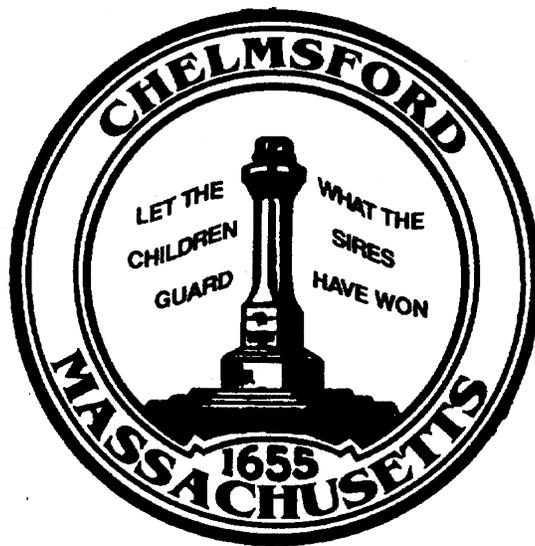


# Town of Chelmsford Massachusetts



## Proposed Fiscal Year 2017 Budget and Capital Improvement Plan

**Paul E. Cohen**  
**Town Manager**

April 20, 2016

# C H E L M S T E R O R D

## A READER'S GUIDE TO THE BUDGET

Budget documents traditionally are not easy to read. One reason is that most of us do not work with written budgets everyday and thus are uncertain as to what we should read. Budgets involve numbers, which make some people uncomfortable. Also, your time is limited and you want to make the best use of your efforts by reading only the essential sections. In order to address these issues, and to assist interested readers in making the budget understandable, we would like to suggest that it be read in the following order:

First, Appendix D at the back of this document contains a **Glossary of Terms** that the reader may want to refer to when using this document.

Second, the **Town Manager's Budget Message** (pages 1-7) contains the overall philosophy upon which the budget was developed as well as an explanation of any significant increases or decreases in the level of services being provided in the current fiscal year as well as what will be provided during the upcoming fiscal year. Immediately following the Budget Message is the Town's **Vision Statement** and a general **Community Profile**.

Third, the budget itself is contained in **Budget Highlights & Summaries Section A**. This segment provides budget summaries which display revenue and expenditure histories as well as proposed appropriations for the coming fiscal year. This section identifies significant budget issues, and explains the Town Manager's rationale for budget recommendations.

Fourth, since the budget document is designed to present summary information first, and progressively become more in-depth, Sections B through F are designed to provide **Departmental Detail** according to functional budget categories such as Public Safety, Community Services, etc. Within each Department, detailed budgeted costs are shown for each line item under personnel and expenses. Staffing levels are also included for the upcoming fiscal year. These sections explain in detail how the expenditures contained in the Budget Highlights section were developed and what Town services will be provided.

Fifth, Section G contains information on **Miscellaneous Expense Categories** such as Employee Benefits, Insurance, Debt Service, Non-Appropriated Expenses and the FY2017 Warrant Articles. Lastly, Section H details the FY2017 **Capital Projects Budget** and contains detailed information on the Town's **Capital Improvement Program**.

# ***TOWN OF CHELMSFORD MASSACHUSETTS***



Town Manager's Recommended Annual Budget  
For the Fiscal Year  
Beginning July 1, 2016 and ending June 30, 2017

## **Board of Selectmen**

*George R. Dixon, Jr., Chairman*

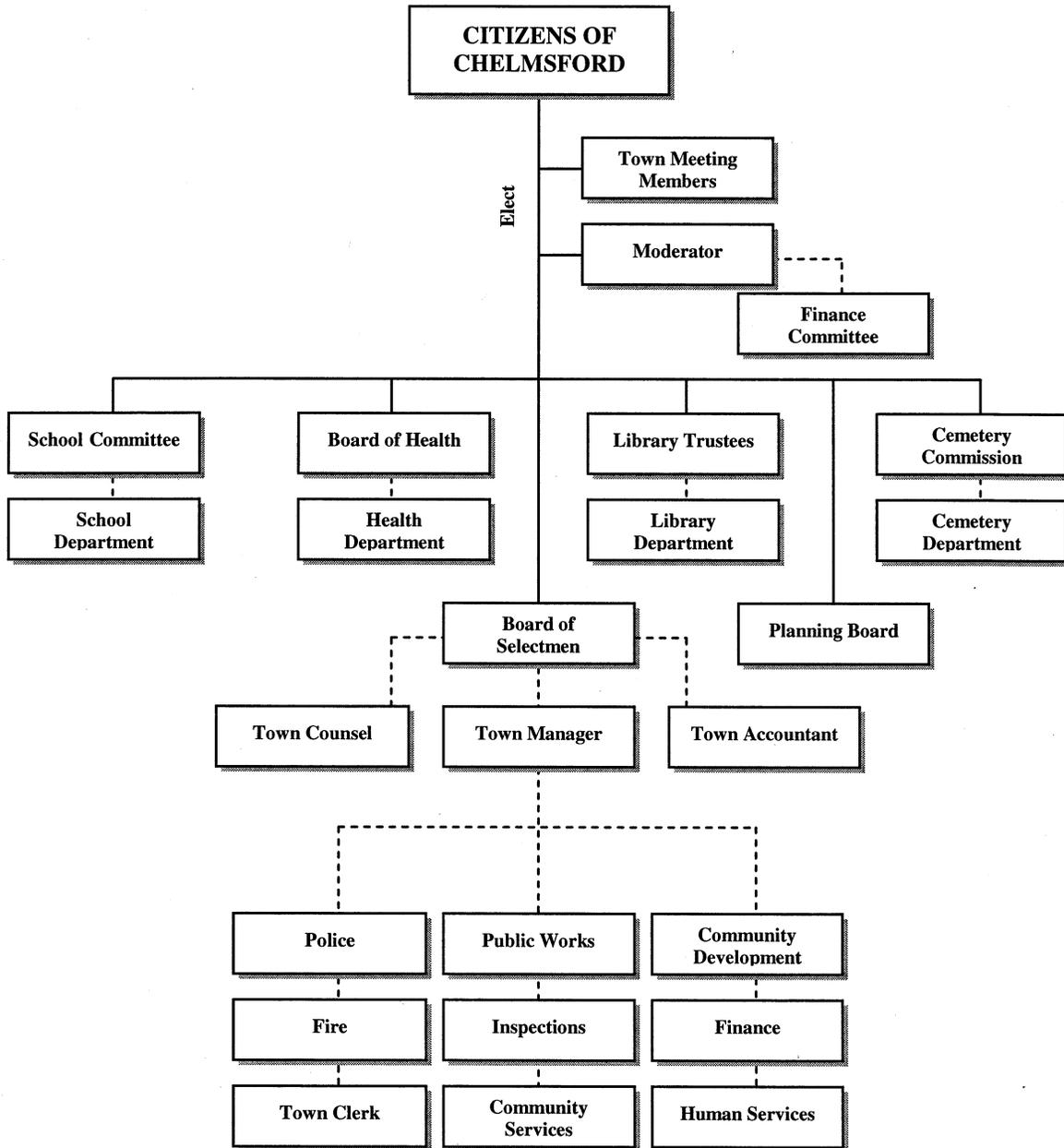
*Patricia Wojtas, Vice Chair*

*Laura A. Merrill, Clerk*

*Albert Glenn Diggs*

*Robert P. Joyce*

# Town Organizational Chart



Elected \_\_\_\_\_  
 Appointed - - - - -



**Fiscal Year 2017 Annual Budget**

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Town Manager

(978) 250-5201  
Fax: (978) 250-5252

April 15, 2016

To the Board of Selectmen, Finance Committee,  
Town Meeting Representatives, Town Officials,  
and Chelmsford Residents:

In accordance with the provisions of the Massachusetts General Laws and the Town of Chelmsford Home Rule Charter, I hereby present the Town of Chelmsford's proposed Fiscal Year 2017 Operating Budget and Capital Improvement Plan. This year's operating budget totals \$122,710,581. The Sewer Enterprise Fund equals \$3,955,311. The Town's capital expenditure needs amount to \$3,212,306.

The proposed budget continues the multi-year pattern of essentially being a level services budget. The current fiscal year's governmental operations and service levels are continued for another year. The Town's collective bargaining agreements with its unionized employees expire on June 30, 2016. At the time of this publication, agreements have not been reached for any successor labor contracts. Funding has been included in the Chelmsford School Department's budget to fund potential labor settlements with school employees for the upcoming fiscal year. The budgets for the General Government budgets do not include any funding for labor agreements. State law and the Town Charter require that any such agreements for non-School Department employees be brought before Town Meeting for ratification and funding.

The economy continues to grow at a modest rate of expansion across the Commonwealth

and the nation. The town's unemployment rate has fallen to the pre-2008 recession level of approximately 4.0%. The average single-family assessed home valuation has increased by 7.18% during the past year to \$362,736. The stock market has experienced some recent turbulent periods as a result of the sharp decline in oil prices. Interest rates remain near historic lows; however, lenders maintain strict borrowing standards. It appears as though the economy will continue along the path of no appreciable increase in the rate of inflation.

Governor Charlie Baker's proposed FY17 State budget contains disappointing levels of local aid funding. The Governor proposes to increase the main municipal local aid account known as Unrestricted General Government Aid at the same 4.3% rate of growth as the State budget. However, he proposes an increase of only \$20/student in Chapter 70 education funding (1.6%) for the Town of Chelmsford and for a large majority of school districts across the state. The Town would receive a total of \$16.4M in local aid revenue, along with local aid assessments of \$2.1M, for a net total of \$14.4M. The proposed net increase of State aid from the current fiscal year amounts to \$364K.

Legislative leaders have not adopted a local aid resolution. Therefore, the final local aid amounts will not be known until the State budget is adopted in late June. Governor



Baker's proposal to increase the Town of Chelmsford's Chapter 70 by \$20/student would result in an increase of \$99,400 (.95%) in State education funds to \$10,572,418. He proposes to increase Unrestricted General Government Aid by \$201,194 (4.30%) to \$4,880,124. Chelmsford's Unrestricted General Government Aid would be only \$39K (9.0%) greater than the level from five years ago.

Local receipts are forecast to increase by \$473,045 (5.33%) during the upcoming fiscal year. The improvement is largely attributed to strong motor vehicle excise tax collections.

### **Budget Principle**

This year's budget continues to be based upon the fundamental principle that the **Town's recurring revenues shall equal its recurring expenses**. At the end of the fiscal year on June 30, the Town will generate Free Cash as a result of unexpended balances in departmental budgets and from actual revenues exceeding the budgetary estimates. At the Fall Annual Town Meeting, the Town can decide how to allocate the Free Cash. Options may include a transfer of monies into the Stabilization Fund, funding for capital and planning efforts, and a reduction in the property tax levy.

As of March 1, 2016, the Town had a balance of \$8.5 million in the Stabilization Fund. It is a sound financial practice for a community to maintain a fund balance of approximately 5 – 10% of its operating budget. The proposed Town operating budget is approximately \$123 million. Therefore, the Town would have a General Stabilization Fund balance equal to 6.9% of the Town's budget, which is below the midpoint of the targeted range. A low fund balance contributed to the downgrade in the Town's bond rating in June 2007. In June 2012, Standard & Poor's restored the Town's AA bond rating. This rating was increased to AA+ in January 2014. This was the first time that the Town has achieved this bond rating,

which is a step below the highest rating of AAA.

### **Budget Summary**

The proposed \$122,710,581 FY17 operating budget would fund all Town operations within the property tax limitations of Proposition 2 ½. The major sources of funding for the budget are \$93,717,700 from the property tax levy, \$16,429,402 in State aid, and \$9,350,000 in local receipts.

This year's budget maintains the current service and staffing level of governmental operations. The budget contains a 2% increase to the non-union employee pay schedules, but does not include any funding for new labor contracts for the General Government union employees. All of the Town's collective bargaining agreements expire on June 30, 2016. At the time of this publication, the Town has not reached agreement for new contracts with any of its union personnel.

The budget provides a \$1,600,000 increase in funding for the Chelmsford Public Schools. The proposed School Department operating budget totals \$54,500,000. This 3.02% funding increase is above the amount of the adjusted current fiscal year School Department budget, which included an additional \$500,000 in funding at the 2015 Fall Annual Town Meeting for special education services. The additional funding will address the fixed cost increases of over \$700K for step and degree employee compensation costs, as well as the \$500K in additional costs for special education services.

The Town's assessment for Nashoba Valley Technical High School increases by only \$10,173 (.36%). This increased assessment reflects the enrollment of one fewer Chelmsford student at the vocational high school. As of October 1, 2015, Chelmsford has a total of 184 students (26.82%) of the district members' 686 student enrollment. The Town's



\$2,828,220 assessment includes \$162,846 for the debt service for the school's recent roof project.

Health insurance costs continue to comprise a significant share of the Town's budget. The Town's adoption of the 2011 municipal health insurance reform law altered the employee and retiree health plan benefits to adjust to a level that is equivalent to those provided under the most-subscribed plans under the Massachusetts Group Insurance Commission. The premiums for active employees and non-Medicare retiree health plans have increased by 4.1%. The health insurance budget increases by \$519,040. The proposed budget for health insurance equals \$10.97M, which means that almost one out of every 11 dollars in the Town's operating budget is expended on health care.

An additional \$456,168 (6.4%) is budgeted to fund the Town's assessment to the Middlesex County Retirement System. The Town's assessment for the upcoming fiscal year is \$7,552,208. Almost \$6.2M of this assessment is payment towards the Town's unfunded \$88.4M pension liability. The unfunded pension liability is scheduled to be paid off in the year 2035.

The proposed FY16 operating budget maintains a \$1M funding level towards the Town's \$93M unfunded Other Post-Employment Benefits (OPEB) liability. The proposed funding represents only 33% of the annual amount of \$3M that is required to eliminate this liability by 2045. Therefore, this liability will continue to significantly increase in the upcoming fiscal year. Thus far, the State Legislature has not enacted any OPEB reform legislation.

### Capital Expenditure Plan

To meet the Town's ongoing capital expenditure needs, the budget includes a \$3.21 million capital improvements program. Funds will be allocated to renovate the restrooms at the 45 year-old Byam Elementary School, remove asbestos from school buildings, upgrade school fire alarm systems, and to address the School Department's technology needs such as the installation of additional security cameras and the placement of additional smart boards in the classrooms. Capital investment would also fund a replacement street sweeper, dispatch equipment, and the renovation of the Town Offices gymnasium and lower level restrooms. The Town would also undertake road, sidewalk, and drainage improvements.

### Property Tax Revenue

The Fiscal Year 2017 operating budget amounts to \$122,710,581. Property taxes comprise 76% of the Town's revenue for its operating budget. The Town's property tax levy is projected to increase by \$3,999,464 (4.46%) to a total of \$93,717,700. This includes the allowed \$2,137,255 increase in the property tax levy available under the provisions of Proposition 2½. It also includes an estimated increase of \$1,600,000 of new growth in the property tax base.

The amount of excluded debt to fund the debt service for the sewer expansion, the high school and middle school renovation projects, and the new DPW facility decreases by \$60,468. The projected excluded debt service for the upcoming fiscal year is reduced to \$4,490,241.

During this difficult period of limited State aid, the Town has experienced continued growth in its property tax assessment. During the past five years (FY11–FY16), the average single-family property tax bill in the Town of



Chelmsford has increased from \$5,427 to \$6,540. This is a 20.50% increase of \$1,113, which is significantly more than an annual compounded increase of 2.5%. This is a result of the shift in property valuations from commercial and industrial towards residential. Also, within the residential property classification, there has been shift in valuation towards single-family homes from condominium and multi-family properties.

**The fact that Chelmsford's statewide ranking in the amount of its average single-family property tax bill has fallen slightly from 70<sup>th</sup> in FY11 to 71<sup>th</sup> in FY16 indicates that the growth in the Town's property tax levy is in line with the overall increase across the Commonwealth. Moreover, this ranking is better than the 63rd ranking from a decade ago.**

### State Aid

The State's fiscal limitations, including the ongoing operational problems with the MBTA system, have legislative leaders confronting the difficult challenges in the growth of entitlement programs; the increased costs of health care; the necessary investment to repairs state bridges, highways, and other infrastructure; and the increased operating costs for the MBTA. This limits the amount of assistance that the State can provide to municipalities. Governor Charlie Baker's proposed FY17 State budget only increases the Town's Chapter 70 education aid by \$20/student (.95%) and increases Unrestricted General Government Aid by \$201,194 (4.30%). The Town would receive approximately \$16.43M in local aid for Fiscal Year 17.

Chapter 70 education aid at a projected funding level of \$10,572,418 would comprise approximately 2/3<sup>rd</sup> of local aid for the upcoming fiscal year. Unrestricted General Government Aid is funded at \$4,880,124. The balance of local aid is largely comprised of

School Choice receiving tuition (\$375,373), charter school tuition reimbursement (\$148,002), reimbursement for exemptions for elderly and veterans property tax relief programs (\$226,955), and reimbursement for veteran's benefits (\$170,487).

The projected \$16.4M in local aid will be significantly offset by approximately \$2.1M in local aid assessments. State assessments for charter school and school choice tuitions are estimated to total \$1,698,681. This is a decrease of \$26,437 (-1.53%) over the current fiscal year.

### OPEB Liability Trust Fund

Funding \$1M towards the Town's OPEB liability is an effort to adhere to the principal that the Town's recurring revenues will meet its recurring costs. For the past four fiscal years, Town Meeting has funded this amount into the OPEB Liability Trust Fund. The balance in the trust fund is approximately \$4.8M.

The Town's unfunded OPEB liability is approximately \$93M. The Town increased its OPEB liability by over \$4.3M during the past fiscal year. Chelmsford would need to appropriate \$3M annually over the next 30 years to eliminate this liability. The State Legislature has not enacted any OPEB reform legislation. Reforms could reduce the Town's liability by one-third to one-half. Therefore, a \$1M annual funding level into the OPEB trust fund remains a reasonable minimum amount of funding at this time.

### General Stabilization Fund

The current General Stabilization Fund balance is \$8.5M. Sound financial practice and the Town's fiscal policy provide that the Town should maintain combined Free Cash and Stabilization Fund balances that total between 5% and 10% of the Town's operating expenditures. The current balance of the



Town's General Stabilization Fund represents 6.9% of the Town's proposed FY17 \$123 million operating budget. This reserve level provides the Town with financial flexibility and resulted in Standard & Poor's upgrading the Town's bond rating in January 2014 from AA to AA+.

It is anticipated that the Town will generate Free Cash at the end of the current fiscal year on June 30 in order to increase the General Stabilization Fund at the 2016 Fall Annual Town Meeting.

### **Local Receipts**

The FY17 budget includes an estimate of \$9.35M in local receipts. This is an increase of \$473K (5.33%) from the current fiscal year's budget. This \$9.35M forecast is equal to the \$9,348,612 collected in local receipts during the past fiscal year, during which the Town collected \$181K in non-recurring revenue such as bond premiums.

Motor vehicle excise taxes totaling \$4.8 million account for more than half of the Town's estimate of \$9.35M in FY17 local receipts. Local meals taxes (\$555K) and local room excise taxes (\$495K) are other major components of local receipts, along with building permit fees (\$750K).

### **Expenditure Distribution**

The Fiscal Year 2017 operating budget essentially maintains the current service and staffing level of operations for all town departments including education, public safety, public works, and general administration.

All of the Town's three-year labor agreements expire at the end of the current fiscal year. New agreements with any of the Town's 13 labor unions have not been achieved at this time. Funding for new agreements is not included in the General Government operating

budgets. State law and the Town bylaws require non-school department agreements to be brought before Town Meeting for ratification and funding. The Town's non-union employee compensation plan will increase by 2% for the upcoming fiscal year. Those employees who are not at the top step of their pay scale will receive a step increase to reflect an additional year of work experience.

The appropriation to the Chelmsford Public Schools increases by \$1,600,000 (3.02%) to a total amount of \$54,500,000. The School Department will absorb over an additional \$700K in employee step and degree compensation costs. The School Department budget also meets the expected increase of \$500K in special education costs. The average cost to educate a student in the Chelmsford Public Schools during the past fiscal year increased to \$13,289. Further details regarding the School Department's FY17 budget are available in the School Department's budget document.

The Town of Chelmsford's assessment to Nashoba Valley Technical High School increases by only \$10,173 (.36%) to a total amount of \$2,828,220 in FY17. The assessment is driven by the enrollment of 1 fewer student. Chelmsford's enrollment has increased by 38% over the past five years to a total of 184 students currently attending Nashoba Tech. The average cost to educate a student at Nashoba Tech during the past fiscal year amounted to \$17,030.

Funding for the Town's General Government (non-School Department) departmental operations would increase by \$340,876 (1.31%) for the upcoming fiscal year. Municipal Administration expenses are rising to account for the increased costs for building maintenance, state elections, assessors property revaluation, solid waste disposal, and library services. The Town will operate with the current staffing level of 241 employees. This is



the same number of General Government employees as nine years ago.

Public safety expenditures would increase by \$105,130. Firefighter personnel costs for step increases have risen as a result of the many new firefighters that joined the department in recent fiscal years. The recommended FY17 personnel budget for the Police Department calls for staffing at the same level as nine years ago in 2008. A total of 31,951 calls were responded to by cruisers during the last calendar year

The Fire Department budget increases by 1.72% (\$92,341). All of the Town's five fire stations will be staffed throughout the year. Limited funding for overtime coverage means that the Fire Department will occasionally operate with a compliment of only 10 firefighters on duty. The number of fire calls has increased by over 3,100 (66%) during the past seven years, while the number of full-time employees has increased from 58 to 63.5.

The Public Works budget receives a modest increase of .37% or \$23,581 for an ongoing total of \$6.38M. The budget maintains the funding for public tree care at \$67,000. Solid waste collection and disposal costs are increased by \$16,124. Low fuel costs have limited the growth in this budget. The Snow and Ice budget is level-funded at \$1,143,500, which would fund the cost for a typical winter season.

The Municipal Facilities Department \$1.48M budget includes funding for all current maintenance employees. Facilities maintains 26 buildings across the community, as well as park and non-conservation common lands. The new fire department headquarters facility has added to the responsibilities of the department during the past two years.

The Community Services budget receives a nominal increase of \$719 for the upcoming

fiscal year. An overall budget of \$1.1M will maintain the staffing levels and operations of the Senior Center, Veterans Agent, and Board of Health. Due to a decline in the demand for veterans' benefits, this line item has been decreased by \$50,000 to a level of \$225,000. The State reimburses the Town for 75% of these benefit costs a year after the costs are incurred.

The FY17 operating budget will fund Library operations at a level that is 1.69% greater (\$31,534) than the current fiscal year. This proposed funding level for library operations maintains Sunday hours at the Adams library and exceeds the certification funding levels required by the State Board of Library Commissioners.

The cost of employee benefits continues to strain the Town's budget. The Town's assessment from the Middlesex Retirement system will increase by \$456,168 (6.43%) to a total of \$7.55 million. This increase is the result of a revised actuarial assessment of the Town's funding obligation that is necessary to eliminate the unfunded pension liability by the year 2035. As a result of the Town's adoption of the State's municipal health insurance reform law, health insurance premiums will increase by only 4.1% for the upcoming fiscal year without any changes in plan design. The budgeted amount for the Town's share of active employee and retiree health care plans is \$10,968,040. The annual total cost for an employee enrolled in the Town's HMO family plan will increase to \$21,800. The Town pays 75% of this premium, an amount that will equal \$16,350.

The Town's non-excluded debt service is forecast to increase by \$168,310 (2.38%) to a total of \$7,234,480 in Fiscal Year 2017. The Town's excluded debt service for the DPW, school, and sewer projects is projected to decrease by \$80,170 (-1.75%) as the Town



continues its level-principal annual debt service payments.

### **Looking Ahead**

There will be another year of limited local aid from the State. Local revenues are forecast to increase slightly during the upcoming fiscal year. This limits the amount of funding aside from the property tax to support Town operations.

The exact funding levels for State Aid and local revenues remain uncertain into the future. The Town may need to adjust its budget at the Fall Annual Town Meeting once the final local aid funding levels and the actual new growth in the property tax base have been determined. This would take place during the third week of October.

During the upcoming fiscal year, the Town will continue its contract negotiations with its labor unions on new collective bargaining agreements. These discussions will continue to recognize the important role that Chelmsford's employees contribute to the quality of public safety, education, and other municipal services. Many of our employees are Chelmsford residents who confront the same challenges as their neighbors in making ends meet in this low wage growth economy.

The Town has made considerable strides in maintaining its investment in its buildings, roadways, and other infrastructure during a challenging economic period. The recent energy management performance contract has financed some improvements in the Town's building utility systems. However, more investment will be required in order to maintain the Town's 26 buildings. The comprehensive facilities assessment for the School

Department's nine buildings is expected to be completed within the next couple of months. This will assist the Town in deciding how to proceed with sound programs for pre-school, full day kindergarten and other means to prepare students for tomorrow's work force. The current economic conditions of low interest rates and a favorable construction bidding climate offer an opportunity to preserve and modernize older school and town office buildings for use by the next generation.

This year's budget process has been another cooperative effort by members of the Board of Selectmen, School Committee, Finance Committee, and Town employees. All of us have continued to work together to explore cost efficiencies and to present clear information to the community. We will continue to work together to address the challenges that lie ahead.

Respectfully submitted,

Paul E. Cohen  
Town Manager



## **BUDGET PROCESS TIMELINE**

### **August/September**

- Identify Goals & Strategic Needs
- Update Five-Year Financial Plan Forecasts
- Technology Advisory Committee reviews the status of the Town's technology infrastructure.

### **October**

- Capital Budget Manual sent out to Departments

### **November**

- Capital Requests Submitted & Reviewed by Capital Planning Committee
- Operating Budget Request Manual sent out to Departments

### **December/January**

- Town Manager Reviews Requests and Develops Operating Budget
- Town Manager & Capital Planning Committee Develop Capital Budget

### **January**

- Proposed Operating and Capital Budgets Presented to Board of Selectmen and Finance Committee

### **February/March**

- Finance Committee Holds Public Budget Hearings

### **April**

- Proposed Operating and Capital Budgets Presented to Town Meeting

### **June/July**

- June 30 Current Fiscal Year 2016 Ends
- July 1 Fiscal Year 2017 Begins
- State Budget typically passed with Final State Aid numbers (aka "Cherry Sheets")

### **October**

- Fall Town Meeting makes adjustment to FY2017 Budget as needed. Final Tax Rate Set



## COMMUNITY VISION STATEMENT



*The Town of Chelmsford strives to be a fiscally stable urban community providing the residents and businesses with a clean environment and a high quality of living. The Town will plan, construct and maintain all public facilities or public works infrastructure to provide for the health, safety, and welfare of all persons. The Town seeks to provide the least amount of taxes as necessary to residents and businesses alike. The Town places a high value on the educational curriculum. The Town will foster an atmosphere conducive to the development and promotion of cultural, recreational, and educational opportunities to all the residents of the community.*

*Adopted by the Board of Selectmen, July 1993*

### Programmatic Goals

#### **Municipal Administration**

To maintain management excellence to achieve the most efficient and effective use of the resources allocated to the Town Government for the benefit of the citizens of Chelmsford.

#### **Community Development**

To promote responsible economic development and foster a climate which supports the expansion of existing businesses and welcomes new industry and development.

#### **Public Safety**

To create an environment in which people can move about safely and feel confident that they and their property are protected from harm, by providing programs which reduce crime and fire and provide for

emergency medical services to the sick and injured and minimize the impact of technological and natural disaster.

#### **Public Works**

To support and assure the balanced development, improvement and protection of the physical resources of the Town of Chelmsford and to provide for the operation, maintenance and report of the Town's infrastructure.

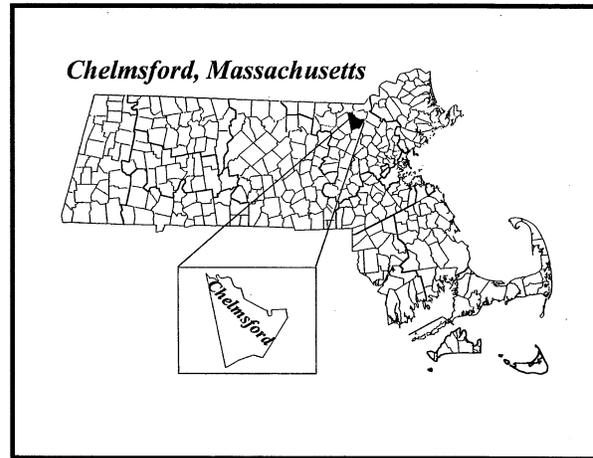
#### **Community Services**

To support and assist in the development and maintenance of harmonious personal relationships between residents and groups and to improve and enrich the lives of our citizens through activities, programs and facilities designed to foster creativity, provide healthy recreational activity and build culture and aesthetic appreciation.

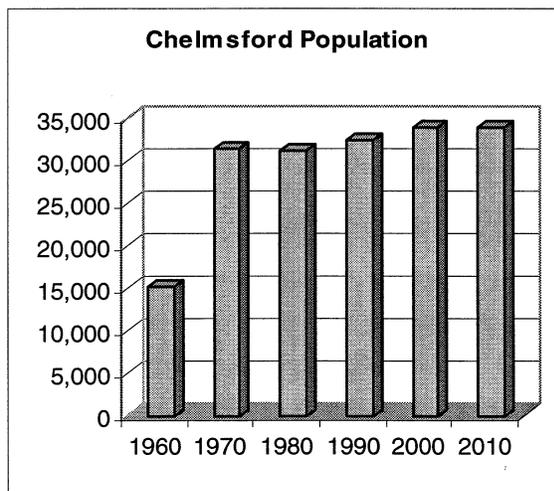
## COMMUNITY PROFILE

Chelmsford is a suburban community which offers country-like charm and atmosphere while providing access to modern infrastructure, abundant educational and cultural opportunities, a mix of retail establishments and restaurants, a variety of housing options, and a stable and prospering business environment. These attributes make Chelmsford an attractive community in which to live, shop and work.

Chelmsford was incorporated in 1655, and over its long history, the Town has naturally experienced numerous changes. As the fastest growing Massachusetts community during the 1960's, Chelmsford was transformed from a quiet, rural agriculturally oriented community of 9,407 persons in 1950 to that of a thriving residential suburban town of 31,432 by 1970. The Town population has remained relatively steady over the past decade. The 2010 census revealed that the current population has decreased slightly by 56 persons from 33,858 in 2000 to 33,802.



Occupying a land area of approximately 22.54 square miles, the Town is primarily a residential community with an increasing amount of commercial and industrial activity. Based on fiscal year 2015 assessed valuations, approximately 80% of the property was residential while 20% was commercial and industrial. Retail trade is concentrated in several areas of the Town within commercial malls and urbanized centers with historically significant buildings. Situated in northern Middlesex County approximately 24 miles north of Boston and part of the Merrimack Valley, Chelmsford is adjacent to the city of Lowell, just south of the New Hampshire border.



Because Chelmsford is located at the intersection of Route 3 and Interstate 495, it is easily accessible. State Routes 4, 27, 40, 110, and 129 also pass through various sections of the Town. The location and its road network make Chelmsford a prime area for many commuters from eastern Massachusetts and southern New Hampshire.

Chelmsford has seen tremendous growth and change which have occurred with improved roadways, public sewers, and a more vibrant regional economy. These attributes remain today, inviting new growth and economic expansion.

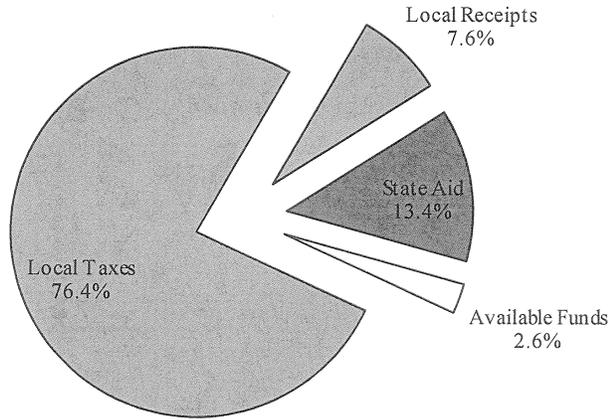
# **A: Budget Highlights**



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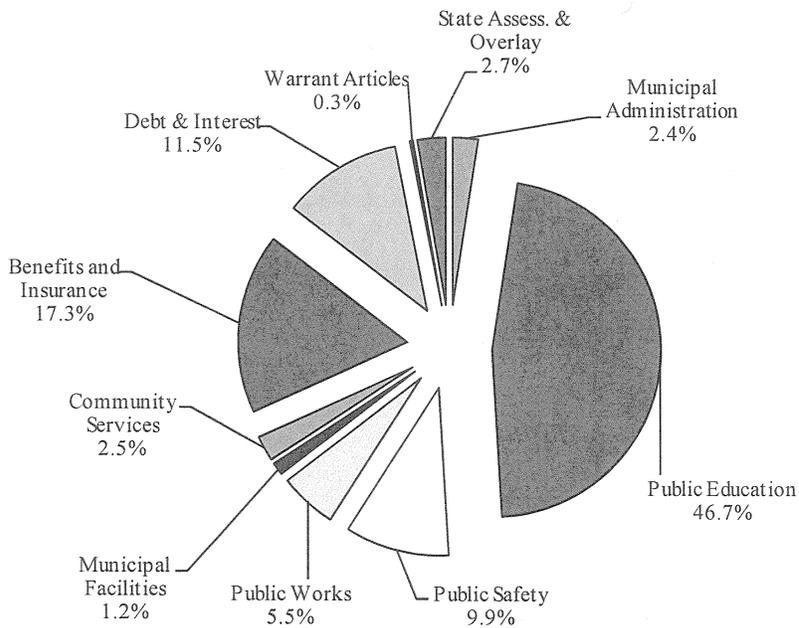


### Where the Money Comes From



**TOTAL REVENUE \$122,710,581**  
Fiscal Year Ending June 30, 2017

### Where the Money Goes





# Proposed Budget

	<u>FY2016 BUDGET</u>	<u>FY2017 PROPOSED</u>	<u>CHANGE</u>	<u>% CHANGE</u>
<b>Revenues</b>				
Property Tax	89,718,236	93,717,700	3,999,464	4.46%
State Aid	16,074,348	16,429,402	355,054	2.21%
Local Receipts	8,876,955	9,350,000	473,045	5.33%
Available Funds	4,774,237	3,213,479	(1,560,758)	-32.69%
<b>Total Revenue:</b>	<b>119,443,776</b>	<b>122,710,581</b>	<b>3,266,805</b>	<b>2.74%</b>
<b>Expenditures</b>				
Municipal Administration	2,863,039	2,972,318	109,279	3.82%
Chelmsford Public Schools	52,400,000	54,500,000	2,100,000	4.01%
Nashoba Valley Technical HS	2,818,047	2,828,220	10,173	0.36%
Public Safety	11,980,496	12,085,626	105,130	0.88%
Public Works	6,356,716	6,380,297	23,581	0.37%
Municipal Facilities	1,425,482	1,477,043	51,561	3.62%
Cemetery Commission	320,269	339,341	19,072	5.95%
Community Services	1,115,935	1,116,654	719	0.06%
Library	1,860,752	1,892,286	31,534	1.69%
Benefits & Insurance	20,135,040	21,265,248	1,130,208	5.61%
Debt Service	14,045,748	14,125,758	80,010	0.57%
Warrant Articles	702,619	400,000	(302,619)	-43.07%
State Assessments & Overlay	3,419,633	3,327,790	(91,843)	-2.69%
<b>Total Expenditures:</b>	<b>119,443,776</b>	<b>122,710,581</b>	<b>3,266,805</b>	<b>2.74%</b>

FY2016 Budget Adjusted for Free Cash Transfers



**FY2017 Revenue Budget - Overview**

The Town of Chelmsford’s revenue base is expected to increase by 1.1% for the next fiscal year as the economic picture gradually improves at the National, State, and Local levels. The statewide unemployment rate declined to 4.7% for February 2016 from 5.4% one year ago. The Commonwealth’s Executive Office of Labor and Workforce Development reports that the unemployment rate for Chelmsford residents for February 2016 declined to 3.9% versus 4.4% for the same period last year. Declining unemployment and greater revenue from Motor Vehicle Excise and meals taxes are indicative of strengthening economic activity. Although local sources of revenue remain strong, State Aid is expected to only increase by a modest 2% as the Commonwealth seeks to close a \$635M structural State budget deficit.

Total Town revenue is projected to increase to \$122.7 million in Fiscal Year 2017. New growth in the property tax levy is estimated at \$1.6M due to improving commercial/industrial and residential construction activity. Overall, property tax revenues are forecasted to increase by 4.0% at \$3.67 million. Total State Aid to the Town is expected to increase slightly by 2.2% at \$16.4M. **Although any increase in State Aid is positive news, it is important to note that the \$16,429,402 of State Aid the Town expects to receive in FY2017 represents an increase of just 4.85% more than the \$15,670,085 of State Aid the Town received back in FY2008, without adjusting for the effect of inflation over those 9 years.** Local receipts are budgeted to increase by \$473,045, which is a 5.3% increase.

**Actual & Budgeted Revenues**

FY	Revenues	% increase
*2008	\$99,375,461	6.03%
*2009	\$100,080,835	0.71%
*2010	\$99,913,277	-0.17%
*2011	\$103,435,385	3.53%
*2012	\$110,752,164	7.07%
*2013	\$110,551,161	-0.18%
*2014	\$113,491,439	2.66%
*2015	\$118,591,045	4.49%
**2016	\$121,354,208	2.33%
**2017	\$122,710,581	1.12%

\*Actual      \*\*Budgeted  
Excludes Sewer Enterprise Revenue

The Town’s revenue is divided into four main categories: property taxes, state aid, local receipts, and available funds. The Fiscal Year 2017 total revenue of \$122.7 million does not include any additional revenue from Certified Free Cash or the Town Stabilization Fund. Following the end of the current fiscal year, the Massachusetts Department of Revenue will examine the Town’s balance sheet and issue a certification of the Town’s Free Cash. At the Fall Annual Town Meeting, a request will be made to transfer the Free Cash to the Town’s Stabilization Fund.



### Property Taxes

Property taxes are the largest single revenue source for the Town and are expected to continue to account for over 76% of total revenue in the next fiscal year.

Property taxes are levied on real property (land & buildings) and personal property (equipment) used by non-manufacturing business firms. In accordance with State law, the Board of Assessors revalues all taxable real property at fair market value every three years. The Massachusetts Department of Revenue (DOR) has established FY2017 as the Town's next triennial revaluation year. The Assessor's Office is currently conducting a townwide cyclical inspection of all real property to comply with DOR directives. Under the provisions of Proposition 2 ½, property taxes, in the aggregate, may not exceed 2 ½% of their "full and fair cash value." This limit is known as the "levy ceiling." Annual levy increases may not exceed 2½% more than the previous year's levy plus the taxes generated from any new properties added to the tax rolls. This maximum increase in the annual levy is known as the "levy limit." Any Proposition 2½ override and/or debt exclusion amounts voted are added to the levy limit. Calculation of the maximum allowable tax levy under Proposition 2 ½ is explained further on the next page.

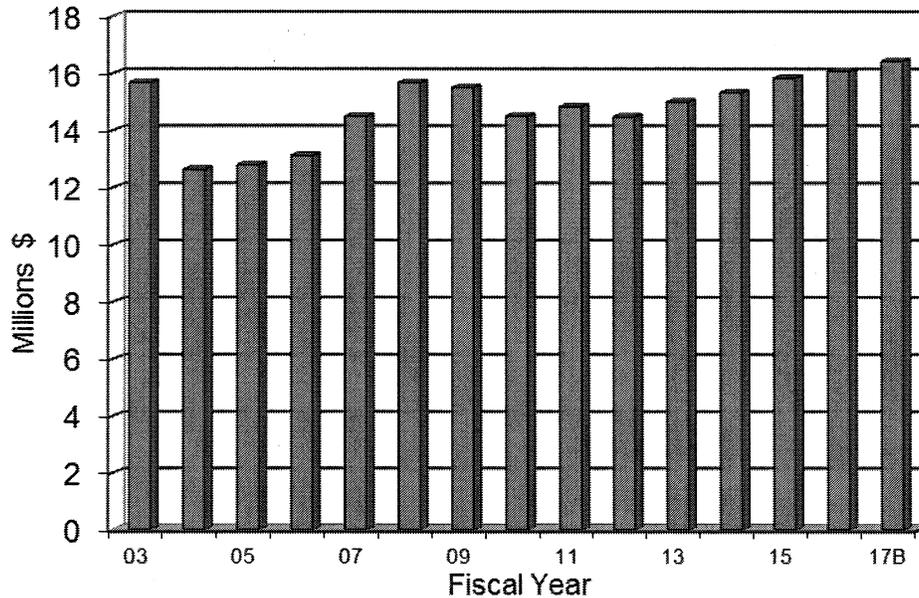
For Fiscal Year 2017, the Town's property tax revenues are projected to increase by \$3.67 million (4.1%). The increase consists of the \$2.13 million allowed 2.5% increase in the prior fiscal year's property tax base, \$1.6 million in estimated new growth from construction; and a decrease of \$0.6 million in excluded debt service for the sewer, school, and public works facility construction projects. The Town's excluded debt service peaked at \$8.2 million during FY 2008 and is expected to decline further each subsequent year as debt service costs for the final phases of the sewer project are funded through sewer betterments and capital construction fee revenue. For FY17, excluded debt service declines by \$60,468 to \$4,490,241. FY17 Excluded debt service has declined by \$3.7M or 45% from the peak in FY2008.

	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Recommended	% Change
<b>LOCAL TAXES</b>						
Base Factor	\$72,684,916	\$75,816,615	\$78,644,500	\$82,024,358	\$85,490,204	4.23%
2 1/2 increase	\$1,817,123	\$1,895,415	\$1,966,113	\$2,050,609	\$2,137,255	4.23%
New Growth	\$1,314,576	\$932,470	\$1,413,745	\$1,415,237	\$1,600,000	13.06%
Override						
Debt Exclusion	\$5,720,668	\$5,589,299	\$5,011,400	\$4,550,709	\$4,490,241	-1.33%
Levy Limit	\$81,537,283	\$84,233,799	\$87,035,758	\$90,040,913	\$93,717,700	4.08%
Levy Used/ Collected	\$80,392,117	\$84,216,426	\$87,000,514	\$89,718,236	\$93,717,700	4.46%
Excess Levy Capacity	\$1,145,166	\$17,373	\$35,244	\$322,677	\$0	





## State Aid



## State Aid

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	Actual	Actual	Actual	Actual	Revised	Budgeted
<b>Education</b>						
Chapter 70	\$ 9,880,853	\$ 10,089,893	\$ 10,218,568	\$ 10,346,618	\$ 10,473,018	\$ 10,572,418
Charter Tuition/ Capital Facility	\$ 191,775	\$ 112,874	\$ 146,290	\$ 348,045	\$ 184,464	\$ 148,002
School Lunch (Ch. 871)	\$ 16,208	\$ 15,726	\$ 14,638	\$ 12,503		
School Choice Rec. Tuition	\$ 75,074	\$ 135,979	\$ 184,870	\$ 222,996	\$ 326,523	\$ 375,373
<i>sub-total of Education:</i>	<i>\$ 10,163,910</i>	<i>\$ 10,354,472</i>	<i>\$ 10,544,366</i>	<i>\$ 10,930,162</i>	<i>\$ 10,984,005</i>	<i>\$ 11,095,793</i>
<b>General Government</b>						
Unrestricted Gen. Government Aid	\$ 3,982,596	\$ 4,292,998	\$ 4,394,475	\$ 4,516,342	\$ 4,678,930	\$ 4,880,124
Police Career Incentive (Quinn)	\$ -			\$ -		
Veterans Benefits	\$ 74,543	\$ 89,391	\$ 138,832	\$ 143,400	\$ 170,487	\$ 170,487
Exemption Reimbursement	\$ 205,707	\$ 209,904	\$ 205,301	\$ 184,328	\$ 184,328	\$ 226,955
State Owned Land	\$ 5,383	\$ 5,385	\$ 5,492	\$ 6,688	\$ 6,688	\$ 6,633
Library Offset	\$ 40,674	\$ 41,174	\$ 40,108	\$ 49,505	\$ 49,910	\$ 49,410
<i>sub-total of General Government:</i>	<i>\$ 4,308,903</i>	<i>\$ 4,638,852</i>	<i>\$ 4,784,208</i>	<i>\$ 4,900,263</i>	<i>\$ 5,090,343</i>	<i>\$ 5,333,609</i>
<b>Total State Aid:</b>	<b>\$ 14,472,813</b>	<b>\$ 14,993,324</b>	<b>\$ 15,328,574</b>	<b>\$ 15,830,425</b>	<b>\$ 16,074,348</b>	<b>\$ 16,429,402</b>



The following is a detailed explanation of a few key accounts which together comprise approximately 95% of Chelmsford's projected State Aid.

