

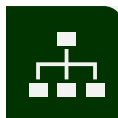
**Fiscal Year 2025**

# Proposed Operating & Capital Improvement Budget

**July 1, 2024, through June 30, 2025**



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



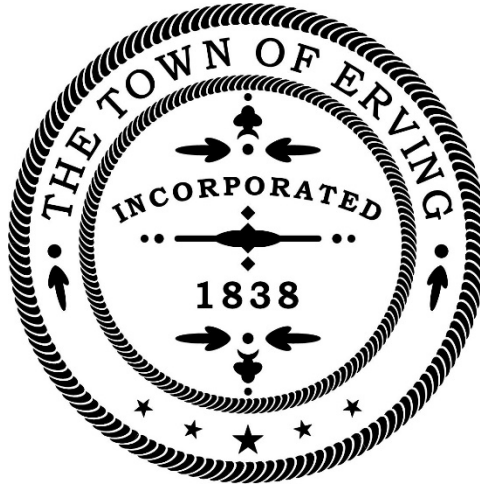
An overview of the organizational structure of the municipality and the processes used to develop the budget.



Aligning the FY2025 budget priorities with the anticipated challenges and strategic opportunities facing the municipality.

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# Town of Erving



## Proposed Fiscal Year 2025 Operating & Capital Improvement Budget

*Beginning July 1, 2024, through June 30, 2025*

### Select Board

Jacob A. Smith, *Chair*

Scott Bastarache

James Loynd

### Finance Committee

Debra Smith, *Chair*

Thomas Duffy

Benjamin Fellows

Daniel Hammock

### 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

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## 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

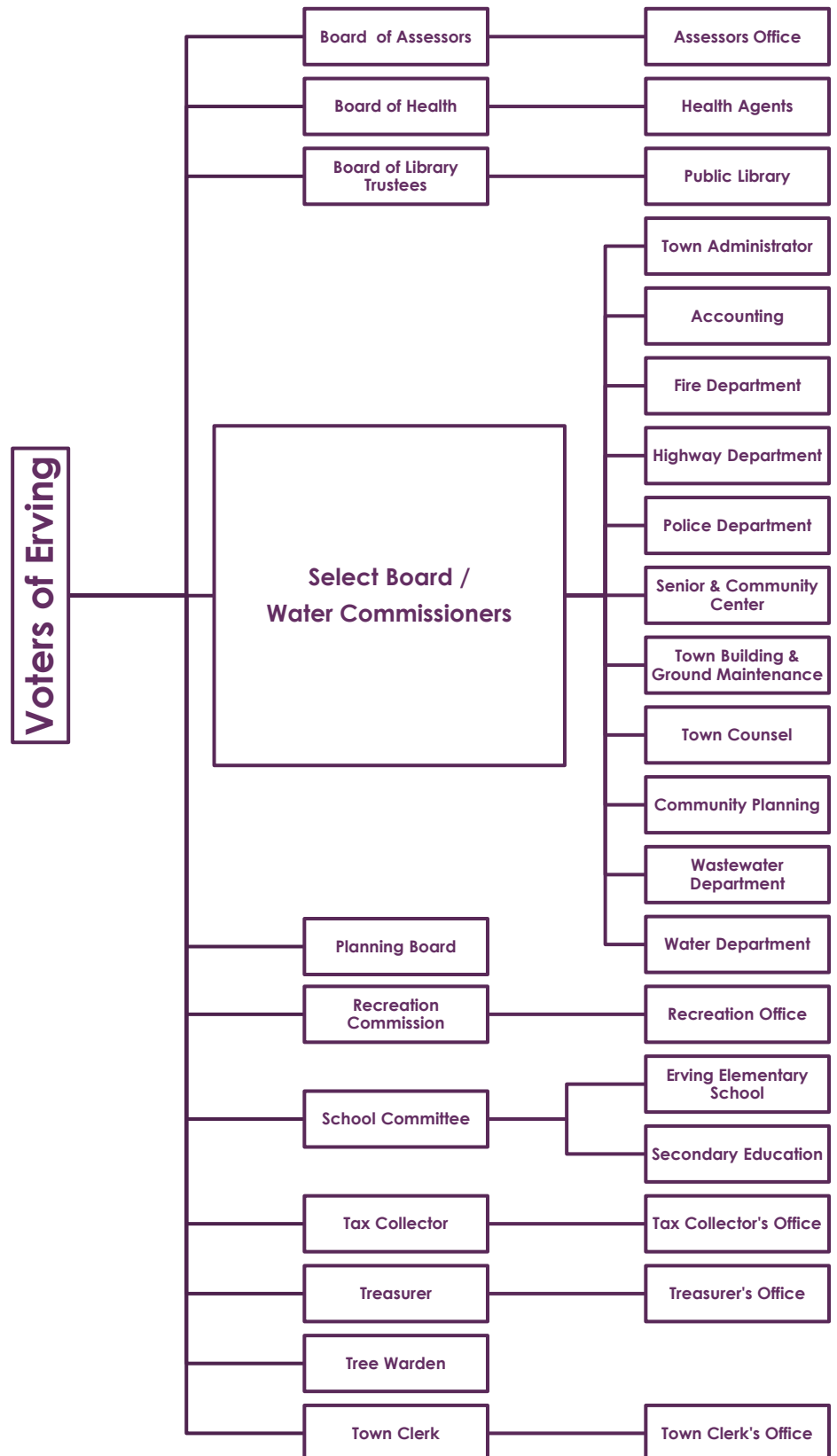
October 2023
<ul style="list-style-type: none"><li>Establish budget goals and issue guidance and begin request process for capital requests.</li></ul>
November 2023
<ul style="list-style-type: none"><li>Department, board and commission workshops for budget planning.</li></ul>
December 2023
<ul style="list-style-type: none"><li>Capital &amp; operating budget requests due.</li><li>Capital Planning Committee meeting with department heads, boards, and commissions to review open capital projects.</li></ul>
January 2024
<ul style="list-style-type: none"><li>Select Board, Finance Committee, and Capital Planning Committee meet jointly to review operating budget and capital budget requests for general government, public safety, public works, as well as benefits, insurances, and regional assessments.</li></ul>
February 2024
<ul style="list-style-type: none"><li>Select Board, Finance Committee, and Capital Planning Committee meet jointly to review operating budget and capital budget requests for education, health &amp; human service, culture &amp; recreation departments. Additionally, the Capital Planning Committee presents the proposed Capital Improvement Plan.</li></ul>
March 2024
<ul style="list-style-type: none"><li>Select Board, Finance Committee, and Capital Planning Committee meet jointly to make final reviews of the proposed FY2025 budget and recommendations for Annual Town Meeting.</li></ul>
April 2024
<ul style="list-style-type: none"><li>FY2025 proposed budget and Annual Town Meeting warrant finalized.</li></ul>
May 2024
<ul style="list-style-type: none"><li>Annual Town Meeting is held.</li></ul>

## Town Organizational Structure

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

The voters of Erving elect many Town officials who in turn become the chief administrative officers for their departments. This includes the Board of Assessors, Board of Health, Board of Library Trustees, 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

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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.

<b>Elected by the Voters of Erving</b>	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
<b>Appointed by the Select Board</b>	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
<b>Appointed by Town Moderator</b>	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

**FY2024 Tax Rate (per thousand)**

Residential/ Open Space: \$9.22

Commercial/Industrial: \$15.34

Personal Property: \$15.34

**FY2024 Average Single-Family House Value:**

\$249,635

**FY2024: Average Single-Family Tax Bill:**

\$2,302

**FY2024 Total Raised by Taxation:**

\$12,413,686

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

[www.erving-ma.gov](http://www.erving-ma.gov)

**Town Hall**

12 East Main Street  
Erving, MA 01344

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

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

**Email:** [administrator@erving-ma.gov](mailto:administrator@erving-ma.gov)

## Budget Message

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### 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 2025 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 December, January, and February to review each request and to make a recommendation. The Select Board, Finance Committee, and Capital Planning Committee met publicly with each department, board, and commission to review the operating budget requests that were submitted, between January and March, to discuss operational needs. With the context of the FY2024 constraints and the directive from voters to limit expenses, departments were asked to first consider if contractual or fixed cost increases could be absorbed within the existing appropriation before requesting budget increases. This FY2025 proposed budget document represents the result of those public reviews and discussions.

This budget represents several months of challenging conversations in an effort to meet the fiduciary responsibility of the various departments, boards and commissions that oversee the operation of the Town. This budget works 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 2025.

Respectfully Submitted,

Erving Select Board

## Glossary

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

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

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

**DEPARTMENT HEAD:** Department heads (either appointed, i.e., 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 1<sup>st</sup> and billed according to the Fiscal Year July 1<sup>st</sup> to June 30<sup>th</sup>.

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

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

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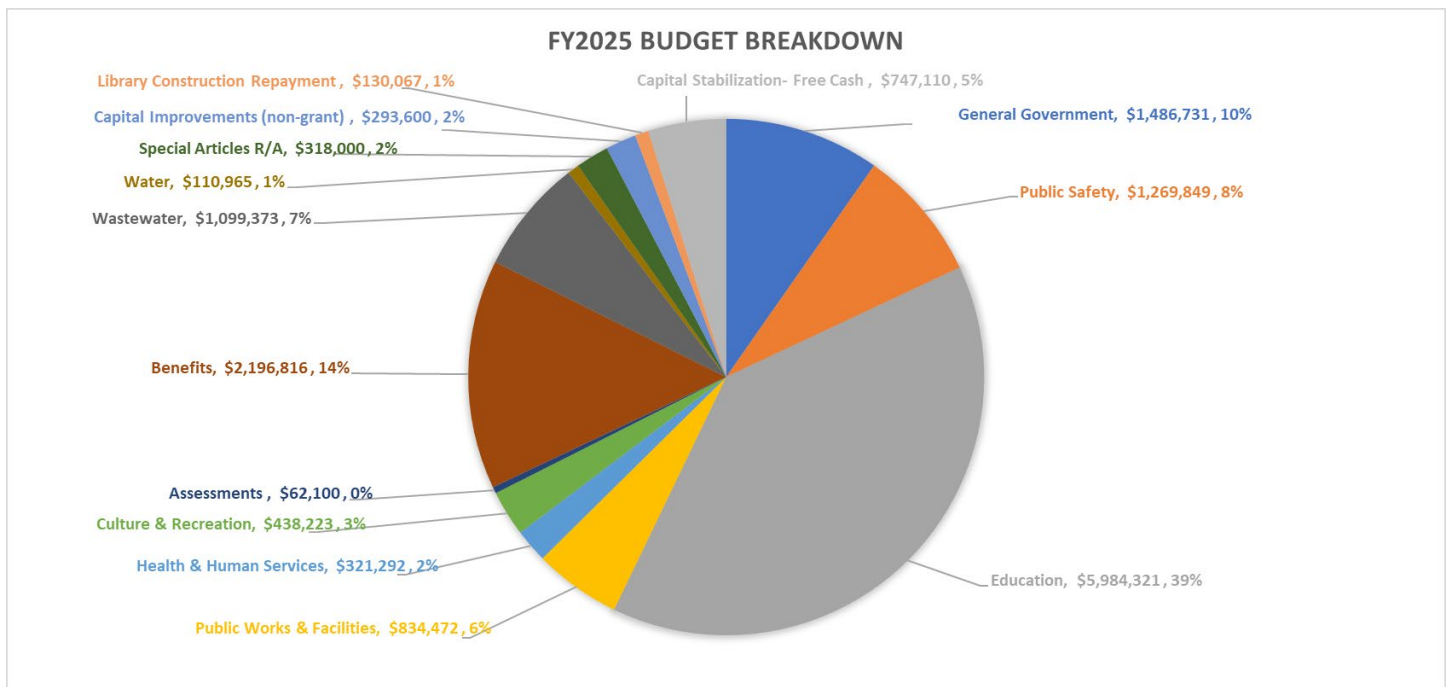
## Section 1 | Financial Overview

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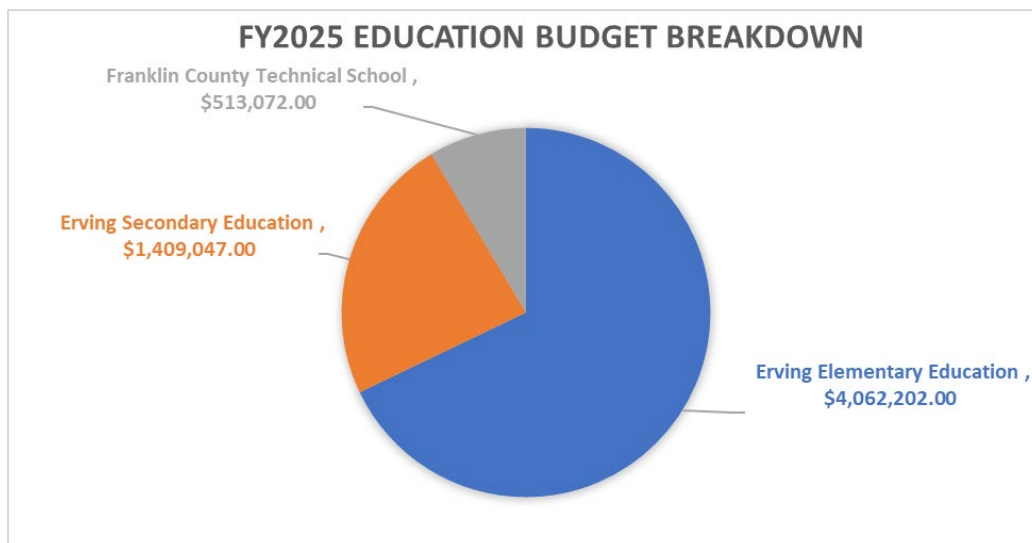
The FY2025 budget has been prepared on the foundation of years of sound financial practices. This is a comprehensive budget document and the corresponding Annual Town Meeting warrant that will address all of the financial articles.

### FY2025 Budget Overview

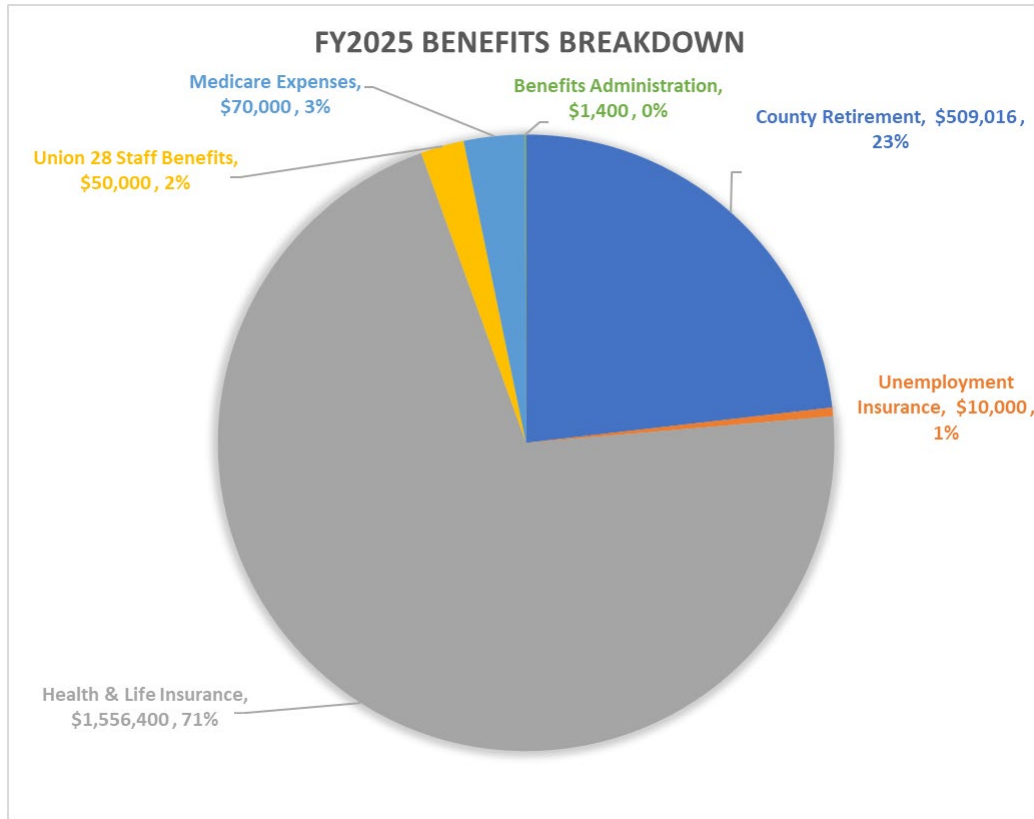
The FY2025 budget overview provides a breakdown of all spending categories that are funded through the Town's ability to raise and appropriate. This includes taxation, state receipts, available free cash, and anticipated grant sources, if they are known.



**Education Budget Breakdown:** The largest section of the FY2025 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 FY2025 budget is related to the benefits provided to the Town’s current and retired employees. This section does not include the annual OPEB contribution. The OPEB contribution is included the Special Articles section of the warrant.



**Fiscal Year 2025 to Fiscal Year 2024 Comparison:** Erving voters have expressed an interest in understanding the year to year proposed budgetary increase. The following chart compares the FY2025 proposed budget expenses by category to the FY2025 approved budget from Annual Town Meeting. The total FY2024 budget represented \$14,631,591. The proposed FY2025 budget represents \$15,292,919. The percentage change represents approximately an increase of 4.5%.

### Sources of Revenue

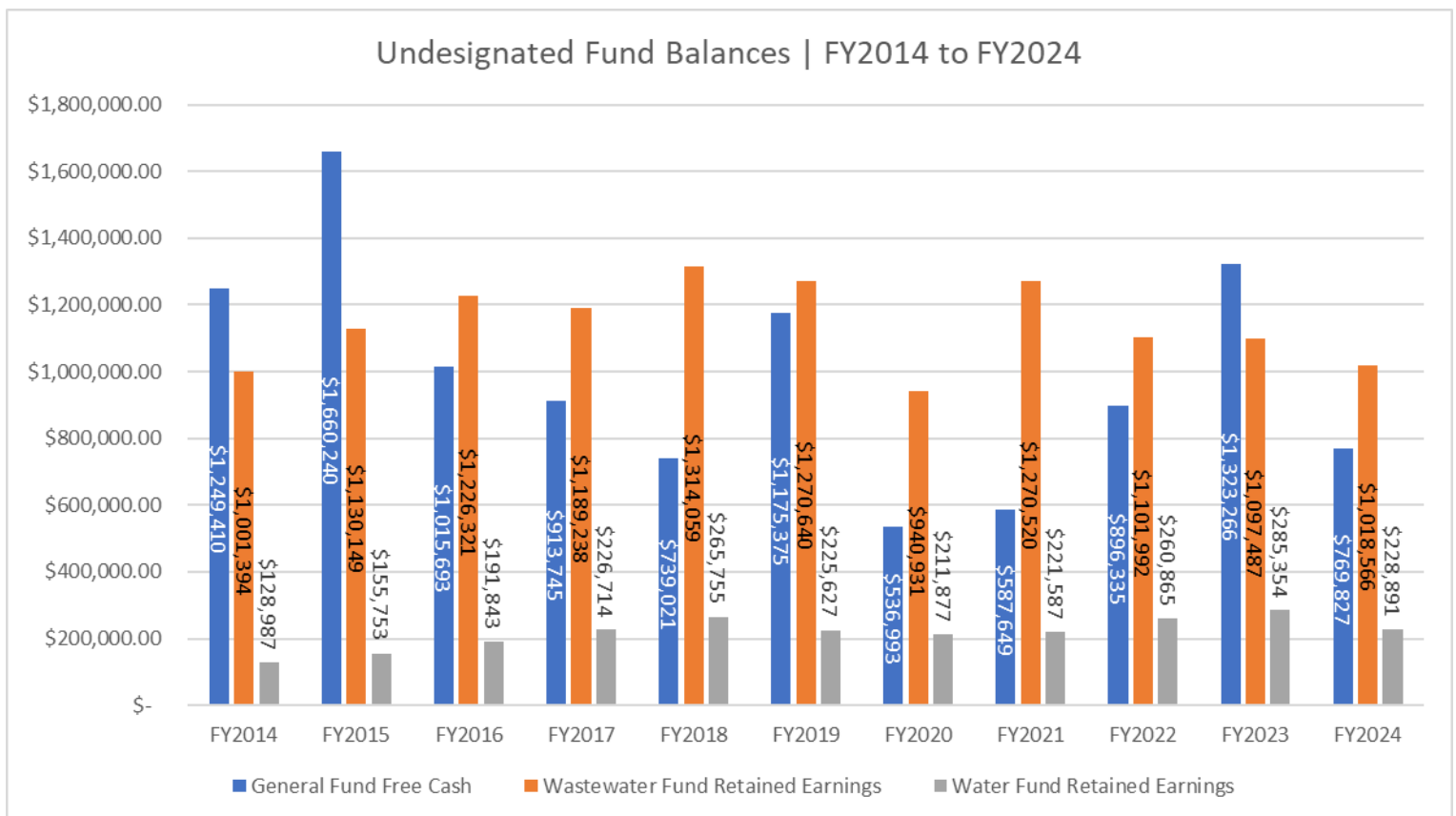
The Town’s revenue sources have remained relatively stable over the recent years. The Town has prepared the FY2025 Budget assuming no new growth, the 2.5% increase on taxation as allowed by law, and a reduction in local receipts. The budget plan also uses available Free Cash.

FY2024 Levy Limit + 2.5%	\$12,732,907
FY2025 New Growth Estimate	\$12,000
State Receipts (Governor’s Budget)	\$749,619
State Charges (Governor’s Budget)	(\$229,009)
Assessors’ Overlay Estimate	(\$90,000)
Local Estimated Receipts	\$450,000
Estimated Water Receipts	\$110,965
Wastewater Receipts (Montague)	\$242,138



Available Free Cash	\$747,110
Anticipated School Grants	\$265,680
Anticipated Council on Aging Grant	\$7,000
Anticipated Library Grant	\$3,800
<b>Available Revenue:</b>	<b>\$15,002,210</b>

**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.

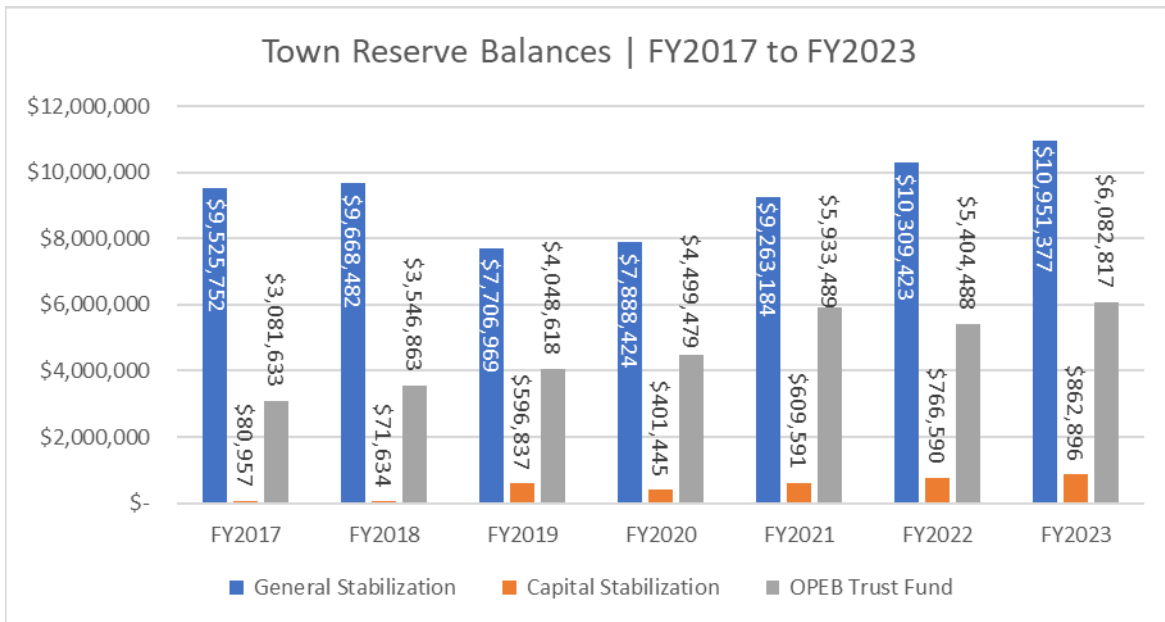
### **Grant & Special Revenue Sources**

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.

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

### Savings & Investments

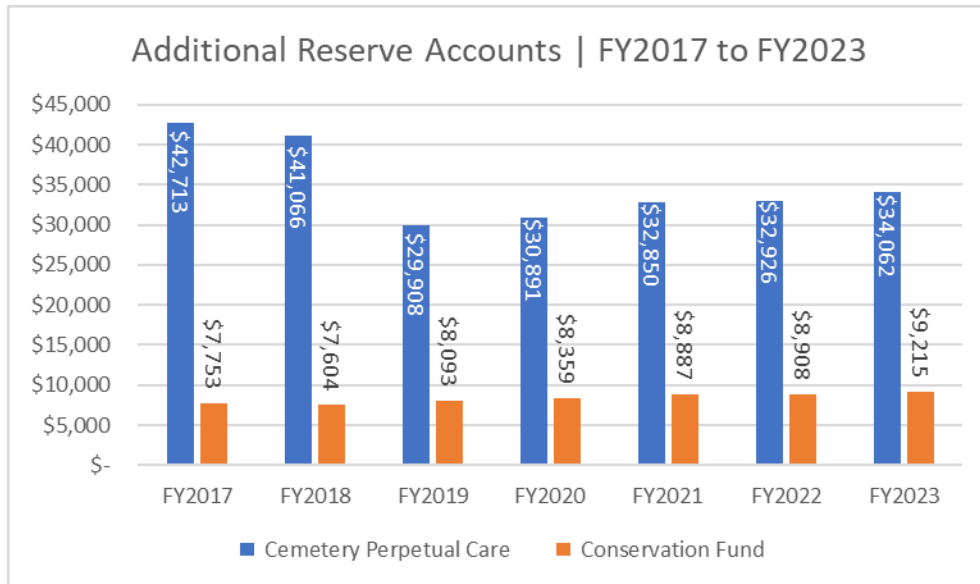
The Town uses several stabilization funds to prepare for the future needs of the community. The following chart provides a three (3) year review of fund balances on June 30<sup>th</sup> of the fiscal year:



**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 FY2025 operating budget makes the final deposit back into the General Stabilization Fund.

