purchased services: The electricity requested increase of \$4,500 to cover the anticipated rate increase. TY we will spend \$19,500. Internet /cable we expended \$4,552. I requested an increase of \$200 to cover any more increases. COA seminars requesting \$200 for additional meetings I may attend. Propane: requesting an appropriation of \$1,600 for FY24, but the appropriation for 2020 was \$2,600. As the Center has returned to full use, we expect to use the kitchen more and it may be necessary to realign the request to \$2,600 in the future.

COA membership dues a \$100.00 increase for anticipated rate increase. all else level funded.

FY2024 Senior & Community Center Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-541-100-51100	Senior Center Director	\$ 62,703	\$ 62,883	\$ 65,230	\$ 25,856	\$ 66,524	\$ 1,294
01-541-100-51400	Senior Center Longevity	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ -
01-541-101-51200	Senior Center- Part Time Staff	\$ 17,456	\$ -	\$ 19,651	\$ -	\$ 34,700	\$ 15,049
Salary & Wages Subtotal		\$ 80,659	\$ 63,383	\$ 85,381	\$ 26,356	\$ 101,724	\$ 16,343
Ordinary Expenses							
01-541-200-52000	Cncl on Aging-Purchased Services	\$ 12,500	\$ 3,687	\$ 12,500	\$ 2,625	\$ 12,500	\$ -
01-541-200-52110	Cncl on Aging-Electricity	\$ 21,000	\$ 18,296	\$ 21,000	\$ 4,835	\$ 25,500	\$ 4,500
01-541-200-52300	Cncl on Aging-Water	\$ 1,000	\$ 310	\$ 1,000	\$ 171	\$ 1,000	\$ -
01-541-200-52310	Cncl on Aging-Phone/Internt/Cable	\$ 5,000	\$ 9,026	\$ 8,800	\$ 3,082	\$ 9,000	\$ 200
01-541-200-52400	Cncl on Aging-Repair & Maint	\$ 1,000	\$ 690	\$ 1,000	\$ 150	\$ 1,000	\$ -
01-541-200-53000	Cncl on Aging-Professnl& Techncl	\$ 5,500	\$ 6,041	\$ 6,500	\$ 2,055	\$ 6,500	\$ -
01-541-200-53110	Cncl on Aging-Meetings & Seminars	\$ 1,200	\$ -	\$ 1,200	\$ 891	\$ 1,400	\$ 200
01-541-200-53410	Cncl on Aging-Postage	\$ 225	\$ -	\$ 225	\$ -	\$ 225	\$ -
01-541-200-53500	Cncl on Aging- Software Support	\$ -	\$ -	\$ 1,800	\$ -	\$ 1,800	\$ -
01-541-200-54111	Cncl on Aging-Propane	\$ 1,700	\$ 1,220	\$ 1,700	\$ -	\$ 1,600	\$ (100)
01-541-200-54200	Cncl on Aging-Office Supplies	\$ 2,000	\$ 121	\$ 2,000	\$ 30	\$ 2,000	\$ -
01-541-200-54300	Cncl on Aging-Bldg Maint Supplies	\$ 3,500	\$ 207	\$ 3,500	\$ 276	\$ 3,500	\$ -
01-541-200-54500	Cncl on Aging-Custodial Supplies	\$ 1,000	\$ 464	\$ 1,000	\$ 33	\$ 1,000	\$ -
01-541-200-55800	Cncl on Aging-Other Supplies	\$ 3,500	\$ 1,421	\$ 3,500	\$ 1,141	\$ 3,500	\$ -
01-541-200-57100	Cncl on Aging-Travel	\$ 1,000	\$ -	\$ 1,000	\$ 190	\$ 1,000	\$ -
01-541-200-57300	Cncl on Aging-Dues & Memberships	\$ 400	\$ 230	\$ 400	\$ 230	\$ 500	\$ 100
Ordinary Expenses Subtotal		\$ 60,525	\$ 41,711	\$ 67,125	\$ 15,710	\$ 72,025	\$ 4,900
Department Total							
		\$ 141,184	\$ 105,094	\$ 152,506	\$ 42,066	\$ 173,749	\$ 21,243

Veterans' Services

Significant Budget Changes

The FY2024 assessment from the Upper Pioneer Valley Veterans Services Center has a slight decrease and I am proposing a level funded request of \$10,500 for administration and \$30,000 for benefits. I am requesting a new line item to support the Veterans recognition banner program and recommending a budget of \$2,000.