➤ Chapter 70 School Aid

**Chelmsford's Chapter 70 School Aid is projected to be funded at \$10,572,418, an increase of \$99,400 or 0.95% for FY 2017. Chapter 70 aid represents approximately two-thirds of all State Aid received by the Town. Although Chapter 70 aid for education has been stable during the past few years, any increases in Chapter 70 aid were often negated by sharp declines in Unrestricted General Government Aid between FY2009 – FY2012.** Additionally, the Town of Chelmsford continues to be hurt by an outdated funding formula that directs more aid to communities with growing student populations and communities with lower household incomes and property values.

➤ Unrestricted General Government Aid

In FY2010, the Commonwealth created a new category named Unrestricted General Government Aid by consolidating Lottery Aid and Additional Assistance into one account. For FY 2017, Chelmsford will receive an estimated \$4.88M in Unrestricted General Government Aid (UGGA), an increase of \$201,194 or 4.3% from the amount the Town expects to receive in FY2016. **Although it is a positive sign to see this category of State Aid increase, General Government Aid continues to represent a declining percentage of total State Aid. More importantly, the \$4.88M of UGGA the Town expects to receive in FY17 represents a loss of \$1.42M from the \$6.3M combined total of Lottery Aid and Additional Assistance the Town received back in FY08. This is one of the primary reasons that property taxes continue to fund a greater share of the Town's operating budget.**

➤ Charter School Tuition Assessment Reimbursements

The State provides some financial assistance to mitigate the fiscal impact on those communities that are assessed State Aid charges for the tuition for those students that attend Commonwealth charter schools. The first year, the State reimburses 100% of the increase of Charter tuition in the current year over the prior fiscal year. The reimbursement level then declines to 60% in the second year and to 40% in the third year.

For Fiscal Year 2017, the Town of Chelmsford is projected to receive a tuition reimbursement of \$148,002, a decrease of \$36,462 from the current funding level. Correspondingly, our projected tuition assessment is projected to decrease by approximately \$26,437 to \$1,698,681 resulting in a net increased cost of \$10,025. Charter School Tuition reimbursement and assessment are uncertain and subject to change after being updated to reflect spring enrollment data and final tuition rates.



### Local Receipts

The third source of revenue for the Town's budget is Local Receipts. Local Receipts includes a variety of fees, permits, fines, and license related monies that the Town receives, as well as interest that is earned on investments or paid by late taxpayers.

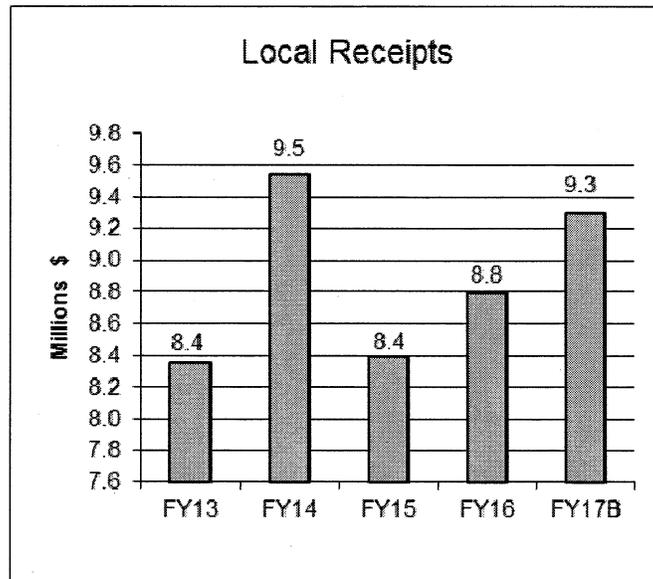
#### Local Receipts

	FY2013	FY2014	FY2015	FY2016	FY2017
	Actual	Actual	Actual	Budgeted	Budgeted
Motor Vehicle Excise	\$ 4,257,264	\$ 4,739,683	\$ 4,803,986	\$ 4,600,000	\$ 4,800,000
Meals Tax (.75%)	\$ 515,840	\$ 522,838	\$ 535,164	\$ 525,000	\$ 555,000
Interest on Late Taxes	\$ 413,510	\$ 385,050	\$ 679,188	\$ 375,000	\$ 375,000
Fees	\$ 333,645	\$ 355,979	\$ 377,493	\$ 330,000	\$ 350,000
Rental Income	\$ 66,431	\$ 58,614	\$ 61,997	\$ 65,000	\$ 65,000
Dept Revenue- Schools	\$ 732	\$ 417	\$ 360	\$ 200	\$ 200
Dept Revenue- Cemetery	\$ 120,530	\$ 125,635	\$ 126,425	\$ 120,000	\$ 125,000
Dept Revenue- Other	\$ 226,420	\$ 206,980	\$ 204,235	\$ 225,000	\$ 205,000
Alcohol Licenses	\$ 94,110	\$ 94,165	\$ 97,290	\$ 95,000	\$ 95,000
Other Licenses	\$ 81,810	\$ 72,673	\$ 89,190	\$ 80,000	\$ 80,000
Permits	\$ 520,765	\$ 648,279	\$ 769,474	\$ 600,000	\$ 750,000
Fines & Forfeits	\$ 218,929	\$ 251,119	\$ 235,122	\$ 215,000	\$ 235,000
Interest Investment	\$ 54,168	\$ 298,685	\$ 284,279	\$ 260,000	\$ 275,000
Miscellaneous	\$ 313,896	\$ 308,932	\$ 362,285	\$ 293,720	\$ 359,393
Solar Net Metering					\$ 300,000
Hotel Tax	\$ 472,406	\$ 456,857	\$ 495,030	\$ 495,000	\$ 495,000
LRTA	\$ 33,413	\$ 35,353	\$ 45,811	\$ 33,000	\$ 35,000
Misc., Non-Recurring	\$ 627,086	\$ 988,587	\$ 181,283	\$ 565,035	\$ 250,407
<b>Total:</b>	<b>\$ 8,350,955</b>	<b>\$ 9,549,846</b>	<b>\$ 9,348,612</b>	<b>\$ 8,876,955</b>	<b>\$ 9,350,000</b>

For FY17 the Town's Local Receipts are projected to increase by \$473,045 or 5.3%. Motor vehicle excise taxes comprise nearly 51% of Local Receipts and have increased in recent years due to an improving economy. Motor Vehicle Excise tax revenue is forecasted to increase \$200,000 to \$4.8M for the coming fiscal year as new car sales remain strong. Town Meeting adopted a local option meals tax of 0.75% and local option 2% increase in the hotel room occupancy tax in August 2009 that became effective October 1, 2009. Budgeted meals tax revenue of \$555,000 and hotel room occupancy tax of \$495,000 account for over 11% of Local Receipts for the coming year. Meals tax revenues are projected to increase \$30,000 based on current year receipts. Building permit revenue is expected to increase by \$150,000 or 25% due to improving construction and renovation activity.



**Local Receipts**



**Available Funds**

The final category of revenue for the Town is monies from various Special Revenue funds. The Town’s operating budget will receive \$565,993 from Sewer Enterprise Revenues to reimburse the Town for employee benefits and administrative costs related to sewer operations. The School Department will reimburse the Town \$145,386 for health insurance benefit costs for employees who work in the child care program.

Beginning in FY17, the Town’s operating budget will receive \$95,063 from the PEG (Public, Educational, and Governmental Access Cable Television Enterprise Fund to reimburse the Town for employee benefits and administrative costs related to Chelmsford Telemedia operations.

In FY 2017, the Town will apply \$2.4M of Sewer Betterment funds toward debt service costs associated with the later phases of the sewer project financed after 2003.



### Available Funds

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	Actual	Actual	Actual	Actual	Revised	Budgeted
Wetland Protection Act	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Sewer Betterments	\$2,439,180	\$2,431,372	\$2,414,897	\$2,417,249	\$2,409,167	\$2,401,037
Sewer User Fees Offset	\$ 488,237	\$ 482,709	\$ 498,451	\$ 520,853	\$ 546,853	\$ 565,993
Childcare Revolving Fund Benefits	\$ 117,930	\$ 125,006	\$ 132,006	\$ 130,158	\$ 139,660	\$ 145,386
PEG CATV Enterprise - Offsets						\$ 95,063
Insurance Recovery	\$ 52,801					
Stabilization Fund					\$ 920,695	
Free Cash- Current Year	\$4,587,486	\$3,361,463	\$ 894,206	\$2,588,986	\$2,204,004	
School E-Rate Reimbursements	\$ 29,900	\$ 29,000	\$ 48,723	\$ 56,945	\$ 79,076	
Transfer From Overlay Surplus				\$ 312,088		
School Construction	\$ 379,215	\$ 379,215	\$ 379,215	\$ 379,215	\$ 379,214	
<b>Total:</b>	<b>\$8,100,749</b>	<b>\$6,814,765</b>	<b>\$4,373,498</b>	<b>\$6,411,494</b>	<b>\$6,684,669</b>	<b>\$3,213,479</b>

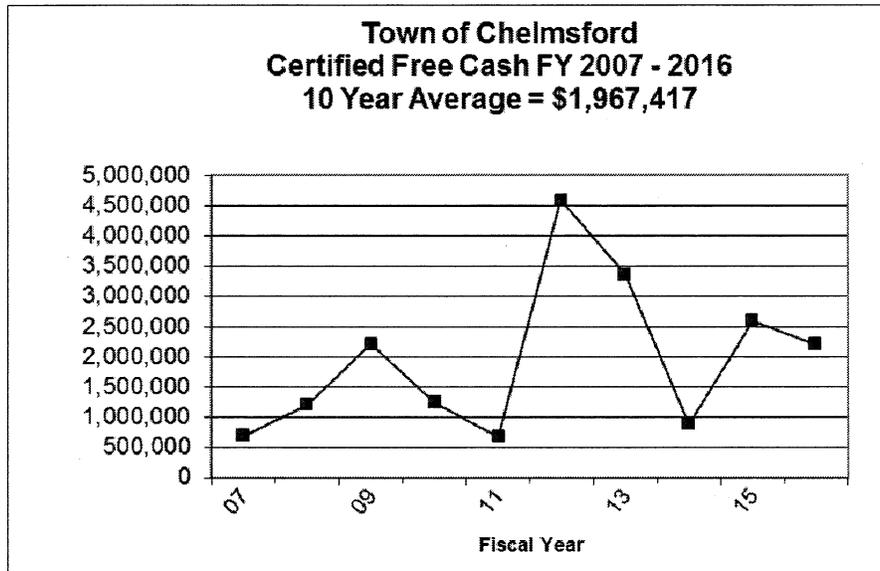
### Reserves

The Town's Fiscal Year 2017 operating budget does not rely on any funding from the Town's Stabilization Fund or Certified Free Cash. The Town's Stabilization Fund balance currently stands at \$8.5 million which equals approximately 6.9% of budgeted FY17 operating revenue. This is just below the midpoint of our Town Financial Policy which requires that reserves be maintained between 5% – 10% of general operating revenues. Standard and Poor's upgraded the Town's credit rating to an unprecedented AA+ with a Stable Outlook in January 2014. This was the second bond rating upgrade for the Town since June 2012. Standard and Poor's affirmed the Town's bond rating at AA+ during our last review in July 2015. This is only one step below the highest possible rating of AAA. Analysts noted the rating reflected sustained improvement in the Town's financial position and performance as well as the Town's strong financial management practices.

After the close of the fiscal year, the Town will submit its balance sheet to the Massachusetts Department of Revenue (DOR). After the DOR certifies the Town's Free Cash, which generally arises from remaining balances in budget appropriations and revenues that exceeding the budget, a request will be made at Fall Town Meeting to transfer the Town's Free Cash into the Stabilization Fund, to balance the budget, to reduce the tax levy, or for other municipal purposes.



Free Cash



**Enterprise Funds**

An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services that are provided for a fee.

**Sewer Enterprise Fund**

The Town established a Sewer Enterprise Fund in Fiscal Year 2006. The Sewer Enterprise Fund has its own revenue and expenditures for sewer operations, rather than having those commingled with the Town’s general operating budget. Employee benefits and administrative functions performed by the Town’s general operations in support of the sewer operations are reimbursed by the Sewer Enterprise Fund. This reimbursement is included in the Revenue budget under Available Funds.

**Golf Course Enterprise Fund**

An Enterprise Fund was established for the Chelmsford Country Club (CCC) golf course beginning in FY2013 by Town Meeting vote in 2011. This allows the Town to retain any surplus revenue earned from operations including golf course play and function hall rentals within the Enterprise Fund. This allows the Town to dedicate any retained earnings from CCC operations toward future capital improvements at the golf course facility.

**Public, Educational, and Governmental (PEG) Access Cable Television Enterprise Fund**

Town Meeting will consider establishing an enterprise fund for Chelmsford Telemedia operations beginning in FY2017 under Article 10.

Revenue and Expenditure details for all Enterprise Funds may be found at the end of Section G.



## FY2017 Expenditure Budget Overview

The Town's expenditures are divided into functional categories which become the legal budget appropriated at Town Meeting. These functional categories include Municipal Administration, Education, Public Safety, Public Works, Community Services, Benefits & Insurance, and Debt Service. State assessments and the Overlay account set aside for tax abatements are not appropriated at Town Meeting, but are a significant part of the Town's expenditures. Finally, financial warrant articles are the final piece of the Town's appropriations for the Fiscal Year.

### Expenditure Budget Summary

	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Recommended	\$ Change	% Change
<b>EXPENDITURES</b>							
Municipal Administration	\$2,614,330	\$2,679,585	\$2,844,620	\$2,863,039	\$2,972,318	109,279	3.82%
Chelmsford Schools	\$47,824,702	\$49,258,452	\$50,878,257	\$52,900,000	\$54,500,000	1,600,000	3.02%
Nashoba	\$2,044,633	\$2,187,180	\$2,568,811	\$2,818,047	\$2,828,220	10,173	0.36%
Public Safety	\$10,856,903	\$11,254,130	\$11,572,237	\$11,980,496	\$12,085,626	105,130	0.88%
Department of Public Works	\$5,843,796	\$6,293,348	\$6,732,078	\$6,356,716	\$6,380,297	23,581	0.37%
Municipal Facilities	\$1,237,237	\$1,264,003	\$1,415,395	\$1,425,482	\$1,477,043	51,561	3.62%
Cemetery Commission	\$289,578	\$307,660	\$317,314	\$320,269	\$339,341	19,072	5.95%
Community Services	\$908,918	\$955,469	\$1,024,552	\$1,115,935	\$1,116,654	719	0.06%
Library	\$1,679,701	\$1,719,564	\$1,808,564	\$1,860,752	\$1,892,286	31,534	1.69%
Benefits & Insurance	\$17,928,434	\$18,161,846	\$18,674,361	\$20,135,040	\$21,265,248	1,130,208	5.61%
Debt and Interest	\$13,163,640	\$13,631,361	\$14,479,598	\$14,045,748	\$14,125,758	80,010	0.57%
Warrant Articles	\$1,892,855	\$448,723	\$2,118,078	\$1,807,086	\$400,000	-1,407,086	-77.86%
State Assessments & Overlay	\$3,492,430	\$3,274,391	\$3,194,673	\$3,725,598	\$3,327,790	-397,808	-10.68%
<b>Total</b>	<b>\$109,777,157</b>	<b>\$111,435,712</b>	<b>\$117,628,538</b>	<b>\$121,354,208</b>	<b>\$122,710,581</b>	<b>1,356,373</b>	<b>1.12%</b>

The Town of Chelmsford's Fiscal Year 2017 budget is projected to increase by \$1,356,373 or 1.1% from the revised FY2016 appropriations. After adjusting the FY16 budget by the transfer of \$1,910,432 of free cash, the increase in normal budgetary expenses from the prior fiscal year amounts to \$3,266,805 or 2.74%.

The budget is structurally balanced. **Recurring revenues equal recurring expenditures.** The FY17 recommended budget maintains essentially the same amount of service and staffing level of operations for all Town departments. Personnel budgets include a 2% cost-of-living adjustment for non-union employees and step increases for eligible General Government staff as well as step and degree increases for eligible School staff.

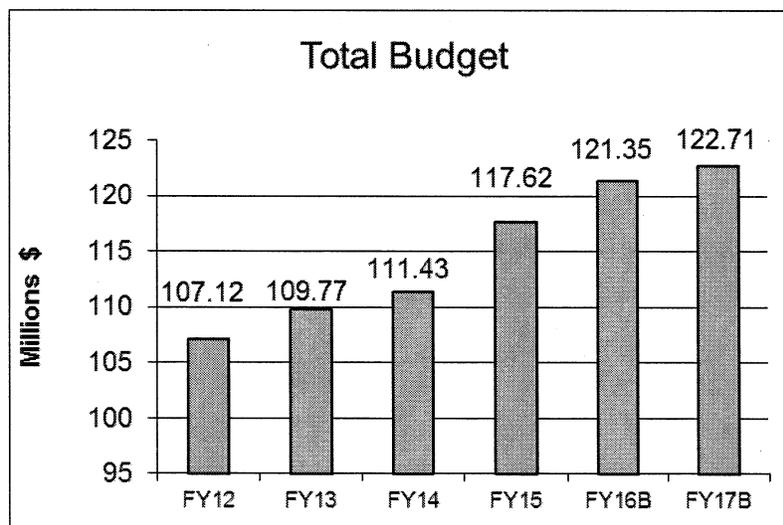


The FY17 budget increases due to two major cost drivers. Public Education, which includes the Chelmsford Public Schools, Nashoba Valley Technical High School, and the Charter School Assessment (included under State Assessments) increases \$1.58M. This is explained in greater detail under the Public Education section beginning on page A-15. Benefits and Insurance increases by \$1.13M. This includes \$519,040 for a 4.1% increase in health insurance premiums and \$456,168 for a 6.4% increase in the Town's assessment from the Middlesex County Retirement System.

The Town's second largest budgetary expenditure behind education is employee benefits. For the upcoming fiscal year, the Town is budgeted to expend \$20.6 million for health insurance, retirement assessments, and other employee benefits. This amounts to 16.8% of the Town's budget. In FY17, out of every dollar the Town spends, 16.8 cents is for health insurance, retirement, and other employee benefits. This represents an increase of \$1.01M from the prior year. This area of the budget is explained in greater detail on page A-21. Debt service payments of \$14.12 million follow right behind employee benefits in the rank of Town expenditures. These two expenditure areas constitute over 28% of the Town's budget.

After reaching a low of \$1.2M in 2008, the Town's Stabilization Fund balance has increased during recent years. The current Stabilization balance is over \$8.5M. Since the proposed FY17 operating budget totals approximately \$122.7M, the Town's General Stabilization reserves equal 6.9% of budgeted operating revenues. This is below the midpoint of the 5-10% level required by our Town Financial Policies. The Town's long term goal is to maintain the Stabilization Fund at 7.5% of budgeted operating revenues. Our level of cash reserves has a direct impact on the Town's bond rating assigned by rating agencies such as Standard and Poor's.

The following pages of this Expenditure Budget overview provide more detail by functional category of the impacts proposed by the FY2017 budget.





### Municipal Administration

The first of the budget categories is Municipal Administration, which increases in FY17 by \$109,279 or 3.8% to \$2.97 million, and represents just over 2.4% of the total budget. These budgets include the offices and departments which support the direct service departments of the Town through overall management, legal services, financial management (including the collection of revenues and the maintenance of financial records), administration of elections, information technology, maintenance of municipal corporate records, personnel administration, and related ancillary services. Municipal Administration also currently includes planning and development services including conservation, appeals, and development review.

	FY2013	FY2014	FY2015	FY2016	FY2017	\$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	Recommended	Change	Change
<b>MUNICIPAL ADMINISTRATION</b>							
<i>Personnel Services</i>	\$1,565,803	\$1,666,765	\$1,688,568	\$1,784,924	\$1,836,441	51,517	2.89%
<i>Expenses</i>	\$1,048,527	\$1,012,820	\$1,156,052	\$1,078,115	\$1,135,877	57,762	5.36%
<b>TOTAL BUDGET:</b>	\$2,614,330	\$2,679,585	\$2,844,620	\$2,863,039	\$2,972,318	109,279	3.82%

The Town's General Government operations will continue to have one full-time Information Technology (IT) employee supporting all network and computer operations.

The Town continues to work in cooperation with the Northern Middlesex Council of Governments (NMCOG) and the neighboring communities of Bedford, Billerica, Burlington, and Lowell in a State-supported effort to market the Route 3 corridor for research and development, high technology, and other cutting-edge job growth. NMCOG's assessment to member communities increases 2.5% in FY17 to \$9,927. The Town is also participating in the Middlesex 3 Coalition, a regional partnership to foster economic growth.



### **Public Education**

Chelmsford offers three major opportunities for education for its student population: the Chelmsford Public Schools (grades K-12); the Nashoba Valley Technical High School which offers specialized vocational education for grades 9-12, both of which are included within the functional area of Public Education; and access to public charter schools which is funded in the non-appropriated category of State Assessments and Overlay. The total expenditure for education in FY17, including all three systems, is projected at \$59.02 million representing an increase of 1.58 million or 2.7%. Education spending in FY17 represents 48.1%, inclusive of Charter School spending, of the total budget not including overhead costs such as insurance, employee benefits, debt service and administrative and maintenance services.

The proposed Chelmsford Public School system budget increases by \$1,600,000 to \$54.5M in FY2017. This represents a budget increase of 3.0% and will allow the School Department to address over \$1.2M in fixed cost increases that include \$700,000 of employee step and degree compensation costs and an expected increase of \$500,000 in Special Education costs. The School Department will continue to assume responsibility for approximately \$22,000 in benefit costs of those employees enrolled in the school lunch program as well as the \$145,386 in benefit costs for child care (daycare) employees.

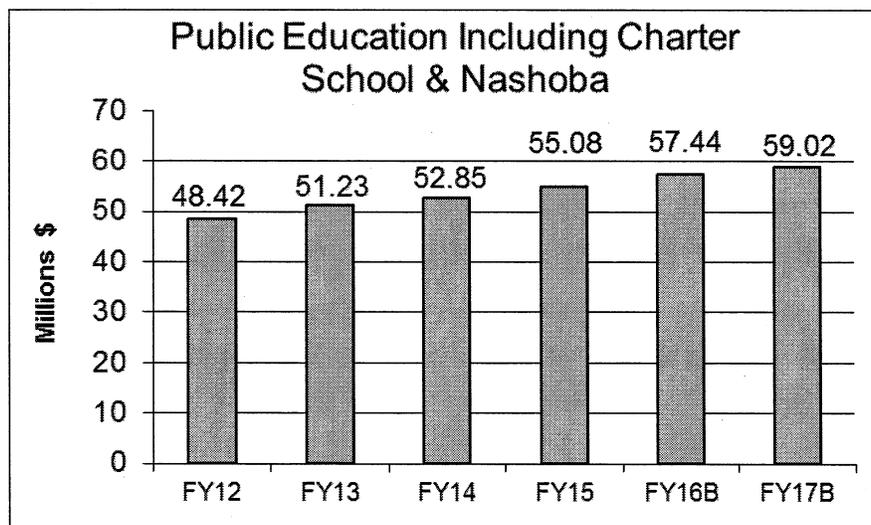
Chapter 70 State education funding is projected to be funded at \$10.57M for the upcoming fiscal year, an increase of \$99,400 or 0.95%. This represents an increase of approximately \$20 per student. Despite limited State Aid funding, the School budget continues to be funded above State Net School Spending Requirements, demonstrating the strong commitment of the Town to education. For more detail on the proposed education budget, interested readers should refer to the School Department's FY2017 budget document.



	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Recommended	\$ Change	% Change
<b>CHELMSFORD PUBLIC SCHOOLS</b>	\$47,824,702	\$49,258,452	\$50,878,257	\$52,900,000	\$54,500,000	1,600,000	3.02%
<b>NASHOBA TECH. HIGH SCHOOL</b>	\$2,044,633	\$2,187,180	\$2,568,811	\$2,818,047	\$2,828,220	10,173	0.36%
<b>CHARTER SCHOOLS</b> (State Assessments)	\$1,366,345	\$1,404,385	\$1,641,795	\$1,725,118	\$1,698,681	-26,437	-1.53%
<b>TOTAL PUBLIC EDUCATION</b>	\$51,235,680	\$52,850,017	\$55,088,863	\$57,443,165	\$59,026,901	1,583,736	2.76%

Chelmsford is one of eight member towns in the Nashoba Valley Technical School District. The Town’s assessment for FY17, plus funds for capital, transportation and debt service, has been certified by the Nashoba Tech School Committee to be \$2,828,220. The assessment represents a slight increase from FY16 of \$10,173 or 0.36%. The modest increase in the assessment is due to the enrollment of one fewer Chelmsford student at Nashoba Tech to a total of 184 students. Chelmsford’s enrollment at Nashoba Tech has increased by 38% during the past five years.

The Charter School/ Tuition Assessment costs are contained within the budget category of State Assessments and Overlay expenses. Calculation of the cost of the Public Charter Schools is made by multiplying the average cost per pupil in the Chelmsford Public Schools by the number of Chelmsford students attending Charter Schools or out of district technical schools. Accordingly, as per pupil costs increase in the public school system, a larger amount is transferred to the Charter School. In FY17 the Charter School and School Choice costs have been preliminarily set by the State at \$1,698,681 with a reimbursement of \$148,002. The final calculation of the Charter School cost may change upon final enrollment figures on October 1.





## Public Safety

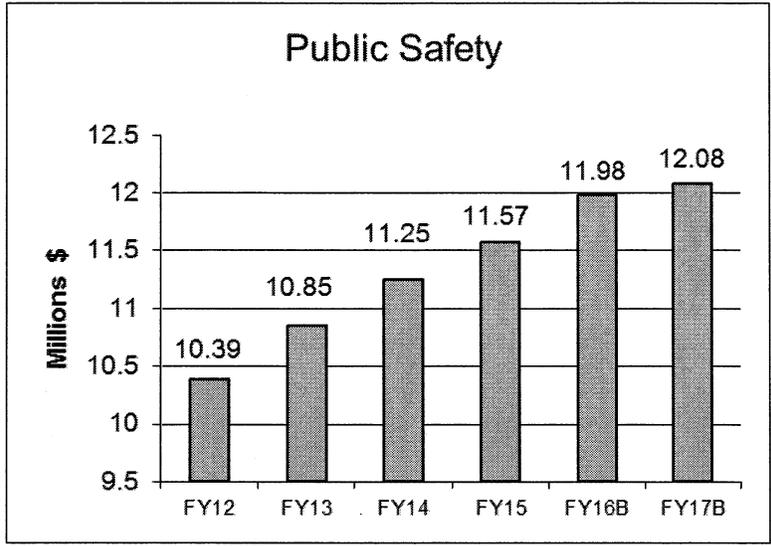
Public Safety consists of Police, Fire, Inspections & Enforcement, Animal Control and Emergency Management Services is the second largest functional component within the Town's budget, representing approximately 9.9% of total expenditures. For FY2017, Public Safety is proposed to increase by \$105,130 or 0.9% from FY2016 levels to \$12.08 million. Personnel costs account for approximately 90% of the Public Safety budget. The demand for public safety services has continued to increase during recent years.

	FY2013	FY2014	FY2015	FY2016	FY2017	\$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	Recommended	Change	Change
<b>SUMMARY</b>							
<b>PUBLIC SAFETY</b>							
<i>Personnel Services</i>	\$9,765,505	\$10,125,873	\$10,450,157	\$10,871,284	\$10,960,186	88,902	0.82%
<i>Expenses</i>	\$1,091,398	\$1,128,258	\$1,122,080	\$1,109,212	\$1,125,440	16,228	1.46%
<b>TOTAL BUDGET:</b>	<b>\$10,856,903</b>	<b>\$11,254,131</b>	<b>\$11,572,237</b>	<b>\$11,980,496</b>	<b>\$12,085,626</b>	<b>105,130</b>	<b>0.88%</b>

The Police Department budget is essentially level funded and increases overall by \$6,143 or 0.1%. This is due to a staffing reorganization that resulted in one fewer full-time position and the fact that the current collective bargaining agreements expire at the end of the current fiscal year. The FY17 personnel budget maintains staffing of 37 patrol officers, which is approximately the same number of employees the Town employed five years ago. The FY2017 Police expense budget provides \$145,000 for the replacement of four police cruisers.

The Fire Department budget increases overall by \$92,341 or 1.7%. This budget provides funding for 52 full-time firefighters and provides staffing for the continued operation of all five fire stations throughout the year. Limited funding for overtime coverage means the Fire Department will occasionally operate with a compliment of only 10 firefighters on duty.

The final component of the Public Safety function is Inspection and Enforcement Services which includes the Building Inspector, Plumbing and Gas Inspector, Electrical Inspector, Animal Inspector, and Sealer of Weights and Measures. These individuals are responsible for the enforcement of state and local safety and regulatory laws. The Town contracts with NMCOG for services provided by a regional Sealer of Weights and Measures. The budget for these departments is funded at \$308,514 for the next fiscal year.



**Public Works**

One of the most important aspects of a community is its infrastructure such as roads, sewers, drainage system; and its facilities such as parks, cemeteries, and public buildings. All of these are assets of the Town that need to be maintained in order to protect the public’s investment and to operate the facilities properly. The Town’s Public Works function is divided into three entities: the Department of Public Works (DPW), the Cemetery Commission, and Municipal Facilities. The DPW includes Engineering, Highway, Sewer Operations (Enterprise Fund discussed in next section), Parks, Solid Waste, Streetlights, Public Trees and Public Buildings. The Cemetery Commission maintains and operates the Town's public cemeteries. The Municipal Facilities Department provides for central administration of maintenance for all schools and other buildings owned by the Town.

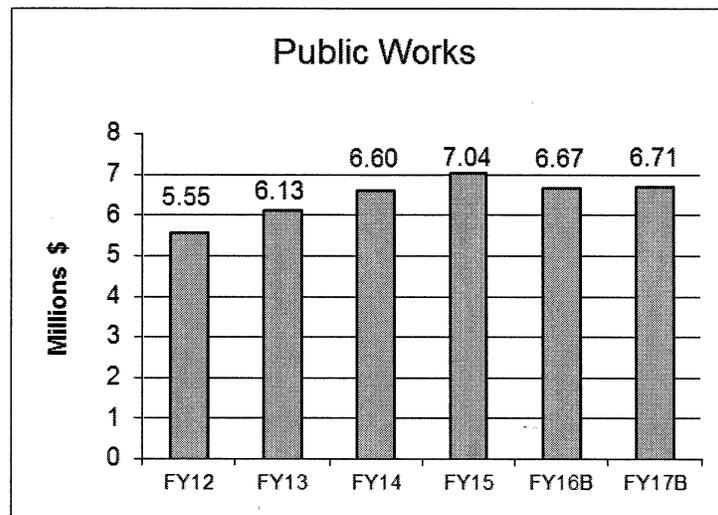
**PUBLIC WORKS SUMMARY (Includes Cemetery Commission)**

	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Recommended	\$ Change	% Change
<b>SUMMARY</b>							
<b>PUBLIC WORKS</b>							
<i>Personnel Services</i>	\$1,834,830	\$1,905,863	\$1,988,477	\$2,073,416	\$2,096,734	23,318	1.12%
<i>Expenses</i>	\$3,158,768	\$3,392,157	\$3,464,718	\$3,460,069	\$3,479,404	19,335	0.56%
<i>Snow &amp; Ice</i>	\$1,139,776	\$1,302,987	\$1,596,198	\$1,143,500	\$1,143,500		
<b>TOTAL BUDGET:</b>	<b>\$6,133,374</b>	<b>\$6,601,007</b>	<b>\$7,049,393</b>	<b>\$6,676,985</b>	<b>\$6,719,638</b>	<b>42,653</b>	<b>0.64%</b>



For FY2017, the budget for Public Works increases by \$42,653 or 0.64%. The proposed FY17 snow and ice budget of \$1,143,500 is level funded from FY16. It should be adequate for a typical winter season and is estimated to reflect an average of actual snow and ice expenditures over the past five years. State law allows a municipality to over-expend the Snow and Ice account. However, the deficit must be raised within the property tax levy during the subsequent fiscal year.

Solid waste disposal costs are projected to increase by \$23,700 in FY17. The Department of Public Works will continue to operate with 40.0 FTE positions during the upcoming fiscal year. Excluding the Sewer Division, this represents a decrease of two DPW personnel since earlier this decade. The reduction in personnel has resulted in delays in the sidewalk construction plan, as well as an inability to fully address drainage, maintenance, and construction needs.



## Municipal Facilities Department

	FY2013	FY2014	FY2015	FY2016	FY2017	\$	%
	ACTUAL	ACTUAL	ACTUAL	BUDGET	Recommended	Change	Change
<b>MUNICIPAL FACILITIES</b>							
<i>Personnel Services</i>	\$661,677	\$696,449	\$728,410	\$759,632	\$808,593	48,961	6.45%
<i>Expenses</i>	\$575,560	\$567,554	\$686,985	\$665,850	\$668,450	2,600	0.39%
<b>TOTAL BUDGET:</b>	<b>\$1,237,237</b>	<b>\$1,264,003</b>	<b>\$1,415,395</b>	<b>\$1,425,482</b>	<b>\$1,477,043</b>	<b>51,561</b>	<b>3.62%</b>

The Municipal Facilities department was established by Town Meeting in October 2004 and was included in the amendments to the Town Charter. The maintenance of School and General Government buildings is performed by an integrated department. The HVAC Technician,



HVAC Apprentice, and General Maintenance positions that were originally envisioned for the department has never been realized due to budgetary constraints.

The proposed Municipal Facilities budget increases by \$51,561 or 3.6% for the coming fiscal year. The budget provides funding for all current maintenance employees. The reopening of two historic town hall buildings, the DPW facility on Alpha Road, the new Fire Department headquarters, and privatization of School custodial employees has increased the maintenance responsibilities of the Facilities Department. Municipal Facilities maintains 26 buildings across the Town as well as park and non-conservation lands.

### **Community Services and Library**

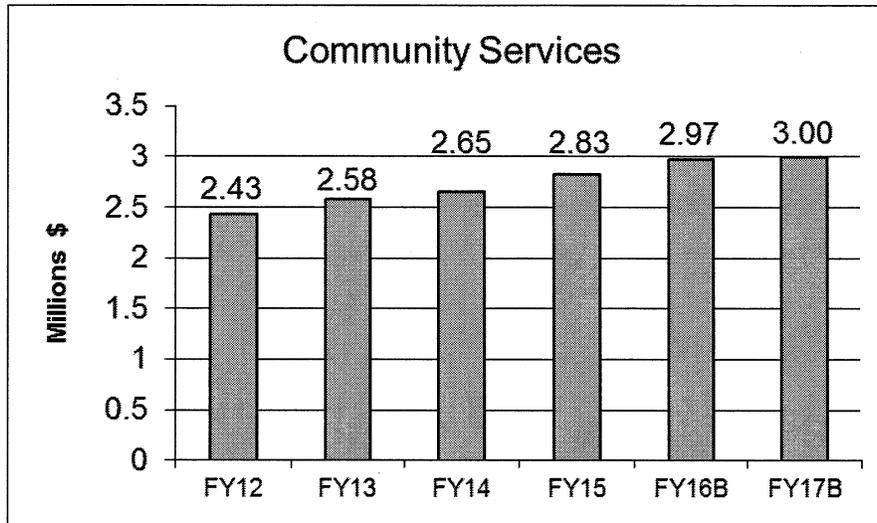
The final operational element of Chelmsford's government is the variety of human service, cultural and recreational programs and departments that are included within the category of Community Services. This includes Veterans Services, the Council on Aging/Senior Center, Board of Health, and volunteer committees such as the Historical Commission and the Cultural Council. The Library Department will also be highlighted in this section.

For FY17, the \$1,116,654 total budget for Community Services is essentially level funded, increasing by \$719 or 0.07% from the current fiscal year. This is due primarily to a decrease in demand for Veterans' benefits. This budget line decreases by \$50,000 during the upcoming fiscal year. The budget for the Council on Aging increases by \$10,596 or 7.8% to maintain current staffing levels and programs at the Senior Center. Although low market interest rates have decreased investment earnings, the Friends of the Senior Center will continue its efforts to support the operations of the facility. Additionally, \$25,000 has been included in the budget to hire lifeguards for the Town's beaches at Freeman Lake and Heart Pond.

The budget for the Library increases by \$31,534 or 1.7% to provide a budget that exceeds certification requirements from the Massachusetts Board of Library Commissioners. State certification maintains the Town's eligibility for State library aid of approximately \$49,000 per year and allows the Town to participate in the Merrimack Valley regional consortium that provides inter-library loan of materials. The proposed personnel budget includes funding to maintain Sunday hours at the Adams Library.



## Community Services Summary including Library



### **Benefits and Insurance**

The Benefits and Insurance budget funds the Town-wide insurances for municipal buildings, vehicles, and workers compensation. The employee benefit costs for health insurance premiums, retirement assessments, Medicare payroll taxes, and unemployment costs are centrally administered and funded for the sake of efficiency.

Behind education, employee benefits are the second largest budgetary expense for the Town. The FY17 health insurance budget of nearly \$10.96M represents approximately 8.9% of the overall budget. Although the number of active employee health insurance subscribers has remained fairly level in recent years, the number of retiree subscribers has continued to increase over the same period. Of the 1,494 total subscribers, retirees now account for 875 or 58% of the total.

To address the high cost of employee benefits, the Town has adopted the 2011 municipal health insurance reform law which has altered the plan benefits to a level that is equivalent to those provided under the most subscribed plans under the Massachusetts Group Insurance Commission (GIC). This reform has generated significant past savings for the Town. As a result of these efforts, in FY17, health insurance premiums will increase 4.1% without any changes in plan design.

The Town's FY17 assessment by the Middlesex County Retirement System (MCRS) increases by 6.4% or \$456,168 to \$7.55M. This increase is the result of an actuarial update of the Town's funding obligations that are necessary to eliminate the unfunded pension liability by 2035.

The Town contributes to the State Unemployment Fund on a claims incurred basis. The budget for unemployment compensation decreases by \$50,000 to reflect recent claim activity. The Employee Benefits budget includes \$1.0M in funding toward the Town's \$93M OPEB liability.



### **Debt and Interest**

In order to complete certain capital projects, such as the construction of the sewer system, the renovation and expansion of the high school and middle schools, and the acquisition of the Alpha Road property for the Department of Public Works, it is necessary and advantageous for the Town to borrow funds through the sale of municipal bonds. With this borrowing comes the responsibility to effectively manage this debt and the obvious requirement of repayment until it is retired.

The Town's total outstanding debt was \$108,249,237 at the close of FY2015. Nearly 60% of this amount is for the town-wide sewer construction and ESCO energy-saving management contract projects. The current fiscal year's budgeted debt service amounts to \$14,045,748. For FY2017, the Town's debt service payments are estimated to be \$14,125,758. This is a increase of \$80,010 or 0.57%. Non-excluded debt service, which is funded within the tax levy, increases by \$168,310 to \$7,234,480. Excluded debt service or the amount of the debt service that is excluded form the property tax limitations of Proposition 2½ for the sewer, school, and DPW construction projects is forecasted to decrease by over \$80,170 (1.75%) to a total of \$4,490,241.

The non-excluded debt service budget funds the continuation of the Town's long-term capital improvement program, which is described in more detail under Article 12. It also funds four completed building projects: Adams Library, Center School, the Police Station, and the new Center Fire Station. Betterment-funded debt service, for sewer construction project phases financed after 2003, decreases by \$8,130 or 0.34% to \$2,401,037 as the Town continues making payments on loans used to finance the final phases of the sewer project. Betterment-funded debt service is funded outside the tax levy through betterment and sewer capital construction fee revenue.

The Town's actual debt service costs for FY17 will not be known until the Town issues some new long-term bonds in June 2016. Once actual debt service for the upcoming fiscal year is known, the debt service budget will be adjusted at the Fall Annual Town Meeting.

The Town Manager and Board of Selectmen support a repayment schedule of 20 years or less for all General Obligation Debt. Typically, larger building projects such as the police station, library, and DPW facility are bonded for 20 years, while General Fund debt for projects listed in the Capital Budget is usually retired within five to ten years.

The goal is to finance projects for the shortest term feasible to ensure bonds are paid off well before the useful life of the capital asset expires.

Bond-rating agencies recommend that long-term debt payments range between 5% and 15% of a town's total operating budget. For FY2017, it is projected that approximately 11.5% of the operating budget of the Town will go towards principal reduction and interest on debt. In July



2015, Standard and Poor's affirmed the Town's bond rating at an unprecedented AA+. Analysts noted that the strong rating reflected sustained improvement in the Town's financial position and strong financial management practices. The current Stabilization balance of just over \$8.5M represents 6.9% of the Town's proposed FY17 operating budget.

### **Warrant Articles and Non-Appropriated Expenses**

In addition to the operating budget articles that are put before Town Meeting, there are often several articles of financial consequence brought before Town Meeting. The FY17 appropriation to the Finance Committee Reserve Fund has been level funded at \$400,000 to provide additional budgetary flexibility for unanticipated expenditures or revenue reductions. This fund is utilized for extraordinary and unforeseen expenses that may arise during the course of the fiscal year. This amount may be adjusted at the Fall Town Meeting.

The total FY2017 Budget also includes certain costs that are not voted upon by Town Meeting. These non-appropriated expenses consist of State Assessments and the Town's Overlay account that funds property tax abatements. The State Assessments are primarily composed of tuition assessments for the Charter and School Choice program and for the Town's participation in the Lowell Regional Transit Authority.

State Assessments are budgeted at \$2.05 million during the upcoming fiscal year. This is a decrease of 0.45% or \$9,313 for FY17. Most of this decrease is attributable to the projected Charter School and School Choice tuition assessments. Traditionally, fluctuations in projected and actual Charter School enrollment figures have made it difficult to forecast State Assessments and reimbursement levels.

The Town's Overlay account for property tax abatements is funded at \$875,000, an increase of \$43,901. The upcoming fiscal year is a triennial certification year which requires a comprehensive revaluation of all taxable real property in Town. Property tax abatements for the senior work program are also funded from this account.

Detailed line items for the Town's FY17 operating budget are found in the upcoming pages. This is followed by the budget information for the Sewer Enterprise Fund, Golf Course Enterprise Fund, and Public, Educational, and Governmental Access Cable Television Enterprise Fund. Finally, the Town's FY17 Capital Expenditure Plan is presented in Section H.

### **Sewer Enterprise Fund**

The Town established a Sewer Enterprise Fund in FY2006 in accordance with Chapter 44, Section 53F1/2 of Massachusetts General Law. This created a separate accounting and financial reporting mechanism for the Town's sanitary sewer system services that are provided for a fee. Sewer revenues and expenditures are accounted for separately and are not commingled with the Town's general fund operating budget.



The total FY17 Sewer Enterprise budget decreases by \$87,195 or 1.97% to \$4,519,536. Sewer Personnel Services expenditures decrease by \$228. Total Direct expenses increase by \$70,051. Capital outlay includes \$245,000 of funding for improvements at the Katrina Rd. pump station, the replacement of a Sewer Division truck, and SCADA remote monitoring and control upgrades. The user fee paid to the City of Lowell for treatment and disposal increases by \$129,996 or 8.0%. The increase reflects capital investments for equipment modernization at the Duck Island treatment plant. The expense budget also includes \$170,000 of funding for the maintenance of single-family residential grinder pumps.

Sewer Indirect expenses of \$564,225 increase by \$17,372 or 3.1% over FY16, due to increasing benefit and retirement costs. Indirect costs are appropriated in the FY17 Town operating budget as a revenue source under Available Funds and pay for administrative costs, including accounting, collections and employee benefits, which are provided by the Town.

#### **Golf Course Enterprise Fund**

Town Meeting voted in October 2011 to establish an Enterprise Fund for the Chelmsford Country Club golf course beginning in FY13. This will allow the Town to dedicate any surplus revenue earned from operations, including golf course play and function hall rentals, toward future capital improvements at this facility. The expense budget for FY17 is \$30,000.

#### **Public, Educational, and Governmental (PEG) Access Cable Television Enterprise Fund**

Town Meeting will consider establishing an enterprise fund for Chelmsford Telemedia operations beginning in FY2017 under Article 10. The total FY17 PEG Access Cable Television Enterprise budget is \$751,000. This includes personnel services expenditures of \$381,491, direct expenses of \$274,446, and indirect expenses of \$95,063. Indirect costs are appropriated in the FY17 Town operating budget as a revenue source under Available Funds and pay for administrative and employee benefit costs for Chelmsford Telemedia, which are provided by the Town.