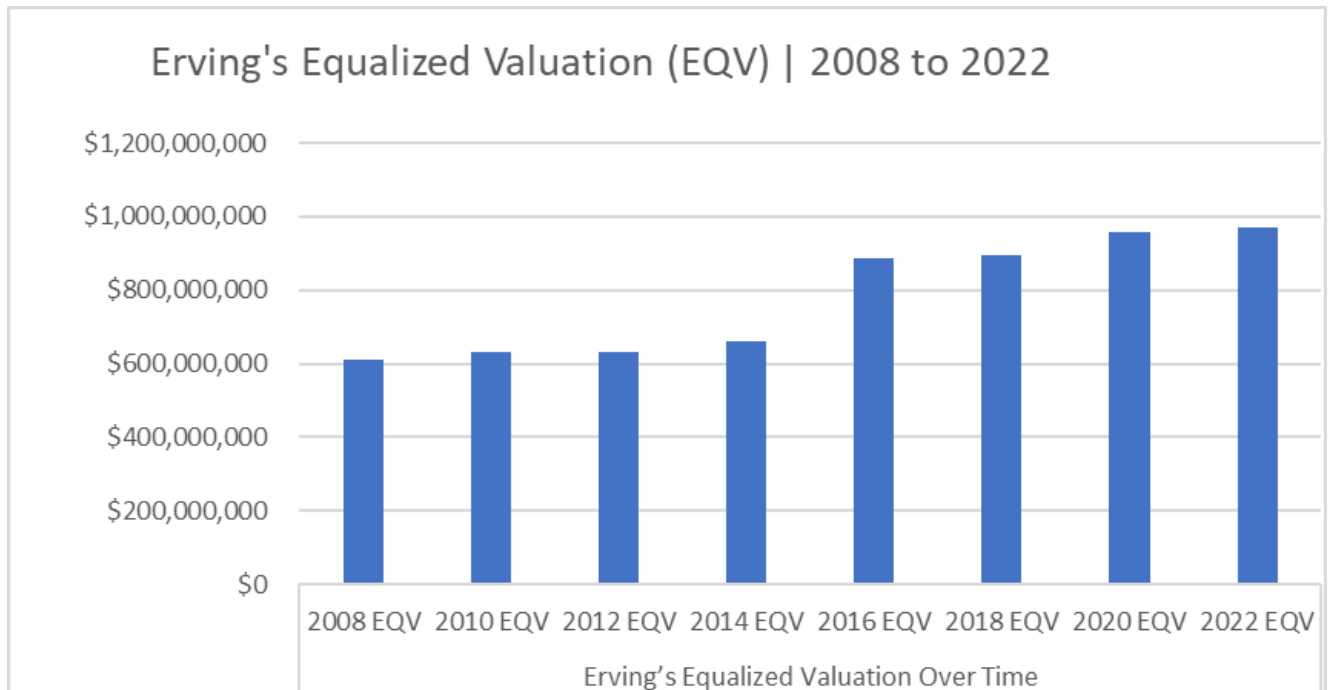
**OPEB Trust Fund:** In recent years, the Town had previously made consistent annual deposits into the Other Post-Employment Benefits (OPEB) fund of \$300,000. The FY2024 operating budget changed this to a deposit of \$100,000 into the fund. The FY2025 proposed operating budget maintains this same level. 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 by the Cemetery Commission. 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.

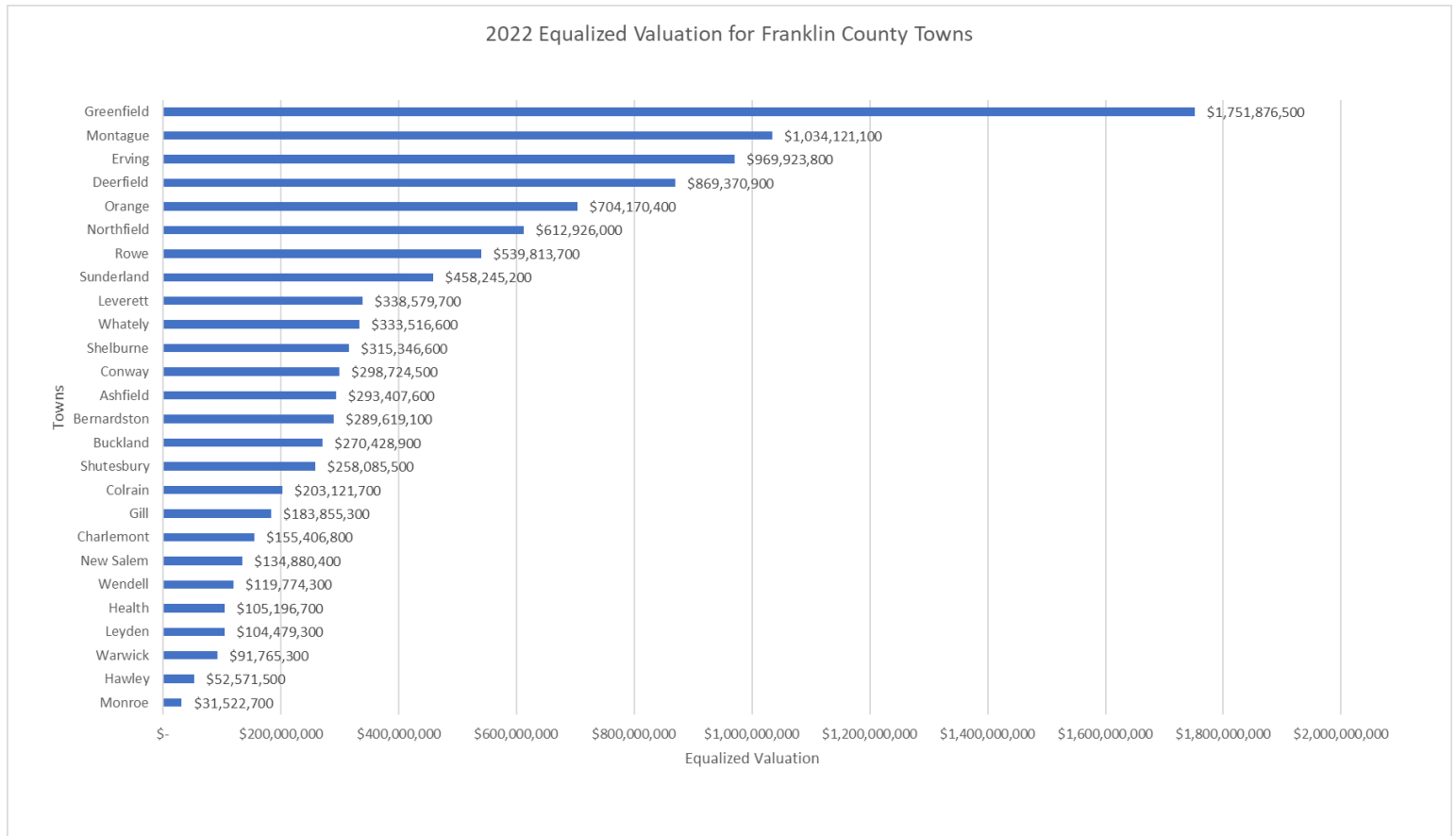


### Equalized Valuation

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

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

FUND CODE	DEPARTMENT / FUND
001-114	Town Moderator
001-122	Select Board
001-123	Administration
001-131	Finance Committee & Reserve Fund
001-135	Accounting
001-141	Board of Assessors' Office
001-145	Treasurer's Office
001-146	Tax Collector's Office
001-151	Town Counsel
001-152	Personnel
001-155	Information Technology & Support
240-159	Community Television
001-156	Support Services
001-161	Town Clerk
001-163	Elections
001-171	Conservation Commission
001-174	Office of Community Planning
001-175	Planning Board
001-176	Zoning Board of Appeals
001-192	Town Buildings & Grounds
001-193	Insurance
001-195	Town Reports

# Town Moderator

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 114 100 11400 511000	Elected Official Stipend	\$ 350	\$ 350	\$ 350	0	\$ 350	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -
<b>Department Total</b>		\$ 350	\$ 350	\$ 350	\$ -	\$ 350	\$ -

## Select Board & Administration

### FY2024 Highlights & Challenges

The Select Board and the Office said goodbye to William Bembury, long time member of the Select Board as he has decided not to run for a 4th term for office and welcomed newest Select Board member James Loynd.

The Office has worked closely with the Treasurer's Office and the Town Accountant's Office on the launch of a new financial management platform. This project involved a restructuring of the Town's entire chart of accounts which should allow for more consistency in reporting across departments and to allow for better tracking for all special revenue funds, such as gifts, revolving funds, and grants. The Office also worked to negotiate a new three-year successor collective bargaining agreement with NEPBA Local 121 and a new first term collective bargaining agreement, for three years, with AFSCME 1725. The Office is working with the Select Board and legal counsel to complete the personnel policy work that began in FY2023.

The Office has worked with department heads and the Safety Committee to prioritize training topics and host several staff training opportunities throughout the year. Topic areas have included prevention of sexual harassment and protected class discrimination, first aid & CPR, bloodborne pathogens, preventing slips, trips and falls, maintaining public records, website maintenance, and financial management policy reviews.

The Office is also working to complete the FY2023 financial audit with Scanlon & Associates. During the FY2024 budget planning process there was a fair amount of concern about budgetary requests exceeding the amount of available funding within the Town's ability to raise & appropriate. This included a concern about the Elementary School having insufficient funding to close FY2023. This further led to a proposal for a Proposition 2 ½ override for FY2024 that was voted down at Town Meeting in October 2023. While budget requests should be considered carefully and not all requests can be funded, the Town continues to maintain a positive financial position. FY2023 closed with a surplus of available funding and the Town continues to maintain healthy financial reserves.

The Office is continuing to work with the Highway Department, the Community Planning Office, and MassDOT on the replacement and funding of the Church Street Bridge. To date \$1.6 Million has been appropriated by the regional Transportation Planning Organization towards the project, with a goal of advertising the project in summer 2024. This project has moved slower than anticipated. The Office and the Select Board have worked with the engineering firm to restructure the project team and have been meeting biweekly to move this project forward.

The Office continued to support the Highway Department's procurement for the reconstruction of Bridge Street and the repaving of Maple Avenue, with anticipated construction in the summer of 2024. Working with the Community Planning Office and the Select Board to make progress on the goal of Senior Housing on Care Drive and the redevelopment of the former IP Mill on Papermill Road.

The Office has experienced challenges with recruiting community members to serve in vacant seats on boards and commissions, such as the Recreation Commission, School Committee, Cable Advisory Committee, Council on Aging, Cultural Council, Historical Commission, and the Zoning Board of Appeals.



With that said, the Office was successful in supporting the appointment of the Cemetery Commission so that they can begin their work.

### **FY2025 Goals & Initiatives**

Work to fully launch all components of the new financial management platform to include departmental access for tracking & reporting and potentially employee access for tracking accruals and reporting time.

Continue to work with decision makers and residents to better understand the finances of the Town.

Work to support individual departments to meet their goals.

### **Revenue**

The Select Board, as the local licensing authority, charges fees for the issuance and renewal of liquor and business licenses. The fee schedule has been the same for over 8 years and is as follows:

License Type	Annual Fee
Common Victualer	\$5.00
General Business License	\$5.00
Auto Class I, Class II, & Class III	\$30.00
Amusement Licenses:	
Video Games	\$40.00
Pinball Machine	\$40.00
Pool Table	\$20.00
Juke Box	\$15.00
Live Entertainment	\$15.00
Shuffleboard	\$15.00
Dart Machine	\$15.00
Alcoholic Beverage Pouring (on premise)	\$500.00
Innkeeper	\$525.00
Retail Package Store (off premise)	\$300.00

### **Significant Budget Changes**

Everything has been level funded with the exception of wages that were adjusted in FY2024.

## FY2025 Select Board & Administration Budget Request

Select Board and Administration											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Select Board											
Salary & Wages											
001	122	100	12200	511000	Elected Official Stipend	\$ 12,452	\$ 12,701	\$ 12,452	\$ 4,150	\$ 12,452	\$ -
Salary & Wages Subtotal						\$ 12,452	\$ 12,701	\$ 12,452	\$ 4,150	\$ 12,452	\$ -
Ordinary Expenses Subtotal											
001	122	200	12200	530010	Consulting Services	\$ 10,000	\$ 18,280	\$ 10,000	\$ -	\$ 10,250	\$ 250
001	122	200	12200	534020	Telecommunication Services- Wireless	\$ 2,400	\$ 1,107	\$ 2,400	\$ 711	\$ 2,400	\$ -
001	122	200	12200	530100	Seminars & Meetings	\$ 2,000	\$ 20	\$ 1,000	\$ -	\$ 1,000	\$ -
001	122	200	12200	571000	In-State Travel	\$ 250	\$ 353	\$ 250	\$ 17	\$ 500	\$ 250
001	122	200	12200	573000	Dues & Memberships	\$ 1,000	\$ 1,157	\$ 1,000	\$ 925	\$ 1,500	\$ 500
Expenses Undefined*						\$ 1,000	\$ 757	\$ 1,000	\$ -		
Ordinary Expenses Subtotal						\$ 16,650	\$ 21,674	\$ 15,650	\$ 1,653	\$ 15,650	\$ -
Select Board Subtotal						\$ 29,102	\$ 34,375	\$ 28,102	\$ 5,803	\$ 28,102	\$ -
Administrative Office											
Salary & Wages											
001	123	100	12300	511100	Perm. Salary & Wage	\$ 198,289	\$ 160,477	\$ 162,708	\$ 48,824	\$ 143,827	\$ (18,881)
001	123	100	12300	514000	Longevity	\$ 1,750	\$ 1,500	\$ 1,750	\$ 1,000	\$ 1,750	\$ -
001	123	100	12300	513000	Overtime					\$ -	\$ -
001	123	100	12300	513100	Compensatory Time						\$ -
001	123	100	12300	514400	Holiday Pay					\$ 8,175	\$ 8,175
001	123	100	12300	515000	Vacation Leave					\$ 11,409	\$ 11,409
001	123	100	12300	515100	Sick Leave					\$ 8,175	\$ 8,175
001	123	100	12300	515300	Bereavement Leave					\$ -	\$ -
001	123	100	12300	515500	Jury Duty Leave					\$ -	\$ -
Salary & Wages Subtotal						\$ 200,039	\$ 161,977	\$ 164,458	\$ 49,824	\$ 173,336	\$ 8,878
Ordinary Expenses Subtotal											
001	123	200	12200	531100	Advertising Services	\$ 1,500	\$ 674	\$ 1,500	\$ 1,012	\$ 1,500	\$ -
001	123	200	12300	531200	Print Services	\$ 2,000	\$ 1,031	\$ 2,000	\$ -	\$ 2,000	\$ -
001	123	200	12300	558200	Software Subscriptions	\$ 2,000	\$ 743	\$ 5,000	\$ -	\$ 5,000	\$ -
001	123	200	12300	542000	Office Supplies	\$ 3,000	\$ 2,606	\$ 3,000	\$ 575	\$ 3,000	\$ -
001	123	200	12300	530100	Seminars & Meetings	\$ 500	\$ 280	\$ 500	\$ -	\$ 500	\$ -
001	123	200	12300	571000	In-State Travel	\$ 500	\$ 190	\$ 500	\$ 48	\$ 500	\$ -
001	123	200	12300	573000	Dues & Memberships	\$ 150	\$ 130	\$ 150	\$ 130	\$ 150	\$ -
001	123	200	12300	534020	Telecommunication Services- Wireless					\$ 900	\$ 900
Expenses Undefined*						\$ 900	\$ 954	\$ 900	\$ 306		\$ (900)
Ordinary Expenses Subtotal						\$ 10,550	\$ 6,607	\$ 13,550	\$ 2,072	\$ 13,550	\$ -
Administrative Office Subtotal						\$ 210,589	\$ 168,584	\$ 178,008	\$ 51,895	\$ 186,886	\$ 8,878
Legal Services											
Ordinary Expenses Subtotal											
001	151	200	15100	53050	Legal Services-General	\$ 50,000	\$ 111,618	\$ 60,000	\$ 34,056	\$ 20,000	\$ (40,000)
001	151	200	15100	53051	Legal Services-Labor Relations					\$ 40,000	\$ 40,000
Ordinary Expenses Subtotal						\$ 50,000	\$ 111,618	\$ 60,000	\$ 34,056	\$ 60,000	\$ -
Personnel Services											
Ordinary Expenses Subtotal											
001	152	200	15200	530100	Employee Training Seminars	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
001	152	200	15200	530400	Medical Assessment Services	\$ 6,500	\$ 1,610	\$ 6,500	\$ 836	\$ 6,500	\$ -
001	152	200	15200	530410	Counseling & Support Services	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
001	152	200	15200	531100	Advertising Services	\$ 2,000	\$ 1,863	\$ 4,000	\$ 2,917	\$ 4,000	\$ -
001	152	200	15200	573000	Dues & Memberships	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ -
Ordinary Expenses Subtotal						\$ 18,000	\$ 3,473	\$ 17,500	\$ 3,753	\$ 17,500	\$ -
Special Articles & Continuing Appropriations											
001	152	900	15210	530000	Personnel Policy & Wage Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc											
Ordinary Expenses Subtotal											
001	195	200	19500	531200	Town Report Print Services	\$ 1,500	\$ 627	\$ 1,000	\$ -	\$ 1,000	\$ -
Ordinary Expenses Subtotal						\$ 1,500	\$ 627	\$ 1,000	\$ -	\$ 1,000	\$ -
Special Articles & Continuing Appropriations											
001	199	900	19910	531100	Around Town Advertising Services	\$ 7,500	\$ 7,500	\$ 8,000	\$ 1,875	\$ 8,000	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ 7,500	\$ 7,500	\$ 8,000	\$ 1,875	\$ 8,000	\$ -
Department Total						\$ 316,691	\$ 326,178	\$ 292,610	\$ 97,382	\$ 301,488	\$ 8,878

## Finance Committee & Reserve Fund

### Significant Budget Changes

The budget request has been level funded.

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (4/04/2024)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses</b>							
001 131 200 13100 573000	Dues & Memberships	\$ 2,500	\$ 138	\$ 500	\$ 142	\$ 500	\$ -
001 132 200 13200 578000	Reserve Fund- Expenses Undefined	\$ 50,000	\$ -	\$ 50,000	\$ 14,575	\$ 50,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 52,500	\$ 138	\$ 50,500	\$ 14,717	\$ 50,500	\$ -
<b>Special Articles &amp; Continuing Appropriations</b>							
001 132 900 13210 578000	Reserve Fund- Wage & Comp Adjustment	\$ -	\$ -	\$ 14,400	\$ -	\$ -	\$ (14,400)
001 132 900 13211 578000	Reserve Fund- Grant Opportunities						\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ -	\$ -	\$ 14,400	\$ -	\$ -	\$ (14,400)
<b>Department Total</b>		\$ 52,500	\$ 138	\$ 64,900	\$ 14,717	\$ 50,500	\$ (14,400)

## Accounting

### FY2024 Highlights & Challenges

Software conversion.

### FY2025 Goals & Initiatives

To make sure everything is back to running smoothly after software conversion, consolidating information for year-end reporting due to mid-year software conversion.

### Revenue

None.

### Significant Budget Changes

Increased cost for support services for new software vendor and need for overlapping software support services.

### FY2025 Accounting Budget Request

Accounting Services																
Account #		Account Description					FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget				
Salary & Wages																
001	135	100	13500	511100	Perm. Salary & Wage	\$ 29,971	\$ 29,971	\$ 34,871	\$ 10,894	\$ 36,465	\$ 1,594					
Salary & Wages Subtotal						\$ 29,971	\$ 29,971	\$ 34,871	\$ 10,894	\$ 36,465	\$ 1,594					
Ordinary Expenses Subtotal																
001	135	200	13500	542000	Office Supplies	\$ 1,500	\$ 69	\$ 1,500	\$ 83	\$ 1,500	\$ -					
001	135	200	13500	558200	Software Subscriptions	\$ 14,250	\$ 14,232	\$ 39,575	\$ 14,801	\$ 76,775	\$ 37,200					
001	135	200	13500	530600	Accounting & Auditing Services	\$ 21,000	\$ 22,350	\$ 27,000	\$ -	\$ 27,000	\$ -					
Ordinary Expenses Subtotal						\$ 36,750	\$ 36,651	\$ 68,075	\$ 14,884	\$ 105,275	\$ 37,200					
Special Articles & Continuing Appropriations																
001	135	900	13510	558200	Financial Software	\$ 75,000	\$ -	\$ 75,000	\$ 55,974		\$ (75,000)					
Special Articles & Continuing Appropriations Subtotal						\$ 75,000	\$ -	\$ 75,000	\$ 55,974	\$ -	\$ (75,000)					
Department Total						\$ 141,721	\$ 66,622	\$ 177,946	\$ 81,752	\$ 141,740	\$ (36,206)					

## Board of Assessors' Office

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### FY2024 Highlights & Challenges

Our challenge this year was the Appellate Tax Board (ATB) case with Northfield Mountain Hydro LLC for FY2019, 2020, 2021 & 2022 that was heard late September, with an expected decision in May/June of 2024. Additionally, related to Northfield Mountain Hydro LLC was the FY2024 Appraisal that resulted in a loss of \$145 Million overall in value of the facility and direct reduction in value of \$115 Million for the Town of Erving. Our highlights include the successful collaborative work with the Tax Collector regarding the issuance of preliminary tax bills for FY2024 as well the work done for the Proposition 2 1/2 Override Informational and Town Meetings. Additionally, we are scheduled to move our CAMA software to the cloud in early February of next year.

### FY2025 Goals & Initiatives

We have discussed and voted on the creation of an Assessors Clerk position. This position would be for up to 10 hours a week to allow for coverage of the office when the Principal Assessor is out of the office. The Assessor's Office is the only office with a single position. Our concern is that should the position of Principal Assessor be vacated suddenly, that the Assessors would not be able to continue the work in the Assessor's office without someone with some knowledge of assessing. The Board of Assessors are an elected Board and could not fill in on a regular basis to complete the work. Additionally, this position is the first step towards succession planning as the Principal Assessor is 24-36 months away from retirement.

### Revenue

We currently do not collect fees.

### Significant Budget Changes

The budget increase is for the software fees for hosting the CAMA system in the cloud (\$3,680) and the Assessors Clerk position (Grade B, Step 1) for 10 hours a week (\$10,754). Otherwise, the budget is level funded other than the step change for the Principal Assessor position. We have a request for an additional \$10,000 for the Legal Special Warrant Article. The current balance of \$49,000 isn't enough to cover the anticipated cost of the attorney for a week of court plus three weeks of preparation and the closing brief to the ATB.

## FY2025 Assessors' Office Budget Request

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## Treasurer's Office

### FY2024 Highlights & Challenges

Our office has been working with the Accountant and Town Administrator to implement the new financial software system. The go live is on 1/1/2024. All modules will be implemented throughout the remainder of FY2024.

### FY2025 Goals & Initiatives

We continue to work on the new financial software system. Training for Town departments will begin in the summer months of FY2025. Once we are up and running, we should start to see efficiencies in the next fiscal year.

### Revenue

Fees are not collected in the Treasurer's Office.

### Significant Budget Changes

The only significant budget changes incorporated in the upcoming fiscal year are the new wages.

### FY2025 Treasurer's Office Budget Request

Treasury Services																	
Account #				Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget				
Salary & Wages																	
001	145	100	14500	511000	Elected Official Salary		\$ 60,827	\$ 60,827	\$ 60,827	\$ 18,716	\$ 72,265	\$ 11,438					
001	145	100	14500	511100	Perm. Salary & Wage		\$ 30,846	\$ 30,213	\$ 34,463	\$ 11,912	\$ 31,681	\$ (2,782)					
001	145	100	14500	514000	Longevity		\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -					
001	145	100	14500	519200	Stipends & Certifications		\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -					
001	145	100	14500	514400	Holiday Pay						\$ 2,945	\$ 2,945					
001	145	100	14500	515000	Vacation Leave						\$ 2,454	\$ 2,454					
001	145	100	14500	515100	Sick Leave						\$ 2,945	\$ 2,945					
001	145	100	14500	515300	Bereavement Leave						\$ -	\$ -					
001	145	100	14500	515500	Jury Duty Leave						\$ -	\$ -					
Salary & Wages Subtotal							\$ 92,673	\$ 91,040	\$ 96,790	\$ 31,628	\$ 113,790	\$ 17,000					
Ordinary Expenses Subtotal																	
					Expenses Undefined*		\$ 5,500	\$ 6,820	\$ 5,500	\$ 670		\$ (5,500)					
001	145	200	14500	530000	Professional Contracting Services						\$ 1,300	\$ 1,300					
001	145	200	14500	530100	Seminars & Meetings						\$ 1,000	\$ 1,000					
001	145	200	14500	534020	Telecommunication Services- Wireless						\$ 600	\$ 600					
001	145	200	14500	542000	Office Supplies						\$ 1,000	\$ 1,000					
001	145	200	14500	571000	In-State Travel						\$ 1,500	\$ 1,500					
001	145	200	14500	573000	Dues & Memberships						\$ 100	\$ 100					
Ordinary Expenses Subtotal							\$ 5,500	\$ 6,820	\$ 5,500	\$ 670	\$ 5,500	\$ -					
Tax Title																	
Ordinary Expenses Subtotal																	
001	158	200	15800	530500	Legal Services-General		\$ 4,000	\$ 440	\$ 2,000	\$ -	\$ 2,000	\$ -					
001	158	200	15800	531100	Advertising Services							\$ -					
Ordinary Expenses Subtotal							\$ 4,000	\$ 440	\$ 2,000	\$ -	\$ 2,000	\$ -					
Department Total							\$ 102,173	\$ 98,299	\$ 104,290	\$ 32,298	\$ 121,290	\$ 17,000					

## Tax Collector's Office

### FY2024 Highlights & Challenges

We continue to strive to work efficiently with accuracy in this office having a focus on quality considerate customer service. Maintaining certification by the State Collector/Treasurer Association also ranks high on our list as we are constantly being apprised of what is happening within State Government that may affect our local office and best practices for our departments with input from across the state. We have switched to Preliminary billing without issue and are seeing a great improvement in cash receipts for the first half of the Fiscal Year.

### FY2025 Goals & Initiatives

We are maintaining a level budget at this time as it will serve the needs of the office and community. We will continue to tackle projects in the office that will make Succession/Turnover in the office easier, efficient, and as seamless as possible when that time comes. LONG TERM There should be a discussion as to whether the Town of Erving would like to continue with Elected Tax Collector or move to an appointed position. Both the Tax Collector and Assistant Tax Collector are non-benefitted positions. Would there be a benefit to considering a Benefitted Tax Collector without an Assistant and reaching out to surrounding towns for backup coverage when and if necessary?

### Revenue

The Collector's office does assess a demand fee of \$5.00 for late payment of Excise, Real Estate and Personal Property. Other towns have increased their Demand fees for late payment, usually to \$15.00. The fees in Erving go to the General Fund and therefore could increase revenue if needed.

### Significant Budget Changes

None.

### FY2025 Tax Collector Budget Request

Tax Collection Services											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages											
001	146	100	14600	511000	Elected Official Salary	\$ 16,964	\$ 16,964	\$ 17,304	\$ 5,324	\$ 21,486	\$ 4,182
001	146	100	14600	511100	Perm. Salary & Wage	\$ 10,292	\$ 10,265	\$ 11,198	\$ 3,405	\$ 13,123	\$ 1,925
001	146	100	14600	519200	Stipends & Certifications	\$ 1,500	\$ 1,375	\$ 1,500	\$ 1,000	\$ 1,500	\$ -
Salary & Wages Subtotal						\$ 28,756	\$ 28,604	\$ 30,002	\$ 9,730	\$ 36,109	\$ 6,107
Ordinary Expenses Subtotal											
001	146	200	14600	558200	Software Subscriptions	\$ 5,400	\$ 5,326	\$ 6,000	\$ 5,470	\$ 5,650	\$ (350)
001	146	200	14600	530100	Seminars & Meetings					\$ 1,000	\$ 1,000
001	146	200	14600	542000	Office Supplies					\$ 1,000	\$ 1,000
001	146	200	14600	571000	In-State Travel					\$ 150	\$ 150
001	146	200	14600	573000	Dues & Memberships					\$ 200	\$ 200
					Expenses Undefined*	\$ 2,000	\$ 1,981	\$ 2,000	\$ 446		\$ (2,000)
Ordinary Expenses Subtotal						\$ 7,400	\$ 7,306	\$ 8,000	\$ 5,916	\$ 8,000	\$ -
Department Total						\$ 36,156	\$ 35,910	\$ 38,002	\$ 15,645	\$ 44,109	\$ 6,107
* line item to be phased out to allow for line items with better expense definition											



## Information Systems Management

### FY2024 Highlights & Challenges

We continue to work on finishing the MFA (Multifactor Authentication) and EDR (Endpoint Detection Response) throughout all departments. We are 90% completed with this project. We are continuing our work with the Police on the CJIS (Criminal Justice Informational) System and completing the Town Wide network. We are transitioning the Fire Department Station #2, Police Department and Public Works buildings from broadband to fiber. We renewed our agreements for Fiber with the Town Hall, Library and Senior Center buildings. This has resulted in a cost savings.

