

**Town of Arlington
Massachusetts**

**Report of the
Finance Committee**



**ANNUAL TOWN MEETING
Monday April 25, 2011**

**SPECIAL TOWN MEETING
Monday, May 9, 2011**

THE FINANCE COMMITTEE

ALLAN TOSTI, *Chairman*

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

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

PRECINCT	TERM ENDS	PRECINCT	TERM ENDS
1 PAUL MCGAFFIGAN	2011	11 ROBERT JENKINS	2011
2 STEPHEN W. DECOURCEY	2013	12 KENNETH J. SIMMONS	2012
3 ALLAN TOSTI	2012	13 JOHN J. DEYST, JR.	2013
4 RYAN J. FERRARA	2011	14 ALAN JONES	2013
5 ABIGAIL DUBOIS	2011	15 RICHARD C. FANNING	2012
6 PAUL BAYER	2011	16 ERIN PHELPS	2011
7 JOSEPH CONNORS	2013	17 GRANT GIBIAN	2012
8 CHARLES T. FOSKETT	2013	18 MARY RONAN	2013
9 MARY MARGARET FRANCLEMONT	2012	19 CHRISTINE DESHLER	2012
10 PETER B. HOWARD	2011	20 DEAN CARMAN	2011
		21 RICHARD CORREDERA	2011

GLORIA TURKALL
Executive Secretary

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

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

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

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

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GLOSSARY

AVAILABLE FUNDS -- See Unencumbered Funds

CHERRY SHEET -- Cherry-colored form showing state and county charges and reimbursement to the Town as certified by the State Director of Accounts.

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

FISCAL YEAR -- July 1 through June 30.

FREE CASH -- See Unencumbered Funds.

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

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

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

STABILIZATION FUND -- A special account created to provide a reserve for municipal expenditures.

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

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

REPORT OF THE CHAIR OF THE FINANCE COMMITTEE

As we proceeded last fall with discussions involving a new 3 or 5 year plan, it soon became clear that the many moving parts to the fiscal 2012 budget would make the budgeting process similar to playing football on a field of jello.

Local aid projections started with reductions of between 5% and 10% (\$650,000 to \$1,300,000). The Governor's budget in January brought relief with a recommended reduction of only \$235,606. However, most legislators advised municipal officials to stay with at least a 5% reduction. We planned based on the Governor's numbers, but prepared for the worst. It was a great relief when the House Ways and Means Committee released a proposed budget on April 13th that mirrored (with one exception of the elimination of the last \$23,313 for police career incentive) the Governor's recommendation on local aid. The next day the Senate announced that they would support those numbers.

With local aid reasonably certain, the next issue to be resolved is employee health insurance. Last fall the Town Manager negotiated a deal with the Town unions leadership to enter the State's Group Insurance Commission (GIC). Unfortunately, the union membership and the retirees turned it down. The savings from that one move would have been over \$5,000,000 to be split between the union membership and the Town's budget, saving many employee jobs. However, the Governor in his budget in January recommended all municipalities be required to either join the GIC or negotiate contracts that would provide the same savings. Details were lacking on exactly how this would work and whether the GIC could absorb that many employees so quickly. To the surprise of many, the House Ways and Means Committee, strongly backed by the House Speaker, came out with a plan that was even stronger. We now await the decision of the full House and the Senate. In addition, the Town's unions are presently negotiating with the Town Manager over health insurance, so stay tuned for further results.

To further complicate the planning process, pay as you throw (PAYT) is also on this year's warrant with apparently greater support from many officials. If the program is adopted for implementation on October 1st, it would increase revenues by approximately \$1,500,000 in fiscal year 2012.

The override vote scheduled for June 7th adds another dimension to the budgeting process.

Under these circumstances, the Finance Committee, in cooperation with other Town officials, proceeded to move ahead with the fiscal year 2012 budget. Both the Town Manager and School Superintendent made the painful reductions in their budgets to bring them into balance, based upon the Governor's budget. Many of these reductions were made necessary by the loss of the revenues that supported the current year's budget. These include the utilization of the remainder of the fiscal stability fund from the 2005 override, the loss of Federal stimulus funds and the reduction in free cash and overlay reserve surplus.

The Finance Committee has been working since late January reviewing budgets and examining the revenue projections for next year. We have been trimming budgets where possible, but unfortunately we have also had to add money into budgets facing increasing deficits, such as unemployment, and snow and ice. In March the Board of Selectmen made the difficult but very helpful decision to allow \$155,000 of funds dedicated to the Other Post Employment Benefits

Fund (OPEB) to be used for one year for the general Town budgets. This vote, together with the utilization of funds from the Town's reserve fund for the snow and ice deficit and additional cuts from the Town budgets, provided a cushion against further reductions in local aid. Fortunately, because of the actions of the legislature discussed above that cushion was not necessary. At our last meeting on April 13th, the Finance Committee was able to restore approximately \$400,000 to the budgets. This still left a deficit of approximately \$3,400,000 compared to a level service budget. See Appendix D for the Five Year revenue and expenditure projection and Appendix E for additional information on the Town side reductions.

This is the budget that we are presenting to you today. It is based upon revenues and expenses that we are sure of, not what could happen. If changes to our revenue and expense situation occur due to PAYT, the override or changes in employee health insurance, we will present to you a new budget. Like I said at the beginning, it's like playing football on a field of jello.

The Finance Committee has also been diligent about monitoring the School budget to prevent a repeat of last year's surprise deficit. Our subcommittee for schools has been reviewing the schools' monthly budget to actual statements as well as constantly communicating with other officials who are also monitoring the situation. As the Finance Committee goes to print, it appears that the School Department will end the fiscal year in balance.

In closing, we need to emphasize the importance of controlling appropriations in the fiscal year 2012 budget. In the summer of 2010, when we last issued Town bonds, the Town maintained its high AAA rating from Standard and Poor's, which rates the Town's bonds. We accomplished this because we have a long term revenue and expenditure plan, a capital plan with strong support from this body, and continued funding of the retiree health insurance fund. We cannot use any more of the Town's reserves without jeopardizing the Town's future financial condition. The financial crisis we face will not be a one year crisis, and the voters must know that the Town can control expenditures and maintain a balanced budget. We need to utilize conservative financial practices if we are to maintain our high credit rating, which lowers interest costs for future bonding and keeps faith with our promise to the voters.

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

Respectfully submitted,

Allan Tosti, Chair

The Finance Committee recommends passages of the following votes:

(Unless otherwise indicated, the following recommendations were by unanimous votes: any exceptions are noted in parentheses following the text of the recommended vote. The Chairman votes only when the recommendation of the Finance Committee will be affected.)

ARTICLES 3-30 The Redevelopment Board and Board of Selectmen will report on these articles.

ARTICLE 31 HOME RULE LEGISLATION/GROUP INSURANCE COMMISSION

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation with the General Court to allow the Town to provide health-insurance benefits to its employees, retirees, and their dependents through the Group Insurance Commission without the necessity of collective bargaining; or take any action related thereto.

(Inserted at the request of the Town Manager)

The Finance Committee will report on this article at Town Meeting.

**ARTICLE 32 HOME RULE LEGISLATION/GROUP INSURANCE COMMISSION
HEALTH REIMBURSEMENT ACCOUNTS**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation with the General Court to allow the Town to offer Health Reimbursement Accounts for its employees in the Group Insurance Commission; or take any action related thereto.

(Inserted at the request of Barbara Goodman and 10 registered voters)

**VOTED: That the Finance Committee supports the Favorable Action
recommendation of the Board of Selectmen.**

COMMENT: The Finance Committee believes that the creation of this account will help to meet some of the concerns of Town employees in joining the Group Insurance Commission. This account will protect those employees with high medical needs from very high co-pays and deductibles.

ARTICLE 33 The Board of Selectmen will report on this article.

**ARTICLE 34 VOTE/PAY AS YOU THROW (PAYT) TRASH COLLECTION
PROGRAM**

To see if the Town will vote to implement a pay as you throw (PAYT) trash collection program, including any changes to its Bylaws, rules and regulations and/or the adoption of a supporting resolution as may be required for implementation of said PAYT trash collection program; or take any action related thereto.

(Inserted at the request of the Arlington Recycling Committee)

The Finance Committee will report on this Article at Town Meeting.

ARTICLES 35 BYLAW AMENDMENT/TRASH REMOVAL

To see if the Town will vote to amend the Town Bylaws to require compliance with Town solid waste removal methods, provide for enforcement and determine penalties for violations thereof; or take any action related thereto.

The Finance Committee will report on this Article at Town Meeting.

ARTICLE 36 TRANSFER OF REAL ESTATE/23 MAPLE STREET

To see if the Town will vote to transfer the care, custody, management, and control of 23 Maple Street and/or its appurtenant land to the Board of Selectmen for any municipal purpose; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED: That the Finance Committee supports the No Action recommendation of the Board of Selectmen. (14-4)

COMMENT: The Finance Committee does not, at this time, support the sale of this house. The house is currently an integral part the urban renewal district and provides parking for tenants of that district. In addition the current tenants provide a significant rental income to the district. The Finance Committee has requested a payment in lieu of taxes to help with the Thompson School project.

ARTICLE 37 DISPOSITION OF REAL ESTATE/23 MAPLE STREET

To see if the Town will vote to authorize the Board of Selectmen to dispose of 23 Maple Street and/or its appurtenant land by sale or otherwise under such terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED: That the Finance Committee supports the No Action recommendation of the Board of Selectmen. (15-3)

ARTICLE 38 DISPOSITION OF REAL ESTATE/PARMENTER SCHOOL

To see if the Town will vote to authorize the Board of Selectmen to dispose of the Parmenter School and/or its appurtenant land by sale or otherwise with proceeds to be set aside for future school capital improvement projects and under such other terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED: That the Finance Committee supports the Favorable Action recommendation of the Board of Selectmen. (14-3)

COMMENT: The Finance Committee is supporting the recommendation of the Board of Selectmen that these unneeded buildings be either sold or committed to a long term lease. While the Town has benefited from rental revenues of these buildings for many years, little significant capital work has been done on either and no funds have been set aside for major projects. This means that at some point in the future major work will need to be done and other Town buildings and operations will suffer as a result. With such a transaction we can transfer these long term capital obligations to the buyer or lessee. The funds gained from the disposition can then be used for other Town projects such as the Thompson school which will be before you in the Special Town Meeting. Finally, the rental of surplus buildings is not part of the Town's core mission and we no longer have the staff resources to commit to this task.

ARTICLE 39 DISPOSITION OF REAL ESTATE/CROSBY SCHOOL

To see if the Town will vote to authorize the Board of Selectmen to dispose of the Crosby School and/or its appurtenant land by sale or otherwise with proceeds to be set aside for future school capital improvement projects and under such other terms as the Town may specify consistent with applicable legal requirements; or take any action related thereto.

(Inserted by the Board of Selectmen)

VOTED: That the Finance Committee supports the Favorable Action recommendation of the Board of Selectmen. (13-3-1)

COMMENT: See comment under Article 38.

ARTICLE 40-42 The Board of Selectmen will report on these articles.

ARTICLE 43 VOTE/ANNUAL RESERVE FUND

To see if the Town will adopt the practice of appropriating to the Annual Reserve Fund an amount equal to one percent (1%) of the Town's annual appropriation, and the practice of using of the Annual Reserve Fund to fund unforeseen expenses incurred by all Town Departments (including the school department); or take any action related thereto.

(Inserted at the request of the Vision 2020 Fiscal Resources Task Group)

VOTED: That no action be taken on this article.

COMMENT: The Finance Committee has several concerns with this proposal. A set policy establishes a one size fits all theme. We believe the size of the reserve fund should be determined each year depending upon the projected needs. Over the last several years, the Finance Committee has recommended an increase in the reserve fund to a higher level due to the poor economy and the tremendous burden on our budgets. We are now comfortable with the current level. The other concern is that if the reserve fund gets too big, department heads might feel less pressure to control their

budgets, because the reserve fund can always take care of any overages. We want departments to come to the reserve fund as a last resort and not just a replacement for poor control.

ARTICLE 44 AMEND TOWN MANAGER ACT/CONSOLIDATED TOWN-SCHOOL HUMAN RESOURCE DEPARTMENT

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend “An Act Establishing a Town Manager Form of Government for the Town Of Arlington,” as adopted through Chapter 503 of the Acts of 1952 and as subsequently amended, to delete the existing Sections 24 and 24A relating to the Town Personnel Department and Personnel Board and replace them with a consolidated Human Resource Department and Human Resource Board serving all Town and School Department appointing authorities, provided nothing herein shall violate school department prerogatives under Chapter 71, Section 37M, of the Massachusetts General Laws; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

VOTED: That the Finance Committee supports the Favorable Action vote of the Board of Selectmen.

COMMENT: The Finance Committee supports the consolidation of this critical function in order to bring the most expertise possible to support the Superintendent of Schools, the Town Manager as well as other departments of the Town. A lack of expertise in this critical area can lead to costly arbitration and legal expenses, while a coordinated approach to hiring, layoffs and discipline can lead to better employee/management relations and policies that are clear for all to understand. This effort follows the successful payroll and information technology consolidations of the past several years

ARTICLE 45 BYLAW AMENDMENT/CONSOLIDATED TOWN-SCHOOL HUMAN RESOURCE DEPARTMENT

To see if the Town will vote to amend Title I, Article 6 (“Classification and Compensation Plans and Personnel Bylaw”) and/or any other relevant provision of the Bylaws to authorize and implement a consolidated Human Resource Department and Human Resource Board serving all Town and School Department appointing authorities, provided nothing herein shall violate school department prerogatives under Chapter 71, Section 37M, of the Massachusetts General Laws; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

VOTED: That the Finance Committee supports the No Action vote of the Board of Selectmen.

COMMENT: The Committee recommends that before any action be taken to amend the Town bylaws, that the above amendment to the Town Manager Act described under Article 44 must be passed by the State Legislature. Once that has taken place we can proceed to bring the bylaw into conformity with the revised Town Manager Act and to provide more details into the process and structure.

ARTICLE 46 BYLAW AMENDMENT/ANNUAL FINANCIAL REPORT

To see if the Town will vote to amend Title I of the Bylaws to require the preparation of an abbreviated Town financial report, as recommended by the Government Finance Officers Association and referred to as - The Public Access Finance Report - to appropriate the necessary funds to do an annual mailing to all households in the Town; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

VOTED: That the Finance Committee supports the No Action vote of the Board of Selectmen.

COMMENT: The Finance Committee supports the proposal for an Annual Financial Report to be distributed directly to the citizens each year, but does not see a reason to create a bylaw change at this time. At the end of June, the Town Manager and Treasurer’s offices will produce and mail this first report using a tax mailing to avoid extra costs. If the first report is successful, we will examine the need for a bylaw next year.

ARTICLE 47 AMEND TOWN MANAGER ACT/BUDGET SUBMISSIONS

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend “An Act Establishing a Town Manager Form of Government for the Town of Arlington,” as adopted through Chapter 503 of the Acts of 1952 and as subsequently amended, to set procedural, timing, and substantive requirements concerning the submission of annual budget requests to the School Committee, Board of Selectmen, and Finance Committee; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

VOTED: That the Finance Committee supports the Favorable Action vote of the Board of Selectmen.

COMMENT: The Finance Committee recommends the above motion to create a more coordinated budget process. Currently the wording requires that the Town Manager deliver the budgets under his control to the Board of Selectmen and the Finance Committee on or about the 2nd day of January. It also requires all other departments to also deliver their budgets to the Board of Selectmen and the Finance Committee on or about the 2nd day of January. There is no requirement that anyone deliver a comprehensive and balanced budget to the executive branch of our government (the Selectmen) or the legislative branch (the Finance Committee and Town Meeting). It becomes the job of the part time Finance Committee to put together a comprehensive and balanced budget to be delivered to Town Meeting. The Finance Committee is recommending that it become the responsibility of the Town Manager to receive all of the budgets of the Town and deliver to the Selectmen and Finance Committee a comprehensive and balanced budget. It is then the responsibility of the Finance Committee to review that budget, do its own analysis, make the adjustments it sees fit and present the budget to Town Meeting.