FY2024 Veterans' Services Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-543-200-57800	Veterans Ser Center Adm	\$ 10,740	\$ 10,739	\$ 10,500	\$ 10,395	\$ 10,500	\$ -
01-543-201-57700	Veterans Benefits	\$ 30,000	\$ 5,025	\$ 30,000	\$ 5,044	\$ 20,000	\$ (10,000)
TBD	Veterans Recognition Banner Program	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000
Ordinary Expenses Subtotal		\$ 40,740	\$ 15,764	\$ 40,500	\$ 15,440	\$ 32,500	\$ (8,000)
Department Total		\$ 40,740	\$ 15,764	\$ 40,500	\$ 15,440	\$ 32,500	\$ (8,000)

Section 7 | Culture & Recreation Services

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

FY2023 Highlights & Challenges

Piloted new operating schedule to include morning hours. Expanded staff schedules to meet this service and personnel goals. Expanded programs to include AM programs for young children, garden programs, teen programming, and events that utilize the Makerspace. Launched new library website including prominent building hours, event calendar, and prominent links to online resources. Developed outdoor features of the library including patio furniture, vegetable and herb garden, and pollinator garden. Continued progress with remaining punch list and LEED certification tasks. Challenges include: Contractors responsible for punch list and LEED items are difficult to hold to the agreed-upon work. Increase in patron traffic, especially during the summer and weekend hours. Cost of programming: most events hosted in the last year were funded by grants. Increased cost of electricity, building maintenance services, and staffing.

FY2024 Goals & Initiatives

Library continues to be open 30 hours/week. This is a huge benefit to Erving patrons and the patrons of local towns who regularly visit. Library will expand programming as the budget allows. Funds requested for electricity, building maintenance, and staffing will enable this goal while accounting for rising costs. Library is expanding the type of materials available for borrowing and maintaining easily accessible public computing, printing and copying equipment. Increased funds for materials will enable the library to continue to be certified by the Massachusetts Board of Library Commissioners and to receive the annual State Aid award while also maintaining a contemporary collection of lending materials to meet the needs of the Erving community.

Significant Budget Changes

Increases:

- \$15,143 additional to Salary and Wage budget for staff grade changes, as voted by the Board of Trustees on 11/20/2022, and additional substitute librarian costs that have been overbudget for the past two years.
- \$11,500 for electricity which has been overbudget for the past two years and because the utility provider has announced an increase to rate and delivery costs
- Facility Security Monitoring was not billed properly by the vendor in 2022 and will see an increase but sprinkler monitoring was underspent so we will see how those two costs work out.
- \$2,000 Building Maintenance has been overspent we are asking for \$2,000 additional.
- Library Materials must increase to continue to be 20% of the entire budget