### FY2025 Goals & Initiatives

We are striving for completion of MFA and EDR as well as integration of CJIS at the Police Station. We are working and hoping to complete the Access Control System for the Police Station and update the security cameras with town buildings.

### Revenue

None.

### Significant Budget Changes

Our largest increase for our budget is the software costs. Has we move forward to being completely on a cloud-based platform, our software licenses numbers and costs have increased. Also included are licenses for our Aruba Network, Adobe and Last Pass which are up for another 3–5-year renewal period.

### FY2025 Information Systems Management Budget Request

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 155 100 15500 511100	Perm. Salary & Wage	\$ 25,562	\$ 31,040	\$ 31,082	\$ 11,419	\$ 35,000	\$ 3,918
	<b>Salary &amp; Wages Subtotal</b>	\$ 25,562	\$ 31,040	\$ 31,082	\$ 11,419	\$ 35,000	\$ 3,918
<b>Ordinary Expenses Subtotal</b>							
001 155 200 15500 585100	Computer & Network Equipment	\$ 10,000	\$ 15,904	\$ 10,000	\$ -	\$ 10,000	\$ -
001 155 200 15500 558200	Software Subscription	\$ 30,700	\$ 38,593	\$ 58,156	\$ 12,675	\$ 62,000	\$ 3,844
001 155 200 15500 558210	Website Subscription & Maintenance	\$ 3,000	\$ 2,459	\$ 7,000	\$ 2,494	\$ 7,000	\$ -
001 155 200 15500 524300	Office Equipment Maintenance Services	\$ 7,000	\$ 2,855	\$ 7,250	\$ 4,067	\$ 7,250	\$ -
001 155 200 15500 542010	Copier Supplies	\$ 1,500	\$ 1,683	\$ 1,500	\$ 600	\$ 2,000	\$ 500
	<b>Ordinary Expenses Subtotal</b>	\$ 52,200	\$ 61,494	\$ 83,906	\$ 19,836	\$ 88,250	\$ 4,344
<b>Special Articles &amp; Continuing Appropriations</b>							
001 155 900 15510 585100	Computer & Network Equipment	\$ -	\$ 19,221	\$ -	\$ -	\$ 35,000	\$ 35,000
001 155 900 15511 531300	Permant Record Preservation Services	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Special Articles &amp; Continuing Appropriations Subtotal</b>	\$ 20,000	\$ 19,221	\$ -	\$ -	\$ 35,000	\$ 35,000
<b>Department Total</b>							
		\$ 97,762	\$ 111,754	\$ 114,988	\$ 31,255	\$ 158,250	\$ 43,262

## Community Access Television

### FY2024 Highlights & Challenges

The Town is in its 2<sup>nd</sup> year of a three (3) year agreement 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 years 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 largely completed. Erving Community TV is broadcast on local Comcast Cable. Currently, Select Board meetings, School Committee meetings and Town Meetings are recorded and broadcast. Town Meeting officially established a permanent Cable Advisory Committee that would help to oversee the local access channel. The Town is still searching for community members to serve on this Committee.

### FY2025 Goals & Initiatives

In the coming year 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

The Town is anticipating the need to increase funding for the recording of additional town events and hearings and has requested an increase of \$4,000 to help cover those costs. Broadcasters' insurance costs have increased and has resulted in a request to increase the line item by \$800.

### FY2025 Community Access TV Budget Request

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses</b>							
240 159 200 15905 530000	Professional Contracting Services	\$16,000	\$14,000	\$16,000	\$4,750	\$20,000	\$4,000
240 159 200 15905 574000	Insurance Premiums	\$1,000	\$1,530	\$1,200	\$0	\$2,000	\$800
<b>Ordinary Expenses Subtotal</b>		\$17,000	\$15,530	\$17,200	\$4,750	\$22,000	\$4,800
<b>Special Articles &amp; Continuing Appropriations</b>							
240 159 900 15910 578000	Equipment to Televis Meeting	\$3,000	\$4,416	\$3,000	\$5,799	\$3,000	\$0
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$3,000	\$4,416	\$3,000	\$5,799	\$3,000	\$0
<b>Department Total</b>		<b>\$20,000</b>	<b>\$19,946</b>	<b>\$20,200</b>	<b>\$10,549</b>	<b>\$25,000</b>	<b>\$4,800</b>

## **Town Clerk's Office & Elections**

### **FY2024 Highlights & Challenges**

This year we have made great progress towards completing the bylaw codification project. The Planning Board completed updating the zoning bylaws, which included arranging sections and paragraphs into the format required for codification, and after the town accepted those changes at a town meeting, they have been sent off to the Attorney General's Office for certification. Once that is completed by them, General Code will be able to complete their codification process and hopefully we'll have everything ready to present at a town meeting before the end of this fiscal year, though it might not be ready until after June 30. Another item that took a fair amount of administrative time (both in this office and all other offices) was preparing to hold a special town meeting and election for a proposed proposition 2 ½ that ultimately was not passed by the voters. In light of that, all town offices have been asked to review their budgets and see where cuts could be made and also to consider an increase in fees. Again, all of this is more time consuming than you might imagine.

### **FY2025 Goals & Initiatives**

There will be no new initiatives proposed out of the Town Clerk's Office this year. However, with that being said, there are going to be three major initiatives that are being started in January 2024 that are external of the Town Clerk's Office but that have a very direct impact on the Office. The first is that the Town is implementing a new accounting software package that everyone must learn in order to budget and pay bills. The second item is that the State Vital Records Department is implementing a brand new totally rewritten software upgrade for processing births, marriages, and deaths. In fact, preliminary setup and learning items have already begun on that front. Finally, the third item, is that the State Elections Division is doing the same thing, that is, implementing a brand-new voter registration and election system in January. I am quite nervous about this one as there is a Presidential Primary on March 5! Obviously, the goal in all three of these initiatives is to make certain that we are able to continue to give the same great level of service to all of the residents of Erving!

### **Revenue**

The Town Clerk's Office generates a very modest income for the town from the various fees that are charged for birth, marriage, and death certificates, dog licenses, various filings, etc. Every department has been asked to review their fee structure and recommend changes. Therefore, I will be doing this with the very likely outcome of fee increases. Unfortunately, I do not have a comprehensive list in time for this submission, but it will be ready by the time we meet in January. Once I've completed the process, I will email the spreadsheet to the Select Board, Finance Committee and Capital Planning Committee.

### **Significant Budget Changes**

Except for wages and election wages and election expenses, all other accounts have been level funded. Wages have been adjusted according to the standard wage chart. Election wages and expenses have both increased (\$3,060.60 and \$2,350.00 respectively) due to the fact that there are three elections in FY25 instead of the two in FY24 I budgeted for. I have attached a detailed election budget calculation sheet with this narrative form. Regular wages have increased by \$4,491.69 per the new wage table.

## FY2025 Town Clerk & Elections Budget Request

Town Clerk Services												
Account #		Account Description					FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages												
001	161	100	16100	511000	Elected Official Salary	\$25,445	\$25,445	\$25,956	\$7,986	\$29,460	\$3,504	
001	161	100	16100	511100	Perm. Salary & Wage	\$5,358	\$4,005	\$6,366	\$1,484	\$6,454	\$88	
Salary & Wages Subtotal							\$30,803	\$29,450	\$32,322	\$9,470	\$35,914	\$3,592
Ordinary Expenses Subtotal												
001	161	200	16100	530100	Seminars & Meetings	\$2,100	\$1,325	\$2,100	\$170	\$750	-\$1,350	
001	161	200	16100	558200	Software Subscription	\$5,200	\$1,590	\$7,500	\$0	\$7,500	\$0	
001	161	200	16100	571000	In-State Travel					\$1,270	\$1,270	
001	161	200	16100	573000	Dues & Memberships					\$80	\$80	
001	161	200	16100	530000	Professional Contracting Services					\$0	\$0	
001	161	200	16100	578000	Expenses Unclassified	\$4,400	\$5,156	\$4,400	\$992	\$4,400	\$0	
Ordinary Expenses Subtotal							\$11,700	\$8,072	\$14,000	\$1,162	\$14,000	\$0
Department Total							\$42,503	\$37,521	\$46,322	\$10,632	\$49,914	\$3,592
Elections Services												
Account #		Account Description					FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages												
001	162	100	16200	512000	Temp. Salary & Wage	\$4,800	\$4,305	\$2,426	\$0	\$5,517	\$3,091	
Salary & Wages Subtotal							\$4,800	\$4,305	\$2,426	\$0	\$5,517	\$3,091
Ordinary Expenses Subtotal												
001	162	200	16200	578000	Expenses Unclassified- Elections	\$7,200	\$4,981	\$5,600	\$957	\$7,950	\$2,350	
001	163	200	16300	578000	Expenses Unclassified- Board of Registrars	\$1,400	\$1,400	\$1,400	\$0	\$1,400	\$0	
Ordinary Expenses Subtotal							\$8,600	\$6,381	\$7,000	\$957	\$9,350	\$2,350
Department Total							\$13,400	\$10,686	\$9,426	\$957	\$14,867	\$5,441

### FY2024 Highlights & Challenges

- Highlight: An incredible amount of work has been completed in Town over the past year – Wheelock Street culverts, speedbump pilot installation, planning for Bridge St & Maple Ave projects, work on redevelopment of the IP Mill, progress on Church Street Bridge, Swamp Road Bridge, Farley MassDOT Reconstruction, Senior Housing and so much more.
- Highlight: I felt like my FY2024 budget was fairly accurate to my department's needs. Having a department with a dedicated budget has allowed me to be more autonomous in how I operate. In January I will be taking a week-long grant writing intensive workshop which I am very excited for.
- Challenge: This was my first year managing an operating budget and my own department, which came with a learning curve. Bryan, Scott as my liaison, and my fellow department heads have been instrumental in me learning the ropes.
- Challenge: The proposed changes for the override vote, to increase in my surveying line item and create a grant matching fund, did not pass. The limited funds included in the surveying line item will restrict the ability to explore new project opportunities and fix existing parcel/road layout issues. While the grant match has not come up as an issue yet in FY24, I expect it will be needed in FY2025.
- Challenge: Some purchases or expenses such as trainings fluctuate greatly year-to-year so they are challenging to plan for and in future years it may appear that this department is not fully expending their funds, such as in the Seminars and Meetings account.

### FY2025 Goals & Initiatives

- Continue completing the tasks I work on which do not require funding beyond the Town Planner salary.
- Continue matching projects across departments to potential grant funding and assisting department heads in their grant application processes.

### Revenue

This department brings in significant grant funds. This year grant funding received included:

- Rural & Small-Town Program: Wheelock Street Culvert Replacements: \$330,000.00
- Making It Public: Public Art: \$15,000.00.
- MassDOT Small Bridge Program: Swamp Road Bridge replacement technical assistance for feasibility and design.
- My department has also been instrumental in retaining \$1.6 Million of MassDOT Transportation Improvement Plan funding for the Church Street Bridge replacement."

### Significant Budget Changes

- 001-174-100-17400-534020 Telecommunication Services – Wireless: I now have a Town cell phone.
- 001-174-100-17400-511100 Permanent Salary & Wage: This account increased in accordance with the Town-wide wage table adjustments and grade/step adjustment that I receive.
- 001-174-100-17400-530010 Consulting Services: Formerly known as Public Engagement Services

- 001-174-100-17400-530100 Seminars & Meetings: Less money is needed for Print Services so that money was moved to Seminars and Meetings to allow for more professional development opportunities.
- If there is an opportunity to ask for funds beyond level-funding my asks would be:
  - Surveying – an additional \$10,000 for a total of \$20,000
  - Grant Match Fund - \$25,000 - \$50,000

#### FY2025 Office of Community Planning Budget Request

Community Planning																			
Account #		Account Description								FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget				
Salary & Wages															\$ -				
001	174	100	17400	511100	Perm. Salary & Wage	\$ -	\$ -	\$ 42,790	\$ 65,410	\$ 19,510	\$ 65,388	\$ (22)							
001	174	100	17400	513000	Overtime	\$ -	\$ -	\$ 379	\$ 2,000	\$ -	\$ 746	\$ (1,255)							
001	174	100	17400	513100	Compensatory Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
001	174	100	17400	514000	Longevity	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500							
001	174	100	17400	514400	Holiday Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,982	\$ 2,982							
001	174	100	17400	515000	Vacation Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,728	\$ 3,728							
001	174	100	17400	515100	Sick Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,243	\$ 1,243							
001	174	100	17400	515300	Bereavement Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
001	174	100	17400	515500	Jury Duty Leave	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Salary & Wages Subtotal									\$ -	\$ 43,169	\$ 67,410	\$ 19,510	\$ 74,586	\$ 7,176					
Ordinary Expenses Subtotal																			
001	174	200	17400	534020	Telecommunication Services- Wireless	\$ -	\$ -	\$ -	\$ -	\$ 128	\$ 500	\$ 500							
001	174	200	17400	530250	Surveying Services	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -							
001	174	200	17400	530010	Consulting Services	\$ -	\$ -	\$ -	\$ 3,500	\$ 510	\$ 3,500	\$ -							
001	174	200	17400	530100	Seminars & Meetings	\$ -	\$ -	\$ -	\$ 700	\$ -	\$ 1,500	\$ 800							
001	174	200	17400	531100	Advertising Services	\$ -	\$ -	\$ -	\$ 500	\$ 40	\$ 500	\$ -							
001	174	200	17400	531200	Print Services	\$ -	\$ -	\$ -	\$ 1,500	\$ 256	\$ 700	\$ (800)							
001	174	200	17400	542000	Office Supplies	\$ -	\$ -	\$ -	\$ 400	\$ 15	\$ 400	\$ -							
001	174	200	17400	549100	Public Engagement- Food & Supplies	\$ -	\$ -	\$ -	\$ 800	\$ 25	\$ 800	\$ -							
001	174	200	17400	571000	In-State Travel	\$ -	\$ -	\$ -	\$ 600	\$ -	\$ 600	\$ -							
001	174	200	17400	573000	Dues & Memberships	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ 500	\$ -							
Ordinary Expenses Subtotal									\$ -	\$ -	\$ 18,500	\$ 974	\$ 19,000	\$ 500					
Department Total									\$ -	\$ 43,169	\$ 85,910	\$ 20,485	\$ 93,586	\$ 7,676					

## Land Use & Planning

### Conservation Commission

#### FY2024 Highlights & Challenges

Poplar Mountain Conservation Area: Property survey completed, and the two plots merged. As a result, trails were rerouted, boundaries were more clearly marked, and trail clean-ups were done. The Commission also hosted guest-led hikes within the conservation area.

In the upcoming year we hope to get a higher number of volunteers from the community to keep the conservation area clean and safe for visitors.

#### FY2025 Goals & Initiatives

We would like to offer more educational programs for the community, nature activities for the children, cooperative environmental projects within the community and with other commissions.

The commissioners would also benefit from educational classes and reference materials for the to maintain up-to-date working knowledge of policies and procedures involving the permitting process and the Wetland Protection Act.

### Revenue

Our revenue is generated through fees collected for the permitting process and donations. We also have an existing trust fund.

#### Significant Budget Changes

In an effort to keep our budget at a level that benefits both the towns budget and the goals of the commission, we evaluated our current budget and historical expenditures to propose a restructured budget request for this upcoming fiscal year.

### Planning Board

#### FY2024 Highlights & Challenges

We completed our revamp of Erving's Zoning Bylaws and are currently waiting on approval by the Attorney General's office. We continue to search for an interested party to fill the vacant Planning Board seat and to find an alternate.

#### FY2025 Goals & Initiatives

We are focusing on reviewing our Subdivision Control Bylaws, which were last updated in 2001. To that extent, we are working with Atty. Mark Bobrowski, with whom we worked with on the Zoning Bylaw revamp. We have funding for this project as a special article. We are exploring some potential new revisions to our solar battery and signs bylaws.

### Revenue

We recently updated our fees for special permits to \$500.00 for all applicants. This is to cover the cost of legal advertising and legal notification to abutters of the Special Permit property. If the fee does not cover all the costs, we will address the issue at a future meeting.

#### Significant Budget Changes

None.

## Zoning Board of Appeals

### FY2024 Highlights & Challenges

No report submitted.

### FY2025 Land Use & Planning Budget Request

Conservation Commission											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Ordinary Expenses Subtotal											
001	171	200	17100	530000	Consulting Services	\$ -	\$ -	\$ 5,000	\$ -	\$ 2,500	\$ (2,500)
001	171	200	17100	530200	Community Education	\$ -	\$ 175	\$ 2,000	\$ -	\$ 2,000	\$ -
001	171	200	17100	531100	Advertising Services	\$ -	\$ 445	\$ 1,500	\$ 74	\$ 1,000	\$ (500)
001	171	200	17100	575000	Memberships/Training	\$ -	\$ 95	\$ 1,100	\$ 157	\$ 1,100	\$ -
001	171	200	17100	578000	Conservation Comm Exp	\$ 4,000	\$ 1,303	\$ 304	\$ 121	\$ 500	\$ 197
001	171	200	17100	578300	Trail Development & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000
Ordinary Expenses Subtotal						\$ 4,000	\$ 2,018	\$ 9,904	\$ 352	\$ 10,100	\$ 197
Special Articles & Continuing Appropriations											
001	171	900	17110	530250	Poplar Mountain Surveying Services	\$ 10,000	\$ -	\$ -	\$ 6,800	\$ -	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ 10,000	\$ -	\$ -	\$ 6,800	\$ -	\$ -
Department Total						\$ 14,000	\$ 2,018	\$ 9,904	\$ 7,152	\$ 10,100	\$ 197
Planning Board											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages											
001	175	100	17500	511000	Elected Official Stipend	\$ 5,075	\$ 4,575	\$ 5,075	\$ 1,000	\$ 5,075	\$ -
Salary & Wages Subtotal						\$ 5,075	\$ 4,575	\$ 5,075	\$ 1,000	\$ 5,075	\$ -
Ordinary Expenses Subtotal											
001	175	200	17500	530010	Consulting Services	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
001	175	200	17500	530100	Seminars & Meetings	\$ 500	\$ 275	\$ 750	\$ -	\$ 750	\$ -
001	175	200	17500	571000	In-State Travel	\$ 500	\$ -	\$ 500	\$ -	\$ 500	\$ -
001	175	200	17500	542000	Office Supplies	\$ 150	\$ 1,916	\$ 1,000	\$ -	\$ 1,000	\$ -
Ordinary Expenses Subtotal						\$ 4,150	\$ 2,191	\$ 5,250	\$ -	\$ 5,250	\$ -
Special Articles & Continuing Appropriations											
001	175	900	17510	53000	Subdivision Regulations Professional Services			\$ 16,000	\$ -	\$ -	\$ (16,000)
Special Articles & Continuing Appropriations Subtotal						\$ -	\$ -	\$ 16,000	\$ -	\$ -	\$ (16,000)
Department Total						\$ 9,225	\$ 6,766	\$ 26,325	\$ 1,000	\$ 10,325	\$ (16,000)
Zoning Board of Appeals											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Ordinary Expenses Subtotal											
001	176	200	17600	531100	Advertising Services	\$ 550	\$ 75	\$ 550	\$ -	\$ 550	\$ -
Ordinary Expenses Subtotal						\$ 550	\$ 75	\$ 550	\$ -	\$ 550	\$ -
Department Total						\$ 550	\$ 75	\$ 550	\$ -	\$ 550	\$ -



## Town Buildings & Grounds Maintenance

### FY2024 Highlights & Challenges

Our custodial and building grounds staff does a great job working within the budget at the same time delivering very high standards. Some cleaning products have still been challenging to get.

### FY2025 Goals & Initiatives

Keeping Town buildings clean and sanitized is a high priority. Building and grounds maintenance will keep moving forward with small projects.

### Revenue

Building and grounds does not currently have any current or proposed fees.

### Significant Budget Changes

Only budget increase is yearly step adjustment.

### FY2025 Town Buildings & Grounds Maintenance Budget Request

Buildings and Grounds											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages											
001	192	100	19200	511100	Perm. Salary & Wage	\$ 125,154	\$ 125,582	\$ 138,960	\$ 47,526	\$ 128,313	\$ (10,647)
001	192	100	19200	512000	Temp. Salary & Wage					\$ 17,000	\$ 17,000
001	192	100	19200	513000	Overtime	\$ 3,060	\$ 654	\$ 3,060	\$ 300	\$ 3,060	\$ -
001	192	100	19200	51900	Clothing Allowance	\$ 750	\$ 500	\$ 1,500	\$ 1,000	\$ 1,500	\$ -
001	192	100	19200	514000	Longevity			\$ 500		\$ 500	\$ -
001	192	100	19200	513100	Compensatory Time						\$ -
001	192	100	19200	514400	Holiday Pay					\$ 6,724	\$ 6,724
001	192	100	19200	515000	Vacation Leave					\$ 5,603	\$ 5,603
001	192	100	19200	515100	Sick Leave					\$ 5,603	\$ 5,603
001	192	100	19200	515300	Bereavement Leave						\$ -
001	192	100	19200	515500	Jury Duty Leave						\$ -
Salary & Wages Subtotal						\$ 128,964	\$ 126,735	\$ 144,020	\$ 48,826	\$ 168,304	\$ 24,284
Ordinary Expenses Subtotal											
001	192	200	19200	521100	Electricity	\$ 8,500	\$ 14,408	\$ 13,000	\$ 3,315	\$ 13,000	\$ -
001	192	200	19200	534010	Telecommunication Services- Wired	\$ 10,500	\$ 14,722	\$ 12,000	\$ 4,717	\$ 12,000	\$ -
001	192	200	19200	534020	Telecommunication Services- Wireless					\$ 1,800	\$ 1,800
001	192	200	19200	524110	Fire Alarm/Supression Maintenance Services	\$ 1,500	\$ 833	\$ 1,500	\$ 970	\$ 1,500	\$ -
001	192	200	19200	524130	Elevator Maintenance & Test Services	\$ 2,000	\$ 2,319	\$ 2,500	\$ 225	\$ 2,500	\$ -
001	192	200	19200	524140	Generator Preventative Maintenance Services	\$ 12,000	\$ 782	\$ 15,000	\$ -	\$ 15,000	\$ -
001	192	200	19200	530000	Professional Contracting Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	192	200	19200	534100	Postage & Mailing Services	\$ 13,000	\$ 12,506	\$ 14,000	\$ 3,015	\$ 14,000	\$ -
001	192	200	19200	538100	Pest Management Services	\$ -	\$ 1,930	\$ 5,000	\$ 1,510	\$ 5,000	\$ -
001	192	200	19200	521200	Heating Oil Fuel	\$ 7,000	\$ 8,187	\$ 9,000	\$ 366	\$ 9,000	\$ -
001	192	200	19200	545000	Custodian Supplies	\$ 8,000	\$ 6,878	\$ 8,000	\$ 2,396	\$ 8,000	\$ -
001	192	200	19200	543000	Building Maintenance Supplies	\$ 10,000	\$ 14,753	\$ 10,000	\$ 5,919	\$ 5,000	\$ (5,000)
001	192	200	19200	523000	Water					\$ 1,000	\$ 1,000
001	192	200	19200	524100	Building Maintenance Services					\$ 4,000	\$ 4,000
001	192	200	19200	524105	Grounds Maintenance Services	\$ 40,000	\$ 13,881	\$ 30,000	\$ 7,795	\$ 13,000	\$ (17,000)
001	192	200	19200	546000	Groundskeeping Supplies	\$ 5,000	\$ 4,221	\$ 5,000	\$ 3,824	\$ 5,000	\$ -
Ordinary Expenses Subtotal						\$ 117,500	\$ 95,420	\$ 125,000	\$ 34,053	\$ 109,800	\$ (15,200)
Special Articles & Continuing Appropriations											
001	192	900	19210	524100	Building Maintenance Services	\$ 30,000	\$ 29,829	\$ 30,000	\$ 9,988	\$ 30,000	\$ -
001	192	900	19212	582010	Improvement of Buildings- Fire Ventilation System			\$ 150,000	\$ -	\$ -	\$ (150,000)
001	192	900	19213	582010	Improvement of Buildings- Door Access & Security System			\$ 100,000	\$ -	\$ -	\$ (100,000)
001	192	900	19217	578000	IP Mill Security/Safety/Maint	\$ -	\$ 850	\$ -	\$ 903	\$ -	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ 30,000	\$ 30,679	\$ 280,000	\$ 10,891	\$ 30,000	\$ (250,000)
Department Total						\$ 276,464	\$ 252,834	\$ 549,020	\$ 93,770	\$ 308,104	\$ (240,916)

## Insurance

### 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 FY2025 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.

### FY2025 Insurance Budget Request

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses Subtotal</b>							
001 193 200 19300 574100	Insurance- Bonds	\$ 1,500	\$ 973	\$ 1,500	\$ 881	\$ 2,000	\$ 500
001 193 200 19300 574200	Insurance- Workers Compensation	\$ 32,000	\$ 25,856	\$ 32,000	\$ 32,000	\$ 34,000	\$ 2,000
001 193 200 19300 574210	Insurance- Police/Fire Injury on Duty	\$ 14,000	\$ 13,733	\$ 15,000	\$ 14,904	\$ 16,000	\$ 1,000
001 193 200 19300 574010	Insurance- Property & Liability	\$ 82,400	\$ 88,544	\$ 94,000	\$ 101,374	\$ 105,000	\$ 11,000
001 193 200 19300 574020	Insurance- Deductibles	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 129,900	\$ 129,106	\$ 147,500	\$ 149,159	\$ 162,000	\$ 14,500
<b>Department Total</b>		\$ 129,900	\$ 129,106	\$ 147,500	\$ 149,159	\$ 162,000	\$ 14,500

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## Section 3 | Public Safety

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

FUND CODE	DEPARTMENT / FUND
001-210	Police Department
001-220	Fire Department
001-231	Emergency Medical Services
001-240	Building, Electrical, Gas & Plumbing Inspection Services
001-291	Emergency Management Department
001-292	Animal Control
001-294	Tree Warden

## Police Department

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### FY2024 Highlights & Challenges

Challenges: The department is working through staffing concerns and getting back to full staff, working to find a new co-responder and to continue to navigate the Peace Officers Standards and Training (POST) Commission requirements. The department has equipment that will assist in the process of becoming accredited, however finding the time to implement and build the program has become challenging.

Accomplishments: The union contract is finalized. The Livescan machine is installed and working. Upgrade to sidewalks to include an electric vehicle charge point station at the Police Station. Department members were involved in a lot of community outreach programs. The department has partnered with Clinical & Support Options (CSO), the Quabbin House, Connect and the anti-crime task force to name a few. Recently the anti-crime task force accepted one of our members to be part of the important work the task force does. This will bring a high level of knowledge and information sharing to our community and department to address crime and drug related offenses.

### FY2025 Goals & Initiatives

Continue to provide a high quality of policing to Erving, where we are staffing our shifts with at least two officers. This will provide the officers with a safe working environment and the residents to have quicker response time. I would like to re-address the cadet program. With 6 full time staff members the majority of shifts could be staffed with two officers. The overtime budget will assist in backfilling shifts and providing the officers with the opportunity to receive additional training. Mental health awareness among officers is growing in its attention and need for resources for officers is improving. We must continue to make this a priority to ensure our staff have what they need to address any mental health concerns and the stresses of the work they do.

### Revenue

Currently the department collects fees for processing LTC/FID. \$25.00 dollars out of the \$100.00 dollars is returned to the town. The department collects fees for anyone looking to solicit in the town. The department could look at additional revenue with the livescan printing machine.

### Significant Budget Changes

I understand and respect the work that was done last budget season, departments had to do without requests / wants. This year other than full-time staff wages I have level funded the departments wages and operating budget as requested.

