



TOWN OF ARLINGTON
Fiscal Year 2025
Town Manager's Annual Budget &
Financial Plan

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Fiscal Year 2025 Town Manager's Annual Budget & Financial Plan



**James Feeney
Town Manager**

**Alex Magee
Deputy Town Manager**



**TOWN OF ARLINGTON
ANNUAL BUDGET & FINANCIAL PLAN FISCAL YEAR 2025
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A Resident's Guide to the Budget

Welcome! If you are reading this it means you are interested in better understanding one of the most important documents produced by your community. The Annual Budget & Financial Plan document is much more than just a collection of numbers; it is a reflection of our community's values, priorities, and goals. The Budget document serves as a policy document, a financial guide, and a communication to residents. To this end, it is designed to be as user-friendly as possible. This Annual Budget & Financial Plan was created to help orient readers by providing a brief overview of the budget process, as well as an explanation of the organization of the budget document itself. We hope you find the introductory guide a useful tool as you better acquaint yourself with the latest financial and planning information for the Town of Arlington.

THE BUDGET PROCESS

The Town of Arlington is governed by the "Town Manager Act of the Town of Arlington, Massachusetts," by which a popularly elected, five-member Select Board appoints a professional manager to administer the daily operation of the Town. The Town's legislative body is a representative Town Meeting, which consists of 252 members elected from their home precincts. There are 21 precincts in Arlington. The Town Manager is the chief executive officer of the Town, managing the day-to-day business of Town departments.

In accordance with Section 32 of the Town Manager Act, the Town Manager must annually submit a budget to the Select Board and Finance Committee. Arlington has had a long tradition of developing a budget that clearly defines departmental goals and objectives and includes detailed trend analysis and long-term projections. The annual operating and capital budgets are submitted as part of the Town Manager's Annual Budget & Financial Plan. The Finance Committee reviews the Annual Budget January through April when the Committee submits its recommendations to Town Meeting. Town Meeting then adopts both the operating and capital budgets in May. During the fiscal year, budgetary transfers may be made with the approval of both the Select Board and the Finance Committee. Amendments to appropriations must be made by Town Meeting.

It is important to note that the financial and budgetary information presented in the Annual Budget & Financial Plan are projections and are subject to change prior to Town Meeting. For definitions of terms used in the Annual Budget & Financial Plan, see the Glossary at the end of this document.

For past budgets and plans, plus additional financial documents please visit arlingtonma.gov/financial.

BUDGET CALENDAR

July

Fiscal Year begins July 1st

September

Capital Budget requests due to Town Manager

October

Long-Range Plan Updated - Initial Revenue and Expenditure Forecast

November

Operating Budget requests due to Town Manager

January

Budget books distributed to Select Board and Finance Committee by January 15th

January/April

Finance Committee hearings on budget

March

Financial Plan distributed to Select Board and Finance Committee

April

Finance Committee recommended budget submitted to Town Meeting

May

Town Meeting adopts *Operating and Capital Budgets*

June

Fiscal Year ends June 30th



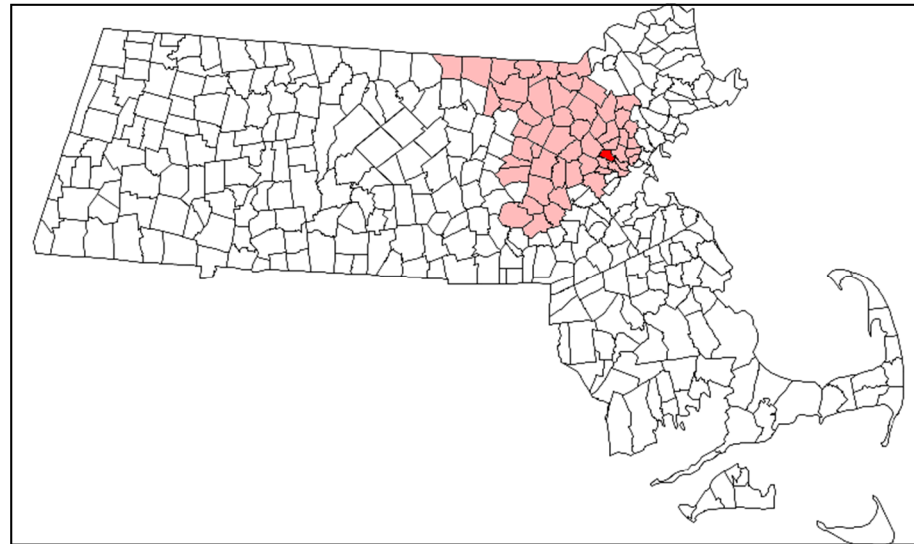
Community Profile

Name: Town of Arlington
Settled: 1635 (as Village of Menotomy)
Incorporated: 1807 (as West Cambridge) Renamed Arlington in 1867
Total Area: 5.5 Sq. Miles
Land: 5.2 Sq. Miles
Water: 0.3 Sq. Miles
Elevation: 46 Feet
Public Roads: 95.27 Miles
County: Middlesex
Population: 46,308 (2020 Census)
Form of Government: Representative Town Meeting
School Structure: K-12
FY2024 Average Single Family Tax Rate: \$10.59 per \$1,000
FY2024 Ave. Single Family Home Value: \$1,105,162
Coordinates: 42°24'55"N 71°09'25"W
Address:
 Arlington Town Hall
 730 Massachusetts Avenue
 Arlington, MA 02476
 Phone: (781) 316-3000
 www.arlingtonma.gov

The Town of Arlington is located six miles northwest of Boston and is home to over 46,000 residents living in a compact urban community of 5.5 square miles. Because of its proximity to Boston, Arlington residents are able to enjoy its diverse neighborhoods, active civic life, and good public transportation options. Arlington is more affordable than many of its neighbors and thereby attracts residents who value its geographic location and quality-of-life.

The Town of Arlington was originally settled in 1635 as a village named Menotomy, meaning “swift running water.” In 1807, the name was changed to West Cambridge and renamed Arlington in 1867 in honor of the Civil War heroes buried in Arlington National Cemetery.

Arlington, which offers a diverse mix of residential settings and popular retail and entertainment options, has steadily evolved from a working-class community to a more affluent suburban town. Residents have a lot invested in the Town and come to expect excellent municipal services for a reasonable tax bill. The community has a strong history of supporting specific initiatives to sustain and improve the quality of these services. This support is evidenced by recent debt exclusion initiatives to rebuild Arlington High School and Minuteman High School, and operative overrides to maintain quality services.





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Arlington
Massachusetts**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill
Executive Director



Fiscal Year 2025 Annual Budget & Financial Plan Budget Message

Updated: April 16, 2024

To: The Honorable Select Board and Finance Committee

I hereby transmit to you the recommended FY2025 operating and capital budgets and the FY2025-2029 capital plan. The General Fund budget as proposed totals \$218,646,067 which is an increase of \$12,456,923 (6.04%) from the current budget. The Town Departmental Operating budget as proposed totals \$42,952,039 which is an increase of \$1,332,041 (3.22%) from the current year. This budget also includes an additional \$250,000 earmark for trash and recycling, as well as additional capital investment in lines associated with traffic and roadway safety.

A summary showing a comparison of the FY2024 and FY2025 revenues and expenditures is shown on page 7. Also, this budget proposal will be made available via the Town's online budget tool, Arlington Visual Budget. It can be viewed at arlingtonvisualbudget.org.

The FY2025 budget observes Arlington's longstanding financial policies and practices that protect the financial health of the organization. Of note, this budget adheres strictly to growth rates committed to voters in November 2023 and maintains strong financial reserves. As always, property taxes remain a stable source of revenue and make up three quarters of the Town's budget. As the largest source of revenue, property taxes increase steadily each year, but that revenue growth is limited by Proposition 2½ and is insufficient to keep up with rising costs. It is because of this structural deficit between limited property tax revenue increases and steadily increasing costs for essential services that that Town has periodically asked voters to approve Proposition 2½ operating overrides.

The framework for Arlington's long range financial planning remains intact. FY2025, the upcoming fiscal year, is the second year of a three-year plan that incorporated the Proposition 2 ½ override of November 2023 designed to carry the Town's budgets through FY2026. The Select Board adopted a set of commitments which served as the basis for the \$7,000,000 operating override that was successfully passed via a Town-wide ballot measure on November 7, 2023. The Board's commitments and the status of fulfilling them are as follows:

1) Exercise fiscal discipline, and provide quality municipal services.

- a. Commit to no Proposition 2½ overrides prior to Fiscal Year 2027. – **This budget submission maintains this commitment.**
- b. Continue to increase general education operating budgets by 3.5% annually. – **This commitment is maintained.**
- c. Continue to increase general government operating budgets by 3.25% annually. – **This commitment is maintained at 3.22%.**
- d. Continue to fund special education cost growth at a rate of 6.5% per year. – **This commitment is maintained.**

2) Respond to ongoing school enrollment pressures. Update the education budget for future enrollment increases or decreases at a rate of 50% of per pupil expenditures. – **This commitment is maintained. Changes in enrollment are discussed on page 6.**



3) Invest for Arlington's future.

- a. Phase in funding of the Arlington Public Schools and Arlington School Committee's Strategic Plan: to ensure cohesive and consistent excellent instruction for all students, provide adequate staffing and service provision to meet all students' needs, close achievement and opportunity gaps, recruit and retain a diverse workforce, ensure safe and modern schools and operations, and build and sustain two-way partnerships with families. Adopt the following schedule of increases to base operating budgets: FY24: \$1,000,000; FY25 - \$3,100,000; FY26 - \$1,700,000; FY27- \$600,000; FY28 - \$300,000.—**This commitment is maintained. This new schedule is described on page 6.**
- b. Improve mobility for all residents by adding \$200,000 to the base budget for pedestrian infrastructure, including road and sidewalk repair. Add \$250,000 to the Public Works Department to cover the costs of the upcoming new trash collection and disposal contract. Add \$150,000 to the annual contribution to the OPEB fund to cover retiree health insurance costs. – **This commitment is maintained, with \$200,000 for mobility improvements being included in the capital budget and \$250,000 in funding included in the Solid Waste budget.**

4) Minimize impact on taxpayers, particularly seniors and others with income challenges.

- a. Continue new tax relief programs, including a municipal circuit breaker and increased eligibility for property tax deferral options, and publicize existing relief programs. – **Voters recently approved a question providing income-based local property tax relief for eligible seniors.**
- b. Pursue new revenue sources. – **This commitment is fulfilled on a year over year basis.**
- c. Work with financial leadership to develop bonding schedules that will minimize single-year tax increases and debt service costs related to the Arlington High School rebuild. – **This commitment is being maintained by the Town's Finance Department.**
- d. Direct the Town Manager to continually look for budget efficiencies that can produce cost savings in each department. – **This commitment is fulfilled on a year over year basis.**

5) Protect against future fiscal shocks and maintain the Town's strong bond rating. Maintain financial reserves at 5% or better for the duration of the three-year plan. – **This commitment is maintained.**

Beyond the investments outlined above, the FY2025 budget proposal is a level service budget that maintains core municipal services at current levels. Targeted investments have been made to address community needs and the details of those changes are discussed below. Other significant changes to the overall budget include a significant escalation in health insurance premiums (8%), as well as a slight decrease in the total spending for Minuteman High School (-3.90%), both based on preliminary estimates from the GIC and Minuteman High School respectively.

School Department Funding



The Town adjusted school enrollment to account for the growth of 5 students. This results in an FY2025 Student Enrollment Growth Factor increase of \$44,635. Additionally, the successful passage of the override in November 2023 allowed general education and special education operating budgets to grow at 3.5% and 6.5% respectively, and further resulted in a \$3,100,000 increase to the FY2025 School Department budget. The table below outlines the School Department funding recommendation:

	FY2024	FY2025	\$ Increase	% Increase
General Education	\$57,312,461	\$61,351,257	\$3,038,796	5.30%
Special Education	\$30,070,757	\$32,025,356	\$1,954,599	6.50%
Strategic Plan Implementation	\$1,000,000	\$3,100,000	\$2,100,000	210.00%
Enrollment Reset	964,116	\$44,635	\$(919,481)	-
Total	\$89,347,334	\$96,521,248	\$7,173,914	8.03%

This budget represents the projected FY2025 Budget as proposed at Annual Town Meeting and differs slightly from the budget transmitted to the select board on January 15th.



Overall General Fund Budget Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Change \$	%
Revenue						
Property Tax	\$ 142,948,226	\$ 149,169,849	\$ 153,851,908	\$ 165,708,017	\$ 11,856,109	7.71%
Local Receipts	\$ 14,361,111	\$ 15,636,331	\$ 9,855,994	\$ 10,255,994	\$ 400,000	643.29%
State Aid	\$ 23,529,766	\$ 25,221,523	\$ 28,233,640	\$ 28,603,013	\$ 369,373	1.31%
ARPA in FY23+FY24	\$ -	\$ 5,000,000	\$ 5,000,000	\$ -	\$ (5,000,000)	-100.00%
Free Cash	\$ 5,659,184	\$ 5,539,215	\$ 7,956,044	\$ 8,941,936	\$ 985,892	12.39%
Other Funds	\$ 650,000	\$ 650,000	\$ 600,000	\$ 750,000	\$ 150,000	25.00%
Override Stabilization Fund	\$ 6,248,581	\$ 2,946,037	\$ 588,575	\$ 4,374,790	\$ 3,786,215	643.29%
TOTAL TAXES, FEES, AID, AND OTHER SOURCES	\$ 193,396,868	\$ 204,162,955	\$ 206,086,161	\$ 218,633,750	\$ 12,547,589	6.35%
Transfers in (Offsets)	\$ 2,916,046	\$ 3,200,418	\$ 3,257,455	\$ 3,218,686	\$ (38,769)	-1.19%
TOTAL REVENUES	\$ 196,312,914	\$ 207,363,373	\$ 209,343,616	\$ 221,852,436	\$ 12,508,820	6.22%
Expenditures						
<i>Municipal Departments Appropriations</i>	\$ 38,793,032	\$ 43,177,153	\$ 44,627,453	\$ 46,176,033	\$ 1,548,580	3.47%
<i>Offsets and Indirect Costs</i>	\$ (2,916,046)	\$ (3,200,418)	\$ (3,257,455)	\$ (3,218,686)	\$ 38,769	1.19%
Municipal Departments (Taxation Total)	\$ 35,876,986	\$ 39,976,735	\$ 41,369,998	\$ 42,957,347	\$ 1,587,349	3.84%
School Department	\$ 80,104,634	\$ 84,447,869	\$ 88,947,334	\$ 96,521,248	\$ 7,573,914	8.52%
Minuteman School	\$ 6,795,546	\$ 7,947,939	\$ 8,932,916	\$ 8,562,229	\$ (370,687)	-4.15%
Non-Departmental (Healthcare & Pensions)	\$ 34,655,668	\$ 35,140,146	\$ 36,211,557	\$ 38,236,626	\$ 2,025,069	5.59%
Capital (Includes Debt Service)	\$ 18,303,789	\$ 21,949,893	\$ 22,365,767	\$ 23,969,034	\$ 1,603,267	7.17%
MWRA Debt Shift	\$ 1,845,727	\$ -	\$ -	\$ -	\$ -	0.00%
Warrant Articles	\$ 950,085	\$ 1,310,188	\$ 1,266,835	\$ 1,616,393	\$ 349,558	27.59%
Reserve Fund	\$ 1,720,145	\$ 1,753,178	\$ 1,900,782	\$ 2,019,326	\$ 118,544	6.24%
Override Stabilization Fund Deposit	\$ 1,094,055	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 181,346,634	\$ 192,525,948	\$ 200,995,189	\$ 213,882,204	\$ 12,887,015	6.41%
Non-Appropriated Expenses	\$ 5,053,518	\$ 5,226,576	\$ 4,793,955	\$ 4,751,546	\$ (42,409)	-0.88%
Surplus / (Deficit)	\$ 6,996,716	\$ 6,410,431	\$ 297,017	\$ -	\$ (297,017)	0.00%



Departmental Budgets

Departmental budgets have been held to a net 3.22% increase in accordance with the Long-Range Financial Plan, as well as the commitment to voters and taxpayers. The municipal budget increase is a net of personnel and expense budget increases, minus offsets from various sources. In FY2025, in accordance with the November 2023 override, there is a one-time adjustment to the Public Works Departments' operating budget of \$250,000 to offset future costs associated with the upcoming trash and recycling procurement. The Town intends to begin the procurement process for curbside collection and disposal in the coming months in order to more fully understand the likely cost and service implications of the future contract. It is worth noting there have been significant shifts in recycling market conditions in recent years that Arlington has been largely insulated from due to the existing favorable contract.

Unfortunately, there are many individual departmental requests that are unable to be funded each budget cycle, including this year. As such, there will always be certain goals and objectives that are unable to be met; however, maintaining current service levels and functions is necessarily a priority.

The largest investment in the FY2025 budget is in personnel salaries. As the Town concludes its fourth benchmark salary study with its comparable communities in advance of a new collective bargaining cycle with all unions, funds have been set aside in the salary reserve to fund future contractual pay increases. Arlington's primary budget cost is personnel and the Town will need to make substantial investment in its staff in order to remain a competitive municipal employer. It is worth noting Arlington's average Cost of Living Adjustment for the prior five years (FY20-24) has been 1.70%, leaving the Town (like many other public/municipal employers) lagging far behind private sector employers in terms of compensation, resulting in challenges with recruitment and retention as inflation and other economic pressures have been felt by employees. This budget also fulfills a prior commitment to non-union personnel by introducing a step 9 to the respective pay and classification plan to align with previously approved union agreements.

This budget adds a .5 FTE general fund position at the Robbins Library. This Library Assistant in the Circulation Department will allow restoration of Thursday morning hours that were eliminated in 2003. Restoring these hours will allow the Town to provide access to services, spaces, and collections to approximately 200 visitors a day who try to visit the library on Thursday mornings. Further, Robbins Library has seen a 24% increase in circulation since FY19. In FY23, the Library circulated 950,396 total items, up from 749,636 in FY19. The libraries continue to add unusual items like metal detectors and sewing machines in the Library of Things. This position will serve to meet the increasing demand for our collections, as well as the heightened complexity of processing unique items. Further, 1 FTE is proposed in the Engineering Division to be funded by the Water/Sewer Enterprise. This professional engineer position would perform the increasing responsibilities imposed by an evolving regulatory framework that has created more intensive requirements with respect to monitoring, reporting, and compliance activities associated with our MassDEP MS4 general permit and the EPA's Revised Lead and Copper rule. Additionally, the engineer would develop and oversee improvements to the nine existing pump stations and six pressure reducing valves, as well as evaluate climate resiliency systemwide. Finally, this would future-proof the Engineering Division with regard to pending legislation requiring additional NPDES permit activities, as well as allow the Town to consider potential stormwater utility fees, and sanitary sewer inflow/infiltration mitigation fees associated with new development.

In the expense budgets, there are meaningful investments in cybersecurity and our Geographic Information System (GIS). Municipalities and school systems are being subjected to more and more attempts to infiltrate systems that could impact operations. Given the ever-



increasing threats to our network, more investment in sophisticated and adaptable tools, as well as penetration testing, is necessary to keep pace with outside threats and protect our information and ability to provide services. With respect to GIS, the Town is using an outdated platform that is not robust enough to meet its own operational needs, or the public’s needs. As such, the Town will fully migrate to the industry standard ESRI platform to take advantage of more tools and support, as well as the ability to capture annual aerial photography updates. Historically, a large share of software costs has been borne by the capital budget. This budget reflects a shift in this practice, properly capturing these ongoing expenses in the operating budget.

Other substantial increases are described below:

DPW - An increase of \$45,000 for increased costs associated with our playing field maintenance contract, streetlight maintenance as many fixtures are now out of warranty, and for updating the Town’s aerial photography (last completed in 2018).

Facilities - An increase of \$91,000 for increased costs related to utilities, contractual maintenance, landscaping, snow removal, security and access control system monitoring and maintenance.

Library - An increase of \$7,500 to partially address the rising MLN contractual digital content fee.

IT- An increase of \$104,500 for increased costs associated with our OpenGov subscription, a dedicated body camera program ISP, additional Microsoft 365 licensing, endpoint detection and response software, and GIS platform modernization.

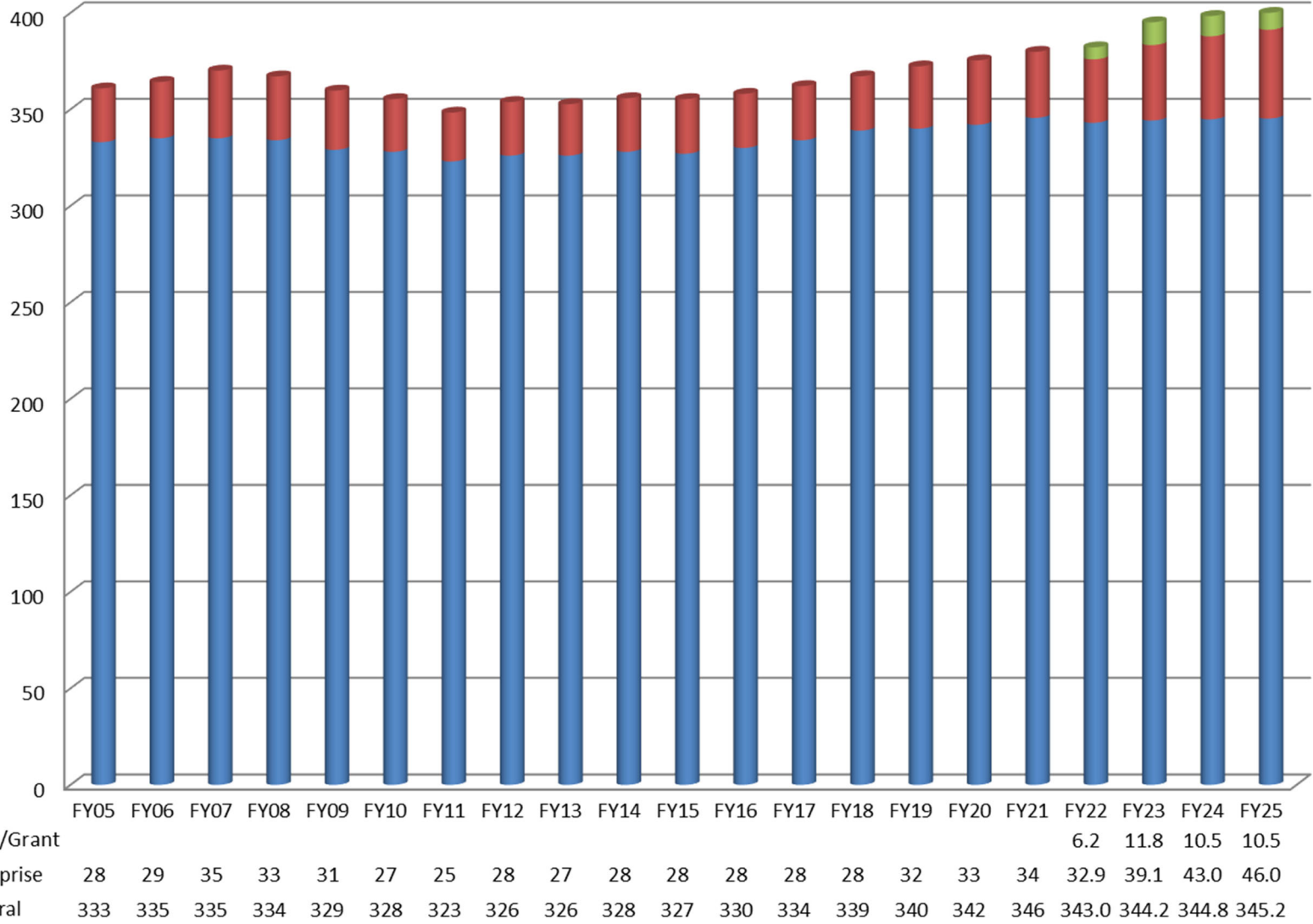
American Rescue Plan Act Funding

The Town received \$35,247,893 in funding from the American Rescue Plan Act (ARPA). These funds have been programmed in a framework endorsed by the Select Board. The Town used the maximum allowed \$10,000,000 of these funds to offset revenue losses experienced during the pandemic. The Town also plans to use a modest portion of the overall ARPA allocation to fund staff positions that are eligible under ARPA rules. These positions will expire at the conclusion of the ARPA grant period. In FY2025, these positions total \$287,507 and are as follows:

Department + Position	Amount	Department + Position	Amount
<u>Town Manager</u>		<u>Diversity, Equity & Inclusion Division</u>	
Communications Coordinator (1.0 FTE)	\$63,449	Community Outreach Coordinator (1.0 FTE)	\$68,282
<u>Health Division</u>		<u>Arlington Youth Counseling Center</u>	
Public Health Nurse (.61 FTE)	\$55,967	Psychiatrist (.23 FTE)	\$19,809
		Hourly Mental Health Clinicians	\$80,000



Town Personnel Trends FY 2005 - FY2025 FTEs





Healthcare/Other Post-Employment Benefits (OPEB)

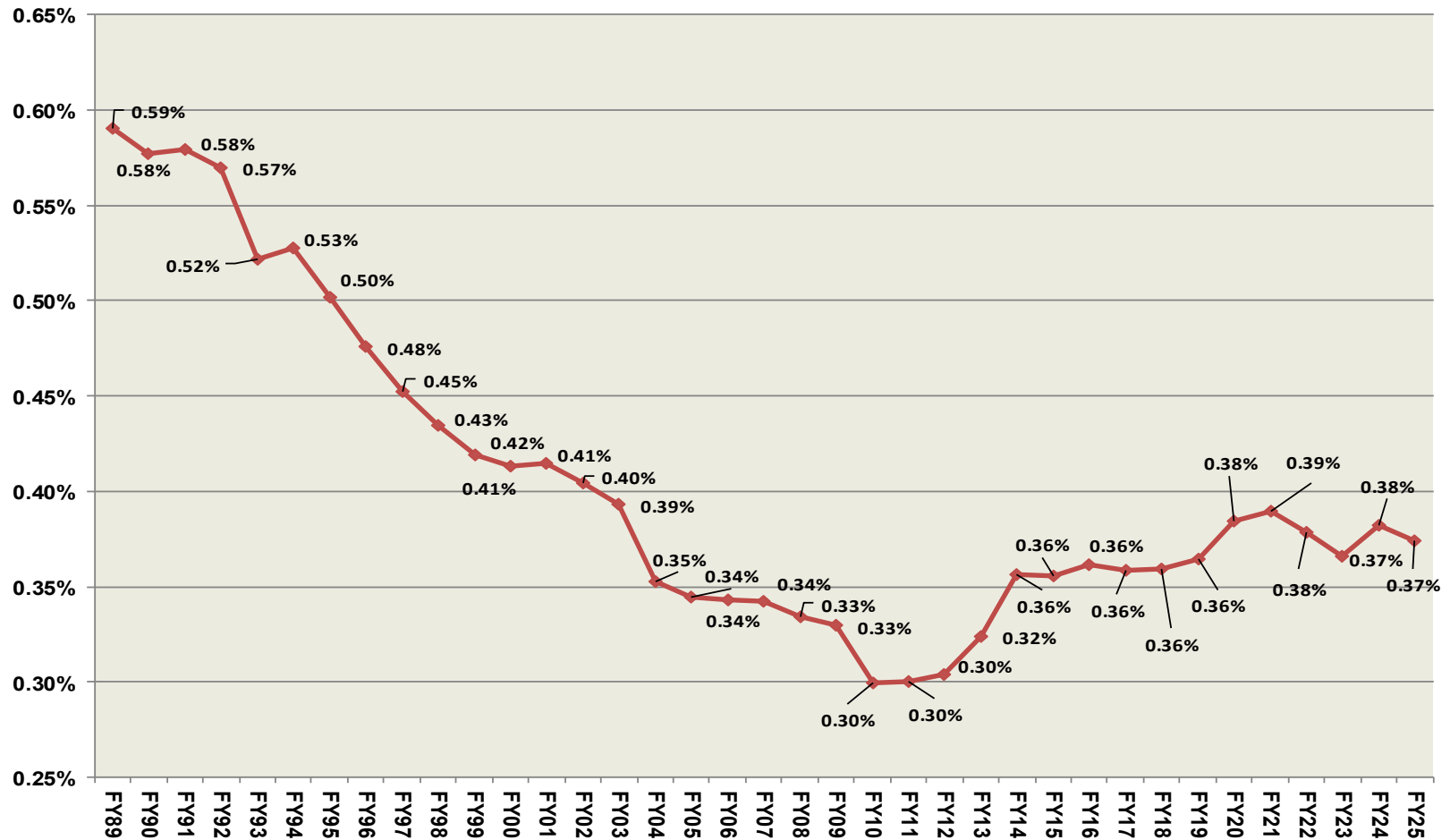
Healthcare spending is assumed to increase by 8% in the FY2025 budget. The actual cost of premiums will not be known until the Group Insurance Commission (GIC) releases FY2025 rates on March 1st. At that time, adjustments can be made to the healthcare budget accordingly.

In FY2024, Town Meeting voted to transfer the remnants of the Health Claims Trust Fund into the Town’s OPEB Trust, which is utilized to fund the healthcare costs associated with the Town’s retirees. The Select Board committed to increased funding for OPEB costs as part of their commitments when endorsing the Proposition 2½ override in November 2023. As such, an additional \$150,000 contribution beyond the \$655,000 amount otherwise earmarked for appropriation into the OPEB Trust Fund is being programmed, bringing the total proposed appropriation for FY2025 to \$805,000. The table below provides information regarding the Town’s OPEB Trust Fund and OPEB liability.

Town of Arlington OPEB Liability - As of June 30				
Year	Total Liability	Total Assets	Net Liability	Percent Funded
2020	\$252,494,363	\$15,865,946	\$236,628,417	6.3%
2021	\$264,518,341	\$21,268,077	\$243,250,264	8.0%
2022	\$210,380,832	\$19,078,429	\$191,302,403	9.1%
2023	\$216,047,532	\$21,797,249	\$194,250,283	10.1%



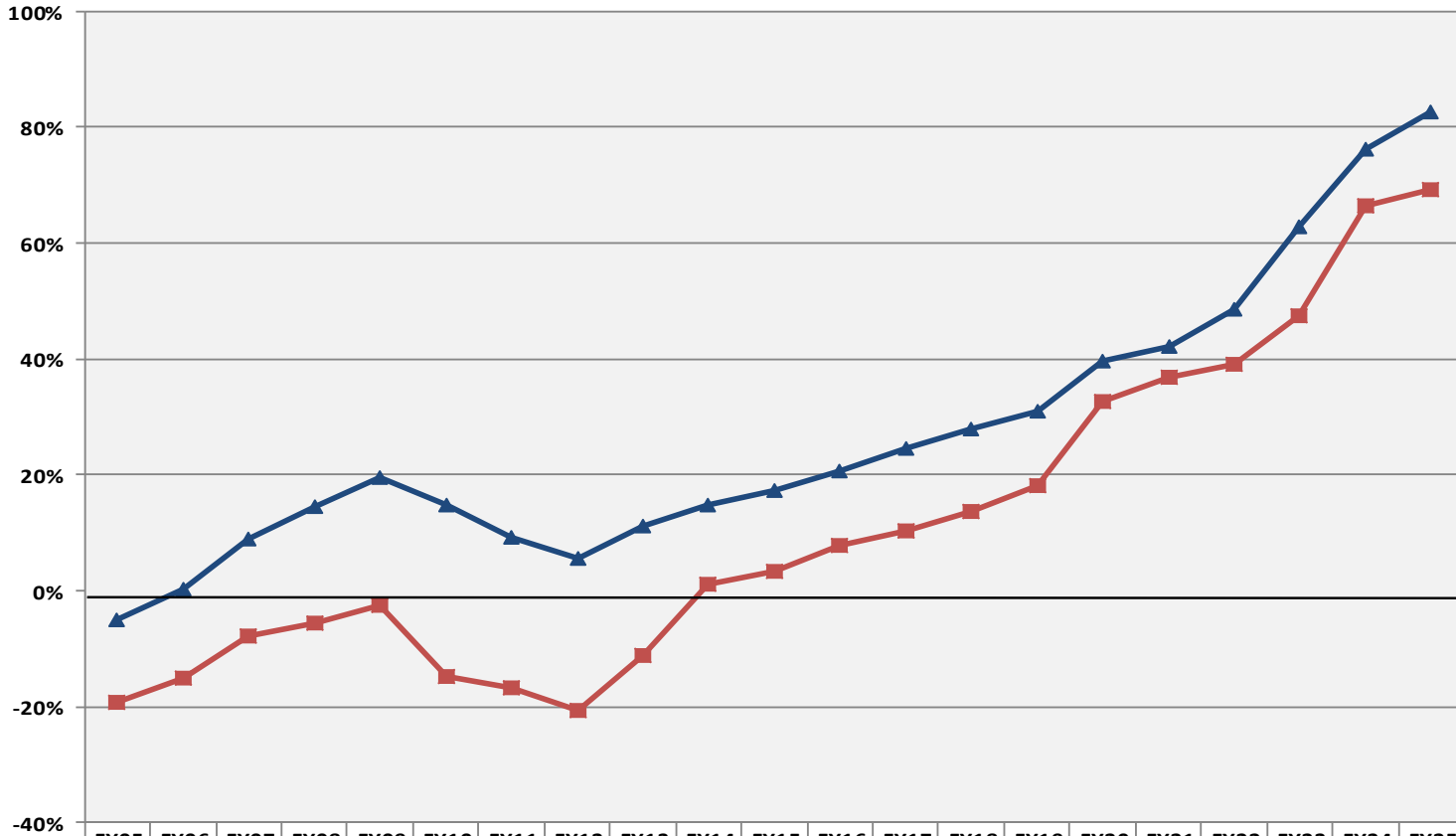
Arlington's Percent of Total State Aid





State Aid Cumulative Year-to-Year Percent Change Since Fiscal Year 2005

(Numbers Exclude School Construction and METCO Reimbursements)



	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
All Municipalities	-5%	0%	9%	14%	20%	15%	9%	6%	11%	15%	17%	21%	24%	28%	31%	40%	42%	49%	63%	76%	83%
Arlington	-19%	-15%	-8%	-6%	-3%	-15%	-17%	-21%	-11%	1%	3%	8%	10%	14%	18%	33%	37%	39%	47%	66%	69%



Comparative Data

The FY2025 Annual Budget & Financial Plan includes a set of comparable communities that includes Belmont, Brookline, Medford, Melrose, Milton, Natick, Needham, North Andover, Reading, Stoneham, Watertown, and Winchester. These communities were selected by Town, School, and Union leadership. These communities were identified based on a number of factors including; population, 5 year average municipal growth factor, population per square mile, median income per capita, median income per household, single family median home value, average single family tax bill, total tax levy, excess capacity as a percentage of maximum levy, and residential valuation as a percentage of the total tax levy.

There are a number of factors that contribute to Arlington's structural deficit – some common among all municipalities and some unique to Arlington. Some factors particular to Arlington include the fact that Arlington is a densely populated, fully built-out community (see Tables 1 and 2 on page 15). Revenue from growth in the tax base ranks 13 among a group of 13 comparable communities (see Table 3), and remains under the state-wide average. Another indicator of the Town's ability and opportunity to raise revenue is a measure developed by the Department of Revenue called Municipal Revenue Growth Factor (MRGF). It measures a community's ability to raise revenue, taking into consideration a community's tax levy limit, new growth, state aid, and local receipts. As one can see from Table 4, the state-wide average and average of the twelve other comparable communities' MRGF is 4.20 and 4.50 respectively. Arlington's is 3.24, below the comparable communities' and state averages.

Another factor affecting the Town's financial structure is its tax base. The Town's tax base is nearly all residential - the commercial/industrial sector makes up slightly less than 6% of the total. Table 5 shows that Arlington's commercial/industrial tax base ranks 11th out of 13 comparable communities. The average of these communities is 16.21%, over three times that of Arlington. This affects not only the Town's ability to raise revenue, it places a heavier tax burden on the residential sector as there is almost no commercial/industrial sector with which to share the tax burden. Notwithstanding this, the tax burden, when measured several different ways, is below the average of the 13 comparable communities. In fact, the Town ranks 9th in taxes per capita (Table 6), and 4th in taxes per household as a percent of median household income (Table 7), both below the averages of the other 12 comparable communities.

A look at how the Town's spending levels impact the Town's financial position shows that the Town's spending per capita is well below the state average and the average of the 13 comparable communities. Arlington ranks 9th out of 13 comparable communities in overall expenditures per capita (see Table 8). The per capita spending average of the other comparable communities is approximately 9% greater than Arlington.

With spending below average for comparable communities, and with revenue growth opportunities below the statewide and comparable communities average, it is clear that the structural problem with the Town's finances lies with the revenue side of the equation as opposed to the spending side.



Table 1		Table 2		Table 3		Table 4	
Municipality	Pop Per Square Mile	Municipality	Housing Units Per Sq Mile	Municipality	New Growth Avg. '20'-'24'	Municipality	FY2024 Municipal Revenue Growth Factor
1 BROOKLINE	9,293	1 BROOKLINE	3,918	1 WATERTOWN	5.17%	1 WATERTOWN	6.95
2 ARLINGTON	8,858	2 WATERTOWN	3,906	2 NEEDHAM	3.07%	2 NEEDHAM	5.98
3 WATERTOWN	8,809	3 ARLINGTON	3,878	3 NORTH ANDOVER	2.92%	3 MEDFORD	5.8
4 MEDFORD	7,666	4 MEDFORD	2,969	4 MEDFORD	1.74%	4 NATICK	4.78
5 MELROSE	6,263	5 MELROSE	2,511	5 NATICK	1.71%	5 READING	4.52
6 BELMONT	5,772	6 BELMONT	2,190	6 BROOKLINE	1.30%	6 BROOKLINE	4.22
7 STONEHAM	3,800	7 STONEHAM	1,571	7 READING	1.26%	7 WINCHESTER	4.19
8 WINCHESTER	3,758	8 WINCHESTER	1,324	8 MILTON	1.20%	8 MILTON	3.87
9 NEEDHAM	2,608	9 READING	967	9 WINCHESTER	1.14%	9 NORTH ANDOVER	3.6
10 READING	2,535	10 NATICK	945	10 MELROSE	1.11%	10 STONEHAM	3.59
11 NATICK	2,437	11 NEEDHAM	905	11 BELMONT	1.06%	11 BELMONT	3.47
12 MILTON	2,182	12 MILTON	746	12 STONEHAM	1.03%	12 ARLINGTON	3.24
13 NORTH ANDOVER	1,167	13 NORTH ANDOVER	417	13 ARLINGTON	0.80%	13 MELROSE	3.07
Ave w/o Arlington	4,691	Ave w/o Arlington	1,864	Ave w/o Arlington	1.89%	Ave w/o Arlington	4.50
Arlington	8,858	Arlington	3,878	Arlington	0.80%	Arlington	3.24
				State-Wide Ave	1.61%	State-Wide Ave	4.20



Table 5		Table 6		Table 7		Table 8	
Municipality	FY2024 Commercial/Industrial/Personal % of Total Tax Levy	Municipality	FY2024 Taxes Per Cap	Municipality	FY2024 Taxes/Household as % of 2022 median household income	Municipality	FY2024 Total Exp Per Cap
1 WATERTOWN	50.00%	1 NEEDHAM	\$5,069	1 BROOKLINE	18.0%	1 NEEDHAM	\$6,058
2 NEEDHAM	22.07%	2 WINCHESTER	\$4,699	2 BELMONT	10.3%	2 WINCHESTER	\$5,813
3 NORTH ANDOVER	21.19%	3 BELMONT	\$4,080	3 WINCHESTER	8.2%	3 BROOKLINE	\$5,185
4 MEDFORD	19.23%	4 BROOKLINE	\$4,076	4 ARLINGTON	7.9%	4 BELMONT	\$4,743
5 NATICK	17.92%	5 WATERTOWN	\$3,509	5 NATICK	7.5%	5 NATICK	\$4,497
6 STONEHAM	17.07%	6 NATICK	\$3,462	6 NEEDHAM	7.3%	6 WATERTOWN	\$4,471
7 BROOKLINE	16.13%	7 READING	\$3,126	7 NORTH ANDOVER	6.7%	7 MILTON	\$4,069
8 MELROSE	8.66%	8 MILTON	\$3,108	8 STONEHAM	6.7%	8 READING	\$4,002
9 READING	6.92%	9 ARLINGTON	\$3,030	9 READING	6.5%	9 ARLINGTON	\$3,917
10 MILTON	6.52%	10 NORTH ANDOVER	\$2,624	10 MILTON	6.5%	10 NORTH ANDOVER	\$3,545
11 ARLINGTON	5.34%	11 STONEHAM	\$2,356	11 MELROSE	6.2%	11 MELROSE	\$3,426
12 BELMONT	4.66%	12 MELROSE	\$2,350	12 WATERTOWN	6.0%	12 STONEHAM	\$3,169
13 WINCHESTER	4.17%	13 MEDFORD	\$1,980	13 MEDFORD	5.7%	13 MEDFORD	\$2,923
Ave w/o Arlington	16.21%	Ave w/o Arlington	\$3,370	Ave w/o Arlington	8.0%	Ave w/o Arlington	\$4,325
Arlington	5.34%	Arlington	\$3,030	Arlington	7.5%	Arlington	\$3,917



Collective Bargaining and Employee Relations

The Town will begin collective bargaining with all employee unions starting in FY2024 for contract cycles running from FY2025-2027. The only bargaining unit yet to settle for the FY2022-2024 contract cycle is the Ranking Officers Association, who are set to proceed to arbitration.

State Aid

State aid is projected to increase by \$1,025,865 or 3.63% in FY2025. This projected increase is due to an assumption that Chapter 70 will increase by 5% due to the final year of the Student Opportunity Act, and Unrestricted General Government Aid (UGGA) will increase by 1% and other state aid accounts will remain level. This assumption will result in an increase in Chapter 70 funding of \$935,170 and an increase of \$90,695 in the UGGA allocation.

Financial Structure and Outlook

Each year, for many years, the Town has had a structural deficit whereby the growth in revenues has not kept pace with the growth in expenses. Consequently, it is necessary to ask the voters to periodically approve Proposition 2 ½ overrides to maintain a level service budget. Still, in the 40+ years since the passage of Proposition 2½, there have been only five operating overrides (inclusive of the November 2023 override). At present, the annual structural deficit is projected to appear again in FY27, with a projected amount of \$17.43 million, which is likely to change significantly as the long-range financial plan has historically relied on conservative revenue estimating and budgeting.

Arlington has a small land area, with much of it already built-out, resulting in limited opportunities for new growth of the tax base. As such, building up through the redevelopment of existing properties is often the only real way to achieve new growth, with limited exceptions. The Town, through its Town Meeting, sought early adoption of an MBTA Communities Overlay District allowing multi-family housing by-right in certain areas of Town. There is hope local zoning changes may spur additional development in the years to come, but there are a number of other economic and market factors that influence private development.



Capital Budget FY2025 and Capital Plan FY2025-FY2029

Capital

The Town's capital improvements program policy calls for the allocation of approximately 5% of the general fund revenues to the capital budget. This is exclusive of dedicated funding sources such as enterprise funds, grants, and proposition 2 ½ debt exclusion earmarks. For FY2025, funding for the capital budget is as follows:

- Bonding: \$6,578,000
- Cash: \$4,952,417
- Other: \$4,617,000

Our existing non-exempt debt is \$7,478,171 which is consistent with prior debt service projections for FY2025. The total capital budget for FY2025, including all debt, is estimated at \$23.96 million. Along with ongoing commitments to spending on the High School and DPW projects, the Capital Plan continues to fund ongoing, recurring capital needs such as road, sidewalks, water and sewer improvements, vehicles, and information technology equipment, without taking on new major investments in FY2025.



Five Year Financial Plan Projection

The cornerstone of our strategic budgeting process is the long-range financial projection. Based upon analysis of internal and external factors impacting the Town's operations and finances, we have prepared the long-range projection found on page 24. These projections will, of course, have to be modified as events unfold, but we believe that they are reasonable for fiscal planning purposes.

Revenue assumptions include the following:

- **Overall revenues** are expected to increase 6.09% in FY2025. Future year increases range from -3.90% to 4.61%. In FY2025, revenue is projected to increase by over 6%, however, by that time the Override Stabilization Fund will have been substantially depleted. It is anticipated that an operating override will be proposed to avoid the projected FY27 deficit and the resulting cuts to Town and School services.
- **Tax Levy** – The FY2024 tax levy is projected to increase by approximately 7.71%, which is larger than a typical year due to the override that was passed in November 2023 to take effect in Fiscal Year 2025. Future year increases are projected to be between approximately 2.51% and 2.59% per year. New growth is projected at \$850,000 this year. Debt payments for Proposition 2½ debt exempted school projects, previously approved by Town voters, amount to approximately \$14,023,698 annually.
- **State Aid** – Based on the Governor's State budget, state aid is projected to increase modestly at 1.31%. In future years, increases are projected to fall to roughly 1%.
- **Override Stabilization Fund** — Based on anticipated revenue shortfalls, \$4,374,790 is planned to be utilized from the Override Stabilization Fund, as part of our normal cycle of this fund's usage.
- **Local Receipts** – Local Receipts are estimated to increase by \$400,000 in FY2025. This follows the second of two "rebound" years following a sharp decline in FY2021 resulting from the pandemic, and Local Receipts are projected to level off with more modest increases starting in FY2026.



- **Free Cash** – FY2025 Free Cash use is \$8,941,936 which is 50% of the Town’s available free cash balance. For FY2026 and in each subsequent year, \$5,704,870 is proposed to be appropriated. This is 50% of the ten year trailing average of certified Free Cash.
- **Other Available Funds** – A transfer of \$750,000 from surplus tax abatement overlay reserve funds is proposed for FY2025. Transfers of \$200,000 from surplus tax abatement are projected in each year of the plan thereafter.
- **Override Stabilization Fund** – FY2024 use was \$591,956. A drawdown of \$4,374,790 in FY2025 will be needed to close the budget gap. The fund will likely be nearly fully depleted with usage in FY26 which will leave a budget gap of approximately \$18 million in FY2027. It is important to note that these numbers are projections at this time and may vary significantly in future years.

Expenditure assumptions include the following:

- **School Budget** – Starting In FY2017, expenditures were capped at 3.5% for general education costs and 7% for special education costs. Starting in FY2015 the School Budget included a growth factor that is aimed to offset the expenses attributable to enrollment growth (or reduction) for the previous years. The override passed in November 2023 made specific changes to the Arlington Public Schools’ funding, including a re-set of the growth cap on general education at 3.5% and special education at 6.5%. Additionally, increased funding in Fiscal Years 2025-2028 was promised on top of the normal growth rate to accommodate for implementation of the APS strategic plan. In future years the schools budget growth rate descends from 8.52% this year to 4.53% in FY29.
- **Minuteman School** – In FY2025 the Town’s Minuteman Technical Vocational Regional High School assessment will **decrease** by \$370,687(4.15%). This decrease is due to operational changes made within the school, paired with a modest increase in capital/debt payments associated with the renovation project. Also, in future years, increases for Minuteman are projected at 3.5% per year.
- **Municipal Departments** – Expenditures for municipal departments will increase by 3.22% in FY2025. Going forward, Town expenditure increases are capped at 3.25%.



- **Capital Budget** – Capital policies call for dedicating approximately 5% of General Fund net revenues to capital spending inclusive of non-exempt debt. The Capital Budget fluctuates in future years due to the retirement of exempt debt.
- **Exempt Debt** – This includes the actual cost of debt service for debt exclusion projects, which include most school projects, except the Ottoson and the Hardy Schools. Exempt debt, also sometimes referred to as Excluded Debt, is debt service that is added to the tax levy above the normal limits of Proposition 2 ½.
- **Non-Exempt Debt** – This debt will fluctuate over the next several years but will average between \$6-7 million per year. Some of the recent major projects funded by non-exempt debt include the DPW project and the Community Center building.
- **Cash** – In FY2025 \$4,952,417 in cash-funded capital projects is included. This amount fluctuates in future years.
- **MWRA Debt Shift** – The amount has been funded at \$0. The Water and Sewer rates now cover all related costs, completing the Select Board policy to remove the Water/Sewer debt shift.
- **Pensions** – In FY2025 the pension appropriation will increase 6.09% and thereafter, increases at a projected 5.5% annually.
- **Insurance (including Healthcare)** – Healthcare and insurance costs are expected to increase by 5.27%. Employee premiums (GIC rates) increases varied based on the sixteen different plans offered by the GIC. In outgoing years, costs are projected to increase from 5% to 6% per year depending on enrollment growth in the School Department.
- **State Assessments** – In FY2025, the MBTA assessment, which is the largest assessment, will increase by \$84,313 (2.54%). Overall, state assessments will increase by 1.78% and increase by 2.43% annually thereafter.
- **Offset Aid** – Assistance to Libraries decreased slightly to \$108,800 in FY25 and is projected to remain at this level moving forward.
- **Overlay Reserve** – The overlay is a “reserve” against non-collection or Board of Assessor-granted abatements. In FY25, the reserve amount is \$600,000, and is projected to remain at that level moving forward.



- **Reserve Fund** – The Reserve Fund is budgeted at 1% of operating revenues.
- **Warrant Articles** – Appropriations for miscellaneous warrant articles are \$1,616,393 in FY2025 and thereafter returns to a lower previous level at around \$1.35 million.



Conclusion

I would like to express my gratitude to Arlington’s voters and taxpayers for their continued investment in our community. This ongoing support is critical to ensuring we can continue to deliver municipal services at a great value. Collectively, we as staff will work tirelessly to provide the high-quality services our residents enjoy, support a high-performing and engaging local government, and strive to maintain the high quality of life that is both expected and deserved.

As the budget process evolves and additional information becomes available over the next few months, the estimates and recommendations contained herein will be adjusted as required. You will then be able to make operating and capital budget adjustments as deemed advisable prior to Town Meeting.

The document presented for your consideration is a product of a great deal of work over a series of months. I applaud our dedicated department heads who put a great deal of effort into preparing their budgets and continually seeking efficiencies, as well as incorporating community feedback and needs where possible. I would like to specifically thank the Select Board for its policy insights and leadership, the Finance Committee for their time and dedication to the Town’s finances, as well as the Capital Planning Committee for their thoughtful and iterative process to preparing a balanced capital plan in the face of many competing needs.

Finally, I am truly grateful to former Budget Director Julie Wayman, now our Treasurer/Collector, for her assistance in producing this budget document in cooperation with Alex Magee and Lauren Costa. She deserves special recognition for her ongoing commitment to this document, and I commend the entire finance team for the quality of the information and data contained herein.

Respectfully submitted,

James Feeney
Town Manager



Long Range Financial Projection

	FY 2024	FY 2025	Dollar Change	Percent Change	FY 2026	Dollar Change	Percent Change	FY 2027	Dollar Change	Percent Change	FY 2028	Dollar Change	Percent Change	FY 2029	Dollar Change	Percent Change
I REVENUE																
A. State Aid	28,233,840	28,803,013	369,373	1.31%	28,885,288	282,256	0.99%	29,170,348	285,079	0.99%	29,458,277	287,929	0.99%	29,749,085	290,808	0.99%
American Rescue Plan Act	5,000,000	0	(5,000,000)	-100.00%	0	0	-	0	0	-	0	0	-	0	0	-
B. Local Receipts	9,856,904	10,255,904	400,000	4.06%	10,355,904	100,000	0.98%	10,455,904	100,000	0.97%	10,555,904	100,000	0.96%	10,655,904	100,000	0.95%
C. Free Cash	7,958,044	8,941,938	983,892	12.39%	5,704,870	(3,237,066)	-36.20%	5,704,870	0	0.00%	5,704,870	0	0.00%	5,704,870	0	0.00%
D. Overlay Reserve Surplus	800,000	750,000	(50,000)	-6.25%	200,000	(550,000)	-73.33%	200,000	0	0.00%	200,000	0	0.00%	200,000	0	0.00%
E. Property Tax	153,851,908	165,708,017	11,856,109	7.71%	170,004,225	4,296,208	2.59%	174,265,205	4,260,980	2.51%	178,732,079	4,466,874	2.56%	183,321,218	4,589,139	2.57%
F. Override Stabilization Fund	588,575	4,374,790	3,786,215	643.29%	13,556,215	9,181,425	-	0	(13,556,215)	-	0	0	-	0	0	-
TOTAL REVENUES	206,086,161	218,633,750	12,547,589	6.09%	228,706,573	10,072,823	4.61%	219,796,417	(8,910,156)	-3.90%	224,651,220	4,854,803	2.21%	229,631,167	4,979,947	2.22%
II APPROPRIATIONS																
One Time COVID impact		0	0													
A. School Additions	800,000	3,100,000			1,700,000		800,000		300,000		0		0			
General Education Costs	57,312,481	61,351,257	3,438,796	6.00%	66,753,248	2,301,991	3.75%	70,876,830	2,423,582	3.63%	73,756,772	2,279,942	3.22%	76,140,590	2,083,818	2.83%
Special Education Costs	30,070,757	32,025,356	1,954,599	6.50%	34,107,004	2,081,648	6.50%	36,323,959	2,216,955	6.50%	38,685,016	2,361,057	6.50%	41,199,542	2,514,526	6.50%
Growth Factor	964,114	44,835	(919,481)	-95.37%	28,781	(17,854)	-40.00%	(214,248)	(241,029)	-900.00%	(490,985)	(276,737)	-129.17%	(807,038)	(116,051)	-23.64%
Net School Budget	88,947,334	96,521,248	7,573,914	8.52%	102,587,033	6,065,785	6.28%	107,586,541	4,999,508	4.87%	112,250,803	4,664,262	4.34%	116,733,096	4,482,293	3.99%
<u>Minuteman Operating & Capital</u>	7,112,915	6,732,038	(380,877)	-5.35%	6,987,859	235,621	3.50%	7,211,527	243,868	3.50%	7,463,930	252,403	3.50%	7,725,168	261,238	3.50%
<u>Minuteman Exempt Capital</u>	1,820,001	1,830,191	10,190	0.56%	1,830,191	0	0.00%	1,830,191	0	0.00%	1,830,191	0	0.00%	1,830,191	0	0.00%
Town Personnel Services	32,405,145	33,468,687	1,063,542	3.28%	34,556,419	1,087,732	3.25%	35,879,503	1,123,084	3.25%	36,839,087	1,159,584	3.25%	38,036,357	1,197,270	3.25%
Town Expenses	12,222,308	12,707,348	485,038	3.97%	13,120,335	412,989	3.25%	13,546,748	426,411	3.25%	13,987,015	440,269	3.25%	14,441,593	454,578	3.25%
Town Additions		250,000														
Enterprise Fund/Other	3,257,455	3,218,888	(38,769)	-1.19%	3,323,293	104,607	3.25%	3,431,300	108,007	3.25%	3,542,817	111,517	3.25%	3,657,959	115,142	3.25%
Net Town Budget	41,369,998	42,957,347	1,587,349	3.84%	44,353,461	1,396,114	3.25%	45,794,949	1,441,488	3.25%	47,283,285	1,488,336	3.25%	48,819,991	1,536,706	3.25%
<u>MWRA Debt Shift</u>	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
B. Capital budget																
Exempt Debt Service	12,028,958	12,522,707	493,751	4.10%	12,393,129	(129,578)	-1.03%	12,157,188	(235,941)	-1.90%	12,066,529	(90,659)	-0.75%	11,984,197	(82,332)	-0.68%
Non-Exempt Service	7,154,944	7,478,171	323,227	4.52%	7,913,301	435,130	5.82%	7,970,289	56,988	0.72%	8,042,402	72,112	0.90%	8,149,578	107,174	1.33%
Cash	3,918,856	4,052,417	1,033,561	26.37%	4,233,485	(718,932)	-14.52%	4,571,562	338,077	7.99%	4,888,319	316,757	6.93%	4,790,529	(97,790)	-2.00%
Offsets/Capital Carry Forward	(738,989)	(984,281)	(247,272)	-33.55%	(255,756)	728,505	-74.02%	(238,810)	16,946	-6.63%	(162,788)	46,042	-19.28%	(191,065)	1,703	-0.88%
Total Capital	22,365,767	23,969,034	1,603,267	7.17%	24,284,159	315,125	1.31%	24,460,229	176,070	0.73%	24,804,482	344,252	1.41%	24,733,237	(71,245)	-0.29%
C. Pensions	14,133,735	14,994,698	860,961	6.09%	15,819,404	824,708	5.50%	16,889,471	870,067	5.50%	17,807,392	917,921	5.50%	18,575,799	968,407	5.50%
D. Insurance	22,077,822	23,241,930	1,164,108	5.27%	24,707,831	1,466,001	6.31%	25,955,399	1,247,468	5.05%	27,200,537	1,245,138	4.80%	28,560,216	1,359,679	5.00%
E. State Assessments	4,078,955	4,151,548	72,591	1.78%	4,252,815	101,069	2.43%	4,356,210	103,595	2.44%	4,462,395	106,185	2.44%	4,571,235	108,840	2.44%
F. Overlay Reserve	800,000	800,000	(15,000)	-2.44%	800,000	0	0.00%	800,000	0	0.00%	800,000	0	0.00%	800,000	0	0.00%
G. Reserve Fund	1,900,782	2,019,326	118,544	6.24%	2,027,572	8,246	0.41%	2,076,392	48,820	2.41%	2,125,847	49,455	2.38%	2,176,470	50,623	2.38%
H. Court Judgments/Symmes	100,000	0	(100,000)	-100.00%	0	0	0	0	0	0	0	0	0	0	0	0
I. Warrant Articles	1,266,835	1,816,393	349,558	27.59%	1,341,393	(275,000)	-17.01%	1,391,393	50,000	3.73%	1,341,393	(50,000)	-3.59%	1,391,393	50,000	3.73%
J. Override Stabilization Fund	0	0	0	-	0	0	-	0	0	-	0	0	-	0	0	-
K. TOTAL APPROPRIATIONS	205,789,144	218,633,750	12,844,606	6.24%	228,771,418	10,137,668	4.64%	237,952,303	9,180,885	4.01%	246,970,255	9,017,952	3.79%	255,716,796	8,746,541	3.54%
L. BALANCE	297,017	0			(64,845)		(18,155,886)		(22,319,035)		(26,085,629)		(26,085,629)			
Free Cash	17,883,872	11,409,740			11,409,740		11,409,740		11,409,740		11,409,740		11,409,740			
Stabilization Fund	4,165,933	4,349,252			4,536,237		4,726,961		4,921,501		5,119,931		5,119,931			
Override Stabilization Fund	17,931,005	13,556,215			0		0		0		0		0			
Municipal Bldg. Ins. Trust Fund	658,179	664,781			671,408		678,122		684,904		691,753		691,753			
TOTAL:	40,638,989	29,979,988			16,817,385		16,814,824		17,016,145		17,221,424		17,221,424			
% of General Fund Revenue	19.7%	13.7%			7.3%		7.7%		7.8%		7.5%		7.5%			
	5.05%	5.29%			5.25%		5.21%		5.20%		5.01%		5.01%			

The plan does not include any projected revenues or expenditures from the Community Preservation Act

	Projected School Enrollment Growth FY 2025 - FY 2029					
	FY 2024**	FY 2025*	FY 2026*	FY 2027*	FY 2028*	FY 2029*
Actual/Proj. Annual Growth	108	5	3	(24)	(55)	(68)
** Actual Growth - FY23 50% PPC of \$14,601 = \$7,300 X EG						
* Projected Growth - FY2025 through FY2029 Based on 50% of FY21 DESE Per Pupil Cost of \$17,854 = \$8,927 X Enrollment Growth						



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TOTAL REVENUE

Total revenue for FY2025 is projected to be \$218,633,750, an increase of \$12,547,589 or 6.09%. Of this total revenue, \$204,297,597 is from revenue dedicated to support the General Fund and \$14,336,153 is from debt exclusion overrides to support borrowing for capital projects, including Arlington High School, elementary schools, and the Minuteman Regional Vocational Technical High School. The General Fund increase is \$12,042,013 or 6.26%.

The property tax levy is projected to increase, without debt exclusion revenue by \$4,699,916 or 3.36%. This includes the normal 2.5% increase plus \$850,000 in new growth. Total tax revenues, including the debt exclusions, increase by \$4,682,059 or 3.04%.

Local receipts are projected to increase by \$400,000 or 4.06% as they continue to rebound from the COVID pandemic shortfalls.

State Aid estimates are made up of Cherry Sheet Aid, the annually recurring aid for education, general government, and other categories (see State Aid description on page 40). In past years the Town also received School Construction Aid, State reimbursements to the Town for borrowing costs the Town incurred for state eligible school building projects, but the last payment occurred in FY2021. Total State Aid is projected to increase \$369,373 or 1.31% and is based on the Governor's budget. Arlington will receive a \$180,630 (0.97%) increase in Chapter 70 Aid and a \$272,084 (3.0%) increase in General Government Aid.

The FY2025 Budget will not include any ARPA Revenue Replacement funding. In both FY2023 and FY2024 the Town utilized \$5,000,000 (\$10,000,000 total) as general revenue replacement. This was the maximum allowable amount under ARPA Guidelines.

A total of \$8,941,936 in Free Cash is proposed to be used, which is an increase of \$985,892 from FY2024 and, consistent with Town financial policies, an amount equal to 50% of the Free Cash balance certified by the Department of Revenue for the close of the previous fiscal, June 30, 2023.

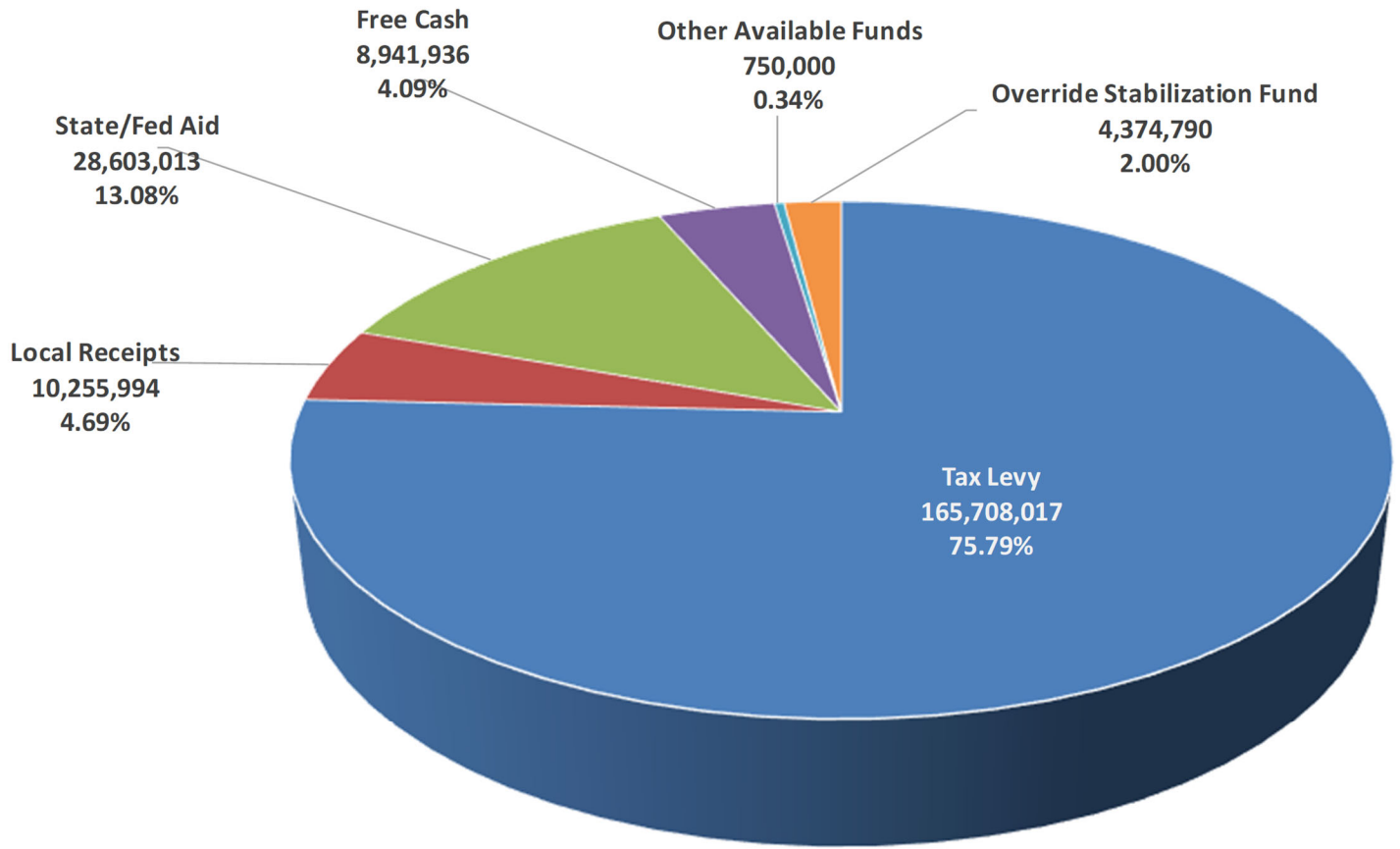
Other Available Funds include \$750,000 in surplus tax abatement overlay funds, a \$150,000 (25%) increase from what the Assessors released in FY24.

It will be necessary to use \$4,374,790 from the Override Stabilization Fund this year.

REVENUE SOURCE	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Tax Levy	142,948,226	149,169,849	153,851,908	165,708,017	11,856,109
Local Receipts	14,460,844	9,225,900	9,855,994	10,255,994	400,000
State/Federal Aid	23,529,766	30,221,523	33,233,640	28,603,013	(4,630,627)
Free Cash	5,659,184	5,539,215	7,956,044	8,941,936	985,892
Other Available Funds	400,000	650,000	600,000	750,000	150,000
Override Stabilization Fund	6,248,581	2,946,037	588,575	4,374,790	3,786,215
Total	193,246,601	197,752,524	206,086,161	218,633,750	12,547,589



Revenues \$218,633,750





Total General Fund Revenues

	<u>FY15 Actual</u>	<u>FY16 Actual</u>	<u>FY17 Actual</u>	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
Tax Levy*	99,691,909	103,384,789	106,846,726	111,126,263	112,983,032	122,322,210	125,244,001	130,801,944	135,321,415	140,021,331	151,371,864
Local Receipts	10,115,304	11,071,191	10,689,873	12,004,047	12,004,047	11,231,688	9,708,615	14,460,844	9,225,900	9,855,994	10,255,994
State Aid**	17,462,884	18,230,105	18,918,527	19,375,164	20,039,795	22,481,187	23,539,328	23,529,766	30,221,523	33,233,640	28,603,013
Free Cash	3,042,925	3,435,846	4,537,299	4,850,566	4,593,375	5,559,782	5,901,388	5,659,184	5,539,215	7,956,044	8,941,936
Other Available Funds	350,000	350,000	200,000	500,000	200,000	200,000	400,000	400,000	650,000	600,000	750,000
Override Stabilization Fund	0	0	0	0	2,786,331	0	2,024,197	6,248,581	2,946,037	588,575	4,374,790
Total	130,663,022	136,471,931	141,192,425	147,856,040	152,606,580	161,794,867	166,817,529	181,100,319	183,904,090	192,255,584	204,297,597

*Excludes MWRA Debt Shift

**Excludes MSBA Reimbursements

Annual Revenue Increases

	<u>FY15 Actual</u>	<u>FY16 Actual</u>	<u>FY17 Actual</u>	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
Tax Levy	3,547,511	3,692,880	3,461,937	4,279,537	1,856,769	9,339,178	2,921,791	5,557,943	4,519,471	4,699,916	11,350,533
Local Receipts	(181,241)	955,887	(381,318)	1,314,174	0	(772,359)	(1,523,073)	4,752,229	(5,234,944)	630,094	400,000
State Aid	369,626	767,221	688,422	456,637	664,631	2,441,392	1,058,141	(9,562)	6,691,757	3,012,117	(4,630,627)
Free Cash	(368,604)	392,922	1,101,453	313,267	(257,191)	966,407	341,606	(242,204)	(119,969)	2,416,829	985,892
Other Available Funds	150,000	0	(150,000)	300,000	(300,000)	0	200,000	0	250,000	(50,000)	150,000
Override Stabilization Fund					2,786,331	(2,786,331)	2,024,197	4,224,384	(3,302,544)	(2,357,462)	3,786,215
Total	3,517,293	5,808,909	4,720,494	6,663,615	4,750,540	9,188,287	5,022,662	14,282,790	2,803,771	8,351,494	12,042,013
Percent Increase	2.8%	4.4%	3.5%	4.7%	3.2%	6.0%	3.1%	8.6%	1.5%	4.5%	6.3%

Percent of Total Revenue

	<u>FY15 Actual</u>	<u>FY16 Actual</u>	<u>FY17 Actual</u>	<u>FY18 Actual</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Budget</u>	<u>FY25 Budget</u>
Tax Levy	76.3%	75.8%	75.7%	75.2%	74.0%	75.6%	75.1%	72.2%	73.6%	72.8%	74.1%
Local Receipts	7.7%	8.1%	7.6%	8.1%	7.9%	6.9%	5.8%	8.0%	5.0%	5.1%	5.0%
State Aid	13.4%	13.4%	13.4%	13.1%	13.1%	13.9%	14.1%	13.0%	16.4%	17.3%	14.0%
Free Cash	2.3%	2.5%	3.2%	3.3%	3.0%	3.4%	3.5%	3.1%	3.0%	4.1%	4.4%
Other Available Funds	0.3%	0.3%	0.1%	0.3%	0.1%	0.1%	0.2%	0.2%	0.4%	0.3%	0.4%
Override Stabilization Fund	0.0%	0.0%	0.0%	0.0%	1.8%	0.0%	1.2%	3.5%	1.6%	0.3%	2.1%
Total	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%



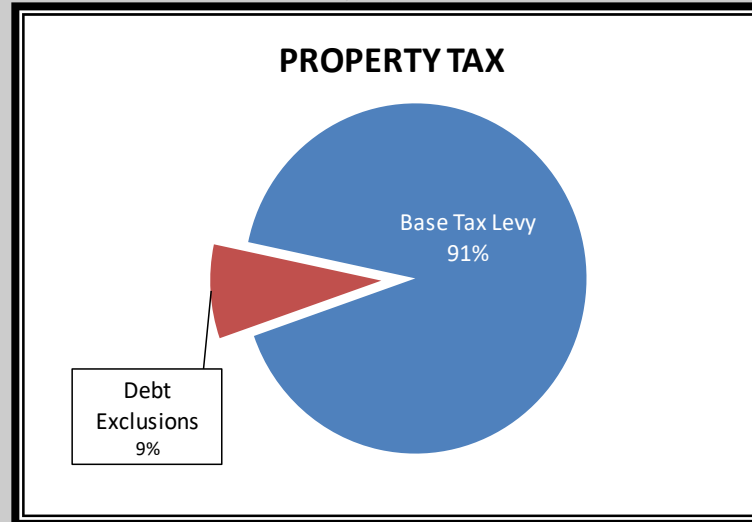
PROPERTY TAX LEVY

Property tax is the primary source of revenue for virtually every Massachusetts municipality. In Arlington, property taxes represent approximately 76% of annual operating revenues. Property taxes are levied on real property (land and buildings) and personal property (equipment) used by Arlington’s non-manufacturing businesses. State law mandates that communities update their property values every five years and obtain State certification that such values represent full and fair cash value. A revaluation was conducted in FY2019. Under the Provisions of Proposition 2½, property taxes, in the aggregate, may not exceed 2½% of their “full and fair cash value”. This limit is known as the “levy ceiling”. Annual levy increases may not exceed 2½% of the previous year’s levy plus the taxes from any new or renovated property added to the tax rolls (known as new growth). Any Proposition 2½ override or debt exclusion amounts approved by voters are added to the levy limit, while all related school construction reimbursements from the State are subtracted.

