



TOWN OF AMHERST, MASSACHUSETTS
FINANCE COMMITTEE REPORT

and

**RECOMMENDATIONS TO THE
252nd ANNUAL TOWN MEETING**

MAY 2, 2011
7:30 O'clock p.m.
Amherst Regional Middle School Auditorium

2011 TOWN MEETING SCHEDULE

Town Meeting Begins:

MONDAY, MAY 2, 2011

The following dates are tentative. Town Meeting will decide each night when the next session will be.

WEDNESDAY, MAY 4, 2011

MONDAY, MAY 9, 2011

WEDNESDAY, MAY 11, 2011

MONDAY, MAY 16, 2011

WEDNESDAY, MAY 18, 2011

MONDAY, MAY 23, 2011

WEDNESDAY, MAY 25, 2011

WEDNESDAY, JUNE 1, 2011

MONDAY, JUNE 6, 2011

MONDAY, JUNE 13, 2011

WEDNESDAY, JUNE 15, 2011

MONDAY, JUNE 20, 2011

WEDNESDAY, JUNE 22, 2011

All meetings begin at 7:30 p.m.

Meetings will be held at:

Amherst Regional Middle School Auditorium

**THERE ARE ONLY A LIMITED NUMBER
OF REPORTS AVAILABLE.
PLEASE BRING THIS REPORT WITH YOU.**

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AMHERST TOWN BYLAWS - ARTICLE 1

RULES OF ORDER FOR TOWN MEETING

1. **CONSENT CALENDAR.** At least five business days prior to the opening of the first session of the Annual Town Meeting or any Special Town Meeting, the moderator shall propose to all members a "Consent Calendar" listing all articles and budget areas which, based on the records of recent town meetings, the moderator deems to be non-controversial. At the first session of the meeting, at the request of any member, any article or budget area shall be removed from the Consent Calendar so that it can be debated and voted upon in accordance with the provisions of these Rules of Order. All items remaining in the Consent Calendar shall then be voted upon by a single vote without debate.
2. Any motions shall be in writing if requested by the moderator.
3. Any question may be divided on call of a member when the sense will admit of such division.
4. **GREEN AND RED CARDS DURING DEBATE.** To assist the moderator in shaping an orderly and equitable debate, green and red cards shall be used by members to indicate a desire to speak for or against the current motion on the floor. A desire to speak without advocacy or to ask a question shall be indicated by raising a hand without a green or red card.
5. When a question is under debate, the moderator shall receive no motion but to adjourn, to dismiss, for the previous question, to postpone for a day certain, to commit, or to amend, which several motions shall have precedence in the order herein mentioned. The meeting shall not vote to dismiss an article without having heard a voter speak in its favor, unless no one seeks to do so.
6. Following a motion under any article, the Moderator shall first recognize the proponent thereof to speak for up to five (5) minutes in favor of the motion, or with leave of Town Meeting, for additional time. Thereafter, and in the absence of leave of Town Meeting granting additional time, each subsequent speaker shall be limited to three (3) minutes. No person shall speak more than twice on the same subject, without leave of the meeting, except to raise a point of order or to answer a question.
7. When two or more motions are made with regard to the same subject relating to sums of money, numbers or times, the question shall first be put upon the largest sum or number, and the longest time.
8. **VOICE VOTES, TALLIED VOTES, AND STANDING VOTES.** All votes unless otherwise provided for by law shall in the first instance be taken by 'ayes' and 'noes' voice vote.

If any member questions the voice vote, or if a four-fifths or nine-tenths vote is required by statute and the vote is not unanimous, the vote shall be taken by counted standing vote. When a two-thirds vote is required by statute, a counted standing vote shall not be taken unless the voice vote is doubted by the moderator or questioned by a member.

If, within a short but reasonable period of time following the voice vote, which period of time shall be fixed by the moderator, any member requests a tally vote and if 14 members manifest their concurrence with that member, the vote of each member shall be tallied by the use of a color-coded (green for aye, red for no) cards. Each such card shall bear the member's name and indicate his/her vote. Each member shall cast his/her own vote only. Such cards shall be collected and counted by the tellers, which count shall be determinative of the question.
9. A vote may be reconsidered only on motion of a member who did not vote with the minority. When a motion for reconsideration is decided that decision shall not be reconsidered, and no question shall be twice reconsidered.
10. A motion to dissolve shall be debatable, but a motion to adjourn to a day certain shall not be debatable.
11. No motion to dissolve a town meeting shall be in order until every article in the warrant therefor has been acted upon.
12. A registered voter of the town who ceased to be an elected town meeting member upon election as chair of the finance committee and who subsequently ceases to be a town meeting member at large upon ceasing to be chair of the finance committee shall be a town meeting member at large for a period ending on the date of the next annual town election.
13. After 10:00 PM, and in the absence of a majority vote of Town Meeting so permitting, no motion under any article other than the article then under debate may be made.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Executive Summary

Adopting a budget is one of Town Meeting's most important responsibilities. The budget provides the resources that will be needed by the Schools, Library and municipal government to provide essential services. As it does so, Town Meeting needs to consider the Town's long-term financial stability so that these services remain available to our community in future years. This report provides the Finance Committee's recommendations regarding the budget and the other Articles to be considered during the Annual Town Meeting.

The Finance Committee recommends an FY 12 budget that is presented to you in this report and will be considered in Articles 11, 12, and 14 through 18. The amount from taxation, local aid and other sources supporting the General Fund total \$64,192,403 and is a 2.1% increase from the present year. The amount from the four enterprise funds is \$ 8,645,340. The next sections of this report will explain the process that led to the development of this budget, the income and expense estimates for FY 12, and projections for future years that we considered as we developed this budget. To summarize some of the most important considerations:

- This is not a "level services" budget, though the reductions in services are less than in previous years.
- The largest expense is to employ the talented and dedicated people who teach our children, protect our health and safety, maintain our roads and parks, provide a first class library, and do all of the other work that makes our community work for all of us now and in the future.
- Health care for employees and their families has been an expense that has had one of the largest increases over the last 10 years. With the cooperation of our employees, our self-insuring plan is able to continue in FY 12 with no increase in premiums for the Town and the employees. There will be future increases.
- Our largest revenue source is local property taxation. Because voters passed an override in 2010, the revenue from this tax will increase 4.7% from FY 11 to FY 12.
- The second largest revenue source is local aid from the Commonwealth. This is the fourth consecutive year in which the local aid has decreased. We expect state aid in FY 12 totaling \$13,129,003, a 3.5% decrease from the current year..
- Amherst is fortunate to have boards, committees, and staff who work together and develop policies and priorities for operating and capital budgets through the Budget Coordinating Group and the Joint Capital Planning Committee.
- With a combination of program cuts, the override, and careful management, we are able to present a balanced budget to support core programs in FY 12 and believe that these services can continue though FY 13, with continued careful management and oversight.
- Even with the improving economy, possibly in FY 13 and more certainly in FY 14 we face the prospect that the structural deficit that results from costs increasing at a rate greater than revenues will again stress our ability to support these core programs. The underfunded health care obligation to our current and future retirees adds to this concern.
- To avoid this deficit, we need to remain vigilant about controlling costs and program expansion and we must pursue all reasonable opportunities to generate new revenue.

Duties of the Finance Committee

The bylaws of the Town of Amherst require the Finance Committee to investigate all proposals in the articles of the warrant for any Town Meeting that shall in any way affect the finances of the Town and to recommend to the Town a course of action thereon, and in general to make recommendations to the Town in regard to any financial business of the Town. This report is in partial fulfillment of our responsibility to the 252nd Annual Town Meeting.

Budget Presentation

Resources.

Money for the Town to pay for its schools, libraries and municipal services comes primarily from local revenues. The next largest source of money is state aid. A much smaller amount comes from the federal government and other miscellaneous sources.

Local taxes and fees are stable and predictable. Its growth is limited by a 1980 state law passed by voter initiative and commonly known as Proposition 2½. Without an override, that law limits increases in the amount that the Town can levy each year to 2.5 percent over the previous year's levy limit plus the amount to reflect new growth in the tax base. The amount of revenue from new growth varies depending upon the economy and the amount of new construction, residential and commercial. From 2000 through 2008 the average annual taxation from new growth was \$600,000. That slowed considerably to \$368,000 in FY 11. We expect a modest rebound to \$450,000 in FY 12 and the same taxation from new growth in FY 13. The Community Choices Facilitation Committee Report from 2009 concluded that new development was part of an essential strategy for long-term financial stability for the Town. For that reason, the Finance Committee considers responsible growth as part of fiscal policy when it considers whether to support Articles about development and zoning. Voters can increase the levy limit by passing an override. Amherst voters did so in 2010 for only the third time since 1980. As a result of the override, revenue from taxation will increase by 4.7% in FY 12 from the current year. This is in part due to the decision to not levy taxes to the full limit from the override for FY 11. Therefore the projected taxation growth for FY 13 will be less than this year's rate of growth.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

State aid, in contrast, can be quite volatile from year to year. Figure 2 shows this volatility clearly and Figure 3 depicts how the sharp decline of state aid in different years has resulted in a corresponding increase in the property tax burden to support Town services. In the current year, FY 11, state aid is \$13, 606,299, reduced from \$14,278,972 in FY 10. As recently as 2008, the state aid was \$16,917,170. As we completed this budget, the House and Senate leadership released their proposed allocations for local aid. We expect local aid to be \$13,129,003 for FY 12, a 3.5% reduction from the present year. This is an unprecedented fourth consecutive year of state aid reductions. We were uncertain about the amount of local aid throughout the budget development process, as explained in the next section of this report.

Figure 1

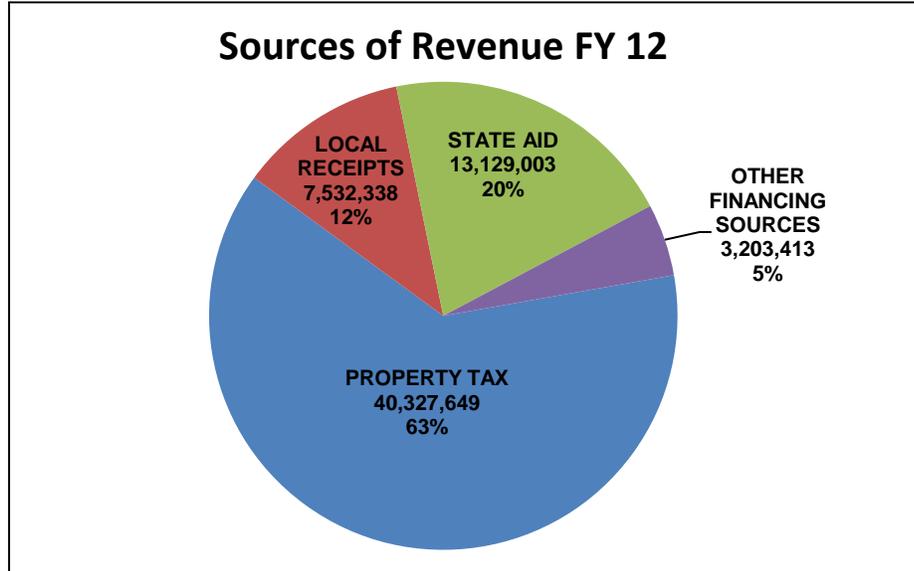
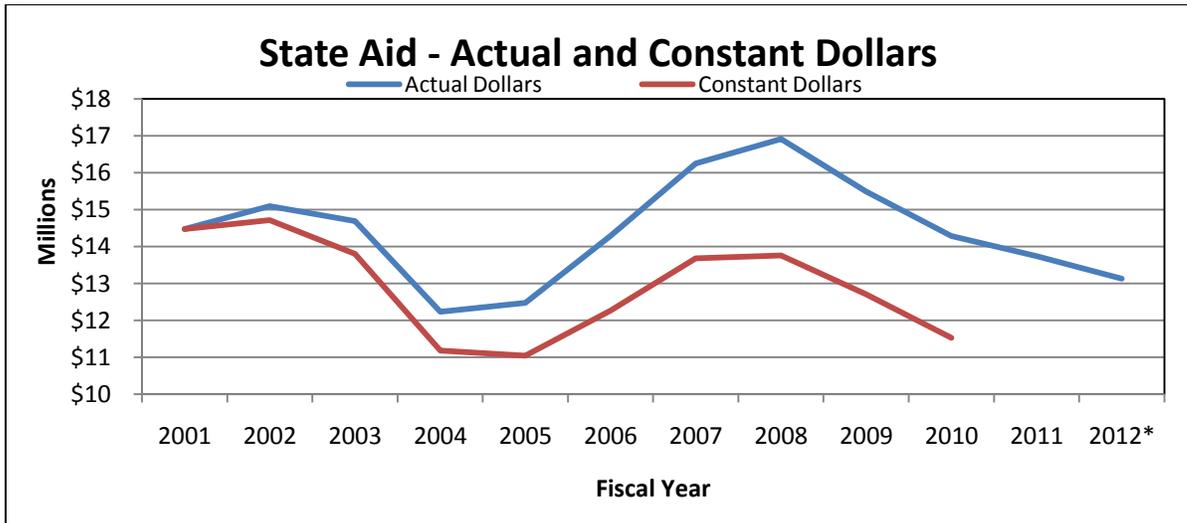


Figure 2



* Projected

Reliance on state aid for funding has both an upside and a downside. While increases in state aid may permit additional services, increased state aid as a percentage of operating revenue may be difficult to manage when there is a reduction in this funding.

State Aid to the Town is lower in FY 11 than FY 01 in both actual and inflation adjusted dollars, with cuts of over \$3.1 million in the last three years.

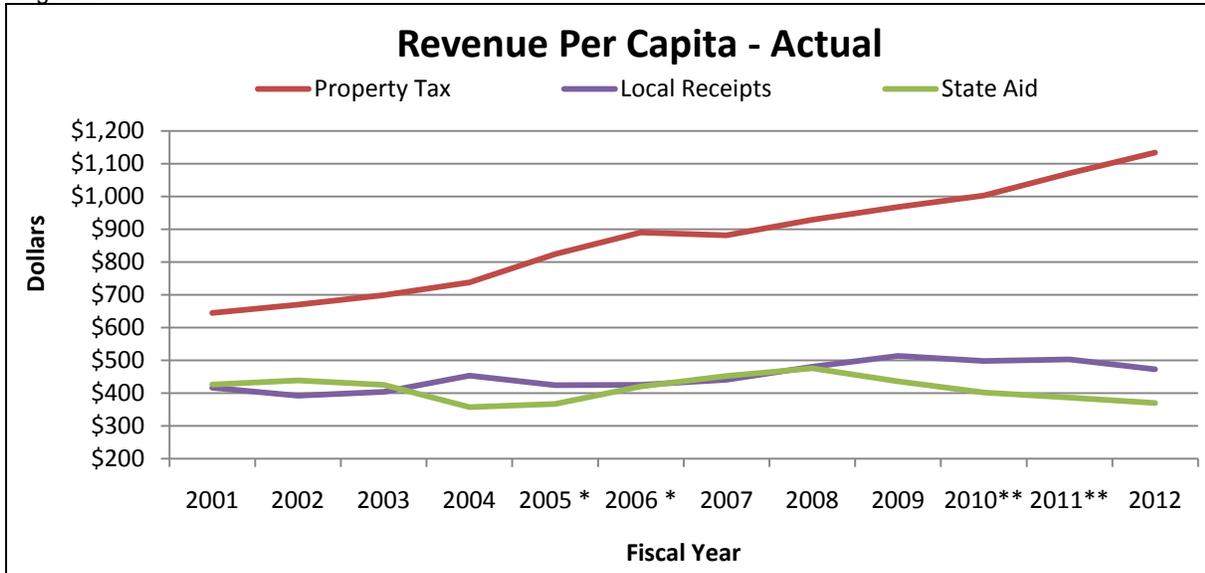
FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Local receipts and other funding resources are comprised of a number of separate fees, taxes, and grants. While there are changes in several components of this category, there is a likely net increase of \$18,575, 0.2%. The reopening of the Lord Jeffrey Inn will increase meals and hotel tax revenue in FY 12 and then again in FY 13 when the Inn will be in operation for a complete year.

Trends

During the period of this recession, the reduction in state aid has increased our reliance on property taxes and fees to support essential services and we have had to redefine what we consider to be the essential services that must be provided. As a result, our budget has increased modestly because of inflation and we have had to rely more on property taxation. By passing the override, the voters recognized that only they could assure the continuation of core services.

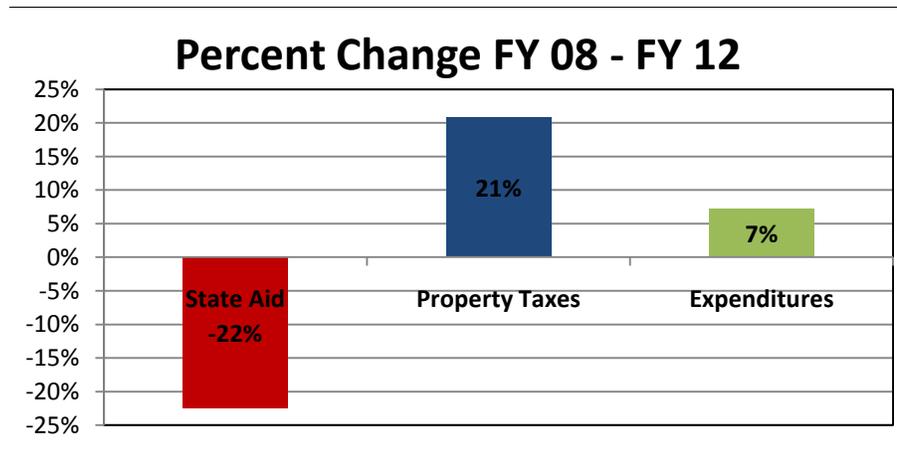
Figure 3



* A \$2,000,000 override was approved by voters in March 2004 that was added to the tax levy over a 2-year period in FY 05 and FY 06.
 **The \$1,680,000 override approved in March 2010 increased property tax bills beginning in FY 11 (July 2010 - June 2011).
 *** Estimates

Revenues from the property tax have increased by the allowable limits of Proposition 2 1/2 and were further increased in 2005 and 2010 via a voter-approved referendum. Local receipts have also increased due to increased reliance on user fees to fund certain Town services such as LSSE. State aid has fluctuated and now is below FY 01 levels even before adjusting for inflation

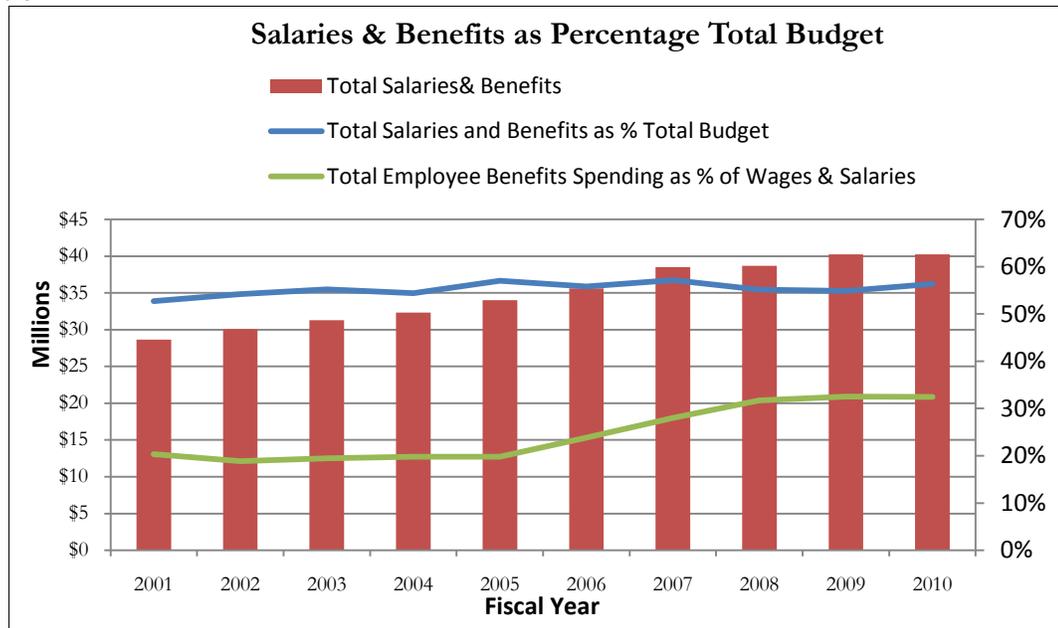
Figure 4



FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

We have been able to moderate our growth in expenses for FY 12 because health insurance premiums will not rise from current levels. During the past decade the cost of employee benefits as a portion of total personnel costs increased substantially, primarily due to health care expenses. In 2001, 20% of our personnel expense was for employee benefits. By 2010 that had risen to 32%.

Figure 5



Total salaries and benefits as a percentage of total budget has continued to increase, a warning sign. Total benefit costs as a percentage of wages and salaries has increased from 20.3% to 32.4% of wages and salaries over the past ten years. The rapid increase is primarily the result of increased costs of providing health benefits to municipal employees. The long term trend is unfavorable, despite some success in the past three years to control the rate of increase of health insurance costs.

Spending

The recommended expenditures from the general and enterprise funds for FY 12 are presented in the discussions of Articles 11, 12, and 14 through 18, elsewhere in this report. These recommendations adopt budgets presented by the Town Manager, the Superintendent of Schools and the Library Director and reviewed by the Finance Committee. The priorities reflect the input from the Budget Coordinating Group and the determination of capital expenditure priorities of the Joint Capital Planning Committee. The amounts and the specific expenditures are reasonable, necessary and responsible.

The recent experience of our self-insurance Health Claims Trust Fund that provides employee health care for Amherst (including the elementary schools), the Regional Schools, and the Town of Pelham enabled us to project no premium increase for FY 12. This is a result of adjustments made to the plan in cooperation with the employees and sound management. Controlling this expense was particularly helpful in this year when we had to accommodate a further reduction in state aid.

Projections for FY 13 and beyond.

As noted in the previous section on Resources, revenue from property taxes is reasonably predictable, but revenue from state aid is not only unpredictable but can be volatile. The Governor and legislature understand the importance of aid to cities and towns but are constrained by state revenues and expenses they cannot control.

Starting in the fall of 2011, state revenues began to rebound after steadily declining since FY 08 due to the recession. Part of this improvement is due to the rebound in the capital markets. The state faces continued demands to support Medicaid and other mandated programs and the Governor and legislature have to consider how to rebuild the state reserves, the rainy day fund, which has been reduced from \$2.4 billion to \$700 million during the recession. The best advice we have received is to expect that local aid will not increase in the way it did after prior recessions and to expect a more steady and modest annual increase of 2.5%

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

to 3.5%. For the reasons previously noted in the revenue section, we assume yearly property tax increases of 3.5%. Therefore it is reasonable to assume annual increases in revenue of 3.5%. This can be increased, of course, by significant new growth and other innovative revenue initiatives.

It will be a challenge to control expenses so that they only grow in future years at the rate of our expected increase in revenue. We note three areas that will need to be watched.

1. The Town, schools, and library have an obligation to negotiate with unions representing our employees in good faith and will do so. Most contracts will be renewed within the next year. Staff who are not represented also deserve reasonable compensation. These processes are not within the realm of Town Meeting or Finance Committee responsibility.
2. Over the course of the last 10 years, the largest proportionate increase in expenses is the health coverage we provide for our employees. As noted in the previous section, we were fortunate that there was no increase in premiums for FY 12. We cannot expect similar restraint in this cost in future years.
3. The Finance Committee is concerned about whether we have adequately budgeted for the increase in energy costs for FY 12. The Town and Schools have done a lot to conserve energy use, but future cost increases are likely.

A pattern of increases in cost that is greater than the increases in revenue constitutes a structural deficit. That remains a concern. In addition, we have an obligation to pay for the health care costs of our present and future retirees. In the Fall 2010 Special Town Meeting, you established a trust fund to pay these OPEB (Other Post-employment Benefits). No money has been set aside for the trust. In addition, as explained in the next section, we need to think about the reserves which are the combination of Free Cash and the Stabilization Fund.

Reserves

The FY 12 budget can be supported without using any reserves. If there is a possibility to do so, the Town should increase its reserves in anticipation of future needs. Town financial policies adopted in January 2008 state that *"reserves, including the combined balance of Free Cash and Stabilization Fund, should be maintained at 5 - 15% of general fund operating revenues. The primary objective of the Town's reserve policy is to provide the Town the flexibility to sustain service levels despite the adverse financial impacts of economic downturns and unforeseen and extraordinary expenses."* This goal is a widely accepted measure of good financial standing and a key factor in Amherst's bond rating. At the end of the last Fiscal Year, Amherst's certified Free Cash was \$3,300,986 and the Stabilization Fund was \$1,421,401, for total reserves of \$4,722,287, 7.5% of general fund operating revenues.

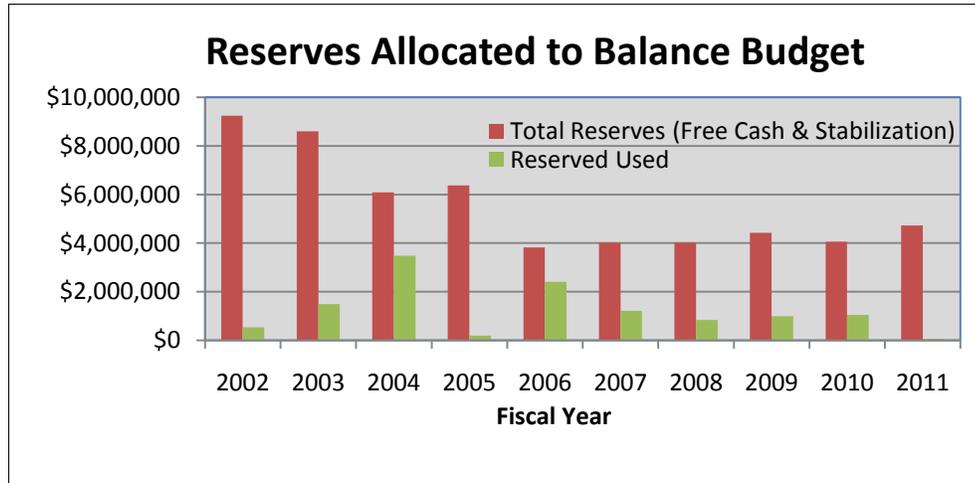
In November 2009, Standard and Poors reviewed Amherst's bond rating and assigned a "AA" rating with a "Stable" outlook. This rating was reaffirmed in February 2011. As a result, the Town saves on interest expenses for bonds when it needs to finance projects such as the road bonds authorized at the Fall 2010 Special Town Meeting. The bond rating reports recognize Amherst's good financial management and reserve levels.

Because of the uncertainty about state aid and the cyclical nature of our economy, we need to carefully consider how we rebuild our own reserves which have declined from \$9.2 million in 2002 to \$4.7 million presently. Reserves were at the lowest point, \$3.8 million, in 2006. Our policy about reserves has been to build the balance in the recovery period and the "up cycle" of economic swings and to spend the reserves in the next "down cycle." The Finance Committee intends to consider the long-term reserve policy after the Annual Town Meeting.