ARTICLE 48 BYLAW AMENDMENT/BUDGET SUBMISSIONS

To see if the Town will vote to amend the Bylaws to set procedural, timing and substantive requirements concerning the submission of annual budget requests to the School Committee, Board of Selectmen, and Finance Committee; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

VOTED: That the Finance Committee supports the No Action vote of the Board of Selectmen.

COMMENT: As recommended under Article 45, the Finance Committee recommends that before any action be taken to amend the Town bylaws, that the amendment to the Town Manager Act described in the Board of Selectmen’s report must be passed by the State Legislature. Once that has taken place we can proceed to bring the bylaw into conformity with the revised Town Manager Act and to provide more details into the process and structure.

ARTICLE 49 CREATE COMMITTEE FOR LONG TERM FINANCIAL PLANNING

To see if the Town will vote to establish a committee to review long-term economic, social, and political trends that could affect the Town and to make reports and recommendations to Town Officials; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

VOTED: That the Finance Committee supports the No action vote of the Board of Selectmen.

COMMENT: The Finance Committee believes that the tasks being recommended under this new committee are already being handled by other committees and office holders. A new committee will accomplish little except to take more time away from officials in their other duties.

ARTICLE 50 VOTE/EXTEND TOWN REORGANIZATION COMMITTEE OF 2009

To see if the Town will vote to amend the vote of the 2009 Town Meeting under Article 32 to provide that the Town Government Reorganization Committee of 2009 shall dissolve upon completion of the 2012 Annual Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Government Reorganization Committee)

VOTED: That the Finance Committee supports the Favorable Action vote of the Board of Selectmen.

COMMENT: The Finance Committee recommends that the TGRC be extended for one year for the sole purpose of supervising the implementation of the recommendations described in its report and approved by Town Meeting.

These duties would include meeting with Town officials to encourage progress on those issues as well as drafting proposed bylaws to bring them into consistency with the changes in the Town Manager Act. These bylaws could also fill in more details in process and structure for these recommendations.

ARTICLE 51 VOTE/IMPLEMENTATION OF CONSOLIDATED TOWN-SCHOOL FINANCE DEPARTMENT

To see if the Town will vote to request the Town Manager to work with the Board of Selectmen and the School Committee to take all necessary measures for the implementation of a consolidated Town-School Finance Department; or take any action related thereto.

(Inserted at the request of Alan H. Jones and 10 registered voters)

VOTED: That the Finance Committee supports the Favorable Action vote of the Board of Selectmen. (9-7)

COMMENT: The Finance Committee supports the Selectmen's vote to request that the Town Manager investigate the implementation of a consolidated Town and School Finance Department and return to the 2012 Annual Town Meeting with a plan to implement the same. We agree with the proponents of this article that the current fragmentation of financial management functions has resulted in unnecessary duplication of resources, obscurity and complexity in the budgeting process, organizational barriers to adoption of best practices and enhanced public services such as an online tax payment system, and a lack of consistency and transparency in financial reporting to the elected authorities and taxpayers. Creation of a single department would result in increased professionalism, higher efficiency, and allow school management to focus on education. Consolidation of the financial management functions is consistent with consolidation of the Information Technology and Human Resources departments.

ARTICLE 52-53 The Board of Selectmen will report on these articles.

ARTICLE 54 COLLECTIVE BARGAINING

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union (formerly NAGE);
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Patrolmen's Association;
- F. Arlington Ranking Police Officers' Association;

- G. M Schedule and non-union employees; and
- H. Full-time elected officials

(Inserted at the request of the Town Manager)

The Finance Committee will report on this article at Town Meeting.

ARTICLE 55 POSITIONS RECLASSIFICATION

To see if the Town will vote to make additions, deletions and/or modifications to the Classification and Pay Plan, appropriate a sum of money to fund same if necessary, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Personnel)

VOTED: That the Classification Plan, as established by Title 1, Article 6, Section 1, Schedule A of the By-Laws, be and hereby is amended as follows:

1. By reclassifying the following positions:

A. Senior Loan Officer ATP3 to ATP4 Weatherization (Grant Funded)	FTE1	
B. Director of Veterans Services ATP4 to ATP5 Health and Human Services	FTE1	\$2,736
C. Information and Referral Specialist OA3 to OA5 Health and Human Services	FTE.54	\$1,977
D. Public Health Compliance Officer ATP7 to ATP8 Health and Human Services	FTE1	\$2,185
E. Youth Health and Safety Coordinator ATP7 to ATP8 Health and Human Services (Grant Funded)	FTE1	
F. Recreation Supervisor ATP6 to ATP7 Recreation (Enterprise Fund)	FTE1	

And to fund the \$6,898 appropriation as indicated above, said sum to be raised by general tax and included in the budgets of the departments affected.

2. By adding the following positions:

A. Office Manager – Health and Human Services ATP5 Health and Human Services	FTE.8
B. Administrative Assistant/Billing Agent AYCC ATP4 Health and Human Services	FTE1
C. GIS Coordinator	FTE1

Information and Technology ATP9

D. Public Information Officer ATP13 FTE.6
Town Manager

3. By deleting the following positions:

A. Principal Clerk and Secretary – Health and Human Services FTE1
Health and Human Services

B. Principal Clerk and Secretary – Youth Services FTE1
Health and Human Services

C. Web Content Manager ATP7 FTE .54

ARTICLE 56 APPROPRIATION/TOWN BUDGETS

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

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

See B1 Below.

ARTICLE 57 CAPITAL BUDGET

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

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

VOTED: (1) That the sum of \$8,444,825 be and hereby is appropriated for various capital projects and equipment as shown below, and expended under the direction of the Town Manager, said sum to be raised by general tax:

Item	Amount	Project	Department
1.	\$ 1,500	Photocopier lease	COMMUNITY SAFETY - FIRE SERVICES
2.	\$ 15,000	Bullet Proof Vest Program	COMMUNITY SAFETY - POLICE SERVICES
3.	\$ 4,500	Photocopier	COMMUNITY SAFETY - POLICE SERVICES
4.	\$ 100,000	Vehicle Replacement Program	COMMUNITY SAFETY - POLICE SERVICES
5.	\$ 12,000	Radio Upgrade & Replacement	COMMUNITY SAFETY - POLICE SERVICES
6.	\$ 3,000	Photocopier	LEGAL/WORKERS' COMPENSATION
7.	\$ 900	Photocopier	LIBRARY
8.	\$ 4,000	Photocopier/Equipment	PLANNING
9.	\$ 16,000	Mall Lights	PUBLIC WORKS ADMINISTRATION
10.	\$ 1,500	Photocopier	PUBLIC WORKS ADMINISTRATION
11.	\$ 350,000	Roadway Reconstruction	PUBLIC WORKS HIGHWAY DIVISION
12.	\$ 5,000	Sidewalks and Curbstones	PUBLIC WORKS HIGHWAY DIVISION
13.	\$ 25,000	Thorndike Field Dog Park	RECREATION
14.	\$ 15,000	Robbins Farm Giant Hill Slide	RECREATION
15.	\$ 80,000	Photocopier Lease Program	SCHOOLS
16.	<u>\$ 633,400</u>	<u>Acquisitions Total</u>	
17.	\$ 8,955,476	Prior Debt Service	
18.	\$ 43,673	New Debt Service	
19.	\$ (731,649)	Less Loan Payments	
20.	\$ (246,775)	Less W/S Debt Appropriation	
21.	\$ (110,000)	Less Application of Antennae Funds	
22.	\$ (50,000)	Less Rink Enterprise Debt Allocation	
23.	\$ (49,300)	Less Ambulance Revolving Fund	
	\$ 8,444,825		Grand Total

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

Item	Amount	Project	Department
1.	\$ 10,000	Van Replacement Program	COUNCIL ON AGING TRANSPORTATION ENTERPRISE FUND
2.	\$ 500,000	Chapter 90 Roadway	PUBLIC WORKS HIGHWAY DIVISION
3.	\$ 125,000	Install Sidewalk Ramps	PUBLIC WORKS HIGHWAY DIVISION
4.	\$ 1,500,000	Sewer System Rehabilitation	PUBLIC WORKS WATER/SEWER DIVISION
5.	\$ 5,000	Small equipment	PUBLIC WORKS WATER/SEWER DIVISION
6.	\$ 700,000	Water System Rehabilitation	PUBLIC WORKS WATER/SEWER DIVISION
7.	\$ 100,000	Hydrant replacement program	PUBLIC WORKS WATER/SEWER DIVISION
8.	\$ 50,000	Lift Station upgrade	PUBLIC WORKS WATER/SEWER DIVISION
9.	\$ 75,000	Utility Truck	PUBLIC WORKS WATER/SEWER DIVISION
10.	\$ 268,500	Streetlights - conversion high pressure sodium to LED	TOWN MANAGER
11.	\$ 12,780	AHS maintenance of steam traps	TOWN MANAGER
12.	\$ 19,825	Hardy School replacement head end - energy mgmt system	TOWN MANAGER
13.	\$ 45,000	DPW - Water/Sewer Plans & Records	INFORMATION TECHNOLOGY
14.	\$ 15,000	ARB - Central Library Interior baths, halls, lobby	REDEVELOPMENT BOARD
15.	\$ 10,000	ARB - Jefferson Cutter Mechanical/Electrical/Plumbing	REDEVELOPMENT BOARD
16.	\$ 3,000	ARB - Jefferson Cutter Exterior Chimney/Trim/Walls/Windows	REDEVELOPMENT BOARD
17.	\$ 15,000	ARB - Jefferson Cutter Exterior	REDEVELOPMENT BOARD
18.	\$ 55,000	ARB - 23 Maple Street Exterior Chimney/Porches/Trim	REDEVELOPMENT BOARD
	\$ 3,509,105		Grand Total

(3) That the sum of \$1,329,530 be and hereby is appropriated for extraordinary repairs to public facilities, acquisition of land and the purchase and installation of equipment and for costs incidental and related thereto as follows:

Item	Amount	Project	Department	Statutory Citation, Chapter 44 Section(), or any Enabling Authority
1.	\$ 75,000	Replace fire alarm system	COMMUNITY SAFETY - FIRE SERVICES	7(9)
2.	\$ 24,000	Thermal Imaging Cameras	COMMUNITY SAFETY - FIRE SERVICES	7(9)
3.	\$ 18,000	Amkus Tool cutters	COMMUNITY SAFETY - FIRE SERVICES	7(9)
4.	\$ 232,000	C.S. Building Renovations DWGS -5 Year plan	COMMUNITY SAFETY - POLICE SERVICES	7(3A), 7(21)
5.	\$ 125,000	Educational IT Program	INFORMATION TECHNOLOGY	7(28&29)
6.	\$ 20,600	Library MLN Equipment	INFORMATION TECHNOLOGY	7(28&29)
7.	\$ 40,000	School Dept-Admin Micro Program	INFORMATION TECHNOLOGY	7(28&29)
8.	\$ 30,000	Software Upgrades & Standardization	INFORMATION TECHNOLOGY	7(28&29)
9.	\$ 60,000	Town-Microcomputer Program	INFORMATION TECHNOLOGY	7(28&29)
10.	\$ 5,100	Library -PC Vend Printing/Photocopier Project	INFORMATION TECHNOLOGY	7(28&29)
11.	\$ 40,000	School - Software Licensing	INFORMATION TECHNOLOGY	7(28&29)
12.	\$ 11,000	Web-based GIS viewer	INFORMATION TECHNOLOGY	7(28&29)
13.	\$ 35,330	Storm Window replacement	LIBRARY	7(3A)
14.	\$ 9,000	Parking Lot Paving	LIBRARY	7(3A)
15.	\$ 13,500	Outdoor Lamp Stand and Fixture	LIBRARY	7(3A)
16.	\$ 16,000	Sander Body	PUBLIC WORKS HIGHWAY DIVISION	7(9)
17.	\$ 51,000	Road Patch Heater (Durapatch machine)	PUBLIC WORKS HIGHWAY DIVISION	7(9)
18.	\$ 65,000	Install Sidewalk Ramps	PUBLIC WORKS HIGHWAY DIVISION	7(5)
19.	\$ 63,000	1 Ton Dump Truck w/plow	PUBLIC WORKS NATURAL RESOURCES DIVISION	7(9)
20.	\$ 75,000	Spy Pond Field Bleachers & Stairs	PUBLIC WORKS PROPERTIES DIVISION	7(25)
21.	\$ 45,000	Replace Fire Control Inst. Alarm Panels Ottoson	SCHOOLS	7(3A)
22.	\$ 200,000	Stratton School Improvements	SCHOOLS	7(3A)
23.	\$ 20,000	High School - exterior painting	SCHOOLS	7(3A)
24.	\$ 6,000	High School -Replace ventilating rooftop units	SCHOOLS	7(3A)
25.	\$ 20,000	High School -Replace heating and ventilation units - INCREASE	SCHOOLS	7(3A)
26.	\$ 30,000	High School - HVAC steam trap replacement	SCHOOLS	7(3A)
	\$ 1,329,530		Grand Total	

And that the Treasurer, with the approval of the Board of Selectman, is hereby authorized to borrow not exceeding the sum of \$1,329,530 under and pursuant to the statutes cited above (requires a 2/3 vote), and any other enabling authority, and to issue bonds or notes of the Town therefor, said sum to be expended under the direction of the Town Manager.

- (4) That the Town Manager is authorized and directed to apply for and accept any further federal, state or other grants that may be available for any one or more of the foregoing projects and equipment.
- (5) Notwithstanding the foregoing, in the event that monies are not expended for the purposes delineated above then the Comptroller is authorized and directed not to transfer these excess funds to available funds, but said funds shall remain and be accounted for in the warrant article pending further vote of the Town Meeting, except as otherwise provided by law, and,
- (6) That any amounts appropriated under Section (3) above for a particular purpose under a specified section of Chapter 44 and not needed for such purpose may be expended by the Town Manager, with the approval of the Capital Planning Committee, for any other purpose listed in Section (3) above under the same section of Chapter 44.

ARTICLE 58 APPROPRIATION/TAKINGS-MASSACHUSETTS AVENUE SIDEWALKS

To see if the Town will vote to act by and through the Board of Selectmen to take by eminent domain, purchase, or otherwise acquire outright or acquire permanent or temporary easements along Massachusetts Avenue between Pond Lane and the Cambridge City Line for the purpose of improving or replacing sidewalks in connection with the Commonwealth's Transportation Improvement Program, to appropriate a sum or sums of money for such acquisitions, determine how the money will be raised and expended, including the possibility of borrowing any or all of it; or take any action related thereto.

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

VOTED: That no action be taken on this article.

COMMENT: Action under this article is taken under Article 7 of the Special Town Meeting.

ARTICLE 59 APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF SEWERS AND SEWERAGE FACILITIES

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

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

VOTED: That the sum of \$1,300,000 be and hereby is appropriated for the purpose of financing the construction or reconstruction of sewers and sewerage facilities, inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto; that to raise this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,300,000 under and pursuant to Chapter 44, Section 7, of the General Laws, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore; and that the Board of Selectmen and the Town Manager be and hereby are authorized to enter into any agreements they determine to be necessary in connection with the project and its financing and are further authorized to accept and expend in addition to the foregoing appropriation any grants that may be come available from the Massachusetts Water Resources Authority or other sources.

COMMENT: This authorization allows the Town to receive an interest free loan from the MWRA.

ARTICLE 60 APPROPRIATION/FINANCING OF CONSTRUCTION OR RECONSTRUCTION OF WATER MAINS AND WATER FACILITIES

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

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

VOTED: That the sum of \$700,000 be and hereby is appropriated for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto; that to raise this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$700,000 under and pursuant to Chapter 44, Section 8, of the General Laws, as amended, or any other enabling authority and to issue bonds or notes of the Town therefore; and that the Board of Selectmen and the Town Manager be and hereby are authorized to enter into any agreements they determine to be necessary in connection with the project and its financing and are further authorized to accept and expend in addition to the foregoing appropriation any grants that may become available from the Massachusetts Water Resources Authority or other sources.

