



East Longmeadow

Town Manager's Draft Budget for
Fiscal Year 2020
Presented March 26, 2019

TOWN MANAGER'S DRAFT BUDGET

Tonight the Town Council is receiving the Town Manager's draft budget. As was suggested during last year's budget discussions, this year's draft budget contains all departments' budgets as they were requested; no changes have yet been made to any budget other than corrections and/or clarifications. In addition, this year's presentation splits department budgets into salary and non-salary expenses to address last year's Council request for more detail in department requests. As in previous years, the Director of Finance and I met with every department head to discuss their financial needs for FY 2020 and all departments were asked to explain any requests, except for contractual obligations that were increased from FY 2019.

PRESENTATION HIGHLIGHTS

Projected Revenue for FY 2020

A few large changes from last year are:

- Decrease in new growth – it is not expected that the unusually high amount of growth we experienced last year will continue,
- Increase in “Other State Aid” – Governor's proposed changes in State funding
- Increase in licenses & permits – based on this year's increased income from licenses and permits due to better enforcement of the Town's licensing and permitting requirements,
- Increase in bank interest – due to changes in where some of the Town's banking is being done.

Requested Department Budgets

In addition to the split in showing salary and non-salary expenses, the large increases in salaries are due to:

- During last year's budget season, we were negotiating union contracts, therefore without jeopardizing “bargaining in good faith”, we could not budget increases for union employees until contracts were settled. If you recall, we therefore did not reflect increases in a majority of the salaries in last year's budget with the expectation that we would use either the budgeted “Reserve Fund” or unused funds in department budgets.
- Additionally, the Collins Center Wage Study was not complete when the FY 2019 budget was approved. Once the wage study was complete, additional changes needed to be made to both union and management wages to implement the Collins Center recommendations.
- An increase in minimum wage.
- No requests for additional personnel were eliminated, a total of 9 new full-time positions, 4 part-time positions.

Projected Tax Rate – as in previous years, this projected tax rate is very conservative as it is the shared philosophy of the Director of Finance and I that at this early point of the budget process, we prefer to estimate conservatively on our revenue and lower the tax rate later if appropriate rather than project optimistically and need to explain later that we are short on revenue.

The balance of the presentation is standard budget pieces that we will explain as we present each section. All departments will be available at the planned future budget work session to answer any specific questions from the Council.

Thank you.

Denise Menard, Town Manager

Sources and Uses Detail

General Fund Sources

General Fund Sources	FY 2019 Budget	FY 2020 Recommended	Increase (Decrease)	Percent Inc (Dec)
Prior Year Property Tax Levy	41,179,692	42,778,627	1,598,935	3.88%
Add: 2.5% Increase	1,029,492	1,069,466	39,974	3.88%
Add: Projected New Growth	569,443	200,000	(369,443)	-64.88%
Projected Tax Levy Limit	42,778,627	44,048,093	1,269,466	2.97%
Add: Voted Debt Exclusions	692,306	625,125	(67,181)	-9.70%
Projected Maximum Allowable Property Tax Levy	43,470,933	44,673,218	1,202,285	2.77%
Chapter 70, Education Aid	11,253,729	12,082,021	828,292	7.36%
Unrestricted General Government Aid	1,496,634	1,537,043	40,409	2.70%
Other State Aid	152,287	213,574	61,287	40.24%
Total Projected State Aid	12,902,650	13,832,638	929,988	7.21%
State School Construction Reimbursement	668,807	668,807	-	0.00%
Motor Vehicle Excise	2,400,000	2,410,000	10,000	0.42%
Other Projected Revenues	1,260,000	1,166,000	(94,000)	-7.46%
Licenses & Permits	430,000	550,000	120,000	27.91%
Bank Interest	75,000	90,000	15,000	20.00%
Total Projected Local Receipts	4,165,000	4,216,000	51,000	1.22%
From Community Preservation Fund for P&I payments	109,680	106,280	(3,400)	-3.10%
Total from Transfers	109,680	106,280	(3,400)	-3.10%
Total General Fund Sources	61,317,070	63,496,943	2,179,873	3.56%

FY 2020 Uses - Draft 3/26/19

General Fund

Department			FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/Decrease \$	Increase/Decrease %	Explanation of Change
111 Town Council	Salary	\$	40,624.88	\$ 41,500.00	\$ 41,500.00	\$ -	0.0%	
	Non-salary	\$	1,444.88	\$ 6,500.00	\$ 2,645.00	\$ (3,855.00)	-59.3%	Decreased amount of training.
	<i>Total</i>	\$	<i>42,069.76</i>	<i>\$ 48,000.00</i>	<i>\$ 44,145.00</i>	<i>\$ (3,855.00)</i>	<i>-8.0%</i>	
122 Town Manager	Salary	\$	190,758.41	\$ 192,280.00	\$ 201,023.90	\$ 8,743.90	4.5%	Contractual increase.
	Non-salary	\$	8,426.63	\$ 15,552.00	\$ 14,320.00	\$ (1,232.00)	-7.9%	CommBuys savings.
	<i>Total</i>	\$	<i>199,185.04</i>	<i>\$ 207,832.00</i>	<i>\$ 215,343.90</i>	<i>\$ 7,511.90</i>	<i>3.6%</i>	
132 Reserve Fund	Reserve	\$	-	\$ 112,000.00	\$ 112,000.00	\$ -	0.0%	
135 Town Accountant	Salary	\$	250,328.32	\$ 258,100.00	\$ 352,557.67	\$ 94,457.67	36.6%	Contractual increase. Requested 1 FT position.
	Non-salary	\$	35,925.07	\$ 50,171.00	\$ 43,464.00	\$ (6,707.00)	-13.4%	Some furniture replaced in FY19, significant savings using CommBuys, shared printer costs.
	<i>Total</i>	\$	<i>286,253.39</i>	<i>\$ 308,271.00</i>	<i>\$ 396,021.67</i>	<i>\$ 87,750.67</i>	<i>28.5%</i>	
141 Assessor	Salary	\$	190,369.60	\$ 197,998.00	\$ 202,669.27	\$ 4,671.27	2.4%	Contractual increase.
	Non-salary	\$	45,053.19	\$ 79,510.00	\$ 17,815.00	\$ (61,695.00)	-77.6%	Moved \$53k for valuation services to separate fund.
	<i>Total</i>	\$	<i>235,422.79</i>	<i>\$ 277,508.00</i>	<i>\$ 220,484.27</i>	<i>\$ (57,023.73)</i>	<i>-20.5%</i>	
145 Collector/Treasurer	Salary	\$	209,742.93	\$ 240,220.00	\$ 279,997.05	\$ 39,777.05	16.6%	Contractual increase. Requested 1 PT position to become 1 FT (from 19hrs to 37.5hrs).
	Non-salary	\$	49,050.96	\$ 80,476.00	\$ 80,656.00	\$ 180.00	0.2%	Postage rate increase.
	<i>Total</i>	\$	<i>258,793.89</i>	<i>\$ 320,696.00</i>	<i>\$ 360,653.05</i>	<i>\$ 39,957.05</i>	<i>12.5%</i>	
151 Legal Services	Non-salary	\$	144,630.26	\$ 133,000.00	\$ 140,000.00	\$ 7,000.00	5.3%	Attorney recommendation.
152 Human Resources	Salary	\$	184,251.23	\$ 181,605.00	\$ 185,293.03	\$ 3,688.03	2.0%	Contractual increase.
	Non-salary	\$	24,802.62	\$ 29,706.00	\$ 30,890.00	\$ 1,184.00	4.0%	Full cost of printer instead of 1/3.
	<i>Total</i>	\$	<i>209,053.85</i>	<i>\$ 211,311.00</i>	<i>\$ 216,183.03</i>	<i>\$ 4,872.03</i>	<i>2.3%</i>	