FY2024 Public Library Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-610-100-51000	Library Trustees Salaries	\$ 3,075	\$ 3,075	\$ 3,075	\$ -	\$ 3,075	\$ -
01-610-100-51100	Librarian Wages	\$ 105,124	\$ 98,632	\$ 124,857	\$ 49,100	\$ 138,000	\$ 13,143
01-610-101-51200	Substitute Librarian	\$ 1,000	\$ 9,356	\$ 1,000	\$ 1,319	\$ 3,000	\$ 2,000
Salary & Wages Subtotal		\$ 109,199	\$ 111,064	\$ 128,932	\$ 50,420	\$ 144,075	\$ 15,143
Ordinary Expenses							
01-610-200-52110	Library-Electricity	\$ 10,000	\$ 12,765	\$ 10,000	\$ 1,520	\$ 21,500	\$ 11,500
01-610-200-52300	Library-Water	\$ 500	\$ 302	\$ 500	\$ 212	\$ 500	\$ -
01-610-200-52310	Library-Phone/Internt/Cable	\$ 6,000	\$ 5,195	\$ 6,000	\$ 1,817	\$ 6,000	\$ -
01-610-200-52710	Library-Facility Security Monitorin	\$ 500	\$ 150	\$ 500	\$ 822	\$ 500	\$ -
01-610-200-52715	Library-Sprinkler Monitor & Maint	\$ 3,000	\$ 1,016	\$ 3,000	\$ 375	\$ 3,000	\$ -
01-610-200-53010	Library Dues & Conferences	\$ 1,000	\$ 223	\$ 1,000	\$ -	\$ 1,000	\$ -
01-610-200-54111	Library-Propane	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -
01-610-200-54200	Library-Office Supplies	\$ 500	\$ 492	\$ 500	\$ 421	\$ 500	\$ -
01-610-200-54300	Library-Bldg Maint	\$ 1,000	\$ 2,693	\$ 1,000	\$ 271	\$ 3,000	\$ 2,000
01-610-200-55120	Library - Materials	\$ 34,250	\$ 35,794	\$ 39,897	\$ 15,609	\$ 47,420	\$ 7,523
01-610-200-57100	Library Travel	\$ 500	\$ -	\$ 500	\$ 96	\$ 500	\$ -
01-610-201-57800	Library Expenses	\$ 3,000	\$ 2,014	\$ 3,000	\$ 1,147	\$ 3,000	\$ -
01-610-203-57810	Library Programs	\$ 3,000	\$ 3,091	\$ 3,000	\$ 1,437	\$ 3,000	\$ -
01-610-204-57800	Library Automation	\$ 3,000	\$ 1,053	\$ 3,000	\$ 1,104	\$ 3,000	\$ -
Ordinary Expenses Subtotal		\$ 66,350	\$ 64,789	\$ 71,997	\$ 24,831	\$ 93,020	\$ 21,023
Department Total							
Department Total		\$ 175,549	\$ 175,852	\$ 200,929	\$ 75,250	\$ 237,095	\$ 36,166

Recreation Commission & Park Maintenance

FY2023 Highlights & Challenges

In FY2023, despite starting the year with only 2 of 5 Commission seats filled, we brought back our popular Summer Parks Program with a new Program Director and at near-full capacity. Our Halloween Rag Shag/Trunk or Treat welcomed @200 children and adults and we partnered with 6 Town departments for the event. We hosted summer concerts with funding from the Cultural Council with increased visibility due to piggy-backed events, the unveiling of Heron sculpture in particular.

We continue to see reduced sport registrations as the pandemic ends, particularly among Grades 4-6 players. FY23's Fall Festival also saw low attendance, despite increased participation from vendors, partly due to a changing weather forecast. Two of our biggest challenges have been limited Commission/staff time for program planning, and unsuccessful program promotion. With a near-full Commission in place as of this week, we can address some of these challenges more effectively in time for Spring and Summer

FY2024 Goals & Initiatives

Moving forward on our strategic goals, we are exploring additional avenues of outreach to ensure residents are informed of Rec events and programs, as well as a return to full programming and planning capacity. Social media and the School and Town newsletters are effective to a degree but are not as effective for Recreational Programming as they used to be (particularly social media and the digitized school newsletter. We plan to mail quarterly postcards as event reminders in FY24, a year of expanded programming for adult residents in particular, as we hope to offer 4-5 regularly scheduled concerts on weekday evenings and weekend afternoons late June - August. We are also revitalizing two family events: the December holiday event and the Spring Egg Hunt.

ADA compliance is a major initiative, and we included funds to address accessibility of bathrooms at Zilinski and bench-access concerns at Riverfront. (Addressing the slide-ramp slope at Riverfront playground is planned for FY25.)

Significant Budget Changes

Rec. Programs: Budget line reflects a level funded request, broken into new expense lines. It is important to note that there have been several years of increased regular costs as well as new program costs for a concert series and there has been no increased request in this budget line since FY21, which were absorbed due to the reduced programming during the pandemic. It may be necessary to increase this request going forward to reflect the increased costs now that we are returning to full programming.

