



Town of Erving

Fiscal Year
2021



© Charles S. Zilinski 2019

Proposed Operating & Capital Improvement Budget

July 1, 2020 through June 30, 2021

This budget document has been produced to provide you with:



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



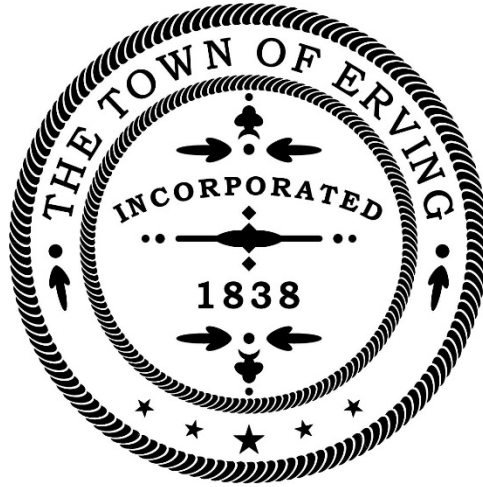
An overview of the organizational structure of the municipality and the processes used to develop the budget.



Aligning the FY2021 budget priorities with the anticipated challenges and strategic opportunities facing the municipality.

Please note that the budget book discusses dates and timelines that reflect the normal budgetary process for the Town. The COVID-19 situation has impacted many different things including finalizing the proposed FY2021 budget and the timing of the Annual Town Meeting.

Town of Erving



Proposed Fiscal Year 2021 Operating & Capital Improvement Budget

Beginning July 1, 2020 through June 30, 2021

Board of Selectmen

Jacob A. Smith, *Chair*
William Bembury
Peter Sanders

Finance Committee

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

Capital Planning Committee

Benjamin Fellows, *Chair*
Linda Downs-Bembury
Peter Mallet
Debra Smith, *Secretary*
Jacob A. Smith

Town Administrator

Bryan Smith

This Page Intentionally Left Blank

Table of Contents

Guide to the Budget.....	5
Budget Process	5
Budget Calendar	5
Town Organizational Structure.....	6
Elected Officials, Boards, Commissions & Committees	7
Community Profile	8
Budget Message	9
Glossary	10
Section 1 Financial Overview	1—1
Section 2 General Administration	2—1
Town Moderator.....	2—2
Board of Selectmen & Administration.....	2—3
Finance Committee & Reserve Fund.....	2—5
Accounting	2—6
Board of Assessors’ Office.....	2—7
Treasurer’s Office.....	2—9
Tax Collector’s Office.....	2—10
Information Technology & Support Services.....	2—11
Town Clerk’s Office & Elections.....	2—12
Land Use & Planning	2—13
Conservation Commission.....	2—13
Planning Board	2—13
Zoning Board of Appeals	2—13
Town Buildings & Ground Maintenance.....	2—14
Miscellaneous.....	2—15
Insurance	2—15
Franklin Regional Council of Governments Assessment	2—15
Around Town Newsletter	2—15
Section 3 Public Safety	3—1
Police Department	3—2

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

Guide to the Budget

Budget Process

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

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

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

Budget Calendar

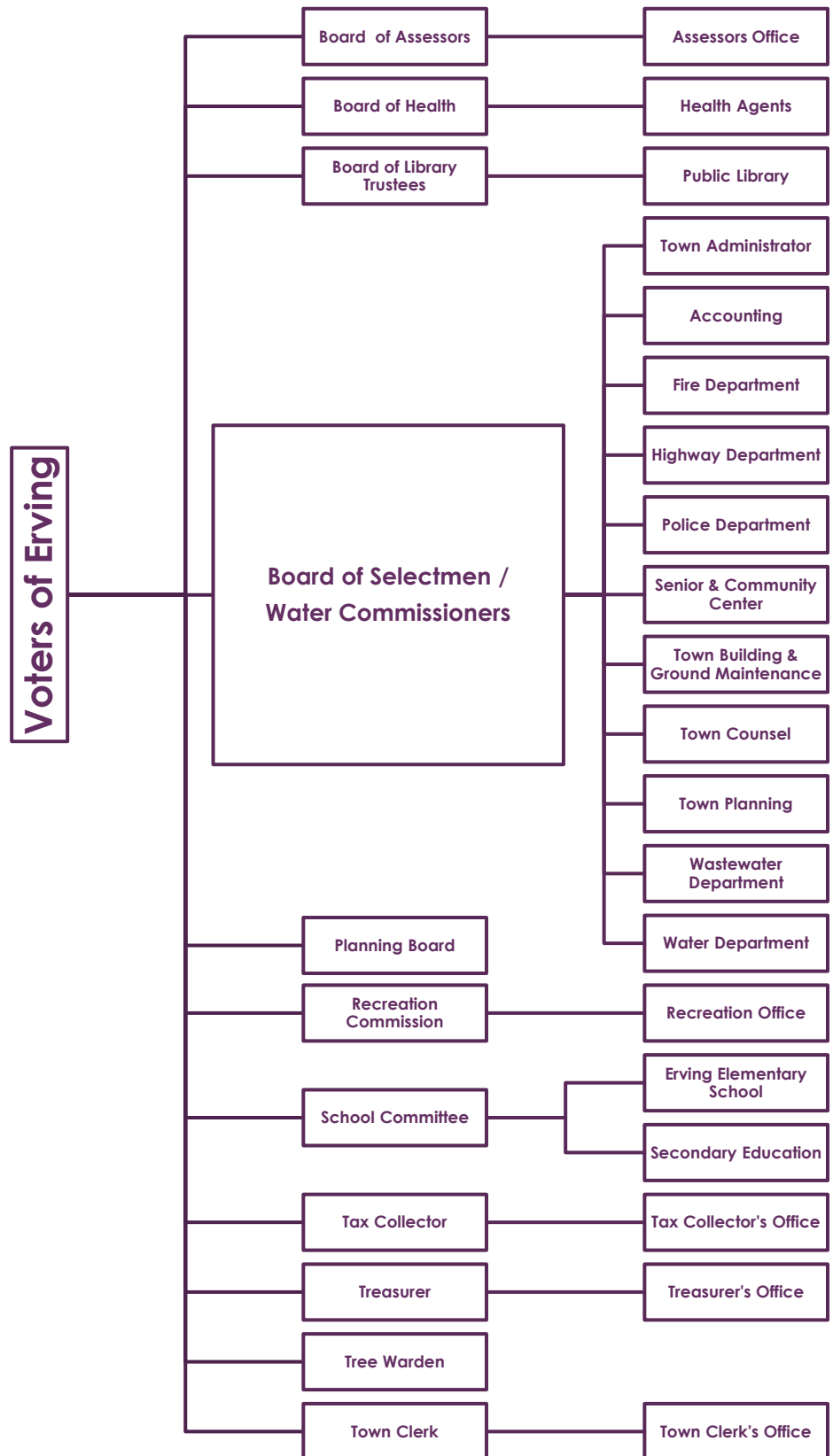
September 2019
<ul style="list-style-type: none">Establish budget goals and issue guidance and begin request process for capital requests
October 2019
<ul style="list-style-type: none">Capital budget requests reviewed by Capital Planning Committee and begin operating budget request process
November 2019
<ul style="list-style-type: none">Operating budget requests due and the Capital Planning Committee makes recommendations to Finance Committee & Board of Selectmen
December 2019
<ul style="list-style-type: none">Board of Selectmen & Finance Committee meet jointly to review capital budget requests as well as operating budget requests for general government, public safety & public works departments
January 2020
<ul style="list-style-type: none">Board of Selectmen & Finance Committee meet jointly to review operating budget requests for human service, culture & recreation departments as well as benefits, insurances, and regional assessments
February 2020
<ul style="list-style-type: none">Board of Selectmen & Finance Committee meet jointly to review operating budget requests for educational departments
March 2020
<ul style="list-style-type: none">Board of Selectmen & Finance Committee make final reviews of proposed FY2019 budget and recommendations for Annual Town Meeting
April 2020
<ul style="list-style-type: none">FY2019 proposed budget and Annual Town Meeting warrant mailed to residents
May 2020
<ul style="list-style-type: none">Annual Town Meeting is held

Town Organizational Structure

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

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

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



Elected Officials, Boards, Commissions & Committees

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

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

Community Profile

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

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

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



PHOTO CREDIT: CHARLES ZILINSKI

QUICK FACTS

Incorporation: 1838

Land Area: 14.39 sq. mi.

County: Franklin County

Population: 1,841*

*2013-2017 ACS 5 –Year Estimates

Form of Government:
Board of Selectmen
Town Meeting

FY2020 Tax Rate (per thousand)

Residential/ Open Space: \$7.54
Commercial/Industrial: \$12.24
Personal Property: \$12.24

FY2020 Average Single-Family House Value: \$190,243

FY2020: Average Single-Family Tax Bill: \$1,434.43

FY2020 Total Raised by Taxation:
\$10,907,742.60

For more information on the Town of Erving, please visit:
www.erving-ma.gov

Town Hall
12 East Main Street
Erving, MA 01344

Phone: (413) 422-2800

Fax: (413) 422-2808

Email: administrator@erving-ma.gov

Budget Message

Letter from the Board of Selectmen Regarding the Budget

The Board of Selectmen, in collaboration with the Finance Committee and the Capital Planning Committee, have once again approached the Fiscal Year 2021 budget process from a needs-based position. The process began early in September when departments, boards and commissions were asked to begin collecting documentation and justifying their requests for both capital projects and the operating budget. The Capital Planning Committee met publicly in the months of October, November, and December to review each request and to make a recommendation. The Board and the Finance Committee met publicly with each department to review the operating budget requests that were submitted, between December and February, to discuss operational needs. Departments were asked to first consider if contractual or fixed cost increases could be absorbed within the existing appropriation before requesting budget increases. Because of these discussions, some departments reduced operational budget requests while other departments justified increases to meet and maintain service needs. This document represents the proposed budget from the Board of Selectmen that resulted after these several months of work.

Budget Drivers & Changes

Compensation Adjustments: This budget reflects the changes implemented as a result of the grade & step compensation system for Town staff as well as changes in the agreement between the School Committee and staff. The implementation of the Town side compensation changes occurred in FY2020 and were paid for using the special article that was approved at the June 2019 Special Town Meeting.

COLA: This budget does include a cost of living adjustment (COLA) of 2% for elected officials and stipend work that was not addressed in the newly adopted grade & step compensation schedule for Town employees.

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

After reviewing all the requests and making the necessary adjustments to the draft budget, the Board is pleased to present what we believe is a budget that meets the operational and capital needs of the Town for Fiscal Year 2021.

Respectfully Submitted,

Board of Selectmen

Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WARRANT: There are three types:

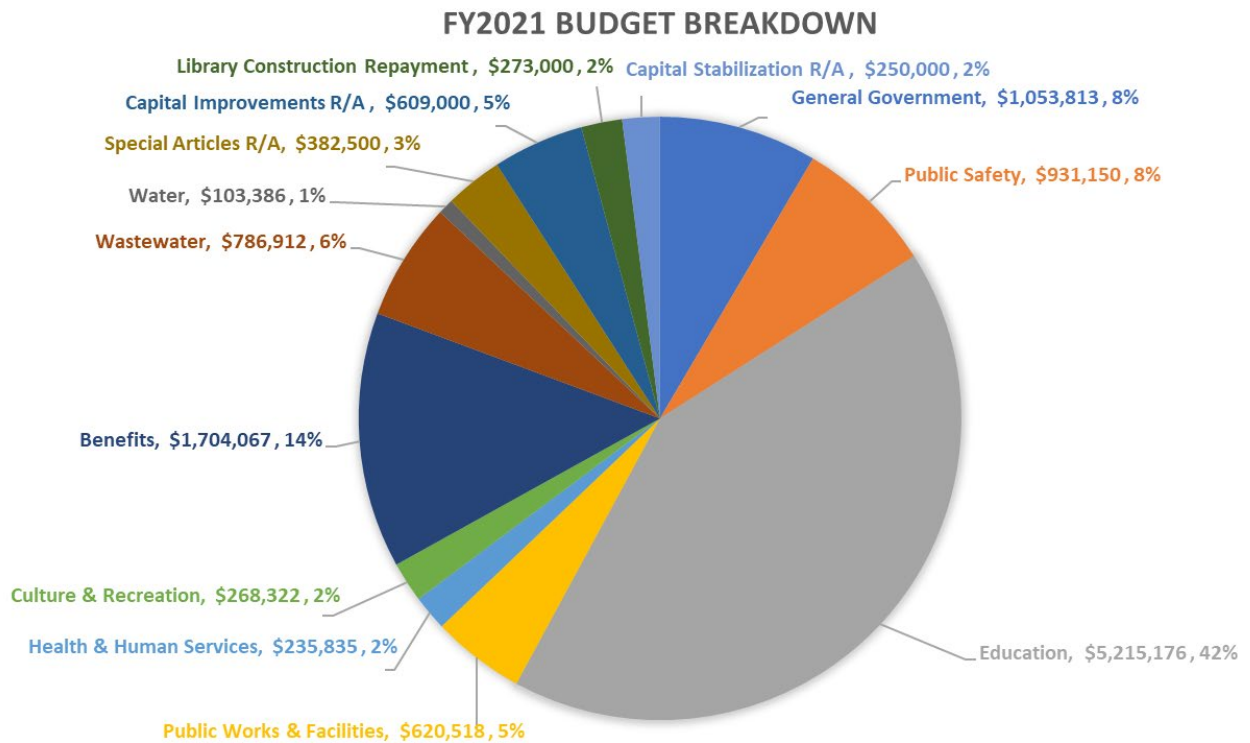
- 1) Treasurer's Warrant, which is signed by the board of selectmen which authorizes the Treasurer's to pay a list of bills (41:56)
- 2) Assessor's Warrant to Collect, which authorizes the collector to collect the amount of tax that has been committed to the collector (59:55)
- 3) Town Meeting Warrant.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

Section 1 | Financial Overview

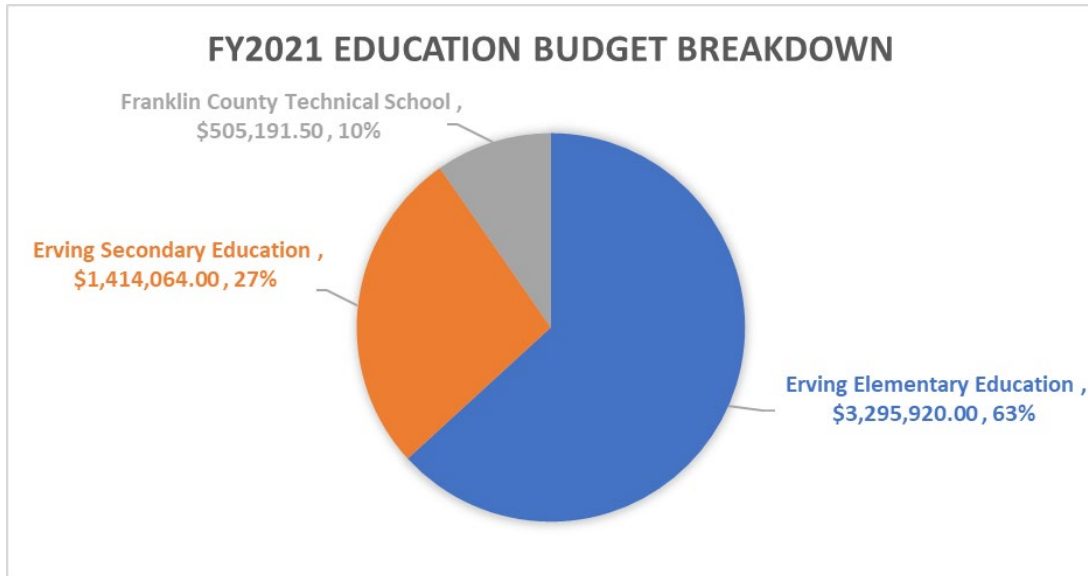
The FY2021 budget has been prepared on the foundation of years of good financial practices. It is important to note that in past years the Town has conducted this work at the Annual Town Meeting and often a Special Town Meeting in June. As such the financial articles existed in separate meetings. For FY2021 the Town has created a comprehensive budget document and corresponding Annual Town Meeting warrant that will address all of the financial articles.

FY2021 Budget Overview

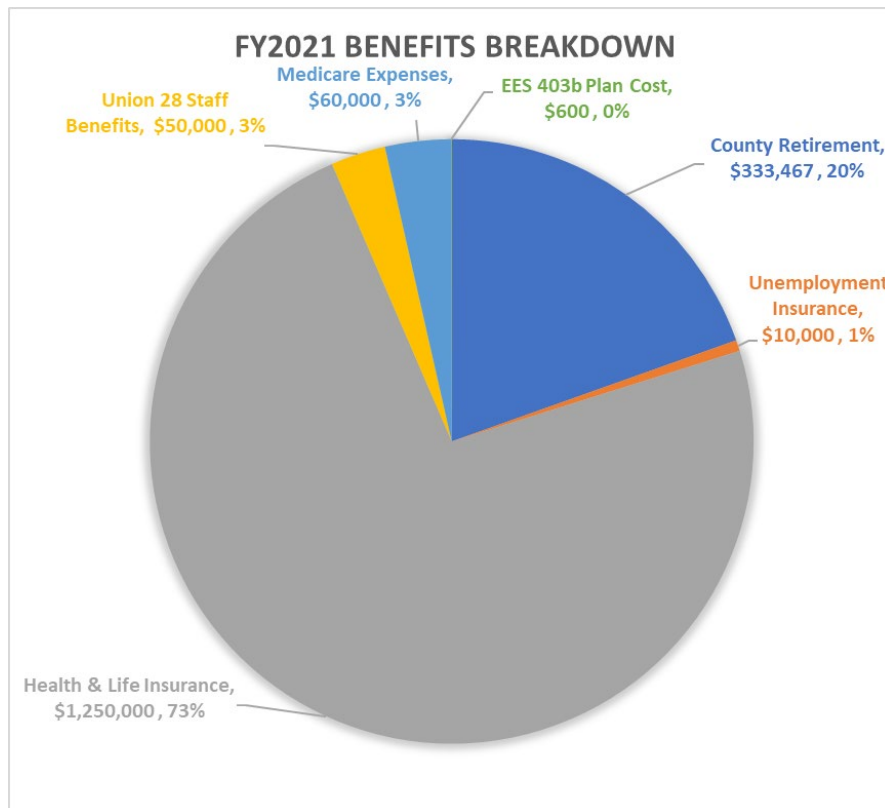
The FY2021 budget overview provides a breakdown of all spending categories that are funded through the Town's ability to raise and appropriate. This includes taxation, state receipts, and available free cash.



Education Budget Breakdown: The largest section of the FY2021 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 FY2021 budget is related to the benefits Town’s current and retired employees. This section does not include the annual OPEB contribution. The OPEB contribution is included in the Special Articles section of the warrant.

