

**TOWN MANAGER'S PROPOSED BUDGET FOR  
FISCAL YEAR 2020  
APRIL 29, 2019**

**East Longmeadow**



## TOWN MANAGER'S PROPOSED BUDGET FOR FISCAL YEAR 2019-2020

This evening I am presenting the Town Manager's Proposed Budget for the Fiscal Year that begins July 1, 2019 and ends June 30, 2020. Both the Budget and Capital Plan recommended this evening have been updated from the Draft Budget that was presented to the Council on March 26, 2019.

As in past years, the Proposed FY 2019-2020 Budget was completed collaboratively with all Town departments. The Council asked for an explanation for any increases over last year's budgeted amounts with the exception of contracted obligations. Those explanations, abbreviated, have been incorporated in the Uses portion of this year's proposal. I am confident that you will find that this evening's proposal reflects a well-rounded plan that addresses the needs of the community today while looking toward East Longmeadow's future needs.

The last few years' budgets focused on upgrades to East Longmeadow's public safety organization while maintaining the outstanding quality of the community's education and services. The response from the community to those priorities being implemented has been extremely positive. With those major investments now in place, this year's priority is to maintain quality services throughout East Longmeadow and attract and retain the personnel needed to continue that level of services that the residents and business in the community are requesting. To follow are some highlights of this year's proposed budget.

### General Fund Sources (projected revenue) for FY 2020

A few changes in projected revenue this year are:

- A projected decrease in new growth – the extremely high rate of growth in taxable property we experienced last year is not expected to continue at the same rate,
- A proposed increase in "Other State Aid" – this incorporates the Governor's proposed changes in State funding,
- Increases in income from licensing & permitting – current year increases have been due to updating of many license and permit fees along with better enforcement of the Town's licensing and permitting requirements,
- An increase in bank interest – changes have been made to some of the Town's banking policies/processes.

### Fiscal Year 2020 Uses

There are some larger than normal salary increases due to:

- Union Contracts - were still in negotiations during budget season last year. In order to continue "bargaining in good faith", we could not project budget increases for those bargaining unit employees, therefore increases in a majority of the salaries were not incorporated in last year's budget with the expectation that we would use either the budgeted "Reserve Fund", unused funds in department budgets or a transfer from Fund Balance to fund the 2 years of increases in one fiscal year.
- Wage Study - was completed this fiscal year by the Collins Center. The study recommended changes to both union and management wages. Although some salaries were found to be higher than average and recommended to remain at current rates, many were recommended to be increased and a few were found to be in the wrong pay grade altogether which led to reclassification of those positions. The study also stated, "that the majority of the management positions are significantly below the market range".
- Minimum Wage - East Longmeadow employs a large number of minimum wage employees. Minimum wage was increased this year and will be increasing in the next few years as well.

Projected Tax Rate – as in previous years, the Director of Finance and I are very conservative in the projected tax rate at this early point of the budget process. A major portion of the Town's revenue comes from the State and those numbers are not yet solidified so we always use the most conservative revenue projections. As always, both the Director of Finance are always available to answer any questions you may have. 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%
<b>Projected Maximum Allowable Property Tax Levy</b>	<b>43,470,933</b>	<b>44,673,218</b>	<b>1,202,285</b>	<b>2.77%</b>
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%
<b>Total Projected State Aid</b>	<b>12,902,650</b>	<b>13,832,638</b>	<b>929,988</b>	<b>7.21%</b>
<b>State School Construction Reimbursement</b>	<b>668,807</b>	<b>668,807</b>	<b>-</b>	<b>0.00%</b>
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%
<b>Total Projected Local Receipts</b>	<b>4,165,000</b>	<b>4,216,000</b>	<b>51,000</b>	<b>1.22%</b>
From Community Preservation Fund for P&I payments	109,680	106,280	(3,400)	-3.10%
<b>Total from Transfers</b>	<b>109,680</b>	<b>106,280</b>	<b>(3,400)</b>	<b>-3.10%</b>
<b>Total General Fund Sources</b>	<b>61,317,070</b>	<b>63,496,943</b>	<b>2,179,873</b>	<b>3.56%</b>