The Select Board and the Finance Committee have amended the Police Department's budget request to incorporate funding in permanent wages and in the new hire/ academy line items to allow the department to launch the long-sought Cadet program. The goal of this program is to prepare the department with qualified applicants for Patrol Officer positions and to minimize staffing shortages.

Not raising the cruiser maintenance could also become a concern.

Software Subscriptions will need to be adjusted to cover the livescan machine once the year service plan expires November 2024.

Part time officer wages being level funded could become a concern.

Level funding the overtime budge could become a concern especially with the raises the department received in FY2024.

### FY2025 Police Department Budget Request

Police Department											
Account #					Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
					Salary & Wages						
001	210	100	21000	511100	Perm. Salary & Wage- Full	\$ 362,100	\$ 350,383	\$ 397,100	\$ 92,706	\$ 446,000	\$ 48,900
001	210	100	21000	512000	Temp. Salary & Wage	\$ -	\$ 5,049	\$ 6,000	\$ 2,209	\$ 6,000	\$ -
001	210	100	21000	514000	Longevity	\$ 1,250	\$ 1,250	\$ 1,250	\$ -	\$ 1,250	\$ -
001	210	100	21000	514200	Shift Differential	\$ -	\$ 3,918	\$ 5,400	\$ 900	\$ 5,400	\$ -
001	210	100	21000	514100	Educational Incentive	\$ 9,000	\$ 6,000	\$ 9,000	\$ -	\$ 16,000	\$ 7,000
001	210	100	21000	513000	Overtime	\$ 62,700	\$ 43,212	\$ 65,000	\$ 13,755	\$ 65,000	\$ -
001	210	100	21000	513100	Compensatory Time			\$ -	\$ -	\$ -	\$ -
001	210	100	21000	514400	Holiday Pay			\$ -	\$ -	\$ 20,000	\$ 20,000
001	210	100	21000	515000	Vacation Leave			\$ -	\$ -	\$ 22,000	\$ 22,000
001	210	100	21000	515100	Sick Leave			\$ -	\$ -	\$ 10,000	\$ 10,000
001	210	100	21000	515200	Military Leave			\$ -	\$ -	\$ -	\$ -
001	210	100	21000	515300	Bereavement Leave			\$ -	\$ -	\$ -	\$ -
001	210	100	21000	515500	Jury Duty Leave			\$ -	\$ -	\$ -	\$ -
001	210	100	21000	519100	Sick Leave Buyback			\$ -	\$ -	\$ -	\$ -
Salary & Wages Subtotal						\$ 435,050	\$ 409,812	\$ 483,750	\$ 109,570	\$ 591,650	\$ 107,900
Ordinary Expenses Subtotal											
001	210	200	21000	521100	Electricity	\$ 9,300	\$ 10,619	\$ 10,000	\$ 3,614	\$ 10,000	\$ -
001	210	200	21000	534010	Telecommunication Services- Wired	\$ 11,800	\$ 13,536	\$ 11,800	\$ 4,030	\$ 2,100	\$ (9,700)
001	210	200	21000	534020	Telecommunication Services- Wireless					\$ 10,800	\$ 10,800
001	210	200	21000	530100	Seminars & Meetings, Chief					\$ 1,000	\$ 1,000
001	210	200	21000	521200	Heating Oil Fuel	\$ 5,000	\$ 3,875	\$ 6,000	\$ 1,778	\$ 6,000	\$ -
001	210	200	21000	521300	Propane					\$ -	\$ -
001	210	200	21000	523000	Water					\$ 200	\$ 200
001	210	200	21000	542000	Office Supplies	\$ 5,800	\$ 2,418	\$ 5,800	\$ 225	\$ 4,000	\$ (1,800)
001	210	200	21000	524100	Buildings Maintenance Services	\$ 1,800	\$ 2,820	\$ 1,800	\$ -	\$ 1,000	\$ (800)
001	210	200	21000	524110	Fire Alarm/Supression Maintenance Services					\$ 1,200	\$ 1,200
001	210	200	21000	524400	Vehicle Maintenance Services	\$ 7,000	\$ 6,880	\$ 7,000	\$ 2,350	\$ 7,000	\$ -
001	210	200	21000	558200	Software Subscriptions	\$ 10,000	\$ 5,609	\$ 10,000	\$ 6,615	\$ 10,000	\$ -
001	210	200	21000	558220	Body Camera Subscription & Maintenance	\$ 17,300	\$ 15,687	\$ 17,300	\$ -	\$ 17,300	\$ -
001	210	200	21000	558700	Uniform & Clothing Supplies	\$ 6,000	\$ 3,621	\$ 6,000	\$ 974	\$ 6,000	\$ -
001	210	200	21000	558410	Firearm Supplies	\$ 2,500	\$ 2,471	\$ 2,500	\$ -	\$ 2,500	\$ -
001	210	200	21000	573000	Dues & Memberships, Chief	\$ 2,000	\$ 1,594	\$ 2,000	\$ 50	\$ 1,100	\$ (900)
001	210	200	21000	571000	In-State Travel					\$ 500	\$ 500
001	210	200	21000	530110	Employee Training Seminars	\$ 5,000	\$ 3,412	\$ 5,000	\$ 996	\$ 4,500	\$ (500)
001	210	200	21000	558600	Emergency Communication/Radio Subscription	\$ 4,200	\$ 3,164	\$ 4,200	\$ 3,182	\$ 4,200	\$ -
001	210	200	21000	575000	New Hire / Police Academy	\$ 15,300	\$ 2,841	\$ 5,000	\$ -	\$ 20,000	\$ 15,000
Canine Officer Program											
001	210	200	21001	558470	Canine Program Supplies	\$ -	\$ 1,054	\$ 6,000	\$ 1,596	\$ 6,000	\$ -
001	210	200	21001	530470	Veterinary Medical Services	\$ -	\$ 433	\$ 1,500	\$ 127	\$ 1,500	\$ -
Ordinary Expenses Subtotal						\$ 103,000	\$ 80,033	\$ 101,900	\$ 25,537	\$ 116,900	\$ 15,000
Special Articles & Continuing Appropriations											
001	210	900	21010	585000	Purchase of Vehicles	\$ 60,000	\$ 64,805	\$ -	\$ -		\$ -
001	210	900	21011	558710	Purchase of Ballistic Vests	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	210	900	21012	578000	Cruiser & Body Video Cams	\$ 27,000	\$ 24,356	\$ -	\$ -	\$ -	\$ -
001	210	900	21013	578000	Safety Speed Monitoring Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ 87,000	\$ 89,160	\$ -	\$ -	\$ -	\$ -
Department Total						\$ 625,050	\$ 579,006	\$ 585,650	\$ 135,106	\$ 708,550	\$ 122,900

## Fire Department & Emergency Medical Services

### FY2024 Highlights & Challenges

This year the department leadership is challenged with State mandates on responses to Hostile events and procuring equipment to meet this need. Thankfully we are utilizing state grants for the purchase of the needed equipment. Challenges have been seeing one of the staff move on to another busier department. We welcomed a member of the call force on as a full-time staff member which made the transition easier. Cost of unforeseen repairs has been a challenge this year. We have made some changes to the timing of preventive maintenance to alleviate this for the upcoming fiscal year. A study of the ambulance service agreement we currently have with Northfield EMS (Emergency Medical Services) has been completed, which will bring a higher assessment to the town. This study formalized the agreement and stabilized the future of EMS for the regional service, allowing for a better service model to be brought forward. As we move into the new calendar year, we will see the installation of an exhaust capture system mounted in both stations allowing for 100 percent capture of exhaust fumes to better protect the firefighters when the trucks are started or back into the stations. This equipment will better protect us and our limit the chance for lung disease.

### FY2025 Goals & Initiatives

The department continues to offer top notch services while maintaining a fiscally responsible attitude to operate. For the upcoming year we will be able to utilize normal budget funds to complete an office space build out. We have moved preventative maintenance around to better suit the funds requested and eliminate the request for larger increases to the budget. We have spent a large amount of time attempting to submit a close to level funded budget while still maintaining the high level of service provided to the community.

### Revenue

The department continues to apply for grant funding where available. FY2024 DFS grant we received the Department of Fire Services Equipment grant to complete the CoMIRS radio build out. FY2025 DFS grant will hopefully provide the needed ballistic protection to field responders during hostile events.

### Significant Budget Changes

Looking back over 5 years we have attempted to lower budget lines where we saw surplus and offset preventive maintenance to ease the budget request changes allowing for a close-to-level-funded budget moving into FY2025. FY2025 Ambulance services request is based on projected requests as we have not seen the assessments from the Town of Orange to date.

## FY2025 Fire Department & Emergency Medical Services Budget Request

Fire Department											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages											
001	220	100	22000	511100	Perm. Salary & Wage	\$ 184,899	\$ 187,390	\$ 202,980	\$ 54,209	\$ 178,235	\$ (24,745)
001	220	100	22000	512000	Temp. Salary & Wage	\$ 32,640	\$ 24,074	\$ 32,640	\$ 13,388	\$ 32,640	\$ -
001	220	100	22000	513000	Overtime	\$ 25,500	\$ 24,106	\$ 25,500	\$ 9,241	\$ 25,500	\$ -
001	220	100	22000	514000	Longevity	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,000	\$ (500)
001	220	100	22000	514300	Special Duty Assignment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	220	100	22000	513100	Compensatory Time					\$ -	\$ -
001	220	100	22000	514400	Holiday Pay					\$ 9,885	\$ 9,885
001	220	100	22000	515000	Vacation Leave					\$ 11,376	\$ 11,376
001	220	100	22000	515100	Sick Leave					\$ 14,304	\$ 14,304
001	220	100	22000	515300	Bereavement Leave						\$ -
001	220	100	22000	515500	Jury Duty Leave						\$ -
Salary & Wages Subtotal						\$ 244,539	\$ 237,071	\$ 262,620	\$ 78,337	\$ 272,940	\$ 10,320
Ordinary Expenses Subtotal											
001	220	200	22000	523000	Water	\$ 6,500	\$ 5,860	\$ 6,000	\$ 5,860	\$ 6,000	\$ -
001	220	200	22000	524110	Fire Alarm/Supression Maintenance Services	\$ 1,500	\$ 1,244	\$ 1,500	\$ 316	\$ 1,500	\$ -
001	220	200	22000	521100	Electricity	\$ 9,600	\$ 11,887	\$ 13,000	\$ 2,405	\$ 13,000	\$ -
001	220	200	22000	534010	Telecommunication Services- Wired	\$ 9,000	\$ 7,158	\$ 9,000	\$ 2,185	\$ 7,000	\$ (2,000)
001	220	200	22000	534020	Telecommunication Services- Wireless					\$ 1,000	\$ 1,000
001	220	200	22000	530100	Seminars & Meetings	\$ 1,500	\$ 631	\$ 1,500	\$ -	\$ 1,000	\$ (500)
001	220	200	22000	521200	Heating Oil Fuel	\$ 10,000	\$ 13,424	\$ 15,000	\$ 1,867	\$ 13,600	\$ (1,400)
001	220	200	22000	521300	Propane					\$ 400	\$ 400
001	220	200	22000	573000	Dues & Memberships	\$ 1,500	\$ 1,595	\$ 1,500	\$ 985	\$ 1,500	\$ -
001	220	200	22000	542000	Office Supplies					\$ 400	\$ 400
001	220	200	22000	524100	Buildings Maintenance Services					\$ 3,000	\$ 3,000
001	220	200	22000	543000	Building Maintenance Supplies					\$ 3,000	\$ 3,000
001	220	200	22000	558200	Software Subscriptions					\$ 12,500	\$ 12,500
001	220	200	22000	558550	Fire Prevention/Education Supplies					\$ 1,000	\$ 1,000
001	220	200	22000	558500	Firefighting Supplies					\$ 10,000	\$ 10,000
001	220	200	22000	558600	Emergency Communication/Radio Subscription	\$ 3,500	\$ 2,864	\$ 3,000	\$ 2,882	\$ 3,000	\$ -
001	220	200	22000	524200	Firefighting Equipment Maintenance Services					\$ 10,000	\$ 10,000
001	220	200	22000	524400	Vehicle Maintenance Services					\$ 20,000	\$ 20,000
001	220	200	22000	558700	Uniform & Clothing Supplies	\$ 10,000	\$ 484	\$ 12,000	\$ -	\$ 2,100	\$ (9,900)
					Pump/Ladder/Hose Maintenance*	\$ 10,000	\$ 10,161	\$ 12,000	\$ 5,007	\$ -	\$ (12,000)
					SCBA Bottles*	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ -	\$ (2,000)
					Equipment Undefined*	\$ 25,000	\$ 32,319	\$ 25,000	\$ 4,380	\$ -	\$ (25,000)
					Expense Undefined*	\$ 25,000	\$ 18,333	\$ 25,000	\$ 14,849	\$ -	\$ (25,000)
Ordinary Expenses Subtotal						\$ 115,100	\$ 105,959	\$ 126,500	\$ 40,737	\$ 110,000	\$ (16,500)
Special Articles & Continuing Appropriations											
001	220	700	22010	578000	Fire Dept-Hoses & Accessories	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	220	900	22011	585150	Fire Dept Radios	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	220	900	22012	578000	Fire Dept-Portable Pumps	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	220	900	22013	578000	Fire Dept-Skid Unit for Gator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	220	900	22014	578000	Fire Dept-Cab for Gator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	220	900	22015	578000	Fire Dept-GPS Units	\$ -	\$ -	\$ -	\$ 1,455	\$ -	\$ -
001	220	900	22016	578000	Fire Dept-Hose & Gear Dryer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	220	900	22017	578000	Fire Dept Class A Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ -	\$ -	\$ -	\$ 1,455	\$ -	\$ -
Department Total						\$ 359,639	\$ 343,030	\$ 389,120	\$ 120,529	\$ 382,940	\$ (6,180)
* accounts will be phased out and replaced with line items that better define use											

Emergency Medical Services																		
Account #		Account Description						FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget					
Ordinary Expenses Subtotal																		
001	231	200	23100	530420	Ambulance Services		\$ 80,000	\$ 69,403	\$ 78,000	\$ 45,680	\$ 107,000	\$ 29,000						
001	232	200	23200	530110	Employee Training Seminars		\$ 2,500	\$ 1,574	\$ 2,500	\$ -	\$ 2,500	\$ -						
001	232	200	23200	558570	Emergency Medical Supplies		\$ 4,000	\$ 1,335	\$ 4,000	\$ 936	\$ 3,000	\$ (1,000)						
Ordinary Expenses Subtotal							\$ 86,500	\$ 72,312	\$ 84,500	\$ 46,617	\$ 112,500	\$ 28,000						
Department Total							\$ 86,500	\$ 72,312	\$ 84,500	\$ 46,617	\$ 112,500	\$ 28,000						



## Emergency Management Department

### FY2024 Highlights & Challenges

The Emergency Management Department over the course of the FY2024 budget year responded to a couple of natural weather events with minimal impact to town resources and infrastructure. Training and planning sessions were attended to enhance the knowledge of the public safety staff. The department supported a regional effort lead by the City of Greenfield in obtaining grants to obtain and deploy a new drone asset that is available during emergencies throughout the county. The deployment of the new drone has been requested for emergency situations in town on several occasions to assist with locating lost persons around Farley Ledges.

### Significant Budget Changes

Budget increases were held to a minimum and the salary line for the Emergency Management Director was moved to the Fire Department line to keep in line with contractual agreements.

### FY2025 Emergency Management Department Budget Request

Emergency Management Department											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages											
001	291	100	29100	511100	Perm. Salary & Wage*	\$ 4,604	\$ 3,103	\$ 4,666	\$ -	\$ 1,602	\$ (3,064)
Salary & Wages Subtotal						\$ 4,604	\$ 3,103	\$ 4,666	\$ -	\$ 1,602	\$ (3,064)
Ordinary Expenses Subtotal											
001	291	200	29100	534020	Telecommunication Services- Wireless					\$ 500	\$ 500
001	291	200	29100	558200	Software Subscriptions	\$ 5,500	\$ 4,742	\$ 5,500	\$ 4,664	\$ 5,000	\$ (500)
001	291	200	29100	540000	Purchase of Supplies	\$ 3,000	\$ 35	\$ 3,000	\$ -	\$ 3,000	\$ -
Ordinary Expenses Subtotal						\$ 8,500	\$ 4,777	\$ 8,500	\$ 4,664	\$ 8,500	\$ -
Special Articles & Continuing Appropriations											
001	291	900	29101	585150	Purchase of Emergency Communication Equipment	\$ 30,000	\$ 43,816	\$ -	\$ -	\$ -	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ 30,000	\$ 43,816	\$ -	\$ -	\$ -	\$ -
Department Total						\$ 43,104	\$ 51,696	\$ 13,166	\$ 4,664	\$ 10,102	\$ (3,064)
*EMD Director wage moved to Fire Dept Budget.											

## Animal Control

### FY2024 Highlights & Challenges

We have been without this position since the departure of the previous Animal Control Officer. Currently this has required our department to respond to animal calls or contract with Athol ACO.

### FY2025 Goals & Initiatives

We will be looking to hire a new ACO, and we are looking to create a shared ACO with surrounding communities.

### Revenue

Currently we have a fee for dog licenses.

### Significant Budget Changes

No budget changes.

### FY2025 Animal Control Budget Request

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 292 100 29200 511100	Perm. Salary & Wage	\$ 8,820	\$ -	\$ 8,820	\$ -	\$ 8,820	\$ -
001 292 100 29200 514400	Holiday Pay						\$ -
001 292 100 29200 515000	Vacation Leave						\$ -
001 292 100 29200 515100	Sick Leave						\$ -
001 292 100 29200 515300	Bereavement Leave						\$ -
001 292 100 29200 515500	Jury Duty Leave						\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 8,820	\$ -	\$ 8,820	\$ -	\$ 8,820	\$ -
<b>Ordinary Expenses Subtotal</b>							
001 292 200 29200 530000	Professional Contracting Services						\$ -
001 292 200 29200 530100	Seminars & Meetings						\$ -
001 292 200 29200 524400	Vehicle Maintenance Services	\$ 1,500	\$ 3,244	\$ 1,500	\$ 137	\$ 1,500	\$ -
001 292 200 29200 540000	Purchase of Supplies	\$ 2,300	\$ 425	\$ 2,300	\$ 350	\$ 2,300	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 3,800	\$ 3,669	\$ 3,800	\$ 487	\$ 3,800	\$ -
<b>Special Articles &amp; Continuing Appropriations</b>							
							\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Department Total</b>		<b>\$ 12,620</b>	<b>\$ 3,669</b>	<b>\$ 12,620</b>	<b>\$ 487</b>	<b>\$ 12,620</b>	<b>\$ -</b>

## Building, Electrical, Gas & Plumbing Inspection Services

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

As a member community of the FCCIP, an annual assessment is issued for the services. The annual assessment for FY2025 has been level funded.

### FY2025 FCCIP Budget Request

Property Inspection Services											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Ordinary Expenses Subtotal											
001	240	200	24000	530000	Professional Contracting Services*	\$ 7,600	\$ 8,196	\$ 7,600	\$ 3,800	\$ 7,600	\$ -
Ordinary Expenses Subtotal						\$ 7,600	\$ 8,196	\$ 7,600	\$ 3,800	\$ 7,600	\$ -
Department Total						\$ 7,600	\$ 8,196	\$ 7,600	\$ 3,800	\$ 7,600	\$ -

## Tree Warden

### FY2024 Highlights & Challenges

Tree Warden working with Highway Dept. and tree company continues trimming and removing damaged trees and replanting.

### FY2025 Goals & Initiatives

Continuing all the preventative maintenance is a big part of this budget. Erving has minimal tree damage with a typical storm.

### Revenue

No proposed fees for this service.

### Significant Budget Changes

With adding a new advertising expense line for Tree Hearings, we decreased tree planting supplies by \$500.00 to keep it level funded. Moving forward as the Tree Warden I will be requesting the elected position become appointed.

### FY2025 Tree Warden Budget Request

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
001 294 100 29400 511000	Elected Official Stipend	\$ 2,537	\$ 2,375	\$ 2,537	\$ 437	\$ 2,537	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 2,537	\$ 2,375	\$ 2,537	\$ 437	\$ 2,537	\$ -
<b>Ordinary Expenses Subtotal</b>							
001 294 200 29400 524106	Tree Maintenance Services	\$ 20,000	\$ 20,800	\$ 20,000	\$ 6,400	\$ 20,000	\$ -
001 294 200 29400 530000	Professional Contracting Services	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
001 294 200 29400 546200	Tree Maintenance Supplies	\$ 12,000	\$ 864	\$ 11,000	\$ -	\$ 10,500	\$ (500)
001 294 200 29400 531100	Advertising Services	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500
	Expenses Undefined*	\$ -	\$ 2,526	\$ -	\$ -	\$ -	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 32,000	\$ 24,190	\$ 33,000	\$ 6,400	\$ 33,000	\$ -
<b>Department Total</b>		\$ 34,537	\$ 26,564	\$ 35,537	\$ 6,837	\$ 35,537	\$ -
	*phasing this line item out						

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## Section 4 | Education

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

FUND CODE	DEPARTMENT / FUND
001-300	School Committee
001-301	Elementary Education
001-310	Secondary Education
001-320	Franklin County Technical School Expenses

[Summary of FY2025 Education Budget Requests](#)

## Erving Elementary School

### FY2024 Highlights & Challenges

FY24 has been a year with many changes and challenges. Interim Principal, Dr. David Krane, began very late in the summer and hit the ground running forming strong relationships with the teachers and staff, students, and families. An early challenge for the school was a lack of mental health professionals. The school posted positions for an Adjustment Counselor, School Psychologist, and BCBA hoping to fill one position between all three postings. Eventually the position was filled by a BCBA at the turn of the calendar year. Developing some consistency in these roles is crucial to meeting the social-emotional needs of our students. The school also saw the addition of a 0.5 FTE ELL teacher to meet student needs.

Another highlight and challenge were the completion of the walk-in fridge and freezer in the cafeteria. It is satisfying to see the progress of the job throughout the summer and into the fall, but the project was not without its hiccups. There were several expenses that the school assumed in the EES budget that were not anticipated.

Finally, the school had some success and challenges around transportation. Transportation for students in Erving Elementary and Secondary students traveling to Gill/Montague required a new 5-year contract. FRCOG assisted in the collaborative bidding process, and a Special Town Meeting saw the approval of completion of the contract with F.M. Kuzmeskus. It was thankfully a very successful process. The process of hiring a 7D Driver for Special Education transportation was not as successful. After months of posting the job to the Greenfield Recorder, U28 website, SchoolSpring, Indeed, and in the Around Town the job still has not been filled to date.

### FY2025 Goals & Initiatives

Erving Elementary School will increase the number of mental health professionals from 2 to 3 and use the additional personnel to support a new program. This should decrease the expenses associated with Special Education contracted services, since we will be requiring less testing from outside agencies.

EES currently employs a School Psychologist and a Board-Certified Behavior Analyst. We are seeking to hire a School Adjustment Counselor as the third mental health professional.

Once a 7D Van Driver has been hired and the transportation will be run partially with the Town van, the expenses associated with Special Education transportation will decrease.

### Significant Budget Changes

- Line 1 (SC Contracted Services): Increase in Medicaid C/S fees.
- Line 38 (Therapeutic Services): Moved the Adjustment Counselor from ESSER to this line and added one additional mental health provider.
- Lines 29, 42, 43, 76 (Unit B Salaries): These are estimates since the contract is being negotiated.
- Line 52 (Copier Lease): New copier contract
- Line 72 (Transportation): New 5-year transportation contract
- Line 73 (Special Education Transportation): Decrease to line estimated by the savings of hiring a driver directly.

- Line 75 (Substitute Custodians' Salaries): Increase matches closer to custodian's contracted vacation and sick time coverage
- Line 100 (Equipment Lease): Decrease since the portable bathroom was removed from the grounds.

