

January 7, 2025

From: Greg Johnson, Town Administrator

To: Select Board, Town of Maynard

RE: FY26 General Fund Budget Recommendation Development

Notes to highlight in development of the FY26 Recommendation, based on requests and projections from departments:

#### Revenues

Unchanged projections, but will re-examine in January, especially considering new Furniture Store (Personal Property) and Dominos (Meals Tax)

#### Expenses:

##### Town Administration:

Personnel Contracting: Town Administrator (to reflect current contract); DPW Director (to be negotiated); Professionals (to be negotiated); Laborers/DPW (to be negotiated). Adds \$42,800 over FY25

##### Assessing:

Revaluation Year requires substantial additional consulting for updating property values and mapping. Adds \$38,600 over FY25 consulting expenses.

##### Legal:

Labor counsel rates increasing. Adds \$3,500 over FY25

##### IT

OMS requesting \$75,000 over FY25 to support estimated costs for new town-wide permitting software (including one-time initial data migration fee). Demonstrations of top vendors is scheduled for January 2025.

##### Clerk's Office

Requesting \$(10,000) less from FY25 due to less election needs.

##### Facilities

DPW Director requesting full-time Facilities Manager (currently a role of the DPW Director, and supported by current Assistant Facilities Director).

Utilities costs (electricity and gas) increase at 10% over FY25 for town facilities (not including school facilities)

##### DPW

Business Manager position currently proposed to be initiated in FY25 to project additional \$17,000 in FY26 for salary (over unfilled Administrative Assistant position).

Operations Supervisor position requests to be established at estimated salary of \$98,000.

Town Engineer on staff (not contracted as is current practice) at estimated salary of \$118,000.

Professional Services/Contracting requested at \$20,000 over FY25 for total of \$170,000.

Supplies, maintenance and repairs all requested increases.

MS4 (stormwater management) requested increase of \$10,000.

Solid Waste services requested at \$643,000 over FY25, but expecting clarification from Task Force, particularly in coordination with Town Meeting approved new Enterprise Fund.

Tree Maintenance budget increase of \$17,000 requested over FY25.

Fowler Field maintenance requested increase of \$5,000.

#### Police

Contractual obligation of approximately \$50,000 in salaries over FY25.

Overtime projected increase of about \$10,000

Dispatchers Overtime projected increase of about \$12,000

Building Maintenance increase by \$6,000

Professional association dues and memberships increase by \$11,500

#### Fire

Deputy Chief hire requested for \$130,000

Fire Fighters Salaries to increase according to contract just ratified, including overtime and stipends.

Fire Fighters physicals (exams) to be implemented regularly, adds about \$5,000 in expenses.

#### Schools (Maynard)

Request of \$24,909,839 for FY26 is \$1,994,578 or 8.7% over FY25. Includes salaries, contracts, facilities, utilities, busing, etc.

#### Assabet Tech

Assessment for FY26 is \$118,208 or 10.5% over FY25, for a total of \$1,239,180.

## Municipal Services (OMS)

New Department Assistant (part-time) position proposed, estimating \$48,500 cost

Health Agent salary costs solely on General Fund (ARPA funds not applicable) for \$44,520 over FY25

New Consulting Services budget increase of \$75,000 for two functions: \$50,000 for a Economic Development support role; \$25,000 for general support (in case of staff turnover, etc).

Health Services, including Nurse, was covered by ARPA, requiring \$25,000 from General Fund

New Professional Development budget for OMS staff proposed for \$5,000.

## Council on Aging (COA)

RFP for Interim Senior Center to be released, already including \$200k projection

COA staff salary increase of \$10,000 to reflect promotion of clerical support position.

## Library

Clerical union contract ratification obligations of salary increases of about \$57,000.

Supplies budget increase of \$10,000 requested to \$85,000 total

Roosevelt Building and Grounds maintenance and repairs budget increase request of \$9,000 over FY25

## Benefits

Retirement: Received PERAC (Retirement/Pension) FY26 assessment \$133,778 over FY25 (about 4% increase)

Unemployment Insurance projected increase of \$5,000

Health Insurance projected increase of \$568,522 or 9% over FY25, totaling \$6,885,431 for FY26 (covers all employees, including town and school employees)

## Liability Insurance

Increase projected at \$42,472 or 7.7% over FY25. Provides coverage for all officials and facilities, both town and school departments.

## Capital

From Capital Planning Committee December 30, 2024:

The Capital Planning Committee has created a plan for which capital projects to do this year and their costs:

- 1)Town Hall HVAC: 275k
- 2)DPW F350 Truck: 80k
- 3)Fowler HVAC: 60k
- 4)Police Cruiser: 65k
- 5)Library Window Repair: 190k
- 6)DPW Yard OPM: 250k

If there are insufficient funds, the DPW Yard OPM is the low priority to remove.

If there are additional funds, we would like to add school security cameras (75k) and Police CAD software upgrade (50k) as the next highest priorities. If more funding appears, we have a plan for that too. Details on these projects can be found on our Cleargov project list.

TA notes:

I took a stab at applying the expected Free Cash to those requests.

I'll adjust when we get the true Free Cash figure once certified by Department of Revenue (DOR), which may be enough to cover all the requests.

But I also expected to try to budget capital expenses within the Operating Budget of the General Fund.

In FY25, we have \$50k towards general capital expenses.

I'm interested in seeing about retaining that amount, or increasing it, to either cover one-time expenses, or to fund bonds that would pay for a number of expenses.