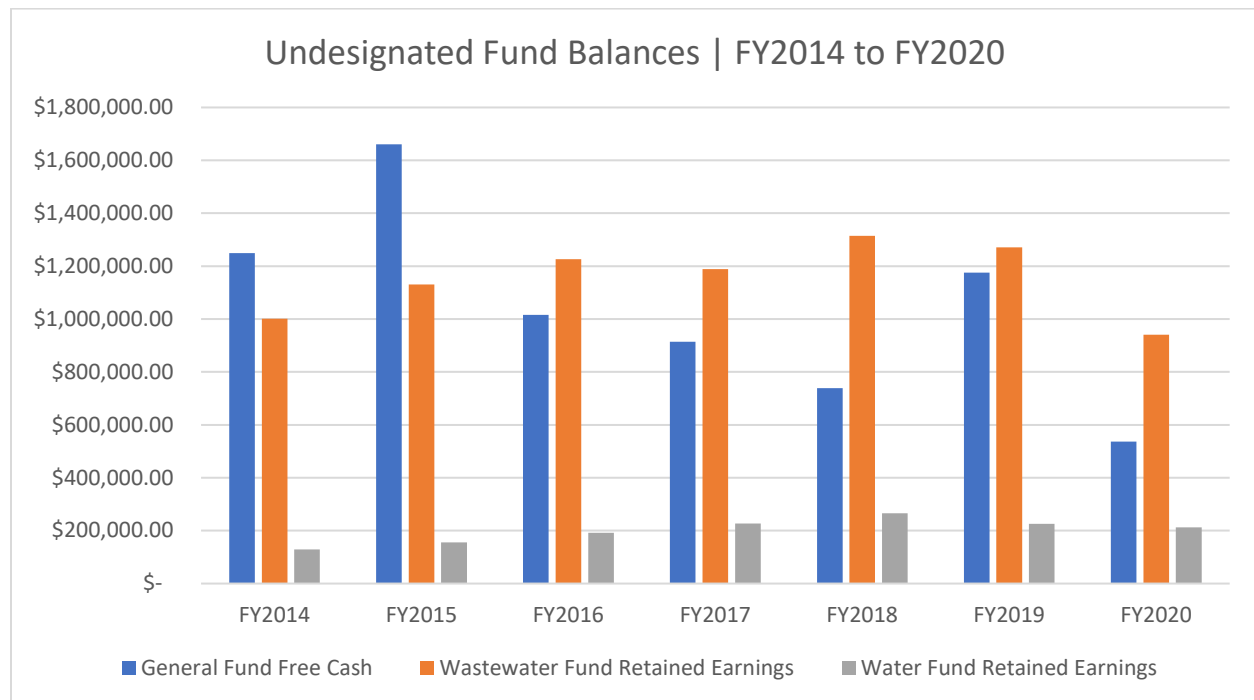


Sources of Revenue

The Town's revenue sources have remained relatively stable over the recent years. The Town has prepared the FY2021 Budget assuming no new growth, the 2.5% increase on taxation as allowed by law, and no change in local receipts. The budget plan also uses available Free Cash.

FY2020 Levy Limit + 2.5%	\$11,182,747
FY2021 New Growth Estimate	\$0
State Receipts (Governor's Budget)	\$631,288
State Charges (Governor's Budget)	(\$270,612)
Assessors Overlay Estimate	(\$200,000)
Local Estimated Receipts	\$265,500
Water Receipts	\$103,386
Wastewater Receipts (Montague)	\$219,365
Available Free Cash	\$536,933
Available Revenue:	\$12,468,667

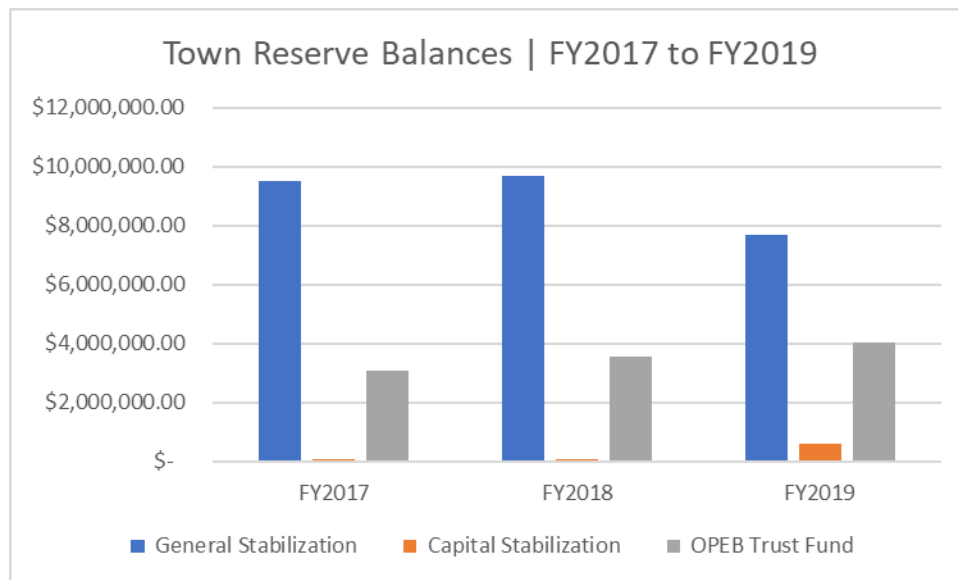
Undesignated Fund Balances: When the Town closes a fiscal year and sends all financial information to the Department of Revenue (DOR) the Town includes the undesignated fund balances for the General Fund, the Wastewater Enterprise Fund, and the Water Enterprise Fund. These balances are determined based 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.

Savings & Investments

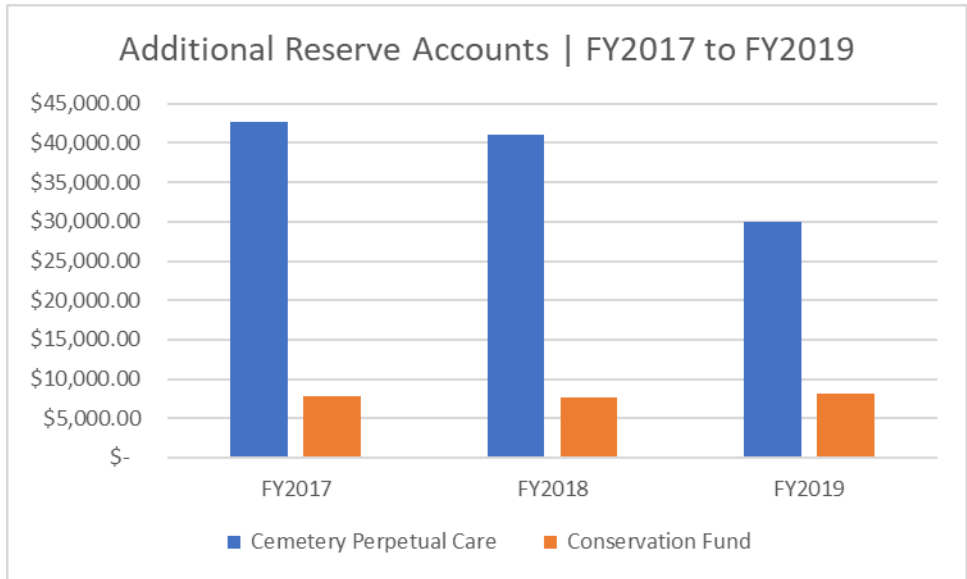
The Town uses several stabilization funds to prepare for the future needs of the community. The following chart provides a three (3) year review of fund balances on June 30th of the fiscal year:



Stabilization Fund: As part of the Public Library construction project, the voters authorized the use of funds from the General Stabilization Fund in the amount of \$2,551,007 and there is a corresponding reduction in 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 FY2021 operating budget makes the first of those deposits back into the General Stabilization Fund. Additionally, the Town expects to receive two (2) additional payments from the Massachusetts Library Building Commission of over \$540,000 towards the project. Once received the voters will be asked to deposit these payments into the General Stabilization Fund.

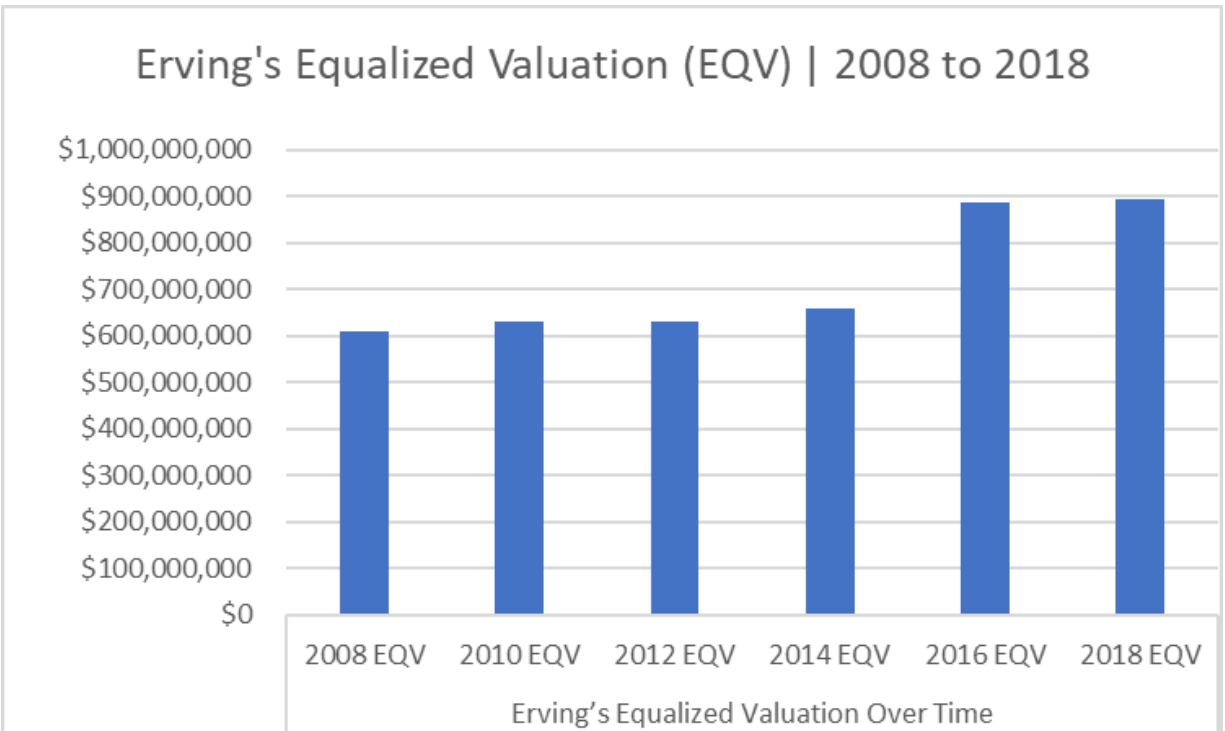
OPEB Trust Fund: In recent years the Town has made consistent deposits into the Other Post Employment Benefits (OPEB) fund of \$300,000. The FY2021 operating budget proposes to make another \$300,000 deposit into the fund. This amount is included in the Special Articles section of the warrant.

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



Equalized Valuation

The Town’s equalized valuation (EQV) a statistical analysis of the estimated full and fair cash value of all of the major classes of property within the Town. The Town’s EQV is determined biennially by the Commissioner of Revenue. The EQV is used, in part, to help to determine some sources of State aid to the municipality as well as in formulas for regional assessments. Therefore, the Town’s EQV has both an impact on revenue and expenses. The Town’s EQV is scheduled to be determined next during 2020.



This Page Intentionally Left Blank

Section 2 | General Administration

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

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

Town Moderator

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wage</i>							
01-114-100-51000	Moderator	\$ 200.00	\$ 200.00	\$ 204.00		\$ 208.00	\$ 4.00
<i>Salary & Wage Subtotal</i>		\$ 200.00	\$ 200.00	\$ 204.00	\$ -	\$ 208.00	\$ 4.00
Department Total		\$ 200.00	\$ 200.00	\$ 204.00	\$ -	\$ 208.00	\$ 4.00

Board of Selectmen & Administration

FY2020 Highlights & Challenges

In FY2020 the Board of Selectmen's office worked with Town Departments on a wide range of issues and projects. The Office continued to work to support the Library Director and the Library Building Committee on the construction of the new Erving Public Library that will be completed in spring 2020. Relating to infrastructure improvements, the Office worked with the Police Department and the Water Department to replace the emergency backup generator at the Police Station and a new unit at the Well Pump House. The Office worked with the Highway Department on a project to install additional LED municipal streetlights on North Street and Mountain Road. The Office worked with the Massachusetts Department of Transportation (DOT) and residents to finalize construction for the Route 63 streetscape and pedestrian improvements that began in summer 2019. The Office worked with the Highway Foreman to launch a new asset management system that will allow for the development of preventative maintenance programs for each asset as well as the ongoing work order and maintenance history. Finally, the Office began work on the feasibility studies for Town Hall and for the office space and dry storage for the public works departments.

Related to personnel, the Office worked with the Police Chief to hire two (2) Police Officers, the Highway Foreman to hire a Building & Ground Maintenance employee that will be assigned to the Senior & Community Center and the new Public Library, and the Town's first Planning Assistant to guide the Town's various land use and special projects. The Office will work with the Board of Library Trustees to hire the next Library Director. The Office has continued working with the Treasurer's Office to review the Personnel Policy and plans to work on a job classification and wage review. The Office continues to work with department heads and the Town's insurance company on the implementation of the new OSHA requirements that began in February 2019.

Related to planning initiatives, the Office is continued to work on the redevelopment of the IP Mill by focusing on hazardous materials abatement with the receipt of a \$200,000 Brownfields Recoverable Grant from Mass Development. The Office engaged the Architecture Department at UMass Amherst in a master planning project to explore the future of Erving Center. The Office continued to work with the Franklin Regional Council of Governments on planning initiatives regarding the truck exclusion on Church & North Streets, an inventory & assessment of culverts and bridges, traffic studies on municipal streets, the completion of the Town's Municipal Vulnerability Preparedness (MVP) plan and the update to the Hazard Mitigation Plan, as well as safety improvements on Route 2 from the French King Bridge through Erving Center.

FY2021 Goals & Initiatives

The Office will continue to pursue the planning initiatives begun in FY2020 and will begin to translate those plans into action items that may be presented in future capital projects. The Office will continue to work with Town departments and officials to execute departmental goals and projects.

Significant Budget Changes

Departmental wages exhibit an increase to reflect the hiring of a professional staff position. The request also requests an increase in the consulting and training line items as well as the reestablishment of the Personnel Relations Review Board expense line. The remainder of the budget request is level funded.

FY2021 Board of Selectmen & Administration Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-122-100-51000	Selectboards Salaries	\$ 11,728	\$ 11,728	\$ 11,963	\$ 3,988	\$ 12,202	\$ 239
01-122-101-51100	Administrative Coordinator	\$ 68,952	\$ 68,952	\$ 70,331	\$ 28,403	\$ 74,395	\$ 4,064
01-122-103-51100	Municipal Clerk	\$ 41,135	\$ 42,249	\$ 41,958	\$ 17,551	\$ 45,533	\$ 3,575
01-122-103-51400	Municipal Clerk-Longevity	\$ 750	\$ 750	\$ 1,000	\$ 750	\$ 1,000	\$ -
01-122-104-51100	Selectbd-Oth Professional Staff			\$ 42,595	\$ 6,261	\$ 48,608	\$ 6,013
Salary & Wages Subtotal		\$ 122,565	\$ 123,679	\$ 167,847	\$ 56,953	\$ 181,738	\$ 13,891
Ordinary Expenses							
01-122-200-53000	Consulting	\$ 12,200	\$ 2,304	\$ 5,000		\$ 10,000	\$ 5,000
01-122-201-52310	Selectboard-Cell Phones	\$ 500	\$ 1,451	\$ 1,500	\$ 422	\$ 2,400	\$ 900
01-122-201-53010	Selectbd-Meetings & Seminars					\$ 2,000	\$ 2,000
01-122-201-53015	Selectbd-Employee & PreEmpl Testing	\$ 1,500	\$ 585				\$ -
01-122-201-53110	Selectboard-Advertising	\$ 1,000	\$ 2,052	\$ 1,000	\$ 383	\$ 1,000	\$ -
01-122-201-53210	Selectboard-Print Services		\$ 1,907	\$ 2,000		\$ 2,000	\$ -
01-122-201-53500	Selectboard-Software Support			\$ 750		\$ 750	\$ -
01-122-201-54210	Selectbd-Office Supplies	\$ 3,000	\$ 3,179	\$ 3,000	\$ 1,144	\$ 3,000	\$ -
01-122-201-54215	Selectboard-Copier Supplies	\$ 2,000	\$ 1,331	\$ 2,000	\$ 1,203	\$ 2,000	\$ -
01-122-201-57300	Selectboard-Dues	\$ 1,000	\$ 1,100	\$ 1,000	\$ 871	\$ 1,000	\$ -
01-122-201-57800	Selectboards Other Expense	\$ 1,000	\$ 1,264	\$ 1,000	\$ 720	\$ 1,000	\$ -
01-122-202-53010	Admin Co-ordinator-Meetings	\$ 500	\$ 16	\$ 500		\$ 500	\$ -
01-122-202-57100	Admin Co-ordinator-Mileage	\$ 500	\$ 55	\$ 500		\$ 500	\$ -
01-122-202-57300	Admin Co-ordinator-Dues	\$ 100	\$ 30	\$ 100	\$ 130	\$ 100	\$ -
01-122-202-57800	Admin. Coordinat.Expenses	\$ 900	\$ 743	\$ 900	\$ 200	\$ 900	\$ -
01-151-200-53000	Town Counsel Fee & Exp	\$ 12,000	\$ 8,566	\$ 12,000	\$ 8,293	\$ 15,000	\$ 3,000
01-195-200-57800	Town Reports	\$ 1,500	\$ 1,552	\$ 1,500		\$ 1,500	\$ -
Ordinary Expenses Subtotal		\$ 37,700	\$ 26,133	\$ 32,750	\$ 13,367	\$ 43,650	\$ 10,900
Human Resource Expenses							
01-152-200-53015	Employee & Pre-Employment Testing			\$ 6,500	\$ 1,827	\$ 6,500	\$ -
01-152-200-53020	Counseling & Support Services			\$ 5,000		\$ 5,000	\$ -
01-152-200-53110	Employment Advertising			\$ 1,000	\$ 818	\$ 1,000	\$ -
01-152-200-57800	Personnel Board Expense					\$ 2,500	\$ 2,500
Human Resource Subtotal		\$ -	\$ -	\$ 12,500	\$ 2,645	\$ 15,000	\$ 2,500
Department Total		\$ 160,265	\$ 149,811	\$ 213,097	\$ 72,964	\$ 240,388	\$ 27,291

Finance Committee & Reserve Fund

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Ordinary Expenses</i>							
01-131-200-57800	Finance Committee Expense	\$ 2,500	\$ 180	\$ 2,500		\$ 2,500	\$ -
01-132-200-57800	Reserve Fund	\$ 50,000		\$ 50,000		\$ 50,000	\$ -
Ordinary Expenses Subtotal		\$ 52,500	\$ 180	\$ 52,500	\$ -	\$ 52,500	\$ -
Department Total		\$ 52,500	\$ 180	\$ 52,500	\$ -	\$ 52,500	\$ -

Accounting

FY2020 Highlights & Challenges

Continue to maintain a process established with the Treasurer's office in FY19 to balance withholding accounts on a quarterly basis. Implemented a similar process to balance cash distribution across funds which will also be maintained on a quarterly basis. Work on re-establishing and improving procedures related to balancing with the school department. Formalize and document these and other established procedures by researching model financial policies related to account reconciliations for consideration and adoption by the Selectboard as was done with financial policies related to debt management and financial reserves in FY19.