## FY2025 Budget Request

		2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
ADMINISTRATION									
1	SC CONTRACTED SERVICES	4,000	7,124	4,000	5,918	4,000	5,000	1,000	25.0%
2	SCHOOL COMMITTEE ADVERTISING	4,000	67	4,000	387	2,000	2,000	0	0.0%
3	OTHER EXPENSE-SCHOOL COMMITTEE	2,000	1,846	2,000	12,812	2,000	2,000	0	0.0%
4	LEGAL COUNSEL-LOCAL BUDGET	5,000	7,300	5,600	4,800	7,000	7,000	0	0.0%
5	U28 OTHER SCHOOL COMMITTEE EXPENSE	374	526	388	114	375	375	0	0.0%
6	U28 SUPERINTENDENT'S SALARY	34,675	35,872	37,998	37,399	37,453	36,271	(1,182)	-3.2%
7	U28 SECRETARY'S SALARY	15,028	14,938	15,831	15,431	15,727	16,381	654	4.2%
8	U28 PROFESSIONAL LIBRARY	125	7	129	42	125	125	0	0.0%
9	U28 SUPERINTENDENT MISC EXPENSE	1,123	1,072	1,164	535	1,125	750	(375)	-33.3%
10	U28 EDUC LEADERSHIP IMPRVMT DUES	699	578	1,164	0	1,125	750	(375)	-33.3%
11	U28 SUPT'S CONFERENCE	998	336	776	295	750	750	0	0.0%
12	U28 SUPERINTENDENT'S TRAVEL	749	620	259	0	0	0	0	FY24=0
13	U28 DIRECTOR OF FINANCE/OPERATIONS	26,068	25,665	26,564	25,630	25,749	26,538	789	3.1%
14	U28 FINANCE SUPPORT SALARIES	23,889	25,869	23,887	24,973	24,964	26,079	1,115	4.5%
15	U28 SUB CALLER SALARY	1,685	1,676	1,770	1,718	1,764	1,801	37	2.1%
16	U28 OFFICE SUPPLIES	1,372	2,247	1,423	2,369	1,500	1,751	251	16.7%
17	U28 POSTAGE	499	369	517	488	500	500	0	0.0%
18	U28 MACHINE RENTAL CONTRACT	1,039	1,409	1,475	1,526	1,625	1,626	1	0.1%
19	U28 MACHINE MAINTENANCE	374	0	388	0	375	0	(375)	-100.0%
20	U28 CLASSIFIED ADS	125	29	129	16	125	125	0	0.0%
21	U28 OTHER CONFERENCES	749	81	776	355	750	750	0	0.0%
22	U28 DIRECTOR OF FINANCE TRAVEL	374	186	388	381	375	750	375	100.0%
23	U28 LEGAL COUNSEL-UNION	599	549	621	610	600	600	0	0.0%
24	U28 COMPUTER CONTRACTED SERVICES	4,366	3,765	4,786	0	0	0	0	FY24=0
25	U28 ADMINISTRATIVE TECHNOLOGY SUPPLIES	125	583	129	0	0	125	125	FY24=0
26	U28 MISC EXP	125	583	129	472	500	500	0	0.0%
27	U28 TRAVEL				0	250	250	0	0.0%
	TOTAL ADMINISTRATION	130,160	133,297	136,291	136,271	130,757	132,797	2,040	1.6%
INSTRUCTION									
28	PRINCIPAL'S SALARY	91,500	91,740	95,160	134,568	98,015	101,000	2,985	3.0%
29	CLERICAL SALARY	61,690	60,152	59,381	60,834	63,461	70,539	7,078	11.2%
30	COPIER MAINTENANCE	6,000	8,997	6,000	7,551	9,000	9,000	0	0.0%
31	OFFICE SUPPLIES	3,400	2,680	3,400	2,080	3,400	3,400	0	0.0%
32	PRINCIPAL PROFESSIONAL EXPENSE	2,000	839	2,000	1,114	2,000	2,000	0	0.0%
33	PRINCIPAL TECHNOLOGY	1,000	0	1,000	0	1,000	1,000	0	0.0%
34	SUMMER / TUTOR PROGRAMS	26,000	1,125	26,000	28,933	30,000	30,000	0	0.0%
35	CLASSROOM TEACHERS' SALARIES REG ED	989,349	854,474	944,237	763,485	992,713	946,330	(46,383)	-4.7%
36	SPECIALIST TEACHERS' SALARIES REG ED	219,440	212,769	314,440	169,217	317,900	317,201	(699)	-0.2%
37	SPECIALIST TEACHERS' SALARIES SPED	287,672	328,218	238,438	294,728	247,625	258,314	10,689	4.3%
38	THERAPEUTIC SERVICE (SPEECH, PT, OT)	197,285	197,585	202,217	206,721	269,554	381,473	111,919	41.5%
39	SPED CONTRACTED SERVICES	24,000	61,448	30,000	76,595	30,000	30,000	0	0.0%
40	SUBSTITUTES' SALARIES-REG ED	28,000	41,922	30,000	19,971	40,000	35,000	(5,000)	-12.5%



LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
41	SUBSTITUTES' SALARIES-SPED	3,500	7,928	4,000	262	8,000	8,000	0	0.0%
42	TEACHER PARA'S SALARIES REG ED	300,961	301,246	335,072	288,621	303,660	310,559	6,899	2.3%
43	TEACHERS PARA'S SALARIES SPECIAL EDUCATION	146,821	187,400	122,030	166,947	157,422	153,224	(4,198)	-2.7%
44	LIBRARY TEACHER	64,962	76,761	78,680	78,296	85,097	67,427	(17,670)	-20.8%
45	PROF DEV SUBSTITUTES' SALARIES REG ED	4,000	120	4,000	120	4,000	2,000	(2,000)	-50.0%
46	PROF DEV SUBSTITUTES' SALARIES SPED	1,000	200	1,000	0	1,000	500	(500)	-50.0%
47	PROF DEV CONTRACTED SERVICE	20,000	6,887	20,000	7,823	20,000	15,000	(5,000)	-25.0%
48	PROF DEV STAFF LIBRARY MATERIALS	500	72	500	0	500	250	(250)	-50.0%
49	TEXTBOOKS & INSTRUCTIONAL MATERIALS	13,500	8,027	13,500	1,184	13,500	9,381	(4,119)	-30.5%
50	LIBRARY MATERIALS	4,200	3,449	4,200	3,934	4,200	4,200	0	0.0%
51	SPED INSTRUCTIONAL SUPPLIES	3,000	3,007	3,000	3,559	3,000	3,000	0	0.0%
52	COPIER LEASE	6,000	5,748	6,000	5,748	6,000	7,700	1,700	28.3%
53	INSTRUCTIONAL SUPPLIES	17,000	21,548	17,000	4,756	20,000	10,000	(10,000)	-50.0%
54	FIELD TRIPS & PROGRAMS	10,000	3,563	10,000	4,847	10,000	8,000	(2,000)	-20.0%
55	INSTRUCTIONAL TECHNOLOGY MATERIALS	12,000	5,140	12,000	9,921	12,000	12,000	0	0.0%
56	TESTING & ASSESSMENT MATERIALS	1,600	883	1,600	0	1,600	900	(700)	-43.8%
57	PSYCHOLOGIST'S SALARY	66,810	0	68,480	48,890	62,671	65,361	2,690	4.3%
58	U28 DIRECTOR OF STUDENT SUPPORT	25,618	24,800	26,387	19,889	25,749	26,806	1,057	4.1%
59	U28 STUDENT SUPPORT COORDINATOR	14,276	14,191	15,040	13,160	14,943	16,381	1,438	9.6%
60	U28 CURRICULUM & INSTRUCTION COORDINATOR	11,009	0	11,598	12,919	19,052	19,514	462	2.4%
61	U28 EC COORDINATOR	1,961	1,907	2,203	2,161	2,556	2,953	397	15.5%
62	U28 EC PROGRAM ASSISTANT	1,000	994	1,184	495	1,144	1,418	274	24.0%
63	U28 STIPENDS	125	0	129		125	125	0	0.0%
64	U28 DIRECTOR OF STUDENT SUPPORT TRAVEL	749	124	776	761	750	750	0	0.0%
65	U28 PROFESSIONAL DEVELOPMENT	1,497	958	1,552	860	1,500	1,501	1	0.1%
	<b>TOTAL INSTRUCTION</b>	<b>2,669,425</b>	<b>2,536,902</b>	<b>2,712,204</b>	<b>2,440,950</b>	<b>2,883,137</b>	<b>2,932,207</b>	<b>49,070</b>	<b>1.7%</b>

	<b>OTHER SCHOOL SERVICES</b>								
66	HOME INSTRUCTION-PARENT LIAISON OTH EXP	500	65	0	0	0	0	0	FY24=0
67	NURSE'S SALARY-REG ED	70,469	70,469	72,231	71,843	74,398	75,573	1,175	1.6%
68	DOCTOR'S CONTRACTED SERVICE-REG ED	500	500	500	500	500	500	0	0.0%
69	HEALTH SUPPLIES	1,500	2,305	2,500	1,600	2,500	2,000	(500)	-20.0%
70	AFTER SCHOOL ACADEMY	5,000	4,988	5,000	6,754	5,000	5,000	0	0.0%
71	EXPERIENTIAL LEARNING	10,000	0	10,000	2,393	10,000	7,500	(2,500)	-25.0%
72	TRANSPORTATION	114,800	117,268	117,700	114,269	117,700	131,022	13,322	11.3%
73	SPED TRANSPORTATION	5,000	0	5,000	70,326	181,400	103,240	(78,160)	-43.1%
74	FOOD SERVICE	24,000	20,688	26,000	17,848	26,000	26,000	0	0.0%
	<b>TOTAL OTHER SCHOOL SERVICES</b>	<b>231,769</b>	<b>216,283</b>	<b>238,931</b>	<b>285,533</b>	<b>417,498</b>	<b>350,835</b>	<b>(66,663)</b>	<b>-27.9%</b>

	<b>PLANT OPERATIONS/MAINTENANCE</b>								
75	SUBSTITUTE CUSTODIANS' SALARIES	1,400	14,916	1,400	6,378	2,000	6,000	4,000	200.0%
76	CUSTODIAL SALARIES	100,031	97,983	102,745	99,124	99,634	103,747	4,113	4.1%
77	CUSTODIAL SUPPLIES	14,000	12,317	14,000	13,209	14,000	14,000	0	0.0%
78	FUEL	42,000	59,326	42,000	48,208	50,000	50,000	0	0.0%

LINE	ACCOUNT TITLE	2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
79	SCHOOL TELEPHONE	2,000	5,073	7,500	7,759	7,500	8,000	500	6.7%
80	WATER	3,000	1,569	3,000	1,897	3,000	2,500	(500)	-16.7%
81	SCHOOL POWER	73,000	73,000	73,000	91,021	85,000	90,000	5,000	5.9%
82	SCHOOL GROUNDS MAINTENANCE	4,000	2,270	4,000	6,551	4,000	4,500	500	12.5%
83	SCHOOL BUILDING MAINT MTLs	25,000	29,097	25,000	23,943	28,000	28,000	0	0.0%
84	EQUIPMENT MAINTENANCE	20,000	23,617	20,000	16,799	20,000	20,000	0	0.0%
85	NETWORKING & TELECOM C/S	7,500	10,040	7,500	12,504	10,000	11,000	1,000	10.0%
86	NETWORKING & TELECOM MTLs	9,500	8,234	9,500	9,131	19,450	17,500	(1,950)	-10.0%
87	TECHNOLOGY MAINTENANCE & SUPPLIES	5,000	3,894	5,000	613	5,000	5,000	0	0.0%
88	U28 CENTRAL OFFICE TELEPHONE	299	717	698	750	825	825	0	0.0%
89	U28 SUB CALLER TELEPHONE	150	124	155	127	150	150	0	0.0%
90	U28 NETWORKING/TELECOMMUNICATIONS	250	296	259	296	250	250	0	0.0%
91	U28 TECHNOLOGY MAINTENANCE	1,248		1,294	2,008	1,000	1,001	1	0.1%
	<b>TOTAL PLANT OPERATIONS/MAINTENANCE</b>	<b>308,378</b>	<b>342,473</b>	<b>317,051</b>	<b>340,318</b>	<b>349,809</b>	<b>362,473</b>	<b>12,664</b>	<b>3.6%</b>

	<b>FIXED CHARGES</b>								
92	STUDENT INSURANCE COVERAGE	1,100	1,045	1,100	1,045	1,100	1,150	50	4.5%
93	U28 DISABILITY INSURANCE	187	174	194	253	200	200	0	0.0%
94	U28 BENEFIT CONTINGENCY		0	1,164	0	1,125	1,126	1	0.1%
95	U28 PROP. LIAB. & WRKS COMP INS	3,119	2,042	3,363	2,189	3,250	3,252	2	0.1%
96	U28 SCHOOL BOARD LIABILITY INSURANCE	437	1,129	453	460	437	437	0	0.0%
97	U28 CENTRAL OFFICE RENT					375	375	0	0.0%
	<b>TOTAL FIXED CHARGES</b>	<b>4,843</b>	<b>4,390</b>	<b>6,274</b>	<b>3,947</b>	<b>6,487</b>	<b>6,540</b>	<b>53</b>	<b>0.8%</b>

	<b>ACQ/MPROVEMENT - FIXED ASSETS</b>								
98	ACQUISITION OF NEW EQUIPMENT	5,000	4,709	5,000	9,333	5,000	5,500	500	10.0%
99	REPLACEMENT OF EQUIPMENT	7,000	0	7,000	1,506	7,000	6,000	(1,000)	-14.3%
100	EQUIPMENT LEASE	14,500	0	14,500	0	14,500	2,500	(12,000)	-82.8%
101	U28 NEW EQUIPMENT	1,123	1,703	1,682	1,376	1,700	1,626	(74)	-4.4%
	<b>TOTAL ACQUISITION OF FIXED ASSETS</b>	<b>27,623</b>	<b>6,412</b>	<b>28,182</b>	<b>12,215</b>	<b>28,200</b>	<b>15,626</b>	<b>(12,574)</b>	<b>-44.6%</b>

	<b>PROGRAMS WITH OTHER SCHOOLS</b>								
102	SPED TUITION OTHER SCHOOLS	0	0	0	148,669	243,226	254,633	11,407	4.7%
	<b>TOTAL PROGRAMS WITH OTHER SCHOOLS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>148,669</b>	<b>243,226</b>	<b>254,633</b>	<b>11,407</b>	<b>4.7%</b>

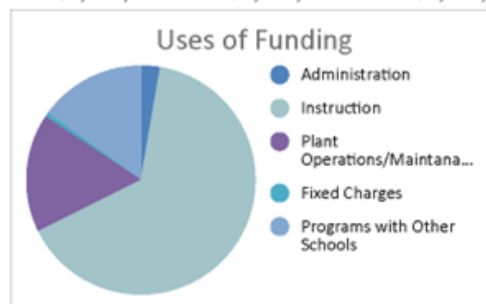
			2023			2025	\$ DIFF	% DIFF
			Budget			REQUESTED BUDGET		
	<b>GROSS TOTAL ELEMENTARY</b>		<b>3,438,933</b>	<b>3,367,903</b>	<b>4,059,114</b>	<b>4,055,112</b>	<b>(4,002)</b>	<b>-0.1%</b>
103	<b>GRANTS (EES salaries)</b>		<b>192,658</b>		<b>192,658</b>	<b>265,680</b>	<b>73,022</b>	<b>37.9%</b>
107	<b>NET TOTAL ELEMENTARY</b>		<b>3,246,275</b>	<b>3,367,903</b>	<b>3,866,456</b>	<b>3,789,432</b>	<b>(77,024)</b>	<b>-2.0%</b>

		2022	2022	2023	2023	2024	2025	\$ DIFF	% DIFF
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
						FY24 BUDGET	FY25 ANTICIPATED BUDGET	Difference	Percent Difference
	GRANTS/REVENUES								
108	305 - Title I: Improving Basic Programs					25,000	25,000	0	0.0%
109	140 - Title II: Building Systems of Support for Excellent Teaching and Leading					3,000	3,000	0	0.0%
110	309 - Title IV: Student Support and Academic Enrichment					10,000	10,000	0	0.0%
111	240 - IDEA Federal Special Education Entitlement Grant					56,091	50,000	(6,091)	-10.9%
112	262 - Early Childhood Special Education Entitlement Grant					1,516	0	(1,516)	-100.0%
127	264 - American Rescue Plan: IDEA- Early Childhood					576	0	(576)	-100.0%
128	252 - American Rescue Plan: IDEA					6,475	0	(6,475)	-100.0%
129	Circuit Breaker					65,000	122,500	57,500	FY23=0
130	Rural Aid					10,000	35,900	25,900	FY23=0
131	REAP					15,000	19,280	4,280	28.5%
	TOTAL GRANTS/REVENUES					192,658	265,680	73,022	37.9%

Erving Elementary School  
Fiscal Year 2025  
Uses of Funding Budget Summary

<b>Uses of Funding</b>	FY 2023	FY 2024	FY 2025	<b>\$ Difference</b>	<b>% Difference</b>
	<u>Operating Budget</u>	<u>Operating Budget</u>	<u>Requested Budget</u>		
Administration	\$136,291	\$130,757	\$132,797	\$2,040	1.56%
Instruction	\$2,712,204	\$2,883,137	\$2,932,207	\$49,070	1.70%
Other School Services	\$238,931	\$417,498	\$350,835	-\$66,663	-15.97%
Plant Operations/Maintanance	\$317,051	\$349,809	\$362,473	\$12,664	3.62%
Fixed Charges	\$6,274	\$6,112	\$6,540	\$428	7.00%
ACQ/Improvement - Fixed Assets	\$28,182	\$28,200	\$15,626	-\$12,574	-44.59%
Programs with Other Schools	\$0	\$243,226	\$254,633	\$11,407	4.69%
<b>Total Use of Funding</b>	<b>\$3,438,933</b>	<b>\$4,058,739</b>	<b>\$4,055,112</b>	<b>-\$3,627</b>	<b>-0.09%</b>

<b>Sources of Funding</b>	FY 2023	FY 2024	FY 2025	<b>\$ Difference</b>	<b>% Difference</b>
	<u>Operating Budget</u>	<u>Operating Budget</u>	<u>Anticipated Value</u>		
Amount remaining for Town Appropriations	\$3,331,596	\$3,866,081	\$3,789,432	-\$76,648.99	-2.0%
Other Revenues (Grants)	\$107,337	\$192,658	\$265,680	\$73,022.00	37.9%
<b>Total Sources of Funding</b>	<b>\$3,438,933</b>	<b>\$4,058,739</b>	<b>\$4,055,112</b>	<b>-\$3,626.99</b>	<b>-0.1%</b>



## Secondary Education

The FY2025 Secondary Education budget request reflects a decrease of \$68,359.00 from the FY2024 appropriation.

Line	ACCOUNT NUMBER	ACCOUNT TITLE	2021	2021	2022	2022	2023	2023	2024	2025	Difference	
			BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	REQUESTED BUDGET	\$ DIFF	% DIFF
		<b>ADMINISTRATION</b>										
1	10011.11.1.110.8.03.13.0.00	SCHOOL COMMITTEE SALARIES	3,150	688	3,150	324	3,150	1,548	3,150	3,150	0	0.0%
2	10011.11.1.110.8.04.42.0.00	CONTRACTED SERVICES	600	0	600	0	600	0	600	600	0	0.0%
3	10011.11.1.110.8.06.60.0.00	MASC DUES	1,200	0	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	0	100	100	0	0.0%
5	10011.11.1.430.8.04.40.0.00	LEGAL SERVICES SECONDARY	600	0	600	0	600	0	600	600	0	0.0%
		<b>TOTAL ADMINISTRATION</b>	<b>5,650</b>	<b>688</b>	<b>5,650</b>	<b>324</b>	<b>5,650</b>	<b>1,548</b>	<b>5,650</b>	<b>5,650</b>	<b>0</b>	<b>0.0%</b>
		<b>INSTRUCTION</b>										
6	10011.11.2.110.2.06.64.0.00	SPED TRAVEL	250	0	250	0	250	0	250	50	(200)	-80.0%
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	2,200	6,031	0	(6,031)	-100.0%
8	10011.11.2.320.2.04.27.0.00	SPED CONTRACTED SERVICES	2,000	2,816	2,000	3,078	2,000	3,460	3,000	3,000	0	0.0%
9	10011.11.2.415.2.05.50.0.00	SPED INSTRUCTIONAL MATERIALS	1,200	0	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	0	1,500	1,500	0	0.0%
		<b>TOTAL INSTRUCTION</b>	<b>10,775</b>	<b>5,629</b>	<b>10,886</b>	<b>6,090</b>	<b>10,981</b>	<b>5,660</b>	<b>11,981</b>	<b>5,750</b>	<b>(6,231)</b>	<b>-52.0%</b>
		<b>OTHER SCHOOL SERVICES</b>										
11	10011.11.3.300.1.04.42.0.00	SECONDARY TRANSPORTATION	108,763	108,235	111,482	149,353	114,269	117,794	117,126	131,022	13,896	11.9%
12	10011.11.3.300.2.04.47.0.00	SPED TRANSPORTATION	37,000	50,893	25,000	46,629	85,180	67,407	89,439	98,383	8,944	10.0%
		<b>TOTAL OTHER SCHOOL SERVICES</b>	<b>145,763</b>	<b>159,128</b>	<b>136,482</b>	<b>195,982</b>	<b>199,449</b>	<b>185,201</b>	<b>206,565</b>	<b>229,405</b>	<b>22,840</b>	<b>11.1%</b>
		<b>PROGRAMS WITH OTHER SCHOOLS</b>										
13	10011.11.9.100.1.00.85.0.00	REGULAR TUITION PUBLIC SCHOOLS	777,806	653,705	690,213	714,354	853,640	827,473	880,767	901,000	20,233	2.3%
14	10011.11.9.100.2.00.85.0.00	SPED TUITION PUBLIC SCHOOLS	356,560	480,679	489,676	344,108	262,123	292,844	207,318	141,400	(65,918)	-31.8%
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	66,960	165,125	125,843	(39,283)	-23.8%
16	10011.11.9.400.2.00.85.0.00	SPED TUITION COLLABORATIVE	0	0	0	11,000	0	0	0	0	0	FY24=0
		<b>TOTAL PROGRAMS WITH OTHER SCHOOLS</b>	<b>1,223,940</b>	<b>1,197,040</b>	<b>1,324,388</b>	<b>1,122,826</b>	<b>1,261,326</b>	<b>1,187,277</b>	<b>1,253,210</b>	<b>1,168,243</b>	<b>(84,968)</b>	<b>-6.8%</b>
17		<b>GRAND TOTAL SECONDARY EDUCATION</b>	<b>1,386,128</b>	<b>1,362,485</b>	<b>1,477,406</b>	<b>1,325,222</b>	<b>1,477,406</b>	<b>1,379,686</b>	<b>1,477,406</b>	<b>1,409,047</b>	<b>(68,359)</b>	<b>-4.6%</b>

## Franklin County Technical School

### APPENDIX L ASSESSMENT TO TOWNS

TOWN	Oct. 1, 2023	FY 2025	MINIMUM	TRANSPORTATION	Above Net	E & D	LOCAL	Assessment
	Enroll	Rate	CONTRIBUTION	(Net of State Aid)	School Spending	CREDIT	ASSESSMENT	Per Pupil
<b>BERNARDSTON</b>	30	5.25%	\$353,094	\$26,779	\$28,746	(\$30,473)	<b>\$378,146</b>	\$12,605
<b>BUCKLAND</b>	18	3.15%	\$208,885	\$16,068	\$17,248	(\$18,284)	<b>\$223,916</b>	\$12,440
<b>COLRAIN</b>	23	4.03%	\$290,835	\$20,531	\$22,039	(\$23,363)	<b>\$310,042</b>	\$13,480
<b>CONWAY</b>	7	1.23%	\$126,156	\$6,248	\$6,707	(\$7,110)	<b>\$132,002</b>	\$18,857
<b>DEERFIELD</b>	35	6.13%	\$630,779	\$31,242	\$33,537	(\$35,552)	<b>\$660,007</b>	\$18,857
<b>ERVING</b>	27	4.73%	\$475,269	\$24,101	\$25,871	(\$27,426)	<b>\$497,816</b>	\$18,438
<b>GILL</b>	13	2.28%	\$189,860	\$11,604	\$12,457	(\$13,205)	<b>\$200,716</b>	\$15,440
<b>GREENFIELD</b>	132	23.12%	\$1,183,055	\$117,829	\$126,483	(\$134,081)	<b>\$1,293,286</b>	\$9,798
<b>HEATH</b>	11	1.92%	\$86,392	\$9,819	\$10,540	(\$11,173)	<b>\$95,578</b>	\$8,689
<b>LEYDEN</b>	4	0.70%	\$49,033	\$3,571	\$3,833	(\$4,063)	<b>\$52,373</b>	\$13,093
<b>MONTAGUE</b>	74	12.96%	\$749,883	\$66,055	\$70,907	(\$75,166)	<b>\$811,679</b>	\$10,969
<b>NEW SALEM</b>	14	2.45%	\$195,965	\$12,497	\$13,415	(\$14,221)	<b>\$207,656</b>	\$14,833
<b>NORTHFIELD</b>	40	7.00%	\$682,424	\$35,706	\$38,328	(\$40,630)	<b>\$715,827</b>	\$17,896
<b>ORANGE</b>	93	16.23%	\$528,402	\$83,016	\$89,113	(\$94,466)	<b>\$606,065</b>	\$6,517
<b>SHELBURNE</b>	10	1.75%	\$166,041	\$8,926	\$9,582	(\$10,158)	<b>\$174,392</b>	\$17,439
<b>SUNDERLAND</b>	9	1.58%	\$158,866	\$8,034	\$8,624	(\$9,142)	<b>\$166,382</b>	\$18,487
<b>WARWICK</b>	5	0.88%	\$78,153	\$4,463	\$4,791	(\$5,079)	<b>\$82,328</b>	\$16,466
<b>WENDELL</b>	8	1.40%	\$65,722	\$7,141	\$7,666	(\$8,126)	<b>\$72,403</b>	\$9,050
<b>WHATELY</b>	18	3.15%	\$300,521	\$16,068	\$17,248	(\$18,284)	<b>\$315,552</b>	\$17,531
<b>TOTAL</b>	571	100%	\$6,519,335	\$509,698	\$547,134	(\$580,000.00)	<b>\$6,996,167</b>	<b>\$12,252.48</b>

### APPENDIX M ASSESSMENT & ENROLLMENT TRENDS

Town	Enrollment				Enrollment %				FY 22	FY 23	FY 24	FY 25	Assess Change	Enroll Change
	Oct20	Oct21	Oct22	Oct23	FY 22	FY 23	FY 24	FY 25	Assess	Assess	Assess	Assess		
<b>Bernardston</b>	36	26	25	30	6.77%	4.76%	4.46%	5.25%	\$434,266	\$325,872	\$314,300	\$378,146	20.31%	20.00%
<b>Buckland</b>	8	18	17	18	1.50%	3.30%	3.04%	3.15%	\$111,754	\$225,345	\$211,330	\$223,916	5.96%	5.88%
<b>Colrain</b>	23	27	21	23	4.32%	4.95%	3.75%	4.03%	\$334,287	\$361,048	\$289,271	\$310,042	7.18%	9.52%
<b>Conway</b>	4	10	9	7	0.75%	1.83%	1.61%	1.23%	\$71,783	\$176,212	\$171,272	\$132,002	-22.93%	-22.22%
<b>Deerfield</b>	18	29	25	35	3.38%	5.31%	4.46%	6.13%	\$323,023	\$541,163	\$471,415	\$660,007	40.01%	40.00%
<b>Erving</b>	27	28	28	27	5.08%	5.13%	5.00%	4.73%	\$484,534	\$508,770	\$513,033	\$497,816	-2.97%	-3.57%
<b>Gill</b>	15	17	15	13	2.82%	3.11%	2.68%	2.28%	\$224,776	\$230,742	\$223,034	\$200,716	-10.01%	-13.33%
<b>Greenfield</b>	123	122	117	132	23.12%	22.34%	20.89%	23.12%	\$1,280,132	\$1,234,846	\$1,180,349	\$1,293,286	9.57%	12.82%
<b>Heath</b>	7	9	8	11	1.32%	1.65%	1.43%	1.93%	\$63,980	\$88,707	\$75,200	\$95,578	27.10%	37.50%
<b>Leyden</b>	1	0	1	4	0.19%	0.00%	0.18%	0.70%	\$17,945	\$0	\$15,703	\$52,373	233.52%	300.00%
<b>Montague</b>	107	93	93	74	20.11%	17.03%	16.61%	12.96%	\$1,196,460	\$1,003,999	\$1,027,844	\$811,679	-21.03%	-20.43%
<b>New Salem</b>	9	13	11	14	1.69%	2.38%	1.96%	2.45%	\$123,870	\$177,330	\$157,261	\$207,656	32.05%	27.27%
<b>Northfield</b>	27	28	40	40	5.08%	5.13%	7.14%	7.01%	\$461,831	\$454,573	\$650,700	\$715,827	10.01%	0.00%
<b>Orange</b>	76	82	95	93	14.29%	15.02%	16.96%	16.29%	\$594,099	\$601,024	\$647,648	\$606,065	-6.42%	-2.11%
<b>Shelburne</b>	17	11	9	10	3.20%	2.01%	1.61%	1.75%	\$268,649	\$171,228	\$152,035	\$174,392	14.70%	11.11%
<b>Sunderland</b>	8	6	9	9	1.50%	1.10%	1.61%	1.58%	\$143,566	\$102,435	\$166,319	\$166,382	0.04%	0.00%
<b>Warwick</b>	6	7	6	5	1.13%	1.28%	1.07%	0.88%	\$96,881	\$101,596	\$80,014	\$82,328	2.89%	-16.67%
<b>Wendell</b>	9	7	9	8	1.69%	1.28%	1.61%	1.40%	\$85,985	\$65,997	\$82,054	\$72,403	-11.76%	-11.11%
<b>Whately</b>	11	13	22	18	2.07%	2.38%	3.93%	3.15%	\$193,067	\$223,881	\$363,612	\$315,552	-13.22%	-18.18%

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## Section 5 | Public Works

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

<b>FUND CODE</b>	<b>DEPARTMENT / FUND</b>
<b>001-420 &amp; 422</b>	Highway Department
<b>001-423</b>	Snow Removal
<b>001-424</b>	Streetlights
<b>001-429</b>	Fuel
<b>001-433</b>	Solid Waste Management
<b>001-491</b>	Cemetery Maintenance
<b>600-440</b>	Wastewater Enterprise Fund
<b>610-450</b>	Water Enterprise Fund

## Highway, Snow Removal, Streetlights, & Fuel

### FY2024 Highlights & Challenges

With the recent weather changes we received more heavy rain than normal. The Highway Department has repaired and cleaned many swales and drainage structures. Maintained regular services to the Town. Tree and brush trimming, line painting, street sweeping, concrete pads for benches, in constant communication with contracted projects.

### FY2025 Goals & Initiatives

With the budget we will continue working on repairs with swales, culverts, and drainage structures. Material costs have increased, so fewer structures and or less footage of swales get repaired. These will get done by highest priority.

### Revenue

Highway Department doesn't currently have any fees for services. Although, surrounding Towns charge for leaf collection (by the bag) not equipment. Currently the Town pays \$1,000.00 per 60 yds of brush removal with an average of 12 loads per year. E waste is collected for free with an expense on the Town for recycling. Bulky waste collection is charged for in other towns curbside pick-up or dropped off at a transfer station.

### Significant Budget Changes

Wages will change because of yearly step increases. Gas budget was level funded but could increase because of transportation van added for the school.