**FY 2020 Uses - Town Manager's Budget 4/29/19**

**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	\$ 1,995.00	\$ (4,505.00)	-69.3%	Decreased amount of training.
	<i>Total</i>	\$ 42,069.76	\$ 48,000.00	\$ 43,495.00	\$ (4,505.00)	-9.4%	
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	\$ 14,020.00	\$ (1,532.00)	-9.9%	CommBuys savings.
	<i>Total</i>	\$ 199,185.04	\$ 207,832.00	\$ 215,043.90	\$ 7,211.90	3.5%	
132 Reserve Fund	Reserve	\$ -	\$ 112,000.00	\$ 112,000.00	\$ -	0.0%	
135 Town Accountant	Salary	\$ 250,328.32	\$ 258,100.00	\$ 326,766.39	\$ 68,666.39	26.6%	Contractual increase.
	Non-salary	\$ 35,925.07	\$ 50,171.00	\$ 41,464.00	\$ (8,707.00)	-17.4%	Requested 1 PT position for 19hrs/wk. Some furniture replaced in FY19, significant savings using CommBuys, shared printer costs. Reduced exp to offset position request.
	<i>Total</i>	\$ 286,253.39	\$ 308,271.00	\$ 368,230.39	\$ 59,959.39	19.5%	
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	\$ 17,315.00	\$ (62,195.00)	-78.2%	Moved \$53k for valuation services to separate fund.
	<i>Total</i>	\$ 235,422.79	\$ 277,508.00	\$ 219,984.27	\$ (57,523.73)	-20.7%	
145 Collector/Treasurer	Salary	\$ 209,742.93	\$ 240,220.00	\$ 279,997.05	\$ 39,777.05	16.6%	Contractual increase.
	Non-salary	\$ 49,050.96	\$ 80,476.00	\$ 80,156.00	\$ (320.00)	-0.4%	Requested 1 PT position to become 1 FT (from 19hrs to 37.5hrs). Reduced exp to offset position request.
	<i>Total</i>	\$ 258,793.89	\$ 320,696.00	\$ 360,153.05	\$ 39,457.05	12.3%	
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	\$ 28,390.00	\$ (1,316.00)	-4.4%	Reduced estimate of new hires
	<i>Total</i>	\$ 209,053.85	\$ 211,311.00	\$ 213,683.03	\$ 2,372.03	1.1%	

**FY 2020 Uses - Town Manager's Budget 4/29/19**

**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	\$ 449,588.62	\$ 93,590.62	26.3%	Contractual increase. Requested 3 new positions: 1 FT position and 2 FT positions for summer (8 weeks). Gsuite license, Vision, antivirus all new.
	Non-salary	\$ 334,044.25	\$ 375,736.00	\$ 445,891.16	\$ 70,155.16	18.7%	
	<i>Total</i>	\$ 672,402.77	\$ 731,734.00	\$ 895,479.78	\$ 163,745.78	22.4%	
160 Town/Council Clerk	Salary	\$ 186,524.24	\$ 187,711.00	\$ 193,130.40	\$ 5,419.40	2.9%	Contractual increase. General Code payments (Year 2 of 3).
	Non-salary	\$ 19,856.71	\$ 22,074.00	\$ 23,812.00	\$ 1,738.00	7.9%	
	<i>Total</i>	\$ 206,380.95	\$ 209,785.00	\$ 216,942.40	\$ 7,157.40	3.4%	
162 Elections	Salary	\$ 6,946.50	\$ 18,392.00	\$ 15,734.00	\$ (2,658.00)	-14.5%	FY2020 has 3 possible elections, FY2019 had 4 possible elections.
	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%	
175 Planning, Zoning, Conservation	Salary	\$ 160,958.06	\$ 127,475.00	\$ 135,336.02	\$ 7,861.02	6.2%	Contractual increase. Legal notices for Master Plan.
	Non-salary	\$ 10,497.34	\$ 16,652.00	\$ 17,902.28	\$ 1,250.28	7.5%	
	<i>Total</i>	\$ 171,455.40	\$ 144,127.00	\$ 153,238.30	\$ 9,111.30	6.3%	
947 PVPC Assessment	Non-salary	\$ 2,474.96	\$ 2,537.00	\$ 2,600.25	\$ 63.25	2.5%	Set fee.
<b>General Government</b>		<b>\$ 2,445,445.49</b>	<b>\$ 2,740,998.00</b>	<b>\$ 2,969,189.37</b>	<b>\$ 228,191.37</b>	<b>8.3%</b>	
210 Police	Salary	\$ 2,559,144.20	\$ 2,747,474.00	\$ 2,786,961.53	\$ 39,487.53	1.4%	Contractual increase. Requested 1 FT position (budgeted for 6 months), offset by dark station receptionists removed. Software costs moved to IT. Reduced vehicle repair budget.
	Non-salary	\$ 67,227.06	\$ 117,910.00	\$ 108,860.40	\$ (9,049.60)	-7.7%	
	<i>Total</i>	\$ 2,626,371.26	\$ 2,865,384.00	\$ 2,895,821.93	\$ 30,437.93	1.1%	