Establish the recording of revenue budget numbers in the financial software.

FY2021 Goals & Initiatives

Continue to investigate ways to improve and streamline procedures. Continue to research and facilitate adoption of documented financial policies and procedures.

Significant Budget Changes

Funding for a bi-annual OPEB actuarial study is needed in conjunction with the adoption an annual audit cycle.

FY2021 Accounting Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-135-100-51200	Town Accountant	\$ 25,658	\$ 25,658	\$ 26,171	\$ 10,569	\$ 28,239	\$ 2,068
Salary & Wages Subtotal		\$ 25,658	\$ 25,658	\$ 26,171	\$ 10,569	\$ 28,239	\$ 2,068
Ordinary Expenses							
01-135-200-57800	Town Accountant Expense	\$ 1,500	\$ 360	\$ 1,500	\$ 95	\$ 1,500	\$ -
01-135-202-57800	Acct/Treas Software Support	\$ 8,930	\$ 8,928	\$ 9,286	\$ 9,286	\$ 12,786	\$ 3,500
01-135-203-57800	Financial Audit	\$ 8,977	\$ 8,977	\$ 15,000		\$ 15,000	\$ -
01-135-204-57800	OPEB Study				\$ 5,750	\$ 6,000	\$ 6,000
Ordinary Expenses Subtotal		\$ 19,407	\$ 18,266	\$ 25,786	\$ 15,131	\$ 35,286	\$ 9,500
Department Total		\$ 45,065	\$ 43,924	\$ 51,957	\$ 25,700	\$ 63,525	\$ 11,568

Board of Assessors' Office

FY2020 Highlights & Challenges

The Board of Assessors received FY2020 tax rate approval on 9/10/2019, which is the earliest we have ever received certification in 20 years. We were the 7th community out of 351 communities in Massachusetts to get our tax rate certified. Together with the Town of Northfield we are exploring the idea to change our Recertification cycle to FY2022 vs FY2024 to be aligned with the Towns of Montague and Gill. This would be beneficial to us as we both have Hydro Electric facilities owned by the same owner in our communities. We are working on a structured tax agreement with French King Solar LLC for FY2022 and completed our first structured tax agreement with Poplar Mountain LLC using Beacon Solutions as a consultant. Our challenges remain our pending ATB cases with Renovators Supply for FY17,18,19 & 20 years & Northfield Mountain LLC for FY16,17,19 & 20. We have hired a commercial appraiser to prepare a restricted report for Renovators Supply to see if a settlement can be reached or if we should continue with our ATB case. As for Northfield Mountain LLC, we anticipate our first ATB hearing to be in April of 2020.

FY2021 Goals & Initiatives

We are going to have to upgrade our Assessing Software soon as it is outdated but cannot until the server is upgraded or we go to a virtual server. Additionally, the Department of Revenue (DOR) has issued a Local Finance Opinion (LFO) that indicates the way that communities have been assessing Utility companies has changed. The previous method was to take the Net Book value, but recent court cases indicates that NBV is not the fair value to assess Utilities. In response to that, there will be a change in the way that Utility companies report their assets on the Form of List for FY2022. This change requires us to upgrade our cost tables with AssessPro for an additional expense. We are looking into hiring an outside appraiser to do an appraisal or an audit of all our utility companies and cell towers Our budget for revaluation services should cover both these expenses. We are working with the Tax Collector to move our VADAR software to a cloud-based software. There will be a slight added expense.

Significant Budget Changes

Our budget reflects a slight increase in the software maintenance costs. This is an anticipated increase to AssessPro as the cost has risen slightly each year and the increase costs to have VADAR software be a cloud-based system. Otherwise, our budget remains the same.

FY2021 Assessors' Office Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-141-100-51000	Assessors Salaries	\$ 11,194	\$ 11,193	\$ 11,418	\$ 4,757	\$ 11,646	\$ 228
01-141-101-51200	Asst. Assessors Salary	\$ 37,458	\$ 37,155	\$ 38,207	\$ 15,163	\$ 40,628	\$ 2,421
01-141-101-51400	Asst Assessor-Longevity	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,250	\$ 1,250	\$ 250
01-141-102-51200	Assessors Certification	\$ 500	\$ 500	\$ 500	\$ 250	\$ 500	\$ -
<i>Salary & Wages Subtotal</i>		\$ 50,152	\$ 49,848	\$ 51,125	\$ 21,420	\$ 54,024	\$ 2,899
<i>Ordinary Expenses</i>							
01-141-200-53100	Assessors Meetings & Seminars	\$ 3,800	\$ 675	\$ 2,500	\$ 754	\$ 2,500	\$ -
01-141-200-54200	Assessors Office Supplies	\$ 2,500	\$ 3,368	\$ 3,760	\$ 68	\$ 3,760	\$ -
01-141-200-57100	Assessors Travel	\$ 1,000	\$ 781	\$ 1,000	\$ 119	\$ 1,000	\$ -
01-141-200-57300	Assessors Dues & Memberships	\$ 200	\$ 290	\$ 240	\$ 240	\$ 240	\$ -
01-141-200-57800	Assessors Expenses						\$ -
01-141-203-57820	Assessors Software Maint	\$ 6,500	\$ 6,240	\$ 6,500	\$ 6,490	\$ 7,500	\$ 1,000
<i>Ordinary Expenses Subtotal</i>		\$ 14,000	\$ 11,355	\$ 14,000	\$ 7,671	\$ 15,000	\$ 1,000
<i>Special Articles & Recurring Appropriations</i>							
01-142-901-53000	Assessors Revaluation	\$ 25,000	\$ 8,765	\$ 25,000	\$ 640	\$ 25,000	\$ -
<i>Special Articles & Recurring Appropriations Subtotal</i>		\$ 25,000	\$ 8,765	\$ 25,000	\$ 640	\$ 25,000	\$ -
Department Total		\$ 89,152	\$ 69,968	\$ 90,125	\$ 29,731	\$ 94,024	\$ 3,899

Treasurer's Office

FY2020 Highlights & Challenges

We continued to work with the Accountant on the quarterly balancing of the withholding's accounts. We continue to maintain spreadsheets for Affordable Care Act (ACA) and health insurances to file with the Federal government each year.

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

FY2021 Goals & Initiatives

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

Significant Budget Changes

There were no significant budget changes this year.

FY2021 Treasurer's Office Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-145-100-51000	Treasurers Salary	\$ 45,900	\$ 45,900	\$ 46,818	\$ 18,907	\$ 48,716	\$ 1,898
01-145-101-51200	Treasurers Staff Wages	\$ 39,648	\$ 26,377	\$ 30,241	\$ 10,868	\$ 30,241	\$ -
01-145-101-51400	Treasurers Staff-Longevity						\$ -
01-145-102-51010	Treasurers Certification	\$ 1,000		\$ 1,000		\$ 1,000	\$ -
<i>Salary & Wages Subtotal</i>		\$ 86,548	\$ 72,277	\$ 78,059	\$ 29,775	\$ 79,957	\$ 1,898
<i>Ordinary Expenses</i>							
01-145-200-57800	Treasurer Expenses	\$ 5,000	\$ 4,731	\$ 5,000	\$ 988	\$ 5,000	\$ -
01-158-200-57800	Tax Title Foreclosure	\$ 4,500	\$ 504	\$ 4,500	\$ 75	\$ 4,500	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 9,500	\$ 5,235	\$ 9,500	\$ 1,063	\$ 9,500	\$ -
Department Total		\$ 96,048	\$ 77,512	\$ 87,559	\$ 30,838	\$ 89,457	\$ 1,898

Tax Collector's Office

FY2020 Highlights & Challenges

We have successfully destroyed old records according to MGL guidelines and we will continue to work towards organizing the storage area in the vault. We will also continue the destruction of records in order to eliminate excess files in the office and create a more streamlined process for the future.

FY2021 Goals & Initiatives

The goal for FY 2021 is to increase efficiency and training opportunities within the office. The staff will continue to increase the organization and efficiency of the office. The operating budget reflects an increase to the Assistant Tax Collector line item to cover any additional hours that she may work with the Tax Collector for training and special projects.

Significant Budget Changes

The Assistant Tax Collector line item has increased to cover maximum of 3 additional hours per week. Software Expense line item has increased to anticipate coverage for Cloud services provided by VADAR.

FY2021 Tax Collector Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-146-100-51000	Tax Collector Salary	\$ 11,174	\$ 11,174	\$ 11,397	\$ 4,603	\$ 15,989	\$ 4,592
01-146-101-51200	Assist Tax Collector	\$ 6,497	\$ 5,539	\$ 6,627	\$ 2,565	\$ 9,759	\$ 3,132
01-146-102-51010	Tax Coll. - Certification	\$ 1,000	\$ 1,000	\$ 1,500	\$ 500	\$ 1,500	\$ -
<i>Salary & Wages Subtotal</i>		\$ 18,671	\$ 17,713	\$ 19,524	\$ 7,668	\$ 27,248	\$ 7,724
<i>Ordinary Expenses</i>							
01-146-200-53000	Tax Coll. Software Supp.Fee	\$ 2,800	\$ 2,829	\$ 2,900		\$ 5,400	\$ 2,500
01-146-201-57800	Tax Collector Expenses	\$ 2,000	\$ 1,213	\$ 2,000	\$ 811	\$ 2,000	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 4,800	\$ 4,042	\$ 4,900	\$ 811	\$ 7,400	\$ 2,500
Department Total		\$ 23,471	\$ 21,755	\$ 24,424	\$ 8,479	\$ 34,648	\$ 10,224

Information Technology & Support Services

FY2020 Highlights & Challenges

The IT department completed the switch over of our town wide mail to Office 365 Cloud based system. Now all Town Officials and Staff have their own personal assigned email. The email system is monitored by the IT department including the Town Administrator. The IT department also upgraded all remaining Town computers to Office 10 Operating systems and Office 365 suite that is cloud based. We have worked closely with the Library Building Committee and Library Director to ensure that the new Library building is equipped with the correct equipment to meet our current and future needs. We have started the process of installing fiber to the new library and Senior Community Center to allow for peg access in the future and are exploring ways to ensure our information is backed up off site and secure from malware.

FY2021 Goals & Initiatives

Our FY2021 goals includes the upgrading of all software systems to be cloud based - either by the software vendor hosting the software or by the Town using a cloud based and back up redundant system that will allow all buildings to communicate and share documents with each other over the intranet. We need to replace the Town Hall Server with either a smaller server if most of our software goes to the cloud or larger one. Effective January 2020 Microsoft will no longer support Windows 2008R2 software, which is the operating system of our server.

Significant Budget Changes

We had a significant increase in our budget as we are trying to consolidate the software fees for town wide used software into the IT budget. Additionally, going with Office 365 cloud based and ESET cloud-based software had an increase in cost but is better suited for our needs and ensures that we are better protected from viruses and other malware.

FY2021 Information Technology & Support Services Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-155-101-51200	IT Wages/In House IT Training	\$ 15,000	\$ 18,158	\$ 20,382	\$ 6,949	\$ 20,790	\$ 408
01-155-102-51200	Tech Coordinator Stipend	\$ 1,000	\$ 1,000	\$ 1,020	\$ 255	\$ 1,040	\$ 20
Salary & Wages Subtotal		\$ 16,000	\$ 19,158	\$ 21,402	\$ 7,204	\$ 21,830	\$ 428
Ordinary Expenses							
01-155-200-57800	Computer/Software Upgrades	\$ 6,000	\$ 6,102	\$ 6,000	\$ 1,357	\$ 10,000	\$ 4,000
01-155-201-57800	E-mail Domain Expense	\$ 10,500	\$ 4,929	\$ 8,000	\$ 1,966		\$ (8,000)
01-155-202-57800	Computer Server Maintenance	\$ 2,000		\$ 2,000		\$ 2,000	\$ -
01-155-203-57800	Web-site Maintenance	\$ 7,500	\$ 7,541	\$ 3,000	\$ 2,150	\$ 3,000	\$ -
01-155-204-52310	IT Support-Telephone		\$ 600		\$ 150	\$ 6,000	\$ 6,000
01-155-205-57800	Software Licenses			\$ 11,000	\$ 6,895	\$ 18,700	\$ 7,700
01-155-206-57800	Phone System Maintenance			\$ 2,000		\$ 2,000	\$ -
Ordinary Expenses Subtotal		\$ 26,000	\$ 19,172	\$ 32,000	\$ 12,518	\$ 41,700	\$ 9,700
Special Articles & Recurring Appropriations							
01-155-906-57800	Restore Permanent Records	\$ 20,000		\$ 20,000	\$ 2,160	\$ 20,000	\$ -
Special Articles & Recurring Appropriations Subtotal		\$ 20,000	\$ -	\$ 20,000	\$ 2,160	\$ 20,000	\$ -
Department Total		\$ 62,000	\$ 38,330	\$ 73,402	\$ 21,882	\$ 83,530	\$ 10,128

Town Clerk's Office & Elections

FY2020 Highlights & Challenges

Began codification project. Did extensive research on all existing town bylaws and regulations as well as captured all accepted MGLs. It is unlikely that the project will be 100% completed by the end of FY2020, but a good possibility it will be completed by the end of the calendar year for 2020. Did major review of records held and petitioned the State to be allowed to destroy records dating back to 1990 that are no longer required to be kept.

FY2021 Goals & Initiatives

Maintain service quality to both the public and Town offices as requested.

Significant Budget Changes

1. Asking for \$2,500.00 be added to the codification project due to finding several more regulations and bylaws than originally thought that are going to be included in the codification. The increased findings caused a fee increase of \$2,500.00 for this project.
2. New budget item for the Town Clerk share of software support for the recently installed software (Dog licensing, Boards and Commissions, etc.).
3. Town Clerk expenses increase to \$6,500.00 due to increased costs. This line item has been level funded at \$5,000.00 since 1995. The past couple of years the Town Accountant has allowed me to use money from other accounts to cover.
4. Election expenses and wages increased due to 3 elections in FY21 (2 of which are State and require early voting coverage). In FY20 I budgeted for 2 elections (of which one was the Presidential Primary) and thus more worker expenses (along with minimum wage increase) as well as programming expenses for the AutoMark and AccuVote machines.

FY2021 Town Clerk & Elections Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-161-100-51000	Town Clerk Salary	\$ 9,309	\$ 9,309	\$ 9,495	\$ 3,835	\$ 23,984	\$ 14,489
01-161-101-51200	Assistant Town Clerk	\$ 4,573	\$ 1,406	\$ 4,664	\$ 1,206	\$ 5,051	\$ 387
01-163-100-51200	Election Wages	\$ 4,593	\$ 3,091	\$ 3,240	\$ 822	\$ 5,000	\$ 1,760
<i>Salary & Wages Subtotal</i>		\$ 18,475	\$ 13,806	\$ 17,399	\$ 5,862	\$ 34,035	\$ 16,636
<i>Ordinary Expenses</i>							
01-161-200-53500	Town Clerk-Software Support			\$ 2,300		\$ 2,500	\$ 200
01-161-200-57800	Town Clerk Expenses	\$ 5,000	\$ 6,462	\$ 5,000	\$ 929	\$ 6,500	\$ 1,500
01-163-200-57800	Election Expense	\$ 7,200	\$ 4,255	\$ 5,100	\$ 1,572	\$ 7,200	\$ 2,100
01-164-200-57800	Board of Registrars Expenses	\$ 1,400	\$ 1,400	\$ 1,400		\$ 1,400	\$ -
<i>Ordinary Expenses Subtotal</i>		\$ 13,600	\$ 12,118	\$ 13,800	\$ 2,502	\$ 17,600	\$ 3,800
Department Total		\$ 32,075	\$ 25,924	\$ 31,199	\$ 8,364	\$ 51,635	\$ 20,436

Land Use & Planning

Conservation Commission

No Report

Planning Board

No Report

Zoning Board of Appeals

No Report

FY2021 Land Use & Planning Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-175-100-51000	Planning Board Salary	\$ 4,422	\$ 4,422	\$ 4,510	\$ 1,128	\$ 4,601	\$ 91
Salary & Wages Subtotal		\$ 4,422	\$ 4,422	\$ 4,510	\$ 1,128	\$ 4,601	\$ 91
<i>Ordinary Expenses</i>							
01-171-200-57800	Conservation Comm Exp	\$ 2,500	\$ 989	\$ 2,500	\$ 91	\$ 2,500	\$ -
01-175-200-53000	Planning Board-Consulting	\$ 1,500		\$ 1,500		\$ 1,500	\$ -
01-175-200-53100	Planning Board-Seminars	\$ 500	\$ 112	\$ 500	\$ 196	\$ 500	\$ -
01-175-200-57100	Planning Board-Travel	\$ 500	\$ 268	\$ 500	\$ 132	\$ 500	\$ -
01-175-200-57800	Planning Board Expenses		\$ 1,008				\$ -
01-176-200-57800	Zoning Board Appeals Exp.	\$ 550		\$ 550		\$ 550	\$ -
Ordinary Expenses Subtotal		\$ 5,550	\$ 2,378	\$ 5,550	\$ 419	\$ 5,550	\$ -
Department Total		\$ 9,972	\$ 6,800	\$ 10,060	\$ 1,547	\$ 10,151	\$ 91

Town Buildings & Ground Maintenance

FY2020 Highlights & Challenges

This budget now encompasses three (3) full time staff members, providing maintenance services to nine (9) Town facilities and five (5) municipal parks. The change comes from the transition of the .5 full-time equivalent (FTE) maintenance position at the Senior & Community Center into this budget and the addition of .5 FTE hours for the increased maintenance of the new Public Library. A new asset management system was installed and major equipment in each facility is being added to track preventative maintenance schedules and repairs. Additionally, the staff worked to implement OSHA requirements town-wide.

FY2021 Goals & Initiatives

The staff within this division continue to work on improved maintenance of Town facilities and grounds which includes documenting preventative maintenance procedures and cross training. Additionally, the Town intends on continuing to make landscape improvements to Town Buildings in the coming fiscal year.

Significant Budget Changes

The budget request reflects a significant increase in salary & wages. This increase includes a transfer from the Senior & Community Center budget and the additional appropriation for maintenance and custodial support at the new Public Library. Additional increases include budgeting for custodial supplies that are used at multiple sites.