FY 2020 Uses - Draft 3/26/19

General Fund

Department		FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/ Decrease \$	Increase/ Decrease %	Explanation of Change
155	Information Technology						
	Salary	\$ 338,358.52	\$ 355,998.00	\$ 451,767.08	\$ 95,769.08	26.9%	Contractual increase.
	Non-salary	\$ 334,044.25	\$ 375,736.00	\$ 462,501.16	\$ 86,765.16	23.1%	Requested 3 new positions: 1 FT position and 2 FT positions for summer (8 weeks).
	<i>Total</i>	\$ 672,402.77	\$ 731,734.00	\$ 914,268.24	\$ 182,534.24	24.9%	Gsuite license, Vision, antivirus all new.
160	Town/Council Clerk						
	Salary	\$ 186,524.24	\$ 187,711.00	\$ 210,806.96	\$ 23,095.96	12.3%	Contractual increase.
	Non-salary	\$ 19,856.71	\$ 22,074.00	\$ 23,812.00	\$ 1,738.00	7.9%	Requested 1 PT position for 18.75hrs.
	<i>Total</i>	\$ 206,380.95	\$ 209,785.00	\$ 234,618.96	\$ 24,833.96	11.8%	General Code payments (Year 2 of 3).
162	Elections						
	Salary	\$ 6,946.50	\$ 18,392.00	\$ 15,734.00	\$ (2,658.00)	-14.5%	
	Non-salary	\$ 10,375.93	\$ 15,805.00	\$ 12,605.00	\$ (3,200.00)	-20.2%	
	<i>Total</i>	\$ 17,322.43	\$ 34,197.00	\$ 28,339.00	\$ (5,858.00)	-17.1%	FY 2020 has 3 possible elections, FY 2019 had 4 possible elections.
175	Planning, Zoning, Conservation						
	Salary	\$ 160,958.06	\$ 127,475.00	\$ 135,336.02	\$ 7,861.02	6.2%	Contractual increase.
	Non-salary	\$ 10,497.34	\$ 16,652.00	\$ 18,302.28	\$ 1,650.28	9.9%	Legal notices for Master Plan.
	<i>Total</i>	\$ 171,455.40	\$ 144,127.00	\$ 153,638.30	\$ 9,511.30	6.6%	
947	PVPC Assessment						
	Non-salary	\$ 2,474.96	\$ 2,537.00	\$ 2,600.25	\$ 63.25	2.5%	Set fee.
General Government		\$ 2,445,445.49	\$ 2,740,998.00	\$ 3,038,295.67	\$ 297,297.67	10.8%	
210	Police						
	Salary	\$ 2,559,144.20	\$ 2,747,474.00	\$ 2,786,961.53	\$ 39,487.53	1.4%	Contractual increase.
	Non-salary	\$ 67,227.06	\$ 117,910.00	\$ 119,360.40	\$ 1,450.40	1.2%	Requested 1 FT position (budgeted for 6 months), offset by dark station receptionists removed.
	<i>Total</i>	\$ 2,626,371.26	\$ 2,865,384.00	\$ 2,906,321.93	\$ 40,937.93	1.4%	Increase in training and supplies.