## STAFFING HISTORY (Full Time Equivalency)

		FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY16-17	4 YR
GENERAL GOVERNMENT DEPARTMENT		FTEs	FTEs	FTEs	FTEs	FTEs	Change	Change
EXECUTIVE OFFICE		4.60	4.10	4.10	4.10	4.10	0.0	-0.5
FINANCE DEPARTMENT		13.00	13.00	13.00	13.00	13.00	0.0	0.0
TOWN CLERK		4.00	4.00	4.00	4.00	4.00	0.0	0.0
PLANNING & DEVELOPMENT		3.00	3.00	3.00	3.00	3.00	0.0	0.0
POLICE DEPARTMENT		69.00	69.00	69.00	69.00	68.00	-1.0	-1.0
FIRE DEPARTMENT		62.50	62.50	62.50	63.50	63.50	0.0	1.0
INSPECTIONS & ENFORCEMENT		3.98	3.98	3.98	3.98	3.98	0.0	0.0
DEPT OF PUBLIC WORKS (EXCL. SEWER)		27.00	27.50	27.50	27.50	27.50	0.0	0.5
DPW - SEWER DIVISION		13.20	12.50	12.50	12.50	12.50	0.0	-0.7
CEMETERY COMMISSION		4.40	4.40	4.40	4.40	4.40	0.0	0.0
MUNICIPAL FACILITIES		13.00	13.50	13.90	13.90	14.50	0.6	1.5
HUMAN SERVICES		5.15	5.15	5.15	6.65	7.50	0.9	2.4
RECREATION		0.00	0.00	0.00	0.00	0.00	0.0	0.0
BOARD OF HEALTH		3.60	3.60	4.10	4.10	4.10	0.0	0.5
LIBRARY		24.38	25.51	25.43	25.43	25.09	-0.3	0.7
<b>General Government Sub-Total</b>		<b>250.81</b>	<b>251.74</b>	<b>252.56</b>	<b>255.06</b>	<b>255.17</b>	<b>0.11</b>	<b>4.36</b>
SCHOOL DEPARTMENT		FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY16-17	4 YR
		FTEs	FTEs	FTEs	FTEs	FTEs	Change	Change
ADMINISTRATIVE	PROFESSIONAL	5.00	5.00	5.00	5.00	5.00	0.0	0.0
	SUPPORT	6.30	6.30	6.30	9.70	9.70	0.0	3.4
PRINCIPALS	PROFESSIONAL	12.00	12.00	12.00	12.00	12.00	0.0	0.0
	SUPPORT	12.00	12.00	12.00	12.00	12.00	0.0	0.0
CURRICULUM COORDINATORS								
	PROFESSIONAL	9.90	9.90	9.90	8.00	8.00	0.0	-1.9
	SUPPORT	1.00	1.00	1.00	1.00	1.00	0.0	0.0
DEPARTMENT HEADS								
	PROFESSIONAL	1.00	1.00	1.00	1.00	1.00	0.0	0.0
TEACHING	PROFESSIONAL	304.30	313.00	313.00	308.60	308.60	0.0	4.3
	SUPPORT	35.00	27.00	27.00	55.00	55.00	0.0	20.0
LIBRARY/MEDIA	PROFESSIONAL	5.10	5.10	5.10	7.00	7.00	0.0	1.9
	SUPPORT	3.30	3.30	3.30	6.00	6.00	0.0	2.7
TECHNOLOGY	PROFESSIONAL	6.00	6.00	6.00	1.00	1.00	0.0	-5.0
	SUPPORT	4.60	4.60	4.60	7.00	7.00	0.0	2.4
GUIDANCE & PSYCH.	PROFESSIONAL	22.70	22.70	22.70	22.00	22.00	0.0	-0.7
	SUPPORT	2.00	2.00	2.00	2.00	2.00	0.0	0.0
NURSING								
	PROFESSIONAL	9.50	9.50	9.50	9.90	9.90	0.0	0.4
ATHLETICS	PROFESSIONAL	2.00	2.00	2.00	2.00	2.00	0.0	0.0
	SUPPORT	0.80	1.00	1.00	1.40	1.40	0.0	0.6
SCHOOL SECURITY								
	SUPPORT	4.00	4.00	4.00	4.00	4.00	0.0	0.0
CUSTODIAL	PROFESSIONAL	0.00	0.00	0.00	0.00	1.00	1.0	1.0
	SUPPORT	0.00	0.00	0.00	0.00	10.00	10.0	10.0
TRANSPORTATION	PROFESSIONAL	0.50	0.50	0.50	3.00	3.00	0.0	2.5
	SUPPORT	0.00	0.00	0.00	0.00	0.00	0.0	0.0
OCCUP./PHYSICAL THERAPISTS								
	PROFESSIONAL	0.00	0.00	0.00	4.40	4.40	0.0	4.4
	SUPPORT	0.00	0.00	0.00	1.00	1.00	0.0	1.0
SPED SUPERVISION	PROFESSIONAL	5.00	5.00	5.00	5.00	5.00	0.0	0.0
	SUPPORT	2.00	2.00	2.00	2.50	2.50	0.0	0.5
SPED TEACHING	PROFESSIONAL	64.20	65.00	65.00	69.50	69.50	0.0	5.3
	SUPPORT	102.10	99.10	99.10	151.50	151.50	0.0	49.4
<b>School Sub-Total</b>		<b>620.30</b>	<b>619.00</b>	<b>619.00</b>	<b>711.50</b>	<b>722.50</b>	<b>11.00</b>	<b>102.20</b>
<b>TOTAL GENERAL GOV'T &amp; SCHOOL FTE:</b>		<b>871.11</b>	<b>870.74</b>	<b>871.56</b>	<b>966.56</b>	<b>977.67</b>	<b>11.11</b>	<b>106.56</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

**BUDGET SUMMARY**

**REVENUES**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
Local Taxes	\$78,965,974	\$80,392,117	\$84,216,426	\$87,000,514	\$89,718,236	\$93,717,700	3,999,464	4.46%
State Aid	\$14,472,813	\$14,993,324	\$15,328,574	\$15,830,425	\$16,074,348	\$16,429,402	355,054	2.21%
Available Funds	\$8,100,749	\$6,814,765	\$4,396,593	\$6,411,494	\$6,684,669	\$3,213,479	-3,471,190	-51.93%
Local Receipts	\$9,212,628	\$8,350,955	\$9,549,846	\$9,348,612	\$8,876,955	\$9,350,000	473,045	5.33%
<b>Total</b>	<b>\$110,752,164</b>	<b>\$110,551,161</b>	<b>\$113,491,439</b>	<b>\$118,591,045</b>	<b>\$121,354,208</b>	<b>\$122,710,581</b>	<b>1,356,373</b>	<b>1.12%</b>

**EXPENDITURES**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
Municipal Administration	\$2,368,857	\$2,614,330	\$2,679,585	\$2,844,620	\$2,863,039	\$2,972,318	109,279	3.82%
Chelmsford Schools Nashoba	\$45,233,763	\$47,824,702	\$49,258,452	\$50,878,257	\$52,900,000	\$54,500,000	1,600,000	3.02%
Public Safety	\$1,840,866	\$2,044,633	\$2,187,180	\$2,568,811	\$2,818,047	\$2,828,220	10,173	0.36%
Department of Public Works Municipal Facilities Cemetery Commission	\$10,396,710	\$10,856,903	\$11,254,130	\$11,572,237	\$11,980,496	\$12,085,626	105,130	0.88%
Community Services Library	\$5,275,605	\$5,843,796	\$6,293,348	\$6,732,078	\$6,356,716	\$6,380,297	23,581	0.37%
Benefits & Insurance Debt and Interest Warrant Articles	\$1,184,893	\$1,237,237	\$1,254,003	\$1,415,395	\$1,425,482	\$1,477,043	51,561	3.62%
State Assessments & Overlay	\$277,424	\$289,578	\$307,660	\$317,314	\$320,269	\$339,341	19,072	5.95%
Community Services Library	\$834,293	\$908,918	\$955,469	\$1,024,552	\$1,115,835	\$1,116,654	719	0.06%
Benefits & Insurance Debt and Interest Warrant Articles	\$1,596,744	\$1,679,701	\$1,719,564	\$1,808,564	\$1,860,752	\$1,892,286	31,534	1.69%
State Assessments & Overlay	\$17,923,845	\$17,928,434	\$18,161,846	\$18,674,361	\$20,135,040	\$21,265,248	1,130,208	5.61%
Debt and Interest Warrant Articles	\$12,956,019	\$13,163,640	\$13,631,361	\$14,479,598	\$14,045,748	\$14,125,758	80,010	0.57%
Warrant Articles	\$4,445,843	\$1,892,855	\$448,723	\$2,118,078	\$1,807,086	\$400,000	-1,407,086	-77.86%
State Assessments & Overlay	\$2,786,991	\$3,482,430	\$3,274,391	\$3,194,673	\$3,725,598	\$3,327,790	-397,808	-10.68%
<b>Total</b>	<b>\$107,121,852</b>	<b>\$109,777,157</b>	<b>\$111,435,712</b>	<b>\$117,628,540</b>	<b>\$121,354,208</b>	<b>\$122,710,581</b>	<b>1,356,373</b>	<b>1.12%</b>
		Balance	\$2,055,727	\$962,506	\$0	\$0	\$0	

# **B: Municipal Administration**

**Town of Chelemsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

**EXPENDITURES**

**SUMMARY**  
**MUNICIPAL ADMINISTRATION**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>	\$1,490,081	\$1,565,803	\$1,666,765	\$1,688,568	\$1,784,924	\$1,836,441	51,517	2.89%
<i>Expenses</i>	\$878,647	\$1,048,527	\$1,012,820	\$1,156,052	\$1,078,115	\$1,135,877	57,762	5.36%
<i>Assessor's Legal Services</i>	\$130							
<b>TOTAL BUDGET</b>	<b>\$2,368,857</b>	<b>\$2,614,330</b>	<b>\$2,679,585</b>	<b>\$2,844,620</b>	<b>\$2,863,039</b>	<b>\$2,972,318</b>	<b>109,279</b>	<b>3.82%</b>

**Town of Chelmsford**  
**FY2017**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>	\$367,171	\$366,395	\$397,472	\$374,943	\$411,812	\$423,647	11,835	2.87%
<i>Expenses</i>	\$52,079	\$39,333	\$56,508	\$71,655	\$48,625	\$48,625		
<b>TOTAL BUDGET</b>	\$419,250	\$405,728	\$453,980	\$446,598	\$460,437	\$472,272	11,835	2.57%

**EXECUTIVE OFFICE**

**Personnel**

Position	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	FTE	FTE	FTE	FTE	FTE	FTE
Town Manager	1	1	1	1	1	1
Assistant to the Town Manager	1	1	1	1	1	1
Senior Administrative Assistant	1	1	1	1	1	1
Part-Time Administrative Assistant	0.5	0.5	1	1	1	1
Human Resources Director	1	1	1	1	1	1
Personnel Specialist	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
Board of Selectmen Meeting Clerk	0.10	0.10	0.10	0.10	0.10	0.10
	4.60	4.60	4.10	4.10	4.10	4.10

**Town of Chelmsford**  
**FY2017**  
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**April 15, 2016**

**BOARD OF SELECTMEN 011220**

*Personnel Services*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51100 Elected	\$33,647	\$53,222	\$54,655	\$51,443	\$58,633	\$61,067	2,434	4.15%
51110 Full Time								
Extra Day								
51120 Part Time	\$4,466	\$3,306	\$4,763	\$5,574	\$5,000	\$5,000		
51430 Longevity					\$2,639	\$2,748	109	4.13%
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$5,977	\$4,382	\$4,858	\$4,438				
51520 Holidays								
51530 Personal Days								
51570 Funeral Leave			\$124	\$289				
51540 Sick Days		\$1,311						
51000 Total	\$44,090	\$62,221	\$64,400	\$61,744	\$66,272	\$68,815	2,543	3.84%

*Expenses*

53410 Telephone		\$391	\$379		\$425	\$425		
53420 Postage			\$1,618	\$1,301				
53990 Contracted Services		\$1,701	\$647	\$1,254	\$1,250	\$1,250		
54200 Office Supplies	\$994	\$368	\$703	\$806	\$500	\$500		
54860 Newspaper Advertisements	\$575	\$1,783	\$1,807	\$2,638	\$1,750	\$1,750		
57100 In State Travel	\$3,864	\$6,641	\$7,220	\$6,876	\$7,500	\$7,500		
57310 Dues & Subscriptions	\$7,093		\$849					
57800 Other Charges/Expenses								
54000 Total	\$12,525	\$10,884	\$13,224	\$12,875	\$11,425	\$11,425		
<b>TOTAL BUDGET</b>	<b>\$56,616</b>	<b>\$73,106</b>	<b>\$77,624</b>	<b>\$74,619</b>	<b>\$77,697</b>	<b>\$80,240</b>	<b>2,543</b>	<b>3.27%</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
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**April 15, 2016**

**TOWN MANAGER 011230**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>Personnel Services</b>								
51110 Full Time	\$230,048	\$208,335	\$210,617	\$210,742	\$249,269	\$249,269		
51120 Part Time	\$272	\$2,597	\$2,375					
51430 Longevity Extra Day	\$3,219	\$3,737	\$3,761		\$1,700		5,367	315.71%
51510 Vacation Leave								
51515 PTO - Paid Time Off								
51520 Holidays	\$12,177	\$9,083	\$30,143	\$12,362				
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 51000 Total	\$245,715	\$223,753	\$246,896	\$223,104	\$250,969	\$256,336	5,367	2.14%
<b>Expenses</b>								
52460 Repair Equipment	\$4,327	\$3,904	\$3,739	\$2,888	\$4,400	\$4,400		
53410 Telephone	\$458	\$543	\$18	\$457	\$900	\$900		
53420 Postage								
53990 Contract Services	\$14,839	\$1,753	\$9,330	\$27,717	\$6,850	\$6,850		
54200 Office Supplies	\$1,257	\$1,636	\$5,903	\$6,000	\$3,000	\$3,000		
54860 Newspaper Advertisements	\$125	\$84	\$641	\$558	\$500	\$500		
57100 In State Travel	\$463	\$313	\$1,648	\$1,664	\$1,100	\$1,100		
57200 Expense Allowance	\$7,290	\$7,200	\$7,353	\$7,260	\$7,200	\$7,200		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$2,428	\$6,480	\$5,943	\$6,877	\$6,500	\$6,500		
57810 Staff Education	\$2,419	\$389	\$421		\$750	\$750		
58000 Outlay			\$2,048					
58510 New Equipment		\$725		\$675				
58710 Replacement Equipment								
54000 Total	\$33,607	\$23,037	\$37,044	\$54,098	\$31,200	\$31,200	5,367	1.90%
<b>TOTAL BUDGET</b>	<b>\$279,322</b>	<b>\$246,791</b>	<b>\$283,940</b>	<b>\$277,201</b>	<b>\$282,169</b>	<b>\$287,536</b>	<b>5,367</b>	<b>1.90%</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>HUMAN RESOURCES 011520</b>								
<i>Personnel Services</i>								
51110 Full Time	\$68,013	\$65,998	\$70,512	\$74,277	\$89,217	\$92,920	3,703	4.15%
51430 Longevity Extra Day	\$3,331	\$4,261	\$4,860	\$5,081	\$5,354	\$5,576	222	4.15%
51510 Vacation Leave								
51515 PTO - Paid Time Off								
51520 Holidays	\$6,021	\$10,162	\$10,804	\$10,737				
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$77,365	\$80,420	\$86,176	\$90,095	\$94,571	\$98,496	3,925	4.15%

<i>Expenses</i>								
58410 Telephone								
53420 Postage	\$1,118	\$460			\$900	\$900		
54200 Office Supplies	\$838	\$786	\$1,317	\$587	\$750	\$750		
54860 Newspaper Advertisements								
57100 In State Travel	\$745	\$895	\$366	\$468	\$400	\$400		
57310 Dues & Subscriptions	\$595	\$490	\$725	\$645	\$750	\$750		
57800 Other Charges/Expenses								
57810 Staff Education	\$215	\$215	\$826	\$250	\$200	\$200		
54000 Total	\$3,511	\$2,846	\$3,234	\$1,950	\$3,000	\$3,000		
<b>TOTAL BUDGET</b>	<b>\$80,876</b>	<b>\$83,266</b>	<b>\$89,410</b>	<b>\$92,045</b>	<b>\$97,571</b>	<b>\$101,496</b>	<b>3,925</b>	<b>4.02%</b>

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>ANNUAL REPORTS 011950</b>								
<i>Expenses</i>								
54240 Annual Reports	\$2,436	\$2,565	\$3,006	\$2,733	\$3,000	\$3,000		
57800 Other Charges/Expenses								
54000 54000 Total	\$2,436	\$2,565	\$3,006	\$2,733	\$3,000	\$3,000		
<b>TOTAL BUDGET</b>	<b>\$2,436</b>	<b>\$2,565</b>	<b>\$3,006</b>	<b>\$2,733</b>	<b>\$3,000</b>	<b>\$3,000</b>		

**Town of Chelmsford  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>FINANCE DEPARTMENT</b>								
<i>Personnel Services</i>	\$749,753	\$804,964	\$846,388	\$880,837	\$912,676	\$954,739	42,063	4.61%
<i>Expenses</i>	\$559,847	\$617,028	\$672,273	\$732,826	\$671,170	\$702,170	31,000	4.62%
<i>Assess Legal Services</i>	\$130							
<b>TOTAL BUDGET</b>	\$1,309,731	\$1,421,991	\$1,518,661	\$1,613,663	\$1,583,846	\$1,656,909	73,063	4.61%

**Personnel**

Position	FY2012 FTE	FY2013 FTE	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE
Treasurer/Collection Divisions	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director/Treasurer/Collector	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Collector	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerks	0.83	1.00	1.00	1.00	1.00	1.00
Part-Time Clerk						
Assessing Division						
Chief Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Part-time Assessor						
Assistant to the Assessor	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Division						
Town Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Town Accountant	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Coordinator/Administrator	1.00	1.00	1.00	1.00	1.00	1.00
Part Time Clerk						
Information Technology Division						
Technology Director	1.00	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>	<b>12.83</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

**TREASURER 011450**

*Personnel Services*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51110 Full Time	\$203,235	\$231,055	\$236,949	\$253,453	\$282,400	\$292,701	10,301	3.65%
51120 Part Time	\$1,176		\$123	\$464				
51310 Overtime extra day								
51430 Longevity								
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$13,738	\$17,159	\$19,289	\$15,686		\$5,562		
51820 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$218,149	\$248,214	\$256,361	\$269,604	\$282,400	\$298,263	15,863	5.62%

*Expenses*

52460 Repair Equipment	\$17,663	\$16,085	\$8,750	\$9,590	\$15,000	\$15,000		
53040 Legal Services	\$34,388	\$30,256	\$27,500	\$40,563	\$35,000	\$35,000		
53041 Tax Title- Other	\$1,913	\$1,913	\$1,913	\$1,913	\$2,100	\$2,100		
53080 Surety Bond	\$2,269	\$2,401	\$3,585	\$3,708	\$2,500	\$2,500		
53410 Telephone	\$15,376	\$13,998	\$14,962	\$14,703	\$15,000	\$15,000		
53420 Postage	\$150,556	\$144,116	\$135,005	\$134,836	\$135,000	\$135,000		
53990 Contract Services	\$4,507	\$5,287	\$5,335	\$5,010	\$5,400	\$5,400		
54200 Office Supplies								
54860 Newspaper Advertisement	\$841	\$410	\$843	\$75	\$750	\$750		
57100 In State Travel								
57200 Out of State Travel	\$860	\$965	\$965	\$1,030	\$750	\$750		
57310 Dues & Subscriptions								
58000 Outlay								
54000 Total	\$228,373	\$215,431	\$198,857	\$211,427	\$211,500	\$211,500		
<b>TOTAL BUDGET</b>	<b>\$446,522</b>	<b>\$463,645</b>	<b>\$455,218</b>	<b>\$481,031</b>	<b>\$493,900</b>	<b>\$509,763</b>	<b>15,863</b>	<b>3.21%</b>

**Town of Chelmsford**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>INFORMATION TECHNOLOGY 011550</b>								
<i>Personnel Services</i>								
51110 Full Time	\$70,566	\$73,896	\$78,420	\$80,511	\$93,733	\$97,624	3,891	4.15%
51120 Part Time		\$50						
51430 Longevity extra day		\$407	\$2,553	\$2,679	\$2,812	\$2,929	117	4.16%
51510 Vacation Leave								
51515 PTO - Paid Time Off								
51520 Holidays	\$5,338	\$7,465	\$7,013	\$8,807				
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$75,904	\$81,838	\$87,986	\$91,997	\$96,545	\$100,553	4,008	4.15%
<i>Expenses</i>								
52470 Computer Maintenance	\$95,974	\$121,652	\$134,415	\$107,955	\$140,500	\$140,500		
53410 Telephone	\$1,620	\$1,526	\$1,597	\$7,563	\$2,100	\$2,100		
53420 Postage								
53990 Contracted Services	\$99,498	\$74,674	\$94,385	\$148,840	\$134,000	\$134,000		
54200 Office Supplies	\$338	\$477	\$203	\$451				
57100 In State Travel								
57310 Dues & Subscriptions								
58000 Outlay	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000		
54000 Total	\$202,431	\$203,330	\$235,600	\$269,810	\$281,600	\$281,600		
<b>TOTAL BUDGET</b>	<b>\$276,334</b>	<b>\$285,168</b>	<b>\$323,586</b>	<b>\$361,807</b>	<b>\$378,145</b>	<b>\$382,153</b>	<b>4,008</b>	<b>1.06%</b>

**Town of Chelemsford  
FY2017  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>ASSESSORS 011410</b>								
<i>Personnel Services</i>								
51110 Full Time	\$196,852	\$207,933	\$219,507	\$214,558	\$248,775	\$258,266	9,491	3.82%
51120 Part Time	\$1,218	\$93	\$942	\$228				
51430 Longevity extra day	\$9,808	\$10,108	\$9,981	\$6,322	\$7,131	\$7,426	295	4.14%
51510 Vacation Leave	\$2,386							
51515 PTO - Paid Time Off	\$23,159	\$25,255	\$28,141	\$32,280				
51520 Holidays								
51530 Personal Days	\$517							
51540 Sick Days	\$341							
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$234,280	\$243,390	\$257,570	\$253,388	\$255,906	\$265,692	9,786	3.82%
<i>Expenses</i>								
52470 Computer Maintenance	\$111	\$267	\$83	\$42	\$750	\$80,000	-750	-100.00%
53120 Revaluation Update	\$16,360	\$88,947	\$129,902	\$80,000	\$60,000	\$80,000	20,000	33.33%
53410 Telephone	\$1,388	\$1,287	\$1,270	\$2,821	\$1,400	\$1,400		
53420 Postage	\$30	\$460	\$460	\$490	\$1,000	\$1,000		
53440 Mapping								
53990 Contracted Services	\$20,954	\$14,575	\$14,806	\$20,789	\$15,000	\$15,000		
54190 Gasoline	\$2,068	\$2,097	\$3,753	\$2,072	\$2,000	\$2,000		
54200 Office Supplies	\$1,005	\$531	\$302					
54420 Deeds	\$38,297	\$30,854	\$32,331	\$35,476	\$39,000	\$39,000		
54440 Tax Bills	\$650	\$294	\$190	\$395	\$800	\$800		
57100 In State Travel	\$1,113	\$1,210	\$1,512	\$1,239	\$6,000	\$6,000		
57310 Dues & Subscriptions	\$829	\$395	\$827	\$150	\$850	\$850		
57810 Staff Education								
54000 Total	\$82,754	\$140,858	\$185,436	\$143,274	\$126,800	\$146,050	19,250	15.18%
<i>Legal Services</i>								
53040 Legal Services	\$130							
<b>TOTAL BUDGET</b>	<b>\$317,164</b>	<b>\$384,247</b>	<b>\$443,006</b>	<b>\$396,662</b>	<b>\$382,706</b>	<b>\$411,742</b>	<b>29,036</b>	<b>7.59%</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
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**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>ACCOUNTING 011350</b>								
<i>Personnel Services</i>								
51110 Full Time	\$193,794	\$201,691	\$212,137	\$230,369	\$266,728	\$278,630	11,902	4.46%
51120 Part Time	\$5,468	\$5,922	\$7,989	\$9,869	\$11,097	\$11,601	504	4.54%
51430 Longevity extra day								
51510 Vacation Leave	\$2,181							
51515 PTO - Paid Time Off	\$19,511	\$23,909	\$24,348	\$25,609				
51520 Holidays								
51530 Personal Days	\$467							
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$221,421	\$231,522	\$244,471	\$265,847	\$277,825	\$290,231	12,406	4.47%
<i>Expenses</i>								
53410 Telephone	\$2,627	\$2,388	\$2,354	\$3,110	\$2,800	\$2,800		
52470 Computer Maintenance				\$37,465				
53990 Contracted Services			\$856	\$905				
54200 Office Supplies	\$1,463	\$658	\$1,756	\$1,395	\$1,070	\$1,070		
54860 Newspaper Advertisements								
57100 In State Travel		\$90	\$101	\$246	\$200	\$200		
57200 Out of State Travel								
57310 Dues & Subscriptions	\$80	\$80	\$168	\$80	\$200	\$200		
57810 Staff Education	\$119	\$80	\$346	\$1,967	\$2,000	\$2,000		
53060 Special Audit				\$18,000				
Financial Audit	\$42,000	\$42,000	\$43,000	\$45,000	\$45,000	\$45,000		
GASB 45 Actuarial Update		\$12,113				\$11,750	11,750	
58000 Outlay			\$3,799					
58710 Replacement Equipment				\$148				
54000 Total	\$46,289	\$57,410	\$52,380	\$108,316	\$51,270	\$63,020	11,750	22.92%
<b>TOTAL BUDGET</b>	<b>\$267,710</b>	<b>\$288,932</b>	<b>\$296,851</b>	<b>\$374,163</b>	<b>\$329,095</b>	<b>\$353,251</b>	<b>24,156</b>	<b>7.34%</b>

**Town of Cheimsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>TOWN CLERK 011610</b>								
<i>Personnel Services</i>	\$191,957	\$210,131	\$228,451	\$230,054	\$256,076	\$257,084	1,008	0.39%
<i>Expenses</i>	\$106,487	\$156,016	\$70,621	\$147,393	\$124,000	\$150,520	26,520	21.39%
<b>TOTAL BUDGET</b>	<b>\$298,443</b>	<b>\$366,147</b>	<b>\$299,073</b>	<b>\$377,447</b>	<b>\$380,076</b>	<b>\$407,604</b>	<b>27,528</b>	<b>7.24%</b>

**Personnel**

Position	FY2012 FTE	FY2013 FTE	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE
Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Asst. Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Senior Clerk						
Dept. Assistant (Registrars)						
Voter Registration Coordinator						
	3.00	4.00	4.00	4.00	4.00	4.00

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>TOWN CLERK/REGISTRARS 011610</b>								
<i>Personnel Services</i>								
51110 Full Time	\$153,123	\$190,642	\$196,650	\$202,035	\$248,326	\$251,584	3,258	1.31%
51120 Part Time		\$46		\$199				
51225 Registrars - part time Extra Day	\$2,500	\$2,500						
51310 Overtime	\$1,582	\$2,380	\$1,401	\$1,500	\$1,500	\$1,500		
51430 Longevity	\$4,329	\$1,500	\$1,875	\$1,875	\$2,250			
51510 Vacation Leave	\$1,207							
51515 PTO - Paid Time Off	\$29,065	\$13,063	\$22,529	\$20,445			-2,250	-100.00%
51520 Holidays								
51530 Personal Days	\$150							
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$191,957	\$210,131	\$224,455	\$226,054	\$252,076	\$253,084	1,008	0.40%
<i>Expenses</i>								
52460 Equipment Repair				\$477	\$500	\$500		
53090 Census	\$12,187	\$10,760						
53320 Resident Books	\$1,030	\$1,018						
53410 Telephone	\$1,802	\$1,894	\$1,696	\$1,926	\$1,900	\$1,900		
53420 Postage	\$3,295	\$4,057	\$3,161	\$2,177	\$3,400	\$3,400		
53990 Contracted Services	\$740	\$2,046	\$2,175	\$2,269	\$2,500	\$2,900	1,320	52.80%
54200 Office Supplies	\$2,493	\$2,523	\$3,014	\$2,760	\$3,200	\$2,900	-300	-9.36%
53330 Vital Records Preservation			\$6,161	\$5,320	\$6,300	\$6,300		
57100 In State Travel	\$175	\$200			\$400	\$400		
57110 Mileage		\$200			\$700	\$700		
57200 Out of State Travel	\$360	\$75	\$670	\$530	\$700	\$700		
57310 Dues & Subscriptions		\$2,567	\$2,340	\$1,728	\$2,900	\$2,900		
57810 Staff Education								
54000 Total	\$22,082	\$25,640	\$19,218	\$17,187	\$21,800	\$22,820	1,020	4.68%
<b>TOTAL BUDGET</b>	<b>\$214,039</b>	<b>\$235,771</b>	<b>\$243,673</b>	<b>\$243,241</b>	<b>\$273,876</b>	<b>\$275,904</b>	<b>2,028</b>	<b>0.74%</b>

**Town of Chelemsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

**ELECTIONS 011620**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>								
51110 Full Time			\$2,500		\$2,500	\$2,500		
51225 Registrars -part time			\$1,496	\$1,500	\$1,500	\$1,500		
51310 Overtime								
51000 Total			\$3,996	\$4,000	\$4,000	\$4,000		
<i>Expenses</i>								
53090 Census			\$10,904	\$17,084	\$13,600	\$13,900	300	2.21%
53320 Annual Street List			\$1,248	\$850	\$1,200	\$1,200		
53420 Postage			\$1,475	\$4,430	\$2,600	\$4,800	2,200	84.62%
53990 Contract Services	\$74,983	\$130,376	\$22,031	\$105,116	\$82,000	\$105,000	23,000	28.06%
53960 Special Election	\$9,422							
57800 Other Charges/Expenses			\$15,746	\$2,726	\$2,800	\$2,800		
54000 Total	\$84,405	\$130,376	\$51,404	\$130,205	\$102,200	\$127,700	25,500	24.95%
<b>TOTAL BUDGET</b>	<b>\$84,405</b>	<b>\$130,376</b>	<b>\$55,400</b>	<b>\$134,205</b>	<b>\$106,200</b>	<b>\$131,700</b>	<b>25,500</b>	<b>24.01%</b>

Town of Chelmsford  
 FY2017  
 Town Manager's  
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 April 15, 2016

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>ADMINISTRATIVE SUPPORT</b>								
<i>Personnel Services</i>	\$3,032	\$3,098	\$2,771	\$3,826	\$2,950	\$2,950		
<i>Expenses</i>	\$143,463	\$180,637	\$169,073	\$179,215	\$195,825	\$195,825		
TOTAL BUDGET	\$146,495	\$183,736	\$171,844	\$183,041	\$198,775	\$198,775		

**Town of Chelemsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>FINANCE COMMITTEE 011310</b>								
<i>Personnel Services</i>								
51120 Part Time	\$2,632	\$2,698	\$2,521	\$3,476	\$2,700	\$2,700		
51000 Total	\$2,632	\$2,698	\$2,521	\$3,476	\$2,700	\$2,700		
<i>Expenses</i>								
54200 Office Supplies					\$75	\$75		
54860 Newspaper Advertisements					\$700	\$700		
57310 Dues & Subscriptions	\$486	\$366	\$373	\$333				
57800 Other Charges/Expenses								
54000 Total	\$486	\$366	\$373	\$333	\$775	\$775		
<b>TOTAL BUDGET</b>	<b>\$3,118</b>	<b>\$3,064</b>	<b>\$2,894</b>	<b>\$3,809</b>	<b>\$3,475</b>	<b>\$3,475</b>		

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>MODERATOR 011140</b>								
<i>Personnel Services</i>								
51120 Part Time								
57800 Other Charges/Expenses	\$40	\$86	\$50	\$50	\$50	\$50		
<b>TOTAL BUDGET</b>	<b>\$40</b>	<b>\$86</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>		



**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>PLANNING &amp; DEVELOPMENT</b>								
<i>Personnel Services</i>								
<i>Expenses</i>	\$178,168	\$181,215	\$191,683	\$196,909	\$201,410	\$198,021	-3,389	-1.68%
	\$16,771	\$55,513	\$44,345	\$24,963	\$38,495	\$38,737	242	0.63%
<b>TOTAL BUDGET</b>	\$194,939	\$236,728	\$236,028	\$223,872	\$239,905	\$236,758	-3,147	-1.31%

Position	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	FTE	FTE	FTE	FTE	FTE	FTE
Conservation Officer	1.00	1.00	1.00	1.00	1.00	1.00
F.T. Clerk (Planning Board/Comm. Dev.)	1.00	1.00	1.00	1.00	1.00	1.00
P.T. Clerk (Planning Bd/Comm Dev)						
P.T. Clerk (Board of Appeals)						
Community Dev. Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00	3.00	3.00

**Town of Chelemsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
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**COMMUNITY DEVELOPMENT 011745**

*Personnel Services*

51110 Full Time	\$77,416	\$81,508	\$85,067	\$87,947	\$94,716	\$100,130	
51120 Part Time							
51430 Longevity Extra Day							
51510 Vacation Leave							
51515 PTO - Paid Time Off	\$4,698	\$3,929	\$4,258	\$4,962			
51520 Holidays							
51530 Personal Days							
51540 Sick Days							
51590 Wellness Bonus							
<b>51000 Total</b>	<b>\$82,113</b>	<b>\$85,437</b>	<b>\$89,325</b>	<b>\$92,909</b>	<b>\$94,716</b>	<b>\$100,130</b>	<b>5.72%</b>

*Expenses*

53180 Engineering/GIS	\$851	\$2,400	\$7,795	\$4,500	\$5,500	\$5,500	
53410 Telephone	\$400	\$814	\$947	\$1,289	\$850	\$850	
53420 Postage	\$403	\$100	\$193	\$788	\$400	\$400	
53990 Contracted Services	\$24	\$35,059	\$16,521	\$3,569	\$10,000	\$10,000	
54200 Office Supplies	\$606	\$25	\$939	\$997	\$3,300	\$3,300	
57100 Mileage Reimbursement	\$41	\$376	\$155	\$166	\$1,000	\$1,000	
57200 Out of State Travel		\$169	\$231				
57310 Dues & Subscriptions							
<b>54000 Total</b>	<b>\$2,325</b>	<b>\$38,944</b>	<b>\$26,681</b>	<b>\$11,310</b>	<b>\$21,050</b>	<b>\$21,050</b>	
<b>TOTAL BUDGET</b>	<b>\$84,438</b>	<b>\$124,381</b>	<b>\$116,006</b>	<b>\$104,218</b>	<b>\$115,766</b>	<b>\$121,180</b>	<b>4.68%</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>NMCOG ASSESSMENT 011740</b>								
<i>Expenses</i>								
56040 NMCOG Assessment	\$8,786	\$8,991	\$9,218	\$9,448	\$9,685	\$9,927	242	2.50%
<b>TOTAL BUDGET</b>	<b>\$8,786</b>	<b>\$8,991</b>	<b>\$9,218</b>	<b>\$9,448</b>	<b>\$9,685</b>	<b>\$9,927</b>	<b>242</b>	<b>2.50%</b>

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>HISTORIC DISTRICT 011780</b>								
<i>Personnel Services</i>								
51120 Part Time	\$1,497	\$1,497	\$1,497	\$1,497	\$1,500	\$1,500		
51000 Total	\$1,497	\$1,497	\$1,497	\$1,497	\$1,500	\$1,500		
<i>Expenses</i>								
53420 Postage					\$75	\$75		
54200 Office Supplies					\$20	\$20		
57800 Other Charges/Expenses								
54000 Total					\$95	\$95		
<b>TOTAL BUDGET</b>	<b>\$1,497</b>	<b>\$1,497</b>	<b>\$1,497</b>	<b>\$1,497</b>	<b>\$1,595</b>	<b>\$1,595</b>		

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
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**COMMISSION ON DISABILITIES 011790**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>								
51000 Total								
<i>Expenses</i>								
53410 Telephone	\$175		\$147	\$100				
54000 Supplies	\$100	\$275	\$128	\$175	\$275	\$275		
57000 Other Charges/Expenses								
54000 Total	\$275	\$275	\$275	\$275	\$275	\$275		
<b>TOTAL BUDGET</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>		

**CONSERVATION 011710**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>								
51110 Full Time	\$42,344	\$44,127	\$46,473	\$45,027	\$50,559	\$50,119	-440	-0.87%
51120 Part Time		\$87	\$737	\$605				
Extra Day								
51430 Longevity								
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$4,819	\$524	\$1,978	\$6,243				
51820 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$47,163	\$44,738	\$49,188	\$51,875	\$50,559	\$50,119	-440	-0.87%

*Expenses*

53180 Engineering								
53410 Telephone				\$115	\$450	\$450		
53420 Postage				\$1,420	\$350	\$350		
54200 Office Supplies	\$344	\$162	\$1,435	\$272	\$500	\$500		
54270 Reservation Management	\$111	\$199	\$272	\$71	\$150	\$150		
54860 Newspaper Advertisement	\$282	\$78	\$71	\$77	\$500	\$500		
57110 Mileage Reimbursement	\$23	\$698	\$354	\$44	\$500	\$500		
57200 Out of State Travel								
57310 Dues & Subscription	\$657	\$634	\$660	\$678	\$665	\$665		
57810 Staff Education	\$200	\$203	\$90		\$200	\$200		
58000 Outlay								
54000 Total	\$1,617	\$2,421	\$2,881	\$2,334	\$2,815	\$2,815		
<b>TOTAL BUDGET</b>	<b>\$48,780</b>	<b>\$47,159</b>	<b>\$52,069</b>	<b>\$54,210</b>	<b>\$53,374</b>	<b>\$52,934</b>	-440	-0.82%

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

FY2012 ACTUAL    FY2013 ACTUAL    FY2014 ACTUAL    FY2015 ACTUAL    FY2016 BUDGET    FY2017 Level Service    \$ Change    % Change

**BOARD OF APPEALS 011760**

*Personnel Services*

51120 Part Time			\$844	\$191	\$1,000	\$1,000
51510 Vacation Leave						
51520 Holidays						
51530 Personal Days						
51540 Sick Days						
51000 Total			\$844	\$191	\$1,000	\$1,000

*Expenses*

53410 Telephone			\$79	\$44	\$250	\$250
53420 Postage	\$61	\$368	\$36	\$15	\$100	\$100
54200 Office Supplies	\$137	\$36	\$34	\$133	\$800	\$800
54860 Newspaper Advertisements	\$1,445	\$1,859	\$1,733	\$49	\$100	\$100
57310 Dues & Subscriptions						
57800 Other Charges/Expenses						
54000 Total	\$1,643	\$2,263	\$1,847	\$241	\$1,250	\$1,250
<b>TOTAL BUDGET</b>	<b>\$1,643</b>	<b>\$2,263</b>	<b>\$2,691</b>	<b>\$432</b>	<b>\$2,250</b>	<b>\$2,250</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>PLANNING BOARD 011750</b>								
<i>Personnel Services</i>								
51110 Full Time		\$376	\$43,774	\$45,110	\$51,385	\$45,272	-6,113	-11.90%
51120 Part Time	\$41,881	\$43,190						
Extra Day								
51430 Longevity	\$1,500	\$1,500	\$1,625	\$2,250	\$2,250			
51510 Vacation Leave	\$1,359							
51515 PTO - Paid Time Off	\$1,266	\$4,478	\$5,429	\$5,076			-2,250	-100.00%
51520 Holidays								
51530 Personal Days	\$522							
51540 Sick Days	\$867							
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$47,395	\$49,543	\$50,828	\$52,437	\$53,635	\$45,272	-8,363	-15.59%
<i>Expenses</i>								
53410 Telephone	\$907	\$880	\$847	\$698	\$900	\$900		
53420 Postage			\$554		\$250	\$250		
54200 Office Supplies	\$92	\$473	\$1,092	\$201	\$1,125	\$1,125		
54420 Deeds								
54860 Newspaper Advertisements	\$361	\$666	\$781	\$311	\$350	\$350		
57310 Dues & Subscriptions	\$620	\$415	\$85		\$500	\$500		
57800 Other Charges/Expenses	\$85							
57810 Staff Education	\$60	\$185	\$85	\$145	\$200	\$200		
58000 Outlay								
54000 Total	\$2,125	\$2,619	\$3,443	\$1,355	\$3,325	\$3,325		
<b>TOTAL BUDGET</b>	<b>\$49,519</b>	<b>\$52,163</b>	<b>\$54,272</b>	<b>\$53,791</b>	<b>\$56,960</b>	<b>\$48,597</b>	<b>-8,363</b>	<b>-14.68%</b>



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# **C: Public Education**

Town of Chelmsford  
 FY2017  
 Town Manager's  
 Final Recommendation  
 April 15, 2016

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>SUMMARY</b>								
<b>PUBLIC EDUCATION</b>								
<i>Personnel Services</i>								
<i>Expenses</i>	\$47,074,629	\$49,869,335	\$51,445,632	\$53,447,068	\$55,718,047	\$57,328,220	1,610,173	2.89%
TOTAL BUDGET	\$47,074,629	\$49,869,335	\$51,445,632	\$53,447,068	\$55,718,047	\$57,328,220	1,610,173	2.89%

Town of Chelmsford  
 FY2017  
 Town Manager's  
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 April 15, 2016

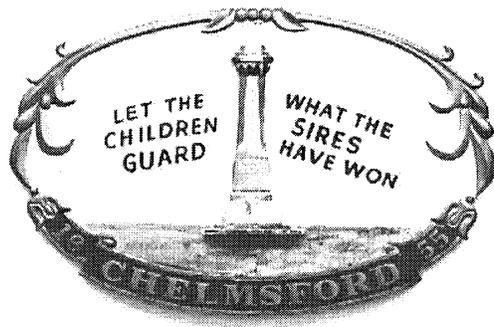
	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
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**CHELMSFORD PUBLIC SCHOOLS 013000**

51110 Expenses	\$45,233,763	\$47,824,702	\$49,258,452	\$50,878,257	\$52,900,000	\$54,500,000	1,600,000	3.02%
TOTAL BUDGET	\$45,233,763	\$47,824,702	\$49,258,452	\$50,878,257	\$52,900,000	\$54,500,000	1,600,000	3.02%

**NASHOBA TECHNICAL HIGH SCHOOL 013100**

56030 Assessment	\$1,840,866	\$2,044,633	\$2,187,180	\$2,568,811	\$2,818,047	\$2,828,220	10,173	0.36%
TOTAL BUDGET	\$1,840,866	\$2,044,633	\$2,187,180	\$2,568,811	\$2,818,047	\$2,828,220	10,173	0.36%



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# **D: Public Safety**

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>SUMMARY</b>								
<b>PUBLIC SAFETY</b>								
Personnel Services	\$9,318,556	\$9,765,505	\$10,125,873	\$10,450,157	\$10,871,284	\$10,960,186	88,902	0.82%
Expenses	\$1,078,153	\$1,091,398	\$1,128,258	\$1,122,080	\$1,109,212	\$1,125,440	16,228	1.46%
TOTAL BUDGET	\$10,396,710	\$10,856,903	\$11,254,130	\$11,572,237	\$11,980,496	\$12,085,626	105,130	0.88%

**Town of Chelemsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>	\$5,000,578	\$5,101,679	\$5,181,189	\$5,187,436	\$5,567,330	\$5,563,693	-3,637	-0.07%
<i>Expenses</i>	\$718,878	\$728,254	\$747,268	\$783,325	\$741,270	\$751,050	9,780	1.32%
<b>TOTAL BUDGET</b>	<b>\$5,719,454</b>	<b>\$5,829,932</b>	<b>\$5,928,457</b>	<b>\$5,950,762</b>	<b>\$6,308,600</b>	<b>\$6,314,743</b>	<b>6,143</b>	<b>0.10%</b>