Given the revenue projections for the next several years, our desire to achieve stability in Town, School, and Library programs after imposing \$7,000,000 in necessary but painful cuts in the last two years, our need to assure sustainability without asking voters to consider another override, and the benefit of maintaining our sound financial standing, it would be inappropriate to use any reserves in FY 12 and desirable to increase reserves that are presently at the lower end of the 5-15% range established by our policy.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Figure 6



Budget Process

The budget process this year reflected the circumstances confronting the Town:

- This is the fourth year in which state aid to the Town has declined.
- Because of the uncertainty about the speed that the economy would recover from the recession, how quickly state revenue would rebound, and the timeline for the state budget process, it was difficult to project the amount of state aid we will receive in FY 12 as we developed the budget. As noted above, that is the second largest source of revenue to support the Town.
- The voters in 2010 passed an override with an understanding that the amount of revenue it would generate would support the essential Town supported needs for the next years.

The development of budgets takes place throughout the year. The Select Board establishes policy guidelines and priorities to assist the Town Manager as he develops the budget for the Town's municipal functions. The Amherst School Committee and the Library Trustees provide similar guidance for the Superintendent of Schools and the Library Director. The various administrators confer with department heads, boards and committees to develop specific budget proposals which they feel will best meet the needs of the Town, Schools and Libraries for the next fiscal year consistent with the resources available. The Amherst-Pelham Regional Schools use the same procedure.

In October, the Town Manager, who was at that time also serving as the Finance Director, presented financial projections to the other administrators, the elected boards and committees, and the Finance Committee. This provided guidance on the level of resources that would be available for the coming year. The Finance Committee used the information to develop preliminary budget guidelines for spending. In October, the Town Manager projected a deficit for FY 12 exceeding \$2.1 million. He assumed that the Town would tax to the full levy limit from the 2010 Proposition 2½ override, which was not done in FY 11, and that state aid would be reduced by 12.5% from FY 11.

In November, the Finance Committee issued preliminary budget guidelines asking the Town Manager, Superintendent, and Library Director to develop budgets at the current year levels and asked the Joint Capital Planning Committee to propose capital expenditures totaling 5.64% of the property tax levy. This was the lowest allocation of tax revenue to meet capital needs since the capital planning process was established. The committee recognized that the significant uncertainty was the estimate of the state aid and that the 12.5% reduction was a worst-case scenario. Even with these austere budgets and property taxation to the amount allowed after the override, we would be left with a \$300,000 deficit. The committee hoped that state aid would be greater than the worst-case estimate and asked for prioritized lists of additional expenditures that would address the most essential needs within each of the operating and capital budgets.

With one exception, the preliminary guidelines requested that the budgets for municipal services, the elementary schools, and the library use the same amount of Town appropriated funds as allocated in FY 11. That exception was the Regional Schools. Because of the formula for assessments to the four towns in the region, a 3% increase for Amherst's assessment was projected to be needed to achieve a budget with level funding from the four towns. The Finance Committee did not assume that any additional state aid that would be received that was greater than the worst-case projection should be allocated in proportion to FY 11 allocations. The committee therefore asked the Budget Coordinating Groups (BCG) to advise it about the priorities for the allocation of any additional funds that might become available.

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

In January, the budgets were presented to the Finance Committee and BCG. The Finance Committee spent the next months reviewing the budgets, asking questions, and hearing comments. The Budget Coordinating Group (two members each from the Select Board, School Committee, Library Trustees and Finance Committee, the Town Manager, Superintendent of Schools, Library Director, Finance Director, and the Director of Finance and Operations for the Schools) reviewed the budgets, considered the needs that were not met with level funding, and the highest priorities for the municipal services, schools and libraries.

During this same period, the Joint Capital Planning Committee (JCPC) examined requests for capital spending in the coming year within the context of a five-year capital spending plan. It then made recommendations to the Finance Committee, the Select Board, the School Committee, and the Library Trustees, all of whom are represented on the JCPC.

As this process continued, the Finance Committee and the Budget Coordinating Group sought information that would enable them to adjust projections of state aid for FY 12. In most years we are not certain of the amount the Town will receive from the state until its budget is adopted in June, or occasionally later.

As we developed the budget, we could only consider the Governor's proposed budget and some very pessimistic statements from members of the legislature who could not be specific about the amount of state aid to expect. In some years the legislature passes a local aid resolution very early in the process or the leadership provides guidance to cities and towns to help us prepare our budgets. They did not do so this year until very late in our process. The BCG therefore made a recommendation that would apply to varying amounts of state aid.

The House Ways and Means Committee released its budget on April 13 and the Senate passed a resolution on the following day stating the minimum it intended to provide in aid to local communities. The amount in the Governor's February budget, the House Ways and Means Committee budget, and the Senate resolution were identical, both for Chapter 70 and Unrestricted General Government Aid. To develop its recommended budget, the Finance Committee considered this amount, the recommendations of the Budget Coordinating Group, and the Town's financial condition. The Town Meeting will consider this recommendation at the Annual Town Meeting. The budget, as voted by Town Meeting will become the plan of action for the following fiscal year (July 1 through June 30). The budget will be monitored and evaluated so that experience with it can guide future budget decisions.

Spending articles.

The operating budget for the Town as a whole makes up Article 14 of the warrant for this Annual Town Meeting. The budget is divided into sections covering five separate municipal functional areas, the elementary schools, the Regional School assessment, library services, each of four enterprise funds, and debt service. For each functional area, a motion will be made proposing the total amount to be spent. In all cases, Town Meeting will be able to discuss individual budget lines within the functions.

Most capital spending appears in separate articles, as does funding for Community Preservation Act projects. Capital spending of the enterprise funds appears in their operating budgets. The same is true of the Regional Schools.

Town Meeting Procedures.

Any member of Town Meeting who wishes to propose an amendment to an operating budget motion may do so by moving to increase or reduce the amount of an appropriation that has been moved. Town Meeting members should remember that the subject of these articles is the appropriation of money and not the day-to-day administration of the Town. If an amendment is proposed, it is essential for the Meeting to know what the amendment is intended to accomplish, but it should be kept clearly in mind that responsibility for running the affairs of the Town rests with the Select Board, School Committee, Library Trustees, and appointed officials. Town Meeting members are asked to provide three written copies of motions to amend budgets and give one copy to the Moderator, one to the Chair of the Select Board, and one to the Chair of the Finance Committee.

The issues covered under each motion may be complex, especially in sections of the budget that are supported by a variety of revenue sources. Town Meeting members who want to make an alternate motion or amendment are encouraged to seek assistance from the Moderator, a member of the Finance Committee or the Select Board, or an appropriate staff person prior to introducing the amendment.

If a Town Meeting member wishes to propose an increase in the operating budget, he or she should be aware that a source of funding will have to be found to cover the increase. This could be a reduction made elsewhere in the budget or the use of reserves. In general, the amounts of money stated in the separate spending articles cannot be increased significantly on the floor of Town Meeting. If you have questions about this, please consult with the Moderator.

Non-budget Articles

The Finance Committee meets with staff or petitioners to hear a presentation of the purpose of each non-budget Article and investigates financial costs, benefits and implications. For many Articles, there are no apparent financial implications and the

FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

committee takes no position. If it identifies a financial implication, the committee decides whether to support the Article and provides its reasons within this report.

Appreciation

The process of creating a spending plan within the limitation of available funds is always a challenge. It is never easy to create a budget that enables our schools, town and library to provide excellent services within the confines of available resources. A great many officials, both appointed and elected, have cooperated with us to develop this budget. The Finance Committee respects the efforts of all of the people responsible for creating budgets. Their jobs were difficult. We want to especially recognize Town Manager John Musante who was generous with his time and provided incredible support to the committee during the period when he also served as Finance Director and after Sanford Pooler became the Finance Director. He consistently gives us expert advice and provides us with a wealth of timely and useful information. Sanford Pooler became the Finance Director during the budget development period. His experience, knowledge, and insights were invaluable to us. Tevis Kimball, Acting Library Director, and Superintendent Maria Geryk provided budgets and supporting information and they met with us to provide explanations and answer questions at key points during the process. Robert Detweiler, Director of Finance and Operations for the schools, was always available and provided essential information. The Select Board, Regional and Amherst School Committees and the Jones Library Trustees reviewed and approved budgets as required by their own procedures and the laws and regulations that affect their areas of responsibility. They did so cooperatively with us so that we could present a comprehensive budget. We also thank those who served on the Joint Capital Planning Committee and the Budget Coordinating Group. Many staff members representing all parts of Town government have given us their time and expertise. We thank them all. Maria Racca has talents for data analysis and report publication that are indispensable to the Committee. Sonia Aldrich provides reports about town expenses and income and other analyses throughout the year. Staff of the Town Manager's office provide support, keep us organized, and up to date as new Town Meeting information becomes available.

This report has covered a number of topics and may raise additional questions for Town Meeting members as you prepare for the May 2 Annual Town Meeting. We invite you to submit questions in advance of the meeting to fincom@amherstma.gov and, if possible, we will respond before or during the session.

Finance Committee Members: We invite your questions and views about Town money matters.

Philip Jackson	549-2619
Kay Moran, Vice Chair	549-5767
Janice Ratner	253-7214
Robert Saul	253-6631
Andrew Steinberg, Chair	549-6826
Douglas Slaughter	253-9920
Marylou Theilman	253-7980

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FINANCE COMMITTEE REPORT - FY 12

CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

(Revised 5/3/2011)

	FY 12 General Fund	FY 12 Community Preserv. Act	FY 12 Water Fund	FY 12 Sewer Fund
REVENUES				
Property Tax	40,327,649	376,000	0	0
Local Receipts	7,532,338	0	3,857,000	3,517,237
State Aid	13,129,003	94,000	0	0
Other Financing Sources	3,203,413	496,387	244,543	238,399
TOTAL REVENUES	64,192,403	966,387	4,101,543	3,755,636
EXPENDITURES				
<u>OPERATING BUDGET</u>				
Town	18,926,190	0	2,689,762	2,618,182
Elementary Schools	20,758,598	0	0	0
A-P Regional School District (Assessment)	13,506,166	0	0	0
Jones Library (Tax Support)	1,644,736	0	0	0
Subtotal OPERATING BUDGET	54,835,690	0	2,689,762	2,618,182
<u>CAPITAL BUDGET</u>				
Debt Service - Debt Exclusion	305,688	0	0	0
Debt Service - Current	1,338,023	175,852	703,688	309,013
Debt Service - Projected	71,290	0	0	0
Cash Capital (Tax Support)	1,187,104	0	0	0
Subtotal Tax Funded Capital	2,902,105	175,852	703,688	309,013
Community Preservation Act	0	580,100	0	0
Cash Capital (Non-Tax Support)	97,000	0	150,000	336,000
Subtotal CAPITAL	2,999,105	755,952	853,688	645,013
<u>MISCELLANEOUS</u>				
Assessment - Retirement System	3,256,793	0	142,525	169,409
Assessment - Regional Lockup Facility	31,323	0	0	0
Other	0	0	0	0
Reserve Fund	100,000	210,435	0	0
Subtotal MISCELLANEOUS	3,388,116	210,435	142,525	169,409
Total APPROPRIATIONS	61,222,911	966,387	3,685,975	3,432,604
<u>UNAPPROPRIATED USES</u>				
Reserve for Abatements & Exemptions	400,220	0	0	0
State Assessments (Cherry Sheet)	2,483,585	0	0	0
Cherry Sheet Offsets	70,456	0	0	0
Other Amounts to be Raised	15,231	0	415,568	323,032
Subtotal UNAPPROPRIATED USES	2,969,492	0	415,568	323,032
TOTAL BUDGET PLAN	64,192,403	966,387	4,101,543	3,755,636
\$ Change from Prior year	1,236,987	86,136	(102,048)	5,218
% Change from Prior Year	2.0%	9.8%	-2.4%	0.1%

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FINANCE COMMITTEE REPORT - FY 12

CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

FY 12 Solid Waste Fund	FY 12 Transportation Fund	FY 12 COMBINED FUNDS (memo only)	FY 11 COMBINED FUNDS (memo only)	Change FY 11 - 12	Percent Change
0	0	40,703,649	36,435,006	4,268,643	11.7%
537,000	981,000	16,424,575	16,196,216	228,359	1.4%
0	0	13,223,003	14,406,656	(1,183,653)	-8.2%
12,716	88,688	4,284,146	4,856,301	(572,155)	-11.8%
549,716	1,069,688	74,635,373	71,894,179	2,741,194	3.8%
514,954	797,402	25,546,490	24,571,726	974,764	4.0%
0	0	20,758,598	20,381,768	376,830	1.8%
0	0	13,506,166	12,574,043	932,123	7.4%
0	0	1,644,736	1,468,029	176,707	12.0%
514,954	797,402	61,455,990	58,995,566	2,460,424	4.2%
0	0	305,688	400,837	(95,149)	-23.7%
0	67,763	2,594,339	2,021,867	572,472	28.3%
0	0	71,290	261,969	(190,679)	-72.8%
0	0	1,187,104	1,261,200	(74,096)	-5.9%
0	67,763	4,158,421	3,945,873	212,548	5.4%
0	0	580,100	646,574	(66,474)	-10.3%
0	80,000	663,000	960,200	(297,200)	-31.0%
0	147,763	5,401,521	5,552,647	(151,126)	-2.7%
34,762	31,880	3,635,369	3,330,291	305,078	9.2%
0	0	31,323	31,323	0	0.0%
0	0	0	63,674	(63,674)	-100.0%
0	0	310,435	100,000	210,435	210.4%
34,762	31,880	3,977,127	3,525,288	451,839	12.8%
549,716	977,045	70,834,638	68,073,501	2,761,137	4.1%
0	0	400,220	332,415	67,805	20.4%
0	0	2,483,585	2,603,164	(119,579)	-4.6%
0	0	70,456	72,139	(1,683)	-2.3%
0	92,643	846,474	812,960	33,514	4.1%
0	92,643	3,800,735	3,820,678	(19,943)	-0.5%
549,716	1,069,688	74,635,373	71,894,179	2,741,194	3.8%
17,442	101,855				
3.3%	10.5%				

FINANCE COMMITTEE REPORT - FY 12

ARTICLE 1. Reports of Boards and Committees (Select Board)

To see if the Town will hear only those reports of Town officers, the Finance Committee, and any other Town boards or committees which are not available in written form.

RECOMMENDED by Finance Committee vote of 7-0.

ARTICLE 2. Transfer of Funds – Unpaid Bills (Select Board)

To see if the Town will, in accordance with Chapter 44, section 64, of the Massachusetts General Laws, appropriate and transfer a sum of money to pay unpaid bills of previous years.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

This is an annual article that allows the Town to pay unpaid bills from a prior fiscal year, if any, for which funds were not already encumbered. At the time this report was prepared, the Town was not aware of any such bills requiring action by Town Meeting. If no such bills are received prior to Town Meeting, the Finance Committee will move to dismiss this article.

ARTICLE 3. Optional Tax Exemptions (Select Board)

To see if the Town will authorize a maximum additional exemption of up to 100 percent for taxpayers qualifying for exemption under Chapter 59, Section 5, Clauses 17D, 22, 37A, or 41C of the Massachusetts General Laws.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

This local option authorizes assessors to reduce property taxes for certain qualifying taxpayers (limited income elderly or blind persons, veterans and surviving spouses). The reduction is in addition to the base amount allowed by the state. The option has been in effect in Amherst since FY 94, the first year for which Town Meeting adopted it. The option must be renewed annually. The total cost to the Town in FY 11 to provide these tax exemptions, including the optional tax exemptions, was \$106,551 in foregone tax receipts. Reimbursement by the state for the base exemptions was \$38,266. The cost to the Town in FY 11 to provide the additional optional tax exemptions was \$43,435.

ARTICLE 4. Adjust M.G.L. Chapter 59, Section 5K - Senior Property Tax Work-Off Exemption (Select Board)

To see if the Town will vote to adjust the exemption provided for under Chapter 59, Section 5K, by allowing an approved representative, for persons physically unable, to provide such services to the town.

RECOMMENDED by Finance Committee vote of 5-0, 1 abstaining, 1 absent.

The present local option allows certain qualifying taxpayers (limited income elderly or blind persons, veterans and surviving spouses) to reduce their property taxes by providing services to the Town. This article would adjust the exemption without increasing costs to the Town.

ARTICLE 5. Right of Way and Easements Boltwood Walk (Select Board)

To see if the Town will vote to authorize the Town Manager to grant to Western Massachusetts Electric Company a permanent easement on portions of two Town-owned parcels of land located off of Main Street, which parcels are described more particularly in deeds recorded with the Hampshire Registry of Deeds in Book 2134, Page 287 and Book 6171, Page 321, and which portions to be subject to the easement are shown on the sketch plan entitled "IAT Partnership LLP - Boltwood Place - WMECO Easement," on file with the Town Clerk, for the transmission of intelligence and the furnishing of electric service to the property located at 43-51 North Pleasant Street and shown on Assessors Map 14A as Parcel 48, on such terms and conditions, and for such consideration, which may be nominal consideration, as the Town Manager deems appropriate.

ANNUAL TOWN MEETING WARRANT ARTICLES

Recommended by Finance Committee vote of 7-0.

This easement allows the power lines to go through the Parking Garage to Boltwood Place. The developers of Boltwood Place will pay any costs so there will be no cost to the Town.

**ARTICLE 6. Acquire Right of Way - Meadow Street Reconstruction
(Select Board)**

To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase or eminent domain, for public way purposes in connection with the Meadow Street reconstruction project, the fee to and/or related construction, drainage, utility and other easements in, on, under and across certain parcels of land, all as shown on the plans entitled "Reconstruction and related work on Meadow Street," prepared by the Amherst Department of Public Works, which are on file with the office of the Town Clerk.

RECOMMENDED by Finance Committee vote of 7-0.

This article would allow the Town to acquire from property owners rights of way for construction, drainage, utility and other work during the reconstruction of Meadow Street. No cost to the Town is expected.

**ARTICLE 7. Acquire Right of Way and Easements - Main Street Reconstruction
(Select Board)**

To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase or eminent domain, for public way purposes in connection with the Main Street reconstruction project, the fee to and/or related construction, drainage, utility and other easements in, on, under and across certain parcels of land, all as shown on the plans entitled "Reconstruction and related work on Main Street," prepared by the Amherst Department of Public Works, which are on file with the office of the Town Clerk.

RECOMMENDED by Finance Committee vote of 7-0.

This article would allow the Town to acquire from property owners rights of way for construction, drainage, utility and other work during the reconstruction of Main Street. No cost to the Town is expected.

**ARTICLE 8. Acquire Rights of Way and Easements - Wildwood Safe Routes to School Project
(Select Board)**

To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase or eminent domain, for public way purposes in connection with the Wildwood Safe Routes to School Project, the fee to and/or related construction, drainage, utility and other easements in, on, under and across certain parcels of land, all as shown on the plans entitled "Wildwood Safe Routes to School Plan," prepared by the TEC, Inc., which are on file with the office of the Town Clerk.

RECOMMENDED by Finance Committee vote of 7-0.

This article authorizes the Select Board to acquire any necessary rights-of-way or easements to support the Wildwood Safe Routes Project. The Town has received federal funds plus a small state matching grant to construct safer walking routes to Wildwood Elementary School. The project includes improvements to the intersection of East Pleasant and Strong Streets, sidewalks on Strong Street and sidewalks on the main school entrance. Similar enhancements will be made to the intersection of Cottage Street at the Amherst Regional Middle School (ARMS) and the sidewalks leading from ARMS to Wildwood. There are no costs to the town for engineering or construction. Town will grant rights-of-way through town and school property, but there may be costs to acquire rights-of-way through private property. Any such purchase would require Town Meeting approval to appropriate the necessary funds.

**ARTICLE 9. Authorization for Compensating Balances
(Select Board)**

FINANCE COMMITTEE REPORT - FY 12

To see if the Town will accept the provisions of Chapter 44, Section 53F of the Massachusetts General Laws, which authorize the Treasurer to enter into written agreements with banking institutions pursuant to which the Treasurer agrees to maintain funds on deposit in exchange for banking services.

ANNUAL TOWN MEETING WARRANT ARTICLES

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

Acceptance of this provision of the Massachusetts General Laws authorizes the Town Treasurer to enter into certain banking agreements that require maintenance of a minimum account balance. These agreements typically offer either higher interest rates or some free services in exchange for maintaining a minimum balance. Town Meeting authorization is required annually because, in effect, funds may be expended for services without an appropriation. The Treasurer bids all banking services and bank service fees and determines which proposals are most advantageous for the Town. It is appropriate to provide the Treasurer with the flexibility to use this type of account.

**ARTICLE 10. FY 2011 Budget Amendments
(Finance Committee)**

- A. To see if the Town will amend the budget voted under Article 9 of the 2010 Annual Town Meeting (FY 2011 Operating Budget) to transfer sums of money between General Government, Public Safety, Public Works, Planning, Conservation, and Inspections, Community Services, and Debt Service accounts to balance the 2011 Fiscal Year.
- B. To see if the Town will amend the action taken under Article 10 of the 2010 Annual Town Meeting (Reserve Fund) and appropriate and transfer a sum of money from Free Cash in the Undesignated Fund Balance of the General Fund.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

Part A of this Article will authorize transfers for the current fiscal year among the five budgets that fund the municipal functions of town government. This is an Article each year at the annual Town Meeting. A specific motion will be developed closer to Town Meeting, with the most current information, and we will then make our recommendation.

Part B of this Article would appropriate a sum of money from free cash, if necessary, to supplement the \$100,000 that was appropriated to the Reserve Fund at the 2010 Annual Town Meeting under Article 10. The Reserve Fund is used by the Finance Committee to pay for extraordinary or unforeseen expenses that may occur during a fiscal year. Any unspent money in the fund after the fiscal year ends becomes Free Cash. A specific recommendation and motion will be developed closer to Town Meeting, based on the most current information.

**ARTICLE 11. Retirement Assessment
(Select Board)**

To see if the Town will raise and appropriate **\$3,256,793** for the Hampshire County Retirement System assessment.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

The Town, as a member of the Hampshire County Retirement System, pays an annual assessment that covers the retirement benefits to current retirees in addition to an assessment that anticipates funding future retirees. The assessment is based upon the payrolls of municipal and library employees as well as non-teaching elementary school employees. The \$3,256,793 to be appropriated in this article is an increase of \$66,438 (2.1%) from the FY 11 assessment. In addition, the Enterprise Funds are allocated their share of the total assessment of \$3,635,368 in their respective budgets. It includes an annual payment of \$235,629 to fund the liability created by the Early Retirement Incentive program adopted by the Town in 2002 and 2003. The pension funding is based upon the January 1, 2010, actuarial study which estimates, based on historical fund returns, the amount required to fully fund the accrued and current retirement liability. This calculation also includes actuarial estimates of retirement ages, longevity, and expected retirement salary packages.

Several factors contributed to the modest increase in the Retirement Assessment. The 20% loss in value to the Hampshire County Retirement Fund which occurred in 2008 was counterbalanced by a 24% increase in 2009. This reduced the overall funding shortfall over those two years to an amount much smaller than originally anticipated. Also, state legislation was enacted to change the 2030 funding deadline for this retirement liability, to 2040. Additionally this legislation allows for a discount to the assessment if the assessment is paid as a lump sum at the beginning of the Fiscal Year. This 2% discount for early payment saves the Town \$74,192 in FY 12.

FINANCE COMMITTEE REPORT - FY 12

**ARTICLE 12. Regional Lockup Assessment
(Select Board)**

To see if the Town will raise and appropriate **\$31,323** for the Hampshire County Regional Lockup Facility assessment.

RECOMMENDED by Finance Committee vote of 6-0, 1 absent.

The Town, as a user of the Hampshire County Regional Lockup, pays an annual assessment based on population that covers its portion of the operating costs of the Regional Lockup. (The Sheriff's office, the University, and the other communities that use the lockup are the other contributors.) The \$31,323 to be appropriated in this article for FY 12 is the same as it was for FY 08, FY 09, FY 10 and FY 11.

**ARTICLE 13. Amherst-Pelham Regional School District Assessment Method
(Amherst-Pelham Regional School Committee)**

To see if the Town will vote to approve following the existing Amherst-Pelham Regional School District Agreement for allocating the total amount to be contributed by each member town of the District for Fiscal Year 2012 as required by Section VI of the Regional Agreement.

RECOMMENDED by Finance Committee vote of 7-0.

The state's 1993 Education Reform Law requires regional school districts to calculate assessments to a region's towns for support of regional district operating and capital budgets according to a formula intended to take into account each individual municipality's ability to pay. However, the formula does not provide for circumstances in which yearly differences can cause sudden changes in an individual town's required support, and which can cause the per pupil cost to vary significantly from one town to another.

The state does allow a regional district to apportion assessment amounts by a method other than the state formula if all of the member municipalities agree to do so. Amherst, Leverett, Pelham and Shutesbury annual town meetings of 2006 all voted to revert to the alternative method prescribed by our regional agreement, in which costs of operating the regional schools are apportioned to the towns according to a five-year rolling average of the number of students enrolled from each town. This method produces equal per-pupil costs to the towns and greater stability with respect to each town's financial obligation.

A Department of Education rule requires regional school districts to get approval of all of the towns annually if they use an assessment method other than the state's formula. Unless that rule is changed, a similar article will be on each year's annual town meeting warrant in all four towns. The alternative to unanimous approval of the article by all four towns is to revert to the state's formula, a change that could disrupt financing of the schools.

**ARTICLE 14. FY 2012 Operating Budget
(Finance Committee)**

GENERAL FUND MUNICIPAL SUMMARY

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
General Government	\$ 5,708,397	5,732,499	5,703,574	5,831,363	6,091,477	260,114	4.5%
Public Safety	\$ 8,352,499	8,488,595	8,371,484	8,600,218	8,497,470	(102,748)	-1.2%
Public Works	\$ 1,820,205	1,812,364	1,798,478	1,941,540	1,941,230	(311)	0.0%
Conservation & Development	\$ 859,004	818,578	805,773	745,073	885,862	140,789	18.9%
Community Services	\$ 1,733,734	1,472,316	1,539,844	1,474,725	1,510,152	35,427	2.4%
TOTAL APPROPRIATION	\$ 18,473,838	18,324,352	18,219,153	18,592,919	18,926,190	333,271	1.8%

COMMUNITY SERVICES

3% OF GENERAL FUND OPERATING BUDGETS

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Public Health	\$ 272,335	249,972	247,636	234,268	240,411	6,143	2.6%
Senior Center	\$ 189,615	177,024	173,536	176,141	176,478	337	0.2%
Community Development	\$ 77,613	0	0	0	0	0	0.0%
Veterans' Services	\$ 216,611	169,214	254,763	204,279	294,369	90,090	44.1%
Leisure Services & S.E.	\$ 571,827	567,826	554,180	530,776	463,522	(67,254)	-12.7%
Pools	\$ 193,193	89,898	90,734	105,246	103,119	(2,127)	-2.0%
Golf Course	\$ 212,540	218,382	218,996	224,015	232,253	8,238	3.7%
TOTAL APPROPRIATION	\$ 1,733,734	1,472,316	1,539,844	1,474,725	1,510,152	35,427	2.4%
SOURCES OF FUNDS							
Departmental Receipts	\$ 643,899	837,548	837,548	820,677	837,548	16,871	2.1%
Licenses & Permits	\$ 74,932	71,700	71,700	71,700	71,700	0	0.0%
Fines	\$ 1,450	4,000	0	4,000	500	(3,500)	-87.5%
State Reimbursement	\$ 97,659	91,069	120,555	152,021	152,021	0	0.0%
Sewer Fund	\$ 2,000	2,000	2,000	2,000	2,000	0	0.0%
Taxation	\$ 957,107	798,801	854,090	742,323	807,603	65,280	8.8%

BUDGET: \$1,510,152, an increase of 2.4%, or \$35,427, from FY 11. (Sources of funds are listed in accompanying chart.)
Recommended by Finance Committee vote of 6-1.