COMMENT: This authorization allows the Town to receive an interest free loan from the MWRA.

**ARTICLE 61 APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL
TECHNICAL HIGH SCHOOL**

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town's apportioned share of the operating and maintenance costs, including capital costs, of the Minuteman Regional Vocational Technical High School, determine how the money shall be raised and expended; or take any action related thereto.

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

VOTED: That the sum of \$2,352,988 and hereby is appropriated for the purpose of paying the Town's apportioned share of the operating and maintenance costs, including capital costs, of the Minuteman Regional Vocational Technical High School District Budget; said sum to be raised by general tax and expended under the direction of the Minuteman Regional Vocational Technical High School Committee.

ARTICLE 62 APPROPRIATION/COMMITTEES AND COMMISSIONS

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

(Inserted at the request of the Town Moderator and the Finance Committee)

VOTED: That the sum of \$14,760 be and hereby is appropriated to be expended by the following commissions, committees, and boards in the amounts indicated:

- A. Arlington Historical Commission – \$2,160**
- B. Historic District Commissions – \$5,100**
(Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Jason/Gray Historic District Commission, Russell Historic District Commission, Pleasant Street Historic District Commission and Mount Gilboa/Crescent Hill Historic District Commission)
- C. Capital Planning Committee – \$0**
- D. Commission on Disability – \$3,000**
- E. Recycling Committee – \$0**
- F. Human Rights Commission – \$4,500**

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

COMMENT: It is the Finance Committee's understanding that up to \$3000 will be transferred to the Recycling Committee to encourage recycling from the White Goods Recycling Revolving Fund (Article 35 of the 2006 Annual Town Meeting) with approval of the Recycling Coordinator. This agreement is in place of the annual direct appropriation.

ARTICLE 63 APPROPRIATION/TOWN CELEBRATIONS, ETC.

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

- Veterans' Day Parade
- Memorial Day Observation and the Patriots' Day Celebration
- Display of American Flags on Massachusetts Avenue
- Placing of American Flags on the Graves of Veterans

(Inserted at the request of the Town Manager)

VOTED: The sum of \$10,167 be and hereby is appropriated for the following celebrations and memorials in the amounts indicated:

- A. Veterans' Day Parade, Memorial Day Observation and the Patriots' Day Celebration. - \$5,667**
- B. 2010 Town Day Celebration - \$0**
- C. Display of American Flags on Massachusetts Avenue - \$0**
- D. Placing of American Flags on the Graves of Veterans - \$4,500**

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

ARTICLE 64 APPROPRIATION/MISCELLANEOUS

To see if the Town will vote the following:

Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Out-Of-State Travel – To appropriate a sum of money for expenses incurred outside the Commonwealth and as described in the General Laws, Chapter 40, Section 5, Paragraph 34, said appropriation to be expended under the direction of the Board of Selectmen and the Town Manager, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED: The sum of \$11,040 be and hereby is appropriated for the following purposes:

- A. Legal Defense - To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13 of Title I of the Town By-Laws - \$0**
- B. Out-Of-State Travel - To appropriate a sum of money for expenses incurred outside the Commonwealth and as described in the General Laws, Chapter 40, Section 5, Paragraph 34, said appropriation to be expended under the direction of the Board of Selectmen and the Town Manager - \$1,500**
- C. Indemnification of Medical Costs – \$9,540**

(To indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred during 2010 that are the proximate result of the disability for which they were retired; and to defray the expenses of the Medical Panel required by law; provided, incurred expenses shall be considered for indemnification thereunder except only those such as are excess over covered benefits of any plan of Hospital, Surgical or other coverage which the retiree has or had available to him, either directly or through a member of his immediate family, which benefits shall be considered primary, and which must be disclosed by such plan, or by the physician, hospital or other medical personnel or facility with or without the consent of the retiree.)

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

ARTICLE 65 APPROPRIATION/ARLINGTON’S WATER BODIES FUND

To see if the Town will appropriate a sum of money to the Town’s Water Bodies Fund for the maintenance, treatment and oversight of the Town’s water bodies, said sum (\$15,000.00) to be raised by the general tax and expended under the direction of the Town Manager who will also report to Town Meeting on the status of the fund; or take any action related thereto.

(Inserted at the request of the Vision 2020 Standing Committee and its Environment Task Group’s Spy Pond Committee)

VOTED: That no action be taken under this article.

COMMENT: Action under this article is taken under Article 66.

ARTICLE 66 APPROPRIATION/ARLINGTON’S WATER BODIES FUND

To see if the Town will appropriate a sum of money to the Town’s Water Bodies Fund for maintenance, treatment, and oversight of the Town’s water bodies, said sum (\$20,000) to be raised by the general tax and expended under the direction of the Town Manager; or take any action related thereto.

(Inserted at the request of the Conservation Commission)

VOTED: **That the sum of \$20,000 be and hereby is appropriated to the Water Bodies Fund for the purpose of maintaining, treating and oversight of the Town’s water bodies. Said sum to be raised by the general taxes and expended under the direction of the Town Manager. The Town Manager shall report to the next Annual Town Meeting on the status of the water bodies of the Town.**

COMMENT: The Water Bodies Fund, established by special legislation three years ago, is used for periodic testing, treatment, maintenance and oversight of the town's water bodies. The fund receives private as well as public donations. The current need is for treatment to reduce growth of invasive weeds at Spy Pond, the Arlington Reservoir, and Hills Pond.

ARTICLE 67 APPROPRIATION/PENSION ADJUSTMENT FOR FORMER TWENTY-FIVE YEAR/ACCIDENTAL DISABILITY EMPLOYEE

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

(Inserted at the request of the Contributory Retirement Board)

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

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

**ARTICLE 68 APPROPRIATION/OTHER POST EMPLOYMENT BENEFITS
(OPEB) TRUST FUND**

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

(Inserted at the request of the Contributory Retirement Board)

VOTED: That the Town appropriates into said Other Post-Employment Benefits Fund (OPEB), authorized by Chapter 161 of the Acts of 2005, the sum of \$389,428 representing that amount of money that is the difference between the previously established base amount of \$500,000 and the fiscal 2012 appropriation for the non-contributory pension obligation; said sum to be raised by the general tax;

COMMENT: This recommendation continues the program to fund the unfunded liability for retiree health insurance. For fiscal 2012, because of extreme budget reductions, the Board of Selectmen has voted to temporarily drop the requirement that funds freed up from the increase in retiree contributions from 10% to 15% be allocated to the OPEB fund.

ARTICLE 69 ACCEPTANCE OF LEGISLATION/INCREASE OF COLA BASE

To see if the Town will vote to accept the provisions of Section 19 of Chapter 188 of the Acts of 2010, which amends Section 103 (j) of Chapter 32 of the Massachusetts General Laws giving the Contributory Retirement Board authority to increase the maximum base on which the cost-of-living increase is calculated for retirees of the Arlington Retirement System from \$12,000 to \$15,000; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

VOTED: That no action be taken on this article. (16-1)

COMMENT: This year is one of extreme fiscal constraint for the Town, and one in which the active employee base is not receiving COLA increases. Under the current circumstances the Finance Committee voted not to support this broad increase in the COLA base for all retirees.

ARTICLE 70 ACCEPTANCE OF LEGISLATION/INCREASE OF SURVIVORS BENEFITS

To see if the Town will vote to accept the provisions of Section 28 of Chapter 131 of the Acts of 2010 to increase the benefit paid to survivors under Massachusetts General Law Chapter 32, Section 101 from \$6,000 to \$9,000 annually; or take action related thereto.

(Inserted at the request of the Contributory Retirement Board)

VOTED: That the Town accepts the provisions of Section 28 of Chapter 131 of the Acts of 2010 to increase the benefit paid to survivors under Massachusetts General Law Chapter 32, Section 101 from \$6,000 to \$9,000 annually.

COMMENT: This benefit principally affects survivors of deceased disability retirees, currently a cohort of 23 people, and a sub-set of the retiree survivor base. The estimated actuarial cost in a given year is \$37,700. As no COLA was granted to retirees last year, this article will not affect the tax rate. The average age of all survivors is 78, and 70% of all 97 survivors receive a benefit of less than \$12,000 per year.

ARTICLE 71 LOCAL OPTION TAXES

To see if the Town will vote to accept any local option taxes or other revenue raising options, which are made available to cities and towns through enactments of the legislature, by state regulation or court action; or take any action related thereto.

(Inserted at the request of the Finance Committee)

VOTED: That no action be taken under this article.

COMMENT: Because there is no legislation enacted in this area that could be accepted at this time, the Finance Committee voted to recommend no action on this article.

ARTICLE 72 APPROPRIATION/TIP FEE STABILIZATION

To see if the Town will vote to make an appropriation/transfer from the Tip Fee Stabilization Fund established by Chapter 8 of the Acts of 1998 for any purpose allowed by such act, to determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

VOTED: That the sum of \$450,000 be and hereby is appropriated and transferred from the Arlington Tip Fee Stabilization Fund established under Chapter 8 of the Acts of 1998 to the Sanitation Budget 16d Rubbish Disposal/Recycling, said sum to be expended under the direction of the Town Manager.

ARTICLE 73 TRANSFER OF FUNDS/CEMETERY

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

(Inserted at the request of the Finance Committee)

VOTED: That the Town transfer \$150,000 to the Cemetery Commissioners for the care of Town cemeteries, said sum shall be taken from the “Perpetual Care Fund.”

ARTICLE 74 APPROPRIATION/OVERLAY RESERVE

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

(Inserted at the request of the Finance Committee)

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

ARTICLE 75 APPROPRIATION/STABILIZATION FUND

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

(Inserted at the request of the Finance Committee)

VOTED: That no action be taken under this article.

COMMENT: Because of the current budget situation, there are no funds available to appropriate into this fund. If the override vote scheduled for June 7th is successful, a revised recommendation will be submitted.

ARTICLE 76 USE OF FREE CASH

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2011; or take any action related thereto.

(Inserted at the request of the Finance Committee)

VOTED: That the sum of \$385,249 be taken from available funds in the treasury, and that the Board of Assessors is instructed to use said amount in the determination of the tax rate.

SPECIAL TOWN MEETING

Monday, May 9, 2011

The Finance Committee recommends passages of the following votes:

(Unless otherwise indicated, the following recommendations were by unanimous votes: any exceptions are noted in parentheses following the text of the recommended vote. The Chairman votes only when the recommendation of the Finance Committee will be affected.)

ARTICLE 2 AMENDMENTS TO FY2011 BUDGETS

To see if the Town will vote to revise various FY2011 appropriations previously voted by the 2010 Annual Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED: That the following amounts be added to Budget E Youth Services Division voted at the April 26, 2010 Annual Town Meeting:

Salaries	\$62,782
Expenses	<u>55,575</u>
Total Increased Expenses	\$118,357
Revenues(billings)	\$98,500
Retain earnings	<u>19,857</u>
Total Increase Revenues	\$118,357

COMMENT: The Arlington Youth Counseling Center (formerly the Arlington Youth Consultation Center) has reformatted how it provides services to its clients. A large part of the work is now performed by part time “fee for service” workers who are only paid for work performed without benefits. The revenues and payments for these workers were not accounted for in the budgets voted at the last Annual Town Meeting.

ARTICLE 3 APPROPRIATION/ARLINGTON HIGH SCHOOL REPAIR

To see if the Town will vote to appropriate a sum of money from the Municipal Building Insurance Fund for the cost of emergency repairs to the Arlington High School; or take any action related thereto.

(Inserted at the request of the Town Manager)

VOTED: That the sum of \$92,000 be appropriated for the payment of emergency repairs to the Arlington High School; said funds to be taken from the Municipal Building Insurance Fund.

COMMENT: The damage to the high school was caused by a burst water pipe.

ARTICLE 4 CAPITAL BUDGET/STRATTON SCHOOL

To see if the Town will vote to appropriate a sum of money for Phase 2 renovations to the Stratton School, determine how the money shall be raised and expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Superintendent of Schools)

VOTED: That no action be taken under this article.

COMMENT: This article was submitted to allow the redistribution of funds between fiscal years to meet Massachusetts School Building Authority requirements. However appropriate steps were able to be taken under the Capital Budget in the Annual Town Meeting and action under this article is no longer needed.

ARTICLE 5 CAPITAL BUDGET/THOMPSON SCHOOL

To see if the Town will vote to appropriate a sum of money to remodel, renovate, construct an addition to, and/or construct a wholly new building for the Thompson School, to determine how the money shall be raised and appropriated, including the possibility of borrowing same; or take any action related thereto.

(Inserted at the request of the Superintendent of Schools)

VOTED: That the sum of \$20,000,000 be and hereby is appropriated by the Town of Arlington to reconstruct, furnish, and originally equip the Thompson Elementary School located at 60 North Union Street (“Project”), which rebuilt school facility shall have an anticipated useful life as an educational facility for the instruction of school children for at least 50 years, said sum to be expended under the direction of the Thompson School Building Committee and the Town Manager and, to meet said appropriation, the Treasurer, with the authorization of the Board of Selectmen, is authorized to borrow said sum under Chapter 44 of the General Laws or any other enabling authority; that the Town of Arlington acknowledges that the Massachusetts School Building Authority’s (“MSBA”) grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and that any project costs the Town of Arlington incurs in excess of any grant approved by, and received from, the MSBA shall be the sole responsibility of the Town of Arlington, provided further that any grant that the Town of Arlington may receive from the MSBA for the Project shall not exceed the lesser of (1) eligible, approved project costs at the district’s MSBA approved reimbursement rate, as determined by the MSBA; or (2) the total maximum grant amount determined by the MSBA; and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the Town of Arlington and the MSBA.

ARTICLE 6 APPROPRIATION/UNPAID BILLS FROM PREVIOUS FISCAL YEARS

To see if the Town will vote to appropriate a sum of money for the payment of unpaid bills for services rendered; or take any action related thereto.

(Inserted at the request of the Superintendent of Schools)

VOTED: That the sum of \$4,207 be appropriated for the payment of unpaid prior year bills in the School Department; said funds to be taken from available funds in the treasury (free cash).

COMMENT: These bills for arbitration services were submitted after the end of fiscal year 2009 and after the books of the Town were closed. Municipal departments cannot by law utilize the current appropriations to pay prior year bills. The only recourse is for Town Meeting to appropriate or transfer funds by a 90% vote to cover prior years bills. These bills have nothing to do with the Boris/Coughlin arbitration case.

ARTICLE 7 The Board of Selectmen will report on this article.

COMMENT: No appropriation is needed under this article.

**Appendix B
Budgets**

The Finance Committee recommends that the sums be appropriated to defray obligations, outlays, and expenses for the Fiscal Year ending June 30, 2012, to be raised by general tax except as otherwise specifically voted, and expended; and that the disposal of motor vehicles and other personal property be authorized, all under the direction of the respective department heads as shown below.

Individual Sub-Budgets to be appropriated separately.