Property values and new growth for FY2025 are preliminary estimates used to project the levy limit. The FY2024 levy limit was \$140,021,331. The 2½% increase allowed for FY2025 is \$3,500,533. New growth from construction not previously on the tax rolls is expected to add \$850,000 to the levy. An additional \$14,352,898 is added to the tax levy to cover the cost of debt service for projects approved by the voters as Proposition 2½ debt exclusion overrides. This budget is the fourth major tranche of debt repayment for the new Arlington High School.

The Town had accepted the provisions of M.G.L. 59 § 21C, whereby water and sewer debt costs, including MWRA debt assessments, are transferred to the real estate taxes. The Select Board voted to eliminate the MWRA debt shift over three years, and it is no longer included in the tax base. The FY2025 tax levy totals \$165,724,762, representing an increase of \$11,854,475 (7.70%) over the FY2024 budgeted levy.

PROPERTY TAX LEVY	FY 2022 Budget	FY 2023 Budget	FY 2024 Budget	FY 2025 Budget	Budget Change
Base Tax Levy	130,879,853	135,356,908	140,021,331	151,371,864	11,350,533
General Override					-
Debt Exclusion Overrides					-
Arlington High School	5,237,412	8,777,070	8,774,025	9,379,957	605,932
Dallin School	200,329	193,082	184,930	159,550	(25,380)
Gibbs School	1,959,600	1,901,100	1,842,600	1,784,100	(58,500)
Hardy School	-	-	-	-	-
Minuteman High School	1,610,964	1,739,452	1,820,001	1,830,191	10,190
Peirce School	-	-	-	-	-
Stratton School	522,975	511,575	500,175	488,775	(11,400)
Thompson School	745,512	726,155	727,225	710,325	(16,900)
Sub-total Debt Exclusions	10,276,792	13,848,434	13,848,956	14,352,898	503,942
Water and Sewer Debt	1,845,727	1,775,587	1,875,013	1,679,304	(195,709)
Total	143,002,372	150,980,929	155,745,300	167,404,066	11,658,766

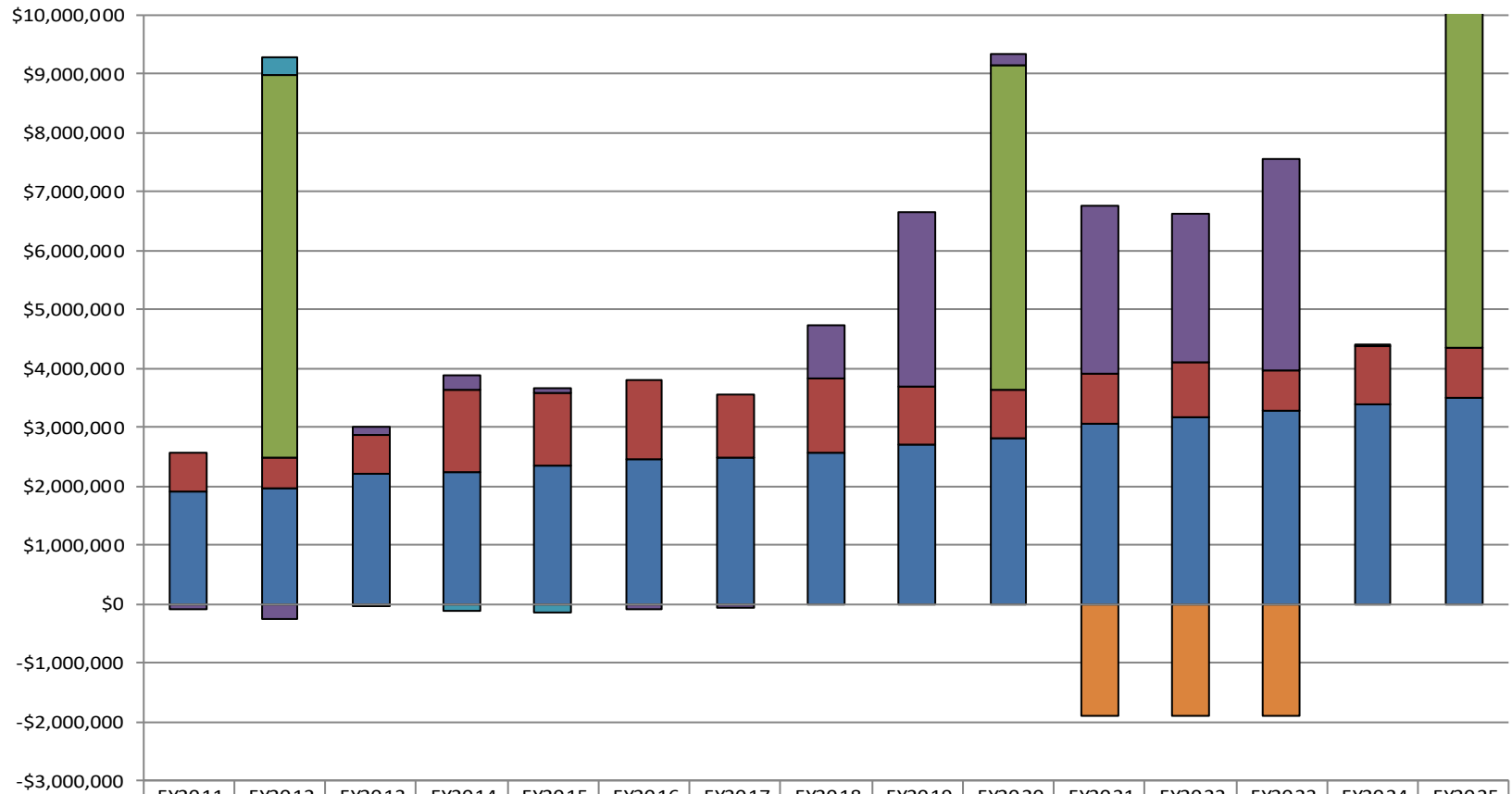


Fiscal Year	Real Estate & Personal Property Commitments	Abatements Granted	Tax deferral Abatements (Ch 41A)	Net Tax Levy	Collections	Refunds	Net Collections	% of Collections	Amount transferred into tax title	Tax Title Balance as of June 30th	Tax Possession Balance as of June 30th	Tax Deferral Balance as of June 30th
2023	149,170,250.59	331,531.14	150,037.66	148,688,681.79	148,319,387.11	255,701.61	148,063,685.50	99.58%	416,009.56	1,068,411.42	396,754.00	584,159.96
2022	142,948,713.47	490,915.41	124,615.10	142,333,182.96	143,653,155.45	164,299.06	143,488,856.39	100.81%	322,344.82	841,426.21	396,754.00	561,453.81
2021	138,199,500.00	336,908.00	123,854.88	137,266,223.00			137,156,573.00	99.92%	0.00	563,812.00	396,754.00	503,970.45
2020	133,305,155.00	431,175.26	135,687.70	132,738,292.04			133,003,248.00	100.20%	0.00	532,795.00	396,754.00	420,768.85
2019	125,795,227.91	561,391.19	78,626.32	125,155,210.40			123,961,447.41	99.05%	0.00	584,098.85	396,754.00	282,012.84
2018	117,255,201.00	316,252.00	56,925.09	116,098,972.00			117,222,582.00	100.97%	311,784.29	764,812.00	396,784.00	355,494.92
2017	114,042,281.23	316,252.00	69,741.70	113,656,287.53	113,137,358.89	1.00	113,137,357.89	99.54%	0.00	545,964.37	396,784.20	288,509.98
2016	110,511,438.41	344,808.64	50,555.38	110,116,074.39	110,016,071.07	340,755.69	109,675,315.38	99.60%	432,204.96	1,016,093.83	396,784.20	251,686.77
2015	105,512,757.86	343,828.94	50,661.96	105,118,266.96			104,637,861.18	99.54%	478,131.08	990,780.09	396,784.20	350,426.94
2014	101,955,275.34	323,139.16	57,609.97	101,574,526.21			101,147,224.95	99.58%	420,461.22	1,046,173.13	396,784.20	350,014.89
2013	98,200,712.05	391,307.70	55,314.74	97,754,089.61	97,567,652.80	248,486.66	97,319,166.14	99.56%	435,398.24	946,663.94	396,784.20	293,094.22
2012	95,185,766.56	427,191.48	47,748.92	94,710,826.16	94,455,977.39	168,880.41	94,287,096.98	99.56%	423,729.18	858,108.74	396,784.20	307,667.70
2011	86,093,152.50	465,825.69	51,677.04	85,575,649.77			84,199,193.25	99.56%	375,360.09	650,009.11	396,784.20	303,386.69
2010	83,612,918.72	483,555.47	61,658.71	83,067,704.54	82,844,187.37	191,859.08	82,652,328.29	99.50%	415,059.45	781,121.00	396,784.20	363,475.82

It is Town policy to close out all real estate and personal property commitments in the same fiscal year, except in 2017 and 2019, when such close outs were delayed one year because of the Town's conversion to new tax collection software.



COMPONENTS OF TAX LEVY INCREASE



	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
MWRA Debt	-	-	-	-	-	-	-	-	-	-	-1,901,6	-1,901,6	-1,901,6		
Symmes Debt Exclusion	-	307,130	(28,590)	(128,721)	(150,000)	-	-	-	-	-	-	-			
Debt Exclusions	(79,675)	(263,714)	157,960	255,465	62,328	(92,013)	(61,801)	895,287	2,972,11	211,842	2,843,56	2,529,1	3,571,6	522	493,751
General Override	-	6,490,0	-	-	-	-	-	-	-	5,500,0	-	-	-		7,000,0
New Growth	656,751	522,167	657,203	1,393,95	1,255,29	1,337,66	1,070,14	1,263,81	981,206	816,617	850,163	933,510	700,000	1,000,0	850,000
2.5% Increase	1,897,6	1,963,9	2,198,1	2,240,8	2,337,9	2,455,7	2,477,5	2,573,2	2,706,4	2,815,9	3,071,3	3,169,4	3,271,9	3,383,9	3,500,5



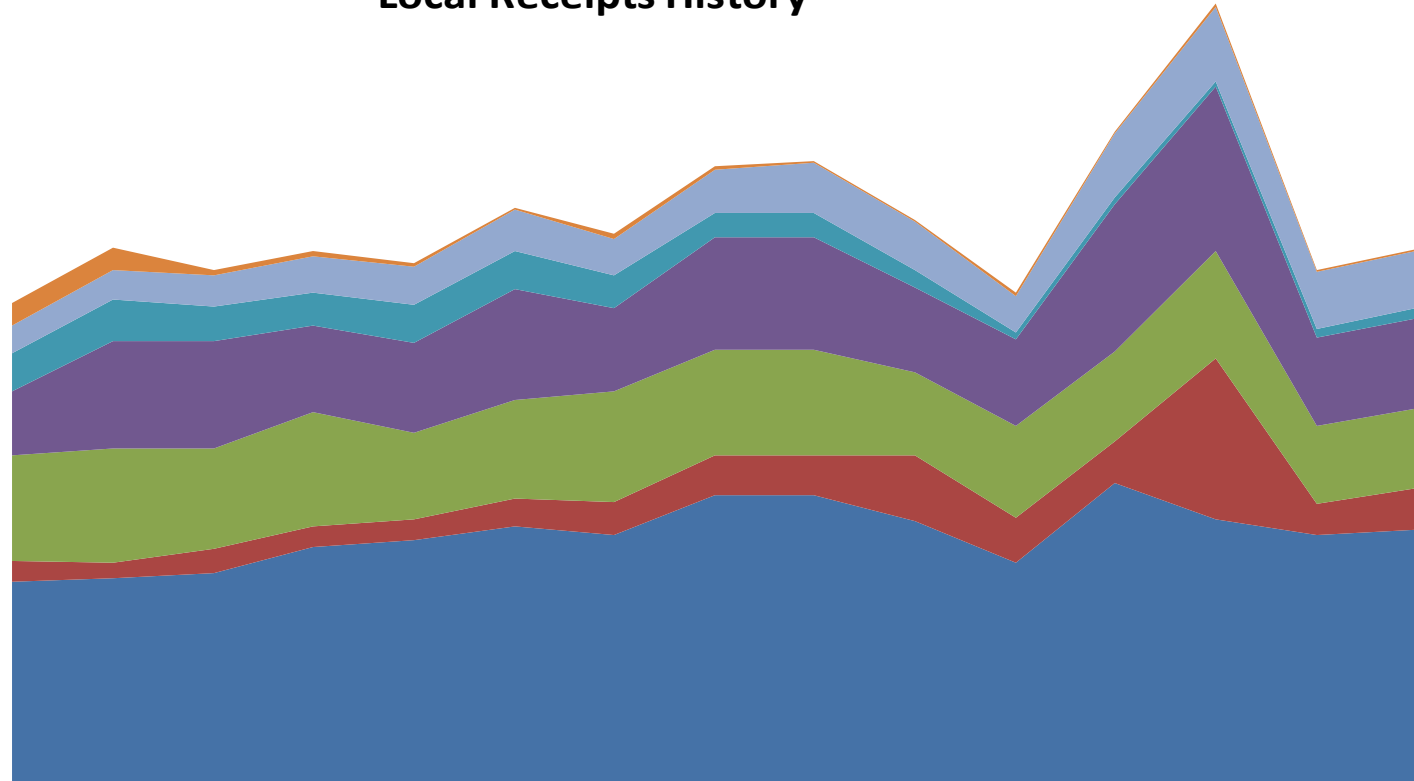
LOCAL RECEIPTS SUMMARY

Local receipts for FY2025 are adjusted to project modest increases after being dropped significantly in FY2021 to reflect the effects of the COVID-19 pandemic. Motor Vehicle Excise tax revenue is projected to increase by \$100,000. The budgeted estimate for Interest Income is increased by \$200,000 due to historic collection trends in the Penalties & Interest category. Department Fees are projected to increase by \$40,000, largely due to an increase in the ambulance receipts category. Rentals are slated to increase by \$40,000 as 23 Maple St. is rented for a full year. All together, this category is projected to see a \$400,000 increase over FY2024.

LOCAL RECEIPTS SUMMARY	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Motor Vehicle Excise	5,775,023	5,077,911	4,798,450	4,898,450	100,000
Interest Income	794,906	3,106,455	570,000	770,000	200,000
Departmental Fees	1,753,335	2,061,945	1,510,000	1,550,000	40,000
Licenses and Permits	2,823,574	3,139,138	1,705,000	1,725,000	20,000
Rentals	120,695	118,343	160,544	200,544	40,000
Meals, Hotel, and Marijuana Taxes	1,215,412	1,412,804	1,084,000	1,084,000	-
Other	42,600	66,151	28,000	28,000	-
Total	12,525,545	14,982,747	9,855,994	10,255,994	400,000



Local Receipts History



	Actual FY11	Actual FY12	Actual FY13	Actual FY14	Actual FY 15	Actual FY16	Actual FY17	Actual FY18	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Actual FY23	Budget FY24	Budget FY25
Other	441,326	419,593	112,481	96,770	56,340	51,145	76,915	54,665	46,933	48,242	86,203	42,600	66,151	28,000	28,000
Meals and Hotel Taxes	532,896	569,131	610,223	714,039	732,609	772,433	719,112	822,944	947,184	910,203	692,463	1,215,412	1,412,804	1,084,000	1,084,000
Rentals	733,270	783,145	665,264	638,805	744,597	749,188	627,569	476,310	476,310	337,319	131,175	131,175	118,343	160,544	200,544
Licenses and Permits	1,219,481	2,085,368	2,064,257	1,640,443	1,719,403	2,124,973	1,597,015	2,164,229	2,164,229	1,645,158	1,666,268	2,823,574	3,139,138	1,705,000	1,725,000
Fees/Departmental	2,018,958	2,177,505	1,932,652	2,213,701	1,664,004	1,889,552	2,131,664	2,031,168	2,031,168	1,593,410	1,753,335	1,753,335	2,061,945	1,510,000	1,550,000
Interest Income	394,264	319,642	435,812	381,062	420,678	531,019	624,788	757,355	757,355	1,253,291	857,488	794,906	3,106,455	570,000	770,000
Motor Vehicle Excise	3,898,459	3,937,079	4,066,200	4,560,609	4,668,135	4,952,880	4,775,678	5,551,687	5,551,687	5,049,196	4,262,308	5,775,023	5,077,911	4,798,450	4,898,450



MOTOR VEHICLE EXCISE

Motor vehicle excise tax receipts are projected to rise by \$118,380 in FY2025. Although long-term trends show previous annual increases, the COVID-19 pandemic changed that, as fewer people bought or leased new cars. Excise tax commitments have been increasing every year since 2013. The excise rate is \$25 per thousand and is assessed on 90% of the vehicle's value in the first year, 60% in the second year, 40% in the third year, 25% in the fourth year, and 10% thereafter. The actual billings are prepared by the Registry of Motor Vehicles and then turned over to the Town for printing, distribution, and collection. There are approximately 38,000 registered vehicles in Arlington. In the chart below, Levy Year 2023 is as of June 30, 2023.

Motor Vehicle Excise Collection By Fiscal Year

<u>Levy Year</u>	<u>Commitments</u>	<u>Collections</u>	<u>Refunds</u>	<u>Net Collections</u>	<u>Abatements</u>	<u>Balance (Uncoll.)</u>	<u>Collection %</u>
2023	\$ 5,292,229.75	\$ 5,377,868.64	\$ 75,571.76	\$ 5,302,296.88	\$ 113,942.47	\$ (124,009.60)	102.34%
2022	\$ 6,023,514.13	\$ 6,089,551.67	\$ 102,001.34	\$ 5,987,550.33	\$ 128,963.23	\$ (92,999.43)	101.54%
2021	\$ 4,241,897.70	\$ 4,539,211.36	\$ 68,422.11	\$ 4,470,789.25	\$ 104,890.97	\$ (333,782.52)	107.87%
2020	\$ 5,251,165.00	\$ 5,264,953.75	\$ 100,625.31	\$ 5,164,328.44	\$ 158,614.32	\$ (71,777.76)	101.37%
2019	\$ 5,468,145.35	\$ 5,333,179.75	\$ 88,693.84	\$ 5,244,485.91	\$ 159,831.70	\$ 63,827.74	98.83%
2018	\$ 5,843,844.70	\$ 5,655,881.52	\$ 103,697.40	\$ 5,552,184.12	\$ 188,660.91	\$ 102,999.67	98.24%
2017	\$ 4,838,049.36	\$ 4,865,068.94	\$ 90,286.47	\$ 4,774,782.47	\$ 158,912.85	\$ (95,645.96)	101.98%
2016	\$ 5,165,749.14	\$ 5,038,846.19	\$ 85,965.27	\$ 4,952,880.92	\$ 169,326.92	\$ 43,541.30	99.16%
2015	\$ 4,867,711.40	\$ 4,768,890.38	\$ 100,755.76	\$ 4,668,134.62	\$ 521,918.86	\$ (322,342.08)	106.62%
2014	\$ 4,213,165.12	\$ 4,636,918.89	\$ 76,292.47	\$ 4,560,626.42	\$ 134,742.51	\$ (482,203.81)	111.45%
2013	\$ 4,342,665.00	\$ 4,145,705.00	\$ 80,917.00	\$ 4,064,788.00	\$ 129,537.00	\$ 148,340.00	96.58%

MOTOR VEHICLE EXCISE

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Motor Vehicle Excise	5,775,023	5,085,462	4,780,070	4,898,450	118,380



DEPARTMENTAL FEES

Departmental fees are projected to increase by \$40,000, with movement in the ambulance fee category. Ambulance fees are now being collected differently due to a change in the way revenue is collected with our ambulance provider. This will result in increases in this fee category.

The establishment of a Parking Benefits District at Town Meeting for Arlington Center means that parking meter revenue, which had been reported under Departmental Fees, has been moved to the Parking Fund. With new meters in full operation, the expectation is that parking violation fees will increase as well, though we are not increasing the projection to remain in a conservative position.

DEPARTMENTAL FEES	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Schools (Medicaid Reimbursement)	439,316	235,938	200,000	200,000	-
Cemetery Revenue	260,425	230,775	250,000	250,000	-
Library Fees and (Fines, discontinued in 2019)	6,149	7,931	-	-	-
Town Clerk Fees	77,509	61,216	50,000	50,000	-
Parking Violations	216,146	235,316	250,000	250,000	-
Fire Alarm Renewal Fee	5,000	8,500	5,000	5,000	-
Ambulance Fees	413,004	991,453	460,000	500,000	40,000
Other Departmental Revenue	262,975	195,306	225,000	225,000	-
Other Department Fees	72,811	95,510	70,000	70,000	-
Total	1,753,335	2,061,945	1,510,000	1,550,000	40,000



INTEREST INCOME & PENALTIES

Interest Income is projected to increase by \$200,000 in FY2025. It is made up of two components: investment income and interest and penalties associated with delinquent tax payments.

The Interest Income revenue estimate remains level with the FY2023 budget. Investment income can vary widely depending upon market interest rates, available cash balances, cash flows, and investment practices. Investment income previously dropped from a high of more than \$1.4 million in FY2007 to \$55,430 in FY2011. FY2023 was by far the highest year on record in interest income. This is due to dramatic fluctuations in interest rates. As interest rates continue to change, the Town will monitor interest income. In recent years, notwithstanding low interest rates, the Treasurer/Collector has maximized interest income through careful investments. FY24 remains on pace to be a very high investment income year.

INTEREST INCOME	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Investment Income	306,987	2,996,647	200,000	400,000	200,000
Penalties & Interest	487,919	391,477	370,000	370,000	-
Total	794,906	3,388,124	570,000	770,000	200,000



LICENSES AND PERMITS

Licenses and permits revenues for FY2025 are projected to increase by \$20,000. Building Permits typically generate the most permit revenue, but are also the most volatile, subject to fluctuation as the economy strengthens or weakens or as interest rates increase or decline. The FY2025 projection is consistent with long-term collections, excluding large, one-time permits.

Besides building permits, some of the other major categories of Licenses and Permits include parking permits and liquor licenses issued by the Select Board, and fire permit fees, which include fire alarm connection fees. All of these are expected to remain flat.

LICENSES AND PERMITS	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Parking Permits	123,439	126,638	115,000	115,000	-
Liquor Licenses	80,625	44,925	80,000	80,000	-
Food Licenses	8,070	8,615	7,000	7,000	-
Food Permits	14,523	13,995	16,000	16,000	-
Tobacco Permits	23,000	10,000	11,000	11,000	-
Building Inspections	2,508,727	2,413,681	1,420,000	1,440,000	20,000
Fire Prevention Permits	55,125	45,592	50,000	50,000	-
Marriage Licenses	4,380	5,280	6,000	6,000	-
Total	2,817,889	2,668,726	1,705,000	1,725,000	20,000



RENTAL INCOME

The Town derives income from the renting of several Town-owned properties including the Parmenter School, the former Dallin Library, areas within the newly renovated Community Center, and 23 Maple Street.

Overall, revenue is projected to increase by \$40,000 with the addition of a new rental at 23 Maple Street.

New leases, which went into effect in FY2015, include a capital contribution which will offset future capital improvements to the buildings. Projected revenue from other properties remains unchanged.

The Parmenter School building has one tenant, the Arlington Children's Center. The front section of the building was renovated to house the Menotomy Pre-School, which has moved back to the Arlington High School building and is currently occupied by the Recreation Department.

The Mt. Gilboa property is a residential house that had been rented to a tenant until early FY2021. It is now vacant and the Town is reevaluating its best use.

The Dallin Library is currently leased to the Arlington Community Media, Inc. (ACMi).

RENTAL INCOME	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Parmenter	75,579	76,987	73,000	73,000	-
Community Center	-	-	42,544	42,544	-
23 Maple				40,000	40,000
Dallin Library	45,116	41,356	45,000	45,000	-
Total	120,695	118,343	160,544	200,544	40,000



OTHER LOCAL RECEIPTS

Other local receipts are projected to stay level in FY2025.

OTHER LOCAL RECEIPTS	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Court Fines	9,513	12,342	10,000	10,000	-
Special Assessments	6,245	14,578	-	-	-
Payments In Lieu of Taxes	25,526	39,401	18,000	18,000	-
Total	41,284	66,321	28,000	28,000	0



Hotel, Meals, and Marijuana Taxes

In 2009, the Legislature gave the authority to Town Meeting to adopt optional increases to the meals and hotel taxes. At that time, only the State collected revenue from the meals tax of 5%. Cities and towns were allowed to add an additional 0.75%. The Town also collected a room occupancy tax on hotels of 4% at that time (there is only one hotel in Arlington). The State allowed cities and towns to increase the room occupancy tax by 1% to a total of 5%.

Given the uncertainty surrounding Marijuana excise tax collections, there may be downward adjustments in future years within this category. Estimates for the Hotel Tax, Meals Tax, and Marijuana Tax will remain unchanged in FY2025.

HOTEL, MEALS & MARIJUANA TAXES	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Meals Tax	512,498	574,807	425,000	425,000	-
Hotel Tax	361,974	532,952	350,000	350,000	-
Marijuana Tax	340,940	305,045	309,000	309,000	-
Total	1,215,411	1,412,804	1,084,000	1,084,000	0



STATE AID SUMMARY

The State's FY2025 Governor's budget recommendation includes a statewide \$244 million increase in Chapter 70 School Aid and a \$36.2 million increase in General Government Aid. As a result Arlington will benefit from a \$180,630 increase in Chapter 70 School Aid and a \$377,544 increase in Unrestricted General Government Aid (UGGA).

Total General Government Aid — Unrestricted General Government Aid and Veterans' Benefits reimbursements — will increase \$343,956 or 3.78%.

School Aid — Chapter 70 School Aid plus Charter School tuition reimbursement and exclusive of school construction aid — is projected to increase \$169,364 or 0.90%.

Overall FY2025 State Aid, as used to balance the Town Meeting budget, will increase by \$477,878 to a total of \$28,603,013.

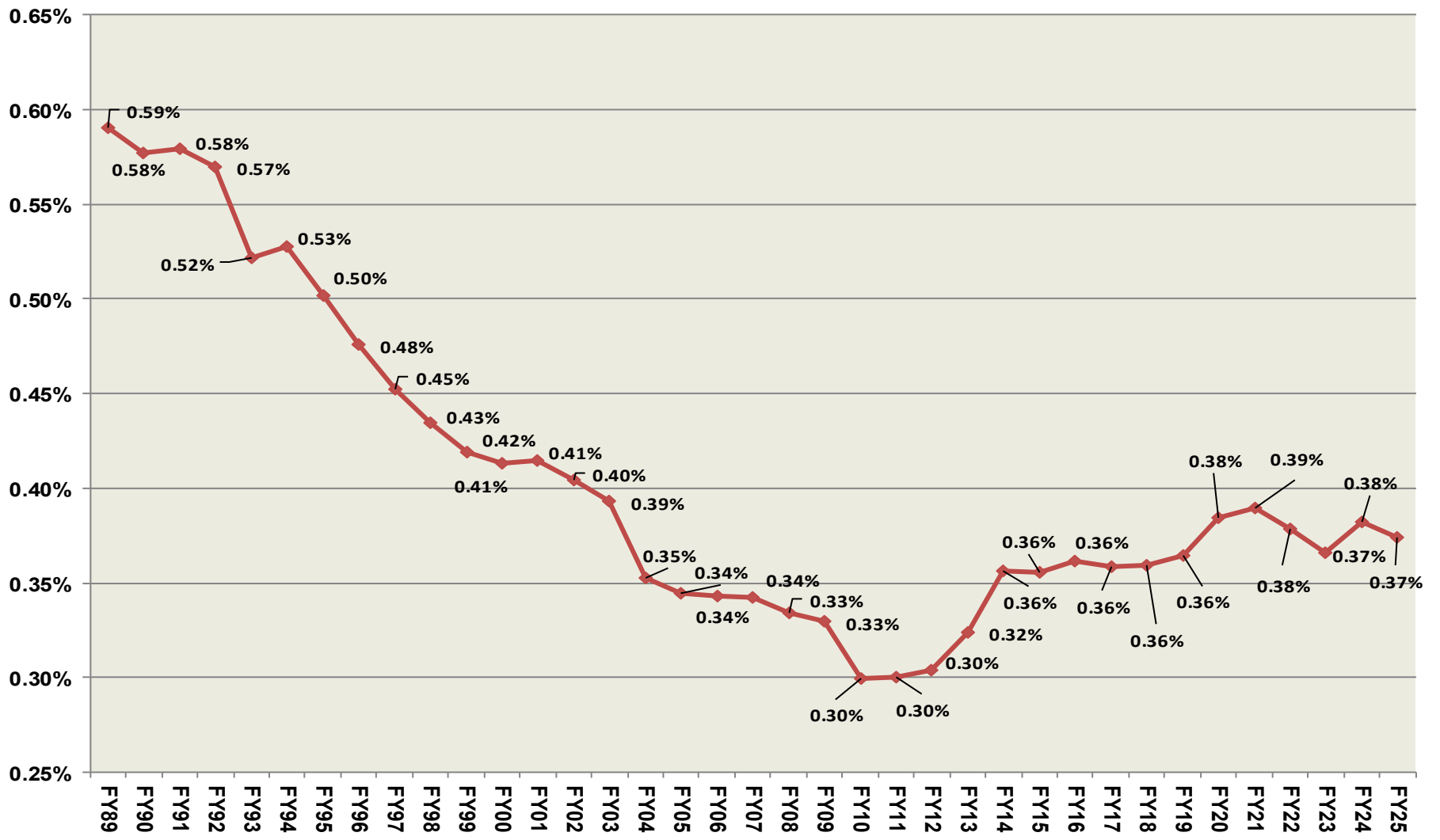
Since 1989 and the cuts to local aid across the state, Arlington has seen its share of total state aid cut by approximately 37%, from .59% to .37% (see chart on p. 41). Other, poorer communities have seen greater increases in state aid, because state aid formulas allocate more aid to low income and low wealth communities.

However, in the past decade, and in particular the previous two fiscal years because of large increases in Chapter 70 Education aid through the state Student Opportunity Act, Arlington has seen its share of state aid increase and prior to the Coronavirus pandemic was on track to achieve near parity with statewide increases in state aid. However, again in FY2025 Arlington's increase is smaller than the overall increase in State Aid and the gap has widened. (See the cumulative year-to-year increases and decreases since FY2005 in the chart on p. 42).

STATE AID SUMMARY	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Gen Government Aid	8,501,973	8,936,055	9,099,788	9,443,744	343,956
School Aid	14,838,168	16,073,587	18,794,230	18,963,594	169,364
School Construction	-	-	-	-	0
Tax Exemptions	114,525	110,900	121,055	86,875	(34,180)
Cherry Sheet Offsets	75,100	100,981	110,062	108,800	(1,262)
Total	23,529,766	25,221,523	28,125,135	28,603,013	477,878

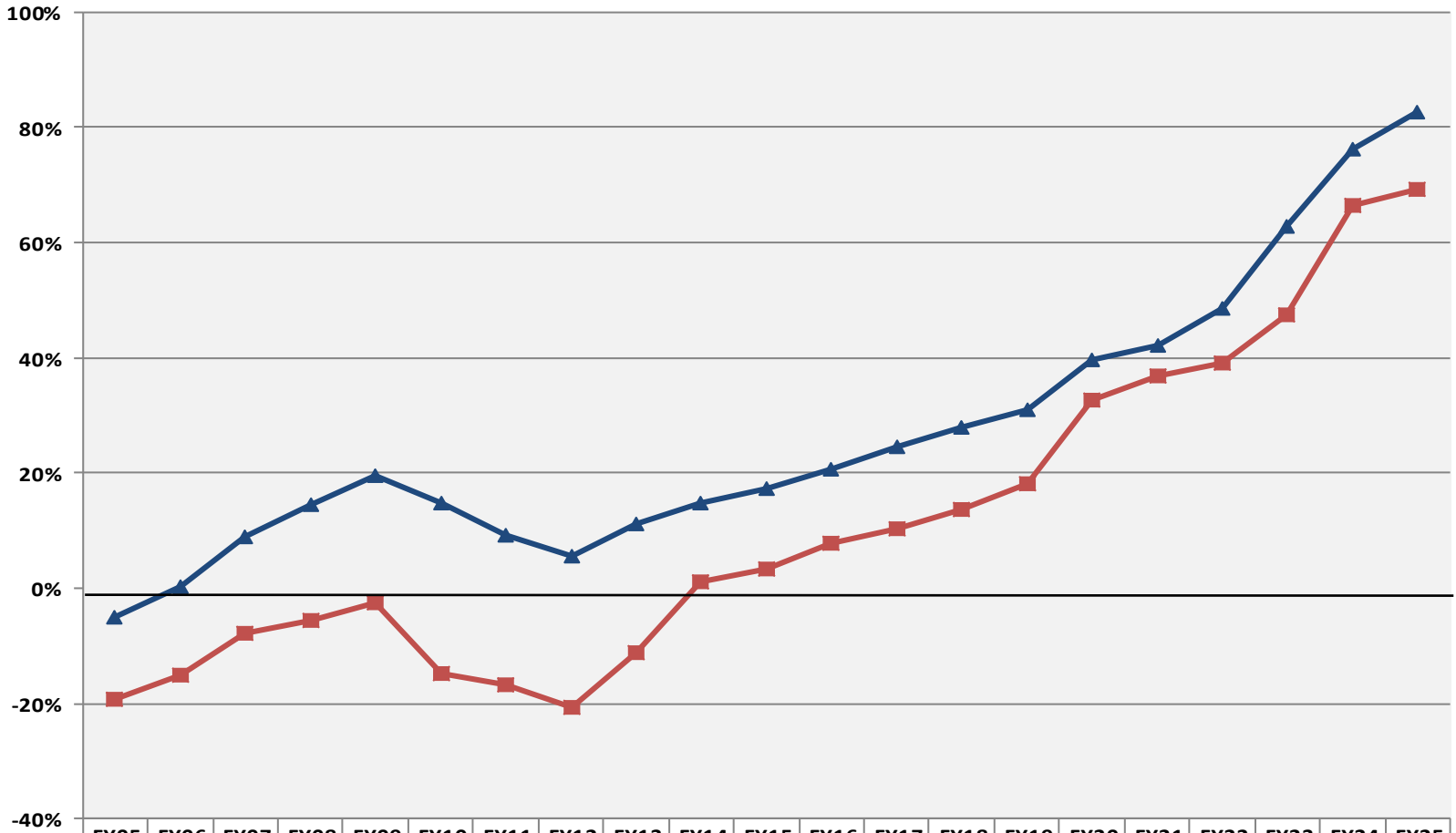


Arlington's Percent of Total State Aid





State Aid Cumulative Year-to-Year Percent Change Since Fiscal Year 2005
(Numbers Exclude School Construction and METCO Reimbursements)



	FY05	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
▲ All Municipalities	-5%	0%	9%	14%	20%	15%	9%	6%	11%	15%	17%	21%	24%	28%	31%	40%	42%	49%	63%	76%	83%
■ Arlington	-19%	-15%	-8%	-6%	-3%	-15%	-17%	-21%	-11%	1%	3%	8%	10%	14%	18%	33%	37%	39%	47%	66%	69%



GENERAL GOVERNMENT

Unrestricted General Government Aid (UGGA)

In FY2025 UGGA is expected to increase \$377,544 or 4.21% to \$9,341,579.

As historical background, in FY2010, the Additional Assistance category was combined with Lottery Aid under a new category called Unrestricted General Government Aid. Between these two aid categories, Arlington received in excess of \$9.4 million in FY2008. While this account is increasing in FY2025, the Town has experienced a reduction in this aid of approximately \$788,000 since FY2008.

Veterans' Benefits

Chapter 115, Section 6, calls for the reimbursement to cities and towns of the costs of providing assistance to veterans and their dependents. Benefits paid out in accordance with state guidelines are eligible for 75% reimbursement. For FY2025 the Cherry Sheet estimate is \$102,165, a decrease from the previous year, which reflects a stable population of veterans filing benefits claims and consistent efforts by the Town's Veterans' Service Agent to secure VA and other federal benefits for eligible veterans.

GENERAL GOVERNMENT	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Unrestricted General Government Aid	8,338,017	8,788,270	8,964,035	9,341,579	377,544
Veterans' Benefits	163,956	147,785	135,753	102,165	(33,588)
Total	8,501,973	8,936,055	9,099,788	9,443,744	343,956



SCHOOL AID

School Aid – Chapter 70

The State’s total statewide education funding in FY2025, exclusive of regional schools, is \$5.9 billion, an increase of \$244 million, or 4.27%. Of this amount, Arlington is to receive \$18,884,039, an increase of \$180,630 or 0.97%.

The Chapter 70 distribution formula calculates a Foundation Budget, the estimated cost to educate all students in each school district across the state, and funds a percentage of that budget, depending upon a number of factors, including community income levels, property wealth, and municipal contributions to the school budget. For those communities determined to be relatively wealthy, such as Arlington, the State will fund a maximum 17.5% of the school district’s foundation budget. Communities that are less affluent receive significantly more than the 17.5% minimum. The Foundation Aid formula contained in the 2019 Student Opportunity Act better accounts for the School Department’s rising enrollment and costs (such as providing health insurance to teachers and staff and educating English Language Learners, economically disadvantaged students, and students receiving special education services). The formula’s minimum aid provision guarantees all districts receive at least the same amount of aid in FY2025 as they did in FY2024 plus a \$30 per pupil increase. The FY2025 Governor’s budget accounts for the increase in student enrollment in Arlington as measured in October 2023 over October 2022.

Charter School Tuition Assessment Reimbursement

General Laws Chapter 71, Section 89 (nn) mandates that the State assess a municipality or regional school district for the costs associated with pupils attending a Charter School district and reimburse sending districts for the tuition they pay to Commonwealth charter schools. Municipalities and school districts are reimbursed for this assessment based on a funding schedule that is supposed to follow a pattern of in year one, an amount equal to 100% of the assessment; in years two through six, an amount equal to 25% of the assessment, after year six, no reimbursement. This reimbursement is subject to appropriation. If the account is not fully-funded, then the reimbursement is pro-rated. The Student Opportunity Act increased funding for Charter School Tuition Reimbursements, with a goal of reaching full funding over three years, starting in FY2021. Based on the Governor’s budget, in FY2025 the Town will receive \$79,555, a decrease of \$11,266.

SCHOOL AID	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Chapter 70 School Aid	14,741,108	15,893,365	18,703,409	18,884,039	180,630
Charter School Tuition Reimbursement	97,060	180,222	90,821	79,555	(11,266)
Total	14,838,168	16,073,587	18,794,230	18,963,594	169,364



SCHOOL CONSTRUCTION AID

The school construction aid the Town had received in previous years was for projects completed under an old State school building assistance program, the SBA program under which cities and towns borrowed the full amount of debt for a school building project and the state reimbursed the cities and towns for its share of the project. In 2004, the Governor signed Chapter 210 of the Act of 2004, which made substantial changes to the School Building Assistance (SBA) Program. This legislation (Ch. 208) transferred responsibility for the School Building Assistance Program from the Department of Education to the Massachusetts School Building Authority (MSBA), operating under the Office of the State Treasurer. The authority is a new and independent governing body comprised of seven members. The reform legislation dedicates one cent of the state sales tax to the new off-budget school building trust. Funding is no longer subject to an annual appropriation from the Legislature and approval of the Governor, allowing MSBA to prepay its share of project expenses. This streamlined process saves local communities millions in avoided interest costs and provides greater cash flow.

The Peirce School project was the last school project to receive reimbursement under the old SBA process. The last construction aid payments for the Peirce School occurred in FY2021, the same year of the last Arlington bond payment for the construction project. There will not be any more of these reimbursements in the future.

SCHOOL AID	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
School Construction Aid	0	0	0	0	-



TAX EXEMPTION AID

There are several categories of property tax exemptions for which the State provides a partial reimbursement to municipalities. For FY2025, Arlington's reimbursements are expected to decrease \$34,180 to a total of \$86,875. Veterans, blind persons, surviving spouses, and elderly who meet exemption requirements are eligible. Elderly persons (at least 65 years of age) who meet certain whole estate or total assets, annual income, and residency requirements, are eligible for an exemption. The number of exemptions granted is multiplied by the statutory reimbursement of \$500, subject to appropriation. However, if a municipality has adopted Clause 41B or 41C (Arlington has adopted this section which increases exemption amount to \$1,300), the number of exemptions for which it is reimbursed cannot exceed the number reimbursed in the most recent year under Clause 41. In addition, municipalities that have adopted Clause 41B or 41C will be reimbursed for additional costs incurred in determining eligibility of applicants under these clauses in an amount not to exceed two dollars per exemption granted. For property tax exemptions granted to qualifying veterans, blind persons, surviving spouses, and elderly persons, the exemption and reimbursement amounts are as follows:

- Surviving spouses, minor children, elderly persons:
 - Clause 17 - \$175, full reimbursement
 - Clauses 17C, 17C^{1/2}, 17D - \$227.50, reimbursement cannot exceed the amount reimbursed on Clause 17.
- Veterans:
 - Clause 22(a-f) - \$520 exempted, \$225 reimbursed
- Paraplegic veterans, surviving spouses:
 - Full amount, 100% minus \$175 reimbursed (§8A)
- Veterans, loss of one arm, foot, or eye:
 - Clause 22A - \$975 exempted, \$575 reimbursed
- Veterans, loss of two arms, two feet, one arm and one leg, or loss of sight:
 - Clause 22B - \$1,625 exempted, \$1,075 reimbursed
- Veterans, special adapted housing:
 - Clause 22C - \$1,950 exempted, \$1,325 reimbursed
- Veterans, surviving spouses of service members who died in combat zone or who are missing in action and presumed dead due to combat:
 - Clause 22D - 100% exempted- 1st five years of exemption, \$2,500 thereafter
- Veterans, 100 percent disability:
 - Clause 22E - \$1,300 exempted, \$825 reimbursed
- Blind persons:
 - Clause 37A - \$650 exempted, \$87.50 reimbursed

TAX EXEMPTION AID	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Tax Exemption Aid	114,525	110,900	121,055	86,875	(34,180)



CHERRY SHEET OFFSETS

Included in the estimated amount of aid to be received from the State are grant funds for libraries. These grants are reserved for direct expenditure by the departments and cannot be counted as general available revenues. Consequently, as part of the tax rate preparation process, whatever amount is included within the State Aid estimate is also included in the non-appropriated expense section as offsetting debits.

The Town has traditionally received two such annual grants — one for the school lunch and one for public libraries. In FY2016, the State started to account for the school lunch program differently and it is no longer reflected on the Cherry Sheet.

The library grant is actually three separate grants — the Library Incentive Grant (LIG), Municipal Equalization Grant (MEG) and the Nonresident Circulation Offset (NRC). In FY2025, assistance to libraries is expected to decrease to \$108,800. The three funding formulas to determine amounts for each municipality are as follows:

1. The Library Incentive Grant (LIG) is distributed to municipalities as follows:
 - a. Population under 2,500: an amount equal to the amount appropriated for free public library service in the preceding year; distribution not to exceed \$1,250.
 - b. Population of 2,500 or over: up to \$.50 per capita, provided that at least \$1,250 was appropriated for public library service in the preceding year.
2. The Municipal Equalization Grant (MEG) distributes the balance in the LIG/MEG account according to the lottery formula so that municipalities with lower property values receive proportionately more aid than those with greater property values.
3. The Nonresident Circulation Offset (NRC) is distributed annually by the Board of Library Commissioners, based upon each community's share of the total Statewide-circulated items.

The Board of Library Commissioners measures compliance with all requirements before voting to certify or deny applicants for grant payments. To qualify for funding, certain requirements must be met and the municipal Library Director must submit an application to the Board of Library Commissioners each year. Requirements include:

- The city or town's appropriation to operate the public libraries must be equal to or greater than 102.5% of the average of the 3 preceding years' appropriations for free public library service. The Board of Library Commissioners may grant waivers of this requirement to a limited number of municipalities.
- The library must have complied with the minimum standards for free public library service in the preceding year. There are minimum standards in such areas as library director's education, number of hours open, and expenditures for library materials. The library must submit annual report data as specified by the Board of Library Commissioners.

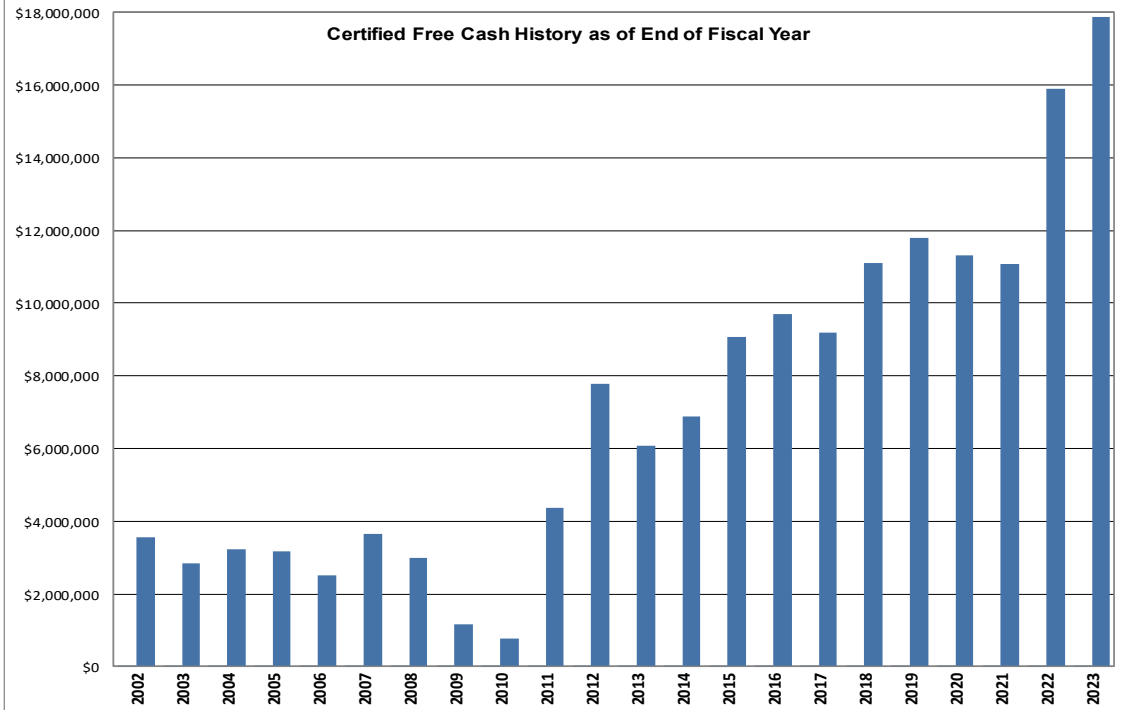
CHERRY SHEET OFFSETS	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Libraries	75,100	100,981	110,062	108,800	(1,262)
Total	75,100	100,981	110,062	108,800	(1,262)



FREE CASH

Free Cash, which is certified as of July 1 each year by the Commonwealth's Department of Revenue (DOR), represents the portion of General Fund surplus revenue that is unrestricted and available for appropriation. These funds, once certified, may be used to support supplemental appropriations during the year: to support the ensuing fiscal year's budget, to reduce the tax levy, or to serve as emergency reserves. Free Cash is generated when the actual operating results compare favorably with the budget, such as when actual revenues exceed the original estimates and/ or when actual expenditures are less than amounts that were appropriated. It is also affected by increases or decreases in uncollected property taxes, deficits in non- General Fund funds, and any other legally incurred operating deficits, such as snow removal overdrafts.

The Town's free cash balance as of June 30, 2023 was \$17,883,872. In accordance with Town policy, Arlington can appropriate up to 50% of the free cash balance towards the next fiscal year's budget. It is recommended that \$8,941,936 or 50% of the existing balance, be appropriated toward the FY2025 budget.



FREE CASH	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Free Cash Appropriated	5,659,184	5,539,215	7,956,044	8,941,936	985,892



OTHER REVENUE

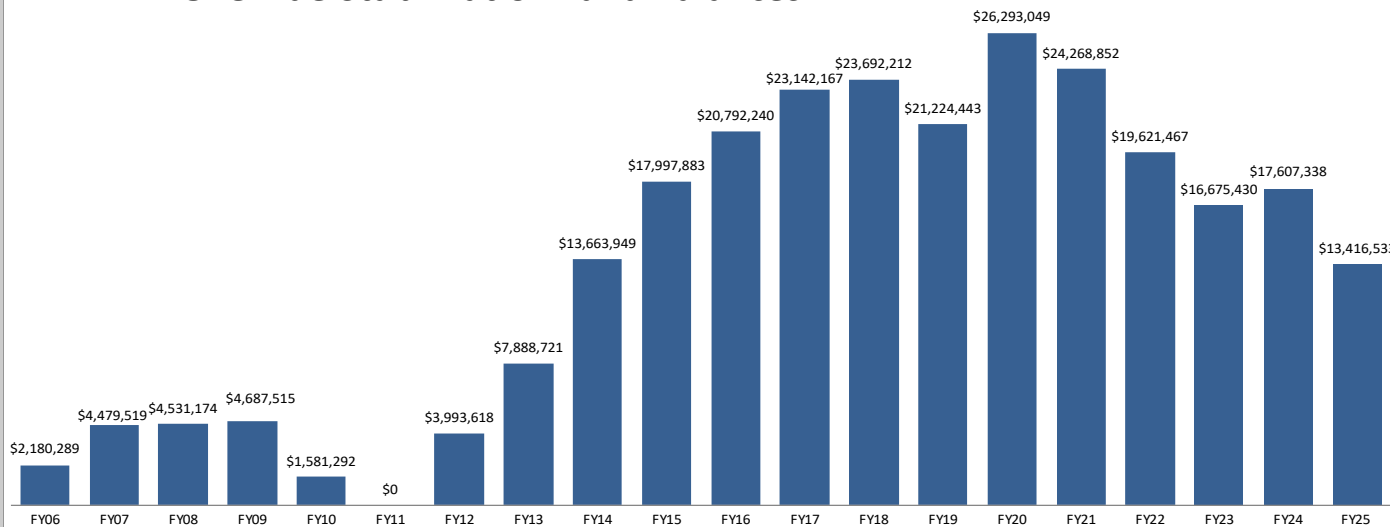
Overlay Surplus

The Tax Abatement Overlay Reserve Surplus comes from funds set aside each year for property tax abatements and exemptions. Any funds remaining in the accounts that are no longer needed are declared surplus by the Board of Assessors and are made available for appropriation. For FY2025, the Board of Assessors has declared \$750,000 as surplus for operating costs, an increase over the previous year.

Override Stabilization Fund

The Override Stabilization Fund was created as a result of the 2005 Proposition 2½ Override. The five-year Long Range Plan developed at that time projected that the first two years would have surplus funds to be put in an Override Stabilization Fund, the third year there would be no surplus, and the last two years the surplus funds would be drawn down to balance the budget. As a result of tight budget controls, there was no need to make any drawdown from the fund until the fifth year, FY2010, when \$2,742,376 was withdrawn. The remaining balance in the fund, of \$1,580,000, was appropriated in FY2011, the sixth year. Since the Override of 2011, \$23,692,212 was put into the Fund, until FY2019, when money was again withdrawn prior to the June 2019 Override. FY2025 takes \$4,374,790 from the fund, which is projected to last only through FY2025.

Override Stabilization Fund Balances



OTHER REVENUE	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
Overlay Surplus	400,000	650,000	600,000	750,000	150,000
Override Stabilization Fund	6,248,581	2,946,037	588,575	4,374,790	3,786,215
Total	6,648,581	3,596,037	1,188,575	5,124,790	3,936,215



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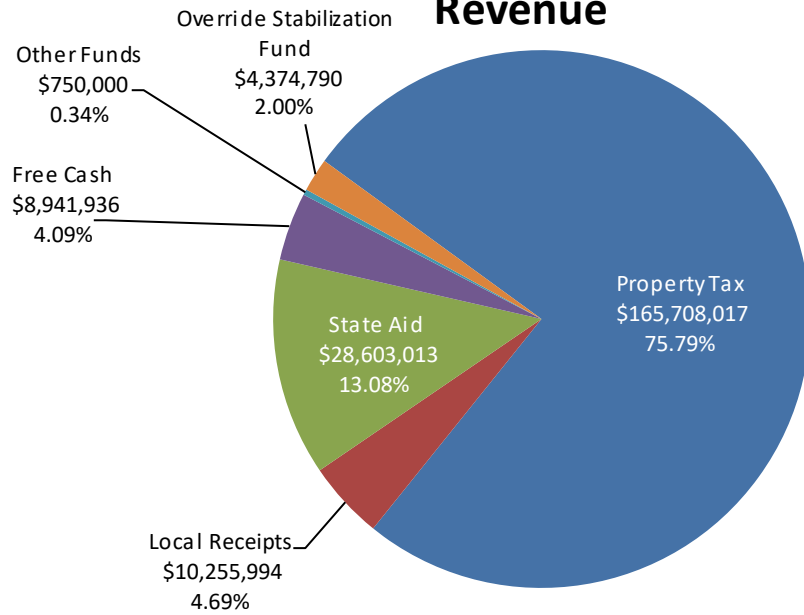
Overall General Fund Budget Summary

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Change \$	%
Revenue						
Property Tax	\$ 142,948,226	\$ 149,169,849	\$ 153,851,908	\$ 165,708,017	\$ 11,856,109	7.71%
Local Receipts	\$ 14,361,111	\$ 15,636,331	\$ 9,855,994	\$ 10,255,994	\$ 400,000	643.29%
State Aid	\$ 23,529,766	\$ 25,221,523	\$ 28,233,640	\$ 28,603,013	\$ 369,373	1.31%
ARPA in FY23+FY24	\$ -	\$ 5,000,000	\$ 5,000,000	\$ -	\$ (5,000,000)	-100.00%
Free Cash	\$ 5,659,184	\$ 5,539,215	\$ 7,956,044	\$ 8,941,936	\$ 985,892	12.39%
Other Funds	\$ 650,000	\$ 650,000	\$ 600,000	\$ 750,000	\$ 150,000	25.00%
Override Stabilization Fund	\$ 6,248,581	\$ 2,946,037	\$ 588,575	\$ 4,374,790	\$ 3,786,215	643.29%
TOTAL TAXES, FEES, AID, AND OTHER SOURCES	\$ 193,396,868	\$ 204,162,955	\$ 206,086,161	\$ 218,633,750	\$ 12,547,589	6.35%
Transfers in (Offsets)	\$ 2,916,046	\$ 3,200,418	\$ 3,257,455	\$ 3,218,686	\$ (38,769)	-1.19%
TOTAL REVENUES	\$ 196,312,914	\$ 207,363,373	\$ 209,343,616	\$ 221,852,436	\$ 12,508,820	6.22%
Expenditures						
<i>Municipal Departments Appropriations</i>	\$ 38,793,032	\$ 43,177,153	\$ 44,627,453	\$ 46,176,033	\$ 1,548,580	3.47%
<i>Offsets and Indirect Costs</i>	\$ (2,916,046)	\$ (3,200,418)	\$ (3,257,455)	\$ (3,218,686)	\$ 38,769	1.19%
Municipal Departments (Taxation Total)	\$ 35,876,986	\$ 39,976,735	\$ 41,369,998	\$ 42,957,347	\$ 1,587,349	3.84%
School Department	\$ 80,104,634	\$ 84,447,869	\$ 88,947,334	\$ 96,521,248	\$ 7,573,914	8.52%
Minuteman School	\$ 6,795,546	\$ 7,947,939	\$ 8,932,916	\$ 8,562,229	\$ (370,687)	-4.15%
Non-Departmental (Healthcare & Pensions)	\$ 34,655,668	\$ 35,140,146	\$ 36,211,557	\$ 38,236,626	\$ 2,025,069	5.59%
Capital (Includes Debt Service)	\$ 18,303,789	\$ 21,949,893	\$ 22,365,767	\$ 23,969,034	\$ 1,603,267	7.17%
MWRA Debt Shift	\$ 1,845,727	\$ -	\$ -	\$ -	\$ -	0.00%
Warrant Articles	\$ 950,085	\$ 1,310,188	\$ 1,266,835	\$ 1,616,393	\$ 349,558	27.59%
Reserve Fund	\$ 1,720,145	\$ 1,753,178	\$ 1,900,782	\$ 2,019,326	\$ 118,544	6.24%
Override Stabilization Fund Deposit	\$ 1,094,055	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENDITURES	\$ 181,346,634	\$ 192,525,948	\$ 200,995,189	\$ 213,882,204	\$ 12,887,015	6.41%
Non-Appropriated Expenses	\$ 5,053,518	\$ 5,226,576	\$ 4,793,955	\$ 4,751,546	\$ (42,409)	-0.88%
Surplus / (Deficit)	\$ 6,996,716	\$ 6,410,431	\$ 297,017	\$ -	\$ (297,017)	0.00%

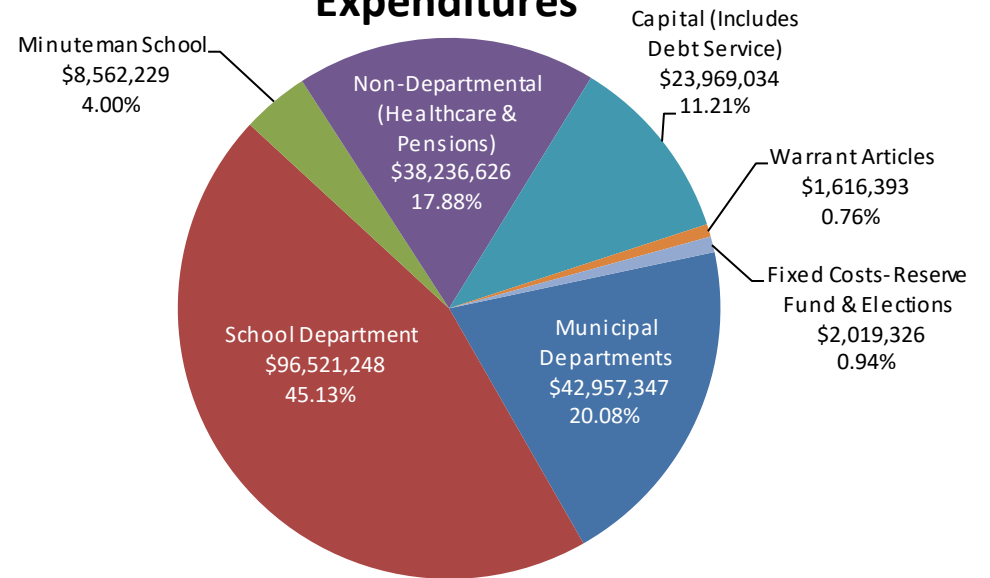


Fiscal Year 2025
Total \$218,633,750

Revenue



Expenditures



Fiscal Year 2025 Budget



Budget Summaries Comparison FY 2024-2025

DEPARTMENT	Fiscal Year 2024							Fiscal Year 2025						
	PERSONNEL SERVICES	EXPENSES	Appropriation Total	Enterprise Fund or other offsets	General Fund Total	Dollar Difference	Percent Difference	PERSONNEL SERVICES	EXPENSES	Appropriation Total	Enterprise Fund or other offsets	General Fund Total	Dollar Difference	Percent Difference
FINANCE COMMITTEE	8,353	3,495	11,848	-	11,848	115	0.98%	8,529	3,495	12,024	-	12,024	176	1.49%
SELECT BOARD	279,920	100,550	380,470	(24,615)	355,855	(38,047)	-9.66%	282,004	100,550	382,554	(28,509)	354,045	(1,810)	-0.51%
TOWN MANAGER	983,396	63,552	1,046,948	(301,495)	745,453	(21,735)	-2.83%	1,007,846	63,552	1,071,398	(314,940)	756,458	11,005	1.48%
HUMAN RESOURCES	347,317	56,450	403,767	(18,788)	384,979	14,198	3.83%	366,103	56,450	422,553	(19,488)	403,065	18,086	4.70%
COMPTROLLER	359,156	27,600	386,756	(31,448)	355,308	10,797	3.13%	377,596	27,600	405,196	(32,346)	372,850	17,542	4.94%
TREASURER	689,578	166,663	856,241	(116,889)	739,352	14,380	1.98%	699,340	166,663	866,003	(118,932)	747,071	7,719	1.04%
POSTAGE	38,994	188,257	227,251	(39,235)	188,016	(15)	-0.01%	41,443	168,257	209,700	(39,297)	170,403	(17,613)	-9.37%
ASSESSORS	301,343	35,248	336,591	-	336,591	6,579	1.99%	318,142	35,248	353,390	-	353,390	16,799	4.99%
INFORMATION TECHNOLOGY	732,871	678,813	1,411,684	(244,855)	1,166,829	54,460	4.90%	766,610	773,713	1,540,323	(255,664)	1,284,659	117,830	10.10%
LEGAL	497,053	136,665	633,718	(117,424)	516,294	16,497	3.30%	502,897	136,665	639,562	(121,520)	518,042	1,748	0.34%
TOWN CLERK	269,204	17,610	286,814	-	286,814	7,342	2.63%	294,664	17,610	312,274	-	312,274	25,460	8.88%
REGISTRARS	56,285	15,250	71,535	-	71,535	(6,742)	-8.61%	59,989	15,250	75,239	-	75,239	3,704	5.18%
PARKING	65,575	20,780	86,355	(32,075)	54,280	(4,488)	-7.64%	73,239	20,780	94,019	(34,898)	59,121	4,841	8.92%
PLANNING & COMMUNITY DEVELOPMENT	799,601	35,021	834,622	(199,590)	635,032	(8,922)	-1.39%	826,365	38,621	864,986	(186,263)	678,723	43,691	6.88%
REDEVELOPMENT	-	10,800	10,800	-	10,800	-	0.00%	-	12,800	12,800	-	12,800	2,000	18.52%
ZONING BOARD OF APPEALS	63,610	10,300	73,910	-	73,910	9,142	14.11%	68,964	10,300	79,264	-	79,264	5,354	7.24%
PUBLIC WORKS	4,768,806	7,597,586	12,366,392	(1,494,360)	10,872,032	253,363	2.39%	4,924,278	7,902,586	12,826,864	(1,565,788)	11,261,076	389,044	3.58%
FACILITIES	517,601	706,460	1,224,061	(104,703)	1,119,358	238,249	27.04%	531,242	797,460	1,328,702	(105,751)	1,222,951	103,593	9.25%
POLICE	8,668,768	761,050	9,429,818	(79,250)	9,350,568	531,247	6.02%	8,854,898	761,050	9,615,948	(79,250)	9,536,698	186,130	1.99%
FIRE	8,322,882	429,900	8,752,782	(100,000)	8,652,782	383,760	4.64%	8,392,596	429,900	8,822,496	(25,000)	8,797,496	144,714	1.67%
INSPECTIONS	538,305	15,200	553,505	-	553,505	48,116	9.52%	537,544	15,200	552,744	-	552,744	(761)	-0.14%
LIBRARIES	2,238,758	539,880	2,778,638	(25,200)	2,753,438	50,033	1.85%	2,366,628	547,380	2,914,008	(30,000)	2,884,008	130,570	4.74%
HUMAN SERVICES														
HEALTH & HUMAN SERVICES	755,031	139,610	894,641	(149,344)	745,297	(45,467)	-5.75%	690,570	140,648	831,218	(76,245)	754,973	9,676	1.30%
VETERANS' SERVICES	76,485	251,268	327,753	-	327,753	-	0.00%	84,725	251,268	335,993	-	335,993	8,240	2.51%
COUNCIL ON AGING	482,098	5,300	487,398	(112,222)	375,176	(35,656)	-8.68%	526,142	5,300	531,442	(116,513)	414,929	39,753	10.60%
DIVERSITY, EQUITY, INCLUSION	220,628	39,000	259,628	(65,962)	193,666	18,943	10.84%	237,642	39,000	276,642	(68,282)	208,360	14,694	7.59%
YOUTH SERVICES & COA	-	170,000	170,000	-	170,000	-	0.00%	-	170,000	170,000	-	170,000	-	0.00%
COLLECTIVE BARGAINING	323,527	-	323,527	-	323,527	(102,886)	-24.13%	534,251	-	534,251	-	534,251	210,724	65.13%
MUNICIPAL DEPTS.	32,405,145	12,222,308	44,627,453	(3,257,455)	41,369,998	1,393,263	3.49%	33,374,247	12,707,346	46,081,593	(3,218,686)	42,862,907	1,492,909	3.61%
RESERVE FUND	-	1,900,782	1,900,782	-	1,900,782	147,604	8.42%	-	2,019,326	2,019,326	-	2,019,326	118,544	6.24%
ELECTIONS	118,990	76,850	195,840	-	195,840	(49,905)	-20.31%	192,580	86,124	278,704	-	278,704	82,864	42.31%
FIXED COSTS	118,990	1,977,632	2,096,622	-	2,096,622	97,699	4.89%	192,580	2,105,450	2,298,030	-	2,298,030	201,408	9.61%
EDUCATION	89,347,334	-	89,347,334	-	89,347,334	4,899,465	5.80%	96,521,248	-	96,521,248	-	96,521,248	7,173,914	8.03%
C. PENSIONS	-	15,676,279	15,676,279	(1,542,544)	14,133,735	765,902	5.73%	-	16,555,650	16,555,650	(1,560,954)	14,994,696	860,961	6.09%
INSURANCE	-	22,962,878	22,962,878	(885,056)	22,077,822	305,509	1.40%	-	24,538,732	24,538,732	(1,296,803)	23,241,929	1,164,107	5.27%
GRAND TOTAL	121,871,469	52,839,097	174,710,566	(5,685,055)	169,025,511	7,461,838	4.62%	130,088,075	55,907,178	185,995,253	(6,076,443)	179,918,810	10,893,299	6.44%



SUMMARY OF 2025 INCREASES/DECREASES (Totals include Offset changes)

DEPARTMENT	INCREASE / (DECREASE)	EXPLANATION
Finance Committee	\$ 176 1.49%	\$ 176 Salaries and Wages
Select Board	\$ (1,810) -0.65%	\$ 2,010 Salaries and Wages \$ 74 Increase in Longevity \$ (3,894) Increase in Offset
Town Manager	\$ 11,005 1.48%	\$ 21,018 Salaries and Wages \$ 3,432 Increase in Longevity \$ (11,633) Increase in Offsets \$ (1,812) Increase in CPA Offsets
Human Resources	\$ 18,086 4.70%	\$ 18,450 Salaries and Wages \$ 336 Increase in Longevity \$ (700) Increase in Offset
Comptroller	\$ 17,542 4.94%	\$ 18,107 Salaries and Wages \$ 333 Increase in Longevity \$ (898) Increase in Offset
Treasurer-Collector	\$ 7,719 1.04%	\$ 3,973 Salaries and Wages \$ 4,640 Increase in Overtime \$ 1,149 Increase in Longevity \$ (2,043) Increase in Offset



DEPARTMENT	INCREASE / (DECREASE)	EXPLANATION
Postage	\$ (17,613) -9.37%	\$ 2,449 Salaries and Wages \$ (62) Increase in Offset \$ (20,000) Decrease in School:Postage
Board of Assessors	\$ 16,799 4.99%	\$ 16,460 Salaries and Wages \$ 339 Increase in Longevity
Information Technology	\$ 117,830 10.10%	\$ 33,890 Salaries and Wages \$ (151) Decrease in Longevity \$ (7,000) Decrease in Telephone :Expenses \$ 10,000 Increase in Network Maintenance \$ (2,600) Decrease in Informix Maintenance \$ 94,500 Increase in Software Maintenance \$ (10,809) Increase in Offset
Legal	\$ 1,748 0.34%	\$ 9,130 Salaries and Wages \$ (3,286) Decrease in Longevity \$ (4,096) Increase in Offset
Town Clerk	\$ 25,460 8.88%	\$ 28,120 Salaries and Wages \$ (2,660) Decrease in Longevity
Registrars	\$ 3,704 5.18%	\$ 3,704 Salaries and Wages
Parking	\$ 4,841 8.92%	\$ 7,664 Salaries and Wages \$ (2,823) Increase in Offset



DEPARTMENT	INCREASE / (DECREASE)	EXPLANATION
Planning & Comm. Development	\$ 43,691	
	6.88%	
	\$ 26,964	Salaries and Wages
	\$ (200)	Decrease in Longevity
	\$ 3,600	Increase in Training
	\$ 13,327	Decrease in Offsets
Redevelopment Board	\$ 2,000	
	18.52%	
	\$ 1,000	Increase in Advertising
	\$ 1,000	Increase in Printing: Ballots/Bylaws
Zoning Board of Appeals	\$ 5,354	
	7.24%	
	\$ 4,911	Salaries and Wages
	\$ 443	Increase in Longevity
Public Works	\$ 389,044	
	3.58%	
	\$ 49,242	Natural Resources Salaries & Wages
	\$ 2,504	Natural Resources Increase in Longevity
	\$ (10,000)	Natural Resources Decrease in Overtime
	\$ 30,000	Maintenance Town Fields Increase
	\$ 17,786	Engineering Salaries & Wages
	\$ (1,219)	Engineering Decrease in Longevity
	\$ (9,668)	Engineering Increase in Offset
	\$ 5,000	Streetlighting Increase in Maintenance
	\$ 10,000	Streetlighting Increase in Electricity
	\$ 29,943	Admin Salaries & Wages
	\$ 10,000	Admin Increase in Materials
	\$ (8,093)	Admin Increase in Offset
	\$ 49,935	Highway Salaries & Wages
	\$ 74	Highway Increase in Longevity
	\$ (16,752)	Highway Increase in Offset
	\$ 17,470	MER Salaries & Wages
	\$ 657	MER Increase in Longevity
	\$ (6,915)	MER Increase in Offset
\$ 125,000	Solid Waste Increase in Collection	
\$ 125,000	Solid Waste Increase in Disposal	
\$ (77)	Cemetery Salaries & Wages	
\$ (843)	Cemetery Decrease in Longevity	
\$ (30,000)	Cemetery Increase in Offset	



DEPARTMENT	INCREASE / (DECREASE)	EXPLANATION
Facilities	\$ 103,593 9.25%	\$ 13,678 Salaries and Wages \$ (37) Decrease in Longevity \$ 36,000 Increase in Professional Maintenance \$ 55,000 Increase in Electricity \$ (1,048) Increase in Offset
Police	\$ 186,130 1.99%	\$ 186,704 Salaries and Wages \$ (574) Decrease in Longevity
Fire	\$ 144,714 1.67%	\$ 51,343 Salaries and Wages \$ 15,586 Increase in School Credit \$ 67 Increase in EMT/Defibrillator Pay \$ 682 Increase in Longevity \$ 2,036 Increase in Stipends \$ 75,000 Decrease in Offset
Inspectional Services	\$ (761) -0.14%	\$ 467 Salaries and Wages \$ (1,228) Increase in Longevity
Libraries	\$ 130,570 4.74%	\$ 125,365 Salaries and Wages \$ 2,505 Increase in Longevity \$ 7,500 Increase in Books and Material \$ (4,800) Increase in Offset



DEPARTMENT	INCREASE / (DECREASE)	EXPLANATION
Health and Human Services	\$ 9,676 1.30%	\$ (62,565) Salaries and Wages \$ (1,896) Decrease in Longevity \$ 1,038 Increase in Mosquito Control \$ 73,099 Decrease in Offsets
Veterans' Services	\$ 8,240 2.51%	\$ 8,997 Salaries and Wages \$ (757) Decrease in Longevity
Council on Aging	\$ 39,753 10.60%	\$ 43,274 Salaries and Wages \$ 770 Increase in Longevity \$ (4,291) Increase in Offsets
Diversity, Equity, Inclusion	\$ 14,694 7.59%	\$ 16,514 Salaries and Wages \$ 500 Increase in Longevity \$ (2,320) Increase in Offset
Collective Bargaining	\$ 210,724 65.13%	
Subtotal: Municipal Departments	1,492,909 3.61%	