**POLICE DEPARTMENT SUMMARY**

**Personnel**

Position	FY2012 FTE	FY2013 FTE	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE		
Police Chief	1	1	1	1	1	1		
Deputy Chief	1	1	1	1	1	1		
Lieutenant	5	5	5	5	5	7		
Captains								
Sergeant	10	10	10	10	10	7		
Patrol Officers	33	37	37	37	37	37		
Mechanic	1	1	1	1	1	1		
Department Assistant	1	1	1	1	1	1		
Principal Clerk	2	2	2	2	2	2		
Senior Clerk								
Dispatcher	9	9	9	9	9	9		
Part Time Dispatcher								
Full Time Custodian	1	1	1	1	1	1		
Part Time Custodian								
Dog Officer	1	1	1	1	1	1		
	65.00	69.00	69.00	69.00	69.00	68.00		
							-1	-1.45%

**Town of Chelmsford**  
**FY2017**  
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**POLICE DEPARTMENT 012100**

*Personnel Services*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51020 Clerical	\$108,665	\$121,937	\$124,444	\$133,054	\$134,223	\$136,973	2,750	2.05%
51110 Full Time	\$2,644,059	\$2,746,976	\$2,774,721	\$2,695,749	\$3,102,367	\$3,029,791	-72,576	-2.34%
51120 Part Time								
51220 Mechanic	\$44,182	\$46,708	\$47,640	\$48,308	\$48,215	\$48,992	777	1.61%
51240 Matron								
51260 Dispatch	\$323,773	\$285,840	\$368,960	\$288,603	\$394,612	\$400,642	6,030	1.53%
51270 Custodial	\$38,512	\$39,815	\$42,193	\$43,609	\$45,449	\$47,343	1,894	4.17%
51290 Shoot Days	\$405							
51310 Overtime Regular	\$565,271	\$552,794	\$482,711	\$562,426	\$400,000	\$400,000		
51320 Overtime FLSA Extra Day	\$3,826	\$5,172	\$2,066	\$1,981	\$7,000	\$7,000		
51400 Staff Education	\$380	\$480	\$620	\$60				
51410 Education Incentive	\$5,704	\$24,902	\$34,032	\$40,081	\$44,236	\$43,959	-277	-0.63%
51415 Quinn Bill	\$424,675	\$470,369	\$462,555	\$442,941	\$463,609	\$474,173	10,564	2.28%
51420 Holiday 11 Day	\$112,399	\$119,080	\$119,382	\$125,362	\$162,282	\$167,483	5,231	3.22%
51430 Longevity	\$80,754	\$80,422	\$104,386	\$122,393	\$125,102	\$148,228	23,126	18.49%
51510 Vacation	\$257,357	\$225,212	\$231,628	\$247,868	\$251,342	\$240,632	-10,710	-4.26%
51515 PTO - Paid Time Off	\$92,891	\$125,014	\$109,718	\$130,516	\$130,421	\$160,707	30,286	23.22%
51520 Holidays								
51530 Personal Days	\$32,722	\$27,104	\$32,303	\$27,321	\$33,372	\$32,462	-910	-2.73%
51540 Sick Leave	\$157,158	\$134,675	\$127,137	\$104,548	\$72,307	\$70,334	-1,973	-2.73%
51550 Court Leave	\$28,118	\$29,625	\$39,246	\$43,285	\$50,000	\$50,000		
51560 Military Leave								
51570 Funeral Leave	\$7,499	\$6,221	\$4,120	\$4,604	\$5,000	\$5,000		
51580 Injured Leave	\$17,388	\$9,398	\$9,398	\$52,500	\$15,000	\$15,000		
51590 Wellness Bonus	\$5,837	\$6,136	\$6,167	\$10,059	\$12,000	\$12,000		
51595 Physical Training Incentive Contract Settlement	\$6,000	\$6,000	\$8,500	\$8,500	\$18,000	\$18,000		
51610 Jury Duty								
51000 Total	\$4,957,574	\$5,056,482	\$5,131,926	\$5,133,769	\$5,514,507	\$5,508,719	-5,788	-0.10%

**Town of Chelmsford**  
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**POLICE DEPARTMENT (cont'd)**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>Expenses</b>								
52110 Electricity	\$89,267	\$79,689	\$65,864	\$44,887	\$75,650	\$65,000	-10,650	-14.08%
52130 Gas Heat	\$22,763	\$25,156	\$22,275	\$17,776	\$29,920	\$25,000	-4,920	-16.44%
52400 Rent Space				\$12				
52410 Building Maintenance	\$12,401	\$16,846	\$15,368	\$25,547	\$18,000	\$33,000	15,000	83.33%
52460 Equipment Repair	\$12,179	\$6,886	\$4,968	\$3,781	\$8,500	\$8,500		
52470 Computer Maintenance	\$3,958	\$9,667	\$17,881	\$6,192	\$8,500	\$8,500		
52490 Vehicle Maintenance	\$47,278	\$52,183	\$45,381	\$55,225	\$50,000	\$52,000	2,000	4.00%
53170 Consultant				\$98				
53290 Medical Injury	\$6,699	\$5,561	\$2,355	\$3,202	\$5,000	\$5,000		
53300 Pre-Medical			\$1,151	\$2,251				
53410 Telephone	\$50,262	\$50,756	\$47,616	\$53,866	\$55,000	\$55,000		
53420 Postage	\$2,768	\$5,552	\$3,906	\$3,563	\$5,500	\$5,000		
53990 Contracted Services	\$21,009	\$19,685	\$22,220	\$22,489	\$23,000	\$23,000		
54190 Gasoline	\$122,053	\$123,177	\$138,132	\$110,589	\$115,200	\$115,200		
54200 Office Supplies	\$15,018	\$11,133	\$10,984	\$16,404	\$15,000	\$15,000		
54400 Prisoner Meals		\$5	\$72	\$72	\$400	\$400		
55810 Auxiliary Expense	\$399	\$330	\$803	\$1,059	\$1,500	\$1,500		
55950 Recruit Equipment	\$12,430	\$1,203	\$1,237	\$9,758	\$3,500	\$6,500	3,000	85.71%
55960 Uniform Allowance	\$57,804	\$66,495	\$65,987	\$66,370	\$68,050	\$62,400	4,350	7.49%
57100 In State Travel	\$318	\$177	\$511	\$976				
57200 Out of State Travel		\$1,815	\$2,854					
57310 Dues & Subscriptions	\$13,125	\$14,587	\$15,613	\$24,968	\$16,000	\$19,000	3,000	18.75%
57320 Police Health Club Membership	\$1,229	\$1,125	\$1,608	\$1,620	\$1,500	\$1,500		
57810 Staff Education	\$20,674	\$23,207	\$33,811	\$21,312	\$23,000	\$23,000		
58000 Outlay	\$29,400	\$34,471	\$37,234	\$35,066	\$36,000	\$36,000		
58510 Equipment	\$49,114	\$31,578	\$37,510	\$91,395	\$30,000	\$37,500	7,500	25.00%
58710 Replacement Equipment/ Vehicles	\$122,469	\$139,743	\$141,614	\$138,391	\$145,000	\$145,000		
54000 Total	\$712,617	\$721,028	\$739,884	\$756,899	\$724,220	\$743,000	18,780	2.59%
<b>TOTAL BUDGET</b>	<b>\$5,670,191</b>	<b>\$5,777,510</b>	<b>\$5,871,810</b>	<b>\$5,890,668</b>	<b>\$6,238,727</b>	<b>\$6,251,719</b>	<b>12,992</b>	<b>0.21%</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>ANIMAL CONTROL_012920</b>								
<i>Personnel Services</i>								
51110 Full Time	\$40,039	\$41,723	\$43,771	\$45,226	\$47,039	\$48,992	1,953	4.15%
51120 Part Time								
51310 Overtime Regular		\$196	\$2,029	\$4,286	\$1,000	\$1,000		
51430 Longevity								
Extra Day								
51510 Vacation Leave								
51515 PTO - Paid Time Off								
51520 Holidays	\$2,965	\$3,277	\$3,462	\$4,156	\$4,784	\$4,982	198	4.14%
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness bonus								
51000 Total	\$43,004	\$45,197	\$49,263	\$53,667	\$52,823	\$54,974	2,151	4.07%
<i>Expenses</i>								
52110 Electricity	\$1,975	\$2,872	\$1,450	\$304	\$2,000	\$2,000		
52130 Gas Heat	\$1,339	\$1,554	\$1,743	\$2,215	\$1,800	\$1,800		
52410 Building Maintenance	\$121	\$396	\$568	\$677	\$10,000	\$1,000	-9,000	-90.00%
52490 Vehicle Maintenance								
53410 Telephone	\$909	\$786	\$946	\$651	\$1,000	\$1,000		
53420 Postage								
53830 Care of Animals	\$486	\$229	\$1,021	\$1,385	\$1,000	\$1,000		
53990 Contracted Services								
54190 Gasoline	\$1,230	\$1,358	\$1,208	\$841	\$1,250	\$1,250		
54200 Office Supplies	\$65	\$30	\$448	\$354				
57810 Staff Education	\$135							
54000 Total	\$6,259	\$7,225	\$7,384	\$6,427	\$17,050	\$8,050	-9,000	-52.79%
<b>TOTAL BUDGET</b>	<b>\$49,264</b>	<b>\$52,422</b>	<b>\$56,647</b>	<b>\$60,094</b>	<b>\$69,873</b>	<b>\$63,024</b>	<b>-6,849</b>	<b>-9.80%</b>

**Town of Chelmsford**  
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**FIRE DEPARTMENT SUMMARY**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>	\$4,084,448	\$4,421,657	\$4,689,991	\$5,000,629	\$5,031,666	\$5,117,559	85,893	1.71%
<i>Expenses</i>	\$337,148	\$341,181	\$351,484	\$330,282	\$338,362	\$344,810	6,448	1.91%
<b>TOTAL BUDGET</b>	<b>\$4,421,595</b>	<b>\$4,762,838</b>	<b>\$5,041,475</b>	<b>\$5,330,910</b>	<b>\$5,370,028</b>	<b>\$5,462,369</b>	<b>92,341</b>	<b>1.72%</b>

**Personnel**

Position	FY2012 FTE	FY2013 FTE	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE
Fire Chief	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1
Deputy Chief / Fire Prevention	1	1	1	1	1	1
Fire Prevention Captain	1	1	1	1	1	2
Training Captain	1	1	1	1	1	1
Captains Unit	4	4	4	4	4	4
Firefighters	49	51	51	51	52	52
Mechanic	1	1	1	1	1	1
Department Assistant	1	1	1	1	1	1
PT Clerk/Fire Prevention		0.5	0.5	0.5	0.5	0.5
	<b>59</b>	<b>62.5</b>	<b>62.5</b>	<b>62.5</b>	<b>63.5</b>	<b>63.5</b>

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
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**FIRE DEPARTMENT 012200**

*Personnel Services*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51020 Clerical	\$43,812	\$53,607	\$60,484	\$59,707	\$67,894	\$68,029	135	0.20%
51120 Full Time	\$2,450,273	\$2,752,180	\$2,945,232	\$3,070,060	\$3,225,658	\$3,330,248	104,590	3.24%
51220 Mechanic	\$52,961	\$54,635	\$55,189	\$60,734	\$64,173	\$65,457	1,284	2.00%
51310 Overtime Regular	\$440,979	\$354,446	\$342,261	\$409,806	\$350,000	\$355,390	5,390	1.54%
51330 OT Labor Fires	\$36,104	\$44,777	\$34,997	\$56,468	\$41,000	\$45,000	4,000	9.76%
51400 Staff Education	\$46,738	\$56,636	\$61,458	\$54,539	\$51,250	\$52,000	750	1.46%
51410 Education Incentive	\$276,240	\$317,393	\$345,154	\$374,080	\$392,000	\$392,000		
51420 Holiday 11 Day	\$157,349	\$161,996	\$176,456	\$189,350	\$193,728	\$188,766	-4,942	-2.55%
51430 Longevity	\$100,714	\$99,918	\$122,763	\$137,421	\$144,457	\$138,256	-6,201	-4.29%
51510 Vacation Leave	\$216,221	\$238,113	\$241,975	\$247,347	\$281,179	\$260,000	-21,179	-7.53%
51515 PTO - Paid Time Off	\$26,123	\$33,064	\$40,184	\$39,343	\$88,204	\$40,000	1,796	4.70%
51530 Personal Days	\$39,324	\$42,902	\$46,944	\$47,989	\$55,329	\$55,414	85	0.15%
51540 Sick Days	\$193,277	\$205,323	\$214,287	\$251,551	\$119,860	\$120,065	185	0.15%
51570 Funeral Leave								
51580 Injured Leave								
51590 Wellness Bonus	\$4,334	\$6,662	\$2,609	\$2,234	\$5,250	\$5,250		
51610 Jury Duty								
Military Leave								
51620 Union Duties					\$1,664	\$1,664		
51000 Total	\$4,084,448	\$4,421,657	\$4,689,991	\$5,000,629	\$5,031,666	\$5,117,559	85,893	1.71%

**Town of Chelemsford**  
**FY2017**  
**Town Manager's**  
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**FIRE DEPARTMENT (cont'd)**

Expenses	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
52110 Electricity	\$19,064	\$18,635	\$21,056	\$27,541	\$24,000	\$26,000	2,000	8.33%
52120 Oil Heat								
52130 Gas Heat	\$12,901	\$26,438	\$25,283	\$24,286	\$28,000	\$28,000		
52310 Water Bills	\$1,040	\$960	\$1,125	\$1,000	\$1,552	\$1,000	-552	-35.57%
52410 Building Maintenance	\$14,758	\$6,392	\$6,972	\$23,535	\$4,500	\$8,000	3,500	77.78%
52420 Fire Equipment Repairs	\$28,854	\$34,328	\$43,920	\$32,287	\$45,000	\$45,000		
52490 Vehicle Maintenance	\$44,497	\$60,484	\$58,516	\$47,779	\$50,000	\$50,000		
53290 Medical Injury	\$4,390	\$4,412	\$9,389	\$4,123	\$10,000	\$10,000		
53410 Telephone	\$19,344	\$20,625	\$19,286	\$22,561	\$20,000	\$20,000		
54100 Diesel Fuel	\$24,844	\$24,633	\$28,096	\$18,775	\$19,720	\$19,720		
54190 Gasoline	\$21,287	\$25,973	\$20,217	\$13,109	\$20,800	\$20,800		
54250 Office Supplies	\$6,404	\$8,600	\$6,541	\$9,358	\$7,000	\$7,000		
54200 Supplies- Departmental			\$270					
54260 Communications	\$8,081	\$9,301	\$4,774	\$3,791	\$9,500	\$9,500		
55960 Uniform Allowance	\$73,375	\$72,533	\$59,890	\$66,204	\$58,000	\$58,000		
57100 In State Travel	\$690	\$622	\$1,046	\$480	\$850	\$850		
57200 Out of State Travel	\$261	\$1,517	\$2,137	\$1,182	\$2,000	\$2,000		
57310 Dues & Subscriptions	\$3,959	\$4,880	\$3,948	\$3,811	\$4,000	\$5,000	1,000	25.00%
57805 Recruit Reimbursement	\$7,205	\$3,341	\$1,710	\$3,341	\$5,340	\$5,340		
57810 Staff Education	\$5,887	\$3,213	\$4,495	\$6,723	\$4,000	\$4,500	500	12.50%
58000 Outlay	\$39,347	\$12,750	\$31,077	\$22,063	\$21,000	\$21,000		
54000 Total	\$336,187	\$339,634	\$349,478	\$328,897	\$335,262	\$341,710	6,448	1.92%
<b>TOTAL BUDGET</b>	<b>\$4,420,635</b>	<b>\$4,761,291</b>	<b>\$5,039,469</b>	<b>\$5,329,526</b>	<b>\$5,366,928</b>	<b>\$5,459,269</b>	<b>92,341</b>	<b>1.72%</b>

**EMERGENCY MANAGEMENT 012910**

Expenses	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
52460 Equipment Repair	\$758	\$962	\$900	\$900	\$1,000	\$1,000		
53410 Telephone	\$33		\$21	\$207	\$100	\$100		
54200 Office Supplies	\$170	\$585	\$1,086	\$277	\$1,000	\$1,000		
57800 Other Charges/Expenses								
58000 Outlay								
54000 Total	\$961	\$1,547	\$2,006	\$1,384	\$3,100	\$3,100		
<b>TOTAL BUDGET</b>	<b>\$961</b>	<b>\$1,547</b>	<b>\$2,006</b>	<b>\$1,384</b>	<b>\$3,100</b>	<b>\$3,100</b>		

**Town of Chelmsford  
FY2017  
Town Manager's  
Final Recommendation  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>	\$233,531	\$242,170	\$254,693	\$262,092	\$272,288	\$278,934	6,646	2.44%
<i>Expenses</i>	\$22,129	\$21,963	\$29,506	\$28,473	\$29,580	\$29,580		
<b>TOTAL BUDGET</b>	<b>\$255,660</b>	<b>\$264,133</b>	<b>\$284,199</b>	<b>\$290,565</b>	<b>\$301,868</b>	<b>\$308,514</b>	<b>6,646</b>	<b>2.20%</b>

**INSPECTIONS AND ENFORCEMENT**

Position	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	FTE	FTE	FTE	FTE	FTE	FTE
Build Inspector	1.00	1.00	1.00	1.00	1.00	1.00
P.T. Local Inspector	0.66	0.66	0.66	0.66	0.66	0.66
P.T. Wire Inspector	0.66	0.66	0.66	0.66	0.66	0.66
P.T. Plumbing & Gas Inspector	0.66	0.66	0.66	0.66	0.66	0.66
Departmental Assistant	1	1	1	1	1	1
Principal Clerk						
Sealer of Wgts & Meas.						
Animal Inspector						
	<b>3.98</b>	<b>3.98</b>	<b>3.98</b>	<b>3.98</b>	<b>3.98</b>	<b>3.98</b>

**Town of Chelmsford**  
**FY2017**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>INSPECTIONS AND CODE ENFORCEMENT 012500</b>								
<i>Personnel Services</i>								
51100 Full Time	\$109,777	\$117,929	\$121,652	\$128,982	\$145,119	\$149,837	4,718	3.25%
51120 Part Time	\$98,672	\$100,655	\$102,570	\$105,999	\$118,959	\$120,840	1,851	1.56%
51310 Overtime								
51430 Longevity Extra Day	\$6,013	\$6,108	\$6,484	\$7,063	\$7,180	\$7,257	77	1.07%
51510 Vacation Leave	\$2,783							
51515 PTO - Paid Time Off	\$14,521	\$17,477	\$23,987	\$20,048				
51520 Holidays								
51530 Personal Days	\$338							
51540 Sick Days	\$1,426							
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$233,531	\$242,170	\$254,693	\$262,092	\$271,288	\$277,934	6,646	2.45%
<i>Expenses</i>								
52490 Vehicle Maintenance	\$1,337	\$1,439	\$1,388	\$1,682	\$1,650	\$1,650		
53410 Telephone	\$670	\$460	\$485	\$490	\$450	\$450		
53420 Postage					\$1,000	\$1,000		
53990 Contracted Services					\$300	\$300		
54190 Gasoline	\$4,094	\$4,001	\$4,899	\$2,307	\$2,000	\$2,000		
54200 Office Supplies	\$162	\$178		\$76				
57100 In State Travel	\$13,715	\$13,505	\$17,192	\$16,980	\$16,800	\$16,800		
57120 Expense Allowance				\$162				
57200 Out of State Travel	\$357	\$470	\$491	\$467	\$750	\$750		
57310 Dues & Subscriptions	\$1,675	\$1,450	\$4,399	\$5,604	\$6,250	\$6,250		
58100 Staff Education								
58000 Outlay								
54000 Total	\$22,009	\$21,503	\$28,854	\$27,768	\$29,200	\$29,200	6,646	2.21%
<b>TOTAL BUDGET</b>	\$255,540	\$263,673	\$283,547	\$289,860	\$300,488	\$307,134		

Town of Chelmsford  
 FY2017  
 Town Manager's  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>ANIMAL INSPECTOR 012570</b>					\$1,000	\$1,000		
<i>Personnel Services</i>								
51120 Salaries					\$1,000	\$1,000		
<i>Expenses</i>								
57800 Other Charges/Expenses	\$120	\$460	\$652	\$705	\$350	\$380		
TOTAL BUDGET	\$120	\$460	\$652	\$705	\$1,350	\$1,380		

# **E: Public Works**

Town of Chelmsford  
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 Town Manager's  
 Final Recommendation  
 April 15, 2016

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level/Service	\$ Change	% Change
<b>SUMMARY</b>								
<b>PUBLIC WORKS FUNCTIONS*</b>								
Personnel Services	\$1,749,029	\$1,894,830	\$1,905,863	\$1,988,477	\$2,073,416	\$2,096,734	23,318	1.12%
Expenses	\$3,023,804	\$3,158,768	\$3,392,157	\$3,464,718	\$3,460,069	\$3,479,404	19,335	0.56%
Snow and Ice	\$780,197	\$1,139,776	\$1,302,987	\$1,596,198	\$1,143,500	\$1,143,500		
TOTAL BUDGET	\$5,553,030	\$6,133,374	\$6,601,008	\$7,049,392	\$6,676,985	\$6,719,638	42,653	0.64%

\* Summary includes all Department of Public Works Divisions and Cemetery Commission.

**Town of Chelmsford**  
**FY2017**  
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**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>	\$1,513,066	\$1,588,011	\$1,643,573	\$1,721,892	\$1,796,336	\$1,810,743	14,407	0.80%
<i>Expenses</i>	\$2,982,342	\$3,116,010	\$3,346,788	\$3,413,989	\$3,416,880	\$3,426,054	9,174	0.27%
<i>Snow and Ice</i>	\$780,197	\$1,135,776	\$1,302,987	\$1,596,198	\$1,143,500	\$1,143,500		
<b>TOTAL BUDGET</b>	<b>\$5,275,605</b>	<b>\$5,843,796</b>	<b>\$6,293,348</b>	<b>\$6,732,078</b>	<b>\$6,356,716</b>	<b>\$6,380,297</b>		<b>0.37%</b>

**DEPT OF PUBLIC WORKS**

Position	FY2012 FTE	FY2013 FTE	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE
<u>Engineering Division</u>						
Director of Public Works	1	1	1	1	1	1
Assistant DPW Director	1	1	1	1	1	1
Town Engineer			0.5	0.5	0.5	0.5
Project Engineer	1	1	1	1	1	1
Business Manager	1	1	1	1	1	1
<u>Highway Division</u>						
Hgwy Superintendent	1	1	1	1	1	1
Asst. Superintendent			1	1	1	1
Working Foreman	2	2	2	2	2	2
Mechanics	5	5	6	5	5	5
Equip. Operators	8	10	10	10	10	10
Tr. Driver/Laborer						
Laborers						
Departmental Assistant	1	1	1	1	1	1
<u>Sewer Division</u>						
Sewer Operations Supervisor	1	1	1	1	1	1
Sewer Inspect.	1	1	1	1	1	1
Sewer Maintenance Technician	6	6	6	6	6	6
Sewer Maintenance Laborer	1	1	1	1	1	1
Sewer Mechanic	1	1	1	1	1	1
Plumbing Safety Inspector	0.2	0.2				
Departmental Assistant	3	3	2	1	1	1
Principal Clerk			0.5	0.5	0.5	0.5
Senior Civil Engineer						
<u>Parks Division</u>						
Groundskeeper	1	1	1	1	1	1
P. T. Laborer						
<u>Public Buildings Division</u>						
Building Attendant	0.50	0.50	0.50	0.50	0.50	0.50
<u>Recycling/Waste</u>						
Recycling/Waste Coordinator	0.50	0.50	0.50	0.50	0.50	0.50
	38.20	40.20	40.00	40.00	40.00	40.00

**Town of Chelmsford  
FY2017  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
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**ADMIN & ENGINEERING 014110**

*Personnel Services*

51110 Full Time	\$277,675	\$299,317	\$307,165	\$353,398	\$371,082	\$382,628	11,546	3.11%
51120 Part Time	\$103		\$144		\$35,719	\$37,202	1,483	4.15%
51310 Overtime Reg. Extra Day								
51430 Longevity	\$9,319	\$6,238	\$6,540	\$8,354	\$10,402	\$14,370	3,968	38.15%
51510 Vacation Leave	\$2,473							
51515 PTO - Paid Time Off	\$24,534	\$21,496	\$29,913	\$35,330				
51520 Holidays	\$275							
51530 Personal Days	\$509							
51540 Sick Days	\$583							
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$315,471	\$327,195	\$343,638	\$397,083	\$417,203	\$434,200	16,997	4.07%

*Expenses*

52460 Equipment Repair	\$1,616	\$3,849	\$1,516	\$4,024	\$2,000	\$2,500	500	25.00%
52470 Computer Maintenance	\$2,542	\$3,364	\$6,638	\$6,830	\$6,830	\$8,450	1,620	23.72%
53410 Telephone	\$2,640	\$2,950	\$3,632	\$2,175	\$3,350	\$3,350		
53420 Postage	\$90	\$90	\$98	\$70	\$100	\$100		
54190 Gasoline	\$2,683	\$3,194	\$3,105	\$2,078	\$3,120	\$3,000	-120	-3.85%
54200 Office Supplies	\$1,344	\$2,623	\$4,674	\$2,399	\$2,500	\$2,500		
57100 In State Travel	\$14	\$1,125						
57120 Expense Allowance	\$3,273							
57200 Out of State	\$70	\$330	\$656	\$218	\$600	\$600		
57310 Dues & Subscriptions			\$1,133	\$498	\$2,000	\$2,000		
57810 Staff Education								
54000 Total	\$11,729	\$16,702	\$18,178	\$18,100	\$20,500	\$22,500	2,000	9.76%
TOTAL BUDGET	\$327,200	\$343,897	\$361,815	\$415,183	\$437,703	\$456,700	18,997	4.34%

**PUBLIC TREES 014790**

*Expenses*

53990 Contracted Services	\$19,150	\$67,179	\$66,997	\$67,000	\$67,000	\$67,000		
57800 Other Charges/Expenses								
59580 TSF Grant								
TOTAL BUDGET	\$19,150	\$67,179	\$66,997	\$67,000	\$67,000	\$67,000		

**Town of Chelmsford**  
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**STREETLIGHTING 014240**

Expenses	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
52110 Electricity		\$196,032	\$199,931	\$102,000	\$102,000	\$90,000	-12,000	-11.76%
TOTAL BUDGET	\$196,624	\$196,032	\$199,931	\$102,000	\$102,000	\$90,000	-12,000	-11.76%

**WASTE COLLECTION 014330**

Personnel Services	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51120 Part Time	\$20,878	\$19,258	\$17,477	\$16,096	\$22,230	\$22,487	257	1.16%
51310 Overtime Reg. Extra Day		\$1,120	\$1,295	\$2,119		\$604	604	
51510 Vacation Leave								
51515 PTO - Paid Time Off		\$2,726	\$2,337	\$2,665				
51520 Holidays	\$952							
51530 Personal Days								
51540 Sick Days								
51590 Wellness Bonus								
51000 Total	\$21,831	\$23,103	\$21,110	\$20,881	\$22,230	\$23,091	861	3.87%

Expenses	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
53410 Telephone	\$907	\$980	\$847	\$881	\$200	\$200		
53810 Waste Disposal	\$800,884	\$644,367	\$764,676	\$828,763	\$858,320	\$882,020	23,700	2.76%
53820 Waste Contract	\$1,263,849	\$1,208,301	\$1,474,720	\$1,496,295	\$1,496,450	\$1,488,874	-7,576	-0.51%
53990 Contracted Services			\$192					
54200 Office Supplies	\$4,985	\$2,860	\$5,569	\$5,363	\$5,200	\$5,400	200	3.85%
54220 Waste Bins/Containers	\$7,460	\$8,488	\$132	\$7,429	\$7,500	\$7,500		
54230 Waste Compost Expense								
54860 Newspaper Advertisements	\$1,975		\$200	\$158	\$500		-500	-100.00%
57800 Other Charges/Expenses								
54000 Total	\$2,080,060	\$2,064,895	\$2,246,335	\$2,338,889	\$2,368,170	\$2,383,994	15,824	0.67%
TOTAL BUDGET	\$2,101,890	\$2,087,999	\$2,267,445	\$2,359,770	\$2,390,400	\$2,407,085	16,685	0.70%

**Town of Chelmsford**  
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**HIGHWAY DIVISION 014220**

*Personnel Services*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51090 Administration	\$252,591	\$215,190	\$195,965	\$168,908	\$1,172,273	\$1,174,115	1,842	0.16%
51110 Full Time	\$593,847	\$687,137	\$811,082	\$849,381				
51120 Part Time		\$11,457			\$6,382	\$6,382		
51250 Special Labor	\$55,217	\$34,280	\$37,747	\$48,016	\$35,000	\$35,000		
51310 Overtime Regular				\$7,000	\$9,000	\$9,000		
51360 Signing Bonus					\$45,156	\$43,177		
51430 Longevity	\$41,817	\$36,634	\$40,871	\$41,417				
51510 Vacation Leave	\$56,856	\$39,256	\$35,140					
51515 PTO - Paid Time Off	\$20,836	\$36,504	\$52,879	\$109,379				
51520 Holidays	\$45,433	\$54,795	\$2,902					
51530 Personal Days	\$7,673	\$9,617	\$3,726					
51540 Sick Days	\$23,731	\$30,516	\$8,941					
51570 Funeral Leave	\$1,038							
51575 Injured Pay								
51590 Wellness Bonus	\$3,043	\$5,447	\$9,538	\$42				
51000 Total	\$1,102,083	\$1,160,833	\$1,198,791	\$1,224,142	\$1,267,811	\$1,267,874	-137	-0.01%

**HIGHWAY (cont'd)**

*Expenses*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
52110 Electricity	\$19,314	\$16,930	\$30,470	\$33,060	\$35,000	\$35,000		
52130 Gas Heat	\$13,895	\$29,428	\$64,667	\$7,184	\$70,000	\$65,000	-5,000	-7.14%
52310 Water Bills	\$2,441	\$1,804	\$881	\$1,886	\$1,500	\$1,500		
52410 Building Maintenance	\$5,461	\$13,975	\$20,770	\$30,201	\$6,000	\$10,000	4,000	66.67%
52480 Radio Repairs	\$523		\$2,613	\$2,613	\$2,200	\$2,600	400	18.18%
52490 Vehicle Maintenance	\$144,462	\$146,904	\$135,956	\$122,712	\$145,000	\$145,000		
53165 Traffic Duty	\$13,470	\$10,499	\$12,698	\$4,507	\$10,000	\$6,000	-4,000	-40.00%
53410 Telephone	\$4,308	\$4,681	\$6,723	\$5,673	\$5,000	\$5,700	700	14.00%
53420 Postage	\$61	\$36	\$96	\$200	\$200	\$200		
53990 Contract Services	\$88,874	\$111,906	\$4,349	\$91,448	\$100,000	\$90,000	-10,000	-10.00%
54100 Diesel Fuel	\$18,476	\$24,843	\$16,565	\$17,635	\$21,000	\$19,500	-1,500	-7.14%
54190 Gasoline	\$626	\$1,108	\$775	\$2,577	\$1,600	\$2,500	900	56.25%
54200 Office Supplies	\$132,249	\$137,848	\$88,961	\$194,326	\$135,000	\$135,000		
54210 Road Materials	\$35,150	\$69,499	\$127,773	\$96,333	\$76,000	\$85,000	9,000	11.84%
54250 Departmental Supplies	\$19,628	\$24,813	\$9,500	\$18,866	\$20,000	\$20,000		
54280 Street Signs			\$5,082	\$5,082	\$20,000	\$20,000		
Traffic Lights	\$1,084		\$2,329	\$7,049	\$10,000	\$10,000		
54290 Machinery Hire	\$999	\$1,346	\$1,039	\$1,418	\$1,500	\$1,500		
54860 Newspaper Advertisements	\$7,520	\$10,413	\$10,322	\$11,144	\$9,550	\$10,000	450	4.71%
55960 Uniform Allowance	\$106	\$62						
57110 Mileage Reimbursement								
57200 Out of State Travel				\$675				
57810 Staff Education								
58000 Outlay (Bike Trail Maint.)					\$10,000	\$10,000		
54000 Total	\$508,547	\$606,095	\$634,493	\$704,400	\$679,550	\$679,500	-50	-0.01%
Sub-Total Highway	\$1,610,630	\$1,766,928	\$1,833,284	\$1,928,542	\$1,947,361	\$1,947,174	-187	-0.01%

Town of Chelmsford  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>SNOW &amp; ICE 014230</b>								
51250 Special Labor	\$192,513	\$135,722	\$32,643	\$84,256				
51310 Salaries Overtime	\$156,548	\$178,616	\$279,602	\$395,150	\$315,000	\$315,000		
52460 Equipment Repair	\$73,484	\$76,322	\$175,118	\$140,629	\$90,000	\$90,000		
53990 Contract Services	\$115,409	\$195,224	\$260,633	\$254,917	\$299,500	\$239,500		
55830 Snow Salt	\$214,013	\$435,313	\$477,555	\$672,567	\$484,000	\$484,000		
57800 Other Charges/Expenses	\$28,230	\$18,578	\$73,228	\$48,679	\$15,000	\$15,000		
58510 New Equipment			\$4,208					
54000 Total	\$780,197	\$1,139,776	\$1,302,987	\$1,596,198	\$1,143,500	\$1,143,500		
TOTAL BUDGET: Highway/ Snow & Ice	\$2,390,827	\$2,908,704	\$3,136,271	\$3,524,739	\$3,090,861	\$3,090,874	-187	-0.01%

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level/Service	\$ Change	% Change
<b>PARKS DIVISION 014280</b>								
<i>Personnel Services</i>								
51110 Full Time	\$48,394	\$50,202	\$51,505	\$50,975	\$61,601	\$59,577	-2,024	-3.29%
51120 Part Time								
51310 Overtime Reg	\$3,385	\$3,456	\$3,525	\$3,610	\$3,696	\$1,787	-1,909	-51.65%
51430 Longevity Extra Day								
51510 Vacation Leave								
51515 PTO - Paid Time Off	\$8,026	\$7,401	\$7,480	\$6,285				
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$59,806	\$61,060	\$62,511	\$60,870	\$65,297	\$61,364	-3,933	-6.02%
<i>Expenses</i>								
52110 Electricity	\$3,180	\$3,155	\$3,394	\$3,657	\$3,500	\$3,500		
52130 Gas Heat	\$1,518	\$1,446	\$1,273		\$800	\$1,800	1,000	125.00%
52410 Building Maintenance	\$414	\$1,833	\$2,520	\$1,222	\$2,000	\$2,000		
52460 Equipment Repair	\$994	\$1,039	\$2,368	\$938	\$2,000	\$2,000		
52490 Vehicle Maintenance	\$800	\$1,928	\$1,350	\$903	\$2,000	\$2,500	500	25.00%
53410 Telephone				\$879				
54100 Diesel Fuel								
54190 Gasoline	\$5,005	\$4,881	\$5,450	\$2,364	\$4,360	\$3,360	-1,000	-22.94%
54610 Grounds Maintenance	\$3,038	\$3,625	\$3,485	\$4,837	\$4,200	\$4,800	600	14.29%
58000 Outlay			\$13,990					
54000 Total	\$14,949	\$17,907	\$33,861	\$14,700	\$16,860	\$17,960	1,100	6.52%
TOTAL BUDGET	\$74,754	\$78,966	\$96,372	\$75,570	\$82,157	\$79,324	-2,833	-3.45%

**Town of Chelmsford**  
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**PUBLIC BUILDINGS 014700**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level/Service	\$ Change	% Change
<i>Personnel Services</i>								
51110 Full Time	\$13,529	\$15,482	\$17,165	\$17,494	\$23,795	\$24,414	619	2.60%
51120 Part Time								
51310 Overtime	\$347	\$338	\$359	\$1,423				
51430 Longevity								
Shift Differential								
51510 Vacation Leave								
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$13,876	\$15,820	\$17,524	\$18,917	\$23,795	\$24,414		

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level/Service	\$ Change	% Change
<i>Expenses</i>								
52110 Electricity	\$44,491	\$39,574	\$37,764	\$32,842	\$40,000	\$35,000	-5,000	-12.50%
52130 Gas Heat	\$38,472	\$20,293	\$15,385	\$19,764	\$29,200	\$25,000	-4,200	-14.38%
52140 Heating Maintenance								
52310 Water Bills								
52410 Building Maintenance								
52490 Vehicle Maintenance	\$25,365	\$31,211	\$37,307	\$44,813	\$25,000	\$35,000	10,000	40.00%
52500 Custodial Maintenance	\$797	\$132	\$847	\$511	\$1,500	\$1,500		
52510 Custodial Services Contract	\$2,862	\$3,809	\$3,342	\$5,366	\$4,000	\$5,500	1,500	37.50%
53140 Copier Expense	\$15,107	\$17,292	\$23,411	\$22,126	\$22,000	\$22,000		
53410 Telephone	\$15,112	\$12,685	\$8,002	\$8,513	\$9,000	\$9,000		
53410 Telephone	\$3,624	\$1,936	\$1,241	\$2,990	\$900	\$900		
58000 Outlay	\$1,120	\$892	\$8,238	\$1,975	\$1,200	\$1,200		
54000 Total	\$146,949	\$127,813	\$135,536	\$138,900	\$132,800	\$135,100	2,300	1.73%
TOTAL BUDGET	\$160,825	\$143,633	\$153,060	\$157,817	\$156,595	\$159,514	2,919	1.86%

**BLDGS - OLD/NORTH/AUXILIARY 014710**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level/Service	\$ Change	% Change
<i>Expenses</i>								
52110 Electricity			\$13	\$145				
52130 Gas Heat		\$3,436	\$4,266	\$3,067				
53410 Telephone	\$4,335	\$13,951	\$7,158	\$26,787	\$30,000	\$30,000		
52410 Building Maintenance								
TOTAL BUDGET	\$4,335	\$17,387	\$11,457	\$30,000	\$30,000	\$30,000		

**Town of Cheimsford**  
**FY2017**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services</i>	\$235,963	\$246,820	\$262,290	\$266,585	\$277,080	\$285,991	8,911	3.22%
<i>Expenses</i>	\$41,462	\$42,758	\$45,369	\$50,729	\$43,189	\$53,350	10,161	23.53%
<b>TOTAL BUDGET</b>	<b>\$277,424</b>	<b>\$289,578</b>	<b>\$307,660</b>	<b>\$317,314</b>	<b>\$320,269</b>	<b>\$339,341</b>	<b>19,072</b>	<b>5.95%</b>

**CEMETERY COMMISSION 014910**

Position	FY2012		FY2013		FY2014		FY2015		FY2016		FY2017	
	FTE											
Superintendent	1	1	1	1	1	1	1	1	1	1	1	1
P.T. Clerk	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40	0.40
Working Foreman	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Backhoe Operator												
Truck Driver/Laborer	1	1	1	1	1	1	1	1	1	1	1	1
Senior Laborer	1	1	1	1	1	1	1	1	1	1	1	1
	<b>4.40</b>											

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**CEMETERY COMMISSION 014910**

*Personnel Services*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51020 Clerical					\$15,529		703	4.53%
51100 Salary Elected Officials	\$172,195	\$142,328	\$198,246	\$196,651	\$230,651	\$236,159	5,508	2.39%
51110 Full Time	\$23,932	\$44,093	\$13,665	\$14,556				
51120 Part Time								
Extra Day								
51130 Disincentment	\$250	\$100	\$150	\$500	\$200	\$350	150	75.00%
51210 Temporary								
51300 Call-in OT	\$7,368	\$12,345	\$11,468	\$10,466	\$10,500	\$12,500	2,000	19.05%
51310 Overtime-Regular	\$12,987	\$19,180	\$18,670	\$15,536	\$13,000	\$12,500	-500	-3.85%
51515 PTO - Paid Time Off	\$4,315	\$6,758	\$4,823	\$4,729				
51430 Longevity	\$5,156	\$5,438	\$4,216	\$5,034	\$5,200	\$6,250	1,050	20.19%
51510 Vacation Leave	\$5,467	\$6,387	\$7,113	\$12,227				
51520 Holidays			\$365					
51530 Personal Days	\$1,532	\$1,215	\$1,684	\$2,067				
51540 Sick Days	\$1,987	\$8,977	\$1,891	\$3,703				
51590 Wellness Bonus	\$1,374			\$1,115	\$2,000			
51000 Total	\$235,963	\$246,820	\$262,290	\$266,585	\$277,080	\$285,991	8,911	3.22%

*Expenses*

52110 Electricity	\$1,225	\$2,156	\$2,533	\$2,194	\$1,932	\$2,000	68	3.52%
52130 Gas Heat	\$4,733	\$4,667	\$5,601	\$4,089	\$4,107	\$4,000	-107	-2.61%
52410 Building Maintenance	\$669	\$1,452	\$313	\$1,080	\$1,500	\$1,500		
52460 Equipment Repair	\$4,485	\$9,007	\$7,820	\$6,040	\$5,600	\$5,600		
52470 Computer Maintenance	\$1,390	\$719	\$719	\$1,607	\$1,500	\$1,500		
52490 Vehicle Maintenance	\$2,900	\$1,171	\$2,436	\$5,494	\$3,000	\$3,000		
53410 Telephone	\$1,873	\$2,681	\$2,122	\$2,262	\$2,000	\$2,000		
53420 Postage	\$176	\$90	\$98	\$118	\$150	\$150		
53990 Contracted Services	\$707	\$255	\$75	\$252				
54100 Diesel Fuel	\$1,561	\$1,635	\$810	\$2,057	\$1,600	\$1,750	150	9.38%
54190 Gasoline	\$8,158	\$8,039	\$11,195	\$6,570	\$8,500	\$8,350	-150	-1.76%
54200 Office Supplies	\$3,175	\$2,568	\$2,988	\$3,967	\$2,600	\$2,600		
54250 Supplies Departmental	\$2,737	\$2,764	\$3,696	\$2,206	\$2,700	\$2,700		
54610 Grounds Maintenance	\$3,530	\$2,563	\$2,134	\$2,857	\$4,000	\$4,000		
54630 Improvement & Development								
54650 Restoration/Vandalism	\$903	\$374		\$675	\$1,000	\$1,000		
54860 Newspaper Advertisement	\$1,425	\$950	\$1,000	\$1,572	\$1,500	\$1,500		
55960 Uniform Allowance	\$1,431	\$1,164	\$535	\$1,465	\$1,200	\$1,200		
57100 In State Travel				\$459		\$500	200	66.67%
57200 Out of State Travel	\$386	\$523	\$1,294	\$434	\$300	\$500	10,000	
57310 Dues & Subscription				\$5,350		\$10,000		
58000 Outlay								
54000 Total	\$41,462	\$42,758	\$45,369	\$50,729	\$43,169	\$53,350	10,161	23.53%
TOTAL BUDGET	\$277,424	\$289,578	\$307,660	\$317,314	\$320,269	\$339,341	19,072	5.95%

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>MUNICIPAL FACILITIES</b>								
<i>Personnel Services</i>	\$583,075	\$661,677	\$696,449	\$728,410	\$759,632	\$808,593	48,961	6.45%
<i>Expenses</i>	\$601,818	\$575,560	\$567,554	\$686,985	\$665,850	\$668,450	2,600	0.39%
<b>TOTAL BUDGET</b>	\$1,184,893	\$1,237,237	\$1,264,003	\$1,415,395	\$1,425,482	\$1,477,043	51,561	3.62%

**Personnel**

Position	FY2012 FTE	FY2013 FTE	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE
Director	1.00	1.00	1.00	1.00	1.00	1.00
Principal Clerk II	1.00	1.00	1.00	1.00	1.00	1.00
Electrician	1.00	1.00	1.00	1.00	1.00	1.00
Electrician- Journeyman	1.00	1.00	1.00	1.00	1.00	1.00
Plumber	1.00	1.00	1.00	1.00	1.00	1.00
Painter	1.00	1.00	1.00	1.00	1.00	1.00
Small Engine Repairs	1.00	1.00	1.00	1.00	1.00	1.00
Carpentry	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance, Asbestos, Air	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance, Grounds	1.00	2.00	2.00	2.00	6.00	6.00
Maintenance, General	1.00	1.00	1.00	1.00	1.00	1.00
Truck Driver	1.00	1.00	1.00	1.00	0.50	0.50
P. T. Playground Inspector	1.00	1.00	0.50	0.40	0.40	1.00
Energy Manager						
HVAC Mechanic						
HVAN Apprentice						
Summer Support						
	11.00	13.00	13.50	13.90	13.90	14.50

