

**Town of Arlington  
Massachusetts**

**Report of the  
Finance Committee**



**ANNUAL TOWN MEETING  
Monday, April 24, 2017**

**SPECIAL TOWN MEETING  
Wednesday, April 26, 2017**

# THE FINANCE COMMITTEE

ALLAN TOSTI, *Chairman*

RICHARD C. FANNING, *Vice Chairman*  
CHARLES T. FOSKETT, *Vice Chairman*

ALAN JONES, *Vice Chairman*  
PETER B. HOWARD, *Secretary*

PRECINCT	TERM ENDS	PRECINCT	TERM ENDS
1 JOHN J. DEYST, JR.	2017	11 THOMAS CACCAVARO JR.	2017
2 STEPHEN W. DECOURCEY	2019	12 DARREL HARMER	2018
3 ALLAN TOSTI	2018	13 PAUL BAYER	2019
4 JEANANNE M. RUSSELL	2017	14 ALAN JONES	2019
5 MARY MARGARET FRANCLEMONT	2017	15 RICHARD C. FANNING	2018
6 CAROLYN WHITE	2019	16 WILLIAM KELLAR	2017
7 JONATHAN WALLACH	2019	17 GRANT GIBIAN	2018
8 CHARLES T. FOSKETT	2019	18 ROHIT K. DUVADIE	2019
9 BRIAN BECK	2018	19 CHRISTINE DESHLER	2018
10 PETER B. HOWARD	2017	20 VACANT	2017
		21 DAVID MCKENNA	2018

ELIZABETH DIGGINS  
*Executive Secretary*

The Finance Committee was established by vote of the Town over a century ago on March 7, 1895. Article 33 provided for the selection of a "committee of twenty-one", which would consider all articles in the warrant involving an appropriation of money and "make report thereof in print, with their estimates and recommendations for final action of the town...."

Arlington's Finance Committee, however, was not the first in the state. According to the Massachusetts Finance Committee Handbook, "The Finance Committee's beginning was the action of a group of citizens of Quincy in 1870, who created themselves a committee to restore financial order." In 1910, the legislature required finance committees for every town "whose valuation for the purposes of apportioning the state tax exceeds one million dollars." Chapter 39, Section 16, also provided that any other town may "by by-law provide for the election or the appointment and duties of appropriation, advisory or finance committees, who shall consider any or all municipal questions for the purpose of making reports or recommendations to the town...."

In Arlington, the duties and responsibilities of the Finance Committee are stated in the Town Manager Act, Sections 31-35, and in the Bylaws, Title I, Article 7. Finance Committee members must be registered voters of the town. They are appointed by a three-member committee composed of the Moderator, the chairman of the Finance Committee and the chairman of the Board of Trust Fund Commissioners.

Under Section 4 of Article 7 of Title I of the Bylaws, the Finance Committee "shall consider all articles contained in any warrant except articles on zoning...and those articles which do not require or request an appropriation of money...said committee shall make recommendations, and shall report in print, if possible at or prior to each town meeting, but the omission of said committee so to consider, recommend and/or report shall not affect the validity of any vote or other action at any town meeting. The committee shall also make such general suggestions, criticisms and recommendations, as it may deem expedient. Nothing contained in this section shall preclude the Committee from considering, if it sees fit, articles which do not require or request an appropriation of money."

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## GLOSSARY

**AVAILABLE FUNDS** -- See Unencumbered Funds

**CHERRY SHEET** – A formerly, cherry-colored form showing state and county charges and reimbursement to the Town as certified by the State Director of Accounts.

**ENTERPRISE FUNDS** -- Funds that account for all revenues and expenditures for services and allow surpluses to be used to reduce user fees for the services or to pay for capital improvements. Each fund has an independent budget. Losses are made up from the Town’s general fund. Presently, Arlington has enterprise funds for Council on Aging Transportation, Recreation, Veterans’ Memorial Rink, Water & Sewer and Youth Services.

**FISCAL YEAR** -- July 1 through June 30.

**FREE CASH** -- See Unencumbered Funds.

**OVERLAY** -- Funds set aside to cover abatements and exemptions. The amount is determined by the Board of Assessors.

**OVERLAY RESERVE** -- Unused accumulated amount of Overlay for previous years that is not required to be held in a specific Overlay account for a given year. Once released by the Board of Assessors, the funds may be used for any municipal purpose.

**RESERVE FUND** -- A fund established by the Annual Town Meeting. It is under control of the Finance Committee, which may authorize transfers for extraordinary or unforeseen expenditures. The fund may be composed of an appropriation of not more than 5% of the tax levy for the preceding year.

**STABILIZATION FUND** -- A special account created to provide a reserve for municipal expenditures. Transfers into and out of these funds require a 2/3 vote of Town Meeting.

**SURPLUS REVENUE** -- The total amount of cash, accounts receivable, and other current assets that exceed liabilities and reserves.

**UNENCUMBERED FUNDS** -- The amount of surplus revenue, minus uncollected taxes of prior years. Unencumbered funds must be certified by the State Bureau of Accounts before they can be used. This is also known as Free Cash or Available Funds.

## **REPORT OF THE CHAIR OF THE FINANCE COMMITTEE**

The Town is now entering the seventh year since the last tax override in 2011. The plan has worked well not only because of the successful override and the caps on Town spending, but also because of the successful implementation of legislation allowing towns to enter the State Group Insurance Commission (“GIC”) to cover their employee health insurance.

The main goal for the last few years has been to delay and reduce the size of the deficit and the tax limit override that would be needed to maintain services. However, the school enrollment increases have continued to impact Town budgets. To deal with this, the Long Term Planning Committee and the Finance Committee are proposing to leave the school general fund allowable increase at 3.5%, leave the special education increase at 7% and continue the enrollment increase allowance from last year. For the last several years the allowance for additional students was 25% of the per pupil cost as determined by the State. This was increased last year to 35%, and the change has been made retroactive to fiscal year 2014. This will allow for a 6.57% increase in the school appropriation. See Appendix D for a breakdown of projected revenue and expenditures. Because of decreased projections in some expenses and larger free cash balances, the first deficit is still projected to be in fiscal year 2021, but unless state aid increases at a higher level, more will have to be done in the future to reduce that projected deficit to a manageable level.

Under this policy, the Finance Committee, in cooperation with other Town officials, proceeded to move ahead with the fiscal year 2018 budget. Both the Town Manager and School Superintendent presented budgets within the limits agreed to by the Long Term Planning Committee as described above. Our initial revenue projections were based upon levels agreed to by various Town officials and local aid as recommended by the Governor and later modified by the House Ways and Means Committee. The Finance Committee has been working since mid-January reviewing budgets and warrant articles and examining the revenue projections for next year. After the House Ways and Means Committee reported their recommendations on April 12<sup>th</sup>, we fine-tuned the numbers, and went to print with the Finance Committee Report, making it available to you as soon as possible.

We have thoroughly reviewed all of the budgets and kept them within the guidelines agree to by all parties in the Long Range Planning Committee. We have continued to fund the long term stabilization fund and the Other Post-Employment Benefits Fund (OPEB) to protect our credit rating and provide for the Town’s long term financial health. We continue to increase the snow and ice budget and reserve fund to prevent snow and ice deficits and are also recommending the addition of funds to the Override Stabilization Fund as promised to the voters to postpone the need for future tax increases. As you can see from Appendix D, this will be the last year that we can make contributions to the fund. Next year we will begin withdrawing funds to balance the budget. We will continue to monitor revenues and expenditures with other Town officials to keep future budgets balanced.

In addition to the impact on the operating budget, the school enrollment increases are having a substantial impact on the capital budget. Increases in the number of students have used up spare classrooms, and projections show continuing increase over the next 5-10 years. Fortunately, the voters stepped to the plate last June and approved debt exclusions for the Thompson Elementary school, the Gibbs Middle School and the feasibility plans for the High School. The Capital budget is providing funds for the additional classrooms at the Hardy Elementary School. The Thompson School’s

additional classrooms were approved by Town Meeting last fall and are currently under construction. You will be asked to take action on the Hardy and Gibbs school reconstructions in this Special Town Meeting.

In closing, we need to emphasize the importance of controlling appropriations in the fiscal year 2018 budget. In the fall of 2016, when we last issued Town bonds, the Town maintained its high AAA rating from Standard and Poor's, which rates the Town's bonds. We accomplished this because we have a multi-year revenue and expenditure plan, a capital plan with strong support from Town Meeting, a strong reserve position and continued funding of the retiree health insurance fund. We cannot use any more of the Town's reserves without jeopardizing the Town's future financial condition and forcing an override sooner than currently projected. The voters must know that the Town can control expenditures and maintain a balanced budget. We need to continue to utilize conservative financial practices if we are to maintain our high credit rating, which lowers interest costs for future bonding and keeps faith with our promise to the voters.

As in past years, we ask for your support in keeping the budgets balanced. We have allocated revenues as prudently and fairly as possible. Proposed increases must be balanced by reductions elsewhere. As always, we are available to answer any questions you may have.

Respectfully submitted,

Allan Tosti, Chair  
Arlington Finance Committee



<b>J. Director of Veteran’s Services ATP5 to ATP6 Health and Human Services</b>	<b>FTE1</b>	<b>\$ 3,071</b>
<b>K. Cash Manager OA7 to ATP6 Treasurer</b>	<b>FTE1</b>	<b>\$12,467</b>
<b>L. Treasurer’s Assistant OA4 to OA5 Treasurer</b>	<b>FTE1</b>	<b>\$ 2,210</b>
<b>M. Working Foreman Mason MC6 to MC7 Public Works</b>	<b>FTE1</b>	<b>\$ 2,454</b>
<b>N. Tree Climber MC5 to MC6 Public Works</b>	<b>FTE1</b>	<b>\$ 2,933</b>
<b>O. Benefits Administrator OA7 to ATP4 Human Resources</b>	<b>FTE1</b>	<b>\$ 6,174</b>
<b>P. Human Resources Assistant ATP7 to ATP8 Human Resources</b>	<b>FTE1</b>	<b><u>\$ 2,598</u></b>
	<b><u>TOTAL</u></b>	<b><u>\$50,190</u></b>

And to fund the \$50,190 appropriation as indicated above, said sum to be raised by general tax and included in the budgets of the departments affected.

**2. By adding the following positions:**

- A. Assistant Facilities Director ATP11  
Facilities**
- B. HVAC Technician ATP4  
Facilities**
- C. Energy and Project Manager ATP8  
Facilities**
- D. Assistant Town Engineer ATP10  
Public Works**
- E. Special Projects Clerk OA5  
Police**
- F. Facilities Director M3  
Facilities**
- G. Administrative Assistant – Facilities ATP6  
Facilities**

- H. Senior Planner ATP8  
Planning and Community Development**
- I. Economic Development Coordinator ATP12  
Planning and Community Development**
- J. Detention Attendant OA4  
Police**
- K. Assistant Benefits Coordinator-HR OA5  
Human Resources**
- L. Assistant Town Manager M1  
Town Manager**
- M. Tree Warden ATP6  
Public Works**
- N. Assistant Director of Human Resources ATP8  
Human Resources**
- O. Office Manager Fire ATP4  
Fire**

**3. By deleting the following positions:**

- A. Superintendent of Building Maintenance ATP11  
Facilities**
- B. Regional Energy Manager ATP7  
Facilities**
- C. Senior Civil Engineer ATP9  
Public Works**
- D. Records Attendant OA3  
Police**
- E. Planner ATP5  
Planning and Community Development**
- F. Economic Development Planner ATP12  
Planning and Community Development**



- G. Finance Committee Secretary OA1  
Finance Committee**
- H. Administrative Assistant HR OA5  
Human Resources**
- I. Weatherization Coordinator ATP7  
Planning and Community Development**
- J. GIS Specialist/Technical Planner ATP7  
Information Technology/Planning and Community Development**
- K. Senior Engineering Aide ATP3  
Public Works**
- L. Junior Engineering Aide ATP2  
Public Works**
- M. Health Compliance Officer/Tobacco Program ATP4  
Health and Human Services**
- N. Engineering Division Manager ATP11  
Public Works**
- O. General Foreman ATP8  
Public Works**
- P. Administrative Assistant – Recreation OA4  
Recreation**
- Q. Electrician’s Helper MC5  
Facilities**
- R. Painter – Maintenance MC4  
Facilities**
- S. Motor Equipment Maintenance Worker MC4  
Public Works**
- T. Human Resources Assistant ATP7  
Human Resources**
- U. Administrative Assistant Fire ATP3  
Fire**

**ARTICLE 33**

**APPROPRIATION/TOWN BUDGETS**

To see if the Town will vote to make appropriations to defray Town obligations, liabilities, outlay and expenses and especially for or relating to all or any of the boards, departments, purposes and matters hereinafter mentioned, and to provide for the disposal of motor vehicles and other personal property belonging to the Town, determine how the money shall be raised and expended; or take any action related thereto: Finance Committee, Board of Selectmen, Town Manager, Human Resources, Comptroller, Information Technology, Town Treasurer and Collector of Taxes, Assessors, Legal and Workers' Compensation, Town Clerk, Registrars, Planning and Community Development, Redevelopment Board, Parking, Zoning Board of Appeals, Public Works, Facilities, Cemeteries, Community Safety, School Department, Libraries, Human Services, Insurance, Non-Contributory Pensions, Contributory Pensions, Town Debt and Interest, Reserve Fund, and/or any other Town Departments, Boards, Commissions or Committees, Water and Sewer Enterprise Fund, Recreation Enterprise Fund, Council on Aging Transportation Enterprise Fund, Veterans' Memorial Rink Enterprise Fund, and Youth Services Enterprise Fund.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

**See Appendix B Below.**

**ARTICLE 34**

**CAPITAL BUDGET**

To see if the Town will vote to appropriate a sum of money to defray the expense of purchasing, leasing, or bonding of capital equipment, infrastructure, buildings or other projects of the Town or to acquire real property for municipal purposes; to appropriate a sum of money to fund previously incurred or future Town debt, to acquire land for said projects where necessary by purchase, eminent domain taking or otherwise, determine how the money shall be raised including the possibility of borrowing any or all of the same, or the transfer of funds from any previous appropriation, determine how such money shall be expended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager and the Capital Planning Committee)

**VOTED: (1) That the sum of \$11,523,825 be and hereby is appropriated for various capital projects and equipment as shown below, and expended under the direction of the Town Manager, said sum to be raised by general tax:**

(This space intentionally blank)

Item	Amount	Project	Department
1.	\$ 55,000	Replace Staff Vehicle #1001 2008 Ford Expedition	COMMUNITY SAFETY - FIRE SERVICES
2.	\$ 30,000	Rescue Boat, Motor & Trailer	COMMUNITY SAFETY - FIRE SERVICES
3.	\$ 17,000	Bullet Proof Vest Program	COMMUNITY SAFETY - POLICE SERVICES
4.	\$ 4,500	Laser Radar	COMMUNITY SAFETY - POLICE SERVICES
5.	\$ 30,000	Service Weapons	COMMUNITY SAFETY - POLICE SERVICES
6.	\$ 68,000	Tablet Personnel Computers	COMMUNITY SAFETY - POLICE SERVICES
7.	\$ 131,000	Vehicle Replacement Program	COMMUNITY SAFETY - POLICE SERVICES
8.	\$ 18,000	Buildings Rehab Consultant Services	FACILITIES
9.	\$ 17,500	Veterans Records Scanning Project	HEALTH & HUMAN SERVICES
10.	\$ 427,365	School - Replacement Academic PC's District Wide	INFORMATION TECHNOLOGY
11.	\$ 40,000	School - Software Licensing	INFORMATION TECHNOLOGY
12.	\$ 40,000	School Dept. Admin Computers and Peripherals	INFORMATION TECHNOLOGY
13.	\$ 20,000	School Network Infrastructure	INFORMATION TECHNOLOGY
14.	\$ 50,000	Town Software Upgrades & Standardization	INFORMATION TECHNOLOGY
15.	\$ 10,000	Concrete Sidewalk Repair	LIBRARY
16.	\$ 32,000	MLN Equipment Schedule FY18-22	LIBRARY
17.	\$ 8,000	Dallin Library Entry Updates	PLANNING
18.	\$ 10,000	Parmenter School Walkway	PLANNING
19.	\$ 32,000	Mall Lights	PUBLIC WORKS ADMINISTRATION
20.	\$ 150,000	Catch Basin Cleaner - Clam Shell	PUBLIC WORKS HIGHWAY DIVISION
21.	\$ 65,000	Install Sidewalk Ramps	PUBLIC WORKS HIGHWAY DIVISION
22.	\$ 175,000	Loader 3 CY Capacity	PUBLIC WORKS HIGHWAY DIVISION
23.	\$ 350,000	Roadway Reconstruction	PUBLIC WORKS HIGHWAY DIVISION
24.	\$ 452,563	Roadway Reconstruction Override 2011	PUBLIC WORKS HIGHWAY DIVISION
25.	\$ 17,000	Sander Body	PUBLIC WORKS HIGHWAY DIVISION
26.	\$ 500,000	Sidewalks and Curbstones	PUBLIC WORKS HIGHWAY DIVISION
27.	\$ 30,000	Sign Shop Printer	PUBLIC WORKS HIGHWAY DIVISION
28.	\$ 5,000	Small Equipment	PUBLIC WORKS HIGHWAY DIVISION
29.	\$ 5,500	Tire Balancer	PUBLIC WORKS MER
30.	\$ 8,500	Tire Changer Machine	PUBLIC WORKS MER
31.	\$ 6,000	Small Equipment	PUBLIC WORKS NATURAL RESOURCES DIVISION
32.	\$ 275,000	Work Crane - 120' Boom	PUBLIC WORKS NATURAL RESOURCES DIVISION
33.	\$ 52,000	Photocopier Replacement	PURCHASING
34.	\$ 60,000	ADA Study Implementation Program	RECREATION
35.	\$ 10,000	Feasibility Study	RECREATION
36.	\$ 50,000	Playground Improvements	RECREATION
37.	\$ 20,000	Reservoir Beach Mechanical Repairs	RECREATION
38.	\$ 50,000	Summer St. Field Fencing Upgrades	RECREATION
39.	\$ 130,000	Bus #106 - 77 passenger bus	SCHOOLS
40.	\$ 130,000	Bus #111 - 77 passenger bus	SCHOOLS
41.	\$ 10,000	Dallin Gym Ventillation	SCHOOLS
42.	\$ 10,000	Exterior Door Replacement AHS	SCHOOLS
43.	\$ 40,000	Maintenance Service Van	SCHOOLS
44.	\$ 50,000	Ottoson Front Entry Upgrade	SCHOOLS
45.	\$ 10,000	Ottoson Music Room Upgrade	SCHOOLS
46.	\$ 35,000	Ottoson Partial Roof Replacement	SCHOOLS
47.	\$ 120,000	Photocopier Lease Program	SCHOOLS
48.	\$ 20,000	School Playground Upgrades	SCHOOLS
49.	\$ 60,000	Window Screens in Schools	SCHOOLS
50.	\$ 5,000	Website Enhancements	TOWN MANAGER
	<b>\$ 3,941,928</b>		<b>Acquisitions Total</b>
	\$ 10,760,055	Prior Debt Service	
	\$ 965,110	New Debt Service	
	\$ (53,156)	Less Transfer from Ambulance Revolving Fund	
	\$ (197,000)	Less Antenna Funds	
	\$ (2,154,418)	Less Adjustment for Bond Premiums	
	\$ (85,153)	Less Ed Burns Rink Adjustment	
	\$ (43,844)	Less Urban Renewal Fund	
	\$ (341,778)	Less Capital Carry Forward	
	\$ 12,791,744	Acquisition and Debt Service Subtotal	
	\$ (457,619)	Less Enterprise Fund Debt Service Appropriation	
	\$ (810,300)	Less MWRA Loan Payments in W/S Enterprise Fund	
	<b>\$ 11,523,825</b>		<b>Total Appropriation</b>