**FY 2020 Uses - Town Manager's Budget 4/29/19**

**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	\$ 1,774,448.50	\$ 284,175.50	19.1%	Contractual increase and new hires working a full year. Requested 1 FT position (budgeted for 3 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	\$ 1,852,432.50	\$ 214,207.50	13.1%	
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	\$ 352,672.36	\$ 160,110.36	83.1%	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	\$ 409,988.70	\$ 98,988.31	31.8%	
<b>Public Safety</b>		<b>\$ 3,784,051.80</b>	<b>\$ 5,013,426.39</b>	<b>\$ 5,411,148.98</b>	<b>\$ 397,722.59</b>	<b>7.9%</b>	
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%	
<b>Public Health</b>		<b>\$ 220,013.81</b>	<b>\$ 267,927.00</b>	<b>\$ 303,757.02</b>	<b>\$ 35,830.02</b>	<b>13.4%</b>	
421 Administration & Highway	Salary	\$ 1,263,621.46	\$ 1,238,654.00	\$ 1,358,670.00	\$ 120,016.00	9.7%	Contractual increase. \$25k for help for fields. Decrease due to MS4 costs in Enterprise fund. Offset by \$20k for field fertilization.
	Non-salary	\$ 394,861.87	\$ 528,722.00	\$ 523,722.32	\$ (4,999.68)	-0.9%	
	<i>Total</i>	\$ 1,658,483.33	\$ 1,767,376.00	\$ 1,882,392.32	\$ 115,016.32	6.5%	

## FY 2020 Uses - Town Manager's Budget 4/29/19

### 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	\$ 1,098,000.00	\$ (20,000.00)	-1.8%	Solar credits.
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%	
<b>Public Works</b>		<b>\$ 4,450,195.92</b>	<b>\$ 4,968,267.00</b>	<b>\$ 5,155,369.42</b>	<b>\$ 187,102.42</b>	<b>3.8%</b>	
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.
<b>Education</b>		<b>\$ 29,081,994.64</b>	<b>\$ 30,314,438.00</b>	<b>\$ 31,375,590.00</b>	<b>\$ 1,061,152.00</b>	<b>3.5%</b>	

**FY 2020 Uses - Town Manager's Budget 4/29/19**

**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. State mandated expenditure increase to keep state grant.
	Non-salary	\$ 118,565.94	\$ 123,210.00	\$ 130,160.00	\$ 6,950.00	5.6%	
	<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	\$ 246,070.62	\$ 35,102.62	16.6%	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	\$ 263,261.62	\$ 35,102.62	15.4%	
693 Celebrations, Cultural, Historical	Non-salary	\$ 18,733.34	\$ 26,975.00	\$ 26,975.00	\$ -	0.0%	
<b>Culture and Recreation</b>		<b>\$ 911,501.75</b>	<b>\$ 991,457.00</b>	<b>\$ 1,079,372.56</b>	<b>\$ 87,915.56</b>	<b>8.9%</b>	
541 Council on Aging	Salary	\$ 268,005.19	\$ 277,155.00	\$ 319,012.24	\$ 41,857.24	15.1%	Contractual increases. Increase in printing costs.
	Non-salary	\$ 21,874.15	\$ 27,759.00	\$ 29,159.50	\$ 1,400.50	5.0%	
	<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%	
<b>Human Services</b>		<b>\$ 424,996.92</b>	<b>\$ 451,833.00</b>	<b>\$ 495,090.74</b>	<b>\$ 43,257.74</b>	<b>9.6%</b>	