BASIC FUNCTIONS: This functional area provides funds for a variety of human services needs in the Town. These include public health services, senior programming and services, veterans services and administration of benefits, and recreation and other leisure services for youth and adults.

FULL-TIME-EQUIVALENT EMPLOYEES: 15.0, a net of 1.60 from FY 11.

FY 11 SUMMARY

- The **Public Health** Department provided H1N1 health information and vaccination clinics in conjunction with UMass Health Services; the Board of Health approved revised regulations for refuse collection and mandatory recycling requiring commercial properties to recycle; the Board of Health approved revised tobacco regulations (Tobacco Sales Permits, Sale of Tobacco Products to Minors, and Prohibiting Smoking in Workplaces and Public Places); entered into a cost sharing agreement with the City of Northampton for the services of an Assistant Sanitarian; completed a reorganization of the Health department, which included a move to the first floor of the Bangs Community Center to improve public accessibility; and secured full funding from an outside agency to secure outreach services to the Cambodian population. The department worked with other Town departments to enhance the comprehensive interdepartmental approach to housing inspections, provided education to landlords on pest control; and performed research related to asthma and housing in conjunction with UMass.
- The **Senior Center** and Council on Aging (COA) conducted their decennial survey of Amherst elders, worked with a COA sub-committee to formulate an action plan for the future, produced and published the 40th Anniversary Booklet, received a grant to fund a project in building caring communities, received a grant from Highland Valley Elder Services to reimburse drivers who transport elders to medical appointments when no other transportation is available and to deliver prescriptions to elders who have no other way to pick them up, worked with the Friends of the Amherst Senior Center to hold the First Annual Follies at the ARHS, and began a process with Bangs department heads to cross-train and collaborate when possible on issues of mutual concern. The Health Department's Cambodian outreach worker is now sharing an office with the Center's social worker and part-time outreach assistant, which has led to helpful networking around outreach issues. Two therapists are now volunteering their services at the Center. With the support of the Select Board, the abatement limit for the Tax Work-Off Plan was increased to \$1,000/fiscal year from \$750. The 30 participants in the Tax Work-Off Plan work in the Jones and Munson Libraries, the Senior Center, LSSE, and the Collectors Office.
- **Veterans Services** caseloads continue to increase as a result of ongoing conflicts in Iraq and Afghanistan, and the economic recession. Amherst is reimbursed by the state for 75% of the cost of these benefits. The Central Hampshire Veterans' Services District serving veterans and their families in the Amherst and seven other communities is in its second year and provides an accessible veterans' service office on a full-time basis while sharing administrative costs. The Finance Department has been

COMMUNITY SERVICES

trained to operate and has full access to a web-based program to operate the veterans' benefits program through the state portal. The Veterans' Services District developed and implemented an internet community group of concerned citizens in the Valley whose mission is to communicate and collaborate on the needs of returning veterans and their families and works with the VA homeless program and Northampton Housing Authority to provide VA Supportive Housing (VASH) Section 8 vouchers to formerly chronically homeless and disabled veterans across Western Massachusetts.

- **Leisure Services and Supplemental Education (LSSE)** continued a difficult, but necessary realignment of its program offerings and expenses with available tax support and user fees. An Adult Education/Community Theater program coordinator position was vacant. The LSSE Community Theater program continued with the support of an incredibly talented and dedicated group of community members. LSSE continues to offer a diverse array of youth sports, camps, after school, and adult education programs. The WinterFest and Fourth of July programs are events that bring the community together, offer a variety of activities that maximize participation, and attract tourism to Amherst. LSSE supported the Kendrick Park Committee and supported the Amherst Leisure Services and Supplemental Education Commission in obtaining Town Meeting and Community Preservation Committee approval to purchase the Hawthorne property for recreation, open space and affordable housing. The Mill River Tennis Courts were renovated. The Mill River Swimming Pool operated for the season while the War Memorial Pool remained closed.

- The **Golf Course** generated a surplus of \$33,160 in FY 10 and currently projects a small surplus for FY 11. Significant improvements continue to be made to the course resulting in higher quality greens, bunkers, tee boxes and fairways. New programs attracted more participation from women and children resulting in record numbers of participation by these groups in clinics, leagues and tournaments. Recreational programming at Cherry Hill has been expanded in unique and creative ways to expose more members of our community to the site through a variety of programs including: WinterFest, hiking, bird watching treks, and Nordic skiing. Collaborations with various departments at UMass have helped to improve overall operations at the golf course and cost savings.

FY 12 SUMMARY

- The **Public Health** budget decreases by \$6,143 (2.6%) from FY 11. There is a decrease in operating expenses for travel, dues, and health and office supplies. The staffing for the department is unchanged. The Department is about to apply for a grant with other Hampshire County Communities to explore the feasibility of merging health departments or sharing services, expanding on the existing program to share a Sanitarian with Northampton.

- The **Senior Center** budget increases by \$357. Total staffing will remain unchanged. The senior population continues to increase which will eventually increase demand for programs and services.

- The **Veterans Services** budget increases by \$90,900 (44.1%). Of this increase, \$65,000 is due to increases in benefits paid to eligible veterans and their families and the entire increase is almost entirely due to the rise in the caseload. The state reimburses the Town for 75% of the cost of these benefits, which appears as a part of state aid revenue. The FY 12 reimbursement is \$61,322 greater than the current year amount, an increase of 40%. There will be a similar increase in this reimbursement in FY 13. A small separate budget for commemorations (\$800) is merged into the Veterans Services budget in FY 12.

- The appropriated portion of the **Leisure Services and Supplemental Education (LSSE)** decreases by \$67,254 (12.7%). The vacant Adult Education/Community Theater program coordinator is eliminated. Volunteers, graduate students, and part-time staff will enable LSSE to continue to offer a diverse array of youth sports, camps, after school, and adult education programs. \$1,166,448 in fees paid into revolving funds support most of the LSSE programs. The Town Manager is working with School Superintendent Maria Geryk, her staff, and LSSE Director Linda Chalfant on an initiative to improve after school programming for the 2011-2012 school year for all students, to be partially funded with CDBG funds. The LSSE staffing is reduced by 1.30 FTEs. The Crew Supervisor position formerly funded 30% by LSSE and 70% by Cherry Hill Golf Course, becomes fully funded by the Golf Course, reducing this budget by \$14,859. This reflects a more realistic allocation, as this position will refocus on winter activities and maintenance at Cherry Hill.

- The **Municipal Pools** budget is decreased by \$2,127 by reducing part-time staff and equipment maintenance. The Town will again maintain the Mill River pool and wading pools at Mill River, War Memorial and Groff Park.

- The **Golf Course** budget increases by \$8,238 (3.7%). As noted, 30% of the Crew Supervisor position is transferred to the Golf Course budget. While revenue is always dependent on the weather, we expect that the golf program will again have a modest surplus for the year.

More information is available at <http://www.amherstma.gov/DocumentView.asp?DID=4216>

PUBLIC SAFETY

15% OF GENERAL FUND OPERATING BUDGETS

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Police Facility	\$ 198,787	210,791	196,498	187,520	187,607	87	0.0%
Police	\$ 3,904,939	3,899,208	3,863,374	3,932,030	3,867,537	(64,493)	-1.6%
Fire/EMS	\$ 3,613,303	3,775,048	3,771,709	3,872,977	3,831,900	(41,077)	-1.1%
Communications Center	\$ 588,458	551,703	490,783	553,381	557,945	4,564	0.8%
Animal Welfare	\$ 47,013	51,845	49,121	54,310	52,481	(1,829)	-3.4%
TOTAL APPROPRIATION	\$ 8,352,499	8,488,595	8,371,484	8,600,218	8,497,470	(102,748)	-1.2%

SOURCES OF FUNDS							
Ambulance Receipts	\$ 1,798,030	2,005,275	2,005,275	2,020,162	2,107,362	87,200	4.3%
Departmental Receipts	\$ 164,023	151,720	170,369	152,600	162,600	10,000	6.6%
Educational Incentive	\$ 169,955	33,348	33,796	38,266	0	(38,266)	-100.0%
Fines	\$ 149,273	140,000	155,375	140,000	143,500	3,500	2.5%
Licenses & Permits	\$ 9,010	8,000	8,538	8,000	8,000	0	0.0%
Transportation Fund	\$ 4,939	5,170	5,170	5,366	5,366	0	0.0%
Taxation	\$ 6,057,269	6,145,082	5,992,961	6,235,824	6,070,642	(165,182)	-2.6%

BUDGET: \$8,497,470, a decrease of 1.2% (-\$102,748) from FY 11. (Sources of funds are listed in accompanying chart.)
Recommended by Finance Committee vote of 7-0.

BASIC FUNCTIONS: Providing police, fire, ambulance, emergency dispatch (communications center) and animal welfare services 24 hours a day, 365 days a year.

FULL-TIME-EQUIVALENT EMPLOYEES: 106.5, unchanged from FY 11.

FY 11 SUMMARY

- **Police Facility:** Preventive maintenance programs were implemented for the HVAC system and the emergency generator. The building was used at least three times in this past year as an emergency operations center.

- **Police Department:** Over the past year, the department earned reaccreditation by the Massachusetts Police Accreditation Commission. Through a joint effort with University of Massachusetts Police, a federal grant is now funding a Civilian Domestic and Sexual Violence Advocate. The Community Watch Program was re-established after a 10-year hiatus. The department established a part-time Community and Campus Liaison Officer to collaborate with UMass and Amherst and Hampshire colleges on town-gown issues. Mailings were sent to all parents/guardians of students living in rental properties who had a noise complaint or disturbance. Joint patrols with UMass Police continued. The department won grants totaling about \$80,000 earmarked for traffic enforcement, prevention and safety education programs, safety equipment and technology improvements, as well as the domestic violence advocate. An increase in fines went into effect last fall for noise complaints and possession of open containers of alcohol and unlicensed kegs; in many cases police have issued tickets instead of making time-consuming arrests.

- **Fire Department:** Grants received in FY 11 included \$55,852 to support federally mandated changes to communications equipment; \$18,200 to teach fire safety in schools; \$5,350 to support equipment; and \$16,500 to enhance emergency management capability. The department was chosen to participate in a federally funded pilot program focused on an integrated risk management approach to fire and home safety. Prevention/inspection operations have been revised to cope with increasing workload through cooperation with other Town departments and applicants. The department is one of only a few in the state participating in the Tufts Medical Center field study of prehospital care for stroke patients.

- **Communications Center:** In FY 11 state grants were obtained to help pay for training dispatchers. Work continued on the feasibility study of regionalizing dispatch services, using grants received in FY 09 and 10.

FY 12 SUMMARY

- **Police Facility** budget remains essentially unchanged from FY 11. Operating expenses are level due to energy savings in fuel and electricity from the previously completed HVAC system upgrade. Savings would be even greater if the price of electricity were not increasing.

- **Police Department** budget decreases by 1.6% (-\$64,493), due in part to turnover in staff. Also, a \$5,000 reduction in the uniform budget is accomplished by reissuing surplus uniforms, depleting the department's inventory. The authorized number of

PUBLIC SAFETY

officers, 45, is the same as in FY 11 and five fewer than in FY 07. Offsetting revenue for FY 12 includes \$17,500 in licenses and miscellaneous fines; \$125,000 in court fines; and \$21,600 in department receipts, all of which goes into the General Fund. There will be additional grant applications in FY 12.

- **Fire Department** budget decreases by 1.1% (-\$41,077). The reduction is due largely to staff turnover. The protective clothing budget is reduced by \$5,000. Off-setting revenue for FY 12 includes \$105,000 in departmental receipts and \$2,055,530 in ambulance receipts, which include payments from UMass and the towns of Pelham, Leverett, Shutesbury and Hadley. Total staffing is low relative to national norms, according to the July 2009 rating by the Insurance Services Office Inc., which affects fire insurance rates. Calls for emergency ambulance service continue to increase and are now above 4,000 a year.

- **Communications Center** budget increases by 0.8% (\$4,564). There are currently 12 dispatcher positions, one of them funded by a state grant for a savings of \$35,994 plus benefits. The extra help budget is eliminated (-\$10,000), the money to be replaced by the state 911 support grant. However, that grant money will no longer be available for technology and equipment purchases, leading to deteriorating equipment. During FY 12 a state 911 grant is expected to pay for pre-construction work to create a regional dispatch center.

- **Animal Welfare budget** decreases by 3.4% (-\$1,829), chiefly by not allowing any overtime or training expenditures for this one-person department.

More information is available at <http://www.amherstma.gov/index.aspx?nid=78>

PUBLIC WORKS

3.5% OF GENERAL FUND OPERATING BUDGETS

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Public Works Administration	\$ 251,731	266,646	236,116	278,421	294,478	16,057	5.8%
Highway	\$ 524,374	575,505	654,469	547,936	521,315	(26,621)	-4.9%
Snow & Ice Removal	\$ 285,733	240,410	187,455	280,410	280,410	0	0.0%
Street & Traffic Lights	\$ 110,564	112,248	128,037	139,650	139,650	0	0.0%
Equipment Maintenance	\$ 248,467	259,244	226,039	285,565	260,186	(25,379)	-8.9%
Tree and Grounds Maintenance	\$ 399,336	358,311	366,362	409,559	445,191	35,632	8.7%

TOTAL APPROPRIATION	\$ 1,820,205	1,812,364	1,798,478	1,941,540	1,941,230	(311)	0.0%
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SOURCES OF FUNDS

Departmental Receipts	\$ 23,405	26,800	17,939	26,800	24,000	(2,800)	-10.4%
Reserve Fund	\$ 0	0	0	0	0	0	0.0%
Water Fund	\$ 191,753	195,023	195,023	198,820	202,624	3,804	1.9%
Sewer Fund	\$ 144,331	143,769	143,769	148,251	149,542	1,291	0.9%
Transportation Fund	\$ 40,183	43,919	43,919	42,162	39,737	(2,425)	-5.8%
Taxation	\$ 1,420,533	1,402,853	1,397,828	1,525,507	1,480,002	(45,505)	-3.0%

BUDGET: \$1,941,230, a decrease of \$311 from FY 11. (Sources of funds are listed in accompanying chart.) Recommended by Finance Committee vote of 7-0.

BASIC FUNCTIONS: Provides maintenance for most of the outdoor facilities of the Town as well as a few buildings. The administration oversees the public works activities and budgets (highway, snow and ice removal, street and traffic lights, equipment maintenance, and tree and grounds maintenance) as well as activities and budgets of the Water, Sewer, and Solid Waste Enterprise Funds.

FULL-TIME-EQUIVALENT EMPLOYEES: 27.23 an increase of one from FY 11.

FY 11 SUMMARY

There was an increase of 7.1%, or \$129,176 in this budget from FY 10.

- **Public Works Administration:** There was an increase of 14.9%, or \$39,775. Some of this increase was due to the retirement of the Water Resources Director and personnel costs being borne by the General Fund rather than the Water and Sewer Enterprise Funds during reorganization. This budget included funds for utilities and maintenance of the Public Works facility.
- **Highway:** Highway operating expenses were level funded. Four positions totaling about \$130,000 were funded from Chapter 90 or Capital project work during the construction season.
- **Snow and Ice Removal:** This budget increased by 5% or \$12,000 to more closely reflect actual expenditures. It provided funds for overtime for snowplowing when snowplowing was required beyond the workday or beyond an employee's 40 hour workweek. Plowing done during the workday is charged to other Public Works budgets. It also included funds for equipment maintenance, equipment rental (rental of dump trucks for snow removal), and supplies (melting agents, sand, gasoline and diesel). The capital outlay provided for the replacement of a snowplow setup, part of an annual replacement program.
- **Street and Traffic Lights:** This budget maintained level services. The increase of 24.4%, or \$27,402, was due to the increase in operating expenses, principally the increase in electricity costs. There were no personnel costs associated with this budget.
- **Equipment Maintenance:** There was an increase of 10.2%, or \$26,320, in this budget due to increases in the costs for vehicle maintenance supplies and fuel. All vehicles used for road maintenance, snow-plowing, tree care, park maintenance, leaf pick-up and water, sewer, and solid waste (with appropriate reimbursements to the General Fund from the Enterprise Funds) are maintained, repaired and serviced by a crew of three.
- **Parks, Common and Downtown Maintenance:** This budget maintained level services. The increase of 11.5%, or \$30,601, was due to increasing operating expenses. This budget included funds for mowing and maintaining parks, commons, and other green spaces around town, and athletic fields (including schools). It also maintained pools, and park buildings and collected trash from downtown receptacles.

PUBLIC WORKS

- Tree Care and Pest Control: This budget increased 26.6%, or \$19,341, due to personnel changes and increased operating expenses. Services remained level.

FY 12 SUMMARY

Public Works services will remain at current levels, due to utilities and fuel savings and staff turnover. There is an additional position, Town Parks, Recreation Area Supervisor, at a cost of \$56,452 to help maintain parks, fields, and streets.

- Public Works Administration: There is an increase of 5.8%, or \$16,057, in this line due to an increase in personnel costs of 11.2%, or \$26,310, and a decrease in utility and maintenance costs of 26.4%, or \$10,253. This budget includes funds for utilities and maintenance of the Public Works facility. The DPW will oversee the \$4.5 million in road improvements as a result of the bond authorization approved by Town Meeting in November.
- Highway: There is a decrease of 4.9%, or \$26,621, due to employee turnover, not a reduction in staffing, and to a decrease of \$10,600 for asphalt needed because of the new pothole patching equipment utilizing less material. Included in this budget are funds for overtime (\$20,000), for extra help (\$10,000), and for four positions funded from project work (Chapter 90 and capital funds) during the construction season (approximately \$120,000). Also included is \$20,000 for traffic line painting, a purchased service.
- Snow and Ice Removal: There is no change in this budget from FY 11. It provides funds for overtime for snowplowing when snowplowing is required beyond the workday or beyond an employee's 40 hour workweek. Plowing done during the workday is charged to other Public Works budgets. It also includes funds for equipment maintenance, equipment rental (rental of dump trucks for snow removal), and supplies (salt, calcium chloride, Ice Ban Magic, sand, gasoline and diesel). The capital outlay of \$5,000 provides for the replacement of a snowplow, part of an annual replacement program.
- Street and Traffic Lights: There is no change in this budget from FY 11. It provides for electricity and maintenance of approximately 1,140 street lights and traffic lighting at 17 signalized intersections.
- Equipment Maintenance: There is a decrease of 8.9%, or \$25,379, in this budget due to decreases in vehicle maintenance, diesel fuel, and gasoline costs. Approximately 53 vehicles used for road maintenance, snow-plowing, tree care, park maintenance, leaf pick-up and water and sewer are maintained, repaired and serviced by a crew of three.
- Tree and Ground Maintenance: For FY 12, the Cemetery division, the Tree division, and the Parks, Common, and Downtown divisions are merged into one Division. This budget includes funds for lighting parks and commons (except Community Field) and providing field, equipment, and maintenance and supplies for picnic areas and other park facilities. This division also maintains ball fields at the schools.

More information is available at <http://www.amherstma.gov/index.aspx?nid=78>

CONSERVATION AND DEVELOPMENT

1.5% OF GENERAL FUND OPERATING BUDGETS

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Conservation	\$ 216,596	238,369	224,045	227,991	253,166	25,175	11.0%
Planning	\$ 295,471	258,255	266,851	211,876	266,936	55,060	26.0%
Inspection Services	\$ 346,937	321,954	314,876	305,206	365,760	60,554	19.8%
TOTAL APPROPRIATION	\$ 859,004	818,578	805,773	745,073	885,862	140,789	18.9%

SOURCES OF FUNDS

Departmental Receipts	\$ 71,968	68,400	68,820	68,400	65,400	(3,000)	-4.4%
Licenses & Permits	\$ 478,054	443,500	472,696	443,500	453,500	10,000	2.3%
Rental of Land	\$ 4,640	2,500	1,065	2,500	2,500	0	0.0%
Grants	\$ 8,000	8,000	8,000	8,000	8,000	0	0.0%
Water Fund	\$ 15,028	16,433	16,433	16,865	16,258	(607)	-3.6%
Golf Course Fund	\$ 0	0	0	0	0	0	0.0%
Transportation Fund	\$ 5,532	4,903	4,903	0	0	0	0.0%
Taxation	\$ 478,765	447,688	442,396	395,402	420,444	25,042	6.3%

BUDGET: \$885,862, an increase of \$140,789 (18.9%) from FY11. (Sources of funds are listed in accompanying chart.)
Recommended by Finance Committee vote of 6-1.

BASIC FUNCTIONS: The Conservation & Development functional area provides a wide range of services to monitor, protect, and enhance both the developed and undeveloped environments throughout the Town. This is accomplished through the protection of open space; long range planning for an orderly and appropriate development process; implementation of the Master Plan; and the appropriate application of policies, regulations, state laws and local bylaws enacted to promote these goals.

FULL-TIME-EQUIVALENT EMPLOYEES: 13.07, an increase of 3.09 from FY 11.

FY 11 SUMMARY

The consolidation and co-location of the three departments continues to assist staff in coordinating and expediting work. Continued refinement of the MUNIS software is contributing to this, as well. Since 2008, more than \$2 million in grants have been secured to fund a wide range of pre-development, site assessment or program development activities, as well as maintenance of conservation lands. There are presently \$1 million in grants under review. Significant work was completed on developing or amending zoning bylaws to support the Master Plan, which was adopted. Major development projects (North Amherst, Atkins Corner, Hawthorne Farm, UMass/North Amherst bike connector and many others) were evaluated.

FY 12 SUMMARY

The departments will continue to look for efficiencies and cost-savings from the recent reorganization and continued refinement of the MUNIS system to expedite transactions, coordinate activities and minimize staff time. The Town will continue to realize significant savings through Community Development Block Grant (CDBG) funding and other grants. Part of the budget increase from FY11 is due to transferring to the town's General Fund salary costs previously covered by CDBG funds. The rest is due to expanding a part-time administrative position to full-time and adding two new positions: a part-time Energy/Sustainability Coordinator and a Housing/Code Inspector. A little less than half of the appropriation for the Conservation & Development budget is funded by taxation.

- **Conservation** budget increases by 11% (\$25,175), due to the addition of a part-time Energy/Sustainability Coordinator. The costs for a Management Assistant position will be funded in FY12 from the Town's General Fund in anticipation of possible CDBG funding changes in FY 12 when the town's Mini-Entitlement Community status will be re-evaluated. The town will continue to look for ways to fund the management of Puffer's Pond and other conservation areas by increasing its volunteer programs and seeking private funding.
- **Planning increases by 26% (\$55,060)**, due largely to transferring to the town's General Fund support costs previously covered by CDBG funds, in case CDBG appropriations in the federal budget for FY 11 are reduced. An associate planner is wholly funded through CDBG monies and other positions in the department are partially funded through CDBG monies. The department will continue to focus on ways to make community development fully sustainable through grant monies, as well as seeking ways to help the town prioritize projects.

CONSERVATION AND DEVELOPMENT

- **Inspection Services** budget increased by 19.8% (\$60,554), due to the addition of a new housing code enforcement inspector. A priority in FY 12 is a more coordinated, inter-departmental approach to code enforcement. The Inspection Services Department continues to look for ways to leverage technology and administrative systems to streamline services and improve customer service to citizens, contractors and the educational institutions.

For more information, go to <http://www.amherstma.gov/index.aspx?nid=78>.

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FINANCE COMMITTEE REPORT - FY 12

GENERAL GOVERNMENT

11% OF GENERAL FUND OPERATING BUDGETS

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Select Board/Town Manager	\$ 245,255	223,184	229,091	226,121	241,631	15,510	6.9%
Town Meeting/Finance Comm	\$ 448	800	580	800	800	0	0.0%
Finance Department	\$ 798,993	849,586	836,395	865,124	864,640	(484)	-0.1%
Legal Services	\$ 142,307	95,000	125,797	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$ 186,551	152,626	155,164	157,217	159,422	2,205	1.4%
Information Technology	\$ 491,576	472,999	478,780	485,266	482,789	(2,477)	-0.5%
Town Clerk's Office	\$ 158,551	162,069	161,039	170,441	176,655	6,214	3.6%
Elections & Registration	\$ 71,510	28,524	29,257	52,440	43,000	(9,440)	-18.0%
Facilities Maintenance	\$ 474,154	458,596	440,102	432,349	468,217	35,868	8.3%
General Services	\$ 374,468	410,321	378,822	380,721	365,721	(15,000)	-3.9%
SUBTOTAL	\$ 2,943,813	2,853,705	2,835,026	2,880,479	2,912,875	32,396	1.1%
Employee Pay/Benefits	\$ 2,764,584	2,878,794	2,868,547	2,950,884	3,178,602	227,718	7.7%
TOTAL APPROPRIATION	\$ 5,708,397	5,732,499	5,703,574	5,831,363	6,091,477	260,114	4.5%
SOURCES OF FUNDS							
Ambulance Receipts	\$ 85,788	88,987	88,987	97,816	99,215	1,399	1.4%
Departmental Receipts	\$ 187,228	137,000	203,260	135,000	159,000	24,000	17.8%
Interest From Taxes	\$ 143,255	129,000	126,764	129,000	129,000	0	0.0%
Investment Income	\$ 262,531	200,000	159,206	110,000	110,000	0	0.0%
Licenses & Permits	\$ 156,817	152,550	152,835	152,550	149,950	(2,600)	-1.7%
State Aid-Elections	7,848	0	7,848	0	0	0	0.0%
Hours Reimbursement	\$						
Water Fund	\$ 161,017	165,647	165,647	178,619	179,374	755	0.4%
Sewer Fund	\$ 167,496	171,937	171,937	186,004	182,871	(3,133)	-1.7%
Transportation Fund	\$ 33,316	36,950	36,950	40,290	41,576	1,286	3.2%
Taxation	\$ 4,503,101	4,650,428	4,590,140	4,801,084	4,961,390	160,306	3.3%

BUDGET: \$6,091,477, an increase of 4.5%, or \$ 260,114, from FY 11. (Sources of funds are listed in accompanying chart.) Recommended by Finance Committee vote of 6-1.

BASIC FUNCTIONS: Managing and operating Town government functions including financial operations, maintenance of public facilities (except police, fire and public works facilities), elections, public records, information technology, legal expenses, and insurance costs. This budget includes employee benefits for all functions of the municipal government (including Community Services, Public Safety, Public Works, and Conservation and Development). The cost for benefits for each function is shown in Appendix B of this report.

FULL-TIME-EQUIVALENT EMPLOYEES: 28.88, unchanged from FY 11.

FY 11 SUMMARY

- **Select Board/Town Manager's Office:** A new Town Manager, assistant to the Town Manager, and finance director were appointed. Several efforts are underway to encourage economic development. A seasonal homeless shelter at First Baptist Church was established, funded and permitted.

- **Finance Department:** Treasurer duties were reassigned from the Finance Director to the combined position of Collector/Treasurer. \$4.5 million in 10-year road bonds were issued in March at a favorable 2.2% interest rate. The Town received a AA credit rating. First steps were taken to deal with the Town's long-term liability for non-pension retiree benefits.

- **Legal Services:** This budget covers costs of legal services provided on a contract basis for the Town and the Jones Library Trustees.

- **Human Resources/Human Rights:** The department helped recruit and select new Fire and Police Chiefs; completed the three-year grant-funded Social Justice Project; and collaborated with other departments and local farmers to establish an Electronic Benefit Transfer (EBT) program for low-income people visiting Amherst farmers markets.

