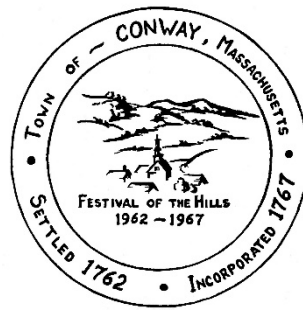


Town of Conway



Fiscal Year 2021 Budget

March 2, 2020
revised March 3, 2020

TOWN OF CONWAY
BUDGET FOR FISCAL YEAR 2020

March 2, 2021

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TOWN OF CONWAY BUDGET FOR FISCAL YEAR 2021

Message from the Town Administrator

There has been little new growth since the “great recession” to help absorb the increase in the annual operating expenses, which is unfortunate, especially as most of the increases come from items that are not directly under Town administrative control (for example, schools—about 60% of Town spending—and health care). Over the past six years, the total tax base of the Town has risen about 1.5% per year—including two years when it went down. It has therefore been necessary over the past few years to raise taxes substantially.

This budget continues funding for current services and provides some improvements, but includes a heavy impact from rising health care benefits due to a number of employees signing up for new or more expensive plans (not new employees). This alone accounts for \$52,750 of the Town’s \$72,723 increase in employee benefit expenses, the rest coming from an increased retirement assessment. Together with a \$20,000 unavoidable rise in the cost of recycling, and an estimated \$11,700 in additional insurance due to increased workers’ compensation claims, this makes up about \$114,156 of the estimated \$157,034 total increase in Town-side expenses (i.e., not including schools). So discretionary spending on the Town side is proposed to rise only \$42,878, or 1.68%—the same percentage as the schools. Together with the schools, the total Town operating budget is proposed to rise 3.50%, up from last year’s rise of 3.08% but well below the previous year’s 4.52% rise.

The result, in brief: conservatively anticipated **revenues** are projected at **\$7,654,936**, with **expenses** of **\$7,549,365**, for a budget that is **\$105,571** in the black. A 2.5% general staff pay rise would cost an additional \$15,290 beyond that.

Total school budgets are a little less than 60% of the Town budget. The total school budget increase of \$62,120 is about 28.35% of the total rise in Article 2 (\$219,154), with \$157,034 coming from the Town side—reversed from last year. (See p. 44 for more on the school budget.)

For purposes of the Town’s fiscal health, the chart below uses the Town’s levy limit, not the amount needed to be raised by taxes; see pp. 16-17 for the actual revenue breakdown.

Projected Total Revenues and Expenses Fiscal Year 2020: Summary

| Total Revenue (\$) | |
|--|------------------|
| Estimated Levy Limit | 5,437,555 |
| Estimated State Aid (net of offset receipts) | 879,233 |
| Estimated Local Receipts | 262,000 |
| <i>Other Available Funds Used:</i> | |
| Free Cash | 479,247 |
| CPA | 386,208 |
| Stabilization Funds | 173,500 |
| Ambulance Receipts Reserved: | 27,693 |
| Overlay | 9,500 |
| TOTAL REVENUE | 7,654,936 |

Town of Conway Budget for Fiscal Year 2021

| | | |
|--|---------|--------------------------|
| Expenses (\$) | | |
| <i>Annual articles</i> | | |
| Capital Stabilization | | 150,000 |
| Capital articles | | 362,700 |
| Highway – replace 6-wheel truck | 240,000 | |
| Highway – replace bucket loader | 50,000 | |
| Highway – replace compact loader | 30,000 | |
| Fire – SCBA equipment | 42,700 | |
| | | |
| Community Preservation Fund | | 386,208 |
| Making up health benefit gap in FY 2020 | | 32,500 |
| Ambulance – operations | | 27,693 |
| Conway Grammar School capital expenses | | 25,800 |
| Conway Grammar School capital stab. fund | | 25,000 |
| Other Post-Employment Benefits (health) | | 20,000 |
| Replenish grant match funds – Town Admin | | 15,000 |
| Payroll software conversion – Treasurer | | 11,040 |
| Five-year recertification – Assessors | | 5,000 |
| Frontier Regional High School capital expenses | | 8,066 |
| Software conversion – Assessors | | 4,500 |
| Required Town contribution – Library | | 2,641 |
| | | |
| Total special article expense | | 1,076,148 |
| Article 2 – operating budget | | 6,256,626 |
| <i>Other</i> | | |
| Cherry Sheet charges | | 94,591 |
| CPA appropriated | | 92,000 |
| Abatements and exemptions | | 30,000 |
| | | |
| TOTAL EXPENSES | | 7,549,365 |
| TOTAL ESTIMATED NON-TAX REVENUE | | <u>-2,217,381</u> |
| Balance to raise by taxes: | | 5,331,984 |

This puts the budget in the black:

| | | |
|---|------------------|------------------|
| FY20 levy limit | 5,251,273 | |
| 2.5% of FY20 levy limit | 131,282 | |
| FY20 new growth | 55,000 | <i>estimated</i> |
| FY21 levy limit | 5,437,555 | <i>estimated</i> |
| Balance to raise by taxes | 5,331,984 | |
| <i>FY21 excess levy capacity</i> | 105,571 | <i>estimated</i> |

Town of Conway Budget for Fiscal Year 2021

Free Cash

Conway’s total free cash for FY 2020 has been certified by the Department of Revenue as \$577,425. The December 10, 2019 special Town Meeting spent \$80,374.38 from free cash: on the Highway Maintenance Building (\$50,000); Highway Department legal work (\$25,000), Cable Advisory Committee legal work (\$4,000); and paying bills from prior years (\$1,374.38). This leaves \$497,050.62 available for the rest of FY 2020, including the annual Town Meeting.

There is more to free cash than simply an overestimated operating budget. Two of the major factors in the high amount of free cash for this year were:

- actual receipts, \$393,840.89, came in at \$130,840.89 over what was intentionally conservatively estimated at \$263,000; and
- \$166,113 unappropriated free cash from FY19 (rolled over into FY20).

These two items alone come to \$296,953.89. This leaves \$280,471 as budget overages plus minor items, a more normal figure for free cash and well within the 3-5% target (see below).

The free cash calculation was as follows:

| | | |
|--|-------|----------------|
| BEGIN: | | \$ |
| Unreserved, undesignated fund balance | | 587,878 |
| LESS: | | |
| Personal Property Taxes Receivable | | 1,937 |
| Real Estate Taxes Receivable | | 70,161 |
| OTHER RECEIVABLE, OVERDRAWN ACCOUNTS, DEFICITS | | |
| EMPG Grant | 2,275 | |
| REAP grants | 300 | |
| School Lunch | 1,824 | |
| Due from Staples | 383 | |
| | | |
| TOTAL | | 4,782 |
| ADD: | | |
| Deferred Revenue (credit balance is positive; debit balance is negative) | | 66,427 |
| TOTAL FREE CASH | | 577,425 |
| Free cash spent at 12/10/19 special Town Meeting | | 80,374 |
| TOTAL available for 5/11/20 annual Town Meeting | | 497,050 |

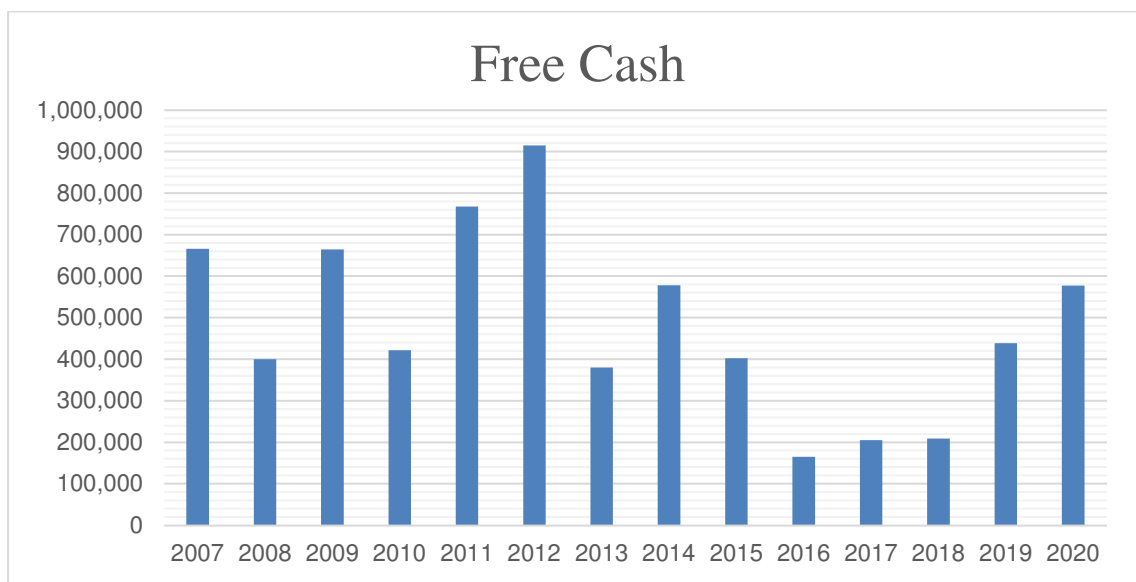
In recent years, Conway has funded its capital expenses through a combination of free cash and capital stabilization funds. (Free cash comes from a variety of resources—partly money appropriated but not spent from the previous year, and partly a number of smaller revenue sources, including state funds, unanticipated revenue, and the sale of foreclosed properties.)

A few years ago, free cash reached a very high level and a concerted effort was made to lower it. That effort succeeded, to the degree that there has not been enough free cash to fully fund the town’s historical level of additions to its stabilization funds. That trend has changed this year—

Town of Conway Budget for Fiscal Year 2021

certified free cash for Fiscal Year (FY) 2020 is high, at \$577,425 (though about \$166,113 was carried over from FY 2019), considerably more than last year's \$438,689, and certainly recovered from FY 2016's unhealthy low of about \$164,803.

The Department of Revenue's suggested target for free cash is 3-5% of the Town's budget, about \$7.5 million, so this would be between \$225,000 and \$375,000 for Conway at this time. Subtracting the amount rolled over from FY 2019, about \$166,000, this leaves \$411,000, and if the overage in actual receipts is figured in, that brings the real figure down to about \$280,584, well within the target range. As the Capital Improvements Planning Committee creates the Town's capital plan, a project just getting off the ground in late 2019, the necessary amount estimated for long-term capital projects will be known much better. Since we need *at least* \$150,000 each year for capital stabilization (assuming we don't want to raise and appropriate separately for that, leaving the flexibility free cash provides), the current figure is not too high.



Free cash is also necessary for any mid-year expenses approved by special Town Meetings. Once the tax rate is set, no more money can be raised until the following spring, for the next fiscal year. (It is also possible for a summer special Town Meeting to add to the amount raised by taxation for the current fiscal year, as the tax rate is set in the fall. For example, Conway spent \$80,374.38 at the December 9, 2019 special Town Meeting, leaving \$497,050.62 available for this FY 2021 budget.) Again, it is fiscally prudent to allow some of that money to roll over to the next year.

While the Town has a general stabilization fund, this is meant for emergencies, and it could be that maintenance work, equipment, or other projects or purchases prove necessary for the Town in the interim between annual Town Meetings. Without a healthy amount of free cash, the Town might not be able to make any unanticipated payments, which would put it in a potentially precarious financial position. Ultimately, Conway will need to fund a substantial portion of its capital and other non-operating expenses either through raising tax appropriation for its stabilization funds or through both debt and capital exclusions (neither of which add permanently to the tax base).

Town of Conway Budget for Fiscal Year 2021

The Finance Committee has in the past also favored funding major capital projects from capital stabilization, which requires a two-thirds vote at town meeting. In this system, which started to be used in FY 2016, free cash is voted into capital stabilization, and then voted out for specific projects.

This budget continues last year's rise of the annual appropriation for capital stabilization from \$125,000 to \$150,000. With our new understanding of the Town's capital needs, this should be the minimum appropriated for capital stabilization from now on.

Retiree Health benefits

Another item the Town has funded from free cash is our obligation for a partial payment for health benefits, distinguished from pension obligations as “other post-employment benefits,” or OPEB. Conway’s end-of-FY 2019 “liability” is \$1,473,678. Conway and other small towns have traditionally funded OPEB on an annual basis as part of its operating budget; the roughly \$30,000 in annual costs are easily funded, being about half a percent of the total operating budget. Other cities and towns are not so lucky, but small towns such as Conway have to pay the price for the liabilities of larger cities and towns.

Recently, the Town created a trust fund (as per Massachusetts law) to hold some funds, which can be used only for OPEB. The positive side of this is that it will raise the Town’s credit rating in case of borrowing; the negative side is that it freezes a good deal of money which could otherwise be used for current projects. Perhaps a bond rating agency would accept as evidence of OPEB health a number of years of paying OPEB costs through that trust fund—which could and would be easily replenished annually—but most Town officials see that acceptance as so small a possibility that they have not supported that payment mechanism.

I will always propose that OPEB be funded at a low but constant pace, due to the perception banks have of good Town financial planning, which will reflect on our interest rate when borrowing. The main driver of the rise in OPEB is rising health care costs, the containment of which is outside of the scope of what the Town can solve locally, though the consequences remain and must be dealt with at higher levels of government sooner or later.

Excess Levy Capacity

Conway’s “excess levy capacity” increased substantially in FY 2019, meaning the Town is taxing its residents somewhat less than the full extent allowed by law. In FY 2021, with this budget—if all the proposed reductions are made—Conway will have roughly \$105,000 in excess levy capacity. Recent staffing increases, which have provided, and will continue to provide, better support not only for departments, but also for boards, committees, and commissions, seem to have peaked with this budget, which provides for a part-time clerk to be shared between the Planning Board, Conservation Commission, and Zoning Board of Appeals. Future rises in operating expenses will continue to be kept within reasonable, clearly justifiable bounds.

Town of Conway Budget for Fiscal Year 2021

Nonetheless, expenses are rising. The amount of free cash available was used in the past as a natural limit to capital spending, and since it is currently more limited than in the past, and since *capital spending must continue* regardless of its source, Conway is seeing a situation common to many towns, where not all requests can be met. As there is very little “fat” to trim in the budget, this will make some future capital expenses subject to either debt-excluded borrowing (a “capital exclusion”) or Proposition 2½ overrides of the Town’s levy limit.

The final prioritization and control of expenses rests with the majority of Conway citizens, as Town Meeting is responsible for the operating budget and money articles it passes. Town officials recognize and appreciate taxpayers’ concerns and will continue both to provide relevant information to all and to bring only responsible spending proposals to Town Meeting.

Projected Revenues

As above, new growth is still sluggish, still not having recovered the rate of increase prior to the “great recession.” Revenue projections are always difficult, as even estimates are not available to towns before the last week of January (usually), when the Governor presents his budget, let alone the final state budget, which is presented well after Town Meeting. At the time of writing, state revenues were down only slightly from what was expected, so there will likely be no mid-year (“9C”) funding cuts.