FY2021 Town Buildings & Ground Maintenance Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-192-100-51100	Town Building Wages, FT			\$ 76,296	\$ 37,628	\$ 117,826	\$ 41,530
01-192-100-51200	Town Bldg Wages, PT						\$ -
01-192-100-51300	Town Bldg Wages, OT		\$ 1,028	\$ 2,040	\$ 1,165	\$ 3,000	\$ 960
01-192-100-51400	Town Bldgs Maint-Clothing Allowance			\$ 500	\$ 500	\$ 750	\$ 250
Salary & Wages Subtotal		\$ -	\$ 1,028	\$ 78,836	\$ 39,294	\$ 121,576	\$ 42,740
Ordinary Expenses							
01-181-200-57800	Grounds Maint. Program	\$ 20,000	\$ 27,618	\$ 20,000	\$ 7,956	\$ 20,000	\$ -
01-181-200-58000	Grounds Maint-Landscape Improvement			\$ 5,000	\$ 362	\$ 5,000	\$ -
01-192-200-52110	Town Bldg-Electricity	\$ 8,000	\$ 8,435	\$ 8,500	\$ 2,190	\$ 8,500	\$ -
01-192-200-52310	Town Bldg-Phone & Internet	\$ 5,000	\$ 5,760	\$ 5,500	\$ 3,228	\$ 7,000	\$ 1,500
01-192-200-52411	Town Bldg-Smoke Detector & AEDs	\$ 1,000		\$ 1,000		\$ 500	\$ (500)
01-192-200-52412	Town Bldg-Fire Alarm Tests	\$ 500	\$ 915	\$ 500	\$ 454	\$ 1,000	\$ 500
01-192-200-52413	Town Bldg-Elevator Maint & Testing	\$ 1,500	\$ 1,483	\$ 2,000	\$ 2,230	\$ 2,000	\$ -
01-192-200-52414	Town Bldg-Generator Preventive Main			\$ 8,000		\$ 9,000	\$ 1,000
01-192-200-53410	Town Bldg-Postage & Mailing Fees	\$ 8,500	\$ 9,830	\$ 9,600	\$ 4,652	\$ 9,600	\$ -
01-192-200-54110	Town Bldg-Heating Oil	\$ 7,000	\$ 7,491	\$ 7,500	\$ 1,228	\$ 7,500	\$ -
01-192-200-54500	Town Bldg-Custodial Supplies			\$ 4,587	\$ 2,013	\$ 8,000	\$ 3,413
01-192-200-57800	Town Building Other Expenses	\$ 18,500	\$ 16,691	\$ 10,500	\$ 7,402	\$ 10,500	\$ -
Ordinary Expenses Subtotal		\$ 70,000	\$ 78,223	\$ 82,687	\$ 31,716	\$ 88,600	\$ 5,913
Special Articles & Recurring Appropriations							
01-192-903-57800	Town Bldg. - Maintenance	\$ 30,000	\$ 29,171	\$ 30,000	\$ 460	\$ 30,000	\$ -
Special Articles & Recurring Appropriations Subtotal		\$ 30,000	\$ 29,171	\$ 30,000	\$ 460	\$ 30,000	\$ -
Department Total		\$ 100,000	\$ 108,422	\$ 191,523	\$ 71,470	\$ 240,176	\$ 48,653

Miscellaneous

Insurance

The Town receives insurance coverage for liability, property, automobile, workers compensation, and Police & Firefighter injuries on-duty through the Massachusetts Interlocal Insurance Association (MIIA). MIIA issues a coverage proposal for the following fiscal year between December and January. The FY2021 proposal is similar to the FY2020 assessment.

Franklin Regional Council of Governments Assessment

The Franklin Regional Council of Governments (FRCOG) assesses member communities a fee annually to be paid in the new fiscal year. The FY2021 assessment is set by the FRCOG Council at the annual meeting in January. The current FY2021 request reflects a 1% increase in anticipation of changes.

Around Town Newsletter

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

FY2021 Miscellaneous Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Liability Insurance							\$ -
<i>Ordinary Expense</i>							
01-193-200-57510	Insurance-Bonds			\$ 1,100		\$ 1,100	\$ -
01-193-200-57520	Insurance-Workers Comp			\$ 30,350	\$ 31,720	\$ 32,000	\$ 1,650
01-193-200-57521	Insurance-Police/Fire Injured on Du			\$ 12,500	\$ 12,663	\$ 13,000	\$ 500
01-193-200-57580	Insurance-Project Related Coverage			\$ 7,400		\$ 7,400	\$ -
01-193-200-57800	Insurance-Other	\$ 108,645	\$ 107,617	\$ 62,000	\$ 67,618	\$ 62,000	\$ -
Liability Expenses Subtotal		\$ 108,645	\$ 107,617	\$ 113,350	\$ 112,001	\$ 115,500	\$ 2,150
Franklin Council of Governments							\$ -
<i>Ordinary Expense</i>							
01-199-200-57800	FRCOG Assessment	\$ 52,397	\$ 52,547	\$ 52,397	\$ 25,650	\$ 52,921	\$ 524
01-199-200-57801	FRCOG-Regnl Emerg Planning Assessmn			\$ 150	\$ 150	\$ 150	\$ -
FRCOG Expenses Subtotal		\$ 52,397	\$ 52,547	\$ 52,547	\$ 25,800	\$ 53,071	\$ 524
Around Town Newsletter							\$ -
<i>Ordinary Expense</i>							
01-199-901-57800	Around Town Newsletter	\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,750	\$ 7,500	\$ -
Around Town Newsletter Expenses Subtotal		\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,750	\$ 7,500	\$ -
Miscellaneous Total		\$ 168,542.00	\$ 167,663.64	\$ 173,397.00	\$ 141,550.64	\$ 176,071.00	\$ 2,674.00

This Page Intentionally Left Blank

Section 3 | Public Safety

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

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

Police Department

FY2020 Highlights & Challenges

The Town has been negatively impacted by the legalization of marijuana. There has been a direct increase in people operating a motor vehicle through our Town while under the influence of marijuana. The officers are finding the majority of these operators are consuming some alcohol with marijuana enhancing the affects. In 2019 the Department responded to (3027) calls for service, processed (202) Arrests and Criminal Complaints including (44) arrests for OUI and another (20) for narcotics. The officers have conducted (1,937) traffic stops (188) of those were on North Street and Church Street which has been previously identified as a problem area do to GPS routing traffic that way.

FY2021 Goals & Initiatives

The current staffing allows for the police station to be open Monday thru Friday 0600 to 1600. There is personnel overlap at every shift change, especially on the weekend nights from 2300 to 0200 which is the busy traffic times when the majority of OUI arrests are taking place. Having two officers working together increases officer safety for them and expedites the processing of the arrestee. An OUI arrest takes approximately 6 hours to fully processes, the second officer is available to answer calls for service when the other is processing the arrest.

Significant Budget Changes

The only significant change in budget line items occurred in wages 01-210-100-51100 this is mainly due to the proposed new position that was added in July 2019. The budget amount was requested at \$20.00 per hour and when the officer was hired he started at \$21.53. In FY 20 this created an immediate deficit in the budget of \$3,195. An additional vacancy was created when an officer left for a higher paying position in Greenfield. The Department is now fully staffed but the changes in pay rates is the main reason the budget line item increased significantly. In FY 21 we have the implementation of the wage study. The wage study created increases to all personnel base pay.

FY2021 Police Department Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-210-100-51100	Police Dept Wages	\$ 294,801	\$ 295,781	\$ 345,587	\$ 134,266	\$ 358,860	\$ 13,273
01-210-100-51400	Police Dept-Longevity	\$ 1,750	\$ 1,750	\$ 2,250		\$ 2,250	\$ -
01-210-101-51100	Education Incentive	\$ 8,101	\$ 8,237	\$ 8,248	\$ 3,394	\$ 9,083	\$ 835
01-210-101-51300	Police Overtime	\$ 38,049	\$ 34,713	\$ 40,980	\$ 12,297	\$ 39,032	\$ (1,948)
Salary & Wages Subtotal		\$ 342,701	\$ 340,480	\$ 397,065	\$ 149,957	\$ 409,225	\$ 12,160
Ordinary Expenses							
01-210-200-52110	Police-Electricity	\$ 8,000	\$ 7,923	\$ 9,300	\$ 3,191	\$ 9,300	\$ -
01-210-200-52310	Police-Office Phones/Cell Phones	\$ 8,800	\$ 9,494	\$ 9,300	\$ 4,451	\$ 9,300	\$ -
01-210-200-53110	Police-Training General	\$ 3,000	\$ 1,453	\$ 3,000	\$ 1,385	\$ 3,000	\$ -
01-210-200-54110	Police-Heating Oil	\$ 5,000	\$ 4,413	\$ 5,000	\$ 1,120	\$ 5,000	\$ -
01-210-200-54200	Police-Office Supplies	\$ 2,100	\$ 1,069	\$ 2,100		\$ 2,100	\$ -
01-210-200-54300	Police-Building Maintenance	\$ 1,800	\$ 1,340	\$ 1,800	\$ 2,786	\$ 1,800	\$ -
01-210-200-54800	Police-Cruiser Maintenance	\$ 4,000	\$ 5,016	\$ 4,000	\$ 2,375	\$ 4,000	\$ -
01-210-200-55500	Police-Computer Software	\$ 8,000	\$ 7,546	\$ 8,000	\$ 2,534	\$ 8,000	\$ -
01-210-200-55510	Police-Fr King Br Camera Software	\$ 2,000	\$ 2,000	\$ 2,000		\$ 2,000	\$ -
01-210-200-55810	Police-Uniforms	\$ 2,500	\$ 2,265	\$ 3,000	\$ 2,587	\$ 3,000	\$ -
01-210-200-55820	Police-Firearms/Ammunition	\$ 1,500	\$ 2,761	\$ 1,500	\$ 303	\$ 1,500	\$ -
01-210-200-57300	Police-Chief's Dues/Conferences	\$ 1,500	\$ 1,983	\$ 1,500	\$ 586	\$ 1,500	\$ -
01-210-200-57800	Police Dept Expenses	\$ 3,700	\$ 3,728	\$ 3,700	\$ 827	\$ 3,700	\$ -
01-210-201-57800	County Dues-Radio Ant Maint	\$ 2,600	\$ 2,637	\$ 2,600	\$ 2,779	\$ 2,800	\$ 200
Ordinary Expenses Subtotal		\$ 54,500	\$ 53,629	\$ 56,800	\$ 24,925	\$ 57,000	\$ 200
Department Total		\$ 397,201	\$ 394,109	\$ 453,865	\$ 174,882	\$ 466,225	\$ 12,360

Fire Department & Emergency Medical Services

FY2020 Highlights & Challenges

During the Fiscal year 2020 budget the Department has worked hard to maintain the equipment in the best condition possible. We have also attempted to reduce the operating cost through energy reduction measures at both fire stations.

FY2021 Goals & Initiatives

Goals and Initiatives for the 2021 budget year will be to continue towards energy reduction for the Department. We are hoping to achieve this with capital projects to replace the windows and doors in both stations with new energy efficient models to reduce heating costs and to update the heating system in Station 2. The Department will continue to work towards achieving a lower Insurance Services Office (ISO) rating for the towns people. The Town's ISO rating has an impact on the rates offered for Home Owners Insurance plans. This can be achieved in part through training, equipment upgrades and maintenance.

Significant Budget Changes

The submitted Budget for Fiscal Year 2021 reflects a 2% on the Department operating budget. The largest increases are found in the equipment line item to show a slight increase in the cost of equipment costs and repairs to equipment and to purchase OSHA complaint equipment. The Next notable increase is on the Phone/Internet/ Cable line item to reflect actual costs associated with the Town Wide upgrade to the phone system.

FY2021 Fire Department & Emergency Medical Services Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-220-100-51100	FT Fire Chief	\$ 58,210	\$ 57,990	\$ 59,374	\$ 23,890	\$ 65,167	\$ 5,793
01-220-101-51100	Fire Dept-FT Staff	\$ 81,600	\$ 80,653	\$ 83,232	\$ 33,491	\$ 97,761	\$ 14,529
01-220-101-51200	Fire Dept Wages-PT	\$ 51,000	\$ 14,496	\$ 41,820	\$ 4,810	\$ 41,820	\$ -
01-220-101-51300	Fire Dept Wages-OT	\$ 10,200	\$ 25,946	\$ 20,400	\$ 14,655	\$ 20,400	\$ -
Salary & Wages Subtotal		\$ 201,010	\$ 179,085	\$ 204,826	\$ 76,845	\$ 225,148	\$ 20,322
Ordinary Expenses							
01-220-200-57800	Fire Wells	\$ 7,000	\$ 5,943	\$ 7,000	\$ 5,860	\$ 7,000	\$ -
01-220-201-57800	F.D. Alarm Maintenance	\$ 1,000	\$ 1,300	\$ 1,000	\$ 130	\$ 1,500	\$ 500
01-220-202-52110	Fire Dept-Electricity	\$ 9,600	\$ 9,731	\$ 9,600	\$ 2,670	\$ 9,600	\$ -
01-220-202-52310	Fire Dept-Phone/Internet/Cable	\$ 5,500	\$ 4,838	\$ 5,500	\$ 2,294	\$ 8,200	\$ 2,700
01-220-202-53010	Fire Dept-Conferences/Mtgs	\$ 1,000	\$ 490	\$ 1,000	\$ 20	\$ 1,000	\$ -
01-220-202-54110	Fire Dept-Heating Oil	\$ 10,350	\$ 8,077	\$ 10,350	\$ 1,443	\$ 10,000	\$ (350)
01-220-202-57300	Fire Dept-Dues & Memberships	\$ 1,000	\$ 450	\$ 1,000	\$ 778	\$ 1,000	\$ -
01-220-202-57800	Fire Dept Expenses	\$ 20,000	\$ 21,294	\$ 21,000	\$ 14,783	\$ 21,000	\$ -
01-220-203-57800	County Dues-Radio Ant Maint	\$ 3,500	\$ 2,637	\$ 4,000		\$ 4,000	\$ -
01-220-204-54320	Fire Dept-Pump/Ladder/Hose Maint	\$ 8,500	\$ 8,794	\$ 9,000	\$ 4,250	\$ 9,000	\$ -
01-220-204-57800	Fire Dept. Equipment	\$ 15,000	\$ 16,773	\$ 15,319	\$ 6,721	\$ 20,000	\$ 4,681
01-220-205-57800	Fire Dept SCBA Bottles	\$ 3,000	\$ 1,929	\$ 3,000	\$ 1,120	\$ 3,000	\$ -
01-220-206-57800	Fire Dept Turn Out Gear	\$ 8,000	\$ 2,494	\$ 10,000	\$ 1,756	\$ 10,000	\$ -
01-231-200-53000	Orange Ambulance	\$ 40,000	\$ 34,973	\$ 45,000	\$ 21,401	\$ 63,000	
01-232-200-57323	EMT License & Recertification	\$ 2,500	\$ 3,161	\$ 2,500		\$ 2,500	
01-232-200-57800	Emergency Med. Supplies	\$ 3,500	\$ 2,922	\$ 3,500	\$ 217	\$ 3,500	
Ordinary Expenses Subtotal		\$ 139,450	\$ 125,806	\$ 148,769	\$ 63,442	\$ 174,300	\$ 7,531
Department Total		\$ 340,460	\$ 304,891	\$ 353,595	\$ 140,287	\$ 399,448	\$ 27,853

Emergency Management Department

FY2020 Highlights & Challenges

Through efforts working with the Emergency Management Department we secured grants totaling \$25,000.00 to achieve an MVP (Municipal Vulnerability Preparedness Grant Program) designation for the Town. This opens many doors to apply for climate resiliency projects. With the step forward in this route we secured funding through MassDEP to assist the Water Department with GIS mapping of the water system in Town.

Significant Budget Changes

The submitted Budget for Fiscal Year FY2021 requests a \$500 increase for equipment and a 2% COLA adjustment for wages.

FY2021 Emergency Management Department Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-291-100-51200	Emergency Mgmt. Director	\$ 2,843	\$ 2,843	\$ 2,900	\$ 1,450	\$ 2,958	\$ 58
01-291-101-51200	Emergency Mgmt Deputy Dir.	\$ 1,409	\$ 1,409	\$ 1,437	\$ 719	\$ 1,466	\$ 29
<i>Salary & Wages Subtotal</i>		\$ 4,252	\$ 4,252	\$ 4,337	\$ 2,169	\$ 4,424	\$ 87
<i>Ordinary Expenses</i>							
01-291-200-57800	Emergency Mgmt Expenses	\$ 5,500	\$ 4,233	\$ 5,500	\$ 2,360	\$ 5,500	\$ -
01-291-201-57800	Emergency Mgmt Equipment	\$ 2,500	\$ 1,476	\$ 2,500	\$ 2,500	\$ 3,000	\$ 500
<i>Ordinary Expenses Subtotal</i>		\$ 8,000	\$ 5,709	\$ 8,000	\$ 4,860	\$ 8,500	\$ 500
Department Total		\$ 12,252	\$ 9,961	\$ 12,337	\$ 7,028	\$ 12,924	\$ 587

Animal Control

FY2020 Highlights & Challenges

Throughout the year, the office has worked to maintain adequate coverage for a wide variety of animal calls that includes working with loose dogs, responding to dog bites, and responding to reports of sick animals. In addition to (80) eighty calls for service that were recorded, the Animal Control Officer (ACO) responded to many more that were called into him directly. Residents have continued demanding more from our ACO who is on call in a part-time capacity. Many additional calls were handled by the Police Department.

FY2021 Goals & Initiatives

Work to maintain basic coverage for loose dogs, dog bites and sick animals. In the future a discussion should be held on the Towns' expectation of services to see if this position should be expanded or kept at its current capacity.

Significant Budget Changes

This budget reflects a change to the wage line-item as a response to wage adjustments.

FY2021 Animal Control Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-292-100-51200	Animal Control Officer Wages	\$ 6,630	\$ 6,630	\$ 6,763	\$ 2,815	\$ 6,916	\$ 153
Salary & Wages Subtotal		\$ 6,630	\$ 6,630	\$ 6,763	\$ 2,815	\$ 6,916	\$ 153
Ordinary Expenses							
01-292-200-57800	Dog/Animal Expense	\$ 1,800	\$ 412	\$ 1,800	\$ 2,471	\$ 1,800	\$ -
01-292-201-57800	ACO Vehicle	\$ 1,200	\$ 308	\$ 1,200		\$ 1,200	\$ -
01-292-202-57800	ACO Equipment	\$ 500	\$ 250	\$ 500		\$ 500	\$ -
Ordinary Expenses Subtotal		\$ 3,500	\$ 970	\$ 3,500	\$ 2,471	\$ 3,500	\$ -
Department Total		\$ 10,130	\$ 7,600	\$ 10,263	\$ 5,286	\$ 10,416	\$ 153

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 FY2021 has been level funded.