GENERAL GOVERNMENT

- **Information Technology:** The department launched a new Town web site with self-service features for residents and an automated way to submit board/committee postings, minutes and agendas. An updated and enhanced municipal management and accounting software program was also implemented.
- **Town Clerk's Office:** The department implemented new state requirements for training, posting notices and retaining documents used at meetings, and for annual and biennial conflict-of-interest training for every municipal employee and committee member. The paper-based vital records indexing system was transferred to an electronic base.
- **Elections and Registration:** A state primary, a state election, and a local election were held. New state and federal requirements for absentee ballots were implemented.
- **Facilities Maintenance:** The department reconfigured and remodeled offices in the Bangs Center to improve space for Town departments and non-profit agencies; implemented several energy-saving initiatives; and implemented an HVAC preventive maintenance plan and made many repairs for all Town buildings.
- **General Services** budget manages centralized purchasing of services, supplies and equipment, and contracts for maintenance of office equipment and general liability insurance.
- **Employee Benefits:** Health-care benefits for employees and retirees of the Town of Amherst, the Schools, the Amherst-Pelham Regional School District, and the Town of Pelham, are paid from the Health Claims Trust Fund (HCTF), which is funded by premiums from those four employers and their employees and retirees. This budget covers only the Town of Amherst's share. The effort continues to stabilize employee health care costs, and to pay claims while maintaining required HCTF reserves.

FY 12 SUMMARY

- **Selectboard/Town Manager's Office:** Budget increases by 6.9% (\$15,510) due to step increases and cumulative staff turnover. Objectives include continuing to explore regionalizing and reorganizing Town services to cut costs and increase efficiency; pursuing economic development; and stabilizing and improving quality of life in neighborhoods.
- **Town Meeting/Finance Committee** budget, unchanged from FY 11, includes \$100 for the moderator's salary and \$300 for Town Meeting Coordinating Committee expenses. Most Town Meeting costs are in the rest of the municipal budget.
- **Finance Department** budget decreases by 0.1% (-\$484). Objectives include refining a long-range strategic financial plan for the Town and developing recommendations for funding the Other Post-Employment Benefits trust fund.
- **Legal Services** budget is unchanged from FY 11.
- **Human Resources/Human Rights** budget increases by 1.4% (\$2,205). The department will assist in negotiating and implementing new collective-bargaining agreements with Town unions.
- **Information Technology** budget decreases by 0.5% (-\$2,477), due to a reduction in costs for leased phone lines and internet access. The department will add to the self-service offerings on the Town web site and explore offering information technology services to other towns and non-profit agencies as a potential revenue source.
- **Town Clerk's Office** budget increases by 3.6% (\$6,214). Stricter security regulations issued by the U.S. Department of State will make it more difficult for the department's staff of three to continue processing passport applications.
- **Elections & Registration** budget decreases by 18% (-\$9,440), due to having one fewer scheduled elections than in FY 11.
- **Facilities Maintenance** budget increases by 8.3% (\$35,868). Continued aggressive conservation efforts should result in another year of declining energy use. The Town will assume \$34,200 maintenance costs for the East Street School, which the School Department no longer uses.
- **General Services** budget decreases by 3.7% (-\$14,000), due to reassigning postage costs for water and sewer billing to the Water and Sewer Enterprise Funds.
- **Employee Pay/Benefits** budget increases by 7.7% (\$227,718), due in part to additional coverage required by the new Federal health care law. Current claims projections indicate that health-care premiums in FY 12 can remain at FY 11 levels, in contrast to the industry trend of nearly 10% increases.

More information is available at <http://www.amherstma.gov/index.aspx?nid=78>

GENERAL FUND INDEBTEDNESS

(Revised 5/3/2011)

	FY 09 Actual	FY 10 Budget	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Amherst Housing Authority (CPA)	\$			47,250	47,250	--
Bangs Community Center Roof/HVAC	\$	0	0	50,114	47,608	(2,506) -5.0%
Crocker Farm Renovation (partial CPA)	\$	277,500	272,000	266,000	259,500	(6,500) -2.4%
Deferred Teachers' Payroll	\$	56,514	56,514	56,514	0	(56,514) -100.0%
DPW - Roads Reconstruction	\$			585,063	585,063	--
Hawthorne Property Acquisition (CPA)	\$			65,007	65,007	--
High School Renovations	\$	441,321	400,837	352,466	305,688	(46,778) -13.3%
High School Roof	\$	118,535	114,765	110,994	107,341	(3,653) -3.3%
Interest on Temporary Debt	\$	1,607	20,000	20,000	20,000	0 0.0%
Jones Library	\$	58,547	55,549	47,179	0	(47,179) -100.0%
Plum Brook Recreation Fields (Partial CPA)	\$	57,934	62,120	55,520	53,400	(2,120) -3.8%
Portable Classrooms	\$	0	0	8,800	2,222	(6,578) -74.8%
Sidewalks (2005)	\$	79,138	77,188	75,075	72,800	(2,275) -3.0%
South Amherst School	\$			1,818	1,818	--
Town Hall Exterior	\$	44,250	207,109	66,813	63,630	(3,183) -4.8%
Town Hall Renovations Refunding (2005)	\$	218,000	212,900	202,375	196,600	(5,775) -2.9%
Wildwood Roof	\$	73,728	66,885	64,905	62,925	(1,980) -3.1%
TOTAL APPROPRIATION	\$	1,427,074	1,545,867	1,376,755	1,890,852	514,097 37.3%

RECOMMENDED by Finance Committee vote of 7-0.

This appropriation includes \$585,063 for the first year of debt service on a new 10 year, \$4.5 million bond issue for road improvements. The Town successfully sold this issue in March, 2011 and achieved another low effective interest on this debt of 2.22%. This interest rate is a function of the Town's strong double A bond rating which was reaffirmed by Standard and Poor's in the bond issuance process. This is another clear signal that the Town, in the opinion of objective third party observers, continues to manage its financial affairs in a prudent and sustainable manner.

Debt Service for the Jones Library renovations (FY 11 total \$47,179) was retired in FY 11, and there is no allocation for the Deferred Teacher's Payroll "debt service" since this obligation was also retired in FY 11.

The High School Renovation project is funded by a Proposition 2½ debt exclusion (Amherst's FY 12 share is \$305,688) and will be paid off in FY 18. This will, in effect, lower the projected tax levy post FY 18 since this debt service is a property tax charge over the Proposition 2½ limit.

A grant from the Massachusetts School Building Authority funds the debt service on the Wildwood School Roof project (\$62,925), and support from CPAC funds the additional \$28,250 in debt service on the Town Hall exterior renovations. This year, CPAC funds will provide \$65,007 toward debt service on the Hawthorne property acquisition, \$47,250 for debt payments for the rehabilitation of 22 affordable housing units under the control of the Amherst Housing Authority, and \$35,244 toward debt service on the Plum Brook Recreation Fields, the remaining \$18,156 of which is funded from the General Fund.

Finally, the debt service for: the Town Hall renovations refunding (\$196,600), the High School Roof project (\$107,341), the Crocker Farm School renovation project (\$259,500), the Bangs Community Center roof and HVAC project (\$47,608), the Town Hall exterior renovation project (\$35,280), and the Downtown Sidewalk project (\$72,800) are all included in the Town's capital plan using money from the General Fund.

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FINANCE COMMITTEE REPORT - FY 12

LIBRARY SERVICES

3% OF GENERAL FUND OPERATING BUDGETS

	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Budget	Change FY 11 - 12	Percent Change
Personnel Services	\$ 1,340,263	1,385,560	1,367,861	1,431,896	1,465,230	33,334	2.33%
Employee Benefits	\$ 252,276	245,981	245,981	253,445	237,280	(16,165)	-6.38%
Library Materials	\$ 235,895	167,300	172,824	173,800	173,300	(500)	-0.29%
Operations	\$ 293,046	302,565	279,796	322,276	316,926	(5,350)	-1.66%
TOTAL DEPARTMENT COST	\$ 2,121,480	2,101,406	2,066,462	2,181,417	2,192,736	11,319	0.52%

SOURCE OF FUNDS

Town General Fund Support	\$ 1,490,385	1,468,029	1,468,029	1,541,736	1,644,736	103,000	6.68%
Library State Aid	\$ 100,000	85,229	85,229	101,451	65,000	(36,451)	-35.93%
Jones Library Inc. Endowment	\$ 472,412	441,326	390,961	430,230	412,000	(18,230)	-4.24%
Jones Inc. FY 2009 Savings				8,000		(8,000)	-100.00%
Jones Library Annual Fund Drive					40,000	40,000	--
Replacements/Lost Payments					5,000	5,000	--
Annual Fund Drive & Lost Books	\$ 53,700	53,000	58,075	60,000		(60,000)	-100.00%
Jones Friends Donation (Books)	\$ 9,500	21,000	22,002	20,000	20,000	-	0.00%
Gift, Grants, Reserves, Etc.	\$ 17,350	32,822	41,240	20,000	6,000	(14,000)	-70.00%
TOTAL	\$ 2,143,347	2,101,406	2,065,536	2,181,417	2,192,736	11,319	0.52%

POSITIONS

Fulltime	16
Part Time with Benefits	13
Full Time Equivalents	26.3
Part Time with NO Benefits	26

LIBRARY SERVICES

RECOMMENDED by Finance Committee vote of 6-1.

At the time of this report, the Finance Committee expects that the Library Trustees will vote to approve a total budget of \$2,192,736 with Town tax support of \$1,644,736. The Finance Committee will review the budget at a meeting on May 2 and it will be available at Town Meeting and on the Finance Committee section of the Town web site before it will be considered at Town Meeting.

Although the total Library budget will increase only marginally (\$11,319 or 0.52%) in FY 12, note that the municipal tax support appropriation represents a 6.68% increase over the \$1,541,736 appropriation for FY 11. Town tax support as a percentage of the Library's budget will increase to 75% in FY 12 from 70.7% in FY 11.

The FY 12 municipal appropriation recommendation is \$95,000 above the State's Minimum Appropriation Requirement (MAR) funding level. To qualify for Library State aid, the State requires municipalities to fund their libraries at 2.5% above the average of the preceding three years' of municipal appropriations. This year, the minimum MAR level would have been \$1,549,736 in municipal tax support, but with lower cuts to State Aid to cities and towns in the proposed State budgets, the Budget Coordinating Group recommended an additional \$95,000 to the Library to maintain the current hours of operation and stabilize staffing levels. While Town support will increase, other funding that supports the Library will decrease for several reasons. The Library's old policy was to spend its allocation of Library State Aid for the current fiscal year in the next fiscal year. Over a two-year period the Trustees transitioned to a new policy that enabled them to increase the value of the state aid by 50% in each of those years. State library support is now used in the year it is received. FY 12 is the first year following the transition. Also, Annual Fund contributions are 30% below the goal of \$60,000. Support from Jones Library Endowment fell 6.5% from \$430,000 to \$402,000 with the decision by the Trustees to lower the allocation from the endowment from 5.4% to 5.25%, a decision supported by the Finance Committee.

The \$95,000 increase in Town tax support over the current MAR minimum will increase next year's MAR level by \$31,666 to \$1,581,403.

Library Services are provided at the Jones Library, the North Amherst Library, and the Munson Library in South Amherst. The mission of the libraries is: to provide access to materials to assist people in their quest for information; to preserve the history of this region; and to serve as a meeting place for the community's educational and cultural pursuits. The Libraries offer information in the form of print, audiovisual, and electronic media. The Jones Library holds collections of historical and literary significance related to the Town and its residents. The Libraries also offer programs to encourage children to read, and to help people whose native language is not English.

The Jones Library Building is owned by Jones Library, Inc. which is governed by the Library Trustees. The Town owns the Munson and North Amherst Library buildings. The Library pays the Town \$6,500 in annual rent for its use of the space in the Munson Building, and this rent includes payments for utilities and heat. The cost of interior and exterior maintenance at Munson, and exterior maintenance at the North Amherst Library are in the budgets for the Town Maintenance and Public Works Departments. Most Library accounting, payroll, and information technology support is handled by the Town and not charged to the Library budget.

FY 11 was a year of transition for the Library with the retirement of long-time Library Director Bonnie Isman in December. Tevis Kimball was named interim Director and should be recognized for the exceptional energy and diligence she has shown in taking on the unexpected and unfamiliar duties as Director. This year, even with the ongoing budget duress, the Library continued to serve its patrons admirably. General economic conditions once again increased demand for library services. The Jones Library's status as a "regional" Library continues to grow with the Jones Library continuing to circulate more items than any other library in Western Massachusetts. Other distinctions include designation of the Jones as a Robert Frost Literary landmark, a National Award for Special Collections, 1,116 new library card registrations, and recognition of the Jones Library at the American Library Association's annual meeting for its Digital Amherst Program.

At the operating level, the Library continued to move ahead with much needed capital improvements to its HVAC, elevator, roof and electricity conservation systems and programs. FY 12 will see the development of a more comprehensive capital improvement plan. Increased emphasis on fund-raising is a priority for the next year.

The Library's FY 12 budget currently contains 26.3 FTE's, down 0.1 FTE's from FY 11.

AMHERST ELEMENTARY SCHOOLS

38% OF GENERAL FUND OPERATING BUDGETS

	FY 08	FY 09	FY 10	FY 11	FY 11	FY12	
	Actual	Actual	Actual	Original	Current	Fin Com	DIFF
				Budget	Budget		
<u>PAYROLL ACCOUNTS</u>							
Salaries							
Regular Education	6,523,619	6,491,244	6,467,262	6,502,293	6,599,418	6,584,031	81,738
Special Education	3,973,783	4,130,244	4,184,124	4,027,806	3,901,973	4,082,011	54,205
Other Programs	-	4,550	-	3,500	3,500	3,500	-
Support Services	909,467	1,126,907	876,688	879,594	908,749	913,396	33,802
School Administration	965,865	1,023,623	930,076	777,633	789,544	784,903	7,270
Central Administration	496,581	475,791	491,673	498,120	458,748	516,194	18,074
Information Systems	192,911	148,632	165,165	169,412	197,294	165,205	(4,207)
Facilities	680,192	731,856	725,873	686,807	723,546	705,998	19,191
Transportation	156,198	181,733	191,946	191,600	191,600	191,600	-
Total Salaries	13,898,616	14,314,580	14,032,806	13,736,765	13,774,372	13,946,838	210,073
Substitutes	186,527	169,064	166,241	150,397	150,397	150,397	-
<u>EXPENSE ACCOUNTS:</u>							
Regular Education	248,776	426,340	515,469	680,417	675,436	761,754	81,337
Special Education	217,485	172,958	188,495	206,260	205,861	306,294	100,034
Other Programs	-	-	-	3,500	3,500	3,500	-
Support Services	67,631	20,904	44,770	40,425	41,549	39,928	(497)
School Administration	46,211	49,101	80,552	45,737	50,525	41,281	(4,456)
Central Administration	77,868	121,206	96,467	88,534	88,534	88,534	-
Information Systems	78,445	142,375	158,810	130,695	130,695	130,695	-
Facilities	152,422	213,558	178,623	125,286	133,113	125,286	-
Utilities	523,728	500,155	375,739	483,741	483,741	483,749	8
Transportation	53,188	355,392	418,665	443,176	443,176	416,900	(26,276)
Health Insurance							
Employees	2,393,791	2,204,451	2,373,131	2,338,065	2,338,065	2,390,653	52,588
Retirees	808,973	999,202	1,182,331	1,248,918	1,248,918	1,356,200	107,282
Other Operation Services	691,750	639,562	511,301	456,883	456,883	612,652	155,769
Other Programs & Control Accts	10,346	1,000	9,202	115,611	69,645	634,908	519,297
Total Expenses	5,370,613	5,846,203	6,133,555	6,407,248	6,369,641	7,392,334	985,086
LEVEL SERVICES TOTAL	19,455,755	20,329,847	20,332,601	20,294,410	20,294,410	21,489,569	1,195,159
Level Services % Increase						5.9%	
Additions and Reductions						(730,971)	
BUDGET TOTAL	19,455,755	20,329,847	20,332,601	20,294,410	20,294,410	20,758,598	464,188
Change from previous year		874,092	2,755	(38,191)		464,188	
Percent change from previous year		4.5%	0.0%	-0.2%		2.3%	

AMHERST ELEMENTARY SCHOOLS

RECOMMENDED by the Finance Committee vote of 5-1 with 1 abstaining. (One member abstained from any discussion and vote on the school budget due to a potential conflict of interest.)

BUDGET The recommended FY 12 Amherst Elementary School budget is \$20,758,598. On March 9, 2011, the Amherst School Committee voted unanimously (1 absent) to recommend this budget.

BASIC FUNCTIONS: To provide all students with the high quality education, that enables them to be responsible, contributing members of a multiethnic, multicultural, pluralistic society.

FY 11 SUMMARY

After a year of planning, Mark's Meadow Elementary School was closed in June 2010, resulting in significant savings to the district. District boundary lines were redrawn for Crocker Farm, Fort River and Wildwood Elementary Schools to accommodate the closing, as well as to increase diversity and socio-economic equity at each school. An elementary Spanish language program was introduced in grades 1-2 in all schools. The district and the University of Massachusetts formed a partnership and created a system-wide initiative to improve instruction. A district-wide evaluation of the mathematics program was completed and is under review.

Grant funds totaling \$1,677,566 were used for a variety of projects. Of that amount, \$1,191,960 was used for salaries and \$485,586 for expenses.

FY 12 SUMMARY

The FY 12 Elementary budget of \$20,758,598 is an overall increase of \$464,188 or 2.3% from the FY 11 budget of \$20,294,410. The anticipated grants budget total for FY12 is \$1,424,284 with \$1,009,226 in total payroll accounts and \$415,058 in total expense accounts.

All five union groups (teachers, clerical/media, paraprofessionals, administrators and custodial/maintenance) in both the Elementary and Regional schools have contracts which will expire on June 30, 2011 and which will require negotiating wages (salary and benefits), hours and working conditions in FY 12.

Budget reductions, in addition to the savings from the closing of Mark's Meadow School, include the reduction of teaching and central office staff.

Some of the budget reductions over the last several years have been related to declining enrollments in the Elementary Schools. In 2002 the K-6 enrollment was 1,477 students and the projection for 2012 is 1,108 for a loss of 369 students or 25%. In FY 12 the projected loss from FY 11 is 78 students or 6.62%. Enrollment for FY 12 is projected at 307 for Crocker Farm, 366 for Fort River and 446 for Wildwood. Elementary enrollments are expected to continue declining to 750 elementary students by the FY 16 school year.

The Superintendent, staff and Amherst School Committee will continue to review the \$20,758,598 budget and adjust the line items as appropriate.

A complete and detailed Amherst Elementary School budget can be viewed on the Amherst Schools' website. <http://www.arps.org>. Go to Quick Link and scroll to Budget Information where both the Elementary and Regional budgets are posted.

FULL-TIME-EQUIVALENT EMPLOYEES: Information is on the following page.

Amherst Public Schools
District Staffing Profile
From All Funding Sources

<i>Staffing Analysis by F.T.E.*</i>	2009-2010	2010-2011	2011-2012	Change
Building Specific Personnel:				
Administrative Staff	7.00	6.00	6.00	0.00
Administrative Support Staff	8.80	7.70	7.70	0.00
Professional Staff				
Pre-School	0.00	1.20	1.20	(0.00)
Kindergarten	9.00	7.00	7.00	0.00
Art	3.10	2.70	2.60	(0.10)
Music (Classroom/Instrumental)	4.95	5.25	5.00	(0.25)
World Language	1.00	1.50	1.50	0.00
Physical Education	3.20	3.00	3.00	0.00
Reading	5.80	5.10	4.50	(0.60)
Technology Education	2.00	3.00	3.00	0.00
Science Education	1.00	1.00	1.00	0.00
Classroom Education	60.50	62.20	56.00	(6.20)
Intervention	3.10	2.50	8.70	6.20
English Language Learner	12.60	10.50	10.50	0.00
Special Education	24.16	19.55	18.55	(1.00)
Guidance	5.00	4.00	4.00	0.00
Library	3.00	3.00	3.00	0.00
Health Services	3.80	3.00	3.00	0.00
Other	0.32	0.30	0.30	0.00
Paraprofessional Staff, LPN's, and Other				
Regular Education	13.66	12.72	11.73	(0.99)
Special Education	54.52	55.91	56.91	1.00
LPN's	1.60	1.60	1.60	0.00
Library Paraprofessionals	1.00	1.96	1.96	0.00
Total Building Specific Personnel	229.11	220.69	218.76	(1.94)
District Program & Support Personnel				
District-wide Special Education Services	41.62	44.11	44.17	0.06
Other Support Services	2.10	1.53	1.53	0.00
Student Services	0.12	0.12	0.50	0.38
Central Administration	6.98	6.40	6.87	0.47
Information Systems	2.66	2.66	2.66	0.00
Facilities & Operations	16.32	16.42	16.42	0.00
Total District & Support Personnel	69.80	71.24	72.15	0.92
District Total	298.91	291.93	290.91	(1.02)

* F.T.E.= Full Time Equivalent includes all staff regardless of funding source
* FY10 & FY11 data as of October 31st of the given year

AMHERST ELEMENTARY SCHOOLS

Amherst Schools Student Enrollment Summary					
Grade	FY 11 Projected	FY 11 Actual	FY 12 Projected	Increase/ (Decrease)	
Pre-School	70	73	73	0	
K	165	130	120	(10)	
1	170	165	129	(36)	
2	178	175	162	(13)	
3	182	167	171	4	
4	174	190	169	(21)	
5	178	175	187	12	
6	197	184	169	(15)	
In-House	1,314	1,259	1,180	(79)	
Choice, Charter	87	66	69	3	
Totals	1,401	1,325	1,249	(76)	

AMHERST-PELHAM REGIONAL SCHOOLS

FY 12 BUDGET REVENUES						
	FY 09	FY 10	FY 11	FY 12	DIFF	
Revenue						
Chapter 70	9,883,632	9,685,959	9,120,106	9,120,106	0	0.0%
Chapter 70 to Stabilization	(150,000)	(90,000)	(90,000)	(90,000)	0	
SUBTOTAL: available from Ch 70	9,733,632	9,595,959	9,030,106	9,030,106	-	
Transportation Reimbursement	817,841	447,336	502,414	502,414	0	
Medicaid Reimbursement	120,000	95,000	95,000	95,000	0	
Charter Reimbursement	100,000	108,733	465,958	189,670	(276,288)	
Choice Revenues	710,000	650,000	650,000	300,000	(350,000)	
Indirect Cost Reimbursement	34,000	15,000	25,000	25,000	0	
Interest Revenue	220,000	120,000	95,000	25,000	(70,000)	
E&D for budget support	100,000	280,000	255,000	450,000	195,000	
E&D for contingency	280,000	280,000	280,000	280,000	0	
Assessments	16,005,522	16,184,324	16,851,972	17,317,645	465,673	
Total Revenue	28,120,995	27,776,352	28,250,450	28,214,835	(35,615)	
Total Expense	28,120,995	27,776,352	28,250,450	28,214,835	(35,615)	-0.1%
Revenue less Expense	0	0	0	0	0	
Assessments						
Amherst	12,395,375	12,574,043	13,112,795	13,506,166	393,371	3.0%
Pelham	1,024,307	1,061,837	1,127,285	1,171,256	43,971	3.9%
Leverett	1,130,932	1,142,105	1,197,275	1,238,608	41,333	3.5%
Shutesbury	1,454,908	1,406,339	1,414,617	1,401,615	(13,002)	-0.9%
	16,005,522	16,184,324	16,851,972	17,317,645	465,673	2.8%
	-0.02%	1.1%	4.1%	2.8%		

AMHERST-PELHAM REGIONAL SCHOOLS

25% OF GENERAL FUND OPERATING BUDGETS

	FY 08 Actual	FY 09 Actual	FY 10 Actual	FY 11 Original Budget	FY 11 Current Budget	FY12 Fin Com	DIFF
<u>PAYROLL ACCOUNTS</u>							
Regular Education	6,721,572	7,205,775	6,642,955	6,980,269	6,851,437	6,982,073	1,804
Special Education	3,412,315	4,022,291	4,134,756	4,057,120	4,027,042	3,984,339	(72,781)
Other Programs	305,884	321,309	278,872	205,220	193,611	202,611	(2,609)
Support Services	1,192,276	1,298,647	1,223,865	1,207,676	1,281,692	1,309,667	101,991
School Administration	1,187,221	1,384,880	1,274,366	1,140,053	1,180,820	1,178,178	38,125
Central Administration	582,658	535,319	486,282	542,433	549,196	606,965	64,532
Information Systems	191,117	204,408	220,167	213,665	234,305	222,067	8,402
Facilities	777,203	791,460	755,022	753,118	737,689	694,379	(58,739)
Transportation	491,747	430,703	490,230	458,684	467,821	431,553	(27,131)
Total Salaries	14,861,992	16,194,792	15,506,515	15,558,238	15,523,613	15,611,832	53,594
Substitutes	137,860	160,573	151,997	136,337	136,337	136,337	-
<u>EXPENSE ACCOUNTS:</u>							
Regular Education	1,097,910	997,854	1,187,111	1,461,966	1,462,599	1,261,812	(200,154)
Special Education	1,158,534	1,260,803	1,338,472	1,538,283	1,554,148	1,629,071	90,788
Other Programs	543,434	551,947	548,439	685,863	685,863	679,195	(6,668)
Support Services	127,961	96,258	107,739	93,239	100,264	91,708	(1,531)
School Administration	80,255	51,897	70,446	60,446	58,963	60,159	(287)
Central Administration	206,112	199,827	161,849	166,587	166,587	164,413	(2,174)
Information Systems	444,628	354,665	332,960	258,660	258,660	258,660	-
Facilities	742,088	310,710	268,691	268,691	269,691	268,124	(567)
Utilities	1,069,647	988,985	989,640	980,570	980,570	941,637	(38,933)
Transportation	1,327,609	898,673	930,240	897,129	897,129	925,564	28,435
Health Insurance							
Employees	2,765,729	2,699,853	2,896,625	2,822,740	2,822,740	2,526,064	(296,676)
Retirees	1,120,408	1,216,853	1,277,579	1,421,729	1,421,729	1,314,138	(107,591)
Other Operation Services	1,572,715	1,579,542	1,493,937	1,592,972	1,592,972	1,653,354	60,382
Other Programs & Control Accts	1,000	1,000	514,112	307,000	318,585	1,040,529	733,529
Total Expenses	12,258,030	11,208,867	12,117,840	12,555,875	12,590,500	12,814,428	258,553
LEVEL SERVICES TOTAL	27,257,882	27,564,232	27,776,352	28,250,450	28,250,450	28,562,597	312,147
Level Services % Increase							
Additions and Reductions	-	-	-	-	-	(347,762)	(347,762)
BUDGET TOTAL	27,257,882	27,564,232	27,776,352	28,250,450	28,250,450	28,214,835	(35,615)
Change from previous year		306,350	212,120	474,098		(35,615)	
Percent change from previous year		1.1%	0.8%	1.7%		-0.1%	

AMHERST-PELHAM REGIONAL SCHOOLS

RECOMMENDED by the Finance Committee vote of 6-0, 1 abstaining. (One member abstained from any discussion and vote on the school budget due to a potential conflict of interest.)

BUDGET: This is an appropriation of \$13,506,166 for the Amherst assessment to support the Regional School District budget of \$28,214,835. The Amherst assessment increases by \$393,371 or 3% from the current year. On March 8, 2011, the Regional School Committee voted unanimously (2 absent) to recommend this budget and its assessments to the four towns.