1	FINANCE COMMITTEE	2009	2010	2011	2012	\$ change	% change
	Personnel Services	8,308	8,270	8,480	8,585	105	1.24%
	Expenses	2,470	2,508	2,508	2,033	(475)	-18.94%
	TOTAL	10,778	10,778	10,988	10,618	(370)	-3.37%
		0.00%	0.00%	1.95%	-3.37%		
	Detail of Personnel Services:						
	Executive Secretary	5,258	5,220	5,430	5,535	105	1.93%
	Fincom members (21)	3,050	3,050	3,050	3,050	0	0.00%
	TOTAL PERSONNEL SERVICES	8,308	8,270	8,480	8,585	105	1.24%

2	BOARD OF SELECTMEN	2009	2010	2011	2012	\$ change	% change
	Personnel Services	240,925	217,508	247,771	235,255	(12,516)	-5.05%
	Expenses	157,633	108,740	134,369	128,630	(5,739)	-4.27%
	SUB TOTAL	398,558	326,248	382,140	363,885		
	Water/Sewer Enterprise Fund	0	(25,425)	(22,507)	(22,507)	0	0.00%
	TOTAL	398,558	300,823	359,633	341,378	(18,255)	-5.08%
		15.95%	-24.52%	19.55%	-5.08%		
	a. Administration and Licensing						
	Personnel Services	193,045	200,548	203,241	205,255	2,014	0.99%
	Expenses	23,200	23,200	20,500	20,000	(500)	-2.44%
	Out of State Travel	1,500	500	300	0	(300)	-100.00%
	TOTAL	217,745	224,248	224,041	225,255	1,214	0.54%
	Detail of Personnel Services:						
	Board Administrator	71,210	73,355	73,355	73,355	0	0.00%
	Administrator Assistant	55,486	57,158	57,158	57,158	0	0.00%
	Clerks (1FT, 1PT)	48,001	51,300	53,694	55,708	2,014	3.75%
	Longevity	2,848	3,235	3,534	3,534	0	0.00%
	SUB TOTAL	177,545	185,048	187,741	189,755	2,014	1.07%
	Chairman	3,500	3,500	3,500	3,500	0	0.00%
	Members (4)	12,000	12,000	12,000	12,000	0	0.00%
	TOTAL PERSONNEL SERVICES	193,045	200,548	203,241	205,255	2,014	0.99%
	b. Elections and Town Meeting *						
	Personnel Services	47,880	16,960	44,530	30,000	(14,530)	-32.63%
	Expenses	76,933	29,040	65,569	58,430	(7,139)	-10.89%
	State reimbursement for 2 state elections			(12,000)	(7,000)		
	TOTAL	124,813	46,000	98,099	81,430	(16,669)	-16.99%
	c. Annual Report - Expenses	6,000	6,000	5,000	2,200	(2,800)	-56.00%
	d. Accounting and Auditing	50,000	50,000	55,000	55,000	0	0.00%
	<i>* FY2012 budget for 1 state and 1 local election, and 1 Town Meeting</i>						

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3 TOWN MANAGER	2009	2010	2011	2012	\$ change	% change
Personnel Services	464,138	485,971	485,345	469,354	(15,991)	-3.29%
Expenses	41,300	31,300	31,300	29,370	(1,930)	-6.17%
SUB TOTAL	505,438	517,271	516,645	498,724	(17,921)	-3.47%
Water/Sewer Enterprise Fund	(45,334)	(97,732)	(98,729)	(98,729)	0	0.00%
TOTAL	460,104	419,539	417,916	399,995	(17,921)	-4.29%
	6.43%	-8.82%	-0.39%	-4.29%		
<u>Detail of Personnel Services:</u>						
Town Manager	154,526	159,182	159,182	159,182	0	0.00%
Deputy Town Manager	107,934	111,186	111,186	103,000	(8,186)	-7.36%
Purchasing Officer	76,906	79,223	79,223	79,223	0	0.00%
Exec Sec'y/Admin Ass't	52,843	59,729	59,729	59,729	0	0.00%
Intern - management analyst (PT)	10,100	10,000	10,000	10,000	0	0.00%
Public Information Officer (PT)	40,118	44,012	43,986	43,889	(97)	-0.22%
BASE SALARY + STEPS	442,427	463,332	463,306	455,023	(8,283)	-1.79%
Longevity & other benefits	21,711	22,639	22,039	14,331	(7,708)	-34.97%
TOTAL PERSONNEL SERVICES	464,138	485,971	485,345	469,354	(15,991)	-3.29%

4 PERSONNEL	2009	2010	2011	2012	\$ change	% change
Personnel Services	211,552	191,514	195,874	240,350	44,476	22.71%
Expenses	26,750	36,450	36,450	23,450	(13,000)	-35.67%
SUB TOTAL	238,302	227,964	232,324	263,800	31,476	13.55%
Water/Sewer Enterprise Fund	(6,238)	(12,212)	(11,213)	(11,213)	0	0.00%
Health insurance offset	(41,951)	(43,215)	(43,215)	(43,215)	0	0.00%
TOTAL	190,113	172,537	177,896	209,372	31,476	17.69%
	6.07%	-9.25%	3.11%	17.69%		
<u>Detail of Personnel Services:</u>						
Director of Personnel	82,156	86,177	88,177	88,177	0	0.00%
School Human Resource Officer (.5)*				41,500		
Personnel Technician (3)(2)(2)(2)	125,853	103,113	105,133	107,229	2,096	1.99%
BASE SALARY + STEPS	208,009	189,290	193,310	236,905	43,595	22.55%
Longevity	3,543	2,224	2,564	3,445	881	34.36%
TOTAL PERSONNEL SERVICES	211,552	191,514	195,874	240,350	44,476	22.71%

* other half in school budget

5 INFORMATION TECHNOLOGY	2009	2010	2011	2012	\$ change	% change
Personnel Services	418,514	433,665	466,508	466,782	274	0.06%
Expenses	163,930	168,220	168,220	159,655	(8,565)	-5.09%
SUB TOTAL	582,444	601,885	634,728	626,437	(8,291)	-1.31%
Water/Sewer Enterprise Fund	(56,631)	(115,367)	(114,953)	(114,953)	0	0.00%
TOTAL	525,813	486,518	519,775	511,484	(8,291)	-1.60%
		-7.47%	6.84%	-1.60%	(0)	-123.33%
<u>Detail of Personnel Services:</u>						
Director of Information Technology	100,000	105,000	105,000	105,000	0	0.00%
Mgr of Software Development	90,131	92,847	92,847	92,847	0	0.00%
Production Coordinator	82,156	84,631	84,631	84,631	0	0.00%
Senior Programmer	60,886	62,720	62,720	62,720	0	0.00%
Programmer (1)	53,100	54,699	54,699	54,699	0	0.00%
GIS Coordinator (0)(0)(.5)(.5)			32,843	32,843	0	
Data Processing Admin Ass't *	22,549	23,228	23,228	23,228	0	0.00%
BASE SALARY + STEPS	408,822	423,125	455,968	455,968	0	0.00%
Overtime	1,000	1,000	1,000	0	(1,000)	-100.00%
Longevity	8,692	9,540	9,540	10,814	1,274	13.35%
TOTAL PERSONNEL SERVICES	418,514	433,665	466,508	466,782	274	0.06%

* 1/2 in this department, 1/2 in the Comptroller's

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6	COMPTROLLER	2009	2010	2011	2012	\$ change	% change
	Personnel Services	319,236	329,916	331,163	322,121	(9,042)	-2.73%
	Expenses	109,584	109,624	107,574	103,148	(4,426)	-4.11%
	SUB TOTAL	428,820	439,540	438,737	425,269	(13,468)	-3.07%
	Water/Sewer Enterprise Fund	(44,377)	(38,677)	(36,693)	(36,693)	0	0.00%
	TOTAL	384,443	400,863	402,044	388,576	(13,468)	-3.35%
			4.27%	0.29%	-3.35%	(0)	-1237.04%
	<u>Detail of Personnel Services:</u>						
	Comptroller	108,237	111,497	111,497	111,497	0	0.00%
	Assistant Comptroller	60,886	62,720	62,720	62,720	0	0.00%
	Data Processing Admin Ass't *	22,549	23,228	23,228	23,228	0	0.00%
	Junior Accountant	42,223	43,329	43,329	43,329	0	0.00%
	Principal Account Clerk	38,416	39,573	41,355	41,355	0	0.00%
	Telephone Operator (2 PT)	40,043	41,250	40,715	30,747	(9,968)	-24.48%
	BASE SALARY + STEPS	312,354	321,597	322,844	312,875	(9,969)	-3.09%
	Overtime	0	0	0	0	0	0.00%
	Longevity	6,882	8,319	8,319	9,246	927	11.14%
	TOTAL PERSONNEL SERVICES	319,236	329,916	331,163	322,121	(9,042)	-2.73%
	<i>* 1/2 in this department, 1/2 in Information Technology</i>						

7	TREASURER-COLLECTOR	2009	2010	2011	2012	\$ change	% change
	Personnel Services	528,592	544,749	544,317	537,520	(6,797)	-1.25%
	Expenses	118,336	106,454	101,454	88,876	(12,578)	-12.40%
	Out-of-State Travel	2,500	3,000	3,000	3,000	0	0.00%
	SUB TOTAL	649,428	654,203	648,771	629,396	(19,375)	-2.99%
	Water/Sewer Enterprise Fund	(71,735)	(70,282)	(70,411)	(70,411)	0	0.00%
	TOTAL	577,693	583,921	578,360	558,985	(19,375)	-3.35%
		4.50%	1.08%	-0.95%	-3.35%		
	<u>Detail of Personnel Services:</u>						
	Treasurer	86,958	89,578	89,578	89,578	0	0.00%
	Ass't Treasurer/Collector	67,357	69,386	73,711	65,000	(8,711)	-11.82%
	Analyst	48,000	52,897	54,880	56,938	2,058	3.75%
	Clerical (9(7)(7)(7))	289,252	295,566	297,072	300,493	3,421	1.15%
	BASE SALARY + STEPS	491,567	507,427	515,241	512,009	(3,232)	-0.63%
	Overtime	15,000	15,000	5,000	5,000	0	0.00%
	Deputy Tax Collection Program	15,000	15,000	15,000	15,000	0	0.00%
	Longevity	7,025	7,322	9,076	5,511	(3,565)	-39.28%
	TOTAL PERSONNEL SERVICES	528,592	544,749	544,317	537,520	(6,797)	-1.25%

8	POSTAGE	2009	2010	2011	2012	\$ change	% change
	Personnel Services	25,696	28,193	28,708	28,708	0	0.00%
	Expenses	150,899	150,871	160,871	160,923	52	0.03%
	SUB TOTAL	176,595	179,064	189,579	189,631	52	0.03%
	Water/Sewer Enterprise Fund	(17,213)	(31,861)	(32,783)	(32,783)	0	0.00%
	TOTAL	159,382	147,203	156,796	156,848	52	0.03%
		5.94%	-7.64%	6.52%	0.03%		
	<u>Detail of Personnel Services:</u>						
	Output Media Handler	25,696	27,977	28,492	28,492	0	0.00%
	BASE SALARY + STEPS	25,696	27,977	28,492	28,492	0	0.00%
	Overtime	0	0	0	0	0	0.00%
	Longevity	0	216	216	216	0	0.00%
	TOTAL PERSONNEL SERVICES	25,696	28,193	28,708	28,708	0	0.00%

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9 BOARD OF ASSESSORS	2009	2010	2011	2012	\$ change	% change
Personnel Services	273,870	282,035	279,298	266,415	(12,883)	-4.61%
Expenses	27,400	27,400	28,300	28,900	600	2.12%
TOTAL	301,270	309,435	307,598	295,315	(12,283)	-3.99%
	5.26%	2.71%	-0.59%	-3.99%		
Detail of Personnel Services:						
Director of Assessments	98,759	101,736	101,736	101,734	(2)	0.00%
Office Manager	57,006	58,723	58,723	45,001	(13,722)	-23.37%
Data Collector	47,803	49,243	49,243	49,243	0	0.00%
Sr. Clerk Typist (1 FT + 1 PT)	46,752	48,664	49,187	49,731	544	1.11%
Board Members (3)	15,600	15,600	14,700	14,700	0	0.00%
BASE SALARY + STEPS	265,920	273,966	273,590	260,409	(13,181)	-4.82%
Overtime	2,500	2,500	0	1,000	1,000	
Longevity	5,450	5,569	5,708	5,006	(702)	-12.30%
TOTAL PERSONNEL SERVICES	273,870	282,035	279,298	266,415	(12,883)	-4.61%

10 LEGAL	2009	2010	2011	2012	\$ change	% change
Personnel Services	369,716	370,081	368,077	371,983	3,906	1.06%
Expenses - Legal	106,696	138,351	138,351	134,348	(4,003)	-2.89%
SUB TOTAL	476,412	508,432	506,428	506,331	(97)	-0.02%
Water/Sewer Enterprise Fund	(16,365)	(94,024)	(97,112)	(97,112)	0	0.00%
TOTAL	460,047	414,408	409,316	409,219	(97)	-0.02%
	6.16%	-9.92%	-1.23%	-0.02%		
Detail of Personnel Services:						
Town Counsel	120,369	112,500	114,500	114,500	0	0.00%
Benefits Atty./Workers' Compensation Agent	120,369	123,995	123,995	123,995	0	0.00%
Safety coordinator	57,006	58,724	58,724	58,724	0	0.00%
Legal Secretaries (1 FT+1 PT)	64,754	67,462	63,395	67,464	4,069	6.42%
BASE SALARY + STEPS	362,498	362,681	360,614	364,683	4,069	1.13%
Longevity	7,218	7,400	7,463	7,300	(163)	-2.18%
TOTAL PERSONNEL SERVICES	369,716	370,081	368,077	371,983	3,906	1.06%

11 TOWN CLERK	2009	2010	2011	2012	\$ change	% change
Personnel Services	207,477	205,710	207,210	198,748	(8,462)	-4.08%
Expenses	26,700	26,339	27,600	24,840	(2,760)	-10.00%
TOTAL	234,177	232,049	234,810	223,588	(11,222)	-4.78%
	5.51%	-0.91%	1.19%	-4.78%		
Detail of Personnel Services:						
Town Clerk	76,071	78,363	78,363	78,363	0	0.00%
Ass't Town Clerk	46,579	47,982	47,982	42,965	(5,017)	-10.46%
Other Clerks (2FT&1PT)(2FT)	76,787	71,426	71,426	69,426	(2,000)	-2.80%
BASE SALARY + STEPS	199,437	197,771	197,771	190,754	(7,017)	-3.55%
Overtime	3,000	1,500	3,000	3,000	0	0.00%
Longevity	5,040	6,439	6,439	4,994	(1,445)	-22.44%
TOTAL PERSONNEL SERVICES	207,477	205,710	207,210	198,748	(8,462)	-4.08%

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12 BOARD OF REGISTRARS	2009	2010	2011	2012	\$ change	% change
Personnel Services	50,416	44,173	45,273	45,273	0	0.00%
Expenses	15,500	14,600	14,600	12,590	(2,010)	-13.77%
TOTAL	65,916	58,773	59,873	57,863	(2,010)	-3.36%
	6.68%	-10.84%	1.87%	-3.36%		
Detail of Personnel Services:						
Registrar	1,500	1,500	1,500	1,500	0	0.00%
Registrars of Voters (3PT)	1,500	1,500	1,500	1,500	0	0.00%
Moderator	500	500	500	500	0	0.00%
Assistant Registrar of Voters	38,416	39,573	39,573	39,573	0	0.00%
Ass't Registrars (PT)(0)	5,000				0	
BASE SALARY + STEPS	46,916	43,073	43,073	43,073	0	0.00%
Overtime	3,000	600	1,700	1,700	0	0.00%
Longevity	500	500	500	500	0	0.00%
TOTAL PERSONNEL SERVICES	50,416	44,173	45,273	45,273	0	0.00%
<i>* FY2012 budget for 2 elections</i>						

13 PARKING	2009	2010	2011	2012	\$ change	% change
Personnel Services	75,308	77,525	77,525	77,525	0	0.00%
Expenses	23,935	28,935	28,935	28,935	0	0.00%
TOTAL	99,243	106,460	106,460	106,460	0	0.00%
	9.34%	7.27%	0.00%	0.00%		
Detail of Personnel Services:						
Parking Clerk	18,122	18,668	18,668	18,668	0	0.00%
Data Input Operator/Clerk	55,486	57,157	57,157	57,157	0	0.00%
BASE SALARY + STEPS	73,608	75,825	75,825	75,825	0	0.00%
Overtime	1,000	1,000	1,000	1,000	0	0.00%
Longevity	700	700	700	700	0	0.00%
TOTAL PERSONNEL SERVICES	75,308	77,525	77,525	77,525	0	0.00%