DEPARTMENT	INCREASE / (DECREASE)	EXPLANATION
Contributory Retirement	\$ 860,961 6.09%	\$ 879,371 Increase in Retirement Costs \$ (18,410) Increase in Offset
Group Health Insurance + Insurance	\$ 1,164,107 5.27%	\$ (6,000) Decrease in Opt Out Program \$ 1,358,318 Increase in Group Health Insurance \$ 156,773 Increase in Medicare Payroll Tax \$ 13,120 Increase in Flexible Benefit Plan \$ 25,000 Increase in Employee Mitigation \$ (411,747) Increase in Offset \$ 10,100 Increase in Insurance: Officials Liability \$ 18,543 Increase in Property Insurance
Reserve Fund	\$ 118,544 6.24%	\$ 118,544 Increase in Reserve Fund
Elections	\$ 82,864 42.31%	\$ 73,590 Salaries & Wages \$ 3,253 Increase in Electronic Voting Equipment \$ 1,600 Increase in Printing Ballots \$ 4,421 Increase in Other purchased services
Subtotal: Fixed Costs	\$ 2,226,476 5.81%	
Total: Education	\$ 7,173,914 8.03%	
Grand Total	\$ 10,893,299	

Fiscal Year 2025 Budget

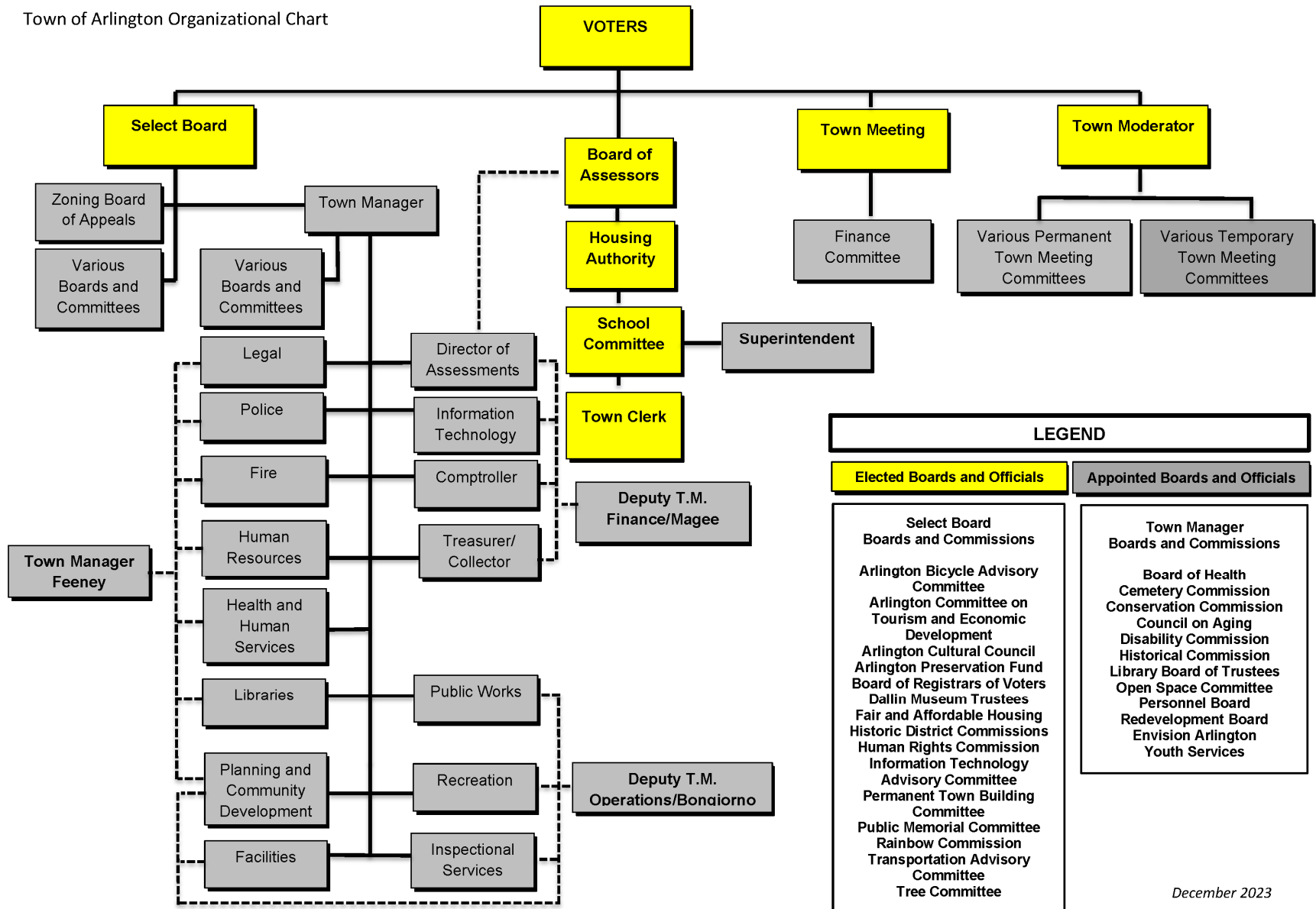


Budget Summaries

Department	FY15		FY16		FY17		FY18		FY19		FY20		FY21		FY22		FY23		FY24		FY25		FY 24 to 25 FTE Change		FY15 to 25 FTE Change	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT				
General Fund	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0.00	0%	0.00	0%
Finance Committee	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0	0.20	0.00	0%	0.00	0%
Select Board	3	0.51	3	0.51	3	0.51	3	0.51	4	0.00	4	0.00	4	0.00	4	0.00	3	0.54	3	0.54	3	0.54	0.00	0%	0%	0%
Town Manager (Purchasing)	5	0.69	5	0.69	6	0.69	6	0.69	6	0.69	6	0.69	7	0.00	7	0.00	7	0.00	8	0.00	8	0.00	0.00	0%	2.31	41%
Human Resources	3	0.51	3	0.51	3	0.51	3	0.51	3	0.51	3	0.51	3	0.80	3	0.80	3	0.80	3	0.80	3	0.80	0.00	0%	0.29	8%
Information Technology	7	0.30	7	0.30	7	0.30	7	0.30	7	0.00	7	0.00	7	0.00	7	0.00	7	0.00	7	0.00	7	0.00	0.00	0%	-0.30	-4%
Comptroller	4	1.30	4	1.30	4	1.30	4	1.30	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	0.00	0%	-1.30	-25%
Treasurer/Collector	10	0.00	10	0.00	10	0.00	10	0.00	10	0.00	10	0.00	10	0.00	10	0.00	10	0.00	10	0.00	10	0.00	0.00	0%	0.00	0%
Postage	0	0.63	0	0.63	0	0.66	0	0.66	0	0.66	0	0.66	0	0.66	0	0.66	0	0.66	0	0.66	0	0.66	0.00	0%	0.03	5%
Assessors	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	0.00	0%	0.00	0%
Legal (Workers' Comp)	4	0.54	4	0.54	4	0.54	4	0.54	4	0.53	4	0.53	4	0.75	4	0.75	4	0.75	4	0.75	4	0.75	0.00	0%	0.21	5%
Town Clerk	4	0.23	4	0.23	4	0.23	4	0.23	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	0.00	0%	-0.23	-5%
Parking	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	0.00	0%	0.00	0%
Board of Registrars	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	1	0.00	0.00	0%	0.00	0%
Planning & Comm Development	5	1.06	5	1.06	5	1.06	7	0.00	8	0.00	8	0.00	8	0.00	8	0.00	9	0.00	9	0.00	9	0.00	0.00	0%	2.94	49%
Redevelopment Board	0	0.50	0	0.50	0	0.50	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	-	-0.50	-100%
Zoning Board	0	0.48	0	0.48	0	0.49	0	0.49	0	0.49	0	0.49	0	0.29	0	0.29	0	0.89	0	0.89	0	0.89	0.00	0%	0.41	85%
Public Works	59	1.98	59	2.35	58	1.55	59	1.55	60	0.86	60	0.86	60	1.70	60	1.36	61	1.57	61	1.57	61	1.57	0.00	0%	1.59	3%
Admin	6	1.35	6	1.72	5	0.86	5	0.86	5	0.86	5	0.86	5	1.70	5	1.36	6	1.57	6	1.57	6	1.57	0.00	0%	0.22	3%
Engineering	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	0.00	0%	0.00	0%
Natural Resources, Properties	18	0.00	17	0.63	17	0.69	17	0.69	18	0.00	18	0.00	18	0.00	18	0.00	18	0.00	18	0.00	18	0.00	0.00	0%	0.00	0%
Highways	22	0.00	22	0.00	22	0.00	23	0.00	23	0.00	23	0.00	23	0.00	23	0.00	23	0.00	23	0.00	23	0.00	0.00	0%	1.00	5%
Motor Equipment Repair	6	0.00	6	0.00	6	0.00	6	0.00	6	0.00	6	0.00	6	0.00	6	0.00	6	0.00	6	0.00	6	0.00	0.00	0%	0.00	0%
Cemeteries	3	0.63	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	4	0.00	0.00	0%	0.37	10%
Community Safety -- Admin	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	-	-	-
Police	82	2.66	82	2.66	84	2.66	83	3.46	83	3.46	83	3.57	83	3.81	83	3.81	83	3.81	86	1.44	86	1.44	0.00	0%	2.78	3%
Fire	81	0.00	81	0.00	81	0.00	81	0.00	81	0.00	81	0.00	81	0.00	81	0.00	81	0.00	81	0.00	81	0.00	0.00	0%	0.00	0%
Inspections	5	0.00	5	0.00	5	0.00	6	0.00	6	0.00	6	0.00	5	1.29	5	1.29	5	1.31	5	1.40	5	1.40	0.00	0%	1.40	28%
Libraries	22	6.90	22	7.39	22	7.02	21	8.41	24	6.64	23	7.50	23	7.80	23	7.89	23	7.87	25	6.07	25	6.58	0.51	2%	2.68	9%
Facilities	0	0.00	1	1.18	5	1.33	5	0.83	5	0.83	5	0.83	5	1.11	5	1.11	5	1.10	5	1.10	5	1.11	0.01	0%	6.11	-
Health and Human Services	6	2.30	6	2.30	6	2.30	7	2.89	8	2.60	8	4.14	10	3.18	14	3.06	17	2.44	17	1.60	16	1.60	-1.00	-5%	9.30	112%
Sub-total	306	20.79	307	22.83	313	21.85	316	22.87	323	17.47	322	19.98	324	21.59	328	21.22	333	21.40	338	17.02	337.00	17.54	-0.48	-0.04	27.75	8%
FTEs	327		330		334		339		340		342		346		349.22		354.40		355.02		354.54					
Enterprise Funds																										
Water & Sewer	16	0.50	16	0.50	16	0.50	16	0.30	16	0.30	17	0.00	17	0.00	17	0.00	17	0.00	17.00	0.00	18.00	0.00	1.00	6%	1.50	9%
Arlington Recreation	1	1.24	1	1.35	2	0.57	1	1.87	3	4.70	3	4.70	3	4.51	3	3.10	4	2.30	4.00	3.10	4.00	3.10	0.00	0%	4.86	217%
Ed Burns Arena	2	1.12	1	1.95	1	1.90	1	1.60	1	1.90	1	1.90	1	1.90	1	1.70	1	1.70	1.00	1.90	1.00	1.90	0.00	0%	-0.22	-7%
Council on Aging Trans.	1	0.54	1	0.54	1	0.60	0	1.60	0	0.60	0	0.80	0	0.80	0	0.80	0	1.60	0.00	0.80	0.00	0.91	0.11	14%	-0.63	-41%
Arlington Youth Counseling Ctr	3	1.90	2	2.68	2	2.48	3	1.77	3	1.77	3	1.97	3	3.02	3	3.31	8	5.11	11.00	4.45	13.00	4.45	2.00	13%	12.55	256%
TOTAL	329	26.09	328	29.85	335	27.90	337	30.01	346	26.74	346	29.35	348	31.82	352	30.13	363	32.11	371	27.27	373	27.90				



Town of Arlington Organizational Chart



LEGEND

Elected Boards and Officials

- Select Board
- Boards and Commissions
- Arlington Bicycle Advisory Committee
- Arlington Committee on Tourism and Economic Development
- Arlington Cultural Council
- Arlington Preservation Fund
- Board of Registrars of Voters
- Dallin Museum Trustees
- Fair and Affordable Housing
- Historic District Commissions
- Human Rights Commission
- Information Technology Advisory Committee
- Permanent Town Building Committee
- Public Memorial Committee
- Rainbow Commission
- Transportation Advisory Committee
- Tree Committee

Appointed Boards and Officials

- Town Manager
- Boards and Commissions
- Board of Health
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Disability Commission
- Historical Commission
- Library Board of Trustees
- Open Space Committee
- Personnel Board
- Redevelopment Board
- Envision Arlington
- Youth Services

December 2023



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Program Description

The Finance Committee is comprised of 21 members appointed to represent each of the 21 precincts in Town. The purpose of the Committee is to recommend to Town Meeting a balanced and fiscally responsible budget and to make recommendations on all warrant articles requiring an appropriation or having a fiscal impact upon the Town.

The Committee is also the custodian of the Reserve Fund, which is appropriated annually to allow for any unforeseen expense, which may occur during the fiscal year. The Committee's members play active roles in Town finance, officially representing the Finance Committee on many of the Town's other committees. These include: the Capital Planning Committee, the Budget and Revenue Task Force, the Long Range Planning Committee, Envision Arlington, Information Technology Advisory Committee, and other committees voted by Town Meeting.

Budget Statement

The Finance Committee has a level service budget. The Reserve Fund is one percent (1%) of General Fund Revenue.

PROGRAM COSTS

Reserve Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Expenses	-	-	1,900,782	2,019,326
Total	-	-	1,900,782	2,019,326

PROGRAM COSTS

Finance Committee	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	8,708	7,675	8,353	8,529
Expenses	2,018	1,904	3,495	3,495
Total	10,726	9,579	11,848	12,024

STAFFING

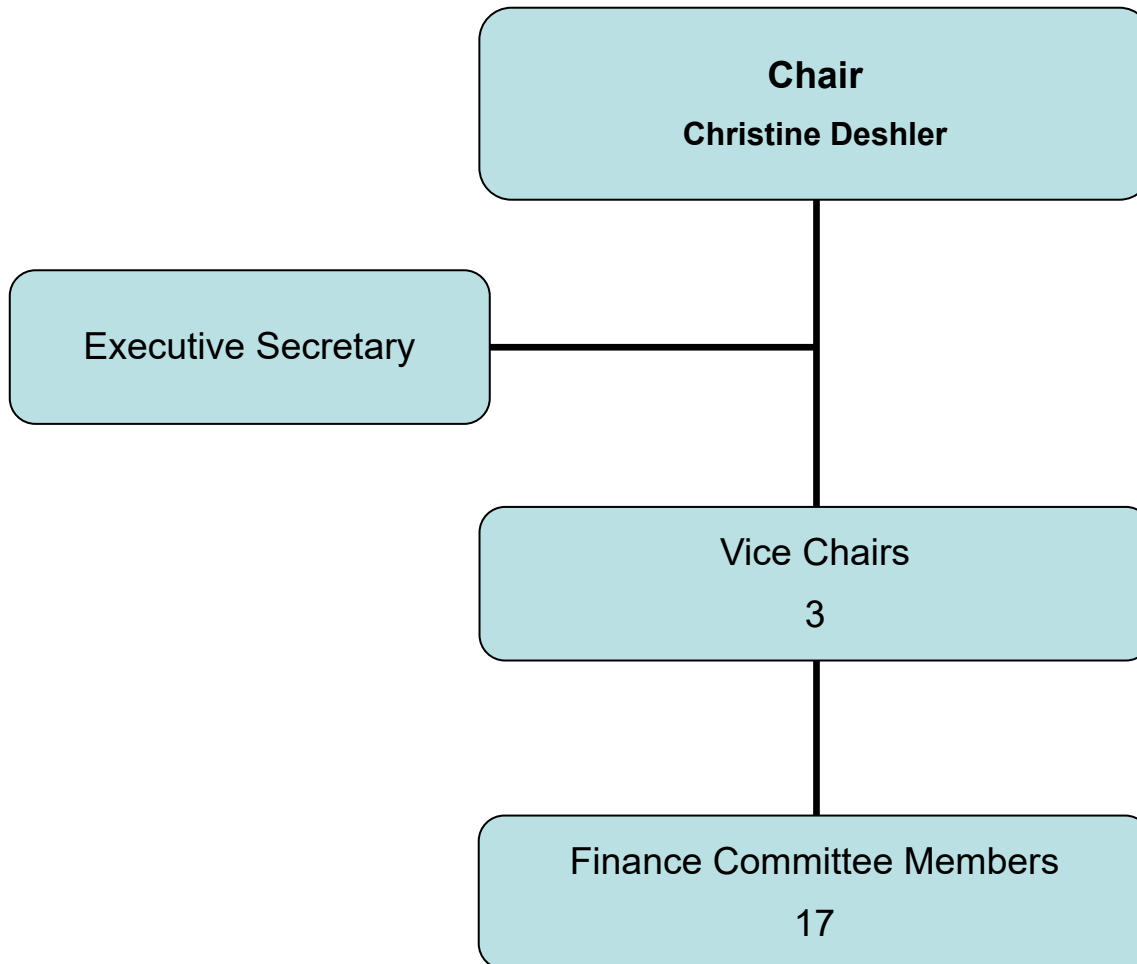
Finance Committee	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial				
Clerical	0.2	0.2	0.2	0.2
Professional/Technical				
Total	0.2	0.2	0.2	0.2

FY2025 Objectives

- Review and advise on all financial articles before the Town Meeting.
- Review and act on all requests for transfers within departmental budgets and from the Reserve Fund.
- Participate in all committees which require a representative from the Finance Committee, such as, but not limited to, the Capital Planning Committee, the Information Technology Advisory Committee (ITAC), the Long Range Planning Committee, and the Budget and Revenue Task Force.

Major Accomplishments for 2023

- Worked with Town officials on future financial planning.
- Reviewed all budgets and warrant articles requesting funds and presented to Town Meeting a balanced and responsible proposed budget consistent with the long-term plan of the Town.
- Successfully guided the spending plan through Town Meeting.
- Endorsed a successful \$7 million override campaign.
- In conjunction with the Capital Planning Committee, did outreach at this year's Town Day Celebration.





Program Description

The Office of the Select Board serves as the initial contact for the Select Board to the public, providing general information and assistance. The Office of the Select Board processes and issues licenses and permits approved by the Board. The Office of the Select Board, on behalf of the Chair, is responsible for filing appropriate public notice of any Board meeting or hearing with the Town Clerk. The Office of the Select Board, including the Board Administrator, shall take all steps necessary to ensure Board notices comply with requirements of the Open Meeting Law, as well as any other notice requirements germane to a given public hearing or agenda item under the laws of the Commonwealth. The Office prepares agendas and information packets for the Select Board; prepares the minutes for meetings of the Select Board, ensuring accuracy and that minutes reflect the true nature of the issues discussed. Agendas and Minutes for the Select Board are available online through the Towns website. The Office of the Select Board prepares the Annual Town Meeting Warrant and the Select Board's Report to Town Meeting, which records votes of the Select Board on each warrant article; ensures that the report is distributed to Town Meeting members.

The Select Board serve as the Licensing Authority responsible for issuing and renewing licenses for the following categories: common victualler, food vendor, alcohol, lodging houses/inn keeper, class I and II, secondhand dealer, hackney, public entertainment, automatic amusement, and contractor drainlayer. The Select Board also serve as the permitting authority for the following categories: parking permit exceptions, block party, street performer, and special events. The Select Board are responsible for the appointment of the Town Manager, the Board Administrator, the Registrar of Voters (except the Town Clerk), the Zoning Board of Appeals, select advisory committees, and election officers; and further, confirm a host of appointments by the Town Manager. The Select Board shall open the annual Warrant and call Town Meetings and Special Town Meetings and make recommendations regarding articles under same.

Budget Statement

The budget is a level-services budget.

PROGRAM COSTS

Select Board	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	260,553	250,757	279,920	282,004
Expenses	84,357	86,251	100,550	100,550
Total	344,910	337,008	380,470	382,554

STAFFING

Select Board	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	3	3	2.54	2.54
Professional/Technical	0	0	0	0
Total	4	4	3.54	3.54

FY2025 Objectives

- Continue to update the Select Board's Policy Handbook as necessary.
- Continue to enhance accessibility and transparency of Select Board proceedings through the integration of technology.
- Continue to implement the State mandated Early Voting Process for State and Federal Elections
- Continue to organize the of the Select Board files and electronic archives.
- Work with all departments involved to enhance the Private Way/Betterment Process and Application.
- Work with the Treasurer's Office to explore the option of online payment for various departmental functions.
- Approval of application process and license for one Host Community Agreement for cannabis delivery only.
- Continue to work with the IT Department on the possibility of online applications.
- Restructure the process for Special One-Day Liquor Licenses.
- Analyze overnight parking pilot results and consider changes to the overnight parking policy.
- Update application and renewal process for all licensing.
- Work with all departments involved to update Short Term Rental registry process and bylaw.

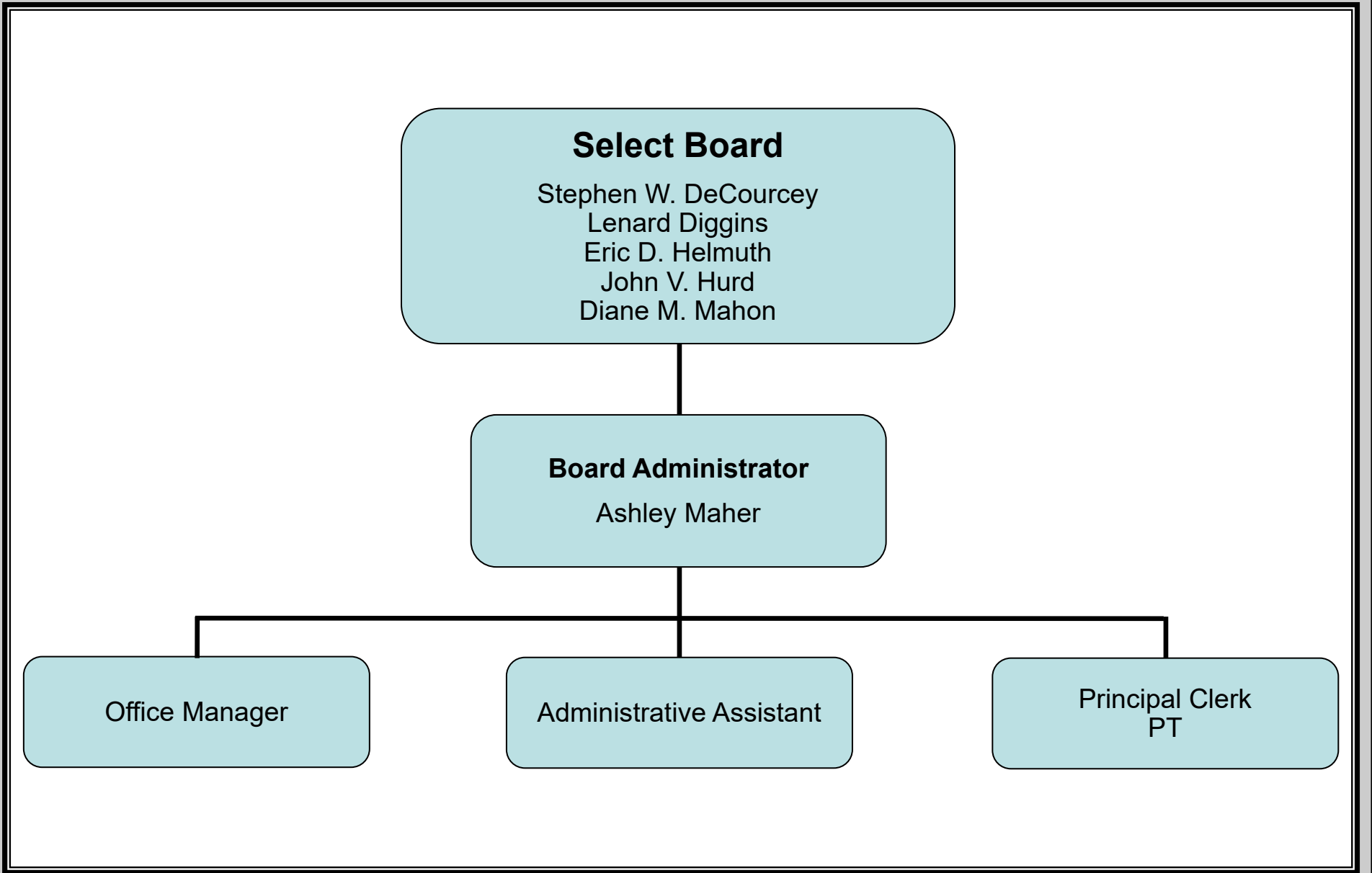


Major Accomplishments for 2023

- Implemented hybrid Town Meeting including the use of a satellite room that ran seven nights.
- Successfully held 27 remote or hybrid Select Board Meetings in 2023.
- Made significant updates to the Select Board’s Policy Handbook.
- Updated and improved the Traffic Rules & Orders.
- Approved nine various business establishments for operation in Town including one All Alcohol License Transfer, two Wine and Malt Licenses and one change of category license.
- Approved two private way betterment projects in Town totaling \$127,704.
- Made changes to the parking policy which included the overnight parking pilot to run through December 31, 2023.
- Successful Town Day and Fireworks display.
- Reorganized the Select Board files and electronic archives.
- Created templates for memoranda sent to all boards and committees.
- Reformatted warrant and warrant article submission packet to be ADA compliant.
- Approved and registered nine short term rental properties.
- Worked in conjunction with the Treasurer’s Office to confirm on street overnight parking passes approved by the Select Board and update list.
- Made technology improvements to the Select Board Chambers to include a zoom monitor, presentation monitor and viewing to ensure inclusivity.
- Successfully negotiated and hired a new Town Manager.

Performance / Workload Indicators				
Select Board	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Meetings:				
Town Meeting Sessions	11	13	7	8
Special Town Meetings	5	1	1	5
Select Board Meetings	30	33	26	30
Select Board Goal Setting	1	1	0	1
Private Way Repairs		4	2	3

Type of License	Total in Town	Available	Requirement
All Alcohol Restaurants	14	6	50 seat min.
Wine and Malt Restaraunts	14	Unlimited	19 seat min.
Theatre	2	Unlimited	100 seat min.
Package Store	6	0	
Club	7	Unlimited	





Program Description

The Town Manager’s Office implements Town policy and provides management of all operational and support departments, excluding Town Clerk and Select Board.

The Town Manager is responsible for the direct management and supervision of Public Works, Police, Fire, Health and Human Services, Facilities, Inspectional Services, Libraries, Planning and Community Development, Legal/Workers’ Compensation, Human Resources, Information Technology, Assessing, Treasurer/Collector, Comptroller, and Recreation departments. It is also responsible for the capital and operating budgets, the Annual Report, insurance, Town website, legislative initiatives, policy recommendations to the Select Board, and purchasing. It provides staff support for the Community Preservation Act Committee, the Capital Planning Committee, and coordinates public records requests.

The Office approves all Town purchasing, including bid management, assistance in the review and approval of all Requests for Proposals, Request for Quotations, and bids, and encourages a mutually cooperative relationship with requesting departments, acknowledging that successful purchasing is a result of teamwork.

Budget Statement

The FY2025 budget is a level-services budget.

PROGRAM COSTS

Town Manager	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	886,919	782,041	983,396	1,007,846
Expenses	53,395	64,879	63,552	63,552
Total	940,314	846,920	1,046,948	1,071,398

STAFFING

Town Manager	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	3	3	3	3
Clerical	1	1	1	1
Professional/Technical	3	3	4	4
Total	7	7	8	8

FY2025 Objectives

Long Range Financial Goals

- Work with Long Range Planning Committee to update existing multi- year financial plan while also considering opportunities to reduce the Town’s structural deficit in preparation for future multi-year financial plans.
- Evaluate current methods of delivering various services to ensure that the most productive, cost-efficient method is utilized.
- Maximize grant funding and other revenue enhancing opportunities including grants and technical resources.
- Work with legislators and other communities for a more equitable distribution of state resources and identify and communicate the Town’s legislative priorities to the local delegation, including Unrestricted General Government Aid, Chapter 70 Education Aid, and Chapter 90 program funding.
- Explore local legislative options that provide new or additional revenue streams

Capital Projects and Maintenance

- Work with the Arlington High School Building Committee to manage the Arlington High School construction project which is currently underway.
- Work with the PTBC as they manage the renovation and construction at the DPW facility.
- Work with the Library Board of Trustees as it advances the "Libraries for All: A new future for the Fox" program and begins to seek funding for construction at the Fox Library.
- Review and update American Rescue Plan Act (ARPA) funding priorities and usage in advance of Treasury’s December 31, 2024 funding commitment deadline.



FY2025 Objectives (cont.)

- Complete Community Preservation Act and capital funded work at Town Hall to stabilize the building envelope and prevent further water damage. Work with various funding entities to develop a funding plan for more extensive repairs to the Town’s civic center.
- Work with the Facilities Department to implement maintenance contracts and capital projects on buildings formally managed by the Redevelopment Board. Conduct procurements for rental properties that are vacant or with expiring leases.
- Complete renovations at the Whittemore Robbins Estate

Long Range Community Planning, Land Use, and Development

- Support the Master Plan Update Advisory Committee as it begins the process to update Arlington’s Master Plan, which will be 10 years old.
- Implement the Housing Production Plan while also advocating for funding sources for the Affordable Housing Trust Fund.
- Support efforts focused on economic development, business retention, and tourism through working with the Economic Development Coordinator, with a particular focus on economic recovery from the impacts of the pandemic and preparation for the 2025 Town anniversary celebration.
- Work with the Arlington Commission for Arts and Culture to support promotional opportunities for arts and culture in Arlington, including public art, and work to promote the cultural district, and further work to develop metrics for measuring the impact of investments in arts and culture.
- Work with stakeholders on identifying land for storm debris and snow storage.
- Communicate and coordinate with neighboring communities to identify issues that have regional impacts, the following included:
 - Work with Cambridge, Somerville, and the MWRA to eliminate all CSO discharges into the Alewife Brook within the next 20 years. Uphold Town Meeting vote to restore Alewife Brook to a Federal Class B waterway. Work with newly formed Save the Alewife Brook advocacy group to broaden these efforts.
 - Work with DCR and MassDOT on Alewife Greenway to protect the Town’s interests and ensure that state agencies uphold their commitment to maintenance and vegetation management.

FY2025 Objectives (cont.)

Transportation and Parking

- Seek funding through the MassWorks program for the Mass Ave & Appleton St. Safety and Accessibility Project. If funding is awarded, work to procure a construction contract as soon as feasible.
- Identify and prioritize traffic safety projects utilizing the mobility improvement funds outlined in the November 2023 override.
- Contract with a design consultant to prepare mid- and long-term safety improvements for the Park Ave corridor.
- Work to develop a Traffic Calming Guidelines
- Work with Arlington Bicycle Advisory Committee (ABAC) and the Transportation Advisory Committee (TAC) to begin implementation of Connect Arlington, the Town’s sustainable transportation plan.
- Work with the Parking Advisory Committee on managing the Arlington Center Parking Management Strategy and work to prepare proposals for the Parking Benefit District improvements. Consider expansion of the parking meter program to allow for improvements in other areas of Town business districts.
- Work with TAC to establish a schedule for periodic updates from TAC to the Select Board.
- Work with Town staff to explore continuation of BlueBikes program in Arlington along with potential expansion of stations further west along the Minuteman Bikeway.
- Work with Disabilities Commission and Department of Public Works to continue to aggressively fund and implement ADA accessible curb ramp improvements.
- Investigate the potential for changes, either temporary or permanent, to the Town’s overnight parking ban following completion of overnight pilot parking program.
- Install additional public bike parking options in the public right of way.

Public Communications, Customer Service, & Resident Engagement

- Work with the Diversity, Equity, and Inclusion Division to implement priorities identified in the Equity Audit.
- Continue exploring options for customer service enhancement including enhanced use of website and communications systems.



FY2025 Objectives (cont.)

- Expand the use of digital notifications (text and email) via the Everbridge mass notification system. Identify ways to increase subscribers.
- Review all board applications for licenses and permits, and update applications and processes across departments.
- Work with Public Information Officer to maintain and expand traditional and alternative means to enhance public communication including launching the Arlington Civic Academy.
- Develop data metrics and dashboard for analyzing, publicizing, and managing department operations.
- Secure a new solid waste hauling and disposal contract that meets resident needs in a cost-effective manner.

Information Technology

- Work with state funded Cybersecurity grant program, assess potential improvements to Town and School network security.
- Implement multi-factor authentication for Town email users
- Upgrade to WiFi 6 in municipal buildings
- Assess future of planning and assessing technology related work in the Town.

Energy Efficiency/Sustainability

- Continue work with the Clean Energy Future Committee to implement the measures included in the Net Zero Action Plan.
- Continue promotion of the Arlington Community Electricity (ACE) program.
- Work with the Facilities Director to onboard the new building management systems for the Arlington High School, Community Center, and DPW buildings
- Work to implement the new Fossil Fuel Free Building Demonstration program starting May 21, 2024.
- Work with the Massachusetts Department of Energy Resources to become a certified Climate Leader Community

FY2025 Objectives (cont.)

Organizational

- Continue bargaining, utilizing the results of the most recent compensation study, with bargaining units not yet settled for a new contract beginning in FY2025.
- Continue to recruit, hire, and train qualified, professional, and excellent employees at all levels of the organization with a focus on developing a strategy for enhancing diversity in hiring.
- Work to provide organization-wide professional development, focused on enhancing employee resiliency.

Major Accomplishments for 2023

- Received Government Finance Officers Association Distinguished Budget Presentation Award
- Retained the Town's "AAA" bond rating during the most recent debt issuance
- Appointed Alex Magee as Deputy Town Manager/Finance Director, Christine Bongiorno as Deputy Town Manager for Operations, Julie Wayman as Treasurer/Collector, Colleen Leger as Health and Human Services Director, Michael Cunningham as Town Counsel, and Jaclyn Munson as Deputy Town Counsel.
- Worked with the Arlington High School Building Committee to complete Phase 2 of the new Arlington High School.
- Worked with the PTBC on ongoing construction of the DPW facility.
- Completed a Community Equity Audit for the Town to help understand and identify barriers to access for community members, including language and communication needs for residents, and provide a road map toward Arlington being a more equitable community.
- Completed ongoing accessibility improvements at Town Hall.
- Completed the Chestnut St. safety and accessibility improvements.



Program Description

An ongoing goal of the Select Board is to enhance public communication and customer service during day-to-day Town operations and in the event of an emergency, plus promote the interests of the Town in concert with its online policy. The Public Information Officer (PIO) works with all departments to achieve these goals by leveraging existing, and new, communication channels and technologies to improve efficiencies, effectiveness, transparency, and staff productivity. The PIO also manages these systems and trains staff to post content in compliance of federal, state, and local laws, such as the Americans with Disabilities Act (ADA), Open Meeting Laws, and the Town's Online Communication Policy.

The communication channels utilized to meet these objectives are the Town's website, the Request/Answer Center (R/A Center), Town of Arlington Notices (email), social media, Arlington Alert System (phone), plus local media, ACMi, and the Town's network of boards and committees.

This is the ninth full fiscal year utilizing the Town's content management system (CMS) that powers the website. The Town continues to build staff capacity by introducing new processes and training about content creation, dissemination, and related ADA compliance. As of late 2023, active staff users on the main communications systems are as follows: Website CMS, 63 users; R/A Center, 70 users; Siteimprove, 37 users; social media management, 12 users; and Arlington Alerts, 12 users. Siteimprove is a software program that crawls our website and reports ADA issues for staff and vendors to fix.

FY2025 Objectives

- Continue implementation of Arlington's Online ADA Compliance Strategy & Training Plan to address ADA issues identified in Siteimprove and Arlington's ADA Self-Evaluation Report.
- Communicate ARPA funded projects.
- Work to implement language access options as identified by the DEI Division.
- Further develop/conduct Arlington Civic Academy to provide enhanced education of how Town government works in an effort to enhance and diversify community involvement.
- Continue to produce video content with ACMi for regular "Updates" with departments and officials (Town Hall and DPCD, plus others as necessary).
- Increase subscriptions to Town Notices (email) as they consistently rank high in Communications surveys in how residents receive information about the Town.
- Expand use of Arlington Alert System for geo-targeted, non-emergency communications via text and email about infrastructure improvements, such as repaving streets or street sweeping operations.
- Promote and encourage residents and businesses to provide their text and email information to the Arlington Alert System to take advantage of targeted notification via these methods.
- Continue to work with all departments, but particularly, Public Works, Planning & Community Development, Recreation to keep the public informed about projects around town and public engagement opportunities.
- Train on Google Analytics 4 (GA4) and rebuild existing dashboards and build new ones for Town communications and usability of the website.
- Support efforts toward updating Meeting Management Software as Granicus looks to sunset NovusAgenda.
- Engage in Discovery Phase with IT/DPW with an eye toward migrating Request/Answer Center to their new GIS System.



Major Accomplishments for 2023

- Developed and conducted Arlington’s first Civic Academy. Over the course of 6 weeks, 19 participants gained knowledge from fifteen presenters on how the Town works and the role they might play in town government. Positive responses from both presenters and participants makes the repeat of this program highly desirable.
- Implemented Phase 1 and Phase 2 of Arlington’s Online ADA Compliance Strategy & Training Plan, plus added a Social Media Training Module, including on-demand training materials created in house.
- Conducted bi-annual Communications Survey. Received 1,548 respondents, nearly half of these respondents were from a text/email sent to Arlington Alert subscribers.
- Migrated arlingtonma.gov and associated online properties to Google Analytics 4 at the end of calendar year 2022 in advance of Google sunsetting Universal Analytics (July 1, 2023). Backed up historical reports since 2008 as those will no longer be accessible after December 2023.
- Developed Communications Plan to expand use of Arlington Alerts and increase text and email contact information and tracking of this campaign to identify most effective methods of acquiring this data.
- Conducted Everbridge training for DPW personnel including Highway, Water, and Engineering Divisions, plus dispatchers were trained on the system (9) and Emergency Personnel (6).
- Continued to produce video content “Updates” including: Town Hall Updates and DPCD Updates.
- Developed Communications Plan, with DPW and Health Department to comply with new regulations from MassDEP regarding Lead in Water testing should Arlington surpass minimal levels in its annual testing and CSO/SSO discharges MassDEP regulation 314 CMR 16.00.
- Major campaigns and events supported in 2023 to date included: MBTA Communities, ARPA program and project outreach campaigns (playgrounds and Transformative Growth Grants), AHS Building Project, Public Works Facilities Project, Chestnut Street Safety Improvement Project, Arlington Community Electricity, elections, Town Meeting, Special Town Meeting.
- Publications Produced: 2022 Annual Report, which received 2nd Place Massachusetts Municipal Association Certificate of Excellence.

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Public Communications				
Subscribers to Town of Arlington Notices	5,583	5825	6,277	6500
% of Growth from previous year	-7%	4%	4%	3%
% of households (19,000)	29%	31%	33%	34%
Social Media Town of Arlington Channel only				
Facebook Likes	3,100	3,350	3,750	3900
Twitter Followers	4,061	4,180	4,344	4400
Website Traffic (arlingtonma.gov)				
Page Views	2,484,367	1,993,858	1,764,953	1,700,000
Visits/Sessions	1,271,778	852,677	778,722	750,000
Vistor Loyalty- # of Uniques Visited Over 200 Times	33,287	33,679	29,862	29000
Request/Answer Center: System Stats				
New Customer Registrations	1,320	1,299	1,336	1300
Questions/Requests Created	2,853	1,898	1,808	1800
Questions/Requests Closed	2,794	1,888	1,506	1800

Performance / Workload Indicators

	FY2022 Actual	FY2023 Actual	FY2024 Estimated	FY2025 Estimated
Town Manager				
Purchase Orders Processed	4,118	4,072	3,900	3,900
Bids Processed	64	58	60	60

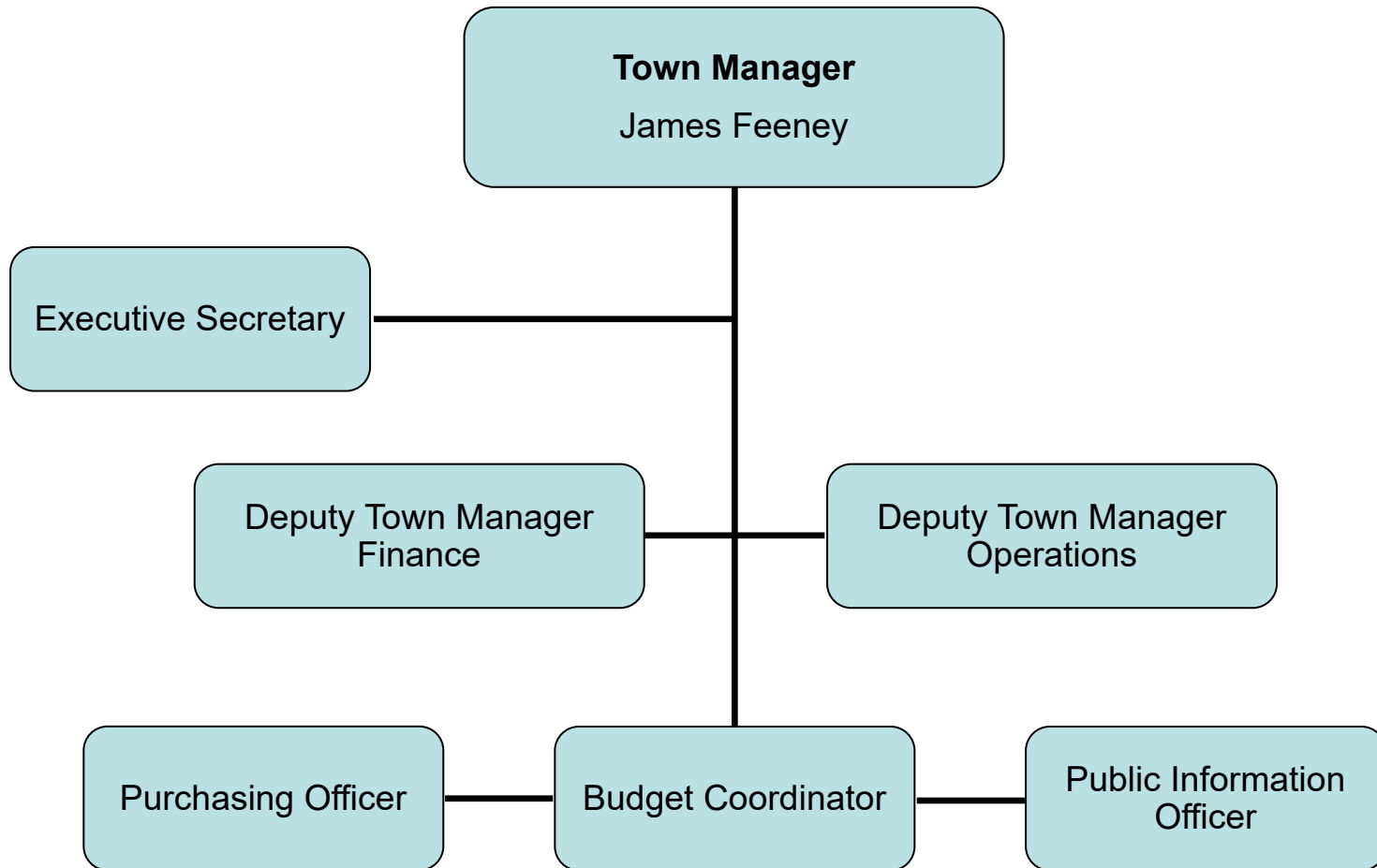


Public Records Center

The Public Records Center is Arlington’s online customer service portal where residents can make requests for and receive public records. The system was launched in 2017 to foster compliance with the updated Public Records Law that went into effect January 1, 2017. In its ongoing commitment to open government and transparency, the Town proactively posts many commonly requested documents to its website and provides access to or copies of public records upon request. Although public record requests can be submitted in any fashion, the Public Records Center is growing in popularity each year due to its convenience, as well as increased public interest in local government matters.

Some public records requests are simple in nature, seeking only a copy of a single permit or plan, while others are labor intensive, requiring input from a number of Departments or time consuming searches of historical archives or electronic records. The Public Records Law requires municipalities to designate a Records Access Officer to coordinate the response to public record requests. In Arlington, this function is performed by the Deputy Town Manager for Operations. Provided is a summary table of common requests.

Public Records Requests	CY 2020	CY 2021	CY 2022	CY2023
Fire Department Reports	36	29	20	43
Maps / GIS Data	89	100	114	102
Municipal Records	278	175	155	153
Property / Building Specific Information	181	213	196	210
Other	0	97	47	43
Total Requests	584	614	532	551





Program Description

The Human Resources Department is a four-person team consisting of a Director, Assistant Director, Benefits Administrator, and part-time Assistant Benefits Administrator. The Department's primary objectives are to protect the Town from employment liability issues and to provide quality, professional support to our employees and managers.

The Department administers the Town's classification, compensation and benefits programs in compliance with Federal and State Labor Laws, along with local collective bargaining agreements. The Director serves as a primary contact for the Town's six labor unions and is a member of the Town's collective bargaining team. Additionally, the Department deals with a wide variety of workplace issues and seeks to improve the quality and effectiveness of town services by recruiting and retaining the best employees, and reviewing and improving Departments' organizational structures.

The Department works to ensure the fair and equitable treatment of all Town employees. The Department administers Health Insurance and other benefits (a budget of approximately \$20 million) for all active town and school employees as well as retirees. The Department advertises position openings; screens, interviews, and selects the most qualified candidates for positions; maintains the Town's classification and pay plan and ensures compliance with Civil Service Laws, as well as state and federal employment laws. The Department also addresses a wide range of employment matters including disciplinary matters and workplace investigations.

The Town and School Human Resources staffs are committed to a collaborative effort in providing quality service to employees and retirees. We also continue to invest in developing a culture of trust with our labor unions and employees, which in turn helps protect the Town from costly employment litigation.

Budget Statement

Human Resources functions are stable and the budget for FY25 is a level-services budget.

PROGRAM COSTS

Human Resources	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	324,485	335,568	347,317	366,103
Expenses	37,486	52,137	56,450	56,450
Total	361,971	387,705	403,767	422,553

STAFFING

Human Resources	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	2.8	2.8	2.8	2.8
Professional/Technical	0	0	0	0
Total	3.8	3.8	3.8	3.8

FY2025 Objectives

- Recruit and retain the very best employees for Arlington in an extremely competitive job market.
- Informed by FY2023 Benchmark Salary Study of 100 town and school positions, initiate successor bargaining with five Town Unions and close out previous years' successor bargaining with one Town Union.
- Institute monthly Human Resources newsletter for Town staff on a variety of topics, share information on benefits, improve communication and further the department's mission of providing high quality service to our employees.
- Leverage knowledge of seasoned department staff to document department policies and procedures.



FY2025 Objectives (cont.)

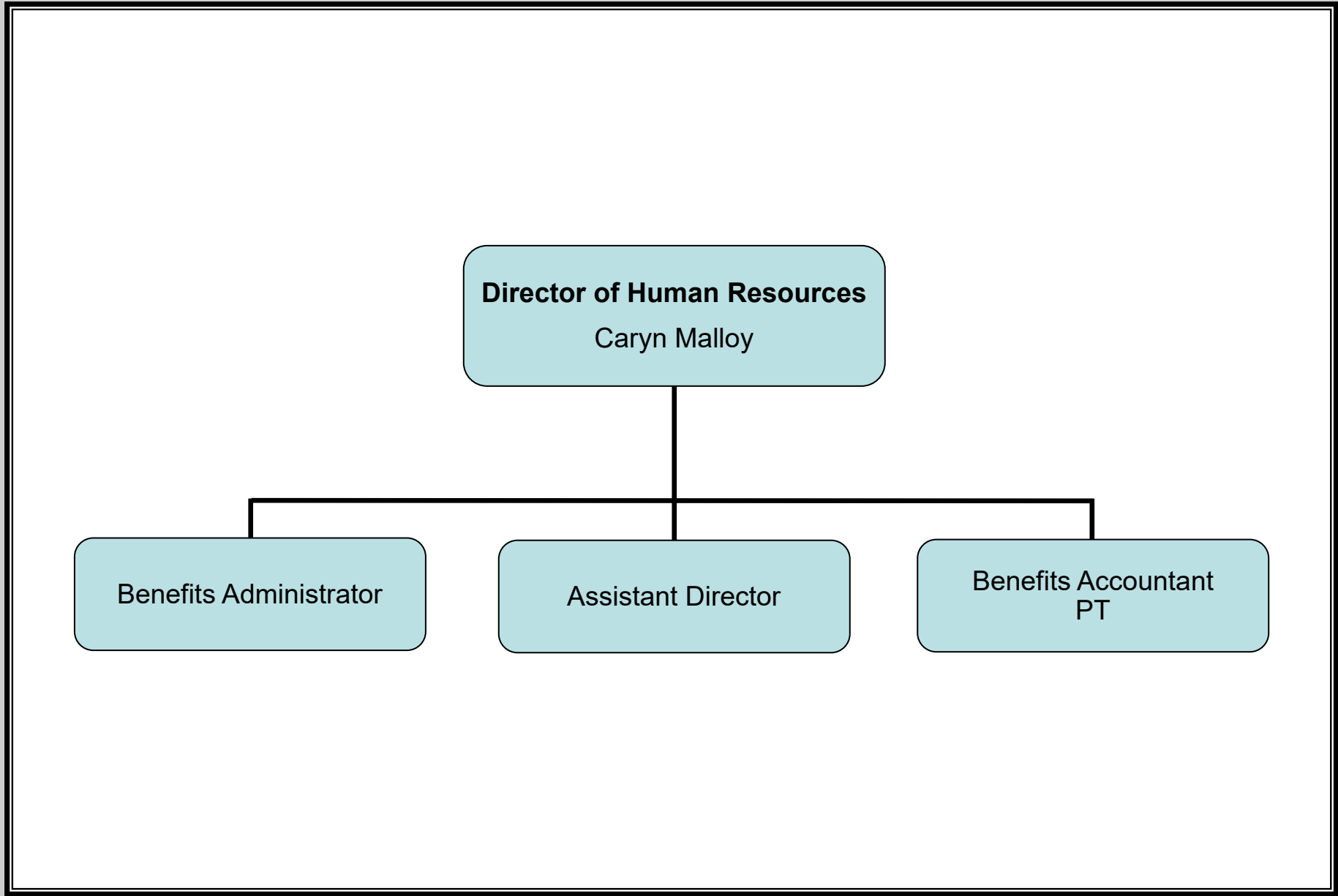
- Monitor and implement changes to a myriad of employment laws including: Massachusetts Equal Pay Law, Family Medical Leave Act (FMLA), the Affordable Care Act, ADA Reasonable Accommodations, Discrimination and Harassment prevention, and improve communication with employees and protect the Town from employment liability issues.
- Investigate further ways for the Town to recoup benefit costs for employees.
- Continue to serve as a support to and member of the Town’s Diversity, Equity, and Inclusion team.
- Using federal funding, investigate the possibility of conducting a Pay Equity Study as recommended by the 2023 Equity Audit.

Major Accomplishments 2023

- As a part of the Town’s collective bargaining team, reached agreement with Patrol Officers’ Union prior to state level arbitration.
- The Director of HR served as the Chairperson of the Town Manager Search Committee; the search resulted in the appointment of James Feeney to the position in August 2023.
- Among the over 70 positions posted, the Department Facilitated recruitments for Deputy Town Manager—Finance, Deputy Town Manager—Operations, Treasurer and Collector of Taxes, Director of Health and Human Services, Select Board Administrator, Town Counsel and Deputy Town Counsel. Each selection process and used tailored assessment tools based around tasks specific to each position.
- Facilitated Civil Service Promotional Exam Process for all levels of Ranking Police Officers.
- Continued practice of redacting job applicants’ contact and other information to mitigate the impact of unconscious bias in the hiring process.
- Partnered with HR Coordinator of the Arlington Public Schools to file the Affordable Care Act submission. It is a complex process that, done incorrectly, would subject the town to significant fines.
- Supported the Town’s DEI Division in the conclusion of workshops for almost 400 town employees across all departments. The workshops concluded in early 2023 with day-long meeting of all participants.
- Provided extensive and detailed data on health insurance and other benefits used in preparation of the Town’s Other Post-Employment Benefits (OPEB) liability projection.
- Worked closely with Department Heads on numerous labor relations, accommodation, and disciplinary matters.
- Conducted a variety of workplace investigations.

Performance / Workload Indicators

Human Resources	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Health Insurance Contracts Managed	1,967	1,993	2,002	1,998
Opt Outs	68	65	66	66
Life Insurance Contracts Managed	1,000	1,021	1,027	1,030
Life Insurance Claims Processed	25	32	34	34
Vacancy Postings	49	57	72	65
New Hires	40	63	50	50
Promotions	25	14	20	20
Retirements	29	34	19	25
Resignations/Separations	38	34	34	35





Program Description

The Comptroller's Office is responsible for the Town's books of accounts and financial records, verifying appropriations for all purchase orders, processing invoices for payment, approval of all payrolls and other warrants, balancing monthly appropriation reports and other financial reporting as governed by Federal and State government agencies. The Comptroller's office maintains all records of grants, gifts and other special revenue funds as well as records of the Town's debt as authorized by the Town Meeting. The Comptroller serves as an ex-officio member of the Arlington Retirement Board.

The Comptroller is responsible for the coordination of the annual independent audit of the Town, and for providing quarterly revenue and expenditure reports to the Select Board, Town Manager, Town Treasurer and Chair of the Finance Committee. Whenever applicable, the Comptroller shall make recommendations regarding the Town's financial condition.

The Comptroller's office continues to perform all duties in a timely and professional manner. The Comptroller's mission is to present a complete and accurate statement of the Town's financial condition.

Budget Statement

The Comptroller's office has a level-services budget.

PROGRAM COSTS

Comptroller	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	333,742	325,239	359,156	377,596
Expenses	11,822	20,806	27,600	27,600
Total	345,564	346,045	386,756	405,196

STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Comptroller				
Managerial	1	1	1	1
Clerical	2	2	2	2
Professional/Technical	1	1	1	1
Total	4	4	4	4

FY2025 Objectives

- Implement the final stage of the new chart of accounts according to Uniform Massachusetts Accounting System (UMAS) guidelines. The new structure will provide increased automation and improved reporting at all levels such as: year to date reports, departmental reports, independent audit, tax recap, schedule A, end of the year report for school, eliminate most manual entries, stricter budgetary controls.
- Continue to adjust the end-user permissions and create new workflow structures for Accounts Payable and Requisition/Purchase Order process.
- Perform in-house departmental training on the new chart of accounts.
- Monitor and report on the American Rescue Plan Act (ARPA) fund to ensure all the charges are in compliance with the federal regulations. Implement strict budgetary controls and mirror ARPA spending categories by creating individual Munis projects.
- Perform departmental audits as necessary to identify, assess, and evaluate internal controls of Town departments.
- Assist all departments with documentation of Fraud Risk Assessment and perform yearly reviews of said policies to ensure accuracy and applicability.
- Continue to expand the Electronic Fund Transfer (EFT) by enrolling more vendors in paperless payments.
- Work with federal and state grant administrators to determine eligibility of fringe benefits and process gray bills.
- Upgrade Munis to 2021 version in collaboration with IT department.
- Expand Tyler Content Manager (TCM) utilization to the Revenue module by uploading all back up for cash receipts in Munis.
- Ongoing staff training to stay current on municipal laws and governmental accounting standards.



Major Accomplishments for 2023

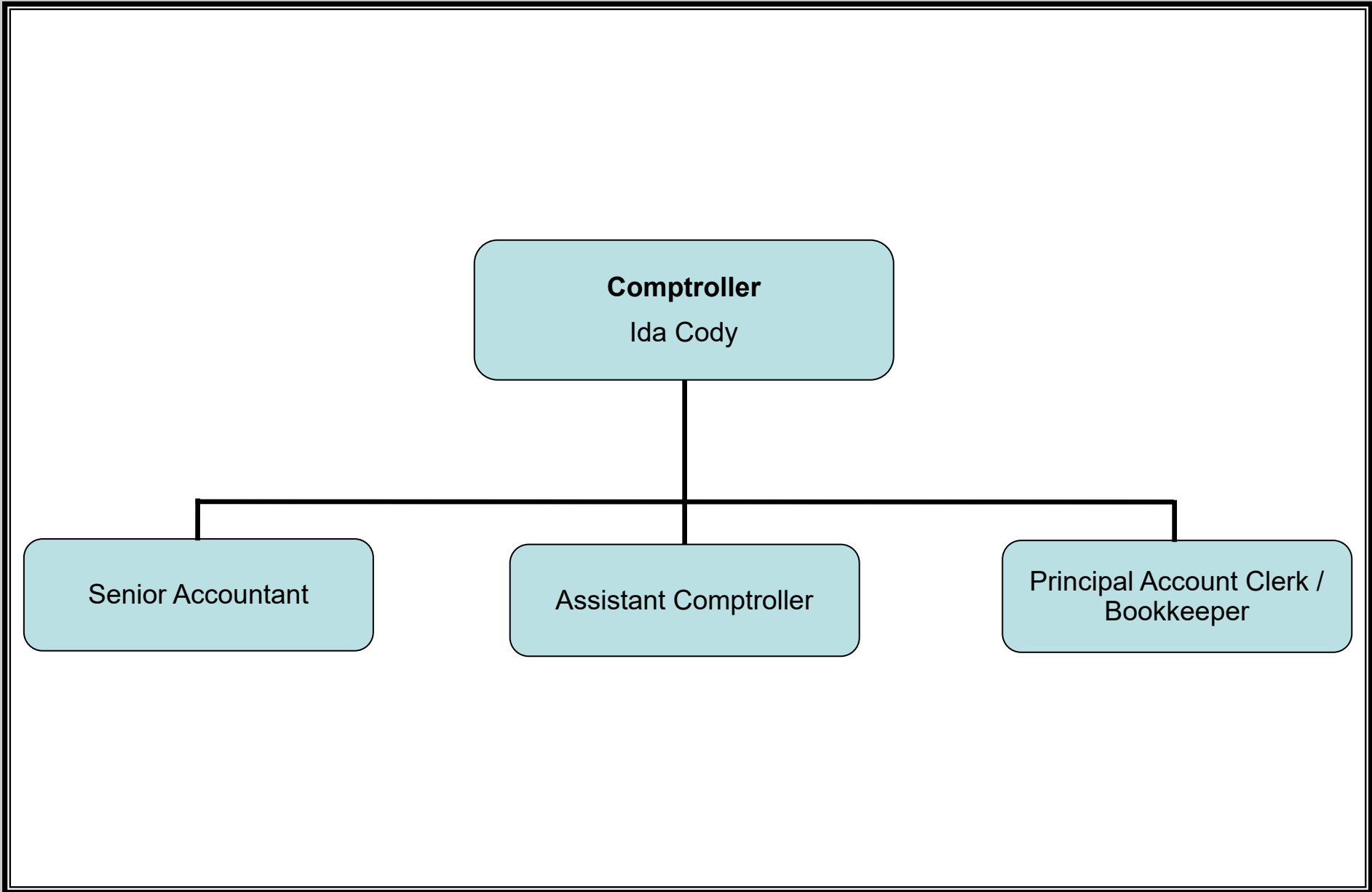
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the Town of Arlington's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ending June 30, 2022. Prepared the ACFR to show that the Town and the Comptroller's office will, for the 7th year, go beyond the minimum requirements of Generally Accepted Accounting Principles (GAAP) to prepare comprehensive annual financial statements and reports that evidence the spirit of transparency and full disclosure.
- Closed the books on FY2023 and completed the Town's independent audit in accordance with GAAP. The detailed and organized accounting records led to clean audits with no findings and no material weakness.
- Achieved 100% utilization of Tyler Content Manager scanning technology in the Accounts Payable module and increased audit transparency. All invoices are now uploaded into Munis and can be viewed when performing account inquiries.
- Certified \$18,032,011 free cash which is an increase of \$2.1M over FY22. The increase in fund balance is attributed to the revenue surplus and appropriations turn back.

Major Accomplishments (cont.)

- Maintained the Internal Controls for Federal and State Grants to ensure compliance with the new federal reporting requirements. Internal Controls are designed to provide reasonable assurance that the following objectives are achieved: 1) Effectiveness and efficiency of operations; 2) Adequate safeguarding of property; 3) Assurance that property and money is spent in accordance with grant program, and 4) Compliance with applicable laws and regulations.
- Continued to centralize all data in digital folders for easy remote access: replaced physical drawers with digital folders and saved all vendor contracts, warrants, audits, financial statements, budget reports and DOR reports in the shared drive,
- Successfully converted and automated all special revenue funds to minimize manual year end closing entries.
- Uploaded and tested the final Munis chart of accounts conversion.
- Continued to create and present quarterly year to date budget report to Select Board for increased transparency and improved communication of town finances.
- Worked with the Town Engineer, Select Board and Town Manager on coordinating the cash flow, accounting and the actual construction of private way betterment projects.

Performance / Workload Indicators

Comptroller	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
General Fund - Free Cash Certified	11,078,429	15,912,078	18,032,011	15,000,000
Water/Sewer Enterprise Fund- Retained Earnings certified	7,748,848	6,807,899	6,962,689	6,000,000
Youth Services Enterprise Fund- Retained Earnings certified	68,724	12,794	122,846	50,000
COA Transportation Enterprise Fund- Retained Earnings certified	79,028	38,319	44,802	25,000
Rink- Retained Earnings certified	102,392	112,193	82,042	80,000
Recreation- Retained Earnings certified	733,459	1,190,830	1,342,423	800,000
Total Invoices processed	26,871	30,345	28,536	28,500
# of check invoices	25,725	29,804	28,121	28,070
# of wire invoices	182	188	174	180
# of EFT invoices	964	353	241	250
# of new funds set up (grants and special revenue)	59	37	57	55





Program Description

The Office of Treasurer & Collector of Taxes is responsible for the management, collection, and custodianship of all funds and receipts belonging to the Town of Arlington. Under state law the Office of the Treasurer and Collector of Taxes is responsible for all Treasury, Collector, and Payroll operations. In addition, Town bylaws have assigned postal operations to the Treasurer's office. The Payroll Division, through a Memorandum of Agreement established in 2002, reports to the Superintendent of Schools. The Treasurer also serves as Parking Clerk.

The Town Treasurer and Collector of Taxes is responsible for directing, managing, collecting and fulfilling all billing of Real Estate Tax, Motor Vehicle Excise Tax, Personal Property Tax, Water & Sewer utility billing, parking violations, and the complete collection and processing for these billings; receiving all monies from Town and School departments, securing and depositing Town monies, and in accordance with Massachusetts General Laws, for managing, planning, and directing the Town's financial policies relating to cash management, investment management, and debt management. The Treasurer performs her fiduciary responsibility by developing investment and borrowing strategies based on financial best practices, consulting with financial advisors and investment institutions, and participating in government finance officer's seminars and conferences.

STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Treasurer				
Managerial	1	1	1	1
Clerical	8	8	8	8
Professional/Technical	1	1	1	1
Total	10	10	10	10

FY2025 Objectives

- Continue to address unpaid tax title balances on properties that have liens for unpaid taxes.
- Continue working with IT on planned upgrades for financial software.
- Continue work with banking institutions to increase investment income.
- Consider new ways of communicating with the public regarding tax overpayments, uncashed checks, and water liens.

Budget Statement

This budget is a level-services budget.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Treasurer				
Personnel Services	516,132	658,655	689,578	699,340
Expenses	88,316	104,784	166,663	166,663
Total	604,447.80	763,439	856,241	866,003



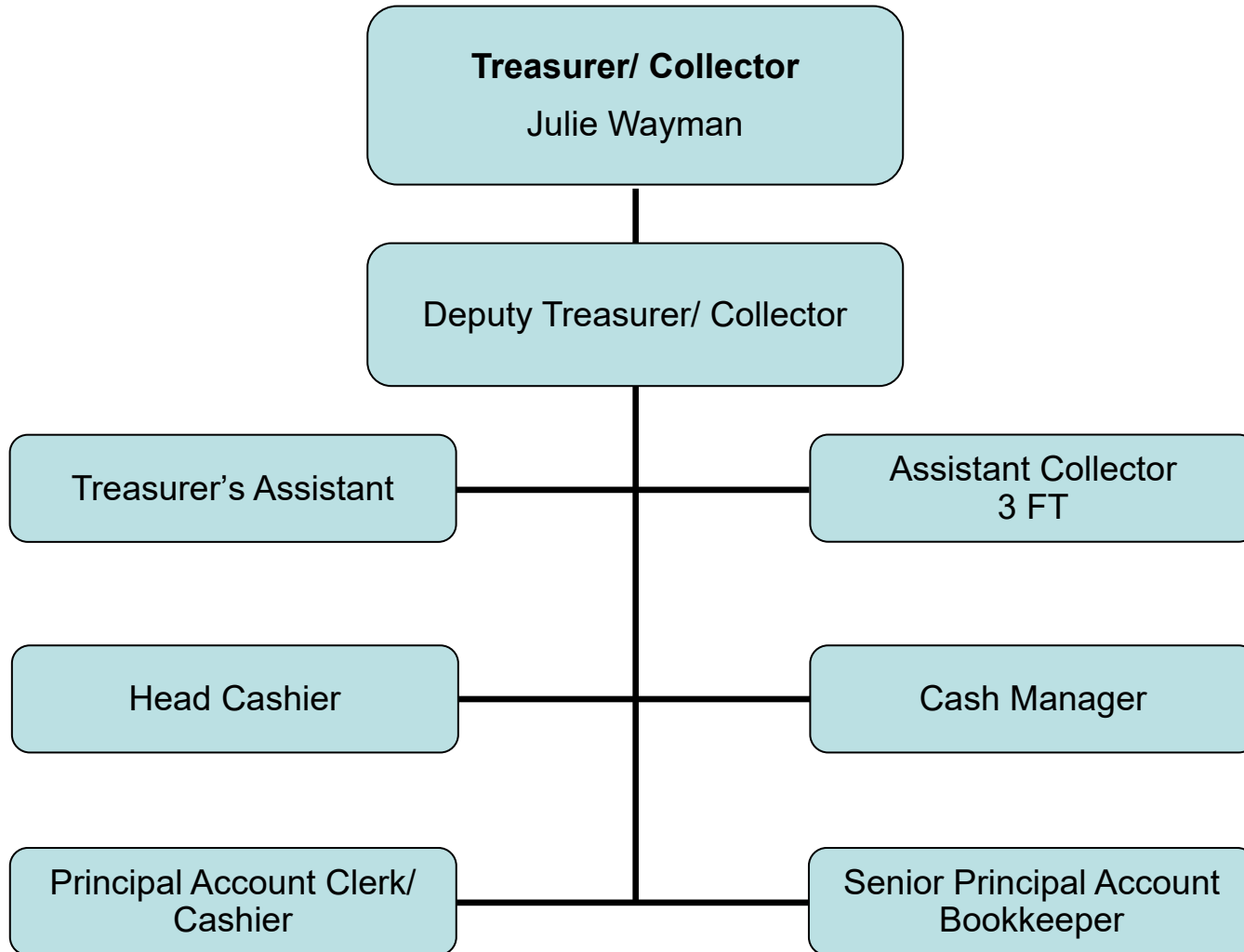
Major Accomplishments for 2023

- Began use of OpenGov for online payments for Inspections permits.
- Hired new Treasurer/Collector, Administrative Assistant, and Excise Collector between October and December 2023. Department is fully staffed for the first time in years.
- Requested and received higher interest rates for all money market and savings accounts.
- Worked with IT and DPW (Water) to complete the conversion process from existing in-house collection software for Utility Billing to financial software used for collection of taxes and other revenue/receipts.
- Continued to improve cross-training for maintaining workload during peak volume when quarterly taxes and utility bills are due as well as during excise tax collections.
- Affirmed a top rating of Triple-A (AAA) from Standard & Poor's rating agency.
- Town Audit found Treasurer's operation in full compliance.
- Trust Fund on year performance for 2023 was 2.23%.
- Managed borrowing of \$190,000 in an interest free bond with MWRA for sewer system improvements with a term of ten years.
- Borrowed \$17,290,000 in General Obligation Bonds including the third portion of authorized debt for Arlington High School Construction/Reconstruction in the amount of \$9,686,000, and \$4,607,401 for the DPW/Municipal Facility, as well as other equipment and projects appropriated by Annual Town Meeting at a net interest rate of 3.69%.
- Administered the Arlington Citizens Scholarship Foundation which provides financial assistance to Arlington residents attending higher education. 100 scholarships totaling \$100,350 were awarded in June 2023.
- Worked with vendors to schedule, process, and mail all Motor Vehicle Excise, Real Estate, and Water/Sewer bills.

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Treasurer & Collector				
Real Estate Bills Processed	61,914	61,506	62,264	62,416
Paperless Bills Requested	3,080	4,129	5,480	5,316
Motor Excise Bills Processed	32,891	33,892	34,130	34,817
Water Sewer Bills Processed	50,386	50,439	50,456	50,500
Delinquent Notices - Combined	11,351	14,310	9,269	9,403
Total Bills Issued:	159,622	164,276	161,599	162,452
Liens from Water / Sewer delinquency (less than 1.75% of total commitment)	\$ 175,115	\$ 278,252	\$231,198	\$ 275,737
Municipal Lien Certificates processed	1,983	1,244	756	800
Municipal Lien Certificate revenue	\$ 99,150	\$ 62,200	\$ 37,800	\$ 40,000
Deputy Tax Collection revenue	\$ 31,174	\$ 74,785	\$ 76,480	\$ 77,000
Total Various Liens / Collections:	\$ 305,439	\$ 415,237	\$ 346,234	\$ 393,537

The Deputy Tax Collection revenue in FY22 was higher than previous years due to collection of warrants & fees accrued during covid when RMV wasn't open





Program Description

The Postal Operation is a division of the Office of the Treasurer and Collector of Taxes. The postal operation is responsible for the collection and mailing of all Town and School mail at the lowest possible postage rates. The following details the responsibilities of postal operations:

- Manage daily operations of Town and School outgoing mail.
- Process special mailings for other departments.
- Schedule and process bulk mailings.
- Operate and maintain major mailing equipment: processing machines, folding machine, and postage machine.
- Interpret and comply with postal regulations.
- Provide consultation and advice on mail design and costs to departments.
- All mailing is evaluated to determine lowest rate available for posting in-house and by printer.

Budget Statement

This is a level-services budget.

FY2025 Objectives

- Continue to encourage paperless billing for payments to increase customer satisfaction and reduce postage expenses.
- Consider paperless billing for water and sewer bills.
- Work with departments to understand mailing needs to determine what efficiencies can be made and re-evaluate all mail operations: find a vendor for use by all Town departments and further reduce what documents are printed and mailed through the Town Hall mailroom.
- Finish assisting school in taking over their mail operations.

Major Accomplishments for 2023

- Implemented paperless billing for all quarterly Real Estate bills to increase customer satisfaction and reduce postage expenses. The total bills issued during FY23 that were sent as paperless electronic real estate bills were 5,480.
- Processed mailings of 110,108 items of mail for Town and School.
- Mail processed at the lowest possible rate by Town and mailroom and Tax and Utility billing done at lowest possible 1st Class Bulk Mail Rate.