BASIC FUNCTIONS: To provide all students with the highest quality education, through a challenging, relevant and cohesive curriculum, in order to prepare them for success in a global, interconnected future and thus enable them to be responsible, contributing members of a multiethnic, multicultural, pluralistic society.

FY 11 SUMMARY:

This year, in addition to state revenues and appropriations by the four towns, other sources of funding were utilized by the schools. The following are some areas funded during FY 11. EdJobs funds were allocated to implement an after school program at the Middle School to provide enrichment and academic intervention. A 21st Century Grant was awarded for an after school program at the High School. Title I funds supported a Parent/Guardian Education and Discussion Series including topics such as social skills, routines (including homework), discipline, and communication. Amherst College provided funding for the district to employ a Volunteer Coordinator who focuses on recruiting and training volunteers from the local colleges, university and other community members to serve in a variety of functions in the schools. The ARRA Technology Grant Robotics project is in its second year and targets STEM, science, engineering, technology and math using Lego Robotics. One of the grant's goals is to create greater interest in STEM for girls.

The grants budget total for the Regional Schools for FY 11 is \$1,159,836 with \$653,259 in total salaries and \$506,577 in total expenses.

FY 12 SUMMARY:

The FY 12 Regional budget of \$28,214,835 is an overall decrease of (\$35,615) or -0.1% from the FY 11 budget of \$28,250,450. The budget guidelines issued by the Finance Committee in November recommended a 3% increase in Amherst's FY 12 assessment for the Regional Schools. Since the assessment allocation percentages change each year due to enrollment shifts, a 3% increase in the assessment to Amherst results in an overall assessment increase from all four towns of 2.8% or \$465,673.

The anticipated grants budget total for FY 12 is \$786,767 with \$335,281 in total salaries and \$451,486 in total expenses.

Payroll accounts savings are anticipated in special education, facilities, and transportation. Regular education, utilities, and health insurance for employees and retirees in the expense accounts will account for additional savings. The number of teaching, guidance, paraprofessional, and central office staff will be reduced. Further savings have been realized by closing the East Street Campus and moving the students and programs to the South Amherst Campus, which has been reconfigured to accommodate both programs and has resulted in a savings in both staff and facility costs.

Some of the budget reductions over the last few years are due to declining enrollments in the Regional Schools. In 2002 the Middle and High School enrollment was 2,068 students and the projection for 2012 is 1,527 for a loss of 541 students or 26%. In FY 12 the projected loss from FY 11 is 65 students less or 4.08%.

The Superintendent, staff and Regional School Committee will continue to review the \$28,214,835 budget and adjust the line items as appropriate.

A complete and detailed Regional School budget can be viewed on the Amherst Schools' website <http://www.arps.org/>. Go to Quick Link and scroll to Budget Information where both the Regional and Elementary budgets are posted.

FULL-TIME-EQUIVALENT EMPLOYEES: Information is on the following page.

FINANCE COMMITTEE REPORT - FY 12

Amherst Pelham Regional Schools
District Staffing Profile
 From All Funding Sources

<i>Staffing Analysis by F.T.E. *</i>	2009-2010	2010-2011	2011-2012	Change
Building Specific Personnel:				
Administrative Staff	6.00	5.00	5.00	0.00
Administrative Support Staff	15.20	14.20	13.67	(0.53)
Professional Staff				
English	14.90	14.05	14.15	0.10
Math	18.70	17.31	17.75	0.44
Science	15.90	16.01	16.01	0.00
Social Studies	14.40	15.35	15.35	0.00
Language	13.80	12.82	13.40	0.59
Music	3.40	3.60	3.60	0.00
Art	4.00	4.80	4.80	0.00
Physical Education	5.00	5.00	4.80	(0.20)
Reading	1.00	1.90	2.00	0.10
Technology Education	5.30	5.50	5.30	(0.20)
Theater & Dance	2.20	2.80	2.90	0.10
Business Education, Health Education	2.38	1.38	1.38	0.00
Family Consumer Science	3.00	2.30	2.30	0.00
English Language Learner	4.40	4.20	4.00	(0.20)
Special Education	33.80	30.90	33.90	3.00
Guidance	11.02	11.22	11.22	0.00
Library	2.00	2.00	2.00	0.00
Health Services	2.60	2.00	2.00	0.00
Athletics Department	2.47	2.47	2.00	(0.47)
Student Activity	0.53	0.53	0.53	(0.00)
Paraprofessional Staff, LPN's, and Other				
Regular Education	5.06	3.96	3.56	(0.40)
Special Education	62.04	58.04	58.54	0.50
LPN's	1.00	1.40	1.40	0.00
Library Paraprofessionals	2.50	2.50	2.50	0.00
Other	2.20	2.20	2.20	0.00
Total Building Specific Personnel	254.80	243.43	246.26	2.83
District Program & Support Personnel				
District-wide Special Education Services	17.35	18.85	14.63	(4.22)
Other Support Services	8.55	3.44	3.44	0.00
Student Services	0.13	0.13	0.50	0.38
Central Administration	7.55	8.10	8.60	0.50
Information Systems	3.75	3.75	3.75	0.00
Facilities & Operations	18.99	16.49	16.49	0.00
Transportation	16.88	15.88	16.88	1.00
Total District & Support Personnel	73.19	66.63	64.28	-2.35
District Total	327.99	310.06	310.55	0.48

* F.T.E.= Full Time Equivalent includes all staff regardless of funding source

* FY10 & FY11 data as of October 31st of the given year

AMHERST-PELHAM REGIONAL SCHOOLS

Amherst-Pelham Regional School District Student Enrollment Summary				
Grade	FY 10 Projected	FY 10 Actual	FY 11 Projected	Increase/ (Decrease)
7	261	252	239	(13)
8	242	242	252	10
9	315	294	242	(52)
10	299	280	294	14
11	312	287	280	(7)
12	305	278	287	9
In-House	1,734	1,633	1,594	(39)
Choice, Charter, Voc.	117	121	107	(14)
Totals	1,851	1,754	1,701	(53)

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FINANCE COMMITTEE REPORT - FY 12

WATER FUND

SOURCES OF FUNDS	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Operating Revenues	\$ 4,129,830	3,862,000	3,868,419	4,001,967	3,837,000	(164,967)	-4.1%
Interest	\$ 53,326	60,000	24,575	56,000	20,000	(36,000)	-64.3%
State Grants	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 250,000	385,684	215,684	145,624	244,543	98,919	67.9%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
TOTAL	\$ 4,433,156	4,307,684	4,108,678	4,203,591	4,101,543	(102,048)	-2.4%

EXPENDITURES	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Fin Com	Change FY 11 - 12	Percent Change
Operating Budget	\$ 2,472,918	2,564,680	2,496,513	2,743,259	2,832,287	89,028	3.2%
General Fund Services	\$ 385,111						
Debt Service	\$ 920,559	811,988	779,773	703,716	703,688	(28)	0.0%
Capital Program	\$ 445,000	536,600	536,600	345,000	150,000	(195,000)	-56.5%
Interfund Transactions	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 4,223,588	3,913,268	3,812,887	3,791,975	3,685,975	(106,000)	-2.8%
Indirect Costs Appropriated in General Fund	\$	394,416	394,416	411,616	415,568	3,952	1.0%
TOTAL EXPENDITURES	\$ 4,223,588	4,307,684	4,207,303	4,203,591	4,101,543	(102,048)	-2.4%

BUDGET: \$4,101,543, a decrease of 2.4%, or \$102,048, from FY 11. (Sources of funds are listed in accompanying chart.)
Recommended by Finance Committee vote of 7-0.

BASIC FUNCTIONS: The development, treatment, and distribution of the potable water supply for the Town via the completely self-supporting enterprise fund.

FULL-TIME-EQUIVALENT EMPLOYEES: 17.19, an increase of 0.5 FTE from FY 11.

FY 11 SUMMARY

Although the regular inflationary pressures of salary step increases, health insurance costs, and energy costs continue to increase the personnel and operating budgets, the Town Manager recommended no water rate increase to the Select Board for FY 11. The current rate of \$3.30 per 100 cubic feet was sufficient to generate an appropriate amount of revenue to sustain the Water Fund and remain below the state and regional averages. Reductions in the debt service burden, due to a refinancing of Town debt in December of 2009 significantly lowered interest rates.

The retirement of the Water Resources Director at the end of FY 10 allowed the Town Manager, working with the staff of the Water Fund, Sewer Fund, and Department of Public Works, to reorganize staffing and responsibilities within these areas. These changes had no budgetary impact on the Water Fund.

Debt Service in FY 11 covers the principal and interest payment for the Atkins Treatment Facility (\$703,716). Capital Program expenditures are: \$340,000 for Baby Carriage Brook Improvements, \$5,000 for DPW Facility Improvements.

FY 12 SUMMARY

For a second straight year the Town Manager recommended no water rate increase to the Select Board for the Water Fund. The current rate of \$3.30 per 100 cubic feet is sufficient to generate an appropriate amount of revenue to sustain the Water Fund and remains below the state and regional averages. The reduction in capital project needs was the significant factor in reducing the budget for the Water Fund by 2.4%.

WATER FUND

This will be the last year of the debt service for the Atkins Water Treatment Plant, which allows for the proposal of a \$4,000,000 bond authorization for renovations and enhancements at the Centennial Water Treatment Plant located in Pelham without increasing the cost to repay debt for major water fund projects (Article 19). If authorized, the payments for this bond would begin in FY 13.

Debt Service in FY 12 covers the final principal and interest payment for the Atkins Treatment Facility (\$703,668). Capital Program expenditures are: \$100,000 for Water System Improvements, \$45,000 Replacement Vehicle, \$5,000 for DPW Facility Improvements

\$4,000,000 Centennial Water Treatment Plant Improvements and Sewer Line (if approved as recommended, see Article 19)

More information is available at <http://www.amherstma.gov/index.aspx?NID=1474>

FINANCE COMMITTEE REPORT - FY 12

SEWER FUND

SOURCES OF FUNDS	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Proposed	Change FY 11 - 12	Percent Change
Operating Revenues	\$ 3,695,472	3,459,500	3,592,414	3,459,500	3,497,237	37,737	1.1%
Interest	\$ 57,861	31,000	22,150	42,000	20,000	(22,000)	-52.4%
Grants	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 0	232,658	232,658	248,917	238,399	(10,518)	0.0%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
TOTAL	\$ 3,753,333	3,723,158	3,847,222	3,750,417	3,755,636	5,219	0.1%

EXPENDITURES	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Proposed	Change FY 11 - 12	Percent Change
Operating Budget	\$ 2,507,929	2,709,610	2,536,246	2,805,442	2,787,591	(17,853)	-0.6%
General Fund Services	\$ 302,264						
Transfers to Trust Funds	\$ 0	0	0	0	0	0	0.0%
Debt Service	\$ 336,158	333,804	327,803	325,284	309,013	(16,271)	-5.0%
Capital Program	\$ 405,000	373,600	373,600	295,000	336,000	41,000	13.9%
TOTAL APPROPRIATION	\$ 3,551,351	3,417,014	3,237,649	3,425,726	3,432,604	6,876	0.2%
Indirect Costs Appropriated in General Fund		306,144	306,144	324,691	323,032	(1,659)	-0.5%
TOTAL EXPENDITURES	\$ 3,551,351	3,723,158	3,543,793	3,750,417	3,755,636	5,218	0.1%

BUDGET: \$3,755,636, an increase of 0.1%, or \$5,219, from FY 11. (Sources of funds are listed in accompanying chart.)
Recommended by Finance Committee vote of 7-0.

BASIC FUNCTIONS: The collection, treatment, and disposal of sewage for the Town via the completely self-supporting enterprise fund.

FULL-TIME-EQUIVALENT EMPLOYEES: 17.33, an increase of 0.5 FTE from FY 11.

FY 11 SUMMARY

No rate increase was necessary for FY 11 to sustain the fund balance. Our current rate of \$3.25 per 100 cubic feet of water usage remained below the state and regional averages. The increase in the operating budget resulted from increases in employee pay and benefits (step increases, cost of living adjustments, health insurance costs, and retirement assessment), as well as electricity, fuel, and materials costs. These increases are offset by reductions in debt service and capital expenditures resulting in a 0.7% increase in the operating budget for FY 11.

The retirement of the Water Resources Director at the end of FY 10 allowed the Town Manager, working with the staff of the Water Fund, Sewer Fund, and Department of Public Works, to reorganize staffing and responsibilities within these areas. These changes had no budgetary impact on the Sewer Fund.

Debt Service in FY 11 paid the principal and interest payments on the Middle Street sewer extension project, \$205,533, and the Chapel Road/Mechanic Street sewer extension, \$119,751. Capital Program expenditures were: \$200,000 for Collection System Improvements, \$90,000 for Grit Screw Replacement, and \$5,000 for DPW Facility Improvements

FY 12 SUMMARY

The Town Manager will recommend a sewer rate increase to the Select Board for the Sewer Fund. The current rate is not sufficient to generate an appropriate amount of revenue to sustain the Sewer Fund for the long term. With the \$0.10 per 100 cubic feet increase, to \$3.35 per 100 cubic feet, the sewer rate will remain below the state and regional averages. This new rate will result in an annual increase of \$12 in the sewer bill of the average four-person household.

SEWER FUND

Debt Service for FY 12 covers the principal and interest payments for the Middle Street sewer extension project, \$199,263, and the Chapel Road/Mechanic Street sewer extension, \$109,750 (\$309,013 in total). Capital Program expenditures are: \$200,000 for Collection System Improvements, \$100,000 for Treatment System Improvements, \$31,000 for a Replacement Vehicle, and \$5,000 for DPW Facility Improvements

More information is available at <http://www.amherstma.gov/index.aspx?NID=1474>

SOLID WASTE FUND

SOLID WASTE

SOURCES OF FUNDS	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Proposed	Change FY 11 - 12	Percent Change
Operating Revenues	\$ 416,059	476,000	390,341	485,575	535,000	49,425	10.2%
Interest	\$ 11,134	31,000	1,500	10,000	2,000	(8,000)	-80.0%
Borrowing Authorizations	\$ 0	0	0	0	0	0	0.0%
Taxation	0	0	0	0	0	0	0.0%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 189,224	24,194	128,945	36,699	12,716	(23,983)	-65.4%
TOTAL	\$ 616,417	531,194	520,786	532,274	549,716	17,442	3.3%

EXPENDITURES	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Proposed	Change FY 11 - 12	Percent Change
Operating Expenditures	\$ 573,680	531,194	520,786	532,274	549,716	17,442	3.3%
General Fund Services	\$ 0						
Debt Service	\$ 0	0	0	0	0	0	0.0%
Capital Program	\$ 88,000	0	0	0	0	0	0.0%
Transfer to Trust Funds	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 661,680	531,194	520,786	532,274	549,716	17,442	3.3%
Indirect Costs Appropriated in General Fund		0	0	0	0	0	0.0%
TOTAL EXPENDITURES	\$ 661,680	531,194	520,786	532,274	549,716	17,442	3.3%

BUDGET: \$549,716, an increase of 3.3%, or \$17,442, from FY 11. (Sources of funds are listed in accompanying chart.)
Recommended by Finance Committee vote of 7-0.

BASIC FUNCTIONS: Utilizing a user fee based revenue system to develop and promote programs that are viable alternatives to landfilling and to dispose of solid waste in an environmentally safe manner. This includes monitoring landfills, managing the recycling and transfer facility, monitoring of Town-wide solid waste and recycling collection and disposition, and special activities such as hazardous waste collection and disposal.

FULL-TIME-EQUIVALENT EMPLOYEES: 4.0, no change in FTE from FY 11.

FY 11 SUMMARY

The closed landfill on the northeast side of Belchertown Road remains a significant capital asset, the Fund has a fund balance, and the Town has long-term obligations to maintain the cap and perform environmental monitoring of that site as well as the older landfill site on the southwest side of the road. A solid waste transfer and recycling operation continues to operate at the newer landfill.

All wages and benefits payable to the employees performing the services in this Fund continue to be paid from the Fund. The 0.2% increase in the operating budget resulted from the reduction in personnel expenses, due to the retirement of a senior staff person whose replacement has a lower salary, nearly offsetting the increase in operating expenses. Due to the state of the economy, the cell phone tower rental income and methane gas credits have not materialized and are not budgeted for FY 11. As a result, the tipping fees and sticker fees for use of the transfer station were increased to help boost revenue in order to meet the obligations of the Fund.

FY 12 SUMMARY

Since the closing of the landfill on the northeast side of Belchertown Road, the user fees collected have been insufficient to maintain the Fund balance. Thus, the requirements related to our closed landfills and the inflationary pressures on the operation of our transfer and recycling station continue to erode the Fund balance. The Fund balance, \$102,549 as of July 1, 2010, will sustain the current operational paradigm for only a few more years. Unless significant additional actions are taken to sustain the Fund for the long-term, there will be sizeable increases in the cost of solid waste disposal. The proposed solar array at the landfill site on the southwest side of Belchertown Road is such an action. The state has granted approval and permits to regrade that

SOLID WASTE FUND

site. While the Transfer Station sticker fees will again increase in FY 12, a \$23,983 reduction (-65.4%) in the use of monies from the Fund will be possible due to the fees charged to contractors for the disposal of soil (\$30,000). This soil not only generates revenue, but can be used for the site preparation necessary for the solar array.

More information is available at <http://www.amherstma.gov/index.aspx?NID=1474>

FINANCE COMMITTEE REPORT - FY 12

TRANSPORTATION FUND

SOURCES OF FUNDS	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Proposed	Change FY 11 - 12	Percent Change
Operating Revenues	\$ 925,443	891,700	961,735	902,000	979,000	77,000	8.5%
Interest	\$ 8,012	12,000	2,136	10,000	2,000	(8,000)	0.0%
Surplus Funds	\$ 98,754	84,323	84,323	55,833	88,688	32,855	0.0%
TOTAL	\$ 1,032,209	988,023	1,048,194	967,833	1,069,688	101,855	10.5%

EXPENDITURES	FY 09 Actual	FY 10 Budget	FY 10 Actual	FY 11 Budget	FY 12 Proposed	Change FY 11 - 12	Percent Change
Operating Budget	\$ 731,298	764,328	764,998	728,019	829,282	101,263	13.9%
General Fund Services	\$ 90,117						
General Fund Loan Repayment	0	0	0	0	0	0	0.0%
Debt Service	\$ 79,288	76,788	64,019	71,032	67,763	(3,269)	-4.6%
Capital Program	\$ 85,000	50,000	50,000	75,000	80,000	5,000	6.7%
TOTAL APPROPRIATION	\$ 985,703	891,116	879,017	874,051	977,045	102,994	11.8%
Indirect Costs Appropriated in General Fund	\$	96,907	96,907	93,782	92,643	(1,139)	-1.2%
TOTAL EXPENDITURES	\$ 985,703	988,023	975,924	967,833	1,069,688	101,855	10.5%

BUDGET: \$1,069,688, an increase of 10.5% or \$101,855 from FY 11. (Sources of funds are listed in accompanying chart.)
Recommended by Finance Committee vote of 7-0.

BASIC FUNCTIONS: To provide a parking and public transportation system for the Town via the completely self-supporting enterprise fund.

FULL-TIME-EQUIVALENT EMPLOYEES: 4.20, an increase of 0.08 FTE from FY 11.

FY 11 SUMMARY

For FY 11, the Town's entire share of the estimated PVTA assessment, \$183,894 (a decrease of 11.2%, from FY 10), was funded within the Transportation Fund. Also funded were the outreach routes, which are not part of PVTA service; they are provided via a direct contract between the Town and UMass Transit. For FY 11, outreach route costs were budgeted at \$114,900 (up from the FY 10 actual cost billed to us of \$110,576).

The Transportation Fund operating budget for FY 11 decreased by 2.0% from FY 10. The primary component of this decrease was due to reduced operating expenses. Additionally, personnel services costs decreased due to employee turnover which mitigated the contractual employee pay increases and the Transportation Fund's share of increases to employee health insurance costs and retirement assessments.

Debt service was for the Parking Garage, \$71,032. Capital expenditures were as follows: \$50,000 for Parking Lots/Meter Equipment and \$25,000 for Garage Storage Room

FY 12 SUMMARY

In FY 12 the increase in the number of FTE for the Fund reflects time charged to the Fund for transportation-related work done by the Associate Planner. This addition, as well as the usual increases due to pay steps and employee benefits, increases the personnel service costs more than in recent years. Coupled with the increased personnel costs are the increases in operating expenses, specifically, the Town's estimated PVTA assessment, \$196,869 (an increase of 7.1%), professional and technical services expenses related to the new Pay by Space parking machines, and the outreach routes. All of these are funded entirely within the Transportation Fund. The outreach routes, which are not part of PVTA service, are provided via a direct contract between the Town and UMass Transit and for FY 12 are budgeted to cost \$124,940. Changes to the parking fee structure will help mitigate the professional and technical services expenses associated with the new parking machines.

TRANSPORTATION FUND

Debt service for FY 12 is for the Boltwood Parking Garage, \$67,763. Capital expenditures are as follows: \$40,000 for Security Cameras in the Parking Garage, \$30,000 for Pay by Space Parking Machines, and \$10,000 for Boltwood Parking Garage Improvements

More information is available at <http://www.amherstma.gov/index.aspx?NID=1474>

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 15. Reserve Fund
(Finance Committee)**

To see if the Town will raise and appropriate **\$100,000** for the Reserve Fund for FY 2012.

RECOMMENDED by Finance Committee vote of 7-0.

The Reserve Fund is used by the Finance Committee to pay for extraordinary or unforeseen expenses that may occur during a fiscal year. Any unspent money in the fund after the fiscal year ends becomes Free Cash. The requested \$100,000 for FY 12 is the standard amount we have requested for many years.

**ARTICLE 16. Capital Program – Chapter 90
(Joint Capital Planning Committee)**

To see if the Town will authorize **a sum of money** for the expenditure of Chapter 90 funds for qualifying purposes and further authorize the Treasurer to borrow in anticipation of reimbursement of these funds from the Commonwealth of Massachusetts.

RECOMMENDED by Finance Committee vote of 7-0.

This is the first of four articles dealing with capital spending as recommended by the Joint Capital Planning Committee. Please be sure to read JCPC's separate report to Town Meeting for more details.

Chapter 90 funds from the state reimburse the Town for the cost of qualifying road projects and equipment. These funds contribute significantly to the Town's ability to pay for essential parts of the capital program. The Town undertakes Chapter 90 projects only when reimbursement funds are known to be available. The total to be voted under this article is \$500,000, which will be added to the \$4.5 million in borrowing for road repair authorized by the Special Town Meeting in November 2010. With this larger amount the Town will address a large backlog of projects. Identification of roads to be improved is assisted by the Public Works Department's computerized tracking system for road condition and maintenance. Work on selected roads was expected to begin in April and will continue through autumn.

**ARTICLE 17. Capital Program - Equipment
(Joint Capital Planning Committee)**

To see if the Town will appropriate **a sum of money** to purchase, repair, and/or install new or replacement equipment and determine whether such appropriation shall be met by taxation, by the transfer of available funds, or otherwise and further to authorize the application for and acceptance of any gifts, bequests, or grants.

Recommended by Finance Committee vote of 7-0.

This article appropriates \$720,604 from taxation, \$70,000 from Ambulance Reserves, and \$55,852 from grants to fund equipment purchases. Below is the list of recommended capital items. For a more complete description, see the JCPC Report to Town Meeting.

\$123,000	Town information systems: replace/upgrade computers and network equipment
\$15,000	High volume color photocopier for Town Hall
\$30,000	Replace servers that control the IP phone system
\$105,000	Three police cruisers (replacements)
\$10,500	Two in-cruiser video systems (replacements)
\$15,000	Thermal imaging camera (replacement)
\$15,000	Transmission equipment for the backup communications system
\$12,000	Replace portable radios on Fire Engines
\$40,000	Replace firefighter protective gear
\$55,852	Replace radio equipment (grant funded)
\$70,000	Replace two defibrillators and five ambulance stretchers (Ambulance Funds)
\$12,000	Ground groomer (replacement)
\$16,500	Mower with leaf collector (replacement)
\$40,000	Pavement line painter
\$14,154	Fairway mower for the golf course (replacement) (First of three lease payments)
\$20,000	Library information systems: replace/upgrade computers and network equipment
\$5,000	Library photocopier (replacement)
\$28,000	Special Education student transportation van (replacement)
\$25,000	Phone system upgrade (replacement)

ANNUAL TOWN MEETING WARRANT ARTICLES

\$19,550	Multimedia audio/visual equipment
\$174,900	School information systems: replace/upgrade computers and network equipment

**ARTICLE 18. Capital Program – Buildings & Facilities
(Joint Capital Planning Committee)**

To see if the Town will appropriate a **sum of money** to repair and/or improve buildings and facilities and determine whether such appropriation shall be met by taxation, by the transfer of available funds, or otherwise and further to authorize the application for and acceptance of any gifts, bequests, or grants.

RECOMMENDED by Finance Committee vote of 7-0.

This article appropriates \$466,500 from taxation and \$39,000 in unexpended capital appropriations from previous years for building repairs and renovations and for facilities. (Appropriation of \$500,000 from Chap. 90 funds for road repairs is handled in Article 16.) Below is the list of recommended capital items. For a more complete description, see the Joint Capital Planning Committee Report to Town Meeting.

\$25,000	Building envelope repairs (all buildings)
\$25,000	HVAC upgrades at Town Hall
\$25,000	Bangs Center sidewalk repairs, to supplement previous appropriation
\$5,000	Improvements/repairs at Public Works Garage
\$8,000	Jones Library HVAC improvements, to supplement previous appropriation
\$5,000	New school security equipment
\$10,000	Energy management upgrades – schools
\$20,000	Ongoing asbestos removal at all elementary schools
\$15,000	Wetlands restoration on Crocker Farm School grounds
\$55,000	Boiler room renovation at Fort River School
\$12,000	Courtyard repairs at Wildwood School
<u>\$12,000</u>	Hot water tank replacement at Wildwood School
\$217,000	TOTAL BUILDINGS
\$12,500	Continued replacement of street trees
\$100,000	Town-wide GIS mapping and flood area analysis
\$30,000	Sidewalk repairs around town
\$6,000	Purchase energy-efficient street lights
\$40,000	Replacement/upgrade of Cottage Street storm drains
\$50,000	Assistance in developing the transportation section of the Master Plan
<u>\$50,000</u>	Revaluation assistance
\$288,500	TOTAL FACILITIES

**ARTICLE 19. Capital Program – Bond Authorization Centennial Water Treatment Plant Improvements
(Select Board)**

To see if the Town will appropriate a sum of money for repairs and improvements to the Centennial Water Treatment Plant, including the extension of a sewer line to the plant, and to determine whether this amount will be raised by taxation, transfer, borrowing, or any combination of the foregoing, or take any other action relative thereto.

RECOMMENDED by Finance Committee vote of 7-0.

This would authorize borrowing of \$4,000,000 to renovate and upgrade the Centennial Water Treatment Plant. The Centennial Water Treatment plant, located in Pelham, is approaching thirty years old and is in need of renovation and an updating of technology and capacity. The project has four major components: the upgrade of the water treatment trains (the component that makes the water potable), the renovation of the treatment plant building, the upgrade of the pumping system, and the enhancement of the ability to treat more waste water. With the changes to the treatment trains and pumping system the plant will have a greater capacity to safely and efficiently provide for the Town's water needs. However, this greater capacity creates more waste water. (This waste water is created when the treatment trains are cleaned.) The lagoon system which handles the waste water currently will be unable to handle the volume once the plant is upgraded. A sewer line extension to the Centennial Water Treatment Plant is the most cost effective method to deal with the increased waste water disposal needs of the upgraded plant. Debt service on the borrowed \$4,000,000 will come from the Water Fund starting in FY 13, the year after the debt for the Atkins Treatment Plant is retired. If this upgrade is not completed, there may be future limitations on new development because of limitations to the water supply.