## FY2025 Highway, Snow Removal, Streetlights, & Fuel Budget Request

Highway Department																		
Account #										Account Description		FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget	
										<b>Salary &amp; Wages</b>								
001	420	100	42000	511100	Perm. Salary & Wage					\$ 178,296	\$ 174,653	\$ 203,762	\$ 44,320	\$ 236,095	\$ 32,333			
001	420	100	42000	514000	Longevity					\$ 2,275	\$ 1,500	\$ 2,275	\$ 1,000	\$ 2,275	\$ -			
001	420	100	42000	519000	Clothing Allowance					\$ 750	\$ 1,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ -			
001	420	100	42000	513000	Overtime					\$ 18,360	\$ 15,831	\$ 20,000	\$ 8,397	\$ 20,000	\$ -			
001	420	100	42000	513100	Compensatory Time										\$ -			
001	420	100	42000	514400	Holiday Pay									\$ 9,542	\$ 9,542			
001	420	100	42000	515000	Vacation Leave									\$ 12,368	\$ 12,368			
001	420	100	42000	515100	Sick Leave									\$ 9,542	\$ 9,542			
001	420	100	42000	515300	Bereavement Leave										\$ -			
001	420	100	42000	515500	Jury Duty Leave										\$ -			
<b>Salary &amp; Wages Subtotal</b>										\$ 199,681	\$ 192,984	\$ 227,537	\$ 55,217	\$ 291,322	\$ 63,785			
<b>Ordinary Expenses Subtotal</b>																		
001	420	100	42000	530000	Professional Contracting Services					\$ 30,000	\$ 20,473	\$ 30,000	\$ 9,983	\$ 30,000	\$ -			
001	420	200	42000	553100	Highway Material Supplies					\$ 29,750	\$ 22,555	\$ 40,000	\$ 5,268	\$ 40,000	\$ -			
001	420	200	42000	521100	Electricity					\$ 600	\$ 1,708	\$ 900	\$ 150	\$ 900	\$ -			
001	420	200	42000	534020	Telecommunication Services- Wireless					\$ 3,950	\$ 3,955	\$ 4,550	\$ 1,656	\$ 4,000	\$ (550)			
001	420	200	42000	534010	Telecommunication Services- Wired									\$ 550	\$ 550			
001	420	200	42000	524400	Vehicle Maintenance Services					\$ 30,000	\$ 30,965	\$ 30,000	\$ 15,732	\$ 30,000	\$ -			
001	420	200	42000	558200	Software Subscriptions					\$ 8,250	\$ 5,599	\$ 8,600	\$ -	\$ 8,600	\$ -			
001	420	200	42000	530020	Procurement Services					\$ 3,000	\$ 2,669	\$ 3,000	\$ 2,850	\$ 3,000	\$ -			
001	420	200	42000	527150	Rental & Leasing Services- Equipment					\$ 3,000	\$ -	\$ 3,000	\$ 375	\$ 3,000	\$ -			
001	420	200	42000	558700	Uniform & Clothing Supplies					\$ 2,000	\$ 1,234	\$ 3,000	\$ 929	\$ 3,000	\$ -			
001	420	200	42000	553000	Public Works Supplies					\$ 3,000		\$ 3,000	\$ -	\$ 3,000	\$ -			
001	420	200	42000	542000	Office Supplies					\$ 1,000	\$ 116	\$ 1,000	\$ 388	\$ 1,000	\$ -			
001	420	200	42000	530110	Employee Training Seminars					\$ 1,000	\$ 413	\$ 1,000	\$ 3,626	\$ 1,000	\$ -			
<b>Ordinary Expenses Subtotal</b>										\$ 115,550	\$ 89,686	\$ 128,050	\$ 40,958	\$ 128,050	\$ -			
<b>Special Articles &amp; Continuing Appropriations</b>																		
001	422	900	42210	524060	Bridge Maintenance Services					\$ -	\$ -	\$ 5,000		\$ 5,000	\$ -			
001	422	900	42211	524050	Highway Maintenance Services					\$ -	\$ 12,349	\$ 50,000	\$ 28,608	\$ 50,000	\$ -			
001	422	900	42212	524070	Road Work-Pan Am Crossing					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
001	422	900	42213	578000	Mountain Road Drainage/ Center Cemetery Upgrade					\$ -	\$ 46,728	\$ -	\$ -	\$ -	\$ -			
001	422	900	42214	578000	Bridge Street & Maple Street Reconstruction					\$ 250,000	\$ 78,600	\$ 500,000	\$ 23,304	\$ -	\$ (500,000)			
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>										\$ 250,000	\$ 137,677	\$ 555,000	\$ 51,912	\$ 55,000	\$ (500,000)			
<b>Department Total</b>										\$ 565,231	\$ 420,347	\$ 910,587	\$ 148,087	\$ 474,372	\$ (436,215)			

Snow Removal Services											
Account #				Account Description		FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
001 423 100 42300 513000				Salary & Wages Overtime		\$ 28,600	\$ 37,804	\$ 28,600	\$ -	\$ 28,600	\$ -
				Salary & Wages Subtotal		\$ 28,600	\$ 37,804	\$ 28,600	\$ -	\$ 28,600	\$ -
				Ordinary Expenses Subtotal							
001 423 200 42300 529100				Snow Removal Contract Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001 423 200 42300 553175				Snow Removal Supplies		\$ 35,000	\$ 46,072	\$ 40,000	\$ -	\$ 40,000	\$ -
				Ordinary Expenses Subtotal		\$ 35,000	\$ 46,072	\$ 40,000	\$ -	\$ 40,000	\$ -
Department Total						\$ 63,600	\$ 83,877	\$ 68,600	\$ -	\$ 68,600	\$ -

Street Lighting Services																			
Account #		Account Description						FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget						
Ordinary Expenses Subtotal																			
001	424	200	42400	521100	Electricity		\$ 15,000	\$ 13,013	\$ 15,000	\$ 2,276	\$ 15,000	\$ -							
001	424	200	42400	524000	Repair/ Maintenance Services		\$ 10,000	\$ 2,668	\$ 10,000	\$ -	\$ 10,000	\$ -							
001	424	200	42400	553150	Streetlight Supplies		\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -							
Ordinary Expenses Subtotal							\$ 30,000	\$ 15,681	\$ 30,000	\$ 2,276	\$ 30,000	\$ -							
Special Articles & Continuing Appropriations																			
001	424	900	42410	524000	Repair/ Maintenance Services		\$ 50,000	\$ 26,022	\$ -	\$ -	\$ -	\$ -							
001	424	900	42411	578000	Street Light Expansion Project														
Special Articles & Continuing Appropriations Subtotal							\$ 50,000	\$ 26,022	\$ -	\$ -	\$ -	\$ -							
Department Total							\$ 80,000	\$ 41,703	\$ 30,000	\$ 2,276	\$ 30,000	\$ -							



Public Works & Town-wide Fuel													
Account #							Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
							Ordinary Expenses Subtotal						
001	429	200	42900	521110	Vehicle- Electricity			\$ 1,260	\$ 1,000	\$ 140	\$ 1,000	\$ -	
001	429	200	42900	548100	Vehicle- Gasoline		\$ 24,000	\$ 33,781	\$ 35,000	\$ 10,422	\$ 35,000	\$ -	
001	429	200	42900	548200	Vehicle- Diesel Fuel		\$ 24,000	\$ 17,363	\$ 24,000	\$ 3,643	\$ 24,000	\$ -	
					Fuel Fund		\$ -	\$ 988	\$ -	\$ -			
							Ordinary Expenses Subtotal	\$ 48,000	\$ 53,391	\$ 60,000	\$ 14,205	\$ 60,000	\$ -
							Special Articles & Continuing Appropriations						
001	429	900	42910	585000	Purchase of Vehicles		\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ (125,000)	
001	429	900	42911	585000	Hwy Ford F550 Truck		\$ 125,000	\$ 105,000	\$ -	\$ -	\$ -	\$ -	
001	429	900	42912	578000	DPW Dry Storage Bldg		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
001	429	900	42913	578000	Solar Message Board & Trlr		\$ -	\$ 880	\$ -	\$ -	\$ -	\$ -	
001	429	900	42914	578000	Trench Box & Trench Shield		\$ 25,000	\$ 19,800	\$ -	\$ -	\$ -	\$ -	
001	429	900	42915	585050	DPW Wheel Loader		\$ 60,000	\$ 54,669	\$ 55,000	\$ 54,669	\$ 55,000	\$ -	
							Special Articles & Continuing Appropriations Subtotal	\$ 210,000	\$ 180,350	\$ 180,000	\$ 54,669	\$ 55,000	\$ (125,000)
Department Total							\$ 258,000	\$ 233,741	\$ 240,000	\$ 68,874	\$ 115,000	\$ (125,000)	

## Solid Waste Management

### FY2024 Highlights & Challenges

The Town is in the third year of the stickering program for the collection of residential household waste. The tonnage that is collected at the curb has remained at a level that is in line with the Town's previous experience. In Fiscal Year 2024 the Town began to have seen some increase in the market value of recycling materials and though value is still being realized, and as a result the Town has begun to experience a reduction in the monthly cost for the disposal of recycled materials. The Town continues to annually budget for this scenario so there are no concerns.

Monitoring at the Maple Avenue landfill has experienced an increase in testing requirements that has led to service cost increases.

### FY2025 Goals & Initiatives

Maintain services.

### Significant Budget Changes

Significant budget changes include collection contract increases for Casella as well as increase in engineering services for the Maple Avenue landfill.

### FY2025 Solid Waste Management Budget Request

Solid Waste Management Services											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Ordinary Expenses Subtotal											
001	433	200	43300	529000	Solid Waste Removal Contract Services	\$ 98,000	\$ 97,811	\$ 120,000	\$ 30,576	\$ 130,000	\$ 10,000
001	433	200	43300	529010	Bulky Waste Removal Services	\$ 25,000	\$ 24,650	\$ 27,500	\$ 240	\$ 28,000	\$ 500
001	433	200	43300	529030	Recycling Disposal Services	\$ 5,000	\$ 5,317	\$ 4,000	\$ 1,841	\$ 5,000	\$ 1,000
001	433	200	43300	529040	Electronic Waste Disposal Services	\$ 1,500	\$ 679	\$ 1,500	\$ 594	\$ 1,500	\$ -
001	433	200	43300	529050	Scrap Metal Disposal Services	\$ 1,500	\$ 559	\$ 1,500	\$ 150	\$ 1,500	\$ -
001	433	200	43300	529020	Trash Disposal Services	\$ 40,000	\$ 31,042	\$ 40,000	\$ 11,145	\$ 35,000	\$ (5,000)
001	433	200	43300	529060	Hazardous Waste Disposal Services	\$ 1,000	\$ 893	\$ 1,000	\$ -	\$ 1,000	\$ -
001	433	200	43300	531200	Print Services					\$ 3,500	\$ 3,500
					Expenses Undefined*	\$ 3,500	\$ 12,550	\$ 3,500	\$ -	\$ -	\$ (3,500)
Landfills											\$ -
001	439	200	43900	530200	Engineering/Architectural Services	\$ 15,000	\$ 16,907	\$ 16,000	\$ -	\$ 25,000	\$ 9,000
Ordinary Expenses Subtotal						\$ 190,500	\$ 190,408	\$ 215,000	\$ 44,545	\$ 230,500	\$ 15,500
Special Articles & Continuing Appropriations											
001	439	900	43910	578000	Maple Ave Landfill-Closure	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
001	433	900	43310	578000	Solid Waste Roll-off	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Articles & Continuing Appropriations Subtotal						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Department Total						\$ 190,500	\$ 190,408	\$ 215,000	\$ 44,545	\$ 230,500	\$ 15,500
* line item to be phased out and replaced with better defined line items											

## Cemetery Maintenance

### FY2024 Highlights & Challenges

The three current members of the Cemetery Commission were appointed in November and have never previously served in this capacity. As such we are trying to get up to speed on the rules and regulations, operations, needs and budget. Our immediate challenge is the rapidly declining number of lots available in the Erving Center cemetery. As such, the town had already contracted with Merrill Engineers/Ryan Associates to prepare an initial feasibility study to determine possible locations for a new cemetery as well as looking at expansion possibilities for Erving Center Cemetery as well as the older Holton Cemetery (currently not in use). In looking to the future, the Commission will be evaluating various proposals to include not only traditional burials but also to include areas for green burials and options for cremains such as niche columbarium. This is in keeping with current trends/demands for internment of remains. The Commission is also working with the Sexton and the consultants to determine short term expansion possibilities and the number of lots available for purchase is extremely low and expected to only meet the needs of the town for one to two more years based on past data.

The Commission has already been working to evaluate and enact changes to the Town of Erving Cemetery Rules and Regulations. The current rules and regulations date back to 2007 and need to be brought up to date. We have already passed several changes that will be effective January 1, 2024. These include restrictions on the sale of lots to Erving residents with the inclusion of an appeal process; updating of the fees for burials; updates to the contents of a grave; and a process for handling of emergency requests that go outside of the stated timelines in the rules and regulations to cover emergency or religious contingencies.

### FY2025 Goals & Initiatives

The two main goals of FY2025 will be to solve the shortage of lots available for purchase by Erving residents over the next several years and at the same time working with Merrill/Ryan to finalize a longer-term solution to provide enough lots to serve the town's needs for at least 50 years and probably longer based on the introduction of alternatives to traditional burial.

In addition to this, the Commission is committed to maintaining the two current cemeteries, Holton, and Center, in a high standard. This includes the landscaping, mowing and as budget allows continuing the headstone restoration efforts that has already restored approximately 100 headstones to date. The townspeople of Erving take pride in the appearance of our town including our cemeteries and we want to ensure that the high standard is maintained.

We have adjusted the operating budget for these goals. The long-term solution will require a capital budget request once there is more information as to the costs of various proposals. In the meantime, the operating budget will be used to fund regaining some space in the Center cemetery that is currently not useable. It is anticipated that most of the work can be done by Erving employees but work by outside contractors may be needed. The repair/maintenance budget line, currently being used for the headstone restoration project, will be used for this purpose. It is our intention to hold off on the restoration project for spring 2024 to use the money in the repair/maintenance for the short-term expansion with additional needs coming out of the FY2025 budget. Additionally, the repair/maintenance line item has been reduced for FY2025 to increase the Grounds Maintenance Services budget in anticipation of an increase in the cost when we go out for a new contract to start in FY2025 for the mowing and upkeep of the two cemeteries. This has been done to fulfill the request to keep budgets level funded.

We are aware that this will slow or halt the headstone restoration project that has been so successful for the last few years but are hopeful that we will be able to reinstate the project as funding becomes available.

### Revenue

The Commission has made a change to the rules and regulations to increase the cost of burials starting on January 1, 2024. Currently the fees that come in go into the general fund. The burial work is done by the sexton and other members of the highway department. We anticipate exploring a charge back type process whereby the time spent by the highway department will be come from the collected burial fees. The fee structure has been simplified and is reflective of the actual average cost of a burial. Fees are to offset the cost of burials which includes the digging of the grave, the time spent graveside during the service or gathering and the recovering of the grave and the grave site.

### Significant Budget Changes

The overall budget remains the same. The repair/maintenance has been reduced to add to the Grounds Maintenance Service line item. As previously stated, a bid for a new three-year contract will be going out soon to cover these services and it is anticipated that the cost will be increasing.

### FY2025 Cemetery Maintenance Budget Request

Cemetery Services																			
Account #		Account Description						FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget						
Ordinary Expenses Subtotal																			
001	491	200	49100	524105	Grounds Maintenance Services			\$ 14,000	\$ 11,676	\$ 14,000	\$ 7,416	\$ 17,500	\$ 3,500						
001	491	200	49100	524000	Repair/ Maintenance Services			\$ 10,000	\$ 9,900	\$ 10,000	\$ -	\$ 6,500	\$ (3,500)						
001	491	200	49100	558200	Software Subscriptions			\$ 2,000	\$ 395	\$ 2,000	\$ -	\$ 2,000	\$ -						
Ordinary Expenses Subtotal								\$ 26,000	\$ 21,971	\$ 26,000	\$ 7,416	\$ 26,000	\$ -						
Special Articles & Continuing Appropriations																			
001	491	900	49110	578000	New Cemetery Feasibility & Prep*			\$ 50,000			\$ 19,306		\$ -						
Special Articles & Continuing Appropriations Subtotal								\$ 50,000	\$ -	\$ -	\$ 19,306	\$ -	\$ -						
Department Total								\$ 76,000	\$ 21,971	\$ 26,000	\$ 26,722	\$ 26,000	\$ -						

## Wastewater Enterprise Fund

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### FY2024 Highlights & Challenges

Finalizing Transformer install at Rt2 Pump Station, Upgrading Pump Stations with new alarm systems "Mission SCADA 123". Pump Repairs at Arch St Pump Station. Inspection of Sewer Mains as part of Asset Management working with Tighe & Bond. Meeting permit limits with I&I issues from Millers Falls. Working with DEP and EPA on new regulations and compliance rules. Getting the Collection System Maintenance program up and running. Running Pretreatment Program for POTW#2.

### FY2025 Goals & Initiatives

Making Permit Limits for POTW#1, and POTW#3, Pretreatment for POTW#2. Try to increase percent solids for sludge removal which would save money. Work with the Town of Montague with advice to reduce I&I from Millers which will help cut on our process cost. Work on sewer structure inspections and repairs. Obtaining TCH's to keep licenses current. Continuing Maintenance on Pump Stations and at Plant.

### Revenue

Montague Fees for sewage from Millers Falls / Overage fees from Montague are current revenues. I believe the Town of Erving should consider sewer rates to help generate revenues for operating cost of Wastewater Department / Pump Stations Etc. I am currently looking at possible scenarios.

### Significant Budget Changes

Besides Salary & Wages, there is a slight reduction in Operating cost. reductions in office supplies, Public Works supplies. A couple new line items such as software Subscriptions, Pest Management Services. Overall reduction of about \$31,229.00.

## FY2025 Wastewater Enterprise Fund Budget Request

Account #		Account Description		FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
		<b>Salary &amp; Wages</b>							
600 440 100 44000 511100		Perm. Salary & Wage		\$ 222,258	\$ 223,281	\$ 236,805	\$ 73,880	\$ 229,801	\$ (7,004)
600 440 100 44000 513000		Overtime		\$ 15,300	\$ 27,422	\$ 20,000	\$ 7,530	\$ 20,000	\$ -
600 440 100 44000 514000		Longevity		\$ 2,250	\$ 2,500	\$ 2,250	\$ 750	\$ 3,250	\$ 1,000
600 440 100 44000 519000		Clothing Allowance		\$ 1,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -
600 440 100 44000 514100		Educational Incentive		\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -	\$ (2,500)
600 440 100 44000 514400		Holiday Pay						\$ 12,478	\$ 12,478
600 440 100 44000 515000		Vacation Leave						\$ 17,219	\$ 17,219
600 440 100 44000 515100		Sick Leave						\$ 12,478	\$ 12,478
600 440 100 44000 515300		Bereavement Leave						\$ -	\$ -
600 440 100 44000 515500		Jury Duty Leave						\$ -	\$ -
<b>Salary &amp; Wages Subtotal</b>				\$ 243,308	\$ 254,203	\$ 263,555	\$ 84,160	\$ 297,226	\$ 33,671
<b>Ordinary Expenses Subtotal</b>									
600 440 200 44000 521100		Electricity		\$ 49,000	\$ 79,548	\$ 70,000	\$ 21,437	\$ 70,000	\$ -
600 440 200 44000 517200		Health Insurance		\$ 70,000	\$ 57,867	\$ 75,000	\$ 20,343	\$ 75,000	\$ -
600 440 200 44000 553000		Public Works Supplies		\$ 36,000	\$ 23,667	\$ 56,000	\$ 8,014	\$ 49,000	\$ (7,000)
600 440 200 44000 548200		Diesel Fuel						\$ 1,000	\$ 1,000
600 440 200 44000 521200		Heating Oil Fuel		\$ 22,500	\$ -	\$ 22,500	\$ -	\$ 22,500	\$ -
600 440 200 44000 542000		Office Supplies		\$ 15,000	\$ 15,817	\$ 15,000	\$ 5,761	\$ 10,000	\$ (5,000)
600 440 200 44000 558200		Software Subscriptions						\$ 5,000	\$ 5,000
600 440 200 44000 538100		Pest Management Services						\$ 3,000	\$ 3,000
600 440 200 44000 524510		Laboratory Testing Services		\$ -	\$ 10,813	\$ 12,000	\$ 5,341	\$ 12,000	\$ -
600 440 200 44000 553010		Laboratory Supplies		\$ 15,000	\$ 13,072	\$ 15,000	\$ 938	\$ 15,000	\$ -
600 440 200 44000 553020		Treatment Chemical Supplies		\$ 18,000	\$ 18,554	\$ 18,000	\$ 7,744	\$ 18,000	\$ -
600 440 200 44000 523000		Water		\$ 1,500	\$ 667	\$ 1,500	\$ 938	\$ 1,500	\$ -
600 440 200 44000 558700		Uniform & Clothing Supplies						\$ 3,000	\$ 3,000
600 440 200 44000 571000		In-State Travel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 440 200 44000 530010		Consulting Services		\$ 2,000	\$ 500	\$ 2,000	\$ -	\$ 2,000	\$ -
600 440 200 44000 529200		Sludge Removal Contract Services		\$ 32,000	\$ 47,215	\$ 42,000	\$ 14,041	\$ 42,000	\$ -
600 440 200 44000 530100		Seminars & Meetings		\$ 4,000	\$ 1,020	\$ 4,000	\$ 500	\$ 4,000	\$ -
600 440 200 44000 530400		Medical Assessment Services		\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -
600 440 200 44000 530500		Legal Services-General		\$ 6,000	\$ 1,250	\$ 6,000	\$ -	\$ 6,000	\$ -
600 440 200 44000 534100		Postage & Mailing Services		\$ 600	\$ 450	\$ 600	\$ 100	\$ 600	\$ -
600 440 200 44000 574010		Insurance- Property & Liability		\$ 9,500	\$ 9,894	\$ 13,000	\$ -	\$ 10,000	\$ (3,000)
600 440 200 44000 574200		Insurance- Workers Compensation						\$ 3,000	\$ 3,000
600 440 200 44000 517000		County Retirement		\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
600 440 200 44000 530000		Professional Contracting Services		\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ -
		Capital Improvement*		\$ 10,000	\$ 8,079	\$ -	\$ -		\$ -
<b>Pumpstations</b>									
600 443 200 44300 521300		Propane						\$ 301	\$ 301
600 443 200 44300 524500		Sewer Pump Station- Repair/ Maintenance Services		\$ 20,646	\$ 17,171	\$ 20,301	\$ -	\$ 20,000	\$ (301)
<b>River Street Pumpstation</b>									\$ -
600 443 200 44301 524500		Sewer Pump Station- Repair/ Maintenance Services		\$ 12,000	\$ 5,830	\$ 12,000	\$ 207	\$ 12,000	\$ -
600 443 200 44301 521100		Electricity							\$ -
600 443 200 44301 523000		Water							\$ -
<b>Ordinary Expenses Subtotal</b>				\$ 345,747	\$ 331,415	\$ 411,902	\$ 110,365	\$ 411,902	\$ -
<b>Debt Service</b>									
600 440 710 44100 591000		Principal- Long Term Debt- POTW1		\$ 239,493	\$ 239,493	\$ 244,331	\$ 244,331	\$ 249,270	\$ 4,939
600 440 710 44101 591000		Principal- Long Term Debt- Arch Street		\$ 58,000	\$ 50,000	\$ 50,000	\$ -	\$ 55,000	\$ 5,000
600 440 750 44000 591500		Interest- Long Term Debt- POTW1		\$ 35,729	\$ 35,729	\$ 30,528	\$ 16,577	\$ 25,225	\$ (5,303)
600 440 750 44001 591500		Interest- Long Term Debt- Arch Street		\$ 52,000	\$ 63,193	\$ 63,250	\$ -	\$ 60,750	\$ (2,500)
600 440 750 44001 592500		Interest on Notes- Arch Street		\$ -	\$ -	\$ -	\$ -		\$ -
<b>Debt Service Subtotal</b>				\$ 385,222	\$ 388,415	\$ 388,109	\$ 260,908	\$ 390,245	\$ 2,136
<b>Special Articles &amp; Continuing Appropriations</b>									
600 440 900 44010 578000		Sewer Maint/Repairs/Emer.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 440 900 44011 578000		Sewer Manhole Replacement		\$ -	\$ 3,475	\$ -	\$ -	\$ -	\$ -
600 440 900 44012 530500		Legal Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 440 900 44013 585100		Wastewater Copier		\$ -	\$ 3,268	\$ -	\$ -	\$ -	\$ -
600 440 900 44014 578000		POTW#1 Double Barrel Siphon		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 440 900 44015 578000		Upgrade Nfld Rd to Care Dr		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 440 900 44016 578000		2019 Ford 250 Truck & Equip		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 440 900 44017 578000		Wastewater Autoclave		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600 440 900 44018 578000		Smoke & Dye Testing		\$ -	\$ 11,805	\$ -	\$ -	\$ -	\$ -
600 440 900 44019 578000		Asset Mgmt Plan & Inventory		\$ 33,400	\$ 33,400	\$ -	\$ -	\$ -	\$ -
600 440 900 44020 578000		Ford Transit Connect Van		\$ 33,000	\$ 32,852	\$ -	\$ -	\$ -	\$ -
600 443 900 44311 578000		Pump Station Monitoring Equipment		\$ 10,000	\$ 8,068	\$ -	\$ -	\$ -	\$ -
600 440 900 44021 578000		POTW#3 Paving		\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ (55,000)
600 440 900 44022 578000		Asbestos Pipe Disposal		\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ (20,000)
600 443 900 44310 578000		Ren Pump Sta-2 Pumps & Rails		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>				\$ 76,400	\$ 86,125	\$ 75,000	\$ -	\$ -	\$ (75,000)
<b>Department Total</b>				<b>\$1,050,677</b>	<b>\$1,060,158</b>	<b>\$ 1,138,566</b>	<b>\$ 455,433</b>	<b>\$ 1,099,373</b>	<b>\$ (39,193)</b>



## Water Enterprise Fund

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### FY2024 Highlights & Challenges

Tank Mixer Project getting underway, trying to keep Bacteria hits down during hot weather trends. Replacing Hydrants and gate boxes on water valves. PFA's testing, collecting samples for VOC's and SOC's. Overall maintenance on the Distribution System. Started Pressure washing of the Water Tank. Continued painting of Hydrants should finish this spring. Working with Tighe & Bond on Lead service line inventory / replacement project.

### FY2025 Goals & Initiatives

Continue lead service line (LSL) inventory / replacement program. Start Gate Valve exercise program. Start Leak detection program. Continue TCH's for keeping licenses current. Complete Tank mixer install with Mission alarms installed at well House and Tank Site.

### Revenue

Possible raise Water rates and fees (shut offs/turn on, tie in fees etc.) to generate more revenue to help cover more of operating cost.

### Significant Budget Changes

Besides Salary & Wages, there is a slight increase of \$3,690 overall. There were some shifts in line items with new account descriptions.