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

**MUNICIPAL FACILITIES**

*Personnel Services*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51110 Full Time	\$468,419	\$558,821	\$577,421	\$587,742	\$684,127	\$744,322	60,195	8.80%
51120 Part Time			\$8,576	\$9,379	\$39,555	\$19,601	-19,954	-50.45%
51310 Overtime-Regular	\$26,328	\$19,059	\$23,460	\$32,406	\$23,500	\$23,500		
Seasonal						\$9,920	9,920	
51430 Longevity	\$16,672	\$16,225	\$8,400	\$12,000	\$11,250	\$11,250		
51510 Vacation Leave	\$33,638	\$28,588	\$31,778	\$36,996				
51515 PTO - Paid Time Off	\$12,037	\$8,296	\$9,029	\$17,830				
51520 Holidays								
51530 Personal Days	\$5,443	\$5,951	\$5,778	\$5,954				
51540 Sick Days	\$20,058	\$23,625	\$31,884	\$26,103				
51570 Funeral Leave								
51590 Wellness Bonus	\$481	\$1,114	\$124		\$1,200		-1,200	-100.00%
51000 Total	\$583,075	\$661,677	\$696,449	\$728,410	\$759,632	\$808,593	48,961	6.45%

*Expenses*

52110 Electricity	\$239							
52440 Building Safety Maintenance	\$9,420	\$65,413	\$40,500	\$7,408	\$20,000	\$20,000		
52410 Building Maintenance	\$145,622	\$128,994	\$208,825	\$309,273	\$231,000	\$231,000		
52430 Playground Maintenance				\$12,772	\$20,000	\$20,000		
52460 Equipment Repair	\$285,328	\$254,603	\$204,163	\$220,811	\$232,400	\$232,400		
52490 Vehicle Maintenance	\$9,338	\$12,708	\$12,588	\$17,735	\$15,000	\$15,000		
53410 Telephone	\$2,917	\$5,156	\$5,815	\$6,460	\$6,400	\$6,700	300	4.69%
53420 Postage	\$367	\$38			\$100		-100	-100.00%
54000 Supplies								
54190 Gasoline	\$31,193	\$24,073	\$30,869	\$16,699	\$27,200	\$25,000	-2,200	-8.09%
54200 Office Supplies	\$478	\$2,112	\$1,791	\$3,525	\$1,800	\$1,800		
54250 Supplies Departmental	\$2,202	\$9,994	\$12,242	\$13,715	\$8,000	\$8,000		
54610 Grounds Maintenance	\$54,855	\$40,594	\$25,789	\$54,036	\$50,000	\$55,000	5,000	10.00%
54680 Newspaper Advertisement	\$293	\$392		\$1,620	\$350	\$350		
55960 Uniform Allowance	\$5,867	\$7,901	\$8,766	\$9,962	\$10,200	\$10,200		
57310 Dues & Subscriptions	\$1,375	\$3,582	\$8,041	\$2,969	\$3,400	\$3,000	-400	-11.76%
58000 Outlay	\$52,801	\$10,000	\$8,365	\$10,000	\$10,000	\$10,000		
Solar Array Maintenance					\$30,000	\$30,000		
58530 Trucks								
54000 Total	\$601,818	\$575,560	\$567,554	\$686,985	\$665,850	\$668,450	2,600	0.39%
TOTAL BUDGET	\$1,184,893	\$1,237,237	\$1,264,003	\$1,415,395	\$1,425,482	\$1,477,043	\$51,561	3.62%



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# **F: Community Services**

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>SUMMARY</b>								
<b>COMMUNITY SERVICES</b>								
<i>Personnel Services</i>	\$1,680,275	\$1,763,999	\$1,871,490	\$1,958,816	\$2,055,014	\$2,117,437	62,423	3.04%
<i>Expenses</i>	\$750,762	\$824,620	\$803,542	\$874,300	\$921,673	\$891,503	-30,170	-3.27%
TOTAL BUDGET	\$2,431,037	\$2,588,619	\$2,675,033	\$2,833,116	\$2,976,687	\$3,008,940	32,253	1.08%

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<i>Personnel Services Expenses</i>	\$267,492	\$285,179	\$312,814	\$308,572	\$338,618	\$369,468	30,850	9.11%
	\$281,887	\$330,913	\$334,914	\$375,295	\$415,450	\$377,346	-38,104	-9.17%
<b>TOTAL BUDGET</b>	<b>\$549,379</b>	<b>\$616,092</b>	<b>\$647,727</b>	<b>\$683,867</b>	<b>\$754,068</b>	<b>\$746,814</b>	<b>-7,254</b>	<b>-0.96%</b>

**DEPARTMENT OF HUMAN SERVICES**

**Personnel**

Position	FY2012 FTE	FY2013 FTE	FY2014 FTE	FY2015 FTE	FY2016 FTE	FY2017 FTE
Human Service Director	1	1	1	1	1	1
Department Assistant	1	1	1	1	1	1
Assistant Veterans Agent						
Veterans Agent	1.00	1.00	1.00	1.00	1.00	1.00
Social Services Coordinator						
Program Coordinator	1	1	1	1	1	1
Building Manager & Custodian	1	1	1	1	1.50	1.50
Van Driver	1	1	1	1	1	1
Part Time Substitute Van Driver	0.15	0.15	0.15	0.15	0.15	0.15
	5.15	5.15	5.15	5.15	6.65	7.50

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>VETERANS 015430</b>								
<i>Personnel Services</i>								
51110 Full Time	\$49,728	\$51,915	\$52,960	\$54,983	\$64,719	\$69,091	4,372	6.76%
51120 Part Time	\$2,362	\$2,592	\$2,644	\$2,764	\$3,883	\$4,145	262	6.75%
51230 Longevity Extra Day								
51510 Vacation Leave								
51515 PTO - Paid Time Off								
51520 Holidays								
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus								
51000 Total	\$58,783	\$60,195	\$61,641	\$64,450	\$88,602	\$73,236	4,634	6.75%
<i>Expenses</i>								
53410 Telephone	\$820	\$581	\$423	\$686	\$650	\$700	50	7.69%
53420 Postage	\$304	\$275	\$332	\$444	\$300	\$450	150	50.00%
54200 Office Supplies	\$1,022	\$1,738	\$2,135	\$1,569	\$1,500	\$2,000	500	33.33%
57100 In State Travel	\$961	\$964	\$2,154	\$1,609	\$1,000	\$1,600	600	60.00%
57810 Staff Education	\$200	\$150	\$71	\$55	\$250	\$250		
58000 Outlay								
54000 Total	\$3,307	\$3,708	\$5,115	\$4,364	\$3,700	\$5,000	1,300	35.14%
<i>Cash &amp; Material Grants</i>								
57710 Veterans Benefits	\$135,783	\$185,081	\$195,762	\$221,977	\$275,000	\$225,000	-50,000	-18.18%
TOTAL BUDGET	\$197,874	\$248,985	\$262,518	\$290,790	\$347,302	\$303,236	-44,066	-12.69%

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
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**COUNCIL ON AGING 015410**

*Personnel Services*

51110 Full Time	\$172,667	\$179,169	\$204,831	\$185,652	\$229,419	\$270,474	41,055	17.90%
51120 Part Time	\$2,826	\$18,895	\$22,301	\$30,317	\$35,306	\$20,373	-14,933	-42.30%
51310 Overtime Regular	\$2,093	\$3,238	\$2,960	\$887				
51430 Longevity Extra Day	\$4,443	\$4,658	\$4,565	\$4,637	\$5,291	\$5,385	94	1.78%
51510 Vacation Leave	\$2,233							
51515 PTO - Paid Time Off	\$23,257	\$18,824	\$16,515	\$22,629				
51520 Holidays								
51530 Personal Days	\$383							
51540 Sick Days	\$572							
51570 Funeral Leave								
51590 Wellness Bonus	\$234							
<b>51000 Total</b>	<b>\$208,709</b>	<b>\$224,984</b>	<b>\$251,172</b>	<b>\$244,122</b>	<b>\$270,016</b>	<b>\$296,232</b>	<b>26,216</b>	<b>9.71%</b>

*Expenses*

52110 Electricity	\$26,253	\$27,338	\$33,550	\$23,507	\$23,250	\$23,250		
52130 Gas Heat	\$9,537	\$8,509	\$12,259	\$11,648	\$8,500	\$8,500		
52410 Building Maintenance	\$20,890	\$14,818	\$15,551	\$19,420	\$20,000	\$20,000		
52490 Vehicle Maintenance	\$2,811	\$5,735	\$4,251	\$3,521	\$5,000	\$5,000		
53310 Newsletter	\$9,115	\$7,136	\$5,687	\$9,129	\$5,200	\$5,200		
53410 Telephone	\$5,356	\$5,986	\$5,593	\$6,471	\$6,000	\$6,000		
53420 Postage	\$187	\$415	\$210	\$400	\$450	\$450		
53900 Contract Services	\$9,906	\$6,354	\$8,816	\$19,302	\$7,000	\$12,496	5,496	78.51%
54190 Gasoline	\$10,000	\$11,292	\$9,557	\$6,093	\$11,000	\$11,000		
54200 Office Supplies	\$1,948	\$2,377	\$2,967	\$1,893	\$2,300	\$2,300		
54250 Supplies-Departmental	\$3,529	\$3,976	\$4,636	\$4,076	\$3,500	\$3,500		
54300 Meals on Wheels /Sr. Nutrition	\$22,458	\$33,065	\$20,117	\$27,106	\$27,000	\$32,000	5,000	18.52%
56050 Elderly Services Merrimack Valley								
57100 In State Travel	\$2,301	\$1,891	\$423	\$1,174	\$2,350	\$2,350		
57310 Dues & Subscriptions	\$1,195	\$1,202	\$313	\$1,323	\$1,200	\$1,300	100	8.33%
57400 Insurance General	\$566	\$1,679	\$1,604	\$3,792	\$2,000	\$2,000		
57800 Other Charges/Expenses								
57802 Retired Senior Volunteer Program	\$1,054	\$655	\$710	\$927	\$1,000	\$1,000		
57810 Staff Education	\$15,690	\$9,694	\$7,793	\$9,172	\$11,000	\$11,000		
58000 Outlay								
<b>54000 Total</b>	<b>\$142,796</b>	<b>\$142,123</b>	<b>\$134,037</b>	<b>\$148,955</b>	<b>\$136,750</b>	<b>\$147,346</b>	<b>10,596</b>	<b>7.75%</b>

**TOTAL BUDGET**

	\$351,505	\$367,107	\$385,209	\$393,077	\$406,766	\$443,578	36,812	9.05%
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**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>COMMUNITY ENRICHMENT</b>								
<i>Personnel Services</i>	\$414	\$395	\$485	\$615	\$650	\$650		
<i>Expenses</i>	\$29,412	\$28,618	\$31,095	\$36,568	\$43,550	\$43,550		
<b>TOTAL BUDGET</b>	\$29,827	\$29,013	\$31,581	\$37,184	\$44,200	\$44,200		

**Personnel**

Position	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	FTE	FTE	FTE	FTE	FTE	FTE
Recreation Director						
Part-time Clerk						
Youth Services Coordinator						



**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

FY2012 ACTUAL    FY2013 ACTUAL    FY2014 ACTUAL    FY2015 ACTUAL    FY2016 BUDGET    FY2017 Level Service    \$ Change    % Change

**PUBLIC CELEBRATIONS**

<i>Expenses</i>							
016930 - 57800 Town Celebration	\$1,566	\$881	\$727	\$1,148	\$2,050	\$2,050	
016940 - 57800 Memorial Day	\$619	\$642	\$508	\$634	\$750	\$750	
<b>TOTAL BUDGET</b>	<b>\$2,185</b>	<b>\$1,524</b>	<b>\$1,235</b>	<b>\$1,782</b>	<b>\$2,800</b>	<b>\$2,800</b>	

FY2012 ACTUAL    FY2013 ACTUAL    FY2014 ACTUAL    FY2015 ACTUAL    FY2016 BUDGET    FY2017 Level Service    \$ Change    % Change

**HISTORICAL COMMISSION 016910**

<i>Personnel Services</i>							
51120 Part Time	\$414	\$395	\$485	\$615	\$650	\$650	
<b>51000 Total</b>	<b>\$414</b>	<b>\$395</b>	<b>\$485</b>	<b>\$615</b>	<b>\$650</b>	<b>\$650</b>	
<i>Expenses</i>							
57800 Other Charges/Expenses	\$433	\$1,614	\$521	\$569	\$1,400	\$1,400	
<b>54000 Total</b>	<b>\$433</b>	<b>\$1,614</b>	<b>\$521</b>	<b>\$569</b>	<b>\$1,400</b>	<b>\$1,400</b>	
<b>TOTAL BUDGET</b>	<b>\$847</b>	<b>\$2,009</b>	<b>\$1,007</b>	<b>\$1,184</b>	<b>\$2,050</b>	<b>\$2,050</b>	

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>BOARD OF HEALTH</b>								
<i>Personnel Services</i>	\$233,484	\$242,312	\$254,513	\$281,852	\$296,567	\$303,760	7,193	2.43%
<i>Expenses</i>	\$21,603	\$21,500	\$21,648	\$21,650	\$21,100	\$21,860	780	3.70%
<b>TOTAL BUDGET</b>	\$255,087	\$263,813	\$276,161	\$303,502	\$317,667	\$325,640	7,973	2.51%

Position	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	FTE	FTE	FTE	FTE	FTE	FTE
Director	1.00	1.00	1.00	1.00	1.00	1.00
Inspector	1.00	1.00	1.00	1.00	1.00	1.00
Dept. Assistant	0.80	0.80	0.80	0.80	0.80	0.80
Healthcare Manager	0.80	0.80	0.80	0.80	0.80	0.80
Substance Abuse Prevention Coordinator				0.50	0.50	0.50
	3.60	3.60	3.60	4.10	4.10	4.10

**Town of Chelmsford  
FY2017  
Town Manager's  
Final Recommendation  
April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>BOARD OF HEALTH 015100</b>								
<i>Personnel Services</i>								
51100 Salaries-Elected								
51110 Full Time	\$176,166	\$177,043	\$184,622	\$209,754	\$157,677	\$160,831	3,154	2.00%
51120 Part Time	\$29,644	\$30,611	\$33,596	\$34,219	\$127,739	\$130,296	2,557	2.00%
51430 Longevity Extra Day	\$5,279	\$6,128	\$8,987	\$9,297	\$11,151	\$12,653	1,482	13.29%
51510 Vacation Leave	\$855							
51515 PTO - Paid Time Off	\$20,806	\$28,531	\$27,409	\$28,581				
51520 Holidays	\$362							
51530 Personal Days								
51540 Sick Days								
51570 Funeral Leave								
51590 Wellness Bonus	\$372							
51000 Total	\$233,484	\$242,312	\$254,513	\$281,852	\$296,567	\$303,760	7,193	2.43%
<i>Expenses</i>								
52490 Vehicle Maintenance	\$399	\$108	\$178	\$120	\$400	\$400		
53410 Telephone	\$1,752	\$1,838	\$1,694	\$2,204	\$1,750	\$1,750		
53420 Postage	\$667	\$460	\$490		\$600	\$580	-20	-3.33%
53990 Contract Services								
54190 Gasoline	\$2,365	\$2,340	\$1,754	\$1,138	\$2,000	\$1,800	-200	-10.00%
54250 Office Supplies	\$1,272	\$1,719	\$1,564	\$1,544	\$1,500	\$1,500		
54250 Supplies-Departmental	\$1,248	\$1,501	\$414	\$1,125	\$1,300	\$1,300		
54520 Mosquito Control	\$9,842	\$9,877	\$9,955	\$9,934	\$10,000	\$10,150	150	1.50%
54860 Newspaper Advertisement	\$73	\$89	\$435	\$2,077	\$400	\$800	400	100.00%
57100 In State Travel	\$1,184	\$468	\$577	\$307	\$750	\$700	-50	-6.67%
57310 Dues & Subscriptions	\$740	\$734	\$774	\$824	\$800	\$800		
57800 Other Charges/Expenses	\$1,531	\$1,875	\$3,058	\$1,962	\$1,600	\$1,600		
57810 Staff Education	\$531	\$492	\$755	\$415	\$1,600	\$500	500	
54000 Total	\$21,603	\$21,500	\$21,648	\$21,650	\$21,100	\$21,880	780	3.70%
TOTAL BUDGET	\$255,087	\$263,813	\$276,161	\$303,502	\$317,667	\$325,640	7,973	2.51%

**Town of Chelmsford**  
**FY2017**  
**Town Manager's**  
**Final Recommendation**  
**April 15, 2016**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>LIBRARY</b>								
<b>Personnel Services</b>	\$1,178,884	\$1,296,112	\$1,303,678	\$1,367,777	\$1,419,179	\$1,443,559	24,380	1.72%
<b>Expenses</b>	\$417,860	\$443,589	\$415,886	\$440,787	\$441,573	\$448,727	7,154	1.62%
<b>TOTAL BUDGET</b>	\$1,596,744	\$1,679,701	\$1,719,564	\$1,808,564	\$1,860,752	\$1,892,286	31,534	1.69%

**Personnel**

Position	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
	FTE	FTE	FTE	FTE	FTE	FTE
Director	1	1	1	1	1	1
Asst. Director/ Community Services	1	1	1	1	1	1
Asst. Director	1	1	1	1	1	1
Office/Facility Manager	1	1	1	1	1	1
Technology/ Facility Manager	1	1	1	1	1	1
Division Head-Header Services	1	1	1	1	1	1
Division Head-Children	1	1	1	1	1	1
Division Head-Tech Services	1	1	1	1	1	1
Division Head-Reference	1	1	1	1	1	1
Adult Services Librarian*	1	1	1	1	1	1
Division Head-Community Service	1	1	1	1	1	1
Division Head-Teen Services	1	1	1	1	1	1
Teen Services MLS Specialist						0.53
Children's MLS Specialist						0.53
Payroll/ Accounting Clerk	0.51	0.53	0.53	0.53	0.53	1.00
P.T. Library Asst.	5.36	5.38	5.27	5.60	5.60	4.97
P.T. Children's Specialist	0.96	0.96	2.02	1.73	1.73	1.54
P.T. Reference Specialist	1.85	1.85	0.67	0.67	0.67	0.67
P.T. Technical Services Asst.	0.67	0.67	0.67	0.67	0.67	0.67
P.T. Tech Services Acquisitions	0.67	0.67	0.67	0.67	0.67	0.67
P.T. Tech Services Specialist	0.51	0.51				
P.T. Branch Child Specialist	0.59	0.59				
P.T. Adult Services Specialist			2.35	2.38	2.38	2.46
Pages	1.81	1.81	1.63	1.48	1.48	1.35
Custodians	2.40	2.41	2.37	2.37	2.37	2.37
	24.33	24.38	25.51	25.43	25.43	25.09

\* Funded by State Aid to FY14 - FY15

**Town of Chelmsford**  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>LIBRARY 016100</b>								
<i>Personnel Services</i>								
51110 Full Time	\$493,972	\$494,716	\$539,672	\$595,965	\$651,369	\$689,278	37,909	5.82%
51120 Part Time	\$400,109	\$406,980	\$425,134	\$416,648	\$581,937	\$567,594	-14,343	-2.46%
51270 Custodial Salaries	\$80,059	\$78,884	\$76,525	\$83,239	\$100,652	\$105,232	4,580	4.55%
51310 Overtime	\$4,042	\$26,647		\$28,295	\$4,000	\$4,000		
51300 Sunday Hours			\$27,018	\$39,679	\$29,536	\$26,500	-3,036	-10.28%
51430 Longevity	\$36,202	\$37,824	\$37,778		\$42,885	\$42,155	-730	-1.70%
Extra Day								
Shift Differential					\$7,500			
51510 Vacation Leave	\$37,546	\$46,251	\$50,738	\$55,375				
51515 PTO - Paid Time Off	\$40,557	\$45,896	\$48,122	\$46,615				
51520 Holidays	\$50,431	\$53,115	\$56,827	\$59,846				
51530 Personal Days	\$6,878	\$7,753	\$8,285	\$8,790				
51540 Sick Days	\$25,193	\$36,148	\$30,077	\$29,493				
51570 Funeral Leave	\$2,630	\$860	\$2,348	\$2,046				
51590 Wellness Bonus	\$1,266	\$1,039	\$1,154	\$1,786	\$1,300	\$1,300		
<b>51000 Total</b>	<b>\$1,178,884</b>	<b>\$1,236,112</b>	<b>\$1,303,678</b>	<b>\$1,367,777</b>	<b>\$1,419,179</b>	<b>\$1,443,559</b>	<b>24,380</b>	<b>1.72%</b>
<i>Expenses</i>								
52110 Electricity	\$65,436	\$59,680	\$51,183	\$32,582	\$56,100	\$35,000	-21,100	-37.61%
52130 Gas Heat	\$19,561	\$31,358	\$27,317	\$23,826	\$28,000	\$25,000	-3,000	-10.71%
52310 Water Bills	\$550	\$450	\$468	\$270	\$500	\$350	-150	-30.00%
52410 Building Maintenance	\$28,700	\$45,872	\$36,272	\$43,825	\$40,000	\$40,000		
52490 Vehicle Maintenance				\$2,272		\$3,500		
53140 Copier Expenses	\$962	\$1,104	\$190	\$1,325	\$1,000	\$1,000		
53410 Telephone	\$6,227	\$7,804	\$7,737	\$5,748	\$7,000	\$5,800	-1,200	-17.14%
53420 Postage	\$3,485	\$3,860	\$1,945	\$6,495	\$4,500	\$4,000	-500	-11.11%
53990 Contract Services								
54200 Office Supplies	\$20,320	\$19,350	\$21,700	\$32,413	\$22,000	\$25,000	3,000	13.64%
54860 Newspaper Advertisement								
56020 MVLC	\$61,645	\$62,114	\$63,697	\$63,742	\$67,473	\$69,077	1,604	2.38%
57100 In State Travel								
57200 Out of State Travel								
57800 Other Charges/ Expenses	\$18,973	\$16,997	\$13,377	\$27,312	\$20,000	\$25,000	5,000	25.00%
57810 Staff Education						\$5,000		
Programs & Events						\$10,000		
58000 Outlay				\$6,000				
<b>54000 Total</b>	<b>\$225,860</b>	<b>\$248,589</b>	<b>\$223,886</b>	<b>\$245,808</b>	<b>\$246,573</b>	<b>\$248,727</b>	<b>2,154</b>	<b>0.87%</b>
<i>Books &amp; Periodicals</i>								
54010 Books & Periodicals	\$192,000	\$195,000	\$192,000	\$194,979	\$195,000	\$200,000	5,000	2.56%
<b>TOTAL BUDGET</b>	<b>\$1,596,744</b>	<b>\$1,679,701</b>	<b>\$1,719,564</b>	<b>\$1,808,564</b>	<b>\$1,860,752</b>	<b>\$1,892,286</b>	<b>31,534</b>	<b>1.69%</b>

# **G: Miscellaneous**

Town of Chelmsford  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>SUMMARY</b>								
<b>BENEFITS &amp; INSURANCE</b>								
Expenses	\$17,923,845	\$17,928,434	\$18,161,846	\$18,674,361	\$20,135,040	\$21,265,248	1,130,208	5.61%
TOTAL BUDGET	\$17,923,845	\$17,928,434	\$18,161,846	\$18,674,361	\$20,135,040	\$21,265,248	1,130,208	5.61%

**Town of Chelmsford**  
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**INSURANCE 019450**

*Expenses*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
57741 Buildings/General Liability	\$258,915	\$271,386	\$287,745	\$283,886	\$315,000	\$300,000	-15,000	-4.76%
57742 Motor Vehicle	-\$4,179	\$10,567	-\$6,676	\$8,056				
57745 Workers Compensation	\$170,934	\$201,276	\$210,894	\$313,442	\$220,000	\$350,000	130,000	59.09%
57746 Injured in Line of Duty								
<b>TOTAL BUDGET</b>	<b>\$425,671</b>	<b>\$483,229</b>	<b>\$491,963</b>	<b>\$605,384</b>	<b>\$535,000</b>	<b>\$650,000</b>	<b>115,000</b>	<b>21.50%</b>

**EMPLOYEE BENEFITS 019100**

*Expenses*

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
51721 Middlesex Retirement	\$5,653,682	\$5,909,142	\$6,093,830	\$6,483,706	\$7,096,040	\$7,552,208	456,168	6.43%
51723 Unemployment Compensation	\$341,411	\$54,360	\$49,924	\$141,636	\$150,000	\$100,000	-\$50,000	-33.33%
51724 Medicare Tax	\$666,733	\$704,066	\$741,942	\$783,933	\$780,000	\$865,000	85,000	10.90%
51725 Medical Insurance Chapter 32B	\$10,326,935	\$9,650,805	\$9,765,472	\$6,751,004	\$7,430,000	\$7,968,040	538,040	7.24%
51722 Medical Insurance Retirees Ch. 32B	\$1,746	\$560	\$722	\$2,768,366	\$3,019,000	\$3,000,000	-\$19,000	-0.63%
51726 IOD Insurance Retirees	\$97,651	\$39,676	\$123,787	\$725	\$25,000	\$5,000	-\$20,000	-80.00%
51727 IOD Insurance	\$269,901	\$1,000,000	\$894,206	\$1,000,000	\$1,000,000	\$1,000,000	25,000	25.00%
OPEB Liability Trust Fund								
51729 Sick Leave Buy Back	\$140,116	\$86,596						
<b>TOTAL BUDGET</b>	<b>\$17,496,174</b>	<b>\$17,445,205</b>	<b>\$17,669,883</b>	<b>\$18,068,977</b>	<b>\$19,600,040</b>	<b>\$20,615,248</b>	<b>1,015,208</b>	<b>5.18%</b>

Town of Chelmsford  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>SUMMARY</b>								
<b>DEBT &amp; INTEREST</b>								
<i>Non-Excluded</i>	\$4,230,318	\$5,011,600	\$5,675,601	\$6,989,977	\$7,066,170	\$7,234,480	168,310	2.38%
<i>Betterment - Funded</i>	\$2,439,180	\$2,431,372	\$2,414,897	\$2,417,249	\$2,409,167	\$2,401,037	-8,130	-0.34%
<i>Excluded</i>	\$6,286,520	\$5,720,667	\$5,540,862	\$5,072,373	\$4,570,411	\$4,490,241	-80,170	-1.75%
TOTAL BUDGET	\$12,956,019	\$13,163,640	\$13,631,361	\$14,479,598	\$14,045,748	\$14,125,758	80,010	0.57%

**Town of Chelmsford**  
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**DEBT NON-EXCLUDED**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
Library Issued 01/15/00								
Center School Issued 01/15/00								
Imp-00 Issued 03/01/01	\$135,850							
Imp-01 Issued 04/01/02	\$386,650							
Police Station Issued 04/01/02	\$92,830	\$75,190						
School Planning Est. 04/01/03	\$65,720	\$63,860						
Imp-02 Issued Est. 04/01/03	\$223,025	\$214,250	\$199,500					
Imp-03 Issued Est. 04/01/04	\$136,532	\$131,824	\$127,116					
Imp-04, Est. 04/01/05	\$407,672	\$774,064	\$742,814	\$722,383	\$659,287	\$535,266	-124,021	-18.81%
Issued 2007, Series A	\$817,984	\$782,990	\$752,590	\$717,390	\$682,590	\$648,190	-34,400	-5.04%
Refunded Series B, 04/01/05	\$949,686	\$815,774	\$614,811	\$594,699	\$578,599	\$538,625	-39,974	-6.91%
Issued 2008	\$391,600	\$381,850	\$372,100	\$288,975	\$221,475	\$215,775	-5,700	-2.57%
Imp-2010, Iss. 7/01/09	\$487,836	\$479,770	\$471,708	\$449,615	\$247,142	\$190,888	-56,254	-22.76%
Imp-2011, Iss. 7/01/10	\$33,418	\$512,434	\$502,125	\$490,897	\$479,689	\$368,441	-111,228	-23.19%
Imp-2012 Iss. 7/1/11	\$20,141	\$107,825	\$101,846	\$90,199	\$83,803	\$82,531	-1,272	-1.52%
School Gr. Repair MSBA - Iss 7/1/11	\$1,188							
Bond Anticipation Notes - MSBA								
Imp-2013, Proj. Iss. 7/01/12	\$30,582	\$29,614	\$29,614	\$274,660	\$269,707	\$264,756	-4,951	-1.84%
Iss. 7/1/12 Center Fire Station	\$553,633	\$555,237	\$555,237	\$542,715	\$535,188	\$527,620	-7,548	-1.41%
Iss. 2/1/13 FY13 CIP Ph. 2		\$210,738	\$204,600	\$194,200	\$188,950	\$188,950	-5,250	-2.70%
Iss. 8/6/13 FY14 CIP		\$89,476	\$589,260	\$566,500	\$542,700	\$542,700	-23,800	-4.20%
Iss. 8/6/13 ESCO		\$535,227	\$1,666,952	\$1,626,563	\$1,587,563	\$1,587,563	-39,000	-2.40%
Iss. 2/14 Ctr. Fire				\$52,913	\$52,213	\$51,163	-1,050	-2.01%
Iss. 7/8/14 FY15 CIP/Varney Pk.				\$129,364	\$625,254	\$601,494	-23,760	-3.80%
Iss. 8/15 FY16 CIP					\$119,000	\$646,518	527,518	443.23%
Proj. Iss. 7/16 FY17 CIP						\$119,000		
Temporary Loans & Costs	\$80,187	\$87,555	\$120,699	\$52,947	\$125,000	\$125,000		
<b>Total</b>	<b>\$4,230,318</b>	<b>\$5,011,600</b>	<b>\$5,675,601</b>	<b>\$6,989,977</b>	<b>\$7,066,170</b>	<b>\$7,234,480</b>	<b>168,310</b>	<b>2.38%</b>

**Town of Chelmsford  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>DEBT EXCLUDED</b>								
Sewer Phase I	\$2,625,773	\$2,577,940	\$2,496,796	\$2,448,778	\$2,036,041	\$2,001,466	-34,575	-1.70%
MWPAT	\$1,905,274	\$1,426,189	\$1,419,429	\$1,010,017	\$1,011,368	\$1,006,519	-4,849	-0.48%
School Construction	\$1,367,615	\$1,333,015	\$1,245,452	\$1,230,900	\$1,162,650	\$1,132,450	-30,200	-2.60%
DPW Alpha Rd. Iss. 7/1/10	\$387,866	\$383,524	\$379,186	\$382,678	\$360,352	\$349,806	-10,546	-2.93%
Bond Anticipation Notes								
<b>Total</b>	<b>\$6,286,520</b>	<b>\$5,720,667</b>	<b>\$5,540,862</b>	<b>\$5,072,373</b>	<b>\$4,570,411</b>	<b>\$4,490,241</b>	<b>-80,170</b>	<b>-1.75%</b>
<b>DEBT BETTERMENT- FUNDED</b>								
MWPAT	\$2,074,251	\$2,074,253	\$2,074,253	\$2,074,253	\$2,074,253	\$2,074,254	1	0.00%
Proj. Iss. 07/11	\$320,416	\$314,850	\$311,050	\$305,350	\$299,650	\$293,950	-5,700	-1.90%
Bett. Funded Borrowing Exp.	\$44,513	\$42,270	\$29,594	\$37,646	\$35,264	\$32,833	-2,431	-6.89%
<b>Total</b>	<b>\$2,439,180</b>	<b>\$2,431,372</b>	<b>\$2,414,897</b>	<b>\$2,417,249</b>	<b>\$2,409,167</b>	<b>\$2,401,037</b>	<b>-8,130</b>	<b>-0.34%</b>

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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>STATE ASSESSMENTS &amp; OVERLAY</b>								
Expenses	\$2,786,991	\$3,492,430	\$3,274,391	\$3,194,673	\$3,725,598	\$3,327,790	-397,808	-10.68%
TOTAL BUDGET	\$2,786,991	\$3,492,430	\$3,274,391	\$3,194,673	\$3,725,598	\$3,327,790	-397,808	-10.68%

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**STATE & COUNTY ASSESSMENTS**

	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
State Assessments 018200								
56310 Special Education	\$9,380	\$4,741	\$25,320	\$25,320	\$25,320	\$25,320		
56460 Motor Vehicle Non-Renewal Surcharge	\$21,480	\$24,200	\$25,320	\$25,320	\$25,320	\$25,320		
56680 Tuition Assessments	\$1,355,015	\$1,366,345	\$1,404,385	\$1,641,795	\$1,725,118	\$1,698,681	-26,437	-1.53%
56390 Mosquito Control Projects	\$64,248	\$68,829	\$73,793	\$75,473	\$68,898	\$79,871	10,973	15.93%
56400 Air Pollution Districts	\$10,154	\$10,397	\$10,696	\$10,732	\$10,704	\$10,972	268	2.50%
MBTA								
56630 Regional Transit Authority	\$216,263	\$219,666	\$223,988	\$229,588	\$235,328	\$241,211	5,883	2.50%
<b>Total</b>	<b>\$1,667,160</b>	<b>\$1,698,817</b>	<b>\$1,742,923</b>	<b>\$1,982,908</b>	<b>\$2,065,368</b>	<b>\$2,056,055</b>	<b>-9,313</b>	<b>-0.45%</b>
Other Expenses								
N/A Underassessments								
N/A Cherry Sheet Offsets	\$131,956	\$192,879	\$219,616	\$285,004	\$376,433	\$396,735	20,302	5.39%
57600 Court Settlements								
<b>Total</b>	<b>\$131,956</b>	<b>\$192,879</b>	<b>\$219,616</b>	<b>\$285,004</b>	<b>\$376,433</b>	<b>\$396,735</b>	<b>20,302</b>	<b>5.39%</b>
<b>TOTAL BUDGET</b>	<b>\$1,799,116</b>	<b>\$1,891,696</b>	<b>\$1,962,539</b>	<b>\$2,267,912</b>	<b>\$2,441,801</b>	<b>\$2,452,790</b>	<b>10,989</b>	<b>0.45%</b>

Town of Chelmsford  
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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
<b>ASSESSORS</b>								
Overlay	\$963,173	\$1,600,734	\$1,311,852	\$926,761	\$831,099	\$875,000	43,901	5.28%
Overlay Deficit-Prior Year	\$24,702	\$0	\$0	\$0	\$0	\$0		
<b>TOTAL BUDGET</b>	\$987,875	\$1,600,734	\$1,311,852	\$926,761	\$831,099	\$875,000	43,901	5.28%

							\$ Change
<b>DEPARTMENTAL OVERDRAFTS</b>							
Snow and Ice Deficit -Prior Yr.					\$452,698		-452,698
Other							
<b>TOTAL BUDGET</b>					\$452,698		-452,698

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	FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 Level Service	\$ Change	% Change
Prior Year Bills								
* Finance Comm. Reserve Fund	\$108,000	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000		
Sand Lease/Purchase								
Capital Projects								
Gen. Stabilization Fund	\$3,957,862	\$535,323		\$1,243,436	\$681,046		-681,046	
Sewer Construction Stabilization	\$359,723	\$438,322		\$257,697	\$191,421		-191,421	
OPEB Trust Fund								
Compensated Abs. Trust Fund		\$480,210						
Late Bills - School								
School Facilities Assmt.					\$200,000		-200,000	
STM-07-10, Fire Detail Account								
Fire Station Demolition				\$150,000				
ATM 04/27/09, Art. 12 Smith St.								
Wayfinding Signage								
Chelmsford Forum					\$10,000		-10,000	
Comm. Action Prog.		\$10,000		\$10,000	\$15,000		-15,000	
101 Mill Rd. Assessment				\$10,000	\$10,000		-10,000	
TM Electronic Tally	\$10,000				\$7,000		-7,000	
Collective Bargaining Settlements					\$213,543		-213,543	
School Medicaid Reimbursement								
School E-Rate Reimbursement	\$10,258	\$29,000	\$48,723	\$56,945	\$79,076		-79,076	
Misc Small Articles								
<b>TOTAL BUDGET</b>	<b>\$4,445,843</b>	<b>\$1,892,855</b>	<b>\$448,723</b>	<b>\$2,118,078</b>	<b>\$1,807,086</b>	<b>\$400,000</b>	<b>-1,407,086</b>	<b>-77.86%</b>

# **Sewer Enterprise Fund**

## FY 2017 Sewer Enterprise Statement of Revenues and Expenditures

### FY 2017 SEWER ENTERPRISE EXPENSE

		<u>EXPENSES</u>
LABOR	Labor (direct)	\$908,120
	Overhead (indirect)	
	Administration	\$287,354
	Employee Benefits	<u>\$276,871</u>
	SUBTOTAL	<u>\$564,225</u>
EXPENSES	Lowell User Fee	\$1,754,956
	General Direct Exp	\$767,235
	Grinder Pumps	\$280,000
	Capital Outlay	<u>\$245,000</u>
	SUBTOTAL	<u>\$3,047,191</u>
	<b>Total Enterprise Budget</b>	<b>\$4,519,536</b>
ADDITIONAL COSTS	Chelmsford Capital Cost (\$1.05 Capital Construction Fee)	\$1,073,096
	Tyngsboro Flow	\$58,145
	<b>Total Sewer Enterprise Expense</b>	<u><u>\$5,650,777</u></u>

### FY 2017 SEWER ENTERPRISE REVENUE PROJECTION

	<u>TOTAL FLOW</u>	<u>RATE/1000</u>	<u>REVENUE</u>
<b>SEWER USER FEES</b>			
12747 Residential (160 gpd)	744,424,800	5.46	\$4,064,559
507 Commercial(1000 gpd)	185,055,000	6.28	\$1,162,145
3 Industrial(42000 gpd)	<u>45,990,000</u>	6.72	\$309,053
<u>13257</u>	<u>975,469,800</u>	SUBTOTAL	<u>\$5,535,758</u>
<b>TYNGSBORO FLOW</b>			
90000 gpd	32,850,000	3.59	\$117,932
<b>MISCELLANEOUS</b>			
Licensing/ Inspection Fees			\$2,000
		<b>Total Sewer Enterprise Revenue</b>	<u><u>\$5,655,689</u></u>
		<b>Revenue Surplus/(Deficit)</b>	<b>\$4,912</b>

**Town of Chelmsford  
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FY2012 ACTUAL	FY2013 ACTUAL	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 BUDGET	FY2017 BUDGET	\$ Change	% Change
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**SEWER ENTERPRISE 606000**

*Personnel Services*

51110 Full Time	\$626,226	\$652,509	\$698,076	\$727,257	\$809,614	\$804,208	(\$5,406)	-0.67%
51120 Part Time	\$12,088	\$12,290	\$6,167	\$6,167	\$35,719	\$40,063	\$4,344	12.16%
51310 Overtime Regular	\$61,062	\$42,589	\$34,961	\$32,133	\$35,000	\$35,000		
51430 Longevity	\$12,034	\$15,699	\$22,239	\$24,036	\$28,015	\$28,849	\$834	2.98%
51510 Vacation Leave	\$4,097							
51515 PTO - Paid Time Off	\$59,544	\$61,193	\$81,583	\$77,798				
51520 Holidays	\$913							
51530 Personal Days	\$3,080							
51540 Sick Days	\$492							
51590 Wellness Bonus								
51000 Total	\$779,485	\$784,280	\$843,027	\$861,226	\$908,348	\$908,120	(\$228)	-0.03%

*Direct Expenses*

52110 Electricity	\$183,020	\$173,584	\$179,006	\$134,834	\$158,000	\$158,000		
52130 Gas Heat	\$23,430	\$16,814	\$18,096	\$8,734	\$17,000	\$12,000	(\$5,000)	-29.41%
52310 Water Bills								
52400 Rental Space	\$82,287	\$86,855	\$51,459					
52460 Equipment Repair	\$159,467	\$262,211	\$284,943	\$256,367	\$275,000	\$275,000		
52470 Computer Maintenance	\$3,588	\$1,146	\$2,526	\$1,452	\$3,000	\$3,000		
53030 Legal Expense			\$13,056	\$3,588	\$15,000	\$10,000	(\$5,000)	-33.33%
53165 Traffic Duty	\$489	\$2,229	\$1,603	\$1,478	\$2,500	\$2,500		
53410 Telephone	\$22,565	\$25,944	\$28,413	\$17,733	\$13,000	\$18,450	\$5,450	41.92%
53420 Postage	\$8,090	\$7,822	\$8,406	\$10,283	\$9,000	\$11,000	\$2,000	22.22%
53990 Contract Services	\$35,285	\$112,579	\$40,286	\$10,650	\$46,650	\$49,550	\$2,900	6.22%
54190 Gasoline	\$42,441	\$42,232	\$33,101	\$18,115	\$30,400	\$25,000	(\$5,400)	-17.76%
54200 Office Supplies	\$2,627	\$2,468	\$2,910	\$2,636	\$5,000	\$4,000	(\$1,000)	-20.00%
54860 Newspaper Ads	\$447		\$145		\$750			
56010 User Fee-Lowell	\$1,282,129	\$1,531,679	\$1,354,146	\$1,499,053	\$1,624,960	\$1,754,956	\$129,996	8.00%
56100 Grinder Pumps				\$338,767	\$450,000	\$280,000	(\$170,000)	-37.78%
57120 Expense Allowance	\$3,328	\$3,245	\$1,670					
Major Maintenance								
57200 Out of State	\$2,057					\$50,000		
57310 Dues & Subscriptions	\$854	\$388	\$433	\$375	\$1,500	\$1,500		
58000 Outlay	\$388,592	\$334,120	\$217,943	\$708,667	\$195,000	\$245,000	\$50,000	25.64%
51730 OPEB Liability	\$2,063	\$1,397	\$104,153	\$49,387	\$45,270	\$57,500	\$12,230	27.02%
57810 Staff Education	\$21,696	\$85,260	\$84,360	\$83,235	\$92,110	\$85,985	\$3,875	4.72%
54000 Total: Direct Expenses	\$2,264,396	\$2,689,979	\$2,428,359	\$3,146,455	\$2,977,140	\$3,047,191	\$70,051	2.35%
TOTAL BUDGET	\$3,043,881	\$3,474,253	\$3,271,386	\$4,007,680	\$3,885,488	\$3,955,311	\$69,823	1.80%

*Indirect Expenses*

Administrative/ Other Charges	\$266,463	\$253,745	\$258,599	\$273,424	\$278,304	\$287,354	\$9,050	3.25%
Employee Benefits	\$221,774	\$228,964	\$239,852	\$247,429	\$268,549	\$276,871	\$8,322	3.10%
54000 Total: Indirect Expenses	\$488,237	\$482,709	\$498,451	\$520,853	\$546,853	\$564,225	\$17,372	3.18%
<b>Total: Enterprise Fund</b>	\$3,532,118	\$3,956,962	\$3,769,837	\$4,528,533	\$4,432,341	\$4,519,536	\$87,195	1.97%



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# **Golf Course Enterprise Fund**

**FY 2017 Golf Course Enterprise Statement of Revenues and Expenditures**

**Chelmsford Country Club**

**FY 2017 Golf Course Enterprise Expenses**

Capital Improvements	\$ 30,000.00
Total Country Club Enterprise Expenses	<u>\$ 30,000.00</u>

**FY 2017 Golf Course Enterprise Revenue Projection**

Rental Income	\$ 5,000.00
Country Club Gross Receipts	\$ 25,000.00
Total Country Club Enterprise Revenues	<u>\$ 30,000.00</u>
Revenue Surplus/(Deficit)	\$0.00

**Public, Educational, &  
Governmental (PEG) Access  
Cable Television  
Enterprise Fund**

Public, Educational, and Governmental (PEG) Access  
Cable Television Enterprise Fund

FY 2017 Chelmsford Telemedia (CTM) Statement of Revenues and Expenditures

**FY 2017 Budgeted Revenues**

Access Fees	\$ 667,000
Capital Grant	\$ 84,000
Total Enterprise Revenue:	<u>\$ 751,000</u>

**FY 2017 Budgeted Expenditures**

Personnel Services	
Full Time Salaries	\$ 381,491

Expenses

Supplies	\$ 27,000
Equipment Maintenance	\$ 8,500
Vehicle Maintenance	\$ 2,300
Contract Services	\$ 43,100
Archiving	\$ 500
In State Travel	\$ 5,000
Utilities	\$ 6,060
Dues & Subscriptions	\$ 1,100
Other Expenses	\$ 8,100
Postage	\$ 160
Professional Development	\$ 4,000
Insurance	\$ 8,264
Capital Outlay	<u>\$ 160,362</u>
Subtotal: Expenses	\$ 274,446

Total Direct Expenses:	\$ 655,937
------------------------	------------

Indirect Expenses

Administrative Charges	\$ 23,763
Employee Benefits	
Health Insurance	\$ 45,712
Retirement/ OPEB Liability	<u>\$ 25,588</u>
Subtotal Indirect Expenses	\$ 95,063

Total Enterprise Fund	\$ 751,000
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<b>Balance: Surplus/ (Deficit):</b>	<b>\$ -</b>
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# **H: Capital Projects**



**Paul E. Cohen**  
Town Manager

**Office of the Town Manager**

50 Billerica Road  
Chelmsford, MA 01824-2777

(978) 250-5201  
Fax: (978) 250-5252

To: Board of Selectmen  
Finance Committee  
Town Meeting Representatives

Submitted herewith is the proposed FY2017-2021 Capital Improvement Program, the first year of which constitutes the proposed FY2017 Capital Budget. Each year, Town Meeting reviews the proposed Capital Budget and adopts it by voting to appropriate funds for capital spending. The planned acquisition of capital associated with this annual appropriation constitutes an important component of the Town's capital plan.