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General Fund

Department		FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/Decrease \$	Increase/Decrease %	Explanation of Change
220 Fire	Salary	\$ 896,812.89	\$ 1,490,273.00	\$ 1,877,712.96	\$ 387,439.96	26.0%	Contractual increase and new hires working a full year. Requested 1 FT position (budgeted for 10 months). Initial department set-up one time costs. Some costs now covered by Ambulance Fund.
	Non-salary	\$ 72,398.22	\$ 147,952.00	\$ 77,984.00	\$ (69,968.00)	-47.3%	
	<i>Total</i>	\$ 969,211.11	\$ 1,638,225.00	\$ 1,955,696.96	\$ 317,471.96	19.4%	
241 Building	Salary	\$ 179,530.66	\$ 187,129.00	\$ 241,217.85	\$ 54,088.85	28.9%	Contractual increase. Requested 1 FT position.
	Non-salary	\$ 8,938.77	\$ 11,688.00	\$ 11,688.00	\$ -	0.0%	
	<i>Total</i>	\$ 188,469.43	\$ 198,817.00	\$ 252,905.85	\$ 54,088.85	27.2%	
299 Dispatch	Salary	\$ -	\$ 192,562.00	\$ 352,902.29	\$ 160,340.29	83.3%	Full year of salaries. Initial department set-up one time costs.
	Non-salary	\$ -	\$ 118,438.39	\$ 57,316.34	\$ (61,122.05)	-51.6%	
	<i>Total</i>	\$ -	\$ 311,000.39	\$ 410,218.63	\$ 99,218.24	31.9%	
Public Safety		\$ 3,784,051.80	\$ 5,013,426.39	\$ 5,525,143.37	\$ 511,716.98	10.2%	
519 Health	Salary	\$ 175,310.98	\$ 198,537.00	\$ 228,627.02	\$ 30,090.02	15.2%	Contractual increase. Gas monitoring of landfill outsourced instead of done by Fire Dept.
	Non-salary	\$ 44,702.83	\$ 69,390.00	\$ 75,130.00	\$ 5,740.00	8.3%	
	<i>Total</i>	\$ 220,013.81	\$ 267,927.00	\$ 303,757.02	\$ 35,830.02	13.4%	
Public Health		\$ 220,013.81	\$ 267,927.00	\$ 303,757.02	\$ 35,830.02	13.4%	
421 Administration & Highway	Salary	\$ 1,263,621.46	\$ 1,238,654.00	\$ 1,333,670.00	\$ 95,016.00	7.7%	Contractual increase. Decrease due to MS4 costs in Enterprise fund.
	Non-salary	\$ 394,861.87	\$ 528,722.00	\$ 503,722.32	\$ (24,999.68)	-4.7%	
	<i>Total</i>	\$ 1,658,483.33	\$ 1,767,376.00	\$ 1,837,392.32	\$ 70,016.32	4.0%	

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General Fund

Department		FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/Decrease \$	Increase/Decrease %	Explanation of Change
422 Building Facilities and Maintenance	Salary	\$ 432,451.79	\$ 465,608.00	\$ 483,237.63	\$ 17,629.63	3.8%	Contractual increase.
	Non-salary	\$ 271,984.71	\$ 383,893.00	\$ 385,849.80	\$ 1,956.80	0.5%	Increase for OSHA training.
	<i>Total</i>	\$ 704,436.50	\$ 849,501.00	\$ 869,087.43	\$ 19,586.43	2.3%	
423 Snow & Ice	Salary	\$ 84,469.41	\$ 20,297.00	\$ 20,297.00	\$ -	0.0%	
	Non-salary	\$ 264,988.89	\$ 127,875.00	\$ 127,875.00	\$ -	0.0%	
	<i>Total</i>	\$ 349,458.30	\$ 148,172.00	\$ 148,172.00	\$ -	0.0%	
429 Utilities (Gas, Electric, Oil)	Non-salary	\$ 823,242.84	\$ 1,118,000.00	\$ 1,118,000.00	\$ -	0.0%	
430 Trash Collection	Non-salary	\$ 841,084.93	\$ 1,017,130.00	\$ 1,088,237.45	\$ 71,107.45	7.0%	Contractual increase and tonnage increase. Year 3 of 3 of contract.
433 Waste Collection	Salary	\$ 15,400.00	\$ 16,688.00	\$ 18,080.22	\$ 1,392.22	8.3%	Minimum wage increase.
	Non-salary	\$ 58,090.02	\$ 51,400.00	\$ 51,400.00	\$ -	0.0%	
	<i>Total</i>	\$ 73,490.02	\$ 68,088.00	\$ 69,480.22	\$ 1,392.22	2.0%	
Public Works		\$ 4,450,195.92	\$ 4,968,267.00	\$ 5,130,369.42	\$ 162,102.42	3.3%	
300 Education	Salary	\$ 24,652,411.00	\$ 25,376,008.00	\$ 26,226,356.00	\$ 850,348.00	3.4%	Contractual increase and minimum wage increase. Requested 3 FT positions.
	Non-salary	\$ 4,422,834.00	\$ 4,931,680.00	\$ 5,131,234.00	\$ 199,554.00	4.0%	Contract services cost for Special Education, Transportation, and Copiers increased. Increase in curriculum renewal.
	<i>Total</i>	\$ 29,075,245.00	\$ 30,307,688.00	\$ 31,357,590.00	\$ 1,049,902.00	3.5%	
399 School Committee	Salary	\$ 6,749.64	\$ 6,750.00	\$ 18,000.00	\$ 11,250.00	166.7%	Requesting increase in stipends.
Education		\$ 29,081,994.64	\$ 30,314,438.00	\$ 31,375,590.00	\$ 1,061,152.00	3.5%	

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General Fund

Department		FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/Decrease \$	Increase/Decrease %	Explanation of Change
610 Library	Salary	\$ 595,806.02	\$ 613,113.00	\$ 658,975.94	\$ 45,862.94	7.5%	Contractual increases and minimum wage increase.
	Non-salary	\$ 118,565.94	\$ 123,210.00	\$ 130,160.00	\$ 6,950.00	5.6%	State mandated expenditure increase to keep state grant.
	<i>Total</i>	\$ 714,371.96	\$ 736,323.00	\$ 789,135.94	\$ 52,812.94	7.2%	
630 Recreation	Salary	\$ 163,347.90	\$ 210,968.00	\$ 242,998.80	\$ 32,030.80	15.2%	Contractual increase and reflects reorganization of staff.
	Non-salary	\$ 15,048.55	\$ 17,191.00	\$ 17,191.00	\$ -	0.0%	
	<i>Total</i>	\$ 178,396.45	\$ 228,159.00	\$ 260,189.80	\$ 32,030.80	14.0%	
693 Celebrations, Cultural, Historical	Non-salary	\$ 18,733.34	\$ 26,975.00	\$ 26,975.00	\$ -	0.0%	
Culture and Recreation		\$ 911,501.75	\$ 991,457.00	\$ 1,076,300.74	\$ 84,843.74	8.6%	
541 Council on Aging	Salary	\$ 268,005.19	\$ 277,155.00	\$ 319,012.24	\$ 41,857.24	15.1%	Contractual increases.
	Non-salary	\$ 21,874.15	\$ 27,759.00	\$ 29,159.50	\$ 1,400.50	5.0%	Increase in printing costs.
	<i>Total</i>	\$ 289,879.34	\$ 304,914.00	\$ 348,171.74	\$ 43,257.74	14.2%	
543 Veteran Services	Salary	\$ 28,690.00	\$ 28,802.00	\$ 28,802.00	\$ -	0.0%	
	Non-salary	\$ 106,427.58	\$ 118,117.00	\$ 118,117.00	\$ -	0.0%	
	<i>Total</i>	\$ 135,117.58	\$ 146,919.00	\$ 146,919.00	\$ -	0.0%	
Human Services		\$ 424,996.92	\$ 451,833.00	\$ 495,090.74	\$ 43,257.74	9.6%	