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**ARTICLE 20. Community Preservation Act
(Community Preservation Act Committee)**

Article 20, Parts A, B, and C, appropriates money derived from the local 1.5% Community Preservation Act (CPA) surcharge on the property tax, after the first \$100,000 of assessed value of each owner-occupied home is excluded. The state originally provided a 100% match of the amount collected by the Town, but has matched less than a third for the past two years and will only match 25% in FY 12. The state's CPA fund has shrunk due to lower real estate transfer fees resulting from fewer home sales in recent years. There are also more towns participating in the CPA program statewide than in prior years.

The estimated CPA fund balance available for FY 12 is \$966,387. CPAC recommends \$755,952, of which \$580,100 is for new projects and \$175,852 for debt service on projects previously voted. This is voted in Article 14 (Operating Budget) as a CPA funding source in the debt section. Also recommended is a \$200,000 budgeted reserve to allow availability of funds once the tax rate is set for projects that may come up. If these funds are not used by June 30, 2012, they will revert back into the CPA fund balance for future use. This is similar to "free cash" and will need to be voted each year if funds are available. Each of the requests in this article is explained in the Community Preservation Act Committee (CPAC) written report to Town Meeting.

A. To see if the Town will appropriate a sum of \$430,100, for Community Preservation Act Purposes recommended by the Community Preservation Act Committee and that the following amounts (items 1 – 15) be appropriated or reserved from Community Preservation Act Funds as follows, and to authorize the Town to accept or convey property interests where applicable, as required under M.G.L. Chapter 44B, Section 12.

	Project	Total Appropriation	Source of Appropriation
AFFORDABLE HOUSING			
1	Habitat for Humanity 1 unit to be built on Belchertown Road	\$40,000	\$40,000 from CPA FY12 Estimated Revenues
2	Appraisal and Surveys	\$20,000	\$20,000 from CPA FY12 Estimated Revenues
3	Hawthorne House Feasibility Study (total project \$20,000, \$10,000 from Historic Preservation)	\$10,000	\$10,000 from CPA FY12 Estimated Revenues
Total Affordable Housing		\$70,000	
HISTORIC PRESERVATION			
4	Consultant to oversee and complete 8 or more projects previously funded by CPA funds	\$20,000	\$20,000 from CPA FY12 Estimated Revenues
5	Hawthorne House Feasibility Study (total project \$20,000, \$10,000 from Affordable Housing)	\$10,000	\$10,000 from CPA FY12 Estimated Revenues
6	Amherst Historical Society Structural and Feasibility Study	\$35,000	\$35,000 from CPA FY12 Estimated Revenues
7	Hope Church Roof Rehab, Foundation and Drainage Work	\$45,000	\$45,000 from CPA FY12 Estimated Revenues
8	North Amherst Community Farm Repairs for stabilization of Large Barn, Structural Evaluation and Feasibility Study	\$25,000	\$25,000 from CPA FY12 Estimated Revenues
9	Jones Library Conservation of Historic Paintings	\$15,000	\$15,000 from CPA FY12 Estimated Revenues
10	North Amherst Library Foundation Restoration	\$10,000	\$10,000 from CPA FY12 Estimated Revenues
11	Jones Library Chimney Restoration	\$113,000	\$113,000 from CPA FY12 Estimated Revenues
12	Kimball House Historic Preservation 575 North East Street (5 th and final year)	\$25,600	\$25,600 from CPA FY12 Estimated Revenues

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13	Archival Material Conservation & Restoration: Town Clerk - Special Collections	\$10,000	\$10,000 from CPA FY12 Estimated Revenues
	Total Historic Preservation	\$308,600	
	RECREATION		
14	Multi-use Bike Path Connecting UMass with North Amherst Feasibility Study	\$50,000	\$50,000 from CPA FY 12 Estimated Revenues
	Total Recreation	\$50,000	
	ADMINISTRATIVE		
15	To Fund CPC Administrative Expenses.	\$1,500	\$1,500 from CPA FY 12 Estimated Revenues
	Total Administrative	\$1,500	
	Total	\$430,100	

RECOMMENDED by Finance Committee vote of 7-0 as an appropriate expenditure of CPA funds.

CPAC chooses which projects to recommend for each of four approved CPA uses: open space, historical preservation, affordable housing, and recreation. Town Meeting can only appropriate CPA funds for projects recommended by CPAC. Town Meeting may reject the amount presented by CPAC, but it cannot appropriate an amount that exceeds the CPAC amount.

Affordable Housing	\$70,000
Historic Preservation	\$308,600
Recreation	\$50,000
Administrative	\$1,500

- B. To see if the Town will appropriate a sum of \$200,000 for Community Preservation Act purposes recommended by the Community Preservation Act as a "Budgeted Reserve".

RECOMMENDED by Finance Committee vote of 7-0 as an appropriate expenditure of CPA funds.

CPAC recommends appropriating an amount of \$200,000 to serve as a budgeted reserve to the CPA fund for FY12. Monies in this reserve account may only be used for authorized CPA fund expenditures and Town Meeting must appropriate the funds.

- C. To see if the Town will: (a) authorize the Select Board to acquire from John J. and Susan M. Stosz, by gift, purchase, or eminent domain, a portion of a certain parcel of land located north of Market Hill Road, and identified on Assessors Map 3C Parcel 19 of the Town Cadastre, which portion contains 17 acres, more or less, and shall be under the care, custody, management and control of the Amherst Conservation Commission in accordance with M.G.L. Chapter 40, Section 8C for conservation and passive recreation purposes, and subject to certain easements and/or other rights to be reserved by the owners (b) appropriate the sum of \$150,000 for the acquisition of said parcels and costs related thereto from the Community Preservation Act fund balance, and further authorize the Treasurer, Town Manager, Select Board and/or the Conservation Commission to enter into and execute any and all agreements and instruments on behalf of the Town as may be necessary or appropriate to effectuate said acquisition; and (d) further, authorize the Select Board and/or the Conservation Commission to convey a perpetual conservation restriction on said parcels in accordance with M.G.L. Chapter 184, as required by M.G.L. Chapter 44B, Section 12(a).

RECOMMENDED by Finance Committee vote of 7-0 as an appropriate expenditure of CPA funds.

CPAC has approved \$150,000 for purchase of the Stosz property in North Amherst. This property is the latest acquisition by the Town to continue its efforts to protect and add to the Cushman Brook/Mill River conservation areas.

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**ARTICLE 21. Authorize Transfer of Land at Wentworth Farm
(Conservation Commission)**

To see if the Town will vote to transfer the care, custody and control of two certain parcels of land located on Old Farm Road, which parcels are a portion of the land described in a deed recorded with the Hampshire Registry of Deeds in Book 3222, Page 13 and approximately shown as Parcels A and B on a sketch plan entitled "Wentworth Farm" and on file with the Town Clerk, from the School Committee and from any other board currently having custody of said parcels for school and general municipal purposes to the Conservation Commission for the following purposes: (a) to transfer the parcel shown on said plan as Parcel A for open space purposes and for the purpose of conveying an agricultural preservation restriction thereon, as required by the 2007 Mitigation Agreement entered into between the Town and the Department of Agricultural Resources, and to authorize the Conservation Commission to convey said restriction on such terms and conditions as the Conservation Commission deems appropriate, and (b) to transfer the parcel shown on said plan as Parcel B for conservation purposes.

RECOMMENDED by Finance Committee vote of 5-0, 2 absent. (Revised 5/2/2011)

This article represents the final mitigation required by the town's 2006 purchase of an historic preservation restriction on a property at 575 North East Street. It proposes to transfer custody of 21 acres of land originally purchased as a possible school site from other town boards to the custody of the Conservation Commission as part of the Wentworth Farm Conservation Area, and to place an Agricultural Preservation Restriction (APR) on a portion of that land. This action is necessary to mitigate the loss of APR land as part of the transaction to preserve the property on North East Street. Mitigation needs to be complete by December 31, 2011 or the town will incur a penalty of an additional \$100,000.

**ARTICLE 22. Free Cash
(Finance Committee)**

To see if the Town will appropriate and transfer **a sum of money** from Free Cash in the Undesignated Fund Balance of the General Fund to balance the Fiscal Year 2012 Budget.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

The budget proposal as brought forth by the Finance Committee recommends no use of reserves. We advise Town Meeting that it should not adopt any amendments to increase the amount to be spent in FY 12. Therefore, our current thinking is to dismiss this article. However, our final recommendation depends on what actions, if any, Town Meeting takes that affects whether reserves will be needed to balance the budget.

**ARTICLE 23. Stabilization Fund
(Finance Committee)**

To see if the Town will appropriate and transfer **a sum of money** from the Stabilization Fund to balance the Fiscal Year 2012 Budget.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

The budget proposal as brought forth by the Finance Committee recommends no use of reserves. We advise Town Meeting that it should not adopt any amendments to increase the amount to be spent in FY 12. Therefore, our current thinking is to dismiss this article. However, our final recommendation depends on what actions, if any, Town Meeting takes that affects whether reserves will be needed to balance the budget.

**ARTICLE 24. Authorize Term of Lease for Old Landfill
(Select Board)**

To see if the Town will vote to authorize the Town Manager to lease all or any portion of the Old Landfill across Belchertown Road from the existing Transfer Station from time to time by one or more leases for such term of years up to 30 years and for such consideration as the Town Manager shall determine, for the purpose of installing and operating thereon a solar array for electric power generation and distribution, and to authorize the Town Manager to grant such easements in, on, under and across over said land for utility and access purposes, as reasonably necessary to install and operate such a solar array, and further to authorize the Town Manager to enter into a power purchase agreement with any lessee of such property to purchase all or a portion of the electricity production of the solar array and to enter into an agreement with the local utility to participate in

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the Net Metering program pursuant to the Acts of 2008, c. 169, §78, the so-called Green Communities Act, as may be amended.

RECOMMENDED by Finance Committee vote of 7-0.

By law the Town Manager can negotiate contractual agreements for the Town for a term of no more than three years. This article would grant the Town Manager authority to enter into a long term lease for a solar array at the old landfill on the southeast side of Belchertown Road. It also allows the Town Manager the authority to grant specific easement rights for utilities. The Finance Committee strongly recommends this article due to the significant positive financial impacts the solar array would have for the Town. First, property tax income would be generated from this Town-owned land; something it has not done since it was acquired by the Town for the landfill. With the solar array on the land, the value of the property is expected to be significant. Those property taxes could be in the hundreds of thousands of dollars per year over the life of the system. Second, the electricity generated by the solar array would be sold to the Town at a favorable rate, thus reducing our energy costs while also reducing the Town's carbon footprint. The electricity cost savings could exceed \$25 million over the next 30 years and eliminate the risk associated with volatile and unpredictable future energy prices. Additionally, the monitoring of the landfill underneath the array would continue as is required currently by the Massachusetts Department of Environmental Protection.

**ARTICLE 25. Authorize West Street Land Acquisition - Community Development Block Grant
(Community Development Committee)**

To see if the Town will vote to (1) authorize the Select Board to acquire, by gift, purchase or eminent domain, for affordable housing purposes, a parcel of land located on West Street, identified on Assessors Map 22B as Lot 1, and being the second tract of land described in a deed recorded with the Hampshire Registry of Deeds in Book 990, Page 481, owned by Dorothy A. Lashway, Roberta C. Britt, Beverly E. Savage, and Leonard R. Hebert, (2) authorize the Town Manager and/or his designee to file on behalf of the Town any and all applications for funds in any way connected with the scope of this acquisition and accept gifts of funds therefor; and (3) further, authorize the Select Board, the Town Manager, and/or such other boards as may be appropriate, to enter into all agreements and execute any and all instruments to effectuate said purchase.

RECOMMENDED by Finance Committee vote of 5-0, 2 absent.

This article represents an ongoing and continuous effort by the Town to locate and acquire suitable land for additional affordable housing projects, both large and small. The proposed property is a 17-acre parcel that has been for sale for a long time. The Town has entered into a Purchase & Sale Agreement to purchase the property for \$225,000. No appropriation of funds is required for the purchase, as \$205,000 would come from Community Development Block Grant (CDBG) funds and the remaining \$20,000 would come from the Interfaith Housing Group. Additionally, there will be no costs to the Town if the seller cannot meet all of the contingencies in the current agreement and the Town decides not to complete the purchase.

**ARTICLE 26. Bylaw Amendment – Wetlands Protection
(Conservation Commission)**

To see if the Town will amend Section V and Section VI of the Town of Amherst Wetlands Protection Bylaw, adding the language in bold italics, as follows:

A. Amend Section V. as follows:

Any person filing a permit application or a RFD with the Commission at the same time shall give written notice thereof, by certified mail (return receipt requested), **or certificates of mailing**, or hand delivered, to all abutters at their mailing addresses shown on the most recent applicable tax list of the assessors, including owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line of the applicant, including any in another municipality or across a body of water.

B. Amend Section VI. as follows:

Any person filing a permit application or RFD with the Commission shall provide a copy thereof at the same time, by certified mail (return receipt requested), **or certificates of mailing**, or hand delivery, to the zoning board, planning board, health inspections, town engineer and building commissioner.

NO RECOMMENDATION.

This article provides an alternative means for applicants seeking to notify abutters to their property of either a Request for Determination or publicizing a Notice of Intent. The proposed bylaw amendment would allow individuals to use a "Certificate of Mailing," a more cost-effective alternative to return receipt postage, to provide evidence that something was, in fact, mailed.

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**ARTICLE 27. Bylaw - Adoption of Stretch Energy Code
(Select Board)**

To see if the Town will vote to adopt the “Stretch Energy Code” set forth in the State Building Code at 780 CMR 120.AA (i.e., Appendix 120.AA), as may be amended from time to time, and to amend the Town of Amherst General Bylaws by inserting a new Article entitled “Stretch Energy Code” in Article IV, Regulations Relating to Real Estate and Real Estate Users, as set forth below:

Stretch Energy Code

1. Adoption. The Town of Amherst has adopted the provisions of 780 CMR 120.AA (i.e., Appendix 120.AA of the State Building Code or the “Stretch Energy Code”), as may be amended from time to time, in place of the provisions set forth under 780 CMR 13.00, 34.00, 61.00 and 93.00.

2. Purpose. The purpose of the Stretch Energy Code shall be to provide the Town with a more energy efficient alternative to the base energy code otherwise set forth under the State Building Code.

RECOMMENDED by Finance Committee vote of 7-0.

The “Stretch Energy Code” imposes energy-efficiency requirements for new construction and remodeling of residential and most commercial properties that are 20% more stringent than requirements in the state Building Code. Adoption of the stretch code is the fifth criterion Amherst must meet to be designated a Green Community by the state Department of Energy Resources. The other four criteria are being or have already been met. The stretch energy code is not expected to raise Town inspection costs, since compliance is monitored by qualified independent agents, paid for by the property owner/builder/contractor. Those compliance costs and any extra construction costs for energy efficiency would be more than offset by long-term savings in energy costs. The Town would need to comply with the code for its own buildings. Efforts have been underway for several years to enhance energy efficiency of Town buildings and the savings are already evident in reduced energy costs. The Green Community designation would make Amherst eligible for state grants and loans to fund town energy efficiency initiatives. Presently 66 Massachusetts cities and towns have accepted the “Stretch Energy Code” and 53 are designated as Green Communities, including Northampton, Easthampton, Belchertown, Hatfield and New Salem. Because neighboring towns have adopted the code, area contractors are familiar with its requirements. Town Meeting could decide to “unaccept” the code in the future and would not need to refund any grants it received.

More information is available at www.mass.gov/energy/greencommunities and <http://www.amherstma.gov/CivicAlerts.aspx?AID=535>

**ARTICLE 28. Zoning Amendment – Duplexes
(Planning Board)**

To see if the Town will amend Section 3.321 and Article 12 by deleting the ~~lined out~~ language and adding the language in **bold italics**, as follows:

A. Amend Section 3.321, as follows

3.321 Two family detached dwelling (***duplex***)

3.3210 Class I Duplex

Zoning Districts

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
SP	SP	SPR	SPR	N	N	N	N	SPR	N	N	N	N	N
(N)	(N)												

Standards & Conditions

For a Class I Duplex, one (1) or both of the two (2) dwelling units shall be occupied by a resident owner.

3.3211 Class II Duplex

Zoning Districts

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC

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SP SP SP SP N N N N SPR N N N N N
(N) (N)

Standards & Conditions

In a Class II Duplex, neither dwelling unit is occupied by a resident owner. The Special Permit Granting Authority or Permit Granting Board, as applicable, may require the presence of an on-site resident manager as a condition of approval.

[For Sections 3.3210 and 3.3211, inclusive]

In all districts, the Special Permit Granting Authority or Permit Granting Board, as applicable, shall apply the provisions of Sections 3.2040 and 3.2041 to any construction, renovation, or expansion resulting in the creation of a new two family detached dwelling or the addition of a single new dwelling unit to an existing single family residence such that a two family detached dwelling (**duplex**) is created.

Where the two dwelling units are arranged side by side, said units shall either share at least one common wall abutting habitable space on both sides, or, the Special Permit Granting Authority or Permit Granting Board, as applicable, may allow a duplex where the two units do not share a common wall abutting habitable space, but are instead connected structurally and continuously by a shared foundation, walls, and roof. The Special Permit Granting Authority or Permit Granting Board may make such an allowance only following a review and determination that the design of the proposed duplex is compatible with the architecture of the surrounding neighborhood.

B. Amend Article 12, as follows:

12.12 Dwelling Unit, **Two Family Detached** (Duplex): A **single residential** building containing two dwelling units, arranged **vertically** one above the other, or **horizontally** side by side, each with a separate entrance.

NO RECOMMENDATION.

The current zoning bylaw addresses only one use allowing the creation of duplexes by right. As more single family homes are being converted into duplexes, there is the potential for a greater number of student renters in what were once single family homes, leading to issues if the owner is not living in one of the units. The proposed bylaw amendment creates two classes of duplexes, one class by right if one unit is owner-occupied and a second class requiring a special permit if the owner does not live on site.

**ARTICLE 29. Zoning Amendment – Residential Parking Requirements
(Planning Board)**

To see if the Town will amend Sections 7.00 and 7.1 of the Zoning Bylaw, as follows:

A. Amend Section 7.00 by reorganizing sentences, deleting the ~~lined-out~~ language, and adding the language in bold italics as follows:

7.00 In all districts except Educational Districts, off-street parking spaces shall be provided and maintained in connection with the construction, conversion or increase in **dwelling** units or dimensions of buildings, structures or use. **The provisions of this section shall apply to parking spaces for cars, vans, light trucks, and similar vehicles used predominantly for personal transportation. Parking for commercial vehicles or vehicles used for private or public transit shall be governed under the provisions of Sections 7.1, 7.3 and 7.5. ~~such~~ Except as may be otherwise required by the Permit Granting Board or Special Permit Granting Authority, as applicable, parking spaces ~~to~~ shall be provided in at least the following minimum amounts.**

7.000 For dwellings, including apartments:

7.0000 Residential parking required:

- 1. In the B-G, B-L abutting B-G, B-VC, B-N, R-G and R-VC districts - One (1) parking space per dwelling unit, except in the Municipal Parking District or as may be otherwise provided under this Bylaw.**
- 2. In all districts where the following residential uses are allowed - One (1) parking space per dwelling unit for accessory supplemental apartments, caretaker/manager apartments accessory**

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to commercial uses, town houses, apartments, and buildings containing dwelling units in combination with stores or other permitted business or commercial uses.

3. *In the R-N, R-O, and R-LD Districts - ~~Two~~ (2) parking spaces for each dwelling unit, **except as provided for under 2., above.***

7.0001 *Parking spaces for ~~C~~cars or similar vehicles parked in the front set back shall be on a parking paved surface such as **concrete, bituminous asphalt, masonry pavers, oil and stone**, gravel, trap rock, or a similar material (see Section 7.100).*

7.0002 *In any residential district, ~~T~~here shall be a maximum of two (2) cars or similar vehicles allowed to be parked in the front setback of any property. **Any such parking shall be in marked or delineated parking spaces on paved surfaces and located so as to not obstruct or unreasonably constrict access for regular use and emergency vehicles.***

B. Amend Section 7.1 by deleting the ~~lined-out~~ language and adding the language in **bold italics**, by adding a new Section 7.100, and by renumbering the remaining sections accordingly, as follows:

SECTION 7.1 DESIGN STANDARDS AND LANDSCAPE STANDARDS

The purposes of these design and landscaping requirements are to provide for: the safe and efficient flow of pedestrian and vehicular traffic; the separation of parking areas from abutting streets; visual relief from expanses of unbroken blacktop and vehicles; proper drainage and snow removal; and general visual enhancement of parking areas. Residential uses of four or fewer units shall be exempt from Sections ~~7.100~~ 7.101 and ~~7.101~~ 7.102.

7.10 Design Standards

7.100 *Paving: For the purposes of this bylaw, a paved parking surface shall be considered to be one which has a prepared subgrade and compacted gravel base with a minimum total 12 inch depth, appropriate grading and drainage, and which is surfaced with a minimum 2 inch top coat of concrete, asphalt, masonry pavers, oil and stone, gravel, trap rock, or similar material, as approved or modified by the Town Engineer. To the extent feasible, permeable or porous paving shall be employed in new construction or site renovations or improvements.*

~~7.100~~ 7.101 Slope: Parking areas used for parking and vehicle maneuvering shall have grades not to exceed five percent slope.

Driveways used exclusively for ingress or egress or interior parking lot circulation shall have slopes not exceeding 12 percent except within 30 feet of the road, in which case the slope shall not exceed 5 percent.

~~7.101~~ 7.102 Set back from buildings: except for parking within an enclosed structure, no parking space shall be located within eight feet of a building wall. No access aisle, entrance or exit driveway shall be located within five feet of a building. Loading docks are exempt from this requirement.

~~7.102~~ 7.103 Dimensions, **Marking & Delineation:** Parking areas shall be clearly delineated and shall be provided with a permanent dust-free surface and adequate drainage. Each parking space shall be at least 9 feet x 18 feet in size, and all parking areas must have adequate access and maneuvering areas. The Zoning Board of Appeals (SP) or the Planning Board (SPR) may allow, upon application, small car parking spaces (8 feet x 16 feet) to be substituted for up to fifty percent of the standard parking spaces. Compact parking spaces shall be designated by clearly visible signs.

In all parking areas of 8 or more parking spaces, individual spaces shall be painted, marked or otherwise delineated in a manner sufficient to visibly identify said spaces.

Curb radii, driveway width, and other such dimensions shall comply with the "Street and Site Work Construction Standards", adopted by the Select Board, as such standards may be amended, unless otherwise specified in Section 7.1, Design Standards and Landscape Standards.

Ramps between parking areas of different elevations shall not exceed 12 percent slope, with a maximum 5 percent transition slope for a minimum length of 20 feet at the upper and lower end of the ramp slope. All

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parking plans involving ramps shall be accompanied by profiles showing the ramp, ramp transitions, and overhead and wall clearances.

~~7.103~~ **7.104** Lighting: adequate lighting shall be provided for all parking areas of ~~40~~ **8** spaces or more if these areas are to be used at night. ~~Any illumination, including security lighting, shall be arranged so as to reflect away from adjoining properties and rights-of-way. Residential projects containing eight or fewer dwelling units are exempt from 7.103.~~ **All exterior site lighting associated with parking areas shall be downcast and shall be directed or shielded to eliminate light trespass onto any street or abutting property and to eliminate direct or reflected glare perceptible to persons on any street or abutting property and sufficient to reduce a viewer's ability to see. Adjacent properties shall be protected from light intrusion through the use of cut-off luminaries, light shields, lowered height of light poles, screening or similar solutions. All exterior site lighting shall be kept extinguished outside of normal hours of use, except for lighting necessary for site security and the safety of employees and visitors, which lighting shall be activated and controlled through motion sensors or similar technology.**

7.105 Entrance and exit driveways: for parking areas containing fewer than 5 spaces, the minimum width of entrance and exit drives shall be 10 feet wide for one-way use and 18 feet wide for two-way use. For facilities containing five or more spaces, such drives shall be a minimum of 10 feet wide for one-way use and 18 feet wide for two-way use. The minimum curb radius shall be 15 feet. The maximum width of such driveways at the property line shall be 24 feet. The permit granting board may modify these width and radius limitations to facilitate traffic flow and safety.

Driveways shall be located and designed so as to minimize conflict with traffic and provide clear visibility and sight distances for the observation of approaching pedestrian and vehicular traffic. The design and layout of driveways and circulation serving parking areas of 5 or more spaces shall prevent vehicles from backing into a street in order to exit the site. Circulation design, layout, and signs associated with non-residential uses shall direct exiting vehicles in a safe and convenient manner toward main thoroughfares and away from secondary streets passing through adjacent residential neighborhoods. No portion of the driveway at the edge of the street pavement shall be closer than 75 feet from an intersection, unless allowed by the Special Permit Granting Authority or Permit Granting Board.

NO RECOMMENDATION.

This article will be presented in two parts, one at Annual Town Meeting and one at Special Town Meeting in the fall. The article is intended to minimize the impacts of rental property parking in residential neighborhoods. This article will reduce required parking spaces for multiple and mixed rental units in some zoning districts from two to a minimum of one. Parking areas must be on a paved surface, lighted, and the spaces delineated. Any financial impact will be to the property owners and not the Town.

ARTICLE 30. Zoning Amendment – Watershed Protection (WP) District Lot Coverage (Planning Board)

To see if the Town will amend Section 6.18 and Table 3, Dimensional Regulations and footnotes of the Zoning Bylaw by adding the language in ***bold italics***, as follows:

A. Amend Section 6.18, as follows:

6.18 Maximum Lot Coverage

Maximum lot coverage shall include the percentage of a lot covered in the manner described in Section 6.17, Maximum Building Coverage, plus that portion of a lot covered by driveways, parking areas, walkways, tennis courts, swimming pools or other similar surfaces.

For the purposes of this Bylaw, all such surfaces, whether constructed of impermeable materials (i.e., concrete, bituminous asphalt, oil and stone and the like) or constructed of permeable materials (i.e., gravel, peastone and the like) shall be included in the calculation of maximum lot coverage.

In the Watershed Protection (WP) overlay district, no use of land shall result in the rendering impermeable of more than 15% of the total area of any lot, or more than 20% with artificial recharge, or a total of 2,500 square feet, whichever is greater.

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B. Amend Table 3, Dimensional Regulations, by adding o. as a superscript to the title of Maximum Lot Coverage (%) in Table 3, and adding the following new text to the Footnotes, as follows:

o. See Section 6.18.

Recommended by a Finance Committee vote of 5-0, 2 absent.

This article brings Amherst operation of the Atkins Reservoir into compliance with the State's Department of Environmental Protection regulations.

**ARTICLE 31. Zoning Amendment – Permit Submission Requirement
(Zoning Bylaw – Planning Board)**

To see if the Town will amend Section 11.220 by deleting the ~~lined-out~~ language and adding the language in ***bold italics***, as follows:

11.220 An applicant for site plan review shall file ***with the Planning Department*** an application form, fee, ~~six~~ ***the required number of*** copies of the site plan, and any additional information as may be required, ~~with the Planning Department~~ ***in the Planning Board's Rules and Regulations***. A copy of the application shall be filed with the Town Clerk ~~by the applicant~~.