It should be noted that projects listed in the Capital Improvement Program for years other than FY2017 are not authorized at Town Meeting. Projects in these "out years" serve mainly as a guide for future planning and are subject to further review before incorporation into a future capital budget. Both the Capital Improvement Program (CIP) and the Capital Budget are developed annually in accordance with Section 6-4 of the Chelmsford Home Rule Charter. Although the detail for proposed projects appears as Section H within the Annual Budget document, funding for these projects requires Town Meeting approval of Capital Article 12 on the April 25, 2016 Town Meeting Warrant. The adoption of the

Capital Budget and any associated borrowing is done strictly in accordance with Town Charter.

**FY2017 Capital Budget**

The process of preparing the CIP and the FY2017 Capital Budget has remained essentially the same as in years past. Project requests were reviewed and prioritized by the Town Manager and Capital Planning Committee using the criteria described in the capital planning process on page H-8. This review was performed within the context of an initial municipal bonding target of \$3.0 million as determined by our revised Five-Year Financial Plan.

The proposed Capital Budget has a total cost that is slightly higher than the planned target of \$3.0 million. The requested authorization will be funded through \$3.02M of General Obligation Bonds, \$171,441 of bond premiums from prior year issuances, a \$20,000 reimbursement from the child care revolving fund, and \$298 of unexpended funds recaptured from completed projects funded during prior years.

A total of \$571,033 of the budget is devoted to Public Safety

which includes \$500,000 to replace Police dispatch equipment and \$71,033 to replace Fire Department turnout gear.

Capital improvements for Public Works total \$806,728. \$520,000 will fund public infrastructure projects including sidewalk construction, drainage, and roadway improvements. \$286,728 will be used to replace a street sweeper and medium-duty flatbed truck for the Highway Division.

A total of \$1,071,291 is being set aside for school facilities improvements. Asbestos removal work totaling \$273,620 and fire alarm upgrades totaling \$212,360 are planned for all public school buildings. \$345,000 will be used to upgrade plumbing fixtures and renovate restrooms at the Byam Elementary School. \$180,311 will fund the replacement of doors and related hardware at the South Row Elementary School. \$60,000 will fund the replacement of three rooftop HVAC units at the Central Administration Offices. \$54,000 will fund the replacement of a Municipal Facilities dump truck.

School security projects totaling \$330,000 include \$160,000 for the next phase of security camera installation, \$120,000 for the replacement of one original analog school public address system, and \$50,000 for the third phase of a keyless entry system installation. The locations of these security improvements will be determined by the School Committee and School Administration. \$75,000 will be used to purchase the ninth phase of interactive white boards and projectors for classrooms.

The remaining \$265,814 of the budget will address needs in Municipal Facilities and Community Services. \$154,224 will be used to renovate the gymnasium and restrooms on the lower level at Town Offices. \$81,290 will fund the

replacement of walk-in freezer units at Senior Center which are original to the building. Finally, \$38,440 will fund the replacement of Public Library computers and \$30,300 will fund energy management system modifications at Adams Library.

### **Other FY2017 Capital Projects**

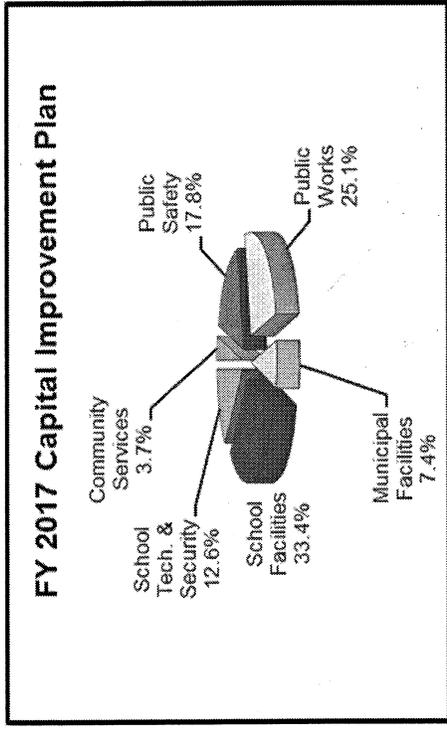
In addition to qualifying capital projects (\$25,000 with at least a five-year life) there are many minor capital investments funded through the annual operating budget. This level is more appropriate for projects to be funded with borrowing. Smaller capital items and those relating more with recurring maintenance have been diverted to the operating budget.

Progress has also been made in moving away from funding maintenance items such as classroom painting, maintenance contracts, police cruisers, and the practice of bundling small items to meet the dollar thresholds. Replacement of small capital items such as microscopes, emergency radios, and cruiser laptops is now funded with current operating revenues. We continue to make progress toward improving our capital budgeting system.

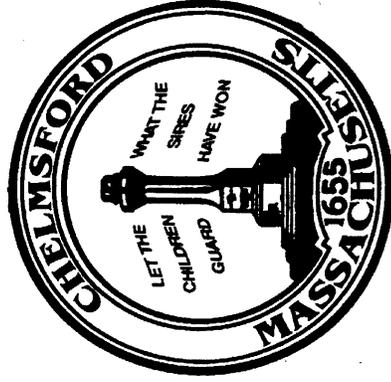
In summary, the attached Capital Improvement Program and the FY2017 Capital Budget continue to recognize the Town's ongoing responsibility to maintain its capital facilities, equipment and infrastructure, and to make the capital investments necessary to meet the future long-term demands of our community. The Capital Improvement Program also recognizes the Town's responsibility to limit such undertakings to a sustainable level which will preserve the fiscal integrity of the Town. I wish to extend my thanks to the Capital Planning Committee, School Superintendent, Department Heads and staff for their assistance in the preparation of this document.

# FY2017 PROPOSED CAPITAL BUDGET

Function	Department /Location	Project	Expenditure	
Community Services	Council on Aging Public Libraries	Senior Center Dining Room Freezers	\$81,290	
		Computer Replacement	\$38,440	
	<i>Community Services Subtotal</i>			\$119,730
Public Safety	Police	Emergency Dispatch Equipment	\$500,000	
	Fire	Firefighting Turnout Gear	\$71,033	
<i>Public Safety Subtotal</i>			\$571,033	
Public Works	Highway	Drainage Improvements	\$200,000	
		Sidewalk Construction	\$120,000	
		Roadway Improvements	\$200,000	
		Street Sweeper Replacement	\$221,728	
		Med. Duty Flatbed Truck Repl. (2000)	\$65,000	
		<i>Public Works Subtotal</i>		
Public Facilities	Municipal Facilities	Dump Truck Replacement (1998)	\$54,000	
		Energy Mgmt. Systems Modification	\$30,300	
		Gym & Restroom Renovation	\$154,224	
	<i>Municipal Facilities Subtotal</i>			\$238,524
	School Facilities	All School Buildings All School Buildings Central Administration Byam Elementary School South Row Elementary School	Asbestos Removal	\$273,620
			Fire Alarm Upgrades	\$212,360
			Repl. Rooftop HVAC Units	\$60,000
			Restroom Renovation	\$345,000
			Doors & Hardware Replacement	\$180,311
	<i>School Facilities Subtotal</i>			\$1,071,291
School Technology	21st C. Classroom (Int. Whiteboards)	\$75,000		
<i>School Technology Subtotal</i>			\$75,000	
Public Education	School Security	Security System Cameras	\$160,000	
		Security System - Keyless Entry	\$50,000	
		Public Address System Replacement	\$120,000	
<i>School Security Subtotal</i>			\$330,000	
<b>CAPITAL PROJECTS TOTAL</b>			<b>\$3,212,306</b>	



# Capital Improvement Program *Working Documents*



**2017 - 2021**

*Town of Chelmsford, Massachusetts*

**INTRODUCTION**

In a continuing effort to provide “user friendly” documents to our citizens, the Town has endeavored to provide a straight forward introductory section that answers the most commonly asked questions regarding capital planning in Chelmsford. The following questions and answers define terms, describe processes, and detail the needs and benefits of Chelmsford’s capital planning activities.

**I. What is the Capital Improvement Program?**

The Capital Improvement Program (CIP) is a multiyear plan used to coordinate the financing and timing of major public improvements for the Town of Chelmsford. It contains a list of capital projects proposed for the Town within the next five years and reflects the recommendations of citizens, boards, commissions, and staff from each of the Town departments. The CIP identifies each proposed project and presents a summary description, estimate of cost, method of financing, and a schedule of implementation. The Capital Improvement Program constitutes a rational plan for preserving, as well as adding to the capital assets of the Town.

**II. What are Capital Assets and Capital Projects?**

A capital asset is a new or rehabilitated physical asset that is of a non-recurring nature, has a useful life of more than five years, and is of significant value. Capital projects are undertaken to acquire capital assets and are differentiated from ordinary repairs or maintenance of a recurring nature. Examples of capital projects include land acquisitions, construction or major improvements to public buildings, road construction, and the acquisition of large equipment. For our purposes, projects submitted must exceed \$25,000 in value for FY17 to qualify for inclusion in the *Town of Chelmsford’s Capital Improvement Program*.

**III. What is the difference between the Capital Improvement Program and the Capital Budget?**

The first year of the CIP is the proposed Capital Budget. The Capital Budget consists of those capital projects which, through the Town Meeting process and in accordance with the Town Charter, are annually approved and funded. However, projects slated for subsequent years in the CIP serve on a planning basis only, and do not receive ultimate spending authority until they are incorporated into a capital budget and approved by Town Meeting.

**IV. How is the Operating Budget Related to the Capital Budget?**

The Town of Chelmsford prepares a Capital Budget separate from the Operating Budget, yet the two are closely linked. The annual Operating Budget provides for general municipal service delivery, including personnel services costs, supplies and other contractual services, and certain capital equipment. Revenues for the Operating Budget are derived primarily from recurring taxes, intergovernmental sources, and user fees. Appropriations to the annual Operating Budget are for a single fiscal year.

In contrast, the Capital Budget is a multi-year budget designed to expend monies which add to the physical assets of the Town. Capital projects typically require expenditures which take place beyond a single fiscal year; funding with debt because of significant costs to be shared by current and future beneficiaries; systematic acquisition over an extended period of time in order to implement major operating systems or programs; and scheduled replacement or maintenance of specific elements of physical assets. Revenues for capital projects are most often derived from the sale of municipal bonds (borrowing) or one-time funding sources such as free cash.

Notwithstanding the differences between the two, the Operating and Capital Budgets are closely interwoven inasmuch as operating costs related to capital projects need to be estimated and provided for in the Operating Budget. Many capital projects such as the public works or fire station expansions will have an impact on the operating costs of those facilities once reopened. Town practice is to attempt to project the net effect a capital project will have on the operating budget. Maintenance and repair costs may be lower in a new facility, but it may cost more to run the larger facility as well. In addition, since most capital projects are financed through municipal debt, repayment of that debt becomes part of the operating budget as well as the Five-Year Financial Plan. The necessity to incur some degree of debt in order to finance the Capital Program carries with it the burden to effectively manage that debt within the Town's financial resources.

**III. Why do we need a CIP?**

The CIP provides a means of coordinating and centralizing the capital project requests of various departments and agencies, thus eliminating wasteful overlap, duplication, and delay. It focuses attention on Chelmsford's goals and financial capability by comprehensively considering not only what capital projects Chelmsford needs, but equally as important, what it can afford. Additionally, the formalized process allows more time for the study of projects, encourages public discussion of proposed undertakings, and allows Town citizens the opportunity to provide input, advice and recommendations with respect to proposed projects and expenditures.

**IV. How does Capital Programming save the Town money?**

Investors and bond rating agencies stress the value of a CIP for a municipality seeking to borrow funds. In fact, the five-year capital plan is referenced in every Offering Statement for Town of Chelmsford bonds. The absence of a rational, long-term planning instrument would weigh against the bond rating assigned to Chelmsford by rating agencies and the result would be higher interest rates on bond issues and more tax dollars going to pay for the interest on loans. Chelmsford currently enjoys a very strong credit rating of AA+ by Standard & Poor's. This places Chelmsford one step below the highest possible rating of AAA. Thus, very real and tangible cost savings result from the use of our Capital Improvement Program.

Another financial benefit from the capital programming process is the avoidance of poorly timed projects. Far too often governments install capital facilities, only to find them displaced later by other installations. Good planning can ensure that capital improvement efforts are coordinated and costly duplication is avoided. In addition, significant savings can accrue to taxpayers when major capital financing is coordinated so that bond issues are sold infrequently, but at good times during the economic cycle to take advantage of low interest rates. The development of a Capital Improvement Program ensures sound fiscal and capital planning.

**V. How are Capital Projects financed?**

An annual appropriation is typically included in the General Fund (operating) Budget for capital expenditures as one of several funding sources to finance select capital projects. Other financing sources for Chelmsford's capital projects include state and federal grants, corporate donations, free cash, and debt. The single largest source of financing for capital projects is borrowing through the issuance of general obligation bonds. Much like mortgaging a house, borrowing allows the Town of Chelmsford to purchase expensive capital assets and spread the costs over the useful life of the asset, thus eliminating the need to temporarily raise taxes every time a large capital asset is acquired. In addition, debt allows current and future beneficiaries to share the cost of long-term capital improvements to municipal facilities, schools and roads. All borrowing is done strictly in accordance with the Town Charter.

**VI. How is the CIP developed?**

The process for preparing the FY2017-2021 Capital Improvement Program and its associated FY2017 Capital Budget is essentially the same as in past years. It involves active participation by Department Heads working in conjunction with liaisons from the Capital Improvement Committee. The Capital Budget is prepared in the context of a five year determination of need by Departments and an annual budget target which is established by the Town's Five-Year Financial Plan.

Proposed projects are reviewed and prioritized based upon commonly used criteria such as health and safety factors, legal obligations and mandates, fiscal impact, environmental impact, community economic effects, and aesthetic and social effects on the quality of life experienced by Chelmsford residents. Projects are also examined in terms of their relationship to other projects, the Master Plan of Development, and their compatibility with Town goals and objectives.

The process can be described as an iterative cycle with several distinct procedural steps. These steps and the approximate time frame in which they typically occur are described below. The process is also graphically illustrated in the Capital Projects Flow Chart following this introduction.

- *Late Spring*—Following Town Meeting after the approval of that years Capital Budget, Departments are provided with their previously submitted five year requests for review, update and the addition of the next fifth year. While requests generally remain the same as in the initial request, there are occasionally changed circumstances which necessitate alterations to the requests. This information is returned to Town Manager and Capital Planning Committee for review.
- *Late Summer/Early Autumn*—The Information Technology Capital Advisory Committee (ITCAC) meets to review both municipal and school technology-related capital projects. The ITCAC makes recommendations to the Capital Planning Committee regarding project funding.
- *Late Autumn*—The comprehensive Five-Year Financial Plan is updated which provides a Capital Budget target for the next five years.
- *Early Winter*—The Capital Planning Committee and the Town Manager begin to meet to determine needs of specific Departments and the overall Town organization. This is intended to narrow the list of projects to meet the established target for funding.

- *January/February*—The Capital Budget is finalized within the parameters of the established funding target plus any available funds such as free cash or previously approved but unexpected bond proceeds. In making final decisions, the process includes a determination of actual needs and the prioritization of need based upon legal mandate, public safety, and the effect of deferral. Projects not approved for funding are typically deferred into the next budget year.
- *March/April*—The Capital Budget is presented to the Board of Selectmen and Finance Committee.
- *April*—The Capital Budget is presented to Town Meeting for approval; and the process begins again.

Throughout the ensuing fiscal year, staff monitors all the approved projects and the following fall the Capital Planning Committee reconvenes to update the CIP all over again.

**VII. Why must the CIP be continually updated?**

The CIP must be annually reviewed by Town departments and citizens to insure its effectiveness as a flexible, mid-range strategic plan that links the annual budget with the Five-Year Financial Plan and the more static long-range Master Plan of Development. Each year, Town Meeting reviews the capital projects recommended by the Town Manager through the CIP development process and approves a Capital Budget. Unfunded projects and those slated for subsequent years in the plan are acknowledged on a planning basis only and do not receive ultimate expenditure authority until they are incorporated into a Capital Budget and approved by Town Meeting. In this respect, the CIP can be thought of as a “rolling” process because unfunded projects and those farther out in years typically move up after each year of review. However, it is important to note that each project contained in the CIP must be recommended every subsequent year and as priorities and monetary constraints change, projects may be moved up, moved back, or even eliminated from the plan. This comprehensive annual review is critical to maintaining fiscal responsibility as well as ensuring the future education, safety, and welfare of Chelmsford residents.

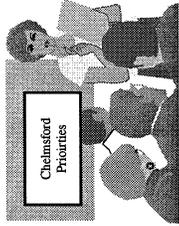
# CAPITAL PROJECTS FLOW CHART

## DEVELOPMENT

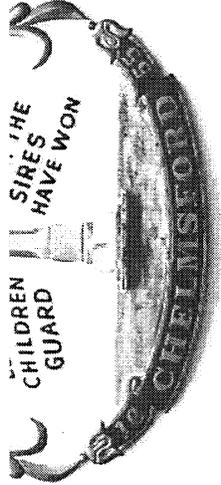
Departments  
Submit Project  
Requests



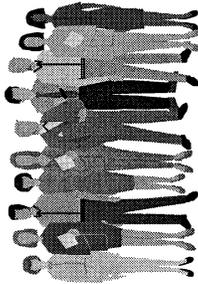
Town Manager & Capital  
Planning Committee  
Develops CIP



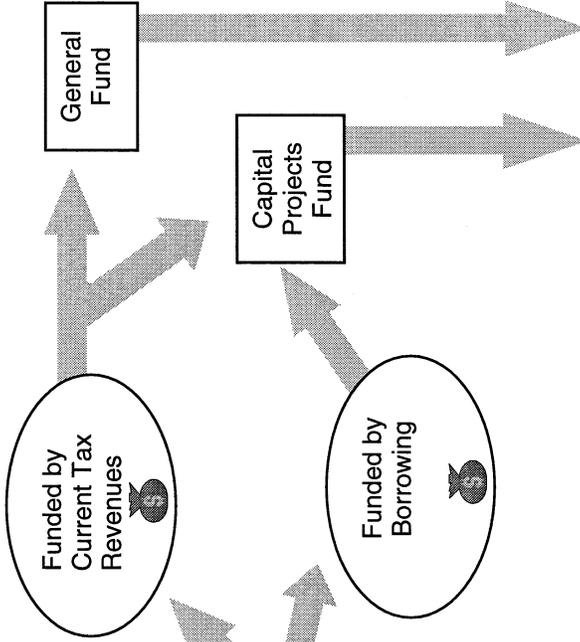
## REVIEW & APPROVAL



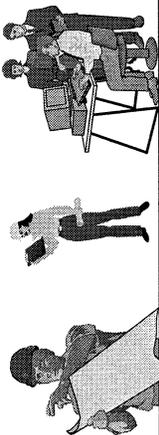
Town Meeting Approves



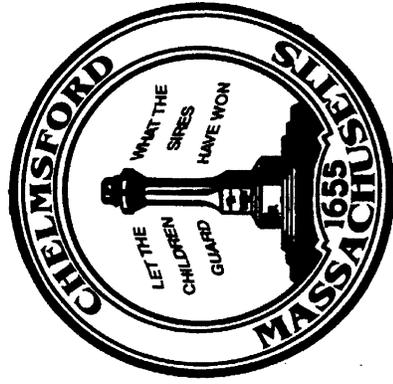
## IMPLEMENTATION



**PROJECTS**



*Capital Improvement Program  
Requests*



*2017 - 2021*

*Town of Chelmsford, Massachusetts*

Recommended List of Projects  
 D indicates the project was deferred from prior year

4/01/2016

Town of Chelmsford						
Capital Improvement Program Summary						
Fiscal Years 2017-2021						
Projects by Functional Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>Detail Sheet</b>						
<b>Municipal Administration</b>						
<b>Information Technology</b>						
Servers-Maintaining Virtual Environment		\$100,000				\$100,000
UPS Battery Replacement				\$20,000		\$20,000
Microsystems Update Police & Fire			\$100,000			\$100,000
WiMax/ LTE Redundant/Mobile Network					\$100,000	\$100,000
<b>Town Clerk</b>						
Voting Tabulators & Software	D	\$78,000				\$78,000
<b>Municipal Administration Subtotal</b>	\$0	\$178,000	\$100,000	\$20,000	\$100,000	\$398,000
<b>Community Services</b>						
<b>Council on Aging</b>						
Dining Room Freezers	\$81,290					\$81,290
LED Electric Sign		\$27,040				\$27,040
Kitchen Expansion		\$38,880				\$38,880
Reception Area		\$93,555				\$93,555
Garage Storage Area			\$36,400			\$36,400
Dining Room Flooring				\$47,328		\$47,328
Dining Room Chairs					\$50,760	\$50,760
<b>Council on Aging Subtotal</b>	\$81,290	\$159,475	\$36,400	\$47,328	\$50,760	\$375,253
<b>Library</b>						
Computer Replacement	\$38,440			\$25,150		\$63,590
<b>Library Subtotal</b>	\$38,440	\$0	\$0	\$25,150	\$0	\$63,590
<b>Community Services Subtotal</b>	\$119,730	\$159,475	\$36,400	\$72,478	\$50,760	\$438,843

Recommended List of Projects  
 D indicates the project was deferred from prior year

4/01/2016

Town of Chelmsford							
Capital Improvement Program Summary							
Fiscal Years 2017-2021							
Projects by Functional Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total	
<b>Detail</b>							
<b>Sheet</b>							
<b>Public Safety</b>							
Police Department							
H-22	Replace Dispatch Center Equipment	\$500,000				\$500,000	
	<b>Police Department Subtotal</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	
<b>Fire Department</b>							
H-23	Replace Turnout Gear	\$71,033				\$71,033	
	Repurpose Rescue 2 as Brush Truck		\$25,000			\$25,000	
	Replace Engine 5 Pumper (1999)		\$667,834			\$667,834	
	Replace Service 3 Plow Truck			\$51,253		\$51,253	
	Repl. Staff Vehicle (2003) Ford Cr. Vic.			\$42,437		\$42,437	
	Replace Staff Vehicle (2004) Explorer				\$44,203	\$44,203	
	<b>Fire Department Subtotal</b>	<b>\$71,033</b>	<b>\$692,834</b>	<b>\$51,253</b>	<b>\$42,437</b>	<b>\$901,760</b>	
	<b>Public Safety Subtotal</b>	<b>\$571,033</b>	<b>\$692,834</b>	<b>\$51,253</b>	<b>\$42,437</b>	<b>\$1,401,760</b>	
<b>Public Works</b>							
Highway Division							
H-24	Drainage Improvements	\$200,000	\$100,000	\$100,000	\$120,000	\$620,000	
H-25	DPW Sidewalk Construction	\$120,000	\$220,000	\$220,000	\$200,000	\$960,000	
H-26	Road Maintenance	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000	
	Loader Replacement		\$205,000			\$205,000	
H-27	Street Sweeper Replacement	\$221,728				\$221,728	
	Light Duty Truck (3/4 Ton) Foreman		\$43,500			\$43,500	
H-28	Med. Duty Truck - Flatbed	\$65,000				\$65,000	
	Heavy Duty Truck (10-wheel)		\$213,724			\$213,724	
	Backhoe			\$151,200		\$151,200	
	Sidewalk Machine				\$140,608	\$140,608	
<b>Engineering Division</b>							
	Light Duty Truck (3/4 Ton)		\$45,240			\$45,240	
	GIS Update			\$525,000		\$525,000	
<b>Parks Division</b>							
	Med. Duty Truck (1-Ton)				\$58,000	\$58,000	

Recommended List of Projects  
 D indicates the project was deferred from prior year

4/01/2016

Town of Chelmsford							
Capital Improvement Program Summary							
Fiscal Years 2017-2021							
Projects by Functional Category		FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>Detail Sheet</b>							
<b>Cemetery</b>							
	Wrought Iron Fence - Pine Ridge		\$45,000	\$45,000	\$35,000		\$125,000
	Replace Dump Truck					\$56,000	\$56,000
	<b>Public Works Subtotal</b>	<b>\$806,728</b>	<b>\$858,740</b>	<b>\$778,724</b>	<b>\$1,231,200</b>	<b>\$754,608</b>	<b>\$4,430,000</b>
<b>Municipal Facilities</b>							
	<b>Maintenance/ Misc.</b>						
<b>H-29</b>	Dump Truck	\$54,000					\$54,000
	Electrical/Plumbing Vans (2)		\$50,000				\$50,000
	Pick-Up Truck			\$45,200			\$45,200
	Box Truck				\$65,000		\$65,000
	Delivery Vehicle (Explorer)					\$25,000	\$25,000
	<b>Town Wide</b>						
	Replace 3 Vehicles with Hybrids		\$124,800				\$124,800
	<b>All Town Buildings</b>						
	Install LifeGuard System		\$148,960				\$148,960
	<b>Fire Station - East</b>						
	Roof Replacement		\$88,441				\$88,441
<b>H-30</b>	<b>Adams Library</b>						
	Energy Mgmt. System Mod.	\$30,300					\$30,300
	<b>MackKay Library</b>						
	Roof Replacement		\$49,402				\$49,402
	<b>Senior Center</b>						
	Replace Roof			\$109,890			\$109,890
	<b>Town Offices</b>						
<b>H-31</b>	Renovation of gym, restrooms & heating	\$154,224					\$154,224
	Roof Replacement				\$254,285		\$254,285
	<b>Non-School Facilities Subtotal</b>	<b>\$238,524</b>	<b>\$461,603</b>	<b>\$155,090</b>	<b>\$319,285</b>	<b>\$25,000</b>	<b>\$1,199,502</b>

Recommended List of Projects  
 D indicates the project was deferred from prior year

Town of Chelmsford						
Capital Improvement Program Summary						
Fiscal Years 2017-2021						
Projects by Functional Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Detail						
Sheet						
<b>Public Education Facilities</b>						
<b>All Schools</b>						
H-32						\$273,620
H-33	\$273,620					\$273,620
	\$212,360					\$212,360
<b>School Administration Offices</b>						
H-34	\$60,000					\$60,000
<b>HVAC Roof Top Replacement</b>						
<b>Byam School</b>						
		\$191,511				\$191,511
				\$199,052		\$199,052
	\$345,000					\$345,000
H-35			\$284,513			\$284,513
					\$220,000	\$220,000
	\$345,000	\$191,511	\$284,513	\$199,052	\$220,000	\$1,240,076
<b>Byam School Subtotal</b>						
<b>Harrington School</b>						
			\$206,160			\$206,160
		\$358,000				\$358,000
					\$237,748	\$237,748
				\$264,600		\$264,600
	\$0	\$358,000	\$206,160	\$264,600	\$237,748	\$1,066,508
<b>Harrington School Subtotal</b>						

Recommended List of Projects  
 D indicates the project was deferred from prior year

Town of Chelmsford						
Capital Improvement Program Summary						
Fiscal Years 2017-2021						
Projects by Functional Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>Detail Sheet</b>						
<b>Center School</b>						
Furniture				\$25,000	\$25,000	\$50,000
Replace Classroom Rugs with Tile		\$250,000				\$250,000
Create New Parking Lot			\$220,000			\$220,000
<b>Center School Subtotal</b>	\$0	\$250,000	\$220,000	\$25,000	\$25,000	\$520,000
<b>Westlands Community Ed. Center</b>						
Gymnasium Upgrade		\$82,287				\$82,287
Doors and Hardware				\$205,084		\$205,084
Plumbing			\$325,617			\$325,617
<b>Westlands Com. Ed. Ctr. Subtotal</b>	\$0	\$82,287	\$325,617	\$205,084	\$0	\$612,988
<b>South Row School</b>						
Gymnasium Upgrade				\$72,108		\$72,108
Kitchen / Cafeteria Upgrades		\$220,163				\$220,163
Doors and Hardware	\$180,311					\$180,311
Casework and Painting			\$227,186			\$227,186
Repl. Ceilings & Lighting - Entire Bldg.					\$289,560	\$289,560
<b>South Row School Subtotal</b>	\$180,311	\$220,163	\$227,186	\$72,108	\$289,560	\$989,328

Recommended List of Projects  
 D indicates the project was deferred from prior year

Town of Chelmsford						
Capital Improvement Program Summary						
Fiscal Years 2017-2021						
Projects by Functional Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>Detail Sheet</b>						
<b>Parker School</b>						
Parking Lot, Curbs, Sidewalks		\$451,410				\$451,410
Kitchen/Cafeteria and Stage Upgrade			\$292,454			\$292,454
Casework and Paint				\$361,425		\$361,425
Stairwell Upgrades (5)					\$75,000	\$75,000
<b>Parker School Subtotal</b>	<b>\$0</b>	<b>\$451,410</b>	<b>\$292,454</b>	<b>\$361,425</b>	<b>\$75,000</b>	<b>\$1,180,289</b>
<b>McCarthy School</b>						
Floor Tile Replacement				\$648,063		\$648,063
Doors and Hardware			\$146,717			\$146,717
Auditorium Refurbish		\$669,332				\$669,332
Renovate Lecture Hall					\$110,200	\$110,200
Replace curtain wall windows (Lg. Gym)				\$236,640		\$236,640
Stairwell Upgrades (5)					\$85,000	\$85,000
Elevator Upgrade					\$125,000	\$125,000
<b>McCarthy School Subtotal</b>	<b>\$0</b>	<b>\$669,332</b>	<b>\$146,717</b>	<b>\$884,703</b>	<b>\$320,200</b>	<b>\$2,020,952</b>

Recommended List of Projects  
 D indicates the project was deferred from prior year

Town of Chelmsford						
Capital Improvement Program Summary						
Fiscal Years 2017-2021						
Projects by Functional Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>Detail Sheet</b>						
<b>High School</b>						
Parking Lot, Curbs, Sidewalks		\$1,000,000	\$297,170			\$1,000,000
Kitchen/Cafeteria Upgrade						\$297,170
Lecture Halls Upgrade (2)		\$111,041			\$756,648	\$111,041
Casework and Paint				\$650,000		\$756,648
Renovate Tennis Courts				\$120,000		\$650,000
Stairwell Refurbishment (6)						\$120,000
Elevator Upgrade		\$65,000				\$65,000
<b>High School Subtotal</b>	<b>\$0</b>	<b>\$1,176,041</b>	<b>\$297,170</b>	<b>\$770,000</b>	<b>\$756,648</b>	<b>\$2,999,859</b>
<b>School Facilities Subtotal</b>	<b>\$1,071,291</b>	<b>\$3,398,744</b>	<b>\$1,999,817</b>	<b>\$2,781,972</b>	<b>\$1,924,156</b>	<b>\$11,175,980</b>
<b>Municipal Facilities Total</b>	<b>\$1,309,815</b>	<b>\$3,860,347</b>	<b>\$2,154,907</b>	<b>\$3,101,257</b>	<b>\$1,949,156</b>	<b>\$12,375,482</b>

Recommended List of Projects  
 D indicates the project was deferred from prior year

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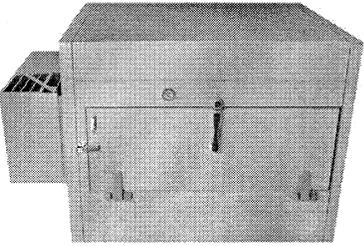
Town of Chelmsford						
Capital Improvement Program Summary						
Fiscal Years 2017-2021						
Projects by Functional Category	FY2017	FY2018	FY2019	FY2020	FY2021	Total
<b>Detail Sheet</b>						
<b>Public Education</b>						
<b>System Wide Technology</b>						
H-37 21st Century Classroom	\$ 75,000	\$ 150,000	\$ 150,000			\$375,000
Wireless Initiative			\$ 95,000		\$ 50,000	\$145,000
Core Switch and Redundant Computing Devices		\$ 60,000		\$ 120,000	\$ 120,000	\$240,000
Virtualization/Network Needs				\$ 80,000		\$140,000
Firewall Replacement				\$ 95,000	\$ 80,000	\$175,000
Safari Video Distribution				\$ 120,000		\$120,000
					\$ 140,000	\$140,000
<b>Technology Subtotal</b>	<b>\$ 75,000</b>	<b>\$ 210,000</b>	<b>\$ 245,000</b>	<b>\$ 415,000</b>	<b>\$ 390,000</b>	<b>\$1,335,000</b>
<b>System Wide Security</b>						
H-38 Security System Cameras	\$ 160,000	\$ 140,000	\$ 95,000			\$395,000
H-39 Keyless Entry	\$ 50,000	\$ 40,000	\$ 40,000			\$130,000
H-40 Public Address Systems Replacement	\$ 120,000	\$ 130,000	\$ 140,000	\$ 120,000	\$ 120,000	\$630,000
<b>Security Subtotal</b>	<b>\$ 330,000</b>	<b>\$ 310,000</b>	<b>\$ 275,000</b>	<b>\$ 120,000</b>	<b>\$ 120,000</b>	<b>\$1,155,000</b>
<b>Technology &amp; Security Subtotal</b>	<b>\$ 405,000</b>	<b>\$ 520,000</b>	<b>\$ 520,000</b>	<b>\$ 535,000</b>	<b>\$ 510,000</b>	<b>\$2,490,000</b>
<b>Total Capital Improvement Program:</b>	<b>\$ 3,212,306</b>	<b>\$ 6,269,396</b>	<b>\$ 3,641,284</b>	<b>\$ 5,002,372</b>	<b>\$ 3,408,727</b>	<b>\$21,534,085</b>
<b>Less: Other Financing Sources</b>						
Recaptured Funds	\$ (298.00)					
Child Care Revolving Fund	\$ (20,000.00)					
Bond Premiums	\$ (171,441.00)					
<b>Net Amount to Bond:</b>	<b>\$ 3,020,567</b>					

# **Community Services**

Project Detail

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Dining Room Freezers</b>	
<b>Department:</b>	<b>Council on Aging</b>	<b>Category: Community Services</b>
<b>Description and Purpose:</b>	 <p>The large walk-in dining room freezer located adjacent to the kitchen as well as a freezer and cooler in the kitchen of the Senior Center are original and over 25 years old. Recent preventative maintenance inspections have revealed that all three are near their end of life. In addition the main stove is in similar condition and requires replacement. The freezer mechanisms consist of two major components; an air handler located inside the freezer and an outside compressor unit. A number of years ago the federal government outlawed the use of Freon coolant in new components. Since the old Freon is not compatible with the newer coolants being used today and cannot mix with them, both major components need to be replaced at the same time, even if only one has failed. In addition the efficiency ratings of such units have increased over the years and our existing units are woefully inefficient and costly to operate and repair. A complete failure in the freezer would result in a major disruption of the town wide meals -on-wheels program as well the daily lunch program at the Senior Center.</p>	

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$64,130						\$64,130
E. Other Costs	2,8	\$17,160						\$17,160
<b>TOTAL</b>		\$81,290						\$81,290
F. Annual Maintenance & Repair								

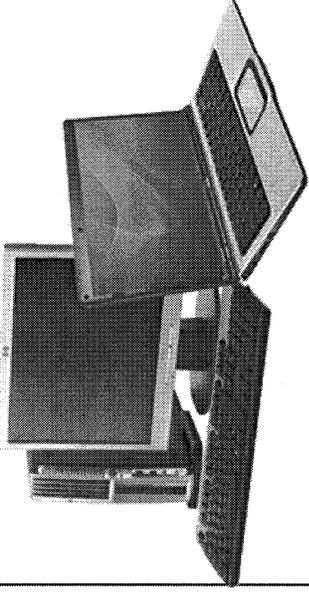
  

(1) Operating Revenues	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(6) Federal Aid	(8) Free Cash/Other Funding

**Town of Chelmsford, Massachusetts  
Capital Improvement Program**

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Computer Replacement</b>	
<b>Department:</b>	<b>Library</b>	<b>Category: Community Services</b>
<p>One of the key's to the library supporting the community is current and well maintained hardware and software. Computers in the library were bought with Capital Funds in FY12 and FY16. The Chelmsford Library's replacement plan is designed to replace computers on a staggered 4-6 year rotation depending upon the function of the computer. All computers are still currently using the Windows 7 operating system although Microsoft has stopped mainstream support for Windows 7 and will stop extended support on 1/14/2020. We will be migrating to Windows 10 once all integrated library systems are compatible.</p> <p>The library continues to evaluate the "thin client" (VMware) model. The thin client devices we have use RDP ( Remote Desktop Protocol). We are planning to update to a new device model which uses PCoIP (PC over IP). This will enable us to expand the use of thin clients when appropriate.</p> <p>The library continues to benefit from the town's network and VMware support.</p>		



**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$107,968	\$38,440			\$25,150	\$44,378	\$107,968
E. Other Costs								
<b>TOTAL</b>		\$107,968	\$38,440			\$25,150	\$44,378	\$107,968
F. Annual Maintenance & Repair								

(1) Operating Revenues	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(6) Federal Aid	(8) Free Cash/Other Funding

# **Public Safety**

Project Detail Sheets

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Replacement of Dispatch Center Radio Equipment</b>	
<b>Department:</b>	<b>Police</b>	<b>Category: Public Safety</b>
<b>Description and Purpose:</b>	<p>Request is for the replacement and upgrade of current Motorola Centracom dispatch system which is 12 years old. With regards to this system the average equipment viability is 7-10 years. Motorola has advised that issues with the current system can be addressed, however equipment support for a 12 year old system is becoming less and less available. Request is for current communication system to be replaced with Motorola 7500 dispatch IP console. The radio system which enables dispatchers and police officers to communicate with each other is obviously a critical infrastructure that needs to be maintained and upgraded as needed. Price quote includes radio system replacement as well as replacement of dispatch console and all other related equipment.</p>	



**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$500,000	\$500,000					\$500,000
E. Other Costs								
<b>TOTAL</b>		\$500,000	\$500,000					\$500,000
F. Annual Maintenance & Repair								

(1) Operating Revenues	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(6) Federal Aid	(8) Free Cash/Other Funding
(3) Revenue Bonds		
(4) Corporate Donations		

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Replace Firefighting Turnout Gear</b>	
<b>Department:</b>	<b>Fire</b>	<b>Category: Public Safety</b>
<b>Description and Purpose:</b>	<p>NFPA 1851 requires that all personal protection equipment be retired after 10 years after the date of manufacture. This includes: helmets, gloves, coats, pants, hoods, and boots. While 10 years is the maximum life span, sometimes the gear needs to be replaced sooner due to the nature of calls. For example, this includes exposure to chemicals, exposure to extreme heat, flames, or helmets that do not pass inspection.</p>	
		

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2.8	\$71,033	\$71,033					\$71,033
E. Other Costs								
<b>TOTAL</b>		\$71,033	\$71,033					\$71,033
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments					
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding					

# **Public Works**

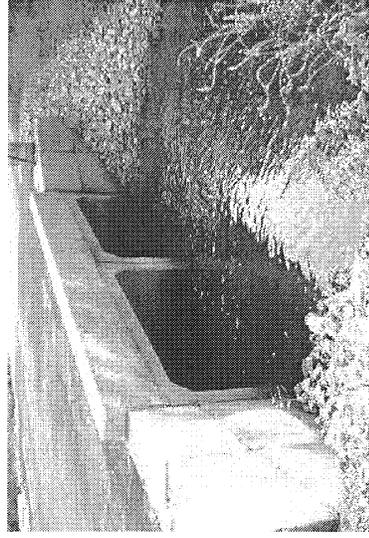
Project Detail Sheets

**Town of Chelmsford, Massachusetts  
Capital Improvement Program**

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Drainage Improvements</b>		
<b>Department:</b>	<b>Department of Public Works -- Engineering/Highway Divisions</b>	<b>Category:</b>	<b>Construction</b>

**Description and Purpose:**



This proposed funding will be used to install new catch basins, manhole structures, and piping in areas to improve drainage and prevent localized flooding. Proposed major projects include: Meadowbrook Road culvert replacement (FY17); and School Street culvert repair.

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering	2,8	\$185,000	\$75,000	\$25,000	\$25,000	\$35,000	\$25,000	\$185,000
B. Land & ROW								
C. Construction	2,8	\$435,000	\$125,000	\$75,000	\$75,000	\$85,000	\$75,000	435,000
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		\$620,000	\$200,000	\$100,000	\$100,000	\$120,000	\$100,000	\$620,000
F. Annual Maintenance & Repair								

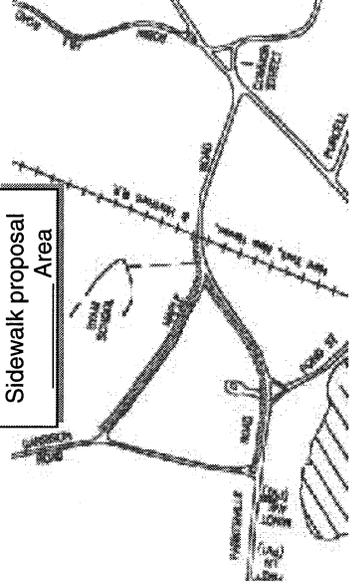
(1) Operating Revenues	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(6) Federal Aid	(8) Free Cash/Other Funding
(3) Revenue Bonds	(4) Corporate Donations	

**Town of Chelmsford, Massachusetts  
Capital Improvement Program**

**PROJECT DETAIL**

<b>Project Title:</b>	<b>DPW/School Sidewalk Construction</b>		
<b>Department:</b>	<b>Department of Public Works -- Engineering/Highway Division</b>	<b>Category:</b>	<b>Construction</b>
<b>Description and Purpose:</b>			

Sidewalk proposal Area



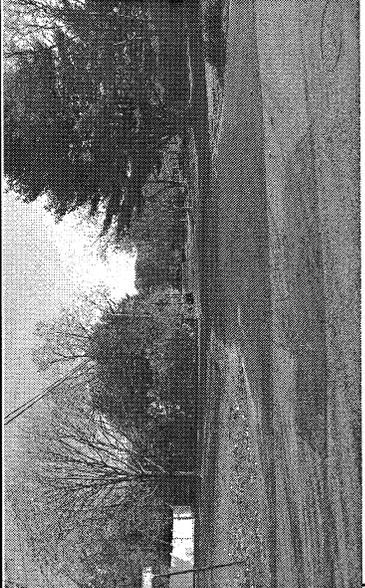
This is a continuous program which began with the 1981 Pedestrian Safety Study (and subsequent updates) which is designed to provide safe pedestrian access to school and community areas. Upcoming areas may include crosswalk improvements in Chelmsford Center and North Road.