After the Governor’s budget is proposed, the House and Senate weigh in with their own versions, and a final version will not be resolved in conference until well after Town Meeting. Final state aid figures will not be known till then; the best practice is to use past years’ experience and take some small percentage off. Since Conway is not experiencing substantial new growth, there will not be much revenue from new growth. Any truly substantial new revenues will have to be approved through raising taxes.

Projected Expenses

Projected expenses are also preliminary, but are close. Please refer to the last page of this budget for a *draft* Article 2 for the May 11, 2020 annual Conway Town Meeting.

There are four broad categories of spending: general government; public safety; public works; and education, health and human services.

Current expense projections within these four categories are below:

General Government includes the most line items: budgets for the Moderator; Board of Selectmen; Finance Committee; Reserve Fund; Audit; Assessors; Treasurer/Collector (under “Treasurer”); Assistant Treasurer/Collector (under “Collector”); Town Administrator; Legal; Town Clerk; Board of Registrars; Elections; Finance (Bonds; Insurance; Debt; Employee Benefits); committees with budgets (Personnel; Parks, Recreation, and Trails; Historical Commission); the permitting bodies—the Conservation Commission, Planning Board, and the Zoning Board of Appeals—and finally, the Franklin Regional Council of Governments. The combined budget for this category is \$1,428,578.

Town of Conway Budget for Fiscal Year 2021

Public Safety includes Police; Fire; Ambulance; Emergency Management; and the Animal Control Officer. The combined budget for this category is \$269,290.

Public Works includes Highway; Building Maintenance; and the Tree Warden. The combined budget for this category is \$646,310.

Education, Health and Human Services includes the Conway Grammar School (Operating and Transportation); the Technical Schools (Franklin Regional Technical School and Smith Vocational and Agricultural High School); Frontier Regional High School (Operating and Transportation); the Board of Health; the Council on Aging; and Veterans' Services. The budgets for all schools are rising this year considerably less than in the past. Conway Grammar School expenses, the largest single item in our operating budget, are rising \$48,095, about 2.4%. Frontier's budget has been presented with a \$33,219 increase, or about 2.12%. Final figures for education expenses are not yet in, but the combined budget for this category is estimated at \$3,699,183, or 1.41% rise from last year's budget.

In addition, the entire free cash sum is \$577,425 (with \$80,374.38 spent at the December 9, 2019 special Town Meeting, leaving \$497,050.62 available for this budget), normally spent largely on stabilization and capital items. The Town operating budget as a whole is \$6,256,626, a \$219,154 (or 3.50%) rise from last year, up from last year's 3.08% from FY 2019 to FY 2020, though down over a full percentage from the 4.52% rise from FY 2018 to FY 2019.

It may be that increases in Town costs will outpace local, state, and national economic growth for some years to come. This would increase the likelihood of having to pass Proposition 2½ overrides—not just debt or capital exclusions—to maintain, for example, Town investment in its capital stock, let alone improving that stock.

Capital Items

Capital Improvements Planning Committee

The newly reinvigorated Capital Improvements Planning Committee (originally authorized by Town Meeting in 2008) is charged with looking at the capital stock of the Town and maintaining a comprehensive capital replacement schedule for vehicles, Town buildings (including mechanical systems), and other Town capital assets. The Committee plans for a capital stabilization fund that will cover all equipment costing over \$5,000, making budgeting for capital expenses much easier. However, it will be necessary to dedicate substantially more money to the capital stabilization fund. The current target is \$150,000 per year; once capital costs for building maintenance are projected, more may be needed, as well as continued funding for the Conway Grammar School Capital Stabilization Fund and the Ambulance Stabilization fund.

Conway's Capital Situation

The Town has a general stabilization fund, a garage stabilization fund, a general capital stabilization fund, and a Conway Grammar School capital stabilization fund. I will note that the Grammar School is twenty-five years old, so regular investment in its capital stabilization fund is more necessary than ever.

Town of Conway Budget for Fiscal Year 2021

Balances as of June 30, 2019 were:

| | |
|-------------------------------|------------|
| General Stabilization: | \$377,904 |
| Capital Stabilization: | \$374,893 |
| Garage Stabilization: | \$323,001 |
| Grammar School Stabilization: | \$266,384 |
| Ambulance Stabilization: | \$157,054* |

**Funded through ambulance receipts*

There have been no expenses since then, and some slight rise from interest.

The Garage Stabilization figure represents the large amount from FY 2019 minus the \$710,000 appropriated for the new Highway shed and the design and site preparation for the proposed Maintenance Building.

Recent investments in the capital stabilization fund have risen to \$150,000 each year; this is a current topic of deliberation within the Capital Improvements Planning Committee. It is becoming clearer by the year that state funds may not be available for bridge replacement. Conway has 13 bridges, each with a replacement cost of at least \$1.5 million, and these should be replaced every 50-75 years. Bridge engineering fees alone could be \$100,000 per bridge, and the Town is responsible for those fees. We have in the past proposed investing \$30,000 per year for new bridge engineering to meet that need over time; however, given the re-invigoration of our new Capital Improvements Planning Committee, which will be reviewing Town capital expenses as a whole and recommending an investment plan, we are withdrawing that request for the present. The need remains, though, and should be considered as a permanent part of Conway's capital investment strategy. I would further recommend the investigation into the replacement of current bridges with covered bridges, both as more easily replaceable with local resources (over the long-term, with less state money being available each year), and as a potential tourist draw.

Two Possible Capital Projects

1. The Town Hall has been being insulated, using Green Communities money, which has improved its functionality, and the upstairs gym is being used as temporary storage space by various Town boards and committees. Existing office space is very tight, with no additional room for storage, and the former gym upstairs seems the only possible location for new offices. As mentioned in last year's budget, an overall **Town Hall Improvement Project** would also involve making the upstairs accessible to all, which would require installing a lift (an elevator would be much more expensive). Due to Town Meeting funding a design and cost study, a grant proposal for a lift was submitted to the Massachusetts Office on Disabilities (MOD), but it was not granted, the MOD citing Conway's two previous grants and the additional competitiveness of the higher-end projects (though the Town was encouraged to re-apply). These improvements would provide the Town with an accessible police station; separate, lockable offices for Town staff; reasonable, lockable work spaces for its permitting bodies and other committees; and increased storage space for a growing number of historical documents. Also included in this project would be a refurbishing of Town Office space; the Town's need for 32 Main Street will

continue as its usefulness for office space and storage will continue and grow. A project of this significance will be overseen by a Town Hall and Office Renovation Committee, which was appointed in January, 2020.

2. The Wastewater Committee is still investigating the possibility of a **downtown community septic system**. The anticipated benefits of a secure wastewater disposal system are that it would 1) reduce the potential for contamination of our water wells and aquifers; 2) preserve or increase the value and sale-ability of existing homes; 3) permit the conversion of existing structures to mixed use such as B & B's, retail stores or restaurants; 4) minimize or prevent the need to create a municipal water supply for the downtown area; and 5) preserve the historic district.

The Committee has a design for a system but the project does not fit well within either of the state's two main funding programs, MassWorks (infrastructure for economic development) or the Municipal Vulnerability Preparedness program (climate change readiness). Despite the *indirect* community-wide benefit of some economic development downtown, current sentiment seems to be against devoting Town funds for a project that would *directly* benefit only those hooked into the system.

Notes on selected Prior Years Special (Money) Articles

Borrowing for Bridge Repairs

At the May 14, 2018 annual Town Meeting voters approved borrowing \$330,000 for repairs to a bridge on North Poland Road. Since then the state has indicated that it will pay for the bridge's replacement. While there is at this point no anticipation of borrowing the money so authorized, it will be prudent to maintain the borrowing authority until the bridge replacement is completed. At that point, the Town can rescind this borrowing authority.

Highway shed

The May, 2019 Town Meeting approved \$650,000 for designing and building a cold-storage Highway shed, meant to house all of the Highway Department's trucks and equipment. The Highway crew prepared the site, and construction began in the fall and was substantially complete in February, 2020, with electricity and exit lights to be installed when power becomes available from the soon-to-be-built Maintenance Building.

Highway truck

As of January, the Highway truck had been ordered and was being assembled with the Town's specifications.

Fire Department: Self-Contained Breathing Apparatuses

The SCBAs were purchased in September. Since then (through December), they have been used at least six times. Chief Baker reports that the firefighters love them and are looking forward to getting the rest of them (another four) replaced after May, 2020 annual Town Meeting approval (see proposed money articles, below).

Highway maintenance building

Funding for the Highway maintenance building was approved at a December special Town Meeting and subsequent ballot vote. The design was completed in the fall and the project went

Town of Conway Budget for Fiscal Year 2021

out to bid in January. We expect to have completed the sub-bidding process and have a construction contract by the end of February, allowing the full construction season for building. This in turn should make the facility available for use by next winter, which will be a great relief to the Highway crew and all those concerned about the Town's liability for maintaining and using trucks and equipment that have been stored outside and needing to be cleared of snow and ice before use.

On a more general note on capital project funding, it is easy to understand why the Town might think it better to pay for capital projects as much as possible from a stabilization fund and free cash rather than borrowing, as interest payments are avoided. But there is a different perspective taken from a long-term capital planning perspective; please see the box below. Any major expenditures should employ more money from borrowing and less from stabilization.

Note on borrowing: Conway has very little debt, which can be seen by ratings agencies as a warning sign that it is not investing sufficiently in its infrastructure, and might therefore be subject to unexpected large expenses. It is therefore a **red flag** to financial managers that there might be a sudden need, or sudden competing needs, stemming from deferred investment.

Borrowing for the school roof being paid off in FY 2018, and FY 2019 borrowing for a Fire Department pumper truck added a similar amount to the Town's debt load. Conway's debt policy is to keep debt service between 3 and 10 percent of the operating budget. Borrowing for the Highway maintenance facility will bring the debt service up, but it will still represent less than 2% of the Town's operating budget.

A financial manager looking at Conway's debt service could conclude that the Town is not investing enough in infrastructure. The Capital Improvements Planning Committee is expected to make recommendations regarding the Town's buildings which may bring Conway's capital investments in infrastructure closer to the level needed for long-term sustainability.

Notes on taxes

The most important metric of taxes is your tax bill. (The tax *rate* is the total raised in taxes by Town Meeting divided by the total value of the taxable land in town. Land values have gone up no more than 1.5% per year since the Great Recession.)

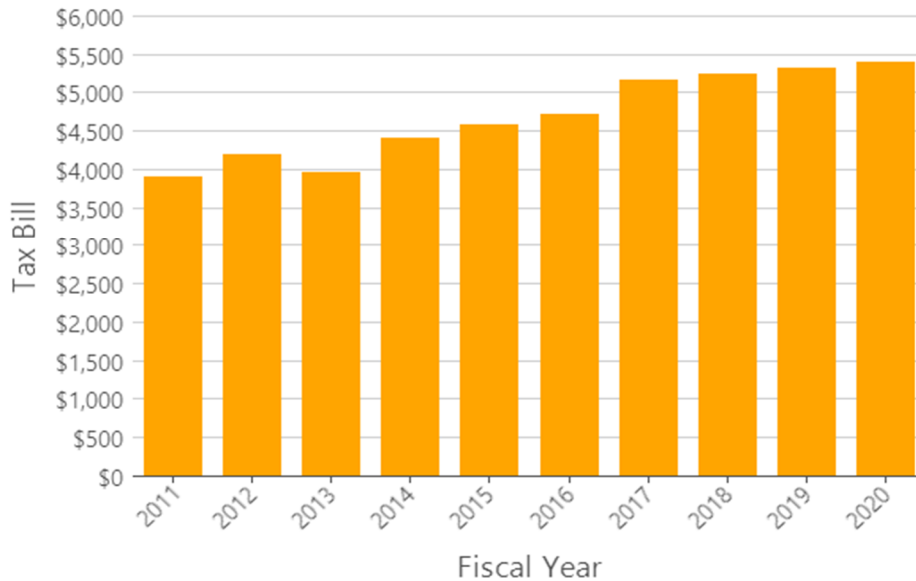
The Department of Revenue has many excellent resources for those who might want to dig deeper into Conway's finances, and even compare them with other towns. Their Division of Local Resources manages a number of charts that can help residents see their Town finances, based online at <https://www.mass.gov/orgs/division-of-local-services>.

From that page, residents can navigate to municipal finances, including tax and spending information (<https://www.mass.gov/service-details/municipal-finance-trend-dashboard>) and among many other useful tools, compare Conway's financial position with other towns (https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=Community_Comparison_Report).

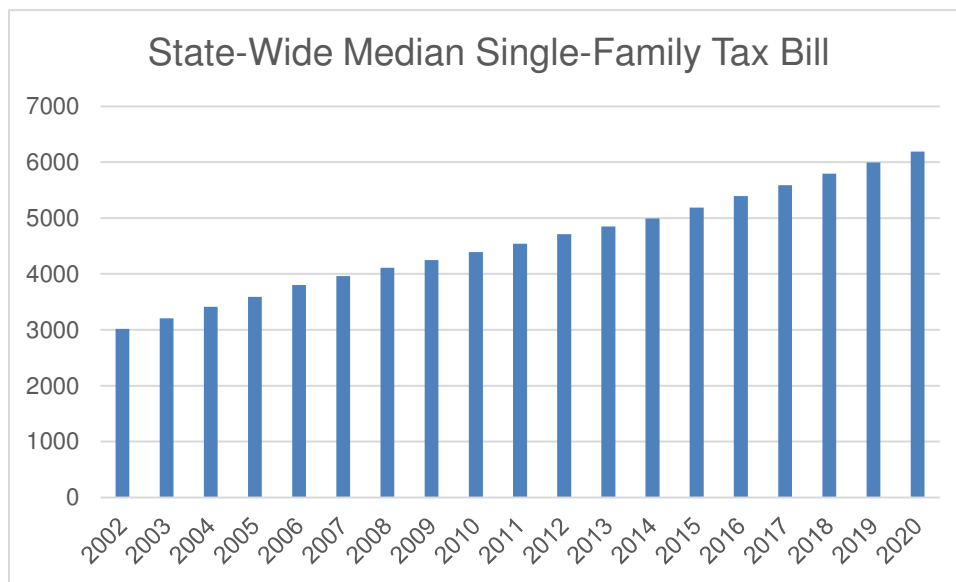
Town of Conway Budget for Fiscal Year 2021

Conway's Average (Mean) Single-Family Tax Bill

Conway Yearly Trend Analysis



For a general comparison, the state-wide median (not mean) tax bill shows a similar trend to Conway, but with higher values:



(from the Department of Revenue's Division of Local Services)

Data for Fiscal Year 2020 only reflects municipalities with approved tax rates.

https://dls.gateway.dor.state.ma.us/reports/rdPage.aspx?rdReport=AverageSingleTaxBill.SingleFamTaxBill_Main

For comparison around the county (for FY 2019), Conway is third highest (\$5,396), behind Leverett (\$6,483) and Shutesbury (\$5,973). Leverett is the only town with a higher tax bill than the state median.