PROGRAM COSTS

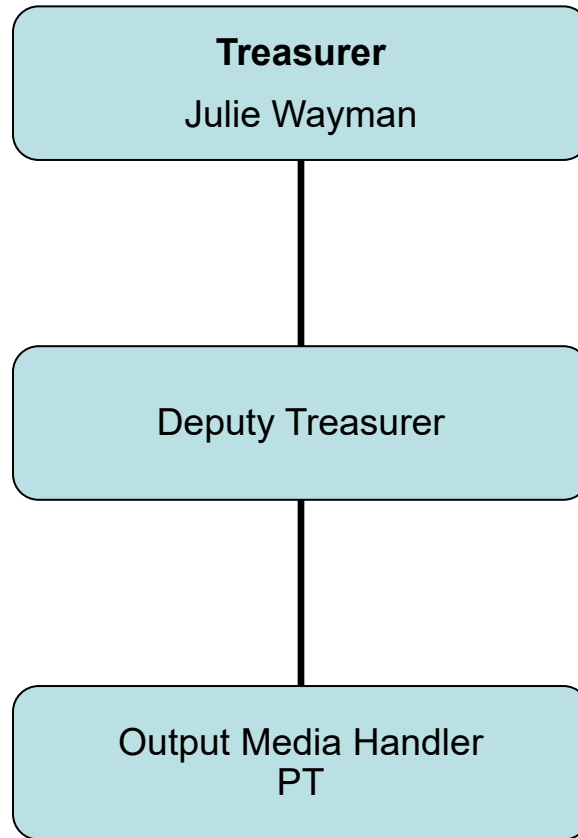
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Postage				
Personnel Services	37,189	39,879	38,994	41,443
Expenses	124,467	178,610	188,257	168,257
Total	161,656.23	218,489	227,251	209,700

STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Postage				
Managerial	0	0	0	0
Clerical	0.66	0.66	0.66	0.66
Professional/Technical	0	0	0	0
Total	0.66	0.66	0.66	0.66

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Postage				
Bills Mailed: Real Estate, Water/Sewer, Motor Vehicle Excise and Parking	156,542	160,147	156,119	157,136
Other Town Mailings	77,786	72,530	101,091	102,423
Other School Mailings	29,408	18,690	18,161	20,541
Total	263,736	251,367	275,371	280,100





Program Description

The Assessor’s Office values all real estate (residential, commercial, and industrial) and personal property in the Town of Arlington for the purpose of ad valorem taxation. This process involves discovering, listing, and valuing over 14,000 residential properties, which includes single-family homes, multi-family homes, condominiums, and apartment buildings. There are over 400 commercial and industrial properties and over 350 personal property accounts, which must be reviewed on an annual basis. The office also receives over 34,000 motor vehicles excise records from the Registry of Motor Vehicles, which must be processed and committed to the Tax Collector.

In addition, the functions of the Assessing Office include updating tax map information in regard to property sales and subdivisions; tracking the yearly additions in value triggered by the building permit process and computation of “new growth;” monitoring and recording all changes in property ownership through information received from the Registry of Deeds; inspecting in a timely manner all properties sold in Arlington; receiving and processing with the Board of Assessors all real estate and personal property abatement applications and exemptions within statutory timelines; conducting taxpayer scheduled abatement hearings; representing the Town of Arlington at the Appellate Tax Board; assisting realtors, appraisers and taxpayers seeking information on Arlington’s 15,000+ Real and Personal property accounts; and supplying the Select Board with all the information required for setting the tax rate at the annual classification hearing. This office also provides quality service to all customers in the performance of its described duties.

Budget Statement

The Board of Assessor’s FY2025 budget is a level services budget.

PROGRAM COSTS

Assessors	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	280,398	281,940	301,343	318,142
Expenses	25,650	26,075	35,248	35,248
Total	306,048	308,015	336,591	353,390

STAFFING

Assessors	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	3	3	3	3
Professional/Technical	0	0	0	0
Total	4	4	4	4

FY2025 Objectives

- Implement and manage new income and expense collection strategy as voted by the Board of Assessors.
- Seek new strategies to direct residents to online services.
- Modernize collection of data and performance of inspections.
- Provide public access to assessment data and information that will be helpful to taxpayers.
- Continue to improve all functions of the Assessor’s Office to serve the taxpayers more efficiently.

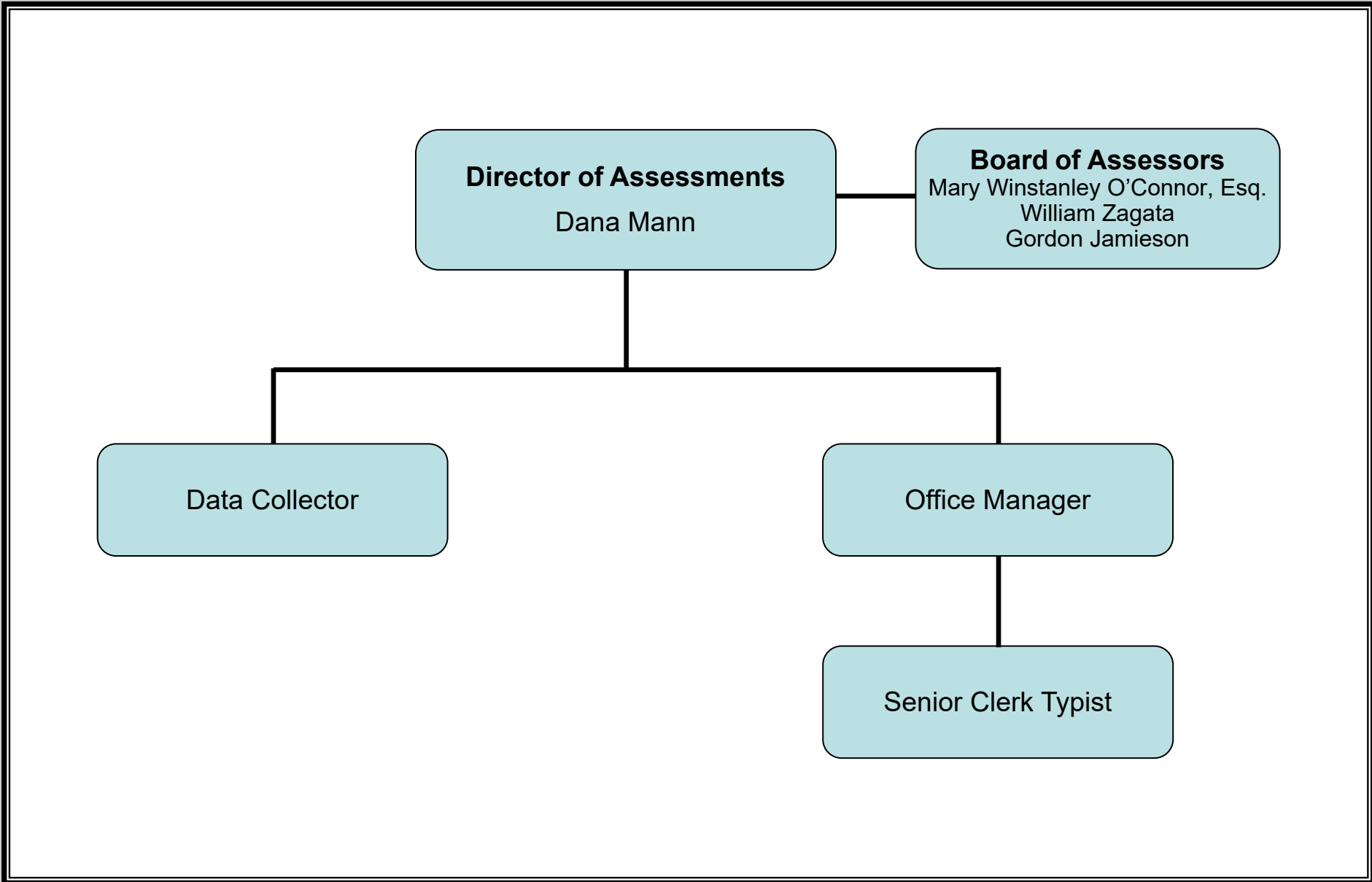


Major Accomplishments for 2023

- Inspected and valued over 300 new construction projects producing over 1.2 million new growth.
- Added new construction parcels to the preliminary tax bills where there was a significant increase in valuation and taxes for FY23.
- Continued success at the Appellate Tax Board in defending the Town's real estate values.
- Managed an increasing workload of Abutters List activity due to increased construction projects, zoning changes and environmental projects.
- Conducted initial phase of Tax-exempt property audits.
- Processed all exemptions and abatements for residents who qualify. Seniors, Veterans or people who are blind.
- Continued training on the use of RMV's new ATLAS software to assist taxpayers and facilitate processing of Excise Abatements, making the process more transparent and efficient.

Performance / Workload Indicators

Assessor	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Real Estate bills processed	30,264	30,264	30,410	30,486
Motor Vehicle bills processed	32,177	37,069	34,571	35,000
Personal Property bills processed	359	332	308	300
Real Estate and Personal Property abatements filed	44	37	48	60
Real Estate and Personal Property abatements granted	25	12	12	15
Motor Vehicle Excise abatements	1,014	1,078	965	985
Exemption applications	419	406	355	370





Program Description

The integrated Town and School Information Technology Department was created by the 2007 Town Meeting. The changes in the Town bylaw provided that the functions of the Department fell into three broad categories:

1. Town and School desktop and server hardware, networking, telecommunications, and software infrastructure support;
2. Town and School administrative applications, implementation, training, and support; and
3. School Academic applications implementation, training, and support.

The Information Technology (IT) Department is responsible for supporting, implementing, and upgrading over 1,200 personal computers, 150 cellular PDA's, over 200 printers, 5,500 tablets and 25 resident and hosted servers, across Town and School Departments. Also under the purview of the IT Department is the Town and School network infrastructure, including ACMi video network and the management of over 125 network switches, 25 VOIP Telephone switches, 750 Phones, and 600 wireless access points. IT also manages Munis ERP software, year-round educational initiatives, security and video, web mapping, online payment collections and numerous Town and School system integrations and websites.

Budget Statement

The operating budget would expand to cover increases in network bandwidth for APD body worn cameras, software subscription costs, cybersecurity enhancements (end point protection) and GIS platform improvements and maintenance.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Information Technology				
Personnel Services	691,736	569,164	732,871	766,610
Expenses	537,939	629,111	678,813	773,713
Total	1,229,675	1,198,275	1,411,684	1,540,323

STAFFING

Information Technology	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	1	1	1	1
Professional/Technical	5	5	5	5
Total	7	7	7	7

FY2025 Objectives

- Upgrade town wireless infrastructure to WiFi6.
- Strengthen cybersecurity stance with launch of end point protection and monitoring for staff and student devices.
- Continue cloud migration of services: migrate shared drives and personal drives to SharePoint.
- Support and contribute to APS Technology Plan under Teaching and Learning
- Define unified payment platform with Treasurer.
- Unify Service Desk activities on one common platform across Town and District.



Major Accomplishments 2023

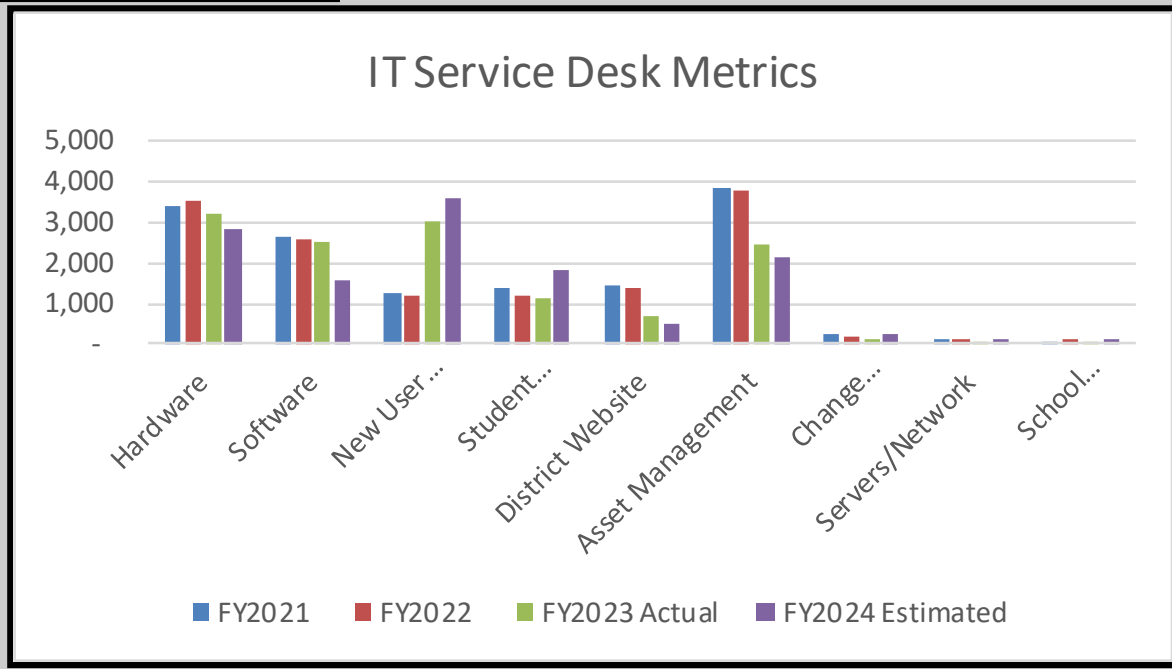
- Launched Online Applications and Permitting service for Inspectional Services, reducing paper and increasing efficiency and transparency for the community.
- Upgraded MUNIS Cashiering and cash reconciliation process with Treasurer.
- Reviewed GIS infrastructure and tools in conjunction with DPW and set goals for replacement.
- Upgraded MUNIS to version 2021 in November 2023.
- Updated multiple Tyler forms for the Treasurer’s Office to streamline workflows.
- Completed all networking for AHS Phase II.
- Completed all networking for Building A & E Grove Street campus.
- Mapped out network needs for Buildings B, C and D Grove Street campus.
- Supported the relocation of DPW from 23 Maple to 51 Grove Street by providing assistance and equipment.
- Streamlined and launched Google PowerSchool Student Information System integrations for student accounts.
- Migrated all town staff to Microsoft Office 365. Multifactor authentication included in final roll out to prevent phishing and other security threats.
- Decommissioned and virtualized three town servers to optimize our resources and performance.
- Managed and streamlined the process of scheduling parent-teacher conferences with implementation of an online booking system.
- Support of Town Meeting April through May 2023. Support of Special Town Meeting in October 2023.
- Developed new time keeping schema and audio/visual pilot for Spring Town Meeting.
- Migration of MUNIS to cloud-based offering. This included multi factor authentication for all users for increased security.
- Unified Service Desk staff across Town and District into cohesive team.
- Onboarded new Service Desk Manager.
- Implemented new APS Staff Password Policy for increased security and privacy.
- Completed device inventory across town and district to support formalizing hardware refresh cycle.

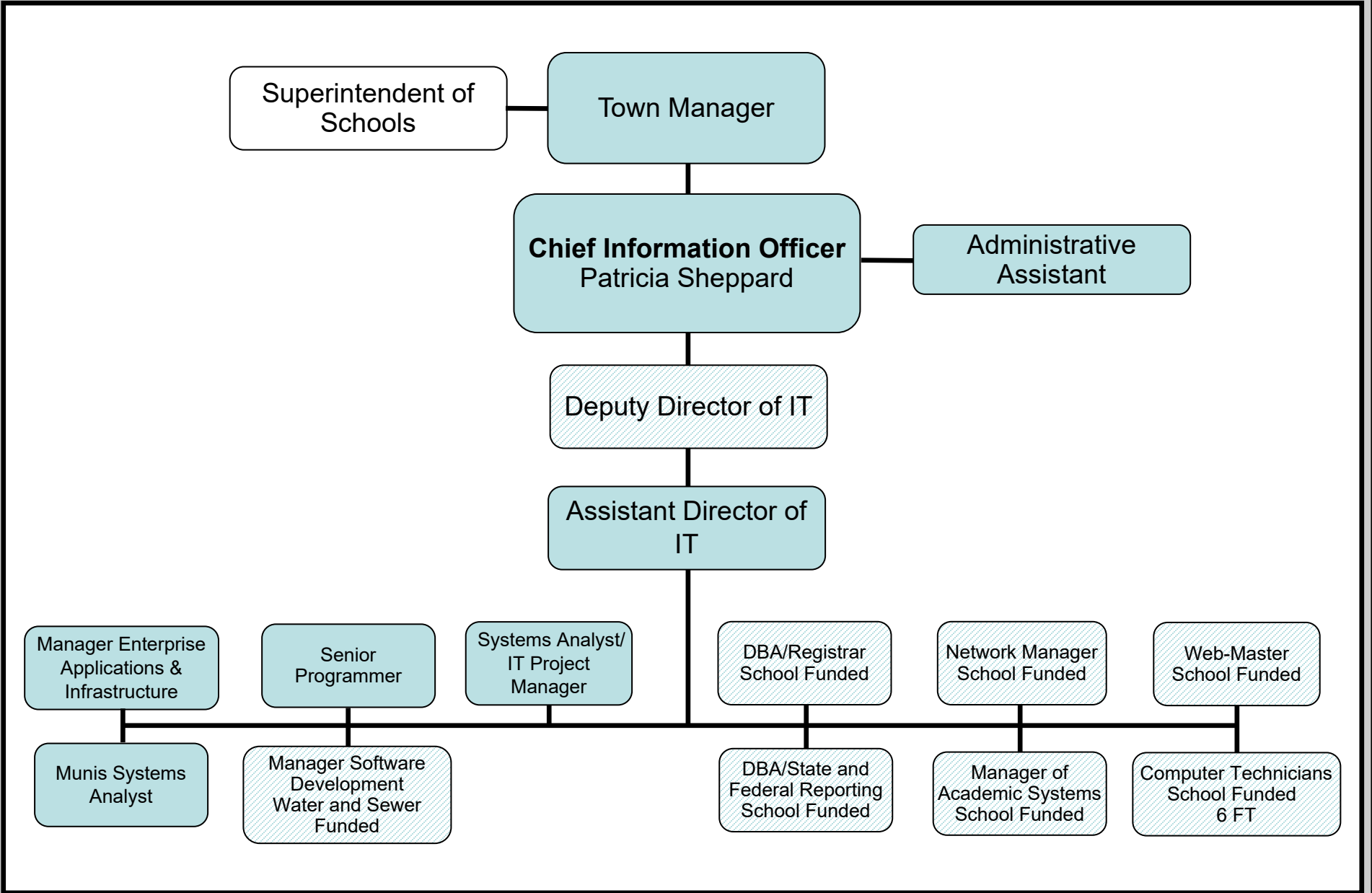
Major Accomplishments 2023 (cont.)

- Rolled out of ChatGPT with Digital Learning team for APS educators and all staff.
- Consolidated District Inet circuit at data center (dual circuits).
- Replaced legacy copper lines with Zetron Ethernet network for APD and AFD Dispatch.
- Migrated Filewave device maintenance suite to cloud.
- Upgraded District firewall to Watchguard Total Security suite.
- Implemented DMARC/DKIM protocol for domain verification for all staff email to reduce incidents of phishing.
- Upgraded VMWare infrastructure upgrade to version 8 (hardware and software).
- Serve as member of APS Tech Team in collaboration with APS Welcome Center, Registration, and Data Services.
- Supported Arlington Police Department with their body-worn cameras pilot, for increased accountability and transparency.
- Supported relocation of APS teachers and administrators to new AHS building with both assistance and equipment.
- Launched APS Parent Teacher conference system for Fall 2023 and Winter 2024.
- Supported Digital Learning in certifying 3rd party applications in Google Workspace.
- Demoed new online engagement platforms for DEI, Public Information (Town Website), Town Clerk and Community Development.
- Supported relocation of Menotomy Preschool and AHS Daycare to new AHS building with both assistance and equipment.
- Planned relocation of Recreation Department for Spring 2024.
- Supported Town Clerk in application for CPA funding to digitize paper based vital records.
- Drafted Data Center Operations Handbook for Grove Street campus.
- Partnered with Comptroller’s Office to reconfigured all roles and permissions in MUNIS to further delineate segregate of duties.
- Launched new Chart of Account with Comptrollers in January 2024.
- Consulting with new Hybrid Meeting Committee through Spring 2024.
- Co-leading Superintendent’s Strategic Working Groups 3.2 and 4.1.
- Piloting automation of Lightspeed classroom rostering with Digital Learning Team (OMS, Gibbs and Dallin).



Performance/Workload Indicators - ServiceDesk Tickets by Category				
Ticket Categories	FY2021	FY2022	FY2023 Actual	FY2024 Estimated
Hardware	3,405	3,550	3,207	2,804
Software	2,639	2,550	2,524	1,568
New User Setup/Account Management	1,262	1,200	2,988	3,576
Project Related Changes			100	96
Student Information System	1,369	1,200	1,141	1,833
District Website	1,446	1,400	664	508
Registration Support			322	378
Asset Management	3,818	3,750	2,450	2,140
Change Management	220	200	107	240
Digital Learning Team			35	84
Servers/Network	130	120	7	112
School Door/Video Security	75	150	65	120
Service Request			7	44
Remote Management			2	28
Other			66	44
Total	14,364	14,120	13,685	13,575







Program Description

The Legal Department commences, prosecutes, and defends all legal actions and other matters on behalf of the Town in all state and federal courts and administrative agencies. The Department functions as a full-service law office, handling nearly all of the Town's litigation in-house. In addition to its litigation function, the Department furnishes legal opinions and advice daily on matters referred to it by the Select Board, the Town Manager, the School Department, and the various Town Department Heads. Additionally, the Department provides legal advice to all Town officials, boards, committees, and employees concerning their legal responsibilities and prerogatives. Further, the Department attends meetings and counsels Town departments on legal issues related to operational and project-related matters as they arise. The Department investigates all claims, advises, and monitors Town regulatory compliance, and coordinates all legal affairs of local government. The Department also administers, manages, and litigates the entire Town's workers' compensation, police and fire line-of-duty, and municipal liability self-insurance programs.

The Department drafts, reviews, and approves a wide range of legal instruments including agreements, applications, contracts, licenses, releases, leases, easements, deeds, and a multitude of other documents required for the orderly accomplishment of the Town's complex municipal legal issues. The Department also advocates for the Town's interests in the appropriate direction of Town officials before state and federal bodies.

Three years ago, the Legal Department reorganized and shifted the Workers' Compensation Benefits Attorney into a "Deputy Town Counsel" position that is responsible for both Workers' Compensation matters and general legal practice that includes advising and positioning the Town and its committees and commissions with additional direct counsel support.

The Department will continue to handle as many legal matters in-house as is professionally responsible to contain outside counsel costs. The various Town departments will continue to be counseled in claims avoidance practices and procedures. The Department will continue its efforts to explore opportunities to mitigate injury risk potential and resulting claim exposure.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Legal				
Personnel Services	466,254	490,415	497,053	502,897
Expenses	2,180	178,902	136,665	136,665
Total	468,434	669,317	633,718	639,562

STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Legal				
Managerial	2	2	2	2
Clerical	1.75	1.75	1.75	1.75
Professional/Technical	1	1	1	1
Total	4.75	4.75	4.75	4.75

FY2025 Objectives

- Defend and pursue the Town's interests in active and potential litigation matters, including following the directives of Town Boards and Commissions to assert the Town's rights and policies regarding land use and development.
- Continue to enhance support for general legal matters through the Deputy Town Counsel position to meet the needs of Town departments, officers, and public bodies.
- Work with Town departments on efforts to recover and protect Town financial resources from contracted entities and other parties.
- Develop and promulgate requested legal and policy positions in a variety of substantive areas, including assisting various stakeholders in evaluating future policies, especially with respect to emerging issues and persistent challenges to best leverage the Town's legal positions.



Objectives (cont.)

- Update Legal Department online resources for employees and volunteers, including incorporating new state ethics training materials and records keeping, as well as addition of materials revised by the Town Clerk for swearing in committee and board members.
- Provide additional training opportunities for Town committees and commissions with a focus on training specific to committee and board officers such as chairs and clerks, and provide resources for effective and efficient Town Meetings.
- Develop standard contract terms for all Town and School goods and services contracts to render smaller contracts more uniform, particularly for professional services.

Major Accomplishments for 2023

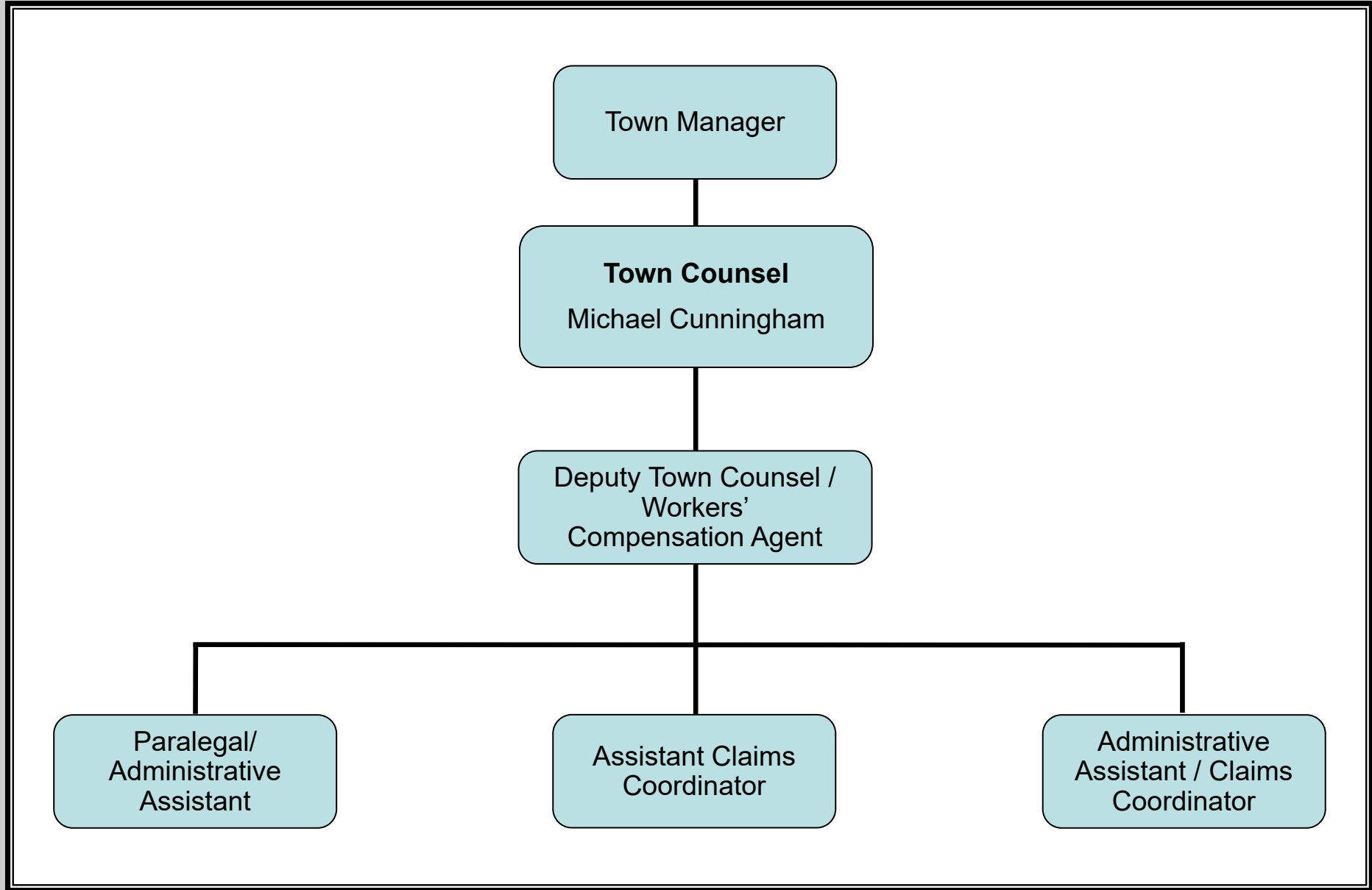
- Appeared regularly in the courts and administrative bodies of the Commonwealth and federal courts ranging from Superior Court litigation to administrative appeals in the prosecution and/or defense of the Town, including garnering dispositive motions in the Town's favor, successful hearings, and favorable resolutions of matters which limited Town liability or affirmed the Town's rights.
- Prosecuted local administrative matters on behalf of the Town boards and bodies to promote public health and safety in Arlington.
- Investigated, successfully defended, and/or adjusted 52 M.G.L. Chapter 84 claims (injuries or property damage as a result of a claimed defect in a public way) pending against the Town.
- Investigated, successfully defended, and/ or adjusted 52 M.G.L. Chapter 258 claims (Massachusetts Tort Claims Act) pending against the Town.
- Represented the Town in contract and non-Chapter 84/258 claims and disputes involving the Town, including successful defense, avoidance of litigation, resolution, and cooperative efforts with other municipalities to assert the Town's rights, including Town public construction matters.
- Successfully litigated, negotiated, and concluded several workers' compensation claims and retiree indemnification claims, resulting in significant savings for the Town.
- Involved in active litigation to affirmatively recover damages from parties who failed to perform under their contracts and warranties.

Major Accomplishments (cont.)

- Prepared warrant articles, reports, bylaw amendments, proposals and position options, and other documents for Annual Town Meeting and Special Town Meeting, including advising departments and committees; appeared at all sessions to advise Town Meeting. Provided legal advocacy and support for special legislative measures and follow through support for Town Meeting actions.
- Offered enhanced trainings for Town Boards and Commissions on their operations, duties, and powers.
- Conducted a Town Meeting Warrant Articles Primer & Workshop in collaboration with the Town's Civic Engagement Group.
- Supported Town departments with contract drafting, negotiations, review, revisions and research and recording of real property instruments, and drafting grant agreements, memorandum of understanding or agreement including revised marijuana retailer permits, licenses, and MOUs; including completing the sales and leases of Town properties.
- Continue to support the Town's ongoing efforts to become more diverse, equitable and inclusive through work with the Town's Diversity, Equity and Inclusion Division.

Performance / Workload Indicators

Legal/Worker's Compensation	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
MGL Chapter 84 Claims:				
<i>Personal injury/property damage as a result of a claimed defect in a public way</i>				
Total	31	32	33	36
Claims Closed	10	10	10	11
New claims	11	11	15	14
MGL Chapter 258 Claims:				
<i>Massachusetts Tort Claims Act</i>				
Total	11	7	23	27
Claims Closed	14	2	11	12
New claims	10	18	15	16
Fire - Injured on Duty Claims	4	4	10	6
Police - Injured on Duty Claims	3	3	5	5





Program Description

The Town Clerk's Office ensures compliance with changing State Laws relative to the Town Clerk and Registrars of Voters and provides efficient and courteous service to the general public. The Department's primary responsibilities are the following:

- Conduct all elections in conformance with federal and state laws and regulations, prepare the ballot for local elections, certify and report results, administer campaign finance laws for local elections.
- Record, file, index, and certify all documents, licenses, permits, and vital statistics (births, deaths, and marriages).
- Serve as Clerk to Town Meeting, take attendance, certify votes, submit bylaw articles to the Attorney General for approval, and publish and codify the Town's Zoning and General Bylaws.
- Conduct an annual listing of all residents/voters, maintain the State's Central Voter Registry, and publish the Annual Street List.
- License dogs, storage of flammable materials, and raffles.
- Maintain a high level of customer service providing general information to both the public and other Town departments.
- Swear in newly elected officials, police officers, and appointed/reappointed committee members.
- Certify nomination papers, petition forms, residency, voter certificates, welcome home bonus certificates, and warrant articles.
- Oversee the Elections Budget.

Budget Statement

In Fiscal Year 2024, expenses related to elections and Town Meeting have increased. This will continue into FY2025 as we implement the expansion of voting called for by the passage of the Votes Act.

PROGRAM COSTS				
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Town Clerk				
Personnel Services	244,354	267,947	269,204	294,664
Expenses	27,854	14,282	17,610	17,610
Total	272,208	282,229	286,814	312,274

PROGRAM COSTS				
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Board of Registrars				
Personnel Services	57,338	63,129	56,285	59,989
Expenses	9,919	15,717	15,250	15,250
Total	67,257	78,846	71,535	75,239

PROGRAM COSTS				
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Elections				
Personnel Services	47,311	160,040	118,990	192,580
Expenses	18,470	74,061	76,850	86,124
Total	65,781	234,101	195,840	278,704

STAFFING				
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Town Clerk				
Managerial	1	1	1	1
Clerical	2	2	2	2
Professional/Technical	1	1	1	1
Total	4	4	4	4

STAFFING				
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Board of Registrars				
Managerial	0	0	0	0
Clerical	1	1	1	1
Professional/Technical	0	0	0	0
Total	1	1	1	1



FY2025 Objectives

- Based on the awarding of CPA funds, begin a multi-year process to digitize vital records so the original documents are preserved safely.
- Expand the records that are shared on the website regarding Town Meeting so the public has access to more information.
- Improve language accessibility for election and Town census communication on the town website.
- Develop voter education materials or programs to help residents understand the voting options made possible by passage of the Votes Act.

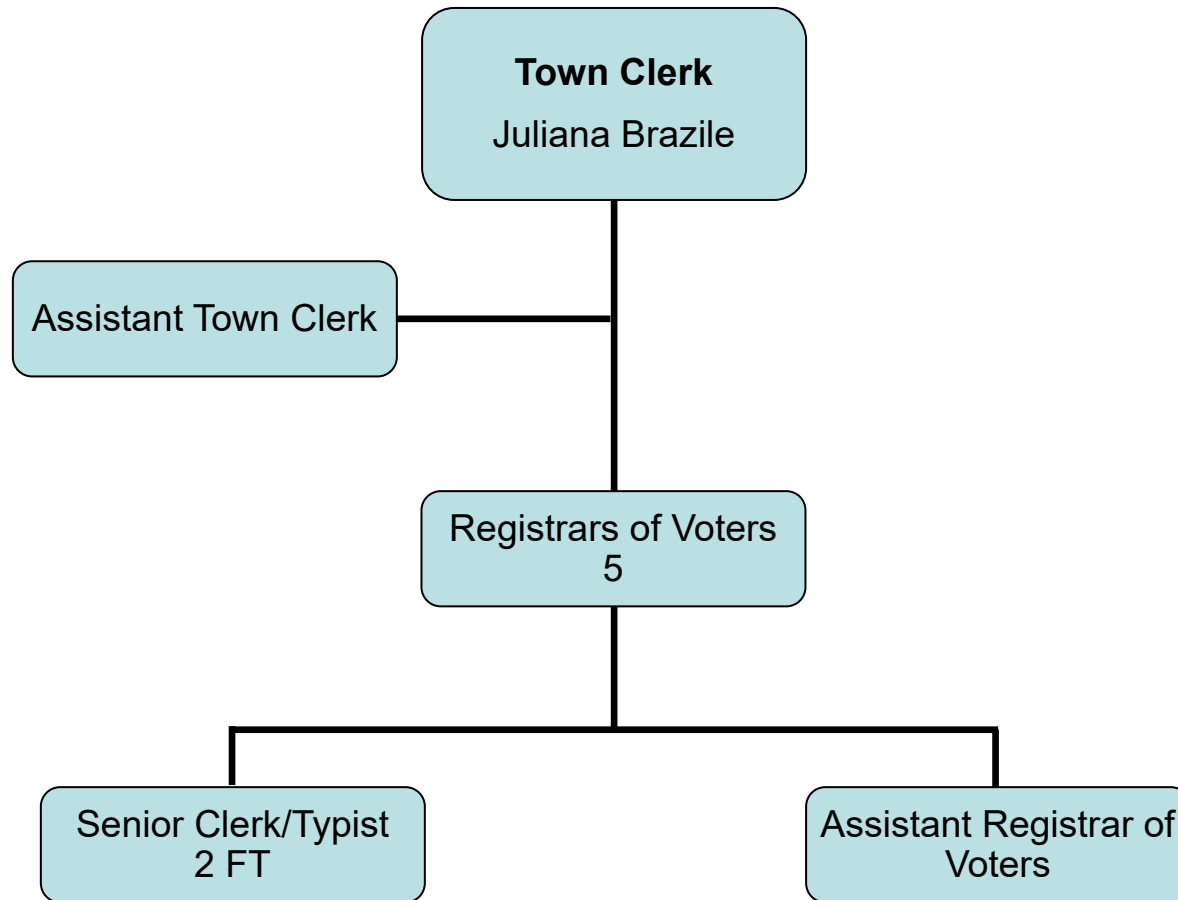
Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Town Clerk				
Marriage Licenses	153	143	168	170
Domestic Partnerships	N/A	4	24	20
Death Certificates	336	364	347	350
Birth Certificates	436	470	407	450
Dog Licenses	2,969	2,579	2,957	2900
Town Meeting Sessions**	11	13	7	7
Special Town Meeting Sessions**	5	1	0	1

**Reporting number of nights Town Meeting or Special Town Meeting are in session.
Single night STM within a regular Town Meeting not reported as a Special Town Meeting

Major Accomplishments for 2023

- Made significant updates to the Elections & Voting and Town Meeting webpages to improve usability for residents and voters.
- Following the roll out of a new Conflict of Interest Training program and website, updated internal systems to better record and track compliance for elected and appointed officials.
- Participated in a multi-department effort to develop the new Civic Academy and presented at two sessions.
- Working with the Human Resources Department, began a staff training program regarding safe practices when interacting with the public.





Program Description

The Treasurer, as the Parking Clerk appointed by the Select Board, manages the collection of parking fines and issues parking permits and:

- Collects payments for parking violations issued by the Police Department.
- Collects, processes, and reconciles all monies received from parking meters.
- Bills delinquent parking violations.
- Resolves parking violation appeals and coordinates hearing process by Hearing Officer.
- Marks and clears delinquent parking tickets with the Registry of Motor Vehicles.
- Manages the operation of parking machines/kiosks in Town and coordinates installation of parking meters, with maintenance support from DPW/Maintenance.
- Manages, administers and processes all parking permits and the special permits program.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

Parking	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	64,511	58,569	65,575	73,239
Expenses	6,126	8,140	20,780	20,780
Total	70,637	66,709	86,355	94,019

STAFFING

Parking	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	0	0	0	0
Clerical	1	1	1	1
Professional/Technical	0	0	0	0
Total	1	1	1	1

FY2025 Objectives

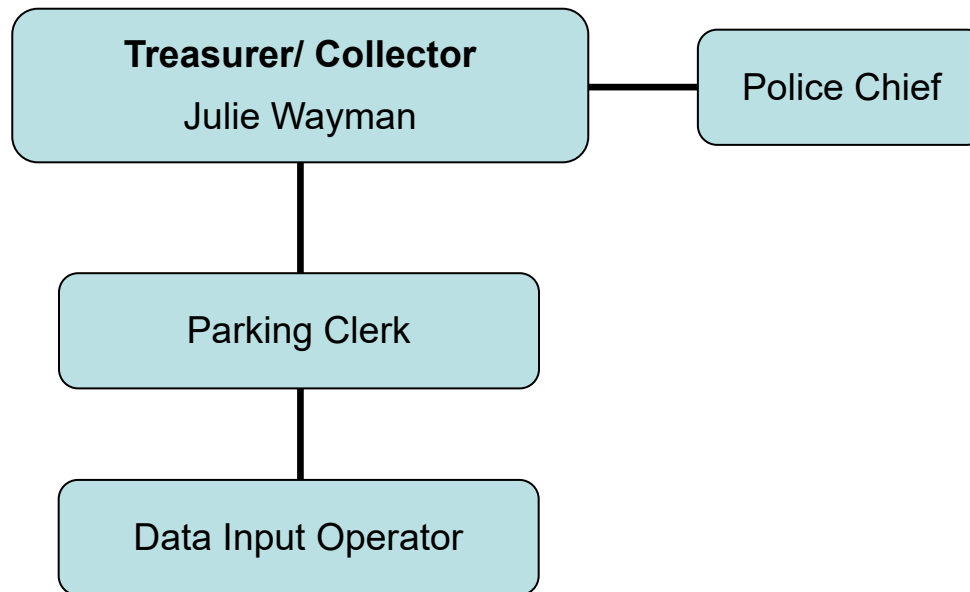
- Monitor parking program for needed improvements including signage and parking permit rules.
- Work with the Parking Advisory Committee to implement projects associated with the Parking Benefits District.

Major Accomplishments for 2023

- Regularly scheduled parking ticket hearings and requests for appeal of parking tickets.
- Engaged with new Deputy Collector to improve parking ticket fine and collection. Implementation planned for February 2024.

Performance / Workload Indicators

Parking	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Number of tickets issued	8,316	14,594	14,014	18,000
Revenue	\$ 119,205	\$ 214,635	\$ 234,821	\$ 250,000
Meters Collected	\$ 141,625	\$ 345,149	\$ 313,136	\$ 345,000
Parking Permits	\$ 74,630	\$ 123,439	\$ 126,638	\$ 129,000
Total Violations/Meter/Permit Revenue	\$ 335,460	\$ 683,223	\$ 674,595	\$ 724,000





Program Description

The Arlington Department of Planning and Community Development (DPCD) oversees planning and community development activities within the town and is committed to improving the quality of life in Arlington by improving housing opportunities, transportation access, and economic development to enhance the vitality of our business districts, and preserving and promoting our community's natural, historic, and cultural resources.

The Department oversees many key town-wide initiatives including Master Plan implementation, the implementation of Connect Arlington, the town's long-range transportation plan, net zero planning initiatives, and a range of efforts in our business districts. The Department administers the Town's federal Community Development Block Grant Program and has done so since the program's inception in 1974. The Department staff of nine provides support to 35 Town boards, commissions, and committees, including: the Arlington Redevelopment Board (ARB) - the Town's Planning Board and Redevelopment Authority, Conservation Commission, Affordable Housing Trust Fund Board, Commission for Arts & Culture, Clean Energy Future Committee, Arlington 250, and the Zoning Board of Appeals.

Department staff also represent the Town on a number of regional bodies: the Arlington Chamber of Commerce, the Boston Metropolitan Planning Organization (MPO); the North Suburban HOME Consortium; the Somerville-Arlington Continuum of Care; the Metropolitan Area Planning Council (Council, Executive Committee, and MetroCommon 2050 External Advisory Committee); Metropolitan Mayors Coalition's Climate Preparedness Taskforce and Regional Housing Partnership; Mystic River Watershed Association Resilient Mystic Collaborative; and the Charles River Watershed Association Climate Compact.

STAFFING

Planning & Community Development	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	1	1	1	1
Professional/Technical	7	7	7	7
Total	9	9	9	9

Budget Statement

The FY2025 budget is a level-services budget.

PROGRAM COSTS

Planning & Community Development	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	586,624	468,844	799,601	826,365
Expenses	26,441	25,820	35,021	38,621
Total	613,065	494,664	834,622	864,986

FY2025 Objectives

The Department focus in FY25 will be to update the Arlington Master Plan, adopted in 2015, as continued implementation of the Arlington Master Plan is the Department's top priority. Updating the Master Plan will be a roughly two-year long process and will guide proposed amendments to the Town's Zoning Bylaw in order to achieve Town goals such as increasing housing options and access, incentivizing new development that is sustainable and resilient in all zoning districts, and removing barriers to achieving sustainable economic development and transportation goals. This work will be accomplished with the Arlington Redevelopment Board and a future Master Plan Advisory Committee, with robust community engagement. Additionally, the Department will:

- Work with the Transportation Advisory Committee and the Select Board to implement Connect Arlington, the town's long-range transportation plan and the Complete Streets Action Plan for fiscal years 2022-2027
- Work with the Clean Energy Future Committee to implement near and mid-term strategies in the Net Zero Action Plan.
- Work with Open Space Committee to implement the five-year Open Space and Recreation Plan for 2021 to 2026.
- Work with the Affordable Housing Trust to implement the five-year Housing Production Plan for 2021 to 2026.
- Work with Arlington Human Rights Commission and the Affordable Housing Trust to implement the Fair Housing Action Plan with local strategies to comply with fair housing laws.



Objectives (cont.)

- Implement the Arts and Culture Action Plan, including identifying new income streams to support the arts and incorporating art into town projects.
- In partnership with the Conservation Commission, Parks and Recreation Commission, and community partners update and implement long-range management and stewardship plan for Town-owned lands.

Additional Department work will include advancing the following objectives:

- Create engagement opportunities for people to learn introductory information about the Master Plan, zoning bylaws, and permitting processes.
- Development of commercial and mixed-use property design guidelines
- Continue to work in business districts to understand challenges and opportunities and direct resources to assist with business development, recruitment, and retention.
- Work with property owners and developers along major corridors to encourage mixed-use, residential, and commercial development.
- Continue implementation of Vacancy Registry Bylaw, including assisting property owners with marketing available spaces and coordinating installation of public art when requested.
- Continue to advance plans for sidewalk and streetscape improvements to major thoroughfares and routes to schools.
- Identify key locations to create priority bus lanes and install bus rapid transit elements.
- Add Town-owned properties to the Inventory of Historically or Architecturally Significant Property in the Town of Arlington.
- Administer Community Development Block Grant funds in alignment with the 5-Year Consolidated Plan.
- Secure funds to assist with updating stormwater rules and regulations.
- Continue to assist with improvements to Arlington Center utilizing Parking Benefits District funds.
- Continue to work with the Arlington Redevelopment Board in their role as the Town’s Planning Board to facilitate site plan review of projects built under the MBTA Communities zoning
- Continue reviews of Zoning Board of Appeals cases, licenses, and permits, including M.G.L. Chapter 40B Comprehensive Permit applications and small cell wireless facilities.

Major Accomplishments for 2023

The Department is proud to have accomplished a substantial amount of short and long-range planning work this year, including the intensive, iterative planning work to develop an MBTA Communities overlay zone. The team proved invaluable to the community by continuing to permit small and larger-scale projects through the Redevelopment Board and Conservation Commission, and supporting research and reviews for the Select Board, Historical Commission, and the Zoning Board of Appeals, including two Comprehensive Permit applications.

Throughout the year, the Department continued to implement the goals and objectives of the Master Plan with particular focus on advancing housing, economic development, transportation, and historic and cultural resource strategies by:

- Intensive, iterative planning of a proposed “MBTA Communities” housing overlay zone that would allow multi-family housing by-right in certain areas of Arlington.
- Implementation of Connect Arlington – the Town’s first Sustainable Mobility Plan with the support of the Transportation Advisory Committee and the Select Board. The plan provides a timeline for helping the town improve how people move around the community using public or private transportation, such as driving, walking, bicycling, or accessing and riding in buses, taxis or other car services, or other transportation systems.
- Implementation of the Net Zero Action Plan – to help the town become carbon-neutral (“net-zero”) by 2050 with the support of the Clean Energy Future Committee. Prohibiting fossil fuel infrastructure in new construction and in buildings undergoing significant rehabilitation was identified as an early strategy to advance. In Spring 2023, the Committee worked with staff and community organizations to pass the “Specialized Stretch Energy Code” by Town Meeting which requires advanced energy and efficiency actions in new construction.
- Implementation of the Fair Housing Action Plan, including research on current barriers to housing, discrimination complaints, and challenges to availability of housing opportunities in Arlington. The plan provides local strategies to comply with federal and state fair housing laws to ensure availability and accessibility of housing for protected classes.
- Implementation of the Arlington Heights Neighborhood Action Plan Committee to advance installation of public art and parklets in the business district.



Major Accomplishments (cont.)

- Implementation of Arts and Culture Action Plan, including advancement of the Cultural District, assistance to the Commission for Arts and Culture, incorporation of public art throughout the community, including prominently on the Minuteman Bikeway, and exploring options for new studio spaces for artists.
- Worked with merchant associations and the Chamber of Commerce to understand their challenges and opportunities and direct resources to assist with business development, recruitment, and retention, particularly to address concerns raised by the pandemic.
- Worked with property owners and developers along major corridors to encourage mixed-use, residential, and commercial development.
- Secured Green Communities funding for Arlington to improve energy efficiency for town-owned buildings, including installing heat pumps at the Jarvis House and the ACMI building and installing new LED lighting at the Dallin School.
- Reviewed ZBA cases, licenses, and permits, including M.G.L. Chapter 40B Comprehensive Permit applications and small cell wireless facilities.

Of particular note are the following highlights and milestones:

MBTA Communities zoning

In response to the “MBTA Communities Law” enacted in 2021 (Mass General Law Chapter 40A, section 3A), the Redevelopment Board established the MBTA Communities Working Group to support DPCD staff. Over the course of almost a year, the Working Group and DPCD staff engaged the public, researched, and deliberated over an implementation plan that would allow Arlington to comply with state law by developing an MBTA Communities overlay district, with two sub-districts, where multi-family housing may be constructed by-right, meaning without a special permit. The zone was approved by Town Meeting in October 2023. Town Meeting also passed a slate of business zoning articles in order to promote development of commercial and mixed-use properties as a complement to the residential zoning overlay.

Mass Ave and Appleton redesign

The conceptual design of the intersection of Mass Ave and Appleton Street was passed by the Select Board and work has begun to develop biddable construction documents. It is anticipated that this phase of design will extend through the spring in anticipation of a MassWorks grant application for construction funding.

Major Accomplishments (cont.)

Town-wide Archaeological Survey

A survey was performed to inventory known archaeological resources in Arlington, such as along the Mill Brook corridor, and identify areas of high archaeological potential to provide a guide for planning and preservation.

FY2025 Objectives, Arlington Redevelopment Board

- Advance Zoning Bylaw amendments to future Town Meeting to encourage development and redevelopment opportunities to generate a full range of housing options for all incomes and housing types and also encourage mixed-use development, and new commercial development.
- Consider neighborhood business center focus plans along the lines of the Arlington Heights Neighborhood Action Plan to study opportunities for simplifying zoning and identifying development challenges in Arlington Center and East Arlington.
- Review progress on implementation of the Master Plan, including adopting formal amendments to Master Plan based upon recent completion of long-range plans, including transportation and energy. Modify and update Master Plan Working Groups as needed.
- In alignment with Town effort to modernize permitting processes, convene representatives from the Select Board, Conservation Commission, Historical Commission, Historic Districts Commission, Zoning Board of Appeals, and Board of Health
- Participate in range of Town committees and initiatives that advance community planning goals, including Master Plan Implementation Committee and Working Groups, Envision Arlington Standing Committee, Open Space Committee, Housing Plan Implementation Committee, Arlington Heights Action Plan and Community Preservation Act Committee.



Major Accomplishments 2023, Arlington Redevelopment Board

In 2023 the Board completed six signage reviews. The Board also approved three mixed-use projects on Massachusetts Avenue and completed the project review for a property on Mass. Ave. that changed from office to mixed-use through the addition of one residential unit in a former attic space. The Board also extended the term of a special permit granted in 2020 to develop a hotel on Mass. Ave. through 2025. Additionally, the ARB serves as the Board of Survey with authority to approve the design of roads for the purpose of ensuring that new building lots can meet zoning frontage and access requirements. There were no Board of Survey applications for consideration in 2023.

In response to the “MBTA Communities Law” enacted in 2021 (Mass General Law Chapter 40A, section 3A) the Redevelopment Board established the MBTA Communities Working Group to support DPCD staff in implementing a compliant MBTA Communities zone. Over the course of 2023, the Working Group and DPCD Staff engaged with the public, deliberated, researched, and ultimately developed an implementation plan that would allow Arlington to comply with state law by instituting an MBTA Communities overlay district, with two sub-districts, where multi-family housing may be constructed by-right, meaning without a special permit. The zone was approved by Town Meeting in October, 2023. Town Meeting also passed a slate of business zoning articles in order to promote development of commercial and mixed-use properties as a complement to the residential MBTA Communities overlay.

Major Accomplishments (cont.)

Throughout the year, through the work of the Department of Planning and Community Development, the Board continued to implement the goals and objectives of Arlington’s Master Plan, including advancing housing, economic development, transportation, and historic and cultural resources via:

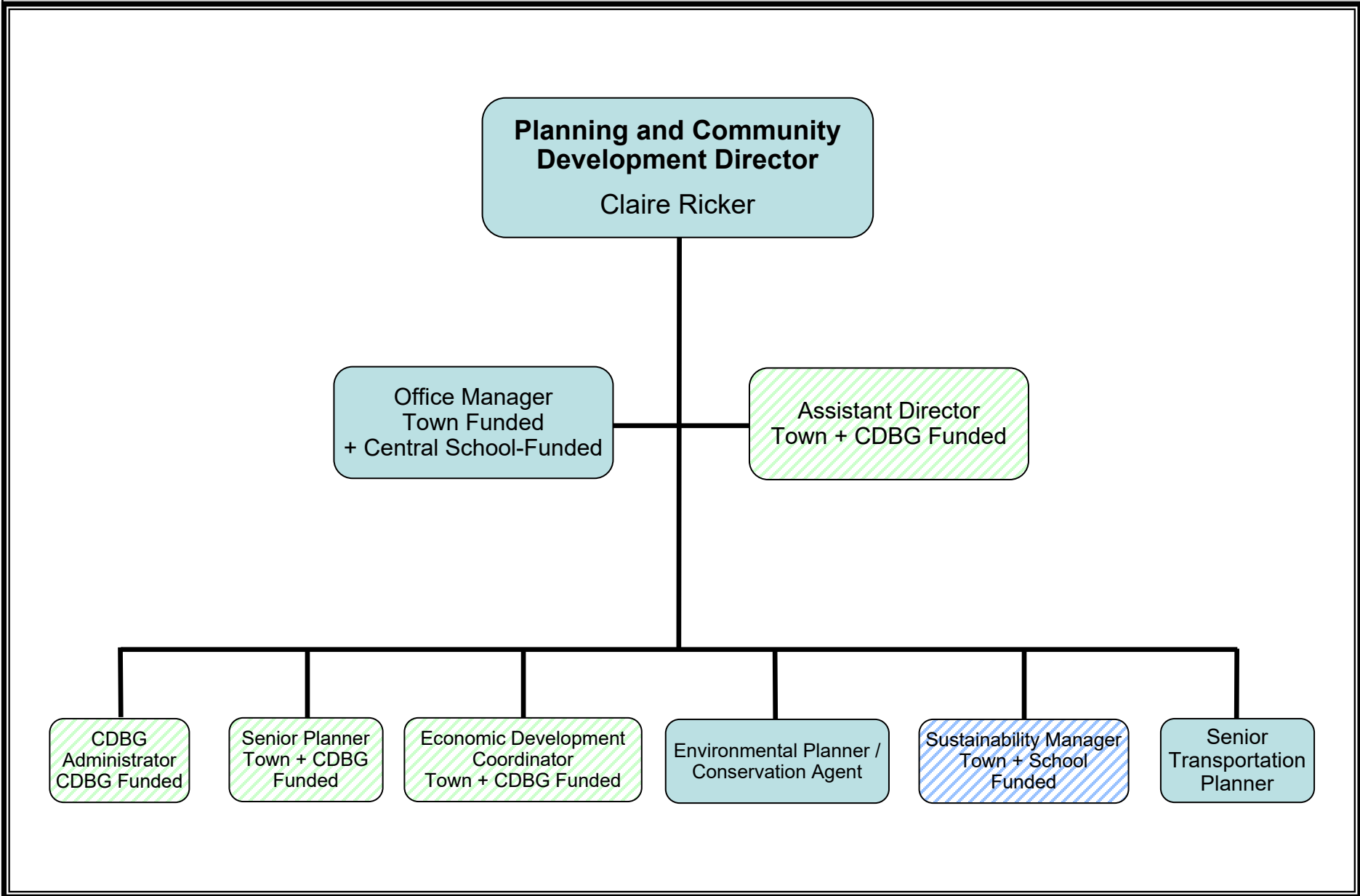
- Intensive, iterative planning of a proposed “MBTA Communities” housing overlay zone that will allow multi-family housing by-right in certain areas of Arlington,
- Continued implementation of the Arlington Heights Neighborhood Action Plan to advance installation of public art and parklets in the Heights’ business district, and
- Continued work with property owners and developers along the major street corridors to encourage mixed-use, residential, and commercial development.

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Planning & Community Development				
CDBG Funds Administered	\$1,106,603	\$1,060,150	\$1,058,933	\$1,000,000
Other public or private grant funds secured	\$1,116,099	\$1,139,285	\$1,225,000	\$750,000
Sign Permit Applications Reviewed	13	16	22	20
Zoning Board Applications reviewed	22	33	30	35
Businesses/Merchants Assisted	598	451	503	550
Environmental Design Review (EDR) special permits administered	11	11	8	10
Licenses reviewed	12	10	15	15

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Conservation Commission				
Commission meetings attended	30	30	\$30	30
Conservation Permits	17	46	\$18	30
Site inspections	80	55	\$48	55
Filing Fees	\$16,442.50	\$21,341.50	\$9,489	\$15,000.00





Program Description

The Zoning Board of Appeals interprets and enforces the Zoning Bylaw for the Town of Arlington. Hearings are generally held on the second and fourth Tuesdays of the month, as needed. The Board is comprised of five full members and two associate members appointed by the Select Board, including an attorney and a licensed architect. From its members, the Board annually elects a Chair and a Vice-chair. The Board hears testimony and renders decisions based on a supermajority (4 of 5) vote of the Board. It is the Board's responsibility to issue the legal documentation required relative to the approval or denial of each petition.

FY2025 Objectives

- Provide prompt and informed decisions on all applications submitted to the Zoning Board of Appeals.
- Make decisions that uphold the original intent of the Zoning Bylaw.
- Instill confidence in petitioners and applicants that they have been rendered a fair and equitable decision.
- Update the ZBA website to include better access to meeting information and provide guidance documents for applicants.

Budget Statement

The Zoning Board of Appeals has a level-services budget for FY25.

Major Accomplishments for 2023

- Heard and rendered 39 petitions for special permits and variances, with 10 continuances.
- Conducted hearings and issued a decision for one comprehensive permit, at 10 Sunnyside Avenue, including 8 hearing sessions. Comprehensive permits are issued for the development of Low- and Moderate- Income Housing pursuant to M.G.L. c. 40B.
- Implemented OpenGov Online Permitting for special permit and variance applications.
- Created a document that tracks ZBA and ARB applications for the ZBA, Planning and Town Clerk records.
- Continued to reduce continuances by adding conditions to decisions that are reviewed by the Inspectional Services Department when issuing a permit.

PROGRAM COSTS

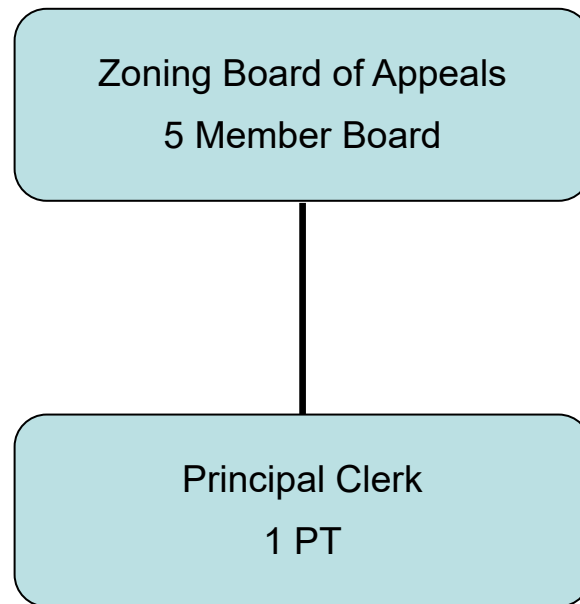
Zoning Board of Appeals	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	23,549	47,859	63,610	68,964
Expenses	9,613	14,491	10,300	10,300
Total	33,162	62,350	73,910	79,264

Performance / Workload Indicators

Zoning Board of Appeals	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Applications	38	38	38	42
Hearings	50	32	53	56
Revenue	\$15,200	\$15,200	\$15,200	\$16,800
Continuances	16	18	8	8
Decisions with Conditions	36	33	38	38

STAFFING

Zoning Board of Appeals	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	0	0	0	0
Clerical	0.29	0.89	0.89	0.89
Professional/Technical	0	0	0	0
Total	0.29	0.89	0.89	0.89





Program Description

The Facilities Department is responsible for operating and maintaining all Town and School real estate building assets. It oversees Operations and Maintenance (O&M) of 35 buildings comprising of 11 schools and 24 town buildings - totaling approximately 1.5 million square feet of mixed-use space. Mixed-Use space includes education, public safety, library, public works, government administration offices, and cemetery buildings. The O&M programs are based on standards for preventive maintenance, required inspections for life safety, governmental compliance, and cleaning standards to maintain the facilities in good, safe, and comfortable working order. The Facilities Department is led by the Director of Facilities with 2 managers and 4 supervisors who oversee office management, capital projects, building upgrades, building maintenance and repairs, custodial operations with cleaning, snow removal and landscaping. The maintenance division consists of the following positions - 2 electricians, 2 plumbers, 2 carpenters plus 1 craftsperson, and 2 HVAC trades people. The custodial division is comprised of a total of 42 custodians - 29 who are employed by the town and schools, and another 13 from a third-party service provider. About half of the custodial staff is scheduled to work during regular business hours while the rest perform their duties after regular hours and under the supervision of a custodial night supervisor. In addition, the Facilities Department coordinates regular building assessments and annual evaluations that are used for both capital planning and budgeting as well as changes or additions to planned routine repairs and preventative maintenance.

Budget Statement

The Facilities Department budget will increase by \$90,841 for FY25 as a result of increased energy costs and the addition and renovations to buildings at the DPW Yard along with added maintenance responsibility at the Whittemore Robbins House and 27 Maple Street. The new buildings add equipment assets such as HVAC, elevators, emergency generators, fire and security system increasing annual maintenance costs.

PROGRAM COSTS

Facilities	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	335,361	388,191	517,601	531,242
Expenses	414,477	468,860	706,460	797,460
Total	749,838	857,051	1,224,061	1,328,702

STAFFING

Facilities	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Professional/Technical	5.1	5.1	5.1	5.1
Total	6.1	6.1	6.1	6.1

FY2025 Objectives

Organizational

- Fully staff the department by filling the current vacancies which include: 2 Electricians, 1 HVAC Technician, and 1 Plumber.
- Support the design and construction teams on the Dept. Of Public Works (DPW) and Arlington High School (AHS) projects. Ensure the building complies with owner expectations for reliability and standards of operation.
- Update condition assessments at various buildings in the portfolio to allow for proactive capital planning.
- Update existing equipment end-of-life replacement cycle with data from Asset Essentials, computerized maintenance management system (CMMS).
- Oversee and manage \$10,092,800 in facilities operating and capital expenses.
- Develop a new preventative maintenance (PM) plan for Phase II and III of the AHS and the new and renovated DPW buildings.
- Develop operating guidelines and procedures for building automation systems (BMS).



FY2025 Objectives (cont.)

Capital Projects and Building Upgrades

- Building envelope repairs
 - Central Fire Station Masonry
 - Brackett School Doors
 - Bishop School Windows and Doors
- Elevator upgrades
 - Arlington Police Department
 - Peirce School
- Building Energy Management Systems
 - Dallin School
- Energy Conservation Measures
 - Hardy School Solar Panels
- Electrical Distribution Systems
 - Thompson School Emergency Generator
- Building Finishes Upgrades
 - Thompson School Floors
 - Bishop School Floors
- Security Upgrades
 - Bishop School Security Cameras
- Classroom/Educational space expansions
 - Gibbs School Library Classroom Expansion
 - Bishop School Office and Counseling Space Expansion
 - Stratton School Special Learning Center Classroom Modifications
- School Playground Upgrades and Repairs
 - Brackett School
 - Thompson School

Major Accomplishments 2023

- Completed construction at Community Center
- Completed enabling work for Phases 3 of Arlington High School building project
- Support Phase 2 construction at Arlington High School
- Manage operating energy (gas and electric) expenses approaching \$2M annually
- Manage over \$4.3M in Capital Projects
- Bid and managed service contracts for roofing, HVAC service, elevator service, fire alarms, fire suppression systems, fire extinguishers, pest control, ventilation hoods, grease traps, water treatment, security/camera/access control systems, emergency generators, oil and gas burners, and snow removal
- Update existing equipment end-of-life replacement cycle with data from Asset Essentials, computerized maintenance management system (CMMS)
- Completed the re-launch of DudeSolutions CMMS (work order request and ticketing system) as Brightly Asset Essentials work order system across remainder of building portfolio

Preventative Maintenance and Repairs

- Completed annual life safety inspections.
- Received compliance certificates for elevators, boilers, and fire suppression systems.
- Performed scheduled HVAC maintenance as well as emergency repairs.
- Contract management for multiple preventive maintenance contracts with 3rd parties, including elevators, fire alarms, fire suppression systems, water treatment, security systems, emergency generators, oil and gas burners.
- Managed snow removal at school and town properties.
- Analyze CMMS data to optimize preventative maintenance schedules, meantime to failure rates and asset placement cycles.



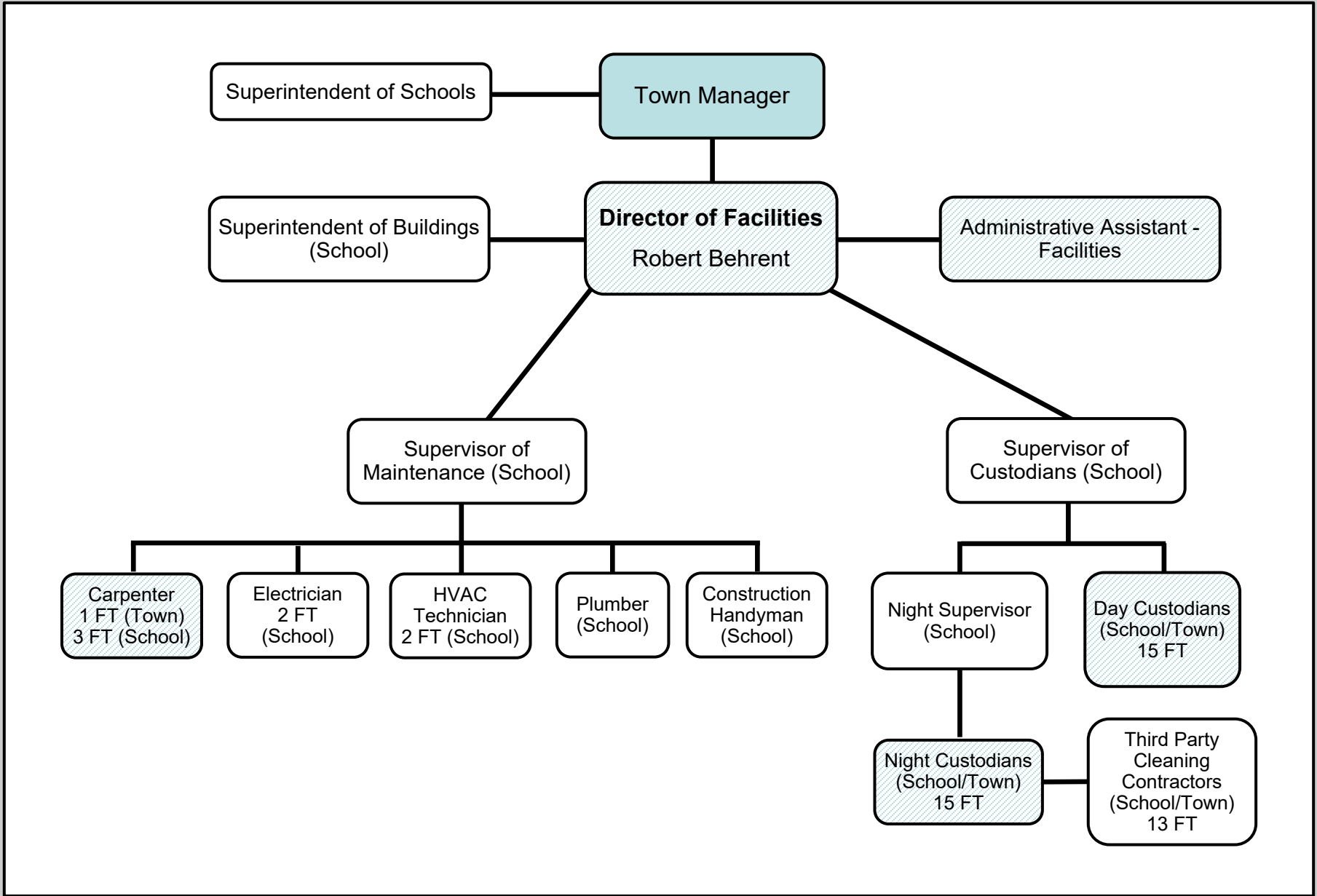
Major Accomplishments (cont.)

Capital Projects and Building Upgrades

- Bishop School fire alarm system replacement
- Park Circle fire house apparatus bay heating replacement
- Installed last phase energy saving LED lighting at Ottoson Schools
- Installation of new HVAC RTUs on Dallin School
- Repaired main office and gymnasium floor at Brackett School
- Replaced heating and Domestic Hot Water Boilers at Community Safety Building
- Window screens repair work at various schools.
- Completed carpentry and trim repairs at Thompson School
- Exterior walkway and stairway repairs at Dallin School
- Storm water drainage repairs at Dallin School
- Gibbs School drainage repairs
- Performed interior painting at all public schools

Performance / Workload Indicators

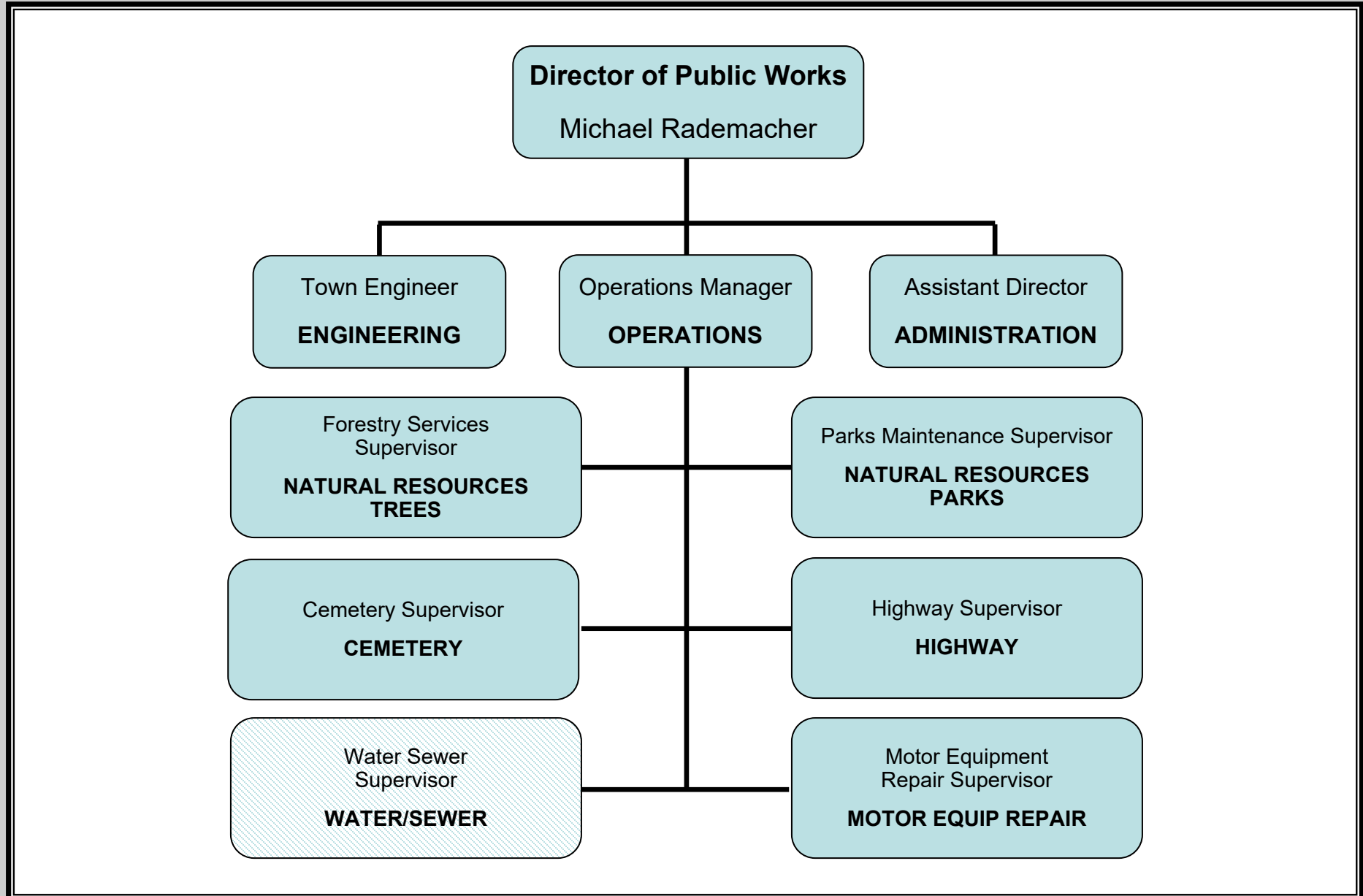
Facilities	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Work Orders				
- Requested/Submitted	805	3,000	2,125	3,294
- Completed	453	1,800	1,800	2,994
- Backlog			325	300
Percentage Planned/Reactive Work Orders	No Data	15/85	61/39	80/20
Percentage of On Time PMs	No Data	52%	75%	80%





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Program Description

The Public Works Department comprises seven separate divisions to maintain the Town infrastructure.