## FY2025 Water Enterprise Fund Budget Request

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Salary &amp; Wages</b>							
610 450 100 45000 511000	Elected Officials Stipend	\$ 4,703	\$ 4,703	\$ 4,780	\$ 1,493	\$ 4,918	\$ 138
610 450 100 45000 511100	Perm. Salary & Wage	\$ 26,280	\$ 17,354	\$ 26,806	\$ 4,760	\$ 26,806	\$ -
610 450 100 45000 512000	Temp. Salary & Wage	\$ 5,830	\$ 5,830	\$ 5,950	\$ 1,793	\$ 6,000	\$ 50
610 450 100 45000 519200	Stipends & Certifications	\$ 2,484	\$ -	\$ 2,484	\$ -	\$ 2,484	\$ -
610 450 100 45000 514400	Holiday Pay					\$ 842	\$ 842
610 450 100 45000 515000	Vacation Leave					\$ 1,818	\$ 1,818
610 450 100 45000 515100	Sick Leave					\$ 842	\$ 842
610 450 100 45000 515300	Bereavement Leave					\$ -	\$ -
610 450 100 45000 515500	Jury Duty Leave					\$ -	\$ -
<b>Salary &amp; Wages Subtotal</b>		\$ 39,297	\$ 27,887	\$ 40,020	\$ 8,047	\$ 43,710	\$ 3,690
<b>Ordinary Expenses Subtotal</b>							
610 450 200 45000 534100	Postage & Mailing Services	\$ 700	\$ 450	\$ 700	\$ 100	\$ 700	\$ -
610 450 200 45000 542000	Office Supplies	\$ 2,320	\$ 991	\$ 2,320	\$ 474	\$ 2,320	\$ -
610 450 200 45000 558200	Software Subscriptions	\$ 3,000	\$ 1,612	\$ 3,000	\$ 1,038	\$ 3,000	\$ -
610 450 200 45000 574010	Insurance- Property & Liability	\$ -	\$ 996	\$ 1,100	\$ -	\$ 1,100	\$ -
610 450 200 45000 530010	Consulting Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 450 200 45000 530100	Seminars & Meetings	\$ 2,000	\$ 268	\$ 2,000	\$ 425	\$ 2,000	\$ -
610 450 200 45000 530500	Legal Services-General	\$ 250	\$ -	\$ 250	\$ -	\$ 250	\$ -
610 450 200 45000 531200	Print Services	\$ 150	\$ -	\$ 150	\$ -	\$ -	\$ (150)
610 450 200 45000 531100	Advertising Services					\$ 150	\$ 150
610 450 200 45000 524510	Laboratory Testing Services	\$ 8,000	\$ 3,958	\$ 9,180	\$ 1,800	\$ 9,180	\$ -
610 450 200 45000 553000	Public Works Supplies	\$ 24,700	\$ 24,393	\$ 24,700	\$ 1,877	\$ 12,700	\$ (12,000)
610 450 200 45000 521100	Electricity	\$ 17,000	\$ 26,782	\$ 20,000	\$ 7,309	\$ 20,000	\$ -
610 450 200 45000 521300	Propane					\$ 2,000	\$ 2,000
610 450 200 45000 534010	Telecommunication Services- Wired						\$ -
610 450 200 45000 524000	Repair/ Maintenance Services	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 11,000	\$ 10,000
<b>Ordinary Expenses Subtotal</b>		\$ 59,120	\$ 59,450	\$ 64,400	\$ 13,022	\$ 64,400	\$ -
<b>Special Articles &amp; Continuing Appropriations</b>							
610 450 900 45010 578000	Water Meter Reading Device	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 450 900 45011 578000	Well House Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 450 900 45012 578000	Water Dept-2 Propane Heaters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 450 900 45013 578000	Water Tank Inspection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 450 900 45014 578000	Wellhouse- Generator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 450 900 45015 578000	Water Dept Sampling Stations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
610 450 900 45016 578000	Water Tank Mixing Project	\$ 77,000	\$ 3,900	\$ -	\$ 13,000	\$ -	\$ -
610 450 900 45017 578000	LSL Inventory & Repl Grant Expense	\$ 121,500	\$ -	\$ -	\$ 5,102	\$ -	\$ -
<b>Special Articles &amp; Continuing Appropriations Subtotal</b>		\$ 198,500	\$ 3,900	\$ -	\$ 18,102	\$ -	\$ -
<b>Department Total</b>		<b>\$ 296,917</b>	<b>\$ 91,237</b>	<b>\$ 104,420</b>	<b>\$ 39,171</b>	<b>\$ 108,110</b>	<b>\$ 3,690</b>

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## Section 6 | Health & Human Services

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

FUND CODE	DEPARTMENT / FUND
001-511	Health Agent Services
001-512	Board of Health
001-541	Senior & Community Center/ Council on Aging
001-543	Veterans' Services

## Board of Health & Health Department

### FY2024 Highlights & Challenges

The Board of Health (BOH) has worked collaboratively with our Nursing staff to provide 120 Nursing visits, 6 consults using phone/email/mail, and 16 home visits. The vaccine clinics provided in collaboration with FRCOG serviced 93 people in October and November. The BOH continues to provide subsidized foot care through the Senior Center. The BOH held its first educational offering of first aid/CPR that was well received by those who attended. The BOH continues to work with the Health Agent on open correction/Condemnation orders that have not been resolved, are in litigation, or are under review for receivership. The BOH was able to negotiate entrance into the Mosquito Control District program for monitoring and surveillance. The BOH continues to work with administration and our Health Agent to establish and update our policies and procedures that will allow the BOH and Health Agent to service and support Erving's current and future requirements for health and safety.

### FY2025 Goals & Initiatives

1. The BOH will continue to offer services through the FRCOG Nursing program and Senior Center. We will be working to establish expanded service and educational offerings including specialized footcare for those with acute footcare needs. Level funding is sufficient for this goal.
2. The BOH will continue to work to establish, review, and update regulations, policies and procedures that provide responsible and sustainable health services to the community. Level funding is sufficient for this goal.
3. The BOH is working to update its practices and workflow, adding technology resources for the BOH members, Clerk and Health Agent to increase efficiency and meet current and future reporting, investigation, meeting and training requirements. Funding is being discussed with FRCOG through grants that have been awarded to regional towns, including Erving. An increase of \$600 has been requested at this time to cover the cost of a cell phone for the Clerk to utilize for accessibility.
4. The BOH will begin reviewing its fee schedule and establishing a five (5) year plan to remain sustainable and competitive with our regional peers. Level funding is sufficient for this initiative.
5. The BOH is working with the Health Agent to support future Public Health education by applying to the DPH for an intern to work with the Health Agent this coming year. This is a state funded program. Level funding is sufficient for this initiative.
6. The BOH will continue to work with the Health Agent and Legal counsel to resolve ongoing correction/condemnation orders. Level funding has been requested at this time.

### Revenue

For permitting, licensing and inspections under the current fee schedule, the BOH revenue is approximately \$400.00 annually. Upon review it was found that the Erving fee schedule has not been updated since before 2003. The BOH will begin developing a five (5) year plan to address the fee schedule that will continue to provide services the residents are accustomed to, while remaining sustainable and competitive with our regional peers.

### Significant Budget Changes

At this time the Board of Health has requested a \$600 budget increase to cover the annual cost a cell phone for the clerk to improve accessibility to the health and safety needs of Erving. The Health Agent budget has been broken out into a separate department code. The wage increase reflects the town pay increases for all employees. This department budget of \$59,608.00 does not reflect the assessments for shared services from

Northfield and Shutesbury. Under the current assessment percentages, Erving will be responsible for \$23,843.20 after all assessments have been collected from the other towns.

### FY2025 Board of Health & Health Agents Budget Request

Health Inspection Services																	
Shared with the towns of Northfield & Shutesbury																	
Account #		Account Description								FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget		
Salary & Wages																	
001	511	100	51100	511100	Perm. Salary & Wage					\$ -	\$ 22,903	\$ 46,722	\$ 15,336	\$ 46,176	\$ (546)		
001	511	100	51100	514400	Holiday Pay									\$ 2,441	\$ 2,441		
001	511	100	51100	515000	Vacation Leave									\$ 2,035	\$ 2,035		
001	511	100	51100	515100	Sick Leave									\$ 2,441	\$ 2,441		
001	511	100	51100	515300	Bereavement Leave									\$ -	\$ -		
001	511	100	51100	515500	Jury Duty Leave									\$ -	\$ -		
Salary & Wages Subtotal										\$ -	\$ 22,903	\$ 46,722	\$ 15,336	\$ 53,093	\$ 6,371		
Ordinary Expenses Subtotal																	
Health Agent Services*										\$ 57,127	\$ 30,412	\$ -	\$ -				
001	511	200	51100	534020	Telecommunication Services- Wireless						\$ 150	\$ 600	\$ 198	\$ 600	\$ -		
001	511	200	51100	530100	Seminars & Meetings					\$ -	\$ 826	\$ 1,000	\$ -	\$ 1,000	\$ -		
001	511	200	51100	571000	In-State Travel							\$ 4,415		\$ 4,415	\$ -		
001	511	200	51100	573000	Dues & Memberships							\$ 500	\$ -	\$ 500	\$ -		
Ordinary Expenses Subtotal										\$ -	\$ 976	\$ 6,515	\$ 198	\$ 6,515	\$ -		
Department Total										\$ -	\$ 23,879	\$ 53,237	\$ 15,534	\$ 59,608	\$ 6,371		

Board of Health																			
Account #		Account Description								FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget				
Salary & Wages																			
001	512	100	51200	511000	Elected Official Stipend				\$ 3,075	\$ 3,075	\$ 3,075	\$ 750	\$ 3,075	\$ -					
Salary & Wages Subtotal										\$ 3,075	\$ 3,075	\$ 3,075	\$ 750	\$ 3,075	\$ -				
Ordinary Expenses Subtotal																			
001	512	200	51200	530405	Nursing Services				\$ 11,294	\$ 9,388	\$ 11,294	\$ 5,204	\$ 11,294	\$ -					
001	512	200	51200	563390	Mosquito Control-MGL C.252 § 5A				\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -					
001	512	200	51200	530000	Professional Contracting Services				\$ 3,085	\$ 989	\$ 3,085	\$ 328	\$ 3,085	\$ -					
001	512	200	51200	558200	Software Subscriptions				\$ 250	\$ 248	\$ 2,000	\$ -	\$ 2,000	\$ -					
001	512	200	51200	542000	Office Supplies				\$ 1,750	\$ 812	\$ 1,750	\$ 155	\$ 1,750	\$ -					
001	512	200	51200	534020	Telecommunication Services- Wireless				\$ -	\$ -	\$ -	\$ -	\$ 600	\$ 600					
001	512	200	51200	529900	Board/Secure/Demo Services				\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -					
001	512	200	51200	530500	Legal Services-General				\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ -					
Ordinary Expenses Subtotal										\$ 33,379	\$ 11,437	\$ 35,129	\$ 5,687	\$ 35,729	\$ 600				
Department Total										\$ 36,454	\$ 14,512	\$ 38,204	\$ 6,437	\$ 38,804	\$ 600				

## Senior & Community Center / Council on Aging

### FY2024 Highlights & Challenges

The highlight is having more support with daily activities by hiring a 20-hr. position in March 2023. Our average daily count has increased to 50 people vs 35 in 2022. Adding additional programs. Highlights are the unbelievable kudos we receive daily complimenting our center as well as programs & opportunities we offer. The SHINE services, navigating healthcare and Medicare up-dates, helping with MA health forms, keeping seniors informed and aware of scams & phone scams working with the district attorney office. Helping find resources for home care. Helping find affordable housing. Assisting seniors filling out the forms as well as confirming junk mail vs important mail. Referrals for support groups and other behavioral programs. Senior massage monthly, Monthly blood pressure screenings and health offerings. Monthly Brown Bag & working with TRIAD for full Thanksgiving dinners delivered. Grant for Small Home repair. Monthly foot clinic. Monthly Veterans services. Computer & phone help. Four successful bus trips, Monthly theme lunches. Several grants approved for 2024. Van services for Erving seniors with the promise of a new Van in Dec. Six strong exercise programs weekly. Four afternoon programs weekly. The fitness room remains steady with daily participants. Many of the services we offer has made a difference for many we assisted this year. I am very proud of all we do. Challenges: Getting the word out for what we offer and getting our seniors in the door to experience our offerings. There still is a stigma associated with a Senior Center.

### FY2025 Goals & Initiatives

Goals are to offer more lunches. Dulcie & I will be taking the Serv Safe test so we can offer lunches from LifePath but limited. More day bus trips, Expand afternoon offerings. Goal working with the Friends group Rec. Committee to get a Pickle Ball Court.

### Revenue

We do not charge a fee for any open to the public programs. There is a donation box that gets deposited to a COA account. I use that if needed and the budget does not cover the costs. It also gives me flexibility to expand programs opportunities.

### Significant Budget Changes

I have level funded my 2025 budget. Changes I did make was moving monies from one account to another. Using past history as a reference to budget more effectively and efficiently.

## FY2025 Senior & Community Center Budget Request

Senior Services												
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget	
Salary & Wages												
001	541	100	54100	511100	Perm. Salary & Wage	\$ 84,881	\$ 73,954	\$ 101,224	\$ 29,187	\$ 94,908	\$ (6,316)	
001	541	100	54100	514000	Longevity	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ (500)	
001	541	100	54100	514400	Holiday Pay					\$ 5,092	\$ 5,092	
001	541	100	54100	515000	Vacation Leave					\$ 5,664	\$ 5,664	
001	541	100	54100	515100	Sick Leave					\$ 5,092	\$ 5,092	
001	541	100	54100	515300	Bereavement Leave						\$ -	
001	541	100	54100	515500	Jury Duty Leave						\$ -	
Salary & Wages Subtotal						\$ 85,381	\$ 74,454	\$ 101,724	\$ 29,687	\$ 110,755	\$ 9,031	
Ordinary Expenses Subtotal												
001	541	200	54100	520000	Purchase of Service	\$ 12,500	\$ 8,435	\$ 12,500	\$ 2,030	\$ 15,000	\$ 2,500	
001	541	200	54100	521100	Electricity	\$ 21,000	\$ 24,238	\$ 25,500	\$ 5,244	\$ 25,000	\$ (500)	
001	541	200	54100	523000	Water	\$ 1,000	\$ 429	\$ 1,000	\$ 55	\$ 1,000	\$ -	
001	541	200	54100	534010	Telecommunication Services- Wired	\$ 8,800	\$ 9,459	\$ 9,000	\$ 2,662	\$ 9,500	\$ 500	
001	541	200	54100	524100	Buildings Maintenance Services	\$ 1,000	\$ 150	\$ 1,000	\$ -	\$ 1,000	\$ -	
001	541	200	54100	530000	Professional Contracting Services	\$ 6,500	\$ 2,942	\$ 6,500	\$ 2,204	\$ 5,000	\$ (1,500)	
001	541	200	54100	530100	Seminars & Meetings	\$ 1,200	\$ 891	\$ 1,400	\$ 230	\$ 1,400	\$ -	
001	541	200	54100	534100	Postage & Mailing Services	\$ 225	\$ 30	\$ 225	\$ -	\$ 225	\$ -	
001	541	200	54100	558200	Software Subscriptions	\$ 1,800	\$ 1,800	\$ 1,800	\$ -	\$ 1,900	\$ 100	
001	541	200	54100	521300	Propane	\$ 1,700	\$ 881	\$ 1,600	\$ 1,018	\$ 1,500	\$ (100)	
001	541	200	54100	542000	Office Supplies	\$ 2,000	\$ 95	\$ 2,000	\$ 34	\$ 1,500	\$ (500)	
001	541	200	54100	543000	Building Maintenance Supplies	\$ 3,500	\$ 191	\$ 3,500	\$ -	\$ 1,500	\$ (2,000)	
001	541	200	54100	545000	Custodian Supplies	\$ 1,000	\$ 384	\$ 1,000	\$ 813	\$ 1,000	\$ -	
001	541	200	54100	540000	Purchase of Supplies	\$ 3,500	\$ 3,570	\$ 3,500	\$ 763	\$ 5,000	\$ 1,500	
001	541	200	54100	571000	In-State Travel	\$ 1,000	\$ 190	\$ 1,000	\$ -	\$ 1,000	\$ -	
001	541	200	54100	573000	Dues & Memberships	\$ 400	\$ 230	\$ 500	\$ -	\$ 500	\$ -	
Ordinary Expenses Subtotal						\$ 67,125	\$ 53,914	\$ 72,025	\$ 15,052	\$ 72,025	\$ -	
Anticipated Grants												
Mass Council on Aging Formula Grant								\$ 7,000		\$ 7,000		
Anticipated Grants Subtotal						\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000	\$ -	
Special Articles & Continuing Appropriations												
001	541	900	54110	578000	Sr Ctr Fitness Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
001	541	900	54111	578000	Sr Ctr Exit Roofs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
001	541	900	54112	578000	Sr & Cmnty Ctr-HVAC System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Special Articles & Continuing Appropriations Subtotal						\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Department Total												
						\$ 152,506	\$ 128,367	\$ 180,749	\$ 44,739	\$ 189,780	\$ 9,031	

## Veterans' Services

### Significant Budget Changes

The FY2025 assessment from the Upper Pioneer Valley Veterans Services Center District reflects an increase of \$600 from FY2024, for a budget request of \$11,100. The proposed FY2025 budget level funds line items for Veterans' benefits and for the Hometown Heroes banner program.

### FY2025 Veterans' Services Budget Request

Account #	Account Description	FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
<b>Ordinary Expenses Subtotal</b>							
001 543 200 54300 530000	Professional Contracting Services	\$ 10,500	\$ 10,395	\$ 10,500	\$ 10,156	\$ 11,100	\$ 600
001 543 200 54300 577000	Veterans Benefits	\$ 30,000	\$ 12,451	\$ 20,000	\$ 3,684	\$ 20,000	\$ -
<b>Veterans Banner Program</b>							
001 543 200 54301 530000	Professional Contracting Services	\$ -	\$ -	\$ 2,000	\$ 1,230	\$ 2,000	\$ -
<b>Ordinary Expenses Subtotal</b>		\$ 40,500	\$ 22,846	\$ 32,500	\$ 15,070	\$ 33,100	\$ 600
<b>Department Total</b>		\$ 40,500	\$ 22,846	\$ 32,500	\$ 15,070	\$ 33,100	\$ 600

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## Section 7 | Culture & Recreation Services

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Section 7 of the Town budget includes the following departments and funds:

<b>FUND CODE</b>	<b>DEPARTMENT / FUND</b>
<b>001-610</b>	Board of Library Trustees & Public Library
<b>001-630</b>	Recreation Commission
<b>001-650</b>	Park Maintenance
<b>001-691</b>	Historical Commission
<b>001-692</b>	Town Events & Ceremonial Flags



## Board of Library Trustees & Public Library

### FY2024 Highlights & Challenges

#### Highlights & Accomplishments:

- LEED certification obtained and \$100,000.00 credit received by town.
- Post-occupancy report filed, and site visit conducted by MBLC.
- Over 100 programs were offered to patrons of all ages.
- Awarded over \$32,500.00 in grant funding by external sources.
- Patron traffic was up 100% from 4k to 8k from FY22 to FY23. So far in FY24 traffic is up 50% again from FY23, with 5k counted in five months.
- Hours “pilot” will conclude at the end of 2023 with finalized hours based on patron feedback, building data, and ease for remembering. Starting in January 2024 hours will be Sunday & Monday, 10am-4pm; Tuesday, Wednesday, & Thursday, 12-6pm.
- Added new items for patrons to borrow including Nintendo Switch, Launchpad leaning tablets, puzzles, and painting kits for patrons with cognitive and motor disabilities.
- Maintenance work continues to be prioritized to properly maintain the facility including alarm/locking systems, doors, and HVAC, and in coordination with DPW.
- Partnerships with Senior & Community Center, Conservation Commission, Recreation Commission, Historical Commission, and Planning Department.

#### Challenges:

- Increased patron traffic (also an accomplishment!), specifically youth – almost half of all item circulations are in the teen and juvenile collections.
- Staffing limitations due to the number of hours being worked by only three positions, and the increase of patron traffic, more in-depth technology help and reader’s advisory, and the increase of programs offerings and attendance. Two of the three staff only work four days per week when the library is open five days. This means that two out of five days per week the library has only the minimum required staffing per the Board of Library Trustees policy. If a staff member is out, and a sub can’t be scheduled, the library has to close for those hours.
- Increased need for Youth Services staffing. More needs are coming from the from Elementary School. School visits utilize the Children’s Room and the Youth Services Librarian, as well as other staff time. If each school class visited the library monthly, it would double the number of total programs offered by the library. Teachers often request significant numbers of books via EPL that are not available through the school system. With more staff time the library would be reaching out to the area's middle and high schools as well. More staff time would enable the librarian to do more readers advisory (helping people find what to read), updating web and printed content, assessing, and creating better collection signage, researching, and preparing drop-in crafts for children and teens, and applying for grants that would further serve the Erving community.
- Retention of subs – most subs move on to full time jobs so this position is high turnover and can require hours of training.
- Materials budget rises along with other costs and is required for MBLC certification. There will be a gap in FY2024 created by the wage increases that can mostly likely be covered by a temporary MBLC waiver, grant spending, and gifts.
- Door maintenance is an ongoing cost/obstacle (hardware and software conflicts).
- Lighting system – the town continues to not have any control to make sure lights are off and when the building is closed, and electricity costs have risen significantly.

- Financing programs (events), which are one of the main ways patrons engage with the library – funds have not increased, and program costs are rising. FY24 program line looks larger than FY23 because funds in the “expense” category did not match up with state codes.

#### FY2025 Goals & Initiatives

- Increase staffing capacity to meet patron needs, specifically in Youth Services.
- Pursue increased collaboration with other town departments, boards, commissions, and local schools (provided Youth Services staffing is increased).
- Help patrons use digital resources by providing quick-start guides & in-person training.
- Make headway documenting building use practices & boosting access to meeting rooms.
- Seek and utilize further grant funding for budget areas that are not increased by the town, like programs and services.

#### Revenue

The library collects the following fees that are deposited into account 29-300-61007 “Library Use, Lost Book, Program Fees”. So far funds have not been expended. The Board of Library Trustees have suggested using these funds to support the annual Summer Reading Program.

- Printing/copying: first 5 pages/day free, \$0.10/page after that.
- Lost items: fee depends on the item type/replacement cost.
- Meeting room use fees range from \$0 - \$50.00/day. A refundable cleaning deposit and swipe card deposit may also be applied.

#### Significant Budget Changes

The library is documenting and requesting the following changes, some due to changes in town accounting practices (ie. the library’s salary and wage lines now include holiday, sick, vacation and longevity pay), some due to state regulations (materials budget), and one request due to service needs. Please note, the library is not requesting funds for any operational expenses or program expenses.

- Unavoidable salary and wage line increase due to town accounting changes and FY25 scheduled compensation increases: \$29,047.09.
- New request (revised and reduced from prior FY25 staffing suggestions) to increase the Youth Services Librarian from 4 days to 5 days (from 28 to 35 hours per week) to meet the growing needs of the library, elementary school, and specifically serves patrons 0-19 years-old: \$10,217.48.
- Materials budget increase to meet the certification requirements set by the MBLC: \$1,100.00.

Total increase necessary: \$30,147.09

Total new cost requested in order to maintain services as expected: Grand total: \$40,364.57.

## FY2025 Public Library Budget Request

Library Services											
Account #				Account Description		FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (10/31/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
				Salary & Wages							
001	610	100	61000	\$11000	Elected Official Stipend	\$ 3,075	\$ 3,075	\$ 3,075	\$ -	\$ 3,075	\$ -
001	610	100	61000	\$11100	Perm. Salary & Wage	\$ 124,857	\$ 130,722	\$ 141,900	\$ 46,977	\$ 142,093	\$ 193
001	610	100	61000	\$12000	Temp. Salary & Wage	\$ 1,000	2,669	\$ 3,000	\$ 1,299	\$ 3,000	\$ -
001	610	100	61000	\$14000	Longevity			\$ -	\$ 500	\$ 500	\$ 500
001	610	100	61000	\$14400	Holiday Pay			\$ -		\$ 8,124	\$ 8,124
001	610	100	61000	\$15000	Vacation Leave			\$ -		\$ 7,752	\$ 7,752
001	610	100	61000	\$15100	Sick Leave			\$ -		\$ 8,124	\$ 8,124
001	610	100	61000	\$15300	Bereavement Leave					\$ -	\$ -
001	610	100	61000	\$15500	Jury Duty Leave					\$ -	\$ -
Salary & Wages Subtotal						\$ 128,932	\$ 136,466	\$ 147,975	\$ 48,776	\$ 172,668	\$ 24,693
Ordinary Expenses											
001	610	200	61000	\$21100	Electricity	\$ 10,000	\$ 25,380	\$ 21,500	\$ 2,563	\$ 21,500	\$ -
001	610	200	61000	\$23000	Water	\$ 500	\$ 416	\$ 500	\$ 278	\$ 500	\$ -
001	610	200	61000	\$34010	Telecommunication Services- Wired	\$ 6,000	\$ 5,470	\$ 5,500	\$ 2,128	\$ 5,500	\$ -
001	610	200	61000	\$34020	Telecommunication Services- Wireless			\$ 500		\$ 500	\$ -
001	610	200	61000	\$24120	Facility Security/Monitoring Services	\$ 500	\$ 947	\$ 500	\$ 914	\$ 500	\$ -
001	610	200	61000	\$24110	Fire Alarm/Supression Maintenance Services	\$ 3,000	\$ 2,240	\$ 3,000	\$ 139	\$ 3,000	\$ -
001	610	200	61000	\$73000	Dues & Memberships					\$ 500	\$ 500
001	610	200	61000	\$30100	Seminars & Meetings	\$ 1,000	\$ 556	\$ 1,000	\$ 388	\$ 500	\$ (500)
001	610	200	61000	\$21300	Propane	\$ 100	\$ -	\$ 100	\$ -	\$ 100	\$ -
001	610	200	61000	\$42000	Office Supplies	\$ 500	\$ 446	\$ 500	\$ 65	\$ 2,800	\$ 2,300
001	610	200	61000	\$43000	Building Maintenance Supplies					\$ 500	\$ 500
001	610	200	61000	\$24100	Buildings Maintenance Services	\$ 1,000	\$ 1,013	\$ 3,000	\$ 1,498	\$ 2,500	\$ (500)
001	610	200	61000	\$71000	In-State Travel	\$ 500	\$ 432	\$ 500	\$ 90	\$ 500	\$ -
001	610	200	61000	\$58200	Software Subscriptions	\$ 3,000	\$ 1,104	\$ 3,000	\$ 1,586	\$ 3,000	\$ -
					Expenses Undefined*	\$ 3,000	\$ 3,154	\$ 3,000	\$ 1,381		\$ (3,000)
Ordinary Expenses Subtotal						\$ 29,100	\$ 41,158	\$ 42,600	\$ 11,030	\$ 41,900	\$ (700)
Materials											
					Materials*	\$ 39,897	\$ 41,574	\$ 47,420	\$ 11,903	\$ -	\$ (47,420)
001	610	200	61001	\$58000	Other Supplies					\$ 10,370	\$ 10,370
001	610	200	61001	\$58100	Books In Print Format					\$ 20,000	\$ 20,000
001	610	200	61001	\$58110	Print Serial Subscriptions					\$ 700	\$ 700
001	610	200	61001	\$58120	Audio					\$ 500	\$ 500
001	610	200	61001	\$58130	Video					\$ 3,000	\$ 3,000
001	610	200	61001	\$58140	Network Membership Fees E-Content					\$ 700	\$ 700
001	610	200	61001	\$58150	E-Books, Downloadable Audio/Video					\$ 5,000	\$ 5,000
001	610	200	61001	\$58160	Materials Accessed Electronically					\$ 6,100	\$ 6,100
001	610	200	61001	\$58170	Electronic Collections & Databases					\$ 2,150	\$ 2,150
Materials Expenses Subtotal						\$ 39,897	\$ 41,574	\$ 47,420	\$ 11,903	\$ 48,520	\$ 1,100
Programs											
001	610	200	61002	\$30000	Professional Contracting Services	\$ 3,000	\$ 3,122	\$ 3,000	\$ 1,381	\$ 2,000	\$ (1,000)
001	610	200	61002	\$49100	Food & Supplies for Events					\$ 500	\$ 500
001	610	200	61002	\$58000	Other Supplies					\$ 1,200	\$ 1,200
Programs Expenses Subtotal						\$ 3,000	\$ 3,122	\$ 3,000	\$ 1,381	\$ 3,700	\$ 700
Ordinary Expenses Subtotal						\$ 71,997	\$ 85,854	\$ 93,020	\$ 47,248	\$ 94,120	\$ 1,100
Anticipated Grants											
State Aid to Public Libraries							\$ 5,177		\$ 3,800		
Anticipated Grants Subtotal						\$ -	\$ -	\$ 5,177	\$ -	\$ 3,800	\$ -
Department Total						\$ 200,929	\$ 222,320	\$ 240,995	\$ 96,024	\$ 270,588	\$ 25,793
* line items being phased out for more detailed expense definitions											

## Recreation Commission & Park Maintenance

### FY2024 Highlights & Challenges

In spring of FY2023, the Recreation Commission formed subcommittees, currently made up of two commissioners each with one assigned as the “point person,” to address the main categories of Commission programming and resource management: Sports/Athletic Programming; Events; Parks & Grounds; and Summer Parks.