FY2021 FCCIP Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Ordinary Expenses</i>							
01-241-200-53000	Cooperative Insp. Program	\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,750	\$ 7,600	\$ 100
Ordinary Expenses Subtotal		\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,750	\$ 7,600	\$ 100
Department Total		\$ 7,500	\$ 7,500	\$ 7,500	\$ 3,750	\$ 7,600	\$ 100

Tree Warden

FY2020 Highlights & Challenges

The Tree Warden has continued to work with residents and the Highway Department to identify trees in need of maintenance and has coordinated the priority work. The Tree Warden is also coordinating with the Planning Assistant to develop a guide for public tree replanting as a project that was previously identified as a priority.

FY2021 Goals & Initiatives

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

Significant Budget Changes

The FY2021 budget request is level funded.

FY2021 Tree Warden Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-294-100-51000	Tree Warden	\$ 2,438	\$ 2,438	\$ 2,487	\$ 1,036	\$ 2,537	\$ 50
Salary & Wages Subtotal		\$ 2,438	\$ 2,438	\$ 2,487	\$ 1,036	\$ 2,537	\$ 50
<i>Ordinary Expenses</i>							
01-294-200-53805	Tree Maintenance Services			\$ 20,000	\$ 10,100	\$ 20,000	\$ -
01-294-200-55805	Trees & Planting Supplies			\$ 12,000		\$ 12,000	\$ -
01-294-200-57800	Tree Warden Expenses	\$ 10,000	\$ 10,660		\$ 1,630		\$ -
Ordinary Expenses Subtotal		\$ 10,000	\$ 10,660	\$ 32,000	\$ 11,730	\$ 32,000	\$ -
Department Total		\$ 12,438	\$ 13,098	\$ 34,487	\$ 12,766	\$ 34,537	\$ 50

This Page Intentionally Left Blank

Section 4 | Education

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

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

Education FY2021 Budget Requests

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (02/07/2020)	FY2021 Budget Request	+/- diff from FY2020 Budget
Erving Elementary School Operating Budget							
01-300-100-51000	School Committee Salary	\$ 6,744.00	\$ 6,744.00	\$ 6,744.00	\$ 2,751.56	\$ 7,017.00	\$ 273.00
01-301-200-57800	Erv Elem School Expense	\$ 3,069,682.00	\$ 3,046,718.00	\$ 3,174,701.00	\$ 1,530,565.00	\$ 3,288,903.00	\$ 114,202.00
Erving Elementary School Operating Budget Total		\$ 3,076,426.00	\$ 3,053,462.00	\$ 3,181,445.00	\$ 1,533,316.56	\$ 3,295,920.00	\$ 114,475.00
Erving Secondary Education Operating Budget							
01-310-200-57800	Secondary Education Exp	\$ 1,358,701.00	\$ 1,287,344.00	\$ 1,358,701.00	\$ 678,640.07	\$ 1,414,064.00	\$ 55,363.00
Erving Secondary Education Operating Budget Total		\$ 1,358,701.00	\$ 1,287,344.00	\$ 1,358,701.00	\$ 678,640.07	\$ 1,414,064.00	\$ 55,363.00
Franklin County Technical School Operating Budget							
01-320-100-51000	Tech School Committee Salary	\$ 1,349.00	\$ 1,349.00	\$ 1,349.00	\$ 687.99	\$ 1,403.50	\$ 54.50
01-321-200-57800	F.C. Tech School Assessmnt	\$ 528,828.00	\$ 528,828.00	\$ 561,899.00	\$ 280,949.50	\$ 488,703.00	\$ (73,196.00)
01-322-200-57800	F.C. Tech Sch Capital Assess	\$ 14,110.00	\$ 14,109.17	\$ 17,763.00	\$ 17,762.84	\$ 15,085.00	\$ (2,678.00)
Franklin County Technical School Operating Total		\$ 544,287.00	\$ 544,286.17	\$ 581,011.00	\$ 299,400.33	\$ 505,191.50	\$ (75,819.50)
Education Total		\$ 4,979,414.00	\$ 4,885,092.17	\$ 5,121,157.00	\$ 2,511,356.96	\$ 5,215,175.50	\$ 94,018.50

Erving Elementary School

FY2020 Highlights & Challenges

FY20 has seen continued growth in the support we provide for children focusing on educating the “Whole Child”; addressing their social, emotional and academic needs. In order to provide this opportunity for our learners, the school has provided additional adult support and consultation services for students outlined by their Individualized Educational Plans (IEPs). These additional supports accounts for the increase in special education contracted services and paraprofessional salary lines.

The additional column and steps added to the teacher’s contract, encouraged several staff members to pursue professional development opportunities to earn graduate course credits and increase their salary step(s). Professional development courses enable educators an opportunity to continue to develop their knowledge and teaching skills. The addition of the +45 column increased the professional development and teacher salary lines.

FY2021 Goals & Initiatives

There are minimal budget requests this year due in part to the majority of the budget allocated to staff professional devolvement, staff salaries and special education contracted services.

We will continue to provide services for all of our students with and without Individual Educational Plans. Support services will be provided by EES staff and outside contracted services as needed.

We will continue to support the cost of teacher professional development and course reimbursement. The additional course work will help teachers to strengthen inclusive practices, expand access and opportunity, and improve teaching and learning in order for all students at EES to achieve at high levels.

Significant Budget Changes

- *Line 30 - Decrease in Salary due to New Principal to district
- *Line 37,38,39 - Increase in Teacher Salaries reflective of lane changes and the new contract with additional lane
- *Line - Increase in Paraprofessional Salaries due to the educational needs of new students at EES
- *Line 40 - Increase Early Childhood Coordinator under-budgeted in FY19 at .2 FTE
- *Line 43- Sped Contracted Services - Increase due to contracted BCBA services outlined in the IEP of a new EES student
- *Line 51 - Increase in Prof Dev Contracted Services due to the +45-column added to the teacher contract (Professional Development and Outside Trainings, Course Reimbursement)

FY2021 Budget Request

80		2016	2016	2017	2017	2018	2018	2019	2019	2020	2021	2021 less 2020		
LINE	ACCOUNT TITLE	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	\$ DIFF	% DIFF	
ADMINISTRATION														
1	SC CONTRACTED SERVICES	4,000	8,683	4,000	4,659	4,000	7,993	4,000	4,819	4,000	4,000	0	0.0%	
2	SCHOOL COMMITTEE ADVERTISING	4,000	1,467	4,000	1,430	4,000	1,930	4,000	2,689	4,000	4,000	0	0.0%	
3	OTHER EXPENSE-SCHOOL COMMITTEE	4,500	750	2,000	750	2,000	300	2,000	600	2,000	2,000	0	0.0%	
4	LEGAL COUNSEL-LOCAL BUDGET	5,000	4,800	5,000	4,800	5,000	5,247	5,000	4,800	5,000	5,000	0	0.0%	
5	NETWORK SUPPORT / MAINTENANCE										0	0	FY20=0	
6	U28 SUPERINTENDENT'S SALARY	33,964	31,523	30,735	30,809	30,825	30,836	32,995	34,681	31,984	33,824	1,840	5.8%	
7	U28 SECRETARY'S SALARY	12,840	12,806	13,136	13,778	13,991	14,890	14,951	14,935	13,848	14,659	811	5.9%	
8	U28 CONTRACTED SERVICES	112	199	38	0	185	285	194	467	359	372	13	3.7%	
9	U28 PROFESSIONAL LIBRARY	50	28	50	0	49	128	52	0	120	124	4	3.7%	
10	U28 SUPERINTENDENT MISC EXPENSE								316	927	1,054	127	13.7%	
11	U28 EDUC LEADERSHIP IMPRVMT DUES	624	589	653	580	642	614	725	673	670	694	24	3.6%	
12	U28 SUPT'S CONFERENCE	624	409	753	1,855	741	1,134	777	501	957	992	35	3.7%	
13	U28 SUPERINTENDENT'S TRAVEL	624	729	628	552	617	593	777	527	718	744	26	3.7%	
14	U28 DIRECTOR OF FINANCE/OPERATIONS	20,725	20,740	23,819	23,780	25,184	23,826	25,503	25,926	24,015	25,428	1,413	5.9%	
15	U28 FISCAL AGENT TREASURER	320	0	350	0	350	0	0	0	0	0	0	FY20=0	
16	U28 FINANCE SUPPORT SALARIES	24,142	24,111	25,161	25,433	25,072	26,726	26,828	28,172	26,333	23,005	(3,328)	-12.8%	
17	U28 SUB CALLER	1,501	1,497	1,535	1,535	1,540	1,532	1,647	1,665	1,552	1,644	92	5.9%	
18	U28 OFFICE SUPPLIES	1,498	1,166	1,507	1,420	1,481	1,297	1,555	1,149	1,435	1,488	53	3.7%	
19	U28 POSTAGE	936	386	942	956	617	374	648	518	478	496	18	3.7%	
20	U28 MACHINE RENTAL CONTRACT	255	255	256	192	252	596	264	682	718	744	26	3.7%	
21	U28 MACHINE MAINTENANCE	812	542	628	618	617	76	700	192	646	670	24	3.7%	
22	U28 CLASSIFIED ADS	375	20	251	354	62	58	130	0	120	124	4	3.7%	
23	U28 OTHER CONFERENCES	250	145	251	0	247	472	518	155	478	744	266	55.5%	
24	U28 DIRECTOR OF FINANCE TRAVEL	312	317	314	292	309	309	324	329	299	595	296	99.0%	
25	U28 LEGAL COUNSEL-UNION	599	599	603	603	593	543	622	622	574	744	170	29.6%	
26	U28 RECORDS RETENTION								0	496	496	0	FY20=0	
27	U28 COMPUTER CONTRACTED SERVICES	3,477	3,227	3,515	3,902	3,526	3,065	3,757	4,412	3,827	4,340	513	13.4%	
28	U28 ADMINISTRATIVE TECHNOLOGY SUPPLIES	250	58	126	126	123	0	130	28	120	124	4	3.7%	
29	U28 SUPT AND FINANCE DR MISC EXP								518	341	359	372	13	3.7%
	TOTAL ADMINISTRATION	121,790	115,046	120,249	118,424	122,023	122,824	128,615	129,199	125,535	128,477	2,942	2.3%	
INSTRUCTION														
30	PRINCIPAL'S SALARY	91,258	91,258	93,083	93,083	#REF!	97,000	101,000	101,000	101,000	89,250	(11,750)	-11.8%	
31	CLERICAL SALARY	46,337	41,775	50,707	55,861	56,638	56,079	57,091	57,549	58,770	60,094	1,324	2.3%	
32	COPIER MAINTENANCE	4,100	2,554	4,100	2,530	4,100	6,724	4,100	4,815	6,000	6,000	0	0.0%	
33	OFFICE SUPPLIES	5,400	5,659	5,400	5,280	5,400	3,359	5,400	5,327	5,400	3,400	(2,000)	-37.0%	
34	PRINCIPAL PROFESSIONAL EXPENSE	2,000	1,125	2,000	1,674	2,000	1,249	2,000	1,850	2,000	2,000	0	0.0%	
35	PRINCIPAL TECHNOLOGY	1,000	0	1,000	0	1,000	0	1,000	1,948	1,000	1,000	0	0.0%	
36	SUMMER / TUTOR PROGRAMS	20,500	16,183	20,500	17,798	20,500	22,783	24,000	21,451	26,000	26,000	0	0.0%	
37	CLASSROOM TEACHERS' SALARIES REG ED	771,563	771,156	891,296	784,720	864,854	911,219	891,912	864,743	936,005	972,026	36,021	3.8%	
38	SPECIALIST TEACHERS' SALARIES REG ED	108,090	105,694	89,048	126,319	178,123	68,033	175,396	150,732	202,761	215,168	12,408	6.1%	
39	SPECIALIST TEACHERS' SALARIES SPED	232,986	230,089	261,691	243,299	268,410	238,683	247,119	287,646	289,022	295,592	6,570	2.3%	
40	EARLY CHILDHOOD COORDINATOR	20,808	35,292	28,785	34,543	48,387	36,290	38,220	38,908	14,056	45,154	31,098	221.2%	
41	INCLUSION/CURR SPECIALIST	14,138	0	20,236		#REF!						0	FY20=0	
42	THERAPEUTIC SERVICE (SPEECH, OT)	163,132	165,845	173,738	169,575	#REF!	176,325	180,293	180,453	183,899	188,928	5,029	2.7%	
43	SPED CONTRACTED SERVICES	5,000	14,988	5,000	15,345	11,000	20,445	15,000	24,423	19,000	24,000	5,000	26.3%	
44	SUBSTITUTES' SALARIES-REG ED	19,000	26,832	19,000	21,226	21,000	25,875	21,000	29,456	23,000	28,000	5,000	21.7%	
45	SUBSTITUTES' SALARIES-SPED	3,500	75	3,500	895	3,500	1,249	3,500	1,070	3,500	3,500	0	0.0%	
46	TEACHER AIDES' SALARIES REG ED	59,895	90,342	75,717	94,041	68,401	106,454	76,284	61,122	59,996	292,216	233,119	394.5%	
47		74	286,650	264,205	302,929	266,422	307,574	287,314	337,082	307,285	344,732	145,225	(199,507)	-57.9%
48	LIBRARY TEACHER	54,262	56,979	69,354	67,654	#REF!	69,724	72,333	72,333	73,780	76,006	2,226	3.0%	
49	PROF DEV SUBSTITUTES' SALARIES REG ED	4,000	415	4,000	1,300	4,000	1,010	4,000	680	4,000	4,000	0	0.0%	
50	PROF DEV SUBSTITUTES' SALARIES SPED	1,000	0	1,000	195	1,000	550	1,000	380	1,000	1,000	0	0.0%	
51	PROF DEV CONTRACTED SERVICE	9,000	5,587	9,000	15,481	13,000	17,712	15,000	21,456	15,000	20,000	5,000	33.3%	
52	PROF DEV STAFF LIBRARY MATERIALS	500	522	500	413	500	478	500	481	500	500	0	0.0%	
53	TEXTBOOKS & INSTRUCTIONAL MATERIALS	9,500	28,944	9,500	18,928	13,500	10,944	13,500	8,815	13,500	13,500	0	0.0%	
54	AUDIO VISUAL MATERIALS	1,950	1,923	0	599	0						0	FY20=0	
55	LIBRARY MATERIALS	2,250	2,246	4,200	3,702	4,200	4,207	4,200	4,152	4,200	4,200	0	0.0%	
56	SPED INSTRUCTIONAL SUPPLIES	2,500	705	2,500	3,061	2,500	799	3,000	2,820	3,000	3,000	0	0.0%	
57	COPIER LEASE	4,600	4,602	4,600	4,602	4,600	4,770	6,000	5,748	6,000	6,000	0	0.0%	
58	INSTRUCTIONAL SUPPLIES	14,000	13,567	14,000	13,074	17,000	10,576	17,000	18,653	17,000	17,000	0	0.0%	
59	FIELD TRIPS & PROGRAMS	7,000	12,428	9,000	8,344	9,000	8,236	10,000	8,296	10,000	10,000	0	0.0%	
60	INSTRUCTIONAL SERVICES-CONT S			0	23,640	0		0	0	0	0	0	FY20=0	
61	INSTRUCTIONAL TECHNOLOGY MATERIALS	9,000	16,595	9,000	9,229	9,000	2,653	12,000	6,871	12,000	12,000	0	0.0%	
62	TESTING & ASSESSMENT MATERIALS	1,600	45	1,600	316	1,600	72	1,600	831	1,600	1,600	0	0.0%	
63	PSYCHOLOGIST'S SALARY	72,474	72,474	72,827	74,417	75,533	75,550	77,304	54,871	57,648	63,592	5,944	10.3%	
64	U28 DIRECTOR OF STUDENT SUPPORT	16,385	16,030	22,573	15,799	22,665	16,665	25,038	19,454	23,601	24,989	1,388	5.9%	
65	U28 STUDENT SUPPORT COORDINATOR	5,916	7,867	9,570	8,635	9,968	8,468	10,655	9,955	11,078	13,926	2,848	25.7%	
66	U28 DATA & EVAL SPECIALIST								0	0	0	0	FY20=0	
67	U28 DIRECTOR OF LEARNING DESIGN	0	0	0	0	9,382	9,382	10,760	10,939	10,142	10,739	597	5.9%	
68	U28 EC COORDINATOR	0	0	0	0	458	467	782	795	1,256	1,626	370	29.5%	
69	U28 EC PROGRAM ASSISTANT	0	0	0	0	191	191	272	276	670	910	240	35.7%	
70	U28 GRANT APPLICATION STIPENDS									120	372	252	211.0%	
71	U28 SPED DIR INSTRUCTIONAL SUPPLIES	250	69	251	54	123	26	130	92	120	124	4	3.7%	
72	U28 SPED DIRECTOR'S TRAVEL	749	749	753	753	741	741	777	790	718	893	175	24.4%	
73	U28 PROFESSIONAL DEVELOPMENT	2,497	3,843	2,511	2,447	0	1,320	1,036	1,179	718	1,488	770	107.4%	
	TOTAL INSTRUCTION	2,074,790	2,108,662	2,294,470	2,205,254	#REF!	2,303,622	2,467,284	2,389,645	2,542,891	2,685,018	142,126	5.6%	

Secondary Education

The FY2021 budget reflects a 2% increase over FY2020.