FY 2020 Uses - Draft 3/26/19

General Fund

Department	FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/Decrease \$	Increase/Decrease %	Explanation of Change
910 Payroll Taxes	\$ 473,093.71	\$ 493,253.00	\$ 530,000.00	\$ 36,747.00	7.4%	Salaries increased so payroll taxes increase.
912 Workers' Compensation	\$ 251,090.67	\$ 254,606.00	\$ 248,263.64	\$ (6,342.36)	-2.5%	We received a reduction in premium as a result of our last audit.
914 Health & Life Insurance	\$ 5,341,466.15	\$ 5,848,033.00	\$ 6,286,635.48	\$ 438,602.48	7.5%	7.5% increase set by SVRHT.
945 Liability Insurance	\$ 312,516.17	\$ 335,059.00	\$ 345,110.77	\$ 10,051.77	3.0%	Estimate 3% increase per provider.
946 Retirement Assessment	\$ 2,832,353.64	\$ 3,090,987.00	\$ 3,359,145.75	\$ 268,158.75	8.7%	Set fee.
Insurance	\$ 9,210,520.34	\$ 10,021,938.00	\$ 10,769,155.64	\$ 747,217.64	7.5%	
710 General Fund - Principal	\$ 2,097,422.06	\$ 2,098,589.00	\$ 2,279,351.20	\$ 180,762.20	8.6%	Additional borrowing done 9/28/18.
710 Community Preservation - Principal	\$ 85,000.00	\$ 80,000.00	\$ 80,000.00	\$ -	0.0%	Per debt schedule.
751 General Fund - Interest	\$ 436,423.12	\$ 356,708.44	\$ 402,977.69	\$ 46,269.25	13.0%	Additional borrowing done 9/28/18.
751 Community Preservation - Interest	\$ 32,980.00	\$ 29,680.00	\$ 26,280.00	\$ (3,400.00)	-11.5%	Per debt schedule.
752 General Fund - Short Term Borrowing	\$ -	\$ 50,000.00	\$ 50,000.00	\$ -	0.0%	Capital bonded recommendations.
752 Community Preservation - Short Term Borrowing	\$ -	\$ -	\$ -	\$ -	0.0%	
Debt Service	\$ 2,651,825.18	\$ 2,614,977.44	\$ 2,838,608.89	\$ 223,631.45	8.6%	
Total General Fund Budget	\$ 53,180,545.85	\$ 57,385,261.83	\$ 60,552,311.49	\$ 3,167,049.65	5.5%	

FY 2020 Uses - Draft 3/26/19

General Fund

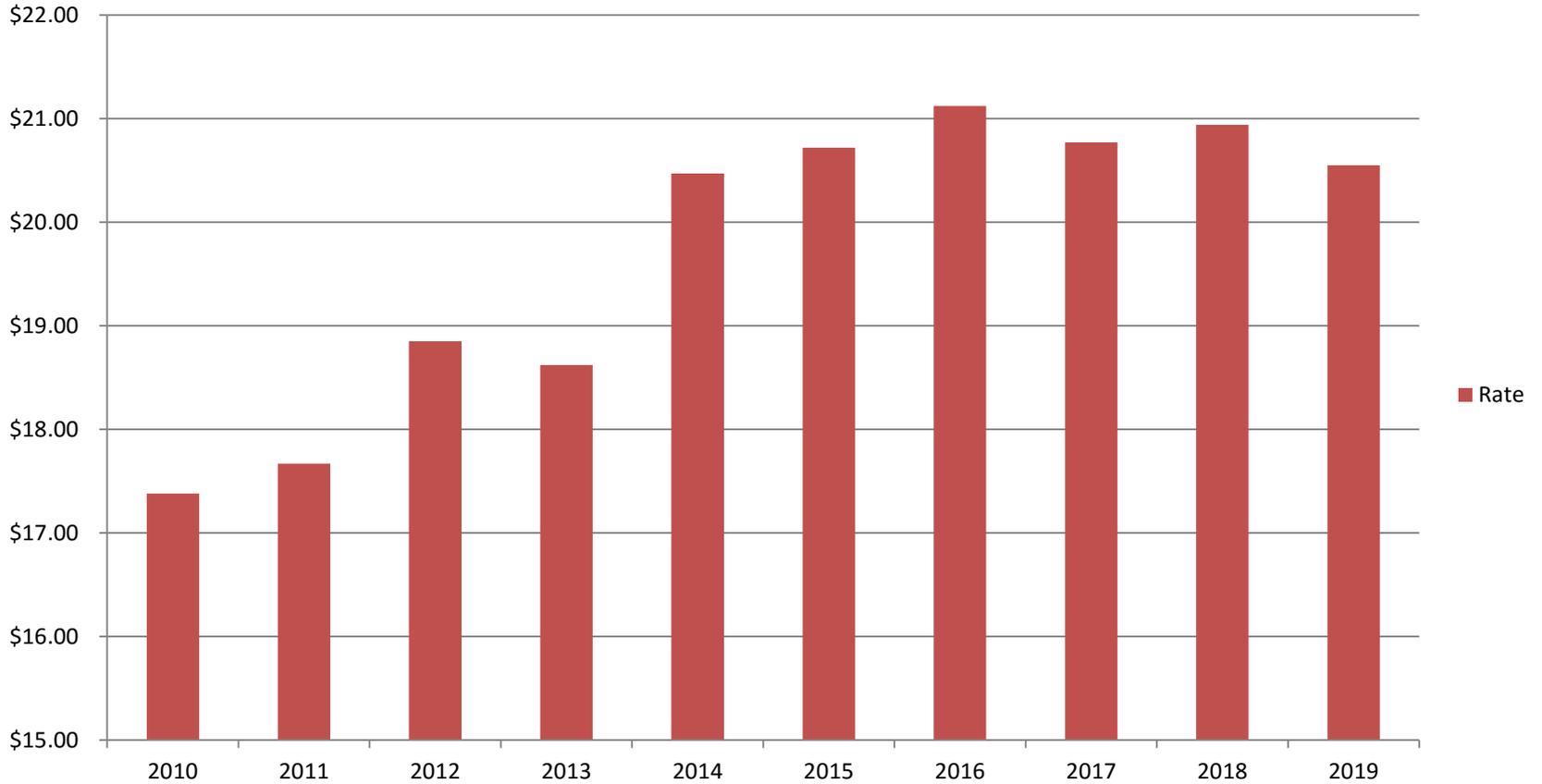
Department	FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/Decrease \$	Increase/Decrease %	Explanation of Change
Other Financing Uses:						
Capital Projects	\$ 1,216,117.00	\$ 744,494.00	\$ 1,237,292.00	\$ 492,798.00	66.2%	
Stabilization Fund	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	0.0%	
OPEB Trust Fund	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	0.0%	
Compensated Absences Fund	\$ 50,000.00	\$ 75,000.00	\$ 75,000.00	\$ -	0.0%	Est. - if fully funded would need approx. \$500k
Valuation Services Fund	\$ -	\$ -	\$ 53,000.00	\$ 53,000.00	100.0%	Was part of Assessing budget in past years.
S&I Deficit	\$ -	\$ -	\$ -	\$ -	0.0%	
Community Preservation Fund	\$ 263,759.29	\$ 251,651.00	\$ 263,759.29	\$ 12,108.29	4.8%	1% of real estate - This is FY 2018 per CP-1 Form submission to DOR.
R.E. Abatement	\$ 227,946.43	\$ 227,946.00	\$ 169,548.87	\$ (58,397.13)	-25.6%	Per FY 2019 Tax Rate Recapitulation
State Charges	\$ 392,824.00	\$ 391,280.00	\$ 436,965.00	\$ 45,685.00	11.7%	Per Cherry Sheets - Based on Governor's Budget 4/9/18
State Offset	\$ 31,210.00	\$ 30,883.00	\$ 32,898.00	\$ 2,015.00	6.5%	Per Cherry Sheets - Based on Governor's Budget 4/9/18
Prior Year Bills		\$ -	\$ -	\$ -	0.0%	
Total Other Financing Uses	\$ 2,381,856.72	\$ 1,921,254.00	\$ 2,468,463.16	\$ 547,209.16	28.5%	
Total General Fund Uses	\$ 55,562,402.57	\$ 59,306,515.83	\$ 63,020,774.65	\$ 3,714,258.81	6.3%	