Rec Office Expenses: Our registration software fee is increasing by \$1200 (approx.) with MyRec.com. Also included is the estimated costs for the design, printing and mailing of 4 postcards to all Erving households, and the design and printing of a small number of posters: one to promote the summer concert series, and one for our school-year family events.

Grounds Maintenance: This line is spent in its entirety each year, mainly on contracted labor to maintain Riverfront Park. The increase reflects anticipated increases in contract fees and in regular upkeep costs for Zilinski and Vet's Field.

FY2024 Recreation Commission & Park Maintenance Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Salary & Wages							
01-630-100-51000	Recreation Comm Salaries	\$ 5,075	\$ 4,825	\$ 5,075	\$ 653	\$ 5,075	\$ -
01-630-101-51200	Rec Comm Clerk	\$ 20,471	\$ 15,232	\$ 20,880	\$ 6,949	\$ 21,298	\$ 418
01-630-102-51200	Rec Summer Park-Payroll	\$ 25,000	\$ 315	\$ 25,000	\$ 15,259	\$ 25,000	\$ -
Salary & Wages Subtotal		\$ 50,546	\$ 20,372	\$ 50,955	\$ 22,861	\$ 51,373	\$ 418
Ordinary Expenses							
01-630-200-57800	Recreational Programs	\$ 19,000	\$ 6,757	\$ 19,000	\$ 8,222	\$ -	\$ (19,000)
TBD	Sports Program Expenses	\$ -	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
TBD	Summer Parks Expenses	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000
TBD	Events Expenses	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
01-630-201-52310	Rec Comm-Phone/Internet/Cable		\$ 299		\$ 100	\$ -	\$ -
TBD	Rec Comm- Software	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
TBD	Rec Comm- Printing Services	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
TBD	Rec Comm- Postage	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500
TBD	Rec Comm- Cell Phone	\$ -	\$ -	\$ -	\$ -	\$ 750	\$ 750
01-630-201-57100	Rec Comm-Travel	\$ 500	\$ 38	\$ 500		\$ 500	\$ -
01-630-201-57800	Recreation Office Expenses	\$ 4,735	\$ 2,307	\$ 4,735	\$ 60	\$ 2,000	\$ (2,735)
01-650-201-52110	Parks Maint-Electricity	\$ 2,000	\$ 692	\$ 2,000	\$ 177	\$ 1,000	\$ (1,000)
01-650-201-57800	Parks Maintenance	\$ 25,000	\$ 770	\$ 25,000	\$ 518	\$ 20,000	\$ (5,000)
01-650-202-57800	Grounds Maintenance	\$ 25,000	\$ 36,751	\$ 25,000	\$ 22,830	\$ 30,000	\$ 5,000
Ordinary Expenses Subtotal		\$ 76,235	\$ 47,614	\$ 76,235	\$ 31,906	\$ 79,250	\$ 3,015
Department Total		\$ 126,781	\$ 67,986	\$ 127,190	\$ 54,767	\$ 130,623	\$ 3,433

Historical Commission

Significant Budget Changes

No significant changes expected.

FY2024 Historical Commission Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Ordinary Expenses</i>							
01-691-200-57800	Historical Commission Expense	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
	Ordinary Expenses Subtotal	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
	Department Total	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -

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

The budget request reflects increases for purchasing of flags, materials and services for Memorial Day, and for seasonal/celebratory supplies.