**FY 2020 Uses - Town Manager's Budget 4/29/19**

**General Fund**

<b>Department</b>	<b>FY 2018 Actuals</b>	<b>FY 2019 Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>Increase/Decrease \$</b>	<b>Increase/Decrease %</b>	<b>Explanation of Change</b>
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.
<b>Insurance</b>	<b>\$ 9,210,520.34</b>	<b>\$ 10,021,938.00</b>	<b>\$ 10,769,155.64</b>	<b>\$ 747,217.64</b>	<b>7.5%</b>	
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	\$ 115,000.00	\$ 65,000.00	130.0%	Capital bonded recommendations.
752 Community Preservation - Short Term Borrowing	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Debt Service</b>	<b>\$ 2,651,825.18</b>	<b>\$ 2,614,977.44</b>	<b>\$ 2,903,608.89</b>	<b>\$ 288,631.45</b>	<b>11.0%</b>	
<b>Total General Fund Budget</b>	<b>\$ 53,180,545.85</b>	<b>\$ 57,385,261.83</b>	<b>\$ 60,462,282.62</b>	<b>\$ 3,077,020.78</b>	<b>5.4%</b>	

**FY 2020 Uses - Town Manager's Budget 4/29/19**

**General Fund**

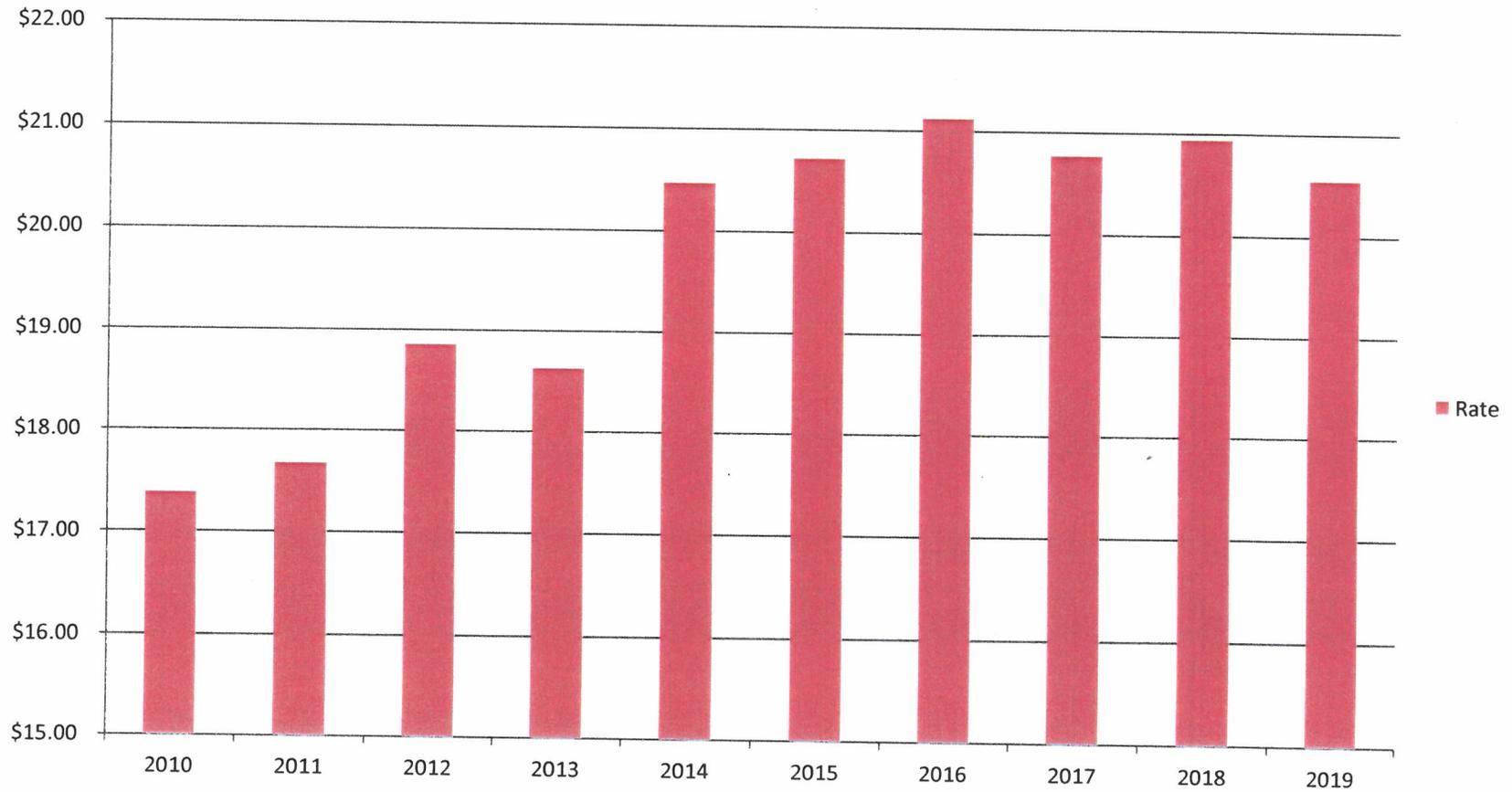
Department	FY 2018 Actuals	FY 2019 Budget	FY 2020 Proposed Budget	Increase/Decrease \$	Increase/Decrease %	Explanation of Change
<b>Other Financing Uses:</b>						
Capital Projects	\$ 1,216,117.00	\$ 744,494.00	\$ 1,162,292.00	\$ 417,798.00	56.1%	
Stabilization Fund	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ -	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%	
<b>Total Other Financing Uses</b>	<b>\$ 2,381,856.72</b>	<b>\$ 1,921,254.00</b>	<b>\$ 2,393,463.16</b>	<b>\$ 472,209.16</b>	<b>24.6%</b>	
<b>Total General Fund Uses</b>	<b>\$ 55,562,402.57</b>	<b>\$ 59,306,515.83</b>	<b>\$ 62,855,745.78</b>	<b>\$ 3,549,229.94</b>	<b>6.0%</b>	