Sources and Uses Summary

General Fund Sources and Uses Summary

General Fund Sources	FY 2019 Budget	FY 2020 Recommended	Increase (Decrease)	Percent Inc (Dec)
Taxes	43,470,933	44,673,218	1,202,285	2.77%
Local	4,165,000	4,216,000	51,000	1.22%
State	13,571,457	14,501,445	929,988	6.85%
Transfers	109,680	106,280	(3,400)	-3.10%
Total General Fund Sources	61,317,070	63,496,943	2,179,873	3.56%
General Fund Uses				
General Government	2,740,998	3,038,296	297,298	10.85%
Public Safety	5,013,426	5,525,143	511,717	10.21%
Public Health	267,927	303,757	35,830	13.37%
Public Works	4,968,267	5,130,369	162,102	3.26%
Education	30,314,438	31,375,590	1,061,152	3.50%
Culture and Recreation	991,457	1,076,301	84,844	8.56%
Human Services	451,833	495,091	43,258	9.57%
Insurance	10,021,938	10,769,156	747,218	7.46%
Debt Service	2,614,977	2,838,609	223,631	8.55%
Total General Fund Budget	57,385,262	60,552,311	3,167,050	5.52%
Capital Projects	744,494	1,237,292	492,798	66.19%
Stabilization Fund	100,000	100,000	-	0.00%
OPEB Trust Fund	100,000	100,000	-	0.00%
Compensated Absences Fund	75,000	75,000	-	0.00%
Valuation Services Fund	-	53,000	53,000	100.00%
Other Charges	901,760	903,171	1,411	0.16%
Total Other Uses	1,921,254	2,468,463	547,209	28.48%
Total General Fund Uses	59,306,516	63,020,775	3,714,259	6.26%
Sources Less Uses	2,010,554	476,168	(1,534,386)	-76.32%