The Divisions are:

- Administration
- Engineering
- Cemeteries
- Natural Resources (Parks and Trees)
- Highway
- Motor Equipment Repair
- Water and Sewer Utilities

The Department is responsible for 100 miles of public roadways, 250 miles of water and sewer pipes, 75 miles of storm drains including 3,500 catch basins, numerous parks, playgrounds, athletic fields and open lands, and approximately 19,000 public trees. In addition, the Department maintains over 150 Town vehicles and operates three service utilities: Water, Sewer and Solid Waste.

Budget Statement

This is a level services budget.

Other budget changes are described in each division's section.

PROGRAM COSTS

Public Works Department	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	3,647,945	3,881,798	4,768,806	4,924,278
Expenses	6,571,539	6,627,255	7,597,586	7,637,586
Total	10,219,484	10,509,053	12,366,392	12,561,864

STAFFING

Public Works	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	7	7	7	7
Clerical	4	4	4	4
Professional/Technical	5.36	6.57	6.57	6.57
Public Works	45.00	45.00	45	45
Total	61.36	62.57	62.57	62.57



PROGRAM COSTS

Public Works Administration	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	497,269	619,164	623,942	653,885
Expenses	18,615	26,795	20,600	30,600
Total	515,884	645,959	644,542	684,485

STAFFING

Public Works Administration	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	2	2	2	2
Clerical	3	3	3	3
Professional/Technical	1.36	2.57	2.57	2.57
Custodial / Bldg. Maint.	0	0	0	0
Total	6.36	7.57	7.57	7.57

Major Accomplishments for 2023

- Hired Director of GIS position. Position will serve the DPW as well as other Town Departments.
- Coordinated the transition to new DPW facility for Admin., Highway, Water/Sewer and MER Divisions.
- Held Reuse & Recycling Center appointments year-round during the week and one weekend a month, serving approximately 3,500 appointments in the year.
- Received, annually since FY16, a MA Department of Environmental Protection (DEP) Sustainable Materials Recovery grant, (\$52,000 in FY23), called the Recycling Dividend Program, with funding designed to continue to support waste diversion activities.
- Acquired new Sidewalk Snow clearing Equipment with \$50,000 grant from the State.

Program Description

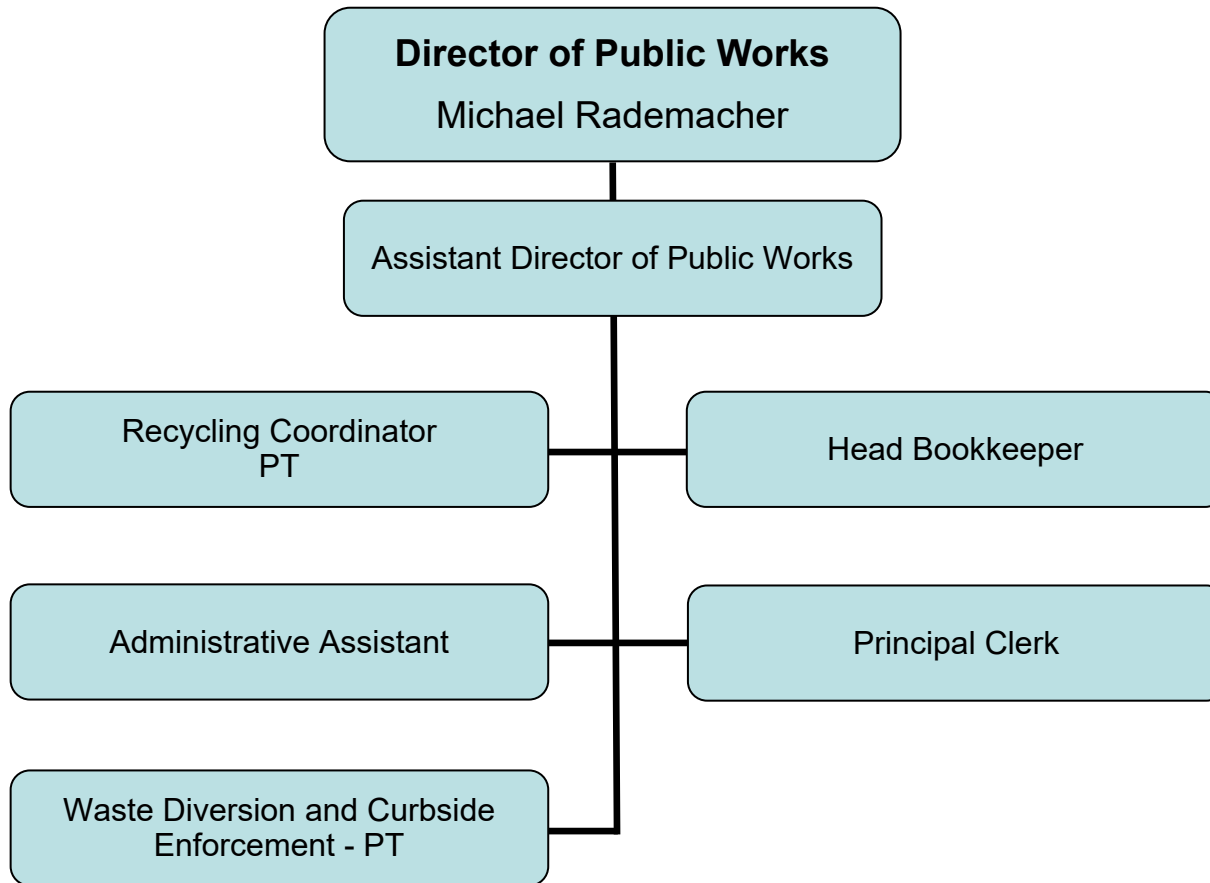
The Administration Division provides the following services: financial (including budget preparation and administration), invoice payment, invoice billings, grant management, personnel and payroll management, customer service, contract administration, oversight of contracted solid waste/recycling and hazardous waste collection services, and oversight of contracted streetlight maintenance on public ways and parking lots.

Performance / Workload Indicators

Administration	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Purchase Orders processed	1,265	1,016	741	800
Water/Sewer bills generated	50,420	50,680	50,456	50,500

FY2025 Objectives

- Develop training schedule for all staff to expand opportunities for learning/advancement.
- Develop Commercial Driver’s License (CDL) curriculum for use in training new hires in-house.





Program Description

The Engineering Division has the following responsibilities:

- Coordination and preparation of technical designs, engineering plans, and specifications for municipal infrastructure improvements and other capital projects.
- Oversight of contracted construction projects, including field inspections and administrative requirements.
- Inspection for construction quality assurance within public properties and roadways, including inspection of trench and property restoration work by private contractors and other utilities.
- Provide recordkeeping and update plans for Town roadways, sidewalks, water/sewer lines, parks, and infrastructure.
- Technical support and construction oversight assistance for the Department of Public Works and other Town Departments, including the Planning and Community Development and Recreation Departments.
- Management of online Street Opening Permit System for issuance of permits.
- Oversight and management of Traffic Signals maintenance contractor.
- Reviewing, preparing reports on, and regulating the impact of private developments on our water/sewer and storm water utilities, roadways, sidewalks, and other Town assets.
- Performing private way improvement cost estimates and assisting the Select Board Office with the betterment process.

Budget Statement

This is a level-services budget.

STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Engineering				
Managerial	0	0	0	0
Clerical	0	0	0	0
Professional/Technical	4	4	4	4
Public Works	0	0	0	0
Total	4	4	4	4

FY2025 Objectives

- Mystic Street Bridge Construction. Work on this project is proposed to reach substantial completion in FY25 contingent upon private utility relocations. Coordination among the private utilities (National Grid, Eversource, and Verizon) has prevented this project from commencing to date.
- Finalize updated Pavement Inventory and Condition Evaluation and development of Pavement Management Report.
- Prepare construction specifications and contract documents and coordinate, supervise and monitor annual construction projects including road rehabilitation, water rehabilitation, sewer system updates, curb/walk & ramp improvement projects, traffic signal upgrades, and other miscellaneous projects as needed.
- Provide in-house design services to address identified issues such as traffic calming, road geometry changes, paving and parking improvements and other pertinent items.
- Work with Arlington's Environmental Planner in monitoring infrastructure conditions and planning improvements to complete annual goals and maintain adherence to the updated EPA Municipal Separate Storm Sewer System (MS4) permit. MS4 permits authorize cities, counties, or other governmental entities to discharge storm water collected by their storm drain systems to waters of the United States.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Engineering				
Personnel Services	358,842	318,058	384,271	400,838
Expenses	87,237	8,302	88,500	88,500
Total	446,079	326,360	472,771	489,338



Objectives (cont.)

- Supervise, review, and direct Sewer System Investigation and Planning Program (SSIPP) in coordination with design consultant to ensure compliance with MassDEP goals and objectives.
- Assist Town Departments, Boards and Committees, including the Transportation Advisory Committee (TAC), Redevelopment Board (ARB), and Zoning Board of Appeals (ZBA), with site plan review to ensure requirements and Town goals are addressed.
- Continue to perform, coordinate and/or assist the preparation of the following administrative, regulatory and financial requirements:
 - Environmental Protection Agency
 - MS4 Annual Report
 - Massachusetts Department of Conservation & Recreation (DCR)
 - Bi-Annual Arlington Reservoir inspection
 - Emergency Action Plan Updates
 - Massachusetts Department of Transportation (MassDOT)
 - Chapter 90 Administration; Funding and Reimbursement
 - Assistance with DOT Grants and Construction including:
 - Safe Routes to Schools Program. (Assist with 100% Design Plan Development improvements near the Stratton School).
 - Annual Municipal Highway Access Permit
 - Massachusetts Water Resources Authority (MWRA)
 - Annual Municipal Discharge Permit
 - Annual Sanitary Sewer Questionnaire/Survey
 - Emergency Response Plan; updates & training
 - MWRA Loan Assistance; Water & Sewer
 - Massachusetts Department of Environmental Protection (DEP)
 - Annual Statistical Report outlining water use data
 - Sanitary Survey for water distribution system

Road, water and sewer projects are listed at www.arlington.gov/projects.

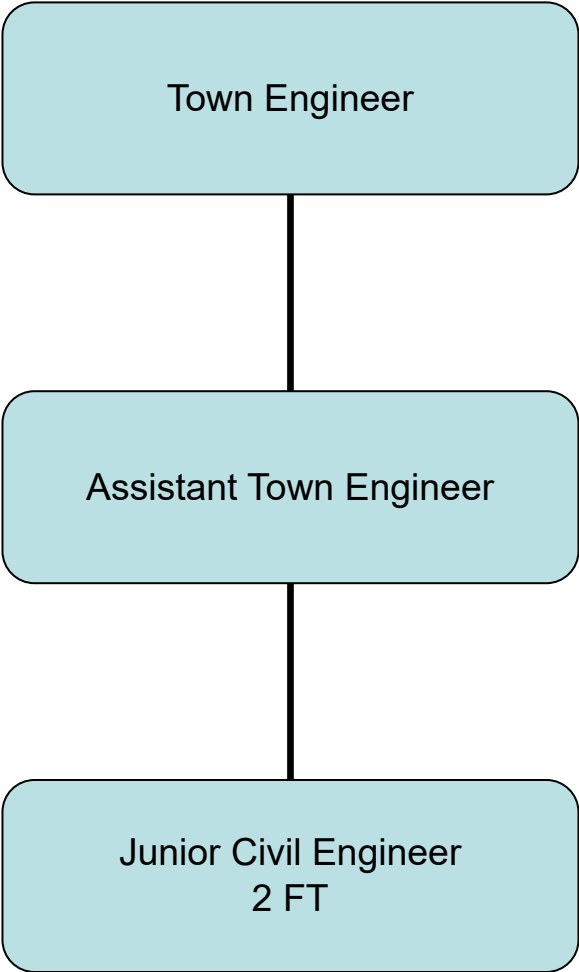
Major Accomplishments for 2023

- Performed oversight and monitoring for Town Capital Projects including road rehabilitation, pavement preservation, water rehabilitation, sewer rehabilitation, storm water improvements, pavement markings, and curb ramp and sidewalk accessibility improvements.
 - Road Rehabilitation: 5,037 ft.
 - Pavement Preservation: 11,000 ft.
 - Sidewalks: 8,300 ft.
 - Curbing (new and reset): 8,184
 - Curb Ramps: 75
 - Water Main Replacement: 4,997 ft.
 - Sewer System: relining 6,599 ft., cleaning & inspection 3,602 ft.
 - Catch Basins Cleaned: 2512
- Aided Town Departments with technical input and site plan review for new and on-going projects, including private site development plans. Additional support provided for Town Boards and Committees including site plan review for Comprehensive Permits at 10 Sunnyside Ave., Thorndike Place, 1165R Mass Ave and 1021 -1025 Mass Ave.
- Managed Street Opening Permit Program and monitored on-going utility construction projects. Work involves reviewing and administering work conditions and requirements including outreach, traffic management, trench repairs and annual trench inspection program.
 - Issued 430 permits
- Planned, managed and coordinated maintenance and improvements through the Traffic Signal and Street Light Maintenance Contract, including:
 - Traffic Signal upgrades at Medford Street at Warren, and Mystic Street at Chestnut Street.
 - Coordination of identified traffic signal and street light maintenance issues received via email, phone and the request/answer center (WebQA).



- Coordinated transfer requirements of streetlights with Traffic Signal and Street Light Maintenance Contractor through National Joint Utilities Notification System (NJUNS) for Double Pole Management system, via email, phone and WebQA.
- Coordinated with Select Board Staff to manage reconstruction of private ways utilizing the Town's Betterment Program.
- Coordinated planning and review of projects, reports and town regulations with Arlington's Environmental Planner for water quality and flood mitigation improvements in conjunction with requirements of the EPA Municipal Separate Storm Sewer System (MS4) Permit.
- Assisted Engineering Consultant in preparing Annual MS4 Report and year 5 requirements including:
 - Town Phosphorus Control Plan
 - Stormwater Quality Improvement Plans
 - Stakeholder Outreach and Education

Performance / Workload Indicators				
	FY2021	FY2022	FY2023	FY2024
Engineering	Actual	Actual	Actual	Estimated
Roadways Rehabbed/Paved, linear feet	23,682	23,170	16,037	30,000
Sidewalks replaced, linear feet	6,815	8,488	8,300	7,000
Granite Curb- Placed or Replaced linear feet	1,400	3,138	8,184	2,000





Program Description

The Cemetery Division is responsible for the care and maintenance of the Mt. Pleasant Cemetery and the Old Burying Ground. The Mt. Pleasant Cemetery is an active cemetery and accommodates an average of 200 burials per year. The Old Burying Grounds is an inactive, historical community cemetery. Three volunteer Cemetery Commissioners make recommendations to the Town Manager on rules, regulations, and fees.

FY2025 Objectives

- Evaluate/create long term tree planting plan.
- In collaboration with Planning Department staff, seek grant funding for improvement to the banks of the Mill Brook to prevent further erosion.
- Begin planning process for the next phase of columbarium project.

Budget Statement

This is a level-services budget.

Major Accomplishments for 2023

- In collaboration with Planning Department staff, completed hydraulic Study of Mill Brook through the limits of the Cemetery and beyond.
- Performed 135 earth burials and 97 cremains burials.

PROGRAM COSTS

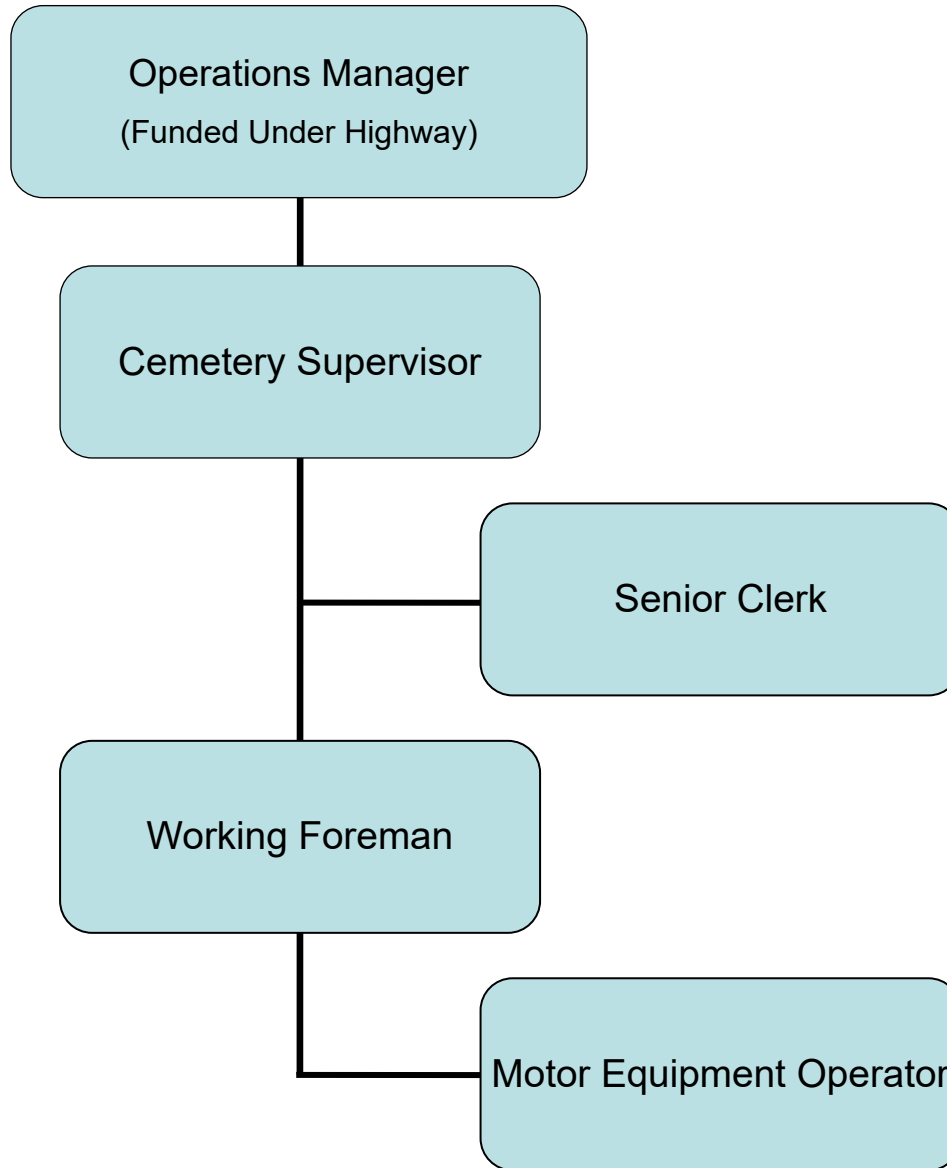
Cemetery	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	182,506	206,540	299,633	298,713
Expenses	150,252	165,285	222,500	222,500
Total	332,758	371,825	522,133	521,213

Performance / Workload Indicators

Cemetery	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
New Grave Sales	42	68	53	55
Funeral Excavations/Closures	244	267	232	250
Loam & Seed - Areas restored	253	329	307	275
Headstones Straightened	50	109	178	75
Restore/Place markers	82	53	61	75
Foundations Repaired/Constructed	20	14	7	15

STAFFING

Cemetery	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	0	0	0	0
Clerical	1	1	1	1
Professional/Technical	0	0	0	0
Public Works	3	3	3	3
Total	4	4	4	4





Program Description

The Natural Resources Division provides management, care, and maintenance of the Town’s open space lands, public parks, playgrounds, and athletic fields. The primary facilities include nineteen (19) athletic fields, twenty-six (26) playgrounds, and parks including Reservoir Beach, North Union Spray Pool, Menotomy Rocks Park, McClennen Park, Town Hall Gardens, Minuteman Bike Path, Broadway Plaza, and the Whittemore-Robbins grounds. The division also maintains plantings and lawn care in twenty-one (21) traffic islands. The Tree Division is responsible for the management, care, and maintenance of more than 19,000 public trees.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Natural Resources				
Personnel Services	961,347	1,001,830	1,261,810	1,303,556
Expenses	586,242	590,458	549,000	549,000
Maintenance Town Fields	72,200	100,850	60,000	90,000
Total	1,619,789	1,693,138	1,870,810	1,942,556

STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Natural Resources				
Managerial	2	2	2	2
Clerical	0	0	0	0
Professional/Technical	0	0	0	0
Public Works	16	16	16	16
Total	18	18	18	18

FY2025 Objectives

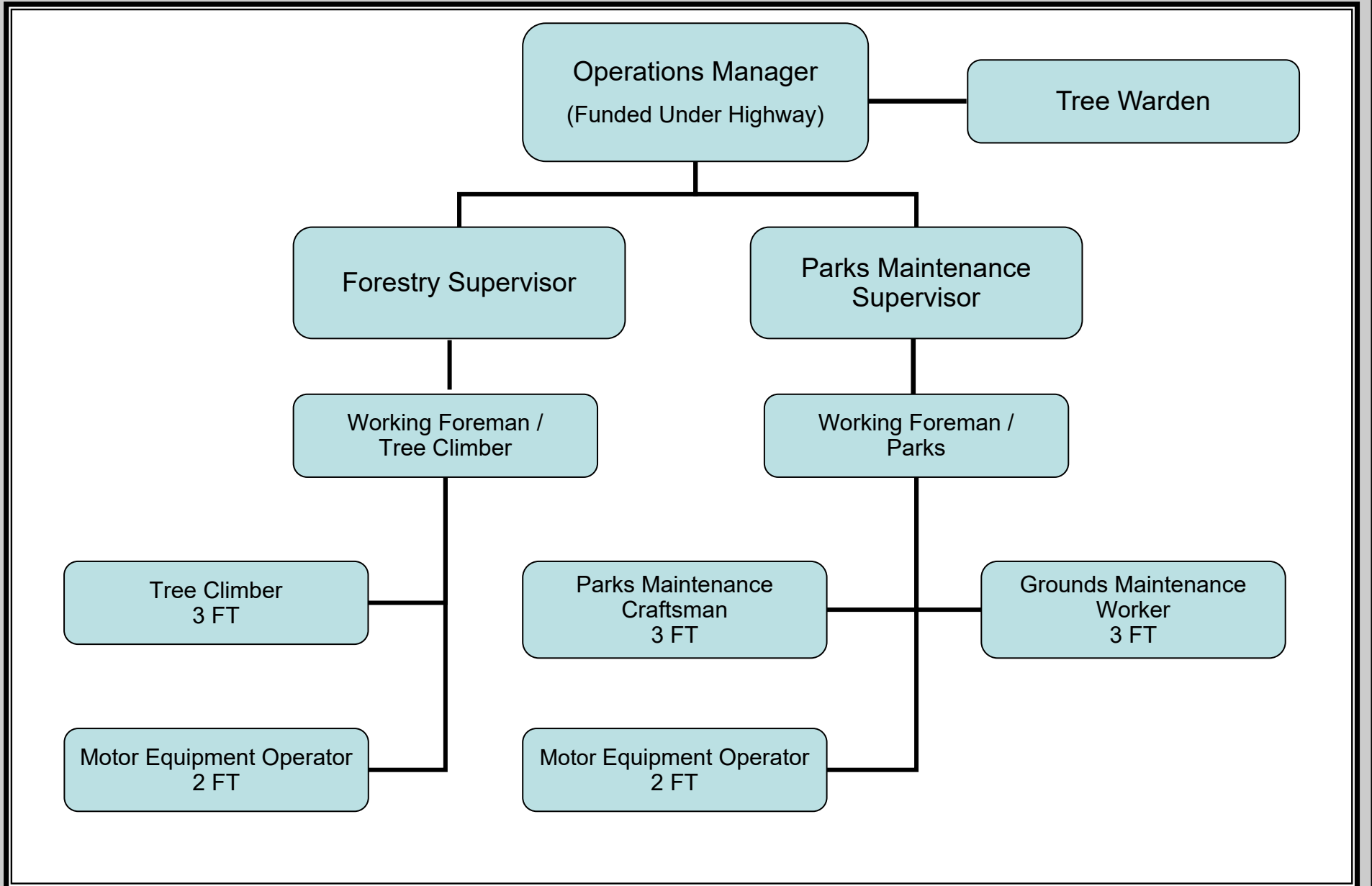
- Identify strategies to fill long-standing vacancies.
- Investigate remote field irrigation control technology options.
- Develop tracking mechanism for tree watering data using GIS technology.

Major Accomplishments for 2023

- Planted 302 trees. This number meets the goal of a minimum 300 trees planned annually.
- Continued treatment of at-risk trees against Emerald Ash Borer insects. Treated 369 trees.
- Maintained “Tree City USA” designation from the National Arbor Day foundation. Arlington has been a “Tree City USA” community since 2001. Awarded a “Growth Award” (fifth year in a row) for additional work in protecting and providing for trees in Arlington.
- Rebuilt Infield of Buck Field baseball facility.

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Natural Resources				
Trees Planted	424	373	302	325
Trees Removed	112	240	311	150
Stumps Removed	159	192	110	200
8 Large Parks Maintained (acres)	66.3	66.3	66.3	66.3
16 Small Parks / Public Spaces (acres)	21	21	21	21
20 Landscaped Traffic Islands (acres)	1.8	1.8	1.8	1.8





Program Description

The Highway Division responsibilities include:

- Maintenance and repairs to Town streets and parking lots, including paved surfaces, curbs, sidewalks, shoulders, guard rails, bridges, stairs, and grass edges.
- Maintenance and installation of traffic lines, traffic and parking signs.
- Maintenance and repairs to Town drainage systems including pipes, culverts, catch basins, manholes, and waterways (both concrete and vegetated channels).
- Street sweeping services.
- Oversight of Solid Waste services including trash/recycling collections, bulky items collection /disposal, waste fill disposal, and hazardous waste programs.

FY2025 Objectives

- Identify strategies to fill long-standing vacancies.
- Expand sidewalk trip hazard elimination “raised lip shaving” program as a cost effect solution to maintain walkways.
- Develop GIS inventory of roadway striping for use in annual painting program.

Budget Statement

This is a level-services budget.

Major Accomplishments for 2023

- Transitioned operations to new DPW Facility
- Patched over 2,700 potholes.
- Cleaned approximately 2,512 catch basins (with the assistance of contracted help).
- Highway staff twice swept all the streets in Town in addition to weekly sweeping of Business districts in season.
- Replaced over 3,985 feet of sidewalk (concrete and asphalt combined)
- Repaired/replaced 27 catch basins/manholes.
- Responded to 20 snow/ice events totaling about 21 inches of accumulation.
- Placed 150 sand barrels Town wide for winter season for resident use.
- Constructed eight parklets, increasing outdoor dining/seating for several Arlington businesses.

PROGRAM COSTS

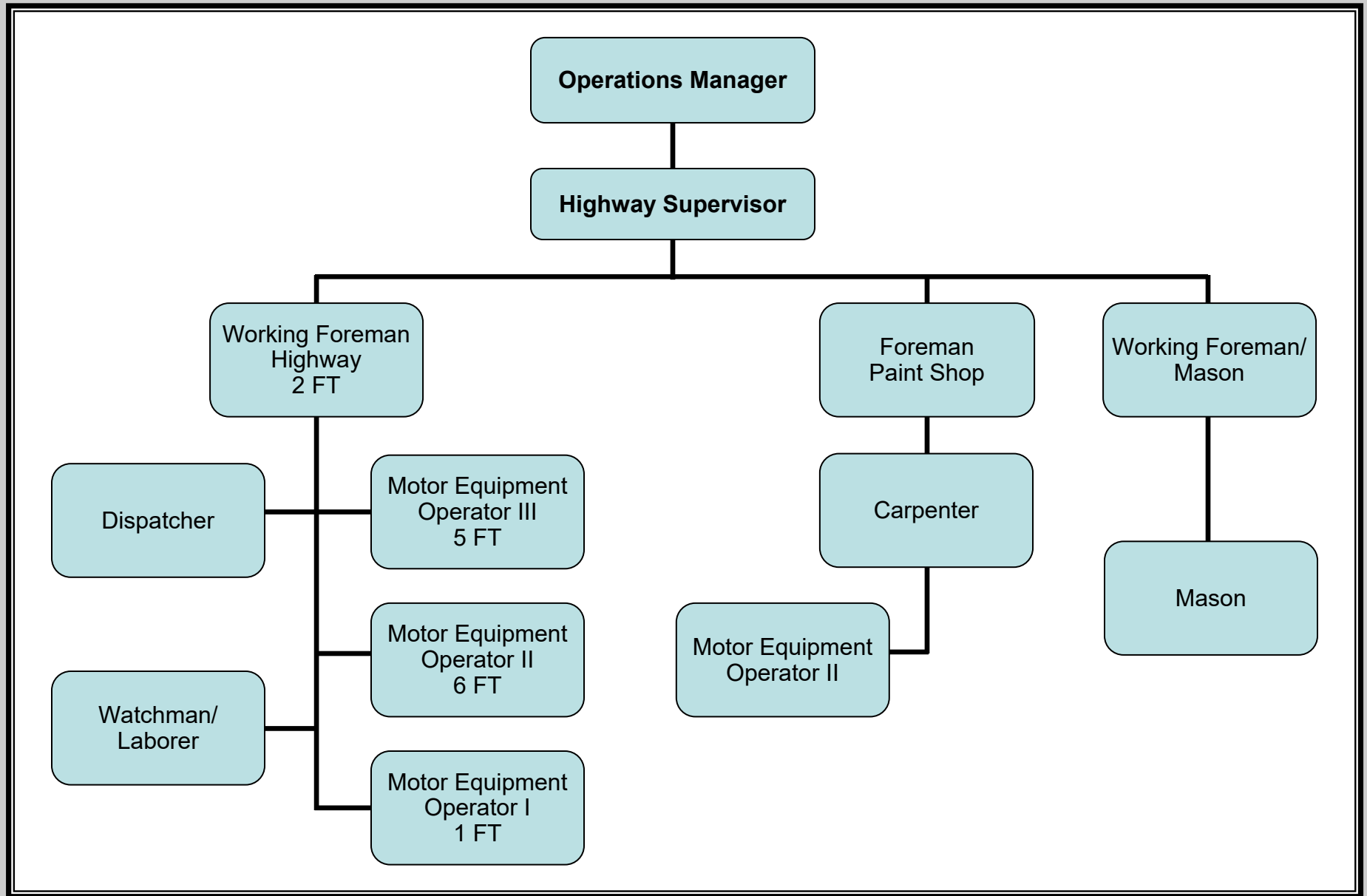
Highway	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	1,292,355	1,344,849	1,710,463	1,760,472
Expenses	418,710	437,789	653,000	653,000
Total	1,711,065	1,782,638	2,363,463	2,413,472

STAFFING

Highway	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	2	2	2	2
Clerical	0	0	0	0
Professional/Technical	0	0	0	0
Public Works	21	21	21	21
Total	23	23	23	23

Performance / Workload Indicators

Highway	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Patch Potholes	1,300	1,660	2,700	2,000
Sidewalk Patching	425	160	95	100
Repair Catch Basins / Manholes	38	21	27	30
Clean Catch Basins	3,207	3,019	2512	3,200
Install / Repair Street Signs	1044	453	989	750
Make Specialty Signs	241	193	393	200
Pave Trenches	105	90	40	100
Sidewalk Replacements in linea	7,435	5,775	3,985	4,000
Curb Work in linear feet	330	210	300	250
Painted Traffic Lines - 24" in linea	35,406	34,068	30,265	35,000
Painted Traffic Lines - 12" in linea	4,447	3,972	4,880	4,000
Painted Traffic Lines - 4" in linea	134,390	116,291	114,819	115,000
Traffic Painted Symbols	98	115	45	120





Program Description
The Snow and Ice Division is responsible for clearing snow and ice during and after winter storms.

- FY2025 Objectives**
- Continue work on developing long term solution for permanent snow storage location. Property currently used will likely not be available in FY25.
 - Maintain streets, sidewalks, parking areas and walkways for which the Town is responsible, during and after snow events.

Budget Statement
The request for Snow and Ice Removal funds is level funded.

- Major Accomplishments for 2023**
- Managed snow operation from temporary facility set up during Town Yard project renovation
 - Responded to 20 snow/ice events totaling approximately 21 inches of accumulation.
 - Increased response to more frequent icing events.

PROGRAM COSTS				
Snow and Ice Removal	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Snow and Ice Removal	1,178,036	1,173,687	1,172,013	1,172,013
Total	1,178,036	1,173,687	1,172,013	1,172,013

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Snow and Ice				
Plowing/Sanding Storms	8	5	7	3
Sanding Only Storms	10	16	13	6
Inches of Snow	50	52	21	15



Program Description

Oversees Solid Waste services, including trash/recycling collections/disposal, bulky items collection/disposal, yard waste, waste fill disposal, hazardous waste programs, reuse programs, and food scrap diversion programs.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

	FY2022	FY2023	FY2024	FY2025
Solid Waste	Actual	Actual	Budget	Request
Solid Waste	3,631,965	3,810,561	4,394,973	4,644,973
Total	3,631,965	3,810,561	4,394,973	4,644,973

FY2025 Objectives

- Expand hours of free community Swap Shed.
- Further develop the Town’s relationship with reuse nonprofits to help divert waste and feed the reuse economy. Key partners include Boston Building Resources and Household Goods. Plan to hold special collection events in the coming year.
- Undertake a local waste characterization study to investigate and report out about what is still in our trash and recycling that could be better sorted.
- Participate with the MA Department of Environmental Protection Hauler Contract working group to prepare next contract.
- Continue to encourage the diversion of food scraps from the solid waste stream, expanding to multifamily dwellings.

Major Accomplishments for 2023

- Held Reuse & Recycling Center appointments year-round during the week and one weekend a month, serving approximately 3,500 appointments in the year.
- Received annually, since FY16, a MA Department of Environmental Protection (DEP) Sustainable Materials Recovery grant, (\$52,000), called the Recycling Dividend Program, with funding designed to continue to support waste diversion activities.
- Awarded a \$350,000 Sustainable Material Recycling Grant from MA DEP to modernize Arlington’s waste collection programs in FY25.
- Participated in the Minuteman Household Hazardous Waste collection event, offering eight annual opportunities for residents to divert toxic materials from the environment.
- Established FixIt Clinics as a routine activity, hosting events at least twice a year.
- Held bike donation events in collaboration with Arlington Scouts program and The Bike Connector, collecting over 200 bikes during two events.
- Hosted four secure document shredding events, free to the public.
- Hosted four medical sharps collection events in partnership with the Health Department, during Reuse & Recycling Center monthly events.
- Hosted a 5-week summer internship for seven Arlington High School students, plus a summer camp session with 6-9 graders through Arlington Community Education’s Summer Fun program.
- Ran a successful Paint Recycling event as a fundraiser, saving hundreds of pounds of reusable latex paint from incineration and raising \$425 that was donated to the Housing Corporation of Arlington. This event was organized and carried out by summer high school interns.

Performance / Workload Indicators

	FY2021	FY2022	FY2023	FY2024
Solid Waste (tons)	Actual	Actual	Actual	Estimated
Solid Waste	12,433	12,217	10,775	12,500
Yard Waste	3,435	2,801	3,356	3,500
Recyclables	5,027	4,716	4542	5,000



Program Description

The Motor Equipment Repair (MER) Division maintains a fleet of over 150 Town vehicles. Tasks include preventative maintenance, breakdown repairs, and tire management.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

Motor Equipment Repair	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	355,625	391,357	488,687	506,814
Expenses	187,016	132,807	187,000	187,000
Total	542,641	524,164	675,687	693,814

FY2025 Objectives

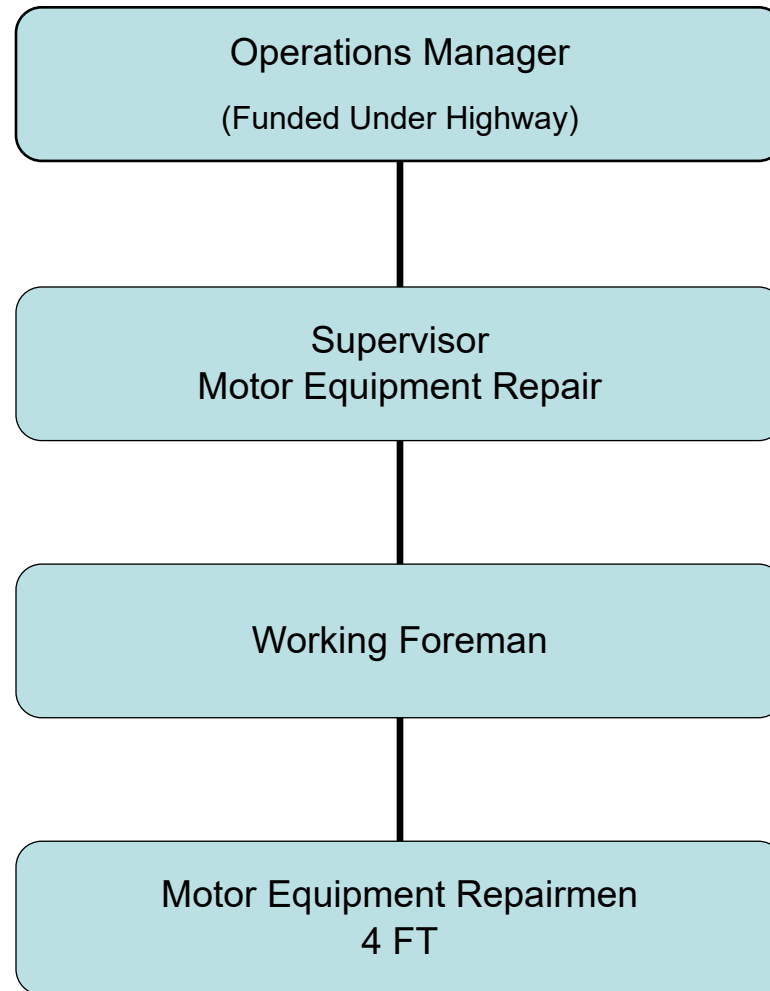
- Investigate Fleet Management Programs for inclusion into current operations.

Major Accomplishments for 2023

- Acquired new department vehicles – backhoe, forklift, street sweeper, large tree chipper
- Moved vehicle maintenance operations to new DPW Facility.
- Provided preventative maintenance and repairs on 150 motor vehicles.
- Maintained snow and ice vehicles during snow events.

STAFFING

Motor Equipment Repair	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	0	0	0	0
Professional/Technical	0	0	0	0
Public Works	5	5	5	5
Total	6	6	6	6





Program Description

The Administration Division oversees the contracted maintenance of the Town streetlights. In 2006, the Town purchased the streetlights from Eversource and has since realized considerable savings by contracting out maintenance work. This budget also covers the costs of electrical power usage and the contracted maintenance of traffic signal systems, which is overseen by the Engineering Division.

Major Accomplishments for 2023

- Traffic Signal upgrades at Medford St & Warren St. and Mystic St & Chestnut St.
- Improved operations at Lake St. (Brooks and bike path crossings) to improve traffic flow.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

Street Lights/ Traffic Controls	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	-	-	-	-
Expenses	241,267	180,721	250,000	265,000
Total	241,267	180,721	250,000	265,000

FY2025 Objectives

- Update older, problematic traffic signal control equipment.
- Improve streetlight outage reporting and repair verification process.



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Program Description

The Police Department has the following primary responsibilities:

- Protection of the lives and property of all citizens.
- Preservation of the peace.
- Prevention of crime and disorder.
- Identification and prosecution of violators of the law.
- Plan for and supervision of public safety at special events, parades, elections, etc.
- Response to and management of all critical incidents and emergencies.
- Support of regional and national homeland security strategies.
- Collaboration with community stakeholders to creatively address quality of life concerns and the fear of crime.
- Protection of the individual rights of all persons within the Town of Arlington.

The Police Mission:

To promote, preserve, and deliver quality services and to ensure the safety of **ALL** members of our community.

Our Values:

This mission is a commitment to quality performance from all members. It is critical that all members understand, accept, and be aligned with the responsibilities established by this mission. It provides the foundation upon which all operational decisions and organizational directives will be based. Directives include rules, regulations, operating policies, procedures, and practices.

This mission represents the commitment of this administration to the concepts of quality performance management. In other words, members are expected to work consistently in a quality manner in the daily performance of those duties, job responsibilities, and work tasks associated with this mission. Quality manner means that performance outcomes comply with the performance standards established for the Arlington Police Department and for each associated member.

Program Description (cont.)

Examples of performance standards include the oath of office, code of ethics, rules, policies, procedures, directives, general and supervisory orders, work productivity, and behavior.

Each member is required to accept the responsibility for the achievement of this mission and publicly register his or her commitment to it and to the concepts of quality service.

Budget Statement

The Department consists of the following divisions and work units:

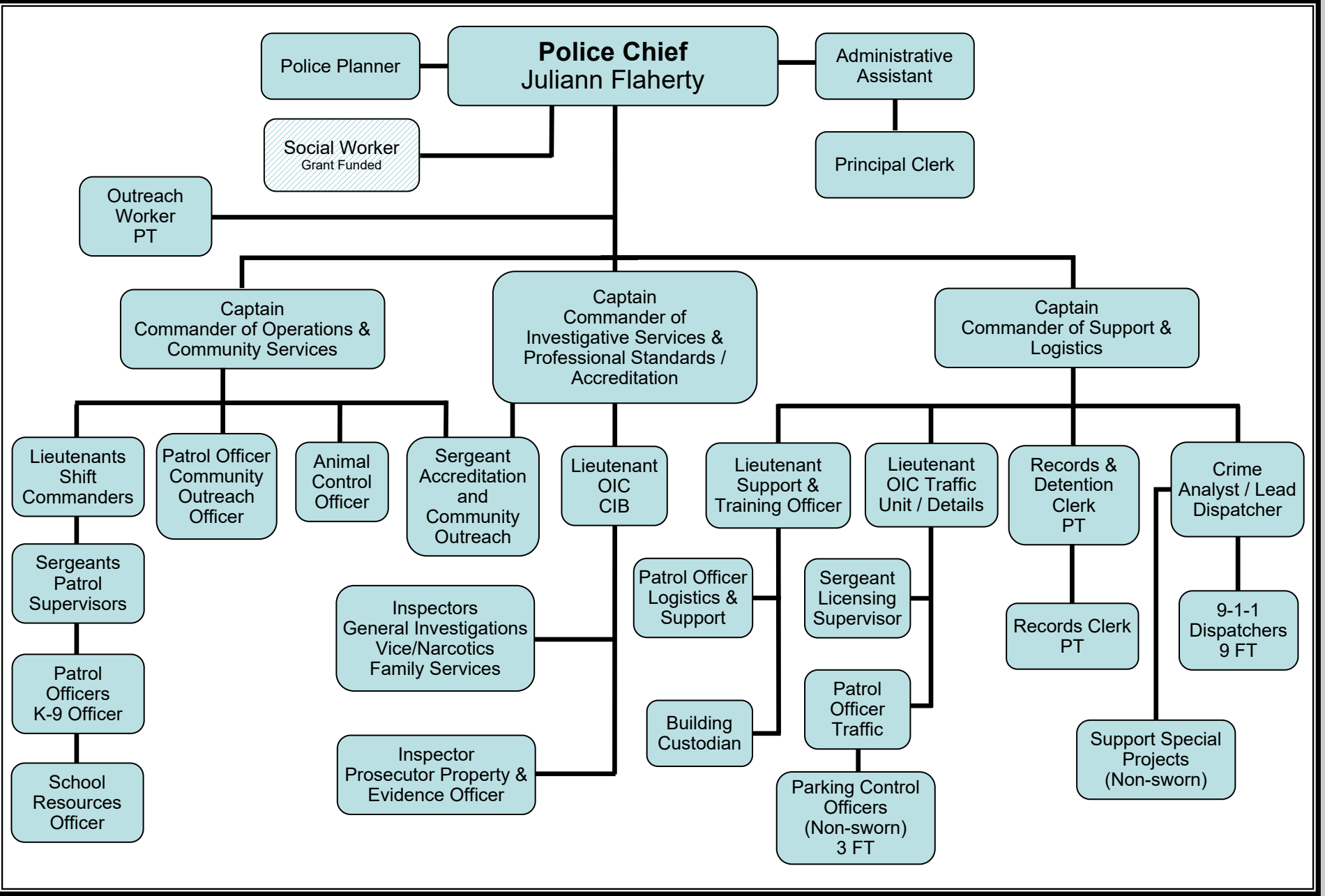
- Support Services Division**
- Community Services Division (Patrol)**
- Professional Standards and Accreditation Unit**
- Criminal Investigation Bureau**
- Traffic and Parking Unit**
- Animal Control Officer/Animal Inspector**
- Jail Diversion Program**

These seven divisions are funded with a level-services budget.



PROGRAM COSTS				
	FY2022	FY2023	FY2024	FY2025
Police	Actual	Actual	Budget	Request
Personnel Services	8,296,601	7,975,266	8,668,768	8,854,898
Expenses	708,738	661,466	761,050	761,050
Total	9,005,338	8,636,732	9,429,818	9,615,948

STAFFING				
	FY2022	FY2023	FY2024	FY2025
Police	Actual	Actual	Budget	Request
Chiefs	1	1	1	1
Captains	3	3	3	3
Lieutenants	6	6	6	6
Sergeants	9	9	9	9
Police Officers	49	49	49	49
Parking Control Officers	2.8	2.8	3	3
Animal Control Officer	1	1	1	1
Social Worker	0.75	0.75	0.75	0.75
Dispatchers	10	10	10	10
Clerical	4.29	4.29	4.69	4.69
Total	86.82	86.82	87.44	87.44





FY2025 Objectives

The Community Services Division patrols all sectors of town, identifying and preventing criminal activity, and maintains a police presence to serve as a deterrent of crime. The members of this division also serve as initial investigators and first responders to all critical incidents and administer all programs aimed at developing partnerships and problem solving in the community.

- Provide professional services to all community members while working to minimize the fear and negative perception associated with crime.
- Meet with neighborhood groups, business owners, and property owners to address the quality-of-life issues that arise throughout the town.
- Host community outreach events to enhance community relationships, inclusion and partnerships.
- Host a Citizens Police Academy to educate and engage residents.
- Foster innovative partnerships with the Human Rights Commission, LGBTQIA+ Rainbow Commission, and Disability Commission to enhance partnerships with all members of the community.
- Provide programs for women in self-defense education using the Rape, Aggression, Defense Systems (RAD) model. Additionally, begin RAD collaboration with Arlington Community Education for school-aged children.
- Implement programs that focus on our most vulnerable population including homeless, those suffering from substance use disorder, and those with behavioral health concerns. A full-time social worker engages with our homeless population providing resources and tools needed to secure housing and employment.
- Provide security assessments for houses of worship.
- Provide education at community meetings around strengthening home security and deterring crime through target-hardening strategies.
- Provide information and site patrols to manage security of Arlington High School throughout construction and phasing.
- Collaborate with the Arlington Civilian Police Advisory Commission

Major Accomplishments for 2023

- Enhanced community policing efforts and engagement through increased use of directed patrols to include foot patrols, bicycle patrols, motorcycle patrols, and ATV patrols. Officers regularly patrolled on the Minuteman Bikeway and recreational parks in town allowing for more interaction with community members and providing safety education.
- Utilized data gathered and analyzed by the department's crime analyst to reduce crime, enhance roadway safety, and address quality of life issues.
- Increased police education in managing and assisting people with mental illness and substance use.
- Provided security assessments to houses of worship.
- Unwavering commitment to the Arlington Opiate Outreach Initiative and its goal of reducing opiate overdoses and the stigma associated with addiction in our community. Our Jail Diversion Clinician has assisted hundreds of community members with resources for successful recovery.
- Assisted those suffering from behavioral health conditions through our Jail Diversion Program and Mental Health/Law Enforcement Learning Site, which has been recognized nationally. Our Clinician Co-response model has been duplicated by other departments across the country.
- Expanded School Resource Officer Program to assist early childhood education and businesses in overall safety.
- Partnered with the Greater Boston Regional Critical Incident Stress Management Team to provide peer support and counseling to APD officers as well as officers in the region who have experienced traumatic events or were affected by loss.
- Homeless outreach liaison officer conducted weekly outreach throughout the community to the homeless population while partnering with the Somerville Homeless Coalition.



Performance / Workload Indicators				
Community Services (Patrol)	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Robbery	2	4	2	3
Burglary	30	54	27	15
Rapes	1	3	1	2
Motor Vehicle Theft	9	11	17	21
Larceny	188	207	244	204
Shoplifting	31	25	14	51
Assaults	62	82	97	102
Assault and Battery on a Police Officer	3	4	4	3
Criminal Arrests	61	78	87	102
Criminal Summons	50	61	58	72

Performance / Workload Indicators				
Dispatch	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Calls For Service	21,281	26,539	29,300	28,623



FY2025 Objectives

Professional Standards & Accreditation Unit is responsible for preventing employee misconduct, conducting all internal investigations, and the developing and implementing departmental rules and regulations. The unit is also responsible for ensuring compliance with state standards and police accreditation.

- Maintain current Accredited status while preparing for 2026 tri-annual accreditation by the Massachusetts Police Accreditation Commission, Inc. (MPAC). Accreditation team and manager will host assessors for on site evaluation.
- Enhance capability of accreditation through mandated software program required by the MA Accreditation Commission.
- Train personnel on the new mandated accreditation software.
- Review and update policies and procedures to reflect changes in Federal Laws, Massachusetts General Laws, Municipal Law Enforcement, municipal bylaws, community needs, and as required by the Massachusetts Police Accreditation Program. Ensure all policies and procedures fall within Peace Officer Standards and Training (POST) guidelines under the new police reform laws.
- Train department members to be certified accreditation assessors MPAC.
- Partner with the DEA on the Community Prescription Drug Take Back Program at Arlington Police Department with the goal of developing new ways to get unwanted medications out of homes, such as scheduled home visits and Senior Center events.
- Focus on eliminating absenteeism and misconduct and improve work performance through officer wellness programs, employee training, and supervisor leadership training.
- Maintain Professional Standards Review File for submission to POST as police reform laws require.
- Ensure compliance for next segment of Officers, whose last names begin with Q-Z, to be certified by POST per police reform. Two-thirds of officers have been certified to date as one-third is certified annually.

Major Accomplishments for 2023

- Re-accredited by the Massachusetts Police Accreditation Commission (MPAC) for remain fully accredited law enforcement agency.
- Developed new policies to proactively navigate the department through new and challenging issues that face law enforcement, our community, and personnel including Use of Force and De-escalation policy.
- Educated personnel in new departmental policies, procedures, and accreditation standards.
- Conducted comprehensive audit/inventory of all evidence and property held by the Arlington Police Department as required by the Massachusetts Police Accreditation Commission.
- Secured grant funding for Body Worn Cameras and the 911 grant.
- Facilitated the certification of the second third of officers with last names I-P through POST.



FY2025 Objectives

Criminal Investigations Bureau is responsible for the follow up investigation of all crimes. The Bureau’s goals include the protection of persons, the identification, apprehension and successful prosecution of criminal offenders, the recovery of property, and the prevention of crime through hard work, perseverance, and use of modern forensic technology.

- Assign an Inspector to follow-up on all criminal complaints filed by the patrol division and filed with the department’s online report writing system, where residents are able to complete a report on our town website for certain categories of incidents.
- Address controlled substance drug abuse. This includes the assignment of Inspectors to both the DEA (Drug Enforcement Agency) at the Federal level, and the SMCDTF (Suburban Middlesex County Drug Task Force) at the local level.
- Work in partnership with Communities for Restorative Justice (C4RJ) to offer offenders and victims of crime an alternative to the traditional criminal court through participation with C4RJ and the Middlesex District Attorney’s Office Young Adult Diversion Program as an alternative to the traditional criminal justice system.
- Work with the Arlington Youth Health & Safety Coalition to address juvenile-related issues & conducting alcohol compliance checks.
- Obtain training for the Inspectors to be able to utilize the most current technology to assist in the apprehension of criminals.
- Assign an Inspector as the Police Prosecutor to handle all arrests, civil and criminal motor vehicle citations, probable cause hearings, and to act as liaison between the Arlington Police Department and the various courts along with the Middlesex District Attorney’s Office.
- Identify and address High Risk Domestic Violence situations by working with our partners and stakeholders in the towns’ FIRSTSTEP Program and our regional partners at Cambridge Arlington Belmont High Risk Assessment Team (CABHART).
- Monitor compliance of existing recreational cannabis shops.
- Streamline court notification process for officers through technology and electronic notifications.
- Educational campaign to increase awareness of scams to the public and financial institutions in real time.

Major Accomplishments for 2023

- Detectives investigated over 845 reports of criminal activity.
- Partnered with the Council on Aging and the various stakeholders through presentations at the Arlington Community Center to ensure that seniors are aware of the various larcenous scams, and the ways to lessen the risks to their personal financial security.
- The Family Service Unit investigated over 191 domestic violence and related incidents.
- Audited and administered the Town of Arlington Sex Offender Registry.
- Participated in multi-jurisdictional drug task force investigations, which resulted in numerous arrests and indictments. Detectives assigned participated in numerous search warrants, which resulted in heroin, fentanyl, cocaine, methamphetamine, and other controlled substances being seized.
- Participated in the drafting of and execution of search warrants.
- Participated in the destruction of unwanted prescription medication collected through the combined efforts of the Drug Take Back Kiosk located in the Police Station Lobby and the Drug Take Back Event. Over 500 pounds of unwanted medication was collected by the Arlington Police Department.

Performance / Workload Indicators

Criminal Investigation Bureau	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Licenses to Carry/FID	345	242	200	180
Missing Persons Investigations	45	45	26	21
Domestic Violence	188	191	205	177
Criminal Investigations	841	845	784	507
Level 2 & 3 registered Sex Offenders monitored	8	11	7	9



FY2025 Objectives

Traffic & Parking Unit is responsible for safety education and enforcement of all laws relating to traffic and parking within the Town of Arlington. This unit also represents the Arlington Police Department on the Transportation Advisory Committee.

- Expand the Traffic Unit capacity by assigning sworn personnel and increasing the hours of operation to cover both the day and night shifts.
- Use high-visibility enforcement to improve operator compliance and reduce motor vehicle crashes.
- Reduce the number of injuries due to motor vehicle crashes by enforcement and education of seatbelt laws.
- Increase bicycle and pedestrian safety through education and enforcement. Extra patrols to be funded through the Massachusetts Executive Office of Public Safety and Security (EOPSS) Traffic Safety Grants related to impaired driving, speeding, distracted driving, and occupant protection.
- Increase parking enforcement in the business districts with no parking meters to ensure vehicle turnover and availability of customer parking.
- Work with and support the Town Manager’s Office and the Select Board’s Office work on parking, traffic, and other quality of life issues affecting the community.
- Partner with the Department of Planning and Community Development on community transportation and traffic safety initiatives.
- Work with the Transportation Advisory Committee (TAC) on various transportation related projects to include sustainability initiatives.
- Continue to collect traffic data, including vehicle speeds, volume, and/ or classification, as requested, to improve roadway conditions.
- Maintain collaborations with outside agencies such as MASSDOT (Safe Routes to Schools, Highway Safety Division, etc.) and AAA.
- Maintain and monitor the electronic ticket writing system to maximize the efficiency of new technologies including pay by phone.
- Continue to work with our community partners in DPW, the public utilities, and private contractors to ensure traffic and pedestrian safety on upcoming major infrastructure improvements.

Major Accomplishments for 2023

- Participated in Mass-DOT Highway Safety Division Traffic Safety Grant with particular emphasis on impaired driving, distracted driving, occupant safety, and speed enforcement.
- Using our data, we worked closely with the Department of Public Works, TAC, and Planning Department to address ongoing issues in the area of Chestnut Street and the East End Bus Lane in an effort to reduce pedestrian and bicycle crashes, alleviate traffic congestion and make the roads safer for all.
- Conducted numerous traffic studies at locations in town, providing valuable data and feedback to other government entities and neighborhood groups.
- Worked with the Planning Department, Safe Routes to School.
- APD Traffic Unit conducted annual training for the traffic supervisors and orientation for new employees.
- Partnered with AAA on projects such as the School Safety Patrol and testifying at the State House in support of various traffic-related legislative bills.
- Supervised safe, efficient traffic flow and ensured pedestrian safety for several major public works and public utility infrastructure projects.
- Sent all radar and lidar units through for their annual calibration certifications.

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Traffic				
Hackney Licenses Issued New	1	1	3	2
Parking Violators	8,316	14,594	14,174	17,829
Moving Violations	144	1,266	1,430	1,419



FY2025 Objectives

The Animal Control Officer/Animal Inspector enforces all laws relating to control and care of animals, investigates reports of animal cruelty, facilitates conflict resolution pertaining to animal complaints, investigates animal bites, quarantines animals that have bitten or have been bitten by an unknown source, and provides education and assistance with domestic and wild animals. The Animal Control Officer is responsible for reporting animal related incidents to the Commonwealth of Massachusetts Department of Agriculture Resources, Animal Division.

- Respond to and investigate animal-related calls for service in a timely manner.
- Work throughout Arlington to promote animal health and safety through educational programs, social media posts, and community engagement.
- Investigate reports of dog bites, animal related noise complaints, and abandoned pets.
- Enforce off leash dog regulations and animal control related bylaw violations.
- Work closely with the Parks Department and Board of Health in areas of canine control, hoarding, zoonotic disease, and rabies control.
- Assess the needs of low-income and elderly pet owners for rabies vaccines and/or spay/neuter services. Provide vouchers for no cost spay/neuter services under the Commonwealth's Massachusetts Animal Fund.
- Educate community members and expand compliance with the dog license program.
- Work with school and youth groups to offer educational programs with the goal of creating ongoing long-term learning and kindness for animals.
- Expand our partnerships with local businesses and concerned residents with the goal of domestic and wildlife harm reduction in the community.
- Partner with the Town Clerk's Office to assist with accurately tracking canine license, animal bites, and animal-related complaint data.

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Animal Control				
Animal Complaints	223	195	128	70
Humans Bitten/Scratched by Dogs	13	11	17	36

Major Accomplishments for 2023

- Hired a new Animal Control Officer.
- Provided quality proactive animal-related services to the community.
- Supplied community members access to assistance programs for low- cost or free spay/neuter.
- Addressed increased volume of service calls and provided guidance to residents on animal related issues.
- Provided dog kennel inspections.
- Issued animal-related social media posts to assist in reuniting owners with their lost pets.
- Conducted interviews and webinars with local media outlets to educate the public on the safety and behavior of domestic and wild animals.



FY2025 Objectives

The Arlington Police Department Jail Diversion Program (APD JDP), created in 2010, is a collaboration between the police department and a mental health clinician from The Edinburg Center. Together, we focus on creating alternatives to arrest and jail detention for individuals who come in contact with the police and could benefit from mental health and substance abuse services or other social services.

- Identify and provide alternatives to arrest and criminal prosecution for persons suffering from mental health and substance use issues.
- Respond to Community calls for service to provide crisis assessment, de-escalation, crisis counseling, outside referral, safety planning and involuntary commitments to hospitals emergency departments, as needed.
- Provide requested technical assistance to other law enforcement agencies through the Mental Health Learning Site Program.
- Partner with the Department of Mental Health to research new mental health response methods and opportunities for grant funding.
- Coordinate emergency services for our vulnerable populations residing in group homes and Arlington Housing Authority properties.
- Coordinate the Opiate Outreach Initiative through our two-pronged approach of:
 - Follow up with persons who have overdosed
 - Continue to host on-going meetings and special events where residents can be trained to administer the lifesaving drug, Narcan.
 - Coordinated recovery coach follow-up when needed.
- Remain focused on Arlington's homeless population through outreach initiatives and other collaborative interventions.

Major Accomplishments for 2023

- Provided mental health support and resources to the residents of Arlington.
- Collaborated with Arlington Police Department's Domestic Violence Inspector to provide support and services for those impacted by domestic violence.
- Provided guidance of Arlington Police Department's Jail Diversion Program Training to out of state departments through the Law Enforcement Mental Health Learning Site program.
- Expanded partnership with Arlington Board of Health and Recovery Coach to APD to assist community members and families who needed services involving substance use disorders.
- Provided NARCAN and presented Arlington Opiate Overdose Training to community members.
- Assisted unsheltered persons with services and resources.
- Attend bi-weekly meetings with the Arlington Human Service Network and quarterly meetings with other mental health learning sites across the nation.
- Responded to and/or followed up with an average of 61 mental health/substance use community calls monthly assisting residents in need of behavioral health services with treatment options.
- Responded with Arlington Health Inspectors to multiple homes with hoarding concerns and assisted with resources.
- Facilitated Section 35's through the Cambridge District Court for community members without other options.
- Coordinated the initial stages of crisis intervention training for APD staff. Collaborated with local non-profit mental health agencies and other various Arlington town departments to assist with behavioral health episodes.



FY2025 Objectives

The Support Services Division manages technology the department fleet and building. They are responsible for managing department records, training of all personnel, overseeing the detail and traffic unit and firearms licensing.

- Train officers annually in de-escalation techniques and biased-free policing.
- Return to in person in-service training.
- Process candidates for five vacancies, including backgrounds, physical agility tests, psychological testing and oral boards.
- Modernize civilian fingerprinting and gun licensing process with automated fingerprint machine.
- Rotate more hybrid vehicles into the marked vehicle fleet with the goal of greater sustainability.

Major Accomplishments for 2023

- Completed annual in-service training in an online format.
- Recruited, hired, and trained four new police officers.
- Ensured compliance with training mandate requirements to maintain POST certification per Police Reform Legislation.
- Incorporated several more hybrid vehicles into the service fleet.
- Conducted several trainings including:
 - MA Assoc. of Women in Law Enforcement (MAWLE)
 - Criminal Reform Act Training
 - School Resource Officer (SRO) compliance training for Police Reform
 - Public Records compliance training for Police Reform
 - Firearms Licensing Legal Updates
 - Body worn camera legal updates and training
 - Biased-free policing
 - De-escalation
- Successfully completed another accident-free work zone construction year.
- Processed 200 License to Carry Firearms (LTC)/Firearms Identification Card (FID) applications, issued and 3 Hackney License.



Program Description

The Arlington Fire Department's primary functions are the prevention of fire, preservation of life and property, and the overall wellness of the community. These functions are achieved through code enforcement and inspections. Being an all-hazards service, the department will respond to and mitigate any emergency to which our customers request our assistance. Planning for local emergencies, whether natural (i.e., hurricanes) or human-made (i.e., terrorist events), has become an integral component of this department's yearly mandate. The Fire Department is dedicated to the health of our community. Our FF/EMT's respond with both an ambulance and the closest fire apparatus to assess and mitigate all medical emergencies. Community education, such as the Student Awareness of Fire Education Program (SAFE), and the Juvenile Fire setters Intervention Program (JFIP) helps us contribute to the wellness of our customers.

The Department is broken down into two Divisions, Suppression and Operations. Suppression, or line personnel, are the 78 firefighters and officers tasked with responding to emergency calls, public education, inspections of property, drills, training, pre-fire planning, and the daily maintenance of the Department buildings, apparatus, and equipment. The Operations Division is made up of the three Fire Officers assigned to day shifts and mainly oversees Fire Prevention, Training, and EMS. The Fire Prevention Deputy oversees building inspections, code compliance, permitting, school safety, public education, and interaction with public vendors, contractors, and citizens. The Training Captain is responsible for internal and external Departmental training and certifications. He is also responsible for all apparatus, protective gear, and equipment inventory, and serves as the Keeper of Records. The EMS Captain is responsible for training, maintaining, and certifying all Department Emergency Medical Technicians and Paramedics, and is responsible for all EMS licensing, vehicle certification, and inventory of EMS equipment and supplies.

Budget Statement

The Fire department is currently staffed at 79 personnel. It is budgeted for 81 personnel. In the start of FY25 there will be 72 personnel assigned to suppression duty, three members assigned to staff duty, two mechanics, one administrative assistant, and one Chief of Department. We anticipate two retirements in FY25.

PROGRAM COSTS

Fire	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	7,599,870	7,960,592	8,322,882	8,392,596
Expenses	457,888	371,702	429,900	429,900
Total	8,057,758	8,332,294	8,752,782	8,822,496

FY2025 Objectives

- Continue to provide programs such as the Fire Investigation Unit, Vial of Life, and Student Awareness Fire Education (SAFE).
- Expand the SAFE program to educate middle school students on the dangers of vaping, alcohol, and drugs. Use SAFE funding for more programs for senior citizens.
- Continue with annual Fire and Life Safety Inspections of commercial properties including nursing homes and preschools.
- Purchase staff vehicle to replace 2014 Ford Interceptor
- Take delivery of Emergency Managements Air Supply vehicle and Lighting vehicle consolidating into one Air Supply/Lighting/Rehab unit.
- Oversee Turkey Hill repeater site relocation in collaboration with MWRA
- Continue implementation/transition from our legacy Records Management System to First Due's cloud based electronic records and reporting system.
- Procure a specific fire extinguishing nozzle for electric vehicles for combating EV fires.
- Implement Community Connect, a service for residents and business owners to update the department in real time about functional needs, hazards, and other pertinent info for first responders.
- Continue joint Active Shooter/Hostile Event Response (ASHER) training with the Arlington Police Department as well as outside mutual aid fire and police departments, and local ambulance companies.
- Hosting a live fire trailer from the Mass Fire Academy for a week long training session using a live fire simulator in town for on duty members to attend



Objectives (cont.)

- Recertify ambulance licenses for Rescue 1 and Rescue 2 through the Department of Public Health.
- Complete EMT recertification of department members.
- Purchase ten sets of Personal Protective Equipment (PPE) as part of the department's PPE replacement program.
- Continue to oversee Fire and Life Safety planning of the new High School and DPW.
- Ensure compliance with OSHA requirements.
- Identify opportunities for the improvement and streamlining of department processes.
- Look for and promote existing collaborative efforts with other departments such as the CPR training of School and Town employees and supporting Health and Human Service's Homeless Outreach programs.
- Research and secure alternative sources of funding to continue smoke/ carbon monoxide detector program for Senior Citizens.

Major Accomplishments for 2023

- Member of the Core Racial Equity Team.
- Member of the Homelessness Task Force and its Impact Team.
- Member of the Human Services Network.
- Member of the Development Review Team – Planning Department
- Member of the Permit Digitization Project Team
- Recipient of a \$25,000 Fire Safety and Equipment Grant.
- Recipient of a \$15,500 Emergency Management Planning Grant.
- Recipient of a \$9,000 Student Awareness and Fire Education Grant.
- Designed and ordered replacement frontline Ambulance
- Purchase of an additional LUCAS chest compression system.
- Implemented First Due Record Management System's report writing and pre-fire planning / inspections modules.
- Continued support of AED's in Town buildings including 2 new AED's placed at Thorndike and Buck field.
- Completed successful recertification of 41 EMTs.

Major Accomplishments (cont.)