**(2) That the various capital projects and equipment purchases shown below shall be undertaken and financed by grants or other funds as shown below, such grants to be expended under the direction of the Town Manager.**

<b>Item</b>	<b>Amount</b>	<b>Project</b>	<b>Department</b>
1.	\$ 10,000	Headstone Cleaning & Repair	PUBLIC WORKS CEMETERY DIVISION
2.	\$ 750,000	Chapter 90 Roadway	PUBLIC WORKS HIGHWAY DIVISION
3.	\$ 125,000	Install Sidewalk Ramps - CDBG	PUBLIC WORKS HIGHWAY DIVISION
4.	\$ 125,000	Backhoe	PUBLIC WORKS WATER/SEWER DIVISION
5.	\$ 200,000	Drainage Rehab-Regulatory Compliance (Ch-308)	PUBLIC WORKS WATER/SEWER DIVISION
6.	\$ 100,000	Hydrant and Valve Replacement Program	PUBLIC WORKS WATER/SEWER DIVISION
7.	\$ 900,000	Sewer System Rehabilitation	PUBLIC WORKS WATER/SEWER DIVISION
8.	\$ 5,000	Small Equipment	PUBLIC WORKS WATER/SEWER DIVISION
9.	\$ 25,000	Small Van	PUBLIC WORKS WATER/SEWER DIVISION
10.	\$ 1,200,000	Water System Rehabilitation	PUBLIC WORKS WATER/SEWER DIVISION
11.	\$ 60,000	ARB - 23 Maple Street Kitchen	REDEVELOPMENT BOARD
12.	\$ 25,000	ARB - Central Mechanical-Electric-Plumbing-Elevator	REDEVELOPMENT BOARD
13.	\$ 15,000	ARB - Central School Front Lobby Bathroom	REDEVELOPMENT BOARD
14.	\$ 25,000	ARB - Central School Slate Roof Repair	REDEVELOPMENT BOARD
15.	\$ 6,500	ARB - Replace-Repair Central School AC Compressors	REDEVELOPMENT BOARD
	<b>\$ 3,571,500</b>		<b>Grand Total</b>

**(3) That the sum of \$1,520,000 be and hereby is appropriated for extraordinary repairs to public facilities, acquisition of land and the purchase and installation of equipment and for costs incidental and related thereto as follows:**

(This space intentionally blank)

Item	Amount	Project	Department	Statutory Citation Chap. 44 Sec(), or any Enabling Authority
1.	\$ 575,000	Purchase New Engine-Pump - Replace #1007	COMMUNITY SAFETY - FIRE SERVICES	7(1)
2.	\$ 240,000	Rescue-Ambulance 2008 Ford Osage	COMMUNITY SAFETY - FIRE SERVICES	7(1)
3.	\$ 100,000	Town Hall - Renovations	FACILITIES	7(1)
4.	\$ 60,000	Town-Microcomputer Program	INFORMATION TECHNOLOGY	7(1)
5.	\$ 400,000	Senior Center Architecture Plans	PLANNING	7(1)
6.	\$ 85,000	3-4 Ton Pick up Truck w-lift gates & plows (2)	PUBLIC WORKS HIGHWAY DIVISION	7(1)
7.	\$ 60,000	Traffic Signal Maint & Upgrades	PUBLIC WORKS HIGHWAY DIVISION	7(1)
	\$ 1,520,000		Grand Total	

**And that the Treasurer, with the approval of the Board of Selectman, is hereby authorized to borrow not exceeding the sum of \$1,520,000 under and pursuant to the statutes cited above (requires a 2/3 vote), and any other enabling authority, and to issue bonds or notes of the Town therefor, said sum to be expended under the direction of the Town Manager.**

- (4) That the Town Manager is authorized and directed to apply for and accept any further federal, state or other grants that may be available for any one or more of the foregoing projects and equipment.**
- (5) Notwithstanding the foregoing, in the event that monies are not expended for the purposes delineated above then the Comptroller is authorized and directed not to transfer these excess funds to available funds, but said funds shall remain and be accounted for in the warrant article pending further vote of the Town Meeting, except as otherwise provided by law, and,**
- (6) That any amounts appropriated under Section (3) above for a particular purpose under a specified section of Chapter 44 and not needed for such purpose may be expended by the Town Manager, with the approval of the Capital Planning Committee, for any other purpose listed in Section (3) above under the same section of Chapter 44.**
- (7) That any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**
- (8) That the provision of Article 3 of the January 25, 2016 Special Town Meeting providing that any proceeds of sale up to \$1,000,000 of an asset of the Town identified as a Building and Lot located at 1207 Massachusetts Avenue Parcel Id. No. 57-4-14 (Page No. 5873 Lot No. 485) shall be used as a cash authorization to offset debt authorized under the vote on Article 3, is hereby amended such that the proceeds of sale may be applied to any capital purpose voted by any Town Meeting, said sums to be expended under the direction of the Town Manager.**

**ARTICLE 35**

**RESCIND BORROWING AUTHORIZATIONS FROM PRIOR YEARS**

To see if the Town will vote to rescind the authority to borrow, from prior years' authorizations, the amounts remaining with regard to any numbered prior Annual and/or Special Town Meeting Warrant Articles; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

**VOTED:** That the Town hereby rescinds \$17,000 in the following individual amount that had been authorized to be borrowed, but which is no longer needed for the purposes for which it was initially approved:

<u>Amount Rescinded</u>	<u>Date of Approval, Article, Statute</u>	<u>Project</u>
\$17,000	5/10/2010 (Article 53)	Various Purposes

**ARTICLE 36**

**APPLICATION OF BOND PREMIUM**

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

**VOTED:** That the Town supplements each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

**COMMENT:** Because of a change in State law, the Town must vote to use premiums (extra amounts paid by the buyer of the bonds) against project costs which will result in the reduction in the amounts needed to be borrowed for authorized projects. This action will reduce the amounts borrowed for authorized projects.

**ARTICLE 37**

**APPROPRIATION/PUBLIC ART**

To see if the Town will appropriate a sum of money to fund the selection, acquisition, maintenance, and placement of public art at multiple locations in Arlington, including consultant fees, said sum to be raised by the general tax and expended under the direction of the Town Manager; or take any action related thereto.

(Inserted at the request of the Town Manager)

**VOTED: That no action be taken under this article**

**COMMENT:** Appropriations for this purpose are included under Article 45.

**ARTICLE 38**

**APPROPRIATION/ZONING BYLAW RECODIFICATION**

To see if the Town will appropriate or transfer a sum of money to fund support of a comprehensive recodification of Arlington’s Zoning Bylaws, including payment of legal, consultant, expert, and technical review fees in furtherance of such review and/or comment; or take any action related thereto.

(Inserted at the request of the Town Manager)

**VOTED: That the sum of \$55,000 be and hereby is appropriated for Recodification of Town zoning bylaws, said sum to be raised by general tax and expended under the direction of the Town Manager.**

**COMMENT:** This process will be taking place over the next six months. \$15,000 of this expenditure will be for advertising the proposed revised bylaws and the balance for the hiring of a consultant for the recodification. The proposed changes will be voted on by Town Meeting in the fall of 2017.

**ARTICLE 39**

**APPROPRIATION/PARKING OPERATING COSTS**

To see if the Town will appropriate or transfer a sum of money to fund appropriate operating costs of new parking equipment and measures from the Special Revolving Parking Fund established under Article 7 of the October 2016 Special Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Manager)

**VOTED: That the Town does hereby approve the following expenditures from the Parking Fund:**

<b>Projected Fiscal Year 2018 Meter Revenue</b>	<b>\$425,000</b>
<b>Offset to Parking Budget 13</b>	<b>\$45,848</b>
<b>Offset to Parking Enforcement Budget 20</b>	<b>56,437</b>
<b>Parking meter operations</b>	<b><u>172,479</u></b>
<b>Projected expenditures</b>	<b>\$274,764</b>
<b>Available balance for other parking related expenditures to be approved by a future Town Meeting</b>	<b>\$150,236</b>

COMMENT: The Finance Committee is committed to the primacy of Town Meeting review of Town expenditures whether it is through the budgets, warrant articles, enterprise funds or revolving funds. The establishment of the Parking Fund last fall and the move to create a parking district has complicated this review, because the funds can be spent without appropriation. The Town Manager has committed to a public process and the bringing of these expenditures before Town Meeting, but that obviously does not commit a future administration. The solution is the creation of a Town bylaw that establishes this requirement and sets up the process. Unfortunately there is no article in the current warrant that allows this to happen within its scope. Therefore the Finance Committee is recommending the above motion to allow Town Meetings review and approval of the known expenditures for next year and return at the next Town Meeting with either a bylaw or other procedure in conformance with Department of Revenue guidance that spells out the approval process and any further expenditures.

**ARTICLE 40** **APPROPRIATION/CAPITAL BUDGET/GIBBS SCHOOL RENOVATION**

To see if the Town will vote to appropriate a sum of money for the renovation/reconstruction of the Gibbs School, determine how the money shall be raised and expended, including the possibility of borrowing all or some of the same; or take any action related thereto.

(Inserted at the request of the Town Manager)

**VOTED: That no action be taken under this article**

COMMENT: Action on this article will be taken under Article 4 of the Special Town Meeting.

**ARTICLE 41** **APPROPRIATION OR TRANSFER/REVALUATION OF REAL PROPERTY**

To see if the Town will vote to appropriate or transfer a sum of money to fund a revaluation of the real property in the Town, determine how the money should be raised or expended; or take any action related thereto.

(Inserted at the request of the Board of Assessors and the Town Manager)

**VOTED: That the sum of \$300,000 be and hereby is appropriated to fund a revaluation of the real property in the Town, said sum to be transferred from the overlay reserve surplus and expended under the direction of the Board of Assessors and the Town Manager.**

COMMENT: Every nine years the Town is required to make a thorough revaluation of all the real property in the Town for taxing purposes.



**ARTICLE 42**

**APPROPRIATION/FINANCING OF CONSTRUCTION  
OR RECONSTRUCTION OF SEWERS AND  
SEWERAGE FACILITIES**

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of sewers and sewerage facilities for inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto, and to determine how the appropriation shall be raised or expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

**VOTED:**

**That the sum of \$800,000 be and hereby is appropriated for the purpose of financing the construction or reconstruction of sewers and sewerage facilities, inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto; that to raise this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$800,000 under and pursuant to Chapter 44, Section 7, of the General Laws, as amended, or any other enabling authority and to issue bonds or notes of the Town therefor; and that the Board of Selectmen and the Town Manager be and hereby are authorized to enter into any agreements they determine to be necessary in connection with the project and its financing and are further authorized to accept and expend in addition to the foregoing appropriation any grants that may become available from the Massachusetts Water Resources Authority or other sources.**

**COMMENT:**

This authorization allows the Town to receive an interest free loan from the MWRA and issue municipal debt in support of capital construction projects.  
(requires a 2/3 vote)

**ARTICLE 43**

**APPROPRIATION/FINANCING OF CONSTRUCTION  
OR RECONSTRUCTION OF WATER MAINS AND  
WATER FACILITIES**

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto, and to determine how the appropriation shall be raised and expended including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

**VOTED:**

**That the sum of \$1,100,000 be and hereby is appropriated for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto; that to raise this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,100,000 under and pursuant to Chapter 44, Section 8, of the General Laws, as amended, or any other enabling**

**authority and to issue bonds or notes of the Town therefor; and that the Board of Selectmen and the Town Manager be and hereby are authorized to enter into any agreements they determine to be necessary in connection with the project and its financing and are further authorized to accept and expend in addition to the foregoing appropriation any grants that may become available from the Massachusetts Water Resources Authority or other sources.**

COMMENT: This authorization allows the Town to receive an interest free loan from the MWRA and issue municipal debt in support of capital construction projects. **(requires a 2/3 vote)**

**ARTICLE 44**

**APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL & OUT OF DISTRICT VOCATIONAL PLACEMENTS**

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town's apportioned share of the operating and maintenance costs, including capital costs, tuition, and all of Arlington's other obligations under the Minuteman Regional School District Agreement for the Minuteman Regional Vocational Technical High School, as well as paying the tuition for all other out of district vocational education placements, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

**VOTED: That the sum of \$4,291,333 be and hereby is appropriated for the purpose of paying the Town's apportioned share of the operating and maintenance costs, including capital costs, of the Minuteman Regional Vocational Technical High School District Budget; said sum to be raised by general tax and expended under the direction of the Minuteman Regional Vocational High School Committee. (14-2)**

**ARTICLE 45**

**APPROPRIATION/COMMITTEES AND COMMISSIONS**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of various committees, commissions, and boards of the Town, determine how the money shall be raised; provided that any funds appropriated hereunder shall remain under the jurisdiction of said entities until expended at their direction, unless otherwise appropriated by the Town Meeting; the entities included hereunder, without limitation, are: Arlington Historical Commission, Arlington Recycling Committee, Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Mt. Gilboa/Crescent Hill Historic District Commission, Jason/Gray Historic District Commission, Pleasant Street Historic District Commission, Russell Historic District Commission, Conservation Commission, Capital Planning Committee, Commission on Disability, Personnel Board, Public Memorial Committee, Human

Rights Commission, Arlington Committee on Tourism and Economic Development, Vision 2020, Transportation Advisory Committee, Arlington Commission on Arts and Culture, Poet Laureate Screening Committee and any other Town Committee or Commission; or take any action related thereto.

(Inserted at the request of the Town Manager)

**VOTED:** That the sum of \$52,835 be and hereby is appropriated to be expended by the following commissions, committees, and boards in the amounts indicated:

- A. Arlington Historical Commission – \$2,160
- B. Historic District Commissions – \$5,100  
(Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District commission, Jason/Gray Historic District Commission, Russell Historic District Commission, Pleasant Street Historic District Commission and Mount Gilboa/Crescent Hill Historic District Commission)
- C. Capital Planning Committee – \$0
- D. Commission on Disability – \$3,000
- E. Recycling Committee – \$3,000
- F. Human Rights Commission – \$4,500
- G. Arlington Tourism and Economic Development Committee - \$4,275
- H. Vision 2020 - \$3,800
- I. Transportation Advisory Committee - \$0
- J. Scenic By-Way - \$2,000
- K. Arlington Commission on Arts and Culture - \$25,000 (10-8)  
(This appropriation will also fund Public Arts, Poet Laureate and Arlington Alive activities at the discretion and under the supervision of the Arlington Commission on Arts and Culture).

Said sums to be raised by general tax and expended under the direction of the various commissions, committees and boards.