14 PLANNING & COMMUNITY DEVT	2009	2010	2011	2012	\$ change	% change
Personnel Services	254,780	263,826	237,010	222,579	(14,431)	-6.09%
Expenses	6,570	6,570	19,570	25,070	5,500	28.10%
SUB TOTAL	261,350	270,396	256,580	247,649	(8,931)	-3.48%
Central School Allocation	(22,548)	(23,228)	(23,228)	(23,228)	0	0.00%
Comm Dev Block Grant	(7,536)	(7,759)			0	
Con. Comm. Fees & Fines Account	(3,000)	(3,000)	(2,000)	(4,000)	(2,000)	100.00%
TOTAL	228,266	236,409	231,352	220,421	(10,931)	-4.72%
	9.33%	3.57%	-2.14%	-4.72%		
Detail of Personnel Services:						
Director	103,515	106,579	99,421	99,421	0	0.00%
Ass't Director	75,517	79,223	63,378		(63,378)	-100.00%
Dir of Housing & Disability (PT)				34,601		
Conservation Commission Administrator	26,510	27,305	27,305	27,305	0	0.00%
Plan & Comm. Devel. Asst (PT)				14,500		
Administrative Aide	45,097	46,455	46,455	46,455	0	0.00%
BASE SALARY + STEPS	250,639	259,562	236,560	222,279	(14,281)	-6.04%
Longevity	4,141	4,264	450	300	(150)	-33.33%
TOTAL PERSONNEL SERVICES	254,780	263,826	237,010	222,579	(14,431)	-6.09%

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15 REDEVELOPMENT BOARD	2009	2010	2011	2012	\$ change	% change
Personnel Services	53,846	54,337	55,308	55,308	0	0.00%
Purchase of Services						
Redevelopment Board Expenses	9,750	9,750	9,750	9,750	0	0.00%
Gibbs Expenses	256,900	278,900	195,400	195,485	85	0.04%
Parmenter Expenses *	15,000	15,000	15,000	15,000	0	0.00%
Crosby Expenses *	15,000	15,000	15,000	15,000	0	0.00%
Dallin Library Expenses	5,000	5,000	5,000	5,000	0	0.00%
SUB TOTAL	355,496	377,987	295,458	295,543	85	0.03%
Central School offset	(24,273)	(24,519)	(25,004)	(25,004)	0	0.00%
TOTAL	331,223	353,468	270,454	270,539	85	0.03%
	-32.48%	6.72%	-23.49%	0.03%		
Detail of Personnel Services:						
Building Craftsman	48,546	49,037	50,008	50,008	0	0.00%
BASE SALARY + STEPS	48,546	49,037	50,008	50,008	0	0.00%
Overtime	5,000	5,000	5,000	5,000	0	0.00%
Longevity	300	300	300	300	0	0.00%
TOTAL PERSONNEL SERVICES	53,846	54,337	55,308	55,308	0	0.00%
<i>* Starting in FY 2009, tenants pay energy costs directly</i>						

16 ZONING BOARD OF APPEALS	2009	2010	2011	2012	\$ change	% change
Personnel Services	19,208	19,787	19,787	13,981	(5,806)	-29.34%
Expenses	4,103	4,103	4,103	4,103	0	0.00%
TOTAL	23,311	23,890	23,890	18,084	(5,806)	-24.30%
	4.55%	2.48%	0.00%	-24.30%		
Detail of Personnel Services:						
Members	0	0	0	0	0	
Principal Clerk (PT)	19,208	19,787	19,787	13,981	(5,806)	-29.34%
BASE SALARY + STEPS	19,208	19,787	19,787	13,981	(5,806)	-29.34%
Longevity	0	0	0	0	0	
TOTAL PERSONNEL SERVICES	19,208	19,787	19,787	13,981	(5,806)	-29.34%

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17	PUBLIC WORKS	2009	2010	2011	2012	\$ change	% change
	All Public Works						
	Personnel Services	3,438,572	3,550,510	3,420,217	3,069,014	(351,203)	-10.27%
	Expenses	4,884,610	4,622,203	4,802,598	5,260,652	458,054	9.54%
	SUB TOTAL	8,323,182	8,172,713	7,803,922	8,329,666	525,744	6.74%
	Water/Sewer Enterprise Fund	(978,915)	(814,573)	(877,086)	(906,562)	(29,476)	3.36%
	Other offsets and transfers	(150,000)	(150,000)	(150,000)	(150,000)	0	
	TOTAL	7,194,267	7,208,140	6,776,836	7,273,104	496,268	7.32%
		16.34%	0.19%	-5.98%	7.32%		
	<i>For fiscal year 2012, the Director of Public Works is hereby authorized to transfer funds within this budget.</i>						
	a. Administration						
	Personnel Services	419,458	433,445	434,219	392,670	(41,549)	-9.57%
	Expenses	17,400	19,800	23,700	23,400	(300)	-1.27%
	SUB TOTAL	436,858	453,245	457,919	416,070	(41,849)	-9.14%
	Water/Sewer Enterprise Fund	(212,768)	(132,439)	(215,832)	(228,960)	(13,128)	6.08%
	TOTAL	224,090	320,806	242,087	187,110	(54,977)	-22.71%
		1.47%	43.16%	-24.54%	-22.71%		
	Detail of Personnel Services:						
	Director of Public Works	108,000	111,254	111,254	105,000	(6,254)	-5.62%
	Assistant Director of Public Works	76,906	79,223	79,223	79,223	0	0.00%
	Office Manager	55,755	57,435	57,435		(57,435)	-100.00%
	Recycling Coordinator (PT)				24,665	24,665	
	Administrative Asst.	43,025	44,324	44,324	44,324	0	0.00%
	Sr. Building Custodian	41,196	42,450	42,450	42,450	0	0.00%
	Head bookkeeper	38,416	41,355	41,355	41,355	0	0.00%
	Principal clerk / typist	40,145	41,355	41,355	41,355	0	0.00%
	BASE SALARY + STEPS	403,443	417,396	417,395	378,370	(39,025)	-9.35%
	Longevity	4,615	4,649	5,424	2,900	(2,524)	-46.53%
	Overtime & Out of Grade Pay	11,400	11,400	11,400	11,400	0	0.00%
	TOTAL PERSONNEL SERVICES	419,458	433,445	434,219	392,670	(41,549)	-9.57%
	b. Engineering						
	Personnel Services	269,256	287,687	287,687	276,077	(11,610)	-4.04%
	Expenses	18,700	18,300	18,300	14,300	(4,000)	-21.86%
	SUB TOTAL	287,956	305,987	305,987	290,377	(15,610)	-5.10%
	Water/Sewer Enterprise Fund	(167,107)	(178,118)	(178,366)	(189,712)	(11,346)	6.36%
	Warrant Article Charges	0	0	0	0	0	
	TOTAL	120,849	127,869	127,621	100,665	(26,956)	-21.12%
		2.34%	5.81%	-0.19%	-21.12%		
	Detail of Personnel Services:						
	Town Engineer	86,454	92,398	92,398	92,398	0	0.00%
	Junior Civil Engineer (2)	115,964	119,458	119,458	110,348	(9,110)	-7.63%
	Eng. Div. Mgr. / Sr. Civil Engineer	59,238	67,187	67,187	67,187	0	0.00%
	BASE SALARY + STEPS	261,656	279,043	279,043	269,933	(9,110)	-3.26%
	Longevity	1,600	2,644	2,644	2,644	0	0.00%
	Overtime	6,000	6,000	6,000	3,500	(2,500)	-41.67%
	TOTAL PERSONNEL SERVICES	269,256	287,687	287,687	276,077	(11,610)	-4.04%
	c. Cemeteries						
	Personnel Services	277,104	291,615	291,415	193,782	(97,633)	-33.50%
	Expenses	143,560	142,100	149,400	154,900	5,500	3.68%
	SUB TOTAL	420,664	433,715	440,815	348,682	(92,133)	-20.90%
	Transfer from cemetery funds (Art.73)	(150,000)	(150,000)	(150,000)	(150,000)	0	0.00%
	TOTAL	270,664	283,715	290,815	198,682	(92,133)	-31.68%
		24.44%	4.82%	2.50%	-31.68%		
	Detail of Personnel Services:						
	Supervisor/Acting Supervisor	63,017	64,915	64,915	58,268	(6,647)	-10.24%
	Working Foreman	0	48,567	48,567	48,567	0	0.00%
	Motor Equip. Operator (4)(3.5)(3.5)(1)	150,158	112,247	112,247	25,761	(86,486)	-77.05%
	Principal clerk	38,416	39,573	39,573	39,573	0	0.00%
	BASE SALARY + STEPS	251,591	265,302	265,302	172,169	(93,133)	-35.10%
	Longevity	1,713	2,513	2,313	2,013	(300)	-12.97%
	Overtime & Out of Grade Pay	23,800	23,800	23,800	19,600	(4,200)	-17.65%
	TOTAL PERSONNEL SERVICES	277,104	291,615	291,415	193,782	(97,633)	-33.50%

**Appendix B
Budgets**

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d. Properties/Natural Resources

Personnel Services	834,391	864,344	829,929	764,972	(64,957)	-7.83%
Property Expenses	200,257	209,900	231,914	252,600	20,686	8.92%
Natural Resources Expenses	124,600	93,800	71,800	119,300	47,500	66.16%
Field maintenance	40,000	40,000	40,000	40,000	0	0.00%
TOTAL	1,199,248	1,208,044	1,173,643	1,176,872	3,229	0.28%
	-5.79%	0.73%	-2.85%	0.28%		

Detail of Personnel Services:

Operations Manager						
Forestry Supervisor	58,264	62,720	62,720	62,720	0	0.00%
Parks Maint. Supervisor	58,264	62,720	62,720	62,720	0	0.00%
Working Foreman, Tree Climber	47,147	48,567	48,567	48,567	0	0.00%
Working Foreman	47,147	48,567	48,567	48,567	0	0.00%
Motor Equip. Operator (7)(6)(6)(5)	269,811	243,078	251,818	211,013	(40,805)	-16.20%
Park Maint. Craftsman (4)(4)(3)(1)	164,784	169,799	125,358	42,449	(82,909)	-66.14%
Tree Climber (2)	85,524	83,980	85,567	83,979	(1,588)	-1.86%
Tree Warden Stipend *	0	5,000	5,000	0		
Ground Maint Workers (1)(2)(2)(3)	36,289	74,794	74,794	108,712	33,918	45.35%
BASE SALARY + STEPS	767,230	799,225	765,110	668,727	(96,383)	-12.60%
Longevity	9,661	10,619	10,319	10,745	426	4.13%
Overtime, Doubletime & Out of Grade Pay	57,500	54,500	54,500	85,500	31,000	56.88%
TOTAL PERSONNEL SERVICES	834,391	864,344	829,929	764,972	(64,957)	-7.83%

* Tree warden stipend moved to Highway budget

e. Sanitation/Highway Division

Personnel Services - Labor	1,304,552	1,330,995	1,232,310	1,054,838	(177,472)	-14.40%
Sanitation expenses (detail below)	2,959,800	2,760,100	2,737,106	2,974,492	237,386	8.67%
Highway expenses	483,400	418,310	538,655	626,067	87,412	16.23%
Removal of Ice & Snow	385,000	400,000	471,830	550,000	78,170	16.57%
SUB TOTAL	5,132,752	4,909,405	4,979,901	5,205,397	225,496	4.53%
Water/Sewer Enterprise Fund	(469,040)	(369,189)	(349,861)	(354,193)	(4,332)	1.24%
TOTAL	4,663,712	4,540,216	4,630,040	4,851,204	221,164	4.78%
	5.34%	-2.65%	1.98%	4.78%		

Sanitation expenses

Curbside collection	2,185,000	2,199,000	2,228,292	2,228,292	0	0.00%
Rubbish Disposal (tip fee)	1,322,800	1,107,200	1,037,114	1,044,500	7,386	0.71%
Solid Fill Disposal	87,000	88,900	119,700	119,700	0	0.00%
Hazardous Waste (collection & disposal)	45,000	45,000	32,000	32,000	0	0.00%
SUB TOTAL (collection & disposal)	3,639,800	3,440,100	3,417,106	3,424,492	7,386	0.22%
Transfer from Tip Fee Stab. Fund	(680,000)	(680,000)	(680,000)	(450,000)	230,000	-33.82%
Recycling Grant	0	0	0	0		
TOTAL SANITATION EXPENSES	2,959,800	2,760,100	2,737,106	2,974,492	237,386	8.67%

Detail of Personnel Services:

Operations Manager *	82,280	79,608	79,608	79,608	0	0.00%
Tree warden stipend *				5,000	5,000	
Sup. of Highway/Water/Sewer	63,017	67,187	67,187	67,187	0	0.00%
Ass't Supervisor of Highway	60,886	62,720	62,720		(62,720)	-100.00%
Public Works Foreman	57,982	59,729	59,729		(59,729)	-100.00%
Foreman (2)(2)(1)(1)	93,647	96,466	50,008	50,008	0	0.00%
Working Foreman, Mason	45,101	46,458	46,458	46,458	0	0.00%
Mason	41,092	44,036	44,036	44,036	0	0.00%
Motor Equip Oper. (12)(12)(11)(10)	483,308	508,768	457,642	422,455	(35,187)	-7.69%
Sign Painter	42,762	44,036	44,036	44,036	0	0.00%
Carpenter	42,762	44,036	44,036	44,036	0	0.00%
Dispatcher	41,196	42,450	42,450	42,450	0	0.00%
Laborer (2)(2)(2)(1)	72,578	74,794	74,794	37,396	(37,398)	-50.00%
Temporary/Seasonal Laborers	75,000	56,250	56,250	33,750	(22,500)	-40.00%
BASE SALARY + STEPS	1,201,611	1,226,538	1,128,953	916,418	(212,535)	-18.83%
Longevity	19,141	20,657	19,557	12,920	(6,637)	-33.94%
Overtime & Doubletime	80,000	80,000	80,000	121,500	41,500	51.88%
Out of Grade Pay	3,800	3,800	3,800	4,000	200	5.26%
TOTAL PERSONNEL SERVICES	1,304,552	1,330,995	1,232,310	1,054,838	(177,472)	-14.40%

* Tree warden stipend moved from Natural Resources budget

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**Appendix B
Budgets**

		2009	2010	2011	2012	\$ change	% change
M T R E Q U I P R E P	f. Motor Equipment Repair						
	Personnel Services	333,811	342,424	344,657	386,675	42,018	12.19%
	Expenses	93,000	101,000	101,000	99,000	(2,000)	-1.98%
	SUB TOTAL	426,811	443,424	445,657	485,675	40,018	8.98%
	Water/Sewer Enterprise Fund	(130,000)	(134,827)	(133,027)	(133,697)	(670)	0.50%
	TOTAL	296,811	308,597	312,630	351,978	39,348	12.59%
		10.87%	3.97%	1.31%	12.59%		
	Detail of Personnel Services:						
	Supervisor of Motor Equip. Repair	58,264	62,720	62,720	62,720	0	0.00%
	Working Foreman Motor Equip. Repair	48,546	50,008	50,008	50,008	0	0.00%
Motor Equip Repairman (4)	186,771	188,860	190,593	192,410	1,817	0.95%	
BASE SALARY + STEPS	293,581	301,588	303,321	305,138	1,817	0.60%	
Longevity	4,230	4,836	5,336	5,336	0	0.00%	
Overtime & Out of Grade Pay	36,000	36,000	36,000	76,201	40,201	111.67%	
TOTAL PERSONNEL SERVICES	333,811	342,424	344,657	386,675	42,018	12.19%	
g. Street Lighting							
(inc. Fire Alarms & Traffic Signals)							
TOTAL	418,893	418,893	418,893	406,593	(12,300)	-2.94%	
	2.42%	0.00%	0.00%	-2.94%			