Tax Rate 2010-2019



FY 2020 Estimated Tax Rate \$22.15

Recommended Capital Plan

Town Manager's FY 2020 Capital Projects Recommendations

Dept.	Name	Requested Amount	Recommended funding	Notes
Health	Allen Street Landfill Closure	\$150,000	\$75,000	Pursuant to a 2004 MassDEP Unilateral Administrative Order, the Town had an Initial Site Assessment completed by Tighe & Bond. on the completeness of the Comprehensive Site Assessment Scope of Work is being reviewed by MassDEP. We will then have to prepare a Corrective Action Design, which is essentially a construction outline for capping the landfill. The rough estimate for the entire project of \$1.5 million includes all engineering, design, construction, contingencies and land acquisition. As with all sites of this nature, there are many unknowns and any risk to the public health caused by contamination from the landfill could steer this project in a multitude of directions.
Fire	Ladder Truck Lease-third year	\$214,787	\$214,787	Ladder truck's third year of 5 year lease.
Fire	Ambulance Lease-third year	\$91,947	\$91,947	Ambulance's third and final lease payment.
Police	Cruiser replacement (3)	\$132,267	\$82,000	Asked for 2 cruisers and a truck. Recommendation is for 2 vehicles.
School - HS	Asbestos Removal & Carpet Replacement of Athletic Offices	\$24,162	\$24,162	The carpet in the athletic offices is over 30 years old and needs to be replaced. Employees have complained about respiratory issues due to a concern of possible mold in the carpet. The space has been emptied due to the health concerns. In order to remove and replace the carpet, the asbestos glue will have to be removed.
Recreation	Pine Knoll Upper Lot Paving	\$55,000	\$55,000	This will allow Rec Dept to proceed with plans to move office to that facility and encourage more use of that facility. This project also addresses safety, liability & ADA concerns. The lot is used for day camp, pool & sports participants, rental groups.
Information Technology	Town Switch/Router Upgrades	\$70,122	\$70,122	All of the switches on this replacement are end of life, end of support which means if one fails we cannot call support for help and they will not warranty them. Also, the routers that are on this replacement list are end of support which means that we will not be able to upgrade our voice servers to newer versions due to the routers being too old.
Information Technology	1:1 Chromebook Devices	\$315,750	\$200,000	This is the funding request for the schools' 1:1 project. The 1:1 project will put a Chromebook in every student's hand, from grade 3 up. New devices and replacements total a need of 1,263 Chromebook needed.
Public Wks - Equipment	John Deere 3038E Tractor	\$27,510	\$27,510	This new request is for the replacement of a 1988 John Deere 950 tractor which is used for maintaining all athletic fields throughout the district. We have spent the past year trying to locate parts online and through dealerships without success. We have exhausted all recourses, therefore the new request. This piece of equipment is necessary for the maintenance of all fields for fertilizing, seeding, aerating, cutting and rototilling. We will not be able accomplish these tasks without this new purchase.

Dept.	Name	Requested Amount	Recommended funding	Notes
Information Technology	Student MacBook Replacements	\$27,168	\$50,000	The committee felt that although we need to plan for replacements, the amount requested, along with the other IT requests, could not be fully funded. We are recommending funding a flat amount for "replacements" and fund a flat amount annually (similar to how we fund the police car fleet).
Information Technology	Student iPad Replacements	\$48,438		
Information Technology	Chromebook Replacements (exempt from 1:1)	\$43,250		
Information Technology	Staff MacBook Replacements	\$76,410		
Information Technology	Phone Upgrades	\$38,107	\$38,107	We have 165 phones that are end of life, end of support. This is to replace phones in Town Offices and Schools.
Public Wks-Equipment	Bobcat #53	\$46,000	\$46,000	The new bobcat will replace a 1990 version of this piece of equipment. The current unit is used primarily in the yard given the age and unreliability. Currently the bobcat is inoperable and has been for the past year. Repair costs are upwards of \$10,000 so it is impractical to repair.
Public Wks-Highway	Annual Sidewalk Construction	\$150,000	\$75,000	The project request is for funding to allow the DPW to continue with implementation of the Town's Sidewalk Master Plan. School children that walk to school may need to travel on the road shoulder and lack of sidewalks may deter walking by residents. This is a safety concern to all that walk on a daily basis.
Public Wks-Highway	Roadway Improvement	\$600,000	\$100,000	The Dept of Public Works recently completed a pavement management inventory and survey to determine the overall condition of the roadway system. A budget analysis was completed and one scenario outlined funding levels that would be required to maintain the average PCI (Pavement Condition Index) across Town. The results of this budget analysis indicates that an increase in funding is necessary to supplement the Chapter 90 monies currently provided by the state. In 2018, The Town of East Longmeadow was granted approximately \$580,000 from the state and we are requesting additional funding to maintain the current PCI and decrease the current backlog of work. Price includes design work for TIP money. The projected pavement backlog will increase by more than \$4.5M over a ten-year period
Public Wks-Building	Town Hall-Trailer Mount Generator 150 KW	\$87,657	\$87,657	150KW Mobile Generator at Town Hall with docking station for quick connections under emergency conditions. Frequent storms drop out power to this facility. Town Hall is the main communication hub for the Town of East Longmeadow, a generator is vital for critical staff to communicate with residents during emergency situations. This purchase needs to happen in order to maintain government during these unforeseen circumstances.
Total capital recommended as part of FY 2020 budget			\$1,237,292	

#1 priorities recommended to be funded from sources other than FY 2020 budget				
Dept.	Name	Requested Amount	Recommended funding	Notes
Public Wks-Highway	LED Street Light Purchase/Conversion	\$579,064	\$0	Audit and Design consulting service for LED street light conversion, including installation management. The town will continue to pay roughly \$120,000 a year to pay for our street lights. Additional info in Attachment D. Recommendation is to not fund this but continue investigation of financing using option described in additional attached document.
	Vehicle replacements for Building and IT	\$27,110	\$0	The current vehicles used by the Building Official and the IT department are 2007 & 2009 former police vehicles that will require more service work than is practical for them. We recommend using repurposed police vehicles
Fire	Lifepak Monitor/Defibrillator	\$47,159	\$0	The Lifepak 15 V4 EKG Monitor/Defibrillator is needed for the EMS ambulance service to transition to the advanced life support level in care provided. Additional info in Attachment E. According to Chief, this can be funded from the "Receipts Reserved for Appropriation Ambulance Account"
School - MV	Replace portable modular trailer classroom with a permanent structure	\$1,312,715	\$1,312,715	Bond this item - The current portable modular trailer classrooms are failing. They have outlived their useful life and are falling apart. The roof leaks in many locations which has caused the DPW and custodians time and money in labor and materials. The DPW and school have had to absorb the cost of ceiling tile replacements, rug cleaning and environmental testing due to concerns about mold. The 2 rooms smell due to issues with the RTU/HVAC units and the fire department has had to come and check for gas and burning smells. These rooms currently house four staff members and the students they service. If the rooms are deemed unusable by the building inspector, there are no other options for where to put them.
School - MS	Door Replacement (exterior & interior)	\$50,000	\$50,000	Bond this item - Over the past 3 years we have received \$95,000 that covered the replacement of 52 new door leafs in our school. Due to unforeseen costs of the door project and tighter security protocols now in place, we are requesting this additional funding to complete the door project at Mapleshade School. We are 13 leafs short of completing the entire school's door replacements: Hallway fire doors (6), gymnasium back entrance (2), main entrance (4) and South Wing exit (1). Without this last piece of the door replacement, Mapleshade will continue to have safety concerns on some exterior and interior doors, and the building will not be energy efficient.
Projects recommended for bonding			\$1,362,715	