Town of Conway Budget for Fiscal Year 2021

| Municipality (alphabetical) | 2020 Average Single- Family Tax Bill | Municipality (by tax bill) | 2020 Average Single- Family Tax Bill |
|--|---|---------------------------------------|---|
| Ashfield | 4,455 | Leverett | 6,483 |
| Bernardston | 4,323 | Shutesbury | 5,973 |
| Buckland | 4,225 | Conway | 5,396 |
| Charlemont | 4,001 | Whately | 4,896 |
| Colrain | 3,701 | Deerfield | 4,777 |
| Conway | 5,396 | Sunderland | 4,618 |
| Deerfield | 4,799 | Greenfield | 4,459 |
| Erving | 1,434 | Ashfield | 4,455 |
| Gill | 3,762 | Bernardston | 4,323 |
| Greenfield | 4,459 | Buckland | 4,225 |
| Hawley | 3,693 | Leyden | 4,076 |
| Heath | 3,911 | Wendell | 4,026 |
| Leverett | 6,483 | Shelburne | 4,010 |
| Leyden | 4,076 | Charlemont | 4,001 |
| Monroe | 1,653 | Heath | 3,911 |
| Montague | 3,581 | New Salem | 3,899 |
| New Salem | 3,899 | Gill | 3,762 |
| Northfield | 2,662 | Colrain | 3,701 |
| Orange | 3,603 | Hawley | 3,693 |
| Rowe | 1,162 | Northfield | 3,662 |
| Shelburne | 4,010 | Orange | 3,603 |
| Shutesbury | 5,973 | Warwick | 3,594 |
| Sunderland | 4,618 | Montague | 3,581 |
| Warwick | 3,594 | Monroe | 1,653 |
| Wendell | 4,026 | Erving | 1,434 |
| Whately | 4,896 | Rowe | 1,162 |

(from the Department of Revenue's Division of Local Services)

One very useful website to see trends in Conway's finances is: <https://www.mass.gov/service-details/municipal-finance-trend-dashboard>.

Grants received or in operation

We have just finished updating our five-year Multi-Hazard Mitigation Plan using a \$7,500 grant from the Federal Emergency Management Administration. This allows us to apply for FEMA hazard mitigation grants. Because we have submitted a Multi-Hazard Mitigation Plan, we have applied for a FEMA pre-disaster mitigation grant for Delabarre Avenue to stabilize sections of the slope leading down to the South River. The grant would pay 75% of the cost of the \$337,000 project, with in-kind contributions by the Highway Department making up the rest of the cost.

Town of Conway Budget for Fiscal Year 2021

We also completed a state Municipal Vulnerability Plan focused on mitigating effects of climate change. This made the Town eligible to apply for funds from the state’s Municipal Vulnerability program, which we did, both for planning and legal work for protecting land and property around the South River and for culvert design (a necessary step to getting culvert construction grants). At this writing, the Town Administrator has pledged \$15,000 and the Highway Department \$5,000 for part of the Town match, and Open Space Committee is trying to find additional funds, as the more we raise for the local match, the more we’ll get from the grant.

We have also received a \$20,000 grant to create forest stewardship plans for the two Town forests (behind the Grammar School and at the old Town cemetery off Cricket Hill Road).

We also received two grants, from the Massachusetts Emergency Management Agency (\$2,500) and our insurer, MIAA (\$5,000), that will pay about half the cost of an additional electronic road sign so that messages about conditions in Conway can be given to travelers along Route 116 on both ends of town.

Significant Budgetary Items and Trends

First, some good news: Education costs rose much less this year than in previous years, both at the Conway Grammar School and at the Frontier Regional High School, a real tribute to those new financial teams. Please see below under *Education, Health, and Human Services* for a more detailed treatment.

Health Care benefits

Health care benefits jumped the highest amount seen in recent years for FY 2021, as six new or more expensive plans were taken in mid-FY 2020. These were not new positions, but employees taking new or higher-level plans (for instance, moving to a family plan from an individual plan). Below are budgeted amounts for employee health insurance:

| Fiscal year | Amount budgeted | Dollar difference from previous year | Percentage difference from previous year |
|--------------------|------------------------|---|---|
| 2015 | 334,774 | -- | -- |
| 2016 | 364,000 | 29,226 | 8.03% |
| 2017 | 385,000 | 21,000 | 5.45% |
| 2018 | 428,693 | 43,693 | 10.19% |
| 2019 | 442,049 | 13,356 | 3.02% |
| 2020 | 423,250 | (18,799) | (4.25) % |
| 2021 | 476,000 | 52,750 | 11.1% |

Please note that with the several new plans added, the account for FY 2020 was about \$32,000 short, using up free cash that could otherwise have been saved for the FY2021.

Recycling

There is a \$28,000 rise in the Board of Health budget, largely due to an unexpected increase of \$20,000 in recycling fees. This is a result of an international problem: the main buyer of

Town of Conway Budget for Fiscal Year 2021

recyclables has been China, and they are no longer taking single-stream product (bottles and cans mixed with paper). While Conway is part of a dual-stream operation (the Springfield Materials Recovery Facility, or MRF), the entire market is now depressed, with even single-stream sellers having to pay to dispose of product that we used to get paid for.

Insurance

Insurance will rise about \$11,700 for FY 2021, mostly based on an increase in workers' compensation claims. There was also an echo of the February, 2017 tornado damage that caused our property liability insurance to rise.

Payroll

Conway continues to move its employees to the average cost of regionally comparable towns for most positions, though it is not truly competitive (above average) for most positions. In order to pay Conway employees fairly, if not competitively, and especially in order to promote retention and improve the quality of job applicants, total payroll has been rising. This year, the Town Clerk and Town Administrator will reach the middle range of regionally comparable towns, and two administrative assistants, who perform important, relatively high-level work, will be brought up to \$20/hr. The Personnel Committee and the Select Board should continue to monitor the situation and consider implementing a comprehensive compensation plan.

The Budget Process

The Town Administrator starts working on the budget in October, preparing the timeline (below) and sending a memo in November to all departments for line items included in the Town Meeting Article 2 operations budget (though regional budgets, and the Conway Grammar School Budget, come in later). Capital items are the first to be requested; the Capital Improvements Planning Committee gets the requests soon after they are due (for FY 2021, December 13).

At the same time, the Town Administrator prepares operating budget request forms for each department, showing the past three year's expenses and the current year's budget. Departments receive up-to-date expenses from the accountant.

The schedule for FY 2021 budget development is fairly self-explanatory. Here is this year's budget memo, updated and sent annually by the Town Administrator; it is followed a few days later by the same scheduling information but with budget worksheets attached, which were due Friday, December 20:

MEMORANDUM

To: Select Board
Town Clerk
Moderator
Finance Committee
Committee and Board chairs
Department Heads
Assistant to the Town Administrator

Town of Conway Budget for Fiscal Year 2021

From: Tom Hutcheson, Town Administrator

Date: October 31, 2019

Re: **Budget countdown** to May 11, 2020 Annual Town Meeting (for FY 2021) and
Capital Request form

Below are the dates for the countdown to the 2020 annual Town Meeting. *Please mark your calendars as appropriate.* Please note the two different timelines for capital expenditure requests (the form is attached), and departmental budget requests, for which a form will be sent soon.

1) Please submit your budget **electronically** to selectboard@townofconway.com by **filling out the Excel spreadsheet** you receive. If you would like assistance in doing that, please contact Lisa Turowsky, Assistant to the Town Administrator, at 369-4235, x0.

2) Please include **text** explaining any *changes* in funding from FY 2020. This will be included, perhaps with some editing, in the Town Administrator's preliminary FY 2021 budget. If you have no changes, or just minimal changes adjusting for higher or lower costs for items already in the budget, you don't need to include any text.

3) Any budgets which are not submitted by Friday, December 20 will be level funded unless the department requests a hearing with the Select Board.

Thursday,
Oct. 31 Capital expenditure request form sent to all departments. **Return to Town Administrator**, who will forward them to the Capital Improvements Planning Committee with a recommendation. **Departments/committees with capital requests must meet with Town Administrator in advance of the deadline.** (Deadline: December 13. CIPC report due Feb. 10.)

Tuesday,
Nov. 12 **Budget request forms** sent to all departments with a **deadline of Friday, December 20.**

**Friday,
Dec. 13** **Deadline for capital expenditure requests.** (Due to Town Administrator for review and forwarding to the Capital Improvements Planning Committee. Capital Improvements Planning Committee to forward a recommendation to the Select Board by Monday, February 11 for consideration.)

**Friday,
Dec. 20** **Deadline for budget submissions.**

Monday,
Jan. 6 Select Board opens the warrant. Deadline is Friday, March 9.

Weekly Joint Select Board and Finance Committee budget meetings begin.

Town of Conway Budget for Fiscal Year 2021

Request for annual submissions for the FY 2019 Town Report sent to all departments and committees, with a deadline of Friday, February 7.

**Friday,
Feb. 7** **Deadline for submissions for the Town Report.** E-mail your report to the Assistant to the Town Administrator (assistant@townofconway.com).

**Monday,
Feb. 10** **Deadline for Capital Improvements Planning Committee report.**

Monday,
March 2 Preliminary budget completed and distributed.

**Monday,
Mar. 9** **Warrant closes.**

Mar. 16-20 School budgets presented; final budgets completed. Draft warrant and motions completed and sent for legal review.

Monday,
March 30 Legal review is complete. All articles and motions are in final form. Finance Committee recommendations are complete and incorporated into warrant.

**Monday,
Apr. 6** **Select Board signs warrant. Warrant and Town Report sent to printer next day.**

**Friday,
Apr. 17** **Warrant and Town Report mailed to all households.**

**Monday,
May 11** **Annual Town Meeting.**

Town of Conway Budget for Fiscal Year 2021

REVENUES

Local taxes are the main source—the FY 2020 tax rate is \$18.76 per thousand (of course the FY 2021 tax rate has not yet been set). Taxes are implied here through the levy limit, the maximum that can be raised in any given year, and Conway has been getting closer to taxing to that figure. The cherry sheet (state aid) is one source of non-tax revenue; others are new growth in the prior fiscal year; local receipts; money from stabilization accounts; overlay surplus; and free cash. Estimated revenue figures are as follows:

| Revenue Summary | FY 2017 Actual | FY 2018 Actual | FY 2019 Actual | FY 2020 Projected | FY 2021 Projected |
|--|-----------------------|-----------------------|-----------------------|--------------------------|--------------------------|
| Table 1: Property Tax Levy | | | | | |
| Tax Levy | 4,619,735 | 4,781,522 | 4,916,080 | 4,987,327 | 5,289,721 |
| Prop 2.5% | 106,367 | 109,702 | 119,739 | 122,902 | 124,683 |
| New Growth | 145,372 | 30,347 | 134,040 | 81,838 | 55,000 |
| Debt Exclusions | 63,710 | 330,000 | 0 | 0 | 0 |
| <i>Subtotal</i> | <i>4,935,184</i> | <i>5,251,571</i> | <i>5,169,859</i> | <i>5,192,067</i> | <i>5,469,404</i> |
| Table 2: State Aid | | | | | |
| Chapter 70 | 617,374 | 620,884 | 623,884 | 625,604 | 628,834 |
| Charter School Reimbursement | 2,679 | 24,832 | 893 | 0 | 0 |
| <i>Offsets (School Lunch, School Choice)</i> | <i>124,095</i> | <i>161,393</i> | <i>235,057</i> | <i>226,781</i> | <i>251,380</i> |
| Unrestricted General Government Aid | 171,837 | 178,539 | 184,788 | 189,777 | 195,091 |
| Veterans' Benefits | 2,840 | 2,907 | 4,293 | 4,292 | 3,196 |
| Exemptions: VBS, Elderly | 0 | 9,216 | 9,718 | 0 | 6,683 |
| State PILOT | 34,645 | 39,272 | 40,575 | 42,768 | 45,429 |
| <i>Library offset</i> | <i>2,414</i> | <i>2,502</i> | <i>2,570</i> | <i>2,670</i> | <i>2,763</i> |
| <i>Subtotal</i> | <i>955,884</i> | <i>1,039,545</i> | <i>1,101,778</i> | <i>1,091,892</i> | <i>1,133,376</i> |
| <i>Subtotal without offsets</i> | <i>829,375</i> | <i>875,650</i> | <i>864,151</i> | <i>862,441</i> | <i>879,233</i> |
| Table 3: Local Receipts | | | | | |
| Motor Vehicle | 252,346 | 241,442 | 239,458 | 225,000 | 225,000 |
| Interest & Penalties | 19,627 | 20,743 | 11,378 | 15,000 | 10,000 |

Town of Conway Budget for Fiscal Year 2021

| | | | | | |
|------------------------------------|-----------------------|-----------------------|-----------------------|-------------------------|-----------------------|
| PILOT (other than Cherry Sheet) | 0 | 0 | 0 | 0 | 0 |
| Dept. charges | 26,157 | 20,464 | 0 | 0 | 0 |
| Rental | - | - | - | 0 | 0 |
| Licenses, Permits, Fees | 1,701 | 12,504 | 51,241 | 30,000 | 20,000 |
| Fines and Forfeits | 4,625 | 1,770 | 3,634 | 2,000 | 2,000 |
| Investment Income | 6,279 | 8,615 | 16,476 | 5,000 | 5,000 |
| Miscellaneous Non-recurring | 69,447 | 39,284 | 71,654 | <u>0</u> | <u>0</u> |
| <i>Subtotal</i> | <i>380,183</i> | <i>344,822</i> | <i>393,841</i> | <i>277,000</i> | <i>262,000</i> |
| Table 4: Available Receipts | | | | | |
| | | | | (Actual) | (Actual) |
| Free Cash | 205,332 | 208,685 | 438,689 | 337,576 | 559,621 |
| General Stabilization | 20,000 | 19,677 | 0 | 120,000 | 25,000 |
| Ambulance Reserve | 24,131 | 21,528 | 31,528 | 42,664 | 27,693 |
| Capital Stabilization Fund | 125,000 | 125,000 | 125,000 | 255,710 | 122,700 |
| Garage Stabilization Fund | 100,000 | (R&A) | 100,000 | 196,000 | 0 |
| CGS Stabilization Fund | 0 | 25,000 | 50,000 | 25,000 | 25,800 |
| Overlay Reserve | 10,000 | 0 | 0 | 10,000 | 9,500 |
| <i>Subtotal</i> | <i>484,463</i> | <i>399,890</i> | <i>472,870</i> | <i>1,088,063</i> | <i>770,314</i> |
| Operating Revenues | 6,755,714 | 7,035,828 | 7,138,348 | 7,649,022 | 7,635,094 |
| Operating Revenues without offsets | 6,629,205 | 6,871,933 | 6,900,721 | 7,419,571 | 7,380,951 |

It is important to note that as property owners in the Town continue to add land to tax-exempt or tax-reduced status, the tax burden is increased on the properties that continue to pay taxes. With approximately 4,500 acres out of 24,500, or about 18%, of potentially taxable property (excluding state forests, etc.) fully tax-exempt, combined with the current zoning by-laws, additional growth in the tax rolls will be difficult to achieve.