**ARTICLE 46 APPROPRIATION/TOWN CELEBRATIONS AND EVENTS**

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Town Manager for the following celebrations and memorials, determine how the money shall be raised and expended; or take any action related thereto:

- Patriots' Day Celebration and the Memorial Day Observation
- Display of American Flags on Massachusetts Avenue
- Placing of American Flags on the Graves of Veterans
- Feast of the East Activities
- Arlington Alive Festivities
- Town Day Celebration
- Veterans' Day Parade

(Inserted at the request of the Town Manager)

**VOTED:**

**The sum of \$15,167 be and hereby is appropriated for the following celebrations and memorials in the amounts indicated:**

- A. Patriots' Day Celebration, Veteran's Day Parade and the Memorial Day Observation - \$5,667**
- B. Display of American Flags on Massachusetts Avenue - \$0**
- C. Placing of American Flags on the Graves of Veterans - \$4,500**
- D. Arlington Alive Festivities (See Article 45)**
- E. Feast of the East Activities – \$0 (9-4)**
- F. Town Day Celebration - \$5,000 (12-2)**

**Said sum to be raised by general tax and expended under the direction of the Town Manager.**

**ARTICLE 47**

**APPROPRIATION/MISCELLANEOUS**

To see if the Town will vote the following: Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

**VOTED:**

**The sum of \$11,361 be and hereby is appropriated for the following purposes:**

- A. Legal Defense - To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13 of Title I of the Town By-Laws - \$0**
- B. Indemnification of Medical Costs – \$11,361**

**(To indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred during the previous calendar year that are the proximate result of the disability for which they were retired; and to defray the expenses of the Medical Panel required by law; provided, incurred expenses shall be considered for indemnification thereunder except only those such as are excess over covered benefits of any plan of Hospital, Surgical or other coverage which the retiree has or had available to him, either directly or through a member of his immediate family, which benefits shall be considered primary, and which must be disclosed by such plan, or by the physician, hospital or other medical personnel or facility with or without the consent of the retiree.)**

**Said sums to be raised by general tax and expended under the direction of the Town Manager.**

**ARTICLE 48**

**APPROPRIATION/WATER BODIES FUND**

To see if the Town will vote to appropriate a sum of money to the Town's Water Bodies Fund for the maintenance, treatment, and oversight of all the Town's water bodies, said sum to be raised by the general tax and expended under the direction of the Town Manager, who will also report to Town Meeting on the status of the fund; or take any action related thereto.

(Inserted at the request of the Arlington Conservation Commission, the Vision 2020 Standing Committee, and the Spy Pond and Reservoir Committees of the V2020 Environment Task Group)

**VOTED: That the sum of \$55,000 be and hereby is appropriated to the Water Bodies Fund for the purpose of testing, maintaining, treating and oversight of the Town’s water bodies. Said sum to be raised by the general taxes and expended under the direction of the Town Manager.**

**COMMENT:** The Water Bodies Fund, established by special legislation in 2008, is used for periodic testing, treatment, maintenance and oversight of the town's water bodies. The fund receives private donations as well as public appropriations. The current use is for treatment to reduce growth of invasive plants at Spy Pond, the Arlington Reservoir and Hills Pond, as well as studies at McClennen Park.

**ARTICLE 49**

**APPROPRIATION/ COMMUNITY PRESERVATION FUND**

To see if the Town will vote to make appropriations from the Community Preservation Fund for eligible community preservation projects; for community preservation reserve accounts for historic preservation, open space and recreation, and affordable housing; for Community Preservation Committee administrative expenses or other eligible expenses; or take any action related thereto.

(Inserted at the request of the Community Preservation Committee)

**VOTED: That the Finance Committee supports all the projects recommended by the Community Preservation Committee.**

**ARTICLE 50**

**APPROPRIATION/HARRY BARBER COMMUNITY SERVICE PROGRAM**

To see if the Town will vote to appropriate the sum of **\$7,500.00** for the Harry Barber Community Service Program for the Council on Aging, to determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Council on Aging)

**VOTED: That the sum of \$7,500 be and hereby is appropriated for the purpose of conducting the Harry Barber Community Service Program; said sum to be raised by general tax and expended under the direction of the Town Manager.**

COMMENT: This program provides the opportunity for senior citizens to provide service in various Town departments in exchange for payment, which they can use to help with taxes and rent.

**ARTICLE 51** **APPROPRIATION/PENSION ADJUSTMENT FOR FORMER TWENTY-FIVE YEAR/ACCIDENTAL DISABILITY EMPLOYEES**

To see if the Town will vote to appropriate a sum of money to implement the provisions of Chapter 32 of Massachusetts General Laws Section 90A, 90C, 90D and 90E, pursuant to which the Town pays up to fifty percent of the maximum salary as set forth in the Compensation and Pay Plan for the position formerly held by retired employees with twenty-five or more years of service to the Town and those employees who retired under an Accidental Disability; provided, however, that no one who retires after May 1, 2010 shall be eligible under this vote unless they qualify for at least a fifty percent pension, without this vote upon their retirement; this adjustment to be paid to those who qualify and administered in accordance with prior practice and understanding relating to the retirement allowance of said retirees; determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

**VOTED: That the sum of \$0 be and hereby is appropriated to implement the provisions of Chapter 32 of Massachusetts General Laws Section 90A, 90C, 90D and 90E, pursuant to which the Town pays up to fifty percent of the maximum salary as set forth in the Compensation and Pay Plan for the position formerly held by retired employees with twenty-five or more years of service to the Town and those employees who retired under an Accidental Disability; provided, however, that no one who retires after May 1, 2010 shall be eligible under this vote unless they qualify for at least a fifty percent pension, without this vote, upon their retirement. This adjustment to be paid to those who qualify, and administered in accordance with prior practice and understanding relating to the retirement allowance of said retirees; said sum to be expended under the direction of the Retirement Board.**  
**(17-0-1)**

COMMENT: This vote, which is required annually, allows the Retirement Board to ensure that retired employees will not drop below 50% of the current salary of the position they held as an active Town employee. The vote has been modified from the wording used in past years to close a loophole that allowed employees to increase their pension above what they would otherwise qualify for.

**ARTICLE 52**

**APPROPRIATION/OTHER POST EMPLOYMENT  
BENEFITS (OPEB) TRUST FUND**

To see if the Town will vote to accept into the Other Post Employment Benefits (OPEB) Trust Fund, established by Chapter 161 of the Acts of 2005, an appropriation of funds and/or the transfer of additional monies that the Town may deem advisable from other sources, including any monies previously deposited into any of the Town's stabilization funds for this purpose, in order to administer and fund its OPEB obligation as described in the said Chapter 161 of the Acts of 2005; determine how the monies shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

**VOTED:**                   **That the Town takes the following actions:**

- a. appropriates into said Other Post-Employment Benefits Fund (OPEB), authorized by Chapter 161 of the Acts of 2005, the sum of \$444,678 representing that amount of money that is the difference between the previously established base amount of \$500,000 and the fiscal 2018 appropriation for the non-contributory pension obligation; said sum to be raised by the general tax,**
- b. appropriates into said fund the sum of \$155,000 representing the increased share of retiree HMO contributions as voted by the Board of Selectmen on November 6, 2006; said sum to be raised by the general tax.**
- c. appropriates into said fund the sum of \$300,000 to be transferred from the remaining balance in the health benefit trust fund.**

**COMMENT:**                   These recommendations continue the program to fund the unfunded liability for retiree health insurance.

**ARTICLE 53**

**TRANSFER OF FUNDS/SPECIAL EDUCATION  
STABILIZATION FUND**

To see if the Town will vote to transfer a sum of money between the Special Education Stabilization Fund and the Arlington Public Schools in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law; determine how much money should be transferred into or out of such Stabilization Fund; or take any action related thereto.

(Inserted at the request of the Arlington School Committee)

**VOTED:**                   **That no action be taken under this article.**

**COMMENT:**                   Action on this issue will be taken under Article 5 in the Special Town Meeting.

**ARTICLE 54**

**APPROPRIATION/OVERLAY RESERVE**

To see if the Town will vote to appropriate a sum of money from previous years overlay reserve surplus accounts, determine to what purpose this appropriation shall be made; or take any action related thereto.

(Inserted at the request of the Finance Committee)

**VOTED: That the sum of \$200,000 be and hereby is appropriated, to be transferred from Overlay Reserve Surplus Accounts of previous fiscal years, said sum to be utilized in the determination of the tax rate.**

**ARTICLE 55**

**TRANSFER OF FUNDS/CEMETERY**

To see if the Town will vote to transfer a sum of money to the Cemetery Commissioners for the improvement of Town cemeteries, said sum shall be taken from the Mt. Pleasant Cemetery "Sale of Lots and Graves or Perpetual Care Funds"; or take any action related thereto.

(Inserted at the request of the Finance Committee)

**VOTED: That the Town transfers \$200,000 to the Cemetery Commissioners for the care of Town cemeteries and \$10,000 to the Capital Budget for headstone cleaning and repair, said sums to be taken from the Perpetual Care Fund**

**ARTICLE 56**

**USE OF FREE CASH**

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2017; or take any action related thereto.

(Inserted at the request of the Finance Committee)

**VOTED: That the sum of \$4,850,566 be taken from available funds in the treasury, and that the Board of Assessors is instructed to use said amount in the determination of the tax rate.**

**ARTICLE 57**

**APPROPRIATION/LONG TERM STABILIZATION FUND**

To see if the Town will make an appropriation to the Long Term Stabilization Fund in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)



**VOTED:**                   **That the sum of \$100,000 be and hereby is appropriated to the Long Term Stabilization Fund, said sum to be raised by general tax.**

**COMMENT:**               The Finance Committee recommends that we appropriate a yearly sum in this account for the foreseeable future to both protect the financial position of the Town and reinforce the Town's bond rating.

**ARTICLE 58**

**APPROPRIATION/FISCAL STABILITY  
STABILIZATION FUND**

To see if the Town will make an appropriation to or from the Fiscal Stability Stabilization Fund created under Article 65 of the 2005 Annual Town Meeting or any other enabling action of Town Meeting in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

**VOTED:**                   **That the sum of \$211,136 be appropriated to the Fiscal Stability Stabilization Fund, said sum to be raised by general tax and expended under the direction of future town meetings.**

**SPECIAL TOWN MEETING**  
**Wednesday, April 26, 2017**

**ARTICLE 1 & 2     The Redevelopment Board and Board of Selectmen will report on these articles.**

**ARTICLE 3            APPROPRIATION/CAPITAL BUDGET/HARDY SCHOOL CAPACITY EXPANSION**

To see if the Town will vote to appropriate a sum of money for capacity expansion, temporary or permanent, at the Hardy school building, determine how the money shall be raised and expended, including the possibility of borrowing all or some of the same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Capital Planning Committee)

**VOTED:                That the sum of \$3,500,000 be and hereby is appropriated for the purpose of paying costs of the design, reconstruction of and additions to the Hardy elementary school, and for costs incidental and related thereto; and with the approval of the Board of Selectmen, the Treasurer is authorized to borrow \$3,500,000 under and pursuant to Chapter 44 Section 7 of the General Laws, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore, said sums to be expended under the direction of the Town Manager. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**COMMENT:**           Over the course of several months in the fall of 2016, the School Enrollment Task Force, (SETF) meeting under the direction of the Town Manager and the Superintendent of Schools, performed an extensive review of current and forecast population growth in the Hardy School district. SETF relied on updated information from the McKibben demographic study, from analyses of the potential impact of any development of the Mugar property performed by the Town Planning Department and by an independent study commissioned by Arlington Public Schools, and a study performed by HMHF Architects. Based on this information, in December 2016, SEFT recommended the expansion of six classrooms and related accessories at the Hardy, which has resulted in this capital request. The expenditure will be funded through the Town's non-exempt tax rate and is included in the FY 2018 – FY 2022 Capital Budget and Plan.

Action is being recommended at this Special Town Meeting for both design and construction for the Hardy Elementary School in order to ensure that the project is completed for the opening of school in September 2018.

**ARTICLE 4**

**APPROPRIATION/CAPITAL BUDGET/  
GIBBS SCHOOL RENOVATION**

To see if the Town will vote to appropriate a sum of money for renovation, temporary or permanent, at the Gibbs school building, determine how the money shall be raised and expended, including the possibility of borrowing all or some of the same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Capital Planning Committee)

**VOTED:**

**That the sum of \$24,450,000 be and hereby is appropriated to fund renovations to the Gibbs School, and for costs incidental and related thereto, and with the approval of the Board of Selectmen, the Treasurer is authorized to borrow \$24,450,000 under and pursuant to Chapter 44 Section 7 of the General Laws, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore, said sums to be expended under the direction of the Town Manager. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.**

**COMMENT:**

Following a recommendation by the School Enrollment Task Force (SETF) the Board of Selectmen voted to include this project in Question 1 on the debt exclusion referendum held on June 14, 2016. Voters overwhelmingly supported the question 7,196 in favor, 2,505 opposed. The sum of the earlier appropriation and the \$24,450,000 in additional costs, at \$27,000,000, is coming in slightly higher than the amount the Town anticipates that the Mass Department of Revenue will authorize to be excluded from the limits of Proposition 2½. The Town expects to fund these non-excluded amounts through the savings achieved by the Permanent Town Building Committee on the Stratton School project and other resources in the Capital Plan.

Action is being recommended at this Special Town Meeting for reconstruction of the Gibbs Middle School in order to ensure that the project is completed for the opening of school in September 2018.

**ARTICLE 5**

**TRANSFER OF FUNDS/SPECIAL EDUCATION  
STABILIZATION FUND**

To see if the Town will vote to transfer a sum of money between the Special Education Stabilization Fund and the Arlington Public Schools in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law; determine how much money should be transferred into or out of such Stabilization Fund; or take any action related thereto.

(Inserted at the request of the Arlington School Committee)

**VOTED:**                   **That the sum of \$335,795 be and hereby is appropriated to the Arlington Public Schools fiscal year 2017 budget said sum to be transferred from Special Education Stabilization Fund, said fund established in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law.**

**COMMENT:**               This appropriation and transfer will be used to meet unanticipated increases in this year's special education budget.

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

The Finance Committee recommends that the sums be appropriated to defray obligations, outlays, and expenses for the Fiscal Year ending June 30, 2018 to be raised by general tax except as otherwise specifically voted, and expended;

Individual Sub-Budgets to be voted separately.

<b>1</b>	<b>Finance Committee</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	9,324	9,861	9,997	7,800	(2,197)	-21.98%
	Expenses	2,500	2,345	2,500	2,500	0	0.00%
	<b>TOTAL</b>	<b>11,824</b>	<b>12,206</b>	<b>12,497</b>	<b>10,300</b>	<b>(2,197)</b>	<b>-17.58%</b>
		<b>1.44%</b>	<b>3.23%</b>	<b>2.38%</b>	<b>-17.58%</b>		
	<b>Detail of Personnel Services:</b>						
	Executive Secretary	6,274	6,811	6,947	4,750	(2,197)	-31.63%
	Fincom members (21)	3,050	3,050	3,050	3,050	0	0.00%
	<b>TOTAL PERSONNEL SERVICES</b>	<b>9,324</b>	<b>9,861</b>	<b>9,997</b>	<b>7,800</b>	<b>(2,197)</b>	<b>-21.98%</b>
<b>2</b>	<b>Board of Selectmen</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	273,642	268,203	297,412	279,184	(18,228)	-6.13%
	Expenses	175,625	140,890	185,570	156,086	(29,484)	-15.89%
	<b>APPROPRIATION TOTAL</b>	<b>449,267</b>	<b>409,093</b>	<b>482,982</b>	<b>435,270</b>	<b>(47,712)</b>	<b>-9.88%</b>
	Water/Sewer Enterprise Fund	(23,007)	(26,461)	(24,094)	(28,446)	(4,352)	18.06%
	<b>TAXATION TOTAL</b>	<b>426,260</b>	<b>382,632</b>	<b>458,888</b>	<b>406,824</b>	<b>(52,064)</b>	<b>-11.35%</b>
		<b>16.31%</b>	<b>-10.24%</b>	<b>19.93%</b>	<b>-11.35%</b>		
	<b>a. Administration and Licensing</b>						
	Personnel Services	239,162	239,983	252,982	259,096	6,114	2.42%
	Expenses	20,600	20,850	20,850	22,050	1,200	5.76%
	Water/Sewer Enterprise Fund	(23,007)	(26,461)	(24,094)	(28,446)		
	<b>TOTAL</b>	<b>236,755</b>	<b>234,372</b>	<b>249,738</b>	<b>252,700</b>	<b>2,962</b>	<b>1.19%</b>
	<b>Detail of Personnel Services:</b>						
	Board Administrator (inc. night stipend)	84,177	84,177	87,497	89,207	1,710	1.95%
	Office Manager	64,031	64,031	66,618	67,951	1,333	2.00%
	Administrative Assistant	48,413	48,413	55,655	56,769	1,114	2.00%
	Principal Clerk & Typist (PT)	21,977	22,799	22,037	23,994	1,957	8.88%
	Longevity	5,064	5,063	5,675	5,675	0	0.00%
	<b>SUB TOTAL</b>	<b>223,662</b>	<b>224,483</b>	<b>237,482</b>	<b>243,596</b>	<b>6,114</b>	<b>2.57%</b>
	Chairman	3,500	3,500	3,500	3,500	0	0.00%
	Members (4)	12,000	12,000	12,000	12,000	0	0.00%
	<b>TOTAL PERSONNEL SERVICES</b>	<b>239,162</b>	<b>239,983</b>	<b>252,982</b>	<b>259,096</b>	<b>6,114</b>	<b>2.42%</b>
	<b>b. Elections and Town Meeting</b>						
	Personnel Services	34,480	28,220	44,430	20,088	(24,342)	-54.79%
	Expenses	96,525	59,540	98,220	52,536	(45,684)	-46.51%
	<b>TOTAL</b>	<b>131,005</b>	<b>87,760</b>	<b>142,650</b>	<b>72,624</b>	<b>(70,026)</b>	<b>-49.09%</b>
	<b>c. Printing Town Reports</b>						
		3,500	3,500	3,500	3,500	0	0.00%
	<b>d. Accounting and Auditing</b>						
		55,000	57,000	63,000	78,000	15,000	23.81%