Enterprise Funds

Sewer Enterprise				Recommend funding these from the Sewer Enterprise Budget
Dept.	Name	Requested Amount	Recommended funding	Notes
Public Wks-Sewer	Inflow & Infiltration/Sewer rehab	\$100,000	\$100,000	This funding will be combined with funds appropriated in FY18 and FY19 to complete an infiltration/inflow evaluation of the Town's sewer system and implement follow-up flow isolation, TV inspection, smoke testing and dye testing work if warranted as well as assist with rehab on deficiencies that may be found. Revised MA DEP regulations issued in April 2014 requires sewer systems to be evaluated for excessive I & I by July 2018 and to implement a program to reduce I & I. In addition with compliance with DEP regulations, these efforts will help reduce operating costs to the Springfield Water & Sewer Commission.
Public Wks-Sewer	Sewer/Drain Camera Replacement	\$130,000	\$130,000	Main line camera used to help detect faults, breaks and other pipeline failures, conduct I & I study and assist DPW in locating and repairing pipe failures. The camera is no longer working and parts to repair it are not being made anymore. The alternative to purchase would be to hire private camera contractors to do this work.
Public Wks-Equipment	JD 50G Mini-Excavator - 25% (total value \$71,567)	\$17,892	\$17,892	This is the second year of the request for a mini excavator. We currently have been renting this kind of excavator for many jobs for the department. We currently are using a mini for doing water services on all our water main replacement projects. The excavator causes less disturbance than our larger backhoes and digs a much cleaner trench without the big mess. It would be a great addition to the department. If not funded we will need to rent this piece of equipment for all our water service installs, therefore the rental cost would need to be absorbed into our operating budget.
Projects recommended to be funded from Sewer Enterprise Budget			\$247,892	

Water Enterprise				
Dept.	Name	Requested Amount	Recommended funding	Notes
Public Wks- Water	Maple St. Water Services/Interconnections Upgrades	\$835,358	\$835,358	The project will complete Maple Street water main replacement in its entirety. The old 6" main has a history of breaks and is tuberculated, restricting flow and water quality. In addition, waiting for this project will mean the delay of paving Maple Street. Recommend bonding for this item.
Public Wks- Water	Prospect St. Composite Elevated Tank Painting	\$1,301,000	\$1,301,000	Exterior of tank has a significant amount of visible corrosion. The MA DEP requires the tank to be painted. Recommend bonding for this item.
Projects recommended to be bonded from the Water Enterprise Fund			\$2,136,358	
Public Wks- Water	JD 50G Mini-Excavator - 75% (total value \$71,567)	\$53,675	\$53,675	See notes in Sewer Enterprise. Recommend Funding this from the Water Enterprise Budget.
Projects recommended to be funded from the Water Enterprise Budget			\$53,675	
Stormwater Enterprise				Recommend funding these from the Storm Water Enterprise Budget
Dept.	Name	Requested Amount	Recommended funding	Notes
Public Wks - Storm Water	F250 Truck with Utility Body	\$45,000	\$45,000	For Storm Water Foreman to use to perform duties
Projects recommended to be funded from Storm Water Enterprise Budget			\$45,000	

Enterprise Funds

WATER ENTERPRISE FUND

Moved that \$ 3,144,350 be appropriated for the Water Enterprise Fund and that zero be included in appropriations from the general fund for indirect costs and be allocated to the water enterprise fund for funding; and that \$3,144,350 be raised as follows:

	2019	2020
Usage Charges	\$ 2,426,580	\$ 3,068,850
Betterments	\$ 1,661	\$ -
Interest Earned	\$ 23,333	\$ 50,500
Connection Fees	\$ 46,665	\$ 25,000
 Water Enterprise Fund Expenses		
Personal Services	\$ 563,521	\$ 583,471
Operating Expenses	\$ 1,444,611	\$ 1,469,797
Debt Service:		
Principal	\$ 379,610	\$ 510,500
Interest	\$ 137,500	\$ 174,961
Capital Outlay	\$ 270,691	\$ 53,675
Vehicle Replacement Reserve	\$ 50,000	\$ 50,000
Budget Surplus	\$ -	\$ 301,946
Total Water Enterprise Fund Expenses	\$ 2,845,933	\$ 3,144,350
 Water Enterprise Fund Revenues		
Usage Charges	\$ 2,426,580	\$ 3,068,850
Betterments	\$ 1,661	\$ -
Interest Earned	\$ 23,333	\$ 50,500
Connection Fees	\$ 46,665	\$ 25,000
Retained Earnings	\$ 347,694	
Total Water Enterprise Fund Revenues	\$ 2,845,933	\$ 3,144,350

SEWER ENTERPRISE FUND

Moved that \$ 2,295,180 be appropriated for the Sewer Enterprise Fund and that zero be included in appropriations from the general fund for indirect costs and be allocated to the sewer enterprise fund for funding; and that \$2,295,180 be raised as follows:

	2019	2020
Usage Charges	\$ 1,971,352	\$ 1,986,300
Interest Earned	\$ 16,062	\$ 35,000
Betterments	\$ 18,400	\$ 10,000
Connection Fees	\$ 48,186	\$ 30,000
Sewer Enterprise Fund Expenses		
Personal Services	\$ 524,655	\$ 513,224
Operating Expenses	\$ 844,903	\$ 926,403
Debt Service:		
Principal	\$ 403,762	\$ 481,785
Interest	\$ 110,044	\$ 75,876
Capital	\$ 385,072	\$ 247,892
Vehicle Replacement Reserve	\$ 50,000	\$ 50,000
Sewer Enterprise Fund Expenses	\$ 2,318,436	\$ 2,295,180
Sewer Enterprise Fund Revenues		
Usage Charges	\$ 1,971,352	\$ 1,986,300
Interest Earned	\$ 16,062	\$ 35,000
Betterments	\$ 18,400	\$ 10,000
Connection Fees	\$ 48,186	\$ 30,000
Retained Earnings	\$ 264,436	\$ 233,880
Sewer Enterprise Fund Revenues	\$ 2,318,436	\$ 2,295,180