Town of Conway Budget for Fiscal Year 2021

EXPENSES

Warrant Articles

Projected FY 2021 Special (Money) Articles

Please note that Community Preservation Committee items are still under consideration and not listed here. Any money spent on CPC projects comes from those funds. There is a 3% surcharge on property taxes each year to maintain community preservation funding; the State has varying match percentages for the town's 3% which it awards the Town annually.

By department and item:

| Department Capital/Money Item | Notes | Amount (\$) | Source |
|---|--|-----------------------|---------------------------|
| Town Administrator | | | |
| Capital Stabilization | Maintain each year | 150,000 | Free Cash |
| FY 2020 Health benefits | Make up a gap from unexpected mid-year addition or upgrade of plans | 32,500 | Free Cash |
| Other Post-Employment Benefits (OPEB) | Should put some in every year to maintain a good credit rating | 20,000 | Free Cash |
| Grant match fund | Replenish from Municipal Vulnerability Preparedness grant | 15,000 | Free Cash |
| Payroll software conversion | For Town Treasurer | 11,040 | Free Cash |
| Frontier Regional High School | | | |
| Capital items | Electric corridor holds, repair the central clock system, repair the exterior and interior intercom system; part of a total \$48,500 expense | 8,066 | Free Cash |
| Conway Grammar School | | | |
| CGS Capital Stabilization Fund | Maintain each year | 25,000 | General Stabilization |
| CGS Capital expenses | Replace carpet; add hydration station; work on one floor | 25,800 | CGS Capital Stabilization |
| Highway | | | |
| 6-wheel truck | Scheduled replacement | 240,000 | Free Cash |
| Bucket Loader | Scheduled replacement | 50,000 | Capital Stabilization |
| Compact Loader | scheduled replacement | 30,000 | Capital Stabilization |
| Fire | | | |
| Equipment | Second of two self-contained breathing apparatuses articles | 42,700 | Capital Stabilization |

Town of Conway Budget for Fiscal Year 2021

| | | | |
|----------------------------|--|----------------|-----------------------------|
| Ambulance | | | |
| Ambulance Operations | Regular transfer for Ambulance Operations from Ambulance Receipts Reserved | 27,693 | Ambulance Receipts Reserved |
| Board of Assessors | | | |
| Five-year recertification | In past years, \$7,000 for “triennial revaluation portion,” now every five years | 5,000 | Overlay Account |
| Software Conversion | Should be the last year this is necessary | 4,500 | Assessors’ Overlay |
| Library | | | |
| Required Town contribution | Necessary for state accreditation | 2,641 | Free Cash |
| TOTAL | | 689,940 | <i>(all sources)</i> |

By source of funds:

| | | |
|---------------------------------------|--|----------------|
| Free Cash | | |
| 6-wheel truck | Scheduled replacement | 240,000 |
| Capital Stabilization | Maintain each year | 150,000 |
| FY 2020 Health benefits | Make up a gap from unexpected mid-year addition or upgrade of plans | 32,500 |
| Other Post-Employment Benefits (OPEB) | Annual contribution to assist in a good credit rating | 20,000 |
| Grant match fund | Replenish from Municipal Vulnerability Preparedness grant | 15,000 |
| Payroll software conversion | For Town Treasurer | 11,040 |
| Frontier capital items | Electric corridor holds, repair the central clock system, repair the exterior and interior intercom system; part of a total \$48,500 expense | 8,066 |
| Library; required Town contribution | Necessary for state accreditation | 2,641 |
| <i>Sub-total</i> | <i>out of \$497,050 available; leaving just \$17,803</i> | <i>479,247</i> |
| Capital Stabilization | | |
| Bucket Loader | Scheduled replacement | 50,000 |
| Fire - Equipment | Second of two self-contained breathing apparatuses articles | 42,700 |
| Compact Loader | scheduled replacement | 30,000 |
| General Stabilization | | |
| CGS Capital Stabilization Fund | Maintain each year | 25,000 |
| Ambulance Receipts Reserved | | |
| Ambulance Operations | Regular transfer for Ambulance Operations from Ambulance Receipts Reserved | 27,693 |

Town of Conway Budget for Fiscal Year 2021

| | | |
|----------------------------------|---|----------------|
| CGS Capital Stabilization | | |
| CGS Capital expenses | Replace carpet; add hydration station; work on one floor | 25,800 |
| Overlay Account | | |
| Five-year recertification | In past years, this was \$7,000 for “triennial revaluation portion” | 5,000 |
| Software Conversion | For the Assessors; should be the last year this is necessary | 4,500 |
| TOTAL | | 689,940 |

Operating Expenses

Overall, FY 2021 operating expenses are expected to rise about 3.50%. Rises in operating expenses have been reasonable but volatile, but are becoming more stable.

| Between Fiscal Years: | The percentage (%) rise in the operating budget was: | Which reflected a dollar (\$) rise of: |
|------------------------------|---|---|
| 13-14 | 5.84 | 279,141 |
| 14-15 | 3.22 | 159,021 |
| 15-16 | 1.41 | 70,464 |
| 16-17 | 5.57 | 295,841 |
| 17-18 | 4.96 | 277,125 |
| 18-19 | 4.52 | 264,744 |
| 19-20 | 3.08 | 185,962 |

Total school cost (Conway Grammar School, Frontier Regional High School, and both technical schools) is rising about 1.41%, which is much lower than usual, which is very good for the Town, as the schools account for almost 60% of the Town’s total budget.

This year, the major items—over \$10,000—on the Town side of the budget (rather than the schools) are Employee Benefits, Board of Health, Insurance, and Town Administration salaries and wages.

Employee benefits are up mainly due to six new health care plans in FY 2020, and this will carry over into FY 2021, as six new or more expensive plans were taken in mid- FY 2020. These were not new positions, but employees taking new or higher-level plans (for instance, moving to a family plan from an individual plan). This sub-account alone rose \$52,750, or 11.1% from last year. In addition, payments to the retirement system are up \$17,311; this is a somewhat volatile line item, with the changes this year being influenced by recent retirees in the Franklin system having come in from better-paying regions of the state. Together, these two items add \$70,060 to the employee benefits line item.

The Board of Health’s budget is rising primarily due to an increase in the cost of recycling, an estimated \$20,000 this year. This is an international problem. China, the main market for

Town of Conway Budget for Fiscal Year 2021

recyclable product, shut its doors on all materials which were more than .05% contaminated, a target very difficult for any Materials Recovery Facility to meet. Once China shut its doors, the markets for product suffered substantially, and it is now a buyers' market. The problem is that revenues have gone below the cost of processing, hence Conway, along with the rest of the U.S., has to pay higher prices to dispose of recyclable product.

Insurance will rise about \$11,700 for FY 2021, mostly based on an increase in workers' compensation claims. There was also an echo of the February, 2017 tornado damage that caused our property liability insurance to rise.

Town Administration salaries and wages are rising \$10,013, due to a new Town Administrator contract (up \$6,000, close to the average of a number of surrounding towns) and absorbing the cost of the Administrative Assistant for Boards and Committees, a position which currently costs \$4,000, plus a small adjustment for the Assistant to the Town Administrator.

On a positive note, the Conway Grammar School Capital Stabilization Fund has reached its goal of \$250,000, and will be maintained close to that level as capital projects for the school are funded.

Finally, as noted above, if the Finance Committee recommends a salary rise of 2.5%, this would mean an additional \$15,290 under Article 2, bringing the percentage rise up to 3.74%.

2021 Budgets by Category and Department

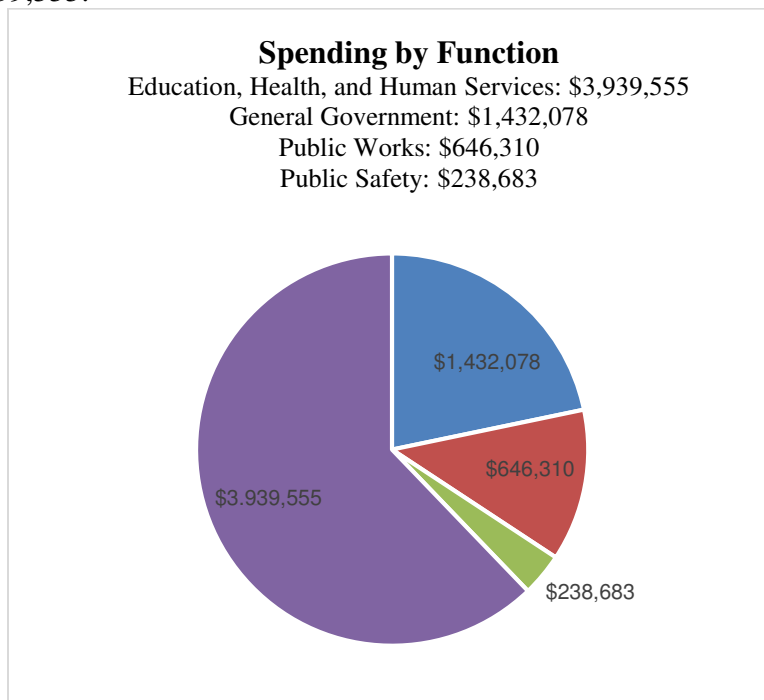
I have grouped various accounts together to give a broader view of Town spending. These include the four overall categories of General Government; Public Safety; Public Works; and Education, Health and Human Services. Basic information is directly below; detailed information follows.

General Government includes the most line items, and includes the budgets for the Moderator; Board of Selectmen; Finance Committee; Reserve Fund; Audit; Assessors; Treasurer/Collector (under “Treasurer”); Assistant Treasurer/Collector (under “Collector”); Town Administrator; Legal; Town Clerk; Board of Registrars; Elections; Finance (Bonds; Insurance; Debt; Employee Benefits); committees with budgets (Personnel; Parks, Recreation, and Trails; Historical Commission); the permitting bodies—the Conservation Commission, Planning Board, and the Zoning Board of Appeals; and the Franklin Regional Council of Governments (FRCOG). The budget for this category is \$1,432,078.

Public Safety includes Police; Fire; Ambulance; Emergency Management; and the Animal Control Officer. The combined budget for this category is \$238,683.

Public Works includes Highway; Building Maintenance; and the Tree Warden. The combined budget for this category is \$646,310.

Education, Health and Human Services includes the Conway Grammar School (Operating and Transportation); the Technical Schools (Franklin Regional Technical School and Smith Vocational and Agricultural High School); Frontier Regional High School (Operating and Transportation); the Board of Health; the Council on Aging; and Veterans’ Services. As final figures for all education expenses are not yet in, the combined budget for this category is estimated, at \$3,939,555.



Town of Conway Budget for Fiscal Year 2021

Rises in costs are shown here by category:

| | FY 2020 | FY 2021 (with no pay raises) | \$ change | % change |
|---|----------------|---|------------------|-----------------|
| General Government | 1,309,207 | 1,432,078 | 122,871 | 8.58 |
| Public Safety | 216,075 | 238,683 | 22,608 | 9.47 |
| Public Works* | 634,766 | 646,310 | 11,544 | 1.79 |
| Education, Health and Human Services** | 3,861,218 | 3,939,555 | 78,337 | 1.99 |

* For the purposes of this chart, which aligns with DOR accounting, Building Maintenance is counted as General Government, not Public Works, though it is overseen in Conway by the Highway Superintendent.

** For the purposes of this chart, which aligns with DOR accounting, Education spending is added to the Board of health, the Council on Aging, and Veterans' Services.

Each entry below shows budgeted amounts from FY 2020. **Tentative amounts are put in *italics***; this includes salary levels, shown only in order to help create a realistic bottom line. It is understood that any increases in salary are subject to Finance Committee review.

PLEASE NOTE regarding salaries: All amounts below in *italics* are either *estimates* or *salary lines waiting for a decision on a general pay raise*. The numbers below do *not* reflect any *overall* pay raise, though there is a contractual raise for the Town Administrator. Also, the Board of Health and Town Clerk have written pay increases into their budgets. If the Finance Committee recommends a salary rise of 2.5% for other budgets, this would mean an additional \$15,290 under Article 2. (A 3.0% increase would cost \$18,348; a 1.5% increase, \$12,232.)

Note regarding FY 2018 expenses

Many expense sub-accounts are missing from FY 2018. This was the year we both converted our accounting software and took on a new accountant and data entry assistant (both through the Franklin Regional Council of Governments, whose accounting services the Town has retained for many years). One result was that sub-account lines do not match, and numbers were not easily transferrable into the format we used in FY 2017.

Where there are complete numbers, either there is just one sub-account or the Department Head has entered their own calculations based on data from the accountant.

General Government

The total general government budget, without any pay raises, is proposed to be approximately \$1,432,078, not including any general rise in employee pay.

For the major budgets in this category, the highest single figure is about half that total, employee benefits, at \$752,414, **up \$83,946**. This is due to employees signing up for new or different health care plans, not an increase in the number of employees. Please note this not only has a direct impact on FY 2021, but because these plans were taken during FY 2020, we will need to spend some free cash to make up for the resulting budget gap, which will make that \$32,000 unavailable for FY 2021 priorities.

The next several highest figures are the Board of Health, at \$165,131, **up \$25,163**; Insurance is **up \$11,710**, mainly due to workers’ compensation claims; and Town Administration, at \$114,850, **up \$10,013**. This last item is due to additional labor costs: an estimated \$6,000 increase in the Town Administrator’s contract, and also absorbing into this budget line the \$4,000 cost of the Administrative Assistant to Boards and Committees. In addition, the basic costs of producing a Town newsletter are included. This rise in wages and salaries is partly offset by having bought the new copier.

Moderator and Board of Selectmen

No changes are proposed for either the Moderator’s or the Select Board’s budget.

| Moderator – 114 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|----------------------------|--------|----------|--------|----------|--------|----------|--------|------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Moderator | 350 | 350 | 350 | | 350 | 350 | 350 | 350 |
| TOTAL | 350 | 350 | 350 | 350 | 350 | 350 | 350 | 350 |

| Select Board – 122 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|-------------------------------|--------|----------|--------|----------|--------|----------|--------|--------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salaries | 5,400 | 5,400 | 5,400 | | 5,400 | 5,400 | 5,400 | 5,400 |
| Dues | 600 | 582 | 600 | | 600 | 657 | 600 | 600 |
| Conferences | 500 | 75 | 500 | | 500 | 248 | 500 | 500 |
| TOTAL | 6,500 | 6,057 | 6,500 | | 6,500 | 6,305 | 6,500 | 6,500 |

Finance Committee, Reserve Fund, and Town Audits

Finance Committee

The Finance Committee budget raised its budget \$100 IN FY 2020 to allow members to attend more trainings. The Reserve Fund is level-funded. Both the Treasurer and Town Administrator, in keeping with financial best practices, recommend an annual audit; in this year’s case, the biennial audit is due, and the Town is going to borrow money for the Highway maintenance facility.