RECOMMEDED by a Finance Committee vote of 5-0, 2 absent.

This article corrects an error in the Zoning Bylaw by removing outdated language that requires a specific number of copies of the application and simply references the requirements of the Planning Board's Rules and regulations.

**ARTICLE 32. Zoning Amendment – Filling of Land
(Planning Board)**

To see if the Town will amend Sections 3.12 and 5.10 of the Zoning Bylaw, by deleting the ~~lined-out~~ language and adding the language in ***bold italics***, as follows:

A. Amend Section 3.12, as follows:

3.12 Earth Removal and Filling of Land

3.121 Any application to the Zoning Board of Appeals for a Special Permit, or to the Planning Board for ***Site Plan Review or*** Definitive Subdivision Plan Approval, as specified in Sections 3.1225, 3.1226, 3.374 and 5.10, shall include the following specific information:

3.1211 The location of the proposed excavation or filling;

3.1212 The legal name and address of the owner of the property;

3.1213 The legal name and address of the petitioner;

3.1214 Names and addresses of all abutting property owners including those on the opposite side of any streets;

3.1215 A plan of land involved prepared by a Registered Land Surveyor, showing all manmade features, property lines, vegetative cover, watercourse, drainage swales, soil characteristics and existing topography by ~~five~~ ***two*** foot contours plus a strip 100' wide surrounding said land;

3.1216 A plan of land showing ~~five~~ ***two*** foot contours of the finish grading and drainage of the site with clear identification of the top and toe slopes after the proposed completion of the excavation or filling project;

3.1217 The estimated quantity of material to be removed or added and topsoil to be stripped and replaced.

3.1218 The proposed form of bond to be used.

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B. Amend Section 5.10, as follows

SECTION 5.10 FILLING OF LAND (See Sections 3.121 & 3.122)

Any filling of land accessory to the development of property, which raises the existing grade of any portion of a property 5,000 square feet or more in area by an average of two (2) feet or more, or any such filling which raises the existing grade of any portion of a property 2,000 square feet or more in an area by an average of five (5) feet or more shall require a Special Permit **from the Special Permit Granting Authority authorized to act under the applicable section of the bylaw. Where no other permit is required under this bylaw for the proposed or existing principal use(s) of the property, such filling shall require a Special Permit from the Zoning Board of Appeals. In all cases, such filling shall be** subject to the following conditions:

- 5.100 No slope created by the filling operation shall be finished at a grade in excess of the natural angle of repose of the materials.
- 5.101 All filled areas which are not to be built upon within one (1) year shall, upon completion of the operation, be covered with not less than four (4) inches of loam, brought to the finish grade, seeded and mulched in a satisfactory manner.
- 5.102 No permit for the filling of land shall be issued if such filling will: 1) endanger public health or safety; 2) constitute a nuisance; 3) result in a detriment to the normal use of the adjacent property; 4) cause significant erosion or sedimentation due to improper drainage design or management; or 5) result in traffic hazards in residential areas or excessive congestion, or physical damage on public ways.
- 5.103 In granting a permit for such an accessory use, the ~~Zoning Board of Appeals~~ **Special Permit Granting Authority** may impose reasonable requirements on grading, seeding and planting, barriers needed for public safety, control of erosion and drainage and other appropriate aspects of the use.
- 5.104 The ~~Zoning Board of Appeals~~ **Special Permit Granting Authority** may require a suitable performance bond or other security adequate to ensure satisfactory compliance with provisions of this section.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

This would simplify the permitting process by allowing a single board to grant all necessary approvals when the filling of land is required as part of a project.

ARTICLE 33. Petition - Zoning Bylaw – Accessory Livestock or Poultry (Gerber et al)

“To see if the Town will amend Section 5.014 and Article 12, of the Zoning Bylaw, by deleting the lined out language and adding the language in ***bold italics***, as follows:

A. Amend Section 5.014, as follows:

5.014 Livestock or Poultry

The raising or keeping of livestock or poultry for use by residents of the premises shall be considered as an accessory use ~~that is~~ ***to residential uses in selected residential districts in Amherst, and shall not be permitted in other districts. All livestock and poultry raised and kept as an accessory use, whether for food, as pets, or for other uses, shall be subject to the regulations of this section and all applicable local and state laws. The accessory raising or keeping of livestock or poultry in residential districts:***

5.0140 Shall be allowed by right in the Outlying Residence (**R-O**) and Low-Density Residence (**R-LD**) Districts;

5.0141 Shall be allowed ~~subject to approval of a Special Permit by the Board of Appeals, in the~~ ***General Residence (R-G), Village Center Residence (R-VC), and Neighborhood Residence (R-N) and Residential Village Center Districts, under the following provisions: and not permitted elsewhere.***

5.0141.0 Only selected domesticated fowl (hens, ducks, pigeons, and doves) and domesticated rabbits (including domesticated hares) may be raised and kept as an accessory use. On such properties, no roosters, geese, swans, turkeys, pheasants, peacocks, guinea fowl, pygmy goats, potbellied pigs, or any other livestock or

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poultry shall be permitted, except under the provisions of a Special Permit granted by the Zoning Board of Appeals.

5.0141.1 *No more than a combined total of twelve (12) total adult domesticated fowl and rabbits shall be kept on any property, regardless of the number of dwelling units. Only reproductively mature fowl and rabbits shall be considered adults counting toward this maximum.*

5.0141.2 *Domesticated fowl and rabbits shall be confined with fencing or other secure enclosure, which enclosure shall be set at least ten (10) feet from any property lines and twenty (20) feet from residential structures on any adjacent property. Within such an enclosure, a minimum of ten (10) square feet of open yard area shall be provided per adult animal.*

5.0141.4 *Within or attached to any such enclosure shall be provided a structure (e.g. coop, dovecote, or hutch, as appropriate) of sufficient size to ensure the health and safety of the animals.*

5.0142 *In all cases, the accessory keeping and raising of livestock or poultry shall require registration of said livestock or poultry with the Amherst Health Department and shall permit regular inspections by the Animal Welfare Officer under applicable state and local law or regulations. All Special Permits issued under this section shall include as conditions of approval the submission of evidence of such registration.*

5.0143 *Any provision of Section 5.014, Livestock or Poultry, may be waived or modified under a Special Permit granted by the Zoning Board of Appeals for compelling reasons or for public health, safety, and general public welfare.*

5.014.4 *No provision of Section 5.014, Livestock or Poultry, shall apply to farm properties or agricultural operations recognized under MGL Ch. 40A, Section 3, as amended.*

B. Amend Article 12, by adding the following new definitions in alphabetical order, and renumbering the remaining sections accordingly:

12. *Livestock and Poultry: All domesticated mammals and birds that are customarily raised and kept for agricultural purposes, including but not limited to horses, ponies, donkeys, mules, cattle, goats, llamas, alpacas, swine, sheep, rabbits, hares, and fowl, which shall be defined as including, but not limited to, chickens (hens and roosters), turkeys, pigeons, capons, ducks, geese, swans, pheasants, peacocks, guinea fowl, emus, and all wild mammals and game birds raised and kept in accordance with state and local law. Except as provided for under Section 5.014, livestock and poultry shall not include domesticated animals such as dogs, cats, various species of rodents, exotic birds, reptiles, fish, amphibians or wild animals customarily raised and kept as pets in accordance with state and local law.*

12. *Pets: Domesticated animals such as dogs, cats, selected exotic mammals (pot-bellied pigs, dwarf goats, etc.), various species of rodents (rats, mice, guinea pigs, hamsters, ferrets, chinchillas, etc.), exotic birds, reptiles, fish or amphibians. The keeping of wild animals, exotic birds, fish, reptiles, and amphibians as pets is subject to the requirements of M.G.L. Ch. 131, Sections 23, 25 and 26A, as amended, and 321 CMR 2.12 and 9.01, as amended."*

NO RECOMMENDATION.

This petition article would allow the keeping and raising of backyard animals, principally chickens, for agricultural purposes in residential neighborhoods. The proposed Zoning Bylaw would also require that animals be registered and permit inspections by the Animal Welfare Officer. When performing those functions, the Animal Welfare Officer will be a state-enabled inspector and her time will be paid by the state. There are no significant financial implications to this proposal.

ARTICLE 34. General Bylaw - Animal Welfare (Planning Board Alternative to Petition) (Planning Board)

To see if the Town will amend Article II, General Regulations, Animal Welfare Bylaw, by deleting the ~~lined-out~~ language and adding the language in ***bold italics***, as follows:

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A. Amend Article II, as follows:

ANIMAL WELFARE BYLAW
(ATM – April 24, 2002 Art. 7)

Preamble

The animal welfare regulations ~~are~~ herein established **are** for the purpose of promoting the health, safety, and general welfare of the Town of Amherst and its animals. This bylaw contains standards relating to the treatment, confinement and keeping of dogs; ~~and~~ cat regulations, **and regulations governing the raising or keeping of livestock and poultry on residential properties**. The intent of this bylaw is to enhance the quality of life of citizens and animals in the Town of Amherst, and to protect the general public from damage, **injury or illness** that may be caused by unregulated animals.

1. Validity

This bylaw is not intended to derogate or limit any powers, rights, or obligations set forth in M.G.L. Chapter 140, but is in addition thereto.

2. License Requirement

Any owner/guardian or keeper of a dog six (6) months of age or older shall cause that dog to be licensed as required by M.G.L. Chapter 140, Section 137, commencing on April 1 of each year.

3. License Fee

The fee for every license shall be set by the Town Clerk in accordance with M.G.L. Chapter 40, Section 22F. The fee for a license for any dog that has been neutered or spayed and for which a certificate from a registered veterinarian has been presented to the Town Clerk, shall be set at no more than one-third (1/3) of the fee set by the Town Clerk in accordance with this section. The appropriate license fee, proof of rabies vaccination and neutering/spaying certificate, if any, must be presented to the Town Clerk at the time of application for a license, and, in addition, a stamped self-addressed envelope must accompany an application for a license by mail.

- A. A penalty of thirty dollars (\$30.00) shall be imposed upon all owners/guardians or keepers of dogs failing to renew licenses before June 1 of each year. This penalty shall take effect on June 1 of each year.
- B. No license fee shall be charged for specially trained service animals, provided one of the following: a doctor's prescription, a doctor's letter on office letterhead, a letter from a service animal training program, or a photo ID of said service animal is shown that such an animal is currently being/has been trained to assist an individual with a disability in accordance with M.G.L. Chapter 140, Section 139, the Americans with Disabilities Act and M.G.L. Chapter 272, Section 98a. Application shall be made for a license as provided in this bylaw, and license tags issued by the Town must be worn by any such service dog.
- C. In accordance with M.G.L. Chapter 140, Section 138, the owner/guardian or keeper of any dog six months old or older who is a new resident of the Town of Amherst shall register said dog within thirty days of taking up residence, subject to a late fine in accordance with Section 3.A.
- D. No license fee will, or part thereof shall, be refunded because of subsequent death, loss, spaying, neutering, removal from the Town of Amherst, or other disposal of the dog for which the license has been issued, nor shall any fee for a license issued to a new resident be prorated.

4. Dog Regulations

- A. It shall be a violation of this bylaw for which the owner/guardian or keeper shall be liable for a dog to:
 - i. go beyond the confines of the owner/guardian's or keeper's property unless the dog is held firmly on a leash, or is under the control of its owner/guardian or keeper, subject to restrictions of Section 5.A.
 - ii. disturb the peace or quiet or endanger the safety of any person or other animal, by biting, barking, howling, or in any other manner
 - iii. be unrestrained in violation of any order of the Select Board or of the Animal Welfare Officer
 - iv. frighten, kill, maim or otherwise injure another's fowl, livestock or domesticated animal
 - v. chase another's vehicle on any way open to public travel
 - vi. be unlicensed or untagged in violation of state law or of this bylaw.

Violation of this subsection may be subject to a penalty of fifty dollars (\$50.00) for each such violation.

- B. Any person may make a complaint to the Animal Welfare Officer regarding an alleged violation of the preceding subsection. Upon receipt of such complaint, the officer shall investigate, and may issue a written order that the dog be temporarily restrained or muzzled, as the officer deems necessary. Within twenty-one days of the issuance of such a written order, the officer shall file a report requesting a Select Board hearing. On receipt of such report and after examination of the complaint, the Select Board may take actions it deems

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necessary. The owner/guardian or keeper of a dog subject to such an order of the Select Board may within ten days file an appeal in district court.

- C. The Animal Welfare Officer may impound any dog determined by her/him to be involved in a violation of either of the two preceding subsections hereof. If the owner/guardian or keeper can be ascertained by some identification device on the dog, the Animal Welfare Officer shall immediately advise that person of the dog's impoundment, the procedures for reimbursing the animal holding facility, the right to redeem the dog, and licensing procedures if applicable. Any dog so impounded and unredeemed after 10 days may be disposed of as provided in Chapter 140, Section 151A of the Massachusetts General Laws.

5. Dogs Unleashed

- A. No dog shall be permitted to be unleashed while in any public park, public playground, public building, or public recreational field or facility, or in any school yard or school recreational field during school hours or after-school hours when an athletic or other event is occurring on school grounds, or in the downtown business areas. Notwithstanding the prohibitions contained in the preceding sentence, the Conservation Commission, Leisure Service and Supplemental Education Commission, Amherst and Amherst-Pelham Regional School Committees, Select Board or Town Manager may issue regulations which may permit dogs to be unleashed on land controlled by said Commission, Committee, Board or Town Manager.

Violation of this subsection may be subject to a penalty of twenty-five dollars (\$25.00) for each such violation.

- B. Any dog found to be unleashed while in any public park, public playground, public building, or public recreational field or facility, or in any school yard or school recreational field during school hours or after-school hours when an athletic or other event is occurring on school grounds, or in the downtown business areas of the Town of Amherst, except as allowed in Section 5.A., may be apprehended and confined by the Animal Welfare Officer and/or a Police Officer.
- C. Any dog found to be unleashed while in any public park, public playground, public building, or public recreational field or facility, or in any school yard or school recreational field during school hours or after-school hours when an athletic or other event is occurring on school grounds, or in the downtown business areas of the Town of Amherst and not in the presence of its owner/guardian or keeper, except as allowed in Section 5.A., shall be apprehended and confined by the Animal Welfare Officer and/or a Police Officer. Upon impoundment of any dog in accordance with this subsection or the preceding subsection, the Animal Welfare Officer shall notify forthwith the licensed owner/guardian or keeper of said dog, giving the said owner/guardian or keeper a period of ten (10) days within which to recover the dog. For each and every dog picked up by the Animal Welfare Officer or her/his agent there shall be a pickup fee in increasing amounts for each occurrence, not to exceed fifty dollars (\$50.00). Fees, including the daily fee for the care of the dog, are payable by the owner/guardian or keeper before retrieval of the dog shall be allowed.
- D. It shall be unlawful for any person to fasten, chain or tie a dog to a stationary object for a period of time in the downtown business area so as to create an unhealthy situation for the animal or a potentially dangerous situation for a pedestrian, as determined by the Animal Welfare Officer.

Violation of this section may be subject to a penalty of twenty-five dollars (\$25.00) for each offense.

- E. The Animal Welfare Officer of the Town of Amherst and/or any Police Officer of said town shall enforce the provisions of this section of the bylaw.

6. Prohibits Dog Waste Excretion on Public Ways

- A. It shall be unlawful for the owner/guardian or keeper having care of a dog to permit such dog, either willfully or through failure to exercise due care or control of such animal, to excrete any solid waste upon any sidewalk, public street or public park, schoolyard or school recreational field, or public recreational areas, or upon any real property other than the real property owned or controlled by such owner/guardian or keeper. No violation of this section shall be deemed to have occurred if the owner/guardian or keeper of the offending animal promptly and voluntarily removes the animal waste.
- B. Violation of this section may be subject to a penalty of fifteen dollars (\$15.00) for each offense.
- C. This regulation shall not apply to a dog accompanying any handicapped person who, by reason of his/her handicap, is physically unable to comply with the requirements of this section.

7. Cat Regulations

- A. ***Cats shall be immunized against rabies and records kept in accordance with M.G.L. Chapter 140, Section 145B.***
- B. ***The Health Director, Town Animal Inspector, Police Officers, and the Animal Welfare Officer shall enforce the provisions of this bylaw.***

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8. Urban Livestock or Poultry Regulations

The raising or keeping of livestock or poultry for private purposes as an incidental use by the owner(s) of any single-family residential property or on any parcel under one ownership with no more than three dwellings thereon, shall be permitted and regulated under the provisions of this bylaw and other applicable local and state regulations. The provisions of this bylaw shall not apply to farm properties or agricultural operations recognized under MGL Ch. 40A, Section 3.

- A. Regulations - All livestock or poultry governed by this by-law shall be raised and kept in a safe and humane manner, consistent with best agricultural practices and as required under all applicable state and local regulations. Best practice regulations for the raising and keeping of livestock or poultry in Amherst under this bylaw may be promulgated by the Health Director, following consultation with the Animal Welfare Officer and the Agricultural Commission. Said regulations shall be published and otherwise made available to members of the public and prospective registrants.**

Best practice regulations shall include, but are not limited to, the following minimum standards:

- 1) Enclosure & Shelter. Domesticated fowl or rabbits shall be confined with fencing or other enclosure sufficient to prevent access to the animals by dogs or other predators, which enclosure shall contain a minimum of ten (10) square feet of open area per adult animal. Within or attached to any such enclosure shall be provided a covered, predator-proof shelter or roosting structure (e.g. coop, dovecote, hutch, or shed, as appropriate) that is thoroughly ventilated, of sufficient size to admit free movement of the animals, designed to be easily accessed, cleaned and maintained by the owners, and at least 2 square feet per animal in size. As appropriate to the species, animals may be required to be shut into the shelter coop at night, from sunset to sunrise.*
- 2) Feed Storage. Feed shall be stored in a secure, rodent- and predator-proof container in a manner that will not attract pests.*
- 3) Waste. Accumulated waste shall be stored in a covered container and removed from the property at suitable intervals, or composted on site in a manner that will not attract pests or promote disease. No animal manure may be put into household trash. Applicants must have a compost bin set up at the time of any inspection.*
- 4) Odors & Noise. Odors from domesticated fowl and rabbits, their waste, compost, or other related substances shall not be perceptible at the property boundaries. It shall be a violation of these regulations for the owner, custodian, or keeper of any animal governed under these regulations to allow the animal(s) to be a nuisance to any neighbors, including but not limited to: noxious odors from the animals or their enclosure; and noise of a loud and persistent and habitual nature. Complaint shall be to the Health Director.*

The Animal Welfare Officer may interpret these standards and apply stricter standards, as authorized under state law.

- B. Registration & Inspections - Prior to acquiring livestock or poultry, the property owner shall register with the Amherst Health Department an application describing fully and accurately their proposal to raise and keep livestock or poultry, and registering the property involved. The Health Director may require that such applications be made on forms provided by the Amherst Health Department. All registration applications shall be reviewed and approved, denied, or approved with conditions by the Health Director after consultation with the Animal Welfare Officer. Any approved registrant shall thereafter abide by the provisions of the best practice regulations established hereunder and any specific conditions imposed under the approval, and shall permit annual inspections and such other inspections of the premises as may be required by the Animal Welfare Officer under the provisions of MGL Ch. 129, Section 7.**
- C. Fees - Under the provisions of MGL Ch. 40, Section 22F, the Health Director is authorized to set reasonable fees for registration and such inspections as may be required. There shall be no reimbursement or pro-rating of application or inspection fees.**
- D. Notice – Except as provided for under Section F., as part of every application made under these regulations, an applicant shall provide a copy of a certified abutter's list obtained from the Assessor and written notice of their intent to raise or keep livestock or poultry, to be sent by the Health Department by standard mail to parties in interest as required under MGL Ch. 40A, Section 11. The notice shall fully and accurately describe the location and the proposed number and type of animals, as well as all associated structures and facilities. The notice shall also indicate that abutters have the right to file with the Health Director written comments in support of or objecting to the application, and shall indicate the deadline for submission of comments.**
- E. Administrative Hearing - Where no special permit will be required under Amherst's zoning for the keeping or raising of animals for which application is also being made under these regulations, the Health Director shall not act on said application until more than fourteen (14) working days have passed since the mailing of notice to abutters. If at the end of that period the Health Director has received written comments whereby the owners of a majority of the abutting properties have expressed objection to the application, the Director shall schedule and**

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hold, within thirty (30) days of the deadline for receiving abutter comment, an administrative hearing for the purpose of taking public testimony regarding the proposal. The Director shall give written notice of the time and place of the hearing, not less than seven (7) days prior to the hearing, to the applicant by certified mail, to abutters and parties in interest by mail, by posting with the Town Clerk, and by publication once in a newspaper of local circulation. Failure to hold an administrative hearing within the specified time period shall be considered to constitute a constructive grant of approval of the application.

- F. Exception - No certified abutters list, nor any notice to abutters, nor an administrative hearing shall be required in those instances where a special permit will also be required under Amherst's Zoning Bylaw for the keeping or raising of animals subject to an application under this bylaw.**
- G. Decision – Following the close of an administrative hearing, the Health Director shall within five (5) working days render a decision in writing based upon compliance of the proposal with best practices and such other factors of public health and welfare as the Director may deem appropriate. In approving an application, the Health Director may, following consultation with the Animal Welfare Officer, impose any reasonable conditions, safeguards and limitations including conditions above and beyond those specified in the best practices regulations developed under this section, all as in compliance with existing zoning and other regulations.**
- H. Violations – Violation of this section may be subject to a penalty of \$25.00 for each offense, with each day the violation continues constituting a separate offense.**
- I. Enforcement – Enforcing persons shall be the Animal Welfare Officer, the Health Director, or the Health Inspector/Sanitarian.**

§ 9. Conduct of Persons in Control of Animals Other than Dogs

Cattle and other animals in the public way. A person who owns or is in control of any goat, sheep, swine, horse, cow, other neat cattle, or fowl, shall not permit such animal to go at large in any of the streets, commons or parks of this town, and shall not drive or lead such animal along or upon any of the sidewalks, parks or commons of this town, except in the case of sidewalks for the purpose of immediately crossing the same. Horses used by the police department shall be excluded from this prohibition.

Violation of this subsection may be subject to a penalty of fifty dollars (\$50.00) for each violation.

§ 10. Frightening Animals

No person by noise, gesture or other means shall maliciously frighten any horse or other domestic animal in any street or public place in this town.

Violation of this subsection may be subject to a penalty of twenty-five dollars (\$25.00) for each violation.

9. Cat Regulations

~~A. Cats shall be immunized against rabies and records kept in accordance with M.G.L. Chapter 140, Section 145B.~~

~~B. The Health Director, Town Animal Inspector, Police Officers, and the Animal Welfare Officer shall enforce the provisions of this bylaw.~~

11. Severability Clause

The provisions of this bylaw shall be deemed severable, so that the invalidity of any one provision of the bylaw shall not affect the validity of another provision, and if any part of this bylaw shall be adjudged unconstitutional, inconsistent with state law, or otherwise invalid, such judgment shall not affect any other valid part of this bylaw.

12. Non-Criminal Disposition

Any enforcing person, as set forth ~~below~~ **herein**, taking cognizance of a violation of this bylaw, may, as an alternative to initiating criminal proceedings, enforce this bylaw non-criminally pursuant to M.G.L. Chapter 40, Section 21D. For purposes of this section, the following shall be enforcing persons: Animal Welfare Officer, **Health Director**, and Police Officer. The specific penalty for violation shall be the amount established in this bylaw.

NO RECOMMENDATION.

This proposal would amend the Animal Welfare Bylaw to regulate the raising and keeping of livestock or poultry in residential districts with guidelines for numbers, registration, inspections, fees, etc. The Animal Welfare Officer would be in charge of enforcement and paid by the state. Property owners seeking to raise or keep livestock will notify abutters at their expense. A sufficient number of objections will require the Health Director to hold an administrative hearing. There are no significant financial implications to this proposal.

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ARTICLE 35. Petition - General Bylaw – Animal Welfare (Accessory Livestock or Poultry) (Gerber et al)

“To see if the Town will amend Article II, General Regulations, Animal Welfare Bylaw, by deleting the ~~lined-out~~ language and adding the language in ***bold italics***, as follows:

B. Amend Article II, as follows:

ANIMAL WELFARE BYLAW (ATM – April 24, 2002 Art. 7)

Preamble

The animal welfare regulations ~~are~~ herein established ***are*** for the purpose of promoting the health, safety, and general welfare of the Town of Amherst and its animals. This bylaw contains standards relating to the treatment, confinement and keeping of dogs; ~~and~~ cat regulations, ***and regulations governing the raising or keeping of livestock and poultry on residential properties.*** The intent of this bylaw is to enhance the quality of life of citizens and animals in the Town of Amherst, and to protect the general public from damage, ***injury or illness*** that may be caused by unregulated animals.

1. Validity

This bylaw is not intended to derogate or limit any powers, rights, or obligations set forth in M.G.L. Chapter 140, but is in addition thereto.

2. License Requirement

Any owner/guardian or keeper of a dog six (6) months of age or older shall cause that dog to be licensed as required by M.G.L. Chapter 140, Section 137, commencing on April 1 of each year.

3. License Fee

The fee for every license shall be set by the Town Clerk in accordance with M.G.L. Chapter 40, Section 22F. The fee for a license for any dog that has been neutered or spayed and for which a certificate from a registered veterinarian has been presented to the Town Clerk, shall be set at no more than one-third (1/3) of the fee set by the Town Clerk in accordance with this section. The appropriate license fee, proof of rabies vaccination and neutering/spaying certificate, if any, must be presented to the Town Clerk at the time of application for a license, and, in addition, a stamped self-addressed envelope must accompany an application for a license by mail.

- F. A penalty of thirty dollars (\$30.00) shall be imposed upon all owners/guardians or keepers of dogs failing to renew licenses before June 1 of each year. This penalty shall take effect on June 1 of each year.
- G. No license fee shall be charged for specially trained service animals, provided one of the following: a doctor's prescription, a doctor's letter on office letterhead, a letter from a service animal training program, or a photo ID of said service animal is shown that such an animal is currently being/has been trained to assist an individual with a disability in accordance with M.G.L. Chapter 140, Section 139, the Americans with Disabilities Act and M.G.L. Chapter 272, Section 98a. Application shall be made for a license as provided in this bylaw, and license tags issued by the Town must be worn by any such service dog.
- H. In accordance with M.G.L. Chapter 140, Section 138, the owner/guardian or keeper of any dog six months old or older who is a new resident of the Town of Amherst shall register said dog within thirty days of taking up residence, subject to a late fine in accordance with Section 3.A.
- I. No license fee will, or part thereof shall, be refunded because of subsequent death, loss, spaying, neutering, removal from the Town of Amherst, or other disposal of the dog for which the license has been issued, nor shall any fee for a license issued to a new resident be prorated.

4. Dog Regulations

- A. It shall be a violation of this bylaw for which the owner/guardian or keeper shall be liable for a dog to:
 - i. go beyond the confines of the owner/guardian's or keeper's property unless the dog is held firmly on a leash, or is under the control of its owner/guardian or keeper, subject to restrictions of Section 5.A.
 - ii. disturb the peace or quiet or endanger the safety of any person or other animal, by biting, barking, howling, or in any other manner
 - iii. be unrestrained in violation of any order of the Select Board or of the Animal Welfare Officer
 - iv. frighten, kill, maim or otherwise injure another's fowl, livestock or domesticated animal
 - v. chase another's vehicle on any way open to public travel
 - vi. be unlicensed or untagged in violation of state law or of this bylaw.