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>3</b>	<b>Town Manager</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	567,850	583,940	740,294	778,758	38,464	5.20%
	Expenses	33,500	33,500	33,500	33,500	0	0.00%
	APPROPRIATION TOTAL	601,350	617,440	773,794	<b>812,258</b>	38,464	4.97%
	Water/Sewer Enterprise Fund	(109,969)	(114,916)	(117,991)	<b>(147,869)</b>	(29,878)	25.32%
	CPA Offsets				<b>(34,468)</b>		
	TAXATION TOTAL	491,381	502,524	655,803	<b>629,921</b>	(25,882)	-3.95%
		3.46%	2.27%	30.50%	-3.95%		
	<u>Detail of Personnel Services:</u>						
	Town Manager	164,383	168,832	201,540	205,571	4,031	2.00%
	Deputy Town Manager	114,163	116,163	122,400	128,888	6,488	5.30%
	Assistant Town Manager			91,640	102,614	10,974	11.98%
	Purchasing Officer	88,750	88,750	92,336	94,183	1,847	2.00%
	Exec Sec'y/Admin Ass't	66,913	66,913	55,817	60,178	4,361	7.81%
	Management analyst	56,708	57,750	62,337	69,725	7,388	11.85%
	Public Information Officer (1 PT)	65,107	65,107	67,749	69,105	1,356	2.00%
	BASE SALARY + STEPS	556,024	563,515	693,819	730,264	36,445	5.25%
	Longevity	1,606	3,295	2,706	4,369	1,663	61.46%
	Other benefits (salary reserve)	10,220	17,130	43,769	44,125	356	0.81%
	TOTAL PERSONNEL SERVICES	567,850	583,940	740,294	778,758	38,464	5.20%
<b>4</b>	<b>Human Resources</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	255,288	259,451	271,027	276,394	5,367	1.98%
	Expenses	56,450	56,450	56,450	56,450	0	0.00%
	APPROPRIATION TOTAL	311,738	315,901	327,477	<b>332,844</b>	5,367	1.64%
	Water/Sewer Enterprise Fund	(13,578)	(15,046)	(15,247)	<b>(15,806)</b>	(559)	3.67%
	TAXATION TOTAL	298,160	300,855	312,230	<b>317,038</b>	4,808	1.54%
		11.06%	0.90%	3.78%	1.54%		
	<u>Detail of Human Resources:</u>						
	Director of Human Resources	103,798	105,799	109,915	116,315	6,400	5.82%
	Assistant, Technician, Administrator (2.5)	147,384	148,220	155,109	154,726	(383)	-0.25%
	BASE SALARY + STEPS	251,181	254,019	265,024	271,041	6,017	2.27%
	Longevity	4,106	5,432	6,003	5,353	(650)	-10.83%
	TOTAL PERSONNEL SERVICES	255,288	259,451	271,027	276,394	5,367	1.98%
<b>5</b>	<b>Information Technology</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	631,364	636,832	669,490	685,202	15,712	2.35%
	Expenses	186,105	206,353	221,253	318,153	96,900	43.80%
	APPROPRIATION TOTAL	817,469	843,185	890,743	<b>1,003,355</b>	112,612	12.64%
	Water/Sewer Enterprise Fund	(135,904)	(148,048)	(152,706)	<b>(161,319)</b>	(8,613)	5.64%
	TAXATION TOTAL	681,565	695,137	738,037	<b>842,036</b>	103,999	14.09%
		1.86%	1.99%	6.17%	14.09%		
	<u>Detail of Personnel Services:</u>						
	Director of Information Technology	122,822	124,823	131,382	134,010	2,628	2.00%
	Mgr of Software Development	104,014	104,014	108,216		(108,216)	-100.00%
	Assistand Director of Information Tech				86,977		
	Production Coordinator	94,809	94,810	98,640	100,613	1,973	2.00%
	Senior Programmer	70,263	70,263	73,101	74,564	1,463	2.00%
	Network Desktop Specialist / Programmer	66,499	68,993	73,101		(73,101)	-100.00%
	MUNIS Systems Analyst				81,017		
	Systems Analyst / Director GIS	88,752	88,750	92,336	94,183	1,847	2.00%
	Technical Planner / GIS Coordinator (1 PT)	17,450	18,104	19,638	41,362	21,724	
	IT Admin Assistant	52,042	52,042	57,393	58,542	1,149	2.00%
	BASE SALARY + STEPS	616,651	621,799	653,807	671,268	17,461	2.67%
	Overtime	1,000	1,000	1,000	1,000	0	0.00%
	Longevity	13,715	14,033	14,683	12,934	(1,749)	-11.91%
	Other benefits (salary reserve)						
	TOTAL PERSONNEL SERVICES	631,364	636,832	669,490	685,202	15,712	2.35%

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>6</b>	<b>Comptroller</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	352,799	353,372	364,504	363,579	(925)	-0.25%
	Expenses	107,375	107,375	102,972	99,697	(3,275)	-3.18%
	APPROPRIATION TOTAL	460,174	460,747	467,476	<b>463,276</b>	(4,200)	-0.90%
	Water/Sewer Enterprise Fund	(37,646)	(38,486)	(38,534)	<b>(39,097)</b>	(563)	1.46%
	TAXATION TOTAL	422,528	422,261	428,942	<b>424,179</b>	(4,763)	-1.11%
		2.41%	-0.06%	1.58%	-1.11%		
	<u>Detail of Personnel Services:</u>						
	Comptroller	131,282	131,282	126,480	131,050	4,570	3.61%
	Assistant Comptroller	70,263	70,263	78,101	74,564	(3,537)	-4.53%
	Junior Accountant	48,541	49,066	52,598	51,375	(1,223)	-2.33%
	Principal Account Clerk	46,329	46,329	48,201	42,433	(5,768)	-11.97%
	Telephone Operator (2 PT)	45,295	45,345	47,178	48,123	945	2.00%
	BASE SALARY + STEPS	341,709	342,285	352,558	347,545	(5,013)	-1.42%
	Other benefits	0	0	6,000	6,000	0	0.00%
	Part time and overtime				5,000		
	Longevity	11,089	11,087	5,946	5,034	(912)	-15.34%
	TOTAL PERSONNEL SERVICES	352,799	353,372	364,504	363,579	(925)	-0.25%

  

<b>7</b>	<b>Treasurer-Collector</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	616,453	616,992	621,357	633,401	12,044	1.94%
	Expenses	140,875	146,873	151,011	156,063	5,052	3.35%
	Out-of-State Travel	3,000	3,000	3,000	3,000	0	0.00%
	APPROPRIATION TOTAL	760,328	766,865	775,368	<b>792,464</b>	17,096	2.20%
	Water/Sewer Enterprise Fund	(85,293)	(105,610)	(106,518)	<b>(107,699)</b>	(1,181)	1.11%
	TAXATION TOTAL	675,035	661,255	668,850	<b>684,765</b>	15,915	2.38%
		4.00%	-2.04%	1.15%	2.38%		
	<u>Detail of Personnel Services:</u>						
	Treasurer	100,353	100,353	104,407	106,496	2,089	2.00%
	Deputy Treasurer	71,269	75,327	82,808	86,048	3,240	3.91%
	Management Analyst	69,923	56,066	0	0	0	
	Clerical (8)	339,804	341,340	397,354	405,557	8,203	2.06%
	BASE SALARY + STEPS	581,349	573,086	584,569	598,101	13,532	2.31%
	Overtime	15,000	22,000	15,000	15,000	0	0.00%
	Deputy Tax Collector Wages	15,000	15,000	15,000	15,000	0	0.00%
	Longevity	5,104	6,906	6,788	5,300	(1,488)	-21.92%
	TOTAL PERSONNEL SERVICES	616,453	616,992	621,357	633,401	12,044	1.94%

  

<b>8</b>	<b>Postage</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	31,279	31,393	32,648	31,245	(1,403)	-4.30%
	Expenses	179,269	179,279	179,531	179,583	52	0.03%
	APPROPRIATION TOTAL	210,548	210,672	212,179	<b>210,828</b>	(1,351)	-0.64%
	Water/Sewer Enterprise Fund	(35,588)	(36,409)	(36,431)	<b>(36,691)</b>	(260)	0.71%
	TAXATION TOTAL	174,960	174,263	175,748	<b>174,137</b>	(1,611)	-0.92%
		2.61%	-0.40%	0.85%	-0.92%		
	<u>Detail of Personnel Services:</u>						
	Output Media Handler (1 PT)	31,064	31,064	32,319	30,916	(1,403)	-4.34%
	BASE SALARY + STEPS	31,064	31,064	32,319	30,916	(1,403)	-4.34%
	Longevity	215	329	329	329	0	0.00%
	TOTAL PERSONNEL SERVICES	31,279	31,393	32,648	31,245	(1,403)	-4.30%

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>9 Board of Assessors</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	248,107	250,798	266,246	281,059	14,813	5.56%
Expenses	26,700	26,700	31,648	32,648	1,000	3.16%
<b>TOTAL</b>	<b>274,807</b>	<b>277,498</b>	<b>297,894</b>	<b>313,707</b>	<b>15,813</b>	<b>5.31%</b>
	0.49%	0.98%	7.35%	5.31%		
<b>Detail of Personnel Services:</b>						
Director of Assessments	97,183	94,811	98,641	104,654	6,013	6.10%
Office Manager	56,300	58,411	63,050	66,723	3,673	5.83%
Data Collector	45,061	46,753	50,466	53,405	2,939	5.82%
Sr. Clerk Typist	33,563	34,823	37,589	39,777	2,188	5.82%
Board Members (3)	14,700	14,700	14,700	14,700	0	0.00%
<b>BASE SALARY + STEPS</b>	<b>246,807</b>	<b>249,498</b>	<b>264,446</b>	<b>279,259</b>	<b>14,813</b>	<b>5.60%</b>
Overtime	1,000	1,000	1,000	1,000	0	0.00%
Longevity	300	300	800	800	0	0.00%
<b>TOTAL PERSONNEL SERVICES</b>	<b>248,107</b>	<b>250,798</b>	<b>266,246</b>	<b>281,059</b>	<b>14,813</b>	<b>5.56%</b>

  

<b>10 Legal</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	412,675	424,350	452,506	462,242	9,736	2.15%
Expenses - Legal	138,350	135,002	135,002	135,002	0	0.00%
<b>APPROPRIATION TOTAL</b>	<b>551,025</b>	<b>559,352</b>	<b>587,508</b>	<b>597,244</b>	<b>9,736</b>	<b>1.66%</b>
Water/Sewer Enterprise Fund	(106,258)	(105,663)	(107,260)	(112,659)	(5,399)	5.03%
<b>TAXATION TOTAL</b>	<b>444,767</b>	<b>453,689</b>	<b>480,248</b>	<b>484,585</b>	<b>4,337</b>	<b>0.90%</b>
	-1.89%	2.01%	5.85%	0.90%		
<b>Detail of Personnel Services:</b>						
Town Counsel	114,163	116,163	122,856	127,314	4,458	3.63%
Benefits Atty./Workers' Compensation Agen	138,909	145,855	153,520	156,410	2,890	1.88%
Asst Admin/Claims Coordinator/Risk Mgmt	65,787	65,787	69,945	72,509	2,564	3.67%
Legal Secretaries (1 FT + 1 PT)	85,770	88,000	96,959	96,638	(321)	-0.33%
<b>BASE SALARY + STEPS</b>	<b>404,629</b>	<b>415,805</b>	<b>443,280</b>	<b>452,871</b>	<b>9,591</b>	<b>2.16%</b>
Longevity	8,046	8,545	9,226	9,371	145	1.57%
<b>TOTAL PERSONNEL SERVICES</b>	<b>412,675</b>	<b>424,350</b>	<b>452,506</b>	<b>462,242</b>	<b>9,736</b>	<b>2.15%</b>

  

<b>11 Town Clerk</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	233,467	234,468	243,956	248,466	4,510	1.85%
Expenses	28,860	28,860	28,860	28,860	0	0.00%
<b>TOTAL</b>	<b>262,327</b>	<b>263,328</b>	<b>272,816</b>	<b>277,326</b>	<b>4,510</b>	<b>1.65%</b>
	3.62%	0.38%	3.60%	1.65%		
<b>Detail of Personnel Services:</b>						
Town Clerk	87,453	87,453	90,986	92,806	1,820	2.00%
Ass't Town Clerk	52,781	53,753	55,925	57,044	1,119	2.00%
Other Clerks (2)	77,776	77,776	80,918	82,538	1,620	2.00%
Registrar of Voters (1 PT)	5,000	5,000	5,000	5,000	0	0.00%
<b>BASE SALARY + STEPS</b>	<b>223,010</b>	<b>223,982</b>	<b>232,829</b>	<b>237,388</b>	<b>4,559</b>	<b>1.96%</b>
Overtime	3,500	3,500	3,500	3,500	0	0.00%
Longevity	6,957	6,986	7,627	7,578	(49)	-0.64%
<b>TOTAL PERSONNEL SERVICES</b>	<b>233,467</b>	<b>234,468</b>	<b>243,956</b>	<b>248,466</b>	<b>4,510</b>	<b>1.85%</b>



**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>12 Board of Registrars</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	44,114	47,035	52,307	55,316	3,009	5.75%
Expenses	13,550	13,550	13,550	13,550	0	0.00%
<b>TOTAL</b>	<b>57,664</b>	<b>60,585</b>	<b>65,857</b>	<b>68,866</b>	<b>3,009</b>	<b>4.57%</b>
	2.71%	5.07%	8.70%	4.57%		
<b>Detail of Personnel Services:</b>						
Registrar of Voters	1,500	1,500	1,500	1,500	0	0.00%
Registrars of Voters (3 PT)	1,500	1,500	1,500	1,500	0	0.00%
Moderator	500	500	500	500	0	0.00%
Assistant Registrar of Voters	38,264	41,185	46,457	49,166	2,709	5.83%
Election tech support	150	150	150	150	0	0.00%
<b>BASE SALARY + STEPS</b>	<b>41,914</b>	<b>44,835</b>	<b>50,107</b>	<b>52,816</b>	<b>2,709</b>	<b>5.41%</b>
Overtime	2,200	2,200	2,200	2,200	0	0.00%
Longevity	0	0	0	300	300	
<b>TOTAL PERSONNEL SERVICES</b>	<b>44,114</b>	<b>47,035</b>	<b>52,307</b>	<b>55,316</b>	<b>3,009</b>	<b>5.75%</b>

  

<b>13 Parking</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	86,231	85,899	88,953	91,695	2,742	3.08%
Expenses	28,935	28,935	41,080	41,080	0	0.00%
<b>APPROPRIATION TOTAL</b>	<b>115,166</b>	<b>114,834</b>	<b>130,033</b>	<b>132,775</b>	<b>2,742</b>	<b>2.11%</b>
Parking meter offset	0	0	0	(45,848)		
<b>TAXATION TOTAL</b>	<b>115,166</b>	<b>114,834</b>	<b>130,033</b>	<b>86,927</b>	<b>(43,106)</b>	<b>-33.15%</b>
	2.00%	-0.29%	13.24%	-33.15%		
<b>Detail of Personnel Services:</b>						
Parking Clerk	20,300	19,968	20,435	20,844	409	2.00%
Data Input Operator/Clerk	64,031	64,031	66,618	67,951	1,333	2.00%
<b>BASE SALARY + STEPS</b>	<b>84,331</b>	<b>83,999</b>	<b>87,053</b>	<b>88,795</b>	<b>1,742</b>	<b>2.00%</b>
Overtime	1,000	1,000	1,000	1,000	0	0.00%
Longevity	900	900	900	900	0	0.00%
Parking meter stipend				1,000		
<b>TOTAL PERSONNEL SERVICES</b>	<b>86,231</b>	<b>85,899</b>	<b>88,953</b>	<b>91,695</b>	<b>2,742</b>	<b>3.08%</b>

  