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering	2,8	\$50,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
B. Land & ROW	2,8	\$50,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
C. Construction	2,8	\$860,000	\$100,000	\$200,000	\$200,000	\$180,000	\$180,000	\$860,000
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		\$960,000	\$120,000	\$220,000	\$220,000	\$200,000	\$200,000	\$960,000
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds		(5) State Aid		(7) Special Assessments		
(2) Municipal GO Bonds		(4) Corporate Donations		(6) Federal Aid		(8) Other Funding		

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

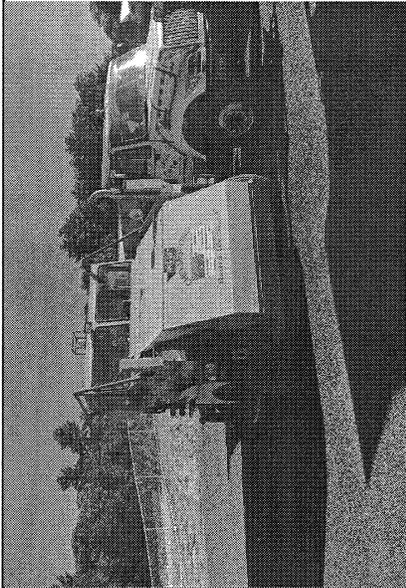
<b>Project Title:</b>	<b>Road Improvements</b>	
<b>Department:</b>	<b>Department of Public Works -- Highway Division</b>	<b>Category: Construction</b>
<b>Description and Purpose:</b>	<p>The road maintenance program is designed to correct both surface and structural deficiencies in roadways. Its mission is to provide for a safe, comfortable and expeditious ride for the public, with the least possible inconvenience and to minimize the need for future repairs. Roadway improvements are prioritized based on the Pavement Management Survey conducted by an outside engineering firm (VHB). Roads to be considered for paving in the near future are: Bishop Street, Lovett Lane, Walnut Road, Boardwalk, and Pennsylvania Avenue. We will also be conducting crack sealing at various locations throughout Town.</p> 	

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering	2,8	\$75,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
B. Land & ROW								
C. Construction	2,8	\$925,000	\$185,000	\$185,000	\$185,000	\$185,000	\$185,000	\$925,000
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		<b>\$1,000,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Other Funding				

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

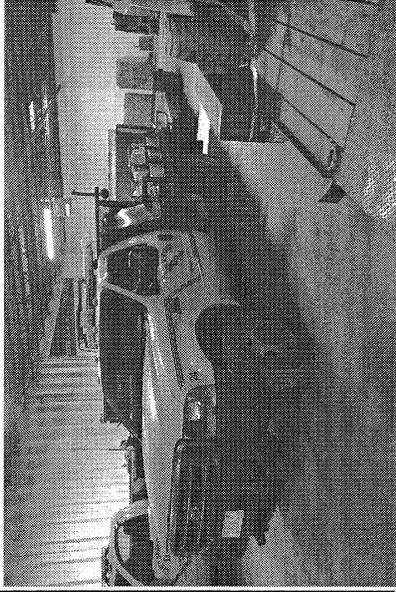
<b>Project Title:</b>	<b>Street Sweeper Replacement</b>		
<b>Department:</b>	<b>Department of Public Works -- Highway Division</b>		
<b>Description and Purpose:</b>	<b>Category:</b>	<b>Equipment</b>	
<p>Street Sweepers typically have a shorter life span due to the wear and tear of dust and small grain sand which tends to affect the mechanical systems that are integral to the sweepers.</p> <p>We propose to replace the 1999 model.</p>			
			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$221,728	\$221,728					\$221,728
E. Other Costs								
<b>TOTAL</b>		\$221,728	\$221,728					\$221,728
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Medium Duty Truck Replacement (Flatbed)</b>		
<b>Department:</b>	<b>Department of Public Works -- Highway Division</b>	<b>Category:</b>	<b>Equipment</b>
<b>Description and Purpose:</b>	<p>This is a truck replacement to be utilized by various Highway personnel to assist with roadway/sidewalk projects.</p> <p>We propose replacing a 2000 flatbed truck in FY17.</p>		
			

**RECOMMENDED FINANCING**

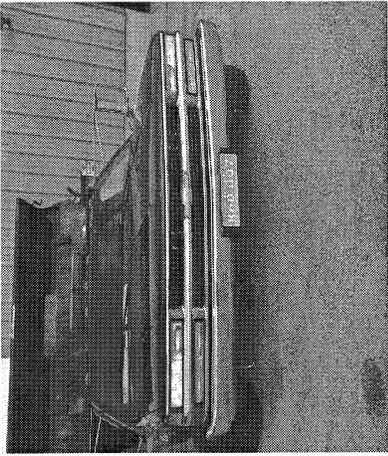
	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$65,000	\$65,000					\$65,000
E. Other Costs								
<b>TOTAL</b>		\$65,000	\$65,000					\$65,000
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

# **Municipal Facilities**

Project Detail Sheets

*Town of Chebmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

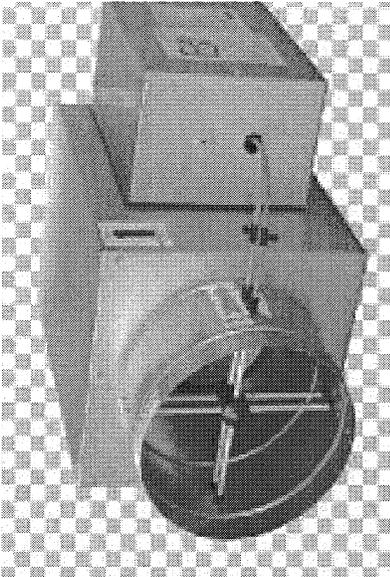
<b>Project Title:</b>	<b>Dump Truck</b>	
<b>Department:</b>	<b>Municipal Facilities</b>	<b>Equipment</b>
<b>Description and Purpose:</b>	<p>We propose to replace a dump truck that is used daily for trash removal, snow plowing as well as other town-wide projects. We propose replacing a 1998 model with 49,000 miles.</p>	
		

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$54,000	\$54,000					\$54,000
E. Other Costs								
<b>TOTAL</b>		\$54,000	\$54,000					\$54,000
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

**Town of Chelmsford, Massachusetts  
Capital Improvement Program**

**PROJECT DETAIL**

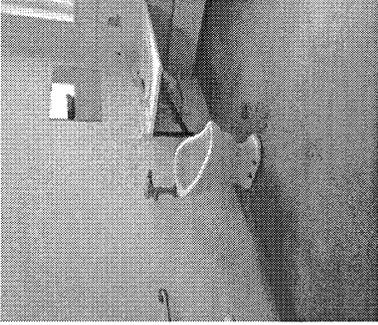
<b>Project Title:</b>	<b>Energy Management Systems Modification (Adams Library)</b>
<b>Department:</b>	<b>Municipal Facilities</b>
<b>Description and Purpose:</b>	<p style="text-align: right;">Category: Equipment</p> <p>Controls will be installed on the variable air volume (VAV) boxes serving two air handler units (AHU 1 and AHU 3). These controls will enhance occupant comfort and energy efficiency through effective space temperature control. A total of 126 points will be added for 21 VAV boxes.</p> <p>Variable air volume HVAC systems will improve climate control in the building by providing more precise temperature control, lower energy consumption, reduced compressor wear, and less fan noise.</p>
	

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$30,300	\$30,300					\$30,300
E. Other Costs								
<b>TOTAL</b>		\$30,300	\$30,300					\$30,300
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds			(5) State Aid				(7) Special Assessments
(2) Municipal GO Bonds	(4) Corporate Donations			(6) Federal Aid				(8) Free Cash/Other Funding

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Town Hall Gym &amp; Restroom Renovations</b>	
<b>Department:</b>	<b>Municipal Facilities</b>	
<b>Description and Purpose:</b>	Category: Construction  We propose the following renovations to the Town Hall Gym in FY17: new windows; powerwash and seal outside; restroom renovation; paint interior; install new ceiling.	

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction	2,8	\$154,224	\$154,224					\$154,224
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		\$154,224	\$154,224					\$154,224
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

# **Public Education**

Project Detail Sheets

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	Asbestos Removal - All Schools	
<b>Department:</b>	School Facilities	Category: Planning, Removal
<b>Description and Purpose:</b>	<p>Based on a report from Terracon, it is recommended that we continue with our asbestos removal program at all school buildings.</p>	
		

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering	2,8	\$73,620	\$73,620					\$73,620
B. Land & ROW								
C. Construction								
D. Equipment								
E. Other Costs	2,8	\$200,000	\$200,000					\$200,000
<b>TOTAL</b>		\$273,620	\$273,620					\$273,620
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds		(5) State Aid		(7) Special Assessments		
(2) Municipal GO Bonds		(4) Corporate Donations		(6) Federal Aid		(8) Free Cash/Other Funding		

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Fire Alarm Upgrades - All Schools</b>
<b>Department:</b>	<b>School Facilities</b>
<b>Description and Purpose:</b>	<p>Category: Construction</p>



We propose upgrading the fire alarms in the following schools:

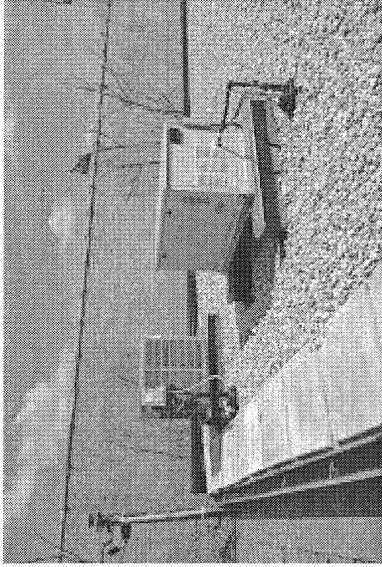
- Byam (\$12,000)
- Center (29,250)
- Comm Ed (\$15,000)
- So Row (11,610)
- Parker (\$20,000)
- McCarthy (\$96,000)
- CHS (28,500)

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction	2,8	\$212,360	\$212,360					\$212,360
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		\$212,360	\$212,360					\$212,360
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

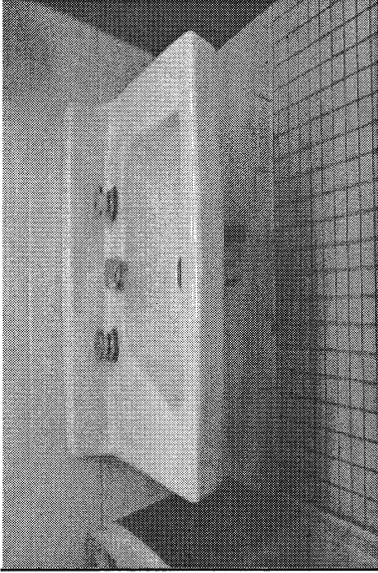
<b>Project Title:</b>	<b>HVAC replacement -- School Central Administration Building</b>	
<b>Department:</b>	<b>School Facilities</b>	<b>Category:</b> Construction
<b>Description and Purpose:</b>	<p>Replace three original roof top HVAC units during the installation of the new roof. This project is being completed in conjunction with the roof replacement approved on last year's Capital Plan.</p>	
		

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction	2,8	\$60,000	\$60,000					\$60,000
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		\$60,000	\$60,000					\$60,000
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Byam School -- Restroom Renovation &amp; Plumbing Upgrade</b>	
<b>Department:</b>	<b>School Facilities</b>	<b>Category: Construction</b>
<b>Description and Purpose:</b>	<p>Plumbing upgrade to the Byam School restrooms which are over 40 years old. Replace sinks, restroom partitions, fixtures will be updated to auto flush, etc.</p>	
		

**RECOMMENDED FINANCING**

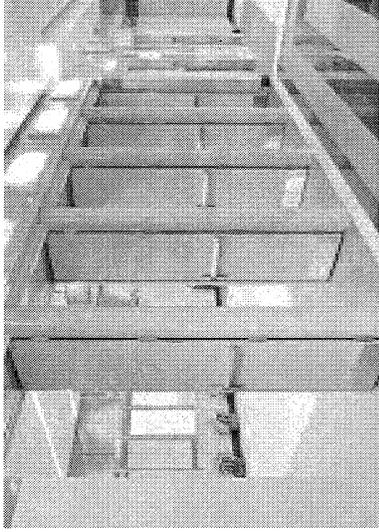
	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction	2,8	\$345,000	\$345,000					\$345,000
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		\$345,000	\$345,000					\$345,000
F. Annual Maintenance & Repair								

(1) Operating Revenues	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(6) Federal Aid	(8) Free Cash/Other Funding
(3) Revenue Bonds		
(4) Corporate Donations		

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Doors and Hardware Replacement -- South Row Elementary School</b>	
<b>Department:</b>	<b>School Facilities</b>	<b>Category: Construction</b>
<b>Description and Purpose:</b>	<p>Upgrade all hardware to Columbine-style locks; replace doors that are necessary; check and replace all panic hardware and door closers as needed at South Row Elementary School.</p>	
		

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction	2,8	\$180,311	\$180,311					\$180,311
D. Equipment								
E. Other Costs								
<b>TOTAL</b>		\$180,311	\$180,311					\$180,311
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

**Town of Chelmsford, Massachusetts  
Capital Improvement Program**

**PROJECT DETAIL**

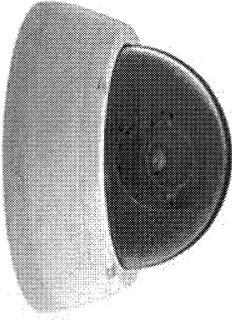
<b>Project Title:</b>	<b>21st Century Classroom</b>		
<b>Department:</b>	<b>School</b>	<b>Category:</b>	<b>Technology</b>
<b>Description and Purpose:</b>			
21st Century Classroom provides ceiling mounted speakers, classroom projectors and interactive white boards (IWB) for all classroom areas Grades PreK - 12. To participate in the 21st Century Classroom Initiative, teachers enroll and complete a graduate level course (or equivalent professional development) in Universal Design for Learning. Basic classroom installation includes one (1) Interactive White Board, (1) ceiling mounted projector, and (1) speaker system. Installation costs at \$5,500 per classroom.			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$450,000	\$75,000	\$150,000	\$150,000			\$375,000
E. Other Costs								
<b>TOTAL</b>		\$450,000	\$75,000	\$150,000	\$150,000			\$375,000
F. Annual Maintenance & Repair								
(1) Operating Revenues		(3) Revenue Bonds	(5) State Aid	(7) Special Assessments				
(2) Municipal GO Bonds		(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding				

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

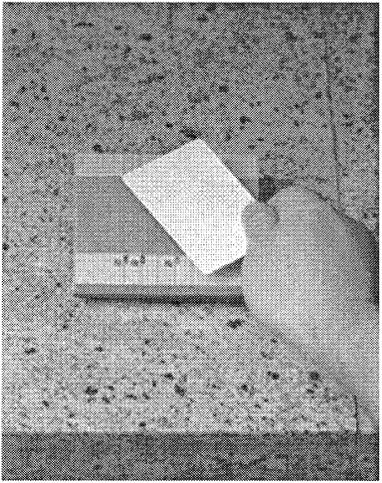
<b>Project Title:</b>	<b>Security Cameras</b>	
<b>Department:</b>	<b>School</b>	<b>Category: Security</b>
<b>Description and Purpose:</b>	Working with the Town of Chelmsford, each school building will be provided surveillance cameras.	
		

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$395,000	\$160,000	\$140,000	\$95,000			\$395,000
E. Other Costs								
<b>TOTAL</b>		<b>\$395,000</b>	<b>\$160,000</b>	<b>\$140,000</b>	<b>\$95,000</b>			<b>\$395,000</b>
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds			(5) State Aid				(7) Special Assessments
(2) Municipal GO Bonds	(4) Corporate Donations			(6) Federal Aid				(8) Free Cash/Other Funding

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Keyless Entry</b>		
<b>Department:</b>	<b>School</b>	<b>Category:</b>	<b>Security</b>
<b>Description and Purpose:</b>			
<p>Keyless entry will be installed in all school buildings. This will allow employees to "swipe" into the buildings, increasing security. Additionally, identification cameras will be installed into each school at different locations allowing office staff to see who is trying to gain entrance.</p>			
			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$130,000	\$50,000	\$40,000	\$40,000			\$130,000
E. Other Costs								
<b>TOTAL</b>		\$130,000	\$50,000	\$40,000	\$40,000			\$130,000
F. Annual Maintenance & Repair								
(1) Operating Revenues	(3) Revenue Bonds			(5) State Aid				(7) Special Assessments
(2) Municipal GO Bonds	(4) Corporate Donations			(6) Federal Aid				(8) Free Cash/Other Funding

*Town of Chelmsford, Massachusetts  
Capital Improvement Program*

**PROJECT DETAIL**

<b>Project Title:</b>	<b>Public Address System Replacement</b>		
<b>Department:</b>	<b>School</b>	<b>Category:</b>	<b>Security</b>
<b>Description and Purpose:</b>			
<p><b>School Intercom, Clock, Bell and Emergency Mass Notification Systems</b>                  All existing School Public Address (PA) systems are older analog, hard-wired systems original to each school building. Since the equipment is obsolete, it is becoming increasingly difficult to repair the PA systems or find replacement parts. Additionally, the intercom system is integrated with the classroom wall clocks and bell system.</p> <p>This project will fund the replacement of the older analog system with a digital communication PA system specifically designed for schools. New VOIP PA systems cater to the way in which an educational facility operates - with technology that provides schools with a host of new and diverse capabilities that are conducive to student learning.</p>			

**RECOMMENDED FINANCING**

	Source of Funds	Total Five Year Cost in FY16 \$	Estimated Expenditures by Fiscal Year					Five Year Total
			FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
A. Planning and Engineering								
B. Land & ROW								
C. Construction								
D. Equipment	2,8	\$630,000	\$120,000	\$130,000	\$140,000	\$120,000	\$120,000	\$630,000
E. Other Costs								
<b>TOTAL</b>		<b>\$630,000</b>	<b>\$120,000</b>	<b>\$130,000</b>	<b>\$140,000</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$630,000</b>
F. Annual Maintenance & Repair								

(1) Operating Revenues	(3) Revenue Bonds	(5) State Aid	(7) Special Assessments
(2) Municipal GO Bonds	(4) Corporate Donations	(6) Federal Aid	(8) Free Cash/Other Funding

# **I: Appendices**



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# APPENDIX A

## FINANCIAL POLICIES AND OBJECTIVES



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## **TOWN OF CHELMSFORD FINANCIAL MANAGEMENT POLICIES AND OBJECTIVES**

### **2 FINANCIAL POLICIES**

#### **2-1 FINANCIAL MANAGEMENT**

It is the policy of the Town of Chelmsford that financial management be conducted with the objectives of providing municipal service in an efficient, effective and consistent manner that aligns with public policy goals as set forth by the Board of Selectmen.

To help ensure the Town's financial stewardship, an established program of managing the Town's finances becomes essential. To this end, the Board of Selectmen seeks policies and procedures that are financially prudent and in the Town's best economic interest. The Board of Selectmen promulgates these Financial Policies consistent with its responsibilities in the Chelmsford Home Rule Charter.

##### **2-1.1 Objectives**

In adherence to this policy, the Town shall pursue the following objectives:

- a. to set forth operational principles that minimize the cost of government and minimize the growth of property taxes, to the extent consistent with services desired by the public and that minimize financial risk;
- b. to continue effective financial management within the Town that conforms to generally accepted accounting principles;
- c. to simplify, clarify and modernize the financial systems of the Town as the need occurs;
- d. to provide increased public confidence in public financial management;
- e. to protect and enhance the Town's credit rating and prevent default on any municipal debts;
- f. and to provide safeguards to ensure the quality and integrity of the financial systems.

##### **2-1.2 Method**

In order to obtain the above objectives, the Board of Selectmen adopts the following policies:

##### **2-1.3 Accounting, Auditing and Financial Planning**

- a. The Town will utilize accounting practices that conform to generally accepted accounting principles (GAAP) as set forth by the Government Accounting Standards Board (GASB).
- b. An annual audit will be performed by an independent public accounting firm.

c. A Management Letter, a by-product of an annual audit, shall be provided by the independent public accounting firm no later than March 1. Additional findings and recommendations may be communicated in a separate letter to be provided no later than April 1.

d. A five-year financial forecast shall be prepared annually by the Town Manager in accordance with the Charter, Section 6-4, projecting revenues and expenditures for all operating funds. This forecast shall be used as a planning tool in developing the following year's operating budget and capital improvements plan.

#### **2-1.4 General Fund**

- a. The Town Manager shall present a balanced budget to Spring Town Meeting for approval. Current revenues will be sufficient to support current expenditures.
- b. Debt will not be used to fund current operating expenditures.
- c. Reserves, such as the Stabilization Fund, should be maintained between 5 and 10 percent of general operating revenues. Reserves shall be used to provide for temporary financing for unanticipated or unforeseen extraordinary needs of an emergency nature; for example, costs related to a natural disaster or calamity, an unexpected liability created by Federal or State legislation, immediate public safety or health needs, revenue shortfalls, opportunities to achieve long-term cost savings, or planned capital investments and related debt service. Reserves will not be used to fund recurring budget items.

Funds shall be allocated from Reserves only after an analysis and utilization plan has been prepared by the Town Manager and presented to the Board of Selectmen. The analysis shall provide sufficient evidence to establish that the remaining balance is adequate to offset potential downturns in revenue sources and provide a sufficient cash balance for daily financial needs. The analysis and utilization plan shall strive to maintain net non-exempt debt at 3 percent of the tax levy, deducting for project reimbursements such as the School Building Assistance funds from the State.

Funds shall be allocated each year in the budget process to replace any use of Reserve funds during the preceding fiscal year to maintain the balance of the Reserves between 5 and 10 percent of budgeted expenditures.

The amount the Town has in its Reserves balance plays a major role in the Town's bond rating. A sudden decline in Reserves may be temporary or a planned event but a constant decline or reduction below the 5 percent floor may indicate a problem in meeting current expenditures and revenue targets, subsidizing the current operating budget, planned capital investments, or utilizing reserves for purposes not planned.

- d. Free Cash in excess of the goal reserve amount should be used for non-recurring emergency expenditures or appropriated to a Stabilization Fund for future capital projects and equipment purchases or used to provide property tax relief.
- e. The year-to-year increase of actual revenue from the levy of the ad valorem (property) tax shall generally not exceed 2.5 percent (Proposition 2 ½):
  - 1. excluding the value gained through new construction;
  - 2. excluding expenditure increases funded outside the tax limit cap
- f. Property values shall be re-appraised or re-certified every year.
- g. The Tax Collector shall follow an aggressive policy of collecting property tax revenues. An average collection rate of at least 95 percent of current levy shall be maintained.
- h. Charges for service and other revenue shall be examined annually and adjusted as deemed necessary to respond to changes in cost of service.
- i. An adequate level of maintenance and replacement will be funded by at least 5 percent of the general fund operation budget each year to insure that all capital facilities and equipment are properly maintained as needed and tied to proper repair and maintenance procedures.
- j. The Town will avoid budgetary procedures that balance current expenditures at the expense of meeting future year's expenses, such as delaying expenditures until the next fiscal year or rolling over short-term debt.

#### **2-1.5 General Obligation Debt**

- a. The requirements for debt financing shall be an expenditure of at least \$25,000 and a useful life in excess of five (5) years.
- b. The term of long-term debt generally shall not exceed the expected useful life of the capital asset being financed and, in no case, shall it exceed twenty years. Long-term debt should not be incurred without a clear identification of its financing sources.
- c. The ratio of Net Debt (Total outstanding Town of Chelmsford General Obligation debt less reimbursements) to Total Assessed Valuation shall not exceed 1.5 percent. This excludes debt of overlapping jurisdictions.
- d. The General Fund Non-exempt Debt Service shall not exceed 10 percent of General Fund Revenues.

- e. Excess appropriated bond issues shall remain in the Capital Projects Fund at the end of a project completion until appropriated out by Town Meeting vote. The recaptured funds shall only be used to 1) make bulk principal paydowns against general bond debt or 2) pay down the principal on any bond issue at the time of refinancing or 3) to fund new capital projects.
- f. Betterments will be assessed on all capital projects where applicable (e.g., sewer, sidewalks, etc.).
- g. The Town will attempt to maintain a long-term debt schedule so that at least 50 percent of outstanding principal will be paid within ten years.

#### **2-1.6 Offset Receipts and Enterprise Funds in General**

- a. The Town shall establish and maintain offset receipts and enterprise funds pursuant to MGL Chapter 40, Section 39 and Chapter 44, Section 53, respectively, wherever possible in order to ensure annual operation and maintenance needs are met and such services are financed in an equitable manner.
- b. The term of debt for offset receipts and enterprise funds generally shall not exceed the useful life of the asset and in no case shall the term exceed thirty years.
- c. Short-term debt, including tax-exempt commercial paper, shall be used when authorized for interim financing of capital projects. The term of short-term debt shall not exceed five years. Total short-term debt shall generally not exceed 10 percent of outstanding long-term debt.
- d. Ongoing routine, preventive maintenance should be funded on a pay-as-you go basis.
- e. All offset receipts and enterprise funds shall maintain a working capital reserve, defined as Cash and Investment Pool Equity in Current Assets, which is equivalent to 30 days of budgeted operations and Maintenance expense.
- f. Rates for offset receipts and enterprise funds shall be designed to generate sufficient revenues to support the full cost (direct and indirect) of operations and debt and provide debt service coverage, if applicable, and to ensure adequate and appropriate levels of working capital. Fees should be reviewed annually in relation to the cost of providing the service.

### **2-1.7 Gifts and Grants**

- a. All grants shall be managed to comply with the laws, regulations and guidance of the grantor and all gifts and donations shall be managed and expended according to the wishes and instructions of the donor.
- b. All gifts and grants shall be evaluated for suitability and consistency to Town policies. They shall also be formally accepted by both the Town Manager and the Board of Selectmen.

### **2-1.8 Trust Fund Management**

It is the policy of the Town of Chelmsford that trust fund management be consistent with the legal requirements, including Town ordinances, and spirit of each respective trust document and, to the maximum extent possible, realize the purpose the trusts were intended to achieve.

Trust fund management will be conducted with the primary objectives of:

- a. Conformance to each trust document's specified purpose, legal requirements, and administrative guidelines;
- b. Adherence to the Town of Chelmsford General Ordinance providing for the Administration of Town trusts;
- c. Preservation of capital;
- d. Maintenance of security of trust funds and investments;
- e. Maximization of total return for each trust fund;
- f. Efficient disbursement of funds on an equitable basis; and
- g. Effective collection of all due monies.



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# APPENDIX B

FIVE YEAR FINANCIAL SUMMARY PROJECTIONS

STABILIZATION FUND PLAN

AND

DEBT MANAGEMENT

**Town of Chelmsford  
Five-Year Financial Forecast  
FY2017 – 2021  
Assumptions**

The following revenue assumptions were used in the development of the forecast:

Revenues

1. **Property Tax:**
  - a. Tax at levy capacity
  - b. New Growth estimated at \$1.6M for FY17, \$1.3M for FY18 - FY21.
  - c. Excluded debt declines during FY17-21 per existing schedule.
  
2. **State Aid:**
  - a. State Aid estimates assume Unrestricted General Government Aid increases \$200K annually for FY18 – FY21.
  - b. Chapter 70 is projected to increase \$100K for FY18 – FY21. This may be subject to change depending on future State revenue collection trends and Legislative action.
  - c. Charter School Tuition reimbursements increase 2% annually for FY18 – FY21.
  
3. **Available Funds:**
  - a. Sewer Fees Offset in accordance with actual cost of covering Indirect Costs.
  - b. Childcare Revolving Fund reimbursement increases 5% annually for FY18- FY21 to cover cost of employee benefits.
  
4. **Local Receipts:**
  - a. Motor Vehicle Excise is projected to increase \$50,000 annually for FY18 – FY21.
  - b. Permits increase by \$25K during FY18-21.
  - c. Assume a 2% increase for other line items.
  
5. **Sewer Enterprise Revenue:**
  - a. Fees set in an amount to cover both direct and indirect expenses.

## Expenditures

The following expenditure assumptions were used in the development of the forecast.

1. For General Government Personnel in FY17 – FY21: Includes step increases for eligible employees and 2.0% COLA.
2. General Government Expenses are projected to increase 2.0% for FY18 – FY21, unless specified below.
3. **Public Education** exceptions include:
  - a. Total School cost projections for personnel and expenses are based on the FY17 Budget plus 3.0% for FY18 – FY21
  - b. Nashoba Assessment increase estimated at 5% annually for FY18- FY21.
4. **Municipal Administration** exceptions include:
  - a. 3% increase per year in legal expenses;
  - b. Additional cost of national elections in odd years;
5. **Public Works** exceptions include:
  - a. 2.5% increase in Snow & Ice expenses per year to be reflective of program costs for FY18 –FY21.
  - b. 2.5% for FY18 – FY21 to reflect solid waste disposal program costs.
6. **Benefits and Insurance** exceptions include:
  - a. Workers Compensation costs increase by 5% per year.
  - b. Middlesex Retirement assessment increases 6.5% annually from FY18 – FY21. Projections reflect the adoption of a 2035 funding schedule.
  - c. Medicare tax has been increased by 4% per year.
  - d. Health Insurance assumes annual increases 5.0% for FY18 – FY21.
7. **Debt Service** includes:
  - a. Principal and interest payments according to existing schedules.
  - b. Excluded debt declines FY17 – FY21 per schedule for outstanding debt.
  - c. Assumes continuation of our annual \$3.0M Capital Improvement Program.
8. **State Assessments & Overlay** include:
  - a. Charter School Assessment increases 10% annually.

# Five Year Financial Forecast

4/22/2016

<b>REVENUE</b>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<b>Local Taxes</b>					
Base Factor	\$85,490,204	\$89,227,459	\$92,758,146	\$96,377,099	\$100,086,527
2 1/2% Increase	\$2,137,255	\$2,230,686	\$2,318,954	\$2,409,427	\$2,502,163
New Growth	\$1,600,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000
Override	\$0	\$0	\$0	\$0	\$0
Excluded Debt	<u>\$4,490,241</u>	<u>\$4,409,075</u>	<u>\$4,344,041</u>	<u>\$4,263,081</u>	<u>\$3,680,665</u>
Max. Allowable Levy	\$93,717,700	\$97,167,221	\$100,721,140	\$104,349,608	\$107,569,355
Levy Used	\$93,717,700	\$97,167,221	\$100,721,140	\$104,349,608	\$107,569,355
<b>State Aid</b>					
Chapter 70	\$10,572,418	\$10,672,418	\$10,772,418	\$10,872,418	\$10,972,418
School Choice-Offset	\$375,373	\$382,880	\$390,538	\$398,349	\$406,316
Charter Tuition Reimbursements	\$148,002	\$150,962	\$153,981	\$157,061	\$160,202
Libraries-Offset	\$49,410	\$50,398	\$51,406	\$52,434	\$53,483
Veterans Benefits	\$170,487	\$170,487	\$170,487	\$170,487	\$170,487
General Municipal Aid (Lottery)	\$4,880,124	\$5,080,124	\$5,280,124	\$5,480,124	\$5,680,124
Exemption Reimbursement	\$226,955	\$238,303	\$250,218	\$262,729	\$275,865
State Land-PILOT	<u>\$6,633</u>	<u>\$6,766</u>	<u>\$6,901</u>	<u>\$7,039</u>	<u>\$7,180</u>
Sub-Total	\$16,429,402	\$16,752,338	\$17,076,073	\$17,400,641	\$17,726,075
<b>Available Funds</b>					
Wetland Protection Act	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Sewer User Fees-Offset	\$565,993	\$585,803	\$606,306	\$627,526	\$649,490
Sewer Betterments	\$2,401,037	\$2,392,857	\$2,377,726	\$2,367,746	\$2,357,712
Childcare Revolving Fund Benefits	\$145,386	\$152,655	\$160,288	\$168,302	\$176,718
PEG CATV Enterprise - Offsets	\$95,063	\$97,915	\$100,852	\$103,878	\$106,994
Stabilization	\$0	\$0	\$0	\$0	\$0
Free Cash	\$0	\$0	\$0	\$0	\$0
Sub-Total	\$3,213,479	\$3,235,230	\$3,251,172	\$3,273,453	\$3,296,914
<b>Local Receipts</b>					
Motor Vehicle Excise	\$4,800,000	\$4,850,000	\$4,900,000	\$4,950,000	\$5,000,000
Meals Tax (.75%)	\$555,000	\$566,100	\$577,422	\$588,970	\$600,750
Interest on Taxes	\$375,000	\$375,000	\$375,000	\$375,000	\$375,000
Departmental Fees	\$350,000	\$357,000	\$364,140	\$371,423	\$378,851
Rental Income	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Dept. Revenue- Schools	\$200	\$200	\$200	\$200	\$200
Dept. Revenue- Cemetery	\$125,000	\$127,500	\$130,050	\$132,651	\$135,304
Dept. Revenue- Other	\$205,000	\$209,100	\$213,282	\$217,548	\$221,899
Alcoholic Licenses	\$95,000	\$96,900	\$98,838	\$100,815	\$102,831
Other Licenses	\$80,000	\$81,600	\$83,232	\$84,897	\$86,595
Permits	\$750,000	\$775,000	\$800,000	\$825,000	\$850,000
Fines and Forfeits	\$235,000	\$239,700	\$244,494	\$249,384	\$254,372
Interest on Investments	\$275,000	\$280,500	\$286,110	\$291,832	\$297,669
Miscellaneous, Recurring	\$359,393	\$366,581	\$373,912	\$381,391	\$389,019
Hotel Tax	\$495,000	\$504,900	\$514,998	\$525,298	\$535,804
Solar Net Metering	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Miscellaneous, Non-Recurring	\$250,407	\$255,415	\$260,523	\$265,734	\$271,049
LRTA	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Sub-Total	\$9,350,000	\$9,485,496	\$9,622,202	\$9,760,142	\$9,899,341
<b>TOTAL</b>	\$122,710,581	\$126,640,284	\$130,670,588	\$134,783,843	\$138,491,684

# Five Year Financial Forecast

4/22/2016

<u>EXPENDITURES</u>	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<b>MUNICIPAL ADMINISTRATION</b>					
<u>Personnel Costs</u>					
Executive Office					
Selectmen	\$68,815	\$71,568	\$74,430	\$77,408	\$80,504
Town Manager	\$256,336	\$266,589	\$277,253	\$288,343	\$299,877
Human Resources	\$98,496	\$102,436	\$106,533	\$110,795	\$115,226
Finance Office					
Treasurer/Collector	\$298,263	\$310,194	\$322,601	\$335,505	\$348,926
Info. Technology	\$100,553	\$104,575	\$108,758	\$113,108	\$117,633
Assessors	\$265,692	\$276,320	\$287,372	\$298,867	\$310,822
Accounting	\$290,231	\$301,840	\$313,914	\$326,470	\$339,529
Town Clerk					
Town Clerk	\$253,084	\$263,207	\$273,736	\$284,685	\$296,072
Registrars	\$4,000	\$4,160	\$4,326	\$4,499	\$4,679
Administrative Support					
Administrative Support	\$2,950	\$3,068	\$3,191	\$3,318	\$3,451
Planning and Development					
Community Development	\$100,130	\$104,135	\$108,301	\$112,633	\$117,138
Historic District	\$1,500	\$1,560	\$1,622	\$1,687	\$1,755
Comm. On Disabilities	\$0	\$0	\$0	\$0	\$0
Conservation	\$50,119	\$52,124	\$54,209	\$56,377	\$58,632
Board of Appeals	\$1,000	\$1,045	\$1,092	\$1,141	\$1,193
Planning Board	\$45,272	\$47,083	\$48,966	\$50,925	\$52,962
<u>Expenses</u>					
Executive Office					
Selectmen	\$11,425	\$11,654	\$11,887	\$12,124	\$12,367
Town Manager	\$31,200	\$32,604	\$34,071	\$35,604	\$37,207
Human Resources	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247
Annual Report	\$3,000	\$3,060	\$3,121	\$3,184	\$3,247
Finance Office					
Treasurer/Collector	\$211,500	\$215,730	\$220,045	\$224,445	\$228,934
Info. Technology	\$281,600	\$287,232	\$292,977	\$298,836	\$304,813
Assessors	\$146,050	\$148,971	\$151,950	\$154,989	\$158,089
Accounting	\$63,020	\$54,500	\$65,500	\$55,590	\$55,591
Town Clerk					
Town Clerk	\$22,820	\$23,276	\$23,742	\$24,217	\$24,701
Registrars	\$0	\$0	\$0	\$0	\$0
Elections	\$127,700	\$45,000	\$75,000	\$50,000	\$75,000
Administrative Support					
Moderator/FinCom/Constable	\$825	\$842	\$858	\$875	\$893
Legal Services	\$195,000	\$200,850	\$206,876	\$213,082	\$219,474
Planning and Development					
Community Development	\$21,050	\$21,471	\$21,900	\$22,338	\$22,785
NMCOG	\$9,927	\$10,126	\$10,328	\$10,535	\$10,745
Board of Appeals	\$1,250	\$1,275	\$1,301	\$1,327	\$1,353
Historic District	\$95	\$97	\$99	\$101	\$103
Comm. On Disabilities	\$275	\$281	\$286	\$292	\$298
Conservation	\$2,815	\$2,871	\$2,929	\$2,987	\$3,047
Planning Board	<u>\$3,325</u>	<u>\$3,392</u>	<u>\$3,459</u>	<u>\$3,529</u>	<u>\$3,599</u>
Sub-Total	\$2,972,318	\$2,976,194	\$3,115,755	\$3,183,002	\$3,313,893

# Five Year Financial Forecast

4/22/2016

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<b>PUBLIC EDUCATION</b>					
Chelmsford Public Schools	\$54,500,000	\$56,135,000	\$57,819,050	\$59,842,717	\$61,937,212
Nashoba Technical H.S.	\$2,828,220	\$2,969,631	\$3,118,113	\$3,274,018	\$3,437,719
Out of District Tuition	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Sub-Total	\$57,328,220	\$59,104,631	\$60,937,163	\$63,116,735	\$65,374,931
 <b>PUBLIC SAFETY</b>					
<u>Personnel Costs</u>					
Police Department	\$5,508,719	\$5,729,068	\$5,958,230	\$6,196,560	\$6,444,422
Animal Control	\$54,974	\$57,173	\$59,460	\$61,838	\$64,312
Fire Department	\$5,117,559	\$5,322,261	\$5,535,152	\$5,756,558	\$5,986,820
Animal Inspector	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Inspections	\$277,934	\$289,051	\$300,613	\$312,638	\$325,143
<u>Expenses</u>					
Police Department	\$743,000	\$757,860	\$773,017	\$788,478	\$804,247
Animal Control	\$8,050	\$8,211	\$8,375	\$8,543	\$8,714
Fire Department	\$341,710	\$348,544	\$355,515	\$362,625	\$369,878
Emergency Management	\$3,100	\$3,162	\$3,225	\$3,290	\$3,356
Animal Inspector	\$380	\$388	\$395	\$403	\$411
Inspections	<u>\$29,200</u>	<u>\$30,514</u>	<u>\$31,887</u>	<u>\$33,322</u>	<u>\$34,822</u>
Sub-Total	\$12,085,626	\$12,547,232	\$13,026,871	\$13,525,255	\$14,043,125
 <b>PUBLIC WORKS</b>					
<u>Personnel Costs</u>					
<u>DPW</u>					
Engineer/Administration	\$434,200	\$451,568	\$469,631	\$488,416	\$507,953
Solid Waste	\$23,091	\$24,015	\$24,975	\$25,974	\$27,013
Highway	\$1,267,674	\$1,318,381	\$1,371,116	\$1,425,961	\$1,482,999
Snow and Ice	\$315,000	\$322,875	\$330,947	\$339,221	\$347,701
Parks	\$61,364	\$63,819	\$66,371	\$69,026	\$71,787
Public Buildings	\$24,414	\$25,391	\$26,406	\$27,462	\$28,561
Facilities	\$808,593	\$840,937	\$874,574	\$909,557	\$945,939
Cemetery	\$285,991	\$297,431	\$309,328	\$321,701	\$334,569
<u>Expenses</u>					
<u>DPW</u>					
Engineer/Administration	\$22,500	\$22,950	\$23,409	\$23,877	\$24,355
Public Trees	\$67,000	\$68,340	\$69,707	\$71,101	\$72,523
Streetlighting	\$90,000	\$91,800	\$93,636	\$95,509	\$97,419
Solid Waste	\$2,383,994	\$2,443,594	\$2,504,684	\$2,567,301	\$2,631,483
Highway	\$679,500	\$693,090	\$706,952	\$721,091	\$739,118
Snow and Ice	\$828,500	\$849,213	\$870,443	\$892,204	\$914,509
Parks	\$17,960	\$18,319	\$18,686	\$19,059	\$19,440
Public Buildings	\$165,100	\$168,402	\$171,770	\$175,205	\$178,710
Facilities	\$668,450	\$681,819	\$695,455	\$709,364	\$723,552
Cemetery	<u>\$53,350</u>	<u>\$54,417</u>	<u>\$55,505</u>	<u>\$56,615</u>	<u>\$57,748</u>
Sub-Total	\$8,196,681	\$8,436,359	\$8,683,595	\$8,938,645	\$9,205,379

# Five Year Financial Forecast

4/22/2016

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<b>COMMUNITY SERVICES</b>					
<u>Personnel Costs</u>					
<b>Human Services</b>					
Veterans	\$73,236	\$76,165	\$79,212	\$82,381	\$85,676
Council on Aging	\$296,232	\$308,081	\$320,405	\$333,221	\$346,550
<b>Community Enrichment</b>					
Recreation	\$0	\$0	\$0	\$0	\$0
Historical Commission	\$650	\$676	\$703	\$731	\$760
Board of Health	\$303,760	\$315,910	\$328,547	\$341,689	\$355,356
Library	\$1,443,559	\$1,501,301	\$1,561,353	\$1,623,808	\$1,688,760
<u>Expenses</u>					
<b>Human Services</b>					
Veterans	\$230,000	\$234,600	\$239,292	\$244,078	\$248,959
Council on Aging	\$147,346	\$150,293	\$153,299	\$156,365	\$159,492
<b>Community Enrichment</b>					
Recreation	\$37,000	\$38,665	\$40,405	\$42,223	\$44,123
Cultural Council	\$2,350	\$2,397	\$2,445	\$2,494	\$2,544
Public Celebrations	\$2,800	\$2,856	\$2,913	\$2,971	\$3,031
Historical Commission	\$1,400	\$1,428	\$1,457	\$1,486	\$1,515
Board of Health	\$21,880	\$22,318	\$22,764	\$23,219	\$23,684
Library	<u>\$448,727</u>	<u>\$457,702</u>	<u>\$466,856</u>	<u>\$476,193</u>	<u>\$485,717</u>
Sub-Total	\$3,008,940	\$3,112,393	\$3,219,650	\$3,330,857	\$3,446,167
<b>BENEFITS &amp; INSURANCE</b>					
<u>Insurance</u>					
Buildings/Auto/ Liability	\$300,000	\$315,000	\$330,750	\$347,288	\$364,652
Workers Compensation	\$350,000	\$367,500	\$385,875	\$405,169	\$425,427
<u>Employee Benefits</u>					
Middlesex Retirement	\$7,552,208	\$8,043,102	\$8,565,903	\$9,122,687	\$9,715,661
Unemployment	\$100,000	\$102,000	\$104,040	\$106,121	\$108,243
Medicare Tax	\$865,000	\$899,600	\$935,584	\$973,007	\$1,011,928
Health Insurance	\$10,968,040	\$11,516,442	\$12,092,264	\$12,696,877	\$13,331,721
IOD- Retirees	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412
IOD Insurance	\$125,000	\$128,125	\$131,328	\$134,611	\$137,977
OPEB Liability Trust	<u>\$1,000,000</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>	<u>\$1,000,000</u>
Sub-Total	\$21,265,248	\$22,376,869	\$23,550,946	\$24,791,066	\$26,101,021

# Five Year Financial Forecast

4/22/2016

	<u>FY17</u>	<u>FY18</u>	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>
<b>DEBT SERVICE</b>					
Excluded Debt	\$4,490,241	\$4,409,075	\$4,344,041	\$4,263,081	\$3,680,665
Betterment Funded	\$2,401,037	\$2,392,857	\$2,377,726	\$2,367,746	\$2,357,712
Non-Excluded Debt	<u>\$7,234,480</u>	<u>\$7,231,699</u>	<u>\$6,509,960</u>	<u>\$6,493,511</u>	<u>\$6,128,201</u>
Sub-Total	\$14,125,758	\$14,033,631	\$13,231,727	\$13,124,338	\$12,166,578
 <b>STATE ASSESSMENTS &amp; OVERLAY</b>					
Assessments					
Special Education					
State & Transportation Authorities	\$357,374	\$375,243	\$394,005	\$413,705	\$434,390
Charter School & School Choice	\$1,698,681	\$1,868,549	\$2,055,404	\$2,260,944	\$2,487,039
Cherry Sheet Offsets	\$396,735	\$433,279	\$441,944	\$450,783	\$459,799
Prior Year Deficit- Snow & Ice					
Other					
Prior Year Deficit- Tax Title					
Overlay	<u>\$875,000</u>	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>	<u>\$900,000</u>
Sub-Total	\$3,327,790	\$3,577,070	\$3,791,353	\$4,025,433	\$4,281,228
 <b>WARRANT ARTICLES</b>					
Prior Year Unpaid Bills					
Reserve Fund	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000
Collective Bargaining Settlements					
E-Rate Reimbursement					
Out of Dist. Tuition					
Misc. Financial Warrant Articles					
Sub-Total	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$400,000</u>	<u>\$400,000</u>
<b>Total Expenditures</b>	<b>\$122,710,581</b>	<b>\$126,564,378</b>	<b>\$129,957,059</b>	<b>\$134,435,330</b>	<b>\$138,332,321</b>

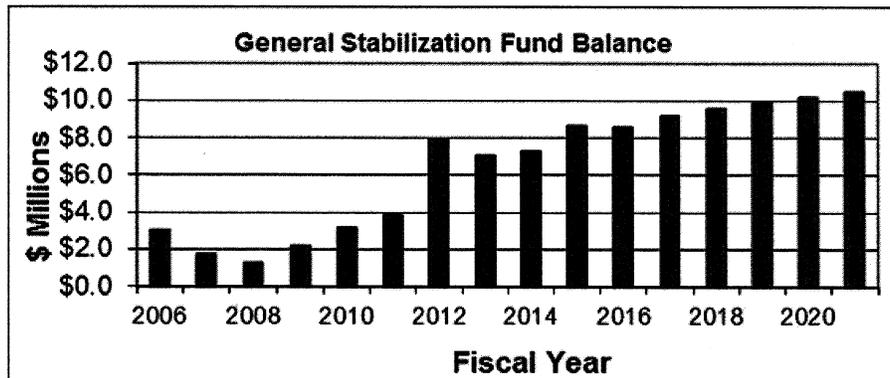
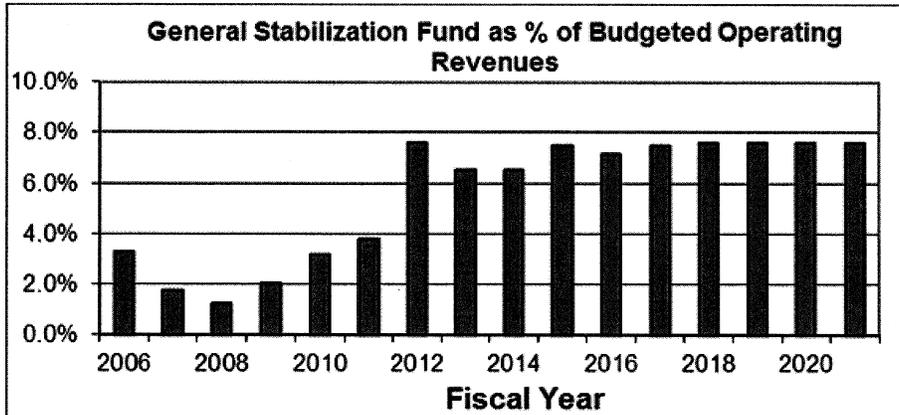
<b>Summary General Fund</b>					
Revenues-Total	\$122,710,581	\$126,640,284	\$130,670,588	\$134,783,843	\$138,491,684
Expenditures-Total	<u>\$122,710,581</u>	<u>\$126,564,378</u>	<u>\$129,957,059</u>	<u>\$134,435,330</u>	<u>\$138,332,321</u>
Balance	\$0	\$75,906	\$713,529	\$348,513	\$159,363
<b>Exp. Percent Incr. Over PY</b>	<b>2.73%</b>	<b>3.14%</b>	<b>2.68%</b>	<b>3.45%</b>	<b>2.90%</b>

<b>Summary Sewer Enterprise Fund</b>					
Sewer User Fee Revenue	\$3,955,311	\$4,052,580	\$4,152,520	\$4,255,215	\$4,360,749
Personnel	\$908,120	\$944,445	\$982,223	\$1,021,511	\$1,062,372
Expenses	\$3,047,191	\$3,108,135	\$3,170,298	\$3,233,703	\$3,298,378
Sewer Expenditure-Totals	<u>\$3,955,311</u>	<u>\$4,052,580</u>	<u>\$4,152,520</u>	<u>\$4,255,215</u>	<u>\$4,360,749</u>
Balance	\$0	\$0	\$0	\$0	\$0
<b>Exp. Percent Incr. Over PY</b>	<b>1.80%</b>	<b>2.46%</b>	<b>2.47%</b>	<b>2.47%</b>	<b>2.48%</b>

# GENERAL STABILIZATION FUND

<b>General Stabilization Fund History &amp; 5-Year Plan</b>					
<b>Fiscal Year</b>	<b>Transfer Out</b>	<b>Transfer In</b>	<b>Interest</b>	<b>Fund Balance</b>	<b>% Budgeted Operating Revenues</b>
2006	\$2,000,000	\$1,000,000	\$120,591	\$2,981,676	3.3%
2007	\$1,900,000	\$468,864	\$144,873	\$1,695,413	1.8%
2008	\$1,795,896	\$1,210,179	\$153,127	\$1,252,823	1.2%
2009	\$1,469,541	\$2,212,005	\$155,427	\$2,150,714	2.0%
2010	\$361,111	\$1,245,184	\$95,057	\$3,129,844	3.2%
2011		\$676,791	\$33,635	\$3,840,271	3.8%
2012		\$3,957,862	\$166,545	\$7,964,678	7.6%
2013	\$1,500,000	\$535,323	\$19,631	\$7,019,632	6.5%
2014			\$247,617	\$7,267,249	6.5%
2015	\$0	\$1,243,436	\$169,297	\$8,679,982	7.5%
*2016	\$920,695	\$681,046	\$135,000	\$8,575,333	7.1%
*2017	\$500,000	\$900,000	\$183,507	\$9,158,839	7.5%
*2018	\$500,000	\$750,000	\$193,177	\$9,602,016	7.6%
*2019	\$500,000	\$600,000	\$200,040	\$9,902,056	7.6%
*2020	\$500,000	\$600,000	\$206,041	\$10,208,098	7.6%
*2021	\$500,000	\$600,000	\$212,162	\$10,520,260	7.6%

\* Projected years assume annual transfers in from free cash upon availability, operating budget increases based upon 5-Year Financial Forecast projections, and 2.0% investment earnings. FY16 Fund Balance is projected.