Town of Conway Budget for Fiscal Year 2021

| Finance Committee – 131 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--------------------------------|--------|----------|--------|----------|--------|----------|--------|------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| | 200 | 0 | 200 | | 200 | 270 | 300 | 300 |

Reserve Fund

The Reserve Fund is proposed to be level funded.

| Reserve Fund – 132 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|---------------------------|--------|----------|--------|----------|--------|----------|--------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| | 40,000 | 12,260 | 40,000 | | 40,000 | 30,924 | 40,000 | 40,000 |

Town Audits

Since audits have been regular part of the operating budget, the accountant has disallowed a special account for smoothing out the budget impact of biennial audits. As a result, we are asking again this year for funding for an audit. We will also need an FY 2020 audit because we are borrowing for the Town garage. At the Town’s last audit, the auditor stated that the historic fee of \$13,000 was too low, and that the price would rise the next audit; the quotes we have received for 2020 and 2022 were quoted at \$15,000 each.

The next triennial single audit of the school will be in FY 2022; this has cost about \$2,500 in past years.

| Audits – 135 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|---------------------|--------|----------|--------|----------|--------|----------|--------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Expense | 13,000 | 0 | 13,000 | | 21,500 | 14,000 | 1 | 15,000 |

Assessors

FY 2021 expenses are expected to be relatively stable, with new expenses including a trainee; some additional office expenses (the Assessors will have 3 more mass printings for conversion, and toner for HP is \$384.45/set); and a new line for the Geographic Information System (GIS), which may ultimately become its own line item.

| Assessors – 141 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|------------------------|---------|----------|---------|----------|---------|----------|---------|-----------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 4,200 | 36,370 | 4,200 | 4,200 | 4,800 | 4,800 | 4,800 | 4,800 |
| Clerical | 40,746 | 4,200 | 42,200 | 42,924 | 43,648 | 45,858 | 53,806 | 56,258 |
| GIS maint (new) | 0 | | 0 | | 0 | 0 | 0 | 2,800 |
| Deeds/Plans | 25 | 0 | 25 | 0 | 25 | 0 | 25 | 25 |

Town of Conway Budget for Fiscal Year 2021

| | | | | | | | | |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Postage | 25 | 267 | 25 | 0 | 25 | 110 | 500 | 1,250 |
| Dues | 300 | 240 | 300 | 195 | 300 | 65 | 300 | 300 |
| Tuition/Mtgs | 500 | 0 | 400 | 406 | 400 | 289 | 400 | 400 |
| Office Supplies | 1,000 | 1,220 | 1,108 | 978 | 1,125 | 680 | 1,000 | 1,425 |
| Equipment Repair | 750 | 0 | 750 | 664 | 750 | 664 | 750 | 750 |
| Software Support | 3,713 | 3,712 | 3,713 | 2,985 | 750 | 112 | 780 | 4,145 |
| Tax Map Maint | 3,100 | 1,800 | 3,100 | 3,311 | 4,000 | 5,250 | 2,000 | 1,800 |
| TOTAL | 54,359 | 47,809 | 55,821 | 55,662 | 55,823 | 58,078 | 64,361 | 73,953 |

Salaries and Wages

The first two line in the budget above are broken down below to show more detail. Please note that the Administrative Assessor is now paid a salary rather than hourly wages.

If the Assessors' search for a trainee is successful in later FY 2020, that person's hours should increase to 10 hours per week for FY 2021, allowing for both training and work time. The FY 2022 revaluation/recertification work will begin in FY 2021; that time is covered in the funds set aside each year in an article at Town Meeting. The trainee is to assist with site visits for recertification and regular cyclical reviews. In FY 2022, after the recertification/revaluation, the current Administrative Assessor plans to begin reducing her hours per week, with an eye to retirement a year or two from then.

| | # hrs./wk. | FY20 Rate | # Weeks | Totals (\$) |
|--|-------------------|------------------|----------------|--------------------|
| Laura (office clerk) | 19 | 15.39 | 52 | 15,205.32 |
| Extra Employee | 6 | 12.75 | 15 | 1,147.50 |
| Adm. Assr. Trainee | 10 | 15.00 | 26 | 3,900.00 |
| Adm. Assr. (incl. time to train) | 30 | 22.92 | 52 | 35,755.20 |
| Other: mileage, Assessor hourly, misc. hours | | | | 250.00 |
| | | | Total: | 56,258.02 |

Treasurer/ Collector

The main increase in the Treasurer/Collector's budget is due to the increased cost for software support (as seen elsewhere in the budget as well); here, it is estimated at \$1,020.

| Treasurer/ Collector – 145/6 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY2021 |
|---|----------------|----------|----------------|---------------|----------------|---------------|----------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Treas/Coll salary, wages | 11,340 | 11,136 | 57,249 | | 58,684 | 60,337 | 60,337 | 60,151 |
| <i>Subtotal</i> | | | <i>57,249</i> | <i>54,950</i> | <i>58,684</i> | <i>60,337</i> | <i>60,337</i> | <i>60,151</i> |
| Mileage | 150 | 209 | 400 | 408 | 500 | 500 | 500 | 500 |

Town of Conway Budget for Fiscal Year 2021

| | | | | | | | | |
|------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Fees | | | | | | | | 200 |
| Postage | 2,900 | 1,906 | 3,620 | 2,399 | 4,094 | 4,557 | 4,557 | 4,557 |
| Dues/Mtgs | 250 | 246 | 500 | 444 | 500 | 500 | 500 | 578 |
| Office Supply | 500 | 444 | 925 | 1,205 | 1,000 | 1,000 | 1,000 | 1,200 |
| Software Support | 2,063 | 3,262 | 8,515 | 9,884 | 9,559 | 10,321 | 10,321 | 10,863 |
| <i>Subtotal</i> | | | <i>13,960</i> | <i>14,340</i> | <i>15,653</i> | <i>16,878</i> | <i>16,878</i> | <i>17,898</i> |
| | | | | | | | | |
| TOTAL | 17,203 | 17,203 | 16,243 | 69,290 | 74,337 | 77,215 | 77,215 | 78,049 |

Town Administrator

This account covers not only expenses for the Town Administrator and his Assistant, but also general expenses for the Town Office, including office supplies, copier expenses, the Town report, and other, smaller items.

The Town Administrator’s contract is being renegotiated; this budget presents the conservative estimate, or a \$6,000 rise in that line item. This figure is based on the average (mean) for the towns surrounding Conway (assuming a general 2.5% rise for FY 2021), excluding Deerfield (as a non-comparable high) and Goshen (as a non-comparable low). This figure would keep the position at a regional average, if not quite competitive.

The hourly increase for the Town Administrator’s assistant includes a raise to \$20/hour and 20 hours per week, as there is additional work to be done monitoring and revising the web site, and to spend more time assisting the Town Administrator with the budget process and human resources. This would become a benefitted position, which would increase employee retention and help the open position attract a larger number of candidates. In addition, this line item now includes \$4,000 for the Administrative Assistant to Boards and Committees, consolidating her hours from individual committees in this line item. This will allow for some flexibility should one committee need more attention in a given year. That position is also slated to earn \$20/hour. See the footnotes to the budget for more information.

A new consideration is the Town newsletter. The Selectboard voted on February 18 to support a Town newsletter to be sent to all residents, as the Visitor used to be (by the United Congregational Church). This adds \$3,500 to the budget, \$1,000 for copying costs and \$2,500 for mailing.

The increase in mileage and Dues and Conferences is based on current year expenses, which include Human Resources and other trainings for the Assistant to the Town Administrator. The Town Administrator has been voted by his peers to be a member of the Board of Directors of the Massachusetts Municipal Management Association, which holds semi-monthly meetings, largely in eastern Massachusetts. He is also the chair of its Civic Education Committee, though he holds those meetings by phone.

The Town now understands that firefighters have a higher level of pre-employment physical, which are mandated for all employees. (Pre-employment physicals are paid out of this budget, under Professional/Technical Services.) These are substantially more expensive than the usual

Town of Conway Budget for Fiscal Year 2021

pre-employment physicals, at about \$500 each rather than about \$75; I am including provision for two such physicals in this budget.

| Town Administrator - 150 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|---------------------------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|----------------|
| | Budget | Expended | Expended | Budget | Budget | Expended | Budget | Requested |
| Salary ¹ | 56,270 | 56,270 | 62,000 | 62,000 | 65,000 | 65,016 | 68,000 | 74,000 |
| Hourly ² | 15,854 | 12,378 | 17,586 | 18,252 | 18,708 | 17,509 | 20,787 | 24,800 |
| Mileage | 500 | 754 | 459 | 600 | 750 | 1,714 | 1,000 | 1,700 |
| Postage | 1,300 | 1,028 | 592 | 1,200 | 1,200 | 1,278 | 1,400 | 3,750 |
| Dues/Conf | 750 | 1,099 | 1,311 | 800 | 2,835 | 3,304 | 1,500 | 2,000 |
| Telephone ³ | 3,650 | 3,116 | 1,655 | 2,700 | 0 | 0 | 0 | 0 |
| Copier | 1,000 | 677 | 568 | 700 | 700 | 1,187 | 5,000 | 800 |
| Advertising | 500 | 439 | 0 | 300 | 500 | 52 | 300 | 300 |
| Town Report | 3,000 | 4,220 | 4,930 | 3,600 | 4,500 | 4,355 | 5,250 | 5,250 |
| Supplies | 2,500 | 3,103 | 3,123 | 3,500 | 3,500 | 3,133 | 4,000 | 4,500 |
| Prof/Tech Serv | 3,750 | 426 | 0 | 500 | 500 | 75 | 250 | 1,250 |
| TOTAL | 89,074 | 83,510 | 92,225 | 94,152 | 98,193 | 97,623 | 107,487 | 118,350 |

¹ The \$6,000 rise in this line item is based on a contract between the Board of Selectmen and the Town Administrator.

² The Assistant to Boards and Committees is being moved into this budget in FY 2021, an apparent \$4,000 rise, taken largely from the FY19 Planning Board and Conservation Commission budgets. The Assistant to Boards and Committees is estimated at 150 hours for the Planning Board and 50 hours for the Conservation Commission. A rise to \$20/hr. is also proposed for this position, for totals of \$2,500 + \$1,500, or \$4,000 total. Also, the Assistant to the Town Administrator is raised to 20 hours from 19½, for a total of \$20,800. Both of these raises are proposed as a way to promote retention; area wages for positions similar to the Assistant to the Town Administrator are generally higher than \$20/hr.

³ to 159 – IT&T for FY 2019

Legal

The budget for Town Counsel is proposed to be reduced to \$10,000, close to the maximum actual expenses in recent years (though not in FY 2019). Legal advice is sometimes needed on short notice, so relying on the reserve fund is not preferred.

| Legal – 151 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--------------------|---------------|----------|---------------|----------|---------------|----------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| TOTAL | 10,000 | 9,351 | 10,000 | | 12,000 | 4,418 | 11,000 | 10,000 |

Information Technology and Telephone

This account includes our subscription to our internet service provider (ISP), which provides access to the internet, and more comprehensive IT services: maintenance; troubleshooting; equipment; and general software subscriptions. Software that is specific to various departments is part of their own budgets.

Town of Conway Budget for Fiscal Year 2021

The major increases are in subscription fees, which the Town has no control over. Also, the Town still needs greater speed, as multiple users slow down internet connections, and some of the web-based programs the Town uses, especially the financial ones, require greater bandwidth. This capacity is also included in the “subscriptions” line.

| IT&T – 159 | FY2017 | | FY2018 | | FY2019 | | FY 2020 | FY 2021 |
|--|---------------|---------------|---------------|---------|---------------|---------------|---------------|---------------|
| | Budget | Expense | Budget | Expense | Budget | Expense | Budget | Requested |
| Maintenance ¹ | 6,100 | 4,193 | 5,400 | | 5,800 | 1,275 | 5,800 | 0 |
| Software, subscriptions ² | 3,900 | 8,205 | 7,400 | | 15,240 | 16,427 | 15,240 | 17,780 |
| Equipment, supplies ³ | 3,000 | 1,364 | 2,000 | | 1,940 | 380 | 1,940 | 2,000 |
| Professional-Technical expenses ⁴ | 7,000 | 6,161 | 7,000 | | 7,000 | 11,523 | 7,000 | 14,651 |
| TOTAL | 20,000 | 19,923 | 21,800 | | 29,980 | 29,605 | 29,980 | 34,431 |

¹ Maintenance has been incorporated under Professional-Technical expenses. It includes regular updates, backups, switch-outs/configuration, monitoring, compliance, etc.

² Includes Internet Service Provider fees, telephone, e-mail accounts, and Windows 365 for each computer

³ Includes a plan to replace each computer every three years

⁴ Professional-Technical expenses include troubleshooting and other call support

Town Clerk, Board of Registrars, and Elections

Town Clerk

The Clerk fulfills five discrete administrative roles: legislative administrator; chief election officer; chief public information administrator; public records and licensing administrator; and census and voter registration administration. Each role is strictly defined by State law.