<b>14 Planning &amp; Community Development</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	459,373	478,161	479,778	536,993	57,215	11.93%
Expenses	24,585	25,215	24,185	28,695	4,510	18.65%
<b>APPROPRIATION TOTAL</b>	<b>483,958</b>	<b>503,376</b>	<b>503,963</b>	<b>565,688</b>	<b>61,725</b>	<b>12.25%</b>
Central School Allocation	(22,459)	(23,738)	(25,151)	(23,403)	1,748	-6.95%
Conservation Comm. Fees & Fines Account	(3,000)	(3,000)	(3,202)	(4,971)	(1,769)	55.25%
CDBG Planner *	(39,266)	(42,908)	(44,850)	(40,000)	4,850	-10.81%
CDGB Affordable Housing	(6,280)	(10,000)	(12,121)	(12,335)		
HOME Fund (grants & private donations)	(10,000)	(8,000)	(8,000)	(5,000)	3,000	-37.50%
<b>TAXATION TOTAL</b>	<b>402,953</b>	<b>415,730</b>	<b>410,639</b>	<b>479,979</b>	<b>69,340</b>	<b>16.89%</b>
	14.03%	3.17%	-1.22%	16.89%		
<b>Detail of Personnel Services:</b>						
Director	118,445	120,445	103,440	109,466	6,026	5.83%
Ass't Director		88,750	92,336	94,183		0.00%
Senior Planner / Director of Housing	77,526				0	
Economic Dev't Coordinator	83,997	87,147	92,336	81,289	(11,047)	-11.96%
Environmental Planner	44,162	43,969	45,947	71,009	25,062	54.55%
Technical Planner (1 PT)	23,266	24,139	26,056		(26,056)	-100.00%
Planner *	64,031	64,031	66,618	74,025	7,407	11.12%
Administrative Aide	45,761	47,476	51,245	46,806	(4,439)	-8.66%
Building Craftsman **				59,215		
<b>BASE SALARY + STEPS</b>	<b>457,188</b>	<b>475,957</b>	<b>477,978</b>	<b>535,993</b>	<b>58,015</b>	<b>12.14%</b>
Longevity	2,185	2,204	1,800	1,000	(800)	-44.44%
<b>TOTAL PERSONNEL SERVICES</b>	<b>459,373</b>	<b>478,161</b>	<b>479,778</b>	<b>536,993</b>	<b>57,215</b>	<b>11.93%</b>

\* Position partially funded through Community Development Block Grant funds  
\*\* Building Craftsman position moved from Redevelopment Board

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>15</b>	<b>Redevelopment Board</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	<b>a. Redevelopment Board Expenses</b>	10,800	10,800	10,800	10,800	0	0.00%
	TOTAL	10,800	10,800	10,800	<b>10,800</b>	0	0.00%
		0.00%	0.00%	0.00%	0.00%		

<b>16</b>	<b>Rental Properties</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>	
	Personnel Services	61,107	61,536	63,576	0	(63,576)	-100.00%	
	Gibbs Expenses *	200,510	200,510	185,210		(185,210)	-100.00%	
	Parmenter Expenses	15,000	15,000	15,000	15,000	0	0.00%	
	Crosby Expenses (sold in 2012)	0	0	0	0	0		
	Dallin Library Expenses	5,000	5,000	5,000	5,000	0	0.00%	
	APPROPRIATION TOTAL	281,617	282,046	268,786	<b>20,000</b>	(248,786)	-92.56%	
	Central School offset	(27,903)	(28,118)	(29,138)	<b>0</b>	29,138	-100.00%	
	TAXATION TOTAL	253,714	253,928	239,648	<b>20,000</b>	(219,648)	-91.65%	
		0.25%	0.08%	-5.62%	-91.65%			
	<i>Detail of Personnel Services:</i>							
	Building Craftsman **	55,807	56,236	58,276		(58,276)	-100.00%	
	BASE SALARY + STEPS	55,807	56,236	58,276		(58,276)	-100.00%	
	Overtime	5,000	5,000	5,000		(5,000)	-100.00%	
	Longevity	300	300	300		(300)	-100.00%	
	TOTAL PERSONNEL SERVICES	61,107	61,536	63,576	0	(63,576)	-100.00%	
	<b>Rental Property Revenues</b>							
	Gibbs Revenue	320,000	326,400	340,380				
	Parmenter Revenue	206,000	210,120	223,155	227,232			
	Dallin Revenue	45,000	45,000	45,000	45,000			
	Total Rental Properties Revenues	571,000	581,520	608,535	272,232			
	Rental Properties Revenues less Expenses	317,286	327,592	368,887	252,232			
	* Gibbs School transferred to the school department for renovation in FY 2018							
	** Building Craftsman position moved to Planning Department							
	*** Rental Property expenses do not include capital, management personnel in Town Manager's budget, indirect personnel expenses, or depreciation.							

<b>17</b>	<b>Zoning Board of Appeals</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>	
	Personnel Services	17,265	17,912	20,812	22,220	1,408	6.77%	
	Expenses *	4,100	4,100	4,100	10,100	6,000	146.34%	
	TOTAL	21,365	22,012	24,912	<b>32,320</b>	7,408	29.74%	
		0.64%	3.03%	13.17%	29.74%			
	<i>Detail of Personnel Services:</i>							
	Principal Clerk & typist (1 PT)	17,265	17,912	20,812	22,220	1,408	6.77%	
	BASE SALARY + STEPS	17,265	17,912	20,812	22,220	1,408	6.77%	
	TOTAL PERSONNEL SERVICES	17,265	17,912	20,812	22,220	1,408	6.77%	
	* FY 2018 Expenses include \$6,000 for a stenographer related to Mugar hearings							

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

18	<b>Public Works</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	<b>All Public Works</b>						
	Personnel Services	3,805,182	3,740,453	3,848,046	3,967,389	119,343	3.10%
	Expenses	6,014,985	5,765,798	5,982,610	6,373,014	390,404	6.53%
	APPROPRIATION TOTAL	<b>9,820,167</b>	<b>9,506,251</b>	<b>9,830,656</b>	<b>10,340,403</b>	509,747	5.19%
	Water/Sewer Enterprise Fund	(1,000,384)	(1,045,715)	(1,005,376)	(1,016,222)	(10,846)	1.08%
	Other offsets and transfers	(176,718)	(165,000)	(165,000)	(215,000)	(50,000)	30.30%
	TAXATION TOTAL	<b>8,643,065</b>	<b>8,295,536</b>	<b>8,660,280</b>	<b>9,109,181</b>	448,901	5.18%
		3.47%	-4.02%	4.40%	5.18%		
	<i>For fiscal year 2018, the Director of Public Works is hereby authorized to transfer funds within this budget.</i>						
	<b>a. Public Works Administration</b>						
	Personnel Services	514,415	424,796	445,752	459,626	13,874	3.11%
	Expenses	23,400	23,400	23,400	23,400	0	0.00%
	APPROPRIATION TOTAL	<b>537,815</b>	<b>448,196</b>	<b>469,152</b>	<b>483,026</b>	13,874	2.96%
	Recycling fund offset	(12,663)	(15,000)	(15,000)	(15,000)	0	
	Bedford share of energy manager *	(14,055)					
	Water/Sewer Enterprise Fund	(246,276)	(268,908)	(224,098)	(234,576)	(10,478)	4.68%
	TAXATION TOTAL	<b>264,821</b>	<b>164,288</b>	<b>230,054</b>	<b>233,450</b>	3,396	1.48%
		4.23%	-37.96%	40.03%	1.48%		
	Detail of Personnel Services:						
	Director of Public Works	122,822	124,823	131,865	136,503	4,638	3.52%
	Assistant Director of Public Works	88,750	88,750	92,336	94,183	1,847	2.00%
	Recycling Coordinator (1 PT)	51,880	51,942	56,069	58,244	2,175	3.88%
	Administrative Asst.	49,655	49,655	51,661	52,695	1,034	2.00%
	Energy manager *	43,907				0	
	Sr. Building Custodian *	47,565				0	
	Principal accounting clerk / bookkeeper	46,329	46,329	48,201	49,166	965	2.00%
	Principal clerk / stenographer	46,329	46,329	48,201	49,166	965	2.00%
	BASE SALARY + STEPS	497,237	407,828	428,333	439,957	11,624	2.71%
	Longevity	4,729	4,248	4,699	6,949	2,250	47.88%
	Overtime & Out of Grade Pay	12,449	12,720	12,720	12,720	0	0.00%
	TOTAL PERSONNEL SERVICES	514,415	424,796	445,752	459,626	13,874	3.11%
	<b>b. Engineering</b>						
	Personnel Services	322,314	328,007	324,892	322,064	(2,828)	-0.87%
	Expenses	13,900	23,900	18,900	18,900	0	0.00%
	APPROPRIATION TOTAL	<b>336,214</b>	<b>351,907</b>	<b>343,792</b>	<b>340,964</b>	(2,828)	-0.82%
	Water/Sewer Enterprise Fund	(197,529)	(208,453)	(218,182)	(213,151)	5,031	-2.31%
	TAXATION TOTAL	<b>138,685</b>	<b>143,454</b>	<b>125,610</b>	<b>127,813</b>	2,203	1.75%
		0.90%	3.44%	-12.44%	1.75%		
	Detail of Personnel Services:						
	Town Engineer	101,639	103,510	107,692	109,846	2,154	2.00%
	Assistant Town Engineer	71,236	73,906	78,370	74,026		
	Jr. Engineer	66,913	66,913	69,616	71,009	1,393	2.00%
	Jr. Engineer	75,267	75,267	63,814	61,583	(2,231)	-3.50%
	BASE SALARY + STEPS	315,055	319,596	319,492	316,464	(3,028)	-0.95%
	Longevity	3,559	4,611	1,600	1,800	200	12.50%
	Overtime	3,700	3,800	3,800	3,800	0	0.00%
	TOTAL PERSONNEL SERVICES	322,314	328,007	324,892	322,064	(2,828)	-0.87%

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<b>c. Cemeteries</b>								
C E M E T E R I E S	Personnel Services	225,313	239,343	245,660	252,189	6,529	2.66%	
	Expenses	155,500	157,700	157,700	207,700	50,000	31.71%	
	APPROPRIATION TOTAL	380,813	397,043	403,360	<b>459,889</b>	56,529	14.01%	
	Transfer from cemetery funds article	(150,000)	(150,000)	(150,000)	<b>(200,000)</b>	(50,000)	33.33%	
	TAXATION TOTAL	230,813	247,043	253,360	<b>259,889</b>	6,529	2.58%	
		2.75%	7.03%	2.56%	2.58%			
	Detail of Personnel Services:							
	Supervisor	70,263	70,263	73,101	74,564	1,463	2.00%	
	Working Foreman	54,414	54,622	56,606	57,517	911	1.61%	
	Motor Equip. Operator	29,085	42,863	42,282	44,724	2,442	5.78%	
Principal clerk	44,333	44,332	46,123	47,046	923	2.00%		
BASE SALARY + STEPS	198,095	212,080	218,112	223,851	5,739	2.63%		
Longevity	3,708	3,708	3,993	4,783	790	19.78%		
Overtime, Doubletime & Out of Grade Pay	23,510	23,555	23,555	23,555	0	0.00%		
TOTAL PERSONNEL SERVICES	225,313	239,343	245,660	252,189	6,529	3%		
<b>d. Natural Resources &amp; Field Maintenance</b>								
P R O P & N A T U R E S	Personnel Services	985,681	994,081	1,029,391	1,054,529	25,138	2.44%	
	Expenses	276,650	282,900	398,900	455,300	56,400	14.14%	
	APPROPRIATION TOTAL	1,262,331	1,276,981	1,428,291	<b>1,509,829</b>			
	Property expenses *	259,925				0		
	Field maintenance	40,000	50,000	50,000	<b>50,000</b>	0	0.00%	
	TAXATION TOTAL	1,562,256	1,326,981	1,478,291	<b>1,559,829</b>	81,538	5.52%	
		1.53%	-15.06%	11.40%	5.52%			
	Detail of Personnel Services:							
	Operations Manager							
	Forestry Supervisor	70,263	70,263	73,101	74,564	1,463	2.00%	
Parks Maintenance Supervisor	70,263	70,263	73,101	74,564	1,463	2.00%		
Working Foreman / Tree Climber	54,414	54,622	56,606	57,517	911	1.61%		
Working Foreman / Laborer (2)	101,979	106,770	110,493	112,200	1,707	1.54%		
Motor Equip. Operator (5)(4)(4)(4)	231,707	191,345	198,883	196,526	(2,357)	-1.19%		
Park Maintenance Craftsman (2)	87,963	91,815	95,088	93,245	(1,843)	-1.94%		
Tree Climber (3)	139,685	138,147	148,102	154,371	6,269	4.23%		
Tree Warden	0	41,092	42,752	42,813	61			
Ground Maint Workers (3)	121,084	119,955	124,425	127,204	2,779	2.23%		
BASE SALARY + STEPS	877,358	884,272	922,551	933,004	10,453	1.13%		
Longevity	11,824	11,124	8,155	9,975	1,820	22.32%		
Overtime, Doubletime & Out of Grade Pay	96,499	98,685	98,685	111,550	12,865	13.04%		
TOTAL PERSONNEL SERVICES	985,681	994,081	1,029,391	1,054,529	25,138	2.44%		

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<b>e. Sanitation/Highway Division</b>							
	Highway salaries	1,334,785	1,328,468	1,369,990	1,445,352	75,362	5.50%
	Highway expenses	700,100	671,300	641,800	643,275	1,475	0.0
	APPROPRIATION TOTAL	<b>2,034,885</b>	<b>1,999,768</b>	<b>2,011,790</b>	<b>2,088,627</b>	<b>76,837</b>	<b>3.82%</b>
	Water/Sewer Enterprise Fund	(399,472)	(406,977)	(399,954)	(402,358)	(2,404)	0.60%
	Highway total	<b>1,635,413</b>	<b>1,592,791</b>	<b>1,611,836</b>	<b>1,686,269</b>		
	Sanitation expenses (detail below)	3,443,560	3,410,048	3,479,480	<b>3,547,256</b>	67,776	1.95%
	Removal of Ice & Snow ***	771,000	846,000	921,000	<b>1,140,708</b>	219,708	23.86%
	TAXATION TOTAL	<b>5,849,973</b>	<b>5,848,839</b>	<b>6,012,316</b>	<b>6,374,233</b>	<b>361,917</b>	<b>6.02%</b>
		5.04%	-0.02%	2.80%	6.02%		
	Detail of Personnel Services:						
H	Operations Manager	89,182	89,182	92,785	94,641	1,856	2.00%
I	Tree warden stipend	5,000	5,000	0	0	0	
G	Sup. of Highway/Water/Sewer	75,267	75,267	78,308	79,874	1,566	2.00%
H	Fuel depot stipend	3,000	3,000	3,000	3,000	0	0.00%
W	Working Foreman Highway (2)	112,044	112,472	116,552	118,430	1,878	1.61%
A	Working Foreman / Mason	52,075	52,274	54,184	55,056	872	1.61%
Y	Licensed Mason	49,319	49,508	45,623	47,302	1,679	3.68%
S	Motor Equipment Operator (12)(12)(12)(13)	567,483	556,722	587,605	646,684	59,079	10.05%
	Working Foreman / Painter	54,414	54,622	56,606	57,517	911	1.61%
	Carpenter	49,319	49,508	51,302	52,129	827	1.61%
	Dispatcher	47,565	47,747	49,486	52,129	2,643	5.34%
	Laborer / Watchman	42,531	42,067	43,597	44,300	703	1.61%
	Temporary/Seasonal Laborers	35,450	35,450	35,450	35,450	0	0.00%
	BASE SALARY + STEPS	1,182,651	1,172,819	1,214,498	1,286,512	72,014	5.93%
	Longevity	16,710	16,809	13,167	12,585	(582)	-4.42%
	Overtime, Double-Time & Out of Grade Pay	135,424	138,840	142,325	146,255	3,930	2.76%
	TOTAL PERSONNEL SERVICES	1,334,785	1,328,468	1,369,990	1,445,352	75,362	5.50%
	Sanitation expenses						
S	Curbside collection	2,236,860	2,281,598	2,327,230	2,373,775	46,545	2.00%
A	Rubbish Disposal (tip fee)	925,000	828,450	849,250	870,481	21,231	2.50%
N	Yard waste disposal	130,000	120,000	123,000	123,000		
I	Solid Fill Disposal	119,700	145,000	145,000	145,000	0	0.00%
T	Hazardous Waste (collection & disposal)	32,000	35,000	35,000	35,000	0	0.00%
A	SUB TOTAL (collection & disposal)	3,443,560	3,410,048	3,479,480	3,547,256	67,776	1.95%
T	TOTAL SANITATION EXPENSES	3,443,560	3,410,048	3,479,480	3,547,256	67,776	1.95%
I	<b>f. Motor Equipment Repair</b>						
N	Personnel Services	422,674	425,758	432,361	433,629	1,268	0.29%
S	Expenses	115,250	118,050	121,430	126,475	5,045	4.15%
E	APPROPRIATION TOTAL	<b>537,924</b>	<b>543,808</b>	<b>553,791</b>	<b>560,104</b>	<b>6,313</b>	<b>1.14%</b>
Q	Water/Sewer Enterprise Fund	(157,107)	(161,377)	(163,142)	(166,137)	(2,995)	1.84%
U	TAXATION TOTAL	<b>380,817</b>	<b>382,431</b>	<b>390,649</b>	<b>393,967</b>	<b>3,318</b>	<b>0.85%</b>
I		1.54%	0.42%	2.15%	0.85%		
P	Detail of Personnel Services:						
R	Supervisor of Motor Equip. Repair	70,263	70,263	73,102	69,272	(3,830)	-5.24%
E	Working Foreman Motor Equip. Repair	56,022	56,236	58,276	59,215	939	1.61%
P	Motor Equipment Repairman (4)	213,522	216,392	217,946	225,719	7,773	3.57%
R	BASE SALARY + STEPS	339,807	342,891	349,324	354,206	4,882	1.40%
E	Longevity	6,416	6,416	6,586	2,972	(3,614)	-54.87%
P	Overtime & Out of Grade Pay	76,451	76,451	76,451	76,451	0	0.00%
	TOTAL PERSONNEL SERVICES	422,674	425,758	432,361	433,629	1,268	0.29%

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L S T R E E T N G	<b>g. Street lighting, traffic signals</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Street lighting - maintenance	20,000	20,000	20,000	20,000	0	0.00%
	Street lighting - energy	100,000	100,000	90,000	80,000	(10,000)	-11.11%
	Traffic signals - maintenance	30,700	30,000	30,000	30,000	0	0.00%
	Traffic signals - energy	35,000	32,500	30,000	30,000	0	0.00%
	Fire alarms systems - maintenance **	30,000	0	0	0	0	0
	<b>TOTAL</b>	<b>215,700</b>	<b>182,500</b>	<b>170,000</b>	<b>160,000</b>	<b>(10,000)</b>	<b>-5.88%</b>
		<b>-14.98%</b>	<b>-15.39%</b>	<b>-6.85%</b>	<b>-5.88%</b>		

\* Sr. Building Custodian, Energy Manager, and Property expenses moved to the Facilities Department in FY 2016

\*\* Fire alarm system maintenance was moved to the Fire budget in FY 2016.