- Certified 3 members as CPR Instructors
- Completed Nero's Law training – K9 resuscitation
- Installation of ZETRON notification system in all 3 fire stations
- Continued use of online smoke detector inspection scheduling system for sale of homes which has been well-received by real estate agents and homeowners. The online system has improved the efficiency of department operations and has provided more control to our customers.
- Continued use of the online training program Prodigy to provide the required continuing education to the Department's Firefighter/EMT in a virtual setting
- Integral role in design and development of fire protection systems for the AHS and DPW projects.
- Continued annual Fire and Life Safety inspections of over 300 commercial properties.
- Inspected 714 residences to ensure proper smoke/carbon monoxide detector installation.
- Performed Fire and Life safety inspections of high-rise buildings.
- Conducted joint Arlington Police and Fire Department training for Active Shooter/Hostile Event Response (ASHER) using Northeast Homeland Security Regional Advisory Council (NERAC) training aids and support.
- Purchased an electric firefighting chainsaw to reduce fossil fuel powered equipment
- Used grant funding to place in service new multi gas meters with a docking station in order to assist with OSHA record keeping compliance
- Used grant funding to place in service new combustible gas meters to assist with detecting and isolating hazardous combustible gas



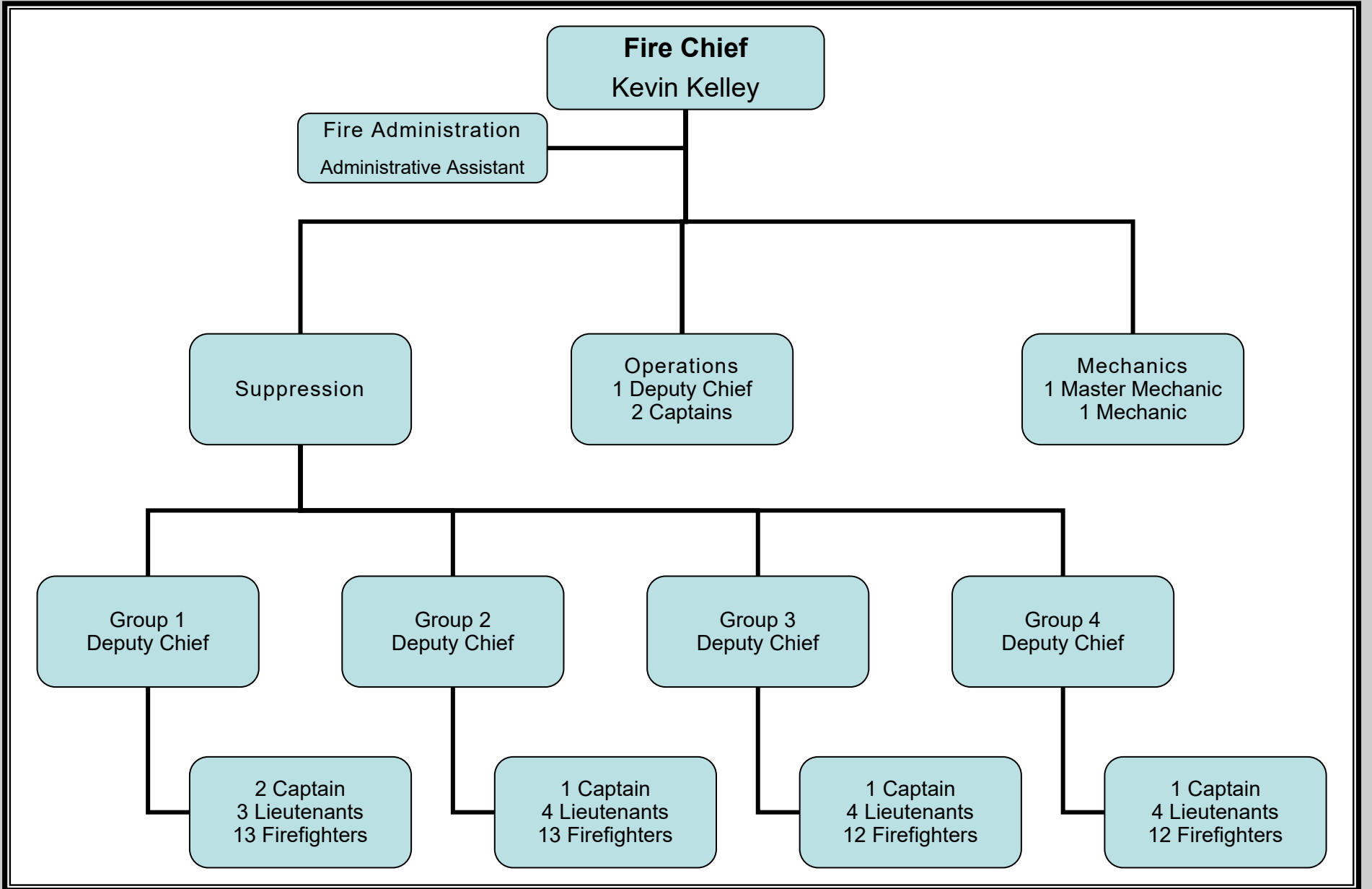
STAFFING				
Fire	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Chiefs	1	1	1	1
Deputy Chiefs	5	5	5	5
Captains	7	7	7	7
Lieutenants	15	15	15	15
Firefighters	50	50	50	50
Professional/Technical	2	2	2	2
Clerical	1	1	1	1
Total	81	81	81	81

Performance / Workload Indicators				
Fire Department	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Emergency Calls	4,737	5,463	6,236	6,200
Rescue Response	2,412	3,027	3,106	3,100
Overlapping Calls	1,266	1,600	1,518	1,500
Private Ambulance ALS/BLS	1,054	569	576	500
Average Response Times	3min 34s	3min 43s	3min 57s	3min 45s
Average Time Rescue Calls	34min	35min	30min	35min
Fire Calls	92	64	95	90
Average Total Time Fire Calls	46min	46 min	37min	40
Loss Property	\$2.9 million	\$1.7 million	\$6.68 million	\$5 million
SAFE Students Taught	*0	*0	3,483	3,500

*Subject to COVID restrictions

Performance / Workload Indicators				
Fire Prevention	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Hours of School Fire Drills	0	35	35	35
Hours of Fire Protection System Inspection	775	668	750	700
Permits Issued	1,099	957	855	900
Permits Issued Revenue	\$ 57,130	\$ 50,190	\$ 44,945	\$ 47,000

Performance / Workload Indicators				
Fire Training	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Training Sessions	136	130	172	180
Training Hours	680	610	516	540
Total Attendees	1,569	1,351	2,580	2,700





Program Description

The Inspectional Services Department is responsible for enforcement of the Commonwealth of Massachusetts's Building, Electrical, and Plumbing and Gas Codes, as well as all related regulations, standards, and Town Bylaws. Additionally, the Inspectional Services Department implements strategic projects as assigned by the Town Manager.

Budget Statement

Inspectional Services maintains a level-services budget.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Inspectional Services				
Personnel Services	434,291	488,970	538,305	537,544
Expenses	16,891	14,705	15,200	15,200
Total	451,183	503,675	553,505	552,744

STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Inspectional Services				
Managerial	1.00	1.00	1.00	1.00
Clerical	1.69	1.80	1.89	1.89
Professional/Technical	3.60	3.51	3.51	3.51
Total	6.29	6.31	6.40	6.40

FY2025 Objectives

- Begin to incorporate digitized files into the online permitting system. This will provide more efficient record-keeping and improved public access.
- Improve upon real-time inspection reports and project progress through iPad use with the online permit system.

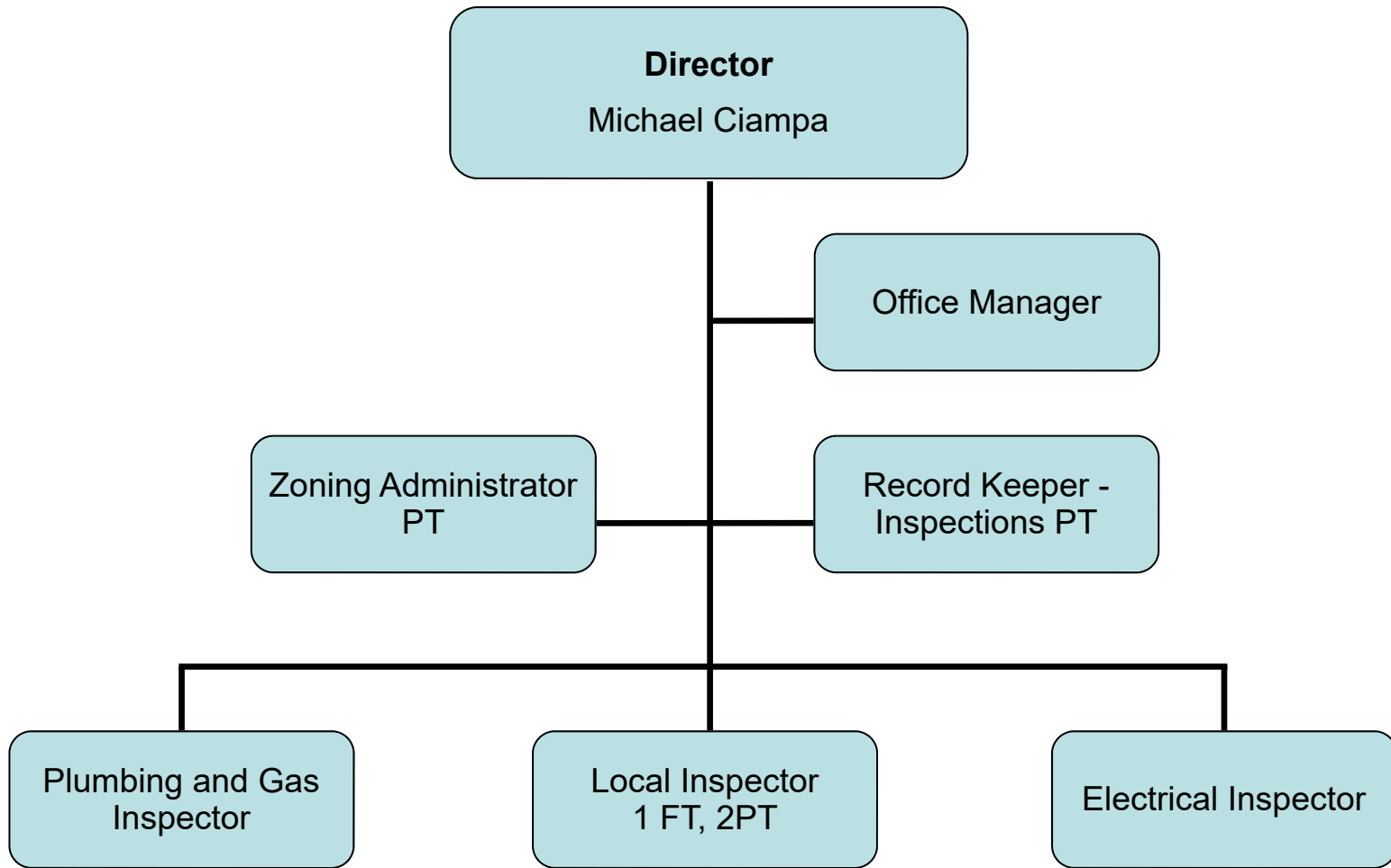
- Continue digitizing existing files, including restructuring the organization of files by address versus year. This process will help streamline fulfillment of public records requests, etc.
- Inform builders and residents of bylaw amendments recently approved by the Town Meeting, such as MBTA Communities, Fossil Fuel Free Building Pilot program, and other changes to the business district zoning regulations.
- Create a code and bylaw compliance FAQ or other general information section online that answers questions and provides examples through illustration.

Major Accomplishments for 2023

- Launched a new online permitting system, providing a more efficient process for submitting permit applications and easier access to permit information for the public.
- Issued a building permit for the mixed-use development at 80 Broadway. This development will provide nine new residential units, one of which will be affordable.
- Issued a building permit for the mixed-use development at 455 Mass Ave. This development will provide thirteen residential units, two of which will be affordable.
- Issued permits for nine new single-family, eight new two-family, and one energy-efficient two-family home (compliant with the zoning bylaw exemption allowing the construction of energy-efficient homes on nonconforming lots).
- Issued and inspected 189 solar panel installations, an increase of 61 from last year.
- Completed inspections and issued occupancy certificate for phase two of the new high school
- Enforced of the "Good Neighbor" agreement per Town bylaws for certain residential construction projects.
- Worked with the Tree Warden on enforcement of the Tree Bylaw and incorporating information on tree regulations into building permit applications.
- Worked with the Engineering Department to enforce stormwater management and erosion control regulations.



Performance / Workload Indicators				
Inspectional Services	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Building	1,898	2,224	2,285	2100
Wiring	1,110	1,223	1,491	1300
Gas	613	642	589	500
Plumbing	756	860	915	800
Roof Mounted Solar	113	128	204	150
Electric Vehicle Charger	16	41	50	40
Energy Storage Systems	6	18	10	12
Certificate of Occupancy	15	26	75	65
Certificate of Approval	434	350	383	360
Certificate of Inspection	29	63	44	45
Beer and Wine License Inspections	32	32	32	35
Pod Permits	27	32	24	25
Dumpsters	58	355	494	400
Residential projects exceeding \$200,000 building cost	68	121	117	100
Accessory Dwelling Units			4	5
Total Value	\$281,539,215	\$145,116,312	\$128,203,550	\$135,000,000
Revenues	\$1,808,685	\$2,826,282	\$2,823,929	\$2,350,000





Program Description

The Robbins Library and the Fox Branch Library create opportunities for lifelong learning, meaningful connection, and discovery for all. The library offers a wide range of collections, services, and spaces to meet Arlington’s evolving interests and needs. Reference assistance and reader’s advisory services are offered in person and via email, chat, and phone. Library staff maintain efficient recordkeeping for over 200,000 items in the physical collection and access to over 120,000 titles in the digital library through shared resources of the Minuteman Library Network (MLN) and resources purchased exclusively for Arlington cardholders. The library promotes curiosity and a love of reading in children, teens, and adults, and programming that supports formal learning as well as entertainment and personal growth.

FY2025 Objectives

The library’s FY21-FY26 Strategic Plan, completed in 2021, provides a roadmap for the years ahead. The following objectives for FY25 were defined by staff and library Trustees based on the Strategic Plan. The complete plan can be found on the library website, www.robbinslibrary.org.

- Develop a model for a self-funded Town position to support the Arlington Libraries Foundation as they grow to reach capital campaign capacity.
- With Town partners, move to the planning and design phase for renovations at the Fox Branch Library.
- Reevaluate and balance physical and digital library collections, in keeping with sustained and projected usage trends and patterns.
- Reevaluate and where possible expand hours of operations—with specific attention to Thursday mornings and Children’s Room hours.
- Implement staffing models that support that library’s strategic goals and service objectives.
- Begin a space study for Robbins Library interior spaces ahead of anticipated interior renovations funded privately

Budget Statement

With anticipated contractual obligations, the total projected FY25 budget will meet the state municipal appropriation requirement for library certification, which in turn affords Arlington residents borrowing privileges at local libraries and through the Minuteman Library Network interlibrary loan system and make the library eligible to receive Massachusetts State Aid to Libraries.

Major Accomplishments for 2023

Providing Core Services

- Achieved a second straight year of record-breaking circulation at Robbins Library in FY2023 with a total circulation of 950,249 physical and electronic items.
- Arlington is a circulation leader for the Minuteman Library Network and the Commonwealth, and ranks 5th in statewide circulation, over much larger communities like Somerville, Framingham, Worcester, and Springfield.
- Opened Robbins Library to the public on Town Day, bringing library services back to Arlington center on Town Day for the first time in over 30 years with special historical displays and information on library services.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Libraries				
Personnel Services	2,073,835	2,038,335	2,238,758	2,366,628
Expenses	521,637	519,922	539,880	547,380
Total	2,595,471	2,558,257	2,778,638	2,914,008



Major Accomplishments (cont.)

- Created new programs, services, and collections to support evolving community interests and needs. Highlights include:
 - A “learning abilities” collection in the Children’s room, offering materials designed for children with dyslexia and other language-based learning disabilities.
 - “Rainbow Readers,” a book program for 3rd-5th graders on the gender spectrum
 - Teen-led programs for middle and high school patrons, expanding the options for library programs and giving students the ability to receive volunteer credit and take on leadership roles in the community.

Partnering with Town departments, boards, commissions, and other organizations to better serve Arlington

- Partnered with Transformative Growth Grant awardee Lamplight Literacy to host a course for English Language learners scheduled to take the Test for Essential Academic Skills.
- Provided information on library access and available resources to participants in “English Now” conversation circles.
- Hosted a local children’s book author for an event co-sponsored with Arlington EATS.
- Co-sponsored an Indigenous Peoples Day program with the Cyrus Dallin Museum and the Human Rights Commission.
- Continued serving as an active partner in the Housing Corporation of Arlington’s Human Services Network, a coalition of Town departments and non-profit social services organizations working to identify and stabilize vulnerable community members by connecting families and individuals to resources supporting housing, employment, and other key services.
- Partnered with the Arlington Disability Commission, the Arlington Libraries Foundation, and other Town bodies to present the 2023 Arlington Reads Together program, featuring the ART book pick, Being Heumann by noted disability activist Judy Heumann

Improving Library Spaces

- Applied for and received CDBG funding to renovate and bring to code first floor restrooms at Robbins Library.
- Created a new monthly schedule for meetings with the Facilities department to better support and anticipate facility needs and requests

Major Accomplishments (cont.)

- Submitted a Letter of Intent to apply for Massachusetts Public Library Construction Program Grant funds for renovations at the Fox Branch Library.
- Formed a Fox Branch Library Facility Needs Committee to complete the Building Program, as specified in the Massachusetts Public Library Construction Program grant application
- Refreshed the Teen space by removing shelving and adding new Arlington Libraries Foundation funded tables and chairs.
- Released an RFP and secured a consultant to complete a needs assessment study at Fox Branch Library.

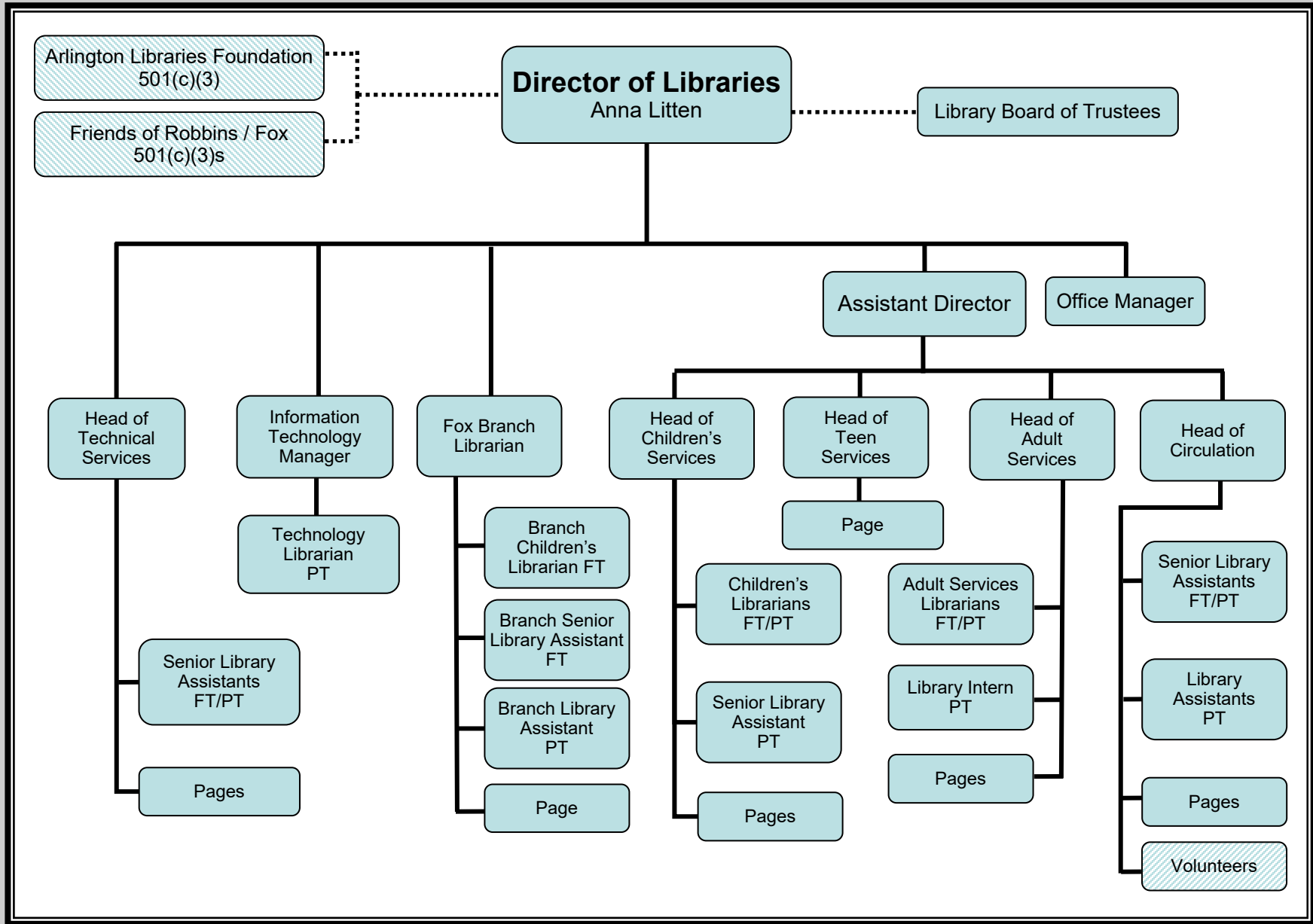
STAFFING

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Libraries				
Managerial	1.00	1.00	1.00	1.00
Clerical	15.29	15.27	15.19	15.69
Professional/Technical	14.60	14.60	14.89	14.89
Custodial/Bldg. Maint.	0.00	0.00	0.00	0.00
Total	30.89	30.87	31.07	31.57

Performance / Workload Indicators

Library	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Library Trust funds expenditure	\$181,591	\$191,631	\$207,840	\$ 256,642
Public/private grant funds secured*	\$120,677	\$150,658	\$175,803	\$ 183,693
Total circulation	707,033	939,396	950,249	962,000
Physical materials	516,134	757,163	753,265	750,000
E-content	190,899	182,233	196,984	212,000
Interlibrary loans processed	390,553	297,176	297,204	297,000
Reference questions answered	6,686	30,361	50,626	50,000
Children's programs	221	381	385	400
Adult and YA programs	137	155	331	250
Visits to Robbins Library	68,189	233,595	261,187	300,000
Uses of Meeting Rooms	0	399	420	450

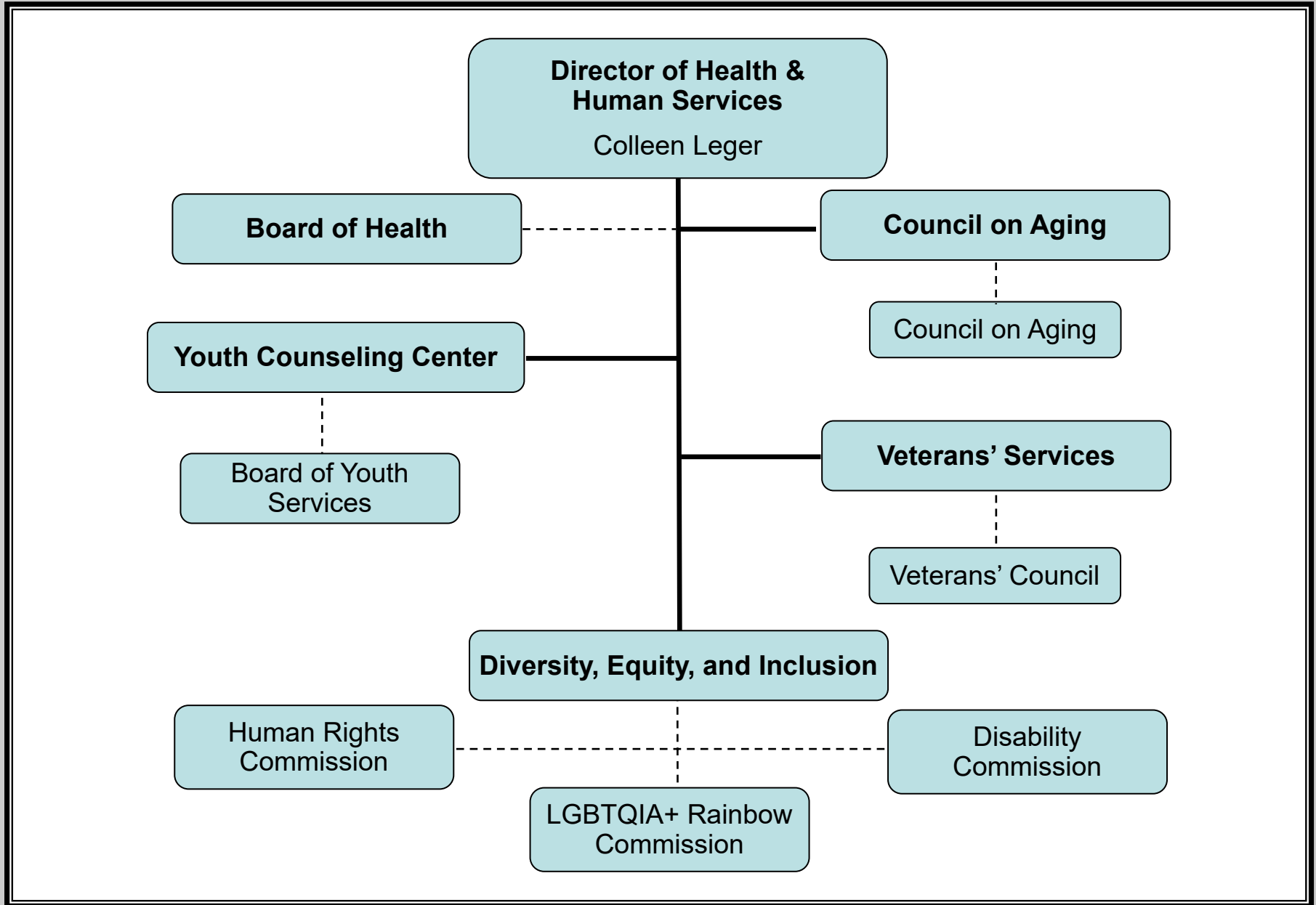
*Includes grants from Arlington Libraries Foundation, Friends of the Robbins Library, Fox & Robbin Shop Fox Shop offset included in Personnel Services. For State Aid to Libraries--see Cherry Sheet.





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Health & Human Services

Program Description

The Department of Health and Human Services (HHS) is responsible for the health, safety, and wellbeing of all those living and visiting Arlington through prevention, engagement, inclusion and accessibility. The divisions that fall within HHS include:

- Health Department
- Council on Aging
- Arlington Youth Counseling Center
- Veterans' Services
- Diversity, Equity, and Inclusion

HHS also coordinates the activities of the Board of Youth Services, Council on Aging, Human Rights Commission, LGBTQIA+ Rainbow Commission, Disability Commission, Board of Health, Youth Health and Safety Coalition, Health and Human Services Charitable Corporation, and Heating Assistance Program.

Health Department

Program Description

The Health Department is required by state and local laws to perform many critical duties related to the protection of public health. These duties cover a wide range of public health control and prevention activities including: disease surveillance, the promotion of safe and sanitary conditions in housing, recreational facilities, and food establishments, elimination of nuisances, protection of the environment, and numerous other federal- and state-mandated responsibilities.

Budget Statement

This is a level services budget.

PROGRAM COSTS

	FY2022	FY2023	FY2024	FY2025
Health & Human Services	Actual	Actual	Budget	Request
Personnel Services	609,333	562,016	755,031	690,570
Expenses	150,146	191,009	139,610	140,648
Total	759,479	753,025	894,641	831,218

FY2025 Objectives

- Conduct a Community Health Needs Assessment (CHNA) and develop a Community Health Improvement Plan (CHIP) with assistance from a public health consulting firm
- Include Board of Health members in the CHNA and development of a CHIP
- Work within our Public Health Excellence Collaborative to implement a strategic plan to address gaps in public health services, expand upon regional public health initiatives, and standardize public health practices among the four communities in our collaborative (Arlington, Belmont, Brookline, Newton)
- Administer flu vaccinations to seniors and other vulnerable communities



Major Accomplishments for 2023

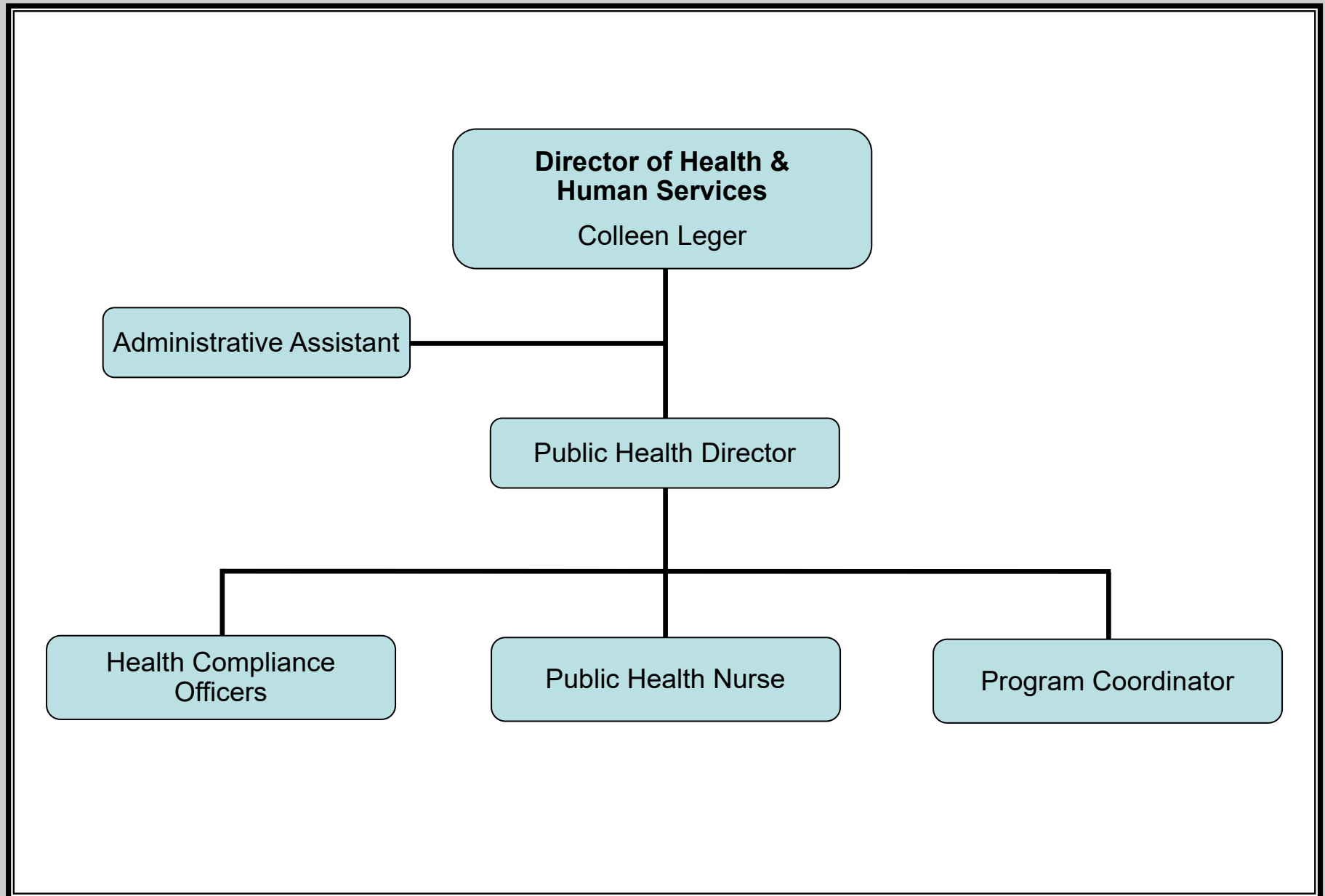
- Administered 349 COVID-19 vaccinations and boosters to Arlington residents and employees
- Continued to operate a weekly COVID-19 testing site for town staff and community members throughout the summer months
- Continued to distribute free Covid-19 home test kits throughout the community
- Administered 304 flu vaccinations to Arlington seniors and employees
- Participated in National Night Out with the Arlington Housing Authority and Arlington Police Department
- Increased our public health communication through our social media platforms
- Worked with Eastern Middlesex Mosquito Control Project (EMMCP) to monitor mosquito pools throughout Town for EEE and WNV as well as facilitate the treatment of all catch basins across town to prevent mosquito growth in standing water
- Hosted a Community forum to discuss rodent activity in Arlington and environmentally friendly pest management practices
- Hosted quarterly events in conjunction with the Department of Public Works to collect and dispose of used sharps (needles)
- Educated and provided guidance to retail businesses in regards to a new bylaw that banned the sale/distribution of single use plastic water bottles
- Educated and enforced the updated Noise Abatement Bylaw, which introduces a phased-out approach to ban gas powered leaf blowers on public and private property

STAFFING

	FY2022	FY2023	FY2024	FY2025
Health & Human Services	Actual	Actual	Budget	Request
Managerial	1	1	1	1
Clerical	1	1	1	1
Professional/ Technical	7.1	7	6	6
Total	9.1	9	8	8

Performance / Workload Indicators

Health Department	FY2021	FY2022	FY2023	FY2024
	Actual	Actual	Actual	Estimated
Food Inspections	285	316	295	300
Tobacco Compliance Checks	16	64	41	50
Biotech facility Inspection	0	0	1	1
Body art establishment Inspection	1	3	2	3
Camp Inspections	6	7	8	10
Dumpster Inspections	30	205	143	200
Keeping of hen Inspections	20	14	14	15
Body work establishment Inspection	1	1	2	2
Demolition Inspections	29	27	18	20
Housing Inspections	104	172	182	190
Power sanding Inspections	0	1	5	5
Semi/Public Pool Inspections	8	24	10	10
Public Beach Inspections	3	3	3	3
Resident Complaints	173	331	267	300
Sealer of Weights and Measures Inspections	0	0	238	235
Investigation	1,651	4,624	2,110	2000
Flu Vaccinations Administered	532	273	304	400
COVID-19 Vaccinations	6,150	5,842	349	0





Program Description

Veterans' Services is a division of Health and Human Services. The Director of Veterans' Services works with Veterans living in Arlington to assist with accessing basic needs. Through Massachusetts General Law, Chapter 115, direct financial assistance is provided to veterans who qualify. Additionally, the Director assists veterans with accessing federal Veterans' Administration (VA) benefits.

Budget Statement

This budget is a level-services budget.

It is important to note that the Commonwealth of Massachusetts reimburses Arlington a minimum of 75% of all approved expenditures for Chapter 115 Veteran Benefits. All requests for emergency services as well as other special services such as emergency housing services are reimbursed at 100%.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Veterans' Services				
Personnel Services	76,471	87,159	76,485	84,725
Expenses	193,474	147,780	251,268	251,268
Total	269,945	234,940	327,753	335,993

Performance / Workload Indicators

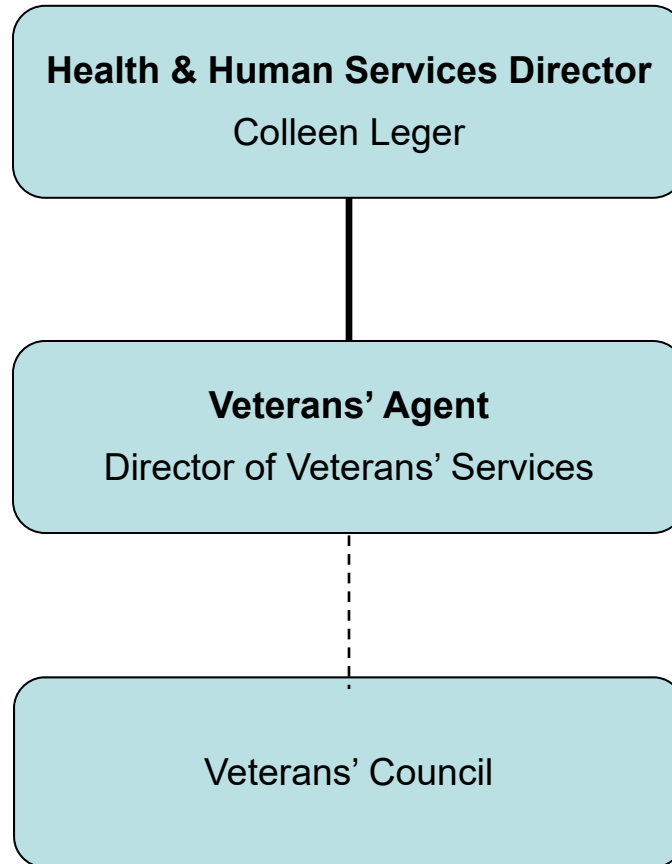
	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Veterans' Services				
Department of Veteran Services Clients (DVS)	27	21	21	20
Department of Veterans' Assistance Clients (VA)	287	319	353	350
Federal VA revenue provided to local veterans	\$4.16M	\$4.18M	\$4.6M	\$4.6M

FY2025 Objectives

- The Director will continue to engage the community on benefits and services available to veterans and their families. The focus will include increasing public participation in the Memorial Day and Veterans Day ceremonies.
- The Director will continue to work with other agencies and companies in the area to promote benefits and services provided at the local, state and federal level.
- With the Select Board's approval of the conceptual designs for the Veteran Memorial Park, it is anticipated that ground-breaking for the new park will begin in 2024.

Major Accomplishments for 2023

- The Director coordinated the work of the Arlington Veterans' Council. The Council focused on addressing issues related to veteran memorials, the review, and development of policies pertaining to Arlington veterans, and new projects to promote Arlington and veterans.
- The annual Veterans Day ceremony was conducted at the central fire station. The ceremony paid tribute to past and presently serving veterans.
- The Director filed for state and federal grant funding for the development of the new Veterans Memorial Park.
- The Director, along with the members of the Veterans Council, established a link for veterans and family members to verify and/or update the names of veterans to be included on the new Honor roll. Over 12,000 names will be added to the new Honor Roll.
- The Memorial Day ceremony was conducted at the Town Hall. Arlington resident, retired Army Colonel William Rapp served as the keynote speaker.
- The Director assisted local veterans and families in applying for and receiving, Federal VA benefits. Arlington veterans and/or dependents received \$388,137.51 per month in tax-free veteran benefits from the VA. The total amount received in 2022 is \$4,657,650.12. The VA has not released figures for FY 2023.





Program Description

The Council on Aging, a division of the Department of Health and Human Services, supports residents age 60 and over in Arlington by offering access to health and wellness opportunities, fitness, opportunities for socialization, educational programs, transportation and support services.

The Council on Aging is supported by a Town-appointed board consisting of nine Arlington residents. Additionally, seven associate board members attend meetings regularly and participate in various COA subcommittees.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Council on Aging				
Personnel Services	330,859	372,746	482,098	526,142
Expenses	64,659	64,764	5,300	5,300
Total	395,517	437,510	487,398	531,442

FY2025 Objectives

- The COA is at attendance capacity for many in-person programs offered during COA business hours. We will continue to evaluate the menu of programs and services offered and adjust as needed to fit the greatest needs of older adult residents.
- Work through My Senior Center software to launch online program registration in FY25, in addition to continuing opportunities to register in person or over the phone with COA staff.

Objectives (cont.)

- Expand outreach to new older adults, especially those in underserved populations, who have not participated with the COA in the past. Recruit at least 3 new older adults volunteers from a traditionally underserved populations to serve on COA Board and/or various COA committees.
- Expand multicultural events/programs including growing South Asian affinity groups/programs, growing Chinese speaking groups/celebrations/programs, and launching programming during Black History Month with new group of volunteers.
- Expand offerings, partnering with neighboring communities, to LGBTQIA+ older adults including discussion groups, support groups, celebrations and educational events.
- Work closely with the Board of Health to provide immunizations to older adults in Arlington each year, with a priority of reaching residents in Arlington Housing Authority properties and homebound individuals (at least 100 at home vaccination residents per year).
- Work closely with Age & Dementia Friendly subcommittee regarding two age and/or dementia friendly initiatives annually such as: expanding the impact of the COA Parking Permit Program launched in FY23, partnerships preventing scams with APD, education to local businesses regarding Dementia Friendly trainings for employees.
- Add programs/groups/activities on Thursday evenings and outside of COA business hours to attract and meet older adults who are working traditional business hours.
- Serve as a SNAP enrollment site and help to close the SNAP Gap through education and outreach with goal of enrolling 75 new participants.
- Serve as transportation arm of Arlington EATS in-person shopping, providing van rides to all Arlington EATS customers who need it.
- Grow programming and services with intergenerational focus, especially for LGBTQIA+ seniors through weekly group meetings and intergenerational quarterly social events.
- Offer “free” van rides for residents coming to the Community Center for programming, and using rider fees for other in-town rides and medical rides to offset the expenses of rides to the Community Center.



Major Accomplishments 2023

- Realized record breaking attendance at COA Programs with an average of 131 individuals “scanning in” to the Community Center each day.
- Realized record breaking use of COA Transportation services with over 9,000 rides completed in FY23 (including rides on COA Vans, through volunteer medical drivers and through COA taxi and Uber initiatives). Transportation continues to be a major need identified by older adults when the topic of Aging in Place is raised.
- Through a volunteer committee, launched first ever COA Parking Permit Program, which was approved by the Select Board in June 2023. Arlington Residents Age 65+ now have the ability to secure a sticker for one vehicle per household, allowing them “free” meter parking in town and expanded parking hours along Academy and Maple Street. Expanding parking access for seniors was a major issue included in the Age and Dementia Friendly Action Plans.
- Worked closely with Arlington Seniors Association as they dissolved and enveloped their volunteers in to the COA volunteer program, keeping everyone engaged and included while eliminating the expenses of running two separate organizations.
- Expanded LGBTQIA+ programming including holding a “Modern Pronouns Talk” to educate older adults on gender affirming language and partnering with surrounding towns to share successful ideas on how to create a more inclusive environment.
- Worked with MassDOT Community Transit Grant Team to identify opportunities for Electric Vehicle Accessible Vans to be purchased using the grant in the future.
- Hosted weekly Chinese Singing and Chinese Dancing activities through a partnership with Enhance Asian Community Health.
- Placed 20 Senior Volunteer Work Off, and five Harry Barber Volunteer participants, within town departments- completing over 3,000 hours of volunteer service to the Arlington community and relieving these participants of \$37,500 of property taxes/rental expenses.
- Distributed over \$30,000 of financial relief to widows in Arlington through Widow’s Trust Funds.
- Distributed over \$18,000 of property tax relief to Arlington residents through the Elderly and Disabled Tax Relief program.
- Provided over \$40,000 of financial relief for personal needs to Arlington Seniors through the Sussman and Sevoyan Trust Charitable Gift Funds.

Accomplishments (cont.)

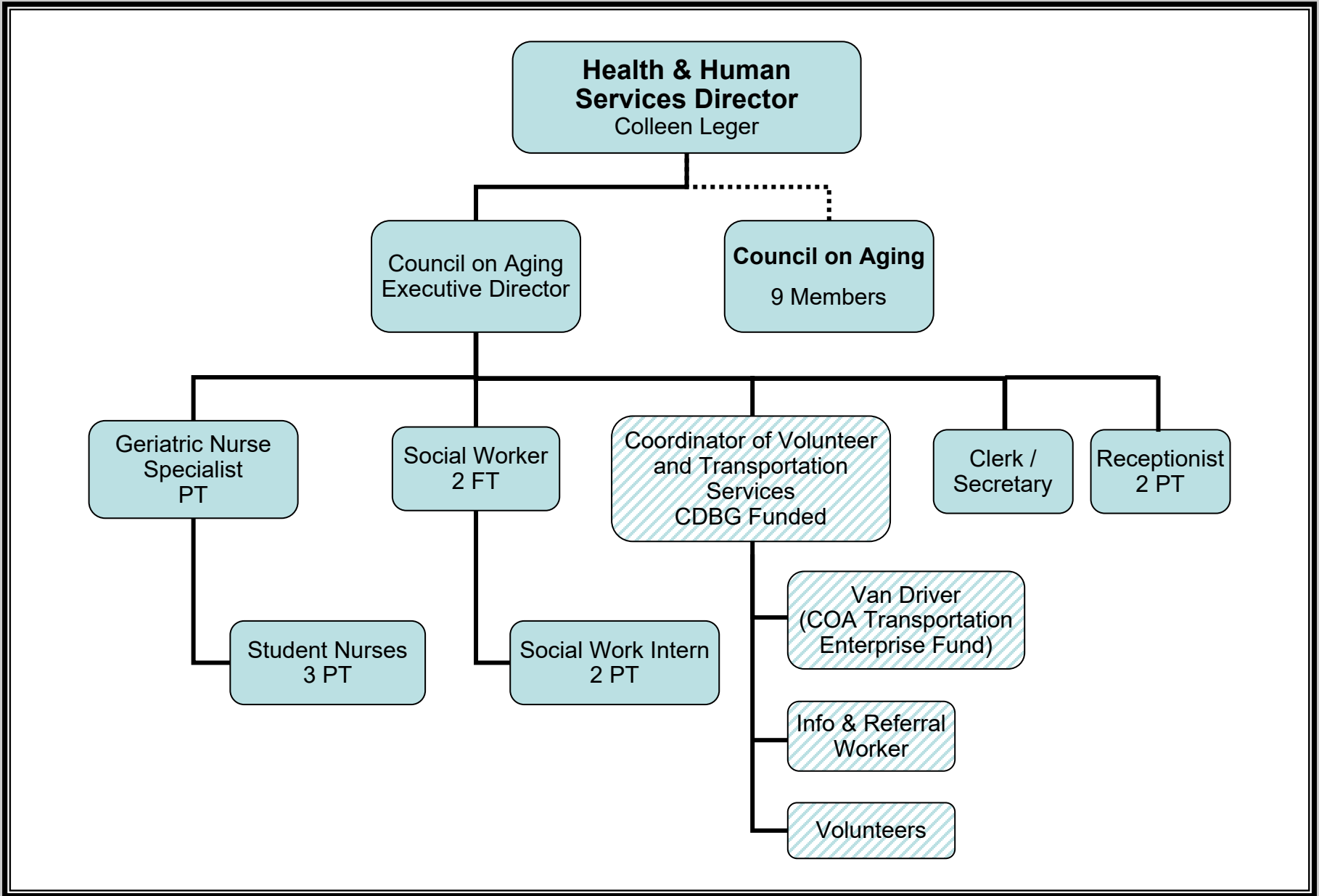
- Collaborated with AARP volunteers to provide free, federal and state tax preparation for 110+ older adults.
- Provided 100 isolated older adults with a hot turkey dinner on Thanksgiving morning, and 100 older adults with a holiday gift package through our 5th annual “Warm Wishes” program, supported financially through local businesses and delivered by COA Volunteers.
- Launched monthly Caregivers of Those with Dementia/Alzheimer’s Support Group
- Matched over 270 older adults with SHINE Volunteers to obtain free health insurance information, counseling, and assistance with Medicare
- Provided organic, local, fresh produce to 60 older residents for 20 weeks through a partnership with Lahey/Beth Israel Deaconess Medical Center Hospitals and their Farm Share Program.
- Enrolled 71 residents in the Supplemental Nutrition Assistance Program (SNAP)
- Served as location for Minuteman Senior Services to operate Meals on Wheels, delivering daily to 75 homebound older adults in Arlington.
- Raised \$34,000 through End of Year Appeal letter to establish Emergency Fund through Health and Human Services Charitable Corp.

Performance / Workload Indicators

	FY2021	FY2022	FY2023	FY2024
Council on Aging	Actual	Actual	Actual	Estimated
Units of Service Delivered	32,050	32,855	36,800	37,800
COA Volunteers	348	368	370	370
Volunteer Hours	8,421	10,304	11,101	11,101

STAFFING

	FY2022	FY2023	FY2024	FY2025
Council on Aging	Actual	Actual	Request	Request
Managerial	1	1	1	1
Clerical	1.69	2.58	2.69	2.69
Professional/Technical	2.80	2.86	2.91	2.91
Total	5.49	6.44	6.60	6.60





Program Description

The Diversity, Equity, & Inclusion (DEI) Division of the Department of Health and Human Services (HHS) is responsible for leading the racial equity initiatives laid out by the Town. The DEI Division responds to questions, concerns, and complaints that pertain to ADA compliance, and cooperates with other departments to ensure the ADA Self-Evaluation Transition and Implementation Plan is being used and considered as projects across town develop. The DEI Division collaborates with departments, boards & commissions, community organizations and faith communities across the Town to build supportive partnerships and strategize for increased community engagement to advance equity goals. The DEI Division manages and coordinates the work of the Human Rights Commission, LGBTQIA+ Rainbow Commission, and Disability Commission, including planning and executing programming and managing budgets.

Budget Statement

This is a level-services budget.

PROGRAM COSTS

Diversity, Equity, and Inclusion	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	93,841	133,218	220,628	237,642
Expenses	1,839	34,182	39,000	39,000
Total	95,680	167,400	259,628	276,642

FY2025 Objectives

- Work closely with DPW, Planning, and Facilities Departments, along with the Disability Commission and other town boards and commissions, to advance the ADA Transition and Implementation Plan.
- Implement recommendations outlined in the Equity Audit pertaining to community engagement, information gathering and communication, language access, and voting access.
- Develop and coordinate community-based events to facilitate

cultural exchange and greater community belonging, including events celebrating Dr. Martin Luther King Jr., Lunar New Year, Black History Month, Hispanic Heritage Month, and Diwali.

- Provide leadership to Arlington Human Service Network (AHSN)
- Hold a Community Resource and Connections Fair
- Support the Town in responding to a variety of complex issues, including racial equity, newcomer/migrant crisis, housing crisis, and discrimination and human rights abuses
- Provide, improve, and build up educational programming and opportunities for employees and community members, including additional training and workshops.
- Align Town DEI programming and equity initiatives with those at Arlington Public Schools, including increased programming for multicultural holidays.
- Expand our programming available in multiple languages (including ASL)
- Create additional opportunities for community engagement including monthly “community matters” pop-up conversations throughout town and expanding community conversation series
- Strengthen Racial Equity Leadership team using GARE equity action plan model
- Increase programming and opportunities that give voice to Black, Indigenous, People of Color (BIPOC), LGBTQIA+, and disabled community members
- Continue to serve as a liaison to the Government Alliance on Racial Equity (GARE), Mystic Valley NAACP Branch, the Racial Equity Learning Community offered through the Community Health Network Area (CHNA) #17, Municipal Immigrant Support Network (MISN), Municipal Language Access Network (MLAN), MAPC Language Access Roundtables

Performance / Workload Indicators

Diversity, Equity, and Inclusion	FY2021 Actual	2022 Actual	FY2023 Actual	FY2024 Estimated
Trainings - facilitated & attended	14	15	25	25
Planning and Advisory Meetings	104	84	80	90
HRC, Disability, and Rainbow Commission Meetings	41	68	78	80
Community Events/Programs	28	14	25	28
Partnerships/Collaborations	17	21	25	30



Major Accomplishments for 2023

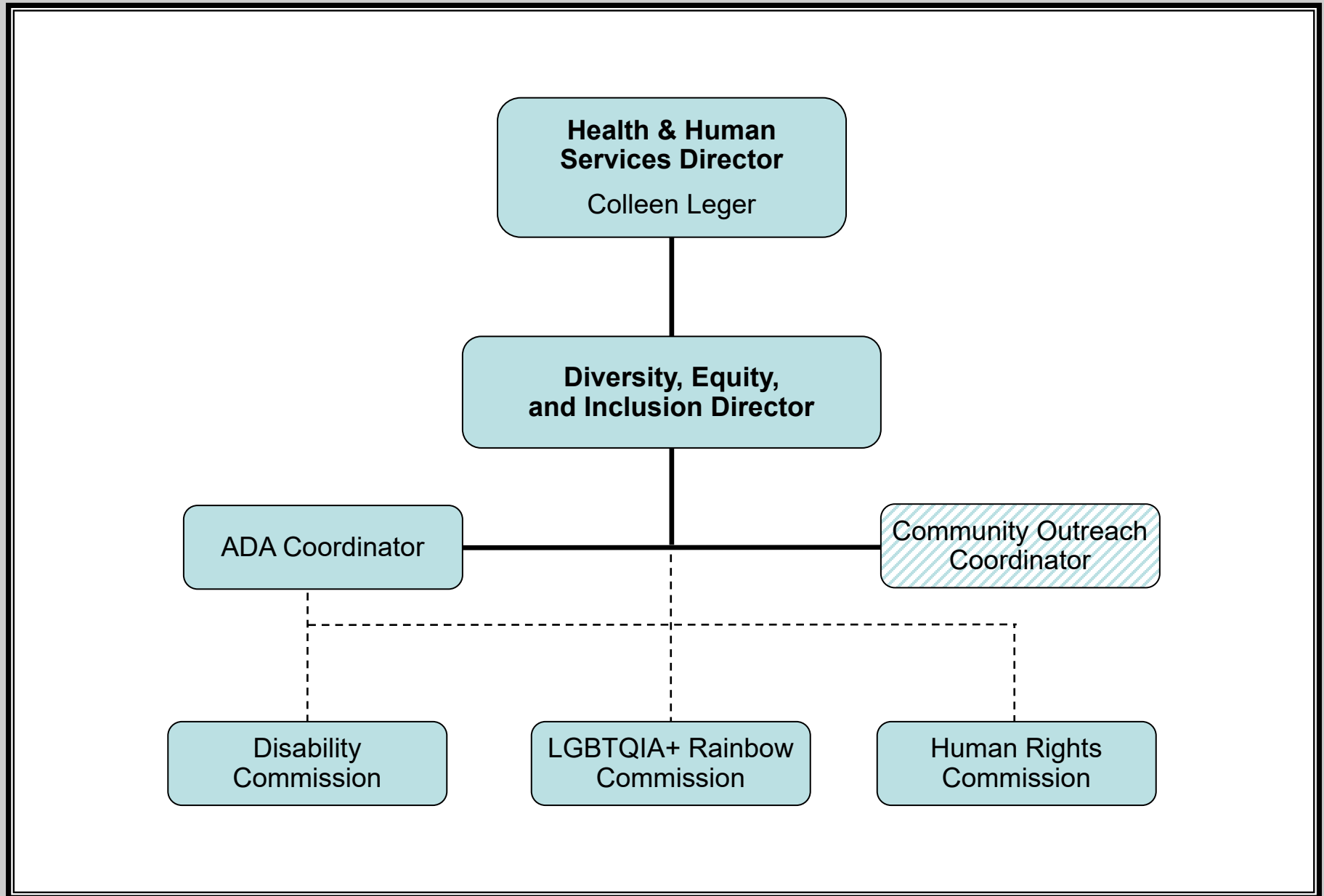
- Partnered with Opportunity Consulting to complete a Community Equity Audit assessing the Town’s barriers to access and determine ways to develop more equitable policies and practices in three areas: Voting/Civic Participation, Housing, and the Town Workforce.
- Partnered with Strategy Matters to provide DEI workshops for all Town of Arlington employees, developing shared Town-wide equity goals as a result
- Participated in two-year Language Access Pilot Project, to research best practices in language accessibility and translation, and solutions for providing resources and services in Arlington.
- Collaborated with community-based organization, EACH, the APS Mandarin department, and the AHS Asian American Coalition to put on the first ever Town-wide Lunar New Year Celebration, which was attended by 300 participants
- Collaborated with Arlington EATS, AYCC, and the Housing Corporation of Arlington to host the first ever Resource and Connections Social Services Fair at Town Hall, which drew together over 30 organizations
- Partnered with Arlington Commission for Arts and Culture (ACAC) and Artist in Residence to develop and implement The Black Joy Project- monthly gatherings and new affinity spaces for Black community members to share, gather, and converse.
- Partnered with ACAC to hold a Juneteenth Celebration in Town Hall gardens. The event featured musical performances by the APS Orchestra and band, poetry and spoken word from Black Joy participants, and Jazz music by professional musician, Jacques Schwarz Bart
- Supported and coordinated Arlington Human Rights Commission Black History Month programming and banner project.
- Partnered with the Martin Luther King Jr. Birthday Observance Committee to put on the 35th annual celebration at Town Hall
- Collaborated with Arlington Libraries on an Arlington Reads Together Seminar featuring Disability Commissioners sharing their experiences living as disabled residents and caretakers in Arlington.

Accomplishments (cont.)

- Supported community-led Hispanic Heritage Month Celebration
- Assisted DPCD in MBTA Communities by creating engagement activities, providing leadership to outreach working group, creating additional materials, and facilitating community meetings
- Worked with the Massachusetts Office on Disability to pilot having Computer Aided Real-Time Transcription (CART) services at public meetings.
- Purchased two floating beach wheelchairs for use at the Reservoir using funds from the Disability Commission. After last year’s renovation and installation of a mobi-mat, the beach and swimming areas are now fully accessible.
- Purchased seven universal translator tools and provided training to various public-facing departments
- Partnered Disability Commission with True Story Theater and Council on Aging to provide three community programs centered around the lived experience of individuals with disabilities.
- Assisted the Town in responding to migrant crisis by collaborating on emergency planning effort, continued activity Municipal Immigrant Support Network (MISN), advancing strategies and communications with community partners & neighboring municipalities
- Joined the Municipal Language Access Network (MLAN)
- Served as liaison to the Government Alliance on Racial Equity (GARE), Mystic Valley NAACP Branch, the Racial Equity Learning Community offered through the Community Health Network Area (CHNA) #17, Municipal Immigrant Support Network (MISN)

STAFFING

Diversity, Equity, and Inclusion	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	0.51	2	2	2
Total	1.51	3	3	3





Program Description

The Arlington Retirement Board is an autonomous 5-person board which oversees the Town pension system under Massachusetts General Law, Chapter 32. Members of the Arlington Contributory Retirement System are active employees for the Town of Arlington, and the Arlington Housing Authority, who qualify for membership and retired employees who have fulfilled the requirements to be eligible to retire and have retired.

The Retirement Office is responsible for processing retirement and disability applications, a monthly retiree payroll, processing of refunds and transfers of annuity savings accounts, employee estimates of potential future benefits and the accounting for expenses, members' deductions and investment activities for the system as mandated by the Public Employees Retirement Administration Commission guidelines.

Non-Contributory Retirees are living retirees or survivors of retirees who had municipal employment that occurred prior to 1939 and are not members of the Arlington Contributory Retirement System. The Non-Contributory Retirees payroll and appropriation are under the jurisdiction of the Town of Arlington.

PROGRAM COSTS

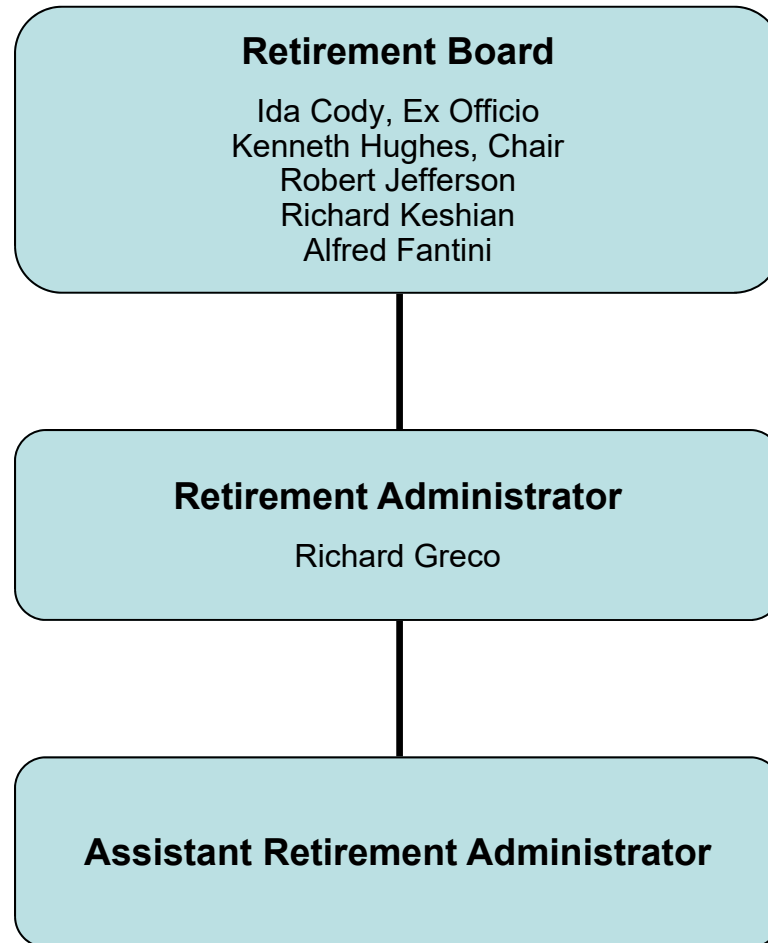
	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Pensions				
Personnel Services	-	-	-	
Non-Contributory	11,530	-	-	
Contributory	14,041,972	14,846,687	15,676,279	16,555,650
Total	14,053,502	14,846,687	15,676,279	16,555,650

Performance / Workload Indicators

	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Pensions				
Contributory Enrollees				
Active Employees	818	841	854	856
Retired Employees	620	616	610	607
Non-Contributory Enrollees	1	0	0	0

Budget Statement

The FY2025 Town total pension appropriation increased by \$879,371 over FY2024.





Program Description

The insurance budget comprises the cost of providing the following coverage:

Health insurance for town and school active and retired employees.

Life insurance is required to be provided to all employees in the amount of \$10,000 which is split 50% town funded and 50% employee funded.

Medicare costs are the federally required 1.45% of the salary of all employees hired after April 1986. Employees must also contribute 1.45% of their salary.

Indemnity insurance includes property insurance and automobile insurance coverage. Property insurance is provided for all town and school buildings and those rented are covered for general liability. Automobile insurance is required for all the town and school vehicles.

Public Official Liability insurance covers all public officials, who in the performance of their official duties, may be sued for those actions.

Unemployment insurance is paid for the actual employees who have been laid off from their positions. Unlike private employers, the town does not pay a premium. The Town hires an outside firm to closely monitor our claims and to appeal any irregularities.

Workers' Compensation covers the costs of employees injured as a result of their employment.

The Flexible Benefit Plan is a Section 125 plan which is provided to the employees for dependent care and health care costs not provided through health insurance coverage. Employees contribute tax free to this plan through payroll deductions. This budget pays for the administration of that plan.

Program Description (cont.)

Employee Mitigation is a benefit the Town included in the operating budget as part of the agreement to move to the Group Insurance Commission (GIC). This money is a protection for employees who experience high out-of-pocket claim costs.

Budget Statement

FY2025 will be a year of greater health insurance cost increases than in the past five years. Costs for active employee plans went up the range of 10% while Medicare Supplement Plans increased closer to an average of 4%. Due to continued challenges in hiring personnel for both Town and School positions enrollment in the Town's health insurance plans remained flat from the previous fiscal year.



FY2025 Objectives

- Augment employee communications regarding Insurance and other benefits through Town and School digital monthly newsletters.
- Successfully implement shortened waiting period for new employee enrollment of GIC health insurance plans, modify other benefit waiting periods for consistency.

Major Accomplishments for 2023

- Successfully met all Affordable Care Act Filing deadlines. This is a highly technical and complex process that done incorrectly exposes the town to significant fines.
- Provided significant amounts of data to support the production of the town's Other Post-Employment Benefits (OPEB) report.
- The Town, Union and Retiree Leadership conducted its every other year solicitation of bids for alternative health insurance plans ensuring employees and retirees are getting the best care for the best price.

PROGRAM COSTS

	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Insurance				
Group Life	89,897	92,872	99,823	99,823
Group Health	17,671,003	18,397,619	19,546,768	20,905,086
Unemployment Ins.	97,952	66,100	150,000	150,000
Medicare Payroll Tax	1,588,233	1,576,152	1,818,716	1,975,489
Property Insurance	300,497	369,912	394,695	413,238
Officials Liability	56,856	57,713	55,000	65,100
Workers' Compensation	548,825	532,091	580,000	580,000
Flexible Benefit Plan	34,981	49,297	38,880	52,000
Medicare Penalty	13,058	13,569	15,000	15,000
Employee Mitigation	-	50,000	50,000	75,000
Opt Out Program	200,864	219,805	213,996	207,996
Total	20,602,166	21,425,131	22,962,878	24,538,732



Program Description

The Health Insurance budget provides for the Town's portion of the cost for providing health insurance benefits to all town employees, retirees and surviving spouses. The Town is a member of the Commonwealth's Group Insurance Commission, and therefore Town employees are enrolled in the same health plans as all state employees. The Town pays differing contribution splits based upon plan selection, as demonstrated below.*

Indemnity Plans (75% employer /25% employee)

Wellpoint Total Choice

HMO Plans (85/15% employees and retirees w/o Medicare)*

Health New England
Harvard Pilgrim Quality
Mass General Brigham Health Plan Complete

PPO/POS Plans (80/20% employees and retirees w/o Medicare)

Harvard Pilgrim Access America
Harvard Pilgrim Explorer
Wellpoint Community Choice
Wellpoint Plus

Medicare Extension Plans

Tufts Health Plan Medicare Preferred (85/15%)
Harvard Pilgrim Medicare Enhance (75/25%)
Wellpoint Medicare Extension (75/25%)
Health New England Medicare Supplement Plus (75/25%)

Dental Plan:

Delta Dental - Two levels of plan offerings – these plans are paid 100% by the employee.

*Employees hired after December 1, 2011 are required to pay 25% toward the cost of their plan. Surviving spouses pay 50%.

Budget Statement

FY2025 will be the 13th full fiscal year that Arlington has received its health insurance through the Commonwealth's Group Insurance Commission (GIC). The Town's HR Department not only serves as the primary contact point for health plan enrollment, administration, and general questions, it is charged with the responsibility of paying the GIC

Budget Statement (cont).

(over \$20 million annually) and accounts for all employer, employee, and retiree contributions.

There are 15 GIC health plans offered for families and individuals, with contributions set at multiple levels depending on hire date and through multiple deduction cycles. Due to increased costs from providers and hospitals, costs in the upcoming year will rise more than average.

FY2025 Objectives

- Continue to strategize and implement new ways to provide excellent customer service to employees and retirees in Group Health Commission health plans through information and education.
- Partner with Retiree and Union Leadership to explore potential health care plan alternatives.
- Communicate and keep employees informed in new ways utilizing the latest technology along with traditional methods.

Major Accomplishments for 2023

- Identified over \$150,000 in health insurance costs savings offset by fee-based program.
- Successfully teamed with the School Human Resources staff on the administration of benefit plans and auditing practices ensuring fair and consistent treatment of employees.
- Successfully communicated with and transitioned employees and retirees to new GIC Plan offerings.
- Successfully navigated and submitted the Town's Affordable Care Act filing. Failure to accurately produce employee statements and submit corresponding data to the Federal Government expose the town to significant fines. Managing and producing the data is labor intensive and complex. For the 12th year the Department partnered with the School Human Resources team to successfully meet our Affordable Care Act reporting requirements.
- Distributed \$100K in funds to enrollees of active health plans for high out-of-pocket costs and copays. Since the inception of the Health Reimbursement Account in 2012 the department has facilitated the distribution of over \$1 million.



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Program Description

The Water and Sewer Division maintains the Town's water distribution system and the sewer collection system. The work involves maintenance and repairs on roughly 130 miles of water mains and 117 miles of sewer mains. Deteriorating and broken pipes are fixed, sewer mains are flushed, hydrants are maintained and flushed, and just under 13,000 meters are billed quarterly.

Water treatment and supply, as well as sewer treatment, is provided by the MWRA. The Town's DPW Director maintains a voting position on the Advisory Board to the MWRA.

FY2025 Objectives

- Create Engineering staff position dedicated to the Water and Sewer Division.
- Update Town of Arlington Water and Sewer Regulations.
- Develop repair/design criteria and schedule for aging sewer pump stations.
- Continued implementation of projects related to American Rescue Plan Act (ARPA) funding.

Budget Statement

The FY25 Budget assumes an estimated 3.05% water rate increase and a 3.13% sewer rate increase.

The budget includes funding for the creation of an Engineering Position dedicated to the Water and Sewer Division.

Major Accomplishments for 2023

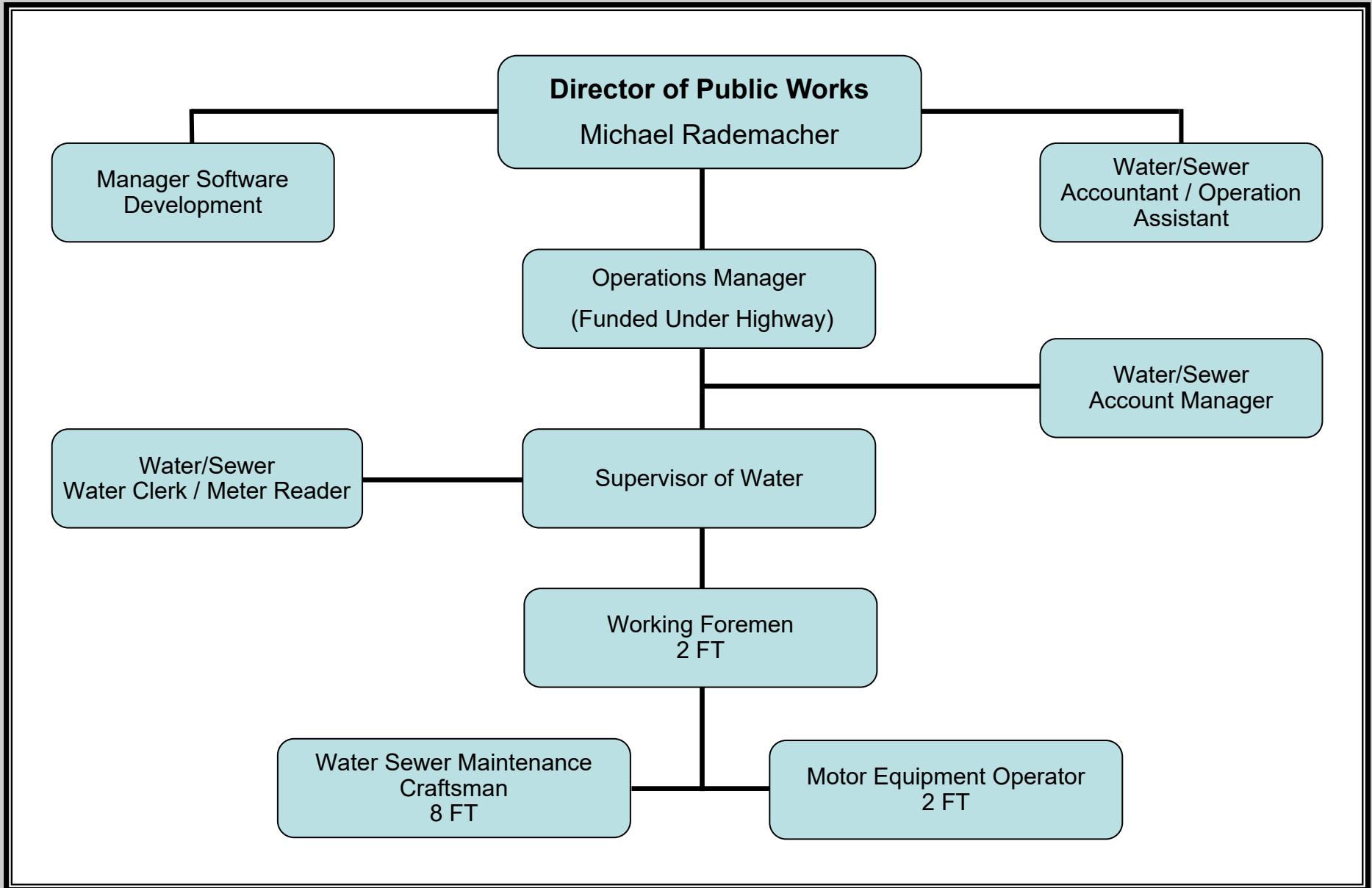
- Replaced 792 water meters.
- Provided water use data to the Town Treasurer for billing while changing out meters and electronic reporting equipment.
- Repaired water main leaks at 46 locations.
- Repaired water service lines at 40 locations.
- Replaced 36 hydrants.
- Flushed over 172 locations to clear blockages from sewer mains and services.
- Sampled 14 designated residential and commercial locations weekly for water quality.
- Provided approximately 650 mark-outs for underground excavation work.



PROGRAM COSTS				
Water/Sewer Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	2,380,292	2,281,026	2,696,219	2,887,981
Expenses	3,435,239	3,547,047	4,001,418	4,069,585
MWRA Assessment	15,082,484	15,040,615	15,260,957	15,377,926
Capital Expenses	1,736,219	2,022,046	2,370,572	2,337,926
Total	22,634,234	22,890,734	24,329,166	24,673,418

Performance / Workload Indicators				
Water/Sewer Enterprise	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Water Meters Read	12,605	12,627	12,614	12,650
Repair Water Main Leak/Break	52	41	46	50
Repair Water Service Leak	56	54	40	55
Repair or Install Meter	546	266	792	1,500
Repair or Install Hydrant	27	30	36	35
Catch Basins Cleaned	16	23	12	25
Sewer Back-Up Flushes	34	32	47	35
Replace or Install Sewer Pipe	67	47	38	45
Sewer Main Flushes	183	142	172	150
Excavation Mark outs	613	589	648	650
Water Quality Test Sites	14	14	14	14
Water Mains - miles	131	131	131	131
Sewer Main - miles	117	117	117	117
Sewer Pump Stations	9	9	9	9
Fire Hydrants	1,414	1,414	1,414	1,414

STAFFING				
Water/Sewer Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	1	1	1	1
Professional/Technical	3	3	3	3
Public Works	12	12	12	13
Total	17	17	17	18





Program Description

Arlington Recreation, a self-sustaining department of the Town of Arlington, is proud to offer safe, quality and affordable recreational programs and facilities for citizens of all ages and abilities. The primary responsibilities of the department are to plan, coordinate, and supervise year-round recreation and leisure programs. The department rents several spaces in town including school gymnasiums, school classrooms, and a commercial storefront for programming. The department continually looks for additional spaces to offer programs, community events, and childcare options for the residents of Arlington. The Recreation Department operates and manages the Reservoir Beach, Ed Burns Arena, North Union Spray Park, and Thorndike Off-leash Recreation Area. The Recreation Department oversees the permitting of all parks and playgrounds as well as manages all capital projects in town under the Park and Recreation Commission's jurisdiction.