The salary has risen this year to reflect a rise in the number of hours worked and to place compensation for the position in the middle of the position’s pay range rather than the very low end. Travel is new this year and includes mileage and lodging for one conference. Postage has risen due to the upcoming U.S. Census mailing. Since the transition from the former Town Clerk to the present one is now complete, the hourly position is no longer needed, and the overall budget is still lowered by 11.6%.

| Clerk – 161 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--------------|--------|----------|--------|----------|--------|----------|--------|-----------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 27,030 | 27,030 | 32,850 | 32,850 | 33,671 | 33,711 | 34,513 | 37,188 |
| Hourly | 0 | 0 | 4,000 | | 4,100 | 550 | 0 | 0 |
| Travel | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,500 |
| Fees | 50 | 0 | 50 | | 50 | 0 | 50 | 50 |
| Prof./Tech | 0 | 0 | 0 | 0 | 0 | 0 | 10,000 | 0 |
| Postage | 200 | 179 | 200 | | 200 | 158 | 400 | 900 |
| Dues | 100 | 45 | 100 | 45 | 100 | 70 | 300 | 300 |
| Tuition/Mtgs | 75 | 0 | 75 | | 75 | 0 | 500 | 600 |

Town of Conway Budget for Fiscal Year 2021

| | | | | | | | | |
|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Subscriptions | 100 | 0 | 100 | | 100 | 0 | 100 | 100 |
| Advertising | 1,700 | 545 | 1,700 | 308 | 1,700 | 1,053 | 1,700 | 1,700 |
| Supplies | 400 | 33 | 400 | 93 | 400 | 40 | 400 | 500 |
| New Equipment | 200 | 0 | 200 | | 200 | 0 | 500 | 500 |
| TOTAL | 29,855 | 27,832 | 27,992 | 33,296 | 40,596 | 35,583 | 48,463 | 43,338 |

Board of Registrars

The Board of Registrars' budget is rising to provide for four or possibly five elections.

| Board of Registrars – 162 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY2021 |
|---------------------------|--------------|------------|--------------|------------|--------------|--------------|--------------|--------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 850 | 328 | 850 | 328 | 850 | 1,485 | 850 | 1500 |
| Office Supplies | 400 | 0 | 400 | | 400 | 0 | 400 | 500 |
| TOTAL | 1,250 | 328 | 1,250 | 328 | 1,250 | 1,485 | 1,250 | 2,000 |

Elections

This includes the mandatory \$1000 for programming the Automark machine (for use by the handicapped) for local elections.

| Elections – 163 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|-----------------|--------------|----------|--------------|------------|--------------|--------------|--------------|--------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 5,715 | 0 | 1,700 | 748 | 5,095 | 3,023 | 5,100 | 5,100 |
| Office Supplies | 2,700 | 0 | 1,700 | 0 | 3,000 | 69 | 2,600 | 3,000 |
| TOTAL | 8,415 | 0 | 3,400 | 328 | 8,095 | 3,092 | 7,700 | 8,100 |

Debt Service, Town Insurance, and Employee Benefits

Debt Service

Our present debt level remains quite low, and we are paying debt service on the new Fire Department truck through the operating budget. Please note that employee health insurance is covered under 900 – Employee Benefits.

| Debt - 710 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|-------------------------|---------------|---------------|---------------|----------|---------------|---------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| School Roof Repair Bond | 63,709 | 63,709 | 62,354 | | 0 | 0 | 0 | 0 |
| Fire Truck Note | | | 35,515 | | 33,588 | 30,000 | 33,588 | 31,794 |
| Short Term Interest | 1 | 0 | 1 | | 550 | 0 | 550 | 1,650 |
| TOTAL | 63,710 | 63,709 | 97,870 | 0 | 34,138 | 30,000 | 34,138 | 33,444 |

Town of Conway Budget for Fiscal Year 2021

Town Insurance

Workers Compensation has risen substantially due to an increased number of claims. General liability insurance is also higher than in FY 2020, partly due to a lag in accounting for the costs resulting from the tornado.

| Town Insurance – 193 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| General Liability Insurance | 30,390 | 35,863 | 32,000 | 33,935 | 38,000 | 34,274 | 36,000 | 39,415 |
| Worker's Comp Insurance | 31,860 | 20,534 | 32,000 | 18,669 | 34,000 | 24,050 | 21,000 | 30,303 |
| Insurance Police & Fire | 15,000 | 12,204 | 13,000 | 12,234 | 14,000 | 11,890 | 15,000 | 12,750 |
| Bonds | 600 | 745 | 700 | 645 | 900 | 155 | 1000 | 750 |
| TOTAL | 72,252 | 69,346 | 77,850 | 69,346 | 86,900 | 70,369 | 73,000 | 83,218 |

Employee Benefits

There is a substantial increase in health benefits this year, up \$73,973 from last year; six new health care plans were added for the Conway Grammar School.

There is also an increase of \$17,311 for pensions, an 8.3% rise. Assessments in total have largely increased because a number of assumptions were greater or lesser than expected – retirees lived longer than assumed, new members brought with them prior service which they purchased but for which the retirement service hadn't gathered matching funding, and there were fewer retirements than assumed (replacement workers pay more in deductions). These assumptions are part of the calculation of future retirement benefits, and assessments are the town's share of that future expense. (Member deductions, and investment earnings are the other funding sources.) The change in these various assumptions increased that future retirement liability by \$5.1 million. This year's share is \$444,914; Conway's share of that is what makes the \$17,311 rise from last year.

| Employee Benefits – 900 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY2021 |
|--------------------------------|----------------|----------|----------------|----------|----------------|----------|----------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Franklin County Retirement | 155,386 | | 165,999 | 165,999 | 170,979 | 175,407 | 191,043 | 208,354 |
| Unemployment Insurance | 4,000 | | 4,029 | 1,933 | 4,172 | 2,833 | 4,144 | 4,213 |
| Group Insurance-Health | 385,000 | | 428,693 | 412,220 | 452,896 | 420,859 | 423,250 | 476,000 |
| Group Insurance- Life | 1,800 | | 1,800 | 1,966 | 1,800 | 1,740 | 1,900 | 1,900 |

Town of Conway Budget for Fiscal Year 2021

| | | | | | | | | |
|------------------------------|----------------|----------|----------------|----------------|----------------|----------------|----------------|----------------|
| Medicare & Social Security | 35,000 | | 38,951 | 34,978 | 40,325 | 37,203 | 38,131 | 40,724 |
| MTA Mitigation for plan chgs | | | | | 8,081 | 0 | 10,000 | 0 |
| TOTAL | 581,186 | 0 | 639,472 | 617,096 | 678,253 | 638,041 | 668,468 | 731,191 |

Committees with budgets

Personnel Committee

The Personnel Committee is made up of one member representing the Finance Committee, one Select Board appointment, and one Moderator appointment. For FY 2021, level funding is proposed.

| Personnel Committee – 190 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY 2021 |
|---------------------------|--------|----------|--------|----------|--------|----------|--------|------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Expenses | 100 | 0 | 100 | 0 | 100 | 0 | 100 | 100 |

Cemetery Commission

The Special Town Meeting of December, 2019 formed the Cemetery Commission, so there is no past-year budget. The new Commission requests \$500 for training and mileage, which has so far been in western New England but not necessarily in Massachusetts.

| Cemetery Commission – 491 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|---------------------------|----------|----------|----------|----------|----------|----------|----------|------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Mileage | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250 |
| Training | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 250 |
| Supplies | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 600 |

Parks, Recreation, and Trails

The Parks, Recreation, and Trails Committee is proposed to be level-funded.

| Parks, Recreation, and Trails – 630 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|-------------------------------------|--------------|--------------|--------------|----------|--------------|--------------|--------------|--------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| TOTAL | 7,755 | 7,461 | 7,755 | | 7,755 | 3,992 | 8,000 | 8,000 |

Town of Conway Budget for Fiscal Year 2021

Historical Commission

The Historical Commission is proposed to be level funded.

| Historical Commission – 691 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|------------------------------------|---------------|----------|---------------|----------|---------------|----------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Historical Commission | 400 | 400 | 400 | 400 | 400 | 304 | 400 | 400 |

“170 Series” - Open Space Committee, Conservation Commission, Planning Board, Zoning Board of Appeals, Agriculture Commission, Permitting Bodies, Agriculture Commission

Open Space Committee

The Open Space Committee proposes to include the cost of mowing the South River meadow weekly in their budget, which was \$2,456 in FY 2020, and has been budgeted for \$2,500 in FY 2021. Training and advertising are new line items, at \$100 each. These have been added to the \$400 annual budget for a new total of \$3,100.

| Open Space Committee – 170 | FY2018 | | FY2019 | | FY2020 | FY2021 |
|-----------------------------------|---------------|---------|---------------|----------|---------------|---------------|
| | Budget | Expense | Budget | Expended | Budget | Requested |
| General expense | 100 | | 300 | 0 | 0 | 0 |
| Office supplies | | | 100 | 84 | 0 | 0 |
| Mowing* | | | 0 | 0 | 2,456 | 2,500 |
| Training | | | 0 | 0 | 100 | 100 |
| Advertising | | | 0 | 0 | 0 | 100 |
| Prof & Tech | | | 400 | **42 | 300 | 400 |
| TOTAL | 100 | | 400 | 42 | 2,856 | 3,100 |

* mowing of the Town Meadow perimeter path for recreational use

** general expense assigned to this line item

Conservation Commission

The Conservation Commission proposes a decrease, with the cost of the administrative assistant, who had been added in FY 2019, going to the Town Administrator’s hourly line. The expenses for FY 2019 seem erroneous and may be an artifact of the FY 2018 replacement of the accounting software.

Please note that any resident who is willing to serve and feels qualified is welcome to contact the Chair, Bruton Strange.

Town of Conway Budget for Fiscal Year 2021

| Conservation Commission – 171 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--------------------------------------|---------------|-----------|---------------|----------|---------------|------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Postage | 50 | 0 | 50 | | 50 | 0 | 50 | 50 |
| Dues | 200 | 0 | 200 | | 200 | 0 | 200 | 203 |
| Training | 500 | 95 | 500 | | 405 | 300 | 500 | 500 |
| Office Supplies | 200 | 0 | 200 | | 200 | 0 | 0 | 0 |
| Prof & Tech | 100 | 0 | 100 | | 100 | 0 | 936 | 0 |
| TOTAL | 1,050 | 95 | 1,050 | | 955 | 300 | 1,786 | 853 |

Planning Board

The Planning Board is proposed to be level funded, with the cost of the administrative assistant going to the Town Administrator’s hourly line.

| Planning Board – 175 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|-----------------------------|---------------|----------|---------------|----------|---------------|----------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Expense | 2,630 | 367 | 2,630 | | 1,950 | 933 | 4,470 | 1,950 |

Zoning Board of Appeals

The Zoning Board of Appeals budget is proposed to a minimum amount for any necessary postage or supplies. As with the Planning Board, any administrative assistant cost will be covered under the Town Administrator’s hourly line.

| Zoning Board of Appeals – 176 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--------------------------------------|---------------|----------|---------------|----------|---------------|----------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Expense | 100 | 0 | 200 | 0 | 100 | 0 | 300 | 100 |

Agricultural Commission

The Agricultural Commission, new in FY 2017, successfully proposed a “Right-to-Farm” by-law. It is now in abeyance until a member (old or new) agrees to assume the position of chair and resume meetings.

| Agricultural Commission – 172 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--------------------------------------|---------------|----------|---------------|-----------|---------------|----------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| TOTAL | 250 | 0 | 250 | -- | 500 | 0 | 500 | 1 |

Regional Services

Franklin Regional Council of Governments (FRCOG)

The total of the general assessments of the Franklin Regional Council of Governments (FRCOG) is up from 51,992 to 56,474 (\$4,482), largely due to an increase in the cost of the accounting program, from \$25,454 last year to \$29,543 (\$4,089) this year. That program is adding a part-time position, which will increase the program’s flexibility and provide much-needed relief for current staff.

Membership in the FRCOG remains a good investment, as Conway is taking advantage of a number of discretionary programs, including accounting services; highway materials procurement; the cooperative inspection program; the procurement program; and the cooperative health program (for nursing services only). We also work actively with the FRCOG in their hazard mitigation planning for FEMA grant eligibility; water quality grants (such as the DEP 319 grant for South River flood prevention work); GIS work with the Assessors, Highway Department, and Town Administrator; and regional emergency management. In the past we have obtained FRCOG assistance in meeting our Community Compact goals of implementing best practices for information technology and long-term financial planning. In addition, many Town board and committee members have taken advantage of free trainings sponsored by the FRCOG in various specialty areas.

| FRCOG – 830 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|----------------|---------------|---------------|---------------|----------|---------------|---------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Statutory | 1,094 | | 1,213 | | 1,008 | | 930 | 868 |
| Regional | 15,038 | | 15,285 | | 14,876 | | 15,610 | 15,849 |
| Programs* | 39,453 | | 33,616 | | 34,299 | | 35,452 | 39,757 |
| TOTAL | 55,585 | 48,475 | 50,114 | | 50,183 | 47,835 | 51,992 | 56,474 |

* the first-Friday Town Nurse service is paid for under the Board of Health budget (\$8,847)

Town of Conway Budget for Fiscal Year 2021

Public Safety

The Public Safety category covers Police, Fire, Ambulance, Emergency Management, and the Animal Control Officer, a position that includes all the duties of a former Dog Warden or Officer as well as dealing with all other problematic wild animals in town. Total spending is projected to be \$238,683, (prior to most salary adjustments, Ambulance Director excepted), up \$22,608, or 9.47%, with just under half of that, \$129,670, going to the Police Department.

Police

Police spending is slightly higher, with just \$900 in additional funds sought for training. Personnel is currently adequate, with a regular part-time officer for at least 20 hours per week, along with more occasional reserve officers; the only shortages for Conway’s usual reserve officers are for special events. It is quite possible that as Conway approaches a population of 2,000, the town could use a second full-time police officer rather than a regular half-time officer, but that additional support is not deemed necessary at this time.

| Police Department – 210 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|-------------------------|---------|----------|---------|----------|---------|----------|---------|----------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salaries | 66,996 | 66,995 | 68,671 | 69,853 | 70,388 | 70,385 | 72,148 | 72,148 |
| Hourly | 37,534 | 40,301 | 37,534 | 35,436 | 37,534 | 36,232 | 38,472 | 38,472 |
| Radio Fees | 2,000 | 1,692 | 2,592 | 2,591 | 3,000 | 3,000 | 3,000 | 3,000 |
| Postage | 50 | 43 | 50 | 0 | 50 | 29 | 50 | 50 |
| Dues | 300 | 180 | 300 | 180 | 300 | 180 | 300 | 300 |
| Training | 1,400 | 1,402 | 2,400 | 1,181 | 2,400 | 1,277 | 2,400 | 3,300 |
| Gasoline | 7,000 | 3,410 | 5,500 | 3,237 | 5,500 | 3,599 | 5,500 | 5,500 |
| Supplies | 1,300 | 124 | 2,000 | 874 | 2,000 | 610 | 2,000 | 2,000 |
| Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vehicle Maintenance | 2,000 | 585 | 2,000 | 4,372 | 2,000 | 1,208 | 2,000 | 2,000 |
| Software | 1,620 | 1,320 | 1,420 | 1,385 | 1,500 | 1,455 | 1,900 | 1,900 |
| Uniforms | 1,000 | 772 | 1,000 | 689 | 1,000 | 660 | 1,000 | 1,000 |
| TOTAL | 121,200 | 116,824 | 118,450 | 119,799 | 125,672 | 118,635 | 128,770 | 129,670 |

Fire

The Fire Department’s proposed budget is \$76,478 (without salary increases), the increase from last year due to the remaining amount to be appropriated to pay for the time firefighters spend training, a legal requirement with which Conway will now comply.

Radio Fees are up \$1,500 for the installation of six new vehicle radios. The Self-Contained Breathing Apparatus (SCBA) line is up \$1,000 for the additional cost of maintenance and inspection. There is an article for the replacement of four SCBA units on the warrant, as expected, to complete the replacement of all such units begun last year.

Town of Conway Budget for Fiscal Year 2021

The Gasoline/Fuel line is used not only for the cruiser and brush truck, but for generators, chain saws, and pumps as well. Equipment includes fire hoses, valves, fittings, adapters, and water-proof radios; SCBA maintenance includes annual certification and testing. Turn-out gear includes all fire department clothing—coats, helmets, gloves, hoods, boots, and forestry clothing.