\*\*\* For FY2018, snow & ice is budgeted at 80% of the 10-year average of expenditures

<b>19 Facilities *</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services		162,615	402,017	424,599	22,582	5.62%
Expenses		263,000	306,374	406,414	100,040	32.65%
<b>APPROPRIATION TOTAL</b>		<b>425,615</b>	<b>708,391</b>	<b>831,013</b>	<b>122,622</b>	<b>17.31%</b>
Bedford inter-municipal offset (Energy Manager)		(20,000)				
Salary offsets		(10,000)	(130,296)	(135,387)		
<b>TAXATION TOTAL</b>		<b>395,615</b>	<b>578,095</b>	<b>695,626</b>	<b>117,531</b>	<b>20.33%</b>
			46.13%	20.33%		
<b>Detail of Personnel Services:</b>						
Director of Facilities *		51,736	122,856	127,314	4,458	3.63%
Energy Manager (1 PT)(1 FT)(1 FT) *		59,932	70,120	71,350	1,230	1.75%
Sr. Building Custodian		47,747	49,486	50,282	796	1.61%
Administrative Assistant *			69,616	71,009	1,393	
Custodian **			45,727	48,310	2,583	
Sr. Building Custodian (1 PT) ***			29,691	30,169	478	
Saturday Custodian (1 PT) ***			10,001	11,565	1,564	
<b>BASE SALARY + STEPS</b>		<b>159,415</b>	<b>397,497</b>	<b>409,999</b>	<b>12,502</b>	<b>3.15%</b>
Overtime		2,500	2,500	12,500	10,000	400.00%
Longevity		700	2,020	2,100	80	3.96%
<b>TOTAL PERSONNEL SERVICES</b>		<b>162,615</b>	<b>402,017</b>	<b>424,599</b>	<b>22,582</b>	<b>5.62%</b>

\* The Facilities Department was created in FY 2016. The Director, Energy Manager and Administrative Assistant were funded 50% in the School Budget in FY 2016, and 50% through a transfer of funds in FY 2017.

\*\* transferred from the Police budget

\*\*\* transferred from the Library budget

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>20</b>	<b>Police Services</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	Personnel Services	6,850,912	6,901,763	7,284,625	7,511,906	227,281	3.12%
	Expenses	653,650	664,200	687,950	702,970	15,020	2.18%
	<b>APPROPRIATION TOTAL</b>	<b>7,504,562</b>	<b>7,565,963</b>	<b>7,972,575</b>	<b>8,214,876</b>	242,301	3.04%
	Parking meter offset	0	0	0	(56,437)		
	<b>TAXATION TOTAL</b>	<b>7,504,562</b>	<b>7,565,963</b>	<b>7,972,575</b>	<b>8,158,439</b>	185,864	2.33%
		4.24%	0.82%	5.37%	2.33%		
	<u>Detail of Personnel Services</u>						
	Police Chief	156,032	168,735	178,396	184,464	6,068	3.40%
	Captains (3)	338,703	338,700	364,383	371,676	7,293	2.00%
	Lieutenants (6)	618,750	618,749	656,657	671,991	15,334	2.34%
	Sergeants (9)	626,900	611,099	643,726	823,686	179,960	27.96%
	Patrolmen (47)(47)(49)(49)	3,296,100	3,296,474	3,520,334	3,457,076	(63,258)	-1.80%
	Parking Control Officers (1 FT + 2 PT)	96,338	96,065	100,487	112,177	11,690	11.63%
	Administrative Assistant	61,278	61,278	63,754	65,029	1,275	2.00%
	Principal Clerk	41,185	42,730	46,123	47,046	923	2.00%
	Senior Clerk (1 PT)	27,782	27,782	28,726	29,478	752	2.62%
	Detention Attendant/Clerk (2 PT)	66,336	67,783	69,655	75,505	5,850	8.40%
	Animal Control Officer	46,169	47,900	51,704	47,225	(4,479)	-8.66%
	Social Workers				32,021		
	Custodian	40,633	41,627			0	
	Communications Supervisor	67,237	67,237	69,954	71,354	1,400	2.00%
	Dispatchers (9)	447,449	456,665	473,581	479,063	5,482	1.16%
	<b>SALARIES AND OTHER BENEFITS</b>	<b>5,930,892</b>	<b>5,942,824</b>	<b>6,267,480</b>	<b>6,467,791</b>	<b>200,311</b>	<b>3.20%</b>
	Longevity	116,946	129,275	124,492	138,343	13,851	11.13%
	Overtime	547,651	547,651	605,000	617,100	12,100	2.00%
	Minuteman Bikeway Patrol		15,000	15,300	15,606		
	Holiday pay	204,973	213,863	218,140	218,140	0	0.00%
	School Credits	5,000	5,000	5,100	5,100	0	0.00%
	Court Time	35,000	35,000	35,700	36,414	714	2.00%
	Differential / out of grade pay	3,250	3,250	3,315	3,315	0	0.00%
	Accreditation stipend	7,200	7,200	7,344	7,344	0	0.00%
	Emergency dispatch stipend		2,700	2,754	2,754	0	
	<b>TOTAL PERSONNEL SERVICES</b>	<b>6,850,912</b>	<b>6,901,763</b>	<b>7,284,625</b>	<b>7,511,906</b>	<b>227,281</b>	<b>3.12%</b>

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>21 Fire Services</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	6,425,916	6,440,528	6,841,598	7,019,122	177,524	2.59%
Expenses	391,050	418,650	439,900	439,900	0	0.00%
Fire alarm system maintenance		0	0	0	0	
<b>APPROPRIATION TOTAL</b>	<b>6,816,966</b>	<b>6,859,178</b>	<b>7,281,498</b>	<b>7,459,022</b>	177,524	2.44%
Ambulance revolving fund offset	(131,415)	(166,218)	(169,542)	(172,934)	(3,392)	
<b>TAXATION TOTAL</b>	<b>6,685,551</b>	<b>6,692,960</b>	<b>7,111,956</b>	<b>7,286,088</b>	174,132	2.45%
	3.98%	0.11%	6.26%	2.45%		
<b>Detail of Personnel Services</b>						
Fire Chief	131,750	133,751	141,155	160,376		
Chief Officer (5)	452,980	452,980	489,165	498,950	9,785	2.00%
Captain (7)	551,985	551,985	595,511	607,418	11,907	2.00%
Lieutenant (15)	1,029,705	1,029,705	1,109,639	1,131,840	22,201	2.00%
Firefighter (50)	2,962,950	2,962,950	3,077,834	3,153,072	75,238	2.44%
Administrative Assistant	53,494	53,494	55,655	56,768	1,113	2.00%
Master Mechanic	70,263	70,263	75,660	77,173	1,513	2.00%
Motor Equipment Repairman	54,413	54,622	56,606	57,738	1,132	2.00%
<b>BASE SALARY + STEPS</b>	<b>5,307,540</b>	<b>5,309,750</b>	<b>5,601,225</b>	<b>5,743,335</b>	142,110	2.54%
Longevity	140,898	136,142	149,414	160,759	11,345	7.59%
Weekend Differential	44,460	44,460	47,047	47,831	784	1.67%
Overtime	437,630	437,630	455,310	464,464	9,154	2.01%
Holiday pay	142,964	150,486	174,337	177,824	3,487	2.00%
Vacation, personal time, double time	81,572	89,053	107,760	109,916	2,156	2.00%
School Credits	153,017	155,172	170,867	177,315	6,448	3.77%
EMT/Defibrillator Pay	102,335	102,335	120,138	122,179	2,041	1.70%
Emergency management stipend	6,000	6,000	6,000	6,000	0	0.00%
Captains Working as Chief Officers	9,500	9,500	9,500	9,500	0	0.00%
<b>TOTAL PERSONNEL SERVICES</b>	<b>6,425,916</b>	<b>6,440,528</b>	<b>6,841,598</b>	<b>7,019,122</b>	177,524	2.59%

<b>22 Inspections</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	404,455	407,262	406,426	480,066	73,640	18.12%
Expenses	12,000	12,000	12,000	12,000	0	0.00%
<b>SUB TOTAL</b>	<b>416,455</b>	<b>419,262</b>	<b>418,426</b>	<b>492,066</b>	73,640	17.60%
<b>TOTAL</b>	<b>416,455</b>	<b>419,262</b>	<b>418,426</b>	<b>492,066</b>	73,640	17.60%
	3.31%	0.67%	-0.20%	17.60%		
<b>Detail of Personnel Services:</b>						
Director of Inspectional Services	111,802	113,803	120,401	124,810	4,409	3.66%
Wire Inspector	82,576	82,576	64,119	67,856	3,737	5.83%
Plumbing & Gas Inspector	72,721	72,722	75,660	77,174	1,514	2.00%
Building Inspector	70,263	70,263	73,102	74,564	1,462	2.00%
Building Inspector				64,355	64,355	
Zoning Assistant	46,329	46,329	48,201	49,166	965	2.00%
<b>BASE SALARY + STEPS</b>	<b>383,691</b>	<b>385,693</b>	<b>381,483</b>	<b>457,925</b>	76,442	20.04%
Longevity	12,764	13,569	8,943	10,141	1,198	13.40%
Overtime & Temp Salaries and Wages	8,000	8,000	16,000	12,000	(4,000)	-25.00%
<b>TOTAL PERSONNEL SERVICES</b>	<b>404,455</b>	<b>407,262</b>	<b>406,426</b>	<b>480,066</b>	73,640	18.12%

<b>23 Education *</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
a. Instructional Service Programs	25,808,350	26,874,139	30,332,066	32,472,327	2,140,261	7.06%
b. Special Education & Pupil Services	9,528,935	9,631,765	10,875,798	12,185,280	1,309,482	12.04%
c. Instructional Support Programs	1,429,534	1,445,367	1,445,418	1,661,305	215,887	14.94%
d. Management Services	2,629,116	4,708,146	2,978,173	2,573,824	(404,349)	-13.58%
e. Operation/Maintenance Programs	5,169,844	4,735,301	5,177,691	5,320,982	143,291	2.77%
f. Student Out of Dist Tuition & Trans	6,164,189	6,179,396	6,192,187	6,714,767	522,580	8.44%
<b>TOTAL</b>	<b>50,729,968</b>	<b>53,574,114</b>	<b>57,001,333</b>	<b>60,928,485</b>	3,927,152	6.89%
	6.41%	5.61%	6.40%	6.89%		

\* These appropriations do not include other funds which go directly to the schools without appropriation.



**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>24 Libraries</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Personnel Services	1,620,984	1,678,690	1,753,737	1,841,856	88,119	5.02%
Expenses	589,580	563,080	537,580	537,580	0	0.00%
<b>APPROPRIATION TOTAL</b>	<b>2,210,564</b>	<b>2,241,770</b>	<b>2,291,317</b>	<b>2,379,436</b>	88,119	3.85%
Friends of Fox offset	(23,699)	(24,705)	(25,200)	(25,200)	0	0.00%
<b>TAXATION TOTAL</b>	<b>2,186,865</b>	<b>2,217,065</b>	<b>2,266,117</b>	<b>2,354,236</b>	88,119	3.89%
	3.49%	1.38%	2.21%	3.89%		
<u>Detail of Personnel Services:</u>						
Library Director	99,423	99,423	105,344	113,480	8,136	7.72%
Ass't Director/Head of Adult Services	73,787	76,554	76,768	81,240	4,472	5.83%
Head of Children's Services	70,288	70,288	73,128	74,591	1,463	2.00%
Head of Technical Services	62,756	62,755	65,290	66,597	1,307	2.00%
Head of Circulation	60,982	60,982	63,446	64,715	1,269	2.00%
Branch Librarian/Technical Librarian (2)	126,482	128,589	132,688	137,623	4,935	3.72%
Adult Service Librarians (2 + 5 PT)	274,006	274,971	335,668	350,001	14,333	4.27%
Children's Librarian (1 PT)(2 PT)(2 PT)(3 PT)	72,015	98,188	96,071	119,887	23,816	24.79%
Senior Library Ass'ts (8 + 3 PT)	447,646	450,485	471,752	484,437	12,685	2.69%
Library Ass'ts (8 PT)	111,083	111,450	117,126	120,757	3,631	3.10%
Principal Clerk/Bookkeeper	43,351	44,975	52,188	55,228	3,040	5.83%
Senior Clerk Typist (1 PT)	19,444	19,444	20,230	20,635	406	2.00%
Custodians (2 PT) *	38,540	38,649	0	0	0	
Pages (PT)	55,744	66,195	66,195	76,648	10,453	15.79%
<b>BASE SALARY + STEPS</b>	<b>1,555,547</b>	<b>1,602,948</b>	<b>1,675,895</b>	<b>1,765,839</b>	89,944	5.37%
Overtime	53,500	63,500	63,500	60,000	(3,500)	-5.51%
Night Time Differential	1,257	1,142	1,142	1,142	0	0.00%
Longevity	10,680	11,100	13,200	14,875	1,675	12.69%
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,620,984</b>	<b>1,678,690</b>	<b>1,753,737</b>	<b>1,841,856</b>	88,119	5.02%
* <i>Library custodians transferred to Facilities Department</i>						