18 COMMUNITY SAFETY		2009	2010	2011	2012	\$ change	% change
A D M I N	All Community Safety						
	Personnel Services	10,790,254	11,677,768	11,581,127	11,014,077	(567,050)	-4.90%
	Expenses	850,480	815,780	873,780	933,901	60,121	6.88%
	SUB TOTAL	11,640,734	12,493,548	12,454,907	11,947,978	(506,929)	-4.07%
	Water/Sewer Enterprise Fund	(55,582)	0	0	0	0	
	School reimbursement	(30,788)	(30,788)	0	0	0	
	TOTAL	11,554,364	12,462,760	12,454,907	11,947,978	(506,929)	-4.07%
		2.84%	7.86%	-0.06%	-4.07%		
	a. Administration						
	Personnel Services	373,299	378,265	386,246	389,059	2,813	0.73%
Expenses	0	0	0	0			
TOTAL	373,299	378,265	386,246	389,059	2,813	0.73%	
	8.79%	1.33%	2.11%	0.73%			
Detail of Personnel Services:							
Police Chief	127,049	130,877	133,422	133,396	(26)	-0.02%	
Fire Chief	105,000	111,163	113,163	113,163	0	0.00%	
Clerical (3)	132,587	126,289	129,540	132,915	3,375	2.61%	
Paid Holidays	0	0	0	0			
BASE SALARY + STEPS	364,636	368,329	376,125	379,474	3,349	0.89%	
Overtime	500	500	500	500	0	0.00%	
Longevity	8,163	9,436	9,621	9,085	(536)	-5.57%	
TOTAL	373,299	378,265	386,246	389,059	2,813	0.73%	

**Appendix B
Budgets**

		9.97%	11.43%	12.56%	13.38%		
P O L I C E S E R V I C E S	b. Police Services						
	Personnel Services	4,996,621	5,396,171	5,285,966	4,993,548	(292,418)	-5.53%
	Expenses	521,980	481,980	501,230	544,500	43,270	8.63%
	TOTAL	5,518,601	5,878,151	5,787,196	5,538,048	(249,148)	-4.31%
	School Reimb. (1/2 school resource officer)	(30,788)	(30,788)	0	0	0	
		5,487,813	5,847,363	5,787,196	5,538,048	(249,148)	-4.31%
		3.75%	6.55%	-1.03%	-4.31%		
	Detail of Personnel Services						
	Captains (3)(3)(3)(2)	295,740	295,740	295,740	202,890	(92,850)	-31.40%
	Lieutenants (8)(8)(8)(5)	712,786	705,800	705,694	456,299	(249,395)	-35.34%
Sergeants (9)(9)(9)(7)	616,581	691,556	700,914	556,118	(144,796)	-20.66%	
Patrolmen (43)(44)(43)(47)	2,583,999	2,248,806	2,710,299	2,888,827	178,528	6.59%	
Parking Control Officers (4 PT)	77,333	78,402	84,542	83,212	(1,330)	-1.57%	
Senior Clerk	24,074	24,799	24,799	24,799	0	0.00%	
Detention Attendant/Clerk (1)(1)(1)(1 PT)	40,145	41,355	41,355	24,813	(16,542)	-40.00%	
Animal Control Officer	43,064	46,024	47,751	47,751	0	0.00%	
	BASE SALARY + STEPS	4,393,723	4,132,482	4,611,094	4,284,712	(326,382)	-7.08%
Longevity and Weekend Differential	109,877	96,353	91,872	84,540	(7,332)	-7.98%	
Overtime	288,021	288,000	288,000	413,696	125,696	43.64%	
Paid Holidays	165,000	165,000	165,000	165,000	0	0.00%	
School Credits	5,000	5,000	5,000	5,000	0	0.00%	
Court Time	35,000	35,000	35,000	35,000	0	0.00%	
Accreditation stipend	0	0	0	5,600	5,600		
Salary increase / contractual	0	674,336	90,000	0	(90,000)	-100.00%	
TOTAL PERSONNEL SERVICES	4,996,621	5,396,171	5,285,966	4,993,548	(292,418)	-5.53%	
F I R E S E R V I C E S	c. Fire Service						
	Personnel Services	4,759,691	5,224,523	5,224,031	5,068,571	(155,460)	-2.98%
	Expenses	305,100	310,400	349,050	365,501	16,451	4.71%
	SUB TOTAL	5,064,791	5,534,923	5,573,081	5,434,072	(139,009)	-2.49%
	Ambulance revolving fund offset *				(131,415)		
	Water/Sewer Enterprise Fund	(55,582)	0	0	0	0	
	TOTAL	5,009,209	5,534,923	5,573,081	5,302,657	(270,424)	-4.85%
		0.82%	10.49%	0.69%	-4.85%		
	Detail of Personnel Services						
	Deputy Chief/Shift Commander (5)	373,296	404,320	407,245	407,245	0	0.00%
Captain (6)	389,820	422,322	425,826	425,826	0	0.00%	
Lieutenant (15)(15)(15)(14)	845,115	919,110	927,870	866,012	(61,858)	-6.67%	
Firefighter (50)(50)(49)(47)	2,418,639	2,630,354	2,623,653	2,513,654	(109,999)	-4.19%	
	BASE SALARY + STEPS	4,026,870	4,376,106	4,384,595	4,212,737	(171,858)	-3.92%
Longevity	112,175	120,263	110,557	109,447	(1,110)	-1.00%	
Weekend Differential	44,460	44,460	44,460	38,460	(6,000)	-13.50%	
Overtime	296,900	345,000	345,000	388,671	43,671	12.66%	
Holidays	132,000	143,220	143,220	127,943	(15,277)	-10.67%	
School Credits	116,686	137,749	138,474	123,704	(14,770)	-10.67%	
EMT Pay	21,100	48,225	48,225	59,108	10,883	22.57%	
Captains Working as Chief Officers	9,500	9,500	9,500	8,500	(1,000)	-10.53%	
TOTAL PERSONNEL SERVICES	4,759,691	5,224,523	5,224,031	5,068,571	(155,460)	-2.98%	
<i>* 2 firefighters working as EMTs funded from ambulance revolving fund</i>							
S U P P O R T S E R V I C E S	d. Support Services						
	Personnel Services	660,643	678,809	684,884	694,314	9,430	1.38%
	Expenses	23,400	23,400	23,500	23,900	400	1.70%
	TOTAL	684,043	702,209	708,384	718,214	9,830	1.39%
		7.90%	2.66%	0.88%	1.39%		
	Detail of Personnel Services:						
	Master Mechanic	60,886	62,720	62,720	62,720	0	0.00%
	Motor Equipment Repairman	45,330	47,638	48,567	48,567	0	0.00%
	Lead Dispatcher	53,740	55,359	55,359	58,935	3,576	6.46%
	Communications Dispatcher (9)	387,826	401,858	406,377	411,931	5,554	1.37%
	BASE SALARY + STEPS	547,782	567,575	573,023	582,153	9,130	1.59%
Holiday Pay	23,915	23,915	23,915	23,915	0	0.00%	
Differential	1,750	1,750	1,750	1,750	0	0.00%	
Overtime & Out-of-Grade Pay	77,060	77,060	77,060	78,160	1,100	1.43%	
Longevity	10,136	8,509	9,136	8,336	(800)	-8.76%	
TOTAL PERSONNEL SERVICES	660,643	678,809	684,884	694,314	9,430	1.38%	
<i>Note: dispatchers were reclassified in FY 2008</i>							

**Appendix B
Budgets**

19 INSPECTIONS	2009	2010	2011	2012	\$ change	% change
Personnel Services	367,892	352,598	355,594	355,242	(352)	-0.10%
Expenses *	18,300	12,300	12,300	12,000	(300)	-2.44%
SUB TOTAL	386,192	364,898	367,894	367,242	(652)	-0.18%
* Includes Symmes urban renewal fund offset	(35,000)					
TOTAL	351,192	364,898	367,894	367,242	(652)	-0.18%
	6.96%	3.90%	0.82%	-0.18%		
<u>Detail of Personnel Services:</u>						
Director of Inspectional Services	92,613	95,402	95,402	95,402	0	0.00%
Wire Inspector	71,555	73,711	73,711	73,711	0	0.00%
Plumbing & Gas Inspector	58,544	62,569	64,915	64,915	0	0.00%
Local Building Inspector	60,886	62,720	62,720	62,720	0	0.00%
Zoning Assistant	39,420	41,355	41,355	41,355	0	0.00%
BASE SALARY + STEPS	323,018	335,757	338,103	338,103	0	0.00%
Longevity	7,874	8,841	9,490	9,139	(351)	-3.70%
Overtime	37,000	8,000	8,000	8,000	0	0.00%
TOTAL PERSONNEL SERVICES	367,892	352,598	355,594	355,242	(352)	-0.10%

20 EDUCATION	2009	2010 *	2011 *	2012 *	\$ change	% change
a. Instructional Service Programs	17,891,053	18,497,845	16,381,166	16,743,898	362,732	2.21%
b. Special Education & Pupil Services	5,340,283	5,996,416	6,162,863	6,647,042	484,179	7.86%
c. Instructional Support Programs	1,115,449	1,083,335	1,346,824	1,302,789	(44,035)	-3.27%
d. Management Services	3,721,000	3,671,000	3,814,005	2,021,623	(1,792,382)	-46.99%
e. Operation/Maintenance Programs	5,497,585	5,422,000	5,408,306	5,112,920	(295,386)	-5.46%
f. Student Out of Dist Tuition & Trans	4,313,501	3,760,000	5,478,286	6,911,734	1,433,448	26.17%
TOTAL	37,878,871	36,767,221	38,591,451	38,740,006	148,555	0.38%
	3.00%	-2.93%	4.96%	0.38%		
<i>* These appropriations do not include Federal funds which go directly to the schools without appropriation</i>						

21 LIBRARIES	2009	2010	2011	2012	\$ change	% change
Personnel Services	1,381,828	1,454,799	1,415,981	1,321,076	(94,905)	-6.70%
Expenses	517,160	519,870	532,870	483,441	(49,429)	-9.28%
TOTAL	1,898,988	1,974,669	1,948,851	1,804,517	(144,334)	-7.41%
	4.85%	3.99%	-1.31%	-7.41%		
<u>Detail of Personnel Services:</u>						
Library Director	92,613	95,402	97,402	97,402	0	0.00%
Ass't Director	66,497	70,897	63,484		(63,484)	-100.00%
Head of Adult Services	58,847	62,742	62,742	62,742	0	0.00%
Head of Children's Services	58,847	62,742	62,742	62,742	0	0.00%
Head of Technical Services	52,542	56,019	56,019	55,007	(1,012)	-1.81%
Head of Circulation	52,843	54,435	54,435	54,435	0	0.00%
Branch Librarian/Technical Librarian (2)(2)(1)(1)	105,084	118,761	62,742	70,211	7,469	11.90%
Adult Service Librarians (2)(4)(4)(4)	95,098	152,085	152,085	152,085	0	0.00%
Children's Librarian (2 PT)	47,549	31,253	32,423	33,643	1,220	3.76%
Adult Service Librarians (4PT)(3PT)(4PT)(3PT)	105,234	76,225	103,714	91,656	(12,058)	-11.63%
Senior Library Ass'ts (9)(9)(9)(8)	350,881	365,705	360,293	353,437	(6,856)	-1.90%
Senior Library Ass'ts (2 PT)	38,627	40,442	41,112	37,738	(3,374)	-8.21%
Library Ass'ts (PT)(6)	81,263	84,664	83,466	72,349	(11,117)	-13.32%
Principal Clerk/Bookkeeper	41,951	43,215	43,215	49,243	6,028	13.95%
Senior Clerk Typist (PT)	16,849	17,357	17,357	17,357	0	0.00%
Custodians (2 PT)	31,974	33,960	33,960	32,898	(1,062)	-3.13%
Pages (PT)	55,744	55,744	55,744	45,587	(10,157)	-18.22%
BASE SALARY + STEPS	1,352,443	1,421,648	1,382,935	1,288,531	(94,404)	-6.83%
Overtime	10,800	10,800	11,303	11,303	0	0.00%
Night Time Differential	1,080	1,080	1,172	1,172	0	0.00%
Longevity	17,505	21,271	20,571	20,070	(501)	-2.44%
TOTAL PERSONNEL SERVICES	1,381,828	1,454,799	1,415,981	1,321,076	(94,905)	-6.70%

**Appendix B
Budgets**

22 HEALTH AND HUMAN SERVICES		2009	2010	2011	2012	\$ change	% change
All Health and Human Services							
	Personnel Services	446,925	467,325	475,591	450,591	(25,000)	-5.26%
	Expenses	209,707	298,142	298,142	299,625	1,483	0.50%
	TOTAL	656,632	765,467	773,733	750,216	(23,517)	-3.04%
		7.21%	16.57%	1.08%	-3.04%		
a. Health and Human Services							
	Personnel Services	254,622	268,737	265,935	239,479	(26,456)	-9.95%
	Expenses	21,754	22,145	22,145	23,872	1,727	7.80%
	TOTAL	276,376	290,882	288,080	263,351	(24,729)	-8.58%
		9.07%	5.25%	-0.96%	-8.58%		
Detail of Personnel Services:							
A	Director of Health and Human Services	83,957	86,432	87,767	88,432	665	0.76%
D	Health Compliance Officer	56,291	60,161	62,417	62,417	0	0.00%
M	Office Manager			40,944	41,712	768	1.88%
I	Principal Clerk & Secretary(2PT)(2PT)(0)(0)	38,694	41,355			0	
N	Public Health Nurse	20,770	21,402	21,409	21,409	0	0.00%
	Health Comp Officer / Sealer (PT)	28,536	29,396	29,396		(29,396)	-100.00%
	Health Comp Officer (PT)	25,552	28,826	22,273	23,094	821	3.69%
	BASE SALARY + STEPS	253,800	267,572	264,206	237,064	(27,142)	-10.27%
	Longevity	822	1,165	1,729	2,415	686	39.68%
	TOTAL PERSONNEL SERVICES	254,622	268,737	265,935	239,479	(26,456)	-9.95%
<i>Note: Human Services Administration was merged with the Board of Health in July 2006.</i>							
b. Veterans' Services							
V	Personnel Services	53,631	55,246	55,246	55,246	0	0.00%
E	Expenses	183,303	271,322	271,322	271,339	17	0.01%
T	TOTAL	236,934	326,568	326,568	326,585	17	0.01%
R		6.10%	37.83%	0.00%	0.01%		
Detail of Personnel Services:							
A	Director of Veterans' Services	53,100	54,699	54,699	54,699	0	0.00%
N	BASE SALARY + STEPS	53,100	54,699	54,699	54,699	0	0.00%
S	Longevity	531	547	547	547	0	0.00%
	TOTAL PERSONNEL SERVICES	53,631	55,246	55,246	55,246	0	0.00%
<i>Note: veteran's expenses increased due to number of vets from Iraq conflict</i>							
c. Council on Aging							
	Personnel Services	138,672	143,342	154,410	155,866	1,456	0.94%
	Expenses	4,650	4,675	4,675	4,414	(261)	-5.58%
	TOTAL	143,322	148,017	159,085	160,280	1,195	0.75%
		5.55%	3.28%	7.48%	0.75%		
Detail of Personnel Services:							
C	Executive Secretary	71,555	73,711	73,711	73,711	0	0.00%
O	Social Worker (PT)*	31,779	32,738	32,738	32,738	0	0.00%
A	Principal Clerk & Secretary	26,342	27,136	37,136	36,628	(508)	-1.37%
	Nurse *	6,922	7,339	7,614	10,078	2,464	32.36%
	BASE SALARY + STEPS	136,598	140,924	151,199	153,155	1,956	1.29%
	Longevity	2,074	2,418	3,211	2,711	(500)	-15.57%
	TOTAL PERSONNEL SERVICES	138,672	143,342	154,410	155,866	1,456	0.94%
<i>* Represents the Town portion only. These positions are partially funded by State grants.</i>							