Finally, the Fire Chief has not been paid nearly for what he would earn if the position were to be considered hourly. It is time to start catching up to professional rather than volunteer pay for the work required in order to ensure employees are retained. The salary (paid as a stipend) is here proposed to begin paying for the average time worked, which is 40 hours per month, at \$20 per hour, for 52 weeks. This portion of \$1,242 is approximately half of the amount needed to pay the Fire Chief fairly; I will propose the remainder next year. Please note that this request is coming from the Town Administrator, not the Fire Chief.

| Fire Dept – 220 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|---------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 7,538 | 7,536 | 7,726 | 7,725 | 7,919 | 7,592 | 7,919 | 9,161 |
| Clerical | 821 | 821 | 842 | 849 | 863 | 7,916 | 863 | 863 |
| Labor | 11,176 | 11,955 | 11,455 | 11,105 | 11,741 | 11,025 | 21,691 | 27,891 |
| Radio Fees | 3,200 | 2,902 | 5,095 | 3,621 | 5,595 | 2,637 | 5,595 | 7,100 |
| Dues | 500 | 375 | 500 | 450 | 500 | 425 | 500 | 855 |
| Training | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 636 | 1,000 | 1,000 |
| Phone Rental | 300 | 296 | 300 | 75 | 300 | 280 | 300 | 300 |
| Cell Phone | 528 | 622 | 650 | 1,290 | 1,350 | 1,438 | 1,350 | 1,350 |
| Gasoline/ Fuel | 500 | 283 | 300 | 210 | 300 | 412 | 300 | 300 |
| Supplies | 3,000 | 3,184 | 3,000 | 2,899 | 3,000 | 1,930 | 3,000 | 3,000 |
| Vehicle Maintenance | 6,300 | 10,300 | 6,300 | 830 | 7,500 | 9,890 | 7,500 | 7,500 |
| Equipment | 10,000 | 5,606 | 10,000 | 10,036 | 10,000 | 16,002 | 10,000 | 10,000 |
| SCBA Maintenance | 1,000 | 1,024 | 1,000 | | 1,000 | 0 | 1,000 | 2,000 |
| Turnout Gear | 6,400 | 6,292 | 6,400 | | 6,400 | 0 | 6,400 | 6,400 |
| TOTAL | 52,263 | 52,196 | 54,568 | 40,089 | 57,468 | 60,183 | 67,418 | 77,720 |

Ambulance

The Ambulance Director has been working for much less than minimum wage if the position were to be considered hourly. It is time to start catching up to professional rather than volunteer pay for the work required in order to ensure employees are retained. The salary (paid as a stipend) is here proposed to begin paying for the average time worked, which is 50 hours per month, at \$20 per hour, for 52 weeks. This portion of \$2,630 is approximately half of the amount needed to pay the Ambulance Director fairly; I will propose the remainder next year. Please note that this request is coming from the Town Administrator, not the Ambulance Director.

Town of Conway Budget for Fiscal Year 2021

| Ambulance – 231 | FY 2017 | | FY2018 | | FY 2019 | | FY 2020 | FY2021 |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Requested | Expended | Budget | Requested |
| Salary | 6,260 | 6,260 | 6,417 | 6,417 | 6,577 | 6,575 | 6,741 | 9,371 |
| Asst Dir. Salary | 2,091 | 545 | 2,143 | 558 | 2,197 | 572 | 2,252 | 2,252 |
| Clerk Wages | 335 | 0 | 335 | | 343 | 0 | 205 | 350 |
| Hourly Employee | 9,096 | 6,265 | 9,323 | 6,201 | 9,556 | 6,321 | 9,795 | 11,000 |
| Radios | 1,692 | 1,692 | 1,692 | 2,591 | 2,000 | 2,637 | 2,700 | 3,000 |
| Postage | 25 | 3 | 25 | | 10 | 0 | 10 | 20 |
| Training | 750 | 3,896 | 950 | 605 | 1,500 | 850 | 1,500 | 1,500 |
| License/ Exam | 1,451 | 1,466 | 7,500 | 1,505 | 7,500 | 675 | 7,500 | 7,500 |
| Telephone/ Cell | 600 | 161 | 300 | 116 | 300 | 0 | 200 | 200 |
| Transfer/Intercept | 7,000 | 6,253 | 8,000 | 5,342 | 8,000 | 7,650 | 8,000 | 8,000 |
| Contract | 0 | 0 | 0 | 233 | 0 | 0 | 0 | 0 |
| Mileage | 0 | 0 | 0 | | 0 | 0 | 0 | 0 |
| Office Supplies | 100 | 0 | 100 | | 100 | 0 | 100 | 100 |
| Other Supplies | 2,450 | 2,412 | 2,700 | 1,496 | 2,700 | 1,984 | 2,700 | 2,700 |
| Maint./Repair | 250 | 488 | 250 | 234 | 500 | 75 | 500 | 1,000 |
| Software Support | 2,500 | 2,214 | 2,500 | 2,280 | 2,300 | 2,348 | 2,500 | 2,500 |
| Uniforms | 100 | 217 | 100 | | 100 | 0 | 100 | 100 |
| New Equipment | 1,500 | 1,234 | 1,500 | 405 | 1,500 | 0 | 1,500 | 1,500 |
| Billing Charges | 1,750 | 1,764 | 1,750 | 854 | 1,800 | 1,984 | 1,600 | 1,600 |
| TOTAL | 37,950 | 34,870 | 45,585 | 28,836 | 46,983 | 31,671 | 47,903 | 52,693 |

“290 Series” – Emergency Management; Animal Control Officer; Tree Warden

The Emergency Management Director (EMD) is requesting level funding. The EMD is responsible for keeping the Town compliant with all state requirements and maintaining Town readiness for emergencies. Mileage costs are mainly for quarterly meetings and workshops sponsored by the Massachusetts Emergency Management Agency; equipment includes supplies for Emergency Operations Center and shelter readiness.

| Emergency Management – 291 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|----------------------------|--------------|----------|--------------|----------|--------------|----------|--------------|--------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 2,000 | | 2,000 | | 2,000 | | 2,000 | 2,000 |
| Mileage | 250 | | 250 | | 250 | | 250 | 250 |
| Emergency Alert System | 1,500 | | 1,500 | | 1,500 | | 1,500 | 1,500 |
| Equipment | 500 | | 500 | | 500 | | 500 | 500 |
| TOTAL | 4,250 | | 4,250 | | 4,250 | | 4,250 | 4,250 |

Town of Conway Budget for Fiscal Year 2021

Please note that the position formerly known as Dog Warden or Dog Officer is now, due to State legislation, called Animal Control Officer (ACO). This position is proposed to be level funded.

| Animal Control Officer (Dog Officer) – 292 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|---|---------------|--------------|---------------|----------|---------------|--------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 350 | -- | 1,600 | | 1,600 | 1760 | 1,600 | 1,600 |
| Mileage | 600 | -- | 500 | | 500 | 0 | 500 | 500 |
| Kennel exp.* | 350 | -- | 350 | | 350 | 143 | 350 | 350 |
| Training (hrly.) | 600 | -- | 100 | | 100 | 0 | 100 | 100 |
| Equipment | 100 | -- | 100 | | 100 | 0 | 100 | 100 |
| TOTAL | 2,000 | 1,048 | 2,650 | | 2,650 | 1,903 | 2,650 | 2,650 |

The Tree Warden budget was raised to allow the Tree Warden to be a member of the professional association and to attend its annual conference. This year, it is level funded.

| Tree Warden – 294 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--------------------------|---------------|------------|---------------|------------|---------------|------------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Salary | 300 | 497 | 300 | 300 | 300 | 300 | 300 | 300 |
| Mileage | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 |
| Dues/Conference | 335 | 0 | 285 | 0 | 235 | 0 | 0 | 0 |
| TOTAL | 635 | 497 | 635 | 300 | 585 | 300 | 300 | 300 |

Town of Conway Budget for Fiscal Year 2021

Public Works

The Public Works category includes Highway and Winter Roads as the main categories, together with Building Maintenance. The Highway Department is requesting a total of \$646,310, up \$11,544, or 1.79%, from last year. Together with Building Maintenance, the total budget proposed for Public Works is \$723,743, a 1.13% raise from last year.

Highway and Winter Roads

The Highway budget is proposed to rise slightly due to a raise and more hours for the clerk. The Winter Roads budget is proposed to rise slightly for supplies.

| Highway – 422 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Labor | | | | | | | | |
| Salary | 60,338 | 61,502 | 63,041 | 63,040 | 64,616 | 64,615 | 66,231 | 66,231 |
| Hourly Wages | 158,501 | 136,839 | 170,688 | 168,541 | 184,804 | 184,357 | 189,424 | 192,149 |
| Part-Time Help | 1,000 | 0 | 1,000 | 0 | 1,000 | 0 | 1,025 | 1,000 |
| Overtime Pay | 2,050 | 1,524 | 2,075 | 1,603 | 2,075 | 3,803 | 4,100 | 4,100 |
| Sub-Total 422 LABOR | 221,889 | 199,865 | 236,804 | 233,183 | 252,495 | 252,775 | 260,780 | 263,480 |
| Regular | | | | | | | | |
| Rentals | 7,500 | 0 | 7,500 | 7,675 | 7,500 | 9,536 | 17,500 | 17,500 |
| Materials | 104,863 | 114,456 | 102,033 | 65,761 | 105,000 | 57,258 | 105,000 | 105,000 |
| Sublet | 21,358 | 42,831 | 20,000 | 14,538 | 20,000 | 49,724 | 25,000 | 25,000 |
| Fuel | 23,040 | 11,593 | 18,000 | 15,714 | 20,000 | 16,746 | 20,000 | 20,000 |
| Office | 5,000 | 4,541 | 5,000 | 7,624 | 5,000 | 3,645 | 6,000 | 6,000 |
| Dept Supplies | 10,000 | 9,637 | 10,000 | 10,877 | 10,000 | 6,179 | 10,000 | 10,000 |
| Repairs | 50,000 | 53,098 | 85,000 | 98,916 | 50,000 | 76,974 | 60,000 | 60,000 |
| Uniforms | 2,500 | 2,410 | 2,500 | 2,500 | 2,500 | 2,067 | 2,500 | 2,500 |
| New Equipment | 10,000 | 15,064 | 10,000 | 12,496 | 10,000 | 6,986 | 10,000 | 10,000 |
| Sub-Total 422 REGULAR | 234,261 | 253,630 | 260,033 | 236,102 | 230,000 | 481,914 | 256,000 | 256,000 |
| TOTAL 422 - REGULAR AND LABOR | 456,150 | 453,495 | 496,837 | 469,285 | 482,495 | 469,285 | 516,780 | 519,480 |
| Winter – 423 | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Temp Employ | 3,000 | 1,724 | 3,075 | 1,233 | 3,152 | 1,350 | 3,231 | 3,231 |
| Overtime Pay | 15,414 | 15,976 | 15,799 | 19,512 | 16,194 | 17,525 | 16,599 | 16,599 |

Town of Conway Budget for Fiscal Year 2021

| | | | | | | | | |
|---------------------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Diesel | 15,000 | 13,258 | 15,000 | 15,376 | 15,000 | 25,648 | 15,000 | 15,000 |
| Sand | 20,000 | 11,492 | 20,000 | 13,429 | 20,000 | 19,830 | 20,000 | 20,000 |
| Salt | 60,000 | 41,322 | 60,000 | 56,414 | 60,000 | 39,320 | 60,000 | 60,000 |
| Supplies | 8,000 | 12,237 | 8,000 | 12,887 | 8,000 | 12,034 | 10,000 | 12,000 |
| New Equipment | 0 | 0 | 0 | | 0 | | | |
| TOTAL WINTER – 423 | 121,414 | 96,009 | 121,874 | 118,851 | 122,346 | 115,707 | 124,830 | 126,830 |

Building Maintenance

Building Maintenance is proposed to rise to account for higher electricity costs and landscape work.

| Building Maintenance – 192 | FY 2017 | | FY 2018 | | FY 2019 | | FY 2020 | FY 2021 |
|-----------------------------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|----------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Custodian Salary | 16,559 | 16,684 | 16,973 | 16,980 | 17,398 | 17,480 | 17,833 | 17,833 |
| Electricity | 17,100 | 13,449 | 17,100 | 15,676 | 17,100 | 16,607 | 16,500 | 18,000 |
| Building Maintenance | 5,000 | 3,767 | 5,000 | 2,252 | 5,000 | 1,448 | 5,000 | 5,000 |
| Rent - Sheep Barn | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 0 | 0 | 0 |
| Heat Oil | 8,000 | 3,904 | 8,000 | 4,525 | 6,000 | 3,000 | 6,000 | 6,000 |
| Heat Propane | 12,000 | 9,715 | 12,000 | 7,669 | 11,000 | | 9,000 | 9,000 |
| Building Repairs | 3,500 | 7,517 | 3,500 | 13,740 | 7,600 | 12,048 | 8,100 | 8,100 |
| Custodial Supplies | 500 | 296 | 500 | 1,971 | 1,500 | 544 | 1,500 | 1,500 |
| Grounds Maintenance | 7,000 | 14,257 | 7,000 | 6,524 | 7,000 | | 10,000 | 12,000 |
| TOTAL | 72,659 | 72,589 | 73,073 | 72,337 | 75,598 | 51,127 | 73,933 | 77,433 |

Education, Health and Human Services

Please note that all school figures are estimates.

The Education, Health and Human Services budget includes the Board of Health (with a budget of \$228,429); the Council on Aging (\$1,200, though also receiving a state grant); Veterans’ Services (\$10,743); totaling \$240,372, and all of the schools: Conway Grammar School, Frontier Regional High School and both the Franklin County Technical School and the Smith Vocational and Agricultural High School (see below). With \$3,699,183 as the total for all schools, that makes total spending for this category \$3,939,555.

Education

For all school budgets, final budgets for both the Conway Grammar School, Frontier Regional High School, and the technical schools have not yet been approved, but preliminary budgets have been made available, and are very favorable. Total school spending (including transportation) is estimated at \$3,699,183, up just \$52,120 from last year’s \$3,647,063, or about 1.41%.

Although costs have dropped substantially (and unexpectedly) this year for the Franklin County Technical School, this line is again expected to rise next year. There is nothing we can do to smooth out the volatility of this line item, unless we budgeted considerably more than needed in years with low attendance. While this would increase free cash the following year, the rise in taxes would be unnecessary, and so it seems better to accept the volatility.