FY2025 Objectives

- Complete several capital projects including renovations to Parallel Park, Menotomy Rocks Picnic Area, and Hills Hill Mountain Biking Facility
- Complete Design Services for the Crosby Tennis Court Renovations
- Complete departmental move from the Ed Burns Arena to the Parmenter School
- Administratively develop efficient processes for recreation program contractual services with program providers
- Initiate non-cash payment system for the Arlington Reservoir and the Ed Burns Arena

Budget Statement

Overall, the FY2025 budget expenses and revenues are estimated to increase by 8%. This is due to increased participation across programming with a large increase in summer program revenue. Additional funding has again been requested in FY2025 to assist in the transition of locations for the Kid Care early education and after school programming.

STAFFING

Recreation Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	0.8	0.8	0.8	0.8
Clerical	1.3	1.3	1.3	1.3
Professional/Technical	3.8	4.0	4.8	4.8
Custodial/Bldg. Maint.	0.2	0.2	0.2	0.2
Total	6.1	6.3	7.1	7.1

PROGRAM COSTS

Recreation Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	673,251	831,230	867,148	938,670
Expenses	1,039,439	1,059,415	1,354,342	1,708,234
Total	1,712,690	1,890,645	2,221,490	2,646,904

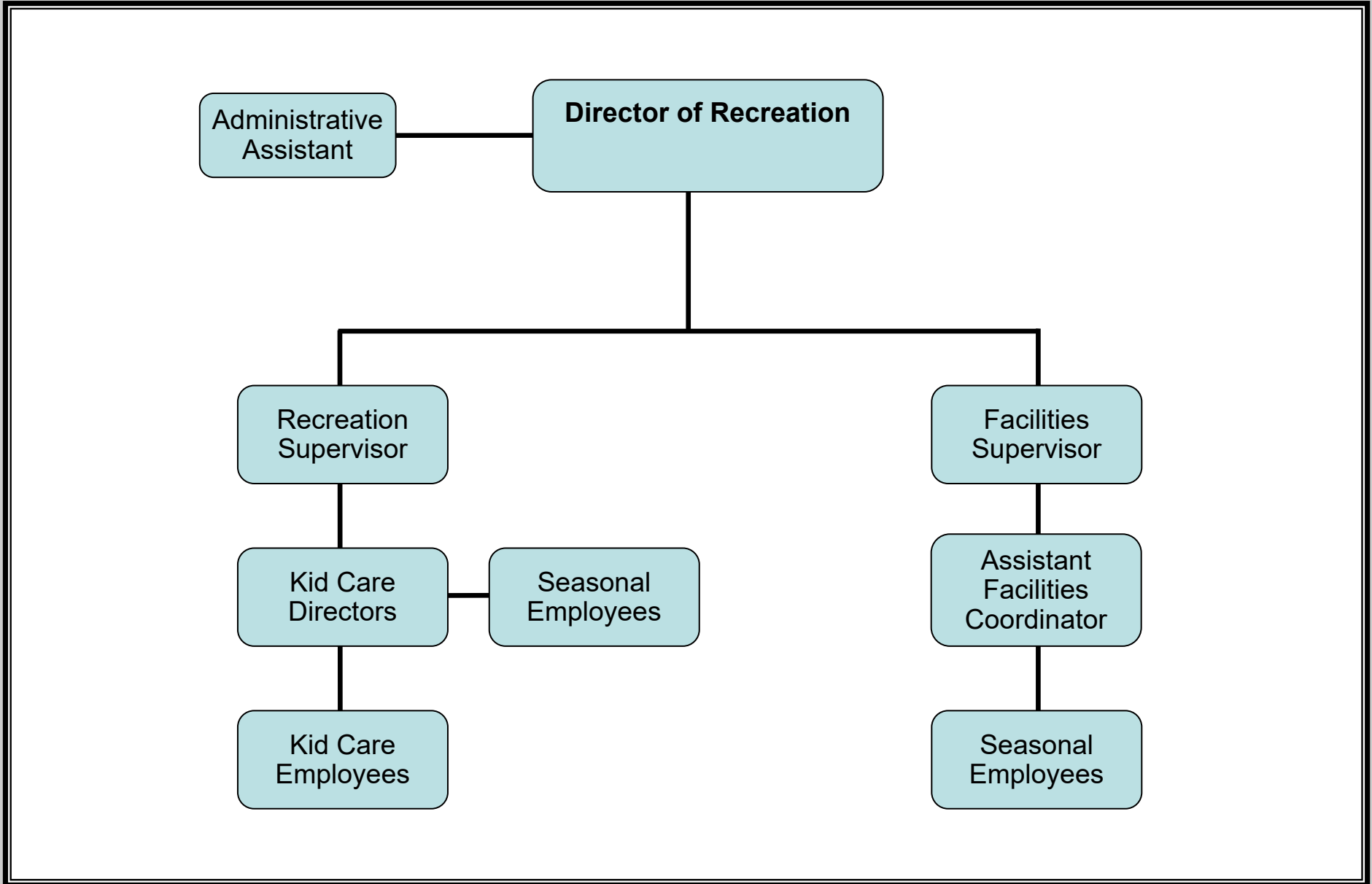


Major Accomplishments for 2023

- Completed several capital projects including the Robbins Farm Playground design and the Hurd Field renovation
- Completed Design Services for the Hills Hill Mountain Biking project
- Initiated phase 1 of changes for the new travel basketball collaboration with the Arlington Basketball Club
- Completed construction for renovations at the Stratton Playground, Peirce Playground, Bishop Playground, Parmenter School Playground, and Spy Pond Playground
- Continued to implement the planning strategies from the 2021 capital project feasibility study
- Program revenue increased by 9 percent throughout the department

Performance / Workload Indicators

Recreation	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Participants:				
Fall	2,088	4,330	3,843	3,843
Winter	1,572	2,470	3,356	3,356
Spring	2,121	4,202	4,441	4,441
Summer	4,781	5,841	6,732	6,732
Reservoir Tags:				
Adult Resident	48	165	116	116
Child Resident	62	120	73	73
Senior Citizen	86	99	86	86
Resident Family	288	321	310	310
Resident Family Plus				
1	22	49	62	62
TOTAL Tags:	506	754	647	647
Reservoir Day				
Passes:	4,611	11,952	12,763	12,763





Program Description

The Ed Burns Arena is a self-sustaining division of the Town of Arlington Recreation Department. The Ed Burns Arena is an indoor ice facility located at 422 Summer Street in Arlington. The facility includes a regulation size rink of 85' x 197' with spectator seating for 1,000 people. Amenities at the rink during the months of November to April include snack bar & concession services, vending machines, skate rentals, skate sharpening, and team locker rooms. The Ed Burns Arena is open to the public for skating during the months of August through April. Along with seasonal skating opportunities for the public, many school-sponsored hockey programs and events as well as private hockey leagues use the rink.

The Department is working on strategies to increase usage during the non-peak ice times as well as the off-season when the ice is removed.

FY2025 Objectives

- Improve marketing of ice rentals, focusing on open time slots earlier in the season and those not historically rented
- Offer additional public skating, specialty ice events, and skating programs to address the bookends of the season
- Implement more off-ice programs and rentals during the off-season including indoor sport rentals, birthday parties, special events, and unique recreational programming
- Evaluate recommendations from the FY 24 study of the parking area to improve safety and utilization of the parking at the Ed Burns Arena and adjacent fields

Budget Statement

Overall, the FY2025 budget remains consistent with an estimated increase of 5% in both revenues and expenses.

The Recreation Department will continue to evaluate the services at the rink and look to implement changes to help increase usage throughout the year.

PROGRAM COSTS

Ed Burns Arena Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	289,818	321,287	289,082	306,004
Expenses	284,556	278,266	364,092	389,100
Total	574,374	599,553	653,174	695,104



Major Accomplishments for 2023

- Completed installation and upgrades to a centralized mechanical control system.
- Implemented recommendations from the hazard review of the refrigeration and mechanical rooms to improve safety in the rink for patrons and employees.
- Successfully generated revenue to increase the reserve funds balances for future programming and facility needs.
- Offered indoor pickleball during the off season to meet the growing demands of the community and increase off season facility revenue.

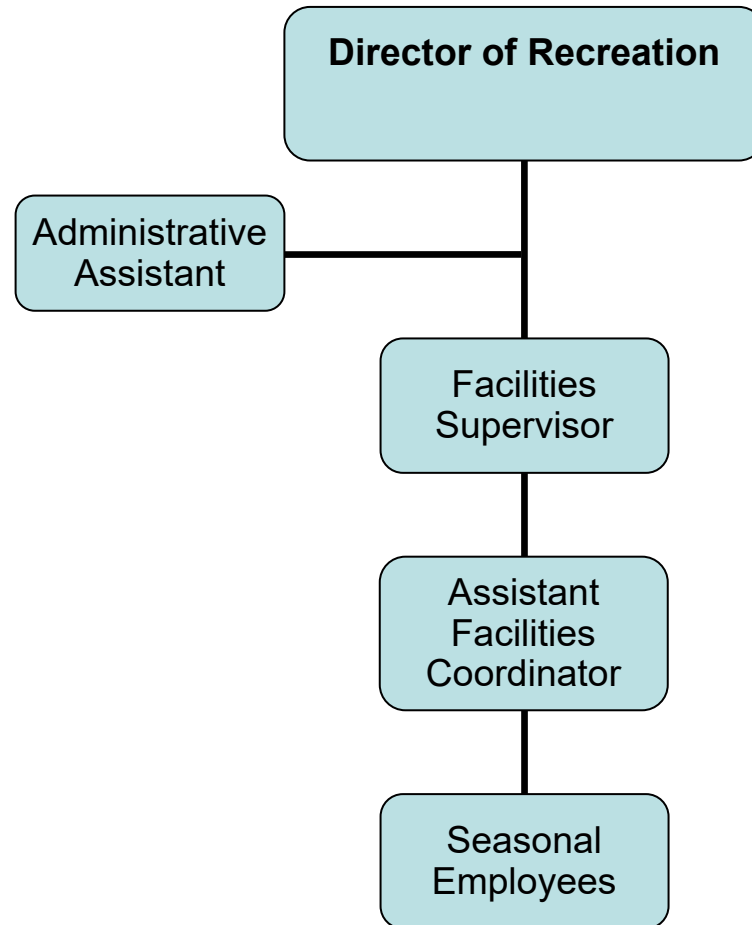
Performance / Workload Indicators

	*FY2021 Actual	FY2022 Actual	**FY2023 Actual	FY2024 Estimated
Ed Burns Arena				
Ice Rental Hours	1,293	1,670	1,580	1,670
Adults	479	3,117	4,514	4,514
Children/ Seniors	714	6,660	10,236	10,236
Skate Rentals	988	2,963	3,874	3,874
Skate Sharpening	92	95	214	214
Stick and Puck	417	790	1,191	1,191

** Due to mechanical issues approximately 80 hours of rental hours were lost in August

STAFFING

Ed Burns Arena Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	0.2	0.2	0.2	0.2
Clerical	0.7	0.7	0.7	0.7
Professional/Technical	1.0	1.0	1.2	1.2
Custodial/Bldg. Maint.	0.8	0.8	0.8	0.8
Total	2.7	2.7	2.9	2.9





Program Description

The Council on Aging (COA) Transportation Program was established as a Town Enterprise Fund in 1988 to provide affordable transportation for Arlington seniors. Access to transportation has continued to be a leading factor in the quality of life for adults over age 60. Arlington has one of the highest percentages of older adults in the town population, compared to neighboring towns in the commonwealth. By 2025, it is estimated that Arlington Residents age 60+ will surpass 30% of the town population. It is crucial to provide an array of accessible transportation options to allow older adults to maintain independent and active lives. Many older adults are not able to walk long distances or stand at bus stops, highlighting the critical need for accessible curb-to-curb transportation programs as run through the Council on Aging.

During the Age Friendly designation process in 2018-2022, “Access to Transportation” was a key obstacle raised by older adults in Arlington who want to age in place. One of the program goals is to reduce barriers to medical treatment. The COA Transportation program provides thousands of rides a year to medical appointments both within Arlington and to surrounding communities through the greater Boston region. These rides are completed using two accessible wheelchair-lift passenger vans, volunteer drivers, partnerships with the local taxi company, and Uber.

The program also has a goal of combating social isolation. The two accessible vans allow older residents to maintain independence and schedule rides to grocery shop, attend a class or a program, complete necessary errands or meet a friend for a social visit.

Since the Center renovation was completed, the COA has been proud to offer rides to and from the Community Center free of charge.

Budget Statement

As an Enterprise Fund, the COA Transportation Program must generate sufficient revenues to meet its program expenses. Program expenses include administrative costs for supervision, driver pay, mandatory driver trainings, taxi program expenses, fuel, and vehicle repair.

Budget Statement (cont.)

Program revenues are generated through rider fees, Community Development Block Grant (CDBG) funding, a grant from the Symmes Medical Use Nonprofit Corporation, funding from the Elizabeth and George L. Sanborn Foundation for the Treatment and Cure of Cancer, Inc and other specific grants related to serving the transportation needs of seniors.

The Council on Aging must continually seek revenue from riders and non-municipal resources in order to continue to offer a low-cost transportation option for Arlington residents age 60 and over. The COA Transportation Program utilizes a menu of transportation services, including volunteer drivers, to keep costs as low as possible.

PROGRAM COSTS

Council on Aging Transportation	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	84,061	92,058	95,249	98,420
Expenses	40,090	59,629	32,300	32,300
Total	124,151	151,687	127,549	130,720

FY2025 Objectives

- Continue to form partnerships with transportation related organizations through participation in MASS DOT regional meetings and partnerships with other area COA transportation departments.
- Recruit 5 new volunteers as Medical Escort Drivers to meet increased ride requests.
- Continue to seek grant funding to support the cost of out-of-town medical rides when a volunteer driver is not available.
- Continue to offer free van trips to and from the Community Center for COA programs, services and activities.
- Continue to offer free van rides to COA monthly podiatry clinic in Medford due to the importance of this service.
- Continue to educate Arlington older adults on Ride Sharing and shift rides from taxi service to Uber.



Objectives (cont.)

- Continue to assist older adults who need help applying for MBTA Senior Charlie Cards, either through a specific event or one-on-one.
- Expand the volunteer driving program to include transportation to non- medical out of town rides to improve independence for older residents. Work with neighboring towns to possibly form a pool of volunteer drivers for non-medical rides.
- Continue survey residents on unmet transportation needs and make appropriate changes to cover as many needs as possible.
- Continue weekly rides to Market Basket in Burlington at least two mornings per week..
- Explore the option of applying for a MassDOT grant to fund a third fully accessible van for the COA, budget for said vehicle and driver time in FY26.

Major Accomplishments (cont.)

- Trained 26 older adults on using ride sharing through our Uber Central program, and monitored their successful use of the program for medical rides.
- Assisted with Charlie renewals on a walk-in basis, assisted over 50 older adults with Charlie Card applications in FY23.
- Continued partnership with Sanborn Foundation and secured a \$48,000 grant to fund the cost of 800+ rides for Cancer Patients in Arlington.
- Continued Partnership with Arlington Belmont Taxi to continue DART discount voucher taxi program and also assist with last minute emergency rides needed.

Major Accomplishments for 2023

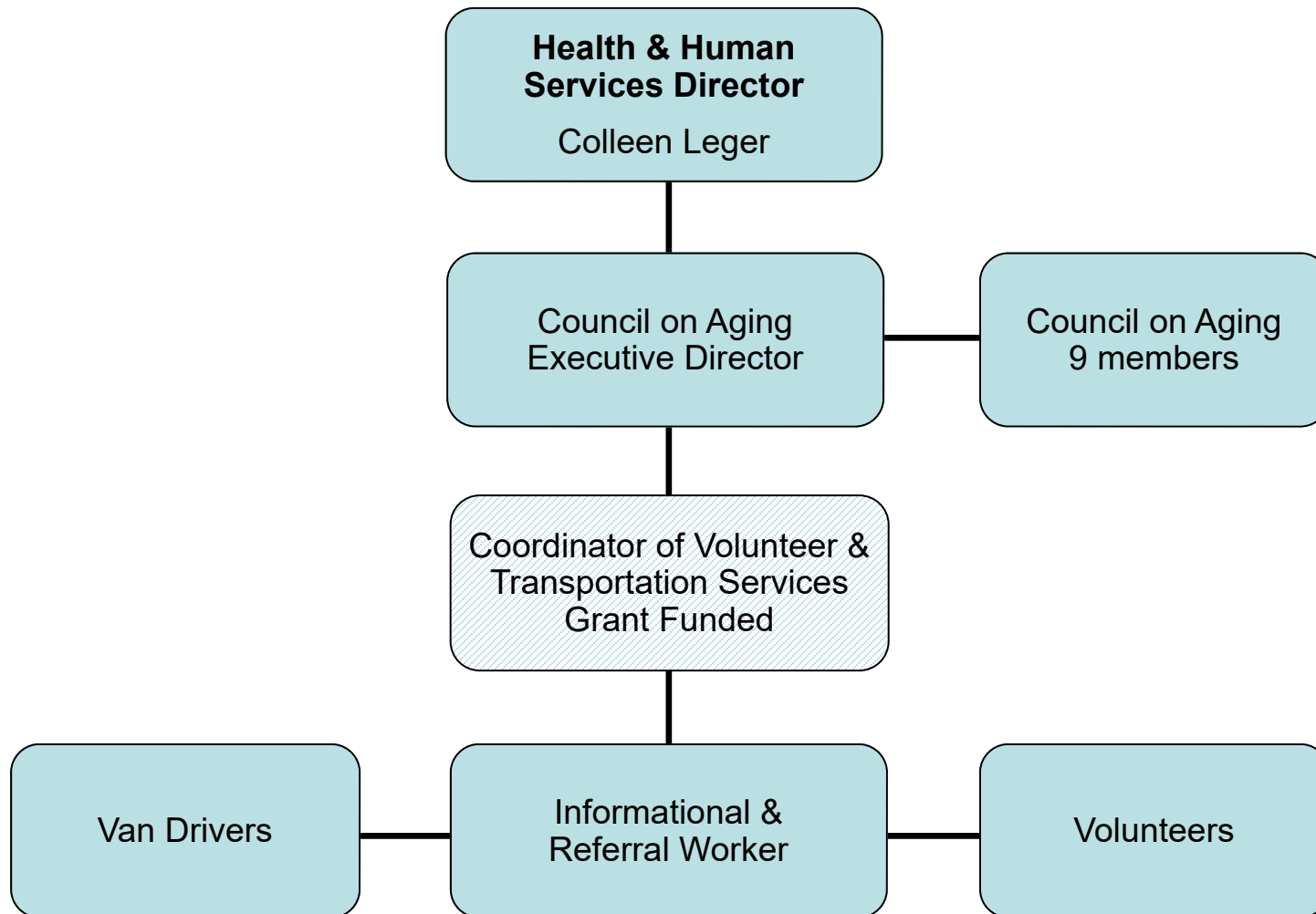
- Provided a record number of over 9,000 rides to Arlington older adults in FY23.
- Expanded ride scheduling to Market Basket to include two mornings per week, vs. One.
- Ran two fully accessible COA Vans, 5 days per week, for all of FY23 with 6 part time van drivers.
- Accommodated 20% increase in van ride requests and overcame the difficulty in scheduling riders with so many to squeeze in, to meet the needs of programs and services expanding at the Community Center.
- Served as the Transportation Arm of Arlington EATS; providing all transportation needed to Arlington EATS clients, at no charge to the riders. Expanded hours of COA Van Drivers in order to meet the needs of Arlington EATS appointments on Monday and Wednesdays. Worked with Arlington Eats to secure a grant to cover part of the cost of this expanded driver time.

STAFFING

Council on Aging Transportation	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	0	0.00	0.00	0.00
Clerical	0.80	0.80	0.80	0.91
Transportation Drivers	0	0.80	0.00	0.00
Total	0.80	1.60	0.80	0.91

Performance/Workload Indicators

Council on Aging Transportation Enterprise Fund	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Vans - One Way Rides	1,345	3,816	6,951	7,000
Medical Rides (MES and Taxi)	1,458	2,757	1,598	1,600
Uber rides	0	309	551	600





Program Description

The Arlington Youth Counseling Center (AYCC) is a welcoming and inclusive community mental health center and the leading provider of outpatient and school-based mental health services for Arlington youth (ages 3-21) and their families. Central to its mission, AYCC is committed to ensuring that all community youth and families have access to comprehensive, culturally-sensitive, and high-quality mental health care, regardless of their ability to pay. AYCC provides thousands of dollars of free and reduced-fee care to families who are uninsured, under-insured, or who otherwise cannot afford the cost of deductibles and copays. Additionally, AYCC offers weekly support groups for people who have experienced domestic violence, and provides critical social services in the community, including resource coordination and case management, for Arlington residents experiencing housing instability, food insecurity, and other basic resource needs.

Budget Statement

The proposed FY25 budget for the Arlington Youth Counseling Center's (AYCC) enterprise fund reflects an anticipated budget increase of \$163,773, or 12.08%, over FY24. Personnel costs (salaries and wages) make up the entirety of this increase, which include two new full time and additional part-time clinical positions, as well as step and cost of living increases for existing salaried employees.

AYCC projects continued revenue growth in FY25, due to increased clinic productivity, insurance payments, and client copays. As reflected in the personnel costs, AYCC has expanded its clinical team by two full positions. With increased clinical capacity, AYCC expects to see an increase in counseling sessions/billable services. Additionally, rate increases from both commercial and public insurance providers will generate higher revenue for the clinic.

PROGRAM COSTS

Youth Counseling Center Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Personnel Services	865,815	1,073,128	1,304,882	1,500,417
Expenses	30,530	65,052	50,500	54,500
Total	896,345	1,138,180	1,355,382	1,554,917

FY2025 Objectives

- Provide comprehensive, affirming, and high-quality mental health care to community youth and families.
- Increase the number of annual clients served by at 5%.
- Integrate Solution Focused Therapy into year-round clinic practice to help reduce wait times and to offer support to children and teens who could benefit from short term therapy.
- Expand partnership with Arlington METCO program to other Arlington Public Schools (currently serving METCO students in Arlington High School and Gibbs Middle School, only).
- Offer therapeutic and peer support groups for parents and caregivers of children with identified mental health needs.
- Complete renovation of Whittemore Robbins Cottage and purchase furnishings and materials that create a welcoming, child-friendly, and therapeutic space for clients.
- Work with CORE Mental Health and Arlington's DEI team to center and promote equity in our work with the community, among staff, and in our internal organizational policies and practices.
- Invest in continued professional development and clinical skills training opportunities among AYCC staff to ensure high quality mental health services that are evidence-based, culturally responsive, trauma informed, and equitably delivered.
- Assist at least 200 Arlington families who make a lower income in purchasing gifts for their children by administering the Holiday Help program.
- Work with the AYCC Advisory Board to carry out the mission of AYCC through fundraising initiatives, community outreach and promotional activities, and educational opportunities for parents and caregivers in the community.
- Explore internship opportunities to support the Community Resource Specialist in assisting residents in need.



Major Accomplishments for 2023

- Conducted over 10,000 counseling and medication treatment sessions with over 420 clients, including over 100 new AYCC clients.
- Hired a second part-time child and adolescent psychiatrist to increase access to medication treatment among AYCC clients.
- Hired two new full-time clinicians and one part-time clinician to address the growing need (waitlist) among community youth and families for mental health services.
- Conducted three school-based and two clinic-based therapeutic groups for Arlington children and adolescents. Group topics included: music therapy, art therapy, social emotional skills, and coping strategies skills.
- Provided weekly therapeutic and clinical support to students in the Workplace, an alternative program at Arlington High School.
- Partnered with Arlington METCO program to provide therapeutic support and mental health services to METCO students at Arlington High School and Gibbs Middle School.
- Trained AYCC clinicians on Solution Focused Therapy (short-term therapy) and provided short-term therapy to 30 waitlisted families over the summer.
- Assigned a second clinician to co-facilitate the First Step group for survivors of Domestic Violence. Conducted a total of 48 First Step support groups throughout the year.
- Collaborated with Robbins Library and the Rainbow Commission to provide supervision and support to middle school and high school attendees of the annual Pride Prom
- Engaged over 90 Arlington residents in case management services to assess unmet basic needs and facilitate access to local and statewide resources and assistance programs.
- Collaborated with the Board of Youth Services (BYS) to update the BYS charter vote to better reflect the role and work of board members, and to provide additional flexibility in the board composition.
- Collaborated with the new AYCC Advisory Board (formerly named Board of Youth Services) on a successful end-of year fundraising campaign for AYCC.

Major Accomplishments (cont.)

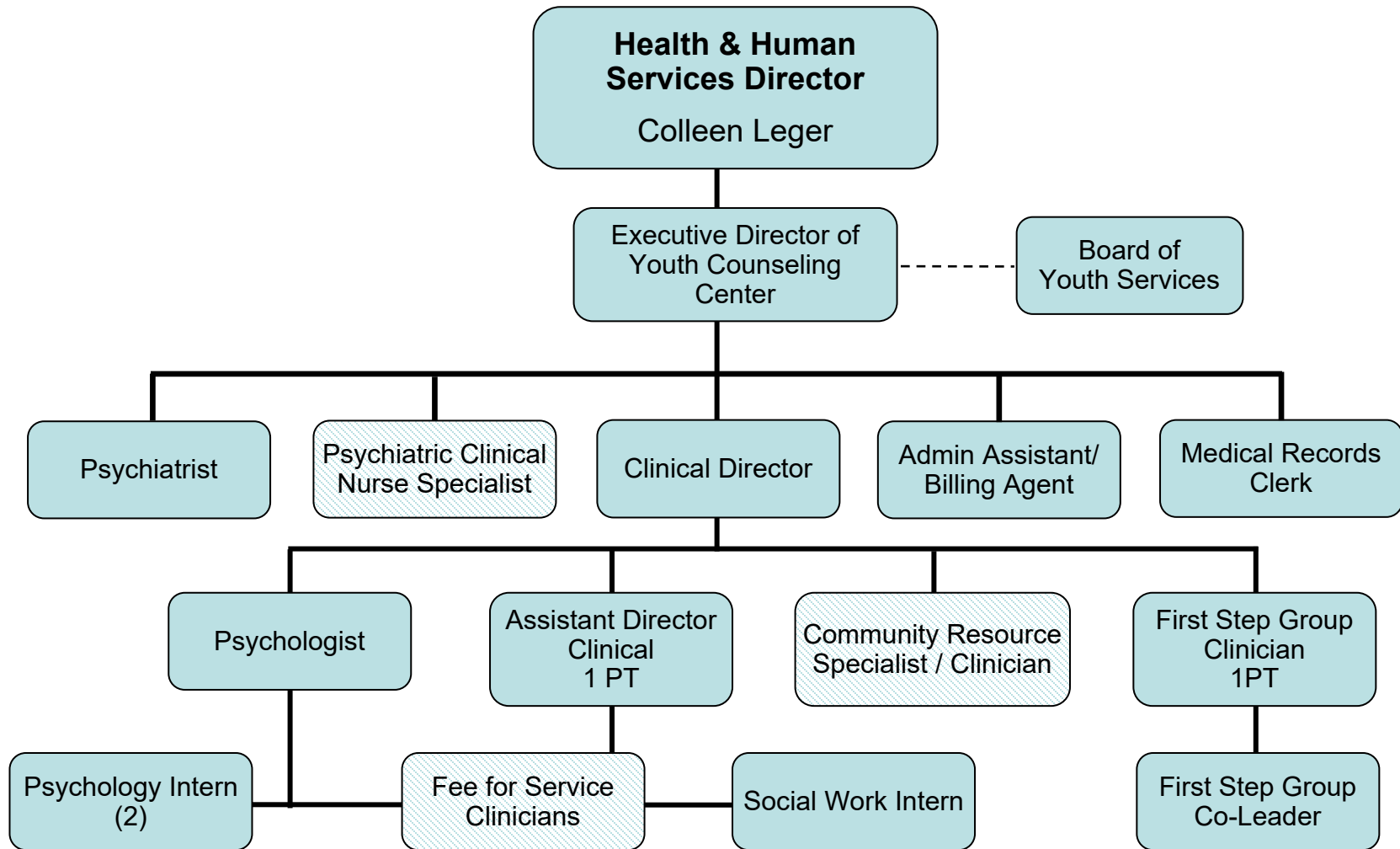
- Coordinated the Holiday Help fundraising campaign and assistance program. Supported nearly 200 families (over 300 children and families) to purchase gifts for their children during the holiday season.
- Began construction on the Whittemore Robbins Cottage, with the purpose of creating more therapy spaces for AYCC clinicians to work with clients.

STAFFING

Youth Counseling Center Enterprise Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Request
Managerial	1	1	1	1
Clerical	1	1	1	1
Professional/Technical	4.02	11.11	13.45	15.45
Total	6.02	13.11	15.45	17.45

Performance / Workload Indicators

Youth Services	FY2021 Actual	FY2022 Actual	FY2023 Actual	FY2024 Estimated
Total Counseling Sessions	8,402	7,657	9,188	10,000
Psychiatric Evaluations	84	45	37	45
Medication Management Sessions	414	468	272	375
Total AYCC Clients	313	302	378	395
New AYCC Clients	76	98	159	150
Group Sessions Conducted	0	13	44	50
First Step Group	20	35	48	48
Total Case Management Clients	98	74	58	80
New Case Management Clients	63	59	51	60
Case Consultation and Care Coordination	628	496	592	650





Enterprise Fund Budget History Summary

Fund	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	\$ Change	% Change
Water/Sewer						
Revenue	(23,588,928)	(23,427,909)	(24,329,165)	(24,673,418)	(344,253)	1.41%
Expense	22,634,235	22,890,734	24,329,165	24,673,418	344,253	1.41%
Balance	(954,693)	(537,175)	0	0	-	
Recreation						
Revenue	(2,038,480)	(2,257,402)	(2,221,490)	(2,632,838)	(411,348)	18.52%
Expense	1,712,690	1,890,645	2,221,490	2,646,904	425,414	19.15%
Balance	(325,791)	(366,756)	0	14,066	14,066	
Rink						
Revenue	(583,460)	(612,654)	(653,174)	(687,698)	(34,524)	5.29%
Expense	574,374	599,553	653,174	687,698	34,524	5.29%
Balance	(9,086)	(13,101)	0	0	-	
AYCC						
Revenue	(918,565)	(1,179,373)	(1,355,382)	(1,519,155)	(163,773)	12.08%
Expense	896,344	1,138,180	1,355,382	1,519,155	163,773	12.08%
Balance	(22,221)	(41,193)	0	0	-	
COA Transportation						
Revenue	(130,263)	(96,352)	(127,549)	(129,199)	(1,650)	1.29%
Expense	124,151	151,687	127,549	129,199	1,650	1.29%
Balance	(6,112)	55,335	0	0	-	



Capital Improvement Program Description

The Town Manager is responsible for submitting a five-year capital planning program for all departments to the Select Board, Finance Committee, and Town Meeting each year. A Capital Planning Committee (CPC) was created in 1986 to advise and make recommendations to the Town Manager regarding the capital plan. The Committee comprises 9 members who meet between the months of September and December to review the requested capital items by all departments, boards, and committees and develop a recommended budget and plan to the Town Manager. The members include up to 5 members of the public, the Comptroller, the Treasurer/Collector, the Superintendent or her representative, and the Town Manager or his representative. The first year of the Capital Plan is submitted to the Town Meeting as the Capital Budget for appropriation. The Five Year Capital Plan is reviewed and revised each year to make changes in priorities and to add an additional year to the planning process.

The goal of the Capital Planning Program is to provide a means of planning for the maintenance and improvement of the capital assets and infrastructure of the Town. The maintenance of infrastructure and the capital assets are of vital importance to the delivery of quality services. The following are the objectives:

- Review, plan, and coordinate capital improvements so as to promote a systematic, organized replacement and acquisition schedule.
- Ensure that, given limited resources, the capital needs of the community are met.
- Present a sound financial package so as to stabilize and level out the debt of the Town. It should assure timely planning for the most economical method of financing capital improvements.
- Ensure wider community participation in the planning of projects, reducing the pressure to fund some projects that do not present as great a need as others.
- Promote a more effective administration and coordination of capital projects to reduce scheduling problems and conflicting or overlapping projects not only among local departments, but also among other local and state agencies and private enterprises such as the gas and electric companies.

The Capital Planning Committee uses the following definitions when deciding whether a particular budget item shall be in the Capital Budget or the Operating Budget. Other communities may define these terms differently.

Capital Asset: An asset that (1) has an expected useful life of at least two years and (2) either has a unit cost of at least \$3,000 or is purchased in a program to gradually purchase a quantity of essentially identical units such that the total quantity price is over \$25,000.

Capital Improvement: An improvement to a capital asset that may reasonably be expected to either (1) adapt the capital asset to a different use or (2) appreciably lengthen the useful life of the capital asset beyond what may be expected with normal maintenance.

In reviewing departmental requests, the committee uses the following criteria for evaluation:

1. Imminent threat to the **health** and safety of citizens/property.
2. **Preservation** of operations/necessary expenditure. This does not include ordinary maintenance but rather maintaining a current service level through improvement of a capital asset. These may be major expenditures that will avoid costly replacement in the future.
3. Requirement of State or Federal **Law**/regulation.
4. Improvement of **infrastructure**.
5. Improvement of **productivity**.
6. **Alleviation** of an overtaxed/overburdened situation.



The Capital Planning Process

The CPC receives capital budget requests from Department Heads and begins to meet and review requests in early October. The CPC members look at the Town's overall financial situation and, within this larger context, each department's request is compared to the request and the recommendation from the prior year and to the five-year capital plan for that department. The members also tend to ask if this request reflects an interdepartmental planning effort, if the department has considered other sources of funding, or if the department has undertaken any kind of cost/benefit analysis. CPC members like to see evidence of longer-term planning for departmental needs, as well as planning for maintenance expenses and of interdepartmental cooperation. Priorities that emerge suddenly in one year with no reference in prior year requests tend to be more heavily scrutinized.

Information Technology-related requests are reviewed by the Information Technology Department. The IT Department maintains a 5 year plan for IT expenses including phones, wireless, computer systems replacement, GIS, etc. Increasingly, the CPC looks for evidence of long-term interdepartmental planning around expenditures for buildings (with the Facilities Department), playgrounds, parks and fields (with the Recreation Department). Vehicles and copiers are common requests and the CPC appreciates the coordinated purchasing programs for these items.

The capital budget is prepared from a Town-wide perspective. There is no assumption of a budget quota for individual departments. CPC members look at the history of spending patterns for each department. Departments that have requested and received more money than actually required or do not spend their appropriations in a timely manner tend to be more heavily scrutinized.

The CPC members each specialize in two or three departments and meet with those department heads during the Fall. The intent of these meetings is to enable the CPC to gain a fuller understanding of the current and long-term needs of the department and the process used to determine these needs. The results of these meetings are reported back to the whole CPC and are discussed by the group.

The CPC converts the data requests to a spreadsheet and reviews the requests in relation to their priorities, their urgency, their cost, etc. By longstanding Town policy, the sum of money available to fund the Town's capital program is approximately five percent (5%) of the total revenue. This sum includes the debt service from prior years. Historically the CPC has received requests far exceeding this sum. Thus very difficult decisions must be made as to what projects receive funding in any given year. After considerable review, the CPC recommends a capital budget for the Town, based on advice from the Finance Committee and others about what the Town can afford. The recommendations are submitted to the Town Manager.

The Capital Budget for FY2025 and the Capital Plan for FY2025 — 2029 are presented on the following pages. The terms "Bonds," "Cash," and "Other" are used to describe the sources of funding for the capital budget and plan. "Cash" refers to those expenditures that are paid for in their entirety in the next fiscal year directly from the general fund. "Bonds" refers to those expenditures that are acquired through borrowing, the payments for which may or may not affect the next fiscal year, but in any event are paid for over an extended period of time, usually five to twenty years. Those extended payments include both principal and interest, usually referred to as "debt service." Typically, capital expenditures less than \$100,000 are paid for in cash, not bonded. "Other" refers to those expenditures that are financed from sources that do not arise directly from the Town's tax levy; these sources may be state or federal grants, user fees, private donations, trust funds, and other non-tax sources. The last column, "CPA," refers to those projects that are recommended for Community Preservation Act funding.



Capital Budget FY2025 and Capital Plan FY2025-FY2029

The Town's capital improvements program policies call for the allocation of approximately 5% of the general fund revenues to the capital budget. This is exclusive of dedicated funding sources such as enterprise funds, grants, and Proposition 2 ½ debt exclusion projects. For FY2025 funding for the capital budget is as follows:

Bonding: \$6,578,000
Cash: \$4,952,417
Other: \$4,592,000

Our existing non-exempt debt is \$7,478,172 which is consistent with prior debt service projections for FY2025. The total capital budget for FY2025, including all debt, is estimated at \$23.96 million. Along with ongoing commitments to spending on the High School and DPW projects, the Capital Plan continues to fund ongoing, recurring capital needs such as road, sidewalks, water and sewer improvements, vehicles, and information technology equipment, without taking on new major investments in FY2025.

The Capital Planning Committee continued to consider the impact of the Community Preservation Act (CPA) funding on projects that have historically been funded through the capital budget, but could be eligible for CPA funding this fiscal year and beyond. In the future the Capital Planning Committee may seek to apply for CPA funding on eligible projects, which would then be subject to consideration and funding recommendations from the Community Preservation Committee.

Statutory Debt Capacity: State law imposes a debt limit on each community, on certain debt, equal to 5% of the Equalized Valuation (EQV) of the Town. Based on the current Department of Revenue (DOR) reported EQV of \$14.5 billion, the debt limit is \$726 million. Arlington's estimated applicable FY 2024 outstanding debt of \$93.24 million, represents 12.8% of the statutory limit. Included in this figure is all Town debt *except* any debt associated with a debt-exclusion as part of an MSBA project.



Capital Budget FY2025 and Capital Plan FY2025-FY2029

Impact of Capital Projects on Operating Budget

The capital improvement plan impacts the operating budget when we borrow funds. Borrowing money to pay for projects saddles the Town with required debt service payments. However, the Capital Planning Committee keeps the cost of the plan, including debt service and tax-funded projects, under 5% of the Town budget. So while paying for projects with bonds requires part of the operating budget be dedicated to capital projects, this split of 5% capital/95% operating is seen as a responsible way to pay for the important upkeep of the Town's facilities. Lack of preventative maintenance will cost the Town more in the long-run; maintaining these facilities along the way is a long-term cost-savings measure.

Of the projects approved for FY25, the following are expected to have an impact on the operating budget:

- Vehicle Replacement Program (three SUVs for \$160K): The new hybrid or electric vehicles will be a long-term cost savings for the Town. Typically, operating a hybrid or electric vehicle is less expensive than a gas-powered vehicle, when accounting for the cost of fuel and maintenance of each of the vehicles. *Decrease to Operating*
- RTUs, EMS Upgrades, Boilers, Cooling Tower: All HVAC projects are included to better serve the needs of the building and be more energy efficient. *Decrease to Operating*
- Solid Waste & Recycling totes: if the town procures totes, it may lead to more cost-effective solid waste & recycling hauling and disposal contracts, in addition to allowing the town to leverage significant grant opportunities. *Decrease to Operating*
- DPW Building: the Facilities budget was increased to allow for additional utility costs at the new DPW building and beyond as utility rates have increased at higher than traditional rates. *Increase to Operating*
- Any of our plans or studies will almost certainly mean a future cost to the Town, most likely a capital cost. *Increase to Operating*
- Bishop School Solar Array: Will lead to better energy credits to offset utility cost increases, while also contributing towards the Town's net-zero goals. *Decrease to Operating*
- Town and School software licensing costs: The Town and School have agreed to gradually shift software licensing that has been carried in the Capital Plan into the Operating budget. *Increase to Operating*



FY2025 Proposed Capital Financing Plan

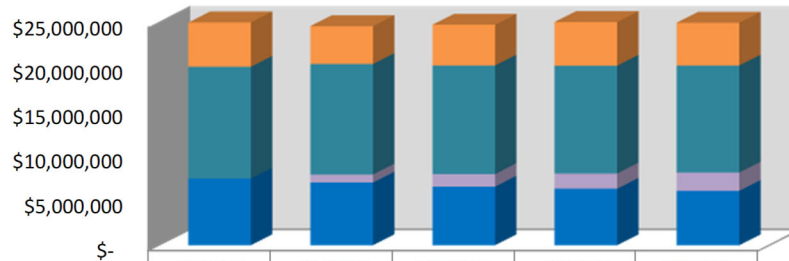
Non-Exempt Debt: Debt service that is funded by the General Fund and within the limitations of Proposition 2 ½ .

Exempt Debt: Debt service that is funded through a debt exclusion vote. A debt exclusion is an action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2 ½ .

Enterprise Fund Debt: Debt service that is funded from Water & Sewer rates.

FY 2025		
Acquisition Expense by Funding Source		
		% of Total
Cash	\$ 4,952,417	31%
Bond	\$ 6,578,000	41%
Other	\$ 4,592,000	29%
Total Acquisition Expense	\$ 16,122,417	

Capital Plan Appropriation Summary



	FY 2025	FY 2026	FY 2027	FY2028	FY2029
■ Cash	\$4,952,417	\$4,233,485	\$4,571,562	\$4,888,319	\$4,790,529
■ Exempt Debt	\$12,522,707	\$12,393,128	\$12,157,188	\$12,066,528	\$11,984,197
■ New Non-Exempt Debt Service (FY25 & after)	\$-	\$884,722	\$1,396,333	\$1,701,511	\$2,047,429
■ Prior Non-Exempt Debt Service	\$7,478,172	\$7,028,579	\$6,573,957	\$6,340,891	\$6,102,147

General Fund Debt Service	
Total Non-Exempt Debt	\$ 7,478,172
Exempt Debt	\$ 12,522,707
Total Debt Service Appropriation	\$ 20,000,879
Less	
Antenna Fund	\$ (221,344)
Capital Carryforwards	\$ (691,661)
Recreation Enterprise Funds	\$ (15,000)
Rink Enterprise Funds	\$ (56,256)
Total Other Financing Sources	\$ (984,261)
NET General Fund Debt Service	\$ 19,016,618
Cash Capital	\$ 4,952,417
TOTAL NET Capital Appropriation	\$ 23,969,035



Capital Budget Fiscal Year 2025

	BOND	CASH	OTHER	Grand Total
CLERK'S OFFICE	\$ -	\$ 29,000	\$ -	\$ 29,000
Ballot Envelope Addressing System	\$ -	\$ 15,000	\$ -	\$ 15,000
Envelope Opening System	\$ -	\$ 14,000	\$ -	\$ 14,000
COMMUNITY SAFETY - FIRE SERVICES	\$ -	\$ 96,000	\$ -	\$ 96,000
Firefighter Protective Gear	\$ -	\$ 39,000	\$ -	\$ 39,000
Vehicle Replacement - #1022 2014 Ford Interceptor	\$ -	\$ 57,000	\$ -	\$ 57,000
COMMUNITY SAFETY - POLICE SERVICES	\$ -	\$ 160,000	\$ 32,000	\$ 192,000
Parking Control Vehicle(s)	\$ -	\$ -	\$ 32,000	\$ 32,000
Vehicle Replacement Program	\$ -	\$ 160,000	\$ -	\$ 160,000
FACILITIES	\$ 725,000	\$ 93,000	\$ -	\$ 818,000
Dust Collection System - Maintenance Shop	\$ -	\$ 18,000	\$ -	\$ 18,000
Robbins Library - Main Entry Masonry Renovation	\$ 725,000	\$ -	\$ -	\$ 725,000
Town Hall - Renovations	\$ -	\$ 75,000	\$ -	\$ 75,000
HEALTH & HUMAN SERVICES	\$ -	\$ -	\$ 40,000	\$ 40,000
Council on Aging Van replacement	\$ -	\$ -	\$ 40,000	\$ 40,000
INFORMATION TECHNOLOGY	\$ -	\$ 903,000	\$ -	\$ 903,000
Arlington High School -1-to-1 Academic Device Program	\$ -	\$ 100,000	\$ -	\$ 100,000
Conference Room Presentation Technology Program	\$ -	\$ 45,000	\$ -	\$ 45,000
Modernizing Agenda & Minutes	\$ -	\$ 70,000	\$ -	\$ 70,000
Network Infrastructure	\$ -	\$ 90,000	\$ -	\$ 90,000
School - Admin Computers and Peripherals	\$ -	\$ 80,000	\$ -	\$ 80,000
School - Replacement academic PC's district wide	\$ -	\$ 400,000	\$ -	\$ 400,000
School - Software Licensing	\$ -	\$ 23,000	\$ -	\$ 23,000
Town Microcomputer Program	\$ -	\$ 65,000	\$ -	\$ 65,000
Town Software Upgrades & Standardization	\$ -	\$ 30,000	\$ -	\$ 30,000
LIBRARY	\$ -	\$ 54,700	\$ -	\$ 54,700
MLN Equipment Schedule	\$ -	\$ 54,700	\$ -	\$ 54,700
PLANNING	\$ -	\$ 135,000	\$ -	\$ 135,000
Design and engineering consultants	\$ -	\$ 35,000	\$ -	\$ 35,000
Townwide ADA accessibility upgrades	\$ -	\$ 100,000	\$ -	\$ 100,000



Capital Budget Fiscal Year 2025 (cont.)

	BOND	CASH	OTHER	Grand Total
PUBLIC WORKS ADMINISTRATION	\$ 750,000	\$ -	\$ 750,000	\$ 1,500,000
Solid Waste Trash and Recycling Toters	\$ 750,000	\$ -	\$ -	\$ 750,000
Solid Waste Trash and Recycling Toters Grant	\$ -	\$ -	\$ 750,000	\$ 750,000
PUBLIC WORKS CEMETERY DIVISION	\$ -	\$ -	\$ 10,000	\$ 10,000
Headstone Cleaning & Repair	\$ -	\$ -	\$ 10,000	\$ 10,000
PUBLIC WORKS ENGINEERING DIVISION	\$ -	\$ 325,000	\$ -	\$ 325,000
Roadway Consulting Services	\$ -	\$ 325,000	\$ -	\$ 325,000
PUBLIC WORKS HIGHWAY DIVISION	\$ 355,000	\$ 2,280,217	\$ 860,000	\$ 3,495,217
1 Ton Dump Truck w-Plow-Sander	\$ 125,000	\$ -	\$ -	\$ 125,000
44,000 GVW, 4WD Truck w-Dump Body	\$ 230,000	\$ -	\$ -	\$ 230,000
Accessibility Improvements (Override 2019)	\$ -	\$ 220,763	\$ -	\$ 220,763
Asphalt Pavement Hot Box	\$ -	\$ 50,000	\$ -	\$ 50,000
Chapter 90 Roadway	\$ -	\$ -	\$ 760,000	\$ 760,000
Install Sidewalk Ramps - CDBG	\$ -	\$ -	\$ 100,000	\$ 100,000
Mobility Improvements (Override 2023)	\$ -	\$ 200,000	\$ -	\$ 200,000
Roadway Reconstruction	\$ -	\$ 560,000	\$ -	\$ 560,000
Roadway Reconstruction Override 2011	\$ -	\$ 537,954	\$ -	\$ 537,954
Sander Body	\$ -	\$ 18,000	\$ -	\$ 18,000
Sidewalk Ramp Installation	\$ -	\$ 65,000	\$ -	\$ 65,000
Sidewalks and Curbstones	\$ -	\$ 430,000	\$ -	\$ 430,000
Snow Plow Replacement	\$ -	\$ 12,500	\$ -	\$ 12,500
Traffic Signal Upgrades	\$ -	\$ 105,000	\$ -	\$ 105,000
Utility Truck (2)	\$ -	\$ 81,000	\$ -	\$ 81,000
PUBLIC WORKS NATURAL RESOURCES DIVISION	\$ -	\$ 227,000	\$ -	\$ 227,000
3/4 Ton Pickup (2 w/liftgate, 1 w/plow)	\$ -	\$ 69,000	\$ -	\$ 69,000
Stump Grinder	\$ -	\$ 78,000	\$ -	\$ 78,000
Utility Vehicles (2)	\$ -	\$ 80,000	\$ -	\$ 80,000
PUBLIC WORKS WATER/SEWER DIVISION	\$ -	\$ -	\$ 2,900,000	\$ 2,900,000
Drainage Rehab - Regulatory Compliance (Ch-308)	\$ -	\$ -	\$ 450,000	\$ 450,000
Hydrant and Valve replacement program	\$ -	\$ -	\$ 50,000	\$ 50,000
Sewer System Rehabilitation	\$ -	\$ -	\$ 900,000	\$ 900,000
Water System Rehabilitation	\$ -	\$ -	\$ 1,500,000	\$ 1,500,000



Capital Budget Fiscal Year 2025 (cont.)

	BOND	CASH	OTHER	Grand Total
PURCHASING	\$ -	\$ 74,700	\$ -	\$ 74,700
Photocopier Replacement Program	\$ -	\$ 74,700	\$ -	\$ 74,700
RECREATION	\$ 600,000	\$ 135,000	\$ -	\$ 735,000
ADA Study Implementation Program	\$ -	\$ 50,000	\$ -	\$ 50,000
Feasibility Study	\$ -	\$ 10,000	\$ -	\$ 10,000
Parallel Park	\$ 600,000	\$ -	\$ -	\$ 600,000
Playground Audit and Safety Improvements	\$ -	\$ 75,000	\$ -	\$ 75,000
SCHOOLS	\$ 4,148,000	\$ 439,800	\$ -	\$ 4,587,800
All Schools - Boilers	\$ -	\$ 100,000	\$ -	\$ 100,000
All Schools - Fire Alarm Upgrade	\$ 300,000	\$ -	\$ -	\$ 300,000
All Schools - Photocopier Lease Program	\$ -	\$ 120,000	\$ -	\$ 120,000
All Schools - RTU Upgrades	\$ 300,000	\$ -	\$ -	\$ 300,000
All Schools - Security Updates	\$ -	\$ 50,000	\$ -	\$ 50,000
Bishop School - Front Office Reconfiguration	\$ 350,000	\$ -	\$ -	\$ 350,000
Bishop School Envelope - Window, Masonry	\$ 500,000	\$ -	\$ -	\$ 500,000
Brackett School - Exterior Door Replacement	\$ 150,000	\$ -	\$ -	\$ 150,000
Brackett School Playground Renovation	\$ 800,000	\$ -	\$ -	\$ 800,000
Communication Upgrades	\$ -	\$ 15,000	\$ -	\$ 15,000
Gibbs School Additional Classrooms	\$ 250,000	\$ -	\$ -	\$ 250,000
Hardy School - Roof Replacement	\$ 600,000	\$ -	\$ -	\$ 600,000
School Solar Array	\$ 348,000	\$ -	\$ -	\$ 348,000
School Weatherization Projects	\$ -	\$ 84,800	\$ -	\$ 84,800
Stratton School Main Lobby Renovation and Office Additions	\$ 400,000	\$ -	\$ -	\$ 400,000
Student Transportation Vehicle Replacement Program	\$ 150,000	\$ -	\$ -	\$ 150,000
Thompson School - Generator Upgrade	\$ -	\$ 70,000	\$ -	\$ 70,000
Grand Total	\$ 6,578,000	\$ 4,952,417	\$ 4,592,000	\$ 16,122,417



CAPITAL PLAN FY2025-2029

DEPARTMENT	FY2025	FY2026	FY2027	FY2028	FY2029	TOTAL
CLERK'S OFFICE	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ 29,000
Ballot Envelope Addressing System	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Envelope Opening System	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
COMMUNITY SAFETY - FIRE SERVICES	\$ 96,000	\$ 154,000	\$ 503,000	\$ 1,119,400	\$ 2,655,000	\$ 4,527,400
Exercise Equipment - 3 Stations	\$ -	\$ -	\$ -	\$ 49,000	\$ -	\$ 49,000
Firefighter Protective Gear	\$ 39,000	\$ 39,000	\$ 41,000	\$ 41,000	\$ 43,000	\$ 203,000
Jaws of Life - Extrication Equipment	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Rescue Ambulance replacing #1032	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
SCBA	\$ -	\$ -	\$ -	\$ -	\$ 562,000	\$ 562,000
Vehicle Replacement - #1005 2008 Seagrave Pumper	\$ -	\$ -	\$ -	\$ 815,000	\$ -	\$ 815,000
Vehicle Replacement - #1009 2009 Seagrave Quint	\$ -	\$ -	\$ -	\$ -	\$ 2,050,000	\$ 2,050,000
Vehicle Replacement - #1018 2012 F250 M2	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
Vehicle Replacement - #1022 2014 Ford Interceptor	\$ 57,000	\$ -	\$ -	\$ -	\$ -	\$ 57,000
Vehicle Replacement - #1023 2014 Ford Explorer	\$ -	\$ -	\$ 62,000	\$ -	\$ -	\$ 62,000
Vehicle Replacement - #1024 2016 Ford Fusion Hybrid	\$ -	\$ -	\$ -	\$ 73,700	\$ -	\$ 73,700
Vehicle Replacement - #1027 2018 Ford Explorer	\$ -	\$ -	\$ -	\$ 73,700	\$ -	\$ 73,700
Vehicle Replacement - #1028 2017 Ford Interceptor	\$ -	\$ -	\$ -	\$ 67,000	\$ -	\$ 67,000
COMMUNITY SAFETY - POLICE SERVICES	\$ 192,000	\$ 175,000	\$ 225,000	\$ 200,000	\$ 200,000	\$ 992,000
Parking Control Vehicle(s)	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000
Specialty Vehicle	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
Vehicle Replacement Program	\$ 160,000	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 910,000
FACILITIES	\$ 818,000	\$ 345,000	\$ 1,022,500	\$ 125,000	\$ -	\$ 2,310,500
Central station exterior waterproofing	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Dust Collection System - Maintenance Shop	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Elevator Replacement - Community Safety Building	\$ -	\$ 220,000	\$ -	\$ -	\$ -	\$ 220,000
Equipment Elevator - Maintenance Shop	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Headquarters - Mechanical System Replacement	\$ -	\$ -	\$ 201,250	\$ -	\$ -	\$ 201,250
Highland - Mechanical System Replacement	\$ -	\$ -	\$ 446,250	\$ -	\$ -	\$ 446,250
Robbins Library - Main Entry Masonry Preservation	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ 725,000
Robbins Library - Storefront Doors	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Town Hall - Renovations	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ -	\$ 300,000



CAPITAL PLAN FY2025-2029 (cont.)

DEPARTMENT	FY2025	FY2026	FY2027	FY2028	FY2029	TOTAL
HEALTH & HUMAN SERVICES	\$ 40,000	\$ 887,677	\$ 1,797,500	\$ -	\$ 40,000	\$ 2,765,177
Council on Aging Van replacement	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ 120,000
Veterans Memorial Park	\$ -	\$ 87,677	\$ 807,500	\$ -	\$ -	\$ 895,177
Veterans Memorial Park grants	\$ -	\$ 800,000	\$ 950,000	\$ -	\$ -	\$ 1,750,000
INFORMATION TECHNOLOGY	\$ 903,000	\$ 650,000	\$ 595,000	\$ 600,000	\$ 595,000	\$ 3,343,000
Arlington High School -1-to-1 Academic Device Program	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 150,000
Conference Room Presentation Technology Program	\$ 45,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 85,000
Modernizing Agenda & Minutes	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Network Infrastructure	\$ 90,000	\$ 60,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
School - Admin Computers and Peripherals	\$ 80,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 70,000	\$ 360,000
School - Replacement academic PC's district wide	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 2,000,000
School - Software Licensing	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000
Town Microcomputer Program	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000
Town Software Upgrades & Standardization	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
LIBRARY	\$ 54,700	\$ 50,900	\$ 66,950	\$ 41,000	\$ 50,500	\$ 264,050
MLN Equipment Schedule	\$ 54,700	\$ 50,900	\$ 66,950	\$ 41,000	\$ 50,500	\$ 264,050
PLANNING	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 675,000
Design and engineering consultants	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 175,000
Townwide ADA accessibility upgrades	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
PUBLIC WORKS ADMINISTRATION	\$ 1,500,000	\$ -	\$ -	\$ 850,000	\$ -	\$ 2,350,000
LED Streetlight Replacement	\$ -	\$ -	\$ -	\$ 850,000	\$ -	\$ 850,000
Solid Waste Trash and Recycling Toters	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
Solid Waste Trash and Recycling Toters Grant	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ 750,000
PUBLIC WORKS CEMETERY DIVISION	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 20,000
Headstone Cleaning & Repair	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ 20,000
PUBLIC WORKS ENGINEERING DIVISION	\$ 325,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 375,000
Roadway Consulting Services	\$ 325,000	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 375,000



CAPITAL PLAN FY2025-2029 (cont.)

DEPARTMENT	FY2025	FY2026	FY2027	FY2028	FY2029	TOTAL
PUBLIC WORKS HIGHWAY DIVISION	\$ 3,495,217	\$ 3,289,685	\$ 3,768,252	\$ 3,767,933	\$ 4,424,243	\$ 18,745,330
1 Ton Dump Truck w-Plow-Sander	\$ 125,000	\$ -	\$ 130,000	\$ -	\$ -	\$ 255,000
3/4 Ton Pickup	\$ -	\$ 69,000	\$ -	\$ 72,000	\$ -	\$ 141,000
44,000 GVW, 4WD Truck w-Dump Body	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ 230,000
44,000 GVW, 4WD Truck w-Sander	\$ -	\$ 235,000	\$ 240,000	\$ -	\$ -	\$ 475,000
Accessibility Improvements (Override 2019)	\$ 220,763	\$ 226,282	\$ 231,939	\$ 237,737	\$ 243,680	\$ 1,160,401
Asphalt Pavement Hot Box	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Asphalt Pavement Roller	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Chapter 90 Roadway	\$ 760,000	\$ 760,000	\$ 760,000	\$ 760,000	\$ 760,000	\$ 3,800,000
Install Sidewalk Ramps - CDBG	\$ 100,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 625,000
Mobility Improvements (Override 2023)	\$ 200,000	\$ 205,000	\$ 210,125	\$ 215,378	\$ 220,763	\$ 1,051,266
Roadway Reconstruction	\$ 560,000	\$ 395,000	\$ 670,000	\$ 770,000	\$ 1,050,000	\$ 3,445,000
Roadway Reconstruction Override 2011	\$ 537,954	\$ 551,403	\$ 565,188	\$ 579,318	\$ 593,800	\$ 2,827,663
Sander Body	\$ 18,000	\$ 18,000	\$ 18,500	\$ 18,500	\$ 18,500	\$ 91,500
Sidewalk Ramp Installation	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 325,000
Sidewalks and Curbstones	\$ 430,000	\$ 580,000	\$ 680,000	\$ 730,000	\$ 1,000,000	\$ 3,420,000
Snow Plow Replacement	\$ 12,500	\$ -	\$ 12,500	\$ -	\$ 12,500	\$ 37,500
Street Sweeper	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ 275,000
Traffic Signal Upgrades	\$ 105,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 345,000
Utility Truck (2)	\$ 81,000	\$ -	\$ -	\$ 85,000	\$ -	\$ 166,000
PUBLIC WORKS NATURAL RESOURCES DIVISION	\$ 227,000	\$ 160,000	\$ 188,500	\$ 409,000	\$ 150,000	\$ 1,134,500
1 Ton Pickup Truck w-Dump Body	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000
3/4 Ton Pickup (2 w/liftgate, 1 w/plow)	\$ 69,000	\$ -	\$ 72,000	\$ 74,000	\$ -	\$ 215,000
Chip Truck	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000
Enclosed Trailer	\$ -	\$ -	\$ 14,500	\$ -	\$ -	\$ 14,500
Infield Machine	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Large Chipper w/ grapple	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Mower 60" Deck	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
Mower 72" Deck	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000
Ride-On Mower	\$ -	\$ -	\$ 42,000	\$ -	\$ -	\$ 42,000
Skid Steer	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
Stump Grinder	\$ 78,000	\$ -	\$ -	\$ -	\$ -	\$ 78,000
Utility Vehicles (2)	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000



CAPITAL PLAN FY2025-2029 (cont.)

DEPARTMENT	FY2025	FY2026	FY2027	FY2028	FY2029	TOTAL
PUBLIC WORKS WATER/SEWER DIVISION	\$ 2,900,000	\$ 2,985,000	\$ 2,965,000	\$ 4,050,000	\$ 3,660,000	\$ 16,560,000
6" High Capacity Pump	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ 45,000
Drainage Rehab - Regulatory Compliance (Ch-308)	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 2,250,000
Hydrant and Valve replacement program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Sewer System Rehabilitation	\$ 900,000	\$ 900,000	\$ 900,000	\$ 1,000,000	\$ 1,000,000	\$ 4,700,000
Trench Box	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000
Utility Body Truck	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ 160,000
Utility Truck	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000
Vacuum/Jet Truck	\$ -	\$ -	\$ -	\$ 550,000	\$ -	\$ 550,000
Water System Rehabilitation	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 8,500,000
PURCHASING	\$ 74,700	\$ 79,900	\$ 56,700	\$ 33,500	\$ 65,800	\$ 310,600
Photocopier Replacement Program	\$ 74,700	\$ 79,900	\$ 56,700	\$ 33,500	\$ 65,800	\$ 310,600
RECREATION	\$ 735,000	\$ 220,000	\$ 235,000	\$ 135,000	\$ 135,000	\$ 1,460,000
ADA Study Implementation Program	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Arlington Field Master Plan	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ 85,000
Feasibility Study	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
Parallel Park	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Playground Audit and Safety Improvements	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
Playground Master Plan	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ 100,000



CAPITAL PLAN FY2025-2029 (cont.)

DEPARTMENT	FY2025	FY2026	FY2027	FY2028	FY2029	TOTAL
SCHOOLS	\$ 4,587,800	\$ 4,495,511	\$ 728,160	\$ 1,507,486	\$ 654,486	\$ 11,973,443
All Schools - Boilers	\$ 100,000	\$ 104,000	\$ 108,160	\$ 112,486	\$ 116,986	\$ 541,632
All Schools - EMS Upgrade	\$ -	\$ 155,000	\$ -	\$ 165,000	\$ -	\$ 320,000
All Schools - Fire Alarm Upgrade	\$ 300,000	\$ 150,000	\$ -	\$ 170,000	\$ -	\$ 620,000
All Schools - Photocopier Lease Program	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 600,000
All Schools - Playground Renovation and Upgrades	\$ -	\$ 440,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 590,000
All Schools - RTU Upgrades	\$ 300,000	\$ 300,000	\$ 250,000	\$ 275,000	\$ 302,500	\$ 1,427,500
All Schools - Security Updates	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
Bishop School - Front Office Reconfiguration	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Bishop School Envelope - Window, Masonry	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Brackett School - Exterior Door Replacement	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Brackett School Playground Renovation	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Communication Upgrades	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Facilities Vehicle Replacement	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ 100,000
Gibbs School Additional Classrooms	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Hardy School - Roof Replacement	\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ 600,000
Hardy School Envelope Repairs - Window, Masonry	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 2,200,000
School Elevator Upgrades	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ 1,000,000
School Solar Array	\$ 348,000	\$ 261,511	\$ -	\$ -	\$ -	\$ 609,511
School Weatherization Projects	\$ 84,800	\$ -	\$ 85,000	\$ -	\$ -	\$ 169,800
Stratton School Main Lobby Renovation and Office Additi	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Student Transportation Vehicle Replacement Program	\$ 150,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 350,000
Thompson School - Generator Upgrade	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Total	\$ 16,122,417	\$13,652,673	\$12,296,562	\$12,998,319	\$12,765,029	\$ 67,835,000



CAPITAL PLAN FY2025-2029 (cont.)

Fiscal Year	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	Total
Prior Non-Exempt Debt Service	\$7,478,172	\$7,028,579	\$6,573,957	\$6,340,891	\$6,102,147	\$33,523,746
Cash	\$4,952,417	\$4,233,485	\$4,571,562	\$4,888,319	\$4,790,529	\$23,436,312
New Non-Exempt Debt Service (FY25 & after)	\$0	\$884,722	\$1,396,333	\$1,701,511	\$2,047,429	\$6,029,995
BAN Interest	\$0	\$0	\$0	\$0	\$0	\$0
Total Non-Exempt Plan Cost	\$12,430,589	\$12,146,786	\$12,541,852	\$12,930,721	\$12,940,105	\$62,990,052
<i>Direct funding sources:</i>						
Antenna Funds	(\$221,344)	(\$209,659)	(\$193,541)	(\$148,499)	(\$147,499)	(\$920,542)
Capital Carry Forwards	(\$691,661)					(\$691,661)
Bond Premium, prior five years	\$0					\$0
Recreation Enterprise Fund	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$15,000)	(\$75,000)
Rink Enterprise Funds	(\$56,256)	(\$31,097)	(\$30,269)	(\$29,422)	(\$28,566)	(\$175,609)
<i>Adjustments to 5% Plan:</i>						
Roadway Reconstruction Override 2011	(\$537,955)	(\$551,404)	(\$565,190)	(\$579,320)	(\$593,803)	(\$2,827,672)
Accessibility Improvements Override 2019	(\$220,763)	(\$226,283)	(\$231,941)	(\$237,740)	(\$243,684)	(\$1,160,411)
Mobility Improvements Override 2023	(\$200,000)	(\$205,000)	(\$210,125)	(\$215,379)	(\$220,764)	(\$1,051,268)
Debt service, Town-owned Rental Properties	(\$8,500)	(\$8,250)	(\$8,000)	(\$7,750)	(\$7,500)	(\$40,000)
Debt service, Ambulance Revenue	(\$163,500)	(\$179,500)	(\$164,500)	(\$114,700)	(\$99,200)	(\$721,400)
Community Center Rent	(\$42,544)	(\$40,944)	(\$33,466)	(\$32,694)	(\$26,938)	(\$176,584)
Net Non-Exempt Plan	\$10,273,066	\$10,679,649	\$11,089,820	\$11,550,217	\$11,557,152	\$55,149,905
Pro Forma Budget	\$205,461,818	\$211,174,831	\$219,869,634	\$228,373,047	\$237,287,697	\$1,102,167,028
Budget For Plan at 5%	\$10,273,091	\$10,558,742	\$10,993,482	\$11,418,652	\$11,864,385	\$55,108,351
Plan as % of Revenues	5.00%	5.06%	5.04%	5.06%	4.87%	5.00%
Variance From Budget	\$24	(\$120,907)	(\$96,339)	(\$131,565)	\$307,233	(\$41,553)

	2025	2026	2027	2028	2029	Grand Total
BOND	\$ 6,578,000	\$ 4,749,188	\$ 2,875,000	\$ 3,175,000	\$ 3,389,500	\$ 20,766,688
CASH	\$ 4,952,417	\$ 4,233,485	\$ 4,571,562	\$ 4,888,319	\$ 4,790,529	\$ 23,436,312
OTHER	\$ 4,592,000	\$ 4,670,000	\$ 4,850,000	\$ 4,935,000	\$ 4,585,000	\$ 23,632,000
Grand Total	\$ 16,122,417	\$ 13,652,673	\$ 12,296,562	\$ 12,998,319	\$ 12,765,029	\$ 67,835,000



DEBT SERVICE PAYMENTS FOR AUTHORIZED AND BORROWED DEBT, 2025-2034
 I = Inside Limit (GL c44s7), O = Outside Limit (GL c44s8/c44s70b); E = Exempt Existing Debt Service as of June 2024

Date Borrowed and Purpose	Final											
	Payment	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
August 15 2010 - Central Fire Station Renovations (I)	2030	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ -	\$ -	\$ -	
August 15 2010 - Highland Fire Station Renovations (I)	2030	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ 162,500	\$ -	\$ -	\$ -	
August 15 2010 - Police Station Renovations (I)	2025	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
August 15 2010 - Wellington Park-Rec. (I)	2025	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
August 15 2010 - Stratton School Improvements (I)	2030	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 30,000	\$ -	\$ -	\$ -	
August 15 2010 - Stratton School Improvements (I)	2025	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
August 15 2010 - Special Ed - High School Renovations (I)	2025	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November 15 2012 - Sewer 1 (I) Series A	2032	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	
November 15, 2012 - Remodeling (I) Series A	2032	\$ 30,000	\$ 30,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	
November 15, 2012 - Recreation (I) Series A	2027	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November 15, 2012 - Rink Renovations (I) Series A (Tax Supported Debt)	2032	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	
November 15, 2012 - (AHS Parking Lot Culvert) (I) Series A	2032	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	
November 15, 2012 - Parking Lot & Sidewalk Ramps (I) Series A	2027	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November 15, 2012 - Community Safety Building (I) Series A	2032	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ -	
November 15, 2012 - Thompson School (OE) Series A	2032	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ -	
November 1, 2013 - Repointing of 1892 Building (I)	2033	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
November 1, 2013 - Water System Rehab. - Cemetery (I)	2033	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	
November 1, 2013 - Sidewalk Ramps - Installation (I)	2026	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November 1, 2013 - Parking Lot Culvert - High School (I)	2033	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
November 1, 2013 - Hibbert Playground (I)	2028	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	
November 1, 2013 - North Union Playground (I)	2028	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	
November 1, 2013 - Boiler - AHS Bldg. "F" (I)	2024	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November 1, 2013 - Construction / Reconst. of Sewers & Sewer Facs. (I)	2033	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	
November 1, 2013 - Construct./Reconst. Water Mains & Water Facs. (O)	2033	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
November 1, 2013 - Perm. Financing-BAN Princ.Amt -Thompson Sch. (OE)	2033	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 75,000	\$ 75,000	\$ 75,000	
November 1, 2013 - Perm. Financing-BAN Princ.Amt-Thompson Sch. (O)	2033	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
November 4, 2014 - Fire Station Construction (I)	2034	\$ 305,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	
November 4, 2014 - Building Renovations - Community Safety - 5 Yr. Plan (I)	2034	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	
November 4, 2014 - Roadway Improvements - Public Works (I)	2028	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	
November 4, 2014 - Flood Mitigation Grant FEMA Millbrook - Public Works (I)	2033	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
November 4, 2014 - Install Sidewalk Ramps - Public Works (I)	2027	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
November 4, 2014 - Magnolia Field Basketball Court Renovation - Recreation (I)	2028	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	
November 4, 2014 - Spy Pond Tennis Courts - Recreation (I)	2028	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	
November 4, 2014 - ARB - Central Parking Lot Replacement - Redevelopment Board (I)	2028	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	
November 4, 2014 - Hardy School Windows - School Dept. (I)	2034	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
November 4, 2014 - Stratton Building Improvements - School Dept. (I)	2034	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
November 4, 2014- Perm. Financing-BAN Princ. Amt & Interest - Central Fire Station (I)	2034	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	



DEBT SERVICE PAYMENTS FOR AUTHORIZED AND BORROWED DEBT, 2025-2034 (cont.)