Line	ACCOUNT NUMBER	ACCOUNT TITLE	2016 BUDGET	2016 ACTUAL	2017 BUDGET	2017 ACTUAL	2018 BUDGET	2018 ACTUAL	2019 BUDGET	2019 ACTUAL	2020 BUDGET	2021 BUDGET	2021 less 2020	% DIFF
ADMINISTRATION														
1	10011.11.1.110.8.03.13.0.00	SCHOOL COMMITTEE SALARIES	3,150	0	3,150	164	3,150	645	3,150	1,349	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	0	600	600	0	0.0%
3	10011.11.1.110.8.06.60.0.00	MASC DUES	1,200	432	1,200	457	1,200	482	1,200	500	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	0	100	100	0	0.0%
5	10011.11.1.430.8.04.40.0.00	LEGAL SERVICES SECONDARY	600	600	600	71	600	0	600	0	600	600	0	0.0%
		TOTAL ADMINISTRATION	5,650	1,032	5,650	692	5,650	1,127	5,650	1,849	5,650	5,650	0	0.0%
INSTRUCTION														
6	10011.11.2.110.2.06.64.0.00	SPED TRAVEL	250	0	250	0	250	0	250		250	250	0	0.0%
7	10011.11.2.210.8.02.11.0.00	STUDENT SUPPT SVS COORD SEC	1,972	0	2,018	0	2,200	0	2,200		5,700	5,825	125	2.2%
8	10011.11.2.310.1.01.10.0.00	LIAISON STIPEND	3,500	0	3,500	0	3,500	0	3,500		0	0	0	FY20=0
9	10011.11.2.320.2.04.27.0.00	SPED CONTRACTED SERVICES	6,000	4,732	6,000	1,059	6,000	600	6,000	3,315	2,000	2,000	0	0.0%
10	10011.11.2.415.2.05.50.0.00	SPED INSTRUCTIONAL MATERIALS	0	1,290	0	0	1,200	0	1,200	0	1,200	1,200	0	0.0%
11	10011.11.2.440.1.04.47.0.00	CONTRACTED SERVICES	1,500	0	1,500	0	1,500	0	1,500	0	1,500	1,500	0	0.0%
		TOTAL INSTRUCTION	13,222	6,022	13,268	1,059	14,650	600	14,650	3,315	10,650	10,775	125	1.2%
OTHER SCHOOL SERVICES														
12	10011.11.3.300.1.04.42.0.00	SECONDARY TRANSPORTATION	95,585	108,048	98,453	91,531	110,000	91,363	105,000	93,048	106,000	108,763	2,763	2.6%
13	10011.11.3.300.2.04.47.0.00	SPED TRANSPORTATION	39,600	53,903	77,314	74,752	37,447	62,705	40,602	62,745	60,000	37,000	(23,000)	-38.3%
		TOTAL OTHER SCHOOL SERVICES	135,185	161,951	175,767	166,283	147,447	154,068	145,602	155,793	166,000	145,763	(20,237)	-12.2%
PROGRAMS WITH OTHER SCHOOLS														
14	10011.11.9.100.1.00.85.0.00	REGULAR TUITION PUBLIC SCHOOLS	671,614	621,754	678,896	548,385	597,757	532,433	686,795	604,554	638,460	777,806	139,346	21.8%
15	10011.11.9.100.2.00.85.0.00	SPED TUITION PUBLIC SCHOOLS	162,572	194,888	329,343	214,659	271,378	283,549	314,460	321,349	349,890	356,560	6,670	1.9%
16	10011.11.9.300.2.00.85.0.00	SPED TUITION NON PUBLIC SCHOOLS	218,621	206,716	290,863	287,041	299,588	220,769	191,545	180,484	188,051	89,574	(98,477)	-52.4%
17	10011.11.9.400.2.00.85.0.00	SPED TUITION COLLABORATIVE	0	1,191	126,000	0	0	0	0	0	0	0	0	FY20=0
		TOTAL PROGRAMS WITH OTHER SCHOOLS	1,052,807	1,024,549	1,425,102	1,050,085	1,168,723	1,036,751	1,192,799	1,106,387	1,176,401	1,223,939	47,538	4.0%
18		GRAND TOTAL SECONDARY EDUCATION	1,206,864	1,193,554	1,619,787	1,218,118	1,336,470	1,192,546	1,358,701	1,267,344	1,358,701	1,386,128	27,427	2.0%

Franklin County Technical School

FY 2021 ANNUAL ASSESSMENTS (Statutory Assessment Method)

TOWN	Oct. 1, 2019 Enrollment	FY 2021 Rate	MINIMUM CONTRIBUTION	TRANSPORTATION (Net of State Aid)	Above Net School Spending	E & D CREDIT	LOCAL ASSESSMENT	Assessment Per Pupil
BERNARDSTON	28	5.7732%	\$276,070	\$16,484	\$92,535	(\$12,701)	\$372,388	\$13,299.57
BUCKLAND	6	1.2371%	\$63,660	\$3,532	\$19,829	(\$2,722)	\$84,300	\$14,050
COLRAIN	25	5.1546%	\$252,604	\$14,717	\$82,621	(\$11,340)	\$338,602	\$13,544
CONWAY	5	1.0309%	\$77,175	\$2,943	\$16,524	(\$2,268)	\$94,375	\$18,875
DEERFIELD	17	3.5052%	\$255,277	\$10,008	\$56,182	(\$7,711)	\$313,756	\$18,456
ERVING	26	5.3608%	\$399,265	\$15,306	\$85,926	(\$11,794)	\$488,703	\$18,796
GILL	12	2.4742%	\$147,904	\$7,064	\$39,658	(\$5,443)	\$189,183	\$15,765
GREENFIELD	100	20.6186%	\$799,149	\$58,870	\$330,484	(\$45,361)	\$1,143,142	\$11,431
HEATH	5	1.0309%	\$39,103	\$2,943	\$16,524	(\$2,268)	\$56,303	\$11,261
LEYDEN	3	0.6186%	\$46,305	\$1,766	\$9,915	(\$1,361)	\$56,625	\$18,875
MONTAGUE	105	21.6495%	\$868,933	\$61,813	\$347,008	(\$47,629)	\$1,230,125	\$11,715
NEW SALEM	7	1.4433%	\$83,191	\$4,121	\$23,134	(\$3,175)	\$107,270	\$15,324
NORTHFIELD	27	5.5670%	\$369,191	\$15,895	\$89,231	(\$12,247)	\$462,069	\$17,114
ORANGE	66	13.6082%	\$336,160	\$38,854	\$218,119	(\$29,938)	\$563,195	\$8,533
SHELburne	14	2.8666%	\$181,913	\$8,242	\$46,268	(\$6,351)	\$230,072	\$16,434
SUNDERLAND	10	2.0619%	\$154,350	\$5,887	\$33,048	(\$4,536)	\$188,749	\$18,875
WARWICK	6	1.2371%	\$71,411	\$3,532	\$19,829	(\$2,722)	\$92,051	\$15,342
WENDELL	11	2.2680%	\$79,999	\$6,476	\$36,353	(\$4,990)	\$117,838	\$10,713
WHATELY	12	2.4742%	\$182,062	\$7,064	\$39,658	(\$5,443)	\$223,341	\$18,612
TOTAL	485	100%	\$4,683,722	\$285,518	\$1,602,847	(\$220,000.00)	\$6,352,087	\$13.097

ANNUAL OPERATING ASSESSMENTS - 4 YEAR TREND

Town	Enrollment				Enrollment %				FY 18 Assessment	FY 19 Assessment	FY 20 Assessment	FY 21 Assessment	Assessment Change	Enrollment Change
	Oct-16	Oct-17	Oct-18	Oct-19	FY 18	FY 19	FY 20	FY 21						
BERNARDSTON	21	27	29	28	4.81%	6.05%	6.26%	5.77%	\$271,979	\$370,729	\$394,796	\$372,388	-5.68%	-3.45%
BUCKLAND	9	7	8	6	2.06%	1.57%	1.73%	1.24%	\$132,515	\$103,582	\$110,762	\$84,300	-23.89%	-25.00%
COLRAIN	21	17	23	25	4.81%	3.81%	4.97%	5.15%	\$282,776	\$246,726	\$321,238	\$338,602	5.41%	8.70%
CONWAY	7	9	6	5	1.60%	2.02%	1.30%	1.03%	\$122,619	\$164,290	\$112,380	\$94,375	-16.02%	-16.67%
DEERFIELD	16	14	15	17	3.66%	3.14%	3.24%	3.51%	\$288,464	\$255,451	\$275,794	\$313,756	13.76%	13.33%
ERVING	33	29	30	26	7.55%	6.50%	6.48%	5.36%	\$596,850	\$528,828	\$561,899	\$488,703	-13.03%	-13.33%
GILL	10	10	11	12	2.29%	2.24%	2.38%	2.47%	\$142,934	\$146,544	\$169,718	\$189,183	11.47%	9.09%
GREENFIELD	109	97	96	100	24.94%	21.75%	20.73%	20.62%	\$1,300,023	\$1,152,518	\$1,131,609	\$1,143,142	1.02%	4.17%
HEATH	12	13	9	5	2.75%	2.91%	1.94%	1.03%	\$136,257	\$157,431	\$101,801	\$56,303	-44.69%	-44.44%
LEYDEN	7	7	5	3	1.60%	1.57%	1.08%	0.62%	\$126,886	\$127,364	\$93,650	\$56,625	-39.54%	-40.00%
MONTAGUE	59	76	85	105	13.50%	17.04%	18.36%	21.65%	\$747,340	\$951,505	\$1,055,178	\$1,230,125	16.58%	23.53%
NEW SALEM	3	3	7	7	0.69%	0.67%	1.51%	1.44%	\$40,121	\$41,091	\$101,765	\$107,270	5.41%	0.00%
NORTHFIELD	35	30	28	27	8.01%	6.73%	6.05%	5.57%	\$569,124	\$500,034	\$462,216	\$462,069	-0.03%	-3.57%
ORANGE	61	63	70	66	13.96%	14.13%	15.12%	13.61%	\$543,103	\$561,182	\$633,512	\$563,195	-11.10%	-5.71%
SHELburne	3	6	7	14	0.69%	1.35%	1.51%	2.89%	\$51,056	\$103,991	\$117,108	\$230,072	96.46%	100.00%
SUNDERLAND	6	10	6	10	1.37%	2.24%	1.30%	2.06%	\$101,400	\$170,950	\$106,173	\$188,749	77.78%	66.67%
WARWICK	9	10	7	6	2.06%	2.24%	1.51%	1.24%	\$120,898	\$137,947	\$99,025	\$92,051	-7.04%	-14.29%
WENDELL	7	9	12	11	1.60%	2.02%	2.59%	2.27%	\$87,937	\$116,856	\$151,292	\$117,838	-22.11%	-8.33%
WHATELY	9	9	9	12	2.06%	2.02%	1.94%	2.47%	\$162,118	\$162,113	\$167,162	\$223,341	33.61%	33.33%
TOTAL	437	446	463	485	100%	100%	100%	100%	\$5,824,400	\$5,999,132	\$6,167,078	\$6,352,087		

FY 2021 CAPITAL ASSESSMENTS
(Second year of 15 year bonds)

TOWN	US Census Population 2010	Population Rate to Total District Population	Equalized Valuation 2018	E.V. Rate to Total District Equalized Valuation	Capital Assessment Rate (Pop.Rate + EV Rate/2)	Capital Assessment \$201,620.00
BERNARDSTON	2129	3.33%	\$216,624,000	2.94%	3.14%	\$6,322.04
BUCKLAND	1902	2.98%	\$216,985,500	2.94%	2.96%	\$5,968.84
COLRAIN	1671	2.62%	\$179,350,200	2.43%	2.52%	\$5,089.60
CONWAY	1897	2.97%	\$270,902,400	3.68%	3.32%	\$6,698.45
DEERFIELD	5125	8.02%	\$711,485,200	9.65%	8.84%	\$17,817.81
ERVING	1800	2.82%	\$895,171,300	12.15%	7.48%	\$15,084.43
GILL	1500	2.35%	\$160,146,100	2.17%	2.26%	\$4,557.13
GREENFIELD	17456	27.32%	\$1,502,607,800	20.39%	23.85%	\$48,093.98
HEATH	706	1.10%	\$93,228,900	1.26%	1.18%	\$2,389.09
LEYDEN	711	1.11%	\$92,167,800	1.25%	1.18%	\$2,382.47
MONTAGUE	8437	13.20%	\$878,728,100	11.92%	12.56%	\$25,330.84
NEW SALEM	990	1.55%	\$113,802,700	1.54%	1.55%	\$3,118.58
NORTHFIELD	3032	4.75%	\$425,727,800	5.78%	5.26%	\$10,606.93
ORANGE	7839	12.27%	\$534,082,800	7.25%	9.76%	\$19,673.16
SHELBURNE	1893	2.96%	\$249,718,300	3.39%	3.18%	\$6,402.38
SUNDERLAND	3684	5.77%	\$374,363,600	5.08%	5.42%	\$10,933.02
WARWICK	780	1.22%	\$78,434,800	1.06%	1.14%	\$2,303.49
WENDELL	848	1.33%	\$95,742,900	1.30%	1.31%	\$2,647.52
WHATELY	1496	2.34%	\$280,732,300	3.81%	3.08%	\$6,200.24
TOTAL	63896	100.00%	\$7,370,002,500	100.00%	100.00%	\$201,620.00

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

This Page Intentionally Left Blank

Section 5 | Public Works

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

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

Highway, Snow Removal, Streetlights, Fuel & Cemetery Maintenance

FY2020 Highlights & Challenges

The Department has completed and is in the process of completing several projects. The Department continues to work on American with Disabilities Act (ADA) compliance issues with sidewalks. This work will include tree removal, stump grinding, and the removal and reset of sidewalk panels that have raised up from tree roots. This work is being done in coordination with the Tree Warden. The Department will conduct this work while working on a larger sidewalk replacement project. Culvert and drainage issues were addressed on Mountain Road, North Street, Paper Mill Road, Wheelock Street, High Street, and on Highland Avenue.

The Department is working with the Wastewater Department on a project to assess the sewer line on Central Street. The project could involve the installation of two (2) new structures and up to 350' of sewer pipe. The Department has also continued working with Weston & Sampson and the Board of Selectmen on the plans to upgrade the public roadways on River Street, Strachan Street, and Warner Street.

Additionally, the Department has maintained regular services and the annual programs which include Almost Anything Goes, street sweeping, and leaf collection. The Cemetery has continued work on the gravestone restoration project. Stones were cleaned, repaired, and reset. A report is generated that details the repair on each stone and has been placed on the Town website.

FY2021 Goals & Initiatives

In FY2021 the Department is working to increase the use of road salt and reduce the use of sand during snow removal. As a result of the culvert inventory and assessment project the Department is requesting an increase for contracted services which will allow for more catch basin cleaning and maintenance.

Significant Budget Changes

The Department expenses will increase in the following line-items: telephones for municipal employees. The purchase of safety wear and OSHA related equipment. The Snow Removal material line-item is increased to allow for use more salt and less sand. Additionally, the contracted services line-item will increase to allow for more maintenance and cleaning of catch basins and culverts.

FY2021 Highway, Snow Removal, Streetlights, Fuel & Cemetery Maintenance Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Highway Department							
<i>Salary & Wages</i>							
01-422-100-51100	Highway Wages	\$ 253,434	\$ 245,731	\$ 182,580	\$ 70,100	\$ 182,580	\$ -
01-422-100-51400	Highway Dept-Longevity	\$ 1,250	\$ 1,250	\$ 1,275		\$ 1,275	\$ -
01-422-100-51900	Highway Dept-Clothing Allowance	\$ 1,250	\$ 1,500	\$ 750	\$ 750	\$ 750	\$ -
01-422-103-51300	Highway Overtime	\$ 7,140	\$ 15,092	\$ 10,200	\$ 8,016	\$ 15,000	\$ 4,800
01-423-100-51100	Snow Removal Wages	\$ 20,000	\$ 22,776	\$ 28,050	\$ 521	\$ 28,050	\$ -
Salary & Wages Subtotal		\$ 283,074	\$ 286,349	\$ 222,855	\$ 79,387	\$ 227,655	\$ 4,800
<i>Ordinary Expenses</i>							
01-422-201-53800	Highway-Contracted Services			\$ 15,750	\$ 200	\$ 20,000	\$ 4,250
01-422-201-55800	Highway-Materials			\$ 14,750	\$ 1,597	\$ 14,750	\$ -
01-422-201-57800	Highway Mat.-Roads-Equip	\$ 67,600	\$ 77,570	\$ 8,700	\$ 1,152	\$ 8,700	\$ -
01-422-202-52110	Hwy Dept-Electricity	\$ 500	\$ 50	\$ 500	\$ 180	\$ 600	\$ 100
01-422-202-52310	Hwy-Telephone			\$ 3,100	\$ 1,362	\$ 3,760	\$ 660
01-422-202-52400	Hwy-Vehicle Repair & Maint			\$ 10,000	\$ 16,325	\$ 10,000	\$ -
01-422-202-53000	Hwy Dept-Software Maint			\$ 7,500		\$ 7,500	\$ -
01-422-202-53805	Hwy-FRCOG Bids/Contracts			\$ 2,500	\$ 2,310	\$ 2,500	\$ -
01-422-202-53810	Hwy-Roadside Mower			\$ 1,000		\$ 1,000	\$ -
01-422-202-55805	Hwy-Safety Wear			\$ 1,700	\$ 2,225	\$ 2,000	\$ 300
01-422-202-55806	Hwy-OSHA Equipment			\$ 2,000	\$ 928	\$ 3,000	\$ 1,000
01-422-202-57800	Hwy Office & Misc	\$ 1,000	\$ 995	\$ 1,000		\$ 1,000	\$ -
01-422-202-57810	Hwy-Certifications/Licenses			\$ 500	\$ 120	\$ 500	\$ -
01-423-200-57800	Snow Removal Material	\$ 22,500	\$ 23,851	\$ 25,000	\$ 561	\$ 30,000	\$ 5,000
Ordinary Expenses Subtotal		\$ 91,600	\$ 102,467	\$ 94,000	\$ 26,960	\$ 105,310	\$ 11,310
Highway Department Total		\$ 374,674	\$ 388,816	\$ 316,855	\$ 106,347	\$ 332,965	\$ 16,110
Streetlights							
<i>Ordinary Expenses</i>							
01-424-200-52110	Street Lights-Electricity	\$ 20,000	\$ 12,395	\$ 15,000	\$ 3,146	\$ 15,000	\$ -
01-424-200-53800	Street Lights-Purchased Services			\$ 3,000	\$ 173	\$ 3,000	\$ -
01-424-200-55805	Street Lights-Supplies & Equipment			\$ 2,000	\$ 512	\$ 2,000	\$ -
01-424-200-57800	Street Lights		\$ 185				\$ -
Ordinary Expenses Subtotal		\$ 20,000	\$ 12,581	\$ 20,000	\$ 3,831	\$ 20,000	\$ -
Streetlights Total		\$ 20,000	\$ 12,581	\$ 20,000	\$ 3,831	\$ 20,000	\$ -
Town-wide Fuel							
<i>Ordinary Expenses</i>							
01-429-200-54112	Fuel Fund-Gasoline	\$ 24,000	\$ 21,760	\$ 24,000	\$ 10,077	\$ 24,000	\$ -
01-429-200-54113	Fuel Fund-Diesel	\$ 24,000	\$ 14,065	\$ 24,000	\$ 6,362	\$ 24,000	\$ -
01-429-200-54810	Fuel Fund						\$ -
Ordinary Expenses Subtotal		\$ 48,000	\$ 35,825	\$ 48,000	\$ 16,439	\$ 48,000	\$ -
Town-wide Fuel Total		\$ 48,000	\$ 35,825	\$ 48,000	\$ 16,439	\$ 48,000	\$ -
Cemetery Maintenance							
<i>Ordinary Expenses</i>							
01-491-200-53805	Cemetery-Mowing/Landscaping Servic			\$ 14,000	\$ 5,800	\$ 14,000	
01-491-200-57800	Cemetery Expenses	\$ 1,000	\$ 1,000	\$ 10,000	\$ 5,000	\$ 10,000	
Ordinary Expenses Subtotal		\$ 1,000	\$ 1,000	\$ 24,000	\$ 10,800	\$ 24,000	\$ -
Cemetery Maintenance Total		\$ 1,000	\$ 1,000	\$ 24,000	\$ 10,800	\$ 24,000	\$ -
Highway, Streetlight, Fuel & Cemetery Maintenance Total		\$ 443,674.00	\$ 438,221.25	\$ 408,855.00	\$ 137,417.10	\$ 424,965.00	\$ 16,110.00

Solid Waste Management

FY2020 Highlights & Challenges

In FY2020 the Town entered into a second year of working with USA Waste & Recycling for curbside collection of household waste and recycling. Overall the service has resulted in timely collection of refuse, no cancellations, and a significant reduction in calls from residents about service issues.