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

25	<b>Health &amp; Human Services</b>	2015	2016	2017	2018	\$ change	% change
	<b>All Health and Human Services</b>						
	Personnel Services	584,143	596,589	629,604	743,767	114,163	18.13%
	Expenses	327,579	409,377	425,377	449,277	23,900	5.62%
	<b>TOTAL</b>	<b>911,722</b>	<b>1,005,966</b>	<b>1,054,981</b>	<b>1,193,044</b>	<b>138,063</b>	<b>13.09%</b>
		5.09%	10.34%	4.87%	13.09%		
	<b>a. Health and Human Services Administration</b>						
	Personnel Services	328,879	340,174	356,809	425,891	69,082	19.36%
	Expenses	31,300	32,300	32,800	49,700	16,900	51.52%
	<b>TOTAL</b>	<b>360,179</b>	<b>372,474</b>	<b>389,609</b>	<b>475,591</b>	<b>85,982</b>	<b>22.07%</b>
		6.48%	3.41%	4.60%	22.07%		
	Detail of Personnel Services:						
	Director of Health and Human Services	103,849	105,799	112,073	116,315	4,242	3.79%
A	Public Health Director				69,766		
D	Office Manager - Health and Human Service	46,106	46,393	50,440		(50,440)	-100.00%
M	Administrative Assistant				49,166		
I	Health Compliance Officer	72,372	72,372	75,296	76,802	1,506	2.00%
N	Health Comp Officer / Sealer (1 PT) *	7,318	7,318	7,464	7,766	302	4.05%
	Health Compliance Inspector	59,486	67,397	72,748	61,728	(11,020)	-15.15%
	Public Health Nurse	28,949	28,949	26,481	32,419	5,938	22.42%
	<b>BASE SALARY + STEPS</b>	<b>318,080</b>	<b>328,228</b>	<b>344,502</b>	<b>413,962</b>	<b>69,460</b>	<b>20.16%</b>
	Overtime	7,500	7,500	7,500	7,500		
	Longevity	3,299	4,446	4,807	4,430	(377)	-7.84%
	<b>TOTAL PERSONNEL SERVICES</b>	<b>328,879</b>	<b>340,174</b>	<b>356,809</b>	<b>425,891</b>	<b>69,082</b>	<b>19.36%</b>
	<i>* Position now shared with the Town of Belmont</i>						
	<b>b. Veterans' Services</b>						
	Personnel Services	59,774	56,574	61,065	64,623	3,558	5.83%
	Expenses	3,539	3,577	3,577	3,577		
	Veteran's aid & assistance *	288,000	360,000	375,000	375,000	0	0.00%
	<b>TOTAL</b>	<b>351,313</b>	<b>420,151</b>	<b>439,642</b>	<b>443,200</b>	<b>3,558</b>	<b>0.81%</b>
		2.60%	19.59%	4.64%	0.81%		
	State reimbursements (cherry sheet)	(225,800)	(268,556)	(268,556)	(268,556)		
	Detail of Personnel Services:						
	Director of Veterans' Services	59,774	56,574	61,065	64,623	3,558	5.83%
	<b>BASE SALARY + STEPS</b>	<b>59,774</b>	<b>56,574</b>	<b>61,065</b>	<b>64,623</b>	<b>3,558</b>	<b>5.83%</b>
	Longevity	0	0	0	0	0	
	<b>TOTAL PERSONNEL SERVICES</b>	<b>59,774</b>	<b>56,574</b>	<b>61,065</b>	<b>64,623</b>	<b>3,558</b>	<b>5.83%</b>
	<i>* 75% of veterans's aid &amp; assistance reimbursed by state.</i>						
	<b>c. Council on Aging</b>						
	Personnel Services	195,490	199,841	211,730	253,253	41,523	19.61%
	Expenses	4,740	13,500	14,000	21,000	7,000	50.00%
	<b>TOTAL</b>	<b>200,230</b>	<b>213,341</b>	<b>225,730</b>	<b>274,253</b>	<b>48,523</b>	<b>21.50%</b>
		7.15%	6.55%	5.81%	21.50%		
	Detail of Personnel Services:						
	Executive Secretary	75,327	78,152	84,361	87,631	3,270	3.88%
	Social Worker (2 PT) *	60,894	61,753	64,968	94,432	29,464	45.35%
	Principal Clerk & Secretary (1 PT)	46,329	46,329	48,201	42,433	(5,768)	-11.97%
	Nurse *	11,740	12,407	12,800	13,057	257	2.01%
	Receptionist				14,500		
	<b>BASE SALARY + STEPS</b>	<b>194,290</b>	<b>198,641</b>	<b>210,330</b>	<b>252,053</b>	<b>41,723</b>	<b>19.84%</b>
	Longevity	1,200	1,200	1,400	1,200	(200)	-14.29%
	<b>TOTAL PERSONNEL SERVICES</b>	<b>195,490</b>	<b>199,841</b>	<b>211,730</b>	<b>253,253</b>	<b>41,523</b>	<b>19.61%</b>
	<i>* Represents the Town portion only. These positions are partially funded by State and other grants.</i>						

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>26 Retirement</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
a Contributory Pensions	9,571,203	10,098,704	10,659,672	11,268,183	608,511	5.71%
b Non-Contributory Pensions	87,123	87,000	87,000	55,322	(31,678)	-36.41%
<b>APPROPRIATION TOTAL</b>	<b>9,658,326</b>	<b>10,185,704</b>	<b>10,746,672</b>	<b>11,323,505</b>		
Water/Sewer Offset	(1,014,958)	(1,045,463)	(1,104,890)	(1,181,770)	(76,880)	6.96%
<b>TAXATION TOTAL</b>	<b>8,643,368</b>	<b>9,140,241</b>	<b>9,641,782</b>	<b>10,141,735</b>	<b>499,953</b>	<b>5.19%</b>
	5.92%	5.75%	5.49%	5.19%		

<b>27 Insurance</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
Total insurance costs (health + other - offset)	15,406,731	16,359,582	16,920,564	17,239,561	318,997	1.89%
	4.53%	6.18%	3.43%	1.89%		
<b><i>For fiscal year 2018, the Town Manager is hereby authorized to transfer funds within this budget.</i></b>						
Group Insurance Commission *	13,573,204	14,472,394	15,105,907	15,351,035	245,128	1.62%
Medicare payroll tax	974,723	974,723	1,100,000	1,155,000	55,000	5.00%
Flexible Benefit Plan / Health Reimburseme	50,800	103,248	83,368	83,368	0	0.00%
Employee health mitigation fund **	200,000	200,000	0	0	0	
Medicare	18,000	18,000	18,000	18,000	0	0.00%
Opt-out program	233,996	245,995	245,995	221,996	(23,999)	-9.76%
<b>TOTAL GROUP HEALTH</b>	<b>15,050,723</b>	<b>16,014,360</b>	<b>16,553,270</b>	<b>16,829,399</b>	<b>300,128</b>	<b>1.81%</b>
Recreation Enterprise Fund	(55,804)	(53,144)	(60,519)	(33,836)	26,683	-44.09%
Ed Burns Arena Enterprise Fund	(51,405)	(58,776)	(63,598)	(47,438)	16,160	-25.41%
Contributory retirement	(33,865)	(36,735)	(41,620)	(42,039)	(419)	1.01%
Water/Sewer Enterprise Fund	(552,918)	(564,756)	(575,602)	(561,976)	13,626	-2.37%
<b>TOTAL OFFSETS</b>	<b>(693,992)</b>	<b>(713,411)</b>	<b>(741,339)</b>	<b>(685,289)</b>	<b>56,050</b>	<b>-7.56%</b>
<b>NET GROUP HEALTH</b>	<b>14,356,731</b>	<b>15,300,949</b>	<b>15,811,931</b>	<b>16,144,110</b>	<b>356,178</b>	<b>2.25%</b>
	4.84%	6.58%	3.34%	2.10%		
Group Life	55,000	63,633	63,633	63,633	0	0.00%
Liability insurance	55,000	55,000	55,000	55,000	0	0.00%
Indemnity insurance	270,625	270,625	270,625	297,443	26,818	9.91%
Unemployment insurance	200,000	200,000	200,000	200,000	0	0.00%
Workers' Compensation	490,000	490,000	540,000	500,000	(40,000)	-7.41%
<b>TOTAL OTHER INSURANCE</b>	<b>1,070,625</b>	<b>1,079,258</b>	<b>1,129,258</b>	<b>1,116,076</b>	<b>(13,182)</b>	<b>-1.17%</b>
Municipal Building Trust Fund	(20,625)	(20,625)	(20,625)	(20,625)	0	0.00%
<b>NET OTHER INSURANCE</b>	<b>1,050,000</b>	<b>1,058,633</b>	<b>1,108,633</b>	<b>1,095,451</b>	<b>(13,182)</b>	<b>-1.19%</b>
<i>Note: Group health insurance was transferred to the Massachusetts Group Insurance Commission (GIC) in FY2012.</i>						
<i>* All funds required to be paid for post employment benefits shall be transferred by the Comptroller, as needed, from this budget to the OPEB account established by Chapter 161 of the Acts of 2005 and Article 44 of the 2008 Annual Town Meeting for the purpose of paying OPEB costs from said fund.</i>						
<i>** Fund is now fully-funded at \$1,000,000</i>						

<b>28 Reserve Fund</b>	<b>2015</b>	<b>2016 *</b>	<b>2017 **</b>	<b>2018 **</b>	<b>\$ change</b>	<b>% change</b>
<b>TOTAL</b>	<b>1,000,000</b>	<b>1,200,000</b>	<b>1,465,000</b>	<b>1,506,440</b>	<b>41,440</b>	<b>2.83%</b>
	33.33%	20.00%	22.08%	2.83%		
<i>* \$200,000 increase is reserve in FY 2016 for special education funding</i>						
<i>**The Finance Committee is recommending a policy of dedicating 1% of the budget to the Reserve Fund. This will allow the Reserve Fund to cover snow and ice deficits for each year without requiring these to be raised on the next year's tax levy.</i>						

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>A Water &amp; Sewer</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
<b>EXPENSES</b>						
Personnel Services	3,064,389	3,154,872	3,180,831	3,397,717	216,886	6.82%
Expenses	14,599,662	14,652,343	14,856,575	15,665,213	808,638	5.44%
Capital Outlay & Debt Service	2,154,178	1,971,159	1,936,935	1,722,918	(214,017)	-11.05%
<b>TOTAL EXPENSES</b>	<b>19,818,229</b>	<b>19,778,374</b>	<b>19,974,341</b>	<b>20,785,848</b>	<b>811,507</b>	<b>4.06%</b>
	4.16%	-0.20%	0.99%	4.06%		
<b>REVENUES</b>						
User Charges	13,954,027	13,954,027	13,954,027	14,612,125	658,098	4.72%
Shift of Debt to Tax Rate	5,593,112	5,593,112	5,593,112	5,593,112	0	0.00%
Use of Retained Earnings	0	0	105,892	234,552	128,660	121.50%
MWRA Loan	0	0	0	0	0	
Interest Income/Miscellaneous	131,365	131,365	131,365	163,020	31,655	24.10%
Real Estate Tax Liens	189,945	189,945	189,945	183,039	(6,906)	-3.64%
Total Water Recon Sewer & Sewer Facilities					0	
Proceeds from sale of bonds					0	
<b>TOTAL REVENUES</b>	<b>19,868,449</b>	<b>19,868,449</b>	<b>19,974,341</b>	<b>20,785,848</b>	<b>811,507</b>	<b>4.06%</b>
	4.43%	0.00%	0.53%	4.06%		
<b>FUND INCREASE (DECREASE)</b>	<b>50,220</b>	<b>90,075</b>	<b>0</b>	<b>0</b>		
(Deficit to be funded through General Fund)						
<u>Personnel Services Detail</u>						
Administration	52,942	52,942	55,045	55,228	183	0.33%
Clerical	47,829	47,829	49,733	50,014	281	0.57%
Labor	1,939,160	1,973,821	1,961,663	2,101,205	139,542	7.11%
<b>Total Wages</b>	<b>2,039,931</b>	<b>2,074,592</b>	<b>2,066,441</b>	<b>2,206,447</b>		
Retirement	1,014,958	1,070,780	1,104,890	1,181,770	76,880	6.96%
Unemployment Compensation	2,500	2,500	2,500	2,500	0	0.00%
Workers' compensation	7,000	7,000	7,000	7,000	0	0.00%
<b>TOTAL PERSONNEL SERVICES</b>	<b>3,064,389</b>	<b>3,154,872</b>	<b>3,180,831</b>	<b>3,397,717</b>	<b>216,886</b>	<b>6.82%</b>
<u>Water Operating Expenses Detail</u>						
Maintenance of Water Distribution System	361,700	366,000	366,000	377,200	11,200	3.06%
Maintenance of Plant	63,600	63,600	63,600	63,600	0	0.00%
M.W.R.A. Assessment	4,713,200	4,715,211	4,890,344	5,239,376	349,032	7.14%
Great Meadows	4,000	4,000	4,000	4,000	0	0.00%
<b>TOTAL WATER EXPENSES</b>	<b>5,142,500</b>	<b>5,148,811</b>	<b>5,323,944</b>	<b>5,684,176</b>	<b>360,232</b>	<b>6.77%</b>
<u>Sewer Operating Expenses Detail</u>						
Maintenance of Sanitary Sewer System	125,000	125,000	125,000	125,000	0	0.00%
Maintenance of Storm Sewer System	226,000	226,000	226,000	276,000	50,000	22.12%
M.W.R.A. Assessment	8,006,000	7,997,138	8,007,249	8,368,475	361,226	4.51%
<b>TOTAL SEWER EXPENSES</b>	<b>8,357,000</b>	<b>8,348,138</b>	<b>8,358,249</b>	<b>8,769,475</b>	<b>411,226</b>	<b>4.92%</b>
<u>Indirect Expenses</u>						
Indirect Charges	1,100,162	1,155,394	1,174,382	1,211,562	37,180	3.17%
<b>TOTAL INDIRECT EXPENSES</b>	<b>1,100,162</b>	<b>1,155,394</b>	<b>1,174,382</b>	<b>1,211,562</b>	<b>37,180</b>	<b>3.17%</b>
<b>TOTAL EXPENSES</b>	<b>14,599,662</b>	<b>14,652,343</b>	<b>14,856,575</b>	<b>15,665,213</b>		

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>B Recreation</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
<b>EXPENSES</b>						
Personnel Services	290,336	300,529	336,527	359,668	23,141	6.88%
Operating Expenses	295,031	311,821	343,496	279,686	(63,810)	-18.58%
Capital Outlay	0	0	0	0	0	
<b>TOTAL EXPENSES</b>	<b>585,367</b>	<b>612,350</b>	<b>680,023</b>	<b>639,354</b>	<b>(40,669)</b>	<b>-5.98%</b>
	6.87%	4.61%	11.05%	-5.98%		
<b>REVENUES</b>						
User Fees and Charges	572,200	598,000	664,660	634,152	(30,508)	-4.59%
Miscellaneous	17,000	17,000	17,000	17,000	0	0.00%
<b>TOTAL REVENUES</b>	<b>589,200</b>	<b>615,000</b>	<b>681,660</b>	<b>651,152</b>	<b>(30,508)</b>	<b>-4.48%</b>
	7.13%	4.38%	10.84%	-4.48%		
<b>FUND INCREASE (DECREASE)</b>	<b>3,833</b>	<b>2,650</b>	<b>1,637</b>	<b>11,798</b>		
(Deficit to be funded through General Fund)						
<u>Personnel Services Detail</u>						
Director of Recreation * (.5)((.5)(.5)(.8)	56,382	56,383	59,288	84,832	25,544	43.08%
Recreation Facilities Supervisor	68,993	56,338	60,811	64,355	3,544	5.83%
Principal Clerk-Stenographer (1 + 1 PT)	29,523	24,545	35,980	38,839	2,859	7.95%
Building Craftsman (.25)		10,699	11,131	11,354	223	2.00%
<b>SUB-TOTAL</b>	<b>154,898</b>	<b>147,965</b>	<b>167,210</b>	<b>199,381</b>	<b>32,171</b>	<b>19.24%</b>
Temporary staff	134,000	152,000	168,720	160,000	(8,720)	-5.17%
Longevity	1,238	564	597	287	(310)	-51.93%
Overtime	200	0	0	0	0	
<b>TOTAL PERSONNEL SERVICES</b>	<b>290,336</b>	<b>300,529</b>	<b>336,527</b>	<b>359,668</b>	<b>23,141</b>	<b>6.88%</b>
<u>Operating Expenses Detail</u>						
Office Supplies	1,900	1,900	1,900	2,000	100	5.26%
Utilities	28,000	28,000	30,000	30,000	0	0.00%
Vehicle maintenance	0	0	0	300	300	
Travel Allowance	1,677	1,677	1,677	1,450	(227)	-13.54%
Health Insurance	55,804	53,144	60,519	33,836	(26,683)	-44.09%
Maintenance reserve	25,000	27,500	27,500	20,000	(7,500)	-27.27%
Recreation Programs	182,650	199,600	221,900	192,100	(29,800)	-13.43%
<b>TOTAL OPERATING EXPENSES</b>	<b>295,031</b>	<b>311,821</b>	<b>343,496</b>	<b>279,686</b>	<b>(63,810)</b>	<b>-18.58%</b>
<i>* Director of Recreation previously split 50/50 with Ed Burns Arena, now 80/20</i>						

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>C Ed Burns Arena</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
<b>EXPENSES</b>						
Personnel Services	273,418	265,255	287,507	252,792	(34,715)	-12.07%
Operating Expenses	247,075	259,425	271,433	259,588	(11,845)	-4.36%
Debt Service	83,000	83,000	83,000	85,154	2,154	2.60%
<b>TOTAL EXPENSES</b>	<b>603,493</b>	<b>607,680</b>	<b>641,940</b>	<b>597,534</b>	<b>(44,406)</b>	<b>-6.92%</b>
	2.63%	0.69%	5.64%	-6.92%		
<b>REVENUES</b>						
Public Skating	56,000	60,000	73,320	52,000	(21,320)	-29.08%
Ice time	358,000	367,200	376,000	365,560	(10,440)	-2.78%
Concession Stand	34,000	34,000	30,000	25,000	(5,000)	-16.67%
Capital & Miscellaneous	158,500	155,500	163,320	156,654	(6,666)	-4.08%
<b>TOTAL REVENUES</b>	<b>606,500</b>	<b>616,700</b>	<b>642,640</b>	<b>599,214</b>	<b>(43,426)</b>	<b>-6.76%</b>
	2.67%	1.68%	4.21%	-6.76%		
<b>FUND INCREASE (DECREASE)</b>	<b>3,007</b>	<b>9,020</b>	<b>700</b>	<b>1,680</b>		
(Deficit to be funded through General Fund)						
<u>Personnel Services Detail</u>						
Administration						
Director of Recreation* (.5)(.5)(.5) (.2)	56,382	56,383	59,288	21,208	(38,080)	-64.23%
Rink Facility Supervisor	70,263	70,263	73,101	74,564	1,463	2.00%
Principal Clerk-Stenographer (1 + 1 PT)	29,523	24,545	24,103	24,650	547	2.27%
Building Craftsman	53,494	42,795	44,524	45,415	891	2.00%
<b>SUB-TOTAL</b>	<b>209,662</b>	<b>193,986</b>	<b>201,016</b>	<b>165,837</b>	<b>(35,179)</b>	<b>-17.50%</b>
Temporary staff	60,000	67,500	82,486	80,000	(2,486)	-3.01%
Longevity	2,256	2,269	2,505	1,955	(550)	-21.96%
Retirement & Overtime	1,500	1,500	1,500	5,000	3,500	233.33%
<b>TOTAL PERSONNEL SERVICES</b>	<b>273,418</b>	<b>265,255</b>	<b>287,507</b>	<b>252,792</b>	<b>(34,715)</b>	<b>-12.07%</b>
<u>Operating Expenses Detail</u>						
Office Supplies	1,200	500	500	500	0	0.00%
Utilities (Electricity & Gas)	132,000	134,000	137,000	127,000	(10,000)	-7.30%
Security	8,000	4,832	4,832	4,900	68	1.41%
Marketing	500	500	500	500	0	0.00%
Refrigeration contract	5,000	5,000	5,000	6,000	1,000	20.00%
Zamboni fuel and maintenance	1,305	2,200	2,200	2,200	0	0.00%
Health Insurance	51,405	58,776	63,598	47,438	(16,160)	-25.41%
Concession Stand	19,000	19,000	19,000	20,000	1,000	5.26%
DCR payment	6,065	6,167	12,853	13,100		
Otherwise Unclassified	22,600	28,450	25,950	37,950	12,000	46.24%
<b>TOTAL OPERATING EXPENSES</b>	<b>247,075</b>	<b>259,425</b>	<b>271,433</b>	<b>259,588</b>	<b>(11,845)</b>	<b>-4.36%</b>
<i>* Director of Recreation previously split 50/50 with Recreation</i>						