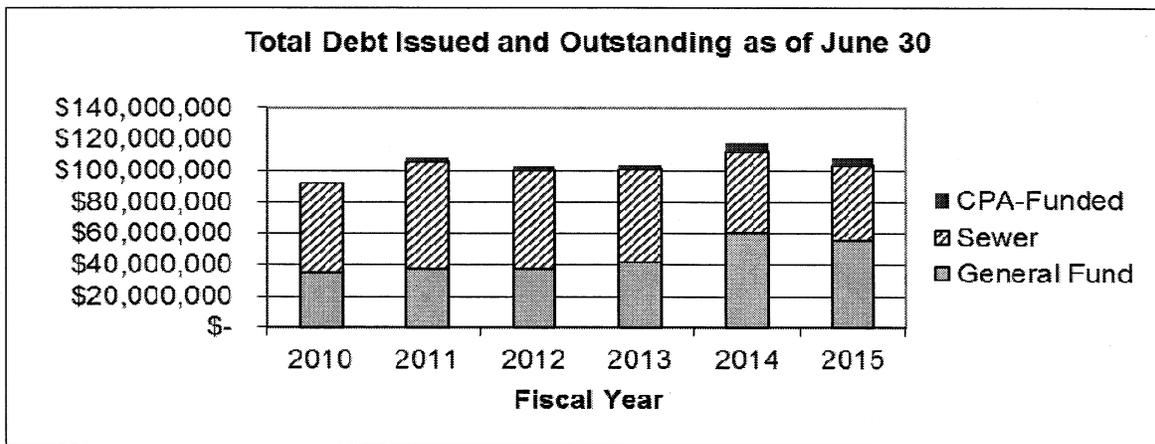
# DEBT MANAGEMENT

Prudent use of debt financing is an important part of the Town's overall fiscal planning. The primary objective of any debt management approach is to borrow at the least cost over the term of repayment of the debt. Attainment of this objective requires clear positions regarding for what purpose to borrow, when to schedule debt-financed projects and how long to extend the repayment.

A rapid repayment schedule ensures cost savings to the community and seeks to avoid strapping future generations with large debt loads. Debt is typically retired in five to ten years, depending on the expected useful life of the capital asset being financed. However, new and renovated building projects and the sewer project are planned to have a twenty year repayment term.

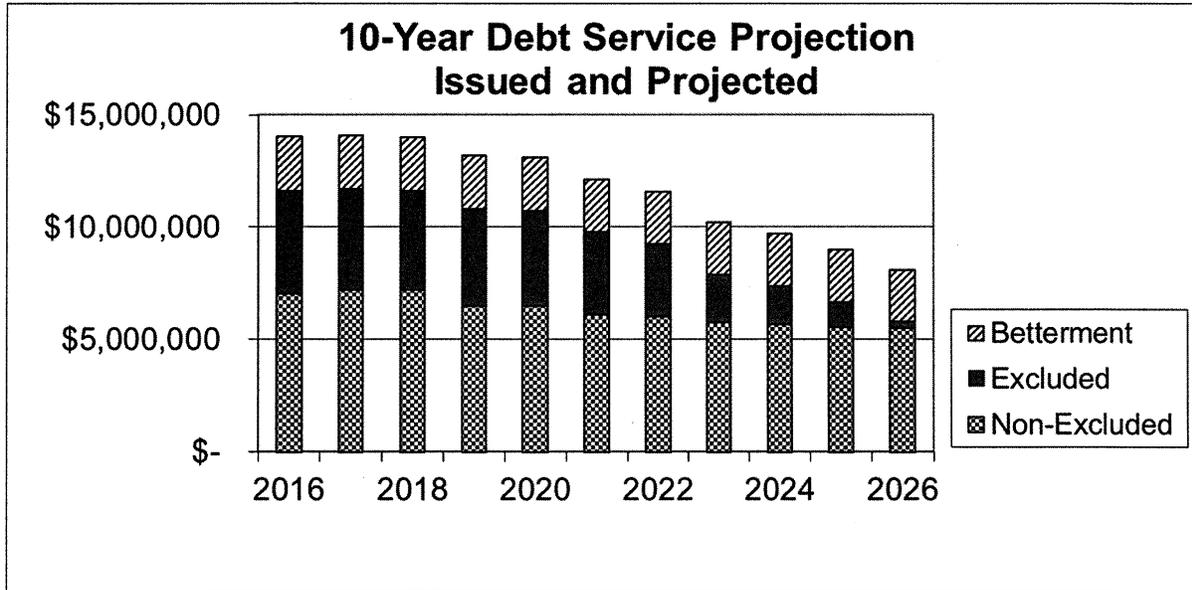
All debt is issued as general obligation debt. This means that the full faith and credit of the Town is pledged to the bondholder. Debt issued on behalf of the Town's sewer construction project approved prior to 2003 is exempt from Proposition 2 ½ as is debt issued on behalf of the public works facility renovation and secondary school construction and renovation projects. Sewer construction debt approved since 2003 is paid with sewer betterment revenue. Repayment of all other issued debt must be funded within the levy limit.

Standard & Poor's affirmed the Town's credit rating at an unprecedented AA+ with a Stable Outlook at our last review in July 2015 2014. The Town has received two bond rating upgrades since June 2012. Analysts noted that the AA+ rating reflected sustained improvement in the Town's financial position and performance as well as the Town's strong financial management practices. As with a personal credit rating, the Town's credit rating is a statement of its overall fiscal health as a government and as a community. The benefit of a strong credit rating is realized in lower interest costs on the Town's long-term debt issues.



<b>Total Outstanding Debt as of June 30</b>						
<b>Fiscal Year</b>	2010	2011	2012	2013	2014	2015
CPA-Funded	\$ 450,000	\$ 3,100,000	\$ 2,670,000	\$ 3,025,000	\$ 5,395,985	\$ 4,745,000
General Fund	\$ 34,637,635	\$ 37,630,083	\$ 37,279,125	\$ 41,841,743	\$ 60,212,870	\$ 55,831,667
Sewer	\$ 57,156,852	\$ 67,946,337	\$ 63,129,059	\$ 58,885,337	\$ 52,161,296	\$ 47,672,570
<b>Total</b>	<b>\$ 92,244,487</b>	<b>\$ 108,676,420</b>	<b>\$ 103,078,184</b>	<b>\$ 103,752,080</b>	<b>\$ 117,770,151</b>	<b>\$ 108,249,237</b>

# 10-YEAR DEBT SERVICE PROJECTION



<b>Fiscal Yr.</b>	<b>Non-Excluded</b>	<b>Excluded</b>	<b>Betterment Funded</b>	<b>Total</b>
2016	\$ 7,066,170	\$ 4,570,411	\$ 2,409,167	\$ 14,045,748
2017	\$ 7,234,480	\$ 4,490,241	\$ 2,401,037	\$ 14,125,758
2018	\$ 7,231,699	\$ 4,409,075	\$ 2,392,857	\$ 14,033,631
2019	\$ 6,509,960	\$ 4,344,041	\$ 2,377,726	\$ 13,231,727
2020	\$ 6,493,511	\$ 4,263,081	\$ 2,367,746	\$ 13,124,338
2021	\$ 6,128,201	\$ 3,680,665	\$ 2,357,712	\$ 12,166,578
2022	\$ 6,030,548	\$ 3,222,805	\$ 2,347,627	\$ 11,600,980
2023	\$ 5,793,136	\$ 2,111,203	\$ 2,339,104	\$ 10,243,443
2024	\$ 5,678,473	\$ 1,710,937	\$ 2,330,297	\$ 9,719,707
2025	\$ 5,550,480	\$ 1,138,744	\$ 2,321,202	\$ 9,010,426
2026	\$ 5,507,130	\$ 299,594	\$ 2,311,818	\$ 8,118,542



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# APPENDIX C

FUND BALANCES AND DESCRIPTIONS



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## **Fund Descriptions**

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The financial operations of the Town are organized into funds and account groups, each of which is a separate fiscal and accounting entity. Every revenue received or expenditure made by the Town is accounted for through one of the funds or account groups listed below.

### **Governmental Funds**

Most Town functions are financed through what are called governmental funds. There are three types of governmental funds maintained by the Town: the General Fund, Special Revenue Funds, and the Capital Projects Fund.

**General Fund:** The General Fund is the major operating fund of the Town government and it accounts for the vast majority of Town operations. The General Fund is supported by revenues from real estate & personal property taxes, state & federal aid, excise taxes, investment income, fines & forfeitures, and fees & charges. Most of the Town's departments including the Schools are supported in whole or in part by the General Fund.

**Special Revenue Funds:** Special Revenue Funds are used to account for those types of revenues that are legally restricted to being spent for a specific purpose (except expendable trusts, or major capital projects). These revenues must be accounted for separately from the General Fund for a variety of reasons, and do not necessarily follow the same fiscal year as the General Fund. The Town's Special Revenue Funds are grouped into five categories:

1. **Revolving Funds:** Revolving Funds allow the Town to raise revenues from a specific service and use those revenues to support the service without appropriation. Revolving Funds are established by statute or by-law and may require reauthorization each year at Town Meeting. The Town maintains approximately 21 different revolving funds for a number of purposes including Senior Center Programs, Health Department Immunization Programs, Cultural Council Programs, the Chelmsford Ice Skating Forum, School Department Athletics, Child Care, and the School Lunch Program.
2. **Receipts Reserved for Appropriation:** are special revenues that are restricted to a specific use but also require appropriation by Town Meeting such as Sewer Betterment Fees, monies from the sale of Cemetery lots and graves, Conservation Wetland Protection fees, and the proceeds from the sale of Town property.
3. **School Grants:** accounts for approximately 38 specially financed education programs under grants received from the Federal or State government including professional development, smoking cessation, truancy prevention, SPED Early Childhood Development, Drug Free School Programs, and certain capital improvements.
4. **Other Intergovernmental Funds:** accounts for approximately 27 individual grants or monies received by the Town from Federal or State government. These include a variety of Community Policing Grants, Chapter 90 highway monies, State Election Grants, State Library Aid, and Council on Aging programs such as "meals-on-wheels."

5. **Other Special Revenue Funds:** account for miscellaneous special revenues often involving private donations for a specific purpose such as the Arts & Technology Education Fund, departmental gifts for police & fire, various COA programs, and Planning Board gifts from developers for infrastructure improvements related to proposed projects.

**Capital Projects Fund:** The Capital Projects Fund is used to account for monies used for the acquisition or construction of major capital facilities (buildings, roads, etc.) other than those financed by trust funds. The Town's Capital Projects Fund is funded primarily by the receipt of bond proceeds resulting from the Town's issuance of bonds for a specific project grants, but may also be derived from private sources, grants, or transfers from other Town funds.

### **Fiduciary Funds**

Fiduciary Funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, and other governmental units. Fiduciary Funds include expendable trusts, non-expendable trusts, and agency funds.

1. **Expendable Trusts:** are used to account for monies received by the Town in a trustee capacity where both the principal and earnings of the fund may be expended. Examples include the Town Stabilization Fund and the Library Endowment Fund.
2. **Non-expendable Trusts:** are used to account for trusts where the principal must remain intact. Generally income earned on the non-expendable trust principal may be expended in accordance with the conditions of the trust. An example is the Cemetery Department's Perpetual Care Trust.
3. **Agency Funds:** are used to account for funds that are custodial in nature and do not involve the measurement of operations. Examples include the Town's deferred compensation plan as well as the self-insured Medical Trust that accounts for employee contributions and payments of medical claims.

### **Account Groups**

The last category maintained by the Town is the General Long-term Debt Account group that accounts for the balances due on long-term debt that the Town has financed.

### **Basis of Accounting**

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Town considers property taxes as available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

The accrual basis of accounting is utilized by non-expendable trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

### **Budgeting**

An annual budget is adopted for the Town's General Fund. Although legislative approval is required for certain capital projects and borrowing authorizations, annual budgets are not prepared for any other fund.

The Town's annual budget is adopted on a statutory basis that differs on some respects from generally accepted accounting principals (GAAP). The major differences between the budget and GAAP basis are that:

1. Budgeted revenues are recorded when cash is received, except for real estate and personal property taxes, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
2. Encumbrances are treated as expenditures in the year the commitment is made. Also, certain appropriations, known as special articles, do not lapse and are treated as budgetary expenditures in the year they are authorized.



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# APPENDIX D

## GLOSSARY OF TERMS

## Glossary of Terms

**Abatement:** A reduction or elimination of a level imposed by a governmental unit applicable to tax levies, motor vehicle excise, fees, charges and special assessments.

**Accounting System:** The total structure of records and procedures that identify, record, classify and report information on the financial position and operations of a governmental unit or any of its funds, balanced account groups or organizational components.

**Accrued Interest:** In an original governmental bond sale, accrued interest is the amount of interest that has accumulated on the bonds from the day they are dated up to, but not including, the date of delivery (settlement date).

**Amortization:** The gradual elimination of an obligation, such as a bond, according to a specified schedule of times and amounts. The principal amount of a home mortgage, for example, is amortized by monthly payments.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time in which it may be expended. Only a town meeting, council or the school committee can authorize money appropriated for one purpose to be used for another. Any amount that is appropriated may be encumbered (see **Encumbrance**). Any part of an appropriation not spent or encumbered by June 30 automatically reverts to the undesignated fund balance that may result in free cash. If departments know of remaining unpaid bills at the close of the fiscal year and properly notify the accountant (C 41, s 58), the departmental appropriation is encumbered to extend the general spending authorization until such time that the bill is paid or it is decided not to spend the funds.

If these encumbrances are not acted on within a year, the accountant generally notifies the department and closes them out. A special warrant article/appropriation, however, may carry forward from year to year until spent for the designated purpose or until it is transferred by a town meeting vote to another account.

**Arbitrage:** As applied to municipal debt, the investment of tax-exempt bond or note proceeds in taxable higher yielding securities. This practice is restricted under Section 103 of the Internal Revenue Service (IRS) Code, and (beyond certain limits) earnings are required to be rebated (paid) to the IRS.

**Assessed Valuation:** A valuation set upon real estate or other property by a government as a basis for levying taxes. In Massachusetts assessed valuation is based on *full and fair cash value*, the amount a willing buyer would pay a willing seller on the open market. Assessors must collect, record and analyze information about the physical characteristics of the property and the market in order to estimate the fair market value of all taxable properties in their communities.

**Audit:** An examination of systems, procedures and financial data by a certified accountant, reporting on the fairness of financial statements and compliance with statutes and regulations. (Audits can be valuable management tools for evaluating the fiscal performance of communities.)

**Audit Report:** The product of an audit prepared by an independent auditor. The report often includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions; (d) financial statements and schedules; and (e) statistical tables, supplementary comments and recommendations.

**Available Funds:** These are funds established through previous appropriations or results of favorable conditions. These may be appropriated to meet emergency or unforeseen expenses, large one-time or capital expenditures. Examples: Free Cash, Stabilization Fund, Overlay Surplus, Water Surplus and enterprise retained earnings.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

## Glossary of Terms

**Basis of Accounting:** Basis of accounting refers to when revenues and expenditures or expenses are recognized in accounts and reported on financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

All governmental funds and expendable trust and agency funds could be accounted for using the modified accrual basis of accounting. Under this method revenues are recognized when they become measurable and available as net current assets with the following guidelines:

Property taxes, excise taxes, departmental and governmental receivables are recorded as revenue when received in cash as are monies received during the first 60 days of the following fiscal year; and

Expenditures are generally recognized under the accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt, which is recognized when due.

All proprietary funds and nonexpendable trust and pension trust funds are accounted for using the accrual basis of accounting. Their revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

**Betterments (Special Assessments):** Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

**Bond:** A written promise to pay a specified sum of money, call the face value (par value) or principal amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time.

**Bond and Interest Record:** The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date, the bond and coupon numbers, and all other pertinent information concerning the bond issue. The term is synonymous with Bond Register.

**Bond Anticipation Note (BAN):** Once borrowing for a specific project has been approved by two-thirds vote of town meeting or city council and prior to issuing long-term bonds, short-term notes may be issued to provide cash for initial project costs. BANs may be issued for a period not to exceed five years but with a reduction of principal after two years (Ch. 44, s 17). The final maturity date of the project borrowing, beginning from the date the short-term note was issued, may not exceed the term specified by statute (Ch. 44, s 7 and 8). BANs are full faith and credit obligations.

**Bond Authorization:** See **Dept Authorization**.

**Bonds Authorized and Unissued:** Bonds that a government has been authorized to sell but has not yet done so. Issuance at this point is only contingent upon action by the treasurer and mayor or selectmen.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Budget:** A plan of financial operation embodying an estimate of proposed revenues and expenditures for a given period and the proposed means of financing them. A budget may be *preliminary* (the financial plan presented to the town meeting) or *final* (the plan approved by that body). The budget should be separated into basic units, either by department, program or service. The format is important because by

## Glossary of Terms

classifying by service or department, the budget is clearly defined and more easily understood by both local officials and town meeting.

**Budget Message:** A statement by the town's policymakers summarizing the plans and policies contained in the budget report, including an explanation of the principal budget items, an outline of the municipality's experience during the past year and its financial status at the time of the message, and recommendations regarding financial policy for the coming fiscal year.

**Budget Unit:** A department to which the town meeting appropriates funds.

**Capital Budget:** An annual appropriation or spending plan for capital expenditures (tangible assets or projects that cost at least \$25,000 and have a useful life of at least five years). This type of budget should recommend the method of financing for each item recommended and identify those items that are recommended to be deferred due to scarce resources.

**Capital Expenditures/Improvements:** These are items generally found in the capital budget such as construction, acquisitions, site development, major repairs or replacement to capital facilities and public ways and overhead costs. The fees for architects, engineers, lawyers, and other professional services, plus the cost of financing advance planning, may be included.

**Capital Improvements Program:** A comprehensive schedule for planning a community's capital expenditures. It coordinates community planning, fiscal capacity and physical development. While all of a community's needs should be identified in the program, there should also be a set of criteria that prioritizes expenditures. A capital program is a plan for capital expenditures that extends five years beyond the capital budget and is updated yearly.

**Capital Outlay Expenditure Exclusion:** A vote by a community at an election to exclude payments for a single year capital project from the levy limit. The exclusion is limited to one

year and may temporarily increase the levy above the levy ceiling.

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of managing monies of a local government in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.

**Cemetery Perpetual Care:** These funds are donated by individuals for the care of grave sites. According to Ch. 114, s 25, funds from this account must be invested and spent as directed by perpetual care agreements. If no agreements exist, interest (but not principal) may be used as directed by the cemetery commissioners for the purpose of maintaining cemeteries.

**Certification:** The action of a bank or trust company (or DOR's Bureau of Accounts for State House Notes) in certifying the genuineness of the municipal signatures and seal on a bond issue. The certifying agency may also supervise the printing of bonds and otherwise safeguard their preparation against fraud, counterfeiting, or over-issue. Also known as Authentication.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

**Cherry Sheet:** Named for the cherry colored paper on which it was originally printed, the Cherry Sheet is the official notification from the Commissioner of Revenue of the next fiscal year's state aid and assessments to communities and regional school districts. State aid to municipalities and regional school districts consists of two types: distributions and reimbursements. Distributions provide funds based on formulas, while reimbursements provide funds for costs incurred during a prior

## Glossary of Terms

period for certain programs or services. In addition, communities may receive “offset items” that must be spent on specific programs. Cherry Sheet Assessments are advanced estimates of state assessments and charges and county tax assessments. Local assessors are required to use these figures in setting the local tax rate. (Because these figures are estimates, it should be noted that the final aid or assessment may differ based on filing requirement and/or actual data information.)

**Cherry Sheet Offset Items:** Local aid accounts that may be spent without appropriation in the budget but which must be spent for specific municipal and regional school district programs. Current offset items include grants for public libraries and School Choice receiving tuition payments.

**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners (see Classification of the Tax Rate).

**Classification of the Tax Rate:** In accordance with M.G.L. Ch. 40, s 56, the selectmen vote to determine the tax rate options. Based on the residential factor adopted (see **Residential Factor**), any community may set as many as three different tax rates for: residential property; open space; and commercial, industrial and personal property.

**Collective Bargaining:** The negotiations between an employer and union representative regarding wages, hours and working conditions.

**Conservation Fund:** This fund may be expended for lawful conservation purposes as described in Ch. 40, s 8C. This fund may also be expended for damages related to the taking of land by eminent domain, provided that such taking has first been approved by a two-thirds vote of city council or town meeting.

**Consumer Price Index:** The statistical measure of changes in the overall price level of consumer goods and services based on prices of goods and services purchased by urban wage earners and clerical workers, including families and single persons. The index is often called the “cost-of-living index.”

**Cost-Benefit Analysis:** An analytical approach to solving problems of choice. First, different ways to achieve an objective are identified. Then an alternative is chosen to produce the required benefits at the lowest cost or greatest benefits for a given cost.

**Crosswalk:** A clear path linking separate considerations, such as a crosswalk between a line item and program budget. For example, all department appropriations are set up the same way. However, because of the programmatic and reporting responsibilities a school department has to the Department of Education (DOE), a school department generally has a very detailed set of line items by program. Expenditures must be tracked for DOE purposes, yet must also be easily communicated to the town accountant. Therefore, a crosswalk is established from the infinitesimal school detail to the larger picture of the town’s appropriation.

**Dept Authorization:** Formal approval to incur debt by municipal officials, in accordance with procedures stated in M.G.L. Ch. 44, specifically 2 1, 2, 3, 4a and 6-15.

**Debt Burden:** The level of debt of an issuer, usually as compared to a measure of value (debt as a percentage of assessed value, debt per capital, etc.). Sometimes debt burden is used in referring to debt service costs as a percentage of the annual budget.

**Debt Exclusion:** This is a vote by a municipality at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover the annual debt service payment is added to the levy limit for the life of the debt only. A debt exclusion may temporarily increase the levy above the levy ceiling. (See School Building Assistance Program.)

## Glossary of Terms

**Debt Limit:** The maximum amount of debt that a municipality may have authorized for qualified purposes under state and self-imposed ceilings.

**Debt Service:** The cost (usually stated in annual terms) of the principal retirement and interest of any particular issue.

**Default:** Failure to pay principal or interest when due.

**Direct Debt:** Debt a municipality has incurred in its own name as opposed to overlapping debt.

**Effective Interest Rate:** For a municipal borrower, the net cost of borrowing (expressed as an interest rate) after costs associated with a loan is accumulated and added to the nominal interest rate.

**Encumbrance:** Obligations in the form of purchase orders, contract or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved.

**Enterprise Funds:** An accounting mechanism allowing a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy. With an enterprise fund all costs of service delivery—direct, indirect and capital costs—are identified. This allows the community to recover total service costs through user fees if it so chooses. Enterprise accounting also enables communities to reserve the “surplus” or retained earnings generated by the operation of the enterprise rather than closing it out at yearend. According to Ch. 44 s 53F the services that may be treated as enterprises include, but are not limited to, water, sewer, hospital and airport services.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the commonwealth that is subject to local taxation. EQVs have historically been used as variables in distributing certain state aid accounts and for determining county assessments and certain other costs. The Commissioner of Revenue, in accordance with M.G.L. Ch. 58 s 10C, is charged with the

responsibility of bi-annually determining an equalized valuation for each town and city in the Commonwealth.

**Estimated Receipts:** Estimates of state and local miscellaneous receipts based on previous year’s receipts deducted by the assessors from gross amount to be raised by taxation.

**Excess and Deficiency:** Also called the “surplus revenue” account, this is the amount by which cash, accounts receivable and other assets exceed the liabilities and reserves.

**Excess Levy Capacity:** The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the board of selectmen or council must be informed of excess levying capacity and evidence of such acknowledgment must be submitted to DOR when setting the tax rate.

**Exemptions:** Upon approval of an application to the board of assessors, these are full or partial discharges from the obligation to pay a property tax by statute on particular categories of property or persons. Examples include hospitals, schools, houses of worship and cultural institutions that are of benefit to the community. In addition, exemptions may be granted for qualified veterans, persons over 70 years of age and certain financial hardships.

**Expenditure:** The spending of money by municipalities for programs within their approved budgets.

**Fiduciary Funds:** Fiduciary funds account for assets held by the municipality in a trustee capacity or as an agent for individuals, private organizations, other governments and other funds. These include expendable trust, nonexpendable trust, pension trust and agency funds. Nonexpendable trust and pension trust funds are accounted for in essentially the same manner as proprietary funds since capital maintenance is critical. Expendable trust funds are accounted for in essentially the same manner as governmental funds. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of

## Glossary of Terms

operations.

**Fiscal Year:** The Commonwealth and municipalities operate on a fiscal year that begins on July 1 and ends on June 30. The number of the fiscal year is that of the calendar year in which the fiscal year ends; e.g., the 2017 fiscal year, July 1, 2016, to June 30, 2017, is usually written as FY17. This, however, no longer coincides with the fiscal year followed by the federal government, which begins on October 1 and end on September 30.

**Fixed Costs:** These are costs that are legally or contractually mandated. (Examples: retirement, FICA/Social Security, insurances, debt service or interest.)

**Float:** The amount of money making up the difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Foundation Budget:** The target set for each school district defining the spending level necessary to provide an adequate education for all students. The foundation budget is comprised of both local effort and state aid.

**Free Cash:** (Also Budgetary Fund Balance) Funds remaining from the operations of the previous fiscal year that are certified by DOR's director of accounts as available for appropriation. Remaining funds include unexpended free cash from the previous year, receipts in excess of estimates shown on the tax recapitulation sheet and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount of remaining funds that can be certified as free cash.

The calculation of free cash is made based on the balance sheet, which is submitted by the community's auditor, accountant or comptroller. Typically, a community will attempt to maintain a free cash balance of between three and five percent of its total budget as a hedge against unforeseen expenditures, to ensure there will be an adequate reserve to prevent sharp fluctuations

in the tax rate, and to prevent expensive short-term borrowing. (Maintenance of an adequate free cash level is not a luxury but a necessary component of sound local fiscal management. Credit rating agencies and other members of the financial community expect municipalities to maintain free cash reserves; judgments regarding a community's fiscal stability are made, in part, on the basis of free cash.) Also see **Available Funds**.

**Full Faith and Credit:** A legal pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Fund:** An accounting entity with a self balancing set of accounts that are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

**Fund Accounting:** Organizing the financial records of a municipality into multiple funds. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the Massachusetts General Fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

**General Fund:** This non-earmarked fund is used to account for most financial resources and activity governed by the normal town meeting/city council appropriation process.

**General Obligation Bonds:** Bonds issued by a municipality that are backed by the full faith and credit of its taxing authority.

**Governing Body:** The board, committee, commissioners or other legislative body of a governmental unit including the school committee of a municipality.

## Glossary of Terms

**Indirect Cost:** Costs of a service not reflected in the service's operating budget. A determination of these costs is necessary to analyze the total cost of service delivery. (An example of an indirect cost of providing sewer service would be health insurance costs for sewer employees.)

**Interest:** Compensation paid or to be paid for the use of money, including interest payable at periodic intervals or as discount at the time a loan is made.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Land Fund:** A fund established in FY86 to which municipalities may add an annual appropriation earmarked for the acquisition of land or debt service on designated land purchases.

**Law Enforcement Trust Fund:** A revolving fund established to account for a portion of the proceeds from the sale of property seized from illegal drug-related activities. Funds may be expended to defray certain qualified law enforcement costs as outlined in Ch. 94C, s 47. Funds from this account may be expended by the police chief without further appropriation.

**Levy Ceiling:** The maximum tax assessed on real and personal property may not exceed 2 percent of the total full and fair cash value of all taxable property (M.G.L. Ch. 59 s 21C). Property taxes levied may exceed this limit only if the community passes a capital outlay expenditure exclusion, a debt exclusion or a special exclusion.

**Levy Limit:** The maximum amount a community can levy in a given year. The limit can grow each year by 2.5 percent of the prior year's levy limit (M.G.L. CH. 59 x 21C (f,g,k))

plus new growth and any overrides. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion or special exclusion.

**Line Item Budget:** A budget that focuses on inputs of categories of spending, such as supplies, equipment maintenance or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the Commonwealth to towns, cities and regional school districts. Estimates of local aid are transmitted to towns, cities and districts annually by the "Cherry Sheet." Most of the Cherry Sheet aid programs are considered revenues of the municipality's or regional school district's general fund and may be spent for any purpose subject, subject to appropriation.

**Local Appropriation Authority:** In a town, the town meeting has the power to levy directly a property tax. In a city, the city council has this power.

**Local Receipts:** Locally generated revenues other than real and personal property taxes and excluding enterprise fund revenues. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.

**Maturity:** The date upon which the principal of a bond becomes due and payable.

**Massachusetts Municipal Depository Trust:** Founded in 1977 it is an investment program in which municipalities may pool excess cash. It is under the supervision of the state treasurer.

**Minimum Required Local Contribution:** The minimum that a town or city must appropriate from property taxes and other local revenues for the support of schools.

**Moody's Investment Services, Inc.:** One of the leading municipal bond rating agencies.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any governmental unit below or subordinate to the state. "Municipals"

## Glossary of Terms

(i.e., municipal bonds) include not only the bonds of all local subdivisions such as towns, cities, school districts and special districts, but also bonds of states and agencies of the state.

**Municipal Revenue Growth Factor:** An estimate of the percentage change in a municipality's revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components: automatic 2 percent increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories and the change in selected unrestricted local receipts.

**M.G.L. (or MGLA):** Massachusetts General Laws, Annotated.

**Net School Spending (NSS):** Includes both school budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's NSS funding must equal or exceed the NSS Requirement established annually by the Department of Education.

**New Growth:** The taxing capacity added by new construction and other increases in the property tax base. New growth is calculated by multiplying the value associated with new construction by the tax rate of the previous fiscal year. For example, FY17 new growth is determined by multiplying the value of new construction in calendar 2015 (as valued on January 1, 2016) by the FY16 tax rate.

**Note:** A short-term loan, typically of a year or less in maturity.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Official Statement:** A document containing information about a prospective bond issue or a note issue which contains information about the issue and the issuer and is intended for the potential investor. The official statement is sometimes published with the notice of sale. It

is sometimes called an offering circular or prospectus.

**Offset Receipts:** Includes certain education programs and the aid to public libraries program which are designated on the Cherry Sheet as offset items. These amounts can be spent without appropriation but must be spent only for these specific programs.

**OPEB (Other Post-Employment Benefits):** Generally, the term refers to the cost of health care insurance benefits received when an employee begins retirement. OPEB does not include pension benefits.

**Operating Budget:** The plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Other Amounts to be Raised:** Amounts raised through taxation but which are not appropriations items. Generally, these are locally generated expenditures (e.g., overlay, teacher pay deferral, deficits) as well as state, county and other special district charges. Because these must be funded in the annual budget, special consideration should be given to them when finalizing the budget recommendations to town meeting. (See Tax Recapitulation).

**Overlapping Debt:** The share of regional school district and/or other regional agency debt which is allocable to and payable by a municipality as part of the fees or assessment from the regional entity.

**Overlay:** (Overlay Reserve or Reserve for Abatements and Exemptions) An Account established annually to fund anticipated property tax abatements and exemptions in that year. The overlay reserve is not established by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.

**Overlay Deficit:** A deficit that occurs when the amount of overlay raised in a given year is insufficient to cover abatements and statutory exemptions for that year. Overlay deficits must be provided for in the next fiscal year.

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**Overlay Surplus:** Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account (See Overlay). Within 10 days of a written request by the chief executive officer of a town or city, the assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is “closed” to surplus revenue, i.e., it becomes a part of free cash.

**Override:** A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit to no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount. (See Underwrite.)

**Override Capacity:** The difference between a community’s levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.

**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Personnel Services:** The cost of salaries, wages and related employment benefits.

**Price Index:** A statistical measure of change in overall prices. There are different indices, but they all compare the change in cost of a certain “bundle” of goods and services over a given period of time.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Property Tax Levy:** The amount a community can raise through the property tax. The levy can be any amount up to the levy limit plus exclusions.

**Purchased Services:** The cost of services that are provided by a vendor.

**Ratings:** Designations used by credit rating services to give relative indications of quality. Moody’s ratings range from the highest Aaa down through Aa, A-1, A, Baa-1, Baa, Ba, B, Caa, Ca, C. Standard and Poor” ratings include: AAA, AA, A, BBB, BB, B, CCC, CC, C, DDD, DD, and D.

**Refunding:** System by which an issue is redeemed by a new bond issue under conditions generally more favorable to the issuer.

**Registered Bond:** A bond whose owner is registered with the issuer or its agents, either as to both principal and interest or principal only.

**Reserve for Abatements and Exemptions:** See Overlay.

**Reserve Fund** An amount set aside annually within the budget of a town (not to exceed five percent of the tax levy for the preceding year) or city (not to exceed three percent of the tax levy for the preceding year) to provide a funding source for extraordinary and unforeseen expenditures. In a town, the finance committee can authorize transfers from this fund for “extraordinary and unforeseen” expenditures. Other uses of the fund require budgetary transfers by town meeting. In a city, transfers from this fund may be voted by the city council upon recommendation of the mayor.

**Revaluation (or re-certification of property values):** The assessors of each community are responsible for developing a reasonable and realistic program to achieve a fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors’ analysis and consideration of many factors, including, but not limited to, the following: the status of the existing valuation system; the results of an in-depth sales ratio study; the location and style of properties; and the accuracy of existing property record information.

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Every three years, assessors must submit property values to the state Department of Revenue for certification. Assessors must also maintain these values in the years between certifications. This is done so that each property taxpayer in the community pays his or her share of the cost of local government—no more or less—in proportion to the amount of money the property is worth.

**Revenue Anticipation Borrowing:** Cities, towns and districts may issue temporary notes in anticipation of taxes (TANs) or other revenue (RANs). The amount of this type of borrowing is limited to the total of the prior year's tax levy, the net amount collected in motor vehicle and trailer excise in the prior year and payments made by the Commonwealth in lieu of taxes in the prior year. According to Ch. 44 s 4, towns, cities and districts may borrow for up to one year in anticipation of such revenue.

**Revenue Anticipation Note (RAN):** A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not full faith and credit obligations.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues to support the service without appropriation. For departmental revolving funds, Ch. 44 s 53E stipulates that each fund must be reauthorized each year at annual town meeting or by city council action and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed 10 percent of the amount raised by taxation by the town or city in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single department or board.

No revolving fund expenditures shall be made for the purpose of paying any wages or salaries for full-time employees. Revolving funds for other programs as provided by statute are still allowed, and a departmental revolving fund may

be implemented in addition to or in conjunction with other existing statutory revolving funds, provided that the departmental revolving fund does not conflict with provisions of other revolving funds.

**Sale of Cemetery Lots Fund:** This fund is established to account for proceeds of the sale of cemetery lots. The proceeds must be used to offset certain expenses of the cemetery department under provisions of Ch. 114 s 43C.

**Sale of Real Estate Fund:** This fund is established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure. Chapter 44 s 63 states that such proceeds shall be applied first to the retirement of debt on the property sold. In the absence of such debt, funds may generally be used for purposes for which the town or city is authorized to borrow for a period of five years or more.

**School Building Assistance Program:** This program provides state grants for local and regional school construction projects. The SBA program is administered by the Office of the State Treasurer. If a community votes a debt exclusion to fund a school construction project, the amount of SBA funds received towards any school construction debt must be deducted before determining the net school debt exclusion. For example, a town receives a \$10.0M SBA grant on one project. The debt service due on this project is \$25.0M; therefore the town's maximum debt exclusion to be raised for this project would be \$15.0M.

**Security:** For Massachusetts municipalities, bonds or notes evidencing a legal debt on the part of the issuer.

**Serial Bond:** A bond of an issue that has maturities scheduled annually over a period of years.

**Special Assessment Bonds:** These bonds are payable from the proceeds of special assessments. If, in addition to the assessments, the full faith and credit of the governmental unit are pledged, they are known as "general obligation special assessment bonds."

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**Special Assessments:** See Betterments.

**Special Exclusion:** For a few limited capital purposes, a community may assess taxes above the amount of its levy limit or levy ceiling without voter approval. Otherwise, special debt and capital outlay exclusions are like voter approved exclusions. Presently, there are two special exclusions:

- Water and sewer project debt service costs that reduce the water and sewer rates by the same amount; and
- a program to assist homeowners to repair or replace faulty septic systems, removal of underground fuel storage tanks, or removal of dangerous levels of lead paint to meet public health and safety code requirements. In the second special exclusion, homeowners repay the municipality for the cost plus interest added apportioned over a period of time not to exceed 20 years similar to betterments.

**Stabilization Fund:** An account from which amounts may be appropriated for any lawful purpose. Towns may appropriate into this fund in any year an amount not to exceed 10 percent of the prior year's tax levy or a larger amount with the approval of the emergency finance board. The aggregate of the stabilization fund shall not exceed ten percent of the town's equalized value, and any interest shall be added to and become a part of the fund.

A two-thirds vote of town meeting or city council is required to appropriate money from the stabilization fund.

**Surplus Revenue:** The amount by which cash, accounts receivable and other floating assets exceed the liabilities and reserves.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base; for example, \$18.03 per \$1,000 of assessed valuation of taxable property.

**Tax Rate Recapitulation Sheet (also Recap Sheet):** A document submitted by a town or city to the Department of Revenue in order to set a property tax rate. The recap sheet shows all

estimated revenues and actual appropriations that affect the property tax rate. (In order to issue the third quarter property tax bills before January 1, the recap sheet should be submitted to the Department of Revenue before December.

**Tax Title:** Collection procedures that secures a lien on real property and protects the municipality's right to payment of overdue property taxes. (Without following this procedure, the lien on real property expires if three years elapse from the October 1 following the assessment date, and the property is transferred. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the city or town. After property recording the instrument of taking, the collector transfers responsibility for collecting the overdue amounts to the treasurer.)

**Term Bond:** Bonds for which the entire principal matures on one date. Massachusetts municipal general obligation bonds are required by law to be retired on a serial basis.

**Trust Fund:** In general, a fund held for the specific purpose stipulated by a trust agreement. The treasurer acts as custodian of trust funds and invests and expends such funds as stipulated by trust agreements or as directed by the commissioners of trust funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For non-expendable trust funds, interest but not principal may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Underride:** A vote by a community to permanently decrease the tax levy limit. As such, it is the opposite of an override.

**Uniform Municipal Accounting System (UMAS):** A comprehensive and practical

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municipal accounting system that conforms to Generally Accepted Accounting Principles (GAAP) for local governments. UMAS is regarded by the Department of Revenue as the professional standard for modern municipal accounting in Massachusetts. (Among the benefits of conversion to UMAS are increased consistency in reporting and record keeping and enhanced comparability of data among cities and towns.)

**Unreserved Fund Balance:** also referred to as the “surplus revenue account,” this is the amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a “stockholders’ equity” account on a cooperate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as “accounts receivable” may be taxes receivable and uncollected. (see **Free Cash**.)

**Valuation (100 Percent)** Requirement that the assessed valuation must be the same as the market value for all properties; 100 percent valuation may offer greater equity in the redistribution of state aid to cities and towns based upon local real estate values.

**Warrant:** A list of items to be acted on by town meeting. (A treasury warrant and the assessors’ warrant authorize the treasurer to pay specific bills and the tax collector to collect taxes in the amount and from the persons listed, respectively.)

**Yield:** The net annual percentage of income derived from an investment. The yield of a bond reflects interest rate, length of time to maturity and write-off of premium or accrual of discount. (Also referred to as “yield to maturity.”)



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