FY2021 Goals & Initiatives

The Town is working with the Franklin County Solid Waste Management District to assess options for recycling disposal. A new operator has been selected to operation the MRF in Springfield, Massachusetts and the Towns have been notified that it will now cost \$93.50 per ton to dispose of recycling. While it was anticipated that the Town may incur a cost for disposal, this is a significant change that the Town was not expecting. Additionally, the disposal costs for trash is also expected to increase and the Town is engaging in negotiations with USA Waste & Recycling for this cost.

Significant Budget Changes

The cost of trash & recycling disposal has increased significantly.

FY2021 Solid Waste Management Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-431-200-53000	F.C. Waste Mgn Dist.	\$ 15,374	\$ 15,374	\$ 15,214	\$ 7,744	\$ 17,553	\$ 2,339
01-433-200-53800	Trash/Recycling Collection	\$ 109,000	\$ 113,790	\$ 102,512	\$ 44,442	\$ 147,000	\$ 44,488
01-433-200-53801	Almost Anything Goes	\$ 15,000	\$ 15,436	\$ 15,000		\$ 15,000	\$ -
01-433-201-53800	Hazardous Waste Collection	\$ 1,000	\$ 845	\$ 1,000	\$ 814	\$ 1,000	\$ -
01-433-202-53800	Maple Ave Landfill Monitoring	\$ 12,000	\$ 12,000	\$ 15,000		\$ 15,000	\$ -
01-433-901-57800	Maple Ave Landfill-Closure		\$ 3,118				\$ -
01-433-902-57800	Trash/Recycling Bill of Prior Yr			\$ 1,488			\$ (1,488)
Ordinary Expenses Subtotal		\$ 152,374	\$ 160,563	\$ 150,214	\$ 53,000	\$ 195,553	\$ 45,339
Department Total		\$ 152,374	\$ 160,563	\$ 150,214	\$ 53,000	\$ 195,553	\$ 45,339

Wastewater Enterprise Fund

FY2020 Highlights & Challenges

The Department completed the installation of the force sewer main from Care Drive to tie into the sewer system at the Erving Elementary School to allow for future senior housing. The Department continued on the planning/engineering of the force sewer main replacement from Arch Street pump station to POTW#2. Additionally, the Department worked to integrate the Water Department with the Wastewater Department

FY2021 Goals & Initiatives

In FY2021, the Department will continue with the Arch Street force main sewer replacement project as well as the work on the assessment of the double barrel syphon that conveys wastewater to POTW#1. The Department will continue to assess the need to replace and install a new sewer structure and pipe on Central St. Additionally, work will continue to bring the Department up to OSHA standards

Significant Budget Changes

The FY2021 budget request reflects slight increases in lab expenses and maintenance.

FY2021 Wastewater Enterprise Fund Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
60-440-101-51100	Chief Operator	\$ 64,020	\$ 63,773	\$ 64,020	\$ 26,232	\$ 67,983	\$ 3,963
60-440-102-51100	Assistant Operator	\$ 47,750	\$ 47,570	\$ 47,750	\$ 19,323	\$ 54,865	\$ 7,115
60-440-103-51100	Operator	\$ 40,593	\$ 41,538	\$ 40,593	\$ 16,986	\$ 46,786	\$ 6,193
60-440-105-51200	Secretary					\$ -	\$ -
60-440-106-51300	Unforeseen Overtime	\$ 15,300	\$ 27,367	\$ 15,300	\$ 8,176	\$ 15,300	\$ -
60-440-107-51100	Longevity Pay					\$ -	\$ -
60-440-107-51400	Longevity Pay	\$ 2,000	\$ 2,000	\$ 2,000	\$ 500	\$ 2,000	\$ -
60-440-107-51900	Clothing Allowance	\$ 750	\$ 500	\$ 750	\$ 750	\$ 750	\$ -
60-440-108-51100	Operator Education Incentive	\$ 2,500		\$ 2,500		\$ 2,500	\$ -
Salary & Wages Subtotal		\$ 172,913	\$ 182,747	\$ 172,913	\$ 71,967	\$ 190,184	\$ 17,271
Ordinary Expenses							
60-440-209-57800	Electricity	\$ 64,000	\$ 46,514	\$ 54,000	\$ 15,379	\$ 54,000	\$ -
60-440-210-57800	Employee Benefits	\$ 28,500	\$ 57,459	\$ 52,000	\$ 19,027	\$ 52,000	\$ -
60-440-211-57800	Maintenance	\$ 31,000	\$ 24,200	\$ 30,821	\$ 7,138	\$ 31,000	\$ 179
60-440-212-57800	Fuel & Gas	\$ 22,500	\$ 15,982	\$ 22,500		\$ 22,500	\$ -
60-440-213-57800	Office	\$ 7,000	\$ 13,109	\$ 12,000	\$ 6,643	\$ 12,000	\$ -
60-440-214-57800	Miscellaneous Supplies					\$ -	\$ -
60-440-215-57800	Lab	\$ 12,000	\$ 14,514	\$ 13,670	\$ 3,271	\$ 15,000	\$ 1,330
60-440-216-57800	Chemicals	\$ 23,000	\$ 17,411	\$ 23,000	\$ 2,649	\$ 23,000	\$ -
60-440-217-57800	Water	\$ 1,500	\$ 2,292	\$ 1,500	\$ 603	\$ 1,500	\$ -
60-440-219-57100	Mileage				\$ 390	\$ -	\$ -
60-440-220-57800	River St. Pump Station	\$ 12,000	\$ 10,802	\$ 12,000	\$ 2,278	\$ 12,000	\$ -
60-440-221-57800	Consulting	\$ 2,000		\$ 2,000		\$ 2,000	\$ -
60-440-222-57800	Sludge Disposal	\$ 32,000	\$ 33,083	\$ 32,000	\$ 10,642	\$ 32,000	\$ -
60-440-223-57800	Reserve Fund					\$ -	\$ -
60-440-224-57800	Capital Improvement	\$ 10,000	\$ 5,277	\$ 10,000		\$ 10,000	\$ -
60-440-225-57800	Licenses/Training	\$ 2,000	\$ 1,412	\$ 4,000	\$ 797	\$ 4,000	\$ -
60-440-226-57800	Innoculations	\$ 2,000	\$ 515	\$ 2,000		\$ 2,000	\$ -
60-440-227-57800	Legal	\$ 4,000	\$ 7,429	\$ 4,000	\$ 836	\$ 4,000	\$ -
60-440-228-57800	Postage	\$ 600	\$ 600	\$ 600	\$ 150	\$ 600	\$ -
60-440-229-57800	Other Insurance	\$ 6,200		\$ 6,200		\$ 6,200	\$ -
60-440-230-57800	Retirement	\$ 15,000		\$ 15,000		\$ 15,000	\$ -
60-449-230-57800	Erving Ctr. W.W.T.P.	\$ 1	\$ 1	\$ 1		\$ 1	\$ -
60-449-240-57800	Sewer Maint Expenses	\$ 22,000	\$ 17,446	\$ 22,000	\$ 2,597	\$ 22,000	\$ -
Ordinary Expenses Subtotal		\$ 297,301	\$ 268,045	\$ 319,293	\$ 72,400	\$ 320,801	\$ 1,508
Debt Service							
60-750-201-57800	POTW1-SRF Loan Prin	\$ 221,079	\$ 221,079	\$ 225,546	\$ 225,546	\$ 230,102	\$ 4,556
60-751-201-57800	POTW1-SRF Loan Int	\$ 55,524	\$ 55,523	\$ 50,723	\$ 26,573	\$ 45,825	\$ (4,898)
Debt Service Expenses Subtotal		\$ 276,603	\$ 276,602	\$ 276,269	\$ 252,119	\$ 275,927	\$ (342)
Wastewater Department Total		\$ 746,817	\$ 727,395	\$ 768,475	\$ 396,486	\$ 786,912	\$ 18,437

Water Enterprise Fund

FY2020 Highlights & Challenges

The Department worked with the Massachusetts Department of Environmental Protection (DEP) to locate possible new bacterial testing sites for water system. The Department worked on the installation of the generator at the well pump house. The Department worked to integrate the water department jobs/trainings with the Wastewater Department, becoming one department. Additionally, the Department continued working on getting the Department in compliance with OSHA standards (Equipment, gear, SOP's etc.).

FY2021 Goals & Initiatives

The Department will work on the installation of three (3) sampling stations in the water system, training staff on collecting samples from these stations, and then looking into collecting our own bacterial samples for testing. resulting in a savings in our testing requirements. Continuing trainings for license renewals and keeping staff up to date with changing standards. (DEP).

Significant Budget Changes

FY2021 request reflects an increase in maintenance wages to reflect the integration of water duties into existing wastewater staffing.

FY2021 Water Enterprise Fund Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
61-450-100-51000	Commissioners Salaries	\$ 845	\$ 845	\$ 845	\$ 287	\$ 879	\$ 34
61-450-101-51100	Water Supply Operator	\$ 7,807	\$ 7,807	\$ 7,807	\$ 1,407	\$ 9,712	\$ 1,905
61-450-102-51110	Back-Up Water Supply Oper	\$ 4,986	\$ 7,470	\$ 4,986	\$ 2,182	\$ 5,086	\$ 100
61-450-102-51111	Distribution Licenses	\$ 2,484	\$ 1,242	\$ 2,484		\$ 2,484	\$ -
61-450-103-51130	Cross Connect.Compl.Wages	\$ 431	\$ 431	\$ 431		\$ 431	\$ -
61-450-106-51100	Water Rates - Collector	\$ 1,871	\$ 1,871	\$ 1,871	\$ 771	\$ 1,947	\$ 76
61-450-107-51110	Water Rates - Treasurer	\$ 1,732	\$ 1,732	\$ 1,732	\$ 713	\$ 1,802	\$ 70
61-450-108-51100	Accounting Services	\$ 676	\$ 676	\$ 676	\$ 278	\$ 676	\$ -
61-450-109-51200	Tax Coll Water Rates Assistant	\$ 1,649	\$ 1,711	\$ 1,649	\$ 705	\$ 1,649	\$ -
61-450-211-51100	Water Department Maint.-Wages	\$ 2,000	\$ 756	\$ 2,000	\$ 7,012	\$ 10,000	\$ 8,000
Salary & Wages Subtotal		\$ 24,481	\$ 24,541	\$ 24,481	\$ 13,356	\$ 34,666	\$ 10,185
Ordinary Expenses							
61-450-201-53400	Postage	\$ 700	\$ 700	\$ 700	\$ 150	\$ 700	\$ -
61-450-202-54200	Office Supplies/Expenses	\$ 2,500	\$ 1,873	\$ 2,500	\$ 119	\$ 2,320	\$ (180)
61-450-203-53090	Audit Account						\$ -
61-450-204-58500	Software Support Fees	\$ 1,500	\$ 2,540	\$ 3,000		\$ 3,000	\$ -
61-450-205-57400	Insurance Policies						\$ -
61-450-206-53000	Consulting	\$ 500					\$ -
61-450-207-53050	Training	\$ 1,500		\$ 2,000	\$ 86	\$ 2,000	\$ -
61-450-208-53100	Legal Counsel	\$ 250		\$ 250		\$ 250	\$ -
61-450-209-53110	Printing/Ads	\$ 150	\$ 18	\$ 150	\$ 26	\$ 150	\$ -
61-450-210-53800	Water Testing	\$ 7,000	\$ 4,573	\$ 7,000	\$ 1,835	\$ 7,000	\$ -
61-450-211-57800	Water Department Maint.	\$ 10,700	\$ 9,200	\$ 24,700	\$ 1,222	\$ 24,700	\$ -
61-450-213-57800	Well and Pump Station	\$ 15,000	\$ 19,511	\$ 15,000	\$ 4,724	\$ 15,000	\$ -
61-450-214-57800	Capital Improvement Fund	\$ 12,000	\$ 8,811				\$ -
61-450-215-52100	Water Tank Inspection	\$ 1,000		\$ 1,000		\$ 1,000	\$ -
Ordinary Expenses Subtotal		\$ 52,800	\$ 47,225	\$ 56,300	\$ 8,162	\$ 56,120	\$ (180)
Debt Service							
61-750-201-57800	Debt Service-Water Tank-Prin	\$ 12,000	\$ 12,000	\$ 12,000		\$ 12,000	\$ -
61-751-201-57800	Debt Service-Water Tank-Int	\$ 1,200	\$ 1,200	\$ 900		\$ 600	\$ (300)
Debt Service Expenses Subtotal		\$ 13,200	\$ 13,200	\$ 12,900	\$ -	\$ 12,600	\$ (300)
Water Department Total		\$ 90,481	\$ 84,965	\$ 93,681	\$ 21,519	\$ 103,386	\$ 9,705

Section 6 | Health & Human Services

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

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

Board of Health & Health Agents

FY2020 Highlights & Challenges

Accomplishments: With the requested increase in the current fiscal year budget for Board/Secure/Demo property, the Board of Health was able to address and successfully complete goals relating to the abandoned and dilapidated structures in town. The new Health Nurse has been an asset to our local health board and the Erving Senior/Community Center as well. She has kept us abreast of reporting through the MAVEN system in relation to communicable diseases, tick-borne and mosquito-borne diseases.

Challenges: The Town has kept the Health Agents extremely busy with complaints, housing court, and legal matters.

FY2021 Goals & Initiatives

As in prior years, the Board of Health will continue to address the abandoned and dilapidated structures in town through the receivership program. Level funding will be sufficient to achieve all goals. The Board of Health will also continue to work with the Board of Health Nurse. Level funding will be sufficient to achieve this goal.

Significant Budget Changes

The Health District's Assessment for Fiscal Year 2021 is \$29,088.36, requesting an additional \$570.36.

FY2021 Board of Health & Health Agents Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-510-100-51000	Board of Health Wages	\$ 2,805	\$ 2,805	\$ 2,861	\$ 715	\$ 2,919	\$ 58
Salary & Wages Subtotal		\$ 2,805	\$ 2,805	\$ 2,861	\$ 715	\$ 2,919	\$ 58
Ordinary Expenses							
01-510-200-57800	Health Clinics	\$ 4,000	\$ 2,022	\$ 12,500	\$ 5,394	\$ 3,085	\$ (9,415)
TBD	Nursing Contracted Services					\$ 9,415	\$ 9,415
01-510-201-53500	Bd of Health-Software Support			\$ 250		\$ 250	\$ -
01-510-201-57800	Board of Health Expense	\$ 1,750	\$ 428	\$ 1,750	\$ 780	\$ 1,750	\$ -
01-510-202-52900	Bd of Health-Board/Secure/Demo Prop	\$ 10,000		\$ 10,000		\$ 10,000	\$ -
01-510-202-53000	Bd of Health-Legal Services & Fees	\$ 2,000	\$ 384	\$ 2,000		\$ 2,000	\$ -
01-511-200-53000	Health Agent	\$ 27,822	\$ 27,822	\$ 28,518	\$ 14,259	\$ 29,090	\$ 572
Ordinary Expenses Subtotal		\$ 45,572	\$ 30,656	\$ 55,018	\$ 20,433	\$ 55,590	\$ 572
Department Total		\$ 48,377	\$ 33,461	\$ 57,879	\$ 21,148	\$ 58,509	\$ 630

Senior & Community Center / Council on Aging

FY2020 Highlights & Challenges

Minimal challenges this year. Here are a few we incurred. Transitioning of heating & air conditioning system. There were a few interruptions but overall it went smooth. The building of the She Shed and the issues towards the completion of the project. All handled professionally with fine results. Paul retiring early for health purposes left a big gap with everyday maintenance. Pam has been an excellent replacement. The additional pressure of increased participation of many new people coming to the center daily. This is a highlight and a challenge. I am thrilled our daily numbers are up again through Nov.+ 20%. The challenge is maintaining the issues that go along with more the merrier. Space for daily programs is starting to get tight. People require my attention more often and I have to address their issues both personal and professional. Becky is a highlight for me the center and the offering of the SHINE program. Highlight all the positive press we received this year.

FY2021 Goals & Initiatives

The front of the building will need landscaping to camouflage all the new heat-pumps as well as replace the dismal trees surrounding the generator. The building is beautiful it would be a shame to not accent its surroundings. I hope to add a fine layer of fresh mulch to all current landscaping. If we can be incorporated in the town grounds keeping budget that would also work well. Looking ahead and building momentum for ways the center can thrive in the new millennium is to research re-branding. It can be a great opportunity to increase visibility and awareness in the community. The process can begin in 2021 If this proves positive, I can then establish a budget/timeline. Currently I have appropriated money for fitness equipment. My plan is to surplus the pool table. The subject is sensitive so I tread lightly. I will make the move when the number of people using the table is less then acceptable. I then have justifiable cause to utilize the money available to expand the fitness room.

Significant Budget Changes

I have level funded my budget with the exception of changing the dollar amounts to three different categories (all supply categories); reference the RED c for categories that changed. The total dollar amounts have remained the same with the exception of account 01-541-200-54300 that is where I added \$2,500 for landscaping tree & plants. The DPW has agreed to help with the project. It will save on labor costs. I am requesting electric & propane to remain level funded until I get a full fiscal year with the new HVAC system. I am already seeing a reduction in costs but want to be sure I reach a stable number before I make the change. All other categories remain expectable as written.