**Sports & Events:** In this first half of FY2024, we have seen an increase in participation in events and sports, reflecting the trends in age demographics as well as programming changes as we adjust staffing levels, public outreach, and event planning to accommodate post-pandemic realities. We hosted our first full Summer Concert Series, with five concerts planned (one of which was rained out), with a (successful) trial postcard mailing for promotion. Our Fall Festival was successful in spite of the weather, we had a number of vendors sign up for the festival and we had over 300 attendees that morning. We advertised the festival using social and print media. We learned from the experience to help ensure FY2025’s Fall Festival is better organized and more cost effective.

**Parks & Grounds:** The Commission is working to ensure its parks and grounds are safe and up to date for the public. For the past several years, we have been working to update equipment and to address grounds issues that went unattended or unnoticed in the past. As a result, we have been working through a list of tasks and projects to ensure each park remains a viable public resource, as we work toward updating the amenities at each park and playground. Riverfront Park and Zilinski Field are our two current priorities due to the inherent lifespan of playground equipment and natural erosion of landscaping elements.

**Summer Park:** For FY2024 our Summer Park enrollment was reduced to 20 children per week. This was due to a number of factors, and it allowed us to have quality programming that included new staff-training strategies, new programming format with the Parks Program Director (Alyssa Frey), and focused efforts to maintain our relationship with the Erving Elementary School staff with whom we work with closely. We successfully tracked the cost of the program to be able to better understand how much it costs and what we need to charge to have a 50/50 split.

### FY2025 Goals & Initiatives

**Summer Park:** After a successful summer program, we are hoping to increase enrollment by 10 more children in FY2025 and add a third counselor to meet the State-mandated staff-to-child ratios. This additional counselor is needed regardless of enrollment so that we can cover in the case of staff illness or absences. Additionally, based on the cost allocation of this program, we realize that this program costs the Recreation Commission \$47,000.00 to run the 6-week program. To help defray the cost to the taxpayers, we have voted to raise the weekly fee to \$150.00 for residents and \$225.00 for non-residents.

**Programs:** We anticipate increased participation in our sports programs as instructional players age up to team/league players, particularly in soccer and basketball.

**Events:** In FY2025, we will offer the Summer Concert Series for a second year, as well as the reinvigorated Fall Festival with its expanded offerings and hours. Our promotional efforts will include mailings and social media blasts. The cost-effectiveness of print advertising is still being evaluated. We plan to keep other events at their current size as they have recently been expanded and we are at capacity for maintaining those events.

Parks & Grounds: As we work through Parks & Grounds projects in FY2024 and FY2025, we are looking ahead to a necessary redesign of the playground at Zilinski Field in FY2027, and a total park redesign for Veterans Field, a multi-year project that has many stakeholders across the Town Government, and that will ultimately offer amenities and opportunities that reflect the diversity of age and recreational interests among Erving residents.

### Revenue

We are in the process of bringing program and event fees up to a 50/50 split. Recreation fees for the public were considerably off from this ratio, so we are changing the fees gradually over 3 years to ease the financial transition for our constituents, especially given the considerable increase in necessary household expenses over the past several years.

Based on Calendar Year 2023's revenue for sports and events, we anticipate FY2025 Revenue to break down as follows: Team Sports: \$1,200.00; Fall Festival Vendors: \$200.00; Snowtubing: \$800.00; Summer Parks Program: \$15,000.00.

The revenue is deposited into the Recreation Revolving Account and is used to cover any overages in expenses incurred in that Fiscal Year. Unexpended funds in excess of \$10,000.00 (maximum allowed carry-over into the next FY) at the end of the Fiscal Year are transferred to the Continuing Appropriation Parks Improvement and Maintenance Account.

We want to note that we decreased our Temporary Salary and Wage Summer Park line item by \$15,000.00 as we are planning on using the fees to offset that amount. The actual amount for salary and wages is \$34,569.00.

### Significant Budget Changes

Wages: The Permanent Salary & Wage line is increased per the FY2025 wage scale step increase. The Temporary Salary & Wage increase reflects State requirements regarding staff pay that previously had been paid as vendor fees, including sports referees (2 per game for soccer and basketball; 16 games total), 2 timekeepers and scorekeepers per game for basketball (8 games), and special event staffing (5 event staff for 5 hours at Fall Festival). It also includes wages for Summer Park staff, with the Director returning as Step 2, one returning counselor at Step 3, one returning counselor at step 2, and one added counselor position so as to meet the minimum State-mandated staffing requirements.

Changes from FY2024's budget reflect improved tracking of expenditures, instituted in summer 2023 with the creation of new budget lines, as well as subsequent refinements of budget allocations. You will note some decreases as well as some new budget allocations.

Line-by-line increases: Telecommunications - Wireless reflects the cost for maintaining two cell phones: one is the Recreation Assistant's cell phone, and the other is the Summer Parks and Program/Events cell phone used by the Summer Parks Director for contact with families and emergency services, and by Recreation Commissioners as a remote-phone on location at events. Seminars & Meetings cover the cost of a Certified Park Safety Inspector course and exam: certification must be renewed every 3 years. The Recreation Assistant's certification expired in October 2023. Membership Dues is for Mass Recreation and Parks Association at \$315.00 per year (<https://www.massrpa.org/>). The membership level reflected above is the minimum level applicable to our Commission. Software Subscription reflects an anticipated increase in the cost for MyRec, the registration software used for Rec programs.

Summer Parks Program: It is important to note that our FY2024 approved budget was planned for 40 children per session, while actual expenditures reflect a very reduced budget for 20 children per session, some of the cost for which are not reflected in our FY24 expenses but were expended in FY2023 because the program starts in the end of June.

Most line-item increases are attributable to inflation in the cost of materials, fees, and services, as well as the increased materials needs for the additional 10 children per session compared to FY2024.

The most substantial line-item increase is new to FY2025's request: Equipment Rental for \$6000. This request is to cover the rental of a tent for sun/rain shelter for the 6-week outdoor program. The existing Recreation tent was declared surplus as it was in very poor condition, due to age, weather damage, and natural wear and tear. A rental each year may cost more than purchasing a new tent, but it saves staff time in installing and dismantling, year-round storage space, and maintenance/repair/replacement costs.

Sports Program: Reflects a slight decrease in overall program budget request.

Events/Concerts: FY2025 request in this area more accurately reflects actual costs of Fall Festival and regular annual events, which include working with several vendors, performers with fees, and promotional services. We have seen increased attendance at our free family events, which is reflected in the increases in materials and supplies.

Rental & Leasing Services- Equipment includes the interactive attractions (bounce houses, etc.) for the Fall Festival, the one-day rental of a tent for the Fall Festival, as well as 2 portable toilet units. Included in Admission Fees is a one-day pour/liquor license, and food vendor licenses for the Fall Festival as well.

Park Maintenance: We request level funding for these line items, with one change: the rental of a portable toilet unit has been pulled out from the Repair/Maintenance (previously Parks Maintenance) line and now is its own budget line item (Rental & Leasing Services).

## FY2025 Recreation Commission & Park Maintenance Budget Request

Recreation Commission											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Salary & Wages											
001	630	100	63000	511000	Elected Official Stipend	\$ 5,075	\$ 3,484	\$ 5,075	\$ 1,070	\$ 5,075	\$ -
001	630	100	63000	511100	Perm. Salary & Wage	\$ 20,880	\$ 18,290	\$ 22,898	\$ 7,264	\$ 24,210	\$ 1,312
001	630	100	63001	512000	Temp. Salary & Wage Summer Park	\$ 25,000	\$ 16,735	\$ 25,000	\$ 15,165	\$ 19,569	\$ (5,431)
001	630	100	63000	512000	Temp. Salary & Wage Other				\$ 2,886		
Salary & Wages Subtotal						\$ 50,955	\$ 38,509	\$ 52,973	\$ 23,499	\$ 51,740	\$ (1,233)
Ordinary Expenses Subtotal											
001	630	200	63000	534010	Telecommunication Services- Wired	\$ -	\$ 299	\$ -	\$ 105	\$ -	\$ -
001	630	200	63000	534020	Telecommunication Services- Wireless	\$ -	\$ -	\$ 750	\$ 239	\$ 1,500	\$ 750
001	630	200	63000	531200	Print Services	\$ -	\$ -	\$ 1,500	\$ 143	\$ 1,000	\$ (500)
					Postage *	\$ -	\$ -	\$ 1,500	\$ -	\$ -	\$ (1,500)
001	630	200	63000	571000	In-State Travel	\$ 500	\$ -	\$ 500	\$ -	\$ 300	\$ (200)
001	630	200	63000	530100	Seminars & Meetings					\$ 600	\$ 600
001	630	200	63000	573000	Dues & Memberships					\$ 345	\$ 345
001	630	200	63000	542000	Office Supplies	\$ 4,735	\$ 106	\$ 2,000	\$ 24	\$ 500	\$ (1,500)
001	630	200	63000	558200	Software Subscriptions	\$ -	\$ 2,850	\$ 3,000	\$ -	\$ 3,500	\$ 500
					Recreational Programs*	\$ 19,000	\$ 10,618	\$ -	\$ 253	\$ -	\$ -
Summer Park											
001	630	200	63001	540000	Purchase of Supplies			\$ 10,000	\$ 2,768	\$ 2,500	\$ (7,500)
001	630	200	63001	530000	Professional Contracting Services			\$ -		\$ 500	\$ 500
001	630	200	63001	533000	Transportation			\$ -		\$ 2,300	\$ 2,300
001	630	200	63001	535010	Admission Fees			\$ -		\$ 200	\$ 200
001	630	200	63001	527150	Rental & Leasing Services- Equipment			\$ -		\$ 6,000	\$ 6,000
				530110	Staff Training			\$ -		\$ 300	\$ 300
Programs											
001	630	200	63002	540000	Purchase of Supplies			\$ 4,000	\$ 1,360	\$ 3,600	\$ (400)
001	630	200	63002	535010	Admission Fees			\$ -		\$ 200	\$ 200
001	630	200	63002	530000	Professional Contracting Services			\$ -		\$ -	\$ -
Events/Concerts											
001	630	200	63003	540000	Purchase of Supplies			\$ -	\$ -	\$ 2,100	\$ 2,100
001	630	200	63003	535010	Admission Fees					\$ 600	\$ 600
001	630	200	63003	535020	Entertainment/Performance Services			\$ 5,000	\$ 4,326	\$ 2,650	\$ (2,350)
001	630	200	63003	527150	Rental & Leasing Services- Equipment			\$ -		\$ 5,200	\$ 5,200
				520000	Promotional Services			\$ -		\$ 500	\$ 500
Ordinary Expenses Subtotal						\$ 24,235	\$ 13,873	\$ 28,250	\$ 9,218	\$ 34,395	\$ 6,145
Department Total						\$ 75,190	\$ 52,382	\$ 81,223	\$ 32,717	\$ 86,135	\$ 4,912
* phasing line items out and replacing with line items that better define expenses											

Parks Services																					
Account #				Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget								
Ordinary Expenses Subtotal																					
001	650	200	65000	521100	Electricity	\$	2,000	\$	801	\$	1,000	\$	256	\$	1,000	\$	-				
001	650	200	65000	524000	Repair/ Maintenance Services	\$	25,000	\$	7,462	\$	20,000	\$	250	\$	18,500	\$	(1,500)				
001	650	200	65000	524105	Grounds Maintenance Services	\$	25,000	\$	36,748	\$	30,000	\$	19,760	\$	30,000	\$	-				
001	650	200	65000	527150	Rental & Leasing Services- Equipment									\$	1,500	\$	1,500				
Ordinary Expenses Subtotal										\$	52,000	\$	45,011	\$	51,000	\$	20,266	\$	51,000	\$	-
Special Articles & Continuing Appropriations																					
001	650	900	65010	578000	Resurf Tennis Courts Vets Park	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65011	578000	Roofs-Bath House & Shed Zilinski	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65012	578000	Volley Ball Court-Zilinski Park	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65013	578000	ADA Compl & Upgrades Zilinski Park	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65014	578000	Riverfront Park-Electric Service &	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65015	578000	Park St Park Renov & Improv	\$	-	\$	-	\$	-	\$	1,388	\$	-	\$	-				
001	650	900	65016	578000	Zilinski Park Dugout Replacement	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65017	578000	Riverfront Park Water Tower Assessm	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65018	530000	Park Grant Writer	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
001	650	900	65020	580000	General Maintenance of Parks	\$	18,000	\$	-	\$	-	\$	3,524	\$	-	\$	-				
Special Articles & Continuing Appropriations Subtotal										\$	18,000	\$	-	\$	-	\$	4,912	\$	-	\$	-
Department Total										\$	70,000	\$	45,011	\$	51,000	\$	25,178	\$	51,000	\$	-

## Historical Commission

### FY2024 Highlights & Challenges

Accomplishments: Drafts of a Demolition Delay By-Law and Archaeology Accountability Policy under review by the Town's attorney. Received grant funding for Erving Historical Structures Inventory, advertised for consultants, none responded. Working with MHC to release the solicitation again.

Continued close association with the NPS Battlefield Grant project and its impact on Erving. Began study of contents of Pearl B. Care Building, its physical condition and defining future involvement regarding maintenance, public access, etc. Procure computer equipment for cataloguing collections and begin inventory.

Challenges: Bringing the membership of the Commission back to full strength. Two new members joined, and two open slots. Planning for potential use of the Pearl B. Care Building and value of materials. Reviewed Town-wide Accessibility report. Building has been mothballed for 3-4 years.

### FY2025 Goals & Initiatives

Complete two policies above and schedule discussions/approvals by the Town. Complete historic inventory with a consultant. Make progress in reviewing status of PBC building, plan for needed maintenance, work toward open house for residents."

### Revenue

None.

### Significant Budget Changes

Expenses associated with the PBC building have always been accounted for within the general Town Budget. We are attempting to separate the costs to clarify the expenses necessary for upkeep.

### FY2025 Historical Commission & Pearl B. Care Museum Budget Requests

Historical Commission											
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Ordinary Expenses Subtotal											
001	691	200	69100	578000	Expenses Undefined	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
Ordinary Expenses Subtotal						\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
Special Articles & Continuing Appropriations											
001	691	900	69110	530000	Professional Services- Historical Structure Inventory	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ (20,000)
Special Articles & Continuing Appropriations Subtotal						\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ (20,000)
Department Total						\$ 3,000	\$ -	\$ 23,000	\$ -	\$ 3,000	\$ (20,000)



Museum Services																				
Account #		Account Description						FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget							
Ordinary Expenses Subtotal																				
001	670	200	67000	521100	Electricity							\$ 5,000	\$ 5,000							
001	670	200	67000	521200	Heating Oil Fuel							\$ 5,000	\$ 5,000							
001	670	200	67000	524100	Buildings Maintenance Services							\$ 2,000	\$ 2,000							
001	670	200	67000	540000	Purchase of Supplies							\$ 2,000	\$ 2,000							
Ordinary Expenses Subtotal							\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 14,000							
Special Articles & Continuing Appropriations																				
001	670	900	67010	582010	Improvement of Buildings- Security Cameras	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
001	670	900	67011	582010	Improvement of Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Special Articles & Continuing Appropriations Subtotal							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -							
Department Total							\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	\$ 14,000							
This entire budget build out is new as the costs for the museum have previously been covered by the Town Buildings line item. FY2025 will be a transition year for tracking these costs more accurately. Costs are estimated as the building has been winterized for nearly 4 years.																				

## 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.

### FY2025 Town Events & Ceremonial Flags Budget Request

Account #	Account Description					FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget
Ordinary Expenses Subtotal											
Ceremonial Flags											
001 692 200 69201 540000	Purchase of Supplies					\$ 6,000	\$ 6,449	\$ 6,000	\$ -	\$ 7,000	\$ 1,000
Memorial Day Services											
001 692 200 69202 520000	Purchase of Services					\$ 1,500	\$ 440	\$ 1,500	\$ -	\$ 1,500	\$ -
Seasonal Celebrations											
001 692 200 69203 540000	Purchase of Supplies*					\$ 5,000	\$ 445	\$ 5,000	\$ -	\$ 5,000	\$ -
Ordinary Expenses Subtotal						\$ 12,500	\$ 7,334	\$ 12,500	\$ -	\$ 13,500	\$ 1,000
Department Total						\$ 12,500	\$ 7,334	\$ 12,500	\$ -	\$ 13,500	\$ 1,000

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## Section 8 | Regional Assessments

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The Regional Assessments section of the FY2025 budget may seem to be new, but it is existing costs that have been recategorized to align with the new chart of accounts. The assessment for the Franklin Regional Council of Governments used to be incorporated into the General Government section and the Franklin County Solid Waste Management District used to be incorporated into the Public Works section.

The regional assessment to the Franklin Regional Council of Governments is a statutory requirement and for FY2025, the assessment has decreased by \$9,150 from FY2024. The Franklin County Solid Waste Management District assessment is set by the Executive Committee and for FY2025, the assessment is an increase of \$900 over for FY2024.

Franklin Regional Council of Government Assessment																
Account #		Account Description				FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget					
Ordinary Expenses Subtotal																
001 840 200 84000 565000		Franklin Regional Council of Gov Assessment*				\$ 53,150	\$ 47,080	\$ 53,150	\$ 23,570	\$ 44,000	\$(9,150)					
Ordinary Expenses Subtotal																
						\$ 53,150	\$ 47,080	\$ 53,150	\$ 23,570	\$ 44,000	\$(9,150)					
Department Total																
						\$ 53,150	\$ 47,080	\$ 53,150	\$ 23,570	\$ 44,000	\$(9,150)					

Franklin County Solid Waste District Assessment																
Account #		Account Description								FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget	
Ordinary Expenses Subtotal																
001 841 200 84100 565000	Franklin County Solid Waste District Assessment								\$ 17,607	\$ 17,607	\$ 17,200	\$ 8,590	\$ 18,100	\$ 900		
Ordinary Expenses Subtotal										\$ 17,607	\$ 17,607	\$ 17,200	\$ 8,590	\$ 18,100	\$ 900	
Department Total										\$ 17,607	\$ 17,607	\$ 17,200	\$ 8,590	\$ 18,100	\$ 900	



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## Section 9 | Health Insurance & Employee Benefits

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### Franklin County Regional Retirement

The Town has been assessed a significant increase in the FY2025 Franklin County Regional Retirement. Currently, the Town requests reflects an increase of \$66,016 over FY2024.

### Health & Life Insurance

The FY2025 health & life insurance budget request is reflecting a significant increase, of \$266,400. The premium cost for insurance is increasing by 8%. In the previous fiscal year there was capacity to absorb the premium change, but for FY2025 the budget must be increased to recognize the change in cost and to allow for sufficient capacity 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

Beginning in FY2024 the Select Board and the Finance Committee decided to recommend reducing the annual deposit from \$300,000 to \$100,000 to help balance the budget. The FY2025 budget proposes to maintain this level of funding.

### FY2025 Health Insurance & Employee Benefits Budget Request

Employee Benefits																	
Account #		Account Description						FY2023 Budget	FY2023 Expended	FY2024 Budget	FY2024 Expended YTD (11/07/2023)	FY2025 Budget Request	+/- diff from FY2024 Budget				
Ordinary Expenses Subtotal																	
001	911	200	91100	517000	County Retirement**		\$ 420,000	\$ 399,731	\$ 443,000	\$ 442,559	\$ 509,016	\$ 66,016					
001	913	200	91300	517240	Unemployment Payments		\$ 10,000	\$ 9,871	\$ 10,000	\$ 3,065	\$ 10,000	\$ -					
001	914	200	91400	517200	Health Insurance**		\$ 1,290,000	\$ 1,244,296	\$ 1,290,000	\$ 401,617	\$ 1,556,400	\$ 266,400					
001	914	200	91401	517200	Health Insurance- Union 28 Assessment		\$ 50,000	\$ 41,384	\$ 50,000	\$ 12,196	\$ 50,000	\$ -					
001	915	200	91500	517220	Life Insurance*							\$ -					
001	916	200	91600	517230	Medicare Expenses		\$ 65,000	\$ 68,530	\$ 65,000	\$ 19,891	\$ 70,000	\$ 5,000					
001	919	200	91900	517300	Benefits Administration		\$ 1,400	\$ 1,348	\$ 1,400	\$ 390	\$ 1,400	\$ -					
Ordinary Expenses Subtotal							\$ 1,836,400	\$ 1,765,160	\$ 1,859,400	\$ 879,718	\$ 2,196,816	\$ 337,416					
Special Articles & Continuing Appropriations																	
001	919	900	91910	517990	Other Post Employment Benefits (OPEB)		\$ 300,000	\$ 300,000	\$ 100,000	\$ -	\$ 100,000	\$ -					
Special Articles & Continuing Appropriations Subtotal							\$ 300,000	\$ 300,000	\$ 100,000	\$ -	\$ 100,000	\$ -					
Department Total							\$2,136,400	\$2,065,160	\$ 1,959,400	\$ 879,718	\$ 2,296,816	\$ 337,416					

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## Section 10 | 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 Select Board. 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.

### FY2025 Capital Improvement Plan:

The Capital Planning Committee reviewed all FY2025 requests, met with department heads, and through a series of public meetings developed the following FY2025 recommendation:

Department	Request	Amount Requested										Total
			Free Cash	Capital Stabilization	Water Retained Earnings	Wastewater Retained Earnings	Borrowing	Chapter 90 Funds	In-Kind	Grant/Special Rev Sources	Debt Exclusion	
Community Planning	IP Mill Demolition	\$ 4,300,000								\$ 600,000	\$ 3,700,000	\$ 4,300,000
Community Planning	Open Space & Recreation Plan	\$ 25,000		\$ 25,000								\$ 25,000
Community Planning	Hazard Mitigation Plan	\$ 25,000		\$ 25,000								\$ 25,000
Highway Department	Plow Truck Replacement	\$ 100,000		\$ 100,000								\$ 100,000
Information Systems	Computer Replacement	\$ 35,000		\$ 35,000								\$ 35,000
Recreation Commission	Veterans Field- Feasibility Study	\$ 45,000		\$ 45,000								\$ 45,000
Wastewater	Fence Enclosure for POTW1	\$ 63,600				\$ 63,600						\$ 63,600
Senior Housing Committee	Senior Housing Matching Funds	\$ 448,188								\$ 448,188		\$ 448,188
Senior Housing Committee	Care Drive Pump Station & Sewer Upgrade	\$ 1,000,000				\$ 149,000				\$ 851,000		\$ 1,000,000
<b>Total</b>		<b>\$ 6,041,788</b>	<b>\$ -</b>	<b>\$ 230,000</b>	<b>\$ -</b>	<b>\$ 212,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,899,188</b>	<b>\$ 3,700,000</b>	<b>\$ 6,041,788</b>

## FY2025 Capital Improvement Plan Justification

**IP Mill Demolition:** \$4,300,000 (\$600,000 Grant, \$3.7Million Town) – the Capital Planning Committee recommends moving forward with this request. At this time the Committee feels a debt exclusion should be sought with a 3-year term. If the one-time debt exclusion is unsuccessful, then we recommend auction of the property.

**Open Space & Recreation Plan:** \$25,000 - These plans need to be updated every 7 years to remain eligible for most state grant funding opportunities, like the PARC grant program for park improvements. The Town's current plan expires in September 2025, and it will take 8-12 months to update. There is some grant funding that may be available, though we would fund full cost up front.

**Hazard Mitigation Plan:** \$25,000 – The Town's current plan expires in June 2025. If the Town's plan is allowed to expire, the Town will not be eligible for MEMA or FEMA grants such as the ones that may be used for Keyup Brook improvements, future stormwater infrastructure improvements, or other mitigation measures. There is a bit of a grace period for Towns that are actively working on a new plan, but we must be pursuing an update. An update consists of conducting a full assessment process that was last conducted 5 years ago.

**Plow Truck Replacement:** \$100,000 – The 2016 F350 plow truck with 70,000 miles as of 12/1/2023 has significant rust/rot on the bed sides and frame rail supports. The bed sides have a "band-aid" repair so it could pass Massachusetts state inspection this year. The Capital Planning Committee determined that due to rust/rot and the temporary repair this would fall under a safety concern.

**Computer Replacement:** \$35,000 – The request would allow the Information Systems Department to replace 13 computers. The Town switched and/or replaced much of the computer equipment in 2019 and 2020 due to COVID-19 and the shutdown. However, the remaining computer equipment had been purchased in 2016 and 2017 and didn't need to be replaced. This equipment is now at the end of the recommended service life.

**Veterans Field- Feasibility Study:** \$45,000 – Veteran's Field needs to be completely redone. In previous years, we have taken down the unsafe playground equipment (Scout building, slide, tots' playground, tennis courts are locked, and we are working with Chief Wonkka regarding the aging dugout removal). This park is our most central and open park, and we want to invest in its future for the people of Erving and others to enjoy this beautiful 13 acres of land. In 2020, the Recreation Commission conducted a survey asking people what they wanted for the parks. In Veteran's Field the Recreation Commission is envisioning open space for events like the Fall Festival, basketball court with potential other uses such as outdoor checkers, chess and 4 square, new bathroom facilities that are accessible and a new storage shed for our equipment and supplies, a pavilion, a tots playground, swings, electricity availability on both sides of the field and a parking area for our events and park usage. We are hoping to be awarded a PARC Grant to help with this project, but the first step is a feasibility study. The Capital Planning Committee agrees this should move forward. The Committee expressed concern based on other capital requests received about having several large projects (water tower and Zilinski Field overhaul) going at one time. The Capital Planning Committee will revisit the Recreation Commission's plans for upcoming fiscal years if a successful PARC grant is obtained.

**Fence Enclosure for POTW1:** \$63,600 – The request would allow the Wastewater Department to install security fencing around the Wastewater Treatment Plant #1, treatment equipment. The request for security fencing is to improve overall site safety and to comply with MassDEP requirements.

**Senior Housing Matching Funds:** \$448,188 – The Senior Housing Committee is ready to stay on as a design/advising committee through development of the proposed senior housing development. The Capital Planning Committee supports moving forward with the senior housing project and this request. The exact source of funds still needs to be determined and special revenue sources are being explored.

**Care Drive Pump Station & Sewer Upgrade:** \$1,000,000 – The Town has prioritized senior housing over the past decade plus, and the Senior Housing Committee was tasked with finding a developer to build it. Rural Development Inc. responded to the RFP and the majority of the cost will be paid for with grants, but the town is responsible for utility extensions down Care Drive and the new pump station. This work is essential to be funded to keep the project on track. The Town Planner will apply for grants to cover as much of this work as possible. Voters had previously approved a special article to improve the wastewater system from the Elementary School to Care Drive to prepare for the development on Care Drive, and the appropriation still has \$149,000 available that can be used towards this project.



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## Notes

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Select Board  
12 East Main Street  
Erving, Massachusetts 01344

# Town of Erving

**Fiscal Year 2025**

**Proposed Operating &  
Capital Improvement Budget**

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**Annual Town Meeting  
May 08, 2024**

**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.

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