I = Inside Limit (GL c44s7), O = Outside Limit (GL c44s8/c44s70b); E = Exempt Existing Debt Service as of June 2024

Date Borrowed and Purpose	Final											
	Payment	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
	Year											
February 23, 2015 - Construction / Reconst. Of Water Mains & Water Facs. - MWRA	2025	\$ 75,000										
May 18, 2015 - Construction/Reconst. Sewers & Sewer Facs. - MWRA	2025	\$ 20,000										
November 13, 2015 Rink Renovations: Electrical Improvements (ISS)	2024	\$ 30,000										
November 13, 2015 Whittemore Robbins - Basement Waterproofing (I)	2027	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000							
November 13, 2015 Whittemore Robb. Hs-Replace 4 HVAC units & Computers (I)	2030	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				
November 13, 2015 School - Replacement academic PC's district wide (I)	2025	\$ 40,000	\$ 40,000									
November 13, 2015 Cemetery Roadway Improvements (I)	2029	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000					
November 13, 2015 Garage Renovation/Rehab Chapel/HVAC (I)	2029	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000					
November 13, 2015 Flood Mitigation Grant FEMA Millbrook (I)	2030	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000				
November 13, 2015 Install Sidewalk Ramps (I)	2028	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000						
November 13, 2015 Replace Retaining Wall - Westminster Ave (I)	2030	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				
November 13, 2015 DPW Yard Bldg C Replace Spanish Tile Roof (I)	2030	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000				
November 13, 2015 Town Hall - Renovations (I)	2030	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				
November 13, 2015 Magnolia Playground (I)	2030	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000				
November 13, 2015 Summer Street & Buck Field Safety Fencing Repair (I)	2024	\$ 5,000										
November 13, 2015 Replace Dividing Wall - Gibbs Gymnasium (I)	2025	\$ 5,000	\$ 5,000									
November 13, 2015 ARB - 23 Maple St. Porches, Entryways (I)	2030	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000				
November 13, 2015 ARB - Jefferson Cutter House - Roof Replace & Gutters (I)	2027	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000							
November 13, 2015 ARB - Paving Central School Parking Lot (I)	2030	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				
November 13, 2015 Hardy Windows (I)	2030	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000				
November 13, 2015 Regrade Bishop School Parking Lot (I)	2030	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000				
November 13, 2015 - Adv Ref July 15, 2006 Dallin School (IE) Series B	2025	\$ 155,000	\$ 150,000									
November 13, 2015 - Adv Ref July 15, 2006 Dallin School 2 (I) Series B	2025	\$ 40,000	\$ 35,000									
November 13, 2015 - Adv Ref July 15, 2006 Remodeling (I) Series B	2025	\$ 30,000	\$ 25,000									
February 22, 2016 - MWRA Sewer (O)	2026	\$ 25,000	\$ 25,000									
May 16, 2016 - MWRA Water (O)	2026	\$ 90,000	\$ 90,000									
November 9 2016 - Community Safety Building (I)	2044	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	
November 9 2016 - Pierce Field Turf Replacement (I)	2030	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000			
November 9 2016 - Stratton Building Improvements (I)	2036	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	
November 9 2016 - Stratton Modular Classrooms (I)	2036	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	
November 9 2016 - Stratton School Renovations I (I)	2036	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
November 9 2016 - Stratton School Renovations II (IE)	2045	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	\$ 285,000	
November 9 2016 - Ladder @ 109 Tower Unit (I)	2031	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000			
November 9 2016 - District Wide Replacement of PCs (I)	2026	\$ 40,000	\$ 40,000	\$ 40,000								
November 9 2016 - School Department Administration Computers (I)	2024	\$ 5,000										
November 9 2016 - Town Micro Computer Program (I)	2026	\$ 5,000	\$ 5,000	\$ 5,000								
November 9 2016 - Sidewalk Ramps (I)	2029	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000					
November 9 2016 - Traffic Signals Upgrade (I)	2026	\$ 5,000	\$ 5,000	\$ 5,000								
November 9 2016 - DPW Facility Design (I)	2036	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
November 9 2016 - DPW Facility Oversight - Dam & Construction (I)	2026	\$ 5,000	\$ 5,000	\$ 5,000								
November 9 2016 - ADA Study Implementation Program (I)	2026	\$ 5,000	\$ 5,000	\$ 5,000								
November 9 2016 - ARV 23 Maple Street Entrance (I)	2034	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
November 9 2016 - Menotomy Preschool Renovation (I)	2036	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
November 9 2016 - Menotomy Preschool Playground (I)	2025	\$ 5,000	\$ 5,000									



DEBT SERVICE PAYMENTS FOR AUTHORIZED AND BORROWED DEBT, 2025-2034 (cont.)

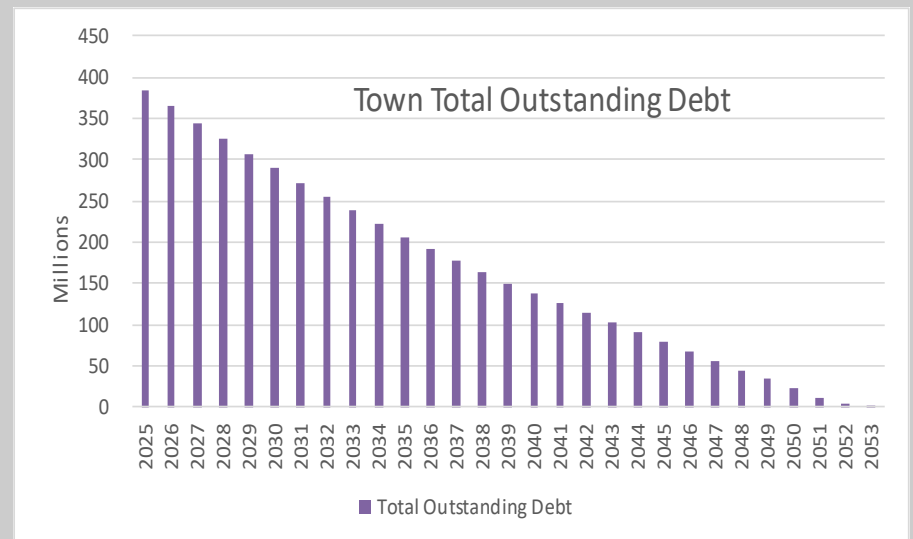
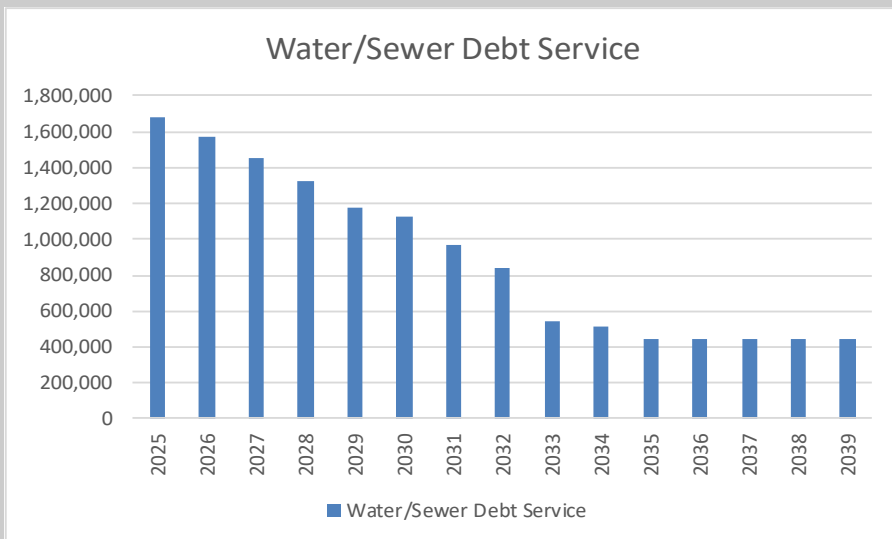
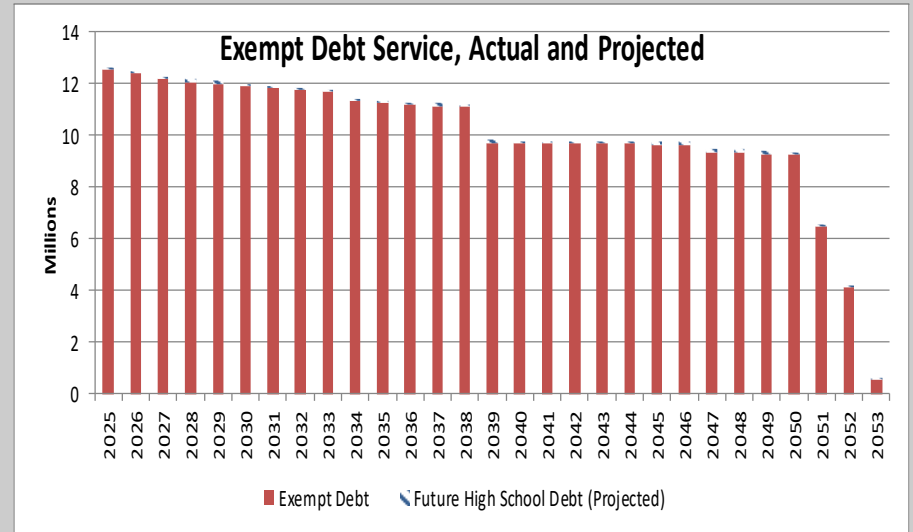
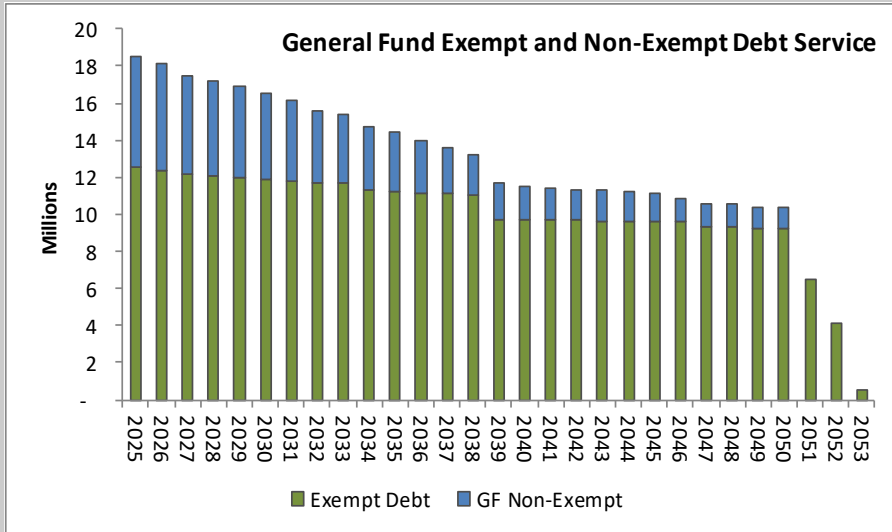
I = Inside Limit (GL c44s7), O = Outside Limit (GL c44s8/c44s70b); E = Exempt Existing Debt Service as of June 2024

Date Borrowed and Purpose	Final Payment Year	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
March 6 2017 - MWRA Sewer (I)	2027	\$ 20,000	\$ 20,000	\$ 20,000							
May 15, 2017 - MWRA Water (O)	2027	\$ 110,000	\$ 110,000	\$ 110,000							
December 7, 2017 Thompson School Expansion (IE)	2037	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
December 7, 2017 Purchase New Engine Pump - Replace #1007 (I)	2037	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
December 7, 2017 Town Hall Renovations (I)	2035	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
December 7, 2017 Town - Microcomputer Program (I)	2027	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000					
December 7, 2017 Traffic Signal Maint & Upgrades (I)	2027	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000						
December 7, 2017 3-4 Ton Pick Up Truck w/ Lift Gates & Flows (2) (I)	2024	\$ 10,000									
December 7, 2017 Hardy School Expansion (I)	2037	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000	\$ 155,000
December 7, 2017 Gibbs School Design (IE)	2037	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000	\$ 115,000
December 7, 2017 Gibbs School Renovation (IE)	2037	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000	\$ 1,055,000
May 14, 2018 MWRA Water (O)	2028	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000						
June 11, 2018 MWRA Sewer (I)	2028	\$ 5,250	\$ 5,250	\$ 5,250	\$ 5,250						
December 6, 2018 Hardy Elementary School Reconstruction (I)	2038	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
December 6, 2018 Dallin School Chiller (I)	2038	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 6, 2018 Ottoson School HVAC Unit (I)	2038	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 6, 2018 School Food Service Truck (I)	2025	\$ 5,000	\$ 5,000								
December 6, 2018 44,000 GVW, 4WD Truck with Sander (I)	2028	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000					
December 6, 2018 Bucket Truck (I)	2025	\$ 20,000	\$ 20,000								
December 6, 2018 33,000 GVW Dump Truck with Flow (I)	2025	\$ 10,000	\$ 10,000								
December 6, 2018 Bridge Construction Mystic Mill Brook (I)	2038	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
December 6, 2018 HVAC Replacement (I)	2038	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 6, 2018 Hardy Playground (I)	2033	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 6, 2018 Town Hall Renovations (I)	2038	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
December 6, 2018 Library Elevator Overhaul (I)	2035	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
December 6, 2018 Traffic Signal Upgrades (I)	2028	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000					
December 6, 2018 Water Meter Replacement (O)	2027	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000						
December 6, 2018 Water Meter Replacement #2 (O)	2028	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000					
December 6, 2018 Sewer (I)	2038	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000
May 20, 2019 MWRA Sewer (I)	2029	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000					
September 9, 2019 MWRA Water (O)	2029	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000				
December 4, 2019 Arlington High School Feasibility Study (EO)	2047	\$ 30,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 40,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
December 4, 2019 Arlington High School Construction (EO)	2049	\$ 1,175,000	\$ 1,235,000	\$ 1,300,000	\$ 1,385,000	\$ 1,435,000	\$ 1,510,000	\$ 1,575,000	\$ 1,625,000	\$ 1,660,000	\$ 1,700,000
December 4, 2019 Community Center Plans (I)	2047	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 4, 2019 Gibbs School Renovation (I)	2047	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
December 4, 2019 Senior Center (Community Center) Construction (I)	2049	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000	\$ 255,000
December 4, 2019 Library Repointing (I)	2039	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
December 4, 2019 Lake Street/Bikeway Intersection Improvement (I)	2034	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
December 4, 2019 Radio Upgrade Replacement (part of overall radio upgrade program) (I)	2029	\$ 40,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000				
December 4, 2019 Radio Upgrade Replacement - Program (I)	2029	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000	\$ 95,000				
December 4, 2019 Traffic Signal Upgrades (I)	2026	\$ 5,000	\$ 5,000	\$ 5,000							
March 2, 2020 MWRA Sewer (O)	2030	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000				



DEBT SERVICE PAYMENTS FOR AUTHORIZED AND BORROWED DEBT, 2025-2034 (cont.)
 I = Inside Limit (GL c44s7), O = Outside Limit (GL c44s8/c44s70b); E = Exempt Existing Debt Service as of June 2024

Date Borrowed and Purpose	Final Payment Year	2025-2034									
		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
March 11, 2021 DPW Facility (I)	2050	\$ 475,000	\$ 500,000	\$ 525,000	\$ 555,000	\$ 580,000	\$ 610,000	\$ 640,000	\$ 665,000	\$ 680,000	\$ 700,000
March 11, 2021 High School (E)	2050	\$ 1,140,000	\$ 1,200,000	\$ 1,280,000	\$ 1,325,000	\$ 1,395,000	\$ 1,485,000	\$ 1,540,000	\$ 1,595,000	\$ 1,635,000	\$ 1,675,000
March 11, 2021 Reservoir Improvements (I)	2035	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 165,000	\$ 160,000	\$ 160,000	\$ 160,000
March 11, 2021 School Playground Updates (I)	2035	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
March 11, 2021 Community Center Renovations (I)	2047	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000
March 11, 2021 Whitmore Robins Cottage (I)	2040	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
March 11, 2021 Rescue Ambulance (I)	2025	\$ 60,000	\$ 60,000								
March 11, 2021 Town Hall Renovations (I)	2040	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
March 11, 2021 Pierce School Playground Updates (I)	2035	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
March 11, 2021 Boom Dump Chip Truck (I)	2035	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
March 11, 2021 Bleacher Lift (I)	2035	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
May 17, 2021 MWRA Water (O)	2031	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ 120,000			
September 13, 2021 MWRA Sewer (I)	2031	\$ 16,223	\$ 16,223	\$ 16,223	\$ 16,223	\$ 16,223	\$ 16,223	\$ 16,223	\$ 16,223		
February 24, 2022 DPW Building (I)	2051	\$ 240,000	\$ 240,000	\$ 240,000	\$ 240,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 235,000	\$ 230,000	\$ 230,000
February 24, 2022 Pamenter School Exterior (I)	2041	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
February 24, 2022 Arlington High School EXEMPT (OE)	2051	\$ 1,430,000	\$ 1,500,000	\$ 1,580,000	\$ 1,660,000	\$ 1,745,000	\$ 1,835,000	\$ 1,930,000	\$ 2,015,000	\$ 2,100,000	\$ 2,175,000
February 24, 2022 DPW Water/Sewer portion (I)	2051	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000	\$ 115,000	\$ 125,000	\$ 130,000	\$ 135,000	\$ 140,000	\$ 145,000
February 28, 2022 MWRA Sewer (I)	2032	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800	\$ 19,800	\$ -	\$ -
February 28, 2022 MWRA Water (O)	2032	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ -	\$ -
December 15 2022 DPW Building (I)	2052	\$ 60,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 85,000	\$ 90,000	\$ 95,000
December 15 2022 Replace Vehicle #1015 (I)	2032	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ -
December 15 2022 Zetron Fire Alarm Update (I)	2032	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
December 15 2022 Replace Fire Pumper #1025 (I)	2042	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000
December 15 2022 Police Boiler Replacement (I)	2042	\$ 10,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
December 15 2022 Street Sweeper (I)	2032	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
December 15 2022 Gibbs School Drainage Repairs (I)	2025	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December 15 2022 Peirce School Additional Classrooms (I)	2032	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
December 15 2022 Brackett School Playgrounds (I)	2037	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
December 15 2022 Hardy School Roof Replacement (I)	2042	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
December 15 2022 DPW Building - Water/Sewer (I)	2052	\$ 50,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000	\$ 70,000	\$ 75,000	\$ 80,000
February 27, 2023 MWRA Sewer (I)	2033	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ -
December 13 2023 DPW Building (I)	2052	\$ 162,401	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000	\$ 160,000
December 13 2023 Central School Building Envelope Repairs (I)	2043	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 13 2023 Whitmore Robbins Estate Rehab (I)	2043	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
December 13 2023 Robbins Library Lighting Project (I)	2033	\$ 16,270	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 10,000
December 13 2023 Community Center Elevator Replacement (I)	2038	\$ 16,000	\$ 15,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 13 2023 10 Wheel Dump Truck (I)	2030	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -
December 13 2023 Truck/Sander (I)	2030	\$ 14,329	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ -
December 13 2023 Bishop School Roof Replacement (I)	2043	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
December 13 2023 Gibbs School Modular Classrooms (I)	2033	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
December 13 2023 Arlington High School - (OE)	2053	\$ 6,000	\$ 165,000	\$ 175,000	\$ 185,000	\$ 195,000	\$ 205,000	\$ 215,000	\$ 225,000	\$ 235,000	\$ 245,000
March 4, 2024 MWRA Water (O)	2034	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
March 11, 2024 MWRA Water (O)	2034	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000	\$ 260,000





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NON-APPROPRIATED EXPENSES

This category includes mandated assessments and expenditures, which are automatically added to the tax rate without appropriation. Overall, non-appropriated expenses are budgeted to increase \$49,579 (1.05%) in FY2025. The total projected State Assessments for FY2025 are \$4,042,746, an increase of \$165,841 from FY2024. The MBTA accounts for \$3,404,125 of this total and is increasing 2.54%. The remaining Non-Appropriated expenses include Cherry Sheet Offsets, Court Judgments and Deficits, and Tax Abatement Overlay. These items total \$708,800 which is a decrease of \$116,262 from the FY2024 final Recap figure, because the Town fully paid off the Symmes debt service payments. The FY2025 Overlay will be adjusted when the final tax rate is set in the fall.

Non-Appropriated Expenses	FY2022 Actual	FY2023 Actual	FY2024 Budget	FY2025 Budget	Budget Change
State Assessments					
MBTA	3,094,335	3,208,809	3,319,812	3,404,125	84,313
RMV Non-Renewal Surcharge	12,140	12,140	13,100	13,700	600
Air Pollution Districts	19,323	19,782	19,605	20,095	490
Metropolitan Area Planning Council	25,084	25,864	26,436	27,097	661
Special Education Charge	21,421	22,333	27,130	14,015	(13,115)
Charter School tuition	336,744	410,684	364,714	417,560	52,846
School Choice	109,492	111,237	106,108	146,154	40,046
State Assessments Sub-total	3,618,539	3,810,849	3,876,905	4,042,746	165,841
Cherry Sheet Offsets	75,100	100,981	110,062	108,800	(1,262)
Tax Abatement Overlay	600,000	600,000	615,000	600,000	(15,000)
Court Judgments & Deficits	767,450	100,000	100,000	-	(100,000)
Total	5,061,089	4,611,830	4,701,967	4,751,546	49,579

***MBTA***

The MBTA is composed of 175 communities: the 14 original member communities of the Metropolitan Transit Authority (MTA), and 161 additional communities, which are receiving direct MBTA service. Chapter 161A of the Acts of 2000 increased the number of communities that constitute the MBTA from 78 to 175. The additional 97 communities have been receiving MBTA service; however, the original authorizing language made no provision for these communities to be assessed. The Authority is required to assess each community's share of the overall Authority's assessments. All communities associated with the Authority must contribute to the MBTA State and Local Assistance Fund an amount not less than \$136,026,868. After FY2006, this amount was adjusted each July 1 by the rate of inflation, but not more than 102.5% of the previous year's assessment. Each community's MBTA assessment shall equal its weighted share of the total population of the authority. Chapter 161A, Section 9 has determined the weights for each community. The population figures utilized in this calculation should be the most recent from the United States Census Bureau. Assessments are also weighted by the level of service within each community.

For FY2025, the Town's assessment will increase \$84,313 or 2.54%.

PARKING FINE REGISTRY SURCHARGE

If after proper notices, a motorist fails to pay a parking fine, motor vehicle excise tax, or a charge for abandonment of a motor vehicle, the Town notifies the Registry of Motor Vehicles (RMV) not to renew the license and registration of that motorist. To cover the RMV's administrative costs of entering the necessary information into its computer system, the RMV assesses the Town a fee of \$20 for each notification it receives. This fee, which comes through as a charge on the Cherry Sheet, is recovered by the Town by adding this amount and other penalties to the original fine amount. The FY2025 surcharge assessment is estimated to be \$13,700, subject to final assessments made once the State budget is approved.

AIR POLLUTION CONTROL DISTRICT

General Laws Chapter 11, Section 142B, requires that communities be assessed for a portion of the costs incurred by the State Department of Environmental Protection (DEP) to monitor air pollution levels and enforce air quality standards at industrial, commercial, and institutional facilities. Expenditures made for such purposes are assessed against the metropolitan communities, one-half in proportion to the EQV's and one-half by the population of each community. Costs for FY2025 are estimated at \$20,095, an increase of \$490 or 2.50%.

METROPOLITAN AREA PLANNING COUNCIL

The basic purpose of the Council is to coordinate and assist communities in their planning efforts, particularly for those activities or projects that may have a regional impact. The assessment for FY2025 is estimated at \$27,097, an increase of \$661 or 2.50%.

***SPECIAL EDUCATION CHARGE***

The purpose of this program is to partially reimburse the state for providing special needs education to children enrolled in state hospital schools. The cost that each municipality is charged is the average per pupil cost of education within the school district multiplied by the Full Time Equivalent of resident pupils served by the state. Current year charges are for pupils served in the prior school year. In FY2025, the State will charge Arlington \$14,015, a decrease of \$13,115 or -48.34%.

CHARTER SCHOOL TUITION

The purpose of this program is to assess the sending municipality or regional school district for pupils attending charter schools. Charter school tuition charges are assessed against the sending district and paid to the charter school district. Charter Schools receive per-pupil payments from sending districts equal to the average cost per student in that district, plus a capital funding share equal to the state average of what districts pay per pupil in principal and interest for land and buildings. Cherry Sheet assessments for the upcoming fiscal year are based on pre-enrollment data from October of the current fiscal year. Final assessments are based upon March 15 figures. The tuition assessment for FY2025 is estimated at \$417,560 a increase of \$52,846 or 14.49% from FY2024.

SCHOOL CHOICE SENDING TUITION

This is an assessment to the Town of Arlington for pupils attending another school district under school choice. School choice tuition charges are assessed against a sending district and paid to a receiving school district. Per pupil tuition rates are based on the receiving district's per pupil costs for the prior fiscal year. Costs are based on instruction, pupil services, administration, maintenance, and fixed charges. A student's tuition equals 75 percent of the per pupil cost, up to a limit of \$5,000, so effectively Arlington is charged \$5,000 per student, except for students with an individualized education plan, in which case a special education increment augments that tuition. The FY2025 charge is \$146,154, an increase of \$40,046 or 37.74%.

CHERRY SHEET OFFSETS

Included in the estimated amount of aid to be received from the state are grant funds for the Town's Public Libraries. These funds are reserved for direct expenditure by the Library and cannot be counted as general available revenues. Consequently, as part of the tax rate preparation process, whatever amount is included within the State aid estimate is also included in the non-appropriated expenses section as offsetting debits.

The library grant actually includes three grant programs more fully described in the revenue section of this budget under Cherry Sheet Offsets. It is projected to decrease to a total of \$108,800, a decrease of \$1,262 or -1.15%.

**TAX ABATEMENT OVERLAY**

State law requires that the Assessors put aside funds from each tax levy in a reserve that is called an Overlay. This account is established in anticipation that a certain percentage of the tax levy may end up being abated. Individual tax abatements are paid out of this fund. The final amount of the overlay account is determined by the Assessors and added to the tax rate without appropriation, and is usually set at anywhere from 1% to 2.5% of the tax levy. In revaluation years, which occur every three years, the overlay account is usually set at a higher amount in anticipation of an increased number of abatements. In other years, the overlay is set closer to \$600,000. FY2025 it will be set at \$600,000. Any surplus left in an overlay account is appropriated by Town Meeting in much the same manner as free cash. Under the Municipal Modernization Act, Ch. 218 of the Acts of 2016, municipalities changed from accounting for overlays for each tax year to combining all previous overlay accounts into a single fund. As of June 30, 2023, the balance in the overlay account was \$2,507,344. From this account, \$750,000 is proposed to be declared surplus and be used as a revenue source in FY2025.

COURT JUDGMENTS, DEFICITS, AND OTHER

State law provides that if the Town receives a court judgment requiring the payment of funds, the Treasurer, with the Director of Account's approval, may pay the award from the treasury without appropriation. The amount must then be added to the tax rate for the following year unless a subsequent appropriation is made to cover the deficit prior to setting the next year's tax rate. For FY25, there has been no allowance for any such judgments.

From time to time, there are other non-appropriated expenses which have to be added to the tax rate. Any deficits in revenue, overlay, pensions, or debt and interest accounts, along with tax title amounts, and snow and ice budgets, must be added to the following year's tax rate.

In prior years, as a result of a special act of the legislature, any tax revenue from the Symmes project was debited here as a reserve to pay down the debt for the Symmes project. Once the debt was paid off in FY2022, the taxes associated with the project began going into the General Fund, like all other property taxes.



Financial Funds and Basis of Accounting

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for un-matured interest on general long-term debt which is recognized when due, and certain compensated absences, claims and judgments which are recognized when the obligations are expected to be liquidated with current expendable available resources.

The Town considers property tax revenues available if they are collected within 60 days after year-end. Investment income is susceptible to accrual. Other receipts and tax revenues become measurable and available when the cash is received and are recognized as revenue at that time.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria is met. Expenditure driven grants recognize revenue when the qualifying expenditures are incurred and all other grant requirements are met.

The following major governmental funds are reported:

- The General Fund is the primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund.
- The Capital Borrowing Fund is a capital project fund used to account for the Town's annual capital appropriations that are budgeted to be financed through long-term borrowing.
- The non-major governmental funds consist of special revenue, other capital projects, and permanent funds that are aggregated and presented in the *non-major governmental funds* column on the governmental funds financial statements.

The following describes the general use of these fund types:

- The *special revenue fund* is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than permanent funds or capital projects.
- The *capital projects fund* is used to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets of the governmental funds.
- The *permanent fund* is used to account for and report financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs.



Financial Funds and Basis of Accounting (cont.)

Proprietary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded when the liabilities are incurred.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the proprietary funds principal ongoing operations. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

The following major proprietary funds are reported:

- The *Water and Sewer Enterprise Fund* is used to account for the water and sewer activities.
- The *Arlington Youth Services Enterprise Fund* is used to account for the youth services activities.
- The *Council on Aging Enterprise Fund* is used to account for the council on aging activities.
- The *Ed Burns Arena Enterprise Fund* is used to account for the rink activities.
- The *Recreation Enterprise Fund* is used to account for the recreation activities.

Fiduciary fund financial statements are reported using the flow of economic resources measurement focus and use the accrual basis of accounting. Fiduciary funds are used to account for assets held in a trustee capacity for others that cannot be used to support the governmental programs.

The following fiduciary fund types are reported:

- The *pension trust fund* is used to account for the activities of the System, which accumulates resources to provide pension benefits to eligible retirees and their beneficiaries.
- The *other postemployment benefit trust fund* is used to accumulate resources to provide funding for future other postemployment benefits (OPEB) liabilities.
- The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund, other postemployment benefit trust, or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.
- The *agency fund* is used to account for assets held in a purely custodial capacity.



Financial Funds and Basis of Accounting *(cont.)*

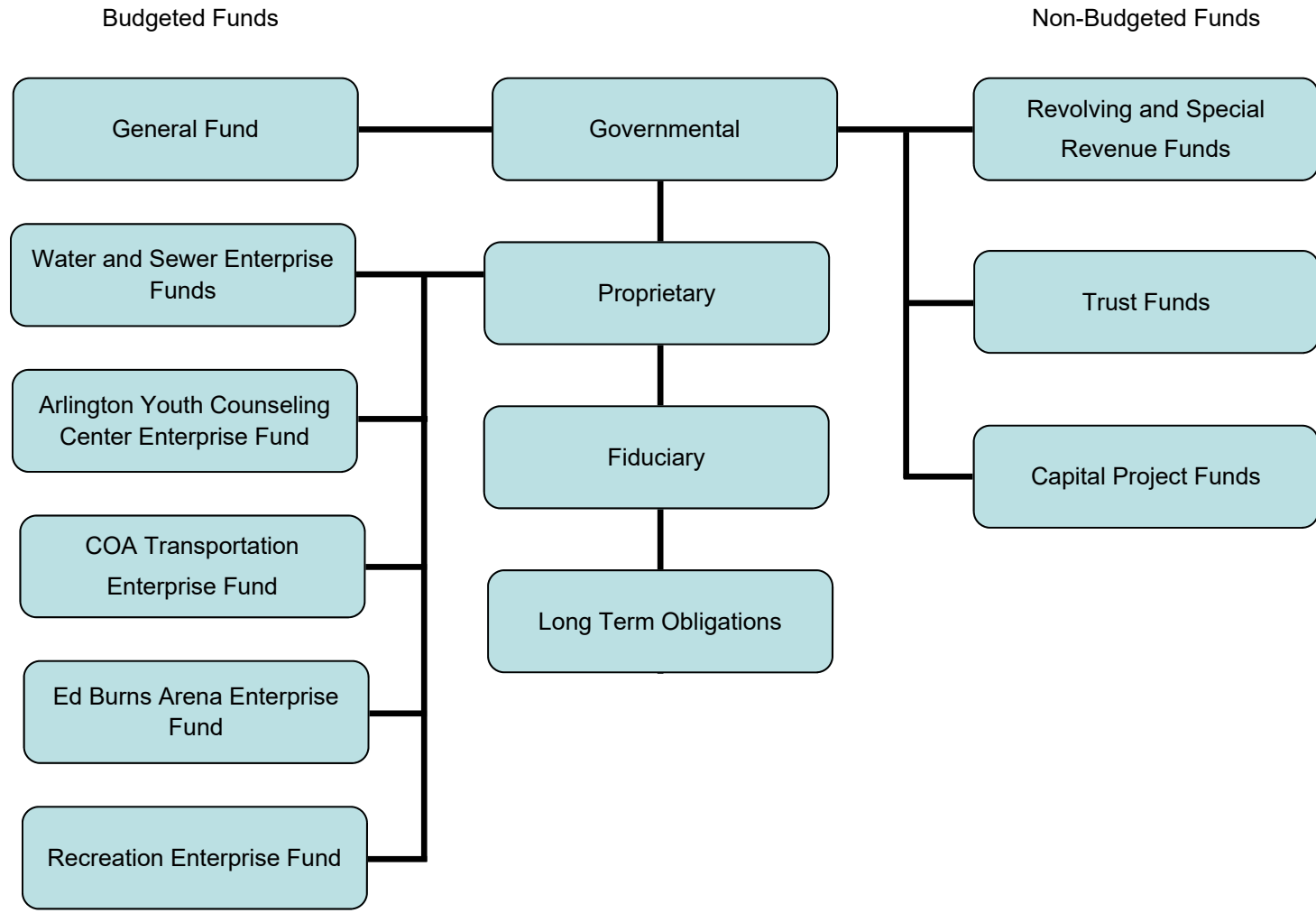
An annual budget is adopted for the Town's General and Enterprise Funds. The Town's annual budget is adopted on a statutory basis, specific to the Commonwealth of Massachusetts, and it differs in some respects from Generally Accepted Accounting Principles (GAAP) used to produce the Annual Certified Financial Report (ACFR). The major differences between the budget and GAAP basis are that:

1. Budgeted revenues are recorded when cash is received, except for real estate and personal property taxes, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
2. For the budget, encumbrances are treated as expenditures in the year the commitment is made. Also, certain appropriations do not lapse and are treated as budgetary expenditures in the year they are authorized as opposed to when the liability is actually incurred (GAAP).
3. The depreciation of Fixed Assets is not recognized as a current expense on a budgetary basis, except to the extent that actual maintenance costs are included in departmental budgets.

State law requires the Town pass a balanced budget. A balanced budget is one where either revenues match expenditures or revenues and transfers for fund balance or reserves match expenditures.



All Funds





Overall Budget Summary

	General Fund	Water and Sewer	Recreation	Rink	AYCC	COA Transport	Total Funds
Revenue							
Property Tax	\$ 165,708,017						\$ 165,708,017
Local Receipts/Fees	\$ 10,255,994	\$ 24,637,529	\$ 2,182,838	\$ 638,787	\$ 1,123,270	\$ 13,200	\$ 38,851,618
State Aid	\$ 28,603,013				\$ 175,000		\$ 28,778,013
School Construction Aid	\$ -						\$ -
Free Cash/Fund Balance	\$ 8,941,936	\$ -	\$ 450,000	\$ 50,000		\$ 35,999	\$ 9,477,935
Other Funds	\$ 750,000				\$ 55,000	\$ 30,000	\$ 835,000
Override Stabilization Fund	\$ 4,374,790						\$ 4,374,790
Transfers in (Offsets)	\$ 3,218,686	\$ -			\$ 220,000	\$ 50,000	\$ 3,488,686
TOTAL REVENUES	\$ 221,852,436	\$ 24,637,529	\$ 2,632,838	\$ 688,787	\$ 1,573,270	\$ 129,199	\$ 251,514,059
Expenditures							
Salaries	\$ 33,468,687	\$ 2,852,092	\$ 923,971	\$ 299,687	\$ 1,461,866	\$ 96,899	\$ 39,103,202
Expenses	\$ 12,707,346	\$ 1,122,555	\$ 1,618,700	\$ 293,400	\$ 54,500	\$ 32,300	\$ 15,828,801
Arlington School Department	\$ 96,521,248						\$ 96,521,248
Minuteman Regional High School	\$ 8,562,229						\$ 8,562,229
Non-Departmental (Healthcare & Pensions)	\$ 38,236,626	\$ 2,131,206	\$ 74,534	\$ 39,444			\$ 40,481,810
Capital (Includes Debt Service)	\$ 23,969,034	\$ 2,337,926	\$ 15,000	\$ 56,256			\$ 26,378,216
MWRA Debt Shift/Transfers to Other Funds	\$ -	\$ 16,193,750					\$ 16,193,750
Warrant Articles	\$ 1,616,393						\$ 1,616,393
Reserve Fund & Elections	\$ 2,019,326						\$ 2,019,326
Override Stabilization Fund Deposit	\$ -						\$ -
TOTAL EXPENDITURES	\$ 217,100,890	\$ 24,637,529	\$ 2,632,205	\$ 688,787	\$ 1,516,366	\$ 129,199	\$ 246,704,976
Non-Appropriated Expenses	\$ 4,751,546						\$ 4,751,546
State Assessment, Library Direct Aid, Overlay							
TOTAL EXPENSES	\$ 221,852,436	\$ 24,637,529	\$ 2,632,205	\$ 688,787	\$ 1,516,366	\$ 129,199	\$ 251,456,522
Surplus / (Deficit)	\$ 0	\$ -	\$ 633	\$ -	\$ 56,904	\$ -	\$ 57,537



Fund Balances

The Town defines a **fund balance** as the difference between assets and liabilities reported in a government fund. This is also known as fund equity. The Town classifies the funds as follows: General Fund, Enterprise Funds, Reserve Funds and Revolving Funds.

General Fund – The fund used to account for most financial resources and activities governed by the normal Town Meeting appropriation process.

Free Cash – “Free Cash” is a revenue source that results from the calculation, as of July 1, of a community’s remaining, unrestricted funds from operations of the previous fiscal year, based on the balance sheet as of June 30. It typically includes actual receipts in excess of revenue estimates and unspent amounts in departmental budget line-items for the year just ending, plus unexpended free cash from the previous year. Consistent with current practice, the Town appropriates up to 50% of its Free Cash balance from the prior year to as an operating revenue.

Enterprise Fund – An enterprise fund, authorized by MGL Ch. 44 Sec.53F ½ is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered user charges and the portion that is subsidized by the tax levy, if any.

Revolving Fund – A revolving fund allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For department revolving funds, MGL Ch. 44 Sec. 53E ½ stipulates that each fund must be reauthorized each year at annual Town Meeting and that a limit on the total amount that may be spent from each fund must be established at that time.

Urban Renewal Fund – An urban renewal fund is a fund set up to help a community meet the planning and implementation costs of urban revitalization and development projects.



Reserve Fund – An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures. In a town, the finance committee can authorize transfers from this fund for “extraordinary or unforeseen” expenditures. Other uses of the fund require budgetary transfers by Town Meeting.

Tip Fee Stabilization Fund – The Town of Arlington participated in a regional solid waste consortium, the North East Solid Waste Committee. Upon leaving the consortium in September of 2005, the Town was entitled to revenue derived from the regional agreement. Since then, the Town uses funds from the Tip Fee Stabilization Fund to offset solid waste disposal costs. The Town appropriated \$164,000 from the fund in FY2014 depleting its balance.

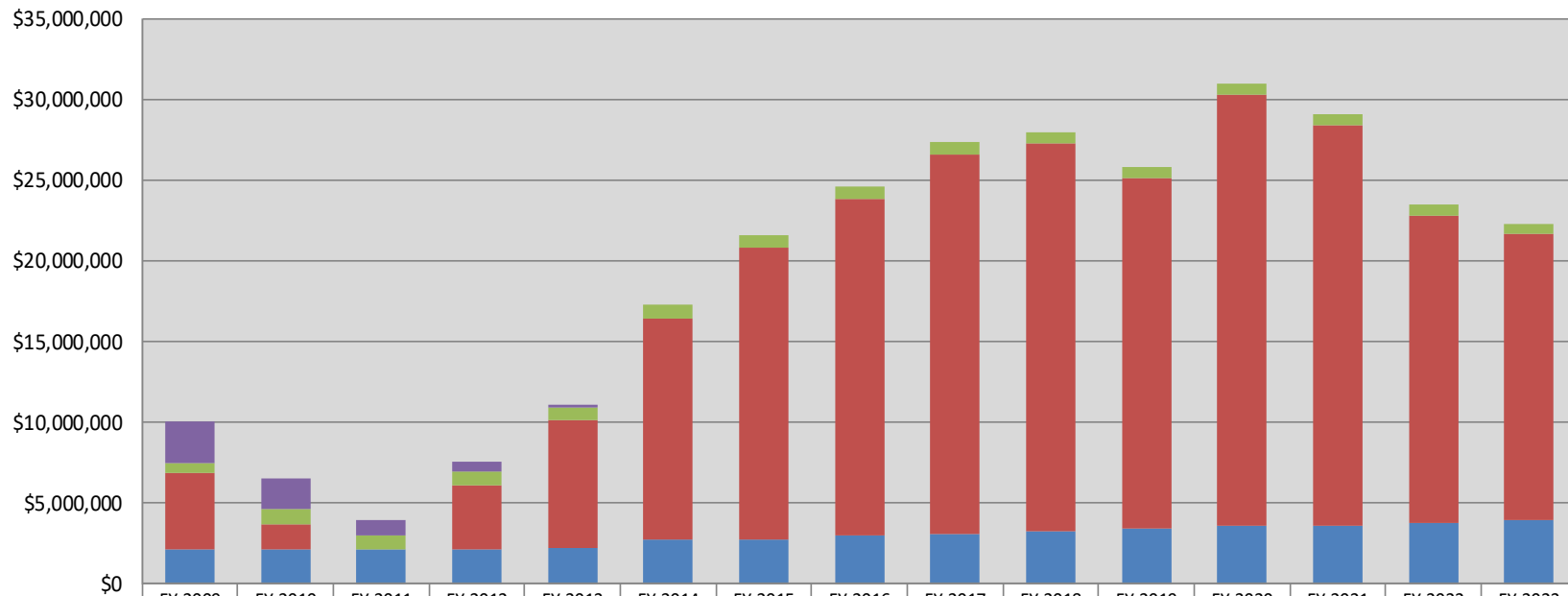
Municipal Buildings Trust Fund – In accordance with Massachusetts General Law, Chapter 40, Section 13, the Town established a Municipal Buildings Trust Fund for the purposes of offsetting the costs associated with significant property loss.

Override Stabilization Fund – The Override Stabilization Fund was created as a result of the 2005 Proposition 2 1/2 override. The Town makes annual appropriations to the fund until the time in which it is necessary to make withdrawals for the purposes of balancing the general fund budget. The first appropriation to the fund was in FY2006 after the passage of an operating override and was depleted in FY2011, as illustrated on page 222. The Town passed an override leading into FY2012, which explains the increase of \$3,993,618 that year and a \$5.5 million override in June 2019, which kept the Town’s budget balanced through FY2024. In November of 2023, a \$7,000,000 override passed, which is projected to keep the Town’s budget balanced through FY2026. The \$11,737,324 budget increase in FY2025 is supported by the override passed in November 2023.

Long Term Stabilization Fund – In accordance with Massachusetts General Law, Chapter 40, Section 5B, the Town may appropriate in any year an amount not exceeding, in the aggregate, 10% of the amount raised in the preceding fiscal year’s tax levy. The Town may appropriate funds from the Long Term Stabilization Fund for any lawful purpose with a two-thirds vote of Town Meeting.



Reserve Fund Balances
(end of year)



	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Tip Fee Stabilization	\$2,559,441	\$1,888,492	\$1,012,094	\$563,769	\$164,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Muni. Bldg. Trust Fund	\$613,717	\$963,451	\$853,710	\$835,406	\$816,559	\$796,870	\$771,724	\$752,491	\$720,989	\$711,798	\$708,572	\$699,628	\$680,296	\$661,854	\$668,921.
Override Stabilization	\$4,687,515	\$1,581,292	-	\$3,993,618	\$7,888,722	\$13,678,30	\$18,000,92	\$20,850,65	\$23,481,07	\$24,010,77	\$21,618,53	\$26,671,15	\$24,775,99	\$19,078,42	\$17,652,6
Long Term Stabilization	\$2,157,451	\$2,105,456	\$2,114,858	\$2,121,897	\$2,227,631	\$2,768,663	\$2,774,188	\$2,982,120	\$3,119,606	\$3,269,090	\$3,452,628	\$3,611,730	\$3,618,504	\$3,730,117	\$3,977,41



Revolving Fund Balances												
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Ambulance/Life Support	\$256,610	\$298,672	\$405,815	\$547,148	\$628,306	\$687,553	\$493,507	\$525,833	\$385,824	\$248,629	\$410,671	\$107,957
Board of Health	\$103,800	\$86,284	\$65,529	\$56,720	\$104,466	\$113,619	\$137,142	\$151,784	\$165,954	\$154,090	\$238,300	\$420,348
Conservation Commission	\$3,221	\$3,312	\$2,742	\$2,742	\$2,710	\$2,623	\$2,623	\$1,523	\$1,343	\$412	\$0	\$0
Council on Aging Program			\$4,320	\$4,571	\$9,974	\$22,263	\$29,156	\$30,081	\$19,337	\$3,373	\$2,714	\$4,918
Field User Fees	\$49,757	\$72,820	\$63,849	\$23,390	\$36,126	\$48,065	\$31,570	\$72,800	\$106,942	\$35,220	\$17,740	\$15,996
Fox Library	\$17,891	\$13,690	\$15,068	\$16,773	\$3,780	\$3,857	\$1,345	\$1,345	\$1,221	\$1,221	\$21	\$21
Gibbs School Energy	\$25,688	\$27,730	\$36,459	\$34,171	\$28,078	\$26,468	\$8,402	\$10,925	\$4,814	\$4,814	\$4,814	\$4,814
Library PC Vendor	\$13,361	\$14,315	\$4,873	\$4,745	\$8,420	\$9,661	\$11,068	\$7,042	\$6,260	\$4,552	\$9,859	\$17,236
Private Way Repair	\$1,305	\$13,305	\$50,858	\$87,715	\$118,526	\$85,767	\$59,606	\$93,000	\$62,223	\$55,513	\$107,274	\$50,552
Public Way Repair	\$168	\$168	\$168	\$168	\$168	\$15,255	\$14,715	\$14,715	\$14,715	\$14,715	\$14,715	\$14,715
Robbins House Rental	\$33,938	\$35,312	\$31,893	\$19,093	\$13,027	\$17,641	\$7,865	\$12,160	\$19,435	\$3,884	\$7,602	\$10,087
Robbins Library Rental	\$17,892	\$16,751	\$21,696	\$26,586	\$24,451	\$24,414	\$29,409	\$34,930	\$38,380	\$36,743	\$36,893	\$42,455
Town Hall Rental	\$42,735	\$22,163	\$14,534	\$70,154	\$96,859	\$86,999	\$84,578	\$106,050	\$105,902	\$63,271	\$52,023	\$59,656
Uncle Sam	\$319	\$411	\$1,526	\$1,526	\$1,526	\$1,526	\$1,526	\$1,526	\$1,526	\$1,526	\$1,526	\$1,526
White Good Recycling	\$38,202	\$16,755	\$45,109	\$57,406	\$57,041	\$59,216	\$65,180	\$60,137	\$42,567	\$43,009	\$58,074	\$49,791
TOTAL	\$604,887	\$621,688	\$764,439	\$952,908	\$1,133,458	\$1,204,928	\$977,692	\$1,123,853	\$976,443	\$670,972	\$962,227	\$800,073

Urban Renewal Fund Balance												
	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Urban Renewal Fund	\$377,193	\$399,794	\$400,732	\$439,839	\$542,262	\$456,159	\$341,816	\$202,954	\$121,047	\$57,248	\$65,762	\$25,992



Fund Balances

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
General Fund (Free Cash)	6,085,848	6,871,692	9,074,598	9,701,131	9,186,749	11,119,563	11,802,775	11,318,368	11,078,429	15,912,078	18,032,011
Enterprise Funds											
Water/Sewer Enterprise	2,497,966	3,718,958	8,546,621	7,188,427	7,299,339	7,844,907	6,220,101	5,799,829	7,748,848	6,807,898	6,962,689
Youth Enterprise	45,315	23,474	23,056	37,349	44,349	36,214	53,212	64,843	68,724	12,794	122,846
Council on Aging Enterprise	114,489	132,640	63,211	80,209	50,658	66,053	61,707	92,657	79,028	38,138	44,802
Rink Enterprise	90,435	74,503	77,154	78,839	357,573	49,265	14,728	41,021	102,392	112,192	82,042
Recreation Enterprise	120,887	132,023	205,874	381,219	446,480	683,966	765,855	371,447	733,459	1,190,830	1,342,424

MAJOR & NON MAJOR FUNDS - CHANGES IN FUND BALANCE

General Fund - 0001 & 0003

Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$10,380,555	\$10,291,536	(\$89,019)	-1%
2016	\$10,291,536	\$13,761,217	\$3,469,681	34%
2017	\$13,761,217	\$14,783,863	\$1,022,646	7%
2018	\$14,783,863	\$16,195,243	\$1,411,380	10%
2019	\$16,195,243	\$14,795,252	(\$1,399,991)	-9%
2020	\$14,783,863	\$13,657,736	(\$1,137,516)	-8%
2021	\$13,657,736	\$13,598,323	(\$59,413)	0%
2022	\$13,598,323	\$17,877,111	\$4,278,788	31%
2023	\$17,877,111	\$21,187,120	\$3,310,008	19%

The General Fund is the primary operating fund of the Town, and is used to account for all financial resources except those that are required to be accounted for in other funds.

The FY23 General Fund exceeded projections mostly due to local receipts, including Building Permits and Earnings on Investments, coming in much higher than projected

Water & Sewer Enterprise Fund - 6500

Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$0	\$8,546,621		
2016	\$8,546,621	\$7,188,427	(\$1,358,194)	-16%
2017	\$7,188,427	\$8,102,916	\$914,489	13%
2018	\$8,102,916	\$7,844,907	(\$258,009)	-3%
2019	\$7,844,907	\$6,220,101	(\$1,624,806)	-21%
2020	\$8,102,916	\$5,799,829	(\$420,273)	-7%
2021	\$5,799,829	\$7,748,848	\$1,949,019	34%
2022	\$7,748,848	\$6,807,899	(\$940,949)	-12%
2023	\$6,807,899	\$6,962,689	\$154,790	2%

The Water and Sewer Enterprise Fund is a proprietary (enterprise) fund that is used to account for the water and sewer activities of the Town.

The FY23 Fund balance is up slightly due to unfilled vacancies and savings/turnback in the operating budget.



AYCC Enterprise Fund - 6200 Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$23,474	\$23,055	(\$419)	-2%
2016	\$23,055	\$37,349	\$14,294	62%
2017	\$37,349	\$44,349	\$7,000	19%
2018	\$44,349	\$36,214	(\$8,135)	-18%
2019	\$36,214	\$53,212	\$16,998	47%
2020	\$53,212	\$64,843	\$11,631	22%
2021	\$64,843	\$68,724	\$3,881	6%
2022	\$68,724	\$12,794	(\$55,930)	-81%
2023	\$12,794	\$122,846	\$110,052	860%

The Arlington Youth Counseling Center (AYCC) is a proprietary (enterprise) fund that is used to account for the activities of the AYCC.

The FY23 fund balance is up moderately due to increased need for services leading to increased revenue and retained earnings

Rink Enterprise Fund - 6400 Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$74,503	\$77,154	\$2,651	4%
2016	\$77,154	\$78,839	\$1,685	2%
2017	\$78,839	\$357,573	\$278,734	354%
2018	\$207,997	\$49,265	(\$308,308)	-86%
2019	\$49,265	\$14,728	(\$34,537)	-70%
2020	\$14,728	\$41,021	\$26,293	179%
2021	\$41,021	\$102,392	\$61,371	150%
2022	\$102,392	\$112,193	\$9,801	10%
2023	\$112,193	\$82,042	(\$30,151)	-27%

The Rink Enterprise Fund is a proprietary (enterprise) fund that is used to account for the activities of the municipal ice skating rink.

Undesignated fund balance decreased due to \$50,000 used to balance the FY24 Rink operating budget

COA Transportation Enterprise Fund - 6100 Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$132,639	\$93,211	(\$39,428)	-30%
2016	\$93,211	\$80,209	(\$13,002)	-14%
2017	\$80,209	\$77,093	(\$3,116)	-4%
2018	\$77,093	\$66,053	(\$11,040)	-14%
2019	\$66,053	\$61,707	(\$4,346)	-7%
2020	\$61,707	\$92,657	\$30,950	50%
2021	\$92,657	\$79,028	(\$13,630)	-15%
2022	\$79,028	\$38,319	(\$40,709)	-52%
2023	\$38,319	\$44,802	\$6,483	17%

The Council on Aging (COA) Transportation Fund is a proprietary (enterprise) fund that is used to account for the activities of the COA Transportation service.

All activities at COA have resumed following the renovation project, leading to increased revenues

Recreation Enterprise Fund - 6300 Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$132,023	\$205,894	\$73,871	56%
2016	\$205,894	\$381,219	\$175,325	85%
2017	\$381,219	\$446,480	\$65,261	17%
2018	\$446,480	\$683,967	\$237,487	53%
2019	\$683,967	\$765,855	\$81,888	12%
2020	\$765,855	\$371,447	(\$394,408)	-51%
2021	\$371,447	\$733,459	\$362,012	97%
2022	\$733,459	\$1,190,830	\$457,371	62%
2023	\$1,190,830	\$1,342,424	\$151,593	13%

The Recreation Fund is a proprietary (enterprise) fund that is used to account for the activities of the recreation department.

Introduced a number of new programs, leading to higher demand and increased revenues



Urban Renewal Fund - 3211

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$340,749	\$375,926	\$35,177	10%
2016	\$375,926	\$486,914	\$110,988	30%
2017	\$486,914	\$378,143	(\$108,771)	-22%
2018	\$378,143	\$263,991	(\$114,152)	-30%
2019	\$263,991	\$88,063	(\$175,928)	-67%
2020	\$88,063	\$112,117	\$24,054	27%
2021	\$112,117	\$49,741	(\$62,376)	-56%
2022	\$49,741	\$63,996	\$14,254	29%
2023	\$63,996	\$25,958	(\$38,037)	-59%

The Urban Renewal Fund was set up to help the Town meet the planning and implementation costs of urban revitalization and development projects.

The Urban Renewal fund has been dissolved

Fiscal Stabilization Fund - 8801

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$13,685,484	\$18,000,920	\$4,315,436	32%
2016	\$18,000,920	\$20,850,650	\$2,849,730	16%
2017	\$20,850,650	\$23,481,076	\$2,630,426	13%
2018	\$23,481,076	\$24,010,774	\$529,698	2%
2019	\$24,010,774	\$21,618,539	(\$2,392,235)	-10%
2020	\$21,618,539	\$26,671,157	\$5,052,618	23%
2021	\$26,671,157	\$24,775,993	(\$1,895,164)	-7%
2022	\$24,775,993	\$19,706,180	(\$5,069,813)	-20%
2023	\$19,706,180	\$17,652,644	(\$2,053,536)	-10%

The Fiscal Stabilization Fund (aka the "override" stabilization fund) was created in 2005 to help keep the budget stable and to avoid annual override votes. Funds are accumulated when there are excess funds, and drawn down when spending exceeds available recurring revenue sources.

The fund contributed \$2,946,037 towards the FY23 operating budget and \$588,575 to support the FY24 operating budget.

Antenna Fund - 3219

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$649,776	\$831,935	\$182,159	28%
2016	\$831,935	\$658,075	(\$173,860)	-21%
2017	\$658,075	\$649,256	(\$8,819)	-1%
2018	\$649,256	\$596,965	(\$52,291)	-8%
2019	\$596,965	\$570,872	(\$26,093)	-4%
2020	\$570,872	\$296,090	(\$274,782)	-48%
2021	\$296,090	\$311,084	\$14,993	5%
2022	\$311,084	\$291,836	(\$19,247)	-6%
2023	\$291,836	\$143,355	(\$148,481)	-51%

The Antenna Fund was created by home rule petition that allows for deposits of revenue generated from rent collected on antennas placed on municipal buildings. This revenue is used to fund open space and recreation purposes.

FY23 revenue decreased with the consolidation of Sprint and T-Mobile.

Stabilization Fund - 8802

Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$2,773,759	\$2,879,467		
2016	\$2,879,467	\$2,992,020	\$112,553	4%
2017	\$2,992,020	\$3,119,606	\$127,586	4%
2018	\$3,119,606	\$3,269,090	\$149,484	5%
2019	\$3,269,090	\$3,452,628	\$183,538	6%
2020	\$3,452,628	\$3,611,730	\$159,102	5%
2021	\$3,611,730	\$3,618,504	\$6,774	0%
2022	\$3,618,504	\$3,730,117	\$111,613	3%
2023	\$3,730,117	\$3,977,412	\$247,296	7%

The Stabilization Fund is the Town's "rainy day" fund. IT can be used for any lawful purpose with a two-thirds vote of Town Meeting.

For FY23, the Fund is estimated to remain stable.



OPEB - Retiree Healthcare Fund - 8805 Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$7,427,776	\$8,377,646	\$949,870	13%
2016	\$8,377,646	\$9,184,192	\$806,546	10%
2017	\$9,184,192	\$11,201,306	\$2,017,114	22%
2018	\$11,201,306	\$12,854,012	\$1,652,706	15%
2019	\$12,854,012	\$14,521,818	\$1,667,806	13%
2020	\$14,521,818	\$15,865,946	\$1,344,128	9%
2021	\$15,865,946	\$21,268,077	\$5,402,132	34%
2022	\$21,268,077	\$19,078,429	(\$2,189,649)	-10%
2023	\$19,078,429	\$21,797,249	\$2,718,820	14%

The OPEB fund is used to accumulate resources to provide funding for future other post-employment benefits (OPEB) liabilities.

The OPEB fund made roughly \$1.8M in interest over the course of FY23 due to financial market recovery.

Health Claims Trust Fund - 8857 Non-Major

Fiscal Year	Beg FB	End FB	Inc/Decr from prior FY	% Var in FB
2015	\$3,692,046	\$2,808,350	(\$883,696)	-24%
2016	\$2,808,350	\$2,528,945	(\$279,405)	-10%
2017	\$2,528,945	\$2,248,008	(\$280,937)	-11%
2018	\$2,248,008	\$1,962,756	(\$285,252)	-13%
2019	\$1,962,756	\$1,698,927	(\$263,829)	-13%
2020	\$1,698,927	\$2,316,675	\$617,748	36%
2021	\$2,316,675	\$2,049,649	(\$267,026)	-12%
2022	\$2,049,649	\$1,760,263	(\$289,386)	-14%
2023	\$1,760,263	\$1,540,110	(\$220,153)	-13%

Health Claims Trust Fund is a fund that is a holdover from when the Town was self-insured. All funds are Town funds. The Town is now insured on a premium-based plan through the Commonwealth's health insurance plans.

ATM voted to transfer \$300,000 from the Health Claims Trust Fund into the OPEB Trust Fund in FY23.



Town of Arlington Standing Financial Policies & Practices

Balanced Budget: The Town defines a balanced budget as a budget in which receipts are greater than (or equal to) expenditures. The Commonwealth of Massachusetts requires all municipalities to present a balanced budget each year as a basic budgetary constraint intended to ensure that a government does not spend beyond its means and its use of resources for operating purposes does not exceed available resources over a defined period of time.

Free Cash Practice: The Town of Arlington appropriates up to 50% of the prior year's Certified Free Cash Balance as an operating revenue with a majority vote of Town Meeting.

Capital Budget: The Town Manager shall present a Capital Budget with General Fund spending, including non-exempt debt service and cash expenditures, equal to 5% of projected revenues. Debt shall be issued in accordance the M.G.L. Chapter 44, §§ 7 & 8. The Town has followed this practice since 1986.

Town of Arlington Current Override Policies & Commitments

1. Exercise fiscal discipline and provide quality municipal services.

- a. Commit to no Proposition 2 1/2 Overrides prior to Fiscal Year 2027.
- b. Continue to increase general education operating budgets by 3.5% annually.
- c. Continue to increase general government operating budgets by 3.25% annually.
- d. Fund special education cost growth at a rate of 6.5% per year.

2. Respond to ongoing school enrollment fluctuations.

Fund future enrollment increases or decreases at a rate of 50% of per pupil expenditures.

3. Invest for Arlington's future.

- a. Phase in funding of the School Committee's Strategic Plan to: ensure cohesive and consistent excellent instruction for all students, provide adequate staffing and service provision to meet all students' needs, close achievement and opportunity gaps, recruit and retain a diverse workforce, ensure safe and modern schools and operations, and build and sustain two-way



partnerships with families. Adopt the following schedule of increases to base operating budgets: FY24 - \$1,000,000; FY25 - \$3,100,000; FY26 - \$1,700,000; FY27 - \$600,000; FY28 - \$300,000. FY24 increase will replace current FY24 one time increase of \$600,000, and FY25 increase will replace current FY25 one time increase of \$300,000.

b. Improve mobility for all residents by adding \$200,000 to the base budget for pedestrian infrastructure, including road and sidewalk repair. Add \$250,000 to the Public Works Department to cover the costs of the upcoming new trash collection and disposal contract. Add \$150,000 to the annual contribution to the OPEB fund to cover retiree health insurance costs.

4. Minimize impact on taxpayers, particularly seniors and others with income challenges.

a. Continue new tax relief programs, including a municipal circuit breaker and increased eligibility for property tax deferral options, and publicize existing relief programs.

b. Pursue new revenue sources.

c. Work with financial leadership to develop bonding schedules that will minimize single-year tax increases and debt service costs related to the Arlington High School rebuild.

d. Direct the Town Manager to continually look for budget efficiencies that can produce cost savings in each department.

5. Protect against future fiscal shocks and maintain the Town's strong bond rating.

Maintain financial reserves at 5% or better for the duration of the three-year plan.

Balancing Community Needs with Fiscal Prudence

Beginning in the fall of 2022, the Long Range Planning Committee (LRPC) held a series of discussions focused on the future of Town and School budgets and the amount by which they should grow on an annual basis. These discussions were prompted by the desire of committee members to explore strategies that could extend the life of the current Long Range Plan (LRP) and thereby forestall the next time an operating override would need to be considered. These discussions resulted in a number of recommendations being adopted for the FY2024 budget based upon the following principles:



- 1) Exercising fiscal prudence to maintain financial stability through the success of a future operating override.
- 2) Balancing prudence with recognition of the needs and expectations of Arlington residents and building Town and School budgets accordingly.
- 3) Committing to strategically address the findings of the Comparative Compensation Study within the confines of the proposed long range planning parameters.

Based upon these principles, and the ongoing discussion of the Long Range Planning Committee, the following commitments are being maintained within the Long Range Plan:

- Health insurance premium growth is projected at 5.25% annually, mirroring the 10 year average premium growth of the GIC.
- Free Cash is assumed to be certified each year at the 10-year average certified amount.
- The rate of growth in annual pension costs is maintained at or below 5.5%.
- Annual budget growth for Town Departments is set at 3.25% for FY2025 and beyond.
- Annual budget growth for the general education portion of the School Department budget is maintained at 3.5% for FY2025 and beyond.
- Annual budget growth for the special education portion of the School Department budget is maintained at 6.5% growth for FY2025 and beyond.

In addition to these commitments, the Town also maintains its commitment to addressing the financial pressures associated with Arlington's fluctuating student enrollment. A funding formula, referred to as "Growth Factor" was first implemented in FY2015.



GLOSSARY OF TERMS

Assessment/Offsets:	The amount the State automatically deducts from Local Aid to cover town-shared expenses. The primary items that make up this amount are charter school and MBTA assessments.
Bond Anticipation Note (BAN):	Short term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school-related BANs may be deferred up to seven years, if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.
Capital (Includes Debt Service):	The Town's capital improvements program policies call for the allocation of approximately 5% of the general fund revenues to the capital budget. This is exclusive of dedicated funding sources such as enterprise funds, grants, and Proposition 2 ½ debt exclusion projects.
Cherry Sheet:	The official notification by the Massachusetts Commissioner of Revenue to municipalities and school districts of estimated state aid to be paid and charges to be assessed over the next fiscal year. As the state budget process unfolds, updated local aid proposals are posted. Cherry Sheets are issued once the state budget is enacted by the Legislature and approved by the Governor.
Chapter 70 School Aid Cherry Sheet:	Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993 by which State Aid is distributed through the Cherry Sheet to help establish educational equity among municipal and regional school districts.
Chapter 90 Highway Funds:	State funds derived from transportation bond authorizations and apportioned to communities for road projects based on a formula under the provision of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage (58.33%) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83%) derived from the Department of Employment and Training (DET), and population estimates (20.83%) from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursement to the limit of the grant.
Collective Bargaining:	The process of negotiating workers' wages, hours, benefits, working conditions, etc., between employer and some or all of its employees, who are represented by a recognized labor union.



Debt Exclusion:	A debt exclusion is the amount levied to the taxpayers in addition to the usual tax limit under Proposition 2 ½ to pay for the debt service on bonds issued for large capital projects. The amount of the tax increase is net of any reimbursement from the state, for example, for school building projects. The debt exclusion remains in effect until the bonds are fully paid.
Designated Unreserved Fund Balance:	A limitation on the use of all or part of the expendable balance in a governmental fund.
Enterprise Funds:	An enterprise fund, authorized by MGL Ch. 44 §53F½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery — direct, indirect, and capital costs — are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the surplus or unrestricted net assets generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Arlington has five enterprise funds: Council on Aging Transportation, Recreation, Ed Burns Arena, Water & Sewer, and Arlington Youth Counseling Center.
Enterprise Fund Debt:	Debt service funded from Water & Sewer rates or other enterprise fund revenue.
Equalized Valuations (EQVs):	The calculation of the full and fair cash of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in determining some state aid accounts and for calculating county assessments and other costs. The Commissioner of Revenue, in accordance with MGL Ch. 58 §10C, is charged with the responsibility of biennially determining an equalized valuation for each city and town in the Commonwealth.
Excess Levy Capacity:	The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Select Board must be informed of excess levy capacity and its acknowledgement must be submitted to DOR when setting the tax rate.
Excluded or Exempt Debt:	Debt service that is funded through a debt exclusion vote. A debt exclusion is an action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2 ½.
Fiscal Year:	A fiscal year runs July 1 through June 30. For example, Fiscal Year 2025 runs from July 1, 2024 through June 30, 2025.



- Foundation Budget:** The spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide adequate education for all students.
- Free Cash:** A revenue source that results from the calculation of a community's remaining, unrestricted funds from operations of the previous fiscal year, based on the balance sheet as of June 30. It includes actual revenue receipts in excess of revenue estimates and unspent amounts in departmental budget line-items for the year, plus unexpended free cash from the previous year. After the books are closed for the year, fund balances are submitted to the Department of Revenue for certification, generally in the fall with final certification in late fall or early winter. It is strongly recommended that free cash be spent on one-time expenditures since free cash itself is a one-time revenue source.
- GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering services and value estimates on public infrastructure assets, such as bridges, roads, sewers, etc. It also requires the presentation of a narrative statement analyzing the government's financial performance, trends, and prospects for the future.
- GASB 74/75:** Major pronouncements of the Governmental Accounting Standards Board issued to improve the accounting and reporting by state and local government for post employment benefits other than pensions (such as medical, dental, vision, benefits, etc). Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.
- GIS:** Geographic Information System, a computerized mapping system and analytical tool that allows a community to access information on a parcel, area, or community wide basis. It also allows parcels to be identified and sorted on the basis of specified criteria. The system can integrate assessors' property data, water and sewer line networks, wetlands, floodplains, as well as other data.
- Levy Ceiling:** A levy ceiling is a restriction on the tax levy, imposed by MGL Ch. 59 §21C (Proposition 2½). It requires property taxes not exceed 2½ percent of the total full and fair cash value of all taxable property, in other words, the maximum tax rate cannot increase by more than \$25 per \$1,000 of value. Property taxes levied may exceed this limit only if the community passes a capital, debt, or special exclusion.



Levy Limit:	MGL Ch. 59 §21C (Proposition 2 ½) states that the real and personal property taxes imposed by a city or town (the levy) may grow each year by 2½ percent above the prior year’s levy limit, plus new growth, plus any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital, debt, or special exclusion.
Local Receipts:	Local receipts revenue collected through departmental operations. The primary local receipts are motor vehicle excise taxes, interest income, permits, licenses, fines, and fees.
Tax Levy Limit:	This amount represents the total amount of tax bills the town sends out each year to taxpayers. The levy is monitored by the state and can increase by 2.5% each year.
M.G.L.:	The Massachusetts General Laws, the official laws of the Commonwealth of Massachusetts.
Municipal Departments:	Select Board, Town Manager, Human Resources, Comptroller, Treasurer, Postage, Assessors, Information Technology, Legal, Town Clerk, Parking, Planning & Community Development, Facilities, Public Works, Police, Fire, Inspectional Services, Libraries, Health and Human Services, Board of Health, Veterans’ Services, Council on Aging, Enterprise Funds (Water/Sewer, Recreation, Ed Burns Arena, Council on Aging Transportation, Youth Counseling Center), and other related boards (Board of Registrars, Redevelopment Board, and Zoning Board of Appeals).
MWRA Debt Shift:	The Town has accepted provisions of M.G.L., Ch. 59 § 21C whereby water and sewer debt costs are subsidized by taxes. Per vote of the Select Board, the MWRA Debt Shift has been fixed at \$5,593,112 since FY2007. The shift was phased out over three years beginning in FY2020.
New Growth:	New Growth is previously untaxed property, such as when a property owner makes improvements to an existing home or business or builds a new building. It increases the assessed value and adds to the levy limit.
Non-Appropriated Expenses:	Expenses which are contained on the Cherry Sheet from the state and charged to the Town, the largest of which is the annual MBTA assessment. Other non-appropriated expenses include: parking fine registry surcharge, air pollution control district, Metropolitan Area Planning Council, and Charter School Tuition. The Overlay is also included in non-appropriated expenses.
Non-Departmental (Healthcare & Pensions):	The Town’s non-departmental liabilities includes health insurance and retirement costs for employees and retirees.
Non-Exempt Debt:	Debt service that is funded by the General Fund and within the limitations of Proposition 2½ i.e., debt that has is not being paid for through a debt exclusion.



OPEB:	Other Post-Employment Benefits, benefits, other than pensions, paid or owed to retired Town employees for health insurance, life insurance, or other similar benefits. OPEB creates a liability on the Town's balance sheet, similar to a pension fund liability. The Town has created an OPEB Trust Fund to offset that liability and is adding funds annually.
Override:	Under the provisions of MGL Ch. 59 §21C (Proposition 2½), voters may increase the Levy Limit to fund operating expenses by passing an operating override. This increase is a permanent change to the levy limit. An override may not increase the levy limit above the levy ceiling.
Overlay:	This amount is requested and set aside by the Assessors to cover any property tax abatements. Each year any remaining amount may, at the discretion of the Assessors, be used as a source of revenue.
Override Stabilization Fund:	The Override Stabilization Fund was created as a result of the 2005 Proposition 2½ override. The Town makes annual appropriations to the fund until the time in which it is necessary to make withdrawals for the purposes of balancing the general fund budget. As a result of the 2011 override, the Town made appropriations to the Fund through FY2018. In FY2019, the Town started to withdraw funds to balance the operating budget and it is projected to be depleted in FY2026.
Payment in Lieu Of Taxes:	An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the payer agrees to make a voluntary payment to the municipality. By law, a city or town must make such a payment to any other community in which it owns land used for public purposes.
Property Tax:	The property tax levy is the revenue a city or town raises through real and personal property taxes.
Proposition 2 ½:	A State law enacted in 1980 and encoded in MGL Ch. 59 §21C, Proposition 2 ½ regulates local property tax administration and limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations. It established levy ceilings and levy limits for all cities and town in Massachusetts.
Reserve Fund:	A fund established by the Annual Town Meeting. It is under the 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.
School Department:	The Town's largest departmental budget. Funds appropriated to the school department offset the costs of personnel, operating school department facilities, transportation, and other expenses necessary for providing public education in the district.



Stabilization Fund: A general reserve. Money from this fund may be appropriated by a two-thirds vote of Town Meeting.

Tax Title: As collection procedure that secures a city or a town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years lapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the city or town. After properly recording the instrument of taking, the collector transfers responsibility for collecting overdue amounts to the Treasurer. After six months, the Treasurer may initiate foreclosure proceedings.

Town Meeting: The legislative branch of town government. The Annual Town Meeting occurs each year in the spring and special town meetings sometimes meet in the fall or winter. Town Meeting authorizes all budget appropriations and debt issuances and it enacts changes to the Town's bylaws and zoning.

Warrant Articles: The business agenda for Town Meeting is the warrant and the individual items are articles.