23 RETIREMENT		2009	2010	2011	2012	\$ change	% change
	Contributory Pensions	7,303,801	7,181,006	7,448,154	8,067,526	619,372	8.32%
	Water/Sewer Offset	(526,185)	(742,397)	(752,000)	(848,658)	(96,658)	12.85%
	Non-Contributory Pensions	173,895	156,687	156,687	110,572	(46,115)	-29.43%
	TOTAL	6,951,511	6,595,296	6,852,841	7,329,440	476,599	6.95%
		3.65%	-5.12%	3.90%	6.95%		

**Appendix B
Budgets**

24 INSURANCE *					\$ change	% change
	2009	2010	2011	2012		
Total insurance costs	16,770,240	18,019,711	19,422,863	19,986,646	563,783	2.90%
	11.73%	7.45%	7.79%	2.90%		
<i>For fiscal year 2012, the Town Manager is hereby authorized to transfer funds within this budget.</i>						
Group Health	15,849,484	16,968,215	18,393,371	18,944,661	551,290	3.00%
Federal Medicare withholding	675,000	750,000	760,000	725,000	(35,000)	-4.61%
Flexible Benefit Plan	800	800	800	800	0	0.00%
TOTAL GROUP HEALTH	16,525,284	17,719,015	19,154,171	19,670,461	516,290	2.70%
Recreation Enterprise Fund	(46,361)	(67,100)	(69,159)	(56,622)	12,537	-18.13%
Veteran's Memorial Rink Enterprise Fund	(48,407)	(50,000)	(39,915)	(57,883)	(17,968)	45.02%
Youth Services Enterprise Fund	(62,022)	(68,609)	0	0	0	
Early retirees reinsurance program				(400,000)	(400,000)	
Contributory retirement	(15,000)	(31,000)	(36,875)	(36,875)	0	0.00%
Water/Sewer Enterprise Fund	(545,354)	(538,145)	(723,809)	(770,886)	(47,077)	6.50%
TOTAL OFFSETS	(717,144)	(754,854)	(869,758)	(1,322,266)	(452,508)	52.03%
NET GROUP HEALTH	15,808,140	16,964,161	18,284,413	18,348,196	63,782	0.35%
	12.51%	7.31%	7.78%	0.35%		
Group Life	72,100	72,100	55,000	55,000	0	0.00%
Liability insurance	50,000	50,000	50,000	50,000	0	0.00%
Indemnity insurance	270,625	270,625	270,625	270,625	0	0.00%
Unemployment insurance	100,000	193,450	293,450	793,450	500,000	170.39%
Workers' Compensation	490,000	490,000	490,000	490,000	0	0.00%
TOTAL OTHER INSURANCE	982,725	1,076,175	1,159,075	1,659,075	500,000	43.14%
Municipal Building Trust Fund	(20,625)	(20,625)	(20,625)	(20,625)	0	0.00%
NET OTHER INSURANCE	962,100	1,055,550	1,138,450	1,638,450	500,000	43.92%
* All funds required to be paid for post employment benefits shall be transferred by the Comptroller, as needed, from this budget to the OPEB account established by Chapter 161 of the Acts of 2005 and Article 44 of the 2008 Annual Town Meeting for the purpose of paying OPEB costs from said fund.						

25 RESERVE FUND					\$ change	% change
	2009	2010	2011	2012 *		
TOTAL	450,000	600,000	600,000	650,000	50,000	8.33%
	12.50%	33.33%	0.00%	8.33%		
<i>* \$50,000 has been added as a reserve against threatened reductions in the Community Development Block Grant program</i>						

**Appendix B
Budgets**

A WATER AND SEWER	2009	2010	2012	2012	\$ change	% change
EXPENSES						
Personnel Services	2,193,390	2,426,374	2,529,673	2,679,981	150,308	5.94%
Expenses	11,910,909	12,345,033	12,584,290	13,206,551	622,261	4.94%
Capital Outlay & Debt Service	1,178,276	1,611,848	1,619,596	1,693,200	73,604	4.54%
TOTAL EXPENSES	15,282,575	16,383,255	16,733,559	17,579,732	846,173	5.06%
	-11.45%	7.20%	2.14%	5.06%		
REVENUES						
User Charges	9,575,068	10,328,929	10,996,461	11,448,677	452,216	4.11%
Shift of Debt to Tax Rate	5,593,112	5,593,112	5,593,112	5,593,112	0	0.00%
Use of Reserves	0	287,809	0	283,943	283,943	
MWRA Loan	0	0	0	0	0	
Interest Income/Miscellaneous	99,497	96,524	75,411	129,000	53,589	71.06%
Real Estate Tax Liens	65,000	76,881	68,575	125,000	56,425	82.28%
Total Water Recon Sewer & Sewer Facilities	0	0	0	0	0	
Proceeds from sale of bonds	0	0	0	0	0	
TOTAL REVENUES	15,332,677	16,383,255	16,733,559	17,579,732	846,173	5.06%
	-11.16%	6.85%	2.14%	5.06%		
FUND INCREASE (DECREASE)	50,102	0	0	0		
(Deficit to be funded through General Fund)						
<u>Personnel Services Detail</u>						
Administration	45,797	47,155	47,155	47,155	0	0.00%
Clerical	41,340	44,736	44,736	42,570	(2,166)	-4.84%
Labor	1,570,569	1,582,585	1,666,850	1,732,098	65,248	3.91%
Retirement	526,184	742,398	761,432	848,658	87,226	11.46%
Unemployment Compensation	2,500	2,500	2,500	2,500	0	0.00%
Workers' compensation	7,000	7,000	7,000	7,000	0	0.00%
TOTAL PERSONNEL SERVICES	2,193,390	2,426,374	2,529,673	2,679,981	150,308	5.94%
<u>Water Operating Expenses Detail</u>						
Maintenance of Water Distribution System	296,400	316,700	342,400	361,700	19,300	5.64%
Maintenance of Plant	62,500	39,750	53,200	50,700	(2,500)	-4.70%
M.W.R.A. Assessment	3,846,352	3,893,882	3,993,340	4,080,393	87,053	2.18%
Great Meadows	4,000	4,000	4,000	4,000	0	0.00%
TOTAL WATER EXPENSES	4,209,252	4,254,332	4,392,940	4,496,793	103,853	2.36%
<u>Sewer Operating Expenses Detail</u>						
Maintenance of Sanitary Sewer System	221,000	221,000	166,000	125,000	(41,000)	-24.70%
Maintenance of Storm Sewer System	27,500	27,500	56,000	76,000	20,000	35.71%
M.W.R.A.Assessment	6,481,828	6,818,476	6,761,270	7,253,472	492,202	7.28%
TOTAL SEWER EXPENSES	6,730,328	7,066,976	6,983,270	7,454,472	471,202	6.75%
<u>Indirect Expenses</u>						
Indirect Charges	971,329	1,023,725	1,208,080	1,255,286	47,206	3.91%
Rates Uncollectable	0	0	0	0	0	
TOTAL INDIRECT EXPENSES	971,329	1,023,725	1,208,080	1,255,286	47,206	3.91%

**Appendix B
Budgets**

B RECREATION	2009	2010	2011	2012	\$ change	% change
EXPENSES						
Personnel Services	297,509	288,035	279,244	262,103	(17,141)	-6.14%
Operating Expenses	328,507	329,836	274,545	257,748	(16,797)	-6.12%
Capital Outlay	29,000	0	10,000	8,500	(1,500)	-15.00%
TOTAL EXPENSES	655,016	617,871	563,789	528,351	(35,438)	-6.29%
	17.76%	-5.67%	-8.75%	-6.29%		
REVENUES						
User Fees and Charges	651,060	602,500	546,800	525,000	(21,800)	-3.99%
Miscellaneous	18,000	18,000	17,488	17,500	12	0.07%
TOTAL REVENUES	669,060	620,500	564,288	542,500	(21,788)	-3.86%
	8.61%	-7.26%	-9.06%	-3.86%		
FUND INCREASE (DECREASE)	14,044	2,629	499	14,149	13,650	2735.47%
(Deficit to be funded through General Fund)						
<u>Personnel Services Detail</u>						
Director of Recreation (.5)	45,770	47,121	48,121	48,602	481	1.00%
Recreation Supervisor	45,543	50,864	52,772	54,752	1,980	3.75%
Principal Clerk-Stenographer (1FT+1PT)	53,770	43,178	28,963	27,768	(1,195)	-4.13%
Building Craftsman (.25)	10,968	11,722	11,938		(11,938)	-100.00%
SUB-TOTAL	156,051	152,885	141,794	131,122	(10,672)	-7.53%
Temporary playground staff	140,808	135,000	137,000	130,000	(7,000)	-5.11%
Retirement	0	0	0	0	0	
Overtime	500	0	0	200	200	
Longevity	150	150	450	781	331	73.56%
TOTAL PERSONNEL SERVICES	297,509	288,035	279,244	262,103	(17,141)	-6.14%
<u>Operating Expenses Detail</u>						
Office Supplies	3,000	2,000	2,000	1,800	(200)	-10.00%
Utilities	33,000	25,000	17,500	20,000	2,500	14.29%
Vehicle maintenance	2,000	500	200	200	0	0.00%
Travel Allowance	1,596	2,896	1,643	1,677	34	2.07%
Health Insurance	46,361	67,100	69,159	56,621	(12,538)	-18.13%
Recreation Programs	242,550	232,340	184,043	177,450	(6,593)	-3.58%
Reservoir beach renovations						
TOTAL OPERATING EXPENSES	328,507	329,836	274,545	257,748	(16,797)	-6.12%

**Appendix B
Budgets**

C VETERANS' MEMORIAL RINK	2009	2010	2011	2012	\$ change	% change
EXPENSES						
Personnel Services	205,801	221,827	228,815	239,721	10,906	4.77%
Operating Expenses	284,590	278,533	259,298	259,015	(283)	-0.11%
Capital Outlay	31,000	63,000	53,000	40,000	(13,000)	-24.53%
TOTAL EXPENSES	521,391	563,360	541,113	538,736	(2,377)	-0.44%
	13.25%	8.05%	-3.95%	-0.44%		
REVENUES						
Public Skating	47,000	47,000	48,000	48,000	0	0.00%
Rentals	333,000	342,000	330,000	330,000	0	0.00%
Concession Stand	43,000	40,000	35,000	32,000	(3,000)	-8.57%
Miscellaneous	100,073	138,000	139,000	133,800	(5,200)	-3.74%
TOTAL REVENUES	523,073	567,000	552,000	543,800	(8,200)	-1.49%
	11.57%	8.40%	-2.65%	-1.49%		
FUND INCREASE (DECREASE)	1,682	3,640	10,887	5,064		
(Deficit to be funded through General Fund)						
<u>Personnel Services Detail</u>						
Administration	154,501	167,900	173,665	184,140	10,475	6.03%
Clerical, Skatguards (temp)	47,150	49,777	52,000	52,000	0	0.00%
Retirement & Overtime	4,000	4,000	3,000	2,500	(500)	-16.67%
Longevity	150	150	150	1,081	931	620.67%
TOTAL PERSONNEL SERVICES	205,801	221,827	228,815	239,721	10,906	4.77%
<u>Operating Expenses Detail</u>						
Office Supplies	2,000	2,000	1,700	1,200	(500)	-29.41%
Other Supplies	6,500	6,500	5,000	0	(5,000)	-100.00%
Utilities (Electricity & Gas)	140,000	140,000	137,500	123,000	(14,500)	-10.55%
Security	6,500	6,500	6,800	7,000	200	2.94%
Marketing	750	1,500	1,500	1,500	0	0.00%
Refrigeration	13,000	10,000	6,000	6,000	0	0.00%
Zamboni fuel and maintenance	4,000	3,000	4,500	3,000	(1,500)	-33.33%
Liability Insurance	13,383	13,383	13,383	13,383	0	0.00%
Health Insurance	48,407	50,000	39,915	57,883	17,968	45.01%
Concession Stand	30,000	22,000	21,000	19,000	(2,000)	-9.52%
Otherwise Unclassified	20,050	23,650	22,000	27,049	5,049	22.95%
TOTAL OPERATING EXPENSES	284,590	278,533	259,298	259,015	(283)	-0.11%

**Appendix B
Budgets**

D COUNCIL ON AGING TRANSPORTATION	2009	2010	2011	2012	\$ change	% change
EXPENSES						
Personnel Services	75,193	76,933	61,320	61,520	200	0.33%
Operating Expenses	34,350	34,200	37,900	34,900	(3,000)	-7.92%
Capital Outlay	0	0	0	0		
TOTAL EXPENSES	109,543	111,133	99,220	96,420	(2,800)	-2.82%
	6.58%	1.45%	-10.72%	-2.82%		
REVENUES						
Transfer from CoA Reserve Fund	3,010	16,006	4,911	0	(4,911)	-100.00%
Dial-A-Ride-Taxi fees	11,000	7,800	11,800	7,800	(4,000)	-33.90%
CDBG	67,983	62,850	67,850	67,850	0	0.00%
Vans	27,600	18,480	7,500	5,500	(2,000)	-26.67%
Other state revenue	0	0	1,900	1,900	0	0.00%
Donation	0	10,000	10,000	15,000	5,000	50.00%
TOTAL REVENUES	109,593	115,136	103,961	98,050	(5,911)	-5.69%
	-4.91%	5.06%	-9.71%	-5.69%		
FUND INCREASE (DECREASE)	50	4,003	4,741	1,630	(3,111)	-65.62%
<u>Personnel Services Detail</u>						
Van driver			37,397	37,397	0	0.00%
Info & Referral			21,485	21,485	0	0.00%
Dial-a-ride clerk			1,938	1,938	0	0.00%
BASE SALARY			60,820	60,820	0	0.00%
Longevity			500	700	200	40.00%
TOTAL PERSONNEL SERVICES			61,320	61,520	200	0.33%

**Appendix B
Budgets**

E	YOUTH SERVICES DIVISION	2009	2010	2011	2012	\$ change	% change
	EXPENSES						
	Personnel Services	416,453	303,086	172,241	235,023	62,782	36.45%
	Expenses	69,972	75,509	35,825	199,900	164,075	457.99%
	TOTAL EXPENSES	486,425	378,594	208,066	434,923	226,857	109.03%
		26.85%	-22.17%	-45.04%	109.03%		
	REVENUES						
	Client Fees	20,000	5,000	4,000	307,423	303,423	7585.58%
	Medicaid	12,832	20,000	0	0	0	
	Gifts and donations	0	0	0	10,000	10,000	
	Intergovernmental	160,000	60,000	15,000	17,500	2,500	16.67%
	General fund subsidy	293,593	293,594	189,066	100,000	(89,066)	-47.11%
	TOTAL REVENUES	486,425	378,594	208,066	434,923	226,857	109.03%
		49.67%	-22.17%	-45.04%	109.03%		
	FUND INCREASE (DECREASE)	0	0	0	0	0	
	<u>Personnel Services Detail</u>						
	Director, Youth Services (1)(1)(1)(PT)	51,926	53,491	53,286	66,863	13,577	25.48%
	Principal Clerk & Stenographer (1)(1)(1)(0)	40,145	33,084				
	Group coordinator (PT)(PT)(PT)(0)	60,592	49,934				
	Princ. Clinical Social worker (2 PT)(PT)(PT)(0)	39,818	35,667				
	Psychiatrist (PT)	45,000	45,500	19,500	26,000	6,500	33.33%
	Princ. Clinical Social worker (PT)(PT)(0)(0)	25,968					
	Princ. Clinical Social worker (0)(PT)(0)(0)	12,118					
	Psychologist (PT)	37,801	40,400	35,493	41,917	6,424	18.10%
	Social Worker (PT)	39,818	41,015	49,742	62,417	12,675	25.48%
	Billing agent (PT)			12,620	36,226	23,606	187.05%
	BASE SALARY	353,186	299,091	170,641	233,423	62,782	36.79%
	Longevity	5,057	3,995	1,600	1,600	0	0.00%
	TOTAL PERSONNEL SERVICES	358,243	303,086	172,241	235,023	62,782	36.45%
	<u>Operating Expenses Detail</u>						
	Youth billing	4,000	4,000	2,000	25,000	23,000	1150.00%
	Management Consulting	1,000	950	31,825	0	(31,825)	-100.00%
	Fee for service clinicians	0	0	0	171,600	171,600	
	Office Supplies	1,000	1,000	1,000	2,000	1,000	100.00%
	Car Allowance	1,000	0	1,000	1,000	0	0.00%
	Health Insurance & Retirement	62,022	68,609	0	0	0	
	Unclassified	950	950	0	300	300	
	TOTAL OPERATING EXPENSES	69,972	75,509	35,825	199,900	164,075	457.99%