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Violation of this subsection may be subject to a penalty of fifty dollars (\$50.00) for each such violation.

- B. Any person may make a complaint to the Animal Welfare Officer regarding an alleged violation of the preceding subsection. Upon receipt of such complaint, the officer shall investigate, and may issue a written order that the dog be temporarily restrained or muzzled, as the officer deems necessary. Within twenty-one days of the issuance of such a written order, the officer shall file a report requesting a Select Board hearing. On receipt of such report and after examination of the complaint, the Select Board may take actions it deems necessary. The owner/guardian or keeper of a dog subject to such an order of the Select Board may within ten days file an appeal in district court.
- C. The Animal Welfare Officer may impound any dog determined by her/him to be involved in a violation of either of the two preceding subsections hereof. If the owner/guardian or keeper can be ascertained by some identification device on the dog, the Animal Welfare Officer shall immediately advise that person of the dog's impoundment, the procedures for reimbursing the animal holding facility, the right to redeem the dog, and licensing procedures if applicable. Any dog so impounded and unredeemed after 10 days may be disposed of as provided in Chapter 140, Section 151A of the Massachusetts General Laws.

5. Dogs Unleashed

- A. No dog shall be permitted to be unleashed while in any public park, public playground, public building, or public recreational field or facility, or in any school yard or school recreational field during school hours or after-school hours when an athletic or other event is occurring on school grounds, or in the downtown business areas. Notwithstanding the prohibitions contained in the preceding sentence, the Conservation Commission, Leisure Service and Supplemental Education Commission, Amherst and Amherst-Pelham Regional School Committees, Select Board or Town Manager may issue regulations which may permit dogs to be unleashed on land controlled by said Commission, Committee, Board or Town Manager.

Violation of this subsection may be subject to a penalty of twenty-five dollars (\$25.00) for each such violation.

- B. Any dog found to be unleashed while in any public park, public playground, public building, or public recreational field or facility, or in any school yard or school recreational field during school hours or after-school hours when an athletic or other event is occurring on school grounds, or in the downtown business areas of the Town of Amherst, except as allowed in Section 5.A., may be apprehended and confined by the Animal Welfare Officer and/or a Police Officer.
- C. Any dog found to be unleashed while in any public park, public playground, public building, or public recreational field or facility, or in any school yard or school recreational field during school hours or after-school hours when an athletic or other event is occurring on school grounds, or in the downtown business areas of the Town of Amherst and not in the presence of its owner/guardian or keeper, except as allowed in Section 5.A., shall be apprehended and confined by the Animal Welfare Officer and/or a Police Officer. Upon impoundment of any dog in accordance with this subsection or the preceding subsection, the Animal Welfare Officer shall notify forthwith the licensed owner/guardian or keeper of said dog, giving the said owner/guardian or keeper a period of ten (10) days within which to recover the dog. For each and every dog picked up by the Animal Welfare Officer or her/his agent there shall be a pickup fee in increasing amounts for each occurrence, not to exceed fifty dollars (\$50.00). Fees, including the daily fee for the care of the dog, are payable by the owner/guardian or keeper before retrieval of the dog shall be allowed.

- D. It shall be unlawful for any person to fasten, chain or tie a dog to a stationary object for a period of time in the downtown business area so as to create an unhealthy situation for the animal or a potentially dangerous situation for a pedestrian, as determined by the Animal Welfare Officer.

Violation of this section may be subject to a penalty of twenty-five dollars (\$25.00) for each offense.

- J. The Animal Welfare Officer of the Town of Amherst and/or any Police Officer of said town shall enforce the provisions of this section of the bylaw.

6. Prohibits Dog Waste Excretion on Public Ways

- A. It shall be unlawful for the owner/guardian or keeper having care of a dog to permit such dog, either willfully or through failure to exercise due care or control of such animal, to excrete any solid waste upon any sidewalk, public street or public park, schoolyard or school recreational field, or public recreational areas, or upon any real property other than the real property owned or controlled by such owner/guardian or keeper. No violation of this section shall be deemed to have occurred if the owner/guardian or keeper of the offending animal promptly and voluntarily removes the animal waste.
- B. Violation of this section may be subject to a penalty of fifteen dollars (\$15.00) for each offense.
- C. This regulation shall not apply to a dog accompanying any handicapped person who, by reason of his/her handicap, is physically unable to comply with the requirements of this section.

ANNUAL TOWN MEETING WARRANT ARTICLES

7. Cat Regulations

A. Cats shall be immunized against rabies and records kept in accordance with M.G.L. Chapter 140, Section 145B.

B. The Health Director, Health Inspector, Town Animal Inspector, Police Officers, and the Animal Welfare Officer shall enforce the provisions of this bylaw.

8. Urban Livestock or Poultry Regulations

The raising or keeping of livestock or poultry for private purposes as an incidental use on any single-family residential property or on any parcel under one ownership with no more than three dwellings thereon, shall be permitted and regulated under the provisions of this bylaw and other applicable local and state regulations. The provisions of this bylaw shall not apply to farm properties or agricultural operations recognized under MGL Ch. 40A, Section 3.

- A. Regulations - All livestock or poultry governed by this by-law shall be raised and kept in a safe and humane manner, consistent with best agricultural practices and as required under all applicable state and local regulations. Best practice regulations for the raising and keeping of livestock or poultry in Amherst under this bylaw may set forth by the Health Director, following consultation with the Animal Welfare Officer and the Agricultural Commission. Said regulations shall be published and otherwise made available to members of the public and prospective registrants.**

Best practice regulations shall include, but are not limited to, the following minimum standards:

- 5) Enclosure & Shelter. Domesticated fowl and rabbits shall be confined with fencing or other enclosure sufficient to prevent access to the animals by dogs or other predators, which enclosure shall contain a minimum of ten (10) square feet of open area per adult animal. Within or attached to any such enclosure shall be provided a covered, predator-proof shelter or roosting structure (e.g. coop, dovecote, or hutch, as appropriate) that is thoroughly ventilated, of sufficient size to admit free movement of the animals, designed to be easily accessed, cleaned and maintained by the owners, and at least 2 square feet per animal in size. As appropriate to the species, animals may be required to be shut into the shelter coop at night, from sunset to sunrise.**
- 6) Feed Storage. Feed shall be stored in a secure, rodent- and predator-proof container in a manner that will not attract pests.**
- 7) Waste. Accumulated waste shall be stored in a covered container and removed from the property at suitable intervals, or composted on site in a manner that will not attract pests or promote disease. No animal manure may be put into household trash. Applicants must have a compost bin set up at the time of any inspection.**
- 8) Odors & Noise. Odors from domesticated fowl and rabbits, their waste, compost, or other related substances shall not be perceptible at the property boundaries. It shall be a violation of these regulations for the owner, custodian, or keeper of any animal governed under these regulations to allow the animal(s) to be a nuisance to any neighbors, including but not limited to: noxious odors from the animals or their enclosure; and noise of a loud and persistent and habitual nature. Complaint shall be to the Health Director.**

The Animal Welfare Officer may apply stricter standards, as authorized under state law.

B. Registration & Inspections - Prior to acquiring livestock or poultry, the property owner, or the owner of the livestock or poultry with written permission from the property owner, shall register with the Amherst Health Department an application describing fully and accurately their proposal to raise and keep livestock or poultry, and registering the property involved. The Health Director may require that such applications be made on forms provided by the Amherst Health Department. All registration applications shall be reviewed and approved, denied, or approved with conditions by the Health Director and Animal Welfare Officer. Any approved registrant shall thereafter abide by the provisions of the best practice regulations established hereunder and any specific conditions imposed under the approval, and shall permit annual inspections and such other inspections of the premises as may be required by the Animal Welfare Officer under the provisions of MGL Ch. 129, Section 7.

C. Fees - Under the provisions of MGL. Ch. 40, Section 22F, the Health Director is authorized to set reasonable fees for registration and such inspections as may be required. There shall be no reimbursement or pro-rating of application or inspection fees.

D. Violations – Violation of this section may be subject to a penalty of \$25.00 for each offense, with each day the violation continues constituting a separate offense.

E. Enforcement – Enforcing persons shall be the Animal Welfare Officer, the Health Director, or the Health Inspector.

8.9. Conduct of Persons in Control of Animals Other than Dogs

ANNUAL TOWN MEETING WARRANT ARTICLES

Cattle and other animals in the public way. A person who owns or is in control of any goat, sheep, swine, horse, cow, other neat cattle, or fowl, shall not permit such animal to go at large in any of the streets, commons or parks of this town, and shall not drive or lead such animal along or upon any of the sidewalks, parks or commons of this town, except in the case of sidewalks for the purpose of immediately crossing the same. Horses used by the police department shall be excluded from this prohibition.

Violation of this subsection may be subject to a penalty of fifty dollars (\$50.00) for each violation.

8 10. Frightening Animals

No person by noise, gesture or other means shall maliciously frighten any horse or other domestic animal in any street or public place in this town.

Violation of this subsection may be subject to a penalty of twenty-five dollars (\$25.00) for each violation.

9. Cat Regulations

~~A. Cats shall be immunized against rabies and records kept in accordance with M.G.L. Chapter 140, Section 145B.~~

~~B. The Health Director, Town Animal Inspector, Police Officers, and the Animal Welfare Officer shall enforce the provisions of this bylaw.~~

10 11. Severability Clause

The provisions of this bylaw shall be deemed severable, so that the invalidity of any one provision of the bylaw shall not affect the validity of another provision, and if any part of this bylaw shall be adjudged unconstitutional, inconsistent with state law, or otherwise invalid, such judgment shall not affect any other valid part of this bylaw.

11 12. Non-Criminal Disposition

Any enforcing person, as set forth ~~below~~ **herein**, taking cognizance of a violation of this bylaw, may, as an alternative to initiating criminal proceedings, enforce this bylaw non-criminally pursuant to M.G.L. Chapter 40, Section 21D. For purposes of this section, the following shall be enforcing persons: Animal Welfare Officer, **Health Director, Health Inspector**, and Police Officer. The specific penalty for violation shall be the amount established in this bylaw."

NO RECOMMENDATION.

This is a petition article that is an alternative to Article 34. It would also amend the Animal Welfare Bylaw to regulate the raising and keeping of livestock or poultry in residential districts with guidelines for numbers, registration, inspections, fees, etc. There are no significant financial implications to this proposal.

APPENDICES

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FINANCE COMMITTEE REPORT - FY 12

APPENDIX A

DEBT OBLIGATIONS FY 2012 - FY 2021

	Last Payment	FY 12 Payments	FY 13 Payments	FY 14 Payments	FY 15 Payments	FY 16 Payments	FY 17 Payments	FY 18 Payments	FY 19 Payments	FY 20 Payments	FY 21 Payments
GENERAL FUND											
LONG TERM DEBT											
Town Hall Refunding	FY 16	196,600	185,000	178,600	167,200	156,000	-				
Wildwood School Roof	FY 13	62,925	61,013								
Crocker Farm (1)	FY 19	259,500	252,000	244,000	236,000	228,000	220,000	212,000	204,000		
Sidewalks (2005)	FY 14	72,800	70,200	67,600							
Plum Brook Recreation Fields	FY 15	53,400	51,840	50,160	48,720						
Town Hall Exterior (General Fund)	FY 20	35,280	34,370	33,390	32,550	31,815	31,150	30,380	29,540	28,560	
Town Hall Exterior (CPA)	FY 20	28,350	27,619	26,832	26,157	25,566	25,032	24,413	23,738	22,950	
Bangs Community Center Roof/HVAC	FY 20	47,608	46,421	40,219	39,274	56,244	55,069	53,708	52,223	50,490	
DPW - Roads Reconstruction	FY 21	585,063	558,000	546,750	536,625	525,375	513,563	500,625	487,125	473,625	458,438
Hawthorne Property Acquisition (CPA)	FY 21	65,007	62,000	60,750	59,625	58,375	57,063	55,625	54,125	52,625	50,938
		1,406,533	1,348,463	1,248,301	1,146,151	1,081,375	901,877	876,751	850,751	628,250	509,376
SHORT TERM DEBT											
Portable Classrooms		2,222									
Amherst Housing Authority		47,250									
South Amherst School		1,818									
		51,290	0	0	0	0	0	0	0		
DEBT PAID BY OVERRIDES											
High School Roof	FY 15	107,341	103,689	99,918	96,148						
Regional High School Renovations	FY 18	305,688	259,373	213,522	171,480	125,377	83,238	37,329			
		413,029	363,062	313,440	267,628	125,377	83,238	37,329			
MISCELLANEOUS DEBT OBLIGATIONS											
Temp. Interest/Borrowing costs		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Deferred Teachers Payroll	FY 11	20,000	20,000	20,000	20,000	20,000	20,000	20,000			
		20,000	20,000	20,000	20,000	20,000	20,000	20,000			
TOTAL GENERAL FUND DEBT		1,890,852	1,731,525	1,581,741	1,433,779	1,226,752	1,005,115	934,080	850,751	628,250	509,376
ENTERPRISE FUNDS											
LONG TERM DEBT											
WATER FUND											
Atkins Treatment Facility Refunding	FY12	703,688									
		703,688	0	0	0						
SEWER FUND											
Chapel Road Sewer Ext.	FY 14	109,750	106,600	111,500							
Middle Street Extension	FY 13	199,263	193,206								
		309,013	299,806	111,500	0						
TRANSPORTATION FUND											
Parking Garage Refunding	FY 20	67,763	65,975	59,125	57,625	56,313	55,125	48,825	47,475	45,900	
		67,763	65,975	59,125	57,625	56,313	55,125	48,825	47,475	45,900	
TOTAL ENTERPRISE FUNDS DEBT		1,080,464	365,781	170,625	57,625	56,313	55,125	48,825	47,475	45,900	0
TOTAL DEBT		2,971,316	2,097,306	1,752,366	1,491,404	1,283,065	1,060,240	982,905	898,226	674,150	509,376

** Regional High School Renovations

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FINANCE COMMITTEE REPORT - FY 12

APPENDIX B

**FY 12 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS
ALLOCATED TO DEPARTMENTS**

	FY 08 Budget	FY 09 Budget	FY 10 Budget	FY 11 Budget	FY 12 Fin Com	Change FY 12 - 11	Percent Change
General Government	\$ 3,652,336	3,638,947	3,449,875	3,558,197	3,793,629	235,432	6.6%
Public Safety	\$ 9,532,781	9,803,195	9,802,331	10,098,045	10,002,827	(95,218)	-0.9%
Public Works	\$ 2,023,169	2,071,233	2,172,309	2,270,638	2,278,184	7,545	0.3%
Planning, Conservation & Inspections	\$ 1,065,891	1,020,333	1,025,797	902,571	1,060,742	158,171	17.5%
Community Services	\$ 1,982,615	2,042,601	1,874,041	1,763,468	1,790,809	27,341	1.6%
TOTAL APPROPRIATION	\$ 18,256,792	18,576,309	18,324,352	18,592,919	18,926,190	333,271	1.8%

	FY 08 Budget	FY 09 Budget	FY 10 Budget	FY 11 Budget	FY 12 Fin Com	Change FY 12 - 11	Percent Change
Select Board/Town Manager	\$ 279,130	279,773	260,767	266,604	294,098	27,494	10.3%
Town Meeting/Finance Committee	\$ 800	800	800	800	800	0	0.0%
Finance Department	\$ 936,425	992,420	1,001,257	1,014,505	1,015,169	664	0.1%
Legal Services	\$ 110,000	95,000	95,000	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$ 226,722	231,729	160,955	173,360	193,604	20,244	11.7%
Information Technology	\$ 499,139	529,000	507,911	534,465	530,555	(3,910)	-0.7%
Town Clerk's Office	\$ 158,867	172,394	174,055	181,783	187,667	5,884	3.2%
Elections & Registration	\$ 42,325	54,824	28,524	52,440	43,000	(9,440)	-18.0%
Facilities Maintenance	\$ 501,768	519,997	555,587	489,274	523,943	34,669	7.1%
General Services	\$ 434,861	405,361	410,321	380,721	365,721	(15,000)	-3.9%
SUBTOTAL	\$ 3,190,037	3,281,299	3,195,177	3,203,951	3,264,557	60,606	1.9%
Employee Pay/Benefits	\$ 462,299	357,648	254,698	354,246	529,072	174,826	49.4%
TOTAL APPROPRIATION	\$ 3,652,336	3,638,947	3,449,875	3,558,197	3,793,629	235,432	6.6%

	FY 08 Budget	FY 09 Budget	FY 10 Budget	FY 11 Budget	FY 12 Fin Com	Change FY 12 - 11	Percent Change
Police Facility	\$ 177,014	183,285	216,418	193,316	193,234	(82)	0.0%
Police	\$ 4,367,704	4,588,001	4,597,460	4,649,135	4,600,205	(48,930)	-1.1%
Fire/EMS	\$ 4,267,628	4,285,123	4,266,346	4,547,899	4,494,411	(53,488)	-1.2%
Communications Center	\$ 668,975	691,747	664,635	647,589	656,869	9,280	1.4%
Animal Welfare	\$ 51,460	55,038	57,472	60,106	58,108	(1,998)	-3.3%
TOTAL APPROPRIATION	\$ 9,532,781	9,803,195	9,802,331	10,098,045	10,002,827	(95,218)	-0.9%

	FY 08 Budget	FY 09 Budget	FY 10 Budget	FY 11 Budget	FY 12 Fin Com	Change FY 12 - 11	Percent Change
Public Works Administration	\$ 327,027	329,648	325,239	336,489	349,049	12,560	3.7%
Highway	\$ 676,757	716,397	763,876	721,120	680,947	(40,173)	-5.6%
Snow & Ice Removal	\$ 182,210	189,410	240,410	280,410	280,410	0	0.0%
Street & Traffic Lights	\$ 105,887	112,248	112,248	139,650	139,650	0	0.0%
Equipment Maintenance	\$ 273,965	274,098	279,127	301,234	275,399	(25,835)	-8.6%
Tree and Grounds Maintenance	\$ 457,323	449,432	451,409	491,736	552,729	60,993	12.4%
TOTAL APPROPRIATION	\$ 2,023,169	2,071,233	2,172,309	2,270,638	2,278,184	7,545	0.3%

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FINANCE COMMITTEE REPORT - FY 12

APPENDIX B

**FY 12 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS
ALLOCATED TO DEPARTMENTS**

	FY08 Budget	FY09 Budget	FY10 Budget	FY11 Budget	FY12 Fin Com	Change FY 12 - 11	Percent Change
Conservation	\$ 258,522	272,451	287,462	284,112	316,965	32,853	11.6%
Planning	\$ 337,529	334,306	342,660	263,715	318,797	55,082	20.9%
Inspection Services	\$ 469,840	413,577	395,674	354,744	424,980	70,236	19.8%
TOTAL APPROPRIATION	\$ 1,065,891	1,020,333	1,025,797	902,571	1,060,742	158,171	17.5%

	FY08 Budget	FY09 Budget	FY10 Budget	FY11 Budget	FY12 Fin Com	Change FY 12 - 11	Percent Change
Public Health	\$ 400,256	377,632	407,929	319,393	340,746	21,353	6.7%
Senior Center	\$ 277,842	272,984	279,732	247,822	246,071	(1,751)	-0.7%
Community Services	\$ 84,440	97,069	0	0	0	0	0.0%
Veterans' Serv. & Benefits	\$ 151,493	185,597	195,302	219,477	294,369	74,892	34.1%
Leisure Services & S.E.	\$ 736,751	718,553	664,158	635,325	553,710	(81,615)	-12.8%
Pools	\$ 110,152	169,887	97,154	105,246	105,695	449	0.4%
Golf Course	\$ 221,681	220,879	229,765	236,205	250,218	14,013	5.9%
TOTAL APPROPRIATION	\$ 1,982,615	2,042,601	1,874,041	1,763,468	1,790,809	27,341	1.6%

APPENDIX C

GLOSSARY

These definitions explain the meaning of some terms frequently used at Amherst Town Meeting as the terms apply to Amherst government.

Appropriation - The authorization by Town Meeting of an expenditure for a specified purpose using money from one or more specified sources (taxation, borrowing, grants, etc.). In most cases, a simple majority vote is required; authorization to borrow and appropriations from the Stabilization Fund require a two-thirds vote.

If the expenditure turns out to be less than the appropriation, the remainder is called an appropriation balance. An appropriation balance from a specific project or use can be made available for similar or related purposes by subsequent votes of appropriation transfers. Appropriation balances in the General Fund which stem from the Town's operating budget revert to Free Cash at the end of the fiscal year.

Capital expenditure exclusion - See "Exclusions".

Capital plan - A list of proposed expenditures and funding sources for needs such as land acquisition, construction, major equipment and maintenance, and other special projects that add to the value of the Town's assets.

Cherry Sheet – The official notification from the State of the amounts and types of aid the State will provide to each municipality in a fiscal year, and the amounts each municipality must pay the State and regional entities for a variety of services provided. The document is called a "cherry sheet" because it comes on pink paper.

Contingent appropriation - An appropriation voted by Town Meeting that becomes effective only if the amount is approved in a Proposition 2 1/2 override election.

Debt exclusion - See "Exclusions".

Enterprise fund - A fund established to provide specific services. The state allows enterprise funds only for water, sewer, solid waste, hospital, recreation services, and transportation. Amherst has five: water, sewer, solid waste, golf course, and transportation. Both the costs and the revenues of the enterprise are segregated from other finances of the Town. The costs of the operation are intended to be financed totally or primarily from user charges. Surplus funds, called unreserved retained earnings, may accumulate in the fund for future use by the enterprise. Surpluses result primarily from revenues in excess of estimates and from unexpended appropriations.

Excess taxing capacity - The difference between actual real and personal property taxes levied in any given year and the amount authorized to be assessed under Proposition 2 1/2.

Exclusions - Exclusions allow, by referendum, an increase in the amount of property taxes which a community may levy, for a limited period of time, and only for capital purposes. The revenue is in addition to the levy limit, but it neither increases the levy limit nor becomes part of the base for calculating levy limits of future years. "Capital purposes," in this context, are those for which the Town is authorized to borrow under Massachusetts General Laws, Chapter. 44, sections 7 and 8. Generally, this includes public building and public works projects and land and equipment acquisitions.

The money to pay for these projects is authorized by Town Meeting, but only the Select Board, by a two-thirds majority, can place exclusion questions on the ballot to raise money by increasing the levy.

Capital expenditure exclusion - A one-year increase in the levy limit approved by the voters in a referendum for the purpose of funding a capital project. The referendum question defines the project, states the maximum amount of the exclusion, and specifies the fiscal year in which the payment will occur.

Debt exclusion - A temporary increase in the levy limit approved by the voters in a referendum for the purpose of funding a capital project by means of debt. Both principal and interest are excluded from the levy limit until the debt is retired. The referendum question defines the project, but it does not state the amount of money to be excluded or the years of debt payments. (Estimated amounts are publicized prior to the referendum.)

APPENDIX C

GLOSSARY

Free Cash - The unreserved, undesignated fund balance of the General Fund that accumulates from revenues collected in excess of estimates and from unexpended appropriation balances. These are the only sources of Free Cash; money cannot be appropriated to Free Cash. The amount is calculated and certified by the state's Department of Revenue each year as of July 1, the first day of the fiscal year. Free Cash may be spent by Town Meeting appropriation only, by majority vote.

General Fund - The general operating fund of the Town. It includes revenues from taxation, general state aid, school aid, and all other financial resources that are not held for specific purposes. Expenditures from this fund may be for any purpose for which a municipality may legally appropriate funds. Enterprise Fund money is not part of the General Fund.

Levy - *Verb*: To impose a tax. *Noun*: The total amount of real and personal property taxes assessed in any given year, referred to as "the levy".

Levy ceiling - The limit imposed by Proposition 2 1/2 which equals 2 1/2% of the total full and fair cash value of all property in the Town. The levy may not exceed this amount; taxpayers may not vote a higher amount in an override. The levy ceiling is equal to a tax rate of \$25 per \$1,000 of valuation.

Levy limit - The amount that a town may raise in taxes each year without approval by the voters in a referendum. The levy limit is the prior year's limit plus 2 1/2% of that amount plus an amount approved by the state that resulted from "new growth".

Referenda of two types may be used to increase the limit: override and exclusion.
These are defined elsewhere in this list.

New growth - The increased value in a given year of new development and other growth in the tax base that is not the result of revaluation. Included are physical additions or improvements to taxable property, exempt real property returned to the tax roll, new personal property, and new subdivision parcels and condominium conversions. New growth of one year becomes part of the base for calculating the next year's levy limit.

Overlay / reserve for abatements and exemptions - Tax abatements and exemptions are allowed for a variety of reasons specified in the Massachusetts General Laws. At the time the levy is assessed, the amount of qualifying abatements that will be granted is not determinable; therefore an amount of money must be set aside to provide for these abatements. If at the end of a fiscal year a balance remains in the reserve and the Assessors determine that no further claims are pending, the amount remaining may be reappropriated for other purposes or closed to Free Cash.

Override - A permanent increase in the levy limit approved by the voters in a referendum. The increase becomes part of the base for calculating levy limits of future years.

An override ballot question requests funding for expenses that are expected to continue into the future. The purpose stated in the question may be broad (for example, "general operating expenses") or narrow (for example, "two fire fighters"). The amount of money is also stated in the question, along with the fiscal year in which the increase is to become effective. Money from an override is earmarked for the purpose stated in the ballot question in the first year the override is in effect. Funding for this purpose can be expected to continue, even though, in subsequent years, the money is considered to be an undifferentiated part of the General Fund.

Overrides may be structured in any of three forms: a single ballot question stating a single purpose and related amount of money; a "pyramid" consisting of two or more separate ballot questions stating the same purpose but different amounts of money in each question; or a "menu" of separate questions, each stating a different purpose along with its related amount of money.

Override questions can be put on the ballot only by majority vote of the Select Board. The form of the override and the wording of the question or questions is also determined by the Select Board.

Reserve Fund - An account voted annually by Town Meeting to be used for extraordinary and unforeseen expenses that may occur during a fiscal year. The appropriation may not exceed 5% of the previous year's tax levy. Transfers from this fund are made by majority vote of the Finance Committee.

APPENDIX C

GLOSSARY

Reserves - Money accumulated for future expenditure. Free Cash and the Stabilization Fund are general reserves that may be used for a wide variety of purposes. Some reserves are available only for restricted purposes, for example, the Ambulance Account, the Conservation Fund, the Parking Meter Receipt Account, and the Sale of Real Estate Account.

Revolving Fund - A special purpose account that accumulates revenues based on charges for services and from which expenditures are made without Town Meeting appropriation for uses for which the revenue was collected. The purposes for which the Massachusetts General Laws authorize such accounts to be established are recreation, adult education, and school lunch. These funds differ from enterprise funds in that they do not accumulate and capitalize assets, there are restrictions on the size of fund balances they may retain from year to year, and some restrictions are placed on the purposes for which funds may be expended.

Stabilization Fund - An account established to save funds for future needs. Town Meeting may appropriate funds to the account, subject to limits imposed by state law. Transfers from the account may be made at Annual or Special Town Meetings for any lawful purposes. A two-thirds vote of Town Meeting is required to transfer money out of the fund. The state originally limited use of this fund to capital purposes only, a restriction that no longer exists.