Smith Vocational and Agricultural High School

Although the Town has not received final figures from SVAHS, there has been no indication at the time of writing of any more Conway students wishing to attend, and no indication of a rise on transportation costs.

| Schools – 300A, 300B, 320, 892A, 892B | Total assessment FY 2019 (estimated) | FY 2020 Requested | Change FY19-FY20 | FY 2021 Requested | Increase (decrease) FY20-FY21 | % Increase (decrease) FY20-FY21 |
|--|--------------------------------------|-------------------|------------------|-------------------|-------------------------------|---------------------------------|
| Conway Grammar School – 300 | | | | | | |
| CGS Operating | 1,825,454 | 1,868,752 | 2.32% | 1,910,057 | 41,305 | 2.16% |
| CGS Transportation | 83,362 | 83,520 | 0.19% | 90,310 | 6,790 | 7.52% |
| CGS total: | 1,908,816 | 1,952,272 | 2.23% | 2,000,367 | 48,095 | 2.40% |
| Frontier Regional High School – 892 | | | | | | |
| FRHS Operating | 1,344,781 | 1,478,594 | 9.05% | 1,527,788 | 49,194 | 3.22% |
| FRHS Transport | 23,472 | 54,729 | 57.11% | 38,754 | -15,975 | -41.22% |
| Frontier total: | 1,368,253 | 1,533,323 | 10.77% | 1,566,542 | 33,219 | 2.12% |

Town of Conway Budget for Fiscal Year 2021

| Franklin Regional Technical School – 320 | | | | | | |
|---|---------|---------|----------|----------------|---------|----------|
| Operating | 170,295 | 112,380 | (51.53%) | 94,375 | -18,005 | 2.12% |
| Capital (bond payment) | 0 | 7,888 | n/a | 6,699 | -1,189 | -17.75% |
| <i>FCTS sub-total</i> | 122,619 | 120,268 | (1.96%) | 101,074 | -19,194 | -18.99% |
| Smith Vocational and Agricultural – 320 | | | | | | |
| Tuition | 35,360 | 18,500 | (47.68%) | 18,500 | 0 | 0.00% |
| SVAHS transportation | 12,650 | 12,700 | 0.39% | 12,700 | 0 | 0.00% |
| <i>SVAHS sub-total:</i> | 48,010 | 31,200 | (53.88%) | 31,200 | 0 | 0.00% |
| <i>Technical schools total:</i> | 218,305 | 151,468 | (0.31) | 132,274 | -14.51% | -110.99% |

| | | | | | | |
|---------------------------------|-----------|-----------|-------|------------------|-------|-------|
| GRAND TOTAL, All Schools | 3,495,374 | 3,647,063 | 4.16% | 3,699,183 | 1.41% | 1.41% |
|---------------------------------|-----------|-----------|-------|------------------|-------|-------|

Health and Human Services

Board of Health

The \$28,000 rise in the Board of Health budget is largely due to an unexpected increase of \$20,000 in recycling fees. This is a result of an international problem: the main buyer of recyclables has been China, and they are no longer taking single-stream product (bottles and cans mixed with paper). While Conway is part of a dual-stream operation (the Springfield Materials Recovery Facility, or MRF), the entire market is now depressed, with even single-stream sellers having to pay to dispose of product that we used to get paid for.

BOH “Other Services”—items paid under line item 512-380—include the following items, though this is not a complete listing as it often includes unanticipated expenses: the DEP-required annual Transfer Station site inspection (separate from 512-240 which covers only the detailed well inspections and testing required for the capped wood-waste disposal site); the porta-potty at the Transfer Station; landfill cap mowing and maintenance; scrap metal hauling; freon collection and disposal; equipment repair and maintenance; tire pick-up and disposal; electronics pick-up and disposal; propane, helium and other canisters pick-up and disposal; and fire extinguisher inspection and service.

Please also note that in this request, a 2½% increase in salary and wage levels is included.

| Board of Health – 512 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|------------------------------|---------------|----------|---------------|----------|---------------|----------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Hourly Employ | 29,718 | 37,070 | 37,775 | | 38,720 | 36,536 | 39,688 | 42,000 |
| Clerical | 11,775 | 11,575 | 12,070 | | 12,372 | 12,372 | 12,681 | 12,998 |

Town of Conway Budget for Fiscal Year 2021

| | | | | | | | | |
|----------------------|----------------|----------------|----------------|-----|----------------|----------------|----------------|----------------|
| Animal Inspect | 1,600 | 1,600 | 1,800 | | 2,000 | 2,000 | 2,050 | 2,100 |
| Stipends | 5,617 | 5,468 | 5,757 | | 5,901 | 3,577 | 6,050 | 6,200 |
| Electric | 2,165 | 1,886 | 2,165 | | 2,165 | 2,205 | 2,165 | 2,200 |
| Mileage | 500 | 192 | 500 | | 500 | 74 | 500 | 500 |
| Dump Main. | 4,000 | 0 | 4,000 | | 4,000 | 0 | 4,000 | 4,000 |
| Postage | 100 | 106 | 100 | | 100 | 0 | 100 | 100 |
| Dues | 6,550 | 6,550 | 6,600 | | 9,150 | 6,460 | 9,873 | 11,000 |
| Tuition/ Meetings | 500 | 0 | 500 | | 500 | 75 | 500 | 500 |
| FCSWMD | 6,524 | 6,524 | 6,532 | | 6,808 | 8,933 | 7,130 | 8,081 |
| Telephone | 300 | 285 | 300 | | 300 | 291 | 300 | 350 |
| Other Services | 9,000 | 6,338 | 10,000 | | 10,000 | 7,524 | 10,000 | 13,000 |
| Advertising | 300 | 0 | 100 | | 100 | 0 | 100 | 100 |
| Trucking | 41,330 | 36,634 | 43,000 | | 45,000 | 33,926 | 45,000 | 45,000 |
| Disposal/ Tip | 38,000 | 31,127 | 38,000 | | 48,000 | 32,352 | 45,000 | 45,000 |
| Recycling | n/a | n/a | n/a | n/a | n/a | n/a | n/a | 20,000 |
| Hazard Waste | 5,000 | 3,604 | 5,000 | | 7,500 | 2,750 | 7,500 | 7,500 |
| Office Supply | 500 | 0 | 500 | | 500 | 0 | 500 | 500 |
| Other Supply | 2,500 | 1,830 | 3,500 | | 3,500 | 2,959 | 3,500 | 3,500 |
| Building Repairs | 2,000 | 0 | 2,000 | | 2,000 | 0 | 2,000 | 2,000 |
| VBD* | 750 | 745 | 1,800 | | 1,800 | 0 | 1,800 | 1,800 |
| TOTAL | 168,729 | 149,896 | 181,999 | | 200,916 | 152,034 | 200,437 | 228,429 |

*vector-borne disease, e.g., tick testing; was just "rabies"

“540 Series” – Council on Aging, Veterans’ Services

Council on Aging

The Council on Aging has requested level funding.

| Council on Aging – 541 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|--|--------|----------|--------|----------|--------|----------|--------|--------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Expense | *1,600 | 1,160 | 400 | 304 | 1200 | 25 | 1,200 | 1,200 |
| <i>*money from the reserve fund was used to cover money typically paid by a grant, the method restored for FY 2018</i> | | | | | | | | |

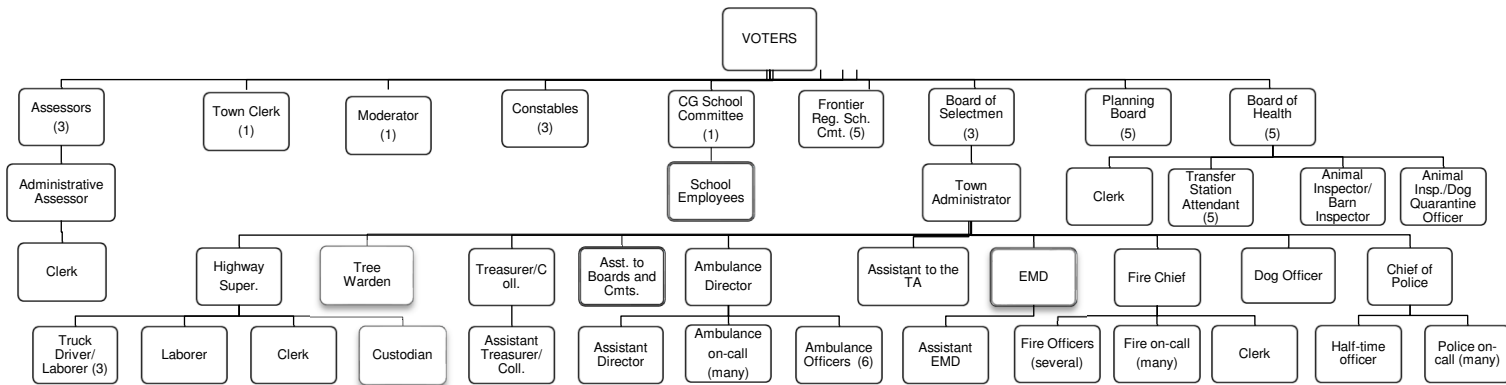
Veterans’ Services

Veterans’ Services for Conway is covered by the regional office in Greenfield (Timothy Niejadlik, Director). There is always a question of budgeting for a possible extra veteran in Conway, and there is always the possibility that an eligible veteran will settle in town and require Town funding. However, the likelihood is small, and would be unexpected, so such an expense could properly be covered by the reserve fund.

Town of Conway Budget for Fiscal Year 2021

| Veterans’ Services – 543 | FY2017 | | FY2018 | | FY2019 | | FY2020 | FY2021 |
|---|---------------|----------|---------------|----------|---------------|----------|---------------|---------------|
| | Budget | Expended | Budget | Expended | Budget | Expended | Budget | Requested |
| Benefits | 6,533 | 6,619 | 5,500 | 3,629 | 5,500 | 3,978 | 8,568 | 6,120 |
| Operating | 3,033 | 0 | 3,610 | 3,609 | 3,700 | 3,685 | 3,700 | 4,373 |
| Flags | 200 | 0 | 200 | 186 | 200 | 176 | 250 | 250 |
| TOTAL | 9,766 | 6,619 | 9,310 | 7,424 | 9,400 | 7,839 | 12,518 | 10,743 |

Town of Conway Budget for Fiscal Year 2021



Town of Conway Budget for Fiscal Year 2021

Projected Article 2 for the May 8, 2017 Annual Town Meeting (**NOT including any wage rise**)

| A. | DEPT # | DEPARTMENT NAME | FY 2019 | FY 2020 | FY 2021 REC. | FY20 – 21 CHANGE |
|----|-------------------------------------|--|------------------|------------------|------------------|---------------------------------------|
| | 114 | MODERATOR | 350 | 350 | 350 | 0 |
| | 122 | SELECTMEN | 6,500 | 6,500 | 6,500 | 0 |
| | 131 | FINANCE COMMITTEE | 300 | 300 | 300 | 0 |
| | 132 | RESERVE FUND | 40,000 | 40,000 | 40,000 | 0 |
| | 135 | TOWN AUDITS | 21,500 | 1 | 1 | 0 |
| | 141 | ASSESSORS | 7,690 | 8,155 | 12,895 | 4,740 |
| | 141 | ASSESSORS SALARY | 49,731 | 58,606 | 61,058 | 2,452 |
| | 145-146 | TREASURER-COLLECTOR | 15,562 | 16,878 | 17,898 | 1,020 |
| | 145-146 | TREASURER-COLLEC. SALARY, WAGES | 58,685 | 60,337 | 60,151 | -186 |
| | 150 | TOWN ADMIN | 14,485 | 18,700 | 19,550 | 850 |
| | 150 | TOWN ADMIN SALARY, WAGES | 85,802 | 88,787 | 98,800 | 10,013 |
| | 151 | LEGAL | 12,000 | 11,000 | 11,000 | 0 |
| | 159 | INFORMATION TECHNOLOGY | 29,980 | 29,980 | 34,431 | 4,451 |
| | 161 | TOWN CLERK | 2,825 | 13,850 | 5,650 | -8,200 |
| | 161 | TOWN CLERK SALARY, WAGES | 37,771 | 34,513 | 34,513 | 0 |
| | 162-163 | REGISTRARS AND ELECTIONS | 9,345 | 8,950 | 10,100 | 1,150 |
| | 170 SERIES | ConCom, Pl. Brd., ZBA, Ag. Com, Open | 4,105 | 9,056 | 6,004 | -3,052 |
| | 190 | PERSONNEL COMMITTEE | 100 | 200 | 1 | -199 |
| | 192 | BUILDING MAINTENANCE | 56,100 | 56,100 | 59,600 | 3,500 |
| | 192 | BUILDING MAINTENANCE WAGES | 17,398 | 17,833 | 17,833 | 0 |
| | 193 | TOWN INSURANCE | 86,900 | 73,000 | 84,710 | 11,710 |
| | 210 | POLICE | 17,750 | 18,150 | 19,050 | 900 |
| | 210 | POLICE SALARY, WAGES | 109,822 | 110,922 | 110,620 | -302 |
| | 220 | FIRE | 36,945 | 36,945 | 39,805 | 2,860 |
| | 220 | FIRE SALARY, WAGES | 21,630 | 30,693 | 36,673 | 5,980 |
| | 231 | AMBULANCE | 25,000 | 25,000 | 25,000 | 0 |
| | 290 SERIES | DOG & TREE WARDENS, EMERG. MAN. | 7,820 | 7,535 | 7,535 | 0 |
| | 422 | HIGHWAY | 230,000 | 256,000 | 256,000 | 0 |
| | 422 | HIGHWAY SALARY, WAGES | 252,495 | 260,781 | 263,480 | 2,699 |
| | 423 | WINTER ROADS | 103,000 | 105,000 | 107,000 | 2,000 |
| | 423 | WINTER ROADS WAGES | 19,346 | 19,830 | 19,830 | 0 |
| | 512 | BOARD OF HEALTH (BOH) | 141,923 | 139,968 | 165,131 | 25,163 |
| | 512 | BOH SALARY, WAGES | 58,993 | 60,469 | 63,298 | 2,829 |
| | 540 SERIES | HUMAN SERVICES (COA, VETERANS) | 10,600 | 13,718 | 11,943 | -1,775 |
| | 630 | PARKS, RECREATION, TRAILS | 7,755 | 8,000 | 8,000 | 0 |
| | 691 | HISTORICAL COMMISSION | 400 | 400 | 400 | 0 |
| | 751 | DEBT SERVICE | 34,138 | 33,441 | 33,444 | 3 |
| | 752 | SHORT TERM INTEREST | 1 | 1 | 1 | 0 |
| | 830 | FRCOG (town nurse under Board of Health) | 50,183 | 51,992 | 56,474 | 4,482 |
| | 900 | EMPLOYEE COSTS | 671,206 | 668,468 | 752,414 | 83,946 |
| | B. | | | | | |
| | 300A | GRAM SCH OPERATING | 1,825,454 | 1,868,752 | 1,910,057 | 41,305 |
| | 300B | GRAM SCH TRANSPORT | 83,362 | 83,520 | 90,310 | 6,790 |
| | C. | | | | | |
| | 892A | FRONTIER REG OPERATING | 1,344,781 | 1,478,594 | 1,527,788 | 49,194 |
| | 892B | FRONTIER TRANSPORTATION | 23,472 | 54,729 | 38,754 | -15,975 |
| | D. | | | | | |
| | 320 | TECHNICAL SCHOOLS | 218,305 | 151,468 | 132,274 | -19,194 |
| | FY19 to 20: +\$185,962 +3.08% | GRAND TOTALS: | 5,851,510 | 6,037,472 | 6,256,626 | <i>FY20 to 21: +\$219,154</i> |