FY2024 Town Events & Ceremonial Flags Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
<i>Ordinary Expenses</i>							
01-692-200-57800	Ceremonial Flags	\$ 6,000	\$ 313	\$ 6,000	\$ 5,892	\$ 6,000	\$ -
01-692-201-57800	Memorial Day Services	\$ 1,500	\$ 659	\$ 1,500	\$ -	\$ 1,500	\$ -
01-692-202-57800	Seasonal/Celebratory	\$ 5,000	\$ 3,716	\$ 5,000	\$ -	\$ 5,000	\$ -
	Ordinary Expenses Subtotal	\$ 12,500	\$ 4,688	\$ 12,500	\$ 5,892	\$ 12,500	\$ -
	Department Total	\$ 12,500	\$ 4,688	\$ 12,500	\$ 5,892	\$ 12,500	\$ -

Section 8 | Health Insurance & Employee Benefits

Franklin County Regional Retirement

The Town has been assessed a significant increase in the FY2024 Franklin County Regional Retirement. At this time, the Town requests reflects an increase of \$98,000 over FY2023.

Health & Life Insurance

The FY2024 health & life insurance budget request is level funded. The premium cost for insurance is increasing by 6% but the Town has capacity within the existing appropriation to absorb that change. The Town has to provide insurance benefits to eligible employees and plan changes can occur with qualifying life events. It is advisable to have additional capacity within this line item to allow the Town to respond to these changes throughout the year.

Post- Employment Benefits

The Town has been annually appropriating \$300,000 to the OPEB Trust Fund. For FY2024 the Select Board and the Finance Committee have decided to reduce this request to \$100,000 for the year. This does change the actuaries' estimate for the Town to reach a fully funded status, but this change allows the Town to utilize operating budget capacity to address other needs.

FY2024 Health Insurance & Employee Benefits Budget Request

Account #	Account Description	FY2022 Budget	FY2022 Expended	FY2023 Budget	FY2023 Expended YTD (11/29/2022)	FY2024 Budget Request	+/- diff from FY2023 Budget
Ordinary Expenses							
01-911-200-51700	County Retirement	\$ 333,467	\$ 333,467	\$ 345,000	\$ 376,949	\$ 443,000	\$ 98,000
01-913-200-51700	Unemployment Insurance	\$ 10,000	\$ 6,505	\$ 10,000	\$ 2,198	\$ 10,000	\$ -
01-914-200-51700	Health & Life Insurance	\$ 1,250,000	\$ 1,155,174	\$ 1,290,000	\$ 489,794	\$ 1,290,000	\$ -
01-914-250-51700	Union 28 Staff Benefits	\$ 50,000	\$ 34,811	\$ 50,000	\$ 22,568	\$ 50,000	\$ -
01-916-200-51700	Medicare Expenses	\$ 60,000	\$ 61,696	\$ 65,000	\$ 25,681	\$ 65,000	\$ -
TBD	Ameriflex Admin Fees	\$ -	\$ -	\$ -	\$ -	\$ 800	\$ 800
01-919-200-51700	EES 403b Plan Cost	\$ 600	\$ 650	\$ 600	\$ 200	\$ 600	\$ -
Ordinary Expenses Subtotal		\$ 1,704,067	\$ 1,592,303	\$ 1,760,600	\$ 917,389	\$ 1,859,400	\$ 98,800
Special Article & Recurring Appropriation							
01-996-901-59661	Transfer to OPEB Trust	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 100,000	\$ (200,000)
Special Article & Recurring Appropriation		\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 100,000	\$ (200,000)
Department Total		\$ 2,004,067	\$ 1,892,303	\$ 2,060,600	\$ 1,217,389	\$ 1,959,400	\$ (101,200)

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Section 9 | 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.

FY2024 Capital Improvement Plan:

The Capital Planning Committee reviewed all FY2024 requests, met with department heads, and through a series of public meetings developed the following FY2024 recommendation:

FY 2024 Capital Improvement Program													
Department	Request	Amount Requested	Proposed Funding Sources										Total
			Appropriation	Free Cash	Capital Stabilization	Stabilization	Water Retained Earnings	Wastewater Retained Earnings	Borrowing	Chapter 90 Funds	In-Kind	Grant Sources	
Fire	Ventilation System	\$ 150,000	\$ 150,000										\$ 150,000
Highway	Bridge Street & Maple Avenue	\$ 500,000	\$ 25,000	\$ 475,000									\$ 500,000
Highway	Plow Truck & Sander	\$ 125,000	\$ 125,000										\$ 125,000
Historical	Historical Structure Inventory	\$ 20,000		\$ 20,000									
Police	Door Access & Security	\$ 100,000	\$ 100,000										\$ 100,000
Planning Board	Subdivision Regulations	\$ 16,000		\$ 16,000									\$ 16,000
School	HVAC System	\$ 100,000										\$ 100,000	\$ 100,000
Wastewater	POTW3 Paving	\$ 55,000						\$ 55,000					\$ 55,000
Wastewater	Asbestos Pipe Disposals	\$ 20,000						\$ 20,000					\$ 20,000
	Total	\$ 1,086,000	\$ 400,000	\$ 511,000	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 1,066,000

FY2024 Capital Improvement Plan Justification

Ventilation System: Install diesel capture devices at both stations, system is designed to capture 100% of exhaust fumes during operation of vehicles inside buildings. The OSHA regulations strongly recommend the installation of devices to eliminate any exposure to exhaust from exhaust fumes in the bay area during start up or backing in times. Also, these fumes settle in the turn out gear stored in the bay areas. This system would reduce the chance that our firefighters are exposed to harmful fumes that have been directly linked to cause cancer. It is mandated on firehouses that have living quarters with employees that sleep in the facility. Currently when the trucks are started in the bay, fumes do find their way into office space. Weatherization measures have reduced this.

Bridge Street & Maple Avenue Reconstruction: The retaining wall along Bridge Street and the pump station is failing with large washouts behind it. Bridge Street will need proper drainage to prevent this from happening again in the future. Because of excavation involved with this project Bridge Street will need milling and paving. It would be cost effective to include milling and paving for Maple Ave at the same time. In FY2023, the Town appropriated \$250,000 and is planning to use available Chapter 90 funds. Recent opinions of probable cost are higher than the initial appropriation request, therefore additional funding is requested to conduct the work.

Plow Truck & Sander: This truck will be replacing the 2015 F550 plow truck in the Highway Department. With the supply chain and production issues happening, we should get this truck ordered (if approved) as soon as we can after Town meeting. It is anticipated that delivery could be delayed until 2024.

Historic Structure Inventory: The Historical Commission has been successfully awarded a \$20,000 matching grant that will allow the Commission to work with a consultant to create an inventory of the historical structures throughout the Town. This work will focus on structures over 50 years old.

Police Station Door Access & Security: The current door access is original to when the building was built. The current access software is outdated and borderline inoperable. It has become difficult to track those that enter the building and to issue new staff access cards. The security camera system should be integrated into the door access system.

Planning Board Subdivision Regulation Update: The Subdivision Rules and Regulations were last updated 21 years ago in 2001. Since then, laws and regulations have changed, and our current version needs to be updated and revised to stay current. This request follows the current work the Planning Board is doing regarding the update of the Zoning Bylaws; that work is being funded through a grant. This request is for professional legal and engineering services.

School HVAC Assessment: The School Department has applied to the State for \$100,000 in grant funding to assess the existing HVAC system and to determine the necessary repairs and priorities to restore the HVAC system to meet the needs of the School. It is anticipated that the grant funds, if awarded, will allow the initial assessment, and may allow some repairs while a future appropriation will likely be required.

Wastewater Asbestos Pipe Disposal: This project would allow the Wastewater Department to engage an engineer to prepare old asbestos concrete sewer pipes for disposal. The project requires project monitoring, air sampling, and reporting with MassDEP. The requested funding is from retained earnings.

Wastewater- POTW#3 Paving: While working on Bridge Street, it would be efficient to bid the paving of the Farley Treatment Plant. The current paved surface is cracking and there is settling near the entrance. The requested funding is from retained earnings.

Notes

Notes

Select Board
12 East Main Street
Erving, Massachusetts 01344

Town of Erving

Fiscal Year 2024

**Proposed Operating &
Capital Improvement Budget**

**Annual Town Meeting
May 10, 2023**

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 Select Board as soon as possible but no later than 48 hours before the scheduled event.

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

Email: administrator@erving-ma.gov | Phone: (413) 422-2800