# 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%
<b>Total General Fund Sources</b>	<b>61,317,070</b>	<b>63,496,943</b>	<b>2,179,873</b>	<b>3.56%</b>
<b>General Fund Uses</b>				
General Government	2,740,998	2,969,189	228,191	8.33%
Public Safety	5,013,426	5,411,149	397,723	7.93%
Public Health	267,927	303,757	35,830	13.37%
Public Works	4,968,267	5,155,369	187,102	3.77%
Education	30,314,438	31,375,590	1,061,152	3.50%
Culture and Recreation	991,457	1,079,373	87,916	8.87%
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	2,903,609	288,631	11.04%
<b>Total General Fund Budget</b>	<b>57,385,262</b>	<b>60,462,283</b>	<b>3,077,021</b>	<b>5.36%</b>
Capital Projects	744,494	1,162,292	417,798	56.12%
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%
<b>Total Other Uses</b>	<b>1,921,254</b>	<b>2,393,463</b>	<b>472,209</b>	<b>24.58%</b>
<b>Total General Fund Uses</b>	<b>59,306,516</b>	<b>62,855,746</b>	<b>3,549,230</b>	<b>5.98%</b>
<b>Sources Less Uses</b>	<b>2,010,554</b>	<b>641,197</b>	<b>(1,369,357)</b>	<b>-68.11%</b>

### Tax Rate 2010-2019



FY 2020 Estimated Tax Rate \$22.07

**Town Manager's FY 2020 Capital Projects Recommendations Revised 4/29/2019**

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.
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	\$300,000	<b>4/29/2019 Increased by \$100,000 - as part of overall School requests - Chromebooks replacement reduced by \$20,000, MV modular classrooms postponed to next year</b> 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.

Information Technology	Student MacBook Replacements	\$27,168	<b>\$30,000</b>	<b>4/29/2019 Reduced by \$20,000 - less replacements needed with increase in 1:1 funding</b> 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-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.
<b>Total capital recommended as part of FY 2020 budget</b>			<b>\$1,162,292</b>	

#1 priorities recommended to bond in FYE 2020				
Public Wks- Highway	Roadway Improvement	\$600,000	\$1,200,000	<p><b>4/29/2019 MOVED FROM GENERAL FUND TO BONDING - Added to items to be bonded - increased from \$100,000 to \$1.2 million per Town Council recommendation</b></p> <p>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</p>
School - MS	Door Replacement (exterior & interior)	\$50,000	\$50,000	<p><b>Bond this item</b> - Over the past 3 years we have received \$95,000 that covered the replacement of 52 new door leaves 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 leaves 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.</p>
<b>Projects recommended for bonding</b>			<b>\$1,250,000</b>	