APPENDIX C
SUMMARY OF FINANCE COMMITTEE RECOMMENDATIONS
FISCAL YEAR 2012

REVENUES

PROPERTY TAX DETAIL	
FY 2010 levy limit	79,443,949
+2.5%	1,986,099
New growth	400,000
Debt exclusions (n/l Symmes)	2,529,198
Symmes debt exclusion (net of receipts)	307,130
less MSBA receipts	(1,672,226)
MWRA debt	5,593,112
TOTAL PROPERTY TAX	88,587,262

SCHOOL REIMBURSEMENT DETAIL (MSBA)	
Bishop	322,764
Brackett	347,518
Hardy	480,888
Peirce	521,056
TOTAL EXEMPT RECEIPTS	1,672,226
Ottoson (non-exempt)	858,859
TOTAL EXEMPT RECEIPTS	2,531,085

LOCAL RECEIPTS DETAIL	
Motor vehicle excise	3,650,000
Other excise - hotel	230,000
Other excise - meals	250,000
Penalties & interest	275,000
Payments in lieu of taxes	7,000
Fees	1,510,500
Rentals	765,000
Dept revenue - schools	200,000
Dept revenue - libraries	60,000
Dept revenue - cemeteries	300,000
Dept revenue - recreation	0
Licenses and permits	1,214,000
Special assessments	1,500
Fines and forfeits	47,000
Investment income	50,000
Medicare Part D	350,000
TOTAL LOCAL RECEIPTS	8,910,000

LOCAL AID ("CHERRY SHEET") DETAIL	
RECEIPTS	<i>from HWM</i>
Education	
Chapter 70	6,880,580
Charter Tuition Assessment Reimbursement	160,909
Offset Receipts	
School Lunch Assistance	19,545
School Choice Receiving Tuition	0
Total Education	7,061,034
General Government	
Lottery	0
Additional Assistance	0
Total unrestricted gen'l gov't	5,952,940
Police Career Incentive	0
Veterans' Benefits	204,662
Exemptions: Vets, blind, Elderly, etc.	188,476
Offset Receipts	
Public Libraries	42,540
Total General Government	6,388,638
Total Estimated Receipts	13,449,672
Ch 70 add from SFSF	0
School Construction (MSBA, inc OMS)	2,531,085
Local Aid Receipts inc MSBA	15,980,757

ASSESSMENTS	
State Assessments and Charges	
Retired Employee's Health Insurance	0
Air Pollution Districts	13,415
Metropolitan Area Planning Council	12,695
RMV Non-Renewal Surcharge	52,060
Total Assess. & Charges	78,170
Transportation Authorities	
MBTA	2,514,430
Boston Metro. Transit District	809
Total MBTA Assessment	2,515,239
Annual Charges Against Receipts	
Special Education	0
Total Annual Charges	0
Tuition Assessments	
School Choice Sending Tuition	0
Charter School Sending Tuition	252,662
Total Tuition Assessments	252,662
Total Estimated Charges	2,846,071
NET LOCAL AID	10,603,601

APPROPRIATIONS

BUDGETS (Article 56)	
Town Manager	
3 Town Manager	399,995
4 Personnel	209,372
5 Information Technology	511,484
10 Legal	409,219
14 Planning & Comm. Dev't.	220,421
15 Redevelopment Board	270,539
17a DPW - Admin.	187,110
17b DPW - Engineering	100,665
17c DPW - Cemeteries	198,682
17d DPW - Prop. / Nat. Resources	1,176,872
17e DPW - Highways / Sanitation	4,851,204
17f DPW - Motor Equip. Repair	351,978
17g DPW - Street lighting	406,593
18a Pub Safety - Admin	389,059
18b Pub Safety - Police	5,538,048
18c Pub Safety - Fire	5,302,657
18d Pub Safety - Support	718,214
19 Inspections	367,242
21 Libraries	1,804,517
22a Health & Human Services	263,351
22b Veterans Services	326,585
22c Council on Aging	160,280
Total Town Manager	24,164,087
Board of Selectmen	
2 Selectmen (n/l elections)	259,948
6 Comptroller	388,576
13 Parking	106,460
16 Zoning Board	18,084
Total Selectmen	773,068
Town Clerk	
11 Town Clerk	223,588
12 Board of Registrars	57,863
Total Town Clerk	281,451
Retirement	
Pensions - contributory	7,218,868
Pensions - non-contrib	110,572
23 Total Pensions	7,329,440
Fixed Budgets	
24 Insurance	19,986,646
8 Postage	156,848
2b Elections (Selectmen)	81,430
25 Reserve Fund	650,000
Total Fixed Budgets	20,874,924
1 Finance Committee	10,618
7 Treasurer	558,985
9 Board of Assessors	295,315
20 Total School Budget	38,740,006
TOTAL BUDGETS	93,027,894

WARRANT ARTICLES	
TOTAL BUDGETS	
56 Total Budgets	93,027,894
57 Capital Plan	8,444,825
OTHER WARRANT ARTICLES	
54 Collective bargaining	0
55 Positions reclassification	6,898
58 Mass Ave sidewalks	0
61 Minuteman Regional School	2,352,988
62 Disability Commission	3,000
62 Historic District Commission	5,100
62 Historical Commission	2,160
62 Human Rights Commission	4,500
62 Recycling Committee	0
63 Flags on graves of veterans	4,500
63 Veteran's, Mem., Patriot's Day	5,667
64 Indemnification, medical costs	9,540
64 Legal defense	0
64 Out-of-state travel	1,500
65 Water bodies (Vision 2020)	0
66 Water bodies (Cons Comm)	20,000
67 Pension adjustments	0
68 Retiree health insurance (OPEB)	389,428
STM3 High-school flood repairs	92,000
STM6 Unpaid bills (from free cash)	4,207
Revaluation	0
TOTAL OTHER ARTICLES	2,901,488
TOTAL WARRANT ARTICLES	104,374,207

ENTERPRISE FUNDS

A. WATER & SEWER	
Budget	3,297,381
Capital	1,693,200
Assessment	11,333,865
Indirect charges	1,255,286
Total Expenses	17,579,732
Total Revenues	17,579,732
Net Increase (Decrease)	0

B. RECREATION	
Budget	519,851
Capital	8,500
Total Expenses	528,351
Total Revenues	542,500
Net Increase (Decrease)	14,149

C. VETERANS' MEMORIAL RINK	
Budget	498,736
Capital	40,000
Total Expenses	538,736
Total Revenues	543,800
Net Increase (Decrease)	5,064

D. COUNCIL ON AGING TRANSPORTATION	
Budget	96,420
Total Revenues	98,050
Net Increase (Decrease)	1,630

E. YOUTH SERVICES	
Budget	434,923
Total Revenues	334,923
From general fund	100,000
Net Increase (Decrease)	0
<i>Deficit to be made up from general funds.</i>	

ENTERPRISE FUND SUMMARY	
Budget	4,847,311
Capital	1,741,700
Assessment	11,333,865
Indirect charges	1,255,286
Total Expenses	19,178,162
Total Revenues	19,199,005
Net Increase (Decrease)	20,843

SUMMARY

SUMMARY OF REVENUES	
Property Tax Levy (n/l Symmes)	88,587,262
Local Aid Receipts n/l MSBA	13,449,672
MSBA receipts	2,531,085
Local Receipts	8,910,000
Overlay reserve (Art 74)	200,000
Override stabilization fund	0
Building insurance fund (STM3)	92,000
Use of free cash (STM6)	4,207
Use of free cash (76)	385,249
TOTAL REVENUES	114,159,475

SUMMARY OF EXPENDITURES	
Town budgets	54,287,888
School budget	38,740,006
Capital plan	8,444,825
Warrant articles	2,901,488
Youth Services subsidy	100,000
MBTA assessment	2,515,239
MWRA debt service	5,593,112
Educ. & Library offset receipts	62,085
Charter/choice tuitions	252,662
Other state assessments	78,170
Reserve for court judgements	100,000
Revenue deficit	0
Symmes debt service	100,000
Snow & ice deficit	384,000
Overlay	600,000
TOTAL EXPENDITURES	114,159,475

REVENUES LESS EXPENDITURES	
	0

Appendix D
Five Year Revenue and Expenditure Projection
(Report of the Town Manager)

	FY 2011	FY 2012	Dollar Change	Percent Change	FY 2013	FY 2014	FY 2015	FY 2016
I REVENUE								
A. State Aid	13,576,740	13,449,672	(127,068)	-0.94%	13,449,672	13,449,672	13,449,672	13,449,672
School Construction Aid	2,531,085	2,531,085	0	0.00%	2,531,085	2,531,085	2,531,085	2,531,085
SFSF	129,741		(129,741)					
IDEA Funds	359,964		(359,964)	-100.00%				
B. Local Receipts	8,820,707	8,910,000	89,293	1.01%	8,960,000	9,010,000	9,060,000	9,110,000
C. Free Cash	582,051	385,249	(196,802)	-33.81%	600,000	600,000	600,000	600,000
D. Overlay Reserve Surplus	500,000	200,000	(300,000)	-60.00%	200,000	200,000	200,000	200,000
E. Property Tax	85,958,974	88,587,262	2,628,288	3.06%	90,581,274	92,935,055	95,362,821	97,843,822
F. Override Stabilization Fund	1,580,000		(1,580,000)					
TOTAL REVENUES	114,039,262	114,063,268	24,006	0.02%	116,322,031	118,725,812	121,203,578	123,734,579
II APPROPRIATIONS								
A. Operating Budgets								
School								
General Education Costs	27,894,961	25,388,230	(2,506,731)	-8.99%	26,276,818	27,196,507	28,148,384	29,133,578
Special Education Costs	11,186,195	13,351,776	2,165,581	19.36%	14,286,400	15,286,448	16,356,580	17,501,455
Net School Budget	39,081,156	38,740,006	(341,150)	-0.87%	40,563,218	42,482,955	44,504,884	46,635,033
Minuteman	2,739,795	2,352,988	(386,807)	-14.12%	2,435,343	2,520,580	2,608,800	2,700,108
Town Personnel Services	21,013,819	19,995,296	(1,018,523)		20,900,013	21,688,762	22,516,174	23,580,123
Expenses	9,110,916	9,160,916	50,000		9,210,916	9,260,916	9,310,916	9,360,916
Less Offsets:								
Enterprise Fund/Other	1,629,215	1,634,410	5,195	0.32%	1,691,614	1,750,821	1,812,100	1,875,523
Tip Fee Stabilization Fund	680,000	450,000	(230,000)	-33.82%	400,000	198,866	0	0
Net Town Budget	27,815,520	27,071,802	(743,718)	-2.67%	28,019,315	28,999,991	30,014,991	31,065,515
MWRA Debt Shift	5,593,112	5,593,112	0	0.00%	5,593,112	5,593,112	5,593,112	5,593,112
B. Capital budget								
Exempt Debt Service	2,618,094	2,836,327	218,233	8.34%	2,434,589	2,332,724	2,243,452	2,243,452
Non-Exempt Service	4,935,652	5,184,398	248,746	5.04%	5,220,186	5,572,383	5,358,571	5,508,830
Cash	934,947	633,400	(301,547)	-32.25%	678,150	630,500	670,300	789,500
Minus Capital Carry Forward	(514,300)	(209,300)	(209,300)					
Total Capital	7,974,393	8,444,825	470,432	5.90%	8,332,925	8,535,607	8,272,323	8,541,782
C. Pensions	6,952,841	7,329,440	376,599	5.42%	7,769,206	8,235,359	8,729,480	9,253,249
D. Insurance	19,422,863	19,986,646	563,783	2.90%	21,385,711	22,882,711	24,484,501	26,198,416
E. State Assessments	2,664,789	2,846,071	181,282	6.80%	2,917,223	2,990,153	3,064,907	3,141,530
F. Offset Aid - Library & School	58,547	62,085	3,538	6.04%	62,085	62,085	62,085	62,085
G. Overlay Reserve	670,331	600,000	(70,331)	-10.49%	800,000	600,000	600,000	800,000
H. Oth Crd Jdgmnts/ Deficit/ Symmes	498,449	584,000	85,551	17.16%	700,000	700,000	700,000	700,000
I. Warrant Articles	567,465	452,293	(115,172)	-20.30%	646,515	646,515	646,515	646,515
J. Override Stabilization Fund								
K. TOTAL APPROPRIATIONS	114,039,262	114,063,268	24,006	0.02%	119,224,653	124,249,068	129,281,598	135,337,345
BALANCE	0	(0)			(2,902,623)	(5,523,256)	(8,078,020)	(11,602,766)
Increase in Deficit from Prior Year					(2,902,622)	(2,620,633)	(2,554,764)	(3,524,746)
Reserve Balances								
Free Cash	770,498	1,200,000			1,200,000	1,200,000	1,200,000	1,200,000
Stabilization Fund	2,553,175	2,604,238			2,682,365	2,762,836	2,845,722	2,931,093
Override Stabilization Fund	0	0			0	0	0	0
Tip Fee Stabilization Fund	1,011,199	581,423			198,866	0	0	0
Municipal Bldg Ins. Trust Fund	944,422	963,310			992,210	1,021,976	1,052,635	1,084,214
TOTAL:	5,279,294	5,348,972			5,073,441	4,984,812	5,098,357	5,215,308
% of General Fund Revenue	4.6%	4.7%			4.4%	4.2%	4.2%	4.2%

Assumptions

State Aid - Governor's FY 12 Budget - Level FY 13 - FY 16
Health Ins. - FY 12 Actual Growth - 7% Inflation FY 13 - FY 16
Pensions - FY 12 Actual Growth - 6% Inflation FY 13 - FY 16
New Growth - FY 12 \$400,000 - FY 13 - FY 16 \$350,000
Symmes Debt Exclusion - \$307,130 on Tax Levy
Departmental Inflation 3.5% Town and School FY 13 - FY 16
Special Education - 7% Inflation FY 13 - FY 16

Appendix E

Major Reductions in Services from Budgets

Police

- Elimination of one (1) Captain position
- Elimination of three (3) Lieutenant positions
- Elimination of two (2) Sergeant positions
- Addition of four (4) Patrolmen positions
- Reorganization of rank structure of department

Fire

- Elimination of one (1) Lieutenant position
- Elimination of two (2) Firefighter positions
(Two other firefighter positions will be funded via ambulance revolving fund)

Public Works

- Elimination of Office Manager position
- Elimination of Assistant Highway Supervisor position
- Elimination of Public Works Foreman position
- Elimination of three (3) Motor Equipment Operator positions
- Elimination of two (2) Park Maintenance Craftsman positions
- Elimination of Laborer position

Libraries

- Elimination of Assistant Director position
- Reduction of Library Assistant(s) hours
- Reduction in book and subscription budget

Planning & Community Development

- Elimination of Assistant Director position

Arlington Youth Counseling Center

- Reduction in Town Subsidy of \$89,066

Health & Council on Aging

- Elimination of PT Health Compliance Officer position
- Elimination of PT Council on Aging Social Worker

General Government Departments

- Reduction in staff hours (Town Manager, Comptroller, Town Clerk)
- Miscellaneous expense reduction (Town Manager, Personnel, Comptroller, Information Technology, Legal, Town Clerk, Treasurer)