FY2021 Senior & Community Center Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-541-100-51100	Senior Center Director	\$ 41,787	\$ 42,131	\$ 42,623	\$ 17,466	\$ 61,471	\$ 18,848
01-541-101-51200	Senior Center- Part Time Staff	\$ 13,300	\$ 11,958	\$ 13,566	\$ 4,477	\$ 17,456	\$ 3,890
01-541-110-51200	Part-Time Maintenance	\$ 16,207	\$ 14,256	\$ 16,531	\$ 154		\$ (16,531)
Salary & Wages Subtotal		\$ 71,294	\$ 68,345	\$ 72,720	\$ 22,097	\$ 78,927	\$ 6,207
Ordinary Expenses							
01-541-200-52000	Cncl on Aging-Purchased Services	\$ 11,500	\$ 6,840	\$ 12,500	\$ 3,637	\$ 12,500	\$ -
01-541-200-52110	Cncl on Aging-Electricity	\$ 21,000	\$ 17,895	\$ 21,000	\$ 4,293	\$ 21,000	\$ -
01-541-200-52300	Cncl on Aging-Water	\$ 1,000	\$ 205	\$ 1,000	\$ 169	\$ 1,000	\$ -
01-541-200-52310	Cncl on Aging-Phone/Internt/Cable	\$ 3,300	\$ 3,443	\$ 3,600	\$ 1,724	\$ 3,600	\$ -
01-541-200-52400	Cncl on Aging-Repair & Maint	\$ 500	\$ 1,756	\$ 1,000	\$ 57	\$ 1,000	\$ -
01-541-200-53000	Cncl on Aging-Professnl& Techncl	\$ 5,325	\$ 1,813	\$ 5,500	\$ 2,060	\$ 5,500	\$ -
01-541-200-53110	Cncl on Aging-Meetings & Seminars	\$ 1,200	\$ 505	\$ 1,200	\$ 30	\$ 1,200	\$ -
01-541-200-53410	Cncl on Aging-Postage	\$ 225		\$ 225		\$ 225	\$ -
01-541-200-54111	Cncl on Aging-Propane	\$ 1,700	\$ 3,385	\$ 2,600		\$ 1,700	\$ (900)
01-541-200-54200	Cncl on Aging-Office Supplies	\$ 2,000	\$ 1,379	\$ 2,000	\$ 903	\$ 2,000	\$ -
01-541-200-54300	Cncl on Aging-Bldg Maint Supplies	\$ 2,000	\$ 512	\$ 2,000	\$ 592	\$ 3,500	\$ 1,500
01-541-200-54500	Cncl on Aging-Custodial Supplies		\$ 719	\$ 1,500	\$ 356	\$ 1,000	\$ (500)
01-541-200-55800	Cncl on Aging-Other Supplies	\$ 1,200	\$ 3,927	\$ 2,000	\$ 1,801	\$ 3,500	\$ 1,500
01-541-200-57100	Cncl on Aging-Travel	\$ 250	\$ 552	\$ 1,000	\$ 1,067	\$ 1,000	\$ -
01-541-200-57300	Cncl on Aging-Dues & Memberships	\$ 400	\$ 230	\$ 400	\$ 230	\$ 400	\$ -
01-541-200-57800	Council on Aging Expense		\$ 991				\$ -
Ordinary Expenses Subtotal		\$ 51,600	\$ 44,152	\$ 57,525	\$ 16,918	\$ 59,125	\$ 1,600
Department Total		\$ 122,894	\$ 112,497	\$ 130,245	\$ 39,015	\$ 138,052	\$ 7,807

Veterans' Services

Significant Budget Changes

The Veterans District has issued a FY2021 assessment to Erving in the amount of \$927.35 which represents an increase of \$301.00. Chapter 115 benefits for FY2021 are estimated to increase to \$20,808. This is only an estimate and is subject to change. After a review of past years of appropriation and spending, it is suggested to level fund this line item at \$30,000.

FY2021 Veterans' Services Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-543-200-57800	Veterans Ser Center Adm	\$ 7,922	\$ 7,922	\$ 8,223	\$ 8,223	\$ 9,274	\$ 1,051
01-543-201-57700	Veterans Benefits	\$ 30,000	\$ 13,259	\$ 30,000	\$ 7,209	\$ 30,000	\$ -
Ordinary Expenses Subtotal		\$ 37,922	\$ 21,180	\$ 38,223	\$ 15,432	\$ 39,274	\$ 1,051
Department Total		\$ 37,922	\$ 21,180	\$ 38,223	\$ 15,432	\$ 39,274	\$ 1,051

This Page Intentionally Left Blank

Section 7 | Culture & Recreation Services

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

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

Board of Library Trustees & Public Library

FY2020 Highlights & Challenges

FY20 is a year of growth for the Erving Public Library. The building of a library requires working with many individuals on a daily basis including communicating by phone, email and in-person meetings. The Director is the link between Trustees, Staff, Friends of the Library, Town Administrator, Treasurer, Accountant, Architect, Project Managers, Construction Supervisor, Vendors for furniture and equipment, the Building Committee and sub-committees, the Fundraising Committee, and the public, while continuing to expand service through providing educational and recreational programming for both children and adults with significant development in STEAM programming. Both the collection and related services expanded, providing Erving residents with both physical and digital resources for their reading, listening and viewing enjoyment. The Library again offered a fun and educational Summer Program about space and encouraged reading through incentives provided by the Friends.

FY2021 Goals & Initiatives

We are looking for a smooth transition to a new building with a new Director in place at least a month before the start of FY21. We anticipate that the use of the library will increase. Based on the experience of over 200 library construction projects that have occurred in Massachusetts, the increase may be from 50 to 100%. Therefore, the new director will be hired as a full-time (40 hour) employee with benefits. The library assistants will remain at 26 and 14 hours, respectively, for a total of 40 hours, bringing the staffing up to 2 FTEs. Increasing staffing gradually was a goal set many years ago.

In a new building, there may be some unknown expenses. Our goal is to go through the year with some contingency, so that the budget does not need to be adjusted through special Town Meeting or other method.

Significant Budget Changes

- Increase in Trustee Stipend to approach parity with other paid Town committees
- Increase in Director's salary. Current Director is paid for 19 hours per week. New Director will be paid for 40 hours/week
- Increase in utility costs: unknown for a new building four times the size of our current building.
- Increase in Multimedia to stay in compliance with MBLC =20% percent of total budget
- Increase expenses: new building may require unanticipated items
- Increase: The utility costs are an unknown, although with the PV array installed, a tight-building, LED lighting throughout the building and other energy-saving devices, the impact of a building four times the size of the current building, should only be a 20% increase. This may need to be adjusted as the year progresses.

FY2021 Public Library Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Salary & Wages</i>							
01-610-100-51000	Library Trustees Salaries	\$ 2,295	\$ 2,295	\$ 2,341		\$ 2,388	\$ 47
01-610-100-51100	Librarian Wages	\$ 53,907	\$ 58,285	\$ 80,231	\$ 24,945	\$ 105,507	\$ 25,276
01-610-101-51200	Substitute Librarian	\$ 6,550		\$ 1,020		\$ 1,000	\$ (20)
<i>Salary & Wages Subtotal</i>		\$ 62,752	\$ 60,580	\$ 83,592	\$ 24,945	\$ 108,895	\$ 25,303
<i>Ordinary Expenses</i>							
01-610-200-52110	Library-Electricity	\$ 1,500	\$ 2,055	\$ 2,000	\$ 722	\$ 10,000	\$ 8,000
01-610-200-52300	Library-Water	\$ 550	\$ 103	\$ 550	\$ 48	\$ 500	\$ (50)
01-610-200-52310	Library-Phone/Internet/Cable	\$ 355	\$ 549	\$ 355	\$ 584	\$ 6,000	\$ 5,645
01-610-200-54110	Library-Fuel Oil	\$ 1,200	\$ 1,278	\$ 1,200	\$ 143		\$ (1,200)
01-610-200-54111	Library-Propane			\$ 3,000		\$ 100	\$ (2,900)
01-610-200-54200	Library-Office Supplies	\$ 500	\$ 294	\$ 500		\$ 500	\$ -
01-610-200-54300	Library-Bldg Maint	\$ 1,000		\$ 1,000		\$ 1,000	\$ -
01-610-200-55120	Library - Multimedia	\$ 17,350	\$ 18,519	\$ 22,000	\$ 7,133	\$ 33,000	\$ 11,000
<i>TBD</i>	Library Travel					\$ 500	\$ 500
<i>TBD</i>	Library Dues & Conferences					\$ 1,000	\$ 1,000
01-610-201-57800	Library Expenses	\$ 2,000	\$ 1,516	\$ 2,200	\$ 751	\$ 3,000	\$ 800
01-610-203-57810	Library Programs	\$ 1,500	\$ 1,598	\$ 2,000	\$ 996	\$ 3,000	\$ 1,000
01-610-204-57800	Library Automation	\$ 4,700	\$ 2,756	\$ 4,700	\$ 4,124	\$ 3,000	\$ (1,700)
<i>Ordinary Expenses Subtotal</i>		\$ 30,655	\$ 28,669	\$ 39,505	\$ 14,501	\$ 61,600	\$ 22,095
Department Total		\$ 93,407	\$ 89,248	\$ 123,097	\$ 39,447	\$ 170,495	\$ 47,398

Note: The Board Library Trustees requested an increase in stipends of \$1,000 per Trustee. The Board of Selectmen and the Finance Committee plan to develop a consistent policy for how elected Board & Committee stipends are determined and when/ how they are adjusted. At this time, the Board of Selectmen and the Finance Committee implemented a 2% increase for all stipends and is reflected in the budget as presented.

Recreation Commission & Park Maintenance

FY2020 Highlights & Challenges

In FY2020, the Recreation Commission continues to address Universal Access in Erving's parks and is updating older equipment and facilities to ensure public safety and townspeople's recreational needs, including the redesign of several playgrounds, sports courts and fields, and public amenities (shelters, electrical access, parking, walkways).

While we continue to refine our successful Summer Parks and Sports programs, we face attendance challenges with single-date events, due in part to weather, holiday-dates, and conflicts with other area events. We are hoping to develop a programming calendar in stronger coordination with other Erving departments, such as the Local Cultural Council, the Senior Center, the public library and the elementary school. Toward this end, we hosted a successful, expanded Fall Festival with increased participation from the PTO and EES, and we collaborated on a summer concert series with the LCC at Riverfront Park, which we hope to develop in the future.

FY2021 Goals & Initiatives

FY2021 Programming Goals include increasing attendance and participation through more diverse events, refining the summer parks program to be more accessible and responsive to the needs of Erving residents, and expanding larger events to better appeal to the diversity of our town's residents.

In terms of Facilities and Grounds, the Commission's goal is the development an overall vision for all of the Town's parks and sports fields that ensures the facilities in each park are relevant, needed, and appropriate for their locations and the range of uses of the parks and fields by town residents. We aim to eliminate redundancy and replace it with breadth, without sacrificing safety or quality, and that have longevity in terms of maintenance and usefulness.

FY2021 Compliance Goals also include meeting Universal Access requirements for Veterans Memorial Field and Park, Park Street Park, and Zilinski Field, with a plan in place to update Church Street Park either in FY2021 or FY2022

Significant Budget Changes

Recreational Programs remains level, despite underspending in previous year, to account for increased programming and increased vendor costs from previous years, increased need for materials and equipment for Summer Parks and sports programs, and addition of 2-3 field trips (transportation and fees) for Summer Parks Program.

Electrical and Phone/Internet/Cable are adjusted up or down in light of actual usage costs from current FY, and to reflect increases in rates from providers

Office Expenses are reduced by \$1, 725 to reflect projected costs based on FY2019 actual expenditures.

Grounds Maintenance are increased by \$8,000 to account for annual maintenance of tree lines and borders, as well as projected costs resulting from proposed renovations and ADA compliance updates of Veterans Memorial, Zilinski Field, and Park Street parks.

FY2021 Recreation Commission & Park Maintenance Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
Salary & Wages							
01-630-100-51000	Recreation Comm Salaries	\$ 4,460	\$ 4,460	\$ 4,549	\$ 1,137	\$ 4,640	\$ 91
01-630-101-51200	Rec Comm Clerk	\$ 6,938	\$ 345	\$ 15,300	\$ 4,811	\$ 20,075	\$ 4,775
01-630-102-51200	Rec Summer Park-Payroll		\$ 24,828	\$ 20,000	\$ 16,430	\$ 20,000	\$ -
	Salary & Wages Subtotal	\$ 11,398	\$ 29,633	\$ 39,849	\$ 22,378	\$ 44,715	\$ 4,866
Ordinary Expenses							
01-630-200-57800	Recreational Programs**	\$ 39,050	\$ 14,896	\$ 19,050	\$ 10,375	\$ 19,000	\$ (50)
01-630-201-57100	Rec Comm-Travel						\$ -
01-630-201-57800	Recreation Office Expenses	\$ 3,000	\$ 2,260	\$ 4,725	\$ 2,401	\$ 3,000	\$ (1,725)
01-650-201-52110	Parks Maint-Electricity			\$ 5,000	\$ 391	\$ 2,000	\$ (3,000)
01-650-201-57800	Parks Maintenance	\$ 6,500	\$ 6,924	\$ 15,000	\$ 2,778	\$ 15,000	\$ -
01-650-202-57800	Grounds Maintenance	\$ 6,500	\$ 5,555	\$ 10,000	\$ 14,544	\$ 18,000	\$ 8,000
	Ordinary Expenses Subtotal	\$ 55,050	\$ 29,634	\$ 53,775	\$ 30,489	\$ 57,000	\$ 3,225
	Department Total	\$ 66,448	\$ 59,267	\$ 93,624	\$ 52,867	\$ 101,715	\$ 8,091

****Note:** The operating line item for Recreational Programs was inadvertently left out of the warrant article calculations for Culture & Recreation due to an error. The Board of Selectmen and the Finance Committee agree that it should be funded at \$19,000 for FY2021 and will plan to present a floor amendment at Annual Town Meeting.

Historical Commission

Significant Budget Changes

No significant changes expected.

FY2021 Historical Commission Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Ordinary Expenses</i>							
01-691-200-57800	Historical Commission Expense	\$ 3,000		\$ 3,000		\$ 3,000	\$ -
Ordinary Expenses Subtotal		\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -
Department Total		\$ 3,000	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -

Town Events & Ceremonial Flags

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

Significant Budget Changes

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

FY2021 Town Events & Ceremonial Flags Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Ordinary Expenses</i>							
01-692-200-57800	Ceremonial Flags	\$ 4,000	\$ 4,074	\$ 5,000		\$ 5,000	\$ -
01-692-201-57800	Memorial Day Services	\$ 1,500	\$ 758	\$ 1,500	\$ 1,995	\$ 1,500	\$ -
01-692-202-57800	Seasonal/Celebratory			\$ 5,000		\$ 5,000	\$ -
Ordinary Expenses Subtotal		\$ 5,500	\$ 4,832	\$ 11,500	\$ 1,995	\$ 11,500	\$ -
Department Total		\$ 5,500	\$ 4,832	\$ 11,500	\$ 1,995	\$ 11,500	\$ -

Section 8 | Health Insurance & Employee Benefits

Franklin County Regional Retirement

There is an increase in the FY2021 Franklin County Regional Retirement appropriation. The Retirement System has asked the Town to budget \$325,000 at this time.

Health & Life Insurance

The FY2021 health & life insurance budget request is level funded.

Post- Employment Benefits

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

FY2021 Health Insurance & Employee Benefits Budget Request

Account #	Account Description	FY2019 Budget	FY2019 Expended	FY2020 Budget	FY2020 Expended YTD (12/06/2019)	FY2021 Budget Request	+/- diff from FY2020 Budget
<i>Ordinary Expenses</i>							
01-911-200-51700	County Retirement	\$ 287,086	\$ 287,086	\$ 317,268	\$ 317,268	\$ 333,467	\$ 16,199
01-913-200-51700	Unemployment Insurance	\$ 17,500	\$ 6,167	\$ 17,500	\$ 983	\$ 10,000	\$ (7,500)
01-914-200-51700	Health & Life Insurance	\$ 1,188,000	\$ 1,129,311	\$ 1,250,000	\$ 497,928	\$ 1,250,000	\$ -
01-914-250-51700	Union 28 Staff Benefits	\$ 40,000	\$ 45,611	\$ 40,000	\$ 8,236	\$ 50,000	\$ 10,000
01-916-200-51700	Medicare Expenses	\$ 55,000	\$ 57,409	\$ 55,000	\$ 25,976	\$ 60,000	\$ 5,000
01-919-200-51700	EES 403b Plan Cost	\$ 600	\$ 650	\$ 600	\$ 200	\$ 600	\$ -
Ordinary Expenses Subtotal		\$ 1,588,186	\$ 1,526,234	\$ 1,680,368	\$ 850,592	\$ 1,704,067	\$ 23,699
<i>Special Article & Recurring Appropriation</i>							
01-996-901-59661	Transfer to OPEB Trust	\$ 300,000	\$ 300,000	\$ 300,000		\$ 300,000	\$ -
Special Article & Recurring Appropriation		\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ 300,000	\$ -
Department Total		\$ 1,888,186	\$ 1,826,234	\$ 1,980,368	\$ 850,592	\$ 2,004,067	\$ 23,699

This Page Intentionally Left Blank

Section 9 | Capital Improvement Plan

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

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

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

FY2021 Capital Improvement Plan:

The Capital Planning Committee reviewed all FY2021 requests, met with department heads, and through a series of public meetings developed the following FY2021 recommendation:

FY 2021 Capital Improvement Program										
Department	Request	Amount Requested	Proposed Funding Sources							Total
			Appropriation	Free Cash	Water Retained Earnings	Wastewater Retained Earnings	Borrowing	Chapter 90 Funds	Grant Sources	
Information Technology	Network/ Server Maintenance Upgrade	\$ 103,000	\$ 103,000							\$ 103,000
Fire	Replacement of Moore Street Station Bay Heaters	\$ 15,000							\$ 15,000	\$ 15,000
Fire	Window & Door Replacement - Both Stations	\$ 15,000							\$ 15,000	\$ 15,000
Highway	Road/Pavement/Sidwalk repair/replace	\$ 80,000						\$ 80,000		\$ 80,000
Highway	Dry Storage Building Construction	\$ 150,000	\$ 150,000							\$ 150,000
Highway	Pedestrian Safety & Speed Monitoring Equipment	\$ 25,000	\$ 25,000							\$ 25,000
Police	Mobile Data Terminal Computer	\$ 7,000	\$ 7,000							\$ 7,000
Police	Cruiser Replacement	\$ 53,000	\$ 43,000						\$ 10,000	\$ 53,000
Recreation	Park Street Park	\$ 150,000	\$ 150,000							\$ 150,000
Recreation	Zilinski Park Dugout Replacement	\$ 15,000	\$ 15,000							\$ 15,000
School	Tilting Skillet Braising Pan, Electric	\$ 16,000	\$ 16,000							\$ 16,000
School	Planetary Mixer	\$ 10,000	\$ 10,000							\$ 10,000
School	EES Carpeting Replacement- Phase 2	\$ 70,000	\$ 60,000						\$ 10,000	\$ 70,000
School	Window Shade Replacement	\$ 30,000	\$ 30,000							\$ 30,000
Water	Sampling Station	\$ 10,000			\$ 10,000					\$ 10,000
Wastewater	Autoclave System	\$ 6,000				\$ 6,000				\$ 6,000
	Total	\$ 755,000	\$ 609,000	\$ -	\$ 10,000	\$ 6,000	\$ -	\$ 80,000	\$ 50,000	\$ 755,000

Board of Selectmen
12 East Main Street
Erving, Massachusetts 01344

PRSR STD
U.S. Postage Paid
ECRWSS
EDDM Flat

Town of Erving

*****ECRWSS***

LOCAL
POSTAL CUSTOMER
ERVING MA 01344

Fiscal Year 2021

Proposed Operating & Capital Improvement Budget

Annual Town Meeting

Recessed & Continued to July 11, 2020

Time: 10:00AM | Location: Erving Elementary School

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

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

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

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