STORM WATER ENTERPRISE FUND

Moved that \$289,075 be appropriated for the Storm Water Enterprise Fund and that zero be included in appropriations from the general fund for indirect costs and be allocated to the storm water enterprise fund for funding; and that \$289,075 be raised as follows:

	2019	2020
User Charges	\$ -	\$ 289,075
Interest Earned	\$ -	\$ -
 Storm Water Enterprise Fund Expenses		
Personal Services	\$ -	\$ 83,880
Operating Expenses	\$ -	\$ 143,950
Debt Service:		
Principal	\$ -	\$ -
Interest	\$ -	\$ -
Capital	\$ -	\$ 45,000
Vehicle Replacement Reserve	\$ -	\$ -
Budget Surplus	\$ -	\$ 16,245
Total Storm Water Enterprise Fund Expenses	\$ -	\$ 289,075
 Storm Water Enterprise Fund Revenues		
Usage Charges	\$ -	\$ 289,075
Interest Earned	\$ -	\$ -
Retained Earnings	\$ -	\$ -
Total Storm Water Enterprise Fund Revenues	\$ -	\$ 289,075

ELCAT ENTERPRISE FUND

Moved that \$231,500 be appropriated for the ELCAT Enterprise Fund and that zero be included in appropriations from the general fund for indirect costs and be allocated to the ELCAT Enterprise Fund for funding; and that \$231,500 be raised as follows:

	2019	2020
Cable License (Charter)	\$ 212,000	\$ 216,000
School Department	\$ 10,000	\$ 10,000
Video Services	\$ 400	\$ 1,100
Sponsors	\$ 5,000	\$ 4,400
ELCAT Enterprise Fund Expenses		
Personal Services	\$ 189,942	\$ 188,795
Operating Expenses	\$ 17,715	\$ 18,250
Debt Service:		
Principal	\$ -	\$ -
Interest	\$ -	\$ -
Capital Outlay	\$ -	\$ -
Budget Surplus	\$ 21,743	\$ 24,455
Total ELCAT Enterprise Fund Expenses	\$ 229,400	\$ 231,500
ELCAT Enterprise Fund Revenues		
Cable License (Charter)	\$ 212,000	\$ 216,000
School Department	\$ 10,000	\$ 10,000
DVD Income	\$ 400	\$ 100
VHS Transfers	\$ 2,000	\$ 1,000
Sponsors	\$ 5,000	\$ 4,400
Retained Earnings	\$ -	\$ -
Total ELCAT Enterprise Fund Revenues	\$ 229,400	\$ 231,500

Revolving Funds
Chapter 90
Receipts Reserved

Revolving Funds Under MGL Chapter 44 Section 53E1/2

<u>Revolving Fund</u>	<u>Authorized to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Funds</u>	<u>FY 2020 Spending Limit</u>	<u>FY 2020 Estimated Revenues</u>
Solid Waste Disposal (#2805)	Health Department	Trash bag receipts, recycling rebates	Salaries, expenses, supplies and contractual services to operate the solid waste disposal and recycling program	94,960	100,000
Council on Aging (#2809)	Council on Aging	General Council on Aging programs and events, such as: Fitness room memberships, exercise class fees, event fees, facility/room rental	Salaries, expenses, and contractual expenses to operate these programs at the Council on Aging	20,945	9,500
Health Department (#2812)	Health Department	Users of the sharps recycling program	Expenses, such as containers and advertisements to provide a sharps recycling program in the community	825	200

Revolving Funds Under MGL Chapter 44 Section 53D - Provided for Informational Purposes As An Annual Vote Is Not Needed

<u>Revolving Fund</u>	<u>Authorized to Spend Fund</u>	<u>Revenue Source</u>	<u>Use of Funds</u>	<u>FY 2020 Estimated Expenses</u>	<u>FY 2020 Estimated Revenues</u>
Recreation Revolving (#2811)	Recreation Department	Recreation program fees, including pool memberships	Salaries, expenses, supplies and contractual services to operate the recreation programs and pool	551,208	605,545

Chapter 90

To see if the Town will vote to raise and/or appropriate a sum of money by borrowing or otherwise for highway construction and/or reconstruction or maintenance purposes which is to be reimbursed by the Commonwealth of Massachusetts; and pass any vote or take any other action relative

\$ 581,366.00

Receipts Reserved for Appropriation Under MGL Chapter 40 Section 5F

Fund #	Fund Name		FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/ Decrease \$	Increase/ Decrease %	Explanation of Change
2907	Ambulance Fund	Salary	\$ -	\$ -	\$ -	\$ -	0%	
		Non-salary	\$ -	\$ -	\$ 121,026.00	\$ 121,026.00	100%	Ambulance supplies, billing annual service, intercept fees.
		<i>Total</i>	\$ -	\$ -	\$ 121,026.00	\$ 121,026.00	100%	
		Revenue	\$ -	\$ -	\$ (200,000.00)	\$ (200,000.00)	100%	
		Net (Profit) or Deficit	\$ -	\$ -	\$ (78,974.00)	\$ (78,974.00)	100%	

Community Preservation Fund

To see if the Town will vote to appropriate from the Community Preservation Fund annual revenues, estimated at \$250,000, a sum or sums of money as recommended by the Community Preservation Committee for administrative expenses, community preservation projects and other permissible expenses in Fiscal Year 2020 as follows:

Appropriations:

From FY 2020 revenues for Committee Administrative Expenses 5%

Reserves:

From FY 2020 revenues for Historic Resources Reserve:
10%

From FY 2020 revenues for Community Housing Reserve:
10%

From FY 2020 revenues for Open Space Reserve:
10%

From FY 2020 revenues for the Legally Undesignated Community Preservation Fund General Reserve:
65%;

Appropriations:

From FY 2020 revenues to be transferred to the General Fund for reimbursement of:
\$50,400 for the Pool Bond payment of principal and interest
\$55,880 for the Brown Property Bond payment of principal and interest;

and pass any vote or take any other action relative thereto.



Draft Budget for Fiscal Year 2020

Any Questions?