Enterprise Funds				
Sewer Enterprise			Recommend funding these from the Sewer Enterprise	
Public Wks-Sewer	Inflow & Infiltration/Sewer rehab	\$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		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		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.
<b>Projects recommended to be funded from Sewer Enterprise Fund</b>			<b>\$247,892</b>	
Water Enterprise			Recommend funding these from the Water Enterprise	
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. <b>Recommend bonding for this item</b>
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. <b>Recommend bonding for this item</b>
<b>Projects recommended to be bonded from the Water Enterprise</b>			<b>\$2,136,358</b>	
Public Wks-Water	JD 50G Mini-Excavator - 75% (total value \$71,567)	\$53,675	\$53,675	See notes in Sewer Enterprise. <b>Recommend Funding this from the enterprise general fund.</b>
<b>Projects recommended to be funded from the Water Enterprise</b>			<b>\$53,675</b>	

Stormwater Enterprise				Recommend funding these from the Stormwater Enterprise
Public Wks-Stormwater	F250 Truck with Utility Body	\$45,000	\$45,000	For Stormwater Foreman to use to perform duties
<b>Projects recommended to be funded from Stormwater Enterprise Fund</b>			<b>\$45,000</b>	
Projects recommended to be funded from other source				
Recreation	Pine Knoll Upper Lot Paving	\$55,000	\$55,000	<b>4/29/2019 RECOMMEND FUNDING WITH CASINO MITIGATION FUND</b> 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.
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. <b>Will be funded from the to-be-formed "Special Revenue Ambulance Account"</b>
	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. <b>Using repurposed police vehicles</b>
Projects removed from the Capital Plan for this year				
School - MV	Replace portable modular trailer classroom with a permanent structure	\$1,312,715		<b>4/29/2019 REMOVED FROM CAPITAL - This item was postponed to Capital Projects for FYE 2021</b> <b>Bond this item</b> - 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.
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. <b>Recommendation is to not fund this but continue investigation of financing using option described in additional attached document.</b>

# 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:

	<b>2019</b>	<b>2020</b>
Usage Charges	\$ 2,426,580	\$ 3,068,850
Betterments	\$ 1,661	\$ -
Interest Earned	\$ 23,333	\$ 50,500
Connection Fees	\$ 46,665	\$ 25,000
 <b>Water Enterprise Fund Expenses</b>		
Personal Services	\$ 563,521	\$ 583,471
Operating Expenses	\$ 1,444,611	\$ 1,469,797
Debt Service:		
Principal	\$ 379,610	\$ 510,500
Interest	\$ 137,500	\$ 200,061
Capital Outlay	\$ 270,691	\$ 53,675
Vehicle Replacement Reserve	\$ 50,000	\$ 50,000
Budget Surplus	\$ -	\$ 276,846
<b>Total Water Enterprise Fund Expenses</b>	<b>\$ 2,845,933</b>	<b>\$ 3,144,350</b>
 <b>Water Enterprise Fund Revenues</b>		
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	\$ -
<b>Total Water Enterprise Fund Revenues</b>	<b>\$ 2,845,933</b>	<b>\$ 3,144,350</b>

## SEWER ENTERPRISE FUND

Moved that \$ 2,295,280 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 \$2,295,280 be raised as follows:

	<b>2019</b>	<b>2020</b>
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
<b>Sewer Enterprise Fund Expenses</b>		
Personal Services	\$ 524,655	\$ 513,224
Operating Expenses	\$ 844,903	\$ 926,403
Debt Service:		
Principal	\$ 403,762	\$ 481,785
Interest	\$ 110,044	\$ 75,976
Capital	\$ 385,072	\$ 247,892
Vehicle Replacement Reserve	\$ 50,000	\$ 50,000
<b>Sewer Enterprise Fund Expenses</b>	<b>\$ 2,318,436</b>	<b>\$ 2,295,280</b>
<b>Sewer Enterprise Fund Revenues</b>		
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	\$ 233,980
<b>Sewer Enterprise Fund Revenues</b>	<b>\$ 2,318,436</b>	<b>\$ 2,295,280</b>

## 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:

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

## 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:

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

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	\$ -	\$ -	\$ 50,000.00	\$ 50,000.00	0%	EMT Call Backs
		Non-salary	\$ -	\$ -	\$ 168,185.45	\$ 168,185.45	100%	Ambulance supplies, billing annual service, intercept fees, LifePak.
		<i>Total</i>	\$ -	\$ -	\$ 218,185.45	\$ 218,185.45	100%	
		Revenue	\$ -	\$ -	\$ (221,000.00)	\$ (221,000.00)	100%	
		<b>Net (Profit) or Deficit</b>	\$ -	\$ -	\$ (2,814.55)	\$ (2,814.55)	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.



Proposed Budget for Fiscal Year 2020  
Any Questions?