**APPENDIX B**  
**Fiscal Year 2018 Budgets**

<b>D Council on Aging Transportation</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
<b>EXPENSES</b>						
Personnel Services	81,654	82,014	74,880	73,125	(1,755)	-2.34%
Operating Expenses	41,371	44,400	28,120	26,210	(1,910)	-6.79%
<b>TOTAL EXPENSES</b>	<b>123,025</b>	<b>126,414</b>	<b>103,000</b>	<b>99,335</b>	<b>(3,665)</b>	<b>-3.56%</b>
	1.42%	2.75%	-18.52%	-3.56%		
<b>REVENUES</b>						
Transfer from CoA Reserve Fund	0	30,000	30,720	26,435	(4,285)	-13.95%
Dial-A-Ride-Taxi (DART) fees	13,800	13,800	8,500	8,500	0	0.00%
COA Contracts	40,000	40,000	40,000	34,000	(6,000)	-15.00%
Vans	17,500	23,500	9,500	10,900	1,400	14.74%
Donations	22,000	20,000	14,280	19,500	5,220	36.55%
General fund subsidy	30,000	0	0	0		
<b>TOTAL REVENUES</b>	<b>123,300</b>	<b>127,300</b>	<b>103,000</b>	<b>99,335</b>	<b>(3,665)</b>	<b>-3.56%</b>
	1.65%	3.24%	-19.09%	-3.56%		
<b>FUND INCREASE (DECREASE)</b>	<b>275</b>	<b>886</b>	<b>0</b>	<b>0</b>		
<u>Personnel Services Detail</u>						
Van driver	41,906	42,067	35,809	0	(35,809)	-100.00%
Info & Referral	29,048	29,047	30,221	30,825	604	2.00%
On call van driver	10,000	10,000	8,850	42,000	33,150	374.58%
<b>BASE SALARY</b>	<b>80,954</b>	<b>81,114</b>	<b>74,880</b>	<b>72,825</b>	<b>(2,055)</b>	<b>-2.74%</b>
Longevity	700	900	0	300	300	
<b>TOTAL PERSONNEL SERVICES</b>	<b>81,654</b>	<b>82,014</b>	<b>74,880</b>	<b>73,125</b>	<b>(1,755)</b>	<b>-2.34%</b>

**APPENDIX B  
Fiscal Year 2018 Budgets**

<b>E</b>	<b>Arlington Youth Counseling Center</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>\$ change</b>	<b>% change</b>
	<b>EXPENSES</b>						
	Personnel Services	362,940	368,999	376,903	395,501	18,598	4.93%
	Expenses	231,800	229,900	208,585	234,499	25,914	12.42%
	<b>TOTAL EXPENSES</b>	<b>594,740</b>	<b>598,899</b>	<b>585,488</b>	<b>630,000</b>	<b>44,512</b>	<b>7.60%</b>
		15.11%	0.70%	-2.24%	7.60%		
	<b>REVENUES</b>						
	Client Fees & insurance reimbursements	292,000	288,000	318,000	363,000	45,000	14.15%
	School contracts	60,000	52,000	64,000	52,000		
	Gifts and donations	106,000	128,000	67,488	90,000	22,512	33.36%
	Intergovernmental (CDBG)	17,000	17,000	11,000	5,000	(6,000)	-54.55%
	General fund subsidy	120,000	120,000	120,000	120,000	0	0.00%
	Grant			5,000			
	<b>TOTAL REVENUES</b>	<b>595,000</b>	<b>605,000</b>	<b>585,488</b>	<b>630,000</b>	<b>44,512</b>	<b>7.60%</b>
		14.81%	1.68%	-3.23%	7.60%		
	<b>FUND INCREASE (DECREASE)</b>	<b>260</b>	<b>6,101</b>	<b>0</b>	<b>0</b>		
	<u>Personnel Services Detail</u>						
	Director of Youth Services	82,177	82,177	85,497	87,207	1,710	2.00%
	Psychiatrist (1 PT)	45,500	45,500	7,280	7,280	0	0.00%
	Psychiatric Nurse			39,000	45,500	6,500	
	Psychologist (1 PT)	46,958	46,958	48,853	47,161	(1,692)	-3.46%
	Clinical Director	74,905	74,905	77,930	79,489	1,559	2.00%
	Medical Record Clerk (1 PT)	18,081	20,920	23,428	28,925	5,497	23.46%
	Asst. Clinical Director (1 PT)	37,567	38,976	42,072	44,522	2,450	5.82%
	Billing agent (1 PT)	56,652	58,352	50,757	53,836	3,079	6.07%
	<b>BASE SALARY</b>	<b>361,840</b>	<b>367,788</b>	<b>374,817</b>	<b>393,921</b>	<b>19,104</b>	<b>5.10%</b>
	Longevity	1,100	1,211	2,086	1,580	(506)	-24.26%
	<b>TOTAL PERSONNEL SERVICES</b>	<b>362,940</b>	<b>368,999</b>	<b>376,903</b>	<b>395,501</b>	<b>18,598</b>	<b>4.93%</b>
	<u>Operating Expenses Detail</u>						
	Administrative fees	5,000	6,000	6,000	25,000	19,000	316.67%
	Management Consulting	0	0			0	
	Fee for service clinicians	200,000	195,000	195,000	200,000	5,000	2.56%
	Case manager	15,000	17,500	0	0		
	Professional licenses	500	800	800	800		
	Office Supplies	3,000	3,000	3,185	4,099	914	28.70%
	Car Allowance	500	300	300	300	0	0.00%
	Unclassified	7,800	7,300	3,300	4,300	1,000	30.30%
	<b>TOTAL OPERATING EXPENSES</b>	<b>231,800</b>	<b>229,900</b>	<b>208,585</b>	<b>234,499</b>	<b>25,914</b>	<b>12.42%</b>



**APPENDIX C**  
**Summary of Finance Committee Recommendations**  
**Fiscal Year 2018**

**REVENUES**

<b>PROPERTY TAX DETAIL</b>	
FY 2016 levy limit	106,050,906
+2.5%	2,651,273
New growth	650,000
Community Preservation Act	1,500,000
Debt exclusions	3,389,998
Symmes debt exclusion (net of receipts)	0
less MSBA receipts	(1,615,914)
MWRA debt	5,593,112
<b>TOTAL PROPERTY TAX</b>	<b>118,219,375</b>

<b>SCHOOL CONSTRUCTION AID (MSBA)</b>	
Bishop	322,763
Brackett	347,518
Hardy	469,110
Peirce	476,523
<b>TOTAL EXEMPT RECEIPTS</b>	<b>1,615,914</b>
Ottoson (non-exempt)	0
<b>TOTAL EXEMPT RECEIPTS</b>	<b>1,615,914</b>

<b>LOCAL RECEIPTS DETAIL</b>	
Motor vehicle excise	4,451,000
Other excise - hotel	325,000
Other excise - meals	400,000
Penalties & interest	355,000
Payments in lieu of taxes	18,000
Fees	935,000
Rentals	373,000
Dept revenue - schools	100,000
Dept revenue - libraries	49,000
Dept revenue - cemeteries	265,000
Dept revenue - recreation	0
Other departmental revenue	200,000
Licenses and permits	1,505,000
Special assessments	0
Fines and forfeits	30,000
Investment income	65,000
Medicare Part D	0
<b>TOTAL LOCAL RECEIPTS</b>	<b>9,071,000</b>

<b>LOCAL AID ("CHERRY SHEET") DETAIL</b>	
<b>RECEIPTS</b>	
<b>Education</b>	
Chapter 70	11,180,879
Charter Tuition Assessment Reimbursement	47,513
<b>Offset Receipts</b>	
School Lunch Assistance	0
School Choice Receiving Tuition	0
<b>Total Education</b>	<b>11,228,392</b>
<b>General Government</b>	
Additional Assistance	0
Total unrestricted gen'l gov't	7,578,995
Annual Formula Local Aid	0
Veterans' Benefits	239,852
Exemptions: Vets, blind, Elderly, etc.	116,040
<b>Offset Receipts</b>	
Public Libraries	58,073
<b>Total General Government</b>	<b>7,992,960</b>
<b>Total Estimated Receipts</b>	<b>19,221,352</b>
Ch 70 add from SFSF	0
School Construction (MSBA)	1,615,914
<b>Local Aid Receipts inc MSBA</b>	<b>20,837,266</b>
<b>ASSESSMENTS</b>	
<b>State Assessments and Charges</b>	
Retired Employee's Health Insurance	0
Air Pollution Districts	16,571
Metropolitan Area Planning Council	22,842
RMV Non-Renewal Surcharge	39,520
<b>Total Assess. &amp; Charges</b>	<b>78,933</b>
<b>Transportation Authorities</b>	
MBTA	2,889,964
Boston Metro. Transit District	759
<b>Total MBTA Assessment</b>	<b>2,890,723</b>
<b>Annual Charges Against Receipts</b>	
Special Education	12,140
<b>Total Annual Charges</b>	<b>12,140</b>
<b>Tuition Assessments</b>	
School Choice Sending Tuition	14,718
Charter School Sending Tuition	190,534
<b>Total Tuition Assessments</b>	<b>205,252</b>
<b>Total Estimated Charges</b>	<b>3,187,048</b>
<b>NET LOCAL AID</b>	<b>16,034,304</b>

**APPROPRIATIONS**

<b>BUDGETS (Article 33)</b>	
<b>Town Manager</b>	
3 Town Manager	629,921
4 Human Resources	317,038
5 Information Technology	842,036
9 Board of Assessors	313,707
10 Legal	484,585
14 Planning & Community Development	479,979
15 Redevelopment Board	10,800
16 Rental Properties	20,000
18 a. Public Works Administration	233,450
18 b. Engineering	127,813
18 c. Cemeteries	259,889
18 d. Natural Resources & Field Maintenance	1,559,829
18 e. Sanitation/Highway Division	6,374,233
18 f. Motor Equipment Repair	393,967
18 g. Street lighting, traffic signals	160,000
19 Facilities	695,626
20 Police Services	8,158,439
21 Fire Services	7,286,088
22 Inspections	492,066
24 Libraries	2,354,236
25 a. Health and Human Services Administration	475,591
25 b. Veterans' Services	443,200
25 c. Council on Aging	274,253
<b>Total Town Manager</b>	<b>32,386,746</b>
<b>Board of Selectmen</b>	
2 a. Administration and Licensing	252,700
2 c. Printing Town Reports	3,500
2 d. Accounting and Auditing	78,000
6 Comptroller	424,179
13 Parking	86,927
17 Zoning Board of Appeals	32,320
<b>Total Selectmen</b>	<b>877,626</b>
<b>Town Clerk</b>	
11 Town Clerk	277,326
12 Board of Registrars	68,866
<b>Total Town Clerk</b>	<b>346,192</b>
<b>Retirement</b>	
26 a Contributory Pensions	10,086,413
26 b Non-Contributory Pensions	55,322
<b>26 Total Pensions</b>	<b>10,141,735</b>
<b>Fixed Budgets</b>	
27 Insurance	17,239,561
8 Postage	174,137
2 b. Elections and Town Meeting	72,624
28 Reserve Fund	1,506,440
<b>Total Fixed Budgets</b>	<b>18,992,762</b>
1 Finance Committee	10,300
7 Treasurer-Collector	684,765
23 Education *	60,928,485
<b>TOTAL BUDGETS</b>	<b>124,368,611</b>
<b>WARRANT ARTICLES</b>	
<b>TOTAL BUDGETS</b>	
<b>Total Budgets</b>	<b>124,368,611</b>
<b>Capital Budget</b>	<b>11,523,825</b>
<b>OTHER WARRANT ARTICLES</b>	
32 Positions reclassification	50,190
37 Appropriation for public art	0
38 Zoning bylaw recodification	55,000
39 Parking operating costs	0
41 Revaluation	300,000
44 Minuteman Regional School	4,291,333
45 Arlington Historical Commission	2,160
45 Historic District Commissions	5,100
45 Capital Planning Committee	0
45 Commission on Disabilities	3,000
45 Recycling Committee	3,000
45 Human Rights Commission	4,500
45 Tourism & Econ. Development	4,275
45 Vision 2020	3,800
45 Transportation Advisory	0
45 Scenic Byway	2,000
45 Arlington Commission on Arts & Culture	25,000
46 Town Day	5,000
46 Flags on graves of veterans	4,500
46 Veteran's, Mem., Patriot's Day	5,667
47 Indemnification, medical costs	11,361
47 Legal defense fund	0
48 Water bodies (Cons Comm)	55,000
50 "Harry Barber" Community Service program	7,500
52 Retiree health insurance (OPEB)	899,678
57 Long term stabilization fund	100,000
<b>TOTAL OTHER ARTICLES</b>	<b>5,838,064</b>
<b>TOTAL WARRANT ARTICLES</b>	<b>141,730,500</b>

**ENTERPRISE FUNDS**

<b>A. WATER &amp; SEWER</b>	
Budget	4,243,517
Capital	1,722,918
Assessment	13,607,851
Indirect charges	1,211,562
Total expenses	20,785,848
Total revenues	20,785,848
<b>Net surplus (deficit)</b>	<b>0</b>
<b>B. RECREATION</b>	
Budget	639,354
Capital	0
Total expenses	639,354
Total revenues	651,152
<b>Net surplus (deficit)</b>	<b>11,798</b>
<b>C. ED BURNS ARENA</b>	
Budget	512,380
Capital	85,154
Total expenses	597,534
Total revenues	599,214
<b>Net surplus (deficit)</b>	<b>1,680</b>
<b>D. COUNCIL ON AGING TRANSPORTATION</b>	
Budget	99,335
Total revenues	99,335
From general fund	0
<b>Net surplus (deficit)</b>	<b>0</b>
<b>E. YOUTH SERVICES</b>	
Budget	630,000
Total revenues	510,000
From general fund	120,000
<b>Net surplus (deficit)</b>	<b>0</b>
<b>ENTERPRISE FUND SUMMARY</b>	
Budget	6,124,586
Capital	1,808,072
Assessment	13,607,851
Indirect charges	1,211,562
Total expenses	22,752,071
Total revenues	22,645,549
Total from general fund	120,000
<b>Net surplus (deficit)</b>	<b>13,478</b>
<b>SUMMARY</b>	
<b>FY 2018 SUMMARY OF REVENUES</b>	
Property Tax Levy (n/l Symmes)	118,219,375
Local Aid Receipts n/l MSBA	19,221,352
School Construction Aid (MSBA)	1,615,914
Local Receipts	9,071,000
Overlay reserve (Art 54)	500,000
Override stabilization fund	0
Health Claims Trust Fund	300,000
Use of free cash (Art 56)	4,850,586
<b>TOTAL FY 2018 REVENUES</b>	<b>153,778,207</b>
<b>SUMMARY OF FY 2018 EXPENDITURES</b>	
Town budgets	63,440,126
School budget	60,928,485
Capital plan	11,523,825
Warrant articles	1,546,731
Minuteman Regional School	4,291,333
Community Pres. Act (Art 57)	1,500,000
Youth Services subsidy	120,000
C of A Trans subsidy	0
MWRA debt service	5,593,112
MBTA assessment	2,890,723
Educ. & Library offset receipts	58,073
Charter/choice tuitions	205,252
Other state assessments	91,073
Reserve for court judgements	100,000
Symmes urban renewal	678,338
Snow & ice deficit	0
Overlay reserve	600,000
Override stabilization fund (Art 58)	211,136
<b>TOTAL FY 2018 EXPENDITURES</b>	<b>153,778,207</b>
<b>FY 2018 REVENUES LESS EXPENDITURES</b>	
	<b>0</b>

